

# Capital Planning Updates

November 17, 2022



## Agenda

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- Capital Planning Advisory Team
- Capital Planning Guidelines Overview
- How are capital needs submitted, reviewed and prioritized?
- What is the process timeline for FY24 development, and how do they differ from the process we hope to initiate in the future?

## Capital Planning Advisory Team (CPAT) Overview

- ✓ Development of Capital Planning & Space Stewardship Policy currently in production and nearly published
- ✓ Creation of Capital Planning Guidelines
- ✓ To be fully implemented at next budget cycle (June 2023)

## Why are the guidelines important?

1. Articulation of the 'how' behind our capital planning and space stewardship policy.
2. A transparent, annual process for submitting unit capital needs to assure that they are considered along with institutional needs and meet deadlines.
3. The ability to align projects with local and institutional needs and determine the most cost-effective solutions.

## Who Should Follow the Guidelines?



### What is in scope:

- Capital project needs greater than \$15M
- Any request for potential state funding
- Leases greater than 20 years or more than \$15M in total commitment

## How are Capital Needs Submitted, Reviewed, and Prioritized?

- Annual Notice sent to campus leaders; informs the process and provides important timelines of the planning process
- **Phase 1:** Units/Departments submit an initial notice of capital needs to UW-Facilities
  - Project formation: Units work with Facilities' Account or Portfolio Managers to form each project application
- **Phase 2:** Capital project applications are submitted to CPAT
  - CPAT reviews and prioritizes each project
  - *Please review the draft scoring methodology we constructed with CPAT in the guidelines draft*
  - UW-F F&A reviews the Draft Capital Budget with campus partners
- **Phase 3:** CPAT makes recommendations to the President and Provost

Phase	Annual Timeline	22-23 Timeline
Annual Notice of Capital Needs Process	June	
Strategic Planning	On-going	On-going
<b>Phase 1: Notice of capital need submitted</b>	August	December 1
CPAT Review and Initial Prioritization	September	December
Campus Partner Reviews	Oct/Nov	January
Project Formation	Oct/Jan	Dec-Jan
<b>Phase 2: Capital Project application submitted</b>	January 25	February 14
<b>Phase 3: CPAT Project Review and Prioritization</b>	Feb-March	Feb-March
UW-F Reviews Draft Capital Budget w/ Campus Partners	April	April
CPAT Prioritized Recommendation to President & Provost	April	April
<u>Project Approvals:</u> <ul style="list-style-type: none"> <li>• President &amp; Provost</li> <li>• Board of Regents</li> <li>• Submission Due to OFM (State funded requests)</li> </ul>	April May/June September	April May/June September