

CAPITAL FACILITIES CYCLE FOR FY 2026 FUNDING

Submissions to the Office of the Commissioner of Higher Education, mfrancis@ushe.edu = Red

Submissions to the DFCM – Development, mboyer@utah.gov = Blue

Submissions to the DFCM - Improvement, dhunting@utah.gov = Green

State Agency, Dedicated & Non-Dedicated Higher Ed State-Funded Capital Development Project & Land Bank Requests Due Dates

- **USHE Capital Development request form (Needs Statement) and "Project Pipeline" & "Needs Analysis" (CDP) data and/or Land Bank forms due to Board of Higher Ed*** **August 2, 2024**
- **Agency Capital Development request form due to DFCM** **August 30, 2024**
- **Condition Assessment from architect/engineer for renovated/demolished project** **August 30, 2024**
- **DFCM to provide final CBE to the Board of Higher Ed** **September 20, 2024**
- **Final Scope, Budget (CBE), and State Funding for Projects **** **September 27, 2024**
- **Institutional project presentation and prioritization** **October 4, 2024**
- **DFCM to submit agency project requests to GOPB for authorization to proceed with development requests** **November 15, 2024**
- **Approved Board of Higher Ed priorities submitted to DFCM w/ Need Statements** **December 4, 2024**

Non-State Funded Capital Development Project Requests Due Dates (including Revenue Bond Requests)

- **Project Needs Statement DFCM request form** **August 30, 2024**
- **DFCM to provide final CBE to the Board of Higher Ed** **November 8, 2024**
- **Institutional NSF project presentations w/ Approval from Board** **November 22, 2024**
- **Approved Board of Higher Ed priorities submitted to DFCM w/ Need Statements** **December 4, 2024**

Capital Improvements

- **Capital Improvement Request (CBE) and Scoping Documents w/ prioritization** **September 27, 2024**
- **DFCM CBE review and prioritization sent to Legislation** **January 13, 2025**

5 Yr. Capital Facilities Plan

- **Submit updated 5 yr. capital facilities plan as instructed** **August 2, 2024**

Fall 2023 Space Inventory Reports (complete w/ age, condition, aux/non, own/lease)

- **Submit USHE space inventory reports according to standards in instructions** **August 23, 2024**
- **Space inventory reports verified** **August 30, 2024**

Summer 2023, Fall 2023, and Spring 2024 Classroom and Laboratory Utilization Data

- **Submit USHE space utilization reports w/ narrative according to standards in instructions** **December 6, 2024**

* Feasibility Study or Program should accompany project submission

** Any changes made to square feet or cost estimates after this deadline must be re-submitted through DFCM and approved by the Board of Higher Education in the January meeting.

*** All Project requests submitted to Legislation in the 5 Year book by January 10, 2025