

Instructions for Submission of Capital Budgets and Capital Improvements Programs



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Content of this instruction booklet is available at www.ncpc.gov.

Should there be any questions concerning the following policies, please contact:
Jeffrey L. Hinkle, AICP, Community Planner—FCIP Program Manager
at 202-482-7265 or Email at jeff.hinkle@ncpc.gov.

I. INTRODUCTION

As the central planning agency for the federal government, the National Capital Planning Commission (the Commission) is responsible for planning the appropriate, orderly development of the federal establishment in the National Capital Region. These responsibilities include the annual preparation of the six-year Federal Capital Improvements Program (FCIP) for the region¹ and the capital budget which is the first year² of the program. The adopted program contains the Commission's recommendations to the Office of Management and Budget (OMB) and other federal departments and agencies on proposed land acquisitions and development proposals in this region to be considered for funding in the next six years.

Preparation of this program involves the cooperation and assistance of each participating federal department and agency (hereafter referred to as agency) in submitting its six-year capital improvements program and proposed capital budget recommendations to the Commission for its review. For this reason, the instructions have been prepared as a guide for each agency in preparing its recommended FYs 2005-2010 capital improvements program. Each agency is requested to prepare its submission in accordance with these instructions and is urged to meet the deadline for submitting program materials to the Commission.

The FY 2005 (capital budget) materials will be reviewed by the Commission in its executive session in the fall of 2003. The FYs 2005-2010 (capital improvements program) materials will be reviewed by the Commission in the summer of 2004.

II. FCIP FUNCTION AND PROCESS

To understand the basis for the preparation of the Federal Capital Improvements Program, the next section provides background on:

- A. Capital improvement definition.
- B. Role and function of the FCIP.
- C. Office of Management and Budget review.
- D. Legal authority.
- E. Project submission recommendations.

A. CAPITAL IMPROVEMENT DEFINITION

For purposes of the Federal Capital Improvements Program, a capital improvement is defined as a non-recurring expenditure or any expenditure for physical improvements, including costs for: acquisition of existing buildings, land or interests in land; construction of new buildings or other structures, including additions and major alterations; construction of streets and highways or utility lines; acquisition of fixed equipment; landscaping; and similar expenditures.

¹ Section 7 of the National Capital Planning Act (40 U.S.C. § 8723(a)).

² Section 33.1(d) of Office of Management and Budget Circular No. A-11 *Preparation, Submission, and Execution of the Budget* (July, 2003) states that "you must consult with the National Capital Planning Commission in advance regarding proposed developments and projects or commitments for the acquisition of land in the National Capital area."

Expenditures for federal capital improvements can be:

- Funds appropriated by Congress.
- Non-appropriated federal funds generated from sources such as retail sales at United States postal facilities, military stores, and officers' clubs.
- Funds provided by the private sector for construction on federal property or for construction on private land, provided the new structure is for occupancy and eventual ownership by the federal government.

B. ROLE AND FUNCTION OF THE FCIP

The Federal Capital Improvements Program serves as a budgeting and planning tool. The National Capital Planning Commission reviews proposed federal capital projects within the National Capital Region for their conformity with adopted federal plans and policies and makes recommendations based on this review. These recommendations are transmitted to the Office of Management and Budget which, in turn, uses the information as it develops the President's annual budget. The Commission's recommendations and comments do not represent approval of the proposed project and shall not be construed or represented to constitute Commission review of development of project plans pursuant to 40 U.S.C § 8722(d) and Section 5 of the of the National Capital Planning Act (40 U.S.C § 8722(b)(1)), or any other applicable statute.

The Commission's recommendations and comments within the FCIP are based on the extent to which proposed projects conform with planning and development policies in the region as described in plans and programs (including the *Comprehensive Plan for the National Capital*, federal agency system plans and master plans) adopted by the Commission, regional planning bodies, and local and state governments. These recommendations and comments represent the Commission's assessment of the project's contribution to implementing planning policies and initiatives or support of key federal interests. To improve the FCIP, last year the Commission organized the proposed projects within the FCIP by local jurisdiction (the District of Columbia and the counties of Maryland and Virginia within the National Capital Region) instead of by agency as had been done in previous years and added a new recommendation category. This category—"Recommended and Strongly Endorsed"—includes projects that support the Commission's key planning initiatives identified in the Commission's *Extending the Legacy* plan, *Comprehensive Plan for the National Capital* and *National Capital Urban Design and Security Plan*.

As an initial assessment of proposed federal capital projects, the FCIP also allows the Commission to identify, at a sufficiently early stage, projects that are important to the orderly development of the federal establishment, as well as projects that have potential adverse impacts or planning problems that require resolution.

Another function of the FCIP is to coordinate proposed federal agency capital projects with agencies' long-range systems plans, Commission approved master plans, and Commission approved site and building plans for federal installations or single facilities. The FCIP functions as a vital first step in the implementation of these plans by serving as an early notification and coordinating tool for interested and affected local, regional, and state agencies. In addition, state and local governments submit their capital improvements programs to NCPC for review. This allows NCPC to determine whether federal interests are impacted at the earliest possible time. Such coordination ensures that the schedules of related projects are properly timed, possibly avoiding delays at the time of formal review. This results in cost savings to local and state governments and overall improvements in the regional economy.

Preparation of the FCIP requires the cooperation and assistance of participating federal departments and agencies in submitting their annual capital budget requests and five "out-year" capital programs to the Commission. The first year of the FCIP represents funding requests contained in the President's fiscal year budget (the capital budget); the second to sixth years represent yearly funding requests for specific projects, or funding requests for new projects scheduled year-by-year (the capital program).

NCPC requests capital budget and program information from federal agencies during the summer. Following receipt, NCPC reviews the capital budget requests, and transmits the Commission's recommendations to the Office of Management and Budget in the fall. In the spring, the Commission's recommendations for capital projects for the following five years are prepared and a proposed FCIP is circulated for review and comment. Following the review period, the Commission adopts the FCIP.

The projects in this FCIP have been reviewed for conformity with, and their contribution to, the implementation of:

1. ***Extending the Legacy: Planning America's Capital for the 21st Century.***
2. **Federal Elements of the *Comprehensive Plan for the National Capital.***
3. ***Memorials and Museums Master Plan.***
4. **Master plans and strategic plans for federal facilities and installations, and federal agency long-range system plans and programs.**

5. **Aesthetic security measures:**

As the need for appropriate security measures at federal facilities has escalated over the past decade, many federal agencies in the National Capital Region erected makeshift barriers at their facilities. As a result, unsightly and poorly functioning entrances and public spaces proliferated at federal facilities, marring the beauty and perceived openness of the Nation's Capital.

There are many efforts underway to replace these makeshift barriers with more permanent security design solutions. On October 3, 2002 the Commission adopted *The National Capital Urban Design and Security Plan* that suggests a framework to improve the security of the public and its government within the Monumental Core while reestablishing a sense of openness and freedom. The plan identifies design solutions for perimeter security to protect against threats by bomb-laden vehicles approaching federal buildings. Design solutions include "hardened" street furniture and landscaped planting walls that can enhance local streetscapes while providing required security.

The Commission strongly supports securing sites in the National Capital Region and making them safe for federal workers, and visitors. The Commission, however, encourages a comprehensive approach to the design of permanent security measures and encourages agencies to coordinate their security projects with the recommendations contained within *The National Capital Urban Design and Security Plan*.

C. OFFICE OF MANAGEMENT AND BUDGET REVIEW

With the passage of the Government Performance and Results Act of 1993, the Office of Management and Budget is placing increased emphasis on linking federal agency program resources with performance, comparing proposed projects with actual federal departments' and agencies' strategic plans. OMB has identified the Federal Capital Improvements Program as an important management reform initiative. OMB uses the Commission's recommendations to assist it in analyzing federal capital budget submissions.

D. LEGAL AUTHORITY

Preparation of the Federal Capital Improvements Program is pursuant to Section 7 of the National Capital Planning Act (40 U.S.C. § 8723(a)), which requires that the Commission annually review and recommend a six-year program of federal public works projects for the National Capital Region. In addition, Section 33.1(d) of the Office of Management and Budget Circular No. A-11 *Preparation, Submission, and Execution of the Budget* (July, 2003) states that

"you must consult with the National Capital Planning Commission in advance regarding proposed developments and projects or commitments for the acquisition of land in the National Capital area."

E. PROJECT SUBMISSION RECOMMENDATIONS

The National Capital Planning Commission requests that the participating departments and agencies comply with the following recommendations, when appropriate, in submitting their capital budget requests and multi-year capital program for inclusion in the Federal Capital Improvements Program.

1. Each federal agency should use the *Comprehensive Plan for the National Capital* as a planning policy guide in preparing its submission of proposed projects for the capital improvements program.
2. The status of all approved master plans should be assessed approximately every five years by federal agencies. Master plans should be revised, as needed, to incorporate all project proposals prior to submitting them to the Commission as part of the capital improvements program.
3. Proposed development projects should be evaluated for compliance with applicable federal, state, and local requirements regarding historic preservation or environmental protection, including impacts on traffic and nearby properties. Implementation may require review by federal, state, county, and city officials pursuant to historic preservation or environmental regulations, including issuance of permits, promulgated under the authority of federal law.
4. The Commission urges each department and agency planning projects that will either generate additional stormwater runoff or potentially affect a 100-year floodplain or wetland area to identify measures, at the preliminary project plan review stage, to mitigate any potential adverse impacts.
5. The Commission requests that federal agencies, in planning for future projects, specifically adhere to the policy in the Federal Facilities Element of the Comprehensive Plan, which states that, in selecting new locations or relocating federal activities, consideration should be given to the use of existing underdeveloped federal facilities before space is leased or additional lands are purchased. In addition, the Commission encourages the Office of Management and Budget and other federal agencies to conform to the Comprehensive Plan and Executive Order 12072 regarding the location of federal facilities in the District of Columbia.
6. The Commission requests that each department and agency adhere to the policy in the Federal Employment Element of the Comprehensive Plan that specifies maintenance of the historic relative distribution of federal employment—approximately 60 percent in the District of Columbia and 40 percent elsewhere in the region. This policy is used by the Commission to ensure the retention of the historic concentration of federal employment in the District of Columbia, the seat of the national government.
7. The Commission encourages all federal departments and agencies to adhere to the concepts contained in *Extending the Legacy: Planning America's Capital for the 21st Century* as they prepare proposals for development within the Monumental Core. The plan provides alternatives to preserve and enhance Washington's Monumental Core, which extends generally from the steps of the Capitol to the Lincoln Memorial and Arlington Cemetery and from the White House to the Potomac and Anacostia Rivers.
8. The Commission encourages all federal agencies to design security improvements that are aesthetically appropriate to their surroundings and enhance the public environment. In particular, security improvements should be designed in accordance with recommendations in NCPC's *The National Capital Urban Design and Security Plan*.

Copies of the Commission's plans, including *Extending the Legacy: Planning America's Capital for the 21st Century*, the *Memorials and Museums Master Plan*, and *The National Capital Urban Design and Security Plan*, are available in PDF format at www.ncpc.gov, or by calling the Commission at (202) 482-7200.

Copies of the *Comprehensive Plan for the National Capital* are available by calling the Commission.

Note: Comprehensive Plan Update

As part of its periodic reassessment of the Comprehensive Plan, the Commission is currently updating the Plan to address new policy issues and planning concerns. The updated Plan will respond and give direction to the new role of the federal government and our Nation's Capital in the 21st Century—one that is more attuned to the economic realities of tomorrow and the new responsibilities that are envisioned for our National Capital in the future.

The new approach for the Comprehensive Plan will accomplish a number of things. It will provide a clearer rationale, as reflected in the Plan's vision statement, guiding principles, and policies, for the Commission's decision-making. Its content will be restructured to be more streamlined and interrelated, resulting in a more efficient, flexible, and practical planning tool for users. The Plan update will also improve linkages among other policy documents, criteria, guidelines, and other relevant information.

Completion of the update to the Comprehensive Plan is anticipated for the Winter of 2003.

III. GENERAL SUBMISSION REQUIREMENTS

A. SUBMISSION CONTENTS

The designated representative of each agency should submit to the Commission **ONE (1) COPY** of the agency's six-year capital improvements program, which includes the FY 2005 capital budget.

The submission should consist of the following:

- a. Site location **map** showing the location of each proposed project
- b. **Form A:** Federal Project Proposal, for each project whether "new" or "existing" (an updated Form A should be submitted to the Commission for projects submitted on a Form A in previous years)
- c. **Form B:** Annual Review of Project Status

B. SCHEDULE FOR SUBMISSION OF CAPITAL BUDGET (FY 2005) AND OUT-YEARS (FYS 2006-2010)

Agencies are requested to submit their **FY 2005** capital budget requests to the Commission by **Friday, September 12, 2003** (This includes a Form A for each project for which FY 2005 funds are requested). This will enable the Commission to complete its review and submit its recommendations to the Office of Management and Budget prior to their deadline of October 15, 2002.

FYs 2006-2010 submissions are due by **Friday, October 3, 2003**. (This includes a Form A for each project for which FY 2006-2010 funds are requested.) Form Bs are also due at this deadline.

	DEADLINE FOR SUBMISSION
FY 2005 Capital Budget	Friday, September 12, 2003
FYs 2006-2010 Capital Program	Friday, October 3, 2003

If your agency is not planning any land acquisition, rehabilitation/renovation, or construction projects during FYs 2005-2010, please notify the Commission in writing (an Email to Jeffrey L. Hinkle, AICP, Community Planner—FCIP Program Manager, at jeff.hinkle@ncpc.gov is acceptable).

C. SUPPLEMENTAL SUBMISSION/REPROGRAMMING OF FUNDS

If, at any time during the year, an agency submits to OMB a supplemental request or reprograms funds for a project, a submission should also be made to the Commission.

In addition, should the funding request for any project increase or decrease by ten percent (10%) or more of the original project cost estimate contained in a prior Federal Capital Improvements Program, the agency should submit an explanation, including any changes in the project description.

IV. INSTRUCTIONS FOR SUBMISSION MATERIALS

The Federal Capital Improvements Program is based upon information furnished by each participating agency.

The purpose of the submission materials is to provide consistent quantitative data and descriptive information about each project and each agency's overall program for use by the Commission and the Office of Management and Budget in their review. It is important that the requested information on the forms be clear and complete.

The following section defines the projects to be included in the program submission and describes the materials that should be submitted.

A. DEFINITION OF PROJECTS TO BE INCLUDED IN THE SUBMISSION

A "capital improvement" is defined as a non-recurring expenditure or any expenditure for physical improvements, including cost for acquisition of existing buildings, land or interests in land; construction of new buildings or other structures, including additions and major alterations; construction of streets and highways or utility lines; acquisition of fixed equipment; landscaping; and similar expenditures.

These capital improvements expenditures can be (1) funds appropriated by Congress; (2) non-appropriated federal funds generated from sources, such as retail sales at United States postal facilities, military stores, and officer's clubs; (3) funds generated by the private sector for construction on federal property, or (4) funds generated by the private sector for construction on private land provided the new structure is for occupancy and eventual ownership by the federal government. Projects to be submitted should also identify major changes in the existing facility that would result in change in function, intensity of use, the number of employees, or, in historic landmark properties, where the proposed improvement would significantly alter the interior or exterior character of the building.

Certain projects may generally meet the above definition of a capital improvement, but they are not included in the scope of this program because they are relatively minor improvements and would not have a long term impact or because they are recurring items, such as general maintenance or repairs. The following types of projects are in this category and would not be included in an agency program submission provided that they are not inconsistent with an approved master plan or project plan for the federal property affected:

1. Projects involving the replacement of walks, roadways, and parking areas, where there is no change in location or existing character.
2. Projects involving the rehabilitation, repair or minor alterations of existing buildings or structures when there is no substantial change in the existing use, character, or extent of the building or structure, and no substantial extension of the useful life of the building or facility. *Excepted are facade alterations and new roofs for existing buildings or other structural improvements which would change the character or extend the useful life of a building or a facility for fifteen years or more--these must be included in the program submission.*
3. Projects involving the renewal or replacement of trees, shrubs, and other materials, and minor changes in plant material that do not change the concept in an approved landscape plan.
4. Projects involving the replacement, but not the relocation or extension, of existing underground utility lines, such as pipes or cables. Excepted projects, which must be included in the submission, are those involving the replacement or rehabilitation of major mechanical systems, such as the replacement of boiler plants or air-conditioning systems, or projects involving utility surface structures, significant changes in drainage patterns, or impairment of surface uses.

5. Maintenance projects involving routine or occasional inspections, adjustments, and minor repairs. Examples of items in this category include: daily maintenance; hardware replacement; replacement doors and windows; individual plumbing fixtures pumps and valves; electrical switches; elevator maintenance and repairs; partitions; window guards; and ground maintenance improvements.

B. SUBMISSION MATERIALS AND INFORMATION

The following materials and information should be submitted by each agency:

1. MAPS

A site location map **MUST** be provided along with each Form A showing the proposed location of each project and its relationship to existing and proposed facilities. The site development plan of an approved master plan that identifies the location of the proposed project will be sufficient.

If a proposed project has been previously submitted to the Commission for project review pursuant to 40 U.S.C § 8722(d) and Section 5 of the of the National Captial Planning Act (40 U.S.C § 8722(b)(1)), or any other applicable statute, a site location map is not required to be submitted with the Form A for that project.

2. SUBMISSION FORMS

Each submission should include the following information:

a. Form A: Federal Project Proposal

Descriptive text and data on each project being submitted--whether "new" or "existing"--and on any project for which reprogramming of funds, in excess of ten percent (10%) is requested.

b. Form B: Annual Review of Project Status

Information on the status of legislative action on individual FY 2004 capital budget projects currently being reviewed by the Congress as well as information on the status of projects that have been funded during the past two fiscal years (FYs 2002-2003).

Submission Form Availability:

Forms A and B are available in hard copy by contacting NCPC, or in PDF format at www.ncpc.gov .

A copy of Form A in a Microsoft Word document, and a copy of Form B in an Microsoft Excel document, can be requested through Email by contacting Jeff Hinkle at jeff.hinkle@ncpc.gov .

3. DIRECTIONS FOR COMPLETING FORM A

Each year, approximately 200 projects are submitted for inclusion in the FCIP. Participating agency cooperation in providing the requested information is imperative for completion of an accurate and up-to-date document. Given the recent terrorist attacks on the United States and the accompanying need for additional security at federal installations, the Commission anticipates many additional projects and/or changes to annual funding requests for projects currently in the FCIP. For accurate project tracking, the Commission requests that agencies complete all the information requested on Form A for each project.

Questions 1 through 12 are self explanatory. The following describes the information requested in question 13,
Project Description:

Project Description, Question 13

General Description of Project: Provide a concise description of the projects to include information on: size of project (number of floors); whether or not the project is an addition to an existing building; intended use (e.g., laboratory, office building, warehouse, dormitory, maintenance yard, street improvements, etc.); and construction type and exterior building materials. If the project involves renovation work, describe the improvements that will result. If the project contains multiple uses, list these uses and give square footage for each use (for example, a warehouse that also contains office space, a maintenance shop, and restrooms/locker rooms). If utility, landscaping and street improvements are a part of the project, include them also.

Project Purpose and Justification: Explain why the project is needed. Give details, such as inadequacies of an existing building or facility, need for space for a specific use or program, or possible relationship with other governmental activities. Also identify any benefits to the government that the proposed project might provide.

Historic Preservation: In accordance with Executive Order 11593, each federal agency is responsible for locating, inventorying, and nominating to the Secretary of the Interior all sites, buildings, districts, and objects under their jurisdiction or control that appear to qualify for listing on the National Register of Historic Places. Federal agencies should ensure that any federally owned property that might qualify for nomination is not inadvertently transferred, sold, demolished or substantially altered. Also, Section 106 of the National Historic Preservation Act of 1966 requires federal agencies undertaking, licensing, or funding projects to "take into account the effect of the undertaking on any district, site, building, structure, or object that is included in the National Register" and to "afford the Advisory Council on Historic Preservation a reasonable opportunity to comment with regard to such undertakings."

In the space provided, please briefly state whether the proposed project complies with Executive Order 11593 and Section 106 of the 1966 act, and identify whether any historic landmarks would be affected by the proposed project, including what steps have been taken, or will be taken, to achieve their preservation.

Environmental Description/Analysis: the Council on Environmental Quality's Guidelines for the preparation of Environmental Impact Statements (hereinafter referred to as Guidelines, 38 Fed. Reg., August 1, 1973) advise that environmental evaluations of proposed actions, legislation, etc., should be undertaken at the earliest possible stage, particularly prior to any decision making. The Guidelines also advise that the amount of detail provided in the environmental evaluation "should be commensurate with the extent and expected impact of the action, and with the amount of information required (or available) at the particular level of decision-making (planning, feasibility, design, etc.)."

In view of the potential environmental impacts of proposed projects in the program, and in view of the Commission's need to make an assessment of the impact of the overall FCIP, each sponsoring federal agency in the preparation of its overall five-year program submission should, to the extent possible at the programming stage, include an environmental description/analysis of each project proposal. In particular, for those projects that may generate storm water runoff impacts or may affect a floodplain or wetland area, measures should be identified to mitigate any adverse impacts.

For projects proposed in the first year of the program--FY 2005 Budget Year—it is essential that an environmental assessment be included that is sufficiently detailed to identify the likely impact of the project.

This description/analysis should specifically address the following aspects of each proposal, emphasizing those environmental areas or aspects of each proposal: 1) Impacts: discuss all anticipated positive and negative impacts of the proposal, emphasizing those environmental areas or aspects which would be **most** evidently impacted by the particular action; 2) Consistency with Official Policies, Regulations, etc.: discuss

the conforming or conflicting nature of the proposal with respect to applicable Federal, state, and local policies, controls, and regulations including those developed in response to the Clean Air Act and the Federal Water Pollution Control Amendments of 1972; Executive Order 11990, Federal Protection of Wetlands; and regional air quality policies and standards; 3) Alternatives: discuss the reasonable and appropriate alternatives to the proposal considered, particularly those that might enhance environmental quality and/or avoid adverse effects; and 4) Countervailing Benefits: discuss other compensating benefits of federal policy or interests that might offset any identified or anticipated adverse environmental effects of the proposal.

4. DIRECTIONS FOR COMPLETING FORM B

Include information on (1) the status of legislative action for projects included in FY 2004 capital budget submitted by the President to the Congress, and (2) the status of construction of those projects that have been funded by the Congress during the past **two** fiscal years (2002-2003) or are expected to begin in the near future.

If legislative action on certain FY 2004 projects has been delayed by the Congress and information on authorization and appropriation is not known at the present time, this information should be indicated in the Legislative Section column for that project. Later, in the autumn of 2003, the Commission staff will contact liaison representatives to obtain this data.

The list you submit should include **all** land acquisitions or development projects that have been funded by the Congress, even if they were not submitted as part of the FCIP.

This progress report provides a way of tracking federal development within the National Capital Region.

5. SUBMISSION ADDRESS, FAX NUMBER, AND EMAIL

Maps and Forms A and B can be submitted by mail, fax, or Email. Responses should be made to the attention of Jeffrey L. Hinkle, AICP, Community Planner—FCIP Program Manager (202-482-7265).

Address:

NCPC
401 9th Street NW
Suite 500
Washington, DC 20576

Fax:

202-482-7272

Email:

jeff.hinkle@ncpc.gov

Form A

National Capital Planning Commission
Federal Capital Improvements Program for the National Capital Region
Fiscal Years 2005-2010

Agency Representative/Title

Telephone/Email

Date

Please fill out all questions. If a question is not applicable, please indicate with "N/A."

PROJECT TITLE AND LOCATION

1. Project Title

2. Department/Agency

3. Installation (Please provide street address, if available)

4. City/County/State (Please provide street address of project, if available)

PROJECT HISTORY

5. Please indicate if this project has been included in previous FCIPs. What years? Did it appear under a different title? (e.g., FYs 1995-2001, Building F Renovation.)

A copy of Form A as a PDF file is available at www.ncpc.gov. Form A as a Microsoft Word document can be requested through email by contacting Jeff Hinkle at jeff.hinkle@ncpc.gov.

PRIOR FUNDING

- 6. Has this project received funding in previous fiscal years? If so, describe how much and what years (e.g., \$500,000 in FY 2001; \$4,000,000 in FY 2002).

SUPPLEMENTAL FUNDING

- 7. Does the prior funding stated in Question 6 include any supplemental funding for security or anti-terrorism activities? If so, describe how much and what years.

BUDGET ESTIMATES

- 8. Please provide planning, design, and construction budget estimates for this project for each fiscal year between 2004 and 2009 and the total of budget estimates for fiscal years beyond 2009:

(\$000)

	<u>FY 2005</u>	<u>FY 2006</u>	<u>FY 2007</u>	<u>FY 2008</u>	<u>FY 2009</u>	<u>FY 2010</u>	<u>Beyond FY 2010</u>
Planning							
Design							
Construction							

- 9. Please provide an estimate of the total cost of project (include previous funding, FYs 2005-2010, and beyond FY 2010 budget estimates).

TYPE OF DEVELOPMENT / IMPROVEMENT

10. Please identify the size of the project under the following categories.

Measure (sq. ft., sq. meters, acres, miles, etc.)

- New Construction
- Rehabilitation/Renovation
- Addition to Existing Structure
- Site Improvements (Soft and Hard Surfaces)
- Acquisition of Land
- Acquisition of Existing Structure/Building
- Utilities, etc.

EMPLOYMENT ESTIMATES

11. Please indicate estimated changes to employment at the building or site following completion of the project. Include existing employment, the change in employment due to this project, and whether this project involves employee transfers between the District of Columbia, Maryland, and Virginia.

Total existing installation employment at building or site:

Employment after project at building or site:

Employees transferred **to** building or site: Total

From: DC , MD , VA , Outside the Region

Employees transferred **from** building or site: Total

To: DC , MD , VA

PARKING ESTIMATES

12. Please indicate estimated changes to the parking space supply at the building or site following completion of the project. Include the existing number of spaces, the number of those spaces lost due to the project, the number of spaces to be built with the project, and the total number of spaces following completion of this project.

Existing parking Total: , Surface: , Garage:

Parking lost to project Total: , Surface: , Garage:

Parking gained with project Total: , Surface: , Garage:

Parking after project Total: , Surface: , Garage:

PROJECT DESCRIPTION

13. Please provide a general description of the project (one or two paragraphs). The description should include the intended use of the project or the major project components, as well as other relevant information including the number of floors, the number of housing or lodging units, exterior building materials, etc. A brief description of the project purpose and justification should also be included. In addition, please provide information on any historic preservation issues (Section 106, etc.) or environmental evaluation issues.

If not indicated elsewhere, please indicate if this project is to improve security at an existing federal installation, or is part of a new anti-terrorism initiative or program.

Please refer to pages 9-11 of the instruction manual for further information on completing this project description.

Form B

Annual Review of Project Status, for Projects Proposed within FYs 2002-2004

Agency:	Legislative Action							Project Implementation				
	Authorization			Appropriation				Status of Project Activity				
	Has project been authorized by Congress?			Have funds been appropriated by Congress? If yes, enter the amount and amount of appropriation.				Has work started on the project? If yes, enter the date initiated and the percentage completed. Enter the completion/occupancy date or estimated date.				
Project title	No	Yes	Date	No	Yes	Amount \$000	Date	No	Yes	Date	Percent Complete	Occupy/Complete

Agency Representative/Title

Telephone/Email

Date

A copy of Form B as a PDF file is available at www.ncpc.gov . Form B as a Microsoft Excel document can be requested through email by contacting Jeff Hinkle at jeff.hinkle@ncpc.gov .