

LIFE OF A TYPICAL CAPITAL PROJECT THROUGH THE POOL PROCESS

1. **CBR:** Agency makes a Capital Budget Request (CBR) in the Performance Budgeting System (PB). Use Form [CR-3](#).
2. **Preplanning Pool Phase:** Project is included in a Preplanning Pool and receives an amount of funds appropriate to develop the project through the Preplanning Phase.
 - a. Agency develops the project through the Preplanning Phase.
3. **CBR:** Agency re-enters the project in PB with the added detail of the Preplanning Study as a PDF attachment.
4. **Detailed Planning Pool Phase:** Project is included in a Detailed Planning Pool and receives an amount of funds appropriate to develop the project through the Preliminary Phase.
 - a. Agency enters project in Cost Review Process.

Cost Review Process:

- a. BCOM issues a CBR Verification Report to the agency that includes Design-To Target Costs for all categories of the project.
 - b. Agency submits the Schematic Cost Review submittal (Project Narrative, Drawings, [A/E Cost Estimate](#), Form [CR-2](#))
 - c. BCOM reviews the cost and issues a Schematic Cost Review Report to the agency.
 - d. Agency submits the Preliminary Cost Review submittal (Project Narrative, Drawings, [A/E Cost Estimate](#), [Independent Cost Estimate](#), [VE](#), and Form [CR-2](#))
 - e. BCOM makes a recommendation to the 6-PAC.
 - f. The 6-PAC authorizes funding.
 - g. BCOM issues a Funding Report to the agency contingent upon the project being included in a Construction Pool. The Funding Report indicates the amount of funding authorized by the 6-PAC and provides instructions to the agency on filling out the CO-2.
5. **CBR:** Agency re-enters the project in PB with the added detail of the Detailed Planning Phase and includes Funding Report as a PDF attachment.
 6. **Construction Pool Phase:** Project is included in a Construction Pool.
 - a. Agency submits a CO-2 for the amounts identified in the Funding Report.
- If Detailed Planning Pool Phase is skipped or incomplete, project will follow the Cost Review Process inside the Construction Pool Phase.