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Bulletin

Title: ARS 5-Year Capital Projects and Repair Plan (CPRP)

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This bulletin introduces the Agency's new long range facility planning approach to better manage ARS real property needs and capital investments.

Background

The Agricultural Research Service (ARS) 5-year facility plan process captures and records future planned projects based on completed facility condition studies/assessments, or general knowledge of facility needs. The plan describes needed work and associated funding at all ARS locations and worksites. This plan is reviewed and updated each year.

Executive Order (E.O.) 13327, Federal Real Property Asset Management, requires executive departments and agencies to promote the efficient and economical use of America's real property assets and to assure management accountability for implementing Federal real property management reforms. The United States Department of Agriculture (USDA) and ARS recognized the need to adopt a structured, performance-based, long range facility planning approach to better manage the Agency's extensive inventory of real property assets and capital investments.

Accordingly, ARS has converted its 5-year facility plan into the 5-Year Capital Projects and Repair Plan (CPRP) by incorporating performance measures and other requirements supporting the goals and objectives of the E.O. 13327, USDA Asset Management Plan (AMP), ARS Building Block Plan (BBP), and the ARS Strategic Plan. A sample template of the new ARS 5-Year CPRP is provided as *Exhibit 1*.

Appropriate investment review boards and approval authorities have also been established to screen and validate each project conformance to the Agency mission and business goals.

Acronyms

AMP	Asset Management Plan
AMRB	Asset Management Review Board(s)
ARMP	Annual Resource Management Plan
ARS	Agricultural Research Service
B&F	Buildings and Facilities
BBP	Building Block Plan
BPIB	Budget Performance and Integration Board
CI	Condition Index
CPAIS	Corporate Property Automated Information System
CPRP	Capital Projects and Repair Plan
DM	Deferred Maintenance
E.O.	Executive Order
FD	Facilities Division
FRPC	Federal Real Property Council
FY	Fiscal Year
GSA	General Services Administration
HWC	Hazardous Waste Cleanup
O&M	Operations and Maintenance
R&M	Repair and Maintenance
USDA	United States Department of Agriculture

General Guidance and Procedures

Investment Review and Approval for Projects Costing \$25,000 and above.

Effective fiscal year (FY) 2007, each proposed facility project costing \$25,000 and above (includes new construction, repair, land purchase and disposal) shall be reviewed and approved by the appropriate Asset Management Review Board (AMRB). Approval authorities having jurisdiction (see Table 1), will validate projects as well conceived, cost effective, and supportive of the ARS strategic mission and business goals.

The reviewing authority and approval authority for each project shall be based upon the value of the total project budget costs. Total project budget costs include planning, design, construction management, and construction as defined by ARS Manual 242.4, Major Facilities Construction.

All approved projects must still compete for funding through the Agency's annual budget process and be listed on the ARS 5-Year CPRP in order to be considered for funding opportunities.

Table 1 – Investment Review and Approval Authorities

Investment Type	Project Value	Review Authority <i>(to review/validate and recommend approval/disapproval of proposed projects)</i>	Approval Authority <i>(to approve/disapprove projects)</i>
Major	\$10,000,000 and above or High Risk	USDA AMRB/Budget and Performance Integration Board (BPIB)	Secretary
Significant	General Services Administration (GSA) prospectus level and above but under \$10,000,000	ARS AMRB/ USDA AMRB (3-Year Timeline)	ARS Administrator
Non-Major	\$1,000,000 and above but under the GSA prospectus level (currently at \$2,410,000 for FY2007)	ARS AMRB	
	\$25,000 and above but under \$1,000,000	Area AMRB	Area Director

The responsible AMRB shall consider the following when evaluating proposed projects:

- The relationship of the projects to any existing facility master plans and modernization studies or plans, facility-specific security risk assessments, adherences to governing Agency policies, legal requirements and/or mandates on energy conservation, physical security, and access for the disabled.
- Prioritize projects or needs according to funding authority or type of funds to be used (i.e., Program, Building and Facilities (B&F), Repair and Maintenance (R&M), Hazardous Waste Cleanup (HWC), etc). Anticipate expected funding allocation trends for these construction program authorities to better manage overall program budget needs. Consider the impacts of the project on the normal Operations and Maintenance (O&M) budget.
- Use performance measures as part of the asset management decision process. Consider environmental impacts of the projects, the use of “green” or environmentally preferable products, renewable energy sources, and recognize appropriate economic and legal constraints.

Development and Submission of the Area 5-Year CPRP

Area Offices shall develop and maintain an up-to-date 5-Year CPRP consisting of a prioritized list of all AMRB-validated and approved Area facility projects on a location basis costing \$25,000 and above (includes new construction, repair, land purchase, and disposal). Project documentation shall include relevant Asset and Performance Measure information in accordance with the 5-Year CPRP template and the field definitions provided in *Exhibit 1*.

Area Offices shall submit their respective 5-Year CPRP to the Facilities Division (FD) by April 15 of each year. FD will consolidate all 5-Year CPRP submissions and publish an annual update of the ARS 5-Year CPRP by June 1 of each year.

Any changes to the 5-Year CPRP must be validated by the appropriate AMRB. Approved changes should be reflected in a new Area 5-Year CPRP and submitted to FD.

Roles and Responsibilities

AMRB (ARS AMRB and Area AMRB)

General

- The responsible AMRB shall review and validate proposed facility projects in accordance with the approved Agency and Area AMRB charters.
 - **(Area AMRB)** Recommend approval/disapproval of all projects \$25,000 and above. It is expected that all foreseeable, non emergency High Priority Requirements List (HPRL) projects \$25,000 or more will be on the Area

- 5-year CPRP. It is intended that the Area AMRB approved list will become the de facto HPRL. Projects over \$1 million will go before the ARS AMRB.
- **(ARS AMRB)** Recommend approval/disapproval of all projects \$1 million and above. Projects at the GSA prospectus level (currently at \$2,410,000 for FY 2007) and above will be listed as individual projects on the ARS Three-Year Timeline and forwarded to the Department for review. Projects below the GSA prospectus level will be consolidated on the ARS Three-Year Timeline.
- Prioritize projects or needs according to funding authority or type of funds to be used (i.e., B&F, R&M, HWC, etc.).
- Review opportunities to right-size inventories and reduce O&M cost through consolidation and disposal.
- Ensure that both the Department and ARS criteria and performance goals are considered and implemented when making capital investment decisions.
- Assure that the ARS Real Property Program remains in compliance with E.O. 13327, USDA AMP, and ARS BBP including other related Agency's implementing directives or issuances.

Area Director

- Approve/disapprove projects recommended by the Area AMRB.
- Review and approve Area 5-Year CPRP submission.

Facilities Division

- Consolidate Area 5-Year CPRP submissions and develop and publish annual update of the ARS 5-Year CPRP. Ensure projects are adequately described and costs estimated. Ensure correct construction authorities are used as defined by the Agency construction programs.
- Coordinate the review, validation, and approval of all capital projects by the appropriate AMRB.
- Integrate approved projects into a Three-Year Timeline for submission to the Department.

Area Office Engineer

- Assist in the AMRB review and validation of all proposed Area facility projects. Ensure consistency of planned projects with the findings of completed facility condition studies/assessments, site visits, or inspections. Ensure projects are adequately described

and costs estimated. Ensure correct construction authorities are used as defined by the Agency construction programs.

- Develop and maintain an up-to-date Area 5-Year CPRP identifying all AMRB-validated and approved Area projects costing \$25,000 and above (includes new construction, repair, land purchase, and disposal).
- Develop and submit annual update of respective Area 5-Year CPRP to FD for incorporation in the ARS CPRP.

Area Safety and Health Manager

- Assist in the AMRB review and validation of all proposed Area facility projects. Ensure consistency of planned projects with safety and health inspection results, safety abatement plans, environmental impact assessments and analysis, and associated costs.

Area Real Property Officer

- Assist in the AMRB review and validation of all proposed Area facility projects. Ensure realty interests for proposed projects are sufficient and reasonable.
- Enter the Condition Index, Utilization, O&M, Deferred Maintenance performance measure information (available in CPAIS) for the corresponding Asset ID listed on the 5-Year CPRP.
- Assure that the ARS Real Property Program remains in compliance with USDA AMP, ARS BBP, and implementing directives.

Point Of Contact

For further information, please contact Ed Reilly, Deputy Director, FD, on 301-504-1210.

_____/s/
PATRICK G. BARRY
Director
Facilities Division

Enclosures

Exhibit 1 - SAMPLE 5-YEAR CPRP TEMPLATE & FIELD DEFINITIONS

PROJECT INFORMATION <i>(Special Instructions - Each line item should be greater than or equal to \$25K.)</i>	
Field	Definition
Last Year's Priority	Prioritize projects from highest to lowest (e.g., 1, 2, 3, etc., with 1 being the highest.)
New Priority	Reprioritize existing projects and newly added projects on the list. Do not include projects deleted from last year's list.
Project Title	Enter the title of the project. Begin project title with key action words to describe the ultimate project activity to take place; i.e., Construct, Renovate, Alter, Repair, Replace, Remove, Modify, Upgrade, Install, Demolish, etc.
Project Type	Select the appropriate option (DEMO = Demolition or Disposal, ER = Energy Retrofit, H/G = Headhouse/Greenhouse, HWC = Hazardous Waste Cleanup, LP = Land Purchase, MAJ = Major Construction, MISC = Miscellaneous Construction, MOD = Modernization, R&M = Repair and Maintenance, TPA = Ten Percent Alteration, TSB = Ten Small Buildings, USB =Unlimited Small Buildings.) See P&P 242.2 for ARS Facilities Construction Authorities definitions.
Project Cost	Total estimated project budget costs (in thousands) include planning, design, construction, construction management, and contingency as defined by ARS Manual 242.4 – Major Facilities Construction.
Funding to Date	Enter the total amount of funds received by the project from prior fiscal years (in thousands).
Type of Funds	Enter the type of funds used. PRO = Program, B&F = Building and Facilities, R&M = Repair and Maintenance, HWC = Hazardous Waste Cleanup, or OTH = other.
Remaining Funding Needs	Identify funding needs for each of the next five fiscal years and identify additional funding needs beyond the fifth year, as appropriate (in thousands).

ASSET INFORMATION *(Special Instructions – Update the following field with the applicable information from CPAIS.)*

Field	Definition
Installation ID	Enter the ID for the installation.
Asset ID	Enter the ID for the asset.
Predominant Use Code	<p>Select the appropriate option.</p> <p><u>Predominant Use Codes for Buildings:</u> 10 (office) 30 (family housing) 31 (dormitories and barracks) 41 (warehouse) 60 (service) 74 (laboratories) 80 (all other)</p> <p><u>Predominant Use Codes for Structures:</u> 16 (reclamation and irrigation) 18 (flood control and navigation) 40 (storage other than buildings) 60 (service other than buildings) 70 (research and development other than laboratories) 71 (utility systems) 72 (communication systems) 76 (roads and bridges) 77 (railroads) 78 (monuments and memorials) 80 (all other)</p>
Plant Replacement Value (PRV)	<p>Identify the estimated Present Replacement Value of the building, structure, or land (in thousands).</p> <p>(Federal Real Property Council (FRPC) definition) “Plant Replacement Value” (or functional replacement value) is the cost of replacing an existing asset at today’s standards.</p>

PERFORMANCE MEASURES (Special Instructions – Update the field with the applicable information from CPAIS)

Field		Definition
Mission Dependency (MD)		<p>Identify assigned Mission Dependency (MD) code as captured in CPAIS.</p> <p><u>(FRPC definition)</u> The value an asset brings to the performance of the mission as determined by the governing agency in one of the following categories:</p> <ol style="list-style-type: none"> 1. Mission Critical – without constructed asset or parcel of land, mission is compromised; 2. Mission Dependent, Not Critical – does not fit into <i>Mission Critical</i> or <i>Not Mission Dependent</i> categories; or 3. Not Mission Dependent – mission unaffected. 4. Not Rated
Performance Measures Before	Condition Index (CI)	<p>Identify assigned Condition Index as captured in CPAIS.</p> <p><u>(FRPC definition)</u> The Condition Index (CI) is a general measure of constructed asset condition at a specific point in time. CI is calculated as the ratio of repair needs to plant replacement value (PRV) (also known as functional replacement value). The CI will be calculated as (1 - \$repair needs/\$PRV x 100).</p> <p>The higher the CI the better the condition the constructed asset is in. “Repair needs” is the amount necessary to ensure that a constructed asset is restored to a condition substantially equivalent to the originally intended and designed capacity, efficiency, or capability. “Plant replacement value” (or functional replacement value) is the cost of replacing an existing asset at today’s standards.</p>
	Utilization Index (UI)	<p>Identify Utilization Index as captured in CPAIS.</p> <p><u>(FRPC definition)</u> The state of having been made use of, i.e., the rate of utilization. Utilization is captured in CPAIS as a percent utilization on a scale of 0 percent to 100 percent.</p>

	Operations and Maintenance (O&M)	<p>Identify Operations & Maintenance costs (in thousands) as captured in CPAIS.</p> <p><u>(FRPC definition)</u> Annual operating and maintenance costs include:</p> <ol style="list-style-type: none"> 1. Recurring maintenance and repair costs; 2. Utilities (includes plant operation and purchase of energy); 3. Cleaning and/or janitorial costs (includes pest control, refuse collection and disposal to include recycling operations); and 4. Roads/grounds expenses (includes grounds maintenance, landscaping and snow and ice removal from roads, piers and airfields).
	Backlog Deferred Maintenance (DM)	Enter the backlog deferred maintenance (in thousands).
Performance Measures After (Once In Service)	CI	Enter the estimated new Condition Index.
	UI	Enter the estimated new Utilization Index.
	O&M	Enter the estimated new O&M cost.
	DM eliminated	Enter the deferred maintenance eliminated (in thousands).
	New DM	Enter the new deferred maintenance (remaining from the backlog).

AGRICULTURAL RESEARCH SERVICE 5-YEAR CAPITAL PROJECTS AND REPAIR PLAN

BA		BELTSVILLE		MD										
(AREA)		(CITY)		(STATE)										
PROJECT INFORMATION														
LAST YEAR'S PRIORITY	PRIORITY	PROJECT TITLE	PROJECT TYPE	PROJECT COST (\$000)	FUNDING TO DATE (\$000)	TYPE OF FUNDS	REMAINING FUNDING NEEDS							
							FY 2008		FY 2009		FY 2010		FY 2011	
							D	C	D	C	D	C	D	C
BALANCE FORWARD							\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
1	1	EAST WATER SYSTEM (POTABLE WATER)	MOD	\$11,000	\$5,800	B&F	\$2,000		\$2,000					\$1,200

PROJECT TYPE CODES:

- DEMO = Demolition/Disposal
- ER = Energy Retrofit
- H/G = Headhouse/Greenhouse
- HWC = Hazardous Waste Cleanup
- LP = Land Purchase
- MAJ = Major Construction
- MISC = Miscellaneous Construction
- MOD = Modernization
- R&M = Repair and Maintenance
- TPA = 10 Percent Alteration
- TSB = 10 Small Buildings
- USB = Unlimited Small Buildings

TYPE OF FUNDS CODES:

- PRO = Program
- B&F = Buildings and Facilities
- R&M = Repair and Maintenance
- HWC = Hazardous Waste Cleanup
- OTH = Other

AGRICULTURAL RESEARCH SERVICE 5-YEAR CAPITAL PROJECTS AND REPAIR PLAN

				ASSET INFORMATION				PERFORMANCE MEASURES (BEFORE AND AFTER IMPLEMENTING PROJECT)										
FY 2012		BEYOND FY 2012	TOTAL	INSTLN. ID	ASSET ID	PRED USE CODE	PRV (\$000)	MD	CI (%)		UTILIZATION		O&M (\$000)		DM (\$000)			
D	C								OLD CI	NEW CI	OLD UI	NEW UI	OLD O&M	NEW O&M	BACKLOG DM	DM ELIMINATED	NEW DM	
\$0	\$0	\$0	\$0															
			\$5,200			60												

PREDOMINANT USE CODES:

BUILDINGS:
 10 = Office
 30 = Family Housing
 31 = Dormitories & Barracks
 41 = Warehouse
 60 = Service
 74 = Laboratories
 80 = All Other

STRUCTURES:
 16 = Reclamation & Irrigation
 18 = Flood Control & Navigation
 40 = Storage Other Than Buildings
 60 = Service Other Than Buildings
 70 = R&D Other Than Laboratories
 71 = Utility Systems
 72 = Communication Systems
 76 = Roads and Bridges
 77 = Railroads
 78 = Monuments and Memorials
 80 = All Other

MISSION DEPENDENCY CODES:

1 = Mission Critical
 2 = Mission Dependent, Not Critical
 3 = Not Mission Dependent
 4 = Not Rated

UTILIZATION CODES:

1 = Over Utilized
 2 = Utilized
 3 = Under Utilized
 4 = Not Utilized