

## Capital Improvement Plan (CIP)

UConn is developing a long term, comprehensive CIP and budget that will identify the physical improvements necessary to maintain and enhance our campuses. The CIP will prioritize these investments and establish a timeline for implementation.

The initial phase will focus on addressing the physical infrastructure needs related to increased faculty hiring, increased enrollment and ongoing budget reorganization. The CIP will be jointly managed by the Executive Vice President for Finance & Chief Financial Officer (EVP Finance & CFO) and the Provost & Executive Vice President.

Project proposals should focus on renovations or new construction required to support teaching, research, or programmatic needs. Examples include:

- Refurbishing existing space for new faculty offices or laboratories
- Renovating and air-conditioning dormitories for summer programs
- Converting underutilized space for research or classroom use
- Constructing new buildings or completing major renovations

Not all proposals can be funded. The EVP Finance & CFO and the Provost & Executive Vice President will review all submissions and develop a university-wide CIP strategy based on institutional priorities.

### Project Requests:

The CIP process supports the development and evaluation of capital project proposals. This process ensures relevance and alignment with university goals by assessing each proposal's cost, benefit, and overall impact, and by incorporating broad input from the campus community. Please note that inclusion in the CIP does not guarantee funding.

Project requests should include the following information:

- **Unit/School/Department**
- **Contact Name and Phone Number**
- **Campus**
- **Building Name and Number**
- **Project Title**
- **Project Type:** Indicate whether this project involves new construction, renovation of existing space, or fixed equipment
- **Priority:** Rank the project's priority within your division on a scale of 1 to 10, with 1 being the highest.
- **Project Scope/Description:** Provide a detailed description of the project.

- **Statement of Purpose and Need:** Explain the rationale behind the project, the issue it aims to address, and why it is the preferred solution. Include a discussion of alternative options considered and the measurable consequences of proceeding—or not proceeding—with the project.
- **Schedule/Timing Concerns:** Identify any factors that may affect the project timeline.
- **Estimated Project Cost (if available):** Include estimated costs and the source of the estimate, if known.
- **Proposed Funding Source (if available):** Identify any known or proposed funding sources (e.g., departmental reserves, research grants, UCONN 2000 Deferred Maintenance), including account numbers if available.
- **Impact on Operating Budget:** Capital funds do not cover ongoing operating expenses. Describe any anticipated impact on revenue or operating costs to help inform university budget planning.
- **Other Relevant Information**

### **Frequently Asked Questions:**

Q: What types of projects should be included in CIP requests?

A: All proposed renovation or new construction projects.

Q: Is there a minimum dollar threshold for submissions?

A: No. Please submit all relevant projects regardless of cost.

Q: What if I cannot provide a cost estimate?

A: Submit as much information as possible. Cost estimates will be developed as part of the evaluation process for prioritized projects.

Q: Can we include projects that are fully self-funded?

A: Yes. All projects should be submitted, even if you have identified full or partial funding. This information helps advance the proposal.

Q: Should we include projects already covered under the UCONN 2000 program?

A: No. Do not include projects that are already part of the UCONN 2000 initiative.

Q: What about projects already in planning or design, but where construction hasn't started?

A: If the total project budget has been submitted and approved, no resubmission is necessary.

Q: What if we can't gather all our project needs before the submission deadline?

A: Submit whatever information you can by the deadline. As funding is limited, only the highest-priority projects will move forward. Please keep this process in mind throughout the year to prepare for future requests.

Q: Do we need to include leased space or equipment?

A: No. Leased facilities and equipment should not be included.

Q: How will we be notified if our project is selected?

A: You will be contacted once all requests have been reviewed.