



FINANCE AND ADMINISTRATION CABINET
COMMONWEALTH OFFICE OF TECHNOLOGY

Steven L. Beshear
Governor

Lori H. Flanery
Secretary
Finance and Administration Cabinet

101 Cold Harbor Drive
Frankfort, Kentucky 40601
Phone: 502-564-1201
Fax: 502-564-5769
<http://technology.ky.gov/>

James M. Fowler
Chief Information Officer

Jim Barnhart
Deputy Commissioner

AGENCY CONTACT MEMORANDUM #2015-0203

To: Agency IT Leadership, Technical Contacts

From: James M. Fowler,
Chief Information Officer

Date: Feb. 19, 2015

Subject: Capital Planning Reminder

Please be advised that each state agency must submit its six-year capital plan to the Capital Planning Advisory Board (CPAB) no later than April 15.

The Commonwealth Office of Technology reviews capital IT project submissions and makes funding recommendations to the Kentucky General Assembly. The scoring criteria for capital IT projects and other information [can be found on our agency's website](#).

The Legislative Research Commission recently sent an informative notification email to agencies with key dates and additional information, the body of which we are providing below for your review:

KRS Chapter 7A establishes a six-year capital planning process applicable to all branches and agencies of Kentucky state government. That process requires each state agency to submit its capital plan for a six-year period to the [Capital Planning Advisory Board](#) (CPAB) no later than April 15 of each odd-numbered year. Version One of the capital planning system is now open for preparation of the 2016-2022 agency capital plans. A password is required to access the system, if you have not obtained one, please contact Jennifer Luttrell at Jennifer.luttrell@lrc.ky.gov.

Capital Planning System Training

Since 2009, there have been only minor changes to the capital planning system, as such, this year the training will be limited to **new** users. The sessions will be conducted in February, and will last approximately two hours. Please identify all individuals from your agency who wish to attend one of the sessions. Additional information about the training sessions will be forwarded to you next week.

Capital Information Technology (IT) Review

During the capital planning process, the Commonwealth Office of Technology (COT) is primarily responsible for the review, assessment, and enterprise ranking for executive branch IT projects (excluding postsecondary education). Executive branch agencies with IT projects in their capital plans will be contacted by COT staff after the submission period to schedule a short presentation to the scoring committee. Those agencies should review the scoring criteria, business case template, and total cost of ownership calculations provided by COT to ensure IT project submissions cover those items. The scoring criteria for the 2016-2022 planning period are currently being developed, and will be posted on the COT website upon finalization in late January. Executive branch agencies that fall under the purview of COT, via Executive Order 2012-880 (October 2012), should review their IT projects carefully. Those projects defined as infrastructure should be reviewed by COT before being submitted in the capital planning system.

Links

Capital planning system: <http://cpab.lrc.ky.gov/cpab/DesktopDefault.aspx>

Capital planning instructions: http://www.lrc.ky.gov/Statcomm/CPAB/016-22syp/Instructions/Instructions_2016-2022.doc

If you have questions, please contact us at cpab@lrc.ky.gov or Shawn Bowen at shawn.bowen@lrc.ky.gov 502.564.8100 ext. 401.

If you have questions about the capital IT planning process or requirements, please contact the [COT Business Relationship Manager](#) assigned to your agency.