

**Capital Outlay Budget System (*COBS*)
Agency User Guide
for the
FY 2014 Capital Budget Submission**



Governor's Office of Planning and Budget

www.opb.state.ga.us

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1.0 The Capital Outlay Budget System (COBS) - Overview

The Office of Planning and Budget (OPB) developed the **Capital Outlay Budget System (COBS)** as a web-based system for submission of the FY 2005 Capital Outlay Budget requests. Agencies will again use COBS to submit their FY 2014 Capital Outlay requests and their FY 2015 to FY 2018 capital out-year projections. Agencies requesting capital outlay funds must submit the required information through this web application to receive funding consideration for a particular capital project.

Per Georgia Code (O.C.G.A. § 45-12-78), OPB is responsible for establishing the official content and format of budget requests. This **COBS User Guide**, along with other budget instructions issued by OPB, establishes the required submittal information related to capital project funding requests. Please contact OPB if any clarifications are needed.

Significant new items in this year's User Guide are highlighted in yellow with a NEW arrow in the margin.



Critical items that COBS users should be aware of are noted by the **IMPORTANT** red arrow.



COBS data structure and basic functions are essentially the same as last year's version. The COBS web homepage is <http://cobs.opb.state.ga>.

Once all projects are completely entered into the COBS, the agency can "submit" to OPB those projects that should be considered for FY 2014 and out-year funding. After the submission to OPB, no further changes to the project submittal can be made by the agency.

An OPB Project Number is automatically assigned to each new project during data entry. All project related correspondence and technical assistance calls should reference the **OPB Project Number**. Retained projects from the just completed FY 2013 budget cycle will automatically keep their OPB project number.

1.1 What is a Capital Outlay Project?

Capital Outlay includes the broad category of expenditures related to the acquisition, construction, development, extension, enlargement, or improvement of land, waters, property, highways, roads, buildings, structures, equipment, or facilities. Capital outlay includes renovation and rehabilitation to enhance and improve existing facilities and structures, and also includes extraordinary non-routine actions for major corrective repairs or to extend expected service lives. Capital outlay projects are primarily facility related and generally represent non-recurring expenditures outside the ability of agencies and departments to fund within their operating budgets. The term capital outlay also applies to various state programs that provide funding, loans, or grants for projects to local government entities, including local school systems and counties. Although primarily funded by general obligation bonds, capital outlay projects may also be funded from other various funding sources, including "cash" (i.e., general state revenues), consistent with state statutes. Agencies do not need to identify the source of state funds for requested capital projects, as this will be determined by OPB as funding recommendations are developed.

Many activities related to keeping facilities operational and in good order involve necessary expenses that are not generally considered capital outlay. For example, preventive maintenance activities and utilities are generally considered part of Regular Operating Expenses. For additional

guidance on how to distinguish between operating (using **BudgetTool**) and capital (using **COBS**) requests, please refer to the Amended FY 2013 & FY 2014 Budget Instructions available for download from the COBS website under **Support Tools** after issuance by OPB.

1.2 Coordination with Georgia State Financing and Investment Commission (GSFIC)

Agencies considering capital funding for major construction projects may find it beneficial to review and follow the project information development process contained in Chapter 2 of the *State Construction Manual*, which is available on the GSFIC Construction Division's web site.

Also, agencies should be aware that GSFIC has access to view project requests and archived information on COBS to assist GSFIC with bond issuance, project setup, and management activities.

1.3 General Assistance with COBS

For general assistance with data entry fields or explanation of capital outlay budgeting requirements contact OPB Capital Budgeting:

- Ron Nawrocki, 404-656-6364, email Ron.Nawrocki@opb.state.ga.us

For system technical problems with the application such as inability to log in or data entry problems, use the **Issue Tracking** feature on the main menu bar. If possible, attach a screen print of any error received with a brief explanation of the problem encountered.

1.4 Browser and Display Settings

Users must access the COBS application using **Microsoft Internet Explorer 6.0 or higher**. Other web browsers are not supported and may result in problems with data entry or display of the application. All users having access to COBS should be familiar in the basic use of Internet Explorer. Be aware that after 30 minutes of inactivity, the application will timeout and any data entry not saved will be lost. Users will be required to login again if timeout should occur.

Most, but not all, COBS screens are fully viewable using the standard 800 by 600 display settings for your computer monitor. To maximize the viewable area it is recommended that the display settings be set above 800 by 600, for example 1024 by 768. To adjust your computer's display, in *Windows* open **Control Panel, Display, Settings**.

1.5 Printing Screen Displays

Screens in COBS consist of two frames, the COBS menu on the left and the data entry and viewing area on the right. With Internet Explorer, these frames function as separate "windows", which can complicate printing. Here are three ways to ensure the desired content is printed:

- a) Screens may be printed using the Internet Explorer **Print** button. To ensure that the desired frame is printed, first click the mouse anywhere in the desired frame before clicking the Print button.
- b) If the full screen image containing both frames is desired, do the following:
 - 1) **File, Print**
 - 2) In the Printer dialog box appears, select **Options**
 - 3) Select **As laid out on screen**
 - 4) **Print**

c) From a data entry frame, printing can also be initiated by using the *right* mouse button and then selecting Print from the pop-up menu. The Printer dialog box will appear; click Print.

Using either method “b” or “c” above, the orientation of the print out can be changed to Portrait or Landscape (to ensure all columns are printed) using the appropriate tab (**Layout**) in the Printer dialog box. Once set, COBS will continue to print all output in that orientation until the setting is changed or the browser window is closed.

Some COBS screens may contain lengthy information or long lists of projects that may need to be scrolled to see the entire list. The best way to print these long lists is using methods “a” or “c” above. If the list is more than one printed page and one of these methods was used to initiate printing, the pages will be numbered and the column headers will repeat on every page.

2.0 Agency Access and Security

Access to the COBS is granted in one of two general levels depending on agency preference and as requested by the **COBS Agency Coordinator**. Agency-wide **Enter/Edit** access allows individuals to enter, edit, and view all project information entered for the agency. **View Only** access allows users to review all project information entered for that agency, but not the ability to enter or edit any information.

Agency-wide Enter/Edit access should be assigned to personnel familiar with project documentation and are responsible for entering the information into COBS. It is expected that these individuals will have the greatest knowledge concerning the project scope and cost information and may be responsible for answering specific questions concerning a particular project. These individuals have the ability to change any data entered prior to it being “submitted” to OPB.

View Only access should be assigned to individuals having a need to use or review information entered into COBS. For support purposes, OPB Capital Budgeting personnel are able view project information entered, whether submitted to OPB or not. OPB personnel are not allowed to modify a pending submittal being entered by agency personnel.

The **COBS Agency Coordinator** has unique duties and access to several special features and functions within COBS, and is the **only individual within an agency that can:**

- **Request COBS access for other individuals in that agency (see Section 2.1)**
- **Retain projects (see Section 4.0)**
- **Run the Priority Assignment Utility (see Section 6.0)**
- **Submit projects to OPB (see Section 9.0)**

A red arrow-shaped icon pointing to the right with the word "IMPORTANT" written in white capital letters inside.

2.1 Requesting COBS Access User ID and Password

The **COBS Agency Coordinator** is responsible for ongoing coordination with OPB regarding the list of agency individuals that should have access to the COBS application. The COBS Agency Coordinator is generally designated by the agency Budget Director or CFO. Requests for access are submitted by the Agency Coordinator, sent to Ron.Nawrocki@opb.state.ga.us with the completed Request for Login form, noting the desired user access type. The form is available for download from the COBS website under **Support Tools**.

After submission of the Request for Login form to OPB, the User ID and Password will be sent directly to the agency user.

3.0 Navigation in COBS

COBS documents and other pertinent information are located on the COBS web site located at <http://COBS.OPB.State.GA.US>. Periodically check for important information and updates to the capital outlay budget process. All documents for download under **Support Tools** are available without the need to log in to the application.

The COBS menu bar is on the left side of the screen. This menu bar with its various tabs, **shown on the next page**, is the primary means to navigate within COBS. Users are cautioned NOT to use Internet Explorer's "Back" or "Forward" buttons to navigate between screens.

Data entry screens have "Save" and "Cancel" buttons. Entered data is not automatically saved in navigating between screens, therefore, be sure to explicitly save all valid information before leaving that screen. Selecting the Cancel button restores information as of the last save.

4.0 Retain Projects Function

Last year's FY 2013 capital project submittals and any associated funding actions (Amended FY 2012 and FY 2013 appropriations and bond authorizations) are archived under **Project List, Archived Projects** for your use and reference.

For the FY 2014 budget cycle, OPB will initially retain all submitted FY 2013 Multiyear Ongoing Program (MOP) type projects and those submitted Specific Project (SP) type projects that were not funded or remain not fully funded. These projects will be in the initial Active Projects list for agency update and re-submittal during this FY 2014 budget cycle as appropriate.



Before entering any new projects in the system, agencies should carefully review and determine if any additional projects submitted in COBS last year should remain active in COBS for potential re-submittal this summer. The COBS Agency Coordinator is the only person with access to the Retain Projects function under the Special Activities tab. The **Retain List** is used to retain the listed agency projects already in COBS from the FY 2013 budget cycle for use with the FY 2014 budget development process, **or if any future out-year funding is contemplated for the project.**

Those projects that are retained will remain active in COBS for further update and re-submittal. Once retained in COBS, the project is transferred to the **Active Project List [Project List, Active Projects]** for inclusion and update for re-submission to OPB later this summer for the FY 2014 submission process. Projects in this category may include partially funded Specific Projects, continuing Multiyear Ongoing Programs, and any project with out-year funding projections. For retained **Specific Project** type projects, information related to project background, location, scope, description, costs, and uploaded files will be carried forward, and available for update if needed. For **Multiyear Ongoing Program** type projects, Subprogram descriptive text information is retained, but cost information and uploaded files are not retained. Project information related to priorities, schedule, and funding plan are not carried forward as the information is generally obsolete for the new budget cycle. Note, once a project is confirmed as **retained** on the system and transferred to the active project list, the selection feature is deactivated for that project. Not retaining a project does not affect its continued listing on the **Archived Projects List**. **If a previous project on the Archived List needs to be retrieved for the Active List, please contact OPB Capital Budgeting as soon as possible.**

COBS Menu Bar

The screenshot shows the COBS menu bar with the following structure and callouts:

- Office of Planning & Budget**
 - COBS** Capital Outlay Budget System
 - COBS Home Page**
 - Sign-off from COBS**
 - Agency Project Lists**
 - Active Projects → Enter project information for the FY2014 budget cycle
 - Submitted Projects → Projects submitted to OPB for the FY2014 budget cycle
 - Archived Projects → Project information from previous budget cycles [FY2005-2013]
 - Proj List - Schedule → Project information from previous budget cycles [FY2005-2013]
 - Proj Schedule Update → Schedule information for previously funded "Specific Projects" [FY2005-2013 budget cycles]
 - Project Information**
 - Background
 - Description
 - Non-State Funds
 - Cost Summary
 - Management Plan
 - Funding Plan
 - Upload Files
 - Special Activities**
 - ★ Retain Projects → Retain function, see Section 4.0
 - ★ Priority Utility
 - Submit Pre-Check
 - ★ Submit to OPB → Submit function, see Section 9.0
 - Reports**
 - System Maint**
 - ★ Users → View agency staff with COBS access
 - Support Tools**
 - COBS Documents → Download the Access Form, User Guide, and Excel worksheet files
 - Issues Tracking**
 - Issue Tracking → *Submit system technical questions, errors, problems*

For assistance contact
COBS System Manager

★ Feature / function is only available to the COBS Agency Coordinator

5.0 Project Information Input Screens

The information for a capital project submission consists of seven groupings (screens) under the **Project Information** tab, which are further detailed below. A sample of each screen is included in Appendix II for reference.

After logging in, select the **Project List, Active Projects** tab. When accessing previously entered projects, a list will display all projects entered for the agency. Projects that were “retained” will appear on the Active Projects list. From the Project List screen, click on the “**Edit project**” link in the right column to enter, review, or edit data for the project. Clicking on the project Title link opens a viewable window showing all information saved for a project, which is useful for review and printing.

To add a new project to the list, click the “**Add a New Project**” button at the top of the Active Project List screen, which will open the first data screen to begin entering project information.

5.1 Screen One: Project Type and Background

The information entered in this section sets the basis for what an agency needs to enter on subsequent screens. All required fields on this screen must be completed before moving to the next input screen. Required information needed to have a valid “save” is indicated with a red asterisk. An overview of each item on this input screen follows.

Project Title *(Required to save)*

Include a short description of the project. Field size is 60 characters. Examples of appropriate titles are:

- Smith Library Addition
- Replace Boiler in Anderson Hall
- Statewide ADA Improvements

Project Type *(Required to save; **can not be revised once saved**)*

Capital projects in COBS are considered to be one of two types: **Specific Project** or **Multiyear Ongoing Program**. Choose either **Specific Project** or **Multiyear Ongoing Program (MOP)** from drop-down box. This field determines which cost and funding screens will be used for data entry. To help determine the appropriate project type, use the following criteria:

Specific Project:

- Has defined scope: type, size, quantity, and location
- Has defined start and end; may span several years to complete
- May have discrete phases (design, construction, etc.)
- Has specific recommendation and appropriation for that specific project
- Funding may span several budget cycles to fully fund the project

Examples of Specific Projects:

- Design, construction, and equipment for a new building
- Re-roofing a specific building
- Installation of emergency generators at a specific location

Multiyear Ongoing Program

- Generally a continuous “program” requesting appropriations on an annual basis over multiple years; activities similar in nature, with lower cost and shorter duration (within a year) activities that **may involve multiple locations or facilities**
- Often related to major repairs or rehabilitation of facilities
- Funding is generally annual allocation; often sub-allocated or managed by the agency’s central office to locations and for similar activities
- **All SubPrograms within a MOP should be of similar service lives and type of activity. Projects submitted to OPB that contain dissimilar activity types (e.g., facility repairs; equipment replacement) or a wide mix of dissimilar service lives (e.g., 5 years; 20 years) in the same MOP project are subject to being unsubmitted by OPB for agency revision and resubmittal**

IMPORTANT

Examples of MOP Projects:

- Obsolete Equipment Replacement (5-year service life)
- Miscellaneous Facility Repairs (5-year service life)
- Building HVAC System Replacement (20-year service life)

Agency Project Grouping (Required to save)

Choose from the drop-down list, which is unique for each agency. This information will be used to group projects. If an agency did not have groupings in their FY 2013 submission, **Not Used** will appear in the drop-down list as the only option. Should a grouping list need to be added for an agency, the COBS Agency Coordinator should contact OPB by sending an email to the COBS Helpdesk.

Agency Priority (Required at submission to OPB. Priority number is not required for projects with out-year projections only, i.e. no funding request this budget cycle.)

Project priorities are being addressed in two areas in COBS. The first is the agency priority number entered on this screen. The second is narrative explaining agency priority considerations and justifying why the project should be funded. The narrative information is entered on the **Project Description and Scope** screen.

The priority number entered must be unique whole numbers, preferably sequential with no duplications. Consecutive numbers should be used for all projects with FY 2014 funding requests. Agencies will be allowed to submit only a single #1 priority per agency. During the “Submit to OPB” process, this field will be validated against all other previously submitted projects. **Agency priority is not required for projects that only have out-year projections, i.e. no funding request for the current budget cycle.** The **Priority Assignment Utility** (Section 6.0 of this document) is a tool to assist agencies in assigning project priorities for all projects prior to OPB submittal. The COBS Agency Coordinator is the only person with access to the **Priority Assignment Utility**.

Institution Name (Optional)

If used, submit the campus name. Field size is 60 characters.

Location of Project (City) (Required to save)

For Specific Projects, enter the city location for the proposed project. If submitting a Multiyear Ongoing Program for several cities, enter “Various” into this field. Field size is 50 characters. **Do not include “Georgia” in the city location.**

Location of Project (County) *(Required to save)*

Use the drop-down list to select the appropriate county for the location of the proposed project. If the project is located in multiple counties, select “Multiple” from the list.

Location of Project (Latitude & Longitude Coordinates) *(Required at Submit to OPB)*

Using the select options, select one of the three options related to the project’s location.

- For projects involving undetermined or multiple diverse or statewide locations, select the first option which will fill in “NA” for the latitude and longitude.
- For projects that involve a single location select the second option for a specific site or building, and include the latitude and longitude of the physical site or building.
- For those locations within a known general area, or multiple buildings within a campus or institution, select the third option, and include the latitude and longitude of the general area or institution or campus location.

Degrees must be in decimal format [D.D] up to 8 decimal places; do not use degree, minute, second format [DMS]. Do not use the negative sign for longitude as longitude will be noted as “W” (West) on COBS. Coordinate information is available from numerous online web sites and various mapping software, including the BLLIP system maintained by the State Properties Commission, and sites maintained by Yahoo and Google. After entering and saving the screen, **visually confirm the coordinates are correct by clicking on [Map it on Yahoo](#), and revise the coordinates if necessary.**



GSFIC Project Number

If a GSFIC project number has been assigned for this project, it should be shown here. Agencies may use this field for internal identification purposes if a GSFIC is not available or appropriate, or “TBD” if not yet assigned. No special format is required; field size is 15 characters.

Project Category *(Required to save)*

Choose the most appropriate project category from drop-down box that best fits the overall nature and scope of the project. The project category choices are the same as used in previous years. For a detailed discussion of each category, refer to Appendix IV. Choices for project category are:

- Property Acquisition
- New Construction
- Renovation and Improvements
- Major Repairs
- Equipment

NOTE: “Project Type” and “Project Category” selections are independent and any combination is possible

Source of Cost Estimate *(Required to save)*

Choose the most appropriate selection from drop-down box. Choices are:

- Agency Staff
- Contractor Quick / Courtesy Estimate
- A/E Consultant Quick Estimate
- Detailed Analysis/Study

IMPORTANT

Regardless of who prepared the cost estimate, or the specific approach or methodology used to determine the cost estimate, the detailed documentation of all supporting analysis and calculations made to develop and compile the cost estimate must be submitted to OPB at the time of the capital request submittal, using the Upload Files function if available electronically, or via paper submittal if not available in electronic format.

Project Contact Name (Required to save)

The user's Login name will default in this field. If contact should be a different person, enter the appropriate agency contact person.

Contact Phone (Required to save)

The user's contact information will default in this field. If contact should be a different person, enter appropriate contact information.

Contact Email Address (Required to save)

The user's email address will default in this field. If the contact is a different person, enter correct email address.

Do Not Display Project (check box)

Checking this box will "hide" a project on the Active Project List when on the Active Project List the user selects "**Hide marked projects**" at the bottom of the list. When the hide is enabled, to restore and show hidden projects on the Active List, select the "**Show all projects**" at the bottom of the list.

5.2 Screen Two: Project Description and Scope

The information requested in this section is used to document the project scope, need, and future budget impact.

Project Description and Scope (Required at Submit to OPB)

This is a free form text field, not to exceed one page of text. Answer the "**what does this project consist of?**" question – provide the type, size, and scope aspects of the project. Refer to the guidelines in the *Guidelines for Predesign of Major Capital Projects* issued in April 2001 for further information regarding the information needed for project description and scope.

For a Specific Project, the description should include building size, type and number of rooms, etc., to fully explain what the agency intends to build or buy. If the project involves multiple buildings, mention and provide information on each facility. Supplemental information should be provided via the Upload Files function to fully describe the project, such as the development of the space program for facilities and the corresponding Net Square Footage and Gross Square Footage facility size.

For those proposed facility projects involving new construction and subsequent proposed renovation of vacated space upon occupation of the newly constructed facility, **the renovation activity MUST be submitted as a separate project on COBS with full supporting information and details, and not be combined with the new construction project.**

Combined projects may result in the project being "unsubmitted" back to the agency for rework, or adjusted directly by OPB. Please contact OPB if any clarification is needed for a given project.

IMPORTANT

For a Multiyear Ongoing Program, the description should explain the proposed number of facilities and types of activities included in the FY 2014 funding request. Supplemental information must be provided in the Multiyear Ongoing Program Cost Summary to fully support and explain the funding request.

Quantified Project Size (Required at Submit to OPB for Specific Projects)

The information is input for Specific Projects only (Multiyear Ongoing Programs will capture this detail in their Cost Summary). Enter the appropriate quantities, units, and descriptive comments in one or more of the following categories for the proposed project as appropriate:

- New Construction
- Renovation - Enter the GSF to be renovated and the insured value of entire facility, as listed on the State Properties Commission BLLIP system (www.realpropertiesgeorgia.org login required). (Substantial renovation of facilities [exceeding 50% of the facility insured value] should incorporate requirements of OCGA 25-2-14 and OCGA 50-8-18 as appropriate)
- Demolition
- Other

Property Ownership (Required at Submit to OPB for Specific Projects - New Construction)

For **Specific Project - New Construction** projects, indicate if the planned construction site is currently owned by the state. If not currently owned by the state, describe the plan to have the property acquired, transferred, or donated for use on this project in the text box. Note that the default entry is **NO** (i.e., not owned by the state).

Strategic Plan: Goal and Strategy (Required at Submit to OPB)

If the requested capital project is a required and key component of an identified and documented strategy referenced in the agency's submitted Strategic Plan, then enter the agency's specific Strategic Goal and Strategy here using the same wording as documented in HORIZON, OPB's Strategic Planning support system. ***It is not a requirement that every capital project request be contained in the agency's strategic plan.*** If the requested project is not explicitly contained in the Strategic Plan, then indicate so.

Priority Considerations and Justification for Funding (Required at Submit to OPB)

This justification information enables agencies to better highlight the project's priority considerations and provide concise justification on **why the project should be funded**. Information should be provided related to the projects:

- Urgency
- Importance
- Expected Impacts / Benefits
- Leveraging of State Funds

Text is required to address each of these four factors for all projects to complete the **Submit to OPB** process even if funding is not requested this budget cycle for the project. Additional guidance regarding the factors noted above is available in the User Guide appendix.

Operating Impact (Required at Submit to OPB)

The text box on this screen to provide a brief summary of the project operating impact related net operating cost, staffing levels, and other operating budget impacts. If there is no operating impact, enter **No Significant Impact (NSI)** in the field; do not leave blank as error will occur at submission to OPB.

5.3 Screen Three: Non-State Funds Available to the Project

Non-State Funding (*Required to save*)

If non-state funding will be available for the project implementation to fund a portion of the Total Project Cost, indicate **YES** and then click the appropriate source and type of funding available (default entry is **NO**). The identified funding sources will automatically be carried to the Funding Plan screen. Select each type of funding available and choose the status of the funds for the project in the associated drop-down box. For each type of non-state funding, use the comment box to describe the specific name of the source entity, grant program, etc.

For Specific Projects, indicate the various project phases the non-state funding is available to support. For example, if non-state-funding is only available for facility equipment, indicate E, and make sure to enter the appropriate funding amount and timing (FY) on the Funding Plan.

The project phases are:

- P – Planning / Predesign / Programming
- PA – Property Acquisition
- D – Design
- C – Construction
- E - Loose Equipment

5.4 Screen Four: Cost Summary

Project Cost Summary - Specific Projects

The Cost Summary table for Specific Projects is a detailed breakout of all costs associated with a project. Refer to the guidelines in the *Guidelines for Predesign of Major Capital Projects* issued in April 2001 for assistance in creating the information needed for the Cost Summary (available under the **Support Tools** tab). An Excel file template with an example of the Cost Summary is also available under **Support Tools**. Agencies may use this Excel file to assist in developing the information needed to complete the Cost Summary. To download the file, right click on the link, and select “Save Target As” and then specify a location.

Enter the “Cost By Item” amount in the appropriate row and then distribute the amount by **percentage** in the appropriate columns labeled “Cost by Project Phase”. **DO NOT use commas when entering amounts in the “Amount \$” column, an error will display and the table will not calculate properly.** Row percentages must total 100% for each item (row) that has a cost. For example, if splitting an amount into thirds, enter 33%, 33% and 34%. The calculated dollar amount will be displayed in each field.

Additional information on project cost estimation and common ranges for various allocated costs are provided in the Appendix III. **Note that the higher end of the presented ranges for allocated costs may be more appropriate for smaller and/or more complex projects, and the lower end of the range may be more appropriate for larger and/or less complex projects.** Agencies are expected to determine the use and appropriate value of the potential related/allocated costs based on the type, complexity, characteristics, and cost of the proposed project, and the actual need anticipated to be contracted and performed. Rationale and justification for items with requested allocated costs in excess of the common ranges in Appendix III should be part of the agency's project submittal on COBS.

The dollar amounts in each column will be summed and the total will be entered in the “**Total Project Cost – Calculated**” row. The total amount of each column, Predesign, Property



Acquisition, Design, Construction, and Equipment, will be rounded to the nearest \$1,000 and the rounded amount is automatically entered in the following row labeled “**Total Project Cost – Used for Funding Plan**”. The amounts in that row are then carried to the Funding Plan table for distribution by fiscal year.

NOTE: Because the Cost Summary Table is rounded in each cell of the table instead of the sum total of each column, the total amount in the Amount \$ column may be more or less than the sum of the other columns when added together. The rounded amount takes care of any discrepancy.

The development and presentation of the project cost is of highest importance to the overall project submittal. If the project is approved for funding, the agency is expected to complete the project based on the actual appropriation. This cost summary is also a cost plan for comparing subsequent project estimates, and for monitoring and controlling costs, as project implementation progresses.

The project cost summary documents the presentation of the total costs to accomplish all necessary tasks associated with the project. The determination of project costs may involve considerable effort by agency staff and/or consultant support, and the results of that effort should be shared with OPB.

It is desirable that the actual cost estimate approaches used, cost elements, associated analyses, and information for a given project should have the following basic characteristics to help ensure the cost estimates are meaningful and usable as the basis for funding recommendations:

- **Accurate** – The cost item estimates should be reasonably accurate and unbiased, not unduly conservative (“high-ball”) or overly optimistic (“low-ball”), but represent expected “most likely” implementation costs.
- **Complete** – The estimates and presentation should have enough detail to demonstrate what project scope/work and cost elements are explicitly included, with no omissions or double counting of scope or costs.
- **Credible** – The cost item estimates should be able to be checked for reasonableness using provided, available, or independent sources. Unique or unusual aspects of the project skewing scope, assumptions, or costs must be explicitly noted.
- **Documented** – The estimates and supporting information are thoroughly documented and transmitted to OPB as part of the project submittal, including source data, assumptions, detailed calculations, and compilations and results. Data entered on COBS can be matched with corresponding supporting documentation and details.

At a minimum, agencies must submit to OPB the detailed supporting documentation of analyses, assumptions, and calculations made to develop and compile the **Total Construction Cost [#3]** and the **Loose Equipment & Furniture [#9]** cost estimate items listed on the **Project Cost Summary** screen. ***Unsupported narrative statements that only state that costs are “based on” comparable previous projects, historical information, or published sources are not sufficient in themselves.*** Separate cost estimates for each facility must be prepared and submitted if the project includes multiple buildings. Submit this information to OPB using the COBS Upload Files function if available electronically, or via paper submittal if the information is not available in electronic format. **Failure to provide adequate supporting cost detail at the time of request submittal may hinder OPB review and recommendation development.** Agencies are urged to contact OPB if it anticipated that they may have difficulty supplying this information for a particular project at the time of submittal on COBS; they should explain the circumstances to OPB prior to the submittal due date for further guidance.

IMPORTANT

Project Cost Summary - Multiyear Ongoing Programs

The Cost Summary screen for Multiyear Ongoing Program (MOP) type projects provides supporting program scope and cost information for the FY 2014 request. This MOP cost information will be used on all retained and newly entered MOP projects and the cost information will be automatically transferred to the Funding Plan as the FY 2014 request. An Excel spreadsheet (**MOP Project Cost & Funding**) with examples of the MOP Cost Summary Table is available under the **Support Tools** tab. To download the file, right click on the link, and select “Save Target As” and then specify a location.

- Agencies should exercise care in defining Multiyear Ongoing Programs, and their corresponding SubPrograms in COBS, so as to form groupings that make sense from an administrative, management, functional, or programmatic perspective. Agencies can submit Multiyear Ongoing Programs for a particular need (e.g. Roof Replacement, HVAC upgrades, Electrical upgrades, etc) or may combine several similar type needs into an agency facility rehabilitation program with various SubPrograms. Multiyear Ongoing Programs can be developed for a single specific location (e.g. Campus Renovation), or can encompass statewide coverage. **Dissimilar activities (such as repair and equipment) or items with dissimilar service lives (such as combining repair and new construction) should not be combined in the same MOP. Projects with a wide mix of dissimilar service lives (e.g., 5 years; 20 years) in the same MOP project are subject to being unsubmitted by OPB for agency revision and resubmittal**

The COBS Multiyear Ongoing Program Cost Summary can accommodate up to ten separate SubPrograms under a single program (project). After entering and saving the name of the SubProgram, click on the “worksheet” button to enter each SubProgram’s cost details. Each worksheet will accommodate up to 15 rows of detailed information for each SubProgram. The summation from the detailed worksheets is automatically carried to the Project Cost Summary (rounded to the nearest \$1,000), and is also carried to the Multiyear Ongoing Project Funding Plan as the FY request.

The use of “Lump Sum” for the cost Quantity Unit has been deleted to reinforce use of descriptive quantities for MOP activities. **Agencies must submit to OPB information documenting and supporting the cost estimates using the Upload Project Files function. Failure to provide adequate supporting cost detail may be considered a lack of project development related to the funding request.**



5.5 Screen Five: Project Management Plan

The Project Management Plan must be completed for all Specific Projects; it is not used or available for Multiyear Ongoing Programs.

The proposed **Project Delivery Method** must be selected from the drop-down box. Choices for the Project Delivery Method are:

- Design-Bid-Build
- CM @ Risk (also called CM/GC)
- Design/Build
- Other

For each project phase for which costs have been identified in the Project Cost Summary, select who will manage each project phase from the drop-down box. Available choices are:

- Agency [self-managed]
- GSFIC
- Other

Provide the expected start and end dates for each phase by entering the month and year the activity is expected to begin and end. Also, required for all “Specific Projects” is the overall anticipated project “Occupancy / In Use” date [MM/YY]. Enter the dates even if the activity occurred prior to CY 2012 or will go beyond CY 2017. All dates BEFORE the data entry date should be ACTUAL; all dates in the future from the current data entry date should be ANTICIPATED. The automatic graphical bar chart is for visual reference only and will be helpful in making sure the phases are presented in logical order and timeframe.

General guidance related to project start and end dates is provided in the tables below.

Activity / Phase	Start Date	End Date
Planning / Programming / Predesign	Consultant contract executed.	Consultant completes study.
	Staff begins significant activity.	Staff completes activity.
Property Acquisition	Preparation work begins to acquire property.	Closing / transfer of property.
Design	Design services contract executed.	Design documents stamped.
Construction	Construction contract executed.	Construction complete.
	GMP or first construction Component Change Order (COO) executed (CM or DB contract).	“Material Completion” if specified in contract.
Loose Equipment & Furniture	Contracts & purchase orders issued.	Essential equipment & furniture delivered and installed for use.
Occupancy / In Use		Project is occupied, in use, or in service.

Start or End date is prior to current date	Use the ACTUAL date
Start or End date is after current date	Use the ANTICIPATED date

Note that the Schedule information and graphical bar chart are based on the calendar year. The Funding Plan is based on the state fiscal year. The two must be compatible, as funding must be appropriated and available in order to award contracts. Funding may not be available until several months into the fiscal year appropriated, particularly if funded by bonds.

NOTE: If a cost amount is reflected for any Phase of the project on the Cost Summary, dates for the corresponding Phase must be entered on the Project Schedule. **Submission to OPB will not be allowed until the Project Management Plan is complete for Specific Projects.**

For projects previously funded (fully or partially) and in the COBS database, an updated project schedule can also be entered for that project by using the **Agency Project Lists / Proj List - Schedule** tab on the main menu. *For bond funded projects the identification of the GSFIC Project # is essential, and agencies are advised to coordinate with GSFIC regarding the schedule of GSFIC managed activities and projects by contacting their GSFIC Project Manager.*

5.6 Screen Six: Project Funding Plan

The Funding Plan is used to indicate the state fiscal year when funds should be appropriated/authorized for a capital project. The information required for the Funding Plan will depend on the type of project initially selected on the Project Type and Background screen. Keep in mind that this table uses the fiscal year the funds are needed to be appropriated for a project and should be compatible with the actual construction schedule entered on the Project Schedule screen.

The Funding Plan for retained projects (both Specific Projects and Multiyear Ongoing Programs) will include a note at the top of the screen that lists any funding actions from the previous budget cycles. Clicking on the provided link opens a funding summary for the project for that budget cycle.

Enter any additional comments or information in the space provided that may be helpful in the evaluation of the capital project.

Project Funding Plan – Specific Project

For a Specific Project, the cost amounts are carried forward from the Cost Summary table “Total Project Cost – Used for Funding Plan” row and cannot be changed from the Funding Plan table (to revise an amount, you must return to the Cost Summary Table). Each amount in the “**Cost Total**” column must be distributed between the **All Prior, Requested, and Projections** columns such that the “**Cost Total**” equals the “**Funding Plan Total**” for each row. “All Prior” funds for specific projects includes all previous project funds (both State and Non-State) appropriated or available. Again, remember the funding plan should be compatible with the project schedule.

If an indication was made on the **Non-State Funds Available to Project** screen that Non-State Funds will be used to fund a portion of the project, enter the amount to be received in the appropriate row by source and distribute the funds in the appropriate Fiscal Year columns. All non-state funds should be applied against the total project cost in the year funds will offset state funds for a given project phase. Negative amounts are not allowed in the table. Non-state funds cannot be received after the end of the capital project. For example, if the total cost is distributed among FY 2014, FY 2015, and FY 2016, then the non-state funds should likewise be appropriately applied only to those three fiscal years. The **Total Non-State Funds** are subtracted from the **Total Project Cost/Funding** row to arrive at the amount proposed for state funding, **Total State Funds**.

If initially forgotten (prior to submittal to OPB) to indicate the type of non-state funds (if a row does not appear in the table), return to the **Non-State Funds Available to Project** screen and enter the information on the type, source, and description of non-state funds that will be received. The Funding Plan table will be updated showing the non-state sources.

Funding Plan – Multiyear Ongoing Program

For a Multiyear Ongoing Program, the FY 2014 requested funds are automatically entered from the Multiyear Ongoing Program Cost Summary. Agencies must manually input amounts for outyear projections directly into the Funding Plan. If funds were provided for this program in the prior fiscal year [i.e., budget cycle] include the amount appropriated. For FY 2014 requests “Prior FY” means Amended FY 2012 and/or FY 2013 appropriations. If receiving non-state funds for the Ongoing program, indicate the amount by source in the appropriate row, and distribute them in the appropriate fiscal year. Include out-year funding projections.

If initially omitted to indicate the type of non-state funds (if a row does not appear in the table), return to the **Non-State Funds Available to Project** screen and enter the information on the type,

source, and description of non-state funds that will be received. The Funding Plan table will be updated showing the non-state sources.

NOTE: If non-state funds are indicated on the **Non-State Funds Available to Project** screen, there must be an amount entered for each source on the funding plan. Submission to OPB is not allowed if an identified non-state funds source contains a zero amount for the entire row.

5.7 Screen Seven: Upload Project Files

Agencies should upload and transfer supporting agency project worksheets, space programming, cost studies, and graphic electronic files (Excel, Word, PDF, etc.) related to a given project to OPB as part of the project submittal on COBS. This eliminates the need to separately email supporting files, and supplies valuable information not directly captured in the COBS data fields.

Use the “**Upload a File**” tool to submit files to OPB. Uploaded files (names and descriptions) are shown in the top section of the screen. Multiple files may be uploaded for a project, but only one file at a time. Once uploaded, these files are available to be opened or downloaded by agency and OPB users.

Each file to be uploaded must be identified by one of the following categories that best represent the contents of the file:

- **General Overview** (Multiple categories listed below)
- **Description & Scope Narrative**
- **Space Program** (Facility space types, #, NSF and development of GSF)
- **Costs** (Construction, Loose Equipment, Total Project, etc.)
- **Schedule**
- **Funding**
- **Graphic** (Site Plan, Drawing, Photos, Existing Conditions, etc.)
- **Other**

Supplemental information submitted in paper format should be clearly marked with the OPB project number and sent to:

Ron Nawrocki
Manager, Capital Budgeting
Governor’s Office of Planning and Budget
270 Washington Street
Atlanta, GA 30334

6.0 Priority Assignment Utility

A **Priority Assignment Utility** (under the **Special Activities** tab) is available only to the COBS Agency Coordinator to assist in ensuring that all projects with FY 2014 funding request amounts submitted to OPB contain the appropriate numerical **Agency Priority**. By clicking on **Special Activities, Priority Utility** a list of agency projects with “*current year requests*” will be presented. The list sorts by the **Agency Priority** entered during input (if applicable); blanks are listed after those projects with assigned utilities.

Enter the appropriate priority for a request. Keep in mind the following:

- A priority must be entered for all “*current year funding requests*”(i.e. \$ in the FY 2014 column)
- The priority entered must be **numeric**. Alpha characters are NOT allowed.

- No duplicate priorities numbers are allowed.

Submitted projects that only involve future FY 2015 – 2018 out-year funding projections (i.e., no \$ requested in FY 2014) do not need to have a numerical priority assigned, however, information on Priority Considerations and Justification for Funding must be provided for all projects submitted to OPB.

After entering the priority for all or some of the projects, click **Save** to reorder the list; this can be repeated as often as necessary. The priority can be changed for any project until the project is submitted to OPB. Once the project has been submitted to OPB, the Agency Priority will display only—no changes will be allowed.

7.0 Reports

All the information contained in COBS can easily be printed using the print screen commands discussed in Section 1.4. Also, all information entered on a given project can be viewed and printed from the **Active Project List** by clicking on the Project Title link.

A feature that is available is **Export to Excel**. A copy of the screen is shown at the end of Appendix II. This feature allows the user to select groups of various data elements for direct export to Excel. Within Excel, the user has complete control to format, sort, organize, print, and save the file as they deem most useful.

8.0 Submit to OPB Pre-Check

In order to allow agencies to be certain all information is entered for a project prior to submission to OPB, a routine is available that will check the project information prior to the actual submittal to OPB. From the COBS homepage, click on **Special Activities**, then **Submit Pre-Check**.

A list of all projects will appear. Click the box next to the project(s) you wish to validate and click **Submit Selections**. A routine will run (it may take a minute depending on the number of projects) and a report will be presented that lists any problem that was discovered during the validation process. Print the exceptions report and correct any problems listed. After correction of the projects, run the validation again to ensure the problems were fixed and to check if additional problems were found.

During the routine, all problems that are apparent at the time will be included. In some cases, a problem may not be discovered on the first validation run. The Pre-Check routine can be run as often as necessary until no problems are discovered on the projects being checked. The actual Submit to OPB process will run the same way with the exception that once projects are submitted, no further changes will be allowed to the project by the agency.

It is highly recommended the Pre-check process be run prior to the actual submit process to allow time to resolve any data problems before the submission deadline.

All agency personnel with COBS Enter/Edit access can run the “Submit to OPB Pre-Check”, but the **COBS Agency Coordinator is the only individual who can actually submit the projects to OPB.**

9.0 Submit to OPB

The **Submit to OPB** function will be activated approximately a week prior to the due date for submitting budget requests. A notice will be posted on COBS indicating when agencies are allowed to begin submitting the capital project information to OPB.

The **Submit to OPB** process uses a similar process and routine as the Pre-Check process. After the project (request and projections) is submitted to OPB, no further changes will be allowed. Based upon OPB's review of the project submittals on COBS, OPB may also request supplemental, clarifying, or supporting information for the project.

All agency personnel with COBS Enter/Edit access can run the "Submit to OPB Pre-Check", but the **COBS Agency Coordinator is the only individual who can actually officially submit the projects to OPB via COBS.**

A red arrow-shaped callout box pointing to the left, containing the word "IMPORTANT" in white capital letters.

10.0 Project Schedule Update

Although it may not be part of an agency's funding request for the upcoming budget cycle, the updating of project schedules for projects that have received previous funding is important information to OPB regarding the progress and completion of funded projects. This information is useful in understanding when projects will be in service, showing when operational funding is needed for major new capital projects coming online, and for determining when project funding is needed on project phases that are funded over several fiscal years.

Project schedules are updated under **Agency Project Lists / Proj List – Schedule** tab. Additional guidance is available in Section 5.5 of this guide and on the **Project List – Schedule** screen.

Appendix I – COBS Access Request Form

Capital Outlay Budget System (COBS)
Request for Login Access

The **COBS Agency Coordinator** must submit the following information for all personnel requiring access to the Capital Outlay Budget System. All requested information must be included. The COBS Agency Coordinator should submit this Request for Login to Ron.Nawrocki@opb.state.ga.us

The User ID and Password will be forwarded by email to the appropriate individual.

Note, access to COBS is limited to State employees

Name of User: _____

Agency: _____

Title: _____

Agency Department/Division _____

Phone number: _____

E-mail address: _____

Location (City): _____

Type of access (check one): Enter/Edit _____ View Only _____

Submitted by COBS
Agency Coordinator
(Name & phone #): _____

<p><u>For OPB Use Only</u></p> <p>User ID: _____</p> <p>Password: _____</p>

Appendix II - Sample COBS Screens

COBS HOMEPAGE

The screenshot shows a Microsoft Internet Explorer browser window displaying the COBS homepage. The browser title is "Capital Outlay Budget System - Microsoft Internet Explorer provided by Office of Planning and Budget". The address bar shows the URL "http://cobs.opb.state.ga.us/Main.asp". The browser interface includes a menu bar (File, Edit, View, Favorites, Tools, Help), a search bar with "Google" and "Go" buttons, and a toolbar with various icons. The webpage content features a blue header with the text "Capital Outlay Budget System" and a background image of a building. On the left side, there is a green sidebar with the "Office of Planning & Budget" logo and the text "COBS Capital Outlay Budget System". Below this, a menu lists "COBS Home Page", "Sign-on to COBS", "Support Tools", and "Issues Tracking". The main content area contains a welcome message and instructions for users.

Office of Planning & Budget
COBS
Capital Outlay
Budget System

COBS Home Page

- Sign-on to COBS
- Support Tools
- Issues Tracking

Welcome to the State of Georgia's Office of Planning and Budget, Capital Outlay Budget System (COBS).

Agency users must request access to COBS through their Agency COBS Coordinator, who will forward the request to OPB. The **Sign-on Access Request Form** is available for download under **Support Tools** on the left of this page.

Users should review the Capital Outlay Budget System (COBS) **User Guide** for important information prior to accessing the application, also available under Support Tools.

For general assistance with data entry fields or explanation of capital outlay budgeting requirements contact Ron Nawrocki, Manager, Capital Budgeting, 404-656-6364.

For problems with the application such as inability to log in or data entry problems, use the **Issues Tracking** function at the bottom of the menu bar. Attach a screen print of any error received with an explanation of the problem encountered.

SAMPLE PROJECT – TYPE AND BACKGROUND (SPECIFIC PROJECT)

Project Type and Background

Special Collections Library		Athens	472-2007-00027
Research and Regional Universities	Regents	Clarke	SP

Project Title*

Project Type* Cannot be changed after "Save"

Project Grouping*

Agency Priority

Institution Name

Location of Project (City)

Location of Project (County)*

Project Location Coordinates: (check only one)

Undetermined/Multiple/Statewide [Do not enter Latitude/Longitude]

 Project Location Coordinates (use decimal degrees, 6 to 8 decimal places)

Specific site or building [Enter Latitude/Longitude]

 Latitude N*

General known area or single campus [Enter Latitude/Longitude]

 Longitude W* [Map it on Yahoo!](#)

GSFIC Project Number (use Agency #, if GSFIC # is unavailable)

Project Category*

Source of Estimate*

Project Contact Name*

Contact Phone* (xxx-xxx-xxxx)

Contact E-Mail Address*

Do Not Display Project

* Denotes data is required.

SAMPLE PROJECT -- DESCRIPTION (SPECIFIC PROJECT)

Project Description and Scope

[Next Project](#)

New Allied Technology Facility		Adamsville	415-2009-00039
Not Used	TCSG	Atkinson	SP

Project Description & Scope <i>(What is the project?)</i>	Describe WHAT the project consists of.																				
	Project (or portion noted above) qualifies for QECB funding <input type="checkbox"/> Amount: \$ <input type="text"/>																				
Quantified Project Size:	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Activity</th> <th style="width: 10%;">Quantity</th> <th style="width: 15%;">Units</th> <th style="width: 60%;">Comments</th> </tr> </thead> <tbody> <tr> <td>New Construction</td> <td>55000</td> <td>GF - Gross Sq Ft</td> <td></td> </tr> <tr> <td>Renovation</td> <td></td> <td>Pick One</td> <td>Facility insured value: \$ <input type="text"/> As reported on BLLP</td> </tr> <tr> <td>Demolition</td> <td></td> <td>Pick One</td> <td></td> </tr> <tr> <td>Other</td> <td></td> <td>Pick One</td> <td></td> </tr> </tbody> </table>	Activity	Quantity	Units	Comments	New Construction	55000	GF - Gross Sq Ft		Renovation		Pick One	Facility insured value: \$ <input type="text"/> As reported on BLLP	Demolition		Pick One		Other		Pick One	
Activity	Quantity	Units	Comments																		
New Construction	55000	GF - Gross Sq Ft																			
Renovation		Pick One	Facility insured value: \$ <input type="text"/> As reported on BLLP																		
Demolition		Pick One																			
Other		Pick One																			
Is New Construction Site State Owned? <i>Acquisition plan description.</i>	If project is for NEW CONSTRUCTION , is the site already owned by the State <input type="radio"/> Yes <input checked="" type="radio"/> No If No, Describe Acquisition Plan! Describe acquisition plan if site must be obtained for state use.																				
Is this project included in the Agency's Strategic Plan? <i>(If YES, use same wording for Goal & Strategy as contained in the HORIZON system; if NO, put NO for Goal & Strategy)</i>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Agency Goal</td> <td>If part of agency Strategic Plan, identify the Goal.</td> </tr> <tr> <td>Strategy</td> <td>If part of agency Strategic Plan, identify the Strategy.</td> </tr> </table>	Agency Goal	If part of agency Strategic Plan, identify the Goal.	Strategy	If part of agency Strategic Plan, identify the Strategy.																
Agency Goal	If part of agency Strategic Plan, identify the Goal.																				
Strategy	If part of agency Strategic Plan, identify the Strategy.																				
Priority Consideration and Justification for Funding <i>(Why should the project be funded?)</i>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Urgency</td> <td>Add text related to project Urgency</td> </tr> <tr> <td>Importance</td> <td>Add text related to project Importance</td> </tr> <tr> <td>Impact / Benefits</td> <td>Add text related to project Impact / Benefits</td> </tr> <tr> <td>Leveraging State Funds</td> <td>Add text related to project Leveraging of State Funds</td> </tr> </table>	Urgency	Add text related to project Urgency	Importance	Add text related to project Importance	Impact / Benefits	Add text related to project Impact / Benefits	Leveraging State Funds	Add text related to project Leveraging of State Funds												
Urgency	Add text related to project Urgency																				
Importance	Add text related to project Importance																				
Impact / Benefits	Add text related to project Impact / Benefits																				
Leveraging State Funds	Add text related to project Leveraging of State Funds																				
Operating Impact <i>Quantify the operating impact after the project is completed.</i>	Total Cost of Ownership worksheet completed and uploaded to COBS? <input type="radio"/> Yes <input checked="" type="radio"/> No <i>(See COBS User Guide for instructions. TCO template and User Guide are located on the Support Tools / COBS Documents menu at the left.)</i> Add text about expected operating impact of project																				

**SAMPLE PROJECT -- DESCRIPTION
 (SPECIFIC PROJECT)
 Guidance on Priority Considerations**

Examples of Priority Considerations for Funding

Consideration	Description of Consideration	Examples of Projects
A. Urgency [Timing]		
Urgent	<ul style="list-style-type: none"> - Essential to be funded this budget cycle - Time critical - Window of opportunity - Date certain mandate - Unacceptable existing condition 	<ul style="list-style-type: none"> - Legislative mandate - Potential loss of accreditation - Repair fire/storm damaged facility - Correct substantial life/safety or health deficiency
Necessary	<ul style="list-style-type: none"> - Needed to meet program goals and objectives in conjunction with other approved actions - Complete partially funded underway project 	<ul style="list-style-type: none"> - Replace facility roof at end of its service life and causing interior damage after repeated repair attempts - Program objectives can not be realized without an additional regional office
Desired	<ul style="list-style-type: none"> - Should be funded this budget cycle if funds available - Deferral has no immediate adverse impact 	<ul style="list-style-type: none"> - Replace facility roof nearing end of its service life
B. Operational / Service Importance		
Continuation	<ul style="list-style-type: none"> - Support productive needed long term capital assets to operate at acceptable service levels and achieve expected service lives - Address occupant health, safety, and accessibility, and building systems repair and replacement needs based on relative and absolute asset condition measures 	<ul style="list-style-type: none"> - Replace facility roof at end of its service life - Replace HVAC system
Enhancement/Growth	<ul style="list-style-type: none"> - Improves existing capital assets to increase capacity, capability, and/or functionality - Improves existing capital assets to increase operational effectiveness or efficiency - Addresses documented growth in key programs 	<ul style="list-style-type: none"> - Add emergency power generator at facility - Facility renovation to convert building to new functional use - Harbor deepening to handle new generation of ships - Documented actual and projected client population shows clear overcrowding
New / Initiate	<ul style="list-style-type: none"> - Provides a new operational capability not currently existing 	<ul style="list-style-type: none"> - First time state facility to support new research program
C. Extent / Magnitude of Impact / Benefit		
Statewide	<ul style="list-style-type: none"> - Sole location providing that service or capability - Meets a statewide need, independent of its specific location 	<ul style="list-style-type: none"> - First time state facility to support new research program - Addition of required prison bed space
Regional	<ul style="list-style-type: none"> - Has impact within the regional service area 	<ul style="list-style-type: none"> - Addition of a new regional lab to support local communities
Local	<ul style="list-style-type: none"> - Impact within immediate local area, campus, or facility 	<ul style="list-style-type: none"> - Replace a building's HVAC system - Adding a new classroom building at a college
D. Leveraging State Funding [\$]		
Federal / Other funding is primary	<ul style="list-style-type: none"> - Non-state Funding \geq half of Total Project Cost 	<ul style="list-style-type: none"> - Federal Gov't funding 80% of project cost
Federal / Other funding is secondary	<ul style="list-style-type: none"> - Non-state Funding < half of Total Project Cost 	<ul style="list-style-type: none"> - Foundation is contributing 20% of the construction cost
Entirely state funded	<ul style="list-style-type: none"> - State funds all of the total project costs 	<ul style="list-style-type: none"> - Project is entirely G.O. Bond funded

**SAMPLE PROJECT -- NON-STATE FUNDS
 (SPECIFIC PROJECT)**

Non-State Funds Available to Project

Academic Classroom		Darien	472-2003-00001
State Colleges and Universities	Regents	McIntosh	SP

Is non-state funding available or planned for this project? Yes No

(If yes, indicate source, status and use of non-state funding.)

Type of Non-State Funding	Status of Funds	Identify and describe source, grant program, etc.	Funds tied to marked activities				
			P	PA	D	C	E
<input type="checkbox"/> Agency Funds	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Local Funds	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Federal	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Private Contributions	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Foundation	Commitment to Fund	University Foundation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Other	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

P = Planning / Project Programming (includes Predesign)
 PA = Property Acquisition
 D = Design
 C = Construction
 E = Equipment and Furniture

**SAMPLE PROJECT -- COST SUMMARY
 (SPECIFIC PROJECT)**

Project Cost Summary - Specific Project							
Academic Classroom			Darlen		472-2003-00001		
State Colleges and Universities			Mcintosh		SP		
	Cost By Item		Cost By Project Activities				
	% of TCC	Amount \$	Plan / Proj Prog %	Property %	Design %	Construction %	Equipment %
1. Planning / Project Programming		105200	105,200 100				
2. Property Acquisition		500000		500,000 100			
3. Total Construction Cost (TCC escalated) <i>(Submit cost estimate detail via Upload Files function)</i>		11000000		0	0	11,000,000 100	
4. A/E Design and Construction Administration	6.8	750000			517,500 69	232,500 31	0
5. PM or CM Support (if used): <input type="text" value="CM"/>	0.4	40000		0	40,000 100	0	0
6. Inspection, Testing, Surveys	1.2	130000		0	26,000 20	104,000 80	0
7. Commissioning		0			0	0	0
8. Construction Monitoring / Inspection		0			0	0	
9. Loose Equipment & Furniture	10.9	1200000					1,200,000 100
10. - <input type="text" value="Reimbursables/Add Serv."/>	0.4	41871	4,187 10	0	16,748 40	20,936 50	0
11. - <input type="text" value="Special Consultants"/>	1.3	146971	0	0	146,971 100	0	0
12. - <input type="text" value="Extra Drawings"/>	0.0	4805	0	0	4,805 100	0	0
13. - <input type="text" value="Cost Validation, Sched. Cost Mgt."/>	0.1	15600	15,600 100	0	0	0	0
14. - <input type="text" value=""/>		0	0	0	0	0	0
15. - <input type="text" value=""/>		0	0	0	0	0	0
Subtotal - Without Contingency		13,934,447	124,887 0.9	500,000 3.6	752,024 5.4	11,367,436 81.5	1,200,000 8.6
16. Project Contingency	6.0	700000		0	21,000 3	644,000 92	35,000 5
Total Project Cost - Calculated		14,634,447	124,887	500,000	773,024	12,001,436	1,235,000
Total Project Cost Used For Funding Plan		14,634,000	125,000	500,000	773,000	12,001,000	1,235,000

Re-Calculate Save Cancel

**SAMPLE PROJECT -- MANAGEMENT PLAN AND SCHEDULE
 (SPECIFIC PROJECT)**

Project Management Plan

Academic Classroom		Darien	472-2003-00001
State Colleges and Universities	Regents	Mcintosh	SP

Project Delivery Method		Schedule By Project Activities							
CM @ Risk		Start	End	CY 2006	CY 2007	CY 2008	CY 2009	CY 2010	CY 2011
Project Activity	Managed by								
1. Planning / Programming / Predesign	Agency	7/05	12/05						
2. Property Acquisition	Agency	12/06	3/07						
3. Design	Agency	5/09	1/10						
4. Construction	GSFIC	11/09	8/10						
5. Loose Equipment	Agency	8/10	10/10						
6. Occupation / In Use		10/10							
Re-Plot Schedule									

Project Schedule as of: 7/5/07

NOTE: If a cost amount is reflected for a PHASE of the project on the Cost Summary, dates for the corresponding PHASE should be entered on the Project Schedule. Additionally, dates cannot be entered for a PHASE for which no corresponding amount on the Cost Summary is present. Submission to OPB will not be allowed until Project Schedule is complete.

Save Cancel

**SAMPLE PROJECT -- FUNDING PLAN
 (SPECIFIC PROJECT)**

Project Funding Plan - Specific Project

Renovation of Frank Hall		Decatur	472-2009-00052
Research and Regional Universities	Regents	Dekalb	SP

	Cost Total	Funding Projections						Funding Plan Total	
		All Prior	Request FY 2011	FY 2012	FY 2013	FY 2014	FY 2015		
1. Planning / Project Programming	45,000	45000	0	0	0	0	0	45,000	
2. Property Acquisition	0	0	0	0	0	0	0		
3. Design	560,000	560000	0	0	0	0	0	560,000	
4. Construction	9,240,000	0	9240000	0	0	0	0	9,240,000	
5. Loose Equipment	1,100,000	0	0	1100000	0	0	0	1,100,000	
Total Project Cost/Funding	10,945,000	605,000	9,240,000	1,100,000	0	0	0	10,945,000	
Non-State Funds		Non-State by Source	All Prior	Request FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	Non-State Funds Total
6. Foundation for: E		300000	0	0	300000	0	0	0	300,000
Total Non-State Funds	300,000				300,000				300,000
Total State Funds	10,645,000	605,000	9,240,000	800,000	0	0	0	10,645,000	

Agency Comments:

Enter any additional information that may be used to evaluate this project for funding.

Re-Calculate Save Cancel

SAMPLE PROJECT -- UPLOAD FILES (SPECIFIC PROJECT)

[Next Project](#)

Uploaded Files for this Project		Tifton	402-2003-00010
Tifton Agricultural Laboratories Facility	Agriculture	Tift	SP 051003778
Other			

Files currently submitted for this project:

Space program (NSF, GSF)
 Space program.xls (File Modified 6/23/2009 9:42:27 AM; Originally Uploaded 6/23/2009 9:42:27 AM by ronm)
 Space program used to determine NSF and GSF

Costs
 Cost Estimate.xls (File Modified 6/23/2009 9:40:54 AM; Originally Uploaded 6/23/2009 9:40:54 AM by ronm)
 Construction Cost Estimate

Graphic (Site Plan, Drawing, Photo, etc.)
 Site Plan.xls (File Modified 6/23/2009 9:41:28 AM; Originally Uploaded 6/23/2009 9:41:28 AM by ronm)
 Site plan showing proposed project location

Upload A File

- 1) Pick a file on your local PC or Network to upload to COBS.
 (filename should not exceed 80 characters excluding the file path)
- 2) Briefly describe the contents of this file (from 3 to 100 characters) (REQUIRED).
- 3) Pick the most appropriate category for the information content of this file (REQUIRED).
- 4) Check the following box if this file is for OPB Use ONLY => (will not be shown to agencies)

REMINDER - All supporting cost information for each project MUST be provided to OPB via Upload Files for each project, as noted in the COBS User Guide.

(This only transfers the noted file, it does not submit all COBS project information to OPB)

**SAMPLE PROJECT -- SCHEDULE UPDATE SCREEN
 (SPECIFIC PROJECT)**

[Previous Project](#)

Project Schedule Update
 Department of Human Resources

[Next Project](#)

Agency Project Title:	Refurbish/Replace Step down transformers	OPB#:	427-2003-00006				
Institution Name:	West Central Regional Hospital	Project Category:	MR	Project Type:	SP		
City / County:	Columbus, Georgia	Program Supported:	n/a, affects all programs.				
FY2005 Cycle: \$615,000 in FY05 funding using 20 year bonds (see funding summary).							
GSFIC#: DHR-117		Previous Schedule as of: 3/23/2007			Current Schedule as of:		
Project Delivery Method		Design-Bid-Build			Design-Bid-Build		
Project Activity	Managed by	Start	End	✓ if no change	Managed by	Start	End
1. Planning / Programming / Pre-design				<input type="checkbox"/>			
2. Property Acquisition				<input type="checkbox"/>			
3. Design	Agency	04/06	10/06	<input type="checkbox"/>			
4. Construction	Agency	11/06	05/07	<input type="checkbox"/>			
5. Loose Equipment				<input type="checkbox"/>			
6. Occupation / In Use			5/07	<input type="checkbox"/>			
Comments:							

Save Do Not Save Changes

Note, this screen is accessible by clicking on the Project Title from the Project List - Schedule screen (Agency Project Lists / Proj List – Schedule)

EXPORT TO EXCEL

Export to Excel

Which Agency?	999 - Test Agency
Which Budget Cycle?	FY2007
Which Projects?	<input type="radio"/> Only Projects Submitted to OPB <input checked="" type="radio"/> Data for All Projects

Select Types of Data to Export		
Exported data will always include the following data: Request Budget Cycle, Agency Number, OPB Project Number, Project Title, Project Type, and City.		
Use the checkboxes below to select additional data to export to Excel.		
General Project Information	Agency Prepared Cost and Funding Information	Recommendation and Appropriation
<input type="checkbox"/> Data on Background Page <i>Includes contact information, institution name, county name and agency project group</i>	<input type="checkbox"/> Cost Summary Page <i>Includes total cost by project phase for SP projects (overall project cost for MOP projects)</i>	<input checked="" type="checkbox"/> Final Approved Funding <i>Includes Governor's approved amounts for total funding, non-state funds, state funds and state funding mechanism</i>
<input type="checkbox"/> Narrative Data on Description Page <i>Includes project description and justification, operating impact and agency program data</i>	<input type="checkbox"/> Funding Plan Page <i>Includes prior, requested and outyear cost for total project, non-state funds and state funding requested.</i>	<input checked="" type="checkbox"/> Appropriation Bill <i>Includes Appropriations Act amounts for total funding, non-state funds, state funds and state funding mechanism</i>
<input type="checkbox"/> Quantitative Data on Description Page <i>Includes all quantitative measures of project size for SP projects</i>		<input checked="" type="checkbox"/> Governor's Recommendation <i>Includes Governor's recommendation for total funding, non-state funds, state funds and state funding mechanism</i>
<input type="checkbox"/> Non-State Funds Page <i>Includes potential use of non-state funds as well as sources and status of non-state funds</i>		

Prepare Excel Spreadsheet

Appendix III – Project Cost Estimation and Allocated Costs

The key component of a capital project funding request is the determination of a realistic estimate of project costs based on well thought-out project scope that is useable for making sound funding decisions. The project cost estimate will be entered into the Office of Planning and Budget (OPB) Capital Outlay Budget System (COBS) as the basis to request funding for the project.

It is critical that previous order-of-magnitude or rough preliminary cost estimates developed in earlier project development activities are just not “updated” but are carefully examined and refined related to completeness and thoroughness to encompass all expected project costs. This includes the explicit incorporation and documentation in the cost estimate of all significant project scope, program requirements, and site condition information developed in this, and previous phase activities, which directly impact project implementation and costs.

The cost estimate and corresponding documentation can be viewed as the financial representation of the project’s physical, performance, management, and schedule requirements, documenting project decisions and assumptions at the time of the estimate. The cost estimate should be reasonably objective and unbiased, not unduly conservative (worst case / high-ball) or overly optimistic (best case / low-ball), but represent the project’s expected “most likely” implementation costs.

Construction Cost

The project’s construction cost estimate is generally the most critical aspect of the entire project cost estimate, being the largest cost component (often 70% to 80% of the total project cost) and serving as the basis for the determination of other associated project costs such as design, commissioning, etc. The construction cost estimate should take into consideration the project’s program requirements, site conditions, potential design related characteristics, and potential funding requirements such as federal Davis-Bacon Act compliance requirements. Project concept considerations at this stage include potential building configuration, desired architectural treatments, building systems/components complexity, and any special accommodations (e.g., security, parking, topographic constraints, etc.). The estimate should incorporate all associated costs and expenses (labor, material, markups, overhead, profit, etc.) for the contractor to perform all physical work.

If the project involves multiple buildings or locations, either new construction or renovation, separate construction cost estimates should be prepared and documented for each facility or location.

The method and technique to prepare a reasonable and representative construction cost estimate for a given project depends on the project’s size, complexity, and uniqueness. In selecting the basic cost modeling approach to be used, consideration should also be given to the degree of agency staff familiarity and experience in prior use of that approach and the availability and comprehensiveness of suitable cost information and databases. Selection of the approach should also consider the desired continued use and refinement of the estimate during future design activities for cost control and potential trade-off analysis. Several common approaches of developing construction cost estimates include the following:

- The Construction Specification Institute (CSI) endorses as a best practice the development of the construction cost estimate using the CSI UniFormat. UniFormat is the classification system for construction information based on project/facility elements and systems, and is

an industry standard for facility cost estimating and analysis prior to formal design activities. Use of the UniFormat system provides completeness and comprehensiveness, and fosters continuity of use for cost estimates and analysis during design activities. Note that the CSI format known as MasterFormat is not recommended at this project phase, as it is more suited for use with the Project Implementation Phase during later design and construction activities. Many consulting firms providing professional costing services can provide UniFormat type construction cost estimates based on an adequately developed and documented project description provided by the agency.

- The construction cost estimate may be based on documented recent comparable agency projects of similar scope and design features. Great care must be exercised in the development and application of square foot costs derived from other projects. Any adjustments to the derived historical unit costs should be documented that account for significant variations in key construction cost drivers such as project: timing, floor area size and functional use, complexity, configuration, floor height, structure type, quality of services and finishes, geographic location, site conditions, and special and unique interior and exterior program requirements.
- Preparation of the construction cost estimate may employ the application of commercially available cost modeling software tools and project cost information publications and resources (e.g., *Sage Timberline*, *RS Means Building Construction Cost Data*, and other recognized industry tools).
- Various internet web sites provide simple parametric based cost estimating using various items of project scope and configuration factors. An example of this is the Association for the Advancement of Cost Engineering International (AACEI) parametric cost estimating model for buildings where various project parameters are entered including floor area, number of floors, percent of area used for office and labs, structural loads, exterior closure type, and quality of interior finishes, mechanical services, and electrical services. Users should also be aware of any project scope not specifically included in the estimate and make appropriate inclusions. AACEI's model does not include costs for exterior site work and site improvements such as parking and utilities.
- For small repair or renovation projects (e.g., less than \$150,000), non-binding contractor courtesy estimates or quotes are sometimes obtained by agencies to ascertain the construction cost. These estimates must be carefully reviewed to make sure the full extent of the proposed project scope is included, and the estimates should still be agency verified for reasonableness using other independent resources.

Regardless of the method used to develop the construction cost estimate, the cost should be adjusted with an escalation factor to make the costs representative to the future time associated with the project's expected start of construction (potentially a year or two from time of the funding request). The table at the end of this appendix contains information on reasonable project escalation rates.

Total Project Cost

The determination of the construction cost is used as the basis to develop the Total Project Cost, which is the summation of all associated project costs, and which will be used as the amount of the state funding needed, offset by any non-state project funding.

Typically the Total Project Cost includes, but is not necessarily limited to, these items as applicable for the proposed project:

- Property acquisition cost (and associated legal fees) if needed and part of the project

- Construction cost (discussed above)
- Professional Architectural/Engineering design and construction administration services (and additional special services)
- Construction manager costs for CM/GC or Design-Build delivery method
- Program Manager or CM/Agent costs
- Special consultant support and services for necessary investigations, inspections, environmental evaluations, and surveys
- Commissioning services
- Loose Equipment and Furniture
- Project Contingency

Common ranges for allocated project costs are provided on the next page of this appendix.

Capital Project Allocated Costs, Common Ranges

COBS Cost Items	Information / Common Ranges
# 4 A/E Design Professional Design & Construction Administration	General range 6% to 9% of TCC for basic services. Renovations may be up to +2%. For refinement, see A/E Fee Tables based on Construction Cost for 6 Project Types, GSFIC Design Contract. Include additional services, or list separately on other cost lines.
# 5 Project Management (PM) or Construction Management (CM) Support	0.5% to 1.0% of TCC Use only for Project Management or Construction Management [Agent] consultant support.
# 6 Inspections, Testing, Surveys	1% to 2% of TCC. Upper limit associated with projects where the Special Inspection Firm is providing Building Envelope inspections as well as infrared roofing inspections.
#7 Facility Commissioning	0.5% to 1.5% of cost of facility systems being commissioned
# 8 Construction Monitoring / Inspection	<i>No longer commonly used.</i> <i>Use only if required services not included elsewhere.</i>
# 9 Loose Equipment & Furniture	To be based on specific and documented project need. Generally Not-to-Exceed: 15% TPC, 20% TCC, or \$30/GSF
# 16 Project Contingency	5% for New Construction project, 10% for Renovation project, or 12% for Renovation of <u>Designated</u> Historic Facility (Listed or Eligible, Georgia Register)
<u>Other Common Cost Items</u>	
CM@Risk - Fee	2% to 4% TCC Upper limit associated with smaller projects.
CM@Risk - General Conditions	5% to 8% TCC Upper limit associated with more complex projects or with multiple buildings.
CM@Risk - Pre-Construction Services (during design)	0.5% to 0.8% TCC Upper limit associated with more complex projects or longer design duration.
Construction Cost Escalation	Not-to-Exceed 4% annual rate; from date of estimate to mid-point of construction. Escalation should be included in Line #3, TTC.

Agencies should determine the use and appropriate value of the potential allocated costs based on the type, complexity, characteristics, and cost of the proposed project, and *the actual needed services anticipated to be contracted and performed*. Note that the higher end of the presented ranges may be more appropriate for smaller and/or more complex projects; the lower end of the ranges may be more appropriate for larger and/or less complex projects. Rationale and justification for activities or services with budgeted allocated costs in excess of these common ranges must be provided as part of the agency's project submittal on COBS.

Note: TCC - Total Construction Cost [Line #3 COBS Project Cost Summary]
 TPC - Total Project Cost [Summation of all project costs]

Appendix IV - Capital Outlay Project Category Definitions

For purposes of the Capital Improvement Program, the following five categories are used to classify the type of capital project.

- A. Property Acquisition**
- B. New Construction**
- C. Renovations and Improvements**
- D. Major Repairs**
- E. Major Equipment**

Examples are provided for each category type for illustrative purposes only, and are not meant to be restrictive or limit the full range of potential capital activities.

A. **Property Acquisition** includes the acquisition of any interest in land, including improvements located on the acquired land. Property acquisition also includes advance land acquisition prior to an immediate construction project need, or the acquisition of land for future parks or preserves. Property acquisition required as part of a specific new construction project should be included with the project's New Construction description, costs, and request.

B. **New Construction** includes primary and related activities necessary to produce a complete and usable new or expanded building, structure, or facility. Directly related expenditures, including necessary architectural, engineering, and other professional services, facility utilities, components and systems (including telecommunications), loose equipment and furniture for a new facility, and associated relocation and moving expenses to support completion of the above activities, should be included as part of the total project scope and costs. Predesign and design activities to support a proposed new construction project are included in this category.

Examples of new construction include:

- Construction and site work for a new facility including the erection, installation, or assembly of a new building, structure, or utility system.
- Additions, expansions, enlargements, or extensions to an existing building, structure, or utility that substantially add to its overall exterior dimensions, size, or capacity.
- The complete replacement of a facility, structure, or utility which because of age, hazardous conditions, obsolescence, or other significant causes, is beyond the point where it may be economically maintained, repaired, or renovated, and should no longer be used for its designated purpose.
- The demolition and removal of existing buildings, structures, or utilities, which because of their age, condition, or other valid reasons do not have remaining useful life and should be removed.

C. **Renovations and Improvements** include those activities to produce a complete and usable change to an existing facility or structure. Renovations and improvements adapt the physical plant of an existing facility, structure, or utility system to meet the evolving needs of an organization, to accommodate changing standards and requirements, or for compliance with recent codes and regulations. Activities may also extend the overall service life of a facility or structure, increase client or service capacity, improve overall quality, or change the primary functions of a facility. Examples include:

- Modification of interior space configuration, fixed equipment, utilities, and other physical characteristics and systems, so the facility may be used more effectively for its current or planned functions.
- Modification of all, or part, of a facility, structure, utility, or other building system to comply with code or legislative requirements (such as ADA related) so that it may be used more effectively for its designated purposes.
- Exterior or interior restoration of a historic facility or structure to its former or original state.
- First time installation of a major component, system, utility, or attached equipment incidental to the main purpose of an existing facility. Examples include the addition of fencing, security systems, or emergency power supply at an existing facility.
- Betterment (replacement for enhancement) of a major component, system, utility, or attached equipment of a facility with the purpose to improve or increase its overall capacity or performance. Examples include exterior campus utility upgrades to handle additional buildings and interior facility electrical system upgrades to handle increased power requirements in a building.

D. **Major Repairs** are extraordinary and infrequent activities that are required to restore proper functional and/or physical integrity to existing facilities, structures, systems, or equipment. Major repairs are not primarily intended to significantly enhance, upgrade, or otherwise improve the facility, structure, or equipment (see Renovations and Improvements). Major repairs **do not include first time installation of items or systems** (see Renovations and Improvements), nor smaller minor repair and normal periodic maintenance activities that are generally funded in the appropriations budget as part of operating expenses. Examples of major repairs include:

- ♦ **Replacement** of a major component, system, utility, or attached equipment incidental to the main purposes of the facility, that may be functionally obsolete, damaged, inoperable, or cost prohibitive to satisfactorily maintain. Examples include:
 - Roof replacement
 - HVAC replacement
 - Elevator replacement
- ♦ **Corrective repair** of major components, systems, utilities, or attached equipment, including the reprocessing or replacement of extensive or significant parts and materials, which have deteriorated by action of the elements over years of time, or from extensive use. Examples include:
 - Roadway and parking lot repaving
 - Structural repair of building foundation due to soil and foundation settlement

E. **Major Equipment** is a tangible resource of a long-term nature used in an operation or activity. Almost all new and routine replacement equipment needs are requested and funded through the general appropriations budget, often using the Equipment, Motor Vehicle Purchases, or Computer Charges / IT Expenses object classes. *As previously noted, fixed or loose equipment requests directly associated with new construction or renovation capital projects should be included as part of the total scope and cost of those projects.* Determination of funding for exceptional major equipment requests, as a capital outlay expense, will be on a case-by-case basis.

NOTES / COMMENTS / QUESTIONS