Capital Budget Request

Overview

The capital budget submission sets forth an agency's capital project needs for the next six years. The request ranks the projects in priority order and justifies the need for them in terms of the agency's goals, objectives, programs, and services. The purpose of this module is to summarize the projected size and scope of the project and provide estimates on the project's cost. It also identifies operating costs or savings that will be incurred if the project is funded.

Capital projects include, but are not limited to, the following:

- ✓ New construction projects with a total project cost exceeding $500,000,
- ✓ Improvements, renovations, repairs, replacement, maintenance, or combination projects for a single building with a total project cost exceeding $500,000,
- ✓ Umbrella projects, and
- ✓ Blanket projects with a total project cost exceeding $500,000.

Rather than being fully funded, projects may often be funded in phases. Initially, pre- planning will be funded to define the general project scope and cost of a new project. The second phase funding for detailed planning is for the preparation of preliminary drawings for the project. Then, based upon the preliminary drawings cost estimates, consideration will be given to funding the construction or renovation. A request does not necessarily have to include each phase. Depending on the nature of the capital project request, it may be appropriate to skip some phases.

As defined in the legislation establishing the new capital budget process, the major phases for the funding of capital projects are the following:

1. **"Pre-planning"** means a process meant to obtain a more detailed definition and cost estimate of a project. It may include the following elements, as appropriate:

 1. Statement of program definition including functional space requirements, estimates of gross and net square footage, and functional adjacency requirements;

 2. Analysis of program execution options, including review of new construction versus renovation alternatives, necessary phasing or sequencing of the project, and coordination with other ongoing or proposed capital projects;

3. Site analysis, including options considered and, for the site chosen, any specific issues related to topography, utilities, or environment;

4. Presentation, including site plan, conceptual floor plans and elevations, and conceptual exterior;

5. Identification of any Uniform Statewide Building Code compliance or permit requirements unique to the project; or

6. Cost estimates for the project to include total cost of the project, construction cost for the project, total cost per square foot, construction cost per square foot, costing methodology, and identification of any factors unique to the project that may impact overall project cost.

2. **"Detailed planning"** means the preparation of architectural and engineering documents up to the preliminary design stage, as defined in the Construction and Professional Services Manual of the Department of General Services.

3. "**Construction phase**" means the following steps, as set out in the Construction and Professional Services Manual of the Department of General Services: preparation of final working drawings and specifications, advertising for a sealed bid or proposal, awarding a contract pursuant to law, and actual construction of a project.

In preparing their requests, agencies in their six-year plans should emphasize long-term planning for capital outlay expenditures. An agency request should be based on its strategic plan, master site plan, and the Commonwealth's latest Six-Year Capital Outlay Plan.

In order to assure that this goal is met, it is required that, for all building system replacement and upgrade projects, the Building(s) have all pertinent information loaded into the Facility Inventory and Condition Assessment System (FICAS).

Quick Guide

AGENCY ANALYST

1. Mouse over the **Capital Budget** menu item and then mouse over **Capital Budget Requests**. Select **Capital Budget Request** from the resulting menu. Once Capital Budget Request is selected, the Overview tab will appear.

2. Complete the Overview tab as described in the Overview tab instructions (If "Capital Lease" is selected as the project type, then only the Overview, Narratives, O & M and Capital Lease tabs must be completed.)

3. Complete the Narratives tab as described in the Narratives tab instructions.

4. Complete the Funding Request tab as described in the Funding request tab instructions.

5. Complete the Project Costs tab as described in the Project Costs tab instructions.

6. Complete the Other Costs tab as described in the Other Costs tab instructions.

7. Complete the O & M Costs tab as described in the O & M Costs tab instructions.

8. Complete the Lease tab as described in the Lease tab instructions.

9. Complete the Technology tab as described in the Technology tab instructions

10. Complete the Energy tab as described in the Energy tab instructions

11. Click **Submit** and select the appropriate action from the available options.

- **Continue Working** – Saves the capital budget request and returns it to the Available Work Items tab on the Work Tray for users with similar credentials to claim.

- **Submit for Agency Review** – Submits the capital budget request to the next step in the workflow.

- **Void Document** – Voids the capital budget request.
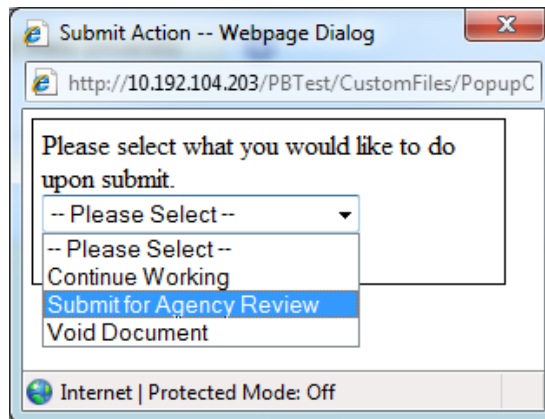
AGENCY REVIEWER

1. Select **Available Work Items** from the Work Tray.

2. Select the **Document Type** filter and select **Capital Budget Request** to filter on the capital budget requests.
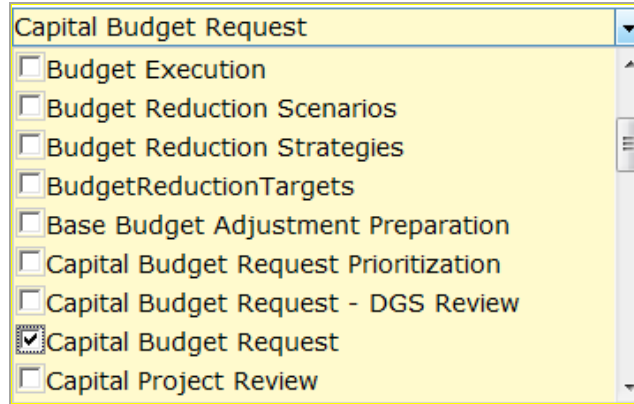

3. Click **Claim** next to a capital budget request that is ready for review. Once capital budget request is claimed, the Overview tab will appear.

4. Review the **Overview** tab for completeness and accuracy.

5. Select the **Narratives** tab and review it for completeness and accuracy.

6. Select the **Funding Request** tab and review it for completeness and accuracy.

7. Select the **Project Costs** tab and review it for completeness and accuracy.

8. Select the **Other Costs** tab and review it for completeness and accuracy

9. Select the **O & M Costs** tab and review it for completeness and accuracy.

10. Select the **Lease** tab and review it for completeness and accuracy (if the Project Type is a capital lease on the Overview tab).

11. Select the **Technology** tab and review for completeness and accuracy (if the "Contains significant technology costs" box is checked on the Overview tab).

12. Select the **Energy** tab and review for completeness and accuracy (if the "Contains significant energy costs" box is checked on the Overview tab.

13. Click **Submit** and select the appropriate action from the available options.

- **Continue Review** – Saves the capital budget request and returns it to the Available Work Items tab on the Work Tray to be claimed by users with similar credentials.

- **Submit for DPB Review** – Submits the capital budget request to the "holding area" for later submission to DPB in bulk.

- **Return for Further Data Entry** – Returns the capital budget request to the data entry workflow step for additional work by the agency analyst.
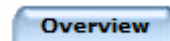
- **Void Document** – Voids the capital budget request.
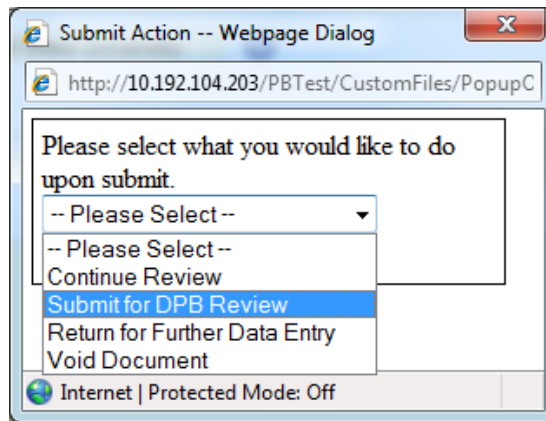
Overview Tab

Overview

The purpose of the Overview tab is to capture the identifying information for the capital budget request and select if there are significant energy or technology costs.

Instructions

1. Select the **Overview** tab.

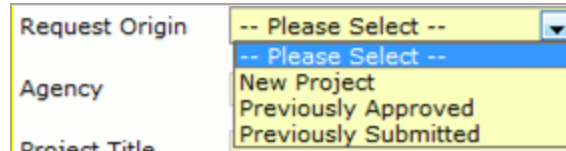2. Select the **Biennium** for the capital budget request.

3. Select the **Budget Round** for the capital budget request.

4. Select the **Agency** to which the capital budget request will be applied.

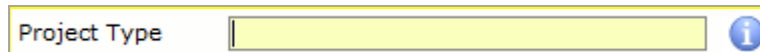5. Select the **Request Origin** for the capital budget request.

Request Origin	-- Please Select -- ▼
	-- Please Select --
Agency	New Project
	Previously Approved
	Previously Submitted
Project Title	

- **New Project** – Creates a new capital budget request.

- **Previously Approved** – Allows a user to select from previously approved projects in the Project Title field to request additional funding. Once the user selects "previously approved", all relevant information from the project will populate the new request.

- **Previously Submitted** – Allows a user to select from previously submitted, but not approved, projects in the Project Title field to request additional funding. Once selected, all relevant information from the project will populate the new request.

6. Enter the **Project Title** for a new capital budget request. The title should be short and descriptive and begin with a verb; e.g., Construct, Acquire, Demolish, etc.
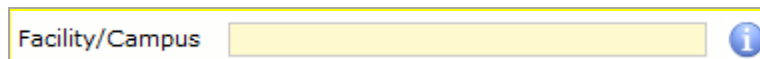
Project Title	

7. Select the **Project Type** for the capital budget request. Choose the category that best describes the project. Selecting **Capital Lease** will cause the Capital Lease tab to appear and will only require the Overview, Narratives, O & M, and Capital Lease tabs to be completed.
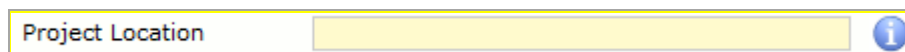
Project Type		ⓘ

8. Select the **Facility/Campus** for the capital budget request. If the agency does not have separate facilities or campuses, only the agency name will appear for selection. If the request is for an umbrella project that will span more than one facility/campus, select "multiple." If the request is for a site other than the listed facilities or campuses, select "other".

Facility/Campus		ⓘ

9. Select the **Project Location** for the capital budget request. Select the region or locality and the region will display in the field. If it includes projects all over the state, enter "Multiple Regions".

Project Location		ⓘ

10. Select or Enter the **Building Name** for the capital budget request. Enter the official name of the building where the work will occur and the building number if an existing building (FAACS number assigned to the building by the Department of Accounts (DOA)). This is also the identifier used in the FICAS system. If the project covers more than one building, enter the name of each building impacted by the project. If no FAACS number is assigned to an existing building, contact Department of General Services" (DGS) Division of Real Estate Management. If the project will construct a new building or is an infrastructure project not related to any buildings,, enter "None".

11. Building Name [   ] Enter the **Building Function** for the capital budget request. Enter a brief description of the building's function (how it is used or will be used if new construction). For example, dormitory, instruction—math and English, administrative offices, etc. Institutions of higher education must also provide the percent of the building's function and purpose that is attributable to education and general activities. If multiple buildings, describe the function of each. If the project is an infrastructure project not related to any specific buildings, , enter "None".

Building Function [   ]

12. Select the **Infrastructure Element** for the capital budget request. Choose the term that best characterizes the function or type of the work to be completed by the project. The choices are the same as used by DGS' Bureau of Capital Outlay Management (BCOM) for "project type" on the CO forms.

Infrastructure Element [-- Please Select -- ▼]

13. Select the **Contains significant energy costs** check box if the capital budget request will contain significant energy costs. The Energy tab will appear for data entry.

This box should be checked if the energy component represents at least 25 percent of the total construction cost: Examples include:

- Installation or replacement of various energy-related equipment and systems,
- Additions or improvements to electrical, lighting, and auxiliary systems,
- Additions or improvements to heating, ventilating, and air conditioning (HVAC) systems,
- Improvements to the building envelope, such as windows, doors, or insulation, or,
  Installation or expansion of energy management controls systems.

Completion of this tab for acquisition and new construction projects is optional.

| ☑ | Contains significant energy costs? |

14. Select the **Contains significant technology costs** check box if the capital budget request will contain significant technology costs. The Technology tab will appear for data entry. This box should be checked for any improvement or new construction projects where the technology component cost exceeds 25 percent of the total construction cost.

| ☑ | Contains significant technology costs? |

15. Attach any **Supporting documents and files** for the capital budget request.

Section § 2.2-1509.1, of the *Code of Virginia* requires that:

> *An agency or public educational institution may request a supplemental allocation of general fund-supported resources through the budget process only if it submits a written certification to the Chairmen of the House Appropriations and Senate Finance Committees, the Director of the Department of General Services, the Director of the Department of Planning and Budget, and, for public institutions of higher education only, the Executive Director of the State Council of Higher Education, which certification (i) states that additional funding from nongeneral fund sources as described in subdivision 1 will be insufficient to pay for the full amount of the project cost that is in excess of 105 percent of the general fund-supported resources allocated to the project and (ii) provides a detailed analysis and description of the project as modified for a reduction in size or scope as described in subdivision 2 as well as a justification for why such modifications in size or scope cannot be achieved.*

For all such requests for supplemental funding, attach to your submission a copy of your agency's letter.

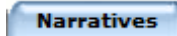| Supporting documents and files | | Browse... | Upload |

Narratives Tab

Overview

The purpose of the Narratives tab is to capture the description, justification, and alternatives considered for the capital budget request.

Instructions

1. Select the **Narratives** tab.

2. Enter the **Description** for the capital budget request. The project description should be of sufficient detail to clearly define the scope of the project. This description should address the project's size and capacity, how it would meet specific needs, and how it ties into the agency's strategic, service area, and master plans. Include, as applicable, the scope of the project (type of space proposed, square footage, and any unique or unusual features), life expectancy of the new facility, and methods or sources used to determine the proposed scope.

3. Enter the **Justification** for the capital budget request. The justification for a project is based on how it supports your agency's current strategic plan. You should show how the project supports your agency's mission and its current and planned program goals and objectives, as well as how the project relates to your agency's strategic plan and service area plans.

   Describe the current use of the facility(ies) and the relevant programmatic activities (current and projected) that would be affected by the project. Indicate any services, operations, or activities that will be initiated, expanded, or improved. Address whether the project is required to continue current services, to handle a workload increase, or to provide new or better quality services. Indicate the number and type of clients or staff who will benefit from the project and provide quantitative data such as number of positions (FTE), average prisoner days, or full time equivalent students. Highlight any population characteristics important to the project and discuss project methodologies used.

   Describe the present facilities and why the existing facilities are inappropriate or inadequate--the age and condition of the current

facilities, maintenance history, interruptions of services, safety hazards, environmental issues, health and safety code issues, legislative or judicial mandates, etc. Are interim accommodations being used to compensate for facility deficiencies? Describe how the project fits into the approved Master Site Plan for your agency and provide any information on the future use of the existing facilities that could impact the proposed project.

4. Enter the **Alternatives Considered** for the capital budget request. Discuss any alternatives to the proposed project that were considered and the rationale for selecting the requested project. Provide the estimated costs for each of the alternatives considered. *One option that must be included* is the impact of deferring the project until a future biennium. For capital leases, briefly describe any alternatives that were considered before determining that a lease was the best option. Include any co-location opportunities that were or are now being pursued. Identify the cost of each option.
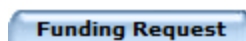

Funding Request Tab

Overview

The purpose of the Funding Request tab is to capture the funding request for the capital budget request over the next six years.
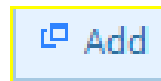
Instructions

1. Click on the **Funding Request** tab.

2. In the Funding Request grid, select the **Phase, Year, Subobject, and Fund** and enter the **Amount** requested for the capital budget request.

3. Add rows to the grid as needed by clicking the **Add** button to specify requests for multiple phases or years.

Enter the **Methodology** for the funding request. Describe how the project costs were determined. Make sure to identify any factors unique to the project that may impact overall project cost.

Institutions of higher education should include information on fee increases that may be required to finance the capital project.

Project Costs Tab

Overview

The purpose of the Project Costs tab is to capture the total project costs as well as the costs associated with the funding requested on the Funding Request tab. **The Design & Related Services, Inspection and Testing Services, and Project Management & Other Costs rows are calculated based upon the data entered on the Other Costs tab.** Each grid contains two cost columns— "Total project costs" and "Requested Funding". In the first column, enter the cost of the life of the project for each "Cost Type". In the second column, enter only the amount being sought in the request for the current budget round.

Instructions

1. Select the **Project Costs** tab

Project Costs

2. If you have already completed the Other Costs tab, click the **Update Totals** button to include those costs in the Project Costs grid.

Update Totals

3. In the Project Costs grid, enter the **Acquisition Cost** for the **Total Project Costs** and the **Requested Funding** costs.

Project Costs			
	Cost Type	Total Project Costs	Requested Funding
1	Acquisition Cost		

4. In the Project Costs grid, enter the **Building & Built-in Equipment, Sitework & Utility Construction**, **Construction Cost**, **Furnishing & Moveable Equipment,** and **Construction Contingency** costs for the capital budget request.

In preparing the project budget, base all estimates on current year dollars projected to the time at which you anticipate that the construction would be at its mid-point. Base the proposed construction budget upon that bid date. The funding request should include within it, the allowance for cost escalation that the contractor would have included in his/her price based on the planned bid or construction start date. For planning purposes, use three percent per annum for escalating costs. If the funding request is developed based upon the actual cost of comparable projects, the escalation timeframe should be from the bid date of the comparable project to the planned bid date of the proposed project. If the funding request is based upon pricing individual components/commodities/subcontracts, include escalation from the present day cost data or quotation to the mid-point of construction.

The construction contingency amount to cover contract change orders can be no more than two percent of the sum of the estimated construction, site, and utility costs.

Building & Built-in Equipment
Sitework & Utility Construction
Construction Cost

Furnishings & Movable Equipment
Construction Contingency

5. Click the **Update Totals** button to update the costs for the capital budget request.
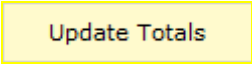
6. In the Capacity grid, for each cost type, enter the **Unit of Measure,** and enter the number of **Units**. The **Cost per Unit** will be populated with a calculation based upon the information entered. Units could be number of beds, square feet, prison cells, etc. The Unit of Measure can vary for each Cost Type. Therefore, use the Unit of Measure that is most appropriate for each Cost Type.

Capacity				
	Cost Type	Unit of Measure	Units	Cost per Unit
1	Acquisition Cost			
2	Construction Cost			
3	Total Project Cost			

Other Costs Tab

Overview

The purpose of the Other Costs tab is to capture more detailed costs for the total project costs, as well as the costs associated with the funding requested on the Funding Request tab. **The Design & Related Services, Inspection and Testing Services, and Project Management & Other Costs rows on the Project Costs tab are calculated based on the data entered on the Other Costs tab.** Therefore, do not try to enter data directly into those fields on the "Project Costs Tab"; instead enter the details on this tab.

Instructions

1. Click on the **Other Costs** tab. Do not show "other costs" that will be funded from agency operating funds. Only those costs that will be funded from capital appropriations should be itemized.
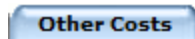
2. In the Other Costs grid, enter all other costs that roll up to **Design & Related Service Items** for both the total project costs and the requested funding costs. Value engineering is required for all projects costing in excess of $5.0 million unless waived by the DGS Director.

Other Costs			
	Cost Type	Total Project Costs	Requested Funding
1	Design & Related Service Items		
2	A/E Basic Services	$1	
3	A/E Reimbursables		
4	Specialty Consultants (Food Service, Acoustics, etc.)		
5	CM Design Phase Services		
6	Subsurface Investigations (Geotech, Soil Borings)		
7	Land Survey		
8	Archeological Survey		
9	Hazmat Survey & Design		
10	Value Engineering Services		
11	Cost Estimating Services		
12	Other Design & Related Services		

3. In the Other Costs grid, enter all other costs that roll up to **Inspection & Testing Service Items**.

Inspection & Testing Service Items		
Project Inspection Services (inhouse or consultant)	$1	
Project Testing Services (conc., steel, roofing, etc.)		
Inspection & Testing Services	$1	

4. In the Other Costs grid, enter all other costs that roll up to **Project Management & Other Costs Items**. Do not include project management funded through the agency's operating budget.

Project Management & Other Cost Items		
Project Management (inhouse or consultant)	$1	
Work By Owner		
BCOM Services		
Advertisements		
Printing & Reproduction		
Moving & Relocation Expenses		
Data & Voice Communications		
Signage		
Demolition		
Hazardous Material Abatement		
Utility Connection Fees		

Utility Relocations		
Commissioning		
Miscellaneous Other Costs		
Project Management & Other Costs	$1	

5. Enter the **Methodology** for estimating the costs of the capital budget request. Be specific as possible.

Methodology

6. On the Project Costs tab, click the **Update Totals** button to update the total project costs and the requested funding costs for the capital budget request with the information captured on the Other Costs tab.

Update Totals
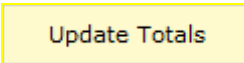
O & M Costs Tab

Overview

The purpose of the O & M (Operating and Maintenance) Costs tab is to capture any future operating and maintenance costs or savings that are projected to be realized if the capital budget request is funded.

Details

1. Select the **O & M Costs** tab. Provide the six year cost estimates for operating and maintaining the facility after the project is completed. This estimate should represent the net costs or savings resulting from the capital project. Operating and maintenance costs will be normally incurred by acquisition, new construction, and improvement projects. In this grid include costs or savings related to the running and upkeep of the facility including the costs to staff new or expanded programs that will be in that space (not existing staff redeployed from existing programs and activities). The first year should include any start-up costs and the subsequent years should reflect the anticipated annual operating costs or savings.
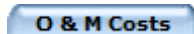
O & M Costs

2. Enter the six years of operating and maintenance costs in the O & M Costs grid for each cost type. An amount must be entered in each cell, even it is

zero

O & M Costs							
	Cost Type	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016
1	GF Dollars	0	0	0	0	0	0
2	NGF Dollars	0	0	0	0	0	0
3	GF Positions	0	0	0	0	0	0
4	NGF Positions	0	0	0	0	0	0
5	GF Transfer	0	0	0	0	0	0
6	GF Revenue	0	0	0	0	0	0
7	Layoffs	0	0	0	0	0	0

3. If the **Planned start date of the new O & M costs** is different than the beginning of the fiscal year, enter a planned start date for the O & M costs.

Planned start date of new O&M costs (if different than the beginning of the fiscal year)

Lease Tab

Overview

The purpose of the Lease tab is to capture the details and costs associated with a proposed capital lease.   This tab will appear only if capital lease was selected in **Project Type** field in the Overview tab.

There are basically two categories of leases—operating leases and capital leases. Agencies that have leases that will expire in the upcoming biennium or that anticipate entering into a lease in the upcoming biennium should check with their DPB analysts to determine if those leases would qualify as capital leases. For purposes of this submission, agencies will have to make requests for leases only if they qualify as capital lease agreements as defined by Generally Accepted Accounting Principles (GAAP).   Submissions are required for proposed new capital leases and renewals to existing capital leases.

Instructions

1. Select the **Lease** tab.

Lease
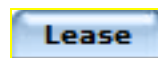
2. Enter the **Name of Lessor** for the capital budget request. Normally this would be the current owner (person, company, or entity) of the facility. If the name is not known, enter "Not yet determined."

Name of Lessor

3. Enter the **Space Requirements** for the capital budget request. Show the acreage for land and square footage for buildings and identify any special

needs such as reinforced floors for computer equipment or easy access to the public.

Space Requirements	

4. Check the **Will the State own the property at the end of the lease term?** check box if the state will own the property at the end of the lease.

Will the State own the property at the end of the lease term?	☐

5. Select the **Proposed Effective Date of Lease** for the capital budget request. The proposed date should be the anticipated date the lease will go into effect.

Proposed Effective Date of Lease	

6. Enter the **Proposed Duration (months)** of the lease for the capital budget request. This is the number of months for which your agency will be obligated to make lease payments

Proposed Duration (Months)	

7. Select the **Include Periodic Renewal** check box if a periodic renewal is required for the capital budget request.

Include Periodic Renewal	☐

8. Enter the **Renewal Extension Period (months)** for the capital budget request.

Renewal Extension Period (Months)	

9. In the Lease grid, select the **Fund** and enter the six-year costs for the lease. In the final column, enter the total lease payments over the life of the lease. In most cases, the last column **will not** be the total of the amounts include in the six year fields.

Lease									
		Fund	FY 2011 Dollars	FY 2012 Dollars	FY 2013 Dollars	FY 2014 Dollars	FY 2015 Dollars	FY 2016 Dollars	Total Lease Payment
1									

10. Add rows to the grid as needed by clicking the **Add** button within the grid to specify lease payments from multiple funds.

Add
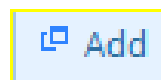
Technology Tab

Overview

The purpose of the Technology tab is to capture the technology-related information for a capital budget request. This tab will appear only if the "**Contains significant technology costs** check box" was checked in the Overview tab. Significant technology cost is defined as any improvement or new construction project where the technology component cost exceeds 25 percent of the total construction cost. These projects should have been included in an agency's IT Strategic Plan submitted to the Virginia Information Technologies Agency (VITA).

Instructions

1. Select the **Technology** tab.

2. Enter the **Description of the technology component of the project** for the capital budget request

3. Enter the **Primary uses of the building included in this project** for the capital budget request.

4. In the **Total Technology Cost Estimate** grid, enter the costs associated with each cost type.

			Cost Type	Cost
	Total Technology Cost Estimate			
			Cost Type	Cost
1			Internal Staff Labor	
2			Services	
3			Software Tools	
4			Hardware	
5			Materials and Supplies	

5. Enter the **Explain how technology cost estimates were developed** explanation for the capital budget request.

Explain how technology cost estimates were developed

Energy Tab

Overview

The purpose of the Energy tab is to capture the energy-related information for the capital budget request. The energy tab should be used to describe the general scope of work and savings potential of energy projects installed in existing facilities. This tab will appear only if the "**Contains significant energy costs** check box" was checked in the Overview tab. Significant energy cost is defined as any request where **the energy component represents at least 25 percent of the total construction cost.**

Instructions

1. Select the **Energy** tab.
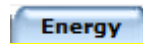
Energy

2. Enter the **Energy Component Description** for the capital budget request.

Energy Component Description

3. Select the **LEED Standard** check box to signify if the agency intends for the project described in the capital budget request to meet LEED standards.[jm1]

    LEED Standard ☐

4. In the Annual Energy Cost grid, select the **Fund** and enter the net **Cost/Savings** for each energy type for the capital budget request. For improvement projects this would be the difference between current energy costs and the costs once the improvements are completed. For new construction projects, it would be the total costs. If savings are anticipated, show amounts as negative amounts

    Annual Energy Cost

		Energy Type	Fund	Cost/Savings
1		Electrical	ⓘ	
2		Gas	ⓘ	
3		Steam	ⓘ	
4		Solar	ⓘ	
5		Other	ⓘ	

5. In the Energy Cost Estimate grid, enter the cost for each subcomponent for the capital budget request. "Other" can include such costs as the services relating to the analysis, design, placement, training, and monitoring of such equipment or systems.

    Energy Cost Estimate

		Sub Component	Cost
1		Materials Cost	
2		Labor Cost	
3		Engineering & Design Cost	
4		Other	

Field Definitions

Field Name	Description
Agency	Allows for the selection of an agency for the capital budget request.
Alternatives Considered	A text field that allows for the entry of any alternatives considered to the capital budget request.
Annual Energy Cost Grid	A grid that captures the annual energy costs for a capital budget request.
Building Function	A text field that allows for the entry of a building function for the capital budget request.
Building Name	A text field that allows for the entry of a building name for the capital budget request.
Capacity Grid	A grid that captures the capacity of the capital budget request based upon user defined units of measurement.
Contains Significant Energy Costs	A check box field that allows a user to specify that there is a significant energy cost associated with a capital budget request. Checking this box will cause the Energy tab to appear.
Contains Significant Technology Costs	A check box field that allows a user to specify that there is a significant technology cost associated with a capital budget request. Checking this box will cause the Technology tab to appear.
Description	A text field that allows for the entry of a description for a capital budget request.
Description of the technology component of the project	A text field that allows for the entry of the description of the technology component for a capital budget request.
Energy Component Description	A text field that allows for the entry of the description of the energy component for a capital budget request.
Energy Cost Estimate Grid	A grid that captures the energy cost estimate for a capital budget request.
Explain how technology cost estimates were developed	A text field that allows for the entry of an explanation of how the technology cost estimates were developed.
Facility/Campus	A pick list field that allows for the selection of the facility or campus for a capital budget request.
Funding Request Grid	A grid that captures the funding request by year and phase for the capital budget request.

Field Name	Description
Include Periodic Review	A check box field that allows a user to specify that the capital lease will require a periodic review.
Infrastructure Element	A dropdown field that allows a user to select an infrastructure element for a capital budget request.
Justification	A text field that allows for the entry of the justification for a capital budget request.
LEED Standard	A check box that allows for the specification that a capital budget request meets the LEED Standard.
Methodology (Funding Request)	A text field that allows for the entry of the methodology used in developing the funding request for a capital budget request.
Name of Lessor	A text field that allows for the entry of the name of the lessor for a capital lease.
O & M Costs Grid	A grid that captures six years of operating and maintenance costs associated with a capital budget request.
Other Costs Grid	A grid that captures the other costs associated with a capital budget request.
Planned start date of new O & M costs	A calendar field that allows a user to specify the start date of operating and maintenance costs.
Primary uses of the building included in this project	A text field that allows for the entry of the primary users of the building for a capital budget request.
Project Costs Grid	A grid that captures the total project costs and the requested funding costs for a capital budget request.
Project Location	A pick list field that allows for the selection of the project location for a capital budget request.
Project Title	A text field that allows for the entry of a title for the capital budget request.
Project Type	A picklist field that allows for the selection of the project type for a capital budget request.
Proposed Duration (months)	A numeric field that allows a user to enter the proposed duration of a capital lease in months.
Proposed Effective Date of Lease	A calendar field that allows a user to propose the effective date of a capital lease.
Renewal Extension Period (months)	A numeric field that allows a user to enter the renewal extension period for a capital lease in months.
Request Origin	A dropdown field that allows a user to specify that the capital budget request is for a new project, a previously approved project or a previously submitted project.

Field Name	Description
Space Requirements	A text field that allows for the entry of the space requirements for a capital lease.
Supporting Documents and files	An attachment field that allows a user to attach supporting documentation or files to a capital budget request.
Total Technology Costs Estimate Grid	A grid that captures the total technology cost estimate for a capital budget request.
Update Totals	A button that updates the total project costs and requested funding costs based upon the data entered in the Project Costs grid and the Other Costs grid.
Will the State own the property at the end of the lease term?	A check box field that allows a user to specify that the state will own the property at the end of a capital lease.

Appendix
Definition of Types of Capital Projects:

Acquisition

Definition. Acquisition of any interest in land, including improvements of any kind located on the acquired land, except certain utility easements.

Criteria. All acquisitions of real property are subject to the capital project proposal process. This includes capital leases as defined later in the instructions. Acquisitions of real property, including donations, are addressed in Chapter Two, Fee Acquisition, of the Real Property Management Manual administered by the Division of Real Estate Services in the Department of General Services.

New Construction

Definition. A new construction project is a single undertaking involving construction of one or more facilities. Included in the project are: all work necessary to accomplish a specific purpose and produce a complete and usable new structure; the associated architectural and other technical services; the equipment installed and made part of the facility; and site development and improvements. New construction includes:

- Construction of or site work for a new plant, including the erection, installation, or assembly of a new building, structure, or utility system;

- Any addition, expansion, or extension to a structure that adds to its overall exterior dimensions; and
- Complete replacement of a facility that, because of age, hazardous conditions, obsolescence, structural and building safety conditions or other causes, is beyond the point where it may be economically repaired or renovated and can no longer be used for its designated purpose.

Criteria. If a new construction project meets one or more of the following criteria, it is subject to the capital project proposal process:

- It creates additional building space of 5,000 square feet or greater (does not apply to site development or building systems projects);
- It has a total project cost of $500,000 or greater; or
- It is acquired through a capital lease. (See a discussion of the definition of capital lease projects in the DPB instructions for Capital Projects).

If the projected cost of a new construction project falls below $500,000, it may be funded as either a capital project or an operating cost. See the "Capital Projects Funded in the Operating Budget" section later in these instructions. An agency should consult with its DPB analyst if it has questions on the best approach to pursue in such cases.

Improvements

Definition. An improvement is defined as all work necessary to produce a complete and usable change to an existing facility or structure, including the associated architectural and other technical services, the fixed equipment installed and made part of the facility or structure, and site development. Improvements include:

- Alteration of interior space arrangement and other physical characteristics, such as utilities, so that the structure may be more effectively used for its present designated functional purpose;
- Conversion of interior arrangement and other physical characteristics, such as utilities and fixed equipment installed on and made a part of the facility or structure, so that an existing structure may be effectively utilized for a new functional purpose;
- Renovation of most or all of a facility or structure or an existing mechanical system to comply with current building code requirements or to modernize it so that it may be more effectively used for its designated functional purpose;
- Restoration of a facility or structure, to the maximum extent possible, to its former or original state (historic property);
- Relocation from one site to another of a facility or structure either by moving it intact or by disassembling it and subsequently reassembling it; and

- Major repair to restore a facility, mechanical system, or utility system to a condition that allows it to continue to be appropriately used, including the reprocessing or replacement of parts or materials that have deteriorated by action of the elements or "wear and tear" in use.

Criteria. If an improvement to an existing facility or structure has a cost of $500,000 or greater, it is subject to the capital project proposal process.

If the projected cost of an improvement project falls below $500,000, it may be funded as either a capital project or an operating cost. See the "Capital Projects Funded in the Operating Budget" section later in these instructions. An agency should consult with its DPB analyst if it has questions on the best approach to pursue in such cases.

Equipment

Definition. Equipment is a tangible resource of a permanent or long-term nature used in an operation or activity.

Criteria. All equipment needs associated with projects defined as new construction or improvements must be included in the capital budget for these projects. If the equipment is to be financed by revenue bonds, it must be requested in the capital budget.

No precise criteria exist for the funding of equipment purchases as a stand-alone capital project. An agency should consult with its DPB analyst to determine whether an equipment purchase not associated with an improvement or construction project should be requested in the capital or operating budget.

Demolition

Definition. Removal of a building or facility either for land clearance or to make land available.

Criteria. Demolition of any building (plant), regardless of size and type, must be authorized by the Governor prior to proceeding (§ 2.2-2402.B, *Code of Virginia*). This includes obtaining recommendations for approval to demolish the building / structure for the Art & Architecture Review Board and the Department of Historic Resources. The Division of Engineering and Buildings' Directive Number One provides specific instructions on the approval process.

Capital Projects Funded in the Operating Budget

If the cost of a project falls below the dollar threshold for the category definitions, it may be funded in an agency's operating budget. However, generally

an agency must complete projects funded in its operating budget within the fiscal year in which the funds have been appropriated. Unlike capital budget appropriations, operating budget appropriations may revert at the end of a fiscal year.

Projects included in the operating budget must still meet the requirements that are established in the *Code of Virginia* and other regulations for projects in the capital budget.

If a project falls below the capital dollar thresholds, but the cost cannot be absorbed by the agency, it should be submitted in your operating budget requests in the fall.

Multi-Task Capital Projects

A capital outlay project can consist of a stand-alone project or a group of projects combined together because they involve a series of identical or similar tasks. The most common multiple task project is "maintenance reserve," which groups a number of repair and replacement projects. Another type of multiple task project is an "umbrella project." Umbrella projects group together a series of similar subprojects such as life safety improvements in multiple buildings at a facility. Any of the five project types can have umbrella projects. Blanket projects include only non-specific activities that are financed entirely with nongeneral funds.

Umbrella Projects

An umbrella project contains a series of identical or similar tasks. They can be small planning, acquisitions, construction or improvement projects, or equipment purchases. For example, a series of upgrades of wastewater treatment plants at correctional field units could be grouped into one umbrella project.