OP 61.36:  Facility Allocation Council Capital Improvement Program

DATE:  July 15, 2013

PURPOSE:  The purpose of this Operating Policy/Procedure (OP) is to establish a procedure for requesting and receiving Capital Improvement Program (CIP) projects for consideration and inclusion on a priority list for Facility Allocation Council (FAC) funding consideration. This program allows department/college areas to request funding for special capital improvement projects in their respective areas.

REVIEW:  This OP will be reviewed in June of odd-numbered years by the assistant vice president for operations with substantive revisions forwarded to the vice president for administration & finance and chief financial officer.

POLICY/PROCEDURE

1.  General

   Capital Improvement Program (CIP) projects are entered, monitored, and updated by the assigned CIP administrator. New projects are assigned a unique CIP ID (YYYYMMDDXXXX). Several project lists are available for the purpose of administrative management and submittal of the projects for possible funding. The projects eligible for funding address facility adaption/renovation.

2.  Processing CIPs for Facility Allocation Council Funding

   a.  In April/May of each year the CIP administrator will contact and e-mail project listings to each of the pre-identified department/college areas, as listed in Attachment A, for them to review, initiate, and approve CIP project requests for their respective facilities.

   b.  Included with the e-mail as attachments will be update instructions and project listings in priority order of all existing CIP projects previously submitted by the assigned department/college areas. Projects under this program are limited to $50,000.00.

   Also included will be a reproducible blank CIP Project Submittal Form (Attachment B) to submit new projects.

   c.  The annual CIP update requires the respective college/department areas to:

      (1)  Review all lists and identify any projects that should be removed because they are completed, already funded, or no longer required. Update other projects, if required, because of changes in estimates, scope, etc.
(2) Prepare a new CIP Project Submittal Form (Attachment B) for any new project not already in the system. Each newly identified project will be annotated on the appropriate list, prioritized, and the file returned via e-mail to the CIP administrator.

(3) Prioritize all projects to include the new projects.

(4) Resubmit the CIP package with the revised listings to the CIP administrator by the due date on the e-mail call letter.

d. Upon receipt of the revised department/college areas’ project lists, the administrator will update the CIP master project list by:

   (1) Properly coding all projects that were completed or funded;

   (2) Deleting all projects recommended for cancelling (and concurred by the originator if the originator was a different source);

   (3) Adding new projects, assigning CIP project numbers, entering project information, and assigning proper control codes;

   (4) Updating any changes (estimates, descriptions, etc.) on existing projects;

   (5) Entering department/college areas’ priorities; and

   (6) Sorting all projects by building and editing for duplicate projects.

3. Facility Allocation Council CIP Funding Procedures for Projects

   Annually, the Facility Allocation Council (FAC) has a designated amount of funds to allocate for projects. The allocation is usually completed in October and November of each year. In preparation for the funding allocation, the following procedures are used to provide the FAC with the department/college areas’ priority projects for their review and consideration:

   a. The CIP administrator will prepare and provide to the FAC a project book for each FAC member grouped by department/college area identifier. The project book will encompass the top five priorities for minor construction or renovation projects costing $0 - $50,000 and a consolidated list of all projects submitted. The book will also contain project detail sheets for each project submitted for consideration.

   b. The CIP administrator will prepare other designated project lists, as required, according to cost amounts, sorted and grouped by department/college area or priority.

   c. Depending on the amount of funds available, the FAC will identify and approve the individual projects based on the most current cost estimate.

   d. The FAC will appoint the appropriate project manager (normally Grounds Maintenance or Physical Plant) for each approved project.

   e. The project manager will have the responsibility to notify the requesting department/college area of the project approval, clarify project scope, and initiate design to develop a project estimate.
The project will be returned to the FAC for further approval should the need arise for additional funding over and above that already approved, or if the scope of the project significantly changes from that approved by the committee.

Attachment A: Capital Improvement Program College/Area Identifications
Attachment B: Capital Improvement Program Project Submittal Form