



**Design and Construction Services
Policy & Procedure #19**

**CAPITAL OUTLAY IMPLEMENTATION PLANS (COIP's), BUDGET
RELEASES, AND ENCUMBRANCES AUTHORIZATION**

OBJECTIVE

To provide guidelines and procedures for establishing and revising individual Fixed Capital Outlay Project Budgets, known as Capital Outlay Implementation Plan (**Attachment "A"**) for the release of budget, and for encumbrance authorizations.

RESPONSIBILITY

ACTION

**VICE PRESIDENT
ADMINISTRATIVE
AFFAIRS**

- ◆ A COIP is a project budget document approved by the VICE PRESIDENT FOR ADMINISTRATIVE AFFAIRS which provides information regarding the project funding sources, project scope and planned uses of the funds for a project. At certain points during the implementation of a funded project, this document is used to report contractual obligations and updated cost estimates for project budget categories as a means to demonstrate the availability of funds for an impending contractual obligation. This document does not serve as the work project budget maintained by the Design and Construction Services Department to manage the project. All projects that have a project budget that exceeds \$2,000,000 *verify amount* is required to have a COIP. A COIP is not required for any project with a project budget less than \$2,000,000 or for a planning or study activity to be performed by a design professional.

**DIRECTOR, DESIGN &
CONSTRUCTION
SERVICES**

- ◆ The Director may revise budget categories reported on the COIP by means of the Capital Budget Amendment (CBA) to develop and maintain the working project budget (**Attachment "B"**), without revising the COIP unless indicated below.
A COIP or COIP revision is required:
 - a) to establish an initial COIP upon appropriation of funds pursuant to the above criteria
 - b) to adds funds to an existing project
 - c) to transfer funds to another project
 - d) to reflect the award of a construction contract if it deviates more than 5% from the approved COIP
 - e) when a Facilities Project Program is amended
 - f) to reduce a project contingency below 3% of the construction balance
 - g) to reduce the FF&E budget line by greater than 5% *combine with d)*
 - h) to close or cancel a project

Issued By:	Date Issued: 9/2002	Date Revised:	Date Effective: 9/2002

APPROVED:	Vice President	Associate VP	Director
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**VICE PRESIDENT
ADMINISTRATIVE
AFFAIRS**

- ◆ At the beginning of each fiscal year the Office of the Executive Director, Facilities Management will provide the VICE PRESIDENT ADMINISTRATIVE AFFAIRS with a summary of appropriations and the allocation of aggregate appropriations such as remodeling, renovation, maintenance, repair, and site improvements. This report shall also contain re-appropriations and redirection authority for prior appropriations.

**FACILITIES
MANAGEMENT
SENIOR
ACCOUNTANT**

- ◆ Within 60 days of receipt of the appropriation summary the Design and Construction Services Department shall submit a COIP request to the Office of the VICE PRESIDENT ADMINISTRATIVE AFFAIRS for each project appropriation through the *Executive Director for Facilities Management*.
- ◆ Submit all initial COIP's and proposed COIP revisions to the *Office of the Associate Vice President to the VICE PRESIDENT ADMINISTRATIVE AFFAIRS* for processing.
Items below seem to be general descriptions
- ◆ The source section of the COIP (Attachment "A") identifies amounts by revenue source and fiscal year of budget authority within each named fund. A future funding section is also provided to identify anticipated future project revenue.
- ◆ The project budget section of the COIP identifies the approved plan or basis for the funding provided or funding to be requested.
- ◆ Standard budget categories are defined as follows:
 - a) **Construction** – initially this budget category corresponds to the approved construction amount included in the Facilities Project Program budget supporting the request for appropriation.
 - b) **Professional Fees** – fees paid to the A/E for basic and additional services (including special consultants) and reimbursable expenses
 - c) **Construction Manager Fees** – pre-construction services fees, if used, are listed in this budget category
 - d) **Fire Marshal Fees** – fees paid for reviewing plans for compliance with fire code
 - e) **Inspection Services** – costs associated inspections, e.g. A/E's project representative, roofing inspection and threshold inspection
 - f) **Insurance Consultant** – cost of services to analyze, verify, and monitor insurance coverage provided by the design professional and construction contractor
 - g) **Surveys & Tests** – costs associated with surveys, soil tests, and all construction tests to be paid by the owner such as concrete tests and HVAC systems tests
 - h) **Permit/Impact/Environmental Fees** – fees required to be paid to governmental agencies, other utility providers, or code review and inspection services.
 - i) **Art Work** – reference Section 255.043, F.S., requires the set aside of funds for the purchase of art on all new construction projects. The art amount should be one half of one percent of the original construction estimate for new space, not exceeding \$100,000.00. If the construction amount includes funds for both renovation and new construction only the portion provided for new space should be considered in the calculation of the art amount. Once established, the art amount is not changed unless the construction amount is increased substantially
 - j) **Moveable Furnishings & Equipment** – costs associated with moveable furnishings and equipment.
 - k) **Project Contingency** – funds reserved for unforeseen design and construction costs and incidental expenses such as advertising.
 - l) **Extra Ordinary** – special categories may be used as required;

however, they will be titled in a descriptive way and not simple "miscellaneous" or "other."

- ◆ If the COIP request is a revision to an existing COIP, the request must display the currently approved budget categories and amounts as well as the proposed budget categories and amounts.

**EXECUTIVE
DIRECTOR
FACILITIES
MANAGEMENT**

- ◆ Upon receipt of a COIP request, the Facilities Management Executive Director will:
 - a) verify the project title, the amount and purpose of the appropriation, and the current project scope and budget categories. The title of the project must be the same as shown in the legislative appropriation for construction
 - b) review the amounts requested for each budget category
 - c) review the proposed COIP to ensure that it is consistent with the legislative appropriation and applicable statutes and laws
 - d) coordinate the resolution of any budget issues or changes in project scope
 - e) meet with the VICE PRESIDENT ADMINISTRATIVE AFFAIRS to obtain approval
 - f) upon approval, transmit approved COIP to the Director of Design and construction for distribution.

**DESIGN AND
CONSTRUCTION
SERVICES
DIRECTOR**

- ◆ Provide Facilities Management Senior Accountant with approved COIP for distribution to the project file, PC Manager, Controller's Office, the Facilities Management Executive Director.

**FACILITIES
MANAGEMENT
SENIOR
ACCOUNTANT**

- ◆ An encumbrance authorization form OEF #352 (**Attachment "C"**) represents approval to obligate all PECO appropriations or Capital Improvement Fee appropriations budgeted within the Capital Improvement Fee Trust Fund. This approval confirms the availability of cash for payments to be made for a contractual obligation. The Design and Construction Services Department has responsibility for requesting encumbrance authorizations from the Department of Educations (DOE) for PECO funds and for Capital Improvement Fee funds.
- ◆ Submit all OEF#352 forms to the *Office of the VICE PRESIDENT ADMINISTRATIVE AFFAIRS* for processing.
- ◆ Facilities Management Senior Accountant shall submit the required form, OEF #352 (**Attachment "C"**) signed by the University Architect, to the DOE in an amount sufficient to encumber funds as required to proceed with the execution of agreements or to cover anticipated project expenditures. Upon approval DOE to submit form OEF-1 (**Attachment "D"**) to the Facilities Management Senior Accountant.

**THE EXECUTIVE
DIRECTOR FOR
FACILITIES
MANAGEMENT**

- ◆ Review OEF#352 for conformance with the approved program and appropriation.
- ◆ Meet with the VICE PRESIDENT ADMINISTRATIVE AFFAIRS to obtain approval.
- ◆ Following approval, transmit approved OEF#352 form to Design and Construction to transmit to Department of Education (DOE).

**DESIGN &
CONSTRUCTION
PROJECT MANAGER**

- ◆ Design and Construction Services must request that sufficient funds be released and receive release approval prior to the execution of any contracts, change orders, additional service authorizations, purchase orders, or other contractual obligations. Generally, releases are provided for each phase of project planning, construction, and equipment. The Design and Construction

Services Project Manager must notify the Facilities Management Senior Accountant at least 45 days prior to the anticipated date for execution of any contracts associated with each of the project phases.

**FACILITIES
MANAGEMENT
SENIOR
ACCOUNTANT**

- ◆ Transmit memo (**Attachment "E"**) to the Assistant Controller in the Controller's Office requesting the release of funds associated with each of the project phases.
- ◆ Upon completion of a project and payment of all obligations, the Facilities Management Senior Accountant shall submit a revised COIP to the Office of the VICE PRESIDENT ADMINISTRATIVE AFFAIRS to close the project. The request shall include an accounting of all revenue by funding source and all expenditures by current COIP budget categories. Documentation shall include a current copy of the university's departmental ledgers for life-to-date of the project (**Attachment "F"**).

**ASSISTANT
CONTROLLER**

- ◆ When releases are completed an approved release form is submitted (**Attachment "G"**) to Design and Construction Services for the project file and distribution.

REFERENCE

- ◆ 255.043, F.S.

ATTACHMENTS

- ◆ **Capital Outlay Implementation Plan (COIP) – Attachment "A"**
- ◆ **Capital Budget Amendment – Attachment "B"**
- ◆ **OEF #352 – Attachment "C"**
- ◆ **OEF-1 – Attachment "D"**
- ◆ **Memo to Assistant Controller – Attachment "E"**
- ◆ **Departmental Ledger Life to Date of Project – Attachment "F"**
- ◆ **Release Form - Attachment "G"**

NO ATTACHMENTS