



2019-21 University Capital Project Request Guidance

Institutions requesting cash or debt financing from the state for capital projects in the 2019-21 biennium, are requested to provide the information described below.

Section I: Institution Capital Information

Note: Only packages that have been fully completed will be considered and reviewed in the evaluation process.

1. Identify whether the institution has a master facilities plan and, if so, the date on which it was adopted and/or last amended.
2. Provide a description of the institution's plan for managing facilities and reducing any deferred maintenance backlog.
3. Provide an estimate of the institution's deferred maintenance backlog for education and general service facilities.
4. Provide an estimate of the institution's seismic upgrade needs for educational and general service facilities.
5. Identify any bond-funded projects that were authorized in prior biennia that will require reauthorization by the 2019-21 legislature. Include the name of the project, when it was authorized, the amount that needs to be reauthorized, and a description of any changes to the project since it was originally authorized (include changes in project cost and funding).
6. Complete the appropriate DAS required bond Forms 107BF15a and/or 107BF15 for each project.

Section IIA: Project-Specific Information

For each project, please provide the following information:

1. A short working title for the project.
2. A narrative description.
3. Identify the expected project start and completion dates.
4. Rubric Section A: HECC Strategic Plan and Institutional Master Plan Compliance
 - a. Identify how the project supports any or all of the following goals in the HECC's strategic plan. Examples of ways projects may support these goals are provided but they are not intended to be exhaustive of potential ways a project may support the HECC's strategic plan goals.
 - i. Pathways: Creating and expanding pathways from high school to higher education to career, which may include:
 1. Promoting degree pathways and related initiatives that increase opportunities for postsecondary students to build on career-oriented education and workplace experience.



2. Creating better connections between higher education and training and employer needs.
 3. Supporting the creation of partnerships between colleges, universities, school districts and other educational partners to create new pathways from high school or community college to higher education opportunities.
 - ii. Student Support: Strengthening the ability of campuses and communities to support student safety, success and completion, which may include:
 1. Creating new spaces or opportunities which help decrease time to degree or increase degree completion rates, especially for traditionally underserved populations.
 2. Increasing safety of students on campus or in university-owned properties.
 3. Increasing access to higher education for traditionally underserved populations.
 - iii. Affordability: Limiting student and family cost for higher education and ensuring that Oregon resident students have access to affordable options for higher education, which may include:
 1. Supporting innovations that lower student and family cost while maintaining quality.
 - iv. Economic and Community Impact: Maximizing the Impact of postsecondary education on Oregonians' economic, civil, cultural and personal well-being, which may include:
 1. Making investments that support higher education's unique role in promoting the cultural and civic vitality of Oregon.
5. Rubric Section B: HECC Priorities
 - a. Provide a description of how this project eases capacity constraint within the entire system, for example:
 - i. Identify if and how the use of integrated technology will ease capacity constraints.
 - ii. Identify if and how new public and private partnerships will ease capacity constraints.
 - iii. Identify other means by which the project will ease an institutional or system capacity constraint.
 - b. Provide a description of how this project specifically supports student completion and the State's 40/40/20 goal.
 - c. Provide a description of how this project supports the research and economic development capacity of the institution. For example:
 - i. Identify how statewide economic development or workforce goals will be achieved.



- ii. Institutional goal advancement (identify the goal or goals being addressed).
 - d. Provide a description of how this project will enhance collaboration between education institutions. For example:
 - i. Identify the institutions and programs where economies of scale may be achieved.
 - ii. Identify which institutions have potential for future collaboration because of the completion of the project.
6. Rubric Section C: Cost
 - a. Identify any cost-savings that may be realized by completion of the project. For example:
 - i. Identify how completion of the project will eliminate or limit deferred maintenance.
 - ii. Identify how completion of the project will reduce operating costs.
 - iii. Identify the sources of funds for future maintenance and repair of the facility.
 - b. Provide an estimate of the total project cost regardless of funding request. Include design and planning, hard and soft construction costs, land and real property acquisition, infrastructure development, furnishings and fixtures, contingencies, etc.
 - c. Identify how much, in dollars, this project will reduce or eliminate a backlog of deferred maintenance at the institution.
7. Rubric Section D: Life, Safety and Code Compliance
 - a. Provide a description of any clear and urgent life, health, and safety problems that will be addressed by the project and an indication of the degree to which the problems are resolved. Include documentation from a qualified third party architect, engineer, fire marshal, attorney, or qualified third party professional if there is a very significant legal, health, and life safety risk.
8. Rubric Section E: Institution Priority

Note: For the purposes of this 2019-21 HECC capital prioritization rubric section, OSU-Cascades is treated as an institution.

 - a. Each institution will determine the weighted average priority points by projects based on \$20 million dollar priority tranches. Each priority tranche is worth the points indicated in this section. Please complete and submit the worksheet provided by HECC.
9. Rubric Section F: Student Focused Investment
 - a. Identify any focus or expected impact of the project on student success, with special emphasis on those underserved populations that are similarly emphasized in the Student Success and Completion Model.
10. Rubric Section G: Leveraging Dollars/Project Financing
 - a. Identify the proposed sources of funding in the Project Request Financing Summary attached. The summary table may be used for multiple projects.



- b. For Article XI-G bonds, identify the amount and source of the constitutionally-required 50% match.
 - c. For any XI-F(1) Bonds (Campus-paid debt) Provide a 10 year pro-forma that documents projected revenue sources, revenue amounts, operations costs, and debt service payments to demonstrate the long term sustainability of the project.
 - i. Provide an estimate of the institution's debt load for the subsequent 10 years based on all projects for which campus funds will be used to pay the debt on state-issued bonds and Certificates of Participation and campus-issued debt. The calculations should include all existing debt, all projects included in the current request, and any planned large future requests.
11. Rubric Section H: Other State Strategic Priority
- a. Identify how the proposal will bridge gaps and serve other identified State needs or goals that support the educational, civic, cultural and economic development needs of the state.

Section IIB: Project-Specific Information

Please complete for each proposed new construction project or project proposal including both the renovation of space and new construction of space.

1. Does the project ease an existing or future institutional or system-wide capacity constraint (Y/N)? If Yes, please be sure to complete Section IIA(5)a.
2. Was renovation of an existing facility or other non-new construction option considered for this project (Y/N)? If Yes, what was the most feasible alternative to new construction?
3. Reflecting on the two questions above, why is new construction a superior option to advance institution or State higher education goals?
4. What is the institution's plan to address future maintenance and repair of this/these proposed facility/facilities?