Date:       June 28, 2002

To:         Presidents

From:       Richard P. West
            Executive Vice Chancellor and
            Chief Financial Officer
            Business and Finance

Subject:    State and Nonstate Funded Capital Outlay Program 2004/05 and
            Five-Year Capital Improvement Program 2004/05 through 2008/09

This memorandum transmits the schedule of submissions for the capital outlay program
and related material for program development. Any capital improvement project
estimated to cost greater than $400,000 is required to follow the process outlined in the
attachments. The 2004/05 state program is proposed to be funded from a new general
obligation bond anticipated for a March or November 2004 ballot initiative.

The bond bill initiative proposes a two-year bond that will provide $2.3 billion for
higher education. This would result in a funding of $345M each year for the California
State University capital outlay program.

The Five-Year Capital Improvement Program will continue to be used for the Statewide
Infrastructure Plan (AB 1473). The Department of Finance (DOF) is still working on the
2002/03 statewide plan. They are also reviewing the capital outlay budget change
proposals (COBCPs) submitted for 2003/04. We anticipate scope visits to be scheduled
in August and September in order to prepare the 2003 Governor’s Budget. As the
results of the 2003/04 program submittals to the DOF are unknown, we propose that the
campus assess the probabilities for funding the 2003/04 requests, and submit a 2004/05
program consistent with the categories and criteria approved by the trustees at the
upcoming July meeting. The key change in the criteria is that campuses will be limited
to one project in the action year, excluding the exceptions.
The California State University submittals to DOF are required to have complete COBCPs for projects in the first year, with construction and project estimates. All new project starts are required to submit feasibility studies as part of the documentation. “Concept Paper” COBCPs are required for projects in years two through five, with project budgets, to enable CPDC to categorize those projects for DOF in the CSU five-year plan.

The July 2002 Legislative Supplemental Report Language is anticipated to include the following, which will have a direct impact on developing five-year plans:

**Year-Round Operations**

*It is the intent of the Legislature that the California State University make requests for capital outlay funding for space for classrooms and class laboratories justified using legislatively approved utilization standards and a reasonable assumption of summer term enrollment.*

Accordingly, CSU is requested to initially base its five-year capital outlay plan on utilization of instructional facilities during the summer, assuming a summer term enrollment of at least 25% and 40% of fall/winter/spring enrollment at rural and urban campuses respectively. In its efforts to optimize summer term use of instructional facilities, it is expected that CSU will make every effort to exceed these enrollment goals; and that its annual capital outlay plan will be adjusted accordingly as enrollment goals are met and exceeded.

The revisions made to the Summary of Campus Capacity Report for the 2002/03 Capital Program include these summer session enrollment targets and goals. We expect that this report will be used by the legislative analyst to assess the justification for the project and need for instructional capacity.

The 2002/03 Summary of Campus Capacity will be used for the 2004/05 year until new multiyear projections are released in January 2003. The existing report is based on the 2000 fall/spring enrollment and January 2002 multiyear projections. Campuses that expect increased enrollment projections are encouraged to discuss changes to their multiyear projections with Analytic Studies as soon as practical.

Included with this call letter are the Schedule of Submissions (Attachment 1), Guidelines for Feasibility Studies (Attachment 2), Cost Guide for proposed new buildings (Attachment 3), and the Capital Program Submittals and Accessing Electronic Forms (Attachment 4).

We thank you and your staff for the continued fine work performed in conjunction with the preparation of the annual capital outlay program. The success of the program is a direct result of the quality and timeliness of the required submittals described on the program schedule.

Questions regarding the state-funded submissions should be directed to Ms. Elvyra F. San Juan, Chief of Facilities Planning, Capital Planning, Design and
Construction, (562) 951-4106. Please contact Mr. Richard K. Leffingwell, Director, Financing and Treasury, (562) 951-4570, with questions pertaining to the financial documentation required to support nonstate funded submissions.

Please submit all documents to Mr. J. Patrick Drohan, Assistant Vice Chancellor, Capital Planning, Design and Construction.

RPW:ESJ:jb

Attachment 1 Schedule of Submissions
Attachment 2 Guidelines for Feasibility Studies
Attachment 3 Cost Guides
Attachment 4 Capital Program Submittals and Accessing Electronic Forms

cc: Vice Presidents for Administration
Vice Presidents for Academic Affairs
Executive Deans
Business Managers
Directors, Physical Plant
Housing Directors
Building Coordinators
Ms. Kathryn Amann
Mr. Paul Guyer
Dr. Charles B. Reed
Dr. David S. Spence
Ms. Karen L. Yelverton Zamarripa
Mr. Richard K. Leffingwell
University Auditor
Mr. J. Patrick Drohan
Ms. Elvyra F. San Juan
Facility Planners
The California State University Capital Outlay Program 2004/05
And Five-Year Capital Improvement Program 2005/06 Through 2008/09

SCHEDULE OF SUBMISSIONS & CALENDAR OF CAPITAL OUTLAY PROCESS

July 17-18, 2002  Board of Trustees approves proposed Categories and Criteria.

September 3, 2002  Campuses submit the Draft Capital Improvement Program and Draft Capital Outlay Budget Change Proposals (including feasibility studies - two paper copies and one electronic copy).

October 14, 2002  CPDC submits to Presidents proposed revisions to the Draft Capital Improvement Program.

December 2, 2002  Campuses submit the Final Capital Improvement Program (two paper copies and one electronic copy). Program should include:
   - Final COBCPs with feasibility studies.
   - Equipment lists for 2004/05 projects.
   - Nonstate programs funded must include project justifications.

January 2003  Executive Council reviews the Draft Priority list for the 2004/05 Capital Outlay Program.

January 2003  Analytic Studies issues multiyear projections.

March 2003  CPDC submits final COBCPs and equipment lists to DOF.

March 2003  Board of Trustees approves the Draft 2004/05 COP & CIP.

May 1, 2003  Campuses submit President's Statement, Master Plan Map, Facility Legend and History for the 2004/05 COP & CIP.

Summer/Fall 2003  2004/05 Projects and SCOPE review meetings at the campuses with State Agencies.

September 2003  Final 2004/05 COP & CIP to Board of Trustees.

January 10, 2004  Governor's Budget for 2004/05 and multi-year infrastructure plan is released. DOF submits final COBCPs and equipment lists to LAO.

February 2004  Legislative Analyst’s Office Analysis of the 2004/05 Budget Bill and multi-year plan is released.

March 2004  Ballot initiative to fund the 2004/05 and 2005/06 Capital Outlay Programs.

March - May 2004  Legislative Committee hearings on the 2004/05 budget.

May 1, 2004  Campuses submit room specifications and initiate design architect selections/agreements for approved new projects included in the 2004/05 Budget Bill.
GUIDELINES FOR FEASIBILITY STUDIES FOR NEW AND RENOVATION PROJECTS

The following are suggested components of the study:

- General project description
- Cost estimate including alternatives and assumptions
- Alternatives considered
- Energy use projections
- Pre-schematic massing and floor plans
- Comparison of building systems life cycle cost analyses

The following are project considerations that affect cost and should be included:

NEW CONSTRUCTION

PROGRAM
1. The room summary with total ASF in each discipline and proposed use. Total GSF
2. The program should be evaluated for electrical power/lighting/HVAC/central plant capacity/telecomm/group II requirements.

BUILDING
3. Height and massing of building should be defined in order to determine the floor area ratio since these are the variables that determine cost.
4. Provide costs for two alternative exterior claddings. Type and total area of exterior cladding should be calculated for first cost and life cycle cost analysis.
5. Roofing material cost should be calculated for first cost and life cycle cost analysis.
6. Alternative HVAC systems should be determined and life cycle cost analyses should be performed.
7. Cost of protecting rooftop equipment should be included in the life cycle cost.
8. An extra elevator may be included, depending upon building height and function.
9. Geographical factors that may affect cost are to be considered, such as climate, topography, community interface and cost of construction in that area.

SITE
10. Location of utilities to be determined, including verification of utilities on site.
11. Connections to utilities/central plant to be estimated for cost.
12. Other site information and constraints should be considered for impact on cost such as size and shape of site, and location of existing buildings.
13. Proposed site to be evaluated for soil conditions and appropriate structural system (whether spread footings/piles). Soil test needed to support choice of foundation and structural system.

CONSTRUCTION
14. Contractor's access to site and lay-down yard should be determined and cost allocated for ease/difficulty of construction in general conditions.
15. Maintenance of fire and pedestrian access on campus during construction should be determined and costs estimated.
16. Any other factors prompting a higher than average percent for general conditions should be addressed in a narrative.

COST ESTIMATE
17. Use the Component Summary (CPDC form 2-7.5) in UniFormat to provide cost estimate.
18. Justification, with back up, for any variations from the 2004/05 cost guide.

* CPDC website for lifecycle cost analysis is available for use at: http://www.calstate.edu/CPDC/AE/Design_STDS.shtml
ADDITIONAL CONSIDERATIONS TO BE INCLUDED FOR RENOVATIONS

PROGRAM
1. A building's deficiencies and "need for improvement" listed in the feasibility study should be based on the needs of the academic or instructional support program in the building.
2. The extent to which the programs would be adversely affected by lack of renovation of the building systems must be sufficiently documented.
3. Identify the extent to which building occupants would be at risk for health, life and safety without upgrades to existing (deficient) systems, including seismic structural safety.
4. Study should indicate previous actions taken by the campus to repair/upgrade.
5. Floor plans identifying existing rooms and proposed changes.
6. Room summary with total ASF in each discipline/use.
7. A matrix or side-by-side chart indicating existing rooms and use, with proposed room use, inclusive of support areas. Also indicate room upgrades that are necessary (i.e., HVAC; electrical power and lighting; telecom; finishes) for academic program.

BUILDING
8. If HVAC systems are indicated for upgrade, identify alternate designs evaluated, projected energy and operational cost savings, stating associated construction cost and payback including life cycle cost analysis of each alternate analyzed. Indicate what the costs for this building has been over time, what the energy consumption has been and in what way these costs can be reduced, and how much this would cost.
9. Replacement of any HVAC system components should have a cost with back up regarding the recent maintenance and repair costs (which presumably have been increasing), how much more useful life is projected, and what the long term cost of “band-aiding” these components might be.
10. Coordination and phasing with another capital outlay project (e.g., Telecomm).
11. If ceilings are going to be dismantled, ensure that there is a programmatic requirement for that action. Provide cost justification if new light fixtures are proposed versus re-use/replace fixtures only.
12. Test for hazardous materials for all proposed penetrations, whether internal /external walls.
13. Plumbing and other utilities should have conditions verified. Field investigation should include "destructive" testing and verification.
14. Electrical supply and projected power load should be reconciled, including all proposed equipment, use of computer intensive classrooms and the associated cooling. Power distribution systems should be checked for adequacy.
15. Any special requirements ("e.g., clean power" for studios) should be specifically estimated.
16. Seismic codes that are triggered by this renovation, and the cost.
17. ADA codes that are triggered by this renovation and the cost. Including needed compliance (restrooms, elevators, path of travel, door swings, door knobs, sprinklers, computer lab heights, equal access to each kind of work station, turn around space in labs), and the cost. Mention any reductions in capacity.
18. If construction is to be phased, mention how power and air are going to be supplied to the occupied parts of the building.
19. Provide the cost benefit to the state in the phased versus complete renovation include leasing costs for accommodating occupants temporarily – and costs for extended general conditions, overhead to phase construction. Include impacts to the academic program and impacts on graduation requirements.
20. Contractor's access to elevator in building to be determined as a cost factor.
The California State University Capital Outlay Program 2004/05 and Five-Year Capital Improvement Program 2004/05 through 2008/09

**PROPOSED FORMAT/TABLE OF CONTENTS FOR FEASIBILITY STUDIES**

<table>
<thead>
<tr>
<th>1.</th>
<th><strong>Introduction</strong></th>
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<tbody>
<tr>
<td></td>
<td>Purpose &amp; Executive Summary</td>
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<td>Program Team</td>
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<th><strong>Renovation</strong></th>
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<th><strong>Program Requirements</strong></th>
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<td>Existing Building’s General Description</td>
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<td>Building Deficiencies</td>
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<td>Soil Conditions</td>
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<td>Cost Estimate/Analysis</td>
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<td>Comparison Cost Table</td>
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<th>6.</th>
<th><strong>Building Considerations, Analysis &amp; Description</strong></th>
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<td>Height &amp; Massing</td>
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| 7. | **Alternatives** |

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<th>8.</th>
<th><strong>Project Cost Estimate</strong></th>
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<tr>
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<td>Assumptions/Inclusions/Exclusions</td>
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<td>Cost by Building Component</td>
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<td>Analysis of variances from the CSU guidelines</td>
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</table>
CSU COST GUIDE FOR THE STATE AND NONSTATE FUNDED
FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM 2004/05 THROUGH 2008/09

CCCI: 4019  EPI: 2564

<table>
<thead>
<tr>
<th>Type of Project</th>
<th>New Base Unit Cost per GSF</th>
<th>Group I Equipment Cost (% of Bldg. Cost)</th>
<th>Group II Equipment Cost per ASF</th>
<th>Building Efficiency (%)</th>
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<tr>
<td>Classroom</td>
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<tr>
<td>Classroom (General)</td>
<td>$185.00</td>
<td>5%</td>
<td>$13.80</td>
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<td>Humanities</td>
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<td>Social Science</td>
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<td>5%</td>
<td>$23.32</td>
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<td>Education</td>
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<td>8%</td>
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<td>Business Administration</td>
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<td>5%</td>
<td>$29.11</td>
<td>65%</td>
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<td>Language Arts</td>
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<td>9%</td>
<td>$43.63</td>
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<td>Laboratories</td>
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<td>Science</td>
<td>$241.00</td>
<td>20%</td>
<td>$67.84</td>
<td>62%</td>
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<td>Engineering</td>
<td>$224.00</td>
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<td>$83.27</td>
<td>75%</td>
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<td>Psychology</td>
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<td>10%</td>
<td>$47.76</td>
<td>62%</td>
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<td>Art</td>
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<td>$30.76</td>
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<td>Food Sciences/Nutrition</td>
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<td>Industrial Arts</td>
<td>$200.00</td>
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<td>Music practice</td>
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<td>4%</td>
<td>$50.67</td>
<td>60%</td>
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<td>Offices</td>
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<tr>
<td>Administration</td>
<td>$186.00</td>
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<td>Faculty Office</td>
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<tr>
<td>Library w/o ASRs</td>
<td>$164.00</td>
<td>2%</td>
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<td>Speciality</td>
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<td>Physical Education</td>
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<td>Theatre Arts incl. G-1</td>
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<td>$29.59</td>
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<tr>
<td>Auditorium (1200 seats, 38,000 ASF/54,285 GSF)</td>
<td>$298.00</td>
<td>5% Inc. in GSF</td>
<td>$61.02</td>
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<tr>
<td>Warehouse</td>
<td>$62.00</td>
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<tr>
<td>Corporation Yard (Shops)</td>
<td>$93.00</td>
<td>4%</td>
<td>$12.39</td>
<td>90%</td>
</tr>
</tbody>
</table>

1. Site Work cost is per Feasibility Study or 3% of building costs.
2. Telecommunications instruments are included in Group II unit costs.
3. Cable, conduit and risers are included in Building GSF unit costs.
4. New base unit cost includes an increase for life cycle, telecom, seismic, and fire life safety components.
5. Campus to perform feasibility study to justify costs above guidelines.
## CSU Cost Guide for the State and Nonstate Funded
### Five-Year Capital Improvement Program 2004/05 Through 2008/09

**CCC: 4019  EPI: 2564**

<table>
<thead>
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<tbody>
<tr>
<td><strong>Nonstate</strong></td>
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<tr>
<td>Student Housing</td>
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<tr>
<td>Apartments</td>
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<td>Dormitories</td>
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<td>$21.14</td>
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<tr>
<td>Cafeteria</td>
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<td>Bookstore</td>
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<td>University Union</td>
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<td>72%</td>
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<tr>
<td>Health Clinic</td>
<td>$200.00</td>
<td>10%</td>
<td>$39.27</td>
<td>60%</td>
</tr>
<tr>
<td>Parking</td>
<td></td>
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<tr>
<td>Structure per Space</td>
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<tr>
<td>Surface per Space</td>
<td>$1,733.00</td>
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1. Site Work cost is per Feasibility Study or 3% of building costs.
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4. New base unit cost includes an increase for life cycle, telecom, seismic, and fire life safety components.
5. Campus to perform feasibility study to justify costs above guidelines.

Attach 3 Cost Guide (04-05)rt.xls
The California State University Capital Outlay Program 2004/05 and
Five-Year Capital Improvement Program 2005/06 through 2008/09

CAPITAL PROGRAM LIST of SUBMITTALS and ACCESSING ELECTRONIC FORMS

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:

**First Year Projects**
- COBCP Project Description (CPDC 1-4)
- COBCP Project Summary Worksheet (CPDC 1-3)
- Summary of Campus Capacity (CPDC 1-2)
- Full-Time Equivalent Enrollment Distribution for Selected Years (CPDC 2-1)
- Enrollment Distribution by Level and Category of Instruction (CPDC 2-2)
- Calculation of Space Requirements for Instructional Projects (CPDC 2-3)
- Summary of Space Requirements for a Building (CPDC 2-4)
- Room Specifications (CPDC 2-6)
- Capital Outlay Estimate (CPDC 2-7)
  - Support documents required for the 2-7:
    - Feasibility Study (see Attachment 2 for guidelines)
    - Energy and Utilities Planning Checklist (CPDC 2-8)
    - Information Technology Planning Sheet (CPDC 2-8.5)
    - Equipment Lists (CPDC 2-23)
    - Adjustment of Group II Equipment Budget Request (CPDC 2-24)
- Summary of Component Costs (CPDC 2-7.5)
- Space Calculation for Library (CPDC 2-9)
- An approved campus Master Plan identifying project location
- Project Area Summary (CPDC 3-1)*

**Projects in Years 2 through 5**
- COBCP Project Summary Worksheet (CPDC 1-3)
- COBCP Project Description (CPDC 1-4)
- Capital Outlay Estimate (CPDC 2-7)
- An approved campus Master Plan identifying project location

Accessing Electronic Forms

The 2004/05 forms are available on the World Wide Web.

**Accessing Forms Through the World Wide Web**
To get directly to the Chancellor’s Office Facilities Planning Web page that will point you to the forms, use the following address: [http://www.calstate.edu/cpdc](http://www.calstate.edu/cpdc)

Click the COBCP Formats button to access the forms and instructions for completing forms.

* Required program specifications to be prepared for transmittal to CPDC and project architect after funding is approved (May 2004)
Nonstate Funded Projects
Projects being proposed should include the following information:

Required For All Projects
- COBCP Project Description (CPDC 1-4)
- Project Justification Statement
- Capital Outlay Estimate (CPDC 2-7)
- Funding source, i.e., program reserves, revenue bond sale, auxiliary organization funds, donations, etc. If funding requires an external financing (such as a loan, bond sale, etc.), then the campus must submit at this time a preliminary five-year financial plan comparing projected program revenues to expenses beginning with the current fiscal year.
- An approved campus Master Plan identifying project location.

Additional information for 2004/05 Projects
- Confirm availability of required utilities/infrastructure.
- A project calendar showing significant events and steps.

Student Unions:
- Verification of a successful student referendum for the project.
- A viable financial plan including details of project financing which are consistent with and incorporate the standard annual student union budget plan.

Parking:
- A facility/parking spaces utilization study 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. A five-year financial plan comparing projected campus parking program revenues to expenses beginning with the current year.

Housing:
- A housing development plan including marketing surveys of the demand for one campus and off-campus housing and rental rate surveys. (A housing development plan is not required for projects proposed in years 2 through 5, however, a preliminary five-year financial plan indicating proposed rate increases should be included.) An evaluation of the proposed project by the Housing Proposal Review Committee. See coded memorandum APB- 94-05 for complete summary of this requirement. This information can be assessed at WWW.calstate.edu/FT/Hous/HousingIndex.shtml. A five-year financial plan comparing projected campus housing program revenues to expenses beginning with the current fiscal year.

Health Center Projects:
- A five-year financial plan comparing projected campus health center facility fee revenues to expenses beginning with the current fiscal year. Note: Legislative approval is required for capital outlay projects greater than $65,000 (Education Code, Section 89702).

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

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