

Maintenance Reserve Subproject

Overview

All agencies with a physical plant are to submit maintenance reserve requests to identify any new requirements needed to maintain or extend the useful life of their facilities for the upcoming biennium.

A maintenance reserve subproject is a major repair or replacement to plant, property, or equipment that is intended to extend its useful life. Each subproject usually costs between \$25,000 and \$1 million. However, a subproject costing under \$25,000 or over \$1 million that meets the criteria may also qualify as a maintenance reserve subproject with the permission of the Department of Planning and Budget (DPB). Consult your DPB analyst if you have any questions.

Maintenance reserve subprojects are not intended to enhance, upgrade, or otherwise improve plant, property, or equipment unless such work is incidental to the main purpose of the subproject (less than 25 percent of the overall cost).

A subproject that meets one or more of the following criteria may be included in your request:

- Repair or replacement of functionally obsolete, damaged, or inoperable built-in equipment such as elevators, furnaces, plumbing fixtures, air conditioning, and ventilation;
- 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;
- Repair or replacement of existing utility systems, such as steam lines, natural gas, air, electrical, water, and sewer;
- Correction of problems resulting from erosion and drainage; and/or,
- Work related to handicapped access, energy conservation, building and safety codes compliance, lead paint abatement, or asbestos correction.

A subproject that meets one or more of the following criteria is normally **NOT considered as a** maintenance reserve subproject:

- Maintenance contracts to clean, maintain, repair, or protect existing plant, property, or equipment;
- Routine periodic maintenance, such as servicing, adjusting, minor repairs, painting, scraping, cleaning, and spraying of plant or property;
- Repair or replacement of office, motorized, medical, laboratory, electronic, photographic, educational, cultural, computerized, and other specific-use,

- moveable equipment that is not permanently installed as a part of the plant or property; and/or,
- Leak testing and monitoring of underground storage tanks and the removal of underground storage tanks not associated with tank replacement.

Do not include as maintenance reserve requests any items that are also being requested as stand alone capital projects.

Agencies also must seek revalidation of any subproject validated in five years or earlier if no expenditure has been made on the subproject as of the end of the prior fiscal year. If a request is not made for revalidation, then the subproject will be deleted for the agency's next annual maintenance reserve plan.

Quick Guide-Maintenance Reserve Request

AGENCY ANALYST

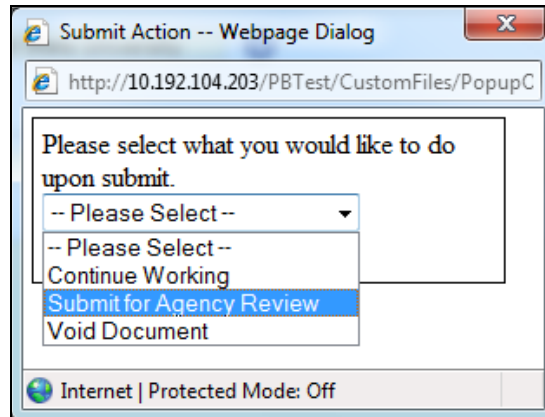
1. Mouse over the **Capital Budget** menu item and then mouse over **Maintenance Reserve** in the resulting dropdown menu. Select **Maintenance Reserve Request**.

Capital Budget	Budget Execution	Six Year Plans	Narrative	Reporting	Administrati
Capital Budget Requests					
Maintenance Reserve		Maintenance Reserve Request			
Capital Project Review		MR Request Prioritization			

2. The Maintenance Reserve tab will appear. Complete it as described in the Maintenance Reserve tab instructions below.
3. Complete the Narratives tab as described in the Narratives tab instructions below.
4. Click **Submit** and select the appropriate action from the available options.

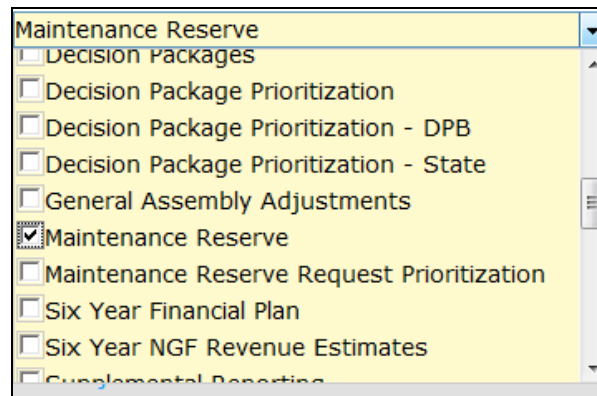


- **Continue Working** – Saves the maintenance reserve subproject and returns it to the Available Work Items tab on the Work Tray to be claimed by users with similar credentials.
- **Submit for Agency Review** – Submits the maintenance reserve subproject to the next step in the workflow.
- **Void Document** – Voids the maintenance reserve subproject.



AGENCY REVIEWER

1. Select **Available Work Items** from the Work Tray.
2. Select the **Document Type** filter and select **Maintenance Reserve** to filter on maintenance reserve subprojects.



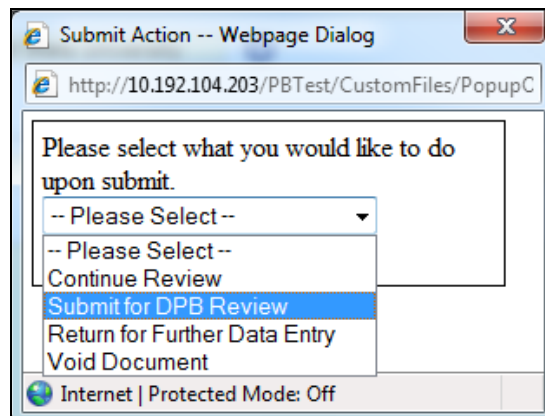
3. Click **Claim** next to a maintenance reserve subproject that is ready for review. Once a maintenance reserve subproject is claimed, the Maintenance Reserve tab will appear.

Claim

4. Review the **Maintenance Reserve** tab for completeness and accuracy.
5. Select the **Narratives** tab and review for completeness and accuracy.
6. Click **Submit** and select the appropriate action from the available options.


Submit

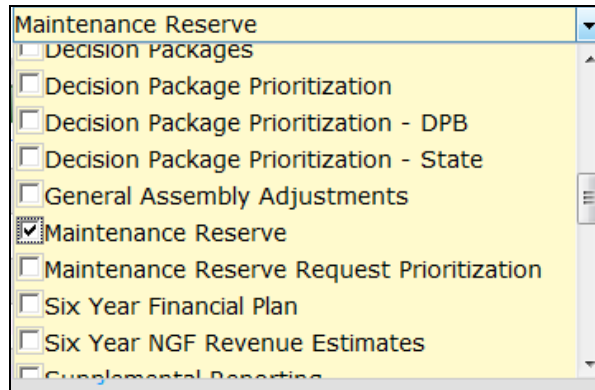
- **Continue Review** – Saves the maintenance reserve subproject and returns it to the Available Work Items tab on the Work Tray to be claimed by users with similar credentials.
- **Submit for DPB Review** – Submits the maintenance reserve subproject to DPB. After this submit, the maintenance reserve requests can be submitted to DPB in bulk using the **Bulk Submit MR Requests** functionality. For an *emergency maintenance reserve subproject request*, the document must be submitted one more time after this step. It will be available in the worktray for an Agency Analyst or an Agency Reviewer to submit again. The status of the work item will be “Ready for DPB Submission”. Claim the document and submit it to DPB.
- **Return for Further Data Entry** – Returns the maintenance reserve subproject to the data entry workflow step.
- **Void Document** – Voids the maintenance reserve subproject request.



Quick Guide – Maintenance Reserve Plan

AGENCY ANALYST

1. Select **Available Work Items** from the Work Tray.
2. Select the **Document Type** filter and select **Maintenance Reserve** to filter on the maintenance reserve subprojects.



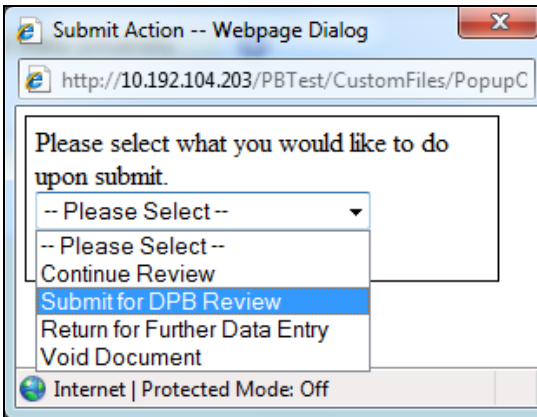
3. Click **Claim** next to a maintenance reserve subproject that is ready for review. Once a maintenance reserve subproject is claimed, the Maintenance Reserve tab will appear.



4. Complete the **MR Plan** tab as described in the MR Plan instructions
5. Select the **Narratives** tab and update the narratives, if necessary.
6. Click **Submit** and select the appropriate action from the available options.

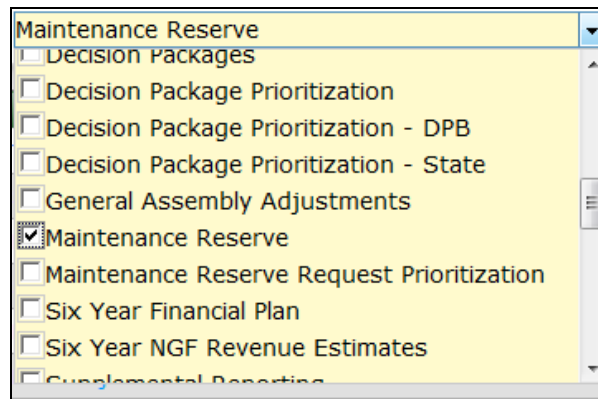


- **Continue Review** – Saves the maintenance reserve subproject and returns it to the Available Work Items tab on the Work Tray to be claimed by users with similar credentials.
- **Submit for DPB Review** – Submits the maintenance reserve subproject to DPB. All maintenance reserve subprojects must be prioritized prior to submission to DPB as part of the MR Plan
- **Return for Further Data Entry** – Returns the maintenance reserve subproject to the data entry step in the workflow.
- **Void Document** – Voids the maintenance reserve subproject.



AGENCY REVIEWER

1. Select **Available Work Items** from the Work Tray.
2. Select the **Document Type** filter and select **Maintenance Reserve** to filter on the maintenance reserve subprojects.



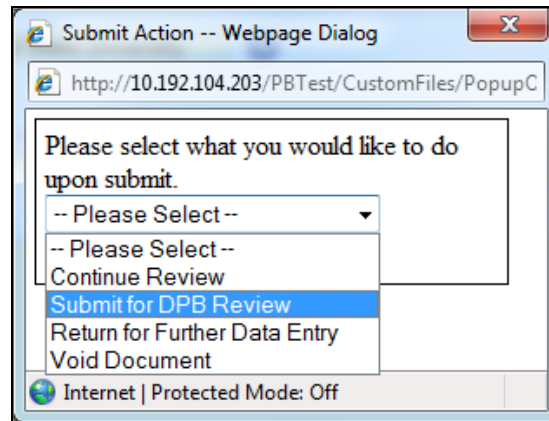
3. Click **Claim** next to a maintenance reserve subproject that is ready for review. Once a maintenance reserve subproject is claimed, the Maintenance Reserve tab will appear.

Claim

4. Review the MR Plan tab for completeness and accuracy according to the instructions issued by DPB.
5. Review the Narratives tab for completeness and accuracy according to the instructions issued by DPB.
6. Click **Submit** and select the appropriate action from the available options.



- **Continue Review** – Saves the maintenance reserve subproject and returns it to the Available Work Items tab on the Work Tray for users with similar credentials to claim.
- **Submit for DPB Review** – Submits the maintenance reserve subproject to DPB.
- **Return for Further Data Entry** – Returns the maintenance reserve subproject to the data entry step in the workflow.
- **Void Document** – Voids the maintenance reserve subproject.



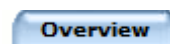
Maintenance Reserve Tab

Overview


The purpose of the Maintenance Reserve tab is to capture the identifying information for the maintenance reserve subproject and enter the general fund and nongeneral fund cost impact.

Instructions

1. Select the **Overview** tab.



2. Select the **Agency** that is entering the maintenance reserve subproject.

Agency		
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3. Enter the **Subproject Title** for the maintenance reserve subproject. Use a short, clear descriptive title of the subproject and begin each title with a verb. For example, "Replace west cooling tower."

Subproject Title	
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3. Enter the **Building Number** to identify the building impacted **by** the maintenance reserve subproject. If applicable, the building number should be the official FAACS number assigned to the building by the Department of Accounts (DOA). This is also the identifier used in the FICAS system. If no FAACS number is assigned to a building, please contact the Department of General Services' (DGS) Division of Real Estate Management. When the requests involves multiple buildings, list all of the building numbers. If the work is not related to a particular building, enter "None".

Building Number	
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4. Enter the **Building Title** for the maintenance reserve subproject.

Enter the official name of the building where the work will occur. In the case of multiple buildings, show all of the building names. If the work is not related to a particular building, enter "None".


Building Title	
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5. Enter the **Building Function** for the maintenance reserve subproject.

Enter a brief description of the building's function (how it is used). For example, dormitory, instruction – math and English, administrative offices, etc. Institutions of higher education also must provide the percent of the building's function and purpose that is attributable to educational and general activities. If the work involves multiple buildings, enter a brief description of each building. If the work is not related to a particular building, enter "None."

Building Function	
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6. Select the **Facility/Campus** for the maintenance reserve subproject.


Facility/Campus		
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Many agencies have stand-alone operations in several locations in the state that have similar functions and buildings. Examples would be state parks, college campuses, mental health facilities, highway residencies, and correctional facilities. In this box, select the name of the applicable facility/campus, if applicable.

If the agency does not have separate facilities or campuses, only the agency name will appear for selection. If the subproject spans more than one facility/campus, select "multiple." If the request is for a site other than the listed facilities or campuses, select "other".

7. Select the **Facility Location** for the maintenance reserve subproject.

Select the region or locality and the region will display in the field. If the subproject serves area all over the state, enter "Multiple Regions."

Facility Location		
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8. Check the **Emergency MR?** check box for the maintenance reserve subproject if the request is being entered outside of the normal maintenance reserve preparation time.

Most maintenance reserve requests are normally submitted as part of the biennial capital budget development process. However, occasionally additional maintenance reserve needs are identified as emergencies that cannot wait until development of the next biennial capital budget. Once these maintenance reserve requests are requested and approved by DPB, agencies can incorporate them into the current maintenance reserve plan to be completed with existing maintenance reserve funding.

<input type="checkbox"/>	Emergency MR?
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9. Under the text **Criteria Met by this Subproject**, select all of the check boxes that apply to the maintenance reserve subproject.

- Repair or replace damaged or inoperable installed equipment
- Repair, replace or preserve deteriorated structural components
- Handicapped access, energy, code compliance, lead paint, or asbestos correction
- Repair or replace deteriorated portions of utility systems
- Correct erosion or drainage problems

Criteria Met by this Subproject (check all that apply):	
<input type="checkbox"/> Repair or replace damaged or inoperable installed equipment	<input type="checkbox"/> Repair or replace deteriorated portions of utility systems
<input type="checkbox"/> Repair, replace or preserve deteriorated structural components	<input type="checkbox"/> Correct erosion or drainage problems
<input type="checkbox"/> Handicapped access, energy, code compliance, lead pain, or asbestos correction	

10. Select the **Fiscal Year**. If you are submitting the maintenance reserve request for the next biennium, please select the fiscal year that corresponds to the first year of the next biennium. For example, if you are submitting a request in FY 2010 for the FY 2010-12 biennium then select FY 2011. If this request is an emergency, please select the current fiscal year. If the emergency maintenance reserve request is being submitted late in the current fiscal year (late June), please select the next fiscal year.

Fiscal Year	FY 2011	
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- Enter the **General Fund** and **Nongeneral Fund** costs for the maintenance reserve subproject.

Enter the amount requested under the applicable headings. In preparing the subproject 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.

For planning purposes, use three percent per annum for escalating costs. If the funding request is developed based upon the actual cost of comparable subprojects, the escalation timeframe should be from the bid date of the comparable subproject to the planned bid date of the proposed subproject. 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."

Decisions about the use of general fund dollars or tax-supported debt will be made by decision makers at a later date. Any expected tax-supported debt maintenance reserve subprojects should be shown as a general fund entry.

General Fund	
Nongeneral Fund	

- The Total Cost field is a calculated field. Confirm the **Total Cost** for the maintenance reserve subproject. If the total is incorrect, make changes to the general fund or nongeneral fund costs.

Total Cost	\$0
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Narratives Tab

Overview

The purpose of the Narratives tab is to capture the description and justification for the maintenance reserve subproject.

Instructions

- Select the **Narratives** tab.

Narratives

2. Enter the **Description** of the maintenance reserve subproject. The subproject description should be of sufficient detail to clearly define the scope of the subproject.

Description	
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3. Enter the **Justification** for the maintenance reserve subproject. If possible, the justification should include age and condition of current property, plant, or equipment; the number of man-hours invested annually in repairs; impact of interruptions of services or service backlogs; safety hazards to clients or staff, and health and safety code violations (specify which code edition). Be sure to indicate the number and type of clients or staff who will benefit from the proposed subproject.

Justification	
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4. Enter the **Costing Methodology** for the maintenance reserve subproject. Briefly describe the methodology used to estimate the cost of the subproject. (Tables, standards, actual costs of comparable subprojects, etc.) Institutions of higher education should include information on any fee increases that may be required to finance the requested subproject.

Costing Methodology	
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5. Add any supporting documentation or pictures for the maintenance reserve subproject to help explain what the subproject entails or justify why the subproject is needed.

supporting documentation or pictures		Browse...	Upload
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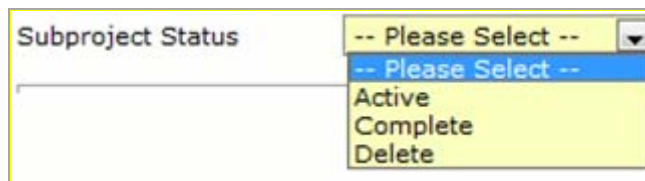
MR Plan Tab

Overview

The purpose of the MR Plan tab is to enter more detailed information on a maintenance reserve subproject once it has been validated as part of an agency's MR Plan. The MR Plan tab will only appear after DPB has validated a maintenance reserve subproject. Each year, this tab will be updated to capture the status of agency maintenance reserve subprojects. When this tab is completed, the maintenance reserve request prioritization tab should be completed to update the prioritization of the subprojects.

Instructions

1. Select the **Subproject Status** for the maintenance reserve subproject.
 - “Active” to denote that the subproject is still active,
 - “Complete” to denote that the subproject was completed by the end of June 30 of the previous fiscal year, or
 - “Delete” to denote that the subproject should be deleted from the maintenance reserve plan because the agency no longer has plans to proceed with that subproject or it was validated prior to a date in the current DPB instructions and was not revalidated by DPB.



A screenshot of a web form showing a dropdown menu for 'Subproject Status'. The dropdown is open, displaying three options: 'Active', 'Complete', and 'Delete'. The text '-- Please Select --' is visible at the top of the dropdown list.

2. Update the **General Fund** and **Nongeneral Fund** cost estimates if they have changed. If needed, edit the title of the subproject

For purposes of the subproject's estimated costs, the GF cost estimate should include tax-supported debt (tax-supported debt includes GOB, VCBA, and VPBA),



A screenshot of a web form showing two input fields. The first field is labeled 'General Fund' and the second field is labeled 'Nongeneral Fund'. Both fields are empty and have a yellow background.

3. Enter the **General Fund**, **Nongeneral Fund** and **Tax-Supported Debt** expenditures for the maintenance reserve subproject as of June 30 of the previous fiscal year.

Enter the subproject's lifetime-to-date expenditures for general fund, tax-supported debt, and nongeneral fund (other

than tax-supported debt) as of the end of the prior fiscal year. This amount must reflect expenditures for the total life of the subproject and not just the amount expended in the fiscal year just completed.

General Fund	<input type="text"/>
Nongeneral Fund	<input type="text"/>
Tax-Supported Debt	<input type="text"/>

- If the new cost estimate differs by 10 percent or more (plus or minus) from last year's estimate, you must enter comments in the text box provided to explain the cause of the cost variation.

In addition to an explanation of significant variances in a subproject's cost, please use this section to clarify other entries or a change in the subproject's priority. A lack of progress on a particular subproject since the last report must be explained.

<p>If this subproject's current cost estimate differs from the previous cost estimate by 10 percent or more or other comments are needed to explain this subproject's status, please describe below.</p> <div style="background-color: #ffffcc; height: 80px; border: 1px solid black;"></div>
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Field Definitions

Field Name	Description
Subproject Title	A text field that allows for the entry of a title for the maintenance reserve subproject.
Agency	A popup list that allows for the selection of the source agency for the maintenance reserve subproject.
Building Function	A text field that allows for the entry of the building function for the maintenance reserve subproject.
Building Number	A text field that allows for the entry of the building number for the maintenance reserve subproject.

Field Name	Description
Building Title	A popup list that allows for the selection of the building title for the maintenance reserve subproject.
Costing Methodology	A text field that allows for the entry of the costing methodology for the maintenance reserve subproject.
Criteria Met by this Subproject	A series of check boxes that allow a user to categorize a maintenance reserve subproject based upon predefined criteria.
Description	A text field that allows for the entry of a description for the maintenance reserve subproject.
Emergency MR?	A check box that allows a user to specify that a maintenance reserve subproject is an emergency.
Facility Location	A popup list that allows for the selection of the facility location for the maintenance reserve subproject.
Facility/Campus	A popup list that allows for the selection of the facility/campus for the maintenance reserve subproject.
Fiscal Year	A dropdown field that allows for the selection of the fiscal year for the maintenance reserve subproject.
General Fund	A numeric field that allows for the entry of the general fund cost for the maintenance reserve subproject.
If this subproject's current cost estimate differs from the previous cost estimate by 10% or more, or other comments are needed to explain this subproject's status, please describe below.	A text field that allows for the entry of an explanation of the cost variance for the maintenance reserve subproject.
Justification	A text field that allows for the entry of the justification for the maintenance reserve subproject.
Nongeneral Fund	A numeric field that allows for the entry of the nongeneral fund cost for the maintenance reserve subproject.
Subproject Status	A dropdown field that allows for the selection of the subproject status for a maintenance reserve subproject.
Supporting Documentation or Pictures	An attachment field that allows for the attachment of supporting documentation or pictures for the maintenance reserve subproject.

Field Name	Description
Tax-Supported Debt	A numeric field that allows for the entry of the tax-supported debt expenditures for the maintenance reserve subproject.
Total Cost	A calculated field that displays the total cost for the maintenance reserve subproject.