



Oregon

Kate Brown, Governor



OREGON
DEPARTMENT OF
EDUCATION

Oregon achieves . . . together!

Colt Gill

Director of the Department of Education

March 25, 2022

Dear Capital Project Advisory Board,

Thank you for the opportunity to present on behalf of the Oregon School for the Deaf (OSD) as part of the Oregon Department of Education. We are requesting \$3,940,000 to fund four projects at OSD. These projects will continue to improve the OSD facilities that provide a high quality and equity-centered education for students who are deaf and hard of hearing across the state of Oregon.

2021-23 Facility Stewardship

OSD is a campus with 16 buildings on 40 acres here in Salem, Oregon. Many of the buildings were built before 1980 and have deferred maintenance needs. The projects requested to be funded in the 2023-25 biennium are a continuation of work that has been ongoing at the campus. In the 2021-23 biennium, OSD has been hard at work making important improvements across campus. One project that will be completed this biennium is the remodeling of restrooms across the campus to meet ADA accessibility standards and provide gender neutral restrooms. Because many of the buildings are older, they did not have ADA accessible restrooms when constructed. As OSD serves students experiencing one or more disabilities, it is important that the buildings can serve all students. This work furthers that mission.

OSD is also working on safety and energy efficiency projects. OSD's previous fire alarm system was old enough that replacement parts required sourcing from secondary vendors such as eBay. This antiquated system cannot provide adequate protection and notice in case of a fire. As a result, OSD is replacing the fire alarm system for the entire campus with a new state of the art system that will provide adequate notice and protection during a fire anywhere on campus.

Finally, OSD is replacing windows across campus to increase energy efficiency and optimization. Many of the windows across campus are single pane and very energy inefficient. This not only means more resources spent on heating and cooling buildings but also an increase in resource consumption, creating excess carbon emissions. Replacing these windows with modern, energy efficient windows will deliver more comfortable learning environments, better energy efficiency, and reduced emissions.

These projects ensure that OSD continues to provide healthy, safe, warm, and educationally adequate facilities to serve all of its students. The additional projects requested for the 2023-25 biennium continue that work.

OSD Changes

The past two years have seen significant changes for OSD and ODE as a whole. During the 2020-21 school year, OSD provided education services remotely to the students it serves across the state. However, as many recognized, remote learning does not equitably serve all students. Many students need the additional support that comes from an in-person educational experience.

For the 2021-22 school year, ODE made it the priority for OSD and schools across the state to return to an in-person educational experience. OSD met that goal and started providing in-person education for its students as well as the two charter schools that use OSD's facilities.

This return to in-person education meant that OSD did not experience a major change to its facility use. Instead, OSD continued to have its facilities fully used and anticipates that all three schools will continue to meet in person in the future. This continued use of the facilities highlights the need for continued investment in OSD's facilities to provide healthy, safe, warm and adequate learning environments for the students.

2023-25 Facility Proposal

There are four projects requested to be funded in the 2023-25. These projects will build on the previous investments made by the state to provide facilities that assist in student learning. The goal of these projects is to improve quality of life for students, improve energy efficiency, and reduce carbon emissions. Three of the projects will address deferred maintenance needs and the fourth will help OSD reduce carbon emissions.

The first project is to replace the running track on OSD's field. The current track is in such disrepair that after rains, it turns to mud in places. This means students incur extra risk of injury while using the track in this condition. This project will require removal of the current track surface, repair of the track base, and replacement with a modern surface that will be better for students using the track.

The second project is to add an HVAC system to the current high school, which has no air conditioning. As summers become longer and hotter, the building is increasingly uncomfortable for students and staff in the warmer months. These uncomfortable temperatures hinder learning. Adding a centralized HVAC system to provide air conditions will help the building foster an adequate learning environment.

The third project is to modernize the kitchens on campus. OSD serves students from across the state and as a result, many students live in campus dormitories during the school week. The school has kitchens in several buildings to help provide meals to these students outside of the regularly scheduled meals served during the day in the common cafeteria. The students who live on campus range from grades 1-12. The current kitchens are original to these older buildings, meaning they are out of date and not equipped with modern energy efficient appliances. This project is needed to improve the functionality and efficiency of these kitchens.

Finally OSD, like all state facilities, needs to do its part to reduce its climate change impacts. This effort includes providing more energy efficient facilities, such as modern kitchens. It also includes steps to actively reduce carbon emissions that accompany some of the major types of energy production. To this end, OSD is requesting funds for solar panels to be installed on the campus. These solar panels promise to provide clean energy for years to come. With a first-hand look at the installation and performance, students can incorporate the solar panels and how they work into the Science, Technology, Math, and Engineering (STEM) curriculum. These panels will help reduce energy costs, which means more funds going to the classroom.

Description and Cost Estimates

- Track replacement: Cost estimate of \$1,000,000
- HVAC Installation: Cost Estimate of \$1,350,000
- Kitchen Replacement: Cost estimate of \$390,000
- Solar Panel Installation: Cost Estimate of \$1,200,000

Thank you for your review of these projects. We will be happy to answer any questions you may have.

Sincerely,

Michael Elliott



Oregon School for the Deaf

Oregon Department of Education

2023-25 Agency Facility Plan

Capital Projects Advisory Board

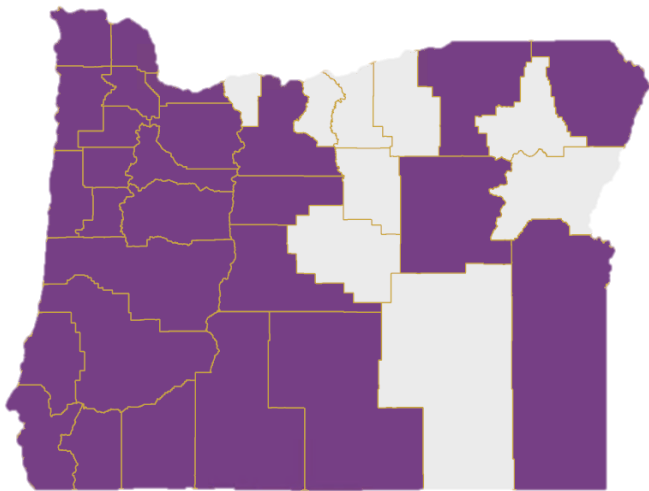
April 8, 2022



Agency Overview

The Oregon School for the Deaf (OSD) is a community that fosters lifelong learning, encouraging individuals to become self-fulfilled, productive citizens.

OSD serves the entire state by providing equitable education and critical services to students that are deaf and hard of hearing. It provides a place for deaf culture to be nurtured and thrive.



Purple Shaded: Counties served in the last 10 years

- Campus located on 40 acres in Salem, Oregon at 999 Locust St. NE
- Owned and operated by the Oregon Department of Education
- Currently serves 128 students kindergarten through age 21
- Approximately 51% of students are residential on campus



Agency Overview

Total Facilities	19
Total Gross Square Footage (GSF)	287,249
Total Current Replacement Value (CRV)	\$73,677,020
Total Major Facilities ¹	13
Total Major Facilities GSF	280,687
Total Major Facilities CRV	\$72,938,918
2022 Facility Condition Index (FCI)	30.36%
2030 Facility Condition Index (Unfunded)	34.33%
Operation + Maintenance Cost/GSF ²	\$12.47

¹Facilities > \$1M CRV; ²Self-Reported Data



Proposed Projects

- Replace Running Track - \$1,000,000
- New HVAC System for High School - \$1,350,000
- Update Kitchens - \$390,000
 - Boy's Dorm
 - Girl's Dorm
 - Smith Educational Facility
- Solar Panel Installation - \$1,200,000
- **Total - \$3,940,000**



High School HVAC

Lack of air conditioning:

- Uncomfortable temperatures during school year
- Inhibits learning

Adding air conditioning:

- Helps regulate indoor air temperatures during the warmer months
- Improves the learning environment



Running Track

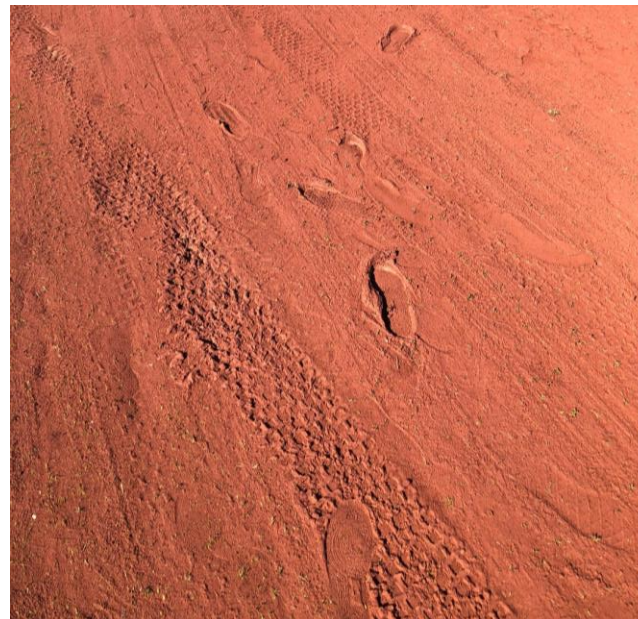
Current state of the track:

- Turns to dust after sun
- Turns to mud after rain
- Risks student injury
- Limits use of track



Replacing the track:

- Improves PE experience
- Promotes students' health





Kitchen Updates

OSD has kitchens in several buildings to serve the many students that live on campus during the week. These kitchens are outdated and energy inefficient.

Updating these kitchens will increase energy efficiency and greatly improve the students' living experience.





Solar Panel Installation

OSD would like to reduce its climate change impacts by installing solar panels on campus.

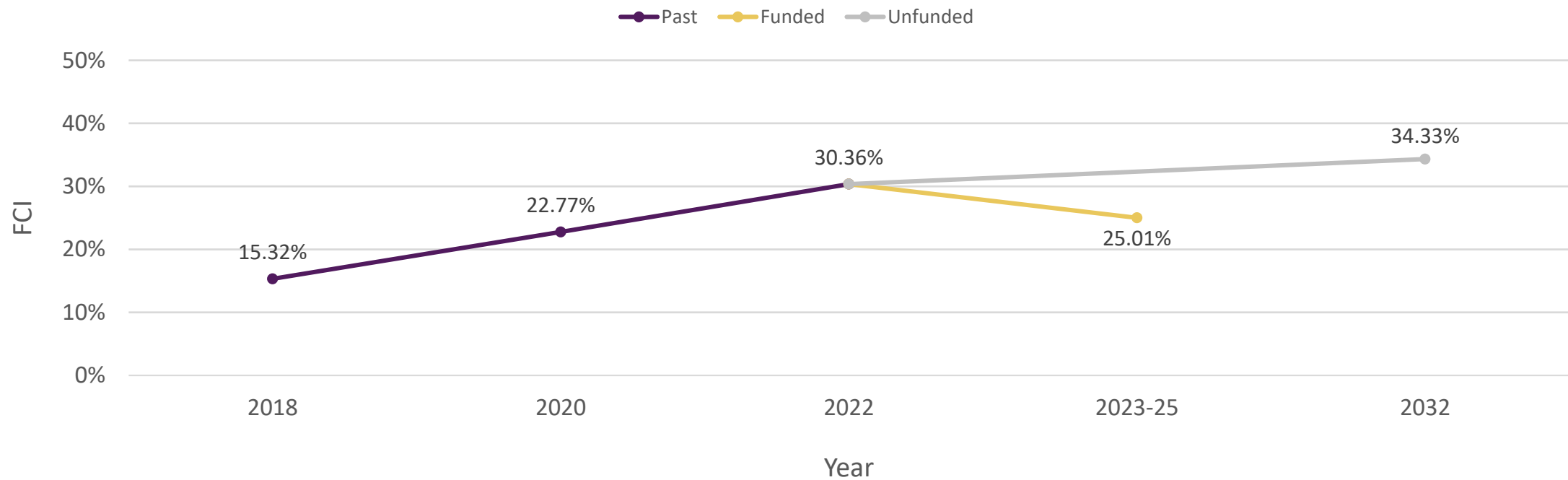
Benefits:

- The school has many roofs that are ideal for solar panels
- The panels will generate approximately half of the school's energy needs in a year
- Reducing energy costs means more funds spent in the classroom
- The panels can be incorporated into the school's STEM curriculum



Facility Condition

OSD Facility Condition Index (FCI)





Facility Plan Summary

AGENCY PLAN SUMMARY	DM/LIFE SAFETY (PRIORITY 1)	CAPITAL RENEWAL (PRIORITY 2)	CAPITAL RENEWAL (PRIORITY 3)	SEISMIC/RISK (PRIORITY 4)	MODERNIZATION (NET PRIORITY 5)	TOTAL
DM/CR	\$1,000,000	\$0	\$390,000	\$0	\$0	\$1,390,000
Resilience/Risk	\$0	\$0	\$0	\$0	\$0	\$0
Modernization	\$0	\$0	\$0	\$0	\$2,550,000	\$2,550,000
Total	\$1,000,000	\$0	\$390,000	\$0	\$2,550,000	\$3,940,000



Major Project Summary

PROJECT NAME	TOTAL COST	DM/CR	RESILIENCE	MODERNIZATION	PHASE
Running Track Replacement	\$1,000,000	\$1,000,000	\$0	\$0	Planning / Design
High School HVAC System	\$1,350,000	\$0	\$0	\$1,350,000	Planning / Design
Solar Panel Installation	\$1,200,000	\$0	\$0	\$1,200,000	Planning / Design

Facility Plan - Maintenance Priority 1-4
2023-25 Biennium

Agency Name Department of Education

Current Maintenance Priority 1-4 for Owned Assets Over \$1M CRV*

Campus	Building ID	Building Name	iPlan Data (Incl Soft Costs)										Agency Input		
			Construction Year ²	Gross Square Footage	Current (Calculated) Replacement Value ³	Priority 1 - Currently Critical (Life Safety, DM, Code Compliance) ⁴	Priority 2 - Potentially Critical (Near Term Capital Renewal, Energy, Functionality) ⁵	Priority 3 - Not Yet Critical (Mid-term) ⁶	Priority 4 - Seismic + Natural Hazard Remediation (if applicable) ⁷	Total (G+H+I+J)	Current FCI ⁸ less Seismic Nat Haz = Columns (G+H+I) / F	2021-23 LAB Approved	Remaining Current Need (Estimated) = Columns K-M		
A	B	C	D	E	F	G	H	I	J	K	L	M	N		
ODE - Oregon School for the Deaf - OSD	2100	New Extreme Dorm (17)	2010	3,485	\$1,143,884	\$28,176		\$0	\$24,639		\$0	\$52,814	4.6%	\$33,794	\$19,021
ODE - Oregon School for the Deaf - OSD	2101	Maintenance (8)	1961	13,274	\$5,161,374	\$62,913		\$438,962	\$334,114		\$0	\$1,035,989	20.1%	\$240,359	\$795,630
ODE - Oregon School for the Deaf - OSD	2102	Industrial Arts (9)	1922	14,325	\$3,338,511	\$450,777		\$253,468	\$322,793		\$0	\$1,027,038	30.8%	\$373,811	\$653,227
ODE - Oregon School for the Deaf - OSD	2103	Education Facility (13)	1975	49,104	\$9,414,449	\$0		\$2,293,640	\$390,185		\$0	\$2,683,825	28.5%	\$480,391	\$2,203,434
ODE - Oregon School for the Deaf - OSD	2104	Tillinghast (6)	1914	6,320	\$2,376,534	\$323,859		\$356,078	\$25,596		\$0	\$705,532	29.7%	\$0	\$705,532
ODE - Oregon School for the Deaf - OSD	2105	Wallace Hall (2)	1958	7,092	\$2,148,602	\$102,205		\$398,587	\$315,680		\$0	\$816,472	38.0%	\$203,572	\$612,899
ODE - Oregon School for the Deaf - OSD	2106	Girls Dorm (3)	1962	24,173	\$6,057,066	\$829,498		\$1,601,266	\$159,905		\$0	\$2,590,669	42.8%	\$823,405	\$1,767,264
ODE - Oregon School for the Deaf - OSD	2108	Multipurpose/Gym (11)	1963	17,752	\$5,262,781	\$505,742		\$889,687	\$523,420		\$0	\$1,918,829	36.5%	\$335,163	\$1,583,666
ODE - Oregon School for the Deaf - OSD	2109	Lindstrom Hall (Boys) (5)	1957	56,260	\$11,616,819	\$1,094,559		\$2,148,674	\$1,438,352		\$0	\$4,681,584	40.3%	\$1,314,952	\$3,366,632
ODE - Oregon School for the Deaf - OSD	2114	Primary Dorm (4)	1948	32,904	\$10,460,004	\$214,022		\$1,389,019	\$102,801		\$0	\$1,705,842	16.3%	\$512,961	\$1,192,881
ODE - Oregon School for the Deaf - OSD	2115	Central Services Facility (7)	1971	32,664	\$9,324,440	\$670,301		\$1,486,443	\$180,664		\$0	\$2,337,409	25.1%	\$699,312	\$1,638,096
ODE - Oregon School for the Deaf - OSD	2116	Vocational Unit/Hig (12)	1962	20,357	\$5,434,654	\$131,668		\$413,747	\$588,617		\$0	\$1,134,032	20.9%	\$350,936	\$783,096
ODE - Oregon School for the Deaf - OSD	248934	Locker Room Improvement	2021	2,977	\$1,200,000	\$0		\$0	\$0		\$0	\$0	0.0%	\$0	\$0
Subtotal Over \$1M CRV				280,687	\$72,938,918	\$4,613,721		\$11,669,550	\$4,406,765		\$0	\$20,690,035	28.4%	\$5,368,657	\$15,321,378
				287,249	\$73,677,020	\$4,936,199		\$12,232,556	\$5,198,791		\$0	\$22,367,546		\$5,500,000	\$16,867,545

Maintenance Priority 1-4 for Owned Assets Under \$1M CRV (Optional) - This is not required for the budget submission or CPAB Report. Agencies may choose to complete.

Campus	Building ID	Building Name	iPlan Data (Incl Soft Costs)										Agency Input		
			Construction Year ²	Gross Square Footage	Current (Calculated) Replacement Value ³	Priority 1 - Currently Critical (Life Safety, DM, Code Compliance) ⁴	Priority 2 - Potentially Critical (Near Term Capital Renewal, Energy, Functionality) ⁵	Priority 3 - Not Yet Critical (Mid-term) ⁶	Leave Blank	Total (G+H+I)	Current FCI ⁸ less Seismic Nat Haz = Columns (G+H+I) / F	2021-23 LAB Approved	Remaining Current Need (Estimated) = Columns J-L		
A	B	C	D	E	F	G	H	I	J	K	L	M	N		
ODE - Oregon School for the Deaf - OSD	2107	Tillinghast Carport (16)	1963	440	\$7,833	\$0		\$0	\$1,014		\$0	\$1,014	12.9%	\$0	\$1,014
ODE - Oregon School for the Deaf - OSD	2110	Carpenter House Garage (14)	1950	400	\$12,411	\$0		\$9,213	\$6,860		\$0	\$16,073	129.5%	\$2,607	\$13,466
ODE - Oregon School for the Deaf - OSD	2111	Pump House (18)	1950	378	\$191,938	\$0		\$31,122	\$0		\$0	\$31,122	16.2%	\$0	\$31,122
ODE - Oregon School for the Deaf - OSD	2112	Carpenter House (1)	1950	3,864	\$451,217	\$310,513		\$362,012	\$51,539		\$0	\$724,064	160.5%	\$100,732	\$623,332
ODE - Oregon School for the Deaf - OSD	2113	Painthouse (10)	1947	1,480	\$62,983	\$11,966		\$75,053	\$12,604		\$0	\$99,623	158.2%	\$28,005	\$71,618
ODE - Oregon School for the Deaf - OSD	211190	OSD Site Systems	0	0	\$11,721	\$0		\$85,606	\$720,009		\$0	\$805,615	6873.1%	\$0	\$805,615
Subtotal Under \$1M CRV				6,562	\$738,103	\$322,478		\$563,006	\$792,026		\$0	\$1,677,510	227.3%	\$131,343	\$1,546,167

Definitions

Current Maintenance Priority 1-4 Construction Year	1	Current costs for all facility maintenance and deferred maintenance except those that are covered in operations and maintenance budgets (routine maintenance).
Current Replacement Value	3	Current Replacement Value Reported to Risk Management or Calculated Replacement Value Reported from Facility Conditions Assessment (FCA)
Priority One: Currently Critical	4	From the Budget Instruction: Priority One projects are conditions that require immediate action in order to address code and accessibility violations that affect life safety. Building envelope issues (roof, sides, windows and doors) that pose immediate safety concerns should be included in this category.
Priority Two: Potentially Critical	5	From the Budget Instruction: Priority Two projects are to be undertaken in the near future to maintain the integrity of the facility and accommodate current agency program requirements. Included are systems that are functioning improperly or at limited capacity, and if not addressed, will cause additional system deterioration and added repair costs. Also included are significant building envelope issues (roof, sides, windows and doors) that, if not addressed, will cause additional system deterioration and added repair costs.
Priority Three: Necessary - Not yet Critical	6	From the Budget Instructions: Priority Three projects could be undertaken in the near to mid-term future to maintain the integrity of a building and to address building systems, building components and site work that have reached or exceeded their useful life based on industry standards, but are still functioning in some capacity. These projects may require attention currently to avoid deterioration, potential downtime and consequently higher costs if corrective action is deferred.
Priority Four: Seismic and Natural Hazard Remediation	7	From the Budget Instructions: Priority Four projects improve seismic performance of buildings constructed prior to 1995 building code changes to protect occupants, minimize building damage and speed recovery after a major earthquake. Projects also include those that mitigate significant flood hazards.
Facility Condition Index	8	A calculated measure of facility condition relative to its current replacement value (expressed as a percentage)

Facility Plan - Maintenance Priority 1-4
2023-25 Biennium

Agency Name Department of Education

10 Year Maintenance Priority 1-4 for Owned Assets Over \$1M CRV¹

Campus	Building ID	Building Name	iPlan Data (Incl Soft Costs)										Agency Input		
			Construction Year ²	Gross Square Footage	Current (Calculated) Replacement Value ³	Priority 1 - Currently Critical (Life Safety, DM, Code Compliance) ⁴	Priority 2 - Potentially Critical (Near-Term Capital Renewal, Energy, Functionality) ⁵	Priority 3 - Not Yet Critical (Mid-term) ⁶	Priority 4 - Seismic + Natural Hazard Remediation (if applicable) ⁷	Total (G+H+I+J)	Current FC ⁸ less Seismic Nat Haz = Columns (G+H+I) / F	2021-23 LAB Approved	2023-25 Requested Budget	Remaining 10 Year Need (Estimated) = Columns K-M-N	
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	
ODE - Oregon School for the Deaf - OSD	2100	New Extreme Dorm (17)	2010	3,485	\$1,143,884	\$28,176	\$0	\$82,848	\$0	\$111,024	9.7%	\$33,794	\$0	\$77,230	
ODE - Oregon School for the Deaf - OSD	2101	Maintenance (8)	1961	13,274	\$5,161,374	\$262,913	\$547,287	\$366,688	\$0	\$1,176,888	22.8%	\$240,359	\$0	\$936,529	
ODE - Oregon School for the Deaf - OSD	2102	Industrial Arts (9)	1922	14,325	\$3,338,511	\$566,594	\$288,061	\$322,793	\$0	\$1,177,448	35.3%	\$373,811	\$0	\$803,636	
ODE - Oregon School for the Deaf - OSD	2103	Education Facility (13)	1975	49,104	\$9,414,449	\$0	\$2,439,045	\$597,248	\$0	\$3,036,294	32.3%	\$480,391	\$130,000	\$2,685,900	
ODE - Oregon School for the Deaf - OSD	2104	Tillinghast (6)	1914	6,320	\$2,376,534	\$323,859	\$361,945	\$46,147	\$0	\$731,950	30.8%	\$0	\$0	\$731,950	
ODE - Oregon School for the Deaf - OSD	2105	Wallace Hall (2)	1958	7,092	\$2,148,602	\$102,205	\$487,889	\$396,623	\$0	\$986,717	45.9%	\$203,572	\$0	\$783,145	
ODE - Oregon School for the Deaf - OSD	2106	Girls Dorm (3)	1962	24,173	\$6,057,066	\$1,024,935	\$1,744,700	\$166,437	\$0	\$2,936,073	48.5%	\$823,405	\$130,000	\$2,242,668	
ODE - Oregon School for the Deaf - OSD	2108	Multipurpose/Gym (11)	1963	17,752	\$5,262,781	\$505,742	\$1,151,341	\$632,005	\$0	\$2,289,088	43.5%	\$335,163	\$0	\$1,953,925	
ODE - Oregon School for the Deaf - OSD	2109	Lindstrom Hall (Boys) (5)	1957	56,260	\$11,616,619	\$1,094,559	\$2,179,058	\$1,592,871	\$0	\$4,866,487	41.9%	\$1,314,952	\$130,000	\$3,681,535	
ODE - Oregon School for the Deaf - OSD	2114	Primary Dorm (4)	1948	32,904	\$10,460,004	\$214,022	\$1,463,717	\$127,186	\$0	\$1,804,925	17.3%	\$512,961	\$0	\$1,291,964	
ODE - Oregon School for the Deaf - OSD	2115	Central Services Facility (7)	1971	32,664	\$9,324,440	\$934,387	\$1,514,605	\$443,257	\$0	\$2,892,249	31.0%	\$699,312	\$0	\$2,192,937	
ODE - Oregon School for the Deaf - OSD	2116	Vocational Unit/Hq (12)	1962	20,357	\$5,434,854	\$131,668	\$547,868	\$764,519	\$0	\$1,444,055	26.6%	\$350,936	\$1,350,000	\$2,443,119	
ODE - Oregon School for the Deaf - OSD	248934	Locker Room Improvement	2021	2,977	\$1,200,000	\$0	\$0	\$0	\$0	\$0	0.0%	\$0	\$0	\$0	
Subtotal Over \$1M CRV				280,687	\$72,938,918	\$5,189,060	\$12,725,516	\$5,538,622	\$0	\$23,453,198	32.2%	\$5,368,657	\$1,740,000	\$19,824,540	
				287,249	\$73,677,020	\$5,554,744	\$13,298,351	\$6,439,851		\$25,292,947		\$5,500,000	\$2,740,000	\$20,532,947	

Maintenance Priority 1-4 for Owned Assets Under \$1M CRV (Optional) - This is not required for the budget submission or CPAB Report. Agencies may choose to complete.

Campus	Building ID	Building Name	iPlan Data (Incl Soft Costs)										Agency Input		
			Construction Year ²	Gross Square Footage	Current (Calculated) Replacement Value ³	Priority 1 - Currently Critical (Life Safety, DM, Code Compliance) ⁴	Priority 2 - Potentially Critical (Near-Term Capital Renewal, Energy, Functionality) ⁵	Priority 3 - Not Yet Critical (Mid-term) ⁶	Leave Blank	Total (G+H+I)	Current FC ⁸ less Seismic Nat Haz = Columns (G+H+I) / F	2021-23 LAB Approved	2023-25 Requested Budget	Remaining 10 Year Need (Estimated) = Columns K-L-M	
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	
ODE - Oregon School for the Deaf - OSD	2107	Tillinghast Carport (16)	1963	440	\$7,833	\$0	\$0	\$3,890	\$0	\$3,890	49.7%	\$0	\$0	\$3,890	
ODE - Oregon School for the Deaf - OSD	2110	Carpenter House Garage (14)	1950	400	\$12,411	\$0	\$9,213	\$6,860	\$0	\$16,073	129.5%	\$2,607	\$0	\$13,466	
ODE - Oregon School for the Deaf - OSD	2111	Pump House (18)	1950	378	\$191,938	\$0	\$31,122	\$0	\$0	\$31,122	16.2%	\$0	\$0	\$31,122	
ODE - Oregon School for the Deaf - OSD	2112	Carpenter House (1)	1950	3,864	\$451,217	\$341,753	\$369,238	\$74,943	\$0	\$785,934	174.2%	\$100,732	\$0	\$685,202	
ODE - Oregon School for the Deaf - OSD	2113	Painthouse (10)	1947	1,480	\$62,983	\$23,931	\$77,656	\$26,049	\$0	\$127,636	202.7%	\$28,005	\$0	\$99,632	
ODE - Oregon School for the Deaf - OSD	211190	OSD Site Systems	0	0	\$11,721	\$0	\$85,606	\$789,488	\$0	\$875,094	7465.8%	\$0	\$1,000,000	(\$124,906)	
Subtotal Under \$1M CRV				6,562	\$738,103	\$365,684	\$572,836	\$901,229	\$0	\$1,839,749	249.3%	\$131,343	\$1,000,000	\$708,406	

Definitions

Current Maintenance Priority 1-4	1	Current costs for all facility maintenance and deferred maintenance except those that are covered in operations and maintenance budgets (routine maintenance).
Construction Year	2	Original Construction Year
Current Replacement Value	3	Current Replacement Value Reported to Risk Management or Calculated Replacement Value Reported from Facility Conditions Assessment (FCA)
Priority One: Currently Critical	4	From the Budget Instruction: Priority One projects are conditions that require immediate action in order to address code and accessibility violations that affect life safety. Building envelope issues (roof, sides, windows and doors) that pose immediate safety concerns should be included in this category.
Priority Two: Potentially Critical	5	From the Budget Instruction: Priority Two projects are to be undertaken in the near future to maintain the integrity of the facility and accommodate current agency program requirements. Included are systems that are functioning improperly or at limited capacity, and if not addressed, will cause additional system deterioration and added repair costs. Also included are significant building envelope issues (roof, sides, windows and doors) that, if not addressed, will cause additional system deterioration and added repair costs.
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Priority Four: Seismic and Natural Hazard Remediation	7	From the Budget Instructions: Priority Four projects improve seismic performance of buildings constructed prior to 1995 building code changes to protect occupants, minimize building damage and speed recovery after a major earthquake. Projects also include those that mitigate significant flood hazards.
Facility Condition Index	8	A calculated measure of facility condition relative to its current replacement value (expressed as a percentage)

**Facility Plan - Maintenance Priority 5
2023-25 Biennium**

Agency Name Department of Education

Current Maintenance Priority 5¹ for Owned Assets Over \$1M CRV

iPlan Data (Incl Soft Costs)						Agency Input				
Campus	Building ID	Building Name	Construction Year ²	Gross Square Footage	Current (Calculated) Replacement Value ³	Modernization Estimate	Notes/Description	2021-23 LAB Approved	2023-25 Requested Budget	Remaining Need (Estimated) = Columns G-I-J
A	B	C	D	E	F	G	H	I	J	K
ODE - Oregon School for the Deaf - OSD	2100	New Extreme Dorm (17)	2010	3,485	\$1,143,884	\$0		\$0	\$0	\$0
ODE - Oregon School for the Deaf - OSD	2101	Maintenance (8)	1961	13,274	\$5,161,374	\$0		\$0	\$0	\$0
ODE - Oregon School for the Deaf - OSD	2102	Industrial Arts (9)	1922	14,325	\$3,338,511	\$0		\$0	\$0	\$0
ODE - Oregon School for the Deaf - OSD	2103	Education Facility (13)	1975	49,104	\$9,414,449	\$0		\$0	\$0	\$0
ODE - Oregon School for the Deaf - OSD	2104	Tillinghast (6)	1914	6,320	\$2,376,534	\$0		\$0	\$0	\$0
ODE - Oregon School for the Deaf - OSD	2105	Wallace Hall (2)	1958	7,092	\$2,148,602	\$0		\$0	\$0	\$0
ODE - Oregon School for the Deaf - OSD	2106	Girls Dorm (3)	1962	24,173	\$6,057,066	\$0		\$0	\$0	\$0
ODE - Oregon School for the Deaf - OSD	2108	Multipurpose/Gym (11)	1963	17,752	\$5,262,781	\$0		\$0	\$0	\$0
ODE - Oregon School for the Deaf - OSD	2109	Lindstrom Hall (Boys) (5)	1957	56,260	\$11,616,619	\$0		\$0	\$0	\$0
ODE - Oregon School for the Deaf - OSD	2114	Primary Dorm (4)	1948	32,904	\$10,460,004	\$0		\$0	\$0	\$0
ODE - Oregon School for the Deaf - OSD	2115	Central Services Facility (7)	1971	32,664	\$9,324,440	\$0		\$0	\$0	\$0
ODE - Oregon School for the Deaf - OSD	2116	Vocational Unit/Hig (12)	1962	20,357	\$5,434,654	\$0		\$0	\$0	\$0
ODE - Oregon School for the Deaf - OSD	211190	OSD Site Systems	0	0	\$11,721	\$1,200,000	Add solar panels on campus	\$0	\$1,200,000	\$0
ODE - Oregon School for the Deaf - OSD	248934	Locker Room Improvement	2021	2,977	\$1,200,000	\$0		\$0	\$0	\$0
Subtotal Over \$1M CRV				280,687	\$72,950,639	\$1,200,000		\$0	\$1,200,000	\$0

Definitions

Priority Five: Modernization	1	From the Budget Instructions: Priority Five projects are alterations or replacement of facilities solely to implement new or higher standards to accommodate new functions, significantly improve existing functionality as well as replacement of building components that typically last more than 50 years (such as the building structure or foundations). These standards include system and aesthetic upgrades which represent sensible improvements to the existing condition. These projects improve the overall usability and reduce long-term maintenance requirements. Given the significant nature of these projects, the work typically addresses deficiencies that do not conform to current codes, but are 'grandfathered' in their existing condition to the extent feasible.
Construction Year	2	Original Construction Year
Current Replacement Value	3	Current Replacement Value Reported to Risk Management <i>or</i> Calculated Replacement Value Reported from Facility Conditions Assessment (FCA)

**Facility Plan - Facilities Planning Narrative 107BF02
2023-25 Biennium**

Agency Name Department of Education

1. What are the key drivers for your agency's facility needs, and how do you measure space/facility demand?

OWNED FACILITIES: ODE owns the Oregon School for the Deaf (OSD). OSD is a school that serves the entire state by providing equitable education and critical services to students that are deaf and hard of hearing. It provides a place for them to learn and grow, as well as a place for deaf culture to be nurtured and thrive. Without this school, deaf culture in Oregon would suffer and ODE and the state would fail in its mission to provide equitable support for all students in Oregon. By providing specific space for deaf students, Oregon and ODE demonstrate its commitment to providing an equitable education for all children.

The key drivers are to ensure OSD can safely and effectively house and educate the children enrolled within the school. As the very old infrastructure continues to age, it is important that the facilities are maintained to ensure they are healthy, safe, and warm for all students and staff on campus. This means that OSD will need to continue to address deferred maintenance and capital renewal projects. It also means improving energy efficiency to reduce operating budget costs, so more funds can be spent in the classroom.

LEASED FACILITIES: The key drivers for our leased office space is the number staff we need to complete the operations of the Department. The operations of the Department include essential functions such as distributing the State School Fund, providing grants to schools to provide free and reduced lunches to students across the state, managing and distributing many federal grants, collecting data from districts, and providing technical assistance. A crucial operation of the Department is implementing and administering the recently passed Student Success Act. This major investment in education in Oregon is driving the need for ODE to hire additional staff to ensure the funds collected are used as effectively and efficiently as possible. As ODE grows, so also does the need for increased office space. ODE uses the standard office need of approximately 175-200 square feet per position.

2. What are the key facility-related challenges over the next 10-years? (Please answer in order of priority).

OWNED FACILITIES: The key facility related challenges are having resources to address deferred maintenance and capital renewal projects needed on campus. Currently, the average FCI for all buildings on the OSD campus is 30%. Over the next 10 years with no additional resources, this average increases to 34%. That is the challenge facing OSD over the next 10 years. To address that challenge, OSD has the following 4 priorities: 1) Adding air conditioning to the high school building to provide a better learning environment for students and staff 2) replace the track that students use for PE and extra curricular activities 3) replace the kitchens in the dorms and education facility and 4) adding solar panels to the campus to reduce carbon emissions.

LEASED FACILITIES: The last two years of remote work has changed the way ODE operates as an agency. ODE is looking to reduce its footprint in terms leased space. The biggest challenge is to ensure the functions of the agency are met while providing needed staffing flexibility.

3. What do you need to meet these challenges?

OWNED FACILITIES: The biggest challenge for OSD will be to leverage additional resources to fund these needs. OSD continues to put nearly \$4,000,000 per biennium into operations and maintenance supplies and services. However, that is not enough to address the backlog of deferred maintenance and capital renewal projects. In the past, OSD has been able to use funds from the sale of surplus property, but that is not a sustainable solution. Additionally, OSD is able to use some funds from leased facilities to address maintenance issues. However, those funds are not enough reduce the FCI that is expected to increase by 4 percentage points over the next ten years. Instead, OSD will need to seek additional state resources to address the deferred maintenance needs in the future. Failure to secure these funds will result in further deterioration of the facilities.

LEASED FACILITIES: The biggest need to meet these challenges will be clear direction and policies as well as space needed to provide offices for staff that want to come into the office and resources for those that would prefer to work remotely.

Facility Plan - Facility Summary Report 107BF16a
2023-25 Biennium

Agency Name Department of Education

Table A: Owned Assets Over \$1M CRV		FY 2022 DATA	
Total Number of Facilities Over \$1M		13	
Current Replacement Value \$ (CRV)	1	\$72,938,918	Source 4 <input type="text" value="FCA"/> Risk or FCA
Total Gross Square Feet (GSF)		280,687	
Office/Administrative Usable Square Feet (USF)	2	173,663	Estimate/Actual 5 <input type="text" value="63%"/> % USF/GSF
Occupants Position Count (PC)	3	197	Office/Admin USF/PC 6 <input type="text" value="882"/>
			or Agency Measure 7 <input type="text" value="N/A"/>

Table B: Owned facilities under \$1M CRV	
Number of Facilities Under \$1M	6
CRV	\$738,103
Total Gross Square Feet (GSF)	7,502

Table C: Leased Facilities			
Total Rented SF	8	164,165	
Total 2021-23 Biennial Lease Cost		\$3,366,454	
Additional 2021-23 Costs for Lease Properties (O&M)	9	\$585,000	
Office/Administrative Usable Square Feet (USF)	2	88,986	Estimate/Actual 5 <input type="text" value="54%"/> % USF/GSF
Occupants Position Count (PC)	3	483	Office/Admin USF/PC 6 <input type="text" value="184.24"/>

Definitions

CRV	1	Current Replacement Value Reported to Risk Management or Calculated Replacement Value Reported from iPlan Facility Conditions Assessment (FCA)
USF	2	Usable Square Feet per BOMA definition for office/administrative uses. Area of a floor occupiable by a tenant where personnel or furniture are normally housed plus building amenity areas that are convertible to occupant area and not required by code or for the operations of a building. If not known, estimate the percentage.
Occupant Position Count (PC)	3	Total Legislatively Approved Budget (LAB) Position Count within the buildings or leases as applicable.
Source	4	Enter Source of CRV as "Risk" or "FCA"
Estimate/Actual	5	Use actual USF % of USF to GSF, if available. If not known, estimate the percentage.
Office/Administrative USF/PC	6	Divide your USF by your position count. If office/admin space is a less than 10% of your space use, fill in N/A and fill in #7, "Agency Measure".
Agency Measure	7	If not using USF/PC, insert Agency Measure as defined in 107BF02 question #1.
RSF	8	Rentable SF per BOMA definition. The total usable area plus a pro-rated allocation of the floor and building common areas within a building.
O&M	9	Total Operations and Maintenance Costs for facilities including all maintenance, utilities and janitorial

Agency Name Department of Education

Facilities Operations and Maintenance (O&M) Budget excluding Capital Improvements and Deferred Maintenance

	2019-21 Actual	2021-23 LAB	2023-25 Budgeted	2025-27 Budgeted
Personal Services (PS) Operations and Maintenance	\$2,289,361	\$2,185,120	\$2,338,078	\$2,501,744
Services and Supplies (S&S) Operations and Maintenance	\$583,366	\$857,587	\$917,618	\$981,851
Utilities not included in PS and S&S above	\$484,574	\$538,220	\$575,895	\$616,208
Total O&M	\$3,357,301	\$3,580,927	\$3,831,592	\$4,099,803
O&M \$/SF	\$11.69	\$12.47	\$13.34	\$14.27

Total O&M SF 287,249 Include only the SF for which your agency provides O&M funding.

O&M Estimated Fund Split Percentage %	General Fund	Lottery Fund	Other Funds	Federal Funds
2	67%	0%	33%	0%

Deferred Maintenance Funding In Current Budget Model

Total Short and Long Term Deferred Maintenance Plan for Facilities

	2023-25 Biennium		Ongoing Budgeted (non POP)	Ongoing Budgeted (non POP)
	Current Costs 2021	Ten Year Projection	2023-25 Budgeted SB 1067 (2% CRV min.)	2025-27 Projected SB 1067 (2% CRV min.)
3				
4,5,6	\$22,367,546	\$25,292,947	\$2,740,000	\$3,000,000
7	\$0	\$0	\$0	\$0
8	\$0	\$0	\$1,200,000	\$0
	\$22,367,546	\$25,292,947	\$3,940,000	\$3,000,000
9	30.36%	34.33%	25.01%	20.94%

SB 1067 Guidance Below
If your allocation is < 2%, replace with your value

(minus DM funding in current budget model)

Assets CRV	Current Replacement Value Reported to Risk or Calculated Replacement Value Reported from Facility Conditions Assessment (FCA)
	\$73,677,020

Process/Software for routine maintenance (O&M)
Process/Software for deferred maintenance/renewal
Process for funding facilities maintenance

In house system (Excel spreadsheets). Each skilled trade is assigned buildings in which they perform and log routine maintenance. All work order assignments are entered into spreadsheets.	Provide narrative
In house system (Excel spreadsheets).	Provide narrative
Revenues generated from lease property, sale of property, and XI-Q Bonds. Some grants are used when available - energy grants for lighting upgrades.	Provide narrative

From iPlan FCA

Definitions

Facilities Operations and Maintenance Budget	1	The Facilities Operations and Maintenance budget includes costs to operate and maintain facilities and keep them in repair including utilities, janitorial and maintenance costs. Maintenance costs are categorized as external building (roof, siding, windows, etc.); interior systems (electrical, mechanical, interior walls, doors, etc.); roads and ground (groundskeeper, parking lots, sidewalks, etc.) and centrally operated systems (electrical, mechanical, etc.). Agencies with significant facilities may include support staff if directly associated with facilities maintenance activities. Do not include other overhead costs such as accounting, central government charges, etc.
O&M Estimated Fund Split Percentage %	2	Show the fund split by percentage of fund source allocated to facility O&M for your agency
Total Short and Long Term Maintenance and Deferred Maintenance Plan for Facilities Value Over \$1M	3	All Maintenance excluding routine O&M costs. 23-25 and 25-27 auto-populates with 2% of the sum of your agency portfolio's CRV. Written to deliver on SB 1067: SECTION 9. (1) Each biennium, the Governor shall propose as part of the Governor's recommended budget an amount for deferred maintenance and capital improvements on existing state-owned buildings and infrastructure that is equivalent to at least two percent of the current replacement value of the state-owned buildings and infrastructure.
Priority One: Currently Critical	4	From the Budget Instruction: Priority One projects are conditions that require immediate action in order to address code and accessibility violations that affect life safety. Building envelope issues (roof, sides, windows and doors) that pose immediate safety concerns should be included in this category.
Priority Two: Potentially Critical	5	From the Budget Instruction: Priority Two projects are to be undertaken in the near future to maintain the integrity of the facility and accommodate current agency program requirements. Included are systems that are functioning improperly or at limited capacity, and if not addressed, will cause additional system deterioration and added repair costs. Also included are significant building envelope issues (roof, sides, windows and doors) that, if not addressed, will cause additional system deterioration and added repair costs.
Priority Three: Necessary - Not yet Critical	6	From the Budget Instructions: Priority Three projects could be undertaken in the near to mid-term future to maintain the integrity of a building and to address building systems, building components and site work that have reached or exceeded their useful life based on industry standards, but are still functioning in some capacity. These projects may require attention currently to avoid deterioration, potential downtime and consequently higher costs if corrective action is deferred.
Priority Four: Seismic and Natural Hazard Remediation	7	From the Budget Instructions: Priority Four projects improve seismic performance of buildings constructed prior to 1995 building code changes to protect occupants, minimize building damage and speed recovery after a major earthquake. Projects also include those that mitigate significant flood hazards.
Priority Five: Modernization	8	From the Budget Instructions: Priority Five projects are alterations or replacement of facilities solely to implement new or higher standards to accommodate new functions, significantly improve existing functionality as well as replacement of building components that typically last more than 50 years (such as the building structure or foundations). These standards include system and aesthetic upgrades which represent sensible improvements to the existing condition. These projects improve the overall usability and reduce long-term maintenance requirements. Given the significant nature of these projects, the work typically addresses deficiencies that do not conform to current codes, but are 'grandfathered' in their existing condition to the extent feasible.
Facility Condition Index	9	A calculated measure of facility condition relative to its current replacement value (expressed as a percentage)

Note: Complete a separate form for each project

Agency	Department of Education		Schedule	
Project Name	Ulmer High School New HVAC System	Cost Estimate	Cost Est. Date	Start Date
Address/Location	Building 2116, Vocational Unit/High School (12) 999 Locust St NE Salem, OR	\$1,350,000	March 2022	June 2025
		GSF	# Stories	Land Use/Zoning Satisfied
		20,357	1	Y

Funding Source/s: Show the distribution of dollars by funding source for the full project cost.	General Funds	Lottery	Other	Federal
	\$0	\$0	\$1,350,000	\$0

Description of Agency Business/Master Plan and Project Purpose/Problem to be Corrected

Currently the high school does not have any air conditioning in the building. This creates a problem for the warmer months and the fact that warmer temperatures are continuing later into the year. This means that students are facing warmer rooms which impedes their ability to concentrate during class. We want to solve that problem by installing building-wide air conditioning and HVAC for the building. This will change an indoor issue from something that impedes student learning to something that can help student learning. This improvement helps OSD continue its mission of providing a place where deaf and hard of hearing students can thrive and gain a high quality education.

Project Scope and Alternates Considered

The scope of the project is to install an HVAC system that will provide air conditioning to the whole building. This appears to be the most efficient means of cooling the building during the warmer months. The scope of the project is to install the necessary HVAC equipment and all the necessary secondary work to ensure the system is running at optimal efficiency and provides cooling to all rooms in the building.

Project Budget Estimate - Escalate to the mid-point of construction. Use 4.5% Annual Escalation.

DIRECT CONSTRUCTION COSTS	\$	% Project Cost	\$/GSF
1 Building Cost Estimate	\$810,000		
2 Site Cost Estimate (20 Ft beyond building footprint)			
3 TOTAL DIRECT CONSTRUCTION COSTS	\$810,000		

INDIRECT CONSTRUCTION COSTS	\$	% Project Cost	\$/GSF
4 Owner Equipment / Furnishings / Special Systems			
5 Construction Related Permits & Fees			
6 Other Indirect Construction Costs Including 1% Art, 1.5% Renewable Energy and other state requirements	\$5,000		
7 Architectural, Engineering Consultants	\$400,000		
8 Other Design and PM Costs	\$0		
9 Relocation/Swing Space Costs			
10 TOTAL SOFT COSTS	\$540,000		

11 OWNER'S PROJECT CONTINGENCY	\$135,000		
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TOTAL PROJECT COST	\$	% Project Cost	\$/GSF
	\$1,350,000		\$66.32

Cost Estimate Source (EG Agency, Cost Estimator, A/E, etc.) Cost Estimator

Project Image/Illustration (optional)

Note: Complete a separate form for each project

Agency	Department of Education			Schedule	
Project Name	Replace track	Cost Estimate	Cost Est. Date	Start Date	Est. Completion
		\$1,000,000	March 2022	June 2025	June 2027
Address/Location	999 Locust St NE Salem, OR	GSF	# Stories	Land Use/Zoning Satisfied	
		-	-	Y	N

Funding Source/s: Show the distribution of dollars by funding source for the full project cost.	General Funds	Lottery	Other	Federal
	\$0	\$0	\$1,000,000	\$0

Description of Agency Business/Master Plan and Project Purpose/Problem to be Corrected

The goal of OSD is to provide a healthy, safe, and warm school for deaf and hard of hearing students across the state. OSD provides a complete educational experience for students in grades K-12. As part of that educational experience, OSD provides PE for all students. However, the problem is that the current track has completely failed. After a rain, the track has several areas of standing water. Additionally, the track is uneven and because of that OSD cannot hold track meets or use it for other educational needs.

Project Scope and Alternates Considered

The scope of this project is to replace the track surface. This includes rebuilding the subsurface and doing any additional substrate work needed. Also included within the scope is the new track surface and any additional work needed to completely replace the track. There are no real alternatives given that the track is essential to the school and is in such bad shape.

Project Budget Estimate - Escalate to the mid-point of construction. Use 4.5% Annual Escalation.

DIRECT CONSTRUCTION COSTS	\$	% Project Cost	\$/GSF
1 Building Cost Estimate			
2 Site Cost Estimate (20 Ft beyond building footprint)			
3 TOTAL DIRECT CONSTRUCTION COSTS			

INDIRECT CONSTRUCTION COSTS	\$	% Project Cost	\$/GSF
4 Owner Equipment / Furnishings / Special Systems	\$900,000		
5 Construction Related Permits & Fees			
6 Other Indirect Construction Costs Including 1% Art, 1.5% Renewable Energy and other state requirements			
7 Architectural, Engineering Consultants			
8 Other Design and PM Costs			
9 Relocation/Swing Space Costs			
10 TOTAL SOFT COSTS	\$900,000		

11 OWNER'S PROJECT CONTINGENCY	\$100,000		
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TOTAL PROJECT COST	\$	% Project Cost	\$/GSF
	\$1,000,000		-

Cost Estimate Source (EG Agency, Cost Estimator, A/E, etc.) Comparison to similar projects

Project Image/Illustration (optional)

Note: Complete a separate form for each project

Agency	Department of Education			Schedule	
Project Name	Add solar panels on campus	Cost Estimate	Cost Est. Date	Start Date	Est. Completion
		\$1,200,000	March 2022	June 2025	June 2027
Address/Location	999 Locust St NE Salem, OR	GSF	# Stories	Land Use/Zoning Satisfied	
		-	-	Y	N

Funding Source/s: Show the distribution of dollars by funding source for the full project cost.	General Funds	Lottery	Other	Federal
	\$0	\$0	\$1,200,000	\$0

Description of Agency Business/Master Plan and Project Purpose/Problem to be Corrected

OSD recognizes that it currently uses 1.3 million kw hours a year in energy. This adds to increased carbon emissions across the state. Given that OSD is there to provide services to students across the state, it is important that OSD do what it can to reduce its impact on the climate. To that end OSD would like to install a solar system to reduce its energy consumption, decrease its carbon emissions, and provide an opportunity for students to learn about solar power.

Project Scope and Alternates Considered

The scope of this project includes all equipment to install an approximately 350,000 kW solar array on OSD's roofs. This includes any additional equipment necessary to complete the installation. Other sizes of solar arrays were considered, but this array seems like the best array for an initial installation.

Project Budget Estimate - Escalate to the mid-point of construction. Use 4.5% Annual Escalation.

DIRECT CONSTRUCTION COSTS	\$	% Project Cost	\$/GSF
1 Building Cost Estimate	\$900,000		
2 Site Cost Estimate (20 Ft beyond building footprint)			
3 TOTAL DIRECT CONSTRUCTION COSTS			

INDIRECT CONSTRUCTION COSTS	\$	% Project Cost	\$/GSF
4 Owner Equipment / Furnishings / Special Systems			
5 Construction Related Permits & Fees			
6 Other Indirect Construction Costs Including 1% Art, 1.5% Renewable Energy and other state requirements			
7 Architectural, Engineering Consultants	\$200,000		
8 Other Design and PM Costs			
9 Relocation/Swing Space Costs			
10 TOTAL SOFT COSTS			

11 OWNER'S PROJECT CONTINGENCY	\$100,000		
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TOTAL PROJECT COST	\$	% Project Cost	\$/GSF
	\$1,200,000		-

Cost Estimate Source (EG Agency, Cost Estimator, A/E, etc.) Vendor estimate

Project Image/Illustration (optional)

Facility Plan - 10 Year Space Needs Summary Report
2023-25 Biennium

Agency Name Department of Education

Note: List each project/lease or disposal separately.

Proposed New Construction or Acquisition - Complete for 5 Biennia

Biennium	Agency Priority	Concept/Project Name	Description	GSF	Position Count ¹	General Fund	Other Funds	Lottery Funds	Federal Funds	Estimated Cost/Total Funds
2023-25		None								
2025-27		Student Theater	New student theater building	5,300	0		\$ 6,500,000.00			
2027-29		None								
2029-31		None								
2031-33		None								

Proposed Lease Changes over 10,000 RSF - Complete for 3 Biennia

Biennium	Location	Description/Use	Term in Years	Total RSF ² +/- (added or eliminated)	USF ³	Position Count ¹	Biennial \$ Rent/RSF ²	Biennial \$ O&M ⁴ /RSF ² not included in base rent payment	Total Cost/Biennium
	None			A	B	C	D	E	(D+E) * A

Proposed Lease Changes over 10,000 RSF - Complete for 3 Biennia

Biennium	Location	Description/Use	Term in Years	Total RSF ² +/- (added or eliminated)	USF ³	Position Count ¹	Biennial \$ Rent/RSF ²	Biennial \$ O&M ⁴ /RSF ² not included in base rent payment	Total Cost/Biennium
	None			A	B	C	D	E	(D+E) * A

Planned Disposal of Owned Facility

Biennium	Facility Name	Description
	None	

Definitions

Occupant Position Count (PC)	1	Estimated Position Count assigned to (home location) each building or lease as applicable
RSF	2	Rentable SF per BOMA definition. The total usable area plus a pro-rated allocation of the floor and building common areas within a building.
USF	3	Usable Square Feet per BOMA definition for office/administrative uses. Area of a floor occupiable by a tenant where personnel or furniture are normally housed plus building amenity areas that are convertible to occupant area and not required by code or for the operations of a building. If not known, estimate the percentage.
O&M	4	Total Operations and Maintenance Costs for facilities including all maintenance, utilities and janitorial

- 1 The workbook integrates the facility portion of the Agency Budget Submission with the Capital Project Advisory Board Submission.
- 2 The definitions for budget priorities are the same in both documents.
- 2a Note: Priority # 4 has changed from Recommended Improvements to Seismic and Natural Hazard Remediation. Add your remediation estimates by building, if your agency has conducted this analysis. For agencies participating in the Facility Conditions Assessment Program, this assessment will be provided.
- 2b Priority #5 has changed from New Code Requirements/Standards to Modernization. This category combines the former #4 Recommended Improvements, and the former #5, New Code priority categories. It expands the definition to include replacement of facilities. See definition in the budget instructions and those included in the relevant forms.
- 3 **Begin the workbook with the last 3 CPAB tabs.** This data feeds much of the remaining workbook. These will be reviewed by CPAB only. If your agency has migrated to iPlan, the blue columns will come directly from the iPlan CPAB reports. If your agency has not migrated to iPlan, please self-report your information.
- 3a **CPAB Current Priority 1-4** is for current needs as of April 2022 to align with the PICS reporting budget instructions.
- 3b **CPAB 10 Year Priority 1-4** gives your agency the opportunity to give the 10 year projected needs for your building portfolio.
- 3c **CPAB Priority 5** are not generally part of an FCA, rather they are needs that are driven by program and function. New buildings and major building refresh/renovations would generally be included in priority #5.
- 4 The remaining tabs replace former Budget Submission Forms. These will also be submitted to CPAB.
- 4a **Facilities Maintenance/Construction Narrative 107BF02** has 3 question prompts useful for the CPAB and Budget Submission. Expand as needed, but short clear narratives are welcomed. The blank form 107BF02 can still be used as desired by the agency.
- 4b **Facility Summary Report 107BF16a**
The measure that this form seeks to understand is your space utilization. Does the agency have enough space for your operations? For agencies that predominantly have office and admin facilities, the metric for office/admin space is USF/PC. For agencies that have other types of facilities, such as hospital, housing, detention facilities, maintenance facilities, etc., use the appropriate measure for its business model.
- 4c **Facility O&M/DM Report 107BF16b**
This measures this form seeks to understand
 - 1) the your costs to run your facilities (O&M\$/GSF), and
 - 2) the facility condition and needs (facility condition index = Need/CRV). It is the opportunity to advocate for investment across your portfolio by showing how investment (funding requested) will improve the overall condition of your facilities by lowering the FCI % over time. This data comes from the CPAB tabs.
- 4d **Major Construction/Acquisition Project Narrative 107BF11**
This form adds prompts for the need of the facility, the scope of work and alternates considered. Expand as needed, but short clear narratives including bullets are welcomed.
This form adds a high level project budget. Escalate to the midpoint of construction.
- 4e **Major Construction/ Acquisition 10 Year Plan 107BF13**
This form combines the original Budget Form and the CPAB information for leases and disposals. Add as needed.
Note: This requests 10 years of information per EO 12-17. If plans for out years is absent, insert "TBD"