PROJECT APPROVAL REQUESTS

STEP-BY-STEP GUIDE

Deadlines

Project Managers should consult the “Facilities Projects Approval Calendar” for submission deadlines for PARs. This is a color coded calendar that details deadlines that must be met in order to bring a PAR forward to the Capital Projects Group (CPG) and/or Capital Funding and Priorities Committee (CFPC).

All PARs must be submitted by the stated deadline each month in order for the project to be considered for committee approval. “Submitted” shall be defined as having a status of “In Development” within the EPAR system by 3PM on the stated date and be inclusive of all required information. Request for partially developed PARs should not be made for input.

Please plan ahead and allow sufficient time for input to meet the deadlines as posted on the website. Should the rare need for an extension arise, please send an e-mail message requesting this extension to the Office of the Vice President for Facilities Services e-mail address (ovpfs@cornell.edu) briefly describing the situation and the justification for the exception. Exceptions to this rule will only be accepted if approved by me in writing with a copy to his assistant, Pamela Lockwood (pml64@cornell.edu). Requests for an exception to the deadline must be submitted by the PAR submission deadline.

Having a firm deadline for these submissions will better facilitate the creation of agendas, preparation of materials, and allow the due consideration of projects for these meetings. For reference, these deadlines are listed on the color calendar found on the FS Website.

http://www.fs.cornell.edu/fs/ir/fs_info.cfm
Helpful Hints

- Tell the whole project story with the PAR, especially the phases that have happened and the ones that are anticipated to happen.

- Be succinct in your presentation. If additional lengthy explanation of an element of the PAR is needed, please include it as an attachment.

- For the purposes of the PAR please differentiate between the words “approve” and “authorize.” One authorizes money/effort that has not yet been spent; one approves things that have already been done.

- Include maps/spreadsheets as a .PDF attachment when it’s valuable; if you include maps reference them somewhere in the PAR.

- Do not delete entire sections. Simply type “N/A” next to the title.

- Do not right-justify the text portions of a PAR.

- Place a single space between bullets.

- Have line height of 12 throughout including the header, after the cover page.

- Use Times New Roman font consistently throughout the document.

- When completing embedded tables **DO NOT** double click on the area. Right click on the table and select “Worksheet Object”, “Open”. The table will automatically open in a new excel worksheet that can be completed without affecting the template. Information should only be entered in the white cells, not the shaded cells. Please note that the tables have been populated with formulas to assure accurate addition. Use care not to edit these formatted cells. Once you have completed the information you may close the window by clicking the X. Individual tables may be saved to your hard drive for future reference.

- An excel “workbook” with each table as a sheet has been developed to aid in drafting the needed information for your PAR. [http://finance.fs.cornell.edu/contracts/par/parPrepTips.cfm](http://finance.fs.cornell.edu/contracts/par/parPrepTips.cfm)

- Check header titles to be consistent with the PAR content.

- Make sure front-page numbers are the same as subsequent page numbers.

- Remove any unnecessary page breaks from the PAR template when you’re done writing the PAR.

- Spell-check the document.
## PAR Identification

<table>
<thead>
<tr>
<th>PROJECT APPROVAL REQUEST (PAR)</th>
</tr>
</thead>
<tbody>
<tr>
<td>PROJECT MASTER RECORD #</td>
</tr>
<tr>
<td>PAR ID #</td>
</tr>
<tr>
<td>FACILITY CODE #</td>
</tr>
</tbody>
</table>

- The Project Master Record number is auto-generated by the EPAR system. This number will remain with the project for all approval requests.

- The PAR ID number is how the number of PARs associated with a particular project will be tracked. This number should be formatted as #01, #02, #03, etc. as updated PARs are prepared. The Project Manager selects the appropriate number based on previous PAR submission.

- The Facility Code number is meant to capture all facility codes for buildings and/or areas associated with a project. Facility code accuracy is essential to support certain financial activities. If a building or other facility does not yet have a facility code (e.g., for projects starting design), the customer will need to work with the Facilities Inventory Group to assign a facility code. A listing can be found at:

  [http://www.fs.cornell.edu/fs/fs_facilFind.cfm](http://www.fs.cornell.edu/fs/fs_facilFind.cfm)
## Project Team

The **Project Team Members** are responsible for executing tasks and producing deliverables as outlined in the Project Plan and directed by the Project Manager, at whatever level of effort or participation has been defined for them. The Project Team section should be populated as needed. Delete those that do not apply to your particular project.

Project Team members will receive notifications and copies of the completed PAR and approval letter.

The following is a guide to aid in understanding who each of the following might be:

<table>
<thead>
<tr>
<th>Role</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Manager</td>
<td>The Project Manager is the person responsible for ensuring that the Project Team completes the project.</td>
</tr>
<tr>
<td>College/Unit/Department</td>
<td>The College, Unit or Department comprise the business units that identified the need for the product or service the project will develop. Customers can be at all levels of an organization.</td>
</tr>
<tr>
<td>Facilities Management</td>
<td>The individual representative within the organization that has knowledge or has provided input (O&amp;M cost data, maintenance, etc.) into particulars of a specific project.</td>
</tr>
<tr>
<td>Campus Manager</td>
<td>The Campus Manager is responsible for coordinating and advocating for all facilities needs and planning of the units and colleges within that zone. A listing of the four Campus Managers can be found at: <a href="https://www.fs.cornell.edu:8444/fs/zone_mgmt/assignments/default.cfm">https://www.fs.cornell.edu:8444/fs/zone_mgmt/assignments/default.cfm</a></td>
</tr>
<tr>
<td>Zone Facilities Director</td>
<td>The Zone Facilities Director role is to insure Cornell’s facilities functions are provided in ways that optimize accountability, cost control and quality of service. A listing of Zone Facilities Managers can be found at: <a href="https://www.fs.cornell.edu:8444/fs/zone_mgmt/assignments/default.cfm">https://www.fs.cornell.edu:8444/fs/zone_mgmt/assignments/default.cfm</a></td>
</tr>
<tr>
<td>EH&amp;S</td>
<td>The individual representative within the organization that has knowledge or has provided input into particulars of a specific project.</td>
</tr>
<tr>
<td>Energy &amp; Sustainability</td>
<td>The individual representative within the organization that has knowledge or has provided input (Utilities, Sustainability, etc.) into particulars of a specific project.</td>
</tr>
<tr>
<td>Facilities Contracts</td>
<td>Typically the Manager of Facilities Contracts.</td>
</tr>
<tr>
<td>Unit Facilities Director</td>
<td>The Unit Facilities Director is an identified individual within a College/Unit to provide input on behalf of their organization. A listing of Unit Facilities Directors can be found at: <a href="https://www.fs.cornell.edu:8444/fs/zone_mgmt/assignments/default.cfm">https://www.fs.cornell.edu:8444/fs/zone_mgmt/assignments/default.cfm</a></td>
</tr>
</tbody>
</table>
Opening Paragraph

This PAR requests authorization for $______ to ______. Previous PARs in the amount of $______ were approved in [month/year]. This PAR brings the total project budget to date to $______. The total project cost is estimated to be $_______. This project is / is not included in the approved Capital Plan for FY__ (project name if different) with a total project budget of $___________. OR  This project is not required to be in the Capital Plan as it falls below the threshold.

➢ The opening paragraph is intended to provide the reader with a concise description of the request. It is not intended to be a dissertation of the project.
➢ “This PAR requests authorization for” should include the amount of the request and a brief explanation as to what the funds are for (i.e. - $100,000 to provide design services).
➢ Any previous authorizations should be noted including the amount authorized and the date of the last authorization.
➢ The aggregate amount of all PARs including this request should then be noted.
➢ The current FY Capital Plan should then be addressed. The statements should be direct, see samples below. Additional information, variances, etc. should be addressed in Section 3, not here.

- This project is not in the Capital Plan as it falls below the threshold.
- This project is included in the Capital Plan for FYXX titled “Title” with a total project budget of $$. 
- This project is not included in the Capital Plan for FYXX.

Keep in mind that while individual Colleges or Units may have their own capital plan documents, there is only one approved Capital Plan for the University. For reference, an excel version of this plan can be found at http://finance.fs.cornell.edu/contracts/par/parPrepTips.cfm

For more information visit the Capital Planning web site:

http://www.dpb.cornell.edu/FP_3_A_Capital_Planning.htm

Section 1 - Sponsoring Entity

INSERT the name of the sponsoring entity after the heading.

Section 2 - Purpose and Need

1. Purpose and Need: The purpose of this project is to_______. This is needed because ______.

INSERT into this section the purpose and need for the project so as to give the reader an understanding of what the project is meant to accomplish and why you feel it is important to the College/Unit.
Section 3 - Capital Plan Variance

If this request is an addition to or different from the university’s approved Capital Plan (i.e. – not included in plan; expenditures differ from those listed, etc.), explain and/or justify: the variance to the Capital Plan. Explanations/justification should include:

- Explanation as to the reason the project was not included in the Capital Plan.
- Justification for why it should be approved as a change or addition to the Capital Plan.
- Explanation as to the critical nature of the project. Think about how you might defend your position to the President?
- Explanation and justification as to why the project should not wait until the next capital plan cycle.

It should be noted that if the amount approved in the Capital Plan is less than the amount currently requested in the PAR (i.e. – creates a variance to the capital plan), the justification should also include an explanation of where the additional monies are to be funded from. If the new request exceeds a committee threshold, the PAR must go to the committee for approval.

Section 4 - Scope of Work

2. Scope of Work: The scope of work for this PAR includes the following:

INSERT into this section the scope of the services/work to be performed under the requested authorization.

Section 5 - Major Alternatives Considered

Describe in bullet format “major alternatives” that were considered in the conceptualization of the project. If “do nothing” was an alternative, please provide clear rationale as to why it was not feasible.

Section 6 - Proposed Project Schedule

Use regular font for proposed phases/dates included in this request for authorization; use italicized font for anticipated future phases/dates that are not part of this request for authorization. Please use three letter abbreviations for the month and a two-digit year. (example – Jun 11). Please make sure dates are right justified. Delete those phases that do not apply to your project.
Section 7 - Project Budget

- Similar to the description on Page 1, provide the amount of the authorization request and a brief description of project in the first sentence of this section.
- “To Date Budget” in this table must equal the “Project Funding (To Date Budget)” in Section 8.
- Explain any variances between the construction budget and the original proposed construction budget.
- **IMPORTANT NOTE**: If the project is required go to the Buildings & Properties Committee (B&P) and the Project Budget and/or Project Schedule change, the Project Manager must notify Pamela Lockwood, pml64@cornell.edu so that the Agenda can be updated.
- Do not deviate from the categories listed. The PAR will not be accepted with incomplete or incorrect entries.

**TRANSPORTATION ASSESSMENT.** For assistance in determining and identifying maintenance components, the preparer should consult with Jim Gibbs, jg20@cornell.edu.

All new construction, addition and renovation projects on the Cornell Ithaca Main Campus with a total project budget of $2,000,000 and higher, will be assessed a charge of 1.5% of total project costs. This 1.5% infrastructure charge (hereafter referred to as the Transportation Assessment) ensures that construction projects will finance their fair share of needed transportation infrastructure improvements across the Ithaca Main Campus and other transportation related initiatives for the benefit of the entire Cornell community. The Transportation Assessment will apply and be implemented as follows:

1. All endowed and contract colleges new construction, addition and renovation projects will be charged 1.5% of all project costs\(^1\), including the total costs of subsequent phases referenced in the final PAR. The Transportation Assessment will not be applied on the Transportation Assessment line in the project budget.

\(^1\)The Transportation Assessment is based on the total project cost, including contingency, as identified in the construction PAR, and will be assessed whether the contingency is expended or not. There is no final reconciliation at the end of the project or a subsequent adjustment of the Transportation Assessment.

2. Project specific improvements, such as building service areas and connecting roadways, will be the responsibility of the individual project and not funded from the Transportation Assessment.
3. For a project that has both maintenance and construction components, the fee will be applied as though the entire project is a construction project if the percentage of construction exceeds 50% of the total project cost. If the percentage of construction is less than 50% of the total project cost, the Transportation Assessment will be applied only to the construction component. Maintenance only projects are not subject to the Transportation Assessment.

4. Facilities Contracts will be responsible for reviewing all PARs to ensure the Transportation Assessment is included prior to their entering the ePAR system. In special circumstances, CF&PC may elect to waive the Transportation Assessment or the cost of replacing parking, or some portion thereof.

5. This policy shall apply to all projects located on the Ithaca Main Campus of Cornell University. The Ithaca Main Campus is defined as those areas contained within the precincts as defined in the 2008 Cornell University Campus Master Plan.

Funds for replacing parking lost as a result of construction will also be part of the construction budget at current replacement costs ($8,000/space as of the date of this document). This amount may be adjusted periodically, as needed, to reflect the most current costs for replacing parking.

**FACILITIES CAPITAL PROJECT & CONTRACTS ASSESSMENT.** Effective July 1, 2012, there is a Facilities Capital Project & Contracts assessment that should be included in all PAR documents. This assessment should be carried within the “Project Support” line of the budget. Below is the table for calculating this fee:

<table>
<thead>
<tr>
<th>Project Levels</th>
<th>Project Amount</th>
<th>% times 75% of PAR Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Fees</td>
<td>Projects Under</td>
<td>$ 500,000</td>
</tr>
<tr>
<td>Tier 1</td>
<td>Projects NOT IN CAPITAL PLAN*</td>
<td>$ 250,000 - $ 500,000</td>
</tr>
<tr>
<td>Tier 2</td>
<td>Projects Between</td>
<td>$ 500,001 - $ 2,000,000</td>
</tr>
<tr>
<td>Tier 3</td>
<td>Projects Between</td>
<td>$ 2,000,001 - $ 5,000,000</td>
</tr>
<tr>
<td>Tier 4</td>
<td>Projects Between</td>
<td>$ 5,000,001 - $ 10,000,000</td>
</tr>
<tr>
<td>Tier 5</td>
<td>Projects Over</td>
<td>$ 10,000,000</td>
</tr>
</tbody>
</table>

* Excludes Deferred Projects and "Emergency" Projects
Section 8 - Project Funding

Provide a brief narrative of the funding source(s) for the project. If backstop funding may be required, please provide the name of the account and the account number. Project Manager’s should consult the College/Unit/Department Financial Representative for assistance in obtaining this information. The named “College/Unit/Department Representative” on the signature page should have intimate knowledge of the information stated here.

The information reflected in the project funding spreadsheet has been requested as a means to enable the University to track stated sources and uses of funds to actual expenditures. There are two elements being tracked within this spreadsheet. The first is the **Project Funding (To Date Budget)** and the second is the **Funding of Estimated Project Expenditures (Estimated Total Budget)**. Questions regarding this section may be addressed to Tom Cole (tec2@cornell.edu). A sample completed spreadsheet is available on the Project Approval Request web page (http://finance.fs.cornell.edu/contracts/par/parPrepTips.cfm).

- College/Unit/Department Finance managers should provide current and previous funding information to the PAR preparer. It should be noted that the “Description” is the name of the account. Account numbers must be provided for all funding sources.

- **“Total Project Funding (To Date Budget)”** in Section 8 must equal **“Total To Date Budget”** in Section 7. It should be noted that **“Funding of Estimated Project Expenditures (Estimated Total Budget)”** needs to match and add up to what has been previously stated in the opening paragraph of the PAR. Please do not round figures.

- Where multiple funding units are listed, the “Contact person for funding issues/questions” should represent the Unit with the largest contribution. It shall be their responsibility to verify funding sources, accounts and contributions with the other units prior to approval of Section 8. Under “Contact person to authorize transfer of funds”, list all unit individuals including name, netID and phone number.

- Where multiple accounts under a single source of funds are needed, please contact Facilities Contracts for assistance in unlocking cells and expanding the table.

- College/Unit/Department Finance managers will receive an email advising them that their review and approval is required for Section 8 of the PAR document prior to routing to endorsers. Finance Managers need to verify that ALL information in this Section 8 is correct.

- Enter from the drop down menu the appropriate organization code based on the unit occupying the building in order to capitalize the asset in the proper college.

- **Keep spreadsheet as formatted. Do not delete or “hide” unused columns and/or rows.**
Section 9 - Maintenance and Operating Costs

<table>
<thead>
<tr>
<th></th>
<th>Custodial</th>
<th>Utilities</th>
<th>Planned Maintenance</th>
<th>Routine &amp; Preventive Maintenance</th>
<th>Grounds</th>
<th>Safety and Compliance</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Endowed</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Department</td>
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<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Contract Colleges</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
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<tr>
<td>Total</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
</tbody>
</table>

This section is required to be completed for all PARs that will result in projects that will change O&M costs. Keep spreadsheet as formatted. Do not delete or “hide” unused columns and/or rows. For PARs without change in O&M costs, please indicate “Not Applicable to this PAR” above the table and delete the language below the table. Do not delete the table. Design PARs need not complete the table, but the narrative must include an outline of the O&M impact and the funding mechanism.

Please provide the rationale for determining the entries you have made even if you expect there will be no change in maintenance and operating costs. The key issue is to identify the range of the cost, and which department(s) will be responsible for assuming these costs. For projects with multiple phases, a more detailed analysis of projected costs is expected and must be shown. The analysis should include a discussion on energy use and life cycle costs. The estimates of these costs should be refined in each phase of the project as new information about the specific nature of the project is determined. Please feel free to contact Facilities Management (254-2996) which includes Maintenance Management, Building Care and Grounds, Energy & Sustainability (255-6648), Environmental Health & Safety (255-8200) and Risk Management (254-1575) for assistance in completing this section.

A discussion of maintenance and operating costs might include the following:

*Maintenance and Operating costs will increase as a result of this project. Using previous models, we can anticipate that over the course of time we would spend about 1.5% of the construction cost per year for the planned maintenance, about $_____ K. These costs would be less in the early years after construction, but more as major systems age and need replacement.*

Discussion must hit on the consideration of ECI (Energy Conservation Initiative). Other O&M costs that need to be considered are the utilities, preventive and routine maintenance and custodial costs.

*We often see these in the range of $__/GSF/Year for facilities of this type, so we might anticipate these costs to be about $__/year. Based upon comparable campus facilities, costs for Safety and Compliance have been calculated at $__/GSF/year. Therefore, the total to maintain and operate this facility is expected to be in the range $__K to $__K per year.*
Section 10 - Space Usage

Project Managers are requested to contact Mary-Lynn Cummings (cummings@cornell.edu) if they have questions about how to complete this section. If responses are provided to either B or C, Mary-Lynn will receive a copy of the PAR as it begins circulation to provide input on projects that have potential space impacts.

Space Planning Resources are available at:  http://www.dpb.cornell.edu/IP_SP_Resources.htm

IF your project does not impact space usage, insert “N/A” after 10. Space Usage AND delete Items A through D. (i.e. - 10. Space Usage:  N/A)

10. Space Usage: (Please limit responses to 1-3 sentences and only answer the questions that apply.)

A. Does the activity described in this PAR follow from a Facilities Master Plan, Space Needs Study, or other planning study? If so, describe briefly.

B. If the proposed project is a renovation of existing space that changes space (room size, quality, and/or room type), please describe:

1. Spaces impacted: List the spaces impacted, including all applicable facility codes and room numbers.

2. The nature of the changes: In 1-2 sentences, describe functional changes to the space (e.g., offices converted into wet labs, wet labs converted into offices, etc.)

3. The unit(s) (by name and KFS org code) responsible for the impacted space.

C. If the proposed project includes construction of new space, please provide:

1. Net & gross square footage of new construction:

2. Room type composition: In 1-2 sentences, e.g., mix of wet labs and offices, new mechanical area, etc.

NOTE: Answer BOTH sections above IF the project is a mix of renovations & new construction.
D. For any project that impacts space (either B, C or both B and C above), please describe:

Use 1-3 sentences to answer each of the following

1. Alternative strategies explored: Address the program need, including the feasibility of re-use of existing space with minimal renovation.

2. Swing space requirements generated: Describe any swing space requirements generated by the project, and how these needs will be met.

3. Campus movement impacts: Describe impacts, both during the project and as a result of the project. Consider whether people would move around the campus differently or be in new/different places because of a project and whether the project will change the physical movement of people or vehicles around campus, e.g., the project builds an addition that blocks a major sidewalk (permanent impact) or the project blocks a sidewalk, driveway, etc. during the life of a project (temporary impact).

Section 11 - Campus Master Plan

Please describe how this project relates to the Campus Master Plan, if there are any elements that conflict with the master plan, or any other implications or issues in this regard. Questions regarding the Campus Master Plan and how it relates to your project should be addressed to Mina Amundsen, mina.amundsen@cornell.edu or 254-8226.

Section 12 - ADA Considerations

This section of the PAR is important for noting impacts of projects that will have some American with Disabilities Act (ADA) elements of them included---i.e. lab renovations, restroom renovations or anything that has ADA accessibility requirements associated with the project. Writers should explain how they are including accessibility compliance as part of their project, stakeholders who are involved, etc. ALSO—for projects that accessibility is not primarily impacted, i.e. roofing projects, this section should be filled out describing how path of travel issues are handled such as sidewalk closures, interior path of travel routing changes or other construction issues that may impact accessibility.

If there are any questions as to whether there are ADA considerations for the project or construction impacts that should be considered for this section of the PAR, please contact Andrea Haenlin-Mott, ADA Coordinator for Facilities Service, ah45@cornell.edu or 255-5150.
Section 13 - Mode of Accomplishment

This section should outline “how” you intend to accomplish your project. Only address those areas that you are currently seeking authorization for (i.e. – if study phase you do not need to address construction mode)

- How will design be accomplished? By whom? Who will manage the design?
- How will construction be accomplished? Competitive bid, CM, GMC?
- Who will provide the contract administration?
- Who will handle asbestos removal? Etc.

If you propose to Single Source any procurement, it is recommended that you review this methodology with your Director prior to submitting. It is also recommended that you state who you are single sourcing to and the rationale for your decision.

Section 14 - Municipal, State and Federal

Please describe what Municipal, State and/or Federal jurisdictions may have authority over this project. Questions regarding this section and how it relates to your project should be addressed to Mina Amundsen, mina.amundsen@cornell.edu. This section should include a paragraph similar to the following examples:

This project falls within the municipal jurisdiction of _____. (City, Town, Village, County)

This project will require the following municipal, state, or federal building, site or environmental approvals: These might include items such as historic, wetlands, SEQR, site plan review, zoning variances, stream withdrawal permits, fill permits, and others.

This is a Type II action under the New York State Environmental Quality Review Act with no adverse environmental impact. No additional action is required.

OR

This project is/is not subject to the State Environmental Quality Review (SEQR) process because _____. We intend to (include one of the following statements.).

…submit a short Environmental Assessment Form.
…submit a long Environmental Assessment Form.
…seek a negative declaration for an EIS.
…seek a positive declaration for an EIS.

The most significant building, site, or environmental approval issues are expected to be _____.

Page | 13
Section 15 - Potential Issues

What are the unknowns? What could go wrong? What could happen that would put the university at risk? Please include a bullet format list and provide details.

Section 16 - Signatures

Submitted by: Signatures are decided on a PAR by PAR basis.

- The **Project Manager** and the **College/Unit/Department Representative** should be shown as submitting the project. If your particular College/Unit/Department has protocol for approvals, please include as appropriate.

- **College/Unit/Department Financial Representative** is the individual in the unit who is responsible for funding. This individual should have intimate knowledge of the information provided in Section 8 of the PAR.

Endorsed by: Signatures are decided on a PAR by PAR basis.

- **Provost**, “W. Kent Fuchs, Provost”, signature is required on a very limited number of PARs.

- **University Planner** is required on PARs seeking site selection and site development guidelines.

  - **University Architect** is required for any project seeking design approval or those that affect the aesthetic appearance of the campus.

  - **University Engineer** is required on those PARs requiring civil, mechanical, and electrical engineering.

- **Facilities Management Senior Director** is required on FM supported projects; when there will be $ from Maintenance Management; or there will be any change in the maintenance costs as a result of the project.

- **Energy and Sustainability** is required when there will be $ from Energy Management or Utilities or there will be any change in the utilities costs as a result of the project.

- **Contract Colleges Facilities** is required for projects involving Contract Colleges Facilities.

- **Unit Dean or Vice President** is required on every PAR.

- **Alumni Affairs and Development** is required when gift funds are involved in the project funding.

- **Ronald Seeber** is required for all projects with SUCF/SUNY Capital funding.

- **Facilities Services, Planning and Budget and Vice President’s Office** are required on ALL PARs.
Committee Signatures for Sections 17, 18 and 19 are all required if the project:

- Lies within the “core campus” and will significantly change the outward appearance of a building or an area
- Is over $10M

Refer to the following thresholds when determining committee approvals that may be needed for your project.

<table>
<thead>
<tr>
<th>THRESHOLDS</th>
<th>VP for Finance and CFO or Provost – Signature Only</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>&lt; $250K</td>
</tr>
<tr>
<td></td>
<td>&gt; $250K - $500K and listed in the Capital Plan – Requires Signature PAR ONLY</td>
</tr>
<tr>
<td>Capital Planning Group (CPG)</td>
<td>&gt; $250K and not listed in the Capital Plan</td>
</tr>
<tr>
<td></td>
<td>&gt; $500K</td>
</tr>
<tr>
<td>Capital Funding and Priorities Committee (CF&amp;PC)</td>
<td>&gt; $250K and not listed in the Capital Plan</td>
</tr>
<tr>
<td></td>
<td>&gt; $5M and anything that needs to go to B&amp;P</td>
</tr>
<tr>
<td>Building and Properties Committee (B&amp;P)</td>
<td>&gt; $10M</td>
</tr>
<tr>
<td></td>
<td>&lt; $10M if the project lies within the “core campus” and will significantly change the outward appearance of a building or an area</td>
</tr>
</tbody>
</table>
Final Considerations

- PARs should be submitted electronically to the appropriate inputter as listed below. After the PAR has been reviewed and accepted, the PAR will be entered into the “ePAR” system. The submitter will be notified via email that the ePAR has begun circulating for signature.
  
  - Wendy Hackett, wjh6@cornell.edu, 255-0120, for Real Estate, Facilities Operations, Facilities Projects and all non-Facilities Service Units/Departments.
  - Wendy Franzese, wkf4@cornell.edu, 254-2996, for Facilities Management
  - Kim Frost, klk44@cornell.edu, 255-2348, for Facilities Engineering
  - Vickie Davis, vjd1@cornell.edu, 255-0279 for Energy & Sustainability
  - Jessie Dimick, ljd7@cornell.edu, 255-6658 for Capital Projects & Planning
  - Donna Sutliff, des17@cornell.edu, 255-7784 for Contract Colleges Facilities

- PAR Inputters shall transmit via email a copy of the submitted PAR as a “Word.doc” document attachment to Wendy Hackett (wjh6@cornell.edu) with a copy to Nancy Phelps (nap2@cornell.edu) in the Facilities Contracts Office.

- Once the ePAR has been fully endorsed and, if required, CPG, CF&PC and/or B&P approvals have been obtained, a project approval letter will be issued on behalf of the Vice President for Facilities Services. Approval letters are generally issued within two (2) days of the final approval. All submitters and endorsers will receive a copy of the project approval letter with a copy of the approved PAR as well as any comments adding during approval and supporting date and time stamped signatures.

- PAR inputters do not routinely monitor the progress of an ePAR once it begins routing. PAR submitters (i.e. – Project Managers) are encouraged to monitor the progress of their PAR through the electronic approval process to assure its timely flow.

- Once a PAR reaches the level of the Vice President for Facilities Services, Project Managers should contact Wendy Hackett (wjh6@cornell.edu) if they have concern regarding the progress of the PAR document. Project Manager’s should not email or contact senior administrators regarding their PARs. The ePAR system automatically generates reminder emails, after 3 days, to signers up to the level of the Vice President for Facilities Services.