

# **INTEGRATED BUDGET INFORMATION SYSTEM (IBIS) USER GUIDE**

## **WORKSHEET III Capital Improvements**



### Table of Contents

**PREFACE**..... 3

    Create a New Worksheet III ..... 4

**BASIC INFORMATION TAB** ..... 10

    General Information ..... 12

    Budget Details ..... 14

    Named Attachments ..... 15

    Delete a Named Attachment ..... 16

**REQUEST DETAIL TAB**..... 17

**REQUIREMENTS**..... 17

        Add Requirements ..... 18

        Edit a Row ..... 20

        Cancel an Edit..... 20

**RECEIPTS** ..... 21

        Add Receipts ..... 21

        Estimated Project Schedule ..... 22

        Impact to Operating Budget ..... 23

        Remove Row(s) ..... 23

        Edit Row ..... 23

**PROJECT CRITERIA TAB** ..... 24

**OPERATIONS TAB** ..... 29

**ATTACHMENTS TAB** ..... 30

    View an Attachment ..... 31

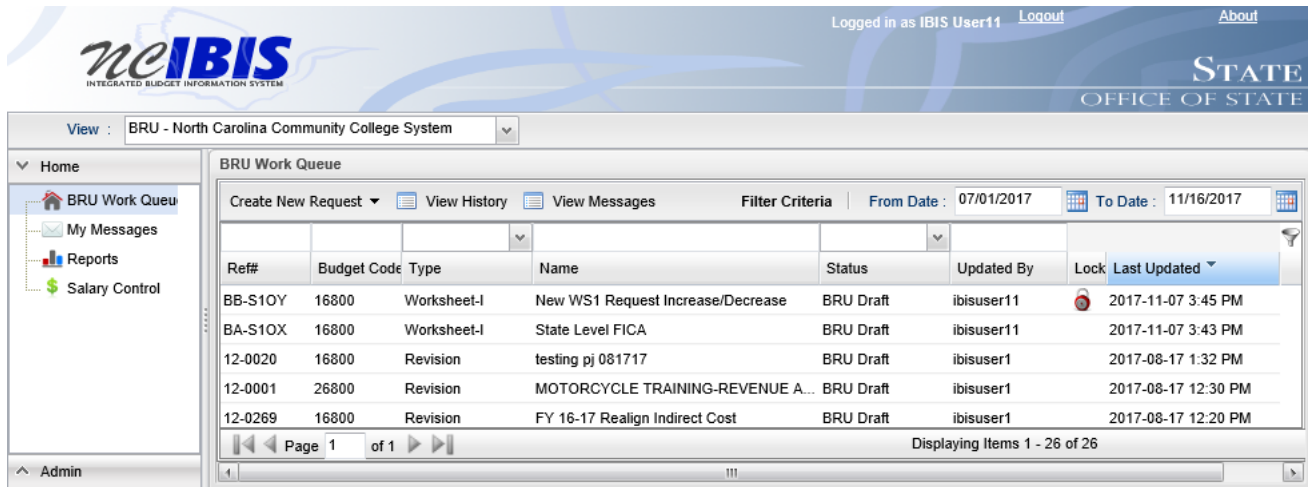
    Delete an Attachment..... 31

## PREFACE

This training guide describes how to use IBIS to complete a Capital Improvement Request Worksheet III form. For policy guidance, please consult instructions for preparation of the Governor’s recommended budget that are published before each budget cycle on OSBM’s website.

## WORKSHEET III - Capital Improvements

Once you have successfully logged into IBIS, you should see the Work Queue page similar to what is shown below. This could be a BRU, Agency or OSBM Work Queue page depending on your log-in credentials.



View : BRU - North Carolina Community College System

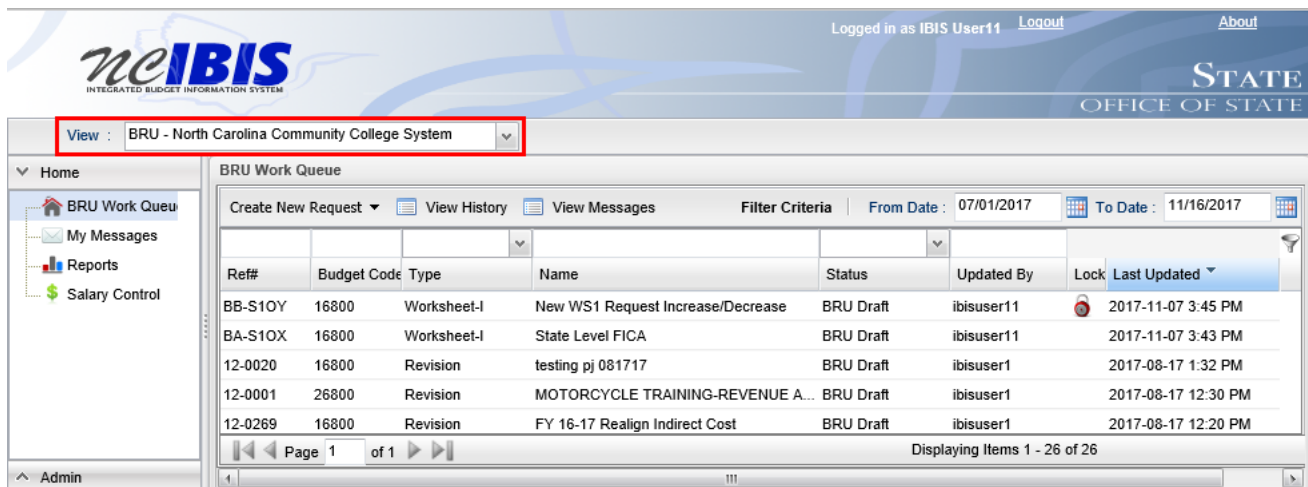
BRU Work Queue

Create New Request View History View Messages Filter Criteria From Date : 07/01/2017 To Date : 11/16/2017

Ref#	Budget Code	Type	Name	Status	Updated By	Lock	Last Updated
BB-S1OY	16800	Worksheet-I	New WS1 Request Increase/Decrease	BRU Draft	ibisuser11		2017-11-07 3:45 PM
BA-S1OX	16800	Worksheet-I	State Level FICA	BRU Draft	ibisuser11		2017-11-07 3:43 PM
12-0020	16800	Revision	testing pj 081717	BRU Draft	ibisuser1		2017-08-17 1:32 PM
12-0001	26800	Revision	MOTORCYCLE TRAINING-REVENUE A...	BRU Draft	ibisuser1		2017-08-17 12:30 PM
12-0269	16800	Revision	FY 16-17 Realign Indirect Cost	BRU Draft	ibisuser1		2017-08-17 12:20 PM

Page 1 of 1 Displaying Items 1 - 26 of 26

Find the View indicator in the upper left-hand corner of the page. The field should contain only your BRU, Agency or OSBM. If you have access to multiple departments and/or agencies, these will appear in a drop-down list in this field. In the example below, the user is logged in as the North Carolina Community College System.



View : BRU - North Carolina Community College System

BRU Work Queue

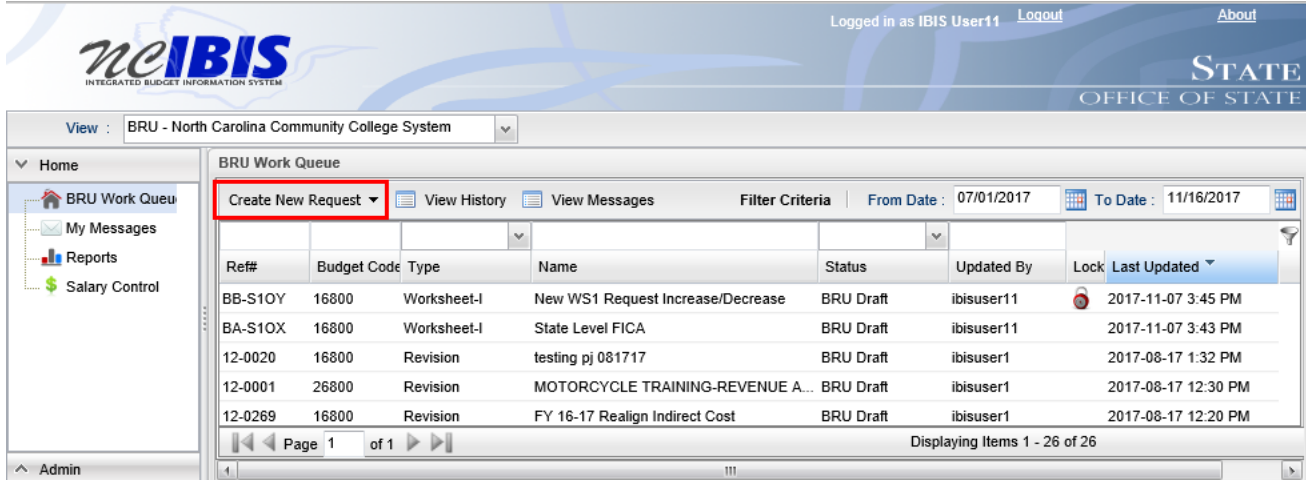
Create New Request View History View Messages Filter Criteria From Date : 07/01/2017 To Date : 11/16/2017

Ref#	Budget Code	Type	Name	Status	Updated By	Lock	Last Updated
BB-S1OY	16800	Worksheet-I	New WS1 Request Increase/Decrease	BRU Draft	ibisuser11		2017-11-07 3:45 PM
BA-S1OX	16800	Worksheet-I	State Level FICA	BRU Draft	ibisuser11		2017-11-07 3:43 PM
12-0020	16800	Revision	testing pj 081717	BRU Draft	ibisuser1		2017-08-17 1:32 PM
12-0001	26800	Revision	MOTORCYCLE TRAINING-REVENUE A...	BRU Draft	ibisuser1		2017-08-17 12:30 PM
12-0269	16800	Revision	FY 16-17 Realign Indirect Cost	BRU Draft	ibisuser1		2017-08-17 12:20 PM

Page 1 of 1 Displaying Items 1 - 26 of 26

## Create a New Worksheet III

1. To create a new Worksheet III form, click on the **Create New Request** dropdown list.



BRU Work Queue

View: BRU - North Carolina Community College System

Home

- BRU Work Queue
- My Messages
- Reports
- Salary Control

Admin

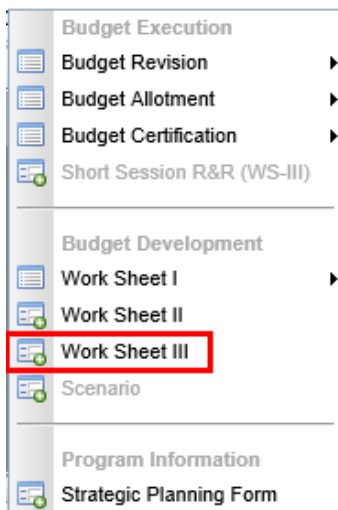
BRU Work Queue

Create New Request View History View Messages Filter Criteria From Date: 07/01/2017 To Date: 11/16/2017

Ref#	Budget Code	Type	Name	Status	Updated By	Lock	Last Updated
BB-S1OY	16800	Worksheet-I	New WS1 Request Increase/Decrease	BRU Draft	ibisuser11		2017-11-07 3:45 PM
BA-S1OX	16800	Worksheet-I	State Level FICA	BRU Draft	ibisuser11		2017-11-07 3:43 PM
12-0020	16800	Revision	testing pj 081717	BRU Draft	ibisuser1		2017-08-17 1:32 PM
12-0001	26800	Revision	MOTORCYCLE TRAINING-REVENUE A...	BRU Draft	ibisuser1		2017-08-17 12:30 PM
12-0269	16800	Revision	FY 16-17 Realign Indirect Cost	BRU Draft	ibisuser1		2017-08-17 12:20 PM

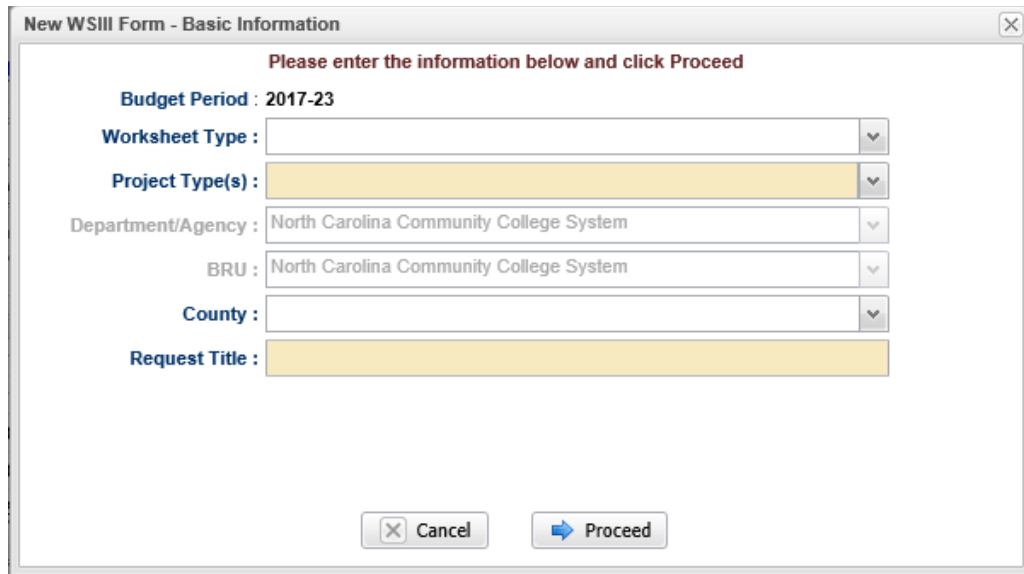
Page 1 of 1 Displaying Items 1 - 26 of 26

When you click on 'Create New Request', the drop-down will display the following options as shown below. Click on the "Worksheet III" option.

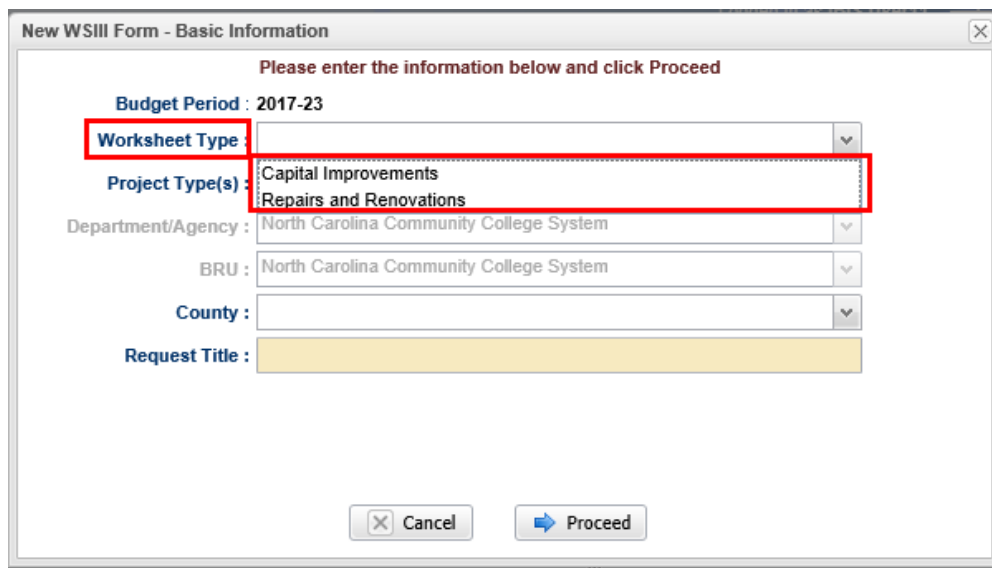


- Budget Execution
  - Budget Revision
  - Budget Allotment
  - Budget Certification
  - Short Session R&R (WS-III)
- Budget Development
  - Work Sheet I
  - Work Sheet II
  - Work Sheet III**
  - Scenario
- Program Information
  - Strategic Planning Form

2. Once you click the Worksheet III option, a New WSIII Form – Basic Information window appears as shown in the following screenshot.



3. You will need to complete the basic information. The 6-year budget period is set for you. The second option is to select the Worksheet Type. Click on the dropdown arrow and you will see Capital Improvements and Repairs and Renovations options. Select Capital Improvements. Once you select an option the list will disappear and your selection will be displayed in the field.



- The third field allows the selection of **Project Type(s)**. Select the categories that best describe the requested project. When you are finished making your selection(s), click your mouse pointer anywhere outside the selection box, or press your Tab button to move to the next field.

**New WSIII Form - Basic Information**

Please enter the information below and click Proceed

Budget Period : 2017-23

Worksheet Type : Capital Improvements

Project Type(s) : 
 Land Acquisition  
 Renovate for New Use of Facility  
 Major Renovation - Rehab  
 Addition to Existing Facility  
 New Facility  
 Other
  18).

Department/Agency :  
BRU :  
County :

Request Title :

- Note the next two fields are labeled **Department/Agency** and **BRU**. In most cases, access is restricted to a single department/agency so it will default to your Department/Agency and BRU. If a user has access to multiple departments/agencies and BRUs, a dropdown option will appear for selection.

**New WSIII Form - Basic Information**

Please enter the information below and click Proceed

Budget Period : 2017-23

Worksheet Type : Capital Improvements

Project Type(s) : New Facility

Department/Agency : North Carolina Community College System

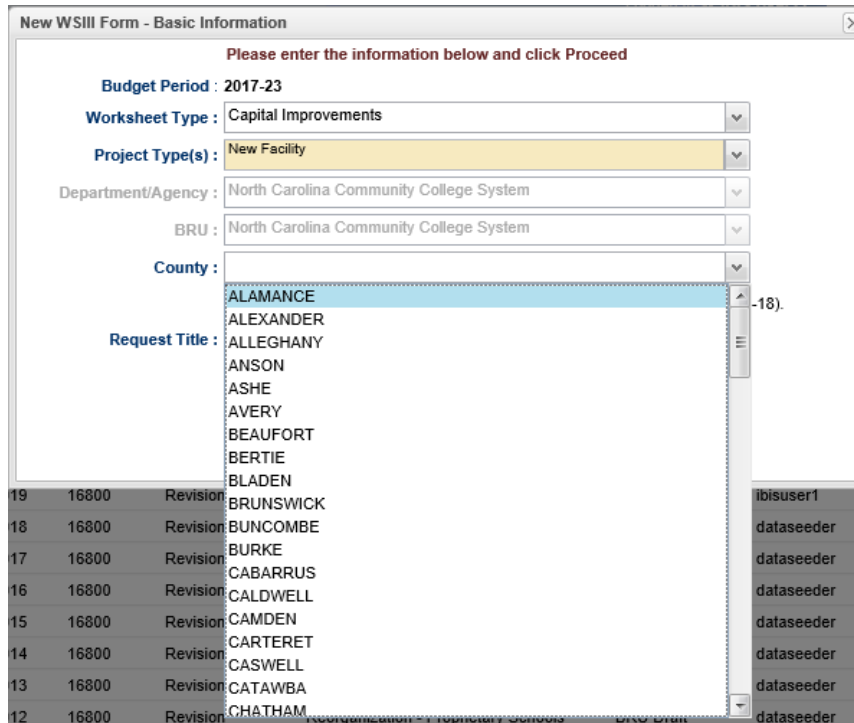
BRU : North Carolina Community College System

County :

Check if funds are requested for the first year of the budget cycle (2017-18).

Request Title :

- Select from the drop down menu the **county** in which the requested project is located; or select either "Statewide" or "Multiple" if appropriate.



New WSIII Form - Basic Information

Please enter the information below and click Proceed

Budget Period : 2017-23

Worksheet Type : Capital Improvements

Project Type(s) : New Facility

Department/Agency : North Carolina Community College System

BRU : North Carolina Community College System

County :

Request Title :

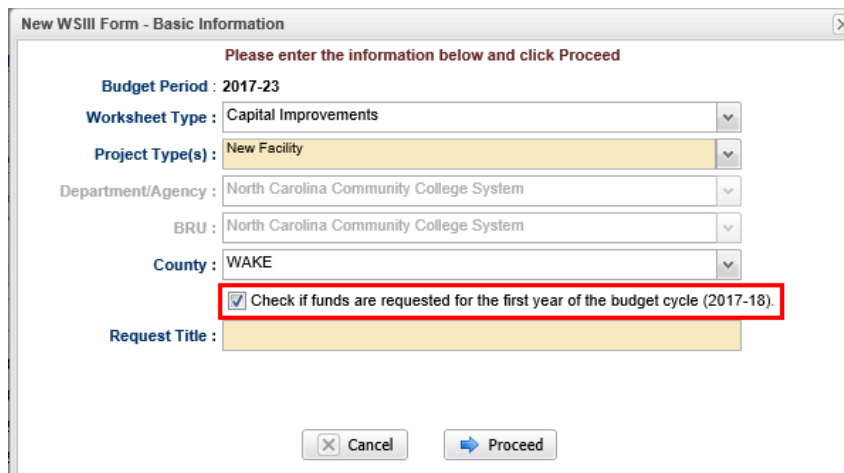
ALAMANCE  
ALEXANDER  
ALLEGHANY  
ANSON  
ASHE  
AVERY  
BEAUFORT  
BERTIE  
BLADEN  
BRUNSWICK  
BUNCOMBE  
BURKE  
CABARRUS  
CALDWELL  
CAMDEN  
CARTERET  
CASWELL  
CATAWBA  
CHATHAM

19 16800 Revision  
18 16800 Revision  
17 16800 Revision  
16 16800 Revision  
15 16800 Revision  
14 16800 Revision  
13 16800 Revision  
12 16800 Revision

ibisuser1  
dataseeder  
dataseeder  
dataseeder  
dataseeder  
dataseeder  
dataseeder  
dataseeder

- The next item is an optional checkbox: **Check if funds are requested for the first year of the budget cycle (2015-16)**. Checking this box will allow entry of dollar amounts to the first year of the budget cycle on the request, and will also cause data entry controls to appear on the Basic Information tab.

For a short session, this box will be unchecked by default and entry of budget dollar amounts for the first year of the budget cycle will be prohibited. For this example, we're going to mark the checkbox.



New WSIII Form - Basic Information

Please enter the information below and click Proceed

Budget Period : 2017-23

Worksheet Type : Capital Improvements

Project Type(s) : New Facility

Department/Agency : North Carolina Community College System

BRU : North Carolina Community College System

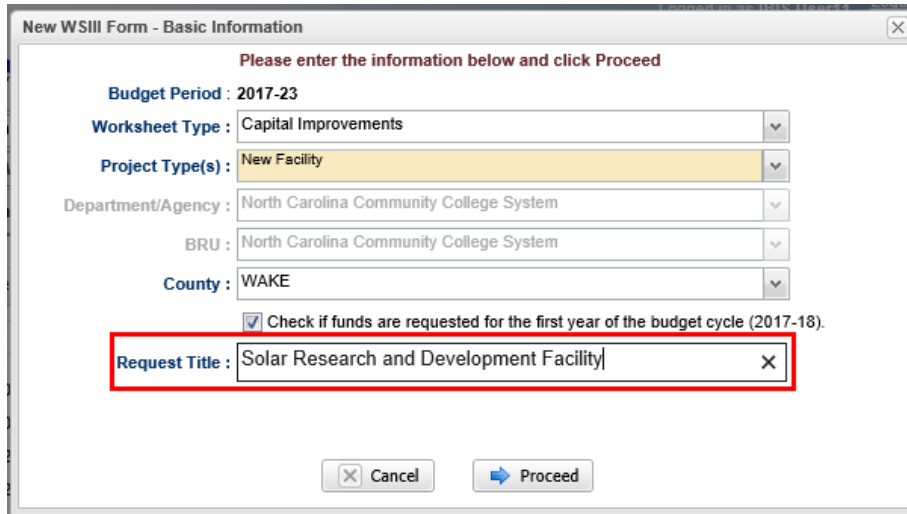
County : WAKE

Check if funds are requested for the first year of the budget cycle (2017-18).

Request Title :

Cancel Proceed

8. Enter a descriptive **title** of the requested project. If the request is for multiple facilities across the state, please include this in the title. Please note there is a 255 character limit for this field. Where possible, please do not use acronyms.



New WSIII Form - Basic Information

Please enter the information below and click Proceed

Budget Period : 2017-23

Worksheet Type : Capital Improvements

Project Type(s) : New Facility

Department/Agency : North Carolina Community College System


BRU : North Carolina Community College System

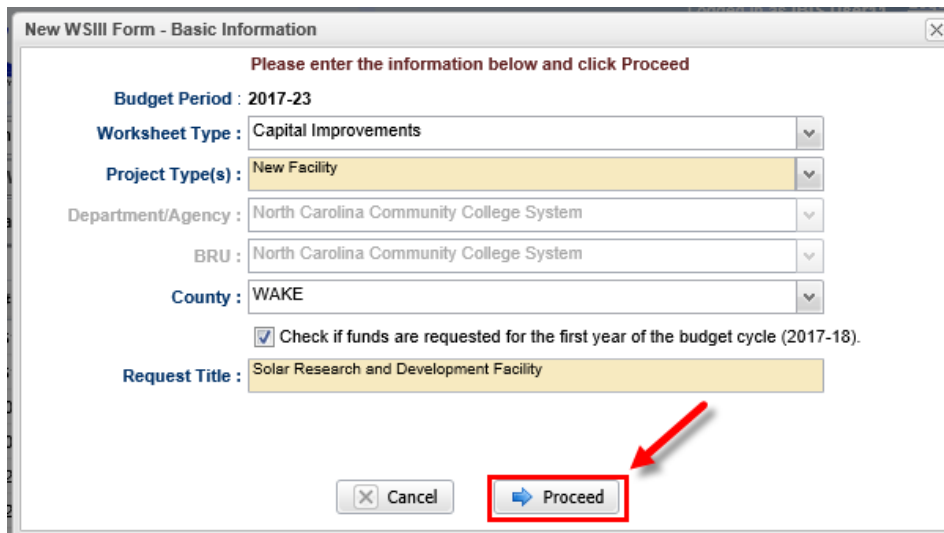
County : WAKE

Check if funds are requested for the first year of the budget cycle (2017-18).

Request Title : Solar Research and Development Facility

Cancel Proceed

9. Clicking on the Cancel button  will close the window. Nothing will be saved and the Work Queue will reappear. If all entries are satisfactory and there is no need to cancel the form, bypass this step. Click on the **Proceed** button as shown below.



New WSIII Form - Basic Information

Please enter the information below and click Proceed

Budget Period : 2017-23

Worksheet Type : Capital Improvements

Project Type(s) : New Facility

Department/Agency : North Carolina Community College System

BRU : North Carolina Community College System

County : WAKE

Check if funds are requested for the first year of the budget cycle (2017-18).

Request Title : Solar Research and Development Facility

Cancel Proceed



10. Once Proceed is clicked, a Worksheet III - Capital Improvements form will open as shown below. The form's five tabs (**Basic Information**, **Request Detail**, **Project Criteria**, **Operations** and **Attachments**) will appear in the upper left corner of the screen. To navigate to any of the tabs simply click on the appropriate tab title and that tabs data will appear.

WS III - Capital Improvements: ( Title: Solar Research and Development Facility BRU: North Carolina Community College System )

UnLock Form

Status: BRU Draft

Basic Information | Request Detail | Project Criteria | Operations | Attachments

Budget Period : 2017-23

Priority :  ?

Worksheet Type : Capital Improvements

Project Type : New Facility

Department/Agency : North Carolina Community College System

BRU : North Carolina Community College System

Division/Institution :  ?

County : WAKE

Title :  ?

**General Information**

Will project replace an existing facility? :  Yes  No

Will project replace leased space with state-owned facilities? :  Yes  No

Was the allocation mandated by the General Assembly? :  Yes  No

Has advanced planning been done on this project? :  Yes  No

Has there been a prior partial funding of this project? :  Yes  No

Has funding for this project been requested previously :  Yes  No

Is this request funded from 100% NGF? :  Yes  No

**Budget Details**

Is the proposed site currently owned by the State of North Carolina? :  Yes  No

**Named Attachments:**

+

+

+

Screen ID : **WSIII-0**

IBIS ID : **S1VP**

---

Export PDF | Save Draft | Save & Close | Ready To Submit | Delete Request

## 11. BASIC INFORMATION TAB

### Basic Information

The Basic Information screen comes to the forefront since it is the default tab when creating a new or opening an existing form.

The information on the basic information tab is largely carried forward from the initialization screen when the form was first created, which includes the following non-editable fields – budget period, worksheet type, project type, department/agency, BRU, and county.

Enter the Department **priority** for the specific request; it is a required field. IBIS will not allow duplicate priorities. For example, IBIS will only allow a department to have one priority identified as #1 for each type of request (i.e., Capital Improvements and Repairs and Renovations).

Basic Information

Request Detail

Project Criteria

Operations

Attachments

**Budget Period :** 2017-23

**Priority :**  ?

**Worksheet Type :** Capital Improvements

**Project Type :** New Facility

**Department/Agency :** North Carolina Community College System

**BRU :** North Carolina Community College System

**Division/Institution :**  ?

**County :** WAKE

**Title :** Solar Research and Development Facility ?

**General Information**

Will project replace an existing facility? :  Yes  No

Will project replace leased space with state-owned facilities? :  Yes  No

Was the allocation mandated by the General Assembly? :  Yes  No

Has advanced planning been done on this project? :  Yes  No

Has there been a prior partial funding of this project? :  Yes  No

Has funding for this project been requested previously? :  Yes  No

Is this request funded from 100% NGF? :  Yes  No

12. The **Division/Institution** field may be grayed out for agencies to which it does not apply. The Division may be selected from the drop-down box if it is appropriate for the agency making the request. It is used for reference purposes only and does not have a bearing on budgeting.

Status: BRU Draft

Basic Information Request Detail Project Criteria Operations Attachments

Budget Period : 2017-23  
Priority :  ?  
Worksheet Type : Capital Improvements  
Project Type : New Facility  
Department/Agency : North Carolina Community College System  
BRU : North Carolina Community College System  
Division/Institution :  ?  
County : WAKE  
Title : Solar Research and Development Facility ?

13. The **title** entered upon creation of the form will be pre-populated in this field. You may edit this field at any time the form is editable within the IBIS workflow.

Status: BRU Draft

Basic Information Request Detail Project Criteria Operations Attachments

Budget Period : 2017-23  
Priority :  ?  
Worksheet Type : Capital Improvements  
Project Type : New Facility  
Department/Agency : North Carolina Community College System  
BRU : North Carolina Community College System  
Division/Institution :  ?  
County : WAKE  
Title : Solar Research and Development Facility ?

## 14. General Information

The general information section on the basic information tab contains several key questions related to the construction project. By default, the questions are pre-populated with a “No” answer.

Status: BRU Draft

Basic Information | Request Detail | Project Criteria | Operations | Attachments

Budget Period : 2017-23  
 Priority :  ?  
 Worksheet Type : Capital Improvements  
 Project Type : New Facility  
 Department/Agency : North Carolina Community College System  
 BRU : North Carolina Community College System  
 Division/Institution :  ?  
 County : WAKE  
 Title : Solar Research and Development Facility ?

**General Information**

Will project replace an existing facility? :  Yes  No

Will project replace leased space with state-owned facilities? :  Yes  No

Was the allocation mandated by the General Assembly? :  Yes  No

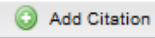
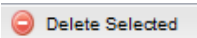
Has advanced planning been done on this project? :  Yes  No

Has there been a prior partial funding of this project? :  Yes  No

Has funding for this project been requested previously? :  Yes  No

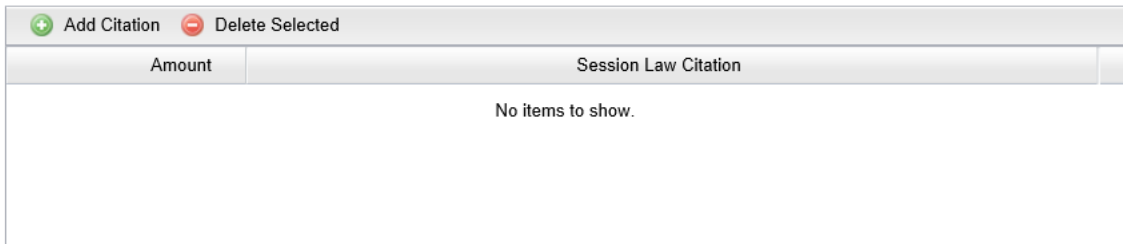
Is this request funded from 100% NGF? :  Yes  No

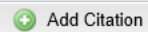

- **Will project replace an existing facility?**  
This field is automatically populated to “No”. Please select “Yes” if appropriate.
- **Will project replace leased space with state-owned facilities?**  
This field is automatically populated to “No”. Please select “Yes” if appropriate.
- **Was the allocation mandated by the General Assembly?**  
This field is automatically populated to “No”. Please select “Yes” if appropriate.
- **Has advanced planning been done on this project?**  
This field is automatically populated to “No”. Please select “Yes” if appropriate.

- Has there been a prior partial funding of this project?**  
 If “Yes” is selected, you’re presented with a section that allows you to enter the amount (only numbers and decimals allowed) and corresponding session law citation for each individual prior authorization. Click the  button to begin adding the amounts and citations. Click the  button to delete an entry.

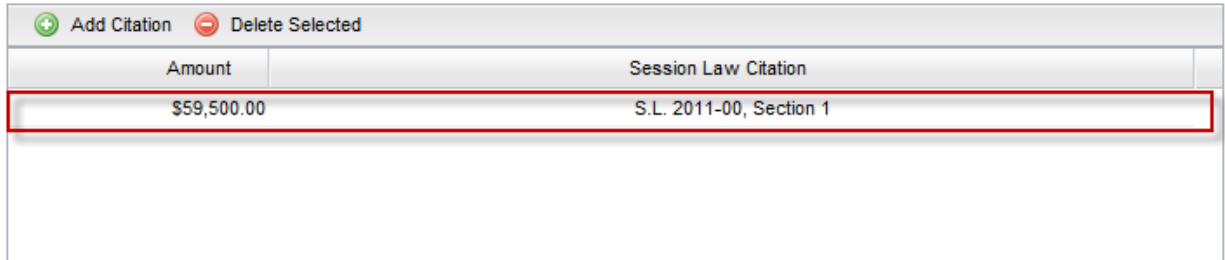
**General Information**


- Will project replace an existing facility? :  Yes  No
- Will project replace leased space with state-owned facilities? :  Yes  No
- Was the allocation mandated by the General Assembly? :  Yes  No
- Has advanced planning been done on this project? :  Yes  No
- Has there been a prior partial funding of this project? :  Yes  No



 	
Amount	Session Law Citation
No items to show.	

In the example below, “59500” was entered for the amount and “S.L. 2011-00, Section 1” was entered for the Citation. **Please do not enter a dollar sign or commas in the Amount field. The IBIS system will automatically format the amount with a dollar sign and commas. You are allowed to enter decimals in the Amount field.**



 	
Amount	Session Law Citation
\$59,500.00	S.L. 2011-00, Section 1

- Has funding for this project been requested previously?**  
 This field is automatically populated to “No”. If “Yes” is selected, you’re presented with a section that allows you to enter the year funding was first requested for this project.

Has funding for this project been requested previously :  Yes  No

Year First Requested :

- Is this request funded from 100% NGF?**  
 This field is automatically populated to “No”. Please select “Yes” if appropriate.

### 15. Budget Details

The budget details section appears only on forms for which checkbox “Check if funds are requested for the first year of the budget cycle” is selected in the New WSIII Form – Basic Information dialog box.

By default, the first question of this section, “Is the proposed site currently owned by the State of North Carolina?” is not prepopulated with an answer but the question is **mandatory**; please select “Yes” or “No”.

#### Budget Details

Is the proposed site currently owned by the State of North Carolina? :  Yes  No

**Named Attachments:**

OC-25 Cost Estimate | +

FCAP Report | +

Land Acquisition Plan (optional) | +

Project Description: Include short description of type, nature and extent of work required.

Rich text editor with formatting options (B, U) and a large text area.

Project Justification: Include short description of the need for the project and expected impact.

Rich text editor with formatting options (B, U) and a large text area.

The data controls that appear in the budget details section of the form differ based on a “Yes” or “No” answer to question “Is the proposed site currently owned by the State of North Carolina?” When answer is “Yes”, the question “Where is the location?” is added to the form along with additional properly information. Please answer accordingly.

#### Budget Details

Is the proposed site currently owned by the State of North Carolina? :  Yes  No

Where is the location? :

State Property Number: 1- County :

Complex :

Asset ID :

**Named Attachments:**

OC-25 Cost Estimate | +

FCAP Report | +

Land Acquisition Plan (optional) | +

When answer is “No”, the questions “**Has this proposed site been approved for purchase by the Office of State Property?**” and “**Where is the proposed location?**” are presented as shown below. These two questions are mandatory.


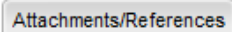
**Budget Details**

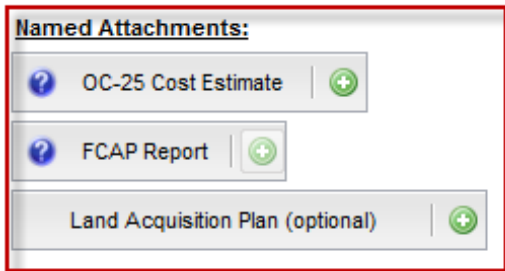
Is the proposed site currently owned by the State of North Carolina? :  Yes  No

Has this proposed site been approved for purchase by the Office of State Property? :  Yes  No

Where is the proposed location? :


**Named Attachments**

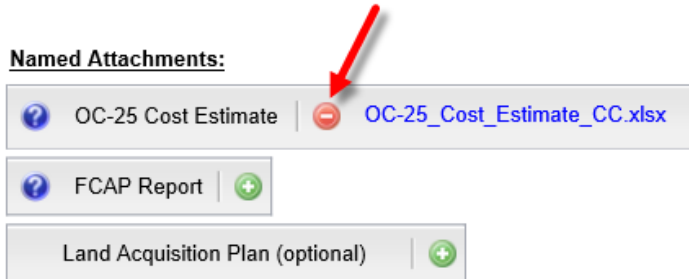
The next section of budget details is Named Attachments. Clicking the green icon  to the right of any of the attachment icons allows you to browse and select a file to attach to the request. Please note all named attachments will be listed and viewable from the Attachments/References tab  at the top of the form.



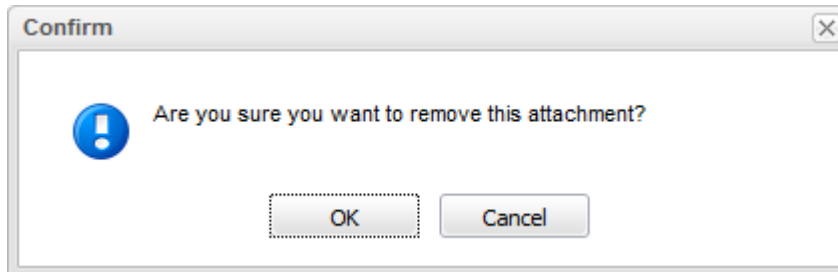
- **OC-25 Cost Estimate**  
The OC-25 Cost Estimate is a mandatory attachment
- **FCAP Report**  
The FCAP Report is optional
- **Land Acquisition Plan**  
The Land Acquisition Plan is optional

### Delete a Named Attachment

To delete a named attachment, click on the delete attachments icon  next to the name of the attachment you want to delete.



Once you click on the delete attachment icon, you will be presented with a confirm message as shown below. Click “OK” to delete the attachment or “Cancel” to cancel the deletion.



The last portion of the Basic Information section of the report is the mandatory **Project Description and Justification**. Please summarize the need for the project and the expected impact. Text can also be copied and pasted in this field from other applications such as Microsoft Word, which will preserve formatting from that application.

**Project Description: Include short description of type, nature and extent of work required.**

☰ ☰ ☰ ☰ B / U

**Project Justification: Include short description of the need for the project and expected impact.**

☰ ☰ ☰ ☰ B / U



### 16. REQUEST DETAIL TAB



Click on the Request Detail tab at the top of the form to bring it to the forefront.

WS III - Capital Improvements: ( Title: Solar Research and Development Facility BRU:500-North Carolina Community College System )

UnLock Form

Status: BRU Draft

Basic Information **Request Detail** Project Criteria Operations Attachments

Screen ID : WSIII-1  
IBIS ID : S1VP

**Requirements** ?

Edit Row Cancel Edit

Y1 Amt	Y2 Amt	Y3 Amt	Y4 Amt	Y5 Amt	Y6 Amt		Update
2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	Total	
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	

**Receipts** ?

Edit Row Remove Row(s) Cancel Edit

Description	Y1 Amt	Y2 Amt	Y3 Amt	Y4 Amt	Y5 Amt	Y6 Amt		Add
Description	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	Total	
No items to show.								

### 17. REQUIREMENTS

The first section is for Requirements. This section has both an Edit Row button and a Cancel Edit button as shown below. Both buttons can only be utilized once rows have been created.

**Requirements** ?

**Edit Row** Cancel Edit

Y1 Amt	Y2 Amt	Y3 Amt	Y4 Amt	Y5 Amt	Y6 Amt		Update
2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	Total	
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	

18. Add Requirements

Requirements for the request must be aggregated to a single line for entry, therefore, there is only one requirement line allowed and it is prepopulated with zeros. To add a row of data, click on the single row of data as highlighted below.

Requirements ?

Edit Row		Cancel Edit						
Y1 Amt	Y2 Amt	Y3 Amt	Y4 Amt	Y5 Amt	Y6 Amt		Update	
2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	Total		
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		

19. Then click Edit Row.

Requirements ?

Edit Row		Cancel Edit						
Y1 Amt	Y2 Amt	Y3 Amt	Y4 Amt	Y5 Amt	Y6 Amt		Update	
2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	Total		
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		

20. Once Edit Row is clicked, you will see the contents of that single row populate the editable section at the top of the grid. Also notice the Cancel Edit and Update buttons have been enabled and no longer greyed out. This indicates you will be able to update the row once you've completed entering data, or you may cancel the edit if you wish.

Requirements ?

Edit Row	Cancel Edit						
0	0	0	0	0	0		Update
2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	Total	
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	

21. To enter requirements, click into each column of the requirements row to enter a dollar amount for each year of the 6-year capital planning period. Remember to either click the “x” in the fields to remove its previous contents, or take your mouse and highlight the data and overwrite it with new data.

Requirements ?

Edit Row Cancel Edit

10500	x	0	0	0	0	0	
2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	Total	
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

22. Once you are finished entering data for the requirement, press the **Update** button.

Requirements ?

Edit Row Cancel Edit

10500	10500	10500	10500	10500	10500		Update
2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	Total	
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

The requirement data will then populate the requirements table and the summary table as shown below.

Basic Information Request Detail Project Criteria Operations Attachments

Requirements ?

Edit Row Cancel Edit

Y1 Amt	Y2 Amt	Y3 Amt	Y4 Amt	Y5 Amt	Y6 Amt	Total	Add
2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	Total	
\$10,500.00	\$10,500.00	\$10,500.00	\$10,500.00	\$10,500.00	\$10,500.00	\$63,000.00	

Receipts ?

Edit Row Remove Row(s) Cancel Edit

Description	Y1 Amt	Y2 Amt	Y3 Amt	Y4 Amt	Y5 Amt	Y6 Amt	Total	Add
Description	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	Total	
No items to show.								

Summary

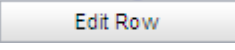
	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	Total
Total Requirements	\$10,500.00	\$10,500.00	\$10,500.00	\$10,500.00	\$10,500.00	\$10,500.00	\$63,000.00
Total Receipts	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Appropriation	\$10,500.00	\$10,500.00	\$10,500.00	\$10,500.00	\$10,500.00	\$10,500.00	\$63,000.00

**23. Edit a Row**

To edit a row that has been entered, click on the row to highlight it.

Requirements ?

Edit Row		Cancel Edit							
Y1 Amt	Y2 Amt	Y3 Amt	Y4 Amt	Y5 Amt	Y6 Amt			Add	
2017-18	2018-19	2019-20	2020-21	2021-22	2022-23		Total		
\$10,500.00	\$10,500.00	\$10,500.00	\$10,500.00	\$10,500.00	\$10,500.00		\$63,000.00		

24. Click on the Edit Row button  and the data in the selected row will populate the Edit/Add row line at the top of the grid as show below. Note: You can also double click the row and it will populate the Edit/Add row line.

Requirements ?

Edit Row		Cancel Edit							
10500	10500	10500	10500	10500	10500			Update	
2017-18	2018-19	2019-20	2020-21	2021-22	2022-23		Total		
\$10,500.00	\$10,500.00	\$10,500.00	\$10,500.00	\$10,500.00	\$10,500.00		\$63,000.00		

25. Once you are finished making your edits, click the Update button.

Requirements ?

Edit Row		Cancel Edit							
10500	10500	10500	10500	10500	99500			Update	
2017-18	2018-19	2019-20	2020-21	2021-22	2022-23		Total		
\$10,500.00	\$10,500.00	\$10,500.00	\$10,500.00	\$10,500.00	\$10,500.00		\$63,000.00		

**26. Cancel an Edit**

While editing, if you decide to cancel, press the Cancel Edit button.

Requirements ?

Edit Row		Cancel Edit							
10500	10500	10500	10500	10500	10500			Update	
2017-18	2018-19	2019-20	2020-21	2021-22	2022-23		Total		
\$10,500.00	\$10,500.00	\$10,500.00	\$10,500.00	\$10,500.00	\$10,500.00		\$63,000.00		

**27. RECEIPTS**

The next section of the Request Detail tab is for Receipts. It has three buttons: Edit Row, Remove Row(s) and Cancel Edit. Both the Edit Row and Remove Row(s) buttons can only be utilized once rows have been created.

Receipts ?

Edit Row		Remove Row(s)		Cancel Edit					
Description	Y1 Amt	Y2 Amt	Y3 Amt	Y4 Amt	Y5 Amt	Y6 Amt		Add	
Description	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	Total		

**28. Add Receipts**

The data entry row highlighted below is used to add a row to the receipts table. Multiple receipts can be entered.

Receipts ?

Edit Row		Remove Row(s)		Cancel Edit					
Description	Y1 Amt	Y2 Amt	Y3 Amt	Y4 Amt	Y5 Amt	Y6 Amt		Add	
Description	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	Total		

29. Click on each column of the row to enter a receipt dollar amount for each year of the 6-year capital planning period. When finished, click the Add button.

Receipts ?

Edit Row		Remove Row(s)		Cancel Edit					
Description	5000	5000	5000	5000	5000	5000	x	Add	
Description	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	Total		
No items to show.									

30. Once the Add button is clicked, the receipts data will be added to the receipts table, clearing the fields in the data entry grid for entry of another row. Add as many rows of receipts as appropriate to complete the Worksheet III form.

Receipts

Edit Row Remove Row(s) Cancel Edit

**data entry grid**

Description	Y1 Amt	Y2 Amt	Y3 Amt	Y4 Amt	Y5 Amt	Y6 Amt		Add
Description ^ 1	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	Total ^ 2	
	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$30,000.00	

**receipts table**

Notice the receipts data populates the summary table as shown below.

**Summary**

	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	Total
<b>Total Requirements</b>	\$10,500.00	\$10,500.00	\$10,500.00	\$10,500.00	\$10,500.00	\$10,500.00	\$63,000.00
<b>Total Receipts</b>	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$30,000.00
<b>Appropriation</b>	\$5,500.00	\$5,500.00	\$5,500.00	\$5,500.00	\$5,500.00	\$5,500.00	\$33,000.00

**31. Estimated Project Schedule**

Enter the key project dates related to the new construction by clicking on the calendar icon to select the appropriate dates. All four project schedule fields are mandatory.

**Estimated Project Schedule (dates):**

Begin Design :  Begin Construction :  Completion :  Occupancy :

- **Begin Design** - Enter the date that design work is projected to begin or started if the project received advance planning.
- **Begin Construction** - Enter the date that construction is projected to begin.
- **Completion** - Enter the date that construction is projected to be complete.
- **Occupancy** - Enter the date that is projected for occupancy (leave blank if project does not involve occupancy).

### 32. Impact to Operating Budget

This question is mandatory and must be answered in order to submit the Worksheet III. When answered “Yes”, you must enter a description in the space provided as shown below:

Does the requested project impact the operating budget? :  Yes  No

If yes, describe:

B / I / U

### 33. Remove Row(s)

To delete a row that has been entered, click on a row to highlight it.

Receipts ?

Edit Row Remove Row(s) Cancel Edit

Description	Y1 Amt	Y2 Amt	Y3 Amt	Y4 Amt	Y5 Amt	Y6 Amt		Add
Description ^ 1	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	Total ^ 2	
	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$30,000.00	

34. Click **Remove Row(s)** to delete the row you just selected.

Receipts ?

Edit Row Remove Row(s) Cancel Edit

Description	Y1 Amt	Y2 Amt	Y3 Amt	Y4 Amt	Y5 Amt	Y6 Amt		Add
Description ^ 1	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	Total ^ 2	
	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$30,000.00	

35. When the Remove Row(s) button is clicked, the follow window will appear. To cancel the deletion, click the Cancel button. To complete the deletion, click the OK button.

**Confirm** ✕

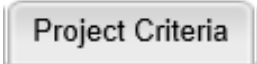
Are you sure you want to remove the selected Row(s)?

OK
Cancel

### 36. Edit Row

Editing rows in the Receipts sections works in the same fashion as does the [requirements section as shown previously in this document](#).

### 37. PROJECT CRITERIA TAB



This tab is used only for new capital projects. The questions presented in this section of the request are mandatory in order to submit the request to OSBM. Each question is pre-populated with a “No” answer. Once a “Yes” answer is indicated, additional mandatory data collection controls are presented.

- Health and Safety Considerations?  Yes  No
- Federal/State Mandate?  Yes  No
- Critical Timing?  Yes  No
- Agency Mission & Goals  Yes  No
- Growth/Demand for Gov't Services?  Yes  No
- Program Effectiveness?  Yes  No
- Operational Efficiency?  Yes  No
- Cost Benefit Analysis  Yes  No
- Environmental?  Yes  No
- Economic Development?  Yes  No
- Preservation of Existing Facilities?  Yes  No

- **Health and Safety Considerations?**

If the project corrects a deficiency documented by FCAP, select “Yes”. Answering “Yes” presents additional mandatory data collection controls as shown below. Remember, if you answer yes to this question and you select 0, 1, or 2, please attach an FCAP Report as indicated in the Named Attachments section on the Basic Information tab.

Health and Safety Considerations?  Yes  No

If the project corrects a deficiency documented by FCAP, enter the FCAP Correction Priority :

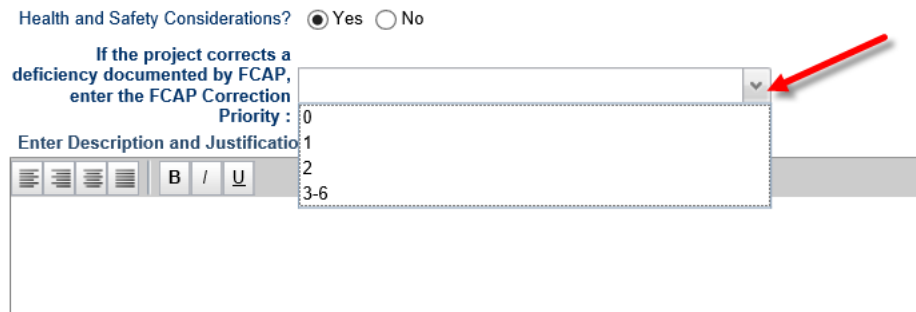
Enter Description and Justification

0

1

2

3-6



- **Federal/State Mandate?**

If the project is required by Federal law, State statute, or court order, when is compliance mandated?



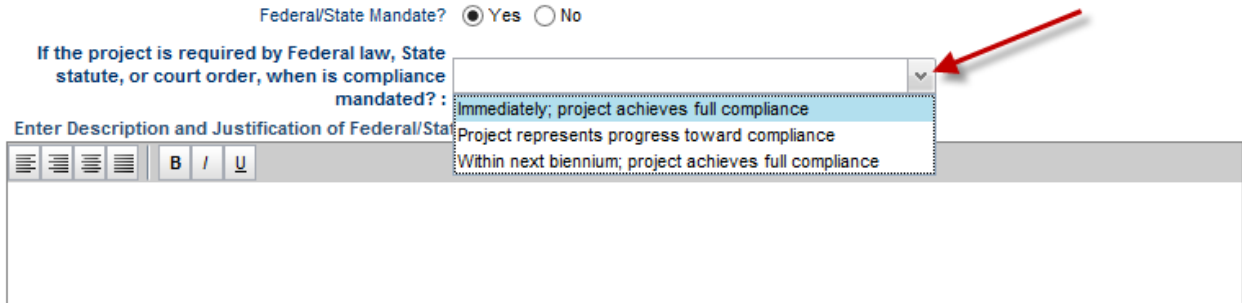
Federal/State Mandate?  Yes  No

If the project is required by Federal law, State statute, or court order, when is compliance mandated? :

Enter Description and Justification of Federal/State Mandate:

**B / U**

immediately; project achieves full compliance  
Project represents progress toward compliance  
Within next biennium; project achieves full compliance



- Critical Timing?**

For the first drop-down box of the critical timing question, please select the answer that best describes any prior State commitment to the project.

Critical Timing?  Yes  No

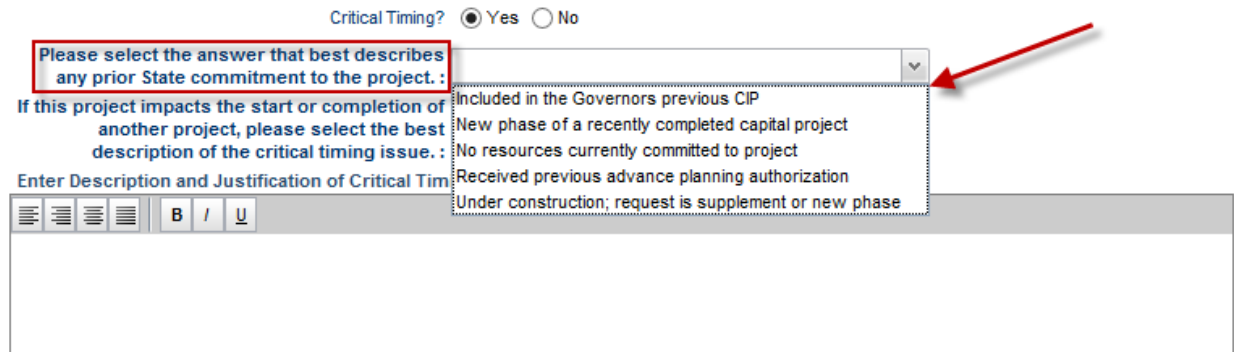
Please select the answer that best describes any prior State commitment to the project. :

If this project impacts the start or completion of another project, please select the best description of the critical timing issue. :

Enter Description and Justification of Critical Timing:

**B / U**

Included in the Governors previous CIP  
New phase of a recently completed capital project  
No resources currently committed to project  
Received previous advance planning authorization  
Under construction; request is supplement or new phase



For the second drop-down box of the critical timing question, please select the best description of the critical timing issue.

Critical Timing?  Yes  No

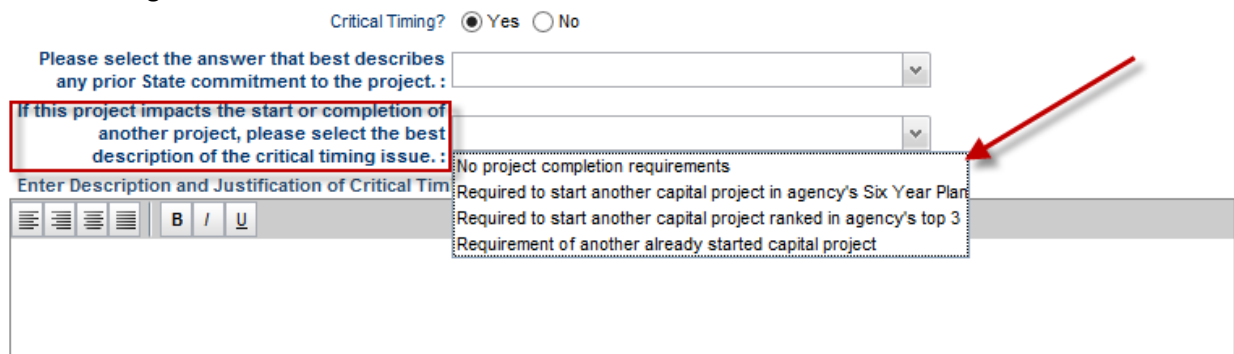
Please select the answer that best describes any prior State commitment to the project. :

If this project impacts the start or completion of another project, please select the best description of the critical timing issue. :

Enter Description and Justification of Critical Timing:

**B / U**

No project completion requirements  
Required to start another capital project in agency's Six Year Plan  
Required to start another capital project ranked in agency's top 3  
Requirement of another already started capital project



- **Agency Mission & Goals**

Answer the questions pertaining to the agency’s mission and goals and enter a description and justification of how the project aligns with your agency’s strategic mission, goals and objectives.

Agency Mission & Goals  Yes  No

Is the project identified on your agency's Master Plan? :  Yes  No

Is the project identified on your agency's previous Six-Year CIP? :  Yes  No

Does the project advance your agency's mission, goals and objectives? :  Yes  No

Enter Description and Justification of How the Project Aligns with your Agency's Strategic Mission, Goals, and Objectives

☰ ☰ ☰ ☰ B / U

- **Growth/Demand for Gov’t Services?**

Answer “Yes” or “No”. No additional data collection controls are shown when answering “Yes”.

- **Program Effectiveness?**

Answering “Yes” to this question requires that you answer two questions pertaining to program effectiveness. For the first drop-down box, select the answer that best describes the extent to which the project corrects service deficiencies or provide for documented growth in demand for services.

Program Effectiveness?  Yes  No

Does the project correct service deficiency or provide for documented growth in demand for services? :

☰ ☰ ☰ ☰ B / U

Corrects deficient services and provides capacity for current demand

Corrects deficient services and provides capacity for future demand

Project does not address the growth of a program

Provides for future demand even though services are currently adequate

For the second drop-down box, select the answer that best describes the degree to which the project improves program effectiveness.

Does the project correct service deficiency or provide for documented growth in demand for services? :

To what degree does the project improve program effectiveness? :

☰ ☰ ☰ ☰ B / U

Improves program effectiveness

No impact on program effectiveness

Significantly improves program effectiveness

- Operational Efficiency?**

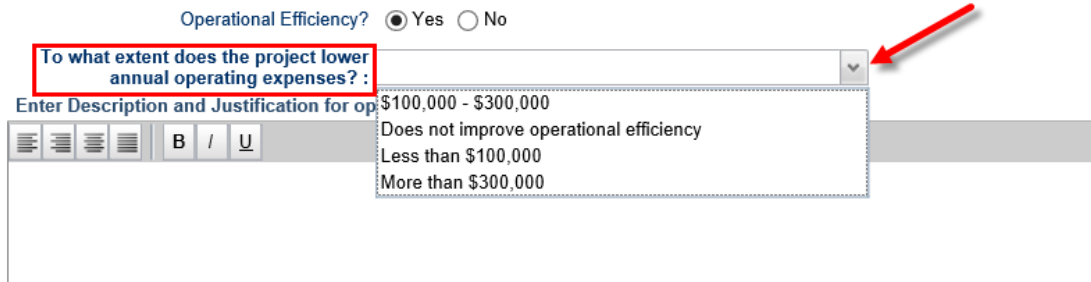
Select the answer that best describes the extent to which the project lowers annual operating expenses.

Operational Efficiency?  Yes  No

To what extent does the project lower annual operating expenses? :

Enter Description and Justification for op

\$100,000 - \$300,000  
Does not improve operational efficiency  
Less than \$100,000  
More than \$300,000



- Cost Benefit Analysis?**

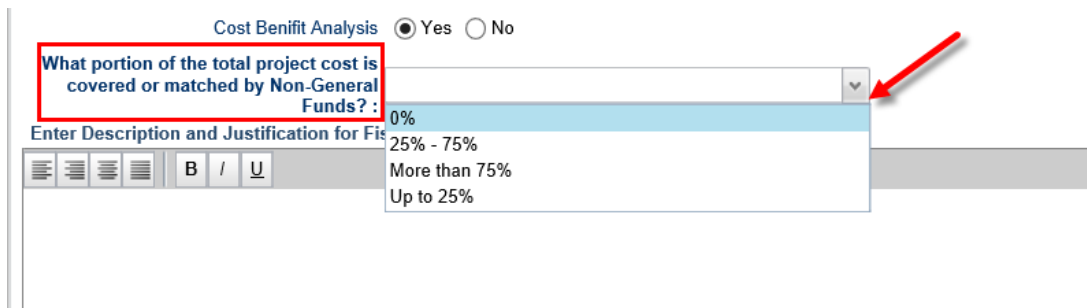
Select the answer that best describes what portion of the total project cost is covered or matched by Non-General Funds.

Cost Benefit Analysis  Yes  No

What portion of the total project cost is covered or matched by Non-General Funds? :

Enter Description and Justification for Fi

0%  
25% - 75%  
More than 75%  
Up to 25%



- Environmental?**

Answering "Yes" to this question requires that you answer two questions pertaining to environmental factors. For the first drop-down box, select the answer that best describes the extent to which the project reduces energy usage and incorporates green features.

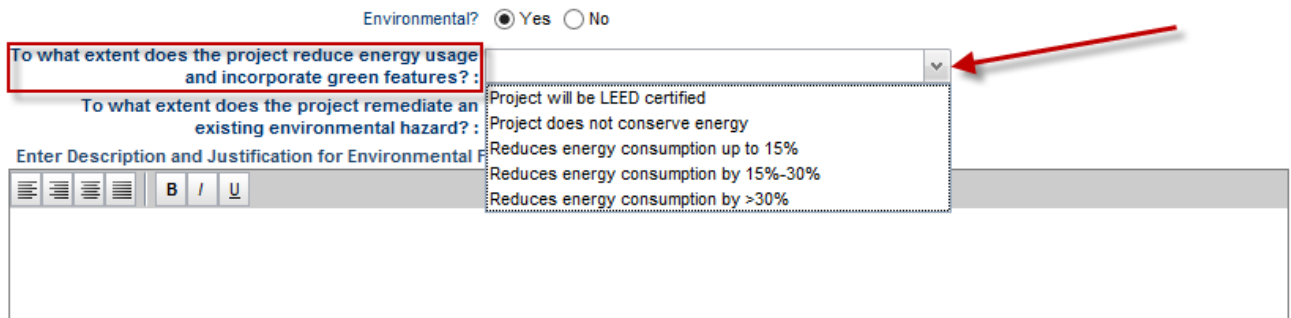
Environmental?  Yes  No

To what extent does the project reduce energy usage and incorporate green features? :

To what extent does the project remediate an existing environmental hazard? :

Enter Description and Justification for Environmental F

Project will be LEED certified  
Project does not conserve energy  
Reduces energy consumption up to 15%  
Reduces energy consumption by 15%-30%  
Reduces energy consumption by >30%



For the second drop-down box, select the answer that best describes the extent to which the project remediates an existing environmental hazard.

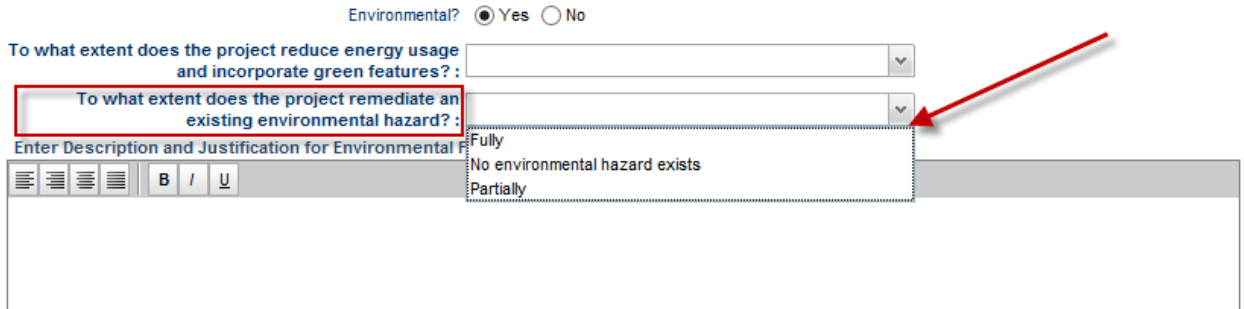
Environmental?  Yes  No

To what extent does the project reduce energy usage and incorporate green features? :

To what extent does the project remediate an existing environmental hazard? :

Enter Description and Justification for Environmental

Fully  
No environmental hazard exists  
Partially



- Economic Development?**

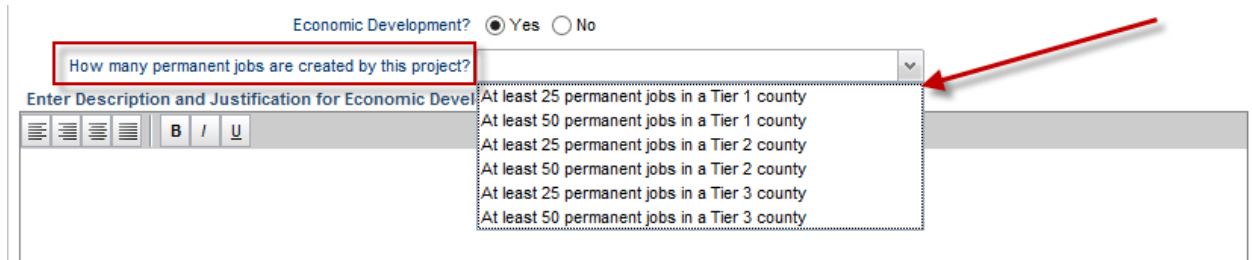
Select the answer that best describes the number of permanent jobs created by this project.

Economic Development?  Yes  No

How many permanent jobs are created by this project?

Enter Description and Justification for Economic Development

At least 25 permanent jobs in a Tier 1 county  
At least 50 permanent jobs in a Tier 1 county  
At least 25 permanent jobs in a Tier 2 county  
At least 50 permanent jobs in a Tier 2 county  
At least 25 permanent jobs in a Tier 3 county  
At least 50 permanent jobs in a Tier 3 county



- Preservation of Existing Facilities?**

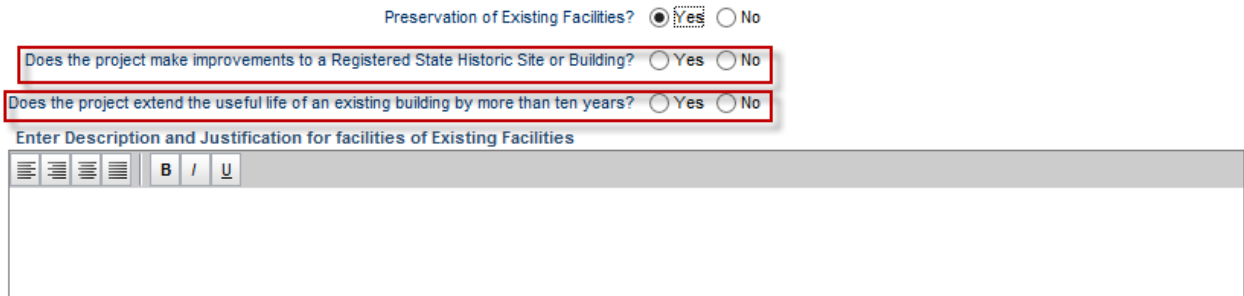
Answering “Yes” to the preservation of existing facilities question requires that you answer “Yes” or “No” to the two questions shown below.

Preservation of Existing Facilities?  Yes  No

Does the project make improvements to a Registered State Historic Site or Building?  Yes  No

Does the project extend the useful life of an existing building by more than ten years?  Yes  No

Enter Description and Justification for facilities of Existing Facilities



38. OPERATIONS TAB

Operations

The operations section of the form provides the ability to enter operational costs and savings for the first 5 years of the capital planning period.

Basic Information Request Detail Project Criteria **Operations** Attachments

Screen ID : WSIII-3  
IBIS ID : S1VP

Operational Costs & Savings(submit net operating impact of capital project)

	First Year	Second Year	Third Year	Fourth Year	Fifth Year	All Year Totals
Positions(Increase or Reduction in FTE):						
Personnel(Additional Costs or Savings): \$						
Maintainance(Additional Costs or Savings): \$						
Energy/Other Operating(Additional Costs or Savings): \$						
Equipment/Furnishings(not Incl.in Const.Request): \$						
Total Requirements(or savings): \$						
Receipts: \$						
Appropriations: \$						

39. Answer "Yes" or "No" to the question if operational increases will be supported by receipts, will fees have to be increased?

Operational Costs & Savings(submit net operating impact of capital project)

	First Year	Second Year	Third Year	Fourth Year	Fifth Year	All Year Totals
Positions(Increase or Reduction in FTE):						
Personnel(Additional Costs or Savings): \$						
Maintainance(Additional Costs or Savings): \$						
Energy/Other Operating(Additional Costs or Savings): \$						
Equipment/Furnishings(not Incl.in Const.Request): \$						
Total Requirements(or savings): \$						
Receipts: \$						
Appropriations: \$						

If operational increases will be supported by receipts, will fees have to be increased? :  Yes  No

Answering "Yes" requires that you answer "Yes" or "No" to whether statutory changes are required.

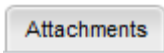
If operational increases will be supported by receipts, will fees have to be increased? :  Yes  No

Are statutory changes required? :  Yes  No

Source of Receipts :

Proposed Rate Change :

40. ATTACHMENTS TAB



The attachments section of the form provides the ability to attach any file to the request using the “Add Attachment” control. Files attached here may be viewed or deleted.

Basic Information Request Detail Project Criteria Operations **Attachments**

**Attachments**

Add Attachment View Attachment Delete Attachment

Attachment Name	Attachment Type	Attachment Size	Date Uploaded ▾	Uploaded By
OC-25_Cost_Estimate_CC.xlsx	application/vnd.openxmlformats...	7.637 KB	11/20/2017	IBIS User11

Attachments that have been added using a different section of the form (i.e., the OC-25 Cost Estimate, the FCAP Report, and the Land Acquisition Plan) will show in the list. However, you will not be able to delete those files here. To delete attachments added to the request in another part of the form, you will need to manage the attachment from the location in the form for which it was attached.

Basic Information Request Detail Project Criteria Operations **Attachments**

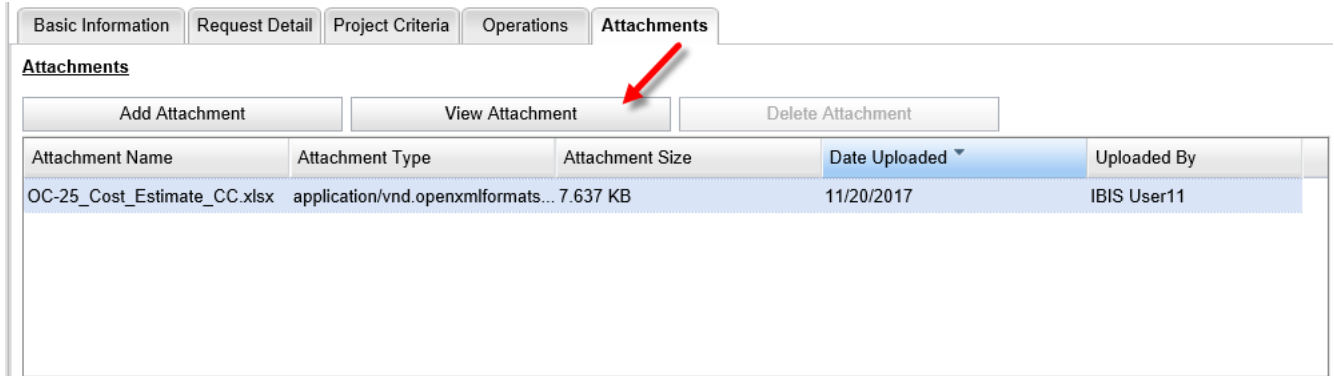
**Attachments**

Add Attachment View Attachment Delete Attachment

Attachment Name	Attachment Type	Attachment Size	Date Uploaded ▾	Uploaded By
OC-25_Cost_Estimate_CC.xlsx	application/vnd.openxmlformats...	7.637 KB	11/20/2017	IBIS User11

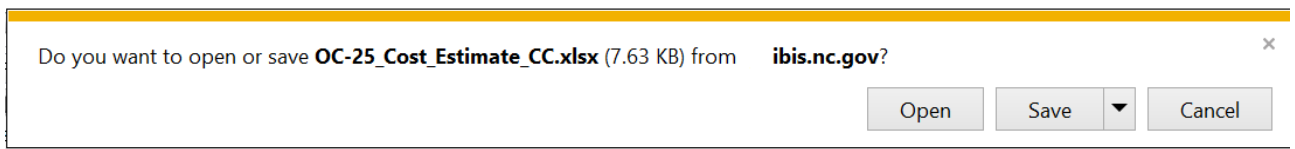
### 41. View an Attachment

To view an attachment, first click on the attachment name, and then click the “View Attachment” button.



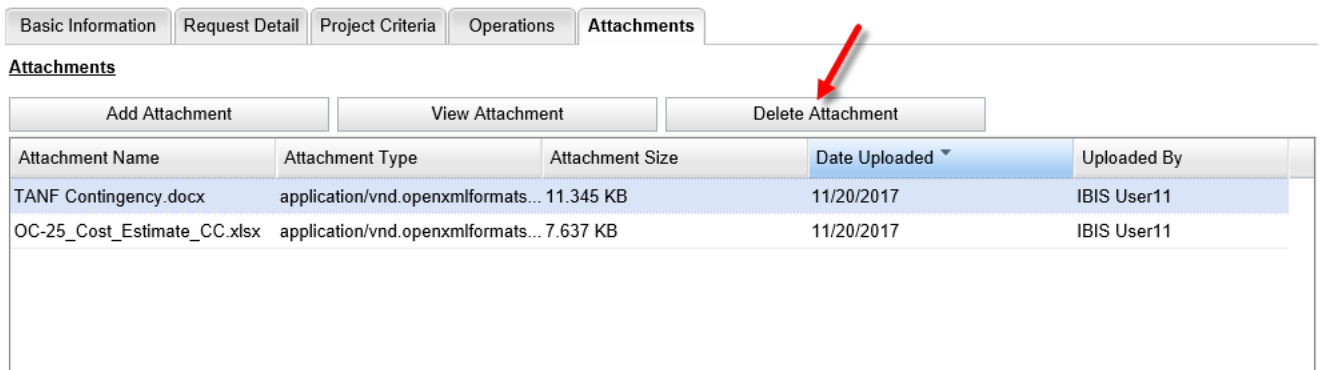
Attachment Name	Attachment Type	Attachment Size	Date Uploaded	Uploaded By
OC-25_Cost_Estimate_CC.xlsx	application/vnd.openxmlformats...	7.637 KB	11/20/2017	IBIS User11

Once clicked, you will see a message asking if you want to open or save the attachment. Click Open to open and view the attachment; or click Save to save the attachment.



### 42. Delete an Attachment

To delete an attachment, first click on the attachment name, and then click the “Delete Attachment” button. Remember, you will not be able to delete attachments that have been added to the request in another part of the form (i.e., the OC-25 Cost Estimate, the FCAP Report, and the Land Acquisition Plan) while on the Attachment tab. To delete those attachments, you will need to manage those attachments from the location in the form for which it was attached.



Attachment Name	Attachment Type	Attachment Size	Date Uploaded	Uploaded By
TANF Contingency.docx	application/vnd.openxmlformats...	11.345 KB	11/20/2017	IBIS User11
OC-25_Cost_Estimate_CC.xlsx	application/vnd.openxmlformats...	7.637 KB	11/20/2017	IBIS User11

Once you click Delete Attachment, you will be presented with a confirm message as shown below. Click "OK" to delete the attachment or "Cancel" to cancel the deletion.

