



COLORADO

Department of
Higher Education

Instruction Manual for Higher Education Capital Budget Requests

Fiscal Year 2026-2027



2025

Issued by The Colorado Department of Higher Education

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cdhe.colorado.gov



COLORADO
Department of
Higher Education

Prepared and submitted by the
Colorado Department of Higher Education
under the Executive Leadership of Dr. Angie Paccione
Pursuant to the Statutory Authority of C.R.S 23-1-106

March 2025

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COLORADO

**Department of
Higher Education**

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MEMORANDUM

TO: Higher Education Capital Advisors and Higher Education CFOs

FROM: Kennedy Evans, Budget & Policy Analyst

DATE: March 17, 2025

SUBJECT: Instruction Manual for Higher Education Facilities, Program Planning and Budgeting for FY 2026-27

Attached is the Colorado Department of Higher Education (CDHE) "Instruction Manual for Higher Education Capital Budget Requests for FY 2026-27." These instructions detail the processes and requirements for state-funded capital construction, capital renewal, capital information technology project submissions, 100% cash-funded projects, and supplemental requests.

This manual, the deadlines, and forms align with the Office of the State Architect (OSA) instructions and comply with state statutes. 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.

New updates include:

- [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.
- 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

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fully explained in the instructions. New construction will naturally comply with ADA requirements and is exempt from this requirement.

Please review the manual for submission instructions and adhere to the deadlines outlined in the budget schedule. Budget requests are due to CDHE on May 23, 2025. If necessary, due to governing board meeting schedules, governing board priority may be sent separately by June 13, 2025.

CDHE will score all approved projects and coordinate prioritization with CCHE pursuant to the prioritization criteria found in Appendix C. CDHE will provide OSPB with preliminary prioritization by July 15th, with final lists sent on November 1st to the Capital Development Committee, Joint Technology Committee, and Joint Budget Committee for consideration, along with the Governor's Statewide priority list.

If you have any questions about the content of this manual, please contact Kennedy Evans at (303) 974-2661 or kennedy.evans@dhe.state.co.us.

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Section I: General Information

These instructions are for Capital Construction (CC), Capital Renewal (CR), and Capital IT project requests at public institutions of higher education. For Controlled Maintenance (CM) requests at public institutions of higher education or CC/CR/CM requests at State agencies, please refer to the [Office of the State Architect \(OSA\) website](#) for instructions and forms.

1.1 Purpose

The primary purpose of these instructions is to outline the process for requesting state funds for higher education capital construction, capital renewal, and capital IT projects. After reviewing submissions received through this process, the Colorado Commission of Higher Education (CCHHE) and the Colorado Department of Higher Education (CDHE) staff will evaluate and prioritize each capital construction/renewal request and make recommendations to the Governor's Office of State Planning and Budgeting (OSP) and the Capital Development Committee (CDC). Similarly, the CCHHE and CDHE will evaluate and prioritize each capital IT request and recommend funding to OSP and the Joint Technology Committee (JTC). The Office of the State Architect (OSA) is responsible for reviewing capital renewal projects, which are not to be submitted to CDHE.

CCHHE and CDHE's duties and powers regarding capital construction and renewal planning are outlined in C.R.S. 23-1-106 (Appendix A). In addition to reviewing institutional capital budget requests, CDHE must also review and approve program plans, five-year capital projections, and two-year cash requests submitted by institutions of higher education.

This manual includes a list of deadlines for the FY 2025-26 budget year; the processes CDHE follows in reviewing various budget documents and projects; guidelines for submission criteria for State-funded capital requests; the CDHE prioritization policy for ranking State-funded projects; and instructions for completing the various applicable budget forms. All the forms and the instruction manual are available on the Department's website at <https://cdhe.colorado.gov/capital-construction>.

Please note that all capital-controlled maintenance requests must be submitted through the OSA.

1.2 Statutory Authority

Per State law ([C.R.S. 23-1-106](#)), the Colorado Commission of Higher Education (CCHE) must annually submit a list of State-funded requests to the Office of State Planning and Budgeting (OSPB), the Office of the State Architect (OSA), the Capital Development Committee (CDC), and the Joint Budget Committee (JBC) consistent with the executive budget timetable. In addition, the Commission must annually transmit the recommended priority of funding capital construction or capital renewal projects to the CDC by November 1 of each year.

For complete statutory reference, please see Appendix A.

1.3 Project Types

Capital Construction Projects:

Capital construction project requests require a large and temporary outlay of funds for the acquisition, construction, renovation, and maintenance of capital assets that exceed the Capital Outlay threshold of \$50,000.

Capital construction is considered **program-driven** for projects arising from an institution's need to create, expand, relocate, or alter a program due to growth, technological advances, or changes in methods or program delivery. Requests addressing physical space requirements needed to accommodate specific functions, such as those traditionally included in a facilities program plan, would constitute a program-driven request and be considered a capital project.

Capital construction submissions must include a Facility Program Plan on file. You may also submit supplemental documents such as a Facility Condition Assessment.

[C.R.S. 24-30-1301\(2\)](#) defines capital construction as:

1. Acquisition of capital assets or disposition of real property;
2. 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;

3. Site improvements or development of real property;
4. 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;
5. 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;
6. 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.

Capital Renewal Projects

Capital renewal projects are considered **maintenance-driven**, meaning they arise from the deterioration of a facility's physical functional condition, including site and infrastructure, and the ability to comply with current building and life safety codes and various certifications and standards.

[C.R.S. 24-30-1301\(3\)](#) defines capital renewal as "a controlled maintenance project of real property or more than one integrated controlled maintenance project of real property with costs exceeding four million seven hundred thousand dollars per phase in a fiscal year 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."

*Note that controlled maintenance projects should not be packaged solely to qualify as capital renewal. Cost-effectiveness or other benefits need to be realized.

The following expenses are not allowed in any capital construction or capital renewal budget request:

1. Printing, publishing, photocopying, postage, certified mailings, long-distance telephone charges, and other costs related to preparing project budget requests.

2. Employee compensation or reimbursement for time performing project-related work regardless of the work performed.

Capital Information Technology Projects

Information technology (IT) projects are defined as IT and computer-based equipment and related services designed for storing, manipulating, and retrieving data by electronic and/or mechanical means. The term includes, but is not limited to:

1. Central processing units, servers for all functions, and equipment and systems supporting communications networks,
2. 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,
3. 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, handheld device operating systems, and computer networking programs, and
4. The application of electronic information processing hardware, software, or telecommunications to support State government business processes.

CDHE and CCHE evaluate and prioritize capital construction IT requests separately from all other capital projects. They are submitted to OSPB and the Joint Technology Committee (JTC) of the General Assembly. To be considered by the JTC, these requests must exceed \$500,000. Requests should be for cohesive projects, not several disjointed projects compiled to meet the \$500,000 threshold. Requests should fit into robust, long-term capital IT planning.

Controlled Maintenance Projects

Note: All controlled maintenance requests must be submitted through OSA, not CDHE.

Any building or portion of any structure that poses immediate risk due to unsafe conditions shall promptly be addressed and reported to the Office of the State Architect.

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. See OSA at osa.colorado.gov/state-buildings/emergency-projects for procedures and forms.

Funding Types

- **State Funded:**
 - Projects only using capital construction funds (CCF) or capital construction funds and a mixture of cash funds (CF, RF, FF). CDHE and CCHE evaluate and prioritize these projects.
- **Cash Funded:**
 - Projects funded with either 100% cash funds (CF) or a mixture of cash and federal funds.
 - Cash-funded projects are not prioritized with state-funded projects but must be approved by CCHE and CDC.

Funding Source

- **Capital Construction Funds (CCF):**
 - These monies include funds appropriated or transferred into the Capital Construction Fund, which is designated as a reserve in [C.R.S. 24-75-302\(1\)\(a\)](#).
- **Cash Funds (CF):**
 - Funds derived from sources such as
 - fees, tuition, other earmarked funds, grants, donations, damage awards
 - revenue from designated enterprise functions (student housing and dining, bookstore, student union, etc.)
 - sales of property if authorized (consult with CDHE).
 - The General Assembly may also appropriate funds to a cash or trust fund from another source.
- **Reappropriated Funds (RF):**
 - Funds that are appropriated more than once in the same fiscal year and are typically transferred from one agency to another
- **Federal Funds (FF):**

- Funds received directly from the federal government
- Includes categorical and block grants and is not necessarily available for uses outside of those specified in the grant award

Project Funding Type

- **General Funded (GF):**
 - These projects can use Capital Construction Funds (CCF), or Capital Construction Funds, and a mixture of cash funds.
- **Cash Funds (CF):**
 - 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-

Supplemental Project Requests

Supplemental project requests are limited to existing, previously appropriated projects funded in prior fiscal years, regardless of funding source, and to certain circumstances. A supplemental capital construction/capital renewal request provides a method for adjusting previous year(s) appropriations and/or changing the scope of an appropriated project. In rare cases, supplemental requests (1331 Emergency Supplementals) are used to make funds available earlier than the Long Bill would allow.

- **Criteria:**

In the past, the Joint Budget Committee (JBC) has 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 that was not available when the original appropriation was made and/or
 - An unforeseen contingency, such as a significant workload change
- **Supplemental Types**
 - **Regular Supplemental Requests:**

- Used to add funds, reduce funds, change the approved scope of a project or source of funding, extend the time an agency must spend an appropriation, or make other technical corrections during the legislative session.
- Regular supplemental requests for capital construction, renewal, or IT must be submitted to CDHE, who will present them to CCHE and then forward them to OSPB.
- OSPB must approve and submit all supplemental requests by their November deadline for consideration.
- Non-prioritized supplementals are submitted on December 11, and Final Prioritized supplementals are submitted on January 2nd.
- Regular supplemental requests for controlled maintenance projects must be submitted directly to the Office of the State Architect (OSA) with copies to CDHE.
- **1331 Emergency Supplemental Requests:**
 - Limited to emergencies that require legislative action during an interim between legislative sessions. 1331 emergency supplemental requests are allowed under the provisions of [C.R.S. § 24-75-111](#) as established by HB 98-1331. The 1331 process has been used to address emergency issues and correct technical errors. This process should be used to address those issues that cannot wait to be addressed through the regular supplemental process.
 - For 1331 emergency supplementals, CDC and JBC can direct the State Controller to issue capital construction spending authority without passing 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 for capital construction, renewal, or IT shall be submitted to CDHE and copied to OSPB during the interim between legislative sessions.
 - Institutions must obtain approval from CCHE before OSPB submits any emergency supplemental requests to CDC or JTC.
 - 1331 Emergency Supplemental requests for controlled maintenance projects must be submitted directly to OSA with copies to CDHE.
- **Nonmonetary Supplemental Requests:**
 - Used to make nonmonetary adjustments such as extending time for completion or a scope change. [Per C.R.S. 24-75- 111.5](#), the change must be required for the timely

continuation of the project. It must be due to unforeseen circumstances arising while the general assembly is not meeting in regular or special sessions.

- Institutions must obtain approval from CCHE before OSPB submits any non-monetary supplemental requests for capital construction, renewal, or IT to the CDC or JTC.
- Nonmonetary requests for controlled maintenance projects must be submitted directly to OSA with copies to CDHE.

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.

Acquisition or disposition of real property is considered capital construction and should be submitted to CDHE as a capital construction request.

Life Safety/Loss of Use

- **Life-Safety:**
 - For a project to be considered critical, the project must predominantly address facility deficiencies (code compliance) related to the health, safety, and welfare of the occupants and the public. The request will be considered as to the significance of the hazard or risk the facility conditions pose and the immediacy of the time frame requested to address those concerns.
- **Loss-of-Use:**
 - A project may be considered critical if it addresses imminent loss-of-use due to facility deficiencies. These projects predominantly address facility deficiencies related to imminent failure of mechanical, electrical, structural systems, etc., standards, and/or program accreditation requirements. 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.

1.4 Budget Request Submission Process

CCHE/CDHE Responsibilities:

CCHE/CDHE reviews, approves, prioritizes, and recommends all State-funded and cash-funded capital construction, capital renewal, and IT State project requests from institutions of higher education. These requests are due to CDHE in May as per Section 1.10, Budget Request Submission Schedule. Requests not received by the established deadline at CDHE may not be approved.

CDHE uses the criteria outlined in these instructions to score projects for institutions requesting State funding. Capital construction and renewal projects will be scored and prioritized separately from capital IT projects. For capital renewal projects, CDHE will incorporate feedback from OSA.

CDHE will send a preliminary prioritized list of capital construction and renewal projects to the OSPB by their July 15 deadline. A separate preliminary prioritized list of capital IT projects will be sent to OSPB by the same deadline. These lists will be based on CDHE initial scoring, and OSPB knows they are preliminary. A final prioritized list of capital construction and renewal projects will be sent to OSA, JBC, OSPB, and CDC by the November 1 deadline. A final prioritized list of capital IT projects will be sent to JBC, OSPB, and JTC by the November 1 deadline. CCHE approves final lists after the appeals process. Prioritized lists will be accompanied by approved budget request documents for all submissions and program plans where appropriate.

CDHE reviews, approves, and sends the CDC amendments to two-year cash lists as they become aware of a need throughout the year.

CDHE also reviews and approves all Capital Construction Regular, 1331 Emergency, and Non-monetary Supplemental requests from institutions. These requests are then sent to OSPB, who is responsible for the final submission to CDC/JTC/JBC.

CDHE will provide copies of all capital documents and supplementals to the Office of the State Architect (OSA) for technical review. Controlled maintenance supplementals must be sent directly to OSA with copies sent to CDHE.

Most State-funded capital projects require a program plan to be on file. These plans must be reviewed and approved by CCHE. State-funded program plan requests for CCHE approval will not be considered outside the normal State budget cycle. CCHE will not review and/or approve program plans for any State-funded projects submitted after May 31, 2025, for FY 2026-27.

OSA Responsibilities:

OSA reviews, approves, and recommends all generally funded and cash-funded capital construction and 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 1.10, 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 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 provide comments to CDHE for the CR projects and, as requested by the Colorado Department of Higher Education (CDHE), for CC, supplementals, and 1331 emergency supplementals.

Before the submission due date, OSA staff will conduct site verification visits at all state agencies and institutions of higher education in May and June. The site visit will review the status of all ongoing CC, CR, and CM state-appropriated projects and review preliminary project requests for the next fiscal year. A Site Verification Checklist from OSA will be forwarded to all state agencies and institutions of higher education requesting specific preliminary information before the scheduled site visit. Only project requests identified and field verified by OSA staff during the site verification visit shall be submitted per Section 1.10, Budget Request Submission Schedule. Requests not received by the established deadline at the OSA may not be reviewed or approved.

OSPB Responsibilities:

OSPB annually reviews, approves, and prioritizes all CDHE recommendations for institution of higher education capital construction/renewal requests, OSA recommendations for state agency capital

construction/renewal requests, and all controlled maintenance requests into one prioritized list. OSPB submits this list to the Capital Development Committee per Section 1.10, Budget Request Submission Schedule.

Separately, OSPB reviews, approves, and prioritizes all CDHE recommendations for capital IT requests from institutions of higher education and capital IT requests from all other state agencies into one prioritized list. OSPB submits this list to the Joint Technology Committee.

Financial feasibility and conformance with established planning guidelines will be considered when prioritizing a project. Requests must be well-defended and have all the completed forms and requirements, regardless of whether they were submitted and approved in a prior year. They also need to meet the requirements of Section 1.10, Budget Request Submission Schedule.

CDHE and OSPB each submit approved and prioritized State-funded capital requests directly to the CDC and JTC. The CDC and JTC will submit their respective Statewide funding recommendations list to the JBC. Institutions shall not submit any request directly to the CDC, JTC, or the JBC.

1.5 Submittal Forms

All forms are updated on an annual basis. All forms shall be submitted in the Word or Excel format as identified in the chart below. In addition, A PDF should be made of the entire submittal with the proper signing authority signature (as required on the forms) and submitted in addition to the original documents. If CDHE requests revisions, the final CDHE requested and approved version must be re-signed and copied to CDHE and OSPB, as the charts below indicate. Photographs shall be submitted individually in one of the formats listed on the chart.

Forms are updated on an annual basis. All institutions of higher education must submit using the updated forms.

Below is a summary of the required forms to submit capital construction, capital renewal, or capital IT requests for State funding:

TABLE 1: Capital Submittal Form Summary

Form ID	Title	Document Type
CC_CR-5P	Capital Construction/Capital Renewal Project Request - Five-Year Plan *Required to be submitted annually, even if no fiscal year request is being submitted	Excel
CC_CR-N	Capital Construction/Capital Renewal Project Request - Narrative	Word
CC_CR-C	Capital Construction/Capital Renewal Project Request - Cost Summary	Excel
CC_IT-5P	Capital IT Project Request - Five-Year Plan *Required to be submitted annually, even if no fiscal year request is being submitted	Excel
CC_IT-C	Capital IT Project Request - Cost Summary	Excel
CC_IT-N	Capital IT Project Request - Narrative	Word
S CC_CR-N	Supplemental Capital Construction/Capital Renewal Project Request – Narrative	Word
S CC_CR-C	Supplemental Capital Construction/Capital Renewal Project Request - Cost Summary	Excel
CC-C2	Cash-Funded Capital Request - Narrative	Word
CC-LCF	Two-Year Cash List	Excel
Photographs	Photographs shall be submitted individually in one of the formats listed	JPEG, PDF, PNG
Governing Board Prioritization	Signed governing board prioritization *Separate documents are required for capital construction/renewal and capital IT.	Word, PDF
Transmittal Form	Transmittal Form	Word

1.6 Inflation Factor

OSPB recommends that agencies/institutions use industry-standard construction cost data references such as the Engineering News-Record (ENR) building cost index and apply a four-year average of ENR historical indices. OSPB further recommends using ENR’s regional average instead of Denver percentages. Estimates should be based on the midpoint of the construction period included in the request. If other assumptions are used, they should be fully justified in the document.

Institutions shall indicate the justified inflation factor for the current year project request for each component listed on the Capital Construction/Capital Renewal request – cost summary (CC_CR-C). Once the inflation factor is determined for the current year project request, the same estimated inflation factor must be applied to all unfunded out-year project request phases (if applicable) as if the entire project were funded in a single appropriation. As out-year phases are requested in future years, the inflation factor must be re-estimated for each year and added equally to all 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 of phase one \$600,000, phase two \$550,000, and phase three \$775,000. Phase one design will take 3 months, and construction will last one year. The current estimate was dated July of the submittal year, the project is appropriated, and 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 yr). 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 table below details what the “Budget Request Submittal Cost Summary forms” provided for each phase must reflect.

TABLE 2: Example Inflation Factor Calculation

Project Phase	Total Amount per Phase	Calculation
Phase One (current year request)	\$664,620	$\$600,000 + (6\% \times 1\text{yr}) = \$636,000; \$636,000 + (6\% \times 0.75\text{yr})$
Phase Two (out year request)	\$609,235	$\$550,000 + (6\% \times 1\text{yr}) = \$583,000; \$583,000 + (6\% \times 0.75\text{yr})$
Phase Three (out year request)	\$858,468	$\$775,000 + (6\% \times 1\text{yr}) = \$821,500; \$821,500 + (6\% \times .75\text{yr})$
Total Project Costs	\$2,132,323	

When the following year’s out-year (phase two) request is submitted, additional inflation for one year will be added to that current year’s request, and the same inflation to the remaining out-year budget; however, no other project costs shall be changed. The same methodology must be used for the phase three submittal when submitted.

In addition, the Capital Construction/Capital Renewal Project Request – Narrative (CC_CR-N) form now requires a justification of all inflation assumptions.

1.7 Apprenticeship and Prevailing Wage

Beginning July 1, 2021, all construction over \$500,000 will be required to follow [C.R.S. § 24-92-115](#), apprenticeship and prevailing wage for public projects. Agencies and institutions of higher education should include the effect of this requirement on budget requests that will be solicited after June 30, 2021. Higher education projects approved by their governing board on or before July 1, 2021, are exempt.

[C.R.S. § 24-92-115](#), Apprenticeship Utilization Requirements Mechanical, Electrical, and Plumbing Contracts – Public projects of one million dollars or more require the general contractor to identify during contracting, the contractors or subcontractors that will be used for all mechanical, sheet metal, and 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 for \$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 1, 2021, are exempted from Prevailing Wage.

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

1.8 Depreciation of Capital Assets

During the 2016 legislative session, the General Assembly passed Senate Bill 16-020, which clarified calculation issues related to the capital depreciation set-asides required by S.B. 15-211.

The annual capital depreciation amount will be calculated only after a project's final completed cost is known. Depreciation calculations are due to CDHE in August. CDHE staff will send instructions and the form necessary to comply with this statutory requirement, which can be found in [C.R.S 24-30-1310](#).

1.9 Budget Request Submission Transmittal

The CDHE transmittal form accompanies all capital construction, renewal, and IT requests. Institutions of higher education must use the OSA transmittal form for their controlled maintenance request submissions and annual facility management reporting to OSA. The form is available on OSA's website, along with all required capital construction/renewal and controlled maintenance request forms.

Institutions of higher education shall submit one electronic copy of all required forms in the appropriate electronic format for each project and reporting requirement per Section 1.10, Budget Request Submission Schedule. Institutions should also include a PDF version of their entire submittal with proper signatures. All electronic submittals should be addressed to Kennedy Evans (kennedy.evans@dhe.state.co.us). A hard copy submission is not required.

1.10 Budget Request Submission Schedule

TABLE 3: Capital Budget Request Submission Schedule for Fiscal Year 2025-2026

Month	Date	Description
March	17	CDHE issues capital construction, capital renewal, and capital IT request submittal instructions for FY 2026-27
May	See OSPB Budget Cycle Calendar *	1331 Emergency Supplemental requests due to CDHE with copies to OSPB
May	23	All FY 2026-27 higher education state-funded capital construction, renewal, IT requests, and accompanying forms are due to CDHE, <i>except for governing board prioritizations.</i>

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June	2	FY 2024-25 supplemental budget requests due to CDHE
June	13	Governing board prioritization of annual requests due to CDHE
June	16 - 20	OSA compiles preliminary recommendations for institution of higher education CR project requests for submission to CDHE
July	15	CDHE sends all requests and PRELIMINARY staff prioritized lists of capital construction/renewal and capital IT projects to OSPB
July	18	CDHE presents initial scores and prioritized lists of requests (one for capital construction/renewal and one for capital IT) to the CCHE Finance Performance and Audit Committee (FPA)
July-August	July 18 -August 1	Institutions may appeal the scoring of their projects. Appeals must be submitted in writing to CDHE staff and must include additional, new information.
August	See OSPB Budget Cycle Calendar *	1331 Emergency Supplemental requests due to CDHE with copies to OSPB
August	8	CDHE sends unprioritized capital project requests to OSA, CDC/JTC, and JBC. This packet will include ALL proper submissions
August	15	CDHE staff presents revised scores and prioritized lists to the CCHE FPA Committee. CCHE FPA Committee members discuss any potential changes and vote on a prioritized list to forward to the full Commission
September	1	Capital cash expenditure report for FY 2024-25 due to CDHE
September	4	CDHE staff presents the CCHE FPA Committee's approved prioritized lists to the full CCHE for a vote. Approved lists are sent to OSPB
September	See OSPB Budget Cycle Calendar *	CCHE deadline to send FY 2024-25 supplementals to OSPB
October	16	CDHE Staff presents program plans to CCHE for approval.
November	1	OSPB submits a recommended prioritized list of CC/CR/CM project requests for state agencies and institutions of higher education to the CDC, JTC, and JBC
November	1	CDHE sends a final prioritized list of the capital construction/renewal requests to OSPB, CDC, JBC, and OSA. CDHE sends a final prioritized list of capital IT requests to OSPB, JTC, and JBC
December	See OSPB Budget Cycle Calendar *	OSPB submits non-prioritized Supplemental project requests for CC/CR for prior appropriated projects from state agencies and institutions of higher education to the CDC

December	Date may vary per CDC calendar	CDHE/CCHE present final recommendations for state institutions of higher education CC/CR project requests to the CDC
December	Date may vary per CDC calendar	Institutions present their CC/CR project requests to the CDC
December	Date may vary per CDC calendar	OSA presents final recommendations for state agencies and institutions of higher education CM project requests and state agency's CC/CR project requests
December	Date may vary per JTC calendar	CDHE/CCHE present final recommendations for state institutions of higher education capital IT project requests to the JTC
December	Date may vary per JTC calendar	Institutions present their capital IT budget requests to the JTC

*Note: All 1331 Emergency Supplemental Requests must be approved by CCHE, OSPB, and THEN CDC before submission to JBC. Submit any such requests with sufficient time to ensure that the request can be included on the June/July CCHE agenda so that CDHE, OSPB, and CDC each have at least two weeks to review them.

1.11 Appropriated Project Fiscal Timelines

Appropriated capital construction and capital renewal projects must meet three State fiscal 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:

- A. [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;](#)
- B. **The six-month rule** states that all major professional services (i.e., architect and engineering services) must be encumbered within six months of the Long Bill becoming 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](#)
- C. **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
- D. **The three-year rule** states that all projects have three years to completely encumber their funds, beginning in the first full fiscal year after the Long Bill is signed and becomes law. The three-year rule

can only be modified by the General Assembly's action in an appropriations bill, and a budget action must be submitted through OSPB.

End of section 1

Section 2: Capital Construction/Capital Renewal

This section applies to institutions of higher education for capital construction, capital renewal, and supplemental project request submissions. The Office of the State Architect provides instructions for all other State agencies for capital construction/renewal budget request submissions.

The Colorado Commission on Higher Education (CCHE) annually prioritizes all State-funded (Capital Construction Funds or CCF) capital construction project requests before submission to the General Assembly. Projects costing less than \$2 million in State funds that are granted a waiver from the program planning requirements are prioritized alongside projects with costs exceeding \$2 million. Prioritized State-funded projects must have approved program plans consistent with all statutory requirements, the statutory role and mission, and recommended space and utilization standards, where applicable.

For FY 2026-27, the scored prioritization list will be reviewed, adjusted, and approved by the CCHE Fiscal Affairs and Audit Standing Committee and CCHE before submission to OSA, OSPB and the General Assembly (CDC, JTC, JBC) on November 1, 2025. Note that per OSPB's timeline, a preliminary prioritized list will be submitted to OSPB on July 15, 2025. This list will be created using CDHE staff initial scoring.

2.1 Program Plans

Program plans are required for capital construction requests over \$500,000. Facility Program Plans (FPP) are integral to CDHE's recommendations and will be made available to the CDC and JBC staff. FPPs for a current-year budget request shall be submitted during the full capital submission in May. The commission formally approves the program plan during their October meeting.

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

Acquisitions or dispositions that are part of the current year's CC project budget requests shall be included in the current year's budget request. Acquisitions or dispositions unrelated to a current year CC project budget request are defined as capital construction requests.

The following types of projects do **not** need program plans:

- Capital Renewal Requests
- Capital IT projects
- Capital construction or renewal projects at a local district college or area technical college
- Soley cash-funded capital construction projects requiring less than \$2 million for new construction
- Soley cash-funded capital construction or capital renewal projects *not* for new construction requiring less than \$10 million
- Soley cash-funded auxiliary or academic capital construction or capital renewal projects initiated by the governing board of the institution
 - If the project meets these criteria and is to be acquired or constructed in whole or part using monies subject to the higher education revenue bond intercept program, then the institution must obtain approval from the General Assembly as specified in [C.R.S. 23-5-139](#).

All other new capital requests require program plans. Program plans must follow applicable policy in CDHE Policy Section III, Part E – Facilities Program Planning:

(<https://highered.colorado.gov/sites/highered/files/2020-03/iii-part-e.pdf>)

CDHE reviews the program plans for:

- Consistency with the institution's role and mission, academic, facility, and technology strategic plans (if applicable); and State higher education policy;
- Alternative facilities solutions and life-cycle costs as required by CCHE;
- Appropriateness of source of funds, cost estimate methods, financing implications, impact on operations, and maintenance at projected enrollment increments.

Each program plan should receive the approval of the institution's governing board within 30 days of submission to CDHE. The governing board should send CDHE a letter stating the date and vote of the approval.

The governing boards should affirm that the program plan:

- Conforms with the institution's strategic plan as well as the academic plan;
- Is in accordance with its institution's mission;
- Is of a size and scope to provide for the defined program need;
- Benefits the educational program housed in the facility;
- Includes operating and capital costs that are appropriate to the educational program and to the source and method of financing;
- Is included in the institutional five-year capital construction program schedule;
- For technology projects, affirm that the project is aligned with the institution's technology plan.

All program plans should include a third-party independent review (one performed by an engineer, architect, or information technology expert, if applicable, who is not an employee of the institution) that covers:

- Compliance with applicable codes;
- Completeness and accuracy of the project cost estimate;
- Appropriateness and thoroughness of the methodology used for cost estimating (Means or Dodge published cost data, historical costs from previous projects, cost estimating consultant, in-house cost estimating, etc.); and
- Validity of the alternative chosen.

Program plans submitted to CDHE previously that were not funded for FY 25-26 and are over three years old will not be considered for FY 26-27 unless the governing board certifies that:

- The plan's space use assumptions have not changed, incorporating information on completed new construction and renovation since the original submission;
- The plan's education and enrollment assumptions remain valid, reflecting any changes from the previous year in enrollment and degree or program offerings;
- The capital costs remain valid and any unusual construction issues resulting from the delay have been addressed, and

- Any new code requirements will be met, and cost estimates will be appropriately adjusted to reflect any changes.

The certification should demonstrate the validity of the information above and CDHE may request additional information as needed to confirm that these program assumptions remain valid. The governing board must indicate in its priority Statements that such unimplemented program plans either retain their previous prioritization or have been reprioritized. In addition, a “Three-Year Program Plan Waiver” form (<https://cdhe.colorado.gov/capital-construction>) should be submitted along with the governing board certification.

Program Plan Waivers

Requests for exemptions from the statutory requirements of program and physical planning may be granted for projects if:

- The capital construction project has \$2 million or less in State funding;
- The capital construction project is for new construction and funded solely from cash funds held by the institution; or
- The project value is \$10 million or less, is not for new construction, and is funded solely from cash funds held by the institution.

The waiver request should include information such as the name of the project; the program or department impacted by the project (campus-wide if it benefits the entire campus); the assignable and gross square feet the project involves; the increase, if any, to operation and maintenance costs; and a project description, with site maps or other information included when applicable. It should also include a reference to the institutional strategic plan. The total scope of the project should be discussed, including whether the waiver request is part of a phased project that will be completed in the future or if it complements or completes an earlier project. Institutions should not break a much larger capital construction program into smaller projects to avoid doing program plans. Program plan waivers for projects requiring capital construction funds money are prioritized with all other State-funded projects using the same criteria and scoring process. Institutions are not required to request a waiver from the program planning requirements for non-Intercept cash-funded projects under \$2 million.

2.2 Evaluation Criteria for Capital Construction / Capital Renewal Requests

For the FY 2026-27 budget cycle, the State will continue to experience extreme limitations in the funding available for capital construction. OSPB anticipates that it will be able to approve funding requests for very few new capital construction projects. As institutions consider their capital funding needs, they are encouraged to consider this limitation in available revenue and prioritize their requests accordingly.

Therefore, governing boards should use discretion in selecting projects to submit for review. A governing board wishing to make a “statement of need” or attempting to “reserve a place” for projects should utilize the out-years provided on the CC_CR-5P form. CDHE will accept and review all FY 2026-27 proposals for State-funded projects.

In December 2024, the CCHE approved new capital construction/renewal scoring criteria (Appendix C) to prioritize capital project budget requests. Please review the criteria carefully and provide all the information necessary for CDHE staff to score submitted projects in the project narrative forms. The CCHE Finance, Performance, and Accountability Committee will work with CDHE staff to create a prioritized list that will be voted on and sent to the full Commission.

Certificates of Participation (COPs)

In lieu of issuing bonds or using another form of long-term debt, the State often uses a type of lease-purchase agreement called certificates of participation (COPs) to finance the construction of new facilities. The State makes annual payments authorized through the annual budget bill (Long Bill), including principal and interest. COP payments will continue to be prioritized due to the State’s payment obligation and will continue to be part of the capital budget until moved to the appropriate operating line once construction ends.

Continuation Projects

CDHE will treat continuation projects by prioritizing them above new projects. CDHE defines a continuation project as a State-funded capital request that was:

- Appropriated in a previous year’s Long Bill with Capital Construction or General Funds, and the institution received funding for that project; *or*

- Appropriated in a previous year's Long Bill with Capital Construction or General Funds and the institution did not receive funds because the project was de-appropriated due to State budget cuts; **and** included as the out-year funding from a prior request. The out-year funding must have been included in a prior CC-C request that was funded for the initial year.

Governing boards should NOT give continuation projects a prioritization ranking. These projects are exempt from the CDHE scoring process.

Continuation projects are prioritized amongst themselves first by length of time since the project's most recent State-funded appropriation (with more years equaling a greater priority) and then by CCHE priority within each year. The only exceptions to whether a project is considered continuation will be for projects whose program plan changes significantly from year to year or for a project that did not include out-year funding in the most recent CC-C request. A significant change would include a programmatic change to the project. A significant change would not constitute a change in cost due to more information being available (e.g., after design, unforeseen complications) or price changes due to inflation.

Projects Not Yet Funded

Projects that have not yet been funded (whether submitted in a previous request year or not) will be prioritized according to the criteria and scoring process outlined below and in Appendix C (CC/CR). These projects will come after COPs and continuation projects on the CCHE's priority list.

The review criteria in Appendix C apply to capital construction and capital renewal project requests. CDHE staff will evaluate each request per the CCHE criteria and rank it accordingly on CCHE's recommended project list to OSPB, CDC, and JBC. Capital construction/renewal and capital IT will be prioritized on two separate lists.

Capital Renewal Projects

This category is intended for large maintenance projects (that is, projects that are maintenance-driven, not program-driven) costing \$4.7 million or more. Institutions should submit both the CC_CR-C and CC_CR-N forms in place of a program plan to CDHE. The CC_CR forms should be accompanied by an explanation of how the project is maintenance-driven, not program-driven. CDHE determines whether the projects are truly

maintenance-driven and arise from the deterioration of a facility's physical and functional condition and the inability to comply with current codes and energy conservation rather than programmatic needs. OSA then completes the review of the projects. If CDHE and OSA approve, the project is forwarded to OSPB for review and possible inclusion in the State-wide prioritization list. For CDHE purposes, capital renewal projects are scored and prioritized alongside Capital Construction Projects. If there is any question on whether a specific project meets the definition and qualifies as a capital renewal project or if it is a program-driven request, institutions should consult with CDHE and OSA staff.

State-funded Capital Renewal requests do not require a new Program Plan. However, the justification for these projects should be described fully in the Narrative (CC_CR-N). Facility management plans that support the request should be submitted along with the request. Capital Renewal and State-funded capital construction project requests will be reviewed together.

NOTE: Institutions should include ALL information about how a project fits the given criteria in the CC_CR-N (or CC_IT-N) form to receive the proper and accurate scoring from CDHE.

2.3 Prioritization Process

Higher education capital projects that have not been funded, whether submitted in a previous request year or not, are to be prioritized according to the criteria and process outlined below. These projects would come after Certificates of Participation (COPs) and continuation projects (projects which were funded in the previous fiscal year) on the CCHÉ's priority list. Projects that do not fall under the categories of COP or continuation are considered new projects.

The process for prioritizing new capital construction/ renewal projects includes scoring projects using the criteria outlined below, calculating the percentage of total points for each project, and further review by the Finance Performance and Accountability (FPA) committee.

Projects will be scored on six criteria for 57 total possible points:

- Last Major Renovation (10 points possible, if applicable)
- Improving User Experience (10 points possible)

- Other Fund Sources (8 points possible)
- Space Needs Analysis (4 points possible, if applicable)
- Achieves Strategic Plan Goals (5 points possible)
- Governing Board Priority (20 points possible)

“Last Major Renovation” and “Space Needs Analysis” may not apply to every project; if the criterion does not apply, those points will not be included in the denominator. For example, a capital renewal project will not have a space needs analysis component since it is a large controlled-maintenance project. Therefore, a capital renewal project would only have 53 possible points. A brand-new building would not have a “Last Major Renovation” component and would only have 47 possible points. After a project is reviewed and scored, staff will calculate the percentage of total possible points each project received. The total points (the denominator) will be either 53 or 57. Projects will then be put into a draft prioritization based on their percentage score.

Requests for controlled maintenance are to be submitted directly to the Office of the State Architect (OSA), who proposes projects to the Office of State Planning and Budgeting (OSP) and CDHE. OSA determines the scoring criteria for controlled maintenance projects.

2.4 Instructions for The Five-Year Capital Construction/Renewal Five-Year Project Plan: CC_CR-5P

Each institution of higher education must submit a CC_CR-5P if it anticipates beginning any State-funded capital construction project through FY 2030-31. The form alerts CDHE and other State agencies about possible future projects planned within five years and helps ensure continuity among project requests. Project titles, funding amounts and phasing, and funding sources on the CC_CR-5P form should match those on the CC_CR-C forms for individual projects. Only projects requesting full or partial funding and shown as State capital construction funds should be included on these forms.

A Five-Year Capital Construction/Capital Renewal Plan (CC_CR-5P) shall be submitted to CDHE annually, even if no capital construction or renewal project is requested.

TABLE 4: Capital Construction/Capital Renewal Five Year Plan Submission Instructions

Header Information

Line	Information Requested	Description
A1	Institution Name	Name of the institution submitting the request.
A2	Institution Signature Approval:	The name and date of approval of the Institution’s president or his/her designee. Signing off for Institution approval means that the signer affirms the head of the Institution has knowledge of the request, its total dollar amount, and its purpose. It also affirms that the form is complete, and the dollars and narrative are accurate.
B1	Name & Title of Preparer	Enter the full name and title of the person preparing the form. This should be the person who is to be contacted by CDHE should there be questions about the form.
B2	CDHE Signature Approval/Date	The final reviewed and accepted version is signed and dated, manually or electronically, by CDHE.
C1	Email of Preparer	Enter the email of the person preparing the form.
D1	Grand Totals	This section of the header will automatically total all individual project requests listed in the spreadsheets below into their respective five-year totals.

Project Information

Row	Information Requested	Description
1	Project Title & No. of Funding Phases	The project title shall be the same as on the 5-year plan (CC_CR-5P), the Cost Summary (CC_CR-C), and the Narrative (CC_CR-N). If the project has a prior appropriation, use the name from the Long Bill. Indicate the number of phases. Do not use acronyms in the title
2	Project Description	Provide a brief overview describing the project and the rationale for the project.
3	Intercept Program?	Indicate whether the institution will participate in the Higher Education Revenue Bond Intercept Program, which allows an institution of higher education to bond for capital projects using the State's credit rating.
4A	Priority Number	The Governing Board’s priority of a current year State-funded project request for which a CC_CR-C is submitted.
4B	Project Type	Indicate if the project is a capital construction (CC) or capital renewal (CR) project request.

4C	Gross Square Feet	The total gross square feet of construction (both renovated and new), including all phases.
5A	Funding Source	List each institution's capital construction/capital renewal prior, current, and out-year project request(s) as applicable, in the appropriate column. Note: Cash-funded projects are listed on the same CC_CR-5P form with State funded projects.
5B	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 Cost Summary (CC_CR-C) and the Narrative (CC_CR-N).
5C	Total Prior Appropriation	Enter the total of the prior appropriation(s) by fund source in the appropriate column. All appropriations must match the other Cost Summary (CC_CR-C) and Narrative (CC_CR-N).
5D	Current Budget Year Requests	List the current year budget request, broken out by funding source, corresponding to the amounts listed on the Cost Summary (CC_CR-C) and Narrative (CC_CR-N).
5E-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 Cost Summary (CC_CR-C). All future project budget requests that are not related to any current budget year project request should be listed in the corresponding 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 do not require submission of a Cost Summary (CC_CR-C). However, the out-year budget request should be based on a justifiable projected budget for each project.
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.
7	Cash Funds (CF)	List the portion of the funds that are cash funds (from a Cash Fund balance or from institution funds).
8	Reappropriated Funds (RF)	List the portion of the funds that are Reappropriated Funds (funds transferred from another agency).
9	Federal Funds (FF)	List the portion of the funds provided by a Federal Fund.
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.
11	Total Funds	The spreadsheet will automatically total rows 5-10 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.

2.5 Instructions for The Capital Construction/Capital Renewal Request Narrative: CC_CR-N

The Narrative (CC_CR-N) is for new buildings, building expansions, renovations, multi-phased, capital renewal, or related capital projects, regardless of funding source, and shall be accompanied by the Capital Construction/Capital Renewal Cost Summary (CC_CR-C). Budget requests for prior appropriated projects must be submitted and updated as necessary for each out-year that an appropriation is requested. Do not enter **any** information in “ALL CAPS”, use the standard sentence structure.

TABLE 5: Capital Construction/Capital Renewal Request Narrative Instructions

Header Information

Information Requested	Description
Institution Name	Name of the institution submitting the request.
Project Title	The project title shall be the same as on the 5-year plan (CC_CR-5P), the Cost Summary (CC_CR- C), and the Narrative (CC_CR-N). If the project has a prior appropriation, use the name from the Long Bill. Indicate the number of funding phases. Do not use acronyms in the title.
Capital Construction Fund Amount (CCF)	Enter the amount requested from Capital Construction Funds (CCF).
Cash Fund Amount (CF)	Enter the amount requested from Cash Funds (CF).
Funding Type	Enter the funding type. Either a State-funded project or a 100% cash-funded project. See Section 1.3 for definitions.
Project Phase	Enter the current funding phase and the total number of phases (Phase _ of _).
Project Type	Mark the appropriate box with an “X” indicating if the project is a capital construction (CC) or capital renewal (CR) project request.
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

Priority Number	Enter the Governing Board’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). Governing boards should NOT include continuation projects in their rankings. Leave this field blank for those projects. Note that capital construction/renewal should be prioritized on a separate list than capital IT.
Intercept Program Request?	Indicate whether the institution will participate in the Higher Education Revenue Bond Intercept Program, which allows an institution of higher education to bond for capital projects using the State's credit rating.
State Controller Project Number (if continuation)	Enter State Controller’s assigned project number for continuing phased projects, if applicable.
Name & Title of Preparer	Enter the full name and title of the person preparing the form. This should be the person who is to be contacted by CDHE should there be questions about the form.
Email of Preparer	Enter the email of the person preparing the form.
Institution Signature Approval	The name and date of approval of the Institution’s president or his/her designee. Signing off for Institution approval means that the signer affirms the head of the Institution has knowledge of the request, its total dollar amount, and its purpose. It also affirms that the form is complete, and the dollars and narrative are accurate.
OSPB Signature Approval/Date:	The final reviewed and accepted version is signed and dated, manually or electronically, by OSPB
CDHE Signature Approval/Date	The final reviewed and accepted version is signed and dated, manually or electronically, by CDHE.

Narrative Instructions by Section

A. Facility Planning Documentation

Indicate if CDHE has previously approved a program plan for this project. If yes, please provide the date of approval.

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 the previous year's appropriation. Explain the status of the prior appropriated project phase(s) if applicable.

C. Summary Of Project Funding Request

In the table provided, enter the total funds requested and prior appropriations, and complete the rows for the appropriate funding source (Capital Construction Funds, Cash Funds, Reappropriated Funds, Federal Funds, etc.). This table should identify funding for all out-years associated with the request and be coordinated with the Institution's Five-Year Capital Construction/Capital Renewal Project Plan (CC_CR-5P) and Cost Summary (CC_CR-C).

- **Funding Source:**
 - List each Institution's Capital Construction/Capital Renewal prior, current, and out-year project request(s) in the appropriate column, as applicable. NOTE: Do not include 100% cash-funded projects in this form.
- **Total Project Cost:**
 - Refers to the sum of prior, current, and future out-year costs by funding source as indicated on the CC_CR-C spreadsheet. All fiscal year costs must match the CC_CR-C and the CC_CR-N forms.
- **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 CC_CR-C and the CC_CR-N forms.
- **Current Budget Year Requests:**
 - List the current year budget request, broken out by funding source, corresponding to the amounts listed on the CC_CR-C and CC_CR-N form.
- **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 CC_CR-C forms.

D. Project Description/Scope of Work/Justification

For all CC_CR projects, describe in detail and illustrate, through conceptual architectural drawings, diagrams, and photographs, sufficiently to clearly indicate what work is planned in the current year and

future years. Include a description of any unique aspects or circumstances that led to the creation or structuring of the project.

If a project requires phasing, the Narrative should begin with an overall description of the problem followed by a more detailed description of the work by phase starting with the current budget year request. The narrative description should relate directly to the Cost Summary (CC_CR-C) and the breakdown and subtotals by phase in the detailed cost estimate.

- For capital construction projects, provide a description of the amount of program space required, the types of spaces (classrooms, faculty offices, laboratory, 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 describe the project fully.
- For capital renewal projects identify upgraded space or area proposed, systems involved in the renewal project and other relevant information necessary to fully describe the project as 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 replacing the problem(s).

Describe the justification leading to the necessity of this capital request related to the Institution's Program Plan (PP). 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 necessity 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 Facilities Condition Audit and how this request will affect that Audit and the targeted FCI that this project completion would achieve.

As part of the justification, describe how the proposed project fits in with the Higher Education Strategic Plan goals. Provide any additional information to support the justification for this project.

Provide a history of appropriated projects funded with controlled maintenance, capital renewal, capital construction, emergency CM repairs, cash or operational funds within the last fifteen years or ongoing projects that can be associated with either this CC/CR building or infrastructure request.

For all CC/CR 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 this accessibility improvement will impact.

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.

E. Program Information

Describe the program(s) impacted by this request, including a brief overview of the program(s) within the institution, relationship of program(s) to the structure within the institution, 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.

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. For capital construction projects discuss the impact on the program and alternate solutions for

delivering the intended program. For capital renewal projects justify the request by estimating adverse impacts on operating costs, additional deferred maintenance costs, and/or maintaining functional use of facility in terms of one of three operational criteria: health and life safety hazard/loss of use, disrupting operations, causing damage or deterioration. Provide any additional information to support the consequences of not funding this project.

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

Identify the comparative project alternatives and common assumptions and parameters for the economic evaluation of the alternatives (i.e. weighing the benefits and costs of building a new facility versus; re-use of an existing occupied or vacant facility through renovation/capital renewal, purchasing an existing facility, or leasing a third-party space to meet the project needs. Please describe each alternative, the total estimated life-cycle costs of the alternatives and provide a present value comparison of the alternatives. 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 B above and itemized in the Cost Summary (CC_CR-C) for this project request (refer to 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.
- Estimated expenditures for professional services and explanation if costs are higher than generally allowed.

- Detailed cost estimate justifying the “Total Construction Cost” in the Cost Summary (CC_CR-C) using the CSI Format to break down the costs by specification division, unit cost, extended cost, materials and labor, etc.
- 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.
- 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’s 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) requires all capital construction/renewal projects to achieve the highest performance certification attainable that can be recouped from decreased operational costs within 15 years.

The policy recognizes USGBC LEED as the preferred program with Gold as the targeted certification level. However, if the HPCP certification goal of LEED GOLD cannot be obtained for a capital construction or renewal project, then contact OSA’s Energy Management Program for a modification of the policy that incorporates an alternative sustainable guideline or strategy to achieve the highest performance certification attainable. Projects with limited scope shall submit a waiver or modification request to OSA of the HPCP policy.

Capital renewal 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 form of a modification to the HPCP policy 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 solicitation on or after January 1, 2024, shall meet the embodied carbon requirements set for eligible materials as described by [C.R.S. § 24-92-117](#) and [24-92-118](#). These statutes establish 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. CCCM projects must consider the eligible materials within the project and include any cost increases in the project's budget. If a product is not reasonably priced or is not available during the design or construction, the Office of the State Architect may waive the requirements for that product. Agencies that need to update their budgets to adhere to these requirements can refer to the Buy Clean Colorado Act on the Office of the State Architect's website.

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 HCPC policy and the Governor's Greening Government Executive Order.

Governor's Green of The Government Executive Order:

CC/CR projects shall review the Governor's Executive Order on Greening of State Government (D 2019 016). The directives require Institutions to:

- Analysis of how requested projects conform with the State's High Performance Certification Program (HPCP),
- Analysis of on-site renewable energy generation or renewable clean energy purchases,
- Provide documentation or plans showing that at least 20% of parking spaces will be pre-wired for charging, and that at least 5% will have Electronic Vehicle (EV) chargers installed, and
- Provide documentation that the Institutions explored options for the electrification of building systems, and such review shall include a full life cycle cost analysis of the impact of electrification.

Institutions shall make their best efforts to include Energy Performance Contracts (EPC) wherever possible for CR budget requests. Where it is not possible, Institutions 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 year and all out-years. If there is anticipated to be an operating budget impact, please submit a separate, corresponding operating budget request per OSPB budget cycle. Note: If the operating budget impact is anticipated to happen 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 CC_CR request, and an operating budget request should be submitted before 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 FTE, and the anticipated timeline for operating impacts. Provide 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 discreet portions of work) as applicable to be completed as part of the requested project, estimate the start date for those steps, and estimate the completion date for those steps. 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.

2.6 Instructions for The Capital Construction/Capital Renewal Request - Cost

Summary: CC_CR-C

The Cost Summary (CC_CR-C) is for new buildings, building expansions, renovations, multi-phased, capital renewal, or related capital projects and shall be accompanied by the Capital Construction/Capital Renewal Narrative (CC_CR-N). Budget requests must 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 require annual submissions of the CC_CR-C forms. The budget documents for continuation projects that have received at least one previous appropriation are checked for conformance with prior submissions of the requests. All continuation projects are to be submitted with detailed cost estimates for all phases with each phased scope of work clearly defined by Narrative and cost estimate. All phases are to be stand-alone (discreet portions of work). If an Institution's cost estimate for a continuation project has changed since the previous year, the institution should notify CDHE before submission. All supporting information and background must be submitted with the Cost Summary (CC_CR-C).

CDHE will review all budget estimates for alignment with the project's Program Plan or other approved planning documentation and attached to the request. Costs are to be coordinated with the Narrative (CC_CR-N).

TABLE 6: Capital Construction/Capital Renewal Request - Cost Summary

Header

Line	Information Requested	Description
A1	Funding Type	Enter the funding type. Either a State-funded project or a 100% cash-funded project. See Section 1.3 for definitions.
A2	Intercept Program Request?	Indicate whether the institution will participate in the Higher Education Revenue Bond Intercept Program, which allows an institution of higher education to bond for capital projects using the State's credit rating.
B1	Institution Name	Name of the institution submitting the request.
B2	Name & Title of Preparer	Enter the full name and title of the person preparing the form. This should be the person who is to be contacted by CDHE should there be questions about the form.
C1	Project Title	The project title shall be the same as on the 5-year plan (CC_CR-5P), the Cost Summary (CC_CR- C), and the Narrative (CC_CR-N). If the project has a prior appropriation, use the name from the Long Bill. Indicate the number of funding phases. Do not use acronyms in the title.
C2	Email of Preparer	Enter the email of the person preparing the form.
D1	Project Phase	Enter the current funding phase and the total number of phases (Phase _ of _).
D2	State Controller Project #	Enter State Controller's assigned project number for continuing phased projects, if applicable.
E1	Project Type	Indicate if the project is a capital construction (CC) or capital renewal (CR) project request.
E2	Institution Signature Approval	The name and date of approval of the Institution's president or his/her designee. Signing off for Institution approval means that the signer affirms the head of the Institution has knowledge of the request, its total dollar amount, and its purpose. It also affirms that the form is complete, and the dollars and narrative are accurate.
F1	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

F2	CDHE Signature Approval/Date:	The final reviewed and accepted version is signed and dated, manually or electronically, by CDHE
G1	Priority Number	Enter the Governing Board’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). Governing boards should NOT include continuation projects in their rankings. Leave this field blank for those projects. Note that capital construction/renewal should be prioritized on a separate list than capital IT.
G2	OSPB Signature Approval/Date:	The final reviewed and accepted version is signed and dated, manually or electronically, by OSPB

Project Information

Row	Information Requested	Description
1A	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.
1B	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.
1C	Total Prior Appropriation	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 “Summary of Project Funding Request” of the Narrative (CC_CR-N). If they do not match exactly, the Word document should footnote the table with an explanation, illustrating all numbers.
1D	Current Budget Year Request	Enter the current budget request that is being submitted and defended in the Narrative (CC_CR-N) for the current year.
1E-H	Year Two through Five Request:	The subsequent columns indicate any out-year impacts for phased requests. Out-year costs 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 in phases. Each year’s project must be able to stand on its

		own (discreet portions of work), and the Narrative (CC_CR-N) portion shall fully defend this phase by phase.
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Land/Building Acquisition

Row	Information Requested	Description
2	Land Acquisition	If this project will include a cost to acquire land, enter the amount here
3	Building Acquisition	If this project will include a cost to acquire a building(s), enter the amount here.
4	Total Acquisition Costs:	The spreadsheet will automatically total rows 1 and 2 to show the total acquisition costs

Professional Services

Row	Information Requested	Description
5	Planning Documentation	Include the total cost requested to complete the planning documentation portion for this project request. Identify in the Narrative CC_CR-N whether a Facility Program Plan, Facility Condition Audit, etc. was used to defend this project.
6	Site Surveys, Investigations, Reports	Identify other engineering design fees, not related to the physical structure, such as civil engineering for site grading, sewage treatment, water treatment, traffic, etc. Include the estimated costs for site topographic information, utility surveys, soil tests and reports, and other tests required by the specifications (e.g., concrete strength, weld tests, etc.) Testing for the existence of asbestos and air monitoring during remediation also should be included here.
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, plumbing engineering, and civil engineering.
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 per OSA policies and guidelines.
9	Construction Management	If applicable, include the construction manager fee, including any CMGC fee. Note that only paid, outside consultants are allowed.
10	Advertisements	Include advertisement costs, if any.

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, acoustical studies, information technology, fire protection, or other types of service fees. Please note that tap fees are not professional service fees.
12	Inflation Cost for Professional Services	Provide the total dollars attributed to inflation. Percentage increases MUST be defended in the narrative portion of the document, or 0% inflation will be assumed.
13	Inflation Percentage Applied	Provide the total percentage attributed to inflation for the given year. If different rates are applied to the out-years, this MUST be explained in the Narrative
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," for a new facility or 15 percent for a renovated facility, provide an explanation in the Narrative (CC_CR-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 profit, general conditions, site location and/or security factors.

Row	Information Requested	Description
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).
16	Infrastructure Site Improvements:	Include all excavation and backfill costs to prepare the site and all other work such as clearing, grading, asphalt paving, curb and gutter, walks, site lighting, drainage structures, etc. All work related to landscaping should be included here as well. Examples include sod, trees, shrubs, and irrigation.
17	Structure/Systems/Components	Do not enter any numbers in this line. Structure/Systems/Component numbers are to be entered in rows 18, 20, & 22.
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.
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. No additional values are to be listed in columns (a) thru (g).
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.
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 are to be listed in columns (a) thru (g).
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.
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 are to be listed in columns (a) thru (g).
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 (CC_CR-N) or other supporting documentation.

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 (CC_CR-N).
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.
27	ADA Accessibility	Provide the total dollars attributed to the 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.
28	Inflation for Construction	Provide the total dollars attributed to inflation per section 1.6 on lines (b) through (g). Line (a) will automatically total in the spreadsheet. Percentage increases MUST be defended in the Narrative CC_CR-N, or 0% inflation will be assumed by CDHE.
29	Inflation Percentage Applied	Here, the institution must provide the total percentage attributed to inflation for the given year. If different rates are applied to the out-years as per section 1.6. this MUST be explained in the Narrative (CC_CR-N).
30	Total Construction Costs	The spreadsheet will automatically total rows 15, 16, 18, 20, 22, 24 through 28 to show the total construction costs.

Equipment and Furnishings

Row	Information Requested	Description
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.
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.
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 included in D-1.
34	Inflation for Equipment and Furnishings	Provide the total dollars attributed to inflation. Percentage increases MUST be defended in the Narrative (CC_CR-N), or 0% inflation will be assumed by CDHE.
35	Inflation Percentage Applied	Here, the institution must provide the total percentage attributed to inflation for the given year. If different rates are applied to the out-years, this MUST be explained in the Narrative (CC_CR-N).
36	Total Equipment and Furnishings Costs	The spreadsheet will automatically total rows 29 through 32 to show the total costs for equipment and furnishings. If the "Total Equipment and Furnishings Cost" exceeds 10% of Total Construction Cost, include an explanation in the Narrative (CC_CR-N).

Miscellaneous

Row	Information Requested	Description
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 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,

		<p>Agencies/Institutions are strongly encouraged to apply the 1% to all fund sources of construction.</p> <p>The calculation for Art in Public Places should be based on the total construction costs identified on line 29.</p> <p>Exemptions from the 1% requirement include capital renewal and controlled maintenance projects, projects that are exclusively cash-funded, projects identified in statute, etc.</p> <p>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.</p>
38	Relocation Costs	<p>For some projects it will be necessary to temporarily move some or all 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.</p>
39-41	Other Costs (specify)	<p>Enter and identify all other costs here. If the reason for the additional cost is not obvious, explain in the Narrative (CC_CR-N). Add rows as necessary.</p>
42	Total Miscellaneous Costs	<p>The spreadsheet will automatically total rows 36 thru 40 (and added rows as necessary) to show the total miscellaneous costs</p>
43	Total Project Costs	<p>This is the total estimated cost of the project. The spreadsheet will automatically total rows 4, 14, 30, 36 and 42 to show the total project costs for each year that appropriations are requested.</p>

Project Contingency

These lines provide the contingency for the entire project. Contingencies are established for unanticipated project costs. Apply the appropriate percentages to subtotals and sum them up. Projects involving both renovation and new construction must indicate how the contingency was from these percentages must justify the request in the Narrative (CC_CR-N).

Row	Information Requested	Description
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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.
45	10% for Renovation	Contingencies for project renovations and Capital Renewal will be 10% of total project costs, excluding land or building acquisition costs.
46	Total Contingency	The spreadsheet will automatically total rows 43 and 44 to show the total contingency costs for each year that appropriations are requested.
47	Total Budget Request	The spreadsheet will automatically total rows 42 and 45 to show 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	Information Requested	Description
48	Capital Construction Fund (CCF)	List the portion of the funds that are from the Capital Construction Fund, typically funded as a General Fund transfer.
49	Cash Funds (CF)	List the portion of the funds that are cash funds (from a Cash Fund balance or from institution funds).
50	Reappropriated Funds (RF)	List the portion of the funds that are Reappropriated Funds (funds transferred from another agency).
51	Federal Funds (FF)	List the portion of the funds provided by a Federal Fund.
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.
53	Total Funds (TF)	The spreadsheet will automatically total rows 48 to 52 to show the total funds.

2.7 Instructions for The Supplemental Capital Construction/Renewal Request - Narrative: S CC_CR_N

The purpose of a supplemental capital construction/capital renewal request 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.

Institutions shall submit a Supplemental Capital Construction/Capital Renewal Request Cost Summary (S CC_CR-C) with each supplemental Narrative (S CC_CR-N) identifying why the project is necessary as a supplemental request.

1331 Emergency Supplemental request requires the same documentation as a Regular Supplemental request, i.e., the Narrative (S CC_CR-N) and Supplemental Cost Summary (S CC_CR-C). If the amount of 1331 Emergency Supplemental changes, it should be corrected as a revised request, rather than a new regular supplemental.

All Capital Renewal Supplemental Requests must be submitted directly to the Office of the State Architect (OSA) with copies to CDHE.

TABLE 7: Supplemental Capital Construction/Capital Renewal Request - Narrative

Header

Information Requested	Description
Institution Name	Enter the Institution’s name.
Project Title	The project title shall be the same as on the 5-year plan (CC_CR-5P), the Cost Summary (CC_CR- C), and the Narrative (CC_CR-N). If the project has a prior appropriation, use the name from the Long Bill. Indicate the number of funding phases. Do not use acronyms in the title.
Capital Construction Fund Amount (CCF)	Enter the amount requested from Capital Construction Funds (CCF).
Cash Fund Amount (CF)	Enter the amount requested from Cash Funds (CF).
Project Phase being Modified	Enter the funding phase you are modifying (Phase_of_).
Project Type	Mark the appropriate box with an “X” indicating if the project is Technology Hardware or Technology Software.
Original Appropriation Year	List the first year this project received an appropriation.
Supplemental Type	Enter the type of supplemental being requested (Regular Supplemental or 1331 Emergency Supplemental)
Fiscal Year to be Modified	Enter the fiscal year that the supplemental will modify.

Intercept Program Request?	Indicate whether the institution will participate in the Higher Education Revenue Bond Intercept Program, which allows an institution of higher education to bond for capital projects using the State's credit rating.
State Controller Project #	Enter the State Controller's assigned project number for continuing phased projects, if applicable.
Name & Title of Preparer	Enter the full name and title of the person preparing the form.
Email of Preparer	Enter the email of the person preparing the form.
Institution Signature Approval/Date	Is the name and date of approval of the institution's president or his/her designee. Signing off for Institution approval means that the signer affirms the head of the Institution has knowledge of the request, its total dollar amount, and its purpose. It also affirms that the form is complete, and the dollars and Narrative are accurate.
CDHE Signature Approval/Date	The final reviewed and accepted version is signed and dated, manually or electronically, by CDHE.
Revision	Indicate if this is a revision to an existing submittal and the date of the revised submittal.
Submittal Date	The date you are submitting the supplemental.

Supplemental Project Information by Section

A. Supplemental Criteria

Describe how the request meets the criteria for a supplemental.

B. Supplemental/1331 Emergency 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 phases(s) as applicable.

C 2. 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 Funding Change

In the table provided enter the total funds amount and complete rows for the appropriate sources of funding (Cash Funds, Capital Construction Funds, Federal Funds, Reappropriated Funds, etc.). This table should identify funding adjustments for the impacted year. List the prior appropriations by fiscal year and corresponding amount, add additional rows as required.

E. Assumptions For Calculations

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

- 1) Additional estimated expenditures for land and/or building purchases. If not under contract, explain assumptions used to establish cost used.
- 2) Additional estimated expenditures for professional services.
- 3) Detailed cost estimate justifying the "Total Construction Cost" in line (28) of the supplemental Cost Summary (S CC_CR-C) using the CSI Format to break down the costs by specification division, unit cost, extended cost, materials and labor, etc.
- 4) If additional equipment is being requested, an itemized list of the equipment and furnishings and their costs.
- 5) List and justification for all miscellaneous costs.
- 6) Contingencies if different than what is listed.
- 7) Calculations for art in public places, as necessary and as applicable.
- 8) Inflation assumptions by year with justification for professional services, construction or improvements, equipment and 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” if this request is driven by a new statutory mandate, if it will require a statutory change, if it is a one-time request, and if it involves any IT components.

2.8 Instructions for The Supplemental Capital Construction/Capital Renewal Request - Cost Summary: S CC_CR-C

Institutions of higher education shall submit a Supplemental Capital Construction/Capital Renewal Project Request Narrative (S CC_CR-N) with each supplemental Cost Summary (S CC_CR-C) identifying why the project is necessary as a supplemental request.

Please note that all Capital Renewal Supplemental Requests must be submitted directly to the Office of the State Architect (OSA) with copies to CDHE.

TABLE 8: Supplemental Capital Construction/Capital Renewal Request - Cost Summary

Header

Line	Information Requested	Description
A1	Funding Type	Enter the funding type. Either a State-funded project or a 100% cash-funded project. See Section 1.3 for definitions.
A2	Supplemental Type	Enter the type of supplemental being requested (Regular or 1331 Emergency).
B1	Institution Name	Name of the institution submitting the request.

B2	Name & Title of Preparer	Enter the full name and title of the person preparing the form. This should be the person who is to be contacted by CDHE should there be questions about the form.
C1	Project Title	The project title shall be the same as on the 5-year plan (CC_CR-5P), the Cost Summary (CC_CR- C), and the Narrative (CC_CR-N). If the project has a prior appropriation, use the name from the Long Bill. Indicate the number of funding phases. Do not use acronyms in the title.
C2	Email of Preparer	Enter the email of the person preparing the form.
D1	Project Phase	Enter the current funding phase and the total number of phases (Phase _ of _).
D2	State Controller Project #	Enter State Controller's assigned project number for continuing phased projects, if applicable.
E1	Project Type	Indicate if the project is a capital construction (CC) or capital renewal (CR) project request.
E2	Institution Signature Approval	The name and date of approval of the Institution's president or his/her designee. Signing off for Institution approval means that the signer affirms the head of the Institution has knowledge of the request, its total dollar amount, and its purpose. It also affirms that the form is complete, and the dollars and narrative are accurate.
F1	Original Appropriation Year	Enter the fiscal year of the original appropriation.
F2	CDHE Signature Approval / Date	The final reviewed and accepted version is signed and dated, manually or electronically, by CDHE.
G1	Intercept Program?	Indicate whether the institution will participate in the Higher Education Revenue Bond Intercept Program, which allows an institution of higher education to bond for capital projects using the State's credit rating.
G2	Revision? If Yes, previous submittal date:	Indicate if this is a revision to an existing submittal and the date of the prior submittal.

Land/Building Acquisition

Row	Information Requested	Description
2	Land Acquisition	If this project will include a cost to acquire land, enter the amount here
3	Building Acquisition	If this project will include a cost to acquire a building(s), enter the amount here.

4	Total Acquisition Costs:	Enter the totals of rows 2 and 3.
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Professional Services

Row	Information Requested	Description
5	Planning Documentation	Include the total cost requested to complete the planning documentation portion for this project request. Identify in the Narrative CC_CR-N whether a Facility Program Plan, Facility Condition Audit, etc. was used to defend this project.
6	Site Surveys, Investigations, Reports	Identify other engineering design fees, not related to the physical structure, such as civil engineering for site grading, sewage treatment, water treatment, traffic, etc. Include the estimated costs for site topographic information, utility surveys, soil tests and reports, and other tests required by the specifications (e.g., concrete strength, weld tests, etc.) Testing for the existence of asbestos and air monitoring during remediation also should be included here.
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, plumbing engineering, and civil engineering.
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 per OSA policies and guidelines.
9	Construction Management	If applicable, include the construction manager fee, including any CMGC fee. Note that only paid, outside consultants are allowed.
10	Advertisements	Include advertisement costs, if any.
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, acoustical studies, information technology, fire protection, or other types of service fees. Please note that tap fees are not professional service fees.
12	Inflation Cost for Professional Services	Provide the total dollars attributed to inflation. Percentage increases MUST be defended in the narrative portion of the document, or 0% inflation will be assumed.
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 1.6.
14	Total Professional Services	Enter 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	Information Requested	Description
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).
16	Infrastructure Site Improvements:	Include all excavation and backfill costs to prepare the site and all other work such as clearing, grading, asphalt paving, curb and gutter, walks, site lighting, drainage structures, etc. All work related to landscaping should be included here as well. Examples include sod, trees, shrubs, and irrigation.
17	Structure/Systems/Components	Do not enter any numbers in this line. Structure/Systems/Component numbers are to be entered in rows 18-23.
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.
19	New Sqft. at \$/GSF:	Insert the total new square footage and cost per square foot for new construction on the appropriate line.
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.
21	Renovation at \$/GSF:	Insert the estimated cost per square foot used for renovation and the total renovated square footage on the appropriate line. No additional values are to be listed in columns (a) thru (g).
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.
23	Renewal at \$/GSF:	Insert the estimated cost per square foot used for renewal and the total renewal square footage on the appropriate line. No additional values are to be listed in columns (a) thru (g).
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 or any other types of hazardous material remediation, demolition or any other line item costs; identify all those construction costs.
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 (see 2.5(l)).
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.
27	Inflation for Construction	Provide the total dollars attributed to inflation per section 1.6 on lines (b) through (g). Line (a) will automatically total in the spreadsheet. Percentage increases MUST be defended in the Narrative CC_CR-N, or 0% inflation will be assumed by CDHE.
28	Inflation Percentage Applied	Here, the institution must provide the total percentage attributed to inflation for the given year. If different rates are applied to the out-years as per section 1.6. this MUST be explained in the Narrative (CC_CR-N).
29	Total Construction Costs	The spreadsheet will automatically total rows 15, 16, 18, 20, 22, 24 through 26 to show the total construction costs.

Equipment and Furnishings

Row	Information Requested	Description
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.
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.
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.

33	Inflation for Equipment and Furnishings	Provide the total dollars attributed to inflation per section 1.6. Percentage increases MUST be defended in the Narrative (S CC_CR-N), or 0% inflation will be assumed by CDHE.
34	Inflation Percentage Applied	Provide the total percentage attributed to inflation for the current year and apply the same percentage to out-years as per section 1.6.
35	Total Equipment and Furnishings Costs	Add rows 29-33 and enter the total. If the "Total Equipment and Furnishings Cost" exceeds 10% of Total Construction Cost, include the details in the Narrative (S CC_CR-N).

Miscellaneous

Row	Information Requested	Description
36	Art in Public Places	<p>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/Institutions are strongly encouraged to apply the 1% to all fund sources of construction.</p> <p>The calculation for Art in Public Places should be based on the total construction costs identified on line 29.</p> <p>Exemptions from the 1% requirement include capital renewal and controlled maintenance projects, projects that are exclusively cash-funded, projects identified in statute, etc.</p> <p>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.</p>
37	Relocation Costs	For some projects it will be necessary to temporarily move some or all 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.
38-40	Other Costs (specify)	Enter and identify all other costs here. If the reason for the additional cost is not obvious, explain in the Narrative (CC_CR-N). Add rows as necessary.
41	Total Miscellaneous Costs	Add the totals from rows 36-40 (or to added rows as necessary).
42	Total Project Costs	This is the total estimated cost of the project. Add rows 4, 14, 29, 35 and 41 and enter 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. Apply appropriate percentages to subtotals and sum them up. 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 CC_CR-N).

The OSA’s Procedures Project Cost and Management Guidelines outline appropriate use of project contingency funds. All contingency costs must be reported on the Capital Construction Project Application Form (SC 4.1) after project completion. Any remaining balances are to be reverted to the Capital Construction Fund.

Row	Information Requested	Description
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.
44	10% for Renovation	Contingencies for project renovations and Capital Renewal will be 10% of total project costs, excluding land or building acquisition costs.
45	Total Contingency	Add the lines 43 and 44 and enter total.
46	Total Budget Request	The spreadsheet will automatically total to show 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	Information Requested	Description
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.
48	Cash Funds (CF)	List the portion of the funds that are cash funds (from a Cash Fund balance or from institution funds).
49	Reappropriated Funds (RF)	List the portion of the funds that are Reappropriated Funds (funds transferred from another agency).
50	Federal Funds (FF)	List the portion of the funds provided by a Federal Fund.
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.
52	Total Funds (TF)	The spreadsheet will automatically total rows 47 to 51 to show the total funds.

End of Section 2.

Section 3: Information Technology (IT) Projects

Higher education information technology requests should be submitted alongside capital requests. CCHE will score and prioritize technology requests separately. A final prioritized list will be sent to the Joint Technology Committee (JTC) for their review and prioritization. Each fiscal year, the JTC is required to study and prioritize all IT budget requests made by State agencies and all State-funded IT budget requests made by State institutions of higher education. After hearing from State agencies, institutions of higher education, OIT, and other sources of information about the amount of revenue available, the committee is required to submit written reports to the Joint Budget Committee (JBC) setting forth its recommendations, prioritization, findings, and comments regarding each IT budget request submitted to the JTC.

For FY2026-27 IT submissions, institutions should ensure that requests have a clear and predominant IT component to the project and that any supporting building modifications have been vetted through the institution facility planners.

While it is acceptable for IT requests to include ancillary non-IT components, institutions are encouraged to ensure that ancillary goods or services cannot be separated from the project and that those goods or services are not also included in capital or controlled maintenance State-funded requests. For FY 2026-27, institutions are required to submit a separate Five-Year Capital Information Technology (IT) Project Plan FY 2026-27 to FY 2030-2031 (CC_IT-5P).

3.1 Evaluation Criteria for Capital It Requests

For the FY 2026-27 budget cycle, the State will continue to experience extreme limitations in the funding available for capital projects. OSPB anticipates that it will be able to approve funding requests for very few projects. As institutions consider their capital funding needs, they are encouraged to consider this limitation in available revenue and prioritize their requests accordingly.

Therefore, governing boards should use discretion in selecting projects to submit for review. A governing board wishing to make a “statement of need” or attempting to “reserve a place” for projects should utilize the

out-years provided on the CC_IT-5P form. CDHE will accept and review all FY 2025-26 proposals for State-funded projects.

In December 2024, the CCHE approved new capital IT scoring criteria (Appendix D) for the prioritization of capital project budget requests. Please review the criteria carefully and provide all the information necessary for CDHE staff to score submitted projects in the project narrative forms. The CCHE Finance, performance, and Accountability Committee will work with CDHE staff to create a prioritized list that will be voted on and sent to the Commission as a whole.

Continuation Projects

CDHE will treat continuation projects by prioritizing them ahead of new projects. CDHE defines a continuation project as a State-funded capital request that was:

- 1) Appropriated in a previous year's Long Bill with Capital Construction or General Funds and the institution received funding for that project; or
- 2) Appropriated in a previous year's Long Bill with Capital Construction or General Funds and the institution did not receive funds because the project was de-appropriated due to State budget cuts; and
- 3) Included as the out-year funding from a prior request. The out-year funding must have been included in a prior CC-C request that was funded for the initial year.

Governing boards should **not** give continuation projects a prioritization ranking. These projects are exempt from the CDHE scoring process.

Continuation projects are prioritized amongst themselves first by length of time since the project's most recent State-funded appropriation (with more years equaling a greater priority) and then by CCHE priority within each year.

Projects Not Yet Funded

Projects that have not yet been funded (whether submitted in a previous request year or not) will be prioritized according to the criteria and scoring process outlined below and in Appendix D (IT). These projects will come after continuation projects on the CCHE's priority list.

The review criteria in Appendix D apply to capital IT project requests. Each capital IT project request will be evaluated by CDHE staff per the CCHE criteria and ranked accordingly on CCHE’s recommended project list to OSPB, JTC, and JBC. Capital construction/renewal and capital IT will be prioritized on two separate lists.

3.2 Instructions for The Capital IT Five Year Project Plan: CC_IT-5P

Each institution of higher education must submit a CC_IT-5P form if it anticipates beginning any State-funded capital IT project through FY 2029-30. The form is to alert CDHE and other State agencies about possible future projects planned within a five-year period and to help ensure continuity among project requests. Project titles, funding amounts and phasing, and funding sources on the CC_IT-5P form should match those on CC_IT-C form for individual projects. Only projects requesting full or partial funding and shown as State capital construction funds should be included on these forms.

A Five-Year Capital IT plan (CC_IT-5P) shall be submitted to CDHE annually, even if no capital IT project is requested.

TABLE 9: Capital IT Five Year Project Plan

Header

Line	Information Requested	Description
A1	Institution Name	Name of the institution submitting the request.
A2	Institution Signature Approval	Is the name and date of approval of the Institution’s president or his/her designee. Signing off for Institution approval means that the signer affirms the head of the Institution has knowledge of the request, its total dollar amount, and its purpose. It also affirms that the form is complete, and the dollars and narrative are accurate.
B1	Name & Title of Preparer	Enter the full name and title of the person preparing the form. This should be the person who is to be contacted by CDHE should there be questions about the form.
B2	Institution Revision Date	The Institutions must resubmit the CC IT Five-Year Plan and enter the revision date of the resubmittal.
B3	CDHE Signature Approval / Date	The final reviewed and accepted version is signed and dated, manually or electronically, by CDHE
C1	Email of Preparer	Enter the email of the person preparing the form.

D	Grand Totals	This section of the header will automatically total all individual project requests listed in the spreadsheets below into their respective five-year totals.
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Project Information

Row	Information Requested	Description
1	Project Title & No. of Funding Phases	The project title shall be the same as on the 5-year plan (CC_IT-5P), the Cost Summary (CC_IT-C), and the Narrative (CC_IT-N). If the project has a prior appropriation, use the name from the Long Bill. Indicate the number of phases. Do not use acronyms in the title.
2	Project Description	Provide a brief overview describing the project and the rationale for the project.
3	Intercept Program	Indicate whether the institution will participate in the Higher Education Revenue Bond Intercept Program, which allows an institution of higher education to bond for capital projects using the State's credit rating.
4A	Priority Number	The Governing Board's priority of a current year State-funded project request for which a CC_IT-C is submitted.
4B	Project Type	Indicate the project is an IT request
5A	Funding Source	List each institution's capital IT prior, current, and out-year project request(s) as applicable, in the appropriate column. Note: Cash-funded projects are listed on the same CC_IT-5P form with State funded projects.
5B	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 Cost Summary (CC_IT-C) and the Narrative (CC_IT-N).
5C	Total Prior Appropriation	Enter the total of the prior appropriation(s) by fund source in the appropriate column. All appropriations must match the other Cost Summary (CC_IT-C) and Narrative (CC_IT-N).
5D	Current Budget Year Requests	List the current year budget request, broken out by funding source, corresponding to the amounts listed on the Cost Summary (CC_IT-C) and Narrative (CC_IT-N).
5E-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 Cost Summary (CC_IT-C).

		All future project budget requests that are not related to any current budget year project request should be listed in the corresponding 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 do not require submission of a Cost Summary (CC_IT-C). However, the out-year budget request should be based on a justifiable projected budget for each project.
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
7	Cash Funds (CF)	List the portion of the funds that are cash funds (from a Cash Fund balance or from institution funds).
8	Reappropriated Funds (RF)	List the portion of the funds that are Reappropriated Funds (funds transferred from another agency).
9	Federal Funds (FF)	List the portion of the funds that provided by a Federal Fund.
10	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.

3.4 Instructions for The Capital Information Technology (IT) Request Narrative: CC_IT-N

The Narrative (CC_IT-N) is for new information technology projects at institutions of higher education. Budget requests for prior appropriated projects must be submitted and updated as necessary for each out-year that an appropriation is requested.

After submission to CDHE, institutions will receive written comments or questions from Department staff. The responses to the questions are expected to be integrated into the revised form, re-signed by the Institution and resubmitted (not simply answered via email).

TABLE 10: Capital Information Technology (IT) Request Narrative Instructions

Header Information

Information Requested	Description
Institution Name	Name of the institution submitting the request.

Project Title	The project title shall be the same as on the 5-year plan (CC_CR-5P), the Cost Summary (CC_CR- C), and the Narrative (CC_CR-N). If the project has a prior appropriation, use the name from the Long Bill. Indicate the number of funding phases. Do not use acronyms in the title.
Capital Construction Fund Amount (CCF)	Enter the amount requested from Capital Construction Funds (CCF).
Cash Fund Amount (CF)	Enter the amount requested from Cash Funds (CF).
Funding Type	Enter the funding type: General Funded or Multiple Funding Sources
Project Type	<p>OSPB classifies capital IT projects into four categories:</p> <ul style="list-style-type: none"> • System Replacement <ul style="list-style-type: none"> • Costs escalating, failing technology, software or vendor support ended, or new technology, e.g., Drives, Chats. • System Enhancement Regulatory Compliance <ul style="list-style-type: none"> • New functionality, improved process or functionality, new demand from citizens, regulatory compliance, e.g, CBMS • Tangible Savings Process Improvements <ul style="list-style-type: none"> • Conscious effort to reduce or avoid costs and improve efficiency, e.g., LEAN, back office automation • Citizen Demand <ul style="list-style-type: none"> • “The Ways Things Are” (transformative nature of technology, meet the citizens where they are, e.g., pay online, mobile access.
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
Priority Number	Enter the governing board’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). <i>Technology Requests should be ranked separately from capital requests.</i>
Project Phase	Enter the current funding phase and the total number of phases (Phase _ of _).
Intercept Program Request?	Indicate whether the institution will participate in the Higher Education Revenue Bond Intercept Program, which allows an institution of higher education to bond for capital projects using the State's credit rating.
State Controller Project Number (if continuation)	Enter State Controller’s assigned project number for continuing phased projects, if applicable.

Name & Title of Preparer	Enter the full name and title of the person preparing the form. This should be the person who is to be contacted by CDHE should there be questions about the form.
Email of Preparer	Enter the email of the person preparing the form.
Institution Signature Approval & Date:	Is the name and date of approval of the institution’s president or his/her designee. Signing off for Institution approval means that the signer affirms the head of the Institution has knowledge of the request, its total dollar amount, and its purpose. It also affirms that the form is complete and that the dollars and narrative are accurate.
OSPB Signature Approval/Date:	The final reviewed and accepted version is signed and dated, manually or electronically, by OSPB
CDHE Signature Approval/Date	The final reviewed and accepted version is signed and dated, manually or electronically, by CDHE.

Narrative Instructions by Section

A. 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 continuation project from a previous year appropriation. Explain status of the prior appropriated project phases(s).

B. 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, etc.). This table should identify funding for all out-years associated with the request and be coordinated with the institution’s Five-Year Capital IT Project Plan (CC_IT-5P) and Cost Summary (CC_IT-C) forms.

C. Project Justification/Scope Of Work/Justification

For all IT projects describe in detail and 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 requires phasing, the Narrative should first begin with an overall description of the problem followed by a more detailed description of the work by phase starting with the current budget year request. The narrative description should relate directly to the Cost Summary (CC_IT-C) and the breakdown and subtotals by phase in the detailed cost estimate.

Articulate how the proposed project fits in with the institution’s strategic IT plan.

D. Program Information

Describe the program(s) impacted by this request, including a brief overview of the program(s) within the institution, relationship of program(s) to the structure within the institution, 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.

E. Consequences If Not Funded

Describe the effects and impacts on the program(s) if this project is not funded. Discuss the effect on the program and alternate solutions for delivering the intended program. Justify the request by estimating adverse impacts on operating costs and maintaining functional facility use. Provide any additional information to support the consequences of not funding this project.

F. Assumptions For Calculations

Include explanations of the calculations used to justify the funding amount requested. Include inflation assumptions.

G. Operating Budget Impact

Describe in detail how this project will affect operating appropriations. This includes a discussion of any appropriation increases or decreases necessary to provide for building or system maintenance, increases or decreases in FTE, and the anticipated timeline for operating impacts. Justify if no operating budget impact is anticipated.

H. Project Schedule

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

I. Additional Information

Please provide the information requested in the provided table.

J. Business Process Analysis

Explain the business process analysis performed before this project was developed and if the IT system was designed to fix an operational problem. Describe how the proposed project would build upon the existing IT environment at the agency and/or throughout interfacing state systems. Please describe any high-level risks or constraints on the project, particularly pertaining to any budget or schedule constraint.

K. Cost Savings / Improved Performance Outcomes

Describe the cost savings or improved performance outcomes because of this project. Please identify and quantify anticipated administrative and operating efficiencies, program enhancements, and service expansion through cost-benefit analyses and return on investment calculations.

L. Security And Backup / Disaster Recovery

Describe the data protection and disaster recovery considerations factored into the plan. Indicate any cybersecurity implications if applicable.

M. Accessibility Compliance

Describe the implementation plan for this capital IT project to meet statutory requirements regarding IT Accessibility from HB21-1110 and SB23-244. Per Section 24-85-103, C.R.S., OIT is statutorily obligated to set and maintain rules for accessibility standards for IT systems statewide. Note that there may be other federal laws requiring IT accessibility.

3.5 Instructions for Information Technology (IT) Projects - Cost Summary: CC_IT-C

Institutions shall submit a Capital Information Technology (IT) Project Request Cost Summary (CC_IT-C) form with each request.

TABLE 11: Supplemental Capital Construction/Capital Renewal Request - Cost Summary

Header

Line	Information Requested	Description
A1	Funding Type	Enter the funding type. Either a State-funded project or a 100% cash-funded project. See Section 1.3 for definitions.
A2	Intercept Program Request?	Indicate whether the institution will participate in the Higher Education Revenue Bond Intercept Program, which allows an institution of higher education to bond for capital projects using the State's credit rating.
B1	Institution Name	Name of the institution submitting the request.
B2	Name & Title of Preparer	Enter the full name and title of the person preparing the form. This should be the person who is to be contacted by CDHE should there be questions about the form.
C1	Project Title	The project title shall be the same as on the 5-year plan, the cost summary, and the narrative. If the project has a prior appropriation, use the name from the Long Bill.
C2	Email of Preparer	Enter the email of the person preparing the form.
D1	Project Phase	Enter the current funding phase and the total number of phases (Phase _ of _).
D2	State Controller Project #	Enter State Controller's assigned project number for continuing phased projects, if applicable.
E1	Project Type	Indicate if the project is Technology Hardware or Technology Software.

E2	Institution Signature Approval	The name and date of approval of the Institution’s president or his/her designee. Signing off for Institution approval means that the signer affirms the head of the Institution has knowledge of the request, its total dollar amount, and its purpose. It also affirms that the form is complete, and the dollars and narrative are accurate.
F1	Year First Requested	Indicate the year the project was first requested by the institution
F2	CDHE Signature Approval / Date	The final reviewed and accepted version is signed and dated, manually or electronically, by CDHE.
G1	Priority Number	Enter the governing board’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). <i>Technology Requests should be ranked separately from capital requests.</i>
G2	OSPB Signature Approval / Date	The final reviewed and accepted version is signed and dated, manually or electronically, by OSPB.

Project Information

Row	Information Requested	Description
1A	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.
1B	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.
1C	Total Prior Appropriation	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 “Summary of Project Funding Request” of the Narrative (CC_CR-N). If they do not match exactly, the Word document should footnote the table with an explanation, illustrating all numbers.
1D	Current Budget Year Request	Enter the current budget request that is being submitted and defended in the Narrative (CC_CR-N) for the current year.

1E-H	Year Two through Five Request:	The subsequent columns indicate any out-year impacts for phased requests. Out-year costs 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 in phases. Each year's project must be able to stand on its own (discreet portions of work), and the Narrative (CC_CR-N) portion shall fully defend this phase by phase.
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Professional Services

Row	Information Requested	Description
2	Consultants/Contractors	Enter consultant and/or contractor costs for project development. (i.e., consultant/contractor costs not included in other professional service categories.)
3	Quality Assurance	Identify all consultant fees for the quality assurance portion of this project.
4	Training	Include all training costs associated with the project's initial rollout. This includes first-time training costs only. Ongoing or periodic training is an operating fund expense.
5	Leased Space (Temporary)	If applicable, include temporary costs associated with leasing space for consultants working on the project.
6	Inflation Cost for Professional Services	Here, the institution must complete both the total dollars attributed to inflation and the percentage per section 1.6. Percentage increases MUST be defended in the narrative portion of the document, or CDHE will recommend 0% inflation.
7	Inflation Percentage Applied	Provide the total percentage attributed to inflation for the current year and apply the same percentage to out-years per section 1.6.
8	Other Services/Costs (specify)	List and describe any other cost related to this project.
9	Total Professional Services	Enter the total of rows 2-8. Do not add in the inflation percent from row 6.

Software Acquisition

Row	Information Requested	Description
10	Software COTS	Include the cost of commercial off-the-shelf software needed to implement the project.

11	Software Built	Include the costs associated with developing new custom software. This should be separate from general professional service fees.
12	Inflation on Software	Provide the total dollars attributed to inflation per section 1.6. Percentage increases MUST be defended in the narrative portion of the document, or 0% inflation will be recommended by CDHE.
13	Inflation Percentage Applied	Provide the total percentage attributed to inflation for the current year and apply the same percentage to four years as per section 1.6.
14	Total Software Costs	Add rows 10-13 and enter the total.

Equipment

Row	Information Requested	Description
15	Servers	Enter the cost of all servers
16	PCs, Laptops, Terminals, PDAs	The cost of new personal computers, laptops, terminals, and personal digital assistants (PDAs) should be included here. Identify the cost of those items required for the implementation of the new technology system.
17	Printers, Scanners, Peripherals	Include the costs associated with printers, scanners, and peripherals related to the implementation of the new technology system.
18	Network Equipment/Cabling	Include costs associated with network equipment.
19	Miscellaneous	Specify other costs not included elsewhere and enter the total here.
20	Total Equipment and Miscellaneous Costs	Add rows 15-19 and enter the total.
21	Total Project Costs	

Project Contingency

These lines provide the contingency for the entire project. Contingencies are established for unanticipated project costs. Apply appropriate percentages to subtotals and sum them up. 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 CC_CR-N).

Appropriate use of project contingency funds is outlined in the OSA's Procedures Project Cost and Management Guidelines. All contingency costs must be reported on the Capital Construction Project

Application Form (SC 4.1) after project completion. Any remaining balances are to be reverted to the Capital Construction Fund.

Row	Information Requested	Description
22	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.
23	IT Adle Payment	<p>SB24-224 requires that all new capital IT projects must include a set-aside for their "information technology annual depreciation-lease equivalent payment" which means an amount equivalent to the recorded depreciation or amortization of the information technology asset acquired, repaired, improved, replaced, renovated, or constructed with an appropriation from the information technology capital account in the capital construction fund based on the depreciation period, as calculated by an institution of higher education.</p> <p>The amount is calculated from the date of acquisition (or the date of completion of the repair, improvement, replacement, renovation, or construction) to June 30 of the fiscal year of acquisition or completion. It continues to be calculated annually on a fiscal year basis until the depreciation for the information technology asset is no longer recorded.</p>
24	Total Contingency	Add lines 22 and 23 and enter total.
25	Total Budget Request	Add lines 21 and 24 and enter total.

Funding Source

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

Row	Information Requested	Description
26	Capital Construction Fund (CCF)	List the portion of the funds that are from the Capital Construction Fund, typically funded as a General Fund transfer.
27	Cash Funds (CF)	List the portion of the funds that are cash funds (from a Cash Fund balance or from institution funds).
28	Reappropriated Funds (RF)	List the portion of the funds that are Reappropriated Funds (funds transferred from another agency).

29	Federal Funds (FF)	List the portion of the funds provided by a Federal Fund.
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3.6 Instructions for The Supplemental Capital IT Request - Narrative: S CC_IT-N

A supplemental capital information technology request provides a method for adjusting previous year(s) appropriations or using funds realized in a prior fiscal year. For further information, see Section 1.3, Project Types and Definitions.

Institutions shall submit a Supplemental Capital IT Request Cost Summary (S CC_IT-C) with each supplemental Narrative (S CC_IT-N) identifying why the project is necessary as a supplemental request.

The 1331 Emergency Supplemental request requires the same documentation as a Regular Supplemental request, i.e., the Narrative (S CC_IT-N) and Supplemental Cost Summary (S CC_IT—C). If the amount of the 1331 Emergency Supplemental changes, it should be corrected as a revised request rather than a new regular Supplemental.

TABLE 11: Supplemental Capital IT Request - Narrative

Header

Information Requested	Description
Capital Construction Fund Amount (CCF)	Enter the amount requested from Capital Construction Funds (CCF).
Cash Fund Amount (CF)	Enter the amount requested from Cash Funds (CF).
Intercept Program Request	Indicate whether the institution will participate in the Higher Education Revenue Bond Intercept Program, which allows an institution of higher education to bond for capital projects using the State's credit rating.
Supplemental Type	Enter the type of supplemental being requested (Regular Supplemental or 1331 Emergency Supplemental)
Institution Name	Enter the Institution's name.
Project Title	The project title shall be the same as on the 5-year plan (CC_CR-5P), the Cost Summary (CC_CR- C), and the Narrative (CC_CR-N). If the project has a prior appropriation, use the name from the Long Bill. Indicate the number of funding phases. Do not use acronyms in the title.
Project Phase	Enter the current funding phase and the total number of phases (Phase _of_).
State Controller Project #	Enter State Controller's assigned project number for continuing phased projects, if applicable.

Project Type	Mark the appropriate box with an “X” indicating if the project is a Technology Hardware or a Technology Software request. Check both boxes if the request includes both.
Original Appropriation Year	List the first-year appropriation was approved for this project.
Fiscal Year to be Modified	Enter the fiscal year that the supplemental will modify.
Name & Title of Preparer	Enter the full name and title of the person preparing the form.
Email of Preparer	Enter the email of the person preparing the form.
Institution Signature Approval/Date	Is the name and date of approval of the institution’s president or his/her designee. Signing off for Institution approval means that the signer affirms the head of the Institution has knowledge of the request, its total dollar amount, and its purpose. It also affirms that the form is complete, and the dollars and Narrative are accurate.
CDHE Signature Approval/Date	The final reviewed and accepted version is signed and dated, manually or electronically, by CDHE.
Revision	Indicate if this is a revision to an existing submittal and the date of the revised submittal

Supplemental Project Information by Section

Supplemental Criteria

Describe how the request meets the criteria for a supplemental.

Supplemental/1331 Emergency 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.

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 phases(s) as applicable.

Summary Of Funding Change

In the table provided enter the total funds amount and complete rows for the appropriate sources of funding (Cash Funds, Capital Construction Funds, Federal Funds, Reappropriated Funds, etc.). This table should identify funding adjustments for the impacted year. List the prior appropriations by fiscal year and corresponding amount, add additional rows as required.

Assumptions For Calculations

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

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

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.

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.

3.7 Instructions for The Supplemental Capital IT - Cost Summary: S CC_IT-C

Institutions of higher education shall submit a Supplemental Capital Information Technology Project Request Narrative (S CC_IT-N) with each supplemental Cost Summary (S CC_CR- IT) identifying why the project is necessary as a supplemental request.

TABLE 12: Supplemental Capital IT Renewal Request - Cost Summary

Header

Line	Information Requested	Description
A1	Funding Type	Enter the funding type. Either a State-funded project or a 100% cash-funded project. See Section 1.3 for definitions.
A2	Supplemental Type	Enter the type of supplemental being requested (Regular or 1331 Emergency).
B1	Institution Name	Name of the institution submitting the request.
B2	Name & Title of Preparer	Enter the full name and title of the person preparing the form. This should be the person who is to be contacted by CDHE should there be questions about the form.
C1	Project Title	The project title shall be the same as on the 5-year plan (CC_CR-5P), the Cost Summary (CC_CR- C), and the Narrative (CC_CR-N). If the project has a prior appropriation, use the name from the Long Bill. Indicate the number of funding phases. Do not use acronyms in the title.
C2	Email of Preparer	Enter the email of the person preparing the form.
D1	Project Phase	Enter the current funding phase and the total number of phases (Phase _ of _).
D2	State Controller Project #	Enter State Controller’s assigned project number for continuing phased projects, if applicable.
E1	Project Type	Indicate if the project is a capital construction (CC) or capital renewal (CR) project request.
E2	Institution Signature Approval	The name and date of approval of the Institution’s president or his/her designee. Signing off for Institution approval means that the signer affirms

		the head of the Institution has knowledge of the request, its total dollar amount, and its purpose. It also affirms that the form is complete, and the dollars and narrative are accurate.
F1	Original Appropriation Year	Enter the fiscal year of the original appropriation.
F2	CDHE Signature Approval / Date	The final reviewed and accepted version is signed and dated, manually or electronically, by CDHE.
G1	Intercept Program?	Indicate whether the institution will participate in the Higher Education Revenue Bond Intercept Program, which allows an institution of higher education to bond for capital projects using the State's credit rating.
G2	Revision? If Yes, previous submittal date:	Indicate if this is a revision to an existing submittal and the date of the prior submittal.

Project Information

Row	Information Requested	Description
1A	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.
1B	Total Project Costs	The total project cost is the sum of prior, current, and future out-year costs by funding type and is automatically calculated within the spreadsheet. If the project requires 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.
1C	Total Prior Appropriation	Enter the total prior value if the project has any prior funding in any previous Long Bill, Supplemental Bill, or separate appropriation bill. Otherwise, it should be zero. The total should be the sum of all appropriations and match the appropriations listed in "Summary of Project Funding Request" of the Narrative (CC_CR-N). If they do not match exactly, the Word document should footnote the table with an explanation, illustrating all numbers.
1D	Current Budget Year Request	Enter the current budget request that is being submitted and defended in the Narrative (CC_CR-N) for the current year.
1E-H	Year Two through Five Request:	The subsequent columns indicate any out-year impacts for phased requests. Out-year costs 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 in phases. Each year's project must be able to stand on its own (discreet portions of work), and the Narrative (CC_CR-N) portion shall fully defend this phase by phase.
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Professional Services

Row	Information Requested	Description
2	Consultants/Contractors	Enter consultant and/or contractor costs for project development. (i.e., consultant/contractor costs not included in other professional service categories.)
3	Quality Assurance	Identify all consultant fees for the quality assurance portion of this project.
4	Training	Include all training costs associated with the project's initial rollout. This includes first-time training costs only. Ongoing or periodic training is an operating fund expense.
5	Leased Space (Temporary)	If applicable, include temporary costs associated with leasing space for consultants working on the project.
6	Inflation Cost for Professional Services	Here, the institution must complete both the total dollars attributed to inflation and the percentage per section 1.6. Percentage increases MUST be defended in the narrative portion of the document, or CDHE will recommend 0% inflation.
7	Inflation Percentage Applied	Provide the total percentage attributed to inflation for the current year and apply the same percentage to out-years per section 1.6.
8	Other Services/Costs (specify)	List and describe any other cost related to this project.
9	Total Professional Services	Enter the total of rows 2-8. Do not add in the inflation percent from row 6.

Software Acquisition

Row	Information Requested	Description
10	Software COTS	Include the cost of commercial off-the-shelf software needed to implement the project.
11	Software Built	Include the costs associated with developing new custom software. This should be separate from general professional service fees.

12	Inflation on Software	Provide the total dollars attributed to inflation per section 1.6. Percentage increases MUST be defended in the narrative portion of the document, or 0% inflation will be recommended by CDHE.
13	Inflation Percentage Applied	Provide the total percentage attributed to inflation for the current year and apply the same percentage to four years as per section 1.6.
14	Total Software Costs	Add rows 10-13 and enter the total.

Equipment

Row	Information Requested	Description
15	Servers	Enter the cost of all servers
16	PCs, Laptops, Terminals, PDAs	The cost of new personal computers, laptops, terminals, and personal digital assistants (PDAs) should be included here. Identify the cost of those items required for the implementation of the new technology system.
17	Printers, Scanners, Peripherals	Include the costs associated with printers, scanners, and peripherals related to the implementation of the new technology system.
18	Network Equipment/Cabling	Include costs associated with network equipment.
19	Miscellaneous	Specify other costs not included elsewhere and enter the total here.
20	Total Equipment and Miscellaneous Costs	Add rows 15-19 and enter the total.
21	Total Project Costs	

Project Contingency

These lines provide the contingency for the entire project. Contingencies are established for unanticipated project costs. Apply appropriate percentages to subtotals and sum them up. 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 CC_CR-N).

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

Row	Information Requested	Description
22	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.
23	IT Adle Payment	<p>SB24-224 requires that all new capital IT projects must include a set-aside for their "information technology annual depreciation-lease equivalent payment" which means an amount equivalent to the recorded depreciation or amortization of the information technology asset acquired, repaired, improved, replaced, renovated, or constructed with an appropriation from the information technology capital account in the capital construction fund based on the depreciation period, as calculated by an institution of higher education.</p> <p>The amount is calculated from the date of acquisition (or the date of completion of the repair, improvement, replacement, renovation, or construction) to June 30 of the fiscal year of acquisition or completion. It continues to be calculated annually on a fiscal year basis until the depreciation for the information technology asset is no longer recorded.</p>
24	Total Contingency	Add lines 22 and 23 and enter total.
25	Total Budget Request	Add lines 21 and 24 and enter total.

Funding Source

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

Row	Information Requested	Description
26	Capital Construction Fund (CCF)	List the portion of the funds that are from the Capital Construction Fund, typically funded as a General Fund transfer.
27	Cash Funds (CF)	List the portion of the funds that are cash funds (from a Cash Fund balance or from institution funds).
28	Reappropriated Funds (RF)	List the portion of the funds that are Reappropriated Funds (funds transferred from another agency).
29	Federal Funds (FF)	List the portion of the funds provided by a Federal Fund.

End of Section 3.

Section 4: Cash-Funded Project Requests

For the purposes of review, projects that are to be undertaken solely with cash funds (CF), solely with federal funds (FF), or only cash funds and federal funds, are considered 100% cash-funded. For this manual, the categorization of cash-funded projects will be made according to dollar value and thresholds.

Cash-Funded New Construction or Acquisition Projects Costing Less than \$2 million or Cash-Funded Projects NOT for New Construction or Acquisition Costing Less than \$10 million

CCHE does not review cash-funded capital projects for new construction or acquisition of real property costing less than \$2 million that are above the limit for capital outlay (C.R.S. 23-1-106). CCHE also does not review cash-funded capital projects NOT for new construction or acquisition of real property costing less than \$10 million. These projects must be for repair and replacement, professional services, new facilities/additions, infrastructure improvements, site improvements, fixed equipment, demolition, leasehold improvements, and the purchase of instructional or scientific equipment.

While these projects are not subject to review by CCHE, institutions of higher education must report annually (September 1) to CDHE a list and description of each project for which an expenditure was made during the preceding fiscal year. State statute requires the Department to compile a list from all institutions and submit a summary report of institutional small cash projects to the Capital Development Committee (CDC). The next report is due to CDHE on September 1, 2025, and will cover FY 24-25 (July 1, 2024 through June 30, 2025). CDHE will send the updated report forms to institutions in late July 2025.

Cash-Funded New Construction or Acquisition Projects Costing More than \$2 million or Cash-Funded Projects NOT for New Construction or Acquisition Costing More than \$10 million

New construction or acquisition projects costing in excess of \$2 million and projects not for new construction or acquisition costing in excess of \$10 million that are to be constructed or acquired solely with cash funds that are not funded under the Higher Education Intercept Program are subject to review by the CDC but not by OSPB or the JBC.

Beginning in 2021, institutions of higher education no longer need to submit an annual report on 100% cash-funded capital projects. Instead, institutions should submit to CDHE amendments to their two-year cash lists

as they become aware of a need throughout the year using the CC-LCF and CC-C2 forms. The amended list must be approved by CCHE then CDC prior to commencing a project. Institutions will be required to summarize their cash projects when presenting to the Capital Development Committee (CDC) during annual hearings.

Academic Cash Projects

Projects of an academic nature constructed or acquired solely with cash funds that are not subject to the Higher Education Intercept Program, that are operated and maintained with State operational funds, cash funds or a combination of both, and are considered “Non-Intercept Academic Cash projects.” These projects remain eligible for future Controlled Maintenance funding.

Auxiliary Cash Projects

Projects of an auxiliary nature constructed or acquired solely with cash funds that are not subject to the Higher Education Intercept Program, that are constructed, operated and maintained out of cash funds only, and are considered “Non-Intercept Auxiliary Cash projects.” These projects are constructed, operated, and maintained from auxiliary enterprise funds, student fees, research building revolving funds, or wholly endowed gifts and bequests, or a combination of such sources. These projects are not eligible for future Controlled Maintenance funding

Intercept Program Projects

Projects that are to be constructed or acquired solely with cash funds that are subject, in whole or in part, to the Higher Education Intercept Program are to be classified as “Intercept” projects. These projects are subject to review by the State Treasurer and CDHE, and subject to approval by the CDC and JBC. Within the Intercept program, there are two distinct sub-categories of projects based upon the source of funds and nature of the project:

Intercept Program Academic Cash Projects

- Projects that are to be constructed or acquired solely with cash funds that are subject, in whole or in part to the Intercept program, that are maintained out of State operational funds, cash funds or a combination of both, and are academic in nature are considered “Intercept Academic Cash Projects.” These projects remain eligible for future controlled maintenance funding.

- Program plans are required for these projects. Besides being reviewed for the items outlined above, the program plan is examined to ensure that sufficient information is provided in the program plan to assure CDHE that:
 - Sufficient cash funds will be available to pay the capital project costs;
 - The earmarked cash funds are appropriate sources considering the nature of the project; and;
 - The project will not adversely affect the projected operating funds; and
 - Explicitly identify the maximum amount anticipated to be borrowed for the project under the Intercept program so that it can be approved by the CDC and JBC.
- Intercept projects are referred to the CDC and JBC for approval but are not required to be appropriated or included in the Long Bill. These projects can be submitted at any time during the year, but institutions should aim for the September 1 whenever feasible

Intercept Program Auxiliary Cash Projects

- Projects that are to be constructed or acquired solely with cash funds that are subject, in whole or in part, to the Intercept program, that are maintained out of cash funds, and are auxiliary in nature are considered “Intercept Auxiliary Cash Projects.” These projects remain ineligible for future Controlled Maintenance funding.
- These projects are constructed, operated, and maintained from cash sources and serve auxiliary functions. Program plans are required for those projects estimated to cost more than \$2 million and can be submitted at any time during the year, but, if possible, should be submitted by September 1. The program plans will follow the same review process that Intercept program academic projects follow, which is outlined above.

Higher Education Intercept Program Bond Refinancing

S.B. 16-204 changed how debt refinancing under the intercept program is approved. Debt can only be refinanced under the following conditions:

Refunding bonds that refinance amounts previously financed under the Intercept Program at a lower cost and that do not extend the term of the debt must be approved by the State Treasurer’s Office. The Treasurer has 15 days from when a request is submitted to send an approval certification. The Treasurer may provide this

certification even if a governing board cannot comply with the coverage ratios and credit rating requirements. To obtain guidance on how the State Treasurer processes approvals, please contact the Colorado Department of Treasury.

For governing boards that qualify for the Intercept program based on coverage ratio and credit rating, refinancing bonds previously financed outside of the Intercept program or that extend the length of repayment need to receive approval through the CDC/JBC process.

For governing boards that ***do not*** qualify for the Intercept program based on coverage ratio and credit rating, refinancing previously financed outside of the Intercept program or that extend the length of a repayment will need to receive approval through the CDC/JBC process and must receive a recommendation from the Treasurer.

Institutions must seek approval from the State Treasurer to use the Higher Education Intercept program and notify CDHE, OSPB, CDC, and JBC of such requests.

End of Section 4

Appendix A

CCHE Statutory Authority for Capital Construction

Most of CDHE's statutory authority for review of capital construction projects comes from the Colorado Revised Statutes (C.R.S.) 23-1-106- Duties and powers of the commission with respect to capital construction and long-range planning

23-1-106 - Duties and powers of the commission with respect to capital construction and long-range planning - legislative declaration - report - definitions.

(1) Except as permitted by subsection (9) of this section, it is declared to be the policy of the general assembly not to authorize any activity requiring capital construction or capital renewal for state institutions of higher education unless approved by the commission.

(2) The commission shall, after consultation with the appropriate governing boards of the state institutions of higher education and the appropriate state agencies, have authority to prescribe uniform policies, procedures, and standards of space utilization for the development and approval of capital construction or capital renewal programs by institutions.

~~(3) The commission shall review and approve facility master plans for all state institutions of higher education on land owned or controlled by the state or an institution and capital construction or capital renewal program plans for projects other than those projects described in subsection (9) of this section. The commission shall forward the approved facility master plans to the office of the state architect. Except for those projects described in subsection (9) of this section, no capital construction or capital renewal shall commence except in accordance with an approved facility master plan and program plan.~~

~~(4) The commission shall ensure conformity of facilities master planning with approved educational master plans and facility program plans with approved facilities master plans.~~

(5) (a) The commission shall approve plans for any capital construction or capital renewal project at any state institution of higher education regardless of the source of funds; except that the commission need not approve plans for any capital construction or capital renewal project at a local district college or area technical college or for any capital construction or capital renewal project described in subsection (9) of this section.

(b) The commission may except from the requirements for program and physical planning any project that requires two million dollars or less if the capital construction project is for new construction and funded solely from cash funds held by the institution or the project is funded through the higher education revenue bond intercept program established pursuant to section 23-5-139, or ten million dollars or less if the project is not for new construction and is funded solely from cash funds held by the institution.

(6) (a) The commission shall request annually from each governing board of each state institution of higher education a five-year projection of capital construction or capital renewal projects to be constructed but not including those projects described in subsection (9) of this section. The projection must include the estimated cost, the method of funding, a schedule for project completion, and the governing board-approved priority for

each project. The commission shall determine whether a proposed project is consistent with the role and mission and master planning of the institution and conforms to standards recommended by the commission.

(b) The commission shall request annually from the governing board of each state institution of higher education a two-year projection of capital construction projects to be undertaken pursuant to subsection (9) of this section and estimated to require total project expenditures exceeding two million dollars if the capital construction project is for new acquisitions of real property or new construction and funded solely from cash funds held by the institution or the project is funded through the higher education revenue bond intercept program established pursuant to section 23-5-139, or exceeding ten million dollars if the project is not for new acquisitions of real property or new construction and is funded solely from cash funds held by the institution. The projection must include the estimated cost, the method of funding, and a schedule for project completion for each project. A state institution of higher education shall amend the projection prior to commencing a project that is not included in the institution's most recent projection.

(7) (a) The commission annually shall prepare a unified, five-year capital improvements report of projects to be constructed, but not including those capital construction or capital renewal projects to be undertaken pursuant to subsection (9) of this section, coordinated with education plans. Notwithstanding section 24-1-136 (11)(a)(I), the commission shall transmit the report to the office of state planning and budgeting, the office of the state architect, the capital development committee, and the joint budget committee, consistent with the executive budget timetable, together with a recommended priority of funding of capital construction or capital renewal projects for the system of public higher education. The commission shall annually transmit the recommended priority of funding of capital construction or capital renewal projects to the capital development committee no later than November 1 of each year.

(b) Except as provided in subsections (5) and (15) of this section, it is the policy of the general assembly to appropriate funds only for capital construction or capital renewal projects approved by the commission.

(c) (I) (A) The commission annually shall prepare a unified, two-year report for capital construction or capital renewal projects described in subsection (9) of this section that are not for new acquisitions of real property or new construction and are estimated to require total project expenditures exceeding ten million dollars, coordinated with education plans. The commission shall transmit the report to the office of state planning and budgeting, the governor, the capital development committee, and the joint budget committee, consistent with the executive budget timetable.

(B) The commission annually shall prepare a unified, two-year report for capital construction projects for new acquisitions of real property or for new construction, estimated to require total project expenditures exceeding two million dollars, coordinated with education plans. The commission shall transmit the report to the office of state planning and budgeting, the governor, the capital development committee, and the joint budget committee, consistent with the executive budget timetable.

(II) (A) The commission shall submit the two-year projections prepared by each state institution of higher education for each two-year period to the office of state planning and budgeting and the capital development committee. The capital development committee shall conduct a hearing in each regular legislative session on the projections and either approve the projections or return the projections to the state institution of higher education for modification. The commission and the office of state

planning and budgeting shall provide the capital development committee with comments concerning each projection.

(B) A state institution of higher education may submit to the staff of the capital development committee, the commission, and the office of state planning and budgeting an amendment to its approved two-year projection. The capital development committee shall conduct a hearing on the amendment within thirty days after submission during a regular legislative session of the general assembly or within forty-five days after submission during any period that the general assembly is not in regular legislative session. The capital development committee shall either approve the projections or return the projections to the state institution of higher education for modification. The commission and the office of state planning and budgeting shall provide the capital development committee with comments concerning each amendment.

(8) Repealed.

(9) (a) Except as provided in paragraph (d) of this subsection (9), a capital construction or capital renewal project for an auxiliary facility initiated by the governing board of a state institution of higher education that is contained in the most recent two-year projection approved pursuant to subparagraph (II) of paragraph (c) of subsection (7) of this section, as the projection may be amended from time to time, and that is to be acquired or constructed and operated and maintained solely from cash funds held by the institution is not subject to additional review or approval by the commission, the office of state planning and budgeting, the capital development committee, or the joint budget committee; except that, if the capital construction or capital renewal project for an auxiliary facility is to be acquired or constructed in whole or in part using moneys subject to the higher education revenue bond intercept program established pursuant to section 23-5-139, then the governing board of a state institution of higher education must obtain approval from the general assembly as specified in that section.

(b) Except as provided in paragraph (d) of this subsection (9), a capital construction or capital renewal project for an academic facility initiated by the governing board of a state institution of higher education that is contained in the most recent two-year projection approved pursuant to subparagraph (II) of paragraph (c) of subsection (7) of this section, as the projection may be amended from time to time, and that is to be acquired or constructed solely from cash funds held by the institution and operated and maintained from such funds or from state moneys appropriated for such purpose, or both, is not subject to additional review or approval by the commission, the office of state planning and budgeting, the capital development committee, or the joint budget committee; except that, if the capital construction or capital renewal project for an academic facility is to be acquired or constructed in whole or in part using moneys subject to the higher education revenue bond intercept program established pursuant to section 23-5-139, then the governing board of a state institution of higher education must obtain approval from the general assembly as specified in that section. Any capital construction or capital renewal project subject to this paragraph (b) must comply with the high performance standard certification program established pursuant to section 24-30-1305.5, C.R.S.

(c) Each governing board shall ensure, consistent with its responsibilities as set forth in section 5 (2) of article VIII of the state constitution, that a capital construction or capital renewal project initiated pursuant to this subsection (9) is in accordance with its institution's mission, be of a size and scope to provide for the defined program needs, and be designed in accordance with all applicable building codes and accessibility standards.

(d) (I) (Deleted by amendment, L. 2016.)

(II) A plan for a capital construction or capital renewal project is not subject to review or approval by the commission if such project is:

(A) Estimated to require total expenditures of two million dollars or less if the capital construction project is for new acquisitions of real property or for new construction and funded solely from cash funds held by the institution or the project is funded through the higher education revenue bond intercept program established pursuant to section 23-5-139; or

(B) Estimated to require total expenditures of ten million dollars or less if the project is not for new acquisitions of real property or for new construction and is funded solely from cash funds held by the institution.

(e) A capital construction or acquisition project approved and appropriated prior to January 1, 2010, may be contained in the most recent unified two-year capital improvements project projection approved pursuant to subparagraph (II) of paragraph (c) of subsection (7) of this section. The projection may be amended from time to time and is not subject to additional review or approval by the commission, the office of state planning and budgeting, the capital development committee, or the joint budget committee.

(f) The governing board of a state institution of higher education that enters into an agreement to lease a building from a school district, as authorized in section 22-32-110 (1)(f.5), C.R.S., shall notify the capital development committee of the existence of the agreement and provide to the committee a summary of the terms of the agreement.

(10) Repealed.

(10.2) (a) (I) Notwithstanding any law to the contrary and except as provided in subsection (10.2)(a)(III) of this section, all academic facilities acquired or constructed, or an auxiliary facility repurposed for use as an academic facility, solely from cash funds held by the state institution of higher education and operated and maintained from such cash funds or from state money appropriated for such purpose, or both, including, but not limited to, those facilities described in subsection (9)(b) of this section, that did not previously qualify for state controlled maintenance funding will qualify for state controlled maintenance funding, subject to funding approval by the capital development committee and the eligibility guidelines described in section 24-30-1303.9.

(II) For purposes of this subsection (10.2)(a), the eligibility for state controlled maintenance funding commences on the date of the acceptance of the construction or repurposing of the facility or the closing date of any acquisition. The date of the acceptance of construction or repurposing shall be determined by the office of the state architect.

(III) If an academic facility is acquired or constructed, or if an auxiliary facility is repurposed for use as an academic facility, solely from cash funds held by the state institution of higher education and operated and maintained from such cash funds, then as of the date of the acceptance of construction or repurposing that occurs on or after July 1, 2018, the facility is not eligible for controlled maintenance funding.

(b) (I) The general assembly hereby finds, determines, and declares that the classification of facilities as academic facilities or auxiliary facilities can be difficult, and such classifications often change as academic needs, student needs, and new construction and design practices emerge. Therefore, the office of the state architect, in collaboration with the department of higher education and the office of state planning and budgeting, shall develop guidelines in order to assist such classification. The guidelines shall be annually reviewed and approved by the capital development committee. The guidelines must address the following two factors that have historically been considered when classifying academic facilities and auxiliary facilities:

- (A) The funding source for the facility; and
- (B) The nature and use of the facility.

(II) The guidelines established pursuant to this paragraph (b) must use the definitions set forth in subsection (10.3) of this section.

(10.3) As used in this section, unless the context otherwise requires:

- (a) "Academic facility" means any facility, including any supporting utility infrastructure and site improvements, that is central to the role and mission of each state institution of higher education as set forth in this title. Examples include, but are not limited to, classrooms, libraries, and administrative buildings.
- (b) "Auxiliary facility" means any facility, including any supporting utility infrastructure and site improvements, funded from an auxiliary source such as housing or parking revenue or any facility that has been historically managed as an auxiliary facility and is accounted for in financial statements of state institutions of higher education as a self-supporting facility. Examples include, but are not limited to, housing facilities, dining facilities, recreational facilities, and student activities facilities.
- (c) "Capital construction" has the same meaning as set forth in section 24-30-1301 (2), C.R.S.
- (d) "Capital renewal" has the same meaning as set forth in section 24-30-1301 (3), C.R.S.
- (e) "Facility" has the same meaning as set forth in section 24-30-1301 (8), C.R.S.
- (e.5) "Real property" has the same meaning as set forth in section 24-30-1301 (15), C.R.S.
- (f) "State institution of higher education" means a state institution of higher education as defined in section 23-18-102 (10), and the Auraria higher education center created in article 70 of this title.

(10.5) (a) For any project subject to subsection (9) of this section, if, after commencement of construction, the governing board of the state institution of higher education receives an additional gift, grant, or donation for the project, the governing board may amend the project without the approval of the commission, the office of state planning and budgeting, the capital development committee, or the joint budget committee so long as the governing board notifies the commission, the office of state planning and budgeting, the capital development committee, and the joint budget committee in writing, explaining how the project has been amended and verifying the receipt of the additional gift, grant, or donation.

(b) For any project subject to subsection (9) of this section, the governing board may enhance the project in an amount not to exceed fifteen percent of the original estimate of the cost of the project without the approval of the commission, the office of state planning and budgeting, the capital development committee, or the joint budget committee so long as the governing board notifies the commission, the office of state planning and budgeting, the capital development committee, and the joint budget committee in writing, explaining how the project has been enhanced and the source of the moneys for the enhancement.

(c) For any project subject to subsection (9) of this section, the governing board of the state institution of higher education implementing the project is not required to submit for the project quarterly expenditure reports as described in section 24-30-204 (2), C.R.S. The governing board shall submit for the project annual expenditure reports as required in section 24-30-204 (1), C.R.S.

(11) (a) Each state institution of higher education shall submit to the commission on or before September 1 of each year a list and description of each project for which an expenditure was made during the immediately preceding fiscal year that:

(I) Was not subject to review by the commission pursuant to subsection (9) of this section;

(II) Repealed.

(III) Was estimated to require total expenditures of two million dollars or less if the capital construction project is for new acquisitions of real property or for new construction and was funded solely from cash funds held by the institution or the project was funded through the higher education revenue bond intercept program established pursuant to section 23-5-139, or was estimated to require total expenditures of ten million dollars or less if the project was not for new acquisitions of real property or for new construction and was funded solely from cash funds held by the institution; or

(IV) Was amended or enhanced after commencement of construction pursuant to subsection (10.5) of this section.

(b) Notwithstanding section 24-1-136 (11)(a)(I), the commission shall submit a compilation of the projects to the office of the state architect and the capital development committee on or before December 1 of each year.

(12) Each state institution of higher education shall submit to the commission a facility management plan or update required by section 24-30-1303.5 (3.5), C.R.S. The commission shall review the facility management plan or update and make recommendations regarding it to the office of the state architect.

(13) (Deleted by amendment, L. 2014.)

(14) With the commission's approval, beginning July 1, 2017, a state institution of higher education is not subject to facility master plan approval described in subsections (3) and (4) of this section, so long as the governing board of the institution approves each plan, notifies the commission of its approval, and makes the plan available to the commission. Such institution is also exempt from the provisions of subsection (5) of this section for a project the cost of which does not exceed two million dollars.

(15) With the commission's approval, beginning July 1, 2017, and notwithstanding the provisions of subsection (7)(b) of this section, a state institution of higher education is not required to submit projects for facilities to the commission for approval pursuant to subsection (6)(b) of this section so long as the institution annually submits a report to the capital development committee that is substantially similar in content to the report concerning capital construction projects described in subsection (6)(b) of this section.

Source: L. 85: Entire article R&RE, p. 754, § 1, effective July 1. L. 92: (9) added, p. 583, § 2, effective June 1. L. 93: (9) amended, p. 1825, § 8, effective June 6. L. 94: (5) amended, p. 1795, § 3, effective May 31. L. 2001: (5) and (9) amended and (10) and (11) added, p. 664, § 1, effective August 8; (7)(a) amended, p. 492, § 1, effective August 8. L. 2003: (12) added, p. 962, § 1, effective July 1. L. 2005: (5)(a), (9)(a), and (10) amended, p. 1016, §

9, effective June 2. L. 2008: (5)(b), (9)(a), (9)(c), and (10) amended, p. 260, § 1, effective March 31; (8) amended, p. 1471, § 5, effective May 28. L. 2009: (1), (3), (6), (7), (8), and (11) amended and (10.5) and (13) added, (SB 09-290), ch. 374, p. 2035, § 1, effective August 5; (9) and (10)(a) amended, (SB 09-290), ch. 374, p. 2038, § 2, effective January 1, 2010. L. 2010: (3), (5)(a), (6), (7)(a), (7)(c)(I), (9), (10), (10.5)(a), and (11)(a)(IV) amended and (8) repealed, (SB 10-003), ch. 391, p. 1854, 1853, §§ 35, 34, effective June 9. L. 2011: (9)(e) and (10)(c) added and (10.5) amended, (HB 11-1301), ch. 297, p. 1429, §§ 25, 26, 27, effective August 10. L. 2012: (9)(a), (9)(b), (10)(a)(I), and (10)(a)(II) amended and (10.2) and (10.3) added, (SB 12-040), ch. 118, p. 401, § 2, effective April 16; (1) amended, (HB 12-1081), ch. 210, p. 902, § 2, effective August 8. L. 2014: Entire section amended, (HB 14-1387), ch. 378, p. 1829, § 34, effective June 6; (10.3)(c) amended, (HB 14-1395), ch. 309, p. 1309, § 7, effective June 6. L. 2015: (3), (7)(a), (11)(b), and (12) amended, (SB 15-270), ch. 296, p. 1216, § 15, effective June 5. L. 2016: (1), (3), (5)(a), (6), (7)(a), (7)(c)(I), (9), (10.2)(a)(I), and (10.5) amended and (10) and (11)(a)(II) repealed, (SB 16-204), ch. 222, p. 848, § 2, effective June 6; (5)(a) amended, (HB 16-1082), ch. 58, p. 142, § 9, effective August 10; (5)(b), (6)(b), (7)(c)(I), (9)(d)(II), and (11)(a)(III) amended and (10.3)(e.5) added, (HB 16-1459), ch. 317, p. 1279, § 1, effective August 10; (9)(f) added, (SB 16-209), ch. 235, p. 951, § 4, effective August 10. L. 2017: (7)(b) amended and (14) and (15) added, (SB 17-297), ch. 210, p. 816, § 2, effective May 18; (10.2)(a) amended, (SB 17-267), ch. 267, p. 1439, § 5, effective May 30; (7)(a) and (11)(b) amended, (HB 17-1251), ch. 253, p. 1057, § 2, effective August 9. L. 2018: (7)(c)(I)(B) amended, (HB 18-1375), ch. 274, p. 1704, § 31, effective May 29.

Editor's note: (1) This section is similar to former § 23-1-106 as it existed prior to 1985.

(2) (a) Amendments to subsection (5)(a) by SB 16-204 and HB 16-1082 were harmonized.

(b) Amendments to subsections (6), (6)(b), (7)(c)(I), (9), and (9)(d)(II) by SB 16-204 and HB 16-1459 were harmonized.

Cross references: For the legislative declaration in the 2010 act amending subsections (3), (5)(a), (6), (7)(a), (7)(c)(I), (9), (10), (10.5)(a), and (11)(a)(IV) and repealing subsection (8), see section 1 of chapter 391, Session Laws of Colorado 2010. For the legislative declaration in HB 14-1387, see section 1 of chapter 378, Session Laws of Colorado 2014. For the legislative declaration in SB 17-267, see section 1 of chapter 267, Session Laws of Colorado 2017.

Appendix B

Capital Construction and Controlled Maintenance Definitions

A project qualifies for CDHE capital construction review and inclusion in the capital construction budget if it meets the criteria set out below as set forth in C.R.S. 24-30-1301.

Capital Assets

Capital Assets means:

- Real property;
- Information technology;
- Fixed equipment;
- Movable equipment; or
- Instructional or scientific equipment with a cost that exceeds \$50,000

Capital Asset does not include:

- Instructional or scientific equipment purchased by a State institution of higher education if the institution uses moneys other than those appropriated pursuant to section 24-75-303, C.R.S.

Capital Construction

Capital Construction includes:

- Acquisition of a capital asset or disposition of real property.
- Construction, demolition, remodeling, or renovation of real property necessitated by changes in the program. Changes in the program may also incorporate the need to meet standards required by applicable codes, to improve energy conservation, to save costs for facility staffing, operations, or maintenance, or to improve appearance.
- Site improvements or development of real property (landscaping, upgraded utilities, signage etc.)
- 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, renovation, or remodeling.
- 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 the services from architects, engineers and other consultants to prepare plans, program documents, life-cycle cost studies, energy analyses and other studies associated with any capital construction project and to supervise construction or execution of such capital construction.
- Installation, development, or upgrade of information technology, including the purchase of services for the office of information technology on the condition that the use of such services is the most cost beneficial option or falls within the duties and responsibilities of the office of information technology or the office's chief information officer as described in sections 24-37.5-105 and 24-37.5-106.
- Preliminary planning including initial review of proposed projects for a) conformity with long-range development plans; b) technical and economic feasibility of the project; c) preparation of outline plans and specifications; or d) preparation of preliminary cost estimates.
- A new construction or renovation, including the cost of initial design has the total cost of more than \$500,000.

The following expenses are **not** capital construction budget requests:

- Printing, publishing, photocopying, and other similar costs related to project administration;
- Postage, certified mailings, long-distance telephone charges, etc.
- Employee compensation or reimbursement for time performing project-related work regardless of the work performed;
- Reimbursement of “in-town” expenses such as food, fuel, etc.
- Travel and lodging expenses directly related to project management;
- Renting or leasing temporary space for people and equipment to accommodate construction projects must be paid from operating funds.

Information Technology

Information Technology Budget Request categorized as capital construction projects include the installation, development or upgrade of information technology, including the purchase of services from the Office of Information Technology (OIT) the condition that the use of such services is the most cost beneficial option or falls within the duties and responsibilities of OIT. These projects are reviewed and prioritized by the Joint Technology Committee.

Information Technology projects include:

- They have total implementation costs of \$500,000 or more and the majority of the components have a useful life of at least five years. Smaller information technology projects and funding for modifications to existing systems may be requested through the operating budget.
- Personal computer replacement or maintenance is not included in the information technology request (unless as a component of a much larger institutional computer systems upgrade).

Capital Outlay

Capital Outlay minor construction, renovation, or routine maintenance, and smaller information technology projects, may be requested and paid from the operation budget. This does not include capital construction, controlled maintenance, or capital renewal. 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, meaning 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, meaning the 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, and sanitary and storm sewers, where the cost will be less than \$50,000.

- CDHE and OSPB, in consultation with the Office of the State Architect, will review on a case by case basis, if needed, to confirm that "Capital Outlay" does not include those things defined as capital construction by section 24-75-301, C.R.S.

Capital Renewal

Capital Renewal requests are classified and prioritized as capital budget requests. Capital Renewal requests have costs exceeding \$2.0 million in a fiscal year and include projects that are more cost-effective or better addressed by corrective repairs. Program planning requirements are waived for capital renewal projects. Smaller projects are requested as controlled maintenance capital budget requests or projects that can be phased and each phase is less than \$2.0 million.

Controlled Maintenance

Controlled maintenance includes:

- Corrective repairs or replacement, including improvements for health, life safety, and code requirements used for existing real property; and
- Corrective repairs for 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 an institution of higher education's operating budget.
- May include 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.

Controlled maintenance does **not** include:

- Corrective repairs or replacement when such work is funded in an institution's operating budget to be accomplished by the institution's physical plant staff.
- Repair and replacement of fixed and movable equipment necessary for the conduct of programs (such repairs are funded as capital renewal).
- Repairs for rented or leased facilities, or facilities maintained by a self-liquidating property fund.
- Minor maintenance projects may not be accumulated to create a controlled maintenance project.

Capital construction projects arise out of an institution's need to create, expand, relocate, or alter a program due to growth, advances in technology or changes in methods or program delivery. Requests addressing physical space requirements needed to accommodate particular functions, such as those traditionally included in facility programs, would constitute a "program-driven" request, and therefore, be considered a capital construction request.

Continuation Projects

A Continuation Project is a project that was:

- Appropriated in a previous year's Long Bill with Capital Construction or General Funds and the institution received funding for that project; or
- Appropriated in a previous year's Long Bill with Capital Construction or General Funds and the institution did not receive funds because the project was de-appropriated due to State budget cuts.

- Included as the out-year funding from a prior request. The out-year funding must have been included in a prior CC-C request that was funded for the initial year.

Non-Continuation Projects

A Non-continuation Project is one that can stand alone and may not necessarily require additional appropriations to complete. In these cases, CC-C forms should be submitted in each year the project requests an appropriation. For example, a new State-funded building may require enough time in the design phase that it would be appropriate to request professional services appropriations in year one of the project and construction and equipment funding in subsequent years.

Phased Projects

A Phased Project is a project that delivers a complete usable portion of a project. For example, a four-phase addition to a building could be submitted as four individual projects if each addition could be completed separately as a stand-alone project.

Appendix C: Capital Construction/Renewal Scoring Criteria

#1 – Last Major Renovation

Last Major Renovation	Points
Predominantly new GSF. ¹	N/A – no points applied to the denominator
Less than 20 years since last major renovation. ²	4
20-30 years since last major renovation.	6
31-40 years since last major renovation.	8
Total	/10

¹More than 50% of impacted GSF is new

² Major renovation is defined as a renovation costing at least 25% of the building's current replacement value at the time of renovation.

Bonus Points	
1-25% of project budget dedicated to reducing related deferred maintenance.	+1
26-50% of project budget dedicated to reducing related deferred maintenance.	+2
Greater than 50% of project budget dedicated to reducing related deferred maintenance.	+3
Total	/0

³Institution must describe and quantify deferred maintenance being addressed in the request narrative or reference a controlled maintenance request.

#2 – Improving User Experience

Improving User Experience	Points
Does the request address/fix energy inefficiencies?	/2
Does the request address/fix environmental contamination? ¹	/2
Does the request address/fix operational disruptions or loss of use?	/2
Does the request address/fix life safety issues?	/2
Capital Renewal Only	
Does the request address/fix ADA compliance issues?	/2
Capital Construction Only	
Does the request follow the principles of universal design? ²	/2
Total	/10

¹Examples of environmental contamination include asbestos, lead, and radon.

² “*Universal Design is the design and composition of an environment so that it can be accessed, understood and used to the greatest extent possible by all people regardless of age, size, ability or disability.*” (National Disability Authority)

- Recommended resources on universal design: <https://universaldesign.ie/about-universal-design> (Webpage)
- [Building for Everyone: Introduction to Universal Design in the Built Environment](#) (Video Webinar, 2024)
- For further resources related to universal design, please visit: <https://universaldesign.ie/about-universal-design/the-7-principles> (Webpage) and <https://universaldesign.ie/built-environment/building-for-everyone> (PDF Guides)

#3 – Other Fund Sources^{1,3,4,5}

Group 1: WCU, PCC, ASU, CCA, RRCC, CCD, ACC, CSU Pueblo, FLC	
Cash Contribution of Total Funds Requested	Points
Less than or equal to 2%	2
Less than or equal to 3%	4
Less than or equal to 4%	6
Greater than 4%	8
Group 2: PPSC, CMU, FRCC, UNC, MSUD	
Less than or equal to 2%	2
Less than or equal to 4%	4
Less than or equal to 6%	6
Greater than 6%	8
Group 3: UCCS, UCD, Mines	
Less than or equal to 4%	2
Less than or equal to 8%	4
Less than or equal to 11%	6
Greater than 11%	8
Group 4: CU Anschutz, CU Boulder, CSU Fort Collins	
Less than or equal to 12%	2
Less than or equal to 24%	4
Less than or equal to 35%	6
Greater than 35%	8
Other Fund Sources Total	
	/8

¹ AHEC, CCCS-Lowry, and CCCS Rural Campuses (CNCC, LCC, MCC, NJC, OJC, and TSJC) are exempt.

² Pledged cash contributions may not be changed after initial submission for scoring purposes unless there is documented proof of a late gift or award that was not final at the time of initial submittal but became available before the final CCHE Finance Performance and Audit Committee (FPA) prioritization vote. Supporting materials must be submitted to the CDHE and FPA at least one day before the August FPA meeting. If non-gift additional funds become available, an increase in cash spending authority may be requested without scoring impact.

³ Student fees are discounted at 75%.

⁴ The following prior cash contributions may be counted toward this criterion: (1) Program plan development, (2) Purchase of land made less than five years before the request submission deadline (unless the submission has been requested for longer than five years), and/or identified in the institutional strategic plan as future development sites. If such land has been used for revenue-generating purposes, the value of that revenue must be deducted.

#4 – Space Needs Analysis

Space Needs Analysis	Points
Capital Renewal	N/A – no points applied to the denominator
Describes the alternatives analyzed and why this option was the best choice	/1
Modernizes space to support 21st-century teaching and learning pedagogies.	/1
Embraces flexible and adaptable environments that enhance productivity, engagement, collaboration, and educational outcomes.	/1
Addresses space needs due to enrollment/programmatic growth	/1
Total	/4

Bonus Point	
Impacts one of the top jobs as reported in the yearly Colorado Talent Pipeline Report ¹	+1
Project aligns with published institutional space use guidelines designed to increase space use efficiency.	+1
Total	/0

¹ <https://cwdc.colorado.gov/resources/colorado-talent-pipeline-report>

#5 – Achieves Strategic Plan Goals

Achieves Goals	Points
Articulates the request’s alignment with one or more of the strategic goals in the Colorado Higher Education Strategic Plan, <i>Building Skills in an Evolving Economy</i> . ¹	5
Total	/5

¹ <https://cdhe.colorado.gov/about-us/cche/strategic-plan>

#6 – Governing Board Priority

Individual Institutions Not in A System & AHEC	Points
37 points to distribute across all projects, with a maximum of 20 points per project.	0-20
Colorado State University System	
52 points to distribute across all projects, with a maximum of 20 points per project.	0-20
University Of Colorado System	
64 points to distribute across all projects, with a maximum of 20 points per project.	0-20
Colorado Community College System	
96 points to distribute across all projects, with a maximum of 20 points per project.	0-20
Total	/20

¹ Governing board priority order may only be changed before the governing board submission due date or during the official appeals process. If a governing board withdraws a project from consideration, any projects prioritized below the withdrawn project will move up one rank in priority level and be rescored accordingly, so long as the withdrawal happens before the appeals window is closed, before the August FPA meeting.

Appendix C: Capital Construction/Renewal Scoring Criteria

#1 IT Health, Security and Industry Standards

IT Health, Security and Industry Standards	Points
The project improves the institution's cybersecurity or enhances the organization's capability to identify, detect, protect, respond, or recover from cybersecurity threats and vulnerabilities.	/2
The project updates/replaces systems or technologies with obsolete/inefficient hardware or software technology.	/2
This project improves user experience	/2
Project mitigates urgent/serious IT risk (e.g. imminent risk of system failure or serious security IT risk (e.g. imminent risk of system failure or serious security vulnerability)	/2
Project has life safety function ¹	/2
TOTAL	/10

Clarifications:

¹ Examples of life safety functions would be security cameras, emergency alert systems, etc.

#2 – Other Fund Sources^{1,3,4,5}

Group 1: WCU, PCC, ASU, CCA, RRCC, CCD, ACC, CSU Pueblo, FLC	
Cash Contribution of Total Funds Requested	Points
Less than or equal to 2%	2
Less than or equal to 3%	4
Less than or equal to 4%	6
Greater than 4%	8
Group 2: PPSC, CMU, FRCC, UNC, MSUD	
Less than or equal to 2%	2
Less than or equal to 4%	4
Less than or equal to 6%	6
Greater than 6%	8
Group 3: UCCS, UCD, Mines	
Less than or equal to 4%	2
Less than or equal to 8%	4
Less than or equal to 11%	6
Greater than 11%	8
Group 4: CU Anschutz, CU Boulder, CSU Fort Collins	
Less than or equal to 12%	2
Less than or equal to 24%	4
Less than or equal to 35%	6
Greater than 35%	8
Other Fund Sources Total	
	/8

¹ AHEC, CCCS-Lowry, and CCCS Rural Campuses (CNCC, LCC, MCC, NJC, OJC, and TSJC) are exempt.

² Pledged cash contributions may not be changed after initial submission for scoring purposes unless there is documented proof of a late gift or award that was not final at the time of initial submittal but became available before the final CCHE Finance Performance and Audit Committee (FPA) prioritization vote. Supporting materials must be submitted to the CDHE and FPA at least one day before the August FPA meeting. If non-gift additional funds become available, an increase in cash spending authority may be requested without scoring impact.

³ Student fees are discounted at 75%.

#3 – Quality of Planning/Proposal

Quality of Planning/Proposal	Points
Describes the full benefits/positive return on investment of the project	/2
Describes the project timing importance ¹	/2
Describes the alternatives analyzed and why this option was the best choice	/2
Describes the measures in place to prevent time and cost overruns	/2
The proposed project is cohesive and is not a combination of smaller, unrelated projects	/2
TOTAL	/10

¹Descriptions of timing importance:

- **Immediate:** if not funded, there is greater than a 25% chance that significant risk/adverse impacts will be realized over the annum, or the project addresses critical existing vulnerabilities/weaknesses or relieves major impacts on current resources and service delivery.
- **Short-term:** if not funded, there is less than a 25% chance that significant risk/adverse impacts will be realized over the annum, or the project addresses significant existing vulnerabilities/weaknesses or relieves significant impacts on current resources.
- **Mid-term:** if not funded, there is less than a 10% chance that significant risk/adverse impacts will be realized over the annum.
- **Long-term:** if not funded, there is less than a 5% chance that significant risk/adverse impacts will be realized over the annum.

<https://dir.texas.gov/strategic-digital-services/initiatives/prioritization-cybersecurity-and-legacy-systems-projects>

#4 – Achieves Strategic IT Plan Goals

Achieves Goals	Points
Articulates how the project fits within the institutional strategic IT plan.	5
Total	/5

#5 - Governing Board Priority¹

Individual Institutions Not in A System & AHEC	Points
37 points to distribute across all projects, with a maximum of 20 points per project.	0-20
Colorado State University System	
52 points to distribute across all projects, with a maximum of 20 points per project.	0-20
University Of Colorado System	
64 points to distribute across all projects, with a maximum of 20 points per project.	0-20
Colorado Community College System	
96 points to distribute across all projects, with a maximum of 20 points per project.	0-20
Total	/20
Bonus Points	
The project involves multiple institutions, all of which award the project the full 20 points.	+2
Total	/0

¹ Governing board priority order may only be changed before the governing board submission due date or during the official appeals process. If a governing board withdraws a project from consideration, any projects prioritized below the withdrawn project will move up one rank in priority level and be rescored accordingly, so long as the withdrawal happens before the appeals window is closed, before the August FPA meeting.

² Multiple institution bonus points apply only to collaboration across separate, distinct institutions. This includes multiple community colleges within CCCS and AHEC.