



Facilities Project Initiation Form

[Empty box for Date of request]

[Empty box for Request # (F&A use only)]

Date of request

Request # (F&A use only)

Please complete all information as fully as possible to facilitate the timely review of your request

CONTACT INFORMATION note all fields are required

Department

School/College/Division

Request Contact Person

Title

Email Address

Address

Phone

PROPOSED PROJECT OVERVIEW (not all may be applicable for certain project phases)

- checkbox New Facility checkbox Renovation of existing checkbox Expansion of existing (requiring new construction)

Is Existing Space categorized as Resident Instruction (RI): checkbox YES checkbox NO

Is Existing Space leased? checkbox YES checkbox NO

Current location [UGA building name(s)/number(s)]:

A list of building numbers can be found at the "Facilities - Building Name or Number Lookup" link on the Office of Institutional Research website:

https://facts.oir.uga.edu/oirpub/Facil\_Bldg-Lookup-R.cfm

Approximate square feet of proposed project if addition or new construction is contemplated (or NA) \_\_\_\_\_

Approximate square footage to be included in proposed renovation (or NA) \_\_\_\_\_

Is a reallocation of space required for this project? checkbox YES checkbox NO

If Yes, please reference the following: http://fanda.uga.edu/

Is urgency\* associated with this request checkbox YES checkbox NO

Desired project delivery date (completion for occupancy) for work within this request (mm/dd/yyyy): \_\_\_\_\_

\*if urgent request, provide detailed justification within project description/justification of need

checkbox Initial request

checkbox Request for continuation of previously approved project

Name of previously approved project and date of approval \_\_\_\_\_

Type of Request-- check all that apply:

checkbox UGA Project Concept Proposal (for projects <\$1M in construction costs)

FMD or OUA will meet with the requesting department to assist in further defining the project details. As necessary, FMD or OUA will develop preliminary drawings and/or narratives that will be the basis of an order-of-magnitude cost estimate and estimated project delivery schedule. Upon delivery and review of cost estimates and project schedules, should the project be deemed viable requesting department the Facility Project Initiation form shall be resubmitted for continuation of the project.

checkbox Feasibility Study (not absolute requirement for each project, see details)

FMD or OUA will procure and administer a Feasibility Study to be conducted by a third party consultant. Upon delivery and review of the Feasibility Study, should the project be deemed viable, requesting department shall resubmit the Facility Project Initiation form for continuation of the project. A Feasibility Study is not necessary for all projects. Such studies are often utilized for the purposes of

fundraising or other development purposes. *\*UGA Project Concept Proposal and Feasibility Study may be requested and approved simultaneously if funding for Feasibility Study is identified with initial request.*

**Design Services**

Using information defined in the UGA Project Concept Proposal and/or Feasibility Study, the requesting department submits the project information for authorization to proceed with design (development of construction documents). *\*This separate approval would typically only be required if funding is available for design but not yet for construction.*

**Construction Services**

Using the documents developed in the Design stage, the requesting department submits the project for approval for construction.

**Full Project Initiation (constitutes all above)**

Using information defined in UGA Project Concept Proposal and/or Feasibility Study, the requesting department submits the project for simultaneous design and construction approval. *\*Full project approval would eliminate the need for separate approvals at the design and/or construction phase if full project funding is available at the time the request is submitted.*

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**USG Project Concept Proposal/Integrated Project Review (for projects >\$1M in construction costs)**

The Board of Regents of the University System of Georgia requires project approval for certain projects with budgets greater than \$1M for construction (including renovation/infrastructure projects). Should a proposed project fall within the guidelines of this process, upon approval, FMD or OUA will collaborate with the requesting department in the preparation of required documentation to be submitted to the BOR by OVPFA. If the project proceeds and Integrated Project Review is initiated at the system office and the project is later approved and authorized by the BOR, no additional Facility Authorization is required to initiate design or construction.

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**Demolition Request**

FMD or OUA will meet with the requesting department to review proposed facilities for demolition. If demolition request is warranted, FMD or OUA will prepare associated documentation and provide cost estimates when appropriate. Costs typically associated with requests of this type include, but are not limited to, historic resource assessments, structural and architectural assessments, and hazardous materials testing.

**BRIEF PROJECT DESCRIPTION**

***JUSTIFICATION OF NEED***

Justify why the project is needed. Please explain how the request addresses the departmental strategic plan as well as the School/College/Division strategic plan and University of Georgia strategic plan and initiatives:

**COST Estimate / proposed budget (check one):**

- Initial request - no estimate currently known
- Or
- preliminary conceptual estimate \$ \_\_\_\_\_ (can be a cost range)
- Or
- Final proposed project budget \$ \_\_\_\_\_

**How did you arrive at this estimate:**

- Facilities Management Division Cost Estimation
- Office of the University Architects Cost Estimation
- Internal (Department/Unit) Cost Estimation
- Other (Specify): \_\_\_\_\_

**FUNDING INFORMATION**

All costs associated with this space including, but not limited to, consultant fees, testing, etc. are the responsibility of the proposing program, unit, department or school/college unless arrangements are made with OVPFA for use of central funds.

**PROJECTED FUNDING SOURCES**

- Unit/Departmental Funds  
Specific Source \_\_\_\_\_
- Grant Funding  
Contract/Grant # \_\_\_\_\_  
Effective Dates \_\_\_\_\_ to \_\_\_\_\_  
Total Dollar Amount of Agreement \_\_\_\_\_  
Fund source or Funding Agency / % Share of Cost \_\_\_\_\_ / \_\_\_\_\_
- MRR Funding  
Funding Cycle \_\_\_\_\_  
Line Item approval reference \_\_\_\_\_
- Private/Foundation Funding  
Amount Currently Available \_\_\_\_\_
- Institutional Funding
- Other (Specify) \_\_\_\_\_

**APPROVALS**

\_\_\_\_\_  
Department Head  
(if different from contact)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean/VP\*  
(\*AVP if F&A submission)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Submit form to [FPAF@uga.edu](mailto:FPAF@uga.edu)

