

- Draft unsigned checklist (consultation phase)
- Final signed checklist (Chancellor has attested prior to submitting to UCOP)

## DELEGATED-AUTHORITY PROJECT: CERTIFICATION CHECKLIST MAJOR CAPITAL IMPROVEMENTS, UNIVERSITY OF CALIFORNIA

1. GENERAL PROJECT INFORMATION	
<b>a. Campus:</b>	[Enter campus.]
<b>b. Project Name:</b>	[Enter name.]
<b>c. Project Number:</b>	[Enter number.]
<b>d. Project Budget:</b>	[Enter cost.]
<b>e. Proposed Approvals and Supporting Actions:</b> (check all that apply)	<input type="checkbox"/> Budget (applies to Non-State projects only) <input type="checkbox"/> External Financing (complete <i>Attachment 2, Summary of Financial Feasibility</i> ) <input type="checkbox"/> Design (refer to: Regents Policy 8102: <i>Policy on Approval of Design, Long Range Development Plans, and the Administration of the California Environmental Quality Act</i> ) <input type="checkbox"/> Supporting CEQA action (complete <i>Attachment 1, CEQA Compliance Submittal Documentation</i> )
<b>f. Chancellor's Action Item</b>	<input type="checkbox"/> Unsigned draft attached
<b>g. UC Approvals Chancellor-Delegated Actions: Past &amp; Future</b>	<input type="checkbox"/> Chancellor approval of "P" item: [Enter date.] <input type="checkbox"/> List dates of other past actions and timing of future delegated actions necessary to fully implement the project
<b>h. Other UC Approvals: Past &amp; Future</b>	[List dates of past actions and timing of future UC approvals necessary to fully implement the project (e.g. ground lease, donor/gift agreements, LRDP Amendment, etc.)]
Attach documentation that demonstrates the: <ul style="list-style-type: none"> <li style="width: 50%;">• Need being addressed</li> <li style="width: 50%;">• Program description and justification</li> <li style="width: 50%;">• Project scope</li> <li style="width: 50%;">• Capital Improvement Budget (CIB)</li> <li style="width: 50%;">• Schedule</li> <li style="width: 50%;">• Planning and review process</li> </ul>	

2. CONSISTENCY WITH CAMPUS PLANS <small>Campus shall retain, in project files, the specific documentation that was relied upon in the Chancellor's determination that the project is consistent with referenced Campus Plans.</small>	
<b>a. Capital Financial Plan:</b>	
<input type="checkbox"/> The proposed project is consistent with the [date] <b>Capital Financial Plan</b> (CFP) accepted by the Regents in [Month/Year].	
<b>ACCEPTED CFP</b>	<b>PROPOSED PROJECT</b>
<b>ASF:</b> [CFP ASF]	[Current ASF]
<b>GSF:</b> [CFP GSF]	[Current GSF]
<b>Budget:</b> [CFP Budget]	[Current Budget]
[Briefly demonstrate consistency.]	
<input type="checkbox"/> The proposed project's funding plan does not alter the financial feasibility of the accepted <b>Capital Financial Plan</b> .	

**2. CONSISTENCY WITH CAMPUS PLANS** *Campus shall retain, in project files, the specific documentation that was relied upon in the Chancellor's determination that the project is consistent with referenced Campus Plans.*

**b. Physical Design Framework** (check one, and demonstrate consistency):

- The proposed project is consistent with applicable planning and design guidelines, and campus review processes, in the **Physical Design Framework (PhDF)** accepted by the Regents in [date]. [Demonstrate consistency with the PhDF by briefly listing its relevant requirements and state how the project conforms to them. Attach design graphics used in design review and relied on by the Chancellor for design approval.]
- Consistency with the **Physical Design Framework** is not relevant to this submittal because the current Proposed Approvals do not include design approval.

**c. Long Range Development Plan** (check one, and demonstrate consistency):

- The proposed project is consistent with the applicable land use designation of [enter designation] in the [title/date] **Long Range Development Plan** approved by the Regents in [date].
- The proposed project is not consistent with the applicable land use designation in the [title/date] **Long Range Development Plan** (LRDP). [Projects that require an LRDP amendment are not eligible to be processed as a Delegated-Authority project.]

**3. CONSISTENCY WITH CEQA AND UNIVERSITY/REGENTAL POLICIES**

**a. California Environmental Quality Act (CEQA):**

- The proposed action is subject to the CEQA. *Attachment 1, CEQA Compliance Submittal Documentation* is completed.
- The proposed action is not subject to the CEQA. [Briefly explain why action is not subject to CEQA. Delegated budget actions are not subject to CEQA.]

**b. Business Case Analysis:**

- Chancellor or Sole Designated Official approved: [Enter date.]
- Not applicable because the project budget is under \$10 million and/or is an infrastructure project.

**c. Independent Design and Cost Review of Building Plans:**

- Complies. Date of Design Review: [Enter date.]
- Not applicable—budget action only. [Briefly demonstrate consistency.]

**d. Sustainable Practices:**

- LEED™ applies. Target LEED™ Level: [Enter Level.]
- Not applicable. Waiver requested: [Enter date.]

**e. Independent Seismic Review of Capital Projects:**

- Project will have an independent seismic review.
- Not applicable—no structural work.

**f. Value Engineering:**

- Complies. SD review date: [Enter date.]
- Not applicable—budget action only

**g. University Controlled Insurance Program (UCIP):**

- This project is subject to and will comply with the UCIP program.
- Not applicable. Estimated construction budget is: [Enter budget.]

**h. Do other policies apply?**

- Yes—explained in an attachment to this Checklist
- No.

**i. Special Interest:**

**3. CONSISTENCY WITH CEQA AND UNIVERSITY/REGENTAL POLICIES**

The campus believes that the proposed project  does not  may involve issues of special interest such as budget matters, fundraising activities, environmental impacts, community concerns, or other reasons that may merit review by the Regents.

**4. EXTERNAL FINANCING AND/OR STANDBY/INTERIM FINANCING (check all that apply)**

- a.  Project has external financing previously approved: [Enter date and approving office.]
- b. Project has proposed financing:
  - External financing, *Attachment 2: Summary and Section I* are completed.
  - Standby/Interim financing, *Attachment 2: Summary, Sections 2 and 3* are completed.
- c.  Updated Debt Affordability Model is attached or was provided to Capital Markets Finance on [Enter date].
- d.  Drawdown schedule for all financing (external, standby/interim) is attached.
- e.  After the financing (external, standby/interim) has been approved, the campus/medical center will submit the *Schedule A* or the *Declaration of Official Intent to Reimburse Certain Expenditures from Proceeds of Taxable or Tax-Exempt Indebtedness* to Capital Markets Finance.

**RESPONSIBLE CAMPUS OFFICER AFFIRMATION:**

*As the Chancellor or the single Chancellor-designee who has been delegated authority to execute this Certification Checklist, I have determined, based on reasonable due diligence, and hereby affirm that: the project named in this document is consistent with the applicable Campus Plans as identified in Section 2 and otherwise meets the criteria for a delegated-authority project under the guidelines for the Pilot phase of the Delegated Process for Capital Improvement Projects; the project adheres to all applicable laws, regulations, and University of California policies including, when applicable, the California Environmental Quality Act; and to the best of my knowledge, the documentation and representations in the attachments are true and correct.*

\_\_\_\_\_  
Chancellor [Enter name with original signature above.]

\_\_\_\_\_  
date

\_\_\_\_\_  
Sole Designated Official per Chancellor’s letter dated [mm/dd/yy]

[Enter name with original signature above.]

\_\_\_\_\_  
date

**DELEGATED-AUTHORITY PROJECT: CERTIFICATION CHECKLIST**  
**REQUIRED REVIEWS**

<b>Campus:</b>	[Enter campus.]
<b>Project Name:</b>	[Enter name.]
<b>Project Number:</b>	[Enter number.]

**GENERAL COUNSEL – CEQA**

Check one:

- Refer to separate, privileged communication from Office of General Counsel.
- Not applicable.

**CAPITAL MARKETS FINANCE**

Check one:

- Review of external financing is complete.
- Not applicable for the proposed action(s). (Sign-off by Capital Markets Finance is not required.)

\_\_\_\_\_ date

Associate Vice President, Finance

**EXECUTIVE VICE PRESIDENT-CHIEF FINANCIAL OFFICER<sup>1</sup>**

Check one:

- No Regental review is required.
- Regental Review is required.

\_\_\_\_\_ date

Executive Vice President-Chief Financial Officer

<sup>1</sup> For additional information, refer to Capital Program’s Staff Report of Findings.

**DELEGATED-AUTHORITY PROJECT: CERTIFICATION CHECKLIST**  
**ATTACHMENT 1: CEQA COMPLIANCE SUBMITTAL DOCUMENTATION**

Attachment 1  is/ is not applicable and is not provided at this time

<b>Campus:</b>	[Enter campus.]
<b>Project Name:</b>	[Enter name.]
<b>Project Number:</b>	[Enter number.]

CHECKLIST ITEMS	SUBMITTAL PACKAGE CONTENTS (check all that apply)
<b>1. Project Description</b>	<u>Documentation</u> (cite document and page numbers for each of these items) <input type="checkbox"/> Location: Provide Map. [page # or N/A] <input type="checkbox"/> Square Footage: Provide GSF. [page # or N/A] <input type="checkbox"/> Project use: Describe project facilities and associated activities in project. [page # or N/A] (e.g. surge buildings, utility extensions, relocation of existing occupants, demolition)
<b>2. Does the project require discretionary approval(s) from a CEQA responsible agency?</b> (check one) <input type="checkbox"/> <b>Yes</b> → <input type="checkbox"/> <b>No</b> (proceed to #3)	<u>Documentation, if applicable</u> (cite page numbers for each of these items) <input type="checkbox"/> Provide list of Responsible Agency approval(s) required. [page # or N/A] (e.g., California Coastal Commission, U.S. Army Corps of Engineers, CalFire, California Department of Fish & Wildlife, U.S. Fish & Wildlife Service, etc.) <input type="checkbox"/> Indicate status of application(s). [page # or N/A] <input type="checkbox"/> Indicate anticipated timing of Responsible Agency approval. [page # or N/A]
<b>3. CEQA Compliance Documentation is attached.</b>	<u>Documentation</u> (check all applicable boxes, electronically attach all applicable documents, and cite page numbers as appropriate) <input type="checkbox"/> EIC form signed by UCOP <input type="checkbox"/> All CEQA notices for the project. (e.g., NOP, NOA, NOC, and draft NOD or draft NOE) <input type="checkbox"/> Draft public notification of the pending delegated approval. <sup>2</sup> [attach or refer to website] <input type="checkbox"/> LRDP conformance analysis within CEQA documentation. [page # or N/A] <input type="checkbox"/> Final environmental documentation (including public drafts and RTC if applicable): <input type="checkbox"/> FEIR: [title, SCH#, and date] <input type="checkbox"/> MND/ND: [title, SCH#, and date] <input type="checkbox"/> Addendum: [cite date of addendum, and identify previously certified EIR or adopted MND/ND by title, SCH#, and date] <input type="checkbox"/> Tiered documentation reference: [title, SCH#, and date certified] <input type="checkbox"/> Documentation of Categorical Exemption <sup>3</sup> <input type="checkbox"/> Public scoping meeting date for EIRs: [date or N/A] <input type="checkbox"/> Public hearing date for EIRs: [date or N/A] <input type="checkbox"/> Mitigation Monitoring & Reporting Program (MMRP) [Page # or N/A] <input type="checkbox"/> Findings [attached or N/A]

<sup>2</sup> The campus is required to provide public notice of the proposed delegated approval of the project and the availability of the final environmental documents, and must post the environmental documents on its website, at least 15 days in advance of the action to approve the project.

<sup>3</sup> "Documentation of Categorical Exemption" is where campus planning records the project description and demonstrates why the project qualifies for the exemption. "Documentation of Categorical Exemption" should always include the EIC plus explanatory text in the approval item's environmental summary section, and may also need to include a "Memo to the File".



CAMPUS FINANCING BENCHMARKS		
Measure	10 Year Projections	Approval Threshold
Debt Service to Operations	% (max) 20xx (yr)	6.0%
Debt Service Coverage	x (min) 20xx (yr)	1.75x
Expendable Resources to Debt	n/a	1.00x

**SECTION II. Standby Financed Projects (if applicable)**

Approval for Standby and Interim financing is sought in order to bridge the timing difference between project expenditures and receipt of gift or other specified funds.

A summary of the gift campaign is provided below along with a schedule of anticipated gifts and repayment of the financing for the project. Campus will be providing periodic status reports on the gift campaign and collection.

CAMPAIGN SUMMARY	
Cash on Hand	\$
Pledged Gifts	\$
Secondary Repayment Source for Pledged Gifts	
Uncollected Pledge Percentage (%)*	X%
Additional Gifts To be Raised	\$
Total Approved Gift Campaign	\$
Term of Standby Request	

\* Percentage of pledges to the campus which have not been made on schedule over the last ten years. Applicable gift revenue is discounted by this percentage in the Debt Affordability Model which is included in the ratios on the Summary of Financial Feasibility.

FUND SOURCE SUMMARY	
Fund Type	\$
Secondary Source of Repayment	\$
Term of Standby Request	

\*Box above is to be used for standby financing request that is not gift related. Backup information should be provided to Capital Markets Finance on Fund Type.

**SECTION III. Interim Financed Projects (if applicable)**

Interim financing needs to demonstrate a backup repayment source and reflect the appropriate metrics in the campus debt affordability model in either a conversion of interim financing to long-term external financing or assuming that the financing is paid off in a maximum 7-year period with level amortization. The Debt Affordability Model results on the following page will either include the impact of a potential long-term external financing of the Interim financed project or under a 7-year period with level amortization using the assumptions listed on the following page. At project completion, the campus will return for external financing approval if requesting external financing. The gift/other fund source fall short.

**FINANCING ASSUMPTIONS FOR  
CONVERSION OF INTERIM FINANCING TO LONG-TERM EXTERNAL FINANCING**

Anticipated Repayment Source	General Revenues of the [ ] campus
Anticipated Fund Source	
Financial Feasibility Rate	6.00%
First Year of Principal	20XX
Final Maturity (e.g. 20xx)	20XX
Term (e.g. 30 years)	XX years
Estimated Average Annual Debt Service	\$

The metrics used to determine financing feasibility are defined below:

<b>Measure</b>	<b>Definition</b>
<i>Debt Service to Operations (%)</i>	$\frac{\text{Annual Debt Service}}{\text{Total Operating Expenses}}$
<i>Debt Service Coverage (x)</i>	$\frac{\text{Operating Income} + \text{Depreciation} + \text{Interest}}{\text{Annual Debt Service}}$
<i>Expendable Resources to Debt (x)</i>	$\frac{\text{Expendable Financial Resources (unrestricted net assets + temporarily restricted net assets - net investment in plant)}}{\text{Total Debt Outstanding}}$