

# Capital Budget Request Prioritization

## Overview

The purpose of this module is for agencies to prioritize their capital projects, other than maintenance reserve, based on their long-range need while taking into consideration the agency's strategic plan and master site plan. Subsequent reviews by the Executive Department and the General Assembly will produce the final prioritization for the Commonwealth Six Year Capital Improvement Plan.

## Quick Guide

### AGENCY ANALYST

1. Mouse over the **Capital Budget** menu item and then mouse over **Capital Budget Requests** in the resulting dropdown menu. An additional menu will appear. Select **Capital Budget Request Prioritization**.

Capital Budget	Budget Execution	Six Year Plans	Narrative	Reporting	Administrat
Capital Budget Requests			Capital Budget Request		
Maintenance Reserve			Capital Budget Request Prioritization		
Capital Project Review			Capital Budget Request Prioritization - DPB		

2. The Capital Budget Request Prioritization module will appear. Follow the Capital Budget Request Prioritization instructions below.

### AGENCY REVIEWER

Capital budget requests must be ranked along with capital projects included in the existing Commonwealth Six Year Capital Improvement Plan prior to submission to DPB. Do not include maintenance reserve in this prioritization even though maintenance reserve projects are always the first priority in any given biennium. Maintenance reserve will be submitted separately. This prioritization ranks all new capital budget requests along with existing plan projects other than maintenance reserve. Your Priority #1 project represents your top priority other than maintenance reserve. Do not prioritize general fund and nongeneral fund projects separately. No two projects can have the same priority number regardless of the biennium. (For example, you cannot use Priority #1 for the most important project in the first biennium of the plan and then use Priority #1 again for the most important project in the second biennium.)

1. Mouse over the **Operating Budget** menu item and then mouse over **Capital Budget Request** in the resulting dropdown menu. An additional menu will appear. Select **Capital Budget Request Prioritization**.

Capital Budget	Budget Execution	Six Year Plans	Narrative	Reporting	Administrat
Capital Budget Requests		Capital Budget Request			
Maintenance Reserve		Capital Budget Request Prioritization			
Capital Project Review		Capital Budget Request Prioritization - DPB			

2. The Capital Budget Request Prioritization module will appear. Follow the Capital Budget Request Prioritization instructions below.


## Capital Budget Request Prioritization

### Overview


The purpose of the Capital Budget Request Prioritization module is for agencies to rank their capital budget requests (along with existing Commonwealth Six Year Capital Improvement Plan projects) prior to submitting them to DPB. The rank is displayed for each capital project and the total project cost is displayed for each new capital budget request. An agency analyst or agency reviewer may drag and drop capital projects to create a new capital project ranking for an agency. All such capital projects must be ranked prior to submission to DPB. If any elements of a capital budget request need to be changed or modified, this should be done through the Capital Budget Request-Agency module.

### Instructions

1. Click on **Filter by Agency** and select an agency to rank its capital budget requests.

Filter by Agency  

2. Confirm the **Biennium** for the capital budget requests.

Biennium  

3. To change the ranking of a capital project in the Capital Budget Request Prioritization grid, click on a capital project and drag it up or down to insert it at a higher or lower ranking. Re-rank as many capital projects as necessary until the desired ranking is achieved.

Capital Budget Request Prioritization			
	Capital Budget Request Title	Total Project Cost	Agency Ranking
1	Capital Budget Request #1	\$0	1
2	Capital Budget Request #3	\$0	2
3	Capital Budget Request #2	\$0	3

4. While working, if you would need to revert to the rankings as they appeared upon the last save, click the **Reload Priorities** button.

Reload Priorities

5. Once the desired ranking is achieved, click the **Save Priorities** button to save the capital project ranking for an agency.

Save Priorities

## Field Definitions

Field Name	Description
<b>Agency</b>	A popup field that allows for the selection of an agency and displays its capital budget requests.
<b>Biennium</b>	A read-only field that displays the biennium for a capital budget request.
<b>Capital Budget Request Prioritization</b>	A grid field that allows a user to drag and drop capital projects to create a new ranking and displays the general fund and nongeneral fund biennial impact.
<b>Reload Priorities</b>	A button that allows a user to revert to the rankings as they appeared upon the last save.
<b>Save Priorities</b>	A button that allows a user to save the capital project ranking.