# Instructions
# for Completing the
# Project Request Database

Requests for *Repair and Renovation, Capital Improvement,* and *Preplanning* projects should be prepared in the same **Project Request Database spreadsheet**. Each institution and agency will submit one (1) electronic copy of the **Project Request Database** to the Bureau of Building, Grounds and Real Property Management.

**Information:** It is important that we have the information at the top of the page regarding Institution/Agency name, Preparer's Name responsible for the data compilation, Phone, Fax, and E-mail.

**Request Information:**

1. **Indicate Fiscal Year:** The fiscal years covered by the request are pre-selected and may not be changed. Up to 10 entries per fiscal year may be submitted (regardless of project type) **Note: Do not enter more projects than your institution/agency can reasonably be anticipated to be authorized for in a single fiscal year.**
2. **Indicate Request Priority:** List the projects in "your" priority order per fiscal year.
3. **Project Title:** A brief title delineating the project.
4. **Project Type:** Classification of the project.
   a. **Repair and Renovation:** Generally, repair and renovation either returns a building to its original condition, or updates it to meet current codes and standards.
   b. **Capital Improvements: All** new construction, major additions and infrastructure.
   c. **Preplanning:** Projects for new construction over $2,000,000.00 require preplanning. Fees and EXPENSES FOR Pre-planning are generally 2 ½ % of anticipated construction cost.
5. **Project Description:** Give a brief description of the project which includes square footage and intended use of facility. (The fields will automatically expand to accommodate all entered data. You are not restricted to a single line.)
6. **Project Justification:** Give a brief justification of the need for the project. (The fields will automatically expand to accommodate all entered data. You are not restricted to a single line.)
7. **Construction Costs:** Give the best known budget for construction/renovation costs associated with this project.
8. **Prime Professional Fees:** This field will calculate based on construction cost entered.
9. **Cx Fees:** This field will calculate based on construction cost entered.
10. **Miscellaneous:** Enter other costs here, not included in other categories.
11. **Furniture & Equipment:** Give the best known budget for furniture and equipment needs associated with this project.
12. **Telecommunications:** Give the best budget for telecommunications equipment and infrastructure associated with the project.
13. **Contingency:** Enter a value for this contingency, generally 5% of construction cost.
14. **Estimated Total Project Budget:** This column will total automatically.
15. **Current Funding:** Enter any local, agency, grant or other funding available to agency for this project other than current bond request.
16. **Requested Funding:** Enter amount of request here. This may be less than 100% of total estimated budget if request is for partial funding over multiple years.
17. **Estimated Begin/End Dates:** Assuming funding is provided identify estimated dates to begin planning and complete construction.
18. **Impact Fields:** Enter agency cost impact(s) if project is executed.
19. **Financing:** Enter costs of funding other than cost of debt service for bonds being requested.
20. **Annual Economic Impact:** Enter positive local and/or state economic impact if project is executed.