



Capital Project Request Form

Proposed Project Title:

Date Submitted:

Requesting College/Division:

Dean/VP Name:

Requester Name:

Requester Phone:

Requester Email:

Capital Project Planning Committee (CPPC)

The University of Central Florida has established the CPPC with the primary purpose of prioritizing the capital project needs of the university, and recommending funding strategies for these projects. Capital projects are defined as new construction projects of any value, remodel/renovation projects that exceed \$2M total project cost, or projects that require real estate transactions that require BOT approval. For more information on the CPPC, visit www.fp.ucf.edu and click on PLANNING/CPPC.

The CPPC Process is an annual process aligned with the UCF fiscal year. All projects that are not under construction must be submitted each year for review and prioritization. Previously submitted projects with fundraising scope should include updates related to fundraising progress. Standing meetings and deadlines will be established on an annual calendar to facilitate project review. Below is an overview of the steps of the CPPC Process:

- STEP 1 - Identify & Assess (establish criteria for evaluation; invite proposal requests; screen applications for required content; finalize applications)
- STEP 2 - Align & Prioritize (CPPC review/evaluate/prioritize applications; align requests with funding options; solicit input from stakeholders)
- STEP 3 - Review, Refine, & Recommend (CPPC review with goal of a consensus recommendation for CIP (PECO, CITF, Legislative Priority, etc.))
- STEP 4 - Approval (President/Provost/CFO review meeting; final adjustments; present to BOT for final approval)

Project Information

- 1 New construction, renovation, or remodel?
- 2 Continuation of a previously approved project (yes/no)?
- 3 Is the project on the 2020-30 Campus Master Plan (yes/no)?
- 4 Is the project on the 2021 Educational Plant Survey (yes/no)?
- 5 Anticipated Net SF and Gross SF of project?
- 6 Has a Building Program, Summary of Required Spaces, or Academic Program Statement been developed with PDC (yes/no)?
- 7 Has a site evaluation been provided (yes/no)?
- 8 Describe the project purpose
 - 8A Describe alignment with one or more goals of the Strategic Plan

- 8B Describe academic, administrative, research, DSO/Aux, or other programs that this project will support

8C Describe the faculty, staff, and student impacts that this project will create. If added staff will be needed to support this facility, describe the annual recurring funds needed and the source of funding for these staff

8D Provide any supplemental information that supports your project request (plans, renderings, drawings, videos, etc.)

Return on Investment

9A Provide the number of additional degrees and certificates produced, and how those degrees are meeting the needs of our state

9B Provide the number of additional students served and the benefits/efficiencies created (increased graduation rate, alleviate waitlist, increase academic support, etc.)

9C Amount of additional research funding to be obtained; patents awarded

9D Increased business partnerships which will lead to guaranteed internships and jobs for students and recent graduates

9E Improvements to the use of existing space, either operationally or academically

9F Contribution of local funds through matching grants, property donations, etc.

9G Capital renewal, deferred maintenance, or safety issues that this project will support; provide pictures if available

9H Other pertinent information not included above

Alternatives Considered

10 Describe alternatives considered. What are the impacts of the project not being prioritized/funded?

11 Provide any additional relevant information, not provided above

Project Budget and Schedule

12 Has a project budget and schedule been developed with Planning, Design and Construction (yes/no)?

13 Is there an available funding source for Advanced Planning (yes/no)?

14 Do you have a proposed funding source for this project?

15 When do you need this project operational?

16 Dean or Vice President support - projects will not be evaluated by the CPPC without support from their Dean or Vice President

By signing at right, I support this project

Dean or Vice President (name is listed on page 1)