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| --- | --- |
| **Institution** | |
|  | |
| **Project Title** | |
|  | |
| **Project Category** | **Project Subcategory (Major or Stand-Alone)** |
|  |  |
| **Project Location (City)** | |
|  | |
| **Proposal is:** | |
| **New or Updated Proposal (to be scored)** | **Resubmitted Proposal (retain prior score)** |
| ❑ New proposal  ❑ Resubmittal from prior biennium and/or significantly changed | ❑ Resubmittal from 2015-17 biennium  ❑ Resubmittal from 2017-19 biennium |
| **Prepared By:** | **Phone Number** |
|  |  |

**Proposal Due Date: Wednesday, August 15, 2018 by 5:00PM**

**Project Proposal Submittal Requirements and Format**

* Submit **10 copies of each Project Proposal** to the Office of Financial Management, Attn: Darrell Jennings, PO Box 43113, Olympia, WA 98504-3113.
* Submit a separate PDF file copy for each Project Proposal to [Darrell Jennings](mailto:Darrell.jennings@ofm.wa.gov).
* Submittals are limited to **10 pages** (excluding project cost, diagrams and sketches, and appendices, cover sheet, title page, and table of contents). Submit proposals in loose-leaf form with binder clips. Do not submit proposals in 3-ring binders or with comb bindings.
* Each Project Proposal should be submitted within a single project category. Do not submit Minor Works projects to the scoring process.

**Check the corresponding boxes below if the proposed project meets the minimum threshold or if the item listed is provided in the proposal submittal.**

**Minimum Thresholds:**

* Project is not an exclusive enterprise function such as a bookstore, dormitory, or contract food service
* Project meets LEED Silver Standard requirements
* **I**nstitution has a greenhouse gas emissions reduction policy in place in accordance with RCW 70.235.070 and vehicle emissions reduction policy in place per RCW 47.01.440 or RCW 43.160.020 as applicable.
* Design proposals: A complete predesign study was submitted to OFM by July 1, 2018.
* Growth proposals: Based on solid enrollment projections and is more cost-effectively providing enrollment access than alternatives such as university centers and distance learning.
* Renovation proposals: Project should cost between 60 – 80% of current replacement value and extend the useful life of the facility by at least 25 years.
* Acquisition proposals: Land acquisition is not related to a current facility funding request.
* Infrastructure proposals: Project is not a facility repair project.
* Stand-alone, infrastructure and acquisition proposals: Is a single project requesting funds for one biennium.

**Required items:**

* Signed Project Proposal Checklist (this form; 1 for each Project Proposal)
* Completed Project Proposal Form for specific category/subcategory (**10-page limit**)
* Institutional Priority Form ***CONFIDENTIAL*** (1 per institution). TO BE SUBMITTED UNDER SEPARATE COVER DIRECTLY TO [Darrell Jennings](mailto:Darrell.Jennings@ofm.wa.gov) as a PDF email attachment.

**Required Appendices:**

* Completed Availability of Space/Campus Utilization template for the campus where the project is located. (Required for all categories/subcategories except Infrastructure and Acquisition).
* Completed Assignable Square Feet template to indicate program-related space allocation. (Required for all categories/subcategories except Research (Major & Stand-Alone), Predesign, Infrastructures, and Acquisition).
* Capital Project Report CBS 002
* Excel C-100 Form for projects greater than $5 million
* Project Cost Estimate CBS 003 for projects between $2 million and $5 million

**Optional Appendices:**

Attach supplemental and supporting project documentation, *limited* *to materials directly related to the evaluation criteria*, such as:

* Degree and enrollment growth projections
* Selected excerpts from institutional plans
* Data on instructional and/or research space utilization
* Additional documentation for selected cost comparables (acquisition)
* Selected materials on facility conditions
* Selected materials on code compliance
* Tables supporting calculation of program space allocations, weighted average facility age, etc.
* Evidence of consistency of proposed research projects with state, regional, or local economic development plans
* Evidence of availability of non-state matching funds
* Selected documentation of prior facility failures, high cost maintenance, and/or system unreliability for infrastructure projects
* Documentation of professional assessment of costs for land acquisition, land cleanup, and infrastructure projects
* Selected documentation of engineering studies, site survey and recommendations, or opinion letters for infrastructure and land cleanup projects
* Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I certify that the above checked items indicate either that the proposed project meets the minimum thresholds or the corresponding items have been included in this submittal.

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Signature Date

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Name (Printed)

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Title