



SOUTH CAROLINA COMMISSION ON HIGHER EDUCATION
RUTLEDGE BUILDING
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(Date)

PROCEDURES FOR REQUESTING APPROVAL
OF PERMANENT IMPROVEMENTS

General

The State Budget and Control Board is directed by law to assume general supervision over all expenditures for permanent improvements by State agencies (except the Highway Department). Exempted are projects which cost less than \$10,000. According to the Budget and Control Board this supervision extends to...

"any expenditure for the construction of a new building, addition to or alteration of, or major renovation of an existing building, or to the demolition of an existing building. It is not intended to cover normal maintenance costs, such as painting, minor repairs, etc., ordinarily done by the Agency's regularly employed maintenance force.

"It is difficult to define, precisely, just when a particular project should be considered of a normal maintenance and when it is of sufficient consequence to fall under the Budget and Control Board's supervision. In doubtful instances the Board should be consulted for a determination.

"It is important to note that the source of funds to finance a project has no bearing on the determination of whether or not the Board's procedure is applicable."

Act No. 237, 1975 requires the Budget and Control Board to submit to the General Assembly on or before February 15 in the alternate years beginning in 1977 recommendations for permanent improvements which might logically be financed through the issuance of Capital Improvement Bonds.

The Budget and Control Board has directed that all applications for approval of permanent improvements submitted by the public senior colleges and universities be submitted through the Commission on Higher Education for review prior to consideration by the Board. The Commission will transmit all requests to the Board with appropriate comments and/or recommendations.

This document includes procedures for responding to the requirements of the Budget and Control Board.

Five-Year Projections

Each senior public college and university is requested to submit annually by the last working day of July a forecast of all unfunded capital improvement projects considered essential during the five-year period beginning July 1 of the year following submission. The forecast should be consistent with requests submitted separately for funding under Capital Improvement Bonds or other funding sources.

With the submission of five-year projections, each institution will include a status report on all projects for which funds have been provided whether partially or totally funded, on which construction contracts have not been awarded. The report will identify the project, show funds provided and required, and estimate when appropriate contracts will be awarded.

The five-year projection is prepared and submitted for information. Submission will not be considered to be a request for approval or funding of any project.

Five-year projections will be prepared in the format of Attachment A. Minor changes in previously submitted reports may be made by letter.

Requests For Approval

Schedule for Submission

A request to approve a project to be funded through sources other than Capital Improvement Bonds may be submitted at any time. Commission procedures require that a standing committee of the Commission consider all capital improvement requests and submit recommendations to the Commission. To meet this requirement will normally require two months from time of receipt of the request to submission to the full Commission.

Requests submitted for consideration for funding through the issuance of Capital Improvement Bonds will reach the Commission offices by August 15 of the alternate year beginning in 1978 and/or in such other years as the General Assembly may direct. In September, the Commission will hold hearings on such requests to provide institutional representatives an opportunity to discuss requirements for permanent improvements. During the remainder of September and in October the standing committee will develop recommendations to be submitted to the Commission in November.

Information to Accompany Requests

A request for approval of a capital improvement should be submitted on Budget and Control Board Form E-1 Application for Approval of a Permanent Improvement Project (copy at Attachment B). If Form E-1 is not utilized, all pertinent information required by Form E-1 will be included in the request. The following paragraphs amplify the individual sections of Form E-1 and respond to specific requirements of Act No. 237, 1975.

- A. Justification. To meet the requirements specified in Form E-1... "to provide sufficient information to fully acquaint the Board with conditions, prospective growth and/or other circumstances that led the owner to prepare this particular project."... the justification will include discussion of the following unless clearly not appropriate:

1. Current situation. Present a brief history of the activities to be included in the facility to include their present physical location, the current involvement of students, faculty and staff, and utilization of existing and funded facilities that are appropriate for the activities. What is the alternative if this request is not approved?
 2. Projected growth. Show the anticipated growth of the activities to be housed in the facility and how this growth fits into the institution's anticipated growth and expansion. What expansion programs are implied if the project is approved?
 3. Utilization. For new construction, provide the specific utilization standards employed to determine the space requirements.
 4. Impact on other space. What will be the impact on other space?
- B. Square feet. Provide estimated gross square footage.
- C. Principal Facilities. List the major categories of space included in the facility (classrooms, class laboratories, offices, etc.). Indicate approximate net square footage in each major category in so far as possible.
- D. Estimated costs. Include all project costs required to provide a facility ready for occupancy except for the provision of minor equipment and supplies which are normally purchased with operational funds. Estimate subsequent costs which the project will generate - operations, maintenance, etc.
- E. Financing plan. Show the anticipated sources of funds required to meet the total estimated cost. If funds are requested from Capital Improvement Bonds show why other financing arrangements cannot be made.
- F. Priorities. Projects submitted for funding from Capital Improvement Bonds should be restricted to those which will be needed in the near future and which can be started within two years. If they are part of a larger project, the entire plan should be presented but phased in two-year segments. When more than one project is submitted for funding from Capital Improvement Bonds, priorities must be established.

INSTITUTION

Page ____ of ____ pages

Date Submitted:

PERMANENT IMPROVEMENTS FORECAST

Priority No. 1

Tentative name of project:

Description of Project: (Include sufficient detail to enable the reviewer to visualize the project and its contemplated utilization).

Cost and Funding Data: (Estimate the total cost, as of the date submitted.

List all anticipated sources of funds e.g. General Assembly, Institutional Bonds, Special Obligation Bonds, Federal Government (identify the program), Private Sources. Estimate the amount from each source.)

Fiscal Year in which funds should be available:

Priority No. 2

(Etc.)

Instructions: Prepare on 8 1/2 x 11 inch paper with projects listed in priority to cover the five years. A separate sheet for each project is not necessary. This is a planning document and does not constitute a request for approval or funding of any project.

APPLICATION FOR APPROVAL OF A PERMANENT IMPROVEMENT PROJECT

DATE _____, 19 _____

Institution or Agency _____

Name of Project _____

Total Estimated Cost - - - - - \$ _____

To: State Budget and Control Board
Columbia, South Carolina

In accord with procedure outlined in your "Manual for the Planning and Execution of State Permanent Improvement Projects", your approval of the project described herein is requested.

I. JUSTIFICATION

(The Owner should attach hereto a full and complete resume of facts contributing to the need of this proposed project. The objective should be to provide sufficient information to fully acquaint the Board with conditions, prospective growth and/or other circumstances that led the Owner to propose this particular project.

Copies of studies or surveys, made either by the Owner or by an outside commercial or other firm, should be made available to the Board. Comments should be included concerning any alternative proposals, if any, considered by the Owner).

II. DESCRIPTION OF PROJECT

A. Type (New building, addition to existing building, renovation, alteration, etc.):

B. Intended Use: _____

C. If New Construction is Involved:

1. Attach (a) Architect's schematic drawing with facilities labeled.
(b) Outline specifications.
(c) Small scale locality map.
(d) Analysis of Architect's Preliminary Construction Estimate.

2. No. Square Feet: _____

3. Principal Facilities (No. of stories, rooms, offices, etc.) _____

D. If renovation and/or alteration of an existing building is involved, attach a statement outlining generally the principal work to be done.

E. If land acquisition is involved, attach a plat of the property, showing general location and acreage. Comment on any problems of acquisition or title that may exist.

F. For any unusual type project, the Owner should confer with the Board in the preparation of this Request, and attach such descriptive data as the Board may require in this particular instance.

III. ESTIMATED COST

Site	-----	\$	-----
Grading	-----		-----
Construction	-----		-----
Fees	-----		-----
Renovation	-----		-----
Basic Equipment and Supplies	-----		-----
Landscaping	-----		-----
Bidder's Risk Insurance	-----		-----
Other (Specify) _____	-----		-----
Contingencies	-----		-----
TOTAL ESTIMATED COST	-----	\$	-----

It is further estimated that this project will add \$ _____ per year to operation and maintenance costs of this agency.

IV. FINANCING PLAN

A. Funds already in Hand	-----	\$	-----
Source: _____	-----		-----
B. Proposed Bond Issue	-----		-----
(If a bond issue is proposed, the Board should be consulted prior to preparation of this application, to determine the details to be submitted herewith).			
C. Other (describe) _____	-----		-----
TOTAL	-----	\$	-----

Has your governing board taken formal action authorizing the submission of this application? _____

(Signed) _____

Title _____

BOARD'S ACTION

APPROVED: _____ DATE: _____

State Auditor