

Project Management Bootcamp Webinars

Capital Improvement Budgets (CIBs) - Day 1

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Agenda - Both Sessions

1. Day 1 - 1 ½ hours:
 - a. CIB Origin & Form
 - b. Cost Classification
 - c. New Project
 - d. CIB Funding Plan & Funding Schedule
 - e. Questions
2. Day 2 - 1 hour :
 - a. Sources & Uses: Budget Actions
 - b. Special Cases: Budget Changes
 - c. Questions

Agenda – Day 1

1. Day 1 - 1 ½ hours:
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Basic Project Information

CAPITAL IMPROVEMENT BUDGET				UNIVERSITY OF CALIFORNIA			
BUDGET DATA				CAMPUS: DAVIS			
[insert project title]				[insert account #]		CCC	[XXXX]
Project Title:				Project Number:		[XXXX]	EPI: not used
				CAAN:		Cost Indexes:	

- Project name
- Project number (sometimes referred to as “Account Number”)
- CAAN
- CCC
- EPI (no longer used)

Cost Categories (Section C)

C	COSTS	[LABEL?]	[LABEL?]	[LABEL?]	TOTAL	%
0	Site Clearance	\$	\$	\$	\$ -	#DIV/0!
1	Building				-	#DIV/0!
2	Exterior Utilities				-	#DIV/0!
4	Site Development				-	#DIV/0!
5	Fees				-	#DIV/0!
6	A&E/PP&C				-	#DIV/0!
7	Surveys, Tests, Plans, Sp				-	#DIV/0!
8	Special Items				-	#DIV/0!
	SUBTOTAL	\$ -	\$ -	\$ -	\$ -	#DIV/0!
9	Contingency #DIV/0!				-	#DIV/0!
	TOTAL P-W-C	\$ -	\$ -	\$ -	\$ -	#DIV/0!
3	Group 2&3 Equipment				-	
	TOTAL PROJECT	\$ -	\$ -	\$ -	\$ -	

- Costs are classified into one of nine categories (often referred to as “subs” or “lines”).
- Projects with multiple components can have more than one column.
- Projects with multiple fund sources can have more than one column (used when funds have restrictions).
- Two calculations: Cost as a percentage of P-W-C (or D-C) and Contingency as a percentage of construction (hard) costs.

Cost Classification

- Sub 0: Site Clearance
- Sub 1: Building
- Sub 2: Exterior Utilities
- Sub 3: Group 2 & 3 Equipment
- Sub 4: Site Development
- Sub 5: Consultant Fees
- Sub 6: Internal Fees
- Sub 7: Surveys, Tests, Plans
- Sub 8: Special Items
- Sub 9: Contingency

- **Total Construction (hard) = Subs 0, 1, 2, 4**
- **Total P-W-C = 0-2 & 4-9 and excludes 3**

Construction

“Construction” is used in different ways

- Construction (also known as hard) cost: Subs 0, 1, 2, 4 [see previous slide]
 - Some CIBs label Sub 1 as Construction instead of its correct label of Building
- Construction Phase

Project Budget: Where Would You Put it?

Breakout Session

- A. UCDH Project Management time
- B. Soils & Subsurface investigation contract
- C. Fire Marshal plan check fees
- D. Physical Plant/Facilities utility shutdown recharges
- E. Equipment purchased by Owner
- F. CEQA consultant
- G. Commissioning Agent CxA
- H. Furniture

Cost Classifications can be found here:

https://www.ucop.edu/capital-planning/files/capital/gp/documents/gl_cib_sectionc_costs.pdf

Funding Schedule (Section A)

A FUNDING SCHEDULE											
Totals (000's)		Prefunded		2023-24		2024-25		2025-26		2027-28	
P		P	0 [X]	P	0 [X]	P	0 [X]	P	0 [X]	P	0 [X]
W		W	0 [X]	W	0 [X]	W	0 [X]	W	0 [X]	W	0 [X]
C		C	0 [X]	C	0 [X]	C	0 [X]	C	0 [X]	C	0 [X]
E		E	0 [X]	E	0 [X]	E	0 [X]	E	0 [X]	E	0 [X]
(Tot. Proj.) \$		0	0	0	0	0	0	0	0	0	0

Phases

Acquisition (usually, land purchase)
Study
Preliminary Plans
Working Drawings
Design (used for design build)
Construction
Equipment

Abbreviation

A
S
P
W
D
C
E

Fund Source

Auxiliary Resources
Campus Funds
External Financing
Federal Grant
Gift Funds
Hospital Reserves
Other Grants
Other University Systemwide Funds
State Grant
State General Funds (includes Pay-As-You-Go)
State General Funds Financed (a form of external financing)
State General Obligation Bond
University Fee Reserves

Abbreviation

AR
CF
EF
FG
GF
HR
OG
OUS
SG
SGF
SGFF
SGOB
UR

- Funding Schedule shows: (1) how the project phases are funded, and (2) the fiscal year(s) the preliminary plans budget and full budget are approved.
- Need cost for each phase.

Analytical Data (Section F)

F	ANALYTICAL DATA	[LABEL?]	[LABEL?]	[LABEL?]	TOTAL
		Column (1)	Column (2)	Column (3)	Total All Sources (4)
	ASF per Budget Approval	ASF	ASF	ASF	ASF
	ASF Current	ASF	ASF	ASF	ASF
	GSF	GSF	GSF	GSF	GSF
	Ratio (ASF Current/GSF)	#DIV/0! to 1.00	#DIV/0! to 1.00	#DIV/0! to 1.00	#DIV/0! to 1.00
	Building Cost per ASF Current	#DIV/0! /ASF	#DIV/0! /ASF	#DIV/0! /ASF	#DIV/0! /ASF
	Building Cost per GSF	#DIV/0! /GSF	#DIV/0! /GSF	#DIV/0! /GSF	#DIV/0! /GSF
	Total PWC Cost per ASF Current	#DIV/0! /ASF	#DIV/0! /ASF	#DIV/0! /ASF	#DIV/0! /ASF
	Total PWC Cost per GSF	#DIV/0! /GSF	#DIV/0! /GSF	#DIV/0! /GSF	#DIV/0! /GSF
	Gr. 2&3 Equip. Cost per ASF Current	#DIV/0! /ASF	#DIV/0! /ASF	#DIV/0! /ASF	#DIV/0! /ASF

- In addition to the cost data, need: (1) ASF as documented in the full budget approval, (2) current ASF, and (3) current GSF.
- If costs are divided into multiple columns, the analytics are calculated for each column
- Analytics are simple pro rata calculations based on the cost and ASF/GSF

Resources

Guidelines For Preparing Section C: Costs of the Project Capital Improvement Budget (CIB)

https://www.ucop.edu/capital-planning/files/capital/gp/documents/gl_cib_sectionc_costs.pdf

Facilities Manual, Volume 2 (Planning), Chapter 7 (Capital Planning and Real Estate Approvals)

<https://www.ucop.edu/construction-services/facilities-manual/volume-2/index.html>

- Include links to:
 - Relevant Regents Policies and
 - Delegation of Authority 2629 (documents authority delegated to the Chancellors)