

APPENDIX 2 C

**Instructions for Preparation
of
Five-Year Capital Outlay Funding Request**

Office of Facilities
Board of Regents of the
University System of Georgia

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Five-Year Capital Outlay Funding Request

The Five Year Capital Outlay Funding Request document is intended to provide the Board of Regents and its staff with documentation of the need for capital projects within the University System. A well documented five-year plan will provide better information on the short and long term facilities needs of an institution and allow the Board to better assess facilities needs on a statewide basis.

It is expected that projects requested in the five-year plan be in concert with an institution's current strategic plan on file with the Board of Regents. Documentation of the correlation of requested projects and the strategic plan should be included in the narrative on the capital project request forms.

Projects requested in the five year plan should be limited to projects costing \$500,000 or more. These projects should be divided into three separate lists, one for minor capital projects (between \$500,000 and \$5,000,000) and one for major capital projects (\$5,000,000 or more), and payback projects. Projects costing less than \$500,000 should be addressed through Major Repair and Rehabilitation funds, institutional funds or self-generated revenues.

It is likely that an institution's needs may far exceed the current funding capacity of the State of Georgia. Although the five-year plan should track the needs of an institution, the funding limitations of the state should be a consideration in determining the number and size of projects requested in an institution's five-year plan. All projects should not be requested in the first year of the five-year plan. Projects should be appropriately distributed across the five-year period.

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General Instructions

The funding request forms and preparation instructions are included in these documents. Attach any pertinent back-up data which supports or clarifies the information on the forms B as needed. There are five forms in this package :

Summary Sheet of Capital Projects Requested
Form CR 1 - Capital Project Summary (one per project)
Form CR 2 - Capital Project Summary (one per project)
Form PB 1 - Payback Project Pro-forma Financial Statement
Project Budget (one per project)

Provide a summary of all projects in each category (Minor, Major, Payback), in priority order, identified by fiscal year of needed/anticipated funding, with summary costs per year and by category. This summary is intended to give the Office of Facilities a thumbnail sketch of overall request from each campus B without all the detail included on the forms and back-up information.

These forms require thorough, complete information in compliance with the preparation instructions.

It is expected that the data may change each year as a project “ripens” over the five years from project initiation till funding. If assistance is needed or questions develop, please contact your Program Manager in the Office of Facilities. After the forms have been prepared, they should be assembled in the following order:

1. Transmittal letter from the campus president.
2. Summary Sheet of Capital Projects Requested with all projects in each category attached behind it - in priority order (from highest priority to lowest).
3. CR 1
4. CR 2
5. PB 1 (If required)
6. Project Budget

All project costs should be estimated based on the mid fiscal year proposed. Adjust costs to anticipate inflation in THAT year. Annual reviews/proposals should adjust the costs to reflect the actual year in the planning cycle taking into account any adjustments (or deferral to future years) so that the Office of Facilities has the very latest updated forms and back-up data on all projects each year of the planning cycle.

When forms have been completed and assembled, assign page numbers beginning with the first page. This will constitute the original set of capital funding request forms.

An original set and a disk with all data included, should be forwarded to the Office of Facilities B along with the President’s transmittal letter. The Draft Five-Year Capital Funding Request should be received no later than April 1 of each year and the Final Five-Year Capital Funding Request must be received no later than June 1 of each year.

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Instructions for completing Form CR 1

Form CR 1

TOP BLOCK:

Check the funding year, category (Major, Minor, or Payback) for the project and date this form was prepared. (Note: There should be a new date each time the form is revised or modified. The Fiscal Year of the project may also change if it does not get funded or if campus priority changes over the years).

Project Cost is the TOTAL COST of project at the date anticipated/proposed for construction B revise/update as needed each year of cycle until project is funded. *Campus Priority*: by category (Major, Minor, Payback). If project has a prerequisite project in another category - or this project is a prerequisite for another category project, note it in CR 2.

PROJECT DESCRIPTION AND JUSTIFICATION:

Full description of project B to include academic program, size of project in GSF, why project is needed. Utilize the 10 planning principles, enrollment numbers, etc.

TYPE OF PROJECT:

Refer to all planning documents developed up to date.

Type of Facility: Approximate % distribution of facility by types B should total 100%.

Type of Construction: Self B explanatory. Should total 100%

PROJECT DATA:

Purpose of Project: Indicate the % of the project that is projected to serve present enrollment and that which serves future enrollment only B sum of these two blocks should add to 100%. Check with X the other blocks that are appropriate.

Project Serves: Approximate % breakdown by groups to be served. Total block should add up to 100%.

PROJECT PROVIDES:

Type of Space: Indicate numbers of each type space which will be included in the project. Update each year as planning gets more specific and detailed.

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Instructions for completing Form CR 2

TOP BLOCK: Same as CR 1.

PROJECT STATISTICS:

Ratio of GSF to Assignable Square Feet

Gross Square Feet

\$/GSF

Total Project Cost: Total cost of project. Attach the Project Budget with CR 2 - which indicates the actual proposed budget breakdown.

Anticipated Source of Funds: Include all sources and amounts B also include on Project Budget.

Estimated Operating cost, if new construction: Base cost on the annual operating cost (\$/Sq ft) allocated by the Regents B in current year.

Additional Staff EFT Needed: Additional Maintenance Workers needed to maintain the new space (Do not include new faculty, or academic support staff).

CAMPUS STATISTICS:

Size of campus in acres

Time of day classes are typically offered

Classroom Utilization Rate: Below Average: < 0.29; Average: 0.30 B0.36,

Above Average: > 0.36 - Utilization rates between 7:00 AM and 10:00 PM.

Number of Major Buildings

Fall 97 EFT Students: Insert the most current EFT student Counts - typically in October of each year.

Fall 97 Headcount Students: Same as above B except Headcount.

Projected Enrollment @ 2002: EFT/Head Count B per latest approved surveys.

Projected Growth (1998 B 2002): Fill in number (%) as approved by the Board of Regents for your campus.

PRIMARY PROGRAMS SERVED BY

Be sure to include % of space to be allocated to each program and list in rank order by % to be allocated (from most to least).

SECONDARY OR ADDITIONAL BENEFITS OF THIS PROJECT

Benefits which have not been described elsewhere in the form.

DESCRIBE ANY SECONDARY PROJECTS

IF THIS PROJECT ANTICIPATES THE CONSTRUCTION OF A NEW

Be sure to address parking, outside plant infrastructure, Pedestrian and vehicular corridors, Master Plan recommendations, etc.

BOR STAFF COMMENTS REGARDING PRINCIPLES

These comments will be fairly simple if the campus has already addressed the 10 Principles for Capital Resources Allocation Plan throughout the planning process and include examples in body of the form and backup.

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BOARD OF REGENTS OF THE UNIVERSITY SYSTEM OF GEORGIA

SUMMARY

Institution:

Major Capital Project Requests

FY	Priority No.	Project Name	Funding Requested
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
		Sub-Total (Major)	\$ _____

Minor Capital Project Requests

FY	Priority No.	Project Name	Funding Requested
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
		Sub-Total (Minor)	\$ _____

Payback Capital Project Requests

FY	Priority No.	Project Name	Funding Requested
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
		Sub-Total (Payback)	\$ _____

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Total Funding Requested \$ _____