

# STATE OF FLORIDA

## Capital Improvements Program Plan Instructions

Fiscal Years 2013-14 through 2017-18



July 2012

Executive Office of the Governor  
Office of Policy and Budget

(Page Intentionally Left Blank)

# TABLE OF CONTENTS

## HOW TO PREPARE THE CAPITAL IMPROVEMENTS PROGRAM (CIP) PLAN

	Page
<b>SECTION 1: OVERVIEW .....</b>	<b>1</b>
Purpose and Concept.....	1
Schematic Relationship of the Capital Improvements Program Plan .....	2
Timing and Responsibilities for Capital Improvements in the Capital Improvements Program Plan.....	3
Project Finance Detail.....	3
Using LAS/PBS .....	4
Appropriation Category Codes .....	4
Issue Codes .....	5
Itemization of Expenditure (IOE) .....	6
Funding Source Identifier (FSI) .....	7
Program Component Advisory .....	7
Bonding Projects .....	8
Capital Improvements Program Plan Forms .....	8
Statutory Authority.....	8
<b>SECTION 2: SUMMARIZING AGENCY PROJECTS (FORM CIP-2).....</b>	<b>9</b>
Exhibit B Description and Procedure .....	9
Exhibit D-3A Description and Procedure .....	9
Exhibit B Example.....	11
Exhibit D-3A Example .....	12
<b>SECTION 3: EXPLAINING NEW CONSTRUCTION AND NON-STRUCTURAL ACQUISITION PROJECTS (FORM CIP-3) .....</b>	<b>13</b>
Description .....	13
Procedure .....	13
Completing the CIP-3 Form.....	14
Statistical Justification .....	14
Geographic Description .....	16
Project Description.....	16
Estimated Costs.....	18
Funding .....	19
Changes in Agency Service Costs.....	20
<b>SECTION 4: DESIGNING OPERATIONAL MAINTENANCE STRATEGIES AND TRACKING FACILITY OPERATIONS COSTS (FORM CIP-4).....</b>	<b>21</b>

Description and Procedure .....	21
Operational Maintenance LAS/PBS D-3A Entry.....	21
Completing the CIP-4 Form.....	22
<b>SECTION 5: PLANNING CAPITAL RENEWAL (FORM CIP-5) .....</b>	<b>23</b>
Description and Procedure .....	23
Capital Renewal Project LAS/PBS D-3A Entry .....	23
Completing the CIP-5 Form.....	23
<b>SECTION 6: EXAMINING LEASED SPACE: CURRENT USAGE AND FUTURE</b>	
<b>PROJECTIONS (FORM CIP-A) .....</b>	<b>27</b>
Description and Procedure .....	27
Leased Space LAS/PBS D-3A Entry .....	27
Completing the CIP-A Form.....	27
<b>SECTION 7: DESCRIBING INFRASTRUCTURE SUPPORT GRANTS AND AID TO</b>	
<b>LOCAL GOVERNMENTS AND NONSTATE ENTITIES (FORM CIP-B) .....</b>	<b>29</b>
Description and Procedure .....	29
Local Grants LAS/PBS D-3A Entry .....	29
Completing the CIP-B Form.....	30
<b>APPENDIX A: GLOSSARY.....</b>	<b>A.1</b>
<b>APPENDIX B: ELECTRONIC SUBMITTAL OF CAPITAL IMPROVEMENTS</b>	
<b>PROGRAM PLAN (CIP) .....</b>	<b>B.1</b>
Prepare CIP Transmittal.....	B.1
Florida Fiscal Portal Assembly .....	B.1
Letter of Transmittal .....	B.2
Sample Letter of Transmittal .....	B.3
General Notes.....	B.4
<b>APPENDIX C: PROJECT CATEGORY CODES .....</b>	<b>C.1</b>
<b>APPENDIX D: APPROPRIATION CATEGORY CODES .....</b>	<b>D.1</b>
<b>APPENDIX E: FACILITY TYPE.....</b>	<b>E.1</b>

**MAJOR CHANGES  
CAPITAL IMPROVEMENTS PROGRAM PLAN (CIP)  
for Fiscal Years 2013-14 through 2017-18**

<b>CHANGES</b>	<b>DESCRIPTION</b>
NO MAJOR CHANGES	

# HOW TO PREPARE THE CAPITAL IMPROVEMENTS PROGRAM PLAN

## SECTION 1: OVERVIEW

---

These instructions include:

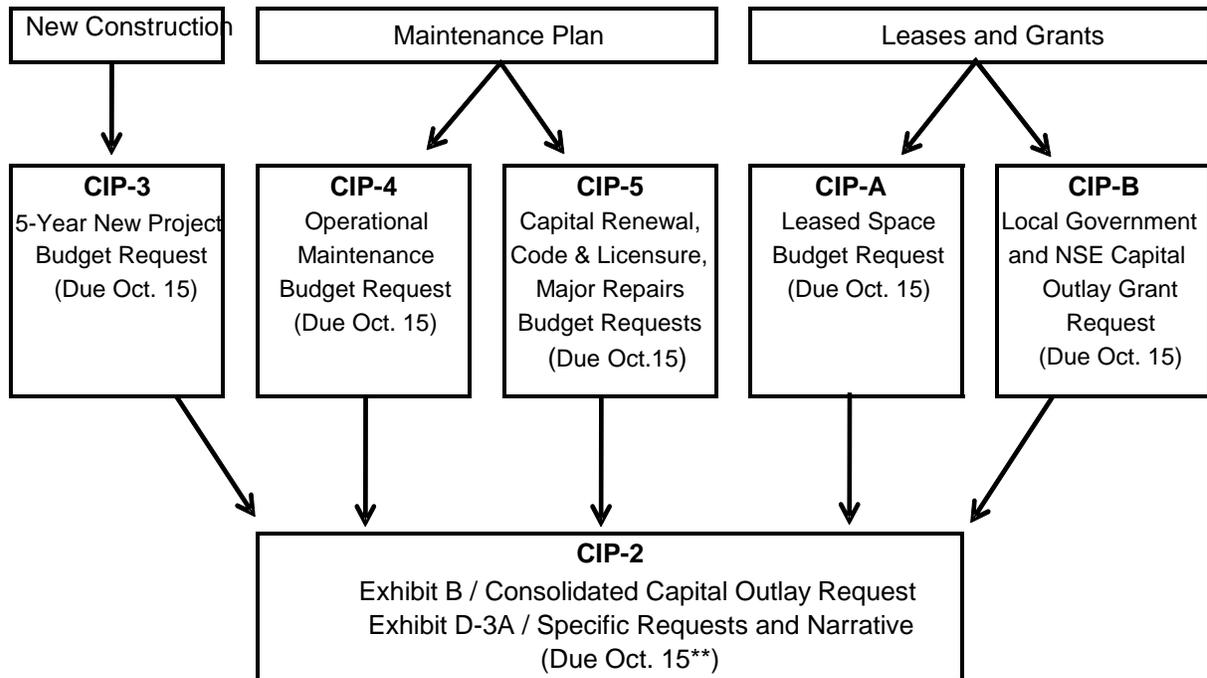
- an overview of the purpose, authority, concept, and timing of the Capital Improvements Program (CIP) (i.e., the strategic package of short-term plans for public facility needs);
  - Specific instructions for the six forms used to construct an agency's CIP.
- 

### **Purpose and Concept**

These instructions guide the preparation of the five-year plans for facility needs that constitute the agency's CIP. The agency's Fixed Capital Outlay (FCO) budget request comprises the projects included in the first year of the short-term and maintenance plans of the CIP. The instructions develop a systematic approach to identifying, justifying, and incorporating into the budget request the expenditures necessary for new facilities, adequate maintenance and repair of existing capital assets, facility leases, and grants to local governments and non-state entities. These instructions also encourage the provision of recurring funds for general and preventive maintenance strategies and the cost-effective financing of specific capital renewal projects.

The diagram below shows the relationship of the forms to the various plans and how the plans together constitute the agency's Capital Improvement Program document. (See Appendix B for format and detailed mechanics of submittal.)

### Schematic Relationship of the Capital Improvements Program Plan



## **Timing and Responsibilities for Capital Improvements in the Capital Improvements Program Plan**

The agencies are required to submit to the Executive Office of the Governor a Capital Improvements Program (CIP) with a five-year time horizon on or before October 15. The CIP shall consist of detailed five-year funding plans, provided on specialized CIP forms, for each capital improvement proposed.

The following instructions enable each agency to complete the October CIP submission. These instructions include six CIP forms to be used in developing the financial support for each capital improvement. The elements and data fields on each form are described in detail so that there may be uniformity among the various agency submittals.

***To encourage uniform responses to these instructions, each agency must do the following when submitting the CIP to accompany its budget request:***

- ✓ *Each agency MUST submit the CIP-2, CIP-3, CIP-A, and CIP-B forms as a statement of present status and plans for space needs, even if it submits empty forms due to inapplicability.*
- ✓ *An agency shall submit the CIP-4 and CIP-5 forms to reflect anticipated operational maintenance and capital renewal IF it manages any facilities according to the Department of Management Services State Facilities Inventory OR it requests new state-owned buildings via the CIP-3 form.*

### **Project Finance Detail (CIP Submission Stage)**

Capital Improvement Program forms are used to provide financial detail for each capital improvement. The CIP-3 form serves as the financial justification for each new construction project or non-structural capital improvement; the CIP-4 form explains financial components of the agency's operational maintenance plan; CIP-5 forms give detailed financing of specific capital renewal projects; the CIP-A form describes agency facility leases; and the CIP-B form is used for capital outlay grants to local governments and non-state entities. Project financial data must be entered into LAS/PBS to create the agency's consolidated Fixed Capital Outlay (FCO) request (the CIP-2 form) for the upcoming 5-year period.

## Using LAS/PBS

The Legislative Appropriations System/Planning and Budgeting Subsystem (LAS/PBS) is an automated system designed to formulate budgets, provide planning capabilities, develop automated summary reports, and produce the General Appropriations Act. The system requires the one-time entry of basic agency data, from which it automatically produces summary information about the projects included in the five-year capital improvement plans. Agencies will enter data in LAS/PBS for each FCO project.

LAS/PBS utilizes four basic codes for the Capital Improvements Program:

- ✓ Appropriation Category Code
- ✓ D-3A Issue Code
- ✓ Itemization of Expenditure (IOE) Code
- ✓ Funding Source Identifiers (FSI) Code

### Appropriation Category Codes

A key data element for entry of FCO requests in LAS/PBS is the appropriation category code. Each agency will identify the projects that will be included in its request and select a FCO appropriation category code (08XXXX or 14XXXX) for each project by:

1. Identifying an existing code from the LAS/PBS appropriation category table. A listing of existing appropriation category titles and codes can be obtained from the LAS/PBS via the Appropriation Category Table Request (ACTR) transaction.
2. If none of the existing titles and codes describes a project, an appropriation category code will need to be added to the LAS/PBS table file. **All new appropriation categories must be approved by the Office of Policy and Budget and the legislative appropriations committees. Use the forms provided in the Legislative Budget Request Instructions to request new appropriation categories.** All appropriation category codes added to LAS/PBS will be selected according to the structure shown in Appendix D.

## Issue Codes

Fixed Capital Outlay (FCO) issues are coded 990X000 as indicated below. These codes are the only acceptable issue codes for FCO and are all pre-titled in LAS/PBS. *Please note that operational maintenance expenditures are not coded as FCO issues.*

990A000	Office Space - include all projects listed in Appendix C: Project Category Codes that begin with OF.
990C000	Code Corrections - include applicable projects on the CIP-5 form as described in Section 5 of these instructions.
990D000	Debt Service - include all appropriations requested for the payment of debt service. (Caveat: Recurring debt service from previous years will automatically be placed under issue code 990I000 during the start-up process.)
990E000	Environmental Projects - include all projects listed in Appendix C: Project Category Codes that begin with ER.
990F000	Support Facilities - include all projects listed in Appendix C: Project Category Codes that begin with SF.
990G000	Grants and Aids – include all appropriations requested for Grants and Aids to local governments or non-state entities.
990L000	Land Acquisition - include all projects listed in Appendix C: Project Category Codes that begin with LA.
990M000	Maintenance and Repair - include applicable items on the CIP-5 form as described in Section 5 of these instructions.
990P000	Increased Capacity - include all projects listed in Appendix C: Project Category Codes that begin with IC.
990R000	Education Capital Projects - include all appropriations requested for Education including PECO.
990S000	Special Purpose - include all projects listed in Appendix C: Project Category Codes that begin with SP.
990T000	Transportation Work Program - include all appropriations requested for the Department of Transportation Work Program.

990U000 American Recovery and Reinvestment Act of 2009 - include all fixed capital outlay appropriations requested due to the receipt of federal stimulus funding.

### **Itemization of Expenditure (IOE)**

Each Fixed Capital Outlay (FCO) project entered in LAS/PBS must show the Itemization of Expenditure (IOE) in which the project is to be included. See Section 3 of the Legislative Budget Request Instructions for more information regarding coding budget issues. The following IOE's are used for FCO projects:

#### ***State Capital Outlay – Department of Management Services (DMS) Managed (I)***

- ✓ Selected FCO (08XXXX) appropriation categories. Projects assigned to this IOE will be implemented by the Department of Management Services on behalf of the requesting agency. All project requests are to be assigned to IOE - I unless the request meets the specific conditions for IOE - J, K, L, M or N. These categories must have “DMS MGD” at the end of their short title in LAS/PBS.
- ✓ Pursuant to section 216.044, Florida Statutes, the agency must consult with the Department of Management Services regarding all requests with the “I” itemization code. Recommendations by the Department of Management Services regarding construction requirements, project costs, and project alternatives must be included on the Capital Improvements Program Plan form requesting the project.

#### ***State Capital Outlay - Agency Managed (J)***

- ✓ Selected FCO (08XXXX) appropriation categories. Completion of projects to be assigned to this IOE are managed by the requesting agency and are limited to:
  - Land acquisition projects for conservation, environmental, or recreational purposes.
  - Beach restoration and erosion control projects.
  - Department of Transportation projects other than road and bridge projects.
  - Educational facility projects not entered in IOE L or I.
  - Department of Corrections projects to be completed by force account.
  - Capital renewal projects that agencies have the capacity to supervise.

- Project requests that will be financed by the issuance of revenue bonds pursuant to the Florida Building and Facilities Act (sections 255.501 through 255.525, Florida Statutes).

#### ***State Capital Outlay - DOT Work Program (K)***

- ✓ Selected FCO (08XXXX) appropriation categories for the Department of Transportation (DOT) Work Program.

#### ***State Capital Outlay – PECO (L)***

- ✓ Selected FCO (08XXXX) appropriation categories for an educational facility project that will be financed pursuant to sections 9(a) and 9(d) of Article XII of the State Constitution. This includes all Public Education Capital Outlay (PECO) and Capital Outlay and Debt Service (CO&DS) projects.

#### ***Aid to Local Governments & Nonstate Entities - Capital Outlay (M)***

- ✓ Selected FCO appropriation categories for capital outlay grants to local governments or non-state entities. The appropriation categories to be assigned to this Itemization of Expenditure (IOE) are those that are in the 14XXXX series, not the 08XXXX series.

#### ***Debt Service (N)***

- ✓ Selected FCO (08XXXX) appropriation categories for debt service for FCO projects.

#### **Funding Source Identifier (FSI)**

Agencies may request funding for FCO projects from an appropriate trust fund or the General Revenue Fund. Each appropriation category must be coded with the appropriate fund and the appropriate Funding Source Identifier (FSI). See Section 3 of the Legislative Budget Request Instructions for more information regarding coding budget issues.

#### **Program Component Advisory**

As indicated in the Legislative Budget Request Instructions, avoid the use of program component 9999999999 for FCO issues unless the dollars cannot be associated with a specific program component.

## Bonding Projects

Agencies requesting Fixed Capital Outlay projects to be financed with debt must complete a truth-in-bonding statement pursuant to section 216.0442, Florida Statutes, and a Schedule VI as explained in the Legislative Budget Request Instructions.

Definitions and specific source of figures for the interest and term of issue to use are provided in section 216.0442, Florida Statutes.

## Capital Improvements Program Plan Forms

To reduce the size of this instruction document, blank copies of all forms described herein are available to agency budget offices on the Governor's Office of Planning and Budgeting Instructions website. If you cannot access the forms, please contact your Office of Policy and Budget analyst. Subsequent changes to the forms will be immediately transmitted in electronic format should the need arise. See Appendix B for more details.

**NOTE:** The CIP Instructions and all related forms (in Excel format) are available on-line, at <http://floridafiscalportal.state.fl.us/>.

The forms will be completed in Excel format, as applicable. Additionally, Excel-format files may be saved in other spreadsheet formats if the agency desires. If you have trouble accessing the forms, please contact your Office of Policy and Budget analyst. Subsequent changes to the forms will be immediately transmitted by e-mail or may be made available on the Internet should the need arise.

The blank forms used by the agency to generate the information required may be expanded vertically for justification, description, or explanations requiring more space than that provided by the forms.

## Statutory Authority

Florida Statutes:

Sections 216.015-.016	Capital Facilities Planning and Budgeting Act.
Section 216.043	Budgets for Fixed Capital Outlay.
Section 216.044	Budget evaluation by Department of Management Services.
Section 216.0442	Truth-in-Bonding statements.
Section 216.182	Approval of Fixed Capital Outlay program plan.
Section 339.135	Work Program; Legislative Budget Request; definitions; preparation, adoption, execution, and amendment.

## **SECTION 2: SUMMARIZING AGENCY PROJECTS (FORM CIP-2)**

---

By October 15, the agency will submit two LAS/PBS printouts under the heading of CIP-2 forms. These printouts consolidate the information provided in the Capital Improvements Program Plan (CIP) financial detail forms and summarize it within the state's automated budgeting system. The following is a brief overview for completing this exercise.

### **Exhibit B Description**

The Exhibit B as used here will summarize the individual projects of the agency's CIP by budget entity over a five-year period. For each project, the phasing of expenditures over the life of the project is reported by fund. A modified LAS/PBS Exhibit B will provide all information required except agency project priority. The agency priority for each project listed in CIP-2 must be added manually after the report has been created in LAS/PBS.

### **Procedure**

1. The Exhibit B can be ordered through the LAS/PBS Web through Reports > Saved Reports (Statewide) > Report = EXHIBIT B REPORT REQUEST, Save ID = CIP, and Save Title = CAPITAL IMPRVMENT PLAN (CIP-2). This save is set up to create a PDF of the report.
2. Open the PDF via Adobe Acrobat (with editing capability). Go to Tools > Advanced Editing > and TouchUp Text Tool. On each page of the report, add a column on the far right of the report with a column heading 'Priority' and for each project. Enter a number reflecting the agency's determination of the importance of the project. Each project must be given a unique priority number. Save the PDF with the new updated priority information for uploading and publishing.

### **Exhibit D-3A Description**

The Exhibit D-3A as used here provides detailed narrative for the individual projects of the agency's CIP for the five-year planning period. For each project, briefly summarize the project information from the appropriate CIP form.

Agencies should keep in mind that this narrative will be uploaded into the Internet Budget website - the narrative must be complete, accurate, and appropriate for public reading.

### **Procedure**

1. Order an Exhibit D-3A with narrative for all Fixed Capital Outlay (FCO) appropriations categories from the LAS/PBS. The Exhibit D-3A can be ordered through the LAS/PBS using the Statewide Report Request Menu (STAM) transaction and specifying SAVE ID "FCO" and TRAN ID "EADR". It is also available via the LAS/PBS Web through Reports

> Saved Reports (Statewide) > Report = EXHIBIT A D AND D-3A LIST REQUEST, Save ID = FCO, Save Title = FCO W/NARR \*\*\*CIP FORMAT\*\*\*.

**EXAMPLE of Exhibit B**

BIEXBL01 LAS/PBS SYSTEM  
 PAGE: 1  
 BUDGET PERIOD: 2003-2014

EXHIBIT B  
 APPROPRIATION CATEGORY SUMMARY

SP 08/15/2012 11:26

STATE OF FLORIDA

USED FOR CIP-2

	COL A12 AGY FIN REQ PRIORITY FY 2013-14 POS AMOUNT -----	COL A06 AG FCO PLAN FY 2014-15 POS AMOUNT -----	COL A07 AG FCO PLAN FY 2015-16 POS AMOUNT -----	COL A08 AG FCO PLAN FY 2016-17 POS AMOUNT -----	COL A09 AG FCO PLAN FY 2017-18 POS AMOUNT -----	CODES	
TRANSPORTATION, DEPT OF							55000000
TRANSP SYSTEMS DEVELOPMENT							55100000
EGM: TRANSP SYSTEMS DEV							55100100
FIXED CAPITAL OUTLAY							080000
TRANSP PLANNING CONSULT							088704
ST TRANSPORT (PRIMARY) TF	36,691,483	38,687,460	40,386,265	41,011,977	41,559,738	2540	2
	=====	=====	=====	=====	=====		
AVIATION DEV/GRANTS							088719
ST TRANSPORT (PRIMARY) TF	133,281,685	134,752,272	147,823,386	129,999,963	133,347,485	2540	3
PUBLIC TRANSIT DEV/GRANTS							088774
ST TRANSPORT (PRIMARY) TF	187,204,799	224,543,700	233,640,967	231,885,708	275,082,151	2540	12
RIGHT-OF-WAY LAND ACQ							088777
ST TRANSPORT (PRIMARY) TF	169,833,513	192,394,075	275,741,136	248,103,171	279,582,250	2540	
R-O-W ACQ/BRIDGE CONST TF	26,773,530	66,180,372	28,084,885			2586	
	-----	-----	-----	-----	-----		
TOTAL APPRO	196,607,043	258,574,447	303,826,021	248,103,171	279,582,250		15
	=====	=====	=====	=====	=====		
SEAPORT - ECONOMIC DEV							088790
ST TRANSPORT (PRIMARY) TF	15,000,000	15,000,000	15,000,000	15,000,000	15,000,000	2540	13
	=====	=====	=====	=====	=====		
SEAPORTS ACCESS PROGRAM							088791
ST TRANSPORT (PRIMARY) TF	10,000,000	10,000,000	10,000,000	10,000,000	10,000,000	2540	4
	=====	=====	=====	=====	=====		
SEAPORT GRANTS							088794
ST TRANSPORT (PRIMARY) TF	28,405,514	62,466,501	62,546,462	15,300,000	44,951,000	2540	5
	=====	=====	=====	=====	=====		
RAIL DEVELOPMENT/GRANTS							088808
ST TRANSPORT (PRIMARY) TF	109,075,567	163,140,639	118,771,656	205,455,208	203,844,864	2540	8
	=====	=====	=====	=====	=====		

**EXAMPLE of Exhibit D-3A**

BFEADL01 LAS/PBS SYSTEM PAGE: 1  
 LAS/PBS CIP-2  
 EXHIBIT D-3A FOR FIXED CAPITAL OUTLAY  
 STATE OF FLORIDA

	COL A12 AGY FIN REQ FY 2013-14 POS AMOUNT	COL A06 AG FCO PLAN FY 2014-15 POS AMOUNT	COL A07 AG FCO PLAN FY 2015-16 POS AMOUNT	COL A08 AG FCO PLAN FY 2016-17 POS AMOUNT	COL A09 AG FCO PLAN FY 2017-18 POS AMOUNT	CODES
MANAGEMENT SRVCS, DEPT OF						72000000
PGM: FACILITIES PROGRAM						72400000
<u>FACILITIES MANAGEMENT</u>						72400100
GOV OPERATIONS/SUPPORT						16
GOVERNMENTAL OPERATIONS						
1601.00.00.00						
CAPITAL IMPROVEMENT PLAN						99000000
OFFICE SPACE						990A0000
FIXED CAPITAL OUTLAY						080000
DEP OFFICE BUILDING						080252
GENERAL REVENUE FUND - STATE		3,311,917				
1000						
1						
PUBL FACILITIES FINANCE TF - STATE		34,274,574				2495 1
TOTAL APPRO .		37,586,491				

\*\*\*\*\*  
 AGENCY NARRATIVE: DEP OFFICE BUILDING  
 \*\*\*\*\*  
 2013-14 BUDGET YEAR NARRATIVE:  
 The Department of Environmental Protection desires to consolidate its Tallahassee staff in a location near the Douglas Building. For this purpose, two new 100,000-square foot prototype buildings will be built on a 21.57-acre site west of the Douglas Building. The Department currently leases 325,317 square feet of space from the Department of Management Services in the Douglas Building, the Twin Towers Building, and the DEP Lab Complex. An additional 149,950 square feet is leased from various private vendors throughout the city. These new facilities will reduce the department's use of private leased space and will increase productivity by reducing mail handling, travel, and communications costs between DEP office sites. Funds are requested in Fiscal Year 2012-13 for the preparation of design and construction documents and construction of the buildings. Refer to the accompanying CIP-3 form (Agency Priority #2) for project finance details.  
 \*\*\*\*\*

### **SECTION 3: EXPLAINING NEW CONSTRUCTION AND NON-STRUCTURAL ACQUISITION PROJECTS (FORM CIP-3)**

---

#### **Description**

Use the CIP-3 form to justify and describe all new facilities, all major additions to existing facilities, and all non-structural acquisitions (including debt service) that the agency intends to initiate and/or continue during the next five years, defining such projects at the service level. Use Itemizations of Expenditure (IOE) I, J, K, L, or N in LAS/PBS for these projects.

Operational maintenance and utility costs related to new construction will be indicated on the CIP-4 form, which is described in Section 4 of these instructions.

#### **Procedure**

Submit the following components on the CIP-3 form, as directed via the examples:

Basic Information	Agency, budget entity, codes, agency priority, and title of the project.
Statistical Justification	Facility type, service load, stations, and factors.
Geographic Location	Street address and county.
Project Description	Efficiency factor, gross area, unit cost, construction cost, and occupancy date.
Estimated Costs	Basic construction costs and other project costs for the next five years.
Agency Service Costs	Net changes in agency staff and expenses to achieve service priorities due to new construction for the next five years.

**COMPLETING THE CIP-3 FORM**

***EXAMPLE***  
**CIP-3 Form: Statistical Justification**

Facility Type	Service Load	Planned Use Factor	User Stations Required	Existing Stations	New User Stations Required	Space Factor	Net Area Required
(EOC) OFFICE	258	1	258	0	258	56.64	14,614
OFFICE	392	1	392	0	392	258.30	101,256
TOTAL							115,870

**CIP-3 Request**

**Explanation**

**Facility Type**

A classification of building or facility functions and categories for which user stations and net area requirements are calculated. This is the first factor in the formula that permits analysis of the intensity of use and the utilization standards for a proposed project. A single project may include more than one facility type and each type should be individually listed in CIP-3. The 71 different facility types are shown in Appendix E.

**Service Load**

The number of persons who will use the facility or who will receive the direct benefit of it (i.e., students, patients, residents, inmates, employees). It is the maximum number to be served during a given time period. Exceptions to the use of people as the appropriate service load measure may occur in a number of instances, including, for example, an electric generation plant or a vehicle maintenance facility. Service load in these examples is expressed as kilowatt-hours of capacity and number of vehicles, respectively.

**Planned Use Factor**

The intensity and duration of use by the users of the facility. When it is applied to the service load, the number of user stations required is calculated. In developing this factor, every effort should be made to achieve a high degree of utilization of facilities.

*Examples:*

*Living Space:* One hundred percent occupied, only one person using a station. Use factor = 1 person per station.

*Feeding Space:*

- single shift (only 1 person / station during each meal), 100 percent occupied. Use factor = 3 persons per station.

- three shifts each meal (3 persons / station during each meal), 100 percent occupied. Use factor = 9 persons per station.

- three shifts each meal (three persons using each station, but only 85 percent of the stations occupied during each shift), 85 percent occupied. Use factor  $3 \times .85$  is 2.55 persons per station, per meal or 7.65 persons per station.

*Classroom Space:* occupied 80 percent of capacity for 40 hours per week, each person in the service load using a station 20 hours per week. Use factor  $40 \div 20 \times .8 = 1.6$  students per station.

**User Station**

The location in a facility that can be identified as offering service to a single recipient at one time. A user station may be physically identifiable as a distinctly separate facility or as a portion of a larger unit. User stations are expressed as number of stations, not as square-footage of area. Examples of user stations are student desks, workspace in a laboratory, beds in a dormitory, etc.

**Space Factor**

The area (in square feet) required for each user station. It includes the area of the actual point of service and the area directly supporting it; for example, the kitchen supporting the dining area, the showers and restrooms supporting the dormitory. These supporting areas are often large areas that must be apportioned among the user stations in the facility they support. The space factor is a multiplier that converts user station requirements into net area (in square feet) required for the facility, which will be entered in the next section of the form. Excluded from the net area calculation are "non-assignable areas," which are spaces found within the outside face of the facility's exterior walls not otherwise accounted for as "net assignable." Non-assignable areas include public lobbies, out-of-suite corridors and passageways, structural columns, janitorial spaces, and major walls.

*Examples:*

*Suite of offices:* The average amount of area assigned to each person plus the pro rata share of the supporting space such as copying area, active file area, and reception area.

*Residential facility:* The actual bed area assigned one person and a share of the internal circulation spaces, restrooms, lounge areas, and control space.

*Dining room:* The area which provides one seat at a table including a pro rata share of supporting areas such as dish washing, food preparation, and adjacent related space.

-----

**EXAMPLE**  
**CIP-3 Form: Geographic Description**

<b>Geographic Location:</b>	<b>Within the Satellite Office Center on Capital Circle SE in Tallahassee.</b>
<b>County:</b>	<b>Leon</b>

Enter the street address, if specific site has been selected; city (if applicable); and county where the project will be located.

-----

**EXAMPLE**  
**CIP-3 Form: Project Description**

<b>Facility Type</b>	<b>Net Area (square feet)</b>	<b>Efficiency Factor</b>	<b>Gross Area (square feet)</b>	<b>Unit Cost</b>	<b>Construction Cost</b>	<b>Occupancy Date</b>
(EOC) OFFICE	14,614	.75	19,485	\$94	\$1,831,590	Jan-Mar 2009
OFFICE	101,256	.75	135,008	\$76	\$10,260,608	Jan-Mar 2009

**CIP-3 Request**

**Explanation**

**Facility Type**

See the explanation provided on page 13. Again, a single project may include more than one facility type and each type should be individually listed in the CIP-3 form. The different facility types are shown in Appendix E.

**Net Area**

The area (in square feet) which is directly assignable to and supports user stations (see calculation derived under “Space Factor” beginning

on page 14). The net assignable area is the result of the number of user stations multiplied by the applicable space factor.

<b>Efficiency Factor</b>	The percentage relationship of a facility's net assignable area to its gross area.
<b>Gross Area</b>	The total area (in square feet) found within the outside face of the exterior walls of a facility. It is the sum of "net assignable area" and "non-assignable area."
<b>Unit Cost</b>	The cost to construct a facility, expressed as a ratio of the basic measuring unit appropriate to the facility type. For buildings, the unit cost is usually displayed as dollars per square foot.
<b>Construction Cost</b>	The dollar amount that results when the gross area is multiplied by the unit cost. It is the estimated cost to construct the needed number of user stations of the facility type.

-----

**EXAMPLE**  
**CIP-3 Form: Estimated Costs**

Schedule of Project Components	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18
<b>1. Basic Construction Costs</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
a. Construction Costs	12,092,198				
b. Permits, Inspections, Impact Fees					
c. Communications requirements (conduits, wiring, etc.)		181,560			
d. Utilities outside building	159,000				
e. Site development (roads, paving, etc.)	26,500				
f. Energy efficient equipment					
g. Art allowance (Section 255.043, Florida Statutes)		65,411			
h. Other	622,962				
Subtotals	12,900,660	246,971			
<b>2. Other Project Costs</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
a. Land / Existing Facility Acquisition					
b. Professional services: 1) Planning/Programming 2) Architectural/Engineering Fees 3) On-site Representation 4) Testing/Surveys 5) Other Professional Services	920,334 26,250 631,086				
c. Miscellaneous Costs		70,000			
d. Moveable Equipment/Furniture		25,000			
Subtotals	1,577,670	95,000			
<b>3. All Costs ( 1+ 2)</b>	14,478,330	341,971			
<b>4. DMS Fee</b>	217,175	5,129			
<b>Total: All Costs By Fund Fund Code: 1000 Fund Code:</b>	14,695,505	347,100			
<b>TOTAL ( 3 + 4)</b>	<b>\$ 14,695,505</b>	<b>\$ 347,100</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

**Schedule of Project Components and Estimation of All Project Costs**

Identify the amount of funds requested for each component of the project in the year in which the funds are scheduled to be expended. Project costs are divided into two groups: those costs directly related to construction, and those costs that are incidental to construction. The total of all project costs should be displayed by fund source. Enter the appropriate four-digit fund code and the requested amounts from each of the fund sources being used. Provide a project total of all funds combined for each year.

-----

**EXAMPLE**  
**CIP-3 Form: Funding**

<b>Appropriations to-date:</b>		<b>Projected Costs Beyond CIP:</b>	
General Revenue	\$	General Revenue	\$
Trust Funds	\$	Trust Funds	\$
TOTAL	\$	TOTAL	\$

**CIP-3 Request**

**Explanation**

**Appropriations to-date**

Identify the total appropriations received for this project through June 30 of the current fiscal year by fund type. However, if the project is a continuing appropriation for a category and not a continuation of a specific project at a single physical location (for example, petroleum tank preapprovals), previous appropriations need not be included.

**Projected costs beyond Capital Improvements**

Estimate any expenditures by fund type for this project that will occur after the fifth fiscal year. Again, if the project is

**Program (CIP)**

a continuing appropriation and is not a specific project at a single physical location, future appropriations need not be included. However, debt service issues should be estimated for future-year impact.

-----

**EXAMPLE**  
**CIP-3 Form: Changes in Agency Service Costs**

Changes in Agency Service Costs		FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18
Category	Fund Code	\$	\$	\$	\$	\$
Salaries & Benefits						
Subtotal						
OPS						
Subtotal						
Expenses						
Subtotal						
Other (Specify)						
Subtotal						
Fund Totals						
<b>TOTAL</b>		\$	\$	\$	\$	\$

**CIP-3 Request**

**Explanation**

**Changes in service costs**

Identify the incremental change (increase or decrease) in costs by appropriation category for the applicable service using this facility. Insert the net change, positive or negative, of the move to the new facility in the numeric boxes. Display costs by fund source for each year.

**However, do not incorporate costs related to general maintenance, preventive maintenance, or general facility operating costs into the calculation in this section; these categories will be described on the CIP-4 form.**

## **SECTION 4: DESIGNING OPERATIONAL MAINTENANCE STRATEGIES AND TRACKING FACILITY OPERATIONS COSTS (FORM CIP-4)**

---

### **Description and Procedure**

If an agency manages state-owned property, it must regularly allocate funds for maintenance and repair to protect the value and ensure the safety of its physical assets. There are two broad categories of facility maintenance: (1) capital renewal, which consists of projects designed to extend the useful life of a facility or major building component and which is funded from Fixed Capital Outlay (FCO) budget categories; and (2) operational maintenance, which includes preventive and general maintenance activities and routine facility costs funded in agencies' operating budgets. Planned expenditures for capital renewal are described on the CIP-5 form; the CIP-4 form to be discussed first is designated for estimation of operational maintenance expenditures.

Operational maintenance encompasses on-going activities to identify, prevent, and correct conditions that, left untreated, result in a reduction or elimination of serviceable component systems. Unlike capital renewal projects, the costs of which are generally for outside contractors, operational maintenance costs include salaries for permanent maintenance personnel; expenses for consumable parts, supplies, and materials; OPS funds for contracted tradesmen and technicians; and short-term improvements that enable presently functioning components to operate with better efficiency. Active operational maintenance programs will properly maintain current and anticipated capital assets, and agencies must clearly state their intended level of effort in the budget request.

As with new construction and non-structural improvements, justification for operational maintenance expenditures is divided into Capital Improvements Program Plan financial components. Similarly, the CIP-4 forms and a summarized LAS/PBS narrative shall accompany the agency budget request. Consolidate all CIP-4 financial data at the respective service level.

### **OPERATIONAL MAINTENANCE LAS/PBS D-3A ENTRY**

**In the narrative, identify ongoing and anticipated preventive maintenance, general maintenance, and routine operating costs for the next five years, as each is defined in Appendix A of these instructions.** Indicate the type and amount of work involved and the personnel and aggregate funds required in that service area to accomplish operational maintenance objectives. Agencies shall refer to the Department of Management Services automated facility inventory in describing the projected maintenance of assets.

In instances where the same maintenance personnel conduct general maintenance, preventive maintenance, and routine operational tasks, estimate the amount of resources committed to each task separately. Also discuss problems the agency perceives in performing good preventive and general maintenance work, such as lack of funds, personnel, or training. Give specific examples,

describe the additional resources that would enhance preventive and general maintenance activities, potentially reducing routine operating costs.

## **COMPLETING THE CIP-4 FORM**

Provide the following detail regarding operational maintenance activities:

✓ **Preventive Maintenance**

On the CIP-4 form, specify salaries and benefits, other personal services, expenses, and miscellaneous items for preventive maintenance of existing buildings in the service area for each of the five years, delineating fund codes. Also, for each new facility being brought on-line as indicated on the CIP-3 form, indicate on the CIP-4 form the incremental change in preventive maintenance activities and costs for the service area that will occur as a result of the facility. Specify costs by appropriation category and fund source for each of the five years.

✓ **General Maintenance**

On the CIP-4 form, specify salaries and benefits, other personal services, expenses, and miscellaneous items for general maintenance of existing buildings in the service area for each of the five years, delineating fund codes. Also, for each new facility being brought on-line as indicated on the CIP-3 form, indicate on the CIP-4 form the incremental change in general maintenance activities and costs for the service area that will occur as a result of the facility. Specify costs by appropriation category and fund source for each of the five years.

✓ **Routine Operating Costs**

Operating funds provide preventive and general maintenance support, and they also pay for the day-to-day expenses of operating a facility. The agency shall provide estimates of routine operating costs for the agency over the ensuing five years. On the CIP-4 form, provide specific detail for energy costs and wages, and specify salaries and benefits that cannot be classified under preventive or general maintenance (janitorial services or general administration, for example). Additionally, for each new facility to be managed by the department as projected on the CIP-3 forms, use the CIP-4 to indicate the projected increase or decrease in utility costs for the supported service after the project is completed.

## SECTION 5: PLANNING CAPITAL RENEWAL (FORM CIP-5)

---

### Description and Procedure

Capital renewal projects extend the useful life of state-owned facilities and their major building components, appearing as Fixed Capital Outlay (FCO) items in the budget. Itemizations of Expenditures (IOE) I, J, K, or L shall be used when designating such projects in LAS/PBS. As capitalized assets, these projects modify existing facilities to accommodate changing use requirements, to appreciably extend the useful life of the facility, to upgrade an obsolete facility for more efficient use, or to restore capacity. *NOTE: An elective facility renovation or remodeling project that is not intended to extend a facility's useful life should be treated as a new construction project and justified via the CIP-3 form.*

Justification for capital renewal expenditures is provided in CIP-5 financial components. The CIP-5 forms shall accompany the agency budget request. Consolidate all CIP-5 financial data at the service level.

### CAPITAL RENEWAL PROJECT LAS/PBS D-3A ENTRY

**For planning purposes, if the agency manages state-owned property, it must include funds for capital renewal in its budget request. At a minimum, the agency must recommend for first-year capital renewal an amount equal to one percent of the replacement value of its managed facilities. An acceptable estimate of an agency's facility replacement value can be acquired from the Division of Risk Management of the Department of Financial Services.**

The agency will also summarize and analyze data from the Department of Management Services' State Facilities Inventory, where applicable, for the facilities supporting the service. Specifically discuss the components and size, capacity, use, and condition of the physical plant, noting any projected changes in these areas, and any major deficit or surplus of facilities. Give particular emphasis to the agency's deficiency correction projects as indicated in the inventory. If other sources of information are used in assessing the size, capacity, use, and condition of the physical plant, indicate the sources used.

### COMPLETING THE CIP-5 FORM

✓ **Level of form description**

Capital renewal projects for agency facilities and other physical assets shall be identified *at the service level* by facility system group, code and licensure correction group, or major repair project involving at least three facility systems in one or more system groups. For each applicable service, the agency shall submit CIP-5 forms for four facility system groups, four code and licensure correction groups, and each major repair project. These forms are required if, for the benefit of the applicable service, the agency either manages space pursuant to the Department of Management Services (DMS) State Facilities

Inventory or is projected to manage new space in the next five years as indicated on the CIP-3 form for the same service.

✓ **Project identification**

Complete the information at the top of the form, identifying the affected service, appropriation category and priority of the request. *If the project is a critical need (see page 24), be sure that funds are provided in only the first two years of the plan period.* Identify the appropriate repair group in Part A. If a project is designated as a major repair, complete Parts D and E and do not include that project's information on any of the facility system group or code and licensure correction group forms. If the project is NOT a major repair, complete Parts B and C. Following are the groups and systems for which capital renewal funds may be requested:

○ *Facility system groups*

- The *building system* group includes systems that are integral to a building, such as the electrical circuitry and components within the building; mechanical equipment such as heating, ventilation, and air conditioning; special equipment such as escalators, elevators, and security systems; plumbing such as piping and fixtures; roof systems including decking, membranes, coping, flashing, and guttering; building envelope systems such as exterior surfaces, doors, and windows; structural systems including all load-bearing elements; interior systems such as ceilings, flooring, and non-load bearing partitions; and site projects involving the immediate site beneath the facility.
- The *central utility system* group includes assets or facilities that support building functions but are exterior to the building and serve groups of buildings at an institution or on a campus. This group includes heating and cooling generation and distribution systems and water and waste distribution, treatment, and disposal systems.
- The *campus system* group includes non-building related capital assets such as drainage and grounds, and paving.
- *Special systems* emphasize particular capital projects such as energy conservation and storage tank repair and replacement.

○ *Code and licensure correction groups*

- *Licensure* projects are those necessary to meet state or federal regulations to operate a service or receive funding; for example, Intermediate Care Facility for the Developmentally Disabled (ICF/DD) regulations might require modifications to existing developmental services facilities.

- *Life safety* projects are those necessary to meet fire marshal and health department code requirements.
  - *Handicapped access* projects are those necessary to meet state and federal requirements for access to and use of facilities by handicapped persons; for example, the new provisions to the Americans with Disabilities Act.
  - *Environmental* projects are those that respond to the issues of dangerous asbestos removal, Polychlorinated Biphenyls (PCB) dangers, and cited leaking storage tanks.
- *Major Repair Projects*

Any single project within a service area requiring capital improvements to at least three facility systems, whether in one or more facility system groups, qualifies as a major repair project. Each major repair project must be described individually on an individual CIP-5 form, analyzing the following factors with respect to service objectives:

- *Project Component Schedule (CIP-5 Part D)*. Identify the amount of funds requested for each component of the project in the year in which the funds are scheduled to be expended. The total of all project costs should be displayed by fund source. Enter the appropriate four-digit fund code and the requested amounts from each of the fund sources being used. Provide a project total of all funds combined for each year.
- *Incremental facility maintenance costs (CIP-5 Part E)*. Identify the incremental change in preventive and general maintenance activities and costs that will occur when the project is completed. Indicate the annual maintenance costs by appropriation category and fund source for all years of the plan after completion.
- *Incremental utility costs (CIP-5 Part E)*. Indicate the projected change in utility costs for the budget entity or agency after this project is completed. Utility costs include purchase of electricity, water, liquid or solid fuels, and disposal or treatment of solid and liquid wastes.

✓ **Project costs and critical needs**

*For ALL facility systems, code and licensure corrections, and major repairs, indicate the total cost by fund of the request considered necessary for capital renewal in each year of the plan on each form submitted.*

If the project is deemed necessary to correct a potentially unsafe condition, where the loss to life or property is imminent and, if left unattended, the asset would be rendered unsafe for use, check the “critical need” box located near the top of the form. All funding for “critical need” must be requested in the first two years of the plan.

✓ **Schedule of projects**

For each form submitted, list the project timeline and funding schedule, specifying expenditures for individual systems on the facility system group repair forms and major repair project forms. Below the description/justification of each system repair give the Department of Management Services (DMS) building number. If the building has more than 3,000 gross square feet and if the DMS number is unknown or has not been assigned, enter "99999" in this column. If the building has fewer than 3,000 gross square feet, or the asset is not a building, enter "10000" in this column. Show the amounts requested for this project in each year of the short-term plan.

## **SECTION 6: EXAMINING LEASED SPACE: CURRENT USAGE AND FUTURE PROJECTIONS (FORM CIP-A)**

---

### **Description and Procedure**

Use the CIP-A form to discuss the current and projected amount of occupied space leased either from the public or private sector, aggregated at the service level. Also use the CIP-A to request funds to cover unamortized capital improvement costs resulting from the abrogation of a lease on improved property.

As with the other improvements already covered, facility lease information will be submitted on the CIP-A forms and LAS/PBS information will accompany the agency budget request.

### **LEASED SPACE LAS/PBS D-3A ENTRY**

Display the current inventory of leased space and explain the deficiency in current leased facilities and the trends and conditions that create the need for a change in leased space. Identify how the anticipated changes in leased space will benefit a service qualitatively and quantitatively. If managing state-owned property, give consideration to the mix of owned property and leased property and explain possible fiscal benefits of altering the mix. If occupying Department of Management Services (DMS) managed facilities, perform a similar fiscal comparison of DMS leases and private sector or other non-state leases.

Explain impacts on agency objectives and policies if projected leased space needs are not met within the agency time frame, or not met at all. Describe alternative ways of meeting client needs if leased space needs are delayed.

Discuss any other pertinent information helpful in understanding the need for a change in leased space occupancy. Include justification for vacating currently leased space pursuant to s. 255.249, Florida Statutes, if such action is anticipated during the first year of the Long-Range Program Plan.

### **COMPLETING THE CIP-A FORM**

#### **✓ Currently occupied and projected leased space**

Enter the amount of leased space, whether state-owned, private-sector, or other, occupied on June 30 of the current fiscal year. Estimate the combined amount of leased space that the agency will occupy on June 30 to benefit service priorities for each of the ensuing five fiscal years. Indicate the percent private-sector leased space represents of total current leased space. "Other" includes space rented from a local government or non-profit entity.

✓ **Annual and projected lease costs**

Indicate the annualized costs for state-owned, private-sector and other space leases for the current fiscal year and the combined lease costs for each of the ensuing five fiscal years.

✓ **Unamortized capital improvements made to buildings no longer leased**

Pursuant to s. 255.25(3)(d)&(e), Florida Statutes, the value of unamortized capital improvements to an agency-vacated leased facility, the lease to which is abrogated by an agency as the result of a move to a state-owned office building, will be paid to the owner of the vacated facility. Pursuant to s. 216.043(3)(g), Florida Statutes, indicate the funds needed for recompensation to the owner of the applicable facility.

## **SECTION 7: DESCRIBING INFRASTRUCTURE SUPPORT GRANTS AND AID TO LOCAL GOVERNMENTS AND NONSTATE ENTITIES (FORM CIP-B)**

---

### **Description and Procedure**

Use the CIP-B form to describe the purpose, source, and amounts of funds in your agency's budget that are transferred to cities, counties, school boards, community colleges, water management districts, road and bridge districts, or other non-state entities as Grants and Aids to Local Governments and Nonstate Entities - Fixed Capital Outlay. The CIP-B form shall also be used for all community budget requests initiated pursuant to section 216.052, Florida Statutes. Each distinct grant initiative of the agency is defined here as a "grant activity," to be defined by a unique appropriation category. One CIP-B form is required per grant activity.

This category is for the acquisition of real property (land, buildings, including appurtenances, fixtures and fixed equipment, structures, etc.); additions, replacements, major repairs, and renovations to real property which materially extend its useful life or materially improve or change its functional use; operating capital outlay necessary to furnish and operate a new or improved facility; and grants to local units of government for their respective infrastructure and growth management needs related to local government comprehensive plans. These funds should be requested in Itemization of Expenditure (IOE) M using the 14XXXX appropriation category.

Infrastructure includes, but is not limited to, roads and bridges; airports and seaports; railroads; mass transit facilities; schools; community colleges; libraries; parks; recreational and cultural facilities; health and safety facilities; jails; public buildings; public housing; water supply, treatment, and distribution systems; waste collection, treatment, and distribution systems; utility generation, transmission, and distribution systems; and flood control facilities.

### **LOCAL GRANTS LAS/PBS D-3A ENTRY**

Summarize recent grants and aids to local governments and non-state entities and briefly list grant activity requests for the coming five years. Analyze trends in the service area that would enhance or discourage future grants.

Additionally, explain how (or if) the applicable service solicits requests for local funding enhancements as a way to meet service goals. If the Executive Office of the Governor has established methods for evaluating community budget requests, please indicate strategies by which service staff will select such requests for inclusion in the service-level budget. Also describe the process by which fiscal controls required of local grant recipients pursuant to s. 216.348, Florida Statutes, will be carried out.

For each grant activity requested, explain the purpose for which funds are to be used. Explain the use of distribution formulas, eligibility/ranking criteria, cost-benefit analysis, geographic placement, or other criteria or procedures for the distribution of funds.

## COMPLETING THE CIP-B FORM

Enter the following information for each grant activity, defined by individual appropriation category:

✓ **Agency/Service**

Enter the name of the agency and the service responsible for the project.

✓ **Fund Source**

Indicate the original source of the funds (i.e., federal program, tax revenue, fee, etc.) and the state fund (General Revenue or specific trust fund) through which the funds are transferred.

✓ **Authority**

Cite the specific constitutional, statutory, or other legal authority to make these transfers. Give the common name for the transfer program and identify the type of local government receiving the funds (city, county, school board, etc.).

Pursuant to section 216.348, Florida Statutes, please indicate whether the grant recipient has already agreed to all fiduciary conditions of the receipt of state grants and aid. If not, please indicate the progress made by the grant recipient in meeting statutory requirements.

Pursuant to section 216.052, Florida Statutes, please indicate whether the funding request is the substance of a community budget request formally presented to the Governor, Legislature, or agency by the recipient entity as required therein.

✓ **Funding**

Indicate the amount of funds that have been transferred during each of the last five years and the amount of funds anticipated to be transferred over each of the next five years.

## APPENDIX A

### GLOSSARY

The following terms used in this chapter and in the forms that are to be used in submitting agency short-term, maintenance, and long-term plans have the meanings indicated.

Budget Entity, or Service: The unit or function at the lowest level to which funds are specifically appropriated in the General Appropriations Act.

Capital Renewal: Maintenance and repair projects funded out of the Fixed Capital Outlay budget. Such projects restore major building components so that the useful life of said components is extended, including roofs, building envelopes, and heating, ventilation, and air conditioning systems. Renovations and remodeling projects are occasionally described as capital renewal. Defined as “capital asset management” in previous Capital Improvements Program Plan instructions.

Expenditures: Created by incurring a legal obligation that will require future disbursements (see section 216.011(1) (m), Florida Statutes).

Fixed Capital Outlay (FCO): Defined in section 216.011(1)(p), Florida Statutes, as: "real property (land, buildings including appurtenances, fixtures and fixed equipment, structures, etc.), including additions, replacements, major repairs, and renovations to real property which materially extend its useful life or materially improve or change its functional use and including furniture and equipment necessary to furnish and operate a new or improved facility, when appropriated by the Legislature in the Fixed Capital Outlay appropriation category." Fixed Capital Outlay does not include: (1) normal, routine maintenance and repairs that are part of ongoing operational maintenance activities implemented by agency employees; (2) replacements of movable equipment or furnishings; and (3) equipment additions or replacements needed for facilities other than new ones or the improved portion of an existing facility.

Funding Source Identifier (FSI): Identifies the funding source for each appropriation category as state funds/nonmatch, state funds/match, federal funds, or transfer/recipients of federal funds.

Goal: The long-term end toward which agency programs, services, and activities are ultimately directed.

Itemization of Expenditure (IOE): Every appropriation is further classified by IOE as required by Article III, Section 19(b) of the Florida Constitution. The IOE identifies the type of state government activity for which expenditures will be made (e.g. state operations, capital outlay, aid to local governments, etc.).

Inventory or State Facilities Inventory: The automated database containing information gathered and maintained by the Department of Management Services (DMS) on all state-owned facilities, except those with less than 3,000 gross square feet or those used by the State University System. The inventory includes, or will include, information on location, managing agency, ownership, size, condition, maintenance record, age, parking and employee facilities, and other information for determining life-cycle cost evaluation of the facility. It will also contain information on the number of user stations presently available at the site plus those scheduled to be available because of authorized projects.

Maintenance and Repair: A general term which refers to the upkeep of property or equipment; for example, roof repair or roofing replacement short of complete replacement of membrane or structure; repainting of exterior or interior surfaces; resurfacing of floors; repair or replacement of glass; repair of hardware, furniture, equipment, electrical fixtures, and plumbing fixtures; and repair and resurfacing of parking lots and walkways. "Maintenance and repair" is subdivided into operational maintenance and capital renewal, as defined in this appendix.

Objective: A specific, measurable, short-to-intermediate end that is achievable and marks progress toward a goal.

Operating Costs: The costs associated with an agency's delivery of services or goods. This is not to be confused with "routine operating costs" related to operational maintenance, which is defined below.

Operational Maintenance: Maintenance and repair necessitated by wear and tear and applied to a facility to keep it at a constant, appropriate level of service is to be included in the operating budget request. Equipment purchased to equip a new or improved facility is to be included in that project's costs, but that purchased as replacement of existing equipment or simply added to existing equipment is to be included in the operating budget request. Operational maintenance costs are included in the operating budget of an agency, and are subdivided into preventive maintenance, general maintenance, and routine operating costs, as follows:

- a. Preventive Maintenance includes the functions of lubrication, calibration, chemical treatment, adjustment, timely replacement of consumable components, preservation painting, and other scheduled actions to keep a facility or equipment in such a condition that it may be utilized at its original or designed capacity and efficiency.
- b. General Maintenance includes the restoration, overhaul, reprocessing, repair, or replacement of a building or equipment component to a condition substantially equivalent to its original or designed capacity and efficiency when a malfunction, accident, or the end of an item's useful life has occurred.
- c. Routine Operating Costs include day-to-day expenditures associated with the operation of a facility. The two primary routine operating cost areas are: (1) *energy and utility costs* of facilities managed by the department pursuant to the DMS State Facilities Inventory,

including electricity, water, liquid or solid fuels, and disposal or treatment of solid wastes, and (2) *departmental employee wages for routine facility operations*, such as custodial work, grounds keeping, and facility administration.

Policy: An officially adopted statement that sets out parameters for program, service, and operational actions that allow for the achievement of an identified goal.

Remodeling: A change in existing facilities by rearrangement of spaces and their use which is needed to meet a new or improved service function. An example of remodeling would be the conversion of office space to laboratory space. The CIP-5 form is used to detail estimated remodeling costs if the work is necessary to extend the useful life of the building; other remodeling projects are classified as new construction and use the CIP-3 form.

Renovation: The upgrading of existing facilities by installation or replacement of materials and equipment and includes, but is not limited to, air conditioning, heating, or ventilating equipment; fire alarm systems; emergency lighting; electrical systems; and complete roofing or roof replacement, including replacement of the membrane or structure; and reconfiguration of space to meet existing service requirements. An example of the latter would be the redesign of office space for more efficient use to provide additional office space. The CIP-5 form is used to detail estimated renovation costs if the work is necessary to extend the useful life of the building; other renovation projects are classified as new construction and use the CIP-3 form.

## APPENDIX B

### ELECTRONIC SUBMITTAL OF CAPITAL IMPROVEMENTS PROGRAM PLAN (CIP)

This appendix addresses the electronic transmittal of the Agency Capital Improvements Program Plan (CIP). The transmittal letter, exhibits and forms should be submitted to the Florida Fiscal Portal in the specified manner. The following provides the information necessary to submit the CIP in the appropriate manner.

**For Fiscal Year 2013-14, no hardcopy submission will be necessary for the Agency Capital Improvements Program Plan.**

#### Prepare CIP Transmittal

When the agency is ready to transmit the Capital Improvements Program Plan, verify the correct PDF files have been published to the Florida Fiscal Portal. Detailed instructions on creating PDF's and publishing the CIP on the web portal are available on-line, at <http://floridafiscalportal.state.fl.us/>.

#### Florida Fiscal Portal Assembly

Each agency's CIP submittal will be assembled in the following order.

1. **Agency Letter of Transmittal**
2. **CIP-2: Project Summary of Agency Capital Improvements Program (Exhibit B indicating Agency Priorities and Detailed D-3A Issues)**
3. **5-year New Construction and Non-Structural Capital Improvement Plan: 2013-14 through 2017-18 (Title Page Only)**
  - a. **Division of (budget entity name) (Title Page Only)**
    - (i) CIP-3: New Construction Projects (Project Name, Location, Appropriation category)
    - (ii) CIP-3: New Construction Projects (Project Name, Location, Appropriation category)
    - (iii) CIP-3: New Construction Projects (Project Name, Location, Appropriation category)**(CIP-3 for each project in service area priority order by fiscal year)**
  - b. **Division of (budget entity name) (Title Page Only)**
    - (i) CIP-3: New Construction Projects (project name, location, appropriation category)
    - (ii) CIP-3: New Construction Projects (project name, location, appropriation category)
    - (iii) CIP-3: New Construction Projects (project name, location, appropriation category)**(CIP-3 for each project in service area priority order by fiscal year)**
4. **Maintenance Plan (Title Page Only)**

- a. **CIP-4: Operational Maintenance Strategies and Routine Operating Costs  
(CIP-4 for each service affected)**
  
- b. **Capital Renewal Schedules**
  - (i) Building Systems
  - (ii) Central Utility Systems
  - (iii) Campus Systems
  - (iv) Special Systems
  - (v) Licensure Corrections
  - (vi) Life Safety Corrections
  - (vii) Handicapped Access Corrections
  - (viii) Environmental Corrections
  - (ix) Major Repair Projects
    - (a) Project Name, Location, Appropriation Category Code
    - (b) Project Name, Location, Appropriation Category Code
    - (c) Project Name, Location, Appropriation Category Code

**(CIP-5 for each system for which the agency has identified needs at the service level)**

**5. CIP-A: Leased Space: Current Usage and Short-term Projections**

**6. CIP-B: Capital Outlay Grants to Local Governments and Nonstate Entities**

**Letter of Transmittal**

The letter of transmittal is intended to provide a brief summary of the urgently needed projects of the agency and to establish a dated record of transmittal. It also provides general information as outlined by the sample format. If the letter of transmittal is signed by someone other than the head of the agency, the transmittal should contain a statement indicating that the submittal has been approved by the head of the agency. Show the full name and title of the person signing the statement on behalf of the agency.

## Sample Letter of Transmittal

### LETTER OF TRANSMITTAL (Agency Letterhead)

(Date)

Mr. Jerry McDaniel, Director  
Office of Policy and Budget  
Executive Office of the Governor  
The Capitol, Room 1702  
Tallahassee, Florida 32399-0001

Dear Mr. McDaniel:

The Agency Capital Improvements Program for Fiscal Year 2013-14 through Fiscal Year 2017-18 for (name of agency) is submitted and has been posted to the Florida Fiscal Portal, following the instructions dated July 2012. The information provided electronically is a true and accurate presentation of our proposed Fixed Capital Outlay Legislative Budget Request of \$\_\_\_\_\_ for the 2013-14 fiscal year.

(Include a statement highlighting particular service activities affecting these plans. Add any other pertinent information. Comment briefly on any project that is identified to support a whole new service or a major change in service.)

(If the letter of transmittal is signed by someone other than the head of the agency, include here a statement indicating that the submittal has been approved by the head of the agency.)

(Normal signature block of responsible officer,  
including title)

## **General Notes**

1. It is important that each project be thoroughly, but concisely, explained.
2. Data and statements included in the submittals must be carefully checked for accuracy.
3. The submittals must be completed no later than October 15, 2012.

## APPENDIX C

### PROJECT CATEGORY CODES

The following codes are to be used as appropriate to describe the primary nature or purpose of each project that is requested on CIP-3 forms.

#### INCREASE CLIENT CAPACITY AT

Prison .....	ICPR
Community Corrections .....	ICCC
Road Prison .....	ICRP
Mental Health-General .....	ICMG
Mental Health-Forensic .....	ICMF
Developmental Disabilities .....	ICDD
Juvenile Detention .....	ICJD
Community Juvenile Programs .....	ICJC
Veterans Facility .....	ICVF
Geriatric Facility .....	ICGF

OFFICE SPACE .....	OF
--------------------	----

#### SPECIAL PURPOSE

Communications .....	SPCM
Laboratory Facilities .....	SPLB
Recreational Facilities .....	SPRF
Regulatory Purposes .....	SPRP
Parking Facilities .....	SPPP
Farmers' Markets .....	SPFM
Fire Control Structures .....	SPFC
Judiciary .....	SPJC
Military Facilities .....	SPNG
Museum .....	SPMU
Law Enforcement Operations .....	SPLE
Historical Properties .....	SPHP
Educational Facilities .....	SPEF
Agricultural Facilities .....	SPAG
Treatment Facilities .....	SPTF
Transportation Maintenance .....	SPTM

SUPPORT FACILITIES

Maintenance .....	SFM
Supply Warehouse .....	SFW
Food Service .....	SFF
Security .....	SFS
Laundry .....	SFL
Utilities.....	SFU
Staff Housing .....	SFH

ENVIRONMENTAL

Land Acquisition.....	LA
Beach Erosion Control .....	ERBE
Water Management .....	ERWM
Mined Lands .....	ERML

## APPENDIX D

### APPROPRIATION CATEGORY CODES

080101 - 080499	Department of Children & Families Facilities
080501 - 080599	Asbestos Abatement
080601 - 080699	Energy Conservation
080901 - 080999	Major Maintenance and Repair
081001 - 081099	Handicapped Code Compliance
081101 - 081199	Licensure Code Compliance
081401 - 081499	Life Safety Code Compliance
081501 - 081599	Drainage Systems Maintenance and Repairs
081601 - 081699	Paved Surface Maintenance and Repairs
081701 - 081799	Utility System Maintenance and Repairs
081801 - 081899	Electrical Systems Maintenance and Repairs
082001 - 082099	Building Envelope Maintenance and Repairs
082101 - 082199	Building Interior Maintenance and Repairs
082301 - 082399	Mechanical Systems Maintenance and Repairs
082401 - 082499	Plumbing System Maintenance and Repairs
082501 - 082599	Roof Repairs/Replacement
082701 - 082799	Specialized Building Equipment, Maintenance and Repairs
082901 - 082999	Building Structural Systems Maintenance and Repairs
083001 - 083099	Land Acquisition
083201 - 083599	Department of Management Services Facilities
083601 - 083999	Department of Agriculture and Consumer Services Facilities
084001 - 084399	Fish and Wildlife Conservation Commission Facilities
084401 - 084599	Department of Law Enforcement Facilities
084601 - 084799	Department of State Facilities
086901 - 087099	Department of Military Affairs Facilities
087101 - 087999	Department of Environmental Protection
088101 - 088399	Department of Corrections Facilities
088401 - 088499	Department of Highway Safety and Motor Vehicles Facilities
088501 - 088999	Department of Transportation Facilities
089001 - 089999	Department of Education Facilities

Other agencies may add codes from a series that is not specifically assigned. In the process of adding codes, two blank records should be left between each code added to the LAS/PBS table file.

## APPENDIX E

### FACILITY TYPE

1. Agriculture Facility
2. Airplane Hangar
3. Animal Husbandry
4. Armory
5. Art Gallery
6. Auditorium/Exhibition
7. Bank
8. Basic Care/Feeding
9. Basic Care/Living
10. Chiller Generation Plant
11. Classroom Teaching Laboratory
12. Communications Center
13. Communications Tower
14. Concession
15. Confinement Unit
16. Dead Storage
17. Diagnosis/Treatment
18. Dock
19. Farmers' Market
20. Fire Station
21. Fire Tower
22. Forensic Care
23. General Support
24. Geriatric Care
25. Gymnasium/Physical Education
26. Health Testing Laboratory
27. Heat Generation Plant
28. Historic Building
29. In-Patient Care Storage
30. Instructional Media
31. Judicial Facility
32. Kitchen/Food Service
33. Laundry
34. Library
35. Liquid Waste Treatment
36. Locker/Shower
37. Lodging
38. Lounges/Meeting Rooms
39. Manufacturing Plant
40. Monitoring/Security System
41. Museum
42. Natatorium
43. Office
44. Outdoor Recreation Facility
45. Parking Structure
46. Plant Maintenance/Shops
47. Power Plant
48. Processing Plant
49. Product Testing
50. Recreational Building
51. Research Laboratory
52. Restrooms
53. Shopping and Stores
54. Solid Waste Disposal
55. Stadium
56. Staff Feeding
57. Staff Residence/Dormitory/Barracks
58. Staff Residence/Family
59. Staff Residence/Multi-Family
60. Student Activities
61. Student Dining
62. Student Residence
63. Student Services
64. Therapy
65. Tool and Equipment
66. Transportation Depot
67. Transportation Network
68. Vocational Lab/Shop
69. Warehouse
70. Water Treatment/Distribution
71. Welcome Station