

User's Guide to the Capital Improvement Program (CIP)

The District of Columbia's (the "District") Office of Budget and Planning continues to make improvements in its budget document to make it more user friendly and informative. This User's Guide to the CIP explains the various sections of the document to help readers understand its contents.

The District's CIP document is comprised of two (2) volumes, Volume I and Volume II: Volume I provides in detail the complete capital budget for the District with the exception of the budget of capital projects to be implemented on the streets, highways, and bridges. Volume II – Highway Trust Fund provides in detail the complete budget for the implementation of all capital improvements to the streets, highways, and bridges of the District (except those under the jurisdiction of the National Park Service, Pennsylvania Avenue Development Corporation, and the Architect of the Capitol). Volume I contain the following sections:

Executive Summary

The executive summary provides an overview and introduction to the District's CIP and the FY 2001 Capital Budget.

Mayor's Policies for the CIP

The Mayor's Policies for the CIP detail mayoral fiscal policies and policy initiatives established to govern the CIP.

Capital Improvement Program

Provides an overview of the principles and program policies that are used to facilitate the District's CIP; insight into the history of the CIP from inception to present, as well as the specific legislation and statutory basis of the program.

Capital Improvements Plan Development Process

Details the development of the capital budgeting process, the duties and responsibilities of the process participants and the criteria to be utilized for the request, recommendation and authorization of projects in the CIP.

Progress Report on Critical Ongoing Initiatives

Highlights the status of current initiatives underway which are critical to the Capital Program's overall financial and programmatic health.

Capital Funded Positions

Describes the basis and analysis of specialized labor (Full Time Equivalent) positions that are budgeted in the CIP.

Appropriated Budget Authority Request

Highlights in table form the appropriated budget authority request for each agency and the corresponding projects. In addition, the methodology used to derive the total request is provided.

FY 2001 Operating Budget Impact

What affect the CIP will have on the District's operations budget for the requested appropriated year and five subsequent years to follow.

FY 2001 to FY 2006 Capital Budget Proforma

A budget model providing data on the cash flow for the CIP, the sources of funding and the anticipated expenditure uses for the District's program categories over the current and subsequent five fiscal years.

Agency Highlights and Project Description Forms

Profiles agency missions, financial picture, and six-year CIP by project. Each page contains the following information specific to all projects and subprojects:

- **Section A- Identification and Coding Information**

Indicates the project code and project name, subproject, user agency (the agency that administers the project), implementing agency (the agency that is charged with placing the project in service), and funding type used to identify agency capital projects in the District's financial system; as well as the project's geographical location within the city.

- **Section B – Expenditure Schedule**

Identifies the various project cost elements, project phases (Design, Site, Project Management, Construction, and Equipment), the total budget allocated by project phases from inception through the prior and current fiscal years; as well as the six-year CIP.

- **Section C – Funding Schedule**

Identifies the various funding sources available to the District (Long Term Financing, Tobacco Securitization, Grants, Pay-As-You-Go, Highway Trust Fund, Equipment Lease, Alternative Financing, and Other), the total budget allocated by funding source from project inception through the prior and current fiscal years; as well as the six-year CIP.

- **Section D – Description and Justification**

Details the capital project description, need for the project, end result of implementation and scope of work required to implement the project.

■ **Section E – Annual Operating Budget Impact**

Indicates what affects the project will have on the agency's operating budget in the areas of personnel or FTEs, Personal Services, Non Personal Services and Maintenance Costs.

■ **Section F – Milestone Data**

Historical Data related to the project implementation is indicated in this section. This includes the year the project was authorized, the initial cost of the project, mayor priorities, functional priorities, program category, CIP Approval Criteria, ward useful life and actual or projected start and end dates for project implementation.

■ **Section G - Map**

Provides a visual reference of the location of project implementation within the District.

Appendices:

Appendix A – Projects Not Recommended details the agency projects that were requested for capital funding, but were not recommended due to various reasons.

Appendix B – FY 2001 to FY 2006 Planned Expenditures provides a schedule of planned expenditures over the six year period categorized by agency, appropriation number, implementing agency code and project code.

Appendix C – FY 2001 & 6 Year Total Planned Funding Sources details the funding sources used for the CIP FY 2001 budget and scheduled funds sources through FY 2006 for all agencies and projects.

Appendix D – Flowchart: Authorizing Project in the CIP details in flowchart form the CIP budget process from the initial budget call to the Presidents approval and the securing of financing funds.

Appendix E – FY 2001 Proposed Projects by Priority Criteria is an analysis of the FY 2001 proposed projects by priority criteria, agency, project, and project code. The projects listed are exclusive of those projects implemented under the Highway Trust Fund.

Appendix F – FY 2001 Planned Expenditures for Proposed Projects by Functional Area is an analysis of planned expenditures based on functional areas.

Appendix G – Balance of Capital Budget Authority captures the remaining budget balances of the greatest allowable cost for the CIP's active projects exclusive of the proposed FY 2001 budget request.

Appendix H – Glossary of Budget Terms defines the terminology and acronyms used within the budget document.

Appendix I – Index of Capital Projects provides the name of each capital project, the associated agency, and identifying project code.