

# Capital Planning Process Calendar

## FY 2026 Capital Budget

Updated: July, 16 2024

*Note: All dates are subject to change.*

DATE	DESCRIPTION
<b>August 15<sup>th</sup></b>	<b>3PG Templates Distributed to Colleges and Units</b>
<b>Late August – Early October (TBS)</b>	<b>3PG Meetings</b>
September 18	Longview Capital Budgeting Refresher Training ( <i>in person</i> )
September 24	Longview Capital Budgeting Refresher Training
September 25	Longview Capital Budgeting New User Training ( <i>in person</i> )
<b>September 27</b>	<b>Call for Submissions Letter</b>
<b>October 1</b>	<b>Longview Capital Planning Tool Open</b>
October 2-24	Longview Capital Working Sessions with Colleges/Units ( <i>On request, scheduled via Zoom</i> )
<b>October 25</b>	<b>Longview Capital Planning Tool Closed</b>
October 25 - 31	1 <sup>st</sup> round review of capital submissions by DBP
November 1	Initial Draft of Capital Budget due to VP Budget and Planning
November 4 - 6	Round 1 - Review of Capital Budget Submission with Physical Plant Planning Group (3PG)
November 7 - 11	VP Budget and Planning and VP Facilities and Campus Services review high level overview of Capital Budget with Provost and EVP/CFO
November 12	Round 2 – Updated Draft of Capital Budget due to VP Budget and Planning
November 13	CF&PC Materials Dues
<b>November 21</b>	<b>CF&amp;PC Meeting – Vice Provost of Land Grant Affairs to Present Contract College Update -Vice President of Budget and Planning to Present Capital Budget Preview</b>
December 2	<b>Longview Capital Planning Tool Open</b> ( <i>B&amp;P level project review only with Colleges/Units</i> )
<b>January 10</b>	<b>Longview Capital Planning Tool Closed</b>
<b>January 10 - 31</b>	<b>3PG Capital Updates Meeting</b>
February 4	Round 3 – Draft due to VP Budget and Planning
February 5	CF&PC Materials Due
February 13	CF&PC
February 26	CF&PC Materials Due
March 3	Trustee Materials Dues

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March 6	CF&PC Meeting
March 10	Trustee Post Date
March 20	Trustee Meeting
April 14	Round 4 – Final Draft of Capital Budget to VP Budget and Planning
April 23	CF&PC Materials Due
April 30	Trustee Materials Due
May 1	CF&PC
May 12	Trustee Post Date
May 22	Trustee Meeting
<b>Early July</b>	<b>FY 26 Capital Budget Report released to Campus for use</b>

\*Dates are subject to change based on business process deadlines.