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To: Ithaca Campus College Officers and Division Finance Officers

From: Mary-Lynn Cummings, Director of Capital & Space Planning

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Subject: Call for FY2020 Submissions for the Annual Capital Budget and Five-Year Capital Plan

This annual call for capital plan submissions is directed to the unit business leads. Please ensure your submission is complete and supported by your unit dean, vice president or vice provost.

The Longview Capital Planning Tool (CPT) is now open and available for units to submit capital needs and projects that will inform development of the FY2020-FY2024 five-year capital plan and FY2020 one-year capital budget with associated five-year spending.

Thanks to your support and participation, over the last several annual cycles we have made great strides in developing a true, rolling five-year capital plan. Our overall objectives remain as they have in the past, and include:

- Implementing appropriately scaled planning for capital needs to size scope and budget for projects early in development;
- Establishing a prioritized list of needs that can shape the plan and planning decisions in future years, and
- Improving alignment of funding resources with priority needs.

The process to achieve these objectives will continue to review needs against funding resources and university priorities and determine those needs that will be advanced for further planning and development.

In response to feedback from unit stakeholders, we have continued to develop the system and related processes. This year, users will find an entirely new, more user-focused interface. Importantly, we have added a host of self-audit reports that units can run to verify that their entries are accurate and complete. With accompanying instructions for review, we believe we've developed tools that will provide the units with more confidence in their submissions and reduce the number of clarifying conversations and general data clean-up that typically needs to occur.

For the FY2020 submission, units are expected to 1) review and modify those items already in the tool, 2) submit any newly identified needs and projects, and 3) prioritize the full list of unit needs and projects.

Any needs/projects submitted into Longview CPT in past years remain in the system and don't need to be re-entered, although many may require updated descriptions, schedules, or budgets if the unit intends to keep them active.

The FY2020 five-year plan will continue to focus on strategic renewal and will be guided by the following principles and criteria:

- Program needs should be met through the re-use and redevelopment of existing space without the addition of net new space.
- Plans and projects should consider synergies and coordination between needs and resources, including addressing maintenance and renewal needs.
- Needs and projects may be submitted with uncertain funding plans for capital, operating, and renewal costs. Need identification and prioritization begins an important conversation that can then resolve funding concerns.

Other criteria of importance are health, life safety, risk reduction, compliance, asset protection, critical maintenance, cost savings/avoidance, and select "mission critical" programmatic and infrastructure improvements.

Please don't hesitate to contact me should you have an urgent question or issue that has the potential to delay your unit planning process.

Specific Instructions for Capital Plan Submissions

All capital needs and projects with an estimated budget of \$250,000 or greater should be entered into Longview CPT. Note: We are no longer collecting capital leases through Longview CPT.

All anticipated capital spending activity for FY2020 that will be funded by the operating budget will need to be clearly identified and funded in the FY2020 operating plan. The University Budget Office will work with the units to verify these details next spring.

All projects should be included with a total project budget, even if the budget is an order of magnitude estimate or guess. If the funding source is not yet identified or only partially identified, then the amount of the uncertain budget amount should be entered under "Third Party Developer" as the source and a note should be added to the description field that indicates that some or all of the funding sources are TBD.

Debt is not available as a funding source in FY2020 except for those projects explicitly identified by the Provost. Future availability of debt remains uncertain, so debt should not be entered as a funding source for any future year. In such cases where a project may need to rely on debt for some or all of the total project budget, that amount the unit wants to apply to debt should be entered under "Third Party Developer" as noted above.

Units should contact me to discuss questions regarding project descriptions, timing, budgets, etc.

Technical Resources:

- The current access list is attached as an Appendix.
- Changes to the access list and all other questions about Longview CPT functionality, including any technical problems, should be sent to cp-help@cornell.edu.
- Information about Longview CPT, including the user guide, upcoming training and workshop sessions, and links to FY2019 reports can be found at:
<http://dbp.cornell.edu/home/offices/capital-budget-integrated-planning/capital-planning/longview-for-capital-planning/>.
 - **Given that the entire user interface has changed this year, and we have added self-audit reporting, the capital planning team strongly encourages attendance at the training sessions. We believe the investment in training will be rewarded with efficiency in working in Longview CPT and improving the clarity of submissions.**
- Also note that the Project Funding Guidelines have been revised this summer; the changes are being brought to CF&PC on August 23rd, and if approved, the new guidance will be posted the week of August 27th.

Units should submit planned capital activity into Longview CPT **no later than October 9, 2018**. The system will re-open for data clean-up and reconciliation later in the fall, but all entries need to be substantially complete on October 9th for purposes of internal review.

cc: R. Burgess M. Carney
D. Desnoes P. Streeter