



DEPARTMENT OF  
GENERAL SERVICES

**DIVISION OF ENGINEERING AND BUILDINGS**

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## **DEB Notice 090613**

(Effective: 09/06/2013)

### **GCPay and the Capital Outlay Process for Chapter 806 Projects**

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#### **I. Purpose of this Notice:**

To provide an overview of the DEB/BCOM changes involving the 48 pool-funded projects authorized for construction in FY 2014 per Item C-39.40 of Chapter 806.

#### **II. Summary of Changes**

- a. Based on the new \$250M debt issuance limit per year, GCPay will be used to inform decision makers on when to advance projects.
- b. GCPay will be used to generate automated project draw schedules, estimate a given project's impact against the \$250M limit, and estimate pool status against the \$250M limit in a given FY.\*
- c. Agencies are required to input selected project authorization data into GCPay at key milestones before the project will be advanced (see also paragraph III.a., below; and detailed instructions on the DEB website for GCPay data entry requirements). Key milestones relate to the release of Chapter 806 funding and are as follows:
  - i. At completion of detailed planning (i.e., at the completion of preliminary or ~35-50% design);
  - ii. Prior to construction contract award;
  - iii. Whenever the project authorized funding changes and an updated CO-2 is required; and
  - iv. Whenever there are significant changes in the construction start and/or end dates.
- d. For agency-entered soft cost expenditure data:
  - i. The Unifomat input requirement will be removed (construction expenditure data will still require Unifomat).
  - ii. For monthly soft cost expenses other than design costs (i.e. project inspection, project management, etc.), agencies are no longer required to enter detailed costs and may instead enter: a lump sum per category, one lump sum total overall, or default to a GCPay auto-populated lump sum total based on historical expenditures.

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**III. GCPay:**

For each project, GCPay will generate two primary types of project draw schedules\*: one based on the total funding expected to be authorized from the Chapter 806 construction pool and one based on reported expenditures against these authorized amounts. These two draw schedules are independently generated in GCPay. Details of each graph are as follows:

- a. The first graph will depict the **total pool funding expected to be authorized from the Chapter 806 construction pool**: this draw schedule is based upon historical expenditures and will be generated at key project milestones (i.e., the completion of detailed planning, prior to construction contract award, whenever a CO-2 is updated, and whenever there are significant changes in the construction start or end dates. See also paragraph II.c, above). This requires minimal agency input into GCPay. Agencies will be able to view the automated draw schedules and input an alternate draw schedule if they so choose.\*
- b. The second graph will depict **reported expenditures**: the main components of expenditure data for this graph:
  - iii. Construction costs (~75% of project cost). Input by General Contractors; validated by agency.
  - iv. Design costs (~10% of project cost). Input by A/E firms; validated by agency.
  - v. Soft costs other than design (~15% of project cost and includes project management, inspection, etc). Agencies have the option to input detailed data or a lump sum amount for these costs each month; in the absence of other input, GCPay will automatically generate a draw schedule for this component of the soft costs.

**IV. INSTRUCTIONS**

Detailed instructions for entering data in GCPay are available on DEB's website: <http://www.dgs.virginia.gov/DivisionofEngineeringandBuildings/DirectorsOffice/Activities/WebBasedProcessingofConstrictionPayme/tabid/1237/Default.aspx>

**V. CONTACT INFORMATION**

If you have questions regarding the process, please contact Andrea Peeks, [andrea.peeks@dgs.virginia.gov](mailto:andrea.peeks@dgs.virginia.gov) (804) 786-3368

If you have questions regarding the GCPay system, registration, or training, please contact GCPay directly: [support@gcpay.com](mailto:support@gcpay.com) 1-877-447-2584 then press 1

*\*GCPay upgrades are currently underway and full capabilities are anticipated to be available in late September\**