

Instructions for DPB Form MR-2 Summary of Future Maintenance Reserve Subprojects

The DPB Form MR-2 lists and prioritizes all **new** maintenance reserve subprojects planned in the final four years of your six-year plan. A **separate** form must be prepared for each of the last two biennia included in your plan. Do not enter on this form any subprojects that were validated in previous biennia and are currently in your approved 2000 maintenance reserve plan. **Institutions of higher education with authority to manage their maintenance reserve programs at the local level should report projects on the DPB Form MR-2 for all three biennia.**

Identify the biennium -- 2004-2006, or 2006-2008

- Item 1. **Agency Name.** Enter your agency's name.
- Item 2. **Agency Code.** Enter the three-digit agency code for your agency.
- Item 3. **Project Code.** Enter the five-digit maintenance reserve plan project code.
- Item 4. **Biennium.** Identify the biennium -- 2004-2006 or 2006-2008.
- Item 5. **Name of Person to Contact about this Form.** Enter the name of the person to contact who can answer specific questions concerning the information provided on this form.
- Item 6. **Contact Person's Telephone Number and E-mail Address.** Enter the telephone number and e-mail address of the contact person.
- Item 7. **Control Number.** Enter the subproject control number. The eight-digit project control number begins with the three-digit agency code, followed by two digits for the first year of the biennium in which the subproject is being planned, and concludes with three digits which represent the next number in sequence for that biennium. For example, the subproject control number for the fifth project submitted by agency 246 for the 2000-2002 biennium is 24600005.
- Item 8. **Subproject Title.** Enter a short, descriptive title for the subproject. Please use only one line for the subproject title. Begin each title with an action verb.
- Item 9. **Priority Number.** Rank the subprojects in priority order. Show the subproject's priority in this column. Roof repairs must have top priority. Assign a priority number only once for the biennium.
- Item 10. **GF Cost, NGF Cost, and Total Cost.** Enter the general fund, nongeneral fund, and total cost estimate for the subproject. These amounts should include the estimated construction, equipment, design, inspection, in-house support, testing fees, and contingencies. For work accomplished by in-house staff, enter the cost of all materials, equipment rental, and any trade contracts that are part of the project. **Round your cost estimate to the nearest \$1,000.**

After all entries have been completed, enter totals for each of the three columns under Item 10, Cost.