

Requesting a New Project (EPM)

The Project Request process is used to determine the initial project scope, plan, and budget information and obtain the required approvals from both DGS and the Client Agency (CA).

This process is intended to be collaborative between DGS and the CA with appropriate planning discussions with other stakeholders (including DGS C+P, DGS Legal, OCFO, Etc.) occurring as needed PRIOR to approval of the request.

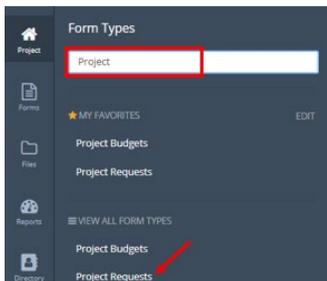
Make sure that you have discussed the planned project delivery method with C+P, make sure that the project can be structured to align with the plan – does it need to be combined with another planned project, or split,

Starting with Step 4 below and editing/appendng the Client Agency submitted fields or entering the remaining information, you can use this QRG when you work with your Client Agency to define a project and generate a Project Statement when the Client Agency has submitted a Project Request and submitted it to you via the appropriate workflow in ProjectTeam.

NOTE: Please reach out to the DGS ProjectTeam Support Team at DGS.ProjectTeam@dc.gov if the project needs to go through the CIP Budget Process but the Client Agency cannot use ProjectTeam to submit the Project Request themselves.

Creating a Project Request

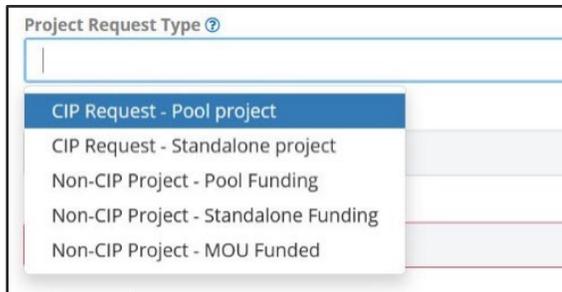
1. Open the **DGS Portfolio** project and click on **Forms** in the navigation menu or from your Favorite Forms list.
2. In the search field, begin typing **Project** and the form will appear in the forms list. Click **Project Requests** to open the log.



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

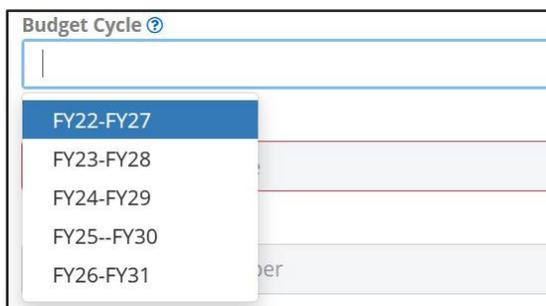


4. Select the **Project Request Type** from the picklist.



A screenshot of a web form showing a dropdown menu for "Project Request Type". The menu is open, displaying five options: "CIP Request - Pool project" (highlighted in blue), "CIP Request - Standalone project", "Non-CIP Project - Pool Funding", "Non-CIP Project - Standalone Funding", and "Non-CIP Project - MOU Funded".

5. Select the **Budget Cycle** corresponding to the requested CIP request cycle from the picklist for CIP projects. Select the earliest complete CIP budget cycle that the project will start in for non-CIP projects. I.e., a non-CIP project that will start on 6/6/22 would use FY22-FY27 since it is starting in FY22.



A screenshot of a web form showing a dropdown menu for "Budget Cycle". The menu is open, displaying five options: "FY22-FY27" (highlighted in blue), "FY23-FY28", "FY24-FY29", "FY25--FY30", and "FY26-FY31".

6. 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 that a new recreation center be built on Capitol Hill Park, the project name would be **Capitol Hill Park – New Recreation Center**.



A screenshot of a web form showing a text input field for "Project Name". The field contains the text "Kenilworth Sports Complex".

7. Enter the **Project Number** if this project funding source already exists and the project is using existing funding.

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



A screenshot of a web form showing a text input field for "Project Number". The field contains the text "ABC123".

8. Enter the current **Available Funding** amount for the project, if applicable. Leave blank if no funding is currently allocated to this project.

Available Funding

\$2,000,000.00

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

Project Location Add Existing Create New

Building or Property Code	Building Name or Property Description	Address 1	Address 2	Ward	State Code	Postal Code	Building SqFt	Lot GSF	Longitude	Latitude	ANC Code	Historic District
<input type="checkbox"/>												

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 should be selected for projects with multiple sites.

Add Building

G Street

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

Cancel Add

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

Owner Agency

HA0: Department of Parks and Recreation x

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 projects that are being done at the same location, at the same time (such as a Rec Center and School that are co-located), or if the project is a continuation of a previous project (such as a Phase 2 project)

Related Project(s)
Capitol Hill Sports Complex, 16th Street Sports Complex

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 destination 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. Select the **Planned Project Delivery Method** from the list. Craft the planned delivery schedule to meet the delivery method using the appropriate planning milestone date fields following this selection.

NOTE: A Design Assist project is any project where the GC will provide limited design or engineering services necessary to select materials and equipment to complete the project but there will not be a formal design. Small cap "replace-in-kind" projects are one example of Design Assist projects.

Planned Project Delivery Method ?
Construction Manager at Risk (CMAR)
Design Assist
Design-Bid-Build
Design-Build
Oversight Only
TI Project
N/A (DGS Administrative Projects Only)

15. Select the **Project Start Date** from the calendar. This is the date that the project will be assigned to the DGS PM (or equivalent) and the project planning phase will begin. The planning phase will end at the start of the design phase.

Project Start Date ?

16. Select the planned **Design Phase Start Date** from the calendar. Leave this field blank for projects with no design services required. The design phase will end at the start of the construction phase.

Design Phase Start Date ?

17. Select the planned **Construction Start Date** from the calendar. The construction phase will end on the Substantial Completion Date.

NOTE: All projects must plan to include construction as there must be the creation of an asset or the extension to the useful life of an asset to meet capital eligibility requirements. You must plan for a construction phase on all projects. If a project is stopped after design, the planned construction phase is cancelled, and the project is complete.

Construction Phase Start Date ?

18. Select the planned **Substantial Completion Date** from the calendar. This date will also start a 90-day Close-out phase followed by a 365-day Administrative Close-out phase. The Project End Date will be the last day of Administrative Close-out.

Substantial Completion Date ?

19. Select the planned **Architect/Engineer Procurement Start Date** from the calendar. Leave this field blank when the project will have no direct A/E contract issued by DGS (Design/Build, Design Assist, Oversight/TI, Admin., Etc.). This procurement effort will end on the start of the Design phase

Architect/Engineer Procurement Start Date ?

20. Select the planned **General Contractor Procurement Start Date**. This also applies to procurement for a Design Builder or Construction Manager if a CMAR delivery type project. This procurement effort will end on the start of the Construction phase.

NOTE: All projects must plan to include construction as there must be the creation of an asset or the extension to the useful life of an asset to meet capital eligibility requirements. You must plan for a GC procurement on all projects. If a project is stopped after design, the planned construction phase is cancelled, and the project is complete.

General Contractor Procurement Start Date ?

21. Enter the **Implementing Agency Contact** name. If the name appears as it is typed, select it, if not, finish typing the name.

NOTE: This is typically the Executive Program Manager

Implementing Agency Contact ?

22. Enter the Implementing Agency Contact's Email address.

IA Contact Email

23. Enter the Implementing Agency Contact's Phone Number.

IA Contact Phone Number

24. Enter the **DGS Project Manager** name. If the name appears as it is typed, select it, if not, finish typing the name.

NOTE: The PM name can be added later in the process prior to project creation if the project is a CIP request.

DGS Project Manager Name ?

Requesting a New Project (EPM)

25. Select all **Mayoral Initiatives Met by Project** by selecting **Add Existing**, checking the applicable Initiative(s) and clicking on Add.

Subject	Initiative Element	Definition of Purpose	Core Components to Consider
1	Housing	Increasing housing units, affordability, and ownership rates	Expand efforts to produce, preserve, and protect affordable housing.

26. Select the **Comprehensive Plan Objectives Met By Project** by selecting **Add Existing**, checking the applicable Initiative(s) and clicking on Add.

Subject	Comp Plan Elements	Definition or Purpose	Core Components to Consider
4	Housing	The Housing Element of the Comprehensive Plan describes the importance of housing to neighborhood quality in the District of Columbia and the importance of providing housing opportunities for all.	Ensuring housing affordability Fostering housing production Conserving existing housing stock Promoting home ownership Providing housing for residents with special needs

27. Enter the **Comprehensive Plan Objectives Met by Project Notes**.

Type the Comprehensive Plan Objectives Met by Project Notes

28. Select **Yes** for **Is the project located in DC's MS4 sewer area?** if the project site (or any project site if there are multiple sites) is located in the District's MS4 sewer area. If the site is not located the District's MS4 sewer area, select **No**.

Note: A map showing the District's MS4 sewer areas can be found [here](#).

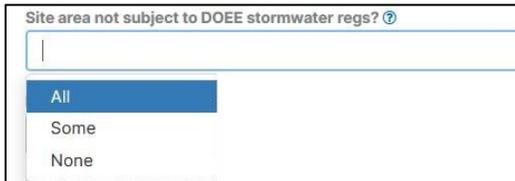
Is the project located in DC's MS4 sewer area? ⓘ

Yes

No

29. Select the portion of the site that is **not** subject to DOEE stormwater management regulations from the list in **Site area not subject to DOEE stormwater regs?** field.

Note: DOEE stormwater management requirements can be found [here](#).

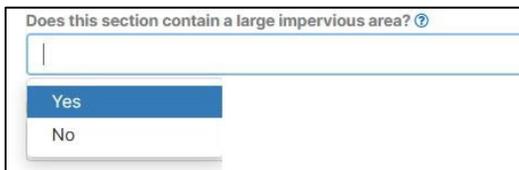


Site area not subject to DOEE stormwater regs? ⓘ

- All
- Some
- None

30. Select **Yes** in the **Does this section contain a large impervious area?** field if the portion of the site identified in the question above is covered by impervious surface. If not, select **No**.

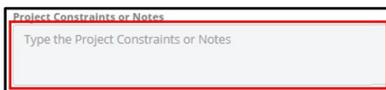
Note: Impervious surface, also known as impervious cover, is defined by DOEE as “...all surface areas that have been compacted or covered with a layer of material that impedes or prevents the infiltration of water into the ground, examples include conventional streets, parking lots, rooftops, sidewalks, pathways with compacted sub-base, and any concrete, asphalt, or compacted gravel surface and other similar surfaces.”



Does this section contain a large impervious area? ⓘ

- Yes
- No

31. Enter the **Project Constraints or Notes**.



Project Constraints or Notes

Type the Project Constraints or Notes

32. Enter the **Ongoing Operating Impact**.



Ongoing Operating Impact

Type the Ongoing Operating Impact

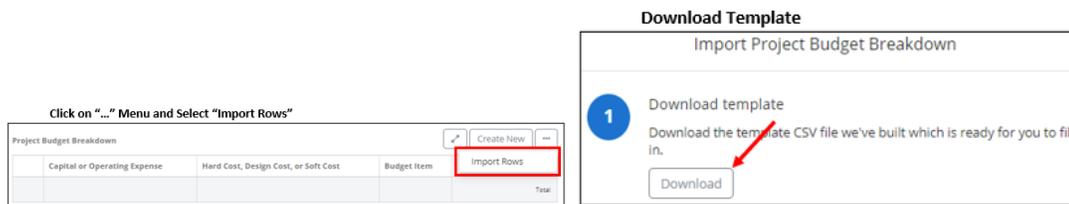
33. Enter the expected **Facility Useful Life at Completion (Years)**



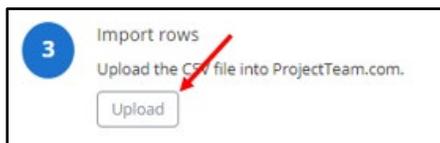
Facility Useful Life at Project Completion (Years) ⓘ

34. Enter the **Project Budget Breakdown** by creating Budget Items through the Import Rows.

NOTE: Budgets are prepared using the **DGS Standard Project Budget Breakdown Template**.



35. **Import** the DGS Standard Project Budget Breakdown Template by clicking on the “...” button at the collection, select Import Rows, Upload, select the saved DGS Standard Project Budget Breakdown Template .csv file from your computer and click on Open.



36. Enter the **Funding Breakdown** by selecting **Create New** and filling out the fields for each line appropriately.

NOTE: This breakdown should show how the requested funding is needed or allocated. Create a new line for each allocation for the project by phase and fiscal year. For example, if the Construction funds are allocated or requested split over two fiscal years, that should be captured on two separate lines in the Funding Request Breakdown. Reach out to DGS.ProjectTeam@dc.gov if you have questions regarding how to complete this section.



37. In the popup form, enter the 1) **Description**, 2) **Requested Allotment Year**, 3) **Phase**, 4) **Funding Type**, 5) **Amount**, 6) **Notes** and 7) for each row. Select **Add & New** or **Add** as required.

The screenshot shows a form titled "Add Funding Request Breakdown (CIP Funding Request)". It has the following fields:

- 1. Description:** Kenilworth Sports Complex
- 2. Requested Allotment Year (Fiscal Year):** 2020
- 3. Phase:** Q4 - Construction
- 4. Funding Type:** Capital
- 5. Amount:** \$2,500,000.00
- 6. Notes:** Type the Notes

At the bottom right, there are three buttons: "Cancel", "Add & New", and "Add". A red arrow labeled "7." points to the "Add & New" button.

38. Click **Save and Start Workflow** button and select the **New Project Creation Request – [YOUR] Program** workflow with the checkbox. Click on **Start Workflow** once the workflow has been selected.

NOTE: This workflow will start with the EPM followed by the Client Agency users and then go back to the EPM before going to the CCS Executive Team for final review and approval before being created in the system. This is to ensure that the process is collaborative and all parties review, understand, agree, and approve the project scope, schedule, and initial plan.

The screenshot shows a "Start new workflow" dialog box with a search bar and a table of workflow options. The table has columns for "Workflow Name & Description", "Workflow Steps", "Days for First Step to Take Action", and "Due Date for First Step".

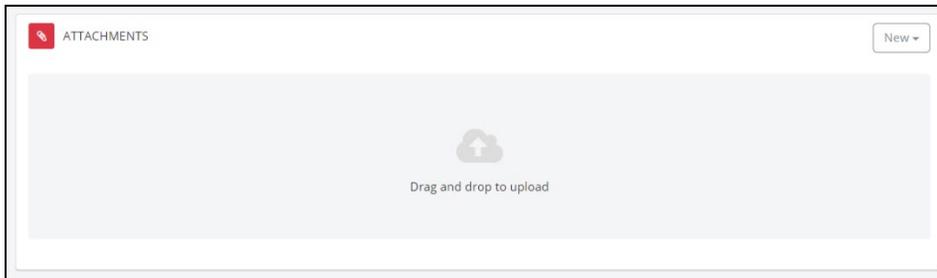
Workflow Name & Description	Workflow Steps	Days for First Step to Take Action	Due Date for First Step
<input checked="" type="checkbox"/> Submit Project Request (DPR) DPR users and EPM should use this workflow to submit their Project Request to DGS.	Submitted to DGS EPM → Client Agency Approval → CCS Exec Team- Project Request review and approval → Submitted for Project Creation in ProjectTeam	30	Sunday, July 28, 2024
<input type="checkbox"/> Submit Project Request (DACLI) DACLI users and EPM should use this workflow to submit their Project Request to DGS.	Submitted to DGS EPM → Client Agency Approval → CCS Exec Team- Project Request review and approval → Submitted for Project Creation in ProjectTeam	30	Sunday, July 28, 2024
<input type="checkbox"/> Submit Project Request (DBH) DBH users and EPM should use this workflow to submit their Project Request to DGS.	Submitted to DGS EPM → Client Agency Approval → CCS Exec Team- Project Request review and approval → Submitted for Project Creation in ProjectTeam	30	Sunday, July 28, 2024
<input type="checkbox"/> Submit Project Request (DCNG) DCNG users and EPM should use this workflow to submit their Project Request to DGS.	Submitted to DGS EPM → Client Agency Approval → CCS Exec Team- Project Request review and approval → Submitted for Project Creation in ProjectTeam	30	Sunday, July 28, 2024
<input type="checkbox"/> Submit Project Request (DCPS) DCPS users and EPM should use this workflow to submit their Project Request to DGS.	Submitted to DGS EPM → Client Agency Approval → CCS Exec Team- Project Request review and approval → Submitted for Project Creation in ProjectTeam	30	Sunday, July 28, 2024
<input type="checkbox"/> Submit Project Request (DDOT) DDOT users and EPM should use this workflow to submit their Project Request to DGS.	Submitted to DGS EPM → Client Agency Approval → CCS Exec Team- Project Request review and approval → Submitted for Project Creation in ProjectTeam	30	Sunday, July 28, 2024
<input type="checkbox"/> Submit Project Request (DPS) DPS users and EPM should use this workflow to submit their Project Request to DGS.	Submitted to DGS EPM → Client Agency Approval → CCS Exec Team- Project Request review and approval → Submitted for Project Creation in ProjectTeam	30	Sunday, July 28, 2024
<input type="checkbox"/> Submit Project Request (DGS as Client Agency) Use this workflow to submit internal DGS Project Requests for approval and	CCS Exec Team Review → Submitted for Project Creation in ProjectTeam	7	Friday, July 5, 2024

At the bottom, there are "Cancel" and "Start Workflow" buttons.

39. Share the Project Request form with the appropriate Share Groups (i.e., your client agency, other DGS divisions that will be involved in the project, etc.) using the **Share** button and pop-up modal window. Click **Save** when complete.

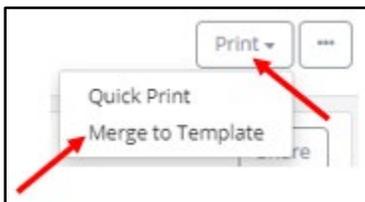
Attach Supporting Documentation

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



Generate a Project Statement Merge Template

1. If desired, generate a Project Statement merge template and link it to the record by clicking on **Print** and selecting **Merge to Template**.



Select the Project Statement and click on Merge



Click on **Save & Download** to download a copy of the Project Statement or click the arrow on the right of the button and select **“Save & Share”** to share the Project Statement and skip downloading a copy of the file.

Garfield Park - Playground Upgrades

DGS BUILD MAINTAIN SUSTAIN

Project Statement

Project Name Garfield Park - Playground Upgrades Garfield Park - Playground Upgrades	Project Address 609 3RD STREET SE F STREET SE
Building Name GARFIELDPARK GARFIELDPARK	
Owner Agency (OA) HA0: Department of Parks and Recreation	Implementing Agency (IA) Department of General Services
OA Contact Name Brent Sisco	IA Contact Name Cassidy Mullen
OA Contact E-mail brent.sisco@dc.gov	IA Contact E-mail
OA Contact Phone 202-615-9824	IA Contact Phone

1 / 3

Cancel Save & Share Save & Email Save & Download

Select the appropriate Share Groups that need to see the Project Statement using the checkboxes and click **Share**

Share this document

Share To users Share To email

Search...

Apply distribution lists

<input type="checkbox"/>	Client Agency - FEMS	Government of The District of Columbia
<input type="checkbox"/>	Client Agency - OAG	Government of The District of Columbia
<input checked="" type="checkbox"/>	Downtown	Government of The District of Columbia
<input type="checkbox"/>	DCPS	DCPS
<input type="checkbox"/>	Client Agency - MPD	Government of The District of Columbia
<input checked="" type="checkbox"/>	Client Agency - DYRS	Government of The District of Columbia
<input type="checkbox"/>	Client Agency - DOC	Government of The District of Columbia
<input type="checkbox"/>	Client Agency - DCNG	Government of The District of Columbia
<input type="checkbox"/>	Client Agency - OHR	Government of The District of Columbia
<input type="checkbox"/>	Client Agency - SBOE	Government of The District of Columbia
<input type="checkbox"/>	Client Agency - DMV	Government of The District of Columbia
<input type="checkbox"/>	Client Agency - DACL	Government of The District of Columbia
<input type="checkbox"/>	Client Agency - OSSE	Government of The District of Columbia

Cancel Force Notify Share