BP-A0904 **Trust Fund Renovation/Construction Project Form** CDFRM
JUNE 10

U.S. DEPARTMENT OF JUSTICE **FEDERAL BUREAU OF PRISONS**

INSTITUTION:

APPROVED BY:

(Institution Business Administrator) (Date)

(Institution Facility Manager) (Date)

(Institution Warden) (Date)

(Regional Comptroller) (Date)

(Regional Facilities Administrator) (Date)

JUSTIFICATION: (Reason for renovation/construction)

Statement of the condition and use of the present Trust Fund area to be renovated. Indicate limitations such as sales area, storage area, personnel environment, and security problems, if any. How would renovation of existing area or the construction of a new area enhance Trust Fund programs, etc.? Indicate how long this area has been in its present location and provide a listing of previously completed renovation project(s) for this area.

CAPITALIZATION DETERMINATION:

I certify that this Trust Fund renovation/construction project should be:

☐ Capitalized - D/U 1, Cost Center V8

☐ Non-Capitalized - D/U 1, Cost Center C7

(Check one of the above.) As required per the Program Statement on Accounting for Real Property, Depreciation, and B&F Projects.

PLANS, DRAWINGS, SPECIFICATIONS: (Design and specifications)

Include with your funding request, architectural drawings and specifications detailing renovation/construction of the proposed Trust Fund area. If renovating an existing location include removal drawings. Include details such as sales front, counter configuration, secure storage area (hot room), office, and if necessary, display cases, coolers, freezers, shelving (for supermarket design), etc. Drawings should indicate proposed placement of equipment (coolers, freezers, safes, drop-chutes, cash drawers, sprinkler system, air conditioner, doors, speak-through windows, etc.). Materials for counters, windows, fronts, doors, and ceiling, must be identified. If a new construction is requested, such as a totally new building, include the usual construction drawings and specifications that would be provided in an invitation for bid or in-house new construction.

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ITEMIZED ESTIMATE: (Itemized renovation/construction estimate)

Include with the funding request an itemized cost estimate, excluding equipment. The estimate should include proposed man hours with corresponding salary costs required to complete the project if done "in-house". This itemized estimate is very important to allow appropriate review by management and to determine the feasibility of financing your request.

ITEMIZED EQUIPMENT LIST:(Itemized sales unit equipment list/cost)

Include with the funding request an itemized list of equipment you need to purchase, including replacement equipment, with the current estimated cost. Submit available specifications, drawings, brochures, etc., for the equipment and a Major Equipment Justification (BP-135.041) for all equipment required.

TARGET DATE: (Statement of proposed target date)

Indicate anticipated beginning date of this renovation/ construction project once approval and authorization to proceed is given. Will work be done "in-house" or by contract and why? Are there other renovation/construction projects taking place that the Trust Fund project could or should be incorporated with, etc.?

FUNDING: (Joint funding effort)

Include a statement if other funding (S&E, B&F, etc.) is available for all or a portion of your request.

MISCELLANEOUS: (Statement(s) of interest or concern)

Include any relevant statements, ideas, recommendations, etc., to assist in the review and approval of your request.

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