

## **INSTRUCTIONS TO COMMONWEALTH AGENCIES FOR COMPLETING AND SUBMITTING FORM GSBPSAS-6**

**FOR EACH REQUEST:** (Complete all items with Roman numerals; Use "NONE" where relevant.)

- Item I: Enter the Department, Commission, or Institution submitting the request.
- Item II: Check appropriate title action block. "Approval" indicates an initial request for the approval of a new project. "Adjustment" indicates a request for the approval of a change in a previously approved project.
- Item III: Enter the exact project number, if known; otherwise, Department of General Services, Bureau of Professional Selections and Administrative Services, will enter identification number.
- Item IV: Enter the exact project title as listed in the **Act of the General Assembly**.
- Item V: Enter name of Institution or other facility where project will be located.
- Item VI: Enter location of Institution or facility where project will be conducted, including **County** and political subdivision.

**FOR INITIAL PROJECT APPROVAL REQUEST:** (Complete all items with Arabic numerals; Use "NONE" where relevant.)

- Item 7: Check: "original", enter base construction cost, design & contingency, check whether this cost is for "design" or "construction", and whether the cost so entered "includes" or "excludes" the cost of utilities.
- Item 8: Enter exact location of project on site with relation to other facilities.
- Item 9: Check appropriate block to indicate present ownership of specific project site.
- Item 10: Check "original" and enter estimated cost of site, if site is to be purchased by Department of General Services authorized funds.
- Item 11: If site is to be purchased, indicate whether such purchase is to be conducted by the Department of General Services.
- Item 12: Enter general description of boundaries of project site if known. If not known, so indicate and advise when description will be available.
- Item 13: Enter in briefly and in general terms all major items of construction and facilities to be provided. Use approximate amounts or quantities if included. Indicate type of construction, number of stories, exterior appearance, special functions, and similar information.
- Item 14: Enter number of male and/or female occupants.
- Item 15: Enter total estimated project cost (including land, if applicable).
- Item 16: If applicable, enter types of utilities required and approximate distances to connect; whether municipal systems are involved and adequate; enter utility roads necessary; enter capacity of parking areas.
- Item 17: Enter and additional relative information not previously entered. If funding augmentation is anticipated enter the amount

**FOR PROJECT ADJUSTMENT REQUEST:**

Complete any items with an Arabic numeral which is pertinent to the revision being requested. Indicate accordingly in Items 7 and/or 10 if revised costs are being requested; otherwise, show original costs. Substantiate the requested adjustment in Item 17.

**FOR PROJECT CANCELLATION REQUEST:**

Explain the reason for cancellation in Item 17

**SIGNATURE:**

Affix Agency Head (or designee) written or digitized/typed signature. Signature may be an image or can be typed dependent upon the Agency's internal digital signature policies.

**ROUTING:**

The completed and signed document is to be emailed to [RA-constandpubwks@pa.gov](mailto:RA-constandpubwks@pa.gov) . The email must be generated and received from a person within the Agency authorized to submit the Request for Project Action on behalf of the Agency Head.