**NSCS Capital Construction Need Statement Template (2020)**

A Need Statement is a planning document for renovation or new construction of programmatic spaces when a Program Statement is not required. For any CCBR renovation or addition project (excludes LB309 Task Force requests) whose estimated total project cost is below the SBD Program Statement threshold stated in Policy 8060, *Section 2*, only a Need Statement is required to be submitted with the CCBR.

Need Statements do not require Board approval, but are used as Board information for approving CCBR project requests, or for approving *Capital Construction* projects that do not meet a requirement for a Program Statement.

The Need Statement format is as follows:

1. Project Description (narrative)
2. Project Justification
   1. Data Supporting Justification – Proposed program functions, current/projected levels of use, physical and programmatic deficiencies, and compliance with master facilities plan.
   2. Space Requirements – Program square footage needed, existing facility square footage, additional space required, and impact on existing space.
3. Project Budget and Proposed Funding
   1. Project Budget Cost Estimate – Design fees, construction costs, equipment and furnishings costs, other costs, and contingency. Provide data and/or basis for estimates.
   2. Funding Sources – State funds, Cash, Federal, Revenue Bond, LB309 Task Force, private donations, and other fund sources.
4. Ongoing Funding Requirements
   1. Operational & Maintenance (O&M) annual costs
   2. Ongoing additional personnel costs
   3. Other ongoing costs
5. Project Time Line
   1. Funding request
   2. Design
   3. Start of Construction
   4. Substantial Completion

End.