

ARS CSREES ERS NASS

Bulletin

Title: ARS Capital Project and Repair Plan (CPRP)

Number: 08-151

Date: November 26, 2007

Expiration: November 26, 2008

Originating Office: ARS-AFM-Facilities Division

Distribution: ARS Headquarters, Areas, and Locations

This bulletin replaces bulletin 07-151 to incorporate key principles and concepts of the USDA's Real Property Capital Programming and Investment Process (CPIP), dated October 29, 2007.

Background

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 Department of Agriculture (USDA) and Agricultural Research Service (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.

To meet the goals and objectives of the EO 13327, ARS developed its multi-year facility plan called the ARS Capital Project and Repair Plan (CPRP) in conjunction with the USDA Asset Management Plan (AMP), ARS Building Block Plan (BBP), and the ARS Strategic Plan. Appropriate Asset Management Review Boards (AMRB) at ARS Headquarters and Area levels have been established to annually validate and prioritize project requests into an ARS CPRP, taking into consideration mission and business goals, facility utilization, condition, deferred maintenance, operating and maintenance cost, and health and safety, etc.

This bulletin replaces Bulletin 07-151 to incorporate key principles and concepts of the USDA's Real Property Capital Programming and Investment Process (CPIP) instructions, dated October 29, 2007. The purpose of the CPIP instructions is to provide guidance for a disciplined capital programming process, as well as techniques for planning and budgeting, acquisition, and management-in-use and disposition of capital assets.

Acronyms

For list of Acronyms (See [*Appendix 1*](#))

ARS Asset Management Policy and Guidance

The Asset Management policy of ARS is to adopt the principles and techniques of the USDA CPIP to guide the ARS capital programming process. ARS will use the CPRP process, in conjunction with the ARS Annual Resource Management Plan System (ARMPS), for making decisions regarding planning and budgeting, acquisition, and management and disposition of ARS capital assets.

All projects must be reviewed and approved by the responsible individual(s) or group(s) in accordance with the investment thresholds defined in Table 1, as well conceived, cost effective, and supportive of the ARS strategic mission and business goals.

Table 1. Investment Review and Approval Levels of Authority

Investment Type	Project Value	Required Documentation	Review Authority (levels of review as noted)	Approval Authority
Major	≥\$10 million or High Risk	<u>Facilities Division will prepare:</u> Capital Asset Plan (Office of Management and Budget (OMB) Exhibit 300)	(1) Area AMRB (<u>initial</u>) (2) ARS AMRB (<u>intermediate</u>) (3) Departmental AMRB (<u>Pre final</u>) (4) Budget and Performance Integration Board (BPIB)(<u>Final</u>)	Secretary
Significant	≥General Services Administration (GSA) prospectus level to <\$10 million	<u>Areas will prepare:</u> Project Data Sheet (PDS) <u>Facilities Division (FD) will prepare:</u> Real Property Investment Report (RPIR) once project has received funding.	(1) Area AMRB (<u>Initial</u>) (2) ARS AMRB (<u>Final</u>) (3) Departmental AMRB (as part of 3-year timeline review)	Agency Head
Non-Major	≥\$1 million to <GSA prospectus level (currently \$2.41 million)	<u>Areas will prepare:</u> PDS or Equivalent	(1) Area AMRB (<u>Initial</u>) (2) ARS AMRB (<u>Final</u>)	Area Director
	<\$1 million	<u>Areas will prepare:</u> PDS or Equivalent	(1) Area AMRB (<u>Final</u>)	

In evaluating projects,

- Consider the relationship of the projects to existing facility master plans and/or modernization studies or plans, facility-specific security risk assessments, adherences to governing ARS policies and legal requirements, compliance with the mandates on energy conservation, physical security requirements, and access for the disabled.
- Consider the environmental impacts of the projects, the use of “green” or environmentally preferable products, renewable energy sources, and recognize appropriate economic and legal constraints.
- Consider the funding allocation trends for the applicable construction program authority to be used to better manage overall budget needs. Identify all planned projects in priority order and by funding authority (i.e., Building and Facilities (B&F), Repair and Maintenance (R&M), Hazardous Waste Cleanup (HWC), etc). Consider the impacts of the project on the normal Operations and Maintenance (O&M) budget.

- Consider all applicable performance measures (i.e., mission dependency, condition, utilization, deferred maintenance, operations and maintenance) in the decision process.

Key Steps of the Annual CPRP Process

1. **Areas to Identify Needs.** Areas shall identify short and long term project needs for their real property inventory. Projects may include new construction, repair, land purchase and disposal. The total project budget costs shall be developed to include planning, design, construction management, and construction as defined by ARS Manual 242.4, Major Facilities Construction.
2. **Areas to Prepare PDS.** Areas shall prepare PDS' (*See Appendix 3*) for Area priority projects and for all projects using ARS construction authorities.
3. **Area AMRBs to Review and Validate Projects.** Area AMRBs shall validate and rank projects for AD approval. Area Director (AD) to approve or disapprove projects as appropriate.
4. **Areas to Develop Draft CPRP.** Areas shall develop draft Area CPRP consisting of all planned projects for the next fiscal year (FY)/budget year (BY) and a projection for the following two FY's (BY+ 2 years) and beyond. Sample template is in Appendix 2.

Note: CPRP shall only include projects or needs meeting the following criteria.

- All projects or needs with a value of at least \$25,000.
 - All projects using ARS construction authorities (i.e., Headhouse/Greenhouse (HHGH), Ten Small Buildings (TSB), Unlimited Small Buildings (USB), and Ten Percent Alteration (TPA) regardless of dollar value.
 - All land acquisition (any amount).
5. **Areas to Prioritize Projects on the Draft CPRP.** Areas to group projects according to funding authority or type of funds to be used (i.e., B&F, R&M, Program/Base, HWC, etc.) and provide rankings for the Area's top 10 priority projects (for the BY only), in each source of funds except for B&F projects.
 6. **Areas to Submit PDS and Draft CPRP to FD.** Areas shall annually submit their draft Area CPRP to FD for incorporation into the ARS CPRP by March of each year. A PDS shall be submitted with the CPRP for all BY priority projects \$1 million and above and for all projects using the ARS construction authorities (i.e., HHGH, TSB, USB, and TPA). PDS' for priority projects under \$1 million shall be retained by the Areas and made available to FD upon request.
 7. **FD to Prepare ARS CPRP and ARS 3-Year Rolling Timeline for ARS AMRB Review.** FD shall consolidate draft Area CPRPs into ARS CPRP. FD shall prepare and submit ARS CPRP (including PDS) and ARS 3-Year Rolling Timeline for ARS AMRB annual investment review and approval by the Agency Head. The ARS 3-Year Rolling Timeline (ARS project portfolio) outlines the entire set of projects for each FY and identifies for each project a preliminary budget estimate, project score, and project composition based on the established 3-Year Timeline ranking categories.

8. **ARS AMRB to Review and Approve ARS 3-Year Rolling Timeline and Validate Projects (\$1 million and above).**
9. **FD to Submit ARS 3-Year Rolling Timeline for Departmental AMRB Review.**
10. **Departmental AMRB to Review ARS 3-Year Rolling Timeline.** Departmental AMRB shall review the ARS 3-Year Rolling Timeline within their review scope and makes recommendations to ARS. Departmental AMRB shall evaluate, rank, and to recommend Secretary's approval of projects over \$10 million through the Budget and Performance Integration Board (BPIB).
11. **FD to Publish Final ARS CPRP.** FD shall incorporate all changes or modifications made by the ARS AMRB to the ARS CPRP and publish final version.
12. **Areas to Develop Annual Area ARMPs.** Using the ARS CPRP list of validated projects, Areas shall develop their ARMPs for any unfunded construction and architectural engineering items for their locations.
13. **ARS Headquarters, Areas, and Locations Implement Funded Projects.**

Documentation and CPRP Submission Requirements

Areas shall submit their draft CPRPs to the FD by **March 1 of each year.** FD shall consolidate draft Area CPRP annual submissions and develop the ARS CPRP for the ARS AMRB annual investment review. Completed PDS, RPIR, or an OMB 300 may be required and shall be submitted as described below. After completion of the ARS AMRB review of projects, FD will incorporate all changes or modifications made by the ARS AMRB and publish the final ARS CPRP by **June 1 of each year.**

Areas shall prioritize projects on their draft CPRP. Areas shall group projects according to funding authority or type of funds to be used (i.e., B&F, R&M, Program/Base, HWC, etc.) and provide rankings for the Area's top 10 priority projects (for the BY only), in each source of funds except for B&F projects.

- **The Project Data Sheet (PDS)** (See Appendix 3) shall be prepared for all Area priority projects and for projects using ARS construction authorities. PDS shall be submitted to FD with the CPRP for all BY priority projects \$1 million and above and for all projects using the ARS construction authorities (i.e., HHGH, TSB, USB, and TPA). Areas will retain PDS' for projects under \$1 million and made available to FD upon request.
- **RPIR** (See Appendix 4) shall be prepared by FD for each ***Significant*** investment level projects (value \geq GSA prospectus level to $<$ \$10,000,000) once project has received funding.
- **Capital Asset Plan and Business Case Summary** (OMB Exhibit 300) shall be prepared by FD for all ***Major*** investment level projects (value \geq \$10,000,000 or High Risk).

Roles and Responsibilities

ARS AMRB and Area AMRB

General

- The ARS AMRB and Area AMRB shall review and validate proposed facility projects in accordance with their approved charters.
 - Area AMRB will validate all projects and recommend approval/disapproval of projects under \$1 million. It is intended that the Area CPRP, which has been reviewed and approved by the Area AMRB and the AD will become the de facto High Priority Requirements List (HPRL) for all Area projects under \$1 million. It is expected that all foreseeable, non emergency High Priority Requirements List (HPRL) projects \$25,000 or more will be on the Area CPRP. Projects over \$1 million will go before the ARS AMRB.
 - ARS AMRB will recommend approval/disapproval of all projects \$1 million and above. All **Major** and **Significant** investment level projects (value \geq GSA prospectus level currently at \$2.41 million) will be listed as individual projects on the ARS 3-Year Timeline and forwarded to the Department for review. **Non-Major** investment level projects (value $<$ GSA prospectus level) will be aggregated as a line item in the ARS 3-Year Timeline.
- Area AMRB shall prioritize projects on their draft Area CPRP. Areas shall group projects according to funding authority or type of funds to be used (i.e., B&F, R&M, Program/Base, HWC, etc.) and provide rankings for the Area's top 10 priority projects (for the BY only), in each source of funds except for B&F projects.
- Review opportunities to right-size inventories and reduce O&M cost through consolidation and disposal.
- Assure that the ARS Real Property Program remains in compliance with E.O. 13327, USDA AMP, and ARS BBP including other related ARS implementing directives or issuances.

AD

- Approve/disapprove projects recommended by the Area AMRB for the Area CPRP.
- Review, approve, and submit Area CPRP and any updates to FD.

Deputy Area Director

- Assure that the ARS Real Property Program remains in compliance with E.O. 13327, USDA AMP, and ARS BBP including other related ARS implementing directives or issuances.

FD

- Consolidate draft Area CPRP annual submissions and publish final ARS CPRP. Ensure projects are adequately described and costs estimated. Ensure correct construction authorities are used as defined by the ARS construction programs.
- Coordinate preparation of required documents for the ARS AMRB.
- Integrate approved projects into ARS 3-Year Timeline for submission to the Department.
- Prepare OMB 300's for projects over \$10 million.
- Prepare RPIR and any updates for each *Significant* investment level projects (value \geq GSA prospectus level to $<$ \$10,000,000) once project has received funding.

Area Office Engineer

- Assist in the Area AMRB review and validation of all 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 ARS construction programs.
- Develop and maintain an up-to-date Area CPRP identifying all approved Area projects costing \$25,000 and above (includes new construction, repair, land purchase, and disposal).
- Initiate annual update of respective Area CPRP for incorporation into the ARS CPRP.

Area Safety and Health Manager

- Assist in the Area AMRB review and validation of all proposed Area 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 Area AMRB review and validation of all proposed Area projects. Ensure realty interests for proposed projects are sufficient and reasonable.

- Provide current performance measure information (available in Corporate Property Automated Information System (CPAIS)) for the corresponding project listed on the Areas CPRP.

Point Of Contact

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

 /s/

PATRICK G. BARRY

Director

Facilities Division

4 Enclosures

APPENDIX 1

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
BIIB	Budget Performance and Integration Board
BY	Budget Year
CI	Condition Index
CPAIS	Corporate Property Automated Information System
CPIP	Capital Programming and Investment Process
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
HHGH	Headhouse/Greenhouse (<i>Construction Authority</i>)
HWC	Hazardous Waste Cleanup
LOV	List of Values
MAJ	Major Construction
MD	Mission Dependency
MOD	Modernization
O&M	Operations and Maintenance
PDS	Project Data Sheet
R&M	Repair and Maintenance (<i>Construction Authority</i>)
RPIR	Real Property Investment Report
TPA	Ten Percent Alteration (<i>Construction Authority</i>)
TSB	Ten Small Buildings (<i>Construction Authority</i>)
UI	Utilization Index
USB	Unlimited Small Buildings (<i>Construction Authority</i>)
USDA	United States Department of Agriculture

APPENDIX 2

SAMPLE 3-YEAR CPRP TEMPLATE & FIELD DEFINITIONS

PROJECT INFORMATION <i>(Special Instructions - Each project should cost greater than or equal to \$25K.)</i>	
Field	Definition
Area Priority for Non-B&F Projects (BY Only)	Enter the Area Priority for non-B&F projects. Only rank Non-B&F projects for the Budget Year (BY). Areas need to identify top 10 projects with priorities assigned 1-10 for both modernization candidates (R&M) and for all other. Prioritize projects from highest to lowest (e.g., 1, 2, 3, etc., with 1 being the highest.)
Project Title	Enter the Project Title . 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. If project is at site other than the location, please identify worksite.
Type of Work	Select the Type of Work from the drop down LOV. (NEW = New Construction, RENOV = Renovation, ENVC = Environmental Cleanup, DISPOSAL = Demolition/Disposal, LAND PURCH = Land Purchase)
Construction Program Authorities	Select the Construction Program Authorities to be used from the drop down LOV. (ER = Energy Retrofit, HHGH = Headhouse/Greenhouse, HWC = Hazardous Waste Cleanup, MAJ = Major Construction, MSC = 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.
Source of Funds	Select the Source of Funds from the drop-down LOV. Base = Base Funds, B&F = Building and Facilities Account, R&M = Repair and Maintenance, HWC = Hazardous Waste Cleanup, or OTHER = Other.
Project Cost	Enter the Project Cost . Total estimated project budget costs (in thousand \$) include planning, design, construction, construction management, and contingency as defined by ARS Manual 242.4 – Major Facilities Construction.
Prior Funding	Enter Prior Funding received for the project (in thousand \$).

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

Field	Definition
Asset ID	Enter the Asset ID. Check CPAIS for the official Asset ID for the asset.
Predominant Use Code	<p>Select the Predominant Use Codes for Buildings and Structures from the drop down LOV.</p> <p>AF = Animal Facility CF = Containment Facility HHGH = Headhouse/Greenhouse HS = Housing LB = Laboratories OF = Office OL = Office/Lab ST = Storage Facility SVC = Service Facility ROAD = Roads and Bridges COM= Communication IRRIG= Irrigation System UTIL= Utility System ALL OTHER = All Other</p>
Mission Dependency (MD)	<p>Select the Mission Dependency code from the drop down LOV. Check CPAIS for the current Mission Dependency designation for the asset.</p> <p>(FRPC definition) The value an asset brings to the performance of the mission as determined by the governing agency in one of the following categories:</p> <p>MC = Mission Critical (without constructed asset or parcel of land, mission is compromised); MD-NC = Mission Dependent, Not Critical (does not fit into <i>Mission Critical</i> or <i>Not Mission Dependent</i> categories); or NMD = Not Mission Dependent (mission unaffected). NR = Not Rated</p>

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

Field		Definition
Plant Replacement Value (PRV)		Enter the Plant Replacement Value (in thousand \$). Check CPAIS for the official PRV data for the asset. (Federal Real Property Council (<u>FRPC</u>) definition) “Plant Replacement Value” (or functional replacement value) is the cost of replacing an existing asset at today’s standards.
Deferred Maintenance (DM)		Enter the Backlog Deferred Maintenance cost (in thousand \$). Check CPAIS for the Backlog Deferred Maintenance data for the asset.
Condition	Old CI	Enter the Condition Index . Check CPAIS for the current Condition Index data for the asset. (<u>FRPC</u> definition) 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 . 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.
	Improve CI?	Will the project improve the Condition of this asset? Select Yes, No, or N/A from the drop down LOV. If YES , documentation to be provided on PDS.
Utilization	Old UI	Enter the Utilization Index if applicable. Check CPAIS for the current Utilization Index data for the asset. CPAIS contain UI for buildings with a predominant use of Laboratories, Office, Warehouse, and Housing (<u>FRPC</u> definition) 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.
	Improve UI?	Will the project improve the Utilization of this asset, if applicable? Select Yes, No, or N/A from the drop down LOV. If YES , documentation to be provided on PDS.

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

Field		Definition
Operations and Maintenance (O&M)	Old O&M	<p>Enter the Operations & Maintenance costs (in thousand \$). Check CPAIS for the O&M cost data for the asset.</p> <p>(FRPC definition) 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).
	Improve O&M?	<p>Will the project reduce the O&M of this asset? Select Yes, No, or N/A from the drop down LOV. If YES, documentation to be provided on PDS.</p>

SAMPLE TEMPLATE ARS 3-YEAR CAPITAL PROJECT AND REPAIR PLAN

BA WASHINGTON (AREA) (CITY)		DC (STATE)																								
PROJECT INFORMATION							FUNDING NEEDS (\$000)					ASSET INFORMATION AND PERFORMANCE MEASURES														
AREA PRIORITY FOR NON-B&F PROJECTS (BUDGET YEAR ONLY)	PROJECT TITLE	TYPE OF WORK	CONST PROG AUTHO	SOURCE OF FUNDS	PROJ COST (\$000)	PRIOR FUNDING (\$000)	BUDGET YEAR (BY)		BY+1		BY+2		BY+3	TOTAL	ASSET ID	PRED USE	MD	PRV	DM	CONDITION		UTILIZATION		O&M		
							(FROM CPAIS)	(FROM CPAIS)	OLD CI (FROM CPAIS)	IMPROVE CI?	OLD UI (FROM CPAIS)	IMPROVE UI?	OLD O&M (FROM CPAIS)					REDUCE O&M?								
							(\$000)	(\$000)	(%)	(YES, NO, NA)	(%)	(YES, NO, NA)	(\$000)					(YES, NO, NA)								
							D08	C08	D09	C09	D10	C10	FY 2011 AND BEYOND													
BALANCE FORWARD							\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0												
TYPE OF WORK: (SELECT FROM DROP DOWN LIST) NEW = New Construction RENOV = Renovation ENVC = Environmental Cleanup DISPOSAL = Demolition/Disposal LAND PURCH = Land Purchase		SOURCE OF FUNDS: (SELECT FROM DROP DOWN LIST) BASE = Base Funds B&F = Buildings and Facilities Account R&M = Repair and Maintenance HWC = Hazardous Waste Cleanup OTHER = Other					PREDOMINANT USE: (SELECT FROM DROP DOWN LIST) AF = Animal Facility CF = Containment Facility HHGH = Headhouse/Greenhouse HS = Housing LB = Laboratories OF = Office OL = Office/Lab ST = Storage Facility SVC = Service Facility ROAD = Roads and Bridges COM = Communication IRRIG = Irrigation System UTIL = Utility System ALL OTHER = All Other					MISSION DEPENDENCY: (SELECT FROM DROP DOWN LIST) MC = Mission Critical MD-NC = Mission Dependent, Not Critical NMD = Not Mission Dependent NR = Not Rated			IMPROVE CI, UI, O&M? (SELECT FROM DROP DOWN LIST) YES NO NA = Not Applicable											
CONSTRUCTION PROGRAM AUTHORITIES: (SELECT FROM DROP DOWN LIST) ER = Energy Retrofit HHGH = Headhouse/Greenhouse HWC = Hazardous Waste Cleanup MAJ = Major Construction MSC = Miscellaneous Construction MOD = Modernization R&M = Repair and Maintenance TPA = 10 Percent Alteration TSB = 10 Small Buildings USB = Unlimited Small Buildings																										
PAGE SUBTOTAL							\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		NOTES:										

APPENDIX 3

Project Data Sheet

The PDS shall be prepared for all Area priority projects and for projects using ARS construction authorities. PDS shall be submitted to FD with the CPRP for all Budget Year priority projects \$1 million and above and for all projects using the ARS construction authorities (i.e., HHGH, TSB, USB, and TPA). Areas will retain PDS' for projects under \$1 million and made available to FD upon request.

The PDS contains information which identifies the project (e.g. title, number, facility name, etc.). It also provides a brief description and justification of the project, as well as the project score/rank and preliminary cost estimate.

Project Data Sheet <Agency Name>

Project Information				
Project Title:			Project Score:	Rank:
Unique Asset ID		Agency/Facility Name		
Region/Area/District	Congressional District		City	State
Project Classification: Capital Improvement, Repair and Maintenance, Purchase Land, Leases			Predominant Use Code:	
Project Description:				
Project Need/Benefit:				
Performance Measures				
Current data from CPAIS for this Asset	Utilization	Condition Index	Annual Operating Costs	Mission Dependency
Alternative Analysis				
Will the project improve the current performance measures? (Yes, No, or N/A). If Yes, please describe below how the project will impact the asset's performance measures.				
Narrative Impact on Performance Measures:				

Project Cost Estimate (This Request)		Project Funding History		
Land Acquisition Cost	\$	Fiscal Year	Appropriation (Amount)	Source of Funds
Planning Cost	\$	FY XX		(B&F, MOD, R&M...)
Design Cost	\$	FY XX		
Construction Cost	\$	FY XX		
Total Project Cost		Appropriated to Date: \$		
		Future Funding to Complete Project: \$		
Project Schedule			Support Documentation	
Phase	Planned (Qtr/FY)	Actual (Qtr/FY)		
Land Acquisition	(qtr/yyyy)		Capital Asset Plan (OMB 300) Yes No N/A	
Planning	(qtr/yyyy)			
Design	(qtr/yyyy)		Real Property Investment Report Yes No N/A	
Construction	(qtr/yyyy)			
Approvals			Preparation Information	
	Required	Approval Date	Not Approved with Remarks	
Program Mgr		mm/dd/yyyy	Office Phone	
Area AMRB		mm/dd/yyyy	Email	
Area Director		mm/dd/yyyy	Project Data Sheet Prepared/Last Updated (mm/dd/yyyy)	
ARS AMRB (required for projects \$1 million and above)		mm/dd/yyyy		

APPENDIX 4

Real Property Investment Report

The Facilities Division with input from the Areas, shall prepare the RPIR and any updates for each ***Significant*** investment level projects (value \geq GSA prospectus level to $<$ \$10,000,000) once project has received funding.

The RPIR contains introduction and brief overview of the investment; mission needs statement; acquisition strategy, initial project plan with estimated costs listed, risk assessment, and performance goals.



United States Department of Agriculture

Office of Procurement and Property Management

<Project Title>

Real Property Investment Report

Agency

Document Acceptance and Release Notice

This is <release/version> <n.n> of the <Project Title> Real Property Investment Report (RPIR). The RPIR is a managed document. For identification of amendments each page contains a release number and a page number. Recipients should remove superseded versions from circulation.

PREPARED: _____ DATE: ___/___/___
(for acceptance) (<Project Title> Project Manager, <name, title>)

ACCEPTED: _____ DATE: ___/___/___
(for release) (<Project Title> Project Sponsor, <name, title>)

ACCEPTED: _____ DATE: ___/___/___
(for release) (Agency Head, <name, title>)

ACCEPTED: _____ DATE: ___/___/___
(for release) (Agency Asset Management Review Board, <name, title>)

ACCEPTED: _____ DATE: ___/___/___
(for release) (Departmental Asset Management Review Board, <name, title>)

ACCEPTED: _____ DATE: ___/___/___
(for release) (Budget and Performance Integration Board, <name, title>)

Overview Information

Project Information

Input project information from the Project Data Sheet.

Project Title:		
Project Number:	Department/Facility Name:	
Region/Area/District:	Congressional District:	State:
Project Classification: New Construction, Renovation, Repair, Lease		

Purpose

Briefly describe the reasons for establishing the project and how it was initiated.

Background

Summarize the relevant background information that has lead to this project.

Business Need and Benefit

Clearly provide a description of the operational problem requiring this real property investment. The description should include:

- *A summary of the business problem or need that requires a real property investment*
- *The affect on your Agency/Program’s mission area/strategic goals this investment will have and how those goals relate to the overall USDA goals*
- *The benefits to your Agency/Program*
- *The criticality of this investment*
- *The impact to your Agency/Program if the investment is not approved*

Project Management Team

Identify the Project Management Team for this investment and their key responsibilities.

Role	Name and Title	Project Responsibilities
Program Manager		
Project Sponsor		
Project Manager		

Integrated Project Team

Describe the breakdown of the Integrated Project Team and the roles of personnel within the team.

Role	Name and Title	Project Responsibilities
Project Manager		
Contracting Officer		

Reporting Requirements

Indicate the mechanism and frequency investment status is reported by the Project Manager to the Program Manager/Project Sponsor.

The Project Manager should report on the following:

- Status of the project (milestones for the last reporting period, milestones for the next reporting period, milestones for the remaining period of the project)
- A budget report (with respect to planned expenditure, actual expenditure and the deficit/surplus)
- An issues report (including areas of concern, specific problems, and any action that needs to be taken)
- A risk management report (which will specify any changes to the major risks identified since the previous report and modification to the strategies put in place to manage them)

FRPC Performance Measures

- **Utilization**

Provide the Utilization. The utilization is the percent utilized in relation to design capacity.

- **Condition Index**

Identify the Condition Index for the investment.

- **Mission Dependency**

Provide a short statement that describes how the investment is mission critical or mission dependent. If not, then explain why the investment must be approved (e.g., disposition costs).

- **Annual Operating Costs**

Insert the operating and maintenance costs for the investment. Identify whether there will be an increase or decrease in operating and maintenance costs with this investment. Justify why the costs will increase if they will.

Summary of Funding

Funding Source

Describe in detail the funding source of all activities which require expenditures for this investment.

Funding Levels

Describe in detail the funding annually required to meet the investment needs, and breakdown the funding by Past Year (PY), Current Year (CY) and Budget Year, which is the future years' budgets (BY).

Year	Target	Actual
20XX (PY)		
20XX (CY)		N/A
20XX (BY)		N/A
20XX (BY)		N/A
Totals:		

Alternatives Analysis

Provide the high-level analysis information that was completed to determine this investment as the best option to meet the business need. Provide a summary of the at least three options to meet the business need identified for the investment. (The chosen option should be presented first.) One option can be the “status quo.” For each option include the benefits or advantages, disadvantages,

Preferred Option

Provide a summary of the investment as the chosen option. Include the four FRPC Performance Measures for that option.

FRPC Performance Measures			
Utilization	Condition Index	Mission Dependency	Annual Operating Costs

Alternative Option 1

Provide a summary of the second best option to meet the business need. Include the four FRPC Performance Measures for that option.

FRPC Performance Measures			
Utilization	Condition Index	Mission Dependency	Annual Operating Costs

Alternative Option 2

Provide a summary of the third option to meet the business need. Include the four FRPC Performance Measures for that option.

FRPC Performance Measures			
Utilization	Condition Index	Mission Dependency	Annual Operating Costs

Acquisition/Contract Strategy Overview

Describe the overall strategy for acquiring the investment. The type of contract vehicle, as well as any additional details, should be described here, which is required to support the investment.

Acquisition Breakdown

Insert all the acquisitions that are planned for this fiscal year in the table provided below.

FY Planned Acquisitions			
Type (Good or Service)	Description	Contract Vehicle	Cost
			\$
			\$
			\$
Total of Planned FY Acquisition			\$

Contract Officer Technical Representative (COTR)

Provide the contact information for all COTRs associated with this investment.

Cost and Schedule Performance

Project Schedule

Identify and track the major milestones for the investment project. Utilize the table below to summarize this data. The project schedule should be attached to this report indicating two levels deep of tasking.

<Project Title> Major Milestone Chart			
Milestone	Planned Completion Date	Actual Completion Date	Comment

Performance Metrics

The following table provides examples of cost and schedule performance measures that are typical for many Real Property investment projects.

Category	Focus	Purpose	Measure of Success
Schedule Performance	Tasks completed vs. tasks planned at a point in time	Assess project progress Apply project resources	100% completion of tasks on critical path; 90% all others
	Major milestones met vs. planned.	Measure time efficiency.	90% of major milestones met
	Revisions to approved plan	Understand and control project "churn"	All revisions reviewed and approved
	Changes to customer requirements	Understand and manage scope and schedule	All changes managed through approved change process
	Project completion date	Award/penalize (depending on contract type)	Project completed on schedule (per approved plan)
Cost Performance	Revisions to cost estimates	Assess and manage project cost	100% of revisions are reviewed and approved
	Dollars spent vs. dollars budgeted.	Measure cost efficiency	Project completed within approved cost parameters
	Return on investment (ROI)	Track and assess performance of project investment portfolio	ROI (positive cash flow) begins according to plan
	Acquisition cost control	Assess and manage acquisition dollars	All applicable acquisition guidelines followed

Risk Management

Provide a summary of the Risk Management strategy being utilized throughout this project. Utilize the table below to identify the all risks associated with the project and the status of those risks.

<Project Title> Risks					
Date Identified	Area of Risk	Description	Probability of Occurrence	Mitigation Strategy	Current Status