

MAJOR CAPITAL OUTLAY PROGRAM LIST OF SUBMITTALS

I. STATE FUNDED PROJECTS

Contents of the Capital Outlay Budget Change Proposals (COBCPs) for projects proposed in the five-year program should include the following information. *ALL SUBMITTALS MUST USE THE ELECTRONIC FORMS CURRENTLY AVAILABLE ON THE CPDC WEBSITE.* Several forms have been modified from previous versions; all CPDC forms now specify a revision date.

Capital Outlay Program 2013-2014

- **CPDC 1-4:** COBCP Project Description
- **CPDC 1-3:** COBCP Project Summary Worksheet
- **CPDC 1-2:** Summary of Campus Capacity
- **CPDC 2-1:** Full-Time Equivalent Enrollment Distribution for Selected Years
- **CPDC 2-2:** Enrollment Distribution by Level and Category of Instruction
- **CPDC 2-3:** Calculation of Space Requirements for Instructional Projects
- **CPDC 2-4:** Summary of Space Requirements for a Building
- **CPDC 2-6:** Room Specifications (to be submitted prior to project funding)
- **CPDC 2-7:** Capital Outlay Estimate
 - Support documents for the 2-7:
 - **Feasibility Studies** (guidelines for Action Year and out-year projects Years 2 thru 5)
 - **CPDC 2-8:** Energy and Utilities Planning Checklist
 - **CPDC 2-23:** Equipment List
 - **CPDC 2-24:** Adjustment of Group II Equipment Budget Request
- **CPDC 2-7.5:** Summary of Component Costs
- **CPDC 2-9:** Space Calculation for Library
- An approved campus master plan map identifying project location
- **CPDC 3-1:** Project Area Summary (Required program specifications to be prepared for transmittal to CPDC and project architect after funding is included in the Governor's January Budget.)

Projects in Years 2 through 5

- **CPDC 1-4:** COBCP Project Description
- **CPDC 2-7:** Capital Outlay Estimate
- An approved campus master plan map identifying project location

II. NON-STATE FUNDED PROJECTS

Projects being proposed should include the following information:

Required For All Projects

- **CPDC 1-4:** COBCP Project Description and Justification
- **CPDC 2-7:** Capital Outlay Estimate
- **Project Financial Plan**
- An approved campus master plan map identifying project location
- **Funding source**, i.e., program reserves, revenue bond sale, auxiliary organization funds, and donations. A preliminary ten-year financial plan projection (with two years of actuals) indicating proposed rate increases should be included for housing projects. Draft plans due to Financing and Treasury by February 6, 2012 for projects in the action year 2013-2014.

Justification Statements Required for 2013-2014 Non-State Projects

Draft financial plans for all non-state financed projects (Student Unions, Parking, Housing, Health Centers, Donors (if applicable), and Auxiliary Organizations) must be submitted to Financing and Treasury by February 6, 2012. Financial plans will compare projected program revenues to expenses for a ten-year projection plus two years of actuals. In addition, provide the following based on the project type:

Student Unions:

- Verification of a successful student referendum for the project.

Parking:

- A facility/parking spaces utilization/demand study by an independent consultant including factors pertaining to significant changes in enrollment, losses due to building construction, changes in mass transit patterns or community parking regulations. All parking facilities require a thorough access assessment be conducted by an independent consultant prior to submission.

Housing:

- A housing development plan including marketing surveys of the demand for on- and off-campus housing and rental rate surveys.
- A request for an evaluation of the proposed project by the Housing Proposal Review Committee. This meeting date should be before February 2012. See requirements for proposal to the HPRC at:
<http://www.calstate.edu/FT/Hous/HPRCInfoProc.shtml>.

Donor Funded Projects:

- Identification of sufficient cash on hand for the project to support the project phase(s) requested. Projected cash flows for the balance of funds for the remaining project phase(s).

Projects Operated by Auxiliary Organizations:

- If funded from cash, identification of sufficient cash on hand for the project to support the phase(s) requested, and plan for obtaining cash for future phases.

Additional information for 2013-2014 Projects:

- Confirm availability of required utilities/infrastructure. (Forms CPDC 2-8)
- A project calendar showing significant events and steps (i.e., Housing Proposal Review Committee, Schematics Presentation at the BOT, Projected Bid Dates).
- Identification of anticipated funding sources of projects, specifically: donor funds, grants, program reserves or financing.