

**INSTRUCTIONS TO PASSHE UNIVERSITIES
FOR COMPLETING AND SUBMITTING FORM GSBPSAS-6**

Act #: If known, enter act in which the project was authorized. If multiple authorizations are needed to cover the Commonwealth funding for the project, enter the first act number.

FOR EACH REQUEST: Complete all items with Roman numerals; use “NONE” where relevant.

- Item I: Enter the PA State System of Higher Education and university submitting the request.
- Item II: Check appropriate title action block. “Approval” indicates an initial request for the approval of a new project. “Adjustment” indicates a request for the approval of a change in a previously approved project.
- Item III: Enter the exact project number, if known; otherwise, Department of General Services, Bureau of Professional Selections and Administrative Services, will enter identification number.
- Item IV: Enter the exact project title as listed in the **Act of the General Assembly**.
- Item V: Enter name of university or other facility where project will be located.
- Item VI: Enter location of university or facility where project will be conducted, including County and political subdivision.

FOR INITIAL PROJECT APPROVAL REQUEST: Complete all items with Arabic numerals; use “NONE” where relevant.

- Item 7: Check: “original”, enter base construction cost, design & contingency, check whether this cost is for “design” or “construction”, and whether the cost entered “includes” or “excludes” the cost of utilities.
- Item 8: Enter exact location of project on site with relation to other facilities.
- Item 9: Check appropriate block to indicate present ownership of specific project site.
- Item 10: Check “original” and enter estimated cost of site, if site is to be purchased by Department of General Services authorized funds.
- Item 11: If site is to be purchased, indicate whether such purchase is to be conducted by the Department of General Services.
- Item 12: Enter general description of boundaries of project site if known. If not known, so indicate and advise when description will be available.
- Item 13: Enter in briefly and in general terms all major items of construction and facilities to be provided. Use approximate amounts or quantities. Indicate type of construction, number of stories, exterior appearance, special functions, and similar information.
- Item 14: Enter number of male and/or female occupants.
- Item 15: Enter total estimated project cost (including land, if applicable).
- Item 16: If applicable, enter types of utilities required and approximate distances to connect; whether municipal systems are involved and adequate; enter utility roads necessary; enter capacity of parking areas.
- Item 17: Enter any additional relative information not previously entered. If funding augmentation is anticipated enter the amount.

FOR PROJECT ADJUSTMENT REQUEST

Complete any items with an Arabic numeral which is pertinent to the revision being requested. Indicate accordingly in Items 7 and/or 10 if revised costs are being requested; otherwise, show original costs. Substantiate the requested adjustment in Item 17.

FOR PROJECT CANCELLATION REQUEST

Explain the reason for cancellation in Item 17.

SIGNATURE

The form will be “digitally signed” by the Chancellor or designee.

Figure IV-5a.

ROUTING

The completed document is to be emailed to the Office of the Chancellor, Assistant Vice Chancellor for Facilities. The form will be approved and signed by the Chancellor or designee and forwarded to DGS for further action. The *.pdf form fill version of the form must be submitted; do not submit a hard copy or scanned version.

Figure IV-5a.