|  |
| --- |
| **Institution** |
|  |
| **Project Title** |
|  |
| **Project Location (City)** |
|  |

**1. Problem Statement (short description of the project – the needs and the benefits)**

**2. History of the project or facility**

**3. University programs addressed or encompassed by the project**

**4. Enrollment Growth:**

a. Identify the number of additional full-time equivalent (FTE) state-supported students the project is expected to enable the institution to serve when the space is fully occupied. Describe the method by which the number of additional FTEs who can be accommodated by the proposed space has been calculated, and provide and explain the enrollment analysis indicating probable student demand and enrollment from project completion to full occupancy.

b. Identify how many of the additional FTE enrollments are expected to be in high-demand fields (defined by the former HECB as biological and biomedical sciences; computer and information sciences; education with specializations in special education, math, or science; engineering and engineering technology; health professions and related clinical sciences; or mathematics and statistics) and the particular fields in which such growth is expected to occur.

**5. Availability of Space/Utilization on Campus:**

Describe the institution’s plan for improving space utilization and how the project will impact the following:

1. The utilization of classroom space
2. The utilization of class laboratory space
3. **Efficiency of Space Allocation**

a. For each major function in the proposed facility (classroom, instructional labs, offices), identify whether space allocations will be consistent with Facility Evaluation and Planning Guide (FEPG) assignable square feet standards. To the extent any proposed allocations exceed FEPG standards, explain the alternative standard that has been used, and why. See Chapter 4.0 of the Project Evaluation Guidelines for an example. Supporting tables may be included in an appendix.

b. Identify the following on form CBS002: (a) Usable square feet (USF) in the proposed facility;

(b) Gross square feet (GSF); and (c) Building efficiency (USF divided GSF).

**7. Reasonableness of Cost:**

Provide as much detailed cost information as possible, including baseline comparison of costs per square foot (SF) with the cost data provided in Chapter 5.0 of the Project Evaluation Guidelines and Application Instructions. Also, describe the construction methodology that will be used for the proposed project.