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| **Basic Information: 2020 State Appropriation Request** |
| Project title | *Please use the basic format Location/Function Action (Examples: Healthcare Design and Renovation; Fine Arts Building Construction; etc.).* |
| Project address | *Street, City, ZIP**County* |
| Institution’s Project Priority: | *x* of *y* projects*(how many)* | Was project on the 2018 Board of Trustees approved list (yes/no)? |   |
| Project request 2020 ($) |   | Proj. req. 2022 |   | Proj. req. 2024 |   |
| Total request, 2020-2024 ($) |   | Will project request funding in years after 2024 (Y/N)? |   |
| Previous GO Bond appropriations **for this project:** | (List year of appropriation, $ amount, purpose/scope)  |
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| **Project at a Glance (project scope)** |
| New construction (GSF): |  | Demolition area (GSF): |  |
| Renovation area (GSF): |  | Renewal area (GSF): |  |
| Current Replacement Value (CRV) of the building(s) affected by project ($): |   |
| ***To calculate construction dates, please assume funding will be available on July 1, 2020 for an FY2020 request.******Costs should be estimated using July 2018 dollars (inflation will be calculated automatically within the Project Workbook.)*** |
| Estimated start of construction (mm/yyyy): |  Mm/yyyy  | Est. midpoint of construction (mm/yyyy): |  Mm/yyyy  | Est. end of construction (mm/yyyy): |  Mm/yyyy  |
| Number of classrooms/labs impacted: |   |
| One-sentence summary of project scope: |   |
| One-sentence summary of project’s impact on students: |   |
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| **Project Narrative** |
| Project Summary: | *Summarize the major highlights of the project’s scope and rationale. 3-4 sentences maximum.* |
| Project Description: | *Briefly describe the scope of work and the programs supported by this project. 300 words maximum.* |
| Project Rationale: |  *Briefly describe the rationale and justification of need for this project. 500 words maximum.* |
| Other Considerations: | *If this project’s funding is delayed or not obtained, how will your campus, its students, and its programs be affected? 200 words maximum.* |
| Institution Comprehensive Plans and Regional Collaborations: | *Describe how project takes into account and supports institutional or regional academic & workforce plans, and collaboration within the Minnesota State system.* |
| Alternatives and Partnerships for Funding and/or Equipment: | *Describe how your institution has explored, and possibly utilized, alternative funding sources, matching funds, or partnerships with businesses or other agencies/institutions for equipment, technology, or related capital.* |

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| **Space Utilization Improvements** |
| Space util. of project area (%): |   | Proposed utilization (%): |   |
| Does campus have a space use policy (y/n)? |   | Does campus have, and use, standardized time blocks for class scheduling (y/n)? |   |
| Describe campus space utilization or space use policies. |   |
| Describe utilization improvements: | *Describe specific rightsizing work and how project will improve space utilization. Priority will be given to colleges that are maximizing utilization of existing spaces.*  |
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| **Facility Condition and Sustainability** |
| FCI of project area: |   | Proposed FCI: |   |
| Backlog ($) removed |   |
| Renewable energy system included in project? |   | If yes, what type of system? |   |
| Does the project result in a reduction in campus energy consumption? |   | If yes, what is the estimated % reduction compared to current consumption? |   |
| Will this project be required to participate in **B3**?\*\*See Predesign Guidelines for B3 statutory requirements |   | If yes, does the project budget include additional design and project management costs for B3? |   |
| Describe sustainability improvements: | *Describe specific energy efficiency enhancements and sustainability features within the project and estimated impact on overall costs and energy consumption.* |

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| **Impact on Institution Budgets** |
| Is institution currently on a Financial Recovery Plan for FY2019? |   |
| Capacity of current utility infrastructure |  *State whether existing utility infrastructure (including roads, driveways, parking lots, and drainage) can support the proposed work.*  |
| Building Operations Expenses | *Describe how proposed project will impact institutional operating expenses to include, heating, cooling, electrical natural gas, waste, recycling, equipment, campus R&R investments, as well as staff requirements to include academic and support staffing changes anticipated by the final product.*Anticipated operating expenses: $x/ SF and $x/yr Total  |
| Debt Service |  *Current & projected debt service with added project. For assistance, contact Metody Popov, Financial Services Director, at 651-201-1738 or metody.popov@minnstate.edu*Current debt service: $xProjected Debt Service with Added Project: $x Projected Debt Service as a Percentage of Total Revenue: x% |

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| **Other Considerations** |
| Is project included in current campus Comprehensive Facilities Plan? (y/n) |   | Year of current Comprehensive Facilities Plan: |   |
| Any private use (Workforce Center, outside vendor, etc.)? |  *(Please consult the Private Use Checklist in the Capital Budget Instructions and describe any private use of the project here.)*  |
| Will more than one campus (including multiple campuses of a single institution) use this project? |   | Will more than one Minnesota State institution (college/university) use this project? |   |

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| **Campus Enrollment and Program Data** |
| Academic programs affected: | *(List the academic programs affected by this project, their enrollment (FYE and headcount), and their persistence rates and graduation rates.)* |
| New program(s) proposed? | *If this project is proposing the creation of one or more new academic programs, list those programs and workforce/student data supporting the need for those programs.* |
| Program projections: | *Describe DEED projections or other relevant statistics to support the need for [providing space for the affected programs]* |
| Accreditation status for affected programs: | *If any of the affected programs require accreditation, what is their accreditation status?* |
| **Campus statistics:** | **2013** | **2014** | **2015** | **2016** | **2017** |
| % of full-time students |  |  |  |  |  |
| % of part-time students |  |  |  |  |  |
| % of minority students |  |  |  |  |  |
| % of Pell-eligible students |  |  |  |  |  |

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| **Enrollment Projections** |
|  | **2020** | **2021** | **2022** | **2023** | **2024** |
| Total FYE: |  |  |  |  |  |
| Unduplicated headcount: |  |  |  |  |  |

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| **Project Contact** |
|  Contact person, TitleStreet AddressCity, State ZIPPhone #Email  |