

# FY2026 Capital Development Project Request and Needs Statement

State agencies complete pages 1-10 (blue headings). Higher Education institutions complete entire document. Please keep answers brief.

## 1 - GENERAL PROJECT INFORMATION

<b>Request Type:</b>	<input type="checkbox"/> State Funded (Not Higher Ed) <input type="checkbox"/> Non-state Funded <input type="checkbox"/> Non-state Funded with O&M Request	<input type="checkbox"/> Land Bank <input type="checkbox"/> Dedicated State Funded (Higher Ed ONLY) <input type="checkbox"/> Non-dedicated State Funded (Higher Ed ONLY)
<b>Agency/Institution:</b>		
<b>Project Name:</b>		
<b>Agency/Institution Priority:</b>		

## 2 - PROJECT SCOPE

New Space Constructed (GSF)	
Remodeled Space (GSF)	
<b>Total Project Space</b> (Gross Square Feet)	
Space to be Demolished (GSF)	

**Types of Space** (describe the types and amounts of space proposed to meet the programmatic requirements)

## 3 - CAPITAL FUNDING

**Preliminary Cost Estimate:**

**Previous State Funding:**   
 (Funding previously provided for the project such as planning, land purchase, etc.)

**Other Sources of Funding:**   
 (Other sources of funding such as donations, federal grants, institutional funds, and debt. If debt is proposed for the project, identify the funding source for its repayment)

**Is the Funding in-hand?**

**Debt Repayment Source**

**FY2025 Requested Funding:**

Other buildings of similar size and function:

Name	Location	Ft <sup>2</sup>	Year Built	Construction Cost	Cost per Ft <sup>2</sup>

Delete this page and insert preliminary budget estimate (CBE) provided by DFCM

## 4 - ONGOING OPERATING BUDGET FUNDING

Existing State-funded O&M

Increase in State-funded O&M

**New Total State-funded O&M**

1. If applicable, describe all alternate proposed sources of O&M funding (fees, tuition, usage charges, etc.).

2. Is the requestor seeking ongoing state funding such as O&M and future capital improvement funding? If so, please justify.

3. Other than the state requirement to comply with the DFCM high performance building standard, describe any other strategies that you plan to employ in the facility that will make its operation more efficient.

**New Program Costs**

4. Describe the **new or expanded programs and services** that will result if the project is funded and provide a brief description of the additional program costs, required FTEs, and anticipated funding sources below. This should include any operating budget increases required, other than O&M, in order to operate the programs that will be housed in the requested facility. If this request will make that existing state space available for alternate uses, the above estimate should also include the estimated cost of new or expanded programs and services that will be housed in the vacated space.

**New FTEs Required for O&M Programs**

O&M

**Programs**

Delete this page and insert the  
completed  
O&M Calculation Matrix

## 5 - EXISTING FACILITY

Existing Space (square feet) Currently Occupied

1. Is the existing facility owned or leased and why is it not able to meet your needs?

2. Describe the future use of the existing facility. Include functions to be served, costs of remodeling or expansions as well as the amount of deferred maintenance and code compliance that will need to take place in the existing facility to enable it for continued use. Additionally, describe how you intend to fund it.

## 6 - PROJECT EXECUTIVE SUMMARY

Use this section to provide a detailed justification of why the project is needed. Please address the following questions:

1. Describe the purpose for and scope of the project in detail, including all programs and services to be offered in the proposed facility.

2. Summarize specific numbers regarding the anticipated users of the building and square footage. How many years after the completion of the building would the building be at max space utilization capacity? The space utilization plan should account for 10 years of growth within the facility (not the campus as a whole). Once constructed, how many years until it reaches full utilization?

3. Has this request been submitted in previous years? If so, describe any and all changes that have been made to this request since previously being submitted.

4. Describe the various populations or constituencies served and how they will benefit. Estimate any increases in program capacity that will result if this request is funded (e.g. number of FTE students taught, prisoners housed, court cases handled, etc.).

[Empty response area for item 4]

5. Summarize your decision-making process that has led to this project request (e.g., construction of a new facility versus remodeling an existing building or a combination of build new and remodel existing). Discuss economic, functional, and programmatic considerations involved in your proposal.

[Empty response area for item 5]

6. Explain the degree of urgency for the project and your options and strategies should this facility not be funded, both in the interim and in the long term.

A large, empty, light gray rectangular area that occupies most of the page, intended for the user to provide a detailed response to the question in the list above.



Submit feasibility study (as outlined below) as an attachment to this document. The feasibility study **MUST** be prepared by a third party. Below, please include page numbers where corresponding information can be found within the feasibility study.

Feasibility Study Requirements:	Page Number
1. Include a table of contents within the feasibility study that includes the below sections and their associated page numbers.	[ ]
2. Describe the need for the proposed building and the appropriateness of its proposed scope and size.	[ ]
3. Detailed scope of the project to included:	
a. Space list outlining in detail the proposed square footage by space type such as office, classroom, conference rooms, auditorium / large meeting rooms, kitchen, laboratory (research or teaching), circulation, warehouse, shop lab, or other	[ ]
b. Adjacency diagrams	[ ]
c. Proposed floor plans	[ ]
d. Proposed building elevations	[ ]
e. Site plan options	[ ]
4. Provide the ratio of assignable and net square feet to gross square feet.	[ ]
5. Provide a detailed list including the justification for any unique elements or features considered to be out of the ordinary.	[ ]
6. Provide an assessment of the potential to re-use existing or expand existing facilities to meet this need.	[ ]
7. Provide justification for replacement of the existing facilities (if applicable) including what will be done with the existing facility such as sale, repurpose for another need, or demolition.	[ ]
8. Provide justification for a new facility (if applicable).	[ ]
9. Provide a space utilization study of existing and proposed space. Include the efficiency of the new space as compared to the existing space (include 5 - 10 year growth projections).	[ ]
10. Identify expected building capacity percentage for the following intervals along with corresponding projected FTEs and student attendance (online students and faculty are not included):	
a. Time of completion	[ ]
b. Three years after completion	[ ]
c. Five years after completion	[ ]
d. Ten years after completion	[ ]
11. Explain how this facility and its functions correspond with your agency or institution's Strategic Plan and campus Master Plan. Indicate when your Strategic Plan and Master Plan were last updated.	[ ]
12. Summarize the primary priorities or growth at your agency or institution and describe how the proposed facility will serve those needs.	[ ]
13. Where applicable, describe the potential positive and/or adverse economic and community impacts of the project	[ ]
14. Describe any special transportation considerations for this facility including parking, transit, and pedestrian requirements	[ ]
15. Describe your efforts to work with the surrounding communities should this facility be approved; including impacts to traffic, pedestrian safety, security, noise, excessive night time lighting, etc.	[ ]
16. Describe the extent that you have evaluated facility siting, including alternative sites where applicable, to include:	
a. Identification of location, size, and characteristics of the site, and estimated costs of any required environmental remediation	[ ]
b. If the site is not owned by the State, address the availability and cost of purchasing the site and the results of any appraisals that have been performed. Agencies should work with DFCM's real estate staff in addressing potential purchases.	[ ]
c. Provide a geotechnical report with a minimum of three borings in the proposed building site location that identify the soil classification for the building type unless waived by the DFCM director.	[ ]
d. Explain any special soils preparation requirements or seismic conditions that could increase site and structural costs beyond those considered standard for your area.	[ ]

## 7 - FEASIBILITY / PLANNING

17. Describe the availability and capacity of utility services including IT for the proposed facility. Specify whether the utility services will be provided by municipal, private, or local campus centralized services.
18. Show how the FF&E budget was arrived at. Provide the logic behind it. If applicable, identify any furnishings or equipment that will be re-used and moved from the current facility to the new location.

## 8 - FIVE-YEAR PLAN

Please list below the anticipated State-funded Capital Development projects planned for your agency/institution over the next five years. Include a short description/justification of each project and the approximate cost of the project.

Project #1 Name  Approx. Cost

Funding Source

Description

Project #2 Name  Approx. Cost

Funding Source

Description

Project #3 Name  Approx. Cost

Funding Source

Description

Project #4 Name  Approx. Cost

Funding Source

Description

Project #5 Name  Approx. Cost

Funding Source

Description

As required by Title 63A-5-104 (2) (d) that an institution described in section 53B-1-102 that submits a request for a capital development project address whether and how, as a result of the project, the institution will:

1. Offer courses or other resources that will help meet the demand for jobs, training, and employment in the current market and the projected market for the next three, five, and ten years;

[Empty response area for item 1]

2. Help meet commitments made by the Governor's Office of Planning and Budget, including relating to training and incentives;

[Empty response area for item 2]

## 10 - SPACE UTILIZATION EFFORTS

The programming document shall include all of the minimum requirements of the Feasibility Study.

This section demonstrates compliance with the Board of Higher Education approved space utilization standards (Include the classroom and laboratory for now and then any future requirements for office and common area spaces).

1. Provide projected enrollment and/or employee growth specific to the requested building as well as for the institution as a whole (i.e. if the request is for a science building, provide enrollment growth for students in the science fields using the building as well as FTE growth in general for the institution). What is the estimated time frame for the building to reach full utilization?

## 11 - LAND BANK ACQUISITION REQUESTS

Requests for purchase of land from funds to be appropriated by the State Legislature for future use by an agency or institution will be evaluated based upon approved programmatic planning and facilities master plan requirements of the institutions.

### General Considerations

Provide detail for the following considerations that will be taken into account in evaluation of these requests:

1. Provide the location and description of the property including any existing permanent structures.

2. Provide current availability of the land and "time sensitivity" of the window of opportunity for its purchase.

3. Provide the intended use of the land and its relative importance in the context of the agency or institution's role and mission assignment and strategic plan for the future.

4. Where applicable, provide the suitability of the property for the intended use (ingress/egress, proximity of utilities, percentage of buildable area, geo-technical, etc.)

5. Provide reasonableness of the cost as determined by an appraisal or other reasonable estimate of the value of the land.

## 11 - LAND BANK ACQUISITION REQUESTS

6. Provide the condition of the land, including the potential liability of the institution pertaining to clearing the property, potential existence of hazardous waste, greenhouse gas emissions, etc.

7. If applicable, provide the condition and potential use of existing structures and describe what actions and incurred costs would be necessary to utilize existing structures.

## 12 - TECHNICAL COLLEGE STATUTORY REQUIREMENTS

State statute specifies that the State Building Board must determine that the requirements of UCA 53B-2a-112 have been met before it may consider a funding request from the Board of Higher Education pertaining to new capital facilities and land purchases. Please describe how this project has met the requirements outlined in UCA 53B-2a-112.

### 13 - PHOTOGRAPHS AND MAPS

Any photographs, other graphics justifying the project, and/or maps showing where the facility will be located should be attached to the end of this document and submitted electronically. These should help explain the project and justify why it should be funded.

### 14 - SCORING ANALYSIS FOR BOARD OF HIGHER EDUCATION CRITERIA

Please provide justification to aid the Board of Higher Education in applying Capital Development Priority Guidelines. See USHE policy R743 4.4 step 4 for detail requirements. This section only applies to state-funded project requests (dedicated or non-dedicated).

1. Cost-effectiveness and efficient use of resources

[Empty response area for criterion 1]

2. Consistent with institutional role, mission, and master plan

[Empty response area for criterion 2]

3. Fulfillment of a critical institutional facility need

