



Arkansas Department of Higher Education

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Diane Suitt Gilleland
Director

MEMORANDUM

TO: Technical College Directors

H. D. Luck, Chairman
Arkadelphia

FROM: Barbara P. Anderson *BPA*

DATE: October 14, 1991

Robert Cabe, Vice Chair
Little Rock

SUBJECT: Major Maintenance and Capital Request Instructions
and Workforce 2000 Matching Construction Fund
Request Instructions

Pat Gray, Secretary
Little Rock

Enclosed are your copies of Major Maintenance Funding Request Instructions, 1993-95 Biennium and Capital Funding Request Instructions, 1993-95 Biennium. These two books provide instructions for institutional requests for capital funding for the next biennium. Also included in this memo and in attachments are instructions for requests from the Workforce 2000 Matching Construction Fund.

Clifton G. Roaf
Pine Bluff

Perrin Jones
Searcy

Major Maintenance Requests

Woody Freeman
Jonesboro

The major maintenance request procedures include a requirement for building evaluations which must be completed by institutional staff. Staff members of State Building Services (SBS) ordinarily visit campuses to review priority projects after major maintenance requests have been submitted. However, since you have not previously participated in this process, SBS staff plan to assist your staff in completing the building evaluations. They will be contacting you in the next week or so to arrange a convenient time to meet with your staff to conduct on-site evaluations of each building on campus. Do not submit your major maintenance requests until SBS has visited your campus.

Dan Pierce
Jonesboro

Kemal Kutait
Fort Smith

David Dubbell
Rogers

Roy Ledbetter
East Camden

Capital Funding Requests

The capital funding request process addresses new construction and renovation projects, and such requests are dealt with separately from the major maintenance request process. The deadline for submitting Capital Funding requests to ADHE is January 10, 1992. In addition, your Workforce 2000 Matching Construction Fund requests for the 1991-93 biennium will be presented to ADHE in the capital funding request format.

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Workforce 2000 Matching Construction Fund

Requests for funding from the Workforce 2000 Matching Construction Fund must adhere to the eligibility criteria, funding limitations, and the application process as approved by the State Board of Higher Education in its October 4, 1991 meeting. The first recommendations for disbursements from this fund will be made to the State Board at their January 18, 1991 meeting. Requests to be submitted at this meeting must be at ADHE no later than December 11, 1991. Applications received after this date will be submitted at later SBHE meetings.

Requests must include a cover sheet as described in page 6 of the Workforce 2000 instructions containing certification by the institutional Director that matching funds are available. The request should also include a brief narrative description of each project addressing the points outlined in the instructions under the heading "Project Description". In addition, attach completed Forms 1, 2, and 3 for each project. Use copies of the blank forms included in your packet. It is not necessary to bind these requests or to submit multiple copies as is required for the capital requests for the 1993-95 biennium. Please include the text of your project descriptions on either a 3.5" or 5.25" disk in "text" format with the paper copy of your request.

If you have any questions about any of these three processes please feel free to call me or my staff.

BPA:BRP:cw

cc: State Building Services

WORKFORCE 2000 MATCHING CONSTRUCTION FUND REQUESTS

WORKFORCE 2000 MATCHING CONSTRUCTION FUND DESCRIPTION

Act 1246 provides \$5.5 million to be distributed on a one-to-one matching basis. Both technical colleges and community colleges are eligible to apply for these funds. The following criteria, approved by the State Board of Higher Education October 4, 1991, must be met for eligibility:

- (1) Act 1246 provides a total of \$5.5 million; each institution is limited to a maximum of \$250,000. If an institution is unable to meet the matching requirements for any part of its allocation, the balance will be distributed among other campuses based on demonstrated need and ability to match. However, institutions will be provided with adequate opportunity to meet the requirements stipulated in the act.
- (2) Act 1246 identifies eligible capital projects as those which will improve the educational environment; i.e., educational and general (academic) facility construction or renovation.
- (3) Act 1246 mandates that each institution must certify that an amount equal to its allocation has been raised for the same purpose.
- (4) The match monies may be local funds (millage or local tax) or private contributions, as specified by the Act. Based upon national accounting standards and state law, "local funds" include millage, but do not include tuition and fee income which must be dedicated to operating expenditures.

The application period for these funds will begin in October 1991 and extend through the biennium. However, ADHE staff will prepare recommendations for an initial distribution for presentation to the State Board in their January, 1992 meeting. Institutions desiring to be included in this first recommendation should submit their requests to the Department no later than December 11, 1991. Act 1246 mandates that each institution must have adequate opportunity to meet the requirements as stipulated above; therefore, additional applications and recommendations will be submitted to the State Board in subsequent meetings.

WORKFORCE 200 MATCHING FUND REQUEST INSTRUCTIONS

Submit fully detailed narrative descriptions of each project for which funding is requested, accompanied by the appropriate forms described in the following instructions. Blank forms are attached and should be copied for use in preparing the request document. Supplement the narrative descriptions with any additional materials or descriptions which may help ADHE and the Board in considering the request. Project requests must contain complete information, and if multiple projects are requested, a list of the campus priorities assigned to projects must be provided.

A 5.25" or 3.5" disk containing project narratives in a "text" format must be included with the requests.

The request should be collated according to a standard format. Provide a cover page as described on page 6 of these instructions which includes a statement certifying that matching funds for the amount requested from the Workforce 2000 Fund are available. The certification statement must be signed by the President or Director. If more than one project is included in the request, the institutional priority list should be the second page. Number all pages consecutively and, in the third column of the institutional priority ranking list, Form 1, list the page number on which the project overview begins.

Requests for Workforce 2000 Matching Construction Fund projects which are to be submitted to the SBHE in January must be submitted to ADHE no later than December 11, 1991. Requests submitted later than that date will be presented to the SBHE at later meetings.

CAPITAL PRIORITY GUIDELINES

In its regular meeting October 4, 1991, the State Board of Higher Education approved project priority ranking guidelines. The SBHE's 1993-95 biennium recommendations to the Governor and the Legislature will be made in accordance with these priorities. These priorities are as follows:

A. Renovation projects which protect the state's investment in educational facilities by providing improvements to prolong the useful life of existing facilities;

B. Remodeling or renovation projects in existing educational facilities which meet a clear need to provide additional or specialized space at a lower cost than construction of new facilities;

C. Projects that provide new facilities for research or educational programs where institutions are effectively utilizing existing space and where space limitations, either in total or in specialized facilities, are clearly adversely affecting program quality and seriously limiting student access;

D. Projects which would result in a substantial cost savings through energy conservation, improved utility monitoring, or distribution systems; and

E. Projects which eliminate health, fire, and other safety hazards.

The SBHE will not include the following types of capital projects on its list of priority projects recommended for state funding:

A. Construction, renovation or repair of facilities primarily used for auxiliary enterprises, including intercollegiate athletic events, student or faculty housing, food services, student health services, bookstore operations, or other such activities;

B. Projects related to the operation of a student bus or transportation service; or

C. Construction of new facilities or expansion of existing facilities where less costly renovations of current facilities or better utilization of available space would meet space requirements.

Plan to finance such projects by issuing institutional revenue bonds, establishing or increasing user fees, or from other non-state funds.

DEFINITIONS OF CAPITAL PROJECT CATEGORIES (Alphabetical Order)

The project categories defined below are listed in alphabetic order, not in priority order; an additional category, "All Others" is provided. Although some projects could logically be assigned to more than one category, institutions may request each project in only one category. Select the category which most closely reflects the predominant purpose of the project.

I. ENERGY CONSERVATION

Projects which will conserve energy and/or improve cost-efficiency. Examples of such projects are energy management systems; window replacement; insulation; various boiler projects; and retrofitting heating, ventilating, and/or air conditioning systems.

II. NEW CONSTRUCTION

Building entire new facilities or adding space to an existing building, such as a new wing or an additional floor. Construction projects should be included whether they are creating new space or replacing existing space. In the project description, include plans for use of any space which will be vacated upon completion of the new building.

III. RENOVATION/REMODELING

Modernization of an existing building or reconfiguration of interior space. The estimated cost of projects which belong in this category will generally exceed 25% of the replacement cost of the building, but should not exceed 75% of the replacement cost. Examples of projects which belong in this category are complete renovation of exterior walls, removing and replacing building interiors. **Do not include major maintenance projects in this category.** Major maintenance projects should be requested through the major maintenance request process under separate cover.

IV. SAFETY HAZARD

Elimination of hazards to the safety of campus occupants. Requests in this category should include documentation of any recommendations or citations that may have been received from a Fire Marshall, local government inspectors, or other officials. The absence of such citations or recommendations will not exclude the project from funding recommendations, but if such documentation exists it should be included. Example projects in this category are upgrading fire alarms, sprinkler systems and smoke doors, correcting structural deficiencies, asbestos abatement, or heating and electrical systems which present a danger to campus occupants.

V. ALL OTHERS

Any project which does not fit within one of the above listed categories. Examples are land acquisition, site improvements, demolition, and handicapped accessibility projects.

INSTRUCTIONS FOR COMPLETING FORMS

COVER PAGE (No form provided): Provide the institution's name, the name and date of the report, the name and phone number of an institutional contact person, and a statement certifying that matching funds for the amount requested from the Workforce 2000 Fund are available. This statement should read as follows:

I hereby certify that the Workforce 2000 Matching Construction Funds herein requested are matched by an equal amount of funding derived from local funds (millage or local tax), or by private contributions as specified by Act 1242 of 1991.

The certification statement must be signed by the President or Director of the college. On the basis of national accounting standards and state law, "local funds" includes millage, but does not include tuition and fee income.

FORM 1: PRIORITY LISTING

List all projects for which funding is requested in descending order of institutional priority, beginning with the most critical project and ending with the least. This should reflect the order in which the institution prefers to fund projects. Do not group buildings or projects on this list. The fourth column from the right, Page Number, should list the page number on which the project description narrative begins if more than one project is included in the request. The Project Total column should show the estimated total cost of the project, while the Other Funds Available column and the Total State Funding Requested column should equal the Project Total column. Provide footing totals for each of these three columns as indicated at the bottom of the page.

PROJECT DESCRIPTION (No form provided):

Write a narrative description of each project that includes all of the following information:

1. Project name and capital project category (see definitions).
2. Total state funds requested for the project and matching funds. Provide the total cost of the project.
3. History of the request, including whether or not the project has been requested, recommended, and partially funded in previous biennia.

4. Estimate of construction schedule, including timetable for planning, SBS review, bidding, start and end dates for construction.

5. Description of planning already completed, including reviews by or discussions with State Building Services.

6. Description of the project including gross square footage, projected use of the building and names of the programs to be housed in the facility (if building is to house educational and general activities and auxiliary functions, estimate the proportion of square footage dedicated to each); if the project is a renovation or a "safety hazard" project, include the replacement cost of the building and indicate the building elements affected by the proposed project.

7. Discussion of alternatives to the project and the reason the proposed project is preferred to alternate means of meeting the need. If the project is an energy conservation project, include estimates of cost savings and the basis of the estimates.

8. Discussion of the impact of this project on future campus construction plans.

FORM 2: ESTIMATED PROJECT COST; complete this form for each project.

FORM 3: PROJECT FUNDING SOURCES; complete this form for each project. In a brief discussion at the bottom of the form, discuss commitments already made by funding sources to provide the required matching funds.

FORM 1

INSTITUTIONAL PRIORITY RANKING OF 1993-95 CAPITAL REQUESTS

Institution							Total State
Rank	Project Name	Category	Page Number	Total Cost	Other Funds		Funding Requeste
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
TOTAL				=====	=====		=====

Signature of President or Chancellor

FORM 2

ESTIMATED PROJECT COST

<u>Project Name</u>		<u>Institution</u>
A.	Building construction	\$ _____
B.	Built-in equipment	_____
C.	Architectural and Engineering Fees (____% of Items A & B)	_____
D.	Contingencies (____% of A)	_____
E.	Other Costs	
	Advertising	_____
	Land & right-of-way	_____
	Surveys & borings	_____
	Site improvements	_____
	Utilities	_____
	Parking lots	_____
	Other (specify)	_____
	Total Other Costs (Item E)	_____
F.	Moveable Equipment and Furniture	_____

TOTAL ESTIMATED PROJECT COST \$ _____

FORM 3

PROJECT FUNDING SOURCES

<u>Project Name</u>		<u>Institution</u>	
SOURCE OF FUNDS AMOUNT		PERCENT OF COST	
State Funds	\$ _____	_____	%
Federal Funds	_____	_____	%
Private Gifts/Grants	_____	_____	%
Bond Proceeds	_____	_____	%
Auxiliary Funds	_____	_____	%
Other Funds (e.g. millage)	_____	_____	%
TOTAL PROJECT COST	\$ _____	_____	%

Provide brief description of commitments made or funds already collected to finance the required matching funds for this project: