

MEMORANDUM
Facilities Management: Planning, Design & Construction

TO: Ken Bothof Valerie Hardcastle Ande Durojaiye
Joan Gates Kim Scranage Lori Southwood
Eric Gentry Eddie Howard Ashish Vaidya
Mike Hales Darryl Peal Bonita Brown

FROM: Mary Paula Schuh

DATE: January 22, 2021

RE: Capital Plan and Capital Budget

This memo is written to request your assistance with planning related to the university's capital planning and capital budgeting process. Please forward this communication to the Deans and your direct reports and ask that they confer with Chairs, Directors and others as appropriate.

Recommended capital projects should be based on the 2020 Campus Master Plan. Complete **Attachment Form A** for each project and submit to:

- The respective vice president/divisional head by **February 12, 2021**.
- Submit the final list of projects for each division to our office by **February 19, 2021**.

BACKGROUND

On a biennial basis, each state agency is required to prepare a Six Year Capital Plan (2022-2028) and from that document, a Biennial Capital Budget (2022-2024). The Capital Plan is due on April 15 and the Capital Budget is due November 15 of odd-numbered years, in anticipation of biennial legislative budget sessions in even-numbered years. Submitted to the Council on Postsecondary Education as well as state government, these documents represent the university's state funding request for capital improvements.

Capital Plan and Capital Budget

The following project types require General Assembly authorization and must be included in the Capital Plan/Budget as noted, regardless of fund source. Capital projects are included for all three biennia, and capital equipment and capital information technology items are included for 2022-2024 only.

<i>Biennial Capital Process</i>	<i>Time Period</i>	<i>Threshold</i>
Capital Projects	2022-2028	A project with a value > \$1,000,000
Capital Equipment	2022-2024	An item with a value > \$200,000, including training, delivery, and financing costs
Capital Information Technology Items	2022-2024	A project or item with a value > \$1,000,000, including installation, training and financing costs

Attachments:

- Attachment A – Capital Project Submittal Form & Instructions

For additional information about the capital planning process, visit the Planning, Design & Construction website at <https://inside.nku.edu/campusplanning/capital-plan-budget.html>

Please feel free to contact me at X-5122 or by email at schuh@nku.edu if you have questions regarding this request. Thank you for your assistance.

cc: Chandra Brown
Carmen Hickerson
Tim Ferguson
Russ Kerdolff
Tammy Knochelmann
Jon Prabell
Syed Zaidi