

## Modified Campus Capital Review and Approval Process

The Chancellor's Capital Review Committee assembles top campus and university administrators to review and approve capital projects and building program (feasibility) studies that are proposed by campus departments, authorizing them to proceed with advanced planning, resource commitments and, full pursuit of the approved effort. Over the years, feasibility studies, construction projects with expected budgets greater than \$500,000, building renaming requests, and site selection recommendations have been brought before the committee for approval. Requests were submitted by Departments to F&S Capital Planning Department with appropriate supporting documentation and Units were invited to present their case to the full committee.

In an effort to streamline the administrative process, reducing full committee meetings for low risk actions and improving project start up time, the following modifications to the Capital Project approval process are recommended:

### Administrative Building Re-naming

- Requests submitted to Capital Programs Office and Distributed to Committee Members
- Vote by Electronic Approval  
*No meeting required*

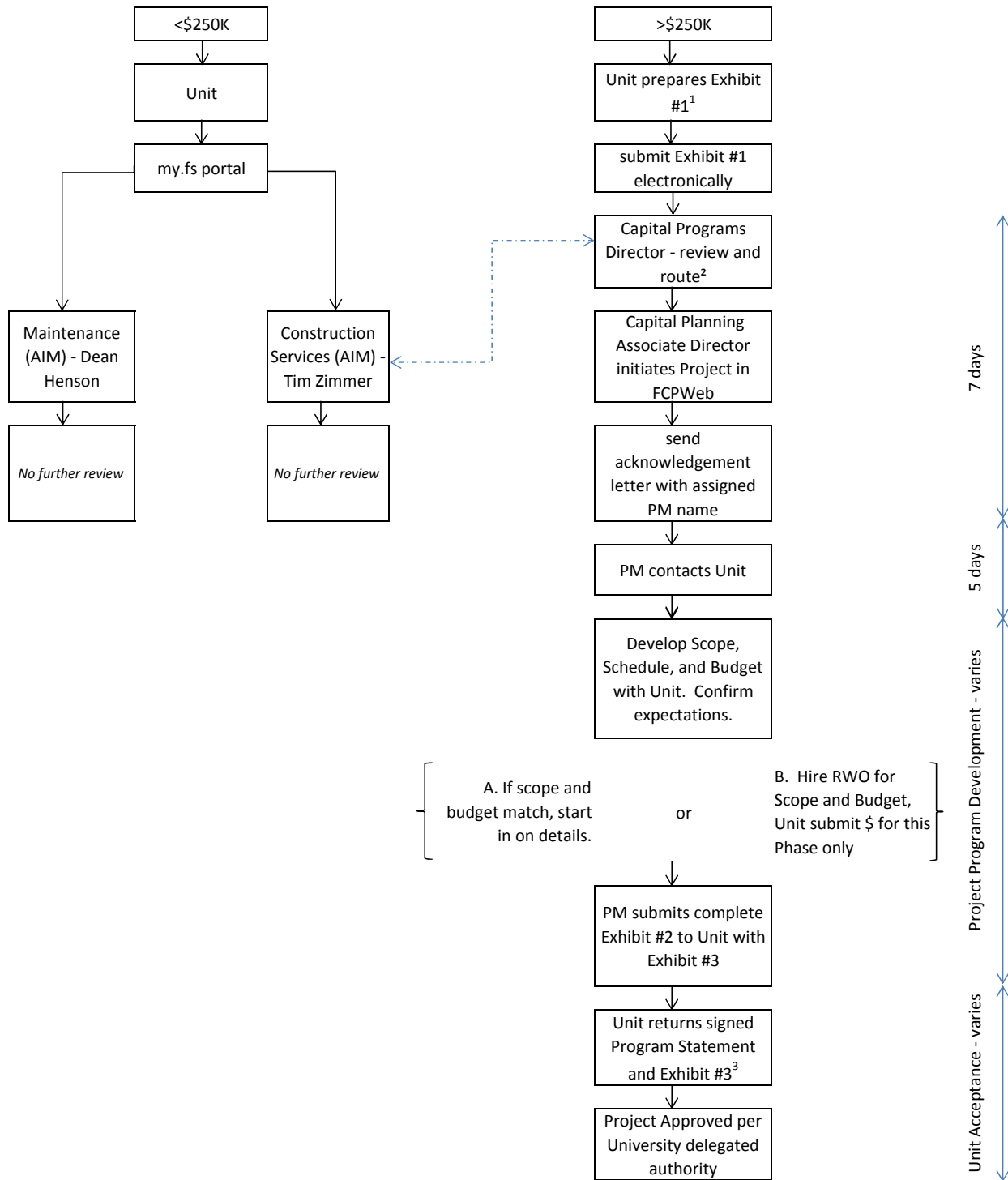
### Site Selections

- Selection recommendation presentation to the full Committee  
*Meeting required*

### Feasibility Study and Project Approvals

- See Exhibit 1, page 2

**UIUC Campus Approval Process**  
Apr-13



1. Unit may contact F&S Capital Planning Department at (217)265-5013 for questions or additional information regarding completion of Exhibit #1 prior to submitting to: CampusCapitalApproval@illinois.edu.

2. New Buildings, Major Additions or Total Renovations will require additional campus approvals prior to proceeding.

3. Director/Dean and Business Manager sign Exhibit #3 and include CFOPAL.

CAMPUS APPROVAL FOR CAPITAL PROJECT OR FEASIBILITY STUDY REQUEST
UNIVERSITY OF ILLINOIS URBANA CHAMPAIGN CAMPUS

Proposed Project Title: \_\_\_\_\_

Building Name and Number: \_\_\_\_\_ Room Number(s): \_\_\_\_\_

Project Description (add additional pages if required):
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NASF (net assignable square feet): \_\_\_\_\_ GSF (gross square feet): \_\_\_\_\_

Feasibility Cost Estimate (See Feasibility Rate Scale per GSF): \_\_\_\_\_

Project Cost Estimate (See Total Project Budget/GSF Rate Scale): \_\_\_\_\_

Operations/Maintenance Annual Estimate (See New Area Funds-O&M/GSF Rate Scale): \_\_\_\_\_

Utilities Annual Estimate (See Utility/GSF Rate Scale): \_\_\_\_\_

- Project Type: [ ] New Building, LEED Gold [ ] Utilities Improvements
[ ] Building Addition, LEED Gold [ ] Remodeling
[ ] Site Work [ ] Infrastructure
[ ] Feasibility Study

Table with 3 columns: Unit's Proposed Schedule (month, year), Start, Finish. Rows include Campus Approval, Programming, Project Approval, Consultant Procurement, Design, Construction.

- Unit's Proposed Source of Funds (select all that apply):
[ ] Dept. Funds [ ] State Capital Request
[ ] R & R [ ] Gift/Grant Funds
[ ] Federal [ ] Other (please specify)

- Required Attachments:
a. [ ] Academic Program Statement (need and expected contribution to educational services)
b. [ ] Relationship to Mission and Long Range Planning (relevance to Campus Strategic Plan)
c. [ ] Alternatives considered
d. [ ] Existing and projected: (1) Personnel; (2) Student Enrollment; (3) Student Contact Hours; (4) Research Funding
e. [ ] Summary of existing space inventory (net zero growth justification)
f. [ ] Donor feasibility (Vice Chancellor for Institutional Advancement involvement and concurrence)

Requesting Individual: \_\_\_\_\_ Dept.: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_
Director / Department Head (signature required)
\_\_\_\_\_ Date: \_\_\_\_\_
Dean (VCAA units only) (signature required)
\_\_\_\_\_ Date: \_\_\_\_\_
VCR / VCSA or Designee (signature required)
\_\_\_\_\_ Date: \_\_\_\_\_
Provost or Designee (signature required)
\_\_\_\_\_ Date: \_\_\_\_\_

Delegated Authority Limits, Definitions, Instructions, and Rate Guidelines

Capital Projects have a Total Project Budget of \$250K or greater. Non Capital Projects should be submitted to <https://my.fs.illinois.edu>

**Campus Approval:** By obtaining the required signatures, per the levels noted below, the requesting Unit may proceed with the project development process. New Buildings, Major Additions, or Total Renovations will require additional campus review and approval prior to proceeding with project development.

Deans may approve projects and Feasibility Studies up to \$500K. Projects and Feasibility Studies greater than \$500K require the Provost's signature as well.

VCR, Vice Chancellor for Research, may approve projects up to \$1M. Projects greater than \$1M require the Provost's signature as well.

DIA may approve projects up to \$500K. Chancellor's Office may approve projects up to \$1M. Projects greater than \$1M require the Provost's signature as well.

VCSA, Vice Chancellor for Student Affairs, may approve projects up to \$5M. Projects greater than \$5M require the Provost's signature as well.

**Electronically forward completed form and required attachments to F&S Capital Programs Division at:**  
[CampusCapitalApproval@illinois.edu](mailto:CampusCapitalApproval@illinois.edu)

**Project Approval:** Board of Trustee (BOT) delegated approval will proceed following project development, acceptance of prepared Program Statement and receipt of executed funding commitment.

These rates are to be used for budgeting purposes only:

Feasibility Rate Scale	Low	High	Average
Feasibility Studies/GSF	\$2.50	\$4.00	\$3.25

Utility/GSF Rate Scale	Average	Escalation Rate per year
Offices/Classrooms	\$3.67	2.50%
Research Labs	\$6.89	2.50%
Libraries/Museums	\$3.56	2.50%

O&M/GSF Rate Scale	Average	Escalation Rate per year
Offices/Classrooms	\$5.72	2.50%
Research Labs	\$12.09	2.50%
Libraries/Museums	\$6.12	2.50%

Total Project Budget/GSF Rate Scale	Low	High	Average	Escalation Rate per year
Offices/Classrooms				
new space	\$300	\$440	\$390	5.25%
remodeled space	Varies	\$400	\$250	5.25%
Research Labs				
new space	\$500	\$850	\$700	5.25%
remodeled space	\$350	\$700	\$500	5.25%
Libraries/Museums				
new space	\$300	\$600	\$450	5.25%
remodeled space	\$200	\$500	\$350	5.25%

Form Approved by the Office of the Provost May 2013

(For office use only)

Date Received: \_\_\_\_\_ Planner/Project Manager Assigned: \_\_\_\_\_

Date Assigned: \_\_\_\_\_ Project Number: \_\_\_\_\_

Feasibility Studies and Projects greater than \$1M: copy of executed documents distributed to all CCRC members

Exhibit 2

DATE:

RE: PROJECT NAME:  
PROJECT NUMBER:

The following is in response to your request for project development for the above subject project. The attached is a detailed Program Statement that includes the scope of work, the total project budget, and the project schedule. The Executive Summary is as follows:

A. Scope of Work Summary:

B. Schedule Summary:

Design durations need to be verified by Professional Service Consultant.  
Durations are all in working days.

	Proposed Start Date	Actual Start Date*
Programming	_____	_____
Feasibility Study/Conceptualization	_____	_____
Project Approval	_____	_____
Consultant Procurement	_____	_____
Design	_____	_____
Bid and Award	_____	_____
Construction	_____	_____
Substantial Completion	_____	_____
Warranty	_____	_____

*\*To be completed once funding has been received and project is approved.*

C. Budget Summary:

Construction  
 FF&E  
 Professional Services  
Owner's Costs \_\_\_\_\_  
**Total Project Budget:** \$0.00

D. Recommended Project Delivery Method:

If you wish to proceed with this work, please sign the attached Program Statement, complete the attached funding commitment form, Exhibit 3, and return both to our office. If you have any further questions or comments, please feel free to contract me.

Thank you,

Facilities & Services  
Capital Programs Division

CC: Michael Andrechak  
Helen J. Coleman  
Jack Dempsey

Attachments: Exhibit 3 – Funding Commitment Form  
Program Statement

Please complete form, print and sign. Scan form and other documentation (if required) and email or send by campus mail to F&S Capital Programs Division

# Project Funding Commitment

Date:

(Fields with labels in red are required information)

## Section 1: Committing Organization

**Project Name:**  (Note: enter only numbers & decimal points in \$ fields; no commas)

**Project Number:**  **Total Commitment Amt \$:**

**College, Department or Organization:**

**Business Contact** (for info, funding transfers):  **Phone:**  **email:**

**Responsible Party** (e.g., Dean, Dept Head):  **Authorized Signature** \_\_\_\_\_

## Section 2: Funding Source Breakdown (Select all that apply)

**Commitment for each source must be all for transfer or all direct charge (no "mix") ----->**  
**PLEASE NOTE: In making this commitment you authorize F&S to charge your account or initiate transfers when appropriate for the project. You will be notified by email when this occurs.**

AMT \$	AMT \$
To be transferred to an F&S managed plant fund.	To be direct-charged to your CFOP
Preferred, and most typical. F&S will establish a project plant fund(s) based on your funding source(s) and arrange transfers.	NOTE: If project is > \$499K, multi-contract or funded by multiple contributors, this option may not be used.

<input type="checkbox"/> Departmental / ICR Funds	CFOP	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Gift (NOTE: if selected see INSTRUCTIONS. Supplemental documentation also required)	CFOP	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Grant * (Grantor: <input type="text"/> )	CFOP	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Def. Maint. - AFMFA	Fiscal Year	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Def. Maint. - Facility Reserve	Fiscal Year	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> State Budget Funds	CFOP	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> State Capital Appropriation	CFOP	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Bond	Series	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> COPS	Series	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> AFS R&R	Fiscal Year	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Internal Loan (If selected see INSTRUCTIONS. Supplemental documentation required)	Anticipated duration (mos)	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Other (dept specified) *		<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Other (dept specified) *		<input type="text"/>	<input type="text"/>	<input type="text"/>

Additional Notes:

0.00

Undistributed commitment; must read 0

# INSTRUCTIONS - Project Funding Commitment

## General Instructions Regarding Project Funding

University Accounting policy dictates that (1) project plant funds may not spend in overdraft; and (2) funding levels must exist in a project plant fund to cover any and all project contract encumbrances. Accordingly, for project plant funds established by F&S we require two things:

- \* Verification that a funding plan exists to fully fund a project through completion
  - \* Funding transfers sufficient to cover each phase of design / bid / build
- Projects executed by F&S may not proceed until these conditions are satisfied.

The standard funding plan transfer schedule is shown below. Variances to this plan should be arranged and documented prior to project start.

NOTE: For projects with multiple funders/funding sources, transfers will be processed and unused funds returned on a pro-rated basis unless F&S is instructed in writing otherwise.

Project Size	
< \$1M	..... All funds due on or before issuance of first contract or work order.
\$1M - \$5M	..... Draw 1: Funds required for design phase per project plan Draw 2: Balance of project budget due on or before issuance of construction contracts
>\$5M	..... Draw 1: Funds required for design phase Construction phase draws by written arrangement, , but no less than annual forecasted need

Project Financial Services will provide a project funding summary aligned to the project schedule. **F&S will initiate transfers from the CFOP(s) you provide** per that summary and schedule. If project schedule changes preclude the need for transfer, F&S will provide an amended summary.

**Please read the following regarding Furniture, Fixtures & Equipment (FF&E):** If project budget includes FF&E, then F&S will order and receive these on your behalf. F&S will process electronic transfer to your Org code in Banner Fixed Asset for all items requiring property tags and provide documentation to you. By submitting this funding form you acknowledge this and accept responsibility for these items per OBFS policies .

## General Instructions Regarding This Form

### Section 1: Committing Organization

- Project Name and Number:** The project name provided to you by F&S Capital Programs Division.
- Commitment Amt \$:** The total amount the organization is committing to the project. Breakdown of source amounts is provided in section 2.
- College, Department or Org:** The name of the entity in control of and/or responsible for coordinating the funding source(s).
- Responsible Party:** The person with oversight and management responsibility for the above entity.
- Business Contact:** Typically business manager or other person who would coordinate transfers.

### Section 2: Funding Source Breakdown

Multiple methods of funding may be selected in this section. Note that an individual source commitment may not be designated for transfer and direct charge. Likewise, when more than one department is committing, only the "transfer" method will be valid. (This is so F&S may properly reconcile project accounting with Banner.)

- Departmental / ICR Funds** Unrestricted funds. Provide CFOP from which funds will be transferred.
- Internal Loan** Provide your anticipated duration of the loan (months) and documentation (email, etc.) that affirms UA Capital Financing has been contacted and that an internal loan is established or in process.
- Gifts & Grants** Provide CFOP. **Note: Unless gift funds are/will be in place to meet the funding summary schedule, bridge funding will be required (internal loan, COPS, etc.).** Provide documentation that affirms UA Capital Financing bridge funding is / will be established. **Please note that despite the generic instructions of the form, it is assumed that all grant funds will be direct-charged even if all other funding is transferred to F&S-managed plant funds.**
- Bond or COPS** Provide your anticipated issuance date and any affirming supplemental documentation. **NOTE: If UA Finance planned issue date is after project start, you may need to provide interim funding.**
- Deferred Maintenance Sources** Denote the fiscal year allocation of these funds. If more than one year, describe in "Add'd Notes".
- Other** Please be as specific as possible. Use "Add'l Notes" as needed. "Other" may be used when there might be multiple CFOPs for one fund source type (e.g., two different ICR CFOPs).

Questions: Please contact: F&S Financial Operations