

**University of Alaska System  
Office of Strategy, Planning, & Budget  
Capital Budget Development Process  
(last updated June 2024)**

Capital Budget Timeline<sup>1</sup>

Submission		Action Date	Action/Event	Audience
		June	Annual Budget Development Guidance distributed (based on BOR discussion)	MAUs
August (early)	MAU Capital Budget Requests, Long Range Capital Plan & DM/R&R Backlog	August (mid)	Review and provide input	President & Senior Leadership
August (mid)	Revised Capital Budget Requests, Long Range Capital Plan & DM/R&R Backlog	September (early)	1 <sup>st</sup> Review - Capital Budget Request, Long Range Capital Plan	BOR
			Initial budget meetings with state agencies: complete proposals for all capital projects ready for discussion	OMB/ Legislative Finance
			Deferred Maintenance lists prepared for all state agencies	
	November	Approval <sup>2</sup> - Capital Budget Request	BOR	
		2 <sup>nd</sup> Review - Long Range Capital Plan	OMB	
December 15th	Governor's Budget released	Legislature		
January	Operating and Capital Budget Documents Published (aka Redbook)	UA		
April-June	Final Legislation	April-May	Capital Budget Distribution Plan and Recommendation Developed	UA Leadership
		May/June	Capital Appropriation Acceptance & Distribution Plan Approval	BOR

Capital Budget Process

Relevant Board of Regent policies, approvals, and definitions can be found in Appendix A.

**August**<sup>1</sup>

- Capital Budget Request & Long Range Capital Plan (President/Senior Leadership review)  
Using the *workbook template* provide the following information regarding your MAU's capital budget requests:
  - Capital Request ID
  - MAU (UAA, UAF, UAS, UASO)
  - Campus – allocation name
  - Main or Community campus
  - Request Category (see Appendix A)
  - Request Title
  - Description used for publications
  - Background used for internal communications (optional)
  - Rank the requests within the Category for the Main or Community campus
  - Approval Citation (see Appendix A)

1. Exact dates will be determined on an annual basis.

2. No substantial changes (dollar amount, title or description) can be made after BOR approval.

- Total Project Cost (TPC)
- Request Amount: General Funds (GF), University Receipts (UR), and Federal Receipts (FED).
- Deferred Maintenance/Renewal & Repurposing (DM/R&R) Backlog:
  - DM/R&R Backlog: Using the tab *Total DM-R&R List* - provide the following information regarding your MAU's DM/R&R projects:
    - MAU (UAA, UAF, UAS, UASO)
    - Campus
    - Building number or another identifier
    - Project Description
    - DM amount
    - RR amount
    - Total Project Amount (must be  $\geq$  Capital Budget Request Amount)
    - Capital Budget Request ID:
      - This is necessary to link individual DM/R&R projects to their associated capital budget request.
      - Budget requests can be grouped by either type of work or building
    - All projects must be a current need, with no out-year projections
    - Renewal/repurposing projects must be associated with a deferred maintenance project
    - Backlog projects must have at least a brief project description (we need this for the State's DM Backlog template)
    - DM/R&R should not be included for sold/demolished buildings
    - Capital Budget Priority Amount – The amount of project included in the current CBR.  
**Note:** Amounts for each priority item will be rounded to the \$100s by SPB.

#### **April-June<sup>1</sup>**

- Capital Distribution Plan: Based on capital funding appropriated and requests provided previously, review and update for the capital distribution plan.

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**University of Alaska  
Capital Budget Request References  
(June 2024)**

<b>Capital Project Budget Request Requirements</b>			
<b>Project Type</b>	<b>TPC \$ Threshold</b>	<b>Inclusion Year 1 Capital Budget</b>	<b>Inclusion UA Long-range Capital Plan*</b>
Non-R&R	<= \$5M	CMP or PAA P05.12.060(B)	
R&R	<= \$5M	CMP or PAA** P05.12.060(B)	P05.12.060(D) No prerequisite approvals
All	> \$5M	Approved FPA or SOR P05.12.060(C)	Current CMP or PAA P05.12.060(B)
<p>*Projects previously approved by the Board of Regents in the FY23 UA 10-year Capital Improvement Plan meet the prerequisites for inclusion in the UA Long-range Capital Plan based upon BOR P05.12.060, "...unless otherwise approved by the Board."</p> <p>**While not noted explicitly in policy, the intent of requiring CMP or PAA on a small renewal project is to ensure the building is slated for continuation of operation in an approved or amended master plan or through a PAA.</p>			

**Approval Total Project Cost \$ Threshold:**

R&R and DM&R projects P05.12.070(C)

> \$1M to \$5M SDA is required

PAA P05.12.071

<= \$2M SO CFO (delegated to University vice-chancellors, with a report to the BOR FLMC)

>\$2M President

FPA P05.12.072 & SDA P05.12.073

<= \$2M SO CFO (delegated to University vice-chancellors, with a report to the BOR FLMC)

> \$2M to \$5M BOR FLMC

> \$5M BOR

**Terms:**

Board of Regents (BOR)

Board of Regents' Facilities and Land Management Committee (BOR FLMC)

Campus Master Plan (CMP) P05.12.050

Formal Project Approval (FPA)

Preliminary Administrative Approval (PAA)

Renewal and Replacement (R&R) P05.12.070(C)

Schematic Design Approval (SDA) P05.12.073

Statement of Requirements (SOR) P05.12.020(U)

System Office Chief Finance Officer (SO CFO)

Total Project Cost (TPC) P05.12.020(W)

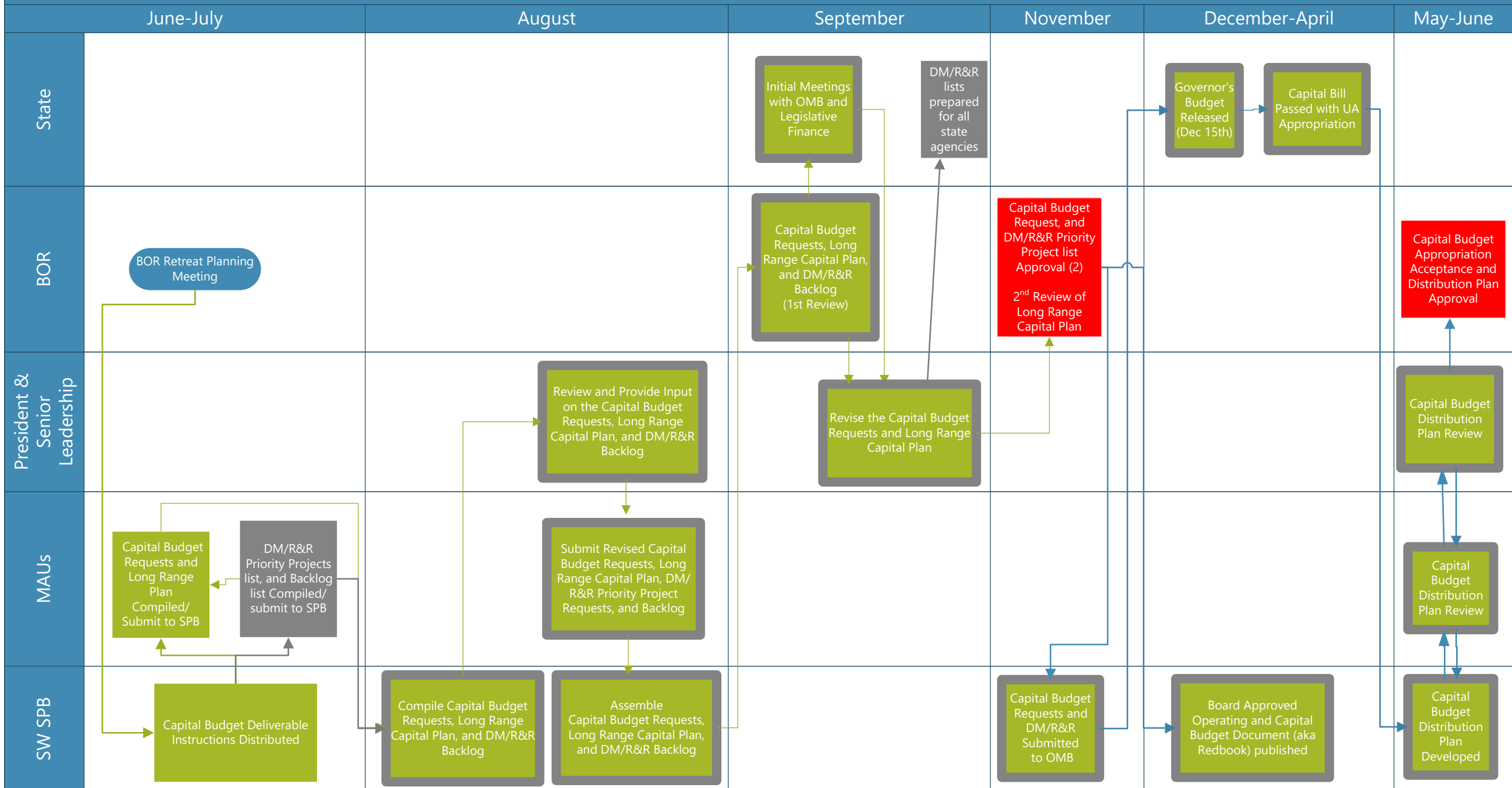
### Capital Receipt Authority

The intent of blanket capital receipt authority (university and federal) is to allow the university to take advantage of capital opportunities with a total project cost (TPC) of less than \$4 million. Capital projects with a TPC of \$4 million or greater should have specific receipt authority requested through the legislative process (regular or supplemental) whenever feasible. An exception may be granted by the Chief Facilities Officer to use blanket capital receipt authority when the legislative request process is not feasible. The total project cost for projects utilizing blanket capital receipt authority will be approved in accordance with university policy and will not commit the state to any future funding obligations.

### Categories for Capital Budget Requests:

- DM/R&R: current or deferred repairs and replacements that extend the life and retain the usable condition of a facility, component or system; the modification of a facility to reduce or eliminate functional obsolescence can be completed under this category (P05.12.020[D & Q])
- New Construction: Although mostly for new facilities, this section could include “the addition or expansion of an existing facility or internal build-out of unfinished space that adds to the building’s usable space” (P05.12.020 [K]). The category is separated into the following subsections:
  - Academic Facilities
  - Research Facilities
  - Student and Support Facilities
  - Infrastructure
- Land, Property, and Facilities Acquisition: funding request for land, property, or facilities acquisitions.
- Equipment: funding request for academic or administrative equipment.
- Research for Alaska: funding request for research projects.
- Other One-Time Items: funding requests for projects that do not fit into another category.

# Capital Budget Development Process<sup>1</sup>



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