Appendix 5
Subsidiary Board Approval Package Template

Shared Services Project Authorization Form

Project Title: Cheshire Renovation	**Project Number:** 22742
Date Prepared: 03/28/2022	**Company:** CL&P Electric Distribution 11 Choose an item. Choose an item.
Organization: Supply Chain	**Class(es) of Plant: Building Structures & General Plant**
Project Initiator: [redacted]	**Authorization Type:** Full Funding
Project Manager: [redacted]	**Project Type:** Specific
Project Sponsor: [redacted]	
Estimated in service date: 07/29/2022	**Capital Investment part of original Operating Plan:** Yes
Total Capital Request: $959,868	**O&M Expenses part of request:** N/A
Estimated Life of Asset (check one): ☐ 5yrs ☐ 10yrs ☐ 15yrs ☐ Other:_____	**Emergency Related Request?** No

Executive Summary

Briefly describe (in a few sentences) the overall description of the project (do not include technical details):

Renovation of the Cheshire Area Work Center office area to allow for expansion of the RSO (Response Services Organization) organization while also utilizing the created space to include a Vice President office. Work also includes setting up a 3 team RMT area and A/V for 4 locations within the building (RMT, VP Office and 2 conference rooms.)

Project Costs Summary

See APS3 and APS8 requirements and consult with Plant Accounting for capital/O&M determination. Use published loaders for benefits, materials, and invoices, maintained by the Director, Budget and Internal Reporting.
Note: Dollar values are in whole values.

Capital Costs	Year 2022	Year 20__	Year 2-__+	Total
Direct Capital Costs				
Internal Labor	$ 7,500			$ 7,500
Outside Services	$ 800,000			$ 800,000
Materials				$ -
Removals	$ 75,000			$ 75,000
Risk and Contingency	$ 50,000			$ 50,000
Other				$ -
Subtotal	$ 932,500	$ -	$ -	$ 932,500
Indirect Capital Costs				
Indirect/Overheads (including benefits)	$ 6,310			$ 6,310
Capitalized interest or AFUDC, if any	$ 21,058			$ 21,058
Subtotal	$ 27,368	$ -	$ -	$ 27,368
Total Customer Contribution				$ -
Total Capital Project Costs	**$ 959,868**	**$ -**	**$ -**	**$ 959,868**

Costs by Entity	CL&P Dist 11			Total
Direct Capital	$ 857,500			
Indirect Capital	$ 27,368			
Removal net of salvage	$ 75,000			
Total Capital Project Costs by Entity	**$ 959,868**	**$ -**	**$ -**	**$ -**

O&M Project Costs	Year 20__	Year 20__	Year 20__	Year 20__
Labor				
Outside Services				
Materials				
Training				
Other				
Total O&M Related Costs				

Software as a Service (SaaS):

SAAS*	Year 20__	Year 20__	Year 20__	Year 20__
Capital				
O&M				
Total				

**Identify any vendor software costs in this table and indicate whether or not they are included in the Project Costs Summary above. Identify capital vs. O&M costs based on parameters found in the vendor SaaS calculation document in the appendices. Ensure any future software O&M costs are also disclosed within the Future Costs section below.*

Alternatives Considered:

Were alternative solutions considered/applicable?

Alternatives were considered (please describe below)

Relocation of personnel to alternate location. This was not feasible because other buildings did not have space to house this group.

Moving the VP of Operations to an existing VP office in Berlin was considered but the President of Operations indicated that the office needed to be in Cheshire.

Regulatory Requirements:

Yes - detailed explanation provided in appendix

Future Costs:

Future Costs	Year 20__	Year 20__	Year 20__	Year 20__
Capital	0			
O&M	0			
Other	0			
Total Future Costs	**0**			

Future O&M represents:

What functional area(s) will these future costs be funded in (include manager and CCC)?

N/A

Future Financial Benefits:

Does this project have financial benefits?

No - project is not undertaken for financial benefits

Project Justification:

Include a summary of the project details including background and scope

The RSO group has outgrown their current space while simultaneously there is a request from the operations VP to create an office in the building so that he will be in proximity of his group. The project will include construction of a new Ready Room for the RSO group to meet, install new Supervisor workstation area & 3 team RMT and a new VP office. Work will also incorporate A/V systems into the RMT, 2 conference rooms and VP Office.

Project Schedule:

Milestone/Phase Name	Estimated Date
Design	Completed
Permitting & Construction	4-15-2022
In Service Date	8-15-2022

Risks and Risk Mitigation Plans

List top risks and mitigation plans associated with this project (from Table in the Appendix). Include any contingency related to each risk.
(Permitting/siting; environmental; outage constraints; customer/community outreach; material delivery; constructability challenges; excavation; etc.)

N/A

Appendices

Reference appendices items in the appropriate section of the PAF and list items in the same order as referenced in the PAF.

Town building permit.

If the project has future financial benefits, please use the following table to provide the yearly amounts.

Financial Benefits	Year 20__	Year 20__	Year 20__	Year 20__
Capital				
O&M				
Other				
Total Financial Benefits				

Describe the estimated future Capital, O&M and/or Other benefits noted above:

What functional area(s) will these benefits be reflected in?_____

A representative from the respective functional area is required to be included as a project approver.

N/A