

## Instructions – CPDC Form 1-1

CPDC Form 1-1 has been expanded to accommodate additional fund sources and project types in support of the centralized fiscal tracking and accounting standards now in place. Here are quick start instructions for completing the form, followed by additional background information.

- The first of the five-year funding tiers (DEFERRED MAINTENANCE, RENEWAL AND IMPROVEMENTS), is intended to be populated with campus projects that address critical infrastructure deficiencies (Category IA) found in existing facilities and infrastructure.
- Category IA projects may be funded from multiple sources including state financed Infrastructure Improvements (SRB-AP), and campus reserves and operating funds for improvements and maintenance (Campus-I and Campus-M). Campuses are expected to demonstrate their support by participating in project funding for approximately 10 percent of the total design and construction costs. Additional sources include state-funded Deferred Maintenance (DM) and Cap and Trade (C&T). These funding sources do not require a 10 percent match.
- Campuses may propose a prioritized list of first-tier projects for the action year and will be apprised of the funding divvy for their capital program for each of these fund types. Projects proposed for these categories in a previous year that were not funded may be “rolled-over” for the new action year proposal.
- Projects in the second five-year funding tier (ACADEMIC PROJECTS) are major capital outlay projects that may incorporate state supported facilities of Category IA (Critical Infrastructure Deficiencies), IB (Modernization/Renovation), or II (Growth Facilities) and which may provide FTE capacity in renovated, repurposed, or new facilities. Funding for Academic Projects may be from multiple sources including systemwide revenue bonds (SRB-AP), campus reserves and operating funds for improvements and maintenance (Campus-I and Campus-M), state funds, donor funds, third-party funds, and/or self-support program funds. Approximately 10 percent of the project cost should be campus funding for the design, construction, or equipping of these major projects.
- A campus may submit a maximum of one major debt financed academic facility or academic support project for the action year. Up to three academic projects and three self-support projects per year can be proposed for the following four planning years, including health and safety projects. Projects submitted for inclusion in the Systemwide Infrastructure Improvement program, equipment, seismic strengthening, donor, certain public-private, and reserve funded projects are excluded from the project limits. Exceptions to these limits will also be considered on an individual project basis. Seismic strengthening projects will be prioritized according to recommendations from the CSU Seismic Review Board.
- Third-tier projects (SELF SUPPORT / OTHER PROJECTS) are major capital projects generally reliant to some degree on the limited debt capacity of CSU as financed using Systemwide Revenue Bonds Self-Support (SRB-SS). This category also includes third-party Public-Private and Public-Public Partnership (PPP) entity financing, donor funded projects, grant funded projects, financed energy projects, and projects financed with a power purchase agreement (e.g. photovoltaic solar). A campus may submit a maximum of one major capital Self-Support project in the action year, one project for year 2, and up to three projects per years 3 through 5. Financed projects will be prioritized in recognition of debt capacity limitations. Proposed projects are to be placed in the appropriate budget year showing full funding (PWCE) and all fund sources. Projects may only be shown in the action year if a financial plan has been submitted to and approved by Financing and Treasury.
- Greenhouse Gas Emissions – This section summarizes the cumulative year-to-year project impacts on campus greenhouse gas (GHG) emissions as reported in the individual project description form 1-4. CPDC form 1-4.5 is to be used to provide enhanced estimates of project greenhouse gas emissions to be inserted in Section F of the form 1-4.

## Background

- a) Fund Types – The Capital Outlay Program form 1-1 can be used by campuses to propose project funding from multiple sources as available including operating funds, state funds, donor funds, third-party funds, and/or self-support program funds. The list of categorical fund types has been expanded to help track the various fund sources. The expanded list incorporates the use of campus operating reserves designated for capital use including improvements and maintenance per the change in CSU's funding authority.

DESIGNATED CAMPUS IMPROVEMENTS (Campus-I)  
DESIGNATED CAMPUS MAINTENANCE (Campus-M)

DEFERRED MAINTENANCE – State (DM)  
CAP & TRADE – State (C&T)

CSU RESERVES (CSU)

SELF-SUPPORT RESERVES  
Associated Students Incorporated (ASI)  
Auxiliary/Foundation (Aux)  
Continuing Education (CE)  
Faculty/Staff Housing (FH)  
Health Center (Hlth)  
Parking (Pkg)  
Student Housing (SH)

SYSTEMWIDE REVENUE BONDS  
Academic Program (SRB-AP)  
Self-Support (SRB-SS)

OTHER  
Donor (Don)  
Energy/Power Purchase Agreements (Eng)  
Grants (Gra)  
Public-Private/Public Partnership (PPP)

- b) Academic Projects – On-campus and off-campus projects, including academic, administrative, and infrastructure support projects may be approved in the action year Capital Outlay Program as CSU funded or debt financed Academic projects. Projects may be financed through a multi-source structure under the authority of the Bond Act. A campus president may also propose academic projects financed by donor or grant funds, or with an auxiliary organization or third-party entity financing.
- c) Self-Support Projects – To use the limited debt capacity of CSU in the most cost effective and prudent manner, all revenue-based on-campus student, faculty, and staff rental housing, dining, parking, student union/recreation center, health center, and continuing education capital projects will be financed by the Trustees using a broad systemwide multi-source revenue pledge under the authority of the Bond Act in conjunction with the authority of the Trustees to collect and pledge self-support revenues. Projects that primarily serve student support functions will be classified as self-support projects in the Five-Year Plan. This category includes PPP financing. Planning guidelines for self-support projects require financial plans and market studies, when applicable, to establish the operational viability of proposed self-support funded capital outlay projects. The state may provide land for these projects subject to CSU Executive Orders.