

EXPLANATORY NOTES ON STANDARD FORMAT FOR CAPITAL PROJECT SUBMISSIONS

The type of information required on the attached form is as follows:

One Page 1:

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| (i) | Department | The department which is responsible for implementation. This will normally be Transportation and Infrastructure. |
| (ii) | Project Title | Title by which the project will be known. |
| (iii) | Date Prepared | Date when submission was originally prepared. |
| (iv) | Date Revised | Date when the latest submission was revised for presentation. |
| (v) | Project Manager | The person responsible and accountable for managing the project. |
| (vi) | Client Agency | The agency requiring the facility, equipment, etc. for program support. |
| (vii) | Account Code | Cost code to which the project costs will be charged. |
| (viii) | Program Number | Program number (5 digit) which has been assigned to the project. |
| (ix) | Prepared By | Person preparing the capital project submission. |
| (x) | Fiscal Year | The fiscal year in which the project will first need capital funds. If the project is being presented as part of the budget package in the annual budget cycle, the fiscal year for which the budget is being prepared. |
| (xi) | Description | A description of the physical aspects of the project as well as its scope. It should contain such things as size (sq. ft., etc.), location, type of construction and scope (number of people served, volume of business, etc.). A copy of drawings may be required in some cases. |
| (xii) | Purpose | The Government program(s) served, the reason for capital required and background information. |
| (xiii) | Operational Requirements | Estimated costs of operating the facility and the net impact on future current budgets. |

- (xiv) Capital Estimates The estimated costs of the project broken down by major component (e.g., equipment, consultants/design, land acquisition, general, mechanical, electrical, etc.). This section of the form provides for statement of preliminary estimates, detailed estimates as well as revised estimates which may be required as the project proceeds. Cost estimates should be made in actual dollars.
- (xv) Contingency Allowance Recognizing the difficulty of estimating costs when the environment includes high inflation rates, construction time frames, public tendering requirements, etc., the estimates for construction type projects may include a **contingency allowance of up to 7.5%**. The contingency allowance must be a separate item in the estimate breakdown and not an “add on” to each component.
- The purpose of the contingency allowance is also to provide for change orders which may be required during the course of construction.
- (xvi) Cash Flow Estimated cash requirements by fiscal year during the implementation of the project.
- (xvii) Alternatives Any reasonable alternative for meeting the needs of the client department. This would include such options as wood or metal type of construction, building configuration, energy conservation elements, etc. The options should be costs for comparison purposes. Also included should be a statement of why the options recommended were chosen.
- (xviii) Endorsement Each capital project request must be endorsed by the Minister or Deputy Minister of Transportation & Infrastructure before being considered by Treasury Board.
- (xvix) Description of Revision This part of the request format relates only to a project which has already been approved but requires a significant change. Such change could be caused by tender prices being significantly different from approved estimates, changing needs of the client department, etc. A complete description of the change and its implications to costs and other things should be stated. (Note: Certain sections of Page 1 will also change due to the new information and all requests for approval of project revisions must be resubmitted as a revised package).
- (xx) Reason for Revision A full explanation of why the revision is required.
- (xxi) Implications on Construction An indication of the impact on the construction schedule, completion date, effect if any on program services, etc. should be given.