

**GUIDELINES FOR
CAMPUS CAPITAL OUTLAY MANAGEMENT PLANS FOR
DELEGATION OF CAPITAL OUTLAY MANAGEMENT AUTHORITY**

INTRODUCTION

CSU Executive Order 672, Delegation of Capital Outlay Management Authority and Responsibility, was issued in 1997. This executive order delegated authority to campus presidents to directly manage the capital outlay process subject to campus compliance with the provisions of the Delegation of Capital Outlay Management Authority agreement.

This executive order also established a Certification Review Board (Board) to: 1) review capital outlay management plans and campus performance in managing projects, and 2) recommend to the executive vice chancellor, Business and Finance, a management delegation status for each campus. Campuses are required by the executive order to maintain a current capital outlay management plan, and submit updates to the Board. The Board has developed these Guidelines and the Capital Outlay Management Plan Template, which are available at www.calstate.edu/cpdc/cm, to support compliance with the executive order.

GUIDELINES

Updates to the capital outlay management plans are required whenever there are staff changes, or the plan no longer reflects campus practice. These updates may be signed by the campus vice president for administration (VPA), however, should an update include a new VPA or other revision concerning the VPA, the update shall be signed by the campus president. With each update, campuses shall download the template to ensure they are using the most current version.

The Capital Outlay Management Plan Template includes the following key elements:

- a compliance statement that the campus will follow all applicable laws, executive orders, and the state university administrative manual (SUAM) in fulfilling its capital outlay management responsibilities;
- campus organizational chart(s);
- an establishment of signature authority for every position on the organizational chart; please note that positions filled by consultants shall have no contractual or monetary signature authority.
- an indication on the organizational chart which positions serve as executive facilities officer, deputy building official, construction administrator, project manager, and inspector of record; indication how the project manager and inspector positions are staffed (i.e. consultant or employee). If any of these positions are project-specific hires and are not currently under contract, then indicate "TBD" (To be Determined).
- resumes of the people responsible for capital outlay management;
- a listing of projects completed within the past ten years which the campus has managed under delegated authority.

Should questions arise, contact the CPDC assistant vice chancellor, chief of construction management, or principal construction program manager directly, or e-mail cocm@calstate.edu.