

March 20, 2026

MEMORANDUM

TO: University Presidents
Chairs, University Board of Trustees
Council of Academic Vice Presidents (CAVP)
Council for Administrative & Financial Affairs (CAFA)
SUS Facilities Planners

FROM: Sarah deNagy
Vice Chancellor, Finance/Administration and CFO

SUBJECT: Capital Improvement Plan submittal instructions for the
2027-28 Legislative Budget Request for Fixed Capital Outlay

DUE: **July 1, 2026**

Sections 1011.40(1), 1013.60, and 1001.706(12), Florida Statutes, require each university to submit information to support and justify its legislative budget request for fixed capital outlay (FCO LBR). This information is submitted to the Board of Governors (Board) via the university's Capital Improvement Plan (CIP). On March 25, 2020, the Board delegated authority to the Chancellor to develop instructions, guidelines, and standard formats for the CIP and FCO LBR, which are provided below and attached. The due date for submission of all CIPs is **July 1, 2026**.

Important Reminders

- ALL university projects that have been partially appropriated must be included in the prioritized project list, per s. 1001.706(12), thus they must be reflected on forms CIP-2 (Summary of Projects) and CIP-3 (Project Details).

New for 2026

- The forms have been updated for 2026. **Please do not use prior CIP forms.**

Schedule

- July 1, 2026 - Board of Trustees-approved CIPs due to the Board
- September 3, 2026 - Board adopts the FCO LBR at its scheduled Meeting.
- October 15, 2026 – Board-approved FCO LBR is submitted to the Legislature.
- March 2, 2027 - Legislative Session Begins.

CIP Submittal Process

Finalized CIPs, completed in entirety, must be approved by the university board of trustees (BOT) no later than June 30, 2026. One (1) electronic copy of the finalized, BOT-approved CIP, in original formats, must then be uploaded to the Board of Governors'

Information Request System. **Failure to use the correct CIP forms (with the latest revisions, formulas, and formats) can result in rejection of the CIP submittal.** All current forms and instructions may also be found on the [Board website](#).

After the CIP submittal deadline, amendments will only be considered under extenuating circumstances. Any questions regarding the submission process should be directed to Kevin Pichard at (850) 245-0059, Kevin.Pichard@flbog.edu, or Elizabeth Ellison at (850) 245-0930, Elizabeth.Ellison@flbog.edu.

Instructions for Completing the CIP

Transmittal Letter

A formal transmittal letter is required, containing the following information:

- a. Signed by both the President and the Board Chair.
- b. The date the BOT approved the CIP and a link to meeting materials.
- c. Explanation of major changes to the CIP since last year, particularly a change in project prioritization.
- d. Primary university contact.
- e. Any reversions, re-appropriations or other special legislative FCO requests.

Certification of Compliance with S. 553.865, Florida Statutes

Form certification provided, to be signed by the President.

Summary of Projects (CIP-2)

The Summary of Projects has two sections: *PECO-Eligible Project Requests* (Form CIP-2A) and *Back of Bill (BOB) Legislative Project Authorizations* (Form CIP-2B).

PECO Eligible Project Requests (Form CIP-2A)

Pursuant to s. 1001.706(12), F.S., a university must list its prioritized new and incomplete (partially funded) PECO projects. New projects not yet appropriated must be Recommended in a university's most recent Educational Plant Survey (EPS) to be included in the CIP. A university may include any EPS Recommended project, but **only those projects that are: i) incomplete (partially appropriated) and/or ii) the top two priorities of the university, are statutorily eligible for scoring and ranking** (all other projects will not be scored/ranked). Points will be assigned using the Board-approved PECO Points Methodology.

'Back-of-Bill' Legislative Project Authorization Requests (Form CIP-2B)

This section should reflect proposed Debt/P3 projects for FY 2027-28 that require Legislative (Back-of-Bill) authorization. A separate CIP-3 (Project Detail) Form is not required for these projects. Note, projects meeting the requirements listed in s. 1010.62(7)(a) are Legislatively approved therein and do not require 'back-of-bill' authorization.

PECO Project Detail (CIP-3)

This form is to be completed for each PECO project appearing on the *Summary of Projects* (Form CIP-2A), whether new construction, remodeling, or renovation (*Remodeling* and *Renovation* are defined in Board Regulation 14.001).

The information in all sections of the CIP-3 must be consistent with the CIP-2. For example: *Total Project Costs* on the CIP-2 should match *Total Project Costs* on the CIP-3.

Project Narrative

The Narrative is devoted to defining the purpose, need, scope, and the relationship of the project to university objectives. It is required for all projects, including renovation, remodeling, campus-wide infrastructure, etc. A detailed description of the programs supported by the project is helpful but not required; a brief summary will suffice, as the greatest emphasis should be placed on explaining/demonstrating the need for additional space and/or solutions to problems resulting from inadequate facilities.

If necessary, any extraordinary costs included in total project cost but not directly related to the facility, such as extra utilities capacity or lines, special site preparation, ancillary roads and parking, etc. should be briefly explained, including a description of the basis used to develop the cost estimate.

Any critical repairs and maintenance (i.e., ADA compliance, safety, health issue, etc.) should be emphasized and their associated costs described (see s. 1001.706 (12)(a)2 and 6, F.S., for reference). This is helpful during the review/scoring process.

If the project includes non-PECO sources, such as donations, university funds, etc., please provide a brief description at the end of the Narrative, indicating amounts, sources, and timing.

Reserve Escrow Plan

Generally speaking, each E&G capital project funded in whole or in part with Legislative appropriations must have a plan for establishment of a Reserve for future maintenance. Reserve requirements differ depending on the type of project and its funding source(s), as follows:

- **Renovation and Remodeling** – such projects, funded in whole or in part with PECO, require an annual reserve contribution of **1%** of building value, per **s. 1001.706(12)(c), F.S.**
- **New Construction** – construction of an E&G facility, funded in whole or in part with State appropriations, require an annual reserve contribution of **2%** of the total value of the building, per **Board Regulation 14.002.**

In either case above, building value is based on total construction cost or insurable value upon completion, whichever is greater.

Failure to provide adequate information in the *Reserve Escrow Plan* section of the CIP-3 will result in the project being ineligible for ranking and inclusion in the scored/ranked Preliminary Selection Group.

Building Space Description

This section is devoted to reporting space type, square footage and estimated cost for new construction, remodeling, and renovation, to be updated annually as necessary.

Each “*Space Type*” (classroom, teaching lab, etc.) and related square footage must be listed separately and comparable to those in the project’s EPS recommendation.

The categories ‘*Other Assignable*’ E&G Space and *Non-E&G Space* should reflect space not included in the nine standard E&G categories (example: C&G, Auxiliaries, etc.), such that the entire facility’s composition (space and cost) is accounted for.

For Remodeling projects, indicate the applicable square footage by space type in the *Before* and *After* columns to evidence the resulting change in space due to remodeling.

Project Component Costs & Projections

This section is devoted to the reporting of “Total Project Cost”, including prior and projected costs for the budget components, updated annually to reflect changes in cost.

As applicable, include any artwork budgeted pursuant to section 255.043, F.S.

Funds should be requested for items that are eligible as movable furnishings and equipment, as applicable. Conversely, fixed equipment (e.g., fume hoods, essential communication connectivity, etc.) necessary to make a building functional, should be included in the estimated building cost, not as moveable furnishings and equipment.

The typical project contingency is five percent (5%). The need for larger contingency should be explained in the *Project Narrative* section.

Project Funding

This section is updated annually to reflect changes in funding. All anticipated sources of funds (appropriated and non-appropriated) must be identified.

If funding includes non-PECO sources (e.g., donations, auxiliary, C&G, etc.), indicate each funding source, dollar amount, and the fiscal year when funding is(was) received, even if funds are not anticipated until a later date. If necessary, describe the timing of such funds in the *Project Narrative* section near the top of the CIP-3. **Note: once a project has been scored/ranked and receives a PECO appropriation, the level of non-PECO funding cannot be decreased without Board approval.**