

LEGISLATION CAP-35-18 PROJECT CHANGE PROCESS & PROCEDURES

CAP-35-18, which enacted the Síhasin Fund Powerline and Chapter Projects Expenditure, includes a provision which allows projects to be changed, including the year funded, or added, so long as (1) the added project is “construction-ready”, i.e., ready to start as soon as the Síhasin funds are received; and (2) the total amount of the projects funded in the Council Delegate’s District do not exceed \$4,166,666.67. Section Four, Subsection C, on page 13 of the legislation specifically states that:

A chapter project, powerline, or waterline project may be changed, including the year funded, or added to “Exhibits A through E” with the concurrence of the Delegate representing the chapter’s Council District and the approvals of the Resources and Development Committee (RDC), and Budget and Finance Committee (BFC), as long as such project has been certified as construction-ready by CPMD or NTUA and the total Síhasin funding for the District does not exceed \$4,166,666.67.

The adding of a project or the changing of a funding year does *not* excuse the project from complying with all of CAP-35-18’s mandates and timelines.

Set forth below are step-by-step instructions on how to comply with CAP-35-18 when: (1) adding and/or deleting a project(s); (2) increasing or reducing the funding for a project; and/or (3) changing the funding year of a project(s). These instructions and steps apply to projects at both LGA Certified and non-LGA Certified Chapters.

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STEP ONE

- Chapter Capital Projects (Exhibit D) and Non-NTUA Powerline Projects (Exhibit C): The Capital Projects Management Department (CPMD) must sign the applicable PROJECT PROPOSALS CHECK-OFF LIST certifying that the project folder for any project to be added to CAP-35-18 is complete and the project is “construction-ready”. The same CPMD certification is required when the funding for a project is to be moved to an earlier year. CPMD certification is not required when the funding for a project is to be moved to a later year.

An example of a PROJECT PROPOSALS CHECK-OFF LIST is included here as Attachment A. PROJECT PROPOSALS CHECK-OFF LISTS are available on CPMD’s website at cpmd.nndcd.org under the “Forms” link.

- NTUA Powerline Projects (Exhibit B) and NTUA Waterline Projects (Exhibit E): For a NTUA project to be added or funding for a NTUA project to be moved to an earlier year, NTUA must sign a memorandum of certification or check-off list equivalent indicating that the Chapter has provided all necessary information for the project to be started as soon as funding is received. NTUA certification is not required when funding for a NTUA project is to be moved to a later year.

SEE NEXT PAGE FOR “STEP TWO”

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STEP TWO

- A completed CAP-35-18 PROJECT CHANGE FORM should be signed by the respective Council Delegate and submitted to CPMD for review and sign-off. This applies to *all* project changes, including LGA Certified Chapter projects, *Non*-LGA Certified Chapter projects, CPMD projects and NTUA projects.

The CAP-35-18 PROJECT CHANGE FORM and INSTRUCTIONS are included here as Attachment B.

- A CPMD PROJECT PROPOSALS CHECK-OFF LIST or NTUA equivalent for each project to be changed must be attached to the CAP-35-18 PROJECT CHANGE FORM. The only exception is that projects wherein funding will be moved to a later year do not have to attach a CPMD PROJECT PROPOSALS CHECK-OFF LIST or NTUA equivalent.
- CPMD's signature on the PROGRAM CHANGE FORM certifies that the project change(s) comply with CAP-35-18:
 1. Each new or added project is "construction-ready", i.e., ready to start as soon as the Síhasin funds are distributed; and
 2. After the proposed project changes are made, the total funding for the Council District will not exceed \$4,166,666.67.

SEE NEXT PAGE FOR "STEP THREE" AND "STEP FOUR"

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STEP THREE

After Step One and Step Two above are completed, the respective Council Delegate will be ready to submit a request to the Office of Legislation Council for Resources & Development Committee and Budget & Finance Committee legislation. The completed CAP-35-18 PROJECT CHANGE FORM should be included with the legislation request and will be incorporated as an exhibit to the legislation.

STEP FOUR

A copy of the approved legislation should be delivered to CPMD, Office of the Controller and Office of Management & Budget. A copy of the approved legislation should also be kept at the effected chapter(s).

INSTRUCTIONS
FOR
CAP-35-18 PROJECT CHANGE FORM

The **CAP-35-18 PROJECT CHANGE FORM** (“FORM”) is intended to be submitted to the Capital Projects Management Department (“CPMD”) for review and signature, and then attached as an exhibit to the committee legislation requesting approval of the project change(s).

The following instructions apply to *all* project changes, including LGA Certified Chapter projects, *Non-LGA* Certified Chapter projects, CPMD projects, NTUA powerline, waterline projects, and non-NTUA powerline projects. The instructions are intended to ensure that all information is correctly included so that CPMD can provide an expeditious review and sign-off.

1. The “CPMD REF # _____” (*will be filled in by CPMD*).
2. The “COUNCIL DISTRICT” line should be filled in with the name of the Council Delegate representing the chapter(s) whose project(s) is to be changed.
3. The FORM should be signed and dated by the Council Delegate *before* the FORM is submitted to CPMD. This is necessary as CAP-35-18 requires project changes be concurred with by the Delegate representing the Council District where the project(s) at issue at located.
4. The “PROJECTS TO BE ADDED” section is where each *new* project is to be listed. In situations where the funding year for a project is to be changed, the project, along with its *new* funding year, should be listed in the “PROJECTS TO BE ADDED” section.
 - a. The “CHAPTER” block should be filled in with the name of the Chapter where the added project is located.
 - b. The “PROJECT DESCRIPTION” block should describe the added project, including whether it is planning, design, renovation, construction, adding funds to an ongoing project, etc.

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- c. The “CPMD Project Mgr” blocks should indicate the name or initials of the CPMD Project Manager assigned to each respective project. If a CPMD Project Manager has *not* been assigned, indicate that by “none” or “n/a”.
 - d. The “FUNDING” blocks should indicate which year(s) funding is requested, as well as the total amount of funding requested.

Note: CAP-35-18 only allows 24 months after distribution for the funds to be spent or encumbered. Also, please note that Year 1 funding will be available for distribution on July 1, 2018; Year 2 funding will be available on January 1, 2019; and Year 3 funding will be available on January 1, 2020.
 - e. The “CHECK-OFF LIST?” block should indicate by either a “yes” or “no”, whether a CPMD certified completed Project Proposals Check-Off List or NTUA equivalent is attached to the Form. CAP-35-18 requires that CPMD or NTUA certify that an added project, including earlier year funding, is construction-ready.
 - f. The “TOTAL ADDED FUNDING” block should indicate the total dollar amount for *all* added projects and should include funding being added for a different year.
5. The “PROJECTS TO BE DELETED” section is where each existing project to be deleted should be listed, this includes projects where the funding is to be reduced but not completely eliminated. In situations where the funding year for a project is to be changed, the existing project, along with its existing funding year, should be listed in the “PROJECTS TO BE DELETED” section.

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- a. The “EXHIBIT & PROJECT NO.” block, please use the CAP-35-18 Exhibit and Project Number for the deleted project. For example, *if* the Alamo-Powerline/Waterline (Exhibit E, Project No. 1) was to be deleted it would be identified here as E-1.
 - b. The “PROJECT DESCRIPTION” block should state the Chapter wherein the deleted project is located plus the project description used in the CAP-35-18 exhibits.
 - c. The “CPMD Project Mgr” blocks should indicate the name or initials of the CPMD Project Manager assigned to each respective project. If a CPMD Project Manager has *not* been assigned, indicate that by “none” or “n/a”.
 - d. The “FUNDING” blocks should indicate how much money is being deleted each year, as well as the total amount of funding deleted. If the funding for a project is only being reduced and not completely eliminated, only the dollar amount of the reduction should be listed.
 - e. The “ALL FUNDING DELETED?” block should indicate “yes” if all funding for a project is being deleted and “no” if the funding for a project is only being reduced and not completely eliminated.
 - f. The “TOTAL DELETED FUNDING” block should indicate the total dollar amount of funding being deleted and should include funding being moved to a different year.
6. The “TOTAL ADDED FUNDING” amount and the “TOTAL DELETED FUNDING” amount must match exactly.
 7. CPMD will sign the FORM after it has verified that the FORM is in strict compliance with CAP-35-18.

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8. The FORM should then be submitted to the Office of Legislative Counsel by the respective Delegate as an attachment to their request for committee legislation.

CAP-35-18 PROJECT CHANGE FORM

COUNCIL DISTRICT: _____

DELEGATE SIGNATURE: _____

DATE: _____

PROJECTS TO BE ADDED							
<u>Chapter</u>	<u>Project Description</u>	CPMD Project Mgr	<u>Funding</u>				Check-Off List?
			<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Total Funding</u>	
Total Added Funding:							

CAP-35-18 PROJECT CHANGE FORM

<u>PROJECTS TO BE DELETED</u>							
<u>Exhibit & Project No.</u>	<u>Project Description</u>	<u>CPMD Project Mgr</u>	<u>Funding</u>				<u>All Funding Deleted?</u>
			<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Total Funding</u>	
Total Deleted Funding:							

CPMD has reviewed the CAP-35-18 Project Change Form and concurs that:

1. The total amount of funding for the added projects equals the total amount of funding for the deleted projects;
2. Each added project has a completed Project Check-Off List signed off by CPMD and attached to this Form; and
3. After the projects have been added and deleted, the total CAP-35-18 funding for the Council District does not exceed \$4,166,666.67.

CPMD: _____
Name & Title

Signature

Date