



COLORADO

**Department of
Higher Education**

**CAPITAL CONSTRUCTION
INSTRUCTION MANUAL FOR
AREA TECHNICAL COLLEGES**

FISCAL YEAR 2025-26

ISSUED BY THE
COLORADO DEPARTMENT OF HIGHER EDUCATION

REVISED MAY 7, 2024



1600 Broadway, Suite 2200
Denver, CO 80202

TO: Area Technical College Capital Advisors

FROM: Kennedy Evans, Lead Finance Analyst

DATE: May 7, 2024

SUBJECT: Capital Construction Instruction Manual for Area Technical Colleges for FY 2025-26

Attached is the Colorado Department of Higher Education (CDHE) “Capital Construction Instruction Manual for Area Technical Colleges for FY 2025-26” Please review the manual for instructions on submissions and adhere to the deadlines set forth in the schedule. The manual and forms align and are compliant with State statute. Budget requests are due to CDHE on **June 15, 2024**. CDHE will score all approved projects and coordinate prioritization with CCHE pursuant to the attached prioritization criteria. CDHE will provide OSPB with preliminary prioritization by August 1st with final lists sent on November 1st.

A detailed breakdown of the Colorado Commission on Higher Education (CCHE) prioritization criteria, scoring and weights can be found in Appendix B. A description of the process is included on page 3. **Please include all information related to the prioritization criteria to be considered by staff about a project in the Capital Construction/Capital Renewal narrative form (CC_CR-N).**

If you have any questions on 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 all Capital Construction/Equipment at Area Technical Colleges.

1.1 PURPOSE

The primary purpose of these instructions is to outline the process for requesting State grants for Area Technical College Capital Projects. After reviewing submissions received through this process, the Colorado Department of Higher Education (CDHE) staff will evaluate and prioritize each capital construction/renewal request utilizing the Colorado Commission of Higher Education (CCHE)'s prioritization rubric and present these prioritizations to the Colorado Commission of Higher Education (CCHE) for consideration of funding.

1.2 STATUATORY AUTHORITY

Per State law, (C.R.S. 23-71-204): “(2) There is established in the department the area technical college grant program to provide up to four million dollars each fiscal year in grants to area technical colleges for identified capital construction and equipment purposes in addition to the direct grants received pursuant to section 23-18-304 (2)(a).

On or before July 15, 2019, and on or before each July 15 thereafter, an area technical college may submit a grant application developed pursuant to subsection (3) of this section to the department. If more than one grant application is submitted during any year, on or before July 30, the area technical colleges shall jointly submit to the department a list of the grants in prioritized order.

The department shall review the application and recommend to the commission whether to include money for the grant in its budget request pursuant to section 23-18-304 (2) for the following state fiscal year. The commission shall determine whether to include money for the grant in the budget request, and, if the commission includes more than one grant in its request, the commission shall prioritize the requests. If the department receives money for the grant, the department shall transmit the full amount of the grant to the area technical college.

- (3) The department shall develop a form for the grant application that must include:
 - (a) Identification of how the grant money will be spent;
 - (b) Specification of how the grant money will benefit students and any program at the school;
and
 - (c) Any matching money to be added to the grant money and the source of the matching money.
- (4) If an area technical college receives grant money pursuant to this section, on or before August 1 of the budget year following any expenditure of money from a grant, the area technical college shall submit a report to the department on a form developed by the department that must include:
 - (a) The amount of the grant received;
 - (b) The total amount of grant expenditures made during the previous budget year;
 - (c) An itemization of the grant expenditures made during the previous budget year; and
 - (d) the impact of the grant expenditures on students.
- (5) This section is repealed, effective July 1, 2026.

1.3 BUDGET REQUEST SUBMISSION PROCESS

ATC’s will submit to CDHE a copy of their “FY 2025-26 Capital Construction/Capital Renewal Grant Request- Narrative”, and “FY25-26 Capital Construction/Capital Renewal Project Request- Cost Summary” for review by CDHE staff. These requests are due to CDHE in June. Requests not received by the established deadline at CDHE may not be approved.

CDHE first reviews, approves, prioritizes, and recommends these requests to the Finance, Performance, and Accountability Subcommittee (FPA). If approved by the subcommittee these requests will be sent to the CCHE for final approval.

CDHE uses the criteria outlined in these instructions to score projects Area Technical Institutions request grant funding for.

1.4 SUBMITTAL FORMS

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. Photographs shall be submitted individually in one of the formats listed on the chart.

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

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

CAPITAL FORMS (<https://cdhe.colorado.gov/capital-construction>)

Form ID	Title	Document Type
CC_CR-N_ATC	Capital Construction/Capital Renewal Grant Request- Narrative	Word
CC_CR-C_ATC	Capital Construction/Capital Renewal Project Request- Cost Summary	Excel
Photographs	Photographs shall be submitted individually in one of the formats listed	JPEG, PNG, PDF



1.5 SUBMISSION CALENDAR

June	15	All FY 2025-26 Area Technical College capital construction, capital renewal and accompanying forms due to CDHE
July	Date may vary per FPA calendar	CDHE presents prioritized lists of grant requests to the CCHC Finance Performance and Audit Committee (FPA). FPA Committee members discuss any potential changes and vote on a prioritized list to forward to the full Commission
August	1	CDHE Budget Requests due to OSPB for initial overview.
September	See OSPB Budget Cycle Calendar *	OSPB staff send back budget items for departmental appeals.
November	1	OSPB staff sends final decision on budget item requests for FY25-26.
December	See OSPB Budget Cycle Calendar *	CDHE presents FY25-26 budget to JBC.
February-March	Date may vary per JBC calendar	The JBC votes on the final CDHE budget requests for inclusion in the long bill.
April-May	Date may vary per legislative calendar	The FY25-26 long bill is signed.

SECTION 2: CAPITAL CONSTRUCTION/RENEWAL

This section applies to institutions of higher education for capital construction/capital renewal and supplemental project request submissions.

2.1 PRIORITIZATION PROCESS

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

Projects will be scored on six criteria for 58 total possible points:

- Health and Safety (10 points possible, if applicable)
- Reduction of Deferred Maintenance (5 points possible)
- Other Fund Sources (8 point possible)
- Space Needs Analysis (10 points possible, if applicable)
- Achieves Strategic Plan Goals (5 points possible)
- Governing Board Priority (20 points possible)

“Health and Safety” and “Space Needs Analysis” may not apply to every project, and 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 effectively a large controlled maintenance project. Therefore, a capital renewal project would only have 48 possible points. A brand-new building would not have a health and safety component, and would therefore only have 48 possible points. After a project is reviewed and scored, staff will calculate the percentage of total possible points each project received. Total points (the denominator) will be either 48 or 58. Projects will then be put into a draft prioritization based upon their percentage score.

2.2 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.

Header Information:

General Fund Amount (CCF):

Enter the amount requested from General Funds (GF).

Institution Funds (CF):

Enter the amount requested from Institution Funds (CF).



Institution Name:

Enter the Institution's name.

Project Title:

The project title shall be the same as on the, 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_).

Project Type:

Mark the appropriate box with an "X" indicating if the project is new construction/expansion or renovation.

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.

Name & Title of Preparer:

Enter the 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.

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 multi-phased (continuation) project from a previous year appropriation. Explain status of the prior appropriated project phase(s) if applicable.

B. 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 out-years. Include a description of any unique aspects or

circumstances that lead to the creation or structuring of the project.

If a project will require 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_CR-C) and the breakdown and subtotals by phase in the detailed cost estimate.

- a. 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 fully describe the project.
- b. 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 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.

C. 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.



D. 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.

E. 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.

F. ADDITIONAL INFORMATION

Please include any other relevant information that may apply to the request.

2.3 INSTRUCTIONS FOR THE CAPITAL CONSTRUCTION/CAPITAL RENEWAL REQUEST - - COST SUMMARY: CC_CR-C_ATC

The Cost Summary (CC_CR-C_ATC) is for new buildings, building expansions, renovations, multi-phased, capital renovation, or related capital projects and shall be accompanied by the Capital Construction/Capital Renewal Narrative (CC_CR-N_ATC). Budget requests must be submitted for each year that an appropriation is requested.

Costs are to be coordinated with the Narrative (CC_CR-N_ATC), ASSUMPTIONS FOR CALCULATIONS.

Header Information:

Line A: (1) Funding Type:

Indicate the project type: State-funded project or partly state-funded and partly funded by the institution

(2)Priority Number:

Enter the ATC’s collectively decided upon priority ranking for the current year project request and indicate how many current year project requests are ranked and submitted (i.e. 1 of 5).

Line B: (1)Institution:

Enter the Institution’s name.

(2)Name & Title of Preparer:

Enter the name 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.



Line C: (1)Project Title:

The project title shall be the same as on the Cost Summary, and the Narrative. 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)Email of preparer:

Enter the email of the person preparing the form.

Line D: (1)Project Phase:

Enter the current phase proposed and the total number of phases. (Phase of).

(2)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 cost summary is accurate.

Line E: (1)Project Type:

Indicate if the project is a capital construction/expansion or a renovation project request.

(2)CDHE Signature Approval/Date:

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

Line F: (1)Year First Requested:

List the first fiscal year this project was requested, whether appropriated or not. This will inform all reviewers of how long it has been seeking funding.

Project Information:

Row 1: (a) 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.

(b)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_ATC). If they do not match exactly, the Word document should footnote the table with an explanation, illustrating all numbers.

(c)Current Budget Year Request:

Enter the current budget request that is being submitted and defended in the Narrative (CC_CR-N_ATC) for the current year. Include all costs for the requested phase, even if roll forward authority is requested.



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

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

Land / Building Acquisition:

Row 2: Land Acquisition:

If this project will include a cost to acquire land, enter the amount here.

Row 3: Building Acquisition:

If this project will include a cost to acquire a building(s), enter the amount here.

Row 4: Total Acquisition Costs:

The spreadsheet will automatically total rows 1 and 2 to show the total acquisition costs.

Professional Services:

Row 5: Planning Documentation:

Include the total cost requested to complete the planning documentation portion for this project request. Identify in the Narrative CC_CR-N_ATC whether a Facilities Master Plan, Facility Program Plan, Facility Condition Audit, etc. was used to defend this project.

Row 6: Site Surveys, Investigations, Reports:

Identify other engineering design fees, not related to the physical structure, such as 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.

Row 7: Architectural/Engineering/Basic Services:

Identify all fees for the design of the building. These include but are not limited to architectural and planning services, structural, mechanical, electrical, plumbing engineering, and civil engineering.

Row 8: Code Review/Inspection:

Include the cost for an approved Code Review Agent for drawing reviews and building inspections for compliance with the building codes as required per OSA policies and guidelines.

Row 9: Construction Management:

If applicable, include the construction manager fee. Note that only paid, outside consultants are allowed.

Row 10: Advertisements:

Include advertisement costs, if any.

Row 11: Other (specify):

Include all additional anticipated fees for the project. Specify the type of fees such as those associated with the High-Performance Certification Program, acoustical studies, information



technology, fire protection, or other types of service fees. Please note that tap fees are not professional service fees.

Row 12: Inflation Cost for Professional Services:

Provide the total dollars attributed to inflation. Percentage increases **MUST** be defended in the narrative portion of the document, or 0% inflation will be assumed.

Once the estimated inflation factor is determined by the institution for the current year, the same estimated inflation factor is to be applied to all unfunded out-year project requests phases (if applicable) as if the entire project were to be funded in a single appropriation. As out-year phases are requested in future years, the inflation factor is to 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 mid-point 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 institution shall establish and justify the inflation factor appropriate for the project. The Budget Request Submittal Cost

Summary forms provided for each phase would reflect:

- **Phase One** (current year request):
 $=\$664,620$
 $[\$600,000 + (6\% \times 1\text{yr}) = \$636,000; \$636,000 + (6\% \times 0.75\text{yr})]$
- **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 next out year (phase two) request is submitted, additional inflation, for a period of one year, would be added to that current year request and the same inflation to the remaining out year budget, however no other project costs shall be changed. The same methodology is to be used for the phase three submittal when submitted.

Row 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.

Row 14: Total Professional Services:

The spreadsheet will automatically total rows 5 thru 12 to show the total costs for professional services. (Inflation percent from row 13 is not included.) If this amount exceeds 10 percent of row 28, “Total Construction Costs,” for a new facility or 15 percent for a renovated facility,



provide an explanation in the Narrative (CC_CR- N_ATC) 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.

Row 15: Infrastructure Service/Utilities:

The services/utilities cost should include all costs associated with obtaining power, water, gas, telephone lines, sewer, etc., extended from the nearest source to within five feet of the building(s). Be sure to include water or tap fees paid to other governmental entities in this line. Do not include funds for other infrastructure reserves. Other infrastructure projects resulting from the impact of the requested project should be submitted as a separate Capital Construction project request(s).

Row 16: Infrastructure Site Improvements:

Include all 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.

Row 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.

Row 18: Cost for New (GSF):

Provide the estimated cost for the portion of the project related to new construction. The cost should include utilities to a point five feet outside the building line. The cost of temporary power, water, etc., during construction provided by the State cannot be included.

Row 19: New 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).

Row 20: Cost for Renovation (GSF):

Provide the estimated cost for the portion of the project related to renovation. The cost of temporary power, water, etc., during construction provided by the State cannot be included.

Row 21: Renovation at \$ X _GSF:

Insert the estimated cost per square foot used for renovation and the total renovated square footage on the appropriate line. No additional values are to be listed in columns (a) thru (g).

Row 22: Other:

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_ATC) or other supporting documentation.

Row 23: 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_ATC).

Row 24: Inflation for Construction:

Provide the total dollars attributed to inflation on lines (b) thru (g). Line (a) will automatically total in the spreadsheet. Percentage increases **MUST** be defended in the Narrative CC_CR-N_ATC, or 0% inflation will be assumed by CDHE.

Row 25: 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_ATC).

Row 26: Total Construction Costs:

The spreadsheet will automatically total rows 15, 16, 18, 20, 22, 24 thru 26 to show the total construction costs.

Equipment and Furnishings:

Row 27: 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, etc. Computer and network equipment includes workstations, file servers, routers, hubs or switches, printers, scanners, and other required hardware. Include in this row movable partitions, work surfaces, etc., which are part of the offices and workstations.

Row 28: Furnishings:

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

Row 29: Communications:

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

Row 30: Inflation for Equipment and Furnishings:

Provide the total dollars attributed to inflation. Percentage increases **MUST** be defended in the Narrative (CC_CR-N_ATC), or 0% inflation will be assumed by CDHE.



Row 31: 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_ATC).

Row 32: Total Equipment and Furnishings Costs:

The spreadsheet will automatically total rows 29 thru 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_ATC).

Miscellaneous:

Row 33: Art in Public Places:

C.R.S. 24-48.5-312 requires that *"...not less than one percent of the State-funded portion of the total construction costs to be used for the acquisition of works of art."*

This requirement applies to all capital construction project requests for new construction and renovations. Agencies need count only the State-funded portion of the construction request, and only if that amount is to be appropriated (certificates of participation are typically not appropriated). However, Agencies/Institutions are strongly encouraged to apply the 1% to all fund sources of construction.

An exemption may exist if the project is a renovation with no programmatic changes at all. Exemptions must be vetted with CDHE prior to submission.

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

Row 34: Relocation Costs:

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

Row 35 thru 38: Other Costs (specify):

Enter and identify all other costs here. If the reason for the additional cost it is not obvious, explain in the Narrative (CC_CR-N_ATC). Add rows as necessary.

Row 39: Total Miscellaneous Costs:

The spreadsheet will automatically total rows 35 thru 41 (and added rows as necessary) to show the total miscellaneous costs

Row 40: Total Project Costs:

This is the total estimated cost of the project. The spreadsheet will automatically total rows 4, 14, 28, 34 and 41 to show the total project costs for each year that appropriations are requested.

Project Contingency:

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

Row 41: 5% for New:

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

Row 42: 10% for Renovation:

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

Row 43: Total Contingency:

The spreadsheet will automatically total rows 43 and 44 to show the total contingency costs for each year that appropriations are requested.

Row 44: 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 45: General Funds

List the portion of the funds that are from the General Fund.

Row 46: Institution Funds

List the portion of the funds that are institution funds.

Row 47: Federal Funds

List the portion of the funds that provided by a Federal Fund.

Colorado Commission on Higher Education Capital Construction / Renewal Scoring Criteria for Area Technical Colleges

#1 Health and Safety

Health and Safety	Points
Predominantly new GSF. ¹	N/A - points would not be applied to 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
Greater than 40 years since last major renovation.	10
TOTAL	/10

¹More than 50% of impacted GSF is new GSF.

²Major renovation is defined as a renovation costing at least 25% of the insured value of the building at the time of renovation.

#2 Reduction of Deferred Maintenance

Reduction of Deferred Maintenance ¹	Points
Does not address deferred maintenance backlog.	0
1-5% of project budget dedicated to reducing related deferred maintenance.	1
6-10% of project budget dedicated to reducing related deferred maintenance.	2
11-25% of project budget dedicated to reducing related deferred maintenance.	3
26-50% of project budget dedicated to reducing related deferred maintenance.	4
Greater than 50% of project budget dedicated to reducing related deferred maintenance.	5
TOTAL	/5

¹Institution must describe and quantify deferred maintenance being addressed in request narrative or reference a controlled maintenance request.

#3 Other Fund Sources^{1,2,3}

Other Fund Sources	Points
Less than or equal to 3%	2
Less than or equal to 6%	4
Less than or equal to 8%	6
Greater than 8%	8
TOTAL	/8

¹Additional cash contributions pledged after the submission deadline are welcome but will not be credited for scoring purposes.

²Student fees are discounted at 75%.

³The following prior cash contributions may be counted toward this criterion at 75%: (1) Program plan development, (2) Purchase of land made less than five years prior to request submission deadline. If such land has been used for revenue generating purposes in the meantime, the value of that revenue must be deducted. Please include past cash contributions in your narrative write up, not the cost detail form.

#4 Space Needs Analysis

Space Needs	Points
No Space Needs/Capital Renewal.	N/A - points would not be applied to denominator
Programmatic space needs, not necessarily a shortage of space.	5
Space need alleviated.	7
Space need alleviated and impacts course/program waitlists, capped programs for which there is excess demand, or new programs that cannot be reasonably located elsewhere.	9
Impacts one of the top 10 occupations with the highest projected openings at the relevant education level (associate's/postsecondary nondegree award; bachelor's; master's/doctoral/professional) in the most recent Bureau of Labor Statistics projections. ¹	+1
TOTAL	/10

¹ Lists of the top 10 occupations with the highest projected openings at the relevant education levels will be sent out by CDHE annually.

#5 Achieves Strategic Plan Goals

Achieves Goals	Points
Articulates 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 Area Technical College Priority

Area Technical College Priority	Points
Higher than sixth priority	2
Sixth priority	6
Fifth priority	8
Fourth priority	12
Third priority	15
Second priority	17
Top priority	20
TOTAL	/20