



Capital Budget Kickoff

FY 2024 – FY 2028

Office of Management and Budget

RHODE
ISLAND

Agenda

Today's presentation will include the following presenters or their designees.

- 1** Joe Codega, State Budget Officer
- 2** Director Jim Thorsen, Department of Administration
- 3** Libby Kimzey/Ryan Gardiner, OMB Capital
- 4** David Patten, DCAMM Director
- 5** Meghan Neary, DoIT Chief Financial Officer
- 6** Lisa Henriques, OMB Database Administrator

Key Points

Introduction to this year's capital budget submission.

1 Joe Codega, State Budget Officer

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✓ Find all instructions and templates at <https://omb.ri.gov/budget-office/budget-communications-and-instructions>

The screenshot displays the website for the Office of Management and Budget, Department of Administration, State of Rhode Island. The page is titled 'Budget Communications And Instructions' and features a navigation menu with options like 'Budget Office', 'Performance Management', 'Internal Audit', 'Regulatory Reform', and 'About Us'. A search bar is located in the top right corner. The main content area includes a sidebar with links to 'Budget Office', 'FY 2023 Governor's Budget', 'Prior Year Budgets', 'Budget Communications And Instructions', and 'Revenues And Caseload'. The main content area lists three categories: 'Budget Communications and Memos', 'Operating Budget Instructions and Forms', and 'Capital Budget Instructions and Forms'. Under the 'Capital Budget Instructions and Forms' category, there are four links: 'Capital Budget Instructions Consolidated FY 2023', '05-10-21 FY23-27 Capital Budget Process Memo', 'Capital Fleet Replacement Plan Template', 'Capital Project Narrative Template', and 'Capital Subproject Detail Template'.

Key Points

Context and strategic direction for this year's capital budget submission.

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Director Jim Thorsen, DOA

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- ✓ Focus on Implementation
- ✓ Rigorous Cost Estimates

Key Points

Overview of capital budget submission process and expectations.

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Libby Kimzey/Ryan Gardiner, OMB

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- ✓ Submissions due to OMB by Friday, August 5, 2022
- ✓ Capital tours will be in August, strongly encourage scheduling prior to your budget submission
- ✓ Email any questions to Ryan.Gardiner@omb.ri.gov and your Budget Analyst
- ✓ Libby is transitioning to another role in DOA
- ✓ BFM Trainings will be held in June, dates to follow

Key Points

Process details for vertical construction, asset protection and fleet projects.

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David Patten, DCAMM Director

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- ✓ DCAMM facilitates vertical construction, asset protection and fleet projects for all executive branch state agencies (not quasis).
- ✓ For new projects, email the Project Request Form ([PRF](#)) and a one-page summary of agency mission, goals, and 5-yr strategic plan to DCAMM.ProjectReview@doa.ri.gov by 6/24/22.
- ✓ DCAMM will schedule meetings upon receipt: Wednesdays and Fridays, 1 to 4 pm, 5/23/22 – 7/15/22.
- ✓ For vehicle requests email the Fleet Request Form ([FRF](#)) and the vehicle replacement plan to DOA.Statefleet@doa.ri.gov.
- ✓ Agency staff will need to attach DCAMM letters of recommendation to relevant projects as a requirement of the process.

Key Points

Process details for information technology projects.

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Meghan Neary, DoIT CFO

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- ✓ Supported Agencies: AIMS will complete IT Project Template with agency input & ITLT alignment; CFO will attach the spreadsheet project detail as well as a support letter from ITLT to BFM project submission.
- ✓ Assisted Agencies/Quasi: An email will be distributed to inquire if any IT projects will be submitted. If so, meetings will be set up upon response.
- ✓ Agencies will have final IT sign off (final spreadsheet & Support Letter) on July 15th to allow time to enter into BFM to meet the August 5th OMB deadline.

Key Points

How to reach out for technical support.

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Lisa Henriques, Database Administrator

- ✓ By end of May, please email Lisa.Henriques@budget.ri.gov with the full names and email addresses of staff who will require access to BFM Capital. Be sure to include the access level needed (e.g. Operating and Capital or Capital only).
- ✓ CFOs may be 'Stage 1' or 'Stage 2' where Stage 2 submits to OMB
- ✓ BFM: <https://ri.bfm.cloud/bfmprod/default.aspx>
- ✓ Like last year, the technical instructions are consolidated with the general instructions.

Thank you!

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