

# CHAPTER VI

## FACILITIES PLANNING

### SECTION I. CAPITAL OUTLAY

#### General Policy:

Each institution shall have a Capital Construction Program in accordance with its demonstrated need for physical facilities as set forth in its master plan, and shall submit annually, in accordance with law and established policies and procedures, a Capital Budget to the University of Louisiana System office for review, comment, written approval.

#### A. Definitions.

- 1) Outlay shall mean any expenditure of funds, regardless of the source of funds, for acquiring land, buildings, equipment, or other properties or for their preservation, development, or permanent improvement in accordance with R.S. 39:2(9).
- 2) Capital Construction refers to the construction of physical facilities and includes but is not limited to: the construction of new facilities, additions to existing facilities, the demolition of existing facilities, the renovation, alteration or any other improvement or modification to an existing facility.
- 3) Capital Construction Program is defined as the planned process by which the physical plant of any institution or campus is altered in any way to provide the physical facilities necessary for an institution to carry out its assigned role, scope, and mission. The process includes master planning analysis to document academic programs and student enrollment, demographic projections of future programs and enrollment, the facilities required based upon those academic programs and enrollments, the development and submittal of capital budgets for physical facilities, the acquisition of funding, oversight of facility design, construction administration, and, thereafter, the periodic preventive and major maintenance of such facilities.
- 4) Physical Facilities shall mean real estate and improvements, including land and property, buildings, fixed and movable equipment related to buildings, utilities infrastructure, communications, underground improvements, site and surface improvements, and related physical entities. (BOR 1.2.2. Definitions)

B. Funding Levels and Approvals Required for Capital Outlay Improvements.

The following identifies funding levels and required approvals for capital improvement projects:

- 1) Construction, alterations, improvements, and extensions of campus facilities exceeding \$500,000, regardless of the source of funding, must be approved by the Board of Supervisors for the University of Louisiana System, the Board of Regents and be included in the Capital Outlay Bill in accordance with R.S. 17:3383. Exceptions to legislative approval/Capital Outlay Bill include third-party projects involving non-profit, 501(c)3 corporations; and Performance-based energy efficiency contracts in accordance with R.S. 39:1484(25) and 1496.1.
- 2) Capital improvements to campus facilities costing between \$175,000 and \$500,000, regardless of the source of funds, shall have the approval of the System staff and the Board of Regents staff. These projects shall be submitted on forms provided by the Regents staff through the System staff. Institutions are permitted to proceed with small capital projects costing up to \$175,000.

C. Budget Submittals.

Each campus submits a Capital Outlay Budget Request to the System office according to the following:

- 1) Campuses prepare preliminary capital outlay budget requests and submit to UL System Office along with supporting documentation.
- 2) System staff shall conduct independent site visits and/or accompany the Board of Regents on-site visits to each campus to review each project budget request, inspect existing campus facilities and/or proposed campus improvements.
- 3) Campuses prepare and submit “eCORTS” submittals in accordance with appropriate state statutes [R.S. 39:101 and 102].

D. Board Approval.

- 1) The Facilities System staff compiles a preliminary, prioritized list of all campus projects into a System-wide capital outlay budget request in accordance with guidelines set forth by System policy, Board of Regents policy and the Division of Administration.
- 2) The final prioritized System-wide capital outlay request is reviewed by the Board’s Facilities Planning Committee and recommended to the full Board during its August meeting. The approved System-wide capital outlay budget request with supporting documentation is forwarded to the Board of Regents for approval and submittal to the Division of Administration by November 1 each year in accordance with state statute [R.S. 39.101.A(1)(c)].