

**INSTRUCTIONS FOR COMPLETION OF
CAPITAL CONSTRUCTION/RENOVATION
PROJECT APPLICATION**

August 2007

Please read the instructions provided for completion of each form in order to avoid an incomplete submission.

Form G/I - General Information: Self-explanatory

Form CP-1 - General Program Information:

1. Calculate student FTE's separately for the 10-month and 2-month sessions according to SED methodology as follows:

$$\frac{\# \text{ Of weeks student enrolled}}{\# \text{ Of weeks program operated}}$$

2. Please report anticipated FTE by placement source.
3. Self explanatory
4. Self explanatory
5. Self explanatory
6. Self explanatory
7. Self explanatory
8. Self explanatory

CP-2 - Staffing Summary

Please submit a separate form for each education program affected by the proposed project.

Please note that this listing is by job title and individual positions should not be listed separately. Staff FTE's should be reported on a 12-month basis calculated in accordance with SED methodology.

CP-3 - Description of Current Physical Plant

Please complete a separate form for each building currently used by the education program(s).

CP-4 - Estimated Project Cost

Please submit estimated project costs in the format provided. Use the comment column for specifying "other" descriptions and/or to provide additional details pertaining to the cost estimate.

CP-5 - Projected Financial Impact on Facility Costs

Complete a separate form for each educational program affected by the proposed project. Only include facility-related costs that may change as a direct result of the project. Indicate on the "Cost Report Used" line the certified report that these costs were taken from (e.g. 2005-2006 Certified CPA Statement, 2005-2006 Consolidated Fiscal Report, etc.). Estimated annual facility costs should account only for any actual

increase/decrease and should not take any inflationary factors into consideration. (Updated estimates may be requested at a later time.)

(Continued)

CP-6 - Student FTE Enrollment Data

Calculate student FTE's for each year according to SED methodology. A separate form should be completed for each program.

CP-7 - Checklist of Documents Required for Submission of Application

Please submit the required documents as indicated.