Capital Plan Submission Requirements

- x All capital projects proposed for state funding during the FY25-Y28 planning period must be submitted individually using
  - o Large Caps proposed for GO Bond construction funding in FY26 – Y28
  - o Large Caps recommended by the BOR for design funding in FY24
  - o Small Caps proposed for GO Bond funding in FY25 – FY 28
  - o Small Caps recommended by the BOR for funding in FY24
- x Institutions are encouraged to provide all relevant project backup information, and to include revised and refined information for previously submitted projects

Template Summary

- x NEW/UPDATED FEATURES in the Project Template for FY28 are detailed in this TABLE.
- x The USG Capital Project Template is an Excel workbook with data and narrative entry organized in four separate tabs (following a reference tab)
  - o TAB 1 – Project ID and Primary Narrative
  - o TAB 2 – Project Specifications
  - o TAB 3 – Project Cost
  - o TAB 4 – Project Funding Sources and Schedule
- x The Template is designed to accommodate complex projects with multiple distinct "elements":
  - o Building Elements (New Construction, Renovation, Demolition) GOLD cells have formulas that pull or calculate from oth
    - o For best results, complete sections 1A and 1B of TAB
  - x Naming Individual Project Template Workbooks
    - o Save each completed project template under the pro
      Examples: UGA_SCP25-28C1_V1.xlsx

Tab-Specific Instructions

TAB 1 – Project ID and Primary Narrative

- x 1A – Project Identification
  - o Select Institution and Campus from dropdown menus, enter Project Name, and provide contact info.
  - o GO Project type select Large Cap (> $5M GO Bonds) or Small Cap (<= $5M GO Bonds). You must ensure that the budget and funding data developed in later tabs is consistent with the selected project type. Only GO bond funded projects are required to be submitted in this round of planning - non-GO bond projects can be submitted on a rolling basis through USO Itedh rh

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TAB 3– Project Cost

- o Mechanical, Utility, and "Other"
    - ƒ Base construction costs for these infrastructure elements are entered as lump sums because the variability and complexity of unit measures is too difficult to model in this context
    - ƒ General Conditions/CM Fees have the same entry and calculation methodology as new construction and renovation, as do owner contingency and commissioning. Soft cost calculations are similar but more streamlined, with all A&E costs consolidated into a single line. Change designed to ensure budget consistency in implementation of infrastructure projects, particularly when combined with new construction or renovation.
- x 3B – Acquisition Cost Detail Land and building acquisition costs are generated by a simple calculation of area (acres for land, GSF for buildings) unit cost. Include all anticipated costs with the unit cost, and provide any necessary information in the project cost narrative.
- x 3E – Project Cost Supplemental Narrative Narrative on costs should be technical and oriented primarily toward informing internal USO review. It should focus on issues and information specific to the unit and component costs of the project, particularly to explain and justify high/low unit costs and outlying cost components. May be referenced in Tab 5 narrative but should not be duplicated.
- x Cost Escalation Notes – Although the template is designed to allow construction starts over a 4-year period, since the year of actual project funding is unknown, institutions are generally encouraged to enter estim0s e.6 (n)5.eP2.6 (n)2