



Instructions for Preparation of the
2025 – 2027

CAPITAL PROJECTS REQUEST

For State Agencies, Boards and Commissions

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INTRODUCTION

The DFA-Office of Budget (OB) is responsible for coordinating with state boards, commissions, constitutional officers, and agencies to present requests for capital projects to the Arkansas General Assembly.

The capital projects process seeks to ensure the allocation of state resources to the most critical, essential projects, and investments. Projects should seek to:

- Address identified statewide goals.
- Reflect state agencies' and Governor's, as applicable, strategic plans and goals.
- Preserve existing infrastructure before starting new projects.
- Minimize construction costs and future operating costs.

IMPORTANT NOTES

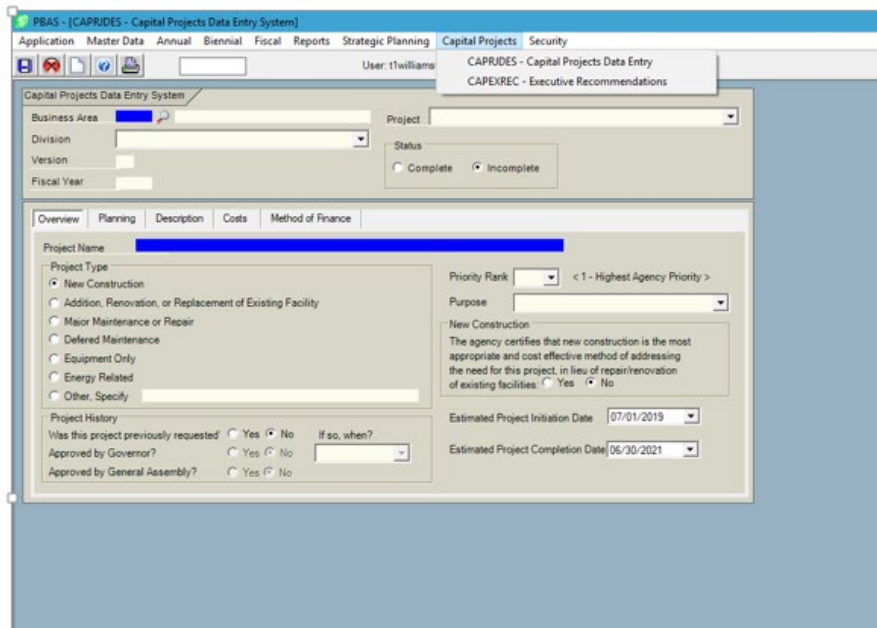
When preparing requests for capital projects, keep in mind the following:

- There is no additional training required to use the capital projects request feature of PBAS.
- For agencies that do not have access to PBAS, forms are available [here](#). If the forms do not load, try using a different browser, such as Chrome or Microsoft Edge.
- For PBAS user agencies, PBAS training is now available [here](#)
- Each request, if approved as submitted, will establish a new appropriation. Please consider combining small, like requests.
- For capital project requests that are funded from Federal or Cash sources, that is guaranteed to be provided in the current biennium, appropriations only should be requested.
- Project ranking aids in identifying the most critical needs of a state agency.

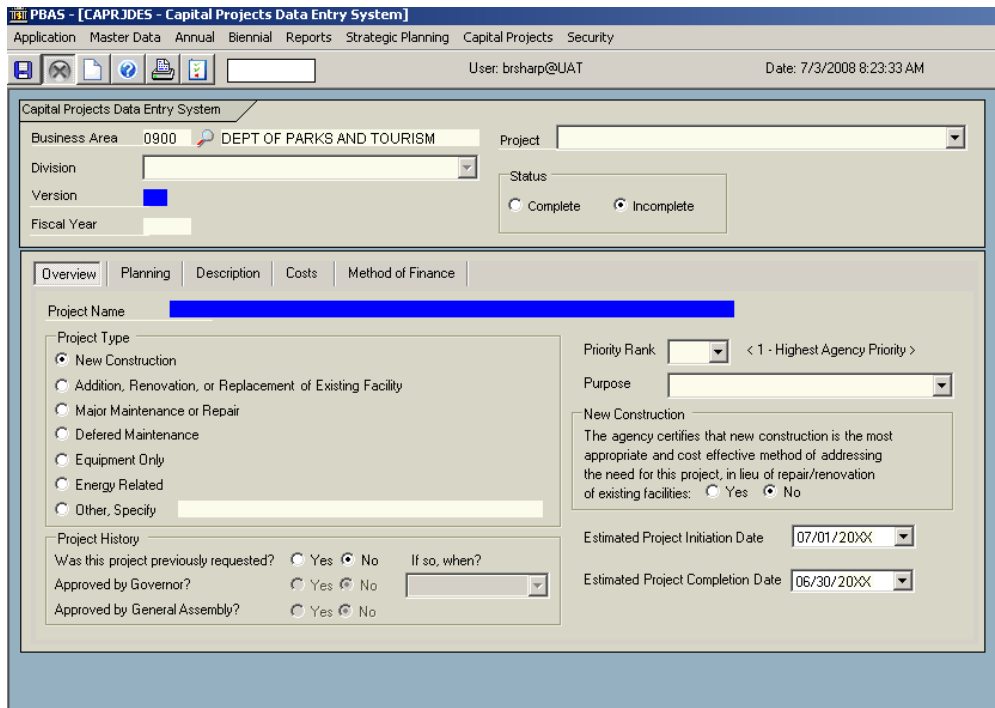
<p>Projects are due no later than Friday, October 4th, 2024. No additions, edits, or changes will be made to requests after the established deadline.</p>

If you experience any difficulties while using PBAS or for username or password retrieval, contact your Budget Analyst.

AGENCY PROJECT ADMINISTRATION



This form provides menu for all agency-related tasks. First, select “Capital Projects Data Entry” from the menu tab.




This screen provides access to enter **New Projects** or to **Renew a Previous Project Request**. The following sections will explain the process for each relevant detail. You may save a project at any time. The project will be checked for errors once you have changed the Project Status to Complete status.

ENTER A NEW PROJECT

Selecting the New Project option to enter a new project. The screenshot below illustrates the user interface:

There are two important items to note:

1. **Save as often as you like.** You are not required to complete a request at one time or in one sitting. Often, you may find you require additional information during this process if so, just click "Save Changes" to save your work. You may continue at any time by selecting the project from your dropdown and pressing ENTER.

You must at least enter a **Project Name** in order for your work to be saved. Once you have completed your project, change the Project Status to **Complete**. The system will then determine if there are any errors with your project, which will be identified with a flashing exclamation point (). Hover over the exclamation point icon to read more information about the error. If the error persists, please contact your Budget Analyst.

2. **You are only allowed to fill in boxes that are white.** Boxes that are **gray** are not allowable, based on selections made on the Overview and Planning screens. Additionally, total boxes are automatically calculated based on itemized responses. Therefore, you are not allowed to enter information into these boxes.

OVERVIEW TAB

The screenshot displays the 'Overview' tab of the Capital Projects Data Entry System. Key fields include Business Area (0900 DEPT OF PARKS AND TOURISM), Project (New Project), Division, Version (1), and Fiscal Year (20XX). The Project Name is 'Lake Fort Smith - New Park Development'. Under Project Type, 'New Construction' is selected. The Priority Rank is 1. The Purpose is 'New Programs'. The 'New Construction' section includes a review statement with 'Yes' selected. Estimated Project Initiation Date is 07/01/20XX and Estimated Project Completion Date is 06/30/20XX. Project History questions are also present.

Project Type – Select the type of construction to be performed. New Construction and Addition/Renovations differ from the others in that these methods cause new or increased asset values that must later be itemized by cost per square foot.

Project History – Select the most recent biennium that the project was previously requested (if not a new project), and whether it was supported by the Governor or the General Assembly.

Priority – Each project should be ranked (**1 = Highest Priority**). Project ranking should reflect the order of importance to accomplish the agency’s mission, in accordance with the directive from Governor Sanders, if applicable.

Purpose – Indicate whether this is New Programs, or Improvement or Expansion of Existing Programs.

New Construction Review Statement – This statement directs the agency to examine all possible options before affirming that new construction is the most appropriate and cost-effective method to meet the agency’s needs. **This field is required for New Construction projects.** Include other alternatives considered.

Estimated Projection Initiation/Completion Dates – Enter the dates you plan to start and finish the projects. The start date for new construction projects should be on or after July 1, 2025.

PLANNING TAB

Estimated Useful Life – Enter the estimated life of facilities and equipment in years.

Public Use – Enter whether this project will be utilized by other State or public entities. If not, explain how it will be used. If applicable, explain how the project helps to meet the agency’s stated needs and Governor’s priorities.

Income – Enter the amount of income this project will generate in its first year. This value should be numeric (ex. Do not enter 250/mo., 250 per yr., 250k, etc., Do enter \$250,000).

Plans – Indicate if plans have already been prepared, by whom, and the date they were prepared.

Support Requirements – Describe ownership of property, site access, and intangibles related to the operation of the capital project.

DBA Review – Explain how this project relates to the agency’s long-range capital plan with DTSS – Division of Building Authority (DBA).

DESCRIPTION TAB

The screenshot displays the 'PBAS - [CAPRJDES - Capital Projects Data Entry System]' application window. The top menu bar includes 'Application', 'Master Data', 'Annual', 'Biennial', 'Reports', 'Strategic Planning', 'Capital Projects', and 'Security'. The user is identified as 'brsharp@UAT' and the date is '7/3/2008 2:34:52 PM'. The main form area is titled 'Capital Projects Data Entry System' and contains several input fields: 'Business Area' (0900 DEPT OF PARKS AND TOURISM), 'Project' (New Project), 'Division', 'Version' (1), and 'Fiscal Year' (20XX). A 'Status' section has radio buttons for 'Complete' and 'Incomplete', with 'Incomplete' selected. Below these fields are tabs for 'Overview', 'Planning', 'Description', 'Costs', and 'Method of Finance', with 'Description' currently active. The description text area contains the following content:

Describe the project requested in previous sections, including gross and assignable square feet where applicable. Indicate the agency programs to be served and the proportion of space which will be allocated to various functional uses / activities. Cite the standards used to develop space needs. Explain why the project is necessary and indicate the alternatives < such as leased space > which were considered and why this alternative is most desirable.

Discuss the consequences of not carrying out this project during the 20XX-20XX biennium. If the request represents a series of similar repair or maintenance projects, please provide a list which indicates each facility to be repaired and the nature and cost of each repair project. Similarly, if the request represents a series of major equipment purchases, list the facility to receive the equipment, the nature of the equipment and the cost. Also indicate whether the equipment is replacement for existing equipment and age of equipment to be replaced or whether the equipment is initial acquisition.

1. This project includes the following project elements:

 Infra-Structure Improvements: Relocate Park and Construct New Park Facilities to include Visitor Center, employee residences (3), Maintenance Complex, Day-use area with 20 picnic sites, a pavilion with restroom, campground with 20 Class A sites, 10 Class B sites, and 3 bathhouses, swimming pool with bathhouse, 12 cabins, a Group Facility (w/kitchen and dining hall), boat launch ramp, marina with store, and a barrier-free fishing pier.

 Gross and assignable square feet: A. Visitor Information Center - 8,000 SF (request is for 4,900 SF above 3,100 SF present VIC); B. Marina office/concession area - 320 SF; C. Pavilion w/restroom - 1,200 SF; D. Bathhouses - 2 @ 1,000 SF ea. and 1 @ 1,200 SF = 3,200 SF (request is for 2,000 SF above current bathhouse); E. Maintenance Bldg. - 2,000 SF (request is for 1,300 SF above 700 SF present Maintenance Bldg.); F. Equipment shed w/flammable storage - 1,500 SF; G. Group Facility - 11,500+ SF (request is for

Project Description – Describe the project in detail. If you have already prepared a project description, you may copy and paste it into the text box. Just be sure to double-check formatting after you have pasted, because this field will only allow text entries. Your description should be only long enough to completely describe the project. Due to the volume of Capital Projects requests received each year, concise but complete descriptions are preferred.

COSTS TAB

Category	Itemized Costs	Other Costs
New Building Construction Costs 37,650 sq. ft. @ \$ 150.00 estimated cost / sq. ft. <ABA can advise based on "Means Cost Estimating Guides">	\$5,647,500	Advertising* < Avg. = \$1,000 >
Renovated Building Construction Costs sq. ft. @ \$ estimated cost / sq. ft.		Land & Right of Way
Built-in Equipment		Site Surveys, Soil Boring and Testing* < +/- \$5,000 Each > \$12,500
Architectural or Engineering Fees < % of Construction Costs > ABA Fee Schedule. Average is 6.5% - 10%		Site Improvements \$2,461,893
Contingencies < 10.00 % of Item Construction Costs > Will Average 2.5% on High Budget Project to 10% on Low Budget Projects. Average is 5%.	\$564,750	Other* \$643,440
Moveable Equipment, Furnishings, & Exhibits	\$250,000	If other, specify Reproduction & Printing, Exhibits
Repairs, Renovation, & Major Maintenance Costs		* Reimbursable
TOTAL BASE PROJECT COSTS	\$6,462,250	TOTAL OTHER COST \$3,117,833

New/Renovated Building Construction Costs – As previously described on the Overview screen, here you would enter the square feet and estimated cost per square foot. The system will calculate the building cost for you. If your renovation project does not entail a square footage value, return to the Overview tab screen, and request the project as “Major Maintenance or Repair.”

Built-in Equipment – Enter the total value of built-in equipment in the total box under “Itemized Costs.”

Architectural, Engineering, and Contingency Fees – Enter both the total amount of these fees and the percentage of this cost as part of the overall project.

Moveable Equipment, Furnishings and Exhibits – Enter this value in the “Itemized Costs” column.

Repairs, Renovations, and Major Maintenance Costs – Enter this value in the “Itemized Costs” column.

Other Costs – Advertising, Land purchase, Surveys, and other costs related to acquisition or purchase of the asset should be entered here.

NOTE: All Project Costs should be entered as numeric characters.

METHOD OF FINANCE TAB

Capital Projects Data Entry System

Business Area: 0900 DEPT OF PARKS AND TOURISM | Project: New Project

Division: | Status: Complete Incomplete

Version: 1 | Fiscal Year: 20XX

Overview | Planning | Description | Costs | **Method of Finance**

Sources of Funding

State	Cash	Federal	Bond Proceeds	Other < specify >	Total
\$9,680,083					\$9,680,083

Anticipated Facility Operating Costs

	20XX-XX	20XX-XX	20XX-XX	20XX-XX
Personal Services		\$542,986	\$561,991	\$621,661
Positions		14	14	16
Utilities		\$30,010	\$31,060	\$32,147
M & O Costs		\$200,000	\$207,000	\$214,245
TOTAL		\$772,996	\$800,051	\$868,053

Operating Fund Sources

	20XX-XX	20XX-XX	20XX-XX	20XX-XX
General Revenue				
Cash		\$30,010	\$31,060	\$32,147
Federal				
Special		\$742,986	\$768,991	\$835,906
Other				
TOTAL		\$772,996	\$800,051	\$868,053

Source of Funding – Enter the anticipated sources of funding for your project. The amount of funding entered here should equal or exceed the Total Base Costs + Total Other Costs on the previous screen.


Anticipated Facility Operating Costs – Enter estimated Salaries, Positions, Utilities, and Maintenance and Operating Costs of the facility.

Operating Fund Sources – Enter the sources of funds that will be required to fund the total Anticipated Facility Operating Costs. Totals must match total amounts in Anticipated Facility Operating Costs.

NOTE: All Project Costs should be entered as numeric characters.

If you have any questions about entering information onto any of these screens or encounter any obstacles, please first save your changes, and then consult your Budget Analyst for additional instructions. Once you have saved your progress, your analyst will be able to review your project from our office and will be better prepared to assist you.

Once you have finished entering all data for your project, you should save the project to Complete Status. Saving a project as Complete instructs the system to check your project for errors and other inconsistencies.

The system will notify you of any errors using the exclamation mark () icon. Hover over the icon or read the text located in the bottom-left corner of the screen to learn more information about the error. If the error persists, please contact your Budget Analyst.

The program will systematically take you through the entire project, allowing you to address any errors that it finds. Once all errors have been addressed, there will be no more exclamation mark icons, and the system will notify you in the bottom-left corner that the project has been saved successfully to **Complete** status.

Done

All projects must be entered and saved to **Complete** status **no later than October 4th, 2024, without exception.**

RENEW PREVIOUS PROJECTS

All projects from a previous biennium have been copied to the current biennium. You must review all projects and update any information that is out of date.

When you select a previous project, the information previously entered will display in the project form. Please scroll through and update the information. **Most importantly, change the Fiscal Year date at the top to the first year of the current biennium.**

If you wish to delete a project, you must contact your Budget Analyst with DFA-OB.

The screenshot displays the 'Capital Projects Data Entry System' web interface. At the top, the browser title is 'PBAS - [CAPRJDES - Capital Projects Data Entry System]'. The navigation menu includes 'Application', 'Master Data', 'Annual', 'Biennial', 'Reports', 'Strategic Planning', 'Capital Projects', and 'Security'. The user is identified as 'brsharp@UAT' and the date is '7/3/2008 3:13:35 PM'. The main form area is titled 'Capital Projects Data Entry System' and contains the following fields and options:

- Business Area:** 0900 DEPT OF PARKS AND TOURISM
- Project:** Crater of Diamonds - Renovation of Park Campground, including ac
- Division:** [Empty dropdown]
- Version:** 1
- Fiscal Year:** 20XX
- Status:** Complete Incomplete

Below these fields are tabs for 'Overview', 'Planning', 'Description', 'Costs', and 'Method of Finance'. The 'Overview' tab is active, showing:

- Project Name:** Crater of Diamonds - Renovation of Park Campground, including access and utilities
- Project Type:** New Construction, Addition, Renovation, or Replacement of Existing Facility, Major Maintenance or Repair, Deferred Maintenance, Equipment Only, Energy Related, Other, Specify [Empty text box]
- Priority Rank:** 1 < 1 - Highest Agency Priority >
- Purpose:** Improvement or Expansion of Existing Program
- New Construction:** The agency certifies that new construction is the most appropriate and cost effective method of addressing the need for this project, in lieu of repair/renovation of existing facilities: Yes No
- Project History:** Was this project previously requested? Yes No. If so, when? 20XX-20XX. Approved by Governor? Yes No. Approved by General Assembly? Yes No.
- Estimated Project Initiation Date:** 07/01/20XX
- Estimated Project Completion Date:** 06/30/20XX

Now click the Save button. The project has been updated.

MODIFY PROJECT

You may modify projects that have been saved during the current biennium at any time until the close of business October 4, 2024 (this includes projects that have been marked as **Complete**).

If you wish to delete a project, you must contact your Budget Analyst with DFA-OB.

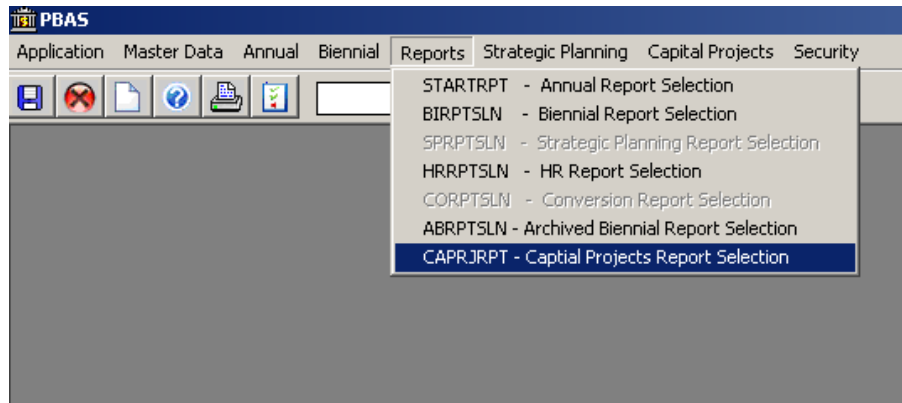
To modify a project, simply put in your Agency Code, Version 1, and Biennial Year. Then, select the project from the pull-down menu and press enter. You may now make your modifications.

The screenshot displays the 'Capital Projects Data Entry System' interface. At the top, the title bar reads 'PBAS - [CAPRJDES - Capital Projects Data Entry System]'. Below the title bar is a menu bar with options: 'Application', 'Master Data', 'Annual', 'Biennial', 'Reports', 'Strategic Planning', 'Capital Projects', and 'Security'. The user information shows 'User: brsharp@UAT' and 'Date: 7/7/2008 3:50:51 PM'. The main form area is titled 'Capital Projects Data Entry System' and contains several input fields and sections. The 'Business Area' is set to '0900 DEPT OF PARKS AND TOURISM', and the 'Project' is 'Lake Fort Smith - New Park Development'. The 'Version' is '1' and the 'Fiscal Year' is '20XX'. The 'Status' is set to 'Complete'. Below these fields are tabs for 'Overview', 'Planning', 'Description', 'Costs', and 'Method of Finance'. The 'Overview' tab is selected, showing the 'Project Name' as 'Lake Fort Smith - New Park Development'. The 'Project Type' is 'New Construction'. The 'Priority Rank' is '1' and the 'Purpose' is 'New Programs'. The 'Estimated Project Initiation Date' is '07/01/20XX' and the 'Estimated Project Completion Date' is '06/30/20XX'. There are also sections for 'Project History' with questions about previous requests and approvals.

You can save at any time. If the project status is shown as **Complete**, the system will automatically check your submission for errors.

VIEW PROJECT REPORT

Select Reports, then CAPRJRPT - Capital Projects Report Selection



Next, enter your Business Area then a list of completed projects will populate the drop-down menu.

A screenshot of the report selection form. The 'Report ID' is 'CPMANBCD - Summary Manual For Capital Projects'. The 'Business Area' is '0900'. The 'Division' is empty. The 'Version' is '1'. The 'Fiscal Year' is '20XX'. The 'Projects' dropdown menu is populated with 'Lake Fort Smith-New Park Development'. There are search and refresh icons next to the Business Area and Projects fields.

Execute the report. You may print a copy for your records or export the report to PDF format.

A screenshot of the report output. The title is 'CAPITAL PROJECT APPROPRIATION REQUEST PART B - PROJECT OVERVIEW'. The report details include: STATE AGENCY (OR INSTITUTION): DEPARTMENT OF PARKS AND TOURISM; PROJECT TITLE AND LOCATION: Lake Fort Smith - New Park Development; AGENCY RANK: 1. Section I. Project Type: New Construction, Addition, Renovation, or Replacement of Existing Facility, Major Maintenance, Renovation, or Repair, Deferred Maintenance, Equipment Only, Energy Related, Other (Specify):. Section II. Project Purpose. Section VIII. Project Usage: Will this project be used by other State (Public) Agencies? (if no, explain): Site will be utilized by public as recreation facilities. Income to be generated during the first Operation (if applicable): \$480,000.

SUPPORT AND CONTACT INFORMATION

Contact your DFA-OB Budget Analyst if you have any questions related to Capital Project Requests or PBAS Username/Password assistance.