

September 20, 2007

To: Provost, Vice Presidents, Deans, Directors, Departments Heads and Offices

Fr: Morgan R. Olsen, Executive Vice President and Treasurer

Re: CPC Process, Forms and Submission Dates

The Capital Projects Council (CPC) will continue as the internal review committee for proposed capital projects and new uses of University land. Consistent with our State approval levels, the CPC, chaired by President France Córdova, will review all proposed facilities additions, renovations and/or capital improvement projects estimated to cost \$500,000 or more. The CPC will have its first meeting on November 12, 2007, and will meet every two months, with meetings currently scheduled through June 2008.

The following dates will serve as the submission deadlines for the FY 2008 CPC meetings:

CPC Forms Submission Deadline

Monday, October 8, 2007

Monday, November 12, 2007

Monday, January 14, 2008

Monday, March 10, 2008

Monday, May 12, 2008

Since there often are a large number of complex proposals to process for each meeting, early submission is recommended and appreciated. Submissions that are received in final form after the established deadlines will be included on the agenda for the next scheduled CPC meeting.

In the CPC meetings, proposed projects are reviewed at two distinct levels of assessment:

1. **CPC-1 - Requests for Assessment:** CPC-1 approval is required prior to a discussion with advisory groups, prospective donors or any entities or individuals outside Purdue University. Approval of the project assessment is necessary to commit University planning and fundraising resources and to provide appropriate coordination. Proposed projects should be described on a CPC-1 Form submitted to the Office of the University Architect (OUA).
2. **CPC-2 Feasibility Assessment:** Following CPC-1 approval, a capital project program committee, typically appointed by the appropriate dean/vice president, works under the direction of a representative of Space Management and Scheduling (SMAS) to develop an academic program statement. At the same

time, a project manager, assigned by OUA, prepares an architectural program of all spaces, detailing room size, relationship to other spaces, specific features and necessary infrastructure.

At the CPC-2 level, a private fund raising plan (if appropriate) is reviewed by the Senior Vice President for Advancement to evaluate the feasibility of raising the targeted private funds. In addition, the project scope is reviewed, related costs are identified and the project budget is established. For projects funded from self-generated revenues, a business plan is prepared by the proposers and submitted to the Executive Vice President and Treasurer for review and approval.

To enable appropriate review, projects presented should be described on a CPC-2 Form submitted to OUA.

Prior to submission to OUA, CPC forms and supporting documentation first must be reviewed and approved by your business office, department head, dean/director and the Executive Vice President and/or Provost, as appropriate.

Additional information on the CPC process, meeting schedule and copies of the CPC-1 and CPC-2 forms can be found at the following Web site:

<http://www.purdue.edu/architect/cpc.htm>

If you have questions regarding completion of the forms or the process, please contact Larry Fusaro, 494-8003, in the Office of the University Architect or Ken Sandel, 494-0990, in the Office of the Executive Vice President and Treasurer.

Thank you for your assistance in ensuring an orderly, comprehensive capital projects planning and approval process.