Instructions for Maintenance Reserve Report

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**Department of Planning and Budget**

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**Background**

As announced earlier this year, the process for implementing maintenance reserve (MR) projects has changed significantly. First, agencies no longer have to submit MR project requests to the Department of Planning and Budget (DPB) for review and validation before proceeding to work on the project. Second, agencies will not have to report annually on the status of every MR project that had been validated by DPB. Rather, agencies are now required to report annually on only those projects for which expenditures were made in the previous fiscal year.

 It is important to note that, although DPB no longer has to review and validate a MR project in advance, the criteria for what constitutes a MR project remain the same. Expenditures for MR projects are limited to projects that meet one or more of the following criteria:

1. Repair or replacement of functionally obsolete, damaged, or inoperable built-in equipment such as elevators, furnaces, plumbing fixtures, air conditioning, and ventilation;
2. Repair or replacement of components of a plant, such as exterior wood, masonry, ceilings, floors, floor coverings, doors, windows, roofs, sidewalks, parking lots, fencing, and exterior lighting;
3. Repair or replacement of existing utility systems, such as steam lines, natural gas, air, electrical, water, and sewer;
4. Correction of problems resulting from erosion and drainage;
5. Work related to handicapped access, energy conservation, building and safety codes compliance, lead paint abatement, or asbestos correction; or
6. Activities specifically authorized in the Appropriation Act.

Furthermore, MR appropriations are limited to projects estimated to cost more than $25,000 and no more than $1 million. DPB may grant an exception to these dollar limits. Contact your DPB analyst regarding an exception.

Annual Report

 The intention is that agencies will submit their annual MR reports in the PB System. However, there has been insufficient time to complete the changes needed in PB for this year’s submission. Consequently, agencies will use an Excel spreadsheet template to submit their reports this year. DPB will upload the data into PB after the new MR report module has been developed.

 These reports will provide information that will enable DPB and agencies to track expenditures on MR as a whole and on individual projects over time.

 Along with the completed spreadsheet, agencies are required to submit a statement certifying that all MR expenditures were made on projects that met the MR criteria. The statement must be signed by the agency head or deputy to whom the director of capital or architectural/engineering department, or the equivalent thereof, reports.

 The deadline for the submission of the completed spreadsheet and certification is November 14, 2014. Both the completed spreadsheet and certification statement should be e-mailed to budget@dpb.virginia.gov, with a copy to your DPB analyst.

Detailed Instructions

 The spreadsheet template and certification letter are posted on DPB’s website.

 Any project for which any MR expenditure was made in FY 2014 should be included in the spreadsheet. If no expenditure was made in FY 2014 on an existing, previously validated project, do not include it in the spreadsheet. The shaded fields on the spreadsheet will automatically populate. Following are instructions and guidelines for the individual fields:

* Fiscal Year—Do not enter data in this field. It will default to 2014 when data is entered into the agency code field.
* Agency Code—Enter your agency code.
* Agency Name—Self-populated after agency code is entered.
* Existing Project Title—If the maintenance reserve project had been created prior to FY 2014, i.e. submitted to, and validated by DPB, enter the title of the project in this field. (If the project did not exist before FY 2014, leave this field and the next field blank.)
* Project Code—PB assigns a code to each subproject. Enter the code for an existing project in this field. To find the title and code for an existing MR project, follow these steps:
	+ Go to the Reports module in the PB System;
	+ Select report BD 3.60, “Maintenance Reserve Plan Status Analysis Grid”;
	+ In the “Agencies” box, select, or key in, your agency number;
	+ In the “Workflow Step” box, select “Parked until Next MR Plan”;
	+ Click on “Submit”;
	+ In the list of projects that then appears, find the title of the relevant project. This is the title that should be used in the “Existing Project Title” field on the spreadsheet. (Hint: For agencies with many MR projects, the “filter” option will make it easier to find the project that you are looking for.) Once you find the appropriate project, click on the title name (this is a drill-down link);
	+ The most recent MR plan submission document will appear. About halfway down the document, in the section labeled “MR Plan”, the subproject code is listed. Enter this code number in the “Project code” field in the spreadsheet.
	+ Click on the “back” arrow to return to the project listing from which you can locate any other existing project.
* New Project Title—If the project did not exist before FY 2014, i.e. it had not submitted to, and validated by, DPB, enter a brief title that serves to describe the project. Start with a verb. Examples: Replace warehouse roof; Pave parking lot; Repair steam lines. If the project existed before FY 2014, leave this field blank. (There is no need to enter a code for new projects; the PB System will automatically assign code numbers to them.)
* Facility—Select from the drop-down list the appropriate facility at which the project was done. This is the same list that is used for capital projects in PB.
* Infrastructure element—Select from the drop-down list the infrastructure element most applicable to the project. This is the same list that is used for capital projects in PB and for the “project type” field on CO-2 forms.
* Total Cost—Enter the actual, if known, or estimated total cost of the project.
* Expenditures—Expenditures are requested for the fiscal year being reported; in this case, it would be for FY 2014. Total expenditures to date for the life of the project also need to be reported. For both time periods, there are three categories of expenditures: GF, state-supported debt (VPBA or VCBA), or any other NGF. If the first expenditures on the project were made in FY 2014, the amount entered in the appropriate “Fiscal Year” field should also be entered in the appropriate “Life to Date” field.
* Completed?—If the project was completed in FY 2014, select “Yes” in the drop-down box. If it was not completed, select “No”.