

INSTRUCTIONS FOR COMPLETING DEPARTMENT OF BUDGET AND MANAGEMENT'S (DBM) SUMMARY OF AGENCY PROJECT REQUESTS (FORM B)

- A. Form B is a summary sheet. All projects requested by a County for the next capital budget and those proposed for the four subsequent fiscal years (out years) shall be summarized on this form. This summary constitutes a continuing five-year capital improvement program as requested by a County. (This form replaces the old Form A for Local Jails.)
- B. Each year, the five-year capital improvement program must be updated to take into account:
 - 1. Any project previously requested for the capital budget for which an appropriation was *not* provided;
 - 2. Necessary revisions in the cost and/or timing of previously requested projects, as may be directed by changed conditions; and
 - 3. Additional project needs.
- C. The information requirements below are keyed to the item numbers on the form.

Item #

- 1 - 3. Entries for County and facility should match Form A.
- 4. All projects proposed by a County to be partially funded during the next five fiscal years shall be listed in this column, in order of priority (if there is more than one project) starting with the project(s) requested for the next capital budget and followed by those proposed during the four subsequent fiscal years. Space is provided for three projects per page. Enter the priority number for each project in the narrow column at the left margin of Form B. Indicate for each project, on the lines provided, the cost for planning, construction (including site utilities and improvements) and capital equipment, ***inclusive of all fund sources***. Total those costs on the line provided.
- 5. Show any non-State funds available or anticipated for the project listed in Item 4, such as federal aid, revenue bond proceeds or institutional funds. Show separately the amounts of non-state funds available for property acquisition, planning, construction and capital equipment.
- 6. Indicate any prior appropriation of State funds for the project listed in Item 4. List separately appropriations for planning, construction and capital equipment.
- 7 and 8. Enter the amounts required for the project listed in Item 4 in the appropriate column(s) for the fiscal year(s) that an appropriation is desired. Show separately the amount required for planning, construction and capital equipment in each year. The total of the amounts shown in Items 5, 6, 7 and 8 should equal the total in column 4 ***unless*** additional funds will be requested beyond the five-year time frame of Form B.
- 9. On the last page of the listing, total the amounts of State capital funds to be requested for each fiscal year.