MEMORANDUM
Facilities Management: Campus and Space Planning

TO: Ken Bothof, Joan Gates, Eric Gentry, Sue Hodges Moore, Dan Nadler, Kathleen Roberts, Sue Ott Rowlands
FROM: Mary Paula Schuh
DATE: December 9, 2016
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.

On a biennial basis, each state agency is required to prepare a Six Year Capital Plan (2018-2024) and from that document, a Biennial Capital Budget (2018-2020). The Capital Plan is due on April 15 and the Capital Budget is due November 1 of odd-numbered years, in anticipation of the biennial legislative budget sessions in even-numbered years.

Both documents are submitted to the Council on Postsecondary Education as well as state government and 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 both documents, regardless of fund source. Capital projects are included for all three biennia, and capital equipment and capital information technology items are included for 2018-2020 only.

<table>
<thead>
<tr>
<th>Biennial Capital Process</th>
<th>Time Period</th>
<th>Threshold</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capital Projects</td>
<td>2018-2024</td>
<td>A project with a value &gt; $1,000,000</td>
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<tr>
<td>Capital Equipment</td>
<td>2018-2020</td>
<td>An item with a value &gt; $200,000, including training, delivery, and financing costs.</td>
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<tr>
<td>Capital Information Technology Items</td>
<td>2018-2020</td>
<td>A project or item with a value &gt; $1,000,000, including installation, training and financing costs.</td>
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</tbody>
</table>

Attachments:
- Attachment A – Capital Project Submittal Form & Instructions
- Attachment B – DRAFT List of Capital Projects for 2018-2024
- Attachment C – Authorized Projects for 2016-2018

Projects should be submitted to the respective vice president/divisional head by January 27, 2017 using Attachment Form A. The final list of projects for each division is to be submitted to campus planning by February 10, 2017.
For additional information about the capital planning process, visit the campus and space planning website at http://campusplan.nku.edu/budget.html

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

cc:  Adam Caswell
     Tim Ferguson
     Michael Hales
     Russ Kerdolff
     Rebecca Lanter
     Ray Mirizzi
     Angela Schaffer
     Steve Nienaber
     Tammy Knochelmann
     Syed Zaidi