



State of Oregon | Department of Administrative Services  
Statewide Facility Planning Process Manual

2025-27 Biennium

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## Introduction

State agencies own and maintain over 5,000 facilities, comprising 23 million gross square feet (GSF), with a value of roughly \$8.3 billion (2022). Agencies operate in every corner of the state, with the highest concentration in the Salem area. State facilities cover a vast range of uses, from major office buildings (such as the 250,000 GSF Portland State Office Building) to minor support facilities perched atop mountains and alongside highways.

Protecting the integrity of state facility assets requires proper management. Facility managers must continuously evaluate their facility needs and determine a course of action using available agency resources. In essence, agencies must develop plans for how to strategically maintain their facilities over time.

## Purpose

Statewide facility planning establishes an important nexus between agency-level facility operations and maintenance, long-range strategic planning, and the capital budgeting process. This nexus is codified in ORS 276.227, enabling a Statewide Facility Planning Process (SFPP) which guides agency facility planning and investment decisions according to best practices in facility stewardship and seeks to ensure state facilities are measurably efficient, effective, and affordable.

The Department of Administrative Services (DAS) is charged with administering the SFPP, requiring all facility-owning agencies to develop and report their agency facility plans each biennium. The SFPP “evaluates the needs of the state’s facilities, provides comparative information on the condition of the state’s facilities, establishes guidelines and standards for acquiring, managing and maintaining state facilities and provides financing and budgeting strategies to allocate resources to facilities’ needs.” (ORS 276.227)

## Agency Facility Planning

Statewide facility planning is a multidimensional enterprise that employs industry best practices and strategic planning principles to identify facility-related interventions to best serve the agency and the state. Agency facility plans (AFP) stratify short and long-term objectives and specify actions that can range from routine maintenance to entire facility replacement; from minor interior remodels to major construction projects.

While AFPs serve a fundamental purpose in the SFPP, they are primarily oriented toward estimating financial liabilities related to facility operations and maintenance, particularly for the proceeding biennium. Facilities are costly to adequately maintain and can significantly impact an agency’s operations and maintenance budget. Each agency has their individual approach to operating and maintaining their facilities; the state does not have centralized facility management. While DAS has made strides in the past several biennia to unify an approach through Facility Condition Assessments (FCAs), maintaining this “statewide view” has proven to be challenging. AFPs not only provide DAS and the Legislature reasonable insight into agency maintenance costs, but also report key performance indicators, such as effectiveness, efficiency, and affordability that speak to the quality and consistency of state asset protection and

stewardship. This is crucial, as the Legislature has prioritized reducing the state’s backlog of deferred maintenance— that is, capital renewal not completed as scheduled that has escalated in cost, and potential liability, over time.

## SFPP Administration

Statewide facility planning is administered through the Enterprise Asset Management (EAM) division at DAS. In coordination with the Budget and Management (BAM) section of the Chief Financial Office (CFO), the SFPP provides critical review of agency facility plans and capital construction project requests in advance of the Statewide Budget Process. The SFPP is “*a means of evaluating whether state facilities are planned, financed, acquired, constructed, managed, and maintained in a manner that maximizes and protects the investment*” (OAR 125-125-150).

As part of this process, subject agencies prepare biennial AFPs that outline current biennial facility maintenance and space needs for inclusion in the Agency Request Budget (ARB). The reported needs address deferred maintenance, capital renewal, and major facility upgrades, such as natural hazard mitigation and facility modernization. In addition to current needs, agencies plans must provide up to 10-years of future maintenance and space needs, to the extent such information is available for planning purposes.

Prior to submitting an ARB, subject agencies are required to present their AFPs to the Capital Projects Advisory Board (CPAB) for public review and recommendation in accordance with ORS 276.227(3)(a) and OAR 125-125-250.

## Process Overview

In accordance with ORS 276.227 and OAR 125-125-0150, the Capital Projects Advisory Board (CPAB), with the assistance of Department of Administrative Services (Department/DAS) staff, provides the DAS Director with advisory information and recommendations in support of the Governor's Recommended Budget (GRB) development.

The State of Oregon has a decentralized facility planning process. Each agency is responsible for planning and identifying needs to properly maintain their facilities. In accordance with ORS 276.227(3) and OAR 125-125-0150, subject agencies must submit agency facility plans (AFP) to the DAS each biennium as part of the Statewide Facility Planning Process (SFPP). The SFPP is intended as a common framework for evaluating agency capital funding requests to best protect state's capital assets; ensure rational, data-driven investment decisions; and provide facilities that help deliver responsive government services.

Agency facility plans must be presented to CPAB prior to submitting capital funding requests as part of the biennial statewide budget development process. In practice, DAS coordinates a CPAB presentation schedule for each agency, generally occurring during a monthly CPAB meeting from April to July in the even-numbered year preceding the biennial legislative session.

In addition, agencies with qualifying major construction/acquisition projects must present project proposals to the Capitol Planning Commission (CPC), in accordance with OAR 125-125-0250(5) to ensure projects comply with existing capitol area plans.

## Authority

For Oregon Revised Statutes (ORS), see [ORS 276.227](#);

For Oregon Administrative Rules (OAR), see [OAR 125-125](#).

## Roles and Responsibilities

- **Subject Agency** – Agencies, as defined by OAR 125-125-0150(2); prepares AFPs for review in accordance with procedures outlined in OAR 125-125-0250.
- **DAS Staff** – Administers the Statewide Facility Planning Process; coordinates and documents SFPP compliance.
- **Capital Projects Advisory Board (CPAB)** – Reviews AFPs and qualifying capital projects in accordance with OAR 125-125-0300
- **Capitol Planning Commission (CPC)** – Reviews agency project proposals for area plan compliance in accordance with OAR 125-125-0350

# Definitions

## Acronyms

- **AFP** – Agency Facility Plan
- **ARB** – Agency Request Budget
- **BAM** – Budget and Management, a section of the CFO
- **CFP** – Capital Finance, a section of the CFO
- **CFO** – Chief Financial Office, a division of DAS
- **CPAB** – Capital Projects Advisory Board/Board
- **CPC** – Capitol Planning Commission/Commission
- **DAS** – Department of Administrative Services
- **EAM** – Enterprise Asset Management, a division of DAS
- **FCA** – Facility Condition Assessment
- **GRB** – Governor’s Recommended Budget
- **GSF** – Gross Square Feet/Footage
- **LSF** – Leased Square Footage
- **OAM** – Oregon Accounting Manual
- **OAR** – Oregon Administrative Rule
- **ORS** – Oregon Revised Statute
- **OSB** – Oregon Sustainability Board
- **PLAC** – Public Lands Advisory Committee
- **POP** – Policy Option Package
- **SFPP** – Statewide Facility Planning Process
- **USF** – Usable Square Footage

## Terminology

- **Agency** – any state officer, board, commission or department, or any division thereof, authorized by law to engage in capital construction or improvement projects in the area described by ORS 276.054.
- **Agency Facility Plan** – a long-range maintenance and management plan for facilities described under ORS 276.227(3)(b).

- **Area Plan** – a plan setting policies and standards to guide development of a specific geographical area described by ORS 276.054.
- **Biennial Leasing Plan** – a summary of all continuing leases or changes in leasing activity proposed for the coming biennium. This will summarize agency leasing activities or requests and provide a context for individual leasing plans.
- **Board** – the Capital Projects Advisory Board (CPAB) appointed under ORS 276.227(3)(a), which is advisory to the Director of the Department.
- **Building Maintenance Plan** – a plan to be completed by a State Agency that owns a building valued at \$1,000,000 or greater.
- **Capitol Area** – the geographical area described by ORS 276.054.
- **Capital Construction** – expenditures related to construction or remodeling of physical facilities with a project cost of \$1,000,000 or more.
- **Capital Renewal** – The repair and replacement of facility assets to ensure continued functionality. Capital renewal planning generally follows a replacement schedule based on an asset’s remaining useful life.
- **Commission** – the Capitol Planning Commission (CPC) appointed under ORS 276.055.
- **Construction Project Plan** – a plan to be completed for all Major Construction or Acquisition Projects a state agency is anticipating within the next three biennia which is either new construction or adds area to or renovates an existing facility.
- **Current Replacement Value (CRV)** – The calculated cost to reconstruct a facility in kind given material costs and market conditions. CRV is escalated each fiscal year to match inflation.
- **Deferred Maintenance** – Capital renewal that has gone unaddressed (as scheduled). Deferred maintenance is the result of unfunded capital renewal.
- **Department** – the Department of Administrative Services.
- **Director** – the Director of the Department of Administrative Services.
- **Facility Condition Index (FCI)** – An industry standard snapshot of facility health. Expressed as a percentage, FCI is the quotient derived of from dividing a facility’s maintenance needs (capital renewal + deferred maintenance) by its current replacement value (CRV), as follows:

$$FCI = \frac{Capital\ Renewal\ (CR) + Deferred\ Maintenance\ (DM)}{Current\ Replacement\ Value\ (CRV)}$$

- **FCI: As-Planned** – The resulting FCI with an agency’s facility plan fully funded.
- **FCI: Current (Fiscal Year)** – The FCI based on combined 2024-2027 cost estimates.



- **FCI: 10-Year (Fiscal Year)** – The FCI in 2034 if maintenance needs are unfunded.
- **Leasing Project** – a proposed new lease, business case and cost benefit analysis completed by state agencies that lease or plan to lease a site with 10,000 or more square feet of conditioned space for a term of ten years or more.
- **Major Construction or Acquisition Project** – any capital construction project or acquisition with an anticipated cost of \$1,000,000 or greater.
- **Major Facilities** – State Agency Facilities valued at \$1,000,000 or greater or comprising 10,000 or more gross square feet.
- **Minor Facilities** – State Agency Facilities valued less than \$1,000,000.
- **Modernization** – 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).
- **Priority Maintenance Needs** – The combined deferred maintenance and capital renewal needs classified by urgency (Priorities 1-3).
- **Project** – expenditures for capital construction or for capital improvement and adoption or approval of area plans in the area described by ORS 276.054.
- **Space Needs Plan** – a plan to be completed by state agencies that own or plan to build or buy a building with 10,000 or more square feet; lease or plan to lease a site with 10,000 or more square feet of conditioned space for a term of ten years or more; plan to seek any Legislative or Emergency Board approval for a major construction, acquisition or leasing project; or plan to seek planning funds for a project with an anticipated cost of \$1,000,000 or greater over the next three biennia. The Space Needs Plan includes the Biennial Leasing Plan.
- **State Agency** – any agency subject to this rule as outlined in OAR 125-125-0150(2).
- **State Agency Facilities** – state-owned, agency-maintained facilities as defined by ORS 276.210 and ORS 276.280(2).
- **State Facility Inventory** – a centralized facilities database established under ORS 276.227(4).
- **Statewide Facilities Planning Process Manual** – a facility budget planning and reporting manual described in OAR 125-125-0150(4).
- **Statewide Facilities Program** – a program of the Department of Administrative Services that implements OAR 125-125-0050 to 125-125-0300.

## AFP Presentation Groups

The Board reviews AFPs and presentations during its scheduled monthly meetings between April and July of the even-numbered year. To accommodate all agency presentations within scheduled meeting times, agencies are assigned to groups of four based (see Table I below) on the size and complexity of their portfolio, with smaller, less complex agencies presenting earlier in the schedule.

**TABLE I – AGENCY PRESENTATION GROUPS**

Agency	Group
Department of Agriculture (ODA)	1
Department of Aviation (ODAv)	1
Department of State Lands (DSL)	1
Oregon Department of Education (ODE)	1
Public Employees Retirement System (PERS)	1
Department of Human Services (DHS)	1
Oregon Department of Veterans Affairs (ODVA)	1
Oregon Employment Department (OED)	1
Oregon Liquor and Cannabis Commission (OLCC)	2
Oregon State Polices (OSP)	2
Department of Public Safety Standards and Training (DPSST)	2
Oregon Department of Forestry (ODF)	2
Oregon Department of Fish and Wildlife (ODFW)	2
Oregon Parks and Recreation Department (OPRD)	2
Oregon State Hospital (OSH)	2
Department of Administrative Services (DAS)	3
Oregon Department of Corrections (ODOC)	3
Oregon Department of Transportation (ODOT)	3
Oregon Military Department (OMD)	3
Oregon Youth Authority (OYA)	3

## Group Submission/Presentation Schedule

Table II provides key dates for submitting materials in advance of the assigned group presentations to CPC and/or CPAB. Agencies are solely responsible for timely delivery of required materials to DAS by the dates outlined below.

**TABLE II – GROUP SUBMISSION/PRESENTATION SCHEDULE BY KEY DATE**

Task	Group	Week	Month	Date
Capitol-area project review materials to DAS EAM	1	21	May	5/23
Capitol-area project review materials/staff report to CPC	1	22	May	5/30
CPC meeting/presentation	1	23	June	6/6
Agency plan materials due to DAS EAM	1	22	May	5/31
SFPP agency compliance memo	1	23	June	6/7
Agency plan materials due to CPAB	1	23	June	6/7
CPAB meeting/presentation	1	24	June	6/14
SFPP plan acceptance memo to agencies	1	25	June	6/21
Capitol-area project review materials to DAS EAM	2	26	June	6/27
Capitol-area project review materials/staff report to CPC	2	27	July	7/3
CPC meeting/presentation	2	28	July	7/11
Agency plan materials due to DAS EAM	2	26	June	6/28
SFPP agency compliance memo	2	27	July	7/5
Agency plan materials due to CPAB	2	27	July	7/5
CPAB meeting/presentation	2	28	July	7/12
SFPP plan acceptance memo to agencies	2	29	July	7/19
Capitol-area project review materials to DAS EAM	3	29	July	7/18
Capitol-area project review materials/staff report to CPC	3	30	July	7/25
CPC meeting/presentation	3	31	August	8/1
Agency plan materials due to DAS EAM	3	30	July	7/26
SFPP agency compliance memo	3	31	August	8/2
Agency plan materials due to CPAB	3	31	August	8/2
CPAB meeting/presentation	3	32	August	8/9
SFPP plan acceptance memo to agencies	3	33	August	8/16

# Agency Procedures

## Procedure for Submitting Agency Facility Plans for Review

In accordance with OAR 125-125-0250, subject agencies must submit and present an AFP to the Board during even-numbered years preceding the next legislative session. Agencies must submit their plans and other required materials in accordance with the **Group Submission/Presentation Schedule** provided in the previous section of the SFPP Manual.

Upon submission, DAS staff will review each AFP for completeness and responsiveness to Board-established plan/project review criteria. DAS staff may return a list of questions to the agency or recommend changes prior to officially accepting the AFP in compliance with the SFPP.

If an agency has project(s) that require review by the Capitol Planning Commission (CPC) as outlined in ORS 276.059, then a supplemental project review proposal shall be prepared and submitted with the other required materials as outlined **Capitol Area Project Review** section of the SFPP Manual. In accordance with 125-125-0350, all capitol area projects must be reviewed for area plan compliance by CPC **prior** to being including in the agency's AFP and ARB.

## Preparing Agency Facility Plans

In accordance with ORS 276.227 and OAR 125-125-0150, the following materials must be submitted by email to DAS staff by the end of business on the date provided in the CPAB plan presentation schedule, or a minimum of two weeks prior to the agency's presentation date.

1. **Agency Facility Plan Workbook**, including the following completed elements:
  - Agency facility inventory, including current and 10-year priority maintenance needs and FCI for all major facilities.
  - 107BF02 (Facility Planning Narrative).
  - 107BF16a (Facility Summary).
  - 107BF16b (Facility Operations and Maintenance/Capital Improvements).
  - 107BF11 (Major Construction/Acquisition Project).
  - 107bf13 (10-Year Space Needs Summary).
2. **Agency Facility Plan Presentation** consisting of all pertinent content elements as described in the **CPAB Presentation Guidelines** provided in the SFPP Manual.
3. **Cover Memo** (presented on agency letterhead) stating the following:
  - What the agency has accomplished with respect to facility stewardship and planning during the 2023-25 biennium.
  - What changes the agency has experienced over this period and their impact on current and future facilities.

- What the agency's 2025-27 facility plan will accomplish.
- A brief description and cost estimate for any major construction/acquisition project.

## Preparing Agency Facility Plan Presentation

### CPAB Presentation Guidelines

The following are Board-recommended guidelines for agencies to follow in preparing a concise, informative, and effective agency facility plan presentation. As always, agency presentations *should...*

- Be as brief as possible—though, this will depend on the agency portfolio size and projects.
- Be submitted/presented in reduced PDF format to ensure compatibility and efficient file size.
- Include photos that visually support the content being presented.

### CPAB Presentation Content Requirements

Agency presentations should clearly and concisely address *how the plan...*

- Supports the agency's overall mission, purpose, and strategic goals.
- Identifies significant factors influencing the agency's facility needs.
- Addresses the agency's long-term needs/capacity.
- Considers alternatives for meeting the agency's needs (particularly major modernization projects).
- Supports effective stewardship of the agency's facilities.
- Identifies/mitigates risks to the agency's facilities.
- Incorporates climate change adaptation strategies where applicable.

In addition, presentations must illustrate the agency's facility stewardship trend by providing their portfolio Facility Condition Index (FCI)<sup>1</sup> for the current year, and previous two consecutive biennia.

### Plan Summarization

CPAB project review The Statewide Facility Planning Process provides a uniform approach to evaluating project funding based on how the project achieves three distinct plan dimensions: Facility Stewardship (*Priorities 1-3*), Resilience/Risk Mitigation (*Priority 4*), and Modernization (*Priority 5*).

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<sup>1</sup> Facility Condition Index (FCI) = Deferred Maintenance + Capital Renewal/Current Replacement Value

## Agency Plan/Priority Summary

Agencies must present a cost summary that clearly addresses Deferred Maintenance (*Priority 1*), Capital Renewal (*Priorities 2/3*), Seismic/Risk (*Priority 4*), and Modernization (*Priority 5*). Modernization (*Priority 5*) should be shown as a net cost (*less Priorities 1-4*) to accurately account for priority-related costs since total Modernization project costs may include Priority 1-4 project work in their scope. This allows agencies to demonstrate how modernization projects can effectively address these other priorities. *Example I* below provides a hypothetical summary of plan costs by priority that should be used in agency plan presentations.

### EXAMPLE I – AGENCY PLAN/PRIORITY 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) <sup>2</sup>	Total
DM/CR	\$20M	\$15M	\$10M	\$0	\$0	\$45M
Resilience/Risk	\$0	\$0	\$0	\$5M	\$0	\$5M
Modernization	\$0	\$0	\$0	\$0	\$40M	\$40M
Total	\$20M	\$15M	\$10M	\$5M	\$40M	\$90M

## Major Construction/Acquisition Projects

Major Construction/Acquisition project costs should be allocated by the funding amount directed toward each of the following plan dimensions: Facility Stewardship (*Priorities 1-3*), Resilience/Risk Mitigation (*Priority 4*), and Modernization (*Priority 5*). A project may address multiple dimensions— for instance, a facility renovation project may eliminate a portion of deferred maintenance and allow for a seismic rehabilitation in one execution. Distributing project costs in this manner provides added transparency and illuminates a project’s effectiveness at addressing multiple funding priorities. *Example II* illustrates a hypothetical project summary that should be included in agency plan presentations for all major construction/acquisition projects<sup>3</sup>.

### EXAMPLE II – MAJOR CONSTRUCTION/ACQUISITION PROJECT SUMMARY

Project Name <sup>4</sup>	Total Cost <sup>5</sup>	DM/CR <sup>6</sup>	Resilience <sup>7</sup>	Modernization <sup>8</sup>	Phase <sup>9</sup>
Office Building Remodel	\$50M	\$10M	\$5M	\$35M	Planning/Design
New Headquarters	\$75M	\$25M	\$25M	\$25M	Construction

## CPAB Review

Following an initial review by DAS staff, agencies must present their AFPs to the Board to ensure compliance with the criteria established in the SFPP Manual. Agency presentation dates are provided Group Submission/Presentation Schedule in the SFPP Manual. During an agency

<sup>2</sup> Priority 5, less project-related Priority 1-4 costs

<sup>3</sup> Projects \$1M and greater in total cost (see 2025-27 Budget Instructions for additional information)

<sup>4</sup> Project name must reflect those listed in the “Modernization” project summary tab. A project may address numerous actions that combine to equal the total cost.

<sup>5</sup> Total cost is the requested total project cost (*Priorities 1-4, Net Priority 5*).

<sup>6</sup> Subtotal of all Priorities 1-3 actions that comprise the total project cost.

<sup>7</sup> Subtotal of all Priority 5 actions that comprise the total project cost.

<sup>8</sup> Subtotal of “net” modernization costs (*Total Cost, less Priorities 1-4*)

<sup>9</sup> Current project phase (*Phase I – Planning/Design or Phase II – Construction*)

presentation, the Board may pose further questions to the agency or determine if additional action is required and postpone acceptance or comment on the plans. The Board may elect to review Major Construction or Acquisition, or Leasing Projects, as necessary, or as requested by the Department or Director. Generally, review of these project will occur during a separate Board meeting. To gain Board acceptance, project subject to Board review must clearly address **Capital Project Review** criteria stated in the SFPP Manual.

In accordance with OAR 125-125-0300(4), a subject agency may not seek Legislative or Emergency Board approval of projects as defined by 125-125-0150 without first having the project reviewed by the Board.

## Capital Project Review

In accordance with OAR 125-125-0150, agencies submitting plans with **Major Construction or Acquisition Projects**, the Board may request a review of the project proposal to ensure compliance with Capital Project Review criteria outlined in the SFPP Manual. DAS staff will inform the agency in writing of the need to present the proposed project to the Board to gain full plan acceptance prior to submitting the proposal

### Capital Project Review Submission Requirements

For agency capital projects subject to Board review, agencies must submit the following to DAS staff by the dates provided in the **Group Submission/Presentation Schedule** in the SFPP Manual, or as assigned by DAS staff:

1. [Capital Project Review Intake Form](#), including any supporting materials, plans, and documents. For capitol area projects subject to CPC review under OAR 125-125-0350, an agency must include a statement of compliance from the Commission or DAS staff upon their review.
2. A brief **presentation** describing the purpose and need for the proposed project and relevant context to support the Board's review of the proposal, such as reference maps, images, and sufficient demonstration of compliance with local land use ordinances.

### Capital Project Review Criteria

In addition to the required information stated above, the Board may consider agency responses to the following as influential factors in determining support for a project proposal:

- Is the project supported by the agency's strategic facility/master plan?
- Does the project adequately address the stated purpose/need?
- Has the agency evaluated other alternatives?
- Is the agency's preferred alternative reasonable?
- What is the current project phase?
- Has the agency identified/secured an appropriate project site?

- Is the total project cost reasonable?
- Does the project mitigate a risk(s) to the agency's facilities?
- Does the project implement climate change adaptation strategies?
- Does the agency have sufficient capacity to execute the project?

A proposing agency should address the above, to the extent they are relevant, when preparing their Board presentations.

## Capitol Area Project Review

In accordance with ORS 276.059 and OAR 125-125-0350, the Capitol Planning Commission (CPC) administers a special review process for all capital construction projects occurring on state-owned property located within the boundaries described by ORS 276.054. This review process applies to any state officer, board, commission, or department authorized by law to engage in capital construction or improvement projects in the areas described by ORS 276.054.

CPC reviews will be based upon, but not limited to, the development standards and policies contained in the Area Plans adopted by the Commission. Area Plans cover the following state properties: [Capitol Mall Area](#); [Airport Road Area](#); [Southeast Salem Area](#); [State Fair and Exposition Center Area](#); [Oregon State Hospital and Penitentiary Properties Area](#); and, [Oregon School for the Deaf Area](#).

## Qualifying Projects

For purposes of this review, a project means expenditures for capital construction valued at \$1,000,000 or greater. A project does not include the following:

- Interior remodeling that does not substantially change the existing use of space to another use (e.g., office space, or space used by the public);
- Repair or maintenance that does not substantially change the existing use of space, that does not add additional square footage to a building, and that does not change exterior building design;
- Individual plantings within an established landscape plan that do not alter the overall plan concept.

## Minor and Major Improvements

OAR 125-125-0350 outlines separate submission requirements for both minor and major improvements.

- A **minor improvement** to the building or grounds means an improvement that does not fall within the exceptions stated above and impacts the appearance of the building grounds or exterior (see OAR 125-125-0350(10)).



- A **major improvement** to the building or grounds, addition, or new construction means a substantial renovation of the building exterior or landscaping, an addition to the building, or construction of a new building (see OAR 125-125-0350(11)).

## Procedure for Capitol Area Project Review

In accordance with ORS 276.059(1), subject agencies may not request, receive, or expend funds for any project subject to capitol area review unless the project has been reviewed and approved by CPC. An agency is not precluded by this rule from expending funds for the preparation of a project proposal. DAS may waive this review requirement for good cause.

An agency seeking a capitol area project review must provide written notification (via email) to the DAS staff **not less than 21 days before** the next scheduled Commission meeting.

### Submission Requirements for Capitol Area Project Review

Qualifying projects for major or minor improvements to the building or grounds shall include:

1. [Capital Project Review Intake Form](#), including any supporting materials, plans, and documents.
2. A **brief presentation** describing the purpose and need for the proposed project, including all supporting information as stipulated in OAR 125-125-0350 according to project size (minor or major).

DAS staff shall review the material submitted by the subject agency and acknowledge if the applicable requirements are met. DAS staff will prepare a report of findings to the Commission one week prior to the scheduled meeting.

## Final Plan Acceptance

The Board shall accept an AFP after consideration of the subject agency's submission, presentation, and supporting testimony. The Board may provisionally accept an AFP pending additional requested information from the proposing agency. Upon satisfactory compliance with all requirements outlined in the SFPP Manual, DAS staff will provide a memorandum of plan acceptance from the Board Chair for agency records.

Board comments and recommendations shall be kept in the formal meeting minutes and provided to the Director and CFO at their request.