Fiscal Year 2017-2018

Budget Instructions

Capital Budget

Department of Finance & Administration
Budget Division

August 2016

Contents

Critical Data Sheet 1
Five Year Capital Budget 2
A. Introduction 3
B. Capital Maintenance Projects 3
C. Capital Improvement Projects 4
D. Facilities Revolving Fund Projects 5
E. TWRA Projects 5
F. TBR/UT Projects 5
G. Pre-Planning 5
H. Business Case Studies and Project Support Information . . . 6
I. System Use 6
System Installation 6
System Set Up 8
Main Menu 9
Set Up Facilities 10
Set Up Projects 10
Enter Project Costs 11
Supporting Documentation 14
Set Project Priorities 15
Incomplete Projects 16
Utilities 17
Reports 17
User Profile 17
Import Projects 17
Export Projects 18
Attachments 18
Changing Control Numbers 19
Appendix A – Unzippping Tools 20
Appendix B – Downloading Project Data from Pre-planning . . . 22

CRITICAL DATA SHEET

Read this page before proceeding. This year we are using version 9.0 of the Capital Budget System. This is the same version as last year. **You will need to download a copy of the current system from the Budget website**. Refer to the system installation instructions beginning on page 6 for information on installation. You should not use a previous version to submit requests, as they use a different format for the DB70 and some reports.

1. **DUE DATE:** September 30, 2016

2. **DELIVER INFORMATION TO:**

   John Webb, Capital Budget Coordinator
   F&A Budget Division
   18th Floor William R. Snodgrass Tennessee Tower
   312 Rosa L. Parks Avenue
   Nashville, TN 37243

3. **WHAT DO I SUBMIT?**

   A. ***Six (6) CD copies*** of the completed forms data labeled with your agencies name on each disc. (Note: Contact your Agency Technical Support personnel for instructions on how to "Burn" a CD. This is more complicated than copying to a diskette. F&A Budget will not supply support for this.)
   B. Three (3) "hard" printed copies of all DB70 & DB71 Forms and backup information (including applicable project support information). ***All printed copies must be on three-hole punched paper***.
   C. The Capital Budget submittal should include a commissioner-to-commissioner transmittal letter ***complete with your commissioner's capital maintenance needs statement.***

4. **WHO DO I CALL WHEN QUESTIONS ARISE?**

   A. Questions about how to fill out forms, prioritization, data entry, instructions, etc.: John Webb (615) 532-9227
   B. Technical Questions: Zach Barnett (615) 741-7774
   C. STREAM Agency Managers

5. **WHAT PERIOD OF TIME IS COVERED WITHIN THIS BUDGET**?

   The State uses a five-year capital planning process. The first year is the Budget Year (2017-2018) and the remaining four years are planning years (2018-2019 through 2021-2022). Specific instructions are included in the next section.

FIVE YEAR CAPITAL BUDGET

The State uses a five-year planning process for all Capital Outlay projects. In this budget cycle, documentation for *the upcoming budget year and **four** planning years* is requested. Please review the following information carefully and do not hesitate to call the contact persons listed on the previous page if questions arise:

1. This budget will cover the Budget Year (FY17-18) and four Planning Years (FY18-19 through FY21-22). Agencies will submit DB70's and all applicable back-up documentation for their anticipated **Capital Outlay** Projects.

2. If an agency has a current project that will require additional funds to address a critical scope issue, it is expected that the agency will request funds as a high priority in their request. This includes addressing prior scope reductions due to funding issues of previously funded projects.

3. Capital Maintenance Projects. For the Budget Year (FY17-18) and first planning year (FY18-19), agencies will submit DB70's and all applicable back-up documentation. In the departmental/agency Commissioner's cover letter, which **must** accompany the budget submittal when presented to Finance & Administration, ***the Commissioner shall state the level of capital maintenance funding that he or she believes that the department will require for each of the Planning Years Two through Four***. For example, the letter shall include a statement to the effect that "the department hereby requests that capital maintenance funds be made available in the following amounts for the years indicated:

FY19-20	$0,000,000
FY20-21	$0,000,000
FY21-22	$0,000,000"

4. The current Capital Budget System is set up to handle multiple planning years. Users are cautioned to maintain consistency in titling multi-year projects. Additionally, be aware that the "Total Project Cost" column is just that. The amount requested in the current fiscal year should appear in the "Allocation" column. The "Total Project Cost" should be the same amount on all project phases.

5. Budget support documentation will be required for projects requested in the upcoming budget year. This information should be provided to general government agencies through STREAM. Projects that appear in planning years one through four do not have to include this information. Requests without the proper support documentation will be considered incomplete. The TN Board of Regents and The University of Tennessee System are not required to complete these forms.

6. It is anticipated that major capital outlay projects should follow an orderly movement from planning years to the budgeting year. New Outlay initiatives that appear abruptly within the budget year without prior appearance will undergo enhanced detailed analysis prior to being recommended for funding.

A. INTRODUCTION

This program is to be used for all capital budget requests. Capital Outlay Projects are divided into two categories (1) Capital Maintenance Projects and (2) Capital Improvement Projects. All projects requested within the capital budget are under the supervision of the State Building Commission (T.C.A. 4-15-101, et. seq.) and must conform to its rules, guidelines, policies and procedures. In general, the minimum cost of a project to be considered within the Capital Budget is $100,000.

The specific definitions and information below should be consulted as necessary in the preparation of these budget requests:

B. CAPITAL MAINTENANCE PROJECTS

1. Capital Maintenance Projects- These are defined as major, non-routine repairs and replacements unrelated to new construction having a minimum value of $100,000. Items less than this amount should be included within the agency's request for major maintenance funding. Capital Maintenance requests may include the following: (a) obsolete building systems which are required to appreciably extend the life of the facility, (b) alterations to rectify code deficiencies, (c) modifications to improve utility systems, repaving, roof repairs, exterior fencing and lighting, and (d) repair projects which restore a facility to its former, better state *and do not result in changes to the facility usage*. Note that facility renovation projects are *not* to be classified in this category, but should be classified as capital outlay projects (see definition below).

2. Roof Repairs and Replacements- Due to the recognized statewide problems with roofs, additional information should accompany roof repair requests. The requests should include (a) the date of original construction, (b) the dates and extent of all repairs to the roof, and (c) an estimation of the roof's square footage that is to be replaced. The cost of the repairs must still meet the minimum capital budget threshold amount ($100,000), however, the following special considerations will be allowed: (1) agencies which have campuses are allowed to combine several roofs on a single campus into one project to meet the threshold dollar amount, (2) In certain special instances, *with the prior approval of the F&A Capital Budget Coordinator*, roofs within a specified region may be combined into a project to meet the threshold amount.

3. Health and Life Safety Projects- Projects that cite these issues as justification for funding should be those of the most urgent immediate need. Any project that uses the term "Life Safety" within its title or justification is expected to (a) be the highest priority maintenance project of the agency and (b) include supporting documentary evidence of the immediate need. The fact that a building meets the applicable codes of the year of its construction, as opposed to the most current

applicable codes, does not create a "Life Safety" issue without additional supporting documentation as to an immediate critical problem.

4. Infrastructure Repairs- The definition to be used for capital budgeting purposes is as follows: "Any capital maintenance repair or replacement to gas, water, sewer, heating, chill water, or fire lines or other underground utilities that impact multiple buildings and the grading, repairs to sidewalks, streets, signage, retaining walls associated with these repairs." Please note that the repaving of streets is not to be considered as an "infrastructure" repair unless it is in direct conjunction with the above.

5. **"Statewide," "Systemwide" or "Areawide"** maintenance projects are not to be submitted without prior permission. The establishment or designation of the above stated types of maintenance activities are the prerogative of the Department of Finance & Administration. Both capital maintenance and capital outlay projects should be site specific.

6. Multiple building / unrelated repair projects- Capital Maintenance Projects should each stand on their own merit and consist of "non-routine" repairs. Projects such as "Exterior Door Replacements- Facility-wide", "Campus-wide Window Replacements", or "Building System Replacements Facility-wide" are not valid capital maintenance projects. These scopes are considered overly vague and could possibly be equipment replacement or routine maintenance under an assumed name. Projects such as "Haskin Building HVAC Replacement / Fawcett Building Masonry Repairs" are not a valid project because the work at one has nothing to do with the work at the other except perhaps that both projects may need a designer.

C. CAPITAL IMPROVEMENT PROJECTS

1. Capital Improvement Projects are those which materially extend the useful life of a facility or change the functional use of a facility. These projects include new construction, new utility or service systems, first-time paving, and land, with or without buildings, structures and utilities. To qualify as a Capital Improvement Project, at least one of the following criteria must be met: (a) include the construction of a new building or an addition to an existing facility, (b) create new square footage or add to existing square footage, (c) address the renovation of an existing facility, or (d) land acquisition.

2. Facility Renovations- Renovation projects include the restoration and/or replacement required to restore a facility to a satisfactory physical condition and/or to optimize the utilization of the facility. Renovations that result in major alterations of, or in a change in the utilization of the facility, will be classified as a Capital Improvement Project.

3. Land Acquisition- Projects which consist solely of the purchase of Land are always treated as Capital Outlay Projects. In Section 3 of the DB70 Form, check the selection entitled "Capital Improvement – New Construction".

4. State Parks Small Projects- The Division of State Parks is permitted to present one Capital Improvement project per fiscal year entitled "State Parks Small

Projects" of no more than approximately $500,000 in total value. This project shall contain small construction projects that are being designed in-house or with departmental consultant support (to include TN Architectural Services). This project shall (a) contain no individual project that is valued at more than $100,000, and (b) contain no Park Residence new construction project. Projects such as construction of equipment sheds, picnic shelters, fishing piers, public restrooms, exhibits, etc. are examples of the types of work to be performed within this project. This project may be either "Areawide" or "Statewide" in scope.

D. FACILITIES REVOLVING FUND PROJECTS

Facilities Revolving Fund (FRF) project requests ***are not*** to be included within agency Capital Maintenance or Capital Improvement submittals. **The Department of General Services develops the FRF projects request**. Requests for individual projects at FRF facilities should be submitted to the General Services Facilities Administrator responsible for the facility. If your agency feels that it has a project request that requires special attention, you may complete the required forms and submit it to the F&A Capital Budget Coordinator. Please be aware that the DGS consolidated FRF project request will receive primary budgetary consideration and all other requests will be considered secondary.

E. TENNESSEE WILDLIFE RESOURCES AGENCY CAPITAL PROJECTS

Capital Maintenance and Capital Improvement projects of the Tennessee Wildlife Resources Agency (TWRA) shall follow the rules and procedures stated within this document. Funding for these requested projects also shall be included within the TWRA operating budget improvement submittal by allotment code.

F. TENNESSEE BOARD OF REGENTS AND UNIVERSITY OF TENNESSEE SYSTEM LOCALLY FUNDED PROJECTS

Capital Maintenance and Capital Improvement projects that normally appear on the Budget Document pages entitled "Proposed Capital Projects from School Bonds and Other Sources" should be completed as described herein. A DB70 Form, and all required back-up forms should be completed. When priorities are assigned on the PRIORITY SCREEN, these projects should be assigned priority "999". If this is accomplished, when printing, these projects will appear on a summary report entitled **Proposed Capital Projects from School Bonds and Other Sources**.

G. PREPLANNING

Funding for design through the specified design phase may be requested for both maintenance and outlay projects. This "preplanning" funding is usually associated with complex projects which require a large amount of development work to ascertain a total project cost estimate. The funds addressed within the Capital Budget should not be confused with the State Building Commission's Preplanning Account. The SBC Preplanning Account is a revolving fund that is controlled by the SBC. These funds must be requested through their procedures by contacting the Office of the State Architect.

Preplanning Funds, as referred to herein, address the requesting of a specific portion of the project design funding in advance in order to finalize initial project planning. For Capital Budgeting purposes:

1. Preplanning Funds shall be that portion of the calculated total Designer Fee that goes through the Design Development Phase (i.e. 40% of the Design Fee).
2. Full Planning Funds shall be that portion of the calculated total Designer Fee that goes through the Construction Document Phase (i.e. 70% of the Design Fee).

H. BUSINESS CASE STUDIES AND PROJECT SUPPORT INFORMATION

General Government agencies are required to include with each capital budget request applicable business case/project support information prepared and provided by STREAM or their consultants. The objectives of the documentation are (a) enhanced awareness of the various elements that are included within project scope development, (b) more realistic and accurate capital maintenance and capital outlay project cost development, (c) standardization of cost estimation formats and (d) increased awareness of the importance of early coordination with STREAM and its impact upon successful capital budgeting. These are required to be submitted with all capital project requests unless otherwise specified in these instructions. The State Board of Regents System and the University of Tennessee System are presently excluded from this program and are exempt from the "Attachment with DB70" requirement.

I. SYSTEM USE

The following sections contain the specific instructions necessary to complete your agency's Capital Budget request. The DB70 Form and its accompanying backup documentation is the entry point into the State Building Commission's project management system. Once the specific project is approved through the legislative process, the DB70 information is used to develop the SBC-1 Form that is presented at SBC PreAgenda.

SYSTEM INSTALLATION

The current version of the Capital Budget Request System is 9.0 ("CP90"). Do not use a previous version (8.0 or earlier). You can export projects from the prior year ("CP80") and import them into the new system, if you so desire. Refer to the Import Projects and Export Project instructions beginning on page 17 for information on importing projects.

You do not have to remove any previous versions, just be sure to use the new version for correct fiscal year requests.

The Capital Budget Request System is only available in an Access 2003 version. This version is compatible with higher versions of Access (we have successfully tested the system in Access 2007) but it will not run with Access 2000 or lower. **You will need to contact your PC support group to get the appropriate version of Access (Access 2003 or higher) installed on your PC.**

The Capital Request System is available for download from the internet. To download the installation files, go to:

http://tn.gov/finance/article/fa-budget-instructions

Follow the instructions on this site to download the capital request system and instructions. If you do not have internet access and you want the installation files either by email or CD, contact your budget analyst.

Due to internet policy, we are not able to distribute the capital request system as a self-extracting zip file (".exe" extension). You will need to download the zip file and use either your own copy of WinZip or the unzip feature available in Windows to unzip the files.

Installing the Capital Request System on a PC

1. Download the "CP2018.ZIP" file to your desktop or to your desired folder. Double click the "CP2018.ZIP" file to begin the unzip process. Depending on how your PC is set up, you can use either WinZip or the Compressed Folders Extraction Wizard available in Windows. Refer to "Appendix A – Unzipping Tools" for more detailed instructions on this operation. If you need assistance, check with your PC support staff as they should be familiar with how this process works.

   The default system path is the "C:\CP2018" folder, so if you install the system anywhere else you will need to change the "Attachments" the first time you use the system (refer to page 18).

2. After unzipping the files, you can set up a shortcut to the system. You can create a shortcut by going to your desktop and clicking your right mouse button. Select "New"; "Shortcut". In the command line on the Create Shortcut dialog box, enter "C:\CP2018\CP90cd.mdb" and click "Next." **Be sure to select the correct file here, as the two system files are similarly named**. In the box to select a name, enter "2018 Capital Budget" and click "Finish". Test your shortcut to be sure it brings up the "Main Menu" screen. Contact your PC support group if you need assistance setting up a shortcut.

   Once you've set up the system and done any necessary attachments changes, you are ready to enter your capital budget request.

System Set Up

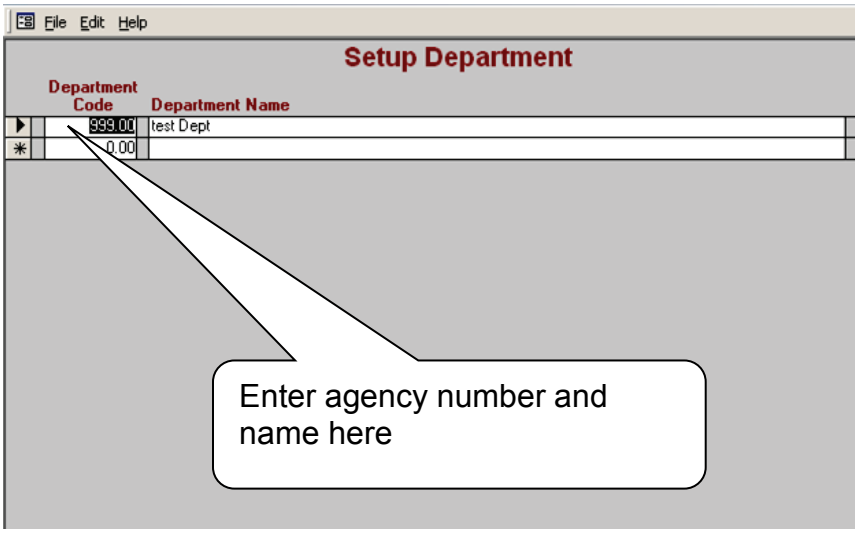
Once you have installed the system, there are a couple of housekeeping tasks you must perform before you begin entering projects. You must set up a user profile to ensure the projects you set up are kept unique. You must also define the department (agency) for which you are entering projects.

Set up a User Profile

From the Main Menu screen, click the "User Profile" button under the Utilities options. You will be asked to provide the name of the person loading the data and the last four digits of that person's social security number. **In reality, it does not matter what name or number is entered as long as these are unique to your department**. The program uses a project control number to keep track of the project information that is entered. The internal identifier has nothing to do with the project priority that you assign.

Set up Department

From the Main Menu screen, click the "Set Up Department" button. This will take you to the Setup Department screen below. Simply enter your agency number and name as indicated. Click the "Return To Main Menu" when done.



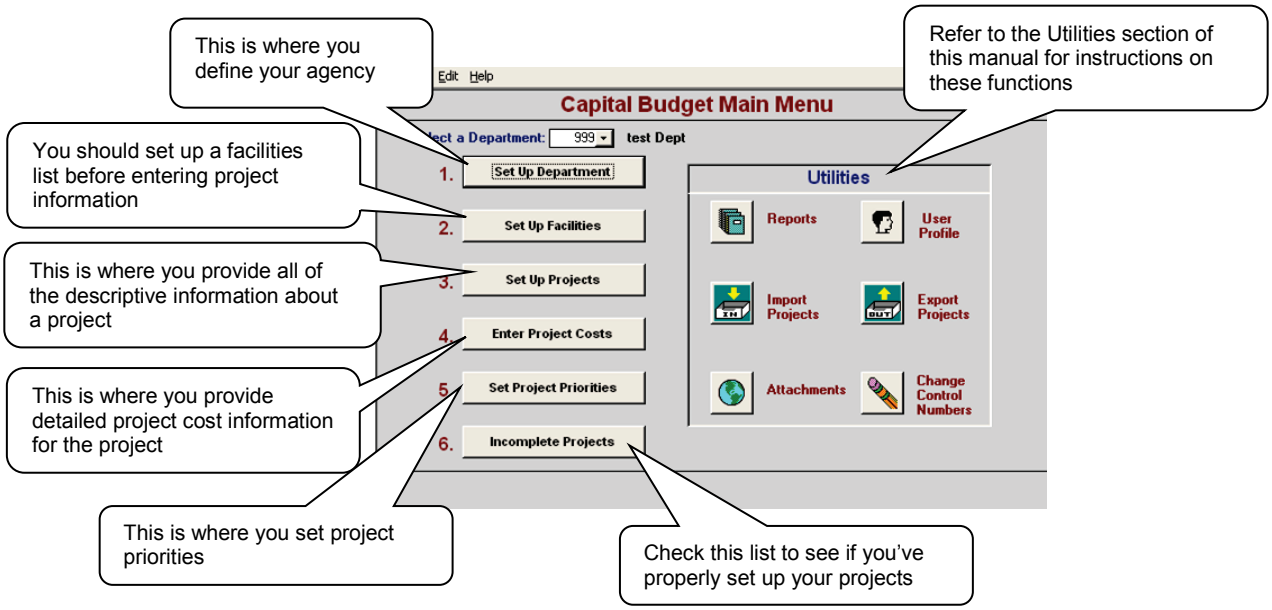
You will only need to perform these tasks once after you install the system. Once they are completed, you should be ready to begin entering project request information.

SPECIFIC INSTRUCTIONS FOR ENTERING PROJECT DATA

The following instructions are directed to specific areas of information to be completed on the electronic DB70 and back-up information forms.

Main Menu

The Main Menu screen is designed to facilitate you in the process of entering your project requests. The numerical order of the various functions guides you through the process of correctly specifying project information.



Once a department has been set up (see System Set Up section above), the next step is to set up the facilities for which projects will be entered. After the facilities are defined, you are ready to set up projects. This is where all of the descriptive information about a project is entered. Once the project is defined, you are ready to provide detailed project cost information. Once projects have been set up, you'll need to establish project priorities (even if you only have one project). Finally, check the incomplete projects list to see if any required information has been omitted. The individual Utilities functions are described in the Utilities section of this manual.

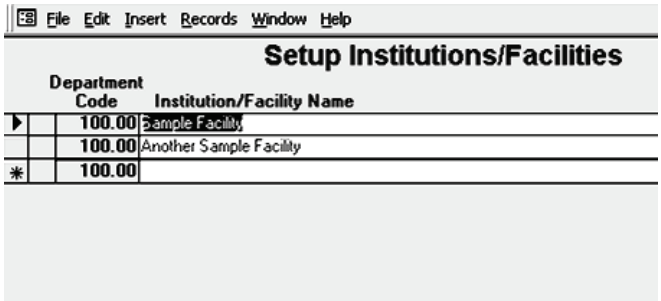
General Formatting Guidelines

When entering your project request, please be mindful of how you format your information.

1. **Do not type using ALL CAPS**. Data received in this format will be returned for reformatting.
2. Do not use apostrophes in the facility names or project titles.

Set Up Facilities

Once the system has been installed and set up (department and user profile entered), all the facilities for which you plan to request projects should be defined. From the Main Menu, click the "Set Up Facilities" button. For each facility, simply enter the facility name. Each facility must have a unique name. **Do not** use apostrophes in the facility title (**Wrong**: Warrior's Path; **Right**: Warriors Path). When you have entered your facilities, click Return To Main Menu. Facility names can be added or changed at any time using this screen.

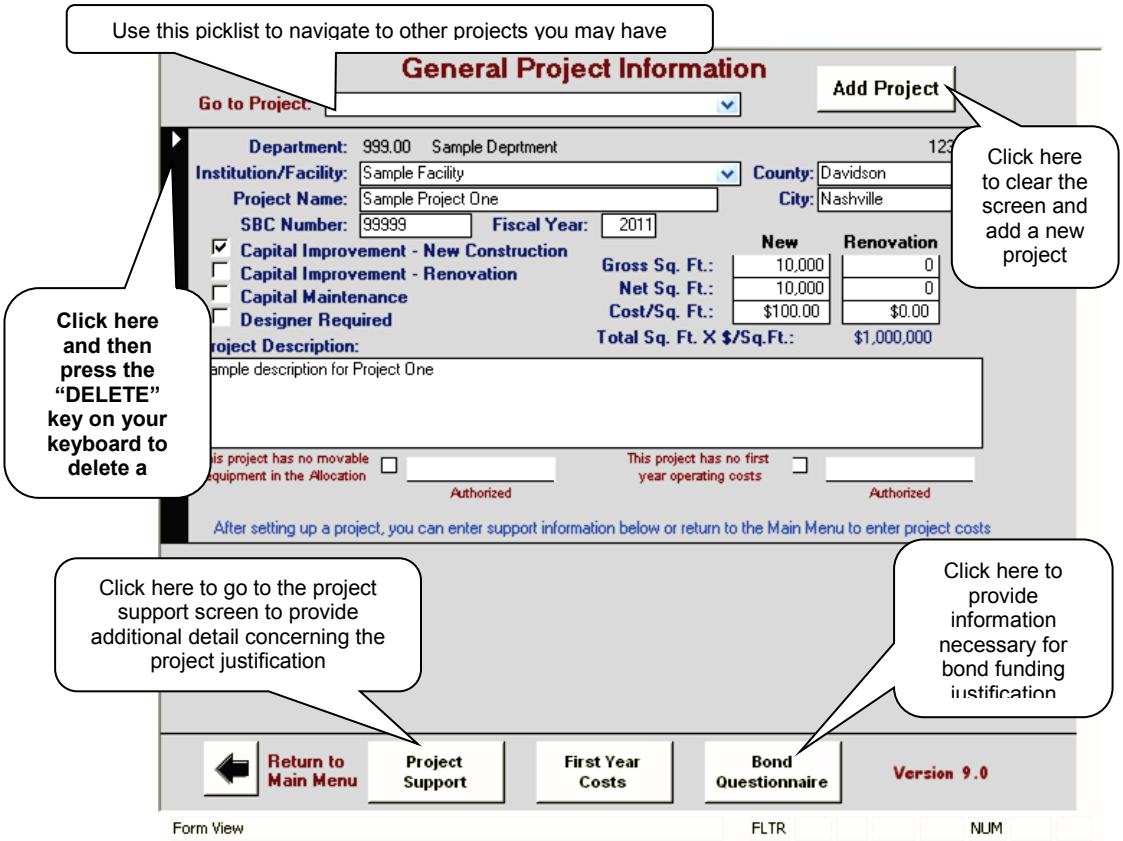


Set Up Projects

Now that facilities have been defined, you are ready to begin entering specific project information. Before cost information can be entered, you must first set up the project. From the Main Menu, click the "Set Up Projects" button to go to the "General Projects Information" screen. This screen includes all the descriptive information about the project such as project title and facility, type of project, square footage, project description, etc. The following steps should be followed when entering general project information:

1. Select a facility from the picklist of facilities you defined in the previous steps.
2. Enter a brief but meaningful project name. It is not necessary to repeat the facility name in the project name, as most of the reports automatically concatenate the facility and project name.
3. If the project has been assigned an SBC number, list it.
4. The fiscal year defaults to the next fiscal year. You can change this value if necessary.
5. The county can be selected from the picklist or you can enter the first few letters of the county. (**Note: You must check with the F&A Capital Budget Coordinator prior to using "Areawide," "Systemwide," or "Statewide" designations**.)
6. Enter the city.
7. Select the type of project and whether or not a designer is required. Refer to the previous sections of this manual for guidelines as to project type.
8. Enter the square footage estimates for new and renovation projects.
9. Enter the project description. Succinctly describe the parameters of the project. Briefly state the aspects of the project describing the work to be accomplished. Remember- this is the official description of the actual work to be done and establishes the scope and authority for the project. Please bear in mind that this written description is considered to be the legal description of the project and all its aspects. Your attention is invited to the fact that, while supporting documentation asks for additional detail on project work, the information entered here is what counts when discrepancies arise.

10. Movable Equipment & First Year Operational Cost Waivers
    - The "Movable Equipment" waiver statement appears when the "Capital Improvement - New Construction" or "Capital Improvement - Renovation" boxes are checked. If there is no movable equipment associated with the project, you must check the box indicating this and type in the name of the person authorizing this decision.
    - The "First Year Operational Cost" waiver statement appears when the "Capital Outlay- New Construction" box is checked. If there are no first year operational costs associated with the project, check the box so indicating and provide the name of the person authorizing this decision.

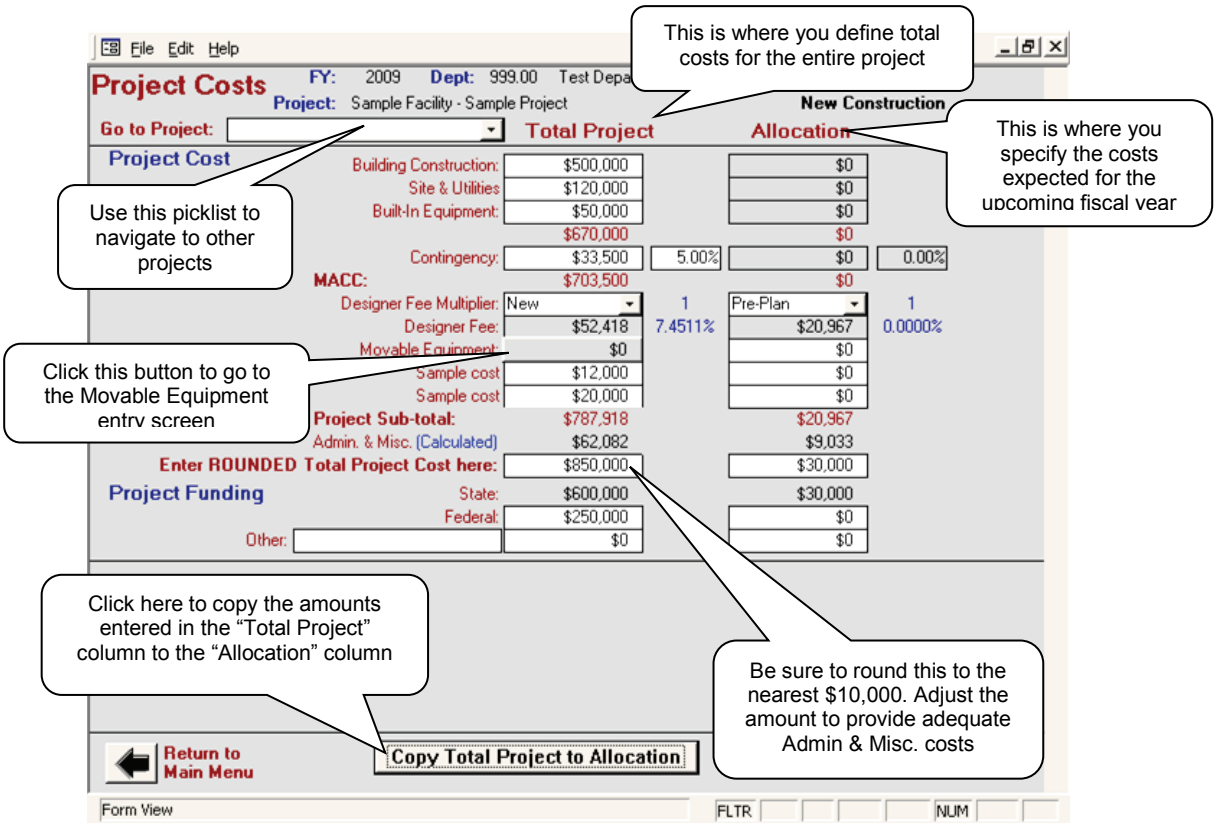


Once you set up the project, proceed to the Project Support screen, First Year Costs screen, or the Bond Questionnaire screen. Refer to the Supporting Documentation section later in this manual for instructions on entering support information. You may also return to the Main Menu and then proceed to the Project Cost screen.

Enter Project Costs

The Project Costs screen allows you to enter the detailed cost information regarding your proposed projects. There are two columns to specify the costs for your project. The "Total Project" column should contain the total project costs

across the life of the project. The "Allocation" column should contain the costs for only the upcoming fiscal year.



Project Cost Data

1. Key in the dollar amounts for each cell that applies to your project. **You should enter Total Project costs first.**
2. If the total project and the allocation are to be the same (the total project is to be funded within the listed fiscal year), click the "Copy Project Total to Allocation" button to copy information from Total Project to Allocation. ***Any data in the Allocation column will be erased and replaced with data from the Total Project column***.

Bid Target, Contingency & Maximum Allowable Construction Costs

1. "Bid Target" is the total of the "Building Construction", "Site & Utilities" and "Built-in Equipment" lines and is automatically added by the program.
2. "Contingency" will automatically be calculated by the program based upon the project type indicated (5%= Capital Outlay-New Construction, 10%= Capital Outlay- Renovation or Capital Maintenance). These amounts have been established by Capital Projects Management (or in the case of Higher Education projects, either TBR or the UT Systems). *You may "over-ride" the automatic calculations by entering your own contingency amount or percentage. Please provide an explanation to the Capital Budget Coordinator regarding why the contingency was adjusted.*
3. "Maximum Allowable Construction Cost" (MACC) is automatically calculated.

Designer Fee Multiplier

1. For new construction you can specify "New" (default) or "Fixed". For renovation and maintenance projects you can specify "Renovation" (default) or "Fixed".
2. If "Fixed" is specified, you must enter the fixed designer fee in the cell.
3. Preplanning only applies to the Allocation column. Two options are offered for Preplanning: "PrePlan" is through DDP and "Full Plan is through CDP. Please refer to Section G for additional information.

Designer Fees

The Designer Fee is a logarithmic formula based on the Maximum Allowable Construction Cost, the appropriate Designer Fee Multiplier, and the Project Type indicated.

Movable Equipment

1. A detailed listing of movable equipment is needed for all new construction and renovation projects. To enter an amount in this cell, click on the gray "Movable Equipment" cell. This will take you to the schedule of movable equipment screen. Enter the detail as required. When finished, click the "Return to Main Project" button. The rounded movable equipment total will appear in the cell. A set dollar amount may be entered in the Allocation column.
2. For new construction or renovation projects, you must either enter data on the movable equipment worksheet or sign the waiver on the "General Information" screen in order to complete the DB70. (Note: The life span of the equipment being purchased is a critical factor in the determination of the amount of bond funds which can be used on the project.)
3. Please review the September 1, 2010 Capital Outlay Fixtures, Furnishings, and Equipment Expenditures memorandum detailing how these expenditures will be handled once a capital project is approved to proceed.

Other Fields

Below the "Movable Equipment" row are two blank rows on the DB70 Form. These blank rows are for your use in providing additional project cost items (such as construction services, archeology fees, exhibits, consultants, etc.).

Operational Planning Reimbursable Costs

On a separate line, identify the reimbursable costs associated with planning of the project. This amount will be estimated at 1% of MACC for budgeting, but will be adjusted prior to SBC approval. Do not combine other costs with this allocation.

Administration & Miscellaneous Costs

1. **No entry is allowed in this field**. It is automatically calculated from the "rounded" Total Project Cost entered.
2. A warning indicator will appear if the resulting number is less than $5,000. If this occurs, you must adjust the "rounded" Total Project Cost figure entered upward to ensure that the Administration & Miscellaneous is $5,000 or more.

Total Project Cost

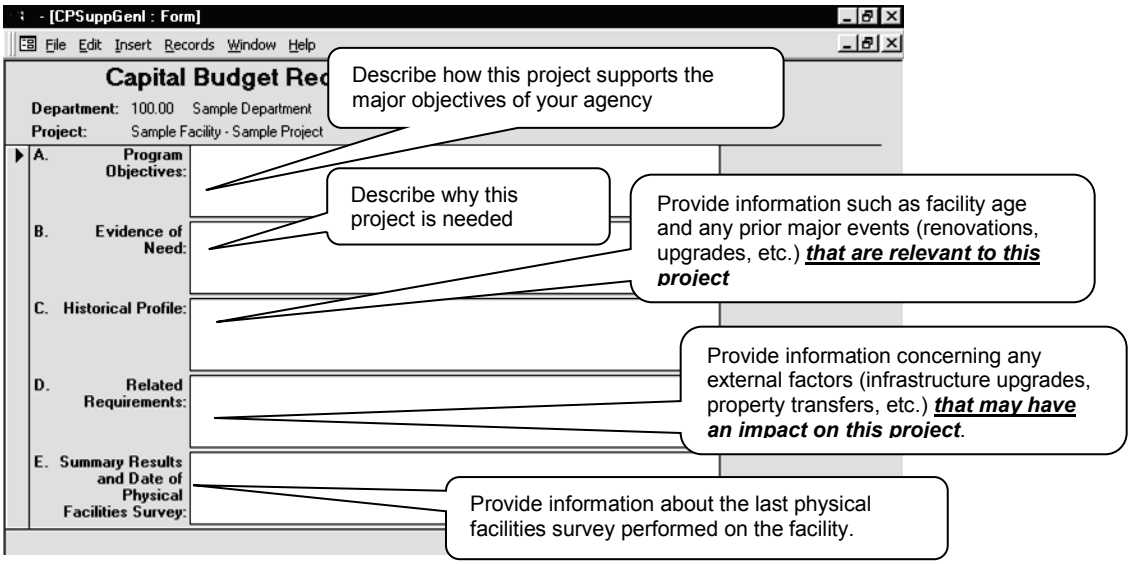
1. Enter the "**ROUNDED**" total project cost in this cell. The "Administration & Miscellaneous" field will automatically calculate from this figure.
2. The Total Project Cost number entered should be rounded upward to the next $10,000. ($300,000, $310,000, $320,000, $330,000, etc.)

Project Funding

State dollars are calculated from the total project cost and any federal and other revenue you specify. Entering federal and other dollar amounts automatically reduces the state dollars by an equal amount. If federal or other non-state funds are anticipated, please explain within project request. This does not apply to higher education "disclosed" project requests.

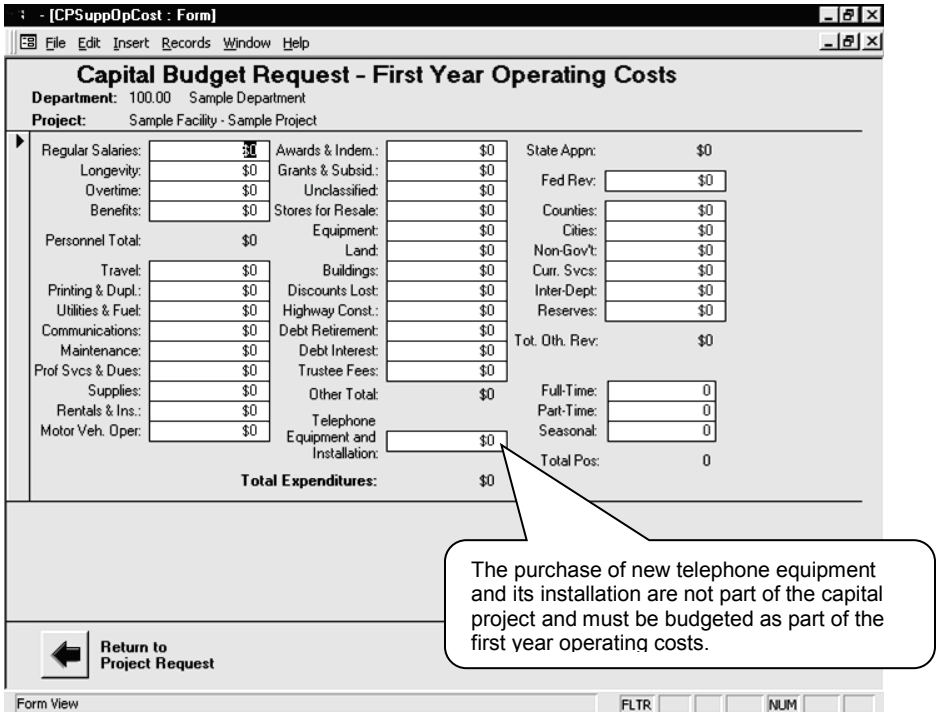
Supporting Documentation

The supporting documentation provides the background information necessary to evaluate the merits of the proposed project and possible funding options, as well as the costs to operate the facility in the first year it is used.



1. ***Support Information***. Click the "Project Support" button at the bottom of the "General Project Information" screen to go to the support detail screen for the current project. Enter the required information on program objectives, evidence of need, historical profile, related requirements, summary results, and the date of the physical facilities survey.

2. ***First Year Operating Costs.*** Click on the "First Year Cost" button at the bottom of the "General Project Information" screen to enter operating cost estimates for the first year the project is complete. This information is needed to ensure adequate funding for your operating budget when your new facility comes on line.



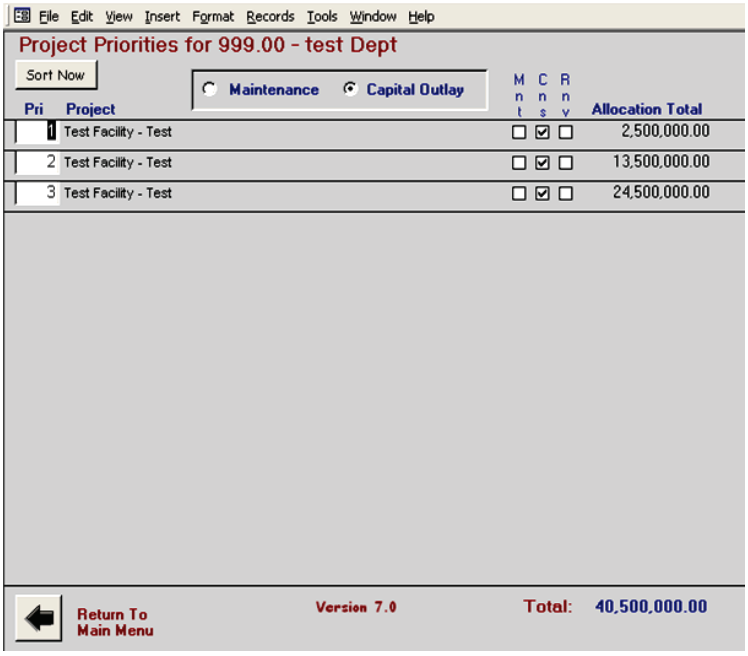
First year operating costs are required for new construction. If you do not provide any first year operating costs, you must authorize the waiver on the General Project Information screen to complete your project.

3. The "Bond Questionnaire" button at the bottom of the "General Project Information" page takes you to a series of questions about the new facility. This information is used to develop the "bonds vs. current" funding mix associated with the project. Answers to the questions regarding private vendors will determine if the project can be funded with "Tax Free" or taxable bonds.

Set Project Priorities

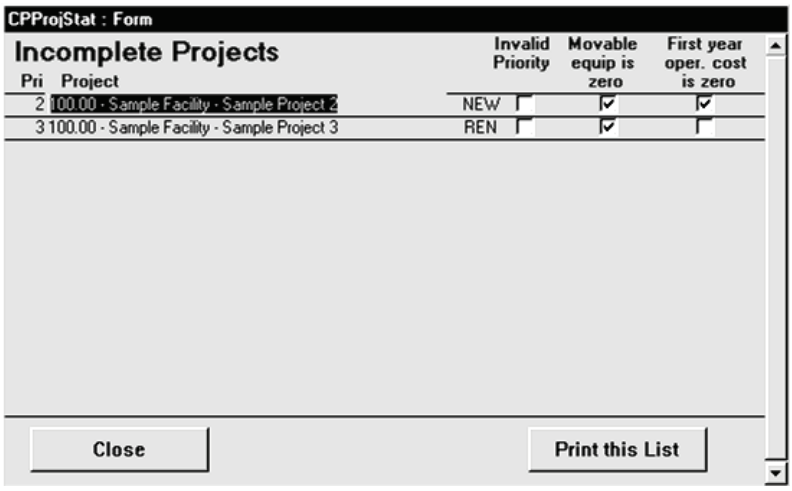
Now that you have entered all of the project information, costs, and supporting information, you are ready to prioritize the various projects you have entered. The projects are split into two groups – Maintenance Projects and Capital Outlay Projects (new and renovation). For each group you should assign a numerical priority that reflects the relative importance of each project. Non-prioritized projects are not complete and cannot be printed.

This screen provides some basic information about the projects you have entered. The only data you can change here is the project priority. Click the radio buttons for Maintenance or Capital Outlay to see the projects for that group. Click the "Sort Now" button to have the system sort the projects sequentially in the order you have specified. You can also see the total costs by type (maintenance or capital outlay) for the projects you have entered.



Incomplete Projects

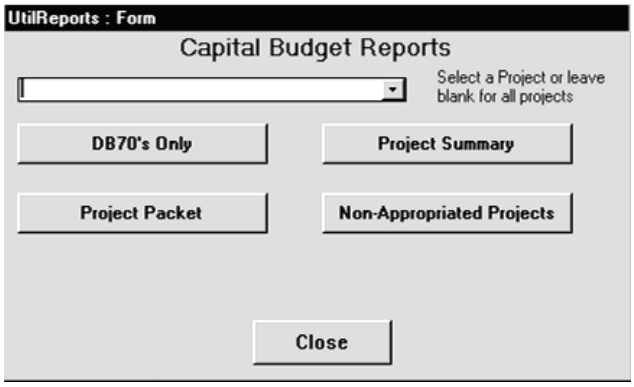
You can check the status of your projects at any time by clicking the "Incomplete Projects" button on the Main Menu. This screen does not allow any data entry, but it does allow you to check the completion status of your projects and print a list to use in cleaning up any rule violations.



Utilities

Reports

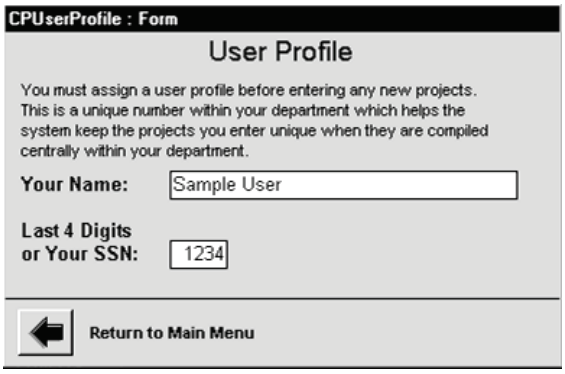
Click the "Reports" button to get the menu of reporting options for your projects. You can select a specific project to print or you can print reports for all complete projects. Note that only completed projects are printable (see Incomplete Projects above).



- To print a DB70 form for one project, simply select that project from the picklist and click the "DB70's Only" button. Leave the picklist blank to print a DB70 for each complete project.
- The "Project Packet" button allows you to print a complete project proposal (DB70 and all supporting documentation) for one or all completed projects.
- The "Project Summary" button produces the DB71 report, which shows each project sorted by category (Maintenance or Capital Improvement) and priority.
- The "Non-Appropriated Projects" report is a special report for projects funded by school bonds and other sources (applies only to Higher Education). These have been prioritized "999" by TBR and UTS and are printed by system by facility order.

User Profile

A user profile is required to ensure the projects you enter are unique within your department. Simply enter your name and the last four digits of you social security number (or another four digit number unique to your department). Refer to the System Setup section for more information on user profiles.

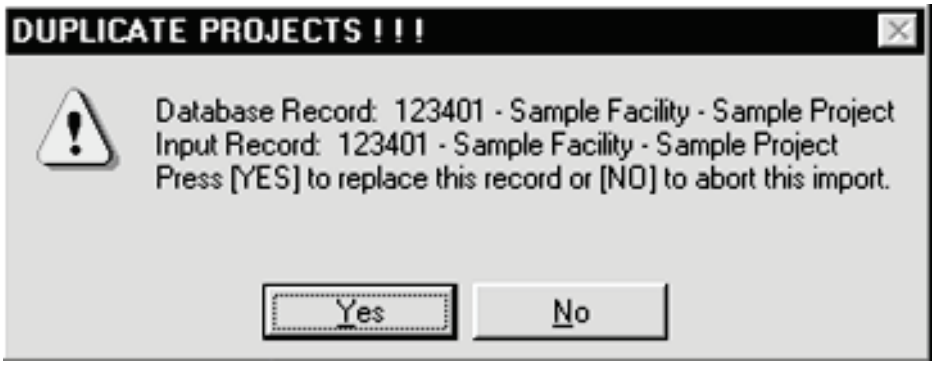


Import Projects

The "Import" function allows you to bring in data from another Capital Budget Request system. When you click on "Import", you will be prompted for the path where the data you wish to import is located. Enter the path and click OK to start the import process.

For agencies utilizing data provided by STREAM's pre-planning consultant, please refer to Appendix B for further instructions.

If the system detects a duplicate project control number when you import data from another computer, you will be alerted with a duplicate projects message. This message shows the duplicate project control number and the project title for both the current record on your database and the project you are attempting to import. Simply respond whether or not you wish to replace the current database record with the input record. If you select "No", the import operation will stop and no other records will be loaded.



If you desire to keep both the current database record and the new import record, you will have to change one of the project control numbers. To change the control number on the import record, you will have to contact the person who sent the data to you and get them to change it.

Export Projects

The "Export" function allows you to send data to another Capital Budget Request system. This is also the function to use to create the files you transmit to F&A. When you click "EXPORT", you will be prompted for the path to which to export the capital budget request. Enter the path and click OK to start the process.

Attachments

In some cases you may wish to install the Capital Budget Request system on a network so that several people can access and enter budget information. The Capital Budget Request System has two separate databases. One that contains the programs, screens, reports, etc., and another that contains the capital budget request data you will enter.

The *attachments* function controls where your PC is connected for its capital project request data. In a network installation, you will use this function to edit the default connections and attach your system to the desired data location.

The system will need to be installed on each PC from which the system will be accessed. In addition, you will need to perform the following steps to set up the system on the network and connect each PC.

1. Create a folder or directory on the network where the data database will reside. This needs to be a directory to which all users have access and permissions.

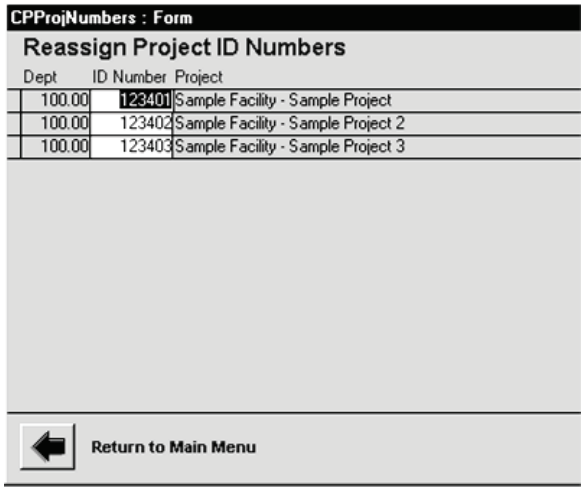
2. After installing the Capital Budget Request System on at least one PC, copy the data database "**CP90.MDB**" from that PC to your network directory created in step 1 above. Do not delete the original data database from your PC. Be very careful to copy the correct file, as there are two files in your installation directory with very similar names. You only need to copy the data database to the network once, as each PC will attach to the same file.

3. For each PC on which you install the Capital Budget Request System, you will need to select ATTACHMENTS from the Main Menu and enter the network path where you copied the data database into the "Default Location". Click "Attach Default" to detach the local database and reattach the network database. After a few seconds, you should see the new attachments to the network database. ***You will only perform this step once on each PC***.

   If several people are using the system on a network at one time, you may occasionally experience record locks. These are indicated by a lock symbol (looks like a little gear with a line through it). These are caused when two people try to update a record or add a new record at the same time. If this occurs, whoever gets this symbol will have to wait until the first person is done with their operation.

Changing Control Numbers

Since the project control numbers are assigned automatically, there is the possibility that, in a distributed data entry environment, two different projects may have the same control number. If this happens, either the sender or the receiver will need to go into the Change Control Numbers screen from the main menu and make a manual change to the control numbers to make them unique.



The "Project Control Number" (also referred to as the "internal identifier" or "internal control number") has nothing to do with the Project Priority Number. The Project Control Number is automatically assigned by the program and can be seen at *Setup Project, General Information screen*, in the gray area on the right.

In small departments, where all the data is entered on one computer, this will have no impact on your work at all. In departments where copies of the original program are made and sent out to various facilities and, in turn, the data completed is then merged together at central office, the potential for trouble arises.

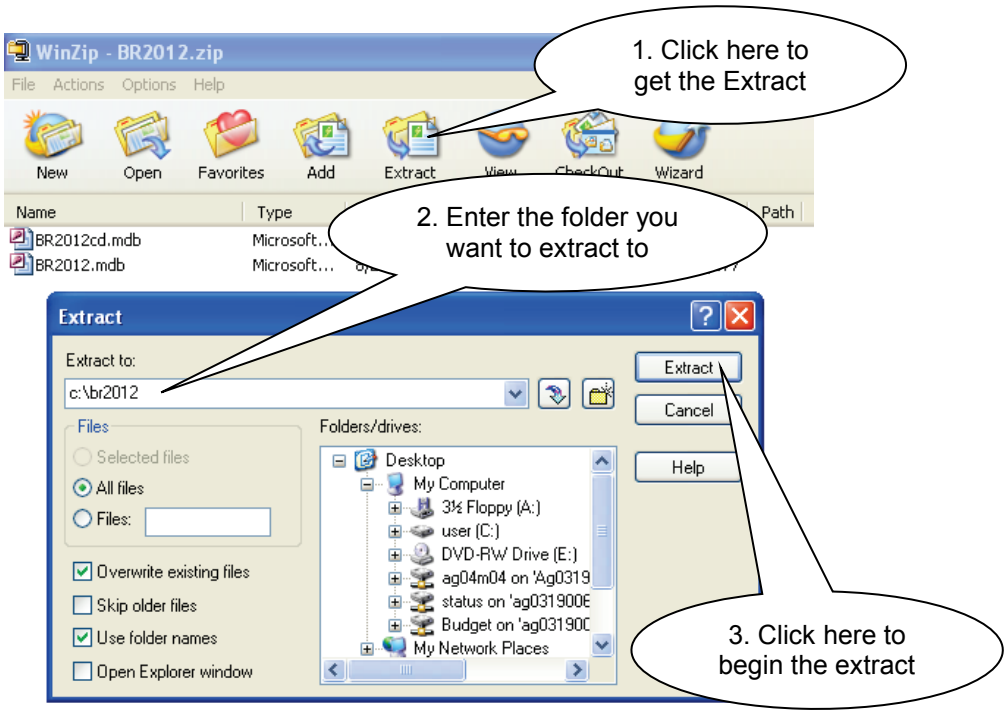
Appendix A – Unzipping Tools

To unzip a file, you can use either WinZip or the Compressed Folders Extraction Wizard in XP. These instructions guide you through both options. If you're not sure what option you have available, simply double click the zip file and let your PC decide. If presented with options, you may see a choice between "WinZip Executable" or "Compressed (zipped) Folders". You can select either of these as they end up with the same result.

After successfully unzipping the files, it is highly recommended that you delete the "CP2018.zip" file you downloaded. If you accidentally run this zip file later, it can overwrite your already installed system and erase any data you have entered. If you need to re-install your system, you can always download the zip file again.

WinZip

When you use WinZip, you will get a screen that looks like the one below. Click the "Extract" button to bring up the "Extract" pop-up box.

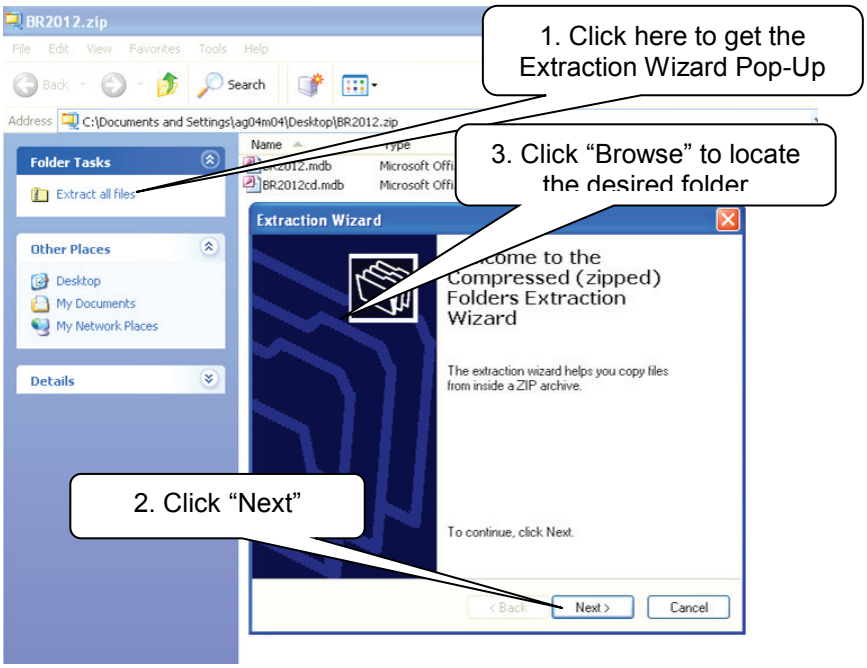


You will need to specify the folder where you want to extract the file. If you do not extract to the system default ("C:\CP2018"), please be sure to modify your system attachments later (see p. 18).

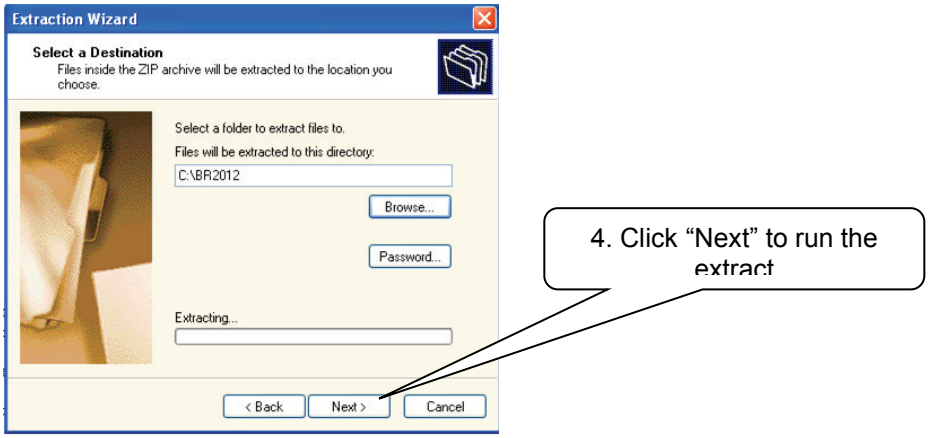
Click "Extract" on the pop-up box to run the extract. After you unzip the files you can close WinZip

Compressed Folders Extraction Wizard

When you use the Compressed Folders Extraction Wizard, you will get a screen that looks like the one below. Click the "Extract all files" under the Folder Tasks to bring up the "Extraction Wizard" pop-up box.



Use the "Browse" button to locate the folder where you want to extract the file. If you do not extract to the system default ("C:\CP2018"), please be sure to modify your system attachments later (see p. 18).



Click "Next" on the pop-up box to run the extract. When done, click "Finish" to exit the wizard.

Appendix B – Downloading Project Data from Pre-planning Consultant

1) Each Agency will need to download the CP90 system files as indicated in the above standard instructions.

2) This year STREAM will provide each Agency with an electronic data file (CP90.mdb) by ***September 23, 2016.*** This data file will contain your agency's information for population of the DB70 system. The Agency will not have to key in any of the standard project information as all fields (excluding the moveable equipment and first year's operating costs) will be pre-populated. The Agency can choose to use this file or generate a new data file if desired.

3) The data file will include years 1 through 5 projects for capital improvements and years 1 and 2 for capital maintenance projects assuming you have provided all this information to STREAM on the appointed STREAM deadlines.

4) Once you have received your data file you will need to install it on your hard drive or network, over-writing the blank CP90 file downloaded from the F&A Budget. Do not change the name of this file.

5) You will need to set up the "user profile" as indicated in the standard instructions however you will not need set up the department as that will be pre-populated along with the data.

6) You will be required to open the system and review each project and make any adjustments desired by the agency. The responsibility and authority of what is being submitted remains with the Agency as the electronic file is being provided as a service to the Agency. The Agency can choose to add, delete or re-prioritize projects as necessary.

7) You will be required to make any changes to your requested budgets, allocations, moveable equipment or first year operating costs including attaching those forms or clicking the waiver box to indicate none are required. Attach all required support documents including the Executive Summary (provided by STREAM Agency Managers on September 23, 2016) and any applicable consultant reports.

8) The balance of the process will follow the standard instructions as provided.

9) For questions or technical assistance regarding the data file, contact your STREAM Agency Managers.

10) For technical questions regarding the budget process or the CP90 system itself, call Zach Barnett at 615-741-7774.

END OF INSTRUCTIONS