



BOARD OF GOVERNORS STATE UNIVERSITY SYSTEM OF FLORIDA

325 West Gaines Street – Suite 1614 – Tallahassee, Florida – 32399-0400
Information Resource Management (850) 245-0418 – www.fibog.org/irm

MEMORANDUM

DATE: February 1, 2008

TO: SUS Data Administrators

FROM: Nancy McKee, Ph.D.
Vice Chancellor, Planning and Budgeting

THROUGH: Ramon Padilla Jr., Director, IRM

SUBJECT: Capital Improvement Fee Project List

DUE: February 29, 2008

The Board of Governors, on January 24, 2008, approved an allocation from the Capital Improvement Fee Trust Fund (CITF) for inclusion in the 2008-09 Legislative Budget Request (LBR). At the meeting, the Board expressed its desire to release funds for CITF projects on an accelerated basis.

In order to accomplish an accelerated issuance of CITF bonds, it is critical that each university develop a proposed list of projects on an expedited basis. Therefore, we ask that each university submit a list of proposed projects no later than February 29, 2008. The Summary of Capital Improvement Fee Project List form is attached. The university's project list should consist of student-related facilities (such as recreational facilities, student unions and other projects that support student life on campus.)

In developing the State University System Capital Improvement Fee project list request, an allocation consisting of both cash and bond proceeds in the amount of \$160,000,000 is being proposed. Recommended institutional distributions for this allocation are reflected in the attached documents.

The other additional forms, including the Project Information Sheet, a Worksheet for Calculation of Private Activity Project Cost and a Report of Changes in Facilities Inventory must be submitted no later than March 31, 2008.

The transmittal letter must indicate the date on which the Board of Trustees approved the projects. If the BOT will not be meeting prior to February 29, 2008, the UBOT Chair may indicate in the transmittal letter that approval will be sought at the next regularly scheduled meeting of the Board of Trustees. In order to issue the CITF bonds in an accelerated manner, UBOT approval must be obtained no later than April 15, 2008. Changes to the proposed project list made after April 15, 2008 may result in significant funding delays to the affected projects.

We are asking each university to use the attached template to submit the required information. The deadline to submit the Summary of Capital Improvement Fee Project List form and formal transmittal letter is **February 29, 2008**. All other required forms must be submitted by **March 31, 2008**. Please send all submissions to SUS-SUBMISSIONS@flbog.org. Stephanie Stapleton and Chris Kinsley will be coordinating this effort and will be glad to address any questions concerning this request. You may contact either Ms. Stapleton at (850) 245-09606 or Stephanie.Stapleton@flbog.org or Mr. Kinsley at (850) 245-9607 or Chris.Kinsley@flbog.org.

Thank you for your cooperation and assistance.

Attachments

c: CAFA
Council for Student Affairs
University Facilities Planners
University Controllers
University Budget Officers
BOG Data Committee