

Ron Nawrocki

From: Ron Nawrocki
Sent: Wednesday, July 13, 2011 10:26 AM
To: Agency COBS Users
Cc: Amy Jacobs; Yvonne Turner; Misty Giles; David Tanner; Lorette Sibilly
Subject: COBS News #2 - FY2013

To COBS Agency Users and Coordinators,

- 1. COBS will be available for agencies to enter FY2013 capital project requests, projections, and schedule update information by Monday, July 18.** If not sure what to do first, please review the **COBS Agency User Guide** under **Support Tools** menu item in COBS.
2. Capital project requests and projections are due to OPB using COBS **no later than September 1.**
4. Before entering any new projects, agencies are advised to review last year's (FY2012) submittals and final funding decisions on COBS, viewable in **Agency Project Lists / Archived Projects**, to identify potential projects to be "retained" for the potential funding in the FY2013 budget cycle or in the out-years (FY2014 and beyond). Your Agency COBS Coordinator is the only person that can use the **Special Activities / Retain Projects** function (and also the **Submit to OPB** function) . See page 5 of the User Guide for information on the Retain function. The Retain function will remain activated until **August 12.**
5. All SubPrograms and activities within a Multiyear Ongoing Program (MOP) type project should be of generally similar service life 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. For those agencies submitting facility "MRR" MOPs please title the project "**Facility Repairs and Sustainment**" if the project has activities that have predominately 5-year expected service lives, and "**Major Improvements and Renovations**" for projects with activities that have predominately 20-year expected service lives.
6. The **Project List / Schedule Update** function is enabled. Agencies must update the schedules of funded projects (FY12 and prior projects of "Specific Project" type) noted as "Needs Updating" in the right side column of the **Project List - Schedule** screen. Also update the actual or anticipated "occupation / in use dates" of projects. 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 GSFIC as needed. Project schedules must be fully updated no later than **September 9.**
7. The **Submit to OPB** function is scheduled to be enabled **August 22 through September 1.**
8. Use the **Issues Tracking** feature on the COBS left side menu bar to report problems with system functionality, navigation, or data entry. If possible, include any system error messages that may have been displayed with the problem. 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.
9. FY2013 Bond Planning Amounts are being communicated to selected agencies. For those agencies that do not have planning amounts established for FY2013, capital requests will continue to be evaluated and considered for recommendation on a project-by-project basis.

Please let me know if you have any comments, questions, or concerns regarding the FY2013 capital outlay submittal process.

Thanks for your cooperation.

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Governor's Office of Planning and Budget  
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