1. Provide a detailed explanation of the reason(s) the budget increase is required, with the dollar amount(s)

 attributable to each reason. Provide the revised total projected cost of the project. Attach a summary of the revised total cost of the project.

2. Identify the source(s) of funds for the budget increase. If any private or federal funds are included, attach a letter guaranteeing the availability of the funds.

3. Describe and define each fund source to be used for the increase. Cite any statutory authority, including the code section other provision of law for use of the funds for permanent improvement projects. If the source includes any fee, provide the name of the fee, the fee amount, the frequency of collection and when the fee was first implemented.

4. Provide the current uncommitted balance of funds for each source described above.

5. If institution or revenue bonds are included as a source, provide when the bonds were issued. If not issued yet, provide when the bond resolution is expected to be brought for State Fiscal Accountability Authority approval.

6. If a student fee is used to fund debt service, provide the current amount of the fee collected annually or by semester. Specify which.

7. If the project has not yet been bid, provide the energy savings/conservation measures and if they will be implemented in the project.

8. If the project has not yet been bid, provide the projected date (month and year) for execution of the construction contract.

9. If the project has not yet been bid, provide the projected date (month and year) for completion of construction.

10. Describe the programs that will use the constructed or renovated space.

11. Provide the total square footage of the building to be renovated or constructed.

12. If a portion of the building is to be renovated, provide the square footage of the portion that will be included in the renovation.

13. Provide the current age of the building and building systems to be renovated or replaced.

14. If any new space is being added to the facility, provide demand and usage data to support the need.

15. Provide an estimate of the number of students, faculty, staff and clients that are expected to utilize the space associated with the project or building.

16. If funds are being transferred from another project, provide the current status of the project from which funds are being transferred.

17. Indicate whether or not the project has been included in a previous year’s CPIP. If so, provide the last year the project was included and year for which it was proposed.

18. Provide the economic impact of the project or project request, including job creation and retention. If there is no impact, provide an explanation.

**TO BE PROVIDED FOR HIGHER EDUCATION PROPOSALS**

1. Indicate whether or not the use of any funds for construction will require an increase in any student fee or tuition. Describe any increase in student fees effected in prior years that has contributed to the availability of these funds.
2. If the use of any funds for construction includes any student fee, provide the name of the fee, the fee amount, the frequency of collection and when the fee was first implemented.
3. Provide a nine-year history of each component within the institution’s tuition and fee structure designated or utilized for permanent improvements. Identify the tuition or fee component per student, per semester; the total revenue collected during the academic year; and the fund balance at fiscal year-end, all delineated by academic year. Include a projection for the ensuing academic year, and any future academic years in which the fee is projected to increase. Use the following format in responding to this question and provide as many tables as are necessary to promote a clear understanding of the relationship of tuition and fee revenue designated by the institution for permanent improvements, maintenance and other facility-related expense, including debt service.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Academic Year** | **Amount per student per semester** | **Total Revenue Collected During Academic Year** | **Amount Expended for Permanent Improvements** | **Fund Balance at Year End** |
| 2014-15 |  |  |  |  |
| 2015-16 |  |  |  |  |
| 2016-17 |  |  |  |  |
| 2017-18 |  |  |  |  |
| 2018-19 |  |  |  |  |
| 2019-20 |  |  |  |  |
| 2020-21 |  |  |  |  |
| 2021-22 |  |  |  |  |
| 2022-23\* |  |  |  |  |

\*Projection

1. Identify any other funds not specifically designated that may be utilized or redirected for permanent improvements, maintenance and other facility-related expense, including debt service. Provide a nine-year history of total collections, by fund; amounts applied to or for permanent improvements, maintenance and other facility-related expense, including debt service; and the fund balance at fiscal year-end, delineated by academic year. Include a projection for the ensuing academic year, and any future academic years in which the revenue is projected to increase. Describe any portion of the source that originates from any tuition or fee component. Include all permanent improvements without regard to Joint Bond Review Committee or State Fiscal Accountability approval requirements. Use the following format in responding to this question and provide as many tables as are necessary to provide a complete and comprehensive response for each fund.

**Fund Source or Name**:

**Description**:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Academic Year** | **Total Revenue Collected During Academic Year** | **Portion Collected From Tuition or Fee Revenues** | **Amount Expended for Permanent Improvements** | **Fund Balance at Year End** |
| 2014-15 |  |  |  |  |
| 2015-16 |  |  |  |  |
| 2016-17 |  |  |  |  |
| 2017-18 |  |  |  |  |
| 2018-19 |  |  |  |  |
| 2019-20 |  |  |  |  |
| 2020-21 |  |  |  |  |
| 2021-22 |  |  |  |  |
| 2022-23\* |  |  |  |  |

\*Projection

1. Describe the fund sources reflected above that will be utilized to support the project that is the subject of this Phase I proposal.