



### Statewide Email

**DATE SENT:** 04/17/2020

**FROM:** Lisa Cook

**TO:** FCS Facilities  
FCS Business Officers

**Via:** [Lisa.Cook@fldoe.org](mailto:Lisa.Cook@fldoe.org)

**SUBJECT:** CIP Instructions for 2020-21

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Attached please find the Capital Improvement Plan (CIP) instructions, forms and attachments for use in completing your CIP and Legislative Budget Request (LBR) for facilities for 2021-22. The forms and instructions have been updated to reflect the new scoring process, which is all done at the state level. There is no longer a scoresheet component for colleges to complete. **Also, due to COVID-19, we have moved the deadline for CIP submission to Friday, July 31, 2020.**

Besides the removal of the scoresheet from the CIP 3 and CIP 4 forms, the biggest change from recent years is on the CIP 2 Summary instructions. The form looks the same, but under the Maintenance & Repair Projects section on the first page, instead of listing the projects you expect to complete using PECO sum-of-the-digits funds, you should list any projects you want to request state funds to accomplish, same as the sections for renovation, remodeling and new construction. Please keep in mind that only the colleges' top two project priorities (which should include any previously state funded projects needing additional funds to complete) will be eligible for inclusion on the Division's prioritized project list, per statute.

For those of you who are completing a CIP for the first time, please review the instructions, forms and attachments, as well as your college's CIP from last year; then give me a call and let's discuss any and all questions you may have. (Old-timers, please feel free to call me as well!) I am disappointed that COVID-19 is keeping us from getting together at a CIP Workshop this year, but please stay safe and let's look forward to getting together soon! (Summer FEPPA maybe?)

Lisa Cook  
Director, Facilities Planning & Budgeting

Contact [Lisa.Cook@fldoe.org](mailto:Lisa.Cook@fldoe.org) for attachments.