

Instructions for Preparation
of
Five-Year Capital Outlay Funding Request

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

APPENDIX 2 C

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

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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

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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)	\$ _____

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