



TENNESSEE BOARD OF REGENTS
2006 WORKSHOP ON PREPARING YOUR

Fiscal Year

2007-2008

CAPITAL BUDGET

Capital Outlay Project Requests
Capital Maintenance Project Requests
and
Project Disclosures
(utilizing school bonds and other funding sources)

Handouts

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- 2 Strategic Considerations
- 3 Outlay Example
TTCs Four Locations Additions
- 4 Maintenance Example
MTSU Several Buildings
Life Safety Updates
- 5 Disclosure Example
CSCC Auditorium Building
Renovation & Addition
- 6 Workbook Blank Forms
- 7 Developer Instructions

Agenda

1. Basic Requirements
2. Track Record
 - History of Appropriations
 - FY06/07 Capital Budget
3. Facility Surveys
4. Classifications
5. Prioritization
 - Outlay
 - Maintenance
6. Disclosure Limits
 - Operating funds
 - Debt usage guideline
7. Examples of submittals
8. Instructions
 - Help from Project Managers and Consultants
 - Downloading the Workbook
 - Using the Workbook

TENNESSEE BOARD OF REGENTS



2006

GUIDE TO THE
STRATEGY
FOR YOUR

**CAPITAL
BUDGET**

for the

FISCAL YEAR

2007-2008

Capital Outlay Project Requests
Capital Maintenance Project Requests
and
Project Disclosures
(utilizing school bonds and other funding sources)

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Getting and Submitting

Guides and Workbooks are on the website
<http://www.tbr.state.tn.us/facilities/>
under “Facilities Development Manual”
selected on the “Guide Documents” sub-page.
or by e-mailing a request to

Diane Uhler (615) 366-3982
diane.uhler@tbr.edu

Tennessee Board of Regents
Office of Facilities Development
Suite 664 at 1415 Murfreesboro Road
Nashville, Tennessee 37217-2833

Project Classifications:

Capital Outlay:

All institutions are encouraged to submit at least one (1) and preferably two (2) projects for consideration. Submissions of more than one (1) project should include a list of the projects in order of institutional priority.

It is likely that no new projects will be added to the TBR priority list this year; however, it is likely that first and second priority submissions will be listed for informational purposes.

Capital Maintenance:

Request any number of projects totaling in cost about twice the institution’s Annual Renewal Target with a list of the projects in order of the institution’s priority and full documentation of each project.

Individual projects should involve related work in or upon a single building, and should not exceed a dollar value equal to about one-third the institution’s Annual Renewal Target.

Annual Renewal Targets tabulated on page 13.

Disclosure:

Disclose any number of probable projects with a list of the projects and full documentation of each project.

Submittal Deadline:

Submit paper copies and electronic copy of the Capital Budget Request to Diane Uhler no later than the close of business on

Monday, June 19, 2006

Both the paper copy and the electronic copy are essential for a successful submittal.

Paper Copies:

Submit by mail or courier **one (1) complete set** of the lists and entire supporting documentation for each project, all on

8½” x 11” paper.

Paper copies may be three-hole punched, but not otherwise perforated nor glued for binding. Individual projects should not be individually bound. Sets may be three-ring bound, clamped, tied, banded, or boxed, but otherwise unbound. **Project cover or title sheets are unnecessary, and heavy stock dividers or tabs between projects are discouraged.**

Relevant illustration and photographic images may be included if printed on 8½”x11” standard size ordinary paper, and each image must be captioned to clearly explain the specific content and relevance.

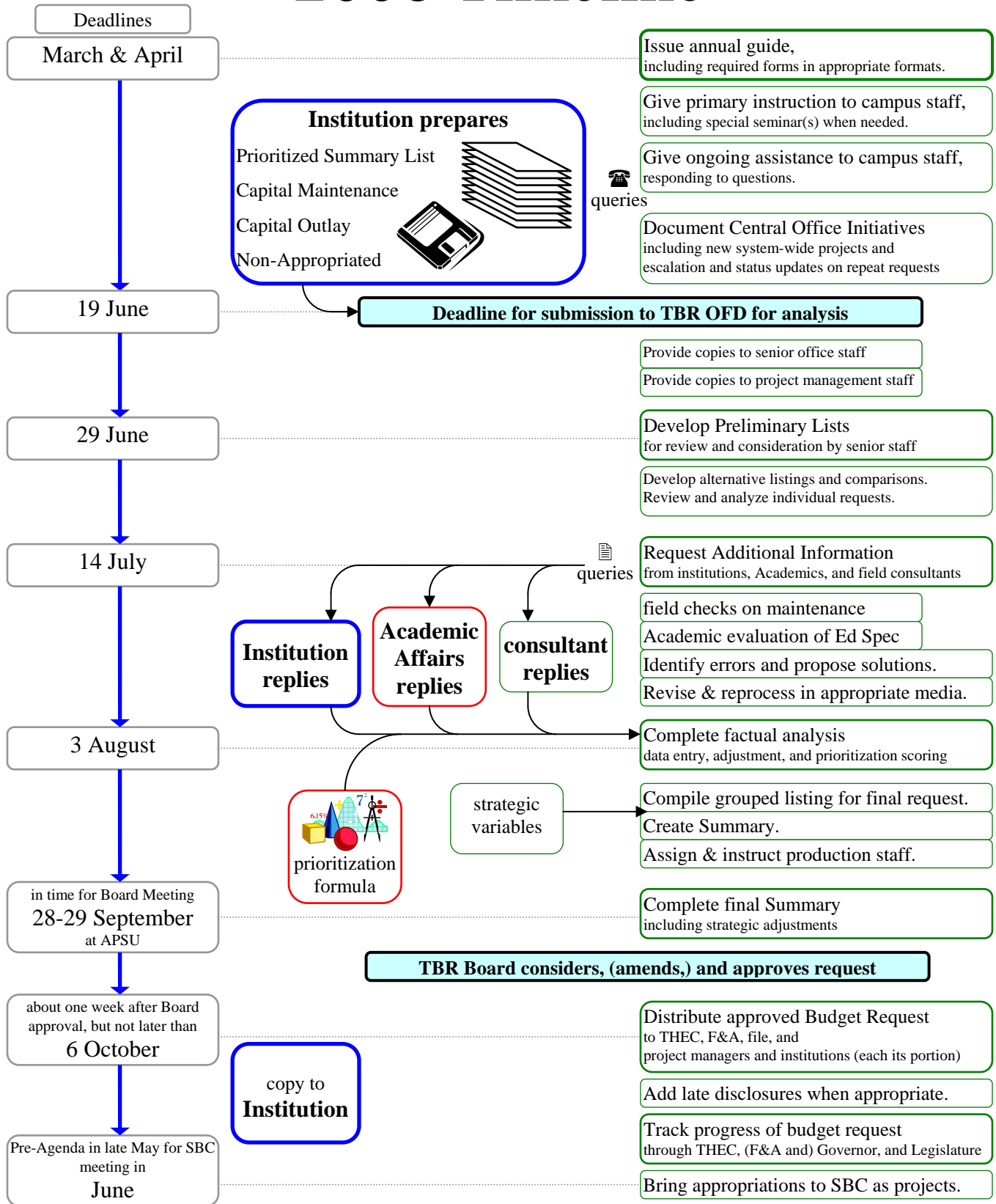
Electronic Copy:

The Excel Workbook list of projects and individual project documentation files specified in these instructions and available from OFD are to be submitted as e-mail attachments.. **Diskettes and CDs will not be accepted due to the high virus infection rate encountered in past years.**

Please put in the subject line of your e-mail message, the words “capital budget request from” followed by your institution name.



2006 Timeline



History of Appropriations

Total amounts appropriated by the State of Tennessee to TBR capital projects
(and FY06/07 gubernatorial recommendation not yet appropriated)

FY06/07 GovRec	98,580,000	33,658,000	132,238,000
10-year average:	46,279,400	17,701,800	63,981,200
10-year total:	462,794,000	177,018,000	639,812,000

Fiscal Year	Outlay	Maintenance	Total
2005-2006	84,740,000	29,690,000	114,430,000
2004-2005	72,640,000	38,480,000	111,120,000
2003-2004	2,000,000	11,260,000	13,260,000
2002-2003	13,100,000	22,880,000	35,980,000
2001-2002	900,000	10,140,000	11,040,000
2000-2001	22,485,000	19,168,000	41,653,000
1999-2000	4,250,000	17,820,000	22,070,000
1998-1999	128,515,000	10,042,000	138,557,000
1997-1998	15,050,000	4,977,000	20,027,000
1996-1997	119,114,000	12,561,000	131,675,000

Notable Facts:

- 05/06 Outlays included 3 ranked requests and 1 legislative initiative.
- 04/05 Outlays included 9 ranked requests and 1 legislative initiative.
- 03/04 Outlays were for revenue-repaid replacement teaching site, not listed projects.
- 01/02 & 02/03 Outlays were Geier settlement funds, not listed projects.
- 99/00 Outlay was related to APSU Tornado damage, not listed projects.
- Since 96/97, only Outlays in 98/99, 00/01, and 04/05 have served the main list.

The **Capital Outlay** standard projects list is intended to request approximately \$150 million and for FY 06/07 was shortened from 25 to 19 projects.



Governor's FY06/07 Capital Outlay Recommendation

with ✓ indicating SBC projects previously part-funded and projects having an Out-Year (OY) component

Pri	Institution	Project	TBR Request	THEC	Governor	SBC	OY
Category I: Critical Needs							
1	STCC	New / Replacement Campus	13,980,000	13,980,000	13,980,000	✓	
2	System	Lease Purchase & Replacement Fund	2,000,000	2,000,000	2,000,000	✓	✓
Subtotal:			15,980,000	15,980,000	15,980,000		
Category II: Standard Projects							
1	STCC	Macon Cove New Academic Bldgs	20,980,000	20,980,000	20,980,000	✓	
2	CSTCC	Allied Health Facilities Improvements	5,370,000	5,370,000	5,370,000	✓	
3	MTSU	Science Building Phase 1	15,000,000	15,000,000	15,000,000		✓
4	UoM	Law School Renovations	42,000,000	42,000,000	41,250,000	✓	
5	NSCC	Community College Additions and Renovations	16,100,000	16,100,000			✓
6	MTSU	L R C Addition	29,350,000	29,350,000			
7	WSCC	Student Services Addition and Renovation	7,400,000	7,400,000		✓	
8	PSTCC	Blount County Center Improvements	510,000	510,000			✓
9	NSTCC	Technical Education Complex	870,000	870,000			✓
10	UoM	Life Sciences Addition for Molecular Biology	1,050,000	1,050,000			✓
11	TTCs	Dickson's Clarksville Industrial Training Facility	8,190,000	8,190,000			
12	VSCC	Humanities Building	830,000	830,000			✓
13	CoSCC	Williamson County Center Relocation	660,000	660,000			✓
14	MSCC	Rutherford County Teaching Site Phase 2	3,670,000	3,670,000			
15	TTCs	Chatt, Jackson, Paris, & Shelbyville Additions	5,120,000	5,120,000			
16	APSU	Trahern Building Addition and Renovation	800,000	800,000			✓
17	JSCC	Health Sciences Building New Construction	720,000	720,000			✓
18	ETSU	Fine Arts Classroom Building	1,000,000	1,000,000			✓
19	TSU	Library Addition and Renovation	650,000	650,000			✓
Subtotal:			160,270,000	160,270,000	82,600,000		
Capital Outlay Total:			176,250,000	176,250,000	98,580,000		



Governor's FY06/07 Capital Maintenance Recommendation

1	TTC Nashville	Extension Campus Safety & HVAC Updates	330,000
2	TSU	Restroom Repairs	580,000
3	MTSU	Several Buildings Life Safety Updates 5.1	950,000
4	APSU	Marks Building Code Corrections	570,000
5	ETSU	Brown Hall Structural Repairs	1,500,000
6	STCC	Elevator Accessibility Corrections	440,000
7	UoM	Law School HVAC and Fire Alarm Update	4,500,000
8	TTC Livingston	Admin Bldg & Wings Re-roof	380,000
9	JSCC	C bldg & Old Allied Health Wing Re-roof	250,000
10	VSCC	Wood Campus Center Skylight Repair/Repl	310,000
11	NSCC	A, B, E, & Weld Bldgs Roof Replace 5.1	250,000
12	WSCC	Coll.Cntr Roof Replacement 5.1	460,000
13	CISCC	Tech Bldg Roof & HVAC Replacement	500,000
14	CSTCC	CBIH HVAC Update 5.1	300,000
15	ETSU CoM	Bldg 2 & 52 HVAC Repair/Replacement	580,000
16	MSCC	Building Systems Equipment Replace 5.1	250,000
17	NSTCC	Faculty Office Building Updates 5.1	170,000
18	PSTCC	Magnolia Campus Systems Update 5.1	440,000
19	DSCC	Chemistry Lab Renovation 5.1	260,000
20	TTU	7 Bldgs Waterprfg, Patio, Masonry Repair	800,000
21	RSCC	Library Panel & Window Repairs	200,000
22	CoSCC	Library Basement Update	400,000
23	TTU	Administration and Gallery Building Re-roof	200,000
24	TSU	Window Replacements	1,350,000
25	TTU	Bryan Fine Arts Auditorium Lighting Repl	500,000
26	MTSU	Several Buildings Elevators Update	738,000
27	ETSU	D.P.Culp UC Fire Alarm & Electrical Repl	1,000,000
28	APSU	McReynolds Building Code Corrections	930,000
29	STCC	UA Restroom Accessibility Updates 5.1	600,000
30	TTC Whiteville	Roof Replacement	460,000
31	TTC Morrystown	Bldgs 1,2,3,5 Roof Replacement 5.2	520,000
32	JSCC	Gym Low Roof Repairs	180,000
33	MTSU	Chilled Water Line Repl / SFA Optimization	750,000
34	CSTCC	CBIH HVAC Update 5.2	240,000
35	TTU	Central Cooling Deficiency Corrections 5.1	830,000
36	MTSU	Underground Electrical Update 5.1	550,000
37	TTC Paris	Hot Water System Replacement	100,000
38	ETSU	Electrical Repair & Replacement Phase 3	1,260,000
39	TTC Crossville	Cooling Tower Replacement	100,000
40	ETSU CoM	Bldg 2 Electrical Repair/Replacement	620,000
41	TTC Ripley	HVAC Controls Update	120,000
42	TSU	Humphries Waterproofing Corrections	850,000
43	TTU	Hyder-Burks Ag. Pavilion Acoustic Correction	1,100,000
44	MTSU	Several Buildings Life Safety Updates 5.2	1,380,000
45	ETSU CoM	Bldgs 60 & CEB Roof Repair/Replacement	350,000
46	ETSU	Culp & Memorial Cntr Roof Replacements	1,500,000
47	WSCC	Coll.Cntr Roof Replacement 5.2	440,000
48	CISCC	L. Quentin Lane Gymnasium Re-roof	370,000
			31,458,000
	Via F&A:	ADA Compliance	1,000,000
		Management Assistance	1,200,000
			33,658,000



Effect of FY06/07 Budget on Your FY07/08 Request

While the Governor's budget recommendation is usually a reliable harbinger of the eventual annual appropriations, there is always a degree of uncertainty in preparing a request for a year away while the year that is about to begin is not yet finalized. There is no guarantee that the legislature will have completed and passed an appropriations bill for the coming year and the bill signed into law prior to the deadline for submitting next year's request, just as there is no guarantee that the final appropriations will be exactly as recommended by the Governor.

Capital Outlay

Project requests on the FY06/07 TBR list, and their out-years, do not have to be resubmitted. The standing practice has been for TBR to escalate for inflation where needed and continue projects in place until fully funded. This is not expected to change. To substantially change a listed project, the institution should submit an updated and complete project request plus an explanation of what change is being requested and why.

Each year, each institution should endeavor to submit at least one new Capital Outlay Project to ensure consideration should any of the existing projects be funded off of the list. Projects prioritized lower than 3rd on an institution's submittal will be neither reviewed nor considered.

Strategic variables may affect budgeted improvements, including the recommended \$98,580,000 in Capital Outlay for TBR. There is no guarantee of funding.

Of the six projects recommended by the governor for FY 06/07 funding, the top two on the standard list are the only remnants of the initial 1994.-ranked TBR list. The length of time that it takes to climb the TBR priority list and get funded has led to Board resolution to shorten the list and make it more nimble. Thus, funding of some projects this year may not result in adding new projects.

Capital Maintenance

Project requests on the FY06/07 TBR list and within the Governor's recommendation do not have to be resubmitted. Project requests on the TBR list beyond the Governor's recommendation must be resubmitted by the institution to receive consideration. Out-year portions of partially funded projects will not be requested by TBR unless the institution submits a request. Because maintenance needs can change much in a year, a complete new list is produced each year.

If appropriations omit projects recommended by the Governor, and as time permits in the budget cycle, institutions will be given the opportunity to amend their requests, inserting the omitted projects or portions thereof and escalating for inflation.

Institutions should:

- Review projects submitted last year that did not make the Governor's recommendation to determine which are valid for resubmission and whether estimates need adjustment for inflation or otherwise.
- Review projects with known out-years and determine what portion, if any, should be requested.
- Use facility surveys to identify needed new projects.



Known Maintenance Out-Years

The following are already funded and approved projects, or have funding recommended by the Governor for FY06/07, or both; and, are known to have an out-year (un-funded future) component. Institutions should review this list for their projects, and determine what portion(s) of the out-year to include in their FY07/08 request.

166/0..	List	Campus	Project	FY06/07	Existing	Total	Out-Years
009-02-2001	3	MTSU	Several Buildings Life Safety Updates 5.1	950,000	4,390,000	8,090,000	2,750,000
034-01-2005	11	NSCC	A, B, E, & Weld Bldgs Roof Replace 5.1	250,000	250,000	1,480,000	980,000
023-__-20006	12	WSCC	Coll.Cntr Roof Replacement 5.1	460,000		900,000	440,000
012-__-2006C	14	CSTCC	CBIH HVAC Update 5.1	300,000		570,000	270,000
021-02-1999	16	MSCC	Building Systems Equipment Replace 5.1	250,000	2,547,000	4,017,000	1,220,000
038-__-2006	17	NSTCC	Faculty Office Building Updates 5.1	170,000		430,000	260,000
032-__-2006	18	PSTCC	Magnolia Campus Systems Update 5.1	440,000		4,690,000	4,250,000
017-02-2004	19	DSCC	Chemistry Lab Renovation 5.1	260,000	540,000	1,070,000	270,000
033-__-2006	29	STCC	UA Restroom Accessibility Updates 5.1	600,000		2,000,000	1,400,000
072-__-2006	31	TTC Morristown	Bldgs 1,2,3,5 Roof Replacement 5.2	520,000		1,150,000	630,000
011-02-2004	35	TTU	Central Cooling Deficiency Corrections 5.1	830,000	3,310,000	5,140,000	1,000,000
009-04-2004	36	MTSU	Underground Electrical Update 5.1	550,000	850,000	7,210,000	5,810,000
009-02-2001	44	MTSU	Several Buildings Life Safety Updates 5.2	1,380,000	5,340,000	8,090,000	1,370,000



Orderly Planning of a Project

Here is an outline of the nominal sequence for the development of a project idea and the forms needed for a Budget submittal.

- ☞ This symbol indicates Budget documentation that is submitted in a standard format
 - ☐ This symbol indicates Budget documentation that has no standard format
- Italicized* items generally only apply to improvements, and not to maintenance.

Bring Order out of Chaos

Correlation with Master Plan

Location (and Land Costs)

☐ *Educational Specification (Academic review)*

☞ Facility Survey and Evaluation

☐ Program Statement (draft)

☞ *Tabulation of Types of Space*

☞ *Estimate of New Programmatic Costs*

☞ *Equipment List*

Use Regional Consultants

☞ Facility Survey and Evaluation

☐ Program Statement (evaluation and final document)

Incidental Impacts

Preliminary Cost Estimates

☞ *Estimate of Annual Utilities & other first-year costs*

Preliminary Implementation Strategy

Determining whether a designer will be needed

Determine a Funding Strategy

Capital Outlay

Capital Maintenance

School Bonds and debt service

Institutional Funds (Operating, Athletic, Auxiliary, Student Fees)

Grants and Gifts (Federal Funds, Benefactors, Foundations)

Work out Details

Coordination with Campus Operations

☞ Project Support Attachment

☞ Design Fee calculation and attachment

☞ Capital Budget Request or Disclosure form (DB70)

☞ Non-Appropriated funding analysis

☞ Bond Fund Questionnaire

Prioritize

The TBR Prioritization Formula

Strategic Variables (on and off campus)

☞ List of proposed projects and requested funding (DB71)



Project Classification

All projects submitted for consideration for the annual capital budget request and disclosures must be submitted in one of the following three classifications:

Capital Outlay

Definition: New buildings or structures, utility and/or service systems, land acquisition, site improvements, appurtenances, or permanent betterments including equipment which materially extends the useful life and improves or changes the functional use of a facility, normally meeting one or more of the following criteria:

- ❑ **Renovation**, restoration, and/or replacements, which result in a change in use, with the end product qualifying as E&G space for the PFI.
- ❑ **New Facility or Addition to Existing Facility**, which creates new E&G square footage.
- ❑ **Infrastructure Improvements** to roads, utility services, and landscaping associated with a Capital Outlay new, addition, or renovation project, and normally submitted as a portion of the single building project request.
- ❑ **Real Property Acquisition**, which replaces land lost to recent E&G facilities construction or is required for future E&G facilities construction recommended in a current Master Plan.

Capital Maintenance

Definition: Major non-routine repairs and replacements for E&G space unrelated to new construction, with a minimum value of:

\$100,000 for UoM or MTSU,
\$ 50,000 for APSU, ETSU,
TSU, and TTU, and
\$ 25,000 for other institutions,
for

- ❑ **Repair** to restore a facility or infrastructure to its former, better state without a change in use.
- ❑ **Replacement** of exhausted or damaged utility systems, roofs, exterior fencing and lighting, infrastructure and (at institutions other than universities) paving.
- ❑ **Removal** of hazards such as asbestos encapsulation or abatement.
- ❑ **Alteration** of safety or accessibility features, to rectify code deficiencies.
- ❑ **Modernization or Update** of obsolete building systems, for continuation of educational program.
- ❑ **Corrections** to bring buildings or systems into compliance with newer codes or standards.

Disclosure of Projects

proposed from School Bonds and other sources

Definition: Any maintenance over \$100,000, or work requiring a designer, which adds or deletes square footage and will receive funds from a source other than Capital Appropriations, such as:

- ❑ **Tennessee State School Bond Authority** financing (bonds or commercial paper)
- ❑ **campus athletic** funds: revenues from athletic departments
- ❑ **campus auxiliary** funds: from bookstore, food service, housing, parking, health care, and the like
- ❑ **campus operating** funds: balances from appropriations and tuition allotted for improvement projects
- ❑ **land sale proceeds:** applicable only to work normally eligible for capital outlay funding
- ❑ **access fees:** (e.g., parking, technology)
- ❑ **student fees**
- ❑ **gifts:** donations, bequests, foundations
- ❑ **local funds:** (city or county participation)
- ❑ **federal funds:** grants and matches



Prioritization

More detailed information on prioritization formulae is available; however, here are tips for your prioritization of projects and what to anticipate from the Central Office.

Capital Outlay

It is rarely worthwhile for an institution to submit more than two or three projects.

The Prioritization Formula applied to candidate projects gives points for:

- ❑ **Type of Space**
preferring what most directly serves an academic mission.
- ❑ **Composite Shortage**
preferring types of space for which THEC has acknowledged a shortage.
- ❑ **Functionality & Quality**
preferring to improve upon or replace existing facilities in the worst shape.
- ❑ **Institution Priority**
preferring projects as the institution prefers them.

Prioritization Formula point values and category details are included later in this guide.

In years when projects are added to the **Standard Projects** list, it is very rare that any project is added that was not submitted as the #1 priority of the institution.

Capital Maintenance

Frequently, preliminary analysis results in high-cost projects being divided up and low-cost projects being combined.

A Maintenance **Target value** is formulated from replacement value and age of facilities. For 2005, replacement value was calculated just under \$3.1million and the Target just over \$50million, which is just over **\$2 per E&G s.f.**

The **best maximum dollar size** to have on any **one project** is about **67¢ per E&G s.f.** of the institution.

Projects are prioritized in waves. The first wave includes each institution's first priority with preference given to institutions under-served in the prior year. Each wave serves 1/4 to 1/3 of Target funding. Some variation is inevitable, as projects will not conveniently add up right on Target. Preference is accorded the least extent of Target, and to type of work in this order:

- ❑ Building Codes & Safety
- ❑ Roofs
- ❑ Mechanical & Infrastructure
- ❑ Building Envelope
- ❑ Interiors & Finishes

The **Annual Renewal** request will be near the Target. A nearly equal value of projects is further listed as **Unmet Maintenance Needs**.

Disclosure of Projects

proposed from School Bonds and other sources

No priority order is required for these projects; however, the list may easily reach "pie in the sky" proportions if not scrutinized. Disclosures of projects that never materialize give a false impression that institutions are over-funded.

Each institution should question funding sources and evaluate the suitability of the project within the context of the institution's Mission and Master Plan. Funding should be relatively certain, and there should be a high level of commitment at the institution to proceed.

The total of Operating Funds, which includes Campus Plant Funds, in all one-year Disclosures by a single institution should be kept to no more than 1% of the total Operating budget of the institution. Projects which will use multiple-year R&R accumulations should include an explanation in the list of sources of funding.

Multiple local-purchase projects under \$100,000 each that add up to more than \$100,000 in a six-month period on a single building, do not require disclosure, but will require approval by the SBC under the new TCA § 49-7-132.



Capital Outlay Prioritization Formula

for project funding requests of the
Tennessee Board of Regents

last updated July 2000

Type of Space in project

Up to 30 points

Each type of space earns points for its relative value in serving the institutional mission, in a pro rata mix of types of space being increased.

Scores are produced by dividing the NASF of each Type of Space in a project by the total NASF in the project, multiplying the quotient by the point value for that type of space, then adding the several products, to a maximum of 30.

THEC formula space	points	space description
YES	30	classrooms
YES	30	class laboratories *
YES	26	library
NO	26	audio visual service
NO	26	special academic
NO	26	research
YES	22	physical education
NO	20	lounge
YES	20	faculty offices
YES	18	non-faculty offices
NO	18	special administration
YES	16	student services
NO	16	special student services
YES	16	physical plant
NO	10	assembly
NO	10	general use

* (includes Clinical space for health education programs)

Composite Shortage

of existing space (using an in-house measure of deficiency)

Up to 20 points

One-fifth (1/5th) point per one percent (1%) shortage in NASF for the composite of types of space increased.

For the University group and the College & Institute group, the percentage of shortage of each type of space in relation to THEC standards is rated on a scale adjusted for the average of each group.

For Technology Centers, NASF per FTE of each Type of Space is averaged, and the percent below average (shortage), if any, is determined for each Type of Space at each institution.

Scores are produced by dividing the NASF of each Type of Space in a project by the total NASF in the project, multiplying the quotient by the point value for that type of space, then adding the several products, to a maximum of 20.

Functionality & Quality

of existing space for the purposes intended

Up to 35 points

	Pts	
1	35	Nonfunctional or non-existent
	30	<i>given if marginal between 1 and 2</i>
2	25	Operational but seriously deficient
	20	<i>given if marginal between 2 and 3</i>
3	15	Operational but deficient
	10	<i>given if marginal between 3 and 4</i>
4	5	Operational but inconvenient

Institution Priority

Up to 20 points

The institution's priority order of a project in relation to all projects submitted by that institution.

20	first priority
15	second priority
10	third priority
5	fourth priority
0	all other

summary of point categories

Scoring Categories	Type of Space in project	Composite Shortage	Functionality and Quality of space	Institution Priority	Total Score
Maximum Points	30	20	35	20	105



Capital Maintenance Annual Target Funding Formula

Maintenance Targets for FY06/07 may be revised after annual update of PFI data in early Summer; however, values generally do not change dramatically from year to year.

2006 System Statistics

6 Universities, 13 Community Colleges, and 26 Technology Centers

	Education & General gross square footage E&G GSF	Average Age of Buildings	Weighted Age of Buildings	Building Replacement Cost including infrastructure
Universities	15,165,765 square feet	40.0 years	37.0 years	2,068,625,374 Dollars
Colleges	5,483,390 square feet	24.1 years	26.0 years	742,203,883 Dollars
TTCs	1,880,306 square feet	29.2 years	31.6 years	228,164,108 Dollars

Formula for Annual Target Funding

Source - FM Data Monthly, August 1997

$$\frac{2}{3} (\text{Building Replacement Cost}) \times (\text{Building Age} / 1275)$$

2007-2008 Target Funding for Capital Maintenance **\$ 51,460,647**

Prioritization Methodology

The formula is run for each institution, setting an institution Target. Each institution's requested projects, in the institution's priority order, are included to approximately the Target. Projects are given priority for addressing the five types of need listed at right. Projects are distributed through the list to achieve proportionate equality among institutions.

- 1) Building Codes & Safety
- 2) Roofs
- 3) Mechanical & Infrastructure
- 4) Building Envelope
- 5) Interiors and Finishes



Capital Maintenance Target Funding by Institution

OFD endeavors to craft a Capital Maintenance recommendation in three waves: the first wave including every institution's #1 priority but not exceeding one-third of each Target; the second wave including projects to reach two-thirds of each Target; and, the third wave to reach the full Target. Projects submitted as a #1 priority that exceed one-third of Target are almost always cut to fit the criteria. OFD normally includes other projects beyond the Target in an Unmet Maintenance Needs list, excluded from the funding Request.

Institution	2002 Target	2003 Target	2004 Target	2005 Target	2006 Target
APSU	2,752,351	2,445,473	2,831,081	2,694,678	2,780,125
ETSU	6,068,273	5,470,851	5,769,132	6,187,954	6,368,765
ETSU CoM	1,250,056	1,230,092	1,053,506	1,861,808	1,187,805
MTSU	5,685,472	5,508,842	5,775,746	6,017,404	6,093,200
TSU	4,208,070	4,016,352	4,606,991	4,675,402	4,682,901
TTU	5,146,882	4,528,782	4,883,141	5,012,719	5,008,325
UoM	9,459,570	8,842,475	10,214,939	10,515,644	10,765,586
universities	34,570,674	32,042,867	35,134,536	36,965,609	36,886,707
Chattanooga STCC	855,588	977,038	1,134,005	1,206,367	1,261,086
Cleveland SCC	678,829	775,000	894,877	895,203	922,920
Columbia SCC	544,549	622,355	731,469	728,774	753,102
Dyersburg SCC	310,999	347,269	400,731	401,632	461,264
Jackson SCC	545,024	627,222	734,443	741,247	749,613
Motlow SCC	368,270	432,019	502,761	509,301	529,691
Nashville STCC	395,500	457,234	565,563	563,835	598,892
Northeast STCC	240,548	274,684	342,028	345,033	367,707
Pellissippi STCC	541,222	744,920	892,217	876,912	936,916
Roane SCC	516,008	550,641	684,549	718,878	700,522
Southwest Tenn CC	1,180,078	1,348,726	1,584,170	1,721,195	1,676,182
Volunteer SCC	510,563	618,692	734,070	750,620	792,271
Walters SCC	695,948	800,849	899,592	938,366	1,088,196
colleges	7,383,126	8,576,649	10,100,475	10,397,364	10,838,363
TTCs	2,793,709	3,086,964	3,484,727	3,086,964	3,735,577
system total	44,747,509	43,706,480	48,719,738	50,449,937	51,460,647

Targets represent a value of about \$2.28 per E&G square foot over the entire TBR system, but vary among institutions based on weighted age and replacement costs of each individual building.



THEC Policy on use of Debt Service Fees

Section Title: Financing Policies
Policy Title: **Guideline for Capital Projects Financed with Student Debt Service Fees**
Policy Number: F 2.1
Approved: April 13, 2000

2.1.10 Introduction

Higher education general academic and administrative facilities are funded through state appropriations and state general obligation bonds. Funding of these types of capital facilities should not result in a debt fee requirement being placed on students.

Institutions often desire to provide certain facilities that enhance student services and recreational benefits for students, but that are beyond the scope of facilities that are recommended for general state funding. Examples of these types of facilities may include such projects as student union buildings, recreational facilities, and athletic facilities. These types of projects (unlike dormitories and parking facilities) generally do not have a dedicated revenue stream from specific user groups that can be used to finance capital improvements. Financing for these types of projects may be secured through the Tennessee State School Bond Authority. The annual debt service requirement on these projects will be funded with debt service fee assessments to students. Projects financed with debt service fees should be projects that directly benefit students.

The governing boards and THEC should carefully review any capital project proposal that requires financing from student fee assessments. The project should directly benefit students and be in accordance with the institution's mission and capital master plan. Financing plans and the overall impact on student fees will be reviewed by THEC for consistency and comparability with other Tennessee institutions prior to the Tennessee State School Bond Authority taking action on the project.

2.1.10A Limitations

In recognition of keeping the overall costs of higher education as affordable as possible, every effort should be made to keep fees charged to students as low as possible. Institutions should balance the need for debt financed facilities with the objective of keeping fees at an affordable level. Although it is recognized that debt fees will vary among institutions based on the capital projects financed, the fees assessed to students should not be greater than 10 percent of the maintenance fee rate. Institutions exceeding 10 percent should not finance any new projects from student debt service fees until such time as the percentage falls below 10 percent. With appropriate justification, exceptions may be approved on a case by case basis.

2.1.10B Reporting

Annual reports analyzing all debt service fees collected will be submitted to THEC in a prescribed format at the close of each fiscal year (Attachment A). THEC staff will review and forward the reports to the TSSBA with comments. Separate reporting will be required for each individual debt financed project. Any debt service fees collected for a given project beyond the current year debt service requirement will remain in the debt service reserve account for that project or will be transferred to a renewal and replacement account for that capital project. Any uses of the funds for other than the required debt service or renewal and replacement for that project must be disclosed. The alternative use of the funds must have prior approval of the governing board.

2.1.10C Project Payoff

At the conclusion of the debt retirement for a given project, the debt service fee attributed to that project will cease. Any new project requires the approval of a new debt service fee on its own merits without the reallocation of any existing fee. Any continuation of fees necessary for renewal and replacement of a project for which the debt is totally retired should be approved for that purpose by the governing board.



Capital Budget Standard Excel[®] Forms

	File Name	Sheet	pages	O	M	D
DB-71 Project List	List.xls	DB71	1 of 1			
DB-70 Project Request	Project.xls	DB70	1 of 12	✓	✓	✓
Schedule of Movable Equipment	Project.xls	Equip	2 of 12	✓		✓
Project Support Documentation	Project.xls	ProjSupport	3 of 12	✓	✓	✓
First Year Operating Costs	Project.xls	OpCosts	4 of 12	✓		✓
Bond Questionnaire	Project.xls	BondQuest	5 of 12	✓	✓	✓
Funding Analysis	Project.xls	FundData	6 of 12			✓
Design Fee Calculations	Project.xls	FeeCalc	7 of 12			
Multi-Phase Project Grouper	Project.xls	Grouper	8 of 12			
New / Reno Mixer	Project.xls	NRMix	9 of 12			
Next Phase Assistant	Project.xls	NextPhase	10 of 12			
Tabulation of Affected Space	Project.xls	SpaceTab	11 of 12	✓		✓
SBC-1 Form Project Request	Project.xls	SBC-1	12 of 12			
Design Fee List	DesignFees.xls	FeeList	1-3 of 3			

A more detailed list of the Standard Forms and Documents,
and circumstances in which they are required,
is included on page 4 of the Forms Guide.

DB70 form - Project Request

1 Department: Tennessee Board of Regents 332.60
Institution:
Project:
City/County:

2 Fiscal Year: 2007/ 2008

3		New		Renovation
<input type="checkbox"/>	Capital Outlay			
<input type="checkbox"/>	Capital Maintenance	0	Gross Sq.Ft.	0
<input type="checkbox"/>	Disclosure	0	Net Sq.Ft.	0
<input type="checkbox"/>	Designer Required	0.00	Cost/Sq.Ft.	0.00

4 Project Description:

5	Total Project	Allocation		Estimated Construction Cost:	0.00
	0.00	0.00	Building Construction		
	0.00	0.00	Site & Utilities		
	0.00	0.00	Built-in Equipment		
	0.00	0.00	Bid Target		
	0.00	0.00	Contingency:	n/a	n/a percent
	0.00	0.00	M.A.C.C.		
	0.00	0.00	Fee:	27/LogP-2 =	n/a Renovation
	0.00	0.00	Movable Equipment		
	0.00	0.00	<i>first other</i>		
	0.00	0.00	<i>second other</i>		
	0.00	0.00	Administration & Miscellaneous		
	0.00	0.00	Total Cost		

6 Funding Request: THIS REQUEST

0.00	0.00	STATE funds
0.00	0.00	FEDERAL funds
0.00	0.00	Local and Institutional Funds

7 Sources of Available Funding:

	fund year	description
already approved for existing SBC project	0.00	
0.00	0.00	
plus This Request	0.00	
0.00	0.00	

8 SBC Action: If an existing project, SBC Project No.: n/a

9 Designer: t b a

Project Support Documentation

Department: Tennessee Board of Regents

Institution:

Project:

A. Program Objectives:

B. Evidence of Need:

C. Historical Profile:

D. Related Requirements:

E. Summary Results and Date of Physical Facilities Survey:

Functionality and Quality of existing space is:

- 1 - Non-functional or non-existent
in-between
- 2 - Operational but seriously deficient
in-between
- 3 - Operational but deficient
in-between
- 4 - Operational but inconvenient

Survey score:

Survey date:

First-Year Operating Costs

Department: Tennessee Board of Regents

Institution:

Project:

<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Regular Salaries:</td> <td style="text-align: right; width: 20%;">0</td> </tr> <tr> <td>Longevity:</td> <td style="text-align: right;">0</td> </tr> <tr> <td>Overtime:</td> <td style="text-align: right;">0</td> </tr> <tr> <td>Benefits:</td> <td style="text-align: right;">0</td> </tr> <tr> <td style="border-top: 1px solid black;">Personnel Total:</td> <td style="text-align: right; border-top: 1px solid black;">0</td> </tr> </table>	Regular Salaries:	0	Longevity:	0	Overtime:	0	Benefits:	0	Personnel Total:	0	<table style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">Positions:</td> </tr> <tr> <td style="width: 80%;">Full-Time:</td> <td style="text-align: right; width: 20%;">0</td> </tr> <tr> <td>Part-Time:</td> <td style="text-align: right;">0</td> </tr> <tr> <td>Seasonal:</td> <td style="text-align: right;">0</td> </tr> <tr> <td style="border-top: 1px solid black;">Total Positions:</td> <td style="text-align: right; border-top: 1px solid black;">0</td> </tr> </table>	Positions:		Full-Time:	0	Part-Time:	0	Seasonal:	0	Total Positions:	0																																																								
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Bond Questionnaire

Department: Tennessee Board of Regents

Institution:

Project:

1. Intended Use: In your own words, state the intended use of the project (public use, office space, restricted use, etc.)

The project will provide educational and general space for public use.

2. Operator: Who will be the operator of the project upon completion (state agency, private contractor, non-profit organization, etc.)

The facility will be operated under the aegis of the Tennessee Board of Regents by the above-named Institution.

3. Users: Who are the intended users of the project (general public, prisoners, students, public employees, etc.)

Principal users will be public employees of the State University and Community College System of Tennessee and students pursuing academic credit within its curricula.

4. Contracts: Describe any leases, incentive payment contracts, or management contracts to be entered into in connection with the operation of the completed project. Indicate the portion of the project to which contracts relate, as well as the anticipated length and payment terms of the contract.

None anticipated.

5. Loans: Will any debt proceeds be used to make or finance loans to any private entity? If so, indicate the amounts of such loans, the length and payment terms.

No.

6. Income: Indicate any expected payments (direct or indirect) to be made by non-governmental entities, separately, and in the aggregate, to the state or any other government entity, with respect to the project.

None.

7. Private Use: Indicate whether any of the following activities will take place at the project. Indicate whether the activities are operated by a private entity or will indirectly benefit a private entity. Include all incidental private uses. For each direct or indirect private use of the project, indicate the total amount of space the private use will occupy in relation to the entire project.

	Number	Square Footage	Vendor	
Vending machines:	0			0
Pay telephones:	0			0
Newsstands:	0			0
Pharmacies:	0			0
Bookstores:	0			0
Laundry Services:	0			0
Provision of health care services:	0			0
Cafeterias:	0			0
Other food service areas:	0			0
Laboratory research space:	0			0
Office space:	0			0
Other private use:	0			0
square footage not accounted in the list above:	0			0
Total square footage in project:	0			0

Percent of project intended for private use: none

Funding Analysis for Project Disclosure

Department: Tennessee Board of Regents

Institution:

Project:

0.00 Total

Amount	Non-Appropriated Category	Specifics of Source
	T S S B A	
	Campus Athletic Funds	
	Campus Auxiliary Funds	
	Campus Operating Funds	
	Land Sale Proceeds	
	Access Fees	
	Student Fees	
	Gifts	
	Local Government	
	Federal Funds	

This sheet is used to accumulate several fee calculations together.

Red cells have embedded math.

You should only type where the font color is blue,

Leave them alone to calculate automatically.

except for fixed fee amounts, in which case

in the "N/R" column, type "F" and make the font color blue.

What	MACC for Log	Fee Percent	MACC for Calc	N/R	Mult	Base Fee	% Svc	Fee Amount
sample	12,000,000.00	5.31581739	12,000,000.00	N	1.00	637,898.09	40.0	255,159.23

What		Percent	Phase
MACC for Log	MACC to use in deriving the fee percentage	3	Program
Fee Percent	Fee Percent. Math is embedded.	12	Schematic
MACC for Calc	MACC to use in multiplying out the formula	25	Design Development
N/R	Fill in "N" for New or "R" for Renovation	40	<i>Pre-Planning</i>
Mult	Multiplier. Automatically 1.00 for "N", 1.25 for "R".	30	Construction Documents
Base Fee	Base Fee. Math is embedded.	70	<i>Full Planning</i>
% Svc	Fill in the percent of services. See list at right.	3	Bidding
Fee Amount	Fee Amount. Math is embedded.	23	Construction
		4	Close Out
		100	<i>Complete Basic Services</i>

The actual sheet for your calculations begins below.

0.00000000 copy this cell to the FeeCalc row for pre-1996 fee 35/LogP
 0.00000000 standard rows include the post-1996 fee 27/LogP-2

Designer Fee Calculations

Department: Tennessee Board of Regents

Institution:

Project:

sum of the parts shown below, rounded down to a whole dollar = 0.00

What	MACC for Log	Fee Percent	MACC for Calc	N/R	Mult	Base Fee	% Svc	Fee Amount
	0.00	0.00000000	0.00	N	1.00	0.00	100.0	0.00
	0.00	0.00000000	0.00	N	1.00	0.00	100.0	0.00
	0.00	0.00000000	0.00	N	1.00	0.00	100.0	0.00
	0.00	0.00000000	0.00	N	1.00	0.00	100.0	0.00
	0.00	0.00000000	0.00	N	1.00	0.00	100.0	0.00
	0.00	0.00000000	0.00	N	1.00	0.00	100.0	0.00
	0.00	0.00000000	0.00	N	1.00	0.00	100.0	0.00
	0.00	0.00000000	0.00	N	1.00	0.00	100.0	0.00
	0.00	0.00000000	0.00	N	1.00	0.00	100.0	0.00
	0.00	0.00000000	0.00	N	1.00	0.00	100.0	0.00
	0.00	0.00000000	0.00	N	1.00	0.00	100.0	0.00
	0.00	0.00000000	0.00	N	1.00	0.00	100.0	0.00
	0.00	0.00000000	0.00	N	1.00	0.00	100.0	0.00
	0.00	0.00000000	0.00	N	1.00	0.00	100.0	0.00
	0.00	0.00000000	0.00	N	1.00	0.00	100.0	0.00
	0.00	0.00000000	0.00	N	1.00	0.00	100.0	0.00
	0.00	0.00000000	0.00	N	1.00	0.00	100.0	0.00
	0.00	0.00000000	0.00	N	1.00	0.00	100.0	0.00
	0.00	0.00000000	0.00	N	1.00	0.00	100.0	0.00
	0.00	0.00000000	0.00	N	1.00	0.00	100.0	0.00
	0.00	0.00000000	0.00	N	1.00	0.00	100.0	0.00
	0.00	0.00000000	0.00	N	1.00	0.00	100.0	0.00

Multi-Phase Project Grouper

to show a project in multiple phases and as a total project

Department: Tennessee Board of Regents

Institution:

Project:

Budget Line Items	Phase 1 sub-name	+	Phase 2 sub-name	=	Total Project
Buildings	0.00		0.00		0.00
Sitework	0.00		0.00		0.00
Built-in Equip	0.00		0.00		0.00
TARGET	0.00		0.00		0.00
Contingency	0.00		0.00		0.00
MACC	0.00		0.00		0.00
Design Fee	0.00		0.00		0.00
Movable Equip	0.00		0.00		0.00
<i>first other</i>	0.00		0.00		0.00
<i>second other</i>	0.00		0.00		0.00
Miscellaneous	0.00		0.00		0.00
TOTAL	0.00		0.00		0.00
<hr/>					
bldg square footage	0.00		0.00		0.00
\$ / s.f. estimate	0.00		0.00		
resulting estimate	0.00		0.00		
\$ / s.f.	0.00		0.00		0.00
<hr/>					
Contingency Pct					n/a
<hr/>					
MACC for Log	\$ -		\$ -		
MACC for Mix	\$ -		\$ -		
27/LogP-2 Fee Rate	0.000000%		0.000000%		
"New" or "Renovation"	New		Renovation		
New/Reno Multiplier	1.00		1.25		
Base Design Fee	\$ -		\$ -		
Service Phases	Full Basic Services		Full Basic Services		
Percent of service	100%		100%		
Design Fee	\$ -		\$ -		
<hr/>					
Basic Design Phases:	Fee percent per Phase		Fee percent per Phase		
Program	3		3		Delete the percentage values at left for Phases of Basic Services to exclude.
Schematic	12		12		
Design Development	25		25		
Construction Documents	30		30		
Bidding	3		3		
Construction	23		23		
Close Out	4		4		
<hr/>					
If not 40%, 70%, or 100%					

New / Reno Mix

Department: Tennessee Board of Regents
 Institution:
 Project:

	New	New Portion	Reno	Reno Portion	Proportionate	Combined Total	Show
Gross Sq.Ft.	50,000		60,000			110,000	
Net Sq.Ft.						0	
Cost/Sq.Ft.	125.00		75.00			97.73	
Estimate	6,250,000.00		4,500,000.00			10,750,000.00	
Estimated Percentage	58.1%		41.9%				
Actual Percentage	'n/a'		'n/a'				
Building	0.00	6,250,000.00	0.00	4,500,000.00	10,750,000.00	0.00	10,750,000.00
Site & Util	470,000.00	0.00	0.00	0.00	0.00	470,000.00	470,000.00
Built-in Equip	0.00	63,950.00	0.00	46,050.00	110,000.00	0.00	110,000.00
Target	470,000.00	6,313,950.00	0.00	4,546,050.00	10,860,000.00	470,000.00	11,330,000.00
Contingency Percent for Estimate	6.0%		9.0%				
Contingency Estimate	407,037.00		409,144.50				
Actual Contingency	406,050.00		413,950.00				820,000.00
Actual Contingency Percent	6.0%		9.1%				7.2%
Estimated MACC	7,190,987.00		4,955,194.50				
MACC	7,190,000.00	0.00	4,960,000.00	0.00	0.00	12,150,000.00	12,150,000.00
MACC for Log	12,150,000.00				11,896,500.00	=Target + 5%	
MACC for Mix	7,190,000.00		12,150,000.00		12,463,000.00	=Target + 10%	
Fee Rate based on 27/LogP-2	5.310177%		4,960,000.00				
New/Reno Multi	1.00		5.310177%				
Base Design Fee	381,801.73		1.25				
			329,230.97		rounded down to a whole dollar =		711,032.00

For "Building", "Site & Util", "Built-in Equip", and "MACC"
ERROR will result from having values in both Proportionate and New/Reno columns

NextPhase Assistant

is intended to help determine needed allocations to fully fund an existing, partly funded project.

Department: Tennessee Board of Regents

Institution:

Project:

Cells with red font are automatic calculations, and should not be filled in manually.

Total Project	Cumulative Allocation	Existing funds	Current Allocation to Request
0.00	0.00	0.00	0.00 Building Construction
0.00	0.00	0.00	0.00 Site & Utilities
0.00	0.00	0.00	0.00 Built-in Equipment
0.00	0.00	0.00	0.00 Bid Target
0.00	0.00	0.00	0.00 Contingency
0.00	0.00	0.00	0.00 M.A.C.C.
0.00	0.00	0.00	0.00 Fee
0.00	0.00	0.00	0.00 Movable Equipment
0.00	0.00	0.00	0.00 <i>1st other</i>
0.00	0.00	0.00	0.00 <i>2nd other</i>
0.00	0.00	0.00	0.00 Admin. & Misc.
0.00	0.00	0.00	0.00 Total Cost

For several Design Fee Calculations, try the "FeeCalc" tab.

For just one, try this below:

\$ 1,000,000.00 **Fill in** MACC for deriving fee percentage
6.750000% = fee percent, based on 27/LogP-2

\$ 1,000,000.00 **Fill in** MACC for multiplying out the fee
 New **Fill in** "New" or "Renovation"
1.00 = 1.00 if New, or 1.25 if Renovation

\$ 67,500.00 = base fee = percent x MACC x N/R
100% **Fill in** the percent of services. See list.

\$ 67,500.00 = Fee = base Fee x percent of services

Basic Services Phases & Fee Percents:

\$ 2,025.00	Program	3%
\$ 8,100.00	Schematics	12%
\$ 16,875.00	Design Development	25%
\$ 27,000.00	Pre-Planning	40%
\$ 20,250.00	Construction Docs	30%
\$ 47,250.00	Full Planning	70%
\$ 2,025.00	Bidding	3%
\$ 15,525.00	Construction	23%
\$ 2,700.00	Close Out	4%
\$ 67,500.00	Basic Services	100%

Tabulation of Affected Space

Department: Tennessee Board of Regents

Institution:

Project:

			Net Assignable Square Feet				
THEC formula space	Priority Formula points	space description	Demolition	Renovation		New Construction	Net Increase
				Former Use	New Use		
YES	30	classrooms	0	0	0	0	0
YES	30	class laboratories	0	0	0	0	0
YES	26	library	0	0	0	0	0
NO	26	audio visual service	0	0	0	0	0
NO	26	special academic	0	0	0	0	0
NO	26	research	0	0	0	0	0
YES	22	physical education	0	0	0	0	0
NO	20	lounge	0	0	0	0	0
YES	20	faculty offices	0	0	0	0	0
YES	18	non-faculty offices	0	0	0	0	0
NO	18	special administration	0	0	0	0	0
YES	16	student services	0	0	0	0	0
NO	16	special student services	0	0	0	0	0
YES	16	physical plant	0	0	0	0	0
NO	10	assembly	0	0	0	0	0
NO	10	general use	0	0	0	0	0
0.0							
Sub-Total Net Assignable:			Demolition	Former Use	New Use	New	Total
			0	0	0	0	0
plus Non-Assignable:							
			0	0	0	0	0
Total Gross:			0	0	0	0	0

SBC-1 form - Project Request

1 Department: Tennessee Board of Regents

Institution:

Project:

City/County:

SBC No.:

2 Fiscal Year:

3		New		Renovation
<input type="checkbox"/>	Capital Outlay			
<input type="checkbox"/>	Capital Maintenance	0	Gross Sq.Ft.	0
<input type="checkbox"/>	Institutional / Non-appropriated	0	Net Sq.Ft.	0
<input type="checkbox"/>	Designer Required	0.00	Cost/Sq.Ft.	0.00

4 Project Description:

5	Total Project	Allocation		Estimated Construction Cost:	
	0.00	0.00	Building Construction		0.00
	0.00	0.00	Site & Utilities		
	0.00	0.00	Built-in Equipment		
	0.00	0.00	Bid Target		
	0.00	0.00	Contingency:	n/a	n/a percent
	0.00	0.00	M.A.C.C.		
	0.00	0.00	Fee:	27/LogP-2 =	n/a Renovation
	0.00	0.00	Movable Equipment		
	0.00	0.00	<i>first other</i>		
	0.00	0.00	<i>second other</i>		
	0.00	0.00	Administration & Miscellaneous		
	0.00	0.00	Total Cost		

6 Funding

	0.00	0.00	STATE funds
	0.00	0.00	FEDERAL funds
	0.00	0.00	Local and Institutional Funds

7 Sources of Available Funding:

	fund year	description
	0.00	
	0.00	
	0.00	
	0.00	
	0.00	

8 SBC Action: *no need to fill this in for submission by institution to TBR central office*

9 Designer: regional consultant

MACC	Fee for New										Fee for Reno									
	Prog	SDP	DDP	Pre-Plan	CDP	Full Plan	Bid	Constr	Close	Full Fee	Prog	SDP	DDP	Pre-Plan	CDP	Full Plan	Bid	Constr	Close	Full Fee
10,000	40	162	338	540	405	945	40	311	54	1,350	50	203	421	674	506	1,180	51	388	68	1,687
20,000	70	281	587	938	704	1,642	70	540	94	2,346	87	352	733	1,172	880	2,052	88	674	118	2,932
30,000	98	392	817	1,307	981	2,288	98	752	131	3,269	122	490	1,022	1,634	1,226	2,860	122	940	164	4,086
40,000	124	498	1,038	1,660	1,245	2,905	124	955	166	4,150	155	623	1,296	2,074	1,556	3,630	156	1,193	208	5,187
50,000	150	600	1,250	2,000	1,500	3,500	150	1,150	201	5,001	187	750	1,563	2,500	1,875	4,375	188	1,437	251	6,251
60,000	174	700	1,458	2,332	1,749	4,081	175	1,341	234	5,831	218	875	1,822	2,915	2,186	5,101	219	1,676	292	7,288
70,000	199	797	1,661	2,657	1,993	4,650	199	1,528	266	6,643	249	986	2,076	3,321	2,491	5,812	249	1,909	333	8,303
80,000	223	893	1,860	2,976	2,232	5,208	223	1,711	298	7,440	279	1,116	2,325	3,720	2,790	6,510	279	2,139	372	9,300
90,000	246	987	2,057	3,290	2,467	5,757	247	1,892	329	8,225	308	1,234	2,570	4,112	3,084	7,196	309	2,364	412	10,281
100,000	270	1,080	2,250	3,600	2,700	6,300	270	2,070	360	9,000	337	1,350	2,813	4,500	3,375	7,875	337	2,588	450	11,250
110,000	292	1,172	2,442	3,906	2,929	6,835	293	2,246	391	9,765	366	1,464	3,052	4,882	3,662	8,544	366	2,807	489	12,206
120,000	315	1,263	2,630	4,208	3,157	7,365	316	2,420	421	10,522	394	1,578	3,288	5,260	3,946	9,206	394	3,025	527	13,152
130,000	338	1,352	2,818	4,508	3,381	7,889	338	2,593	451	11,271	422	1,691	3,522	5,635	4,226	9,861	423	3,240	564	14,088
140,000	360	1,442	3,003	4,805	3,604	8,409	361	2,763	481	12,014	450	1,802	3,754	6,006	4,505	10,511	451	3,454	601	15,017
150,000	382	1,530	3,188	5,100	3,825	8,925	383	2,932	511	12,751	478	1,912	3,985	6,375	4,781	11,156	478	3,666	638	15,938
160,000	404	1,618	3,370	5,392	4,045	9,437	404	3,101	540	13,482	505	2,022	4,213	6,740	5,056	11,796	505	3,876	675	16,852
170,000	426	1,705	3,552	5,683	4,262	9,945	426	3,268	569	14,208	532	2,132	4,440	7,104	5,328	12,432	532	4,085	711	17,760
180,000	447	1,792	3,732	5,971	4,479	10,450	448	3,433	598	14,929	559	2,240	4,665	7,464	5,598	13,062	560	4,292	747	18,661
190,000	469	1,877	3,912	6,258	4,694	10,952	469	3,599	626	15,646	586	2,347	4,889	7,822	5,867	13,689	587	4,498	783	19,557
200,000	490	1,963	4,090	6,543	4,907	11,450	491	3,762	655	16,358	613	2,454	5,111	8,178	6,134	14,312	614	4,703	818	20,447
210,000	511	2,048	4,267	6,826	5,120	11,946	512	3,925	683	17,066	639	2,560	5,333	8,532	6,400	14,932	640	4,906	854	21,332
220,000	533	2,132	4,443	7,108	5,331	12,439	533	4,088	711	17,771	666	2,665	5,554	8,885	6,664	15,549	666	5,109	889	22,213
230,000	554	2,216	4,618	7,388	5,542	12,930	554	4,249	739	18,472	692	2,771	5,773	9,236	6,927	16,163	692	5,311	924	23,090
240,000	575	2,300	4,793	7,668	5,751	13,419	575	4,409	767	19,170	718	2,876	5,990	9,584	7,189	16,773	719	5,511	959	23,962
250,000	595	2,384	4,966	7,945	5,959	13,904	596	4,569	795	19,864	744	2,980	6,208	9,932	7,449	17,381	744	5,711	994	24,830
260,000	616	2,467	5,139	8,222	6,167	14,389	616	4,728	823	20,556	770	3,084	6,424	10,278	7,708	17,986	771	5,910	1,028	25,695
270,000	637	2,549	5,312	8,498	6,373	14,871	637	4,887	850	21,245	796	3,187	6,639	10,622	7,967	18,589	796	6,108	1,063	26,556
280,000	657	2,632	5,483	8,772	6,579	15,351	658	5,044	878	21,931	822	3,289	6,854	10,965	8,224	19,199	822	6,305	1,097	27,413
290,000	678	2,714	5,653	9,045	6,784	15,829	679	5,201	905	22,614	848	3,382	7,066	11,306	8,480	19,796	848	6,502	1,131	28,267
300,000	698	2,796	5,824	9,318	6,988	16,306	699	5,358	932	23,295	873	3,484	7,280	11,647	8,735	20,392	874	6,697	1,165	29,118
310,000	719	2,876	5,994	9,589	7,192	16,781	719	5,514	959	23,973	898	3,586	7,492	11,986	8,990	20,976	899	6,892	1,199	29,966
320,000	739	2,958	6,162	9,859	7,395	17,254	739	5,670	986	24,649	924	3,687	7,703	12,324	9,243	21,567	925	7,086	1,233	30,811
330,000	759	3,039	6,331	10,129	7,597	17,726	759	5,825	1,013	25,323	949	3,798	7,914	12,661	9,496	22,157	949	7,280	1,267	31,653
340,000	779	3,120	6,498	10,397	7,798	18,195	780	5,979	1,040	25,994	974	3,899	8,123	12,996	9,748	22,744	975	7,473	1,300	32,492
350,000	799	3,200	6,666	10,665	7,999	18,664	800	6,133	1,067	26,664	999	4,000	8,333	13,332	9,999	23,331	999	7,666	1,334	33,330
360,000	819	3,280	6,833	10,932	8,199	19,131	820	6,286	1,094	27,331	1,024	4,100	8,541	13,665	10,249	23,914	1,024	7,858	1,367	34,163
370,000	839	3,360	6,999	11,198	8,399	19,597	840	6,440	1,120	27,997	1,049	4,200	8,749	13,998	10,499	24,497	1,050	8,049	1,400	34,996
380,000	859	3,440	7,165	11,464	8,598	20,062	859	6,592	1,147	28,660	1,074	4,299	8,957	14,330	10,747	25,077	1,075	8,240	1,433	35,825
390,000	879	3,519	7,330	11,728	8,797	20,525	880	6,744	1,173	29,322	1,099	4,398	9,163	14,660	10,996	25,656	1,099	8,430	1,467	36,652

The Agony of the Download

Step 1) open your web browser and visiting the OFD website

<http://www.tbr.state.tn.us/facilities/>

On the lower half of the page, select the "Guide Documents" link.



The screenshot shows the TBR OFD website interface. On the left is a vertical navigation menu with links such as "Student Information", "Committees & Sub-Councils", "Data & Statistics", "Departments", "Legislative Digest", "Policies & Guidelines", "Press Releases", "TBR Campus Directory", and "TBR Internet Policy". To the right of the menu is a large group photograph of approximately 30 staff members. Below the photo are several sections of links:

- General Items:** A 2x3 grid of links including "Executive Director", "PITS", "Facility Survey", "State Building Commission", "Property Transactions", "Lease Tracking", "Site Directory", "Campus Design Standards Discussion", "OIC DISCUSSION GROUP", "Risk Management", "Capital Budget Request", and "RFPs".
- Designer's Manual:** A 3x3 grid of links including "Cover and Table of Contents", "Future Changes in the Works", "Summaries of Recent Changes", "Administrative Procedures", "Administrative Forms", "Bidding Documents All", "Bidding Documents General Work Only", "Bidding Documents Minor Work Only", "Bidding Documents Non-Constr Only", "List of Files in the Download", "Download Editable Files", and "June 2005 MF95 Bidding Documents".
- Facilities Development Manual:** A horizontal row of three links: "Administrative Information", "Primary Processes", and "Guide Documents". A red arrow points from the text "HERE IT IS" to the "Guide Documents" link.
- Construction:** A 2x3 grid of links including "Master Project Schedules", "Construction Bid List", "Construction Project Cost", and "Construction Forms".

On the far left, there are additional links for "Regents Online Degree Programs" and "Tennessee Anytime".

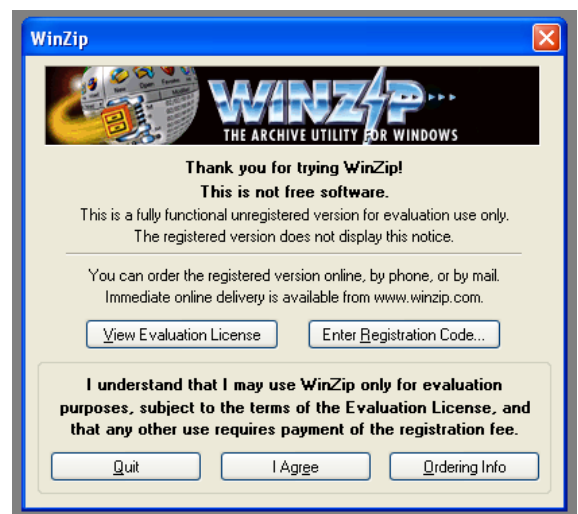
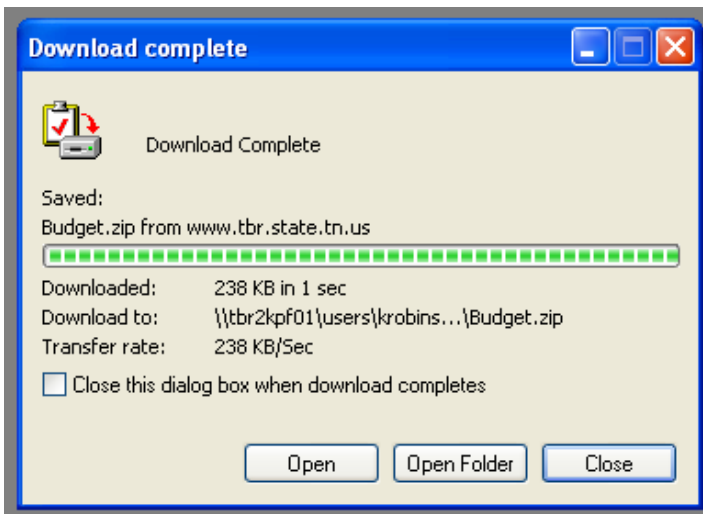
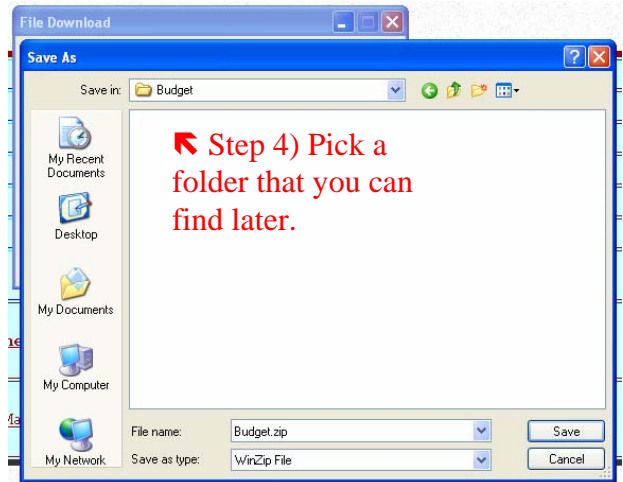
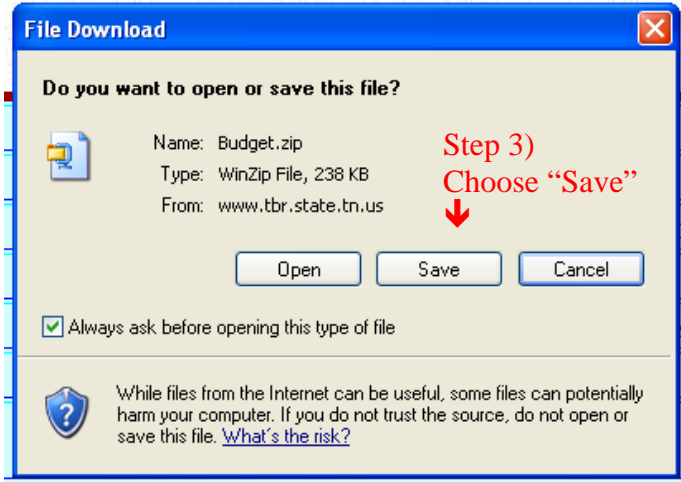
...and here's what you get:

Step 2)
Select the link
to download
the workbooks

Master Plan	PITS
Project Programming	Physical Facilities Inventory
Capital Budget Instructions	Physical Facilities Survey Summary
Capital Budget Workbooks Download	SBC Equitable Restroom Act
Prioritization Formula	SBC Gift Construction Guidelines
Management Assistance	Campus Standards
Acquisitions & Disposals Fee Structure	Standard Leases
166/000-01-04 Lease Purchases and Replacements	
click here to return to the Facilities Development Manual.	



When you select the download link, you'll be asked:



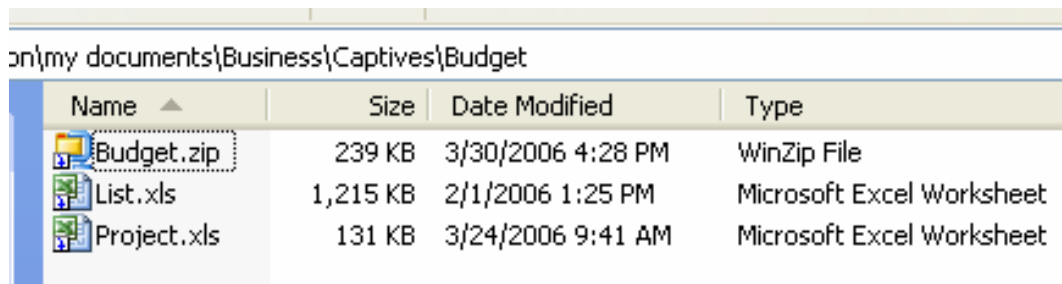
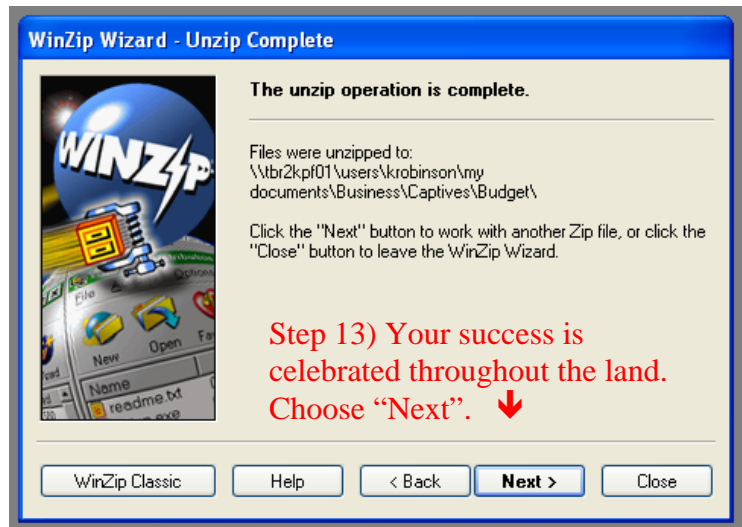
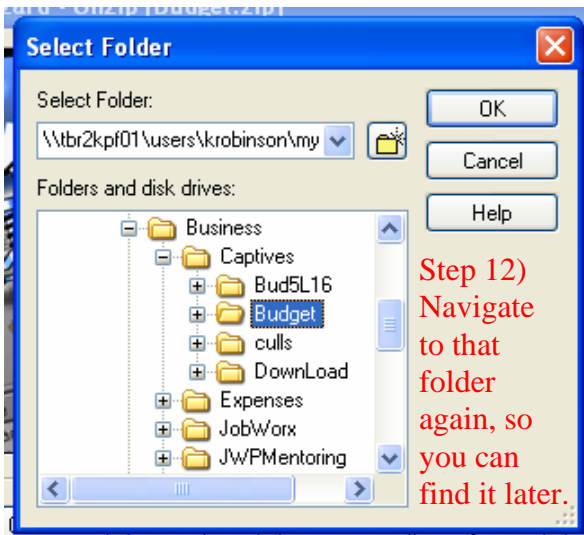
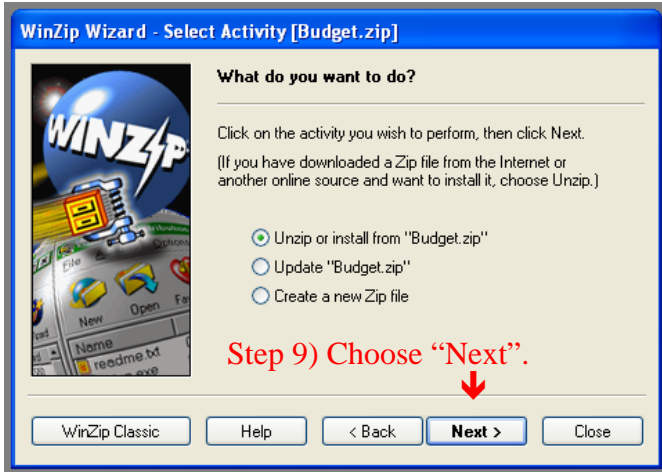
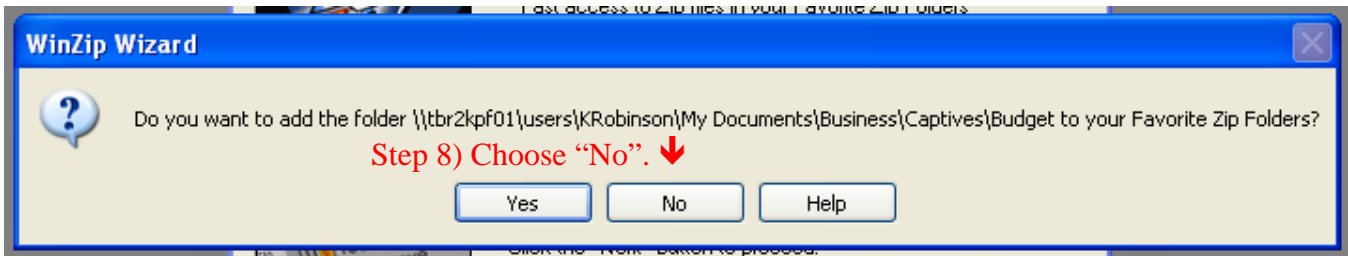
Step 5) Choose "Open".

Step 6) Choose "I Agree".



Step 7) Choose "Next".





The Agony of the Download is over.
The Ecstasy of Budgeting is about to begin.





2006

GUIDE TO THE

FORMS

FOR YOUR

**CAPITAL
BUDGET**

for the

FISCAL YEAR

2007-2008

Capital Outlay Project Requests
Capital Maintenance Project Requests
and
Project Disclosures
(utilizing school bonds and other funding sources)

Contents

page	Subject
2	Electronic Format
3	DB71 List of Projects
4	Project Forms and Documents
5	DB-70 Form
9	Movable Equipment
10	Project Support Document
11	First Year Operating Costs
12	Bond Questionnaire
13	Non-Appropriated Funding
14	Designer Fees
14	Designer Fee Calculations
15	Multi-Phase Project Grouper
16	New / Renovation Mix
16	NextPhase Assistant
17	Tabulation of Affected Space
18	Program Statement
19	Educational Specification
19	Physical Facilities Evaluation
20	SBC-1 form
20	Spare Sheets
20	Project File Trimming



Electronic Format

Guides and Workbooks are on the website <http://www.tbr.state.tn.us/facilities/> bracketed under “Facilities Development Manual” and selected on the “Guide Documents” sub-page (see **Download Guide Handout**), or e-mail a request to: diane.uhler@tbr.edu

Diane Uhler (615) 366-3982
Tennessee Board of Regents
Office of Facilities Development

List.xls

contains the list for all three classifications (Capital Outlay, Capital Maintenance, and Disclosure).

Sheet	Content
DB71	List of Projects for Capital Budget Request

Put the name of your institution into the place provided (cell C1), which is normally the default active cell when file is first opened, but check before you start typing.

Project.xls

contains all of the standard forms required for a project, plus a few additional sheets that help in certain cases:

Sheet	Content
DB70	Project Request (Annual Budget)
Equip	Schedule of Movable Equipment
ProjSupport	Project Support Documentation
OpCosts	First Year Operating Costs
BondQuest	Bond Questionnaire
FundData	Funding Analysis for Disclosure
SpaceTab	Tabulation of Affected Space
NextPhase	Next request of a multi-year project
Groupier	Multi-Phase projects grouped & totaled
NRMix	New / Reno mix in a project
FeeCalc	Designer Fee Calculations
SBC-1	Project Request (State Building Commission)

General workbook instructions are at right and the following pages provide instructions for using each sheet of the workbook.

To re-submit a project:

If the project is already documented on a previous year’s workbook that you need to update and resubmit, use it or a copy of it. In the List and DB70, be sure to unlock the sheet and update to FY07/08 any cells that indicate a previous fiscal year.

To begin a project from scratch:

Open **Project.xls**, and save it as a unique file-name that has meaning to you in relation to the project. At TBR OFD, our naming convention is to use the SBC locator number (i.e., “79” for TTC Paris) followed by as few characters as possible to create a meaningful name (i.e., “EdRoof” for Education Building Re-roof). Use this new file for documenting the project. Put the name of your institution and the project name into the place provided in each of the sheets. When first opened, each sheet normally defaults to the cell for the institution name, but check before you start typing. Each sheet has an embedded footer that contains a time stamp with the file name and sheet’s tab name.

Sheet and cell protection:

Cells in which you are expected to enter information have been formatted in a **blue colored font** to distinguish them from other cells in which you should not make entries. The other cells also have shaded backgrounds (usually a light yellow that will not show on black & white printers). Each sheet is also password protected, locking cells that should not be edited. You can unlock the protection with the password “Pandora”.

Project file trimming:

When a project workbook is complete, delete the unused sheets of the workbook.



DB71 List of Projects

The **DB71** sheet is designed to serve as a consolidated list for all classifications.

Put the name of the institution in the space provided (cell C1).

Do not alter rows 2 through 5, nor columns I through T.

These will provide subtotals of the three project Classifications.

You can open List.xls and add a line in the DB71 sheet for a new project as you start it; however, you can instead wait until you have the DB70 completed, then capture the listing line from the bottom of the DB70 and paste it into the DB71.

The “Listing Line” of the DB70:

Rows 60 – 62 of the DB70 sheet contain functions to duplicate specific values in the DB70.

In column B, a “>” will appear if that line is appropriate for the DB71 list of projects.

From such a marked row, **copy** cells C through I,

then **Paste Special** the **Values** into a row of the DB71 in cells A through G.

To manually enter (more than 33) projects in rows beyond row 38, **copy** one of the rows 6 through 38 that has not yet received an entry across columns A through G, and **paste** it to as many additional rows as needed before entering project-specific information into the rows. This is not necessary if copying contents into this sheet from the DB70 form, as described in the previous paragraph. Math functions are embedded in protected columns H through T through row 3,000, so should accommodate a reasonable number of projects. Math functions are embedded in unprotected columns F and G for individual project entries only through 33 entries (one printing page).

Add projects to the DB71 list in any order.

For each project, in column A, enter a **Classification** character:

“O” for Capital Outlay,

“M” for Capital Maintenance, or

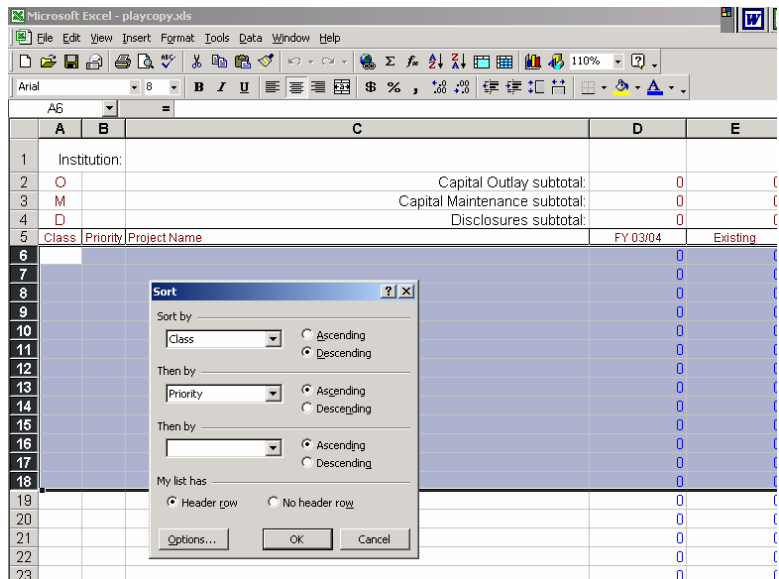
“D” for Disclosure

For each project, in column B, enter a

priority number

within its Classification.

To sort the list, begin with cell A6 (below the Header Row), and select down through as many rows as need to be sorted and across through column G. Then, use menu function **data sort** with Header Row by **Class descending** and **Priority ascending**.



Once a project is listed in the DB70 form, then refined, revised, and re-prioritized over time, be sure to update the listing in the DB71. These are not dynamically linked.



Project Forms and Documents

	Stack your finished documents for each project in this order	Capital Outlay Project	Capital Maintenance Project	Disclosed Project from other source	page
<i>DB70 Project Request</i>	DB-70 Project Request Fixed-format one-page Summary of project name, brief description, total cost, funding objective, and requested amount.	required	required	required	5
<i>Schedule of Movable Equipment</i>	Schedule of Movable Equipment Required if any amount is to be allotted to movable equipment. Fixed-format list of items to be purchased within the project.	conditional	conditional	conditional	9
<i>Project Support Document</i>	Project Support Documentation Fixed-format one-page Summary of program objective, justification, facility history, related requirements, existing conditions.	required	required	required	10
<i>First Year Operating Costs est.</i>	First Year Operating Costs estimate Required only for E&G space which will affect the state operating appropriation calculation, estimating first-year increase in state costs.	required	not applicable	conditional	11
<i>Bond Questionnaire</i>	Bond Questionnaire Required on any project for appropriations or disclosed for TSSBA funding	required	required	conditional	12
<i>Funding Analysis</i>	Funding Analysis Required for any project utilizing funds other than appropriated Capital Outlay and Capital Maintenance	conditional	conditional	required	13
<i>Tabulation of affected Space</i>	Tabulation of Affected Space Fixed-format one-page tabulation of the square footages of the various classifications of space to be renovated or constructed new.	required	optional	conditional	17
<i>Designer Fee Attachment</i>	Design Fee Attachment Required when fee is a composite or "fixed" to explain the rationale and math calculation of the designer fee.	conditional	conditional	conditional	14
<i>Program Statement</i>	Program Statement Description of the physical objectives, including size, character, and relationships of space.	important	important	important	18
<i>Educational Specification</i>	Educational Specification Description of functional objectives, including intended use, occupancy, and activities to be served.	required	not applicable	conditional	19
<i>Facility Evaluation</i>	Physical Facilities Evaluation Supports Functionality and Quality assessment summarized for Capital projects in Project Support Documentation.	required	required	not needed	19



DB70 form

Put an "X" in the box for **Capital Outlay** if applicable. The other three will mark themselves.

Fill in a very brief statement of the scope of Work. Do not repeat the title or provide justification.

Fill in costs. **Bid Target, Contingency, and Admin/Misc** calculates. **Fee** calculates **Basic Services** if unchanged. Allocations will equal total project if unchanged.

Summarize the three sources of funding. In Allocation column, show current request only. Exclude existing and future amount. **State funds** calculates based on what's not covered by other lines.

Fill in project identification: including **Institution name, Project Name** (building name and what is being done to it), and **city and county** where project is located (not necessarily institution's main location).

Fiscal year for which this request is submitted.

Fill in the gross and net **square footage** involved in the project, and the estimated **cost per square foot**.

This will show **Gross Sq.Ft. times Cost/Sq.Ft.** here for comparison to Building Construction line item.

Fill in **New Renovation Fixed or Multi-part**

Two lines are provided for "other" descriptions, such as "**Land Acquisition**". Fill in accordingly.

If This Request will be added to an existing SBC project, list the funds approved thus far by the SBC.

If Allocations include costs already in an existing SBC project, fill in the name of the selected designer.

If Allocations include costs already in an existing SBC project, fill in SBC project number

Project Request

1 **Department:** Tennessee Board of Regents
Institution:
Project:
City/County:

2 **Fiscal Year:** 2007/ 2008

3 Capital Outlay
 Capital Maintenance
 Disclosure
 Designer Required

New **Renovation**

Gross Sq.Ft.
 Net Sq.Ft.
 Cost/Sq.Ft.

4 **Project Description:**

5 **Total Project** **Allocation** **Estimated Construction Cost:**

Building Construction
 Site & utilities
 Built-in Equipment
Bid Target
 Contingency:
 M.A.C.C.
 Fee:
 Movable Equipment

Renovation

Admin. & Misc. (Survey, Tests)
Total Cost

6 **Funding** **This Request**

STATE funds
 FEDERAL funds
 Local and Institutional funds

7 **Sources of Available Funding:**

Already approved for existing SBC project
 Plus this request

8 **SBC Action:**

9 **Designer:**



The DB70 form is the sheet with the tab-name “**db70**”.

Normally, when opening the workbook and selecting the sheet for the first time, the display is scaled so that the columns that make up the form fill the width of the screen. The Page Setup has been set to print cells A1 through I57, which is the entire DB70 form. To the right of this print area are abbreviated instructions.

Before beginning, consider whether you are ready. Typically, this is the last form actually filled out; however, portions can be filled in early and others saved for later.

Part 1 – Project Identification

If not already done on the Project.xls master format, fill in the institution name where indicated.

Project Name: The individual building name should be part of the Project Name in the style of naming the building first then what you intend to do to it, such as “Fulton Building Air Conditioning Upgrade”. . Once entered, it will save time later if you now copy the (institution and) project name cell(s) and paste the contents into the corresponding cell(s) of each sheet.

Take care in naming, ensuring that your terminology corresponds to the Project Classifications given in the Guide to Strategy. For instance, a Capital Maintenance systems “modernization” should not be called a systems “improvement”, which implies a Capital Outlay project.

Part 2 – Fiscal year

Fiscal Year should already be filled as “2007 / 2008”.

Part 3 – Classification, Designer Requirement, and Square Footage

There are three (3) Classifications, detailed in the Guide to Strategy, and a box for each, plus a fourth box for “Designer Required”.

Capital Outlay and Capital Maintenance classifications are mutually exclusive in a budget request; however, a Capital project that is expected to also use non-appropriated funds can be dual-marked for the Disclosure classification and should be listed in both classifications in the DB71 project list.

Put an “X” in the **Capital Outlay** box if submitting the project in the Capital Outlay Classification. If left alone, the other three boxes are protected and have embedded functions that will cause them to display an “X” based on other data in the sheet.

- Capital Maintenance** will display an “X” if **This Request** includes **State Funds** in cell E41 and Capital Outlay has no “X”.
- Disclosure** will display an “X” if **This Request** includes non-state funds in cells E42 or E43.
- Designer Required** will display an “X” if **Allocation** includes a **Fee** amount in cell E32. If a project is substantial enough to be listed in your budget, it almost surely requires a designer. Specific guidance on the legal and policy factors in determining whether a project requires a licensed designer can be found in the flow charts of the Facilities Development Manual.



Fill in values for square footage and cost/s.f. under **New** construction and **Renovation**. **Square footage** amounts should match those developed in the **Tabulation of Affected Space**. Cost estimates should be based on discussions with OFD Project Management staff or a licensed design professional. The **cost per square foot** is based on gross square footage of the building construction only, excluding site & utilities and special built-in equipment. The values put here feed a calculation in cell I25, in the upper right of Part 5.

Part 4 – Project Description

A merged cell is provided for the project description. Concisely describe the Work to be performed. Do not repeat the project name, nor dwell on justification, historical data, or the benefits derived. If your description does not fit with the space and font-size provided, it is too long. Save the details for the Project Support Document or the Program Statement.

Part 5 – Project Costs

The two columns – “**Total Project**” and “**Allocation**” – for most project requests are the same, and the Allocation column has been set up to automatically copy the Total Project column unless you override that feature by filling in other values. You should enter most dollar values rounded to whole thousands. On existing SBC projects already partly funded, do not put cumulative amounts in the Allocation column, as you would for an SBC-1 form. Instead fill in only the amount being requested for this fiscal year. You can use the “**NextPhase**” sheet to figure out what **request** amount will get you from **existing funds** to a desired **cumulative allocation**.

Building Construction should be reasonably close to the Estimated Construction Cost calculated in cell I25 from the square foot and cost values entered in Part 3, and typically only covers the cost of normal building construction including style and basic functions, but omitting special system requirements.

Site & Utilities should include demolition, parking lots and roads, and other site amenities.

Built-in Equipment should include special air-handling units like fume hoods, special plumbing such as gas and water for laboratories, casework, kitchen equipment, and other special system requirements.

Do not change **Bid Target**. It is locked with embedded math to sum of the preceding three lines.

Do not change **Contingency** and its percentages to the right. They are locked with embedded math.

M.A.C.C. should be rounded to 5 or 10 thousand, and allow a contingency between 5% and 10% of the Target, tending toward 5% on new construction and 10% on renovation. If needed, off to the right, check cells Q30-R31 for an idea of range for MACC. Once the M.A.C.C. is entered, contingency values will calculate and display in their respective cells.

Fee for the designer has been set up to calculate automatically, but is dependent upon several factors:

- Renovation**: cell I32 contains the word “**Renovation**”, and the fee will calculate at 1.25 times the base formula of 27/LogP. In this context, any repairs and replacements are “Renovation”.
- New Construction**: put “**New**” in cell I32. The base formula will be calculated un-multiplied.
- Fixed amount**: put “**Fixed**” in cell I32, and overtype Fee value cell(s) with the fixed amount.
- Multi-Part**: put “**Multi-Part**” in cell I32, and overtype Fee value cell(s) with the amount(s).

You can use the **FeeCalc**, **Grouper**, or **NRMix** sheets, or any other means to determine a Fixed or Multi-Part fee value, but you must include a copy in your submittal.



Movable Equipment should be supported by a list in the “**Equip**” sheet. More information begins on page 9.

Two additional line items, commonly called **1st-Other** and **2nd-Other** are available for special costs, such as land acquisition, commissioning, scheduling, moving expenses, special consultants. In the column (F) with the other line-item captions, provide an appropriate, concise, descriptive caption. Surveys, geotech, and other basic design investigations are normally included in Miscellaneous, but can be separated into these “other” lines.

Do not change **Admin. & Misc.** It is locked with embedded math to equal the Total Cost below it minus the sum of the lines above. Make sure Misc is left with enough to cover all the odds-&-ends.

Total Cost should be rounded to 10 thousand, allowing a suitable level of miscellaneous costs.

- Exception to \$10k rounding:** The state budget office \$10k rounding requirement is primarily intended for **This Request** for **State funds**. The following cases do not have to be rounded.
 1. **Total Project** Column if it is a multi-year project.
 2. Disclosed Projects.

Part 6 – Funding Request

Summarize the funding needed for the Total Project and This Request for the Fiscal year.

- In the **Total Project** column, enter full funding for the total project.
- Under **This Request**, enter only the amount expected for the new fiscal year. If the project is already an SBC project and has received some funding, that will be shown in Part 7.

Do not change the **STATE funds** amount. It is locked with embedded math. On most Capital projects, the state funds request will equal the Total Cost and that will be the end of it.

Part 7 – Sources of Available Funding

Normally, enter nothing here. This Part is used only if **This Request** is for additional funding to continue an existing SBC project. In such cases, fill in up to five descriptions to represent the existing funding, combining similar sources if necessary. Do not insert additional rows, as these may foul math functions and pagination. Funding information on existing projects is available through the Project Information Tracking System at <http://pits.tbr.state.tn.us>.

Funding for a fully self-contained Phase of a multi-phase project may be requested as if the Phase were a separate project. The resulting funding can then be added to the existing SBC project or brought forward as a separate project, as deemed appropriate at the time.

Part 8 – SBC Action

If requesting or disclosing funding for an existing SBC project, provide the SBC project number.

Part 9 – Designer

It is not necessary to fill in anything; however, if the request continues an existing SBC project, the name of the designer already assigned to the project by the SBC should be filled in.



Movable Equipment

Movable Equipment included in the project is to be listed in the workbook sheet with the tab-name “**Equip**”.

Lists produced in other workbooks should be copied into **Equip**, or entire sheets can be copied into the project workbook. If a portion of the list is in a medium that cannot be included in the workbook, at least refer to such list(s) in an abbreviated fashion within the **Equip** sheet.

The following information is required, and here is an example, with the first two entries representing references to other lists, and the last two entries representing individual items:

Description	Life	Qty	Unit Cost	Total Cost
Lounge Areas furniture list	10	1	26,325	26,325
Faculty & Staff Office furniture list	15	1	37,500	37,500
Classroom tables	20	300	125	37,500
Classroom chairs	15	300	35	10,500

Description: A reasonable, short, meaningful description of each unique item. Because this column is actually two columns, you can use them as an indent for dividing up groups of equipment.

Life: The typical life expectancy for each item. The Governor’s budget recommendation will take equipment life expectancies into consideration when determining how much of a project should be funded from cash versus debt.

Qty: The quantity of each item needed.

Unit Cost: The unit cost anticipated for the time of purchase. This must be projected forward, based on current market costs and allowing for inflation, on the assumption that the funding requested will be appropriated in the request year, and allowing for lead time between funding and actual purchasing, which may include the full design and construction process.

Total Cost: The product of Qty times Unit Cost. In the **Equip** sheet, math functions have been embedded in column F for individual items total cost, but only down to row 51. If the list extends beyond this row, copy the math function from one of these cells, and paste it into the further cells of column F as far down as needed.

After compiling the full list, a total should be derived and rounded to the nearest thousand dollars for inclusion in the DB70 form. The **Equip** sheet total function in cell F5 will sum all entries through 10,000 rows; and, if the list extends longer, should be corrected.



Project Support Document

The Project Support Document is required for all projects, and provides a brief narrative of the project, its justification, history, and related factors. It is quite typical for this document to go through several drafts and may result in a lengthy document. The final, submitted version must be edited down to the one-page brief formatted in the project workbook as **ProjSupport**. Extended narratives may be included as appropriate in the Educational Specification, the Program Statement, or otherwise as supplemental supporting information in the back of the project package. The following information is required:

Section A

Program Objectives: Provide a reasonable, short, meaningful description of the project and its relationship to the educational program objectives at the institution. Define type of occupancy, capacity, special services, and any unique features. For roof replacements, indicate the area of the roof; and, if only a portion of a total building's roof, stipulate what part of the building. Avoid repeating the title of the project. Avoid justifying the project.

Section B

Evidence of Need: Justify the project. Cite growth in educational program demand for Outlay projects. Cite poor conditions and repair history for Maintenance.

Section C

Historical Profile: Tell the history of the educational program being served and the history of the existing facilities, including date of initial construction, dates of major repairs and renovations, especially dates of installation of existing roof and type of roof when requesting a reproofing project, and comparable information for other major repair items. Avoid repeating the repair history and other information already covered in the Evidence of Need. If renovating for a new occupancy, tell about both the old and new usage.

Section D

Related Requirements: Identify activities on which the project is dependent but which will occur outside the project. Typically, all requirements for a successful project should be included in the project; however, site selection may depend on completion of a Master Plan, or funding for a non-appropriated project may depend of a fee increase not yet approved, or a gift not yet in hand. Identify prior projects that made this one necessary or subsequent projects that this project will necessitate.

Section E

Summary Results and Date of Physical Facilities Survey: Provide the most recent survey score and the survey date. For Capital Outlay projects, provide the institution's assessment of the **Functionality and Quality of Existing Space**, using one of these following ratings:

- | | |
|---------------------------------------|---|
| ❖ Non-Functional or Non-Existent | If assessing multiple or extensive spaces, supplemental supporting information may be attached to provide further detail, but an overall rating must be provided. |
| ❖ Operational but Seriously Deficient | |
| ❖ Operational but Deficient | |
| ❖ Operational but Inconvenient | |



First Year Operating Cost

An estimate of First Year Operating Costs is required for any Capital Outlay or Disclosed project that will add square footage and affect operating costs.

First Year Operating Costs should itemize the increase in cost expected during the first twelve months of operation after construction of a new facility or renovation of space to a new use. The intent of the estimate is to provide an estimate of the increase in annual operating funds that will derive from the project completion.

A detailed format for the final estimate is built into the project workbook sheet with the tab name of **OpCosts**.

The information required includes:

- Number of positions to be added
- Salary costs added by new positions
- Reimbursable program expenses added due to expansion
- Telephone and equipment installation
- Utilities (see table at right) →
Fill in cell G19 with your value at right, and fill in cell G20 with the new square footage, and cell C19 will calculate.
- Maintenance (see table below) ↓
Fill in cell G21 with your value below, and fill in cell G20 with the new square footage, and cell C21 will calculate.
- Offsetting revenues to be received from non-state sources

Maintenance and Operating Funding

recommended by THEC

FY06/07

per E&G square footage

\$ / s.f.	for type of space
6.65	buildings > 20 yrs old
4.99	buildings < 20 yrs old
2.50	portables/modulars
4.99	TTC

Utility Funding

recommended by THEC

FY06/07

per E&G square footage

\$ / s.f.	for institution
2.78	APSU
2.14	ETSU
2.78	MTSU
2.50	TSU
2.14	TTU
2.14	UoM
3.30	Chattanooga STCC
2.14	Cleveland SCC
2.50	Columbia SCC
2.14	Dyersburg SCC
2.14	Jackson SCC
2.14	Motlow SCC
2.14	Nashville STCC
2.78	Northeast STCC
2.78	Pellissippi STCC
2.14	Roane SCC
2.50	Southwest Tenn CC
2.14	Volunteer SCC
2.78	Walters SCC
2.14	TTC's



Bond Questionnaire

A Bond Questionnaire is produced on project workbook sheet with the tab name of “**BondQuest**”, and **required for Capital Outlay projects, Capital Maintenance projects,** and for disclosed project proposing to use **TSSBA funding**.

Important distinction for projects that do not directly affect interior space:

- When documenting a **roof project**, the Questionnaire should be filled out in reference to all of the space under the roof.
- When documenting an HVAC, fume hood, ductwork, EMS, fire alarm, plumbing, electrical, or other **building systems project**, the Questionnaire should be filled out in reference to all of the space served or affected by the systems.
- When documenting an **infrastructure project**, the Questionnaire should be filled out in reference to all of the space served or affected by the infrastructure, or multiple copies of the sheet can be provided with each describing an individual building served by the infrastructure, and each sheet re-named to “BQ-” and a short version of the building name (i.e., “BQ-McCord” for a McCord Building).

Questions 1 – 6:

Stock answers have already been included for the first six basic questions about the use of the building. These should be tailored to the specific project, however, they should not require much deviation from the stock answers on Capital projects.

Question 7:

The seventh question requires specifics on certain uses and possible private uses, and is primarily a Tabulation of Space focused on the spaces that most often produce revenue.

Vending machines and pay phones:

cells in column D accept a number of units, then cells in column E automatically multiply the number of units by a standard square footage prescribed by the F&A Budget Office. These cells in column E can be overwritten to a different value, but it is best to resist doing so.

Other revenue space square footages (column E):

The further rows in column E are intended to receive direct input of square footages.

Row 39 is captioned “Other private use”, which can be overtyped if there is one type of revenue space included but not listed above, or left as is if there are none or several.

Row 40 should be left to calculate as is.

Row 41 should be filled in with the Total Net Assignable value from the **SpaceTab** sheet.

In the “**Vendor**” column G, place a capital “X” on those rows for which the space is expected to be occupied or operated by a vendor. The Private Use column H will then add up the vendor spaces and display the percentage of space being given over to private use. The F&A Budget Office must have this information in order to assess the mix of cash and debt to recommend for the project, and to determine if debt will be eligible for tax-free bonds or will require taxable bonds.



Funding Analysis

A detailed list is required for Disclosure of a project using Non-Appropriated funds.

Only a paper copy is required; however, the “**FundData**” tab included in the project workbook is preferred. The sheet is formatted thus:

Amount	Non-Appropriated Category	Specifics of Source

Sources of non-appropriated funding must be provided using these categories:

TSSBA: For Tennessee State School Bond Authority funds, provide a pro-forma financing plan on how the loan will be debt serviced, specifically identifying the source(s) of debt service funds and their status as approved or pending revenue streams. Take into consideration the THEC policy capping debt service fees; and, if a debt service fee is used, explain how this affects the aggregate of debt service fees in the context of the THEC policy. The pro-forma can be combined in the single page with the rest of the Funding Analysis for Project Disclosure. If needed, a separate pro-forma worksheet can be obtained from OFD.

campus athletic funds: athletic department’s revenues

campus auxiliary funds: enterprise revenues, such as bookstore, food service, housing, and parking

campus operating funds: balances from appropriations and tuition allotted for improvement projects

land sale proceeds: applicable normally to improvements eligible for capital outlay funding (if derived from sale of specific property, identify what and when sold)

access fees: e.g., parking, technology (identify specific sources)

student fees: (specify whether existing fees and/or subject to Board approval of a fee increase)

gifts: donations, bequests, foundations (identify donors to the extent possible)

local government funds: city or county participation (identify specific sources)

federal funds: grants and matches (identify specific sources)

The “**FundData**” sheet includes a line for each of these categories, which can be duplicated for as many specific sources as needed. The total of all entries is summed in cell A9.



Designer Fees

In the project workbook **DB70** sheet, the design fee calculation is embedded for simple new construction or renovation on the entire MACC. (See the **Fee** instructions for the **DB70** sheet.) Occasionally, a more complicated fee calculation is needed. For these, the basic tool for calculating and documenting a multi-part fee is the **FeeCalc** sheet, explained here. Multi-part fees can also be worked out on the **Grouper** sheet or the **NRMix** sheet, both also addressed below, or any number of means of your own invention.

The **FeeCalc** sheet permits any number of fee calculations to be tallied together to derive a final fee total. Cells in row 31 and beyond are unprotected, to facilitate your ability to copy rows and paste copies to create more rows. Each fee calculation is entered as a row, with the columns of each row as follow:

What.....Enter a distinct name for the row (calculation)

MACC for Log.....Enter the MACC to use in deriving the fee percentage

Fee Percent.....An embedded function automatically calculates based on the standard **27/LogP-2** formula, using the **MACC-for-Log** as **P**. If the old **35/LogP** formula is needed (not likely), this is stored in cell C20, and can be copied in place of the **Fee Percent** cell on any row.

MACC for Calc.....Enter the MACC to use in multiplying out the formula. Embedded math defaults to the same value as the MACC for Log, but it is quite common to overtype a different value, as in the example below.

N/R.....Enter in "N" for **New** or "R" for **Renovation**. If including a fixed amount in this table, delete the contents of columns B through H in the row, and enter "F" in the N/R cell.

Mult.....An embedded function automatically returns 1.00 for **New** and 1.25 for **Renovation**.

Base Fee.....An embedded function automatically returns the full basic services fee amount.

% Svc.....Enter the percent of services to be rendered. Percentages for each service phase or group of phases is as follows:

		Basic Services (100%)						
		Full Planning (70%)						
		Pre-Planning (40%)			Construction			
		Program	Schematic	Design Development	Document	Bidding	Construction	Close-Out
35/LogP		5	10	25	30	5	25	included
27/LogP-2		3	12	25	30	3	23	4

Fee Amount.....An embedded function automatically returns the Fee Amount. An embedded function in cell I26 automatically returns the sum of all of the rows, rounded down to a whole dollar. **Copy** this total amount, and **Edit Paste Special** the **Value** into the **Fee** cell of the **DB70**.

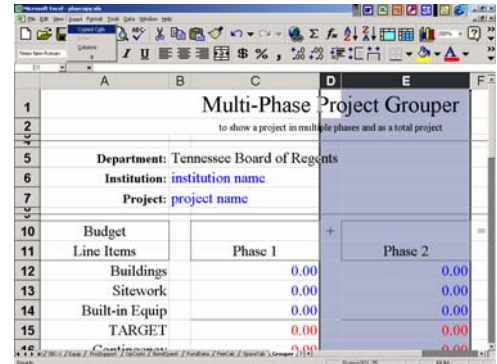
Here is an example of a common pair of entries for a \$1,500,000 project composed of \$1,000,000 in new construction and \$500,000 in renovation, being done under one contract.

What	MACC for Log	Fee Percent	MACC for Calc	N/R	Mult	Base Fee	% Svc	Fee Amount
New	1,500,000.00	6.46537595	1,000,000.00	N	1.00	64,653.00	100.0	64,653.00
Renovation	1,500,000.00	6.46537595	500,000.00	R	1.25	40,408.00	100.0	40,408.00
								105,061.00



The optional **Grouper** sheet puts the fee calculation into a column with a full set of budget line items. The sheet provides two budget columns, but these can be copied and inserted to create as many columns as needed to represent the project.

To add columns and ensure that the embedded sum functions in the **Total Project** column will continue to operate correctly, it is best to select columns **D** and **E**, click the **copy** icon, then pull down the **Insert** menu and select **Copied cells**. This is illustrated in the picture at right, with the selected columns shaded, the Insert menu pulled down, and the Copied-cells function highlighted.



The Budget Line Items are set up just like in the DB70 form, with Target, Contingency, and Miscellaneous being calculated. The Design Fee is tied to a set of calculations lower in the sheet, and explained below.

Below the Total row (row 23), several additional rows have been implemented to assist in tallying a multiple-phase project. These additional rows are marked off into four parts addressing square foot costs, contingency percentage, fee calculation, and basic design phases.

Square foot costs

Two rows accept entries of a building square footage number (row 26) and a dollars-per-square-foot initial estimate (row 27). Then, two rows display the resulting estimate based on multiplying the two preceding values (row 28) and a final dollars-per-square-foot (row 29) based upon the Buildings line item (row 12) and the bldg square footage (row 26).

Contingency percentage

This single row (row 30) displays the percentage derived by dividing the Contingency line item (row 16) by the Target line item (row 15).

Designer Fee Calculation

These rows provide a fee calculation similar to a row of the **FeeCalc** sheet. **MACC-for-Log** and **MACC-for-Mix** are preset to equal the MACC in the Budget line items, but can be overwritten. **New/Reno word** and **multi** are preset to **Renovation** and **1.25**; however, if Renovation is replaced with New, then the 1.25 will change to 1.00. **Base Design Fee** calculates automatically based upon the above cells. **Service Phases** is pre-set to **Full Services**, and should be revised if less than 100% services are applicable. The **Percent of service** is a sum of the **Basic Design Phases** below (see below). **Design Fee** calculates from these; and, is duplicated in the Budget line items.

Fee Formula and **Fee Rate** (and the **Percent of service** values for **Basic Design Phases** below) are based upon the **27/LogP-2** scale in effect since June 1996. In the unlikely event that the previous **35/LogP** scale is needed, it has been embedded in cells of Column T, rows 33 through 48, and can be copied and pasted wherever required.

Basic Design Phases:

The individual percentages for each design phase are shown. Delete the values of the cells corresponding to phases not included, and the **Percent of service** in the **Fee calculation** will respond accordingly.



The optional **NRMix** sheet is designed to help budget a project containing a mix of new construction and renovation together in a single objective. Using as few data entry cells as possible, this sheet helps the user divide up construction costs in a mixed project between the new and renovation portions, and obtain a fee calculation for the mix.

Below the rows for institution and project identification, the first cells open for data entry are in rows 6, 7, and 8 for **square footage** and **cost per square foot**, separated between columns C and E for new and renovation. If the gross square footage and cost per square foot are entered, these are multiplied for an estimate and percent of total in the next two rows, and summed and multiplied for a Combined Total in column H.

There are data entry rows for **Building, Site & Util**, and **Built-in Equip** in the “New” column C, the “Reno” column E, and the “Proportionate” column G. For each row, it is recommended that if values are entered for New and/or Reno, then only zero be entered for Proportionate; and, if a value is entered for Proportionate, then only zeroes be entered for New and Reno. If entered otherwise, an “error” warning will appear at left. These rows allow the user to enter line items of construction cost, applying them either in fixed amounts to New and Reno, or as a sum in the Proportionate column to be distributed according to the “estimated percentage”.

In the example values already filled in on the sheet, a project to construct 50,000 s.f. new for \$125/s.f. and renovate 60,000 s.f. for \$75/s.f. produces an estimate of \$10,750,000 mixed 58.1% new to 41.9% reno. The user assigns the \$470,000 site & util cost to be factored as all new construction, but enters the building and built-in equipment costs into the Proportionate column, which distributes those values into the new portion and reno portion according to the estimated percentages, showing the user an resulting estimated MACC for the new and reno portions.

Lastly, the user must enter either a total MACC in the Proportionate column, which the workbook will apportion between new and reno, or separate MACCs for new and reno. The latter is preferred, and in the example values, the user has rounded these off to \$7,190,000 and \$4,960,000, respectively.

The sheet is then able to calculate the designer fee as \$711,032.

NextPhase Assistant

The optional **NextPhase** sheet allows a user who is requesting additional funds for a partly-funded, existing project, to enter Total Project values (optional), the cumulative allocation being sought (sum of existing funds and new request), and the existing funds allocations (can be researched from PITS). The sheet returns a column of values for the Current Allocation to Request. This sheet is rarely used, but some users have occasionally found it useful.



Tabulation of Affected Space

This form is required for Capital Outlay projects, which cannot be evaluated nor scored for priority without this information. The form is desirable on any Capital Maintenance project renovating interior space, and any Project Disclosure to add or renovate interior space.

Besides its use in Capital Outlay priority scoring, this form also helps define the Program, and takes the place of the THEC Capital Outlay forms 1, 2, and 3, which required much of the same data.

The “**SpaceTab**” sheet has formulae built into the “Net Increase” column and in the Sub-Totals and Totals. A similar form generated from another system can be used, so long as the same information is included and the math works. If the workbook **SpaceTab** is not used, delete the sheet.

Filling out the form:

Identify the institution and project. The form lists types of space according to those used for Capital Outlay prioritization scoring. Determine and fill in the square footage of each Type of Space in the project according to:

a) Demolition:

The existing use of space to be demolished. If space is vacant or unused, list it according to its current classification in the Physical Facilities Inventory. If not classified, or if the classification is not included in the scope of the Tabulation, enter as “general use”.

b) Renovation:

Two columns are provided – one for “Former Use” and one for “New Use”.

In “Former Use”:

indicate square footage according to its current or most recent use prior to the renovation.

In “New Use”:

indicate square footage according to its intended use after the renovation is completed.

The two renovation columns should total the same.

Renovations that change use of space, with the resulting use being E&G, are normally Capital Outlay.

If a Capital Outlay project is renovating space for use as the same type of space, consider whether this portion of the project should be submitted as Capital Maintenance.

c) New Construction: including additions; however, an addition should also have with it at least some minor renovation where the addition attaches to the existing structure.

d) Net Increase:

This column of the **SpaceTab** contains embedded math to total up
(New Construction + Renovation New Use) – (Demolition + Renovation Former Use).



Tabulation of Affected Space, continuing ...

Indicates the net assignable square footage subtotals for the four columns.

The **SpaceTab** cells have embedded math functions for this.

Indicate a non-assignable square footage for each column

(normally about 50% of net assignable square footage, but varies).

The **Net Increase** cell has an embedded math function for this identical to the main rows above.

Indicates total gross square footages.

The **SpaceTab** cells have embedded math functions for this.

These Renovation and New totals should be used later when filing out the DB70 form.

Embedded math (in the non-printing columns, to the right of the printable portion of the sheet) will apply the Capital Outlay prioritization formula and display in cell B28 the formula score for "Type of Space in Project".

Program Statement

There is no standard format or form for a Program Statement. It can be submitted in hardcopy only, if a transmissible electronic version is unavailable.

A **Program Statement** should be written for every project; however, the depth of detail will vary greatly. Address primarily the physical objectives of the project, describing the work to be done, size and character of spaces to be created, and physical relationships of spaces.

Capital Outlay projects should have detailed and often lengthy programs.

Capital Maintenance projects often are adequately served with a very short program, and the one-page *Project Support Document* may provide adequate space for sufficient information, especially for a reproofing project or other project of limited scope. On complex projects, such as a major infrastructure replacement, a substantial program is more in order, and often requires a preceding study project.

Project Disclosure also requires a program, with the extent matching that for comparable projects requesting Capital appropriations.

The Program Statement is important, in that it sets forth the specific objectives of the project. Defining the program is essential to developing a reasonable and reliable budget. Regional design consultants can assist in program development in the genesis of a project. Without a program the budget is just guesswork and will define the program, possibly to the detriment of project success. The standard designer agreement requires the Owner to provide a project program; and, failure to have a program defined before the project is funded will require that time be diverted to defining the program while inflation and additional designer service fees eat away at the funding.



Educational Specification

There is no standard format or form for an Educational Specification. It can be submitted in hardcopy only, if a transmissible electronic version is unavailable.

An **Educational Specification** (Ed Spec) is **required for Capital Outlay and Project Disclosure that provides a space addition or major change-in-use renovation**. If an Ed Spec has been previously submitted, verify that it is current to the existing needs; and, update as required.

An Ed Spec addresses primarily the functional objectives of the project, describing the intended use and functional relationships of the space, the institutional program to be served, and the number of persons expected to use the space. The Ed Spec should be the starting point for any project request, establishing the basic need for and objective of the project. Advance submittal to Academic Affairs is recommended.

The central office department of **Academic Affairs** will be asked to review the Ed Spec for approval of programmatic objectives. Advance screening by the institution is recommended. Capital Outlay requests that do not have an Ed Spec, or do not receive approval of the Ed Spec by Academic Affairs, may be omitted from Capital Outlay prioritization scoring and not be included in the budget. Similarly, Non-Appropriated projects affecting academic space that do not receive approval of the Ed Spec by Academic Affairs may be omitted from the Disclosure list.

Physical Facilities Evaluation

Evaluations are **required for Capital Outlay and Capital Maintenance** and recommended for Disclosures, and must be documented in the **Facility Survey database on the OFD website**. Evaluations on the old Forms B and C, which were used for the comprehensive 1994 survey, will be considered unreliable, regardless of recent updates. For further information on the evaluation forms and survey process, contact Carl Manka in OFD at 366-4401 or carl.manka@tbr.edu.

Evaluations are to include space directly affected by the project, whether enlarged, renovated, vacated, demolished, or served. A project to replace utilities should address the existing utilities and the buildings served by those utilities. A re-roof project should address the roof and the building under it.

It is helpful to include a copy of the one-page printed summary of the Facility Survey at the end of the supporting documentation; and, if the project involves several buildings or affects infrastructure serving several buildings, a summary page for each of those buildings; however, they are not required.

The Physical Facilities Evaluation supports the **Project Support Document**, particularly the **Evidence of Need** statement in section B, and the assessment of the **Functionality and Quality of Existing Space** in section E, which is used in the TBR Capital Outlay prioritization formula.



SBC-1 Form

The **SBC-1** form included in the workbook is very similar to the DB70, but only used for taking funded projects to the State Building Commission for approval. It is not required as part of a Budget submittal; and, the DB70 can also be used instead of an SBC-1 when submitting requests for SBC action to TBR OFD.

The SBC-1 differs from the DB70 in its placement of the SBC project number (upper right on SBC-1 versus lower right on DB70), and in the Allocation Column in Parts 5, 6, and 7, thus:

	SBC-1	DB70
cost allocations in Part 5	always provide cumulative amounts equal to the funded portion of the total project.	equals the request for or disclosure of new funds, and ignores existing funds.
available funds in Part 7	are more complete details of the funds summarized above in Part 6	are only funds previously approved for an SBC project, but not included in "THIS REQUEST" or disclosure in Part 6.

Spare Sheets

The workbook also contains two blank, unformatted, spare sheets for whatever use you might have.

Project File Trimming

As mentioned at the bottom of page 2, when you have completed your entries for a project, review the sheets and delete those sheets that went unused. This will save subsequent reviewers from having to check each unused sheet and determine what a waste of time it was. Thanks.

