CAPITAL PROJECT PROGRESS REPORTS

I.   Each campus, division or unit (hereinafter "campus") is required to submit a biannual progress report to the UA System Office on any ongoing capital project, as defined under Board Policy 730.1, with an initial estimated total project cost or current estimated total project cost of $5 million or more. Additionally, campuses are required to report on any Board approved capital project below the $5 million threshold that has increased in total project cost by 20% or more since the approval date. Reports are due on August 15 and February 15of each year and should be emailed to agenda@uasys.edu.

II.   Campus officials shall submit a Capital Project Progress Report (form attached), detailing the progress of ongoing projects as defined under Section I. and any changes to the total project cost and/or project estimated substantial completion date. If a project is large and includes multiple phases, each phase should be listed individually on the report. The System Office will aggregate campus reports and distribute them to the Board of Trustees for review. Campuses may be asked to report on projects with significant cost and/or substantial completion date changes at a regular Board of Trustees meeting.

    1.   The Capital Project Progress Report shall include the following for all on-going projects:
        a.   A brief description of the project
        b.   Board approval date
        c.   Initial estimated substantial completion date
        d.   Current estimated substantial completion date
        e.   Estimated total project cost at Board Approval
        f.   Total amount expended on project to date
        g.   Current estimated total project cost
        h.   Net variance from approved total project cost
        i.   Explanations of any change in estimated substantial completion date and/or variance from approved total project cost

October 9, 2020 (Revised)
February 6, 2020