CAPITAL PLANNING SYSTEM
USER MANUAL

Plan Submission

Before any agency-level plan can be submitted, the data validations must have been completed. This can be done as part of the submission procedure or separately (see Data Validation instructions).

AGENCY PLANS

Plans of all agencies – are to be submitted directly to CPAB. Only the Agency Contact has authorization to submit the plan. The procedure is as follows:

1. On the SELECT OPTION page, scroll down to Submit Plan section and click [Select] next to Submit Plan to CPAB.
2. On the VALIDATE/SUBMIT PLAN page, click on [View] next to any item for which a date does not appear in the Passed Validation column. ***If a form is changed after it has passed validation, the date will be removed from the Passed Validation column, and the validation procedure must be run again***. Changing the priority number will not require the re-validation of the specific form, but will require the re-validation of the relevant priorities function.
3. After addressing any errors that are listed and viewing a report that indicates the form is "valid," the date will appear in the Passed Validation column. When all date fields are filled, the [Submit] button will be enabled.
4. Clicking the [Submit] button will display a box listing what will happen when the plan is submitted as follows: delete inactive P2s, set forms to read-only, send an e-mail to CPAB, and display the Transmittal Notification.
5. The Agency Contact may either proceed to click the [Submit] button at this point, or click on [Return] to stop the submit process at this point.
6. Upon clicking the [Submit] button, the screen will display a box to allow the user to enter a brief narrative (approximately 200 words). The primary purpose of this space is to address, as appropriate, the status of the plan relative to approval by the agency or institution's governing body.
7. Clicking the [Submit] button at this point will display the Transmittal Notification, including any additional narrative. This Notification is to be printed, signed, and mailed to CPAB at the address noted on the cover page.

Notification of Plan Completion by the Agency Contact

After all validations have been completed, an agency should notify its Cabinet Contact using the following procedure:

1. On the Select Option page, scroll down to the Agency Contact Functions section and click [Select] next to Notify Cabinet of Plan Completion.
2. On this page, clicking the [Notify Cabinet] button will send an e-mail to the Cabinet Contact advising that the agency's plan has been prepared and validated and is ready for cabinet review and submission to CPAB.

The plan will remain updateable such that any change will remove the passed validation status for the applicable form and require the validation function to be run again prior to the Cabinet Contact submitting the plan to CPAB. As such, after sending this e-mail, Agency and Cabinet Contacts must carefully coordinate any changes to the agency plan.

<u>Submission of Agency Plans by the Cabinet Contact</u>

Submitting the various agency plans requires going into the plan of each agency in the cabinet as follows. (The Cabinet Contact may wish to ***communicate with the Agency Contacts to confirm that they are, in fact, ready for their plans to be submitted***.)

3. On the SELECT ORGANIZATION page, click [Select] next to the organization whose plan is to be submitted, then on the SELECT PLAN page click [Select] next to Version 1 of that agency's plan.
2. On the SELECT OPTION page, scroll down to Submit Plan section and click [Select] next to Submit Plan to CPAB.
3. On the VALIDATE/SUBMIT PLAN page, click on [View] next to any item for which a date does not appear in the Passed Validation column.
4. After addressing any errors that are listed and viewing a report that indicates the form is "valid," the date will appear in the Passed Validation column. When all date fields are filled, the [Submit] button will be enabled.
5. Clicking the [Submit] button will display a box listing what will happen when the plan is submitted (delete inactive P2s, set forms to read-only, send an e-mail to CPAB, display the Transmittal Notification).
6. The Cabinet Contact may either proceed to click the [Submit] button at this point, or click on [Return] to stop the submit process at this point.

Steps 1 through 6 must be completed for each agency plan in the cabinet. To move to the next agency, click on the Select Organization/Plan link in the top right corner of the system screen.

7. When the [Submit] button is clicked on the last plan, a text box will be displayed allowing the user to enter a brief narrative (approximately 200 words). The primary purpose of this space is to address, as appropriate, the status of the plan relative to approval by an agency's governing body.
8. Clicking the [Submit] button at this point will display the Transmittal Notification, including any additional narrative. This Notification is to be printed, signed, and mailed to CPAB at the address noted on the cover page.

<u>IMPORTANT REMINDER</u> **-** Even after notifying the cabinet that its plan is complete, the agency itself will continue to have access to the plan, and thus the ability to make changes until the Cabinet Contact has submitted it to CPAB. If a form is changed after it has passed validation, the date will be removed from the Passed Validation column, and the validation procedure must be run again. Therefore, ***good communication between the cabinet and agencies is very important to ensure that such changes do not interfere with the submission process***.

Note: Upon submission to CPAB, plans are read-only and no changes may be made. However, users may continue to review data and print reports from the system.