

**CAPITAL PLANNING, DESIGN AND CONSTRUCTION  
SECTION VII – FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM  
PROCEDURES AND FORMATS FOR CAPITAL OUTLAY SUBMISSION  
SECTIONS 9100 – 9121**

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**9100 FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM**

Reference: SAM 6812

The approved Physical Master Plan is the overall planning guide for campus development. Each campus must maintain a proposed schedule for its implementation for a five-year period.

The CSU must submit to the Department of Finance (DOF) and the Legislative Analyst's Office (LAO) projected capital improvement needs for five years beyond the period covered by the latest Governor's Budget each year. The Five-Year Capital Improvement Program for each campus becomes the schedule for implementation of the approved Physical Master Plan for the campus. The Five-Year Capital Improvement Program should include both state funded and non-state funded projects.

Building projects listed in the Five-Year Capital Improvement Program shall be included on the approved Physical Master Plan for the campus. If for any reason a proposed project is not master planned, a minor or major master plan revision must be submitted to CPDC and approved prior to the project being included as a part of the Five-Year Capital Improvement Program.

**9100.1 BASIS FOR MAJOR CAPITAL OUTLAY AND FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM SUBMISSIONS**

It is the policy of the Chancellor's Office that the individual campuses initiate requests for facilities deemed necessary to accommodate their approved academic programs. The Chancellor's Office reviews each submitted request and provides a recommendation to the Board of Trustees. Projects approved by the Board for state funding are then forwarded to the Department of Finance and the Legislative Analyst's Office for review. State funded requests are based on enrollment, capacity, utilization data, and on the requirements of each academic program or support program. It is essential that the presentation of the request be coordinated to reflect the relative importance of each factor. The development of the capital improvement program, for state funding, requires the following basis:

**1. Approved Academic Master Plan:**

The Board of Trustees (BOT) has adopted planning policies designed to promote orderly curricular development, guide the distribution of programs in the system and facilitate the progress of each campus in fulfilling the mission of the CSU as expressed in the statewide master plan for higher education. These policies, first published in the *1963 Master Plan for the California State Colleges*, are still in effect and are summarized below:

- Curricula are to reflect the needs of students and of the state.
- The foundation program for each campus in the system consists of the liberal arts and sciences, business administration, and education. (The board specified subject areas that were to be regarded as the "Broad Foundation Program.")
- Programs in applied fields and professions other than those listed above are to be allocated within the system on the basis of (1) needs of the state, (2) needs of the campus service area and (3) identification of employment opportunities.
- "All campuses cannot be all things to all people." Curricula in the applied fields and professions are therefore to be located in a systemwide pattern that will achieve an equitable and educationally sound distribution of programs throughout the state.
- Although many campuses may wish to offer the same programs, the trustees exercise great selectivity in final approval of new curricula.

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- Specialized, high-cost programs are to be allocated on the basis of review and study of the individual subject area. Approved Campus Physical Master Plans.

Subsequent policies adopted by the board include the following:

- Degree programs are to be broadly based and of high academic quality.
- Unnecessary proliferation of degrees and terminologies is to be avoided.
- A formal review of existing curricula is to be conducted by each campus as part of the overall planning process.
- The Academic Master Plans serve as the basis for campus master planning of facilities.
- The ability to accommodate the latest instructional technology will be included in the planning for construction of all new and renovated instructional buildings.

**2. Approved Physical Master Plan:**

The board requires that every campus have a physical master plan, showing existing and anticipated facilities necessary to accommodate a specified academic year full-time equivalent student enrollment at an estimated target date, in accordance with approved educational policies and objectives. Each master plan reflects the ultimate physical requirements of academic programs and auxiliary activities on the campus.

Reference: SUAM Section II.

**3. Full-Time Equivalent Student Enrollment Allocations:**

The program is based on the annual full-time equivalent student (FTE) college year enrollment targets that are prepared by the Chancellor's Office in consultation with the campuses. College year FTE enrollment targets include state-supported summer term enrollments, in accordance with trustee policy. As a result of changes adopted in 2006/07, the graduate student enrollment FTE benchmark, formally defined as 15 FTE per graduate student was re-benched to 12 FTE per graduate student based on the 2006/07 actual resident total FTE.

**4. Approved Space and Utilization Standards:**

Instructional space needs are calculated in conformity with space and utilization standards approved in September 1966 by the Coordinating Council for Higher Education (now titled the California Postsecondary Education Commission) as modified in March 1971 and June 1973. Reference: SUAM Section V and VI.

**5. Space and Facilities Database:**

The database is an inventory maintained by each campus to manage and plan for space and facilities. Annual companion reports to the Five-Year Capital Improvement Program are the "Summary of Campus Capacity" and the "Laboratory Enrollment FTE vs. Laboratory Capacity FTE." Reference: SUAM Section V.

**6. Estimates of Cost Based on the ENR Cost Index:**

Cost estimates are based on the *Engineering News Record* California Construction Cost Index (CCCI). The CCCI is the regional average Building Cost index for Los Angeles and San Francisco Guide as published in the national *Engineering News Record*. The CSU Cost Guide in the Call Letter issued each year by the Chancellor's Office includes a CCCI percentage escalation adjustment based on current DOF projections.

**7. Seismic Policy and Program:**

It is the policy of the Trustees that, to the maximum extent feasible by present earthquake engineering practice, the CSU acquire, build, maintain and rehabilitate buildings and other facilities that provide an acceptable level of earthquake safety for students, employees and the public who occupy these buildings and other facilities at all locations where university operations and activities occur. Reference: SUAM Section X.

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**9101 FORMATS FOR MAJOR CAPITAL OUTLAY SUBMISSIONS**

Major capital outlay requests must be submitted annually according to the Schedule of Submissions in the Call Letter issued each year by the Chancellor's Office. The schedule sets the due dates for campus submittals of all items related to the proposed capital outlay program.

Since requests must be reviewed by several divisions in the Chancellor's Office, as well as by state agencies, all requests for new projects must be prepared in a similar manner; uniformity of format facilitates comparison between projects and provides for better understanding by the individuals not closely related to the requesting campus or the program.

Each capital outlay submission consists of two documents: the Capital Outlay Budget Change Proposal (COBCP) [Reference: SAM 6818] and all supporting documentation (Feasibility Study, Program Specifications, etc...)

- The COBCP is the primary document used for screening and scoping projects. It describes in detail the nature of the program to be housed or accommodated by the facility. It includes detailed information demonstrating the need for the facility. All applicable forms and information must be submitted for all projects; special additional forms and information are required for projects such as libraries, and corporation yards.
- The Feasibility Study serves as the primary supporting documentation for the viability of the proposed project. The Room Specifications, which are included in the study are used primarily by the design team as the basis for the developing the schematic package.

Two paper copies and an electronic copy of the draft Five-Year Capital Improvement Program must be submitted to CPDC by the date indicated on the Schedule of Submissions. A letter of transmittal should be directed to the Assistant Vice Chancellor, CPDC with copies to the Chief of Facilities Planning and the CPDC University Planner.

Where appropriate, project summaries are to be submitted on Forms CPDC 2-3 through CPDC 2-16 for state funded projects and Forms CPDC 2-17 through CPDC 2-22 for projects funded from non-state sources. These forms are required for all projects in the five-year program.

**9102 REVIEW AND APPROVAL OF COBCP**

For a major capital outlay request, for state and/or non-state funding, the COBCP is reviewed by appropriate divisions within the Chancellor's Office before presentation to the Board of Trustees and state agencies. If questions are raised or if additional information is required, the campus is so advised. When all questions have been resolved, the Chancellor's Office submits a recommendation to the Board of Trustees and the capital outlay proposal is approved as a part of the budget year capital outlay program.

Approved projects for state funding are then forwarded to the DOF and the LAO for review and approval. These screening agencies transmit any questions concerning a project to CPDC. The Chancellor's Office, in consultation with the individual campuses, then prepares written responses. Site visits may be scheduled to review program proposals and evaluate the project scope and location. Participants usually include DOF and LAO capital outlay staff, and may include other state agencies, legislators and legislative staff, as well as CPDC and Advocacy and State Relations staff. The site meeting establishes a common understanding among all parties about project scope and priority.

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**9103 STATE FUNDED PROJECTS: CATEGORIES AND CRITERIA**

The BOT adopts categories and criteria annually that are used to set priorities for the state funded capital improvement program. Projects proposed for inclusion in the Five-Year Capital Improvement Program are ranked based on these categories and criteria and in conjunction with specific campus priorities and entitlements. Project lists are prioritized within the fiscal year for which funds are requested, and submitted on the CPDC form 1-1.

The current BOT approved categories and criteria are distributed with the annual Call Letter.

**9104 STATE FUNDED: CAPACITY BUILDING**  
**(Forms and Instructions - Appendix B)**

Capacity projects are buildings that directly include instructional spaces and contain enrollment capacity. Contents of the Capital Outlay Budget Change Proposals (COBCPs) for projects proposed in the Five-Year Capital Improvement Program should include the following information for a capacity building:

Projects in Year 1 (Action Year)

1. CPDC 1-4: COBCP Project Description (action year)
2. CPDC 1-3: COBCP Project Summary Worksheet
3. CPDC 1-2: Summary of Campus Capacity
4. CPDC 2-1: Full-Time Equivalent Enrollment Distribution for Selected Years
5. CPDC 2-2: Enrollment Distribution by Level and Category of Instruction
6. CPDC 2-3: Calculation of Space Requirements for Instructional Projects
7. CPDC 2-4: Summary of Space Requirements for a Building
8. CPDC 2-6: Room Specifications (to be submitted prior to project funding)
9. CPDC 2-7: Capital Outlay Estimate
10. Support documents for the 2-7:
  - a. Feasibility Study
  - b. CPDC 2-8: Energy and Utilities Planning Checklist
  - c. CPDC 2-23: Equipment List
  - d. CPDC 2-24: Adjustment of Group II Equipment Budget Request
11. CPDC 2-7.5: Summary of Component Costs
12. CPDC 2-9: Space Calculation for Library
13. An approved campus master plan map identifying project location
14. 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

1. CPDC 1-4 (Outyear): COBCP Project Description
2. CPDC 2-7: Capital Outlay Estimate
3. CPDC 2-8: Energy and Utilities Planning Checklist
4. An approved campus master plan map identifying project location

**9105 STATE FUNDED BUILDING: FEASIBILITY STUDY**  
**(Forms and Instructions - Appendix B)**

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A comprehensive feasibility study is the recognized best practice for analyzing the viability of proposed capital projects. Such studies are required for all action year projects. Completion of the feasibility study is the first significant step to facility planning/programming and design. The goal is to establish the scope of the project and estimate an accurate cost range within recognized cost guidelines. Subsequently, a feasibility study will give focus to the project and identify key issues; analyze and narrow alternatives to a preferred solution; identify new opportunities through the investigative process; identify reasons to proceed or not proceed; and provide documentation that all options were thoroughly investigated. This report will be a major information source in making the decision to maintain the current facility, to renovate, to add on or to construct a new facility. Finally, the study will analyze and recommend the type of construction delivery method most appropriate for the proposed project. Refer to the guidelines provided in the appendix that includes a list of project information and analysis that are minimally required for inclusion in this report. During the conceptual scope and budget development stage, all feasibility studies should be reviewed by a Mechanical Review Board (MRB) member and Seismic Review Board (SRB) member, as applicable.

**9106 STATE FUNDED BUILDING: ROOM SPECIFICATIONS**  
**(Forms and Instructions - Appendix B)**

The Program Specifications shall be in accordance with the scope of the COBCP. The purpose of the program specification is to provide the design architect the individual room needs of the new or renovated building. For a major capital outlay request, this document is reviewed by the Chancellor's Office. The Program Specifications for a capacity building include:

- General Statement Prefacing Program Specifications;
- Summary of Space Requirements for Building (Form CPDC 2-4);
- Room Specifications (Form CPDC 2-6) for Rooms Listed in Summary of Space Requirements;
- Master Plan Map Identifying the Project Location;
- Project Area Summary (Form CPDC 3-1)

**9107 STATE FUNDED NONCAPACITY BUILDING: COBCP**  
**(Forms and Instructions - Appendix B)**

Noncapacity projects are non-instructional facilities or infrastructures that are critical to the support and operations of the campus. Noncapacity projects include corporation yards, central plant, utility infrastructure, university police department, general administration, student services, shipping and receiving, mailroom central stores, motor pool, etc.

The COBCP for a noncapacity building includes:

1. Project Summary Sheet (Form CPDC 1-3);
2. Project Description (Form CPDC 1-4);
3. Summary of Space Requirements for a Building (Form CPDC 2-4);
4. Capital Outlay Estimate (Form CPDC 2-7);
5. Information Technology Planning Sheet (Form CPDC 2-8.5);
6. Other Supporting Documentation e.g. for a Library Form CPDC 2-9.
7. Telecommunications Equipment (Form CPDC 2-24);
8. Site Title Clearance (SUAM Section III);
9. Master Plan Map Identifying the Project Location.

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**9108 MAJOR UTILITY PROJECTS**

Major utility projects are defined as utilitarian in nature in most cases without architectural significance. For this reason, schematic approval has been delegated to the Assistant Vice Chancellor, Capital Planning, Design and Construction.

**9109 PROGRAM JUSTIFICATION (COBCP) FOR MAJOR UTILITY PROJECTS**

The COBCP for a major utility project shall conform to the requirements of Executive Order No. 785 at <http://www.calstate.edu/EO/EO-785.pdf> and shall demonstrate a program to meet the campus' service needs for the particular utility conforming to the adopted campus master plan and (where completed) the campus Utilities Master Plan. The program shall demonstrate that the proposed project meets the stated goal of providing "optimum energy utilization, lowest life-cycle costs, and in compliance with all applicable energy codes and regulations." The program shall indicate a comparison between continuing to conduct utilities service as done historically (business as usual), other alternatives considered, and the proposed and recommended solution (business with project). This comparison shall include a net present value analysis (life-cycle cost) addressing the capital cost of the proposed project, the cost of maintaining the present versus the proposed project, and the utilities cost of the present versus the proposed project, and replacement cost of the present versus the proposed project.

Where an existing system has failed, the COBCP shall compare the direct replacement of the failed systems with that of a like kind and size versus that of the optimal proposed system. Capital cost estimates shall be prepared using Form CPDC 2-7 and accompanying detailed engineering estimate substantiation. Capital cost estimates shall include all fees necessary for the payment of capital facilities fees on behalf of public agency utility providers. For projects whose estimated energy savings exceed \$500,000 per year, the energy savings calculations shall be performed using an hour-by-hour energy modeling tool selected from the following: DOE-2.1E or later version, DOE BLAST 3.0 or later, or EnergyPro 3.1 or later, or Trace 700 or later.

The COBCP shall be provided to the project engineer as the basis of design from which the engineer shall complete the preparation of bidding documents necessary for the construction of the project.

**9110 REVIEW AND APPROVAL OF COBCP FOR MAJOR UTILITY PROJECTS**

Review and approval of major utilities projects follows the normal capital outlay process except that projects having specific payback criteria may be accelerated for Energy Efficiency Revenue Bond funding or third-party financing.

**9111 PROGRAM SPECIFICATIONS FOR MAJOR UTILITY PROJECTS**

Program Specifications for major utility projects must include a detailed description of the major components necessary to implement the project. This description shall also include a list of the buildings served, the relevant design sizes and capacities of trunk elements and any special features required to gain the optimal performance as defined in the Program Justification. Program Specifications for major utility projects shall be prepared in outline format as defined by the Construction Specifications Institute (CSI). Program Specifications shall become, along with the Project Justification, the basis of design for the project engineer to complete the design of the project.

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**9112                    REQUEST FOR MAJOR CONSTRUCTION EQUIPMENT GROUP II AND  
EQUIPMENT SUBSTITUTIONS (Forms and Instructions -Appendix B)**

Requests for major construction equipment includes (1) an introductory page outlining the scope of the project to be equipped and (2) Form CPDC 2-23. On Form CPDC 2-23, enter all equipment that meets the characteristics outlined as follows:

1. A useful life (including extended life due to repairs) of two years or more.
2. An identity that does not change with use, i.e., one that is not consumed by use or converted by fabrication into some other form of property.
3. A nature that makes formal property accountability practical.

The administration budget of 3 percent of the total equipment budget amount is for the direct and indirect costs for the selection and acquisition of equipment.

**9113                    PROCEDURES AND FORMATS FOR CAPITAL RENEWAL SUBMISSIONS**

The capital renewal program funds projects to replace capital infrastructure and Group I equipment. Capital Planning, Design and Construction issues an annual Call Letter for capital renewal submissions. Procedures and formats for capital renewal shall follow the requirements set forth and in the annual Five-Year Capital Improvement Program’s Schedule of Submissions. Form CPDC 1-1 constitutes the first part of the proposal, listing each project by campus priority for the fiscal year for which funds are requested.

The COBCP for capital renewal, required for action year projects, includes:

1. Project Description (Form CPDC 1-4);
2. Capital Outlay Estimate (Form CPDC 2-7);
3. Supporting Documentation-Pacific Partners, Studies Completed, etc.

**9114                    CAPITAL RENEWAL PROJECTS**

Reference: Executive Order No. 847

Capital renewal projects are limited to those projects that provide replacement of major building components and/or systems that have exceeded their useful life based on the manufacturer’s standard, as evaluated. Major building systems will be replaced to enable the continued function and use of an aged facility. The building components renewed typically include: the heating, ventilation and air conditioning systems; plumbing systems; electrical distribution system; and building exterior skin, roof and window systems. Energy and utility efficiency improvements will be pursued with these projects as appropriate.

The campuses must submit capital renewal projects to the Chancellor's Office for approval. The systemwide capital renewal approved list is validated annually by Chancellor's Office staff (CPDC). Review and approval of capital renewal projects follows the normal major capital outlay process. These projects are utilitarian in nature and in most cases without architectural significance. For this reason, schematic approval has been delegated to the Assistant Vice Chancellor, Capital Planning, Design and Construction. Capital renewal projects must be reviewed and approval at schematic design level in order to receive funding to proceed to working drawings and construction.



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Savings generated by accomplishing a capital renewal project for less than the amount funded may be used by the campus if requested and approved by CPDC and/or the funds may be returned to the systemwide account. Funds not encumbered within one year from the date of appropriation automatically revert on June 30<sup>th</sup>.

**9115                    PROCEDURES AND FORMATS FOR MINOR CAPITAL OUTLAY SUBMISSIONS**

Capital Planning, Design and Construction issues an annual Call Letter for Minor Capital Outlay submissions. The projects should be submitted using Form CPDC 2-30, Capital Outlay Minor Projects. If a proposed project is adding new space or changing the use of existing space, Form CPDC 2-31, New Space/Capacity Space Change Request must be submitted.

**9116                    MINOR CAPITAL OUTLAY PROJECTS**

Reference: SAM 6807

Minor Capital Outlay (MCO) projects are limited to those projects that correct deficiencies, upgrade and/or renovate campus facilities to accommodate the academic program, add access or provide equipment for a minor capital outlay project whose estimated total cost is currently \$610,000 or less. Minor construction does not include any work classified as maintenance or repair. Projects may not be grouped unless they are for similar work within one building or complex. For instructions on policy and procedures for writing minor capital outlay service agreements, Reference: SUAM Section X. For instructions on construction procedures for minor capital outlay projects, Reference: SUAM Section XII.

The determination and accomplishment of minor capital outlay projects have been delegated to the campuses, to which the Chancellor's Office allocates funds annually. Each campus has the flexibility to request minor construction funds in the manner most appropriate to meet its immediate needs within the following limitations.

- No projects relating to parking lots, dormitories, campus unions, health centers, or other non-state funded projects may be undertaken with state funds. Minor construction requests for non-state funded facilities should be submitted to Financing and Treasury for funding.
- No equipment may be purchased from minor construction funds except to equip minor capital outlay projects.
- MCO is not subject to PWB oversight.
- Per Section 2.00 of the Budget Act, the period of appropriation availability is one-year to encumber and two years to liquidate.
- May be subject to CEQA if applicable.
- Minor capital projects, whose scope of work includes any remodeling or additions, require conformance with guidelines for accommodating disabled individuals. An American with Disabilities Act (ADA) Transition Plan was prepared for each campus to address access deficiencies. Responsibility was delegated to the campuses to implement the plan. Approval must be obtained from the Access Compliance Section, Division of the State Architect (DSA, Mechanical Review Board and Seismic Review Board (when applicable) prior to awarding a contract. Projects requiring such approval shall be forwarded to the Access Compliance Section by the campus when plans are complete. A person representing campus Disabled Student Services should review the plans prior to or at the same time the plans are submitted to DSA for approval.

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- No funds from this allocation may be used for routine maintenance, deferred maintenance, or special repair items.

The campuses must submit minor capital outlay projects to the Chancellor's Office for approval. The approved projects are submitted to the Department of Finance and the Legislative Analyst's Office for their review. In addition, campus proposed projects are validated annually by Chancellor's Office staff (CPDC). Campus requests for funding consideration are to be submitted on Form CPDC 2-30, the Priority List, and Form CPDC 2-31, Space Changes for Proposed Project. (if applicable)

Savings generated by accomplishing a minor project for less than the amount funded may be used by the campus if requested and approved by CPDC and/or the funds are returned to the systemwide account for allocation for approved minor projects throughout the system. Funds not encumbered within one-year from the date of appropriation automatically revert on June 30<sup>th</sup>.

A Minor Capital Outlay Post Audit is conducted upon expiration of the fund life identifying the minor projects accomplished and their costs. The Vice President for Business and Administration verifies the activity with his signature on Form CPDC 2-30A. These reports are reviewed and approved by CPDC and transmitted to the Department of Finance and Legislature for review, as needed.

**9117                    EQUIPMENT PURCHASES FROM MINOR CONSTRUCTION FUNDS**

Equipment requested from minor capital outlay funds must be for equipping a minor construction project and the total value cannot exceed the fund limit of minor capital outlay projects.

**9118                    NON-STATE FUNDED PROJECTS**

The funds required to plan, construct and operate new or renovated non-state funded facilities are provided by using various methods of financing. These projects are generally built on campus property. Non-state projects include parking lots and structures, student housing, student unions, recreation centers, health centers, stadiums, food service buildings, bookstores and other facilities that help meet educational goals established by the Board of Trustees.

The Systemwide Revenue Bond program was approved by the Board of Trustees in March 2002 establishing a new financing program applicable to all non-state capital outlay projects. The SRB Program enables the Trustees to use as security, revenue from continuing education, housing, health center facility fees, parking, and student union programs. Executive Order No 994 identifies the CSU's Financing and Debt Management Policy. Procedures can be accessed at: <http://www.calstate.edu/FT/PgmInf/PgmInfoCom.shtml>. It identifies the following:

- SRB Bond Sale Project Planning Timelines
- General List of Information Needed for Project Financing
- Due Dates for Board of Trustee Agenda Items

Procedures and formats for non-state funded projects shall follow the requirements set forth below and in the annual Five-Year Capital Improvement Program's Schedule of Submissions.

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**9119 FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM, NON-STATE FUNDED**  
**(Form CPDC 1-1 - Appendix B)**

Form CPDC 1-1 constitutes the first part of a program proposal for buildings or other facilities financed by non-state funds. Campuses shall submit to CPDC two paper copies and an electronic copy of the Capital Outlay Budget Change Proposal (COBCP) for non-state funded projects being proposed. CPDC University Planners review the budget as related to the scope of the project and coordinate the evaluation of the non-state projects with the office of Financing and Treasury in the Chancellor's Office. If debt financing is being requested, the campus must provide a viable financial plan to the office of Financing and Treasury as part of the submission of the items noted below to include the following information:

Required for All Projects

- Project Description (Form CPDC 1-4)
- Project Justification Statement for first year projects only (see specific requirements below for certain programs).
- Budget Estimate (Form CPDC 2-7)
- Funding source, i.e., revenue bonds, auxiliary organization funds, donations, etc.
- Projects which require joint funding between state and non-state sources must be clearly identified on both the state and non-state submissions
- Confirm availability of required utilities and infrastructure (first year projects only) (Forms CPDC 2-8 and 2-8.5)  
Site certification –Reference: SUAM 9017.01 Land Use Planning and Environmental  
<http://www.calstate.edu/cpdc/Suam/SUAM9015-9020.pdf>
- Master Plan Map identifying the project location

Justification Statement and Detail Required for First Year Projects

- **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.
- **Cash Flow**, identifying project expenditures during the project phases over the scheduled design and construction period.

Enterprise Programs

- **Student Unions:**
  - Verification of a successful student referendum for the project or alternative consultation process.
  - A viable financial plan, for a ten-year projection with two years of actuals, including details of project financing which are consistent with and incorporate the standard annual student union budget plan.
- **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. The parking demand study shall include an analysis of parking offsets resulting from Transportation Demand Management (TDM) measures implemented in accordance with the campus TDM Plan. This requirement is in accordance with Education Code Section 89701 (4) which requires a thorough investigation of programs incorporating alternate modes of transportation in order to demonstrate that parking demand is justified. In addition, all parking facilities require a thorough access assessment be conducted by an independent consultant prior to submission. The access assessment shall include a detailed traffic analysis of campus and public streets affected by the proposed parking facilities, required signal warrants or other traffic controls, pedestrian and bicycle access, and the integration with the campus ADA access plan.
  - A financial plan comparing projected campus parking program revenues to expenses for a ten-year projection with two years of actuals.
- **Housing:**

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- 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 between September and May of the year prior to seeking approval. See requirements for proposal to the HPRC at: <http://www.calstate.edu/FT/Hous/HPRCInfoProc.shtml>.
- A financial plan comparing projected campus housing program revenues to expenses for a ten-year projection with two years of actuals.
- **Health Center Projects:**
  - A financial plan comparing projected campus health center facility fee revenues to expenses for a ten-year projection with two years of actuals.
- **Continuing Education:**
  - A financial plan comparing projected campus Continuing Education revenues to expenses for a ten-year projection with two years of actuals.

**Other Programs**

- **Donor Funded Projects:**
  - Identify budgeted plan and verify sufficient cash on hand for the project to support the project phase(s) requested. Project 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. If it is anticipated to be funded by issuance of debt, by either the Auxiliary Organization directly or through Systemwide Revenue Bonds, then a viable financial plan submitted with the information noted above.

**9120                   NON-STATE FUNDED PROJECTS: COBCP**  
**(Forms and Instructions - Appendix B)**

The COBCP for a non-state funded project includes:

1. General Statement Prefacing Program Specifications;
2. Summary of Space Requirements for Buildings (Form CPDC 2-4);
3. Feasibility Study-see requirements in Appendix B;
4. Capital Outlay Estimate (Form CPDC 2-7);
5. CEQA Status
6. Energy and Utilities Planning Checklist (Form CPDC 2-8);
7. Program Justification (Reference: SUAM 9108);
8. Sustainable Building Practices
9. Master Plan Map Identifying the Project Location;
10. Other Supporting Documents.

**9121                   NON-STATE FUNDED PROJECT: ROOM SPECIFICATIONS**

The Room Specifications must be in accordance with the scope of the COBCP. The purpose of the program specification is to provide the design architect the individual room needs of the new or renovated building. The program specifications for a non-state funded project include:

- General Statement Prefacing Room Specifications and Standard Campus Specifications
- Summary of Space Requirements for Building (Form CPDC 2-4)
- Room Specifications (Form CPDC 2-6)
- Master Plan Map Identifying the Project Location
- Project Area Summary (Form CPDC 3-1)