

Reclamation Manual

Directives and Standards

Subject: Instructions on Budgeting for Construction – Estimates, Schedules, and Supporting Documents

Purpose: To establish the requirement for the budgeting and scheduling of all planning work under the Construction (CR) Appropriation and the preparation of supporting documents.

Authority: Listed in Chapter 1 (BGT 01-01)

Contact: Program, Budget, and Liaison Group, W-6300

1. **Basic Requirements.** Every project must be covered by an estimate of the construction and project cost from the time of the initial appraisal investigation, through the Commissioner-approved plan and construction phases, until all construction is complete. The estimate must cover the entire project, division of the project, or unit as entity. The estimate must be complete to include all costs chargeable through the construction period.
 - A. **The Estimate.** The estimate is the basic document used in the scheduling process and in controlling the cost of project works until the completion of construction.
 - B. **Estimates of Additions to Completed Features.** Subsequent to the completion of a major program feature, but while the project as a whole is still in construction status, a decision may be made to do additional work in connection with a completed feature. This additional work may involve: (1) a change in the feature such as the addition of an enclosure over the outlet works structure, (2) a related physical property such as a fence around a completed feature, or (3) a supplementary facility such as the construction of a vista house in connection with a completed dam. Normally, minor additions are shown under "Other Project Cost." Judgment must be used in estimating and scheduling work of this nature. If the initial construction has been recently completed and the additions to be made are substantial, reopening the identified property and increasing the cost estimate might be desirable.
 - C. **Budget Schedules.** Budget schedules are required for construction activities funded from the Construction and/or Loan Appropriations. Supporting Schedules (PF-2B) and Control Schedules (PF-2), as appropriate, shall be used for scheduling Construction activities from the Construction and/or Loan Appropriations. Schedules are generated by entering the detailed data into the Reclamation-wide automated Program and Budget System (PABS). Detailed guidance and instructions for PABS can be found in the PABS Reference Manual. The Supporting Schedules are the detailed reports which itemize the major work items authorized by the project. The Control Schedules are summarized versions of the supporting schedules which recapitulate the summary data

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for each division or feature of a project. In order to provide sufficient detail of activities, Reclamation uses the PF-2B, as needed, to submit to Office of Management and Budget and the Congress in support of Reclamation's program.

- D. **Separate Schedules.** Separate schedules shall be prepared for each authorized construction project, when included in the budget presentation (i.e. funded for any year between the current year and the budget year plus one), and maintained until completion of all construction activity. If obligations from appropriated funds are programmed in the current year or the budget year, a schedule must be prepared. Scheduled activities beyond the budget year should also be shown on the schedules.
 - E. **Responsibilities.** Schedules for construction activities shall be prepared and maintained by the Regional Office or Office Head responsible for managing those funds as delegated by the Regional Director or Assistant Commissioner. Each Region or Office Head will review and consolidate their schedules before submission to the Commissioner's Office. The schedules must be in accordance with the guidelines and long-term goals set forth by Reclamation's management staff. The consolidated schedules and supporting documents submitted to the Commissioner's Office shall be prepared in accordance with the instructions contained herein, with the detailed instructions contained in the Program and Budget Handbook, or by special instructions provided in the Commissioner's call letters.
 - F. **Program and Budget Handbook.** Specific information on the development of information for the Construction Program is contained in Reclamation's Program and Budget Handbook. All Offices will follow the procedures listed there in the development of their program estimates.
2. **Program Coordination.** The Program, Budget, and Liaison Group, in the Commissioner's Office, is responsible for carrying out the policy for Reclamation's Construction Program in the Budget Process, and for administration and oversight of the program.