

*State of Rhode Island*

# **Budget Office**

Instructions for Using the FY 2018 - FY 2022 Capital Improvement Plan Request System

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## **Instructions for using the FY 2018– FY 2022 Capital Improvement Plan Request System**

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## **Introduction**

As stated in the Capital Budget Instruction Manual, the Capital Database has been updated. It is requested that all agencies use this new database to enter their Capital Budget requests.

For each project, users of this system will enter narrative descriptions, project cost percentages, financing amounts, and strategic, critical and return on investment criteria, as well as print reports for each project for submission as their capital budget request. Along with the agency's hard-copy submission, an electronic copy of the database must be submitted by July 15, 2016.

The system is a Microsoft Access-based database. Although the original system was developed in Access 97, it has been updated using Access 2003 and Access 2010. Contact Brian Daniels at 574-9202 if there are any issues opening or using the system.

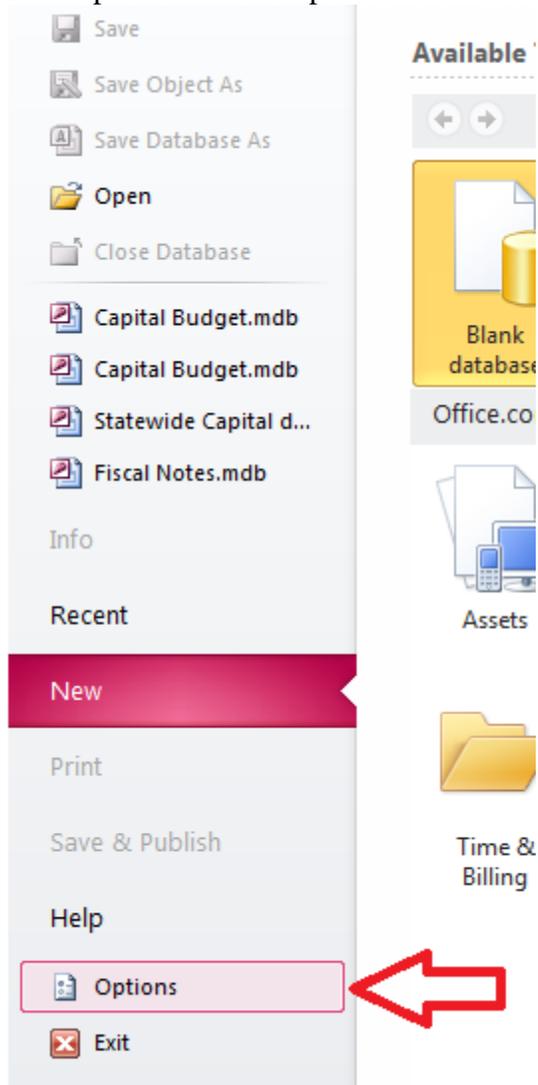


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**\*\*\* If you have Access 2010, please follow the steps below before installing your capital database\*\*\***

1. Open Access 2010
2. Click options in the left pane of the Access window

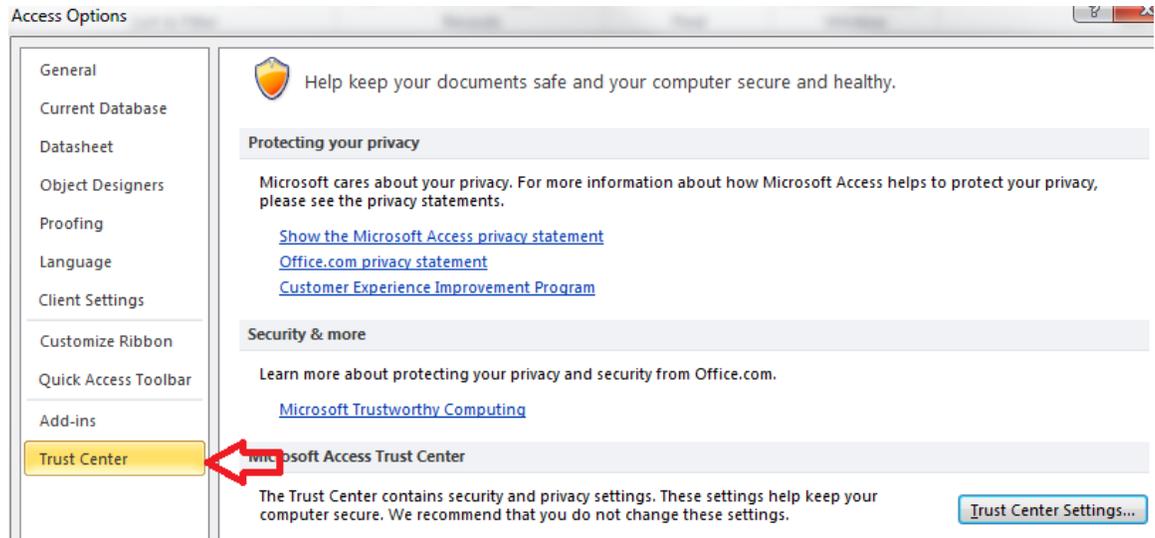




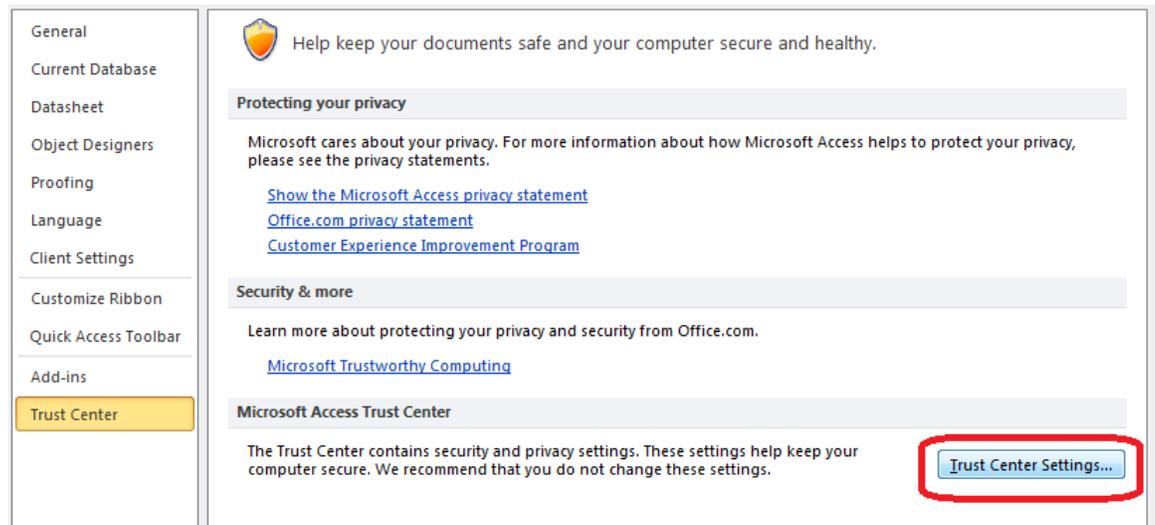
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3. Select Trust Center in the left pane of the Access Options window



4. Then click the Trust Center Settings button

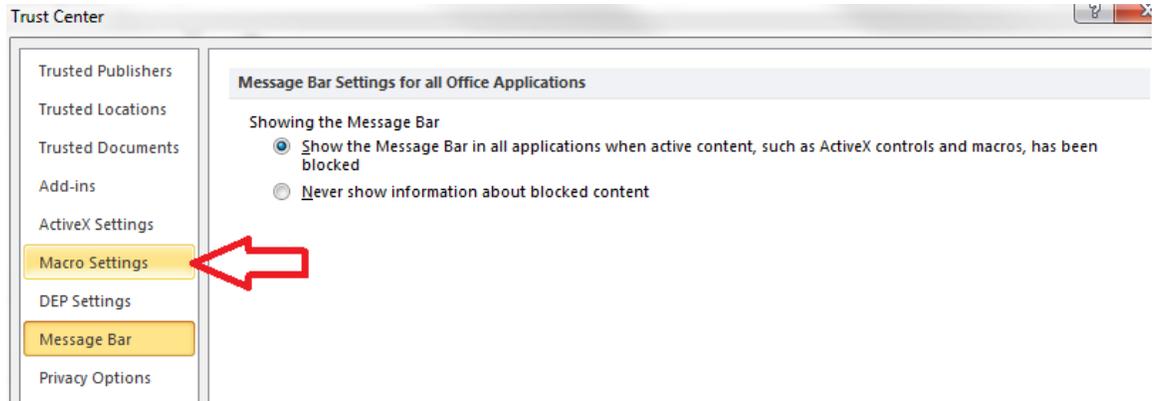




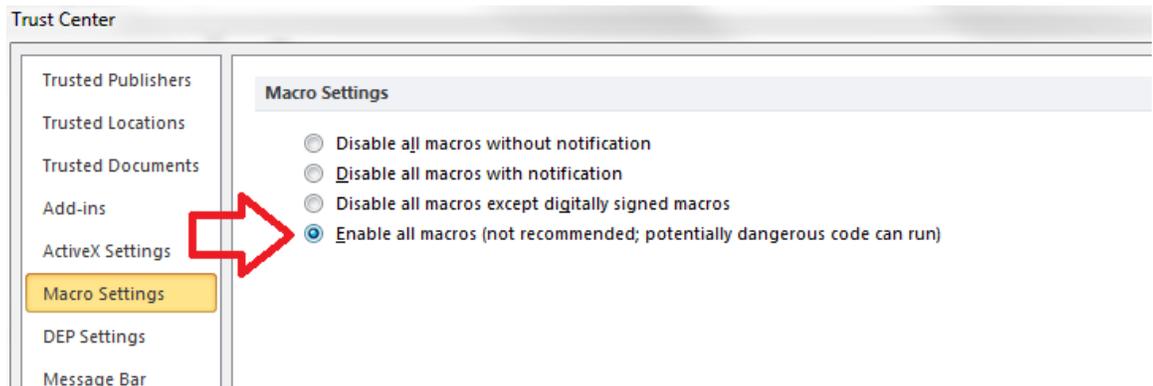
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5. In the Trust Center window, click Macro Settings in the left pane



6. Select the option “Enable all macros”



7. Click OK in the bottom right portion of the window, first in the Trust Center window, then in the Access Options window.
8. You may now install the Capital Database on your computer



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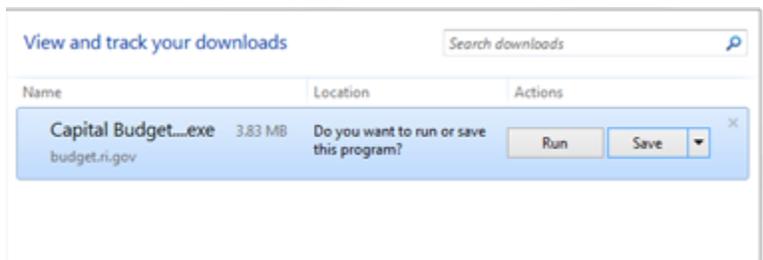
**Instructions on Using Database**

The following instructions describe each of the forms and reports found in the database. If you have additional questions, contact Brian Daniels at (401) 574-9202.

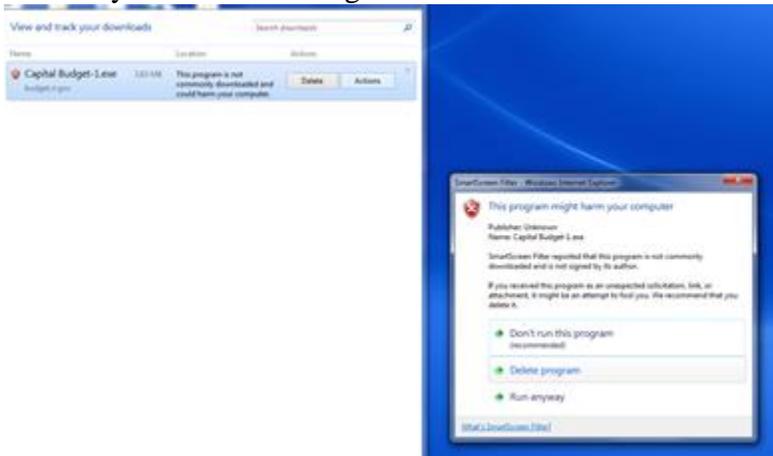
**Database Installation**

To install the FY 2018 – FY 2022 Capital Database go to the link included in the email to department directors and CFOs, and click “run” twice.

Some users may be prompted differently depending on the type of Microsoft Office product the user has installed on their computer. If the following screen appears, hit “run”.



User may receive a warning error. Hit actions and then click “run anyway”.

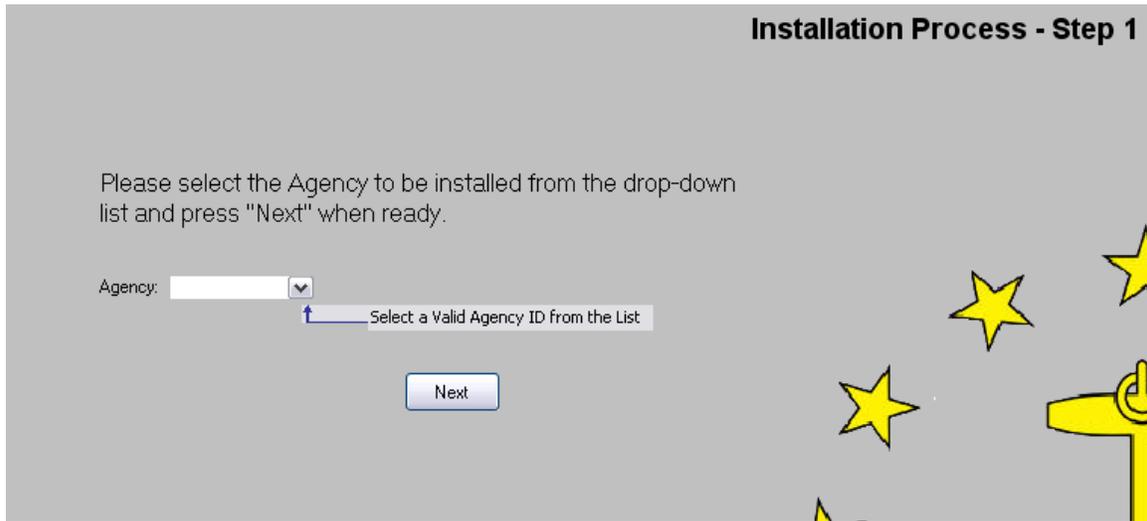


# Budget Office

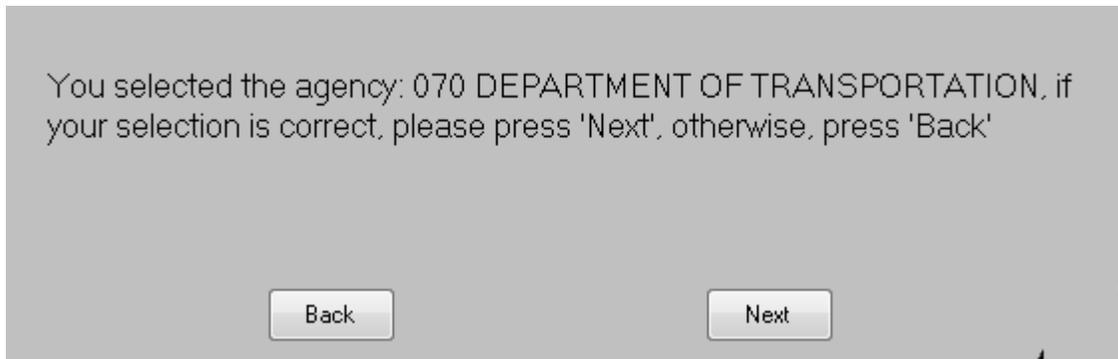
Instructions for Using the FY 2018 - FY 2022 Capital Improvement Plan Request System



A Capital Database icon will be installed on the desktop. Click on the FY 2018 – FY 2022 icon (delete any older Capital database icons). For the final step of installation, you will then be prompted to select your agency from the drop down list, then click the “Next” button.



On the next screen, you will be asked to confirm that the agency selected is correct.



Confirm your agency by clicking the “Next” button again.

Once you have pressed the “Next” button confirming your agency, if the incorrect agency has been selected you will have to uninstall and reinstall the database.

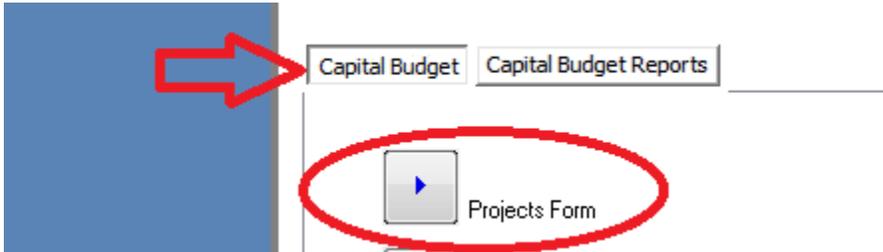


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## Project Creation and Data Entry

To begin your database submission, select the “Capital Budget” tab, then select “Projects Form” icon.

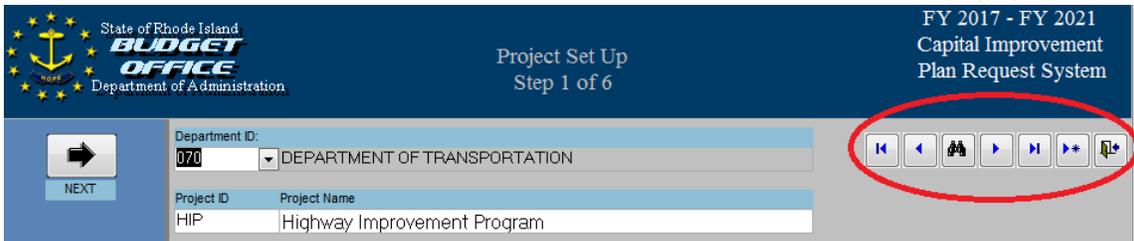


You will then be directed to the Project Set Up screen.

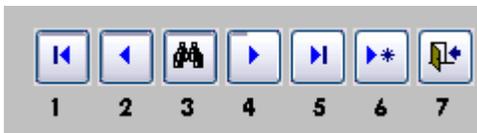
## Form Navigation

When entering data for a project, you must complete steps 1 through 5 for that particular project in sequential order – the only form in which you can navigate from one project to another is the Project Set Up form.

When you are in the Project Set Up form (Step 1), you can navigate from one project to the next using the arrows on the upper right side of the form:



An explanation of the project navigation buttons is below



1 – First Project

2 – Previous Project

3 – Search for Project

4 – Next Project

5 – Last Project

6 – Create a New Project

7 – Exit Form

# Budget Office

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To navigate from one form to the next, use the Previous and Next buttons on the left side of the form.



**Please note** - If all of the mandatory fields have not been completed on the form you are currently viewing, you will not be able to navigate to the next form. The fields that are not completed or result in an error will be highlighted in blue.



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### Project Set Up

The first form that must be completed for all projects in the capital request is the Project Set Up form. This form is the first that appears after you select “Capital Budget Request” from the “Capital Budget Forms” drop down.

Projects

State of Rhode Island  
Department of Administration  
Office of Management and Budget  
Budget Office

FY 2018 - FY 2022  
Capital Improvement  
Plan Request System

Project Set Up  
Step 1 of 5

Department ID: 068 DEPARTMENT OF ADMINISTRATION

Project ID: DOAFM2 Project Name: Pastore Center Rehab - DOA Portion

Priority Ranking: 1 RIFANS Project Code: 68008  Submit this Project

Contact Name: Thomas Nangle Phone Number: 462-3043

Email Address: thomas.nangle@doa.ri.gov  IT Project?

**Project Location**

Street Address: John O Pastore Center

City: Cranston Zip: 02920

Record 1 of 48

This form is pre-populated with projects existing in the current capital plan. Please refer to Appendix B of the Capital Instructions Manual for a complete list of your agency’s existing projects.

\*\*When entering data for a project, you must complete steps 1 through 5 for that particular project in sequential order – the only form in which you can navigate from one project to another is the Project Set Up form. Therefore, if you click the Next button on the right side of the screen, you will be entering data for the project currently shown on the screen. You must complete Steps 1 through 5 for that project, or navigate back to the Project Set Up screen, find the project you would like to edit, and then complete steps 1 through 6 for that project.

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The Project Set Up form should be used to enter project information, change the priority ranking for the projects, and to add any new requested projects. The following items are required in this form (if not already provided for current projects). Explanations of these fields and what is required can be found in the Capital Budget instructions (the instructions are available on the OMB website at <http://www.omb.ri.gov/budget/instructions/#section3>).

- Department ID
- Project ID
- Project Name
- Priority Ranking
- Contact Name
- Contact Phone Number
- Contact Email Address
- Project Location (Street Address, City, Zip)

If a project is completed or no longer needed, leave the “Submit this Project” check box in Step 1 unchecked. The project will be removed from all of the forms and reports.

**Note:** If the project will not be included in the Capital Budget submission, the priority ranking will need to be changed to a “dummy” ranking. For example, change the priority rankings for the projects that are not in the submission to 101, 102, 103, etc. and then go back and change the rankings for the projects that are in the submission to 1, 2, 3.... as desired. No two projects can have the same priority ranking.

Once you have completed all of the required fields for a particular project, you can navigate to the next project using the navigation arrows on the right, or, once you have set up all of your capital projects, you can navigate to the next form using the navigation arrows on the left.



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**Project Narrative Form**

This form requires basic narrative information for each requested capital project. You will be directed to this form from the Project Set Up form. The Project Description and Project Justification fields will be populated per last year’s CIP request. Data must be entered in the Project Status field to reflect the project’s status as of the end of FY 2015.

\*\* When entering data in this form, each field must have its own, unique narrative. The Project Description should describe **what** the project is doing, the Project Justification field should detail **why** the project is needed, and the Project Status should explain the project’s status in the pipeline, if it is already underway, or when it is projected to commence.

**Do not** enter “see project description” or any other reference to another field as a narrative – these fields may be used *individually* in internal reports by the Office of Management and Budget. When a field says “see project description” or “see project justification,” the referred section will not be captured in certain reports.

**Please Note** – Each field on this form must have data entered. If a section is left blank, you will not be able to navigate to the next field, and the blank field will be highlighted in blue.

When you have entered all narrative data for the current project, you may click the Next arrow on the left side of the screen to navigate to the next form, or the Previous button to navigate back to the Project Set Up form.



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## Strategic Criteria

Completion of the Strategic Criteria form is mandatory. This data will be utilized to justify your project to the Capital Committee.

The project displayed will be the same as the project previously edited in the Project Narrative form.

Capital Improvement Plan Request System - Strategic Criteria

State of Rhode Island  
Department of Administration  
Office of Management and Budget  
Budget Office

FY 2018 - FY 2022  
Capital Improvement  
Plan Request System

Enter Strategic Criteria  
Step 3 of 5

Project\_ID: DDAFM2 Pastore Center Rehab - DDA Portion

Safety Code Concerns: Major

Describe Safety Concerns / Code Violations Below:  
Enter safety concerns / code violations here

Regulatory Legal Compliance: None

Describe Code Violations Below:  
Enter legal / compliance issues here

Energy Environmental Impact: No Change

Describe Energy Use Impact Below:  
Enter energy or environmental impact here

Customer Service Impact: None

Describe Customer Service Improvements Below:  
Enter any customer service improvements here

User Financing Below:  
Explain percentage on non-state financing

Describe Availability of Other Funding Sources Below:  
Enter justification here

Previously Budgeted and Project Status: Budgeted and Started

Describe Status of Project and Funding Below:  
Enter project status information here

Return on Investment: Low

Describe Benefits and Return on Investment:  
Describe benefits and ROI

Record 1 of 1

For each project, an option must be selected from the drop down list for each category. *If there is no option selected for a particular project, you will not be able to navigate to the next form for that project and the field will be highlighted in blue.* Once an option has been selected, you must elaborate on the reason for your choice in the corresponding narrative fields unless you selected the option “None” in fields in which it was an option. For example, if this project will address major safety concerns, the narrative section should list the safety concerns. You will not be able to navigate to the next form unless the required narrative forms have data entered. If a required narrative field does not have data and you try to navigate to the next form, the field(s) that require data to be entered will be highlighted in blue.



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## Project Costs

The Project Cost form is mandatory. In the Project Cost form, you must indicate the project cost breakout for each project as a **percentage** of the budget for each year.

Status_ID	Project Costs ID	Pre-FY 2017	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	POST FY 2022
Plan	Architectural and Engineering	8.26%	3.03%	7.69%	20.00%				
Plan	Facility Improvements/Renovations	91.74%	96.97%	92.31%	80.00%				
* Request		0.00%	0.00%	0.00%	0.00%				

The Plan field is populated with the percentages based on the previous year's submission. You may edit this information if you do not believe the data to be accurate.

Next, for each project cost, first select "Request" in the Status ID column, then select the appropriate project cost category from the drop down in the Project Costs ID column.

Status_ID	Project Costs ID	Pre-FY 2017	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	POST FY 2022
Plan	Architectural and Engineering	8.26%	3.03%	7.69%	20.00%				
Plan	Architectural and Engineering	91.74%	96.97%	92.31%	80.00%				
* Request	Percent for Arts	0.00%	0.00%	0.00%	0.00%				



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## Instructions for Using the FY 2018 - FY 2022 Capital Improvement Plan Request System

Once project costs have been selected, indicate the percentage of funding being requested that will be spent on the particular project cost for each year in which funds are requested. The total for each year for each Status ID must equal either 100% (for all years in which funds are being requested) or 0% (for all years in which no funds are being requested).

The annual percentage totals are indicated in the lower portion of the screen. If a year does not total either 100% or 0% it will be highlighted in red (as shown below) and you will not be able to navigate to the next form.

Project Costs

State of Rhode Island  
Department of Administration  
Office of Management and Budget  
Budget Office

FY 2018 - FY 2022  
Capital Improvement  
Plan Request System

Enter Project Cost  
Step 4 of 5

Project ID: OSH Old State House

Status_ID	Project Costs ID	Pre-FY 2017	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	POST FY 2022
Plan	Architectural and Engineering	8.26%	3.03%	7.69%	20.00%				
Plan	Facility Improvements/Renovations	91.74%	96.97%	92.31%	80.00%				
Request	Construction	90.00%	0.00%	0.00%	0.00%				
* Request		0.00%	0.00%	0.00%	0.00%				

	Pre FY 2017	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	POST FY 2022
Plan	100.00%	00.00%	100.00%	100.00%	100.00%	100.00%	0.00%	0.00%
Request	90.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

Record 1 of 2

**Please note** – This form is meant to provide an indication as to how the requested funds will be spent. Please provide your best estimate for the percentage allocation.



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## Project Financing Form

The Project Financing form will be used to indicate the amount being requested for each project by fund source.

Project Financing

State of Rhode Island  
Department of Administration  
Office of Management and Budget  
Budget Office

FY 2018 - FY 2022  
Capital Improvement  
Plan Request System

Enter Project Financing  
Step 5 of 5

PREVIOUS FINISH

START NEXT PROJECT

Department\_ID: 068 DEPARTMENT OF ADMINISTRATION Project ID: SHEMIP State House Energy Management Improvement

Plan

Funding_Type_Code	lineseq	Pre FY 2017	FY 2017	FY 2018	FY 2019	FY 2020
RI Capital Plan Fund	TBD	\$823,000	\$0	\$0	\$0	

Request

Funding_Type_Code	lineseq	Pre FY 2017	FY 2017	FY 2018	FY 2019	FY 2020
*	TBD					

Record 1 of 1

**Please Note** - This information must now be provided at the line sequence level. In cases where there are multiple line sequences in one funding type code, you may enter duplicates of the same fund source as long as the line sequences entered are different. If a line sequence has not yet been established you may enter TBD (or TBD1, TBD2, etc. if there are multiple accounts that must be created in the same fund source).

This form displays the current financing “plan” for each project on the top portion of the screen. The “plan” can be updated to reflect the final FY 2016 enacted budget once it is approved. The “request” section is required to be filled out and includes a drop-down menu with the various possible funding options and a listing of each bond series. If the bond series is unknown, G.O. Issued Proceeds or G.O. Unissued Proceeds can be chosen from the list. Once the Funding Type Code has been selected, enter the corresponding line sequence and the projected expenditures for each fiscal year.

Most projects have more than one type of financing. Continue to enter new records by tabbing to a new line and selecting the new financing sources until all of the funding and line sequences for a particular project have been identified. Contact Brian Daniels at 574-9202 to discuss adding a new source if none of the options matches the available funding.



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Project Financing

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Department of Administration  
Office of Management and Budget  
Budget Office

FY 2018 - FY 2022  
Capital Improvement  
Plan Request System

Enter Project Financing  
Step 5 of 5

PREVIOUS FINISH

START NEXT PROJECT

Department\_ID: 068 DEPARTMENT OF ADMINISTRATION Project ID: SHEMP State House Energy Management Improvement f

Funding_Type_Code	lineseq	Pre FY 2017	FY 2017	FY 2018	FY 2019	FY 2020
RI Capital Plan Fund	TBD	\$823,000	\$0	\$0	\$0	
*						

Request

Funding_Type_Code	lineseq	Pre FY 2017	FY 2017	FY 2018	FY 2019	FY 2020
*	TBD					

Record 1 of 1

Once the Project Financing form is completed for the current project, to begin entering data for the next project you may click the “Start Next Project” box. You may also click the Finish box in the upper left hand corner of the form to exit the data entry form or navigate back to a previous form if you would like to edit the project by clicking the Previous button.

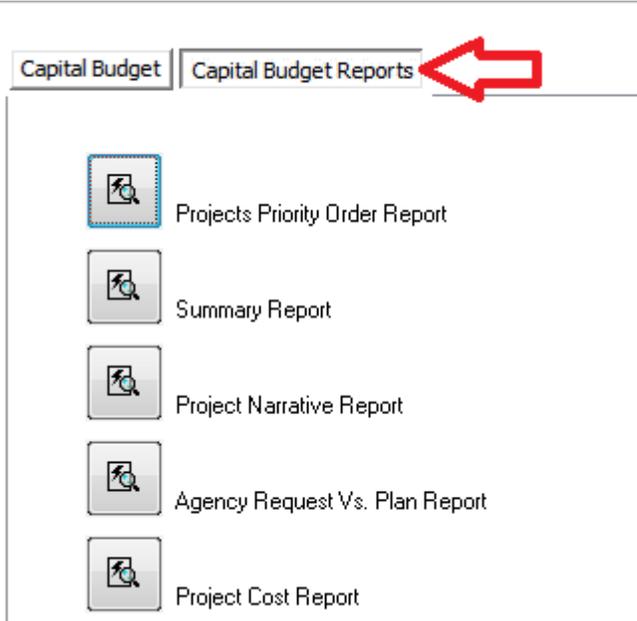


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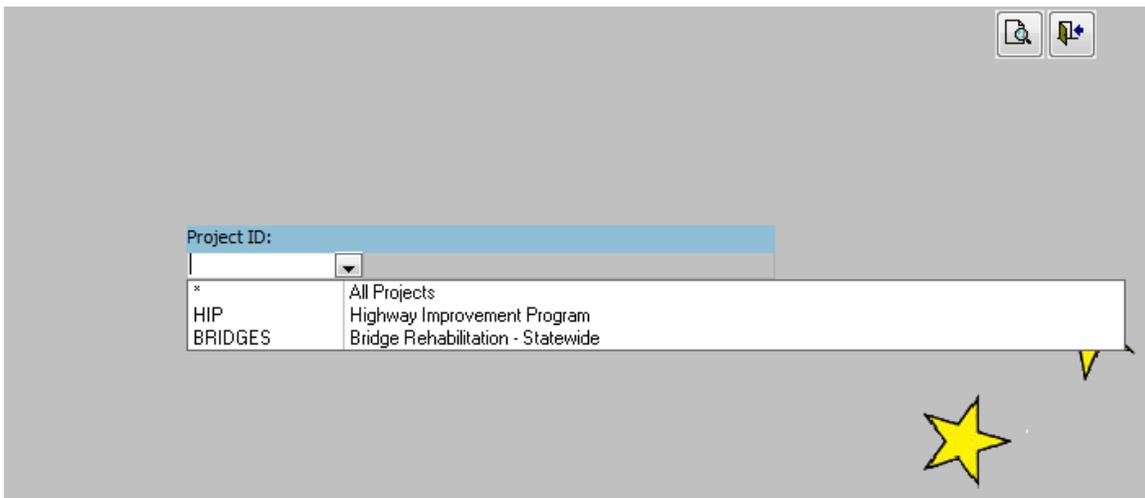
Instructions for Using the FY 2018 - FY 2022 Capital Improvement Plan Request System

### Running Reports

Once your capital budget request is complete, you can run your capital reports by selecting the “Capital Budget Reports” tab, then selecting the desired report.



When running a Project Priority Order or Summary Report, the report will automatically generate once the report is selected from the drop down. For the Project Narrative, Agency Request vs. Plan and Project Costs reports, you will be prompted to select the appropriate Project ID from the drop down. If you would like to run the report for all projects, select “\* All Projects” – this is the first option in the drop down list.

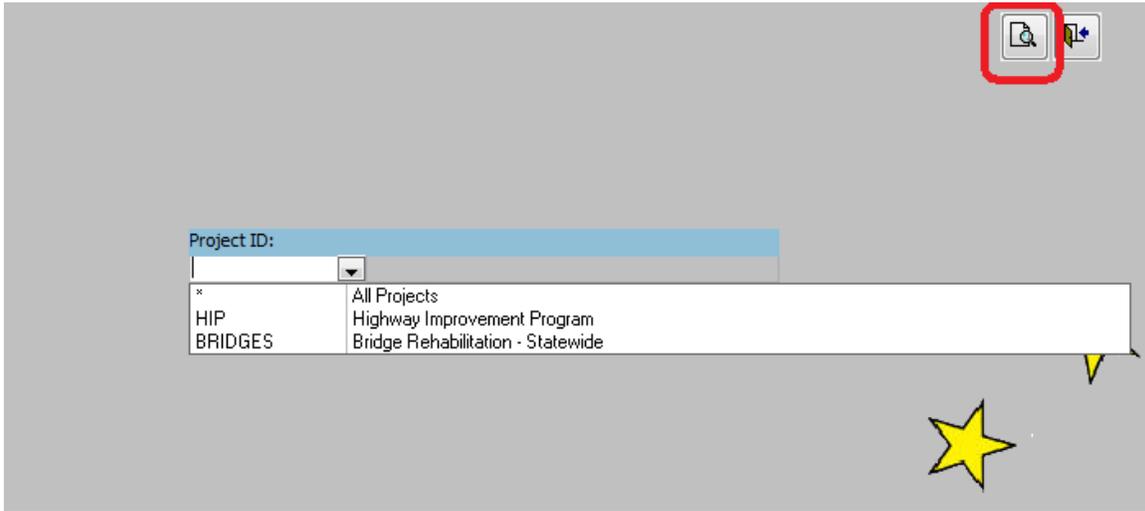


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Once you have selected the desired option in the Project ID field, you will be able to run the report by clicking the button with the magnifying glass in the upper right hand corner of the screen.



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The following forms must be included with the hard copy of your capital budget request:

- *Projects Priority Order Report*  
This report will list the names and IDs for all projects in your capital request in priority order.
- *Summary Report*  
This report will produce a summary report with all projects requested and the corresponding priority ranking, project ID, and total funding.
- *Project Narrative Report*  
This document will show the Project Description, Project Justification, Project Status, and Strategic Criteria for each project. Return to the originating form to make any corrections.
- *Agency Request vs. Plan*  
This report displays both the current financing plan for all agency projects and the funding requested. The report is useful in two ways: to double check the data entry of information in the Project Financing Form, and to see how the funding request is changing from the current plan. Significant changes should be clearly explained under the Project Status section of the Project Narrative Form. The report displays all of the projects requested for submission by the agency.
- *Project Cost Report*  
This report displays the project costs for each project, with totals by type of cost and by fiscal year. The totals by fiscal year on this report should always match the totals by fiscal year on the Project Financing report.



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**Submission**

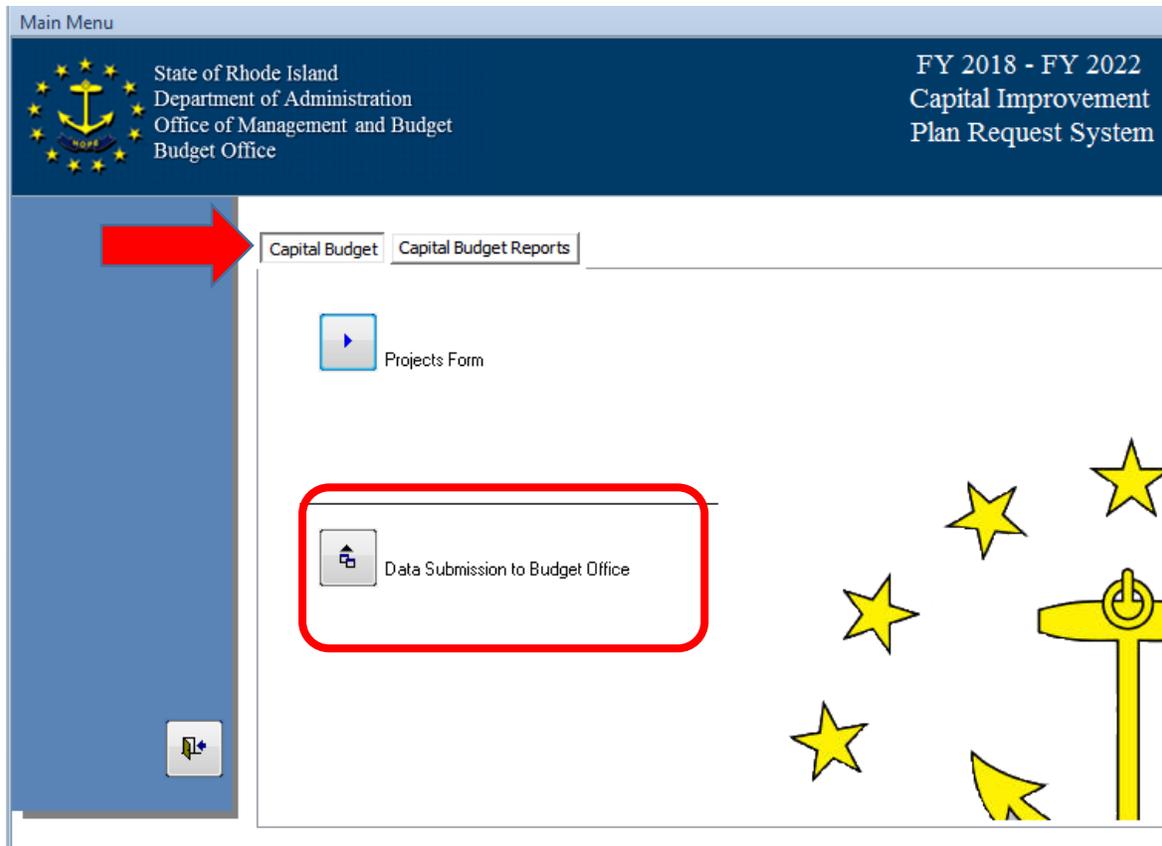
The database will produce the reports needed for the agency’s hard-copy submission per the instructions in the running reports section. For each submission, the following reports should be submitted, in the order shown below, for each project in the capital request:

Summary Report

Agency Request vs. Plan

State Vehicles Report (if applicable)

To submit your database, first select the “Capital Budget” tab, then click “Data Submission to Budget Office”.





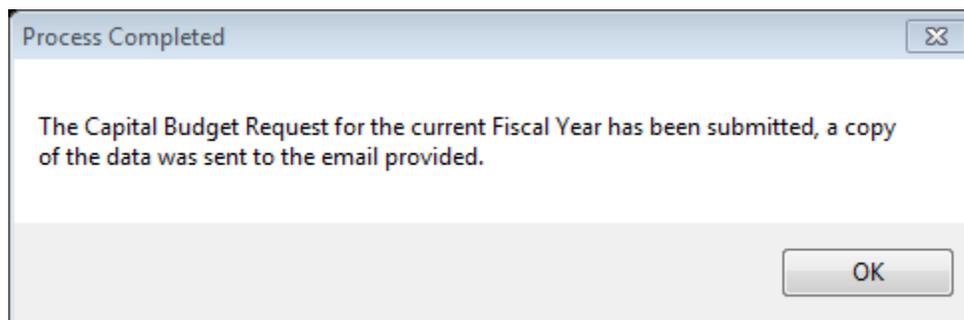
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A window will then pop up on the screen requesting you enter your email address into a text field. Once you have entered your email address, click the confirm button.

A screenshot of a web application window titled "Data Submission". The header bar is dark blue and contains the State of Rhode Island logo on the left and the text "State of Rhode Island, Department of Administration, Office of Management and Budget, Budget Office" in the center, and "FY 2018 - FY 2022 Capital Improvement Plan Request System" on the right. The main content area is light gray and contains the instruction: "Enter your email address and press 'Confirm' to confirm you want to submit your Agency's Capital Improvement Request." Below this instruction is a form with a text input field labeled "Email Address" and two buttons: "Confirm" and "Cancel". A red rectangular box highlights the "Email Address" field and the "Confirm" button. A red arrow points upwards from the bottom center of the "Confirm" button. The background of the form area features a decorative pattern of yellow stars and a yellow power button icon.

When the user clicks the confirm button, the database will submit the capital budget request to the Budget Office and to the email address entered. Upon successful submission, the database will show the confirmation below.



# Budget Office



## Using the Capital Budget Database Forms

The Capital Database has a series of Function Buttons to assist in navigating through the records. The following contains a picture of these buttons along with an explanation of its functionality.

Button	Functionality
	First Record: The Screen will display the first record of the available data.
	Previous Record: The record located immediately before to the one in the screen will be displayed.
	Search: By using this function, the user can search in any field and by any combination contained in the data of the selected field.
	Next Record: The record located immediately after to the one in the screen will be displayed.
	Last Record: The screen will display the Last record of the available data.
	New Record: The screen will clear all values and will allow the user to enter a new record.
	Exit / Close: This functionality will close the current screen or quit the system if it is applied in the Main Menu.
	Print Preview: The selected Report will run and display the result on the screen