Agenda:

- Meeting Kick Off – Cheri
- Instruction Updates
- File Naming Requirements
- Form Updates
- Forms filled out Correctly (separate file)

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Instruction Updates

- Instructions are updated yearly
  - **Use New Instructions**
  - **BLUE text** = Changes
  - **RED** text = Important note

- All forms are OSA forms
  - Modifications to the forms are NOT permitted

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Instruction Updates

- **Critical Dates**
  - May 3
    - Last date to submit FPP's to OSA for state agencies current year CC project requests.
  - June 28
    - All OSA visits completed
  - July 6
    - Due date for **ALL** forms to OSA

Jerry Maguire: *"I am out here for you. You don't know what it's like to be ME out here for YOU. It is an up-at-dawn, pride-swallowing siege that I will never fully tell you about, ok? Help me....help you. Help me, help you."*
Dec 13, 1996

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Naming Files for Submittals

- File Naming Requirements
  - <Agency><FY##-##><Form ID><Priority #><Short Project Name>
  - Examples in the following charts

- File names should not be more than 70 characters, including spaces
  - Project names should be short or abbreviated
  - No underscores, symbols or dashes (except in the Fiscal Year)
  - No links or password protected files
  - Revised forms should be identified at the end of the file name with R1, R2 and so on

- **Files will be rejected if not named according to OSA guidelines**

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Naming Files for Submittals

- File Naming Requirements - EXAMPLES
- **Annual Forms**

Agency Acronym	Fiscal Year (FY22-23)	Form Name	Project Priority	Project Name	File Name Example
XXX	FY##-##	OSA AD	N/A	Tower Bldg	ACC FY22-23 OSA AD Tower Bldg
XXXX	FY##-##	OSA AMSP	N/A	N/A	CNCC FY22-23 OSA AMSP
XXXX	FY##-##	OSA BI	N/A	N/A	CDHS FY22-23 OSA BI
XXXXX	FY##-##	OSA CCCR SR	N/A	N/A	CDPHE FY22-23 OSA CCCR-SR
XXX	FY##-##	OSA CM SR	N/A	N/A	
XXX X	FY##-##	OSA EPC	N/A	2019 Project	CSU P FY22-23 OSA EPC 2019 Project
XXX	FY##-##	OSA Exhibit K	N/A	N/A	
XXX	FY##-##	OSA HPCP	N/A	IMIG Music	UCB FY22-23 OSA HPCP IMIG MUSIC
XXX	FY##-##	OSA T (IHE)	N/A	N/A	
XXX	FY##-##	OSA T (State)	N/A	N/A	
XXXX	FY##-##	OSA VFMP	N/A	Bldg 700	CCCS FY22-23 OSA VFMP Bldg 700
3-5	**7**	**6-13**	**2**	**Less than 30 characters**	**Less than 70 characters total (including spaces. NO underscores or dashes except in Fiscal Year).**

Naming Files for Submittals

- File Naming Requirements - EXAMPLES
- **Capital Construction Capital Renewal**

Agency Acronym	Fiscal Year (FY22-23)	Form Name	Project Priority	Project Name	File Name Example
XXX	FY##-##	CCCR 5P	N/A	N/A	
XXXX	FY##-##	CCCR N	03	SCF Kitchen Reno	CDOC FY22-23 CCCR N 03 SCF Kitchen Reno
XXXX	FY##-##	CCCR CS	03	SCF Kitchen Reno	CDOC FY22-23 CCCR CS 03 SCF Kitchen Reno
XXXX	FY##-##	S CCCR N	01	CMHIFL F Cottage 5	CDHS FY22-23 S CCCR N 01 CMHIFL F Cottage 5
XXXX	FY##-##	S CCCR CS	01	CMHIFL F Cottage 5	CDHS FY22-23 S CCCR CS 01 CMHIFL F Cottage 5
3-5	**7**	**6-13**	**2**	**Less than 30 characters**	**Less than 70 characters total (including spaces. NO underscores or dashes except in Fiscal Year).**

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Naming Files for Submittals

- File Naming Requirements - EXAMPLES
- **Controlled Maintenance**

Agency Acronym	Fiscal Year (FY22-23)	Form Name	Project Priority	Project Name	File Name Example
XXXX	FY##-##	CM S	N/A	N/A	FRCC FY22-23 CM S
XXX	FY##-##	CM 5P	N/A	N/A	OIT FY22-23 CM 5P
XXX XXX	FY##-##	CM N	07	Main Bldg ADA and Door Security	DPA CGW FY22-23 CM N 07 Main Bldg ADA and Door Security
XXX XXX	FY##-##	CM CS	07	Main Bldg ADA and Door Security	DPA CGW FY22-23 CM CS 07 Main Bldg ADA and Door Security
XXX XXX	FY##-##	CM LCC	07	Main Bldg ADA and Door Security	DPA CGW FY22-23 CM LCC 07 Main Bldg ADA and Door Security
3-7	**7**	**4-6**	**2**	**Less than 30 characters**	**Less than 70 characters total (including spaces. NO underscores or dashes except in Fiscal Year).**

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Naming Photos for Submittals

- Photos must be identified by Agency and PROJECT
- Photos must be in PDF or JPEG format
- Photos must be submitted per PROJECT
  - May submit numerous photos for each project in one PDF file, but do NOT combine with different project photos
- All labels should be outside the image

Boiler Room

- Maps should be submitted as requested below:
  - **Submit two (2) site maps**
  - One unmodified, one with project information

Documents for Submittals

- Current fiscal year forms must be used
    - Form content may be modified yearly by OSA
    - NEW forms must be used <u>every year</u>
    - Form color will change yearly

Form Updates

- Forms may be modified yearly by OSA
  - Use **new forms**
  - Colored forms
    - FY22-23 are GOLDENROD
  - BLUE text = changes on forms AND instructions
  - **Failure to use new forms will cause documents to be rejected**
- Completed forms should be sent to Paula Greenwood at paula.greenwood@state.co.us and the agency's OSA representative
- **Corrected or revised forms** should also be sent to both the agency's representative <u>and</u> Paula Greenwood

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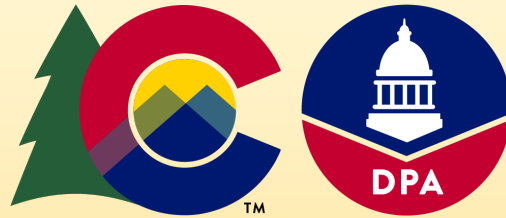Department of Personnel & Administration

Form Updates

- In addition to submitting all forms to OSA, **Executive Departments** are required to also send CCCR forms to OSPB as indicated within the instructions in section 1.7 Budget Request Submission Transmittal

- All links and password protection must be removed prior to submission

Questions

Next Tana and Rod