

## Project Establishment Form Instructions

A Project Establishment Form needs to be completed and sent to Accounting & Financial Reporting Services (AFRS) under the following scenarios:

- Scope of work is \$100,000 or more for construction, renovation, repair, or replacement
- Scope of work is \$400,000 or more for computer software
- A piece of equipment to be purchased is \$200,000 or more
- A piece of fabricated equipment to be constructed will be \$5,000 or more

### Section 1: Project Information

- **Project Title** – Name of the project. If the project has a scope of \$1,000,000 or more or is an equipment purchase of \$200,000 or more, it requires Legislative Authority. When this occurs, the title of the project should include what was approved by the Kentucky General Assembly. An easily identifiable short name may be used as long as the authorized project title is included.
  - Examples: Renovate/Expand University Student Center (authorized title is straightforward), Nutter Football Training Facility-Renovate Academic/Administrative Space I (identifiable short name and authorized title)
- **Start Date** – Expected date the project will begin.
- **End Date** – Expected date the project will be complete.
- **Location**
  - **Building Name** – Name of the building in which the project will be done. If this is a new building, please provide the proposed site location address.
  - **Building Number** – Four digit number of the building in which the project will be done. If this is a new building, this field should be left blank. Building numbers can be obtained from the following links:
    - Official Campus Map: <http://www.uky.edu/CampusGuide/>
    - eFacTS Building List: <https://efacts.uky.edu/List>
  - **Room Number** – Room number(s) in which the project will be done.
- **Business Area** – Four digit code that identifies a reporting entity within UK.
  - Most projects on campus are 0101-UK w/o component units
  - All others may be selected from the drop-down menu
- **Functional Area** – Four digit code used in FI to define the academic or support programs represented by this project.
  - Most projects on campus are 1060-Other Maintenance & Operation Expense
  - Hospital and Auxiliary Enterprises may differ, select from the drop-down menu
  - Listing at BPM E-17-16: <https://ufs.uky.edu/bpm/e-17-16-functional-area>
- **Department Number** – Five digit code designating the academic or support unit.
  - Example: 8Z560 (Student Center)

- Responsible Person – Name of the contact for project issues. Commonly associated with the Budget Officer responsible for the department in which the project will be created.
- Responsible Cost Center – Departmental capital cost/funds center beginning with 1412- for all areas except Hospital. If unknown, search SAP t-code ZFI\_COBJ by department number. Some departments may need to use a higher, unit-level number.
  - Example: 1412103800 (Student Ctr Cap CC)
- Requesting Cost Center – Cost center derived from the area performing the work to create or approve orders. A cost center is required even if the project is funded by a grant.
  - Campus Physical Plant Division (PPD) – 1043801050
  - Capital Project Management (CPM) – 1043800150
  - Facilities Project Management (FPM) - 1043802140
  - Information Technology Services (ITS) – use cost center funding the project
  - Vendor/Ag Facilities Management/Other – use cost center funding the project
- Work to be performed – Describe the physical work to be done in this project (i.e. the space features desired). **Do not** use this section to describe why the project is needed. This should detail what the project is in terms of walls, doors, floors, lighting, power, ventilation, special equipment, plumbing, etc. Equipment should list what is being purchased/fabricated.
- Space Classification – Select Yes or No based on whether the current space will be modified for a different use. If yes, provide a brief explanation.
  - Examples: lab space to office space, office space to classroom space, lobby space to dining room, etc.
- Upgrade – Select Yes or No based on whether the renovation, new item, etc. is an upgrade when compared to what currently exists. This does not include replacements that are new but perform the same basic function. If yes, provide a brief explanation.
  - Maintenance/repair/replacement – Typically routine work that is usually, but not always, relatively lower cost and does not add value to the overall structure above and beyond the original function of the material being repaired/replaced. These are expensed.
    - Example: replacing an old, failing roof with a new roof (this provides better functionality because it is new and doesn't leak like the old one, but there is **no new or additional** functionality)
  - Upgrade/improvement – may include replacement of equipment or material, but the replacement provides additional functionality that the original **did not** provide. Additional value is added to the overall structure above and beyond that which was contributed by the original equipment or material. These are capitalized.
    - Examples: failing standard shingle roof is replaced by a new roof that has solar panels integrated as part of the new structure, where the solar panels provide a substantial upgrade/improvement (new functionality) over the original roof; additional features; more capacity; etc.
- Justification – Provide a brief summary supporting why the project is needed. This should include, but is not limited to, the following: a tie-in with the University's Strategic Plan or other stated institutional goals; if applicable or available, how the project fits into the University's Physical Development Plan and a proposed site; a summary of any benchmark study (include the benchmarks studied, the author(s) of the study, and how the findings of

that study support this project); any program growth, change, etc. that supports this project; a description of the suitability of the space for housing the current program; a description of the condition of the current space; and any other pertinent information.

- Legislative Authority – Must have prior approval if the below thresholds are met. Provide all supporting documentation.
  - Scope of work is \$1,000,000 or more for construction, renovation, IT system, etc.
  - A piece of equipment to be purchased or fabricated is \$200,000 or more
  - Contact the University Budget Office (UBO) or appropriate Area Capital Coordinator, based on department number as follows:
    - Begins with 1 or 9 – UBO – Elizabeth Johnson, Elizabeth Baker
    - Begins with 3, 7, or 8 – Angel Reed
    - Begins with 4 – Toni Smith
    - Begins with H or M – Teresa Centers
    - Any IT projects – Andrea Davis, Diana Gold
    - Any Athletics projects – Donnie Mefford

### **Section 2: Estimate/Funding Information**

- Estimate/Funding – Enter the estimate amount/scope and the amount funded in the line that corresponds with the area performing the work. Supporting documentation must be provided and match the information entered.
  - If funded by a grant the funding column will be left blank and the grant WBS prime or scope account must be listed.
- Approval Signatures – Obtain the necessary approval signatures as follows:
  - Signature of Department Head
  - Signature of Dean/Unit Head
  - Signature of Area Fiscal Officer/Sr. VP based on department number, as follows:
    - Begins with 1, 3, or 9 – Lori Suthon, Roxanne McLetchie
    - Begins with 4 – Toni Smith
    - Begins with 7 or 8 – Angel Reed, Kristin Cheser, Robert DiPaola
    - Begins with H or M – Teresa Centers
    - Other acceptable signatures – Barry Swanson, Angie Martin, Eric Monday

### **Section 3: WBS Element Information**

***For AFRS use only unless department has information available***

- Project Definition – Completed by AFRS or CPM.
- WBS Element – Completed by AFRS or CPM.
- Project Name – Automatically populates from Section 1.
- Business Area – Automatically populates from Section 1.
- Functional Area – Automatically populates from Section 1.
- Project Purpose – Select the appropriate classification from the drop-down menu.

- Source Code – Based on source(s) funding the project. Select from the drop-down menu.
- Discipline (CIP) – Completed by AFRS.
- Department – Automatically populates from Section 1.
- Project Status – Based on the status of the project. Select from the drop-down menu. Commonly used statuses are as follows:
  - 05 (In Design) – Design phases
  - 07 (In Construction) – CPM projects
  - 08 (In-House Force Work) – PPD projects and equipment
- Building Number – Automatically populates from Section 1.
- Construction in Process – Completed by AFRS. This field determines whether the project will be capitalized to the building or expensed.
- IP Fund Number – Completed by AFRS.
- Mission Supported – Similar to Functional Area, select based on purpose and function of the area/building that the project is being performed. Select from the drop-down menu.
- Responsible Person – Automatically populates from Section 1.
- Responsible Cost Center – Automatically populates from Section 1.
- Requesting Cost Center – Automatically populates from Section 1.
- Start Date – Automatically populates from Section 1.
- End Date – Automatically populates from Section 1.
- Legislative Authority – Completed by AFRS, based on documentation.
- Legislative Authority Date – Completed by AFRS, based on documentation.
- Board Date – Completed by AFRS, based on documentation.
- Project Fund Number – Completed by AFRS.

### **Submission**

- The following items must be submitted with the signed Project Establishment Form:
  - Detailed estimates of work to be performed or vendor quotes
  - A one-sided JV debiting the cost center(s) with GL 755030 to fund the project (not required if funded by grant, must provide grant number and ensure proper budget)
  - Documentation or correspondence of Legislative Authority
- Please email all completed paperwork to the Capital Projects Accountant in AFRS.

- For questions, please contact the appropriate facilities division, Area Capital Coordinator, or Area Fiscal Officer.