

Capital Improvement Plan (CIP)

UConn is developing a long term, comprehensive CIP and budget that will identify the physical improvements necessary to maintain and upgrade our campuses, prioritize these investments, and provide a timeline for implementation. The initial effort will focus on identifying challenges and solutions to meet the needs of increased faculty hiring and budgetary reorganization efforts. The CIP will be managed jointly by the EXVP Admin & CFO and Provost. Prioritized project requests should be submitted for building renovations and new construction that may be needed to meet teaching, research or programmatic requirements. (For example: refurbishing existing space for new faculty offices or research space; renovating and air conditioning dormitories for summer programs; renovating under-used space for research or classroom use; a new building or major renovation.) It will not be possible to fund every proposal. The EXVP Admin & CFO and Provost will review submitted requests and develop the University-wide CIP strategy.

Project Requests:

The Capital Improvement Plan facilitates the development and evaluation of project requests. The process seeks to ensure the relevance of physical improvements by defining project requests in terms of cost, benefit and total impact to the University and by seeking broader input from the campus community; it does not guarantee project funding.

Project requests should include the following information:

- Unit/School/Department
- Contact name/number
- Campus
- Building name
- Building number
- Project title
- Project Type: Specify whether this project is for new construction, renovation of existing space or fixed equipment
- Priority: Specify the appropriate priority for project request relative to all other project requests within your division. Please use a number between 1 and 10 with 1 being the highest.
- Project scope/description: Be sure to fully explain and describe the project request.
- Statement of purpose and need: Specify the reason for the project and the problem the project will solve. Describe other options and

alternatives that have been considered. Describe why the proposed project was selected as the best option. Describe the measurable consequence for or for not undertaking the project.

- **Schedule/timing concerns:** List any schedule/timing issues which would affect the window of time for the project to be completed.
- **Estimated project cost (if available):** If the estimated project cost is known, please provide it here and note the source of the estimate.
- **Source of funds (if available):** Please indicate the source of funding proposed for the project (i.e. department operating/reserves, research grant, UCONN 2000 Deferred Maintenance).
- **Project's impact on revenue/operating costs:** Capital projects do not cover operating costs that result from a project. This section is to alert the University of potential operating impacts so that they can plan accordingly for the operating budget.
- **Other pertinent information**

Frequently Asked Questions:

Q: What should be included in the capital improvement plan requests?

A: All proposed renovation or new construction projects.

Q: Is there a dollar threshold for projects to be considered for submission?

A: No. If the project is for new construction or a renovation, please include it on your submission regardless of the dollar amount.

Q: What if I cannot provide an estimated cost for the project?

A: Provide as much information regarding the project at this time. Once the requests are evaluated, we will work on specific estimates for the prioritized projects.

Q: What if we have our own funds to pay for the project?

A: Please include all projects in your request whether you have the funds to pay for them or not. Defining funds you can contribute towards the project will help in moving the project forward.

Q: Should we include projects that might be part of the UCONN 2000 program already?

A: No

Q: Should we include projects that are already underway (those in the planning and design stages) where construction has not started?

A: If the total project budget has been submitted and approved, there is no need to re-submit it.

Q: What if we don't have enough time to gather all of our needs by the submittal deadline?

A: Please submit whatever you can come up with by the submittal deadline. Keep in mind that as funds are limited, not all projects will be funded. The requests will be evaluated and the highest priority projects will be moved forward. We ask that as the year progresses that you keep this process in mind so that when we ask you to submit your capital needs (new needs and old needs not previously funded) and prioritize them next year, you will be better prepared.

Q: What if we lease space or equipment?

A: Lease activities do not need to be included.

Q: How will we know if our capital project was selected to move forward?

A: You will be contacted after all the requests are reviewed.