Please complete this PROJECT CONCEPT PROPOSAL in its entirety. Answer all questions that apply to your particular type of transaction. If a question does not apply, please answer it by indicating “Not Applicable”. Provide all your responses in the gray boxes, which will expand to accommodate narrative responses.

In addition, please complete the following Concept Proposal Charts (8/20/12) –

Chart A and G – All Project Concept Proposals (8/20/12)

Chart B and C – If a rental agreement is contemplated (8/20/12)

Chart D and E – If a PPV or GHEFA is contemplated (8/20/12)

Chart F – If any fees are proposed as a funding source (8/20/12)

Chart H and I – If a foundation is involved (8/20/12)

Throughout this Proposal the term “Project” refers to all facilities matters (such as projects, demolitions, real estate transactions, etc.) EXCEPT those that are specifically excluded from requiring that a proposal be submitted as indicated below.

In completing this Proposal, no significant funds of any source should be spent by the institution or others, including foundations, LLC’s or consultants, nor should there be any work done at risk by any party during this Proposal period. Expenditure of any significant funds for this proposed Project should only occur after review of this Proposal has been completed.

A Project Concept Proposal is not needed if the Project contemplated is EXCLUSIVELY for any of the following -

Building naming (See Board Policy 7.4.1 for submittal requirements) (rev 6/26/14)

Building project funded by MRR only (rev 1/30/12)

Building project within campus delegated authority for building project authorization (rev 1/30/12)

Easement for utilities to support a campus building

Rental agreements within Vice Chancellor for Facilities delegated authority (Policy 9.11.1) (rev 1/30/12)

Exercise of annual options on existing rental agreements (rev 1/30/12)

Building demolitions within Vice Chancellor for Facilities delegated authority (Policy 9.9.3.3) and less than $250,000 in demolition cost (rev 2/10/12)

Facility License Agreements (rev 10/23/13)

*Note that while these types of projects do not require a Project Concept Proposal, they remain subject to existing requirements and procedures for collaboration, provision of due diligence, review and approval.* (rev 1/30/12)

Institution:

Project Name:

**Project Need**

1. a. Describe the Project -

b. Describe the Project objectives. The description should specifically address:

* 1. How this Project directly supports the attainment of USG and institutional strategic objectives, and how it fits into your institutional academic strategic plan and the attainment of specific academic goals?

* 1. What is the likely impact on enrollment, retention, progression and graduation?

* 1. What general facilities programmatic requirements will be met, any special design features that may be contemplated, and any special needs to be accommodated that you are aware of?

* 1. What are the implications associated with NOT implementing this Project and what other options have been considered to meet the underlying Project objectives?

1. If there are any degree and certificate programs of study that will be offered in connection with this Project that do NOT have Board approval, identify these and indicate when you intend to seek Board approval.

1. Type(s) of Transaction? (Check all that apply)

Acquisition (including gift) of Vacant Land

Acquisition (including gift) of Building

Demolition

Expansion/Addition

Leased Space

New Construction

Renovation

Infrastructure

Project Budget Modification

Other (Specify) -

1. Project Funding? (Check all that apply)

Public Private Partnership (PPP) (1/31/13)

Public Private Venture (PPV)

GHEFA (Georgia Higher Education Facilities Authority)

General Obligation Bond Funding

Institutional Funding

Student Fee

Institutional Reserves

Internally Generated

Other (Specify) -

MRR Funding

Grant Funding

Donation Funding

Foundation Funding

Other (Specify) -

IF PPV or GHEFA please provide justification why this is not a PPP (1/31/13)-

**Indicate the estimated amount of funding by fund source.**

|  |  |  |
| --- | --- | --- |
|  | On-Going Funding  (Annual Amount) | One-Time Contribution |
| Mandatory student fee  (Amount per semester/per student $      ) |  |  |
| Housing rent (Average rent per bed/per semester $     ) |  |  |
| Auxiliary revenue - 12XXX (Specify auxiliary      ) |  |  |
| State appropriation - 10000 |  |  |
| State appropriation - 11XXX |  |  |
| E&G - 10500 – Tuition |  |  |
| E&G - 10600 - Other General (excluding Special Institutional Fee) |  |  |
| E&G - 10600 – Special Institutional Fee |  |  |
| E&G - 13000 - Student Activity |  |  |
| E&G - 14000 - Department Sales & Services |  |  |
| E&G - 15000 - Indirect Cost |  |  |
| E&G - 16000 - Technology Fee |  |  |
| E&G - 20000 - Restricted/Sponsored |  |  |
| E&G - 50000 - Capital |  |  |
| Gifts / Donations |  |  |
| Foundation Gifts / Donations |  |  |
| General Obligation Bonds |  |  |
| MRR |  |  |
| Other |  |  |

* 1. For internally generated funding, indicate whether current funds or reserve funds are being considered for this project.

* 1. If internally generated funds (either current or reserve) are being considered for this Project,how would the institution use these funds if not for this Project? What activities are not being funded to accommodate this Project?

* 1. For projects funded wholly or partially with private funds, only booked gifts and pledges will be considered in the Integrated Review evaluation. The institution may also provide a specific fundraising plan for completing the project. Generally a project cannot move forward until a certain percentage of private donations are in hand. (rev 4/22/14)

What dollar amount of the identified Gifts / Donations is booked ? (rev 4/22/14)

Is a fundraising plan attached ? (rev 4/22/14)

1. Intended Project Use(s)? (Check all that apply)

Administrative/Office

Athletic

General Classroom

General Use

Laboratory (wet/dry)

Library

Medical (clinic, hospital)

Research

Special Use (performing arts)

Student Support Services

Bookstore

Dining

Parking

Recreation Center

Stadium

Student Center

Student Housing

Other (Specify) -

1. What functions or departments will be relocated from another facility and describe how the space vacated by the relocated functions or department will be used.

**Project Information**

1. Size of Project? (Complete all that apply)

Size of Building (square feet) -

If renovation, expansion or lease – Square feet included in project-

If Dining - number of seats-

If parking - number of spaces-

If stadium - number of seats-

If housing - number of beds-

For Real Property acquisition or lease –

Size of Real Property (acres) -

Size of Building (Square feet) -

1. What is the estimated cost for this Project (Design and Construction inclusive of any acquisition, demolition costs, etc.), and how did you arrive at this estimate?

1. Provide a brief project completion timeline.

1. What is the date of and who was the consultant for your current campus Facilities Master Plan? Is this Project consistent with your institution's current campus Facilities Master Plan on file at the Board of Regents System Office? If not in conformance then please provide a brief explanation. Include in the response, in relation to your institutions campus Facilities Master Plan, why this Project should be considered. (NOTE - This question is not intended to require a master plan update prior to submitting this Project Concept Proposal)

1. Did a PRIOR project include a Market or Need Assessment Study that references this Project? What is the date of and who performed this Study. (NOTE - This question is not intended to require that such a study has been performed)

1. Briefly describe any future transaction (such as, but not limited to, associated construction, renovation, demolition, lease, acquisition or other transaction) related to this Project, whether it will require Board approval or will be within delegated authority. (For example, if this Project is for housing, will additional parking, dining and/or recreational space be required at some point in the future.). What is the anticipated timeline for these projects? (6/26/14)

1. If this Project is a proposed phased development that will require approval of the acquisition and/or construction and/or renovation of additional phases, then briefly describe the additional phases anticipated and the potential timeline for these additional phases.

1. Briefly describe any additional maintenance, operational, or manpower requirements that are beyond the level customarily provided for existing facilities on your campus that will be needed for this Project. (For example, maintenance cost for a pool in a student activity center, provision of 24-hour security for a housing project, etc.)

1. Briefly describe any potential environmental issues that may have to be addressed with this Project.
2. Briefly describe any historic element.

**FOR PPV and GHEFA Projects Only -**

1. Do you anticipate any advance of funds prior to bond closing to cover any upfront costs (For example, design, surveys, testing and preconstruction costs.) by the Campus, Foundation, or Others? If so, what is the anticipated amount of funds to be advanced from each such entity?

1. If any existing PPV reserves will be used to support this Project (This applies to any monies held by the Trustee and/or Foundation), then from which project will PPV reserves be used and what is the anticipated amount that will be used? Also, are these funds available as reflected in the existing pro-forma for each project? If not, what is the amount of the shortfall and provide an explanation of why the reserves are not available?

1. If there are any prior or current financial or operational issues with your existing PPV or GHEFA projects, then explain how these issues were resolved and if still outstanding, explain your plan of action to address these issues.

**Student Fee funded projects only**

1. To support this Project, is a new fee, use of an existing fee, or increase to an existing fee contemplated? If so, what is the type of fee, who will be assessed this fee (all students or specific student populations/ satellite campuses, etc.), who will be exempted from paying the fee, and what is the estimated amount of the fee per semester?

**Property acquisition only**

1. Describe any plans to renovate or improve the property, and the estimated cost.

1. Describe any easements, restrictions or reversions that could potentially affect the use of the real property, or that are attached to the acquisition of the Property by Seller.

**Rental Agreements only**

1. What is the initial term of the proposed lease – start -      , end -

What is the estimated rent for this initial term -

How many renewal option periods are anticipated -

Explain any anticipated annual increases -

What is the anticipated total rent if all options periods would be exercised -

If this space is currently rented, what is the current annual rent -

**Submitted by –**

President

Name -       Signature - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date -

**This Application has been prepared by -**

Name -

Title -

Phone -

Email Address -