
2025

Capital Project Review and Year-End Capital Execution Instructions



**Virginia Department of
Planning and Budget**

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Introduction

The instructions in this document provide guidance on the review and submission of 2025 Capital Project Review templates and year-end capital execution.

If you encounter any problems or need specific advice or assistance, please contact your DPB budget analyst.

For the 2025 capital review process, agencies are required to classify the status of all capital projects in a template that will be provided by your DPB analyst. Reporting on all projects at year-end is intended to help better facilitate the ongoing effort to analyze and close inactive projects. Projects that received a final certificate of occupancy or the equivalent for all buildings (BITS form CO-13.3 or CO-13.4) more than one year ago, and those that have not had expenditures for three years should be identified for closure. Removing inactive projects from the list of active projects will allow decision makers to better judge the ability of an agency to handle additional capital projects. An agency with a large number of active projects gives the perception of being unable to manage all of its existing projects, arguing against the approval of any new projects.

In the rare instance that it is not possible to close out a particular project that meets these criteria, please discuss the situation with your DPB analyst and provide justification in the reporting template. Projects that remain open longer than 12 months after receiving a certificate of occupancy, in addition to those without expenditures for the last three years, will be closed administratively at year-end unless sufficient justification is provided for the need to remain open.

Projects meeting the criteria above or that are otherwise ready for closure should be identified in the template provided based on the instructions in this document as well as submitted in the Department of General Services BITS System (via BITS form CO-14). Also ensure that projects that have been closed out with DPB in previous years are closed out in the Department of General Services BITS System (via BITS form CO-14).

Deadline for Submission of Capital Project Review Template

<i>Date</i>	<i>Action</i>
June 4, 2025	Deadline for agencies to submit the capital project review template to their DPB analyst

Capital Carryforward Process

Sometime in late July or early August, DOA and DPB will bring forward into FY 2026 the June 30, 2025, capital project appropriation balances for those amounts not identified for reversion in the Capital Project Review process described below. Prior to this reappropriation, DOA will calculate 75 percent of the May 31, 2025, allotted appropriation balance and will process an entry in FY 2026 to grant the calculated amount of allotted appropriation to each applicable capital project. This initial partial reappropriation will enable project expenditures to continue until the carryforward of capital balances has been completed; however, agencies must ensure that expenditures do not exceed 100 percent of the authorized appropriation during this time.

Appropriation allotments, transfers, and other execution actions needed through early August must be requested by May 16, 2025, in order to be approved and factored into the initial FY 2026 partial reappropriation entry.

Transfers of capital appropriation between late June and the completion of the final reappropriation in late July or early August may be limited unless the appropriation was first provided in FY 2026. Do your best to get any needed requests in by mid—June and discuss the ability to transfer capital appropriation during this time with your DPB budget analyst.

Capital Project Review

Review of Active Projects

This year, all active capital outlay projects, including projects authorized in prior biennia or under § 4-4.01 I. of the General Provisions of the Appropriation Act, must be reviewed and categorized as either i) completed and able to be closed out with all remaining appropriation balances reverted, ii) active with unobligated appropriation balances that can be reverted, or iii) active with no appropriation balances that should be reverted. As a result of this review, agencies are required to submit information for all active projects in a template that will be provided by their DPB analyst. Note: you should not use the Capital Project Review module in the Performance Budgeting System to perform this review.

Projects that received a final certificate of occupancy or the equivalent for all buildings (BITS form CO-13.3 or CO-13.4) prior to more than one year ago, and those that have not had expenditures for three years or more should be identified for closure in the template. This means all work for which a building permit (BITS CO-17) was issued has received a final certificate of occupancy (BITS CO-13.3) or the equivalent (BITS CO-13.4) and that no additional building permits are needed in the future or that the project has not had expenditures in FY 2023 through FY 2025. Removing inactive projects from the list of active projects will allow decision makers to better judge the ability of an agency to handle additional capital projects. An agency with a large number of active projects gives the perception of being unable to manage all of its existing projects, arguing against the approval of any new projects. In the rare instance that it is not possible to close out a particular project that meets these criteria, please discuss the situation with your DPB analyst and provide justification in the reporting template. Projects that remain open longer than 12 months after receiving a certificate of occupancy or that have not had expenditures in the last three fiscal years without sufficient justification for the need to remain open will be closed administratively at year-end.

Projects meeting the criteria above or that are otherwise ready for closure should be identified in the template provided based on the instructions below as well as submitted in the Department of General Services BITS System (via BITS form CO-14). Also ensure that projects that have been closed out in the PB System in previous years are closed out in the Department of General Services BITS System (via BITS form CO-14).

Completed templates must be returned to your DPB analyst by **June 4, 2025**.

Completing the Capital Project Review Template:

The template provided by your DPB analyst will include a list of all active capital projects by fund source. Therefore, projects with appropriation in multiple fund details will have a separate row for each fund detail. Expenditure and appropriation data in the template is current as of May 2, 2025, and is provided for informational purposes. Amendments authorized in the 2025 Appropriation Act (Chapter 725) are not reflected in the data. Therefore, projects newly authorized in the 2025 Appropriation Act will not be included and any appropriation changes made in the 2025 Appropriation Act for previously existing projects will not be reflected.

Use the following steps to complete the template **for each project and fund detail**:

1. *Carryforward Type column:*

Select among the following types as appropriate for all listed projects. Projects where multiple fund details are reflected in separate rows must have the same selection for each row; highlighted cells indicate that these selections differ.

- Select “A” (active, carryforward all balances) if the project should remain active and have all appropriation balances carried forward into FY 2026, with no balances reverted from any fund details with appropriation.
- Select “B” (active, partial reversion) if the project should remain active, but some appropriation balances can be reverted from any fund details with appropriation.
- Select “C” (project complete) if the project should be closed and all appropriation balances can be reverted from all fund details with appropriation.

2. *Reversion Amount column:*

Indicate the amount of unexpended appropriation that should be reverted at year end. This amount will not be carried forward into FY 2026.

- If “B” (active, partial reversion) was selected in the Carryforward Type column, enter the amount of appropriation to be reverted for each fund detail;
- If “C” (project complete) was selected in the Carryforward Type column, enter the amount of the balance anticipated to be available on June 30, 2025, for each fund detail. (For these projects, the Department of Accounts will revert the entire June 30 balance.); or
- If “A” (active, carryforward all balances) was selected in the Carryforward Type column, there should be no reversion amounts indicated in this field.

3. *Fiscal Year Project Was Originally Authorized column:*

This has been pre-populated with an estimate of the year a project was originally authorized. You may update this value if you believe that it is not correct.

4. *Project Stage column:*

Select the appropriate stage that the project is in for all projects where Carryforward Type “A” (active, carryforward all balances) or “B” (active, partial reversion) was selected. Options include preplanning, detailed planning, working drawings, construction, equipment installation, other, and N/A. If Other or N/A is selected, please explain the project status in the Description/ Justification column. Projects where multiple fund details are reflected in separate rows must have the same selection for each row; highlighted cells indicate that these selections differ.

5. *Final Certificates of Occupancy (or equivalent) received a year or more ago? column:*

Select the appropriate option as described below. Projects where multiple fund details are reflected in separate rows must have the same selection for each row; highlighted cells indicate that these selections differ.

- Select “yes” if the project received final certificates of occupancy or the equivalent (BITS form CO-13.3 or CO-13.4) for all work needing a building permit (BITS CO-17) more than a year ago and no additional building permits are needed in the future.

- Select “no” if the project has not received all final certificates of occupancy or the equivalent (BITS form CO-13.3 or CO-13.4) for all work needing a building permit (BITS CO-17) more than a year ago, or if additional building permits are needed in the future.
- Select “N/A” if building permits and certificates of occupancy or equivalent are not applicable to the project.

6. Original Expected Completion Date column:

Enter the approximate date the project was expected to be completed by when it was originally authorized. (Not applicable for Maintenance Reserve projects).

7. Current Expected Completion Date column:

Enter the current expected completion date of the project. (Not applicable for Maintenance Reserve projects).

8. Description/Justification column:

Enter justification to keep projects open that meet the criteria explained above for project closure or any other information pertinent to this exercise. Justification must be provided for all projects meeting the criteria for closure that do not have a Carryforward Type of “C” (project complete) selected. If “N/A” was selected for project stage, explain the status of the project here.

Please also do your best to succinctly explain substantial delays in project initiation or the completion of other project phases for projects that do not have a Carryforward Type of “C” (project complete) selected, regardless of whether the project meets the criteria for closure. This will help DPB analysts to understand the status of active projects as they analyze later capital budget request submissions and may be used to help inform capital processes.

9. Other informational columns:

The template includes columns indicating the recent history of expenditures for each project along with the most recent unexpended amounts. As indicated previously, any project that is showing no expenditures in these columns for the past three years for all fund types, should be marked for closure, or an explanation should be included in the Description/Justification column.

Note that there may be some projects still showing as active projects that were submitted to be closed in a prior year and were instead kept open in order to allow for the transfer of remaining appropriation balances back to a capital pool or in order to direct the transfer of remaining appropriation balances through budget language. In such instances, please indicate that these projects may be closed again.