



Section 8

**Capital Improvement Program (CIP)**  
**Facilities Maintenance**  
**Deferred Maintenance**  
**Leased Facilities**

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## What is a CIP Project?

- NEVER : Carpet/painting/drapery projects.
- ALWAYS : Roofing replacement, ADA, fire and life safety, paving, environmental or structural projects.
  - Other projects with construction cost estimates greater than \$100,000.



# *IS* a CIP Project





# ***IS NOT* a CIP Project**





# CIP Application Overview

- Download the Project Application Worksheet from State Public Works Division (SPWD) website at [www.SPWB.state.nv.us](http://www.SPWB.state.nv.us).
- Contact the appropriate SPWD project manager for assistance in preparing your application.
- The deadline for submitting the web-based application form on the SPWD website is April 2, 2014.
- Plan to present your project to the SPWD on August 26 – 27, 2014.



# The Application

- Basic information – project name, project description, location, requesting agency, contact person, etc.
- Priority rank within requesting department
- Justification
- Programming
- Site analysis
- Preliminary cost estimate and funding sources
- Proposed schedule



## Results of an incomplete and confusing CIP application



# Project Justification

## Required for all projects

- Health, safety and legal issues
- What is driving the need for your project
- Ramifications if project is not approved





# Programming

**Required for new construction,  
remodels and additions only**

- Square footage
- Staff count
- Occupancy type
- Special facilities
- Furniture, fixtures & equipment



# Project Schedule

## Required for all projects

- What is the latest date this project could be completed without disrupting your program and why?



# Approval Process

- Management review with each agency in late July
- August 26 – 27, 2014 - Agency presentation to State Public Works Board (SPWB)
- September 2014 – SPWD Administrator’s recommendations to SPWB
- October 1, 2014 – SPWB recommendations to the Governor
- January 2015 – Executive budget submitted to Legislature
- February – April 2015 – Legislative hearings



# How do I Develop a Maintenance Project Request?

- Facility Condition Analysis Reports
  - Estimates for Facility Maintenance and Deferred Maintenance are planning level estimates only
  - These estimates do not include soft costs (Permitting, Design Fees, Contingency, etc.)
  - These planning level estimates should be substantiated with additional due diligence prior to making budget requests

~OR~

- Deferred Maintenance [website pull down menu]
  - see [www.SPWB.state.nv.us](http://www.SPWB.state.nv.us) for further guidance



## Leased Facilities

- Reminders – what we do and what we need from you
- Common issues to avoid
- New services we offer



## Remember to:

- Include scheduled, contractual rent increases that coincide with your lease as adjustments to base. The log of all leases statewide can be found at:  
[http://www.bandg.state.nv.us/leased\\_properties.xls](http://www.bandg.state.nv.us/leased_properties.xls)
  - *Watch for our report that will assist you with this task 😊*
- If your lease is expiring, check holdover rent increase language
  - *Again, there will be a report for that!*
- Estimate rent rate increases if your lease is renewing
  - *We can help with that too!*



## **Items to Consider as you estimate facility needs:**

- New staff will need new space – refer to our “Space Justification Form” for statewide norms
- Existing office equipment & furniture may not work in new space
- Moving Costs – if relocating or asking for a major remodel (sometimes for new furniture)
- Telephone & data costs for relocations and additional staff (installation AND ongoing)



## New this biennium

- Complete a space request when you budget for a new facility, an expansion or a renewal of an expiring lease. This allows us to forecast leasing activity for the biennium
- You will be receiving 2 reports from us:
  - 1) Contractual lease payments for the biennium (to confirm your information)
  - 2) Expiring leases for the biennium with *estimated* market rates for the facility location and type





## New this biennium - continued

- Earlier lease assessments to avoid the end of year rush
- Remodels, expansions, reconfigurations of leased facilities **MUST** be done through SPWD
  - Policy and request form can be found at <http://www.bandg.state.nv.us/leasing1.htm>



## Contact Information

- Website – for forms and other information  
<http://www.bandg.state.nv.us/leasing1.htm>
- Leasing Services Main number:  
– 684-1815



**QUESTIONS?**

**[budget@admin.nv.gov](mailto:budget@admin.nv.gov)**