

3. *Project Data Sheet (PDS)

Project Number, Title, and Location

Project Data Sheet is for [PED, PED (multiple projects), Construction or PED/Construction]

This guidance (as of April 2007) is for non-IT capital asset projects for the FY 2010 budget submission. Updates include templates, a separate guidance document, clarification that one PDS may be submitted for PED and construction, and cautions in providing point cost estimates. The templates for these documents are available <http://crinfo.doe.gov/officedocs/cf30/GUIDANCE/FY09/Index.htm>.

The PDS justify capital asset projects exceeding \$5M regardless of funding source. It is the primary document used to defend funding for capital projects throughout the budget formulation process. It is used to develop the OMB Circular A-11 Exhibit 300. Submit a PDS for new project efforts and for ongoing projects that require Congressional authorization and/or appropriation in the FY BY. Data sheets and conceptual design reports are required prior to project validation. Only validated projects are considered for construction funding during the budget review process. (ref. 2003 budget formulation handbook).

Project Number(s), Title, and Location shall be same as budget documentation, associated Exhibit 300, and PARS; otherwise, provide OECM an explanation.

State in the heading above the following:

“Project Data Sheet (PDS) is for [PED, PED (multiple projects), Construction, or PED/Construction”

1. “PED” is one PDS for a single project. If project is new, consider “PED/Construction” PDS, noted below, to reduce potential future reprogramming.
2. “PED (multiple projects)” is one PDS for multiple projects. Provide a summary of the projects in each PDS section. Provide project specific information for each project in each PDS section.
3. “Construction” may be for a single line item project with a separate PED PDS. Identify PED PDS number in the cost tables, sections 5, 6, and 7.
4. “PED/Construction” is one PDS for both PED and construction, and its use is encouraged. May be used to amend a PED PDS for a single project for a new request of construction funds. May not be used when the PED PDS consists of multiple projects or if a construction PDS already exists.

Three templates are available for the PDS types: PED, PED (multiple projects), and Construction or PED/Construction.

**Denotes new/revised guidance (in red and marked with an asterisk).*

If the "PED/Construction" PDS template is used for a project without CD-2 approval and has not requested previously construction funds, leave the "TBD" as shown; otherwise, provide the data. TPC, TEC, and OPC cost ranges should be provided, e.g., as notes, in lieu of point dollar cost estimates.

PED funds are capital "design only" funds for preliminary and final designs. PED funds are not for construction, long-lead procurements or major items of equipment. PED fund requirements are developed from historical data or parametric estimates. The objectives for the use of PED funds are to:

- improve the probability of an accurate project performance baseline;
- establish the project performance baseline after the preliminary design is complete; and
- improve DOE's planning, programming & budgeting process for the acquisition of capital assets.

PED funds are released by the Program Secretarial Officers (PSO) upon CD-1 approval by the acquisition executive (AE). After release of PED funds for a PED PDS of multiple projects, any movement of funds between design projects requires the PSO approval and notification of OEM. All changes shall be reported in the subsequent PDS.

The use of the terms "baseline" and/or TPC warrants caution, and these terms should only be used "post-CD-2." Unless the project has a validated performance baseline and a CD-2 approval, a point dollar cost estimate must be replaced with a "preliminary cost estimate range." If point estimates have been provided in previous budget requests, clearly state that it was a preliminary estimate. After CD-2 approval, construction funds may be requested, and a point estimate (TPC, TEC, and OPC) should be provided in lieu of cost ranges.

Construction funds are released by the PSO upon CD-3 approval by the AE.

Decontamination and Decommissioning (D&D), unless noted otherwise, includes demolition or disposal and refers to an existing facility used to offset new construction square footage plus any additional D&D needed to comply with the "one-for-one" requirement (not D&D associated with the new facility that is being constructed). Not all demolition is operating expense funded. Removal of existing facilities that are in the footprint of the new construction or costs that are incurred to salvage or reuse items are capital costs and must be included in the TEC. For additional information, see section 9.

1. Significant Changes

State the following: “The most recent DOE O 413.3A approved Critical Decision (CD) is CD-[0, 1, 2(A), 3(A)] [description] that was approved on [date] with a [Total Project Cost (TPC) or preliminary cost range] of \$[dollars in thousands].”

If project has CD-2 approval and there was an approved deviation in the baseline, state the following: “Latest approved Baseline Change was on [date] with a TPC of \$[dollars in thousands].”

State one of the following:

1. “A Federal Project Director has not been assigned to this project.” or
2. “A Federal Project Director with certification level [I, II, III, IV] has been assigned to this project.” or
3. “A Federal Project Director has been assigned to this project. Project is pursuing to fulfill the certification requirements.”

State one of the following:

1. “This PDS is an update of the FY[xxxx] PDS.” Summarize significant changes, if any, such as scope, cost, and schedule as well as summary of major risks for each subproject, if PDS is for multiple projects.”; or
2. “This PDS is new for [PED, PED (multiple projects), Construction or PED/Construction].” Approved projects, i.e., has CD-0, CD-1 or CD-2 approval, with a high end preliminary cost range or TPC that is less than \$20M are encouraged to request full funding in lieu of incremental funding in accordance with OMB Circular A-11. PED, construction, and project-specific operating program funds must be separately identified.; or
3. “This PDS is a continuation of a PED PDS proceeding to construction.” Summarize significant changes such as scope, cost, and schedule as well as summary of major risks.”

2. Design, Construction, and D&D Schedule

(fiscal quarter or date)

	CD-0	CD-1 (Design Start)	(Design/PED Complete)	CD-2	CD-3 (Construction Start)	CD-4 (Construction Complete)	D&D Start	D&D Complete
<i>FY [of CD-0]</i>	mm/dd/yyyy	xQFY yyyy	xQFY yyyy	xQFY yyyy	xQFY yyyy	xQFY yyyy	xQFY yyyy	xQFY yyyy
<i>FY BY-2</i>	mm/dd/yyyy	mm/dd/yyyy	xQFY yyyy	xQFY yyyy	xQFY yyyy	xQFY yyyy	xQFY yyyy	xQFY yyyy
<i>FY BY-1</i>	mm/dd/yyyy	mm/dd/yyyy	xQFY yyyy	xQFY yyyy	xQFY yyyy	xQFY yyyy	xQFY yyyy	xQFY yyyy
<i>FY BY</i>	mm/dd/yyyy	mm/dd/yyyy	xQFY yyyy	xQFY yyyy	xQFY yyyy	xQFY yyyy	xQFY yyyy	xQFY yyyy

CD-0 – Approve Mission Need

CD-1 – Approve Alternative Selection and Cost Range

CD-2 – Approve Performance Baseline

CD-3 – Approve Start of Construction

CD-4 – Approve Start of Operations or Project Closeout

D&D Start – Start of Demolition & Decontamination (D&D) work

D&D Complete – Completion of D&D work

The table shall log all approved project CD schedules by FY of the budget request starting with the FY of CD-0 approval. Actual signature dates shall be provided for those CD's that have been approved.

If project does not have CD-2 approval, state "TBD" for the CD-2, CD-3, CD-4, and D&D columns, and provide a footnote stating the schedules are to be determined and state preliminary CD-4 schedule range, if available.

Provide explanation where start and complete dates for design and construction that do not correspond to CD dates. Construction start date for long lead items shall be noted in table below.

**Denotes new/revised guidance (in red and marked with an asterisk).*

The table is for the final CD milestone dates, i.e., CD-2B if there is a CD-2A (long lead) and CD-2B (Approve Performance Baseline). For tailored project approaches, including phasing and long lead procurement, and other major milestones, provide additional tables (sample table below) and text, i.e., elaboration of long lead procurement,...

(fiscal quarter or date)

<i>Performance Baseline Validation</i>	<i>CD-2A/3A (Start of Construction for long lead items)</i>	<i>CD-4A</i>					
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FY [of CD-0] *xQFY yyyy* *xQFY yyyy* *xQFY yyyy*

FY BY-2 *xQFY yyyy* *xQFY yyyy* *xQFY yyyy*

FY BY-1 *xQFY yyyy* *xQFY yyyy* *xQFY yyyy*

FY BY *xQFY yyyy* *xQFY yyyy* *xQFY yyyy*

CD-2A/3A – Long Lead for equipment.

CD-4A – Beneficial Occupancy

3. Baseline and Validation Status

(dollars in thousands)

	TEC, PED	TEC, Construction	TEC, Total	OPC Except D&D	OPC, D&D	OPC, Total	TPC
<i>FY [of CD-0]</i>	<i>5,000</i>	<i>TBD</i>	<i>TBD</i>	<i>12,000</i>	<i>TBD</i>	<i>TBD</i>	<i>TBD</i>
<i>FY BY-2</i>	<i>5,000</i>	<i>TBD</i>	<i>TBD</i>	<i>12,000</i>	<i>TBD</i>	<i>TBD</i>	<i>TBD</i>
<i>FY BY-1</i>	<i>5,000</i>	<i>54,800</i>	<i>59,800</i>	<i>12,000</i>	<i>10,000</i>	<i>22,000</i>	<i>81,800</i>
<i>FY BY</i>	<i>5,000</i>	<i>54,800</i>	<i>59,800</i>	<i>12,000</i>	<i>10,000</i>	<i>22,000</i>	<i>81,800</i>

**Denotes new/revised guidance (in red and marked with an asterisk).*

The table shall log all approved project CD schedules by FY of the budget request starting with the FY of CD-0 approval. Actual signature dates shall be provided for those CD's that have been approved.

For each FY, starting with the FY of CD-0 approval, provide the approved costs.

If project does not have CD-2 approval, state "TBD" for columns "TEC, Construction," "TEC, Total," "OPC, D&D," "OPC, Total," and "TPC." Provide a footnote stating the costs are to be determined (TBD) and state preliminary cost estimate range, if available.

If requesting construction funds without a validated performance baseline, a CD-2 approval, and CD-3 approval, state "No construction funds [, excluding for approved long lead procurement,] will be used until the project performance baseline has been validated and CD-3 has been approved."

D&D may be OPC and/or TEC.

4. Project Description, Justification, and Scope

The project is being conducted in accordance with the project management requirements in DOE O 413.3A and DOE M 413.3-1, Program and Project Management for the Acquisition of Capital Assets, and all appropriate project management requirements have been met.

Above statement shall be stated at the end of section 4 regardless of TPC. Provide summary based on the Critical Decision documentation, i.e., Mission Need Statement (MNS), Conceptual Design Report,...

5. Financial Schedule

(dollars in thousands)

Appropriations	Obligations	Costs
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Total Estimated Cost (TEC)

PED

FY BY-3	5,000	5,000	600
FY BY-2	0	0	3,000
FY BY-1	0	0	1,400
Total, PED (PED no. 04-D-203)	5,000	5,000	5,000

Construction

FY BY-1	800*	800	700
FY BY	32,000	32,000	19,100
FY BY+1	22,000	22,000	32,000
FY BY+2	0	0	3,000
Total, Construction	54,800	54,800	54,800

TEC

FY BY-3	5,000	5,000	600
FY BY-2	0	0	3,000
FY BY-1	800	800	2,100
FY BY	32,000	32,000	19,100
FY BY+1	22,000	22,000	32,000
FY BY+2	0	0	3,000

*Denotes new/revised guidance (in red and marked with an asterisk).

(dollars in thousands)

	Appropriations	Obligations	Costs
Total, TEC	59,800	59,800	59,800
Other Project Cost (OPC)			
OPC except D&D			
FY BY-4	2,500	2,500	2,500
FY BY	9,500	9,500	9,500
Total, OPC except D&D	12,000	12,000	12,000
D&D			
FY BY	10,000	10,000	10,000
Total, D&D	10,000	10,000	10,000
OPC			
FY BY-4	2,500	2,500	2,500
FY BY	19,500	19,500	19,500
Total, OPC	22,000	22,000	22,000
Total Project Cost (TPC)			
FY BY-4	2,500	2,500	2,500
FY BY-3	5,000	5,000	600
FY BY-2	0	0	3,000
FY BY-1	800	800	2,100
FY BY	51,500	51,500	38,600
FY BY+1	22,000	22,000	32,000
FY BY+2	0	0	3,000

*Denotes new/revised guidance (in red and marked with an asterisk).

(dollars in thousands)

Appropriations	Obligations	Costs
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Total, TPC	81,800	81,800	81,800
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* Includes \$800k for long-lead procurement.

Provide footnote for long lead procurement showing the associated FY appropriation(s). Funds for long lead equipment may be requested prior to Performance Baseline Validation if approved by the Acquisition Executive.

Clearly identify other related PDS numbers, i.e., PED.

For a PED PDS or if project does not have CD-2 approval, do not provide the following dollars: the construction, OPC D&D, and TPC, unless construction PDS had been previously submitted.

6. Details of Project Cost Estimate

(dollars in thousands)

Current Total Estimate	Previous Total Estimate	Original Validated Baseline
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Total Estimated Cost (TEC)

Design (PED)

Design	4,600	4,600	4,600
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^a Previous Total Estimate is from FY BY-1 PDS.

*Denotes new/revised guidance (in red and marked with an asterisk).

(dollars in thousands)

	Current Total Estimate	Previous Total Estimate ^a	Original Validated Baseline
Contingency	400	400	400
Total, PED (PED no. 04-D-203)	5,000	5,000	5,000
Construction			
Site Preparation	5,000	5,000	5,000
Equipment	10,800	10,800	10,800
Other Construction	36,000	36,000	36,000
Contingency	3,000	3,000	3,000
Total, Construction	54,800	54,800	54,800
Total, TEC	59,800	59,800	59,800
Contingency, TEC	3,400	3,400	3,400
Other Project Cost (OPC)			
OPC except D&D			
Conceptual Planning	1,250	1,250	1,250
Conceptual Design	1,250	1,250	1,250
Start-Up	7,500	7,500	7,500
Contingency	2,000	2,000	2,000
Total, OPC except D&D	12,000	12,000	12,000
D&D			
D&D	8,000	8,000	8,000
Contingency	2,000	2,000	2,000

^aDenotes new/revised guidance (in red and marked with an asterisk).

(dollars in thousands)

	Current Total Estimate	Previous Total Estimate ^a	Original Validated Baseline
Total, D&D	10,000	10,000	10,000
Total, OPC	22,000	22,000	22,000
Contingency, OPC	4,000	4,000	4,000
Total, TPC	81,800	81,800	81,800
Total, Contingency	7,400	7,400	7,400

“Original Validated Baseline” refers to CD-2 approval.

“Previous Total Estimate” refers to previous FY PDS or leave blank if PDS is new for a new project

For a PED PDS or if project does not have CD-2 approval, do not provide the following dollars: the construction, OPC D&D, and TPC, unless construction PDS had been previously submitted.

7. Schedule of Project Costs

For schedule of project costs, see Section 5, “Financial Schedule.”

8. Related Operations and Maintenance Funding Requirements

Start of Operation or Beneficial Occupancy (fiscal quarter or date)	2QFY BY+2
Expected Useful Life (number of years)	20

**Denotes new/revised guidance (in red and marked with an asterisk).*

Expected Future Start of D&D of this capital asset (fiscal quarter)

3QFY BY+22

(Related Funding requirements)

(dollars in thousands)

	Annual Costs		Life Cycle Costs	
	Current Total Estimate	Previous Total Estimate	Current Total Estimate	Previous Total Estimate
Operations	750	750	22,500	22,500
Maintenance	1,500	1,500	45,000	45,000
Total, Operations & Maintenance	2,250	2,250	67,500	67,500

For a PED PDS or if project does not have CD-2 approval, state "Not applicable for PED."

Provide information if construction funds are requested.

Escalation is a factor in determining the life cycle costs. For escalation rate assumptions, refer to the budget call. Information must be the consistent with associated Exhibit 300 "Summary of Spending." The OMB Circular A-11 Capital Programming Guide states, "The cost of a capital asset is its full life-cycle cost, including all direct and indirect costs for planning, procurement (purchase price and all other costs incurred to bring it to a form and location suitable for its intended use), operations and maintenance (including service contracts), and disposal."

"Expected Future Start of D&D of this capital asset" refers to the D&D of the capital asset for this PDS.

9. Required D&D Information

Area	Square Feet
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Area of new construction

Area of existing facility(s) being replaced

**Denotes new/revised guidance (in red and marked with an asterisk).*

Area of additional D&D space to meet the "one-for-one" requirement

Name(s) and site location(s) of existing facility(s) to be replaced:

For a PED PDS or if project does not have CD-2 approval, state "Not applicable for PED."

For any new or existing project that requests construction funding for the first time, explain how this project will comply with the "replacement of existing facilities" and the "one-for-one" requirements. Include the date(s) for D&D including the program office responsible for funding the D&D activity, as well as the relevant appropriation account and control point in the budget.

The Report language accompanying the FY 2005 Energy and Water Development Appropriations Bill directs that:

"The costs of D&D for the facilities that are being replaced be included in the costs of all construction projects and identify such D&D costs clearly in the construction project data sheets."

There is a related requirement from the FY 2002 Energy and Water and Water Development Appropriations Bill Conference Report (107-258), whereby construction of new facilities require elimination of space equal to the new amount of space being constructed. This requirement is commonly referred to as the "one-for-one" requirement. The specific language is:

"For new construction projects requested in fiscal year 2003, the conferees expect the budget to show the square footage of each new project, and request funding for the elimination by transfer, sale or demolition of excess buildings and facilities of equivalent size. This excess reduction to new construction formula does not apply to environmental management closure sites. The conferees expect the fiscal year 2003 budget to contain funds to eliminate excess facilities based on the greatest impact on long-term costs and risks. The department should apply this requirement to each site. Only if deemed impracticable due to critical mission requirements, through a case-by-case waiver approved by the Secretary through the Chief Financial Officer, should the requirement be met through the reduction of excess facilities at another site. The Department will collect information from all sites on the square footage of excess property sold, transferred, or demolished each year and submit a report to Congress 45 days after the President's budget is presented to Congress."

**Denotes new/revised guidance (in red and marked with an asterisk).*

There are five D&D cases described below that result from the above requirements.

Case 1: New construction replaces existing facility with no net increase to existing square footage. In this case, the new construction is offset with the D&D of the existing facility.

Case 2: New construction has more square footage than the facility being replaced. In this case, the additional square footage must be offset with additional D&D and/or "banked excess."

Case 3: New construction has less square footage than the facility being replaced. The square footage difference between the new construction and the facility being replaced can be banked.

Case 4: The existing facility will be converted to another use. In this case, new construction, if any, square footage must be offset by D&D and/or "banked excess."

Case 5: The new construction is not replacing an existing facility. As with Case 4, the new construction square footage must be offset with D&D and/or "banked excess".

In general, D&D should be planned similarly to other project work such that cost and schedule estimates have a consistent level of detail as with other project work for requesting PED and construction funds. The D&D costs is part of the TPC, unless from 'banked excess.' Validation of Performance Baseline includes D&D work and will be part of the External Independent Review (EIR), as applicable.

10. Acquisition Approach

Describe how acquisition will be accomplished. This information should be summarized from the approved Acquisition Strategy for this project, and should be consistent with the OMB Exhibit 300.

For a PED PDS or if project does not have CD-2 approval, state "Not applicable for PED."

**Denotes new/revised guidance (in red and marked with an asterisk).*