

**STATE OF COLORADO
OFFICE OF THE STATE ARCHITECT
FY 2025-26 ANNUAL VERIFICATION CHECKLIST (Virtual Call or On-Site Meeting)**

Date:

Agency/Institution:

SBP Delegate/Contact:

The OSA Annual Instructions can be found on the [“Annual Budget Instructions & Forms \(CCCR - CM\)” webpage](#).

The OSA Annual Reports for recent and previous years are available on the [“OSA Annual Reports” webpage](#).

MEETING AGENDA

A). Legislation Update:

- HB24-1430, Long Bill: Signed on April 29, 2024. 6-month encumbrance deadline will be Oct. 29, 2024.** Project numbers will be included on the Status Reports if available or sent out when shared with OSA.
- HB23-1057, Amenities for All Genders In Public Buildings:** Restroom Signage Funds Request form available on OSA’s website. All signs updated by July 2025.
- HB22-1362, Building Greenhouse Gas Emissions:** Model Energy Code.
- Buy Clean Colorado Act (BCCO):** Applicable to public work projects (>\$500,000) with original design solicitations beginning on or after January 2024. [OSA's BCCO website](#)
- SB24-005, Concerning the Conservation of Water in the State Through the Prohibition of Certain Landscaping Practices:** DPA cannot approve can’t any nonfunctional turf, artificial turf, or invasive plant species in a project request. Cannot be installed on projects were design commences after Jan. 1, 2025
- HB24-1422, Revise CR-CM threshold** The CC/CM threshold has increased to \$4.7 million. Please refer to the latest OSA Alert for guidelines. No other threshold requirements have changed.
- HB24-1466 SLFRF Funding Exchange** State Controller is taking the lead on policy. Please follow separate OSA Alerts as they are sent out/posted.

B). Brief Review of FY 2025-26 CCCR and CM Budget Request Submission Instructions:

- Budget Request Submission Schedule**, including submission of all CCCR Project Requests on **July 3, 2024** and CM Project Requests on **July 7, 2024** to OSA copied to CDHE and OSPB.
- Annual Facility Management Reporting**
 - Asset Management Strategy Plan
 - Building Inventory Report
 - Action Plan for Code Compliance: include updates of Fire Department/Agency Memorandum of Understanding(s). [Many are expired.](#)
 - Vacant Facilities Management Plan
 - Acquisitions and Dispositions
 - Energy Performance Contracts and High Performance Certification Program
- All submissions / revisions are emailed to dpa_statebuildings@state.co.us and the Primary OSA Reviewer**

C). Review of Status Reports for all open Construction Projects:

- On-going appropriated CCCR and CM projects and cash funded CCCR projects above \$2 million dollars.** [There will be an emphasis on SLFRF encumbrances and spending to report to the Governor’s Office.](#)
- Emergency Controlled Maintenance on-going or emergent projects.**

D). Review of Five-Year Plans for FY 2025-26:

- Updated CCCR and CM Project Requests provided by each agency/institution for the conference call.
- CCCR and CM Project Requests for FY 2025-26** are to be included in the Project Request Five Year Plans for FY 2025-26 and are determined from the identified building and infrastructure deficiencies in the Building Inventory Report. Remember to include 1% Accessibility Upgrades on all general funded requests.

E). In-Depth Review of FY 2025-26 CCCR / CM Project Request Narratives and Cost Estimates:

- Performed during the virtual call or the on-site review