



FY24-25 Annual Capital Call

Capital Planning & Request Guidelines

February 28, 2024

Major Capital Planning

The university major capital planning process is a crucial framework that sets the course for future development and growth within our institution. Major capital refers to projects that typically involve CSU Board of Trustee (BOT) approval of large-scale construction or renovation efforts that have significant costs (above \$1,103,000) and impact on the campus infrastructure. The major capital planning process begins with comprehensive discussions surrounding project visions and ideas, ensuring alignment with the institution's strategic priorities, mission, and vision. Early engagement with key stakeholders, particularly the Facility, Planning & Management (FP&M) team, during initial project scoping is necessary to ensure that proposed projects are not only feasible but also strategically aligned with the university's long-term objectives.

While proposed initiatives may still undergo further refinement to meet institutional needs effectively, the first step to initiate a major capital project is to complete a feasibility study to analyze the viability of proposed capital projects. A feasibility study will give focus to the project and identify key issues; analyze and narrow alternatives to a preferred solution; identify new opportunities through the investigative process; identify reasons to proceed or not proceed; and provide documentation that all options were thoroughly investigated. Finally, the study will analyze and recommend the type of [construction delivery method](#) most appropriate for the proposed project.

Early discussions are critical also because by CSU policy, the University is required to report to the Chancellor's Office (CO) its existing and anticipated facilities necessary to accommodate a specified enrollment in the Physical Master Plan. Additionally, a Five-Year Plan, indicating a proposed timeline for projects that supports the Physical Master Plan, is required by the CO. Project funding (self-support or financed with Systemwide Revenue Bond), as well as ongoing funding for operational support, must be carefully evaluated by preparing a proforma to ensure the long-term financial viability of the proposed initiatives.

Given the various reporting requirements and assessments necessary to obtain project approval and required funding, discussions with FP&M need to begin early. By fostering collaboration between various departments and stakeholders, the University can streamline decision-making processes and ensure that capital investments contribute to the enhancement of academic excellence and overall campus vitality.

Divisions should utilize the Excel Capital Request template to submit their requests for feasibility study. Select "Major Capital—feasibility study" as the type.

Annual Capital Call

To ensure our annual budget provides a holistic view of all operating and capital needs, and effectively plan and manage our resources within FP&M, beginning in FY24-25, all *minor* capital, space, furniture, fixture, and equipment installation, and *major* capital (feasibility studies) requests must be submitted as part of the annual budget planning process. This approach allows all potential projects to be reviewed together on an annual basis, assuring that financial and staff resources are allocated in close alignment with the University's vision and strategy. It also allows the University to prioritize, schedule, and fund capital projects on an annual basis, and in conjunction with the five-year Capital Improvement Programs submitted for major capital projects.

Due to projected FY24-25 budget constraints, we recommend a limited capital call with critical health & safety and ADA as top priorities.

It is essential for divisions, colleges, and departments to proactively identify their capital and space needs as early as possible and include them in their annual capital call submission. All capital requests must align with the University's Strategic Plan, Academic Master Plan, and Campus Physical Master Plan and must be accompanied by appropriate justification. Moreover, it is expected that divisions, colleges, and departments will first seek to optimize their existing space allocations—through efficient use and potential repurposing or reconfiguration—before requesting new/additional space.

Capital requests for academic instructional and instructional support programs must first be coordinated through the Academic Resources in Academic Affairs.

Minor Capital Project: Projects that help extend the life of an asset by maintaining or improving the interior or exterior of a building or support system such as mechanical, electrical, plumbing, roads, or other physical infrastructure. They are generally smaller in scale and costs (less than \$1,103,000), less complex, and require less funding. Examples include: Paint walls and install new flooring; remove a wall or cut a new doorway; remodel classroom, lab, or office; convert a storage room to office space.

Space Request: A request for new space allocation or modification to an existing space that may or may not change the utilization of the space (e.g., from a conference room to an office). Once a space request receives preliminary approval, and when a department is ready to proceed, it must submit a completed [Space Request Form \(SRF\)](#) to FP&M for a thorough space management review. The SRF should elaborate on the specifics of the request, including the scope of the proposed space changes or modifications (i.e., new space allocations, details of intended use(s), renovation or construction plans, etc.), budget authorizations, and anticipated schedule; along with justification that demonstrates efforts to optimize existing space utilization.

Requests for additional space should be provided to FP&M at the earliest date possible in order to provide ample time to identify and outfit space. All workspace required for the specific situation should be considered, such as: office, lecture, lab, studio or other space requirements. Examples of early requests include but are not limited to, requesting space when: a new position has been approved prior to the hiring process; or a grant proposal specifying facilities updates is submitted.



Furniture, Fixtures, and Equipment (FF&E): Refers to movable furniture, fixtures, or other equipment that have no permanent connection to the structure of a building. These items include desks, chairs, computers, electronic equipment, tables, bookcases, and partitions. FF&E specific to academic programs are the responsibility of the academic college/department. Moreover, FF&E changes require a submitted FP&M [Service Request Form](#) as all building equipment and systems must comply with applicable building codes and regulations such as maintenance recording keeping (see [FP&M Operations Detail #11-01](#)).

Major Capital Project (feasibility study): Projects that typically involve CSU BOT approval of large-scale construction or renovation efforts that have significant costs (above \$1,103,000) and impact on the campus infrastructure. Submit a feasibility study request to initiate a major capital project.

Capital and space requests that receive funding approval as part of the Annual Capital Request process are considered to have preliminary approval. Self-funded requests are evaluated based on FP&M's capacity. Projects with IT audio/visual work will need to be coordinated with IT, and departments will require a formal IT Consult, while specialized lab equipment will require consultation with Environmental Health & Safety (EH&S). FP&M will notify departments when projects have preliminary approval.

Divisions should utilize the Excel Capital Request template to submit their capital requests.

Budget Planning Resources and Timeline

All capital requests must be recorded in the Excel Capital Request template. Capital request submissions, for all funds, **must be reviewed and approved by the divisional VP** and are due to Budget Planning & Analysis (BPA) at Budget@cpp.edu by **May 24, 2024**.

For questions pertaining to the preparation of materials, please email Carol Lee, AVP for Budget Planning & Analysis, at clee@cpp.edu.

Sincerely,

Matthew Whinery
Sr. AVP, Facilities Management

Carol Lee
AVP, Budget Planning & Analysis

Attachment - Capital Request Template (Excel template)