**sECTION 1: General – TO BE PROVIDED FOR ALL PROPOSALS**

1. Provide the internal projected cost of the project.
2. Identify the sources of funds to be used for A&E pre-design.

1. Describe and define each fund source to be used for A&E pre-design, with specificity. Cite any statutory authority, including the code section or 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.

1. Provide the current uncommitted balance of funds for each source described above.
2. Identify the sources of funds for construction.
3. Describe and define each fund source to be used for construction, with specificity. Cite any statutory authority, including the code section or 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. Provide the total square footage of the building to be renovated or constructed.
6. If any portion of the building is to be renovated, provide the square footage of the portion that will be included in the renovation.
7. Describe the programs that will use the constructed or renovated space.
8. Provide the current age of the building and building systems to be renovated or replaced.
9. If any new space is being added to the facility, provide demand and usage data to support the need.
10. If the A&E pre-design request exceeds 1.5% of the internal estimated cost of the project, provide the reason the amount exceeds 1.5%.

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

1. 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.

1. Provide the economic impact of the project or project request, including job creation and retention. If there is no economic impact, provide an explanation.
2. Discuss how maintenance of this facility construction/renovation will be addressed and funded.
3. Provide the name of any account from which costs of deferred maintenance are addressed and its current uncommitted balance. Indicate the sources used to fund the account.
4. If funding for maintenance of this facility construction/renovation has not yet been determined, discuss the steps that have been taken to address and fund maintenance of this and other facilities owned or managed by the agency or institution.

**sECTION 2 – 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 five-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** |
| 2021-22 |  |  |  |  |
| 2022-23 |  |  |  |  |
| 2023-24 |  |  |  |  |
| 2024-25 |  |  |  |  |
| 2025-26\* |  |  |  |  |

\*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 five-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** |
| 2021-22 |  |  |  |  |
| 2022-23 |  |  |  |  |
| 2023-24 |  |  |  |  |
| 2024-25 |  |  |  |  |
| 2025-26\* |  |  |  |  |

\*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.