CPAC Project Description and Budget

MONTH YEAR

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| --- | --- |
| Project Title | Name of Project (Building Name-Room or Area-Work Being Performed)Example: Carver Hall-Room 0160-Remodel |
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| Project Type | (Remodel, Repair, New Construction, Renovation, etc.) |
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| Previous CPAC Action | Example: Approval to proceed with planning and fundraising received February 2018 |
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| Requested Action | Example: Approval to proceed with construction |
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| General Description of Project | Description of the work, include the following:* *Project size (sq ft) and location*
* *Scope of work*
* *Relocation of existing occupants / reallocation of space*
* *Estimated total deferred maintenance removed through renovation or demolition*
* *Project alternatives explored*
* *Relationship to other capital projects (if any)*
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| Justification/Need for project | Describe how the proposed project will:* *Meet the programmatic or activity requirements*
* *Support faculty, students, and staff*
* *Address environmental health or safety concerns*
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|  | *If project to be submitted to Board of Regents for approval, complete the following table; if not, do not complete and delete.* |
| Board Evaluation Criteria | Does this project help fulfill the institution’s mission and strategic plan through: |
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| --- | --- | --- |
|  | **Yes** | **No** |
| 1. Faculty needs
 |[ ] [ ]
| 1. Program accreditation
 |[ ] [ ]
| 1. Student demand
 |[ ] [ ]
| 1. Environmental health or safety
 |[ ] [ ]
| 1. Self-supporting auxiliary needs
 |[ ] [ ]
| 1. Other strategic plan-related criteria
 |[ ] [ ]

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| Proposed Functions/Occupants of Space |   |
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| Project Budget with Source(s) of Funds | Total project budget, name of the fund source(s) (Dept), and account numberExample: $2,000,000 PG XXXXXX (XXX – GUAC – AAS) |
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| Future Phases of the Project (if any) |   |
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| Schedule | Anticipated schedule for design and construction |
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|  | *For New Construction or Major Additions Only: (if not required, delete the next two sections)* |
|  |  |
| Estimated Increased Annual Operating Budget and Source of Funds | Estimated costs, name of fund source(s) (Dept)*(Include utilities and building operational costs such as custodial services, security, and environmental health and safety)* |
|  |  |
| Estimated Annual Building Renewal and Source of Funds | Estimated costs, name of fund source(s) (Dept)*(1.5% x [original Design + Project Management + Construction Costs])**(Includes life-cycle maintenance, minor repairs and future major repairs. Does not include furniture, IT equipment or other movable equipment.)* |
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| Location Map | Insert location map |
|  |  |  |
| Requested By: |  | Requested By: |
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|  |  |  |
| Requestor (Print)College/Unit |  | Provost/SVP or Equivalent (Print)University Division |
|  |  |  |
|  |  |  |
| Requestor (Signature |  | Provost/SVP or Equivalent (Signature) |
|  |  |  |
|  |  |  |
| Date |  | Date |

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| President Approval Date: |  |  |
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| Comments or Action: |  |
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| Optional Attachments:* Plan
* Detailed program description
* Financial analysis (particularly if financing is proposed – student fees, internal loan fund or gifts)
* Other support documentation
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