

UNIVERSITY OF KENTUCKY
2012-2018 CAPITAL PLAN SCHEDULE
with Provost Area Milestones

- July 21, 2010 Draft 2012-2018 calendar, general provisions, statement of process, and initial supporting forms forwarded to area representatives: President/Finance & Administration, Athletics, Provost, and UK HealthCare.
- July 21, 2010 Kickoff of the 2012-2018 Capital Plan. All area representatives are invited.
- TBD Upon request, training session for area representatives about the planning process and how to complete the UK Six Year Plan Forms will be provided.
- Aug. 18, 2010 Colleges, Office of VPR, and support units submit updates/revisions of their prior capital requests to Provost Office of Resource Management.
- Sept. 8, 2010 The areas must also submit, along with these forms, one priority list including projects and equipment to OPBPA. The Provost approves the priority list prior to this submission.
- The list should reflect projects \$600,000 or greater, information technology systems \$400,000 or greater, and equipment \$200,000 or greater.
- Areas submit completed UK Six Year Plan forms for all projects over \$600,000 and information on any new, existing, or expanded lease with an annual cost \$200,000 or greater to be included in the Six-Year Capital Plan. SYP forms for new/substantially changed projects are due from Areas November 1, 2010.
- Status Report spreadsheet on current Capital Request projects due to OPBPA. (Spreadsheet will be provided).
- ADA, Capital Renewal, Life Safety and Code Improvements coordinators submit to OPBPA detail listings of projects which are under \$600,000 for which state funding is requested, in order to submit these items as a “pool”. (Life Safety – David Hibbard, ADA – Patty Bender, Capital Renewal – Dawn Barkley & Ed McClure)
- Sept.2010-
Dec. 2010 The units and the Capital Planning Advisory Group further develop project information and project scopes for decision-making purposes and prioritization by the President and his staff.
- Nov. 2010-
Jan. 2011 The Capital Planning Advisory Group will analyze infrastructure needs to support projects in the Six-Year Capital Plan and will finalize the scope of each project included in the plan; PPD and Med Center PPD will calculate the M&O funding necessary for all projects; UK leadership will make final decisions regarding proposed project funding sources.

- Jan. 2011 President and his staff will review all projects and equipment, determine the top 10 priorities and establish a framework for prioritizing the remaining items. OPBPA will communicate these priorities to the area representatives.
- Jan. 15- Feb. 1, 2011 **Input from the Senate Facilities Advisory Committee received by the Provost.**
- Jan. – Feb., 2011 President and his staff finalize the prioritization of all projects and equipment included in the Six-Year Capital Plan; state issues capital planning instructions and software; OPBPA offers training session for area representatives regarding the software and instructions.
- Mar. 11, 2011 Units forward completed forms on all projects and equipment to OPBPA along with a narrative summarizing the unit's capital plan (no longer than two pages). CPMD forwards completed forms on all projects to OPBPA.
Plant Assets forwards completed Agency Physical Plant forms to OPBPA.
Capital Projects Management Division forwards completed Capital-Related Report forms to OPBPA.
PPD and MC PPD submit a combined list of all capital renewal projects under \$600,000 to OPBPA.
- Apr. 15, 2011 Six-Year Capital Plan due to the Capital Planning Advisory Board
- June, 2011 Six-Year Capital Plan reported to Board of Trustees.
- August, 2011 University 2012-14 Capital Request due to the Council on Postsecondary Education.
- Sep. 1, 2011 Units submit any amendments or revisions to the Six-Year Capital Plan to OPBPA.
- Oct. 2011 Amended Six-Year Capital Plan due to the Capital Planning Advisory Board.
- Nov. 15, 2011 2010-12 Capital Request Submitted to the Governor's Budget Office.
- Apr. 15, 2012 Legislative authorization of projects and equipment received.

General Provisions

- This plan covers six years (2012-2018) for capital projects and information technology systems, and two years (2012-2014) for equipment.
- Only equipment that costs \$200,000 or greater and capital projects and information technology systems that cost \$600,000 or greater are to be included in the plan (unless included in a pool for state funding).
- Leases costing \$200,000 or greater per year are to be submitted on a separate form (include existing, new or expanded leases) but will not be included in the six-year capital plan priority list. Please submit a narrative describing any existing, new or expanded lease including a description of the space (gross square feet), the annual cost of the lease, who will use the space and for what purpose by September 8, 2010 with the UK Six Year Plan Forms.
- Any previously submitted capital project will need to be resubmitted for authorization unless a construction contract has been established by no later than June 30, 2012. Purchases of major items of equipment require resubmission for authorization if a purchase order has not been executed by June 30, 2012.

Process

Planning Assumptions

1. Proposed capital projects must support the UK Strategic Plan and the UK Business Plan.
2. The planning process will start with the 2010-2012 Capital Request with the assumption that projects not initiated during this biennium will come forward again (if not, supporting rationale must be provided).

Capital Projects

1. The Areas (President/Finance and Administration, Athletics, Provost, Health Affairs) are to complete a UK Six Year Plan Form for each project to be considered for inclusion in the 2012-2018 Plan. These projects are to be submitted in the Executive Vice President's/Provost's priority order. The form will be provided to Area Coordinators.
2. The President and his staff will review all projects and establish priorities.

Equipment

1. The Areas will submit, with their UK Six Year Plan Forms, a priority list of projects to include all equipment that costs \$200,000 or greater for which they request authorization in the 2012-2014 biennium.