



Construction in Progress (CIP)



Who Completes a CIP Control Form?

All State agencies that control or oversee a construction project **except** for:

- Component Units of the State
 - URI, RIC, CCRI, RI Airport Corporation, etc.
- The Lottery Division of the State Department of Revenue
- RIDOT infrastructure projects



Projects that Qualify for CIP Status

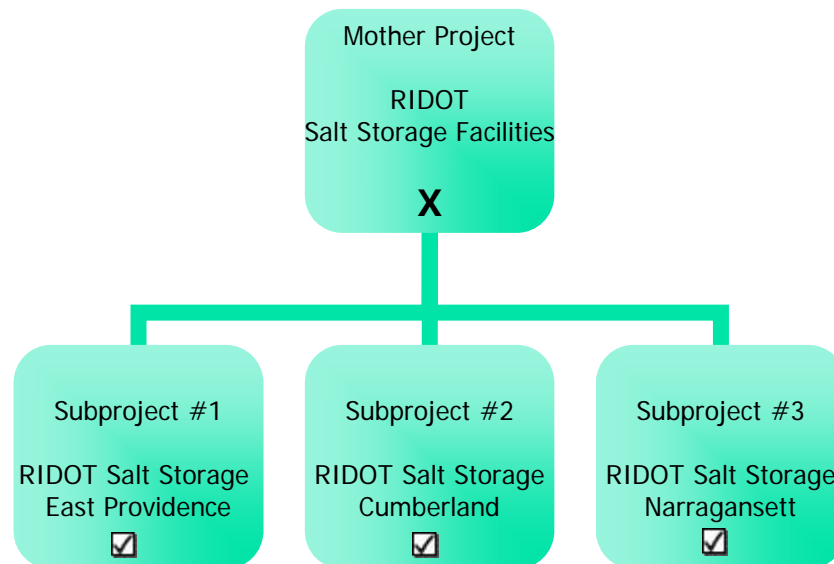
- A project **will** qualify if it is expected to cost **over**
\$750,000* for a capital asset (Construction in progress)
\$2,000,000 for software (Computer Systems Development)

* actual capitalization threshold of a capital asset is \$1,000,000 but project codes must be assigned for any project expected to cost \$750,000 and over

- A project **will not** qualify if it is for ordinary repairs and maintenance, regardless of cost

Subprojects

- Can the project be subdivided?
 - Does the subproject(s) meet the CIP threshold?
 - Submit a CIP Control Form for each individual subproject.
 - **No** form is submitted for the “mother” project
- Example:





CIP Control Form: Header Information

Construction/Project Code Request Form

Project Name:

Subproject (if applicable):

Project Address:

Project Manager Name:

Dept:

Contact Phone Number:

Expected Start Date:

(mm/dd/yy)

Expected End Date:

(mm/dd/yy)

Expected Total Cost of Project: \$



CIP Control Form: Nature of (Sub)Project

Mark "X" on one of the following categories:

- New construction and/or land acquisition
- Renovation extending the useful life of an existing building component
- Improvement involving the addition of a building component or section that did not previously exist
- Ordinary repairs and maintenance (only if a component of a capital project in the enacted budget and not funded solely with Asset Protection money)
- Asset Protection project expected to cost in excess of \$750,000
- Software Projects/Development (including SaaS modification projects)
- Other (*ie; Art Work or other projects not described as above*)



CIP Control Form:

Brief Description of Nature and Scope of (Sub)project

Provide a brief description of the nature and scope of this (Sub) project.

Examples:

- Brand new salt storage facility to be built in East Providence over a three-year period beginning on or about 05/01/12
- Demolition and reconstruction of pier in Charlestown
- Purchase of parcel of land in East Greenwich

If you have any questions, please call Fixed Asset Section, Accounts & Control at 222-6403. Thank you.



CIP Control Form: RI-FANS Account Code Combinations

If already determined, please list all RI-FANS account code combinations, including fund number, agency number, line item sequence source (LISS) number to be used to account for this (sub) project.

exclude natural accounts and project code (those will be assigned)

RI-FANS account code combinations consist of :

Fund Number (2 digits)

Agency Number (3 digits)

Line Item Sequence (LIS) Number (7 digits)

Source Number (2 digits)

CIP Control Form:

A&C Assigned Code/Naturals

- The project code assigned should be listed on **all** project related expenses
- **Only** the natural account numbers assigned below should be used

For Office of Accounts and Control use only:



RI-FANS Project Code assigned to this (Sub) project is 00000. Natural account numbers 661302, 661351, and 661361 may not be used.



RI-FANS Project Code assigned to this (Sub) project is . Only the following Expenditure natural account numbers may be used with it:

A&C-F/A please check the natural(s) that can be used for this project:



661302 Construction in Progress

661351 Architecture & Engineering-CIP

661361 Consultant Services-Computer Systems Development

- **Valid** project codes will begin with two letters and be followed by three numbers (example: AD042)



Submission of CIP Control Form

- Obtain necessary signatures from the Agency Budget Analyst and the State Budget Officer
- The completed form should be forwarded to the Supervisor of the Fixed Asset Unit of the Office of Accounts and Control
- A determination will be made whether or not the (sub)project qualifies for construction in progress (CIP) status
- A project code and the allowable natural account numbers will be assigned
- A copy of the completed form will be emailed to the agency's CFO for their records