

Requesting a New Project (Client Agency)

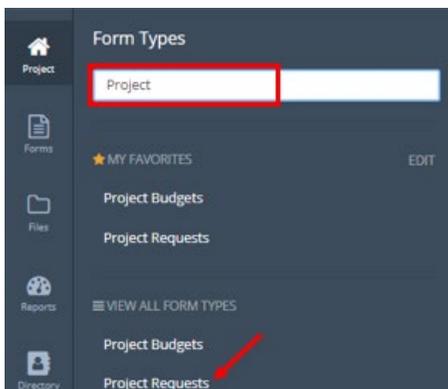
DGS Client Agencies will utilize the **Project Request** form in the **DGS Portfolio** project to submit a request for a new project. Once a Project Request is submitted to DGS, the Client Agency will work with the Executive Program Manager (EPM), or the EPM's designee, to discuss the project, further define and refine the project, and enter additional information to create a Project Statement. The Project Statement can be used to provide details about the project for review and scoring during the CIP Budget Process or provide key details to the project team to begin project implementation if the project is already funded.

Creating a Project Request

1. Open the **DGS Portfolio** project and click on **Forms** in the navigation menu.



2. In the search field, begin typing **Project** and the form will appear in the forms list. Click **Project Requests** to open the log.

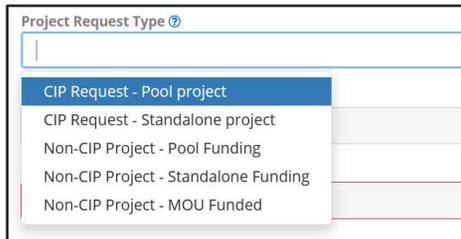


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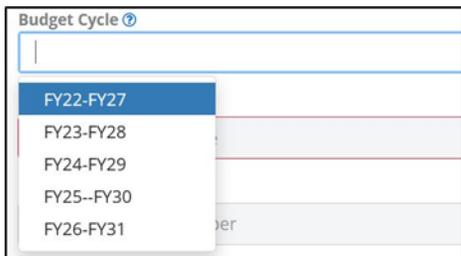
- Click the **New** button in the upper right corner to create a new Project Request. The **New Project Request** details window will open.



- Select the **Project Request Type** from the picklist.



- Select the appropriate **Budget Cycle** from the picklist if the project will need to be submitted for review and approval as part of the CIP. Leave this field blank if the project is funded and will not be part of a CIP submission.



- Enter the **Project Name** to include the name of the facility/location and the type of work to be performed.

For Example: If you are requesting a new sports complex for Kenilworth, the project name would be **Kenilworth Sports Complex**.



- Enter the SOAR Project Number in the **Project Number** field if the project funding source already exists and the project is using existing funding.

NOTE: Add **TBD** if this is a new unfunded project.

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Project Number
ABC123

8. Enter the **Available Funding** Amount for the project, if applicable. Leave blank if the project is unfunded.

Available Funding
\$2,000,000.00

9. Select one or more **Buildings** or locations from the existing list by clicking **Add Existing**. Leave blank if this is new construction with no location in the list.

NOTE: Reach out to your DGS Executive Program Manager if building(s) or site(s) are not in the list. Please DO NOT create a new building or type directly into these fields.

Building						
	Building Code	Street Address	Building Name	Ward	Building SqFt	Historic District
<input type="checkbox"/>	5101 0016	1300 44TH STREET NE	KENILWORTHRECCTR	7	155215	No

NOTE: Search as needed to find the appropriate building(s), **check the box** next to those to be selected, and click **Add**. Multiple locations/buildings can be selected for projects with multiple sites.

Add Building						
<input type="text" value="G Street"/>						
<input type="checkbox"/>	5467 0031	3053 G STREET SE	DCTHERAPEUTICTRTCTR	7	1875	Fort Circle Parks Historic District
<input type="checkbox"/>	5467 0030	3052 G STREET SE	DCTHERAPEUTICTRTCTR	7	1875	Fort Circle Parks Historic District
<input type="checkbox"/>	5467 0029	3051 G STREET SE	DCTHERAPEUTICTRTCTR	7	1875	Fort Circle Parks Historic District
<input checked="" type="checkbox"/>	5467 0028	3050 G STREET SE	DCTHERAPEUTICTRTCTR	7	1875	Fort Circle Parks Historic District
<input type="checkbox"/>	5845 0833	2425 IRVING STREET SE	ENGINECOMPANY32	8	37375	No

10. Select the appropriate **Owner Agency** from the picklist.

Owner Agency
HA0: Department of Parks and Recreation

11. Enter the **Owner Agency Contact** Information with the client agency **primary point of contact for the project** including:
Name, Email, and Phone.

Owner Agency Contact Ella Faulkner
Owner Agency Contact Email ella.faulkner@dc.gov
Owner Agency Contact Phone (555) 555-5555

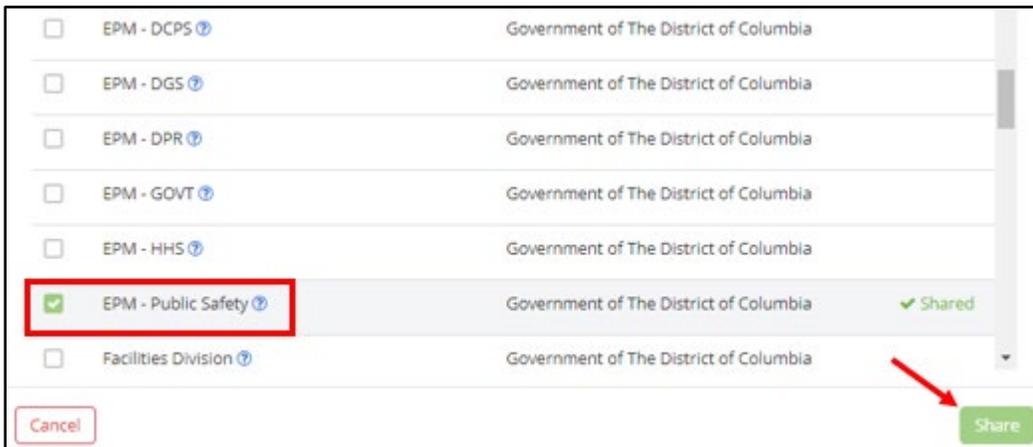
12. Enter **Related Project(s)** separating multiple projects with commas. Related projects are planned or current projects that are ongoing at the same site (i.e. a Rec Center and a School that share the same space/building and are being renovated at the same time)

Related Project(s) Capitol Hill Sports Complex, 16th Street Sports Complex
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13. Enter the detailed narrative of the **Project Objectives, Project Scope/Description, and Justification of Need.**

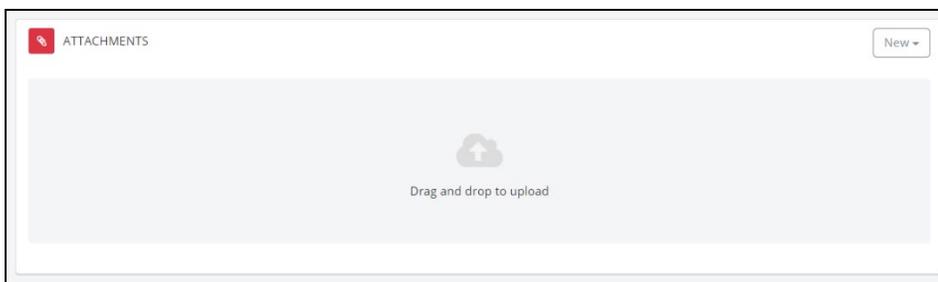
Project Objectives Create a state of the art outdoor sports complex that will be a desination for the District and surrounding jurisdictions.
Project Scope/Description Potential amenities would include: outdoor football and soccer fields, tennis and basketball courts, a running track, amphitheater, trails, and other active outdoor recreational opportunities. This project allows the city an opportunity to activate and connect with the National Arboretum as well as the Anacostia River.
Justification of Need There is a critical need for a premier, outdoor sports destination park within the District. Project is significant to the Resilient DC theme of "Honoring the Anacostia".

14. After entering the Justification of Need, click **Save & Share** to save the Project Request and share it with the appropriate EPM Share Group for your DGS Program.



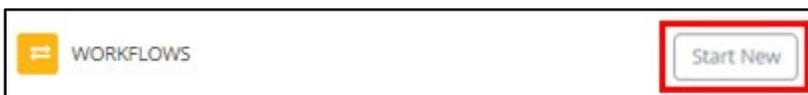
Attach Supporting Documentation

1. Drag and drop any supporting files to the **Attachments** section of the record.



Submit Your Project Request to DGS for Review

1. Initiate the Submit Project Request Workflow by clicking on **Start New** in the Workflows section near the bottom of the record, select the Workflow appropriate for your DGS Program and click on Start Workflow.



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The screenshot shows a dialog box titled "Start new workflow" with a search bar at the top. Below the search bar is a list of five workflow options, each with a checkbox and a description. At the bottom of the dialog are two buttons: "Cancel" and "Start Workflow".

Workflow Name	Description
<input type="checkbox"/> Submit Project Request (DPR)	Client Agencies within the DPR Program must use this workflow to submit their Project Request to DGS.
<input type="checkbox"/> Submit Project Request (DCPS)	Client Agencies within the DCPS Program must use this workflow to submit their Project Request to DGS.
<input type="checkbox"/> Submit Project Request (Govt)	Client Agencies within the Govt Program must use this workflow to submit their Project Request to DGS..
<input type="checkbox"/> Submit Project Request (HHS)	Client Agencies within the HHS Program must use this workflow to submit their Project Request to DGS.
<input type="checkbox"/> Submit Project Request (Public Safety)	Client Agencies within the Public Safety Program must use this workflow to submit their Project Request to DGS.