To: Ithaca Campus College Officers and Division Finance Officers

From: Laura Syer, Vice President for Budget and Planning

Date: September 30, 2022

Subject: FY 24 Submissions for the Annual Capital Budget and Five-Year Capital Plan

Thank you to everyone who participated in our recent capital planning conversations. These have been very helpful for our teams to understand the current capital landscape, our capacity to support planning and implementations and to refine our financial projections.

Continuing into the FY 24 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, October 3, 2022 and close on Friday, October 21, 2022. During this time, colleges and units are asked to submit their prioritized capital needs and available funding, as discussed in the capital conversations, through the Longview CPT. This information will be used to inform the development of the FY 24 one-year capital budget and the FY 24 – FY 28 five-year capital plan.

For the FY 24 submission, units are asked to:

- Enter 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,
- Review and modify those items already included in the Longview CPT.

Your submission should be aligned with our conversations during our planning meetings. After we roll-up the entire budget, we will reach out to you if our overall planning could impact your submission in any way.

As a reminder, 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 54 for more information on status audits). Projects placed on hold in FY23 are held within the “deferred” status in Longview and should be reviewed when entering in capital needs for the FY24 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 Division of Budget and Planning 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. Re-use and redevelopment should consider optimizing space that can be released through implementation of hybrid and remote work schedules, as determined by HR policy and process.
• 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 Phil Dzwonczyk (pjd27) 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 FY 24 funded by the operating budget will need to be clearly identified and funded in the FY 24 operating plan. The Division of Budget and Planning will provide FY 24 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 FY 24 for projects explicitly identified and approved by the Provost and CFO. Future availability of debt needs to be preapproved by the Provost and CFO. If you would like to request utilizing debt for a future project, please contact Phil Dzwonczyk (pjd27) or me (les269) to initiate the approval process.

**Technical Resources**

• Questions regarding Longview CPT functionality, including any technical problems, should be sent to [cp-help@cornell.edu](mailto:cp-help@cornell.edu).
• Information about Longview CPT, including the user guide, upcoming training and workshop sessions, and links to FY 23 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 21, 2022. 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
    P. Dzwonczyk
    D. Desnoes