



# Facility Program Plan Waiver Application

## *For Reference Only*

CRS 2-3-1304.6 states: “It is declared to be the policy of the general assembly not to acquire a capital asset or **authorize or initiate any program or activity requiring capital construction**, except programs or activities for controlled maintenance or capital renewal, **for any state agency or state institution of higher education unless the program or activity is an element of the facilities program plan** for the agency or institution and such facilities program plan has been approved by the state architect as set forth in section 24-30-1311”

CRS 24-30-1303 t(1): “The state architect may not recommend capital construction project requests if such projects are not included in the state agency's facility program plan that is approved as required in [section 24-30-1311](#), unless the **state architect determines that there exists a sound reason why the requested project is not included in the facility program plan.**”

## **Agency Information:**

- i. Requestor Name and Contact Information (Email/Phone).
- ii. Executive Director name and Contact Information (Email/Phone).

## **Project Overview**

- i. Brief abstract of the project's scope
- ii. Brief abstract of the justification
- iii. Brief abstract of the project's congruence with long-range planning

## **Justification**

- i. An analysis of existing program data
- ii. An analysis of existing physical conditions in relation to existing program data and deficiencies
- iii. Projected program data (FTE/Client projections) and design requirements in relation to existing conditions in the next 5 years

## **Alternatives**

- i. Lease/Rent
- ii. Real property acquisitions and dispositions
- iii. New construction vs. Renovation

## **Design Criteria**

- i. Square footage needs based on program standards
- ii. Security requirements
- iii. Technology
- iv. Sustainability
- v. Regulatory certification requirements
- vi. Must include immediate as well as 5-year projection
- vii. Site Requirements, if applicable
- viii. Total square footage needs

## **Implementation Criteria:**

- i. Cost - Should directly correlate to the OSA CC-C form
- ii. Phasing and project delivery method
- iii. Project Schedule
- iv. Funding Strategy

## **Attestations**

This waiver is valid for three (3 years) after which time the FPP or FMP waiver will need to be recertified.

By signing below, we hereby certify, in accordance with CRS §24-30-1303 t (1), that we have determined that the documentation presented is adequate to provide a waiver from the requirements of submitting a Facility Program Plan to the Office of the State Architect for approval.

## **Signatures:**

- Executive Director
- Delegate or Preparer
- State Architect

Office of the State Architect

Statewide Planning Program

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