



CORPS OF ENGINEERS --CIVIL

# CAPABILITIES

FISCAL YEAR 2009



## Preface

The guidance for Capabilities has been formatted in an attempt to provide a more complete reference guide for both primary users and other parties as a source for the programs management and the appropriations processes. With your input, we believe we can continue to revise and improve this as a reference guide of even greater utility to serve as an essential tool for the Programs and Project Management Business Process (PMBP). Accordingly, please provide your suggestions to CECW-I on how to make this a better source document for the PMBP.

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## SAMPLES

- 1 Sample Format For Use As An Enclosure To A Letter
- 2 Sample format for use in requesting revisions to previously approved capabilities

## ATTACHMENTS

OFA Civil Works PBS Updates

## **CAPABILITIES OVERVIEW**

Capabilities are an important part of the appropriations process. Approved funding capabilities indicate the Corps ability to use funds. As evidenced by appropriations, they are of primary concern to local interests and Congress, who use them in establishing their own annual program priorities. Therefore, an accurate statement of funding capabilities is an important responsibility of the Corps. The Corps must comply with Administration policy while also maintaining credibility with Congress by performing in accordance with stated capabilities for individual items. Historically, funds provided for items with unbudgeted capability have constituted a significant part of year-end unexpended balances. In view of this, statements of capabilities must be conservative and realistic, and, to that end, guidance in the references and following instructions are to be followed carefully. Therefore, capabilities will not be disclosed until approved by MSCs, and then, only in response to specific requests and in accordance with qualifying language.

Establishment of Capabilities requires an understanding and consideration of the both the appropriations process and the program management of the business programs as well as individual projects and studies. A brief overview of these considerations includes the following topics which are covered in greater detail in this guidance.

### **A. MEANING OF CAPABILITY (Funding)**

1. Ability to utilize funds.
2. Individual study/project.
3. District.

### **B. PURPOSE**

1. Furnish information on ability to utilize funds.
2. Of prime concern to Congressional and local interests.
3. End result is to permit Congress an opportunity to establish its priorities.

### **C. RESPONSIBILITIES**

1. Determined by District Commander.
2. Reviewed integrated and approved by Division Commander.

### **D. CRITERIA**

1. Realistic and engineeringly efficient.
2. Beneficial.
  - a. Advance useful increment.
  - b. Advance completion.
3. Must comply with Administration policies or be foot-noted to indicate non-compliance
  - a. Flood damage prevention and commercial navigation, including associated M&I water supply and hydropower, and mitigation, restoration or protection of environmental resources.
  - b. Cost sharing and financing

## CAPABILITIES OVERVIEW (continued)

### E. PREMISES

1. Approval of President's Budget.
2. Manpower (Contract/Hired Labor).
3. Date funds available.
  - a. New Starts - 1 October.
  - b. Continuing - 1 October.
4. Funds for individual project or study superimposed on basic program as next-added increment.

### F. CONSIDERATIONS

1. Authorization.
2. Classification (List all "active" studies and projects).
3. Local support.
4. Assurances.
5. Environmental Impact Statement (EIS).
6. PED Completion; Engineering and Design (E&D).
7. Litigation.
8. Benefit-Cost Ratio (BCR).
9. Rate of Funding.
10. New or Continuing.

### G. PURPOSE OF ADDITIONAL CAPABILITY

1. Initiate/Resume/Advance Work or Study/Project.
2. Physical Performance and Schedule Advance.
3. Reason for Zero Capability.
4. Criteria and Standard Statements of Capability are Provided.

### H. DISCLOSURE

1. Conditions for Release.
  - a. After President's Budget Message.
  - b. After HQUSACE approval.
  - c. Only in response to specific request
  - d. Expected to support President's Budget.
  - e. In writing.
2. Qualifying statement precisely as prescribed by OASA(CW) and HQUSACE.
3. Maintain record of disclosures.
4. Updates (also HQUSACE updates for Committees).

### I. DISTRICT CAPABILITIES (By PROGRAM)

1. Studies.
2. Preconstruction Engineering and Design (PED).
3. Construction.

4. Operation and Maintenance (O&M).CAPABILITIES OVERVIEW (continued)
5. FUSRAP.

### **SECTION 1 - GENERAL GUIDANCE**

**1-1. Purpose:** This memorandum provides guidance for the development of Capabilities for the Fiscal Year 2009 program.

**1-2. Availability:** This guidance is available on the Civil Works Programs Management web site: <http://www.usace.army.mil/cw/cecwb/>

**1-3. References.**

- a. ER 11-2-101
- b. ER 11-2-220
- c. ER 11-2-240 (particularly Appendix L)
- d. EC 11-2-187, 12 May 2007.
- e. OMB Circular A-11, dated July 2007, paragraph 22.5"Information available to the public."
- f. P2 OFA-CW PBS Functional Design Document, 21 February 2007, with all subsequent revisions
- g. "OFA CW PBS Updates - 27 Feb 08", attached as a separate document

**1-4. Conventions.** The following designations are used for selected one-year periods:

CCY = current calendar year

CFY = current fiscal year (extending from 1 October CCY to 30 September CCY+1 before 1 January, latest, and 1 October CCY-1 to 30 September CCY thereafter)

PY = program year (CFY+2 before 1 October, next, and CFY+1 thereafter) = FY08

PY - 1 = one year before PY = FY07

PY - 2 = two years before PY (CFY before 1 October, next, and CFY-1 thereafter) = FY06

PY - 3 = three years before PY (CFY-1 before 1 October, next, and CFY-2 thereafter) = FY05

PY + N = program year plus N fiscal years.

*Note that 1 October of PY-1 is 1 October of CCY, until 1 January, next, when it becomes 1 October of CCY-1.*

**1-4. Purpose of Funding Capabilities.** Approved funding capabilities indicate the Corps' ability to use funds. As evidenced by appropriations, they are of primary concern to local interests and Congress, who use them in establishing their own annual program priorities. Therefore, an accurate statement of funding capabilities is an important responsibility of the Corps. Congress' view of funding capabilities is presented in Exhibit 1-1, and is based on Senate Report 94-505.

**Disclosure of Approved Capabilities.** In accordance with Reference 1-3.e., all elements of the Corps are expected to support the President's budget decisions. Therefore, capabilities will not be disclosed until approved by the MSC, and, then, only in response to specific requests and in accordance with qualifying language. Qualifying language for disclosure of capabilities is contained in Exhibit 1-2. Usually, information on capabilities is provided in writing only; however, if, for some reason it is given orally, it is then confirmed in writing, immediately. Exhibit 1-3 is a sample format for use as an enclosure to any letter disclosing capabilities.

**EXHIBIT 1-1**  
**SENATE REPORT LANGUAGE**

**Senate Report 94-505:**

“The Committee believes that there is much misunderstanding regarding the longstanding practice and use of ‘capability’ as it relates to funding for Civil Works projects. Therefore, the following explanation of ‘capability’ is offered:

The capability for each individual study or project is the amount, which can be efficiently utilized during the budget fiscal year without regard to fiscal constraints but with full recognition of personnel restraints, sound engineering practice and the timing of funds availability. Further, capabilities are based on the premise that the additional amount for any individual project or investigation is superimposed on the basic program presented in the President’s Budget; and that it is the maximum amount which can be effectively and economically utilized on the particular project as the next-added increment (each project considered as a separate increment) to the basic program.”

The Administration’s view of funding capabilities differs from Congress’ to the extent that capability items are not in the President’s Budget, and therefore, compete with budgeted items for available funds and manpower. The President’s Budget includes amounts consistent with the Administration’s assessment of national priorities for Federal investments and the objective of avoiding large budget deficits. Therefore, while additional funds could be used on individual projects and studies, offsetting reductions must be made to maintain the Administration’s overall budgetary objectives. This view is reflected in the qualifying language of Exhibit 1-2, to be used when disclosing approved capabilities.

EXHIBIT 1-2  
**Qualifying Language to be used when disclosing  
Approved Capabilities**

“Although project and study capabilities reflect the readiness of the work for accomplishment, they are in competition for available funds and manpower Army-wide. In this context, the FY\_ capability amounts shown consider each project or study by itself without reference to the rest of the program. However, it is emphasized that the total amount proposed for the Army’s Civil Works Program in the President’s budget for FY is the appropriate amount consistent with the Administration’s assessment of national priorities for Federal investments. In addition, the total amount proposed for the Army’s Civil Works Program in the President’s Budget is the maximum that can be efficiently and effectively used. Therefore, while we could utilize additional funds on individual projects and studies, offsetting reductions would be required in order to maintain our overall budgetary objectives.”

**“Non-deferrable” is work that should be accomplished in the budget year to avoid further deterioration or a reduction in project benefits.**

Exhibit 1-3  
**CORPS OF ENGINEERS**  
**FUNDING CAPABILITIES FOR FY \_ 1/**  
**IN \_\_\_\_\_ 2/**

DATE:

CATEGORY 3/ ADDITIONAL	NAME OF SURVEY OR PROJECT CAPABILITY	PURPOSE OF CAPABILITY
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(SAMPLE FORMAT FOR USE AS AN ENCLOSURE TO A LETTER)

1/ Although project and study capabilities reflect the readiness of the work for accomplishment, they are in competition for available funds and manpower Army-wide. In this context, the FY \_\_ capability amounts shown consider each project or study by itself without reference to the rest of the program. However, it is emphasized that the total amount proposed for the Army’s Civil Works Program in the President’s budget for FY\_\_ is the appropriate amount consistent with the Administration’s assessment of national priorities for Federal investments. In addition, the total amount proposed for the Army’s Civil Works Program in the President’s Budget is the maximum that can be efficiently and effectively used. Therefore, while we could utilize additional funds on individual projects and studies, offsetting reductions would be required in order to maintain our overall budgetary objectives.

2/ Indicate State, Congressional District, or other regional designation when applicable.

3/ Categories include Study (S), PED (P), Construction ( C ), Major Rehabilitation (MR), Dam Safety Assurance (DS), and Operation and Maintenance (O&M), and Formerly Utilized Sites Remedial Action Program (FUSRAP).

**NOTE: This Table should be in Horizontal format (see page 39 for corrected copy).**

## SECTION 2 - PROGRAM GUIDANCE

**2-1 General Guidance.** The Corps must comply with Administration policy while also maintaining credibility with Congress by performing in accordance with stated capabilities for individual items. Historically, funds provided for items with unbudgeted capability have constituted a significant part of year-end unexpended balances. In view of this, statements of capabilities must be conservative and realistic, and, to that end, guidance in the references and following instructions are to be followed carefully.

**2-2 Capability Program.** For each of its GI, CG, and MR&T accounts, as applicable, each MSC's must develop a realistic multiyear program reflecting PY-2 work allowances and capability-level production. Additional new starts, non-cost-shared elements of studies and projects, separable elements, and restudies should be considered for this program. Any proposal to advance the latest schedule submitted to Congress for a particular study, project, or activity should be specifically identified. Program year funding amounts for studies and projects of this program will be approved as program year capability amounts.

**2-3 Individual Capabilities.** Districts and divisions will prepare separate capability tables for each of the following programs: Studies, Preconstruction Engineering and Design, Specifically Authorized Construction, Continuing Authorities Program (CAP), Operation and Maintenance, and Formerly Utilized Sites Remedial Action Program. All capabilities must be identical to the amount that could be used in the PY, which is included on PY members' list fact sheets. Every active authorized but uncompleted study and project, including those funded for completion in the PY-1 (unless moving from one category to another, such as fully funded PED to construction) must be listed as appropriate, (using its correct name) regardless of whether a capability is being recommended for it. Capabilities may be established for unauthorized studies and projects and modifications to study and project authorizations that are expected to be authorized in time to expend PY funds that may be appropriated in the PY. However, the need for authorization or modification must be noted under "Purpose of Additional Capability". Do not list inactive or deferred studies and projects, nor items programmed by HQUSACE.

**2-4 Capabilities Relationships.** Consistent with Reference 1.c., if a district commander has capability to initiate a study or project in addition to the basic program, normally, absent specific justification for zero capability, he has capability to initiate any other unbudgeted study or project. Similarly, if capability in excess of the budget amount is established for a study or project, normally additional capability can be established for any other study or project not budgeted at full capability. In all cases of zero capability, the reason must be explained under "Purpose of Additional Capability."

**2-5 Unbudgeted Continuing Activities.** Previously funded but currently unbudgeted activities may have capabilities recommended for them. Nevertheless, capabilities for: (1) recreation projects such as harbors with insignificant commercial benefits; (2) single-purpose vendible water supply and hydropower generation projects, unless associated with existing Corps reservoirs; or (3) bank stabilization projects for land preservation are generally not in accord with the Administration's priorities. For such cases, the following statement will be the final one under "Purpose of Additional Capability": "Note: The Administration's review of this project has identified economic and/or policy concerns."

**2-6 New Starts.** Candidate studies and projects meeting the eligibility criteria of Enclosure 1

through 5 will have new start capabilities recommended for them. Generally, candidate new construction starts will have capabilities recommended for them if they are on the list of eligible new starts in the PY Budget Memorandum, since these have passed review for cost sharing, financing, and sponsorship in accordance with PL 99-662. Nevertheless, if a willing sponsor supports a new start not on this list, and the criteria in Enclosure 3 have been met a capability may be established. If the project does not comply with current policy, the following statement will be the final one under “Purpose of Additional Capability”: “Note: The Administration’s review of this project has identified economic and/or policy concerns.” New start Major Rehabilitation projects will be shown on the Construction table under the Construction, General, (CG) or Flood Control, Mississippi River and Tributaries Project (MR&T) appropriations, as applicable.

**2-7 Staffing.** PY capabilities are based on full-time equivalent (FTE) work years for the PY-1, adjusted to reflect each division’s relative workload in the PY. Lack of work years is not, by itself, a reason for recommending zero capability.

**2-8 Capability Revisions.** Significant revisions to approved capabilities, including revisions to below budget amounts, may be recommended at any time before final congressional action on the PY appropriations act. Small revisions within district and division reprogramming authorities should not be recommended, and, in the interest of minimizing correspondence between divisions and MSCs, single requests should be held and combined into collective ones to the fullest extent practicable. In all requests, show-approved capabilities and purposes, and the recommended revised ones, as in the sample format of Enclosure 10. Once revisions are approved by the MSC, they are entered into the P2 OFA-CW database by the MSC. Divisions and districts will then be able to print revised capability tables on location, whereupon they are to advise all parties formerly informed of study or project capabilities of any approved revisions. Only CECW-I will inform the appropriations committees of approved revisions.

**2-9 Remaining Items Programs.** Information required for preparation of PY funding capabilities for remaining items programs and activities will be requested, as needed, by separate correspondence.

### **SECTION 3 -CAPABILITY ESTABLISHMENT**

**3-1 Purpose of Additional Capability.** In view of the use of capabilities by local interests

and Congress in establishing program recommendations, statements of additional capabilities must be clear and meaningful, identifying, in lay terms, specific additional items to be accomplished with additional funds. Avoid abbreviations and Corps terminology such as GDM, milestone, and Phase I which are meaningless to many that use capability information. State, under Purpose of Additional Capability, specific uses to be made of additional funds and effects on schedules. Enclosures 3-7-1 through 3-7-5 list standard statements for use under Purpose of Additional Capability, whereas Enclosure 3-8-1 lists remarks that are unacceptable for reasons indicated.

**3-2 Studies.** All active specifically authorized studies and reviews of deferred and completed projects under the Investigations (I) or MR&T appropriations will be listed in the Studies table. Since FY86, reviews of deferred and completed projects have been part of the defended program; therefore, individual capabilities will be expressed for them.

**3-3 Preconstruction Engineering and Design (PED).** All PED for authorized projects of the I and MR&T programs will be listed in the PED table. In addition, PED for projects covered in favorable survey reports of these two programs, scheduled to be sent by the division commander to HQUSACE in the PY, will be listed in the table. The I category 400 and MR&T class 140 will be used for projects not authorized for construction; whereas, GI category 600 and MR&T class 160 will be used for those authorized for construction.

**3-4 Construction.** All active projects specifically authorized for construction and all Dam Safety Assurance projects with evaluation reports approved, but construction uncompleted before the PY, will be listed in the Construction table. This includes projects in CG categories 211, 220, 231, 240, 411, 412, 511, 520, 531, 540, 600, 640, 721, 771, 772, and 791, and MR&T categories 310, 314, 320, and 324. New start and continuing Major Rehabilitation projects, and continuing ones initiated with CG funds will also be listed, including those in CG categories 813, 814, 816, 817, and 818. Major Rehabilitation projects with reconnaissance reports not approved will not be listed. (However, continuing Major Rehabilitation projects initiated with Operation and Maintenance, General, (O&M) funds will be listed in the O&M table.) Federal cost estimates for all construction projects with programmed work in the PY or a programmed balance to complete after the PY will include an allowance for inflation through the construction period.

**3-5. Operation and Maintenance.** All projects the Corps is responsible for operating and maintaining will be listed on the O&M table, even those unbudgeted and with zero capability. For such projects, zero capability will be explained with a remark such as "Project depths adequate for current use." (Remaining Items such as National Emergency Preparedness Program, Removal of Sunken Vessels, and Waterborne Commerce Statistics are not included and will not be listed). Generally, project-specific capability amounts for maintenance will be within the non-deferrable level. Unbudgeted capabilities will be limited to only high priority unbudgeted MAINTENANCE work items. Generally, only items in the MSC PY submission, not included in the President's budget and meeting criteria specified herein and in Enclosure 3-7-4, are eligible. Divisions and districts should review these items to ensure that they are still needed, in light of conditions which may have changed since the submission, and that capabilities for them are in accordance with guidance of Section 3-5, above. If, through this review, any items are found to be deferrable in the budget year or to have nonconforming capabilities, they should be eliminated. Conversely, the following work may be listed, provided it meets eligibility criteria here and in

Enclosure 3-7-4, and performance criteria in the annual Program Development Guidance EC:

- (1) Unbudgeted MAINTENANCE work due to some changed condition since the original budget submission;
- (2) Work to advance schedules on approved continuing major rehabilitation projects initiated with O&M funds; and
- (3) Engineering and design needed to accomplish high priority MAINTENANCE activities in the outyears.
- (4) Initial MAINTENANCE of projects authorized for Corps assumption of maintenance.

**3-6. FUSRAP.** All Formerly Utilized Sites Remedial Action Program (FUSRAP) sites for which funds have been requested in FY 07 will be listed. No potential new sites will be listed.

**3-7. Eligibility Criteria for Capabilities** - The specific criteria for each category may be found in the following enclosures.

- |  |            |
|--|------------|
| i) New Study Starts  | Encl 3-7-1 |
| ii) New PED Starts   | Encl 3-7-2 |
| iii) New Construction Starts   | Encl 3-7-3 |
| iv) Operation and Maintenance  | Encl 3-7-4 |
| v) New Major Rehabilitation Starts and Dam Safety Assurance Projects | Encl 3-7-5 |

**3-8. Standard Statements for Capability Tables** - Appropriate statements for each account are provided in the following enclosures. Special note is to be taken of the unacceptable statements.

- |  |            |
|--|------------|
| i) Capability Equal to or Greater than Budget      | Encl 3-8-1 |
| ii) Capability is Zero                             | Encl 3-8-2 |
| iii) Unacceptable Statements for Capability Tables | Encl 3-8-3 |

**3-9. Funding Capabilities—Submission Format** - Exhibit 3-1 provides the format for submitting requests for establishment of Capabilities for the Study; PED, CG, O&M. and FUSRAP accounts.

**3-10. P2 OFA-CW Data Entry** – Districts and MSC’s will use the PBS module of P2 OFA-CW to submit and maintain funding capabilities. Data is entered using two data entry forms, both of which are located in the “PBS Data Entry Forms” folder.

a) The “PBS Grunt Sheet/5YDP DEF” is used to enter Capability amounts broken out by Project, Type of Funds (Appropriation/CCS), Business Program, Work/Financial Category, and (for CAP projects only) Phase. For the “PBS Funding Level/Increment” dimension at the top of the form use “Capability”. Detailed instructions concerning this data entry form can be found in the PBS Functional Design Document which can be accessed from the P2 OFA-CW log-in screen. Note particularly the section named “Prepare Grunt Sheets, 5 Year Development Plan in OFA”. Also available from the P2 OFA-CW log-in screen are documents from 17 October 2007, 18 December 2007, and 28 December 2007 which provide information concerning revisions and helpful tips concerning use of the data entry form. These updates can also be found on the PMBP/P2 Portal, at the PMBP/P2 Info tab / Document Library / CW Mission Specific folder. The “CW Program Budget Submission (PBS)” training workbook is also available on the PMBP/P2 Portal, at the Training tab. The training workbook is very similar to the PBS Functional Design document.

b) The “PBS Funding Capabilities DEF” is used to enter “Purpose of Additional Capability” remarks and to enter an incremental breakdown of the amount by which the Capability exceeds the President’s Budget. This data is entered by EROC, Program Code, State, CAP Phase, and Appropriation Category.

c) A report named “PBS Funding Capabilities Report” is available in the “PBS Grunt Sheet/5YDP” folder. The layout of this report is similar to the data displayed and entered on the PBS Funding Capabilities DEF, and is used to display the Capability data entered in the two DEF’s described above.

Detailed instructions concerning the “PBS Funding Capabilities DEF” and the “PBS Funding Capabilities Report” are provided in a separate document named “OFA CW PBS Updates - 27 Feb 08”.

## New Study Starts

### **Eligibility Criteria for Capabilities**

1. The study is authorized.
2. The needs to be addressed include at least one of the following: Commercial navigation; flood damage reduction; hurricane and storm damage reduction; and mitigation, restoration, or protection of environmental resources in accordance with Table 3 of EC 11-2-187.
3. The study whether proposed as an interim study or in full response to a study authority, will be cost shared (except for inland waterway studies) with a non-Federal local sponsor and will be conducted in two phases, a reconnaissance phase and a feasibility phase. The reconnaissance phase will be federally funded for \$100,000 and the feasibility phase will be cost shared on a 50/50 basis, with no more than one half of the non-Federal share to be in-kind services.
4. Evidence, obtained since 1 January of the PY-2, shows clearly that local interests support the study and do not oppose 50/50 cost sharing of the feasibility phase.

Encl 3-7-1

## **New PED Starts**

### **Eligibility Criteria for Capabilities**

1. The project is: (a) authorized for construction, or (b) the Division Commander has scheduled issuance of a Public Notice (during the BY) that a favorable report, recommending authorization of a project for accomplishment by the Corps of Engineers, has been transmitted to CECW-B.
2. The project has primary out puts consistent those reflected in Para. A-2.3 of EC 11-2-187, and net economic benefits at the current discount rate; or the project is responsive to mitigation, restoration, or protection of environmental resources in accordance with Table 3 of the EC.
3. Evidence, obtained since 1 January of the PY-2, showing that local interests are not opposed to the up-front financing of the PED phase, with the local interests providing 25 percent of the PED costs.
4. Evidence, obtained since 1 January of the PY-2, shows clearly that local interests support the project and are willing and able to provide cost sharing and financing in accordance with concepts of the Water Resources Development Act of 1986 (PL 99-662), as amended by WRDA 1996 ( PL 104-303).

Encl 3-7-2

## **New Construction Starts Eligibility Criteria for Capabilities**

1. The project is authorized for construction.
2. Appropriate evaluation of project merits is presented in a Corps report and, in the case of a project justified based on NED benefits, net benefits are firm and based on an approved M CACES baseline cost estimate and the current discount rate; or the project is responsive to mitigation, restoration, or protection of environmental resources in accordance with Table B-2.1 of EC 11-2-187.
3. Preconstruction engineering and design will be fully funded by the end of the PY-1, and execution of the PCA and approval of the financing plan by ASA(CW) are scheduled to occur by the end of June of the PY.
4. The Project Manager has confirmed that the sponsor understands its contractual and financial commitments and is able to meet the funding requirements of the construction schedule, including payback of its share of PED costs.
5. The project is in compliance with environmental statutes applicable to the current stage of implementation. An Environmental Assessment/Finding of No Significant Impact has been signed, or a final EIS or supplement was filed with EPA unless the project is subject to Section 404 (r) of PL 95-217.
6. The planning and review process for the recommended plan was completed by ASA(CW). For projects with project plans essentially unchanged from those presented in feasibility reports with engineering appendices approved by ASA(CW), the feasibility reports will serve as the necessary document. For all other projects, a HQUSACE approved GRR will be required in accordance with CECW-A Policy Memorandum No. 2, 7 April 1995, subject: Civil Works Decision Document Review - Policy Compliance. If the economic analysis in the applicable document was approved earlier than PY-5, a LRR on the project economics will be required. The LRR may be approved by the MSC.
7. If a post authorization change is required, only routine issues are involved which will not require congressional authorization.
8. No known or reasonably anticipated conditions or unresolved issues exist which might prevent either: (1) award of the first significant construction contract by the end of the PY; or (2), if the sponsor does not have title to the required lands and easements, the start of real estate acquisition so that the scheduled first significant construction contract can be awarded by the end of PY+1. Planning, engineering, and design work should be far enough along in the PY so that the orderly and continuous progression of construction is assured with the scheduled award of the first construction contract.
9. Any authorized environmental mitigation is scheduled to be funded concurrently and proportionately with construction.

Encl 3-7-3

## **Operation and Maintenance Eligibility Criteria for Capabilities**

1. The project is one for which the Corps is authorized to perform operation and maintenance.
2. The activity requires at least \$100,000. (Activities may not be grouped to achieve the \$100,000 cutoff.)
3. For unbudgeted projects, only the following high priority MAINTENANCE activities may be shown on the O&M table: Dam maintenance; Lock maintenance; Power plant maintenance; Maintenance of natural resources; Non-recreational road and bridge maintenance; Breakwater, jetty, and seawall maintenance; Maintenance of levees, floodwalls, and hurricane barriers, and other non-dredging flood control channel maintenance; Pumping plant maintenance; Maintenance of recreational facilities; Maintenance and purchase of non-recreation operating equipment; Bank stabilization, maintenance of revetments, dikes, and other measures to prevent sloughing, erosion, and meandering of channels; Maintenance of non-recreational buildings, grounds, and utilities; Channel and canal maintenance.
4. In order to ensure nationwide consistency, explanations under the “Purpose of Additional Capability” column should be limited to one, short, concise sentence, structured as follows:
  - a. Start with a key verb, such as “repair,” “replace,” “paint,” “construct,” etc.
  - b. Follow with a brief description of the facility, as follows:
    - “Repair concrete cap on south breakwater”
    - “Repair roads in recreation areas”
    - “Replace lock tow haulage equipment at Lock and Dam 3”
    - “Paint dams gates at Lock and Dam 11”
    - “Construct protection cells upstream of Lock and Dam 22”
    - “Repair lock guide all (major rehab)”
  - c. Revise the descriptions existing in the CECW-OM database, if necessary, to comply with this guidance.
5. In the case of additional dredging capability recommendations, the specific area or feature to be dredged should be described, as well as the estimated volume of additional dredged material to be removed. Example: “Dredge entrance channel (100,000 CY).”
7. Unbudgeted active projects with a zero capability will have this explained with a remark such as “Project depths adequate for current use.”
8. Do not list items programmed by HQUSACE, such as Removal of Sunken Vessels, Waterborne Commerce Statistics, and National Emergency Preparedness Program.

Encl 3-7-4

**New Major Rehabilitation Starts and Dam Safety Assurance Projects**  
Eligibility Criteria for Capabilities

1. A reconnaissance or evaluation report, as applicable, has been approved by HQUSACE and concurred with by ASA(CW).
2. The first construction contract is scheduled for award by the end of the PY.
3. No additional congressional authorization is required for the proposed work.

ENCL 3-7-5

## Standard Statements for Use in Capability Tables

### Capability Equal to or Greater than Budget

<b>Statement</b>	<b>Situation to be used</b>
No additional requirement.	Capability is same as budget request, not zero, and project or study is not funded for completion.
Complete study, PED, or project.	Item will be completed with requested capability, whether greater than or the same as the budget amount.
Complete project except for unprogrammed _____ (specific feature name).	Item will be completed with requested capability, whether greater than or the same as budget amount, except for unprogrammed feature.
Initiate reconnaissance phase of study.	No previous funds have been allocated for item, and item is not in budget.
Initiate and complete reconnaissance phase of study. is not in budget.	No previous funds have been allocated for item, and item
Complete reconnaissance phase of study.	Item will be completed with requested capability, whether greater than or the same as the budget amount.
Complete reconnaissance phase of study and initiate feasibility phase of study.	Reconnaissance phase has been partially funded and will be completed with requested capability, whether greater than or the same as the budget amount, and no previous funds have been allocated for feasibility phase.

Encl 3-8-1

**Standard Statements for Use in Capability Tables**

**Capability Equal to or Greater than Budget (continued)**

<b>Statement</b>	<b>Situation to Be Used</b>
Initiate feasibility phase of study.	Reconnaissance phase of study has been fully funded, no previous funds have been allocated for feasibility phase, and study is not in budget. Initiate PED or project. No previous funds have been allocated for item, and item is not in budget.
Initiate _____ (specific feature name).	No previous funds have been allocated for item, and item is not in budget.
Continue study, PED, or project.	Item is not in budget, but physical progress has not completely halted and will be continued with capability amount.
Continue Engineering and Design	Design Item is not in budget, has been funded for construction but construction is not underway, and engineering and design will be continued with capability amount.
Advance study, PED, or project completion _____ (quantity) months.	Item is in budget, and physical progress of entire item can be accelerated with capability accelerated with capability amount.
Advance completion of _____ (specific feature name) _____ (quantity) months.	Item is in budget, and physical progress of specific feature can be accelerated with capability amount.
Stabilize bank at _____ (specific feature name) to protect shoreline development.	Item is not in budget, but could be accomplished with capability amount.

**Standard Statements for Use in Capability Tables**

**Capability Equal to or Greater than Budget (continued)**

**Statement**

**Situation to Be Used**

Dredge \_\_\_\_\_ (specific feature name) \_\_\_\_\_ (quantity) CY.

Item is not in budget, but could be accomplished with capability amount.

Repair \_\_\_\_\_ (specific feature name).

Item is not in budget, but could be accomplished with capability amount.

Resume study, PED, or project.

Item is not in budget, and all physical progress has halted, but will be resumed with capability amount.

Note: The Administration's review of this project has identified economic and/or policy concerns.

Item is not in budget, but has been directed to be undertaken in appropriation act language and will incur follow-on commitments in the BY as the result of the directive language. (Note must be added at the end of "Purpose of Additional Capability" for applicable projects).

## Standard Statements for Use in Capability Tables

### Capability is Zero

<b>Statement</b>	<b>Situation to Be Used</b>
Study, PED or project will continue with available funds.	Zero budget and capability; however, item will continue with available funds.
Engineering and design will continue with available funds.	Zero budget and capability, but item has been funded for construction and engineering and design will continue with available funds.
Reconnaissance phase of study is fully funded.	Zero budget and capability; however, reconnaissance phase of study will complete with available funds.
Fully funded.	Zero budget and capability; however, item will complete with available funds.
Fully funded except for unprogrammed ____ (specific feature name).	Zero budget and capability; however, item will complete with available funds, except for unprogrammed feature.
Combined with the ____ (name) study.	Item is being addressed under another study authority.
Being studied under Section ____ (number) continuing authority program for small ____ (type) projects (use for authorized studies.) Project depth(s) adequate for current use.	Item is being addressed under a specific continuing authority program.  Zero budget and capability because no dredging is presently needed.

Encl 3-8-2

## Standard Statements for Use in Capability Tables

### Capability is Zero (continued)

<b>Statement</b>	<b>Situation to Be Used</b>
Periodic nourishment not currently required.	Zero budget and capability because no beach nourishment is presently needed.
Deferred pending completion of _____ (name) report.	Zero budget and capability pending report completion.
Deferred pending demonstration of need for (feature name).	Zero budget and capability pending demonstration of need.
Dredging deferred pending construction of confined disposal facility.	Zero budget and capability pending construction of confined disposal area.
Dredging deferred pending identification of disposal areas.	Zero budget and capability pending identification of disposal areas.
Being constructed by local interests.	Zero budget and capability because project is being constructed by local interests at their expense.
To be constructed by local interests with subsequent Federal reimbursement.	Zero budget and capability pending construction by local interests.
Periodic nourishment to be accomplished by local interests with subsequent Federal reimbursement.	Zero budget and capability pending beach nourishment by local interests.

## Standard Statements for Use in Capability Tables

### Capability is Zero (continued)

<b>Statement</b>	<b>Situation to Be Used</b>
Lack of local cooperation.	Zero budget and capability due to specific indication of lack of local cooperation in recent past and study or project has not been reclassified from active category.
Lack of recent expression of local interest.	Zero budget and capability resulting from no specific event indicating lack of local support; however, considerable time has passed since last expression of support and interest.
Lack of adequate local support.	Zero budget and capability because adequate assurances of local cooperation have not been provided even though local interests may favor project (PED only).
Proposed for non-Federal financing interests.	Zero budget and capability because the item has been proposed for financing by non-Federal
Cost sharing and financing by local interests are unavailable.	Zero budget and capability because the non-Federal sponsor has definitely indicated that cost sharing and financing as reflected in PL 99-662 are unavailable.
Cost sharing and financing by local interests are unlikely.	zero budget and capability because the non-Federal sponsor has not provided a letter of commitment for cost sharing and financing reflected in PL 99-662 and it is unlikely that a commitment will be forthcoming.

**Standard Statements for Use in Capability Tables**

**Capability is Zero (continued)**

<b>Statement</b>	<b>Situation to Be Used</b>
Being constructed with non-Federal funds.	Zero budget and capability because project is being constructed by Corps with non-Federal funds.
Under review.	Zero budget and capability pending further review and coordination of the requested item (For HQUSACE use only).
Cost sharing and financing policy has not been established.	zero budget and capability because cost sharing and financing policy has not been established.
Extent of Federal interest under review.	zero budget and capability because extent of Federal interest is under review.
More appropriately accomplished by _____ (other Federal, State, or local agency).	zero budget and capability because the item is more appropriately accomplished by another Federal, State, or local agency.
Does not meet economic selection criteria.	Zero budget and capability because the item does not meet current economic selection criteria.
Washington level review not completed.	Zero budget and capability pending completion of project document review by HQUSACE, ASA(CW), and OMB.

## Standard Statements for Use in Capability Tables

### Capability is Zero (continued)

#### Statement

Federal accomplishment not in accord with current priorities.

#### Situation to Be Used

Zero budget and capability because Federal accomplishment is not in accord with the Administration's priorities, e.g. studies or projects that would provide primarily recreational benefits or single purpose vendible outputs, or primarily bank stabilization benefits (see paragraph 3.c of basic memorandum).

## Unacceptable Statements for Capability Tables

### Unacceptable Statement

### Reason for Unacceptability

Capability required to maintain schedule.

the schedule is established by the budget amount and this statement will not be used in approving the initial capability submission. However, subsequent recommendations for revisions may explain that additional capability requirements are to prevent slippage's due to increased cost for budgeted work.

Additional O&M requirements.

Meaningless.

Required to operate....  
(an existing facility or feature).

Minimum funds for operation of existing facilities have been provided within the budget amount.

Hire four additional temporary employees or Fund service contract.

Statements are to indicate what specific additional items are to be accomplished with additional funds, not method of accomplishing additional work.

Dredging or Additional dredging.

Too general; indicate specifically what additional area or feature will be dredged. Additional volume to be dredged must also be indicated.

Excessive District and AE workload or lack of personnel.

Statement is inconsistent with definition of "individual" study or project capability, as the next added increment to the President's budget.

Encl 3-8-3

## Unacceptable Statements for Capability Tables (continued)

Unacceptable Statement	Reason for Unacceptability
Report submitted to HQUSACE, Secretary of the Army, or OMB.	Status of report not required. Further, statement implies that review is being unnecessarily delayed. Correct statement is usually "Fully funded." the statement should not preempt report findings and the issuance of the Division Commander's Public Notice.
Negative report being prepared.	
Contingent upon reprogramming \$ ___ during FY XX.	Capability is not to be dependent upon a reprogramming action. The capability is either incorrect or the qualifier is redundant. Furthermore, the reprogramming process should not be influenced by capability statements. However, should a reprogramming be accomplished, the capability subsequently may be revised, if appropriate.
Miscellaneous	Meaningless.

*Sample 1*

**CORPS OF ENGINEERS  
FUNDING CAPABILITIES FOR FY \_\_\_\_**

DATE:

NAME OF SURVEY OR PROJECT      CATEGORY 3/ CAPABILITY      PURPOSE OF ADDITIONAL CAPABILITY

(SAMPLE FORMAT FOR USE AS AN ENCLOSURE TO A LETTER)

1/ Although project and study capabilities reflect the readiness of the work for accomplishment, they are in competition for available funds and manpower Army-wide. In this context, the FY \_ capability amounts shown consider each project or study by itself without reference to the rest of the program. However, it is emphasized that the total amount proposed for the Army's Civil Works Program in the President's budget for FY \_\_ is the appropriate amount consistent with the Administration's assessment of national priorities for Federal investments. In addition, the total amount proposed for the Army's Civil Works Program in the President's Budget is the maximum that can be efficiently and effectively used. Therefore, while we could utilize additional funds on individual projects and studies, offsetting reductions would be required in order to maintain our overall budgetary objectives.

2/ Indicate State, Congressional District, or other regional designation when applicable.

3/ Categories include Study (S), PED (P), Construction ( C ), Major Rehabilitation (MR), Dam Safety Assurance (DS), and Operation and Maintenance (O&M), and Formerly Utilized Sites Remedial Action Program (FUSRAP).

**Sample 1-A**

DISTRICT  
FISCAL YEAR 2009 FUNDING CAPABILITIES

AUTHORIZED STUDIES  
(Amounts in Thousands)

Congressional Districts	Study & State	Type	Estimated Federal Cost	Amount Included In President's Budget	Study Capability	Purpose of Additional Capability
LA 6	AMITE RIVER AND TRIBUTARIES ECOSYSTEM RESTORATION, LA	(E)	2,100	150	600	ADVANCE FEASIBILITY COMPLETION 6 MONTHS.
LA 3, 6	AMITE RIVER AND	(FDP)	2,033	100	700	ADVANCE FEASIBILITY COMPLETION 6MONTHS.
LA 6	CAMERON LOOP, LA (SEC 509)	(N)	100 1/	0	50	INITIATE RECONNAISSANCE PHASE OF STUDY.

NOTE: Although project and study capabilities reflect the readiness of the work for accomplishment, they are in competition for available funds and manpower army-wide. In this context, the FY 2009 capability amounts shown consider each project or study by itself without reference to the rest of the program. However, it is emphasized that the total amount proposed for the Army's Civil Works program in the President's Budget for FY 2009 is the appropriate amount consistent with the Administration's assessment of national priorities for federal investments. In addition, the total amount proposed for the Army's Civil Works program in the President's Budget is the maximum that can be efficiently and effectively used. Therefore, while we could utilize additional funds on individual projects and studies, offsetting reductions would be required in order to maintain our overall budgetary objectives.

1/ Reflects reconnaissance phase cost estimate only.

Sample 1-B

**DISTRICT  
FISCAL YEAR 2009 FUNDING CAPABILITIES**

**PRECONSTRUCTION ENGINEERING AND DESIGN  
(Amounts in Thousands)**

Congressional Districts	Project & State	Type	Estimated Amount Included			Purpose of Additional Capability
			Federal Cost	In President's Budget	Project Capability	
LA 1, 2, 3 4, 6, 7	BAYOU SORREL LOCK, LA	(N)	1,500	110	500	ADVANCE PED COMPLETION 6 MONTHS.
LA 1, 2	JEFFERSON PARISH, LA	(FC)	1,500	25	25	NO ADDITIONAL REQUIREMENT.
LA 3, 7	LAFAYETTE PARISH, LA	(FC)	750	125	750	NO ADDITIONAL REQUIREMENT.

NOTE: Although project and study capabilities reflect the readiness of the work for accomplishment, they are in competition for available funds and manpower army-wide. In this context, the FY 2009 capability amounts shown consider each project or study by itself without reference to the rest of the program. However, it is emphasized that the total amount proposed for the Army's Civil Works program in the President's Budget for FY 2009 is the appropriate amount consistent with the Administration's assessment of national priorities for federal investments. In addition, the total amount proposed for the Army's Civil Works program in the President's Budget is the maximum that can be efficiently and effectively used. Therefore, while we could utilize additional funds on individual projects and studies, offsetting reductions would be required in order to maintain our overall budgetary objectives.

Sample 1-C

**FISCAL YEAR 2009 FUNDING CAPABILITIES**

**CONSTRUCTION PROJECTS  
(Amounts in Thousands)**

Congressional Districts	Project & State	Type	Estimated Fed, IWTF, & HMTF Cost	Amount Included In President's Budget	Project Capability	Purpose of Additional Capability
TX 6	ASCENSION ENVIRONMENTAL INFRASTRUCTURE, TX	(E)	6,600		0 (C)	1,000 (C) INITIATE PROJECT.
LA 1, 3, 6	COMMON RIVER, LA	(FC)	108,000 1/		3,000 (C)	7,000 (C) COMPLETE P&S AND AWARD CONTRACT FOR LILLY BAYOU 2,000 INITIATE PLANS AND SPECIFICATIONS FOR DIVERSION CHANNEL. 2,000
LA 3	GRAND ISLE AND VICINITY, LA	(FC)	36,547 1/		0 (C)	0 (C) COMPLETE STUDY.

NOTE: Although project and study capabilities reflect the readiness of the work for accomplishment, they are in competition for available funds and manpower army-wide. In this context, the FY 2009 capability amounts shown consider each project or study by itself without reference to the rest of the program. However, it is emphasized that the total amount proposed for the Army's Civil Works program in the President's Budget for FY 2009 is the appropriate amount consistent with the Administration's assessment of national priorities for federal investments. In addition, the total amount proposed for the Army's Civil Works program in the President's Budget is the maximum that can be efficiently and effectively used. Therefore, while we could utilize additional funds on individual projects and studies, offsetting reductions would be required in order to maintain our overall budgetary objectives.

1/ Cost estimate includes an allowance for inflation through the construction period.

Sample 1-D

**NEW ORLEANS DISTRICT  
FISCAL YEAR 2009 FUNDING CAPABILITIES**

**OPERATION AND MAINTENANCE  
(Amounts in Thousands)**

Congressional Districts	Project & State	Type	Amount Included In President's Budget	Project Capability	Purpose of Additional Capability
LA 6	MIGHTY RIVER & BAYOU MISTY, LA	(N)	0	0	PROJECT DEPTHS ADEQUATE FOR CURRENT USE
KY 3	FLY RIVER, KY	(N)	14,681	14,681	NO ADDITIONAL REQUIREMENT.
LA 3	BARABAS BAY WATERWAY, LA	(N)	0	2,200	DREDGE BAY CHANNEL 700 DREDGE BAR CHANNEL 500 DREDGE BAYOU RIGAUD 400 CONSTRUCT BREAKWATER MILE 36.2 600

NOTE: Although project and study capabilities reflect the readiness of the work for accomplishment, they are in competition for available funds and manpower army-wide. In this context, the FY 2009 capability amounts shown consider each project or study by itself without reference to the rest of the program. However, it is emphasized that the total amount proposed for the Army's Civil Works program in the President's Budget for FY 2009 is the appropriate amount consistent with the Administration's assessment of national priorities for federal investments. In addition, the total amount proposed for the Army's Civil Works program in the President's Budget is the maximum that can be efficiently and effectively used. Therefore, while we could utilize additional funds on individual projects and studies, offsetting reductions would be required in order to maintain our overall budgetary objectives. Budget and capability amounts reflect federal funds, except for projects with costs allocated to navigation, for which the amounts include non-federal funding from the inland waterways & harbor maintenance trust funds.

**Exhibit 3-1 E**

**DISTRICT**

Exhibit 1-E

**FISCAL YEAR 2009 FUNDING CAPABILITIES**  
**FORMERLY USED SITES REMEDIAL ACTION PROGRAM**  
 (Amounts in Thousands)

Congressional Districts	Project & State	Type	Amount Included		Purpose of Additional Capability
			In President's Budget	Project Capability	
MO 2, 3	DRT PROPERTIES HAZELWOOD, MO		5,160	15,000	PERFORM ADDITIONAL REMEDIATION.
IL 12	MAD SITE MAD, IL		0	0	NO ADDITIONAL REQUIREMENT.

NOTE: Although project and study capabilities reflect the readiness of the work for accomplishment, they are in competition for available funds and manpower army-wide. In this context, the FY 2009 capability amounts shown consider each project or study by itself without reference to the rest of the program. However, it is emphasized that the total amount proposed for the Army's Civil Works program in the President's Budget for FY 2009 is the appropriate amount consistent with the administration's assessment of national priorities for federal investments. In addition, the total amount proposed for the Army's Civil Works program in the President's Budget is the maximum that can be efficiently and effectively used. Therefore, while we could utilize additional funds on individual projects and studies, offsetting reductions would be required in order to maintain our overall budgetary objectives.

**Exhibit 2**  
**FUNDING CAPABILITIES FOR FY 2009**

(Sample format for use in requesting revisions to previously approved capabilities.)

Division

Recommended Revisions to Previously Approved Budget FY \_ Capabilities 1/  
Construction Projects 2/  
(Amounts in Thousands)

Cong Dists	Study/Project and State 3/	Type	Estimated Federal Cost 4/5	Amount In President's Budget	Capability	Purpose of Additional Capability
NY 30	Study Study A, NY	FDP	330 (330)	50 (50)	100 (50)	Advance study completion 6 months. (No additional requirement.)
NY 37, 38	<b>PED</b> Project B, NY	N	6,850 (6,850)	0 (P) (0 (P))	0 (P) (250 (P))	Lack of local cooperation. (Initiate PED.)
IL 20	Construction Project C, IL	FC	4,900 (4,900)	150 ( C ) (150 ( C ))	2,000 ( C ) (150 ( C ))	Advance project completion 12 months. (No additional requirement.)
<b>Operation and Maintenance</b>						
LA 9	Project D, LA	N		1,000	2,000	Dredge 18 miles of Inner Channel (800,000 CY). 800
		(N)		(1,000)	(1,800)	Riprap exterior breakwater. 200 (Dredge 18 miles of Inner Channel (800,000 CY).) (800)
NJ3	<b>FUSRAP</b> Project E, NY		500 (400)	2,000 (2,000)	2,500 (2,400)	To complete the project. (To complete the project.)

1/ Previously approved amounts and comments are shown in parentheses.

2/ Insert title as appropriate: Studies, Preconstruction Engineering and Design, Construction Projects, Operation & Maintenance, or FUSRAP Sites Remedial Action Program..

3/ Column heading for Studies is Study and State.

4/ Column heading for Operation and Maintenance is Type.

5/ Column heading for FUSRAP is Balance to Complete after PY.

## **Attachment**

### **OFA Civil Works PBS Updates**

Please be advised of the following PBS updates that have occurred in OFA Civil Works based on guidance recently issued by HQUISACE.

#### **Design Updates:**

- New cubes have been created to display PBS Funding Capabilities data. Each cube will be detailed by Program Year and PBS Grunt Sheet/5YDP Details (unique combinations of Appropriation Category, EROC, Program Code, State and CAP Phase) and will display the following measures:
  - EROC
  - Primary and Secondary Congressional District(s)
  - Appropriation Category
  - Program Code
  - Program Code Name
  - State
  - Business Line(s)
  - CAP Phase
  - PY Federal Amount – President’s Budget
  - PY Federal Amount – Capability
  - Additional Capability Amount (Capability – President’s Budget)
  - Purpose of Additional Capability
  - Itemized Additional Capability Amount

In addition, the data for PY Federal Amounts and Additional Capability Amounts will be aggregated and summarized along a new hierarchy within the PBS Grunt Sheet/5YDP Details dimension called “PBS Funding Capabilities View”.

The hierarchy will aggregate amounts into the following Appropriation Summary and Appropriation Categories:

- ALL PBS GRUNT SHEET/5YDP DETAILS
  - I - INVESTIGATIONS
    - I - AUTHORIZED STUDIES
    - I - PRECONSTRUCTION, ENGINEERING AND DESIGN
  - C - CONSTRUCTION
    - C - AUTHORIZED CONSTRUCTION AND IWTF
    - C - CAP
  - O&M - OPERATIONS & MAINTENANCE
  - MR&T - FLOOD CONTROL MISSISSIPPI RIVER & TRIBUTARIES
    - MR&T-I - INVESTIGATIONS
    - MR&T-C - CONSTRUCTION
    - MR&T-O&M - OPERATIONS & MAINTENANCE
  - FUSRAP

Also, a new cube has been added called “Standard Capability Remarks”. The data in this cube will store 58 standard capability remarks and be used to enter data in the Purpose of Additional Capability cube.

- A new report have been added to the “PBS Grunt Sheet/5YDP” folder called “PBS Funding Capabilities Report”. The purpose of this report is to display the PBS Funding Capabilities cubes listed above along the PBS Funding Capabilities View hierarchy.

When the report is initially opened, the rows of data within the hierarchy will be pre-filtered based on each user's UPASS ID.

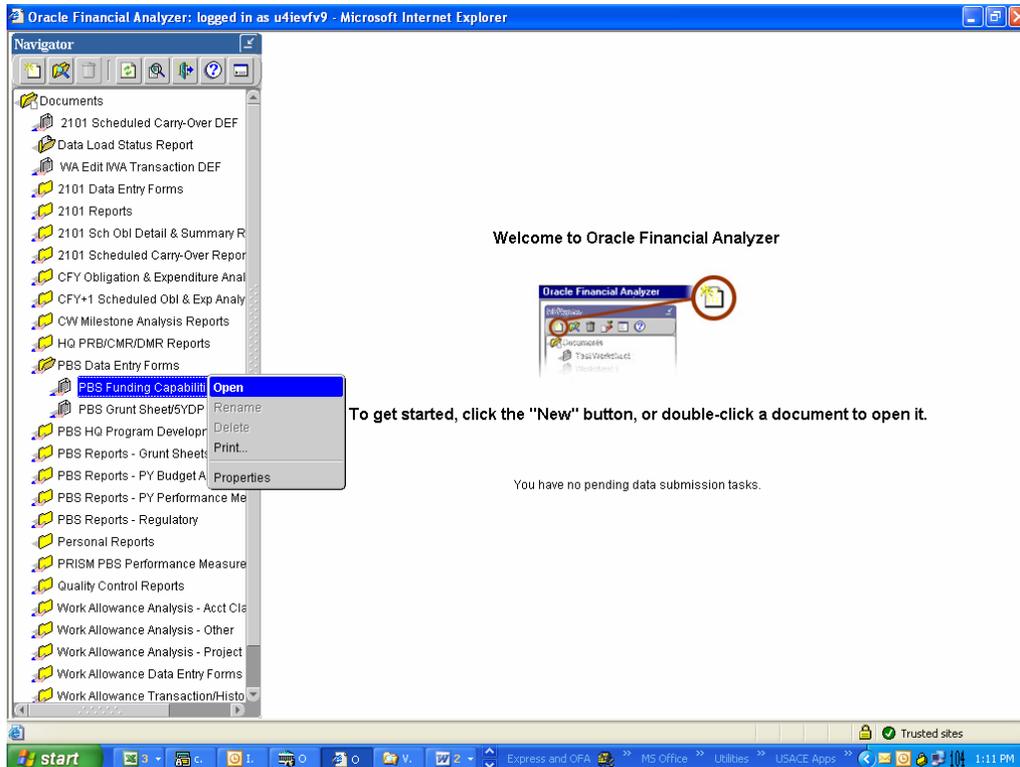
- A new data entry form has been added to the "PBS Data Entry Forms" folder called "PBS Funding Capabilities DEF". This form will allow district and MSC users to enter Purpose of Additional Capability and Itemized Additional Capability Amount data for every unique combination of Appropriation Category, EROC, Program Code, State and CAP Phase.

## Procedures for Entering PBS Funding Capabilities Data:

1. In the OFA Navigation page, scroll to the **PBS Data Entry Forms** folder and double-click it. A list of the data entry forms stored in the folder will appear.
2. Double-click the **PBS Funding Capabilities DEF** data entry form.

**OR**

Right-click the **PBS Funding Capabilities DEF** data entry form to reveal a popup menu and choose **Open**.



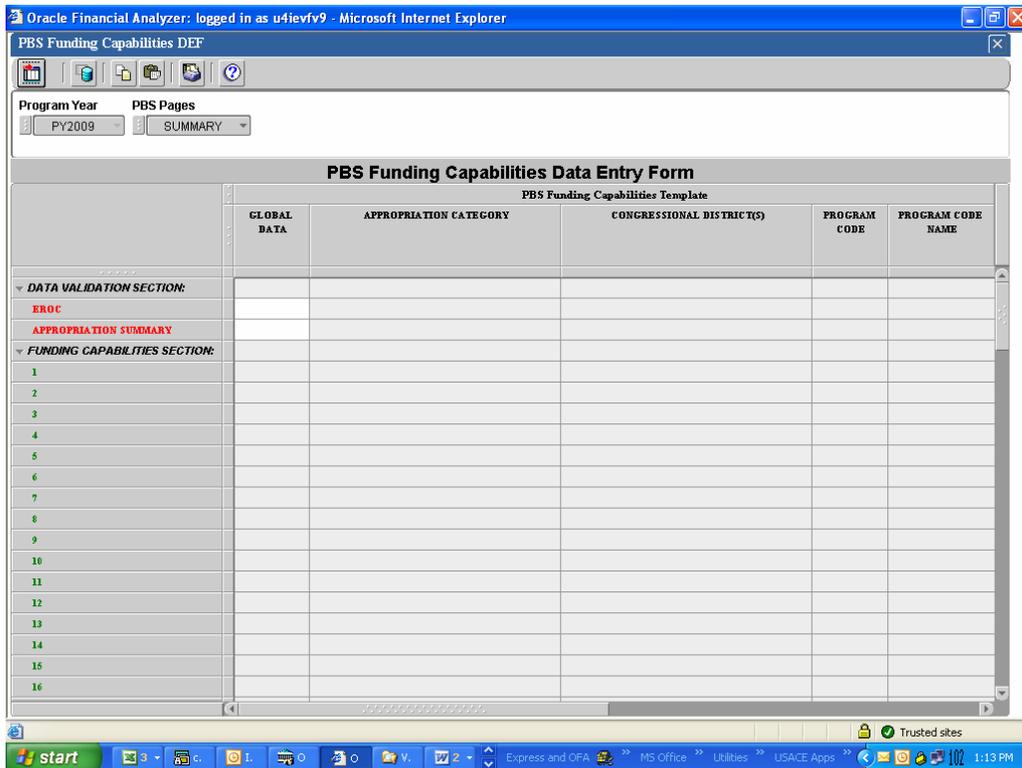
The data entry form will open on your screen. You can now interact with the data entry form to enter data into it.

The data entry form consists of the following financial data item (“cube”):

- **PBS Funding Capabilities Template** – Financial Data Items used to enter or update the following data elements:
  - Purpose of Additional Capability
  - Itemized Additional Capability Amounts

The financial data item contains the following level of detail (commonly known as “dimensions”):

- **PBS Attribute** – Row element
- **PBS Unit** – Column element
- **PBS Pages** – Page element
- **Program Year** – Page element

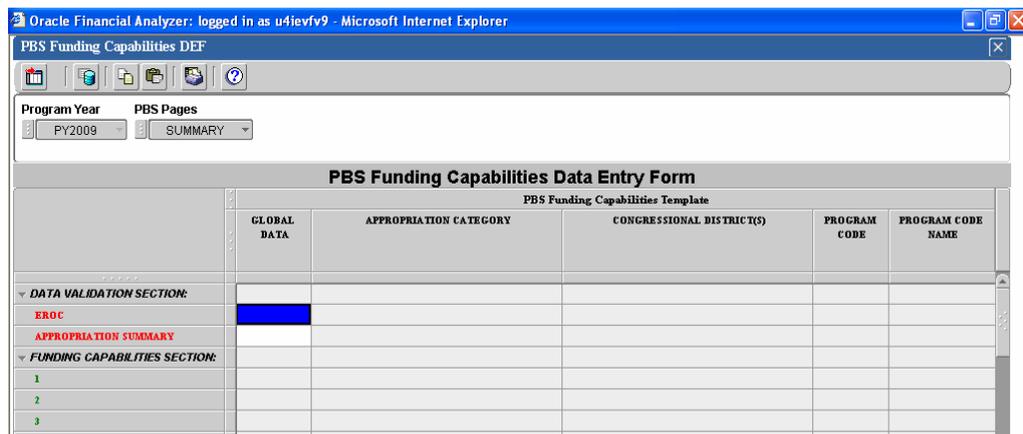


3. Retrieve the PBS Funding Capabilities data for a specific EROC and Appropriation Summary:

a) Enter the appropriate EROC in the cell that represents the **EROC** row, the **GLOBAL DATA** column, and the **SUMMARY** page and press the **Enter** key.

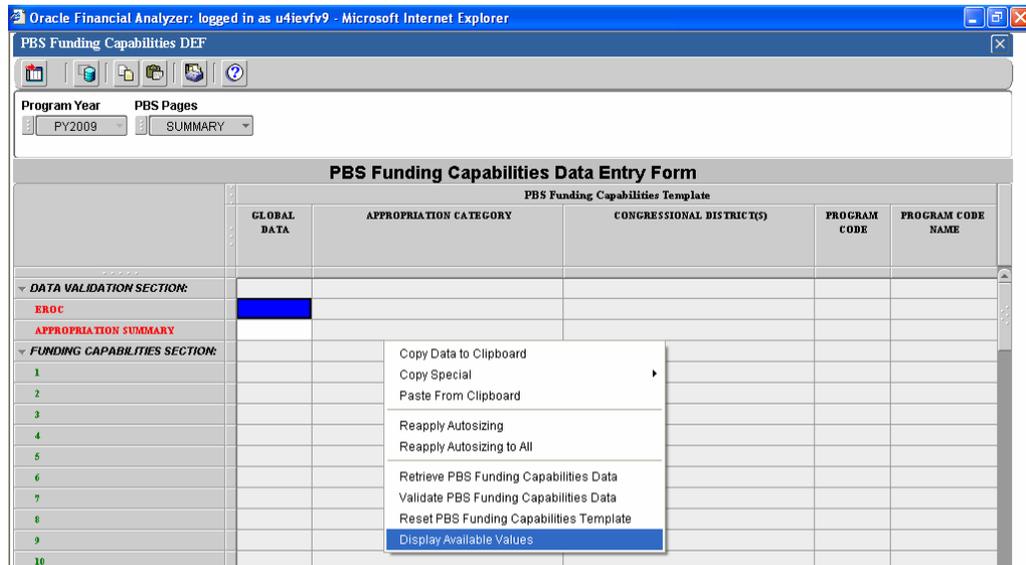
A listing of available EROCs can be displayed by performing the following steps:

1). Highlight or left-click the cell that represents the EROC row you would like to see available values for. **HINT:** The cell will turn blue.

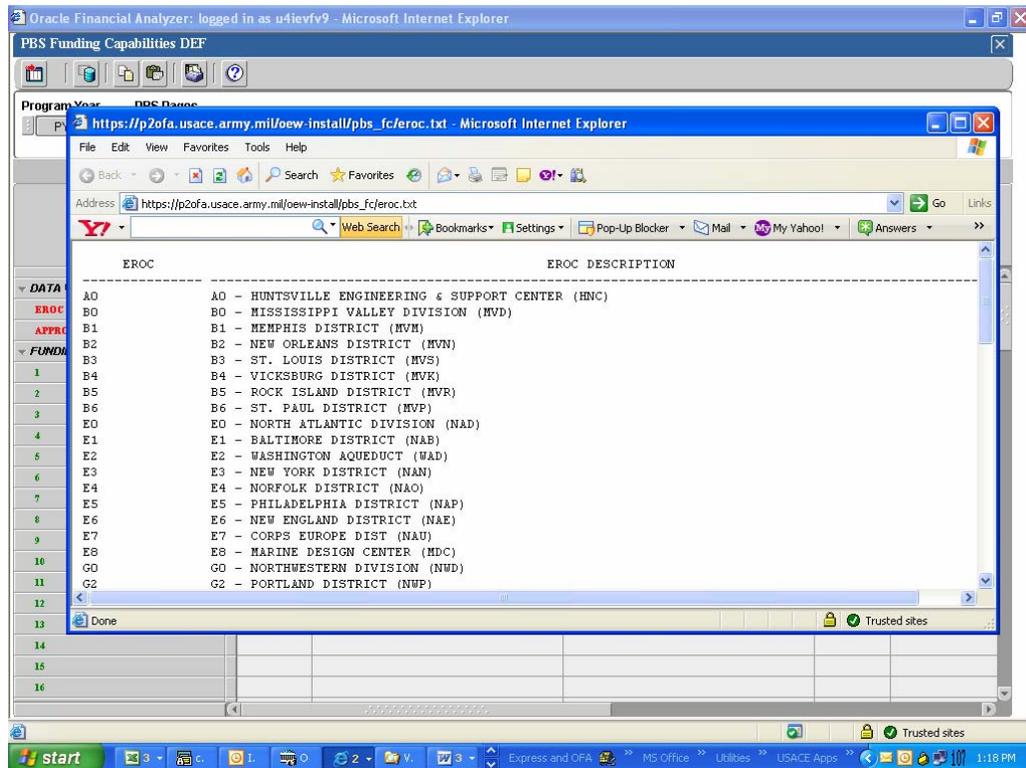


2). Right-click the cell that was highlighted in the previous step. A sub menu will appear.

3). Select **Display Available Values**.



4). A pop-up window will display with the available values.



5). Find the appropriate value in the list. If necessary, use the vertical scrollbar to display additional rows of data.

6). When completed with the listing of available values, close the pop-up window to return to the data entry form.

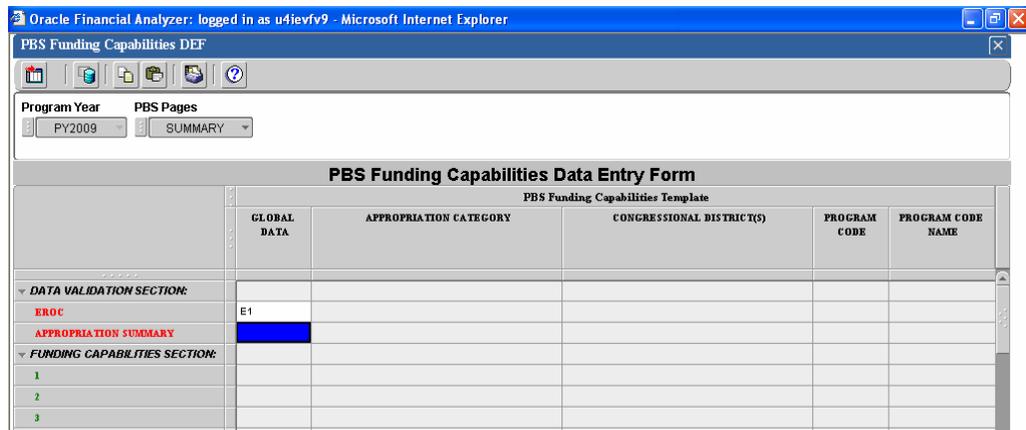
- b) Enter the appropriate Appropriation Summary in the cell that represents the **APPROPRIATION SUMMARY** row, the **GLOBAL DATA** column, and the **SUMMARY** page and press the **Enter** key.

The available Appropriation Summary values are:

- I (Investigations)
- C (Construction)
- O&M (Operations and Maintenance)
- MR&T-I (MR&T Investigations)
- MR&T-C (MR&T Construction)
- MR&T-O&M (MR&T Operations and Maintenance)
- FUSRAP

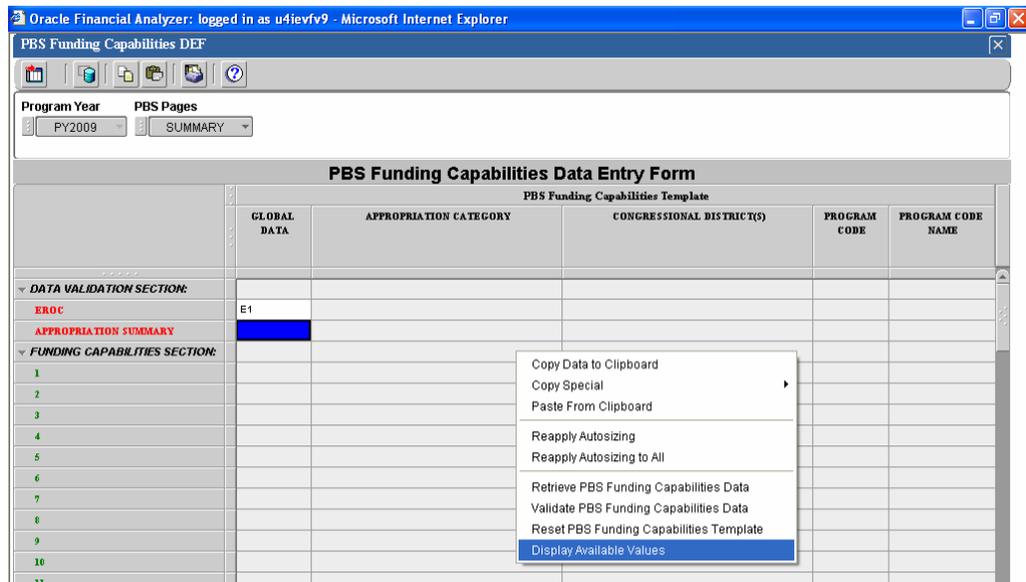
A listing of available Appropriation Summary values can also be displayed in the data entry form by performing the following steps:

- 1). Highlight or left-click the cell that represents the **APPROPRIATION SUMMARY** row you would like to see available values for. **HINT:** The cell will turn blue.

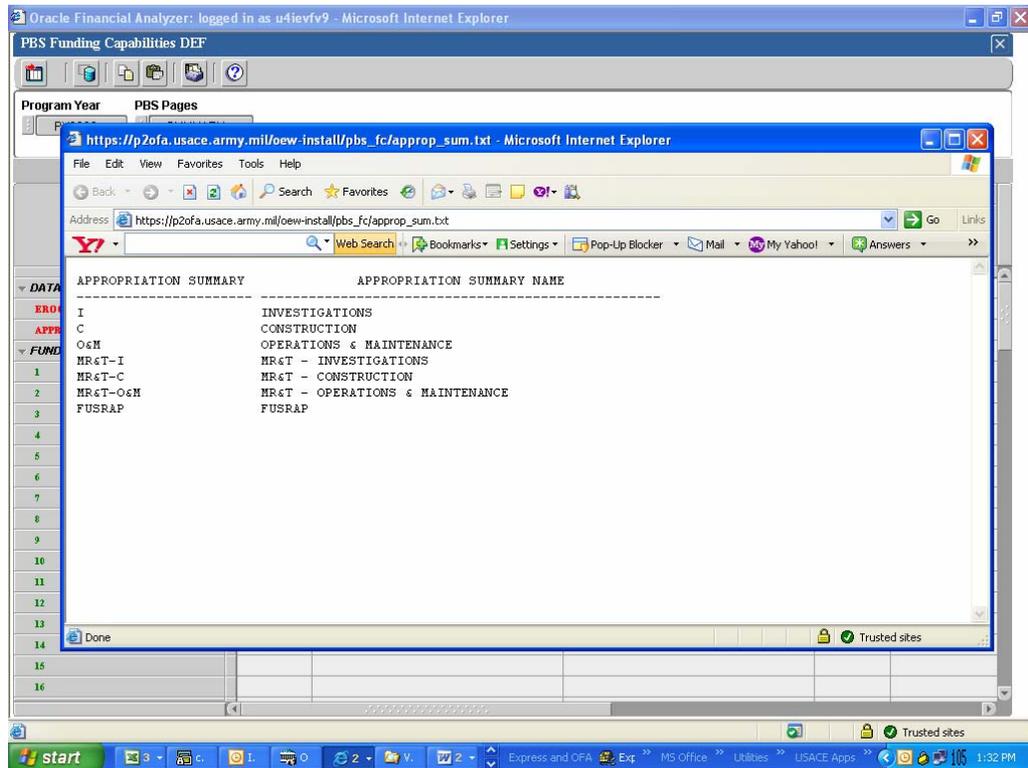


- 2). Right-click the cell that was highlighted in the previous step. A sub menu will appear.

- 3). Select **Display Available Values**.

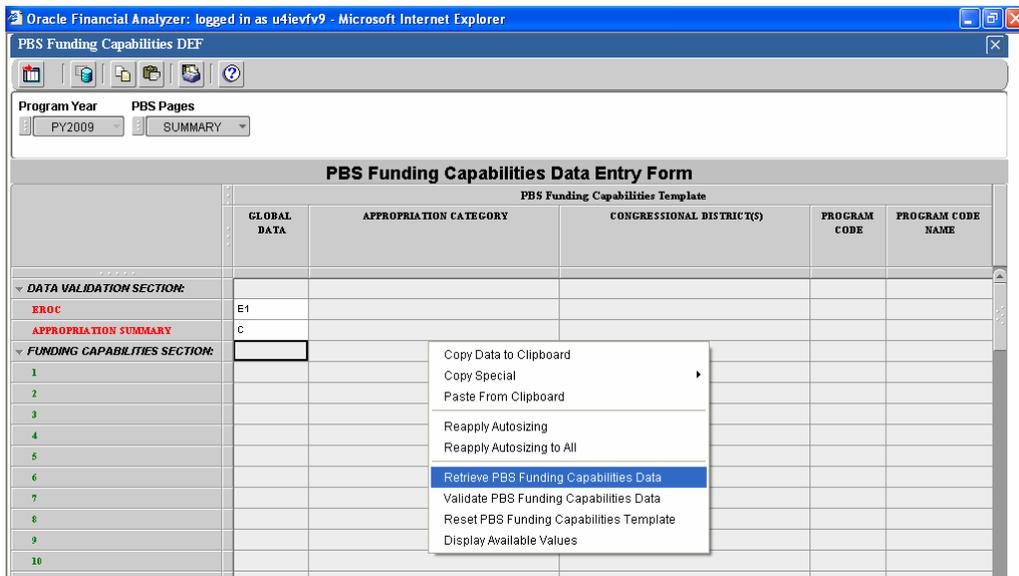


- 4). A pop-up window will display with the available values.

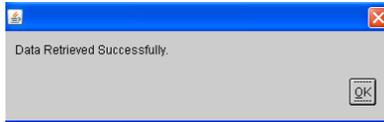


- 5). Find the appropriate value in the list. If necessary, use the vertical scroll bar to display additional rows of data.
- 6). When completed with the listing of available values, close the pop-up window to return to the data entry form.

- c) Right-click on any cell in the data entry form. A sub menu will appear.
- d) Select **Retrieve PBS Funding Capabilities Data**.



A message will display if the PBS Funding Capabilities data related to the EROC and Appropriation Summary that was entered in the Data Validation Section was retrieved successfully.



- e) Click the **OK** button to close the message box. Once that occurs, the PBS Funding Capabilities data related to the EROC and Appropriation Summary that was entered in the Data Validation Section will display in the template.

PBS Funding Capabilities Data Entry Form					
PBS Funding Capabilities Template					
	GLOBAL DATA	APPROPRIATION CATEGORY	CONGRESSIONAL DISTRICT(S)	PROGRAM CODE	PROGRAM CODE NAME
<b>DATA VALIDATION SECTION:</b>					
	E1				
<b>EROC</b>					
	C				
<b>APPROPRIATION SUMMARY</b>					
<b>FUNDING CAPABILITIES SECTION:</b>					
1		C - AUTHORIZED CONSTRUCTION AND IWTF	WV01	001770	JENNINGS RANDOLF
2		C - AUTHORIZED CONSTRUCTION AND IWTF	MD06	004360	CUMBERLAND, MD A
3		C - AUTHORIZED CONSTRUCTION AND IWTF	MD01, MD02	010433	CHESAPEAKE BAY C
4		C - AUTHORIZED CONSTRUCTION AND IWTF	PA11	012393	WYCMING VALLEY, I
5		C - AUTHORIZED CONSTRUCTION AND IWTF	PA11	012478	LACKAWANNA RIVER
6		C - AUTHORIZED CONSTRUCTION AND IWTF	MD01	013066	ATLANTIC COAST O
7		C - AUTHORIZED CONSTRUCTION AND IWTF	MD03	013120	BALTIMORE METRO
8		C - AUTHORIZED CONSTRUCTION AND IWTF	PA05, PA09	013182	SOUTH CENTRAL PA
9		C - AUTHORIZED CONSTRUCTION AND IWTF	NY24	014226	UPPER SUSQUEHAN
10		C - AUTHORIZED CONSTRUCTION AND IWTF	MD01	014228	SMITH ISLAND ENVII
11		C - AUTHORIZED CONSTRUCTION AND IWTF	MD01, MD03	021791	CHESAPEAKE BAY E
12		C - AUTHORIZED CONSTRUCTION AND IWTF	DC98	073511	WASHINGTON, DC &
13		C - AUTHORIZED CONSTRUCTION AND IWTF	PA10	075546	NORTHEAST COUNT
14		C - CAP	MD01	094530	ELKTON, MD
15		C - CAP	MD02	096157	HART-MILLER ISLAN
16		C - CAP	MD05	126214	GREENBURY POINT,

**NOTE:** In the PBS Page labeled **"SUMMARY"**, each row in the Funding Capabilities Section will display a summarized list of all the unique combinations of Appropriation Category, Program Code, State and CAP Phase related to the EROC and Appropriation Summary that was entered in the Data Validation Section. The data on this page is only displayed for information purposes. In addition, each PBS Page starting with **"PAGE 1"** will display every unique combination of Appropriation Category, Program Code, State and CAP Phase related to the EROC and Appropriation Summary and will be used as a basis for entering detailed rows of Purpose of Additional Capability and Itemized Additional Capability Amount data. In the example below for EROC **"E1"** and Appropriation Summary **"C"**, the summarized data on Row 5 on the **"SUMMARY"** Page (C, 012478, PA) corresponds to the detailed data on **"PAGE 5"**.

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PBS Funding Capabilities DEF

Program Year: PY2009

PBS Pages:
 

- SUMMARY
- PAGE 1 - C - AUTHORIZED CONSTRUCTION AND IWTF, 001770, WV
- PAGE 2 - C - AUTHORIZED CONSTRUCTION AND IWTF, 004360, MD
- PAGE 3 - C - AUTHORIZED CONSTRUCTION AND IWTF, 010433, MD
- PAGE 4 - C - AUTHORIZED CONSTRUCTION AND IWTF, 012393, PA
- PAGE 5 - C - AUTHORIZED CONSTRUCTION AND IWTF, 012478, PA**
- PAGE 6 - C - AUTHORIZED CONSTRUCTION AND IWTF, 013056, MD
- PAGE 7 - C - AUTHORIZED CONSTRUCTION AND IWTF, 013120, MD

**Data Entry Form**

Funding Capabilities Template

	CONGRESSIONAL DISTRICT(S)	PROGRAM CODE	PROGRAM CODE NAME
<b>DATA VALIDATION SECTION:</b>			
EROC	E1		
<b>APPROPRIATION SUMMARY</b>			
	C		
<b>FUNDING CAPABILITIES SECTION:</b>			
1	C - AUTHORIZED CONSTRUCTION AND IWTF	WV01	001770 JENNINGS RANDOLF
2	C - AUTHORIZED CONSTRUCTION AND IWTF	MD06	004360 CUMBERLAND, MD A
3	C - AUTHORIZED CONSTRUCTION AND IWTF	MD01, MD02	010433 CHESAPEAKE BAY C
4	C - AUTHORIZED CONSTRUCTION AND IWTF	PA11	012393 WYOMING VALLEY, I
5	C - AUTHORIZED CONSTRUCTION AND IWTF	PA11	012478 LACKAWANNA RIVER
6	C - AUTHORIZED CONSTRUCTION AND IWTF	MD01	013056 ATLANTIC COAST O
7	C - AUTHORIZED CONSTRUCTION AND IWTF	MD03	013120 BALTIMORE METRO
8	C - AUTHORIZED CONSTRUCTION AND IWTF	PA05, PA09	013182 SOUTH CENTRAL PA
9	C - AUTHORIZED CONSTRUCTION AND IWTF	NY24	014226 UPPER SUSQUEHAN
10	C - AUTHORIZED CONSTRUCTION AND IWTF	MD01	014228 SMITH ISLAND ENVII
11	C - AUTHORIZED CONSTRUCTION AND IWTF	MD01, MD03	021791 CHESAPEAKE BAY E
12	C - AUTHORIZED CONSTRUCTION AND IWTF	DC98	073511 WASHINGTON, DC &
13	C - AUTHORIZED CONSTRUCTION AND IWTF	PA10	075546 NORTHEAST COUNT
14	C - CAP	MD01	094530 ELKTON, MD
15	C - CAP	MD02	096157 HART-MILLER ISLAN
16	C - CAP	MD05	126214 GREENBURY POINT,

4. For each PBS Page, enter Purpose of Additional Capability and Itemized Capability Amounts.
  - a) Select a PBS Page that needs to have Purpose of Additional Capability and/or Itemized Capability Amounts entered or changed.



- d) Type the value that you want to enter into the cell. The value appears in the cell as you type it.
- e) To enter the values that you typed into the cell, press **Enter** or click another cell in the form.

**NOTE:** The maximum number of data that can be entered per cell is 489 characters.

- f) Alternatively, if you would like to enter the Purpose of Additional Capability using standard capability remarks, enter a number (1-58) that corresponds to the specific standard remark.

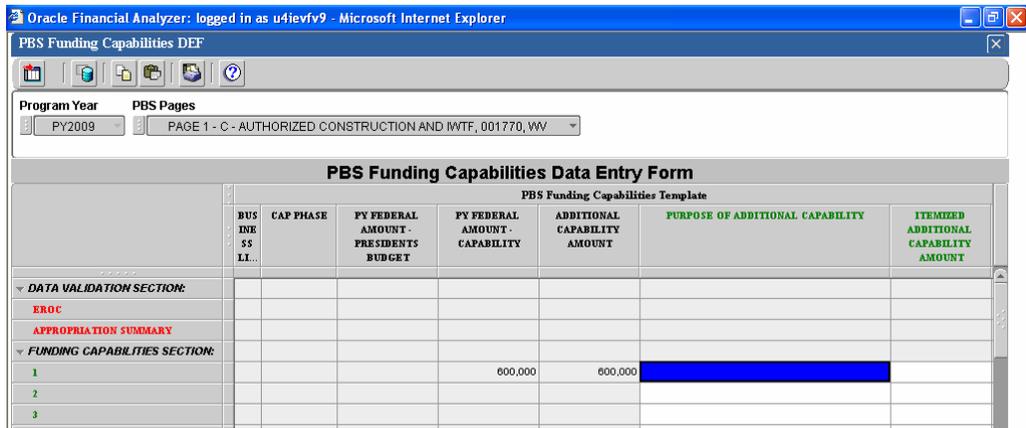
The current listing of standard capability remarks is displayed in the following table below:

Number	Standard Capability Remark
1	NO ADDITIONAL REQUIREMENT
2	COMPLETE STUDY
3	COMPLETE PED
4	COMPLETE PROJECT
5	COMPLETE PROJECT EXCEPT FOR UNPROGRAMMED (enter specific feature name)
6	INITIATE RECONNAISSANCE PHASE OF STUDY
7	INITIATE AND COMPLETE RECONNAISSANCE PHASE OF STUDY
8	COMPLETE RECONNAISSANCE PHASE OF STUDY
9	COMPLETE RECONNAISSANCE PHASE OF STUDY AND INITIATE FEASIBILITY PHASE OF STUDY
10	INITIATE FEASIBILITY PHASE OF STUDY
11	INITIATE (enter specific feature name)

Number	Standard Capability Remark
12	CONTINUE STUDY
13	CONTINUE PED
14	CONTINUE ENGINEERING AND DESIGN
15	CONTINUE PROJECT
16	ADVANCE STUDY COMPLETION (enter quantity) MONTHS
17	ADVANCE PED COMPLETION (enter quantity) MONTHS
18	ADVANCE PROJECT COMPLETION (enter quantity) MONTHS
19	ADVANCE COMPLETION OF (enter specific feature name) (enter quantity) MONTHS
20	STABILIZE BANK AT (enter specific feature name) TO PROTECT SHORELINE DEVELOPMENT
21	DREDGE (enter specific feature name) (enter quantity) CY
22	REPAIR (enter specific feature name)
23	RESUME STUDY
24	RESUME PED
25	RESUME PROJECT
26	NOTE: THE ADMINISTRATIONS REVIEW OF THIS PROJECT HAS IDENTIFIED ECONOMIC AND/OR POLICY CONCERNS
27	STUDY WILL CONTINUE WITH AVAILABLE FUNDS
28	PED WILL CONTINUE WITH AVAILABLE FUNDS
29	ENGINEERING AND DESIGN WILL CONTINUE WITH AVAILABLE FUNDS
30	PROJECT WILL CONTINUE WITH AVAILABLE FUNDS
31	RECONNAISSANCE PHASE OF STUDY IS FULLY FUNDED
32	FULLY FUNDED
33	FULLY FUNDED EXCEPT FOR UNPROGRAMMED (enter specific feature name)
34	COMBINED WITH THE (enter name) STUDY
35	BEING STUDIED UNDER SECTION (enter number) CONTINUING AUTHORITY PROGRAM FOR SMALL (enter type) PROJECTS
36	PROJECT DEPTHS ADEQUATE FOR CURRENT USE
37	PERIODIC NOURISHMENT NOT CURRENTLY REQUIRED
38	DEFERRED PENDING COMPLETION OF (enter name) REPORT
39	DEFERRED PENDING DEMONSTRATION OF NEED FOR (enter specific feature name)
40	DREDGING DEFERRED PENDING CONSTRUCTION OF CONFINED DISPOSAL FACILITY
41	DREDGING DEFERRED PENDING IDENTIFICATION OF DISPOSAL AREAS
42	BEING CONSTRUCTED BY LOCAL INTERESTS
43	TO BE CONSTRUCTED BY LOCAL INTERESTS WITH SUBSEQUENT FEDERAL REIMBURSEMENT
44	PERIODIC NOURISHMENT TO BE ACCOMPLISHED BY LOCAL INTERESTS WITH SUBSEQUENT FEDERAL REIMBURSEMENT
45	LACK OF LOCAL COOPERATION
46	LACK OF RECENT EXPRESSION OF LOCAL INTEREST
47	LACK OF ADEQUATE LOCAL SUPPORT
48	PROPOSED FOR NON-FEDERAL FINANCING
49	COST SHARING AND FINANCING BY LOCAL INTERESTS ARE UNAVAILABLE
50	COST SHARING AND FINANCING BY LOCAL INTERESTS ARE UNLIKELY
51	BEING CONSTRUCTED WITH NON-FEDERAL FUNDS
52	UNDER REVIEW
53	COST SHARING AND FINANCING POLICY HAS NOT BEEN ESTABLISHED
54	EXTENT OF FEDERAL INTEREST UNDER REVIEW
55	MORE APPROPRIATELY ACCOMPLISHED BY (enter other Federal, State, or Local agency)
56	DOES NOT MEET ECONOMIC SELECTION CRITERIA
57	WASHINGTON LEVEL REVIEW NOT COMPLETED
58	FEDERAL ACCOMPLISHMENT NOT IN ACCORD WITH CURRENT PRIORITIES

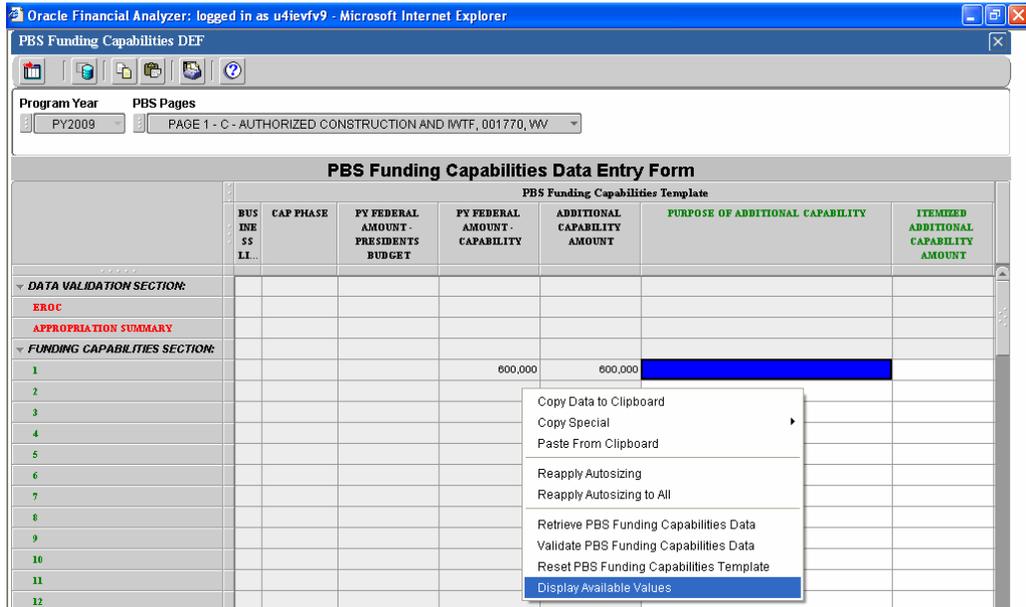
A listing of available standard capability remarks can also be displayed in the data entry form by performing the following steps:

- 1). Highlight or left-click the cell that represents the **PURPOSE OF ADDITIONAL CAPABILITY** column you would like to see available values for. **HINT:** The cell will turn blue.

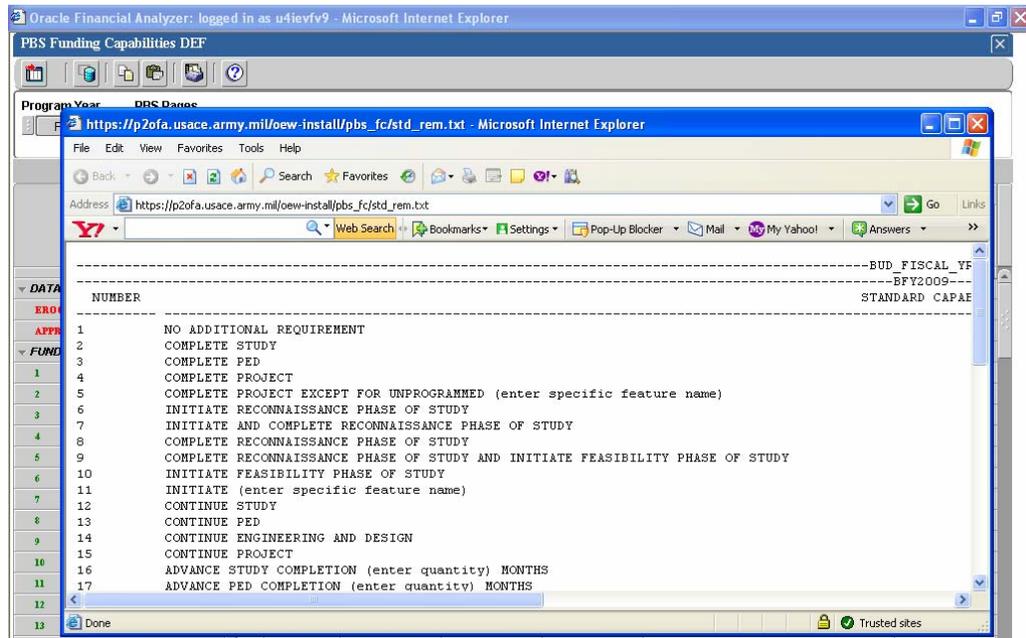


2). Right-click the cell that was highlighted in the previous step. A sub menu will appear.

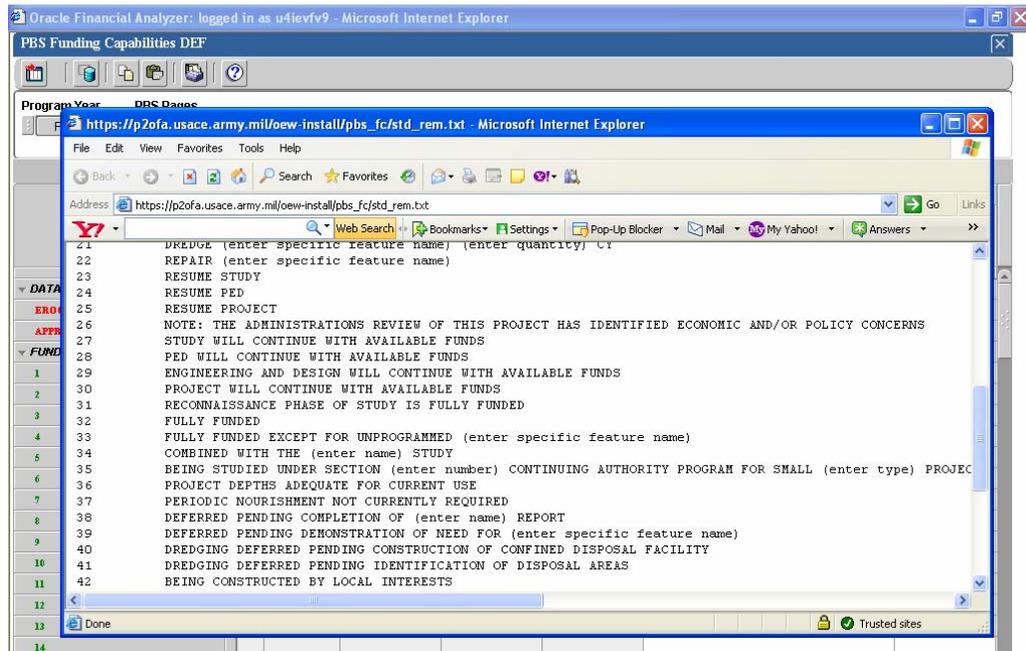
3). Select **Display Available Values**.



4). A pop-up window will display with the available values.



5). Find the appropriate value in the list. If necessary, use the vertical scroll bar to display additional rows of data.



6). When completed with the listing of available values, close the pop-up window to return to the data entry form.

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PBS Funding Capabilities DEF

Program Year: PY2009    PBS Pages: PAGE 1 - C - AUTHORIZED CONSTRUCTION AND IWTF, 001770, WV

**PBS Funding Capabilities Data Entry Form**

PBS Funding Capabilities Template

	BUS DNE SS LI..	CAP PHASE	FY FEDERAL AMOUNT - PRESIDENTS BUDGET	FY FEDERAL AMOUNT - CAPABILITY	ADDITIONAL CAPABILITY AMOUNT	PURPOSE OF ADDITIONAL CAPABILITY	ITEMIZED ADDITIONAL CAPABILITY AMOUNT
DATA VALIDATION SECTION:							
EROC							
APPROPRIATION SUMMARY							
FUNDING CAPABILITIES SECTION:							
1				600,000	600,000	33	
2							
3							

- g) To enter Itemized Additional Capability Amount, click a cell that represents **Row 1** and the **ITEMIZED ADDITIONAL CAPABILITY AMOUNT** column. If the cell contains no data, a data entry cursor appears.
- h) Type the value that you want to enter into the cell. The value appears in the cell as you type it.
- i) To enter the values that you typed into the cell, press **Enter** or click another cell in the form.

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PBS Funding Capabilities DEF

Program Year: PY2009    PBS Pages: PAGE 1 - C - AUTHORIZED CONSTRUCTION AND IWTF, 001770, WV

**PBS Funding Capabilities Data Entry Form**

PBS Funding Capabilities Template

	BUS DNE SS LI..	CAP PHASE	FY FEDERAL AMOUNT - PRESIDENTS BUDGET	FY FEDERAL AMOUNT - CAPABILITY	ADDITIONAL CAPABILITY AMOUNT	PURPOSE OF ADDITIONAL CAPABILITY	ITEMIZED ADDITIONAL CAPABILITY AMOUNT
DATA VALIDATION SECTION:							
EROC							
APPROPRIATION SUMMARY							
FUNDING CAPABILITIES SECTION:							
1				600,000	600,000	33	200000
2							
3							

- j) If the page of data requires more than one Purpose of Additional Capability and/or Itemized Capability Amount, enter them in the additional rows starting on Row 2.

**NOTE:** Each page may include both standard and custom Purpose of Additional Capability remarks.

**NOTE:** Normally you will not enter an Itemized Additional Capability Amount on the same row with a standard Purpose of Additional Capability remark. Itemized Additional Capability Amounts are entered on rows where you are using a custom Purpose of Additional Capability remark to describe an incremental piece of work. You may enter multiple rows of increment descriptions and associated amounts.

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PBS Funding Capabilities DEF

Program Year: PY2009    PBS Pages: PAGE 1 - C - AUTHORIZED CONSTRUCTION AND INTF, 001770, WV

### PBS Funding Capabilities Data Entry Form

PBS Funding Capabilities Template

	BUS DNE SS LI...	CAP PHASE	FY FEDERAL AMOUNT - PRESIDENTS BUDGET	FY FEDERAL AMOUNT - CAPABILITY	ADDITIONAL CAPABILITY AMOUNT	PURPOSE OF ADDITIONAL CAPABILITY	ITEMIZED ADDITIONAL CAPABILITY AMOUNT
<b>DATA VALIDATION SECTION:</b>							
EROC							
APPROPRIATION SUMMARY							
<b>FUNDING CAPABILITIES SECTION:</b>							
1				600,000	600,000	33	200000
2						34	100000
3						32	250000
4						Continuing Contract.	50000
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							

k) When updates are completed for a specific page of data, it needs to be validated in order to:

- Auto-populate the standard capability remarks based on the number(s) that were entered in the Purpose of Additional Capability column.
- Ensure that each cell does not exceed 489 characters.
- Ensure numeric amounts were entered in the Itemized Additional Capability Amount column.

To validate the PBS Funding Capabilities data, right-click on any cell in the data entry form. A sub-menu will appear.

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PBS Funding Capabilities DEF

Program Year: PY2009    PBS Pages: PAGE 1 - C - AUTHORIZED CONSTRUCTION AND INTF, 001770, WV

### PBS Funding Capabilities Data Entry Form

PBS Funding Capabilities Template

	BUS DNE SS LI...	CAP PHASE	FY FEDERAL AMOUNT - PRESIDENTS BUDGET	FY FEDERAL AMOUNT - CAPABILITY	ADDITIONAL CAPABILITY AMOUNT	PURPOSE OF ADDITIONAL CAPABILITY	ITEMIZED ADDITIONAL CAPABILITY AMOUNT
<b>DATA VALIDATION SECTION:</b>							
EROC							
APPROPRIATION SUMMARY							
<b>FUNDING CAPABILITIES SECTION:</b>							
1				600,000	600,000	33	200000
2						34	100000
3						32	250000
4						Continuing Contract.	50000
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							

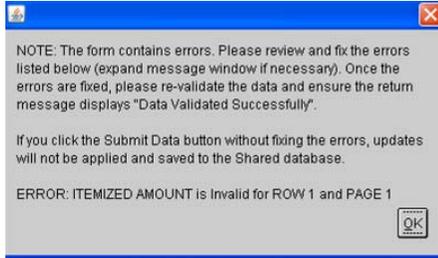
- Copy Data to Clipboard
- Copy Special
- Paste From Clipboard
- Reapply Autosizing
- Reapply Autosizing to All
- Retrieve PBS Funding Capabilities Data
- Validate PBS Funding Capabilities Data**
- Reset PBS Funding Capabilities Template
- Display Available Values

Select **Validate PBS Funding Capabilities Data**.

If all the data was entered correctly, a message will display "Data Validated Successfully".



If any non-numeric amounts are entered in the Itemized Additional Capability Amount column, a message will indicate the errors and the corresponding cell(s) will be changed to "\*\*\*ERROR\*\*\*".



Click the **OK** button to close the message box. Once this occurs, all rows that contain a standard capability remark number will auto-populate with the corresponding standard capability remarks.

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PBS Funding Capabilities DEF

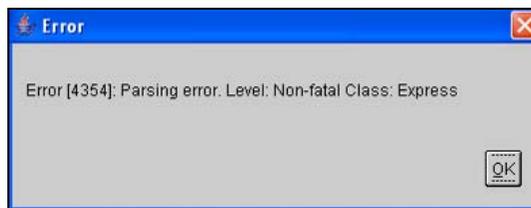
Program Year: PY2009    PBS Pages: PAGE 1 - C - AUTHORIZED CONSTRUCTION AND IWTF, 001770, WV

**PBS Funding Capabilities Data Entry Form**

PBS Funding Capabilities Template

	BUS DE SS LL...	CAP PHASE	FY FEDERAL AMOUNT - PRESIDENTS BUDGET	FY FEDERAL AMOUNT - CAPABILITY	ADDITIONAL CAPABILITY AMOUNT	PURPOSE OF ADDITIONAL CAPABILITY	ITEMIZED ADDITIONAL CAPABILITY AMOUNT
<b>DATA VALIDATION SECTION:</b>							
<b>EROC</b>							
<b>APPROPRIATION SUMMARY</b>							
<b>FUNDING CAPABILITIES SECTION:</b>							
1				600,000	600,000	FULLY FUNDED EXCEPT FOR UNPROGRAMME...	200,000
2						COMBINED WITH THE (enter name) STUDY	100,000
3						FULLY FUNDED	250,000
4						Continuing Contract.	50,000
5							

**IMPORTANT NOTE:** If the following error message below appears when the **Validate PBS Funding Capabilities Data** is selected, that indicates that one or more cells contains more than 489 characters. If this occurs, click the **OK** button to close the error message. Then, locate the cell(s) in the data entry form that contain more than 489 characters and reduce them accordingly. Once this is completed, re-validate the data.



If the return message indicates there are errors, make the necessary corrections and repeat this step until the return message displays "Data Validated Successfully".

- i) Once the Purpose of Additional Capability column has been auto-populated with standard capability remarks, a specific cell can be further edited as follows:

1). Either highlight or left-click the cell and hit the F2 key or double-click the cell. A data entry cursor appears.

PBS Funding Capabilities Data Entry Form						
PBS Funding Capabilities Template						
BUS DNE SS LI..	CAP PHASE	PY FEDERAL AMOUNT - PRESIDENTS BUDGET	PY FEDERAL AMOUNT - CAPABILITY	ADDITIONAL CAPABILITY AMOUNT	PURPOSE OF ADDITIONAL CAPABILITY	ITEMIZED ADDITIONAL CAPABILITY AMOUNT
<b>DATA VALIDATION SECTION:</b>						
EROC						
APPROPRIATION SUMMARY						
<b>FUNDING CAPABILITIES SECTION:</b>						
1			600,000	600,000	FULLY FUNDED EXCEPT FOR UNPROGRAMME...	200,000
2					COMBINED WITH THE (enter name) STUDY	100,000
3					FULLY FUNDED	250,000
4					Continuing Contract.	50,000
5						

2). Use the right or left arrows keys or the mouse arrow to move the cursor to the cell location that requires editing. Edit the cell accordingly.

PBS Funding Capabilities Data Entry Form						
PBS Funding Capabilities Template						
BUS DNE SS LI..	CAP PHASE	PY FEDERAL AMOUNT - PRESIDENTS BUDGET	PY FEDERAL AMOUNT - CAPABILITY	ADDITIONAL CAPABILITY AMOUNT	PURPOSE OF ADDITIONAL CAPABILITY	ITEMIZED ADDITIONAL CAPABILITY AMOUNT
<b>DATA VALIDATION SECTION:</b>						
EROC						
APPROPRIATION SUMMARY						
<b>FUNDING CAPABILITIES SECTION:</b>						
1			600,000	600,000	FULLY FUNDED EXCEPT FOR UNPROGRAMME...	200,000
2					COMBINED WITH THE FISH AND WILDLIFE STUDY	100,000
3					FULLY FUNDED	250,000
4					Continuing Contract.	50,000
5						

3). When completed, press **Enter** or click another cell in the form.

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PBS Funding Capabilities DEF

Program Year: PY2009    PBS Pages: PAGE 1 - C - AUTHORIZED CONSTRUCTION AND INTF, 001770, WV

### PBS Funding Capabilities Data Entry Form

PBS Funding Capabilities Template

	BUS DNE SS LL...	CAP PHASE	PY FEDERAL AMOUNT - PRESIDENTS BUDGET	PY FEDERAL AMOUNT - CAPABILITY	ADDITIONAL CAPABILITY AMOUNT	PURPOSE OF ADDITIONAL CAPABILITY	ITEMIZED ADDITIONAL CAPABILITY AMOUNT
<b>DATA VALIDATION SECTION:</b>							
EROC							
APPROPRIATION SUMMARY							
<b>FUNDING CAPABILITIES SECTION:</b>							
1				600,000	600,000	FULLY FUNDED EXCEPT FOR UNPROGRAMME...	200,000
2						COMBINED WITH THE FISH AND WILDLIFE ...	100,000
3						<b>FULLY FUNDED</b>	250,000
4						Continuing Contract.	50,000
5							

4). Repeat step 4k and re-validate the data.

- Repeat the previous step, page by page, for all pages of data that require Purpose of Additional Capability and/or Itemized Additional Capability Amount data entered or changed.
- When the process is completed, the data must be submitted in order to save the PBS Funding Capabilities Data in the shared database. Choose the **Submit** button from the Data Entry Form toolbar.



A data submission task will be created and sent to the Task Processor. When processing of the task is completed, the data that you submitted will be applied to the shared database.



**IMPORTANT NOTE:** If you click the Submit Data button without fixing errors that were displayed when the data was validated, updates will not be applied and saved in the shared database.

- If there are additional EROC/Appropriation Summary combinations that need to have their PBS Funding Capabilities Data updated, right-click on any cell in the data entry form. A pop-up menu will appear. Select **Reset PBS Funding Capabilities Template**. The data entry form will reset (or initialize).

**NOTE:** It is important that you complete the previous step (Submit data) before the data entry form is reset. Failure to do so will result in a loss of data that was entered on the data entry form.



8. Repeat the previous steps in this section for all EROC/Appropriation Summary combinations that need have PBS Funding Capabilities Data entered or changed.
9. When you have completed your work with this data entry form, you can close it. With the data entry form open on your screen, click the **Close** button.



The data entry will close and return to the OFA Navigation page.

## **PBS Processes:**

After a user hits the Submit Data button, the following steps need to be performed in order to view current, up-to-date data in the PBS Funding Capabilities Report:

### **1. View Pending Updates to the Shared Database**

If you want to view the status of data submission tasks that you have created, you can view a list of the currently pending updates to the shared database.

- a) If you have a data entry form open on your screen, close it so that the Navigation toolbar is visible.
- b) On the Navigation toolbar, click the **View Pending Updates** button.



The View Pending Updates dialog box will appear. A list of your pending updates to the shared databases is displayed in the Pending Updates box.

**NOTE:** If there are no pending updates to view, a message box will display "There are no pending updates". This indicates that the data you submitted to the shared database has been applied.

- c) If you want to view detailed information about the data that is affected by a particular update, click the update where it appears in the list and additional information appears in the Details box.
- d) When you have viewed the information that you need, click **Close** to close the View Pending Updates dialog box.
- e) Repeat the steps above periodically (every couple of minutes) until a message box displays "There are no pending updates".

### **2. Refreshing Your View of Data:**

When data has been submitted and applied to the shared database, your view of the data contained there can become outdated. You can refresh your view so that you see the most current information in the shared database.

- a) On the Navigation toolbar, click the **Refresh View** button.



A message box will appear, asking you to confirm that you want to update your view of the data.

**NOTE:** If there is no data to refresh, a message box appears and informs you of this.

- b) Choose **Yes**. A message will inform you that your view of the data is being updated.
- c) Once your view of data has been refreshed, standard reports and graphs may be accessed that reflect the amounts entered in the data entry form.

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**PBS Funding Capabilities Report**

Program Year: PY2009

**PBS Funding Capabilities Report**  
NOTE: (Amounts in Thousands)

	PY Federal Amount - Capability	Additional Capability Amount	Purpose of Additional Capability	Itemized Additional Capability ...
ALL PBS GRUNT SHEETS/SDP DETAILS	10,456,621.8	6,715,624.1		
I - INVESTIGATIONS	307,910.0	272,393.7		
I - AUTHORIZED STUDIES	199,561.7	171,972.4		
I - PRECONSTRUCTION, ENGINEERING AND DESIGN	108,348.4	100,421.4		
C - CONSTRUCTION	3,719,604.1	2,708,179.2		
C - AUTHORIZED CONSTRUCTION AND IWTF	3,334,888.6	2,345,570.2		
C - AUTH CONST & IWTF, B0 - MISSISSIPPI VALLEY DIVISION ROLLUP	348,817.5	314,481.5		
C - AUTH CONST & IWTF, E0 - NORTH ATLANTIC DIVISION ROLLUP	414,399.0	292,749.0		
C - AUTH CONST & IWTF, E1 - BALTIMORE DISTRICT (NAB)	33,733.0	33,733.0		
C - AUTH CONST & IWTF, E1, 001770, WV	600.0	600.0	FULLY FUNDED EXCEPT FOR UNPROGRAMME...	200.0
C - AUTH CONST & IWTF, E1, 001770, WV SEQ 002			COMBINED WITH THE FISH AND WILDLIFE ...	100.0
C - AUTH CONST & IWTF, E1, 001770, WV SEQ 003			FULLY FUNDED	250.0
C - AUTH CONST & IWTF, E1, 001770, WV SEQ 004			Continuing Contract	50.0
C - AUTH CONST & IWTF, E1, 004360, MD	200.0	200.0		
C - AUTH CONST & IWTF, E1, 010433, MD	1,500.0	1,500.0		
C - AUTH CONST & IWTF, E1, 012393, PA	10,000.0	10,000.0		
C - AUTH CONST & IWTF, E1, 012478, PA	4,782.0	4,782.0		
C - AUTH CONST & IWTF, E1, 013056, MD	200.0	200.0		
C - AUTH CONST & IWTF, E1, 013120, MD	2,000.0	2,000.0		
C - AUTH CONST & IWTF, E1, 013182, PA	3,200.0	3,200.0		

start | Express and OFA | MS Office | Utilities | USACE Apps | 2:11 PM

**IMPORTANT NOTE:** If a user refreshes their view of data while there are still pending updates, the EROC/Appropriation Summary that contains the updates will not be updated in the PBS Funding Capabilities Report; thus giving the user a false impression that the data submission did not process successfully. It is critical to follow these steps in order to ensure accurate and up-to-date PBS Funding Capabilities reporting.