**CAPITAL FACILITIES CYCLE FOR FY 2024 FUNDING**

Submissions to the Office of the Commissioner of Higher Education, mfrancis@ushe.edu = Red
Submissions to the DFCM – Development, mboyer@utah.gov = Blue
Submissions to the DFCM - Improvement, dhunting@utah.gov = Green

**State Agency, Dedicated & Non-Dedicated Higher Ed State-Funded Capital Development Project Due Dates**

- **USHE Capital Development request form (Needs Statement) and "Project Pipeline" & "Needs Analysis" data forms due to Board of Higher Ed w/ programming**
  - July 29, 2022
- **Agency Capital Development request form due to DFCM**
  - July 29, 2022
- **Condition Assessment form architect/engineer for renovated/demolished project**
  - July 29, 2022
- **Final Scope, Budget (CBE), and State Funding for Projects***
  - September 2, 2022
- **Institutional project presentation**
  - September 15, 2022
- **Board of Higher Ed prioritization**
  - September 16, 2022
- **Approved Board of Higher Ed priorities submitted to DFCM w/ Need Statements**
  - September 16, 2022
- **DFCM to provide final CBE to the Board of Higher Ed**
  - October 28, 2022

**Non-State Funded Capital Development Project & Land Bank Requests Due Dates (including Revenue Bond Requests)**

- **Project Needs Statement and/or DFCM land banking request form**
  - September 23, 2022
- **Final Scope and Budget (CBE) for requested projects***
  - October 28, 2022
- **Institutional NSF project & Land Bank presentations w/ Approval from Board**
  - November 18, 2022
- **Approved Board of Higher Ed priorities submitted to DFCM w/ Need Statements**
  - November 18, 2022
- **Land Banking for State Agencies to Legislature**
  - January 16, 2023

**Capital Improvements**

- **Capital Improvement Request (CBE) and Scoping Documents w/ prioritization**
  - September 30, 2022
- **DFCM CBE review and prioritization sent to Legislation**
  - January 16, 2023

**Fall 2021 Space Inventory Reports (complete w/ age, condition, aux/non, own/lease)**

- **Submit USHE space inventory reports according to standards in instructions**
  - September 2, 2022
- **Space inventory reports verified**
  - September 9, 2022

**Summer 2021, Fall 2021, and Spring 2022 Classroom and Laboratory Utilization Data**

- **Submit USHE space inventory reports according to standards in instructions**
  - September 2, 2022
- **Space inventory reports verified**
  - September 9, 2022

* Any changes made to square feet or cost estimates after this deadline must be re-submitted through DFCM and approved by the Board of Higher Education in the January meeting.

** All Project requests submitted to Legislation in the 5 Year book by January 13, 2023