

STATE OF COLORADO
OFFICE OF THE STATE ARCHITECT
FY 2026-27 ANNUAL VERIFICATION CHECKLIST (Virtual Call or On-Site Meeting)

Date:

Agency/Institution:

SBP Delegate/Contact:

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

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

All submissions / revisions are emailed to dpa_statebuildings@state.co.us and the Primary OSA Reviewer

MEETING AGENDA

A). Legislation Update:

- ☐ **SB25-206, Long Bill:** Signed on **April 28, 2025**. The 6-month encumbrance deadline will be **November 1**. Project numbers will be included on the Status Reports if available or sent out when shared with OSA.
- ☐ **HB25-1313 CDC Clean-up Bill:** CDHE reviews 2-year projections at next Board meeting rather than annually; Modify 6 month encumbrance deadline to November 1 of each year; limited 6-month extensions to another 6 months; clarified 3-year encumbrance deadline for Supplementals
- ☐ **HB23-1057, Amenities for All Genders In Public Buildings:** Restroom Signage Funds Request form available on OSA's website. All signs updated by July 2026.
- ☐ **HB25-1239, Remedy Provisions in the Colorado Anti-Discrimination Act.** Strengthens ADA penalties for not providing accommodations for employees and testing for persons with disabilities.
- ☐ **HB22-1362, Building Greenhouse Gas Emissions:** Model Energy Code.
- ☐ **Buy Clean Colorado Act (BCCO):** Applicable to public work projects (>\$500,000) with original design solicitations beginning on or after January 2024. [OSA's BCCO website](#)
- ☐ **SB24-005, Concerning the Conservation of Water in the State Through the Prohibition of Certain Landscaping Practices:** DPA cannot approve nonfunctional turf, artificial turf, or invasive plant species in a project request. It cannot be installed on projects where design commences after Jan. 1, 2025
- ☐ **HB24-1422, Revise CR-CM threshold** The CR/CM threshold has increased to \$4.7 million. [This is not a reason to enlarge projects by adding buildings/campuses or independent scopes of work](#)
- ☐ **HB24-1466 SLFRF Funding Exchange** [Contact Tana Lane on project specific issues.](#) Generally CCF funds must be encumbered by 6/30/2025; SLFRF Funds fully expended by 12/31/2026

B). Brief Review of FY 2026-27 CCCR and CM Budget Request Submission Instructions:

- ☐ **Budget Request Submission Schedule,** including submission of all CCCR Project Requests on **July 3, 2025** and CM Project Requests and Annual Reporting on **July 7, 2025** to OSA copied to CDHE and OSPB.
- ☐ **Annual Facility Management Reporting**
 - ☐ Asset Management Strategy Plan
 - ☐ Building Inventory Report - Complete all the cells including Unique Identifier; FCI score and date, and address for every building.
 - ☐ Action Plan for Code Compliance: Include updates of the Fire Department/Agency Memorandum of Understanding(s). [Many MOU's have expired.](#)
 - ☐ Vacant Facilities Management Plan - OSA needs an updated form for all vacant buildings. Added additional information requested by the Gov's. Office.
 - ☐ Acquisitions and Dispositions

- ☐ Energy Performance Contracts (if open project through the M&V plan) and High Performance Certification Program (from initial funds to submitting the L-2)

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

- ☐ On-going appropriated CCCR and CM projects and cash funded CCCR projects above \$2 million dollars.
- ☐ Emergency Controlled Maintenance on-going or emergent projects. Review list with each agency

D). Review of Five-Year Plans for FY 2026-27:

- ☐ Updated CCCR and CM Project Requests provided by each agency/institution for the meeting.
 - ☐ CCCR and CM Project Requests for FY 2026-27 are to be included in the Project Request Five Year Plans and are determined from the identified building and infrastructure deficiencies in the Building Inventory Report.
 - ☐ Review for CM projects that would be duplicative or demolished in a CC/CR request?
 - ☐ CM improvements typically should last 15 years; others may have shorter life cycles (fire alarm, controls, lighting)

E). In-Depth Review of FY 2026-27 CCCR / CM Project Request Narratives and Cost Estimates:

- ☐ Performed during the virtual call or the on-site review
- ☐ Remember that OSA will adopt the 2024 ICC Codes July 1 and the CEO Model Energy Code. These should be anticipated in all budget requests.