BOARD POLICY

A Needs Statement shall be prepared to support the College's initial funding request for a capital construction project, excluding funds provided by the Task Force for Building Renewal for deferred repairs, energy conservation, ADA or fire-life safety projects. This document may be prepared by in-house staff unless the complexity of the project would require the assistance of a consultant specializing in such type of projects. It shall be submitted as documentation of the need for the specific capital construction project on that campus and shall contain specific data to assist the Board in analyzing the request.

For any project whose total project cost exceeds the limit established by the State Building Division for the requirement of a Program Statement (currently seven hundred five thousand dollars [$705,000] until January 1, 2022), a subsequent Program Statement shall also be developed. In such cases, requests for appropriations will follow the procedures adopted by the State Building Division for Capital Construction projects:

1. Year one: request will be for planning funds
2. Year(s) two, three, etc.: requests will be for design plans and construction funds

For any project whose estimated total cost is less than the dollar limit stated above for the requirement of a Program Statement, only a Needs Statement is required. Under this procedure, the initial request for funding may include the total funding required to initiate and complete the project.

The Needs Statement shall be comprised of the following sections:

1. Project Description

   A narrative statement describing the project and the primary concepts and objectives to be fulfilled as a result of the capital construction request.

2. Project Justification

   a) Data, which supports the request for funding:

      1) Functions/purpose(s) of the proposed program
      2) Current and projected user levels
      3) Existing physical and programmatic deficiencies
      4) Compliance with comprehensive capital facilities plan

   b) Space requirements

      1) Square footage needed for program
      2) Available square footage in existing facilities
      3) Additional space requirements for program
      4) Impact on existing space
3. **Project Budget and Proposed Funding Source**

   a) Cost estimates
   
   1) Program planning  
   2) Professional fees  
   3) Construction  
   4) Moveable equipment  
   5) Land acquisition  
   6) Other costs  
   7) Total project cost per gross square feet  
   8) Construction cost per gross square feet  
   9) Source of cost data (Means cost estimate guides should be used. If variation from Means is used, it should be footnoted.)

   b) Funding sources
   
   1) State funds  
   2) Cash funds  
   3) Federal funds  
   4) Revenue bond funds  
   5) LB 309 funds  
   6) Private donations  
   7) Other sources

4. **Future Funding Requirements**

   a) Operational budget and personnel projections

   b) Other costs

5. **Time Line for Project**

   a) Funding request

   b) Start of construction

   c) Completion of construction

Legal Reference: RRS 81-1108.41

Policy Revised: 12/3/98  
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