



# Capital Planning Program

## FY 2010-2019 Capital Plan Instructions for Submitting Requests Using CPRd

### ALL DEPARTMENTS

Submit capital project requests for the 10-year capital plan using the Capital Planning and Reporting Database (CPRd) by Thursday, October 23, 2008. These are **NOT** budget requests. The total project cost for each request should be no less than \$500,000.

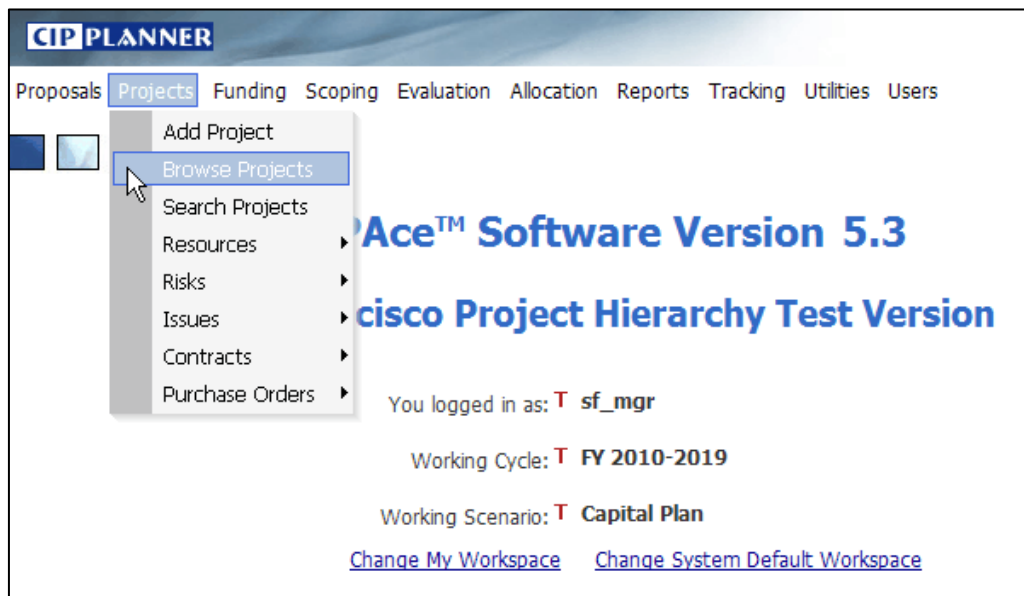
Please remember that facility renewal needs are managed through the Facilities Renewal Resource Model (FRRM) database; therefore, departments need not submit facility renewal requests using CPRd for the Capital Plan.

Instructions for updating requests submitted for previous capital plans are in Section A. The steps for submitting a new request using CPRd are in Section B. The Capital Planning Program (CPP) will contact departments to begin project review immediately following submissions. If you have any questions, please contact Adam Van de Water (558-4515) or Fran Breeding (558-4003).

### A. Updating Project Requests Submitted for Previous Capital Plans:

1. Go to [www.sfgov.org/cpp](http://www.sfgov.org/cpp) and click on the link to CPRd to log in. CPP staff will send each department an email containing their login information. Before proceeding, be sure pop-up blockers are disabled for this site.

Once logged in, you will begin by clicking on Projects at the top left of the CPRd screen. To update information for project requests that have been submitted in previous capital plan cycles, select “**Browse Projects**” (see below).



Once directed to the Browse Projects screen, be sure the Cycle “FY 2010-2019” and Scenario “Capital Plan” are selected from the drop-down menus. Use the remaining fields to refine your search for the project requests that need to be updated and/or resubmitted for the FY 2010-2019 Capital Plan. See the sample Browse Projects screen at the top of the next page.

**CIP PLANNER**

Projects | Funding | Scoping | Allocation | Reports | Tracking | Utilities | Users

**Browse Projects**

Cycle: FY 2009-2018 Scenario: Capital Plan

Project ID: Project Name: Fire Boat

Program: General Fund Sub-Program: --All--

Requesting Department: --All-- Project Manager:

Funding Status: Funded Schedule Status: --All--

Project Category: Enhancement FAMIS Project Code:

Sup. District: Dept. ID:

Search[Ctrl+0] Reset Clear

**2. Updating Basic Project Information:**

Click on the project you want to update and/or resubmit. Update basic project information that appears in the General tab. When finished, click **“Update”** at the bottom of the page.

**3. Updating Project Cost and Schedule:**

Please note that project costs for previously submitted requests assume escalation at 5% per year. After reviewing project information on the General tab and making changes where necessary, click on the Scoping tab and follow the instructions below to make any necessary changes to the project cost and schedule.

- (a) After updating project information on the General tab, CPRd automatically directs you to the Scoping screen. At the top of the page beneath the Project Name, notice the series of tabs: General, Scoping, Fund Source, and Allocation.
- (b) Review the cost information for the project and make the necessary changes by clicking directly on each cell in the Project Cost line. Be sure to enter the costs for each fiscal year in *current year dollars*. If you are not sure for which years funding is required, then place the total project cost in the FY 2009/10 column.
- (c) Once the project cost information has been updated, click on **“Save Scoping.”** When the project cost and schedule is finalized and ready for CPP review, click **“Submit Scoping.”** Clicking on **“Submit Scoping”** will prevent your department from being able to edit the project cost.

See the sample Scoping screen at the top of the next page.

**CIP PLANNER**

Proposals Projects Funding Scoping Evaluation Allocation Reports Tracking Utilities Users

**TEST: NEW PROJECT**

Planning Implementation Document Risk

General **Scoping** Ranking Filtering Fund Source Allocation

Cycle: T FY 2010-2019 Scenario: T Capital Plan

\*Project Budget Scenario (Orig, Revised, Forecast): T 4501-TEST: NEW PROJECT Default Scenario Add  
Browse

Financial

Config	Type	Total	Previous Cost	2009/10	2010/11	2011/12	2012/13
<a href="#">Config</a>	Project Cost	\$0	\$0	\$0	\$0	\$0	\$0
<a href="#">Config</a>	Operating Cost	\$0	\$0	\$0	\$0	\$0	\$0
<a href="#">Config</a>	Maintenance Cost	\$0	\$0	\$0	\$0	\$0	\$0

[Scope Online](#) [Scope In Excel](#) [View Scoping History](#) [Save Scoping](#) [Submit Scoping](#)

**4. Submitting Project Funding Sources and Amounts:**

(a) Once you submit project cost information, click on the Fund Source tab. Here, you will identify the funding sources for the project over the next ten years. Select the appropriate funding source(s) from the available options in the “Select Group for Project” area. Click on the right arrow button [ → ] button to move the funding sources into the box on the right side of the screen.

[NOTE: If no funding for the project has been secured, then assume the General Fund is the source; if only partial funding, assume remaining costs will be covered by the General Fund.]

(b) Repeat these steps in the area labeled “Select Fund for Project.” Click on “**Save**” at the bottom of the screen to submit the funding sources. See the sample Fund Source screen at the top of the next page.

**CIP PLANNER**

Proposals Projects Funding Scoping Evaluation Allocation Reports Tracking Utilities Users

**TEST: NEW PROJECT**

Planning Implementation Document Risk

General Scoping Ranking Filtering **Fund Source** Allocation

Cycle: T FY 2010-2019 Scenario: T Capital Plan

**Select Group For Project T**

UnSelected Groups: T	Selected Groups: T
2 - Local - GO Bond	1 - Local - General Fund
4 - Local - Capital Planning Fund	3 - Local - General Fund Debt
<b>6 - Federal</b>	5 - Local - Other Sources
7 - State	
8 - To Be Determined	
AIR - Airport	

**Select Fund For Project T**

UnSelected Funds: T	Selected Funds: T
01 - Local - General Fund	
03 - Local - General Fund Debt	
05 - Local - Other Sources	

Save

(c) After saving the funding sources, click on the Allocation Tab. On this screen, enter the total amount of funding from each revenue source by clicking directly on each cell in the appropriate row and column (only white-shaded areas can be edited). Click on "Save" at the bottom of the screen to submit the funding amounts. See the sample Allocation screen at the top of the next page.

**CIP PLANNER**

Proposals Projects Funding Scoping Evaluation Allocation Reports Tracking Utilities Users ? E

**TEST: NEW PROJECT**

Cycle: **T**  Scenario: **T**

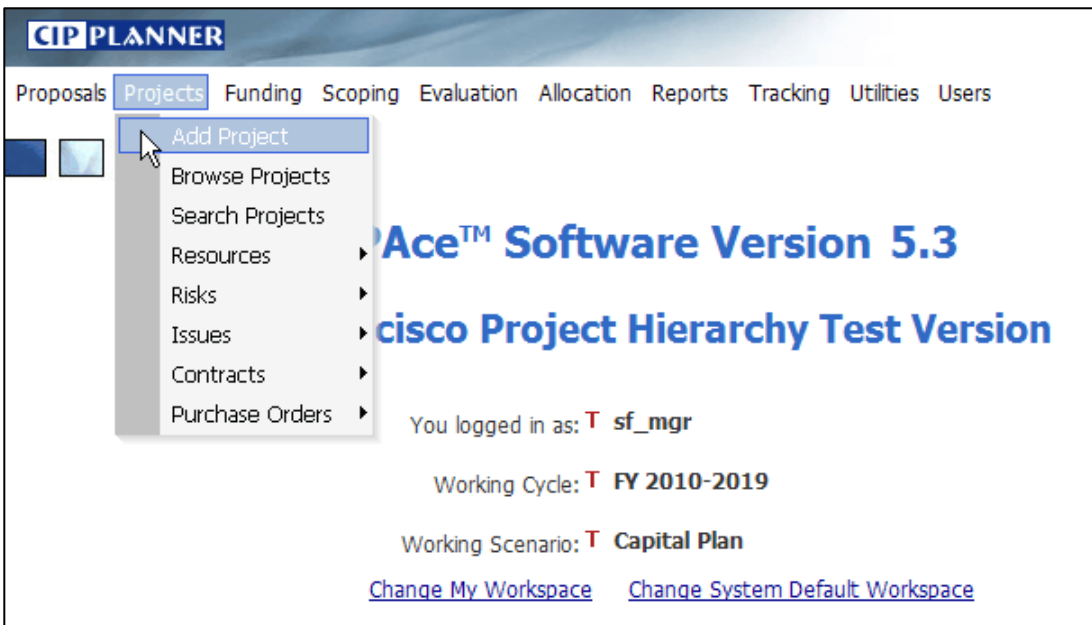
Project: **T**

	Total <b>T</b>	Previous	09/10	10/11	11/12	12/13
Funding Required <b>T</b>	\$0	\$0	\$0	\$0	\$0	\$0
<input type="checkbox"/> Group 1 - Local ...	\$0	\$0	\$0	\$0	\$0	\$0
Fund 01-Local - ...	\$0	\$0	\$0	\$0	\$0	\$0
<input type="checkbox"/> Group 5 - Local ...	\$0	\$0	\$0	\$0	\$0	\$0
Fund 05-Local - ...	\$0	\$0	\$0	\$0	\$0	\$0
<input type="checkbox"/> Group 6 - Federa...	\$0	\$0	\$0	\$0	\$0	\$0
Fund 06-Federal<...	\$0	\$0	\$0	\$0	\$0	\$0
Total Funding Allocated <b>T</b>	\$0	\$0	\$0	\$0	\$0	\$0
Additional Funding Needed <b>T</b>	\$0	\$0	\$0	\$0	\$0	\$0

5. *You have successfully updated a previously submitted project request for the FY 2010-2019 Capital Plan!*

## B. Submitting a New Project Request:

1. Go to [www.sfgov.org/cpp](http://www.sfgov.org/cpp) and click on the link to CPRd to log in. After logging in, click on Projects at the top left of the CPRd screen. To submit a new request, select “Add Project.”



### 2. Submitting Basic Project Information:

On the “Add Project” screen, fill out the required fields, indicated by a red asterisk. When selecting the Program, unless it is an Enterprise Department request, select General Fund. To assist in the review and analysis of project requests, please provide as much of the non-required information as possible. In the “Proposed Project Funding Sources” field, be sure to list all anticipated funding sources for the project. See the sample “Add Project” screen at the top of the next page.

**CIP PLANNER**

Proposals Projects Funding Scoping Evaluation Allocation Reports Tracking Utilities Users

**Add Project**

\*Project ID: T 111980  FAMIS Project Code: T

Dept. ID (ie, JO#): T

\*Project Name: T TEST: NEW PROJECT

\*Program: T General Fund

Subprogram: T

Annual Project: T  Yes  No

Project Manager (Last, First): T

\*Requesting Department: T DPW - Public Works

PM Phone Number: T

Department Ranking Priority: T

Project Category: T

Performing Bureau/Unit: T

\*Performing Department: T DPW - Public Works

\*Sup. District: T 07 - Elsbernd

Upload New Project Picture: T

Project Location: T

Location Description: T

Facility Name: T

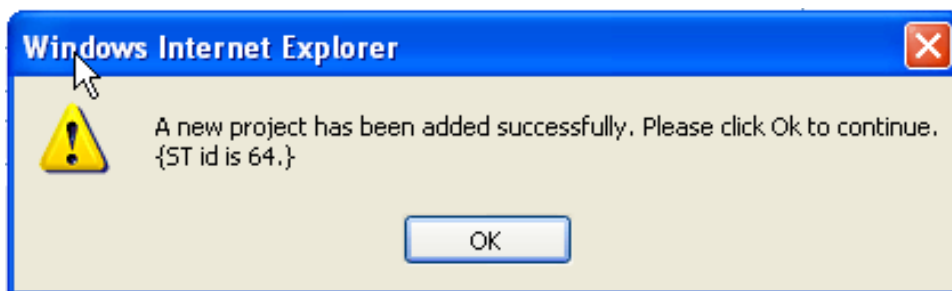
Facility # (from REIS or FRRM): T

Project Description: T Insert brief description of project scope in this field.

Project Justification: T Insert argument for funding this project here (e.g. The project will result in X amount of savings in operating costs.).

Proposed Project Funding Source: T If desired, list descriptive titles of the project's funding sources, both secured and unsecured.

When finished, scroll to the very bottom of the screen and click **“Save & Continue.”** A pop-up box, shown below, will inform you that the project has been added successfully. Click **OK**.



3. **Submitting Project Cost and Schedule:**

(a) Once basic project information is successfully added, CPRd automatically directs you to the Scoping screen. At the top of the page beneath the Project Name, notice the series of tabs: General, Scoping, Fund Source, and Allocation.

(b) Enter the total project budget in *current year dollars* for each fiscal year by clicking directly on each cell in the Project Cost line. If you are not sure for which years funding is required, then place the total project cost in the FY 2009/10 column.

(c) Once the project cost information has been added, click on **“Save Scoping.”** When the project cost and schedule is ready for CPP review, click **“Submit Scoping.”** Clicking on **“Submit Scoping”** will prevent your department from being able to edit the project cost.

See the [sample Scoping screen](#) at the top of page 3.

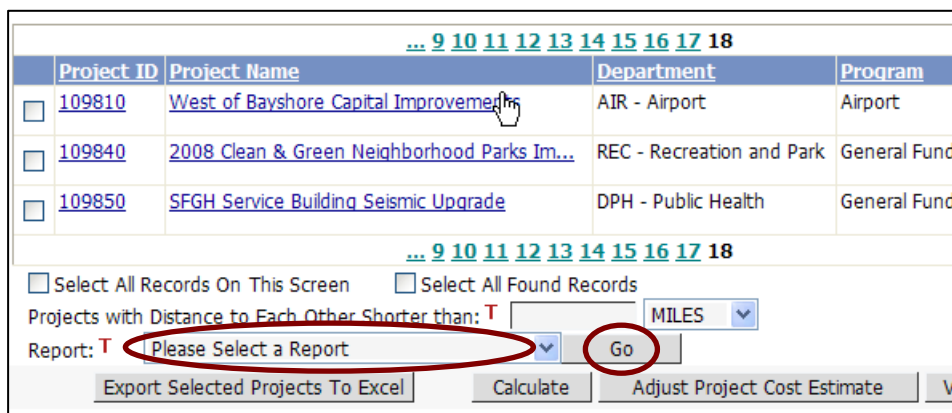
4. **Submitting Project Funding Sources and Amounts:**

Please see [Section A.4.](#) for instructions on submitting funding information for new capital project requests.

5. **You have successfully submitted a new capital project request for the FY 2010-2019 Capital Plan!**

**C. Additional Information:**

To review the projects you have submitted for the FY 2010-2019 Capital Plan, go to the “Browse Projects” screen. Be sure the Cycle “FY 2010-2019” and Scenario “Capital Plan” are selected from the drop-down menus. To ensure the search returns all project requests submitted, leave all remaining fields blank. Click **“Search.”** Select all of the projects by checking **“Select All Found Records”** just beneath the search results. Then, select **“Projects Description Report”** from the Report drop-down menu and click **“Go.”** See the sample screen below. Please note that project cost information will only appear in the report if you click **“Submit Scoping”** on the Scoping screen.



The help feature, specific to the screen being viewed, provides a description of information displayed as well as instructions for entering information. To access this information, click the question mark icon ( ? ) at the top right of each page.

To determine if a project was funded or deferred in last year’s capital plan, go to the “Browse Projects” screen. Be sure the Cycle “FY 2009-2018” and Scenario “Capital Plan” are selected from the drop-down menus. Select **“Funded”** from the Funding Status drop-down menu on the Browse Projects screen. To ensure the search returns all funded project requests from the previous Capital Plan, leave all remaining fields blank. Click **“Search”** to see all projects that were funded in the FY 2009-2018 Capital Plan. Select **“Unfunded”** from the Funding Status drop-down menu to view all deferred projects.