

**STATE OF COLORADO
OFFICE OF THE STATE ARCHITECT**



FY2025-26 BUDGET REQUEST SUBMISSION INSTRUCTIONS

For:

STATE AGENCIES

- CAPITAL CONSTRUCTION and CAPITAL RENEWAL PROJECT REQUESTS

And;

STATE AGENCIES AND INSTITUTIONS OF HIGHER EDUCATION

- CONTROLLED MAINTENANCE PROJECT REQUESTS

Including:

STATE AGENCIES AND INSTITUTIONS OF HIGHER EDUCATION

- ANNUAL FACILITY MANAGEMENT REPORTING

**STATE OF COLORADO
DEPARTMENT OF PERSONNEL & ADMINISTRATION
OFFICE OF THE STATE ARCHITECT**

FY2025-26 BUDGET REQUEST SUBMISSION INSTRUCTIONS

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COLORADO

Office of the State Architect

1525 Sherman St. 5th Floor
Denver, CO 80203

March 2024

State Buildings Program Delegates
Budget Directors
Facility Staff

Re: FY2025-26 Budget Request Submission Instructions

These are the FY2025-26 Budget Request Submission Instructions for state agency capital construction (CC) capital renewal (CR) project requests and state agency/institution of higher education controlled Maintenance (CM) project requests. This document also includes the Annual Facility Management Reporting requirements for state agencies and institutions of higher education that shall be completed and submitted regardless of construction project request submissions. Please review and adhere to the deadlines set forth in the Budget Request Submission Schedule in Section 1.9. The instructions have been coordinated with the Colorado Department of Higher Education (CDHE) and the Governor's Office of State Planning and Budgeting (OSPB).

OSA will review, approve, and recommend CCCR project requests for each state agency. OSA will review, approve, and prioritize CM project requests for each state agency and institution of higher education. OSA will submit the reviewed CCCR and CM projects directly to OSPB and to the Capital Development Committee (CDC). OSA will provide a technical review for CDHE of their CR project requests.

Colorado Commission on Higher Education (CCHE) will review and approve CCCR project requests for each institution of higher education and will submit recommendations directly to OSPB (with copies to OSA) and to the CDC.

OSPB will compile a prioritized "blended" list of state agencies' and institutions of higher education's CCCR and CM project requests derived from OSA's and CDHE's recommendations and will submit this list directly to the CDC.

These submission instructions and related forms have been updated and utilize the same format and content as in previous years with major revisions in the instructions and forms highlighted in **BLUE**. **Use only current fiscal year forms** in your FY2025-26 submittal.

- Statutory Citations have been added requiring institutions of higher education to provide CM funding plans for lease purchase agreements and limiting CM funding eligibility for academic facilities acquired, constructed, or repurposed after July 1st, 2018.
- Acquisitions and Dispositions that are part of a current year CC project request shall be submitted as one request with their CC project. Acquisitions and dispositions that are not part of a current year CC project request are defined in statute as CC and should be included in the budget request submittal process as individual CC requests. Please consult with OSA for additional clarity.
- Transmittal Forms should accompany the budget request submittals to OSA. There is a unique form for state agencies and a unique form for institutions of higher education.

- File Name Format shall contain the requesting agency's or institutions of higher education's (IHE) acronym, fiscal year, form name, priority number (if necessary), and project name. All photographs and site maps should use the same naming format. There are **NO dashes or underscores between identifiers** except in the fiscal year (FY##-##). Example: AAA FY23-24 CM N 03 FIRE. Long file names can be a problem as OSA has experienced issues with downloading and then opening these files. Please condense the file name as much as possible to reduce the potential for complications.
- Inflation Factors: An example has been added to illustrate the calculations to be used for current year and out-year project phases in Section 1.5, Inflation Factor.
- Building Life Cycle Cost (BLCC) Worksheet: As applicable to energy-consuming systems/components and building envelope systems with utility energy costs impacted by external climatic conditions for buildings greater than 20,000 gross square feet.
- Buy Clean Colorado (BCCO) Act: As applicable to state public projects for which the project cost exceeds \$500,000 and for which an agency of government issues a design solicitation on or after January 1st, 2024.
- Schedule: The due date to OSA for all budget request submittals, including all required facility reporting, is set forth in the Budget Request Submission Schedule in Section 1.9 without exception.
- In coordination with Executive Order D 2020 175, OSA continues to require all projects utilizing general funds **must have an ADA accessibility component**. Regardless of the type of request, a component of capital construction capital renewal (CCCR) controlled maintenance (CM) requests must include an accessibility improvement to the facility of the request. The improvement opportunities will be more fully explained in the instructions. New construction will naturally comply with ADA requirements and is exempt from this requirement.

SECTION 1: GENERAL INFORMATION (CCCR & CM) provides explanations for: intent, statutory authority, project request types and definitions, the budget request submission process, submittal forms, inflation factors, depreciation of capital assets, submission transmittal, the budget request submission schedule, and fiscal timelines.

SECTION 2: CAPITAL CONSTRUCTION CAPITAL RENEWAL (CCCR) provides explanations for: required facility planning documentation, evaluation criteria, and instructions for completing the CCCR budget request forms (Five Year Project Plan, Project Request Narrative, Project Request Cost Summary, Supplemental Narrative, and Supplemental Cost Summary). **CR project requests shall be submitted on the same forms as CC project requests and incorporated into a combined CC Five Year Plan.**

SECTION 3: CONTROLLED MAINTENANCE (CM) provides explanations for: eligibility requirements, project complexity, the priority multiplier, the project scoring system, and instructions for completing the CM budget request forms (Five Year Project Plan, Project Request Narrative, Project Request Cost Summary, and Controlled Maintenance Assessment Worksheet).

SECTION 4: ANNUAL FACILITY MANAGEMENT REPORTING provides instructions for completing the required OSA annual facility management reporting forms, which are separate from but align with the **mandatory** annual budget request submission process.

New for FY2025-26, OSA added the Water Management Plan reporting Tab to the Building Inventory / Infrastructure List Report. Refer to Section 4.4 for further instructions.

APPENDIX: STATUTORY AUTHORITY provides statutory citations describing the facility planning responsibilities for each state agency and the review, approval, and recommendation responsibilities of the Office of the State Architect (OSA) and the Governor's Office of State Planning and Budgeting (OSPB).

Terms and abbreviations are posted on the OSA web page.

As in previous years, OSA will schedule and conduct on-site verification at each agency/institution, scheduled this year for May and June. Prior to the scheduled on-site visit, OSA will send each agency/institution a checklist of topics to be discussed. **Each agency/institution will be required to provide at the on-site verification visit** preliminary updated CM and CCCR project status reports, a summary of facility planning efforts, and Five Year Plans with current year requests.

Lastly, thank you for your service to the State of Colorado as you care for our physical assets. Your work is, in many ways, the face of the people of Colorado. Your attention to the challenges our built environment faces is a testament to all of us at the Office of State Architect. We remain your partners and advocates in the coming year.

Sincerely,

Tana M. Lane, AIA
State Architect

STATE OF COLORADO
DEPARTMENT OF PERSONNEL & ADMINISTRATION
OFFICE OF THE STATE ARCHITECT

FY2025-26 BUDGET REQUEST SUBMISSION INSTRUCTIONS

• **SECTION 1: GENERAL INFORMATION**

All sections of these instructions apply to state agencies. Section 2: Capital Construction Capital Renewal does not apply to institutions of higher education (IHE). For IHEs' CCCR and supplemental project request submission instructions, refer to the Colorado Department of Higher Education (CDHE).

1.1 INTENT

The intent of these instructions is to outline the process for requesting capital construction capital renewal (CCCR), controlled maintenance (CM), and supplemental project funding. After reviewing submissions received through this process, the Office of the State Architect (OSA) will evaluate state agency CCCR requests, state agency CM requests, and IHE CM requests to make funding recommendations to the Governor's Office of State Planning and Budgeting (OSPB) and the Capital Development Committee (CDC) of the general assembly.

Additionally, these instructions include the mandatory forms as explained in Section 4.

Refer to the OSA website, osa.colorado.gov, for additional information about each OSA program's policies and procedures.

1.2 STATUTORY AUTHORITY

Refer to the Appendix for the statutory citations describing the facility planning responsibilities for each state agency and the responsibilities to review, approve, and make recommendations by the OSA and OSPB. For CDHE statutory authority, please refer to the Colorado Commission on Higher Education (CCHE), Department of Higher Education / Instruction Manual for Higher Education Facilities, Program Planning and Budgeting.

1.3 DEFINITIONS

A project qualifies for CC, CR, or CM if it meets the criteria as listed below. The CDC reviews cost thresholds for CC projects greater than \$500,000; CR projects greater than \$2,000,000 per phase; and CM projects more than \$15,000 but less than \$2,000,000 per phase as defined in Joint Rule 45.

A Capital Construction (CC):

CC project requests require a large and temporary outlay of funds for the acquisition, construction, renovation, and maintenance of capital assets which **exceed the Capital Outlay threshold of \$50,000**. For further definition of Capital Outlay projects please see Section D.

CC is considered **Program Driven** for projects arising out of an agency/institution's need to create, expand, relocate, or alter a program due to growth, advancing technology, changing methodology, or changing program delivery.

CC project requests must also have on files with the OSA a current, approved Facility Program Plan (FPP) to provide additional context. In addition to a FPP, CC project requests may include supplemental planning documents, such as Operational Master Plans (OMP), Facilities Master Plans (FMP), and Facility Condition Assessments (FCI). Note that FMPs shall be updated every 10 years and Facility Condition Assessments should be updated every 3 to 5 years.

C.R.S. § 24-30-1301(2) defines capital construction as:

- Acquisition of a capital asset or disposition of real property;

- Construction, demolition, remodeling, or renovation of real property necessitated by changes in the program, to meet standards required by applicable codes, to correct other conditions hazardous to the health and safety of persons which are not covered by codes, to effect conservation of energy resources, to effect cost savings for staffing, operations, or maintenance of the facility, or to improve appearance;
- Site improvements or development of real property;
- Installation of the fixed or moveable equipment necessary for the operation of new, remodeled, or renovated real property, if the fixed or movable equipment is initially housed in or on the real property upon completion of the new construction, remodeling, or renovation;
- Installation of the fixed or movable equipment necessary for the conduct of programs in or on real property upon completion of the new construction, remodeling or renovation;
- Contracting for services from architects, engineers and other consultants to prepare plans, program documents, life-cycle cost studies, energy analyses and other studies associated with capital construction and to supervise construction or execution of such capital construction.

B Capital Renewal (CR):

CR is considered **Maintenance Driven** for projects arising out of the deterioration of a facility's physical and functional condition, including site and infrastructure; the ability to comply with current building and life safety codes; and the ability to comply with other various certifications and standards that'd constitute a maintenance driven request and would be considered a CR project.

C.R.S. § 24-30-1301(3) defines capital renewal as:

- A controlled maintenance (CM) project of real property or more than one integrated controlled maintenance projects of real property with costs exceeding two million dollars per phase in a fiscal year and that is more cost effective or better addressed by corrective repairs or replacement to the real property rather than by limited fixed equipment repair, replacement, or smaller individual controlled maintenance projects.

The following expenses are NOT allowed in any capital construction (CC), CR, or CM budget request:

- Printing, publishing, photocopying, postage, certified mailings, long-distance telephone charges, and other costs related to preparing project budget requests
- Employee compensation or reimbursement for time performing project-related work regardless of the work performed

C Capital Construction Information Technology Projects:

Information Technology projects are defined as information technology and computer-based equipment and related services designed for the storage, manipulation, and retrieval of data by electronic and mechanical means, or both. The term includes, but is not limited to:

- Central processing units, servers for all functions, and equipment and systems supporting communications networks;
- All related services, including feasibility studies, systems design, software development, system testing, external off-site storage, and network services, whether provided by State employees or others;
- The systems, programs, routines, and processes used to employ and control the capabilities of data processing hardware, including operating systems, compilers, assemblers, utilities, library routines, maintenance routines, applications, application testing capabilities, storage system software, hand-held device operating systems, and computer networking programs; and
- The application of electronic information processing hardware, software, or telecommunications to support State government business processes.

Refer to OSPB's and CDHE's instructions for information technology project requests. OSPB and CDHE (not OSA) will review and prioritize IT projects for consideration by the Joint Technology Committee (JTC).

D Capital Outlay Projects:

Capital Outlay projects are minor construction, renovation, or routine maintenance and smaller information technology projects costing less than \$50,000 or as noted below. These projects may be requested and **paid from an operating budget**. This does not include CCCR or CM projects as noted above. It includes operating expenses such as:

- Equipment, meaning motor trucks designated over three-quarters of one ton, tractors, trailers, snowmobiles, boats, machinery, reference books, office furniture, file cabinets, typewriters, adding and calculating machines, and other business machines having a useful lifetime of one year or more; or other items including but not limited to tools, implements, and instruments which may be used continuously without material change in physical condition, costing more than \$100 and less than \$50,000.
- Alterations and replacements, including major and extensive repair, remodeling, or alteration of buildings, the replacement thereof, or the replacement and renewal of the plumbing, wiring, heating, and air conditioning systems therein, costing less than \$50,000.
- New structures, defined as construction of new buildings where the cost will be less than \$50,000, including the value of materials and labor, either state-supplied or supplied by contract.
- Non-structural improvements to land, meaning the grading, leveling, drainage, and landscaping thereof and the construction of roadways, fences, ditches, sanitary sewers, and storm sewers, where the cost will be less than \$50,000.

OSPB should be notified of all Capital Outlay projects and, in consultation with the OSA, will review on a case by case basis (if needed) to confirm that Capital Outlay does not include those items defined as capital construction by C.R.S. § 24-75-301.

E Controlled Maintenance (CM):

CM project requests are defined in Joint Rule 45 as requests for projects with a total cost of more than \$15,000 but less than \$2,000,000 per phase.

CM is considered **Maintenance Driven** for projects arising out of the deterioration of a facility's physical and functional condition, including site and infrastructure; the ability to comply with current building and life safety codes; and the ability to comply with various certifications and standards.

(See also Section 1.3(F), Emergency Controlled Maintenance)

C.R.S. § 24-30-1301(4) defines controlled maintenance as:

- Corrective repairs or replacement, including improvements for health, life safety, and code requirements, used for existing real property; and
- Corrective repairs or replacement, including improvements for health, life safety, and code requirements, of the fixed equipment necessary for the operation of real property, when such work is not funded in a State agency or State institution of higher education's operation budget.
- Contracting for the services of architects, engineers, and other consultants to investigate conditions and prepare recommendations for the correction thereof, to prepare plans and specifications, and to supervise the execution of such controlled maintenance projects as provided through an appropriation by the general assembly.

C.R.S. § 24-30-1303.9(6) further defines controlled maintenance as:

- Any corrective repairs or replacement as part of a controlled maintenance project must be suitable for retention or use for at least five years.

C.R.S. § 24-30-1303.9(10) further defines controlled maintenance as:

- Controlled maintenance funds may be used for academic facilities as defined in C.R.S. § 23-1-106 (10.3).

C.R.S. § 24-82-801(1)(a)(II)(A) defines controlled maintenance for lease purchase agreements:

- Each bill enacted by the general assembly on or after August 8, 2018, that the State agency or State institution of higher education entering into a lease purchase agreement, present a plan for funding the controlled maintenance needs of the real property starting on the sixteenth year after substantial completion or date of acquisition for the next twenty-five years.

C.R.S. § 23-1-106-(10.2)(a)(III) defines controlled maintenance funds may not be used for:

- Academic facilities acquired or constructed or auxiliary facilities repurposed for use as an academic facility from cash funds occurring on or after July 1, 2018, the facility is not eligible for controlled maintenance funding.

C.R.S. § 24-30-1303.9(7)(a) defines controlled maintenance funds may not be used for:

- Corrective repairs or replacement of real property and replacement or repair of the fixed or movable equipment necessary for the operation of real property when such work is funded in a state agency's or state institution of higher education's operating budget;
- Auxiliary facilities as defined in C.R.S. § 23-1-106 (10.3);
- Leasehold interests in real property;
- Any work properly categorized as capital construction.

C.R.S. § 24-30-1303.9(7)(b) further defines controlled maintenance funds may not be used for:

- Minor maintenance projects shall not be accumulated to create a controlled maintenance project, nor shall minor work be accomplished as part of a controlled maintenance project unless the work is directly related to the project.

F Emergency Controlled Maintenance Projects:

Any building or a portion of any building that poses an imminent risk due to unsafe conditions shall promptly be addressed and immediately reported to the Office of the State Architect (OSA).

For general funded buildings, academic buildings, or associated infrastructure emergencies that pose a threat to public health, welfare, or safety and the expense is anticipated to be over \$5,000, the agency must notify OSA and the applicable Office of Risk Management to determine if the conditions meet the criteria for funding. Refer to the OSA policy at <https://osa.colorado.gov/state-buildings/emergency-projects>.

G Funding Source:

- **CCF** means Capital Construction Funds. These monies include funds appropriated or transferred into the Capital Construction Fund, which is designated as a reserve fund in C.R.S. § 24-75-302 (1)(a).
- **CF** means Cash Funds. Cash Funds are those funds derived from sources such as fees, tuition, other earmarked funds, grants, donations, damage awards, revenues from designated enterprise functions (student housing and dining, bookstore, student union, etc.), and from sales of property if authorized (consult with OSPB or CDHE). The General Assembly may also appropriate funds to a cash fund or trust fund from another source.
- **RF** means Reappropriated Funds. These monies include funds appropriated more than once in the same fiscal year and typically have been transferred from one agency to another.
- **FF** means Federal Funds. Federal Funds are any funds received directly from the federal government and include categorical or block grants not necessarily available for uses outside of those specified in the grant award.
- **HUTF** means the Highway Users Tax Fund. HUTF revenue sources include gas and special-fuel taxes, fines, license plate fees, driver's license fees, motor vehicle title and registration fees, and passenger-mile taxes. The Colorado Constitution requires that motor vehicle license and registration fees and gas taxes be used exclusively for the construction, maintenance, and supervision of the State's highways. The Colorado State Patrol can use HUTF revenues for capital construction projects. The distribution to the Colorado State Patrol is taken "off-the-top"

before the formula allocation of the HUTF to the highway fund, counties, and cities. The "off-the-top" limit is calculated on the previous year's base. It is not a proportion of revenues going to HUTF, nor is there a specific monetary cap. C.R.S. § 43-4-201 (3)(a)(I)(B) limits the "off-the-top" HUTF expenditures for highway supervision to 6% annual growth.

- **Multiple Funding Sources** for the purpose of these instructions mean there are a combination of funding sources.

H Life-Safety:

For a project to be considered critical the project must predominately address facility deficiencies (code compliance) related to the health, safety, and welfare of the occupants and the public. The request will be considered with respect to the significance of the hazard, or risk the facility conditions pose, and the immediacy of the time frame requested to address those concerns.

I Loss-of-Use:

A project may be considered critical if it addresses imminent loss-of-use due to facility deficiencies. These projects predominately address facility deficiencies related to imminent failure of mechanical, electrical, structural systems, etc., standards, and/or accreditation requirements of a program. Critical loss-of-use projects would directly result in the inability of that program to function in the related area and/or the funding necessary to sustain that program.

J Project Funding Types:

General Funded projects can use Capital Construction Funds (CCF), or Capital Construction Funds and a mixture of cash funds. These projects are reviewed and approved by OSA and recommended to OSPB.

Cash Funded projects are funded with either 100% cash funds (CF) or a mixture of cash funds, reappropriated funds (RF), federal funds (FF), or highway user tax funds (HUTF). Cash funded projects are not prioritized with general funded projects. Once reviewed and approved by OSA, they are recommended to OSPB.

Both General Funded and Cash Funded projects shall be reflected in the CCCR Project Request Five Year Plan (CCCR 5P), submitted on the CCCR Project Request Cost Summary (CCCR CS), and the CCCR Project Request Narrative (CCCR N) forms sent to OSA and copied to OSPB or CCHE for review and approval. These request submissions are due to OSA and OSPB or CCHE per Section 1.9, Budget Request Submission Schedule.

K Supplemental Project Requests (for State Agency CCCR Projects):

A supplemental is used to make a request for additional funds and/or a change in scope to a previously approved capital construction or capital renewal project, regardless of funding source, per the supplemental criteria below. A supplemental might also be used to request funds for a new project if an unexpected urgent need arises. These projects are not required to include ADA improvement because of the scope of their requests.

Supplemental requests are used to add funds, reduce funds, change the approved scope of a project or source of funding, extend the amount of time an agency has to spend an appropriation, or to make other technical corrections during the legislative session.

Supplemental requests are due to OSA (with a copy to OSPB) and if approved, are forwarded to the Capital Development Committee (CDC) and the Joint Budget Committee (JBC) by OSPB per Section 1.9, Budget Request Submission Schedule.

L 1331 Emergency Supplemental Requests:

1331 emergency supplemental requests are limited to emergency situations that require legislative action between legislative sessions. 1331 emergency supplemental requests are allowed under the provisions of C.R.S. § 24-75-111. This process has been used to address emergency issues that cannot wait to be addressed through the regular supplemental process.

For 1331 emergency supplementals, the CDC and JBC can direct the State Controller to issue CCCR spending authority without the passage of a bill. If approved by the JBC, these requests require subsequent approval by the General Assembly in the next legislative session.

1331 emergency supplemental requests shall be submitted to OSA and copied to OSPB any time during an interim between legislative sessions. All state agencies must obtain approval from OSA and OSPB before 1331 emergency supplemental requests are forwarded to the CDC by OSPB.

1331 Emergency Supplemental Criteria:

In the past, the JBC directed that supplemental requests be based on one of the following criteria:

- An emergency or result of a natural disaster;
- A technical error in calculating the original appropriation;
- Data which was not available when the original appropriation was made, and/or;
- An unforeseen contingency, such as a significant workload change.

M Real Property:

Real property means a facility, State-owned grounds around a facility, a campus of more than one facility and the grounds around such facilities, State-owned fixtures and improvements on land, and every State-owned estate, interest, privilege, tenement, easement, right-of-way, and other right in land, legal or equitable, but not including leasehold improvements as defined by C.R.S. § 24-30-1301(15)(a).

Real property does not include the following as defined by statute:

- Land or any interest therein acquired by the Department of Transportation and used, or intended to be used, for right-of-way purposes;
- Land or any interest therein held by the Division of Parks and Wildlife and the Parks and Wildlife Commission in the Department of Natural Resources and;
- Public lands of the State or any interest therein are subject to the jurisdiction of the State Board of Land Commissioners.

Acquisition or disposition of real property is considered capital construction. Acquisitions and dispositions for state agencies requires review by the OSA at the conceptual phase. Contact OSA for assistance with the review process and subsequent approvals. Institutions of higher education should contact CDHE.

1.4 BUDGET REQUEST SUBMISSION PROCESS

A OSPB Responsibilities:

OSA annually reviews and approves State funded capital construction, capital renewal (CCCR) requests and also prioritizes controlled maintenance (CM) requests. The Governor's Office of State Planning and Budgeting (OSPB) annually reviews, approves, and prioritizes the Colorado Commission on Higher Education's (CCHE) recommendations for institutions of higher education's (IHE) CCCR requests. Once they have completed this process, they create one prioritized list of requests from both state agencies and IHEs. OSPB submits this list to the CDC.

OSPB also reviews and approves all state agency 100% cash funded projects and provides a non-prioritized CCCR cash funded list to the Capital Development Committee (CDC).

OSPB does not review or prioritize 100% cash-funded projects for IHEs. These go directly to the CDC from the CCHE at the same time OSPB submits their list of CCCR and CM (by level) recommendations.

In prioritizing a project, financial feasibility and conformance with established planning guidelines will be considered. In order to be considered, requests must be well-defended and have all the completed forms and requirements whether or not they had been submitted and approved in a prior

year. The requests also need to meet the requirements of Section 1.9, Budget Request Submission Schedule.

Unlike other budget documents, only OSPB submits approved and prioritized State funded capital requests directly to the CDC. The CDC will submit their statewide list of funding recommendations to JBC. State agencies should not submit any request directly to the CDC or the JBC. Any requests submitted directly to the CDC or the JBC are considered unapproved by OSPB and OSA. **OSPB may not prioritize all project recommendations that it receives from the OSA.**

B OSA Responsibilities:

OSA reviews, approves, and recommends all general funded and cash funded capital construction, capital renewal (CCCR) project request documents received directly from state agencies. OSA reviews, approves, and prioritizes all controlled maintenance (CM) project request documents received directly from state agencies and institutions of higher education. These requests are due to OSA with a copy to OSPB per Section 1.9, Budget Request Submission Schedule. Requests not received by the established deadline at OSA may not be approved. Recommendations made by OSA are derived from the evaluation criteria in these instructions.

OSA also reviews and approves all supplementals and 1331 emergency supplementals from state agencies. Supplementals are due to OSA and copied to OSPB per Section 1.9, Budget Request Submission Schedule.

OSA will receive from CDHE a copy of CCCR project requests, supplementals, and 1331 emergency supplementals for institutions of higher education (IHE). OSA will review and make comments to CDHE for the CR projects. OSA will review and make comments as requested by the Colorado Department of Higher Education (CDHE) for CC, supplementals, and 1331 emergency supplementals.

Prior to the submission due date, OSA staff will conduct site verification visits at all state agencies and institutions of higher education during the months of May and June. The site visit will review the status of all on-going CCCR CM appropriated projects and review preliminary project requests for the next fiscal year. A Site Verification Checklist will be forwarded to all state agencies and institutions of higher education from OSA requesting specific preliminary information prior to the scheduled site visit. Only project requests that are identified and field verified by OSA staff during the site verification visit shall be submitted per Section 1.9, Budget Request Submission Schedule. Requests not received by the established deadline at the OSA may not be reviewed or approved.

After the submission due date and after their review, the OSA staff will email questions to the departments. Departments are then required to resubmit signed requests incorporating written responses as approved by OSA by the end of September.

If during the legislative process a state agency has their CC or CR project request modified by OSPB or CDC, the state agency is required to re-submit revised and signed CCCR N and CCCR CS project forms to OSA and copied to OSPB.

C CDHE Responsibilities:

CDHE reviews and approves all general funded and cash funded CCCR and Supplemental project request documents received directly from IHE. These requests are due to CDHE per their instruction and their Budget Request Submission Schedule.

CDHE will send a copy of the approved CCCR project requests to OSA. OSA will review and make comments to CDHE for the CR project requests. CDHE then sends their recommendations for general funded CCCR project requests to CDC (copied to OSPB and OSA) for prioritizing per their instruction and their Budget Request Submission Schedule section. CDHE will send their approved CCCR Five Year plan spreadsheet to OSA.

CDHE also sends to the CDC a list of 100% cash funded institutions of higher education projects.

1.5 INFLATION FACTOR

OSPB recommends that agencies/institutions use industry standard construction cost data references, such as the Engineering News Record (ENR) building cost index, RS Means Cost Data or other national construction cost estimating resource. Apply a four-year average of the historic indexes. OSPB further recommends using the regional average instead of the Denver specific percentages. Estimates shall be based on the mid-point of the construction period included in the request. If other assumptions are used, they should be fully justified in the document.

Agencies/institutions shall indicate the justified inflation factor for the current year project request for each major component listed on the Capital Construction Capital Renewal Project Request Cost Summary (CCCR CS) and the Controlled Maintenance Project Request Cost Summary (CM CS). Once the justified inflation factor is determined for the current year project request, the same inflation factor shall be applied to all out-year project request phases (as applicable) as if the entire project were to be funded in a single appropriation. As out-year phases are requested in future years, the inflation factor shall be re-estimated for each year and added equally to all remaining unfunded out-year project request phases until all project phases have been funded or terminated.

Example: A three phase project with the contractor's estimated project costs being \$600,000 for phase one; \$550,000 for phase two; and \$775,000 for phase three. Phase one design will take 3 months and construction will last 1 year. It is assumed the current estimate was dated July of the submittal year, the project is appropriated, and its funds are available in July of the following calendar year. Based on this, there are 21-months from the estimate to the midpoint of construction (12 months from estimate to the appropriation + 3 months for design + 6 months to midpoint of construction = 21 months = 1.75 years). This example assumes a justified inflation rate of 6% per year, compounded annually. **Each agency/institution shall establish and justify the inflation factor appropriate for the project.** The Budget Request Submittal Cost Summary forms provided for each phase would reflect:

Phase One (current year request):	= \$664,620
[\$600,000 + (6% x 1yr) = \$636,000; \$636,000 + (6% X 0.75yr)]	
Phase Two (out-year request):	= \$609,235
[\$550,000 + (6% x 1yr) = \$583,000; \$583,000 + (6% x 0.75yr)]	
Phase Three (out-year request):	= \$858,468
[\$775,000 + (6% x 1yr) = \$821,500; \$821,500 + (6% x .75yr)]	
Total Project Costs:	= \$2,132,323

When the next out-year (phase two) request is submitted, additional inflation for a period of one year would be added to that current year request and the same inflation to the remaining out-year budget, however no other project costs shall be changed. The same methodology is to be used for the phase three submittal when submitted.

In addition, a justification of all inflation assumptions is required on the CCCR Project Request Narrative (CCCR N) and CM Project Request Narrative (CM N) forms.

1.6 APPRENTICESHIP AND PREVAILING WAGE

Beginning July 1st, 2021 all construction projects over \$500,000 were required to follow C.R.S. § 24-92-115, prevailing wage for public projects and all construction projects \$1 million or more must utilize apprentices unless federally funded. Agencies and institutions of higher education should include the effect of this requirement on budget requests. Higher education projects approved by their governing board on or before July 1st, 2021 remain exempt.

C.R.S. § 24-92-115, Apprenticeship Utilization Requirements Mechanical, Electrical, and Plumbing Contracts – Public projects of one million dollars or more requires the general contractor to identify during contracting, the contractors or subcontractors that will be used for all mechanical, sheet metal, fire suppression, sprinkler fitting, electrical, and plumbing work on the project. Contractors must certify that all firms identified participate in apprenticeship programs registered with the United

States Department of Labor's employment and training administration or state apprenticeship councils recognized by the United States Department of Labor.

C.R.S. § 24-92-201, Prevailing Wage for Public Projects – An agency/institution shall specify in the solicitation for a public project in the amount of \$500,000 or more, the general prevailing rate of the regular, holiday and overtime wages paid and the payments on behalf of employees to the welfare, pension, vacation, apprentice training, and education funds existing in the geographic locality for each employee needed to execute the contract or work. Higher education projects approved by their governing board on or before July 1st, 2021 are exempted from Prevailing Wage.

While DPA/OSA will provide the wage rates and Apprenticeship Contribution rates by geographic area prior to posting a solicitation, it is upon the agency/institution to include these rates and track the wage payment throughout the life of the project. New budget requests will need this factored into the construction budgets. Carry-over requests will need a percentage added to their budget to accommodate these additional requirements.

1.7 BUDGET REQUEST SUBMISSION TRANSMITTAL

State departments shall use the OSA T (State) form to accompany all submissions for CCCR project requests, CM project requests, and the annual facility management reporting forms. State departments only send to OSPB their CCCR project requests (CCCR 5P, CCCR N, and CCCR CS) accompanying the OSA T (State) form per Section 1.8, Submittal Forms.

Institutions of higher education (IHE) shall use the OSA T (IHE) form for the submissions of their CM project requests and the annual facility management reporting forms. The form is available on OSA's website along with all required CCCR and CM request forms.

IHEs are required to use the Colorado Department of Higher Education (CDHE) transmittal form for their CCCR submissions to CDHE.

State agencies and IHEs shall submit an electronic version of all required forms attached to the appropriate OSA T transmittal form per Section 1.9, Budget Request Submission Schedule. The initial electronic submittal shall be addressed to OSA at our main email address: dpa_statebuildings@state.co.us as well copied to the agency's Primary OSA Reviewer. Initial electronic submittals shall be sent either by email, copied to a shared Google drive, or posted to a Department FTP (File Transfer Protocol) site. The files are to follow the OSA naming formatted as indicated in the cover letter and on the OSA website. **All photographs and site maps should use the same naming format.** Each file name should identify the **agency acronym first, the fiscal year, the form name and if necessary, project name.** i.e. ABC FY22-23 OSA T (IHE). In order for OSA to properly assist agencies and institutions, **the files must be sent with the proper naming format AND the current year's forms must be used.** Failure to do so will cause delay of response or may cause omission in a review of the request for the Annual Report. Naming files in this manner has been an ongoing request from OSA and it is imperative that the agency/institutions abide by this mandate. **Long file names are a problem as OSA has experienced issues with downloading and opening these files.** Please condense the file names as much as possible to reduce the potential for complications.

Per Section 1.8, Submittal Forms and referenced in the OSPB column, please submit to **Tammy Pacheco at OSPB, gov_ospb_capital@state.co.us, or Keith Jacobi at OSPB for IT Capital.**

All follow-up requested documents with the updated items identified shall be emailed directly to the **agency's Primary OSA Reviewer** and dpa_statebuildings@state.co.us.

1.8 SUBMITTAL FORMS

The OSA Delegate is the primary contact for all correspondence relating to the annual submittal. OSA forms are updated on an *annual basis*. All state agencies and IHE must submit using the updated forms. All forms shall be submitted in the Word or Excel format as identified in the charts below. In addition, a PDF should be made of the submittal with the proper signing authority

signature (as required on the forms) and submitted in addition to the original documents. If revisions are requested by OSA, the final OSA requested and approved version is required to be re-signed and copied to OSA and OSPB as indicated by the charts below.

For the purpose of explaining a project request, photographs may be embedded in the project narrative. Because OSA may need the photographs and site maps in our Annual Report, OSA does require that all photographs and site maps utilized in the narratives shall also be submitted individually in one of the formats listed in the following chart and named appropriately according to project. Back-up information to support the narrative or cost summary should be submitted with the project requests.

For all spreadsheets, do not enter values by inserting a link to other workbooks. **Always enter the value, not a link.**

OSA will only provide a draft Excel file of their Construction Project - Status Report (OSA-CSR) for updating prior to each agency/institution OSA site verification visit. Agencies/institutions are required to have draft versions of all forms at OSA site verification visits.

All forms are available at the OSA web site <https://osa.colorado.gov/state-architect/annual-budget-instructions> as indicated below:

CAPITAL CONSTRUCTION FORMS (Section 2). (Available on OSA/CDHE websites, as applicable)

Form ID	Title	Document Type	Copy OSPB
CCCR 5P	Capital Construction Capital Renewal Project Request - Five Year Plan <i>(Required annual submission to OSA, whether or not current fiscal year project requests exist)</i>	Excel	YES
CCCR N	Capital Construction Capital Renewal Project Request - Narrative	Word	YES
CCCR CS	Capital Construction Capital Renewal Project Request - Cost Summary	Excel	YES
S CCCR N	Supplemental Capital Construction Capital Renewal Project Request - Narrative	Word	YES
S CCCR CS	Supplemental Capital Construction Capital Renewal Project Request - Cost Summary	Excel	YES
Photographs	Photographs shall be submitted individually in one of the formats listed AND named appropriately per project. Photographs may be grouped by project.	JPEG or PDF	YES

CONTROLLED MAINTENANCE FORMS (Section 3). (Available only on the OSA website)

Form ID	Title	Document Type	Copy OSPB
CM 5P	Controlled Maintenance Project Request – Five Year Plan <i>(Required annual submission to OSA, whether or not current fiscal year project requests exist)</i>	Excel	NO
CM S	Controlled Maintenance Project Request – Summary <i>(Required to be submitted to OSA annually whether or not current fiscal year project requests exist)</i>	Excel	NO
CM N	Controlled Maintenance Project Request - Narrative	Word	NO
CM CS	Controlled Maintenance Project Request - Cost Summary	Excel	NO

Photographs	Photographs shall be submitted individually in one of the formats listed AND named appropriately per project. Photographs may be grouped by project.	JPEG or PDF	NO
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ANNUAL FACILITY MANAGEMENT REPORTING (Section 4). (Available on the OSA website)
Required to be submitted to OSA annually whether or not project requests are submitted.

Form ID	Title	Document Type	Copy OSPB
OSA T (State)	OSA Transmittal Form for State Departments	Word	YES
OSA T (IHE)	OSA Transmittal Form for Institutions of Higher Education (<i>CDHE CCCR Transmittal Form on CDHE's website</i>)	Word	YES
OSA AMSP	Asset Management Strategy Plan	Word	NO
OSA CSR	Construction Project Status Report	Excel	NO
OSA BI	Building Inventory Report	Excel	NO
OSA K	Action Plan for Code Compliance Exhibit K	Word	NO
OSA VFMP	Vacant Facility Management Plan	Word	NO
OSA AD	Acquisitions and Dispositions Report	Word	NO
OSA EPC	Energy Performance Contract Report	Word	NO
OSA HPCP	High Performance Certification Program	Word	NO
Photographs	Photographs shall be submitted individually in one of the formats listed AND named appropriately per project. Photographs may be grouped by project.	JPEG or PDF	NO

1.9 BUDGET REQUEST SUBMISSION SCHEDULE

March	6	OSA issues Budget Request Submission Instructions online for capital construction capital renewal (CCCR), controlled maintenance (CM), and annual facility management reporting.
May	See OSPB Budget Cycle Calendar *	1331 Emergency Supplemental project requests from state agencies due to OSA and copied to OSPB.
	Starts in May	OSA commences on-site verification of project requests and facility management documentation (to be submitted June 22).
	6	Last date to submit FPPs to OSA for state agencies' current year CC project requests.
June	19-22	OSA compiles preliminary recommendations for institutions of higher education CR project requests for submission to CDHE.
	30	OSA completes on-site verification of CCCR CM project requests and facility management reporting.
July	3	All state agencies CCCR budget submission requests and institutions of higher education CCCR Five Year Plans due to OSA with copies to OSPB.
	7	All CM budget submission requests and annual facility reporting due to OSA.
	14	OSA submits preliminary recommendations for CM project requests and state agencies CCCR project requests to OSPB.
August	See OSPB Budget Cycle Calendar *	1331 Emergency Supplemental project requests from state agencies due to OSA with copies to OSPB.
	17	OSA submits reviewed state agencies cash funded and non-cash funded CCCR project requests to OSPB.
September	See OSPB Budget Cycle Calendar *	Supplemental CCCR project requests for prior appropriated projects from state agencies due to OSA with copies to OSPB.
	See OSPB Budget Cycle Calendar *	CDHE submits a prioritized list of higher education state funded CCCR project requests to the CDC, JBC, OSPB, and OSA.
	See OSPB Budget Cycle Calendar *	OSPB submits cash funded CCCR project requests to the CDC.
October	4	OSA submits scored recommendations for CM project requests to OSPB.
	4	OSA submits recommendations for Supplemental CCCR project requests for prior appropriated projects from state agencies to OSPB.
	See OSPB Budget Cycle Calendar *	OSPB submits all non-prioritized state funded CCCR project requests to the CDC.

December	See OSPB Budget Cycle Calendar *	OSPB submits non-prioritized Supplemental CCCR project requests for prior appropriated projects to the CDC.
	Date may vary per CDC calendar	OSA presents CM project requests and state agencies' CCCR project requests in OSA's annual report to the CDC.
January	See OSPB Budget Cycle Calendar *	OSPB submits a final prioritized list of CCCR/CM project requests to the CDC.

* **Note:** All capital 1331 emergency supplemental project requests shall be submitted to OSA and OSPB at the same time to allow at least two weeks for review before OSPB submits requests directly to the CDC approximately two weeks before a scheduled CDC meeting. See OSPB's final Budget Cycle Calendar, located on their website. All 1331 emergency supplemental project requests must be approved by the CDC prior to submission to the JBC (state agencies and institutions of higher education should monitor the CDC schedule to determine appropriate time to submit 1331 emergency supplemental project requests).

1.10 APPROPRIATED STATUTORY TIMELINES

Appropriated CCCR and CM projects must meet four statutory rules. If these projects do not meet the fiscal rules they risk having the funds withdrawn, particularly in times when State revenues are insufficient to meet the State government budget:

- **The eight-week rule:** states that public notice for professional services (i.e. architect and engineering services) shall be given no later than eight weeks after the date on which the appropriation for the project becomes law and;
- **The six-month rule:** states that all major professional services (i.e. architect and engineering services) must be encumbered within six months from the time the Long Bill becomes law. For those projects not requiring professional services, the **contract with the contractor for the project shall be entered within six months after the appropriation becomes law** and;
- **The one-year rule:** states that all projects must be initiated within one year from the appropriation as demonstrated when expenses for the project have been incurred and;
- **The three-year rule:** states that all projects have three years to completely encumber their funds (under contract), beginning in the first full fiscal year after the Long Bill is signed and becomes law. The three-year time limit restarts each time an agency receives a new appropriation or legislative modification through a bill for the same project. The three-year rule can only be modified by General Assembly action in an appropriations bill, and therefore requires a budget action submitted through OSA.

STATE OF COLORADO
DEPARTMENT OF PERSONNEL & ADMINISTRATION
OFFICE OF THE STATE ARCHITECT

FY2025-26 BUDGET REQUEST SUBMISSION INSTRUCTIONS

SECTION 2: AGENCY CAPITAL CONSTRUCTION CAPITAL RENEWAL (CCCR)

This section applies to state agencies for CCCR and S CCCR (supplemental) project request submissions. For IHE CCCR budget request submission instructions, refer to the Colorado Department of Higher Education (CDHE).

2.1 FACILITY PLANNING DOCUMENTATION

A Capital Construction Requests (CC):

All CC requests over \$500,000 require Facility Program Plans (FPP). Facility Program Plans are an integral part of OSA/OSPB's recommendations and will be made available to the CDC and JBC staff. FPPs, for a current year budget request, shall be submitted and approved per Section 1.9, Budget Request Submission Schedule prior to the capital construction submittal. The scope of a CC request should not be arbitrarily reduced to avoid the threshold for submission. Please provide the current OSA-approved FPP as an attachment or provide a link to the plan in the Narrative (CCCR N).

FPPs fully justify the need for a specific project and reference recommendations made in operational and facility master planning documents. In limited cases, a project over \$500,000 may receive a waiver to the FPP requirement if other supporting material justifies the project. OSA's Statewide Planning Program (SPP) shall review and approve the requested waiver prior to the CC request submission. Project requests that are granted OSA waivers will be reviewed for approval along with all other CCCR state agency project requests.

Projects under \$500,000 should be fully justified in the Narrative (CCCR N). Although a FPP is not required, other planning documentation that justifies the project request should accompany the application.

Acquisitions or dispositions that are part of a current year CC project budget requests shall be included in the current year's budget request. **Acquisitions or dispositions not related to a current year CC project budget request are defined as a capital construction request. State agencies should consult OSA and institutions should consult CDHE for guidance throughout the year.**

Please refer to the OSA website for FPP instructions, templates, waiver information, and other planning document descriptions.

B Capital Renewal Requests (CR):

CR requests do not require FPPs; however, justification for these projects should be described fully in the Narrative (CCCR N). Facility Management Plans and facility condition audit reports that support the request should be submitted along with the request. CR project requests will be reviewed along with all State funded CC project requests.

C Facility Management Plans (FMP):

FMPs document an agency's strategic plan for maintaining their facilities and infrastructure including scheduled maintenance of all major components, parties responsible, budgets, etc. They also may include an Asset Management Strategy Plan (OSA AMSP); Facility Condition Audits and Infrastructure Assessments; and other applicable State policies, plans, and standards that can be used to justify a CCCR or CM request. Executive or legislative actions that affect facilities must be incorporated into FMPs.

2.2 JUSTIFICATION CRITERIA FOR CAPITAL CONSTRUCTION CAPITAL RENEWAL (CCCR) REQUESTS

The review criteria below apply to CCCR project requests. Each CCCR request will be evaluated by OSA per the criteria and recommended to OSPB. The criteria listed below are not prioritized. Criteria for controlled maintenance (CM) requests are in Section 3 of these instructions.

Mandate	Project/funding required due to legislation, court order, etc.
Continuation	Request is a multi-phased project with a phase(s) appropriated in a prior fiscal year and approved and recommended as such by the CDC and JBC.
Funding Source	Source of funds proposed for the project. Refer to Section 1.3(J).
Life-Safety and/or Loss of Use	Projects with clear and critical life-safety and/or loss-of-use implications. See Section 1.3(H) and Section 1.3(I).
Clear Identification of Beneficiaries	The request must clearly identify programs, the individuals that will be served, and how they will be better served by the project request.
Life-Cycle Cost Analysis	Life Cycle Cost Analysis and the reasonableness of assumptions used in the calculations/justifications. A comparative buy/build/lease analysis should demonstrate why this approach was chosen over alternate solutions and the methodology used.
Space Needs Analysis & Importance/Impact of Program	Space Needs Analysis reflects how much space the agency has in its inventory, justification of how well the space needs are filled by the request, and how much space it needs based on the Facilities Master Plan, program growth projections, and other circumstances. Identify the importance/impact this request will have for the program.
Re-Use	Projects incorporating re-use of existing State assets (including vacant facilities) and identified deferred maintenance.
Sustainability	Projects will be reviewed against the goals of OSA's High Performance Certification Program and applicable Governor's Executive Orders. CR projects over 20,000 ft ² may need a Building Life-Cycle Cost analysis.
Agency Priority	Agency internal ranking of project for the request year.
Facility Planning Documentation	Projects will be reviewed against Facility Program Plans or other approved facility management plans for compliance and justification of the project request.

2.3 CAPITAL CONSTRUCTION CAPITAL RENEWAL PROJECT REQUEST - FIVE YEAR PLAN (CCCR 5P, Rev. 02/2023)

The Capital Construction Capital Renewal Project Request Five Year Plan (CCCR 5P) shall be coordinated with the Controlled Maintenance Project Request Five Year Plan (CM 5P), other agency Facilities Master Plans (FMP), other approved planning documentation, and the OSA Asset Management Strategy Plan (OSA AMSP). See Section 4.2 for more detailed information regarding the OSA AMSP.

General funded CCCR projects and cash funded projects should be prioritized and submitted utilizing the same CCCR 5P form. List each project in sequential order of importance.

A CCCR 5P shall be submitted to OSA annually, and shall include future CCCR projects for the next five years. All state agencies and institutions of higher education shall submit the CCCR 5P form even if no future projects are planned. If applicable, state "no future projects planned" on the form. Do not enter ANY information in "ALL CAPS" and use standard sentence structure.

Header Information:

- Line A: (1) **Agency:**
Using the drop down list, enter the agency name.
- (2) **Principal Representative Signature and Approval/Date:**
Enter (insert) the signature of the agency's Principal Representative (executive director, commissioner, or his/her designee). Enter the date of the signature. Signing off for agency approval means that the signer affirms the director of the agency has knowledge of the request, its total dollar amount, and its purpose. It also affirms that the form is complete.
- Line B: (1) **OSA Delegate Signature:**
The OSA delegate is to sign the Five Year Plan to indicate their review and coordination per agency's OSA Delegation Letter.
- (2) **Agency Revision Date:**
Per OSA direction, the agency must resubmit the CCCR Five Year Plan (CCCR 5P) and enter the revision date of the resubmittal.
- Line C: **Grand Totals:**
This section of the form will automatically total all of the individual project requests listed in the spreadsheet into their respective Five Year Totals.

Project Information:

- Row 1: (a) **Project Title:**
The project title shall be the same as on the CCCR 5P, the Narrative (CCCR N), and the Cost Summary (CCCR CS). If the project has a prior appropriation, use the name from the Long Bill.
- (b) **Current Phase:**
Indicate the current funding phase.
- Row 2: **Project Description:**
Provide a **BRIEF** overview describing the project and its rationale.
- Row 3: **Impacted Programs:**
Indicate the major program(s) that this project will impact or create.
- Row 4: (a) **Priority Number:**
The agency's priority number for the current fiscal year State or cash funded project request for which a CCCR N and a CCCR CS is submitted. Prioritize general and cash funded projects together on the same CCCR 5P form.
- (b) **Project Type:**
Using the drop-down list, indicate if the project is a capital construction (CC) or capital renewal (CR) project request.
- (c) **Gross Square Feet:**
The total gross square feet of construction (both renovated and new), through all phases.
- Row 5: (a) **Funding Source:**
List each State agency's CCCR prior, current, and out-year project request(s) in the appropriate column, as applicable. Note that cash funded projects are listed utilizing the same CCCR 5P form with general funded projects.
- (b) **Total Project Cost:**
Refers to the sum of prior, current, and future out-year costs by funding source and is automatically calculated within the spreadsheet. All fiscal year costs must match the CCCR CS and the CCCR N.
- (c) **Total Prior Appropriation:**
Enter the total of the prior appropriation(s) by fund source in the appropriate column. All fiscal costs must match the other CCCR CS and CCCR N.
- (d) **Current Budget Year Requests:**

List the current year budget request, broken out by funding source, corresponding to the amounts listed on the Cost Summary (CCCR CS) and Narrative (CCCR N).

(e - h) **Year Two through Year Five Request:**

List the out-year requests for the current budget year request. Out-year costs for the current budget year request should include inflation as identified on the CCCR CS and defined in Section 1.5, Inflation Factor.

All future project budget requests that are not related to any current budget year project request should be listed in the corresponding fiscal year of when the anticipated request will occur. By funding source, show the anticipated out-year requests associated with each of these budget requests to the extent the chart will allow. The out-year requests, not previously appropriated or included in the current year, do not require submission of a CCCR N or a CCCR CS. However, the out-year budget request should be based on a justifiable projected budget for each project.

Row 6: **Capital Construction Fund (CCF):**

List the portion of the funds that are from the Capital Construction Fund, typically funded as a General Fund transfer.

Row 7: **Cash Funds (CF):**

List the portion of the funds that are cash funds (from a Cash Fund balance or from institution funds).

Row 8: **Reappropriated Funds (RF):**

List the portion of the funds that are Reappropriated Funds (funds transferred from another agency).

Row 9: **Federal Funds (FF):**

List the portion of the funds that are provided by a Federal Source.

Row 10: **Highway Users Tax Fund (HUTF):**

List the portion of the funds that are from the Highway Users Tax Fund. Note there are limitations regarding the types of projects for which these funds can be used.

Row 11: **Total Funds:**

The spreadsheet will automatically total rows 5-9 to show the totals for the appropriate year(s).

Add additional project information boxes as necessary (or delete if not required) to list all future budget requests anticipated for the next five years. If adding or deleting rows, verify the Grand Total equations are modified as necessary. Call OSA if necessary on how to modify the equations.

2.4 **CAPITAL CONSTRUCTION CAPITAL RENEWAL PROJECT REQUEST - NARRATIVE (CCCR N, Rev. 02/2023)**

The Narrative (CCCR N) is for land or building acquisition or disposition, new buildings, building expansions, renovations, continuation, capital renewal, or related capital projects, regardless of funding source, and should be accompanied by the Cost Summary (CCCR CS). Budget requests for prior appropriated projects must be submitted and updated as necessary for each out-year that an appropriation is requested. For land or building acquisitions or dispositions, work with OSA Real Estate Program for an appropriate cost estimate or asset value.

After submission to OSA, requesters will receive written comments or questions from OSA. The responses to the questions will be reviewed by OSA and if necessary, additional written comments will be sent by OSA. **Once OSA has an acceptable resolution to the comments, if instructed by OSA, the agency is expected to integrate the comments into the revised form(s), and have them re-signed and resubmitted with a revision date (not simply answered via email).** Do not enter ANY information in "ALL CAPS" and use standard sentence structure.

Header Information:

- Line A: (1) **Project Title:**
The project title shall be the same as on the Five Year Plan (CCCR 5P), the CCCR N, and the CCCR CS. If the project has a prior appropriation, use the name from the Long Bill.
- Line B: (1) **Agency:**
Enter the agency's name.
- (2) **OSA Delegate Signature/Date:**
The OSA Delegate is to sign and date this form to indicate review and coordination of the annual submittal per agency's OSA Delegation Letter.
- Line C: (1) **Funding Type:**
Enter the funding type: General Funded, 100% Cash Funded, or Multiple Funding Sources. See Sections 1.3(G) and 1.3(J) for definitions.
- (2) **DPA's Risk Management ID Number:**
Provide the building ID# as determined by Risk Management. If it is a new building enter "N/A".
- Line D: (1) **Project Phase:**
Enter the current funding phase and the total number of phases (Ph__of __).
- (2) **State Controller Project Number:**
Enter State Controller's assigned project number for continuation (multi-phased) projects.
- Line E: (1) **Project Type:**
Mark the appropriate box with an "X" indicating if the project is a capital construction (CC) or capital renewal (CR) project request.
- (2) **Principal Representative Signature/Date:**
Enter the signature of the agency's Principal Representative (executive director, commissioner, or his/her designee). Enter the date of the signature. Signing off for agency approval means that the signer affirms the head of the agency has knowledge of the request, its total dollar amount, and its purpose. It also affirms that the form is complete.
- Line F: (1) **Year First Requested:**
List the first fiscal year this project was requested, whether or not appropriated. This will inform all reviewers of how long it has been seeking funding.
- (2) **OSA Review Signature/Date:**
The final reviewed and accepted version is signed and dated, manually or electronically, by OSA.
- Line G: (1) **Priority Number:**
Enter the Agency/Institution's priority ranking for a current year project request and indicate how many current year project requests are ranked and submitted (i.e. 1 of 5).
- (2) **Revision Date:**
If this is a revision of this request, provide the date of this revision.
- Line H: (1) **Total Project Cost:**
Provide the total cost including all phases.
- (2) **Current Phase Costs:**
Provide the current year request for this phase.

A Facility Planning Documentation:

1. For CC projects, indicate by a "Yes" or "No" check-mark if there is an OSA approved Facility Program Plan (FPP). Provide the date the FPP was approved by OSA.
2. For CR projects, indicate by a "Yes" or "No" check-mark if there is a recent Facility Condition Audit or other facility management plan. Identify the type of facility management plan relied

upon to support this request and the date of the audit or plan. See Section 2.1, Facility Planning Documentation for more information.

3. Enter reported Facility Condition Audit Index Number (FCI) as indicated on the Building Inventory spreadsheet and the Projected FCI upon completion.
4. Indicate if the project is a Historically Designated federal or state building or district.

Attach copies of the documents.

B Project Summary/Status:

Provide a brief description of the scope of the project, the total amount of funds requested, if the project is mandated (i.e. legislation, court order, etc.), and whether it is a new or multi-phased (continuation) project from a previous year appropriation.

Explain the status of the prior appropriated project phase(s).

C Summary of Project Funding Request:

In the table provided, enter the total funds requested, prior year appropriations, and complete rows for the appropriate funding source (Capital Construction Funds, Cash Funds, Reappropriated Funds, Federal Funds, and/or Highway User Tax Fund). This table should identify funding for all out-years associated with the request and be coordinated with the agency's Capital Construction Capital Renewal Project Request Five Year Plan (CCCR 5P) and Cost Summary (CCCR CS).

(a) **Funding Source:**

List each state agency's CCCR prior, current, and out-year project request(s) as applicable in the appropriate column.

(b) **Total Project Cost:**

Refers to the sum of prior, current, and future out-year costs by funding source as indicated on the CCCR CS spreadsheet. All fiscal year costs must match the CCCR CS and the CCCR N forms.

(c) **Total Prior Appropriation:**

Enter the total of the prior appropriation(s) by fund source in the appropriate column. All budget costs must match the other CCCR CS and the CCCR N forms.

(d) **Current Budget Year Requests:**

List the current year budget request, broken out by funding source, corresponding to the amounts listed on the CCCR CS and CCCR N forms.

(e, f, g, h) **Year Two through Year Five Request:**

List the out-year requests for the current budget year request. Out-year costs for the current budget year request should include inflation as identified on the CCCR CS form.

D Program Information:

Describe the program(s) impacted or created by this request, including a brief overview of the program(s) within the department, relationship of program(s) to the structure within the department, roles and responsibilities of the program(s), who is the beneficiary of the services provided, and any other pertinent information required to fully describe the program(s) needs.

For capital renewal projects, provide information on the buildings or infrastructure included in the request. Insert the applicable rows from the table on the Controlled Maintenance Project Request Narrative (CM N) form, **Section A, Project - Building and Infrastructure Profile, Rows 1 and 2 in the same format as on the CM N form**. Refer to the CM instructions in Section 3.6(A) for details on the required information.

E Project Description/Scope of Work/Justification:

For all CCCR projects describe in detail and illustrate, through conceptual architectural drawings, diagrams, and photographs, to clearly indicate what work is planned in the current year and out-years. Include a description of any unique aspects or circumstances that lead to the creation or structuring of the project.

If a project will require funding phasing, the narrative should first begin with an overall description of the problem followed by a more detailed description of the work by phase. The narrative description should relate directly to the Cost Summary (CCCR CS) and the breakdown and subtotals by phase in the detailed cost estimate. Update the project description and phase descriptions as each subsequent phase is being requested.

For **CC projects** provide a description of the amount of program space required (include a scope of work description for both the renovated and new space), the types of spaces (office, laboratory, warehouse, public, etc.), overall square footage of the building(s) impacted by the project, as well as the total square footage of the scoped project (identify renovated and new space square footage separately). Also include equipment and other relevant information necessary to fully describe the project per the Facility Program Plan or OSA-approved alternate planning documentation. Provide any additional information to support the justification for this project including whether an acquisition or disposition of real property is included in the scope or financing of this project request.

For **CR projects** identify the upgraded space or area proposed, systems involved in the renewal project, and other relevant information necessary to fully describe the project per the facility management plans. This narrative description should expand upon the project title to describe in detail the maintenance problem(s) and the specific work required in terms of materials, equipment, repair, or replacement.

Describe the justification leading to the necessity of this capital request per a facility program plan or other facility management plan. This includes a detailed description of why current conditions of buildings or systems have become inadequate for programmatic use and a description of the funding necessary for the improvements. If this is an existing facility and has been given a Facility Condition Index Score (FCI), not applicable for an infrastructure request, include a description of that score from the most recent facility condition audit, how this request will improve the score, and provide the targeted FCI that this project completion would achieve. Provide the date of the last facility condition audit used to justify this request.

For all CCCR budget requests, an ADA improvement valued at 1% of the construction budget must be submitted as a portion and as a component of the request for funding. The proposed ADA improvement should be provided for the building being submitted for the budget request or, in the case of a building component that does not provide public access, the improvement may be proposed to the surrounding site or campus as most appropriate. An explanation of the accessibility deficiency must be provided in the narrative, as well as a description of the proposed improvement, and the impact on the building users. If possible, please provide an estimate of the population that will be impacted by this accessibility improvement.

Explain the construction project delivery method selected for this project request.

Provide a list of CCCR and CM projects that would be removed from the CCCR 5P or CM 5P if this project request is funded.

In addition, provide the funding history for the last fifteen fiscal years indicating the appropriated amount, project numbers (M#, P#, or EM#), project title, completion date, and current status related **to this project budget request**. Also include all cash and operational funds expended in the last five years related to **this project budget request**.

F Consequences If Not Funded:

Describe the effects and impacts on program(s) or physical maintenance of the facility if this project is not funded. A **CC project** shall discuss the impact on the program and alternate solutions for delivering the intended program. A **CR project** shall justify the request by estimating adverse impacts on operating costs, additional deferred maintenance costs, and/or maintaining functional use of the facility in terms of one of three operational criteria: health and life safety hazard/loss of use, disrupting operations, or causing damage/deterioration. Provide any additional information to support the consequences of not funding this project.

G Life Cycle Cost (LCC)/Cost-Benefit Comparative Analysis:

Provide a comparative buy/build/lease cost-benefit analysis for the proposed project compared to the alternatives considered. Include common assumptions and parameters for the cost-benefit analysis of the alternatives (i.e. weighing the benefits and costs of building a new facility, re-use of an existing occupied or vacant facility through renovation/capital renewal, purchasing an existing facility, leasing a third party space to meet the project needs, or operational changes that might also address the problem). Describe each alternative, the total estimated life-cycle costs of the alternatives, provide a present value comparison of the alternatives, and explain why the proposed project is the preferred alternative. Assume that the total Life Cycle Cost is the total project cost plus owning and operating costs over a study period of thirty years.

As applicable for capital renewal, indicate how this request would reduce the agency's controlled maintenance backlog (i.e. incorporating identified projects on the agency's controlled maintenance Five Year Project Plan and deficiencies identified through the Facilities Condition Audit).

H Assumptions for Calculations:

Include explanations of the calculations used to justify the funding amount requested in Section C above and itemized in the Cost Summary (CCCR CS) for this project request. Please refer to the Facility Program Plan estimate of probable cost or other facility management plans as applicable. Descriptions of assumptions and calculations should include:

- Estimated expenditures for land and/or building purchases. If not under contract, explain assumptions used to establish cost used.
- If a disposition of real property is included in this project request, explain assumptions related to the revenues expected, potential cost of the disposition, the timing, and how the proceeds would be applied.
- Estimated expenditures for professional services and explanation if costs are higher than generally allowed.
- Explain the method used to establish costs for the project, internal resources, external contractor pricing, historical data, published estimating values, etc.
- Include in the cost estimate the requirements for meeting the High Performance Certification Program (HPCP) policy, the BCCO policy, ADA requirements, utility usage, and any other applicable Executive Orders.
- Detailed cost estimate justifying the "Total Construction Cost" in Line (28) of the Cost Summary (CCCR CS) using the CSI Format to break down the costs by specification division, unit cost, extended cost, materials and labor, etc. Provide the date of the estimate.
- An itemized list of equipment and furnishings and their costs.
- List and justification for all miscellaneous costs.
- Calculations for art in public places, as necessary and as applicable.
- Inflation assumptions by year with justification for professional services, construction or improvements, equipment and furnishings, and miscellaneous costs.
- [Given the current instabilities experienced in construction material and labor, an adjustment of the pricing assumptions may be made in following year budget requests. Identify building components and provide justification for item cost increases above your indicated inflation factor.](#)

I Sustainability:

The High Performance Certification Program (HPCP) policy requires all CCCR projects shall achieve the highest performance certification attainable that can be recouped from decreased operational costs within fifteen years.

[The policy recognizes USGBC LEED™ with **Gold** as the targeted certification level or Green Globes with **Three Globes** as the targeted certification level. If the targeted certification level cannot be obtained for a CCCR project, then contact OSA's Energy & Environment Program for either a waiver from the policy or a modification of the policy that incorporates an alternative](#)

sustainable guideline or strategy to achieve the highest performance certification attainable. The waiver or modification request shall be submitted to OSA prior to the CCCR submission. Projects with limited scope shall submit a waiver or modification request to OSA of the HPCP policy. Capital renewal (CR) projects are not automatically exempted from the HPCP policy. A waiver or modification request is still required as the scope of the work will determine the requirements. Provide a short description of the reason for the waiver or a modification in the narrative. At a minimum, all modifications to the policy should assume that third party commissioning will be required. Describe in detail Energy Conservation Measures (ECM) to be incorporated into the project including: new or upgraded equipment, improvements in operating practices, costs, and long term savings. Refer to the HPCP Policy and HPCP Sustainable Priorities.

Include additional building utility meters as necessary to meet building benchmarking reporting (C.R.S. § 25-7-142) and building utility performance reporting (C.R.S. § 24-30-1305.5).

The **Buy Clean Colorado (BCCO) Act** requires that all state agencies and institutions of higher education that issue a design solicitation on or after January 1st, 2024, shall meet the embodied carbon requirements set for eligible materials as described by **C.R.S. § 24-92-117 and C.R.S. § 24-92-118**. OSA has established the maximum acceptable global warming potential (GWP) limits for categories of eligible materials used in public construction projects. The eligible materials include asphalt and asphalt mixtures, cement and concrete mixtures, glass, post-tension steel, reinforcing steel, structural steel, and wood structural elements. Capital construction capital renewal (CCCR) projects must consider the eligible materials within the project and include any cost increases into a project's budget. Agencies that need to update their budgets to adhere to these requirements can refer to the Buy Clean Colorado Act Policy on OSA's Energy & Environment webpage.

All projects should describe the analysis for on-site renewable energy generation, for the purchasing of renewable energy, how they plan to meet the embodied carbon requirements, and how the agency plans to meet C.R.S. § 24-30-1305.5 on reporting utility data to OSA.

Federal Tax Credits: Agencies and institutions shall consider federal tax credits such as the [Inflation Reduction Act Direct Pay](#) tax credits in their projects. A list of I.R.S. eligible credits can be found [here](#). These credits will assist agencies in meeting the HPCP policy and the Governor's Greening Government Executive Order. Projects that propose uses that are eligible for IRA tax credits will be provided greater consideration.

Include the HPCP form with the CCCR Project Request Narrative (CCCR N) to confirm the goals of this project, to start any waiver or modification requests, and for OSA to include this project in the HPCP tracking database.

GOVERNOR'S Greening of the Government EXECUTIVE ORDER:

Executive Order D 2022 016, *Amending and Restating Executive Order D 2019 016 Concerning the Greening of State Government*, established new goals and directives pertaining to energy and water efficiency, petroleum reduction, greenhouse gas emissions reduction, increasing the use of renewable energy, and more. CCCR projects shall review the Governor's Executive Order on Greening of State Government (D 2022 016). The directives require state agencies to;

- Reduce greenhouse gas emissions resulting from State operations by at least 26% by the end of FY 2024-25 over the FY 2014-15 baseline.
- Reduce energy use per square foot in State facilities by at least 15% by the end of FY 2024-25 (normalized for weather) over the FY 2014-15 baseline.
- Ensure that at least 7% of total electricity consumed by State facilities is renewable by the end of FY 2024-25.
- Reduce potable water consumption by at least 2% by the end of FY 2024-25 over the FY 2014-15 baseline.

For CR budget requests, agencies shall make their best efforts to include Energy Performance Contracts (EPC) wherever possible. Where it is not possible, agencies shall explain why including EPC is not suitable and why additional funding cannot be secured to support the project.

J Operating Budget Impact:

Describe in detail how this project will affect operating appropriations in the department for the current fiscal year and all out-years. If there is an anticipated operating budget impact please submit a separate, corresponding operating budget request per OSPB budget cycle. Note if the operating budget impact is in the same request year as the capital project, the operating budget request should be submitted concurrently. However, if the operating budget impact is anticipated in out-years, this should be noted in the current year CCCR request and an operating budget request should be submitted prior to the out-year in which the impact is expected. This includes a discussion of any appropriation increases or decreases necessary to provide for building or system maintenance, increases or decreases in Full Time Employees (FTE), and the anticipated timeline for operating impacts. Provide a justification if no operating budget impact is anticipated.

K Project Schedule:

In the table provided identify the critical steps, including design and construction phases (as discrete portions of work or phases) as applicable, to be completed as part of the requested project. Estimate the start date and the completion date for each step. Add or delete rows from this table as necessary. Add additional tables for future funding phases as required.

L Additional Information:

Please describe any other relevant information that may apply to the request. This may include any issues related to the implementation of the project related to contracts, completion schedule, etc. Note that all waivers or extensions to spending authority still require authorization.

M Cash Fund Projections Table:

If the request involves a cash funding source, this section must be fully completed. If no cash funds are involved, please delete the table.

For each cash fund request, identify the source of funds. Identify the statute that created the fund and describe how revenue accrues to the fund. If this project will require a fee increase or other revenue increase, describe the increase and identify the additional revenue that is likely to be collected.

Indicate the actual cash fund balance at the end of the prior fiscal year, the projected fund balance at the end of the current fiscal year, and the projected cash fund balances in the request year (year 2) and out-year (year 3). Projected balances must reflect the anticipated balances if the project is approved.

All components for each source of cash funds must be completed.

2.5 CAPITAL CONSTRUCTION CAPITAL RENEWAL PROJECT REQUEST - COST SUMMARY (CCCR CS, Rev. 02/2022)

The Capital Construction Capital Renewal Cost Summary (CCCR CS) is for land or building acquisition or disposition, new buildings, building expansions, renovations, continuation, capital renewal, or related capital projects and shall be accompanied by the Capital Construction Capital Renewal Project Request Narrative (CCCR N). Budget requests shall be submitted for each year that an appropriation is requested.

For each cost summary, a separate detailed cost estimate in the CSI Format is required for each project request and each phase, regardless of size, complexity, or cost. Estimates need to be reviewed and **revised annually**. Rough estimates, lump sum estimates, or order of magnitude estimates will not be accepted and the budget request will be sent back to the agency for revisions. Submit with each CCCR CS form (one per phase) a dated, detailed cost estimate in the CSI Format that supports the CCCR CS information. For land or building acquisitions or dispositions, work with OSA Real Estate Program for an appropriate cost estimate or asset value.

Continuation projects (multi-phased projects) require annual submissions of the CCCR CS forms. The budget documents for multi-phased projects, that have received at least one previous appropriation through a signed bill, are checked for conformance with prior submissions of the requests. All multi-phased projects shall be submitted with detailed cost estimates for all funding phases with the scope of work for each funding phase clearly defined by the Narrative (CCCR N) and Cost Summary (CCCR CS) forms. All phases are stand-alone (discrete functional portions of work). If an agency's cost estimate for a multi-phased project has changed since the previous year and/or the OSA site verification meeting, the agency should notify OSA before submission. All supporting information and background must be submitted with the Cost Summary (CCCR CS).

OSA will review all budget estimates for appropriateness using industry standards and trends. Total costs should be listed and justified in the facilities program plan or other approved planning documentation and attached to the request.

Costs are coordinated with the Narrative (CCCR N), Section H, Assumptions for Calculations.

Header Information:

- Line A: (1) **Funding Type:**
Using the drop-down list, indicate the project funding type: General Funded, 100% Cash Funded, or Multiple Funding Sources. See Sections 1.3(G) and 1.3(J) for definitions.
- (2) **Project Title:**
The project title shall be the same as on the Five Year Plan (CCCR 5P), the Narrative (CCCR N), and the Cost Summary (CCCR CS). If the project has a prior appropriation, use the name from the Long Bill.
- Line B: (1) **Agency:**
Enter the agency name by using the drop down list.
- (2) **Project Phase:**
Enter the current phase proposed and the total number of phases. (X of X).
- Line C: (1) **OSA Delegate Name:**
Enter the name of the OSA Delegate.
- (2) **Project Type:**
Indicate in the pull down box if the project is a capital construction (CC) or capital renewal (CR) project request.
- Line D: (1) **Year First Requested:**
List the first fiscal year this project was requested, whether appropriated or not. This will inform reviewers of how long it has been seeking funding.
- (2) **State Controller Project Number:**
Enter State Controller's assigned project number for continuation (multi-phased) projects.
- Line E: (1) **Narrative Signature Date:**
Enter the date the agency signed the previous narrative (the original date or the previously revised date if this is a new revision).
- (2) **Revision Date:**
If this is a revision of this request, provide the date of this revision.

Project Information:

- Row 1: (a) **Project Budget Cost Components and Funding Sources:**
Below this heading are listed the various budget components that make up the budget request and a list of the sources for funding the request.
- (b) **Total Project Costs:**
The total project cost is the sum of prior, current, and future out-years cost by funding type and is automatically calculated within the spreadsheet. If the project

will require any future out-year costs to complete in subsequent years, list those funds required for each of the following four years in the appropriate column.

(c) **Total Prior Year Appropriation(s):**

If the project has any prior funding in any previous Long Bill, Supplemental Bill, or separate appropriation bill, enter the total prior value. Otherwise it should be zero. The total should be the sum of all appropriations and match the appropriations listed in Section 2.4(C), Summary of Project Funding Request (CCCR N). If they do not match exactly, the Narrative should footnote the table with an explanation, identifying or highlighting the inconsistent values.

(d) **Current Budget Year Request:**

Enter the current budget request that is being submitted and defended in the Narrative (CCCR N) for the current year.

(e - h) **Year Two through Year Five Requests:**

The subsequent columns are out-year impacts for current budget year requests that will be phased. Out-year costs for the current budget year request should include inflation. Such projects must have distinct activities for each year. Even if a current request is funded, there is no guarantee that out-year requests will be funded as phases. Each year's project must be able to stand on its own (discrete portions of work) and the CCCR N shall fully defend this phase by phase.

Land / Building Acquisition:

Row 2: **Land Acquisition/Disposition:**

If this project will include a cost to acquire and/or dispose of land, enter the amount here.

Row 3: **Building Acquisition/Disposition:**

If this project will include a cost to acquire and/or dispose of a building(s), enter the amount here.

Row 4: **Total Acquisition/Disposition Costs:**

The spreadsheet will automatically total rows 2 and 3 to show the total acquisition/disposition costs.

Professional Services:

Row 5: **Planning Documentation:**

Include the total cost requested to complete the planning documentation portion for this project request. Identify in the Narrative (CCCR N) whether a facilities master plan, facility program plan, facility condition audit, etc. was used to defend this project.

Row 6: **Site Surveys, Investigations, Reports:**

Identify other engineering design fees not related to the physical structure such as site development, utility work, landscaping, and traffic control. Include the cost for professional land surveys, utility locates, and material testing for the building's construction and exterior site work. Include costs for hazardous materials identification and testing along with the projected costs of its abatement.

Row 7: **Architectural/Engineering/Basic Services:**

Identify all fees for the design of the building. These include but are not limited to architectural and planning services, structural, mechanical, electrical, mechanical/plumbing system, any other engineering costs, along with cost for developing, landscaping, and the site.

Row 8: **Code Review/Inspection:**

Include the cost for a State Buildings Program (SBP)-approved Code Review Agent for drawing reviews and building inspections for compliance with the building codes as required by the OSA per C.R.S. § 24-30-1303(n)(II),(z).

Row 9: **Construction Management:**

If applicable, include the construction manager fee. Note that only paid, outside consultants are allowed. No departmental FTE can be paid through CC appropriations.

- Row 10: **Advertisements:**
Include advertisement costs, if any.
- Row 11: **Other (specify):**
Include all additional anticipated fees for the project. Specify the type of fees such as those associated with the High Performance Certification Program, Buy Clean Colorado Act (BCCO) policy, acoustical studies, information technology, fire protection, or other types of service fees. Please note that tap fees are not professional service fees.
- Row 12: **Inflation Cost for Professional Services:**
Provide the total dollars attributed to inflation per Section 1.5, Inflation Factor. Percentage increases **MUST** be defended in the narrative portion of the document, or 0% inflation will be recommended by OSA.
- Row 13: **Inflation Percentage Applied:**
Provide the total percentage attributed to inflation for the current year and apply the same percentage to out-years per Section 1.5, Inflation Factor.
- Row 14: **Total Professional Services:**
The spreadsheet will automatically total rows 5 thru 12 to show the total costs for professional services. Inflation percent from row 13 is not included. If this amount exceeds 10 percent of row 28, Total Construction Costs, 0 for a new facility or 15 percent for a renovated facility, provide an explanation in the Narrative (CCCR N) to justify higher costs than generally allowed.

Construction or Improvement:

This section displays the total amount of money requested for the construction portion of the project. Do not include an amount under the column Prior Appropriation unless funds were appropriated in a previous Long Bill or other separate appropriation. Estimates should be based on the anticipated cost of construction starting in July of the year for which the appropriation is requested.

Included in this section are ALL costs such as, contractor's overhead and fee, general conditions along with special indirect costs such as site security and special access, for example.

Attach a detailed and dated cost estimate in CSI Format that supports the CCCR CS information.

- Row 15: **Infrastructure Service/Utilities:**
The services/utilities cost should include all costs associated with obtaining power, water, gas, telephone lines, sewer, etc., extended from the nearest source to within five feet of the building(s). Include cost for any new or additional utility meters. Be sure to include water or tap fees paid to other governmental entities in this line. **Include infrastructure for EV charging stations.** Do not include funds for other infrastructure reserves. Other infrastructure projects resulting from the impact of the requested project should be submitted as a separate capital construction project request(s).
- Row 16: **Infrastructure Site Improvements:**
Include all earthwork and site improvements costs to prepare the site and all other work such as clearing, grading, asphalt paving, curb and gutter, walks, accessibility, site lighting, site concrete (drainage pans), permanent or fixed site security, etc. All work related to landscaping should be included here as well. Examples include: sod, trees, shrubs, and irrigation.
- Row 17: **Structure/Systems/Components:**
Do not enter any numbers in this line. Structure/systems/component numbers should be entered in rows 18, 20, & 22.

- Row 18: **Cost for New (GSF):**
Provide the estimated cost for the portion of the project related to new construction. The cost should include utilities to a point five feet outside the building line. Include the cost to meet the BCCO requirements. The cost of temporary power, water, etc., during construction provided by the State cannot be included.
- Row 19: **New at \$ ___ X ___ GSF:**
Insert the estimated cost per square foot used for new construction and the total new square footage on the appropriate line. There shall be no additional values listed in columns (a) thru (g).
- Row 20: **Cost for Renovation (GSF):**
Provide the estimated cost for the portion of the project related to renovation. The cost of temporary power, water, etc., during construction provided by the State cannot be included.
- Row 21: **Renovation at \$ ___ X ___ GSF:**
Insert the estimated cost per square foot used for renovation and the total renovated square footage on the appropriate line. No additional values shall be listed in columns (a) thru (g).
- Row 22: **Cost for Capital Renewal (GSF):**
Provide the estimated cost for the portion of the project related to capital renewal. The cost of temporary power, water, etc., during construction provided by the State cannot be included.
- Row 23: **Renewal at \$ ___ X ___ GSF:**
Insert the estimated cost per square foot used for renewal and the total renewal square footage on the appropriate line. No additional values shall be listed in columns (a) thru (g).
- Row 24: **Other:**
Include any costs not included in the above totals such as contractor's overhead and profit, general conditions, on site location, and/or security factors. Include asbestos and/or any other types of hazardous material remediation, demolition, and any other construction costs not included above. Identify these construction costs by line item in the Narrative (CCCR N) or other supporting documentation.
- Row 25: **High Performance Certification Program:**
Include all anticipated construction services, materials, equipment, and associated costs for complying with the High Performance Certification Program as implemented by OSA. A project must meet the program requirements to comply with statute; otherwise, a waiver or modification is required from OSA. If a waiver or modification was received from OSA, the justification of such shall be explained in the Narrative (CCCR N). See Section 2.5(l).
- Row 26: **Buy Clean Colorado Act (BCCO):**
All projects that exceed \$500,000 and begin design solicitation on or after January 1st, 2024 will be required to comply with C.R.S. § 24-92-117, the Buy Clean Colorado Act. Agencies and institutions of higher education should consider the effect of this requirement on budget requests that are solicited for design on or after January 1st, 2024. Include all anticipated costs for complying with the Buy Clean Colorado Act as implemented by OSA. A project must meet the program requirements to comply with statute.
- Row 27: **ADA Accessibility:**
Provide the total dollars attributed to ADA accessibility improvement to the project. This amount must equal at least 1% of the value of the cost of the direct construction costs for improvements identified in line 30.
- Row 28: **Inflation for Construction:**

Provide the total dollars attributed to inflation per Section 1.5, Inflation Factor. Percentage increases MUST be defended in the narrative portion of the document, or 0% inflation will be recommended by OSA.

Row 29: **Inflation Percentage Applied:**
Provide the total percentage attributed to inflation for the current year and apply the same percentage to out-years per Section 1.5, Inflation Factor.

Row 30: **Total Construction Costs:**
The spreadsheet will automatically total rows 15, 16, 18, 20, 22, 24 thru 28 to indicate the Total Construction Costs.

Equipment and Furnishings:

Row 31: **Equipment:**
Enter the cost of the equipment required for the function of program(s) within the project and not for the operation of the building(s). This item should include equipment that can be moved and reused even if it is built-in and would not be included in the general construction contract. Examples could include equipment for kitchens, laboratories, laundries, shops, medical facilities, stages, communication, EV charging station equipment, etc. Computer and network equipment includes workstations, file servers, routers, hubs or switches, printers, scanners, and other required hardware. Include in this row movable partitions, work surfaces, etc. which are part of the offices and workstations.

Row 32: **Furnishings:**
Show the cost of furniture and other items necessary to complete the project for occupancy. These items would not normally be a part of the general construction contract. Examples are window coverings, cabinets, wardrobe, desks, chairs, tables, seating, etc.

Row 33: **Communications:**
Include the costs associated with telephones and other communication systems here, such as the purchase and/or installation of fiber optic cable or other wiring for voice, internet, intranet, local area network, and/or audio conferencing capabilities. Do not include cost of equipment for programs related to communication, computers, or other devices for audio or video equipment. These costs are part of equipment in D-1.

Row 34: **Inflation for Equipment and Furnishings:**
Provide the total dollars attributed to inflation. Percentage increases MUST be defended in the Narrative (CCCR N), or 0% inflation will be recommended by OSA.

Row 35: **Inflation Percentage Applied:**
Provide the total dollars attributed to inflation per Section 1.5, Inflation Factor of these instructions. Percentage increases MUST be defended in the narrative portion of the document, or 0% inflation will be recommended by OSA.

Row 36: **Total Equipment and Furnishings Costs:**
The spreadsheet will automatically total rows 31 thru 34 and indicate the total. If the Total Equipment and Furnishings Cost exceeds 10% of Total Construction Cost, include an explanation in the Narrative (CCCR N).

Miscellaneous:

Row 37: **Art in Public Places:**
C.R.S. § 24-48.5-312 requires that "...not less than one percent of the State funded portion of the total construction costs to be used for the acquisition of works of art." This requirement applies to all capital construction project requests for new construction and renovations. Agencies need to count only the State funded portion of the construction request, and only if that amount is to be appropriated (certificates of participation are typically not appropriated). However, agencies are strongly encouraged to apply the 1% to all fund sources of construction.

The calculation for Art in Public Places should be based on the total construction costs identified on line 30.

Exempted from the 1% requirement are capital renewal and controlled maintenance projects, projects that are exclusively cash-funded, and others as identified in statute.

Include all funds for Art in Public Places in this row. Do not include it in other rows on the form. In some cases, the CDC may approve an exemption from this requirement.

Row 38: **Relocation Costs:**

For some projects it will be necessary to temporarily move some or all of the occupants and equipment to another facility. Those moving costs should be shown here. The cost of renting or leasing temporary space should NOT be included here. Lease costs are operating expenses.

Row 39 - **Other Costs (specify):**

Row 41: Enter and identify all other costs here. If the reason for the additional cost is not obvious, explain in the Narrative (CCCR N). Add rows as necessary.

Row 42: **Total Miscellaneous Costs:**

The spreadsheet will automatically total rows 37 thru 41 (and added rows as necessary) to indicate the total miscellaneous costs.

Total Project Costs:

Row 43: **Total Project Costs:**

This is the total estimated cost of the project. The spreadsheet will automatically total rows 4, 14, 30, 36 and 42 to indicate the total project costs for each year that appropriations are requested.

Project Contingency:

These lines provide the contingency for the entire project. Contingencies are established for unanticipated project costs. Add rows 14, 30, 36 and 42 and multiply the appropriate percentages. Projects involving both renovation and new construction must indicate how the contingency was calculated. Agencies deviating from these percentages must justify the request in the Narrative (CCCR N).

Appropriate use of project contingency funds is outlined in OSA's Project Monitoring and Cost Management Guidelines. All contingency costs must be reported on the Capital Construction Project Application Form (SC 4.1) after project completion. Remaining balances shall revert to the Capital Construction Fund (CCF).

Row 44: **5% for New:**

Project contingencies for all new construction, equipment purchases, or facility-related planning studies will be 5% of the total project cost, excluding land or building acquisition costs.

Row 45: **10% for Renovation:**

Contingencies for project renovations and capital renewal will be 10% of total project costs, excluding land or building acquisition costs.

Row 46: **Total Contingency:**

The spreadsheet will automatically total rows 44 and 45 to indicate the total contingency costs for each year that appropriations are requested.

Total Budget Request:

Row 47: **Total Budget Request:**

The spreadsheet will automatically total rows 43 and 46 to indicate the total budget request costs for each year that appropriations are requested.

Funding Source:

The request is not complete until the fund sources are correctly delineated.

- Row 48: **Capital Construction Fund (CCF):**
List the portion of the funds that are from the Capital Construction Fund (CCF), typically funded as a General Fund transfer.
- Row 49: **Cash Funds (CF):**
List the portion of the funds that are cash funds (from a Cash Fund balance or from institution funds).
- Row 50: **Reappropriated Funds (RF):**
List the portion of the funds that are Reappropriated Funds (funds transferred from another agency).
- Row 51: **Federal Funds (FF):**
List the portion of the funds that are provided by a Federal Source.
- Row 52: **Highway Users Tax Fund (HUTF):**
List the portion of the funds that are from the Highway Users Tax Fund. Note there are limitations regarding the types of projects these funds can be used for.
- Row 53 **Total Funds (TF):**
The spreadsheet will automatically total rows 48 to 52 to show the total funds.

2.6 SUPPLEMENTAL CAPITAL CONSTRUCTION CAPITAL RENEWAL PROJECT REQUEST - NARRATIVE (S CCCR N, Rev. 02/2023)

The purpose of a Supplemental Capital Construction Capital Renewal Project Request (S CCCR N) is to provide a method for adjusting previous year(s) appropriations or to use funds realized in a prior fiscal year. See Section 1.3, Project Types and Definitions for further information.

Agencies shall submit a Supplemental Capital Construction Capital Renewal Project Request Cost Summary (S CCCR CS) with each supplemental Narrative (S CCCR N) identifying why the project is necessary as a supplemental request to OSA and copied to OSPB.

1331 emergency supplemental requests require the same documentation as a regular supplemental request; i.e. the Narrative (S CCCR N) and Supplemental Cost Summary (S CCCR CS). If the amount of the 1331 emergency supplemental changes, it should be corrected as a revised request rather than a new regular supplemental request.

Header Information:

- Line A: (1) **Project Title:**
The project title shall be the same as on the Five Year Plan (CCCR 5P), the Narrative (S CCCR N), and the Cost Summary (S CCCR CS). If the project has a prior appropriation, use the name from the Long Bill.
- Line B: (1) **Agency:**
Enter the agency name.
- (2) **OSA Delegate Signature/Date:**
The OSA Delegate is to sign and date this form to indicate review and coordination of the annual submittal per agency per delegation letter with OSA.

- Line C: (1) **Funding Type:**
Enter the funding type: General Funded, 100% Cash Funded, or Multiple Funding Sources. See Section 1.3(G) and 1.3(J) for definitions.
- (2) **Supplemental Type:**
Enter the type of supplemental being requested (Supplemental or 1331 Emergency Supplemental).
- Line D: (1) **Project Phase being Modified:**
Enter the funding phase that this request is modifying. This funded phase shall coincide with the fiscal year to be modified question (below).
- (2) **State Controller Project Number:**
Enter the State Controller's assigned project number.
- Line E: (1) **Project Type:**
Mark the appropriate box with an "X" indicating if the project is a capital construction (CC) or capital renewal (CR) project request.
- (2) **Agency Signature Approval/Date:**
Enter the signature of the agency's executive director, commissioner, or his/her designee. Enter the date of the signature. Signing off for agency approval means that the signer affirms the head of the agency has knowledge of the request, its total dollar amount, and its purpose. It also affirms that the form is complete.
- Line F: (1) **Original Appropriation Year:**
List the first fiscal year appropriation was approved for this project.
- (2) **OSA Review Signature/Date:**
The final reviewed and accepted version is signed and dated, manually or electronically, by OSA.
- Line G: (1) **Fiscal Year to be Modified:**
Enter the fiscal year that the supplemental will modify.
- (2) **Revision Date:**
If this is a revision of this request, provide the date of this revision.

A Supplemental Criteria:

Describe how the request meets the criteria for a supplemental. See Section 1.3(K).

B Supplemental Justification:

Describe the problem, any unforeseen circumstances, and the solution. Provide the justification of why the project is necessary as a supplemental request in advance of passage of the Long Bill. Identify alternate solutions evaluated that lead to this solution.

C1 Project Summary/Status:

Provide a brief description of the original scope of the project, the amount of the original appropriated request, if the project is mandated (i.e. legislation, court order, etc.), and whether it is a new or multi-phased (continuation) project from a previous year appropriation.

Explain status of the prior appropriated project by phase(s) as applicable.

C2 Prior Appropriations Summary:

For all supplemental requests shall provide a brief summary of any prior appropriations authorized by the general assembly for the same or similar activity or purpose. If a previous appropriation was authorized in any bill other than the most recent Long Bill, agencies shall provide that information to OSPB for validation and verification with the OSC, as necessary.

D Summary of Supplemental Funding Change:

In the table provided, enter the fiscal year the request would modify the Total Funds amount and complete rows for the appropriate sources of funding either Capital Construction Funds (CCF) or Cash Funds (CF). This table should identify funding adjustments for the impacted year and be coordinated with CCCR SC form information.

Include descriptions of the calculations used to justify the funding amount requested in the Cost Summary (S CCCR CS). Descriptions of assumptions and calculations should include:

- Additional estimated expenditures for land and/or building purchases. If not under contract, explain assumptions used to establish cost used.
- Additional estimated expenditures for professional services.
- Detailed and dated cost estimate justifying the Total Construction Cost in Line (28) of the supplemental Cost Summary (S CCCR CS) using the CSI Format to break down the costs by specification division, unit cost, extended cost, materials and labor, etc.
- If additional equipment is being requested, an itemized list of the equipment and furnishings and their costs.
- List and justification for all miscellaneous costs.
- Contingencies if different than what is listed.
- Calculations for art in public places, as necessary and as applicable.
- Inflation assumptions by year with justification for professional services, construction, improvements, equipment, furnishings, and miscellaneous costs.

F Consequences If Not Funded:

Explain the likely outcome if this request is not approved. Provide any additional information to support the consequences of not funding this project.

G Additional Request Information:

Provide any additional information necessary to fully explain the supplemental request.

In the table provided, indicate by a “Yes” or “No” check mark if this request is driven by a new statutory mandate, if this will require a statutory change, if this is a one-time request, and if this request involves any IT components.

2.7 SUPPLEMENTAL CAPITAL CONSTRUCTION CAPITAL RENEWAL PROJECT REQUEST - COST SUMMARY (S CCCR CS, Rev. 02/2023)

Agencies shall submit a Supplemental Capital Construction Capital Renewal Project Request Narrative (S CCCR N) with each Supplemental Cost Summary (S CCCR CS) identifying why the project is necessary as a supplemental request.

Header Information:

Line A: (1) **Funding Type:**

Using the drop-down list, indicate the project type: General Funded, 100% Cash Funded, or Multiple Funding Sources. See Section 1.3(G) and 1.3(J) for definitions.

(2) **Project Title:**

The project title shall be the same as on the Five Year Plan (CCCR 5P), the Narrative (S CCCR SN) and the Cost Summary (S CCCR CS). If the project has a prior appropriation, use the name from the Long Bill. Indicate the number of funding phases.

Line B: (1) **Agency:**

Enter the agency name by using the drop down list.

(2) **Project Phase being Modified:**

Enter the funding phase that this request is modifying. This funded phase shall coincide with the fiscal year to be modified question (below).

Line C: (1) **Supplemental Type:**

Using the drop down list, enter the type of supplemental being requested (Supplemental or 1331 Emergency).

- (2) **State Controller Project Number:**
Enter the entire State Controller's assigned project number.
- Line D: (1) **Project Type:**
Indicate in the pull down list if the project is a capital construction (CC) or capital renewal (CR) project request.
- (2) **OSA Delegate Name:**
Enter the name of the OSA Delegate.
- Line E: (1) **Original Appropriation Year:**
Enter the fiscal year of the original appropriation.
- (2) **Narrative Signature Date:**
Enter the date the agency signed the previous narrative (the original date or the previously revised date if this is a new revision). Change per CCCR.
- Line F (1) **Fiscal Year (FY) to be Modified:**
Enter the fiscal year that the supplemental needs to modify.
- (2) **Revision Date:**
If this is a revision of this request, provide the date of this revision.

Project Information:

- Row 1: (a) **Project Budget Cost Components and Funding Sources:**
Below this heading are listed the various budget components that make up the budget request and a list of the sources for funding the request.
- (b) **New Total Project Costs:**
The new total project cost is the sum of Total Prior-Year Appropriation (excluding the modified FY value) and the New Modified FY Total Request, and is automatically calculated within the spreadsheet. (c + f)
- (c) **Total Prior Year Appropriation(s) Excluding Modified FY:**
If the project has any prior funding in any previous Long Bill, Supplemental Bill, or separate appropriation bill, enter the total prior value excluding the value of the original appropriation for the Modified FY-to be modified. If there was no other prior appropriation, then this value will be zero.
- (d) **Original Appropriation for the Modified Fiscal Year:**
Enter the value of the original budget FY to be modified.
- (e) **Supplemental Request for Modified Fiscal Year:**
The dollar amount of the request to be added to the original appropriated fiscal year.
- (f) **New Modified Fiscal Year Total Request:**
This value is automatically calculated. It is the new value for the FY being modified. (d + e)

Land / Building Acquisition:

- Row 2: **Land Acquisition/Disposition:**
If this project will include a cost to acquire and/or dispose of land, enter amount here.
- Row 3: **Building Acquisition/Disposition:**
If this project will include a cost to acquire and/or dispose of a building(s), enter the amount here.
- Row 4: **Total Acquisition/Disposition Costs:**
Enter the totals of rows 2 and 3.

Professional Services:

- Row 5: **Planning Documentation:**
Include the total cost requested to complete the planning documentation portion for this project request. Identify in the Narrative (S CCCR N) whether a facilities master plan (FMP), facilities program plan (FPP), facility condition audit (FCI), etc. was used to defend this project.
- Row 6: **Site Surveys, Investigations, Reports:**
Identify other engineering design fees, not related to the physical structure, such as site development, utility work, landscaping, and traffic control. Include the costs for land profession surveys, utility locates, and material testing for building's construction and site work. Include costs for hazardous materials identification and testing along with the projected costs of its abatement.
- Row 7: **Architectural/Engineering/Basic Services:**
Identify all fees for the design of the building. These include but are not limited to architectural and planning services, structural, mechanical, electrical, mechanical/plumbing system, any other engineering costs, along with cost for developing landscaping and the site.
- Row 8: **Code Review/Inspection:**
Include the cost for an approved Code Review Agent for drawing reviews and building inspections for compliance with the building codes as required by the OSA per C.R.S. § 24-30-1303(n)(ll), (z).
- Row 9: **Construction Management:**
If applicable, include the construction manager fee, including any CMGC fee. Only outside consultants are allowed to be paid. No departmental FTE can be paid through capital construction appropriations.
- Row 10: **Advertisements:**
Include advertisement costs, if any.
- Row 11: **Other (specify):**
Include all additional anticipated fees for the project. Specify fees associated with the High Performance Certification Program as implemented by the OSA. Specify the type of fee such as acoustical studies, information technology, fire protection or other types of service fees. Note that tap fees are not professional service fees.
- Row 12: **Inflation Cost for Professional Services:**
Provide the total dollars attributed to inflation per Section 1.6 Inflation Factor of these Instructions. Percentage increases MUST be defended in the narrative portion of the document, or 0% inflation will be recommended by OSA.
- Row 13: **Inflation Percentage Applied:**
Provide the total percentage attributed to inflation for the current year and apply the same percentage to out-years per Section 1.5, Inflation Factor.
- Row 14: **Total Professional Services:**
Enter the total of rows 5-12. Do not add in the inflation percent from row 13. If this amount exceeds 10 percent of row 28, Total Construction Costs, for a new facility or 15 percent for a renovated facility, attach a written explanation or explain in narrative to justify higher costs than generally allowed.

Construction or Improvement:

This section displays the total amount of money requested for the construction portion of the project. Do not include an amount under the column Prior Appropriation unless funds were appropriated in a previous Long Bill or other separate appropriation. Estimates should be based on the anticipated cost of construction starting in July of the year for which the appropriation is requested.

Included in this section are all costs such as, contractor's overhead and profit, general conditions, site location and/or security factors.

- Row 15: **Infrastructure Service/Utilities:**
The services/utilities cost should include all costs associated with obtaining power, water, gas, telephone lines, sewer, etc., extended from the nearest source to within five feet of the building(s). Be sure to include water or tap fees paid to other governmental entities in this line. Include infrastructure for EV charging stations. Do not include funds for other infrastructure reserves. Other infrastructure projects resulting from the impact of the requested project should be submitted as a separate capital construction project request(s).
- Row 16: **Infrastructure Site Improvements:**
Include all earthwork and site improvements costs to prepare the site and all other work such as clearing, grading, asphalt paving, curb and gutter, walks, accessibility, site lighting, site concrete (drainage pans), permanent or fixed site security, etc. All work related to landscaping should be included here as well. Examples include: sod, trees, shrubs, and irrigation.
- Row 17: **Structure/Systems/Components:**
Do not enter any numbers in this line. Structure/systems/component numbers shall be entered in rows 18-23.
- Row 18: **Cost for New (GSF):**
Provide the estimated cost for the portion of the project related to new construction. The cost should include utilities to a point five feet outside the building line. The cost of temporary power, water, etc., during construction provided by the State cannot be included.
- Row 19: **New Square Footage at \$/GSF:**
Insert the total new square footage and cost per square foot for new construction on the appropriate line.
- Row 20: **Cost for Renovation (GSF):**
Provide the estimated cost for the portion of the project related to renovation. The cost of temporary power, water, etc., during construction provided by the State cannot be included.
- Row 21: **Renovation at \$/GSF:**
Insert the total square renovation footage and cost per square foot for renovation on the appropriate line.
- Row 22: **Cost for Capital Renewal (GSF):**
Provide the estimated cost for the portion of the project related to capital renewal. The cost of temporary power, water, etc., during construction provided by the State cannot be included.
- Row 23: **Renewal at \$/GSF:**
Insert the total renewal square footage and cost per square foot for renewal on the appropriate line.
- Row 24: **Other:**
Include any costs not included in the above totals such as contractor's overhead & profit, general conditions, on site location, and/or security factors. Include asbestos and/or any other types of hazardous material remediation, demolition, and any other construction costs not included above. Identify these construction costs by line item in the Narrative (CCCR N) or other supporting documentation.
- Row 25: **High Performance Certification Program:**
Include all anticipated construction services, materials, equipment and associated costs for complying with the High Performance Certification Program as implemented by OSA. A project must meet the program requirements to comply with statute; otherwise a waiver or modification is required from OSA. If a waiver or modification was received from OSA, the justification of such shall be explained in the Narrative (S CCCR CS). See Section 2.4(I) for more information.

- Row 26: **Buy Clean Colorado Act (BCCO):**
All projects that exceed \$500,000 and begin design solicitation on or after January 1st, 2024 will be required to comply with C.R.S. § 24-92-117, the Buy Clean Colorado Act. Agencies and institutions of higher education should consider the effect of this requirement on budget requests that are solicited for design on or after January 1st, 2024. Include all anticipated costs for complying with the Buy Clean Colorado Act as implemented by OSA. A project must meet the program requirements to comply with statute.
- Row 27: **Inflation for Construction:**
Provide the total dollars attributed to inflation per Section 1.5, Inflation Factor. Percentage increases MUST be defended in the narrative portion of the document, or 0% inflation will be recommended by OSA.
- Row 28: **Inflation Percentage Applied:**
Provide the total percentage attributed to inflation for the current year and apply the same percentage to out-years per Section 1.5, Inflation Factor.
- Row 29: **Total Construction Costs:**
The spreadsheet will automatically total rows 15, 16, 18, 20, 22, 24 through 27 and indicate the Total Construction Costs.

Equipment and Furnishings:

- Row 30: **Equipment:**
Enter the cost of the equipment required for the function of program(s) within the project and not for the operation of the building(s). This item should include equipment that can be moved and reused even if it is built-in and would not be included in the general construction contract. Examples could include equipment for kitchens, laboratories, laundries, shops, medical facilities, stages, communication, EV charging station equipment, etc. Computer and Network Equipment includes workstations, file servers, routers, hubs or switches, printers, scanners, and other required hardware. Include in this row movable partitions, work surfaces, etc., which are part of the offices and workstations.
- Row 31: **Furnishings:**
Show the cost of furniture and other items necessary to complete the project for occupancy. These items would not normally be a part of the general construction contract. Examples are window coverings, cabinets, wardrobe, desks, chairs, tables, seating, etc.
- Row 32: **Communications:**
Include the costs associated with telephones and other communication systems here, such as the purchase and/or installation of fiber optic cable or other wiring for voice, Internet, intranet, local area network, and/or audio conferencing capabilities. Do not include cost of equipment for programs related to communication, computers, or other devices for audio or video equipment. These costs are part of equipment included in D-1.
- Row 33: **Inflation for Equipment and Furnishings:**
Provide the total dollars attributed to inflation per Section 1.5, Inflation Factor. Percentage increases MUST be defended in the narrative portion of the document or 0% inflation will be recommended by OSA.
- Row 34: **Inflation Percentage Applied:**
Provide the total percentage attributed to inflation for the current year and apply the same percentage to out-years per Section 1.5, Inflation Factor.
- Row 35: **Total Equipment and Furnishings Costs:**
The spreadsheet will automatically total rows 30-34 and indicate the total. If the Total Equipment and Furnishings Cost exceeds 10% of Total Construction Cost, include the details in the Narrative (S CCCR N).

Miscellaneous:

Row 36: **Art in Public Places:**

C.R.S. § 24-48.5-312 requires that "...not less than one percent of the State funded portion of the total construction costs to be used for the acquisition of works of art." This requirement applies to all capital construction project requests for new construction and renovations. Agencies need count only the State-funded portion of the construction request, and only if that amount is to be appropriated (certificates of participation are typically not appropriated). However, agencies are strongly encouraged to apply the 1% to all fund sources of construction.

The calculation for Art in Public Places should be based on the total construction costs identified on line 29.

Exempted from the 1% requirement are CR projects, CM projects, projects that are exclusively cash-funded, and others as identified in the statute.

Please include all funds for Art in Public Places in this row. Do not include it in other rows on the form. In some cases, the CDC may approve an exemption from this requirement.

Row 37: **Relocation Costs:**

For some projects it will be necessary to temporarily move some or all of the occupants and equipment to another facility. Those moving costs should be shown here. The cost of renting or leasing temporary space should NOT be included here. Lease costs are operating expenses.

Row 38 - **Other Costs (specify):**

Row 40: Enter and identify all other costs here. If the reason for the additional cost is not obvious, explain in the narrative. Add rows as necessary.

Row 41: **Total Miscellaneous Costs:**

The spreadsheet will automatically total rows 36 through 40 (and added rows as necessary) to indicate the total miscellaneous costs.

Total Project Costs:

Row 42: **Total Project Costs:**

This is the total estimated cost of the project. The spreadsheet will automatically total rows 4, 14, 29, 35 and 41 to indicate the total for each year that appropriations are requested.

Project Contingency:

These lines provide the contingency for the entire project. Contingencies are established for unanticipated project costs. Add rows 14, 29, 35, and 41 and multiply the appropriate percentages. Projects involving both renovation and new construction must indicate how the contingency was calculated. Agencies deviating from these percentages must justify the request in the Narrative (S CCCR N).

Appropriate use of project contingency funds is outlined in the OSA's Project Monitoring and Cost Management Guidelines. All contingency costs must be reported on the Capital Construction Project Application Form (SC 4.1) after project completion. Remaining balances shall revert to the Capital Construction Fund.

Row 43: **5% for New:**

Project contingencies for all new construction, equipment purchases, or facility-related planning studies will be 5% of the total project cost, excluding land or building acquisition costs.

Row 44: **10% for Renovation:**
Contingencies for project renovations and capital renewal will be 10% of total project costs, excluding land or building acquisition costs.

Row 45: **Total Contingency:**
The spreadsheet will automatically total rows 43 and 44 to indicate the total contingency costs for each year that appropriations are requested.

Total Budget Request:

Row 46: **Total Budget Request:**
The spreadsheet will automatically total rows 42 and 45 to indicate the total budget request costs for each year that appropriations are requested.

Funding Source:

The request is not complete until the fund sources are correctly delineated.

Row 47: **Capital Construction Fund (CCF)**
List the portion of the funds that are from the Capital Construction Fund, typically funded as a General Fund transfer.

Row 48: **Cash Funds (CF)**
List the portion of the funds that are cash funds (from a Cash Fund balance or from institution funds).

Row 49: **Reappropriated Funds (RF)**
List the portion of the funds that are Reappropriated Funds (funds transferred from another agency).

Row 50: **Federal Funds (FF)**
List the portion of the funds that are provided by a Federal Source.

Row 51: **Highway Users Tax Fund (HUTF)**
List the portion of the funds that are from the Highway Users Tax Fund. Note there are limitations regarding the types of projects these funds can be used for.

Row 52: **Total Funds (TF)**
The spreadsheet will automatically total rows 47 to 51 to show the total funds.

STATE OF COLORADO
DEPARTMENT OF PERSONNEL & ADMINISTRATION
OFFICE OF THE STATE ARCHITECT

FY2025-26 BUDGET REQUEST SUBMISSION INSTRUCTIONS

SECTION 3: CONTROLLED MAINTENANCE (CM)

This section applies to institutions of higher education and state agencies for all controlled maintenance budget request submissions.

3.1 ELIGIBILITY REQUIREMENTS FOR REQUESTING CONTROLLED MAINTENANCE FUNDING

A New Construction/Renovation/Corrective Repair and Replacement:

- New state-owned, general-funded buildings and other physical facilities funded through CC appropriations and academic facilities (as defined herein) will be eligible for future CM funds when a **minimum of fifteen years** has elapsed from the date of substantial completion of the original CC project.
- New additions to existing state-owned, general-funded buildings and other physical facilities funded through CC appropriations and academic facilities (as defined herein) will be eligible for future CM funds (for any portion of the new addition) when a **minimum of fifteen years** has elapsed from the date of substantial completion of the original CC project (addition).
- Partial or total renovations of existing state-owned, general-funded buildings and other physical facilities funded through CC appropriations and academic facilities (as defined herein) will be eligible for future CM funds (for any portion of the renovation) when a **minimum of fifteen years** has elapsed from the date of substantial completion of the original CC project (renovation).
- Corrective repairs and replacements made to existing state-owned, general funded buildings and other physical facilities funded through CC appropriations and academic facilities (as defined herein) will be eligible for future CM funds (for any portion of the previous corrective repair or replacement project) when a **minimum of fifteen years** has elapsed from the date of substantial completion of the previous CM project (corrective repair or replacement).

B Acquisitions:

- State-owned, general-funded buildings and other physical facilities and academic facilities (as defined herein) acquired through capital construction (CC) appropriations will be eligible for future controlled maintenance (CM) funds when a **minimum of fifteen years** has elapsed from the date the state took title to the property. The condition of the building or other physical facility must be known prior to acquisition and a plan to fund all costs required for corrective repairs or replacement must be determined and factored into the acquisition.
- State-owned, general-funded buildings and other physical facilities and academic facilities (as defined herein) acquired through other means (not involving CC appropriations) will be eligible for future CM funds when a **minimum of fifteen years** has elapsed from the date the state took title to the property. The condition of the building or other physical facility must be known prior to acquisition and a plan to fund all costs required for corrective repairs or replacement must be determined and factored into the acquisition.
- Academic facilities (as defined herein) that have been repurposed from existing auxiliary facilities (as defined herein) will be eligible for future CM funds when a **minimum of fifteen years** has elapsed from the date of substantial completion of the repurposed facility.

C Academic Facilities:

Classifications per C.R.S. § 23-1-106(10.3).

- Academic Facility means any building or other physical facility, including any supporting utility infrastructure that is central to the role and mission of each institution as set forth in C.R.S. § 23-1-106, whether general-funded or funded through other means (not involving capital

construction appropriations). Examples include, but are not limited to, classrooms, libraries, and administrative facilities.

- Auxiliary Facility means any building or other physical facility, including any supporting utility infrastructure, funded from an auxiliary source such as housing or parking revenue or any building or other physical facility that has been historically managed as an auxiliary facility and is accounted for in institutional financial statements as self-supporting facility. Examples include, but are not limited to housing facilities, dining facilities, recreational facilities, and student activities facilities.

Guidelines for Determining Classifications (per 2009 MOU of CDC and Higher Education):

- Fund Source
 - If a project/facility is funded from appropriated academic and academic facility fee or from tuition, then it is typically considered an academic project/facility.
 - If a project/facility is funded from an auxiliary source such as housing or parking revenue, then it is typically not considered an academic project and is instead an auxiliary project/facility.
- Nature of Facility
 - If a project/facility is central to the role and mission of the institution, and provides space predominantly for instruction, student services, or other similar role then it is typically considered academic.
 - If it is not clear whether a proposed facility will be used for academic purposes, and it will not be funded from auxiliary source, then the higher education institution must make a strong case to the Office of the State Architect (OSA) for academic use in order for the proposed facility to be categorized as academic.

D Eligibility Waiver Process:

Agency/institutions with state-owned, general funded buildings and other physical facilities and academic facilities (as defined herein) that may require special consideration for waiver on eligibility requirements shall submit in writing a justification to the Office of the State Architect (OSA).

- Upon receipt of agency/institutions written justification OSA will review and consult with the Capital Development Committee (CDC) for approval or denial.
- A written determination from OSA will then be sent to the agency/institution explaining the reasons for approval or denial. If approval is granted, the agency/institution will be eligible to request controlled maintenance funds in the subsequent fiscal year.

3.2 PROJECT COMPLEXITY

See Section 1.3 for definitions of controlled maintenance (CM) and capital renewal (CR). Each and every CM project shall be identified and requested on separate CM N & CM CS forms. The requests should fall under one (1) of the following basic descriptions:

A Relatively Simple Project in Scope and Nature:

Example: A project that involves only one CSI work category such as sidewalk repair/replacement or roof replacement.

B Complex Project in Scope and Nature:

Example 1: A complex project involves numerous CSI work categories (or building systems) such as replacement of mechanical systems (HVAC or plumbing), electrical work, and incidental architectural finishes within a single building.

Example 2: A complex project involves one or more similar CM categories of work in multiple buildings.

C Multiple Phased Funding Projects due to Scope, Complexity, and/or Estimated Cost:

Recognize that each phase is a stand-alone independent phase and the completion of the discrete phase should not be dependent on future CM appropriations.

Example: Replacement of a centralized steam distribution system by segments.

D Capital Renewal Projects (Building/Infrastructure):

Controlled maintenance (CM) projects where the total project dollar amount of a single phased project or any phase of a project is in excess of two million dollars (refer to Section 2.4 & 2.5 for details and submittal requirements).

Example: Upgrading all mechanical, electrical, and plumbing systems within an existing facility due to age/condition and not program driven.

Example: Upgrading infrastructure due to age/condition and not program driven.

All CM project requests, regardless of size or complexity, are required to have an attached detailed cost estimate prepared by qualified physical plant staff, contractor, or a professional consultant per Section 3.7, Controlled Maintenance Project Request Cost Summary (CM CS).

3.3 PROJECT SCORING SYSTEM

The Project Score (PS) is calculated for each CM project listed on the Controlled Maintenance Project Request Summary Form (CM S) submitted by each agency/institution in their annual budget request submittal. OSA calculates the overall Project Score by multiplying the three factors (OC x PM x CI = PS) listed on the Summary (CM S) form.

Note that projects are scored ranging from two (2) and higher, with the lower score receiving the higher ranking. The factors are listed below:

A Factor 1 - Operational Criteria (OC):

The Operational Criteria (OC) is determined and applied by the agency/institution, verified by OSA, and is derived from the following categories:

1. Life Safety / Loss of Use (Operational Criteria = 1):

This category includes projects affecting life safety such as fire alarm and detection, the removal of hazardous materials, accessible ingress/egress and other code deficient situations that could potentially cause harm to the facility's occupants or damage to the facility. This category also includes loss of use circumstances where the imminent failure of a piece of equipment or building/infrastructure system would result in shutting down a facility or a portion of a facility. This category would also include loss of accreditation. The proposed ADA accessibility improvement should be provided for the building being submitted for the budget request or, in the case of a building component that does not provide public access, the improvement may be proposed to the surrounding site or campus as most appropriate.

2. Impacting Energy / Environment / Operations (Operational Criteria = 2):

This category includes projects where the deficiency is not severe enough to cause harm to building occupants or contents but is severe enough to disrupt operations or program delivery on an intermittent basis. This category can also include projects to improve significant operational deficiencies and/or cost effectiveness of systems, including environmental impact and energy conservation projects.

3. Damage or Deterioration (Operational Criteria = 3):

This category includes projects where varying degrees of damage or deterioration has been noted but has not yet severely impacted operations or program delivery.

B Factor 2 - Priority Multiplier (PM):

The Priority Multiplier (PM), is calculated and applied by the agency/institution (verified by OSA). For scoring purposes, each agency/institution is allotted one project request for each 500,000 GSF

(+) (rounded to the nearest 500,000 GSF increment) of reported general funded/academic space in its physical plant inventory currently on-line. The number of projects in the allotment is determined by dividing the GSF of the agency/institution by 500,000. The first allotment is assigned a multiplier of one (1) and the second allotment is assigned a multiplier of two (2), and so on, up to three (3).

For example if an agency/institution has 1,000,000 GSF and submits six project requests, the first two project requests would receive a multiplier of one (1) (1,000,000 GSF/500,000 = 2 projects). The third and fourth project requests would receive a multiplier of two (2), and the fifth and sixth project requests would receive a multiplier of three (3). Agencies/Institutions should submit their project requests ranked in order of their internal priority and grouped by Priority Multipliers.

C Factor 3 - Critical Index (CI):

The Critical Index (CI), is determined and applied by OSA and is a numerical evaluation of the importance of each agency's project requests. It is an assessment of the relative immediacy (criticality) or importance in accomplishing the requested projects. OSA will evaluate the agency's current capability to complete the number, scope, size and complexity of the agency's project requests as listed on the Summary (CM S) form.

Important Notes on Criticality:

The OSA has noted that in some budget requests non-critical items are often combined with critical elements of work, and further noted that these are being requested at the highest (or next to highest) priority level. For example health and safety elements (Operational Criteria of 1) may comprise only 10% of the work with the remainder of work being less critical, but these projects are requested as if the health and safety issues are predominant.

To justify the critical nature of projects where non-critical elements are included, the critical physical deficiencies must predominate over non-critical elements. Agencies/Institutions should be prepared to outline scopes of work and budgets to clarify the criticality issues of such requests.

3.4 CONTROLLED MAINTENANCE PROJECT REQUEST – FIVE YEAR PLAN (CM 5P, Rev. 02/2023)

Header Information:

Line A: **Agency/Institution:**

Using the drop down list to enter the agency/institution name.

Line B: **Agency/Institution Signature Approval/Date:**

Enter the signature of the agency's executive director or commissioner or the institution's president or his/her designee. Enter the date of the signature. Signing off for agency/institution approval means that the signer affirms the head of the agency/institution has knowledge of the request, its total dollar amount, and its purpose. It also affirms that the form is complete.

Line C: **OSA Delegate Signature/Date:**

The OSA delegate is to sign and date all annual submission forms to indicate review and coordination of the submittal per agency/institution's MOU with OSA.

Line D: **OSA Review Signature/Date:**

The final reviewed and accepted version is signed and dated, manually or electronically, by OSA.

Project Information:

- OSA recommends including all known CM projects on the Five Year Plan (CM 5P) as identified in your facility audit and Asset Management Plan. The number of projects is not a concern.
- Use ONLY one row for all projects, single phase or multi-phased.
- Enter WHOLE dollars only. No links to other spreadsheets.

- If there isn't a dollar amount for a phase, leave the cell blank. Don't enter a zero for empty cells.

- Column 1: **Agency/Institution Priority Number:**
Enter the agency/institution's priority (AP) number(s) for each project, i.e. 1, 2, 3, etc. List the projects in order of their priority.
- Column 2: **Project Number:**
If this is a funded continuation (multi-phased) project, enter the State Controller's assigned project number. All else, leave blank. Don't enter an agency's internal project or tracking number.
- Column 3: **CM Category:**
Enter the CM category as listed below. List **ONLY one category** based upon the most prominent, by cost, aspect of the project:
- **I** - Infrastructure/Utilities/Water/Roads, etc.
 - **ENV** - Environmental Hazard/Remediation
 - **FS** - Fire & Public Safety/Codes & Standards/Accessibility/Security
 - **ST** - Structural
 - **EL** - Electrical
 - **HVAC** - Heating/Ventilation/Air Conditioning/Air Quality/Plumbing/Energy
 - **RF** - Roofing/Waterproofing,
 - **MISC** - Miscellaneous/General Repairs/Elevators
- Column 4: **Project Title:**
List the project title without any phase descriptions. The project title shall be the same as on the Five Year Plan (CM 5P), the Narrative (CM N), and the Cost Summary (CM CS). For previously funded projects, use the project title as indicated in the previous Long Bill or OSA's Annual Report, Status Report Section. Use one line per project, not one line for each phase of the project. Do not enter the project title in "ALL CAPS", only capitalize the first letter of each word as appropriate.
- Column 5: **Number of Phases:**
Indicate the number of phases for this project.
- Column 6: **Total Project Cost:**
Enter the total project cost for all phases of the project, even if out-years are not listed on this chart (do not round off the number). Regardless of if the listed project is single-phased or multi-phased, the dollar amount should match that listed in the CM Request Summary form (CM S) Column 4 (Total Project Cost) and the last line of CM Cost Summary (CM CS).
- Column 7: **Prior Appropriation:**
Enter the actual cumulative dollar amount of all prior appropriations as indicated in the CM N form (Section D, Project Phasing Cost Information, Prior Phasing Subtotal) as applicable.
- Column 8: **FY 2025-26 Budget Request:**
Enter the total dollar amount requested for the Current Year Request. This amount should be identical to that listed in the CM S (Column 4, Current Year Request); CM N (Section D, Project Phasing Cost Information, Cost of Current Phase, Cost of Current Phase); and CM CS (Project (Phase) Total Cost) forms as applicable. Do not round off any dollar amounts to the nearest tens, hundreds, or thousands.
- Column 9: **Out-Year Requests:**

Enter the total dollar amount that will be requested in an out-year budget request for the listed project. These may be single phase projects to be requested in future years or future phases of the listed project.

For continuation (multi-phased) projects, list the phase number. The amounts should be identical to that listed in the CM N (Section D, Project Phasing Cost Information, Future Phase(s) Funding, Project (Phase) Total Cost) and CM CS (Row 30, "Cost of Current Phase") forms as applicable. Do not round off any dollar amounts to the nearest tens, hundreds, or thousands.

Agencies and institutions shall consider the impact of inflation for out-year costs when developing the project budget phases so as not to exceed two million dollars at a future point in time when an out-year phase is requested. A detailed cost estimate is not required for projects in the current Five Year Plan that do not have a phase in this fiscal year.

Note that all CM project requests are not to exceed 5 phases. Additional phases cannot be added to on-going continuation (multi-phased) projects as previously requested and partially funded without prior approval from OSA.

Row 10: **Totals for Each Fiscal Year:**
The spreadsheet will calculate the total dollar amounts requested for each fiscal year. Do not total prior appropriations.

Row 11: **Grand Total of the Five Year Plan:**
The spreadsheet will calculate the grand total dollar amount for the Five Year CM Project Plan.

3.5 CONTROLLED MAINTENANCE PROJECT REQUEST – SUMMARY (CM S, Rev. 02/2022)

Header Information:

- Line A1: **Agency/Institution Name:**
Use the drop down list to enter the name of the agency/institution.
- Line A2: **Agency/IHE GSF:**
Enter the Gross Square Footage (GSF) of owned General Funded or academic buildings.
- Line B: **OSA Delegate Signature/Date:**
The OSA delegate is to sign and date all annual submission forms to indicate review and coordination of the annual submittal per agency/institution's MOU with OSA.
- Line C: **OSA Delegate Name:**
Enter the name of the OSA Delegate.
- Line D: **Agency/Institution Signature Approval/Date:**
Enter the signature of the agency's executive director, commissioner, the institution's president, or his/her designee. Enter the date of the signature. Signing off for agency/institution approval means that the signer affirms the head of the agency/institution has knowledge of the request, its total dollar amount, and its purpose. It also affirms that the form is complete.

Project Information:

Projects shall be listed based on the agency/institution's order of importance of each project (Agency Priority Number from CM N). List the agency/institutions' most important project first, the second most important project second and so on. Add additional boxes as required.

Column 1: **Agency/Institution Priority Number:**

Provide the agency/institution's project priority number listed in the order of importance, i.e. 1, 2, 3, etc.

Column 2: **Project M Number:**
If this is a funded, continuation (multi-phased) project, enter the State Controller's assigned project number or else leave blank. Do not enter an agency/institutions' internal project or tracking number.

Column 3: **Project Title and Phase:**
a) **Title:** The project title(s) shall match the name from the Long Bill if previously funded or the title used on the Narrative(s) (CM N). The project title shall be the same as on the Five Year Plan (CM 5P), the Narrative (CM N), and the Cost Summary (CM CS). Do not enter the project title in "ALL CAPS" and only capitalize the first letter of each word as appropriate.
b) **Phase:** For single-phase projects, indicate "Phase 1 of 1." Multi-phased and funded projects should have one project title box per phase. Example, indicate current phase "Phase 1 of 4". List only the projects requested this fiscal year. All future phases of a project or future projects are listed only on the CM 5P.

c - f) **Instructions listed in Column 4:** Project Cost section, see below.

Column 4: **Project Cost:**
The titles for each of the dollar values are listed in Column 3 and the costs are listed in Column 4 as described below. Round dollar amounts to the nearest dollar.

- c) **Total Project Cost:** Enter the total estimated project cost for all funding phases.
- d) **Prior Appropriation:** Enter the total project cost for all prior appropriated phases.
- e) **Current Year Request:** Enter the total project cost for the current year project request. Note: The dollar amount listed shall be identical to that listed in the CM CS for this project.
- f) **Project Balance:** Value is automatically calculated by "Total Project Cost - Prior Appropriations - Current Year Request = Project Balance".

Column 5: **Operational Criteria (OC):**
Based upon the major aspects of the project, enter one value for the appropriate operational criteria (OC) number for each project as follows:

- a) Enter OC number "1" for projects considered "Life Safety / Loss of Use".
- b) Enter OC number "2" for projects considered "Negatively Impacting Operations / Energy Efficiency / Environment".
- c) Enter OC number "3" for projects considered "Causing Damage or Deterioration".

Column 6: **Priority Multiplier (PM):**
The agency/institution will determine the PM based on the allotted sets of projects allowed as described in Section 3.3, Project Scoring System. This summary form will be used to calculate the project score (PS).

Column 7: **Critical Index (CI):**
DO NOT FILL IN THIS COLUMN. OSA will determine the critical index (CI) as described in Section 3.3, Project Scoring System. This summary form will be used to calculate the PS.

Column 8: **Project Score (PS):**
DO NOT FILL IN THIS COLUMN. OSA will determine the project score (PS).

Row 9: **Current Year CM Total:**
The form will automatically calculate and enter the total dollar amount for the current year CM project requests from the project specific current year requests provided on this form. If additional blocks are added, the formula will need to be modified.

3.6 CONTROLLED MAINTENANCE PROJECT REQUEST – NARRATIVE (CM N, Rev. 02/2022)

Header Information:

- Line A: (1) **Project Title:**
The project title shall be the same as on the Five Year Plan (CM 5P), the Narrative (CM N) and the Cost Summary (CM CS). If the project has a prior appropriation, use the name from the Long Bill.
- Line B: (1) **Agency/Institution Name:**
Enter the agency/institution's name.
- (2) **Project Phase:**
Enter the current phase proposed and the total number of phases (X of X).
- Line C: (1) **OSA Delegate Signature/Date:**
The OSA delegate is to sign and date all annual submission forms to indicate review and coordination of the annual submittal per agency/institution's MOU with OSA.
- (2) **State Controller Project #:**
Enter State Controller's assigned project number for continuation (multi-phased) projects.
- Line D: (1) **Agency/Institution Signature Approval:**
Enter the signature of the agency's executive director or commissioner or the institution's president or his/her designee. Signing off for agency/institution approval means that the signer affirms the head of the agency/institution has knowledge of the request, its total dollar amount, and its purpose. It also affirms that the form is complete.
- (2) **Date:**
The Date for the Agency/Institution signature.
- Line E: (1) **Agency/Institution Priority Number:**
Provide the agency/institutions' project priority number listed in the order of importance, i.e. 1, 2, 3, etc.
- (2) **Revision Date:**
If this is a revision, provide the date of this revision.
- Line F: (1) **Total Project Cost:**
Enter the total estimated project cost for all funding phases.
- (2) **Cost of Current Phase:**
Enter the total project cost for the current year project request. Note that the dollar amount listed shall be identical to that listed in the CM Cost Summary form (CM CS) for this project.

A Project - Building and Infrastructure Profile:

- Row 1: **Building – vs – Site (Infrastructure):**
Check ALL the appropriate boxes to indicate the nature of the CM request:
- Building(s) – Request is for work in a building(s).
 - Indicate if the request includes any Historically Designated projects.
 - Site (utilities underground) – Request is for work underground.
 - Site (improvements above ground) – Request is for work above ground.
- Row 2: **Building Information:**
Not applicable for an infrastructure project. Enter per Section 4.4, the Building Inventory spreadsheet.
- a) Building Name (of all buildings within the project)

- b) DPA Risk Management or institution of higher educations' unique Building Number, as appropriate
- c) Gross Square Feet (GSF)
- d) Current Replacement Value (CRV)
- e) Year Built (YYYY format)
- f) Report Facility Condition Index (FCI) number
- g) Projected Facility Condition Index (FCI) number

Row 3: **Facility Status:**
Check the applicable boxes:

- a) Check this box if the facility's useful life is more than five (5) years.
- b) Check this box if major facility changes, renovations, or program revisions are ongoing or anticipated in the next five years. In the Project Request Information section below, include project number (if appropriate) and a brief description of how this additional work does not/will not impact this CM request.

Row 4: **History of Appropriated Projects:**
Provide the funding history for the last fifteen fiscal years, indicating the appropriated amount, project numbers (M#, P#, or EM#), project title, and completion date and current status related **to this project budget request**. Also include all cash and operational funds expended in the last five years related to **this project budget request**.

B Project Request Information:
Do not enter any information in "ALL CAPS" and use standard sentence structure.

Row 1: **Description of CM Problem:**
Describe in detail the CM problem(s) and the specific work required to fix, repair, and replace the maintenance problem or equipment. Provide details of the full project (all phases). The description should indicate in detail all the operational criteria (OC) aspects of the problem. The OC value on the CM S form needs to be justified in the section. Indicate the age of the building/infrastructure component and all maintenance problems. List all major building components that would be impacted from this project. Indicate any unique design or building trades that would be required in the work. List applicable executive orders as necessary justification.

Row 2: **Description of CM Solution by Phase:**
Describe the proposed solution to the problem. If a project is a multi-phased request, provide a detailed description identifying the work for each discrete phase. Recognize that each phase is a stand-alone independent phase and the completion of the discrete phase should not be dependent on future CM appropriations. Highlight the phase being requested in the current fiscal year. The narrative description should relate directly to the item breakdown and subtotals by funding phase in the detailed cost estimate in the CM Cost Summary (CM CS) form. Also note if federal tax credits such as the [Inflation Reduction Act Direct Pay Credits](#) were considered and whether this project is eligible or the reason it was not. A list of I.R.S. eligible credits can be found [here](#).

Row 3: **Consequences of Not Funding and Justification of THIS Project Request:**
Describe the effects and impacts on program and physical maintenance of the facility if this specific project isn't funded. Justify it by estimating adverse impacts on operating costs, additional deferred maintenance costs, and/or maintaining functional use of the facility in terms of one of three operational criteria (OC).

- Row 4: **Facility Condition Audit (Mandatory):**
Attach applicable facility condition audit component pages to support this request if available.
- Row 5: **Supporting Documents:**
Documentation such as photographs, site maps, feasibility studies, should be included in the submittal as separate files. All picture files shall also be sent as separate JPEG or PDF files.
- Row 6: **Impact on Facility Condition Index (FCI) or Infrastructure System:**
Indicate what components/systems would be impacted and how this project will change the building's facility condition index (FCI) number. Provide the new FCI number achieved after completion of the project.
- Row 7: **Building Life-Cycle Cost Analysis (BLCC) Worksheet:**
This is applicable to energy-consuming systems/components and building envelope systems with utility energy costs impacted by external climatic conditions for buildings greater than 20,000 gross square feet. Refer to the OSA Building Life Cycle Cost Policy on the OSA Energy & Environment web page for instruction on completing the CM BLCC Worksheet.

C Detailed Cost Estimate:

Attach the CM Cost Summary (CM CS) along with any additional budgeting spreadsheets that support the CM CS information.

Fill in the chart as follows:

1. List the agency/institution's file name used to support the Narrative (CM N) form.
2. Explain the method used to establish costs for the project, internal resources, external contractor pricing, historical data, published estimating values, etc. Provide the date of the estimate.
3. Provide the justification for the inflation values used, by phase.
4. [Given the current instabilities experienced in construction material and labor, an adjustment of the pricing assumptions may be made in following year budget requests. Identify building components and provide justification for item cost increase above your indicated inflation factor.](#)

D Project Phasing Cost Information:

List all prior, current, and future phases and the total project cost in the appropriate tables as explained. Attach the Cost Summary (CM CS) along with any additional cost spreadsheet that supports the CM CS information.

- **Prior Funded Phase(s):**
List all prior phasing, the assigned State Controller's Office (SCO) project number (M#), enter the appropriate phase information (Phase X of X) and the actual appropriated dollar amount in the appropriate fiscal year row. Subtotal the dollar amounts for all prior phases.
- **Cost of Current Phase:**
For a single-phase project enter in the dollar amount requested for the project and enter "Phase 1 of 1" for phase of work. For continuation (multi-phased) projects enter the current dollar amount for this phase, enter the proper phase information, and enter the assigned SCO project number (M#).
- **Future Phase(s) Funding:**

List all future funding phase(s), the assigned State Controller's Office (SCO) project number (i.e. M#), enter the appropriate phase information (Phase X of X) and the actual appropriated dollar amount in the appropriate fiscal year row. Subtotal dollar amounts for all future phases.

- **Total Project Dollar Amount:**

Total all of the prior, current, and future funding phases for the project.

Note that the dollar amounts per funding phase should be identical to the information as indicated on the CM CS form by phase (tabs). Also, note that project review and prioritization by OSA will be based upon the current fiscal year request.

E Proposed Project Implementation Schedule (Plan):

Enter the dates for major milestones shown, which are planned by the agency/institution, to accomplish the project by phase as requested.

In preparing the schedule, the agency/institution should consider that Long Bill appropriated projects might not be appropriated prior to July 1st of the fiscal year. The schedule must make realistic allowances for the duration of all precedent activities such as, selection of consultants, negotiation and execution of consultant agreements, design/review of documents and duration of applicable activities.

3.7 CONTROLLED MAINTENANCE PROJECT REQUEST - COST SUMMARY (CM CS, Rev. 02/2024)

All controlled maintenance project request cost estimates are to be prepared by a qualified physical plant staff, contractor, or professional consultant.

Projects that require multiple funding phases shall complete a separate cost summary (CM CS) for each phase of the project by using the tabs for the phases identified along the bottom of the spreadsheet. When submitting an out-year request of a previously appropriated project, provide all the previous year's cost summaries. State agencies and institutions of higher education shall consider the impact of inflation for out-year costs when developing the project budget phases so as not to exceed two million dollars at a future point in time when an out-year phase is requested.

For each cost summary a separate detailed cost estimate in the CSI format is required for each project request and each phase, regardless of size, complexity or cost. Rough estimates, lump sum estimates, or order of magnitude estimates **will not be accepted** and the budget request will be sent back to the agency for revisions. Attach to each CM CS form (one per phase) a dated and detailed cost estimate in the CSI format that supports the CM CS information.

Continuation projects (multi-phased projects) require annual submissions of the CM CS forms. The budget documents for multi-phased projects, that have received at least one previous appropriation through a signed bill, are checked for conformance with prior submissions of the requests. All multi-phased projects shall be submitted with detailed cost estimates for all funding phases with the scope of work for each funding phase clearly defined by the Narrative (CM N) and Cost Summary (CM CS) forms. All phases are stand-alone (discrete functional portions of work). If an agency's cost estimate for a multi-phased project has changed since the previous year and/or the OSA site verification meeting, the agency should notify OSA before submission. All supporting information and background must be submitted with the Cost Summary (CM CS).

Header Information:

Line A: **Project Title:**

The project title shall be the same as on the Five Year Plan (CM 5P), the Narrative (CM N), and the Cost Summary (CM SC). If the project has a prior appropriation, use the name from the Long Bill.

Line B: **Agency/Institution:**

Use the drop down list to enter the agency/institution's name.

- Line C: (1) **Project Phase:**
Enter the current phase proposed and the total number of phases (Phase X of X).
- (2) **State Controller Project Number:**
Enter State Controller's assigned project number for continuation (multi-phased) projects.
- Line D: **Revision Date:**
If this is a revision, provide the date of this revision.
- Row 1: **Site Surveys, Investigations, and Reports:**
List the total dollar amount of all site-related services. These professional services are provided by consultants other than the Architect/Engineer and are usually obtained directly by the agency/institution and made available to the Architect/Engineer. They may include but are not limited to surveys describing the physical characteristics, legal limitations, and utility locations; and geotechnical investigations determining soil conditions, hazardous materials, and ground erosion.
- Row 2: **Architectural/Engineering/Basic Services:**
List the total dollar amount of all basic design services. These professional services are provided by the Architect/Engineer as full design services typically consisting of schematic design, design development, construction documents, bidding, and contract administration phase services. The limited scope of work of some projects may allow for combining one or more services into fewer phases of design. The project should also include the ADA accessibility improvement in the design services. The proposed ADA improvement should be provided for the building being submitted for the budget request or, in the case of a building component that does not provide public access, the improvement may be proposed to the surrounding site or campus as most appropriate.
- Row 3: **Code Review/Inspection:**
List the total dollar amount of all code compliance related services. These professional services are provided directly to the agency/institution by an approved Code Review Agent or other entity approved by OSA.
- Row 4: **Other (Explain Below):**
List additional professional services not included above.
- Row 5: **Inflation Percentage/Dollar Amount:**
Provide the inflation factor and the total dollars attributed to inflation per Section 1.5, Inflation Factor. Percentage increases MUST be defended in the narrative portion of the document or 0% inflation will be recommended by OSA.
- Row 6: **Total of Professional Services:**
The form will automatically enter the total of all applicable professional services indicated above.

Construction Improvement:

- Row 7: **Infrastructure, Utility Services:**
In the lines below list the categories for the infrastructure utilities. Do not enter anything in this row.
- Rows 8 - 9: **List and justify the smallest quantity** (unit of measure by CSI format), unit cost and extended cost for all utility services upgrades and/or replacements by each work item. Utility services include but are not limited to sewer, water, gas, and electricity. Lump sum costs will not be acceptable except for individual pieces of equipment. Add additional rows as required.
- Row 10: **Infrastructure, Site Improvements:**

Do not enter anything in this row. In the line(s) below list by category the infrastructure—site improvements.

Rows 11 - 12: **List and justify the smallest quantity** (unit of measure by CSI format) unit cost and extended cost for all existing site improvements, upgrades and/or replacements by each work item. Site improvements include but are not limited to walks, roads, accessibility, grading, landscaping, irrigation, and area lighting. Lump sum costs will not be acceptable except for individual pieces of equipment. Add additional rows as required.

Row 13: **Structure/System/Components:**
Do not enter anything in this row. In the line(s) below list by category the structural/systems/components, i.e. roofing, insulation, drywall, painting, mechanical, electrical, etc. The form is adaptable to systems type estimating - when applicable and when units are not subject to a breakdown by work item (example – a single piece of equipment not including associated installation work items or costs) - by entering L.S. (abbreviation for Lump Sum) under the Unit Cost Column.

Describe each and every Work Item involved in the project, an estimate of their quantity multiplied by prevailing (substantiated) Unit Costs to obtain the Extended Cost for each Work Item. Under the Work Item column, indicate whether Labor (L), Material (M), Labor and Material (L & M) or Equipment (E) is included in the Work Item.

Rows 14 - 16: **List and justify the smallest quantity** (unit of measure by CSI format) unit cost and extended building cost related to all improvements to an existing building by each work item. The project scope of controlled maintenance projects will vary and may incorporate the structure, including the foundation, structural system and building enclosure and/or, the various systems including mechanical, electrical, plumbing, accessibility, and/or components involving the repair or replacement of a single piece of equipment. Add additional rows as necessary.

Row 17: **Other (Explain Below):**
Do not enter anything in this row. In the line(s) below list, by category, other construction improvement items not included above.

Rows 18 - 19: **List and explain the extended costs** of any construction improvement not included above such as but not limited to hazardous materials abatement, forensic investigations, and rental of temporary equipment by Work Item.

Row 20: **Buy Clean Colorado Act:**
All projects that exceed \$500,000 and begin design solicitation on or after January 1st, 2024 will be required to comply with C.R.S. § 24-92-117, the Buy Clean Colorado Act. Agencies and institutions of higher education should consider the effect of this requirement on budget requests that are solicited for design on or after January 1st, 2024. Include all anticipated costs for complying with the Buy Clean Colorado Act as implemented by OSA. A project must meet the program requirements to comply with statute.

Row 21: **For all CM budget requests, an ADA improvement valued at 1% of the construction budget must be submitted as a portion and as a component of the request for funding.** The proposed ADA improvement should be provided for the building being submitted for the budget request or, in the case of a building component that does not provide public access, the improvement may be proposed to the surrounding site or campus as most appropriate. An explanation of the accessibility deficiency must be provided in the narrative as well as a description of the proposed improvement and the impact on the building users. If possible, please provide an estimate of the population that will be impacted by this accessibility improvement.

Row 22: **Contractor's General Conditions:**

- List the cost for Contractor's General Conditions.
- Row 23: **Contractor's Overhead and Profit:**
List percentage under Unit Cost and total amount under the Extended Cost.
- Row 24: **Inflation Percentage/Dollar Amount:**
Provide the Inflation Factor and the total dollars attributed to inflation per Section 1.5, Inflation Factor. Percentage increases MUST be defended in the narrative portion of the document, or 0% inflation will be recommended by OSA.
- Row 25: **Total of Construction Improvement Costs:**
The form will automatically total all Construction Improvement Costs.

Miscellaneous Costs:

- Rows 26 - 27: **Miscellaneous Costs:**
List and explain Extended Costs for any miscellaneous project items not incorporated in any of the line items above including but not limited to advertising costs, moving/relocation expenses, leasing costs, and **temporary** modular buildings, if applicable.
- Row 28: **Total Miscellaneous Costs:**
The form will automatically total all of the miscellaneous costs indicated above.
- Row 29: **Project Contingency:**
The form will automatically calculate the total of professional services, construction improvement cost, and miscellaneous cost and multiply that total by 10% to create the project contingency cost. The use of contingency funds must comply with OSA policy.
- Row 30: **Cost of Current Phase:**
The spreadsheet will automatically calculate the total cost for professional services, construction improvements, miscellaneous costs, and project contingency (rows 6, 25, 28, 29). This is the total project cost for a single phase project or the total cost for a discrete phase of a multi-phased project.
- Note that for the continuation (multi-phased) projects, a detailed project cost estimate is required for each discrete phase and shall be indicated in the tabs along the bottom of the spreadsheet. Each of the cost breakdowns should list the costs for professional services, construction improvements, miscellaneous costs, and project contingency that are being requested in that particular phase. Coordinate the CM Narrative (CM N) phase descriptions with the cost summary breakdowns by phase.
- These totals shall be identical to and listed in the CM N, Section D, current and future phasing tables.
- Row 31: **Total Square Feet/Lineal Feet of Construction Improvement Area:**
Provide the area or lineal feet associated with the improvement. Add additional lines as required.
- Row 32: **Overall Cost/Sq. Ft, Cost/Lin. Ft of Construction Improvement Area:**
Provide the dollar value in terms of cost/sq. ft. or cost/lineal feet, as appropriate, for the improvement.

Total Project Costs for all Phases:

- Row 33: **Total Project Costs for all Phases:**
Do not enter anything in this row. The spreadsheet will automatically calculate the current and future funding phases.

3.8 BUILDING LIFE CYCLE COST WORKSHEET (CM BLCC, Rev. 02/2024)

The CM Building Life Cycle Cost Worksheet was designed to analyze different design/replacement options for energy consuming or building systems impacted by outside weather conditions. Reference the OSA Life-Cycle Cost Policy on OSA's Energy & Environment web page.

Header Information:

- Cell A: **Project Title:**
The project title shall be the same as on the Five Year Plan (CM 5P), the Narrative (CM N), and the Cost Summary (CM SC). If the project has a prior appropriation, use the name from the Long Bill.
- Cell B: **Discount Rate:**
The Discount Rate per the Annual Supplement to NIST Handbook 135, Life Cycle Costing Manual for the Federal Energy Management Program (FEMP).
- Cell C: **Life Cycle (Years):**
Expected life of the building/system/component. OSA has set this at 30. See Section 2.4(G), Life Cycle Cost (LCC)/Cost-Benefit Comparative Analysis.
- Cell D: **Agency/Institution:**
By using the drop-down list enter the agency/institution's name.
- Cell E: **Original Design (Code Compliant):**
The initial cost for the building system, or component while meeting all OSA codes and the HPCP policy, as applicable.
- Cell F: **Option 1 (Added Energy Efficiency):**
The initial cost for the building system, or component at an improved energy design or equipment level. Add additional funds from Column G as necessary for each alternative design.
- Cell G: **Initial Cost of Project (Design and Construction):**
For each alternative provide a short description of the building system, component, or equipment. It is not necessary to list all minor items. Enter the initial design/construction cost for each alternative. Add additional columns (Column G) for each alternative, if more than one.
- Cell H: **Total Initial Design:**
Automatically totals the initial cost values.
- Cell I: **Replacement Year / Cycle and Current Cost (Single Expenditure):**
Enter the name of each major building system or component that needs replaced before the life cycle stated in Cell C.
- Cell J: **Replacement Year or Cycle:**
Enter the expected replacement term of the item.
- Cell K: **Current Cost of the Item:**
Enter the current vendor quoted price for the code compliant replacement item.
- Cell L: **Present Worth:**
The spreadsheet will calculate the Present Worth of the code compliant item from the discount rate, replacement cycle, and item cost.
- Cell M: **Current Cost of the Item:**
Enter current vendor quoted price for the more energy efficient replacement item.
- Cell N: **Present Worth:**
The spreadsheet will calculate the Present Worth of the more energy efficient item from the discount rate, replacement cycle, and item cost.
- Cell O: **Total Present Worth of Replacement Building System or Components per Alternate:**
Automatically totals the Present Worth of the Alternatives.
- Cell P: **Annual Cost (operation, maintenance, utilities):**

The projected annual cost of the building systems or components. The first row is for the base code compliant project. Starting with the second row, enter the items as indicated in the Replacement Year Field (above).

- Cell Q: **Inflation / Escalation Rate (%):**
Enter your agency's project inflation rate for your maintenance and operation costs. For the escalation rate refer to the Utility Rate Escalation Policy listed on OSA's website; or, use the fuel escalation rate as projected by your local utility company.
- Cell R: **Annual Cost:**
Enter the Annual Cost for the initial year.
- Cell S: **Present Worth:**
The spreadsheet will calculate the Present Worth of all future costs from the Discount Rate, Inflation/Escalation Rate, and the Annual Cost.
- Cell T: **Annual Cost:**
Enter the Annual Cost for the initial year for the energy efficiency system / component.
- Cell U: **Present Worth:**
The spreadsheet will calculate the Present Worth of all future costs from the Discount Rate, Inflation/Escalation Rate, and the Annual Cost.
- Cell V: **Total Present Worth of Annual Cost per Alternate:**
Automatically totals the Present Worth of the Alternatives.
- Cell W: **Total Life-Cycle Cost (Initial Costs plus Present Worth Calculations)**
Automatically totals the Initial cost and present worth calculations of the Alternatives.

STATE OF COLORADO
DEPARTMENT OF PERSONNEL & ADMINISTRATION
OFFICE OF THE STATE ARCHITECT

FY2025-26 BUDGET REQUEST SUBMISSION INSTRUCTIONS

SECTION 4: ANNUAL FACILITY MANAGEMENT REPORTING

This section applies annually to institutions of higher education and state agencies whether or not capital construction capital renewal or controlled maintenance budget requests are submitted.

4.1 OSA TRANSMITTAL (OSA T (State), Rev. 02/2024) and (OSA T (IHE), Rev. 02/2024)

The appropriate transmittal form, submitted to OSA and copied to OSPB, is to accompany all State agency capital construction capital renewal (CCCR) and controlled maintenance (CM) budget request submissions and all institutions of higher education controlled maintenance (CM) budget requests submissions. The appropriate transmittal form shall be emailed to OSA anytime a revised document is submitted. Note that institutions of higher education are required to submit capital construction capital renewal (CCCR) and supplemental budget requests submissions directly to the Colorado Department of Higher Education (CDHE). Refer to CDHE submission instructions for appropriate forms. See Section 1.8, Submittal Forms, for additional information.

Header Information:

Line A: **Agency/Institution:**
Fill in the agency/institution name.

Line B: **Date Submitted:**
Provide date submitted to OSA.

Line C: **OSA Delegate Signature:**
The OSA delegate is to sign all annual submission forms to indicate review and coordination of the annual submittal per agency/institution's MOU with OSA.

Line D: **Preparer Name:**
Enter the name of the person preparing the form. This person is the point of contact for any questions by OSA about the information on the form.

A Capital Construction Capital Renewal Budget Request Forms:

Mark the appropriate "Yes" or "N/A" for each form. If marked "Yes", also indicate the quantity of CCCR projects submitted. Note forms listed as annual requirements by footnote #3.

B Controlled Maintenance Budget Request Forms:

Mark the appropriate "Yes" or "N/A" for each form. If marked "Yes", also indicate the quantity of CM projects submitted. The number of CM projects indicated shall match the number of projects listed in the Controlled Maintenance Project Request Summary (CM S). Note forms listed as annual requirements by footnote #3.

C Annual Facility Management Reporting Forms:

Mark the appropriate "Yes" or "N/A" for each form. Where applicable, provide the quantity.

4.2 ASSET MANAGEMENT STRATEGY PLAN (OSA AMSP, Rev. 02/2023)

Header Information:

Line A: **Agency/Institution:**
Fill in the agency/institution name.

Line B: **Date Submitted:**
Provide date submitted to OSA.

Line C: **Delegate Name:**
Enter the name of the delegate preparing the form.

A Agency/Institution Planning Documents:

1. Operational Planning Documents:

Indicate the completion date of the most current Performance / Strategic Plan, Operational Master Plan, Operational Program Plan(s), or Other. In the Status / Report Cycle column, indicate the status of the report (completed, in process, planned, etc.) and the reporting cycle (every five years, as needed, etc.).

2. Facilities Planning Documents

The Facilities Master Plan report may include all of the following documents in this table or include additional studies/audits/reports as necessary to support the CCCR and CM project request. Indicate the completion date of the most current planning documents as listed. In the Master Plan column, indicate if the documents listed are part of a Facilities Master Plan report (Y/N?). In the Status / Report Cycle column, indicate the status of the report (completed, in process, planned, etc.) and the reporting cycle (every five years, as needed, etc.). Add rows if necessary to list other planning documents utilized either as part of a Facilities Master Plan or separately performed or required.

B Capital Construction Capital Renewal (CCCR) Five Year Plan Development:

Describe the overall strategy used for the development of the CCCR Five Year Plan. Explain how the planning documents (as listed above) are utilized to determine the scope, the order of importance, and the fiscal year of the request.

C Controlled Maintenance (CM) Five Year Plan Development:

Describe the overall strategy used for the development of the CM Five Year Plan. Explain how the planning documents (as listed above) are utilized to determine the scope, the importance, and the fiscal year of the request. Describe the overall strategy for maintaining and upgrading the condition of all general funded or academic buildings and associated infrastructure. (For example, is the intent to upgrade as funding allows, by criticality, by building, by system, by infrastructure, by complex or by a combination of these components). Please provide examples of project requests taken directly from your current CM Five Year Plan.

D Coordination of the Five Year CCCR and Five Year CM Plans:

Describe how your agency coordinates the Five Year CM Plan with routine and preventative maintenance programs and, the CC Five Year Plan including CR project requests.

E Internally Funded CM Project Status:

Identify the source(s), total dollar amount, and a list of the individual projects internally funded for controlled maintenance needs (as defined in C.R.S. § 24-30-1301 (4) (a-c)) for general funded and academic buildings and related infrastructure in the last fiscal year. Describe how those projects are coordinated with the CM Five Year Plan. Note that this doesn't refer to line-item operating budgets for routine maintenance and utilities, but availability of other internal funds and funding sources such as, student fees, revenues, gifts, grants, bond financing, federal, state or local funds, etc.

F Auxiliary Funded OR Non-General Funded Building Maintenance Process:

Describe how auxiliary funded buildings or other non-general funded buildings are maintained. Describe any planning documents or other procedures utilized to address building and infrastructure deficiencies; and, describe how these are identified and coordinated with the CM Five Year Plan and CCCR Five Year Plan.

4.3 CONSTRUCTION PROJECT - STATUS REPORT (OSA CSR, Rev. 02/2024)

OSA has consolidated the CCCR and the CM status reporting to one single form. Indicate the status of all funded projects that are on-going and not yet completed/closed out or where project close-out documents Exhibit's L1 and L2 have not been accepted by OSA. This report is to be filled out for all appropriated general funded projects and all cash funded capital construction / capital renewal projects over \$2,000,000.

Header Information:

- Line A: **Agency/Institution:**
Use the drop down list to enter the agency/institution's name.
- Line B: **OSA Delegate Signature/Date:**
The OSA delegate is to sign and date all annual submission forms to indicate review and coordination of the annual submittal per agency/institution's delegation with OSA.

Project Information:

For a single-phase project use one row, for multi-phase projects use one row for each appropriated phase or supplemental.

- Column 1: **Project Number:**
Enter the assigned State Controller's Office full project number for CCCR projects or for cash funded projects over two million dollars, enter agency/institution's project number.
- Column 2: **Type of Project:**
Use the dropdown menu to indicate if a controlled maintenance (CM), capital construction (CC), or capital renewal (CR) project type.
- Column 3: **Project Title:**
Use the same project title as indicated in the Long Bill and in all submission and reporting documentation.
- Column 4: **Appropriated Phase:**
For phased projects, indicate the phase (i.e. Ph 2 of 5 or Ph 3 of 3). Single-phase projects should be listed as Ph 1 of 1.
- Column 5: **CCF Appropriation:**
Enter the dollar amount of the appropriation by project. Each line on the form is intended to track each appropriated phase or supplemental of a project. If the project has received both general funds and other funds as part of the appropriation, list the other dollars in Column #4, Other Funds, on the same row. The dollars listed shall match the Long Bill appropriation amount. If a supplemental is approved for the same project, list it on a separate line. Do not add them together.
- Do not add dollars transferred in or out of CM projects. Only track appropriated dollars. Transferred dollars are to be noted in the (18) Notes column.**
- Column 6: **Other Funds:**
Enter the dollar amount contributed to the project from other approved funding sources (including federal or grant funding).
- Column 7: **Date Funds Available:**
Enter the month/year, in numeric format (i.e. May-18), that the project funds were appropriated by phase.
- Column 8: **Dollars Committed/Contract Totals:**
Enter the total dollar amount of all fully executed contracts, purchase orders, amendments, change orders, supplements, etc. related to each appropriation or

supplemental per date of the submittal. The amount entered shall not exceed appropriation.

- Column 9: **Dollars Approved/Pay Application:**
Enter the dollar amount for all design and construction pay applications and invoices related to the project as approved by the project manager per date of the submittal.
- Column 10: **HPCP Required:**
Indicate if HPCP is required (True or False). CM projects are automatically exempt. CR projects, depending on the scope of work, may be required to meet the HPCP policy. Consult with OSA for either a waiver or modification. CC projects automatically need to meet the HPCP policy. A waiver or modification from OSA may be granted depending on the type of facility, scope of the work, or other particulars of the project. All HPCP required projects shall submit the HPCP annual until the project is certified. More detailed information shall be included on the HPCP form.
- Column 11: **Project Delivery Method:**
From the drop down menu, choose the project delivery method selected for the project, Design/Bid/Build (DBB), Construction Manager/General Contractor (CMGC), Design/Build Lump Sum (DBLS), Design/Build Guaranteed Maximum Price (DBGMP), or Other. If Other please briefly describe in Column 18, Notes. P3 projects should still note the delivery method.
- Column 12: **Date of Notice of Substantial Completion (SBP-07):**
Enter the actual or anticipated month/year, in numeric format (i.e. May-18), the project was/will be substantially complete for each phase and supplemental. For multi-phase projects, indicate the date for each funded phase.
- Column 13: **Exhibit L1 Code Compliance Date:**
Enter the actual or anticipated month/year, in numeric format (i.e. May-18), for the Project Close-Out Code Compliance Transmittal (EXHIBIT L-1) for the last appropriated phase and or supplemental which was/will be submitted to OSA. Note that for multi-phased projects only the last appropriated phase requires a date. Previously funded phases shall be indicated as "N/A". Exhibit L1 for all phases is to be submitted **directly after** the completion of the Notice of Approval of Occupancy/Use for the last phase/entire project as one submittal. Expired dates are not acceptable for anticipated submissions.
- Column 14: **Exhibit L1 Date OSA Accepted:**
OSA completes this column when the documentation has been received and approved. If OSA has approved a closeout form, there will be an "A" before the month/year. If there is not an "A" but it has been submitted, then it has likely been rejected and there was an email sent regarding the rejection.
- Column 15: **Exhibit L2 (SC-4.1) Date:**
Enter the actual or anticipated month/year, in numeric format (i.e. May-18), for the Project Close-Out Budget Reconciliation/Project Evaluations Transmittal (EXHIBIT L-2) for the last appropriated phase and or supplemental which was/will be submitted to OSA. Note that for multi-phased projects only the last appropriated phase requires a date. Previously funded phases shall be indicated as "N/A". The **Exhibit L2 for all phases is to be submitted at the completion of the Final SC-4.1 for the last phase/entire project as one submittal.** Expired dates are not acceptable for anticipated submissions.
- Column 16: **Exhibit L2 Date OSA Accepted:**
OSA completes this column when the documentation has been received and approved. If OSA has approved a closeout form, there will be an "A" before the month/year. If there is not an "A" but it has been submitted, then it has likely been rejected and there was an email sent regarding the rejection.

Column 17: **Status:**
Enter status description as follows: Start-Up, Design, Bidding, Construction, Closeout, Completed, Terminated, Funds Frozen, Funds De-Appropriated, or Project On-Hold.

Column 18: **Notes:**
Document if project is utilizing a P3 delivery method here.

4.4 BUILDING INVENTORY / INFRASTRUCTURE / WATER MANAGEMENT PLAN REPORT (OSA BI, Rev. 02/2024)

The Building Inventory / Infrastructure form consists of four tabs within the one spreadsheet:

Tab Title	Description of Tab
Bldg - Infra Summary	Summary table of the building and infrastructure information.
Building Inventory	Information on all Owned buildings and vertical structures.
Infrastructure Listing	Information on owned infrastructure.
Water Mgmt. Plan	Information on water consumption.

OSA sent out the Water Management Plan Template document in January and requested that it be complete and submitted back to OSA on 02/29/2024. Please copy the requested information from the Water Management Plan Template into the Building Inventory / Infrastructure List Report appropriate tab.

Leave the cells blank when there is no information to enter. Do not enter “zero” (0) if the cell holds no information. Do not enter the building name in “ALL CAPS”, only capitalize the first letter of each word as appropriate.

A Bldg – Infrastructure Summary Tab:

Header Information:

Cell A: **Agency/Institution:**
By using the drop down list enter the agency/institution’s name. The following tabs will automatically be populated.

Cell B: **OSA Delegate Name/Date:**
The OSA delegate is required to sign and date all annual submission forms to indicate review and coordination of the annual submittal per agency/institution’s MOU with OSA.

Row 1: **Total Building Estimated Deficiencies:** *(calculated by worksheet)*
This is automatically entered from the Building Inventory Tab Totals row.

Row 2: **Code Compliance Estimated Deficiencies:** *(calculated by worksheet)*
This is automatically entered from the Building Inventory Tab Totals row.

Row 3: **Infrastructure Deficiencies:** *(calculated by worksheet)*
This is automatically entered from the Infrastructure Listing Tab Totals row.

Row 4: **Other (Define):**
Enter the estimated dollar amounts of any other known maintenance need or deficiencies not included in the above rows.

Row 5: **Total Major Maintenance Needs:** *(calculated by worksheet)*
This information is automatically entered from the above values.

B Building Inventory Tab:

This tab is to include all department or IHE owned buildings and vertical structures. Do not include any leased buildings, leased space, contents within a building, or infrastructure. List all new buildings that will be occupied before the end of the current fiscal year. The buildings listed shall

match what was reported to the Division of Risk Management or tracked by the institution's own Risk Management office (as applicable).

If a building has been demolished, sold, or transferred to another agency, in the last fiscal year, still include the building, but list it below the TOTAL row.

- Cell A: **Agency/Institution:** (populated by worksheet)
Automatically copied from the Bldg. – Infra Tab
- Column 1: **Building Name:**
Enter the building name. For athletic fields, open space, or any other infrastructure owned assets, only list the buildings and their unique information. Don't include any infrastructure area size information.
- Column 2: **Div. of Risk Management Number:**
Enter the Risk Management Number as assigned by Risk Management. For state agencies that utilize DPA's Division of Risk Management (DORM) to insure their buildings, review the provided information and correct/update as necessary.

For IHEs that insure their own buildings, enter the institution's own unique building number instead of the DORM number.
- Column 3: **Occupancy Type:**
Enter the occupancy type for this building. Use Division of Risk Management categories: Dining Facility, Garage Operations, Hotel/Residency, Lab, Medical/Clinic, Office, Other, Rest Area, Sand Shed, School, Shop/Metalworking, Storage, Storage Tank, Traffic Shed, Unknown, or Warehouse Operations. If the building is vacant, list occupancy type as "vacant".

For all GSF, CRV, FCI, and any other information DO NOT ENTER ZERO IN BLANK CELLS.

- Column 4: **Academic or General Fund GSF:**
Enter the academic space or general funded Gross Square Footage (GSF) of the building. Academic space is defined as a space essential to meet the prime goal of the college. Eligibility of an academic space or building for CM funds will be determined during the OSA project review.
- Column 5: **Non-Academic or Non-General Funded GSF:**
Enter the non-academic or non-general funded Gross Square Footage (GSF) of the building.
- Column 6: **Vacant/Not Utilized GSF:**
Only buildings that are completely vacant, unoccupied or not utilized are considered in this column. The information from Columns 4 or 5 is copied into this vacant GSF column. Temporarily unoccupied or not utilized areas within a building are NOT considered vacant. Refer to Section 4.6, Vacant Facility Management Plan.
- Column 7: **CRV:**
Fill in the current replacement value (CRV) of the facility. Use the reported insured dollar amount as determined by Risk Management.
- Column 8: **Date Built:**
Enter the year the building was originally constructed. Don't enter the acquired or renovated date. (YYYY format)
- Column 9: **Date Acquired:**
Enter the year the building was acquired or the date the building became part of the state system, **only if different from the Date Built** in column 8. (YYYY format)
- Column 10: **Date of Facility Audit:**

- Enter the year of the most recent facilities conditions audit for this building. (YYYY format)
- Column 11: **FCI Reported:**
Enter the reported facility condition index (FCI) number identified through a facilities conditions audit.
- Column 12: **FCI Target:**
Enter the targeted facility condition index (FCI) number as determined by the agency/institution.
- Column 13: **Calculated Deficiency :** *(calculated by worksheet)*
This column is the Calculated Deficiency derived from columns 7 (CRV) and 11 (Reported FCI).
- Column 14: **Targeted Improvement Cost:** *(calculated by worksheet)*
This column is the calculated Targeted Improvement Cost (T/DET) derived from columns 7 (CRV) and 12 (Target FCI).
- Column 15: **Targeted Deficiency:** *(calculated by worksheet)*
This column is derived from columns 13 and 14. The Targeted Deficiencies is the Calculated Deficiency minus the Targeted Improvement Cost. The Targeted Deficiency is the cost to repair or replace just the percentage of the building components that are not “like new”. It is not the full project cost. This is the estimated dollar amount required to bring the building up to an FCI of 85%. If the FCI is greater or equal to 85%, then the value is zero. Projects identified in the CM Five Year Plan shall be reflected in the Targeted Deficiencies value as identified through the facility conditions audit process.
- Column 16: **Building Code Deficiencies:**
List by building the identified code deficiencies estimated costs as identified in the facilities audit.
- Column 17: **Utility Connections - Natural Gas**
Indicate if the building has a natural gas connection (Y/N) and also indicate if the usage is being tracked internally (Y/N). (ex. Y-Y or Y-N) Leave blank if there is no utility connection.
- Column 18: **Utility Connections - Electricity**
Indicate if the building has an electricity connection (Y/N) and also indicate if the usage is being tracked internally (Y/N). (ex. Y-Y or Y-N) Leave blank if there is no utility connection.
- Column 19: **Utility Connections - Water**
Indicate if the building has a water supply connection (Y/N) and also indicate if the usage is being tracked internally (Y/N). (ex. Y-Y or Y-N) Only indicate sewage connections if the fees are separate from the water bill. Leave blank if there is no utility connection.
- Column 20: **Utility Connections - Other**
Indicate any other purchased utility connections (chilled water, steam, etc.) and whether the usage is being tracked internally (Y/N). (ex. Chilled Water-Y or Steam-N) Leave blank if no other utility connections are present.
- Column 21: **Water Rights**
Indicate if this building has a water supply not provided by a water utility provider (Y/N). Leave blank if there is no external supply.
- Row 22: **Totals of GSF, CRV, & Deficiencies:** *(calculated by worksheet)*
Totals for columns 4, 5, 6, 7, 15, & 16.

C INFRASTRUCTURE LISTING TAB:

This tab is to include all department and IHE infrastructure. If the infrastructure has a building on the property, list the land here and the building in the Building Tab. [All owned land is listed here and if the land is irrigated or considered xeriscaped it should also be listed in the appropriate following tab.](#)

- Cell A: **Agency/Institution:**
Automatically copied from the Bldg – Infra Tab.
- Column 1: **Infrastructure Name:**
Enter the Infrastructure name. All buildings associated with the infrastructure shall be listed in the Building Inventory tab. If the item has a Risk Management number, then it should be only on the building tab.
- Column 2: **Infrastructure Type:**
Enter the Infrastructure Type. Examples: utility tunnel, steam lines, electrical system, irrigation system, parking area, roads, sidewalks, area lighting, etc.
- Column 3: **Location Above or Below Ground:**
Enter the location of the infrastructure. Use the most predominant listing. Example: An irrigation system does have some above ground components, but is primarily an underground system. Area lighting, while the electrical lines are buried, is an above ground system.
Choose: Either Gross Square Footage (GSF) or Linear Feet, whichever is most appropriate, to measure the system for the next two items (columns 4 & 5).
- Column 4: **Size in GSF:**
Enter the Gross Square Footage (GSF) of the system if known.
- Column 5: **Measurement in Linear Feet:**
Enter the linear feet of the system if known.
- Column 6: **Infrastructure System Value:**
Enter in the current replacement value of the system, if known. Leave blank if not determined. Don't enter zero "0" if not known.
- Column 7: **Date Built:**
Enter the date the system was originally constructed - if known – in YYYY format.
- Column 8: **GF / Academic Funded Maintenance:**
Enter either "Yes" or "No" to indicate if the infrastructure item is funded with general fund (GF) or academic funds.
- Column 9: **Date of Infrastructure Assessment:**
Enter the Month/Year the infrastructure assessment was completed in YYYY format.
- Column 10: **Infrastructure Estimated Deficiency:**
Enter the **TOTAL DOLLAR VALUE** of deficiency from the assessment or from direct knowledge. Include code related deficiencies.
- Column 11: ~~**Current CCCR Projects:**
List the project number and appropriation dollar amount for current and ongoing capital construction capital renewal projects.~~
- Column 12: ~~**Current CM Projects:**
List the project number and appropriation dollar amount for current and ongoing controlled maintenance construction projects.~~
- Column 13: ~~**Current EM Projects:**
List by building the project numbers and approved dollar amount for current and ongoing emergency construction projects.~~
- Row 11: **Totals of GSF, Linear Feet, Infrastructure Value, & Infrastructure Deficiency:**
(calculated by worksheet) Totals for columns 4, 5, 6, & 10.

D WATER MANAGEMENT PLAN TAB:

Each agency and department managed by governor-appointed executives (Agency and/or Department) shall develop and implement plans, programs, and policies that incorporate the sustainability practices outlined in Executive Order D 2022 016 within existing budgets and authorities. IHEs are encouraged to comply for cost-effectiveness and other benefits to the State.

To support the goal of reducing potable water consumption by at least 2% by the end of FY 2024-25 over the FY 2014-15 baseline, the tab is to include all state executive departments total potable water consumed for FY 2022-23 and FY 2014-15 reported in Kgals (1 Kgal = 1000 gallons). Report the total potable water consumed for all sites per agency.

Cell A: **Agency/Institution:**
Automatically copied from the Bldg – Infra Tab.

Column 1: **Total FY 2022-23 Potable Water Consumed (Kgals):**
Enter the total FY 2022-23 potable water consumed as it is entered on the EnergyCAP software, other utility tracking software, or as reported by the local provider.

Column 2: **Total FY 2014-15 Potable Water Consumed (Kgals):**
Enter the total FY 2014-15 potable water consumed as it was entered on the EnergyCAP software, other utility tracking software, or as reported by a local provider.

4.5 ACTION PLAN FOR CODE COMPLIANCE EXHIBIT K (OSA K, Rev. 02/2022)

Because this form is an exhibit to the Code Compliance Policy, the instructions are directly on the form. Note that this form uses Text Boxes and Form Fields. Please limit responses to these areas. If more space is needed, enlarge the Text Box.

4.6 VACANT FACILITY MANAGEMENT PLAN (OSA VFMP, Rev. 02/2022)

Submit this form **ONLY** if information on the status of an existing vacant facility has changed (demolished, re-purposed, sold, leased) or if it is a **NEW** vacant facility. Also, inform OSA if a vacant building is repurposed, re-used, sold, or demolished. The instructions are on the form.

Use the form to indicate facilities that are unoccupied or utilized per C.R.S. § 24-30-1303.5(3.5)(c) (1) as of the date of this submittal. The form should be used to report on long-term vacancies where there is no planned or potential use of the facility. Temporary and seasonal vacancies should not be reported. Minor unused space less than 1,000 square feet or less than 10% of the square feet within a facility do not require reporting.

Attach photographs, drawings, or other graphic information that illustrates the condition of the facility (inside and out) and illustrates its relationship to the grounds on which it is located. For the purpose of explaining a vacant building, photographs may be embedded in the form. Because OSA does need the photographs and site maps in our Vacant Building Report, OSA does require that all photographs and site maps utilized in the forms shall also be submitted individually in one of the formats listed in the following chart. These should be separate JPEG or PDF formats.

4.7 ACQUISITIONS AND DISPOSITIONS REPORT (OSA AD, Rev. 02/2022)

Use the form to indicate facilities that have been acquired or disposed of per C.R.S. § 24-30-1303.5 (3) in the past fiscal year up to the date of this submittal. The report must include a copy of each purchase or sale, improvements, and deed. The instructions are on the form.

Attach purchase or sale documents in separate JPEG or PDF format. Do not imbed in the form.

4.8 ENERGY PERFORMANCE CONTRACT REPORT (OSA EPC, Rev. 02/2022)

This form is to be submitted each year starting from initialization of the selection process to one year beyond the end of the M&V services.

The Governor's Executive Order on Greening the State Government (D 2022 016) requires that agencies perform a feasibility study to determine the potential for an Energy Performance Contract (EPC).

Agencies are required to fill out the appropriate section(s) as indicated by the phase below:

- **Proposed EPC (in the selection of an ESCO for an IGA contract):** Fill out only Section A.
- **New Investment Grade Audit (IGA) or New Energy Performance Contracts (EPC):** Agencies/institutions that have signed a new IGA contract or an EPC within the past reporting cycle need to complete Sections A and B, as applicable.
- **Existing EPC:** Agencies/institutions with existing and ongoing EPC projects (final acceptance not completed) previously reported need to update Sections A and C, as applicable.
- **New Phases to Existing EPC:** Agencies/institutions that have signed either amendments to existing EPC, or signed a new contract with the selected energy service company need to update Sections A, B, and C. If the initial phases are completed and accepted, then enter this information into Section D.
- **EPC in the Measurement and Verification Step:** It is assumed the construction is finished (by phase if applicable) and the work has been accepted. Verify and update, if necessary, the list of impacted controlled maintenance projects is Section B. Update Section C each fiscal year.

Header Information:

- Line A: **Agency/Institution:**
Enter agency/institution name.
- Line B: **Date Submitted:**
Provide date submitted to OSA.
- Line C: **OSA Delegate Name:**
The OSA delegate is to sign all annual submission forms to indicate review and coordination of the annual submittal per agency/institution’s MOU with OSA.

A New Investment Grade Audit and/or Existing Energy Performance Contracts:

Enter information into this section if: 1) the agency/institution has recently selected an Energy Service Company (ESCO) for an IGA; or 2) the agency/institution has signed an EPC within the past year; or 3) for existing contracts, update this section only if the existing contract was amended with new phases because of additional energy conservation measures, additional buildings, that increased the contract value. Existing contracts that were not changed, verify information in this section from previous years, update if necessary.

- Blank 1: **Project Title:**
As determined by the agency/institution.
- Blank 2: **Project Status:**
Indicate if the project is being Proposed (ESCO not selected), IGA signed (audit started), EPC signed (in design), In Construction, New Phase, M&V phase, or Closed.
- Blank 3: **Memorandum of Understanding:**
Indicate the date the Memorandum of Understanding between the agency/institution and the Colorado Energy Office (CEO) was signed. This MOU initiates the support by the CEO on initial development of the scope or work, the selection of the energy service company, the review of the technical energy audit, the review of the energy performance contract, and the ongoing measurement and verification process.
- Blank 4: **Name of ESCo:**
Name of the selected Energy Service Company (ESCO).
- Blank 5: **Date Signed:**
Date the IGA contract was signed. (Submit an electronic copy of the contract and exhibits to CEO and OSA).
- Blank 6: **Audit Fee:**
Audit fee as entered in the IGA contract.

- Blank 7: **Date IGA Accepted:**
Enter the date the final IGA report was accepted by the agency/institution following review by CEO/OSA.
- Blank 8: **Final Investment Grade Audit (IGA) Report Accepted by Agency/CEO/OSA:**
Submit an electronic copy of the Investment Grade Audit and all attachments to CEO/OSA.
- Blank 9: **Date EPC Signed:**
Enter the date the Energy Performance Contract was signed. Submit an electronic copy of the contract and schedules to CEO and OSA.
- Blank 10: **Maximum Contract Price:**
Enter the Maximum Contract Price (\$) of the EPC. This is the total of the IGA cost, the projected construction cost, the lease/purchase loan fees and interest payments, the project's contingency, and any other anticipated and detailed project cost.
- Blank 11: **Projected 1st Year Savings:**
Enter the Guarantee Annual Cost Savings (1st year) dollar savings from this energy performance contract.
- Blank 12: **Payment Terms:**
Enter the expected length of the financial payment in years.
- Blank 13: **Contract Value:**
Total contract value (\$) of any additional phases or new contracts with the selected energy services company. Add additional rows for each additional phase/contract.
- Blank 14: **Annual Savings:**
Total calculated annual savings (\$) of any additional phases or new contracts with the selected energy services company.
- Blank 15: **Energy Performance Contract (EPC):**
Submit an electronic copy of the final EPC and any additional phases and all attachments to CEO/OSA.
- Blank 16: **Description of Project:**
CONCISE description of the project. List all the agency approved energy conservation measures. Update this section as applicable as the project is completed. Update this section as additional phases or contracts are signed. Enter the start date of the work.
- Blank 17: **Final Acceptance Date:**
Date the construction work was accepted and the ESCo progressed into the measurement and verification step.

B Impact on Controlled Maintenance:

List all known projects, either prioritized on the CM Five Year Plans or non-prioritized CM requests, that were resolved or impacted by the energy performance contract (EPC). The list is to be derived from retrofit/renovations within general funded and academic buildings and not auxiliary funded buildings. Enter the project cost from the EPC. These could include replacements or improvements of lighting systems, heating/cooling/ventilating/air conditioning (HVAC) systems, controls systems, windows, insulation, etc. Update if additional phases or work is amended to the existing EPC.

- Blank 18: **CM Project Title:**
Enter the controlled maintenance project title and [project number \(if an appropriated project\)](#).
- Blank 19: **Project Costs:**
Enter the dollar amount of this project that is applicable to this EPC request.
- Blank 20: **Total:**
Calculate the total project cost.

C Actual Utility Savings, Measurement, and Verification Services:

Enter and update, by fiscal year, the actual utility savings through the payment term and if the energy services company (ESCO) or the facility owners verified the utility savings.

- Blank 21: **Fiscal Year:**
List the fiscal year in which the savings was realized.
- Blank 22: **Actual Annual Savings (or avoided cost) by Fiscal Year:**
List the actual annual savings (or avoided cost) by fiscal year.
- Blank 23: **Verification:**
Indicate if the ESCo, CEO, or the owner performed the verification of the actual annual savings (above).

D Contract Completed and Lease / Purchase Loan Paid Off:

- Blank 24: **Date Measurement and Verification Plan was Completed:**
Date Measurement and Verification (M&V) Plan was completed (or guarantee annual cost savings terminated). Enter the date the ESCo was released from their requirement to perform the measurement and verification of the guaranteed savings. It is assumed that this date is three years after acceptance of the work or longer if there were issues with the guaranteed savings.

4.9 HIGH PERFORMANCE CERTIFICATION PROGRAM (OSA HPCP, Rev. 02/2023)

The High Performance Certification Program establishes the standard that governs the design and construction of real property.

Note that the intent of the program is to achieve the highest possible certification level with LEED-Gold, Green Globes - Three Globes or as determine in any other OSA approved guideline/standard as the requirement.

This form is to be submitted each year starting from the approval of funding (for any general fund or academic building from any fund source) through the certification of the project from the sustainable building organization. The form shall be submitted each year until the certification and scorecard documents are submitted with the Exhibit L-2 or a separate submission to OSA's Energy & Environment Program.

Header Information:

- Line A: **Agency/Institution:**
Enter agency/institution name.
- Line B: **Date Submitted:**
Provide date submitted to OSA.
- Line C: **OSA Delegate Name:**
The OSA delegate is to sign all annual submission forms to indicate review and coordination of the annual submittal per agency/institution's MOU with OSA.

A Project Information:

- Blank 1: **Project Name/Number:**
Project Name (either from the Long Bill or, if self-funded, as assigned by the institution).
- Blank 2: **Registered Building Name:**
Enter the Building or Project Name as registered with the organization (USGBC, Green Globe, or other OSA approved guideline).
- Blank 3: **Project Number/Size/Budget:**

- a) Project Number as assigned from the State Controller's office or internal number if no State Controller's number was assigned.
- b) Project Size in total gross square feet of new and renovation.
- c) Project Budget excluding FFE (furniture, fixtures, equipment) and land purchase.

Blank 4: **Building Classification/Type:**
 List across the page the following in the corresponding blanks:
 a) Building Classification: General Fund, Non-General Fund, Academic, or Non-Academic.
 b) Building Type: office, correctional, academic, housing, military, athletics, dormitory, etc.

Blank 5: **Certified:**
 a) Date the Project is actually or anticipated to be registered with a Sustainable Building Guideline organization (LEED, Green Globes, or other OSA approved guideline).
 b) Date project has been accepted or anticipated date for acceptance. The date should align with the Construction Project Status Report (OSA CSR) dates.

B General Questions:

Blank 8: **Reason for Pursuing Registration/Certification:**
 Select the reason your agency or institution pursued a certification for this project from the options: Statute, Fed Policy, University Policy, or Executive Order.

Blank 9: **Certification Level:**
 Indicate the guideline and version utilized, the level of certification being pursued/achieved, and the number of projected/achieved points.

Blank 10: **Design and Construction Costs to be Recouped:**
 Indicate the design and construction cost associated with achieving a High Performance certified building. The CC request form CCCR CS, indicates the projected cost for professional services and construction management related to achieve certification.

Blank 11: **Methodology Used:**
 The sustainable guidelines have numerous criteria to consider in achieving a certified building. What method was utilized to decide which criteria was considered in the project?

Blank 12: **Tracking Operational/Performance Costs:**
 Explain how the agency/institution plans to sustain the high performance aspects of the building.

Blank 13: **Comparison of Utility/Operational Performance:**
 How does this building compare with other buildings owned/operated by the agency/institution? Submit building performance information or provide a link to a building performance tracking software.

Blank 14: **Project Specific Pros/Cons of Certification:**
 Explain the pros and cons of certification on this project.

Blank 15: **OSA Submittals:**
 Submit either with the L-2 closeout documents; or, after the certification process has been finalized: final certification checklist, certification documents, and any premium cost information.

END OF INSTRUCTIONS