

California State University
Capital Planning, Design and Construction
Facility Information Sheet

Campus: _____ **Center:** _____

FACILITY INFORMATION:

The following data is needed to place this facility on the Space and Facilities Data Base (SFDB) and/or report approved subleases. Space statistics for this facility cannot be added to the database until the facility information has been entered. Refer to page three for definitions, coding, and sublease calculation.

Note: Space information (form CPDC 4-3) should accompany NEW, RENOVATED or REMODELED facilities. New facilities will not be considered for funding without the accompanying space data (ASF).

NEW facility information UPDATE existing facility information DELETE existing facility

Reason: _____

This facility is located on: Main campus site campus-owned off-site Off-campus leased site

Address of facility if not located at the main campus address site: _____

Local Contact: Name: _____ Telephone: _____

Facility Number¹: _____ Facility Name²: _____

Number of Floors: _____ Total GSF: _____ Category³: _____ Condition⁴: _____

Construction Status⁵: _____ Master Plan Status⁶: _____ Ownership⁷: _____

Completed (Built) Acquired Renovated/Remodeled Addition Removed (*check one*) Date: _____ (mm/dd/yyyy)

Fund Source ⁸	CF ⁸	GO ⁸	LRB ⁸	SRB ⁸	Donor ⁸	Nonstate ⁸	Total
Total Project Cost	\$	\$	\$	\$	\$	\$	\$

Bond/Fund Source Number 1^{8a}: _____

State Appropriation Citation 1^{8b}: _____

Bond/Fund Source Number 2: _____

State Appropriation Citation 2: _____

Bond/Fund Source Number 3: _____

State Appropriation Citation 3: _____

LEASING INFORMATION:

For Off-Campus Property Leased by CSU:

Lessor Name: _____

Lessor Address: _____

Lease Term/Start Date: _____

Lease Agreement Specifics: _____

Lot Size: _____

For CSU Property that is Used, Subleased, or Occupied by a Private Entity:

Total Assignable Square Footage of the Facility: _____

Assignable Square Footage of Private Use Area⁹: _____

Percentage of Facility with Private Use (*Private Use Area ÷ Total ASF*): _____ %

Cost of Applicable Subleased Area (*See calculation instructions*)¹⁰: \$ _____

Private Entity's Name: _____

Private Entity's Address: _____

Agreement Term/Start Date: _____

Purpose or Service of Agreement: _____

PROPERTY INSURANCE:

Total Insurable Values (Estimated at the end of construction): \$ _____ Leasehold Improvements: \$ _____

Fire Protection: (check availability of Fire Protection features)

Fire Extinguishers	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Automatic Sprinkler	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Fire Hose	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Waterflow Alarm:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Fire Hydrants:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	No. within 500 feet:	_____	
Heat of Smoke Detection	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Local	<input type="checkbox"/> Central Station	
Fire Department Response:	<input type="checkbox"/> Paid (full-time)	<input type="checkbox"/> Volunteer	<input type="checkbox"/> None	Distance: _____ miles	

Describe any other fire protection features (such as a large body of water nearby, that can be used by Fire Department pumpers, etc.):

Exposure: _____

(Distance from adjacent buildings/exposures and/or other tenants)

Desired Date for Coverage to be Effective: _____

Entity responsible for paying Property Coverage premium for facility Campus Auxiliary Other: _____

ENERGY/WATER PRODUCTION AND SALE:

Will any portion of the Project be used for electrical generation, transmission or distribution, or for water facilities, where the electricity or water that will be sold to any Private Entity will be beyond 10% of total campus capacity (excluding capital construction contractors)? If so, describe below.

Comments or additional information about this facility:

Declaration of Private Activity Use on CSU Property Financed by Tax Exempt Bond:

We hereby certify that the information provided on this form is complete, true, and accurate to the best of our knowledge. According to the timelines permitted under the rules relating to tax-exempt debt, we are allocating Equity (i.e. donor funds, Nonstate reserves), if any, to the area of the Facility used by the Private Entity and, therefore, allocating all proceeds of tax-exempt borrowings to areas of the Facility not used by the Private Entity. We will maintain a record of private use in the subleased area, including the square footage and cost of the applicable subleased area¹¹.

Approved by VP for Administration & Finance/CFO: _____ Date: _____

DEFINITION OF CODES

¹Facility Number: The number of the facility being reported. This number must be consistent with the campus master plan as approved by the Trustees.

²Facility Name: The name of the facility being reported. This name must be consistent with the campus master plan as approved by the Trustees.

³Category: The type of project or functions as listed in the Capital Outlay Estimating Cost Guide.

01	Administration	23	Psychology	50	Research Center
02	Agriculture	24	Residence Hall	51	Athletics
03	Art	25	Apartments	52	Field House
04	Bookstore	26	Science	53	Recreation Center
05	Business Administration	27	Social Science	54	Stadium/Stadium Related
06	Food Service	28	Theater Arts	55	Field Restroom
07	Classroom	29	Little Theater	56	Amphitheater
08	University Union	30	Warehouse/Storage	57	Outdoor Field/Area
09	Corporation Yard	31	Student Services	58	Outdoor Swimming Pools
10	Education	33	Central Plant	59	Telecom
11	Engineering	35	Food Sales/Vendor	60	Alumni/Development
12	Faculty Office	37	Day Care Center	61	Public Safety
13	Student Health Centers	38	Child Care Instruction	62	Parking and Transportation
14	Family & Consumer Science	39	Liberal Arts	63	Hotel/Conference Center
15	Humanities	40	Journalism	64	High School
16	Industrial Arts	41	Extended Education	65	Commercial Office Building
17	Language Arts	42	Performing Arts	66	Event Center/Arena
18	Library	45	Computer Science	67	Faculty/Staff Housing
19	Music	46	Health Science	81	Foundation
20	Parking Structure	47	Communications	82	President House
21	Parking Surface	48	Military Science	99	Other
22	Physical Education	49	Campus Support Service		

⁴Condition: The overall quality of the facility with regard to the facility's suitability for its assigned or intended function.

- 1 Satisfactory. Suitable for continued use with normal maintenance.
- 2 Requires restoration towards original condition without major modernization, expansion or change of function. Remodeling cost not greater than 25% of replacement cost.
- 3 Requires major updating/modernization without change of function. Remodeling cost 25% - 50% of replacement cost.
- 4 Requires major remodeling (redesign of function). The cost exceeds 50% of replacement cost.
- 5 Should be demolished/abandoned because of unsafeness or structurally unsound, irrespective of funds.
- 6 Planned termination of occupancy for reasons other than unsafeness or unsoundness, i.e., termination of rental or lease.
- 7 Inactive.

⁵Construction Status: E= existing C= Under Construction

⁶Master Plan Status: Status of facility in terms of the campus physical master plan.

- 1 Permanent: A facility that is intended to be included on the campus' physical master plan and has a permanent footprint.
- 2 Permanent, Off-line: A permanent facility that is temporarily unusable because of seismic or renovation reasons.
- 3 Permanent, Pending Demolition: A permanent facility that, because of obsolescence, structural or seismic defect, is being replaced by a new facility and, therefore, scheduled for demolition.
- 4 Temporary: campus-owned structure to meet an emergent need for space and designated to be removed at a later date.
- 5 Temporary, Pending Removal: A temporary structure to be returned to the lessor when the lease agreement is terminated.

⁷Ownership: Code indicating the source of funding, and availability of use by university.

1	State owned, State funded	5	Non-state owned, non-state funded
2	State Owned, Deed/Gifted to State	6	Non-state owned, Donor/private funded
3	State Owned, Donor Fund	7	Current lease/rental agreement (State)
4	State Owned, Dual Funded	8	Other

⁸**Funding Source:** The type of financing contributing to the construction of the facility.

CF:	Campus Funds	GO:	General Obligation Bond (tax-exempt) and or BABS
SRB:	Systemwide Revenue Bond (tax-exempt) and or BABS	LRB:	Lease Revenue Bond (tax-exempt) and or BABS (Public Works Board)
Donor:	Private Donor Funds	Nonstate:	Other Nonstate

Donor Funds and Other Nonstate are those contributions to facility construction which are not financed through tax-exempt bonds. A Nonstate facility is a project or program that is not directly funded by state funds, for example enterprise programs such as housing, parking, student unions, health centers, continuing education, and auxiliary organizations. The IRS regulations and restrictions regarding private use pertain to all State, Nonstate, and auxiliary organization facilities which have tax-exempt bond financing.

- a. Bond/Fund Source Number: The State bond associated with the financing of the construction of a facility (i.e. 6041, 6048...)
- b. State Appropriation Citation: The State appropriation associated with the financing of the construction of a facility (i.e. 6610-302-6041)

PRIVATE ACTIVITY USE IN SUBLEASED AREA

⁹**Assignable Square Footage of Private Use Area:**

The square footage of subleased areas includes areas subject to control for Private Use, including by operating or management agreement, by outside parties. Applicable subleased areas are defined spaces situated within the building envelope of a tax exempt bond financed campus facility, either State or Nonstate (SRB) bond funded.

Note that an adjoining student lounge/café seating, eating, drinking, circulation area is NOT to be included in the applicable subleased area calculation, so long as the lounge or circulation area is open to the general public during normal hours of operation and not restricted exclusively to paying customers, even if the area is busbed, mopped, equipped or otherwise maintained by the lessee's employees. Likewise the area occupied by a moveable facility, such as a vending cart that plugs in and can be rolled away, is not considered an applicable subleased area.

¹⁰**Cost of Applicable Subleased Area:**

The cost of applicable subleased area is the amount of the total building construction cost attributable to the subleased area. This cost is calculated by multiplying the total building construction cost by the proportion of square footage of applicable subleased area to assignable building area (Total ASF).

If the cost of the applicable subleased area is less than the total amount of donor or other Nonstate dollars available to the project, some donor or other Nonstate amounts, even though earmarked for other specific purposes within the project, may be able to be allocated to privately used space as commingled funds, and the tax impact can be minimized. If the estimated cost of the subleased area is more than the donor or other Nonstate contribution, or there are no donor or other Nonstate contributions available to the project, then additional reporting to the State Treasurer's Office will be required. In that case, a second option which involves a Qualified Management Contract with the lessee can be discussed with CSU tax counsel.

¹¹**Record Retention:**

In addition to this CPDC 4-2 Facility Information Sheet, a memo is required for the project file which documents the total amount of the donor or other Nonstate dollars available during the construction period of the project (typically indicated on the CPDC 2-7 budget form), as that will document for the IRS the declaration that these comingled funds can be attributed to the private use space being subleased. Campuses are also required to keep records of all lease and sublease arrangements and square footage of areas involved. This information is to be retained for the life of the bond plus five years, which generally is for 35 years. Refer to the State University Administrative Manual (SUAM), Section IV, regarding campus requirements to develop a record retention process to record and maintain these records for the duration of the bond life.