Capital Outlay Strategic Streamlining

APPROVAL FLOWCHART – CAPITAL OUTLAY 5 YEAR PLAN ANNUAL PROCESS

PREPARED BY LSU Planning, Design & Construction
October 31, 2011

1. February
   1.1. Finance & Administrative Services (FAS) issues request to and Academic Affairs and Departments for projects requiring GOB Funds (University, Grant, or Self Generated Revenue Bond Funds may be combined to supplement GOB Funds) which are to be submitted for consideration in the next fiscal year funding cycle

2. March
   2.1. Dean or Vice Chancellor submits to FAS and Provost for inclusion in University’s Capital Outlay 5 Year Plan
   2.2. Dean or Vice Chancellor submits to FAS through LSU Accounting Services project Business Plan and Proforma for review and verification for Self Generated Projects

3. April
   3.1. University’s Capital Outlay 5 Year Plan confirmed by FAS, Provost and Chancellor

4. May
   4.1. University’s Capital Outlay 5 Year Plan submitted to Facility Development & Design Committee (FD&DC)
       4.1.1. FD&DC approves or recommends modification to Chancellor

5. June
   5.1. University’s Capital Outlay 5 Year Plan submitted to System
       5.1.1. Systems approves

6. July
   6.1. University’s Capital Outlay 5 Year Plan submitted to Board of Supervisors (BOS)
       6.1.1. BOS approves

7. August
   7.1. BOS prioritizes of the University’s Capital Outlay 5 Year Plan submitted to Board of Regents (BOR) by System
       7.1.1. BOR approves
       7.1.2. BOR Higher Education Site Visit

8. October
   8.1. BOR approved Higher Education Capital Outlay 5 Year Plan submitted to Facility Planning & Control (FP&C) by BOR
       8.1.1. FP&C approves
9. **November 1**
   9.1. FP&C and Office of Planning & Budget review requests
   9.2. Commissioner & FP&C Formulate Recommendations to introduce at Spring Legislative Session through Draft House Bill 2 (HB2)
   9.3. Governor’s Office review

10. **April**
    10.1. Legislative Session Begins
        10.1.1. 8th day of legislative session Governor’s Capital Outlay Budget Bill introduced in the House

11. **June**
    11.1. Legislative Session Ends

12. **July**
    12.1. Governor reviews for line items vetoes and signs HB2
    12.2. Commissioner’s Appropriations notification memo

13. **Date TBD**
    13.1. FP&C/Bond Commission Authorize Funding
    13.2. FP&C notifies System for Designer Selection
    13.3. University reviews bond sale strategies

14. **Architect & Engineer Selection Boards/FP&C select designers**
    14.1. FP&C administers bidding and construction for state projects, and administers non-state entity projects
    14.2. LSU initiates designer contract under provisions of ACT 418

15. **Funding Adjustments/Completions**