To: Ithaca Campus College Officers and Division Finance Officers

From: Laura Syer, Vice President for Budget and Planning

Date: September 10, 2021

Subject: FY23 Submissions for the Annual Capital Budget and Five-Year Capital Plan

Kicking off the FY23 capital budget process, this memo serves as the official annual call for capital project submissions. The annual capital planning input process provides key data necessary for the Division of Budget and Planning to fulfill two primary responsibilities:

- Develop a realistic and accurate annual capital budget and
- Support on-going capital planning in order to identify and understand university needs helping to define future capital projects in partnership with units and Facilities and Campus Services.

As a reminder, capital planning is related, but separate from capital budgeting. Our overall objectives remain as they have in the past, and include:

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

**Annual Capital Budget Submission**

The Longview Capital Planning Tool (CPT) will open on **Monday, September 13, 2021** and close on **Friday, October 15, 2021**. During this time, colleges and units are asked to review and prioritize their capital needs and available funding, and submit this information through the Longview CPT. This information will be used to inform the development of the FY23 one-year capital budget and the FY23-FY27 five-year capital plan.
For the FY23 submission, units are asked to:

- Enter any newly identified needs and projects for the one-year capital budget and five-year capital plan
- Prioritize the full list of unit needs and projects, placing the highest priority on projects where funding is available and/or secured and timing is of the essence, and
- Review and modify those items already included in the Longview CPT.

Any needs or projects currently entered into the Longview CPT from prior years, should be reviewed against the status audit guidance to keep the flow of projects moving through the system (see Longview CPT Quick Reference Guide starting at page 53 for more information on status audits). Projects placed on hold in FY22 are held within the “deferred” status in Longview and should be reviewed when entering in capital needs for the FY23 planning cycle. To request a status change, email: cp-help@cornell.edu.

Existing projects/needs do not need to be re-entered into the system but should be revised for description updates, schedule changes, and/or budget adjustments. If a project is currently active and held in an “authorized” status, the University Budget Office will maintain the record within Longview, aligning details to the latest Project Approval Request (PAR).

The five-year plan should 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 undefined funding plans for capital, operating, and renewal costs. Need identification and prioritization begins an important conversation that can then resolve funding concerns.

Gauges of importance to keep in mind are health, life safety, risk reduction, compliance, asset protection, critical maintenance, cost savings/avoidance, and select “mission critical” programmatic and infrastructure improvements.

Please contact Davina Desnoes (dad327) or Courtney Leckey (cml73) should you have questions or issues that may delay your unit submission processes.

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: Please refer to the Lease Classification section on the DFA website for guidance on reporting and accounting for leases.
All anticipated capital spending activity for FY23 funded by the operating budget will need to be clearly identified and funded in the FY23 operating plan. The University Budget Office will provide FY23 one-year capital budget drafts with associated five-year spending and operating budget planning assumptions in early March.

All projects should include a total project budget, using an estimate if necessary. If the funding source is not yet identified or only partially identified, then the amount of the uncertain budget amount should be entered under the newly created funding item “unidentified funding source” and in the description field, note that funding sources are “to be determined” (TBD).

Debt is only available as a funding source in FY23 for projects explicitly identified and approved by the Provost and CFO. Future availability of debt needs to be preapproved by the Provost and CFO.

Technical Resources

- Questions regarding 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 FY22 reports can be found on the Division website.

Units should submit planned capital activity into Longview CPT for review no later than 5 pm, October 15, 2021, and we will continue to keep you updated with this annual process. Once the capital plan is approved, it will be published on the Division website. Thank you so much for your support in our annual capital planning process.

cc: R. Burgess
    ML. Cummings
    D. Desnoes