

# **FY 2026 - FY 2030 Capital Budget Instructions**



**State of Rhode Island**

**Office of Management and Budget**

**Budget Office**

**May 2024**

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## I. Purpose

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The purpose of this manual is to provide instructions, policies and procedures for state and quasi-public agencies submitting capital budget materials to the Office of Management & Budget, the Governor, and the General Assembly for capital project funding.

**Every state agency requesting or planning to expend funds for asset protection or capital projects, (regardless of the source of funds) over the five-year planning period is required by law to submit a capital budget request or plan.** This includes projects funded solely with federal and/or restricted receipt funds. In addition, any agency with previously approved capital projects in the current Capital Improvement Program, must submit a capital budget outlining the status of these ongoing projects, even if they are not requesting additional funding for these projects or funding for new projects.

As agencies develop their FY 2026 – FY 2030 capital improvement program, please keep in mind that a significant portion of expected resources available for capital projects are already allocated to projects in the existing five-year capital improvement program. Resources available for new projects during the planning period will be limited.

All projects must be included in your capital improvement program request with adequate information to allow for meaningful consideration of the project by the Office of Management and Budget, the Governor, and the Legislature. Project requests must include a full description of project rationale, costs, future funding requirements, project schedule, associated operating budget impacts, and detailed explanation of how the capital request will assist the agency in meeting its strategic goals.

Once funding has been appropriated by the Legislature or earmarked for a particular project as part of the capital plan, funding must be used **for that project only**. Agencies **do not** have discretion to shift funding between projects or funding sources (i.e., Rhode Island Capital Plan Fund and Bond Funds) without prior approval from the Office of Management and Budget and/or the Legislature.

Agency requests should include:

- Carryforward/reappropriation available
- Any contracts or obligations associated with the carryforward.
- Carryforward updates per project with timeline to complete.
- Subproject Excel tables
- Additional information
  - Why is it necessary?
  - What problem is being solved?
  - Has it been requested previously?
  - Why it is a high priority?
  - Are there operating savings or added operating costs?
  - Will this result in improvements to state services?
  - What is the current condition of an asset being repaired or renovated (with pictures)?
  - Is it new space for a new program?

- Is it a renovation?
  - Will this require a relocation to swing space? Where, when, and what is the cost?
  - What is the relationship to the agency's strategic plan, and what are the performance opportunities?
  - Is there an accessibility or ADA component and what is the associated estimated cost?
  - Other reports/information supporting the request.
- Cost estimates for projects over \$100,000. If under \$100,000 provide method of estimate.
- LEED/energy/resource efficiency check box
- Phases
  - Feasibility Study
    - Required for projects over \$1.0 million.
    - Provide study results before project is funded to have proper scope and estimate, schedule of funding, special circumstances.
  - Type of contract: Lump Sum, Design Build, Construction Manager
  - Will there be ongoing operating budget components when the project is completed?
  - If GO bonds or COPs are requested, there should be a debt schedule.
  - Clearly identify any funding source, including grants.
    - If there are federal funds or grants include when the funds will be secured.
    - If it requires a match, are there other leverage opportunities.
  - Are there alternatives to building or alternative locations.
  - Are there IT costs with the project.
- Design
  - Describe how the Architectural/Engineering (A/E) Fee is calculated.
- Construction
  - Provide construction contract estimate.
  - Provide contingency.
- Asset Protection
  - Provide any deferred maintenance reports.
  - Over \$100,000 for a specific project needs a cost estimate.
  - Moving funds from project to project, requesting funds again for same project should have special circumstances.

Questions as to the eligibility of projects for inclusion in the CIP should be directed to the OMB Chief Capital Analyst, Heather Benjamin at [Heather.Benjamin@omb.ri.gov](mailto:Heather.Benjamin@omb.ri.gov) or (401) 256-3851.

## **II. Submission Requirements**

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The Office of Management and Budget uses Budget Formulation and Management (BFM) software in the preparation of the capital budget, including state fleet and information technology requests. Forms must be completed in the online BFM database for each capital project being considered by an agency, regardless of the source of funding. Each agency should be as detailed and specific as possible by including a full description of the project, the rationale for the project, its costs, future funding

requirements, project schedules, and associated operating budget impacts. Information entered into these forms then populates the reports that make up the agency's capital budget submission. Providing quality documentation of the project's need and cost allows for more meaningful consideration by the Office of Management and Budget, the Governor, and the Legislature.

An agency's capital and IT budget request must be submitted by **3 pm, August 2, 2024**. Submission requires that you deliver four (4) bound copies and submit all projects to Stage 3 in BFM. Of the four total copies, two (2) bound copies of your request should be submitted to the Budget Office, and one copy each directly to the House and Senate Fiscal Advisors. Budget Office copies may be dropped off on the fourth floor of the Powers Building (1 Capitol Hill, Providence) with administrative staff. The legislature copies should be delivered to the State House (82 Smith St, Providence), room 306 for House Fiscal Advisor and room 117 for Senate Fiscal Advisor. Electronic copies are welcome supplements to the required physical submission and may be emailed to individual budget and fiscal analysts. The submission should include the following pieces in order:

1. **Transmittal Letter**: A transmittal letter from the director or agency head providing a brief overview of the capital budget submission and an indication of their priorities should be provided. The letter should be addressed to the State Budget Officer.
2. **Project Priority Order Report**: Lists all of the agency's projects in priority ranking. Project priority should be informed by the Rhode Island 2030 framework and the agency's strategic plan.
3. **Project Reports**: Please submit project reports for each project in order of the priority ranking. The reports listed below are generated by BFM software and should be included for each capital project.

The screenshot displays the BFM software interface with a navigation bar at the top containing four tabs: "Submission Checklist / Project Narrative / Agency Request vs Plan", "Projects in Rank Order", "Project Summary", and "Project Cost". The first tab is highlighted with a red border. Below the navigation bar, a list of options is shown, with the first three (A, B, and C) grouped by a blue bracket on the left. Option A is "Submission Checklist: Displays the list of items to consider when analyzing a project and the status of each." Option B is "Project Narrative & Justification: Shows the project description, project justification, project status, and strategic criteria/or IT specific information. The carryforward justification and project cost estimate should be included here." Option C is "Agency Request vs. Plan: Displays both the current financing plan for the project and the funding requested." Below this list, the second tab, "Projects in Rank Order", is highlighted with a red border. Below the second tab, option D is listed: "Projects in Rank Order: Displays the project, project name, priority ranking, project category name, total funding requested, and indicates whether the project is IT, DCAMM, or ADA related."

A. **Submission Checklist**: Displays the list of items to consider when analyzing a project and the status of each.

B. **Project Narrative & Justification**: Shows the project description, project justification, project status, and strategic criteria/or IT specific information. The carryforward justification and project cost estimate should be included here.

C. **Agency Request vs. Plan**: Displays both the current financing plan for the project and the funding requested.

D. **Projects in Rank Order**: Displays the project, project name, priority ranking, project category name, total funding requested, and indicates whether the project is IT, DCAMM, or ADA related.



- E. **Project Summary:** Displays the project name, project ID, priority ranking, and total funding requested.



- F. **Project Cost:** Displays the project costs for each project, with totals by funding source and fiscal year.

#### 4. **Attachments:**

- A. **Subproject Detail:** Agency staff can access the subproject detail template at the following link:  
<https://omb.ri.gov/budget-office/budget-communications-and-instructions>.

This file is a necessary attachment for any capital projects with multiple activities or subprojects, whether submitted by a state agency or quasi-public agency. For example, an asset protection account may have subprojects for Roof Replacement, HVAC Upgrades, and Exterior Envelope. The listing of subprojects must be ranked in priority order. This template must be uploaded into BFM as an attachment as part of the agency's BFM budget submission and included in the hard copy submission of the agency's capital budget request. As part of the agency's capital budget submission, several of these forms may be needed, one for each project that requires the detail. IT projects will also have a subproject detail form, but the format is slightly different and will be provided by ETSS Agency IT Managers (AIMs).

- B. **ETSS Letter of Support:** ETSS AIMs will prepare this form for all IT projects along with ETSS leadership. Once completed, the letter will be made available to agency staff for inclusion in the capital budget submission. Executive branch state agency staff will need to attach one of these to each IT capital project.
- C. **DCAMM Letter of Review:** DCAMM will prepare a letter of review for all new or expanded capital projects for state owned buildings or state controlled new construction. Once completed, the letter will be made available to agency staff for inclusion in the capital budget submission. Executive branch state agency staff will need to attach the letter to each applicable capital project.
- D. **Summary of Strategic Plan:** Any executive branch state agency capital project that involves vertical construction or proposes the acquisition or adaptation of commercial property should prepare a one-page document that summarizes the mission, goals, and five-year strategic plan, and include it with the cover letter.
- E. **Other Materials as appropriate:** Feasibility studies (required for all new projects over \$1.0 million), Master Plans, and cost estimates, or any other supporting material should be provided. A link in the electronic submittal should be provided. Agency staff may attach any supplemental materials that may provide additional justification or detail as to the capital project being proposed. Other examples may include facility

condition assessments, capital improvement program reports, photos, diagrams or other materials that help OMB analysts understand the project vision.

Items 2 and 3 A-F are generated by the BFM software when all fields have been properly completed.

### **New for FY 2026**

- To properly track projects with accessibility or ADA components, an accessibility check box can now be found in the Header tab and a description and cost estimate field has been added to the Strategic Criteria tab within BFM. These fields should be updated if a requested project is addressing an accessibility or ADA component issue and to provide a description of the accessibility or ADA component, and the associated estimated cost specific to the project.
- Executive branch state agencies are required to consult with DCAMM and include a DCAMM Letter of Review with their submission, along with, a capital subproject Excel sheet as backup documentation. This pertains to new or expanded capital projects in state owned buildings or state controlled new construction.
- Please keep in mind, executive branch state agencies will be required to provide a vehicle replacement plan as part of the agency's operating budget request due October 1, 2024. The plan must include a funding source, current inventory, and a detailed list of vehicles to be purchased.
- Agencies requesting vehicle fleet financing from the State Fleet Revolving Loan Fund (SFRLF), must submit these requests as a stand-alone project within the agency's operating budget submission due by October 1, 2024. Any SFRLF financing requests beyond this date will **not** be considered for approval, barring any extraordinary circumstances beyond the agency's immediate control.

### **Notable Reminders**

- Check each bullet on the submittal checklist. If the bullet is not applicable, please add a check mark to indicate the item was reviewed and considered by the agency.
- Differentiate unexpended FY 2024 funding amount (or carryforward amount) from the FY 2025 revised funding request. Specify if the funding is obligated and the time anticipated to expend these funds.
- Include a cost estimate for asset protection subprojects over \$100,000.
- Provide any other information such as a recent master plan or feasibility study.
- Indicate if the project is ongoing? How much time is left to complete the project? Is there a delay and what is causing the delay?
- Please review what is an eligible capital expense and what is not.
- Projects valued over \$1.0 million will require a feasibility study.
- If inflation is affecting the project cost, provide the inflation factor used and its source.

### **This checklist must be completed and submitted with the capital submission:**

- ☐ Carryforward is requested and justification is provided.
- ☐ Address scope or project cost changes.
- ☐ Subproject spreadsheets are included as necessary.
- ☐ A cost estimate is included.
- ☐ The request includes only eligible capital expenses.
- ☐ If the project is over \$1.0 million the feasibility study has been completed.
- ☐ Inflation is included with the project costs as necessary.

### III. Timeline

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Agency capital budget submissions, including IT inventory requests, are due to the Budget Office by **3 pm, August 2, 2024**. Copies of agency requests must also be sent by the submitting agencies directly to the House and Senate Fiscal staffs. Earlier submission is encouraged. This calendar is a guideline and is subject to change. Please keep in mind, vehicle replacement plans and requests for from financing the State Fleet Revolving Loan must be included in the agency's operating budget submission due by October 1, 2024.

<u>Target Date</u>	<u>Process</u>
<b>5/30/2024</b>	Distribute FY 2026 - FY 2030 capital budget submission instructions.
<b>5/30/2024</b>	BFM capital database made available online to agency staff.
<b>5/30 - 7/5/2024</b>	Capital budget and information technology requests are developed by agencies.
<b>6/07 – 6/20/2024</b>	Agency alignment meetings with Enterprise Technology Strategy and Services on IT projects.
<b>6/07 – 6/20/2024</b>	Agency alignment meetings with DCAMM on new or expanded capital projects in state owned buildings or state controlled new construction.
<b>6/10 – 6/17/2024</b>	BFM training by Function of Government
<b>6/26 – 8/30/2024</b>	Site visits to major capital projects by OMB, House and Senate Fiscal staff. For agencies where physical visits are not safe or practical, OMB strongly recommends an MS Teams meeting with agency presentation.
<b>July 2024 (dates TBD)</b>	OMB office hours will be offered over MS Teams to provide support and technical assistance.
<b>8/02/2024</b>	Last day for agency submission of capital budget requests to the Budget Office and House and Senate Fiscal Advisors.
<b>9/30/2024 or earlier</b>	BFM capital database will be updated to reflect enacted FY 2024 revised and FY 2025 budgets, preliminary FY 2024 expenditures, and carryforward balances for RICAP funds.



## IV. Capital Budgeting Overview

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### Goals

The State of Rhode Island has established several capital budgeting goals to guide the development of Capital Improvement Programs. These goals are:

- Ensure that the state's annual capital budget and five-year capital improvement program includes only necessary capital projects that improve state services from education to public safety.
- Emphasize the requirement for long-term and strategic planning and encourage the use of master planning for state properties and accurate estimates.
- Enhance the linkage between the capital and operating budgets.
- Institute the practice of budgeting that will result in planned biennial referenda consistent with the capital budgeting process.
- Increase accountability by publishing a document that will identify the individual projects to be funded during the capital-planning horizon.
- Limit debt use to long-term capital improvements and decrease reliance on debt to increase flexibility in difficult economic times.
- Generate a high return on investment (ROI).
- Execute projects in a timely manner; and,
- Enhance the ability of agencies to meet strategic objectives.

### A capital project shall be used for:

- New construction or renovation of over 5,000 square feet, or acquisition. Examples include State office buildings, higher education facilities, prisons and juvenile rehabilitation facilities, parks and recreational facilities, K-12 schools, transportation projects, facilities for people with special needs, and other State facilities. It may be either new construction or significant long-term improvements that extend the life of the facility by at least five years. A large IT project may be considered a capital project.
- A capital project **shall not** be used for:
  - General maintenance
  - Consumable items
  - Ongoing FTEs
  - Smaller IT projects
  - Occasional furnishings, fixtures and equipment not related to a capital project.

### Policy on Capital Expenditures

Capital projects should have a clearly defined scope of work that can be used to develop specifications that can be put out to bid. For small projects, the Division of Purchases' Master Price Agreements (MPAs) can be utilized in instances where the project does not exceed the work order limit outlined in the MPA. When the capital project exceeds the limit, the agency must prepare a requisition along with detailed specifications and forward to the Division of Purchases for bid. General obligation bonds (GO bonds) and RICAP are the most used funds for capital projects. Additionally, some agencies make use of federal funds, proprietary funds (higher education institutional funds, transportation funds, etc.), and other borrowing proceeds for capital projects, each requiring their own special considerations. GO

bonds are approved by voter referenda every two years and have different requirements than RICAP funds. GO bonds or Certificates of Participation (COPs) are loans with terms from five to 15 years for COPs and 20 years for GO Bonds. Due to the term to repay the loan, the life expectancy of the project should be at least the term to repay the loan. For RICAP projects the state requires a minimum life expectancy of the asset to be five years.

Capital Budget Expense	Operating Budget Expense
Original furniture, fixtures, and equipment (FF&E) as part of a larger project. These should be included in the project costs. Example: Agency is moving into new space and needs furnishings for 150 offices and cubicles.	Existing FF&E needing replacement. Example: Agency wants to replace 20 desks. This is an operating budget request unless it is part of a larger renovation project or new building.
Maintenance costs are not an allowable expense using capital funds.	Maintenance, including preventive and reactive with costs under \$50,000.
Repairs over \$50,000	Repairs under \$50,000 typically considered maintenance
A capital project should have a life of over five years using RICAP funds, and a life of at least the repayment term of a bond funded project. Example: The roof repair using bond funds with a 20-year term should last at least 20 years.	
Materials/tools needed for a capital project: hardhats, eye protection, steel toed shoes, and other safety needs, traffic cones, project office trailer, phones.	Consumables: ice melt salt, cleaning items, office items including paper, copier, other office supplies, clothing/uniforms.
Vehicle purchase using loan fund. When requesting vehicles, agencies must provide the total inventory.	Loan repayments for vehicle loan.
Feasibility study or other pre-development work, which is reasonably expected to culminate in a capital project.	Study to improve operations.

### **\*New\* Accessibility Projects and ADA Component Renovations**

As required by Federal and State law, accessibility is a mandatory part of any planned new construction, alteration, or renovation. Previously, the Budget Office has included a separate project for accessibility related capital expenditures within the State's Capital Improvement Plan. Effective as of FY 2026, agencies must incorporate these projects within the requested agency capital budget submission. To address accessibility concerns to existing facilities, an agency may; 1.) request the renovation as a new project, 2.) include the request as part of a larger general renovation request, or 3.) request a one-time increase in asset protection. Three new fields have been created in BFM to highlight accessibility or ADA component renovations:

- **Header Tab – Accessibility Check Box:** select this check box if the requested project is addressing an accessibility or ADA component issue at a state facility.

- **Strategic Criteria Tab – Description of Accessibility or ADA Component:** include a detailed justification for the renovation and describe the accessibility issue being addressed.
- **Strategic Criteria Tab – Cost Estimate of Accessibility or ADA Component:** provide the approximate costs associated with the specific accessibility or ADA component of the overall project. Generally, OMB anticipates agencies will include these renovations as a subproject of a larger project, the estimated cost field is needed for tracking these expenditures as a means of tracking how much the state is investing in accessibility or ADA components annually.

New buildings and new construction projects are expected to address accessibility or ADA components as required by law and building code. New construction is not considered an accessibility project; however, agencies should provide a brief description of how accessibility was considered for the project by utilizing the Description of Accessibility or ADA Component field found in the Strategic Criteria tab.

Any further questions or concerns specifically related to Accessibility or ADA component laws, please contact Denyse Wilhelm, ADA Program Manager at the Governor's Commission on Disabilities ([Denyse.Wilhelm@gcd.ri.gov](mailto:Denyse.Wilhelm@gcd.ri.gov)).

### ***Vehicle Replacement Plans and State Fleet Revolving Loan Fund***

Please keep in mind, executive branch state agencies will be required to provide a vehicle replacement plan as part of the agency's operating budget request due October 1, 2024. The plan must include a funding source, current inventory, and a detailed list of vehicles to be purchased.

Agency staff should consider the Governor's Executive Order 23-06 "State Agencies to Lead by Example and Act on Climate" when developing or updating the agency's five-year vehicle replacement plan. As outlined on page three of the executive order titled, "Executive Order Targets", "*State agencies as a whole, and to the greatest extent feasible, individually, shall acquire vehicles such that the light-duty state fleet consists of twenty-five percent (25%) zero-emission vehicles by 2030.*" The Governor's Executive Order 23-06 can be accessed at the following link:

<https://governor.ri.gov/executive-orders/executive-order-23-06>

Agencies requesting vehicle fleet financing from the State Fleet Revolving Loan Fund (SFRLF), must submit these requests as a stand-alone project within the agency's operating budget submission due by October 1, 2024. Any SFRLF financing requests beyond this date will **not** be considered for approval, barring any extraordinary circumstances beyond the agency's immediate control.

To further assist agency staff, the Budget Office asked the Office of Revenue Analysis (ORA) to construct a set of motor vehicle planning values for use in capital and operating budget planning. Agency staff can access the motor vehicle planning values developed by ORA at the following link:

<https://omb.ri.gov/budget-office/budget-communications-and-instructions>

Agency staff can also access the fleet replacement plan template at the following link:

<https://omb.ri.gov/budget-office/budget-communications-and-instructions>.

This file is a necessary attachment for any executive branch state agency requesting the replacement or addition of vehicles to the state fleet. Agency staff must separately prepare and submit the request form in the agency's operating budget submission by October 1, 2024, this form should also be submitted to the State Fleet Administrator at [DOA.StateFleet@doa.ri.gov](mailto:DOA.StateFleet@doa.ri.gov).

### **Re-Appropriation of FY 2024 Funds and FY 2025 Revised Capital Budget**

Agency staff should include necessary re-appropriation requests of unexpended FY 2024 funding in the FY 2025 Revised Budget Request by using funding source code CFWD, which will differentiate the carryforward requested amount from the FY 2025 revised funding request. These requests should be accompanied by narrative justification and if any of the carryforward funds are encumbered, why spending has not occurred, or if the funds remaining are not necessary. Given that the preparation of the agency capital budget request will occur amid fiscal year close, the agency should use their best estimate of prior year actual expenditures. The Budget Office will remain in contact with the agency should there be any adjustments to prior year actual expenditures recognized as part of the fiscal year close.

Row	Audit Trail	Line Seq	Funding Source	Cost Type	Cost Type Descr
1		7068109	CFWD	660001	Capital Budget
2		7068109	RICAP	660001	Capital Budget

Records per page: 50

Line Sequence:*	Funding Source:*	Cost Type:*
<input type="text"/>	CFWD Carryforward	660001 Capital Budget

### **New Construction Projects and Feasibility Studies**

Requests for new construction projects, such as new buildings or major renovations to existing structures (i.e., change in use), are examples of requests that must be included in the agency's capital budget request. If your agency plans to build or renovate a facility of any type (office building, laboratory, dormitory, etc.) valued over \$1.0 million, the initial funding request for the project must be a feasibility study (note OMB may require a feasibility study for projects already in the Approved Plan). After the feasibility study is provided with the scope of the project and cost estimate developed, the agency may submit the project request for design and construction. Agencies should not attempt to estimate the cost of new construction or major renovations. OMB Capital is prepared to assist agencies in determining how much funding will be required for a feasibility study based on the project type.

Please note that the adopted plan includes many "master planning" projects which may provide funding appropriate to direct to smaller scale feasibility studies and other pre-development work for projects under consideration, without having to request a new capital planning project. It may be expedient for an agency to move forward with a feasibility study or other pre-development out of these project accounts.

### **\*New \* Consultation with Division of Capital Asset Management & Maintenance**

Executive branch state agencies are required to consult with DCAMM and include a DCAMM Letter of Review with their submission, along with, a capital subproject Excel sheet as backup documentation. This pertains to new or expanded capital projects in state owned buildings or state controlled new construction. These are projects involving vertical construction or commercial real estate. Vertical construction includes building construction, renovation or demolition, but excludes asset protection, road construction, or open space acquisition. Commercial real estate projects include space planning, buildouts, renovations, and upgrades.

Depending on the project, DCAMM can assist with a project's scope, timeline, management, and other guidance as necessary. DCAMM will accept meeting requests from agencies to review new projects or changes in existing capital projects that require extensive discussion and collaboration or are inherently more complex. Agencies can schedule meetings with DCAMM by contacting Sandra Schenck, Chief Implementation Aide ([Sandra.Schenck@doa.ri.gov](mailto:Sandra.Schenck@doa.ri.gov), (401) 222-1371).

If an agency is requesting DCAMM's assistance with administration of a new project, the agency must also complete a DCAMM Real Estate & Project Request Form (PRF). In cases of projects that are less complex with minimal changes to the approved plan, the agency should submit a subproject Excel sheet by emailing James Fuoco, CFO ([James.Fuoco@doa.ri.gov](mailto:James.Fuoco@doa.ri.gov), (401) 487-9576).

Agencies can access the subproject Excel sheet template by using the following link to the Budget Office website: <https://omb.ri.gov/budget-office/budget-communications-and-instructions>, and the DCAMM Real Estate & Project Request Form (PRF) is accessible on DCAMM's website: [DCAMM Interagency Forms | Division of Capital Asset Management & Maintenance \(ri.gov\)](#)

If agency staff have any questions or concerns, please reach out to James Fuoco, CFO, ([James.Fuoco@doa.ri.gov](mailto:James.Fuoco@doa.ri.gov), (401) 487-9576), for additional assistance.

### ***Consultation with Enterprise Technology Strategy and Services (ETSS)***

ETSS will work with executive branch state agencies to develop proposals for new information technology investments. **For the FY 2026 – 2030 planning period, executive branch state agencies must consult with ETSS prior to submission of any capital budget requests for information technology projects.** Agencies are required to indicate whether a capital project has been reviewed by including an ETSS letter of support with their submission as well as the project Excel sheet backup. ETSS agency contacts will be setting up meetings with all agencies to review in June. If agencies have questions or concerns, please reach out to Meghan Neary, ETSS CFO ([Meghan.Neary@doit.ri.gov](mailto:Meghan.Neary@doit.ri.gov), (401) 408-9445) or Elaine Colarusso, ETSS Sr. IT Financial Operations Manager, Projects ([Elaine.Colarusso@doit.ri.gov](mailto:Elaine.Colarusso@doit.ri.gov), (401) 563-2961).

### ***Concepts and Definitions***

**ASSET PROTECTION** involves major or minor renovations or improvements to existing facilities that will extend the useful life to the asset by at least five years, generally at a total cost in excess of \$50,000. Individual projects with costs under \$50,000 cannot be combined to be considered an asset protection project unless they are part of a cohesive scope of work that can be put out to bid as a single project. Asset protection projects should be completed in one year in most cases and should not include new space. Examples of asset protection projects include renovation or replacement of heating, ventilation, and air conditioning (HVAC) systems, upgrades to the building envelope, correction of fire code or accessibility issues, and other regulatory deficiencies. Asset protection funding requests are included in an agency's capital budget submission.

A **CAPITAL ASSET** is a tangible asset of the State of Rhode Island or a component unit thereof that is nonrecurring (i.e., acquired once), has a useful life of more than five years and considered a significant purchase. It is intended to last over a long period of time, and may be land (including open space), structures, equipment (including motorized fleets), and intellectual property (including software). Capital assets may be purchased, constructed, manufactured, or leased.

The **CAPITAL BUDGET** represents the first year of the five-year Capital Improvement Program, authorizes specific projects, and appropriates specific funding for applicable projects for that fiscal year. This is the same period referred to as the 'budget year' in operating budget development processes.

The **CAPITAL IMPROVEMENT PROGRAM (CIP)** identifies specific capital projects and asset protection accounts to be funded during the planning period. It also indicates the fiscal year in which the project will commence, or the property will be acquired, the amount expected to be expended on the project each fiscal year, and the proposed method of financing these expenditures. Projects and financing sources listed in the CIP for years other than the first year (“out years”) are subject to change in future capital improvement programs. The primary CIP publication is the capital budget volume released annually as part of the Governor’s Budget Recommendations, though appropriated amounts are only finalized in a budget enacted by the Legislature.

A **CAPITAL PROJECT** is the proposed acquisition, construction, or improvement of a capital asset. A capital project can be the construction of any new physical facility, structure, building, public improvement, or public purpose project, or the addition or major renovation to an existing structure with a life expectancy of 10 years or longer, whose estimated cost including land, planning, design, construction, furnishings, and equipment exceeds \$100,000. Capital projects estimated to be over \$1.0 million must include funding for a feasibility study that estimates preliminary project costs, including architectural and engineering fees, construction costs, relative program description, alternate solutions, and a schedule, to help ensure that projects are well thought out and have reasonable and accurate cost estimates. Capital projects include the development of new information technology functionality, the expansion of motorized state fleets and the purchase of replacement vehicles. Capital project funding requests are included in an agency’s capital budget submission. Capital project funds **may not** be used for different projects or other uses than the purpose of the capital project.

The **EXECUTIVE BRANCH** State agencies are those enumerated in R.I. Gen. Laws Ch. 42-6 as well as other State offices that operate State-owned capital assets. Some capital budgeting processes, such as coordination with ETSS apply to these agencies and do not apply to institutions of higher education, quasi-public agencies, general officers, the Legislature, and the Judiciary. However, all state agencies, including higher education institutions, quasi-public agencies, general officers, the Legislature, and the Judiciary, participate in the capital budgeting process generally and contribute to the State CIP.

**GENERAL MAINTENANCE** is the on-going upkeep of existing facilities, structures, and equipment. Maintenance may extend the useful life of a structure but will not normally add any significant value. General maintenance typically has an annual cost of under \$50,000. Failure to provide general maintenance (i.e., deferred maintenance) will typically result in deterioration to the point where capital expenditures are necessary to restore a facility to useable condition. **General maintenance funding is not included in a capital budget request, but rather in an operating budget request.**

**PHASES** of a capital project consist of three distinct timeframes.

- (1) The first phase is the feasibility study. This must be developed before other funding is requested and is the first phase of the project. The feasibility study should describe the required program for the project. For example, the feasibility study would describe necessary space required to perform the state function. This would include new construction or a major

renovation. The feasibility study should also include an accurate cost estimate and a construction schedule for how long the project will take.

- (2) The next phase is the design phase. The design documents include drawings and specifications that are used to accept bids from contractors and serve as the basis for the construction. Design documents are developed by an Architectural and Engineering (A/E) company that has the necessary expertise. A representative of the A/E company may also assist with construction management to review requisitions and change order requests.
- (3) The final phase is the construction phase. When the project is put out to bid with the design documents, the contractor with the low acceptable bid is awarded the contract and begins construction. The project continues through final acceptance.
  - a. There are several methods of contracting the work. The most typical is referred to as “Lump Sum” which reflects the three-phase approach described above. Other available methods include “Design Build” and “Construction Manager.” The Design Build method is suitable for simple construction and can be built faster. The Construction Manager method may be used for projects with complicated construction such as a major renovation. Consult with DCAMM to determine if these alternative methods are suitable for your project. They require experience in that type of project to manage successfully.

**INFLATION** is the increase in cost of goods and services between two periods of time. As it relates to capital project submission, if there are project cost increases due to inflation the narrative must include the inflation factor used and the source.

## V. Notes on Funding Sources

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### ***Rhode Island Capital Plan Fund***

A key component of the capital budget process is the Rhode Island Capital Plan (RICAP) Fund, established in the RI Constitution. Each year three percent of general revenues are deposited into this “Rainy Day Fund” until the fund reaches five percent of total resources. Once this five percent level is reached, any additional revenues are deposited into the RICAP Fund.

A major portion of RICAP resources have been dedicated in recent years to asset protection and other capital projects. Anticipated resources in future years have been committed as part of the multi-year CIP to various projects. However, these allocations are subject to revision in future capital improvement programs.

### ***Non-RICAP Sources***

General revenue, federal grants, restricted receipts, and RICAP funding all require appropriation by the General Assembly prior to agency expenditure. Operating budget submissions that are due to OMB later in fall 2024 should be consistent with the capital budget submissions when it comes to these agency accounts.

Funding from general obligation bonds and other debt issuances do not require appropriation by the General Assembly as they have been authorized by public law in prior years. Spending of debt proceeds is included in capital budget requests and published as part of the Governor’s Capital Improvement Program. Agencies may propose new borrowing to support project proposals but should be prepared for a high degree of scrutiny.

### ***State Fleet Revolving Loan Fund (SFRLF)***

One resource available to agencies with vehicle fleets is the State Fleet Revolving Loan Fund (SFRLF). The fund is administered by the Budget Office with support from the Controller’s Office and DCAMM. Agencies may request use of the SFRLF in any year of the planning period to replace fleet vehicles or add to the fleet with appropriate justification. The purchase price of the vehicle is repaid over the three fiscal years following the year of purchase with a 1% financing charge added to the first-year payment.

### ***Information Technology Project Funding***

IT projects have been typically funded with one of the following sources:

- **Information Technology Restricted Receipt Account (ITRR):** A dedicated fund used for department-specific or interagency projects intended to achieve programmatic improvements. The ITRR is primarily supported through the sale of state property and has limited resources.
- **Large Systems Initiative Fund (LSIF):** A special fund, separate and apart from the general fund of the state, for the purpose of implementing and maintaining enterprise-wide software projects for executive branch departments. LSIF is funded by the state when a project(s) is deemed directly appropriate.



- **Certificates of Participation (COPs):** Projects supported by debt financing normally lead to increased revenues or operational savings. COPs are a form of State debt that requires legislative approval but not voter approval.
- **Operating sources:** Project development or maintenance may be funded through federal grants, restricted receipts, and other agency-specific sources.

IT project development is typically *not* funded with these sources:

- **General Revenues:** Project maintenance may be funded through general revenues consistent with the operating budget. Maintenance costs (license subscriptions, ongoing support, etc.) do not belong in the capital budget submission. The Budget Office does not advise agencies to propose general revenue as a funding source for major IT project development.
- **RICAP:** RICAP is not typically used to fund IT projects, and the Budget Office does not advise agencies to propose this funding source for this project type.

For this year's capital budget development cycle, the Budget Office is using these groupings of IT projects.

- 1) **Projects already approved for ITRR funding.** These projects will be handled centrally, prepared by ETSS and included with the DOA capital budget submission. Agency staff do not need to submit any materials for these projects.
- 2) **Projects seeking funding from ITRR or new borrowing.** These projects should be submitted as part of the agency capital budget request with a comment stating "pending ITGC approval". Please note that approval for ITRR funds is handled by the IT Governance Committee (ITGC). Alongside the capital budget submission, agencies should work with their assigned Agency IT Manager (AIM) on project submission to the Project Review Board (PRB) and in the capital budget.
- 3) **Projects to be funded by federal funds, restricted receipts, or other sources specific to your agency.** These should be submitted as part of the agency capital budget request as well as the operating budget submission.

## VI. BFM Capital Budget User Guide

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### What is BFM?

Budget Formulation and Management is the software tool used by the State to prepare budgets, track performance measures, and report on budget-to-actuals. It includes a reporting module that allows users to access, summarize, and analyze data that has been entered in BFM.

### Terminology

**Budget Form:** This is how OMB and agency staff enter data into BFM. A Budget Form is a specific layout that may have required fields, such as description, amount, account, or other information.

**Report:** This is how data from multiple forms is consolidated. Reports are also used to view historical actuals and adopted budgets alongside the budget request data.

**Stage:** Stages are how BFM creates workflow. End users will enter their budgets in the Program Budgeting stage. The budget request will be submitted to the OMB Analyst Review stage. OHHS agencies have an additional OHHS review stage that other agencies will not see.

**Form Instance:** A form instance is the generic term for a budget form that you access to enter your budget. Each form instance has an ID, called a Form Instance ID, which is a unique numerical code that is assigned to each budget request. This ID is not generally referred to except for Decision Packages since agencies may submit multiple Decision Packages and each will have a unique Form Instance ID.

**Org/Organization:** A generic term referring to the organizational dimension which consists of Agency, Program, Subprogram, and Line Sequence as well as performance measures.

### Capital Budget Forms

Following are the budget forms that will be used for the 2024 capital budgeting process. Form numbers in ( ) such as (9500) are for reference only.

Menu	Form Name	Description/Purpose
Budget Formulation	Capital (9500)	Use this form to request updates to the enacted Capital Plan and to request new Projects.

### Stages

Budget forms advance through the budget process using a concept called Stages. Stages are unique to each budget form and the first three characters of a stage are the form to which they are assigned.

For example, Capital Form 9500 has stages 9501, 9502, 9503, 9504, 9505, and 9506. For simplicity, those stages are often referred to generically by the last digit, such as 9501 as ‘Stage 1.’

The stages used by the State of Rhode Island are:

Stage	Description
1	Request Stage 1 (used for original project requests)
2	Agency Request Stage 2 (optional for workflow/approvals within agency)
3	OMB Analyst
4	OMB Committee

Stage	Description
5	Governor's Recommendation
6	Legislature Submission

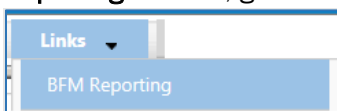
Users are assigned different roles to facilitate this workflow. For example, one user will have **Edit** access to only stage 1 and can **Submit** to stage 2, while their agency approver has access to **Edit** stages 1 and 2 and can also **Submit** to stage 3, OMB Analyst. If security changes are required, email [Lisa.Henriques@budget.ri.gov](mailto:Lisa.Henriques@budget.ri.gov).

Once you “Submit” your capital budget request you will not have access to it any longer, but the approver has the authority to “Submit” the request backwards in the process, so contact the appropriate reviewer if you need to make changes post-submission (assuming the deadline has not passed).

### How to Access BFM

BFM is accessed via internet browser and can be accessed from any internet connection.

- **BFM URL:** Access BFM with the link below. Save your link as a Favorite for easy access.  
<https://ri.bfm.cloud/bfmprod/default.aspx>
- **Reporting:** In BFM, go to Links / BFM Reporting to access reports.



- **ID/PW:** Your BFM system administrator will provide your User ID and Password. Please email [Lisa.Henriques@budget.ri.gov](mailto:Lisa.Henriques@budget.ri.gov) with any issues.
- **Timeout:** Web-based applications have a built-in timeout function. A timeout function is required so users do not leave idle windows open for excessive amounts of time, impacting overall performances.

The current timeout is set at 20 minutes. Be sure to save often as you work. If you are idle for more than 20 minutes, you will have to log back in and any work you did not save will be lost.

### Browsers and Internet Security

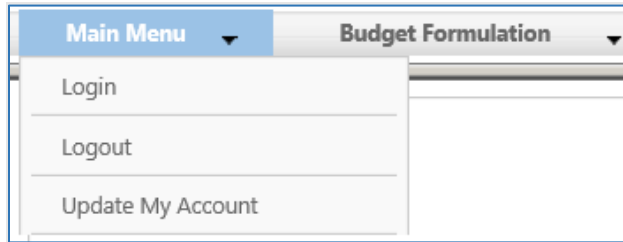
BFM supports multiple browsers, including Edge, Chrome, and Firefox. Since BFM is a web-based application, please be aware of some browser-specific issues. In some cases, one browser may display screens slightly differently from the screen shots in this document, but the functionality is the same. For example, older versions of browsers will show buttons as rectangles instead of ovals.

In addition, the first time you use BFM on a new computer, there may be requests from the browser to **trust the application, accept pop-ups, or other warnings**. Accept any of these requests and when possible, check the options to not remind you in the future/ always trust/ etc. for this website.

## Logging In

2.1.1. Click on the BFM link or select it from your Favorites.

2.1.2. From the top-level menu bar at the top left of the screen, click on Main Menu, then login using your User ID and Password provided to you. If you do not have a User ID or are not sure, please email [Lisa.Henriques@budget.ri.gov](mailto:Lisa.Henriques@budget.ri.gov).

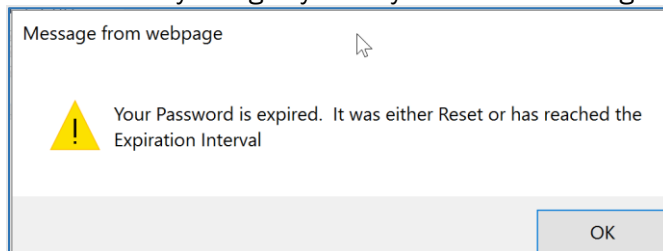


2.1.3. Enter your User ID and Password, then click Submit.

 A screenshot of a login form. It contains two input fields: 'Userid:' with the text 'first.last' entered, and 'Password:' with masked characters (dots). Below the fields are two buttons: 'Login' and 'Reset'.

## Change Password

The first time you log in you may receive this dialog box:

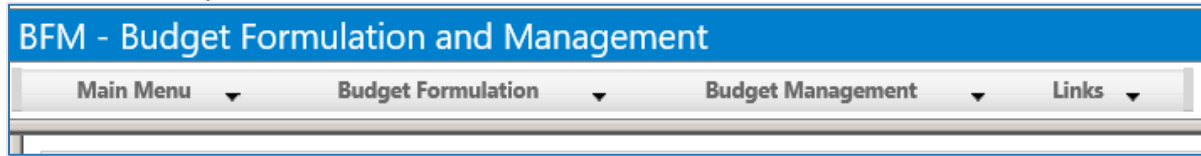


2.1.4. Click Ok.

2.1.5. Set your new password and click Update. Users often will set the password to match their computer log-in. Follow all State guidelines for proper password complexity.

 A screenshot of a password reset form titled 'Application User - Expired Password - Please Reset'. The form includes the text 'Confirm the current password (may have been provided by your admin) and establish a new password.' followed by three input fields: 'Current Password:', 'New Password:', and 'Confirm New Password:'. At the bottom are 'Update' and 'Cancel' buttons.

If successful, you will see the top-level menu items to which you have access. If your password needs to be reset, please contact your BFM Administrator to reset. If you believe you need additional access, contact your BFM Administrator.



## Basic Navigation

Each user has different security. The level of security controls the menu items that appear in the application.

BFM relies mostly on the mouse for navigation. Currently, only a few keyboard shortcuts work. We encourage users to use mouse point-and-click.

## How to Navigate

2.1.6. Hover over any top-level menu item to see the assigned entries.



Place your cursor directly below and click to select any menu item.

## Paging through Records

The bottom panel determines how many records are visible per page and allows you to page through records. A record refers generically to a piece of data that may vary based on the screen you are on; in some screens it may be a distinct budget form instance, in other screens it may be a detailed budget entry.

2.1.7. Click on the Records Per Page, the default setting of 50 is highlighted. With this setting, 50 records are displayed.

Budget Form Entry - Lines

Close Export Refresh

ID	Budget Form	Project	Agency	Form Name	Change Amount
15832	9500	I-195COM - I-195 Commission	029 - Executive Office of Commerce		

Quick Search:  
Enter search criteria here...



Record Actions:  
Add New Copy Zero Out Screen Configuration Validation Configuration

Row	Audit Trail	Line Seq	Funding Source	Cost Type	Cost Type Descr	Pre 2024	2024 Amount	2025 Amount	2026 Amount	2027 Amount	2028 Amount	2029 Amount	Post 2029 Amount	Capital Total	Justification*
1		7029101	RICAP	660001	Capital Budget	0	700,000	700,000	700,000	700,000	700,000	0	0	\$3,500,000	

Records per page: 10 25 50 100 200 250 500

Records: 1 - Page: 1/1

2.1.8. To change the number of records displayed, click the **Records Per Page** dropdown and select the number of records to display.

2.1.9. Click on the on the double arrow  (next page) or double arrow with an end line  (last page) to page through available records.






2500	9092	SFSB - Suburban Field Services Branch	2501	SFSB	0	12/24/2015	aubiadas	Header   Detail
Records per page: 25							Records: 16 - Page: 1	

### Quick Search

Instead of paging through records, often a quicker option to find a record is the **Quick Search** function. This function is an option for most of our menu screens. For example, select any budget form to which you have access /Click **Details**/ to perform a Quick Search.

Quick Search:

Record Actions:

Row	Audit Trail	Line Seq	LS Name	Program	Natural	Natural Name
1		1000101	Director of Administration	Central Management	631200	Management Consultants
2		1000101	Director of Administration	Central Management	641400	Maintenance/Repairs: Office Eq
3		1000101	Director of Administration	Central Management	643030	Food
4		1000101	Director of Administration	Central Management	643110	Office Supplies & Equip
5		1000101	Director of Administration	Central Management	643120	Comp Supplies/Software & Equ

2.1.10. Type any text in the **Quick Search** box. Once you stop typing for one second, you will see 'Loading...' in the table area below. The search will be applied to all non-data columns. All rows that contain the Quick Search text will be returned in the table. Do not press Enter or any other buttons to execute the search. Just wait.

*Example 1: Searching by text*

Search: "Art"

**Result:** All entries that include the word "Art"

## Capital Form

Quick Search:



Record Actions:






Form ID	Description	Stage	Project	Agency
15696	AirNGHQ - Quonset Air National Guard Headquarters Facility	9506	AirNGHQ	014
15702	ARTSBOND - Creative & Cultural Arts Program	9506	ARTSBOND	026
15703	ArtsBond2 - Creative & Cultural Arts Program Continuation	9506	ArtsBond2	026
15748	DBR VEHICLE REPLACEMENT PLAN - Department of Business Regulation Vehicle Fleet	9506	DBR VEHICLE REPLAC	071
15753	DCYF-HQ - DCYF - Headquarters	9506	DCYF-HQ	079
15765	DHS IT 011 - RI Start Early System (RISES) including Child Care Licensing	9506	DHS IT 011	069
15789	DPSROOF - Headquarters Roof Replacement	9506	DPSROOF	081
15844	JFHQ - Joint Force Headquarters Building	9506	JFHQ	014
15893	NEW RIDOH LAB BLDG - Department of Health Laboratory Building	9506	NEW RIDOH LAB BLD	075
15894	NEWBARRACKS - RISP New Southern Headquarters/Barracks	9506	NEWBARRACKS	081

Records per page: 50

## Example 2: Searching by a number

**Search:** "980"**Result:** All entries that contain 980.

## Budget Form Entry - Lines




ID	Budget Form	Project	Agency	Form
15714	9500	BIKE - State Bikeway Development	074 - Department of Environmental Management	

Quick Search:

Record Actions:






Row	Audit Trail	Line Seq	Funding Sourc	Cost Type	Cost Type Descr	Pre 2024	2024 Amount	2025 Amount	2026 Amount
1		9763011	2016I	660001	Capital Budget	0	1,907,893	0	0
2		9763011	2016U	660001	Capital Budget	0	0	0	0
3		9801041	2018I	660001	Capital Budget	0	851,761	0	0
4		9801049	2018U	660001	Capital Budget	0	500,000	1,000,000	1,000,000
5		9801049	NEW	660001	Capital Budget	0	0	0	0
6		9809049	2018U	660001	Capital Budget	0	0	0	0

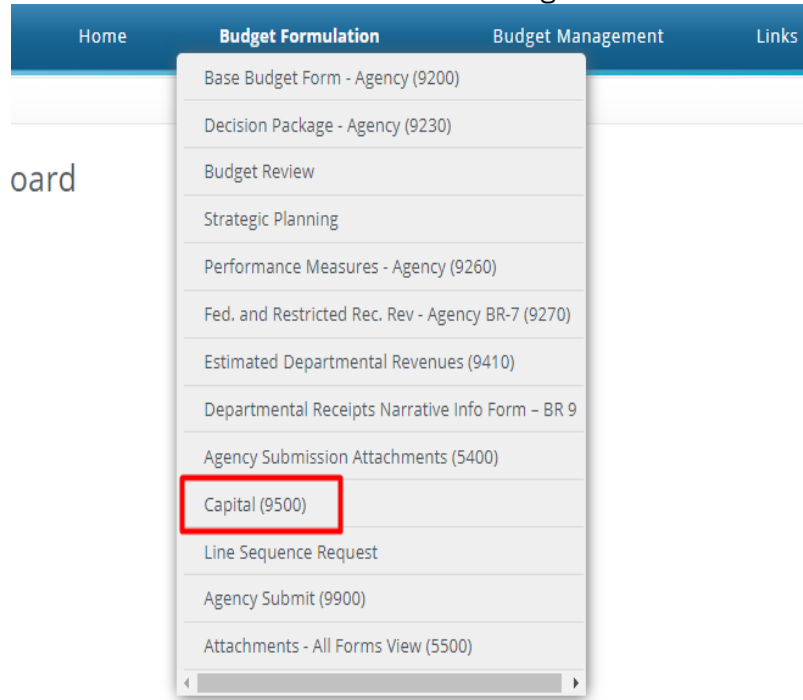
Records per page: 50

## Editing Existing Capital Projects

## Navigating to Existing Budget Lines

2.1.11. Select the Capital – 9500 Budget Form.

Form definitions are selected from the Budget Formulation menu.



After selecting a budget form, the "List Page" appears, which will return a form for each Project and Agency based on your security. If there are no agencies or projects listed for your security role this will be blank.

**Capital Form**

Quick Search:  Show Advanced Filters

Record Actions: Add New

Form ID	Description	Stage	Project	Agency	Form Rows	Last Update	Last User	Submit	Actions
1807	AFIS - Automated Fingerprint Identification Systems	9501	AFIS	066	16	4/27/2018	CAP	<span>Submit</span>	<span>Header</span>   <span>Detail</span>   <span>Delete</span>
1808	AG Google - Google Funds	9501	AG Google	066	8	4/27/2018	CAP	<span>Submit</span>	<span>Header</span>   <span>Detail</span>   <span>Delete</span>
1809	AGBRR - Building Renovations and Repairs	9501	AGBRR	066	8	4/27/2018	CAP	<span>Submit</span>	<span>Header</span>   <span>Detail</span>   <span>Delete</span>
2066	URIHOPE - Hope Commons Expansion	9501	URIHOPE	066	8	4/27/2018	CAP	<span>Submit</span>	<span>Header</span>   <span>Detail</span>   <span>Delete</span>

Records per page:  Records: 4 - Page: 1

All budget forms navigate in the same manner. There is a **Header** page that provides the options for a status of the project as well as the following tabs: Budget Data, Strategic Criteria, Project Information and Attachments. There is also a **Detail** page where budget amounts are entered. This is the same as the budget tab on the Header page.

2.1.12. Click the **Detail** button to open the budget form. Note: The system executes a query once you click the tab which may take a few seconds for the screen to open. There is no hourglass.

The budget form will query the data for the header elements and all budget lines will be displayed.



## FY 2026 – FY 2030 Capital Budget Instructions

ID	Budget Form	Project	Agency	Entry	Change Amount
15714	9500	BIKE - State Bikeway Development	Environmental Management		

Quick Search:

Record Actions: [Add New](#) [Copy](#) [Zero Out](#) [Screen Configuration](#) [Validation Configuration](#)

Row	Audit Trail	Line Seq	Funding Source	Cost Type	Cost Type Descr	Pre 2024	2024 Amount	2025 Amount	2026 Amount	2027 Amount	2028 Amount	2029 Amount	Post 2029 Amount	Capital Total	Justification*
1		9763011	2016I	660001	Capital Budget	0	1,907,893	0	0	0	0	0	0	\$1,907,893	
2		9763011	2016U	660001	Capital Budget	0	0	0	0	0	0	0	0	\$0	

### Budget Form Reference

Screen:	Budget Form Details – General
Field	Description
Row	Read Only. Number indicating row count.
Audit Trail	Magnifying Glass button. Opens a window to display the audit trail records for the selected row.
Line Seq	Editable. Budget line Sequence can be changed to Line Sequence within Agency. For projects that do not have a RIFAN lines sequence use the available TBD account for your agency
Funding Source	Read Only. Source of funds for the projects (i.e. RICAP or GO Bonds)
Display Columns	Read Only. Displays the Pre-2020 spent amount for the project.
Entry Columns	Columns used to enter data in the corresponding fiscal years and the post-2025 field. These columns are preloaded with the governor recommended capital plan amounts as a starting point.
Summary Columns	Read Only. This is a display column that adds the values in other display columns with Entry columns to display the total request.
Justification	Text justification. Editable field for providing information on a line item.
Pencil	Button. When clicked, the Line Detail screen will display to allow budget request entries. Double-clicking a row performs the same action.

### Editing Existing Budget Lines

2.1.13. Double-click the line or click the pencil. The fields that can be updated become editable.

ID	Budget Form	Project	Agency	Form Name	Change Amount
15714	9500	BIKE - State Bikeway Development	074 - Department of Environmental Management		

Quick Search:

Record Actions: [Add New](#) [Copy](#) [Zero Out](#) [Screen Configuration](#) [Validation Configuration](#)

Row	Audit Trail	Line Seq	Funding Source	Cost Type	Cost Type Descr	Pre 2024	2024 Amount	2025 Amount	2026 Amount	2027 Amount	2028 Amount	2029 Amount	Post 2029 Amount	Capital Total	Justification*
1		9763011	2016I	660001	Capital Budget	0	1,907,893	0	0	0	0	0	0	\$1,907,893	

2.1.14. Enter amounts or change the text in any of the editable columns. In the same example, to edit the change amount, click in the box and enter the desired amount, for example “5000” in the 2020 Amount column. You can also enter a justification for the change, then click the Save All.

ID	Budget Form	Project	Agency	Form Name	Change Amount
15714	9500	BIKE - State Bikeway Development	074 - Department of Environmental Management		

Quick Search:

Record Actions: [Add New](#) [Copy](#) [Zero Out](#) [Screen Configuration](#) [Validation Configuration](#)

Row	Audit Trail	Line Seq	Funding Source	Cost Type	Cost Type Descr	Pre 2024	2024 Amount	2025 Amount	2026 Amount	2027 Amount	2028 Amount	2029 Amount	Post 2029 Amount	Capital Total	Justification*
1		9763011	2016I	660001	Capital Budget	0	1,907,893	0	0	0	0	0	0	\$1,907,893	

Now the Capital Total will reflect the updated request amount, in this example “5000”.

2.1.15. If Line Sequence needs to be modified, select the magnifying glass next to field.

The Organization Search will open.

Select Organization Code -- Webpage Dialog

http://ri.bfm.cloud/bfmprod/ui/editlistpopsearch.asp?id=sgs\_orgn&scrw=725&scrh=450&SrcOp

Quick Search:

Select	Code	Name
Select	3275101	Rails to Trails
Select	3275998	Rails to Trails - Military Staff
Select	3278101	RICAP - Command Readiness Center HVAC
Select	3279101	RICAP - Command Readiness Center - Roof
Select	3280101	RICAP - Bristol Armory Rehabilitation
Select	3280998	RICAP - Bristol Armory Rehabilitation
Select	3285101	RICAP - Benefit Street Armory Rehabilitation
Select	3285998	RICAP - Benefit Street Arsenal Rehabilitation
Select	3290101	RICAP - Schofield Armory Rehabilitation
Select	3290998	RICAP - Schofield Armory Rehabilitation
Select	3300101	RICAP - U.S. Property and Finance office HVAC
Select	3300998	RICAP - U.S. Property and Finance Office

Records: 1 - 97 of 97 - Pages: << < 1 > >>

2.1.16. Select the desired Line Sequence. If the line sequence does not exist, select TBD, in most cases the last option in the list. The code will be updated.

2.1.17. Click **Save All** button.

2.1.18. Repeat for each line to be updated.

2.1.19. Click **Save All** button. You can save one row or multiple rows at a time but save often to prevent any potential network or other issues that could result in data loss.

**Important:** The entries on the visible screen must be saved before moving on to another page. If the **Save All** button is not clicked before the **advance the page** >> is clicked, the changes on this page will not be saved.

## Audit Trail

Audit Trail stores the amount and text changes with the corresponding user and date timestamp.

### 2.1.20. Click on **Magnifying Glass** icon on a budget line.

ID	Budget Form	Project	Agency	Form Name	Change Amount
15714	9500	BIKE - State Bikeway Development	074 - Department of Environmental Management		

Quick Search:

Record Actions: [Add New](#) [Copy](#) [Zero Out](#) [Screen Configuration](#) [Validation Configuration](#)

Row	Audit Trail	Line Seq	Funding Source	Cost Type	Cost Type Descr	Pre 2024	2024 Amount	2025 Amount	2026 Amount	2027 Amount	2028 Amount	2029 Amount	Post 2029 Amount	Capital Total	Justification*
1		0763011	20181	660001	Capital Budget	0	1,907,893	0	0	0	0	0	0	\$1,907,893	

The Budget Form Expense Line History window opens with complete audit of all budget line changes.

### Audit Trail

Quick Search:

Record Actions: [Close](#) [Export](#)

Record Type	Stage Code	Posting Code	Fiscal Year	Period	Last User	Updated	Amount	Amount Justification / Comments
User Entry	9501	BUDGET	2020	0	lisa.henriques	4/12/2019 8:15:50 AM	-5,995,000	
User Entry	9500	BUDGET	2019	0	CIP RO	4/1/2019 11:13:02 AM	510,000	2020 Plan -2018
User Entry	9500	BUDGET	2019	0	CIP RO	4/1/2019 11:13:02 AM	670,000	2020 Plan
User Entry	9500	BUDGET	2020	0	CIP RO	4/1/2019 11:13:02 AM	6,000,000	2020 Plan
User Entry	9500	BUDGET	2021	0	CIP RO	4/1/2019 11:13:02 AM	9,000,000	2020 Plan
User Entry	9501	clnt_txt3	2020	0	lisa.henriques	4/12/2019 8:15:50 AM	0	Addition to Plan

Records per page: 25

Records: 6 - Page: 1

Below is a table with Audit Fields and Descriptions:

Budget Form Expense Line History	Budget Form/Magnifying Glass
Field	Description
Record Type	The source of the data.
Stage Code	The stage to where the amount by which you changed the data is posted.
Posting Code	The posting code used in BFM. Most entries save to BUDGET; clnt_txt2, clnt_txt3 are the text entries.
Fiscal Year	The fiscal year impacted.
Period	The fiscal period, it will generally be 0 to indicate we are not budgeting by month.
Last User	The user who saved the change.
Updated	The time and data stamp of the change.
Amount	The amount by which you changed the data. The sum of these amounts should reflect what is seen on the Details page.
Amount Justification/Comments	For Posting Codes = clnt_txt3, this displays line text. For all other entries, this displays the audit text.

### 2.1.21. Click **Close** button to return to list of budget lines.

## Adding a New Budget Line

The form will display all the accounts that were used in the prior year CIP. In some cases, you will need to add a new account for a capital budget request.

2.1.22. From the Form Details page, click **Add New**.

ID	Budget Form	Project	Agency	Form Name	Change Amount
15714	9500	BIKE - State Bikeway Development	074 - Department of Environmental Management		



Quick Search:



**Record Actions:** Add New Copy Zero Out Screen Configuration Validation Configuration



Row	Audit Trail	Line Seq	Funding Source	Cost Type	Cost Type Descr	Pre 2024	2024 Amount	2025 Amount	2026 Amount	2027 Amount	2028 Amount	2029 Amount	Post 2029 Amount	Capital Total	Justification*	
1		9763011	20161	660001	Capital Budget	0	1,907,893	0	0	0	0	0	0	\$1,907,893		

2.1.23. Click the magnifying glass to search for the codes to be added.

Form ID	Form Definition
15714	9500

Line Sequence:   

Funding Source\*:   

Cost Type\*:     
Capital Budget

Save Cancel

Justification\*:

Pre 2024:  Audit Text:

2024 Amount:  Audit Text:

2025 Amount:  Audit Text:

2026 Amount:  Audit Text:

2.1.24. Click on the **Select** next to desired code. If there is no line sequence yet select the TBD code. Note that you can also type in the code or name in the Quick Search, wait for one second, and then select from the filtered list.

Quick Search: ricap

Select	Code	Name
Select	1000938	Operating Transfer From RICAP
Select	1145111	RICAP Cannon Building
Select	1160103	RICAP - BHDDH Comm. Mental Health
Select	1221101	RICAP - Municipal Police Training Academy Planning
Select	1229101	RICAP - State House Renovations (Phase I)
Select	1230101	RICAP - State House Skylights and Roof
Select	1230998	RICAP - State House Skylights and Roof Repair
Select	1231101	RICAP - Statehouse Renovations
Select	1235101	RICAP - State House Terrace/South Stairs
Select	1235998	RICAP - State House Terrace/South Stairs
Select	1236101	RICAP - Lead Mitigation Group Homes
Select	1237101	RICAP - Pastore Center Sewer Repairs

Records: 1 - 163 of 163 - Pages: 1

2.1.25. Repeat search and select for other required codes: Funding Type and Type of expenditures).

2.1.26. Enter an amount in any data column, such as 2021 Amount and 2022 Amount as shown below. Note: you will need to scroll to view all year amount fields.

2.1.27. Enter desired **Justification**.

2.1.28. Click Save.

The screenshot shows a form titled 'Capital Form' with a header bar containing 'Actions', 'Form ID' (4644), and 'Form Definition' (9500). Below the header, there are three dropdown menus: 'Line Sequence' (1145111), 'Cost Type' (CONS), and 'Funding Source' (RICAP). To the right of these dropdowns are two buttons: 'Save' (highlighted in red) and 'Cancel'. Below the dropdowns, there is a 'Justification' text area with the text 'More funding needed due to ....'. Further down, there are six rows of input fields for 'Pre 2020 Capital Plan', '2020 Amount', '2021 Amount', '2022 Amount', '2023 Amount', and '2024 Amount'. Each row has an 'Audit Text' field to its right. The '2022 Amount' field has a value of 50000 and a small 'x' icon next to it.

**Closing Budget Instances**

2.1.29. Click the **Close** button on each screen until you have returned to the list page.

**Deleting Budget Lines**

For the audit trail to be easy to follow, **deleting rows is not allowed**. Just type a 0 in any field you wish to “delete” and delete any text and Save All.

2.1.30. Double-click row.

2.1.31. Enter 0 to zero out the amount field.

2.1.32. Click **Save All**.

**Provide Project Status**

2.1.33. Click **Header** to add or update Project Justification and Status.

**Capital Form**

Quick Search:  [Show Advanced Filters](#)

Record Actions: [Add New](#)

Form ID	Description	Stage	Project	Agency	Form Rows	Last Update	Last User	Submit	Actions
4633	AMCREHAB - AMC Rehab	9501	AMCREHAB	014	16	4/2/2019	u1	<a href="#">Submit</a>	<a href="#">Header</a>   <a href="#">Detail</a>   <a href="#">Delete</a>
4646	BRCFMS - Bristol Readiness Center	9501	BRCFMS	014	7	4/2/2019	u1	<a href="#">Submit</a>	<a href="#">Header</a>   <a href="#">Detail</a>   <a href="#">Delete</a>
4648	BSA3 - Benefit Street Arsenal Rehabilitation	9501	BSA3	014	8	4/2/2019	u1	<a href="#">Submit</a>	<a href="#">Header</a>   <a href="#">Detail</a>   <a href="#">Delete</a>

This brings up the form in the **Header** view. There will be three blank fields and a handful of checkboxes that require your entry.

2.1.34. Enter the project **Status**.

2.1.35. Enter the Project **Type**.

2.1.36. Enter project **Rank**.

### Narrative Reference 1 of 3 (Header)

Tab	Field	Description
Header	Status	Explain the current status of the project; not just “in progress.” For example, are there active RFPs or contracts? Are those for design, architecture and engineering, construction, project management or another service? Are there upcoming dates when you expect the current phase of the project to be complete, or updated cost estimates to become available?
Header	Type	Enter project type (New or Existing project)
Header	Rank	Enter project ranking (1 is highest, 2 is next highest, etc.) to reflect how the project is prioritized within the agency submission. This ranking should be informed by importance to the RI 2030 framework and relationship to agency strategic plan.
Header	Accessibility Related	Select this check box if the requested project is addressing an accessibility or ADA component issue at a state facility.
Header	Includes cost inflators relative to plan	Check the box if your project includes cost inflators relative to the plan.
Header	Includes time delays relative to plan	Check the box if your project includes time delays relative to the plan.

Tab	Field	Description
Header	Pre-development stage	Check the box if your project is in the pre-development stage.
Header	Expected project completion FY25 or FY26	Check the box if you expect your project to complete in FY25 or FY26.
Header	Energy efficiency and sustainability focused project	Check the box if your project is an energy efficient and sustainability focused project.
Header	Historic or culturally significant project	Check the box if your project is either historic or culturally significant.

2.1.37. Click **Save** button.

## Updating Project Narratives

2.1.38. Click **Header** if you need to add/update project narratives.

**Capital Form**

Quick Search:  Show Advanced Filters

Record Actions: Add New

Form ID	Description	Stage	Project	Agency	Form Rows	Last Update	Last User	Submit	Actions
4633	AMCREHAB - AMC Rehab	9501	AMCREHAB	014	16	4/2/2019	u1	<span>Submit</span>	<span>Header</span> <span>Detail</span> <span>Delete</span>
4646	BRCFMS - Bristol Readiness Center	9501	BRCFMS	014	7	4/2/2019	u1	<span>Submit</span>	<span>Header</span> <span>Detail</span> <span>Delete</span>
4648	BSA3 - Benefit Street Arsenal Rehabilitation	9501	BSA3	014	8	4/2/2019	u1	<span>Submit</span>	<span>Header</span> <span>Detail</span> <span>Delete</span>

This brings up the form in the **Header** view.

Header Budget Data Submission Checklist Strategic Criteria **Project Information** Attachments

2.1.39. Click the **Project Information** tab.

## Budget Header – Project Information tab

The **Project Information** tab contains the project narratives that may be relatively unchanged from year to year (for existing projects). The screen has address and contact information, flags to identify ETSS - and DCAMM-affiliated projects and groupings for identifying Project Category and the managing Agency.



Project:\* SHREN      Name:\* State House Renovations      Save      Close

---

**Attributes**      Groupings

**Project Description:** These projects are consistent with the Department's commitment to ensure appropriate maintenance of the RI State House.  
 • Elevator Repairs – This project is the complete modernization of the elevators. It provides safe and efficient elevator transportation between the five floors of the State House and replaces the obsolete,

**Agency Project Justification:** The State House is the central seat of Rhode Island's State government, the main office of the Governor, and an invaluable historic building. Its age and political prominence dictate the projects to enhance and preserve its structural, architectural, and operational functions. DCAMM is requesting the \$833748 balance from FY20 be reappropriated since that

**Contact Name:** Marco Schiappa

**Phone No:** (401) 222-5717

**Email Address:** marco.schiappa@doa.ri.gov

**Address:** Powers Building

**Building Census:** FTEs – 500 including vendors and

**Groupings:**  
 Active (\*CAUTION\* Call Budget to Reactivate): ☒  
 IT Project Flag: ☐  
 DCAMM Affiliated Project Flag: ☒  
 ARPA Flag: ☐

## Narrative Reference 2 of 3 (Project Information)

Tab	Field	Description
Project Information	Project Description	Enter project description, explaining <b>what</b> this project is. <b>Beginning with the FY 2024 – FY 2028 CIP, there is not a standalone field for historic preservation narrative.</b> Please include in the project description the historic preservation considerations specific to this project and the plan to coordinate with the appropriate stakeholders throughout the project duration.
Project Information	Project Justification	Enter project justification, explaining <b>why</b> this project is important. This narrative should answer the question “What are the costs (financial and otherwise) of <b>not</b> moving forward with this project?” <b>Beginning with the FY 2024 – FY 2028 CIP, there is not a standalone field for safety/code narrative.</b> Please include in the justification any predictable risks to health or life safety, building code deficiencies, or other compliance issues that the project would remedy.
Project Information	Contact Information (Name, Phone, Address, E-mail)	Enter the contact information for <b>who</b> is the best person to contact with questions about this project.
Project Information	Active Flag	Flag to identify active projects that you intend to publish in reports. Since agency staff and analysts do not have the ability to delete projects, de-selecting this checkbox is the appropriate way to remove a project from your submission.

Tab	Field	Description
Project Information	IT Project Flag	Select if project is an IT project. This would be if the project is largely an information technology investment and can include hardware or software components.
Project Information	DCAMM Affiliated Flag	Select if project is affiliated with DCAMM. This would be any project by an executive branch state agency that involves vertical construction or commercial real estate.
Project Information	Building Census	For buildings, indicate the number of full-time equivalents employed at the time of submission, contractors located within the building, and the number of customers served each year from your location.
Project Information	ARPA Flag	Select if project is ARPA-funded. <i>*Agencies should not request new ARPA funding in the FY 2026 – FY 2030 Capital Budget Submission.</i>

2.1.40. Enter **Project Information** in corresponding fields.

2.1.41. Click Groupings Tab

The screenshot shows the 'Groupings' tab of a project form. At the top, there are input fields for 'Project:\*' (containing 'AMCREHAB') and 'Name:\*' (containing 'AMC Rehab'), followed by 'Save' and 'Close' buttons. Below this, there are two main sections: 'Attributes' and 'Groupings'. In the 'Attributes' section, there are fields for 'Agency:' (014 MILITARY STAFF) and 'Managing Agency:' (014 MILITARY STAFF), each with a search icon. In the 'Groupings' section, there are fields for 'Project' (9) and 'Category:' (Rehabilitation), also with search icons.

## Project Attributes and Descriptions Reference

Groupings Tab	Project Information Screen
Field	Description
Agency	Use <b>search</b> to select the Agency to which the project is assigned.
Project Category	Use <b>search</b> to select Project Category.
Managing Agency	Use <b>search</b> to select the Agency that is managing the project. When in doubt, use the same agency for both fields. <b>**Both agency and managing agency should be the same for now.</b>

2.1.42. Use magnifying glass to select valid groupings

2.1.43. Click **Save** button.

2.1.44. Click Close button.

## Add/Update Strategic Criteria

2.1.45. Click **Header** if you need to add/update Strategic Criteria.

The screenshot shows the 'Capital Form' interface. At the top, there is a 'Quick Search:' field with '014' entered and a 'Show Advanced Filters' button. Below this is a 'Record Actions:' section with an 'Add New' button. The main part of the interface is a table with the following columns: Form ID, Description, Stage, Project, Agency, Form Rows, Last Update, Last User, Submit, and Actions. The table contains three rows of data. In the 'Actions' column of the first row (Form ID 4633), the 'Header' button is highlighted with a red box.

Form ID	Description	Stage	Project	Agency	Form Rows	Last Update	Last User	Submit	Actions
4633	AMCREHAB - AMC Rehab	9501	AMCREHAB	014	16	4/2/2019	u1	Submit	Header   Detail   Delete
4646	BRCFMS - Bristol Readiness Center	9501	BRCFMS	014	7	4/2/2019	u1	Submit	Header   Detail   Delete
4648	BSA3 - Benefit Street Arsenal Rehabilitation	9501	BSA3	014	8	4/2/2019	u1	Submit	Header   Detail   Delete

This brings up the form in the 'Header' view.

Header	Budget Data	Submission Checklist	<b>Strategic Criteria</b>	Project Information	Attachments
--------	-------------	----------------------	---------------------------	---------------------	-------------

2.1.46. Click the **Strategic Criteria** tab.

### Strategic Criteria tab in Budget Header

The **Strategic Criteria** tab holds the narrative fields that provide additional information to support the project.

**Budget Form Header**  
 Comment History | Comment | Submit | Configuration | Close

Instance ID	Form Definition	Definition Name	Header Project	Header Organization
15685	9500	Capital Form	20000	550

Stage Code: 9504  
 FY 2025 Gov Rec

Header Project: 20000  
 Wastewater Treatment Facility

Header Organization: 550  
 Narragansett Bay Commission

Header | Budget Data | Submission Checklist | **Strategic Criteria** | Project Information | Attachments

**Save**

**Impact on Client Emissions:**  
 N/A

**Relationship to Strategic Plan and RI 2030:**  
 Ensure integrity of infrastructure and assets in compliance with regulatory requirements.  
 All assets constructed are maintained through NBC's Asset Management Program.

**Basis for Cost Estimate:**  
 Engineering estimates and contract bids.

**Description of accessibility or ADA components:**

**Cost estimate of accessibility or ADA components:**

**Asset Management:**  
 Management Program.

**Impact on Operating Budget:**  
 The BPIWWTP Sludge Digestion Facility Improvements (\$1000) is projected to reduce the amount of natural gas required to heat the digesters resulting in an annual savings of \$220 thousand beginning in FY 2027.

### Narrative Reference 3 of 3 (Strategic Criteria)

Below is a table with project **Strategic Criteria** fields and descriptions:

Tab	Field	Description
Strategic Criteria	Basis for Cost Estimate	This field is new for the FY 2024 – FY 2028 CIP. Please explain how your agency determined the amount of dollars to request for this project and any subprojects. Here you can share data on actual spending on related projects or activities and how you adjusted those values to align with your expectations for future spending. You may also provide

Tab	Field	Description
		citations to industry material that provide reference points like cost per square foot for new construction or renovation.
Strategic Criteria	Relationship to Strategic Plan and RI 2030	Explain how the project relates to the RI 2030 framework ( <a href="https://www.ri2030.com/">https://www.ri2030.com/</a> ) or enables your agency to move forward with the implementation of your strategic plan. This narrative should explain the priority ranking of this project relative to the rest of the agency submission.
Strategic Criteria	Asset Management	Describe your agency's current asset management practice and processes. Explain how this project is evaluated or rated based on your asset management approach, as well as any new processes that may be appropriate.
Strategic Criteria	Impact on Operating Budget	Enter financial impact narrative. For example, how will this project increase or reduce operational costs? What is the timeline for those savings or new costs? What sources are available to finance any recurring costs?
Strategic Criteria	Impact on Climate Emissions	Explain how the project will impact energy use or climate emissions in Rhode Island. You are encouraged to make connections to specific provisions of the 2021 Act On Climate ( <a href="http://climatechange.ri.gov/aoc/">http://climatechange.ri.gov/aoc/</a> ). . For example, will this project increase or reduce energy use? Will this project enable a shift to renewable energy sources or carbon sequestration? What is the timeline for those savings or new uses to take effect?
Strategic Criteria	Description of accessibility or ADA components	Include a detailed justification for the renovation and describe the accessibility issue being addressed.
Strategic Criteria	Cost estimate of accessibility or ADA components	Provide the approximate costs associated with the specific accessibility or ADA component of the overall project.

2.1.47. Enter necessary **Strategic Criteria** in corresponding fields.

2.1.48. Click **Save** button.

Instance ID	Form Definition	Definition Name	Header Organization
15744	9500	Capital Form	074

**Stage Code:\***  
  
FY 2024 Legislature

**Header Project:**  
  
Dam Repair

**Header Organization:**  
  
Department of Environmental

Header | Budget Data | **Submission Checklist** | Strategic Criteria | Project Information

Save

Carryforward is requested and justification is provided ☒

Address scope or project cost changes ☐

Subproject spreadsheets are included as necessary ☒

A cost estimate is included ☐

The request includes only eligible capital expenses ☒

Comments (if applicable):

If the project is over \$1 million, the feasibility study has been completed ☐

Inflation is included with the project costs as necessary ☒

2.1.49. Click the **Submission Checklist** tab.

### Submission Checklist tab in Budget Header

The **Submission Checklist** tab outlines all the considerations that were given to each project. This must be completed for each project. Comments are optional.

2.1.50. Check all that apply. Your selection will flow through one of the required project reports.

2.1.51. Click **Save** button.

### Adding Attachment(s)

2.1.52. Click **Header** if you need to add an attachment.

Capital Form									
Quick Search: <input type="text" value="014"/> <span>Show Advanced Filters</span>									
Record Actions: <span>Add New</span>									
Form ID	Description	Stage	Project	Agency	Form Rows	Last Update	Last User	Submit	Actions
4633	AMCREHAB - AMC Rehab	9501	AMCREHAB	014	16	4/2/2019	u1	<span>Submit</span>	<span>Header</span> <span>Detail</span> <span>Delete</span>
4646	BRCFMS - Bristol Readiness Center	9501	BRCFMS	014	7	4/2/2019	u1	<span>Submit</span>	<span>Header</span> <span>Detail</span> <span>Delete</span>
4648	BSA3 - Benefit Street Arsenal Rehabilitation	9501	BSA3	014	8	4/2/2019	u1	<span>Submit</span>	<span>Header</span> <span>Detail</span> <span>Delete</span>

This brings up the form in the 'Header' view.

### Budget Header – Attachments tab

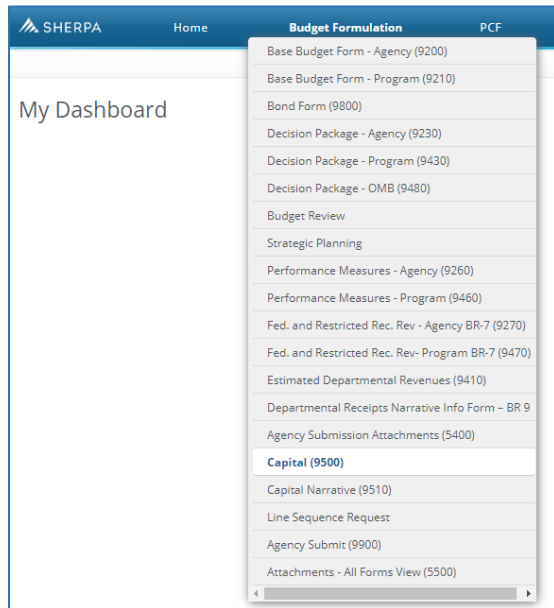
The **Attachments** tab contains the documents attached to the form. There are pre-defined file types that are acceptable for uploads. If a file you want to upload is not a valid file type, contact the OMB Database Administrator to have that type added to the list of acceptable file types.

- 2.1.53. Click the **Attachments** tab.
- 2.1.54. Click the **Upload File(s)** button
- 2.1.55. Click **Browse** to open Folder Structure. If you get an Active X warning, please file a ETSS service ticket or ask your agency system administrator. You will not be able to upload a file until a change is made to your browser.
- 2.1.56. Select the File. Currently Word, Excel, and PDF are supported file types.
- 2.1.57. Click **Upload** button.

- 2.1.58. Click on **View Files** to see attachments that are on this form.

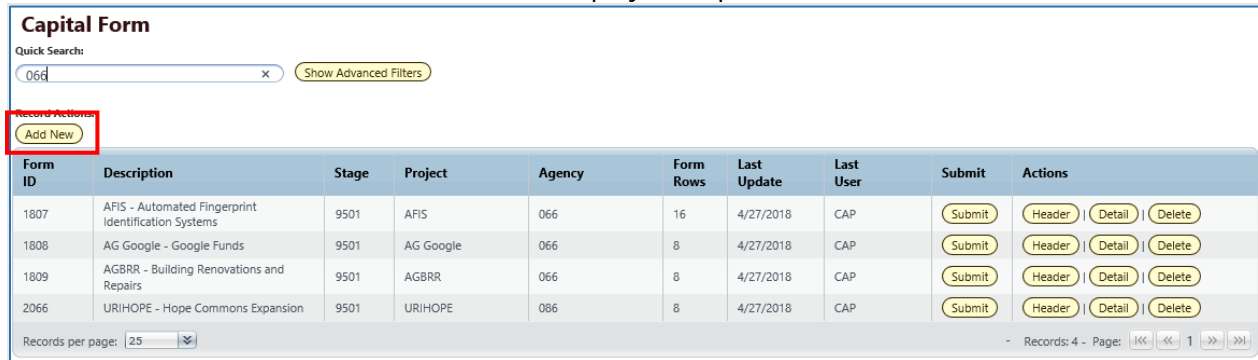
### Adding a New Project

2.1.59. Select the Capital – 9500 Budget Form.



After selecting a budget form, the "List Page" appears, which will return a form for each project and agency based on your security.

2.1.60. Select **Add New** button to create a new project request.



This brings up the **Create a New Budget Form** screen.

The screenshot shows the 'Create a New Budget Form - 9500' screen. It includes fields for Stage, Project, Agency, and Name. The 'Stage' dropdown is set to '9501 - Request'. The 'Project' field contains 'NEWPROJECT-375350'. The 'Agency' field is empty with a search icon. The 'Name' field is empty. At the bottom, there are 'Save' and 'Cancel' buttons, with the 'Save' button highlighted by a red box.

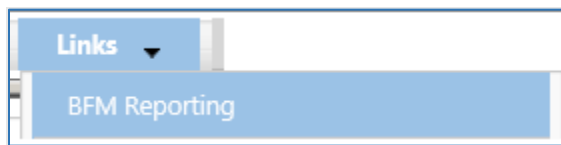
- 2.1.61. Select the **Stage** to enter the new project request. Security controls which stage you can enter a request. See also [Stages](#) (p. 18)
- 2.1.62. The **Project ID** will prepopulate with a generic value. Please overwrite this with a helpful shortcode that identifies your project, such as 'MEOFF' for the Medical Examiner's Office or 'MSAP' for Military Staff Asset Protection. *The best short codes 3 to 8 characters long, mostly letters but may also use numbers.*
- 2.1.63. Use magnifying glass and to select the proper **Agency** number.
- 2.1.64. Enter **Name** of the project. The best project names are 15 to 40 characters long and mostly letters.
- 2.1.65. Click **Save** button.

This brings up the form in the 'Header' view. From this point forward you can follow the instructions for [Editing existing Capital Projects](#) (p. 31).

## Introduction to BFM Reporting

### How to Access BFM Reports

Once you have logged into BFM and click on the **Links** dropdown / **BFM Reporting**. Single sign on is used to log onto BI Launch Pad and access the reporting module, there is no second log in.

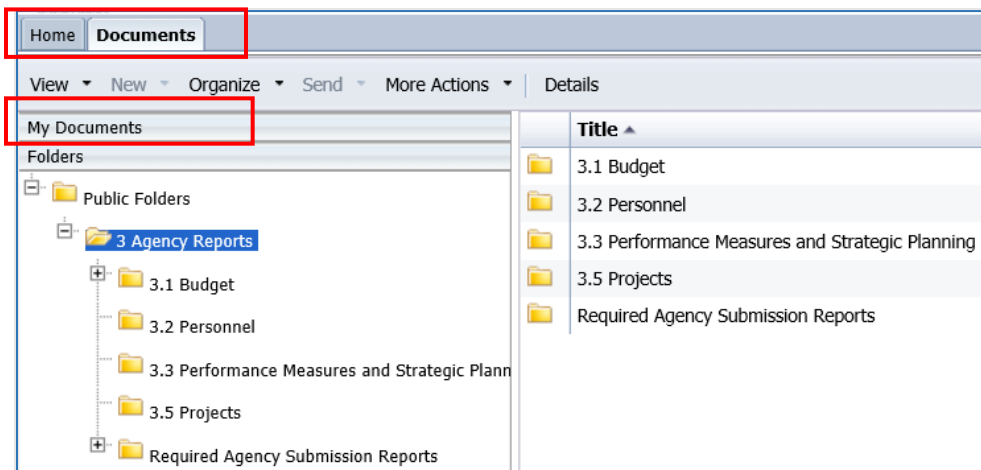


### Multiple Sessions

Use **CTRL+N** to open two sessions of your chosen browser. This will allow you to have reports open in one tab and the BFM application open in another window. You can enter data in BFM and refresh reports. This is especially useful if you have two monitors.

## Generating Reports

### Basic Navigation



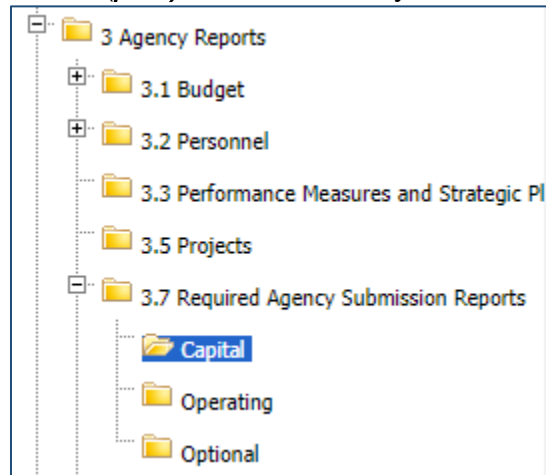




2.1.66. There are two tabs in the upper left, **Home** and **Documents**. Click on **Documents** to see the report folders.

2.1.67. There are sliders on the left-hand panel that are a bit tricky to use. The first is **My Documents**, where any personal documents may be saved, but this is not heavily used.

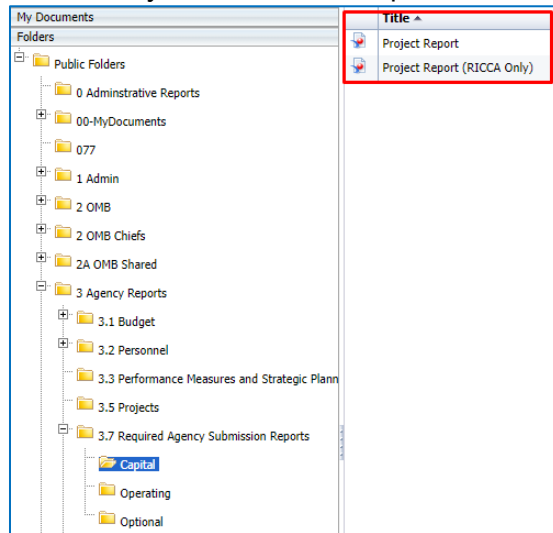
2.1.68. **Folders** is where all standard reports are housed. The active slider is above the white space; in this screen shot **Folders** is active. If **My Documents** is active, **Folders** is all the way at the bottom of the screen. When you click on **Folders** it will slide to the top and expand the **Folders** section.

2.1.69. Click on the + (**plus**) to the left of any folder to expand the folder structure.



Title ▲	
	Project Report
	Project Report (RICCA Only)

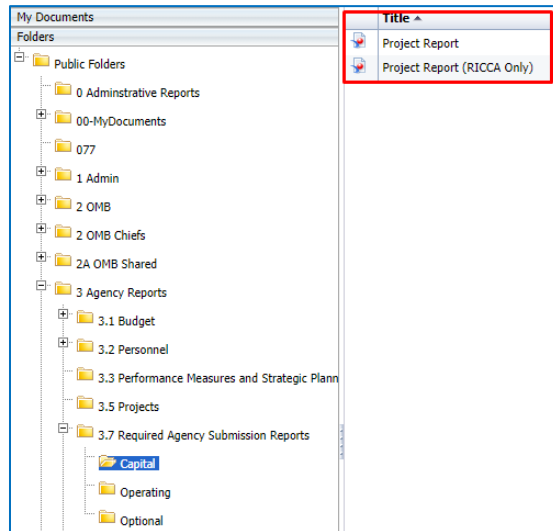
2.1.70. Click on any folder see the reports available.



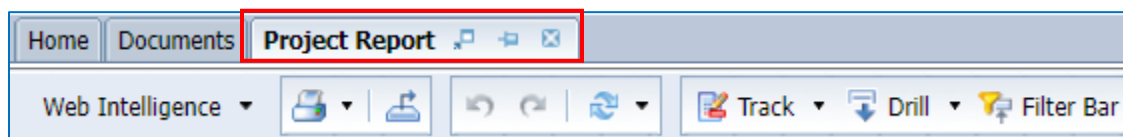
### Opening a Report

2.1.71. Navigate through the folders to the report to be run.

2.1.72. Double-click on the report to be opened. When working on the capital budget submission, your primary report will be the **Project Report**, found under **3 Agency Reports -> 3.7 Required Agency Submission Reports -> Capital**



When the report is open, the report header will display as a tab to the right of the **Home** and **Documents** tabs:





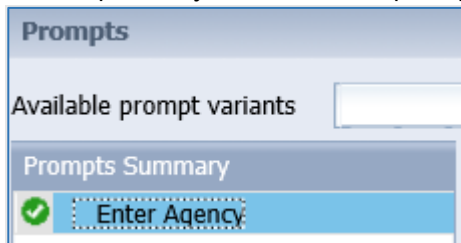
More than one report can be open in the same session. Each report will appear as an additional tab to the right of existing tabs. To open additional reports, click the **Documents** tab to return to the available reports.

Most reports will be set to 'auto refresh', meaning the report will refresh the data after you open it. All end user reports have prompts (see Report Prompts below) that must be completed.

### Report Prompts


The prompt screen will display with default values selected when a report is opened or when a report is refreshed. In the **Prompts Summary** area there may be multiple prompts that appear.

- You must click on each Prompt you wish to fill out (or is required) and follow the procedures below to complete them.
- The active Prompt is highlighted in Blue; there are four distinct prompts in the screen print.
- Optional prompts have a green circle with a checkmark when the prompt is empty .
- Required prompts have a red circle with a "x" when the prompt is empty .
- Depending on the report that is opened, all prompts (listed below) may not be available. Each report may have different prompts.



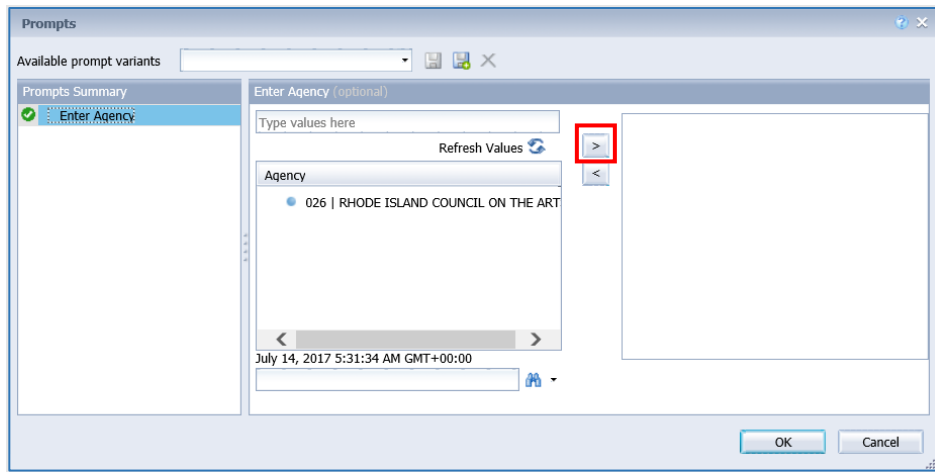
2.1.73. To change the default prompt value there are three options:

- Selecting a value from a list
- Entering a value
- Searching for a value

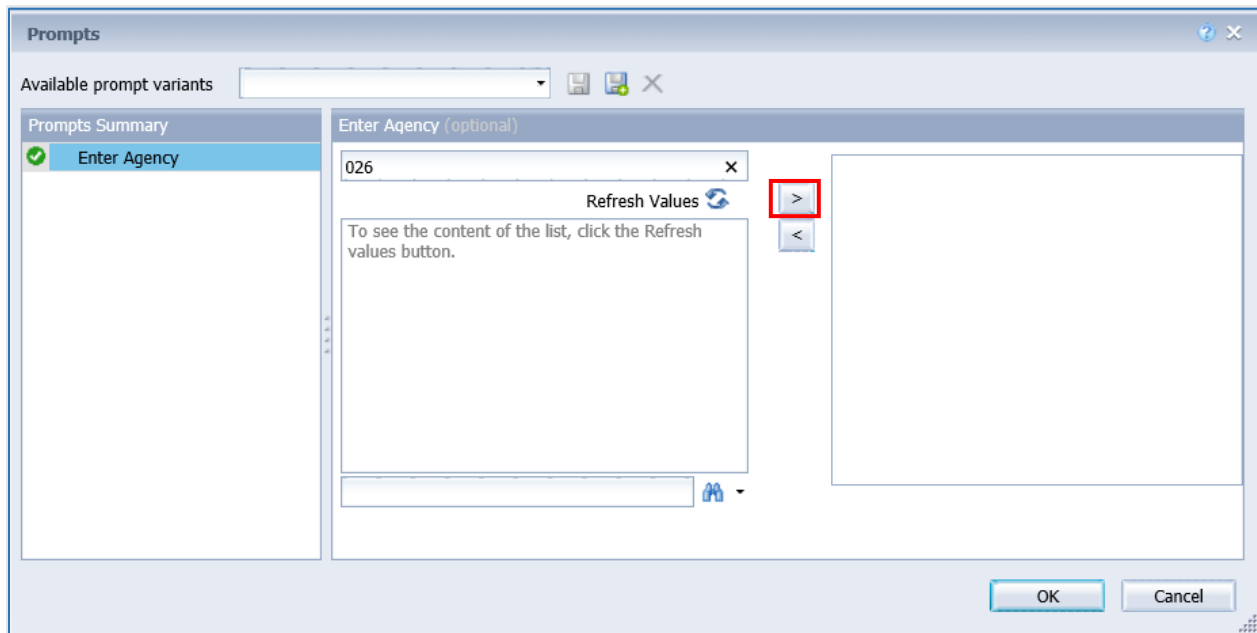
2.1.74. To select a value from a list, click the **Refresh Values**  button. All the valid prompt values will display in the box below. Highlight the value you wish to select and double-click or click the right

arrow. For a LIST type prompt, you can repeat this and select multiple codes. You can also **CTRL+Click** to select multiples at one time.

After double click:




2.1.75. To enter a value, type the value into the **Type values here** box, then click the **right arrow**  .



2.1.76. After clicking the **right arrow**, the default prompt value (if there is one) is replaced:

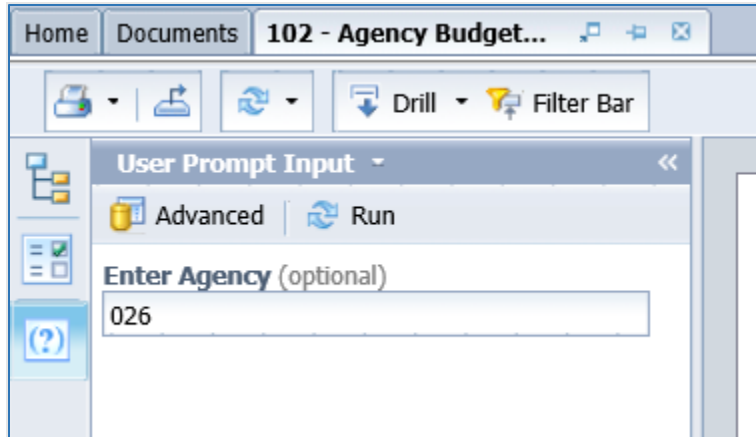
The screenshot shows the 'Prompts' dialog box. On the left, the 'Prompts Summary' pane shows a green checkmark next to 'Enter Agency 026'. The main area is titled 'Enter Agency (optional)'. It contains a text input field, a 'Refresh Values' button, and a list of agencies. The agency '026 | RHODE ISLAND COUNCIL ON THE ARTS' is selected. To the right of the list, the value '026' is highlighted in a red box. At the bottom right, there are '>' and '<' navigation buttons.

2.1.77. In many cases the lists are long. To search for a value, type the value in the field to the left of the **binoculars** , then click the **binoculars**. Partial values can be entered and all values that contain that partial value will be searched. Then double-click the value to be used for the prompt.






This screenshot shows the same 'Prompts' dialog box, but with the search functionality demonstrated. The 'Agency' list is filtered to show only '026 | RHODE ISLAND COUNCIL ON THE ARTS'. At the bottom left, there is a search field containing the text 'arts' and a binoculars icon, both highlighted with red boxes. At the bottom right, the 'OK' button is highlighted with a red box. The 'Cancel' button is also visible next to it.

2.1.78. Once all prompt values have been selected, click the **OK** button. The report will run. If **OK** is *not* highlighted (it appears light gray), this means a required prompt has not been completed.




## Report Icons



### Toolbar Actions

-  Print current report (tab) or all reports (all tabs).
-  Export current report (tab) or all reports (all tabs) into a PDF or Excel.
-  Refresh data by rerunning using the prompt window.
-  Enables the drill capability in the report.
-  Displays the filter bar at the top of the report. Objects can be added to the filter bar to restrict what is displayed in the report.

### Side Panel Actions

-  Displays the **Navigation Map** which includes all report tabs and any sections added to report navigation.
-  Displays the **Input Control** options. Input controls are used to determine what data is displayed in the report.
-  Displays the **User Prompt Input** options.

### Report Navigation – Document Tabs

Different views of the same data can be captured in report tabs. First, click on the **Navigation Map** button on the far-left side. The Navigation Map will appear. There are two ways to move between tabs within a report: the Navigation Map or the Tab Strip.

State of Rhode Island  
Project Report  
Checklist, Additional Considerations, Narratives and Project vs Plan

074 - Department of Environmental Management

Rank Number = 1

DAMS - Dam Repair

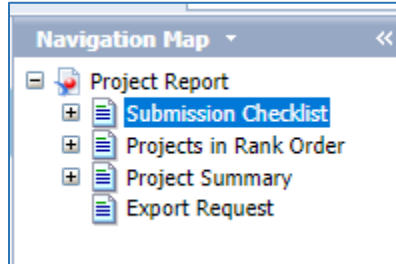
Submission Checklist

		Comments (if applicable)
Carryforward is requested and justification is provided	<input checked="" type="checkbox"/> Check	Testing
Address scope or project cost changes	<input type="checkbox"/> Needs review	
Subproject spreadsheets are included as necessary	<input checked="" type="checkbox"/> Check	
A cost estimate is included	<input type="checkbox"/> Needs review	
The request includes only eligible capital expense	<input checked="" type="checkbox"/> Check	
If the project is over \$1 million the feasibility study has been completed	<input type="checkbox"/> Needs review	
Inflation is included with the project costs as necessary	<input checked="" type="checkbox"/> Check	

Additional Considerations

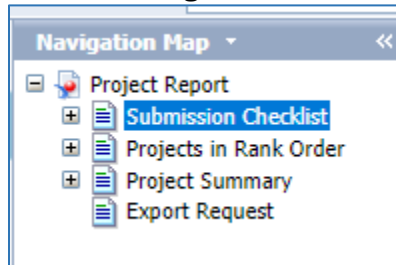
Includes Cost Inflation Relative to Plan	Yes
Includes Time Delays Relative to Plan	No
Pre-Development Stage	Yes
Expected Project Completion in FY24 or FY25	Yes
Energy Efficiency and Sustainability Focused Project	No
Historic or Culturally Significant Project	Yes

2.1.79. To display the tab, click on the tab in the **Navigation Map**. The tab currently displayed is highlighted.



2.1.80. If a tab has a plus sign , report sections have been added to the navigation map.

2.1.81. Clicking on the sub-tab navigation item will display that specific section in the report.

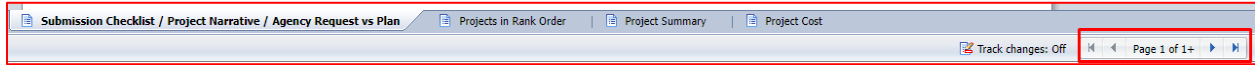


2.1.82. To display the tab, click on the tab in the Tab Strip. The tab displayed currently is highlighted.

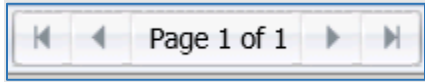


## Paging

2.1.83. To move between pages of a report, click the **arrows** or enter a page number.



2.1.84. To advance pages, click the **inner arrows** to move one page at a time and the **outer arrows** to move to either the first or last page.

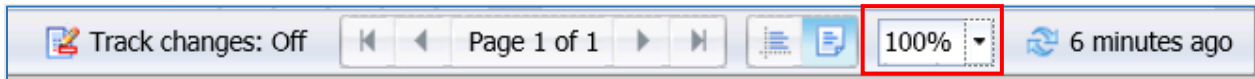


2.1.85. To select a specific page, click on the **Page 1 of 1** to enter a page number and then click **Enter**.

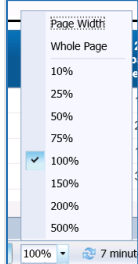


## Zoom

2.1.86. To change the viewable portion of a report, change the zoom percentage on the bottom tool bar.



Zoom options include:

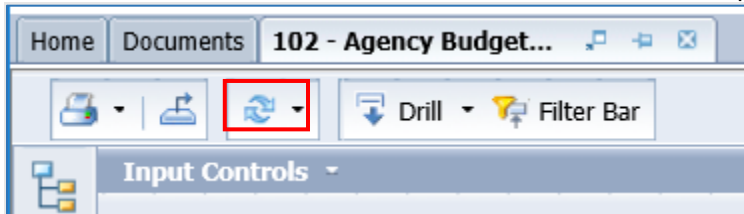


## Refreshing a Report While Open

Once a report is opened, the values in the report can be updated by refreshing the report.

## Using Prompts to Refresh a Report

2.1.87. Click the Refresh button in the tool bar under the report name:



2.1.88. The prompt screen reappears. Complete the report prompts as directed above.

## Refresh Using User Prompt Input



In the upper left, the Navigation Map/Document Summary drop down contains an option for **User Prompt Input**. Selecting this allows you to change values by simply typing in new values and clicking Run. There is a slight time savings to using this method if constantly refreshing the report.

#### 2.1.89. Select User Prompt Input

**Input Controls**

New Group Map Reset ↑ ↓

Document Input Controls (3)

Project Name (Main)

- All values
- Blackstone Park Improvements
- Brownfields Remediation
- Coastal Resiliency and Public Access Proj
- Dam Repair

OK

Line Sequence - Name (Main)

- All values
- 3700150 - Bureau of Outdoor Recreation
- 3700173 - RI Commercial Fishing Infrast
- 7074101 - RICAP - Dam Repair
- 7074102 - RICAP - Fort Adams Rehabilit

OK

Project No

- All values
- BFREM
- BIKE
- COASTRES
- DAMS

OK

Report Input Controls (0)

2.1.90. Type in the Organization or other values in the prompt areas. There are no values from which to choose, so you must type in a valid entry.

**User Prompt Input**

Advanced Run

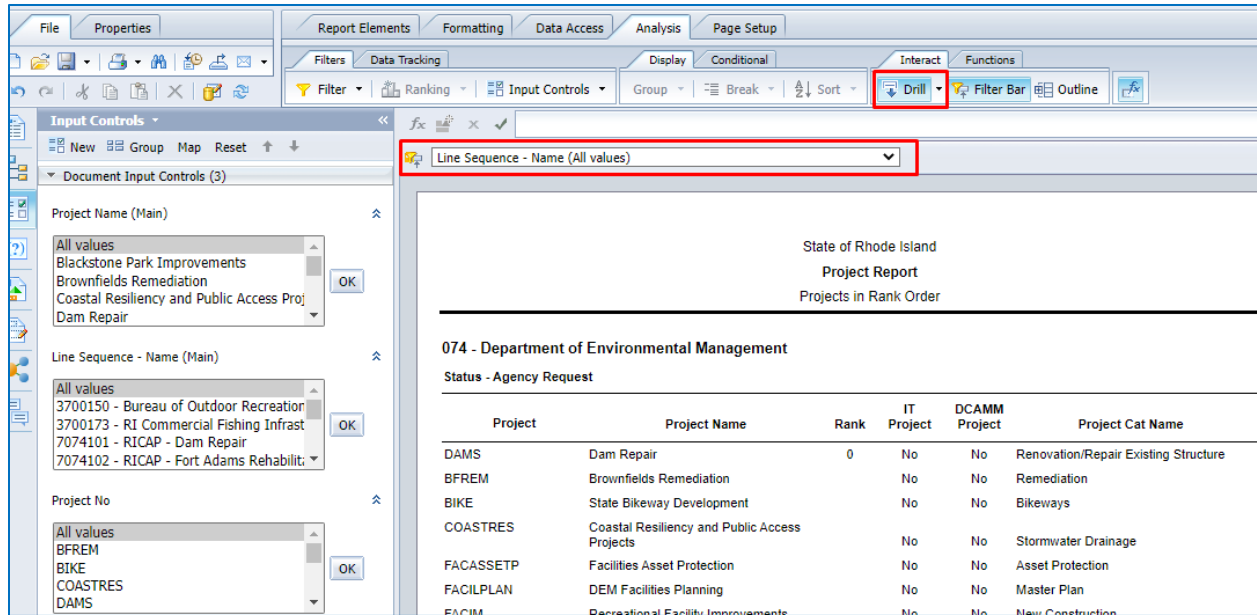
Enter Agency (optional)


026

2.1.91. Click **Run**. The report will be refreshed with the data for the values you entered.

#### Drilling through the Report

Drilling displays the data at different levels of summarization.



2.1.92. Click on the Drill  icon to enable the drill functionality.

**Option 1:**

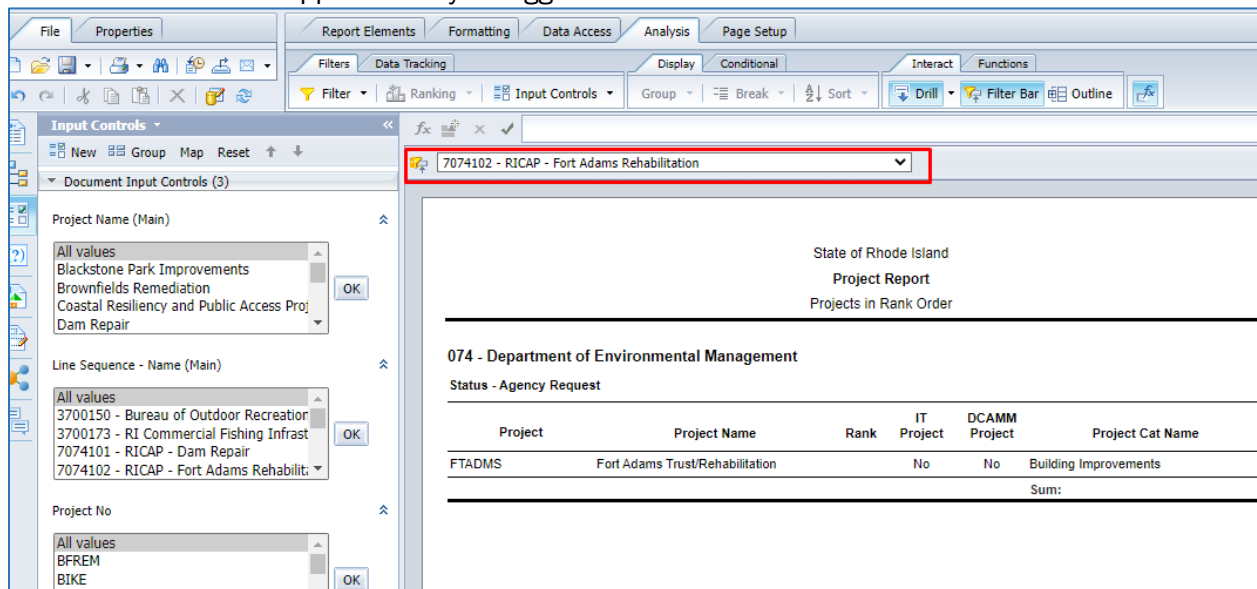
2.1.93. Left-click on any field that is underlined. It will automatically drill down to the next pre-defined level.

**Option 2:**

2.1.94. Right-click on the row you want to drill on and choose **Drill By...**

2.1.95. Select the drill dimension, the report will show the data at that level.

2.1.96. A filter bar will appear to let you toggle between values.



## Limiting Data Using Input Controls

**Input Controls** limit data displayed in the report after refreshing.

Input Controls

New Group Map Reset

Document Input Controls (3)

Project Name (Main)

All values  
Blackstone Park Improvements  
Brownfields Remediation  
Coastal Resiliency and Public Access Proj  
Dam Repair

Line Sequence - Name (Main)

All values  
3700150 - Bureau of Outdoor Recreation  
3700173 - RI Commercial Fishing Infrast  
7074101 - RICAP - Dam Repair  
7074102 - RICAP - Fort Adams Rehabil

Project No

All values  
BFREM  
BIKE

7074102 - RICAP - Fort Adams Rehabilitation

State of Rhode Island  
Project Report  
Projects in Rank Order

074 - Department of Environmental Management

Status - Agency Request

Project	Project Name	Rank	IT Project	DCAMM Project	Project Cat Name
FTADMS	Fort Adams Trust/Rehabilitation		No	No	Building Improvements
Sum:					

2.1.97. Click on the **Input Control** icon to display the input control options.

2.1.98. Select one or many values from the input control. Hold down **Ctrl** to select multiple values.

2.1.99. Click **OK**

2.1.100. Select **All values** and click **OK** to return to the complete data set.

### Project Report: Capital Plan Status

Below is a description of each status and corresponding example:

**Plan:** FY 2023 Governor's Recommended Budget

**Approved Plan:** FY 2023 Enacted Budget

**Request:** FY 2024 Agency Request

**Analyst:** FY 2024 Budget Analyst Recommended

**Committee:** FY 2024 OMB Recommended Budget

VA ASSETP - Veterans' Home Asset Protection


Status: Plan											
Funding Source	Project Cat Name	Line Sequence	Pre2021	2021	2022	2023	2024	2025	2026	Post 2026	Total Capital
RI Capital Plan Fund	Asset Protection	7069103	100,000	100,000	100,000	100,000	350,000	350,000	0	0	1,100,000
Total			100,000	100,000	100,000	100,000	350,000	350,000	0	0	1,100,000

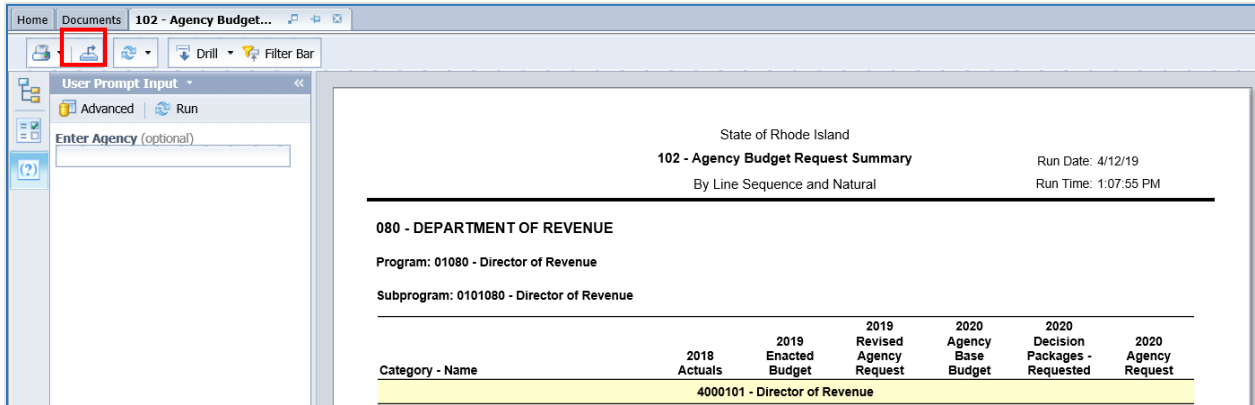
Status: Approved Plan											
Funding Source	Project Cat Name	Line Sequence	Pre2021	2021	2022	2023	2024	2025	2026	Post 2026	Total Capital
RI Capital Plan Fund	Asset Protection	7069103	18,608	0	350,000	400,000	500,000	500,000	0	0	1,768,608
Total			18,608	0	350,000	400,000	500,000	500,000	0	0	1,768,608

Status: Request											
Funding Source	Project Cat Name	Line Sequence	Pre2021	2021	2022	2023	2024	2025	2026	Post 2026	Total Capital
RI Capital Plan Fund	Asset Protection	7069103	100,000	100,000	100,000	100,000	100,000	100,000	100,000	0	700,000
Total			100,000	100,000	100,000	100,000	100,000	100,000	100,000	0	700,000

Status: Analyst											
Funding Source	Project Cat Name	Line Sequence	Pre2021	2021	2022	2023	2024	2025	2026	Post 2026	Total Capital
RI Capital Plan Fund	Asset Protection	7069103	18,608	0	350,000	400,000	500,000	500,000	500,000	0	2,268,608
Total			18,608	0	350,000	400,000	500,000	500,000	500,000	0	2,268,608

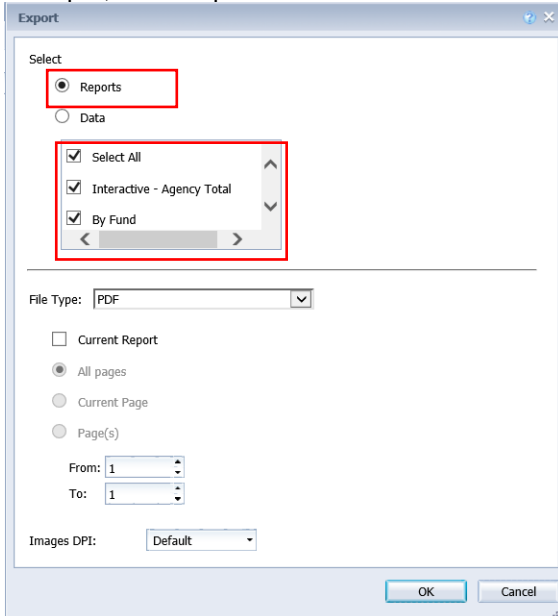
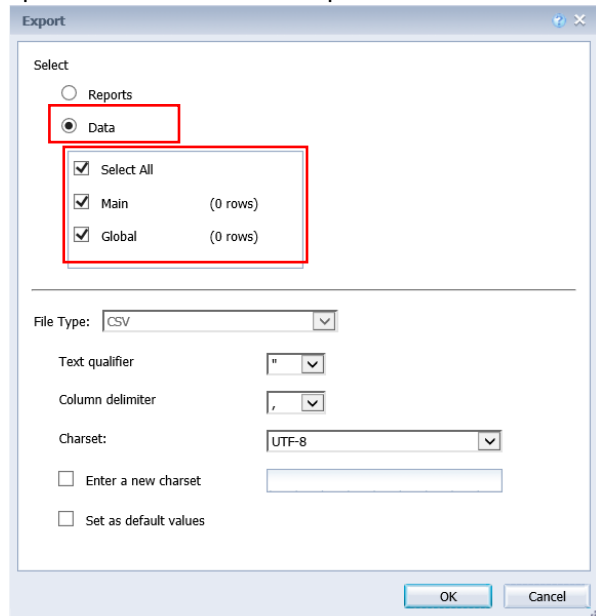
### Exporting Reports

Options to export include all report tabs or data as PDF, Excel, CSV, or Text. The Export  icon on the upper tool bar provides an Export popup.



Category - Name	2018 Actuals	2019 Enacted Budget	2019 Revised Agency Request	2020 Agency Base Budget	2020 Decision Packages - Requested	2020 Agency Request
4000101 - Director of Revenue						

2.1.101. Select the radio bubble for **Report** or **Data**. **Report** allows a selection of one, multiple, or all report tabs. **Data** allows a selection of queries defined for the report.

2.1.102. Select from the **File Type** dropdown. Each file type has additional export options.

2.1.103. Click **OK**.

2.1.104. Depending on your browser and settings, a message may appear in the lower portion of the screen. If you get this or any other message, click **Open** or **Save**. If you do not get a message it may have defaulted to **Save**.

State of Rhode Island  
102 - Agency Budget Request Summary  
By Line Sequence and Natural  
Run Date: 4/12/19  
Run Time: 1:07:55 PM

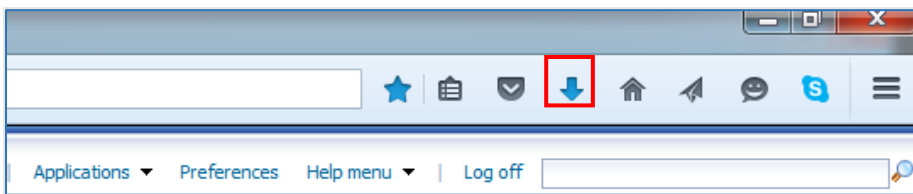
080 - DEPARTMENT OF REVENUE  
Program: 01080 - Director of Revenue  
Subprogram: 0101080 - Director of Revenue

Category - Name	2018 Actuals	2019 Enacted Budget	2019 Revised Agency Request	2020 Agency Base Budget	2020 Decision Packages - Requested	2020 Agency Request
<b>4000101 - Director of Revenue</b>						
10 - Salary and Benefits	754,040	835,318	813,652	837,974	0	837,974
40 - Operating Supplies and Expenses	686,170	777,098	780,748	780,748	0	780,748
60 - Capital Purchases And Equipment	0	2,025	2,025	2,025	0	2,025
<b>Total: 4000101 - Director of Revenue</b>	<b>1,440,210</b>	<b>1,614,441</b>	<b>1,596,425</b>	<b>1,620,747</b>	<b>0</b>	<b>1,620,747</b>
<b>4000102 - Legal Services</b>						
10 - Salary and Benefits	504,910	501,203	518,047	537,675	0	537,675
40 - Operating Supplies and Expenses	6,831	7,158	7,158	7,158	0	7,158
<b>Total: 4000102 - Legal Services</b>	<b>511,741</b>	<b>508,361</b>	<b>525,205</b>	<b>544,833</b>	<b>0</b>	<b>544,833</b>
<b>0101080 - Director of Revenue Total</b>	<b>1,951,951</b>	<b>2,122,802</b>	<b>2,121,630</b>	<b>2,165,580</b>	<b>0</b>	<b>2,165,580</b>
<b>01080 - Director of Revenue Total</b>	<b>1,951,951</b>	<b>2,122,802</b>	<b>2,121,630</b>	<b>2,165,580</b>	<b>0</b>	<b>2,165,580</b>

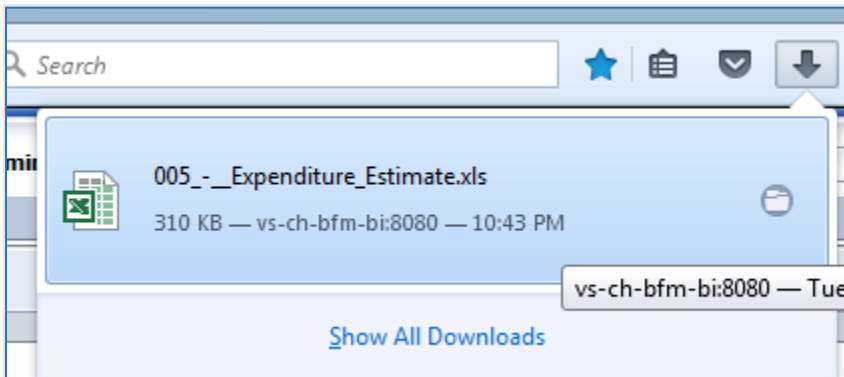
Do you want to open or save 102\_-\_Agency\_Budget\_Request\_Summary.pdf (451 KB) from rs-rlbfm.cloud? Open Save Cancel

### Notes on Saving as Excel file:

- If you click **Save**, it may save it in your computer's Downloads folder. It is not always obvious that it saved. There is a small down arrow in the upper right of your chosen browser that indicates it has saved.



2.1.105. Click the Blue Arrow. Then click on the File.



- If the Blue Arrow is not an option (if you use another browser) go to Downloads and find your file. Note that Downloads is by default a shortcut in Windows Explorer Favorites section.
- When you open the file and you saved the Document, there may be multiple worksheets created.
- The Excel files will not include the report headers.


Category - Name	2018 Actuals	2019 Enacted Budget	2019 Revised Agency Request	2020 Agency Base Budget	2020 Decision Packages - Requested	2020 Agency Request
4000101 - Director of Revenue						

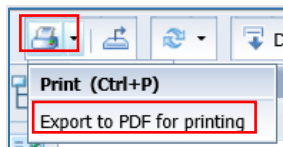
### Notes on Saving as PDF

The PDF will include the report header and provide navigation through the tabs on the left-hand side.

Agency - Name	2018 Actuals	2019 Enacted Budget	2019 Revised Agency Request	2020 Agency Base Budget	2020 Decision Packages - Requested	2020 Agency Request
080 - DEPARTMENT OF REVENUE	512,595,161	584,033,516	604,209,696	647,879,979	7,086,633	654,966,612
<b>Total:</b>	<b>512,595,161</b>	<b>584,033,516</b>	<b>604,209,696</b>	<b>647,879,979</b>	<b>7,086,633</b>	<b>654,966,612</b>

### Printing Reports

Clicking directly on the Print  icon will download a PDF of the entire document (all tabs) that can be printed. Clicking on the arrow on the print button and selecting Print will provide additional options for what is to be generated into a PDF.



**Print**

**Print Range**

☒ All Reports

☐ Current report

☒ All

☐ Current Page

☐ Pages

Enter Page Range  
(Example: 1,3,5-11).

**Page size**

Letter

**Margins**

Top: 0.31 inches

Left: 0.31 inches Right: 0.31 inches

Bottom: 0.31 inches

**Scaling**

☒ Adjust to: 100 % normal size

☐ Fit to: Auto page(s) wide Auto page(s) tall

**Orientation**

☐ Portrait

☒ Landscape

Print Cancel

## Submitting the Capital Budget

Submission allows users to move a form instance to a different stage. A user can have access to submit a form instance to a stage even without the security rights to edit the form at the submission stage.

**Capital Form**

Quick Search: 014 [Show Advanced Filters](#)

Record Actions: [Add New](#)

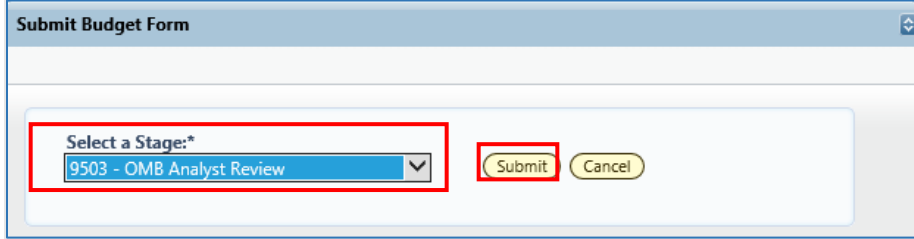
Form ID	Description	Stage	Project	Agency	Form Rows	Last Update	Last User	Submit	Actions
4633	AMCREHAB - AMC Rehab	9501	AMCREHAB	014	16	4/2/2019	u1	<a href="#">Submit</a>	<a href="#">Header</a>   <a href="#">Detail</a>   <a href="#">Delete</a>
4646	BRCFMS - Bristol Readiness Center	9501	BRCFMS	014	7	4/2/2019	u1	<a href="#">Submit</a>	<a href="#">Header</a>   <a href="#">Detail</a>   <a href="#">Delete</a>
4648	BSA3 - Benefit Street Arsenal Rehabilitation	9501	BSA3	014	8	4/2/2019	u1	<a href="#">Submit</a>	<a href="#">Header</a>   <a href="#">Detail</a>   <a href="#">Delete</a>

2.1.1. Select your budget form definition.

2.1.2. For the instance you wish to submit, click the **Submit** button.

2.1.3. A Submit Budget Form pop-up window opens. From this screen, select the stage to which you wish to submit (there may only be one) and click **Submit**. If you do not see a Stage Code, this

means you do not have security to submit. Note: you can submit to a prior stage if your security allows this action.



The screenshot shows a window titled "Submit Budget Form". Inside, there is a dropdown menu labeled "Select a Stage:\*" with the option "9503 - OMB Analyst Review" selected. To the right of the dropdown are two buttons: "Submit" and "Cancel". The "Submit" button is highlighted with a red box.

Once submit is clicked, the budget request will no longer be visible in the list if the user does not have security rights to edit at the new stage. To edit the instance, a request that the form be sent back to the user must be made to the system administrator.

See also [Stages](#). The stages used for the FY 2024 – FY 2028 CIP are:

Stage	Description
1	Request Stage 1 (used for original project requests)
2	Agency Request Stage 2 (used for Agency workflow/approvals optionally)
3	OMB Analyst Review (reflects a project submitted to OMB)
4	OMB Review
5	Governor's Review
6	Legislature Submission