

CECW-ID

Circular
No. 11-2-202

4 December 2012

Army Programs
CORPS OF ENGINEERS CIVIL WORKS DIRECT PROGRAM
PROGRAM DEVELOPMENT GUIDANCE
FISCAL YEAR 2014

1. Change 3 to EC 11-2-202, 31 March 2012, updates and revises information in the document and is annotated as follows:

<u>Chapter</u>	<u>Page(s)</u>	<u>Paragraph(s)</u>
MAIN	TABLE 2	--
MAIN	1-23 thru 1-26	16
APPENDIX A	A-3	--
ILLUSTRATION I-2.1	I-2-8 thru I-2-9	--
ILLUSTRATION I-2.2	I-2-10 thru I-2-11	--
ILLUSTRATION I-2.3	I-2-12 thru I-2-13	--
ILLUSTRATION I-2.4	I-2-14 thru I-2-15	--
ILLUSTRATION II-4.2	II-4-13 and II-4-15	--
ILLUSTRATION III-5.3	III-5-5	--
ILLUSTRATION III-5.4	III-5-5	--

FOR THE COMMANDER:



STEVEN L. STOCKTON, P.E.
Director of Civil Works

**TABLE 2
 SUMMARY OF SUBMISSION REQUIREMENTS
 FY 2014 BUDGET
 (Continued)**

EC PART	SUBMISSION				
	ITEM	RECIPIENT	INPUT TO LAST RECIPIENT		DUE DATE 1/
			ADP DATA BASE	E-MAIL/ FTP	
OPERATION AND MAINTENANCE					
III-3	Illustration III-3.1, MSC Budget Submission	CECW-HS		2/ 3/	29-Jun-12
III-3	Illustration III-3.2, District Budget Submission	CECW-HS		2/ 3/	29-Jun-12
III-3	Illustration III-3.3, P2 OFA Spreadsheet	CECW-HS		2/ 3/	29-Jun-12
III-5	Illustration III-5.2, Supplemental Justification (Major Maintenance)	Thru RIT for review to CECW-ID		2/ 4/	10-Aug-12
III-5	Illustration III-5.3, O&M Justification Sheet	Thru RIT for review to CECW-ID		2/ 4/	13-Jan-13
EXPENSES					
IV-1	Illustration IV-1.1, Production Data Workbook	CECW-IN CERM-ZA CERM-B		2/ 4/	29-Jun-12
IV-2	Illustration IV-2.1, Executive Direction and Management (ED&M) Funding Summary	CECW-IN CERM-ZA CERM-B		2/ 4/	29-Jun-12
PLANT REPLACEMENT AND IMPROVEMENT PROGRAM					
V-3	Illustration V-3.1, PRIP – Major / Minor Items Request	<i>CERM-BA and CECW-IN</i>		2/ 4/	13-Jul-12
V-3	Illustration V-3.2, Consolidated MSC/FOA Five-year Plan Initial Updates	<i>CERM-BA and CECW-IN</i>		2/ 4/	27-Jul-12
		<i>CERM-BA and CECW-IN</i>		2/ 4/	As requested
V-3	Illustration V-3.3, Current Year Obligation Plan by MSC Initial Updates	<i>CERM-BA and CECW-IN</i>		2/ 4/	2-Nov-12
		<i>CERM-BA and CECW-IN</i>		2/ 4/	As requested
AUTOMATION PROGRAM					
VI-4	Information Technology Investment Portfolio System (ITIPS) - Update	NA	X		27-Jan-13
VI-4	Five-year Plan (for PRIP)	<i>CECW-IN CERM-ZA CERM-B</i>		2/ 4/	29-Jul-11

TABLE 2 SUMMARY OF SUBMISSION REQUIREMENTS FY 2014 BUDGET (Continued)					
SUBMISSION					
EC PART	ITEM	RECIPIENT	INPUT TO LAST RECIPIENT		DUE DATE 1/
			ADP DATA BASE	E-MAIL/FTP	
ENVIRONMENT PROGRAM					
C	E-S BEST Performance Data	NA	X	1/	18-May-12
FORMERLY UTILIZED SITES REMEDIAL ACTION PROGRAM (FUSRAP)					
C	Illustration C-4.1, Formerly Utilized Sites Remedial Action Program, Justification Statements	<i>Thru RIT for review to CECW-IP</i>	X	2/ 4/	29-Jun-12
RECREATION					
G	REC-Best Performance Data	NA	X	1/	18-May-12
REGULATORY PROGRAM					
H	TABLE H-2, Funding Summary	<i>CECW-OR</i>	X	4/	29-Jun-12
FOOTNOTES:					
1/	If date shown falls on a weekend or holiday, the next workday becomes the due date.				
2/	RITs are to place the field input into the appropriate folder in T:\2014 CW PID RIT Documents\Develop and Defend\FY 14 Budget Submissions\....				
3/	Adobe Acrobat (PDF) files.				
4/	Microsoft files.				
5/	All projects in construction or O&M phase currently in the database with incomplete mitigation will be "unlocked".				
6/	Data entry for all projects in construction or O&M phase currently in the database and any projects that entered the construction phase in FY 2013 or were previously overlooked must be complete and the projects "locked".				
7/	https://kme.usace.army.mil/labs/ERDC/DDO/CRREL/GGH/FY2010_FEMP/Shared%20Documents/Sustainability_Budget_Data_Spreadsheets .				

ER 11-2-290	Civil Works Activities, General Expenses
ER 11-2-292	Capability Estimates During Defense of Civil Works Program
ER 25-1-2	Life Cycle Management of Automated Information Systems
ER 25-1-106	Information Technology Capital Planning and Investment Management
ER 25-1-106	Information Technology Capital Planning and Investment Management
ER 37-1-29	Financial Administration – Financial Management of Capital Investments
ER 37-1-30	Financial Administration – Accounting and Reporting
ER 200-1-4	Environmental Compliance Policies-Formerly Utilized Sites Remedial Action Program (FUSRAP) - Site Designation, Remediation Scope, and Recovering Costs
ER 200-2-3	Environmental Compliance Policies
ER 1105-2-100	Planning Guidance Notebook
ER 1110-1-8156	Policies, Guidance, and Requirements for Geospatial Data and Systems
ER 1110-2-100	Periodic Inspection and Continuing Evaluation of Completed Civil Works Structures
ER 1110-2-111	Engineering and Design - USACE Bridge Safety Program
ER 1110-2-1156	Engineering and Design - Safety of Dams – Policy and Procedures
ER 1110-2-1302	Civil Works Cost Engineering
ER 1130-2-500	Partners and Support (Work Management Policies)
ER 1130-2-510	Hydroelectric Power Operations and Maintenance Policies
ER 1130-2-540	Environmental Stewardship Operations and Maintenance Guidance and Procedures
ER 1130-2-550	Recreation Operations and Maintenance Policies
ER 1165-2-119	Modifications to Completed Projects
ER 1165-2-131	Local Cooperation Agreements for New Start Construction Projects
ER 1165-2-400	Recreational Planning, Development, and Management Policies
EP 1130-2-500	Partners and Support (Work Management Guidance and Procedures)
EP 1130-2-540	Environmental Stewardship and Maintenance Guidance and Procedures
EP 1130-2-550	Recreation Operations and Maintenance Guidance and Procedures
EM 1110-1-2909	Geospatial Data and Systems
EC 11-2-203	Execution of the Annual Civil Works Program
CWPM-12-001	<i>Methodology for Updating Benefit-to-Cost Ratios (BCR) for Budget Development</i>

esbest.cfm. See Appendix C, sub-Appendix C-3 for further information concerning E-S BEST.

(5) CEBIS. A web-based tool has been modified for use in documenting O&M activities for bridges regardless of business line. **CEBIS must be used to document PY O&M and MR&T budget packages.** CEBIS may be accessed at: http://caroli.usace.army.mil:7780/CEBIS/cebis_2pub.pub_utl.main. See ER 1110-2-111 for further information concerning CEBIS. Where other tools within a business line have been developed that cover bridges (e.g. Inland Navigation OCA), CEBIS will be used as the database of record for operational condition and risk assessment information for business line specific data fields and supersede any business line process.

16. Justification Materials and Congressional Books.

a. *Document Restrictions and Marking.* All submissions required by this EC are **NOT TO BE RELEASED** outside the Department of the Army until after the PY President's Budget is released to the public. See ER 11-2-240, "Civil Works Activities - Construction & Design", for instructions regarding the marking of documents for restricted distribution.

b. *Justification Sheets (J-sheets).*

(1) *Schedule.* See TABLE 2 in the MAIN part of this EC for J-sheet submission requirements.

(2) *J-sheet Guidelines.* These guidelines are to be used in conjunction with the J-sheet templates included in this EC for development of J-sheets by Districts. J-sheets shall be developed using Microsoft Word and must be consistent with the J-sheet requirements provided in ER 11-2-240, paragraph 11. DO NOT deviate from the formatting outlined below without first contacting your RIT programmer for guidance. RIT programmers are responsible for coordinating J-sheets with MSCs and district personnel. **RIT programmers should be contacted for questions regarding J-sheet issues – NOT CECW-ID.**

(a) *General Notes on Formatting:*

- Normal rules of grammar apply to all J-sheets.
- All numbers must be shown in THOUSANDS as either whole numbers that have been rounded (Example: \$23,567,541 show as \$23,568,000) or xxx.xxx (x1000). Follow the J-sheet templates/examples to determine which to use. Where there is no specific guidance, use whole numbers, ie., \$234,567,000.
- All narrative text is to be left justified on the page.

- All negative amounts on J-sheets must be in parentheses “()”.
- If there is a need for columns, use the table option and center justify on the page.
- Where templates show “FY__(PY) ” the J-sheets should show “FY 2014”. Where templates show FY__(PY-1) J-sheets should show FY 2013, etc.
- All abbreviations must be spelled out the first time and immediately followed with the abbreviation in ().

(b) Formatting Investigations (I) & Construction (C) J-sheets:

- Use regular Arial 10 font, automatic line height, line spacing of 1, and margins of 1 inch top and bottom, 0.5 inch left and right, 1”header/0.8 inch footer.
- Footers for I & C J-sheets:

Use only the Microsoft Word Standard Blank (Three Columns) footer option.

No page numbers and no date in footers.

Regular Arial 10 Font, located 0.8 inches from the bottom. Left Column should be left justified with “Division: (spell out fully)”, e.g. Division: Southwestern. Center Column should be center justified with “District: (spell out fully)”, e.g. District: Mobile. Right Column should be right justified with “Project Name, State (two letter state abbreviation only- do not spell out).

Use the “Wrap Text” formatting feature within the footer cell if all text does not fit on a single line.

- Tables for I & C J-sheets:

Center justified on page.

Column headings (if applicable) are to be center justified within the column.

Financial data is to be formatted as currency with comma separator, \$ symbol and no decimals.

Numerical data is to be right justified horizontally and bottom justified vertically within the cell.

Alphabetical data cells should be left justified within the column horizontally, center justified vertically within the cell.

Benefit values are to be formatted as currency with the comma separator, \$ symbol and no decimals.

A separate left justified small column within the table should be used for the footnote designator adjacent to the numeric data cells (i.e. 1).

If a footnote designator is needed within the text column, the designator should be the last item within the text.

The actual footnote(s) should be incorporated as the last lines of the table with the horizontal cells merged into a single cell to allow text wrapping.

Only one footnote per horizontal line of table.

Embedded tables within a table are NOT allowed.

(c) Formatting Operation and Maintenance (O&M) J-sheets:

Use regular Arial 10 font, automatic line height, line spacing of 1, and margins of 1 inch top and bottom and 1 inch side margins.

Footers for O&M J-sheets: Same as for I & C J-sheets above.

(d) Formatting Maps and Illustrations:

Follow the guidance in ER 11-2-240, Appendix C for map content EXCEPT that for margins and font size use the guidance above for I, C and O&M J-sheets.

(e) J-sheet Submittals and Data Entry Notes:

- *See paragraph (e) below regarding use of the J-sheet CHECKLIST.*
- *ARRA funding should be included in all yearly allocations where applicable but shall not be specifically identified as ARRA funds.*
- *Submit final J-sheets via email, thru MSCs to associated RITs for review. See TABLE 2 in the MAIN part of this EC for submission dates.*
- *Completion Dates. Use "TBD" (To Be Determined) on ALL J-sheets requiring completion dates beyond the Program year.*
- *For BEACH NOURISHMENT projects, the J-sheets should include the number of years beach nourishment has taken place vs the total number years of beach nourishment, i.e., "x of x years of beach nourishment have been completed". Do this in the OTHER INFORMATION section of the J-sheet.*

- *In cases where both Feasibility and PED phases are being budgeted in the same PY, **separate J-sheets** are required for each phase unless an exception (in writing) is obtained from CECW-ID.*

- *J-sheets for continuing studies / projects that were included in the PY-1 President's budget only are required to be submitted in the PY.*

- *New start J-sheets for studies, PEDs and projects that were NOT in PY-1 budget but are PROPOSED for inclusion in the Army's recommendations to OMB must also be submitted. See TABLE 2 in the MAIN part of this EC for submission dates.*

- *Show funding for "operation" and "maintenance" work separately on O&M J-sheets. Ensure the total amount for O and M match your division's total.*

- *Identify States for each of the following items: Scheduling Reservoir Operations, Inspection of Completed Works, Project Condition Surveys, and Surveillance of Northern Boundary Waters. Refer to Annex III.*

- *Develop project completion schedules for Construction projects consistent with the President's budget funding amounts. Do not show future advanced appropriations in the summarized financial data on your justification sheets. Prepare the summarized financial data in accordance with the examples in ILLUSTRATION II-4.2 of Annex II.*

(f) Use of the J-sheet Quality Control CHECKLIST. The J-sheet QC CHECKLISTs and related notes will be provided to field units by e-mail from CECW-ID on or before December 1, 2012.

c. Congressional Books. The ultimate use for justification sheets is the Congressional books prepared and submitted to appropriate Congressional subcommittees. Each book contains justification materials for each MSC.

ILLUSTRATION I-2.1

Reconnaissance Phase Study

APPROPRIATION TITLE: *Investigations, Fiscal Year* (PY)

SURVEYS – (Use NEW or CONTINUING)

	<i>Total Estimated Federal Cost</i>	<i>Allocations Prior to FY <u>(PY-1)</u></i>	<i>Allocation in FY <u>(PY-1)</u></i>	<i>Budgeted Amount for FY <u>(PY)</u></i>	<i>Additional to Complete After FY <u>(PY)</u></i>
	\$	\$	\$	\$	\$
Study Name:	XXX,XXX	XX,XXX	XX,XXX <u>2/</u>	XX,XXX <u>1/</u>	XX,XXX

EFG District

Furnish a brief description of the study area, water resource development problems, and principle purposes of the study. For example, for flood risk management studies any information available on recent flood history (dates, physical and dollar losses, etc), or for navigation studies include information on use (commercial vs. recreation) cargo types and quantities if known. For ecosystem restoration studies, include information that addresses the performance components in Appendix B (do not enter the scores) and information about the physical area involved.. For all purposes, provide any pertinent information concerning coordination with Federal and state resource agencies.. Identify relationship to other project purposes if appropriate. Do not include irrelevant data such as "mild summers or harsh winters"; do include all the data that would tell why this study should be selected out of the many recommended. Also cite any matters known to be of concern to the Congress and identify the tentative local sponsor who has indicated intent to share equally in the feasibility phase cost that may follow the reconnaissance study. (There may be multiple sponsors for watershed and multi-purpose studies) Describe briefly the general scope and key areas of concern that are to be addressed in the reconnaissance study, probable solutions if this type of information is available, and the work to be performed in the program year. This paragraph should present specific arguments and evidence that it is important to initiate the study in the program year and similar evidence that makes it clear that the study and its anticipated outputs are in accord with Administration policy. It is acceptable to budget for reconnaissance studies that exceed \$100,000. The Justification sheet should state the date of CECW-P or RIT approval if it shows a cost above \$100K or a schedule beyond 12 months.

Cite study authority. (In the event that sufficient study authority is not available to accomplish study purpose it should be so noted and a request for appropriate authority must be in progress).

Division:

District:

[Study Name:]

ILLUSTRATION I-2.1 (continued)

1/ Estimated Unobligated Carry-in Funding: As of the date this justification sheet was prepared, the total unobligated dollars estimated to be carried into Fiscal Year (PY) from prior appropriations for use on this effort is \$_____ (x1000). This amount will be used to perform work on the study as follows: (NOTE: provide a brief description here of how the unobligated carry-in funds will be used if the carry-in amount is greater than \$0. If the carry-in amount is \$0, put \$0 in the blank space above and insert "N/A" for description of work).

2/ There was no Conference Amount available at the time this J-sheet was prepared. The amount shown is the President's budget amount for FY (PY-1). (NOTE: Remove this footnote and the footnote number in the table if not applicable.)

REQUIRED FOOTNOTES:

(NOTE: if the \$ below is \$0, put \$0 in the blank space and "N/A" for the FY).

(NOTE: If funds were rescinded/transferred in numerous years, duplicate the statement for each differing amount/year)

\$_____ rescinded from the study in (FY). (Example : \$XXX rescinded from the study in FY 20XX)

\$_____ rescinded from the study in (FY). (Example : \$XXX rescinded from the study in FY 20YY)

\$_____ transferred to the Flood Control and Coastal Emergencies (FCCE) account in FY. (Similar to example above)

Division:

District:

[Study Name:]

ILLUSTRATION I-2.2
 Cost-shared Feasibility Study

APPROPRIATION TITLE: Investigations, Fiscal Year (PY)

Total Estimated Federal Cost	Allocations Prior to FY <u> (PY-3) </u>	Allocation in FY <u> (PY-3) </u>	Allocation in FY <u> (PY-2) </u>	Allocation in FY <u> (PY-1) </u>	Budgeted Amount in FY <u> (PY) </u>	Additional to Complete After FY <u> (PY) </u>
\$	\$	\$	\$	\$	\$	\$
XXX,XXX	XX,XXX	XX,XXX	XX,XXX	XX,XXX <u>2/</u>	XX,XXX <u>1/</u>	XX,XXX

Study Name:

EFG District

Furnish a brief description of the study area, water resource development problems, and principle purposes of the study. For example, for flood risk management studies any information available on recent flood history (dates, physical and dollar losses, etc), or for navigation studies include information on use (commercial vs. recreation) cargo types and quantities if known. For ecosystem restoration studies address the approximate area to be restored to the extent this is known. For all purposes, address the performance criteria for the purpose as described in Appendices A-I. For ecosystem restoration studies do not enter the performance component scores, instead provide data reflecting the basis for the scores. Do not include irrelevant data such as "mild summers or harsh winters"; do include all the data that would tell why this study should be selected out of the many recommended. Also cite any matters known to be of concern to the Congress. Describe briefly the general scope and key areas of concern that were or are being addressed in the reconnaissance study, probable solutions, and the work to be performed in the Program year. This paragraph should present specific arguments and evidence that it is important to fund the study in the Program year and similar evidence that makes it clear that the study and its anticipated outputs are in accord with Administration policy. Provide best available sponsor information. (Name of potential or actual sponsor, dates of verbal or written commitments, scheduled or actual FCSA signing.)

Fiscal Year (PY-1) funds are being used to fully fund the reconnaissance phase at full Federal expense. If the reconnaissance report is certified to be in accord with policy, the funds requested for the Program year (PY) plus any carry-in funds will be used to continue into the feasibility phase of the study. The preliminary estimated cost of the feasibility phase is \$2,200,000, which is to be shared on a 50-50 percent basis by Federal and non-Federal interests. Where Independent External Review is conducted, the \$ amount for the IEPR should be stated and the description should note that it is an exception to the 50-50 cost share. A summary of study cost sharing is as follows:

Total Estimated Study Cost	\$X,XXX,XXX
Reconnaissance Phase (Federal)	XXX,XXX
Feasibility Phase (Federal)	X,XXX,XXX
Feasibility Phase (Non-Federal)	X,XXX,XXX

Division:

District:

[Study Name:]

ILLUSTRATION I-2.2 (continued)

Cite study authority. (NOTE: In the event that sufficient study authority is not available to accomplish the study purpose it should be so noted. In this case, a request for appropriate authority must be in progress before this study can be budgeted in the PY).

The reconnaissance phase is scheduled for completion in September (Month and Year of signing the FCSA). The feasibility study is scheduled for completion in (Month and Year of Division Engineer's Transmittal Letter).

1/ Estimated Unobligated Carry-in Funding: As of the date this justification sheet was prepared, the total unobligated dollars estimated to be carried into Fiscal Year (PY) from prior appropriations for use on this effort is \$_____ (x1000). This amount will be used to perform work on the study as follows: (NOTE: provide a brief description here of how the unobligated carry-in funds will be used if the carry-in amount is greater than \$0. If the carry-in amount is \$0, put \$0 in the blank space above and insert "N/A" for description of work).

2/ There was no Conference Amount available at the time this J-sheet was prepared. The amount shown is the President's budget amount for FY (PY-1). (NOTE: Remove this footnote and the footnote number in the table if not applicable.)

REQUIRED FOOTNOTES:

(NOTE: if the \$ below is \$0, put \$0 in the blank space and "N/A" for the FY).

(NOTE: If funds were rescinded/transferred in numerous years, duplicate the statement for each differing amount/year)

\$ _____ rescinded from the study in (FY). (Example : \$XXX rescinded from the study in FY 20XX)

\$ _____ rescinded from the study in (FY). (Example : \$XXX rescinded from the study in FY 20YY)

\$ _____ transferred to the Flood Control and Coastal Emergencies (FCCE) account in FY. (Similar to example above)

Division:

District:

[Study Name:]

ILLUSTRATION I-2.3

Full Federal Expense Feasibility Study

APPROPRIATION TITLE: *Investigations, Fiscal Year* (PY)

<i>Total Estimated Federal Cost</i>	<i>Allocations Prior to FY (PY-3)</i>	<i>Allocation in FY(PY-3)</i>	<i>Allocation in FY(PY-2)</i>	<i>Allocation in FY(PY-1)</i>	<i>Budgeted Amount in FY(PY)</i>	<i>Additional to Complete After FY (PY)</i>
<i>\$</i>	<i>\$</i>	<i>\$</i>	<i>\$</i>	<i>\$</i>	<i>\$</i>	<i>\$</i>
<i>XXX,XXX</i>	<i>XX,XXX</i>	<i>XX,XXX</i>	<i>XX,XXX</i>	<i>XX,XXX 2/</i>	<i>XX,XXX 1/</i>	<i>XX,XXX</i>

EFG District

This paragraph should describe the study area, the navigation problems and potential solutions. Results of the study to date should be covered as well as information that conveys to the reviewer (Corps, Army, OMB, or Congress) that the study and its anticipated outputs are in accord with Administration priorities.

This paragraph is to be used to describe the activities to be undertaken during the PY-1. The activities pertaining to each interim are to be clearly described.

This third paragraph is to be used to describe the activities to be undertaken in the PY.

This final paragraph will set forth the schedule for the study including completion dates (month and year) (date of Division Engineer's Transmittal Letter for each interim and the overall study.

Cite study authority. (In the event that sufficient study authority is not available to accomplish study purpose it should be so noted and a request for appropriate authority must be in progress).

Division:

District:

[Study Name:]

ILLUSTRATION I-2.3 (continued)

1/ *Estimated Unobligated Carry-in Funding:* As of the date this justification sheet was prepared, the total unobligated dollars estimated to be carried into Fiscal Year (PY) from prior appropriations for use on this effort is \$ (x1000). This amount will be used to perform work on the study as follows: (NOTE: provide a brief description here of how the unobligated carry-in funds will be used if the carry-in amount is greater than \$0. If the carry-in amount is \$0, put \$0 in the blank space above and insert "N/A" for description of work).

2/ *There was no Conference Amount available at the time this J-sheet was prepared. The amount shown is the President's budget amount for FY (PY-1) .* (NOTE: Remove this footnote and the footnote in the table above if not applicable.)

REQUIRED FOOTNOTES:

(NOTE: if the \$ below is \$0, put \$0 in the blank space and "N/A" for the FY).

(NOTE: If funds were rescinded/transferred in numerous years, duplicate the statement for each differing amount/year)

\$ rescinded from the study in (FY) . (Example : \$XXX rescinded from the study in FY 20XX)

\$ rescinded from the study in (FY) . (Example : \$XXX rescinded from the study in FY 20YY)

\$ transferred to the Flood Control and Coastal Emergencies (FCCE) account in FY . (Similar to example above)

Division:

District:

[Study Name:]

ILLUSTRATION I-2.4

Preconstruction Engineering and Design

APPROPRIATION TITLE: Investigations, Fiscal Year ____ (PY) ____

	Total Estimated Federal Cost	Allocations Prior to FY (PY-3)	Allocation in FY(PY-3)	Allocation in FY(PY-2)	Allocation in FY(PY-1)	Budgeted Amount in FY(PY)	Additional to Complete After FY (PY)
	\$	\$	\$	\$	\$	\$	\$
XYZ Basin	XXX,XXX	XX,XXX	XX,XXX	XX,XXX	XX,XXX 2/	XX,XXX 1/	XX,XXX

PRECONSTRUCTION ENGINEERING AND DESIGN (PED) ACTIVITIES – (Type)

EFG District

This is an example of the type of project description data to provide. For an ecosystem restoration project include area to be restored in acres, types of habitat, expected outputs and the data supporting the scores assigned for the performance components. Do not include the scores.

XWV River drains an area of about 2,114 square miles in southwest State and empties into Something Harbor. The XYZ flood plain encompasses about 1,560 acres of mostly urban development on the left bank of the XWV River. The maximum flood of record, in December 1933, would have caused an estimated \$13.4 million damages to XYZ River under October (PY-1) prices and conditions of development. A feasibility report was completed in FY96. The recommended project, estimated to cost \$ xxx (x1000) with an estimated Federal cost of \$ xxx (x1000) and an estimated non-Federal cost of \$ xxx (x1000), includes construction of a levee system to provide flood protection to 1,318 acres in XYZ. Pumping stations and gravity outlets with tide gates would be included to accommodate interior drainage. The average annual benefits amount to \$2.7 million, all for flood control. The benefit-cost ratio is 1.2 to 1 based upon the latest economic analysis dated (Month Year). Identify project sponsor and set forth latest evidence of support. (Sponsors must assure that they understand and are ready to sign a design agreement and have funds available to finance the PED portion of the design of a project.) PED will ultimately be cost shared at the rate for the project to be constructed but will be financed through the PED period at 25% non-Federal. Any adjustments that may be necessary to bring the non-Federal contribution in line with the project cost sharing will be accomplished in the first year of construction.

Total Estimated Preconstruction Engineering and Design Costs	\$X,XXX,XXX	Total Estimated Preconstruction Engineering and Design Costs	\$X,XXX,XXX
Initial Federal Share	X,XXX,XXX	Ultimate Federal Share	XXX,XXX
Initial Non-Federal Share	XXX,XXX	Ultimate Non-Federal Share	XXX,XXX

Division:

District:

[Study Name:]

ILLUSTRATION I-2.4 (continued)

The project is authorized for construction by: (Cite the construction authorization and cost sharing requirements). Fiscal Year (PY-1) funds are being utilized to continue work on the Feature Design Memorandum, including economic studies. Fiscal Year (PY) funds and any carry-in funds will be used for completion of PED in (Month and Year).

1/ Estimated Unobligated Carry-in Funding: As of the date this justification sheet was prepared, the total unobligated dollars estimated to be carried into Fiscal Year (PY) from prior appropriations for use on this effort is \$ _____ (x1000). This amount will be used to perform work on the study as follows: (NOTE: provide a brief description here of how the unobligated carry-in funds will be used if the carry-in amount is greater than \$0. If the carry-in amount is \$0, put \$0 in the blank space above and insert "N/A" for description of work).

2/ There was no Conference Amount available at the time this J-sheet was prepared. The amount shown is the President's budget amount for FY (PY-1). (NOTE: Remove this footnote and the footnote in the table above if not applicable.)

REQUIRED FOOTNOTES:

(NOTE: if the \$ below is \$0, put \$0 in the blank space and "N/A" for the FY).

(NOTE: If funds were rescinded/transferred in numerous years, duplicate the statement for each differing amount/year)

\$ _____ rescinded from the study in ____ (FY) _____. (Example : \$XXX rescinded from the study in FY 20XX)

\$ _____ rescinded from the study in ____ (FY) _____. (Example : \$XXX rescinded from the study in FY 20YY)

\$ _____ transferred to the Flood Control and Coastal Emergencies (FCCE) account in ____ (FY) _____. (Similar to example above)

Division:

District:

[Study Name:]

ILLUSTRATION III-5.3

O&M Justification Sheet
(TEMPLATE)

PROJECT NAME:

AUTHORIZATION:

LOCATION AND DESCRIPTION:

CONFERENCE AMOUNT FOR FY (PY-1): \$ _____ 2/

BUDGETED AMOUNT FOR FY (PY): M: \$ _____ O: \$ _____ T: \$ _____ 1/

DESCRIPTIONS OF WORK AND JUSTIFICATIONS FOR FY (PY):

N: \$ _____ (Narrative)

FRM: \$ _____ (Narrative)

RC: \$ _____ (Narrative)

H: \$ _____ (Narrative)

EN: \$ _____ (Narrative)

WS: \$ _____ (Narrative)

OTHER INFORMATION: (Narrative)

1/ *Estimated Unobligated Carry-in Funding: As of the date this justification sheet was prepared, the total unobligated dollars estimated to be carried into Fiscal Year (PY) from prior appropriations for use on this effort is \$ _____ (x1000). This amount will be used to perform work on the project as follows: (NOTE: provide a brief description here of how the unobligated carry-in funds will be used if the carry-in amount is greater than \$0. If the carry-in amount is \$0, put \$0 in the blank space above and insert "N/A" for description of work).*

2/ *There was no Conference Amount available at the time this J-sheet was prepared. The amount shown is the President's budget amount for FY (PY-1). (NOTE: Remove this footnote and the footnote in the table above if not applicable.)*

Division:

District:

[Project Name:]

Division: South Atlantic

District: Mobile

Alabama River Lakes, AL

ILLUSTRATION III-5.4

**O&M Justification Sheet
(EXAMPLE of FY 2013 submittal)**

PROJECT NAME: Alabama River Lakes, AL

AUTHORIZATION: River and Harbor Act of 1945

LOCATION AND DESCRIPTION: This multiple purpose project is part of the Alabama-Coosa-Tallapoosa (ACT) River System and includes a 9 X 300 foot navigation channel that extends from the mouth of the Alabama River, some 45 miles north of Mobile, Alabama, for 300 miles northeast to Montgomery, Alabama, where it connects with the Coosa River. The Coosa River extends northeast another 286 miles to a point near Rome, GA. This project includes O&M funding for three projects located on the Alabama River; Claiborne, Millers Ferry and Robert F. Henry Locks and Dams.

CONFERENCE AMOUNT. FOR FY 2013: \$12,733,000 2/

BUDGETED AMOUNT FOR FY 2013: M: \$5,694,000 O: \$9,232,000 T: \$14,926,000 1/

DESCRIPTIONS OF WORK AND JUSTIFICATIONS FOR FY 2013:

N: \$2,025,000 will provide caretaker operation for locks and spillway gate regulation to maintain pool at proper levels to prevent flooding and/or head limits at upstream dam. Funds will also be used to survey the navigation channel.

FRM: \$610,000 will be used to provide maintenance of the structures and equipment associated with the controlled release and storage of water.

RC: \$3,029,000 will be used for operation and maintenance of recreation facilities on Alabama River Lakes including campgrounds, day use parks, fishing decks and boat ramp facilities. This is to maintain a level of service that will ensure safe recreation experiences and clean, orderly facilities.

H: \$8,592,000 will be used for routine preventative maintenance to meet goals by limiting forced outages and maximizing peak unit availability, to collect water management data, and for dam safety.

EN: \$670,000 will be used to protect fee-owned lands and waters against encroachments, and loss due to fire, pests and timber theft; to monitor boundary lines; and to respond to real estate requests. Other activities include intensive land maintenance and enhancement for wildlife and cultural resources investigations.

WS: N/A

OTHER INFORMATION: Two hydropower plants on the project provide a critical contribution to our nation's power grid. Recreation areas and associated economic activity are major contributors to quality

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ILLUSTRATION III-5.4 (continued)

of life for the citizens in one of the most economically disadvantaged regions of the United States. There is a legal obligation to complete the ACT Water Control Manual.

1/ Estimated Unobligated Carry-in Funding: As of the date this justification sheet was prepared, the total unobligated dollars estimated to be carried into Fiscal Year 2013 from prior appropriations for use on this effort is \$ 0. This amount will be used to perform work on the study as follows: N/A

2/ There was no Conference Amount available at the time this J-sheet was prepared. The amount shown is the President's budget amount for FY 2013.

ILLUSTRATION II-4.2 (Continued)

SUMMARIZED FINANCIAL DATA (Continued)	ACCUM PCT OF EST FED COST	STATUS (1 Jan <u>xxxx</u>)	PCT CMPL	PHYSICAL COMPLETION SCHEDULE
Allocations to 30 September <u>(PY-4)</u>	xx,xxx,xxx			
Allocation for FY <u>(PY-3)</u>	xx,xxx,xxx			
Allocation for FY <u>(PY-2)</u>	xx,xxx,xxx			
Conference Allowance for FY <u>(PY-1)</u>	xx,xxx,xxx	<u>5/</u>		
Allocations through FY <u>(PY-1)</u>	xx,xxx,xxx	<u>1/ 2/ 3/ 6/</u>		
Estimated Unobligated Carry-In Funds	xx,xxx,xxx	<u>4/</u>		
President's Budget for FY <u>(PY)</u>	xx,xxx,xxx			
Programmed Balance to Complete after FY <u>(PY)</u>	xx,xxx,xxx	<u>7/</u>		
Un-programmed Balance to Complete after FY <u>(PY)</u>	xx,xxx,xxx			

1/ \$ _____ reprogrammed to (from) the project. (Retain this footnote and enter \$ or \$0 as applicable)

2/ \$ _____ rescinded from the project. (Retain this footnote and enter \$ or \$0 as applicable)

3/ \$ _____ transferred to the Flood Control and Coastal Emergencies account. (Retain this footnote and enter \$ or \$0 as applicable)

4/ Estimated Unobligated Carry-in Funding: As of the date this justification sheet was prepared, the total unobligated dollars estimated to be carried into Fiscal Year (PY) from prior appropriations for use on this effort is \$ _____ (x1000). This amount will be used to perform work on the project as follows: (NOTE: provide a brief description here of how the unobligated carry-in funds will be used if the carry-in amount is greater than \$0. If the carry-in amount is \$0, put \$0 in the blank space above and insert "N/A" for description of work).

5/ There was no Conference Amount available at the time this J-sheet was prepared. The amount shown is the President's budget amount for FY (PY-1). (NOTE: Remove this footnote and the footnote in the table above if not applicable.)

6/ PED costs of \$ _____ are included in this amount.

7/ For programmed work only; remaining work is un-programmed pending a decision to construct these features.

PHYSICAL DATA: Using a narrative, describe the physical data associated with the major project facilities.

JUSTIFICATION: Enter an explicit and factually objective presentation of the merits of the project, i. e., an answer to the question: "Why now?" In narrative form, present your best case. (The following information, when related to recent events or the current state of the economy, is more convincing than a simple recitation of facts.)

Division:

District:

[Project Name:]

ILLUSTRATION II-4.2 (Continued)

Include a tabular listing of annual benefits as the final item of the justification paragraph if there is more than one applicable benefit category, such as: Average annual benefits are as follows:

Annual Benefits	Amount (\$)
Benefit 1	x,xxx,xxx
Benefit 2	x,xxx,xxx
Benefit 3	x,xxx,xxx
Total	xx,xxx,xxx

FISCAL YEAR (PY-1) : Enter a paragraph describing how PY-1 funds are being used. The *TOTAL unobligated dollars are being applied as follows:*

FISCAL YEAR (PY) : Enter a tabular explanation of how the PY funds will be used, such as: The budget amount plus carry-in funds will be applied as follows:

Initiate	\$x,xxx,xxx
Initiate and complete	x,xxx,xxx
Continue	x,xxx,xxx
Complete	x,xxx,xxx
Planning, Engineering, and Design for parent project	x,xxx,xxx
Planning, Engineering, and Design for Element A	x,xxx,xxx
Planning, Engineering, and Design for Element B	x,xxx,xxx
Construction Management	x,xxx,xxx
Total	\$xx,xxx,xxx

NON-FEDERAL COST: Enter a separate tabular explanation of the requirements of local cooperation included in each project cooperation agreement applicable to the project together with the associated payments during construction, reimbursements, and annual operation, maintenance, repair, rehabilitation, and replacement costs, such as: In accordance with the cost sharing and financing concepts reflected in the Water Resources Development Act of 1986, as amended, the non-Federal sponsor must comply with the requirements listed below.

Division:

District:

[Project Name:]