

**Capital Construction Freeze Guidelines
Additional Projects
Colorado Office of State Planning and Budgeting
January 29, 2009**

Policy

1. Pursuant to the capital construction freeze announced by the Governor on January 15, 2009, the projects listed below are to be stopped effective January 15, 2009 unless they are currently under construction, in the active construction phase, with ground broken.
2. The purpose of the capital construction freeze is to minimize expenditures. No more may be spent after January 15, 2009 than is absolutely required to meet legal and contractual obligations. Departments and institutions are expected to work with vendors to reduce encumbrances.
3. Exemptions to these guidelines may only be submitted for one of the following three reasons:
 - a. The project is already under construction; that is, the project has actually broken ground; or
 - b. This project is urgent and critical to life or safety; or
 - c. Departments that have stopped projects cannot manage within the targeted amounts provided in the attached chart.
4. Exemptions for 3.a. above, for projects that have already started construction, must convincingly show that construction had started prior to January 15, 2009. Agencies that believe a listed project is under construction and, in good faith, file an exemption by the deadline may continue construction until and unless an exemption is denied. Projects that were not under construction as of January 15, 2009 must cease immediately unless an exemption is approved. The State Architect will be asked to assist in the review of exemption requests for this purpose.
5. This freeze does not apply to Level I Controlled Maintenance projects. Therefore, it is not expected that any of these projects will meet the criteria for 3.b. as being related to urgent life or safety issues. The State Architect will be asked to assist in the review of exemption requests for this purpose.
6. Exemptions for 3.c. above are to be requested only if the target provided does not allow the agency to complete and close down the project in a legally viable way. The agency must submit an exemption request for the necessary amount. The total must be defended with actual expenditures, encumbrance amounts, contract language, and a detailed explanation of the situation to be considered. The Office of the State Controller and the State Architect will be asked to assist in the review of exemption requests for this purpose. All expenses in

excess of stop dates (January 15, 2009) will be closely scrutinized. No new contracts may be signed for these projects after January 15, 2009.

7. The Office of State Planning and Budgeting requests that the Office of the State Controller and the Office of the State Architect promulgate procedures to ensure that these guidelines are enforced and that expenditures are minimized.
8. If the exemption process identifies that a certain phase is under construction, only that phase will be approved for completion.

Estimate Update

9. Because OSPB has refined the data since the January 15, 2009 announcement, the savings estimate for FY 2008-09 has been modified as illustrated below. The detail is provided in the tables at the end of the document.

| | |
|---|--------------|
| FY 2008-09 Long Bill Projects Frozen on October 1, 2009 | \$49,592,561 |
| Additional Frozen Projects Not Under Construction on January 15, 2009 | \$43,746,445 |
| Total to be Deappropriated | \$93,339,006 |

Procedures

10. To request an exemption for the capital construction projects listed below, the attached form must be completed and submitted to the Office of State Planning and Budgeting. The requested forms are due to OSPB by February 6, 2009.
11. Submit only one form per project.
12. Only official exemption forms will be considered in determining whether to remove a project from the freeze list.
13. All requests must be signed and approved by the executive director of the department or CEO of the Higher Education Institution. The Colorado Department of Higher Education (CDHE) must also approve all higher education exemption requests for frozen capital projects.
14. OSPB will respond to individual agencies and institutions, including CDHE, as soon as possible after receiving the exemption request.
15. All agencies must reconcile actual expenditures, complete contract negotiations, reduce and finalize encumbrances, and update COFRS no later than February 23, 2009.
16. The Office of State Planning and Budgeting will report final recommended appropriations to the Joint Budget Committee by March 2, 2009.

17. In addition to requirements for the list below, all agencies must finalize expenditures, liquidate encumbrances, and record final project reversions (appropriation documents) on COFRS for all completed capital construction and controlled maintenance projects. This must be completed no later than February 23, 2009.

Target

18. The following is provided to serve one purpose: to calculate an estimate of a reduction target. Agencies must manage to the spending authority less targeted reduction.
19. If agencies stopping projects can manage to the provided target, then no exemption should be submitted.
20. If the expenditures and 45% of encumbrances are higher than the amount that is needed to stop the project, the agency must not spend the 45% of encumbrances.
21. All agencies must aim to reduce and minimize expenditures for stopped projects.
22. The January 15, 2009 list was based on phase-specific appropriations. COFRS does not allow differentiation by phases. Therefore, for projects with multiple phases, the spending authority over multiple years' appropriations is provided. The spending authority on a project, less expenditures as of January 22, 2009, less 45% of encumbrances, is the new target reduction for each project.
23. The balances in the following table for expenditures and encumbrances are as of close of business on January 22, 2009. The expenditures and encumbrances may be related to the appropriations shown in the table or related to appropriations from other phases of the same project. In addition, the encumbrances may be related to a Cash, Reappropriated, or Federal funding source.
24. All non-CCF fund sources should be exhausted first to the extent possible.
25. OSPB has applied 100% of the expenditures and 45% of the encumbrances as a basis for estimating achievable project budget reductions at the aggregate project level. For multi-phase projects, dollars expended are against all project appropriations.
26. Applying 45% against encumbrances is used as an estimate of actual expenses needed to stop the project.
27. Individual project expenditures and encumbrances may vary from this estimate; however, if an increase over the estimate of expenditures/encumbrances occurs, the exemption process described in item #3 above must be used to allow for a decrease in the targeted budget reduction amount.
28. The total does not include potentially-approved exemptions.

29. The reduction target is a ceiling only. Agencies may not spend up to the spending authority minus target unless it is mandatory to stop the project.

30. The updated target calculations allow agencies to:

- a. Combine phases of a project so that the entire project's appropriation is considered;
- b. Fund recorded expenditures;
- c. Fund up to 45% of encumbrances, if necessary.

January 15, 2009 Capital Construction Freeze

| AGENCY NAME | PROJECT | PROJECT NUMBER | CFE APPROPRIATION | SPENDING AUTHORITY | DOLLARS EXPENDED | ENCUMBRANCES | 45% OF ENCUMBRANCES | TARGET REDUCTION | FY |
|----------------------------------|---|----------------|-------------------|--------------------|------------------|--------------|---------------------|------------------|-------|
| Arapahoe Community College | Replace HVAC Equipment, Art and Design Center | M08025 | \$672,423 | \$672,423 | \$460 | \$73,080 | \$32,886 | \$639,077 | 08-09 |
| Colorado Historical Society | Ute Indian Museum, Ph 1 of 2 | P0808 | \$146,000 | | | | | | 07-08 |
| Colorado Historical Society | Ute Indian Museum, Ph 2 of 2 | P0808 | \$2,098,598 | | | | | | 08-09 |
| | SUBTOTAL Ute Indian Museum | P0808 | \$2,244,598 | \$2,240,676 | \$28,522 | \$178,519 | \$80,334 | \$2,131,820 | |
| Colorado Historical Society | Museum Relocation Logistics | P0814 | \$385,000 | \$385,000 | \$71,510 | \$300,403 | \$135,181 | \$178,309 | 08-09 |
| Corrections | Electrical System Improvements, BVCC, Ph 1 of 3 | M07003 | \$653,590 | | | | | | 07-08 |
| Corrections | Electrical System Improvements, BVCC, Ph 2 of 3 | M07003 | \$534,221 | | | | | | 08-09 |
| | SUBTOTAL Electrical System Improvements, BVCC | M07003 | \$1,187,811 | \$1,177,356 | \$10,002 | \$62,120 | \$27,954 | \$1,139,400 | |
| Corrections | Waste Water Treatment and Water Storage Tank Repairs, FLCE, Ph 1 of 2 | M08016 | \$540,486 | \$540,486 | \$43,259 | \$147,930 | \$66,569 | \$430,659 | 08-09 |
| Corrections | CSP II Expansion - High Custody Expansion, Ph 3 of 3 | P0340 | \$2,000,000 | \$33,707,368 | \$7,363,893 | \$21,263,725 | \$9,568,676 | \$2,000,000 | 08-09 |
| Human Services | Suicide Risk Mitigation | P0835 | \$3,284,215 | \$3,284,215 | \$322 | \$774,943 | \$348,724 | \$2,935,169 | 08-09 |
| Public Safety | Alamosa Troop Office, Regional Communications Center, Ph 2 of 2 | P0653 | \$1,217,719 | \$2,952,955 | \$101,938 | \$64,567 | \$29,055 | \$1,217,719 | 08-09 |
| Revenue | Fort Morgan, Port of Entry, Eastbound Lane and Scale Pit Repair | P0815 | \$186,746 | \$186,746 | \$0 | \$26,702 | \$12,016 | \$174,730 | 08-09 |
| State Fair - Pueblo | Repair/Replace Infrastructure on Fairgrounds, Ph 1 of 3 | M07017 | \$830,000 | | | | | | 07-08 |
| State Fair - Pueblo | Repair/Replace Infrastructure on Fairgrounds, Ph 2 of 3 | M07017 | \$1,502,276 | | | | | | 08-09 |
| | SUBTOTAL Repair/Replace Infrastructure on Fairgrounds | M07017 | \$2,332,276 | \$2,298,523 | \$58,199 | \$649,363 | \$292,213 | \$1,948,111 | |
| University of Colorado - Boulder | Fire Safety Upgrades, Ph 2 of 2 | M07011 | \$418,063 | \$824,165 | \$2,460 | \$72,175 | \$32,479 | \$418,063 | 08-09 |
| University of Colorado - Boulder | Visual Arts Complex, Ph 3 of 3 | P0627 | \$7,070,000 | \$15,520,591 | \$5,520,660 | \$23,662,303 | \$10,648,036 | \$7,070,000 | 08-09 |

| AGENCY NAME | PROJECT | PROJECT NUMBER | CCF APPROPRIATION | SPENDING AUTHORITY | DOLLARS EXPENDED | ENCUMBRANCES | 45% OF ENCUMBRANCES | TARGET REDUCTION | FY |
|--|---|----------------|-------------------|--------------------|------------------|--------------|---------------------|------------------|-------|
| University of Colorado - Colorado Springs | Repair/Replace University Hall Rooftop Units, Ph 1 of 2 | M08023 | \$431,436 | \$431,436 | \$49,216 | \$10,980 | \$4,941 | \$377,279 | 08-09 |
| Arapahoe Community College | Structural/Exterior Concrete Repair Main Bldg | M08005 | \$439,602 | \$439,602 | \$9,404 | \$44,000 | \$19,800 | \$410,398 | 07-08 |
| Capitol Complex Facilities | Repair Passenger and Freight Elevators in Annex and Centennial Buildings, Ph 3 of 3 | M06082 | \$975,295 | \$2,602,509 | \$48,296 | \$59,805 | \$26,912 | \$975,295 | 07-08 |
| Capitol Complex Facilities | Fire Alarm System Upgrades at State Human Services Building, Ph 2 of 2 | M07058 | \$1,251,965 | \$1,417,706 | \$3,825 | \$61,349 | \$27,607 | \$1,251,965 | 07-08 |
| Capitol Complex Facilities | Variable Air Volume Boxes Replacement at Centennial Building, Ph 1 of 2 | M08010 | \$993,473 | \$985,168 | \$8,225 | \$871 | \$392 | \$976,551 | 07-08 |
| Colorado Community College System at Lowry | Upgrade Mechanical System Components, Replace Roof, Building 758 | M07042 | \$644,383 | \$635,031 | \$21,046 | \$31,954 | \$14,379 | \$599,606 | 07-08 |
| Colorado Community College System at Lowry | HVAC Upgrades, Building #967 | M08013 | \$331,372 | \$331,372 | \$2,138 | \$26,363 | \$11,863 | \$317,371 | 07-08 |
| Colorado Historical Society | Grant Humphreys Mansion Facilities Improvements | M08008 | \$301,000 | \$294,716 | \$51,867 | \$9,340 | \$4,203 | \$238,646 | 07-08 |
| Colorado Northwestern Community College | Tunnel Repair and Safety Upgrade, Rangely Campus | M07034 | \$624,030 | \$618,720 | \$10,717 | \$6,800 | \$3,060 | \$604,943 | 07-08 |
| Colorado School of Mines | Brown Hall HVAC Replacement, Ph 1 of 3 | M07029 | \$746,900 | \$746,372 | \$0 | \$79,368 | \$35,716 | \$710,656 | 07-08 |
| Colorado School of Mines | Replace Failed Corroded Piping, Ph 1 of 2 | M07032 | \$410,730 | \$935,156 | \$5,667 | \$11,375 | \$5,119 | \$410,730 | 07-08 |
| Colorado School of Mines | Hall of Justice Demolition and Related Classroom Improvements, Ph 1 of 2 | P0804 | \$2,841,145 | \$2,839,330 | \$324,541 | \$826,780 | \$372,051 | \$2,142,738 | 07-08 |
| Colorado State University | Pitkin Station Electrical Switchgear Replacement | M08001 | \$580,800 | \$644,391 | \$1 | \$599,456 | \$269,755 | \$374,635 | 07-08 |
| Colorado State University - Pueblo | Replace Campus Water Lines, Ph 1 of 2 | M08002 | \$283,589 | \$282,899 | \$18,615 | \$162,986 | \$73,344 | \$190,940 | 07-08 |
| Agriculture - Zuni & Insectary | Insectary Upgrade, Palisade | M07018 | \$582,009 | \$560,063 | \$16,920 | \$386,401 | \$173,880 | \$369,263 | 07-08 |
| Corrections | Roof Replacement, CTCF and BVCC, Ph 2 of 5 | M06046 | \$163,943 | \$172,595 | \$8,792 | \$98,473 | \$44,313 | \$119,490 | 07-08 |

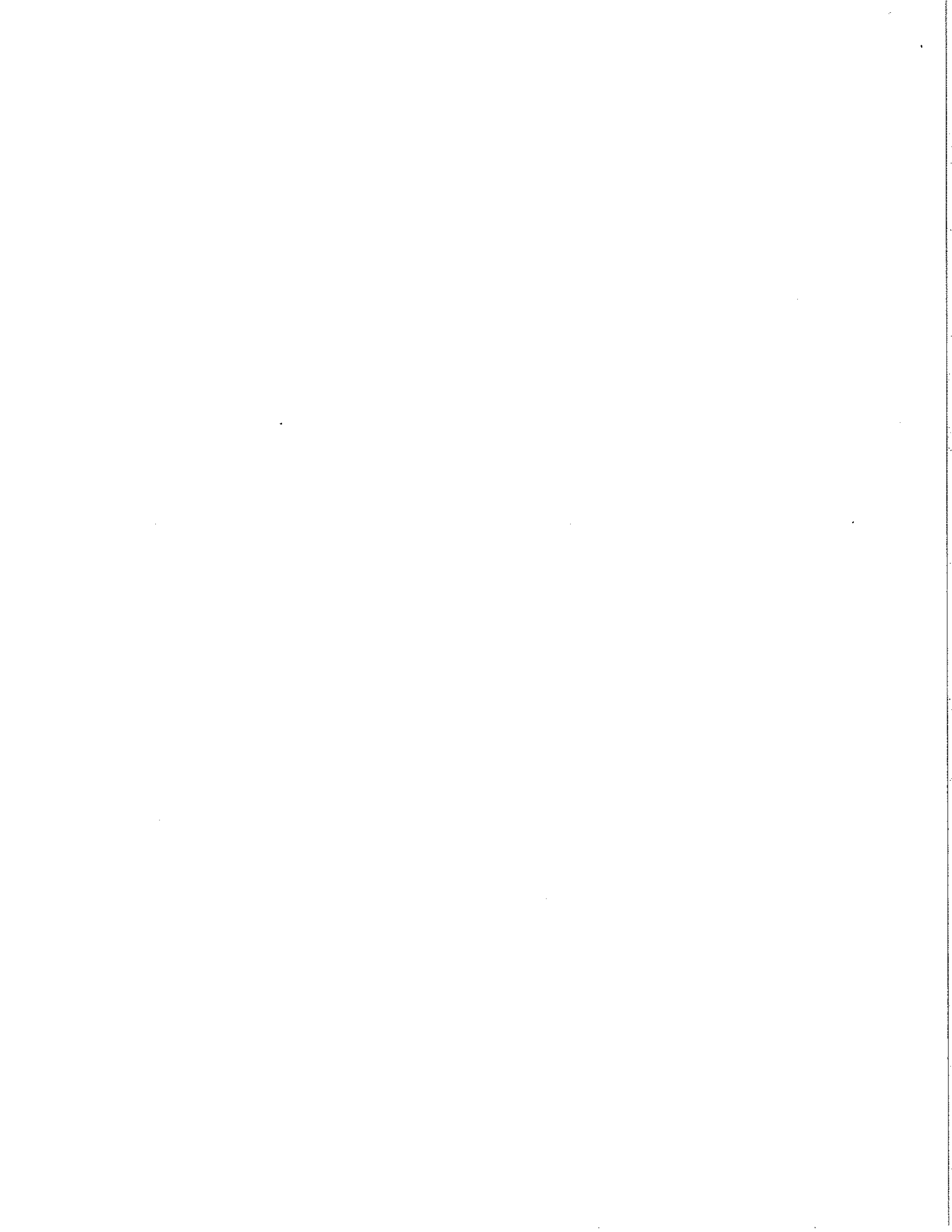
| AGENCY NAME | PROJECT | PROJECT NUMBER | CCP APPROPRIATION | SPENDING AUTHORITY | DOLLARS EXPENDED | ENCUMBRANCES | 45% OF ENCUMBRANCES | TARGET REDUCTION | FY |
|----------------------------------|--|----------------|-------------------|--------------------|------------------|--------------|---------------------|------------------|-------|
| Corrections | Lock/Door Control Replacement, CWCF | M07008 | \$466,167 | \$441,045 | \$14,468 | \$19,549 | \$8,797 | \$417,780 | 07-08 |
| Human Services | Replace Fire Hydrant and Water Mains, CMHIFL | M07050 | \$705,999 | \$660,583 | \$0 | \$35,569 | \$16,006 | \$644,577 | 07-08 |
| Human Services | Heat Plant Repair and Equipment Replacement, GJRC | M07051 | \$811,010 | \$894,021 | \$87,768 | \$86,957 | \$39,131 | \$767,122 | 07-08 |
| Human Services | Repair/Replace Roofs, CMHIFL, Ph 1 of 3 | M08009 | \$406,340 | \$406,018 | \$14,524 | \$316,680 | \$142,506 | \$248,988 | 07-08 |
| Human Services | GSVC at Homelake - Domiciliary Renovations, Ph 1 of 3 | P0636 | \$288,200 | | | | | | 05-06 |
| Human Services | GSVC at Homelake - Domiciliary Renovations, Ph 2 of 3 | P0636 | \$917,095 | | | | | | 07-08 |
| Human Services | GSVC at Homelake - Domiciliary Renovations, Ph 3 of 3 | P0636 | \$750,000 | | | | | | 06-07 |
| Human Services | SUBTOTAL GSVC at Homelake - Domiciliary Renovations | P0636 | \$1,955,295 | \$1,677,158 | \$50,346 | \$183,389 | \$82,525 | \$1,544,287 | |
| Human Services | Suicide Risk Assessment and Prevention at CMHIFL | P0809 | \$160,000 | \$160,000 | \$18,560 | \$6,440 | \$2,898 | \$138,542 | 07-08 |
| Human Services | Program Plan Adams Youth Services Center Replacement | P0810 | \$185,200 | \$28,668 | \$28,392 | \$0 | \$0 | \$276 | 07-08 |
| Military and Veterans Affairs | Building System Revitalization, Ph 1 of 2 | M06080 | \$544,000 | | | | | | 06-07 |
| Military and Veterans Affairs | Building System Revitalization, Ph 2 of 2 | M06080 | \$938,000 | | | | | | 07-08 |
| Revenue | SUBTOTAL Building System Revitalization | M06080 | \$1,482,000 | \$1,386,643 | \$231,668 | \$139,597 | \$62,819 | \$1,092,156 | |
| Fort Lewis College | Fire Suppression System at 1881 Pierce | P0811 | \$54,190 | \$54,190 | \$0 | \$11,000 | \$4,950 | \$49,240 | 07-08 |
| Fort Lewis College | Electrical Distribution System Improvements, Ph 2 of 2 | M06060 | \$728,153 | \$1,306,107 | \$17,078 | \$77,715 | \$34,972 | \$728,153 | 07-08 |
| Fort Lewis College | Central Campus Infrastructure Improvements, Ph 1 of 3 | M07028 | \$463,925 | \$441,462 | \$50,356 | \$152,654 | \$68,694 | \$322,412 | 07-08 |
| Lamar Community College | Window Replacement and Exterior Wall Repair, Bowman/Trustees Buildings | M07035 | \$677,467 | \$672,544 | \$877 | \$14,950 | \$6,728 | \$664,940 | 07-08 |
| Office of Information Technology | Transmitter Site Tower Analysis/Emergency Repairs | M08012 | \$200,000 | \$200,000 | \$155,784 | \$44,216 | \$19,897 | \$24,319 | 07-08 |

| AGENCY NAME | PROJECT | PROJECT NUMBER | CFE APPROPRIATION | SPENDING AUTHORITY | DOLLARS EXPENDED | ENCUMBRANCES | 45% OF ENCUMBRANCES | TARGET REDUCTION | FY |
|------------------------------------|---|----------------|-------------------|--------------------|------------------|--------------|---------------------|------------------|-------|
| Pikes Peak Community College | Remove/Replace "D" Parking Lot Stairs and Searify/Riprap Hillside | M07038 | \$274,933 | \$250,498 | \$0 | \$6,600 | \$2,970 | \$247,528 | 07-08 |
| Pueblo Community College | Repair/Replace Electrical Distribution Panels, Central Administration | M08006 | \$370,008 | \$366,493 | \$23,075 | \$34,635 | \$15,586 | \$327,832 | 07-08 |
| State Capitol Building | Repair/Replace All Elevators | M08011 | \$549,350 | \$549,350 | \$104,616 | \$28,000 | \$12,600 | \$432,134 | 07-08 |
| University of Colorado - Boulder | Repair/Replace Building Electrical Services, Ph 2 of 4 | M06062 | \$507,011 | \$587,404 | \$92,706 | \$51,329 | \$23,098 | \$471,600 | 07-08 |
| University of Colorado - Boulder | Upgrade Building Transformers/Electrical Services, Ph 1 of 2 | M07013 | \$835,203 | \$511,233 | \$8,819 | \$18,510 | \$8,330 | \$494,085 | 07-08 |
| University of Colorado - Boulder | Main Campus Tunnel Security, Ph 1 of 3 | M08003 | \$100,907 | \$100,907 | \$889 | \$6,000 | \$2,700 | \$97,318 | 07-08 |
| University of Colorado - Boulder | Ekeley Sciences Middle Wing Renovation, Ph 1 of 2 | P0802 | \$2,567,767 | \$2,294,827 | \$405,383 | \$1,162,286 | \$523,029 | \$1,366,415 | 07-08 |
| University of Colorado - Boulder | Ketchum Arts & Sciences Building Capital Renewal, Ph 1 of 2 | P0803 | \$991,015 | \$780,877 | \$66,512 | \$661,148 | \$297,517 | \$416,848 | 07-08 |
| Colorado State University - Pueblo | Campus Structural Analysis | M06061 | \$386,100 | \$214,785 | \$15,943 | \$52,079 | \$23,436 | \$175,406 | 06-07 |
| Human Services | Replace Deteriorated Campus Infrastructure System, CMHIFL, Ph 1 of 6 | M06076 | \$1,309,195 | \$1,185,861 | \$277 | \$108,814 | \$48,966 | \$1,136,618 | 06-07 |
| Mesa State College | Campus Fire Alarms | M06002 | \$670,000 | \$669,981 | \$16,500 | \$0 | \$0 | \$653,481 | 06-07 |
| University of Colorado - Boulder | Storm/Sanitary Sewer Cross Connection, Ph 1 of 2 | M06007 | \$158,734 | \$131,621 | \$0 | \$6,500 | \$2,925 | \$128,696 | 06-07 |
| Capitol Complex Facilities | Capitol Complex Master Plan | P0651 | \$1,700,000 | \$1,386,500 | \$164,244 | \$933,612 | \$420,125 | \$802,131 | 05-06 |
| TOTAL | | | \$51,556,978 | \$95,086,346 | \$15,349,280 | \$53,850,360 | \$24,232,662 | \$43,746,445 | |

2008

October 1, 2009 Capital Construction Freeze – All FY 2008-09

| AGENCY NAME | PROJECT | PROJECT NUMBER | CCF APPROPRIATION | SPENDING AUTHORITY | DOLLARS EXPENDED | ENCUMBRANCES | 45% OF ENCUMBRANCES | TARGET REDUCTION |
|---|---|----------------|---------------------|---------------------|------------------|--------------------|---------------------|---------------------|
| CSU Fort Collins | Clark Building Revitalization | P0801 | \$2,000,000 | \$1,999,782 | \$87,121 | \$696,300 | \$313,335 | \$1,599,326 |
| CU-Boulder | Ekeley Renovation | P0802 | \$11,559,536 | \$11,559,536 | \$0 | \$0 | \$0 | \$11,559,536 |
| CU-Boulder | Ketchum Arts and Sciences Capital Renewal | P0803 | \$8,435,946 | \$8,435,946 | \$0 | \$0 | \$0 | \$8,435,946 |
| Colorado School of Mines | Hall of Justice Demolitions/Classroom Improvements, Phase 2 | P0804 | \$3,516,697 | \$3,516,697 | \$0 | \$0 | \$0 | \$3,516,697 |
| Pueblo Community College | Academic Building – Learning Center | P0833 | \$2,971,482 | \$2,971,482 | \$0 | \$0 | \$0 | \$2,971,482 |
| Department of Military and Veterans Affairs | Grand Junction Readiness Center | P0839 | \$3,994,432 | \$3,994,432 | \$56,343 | \$0 | \$0 | \$3,938,089 |
| Department of Human Services | Colorado Mental Health Institute at Fort Logan Cottage Air Conditioning | P0834 | \$1,806,035 | \$1,806,035 | \$0 | \$29,480 | \$13,266 | \$1,792,769 |
| University of Northern Colorado | Butler Hancock Interior Renovation | P0830 | \$3,000,000 | \$3,000,000 | \$2,355 | \$3,840 | \$1,728 | \$2,995,917 |
| Colorado State University – Pueblo | Academic Resource Center Renovation Addition | P0825 | \$2,797,436 | \$2,797,436 | \$2,686 | \$2,576,724 | \$1,159,526 | \$1,635,224 |
| Colorado School of Mines | Brown Hall Addition Phase I | P0829 | \$2,000,000 | \$2,000,000 | \$0 | \$0 | \$0 | \$2,000,000 |
| Northwestern Community College | Craig Academic Center | P0831 | \$1,990,056 | \$1,990,056 | \$0 | \$0 | \$0 | \$1,990,056 |
| Department of Corrections | Fort Lyon Correctional Facility Phase III Expansion | P0108 | \$7,162,494 | \$7,226,569 | \$64,075 | \$11,056 | \$4,975 | \$7,157,519 |
| | TOTALS | | \$51,234,114 | \$51,297,971 | \$212,580 | \$3,317,400 | \$1,492,830 | \$49,592,561 |



Request for Capital Construction Freeze Exemption
Due February 6, 2009

| | | | | |
|--|----------|----------|----------|----------|
| Department/Institution: | | | | |
| Date: | | | | |
| Title of Project from Capital Freeze Guidelines: | | | | |
| | FY 05-06 | FY 06-07 | FY 07-08 | FY 08-09 |
| Project's CCF Spending Authority | \$ | \$ | \$ | \$ |
| Targeted Reduction | \$ | \$ | \$ | \$ |
| Requested Targeted Reduction | \$ | \$ | \$ | \$ |

Project Purpose:

Exemption Request is for:

- Under Construction before January 15, 2009
- Urgent and Critical Life and Safety Issue
- Need to Revise Targeted Reduction

Complete one of the following; if the description is incomplete, the exemption may be denied.

1. Under Construction before January 15, 2009

Exact and detailed status of work (do not use general terms like "in construction"):

If possible, attach photo of started construction taken prior to January 15, 2009.
Attach at least one invoice from the contractor indicating evidence of goods purchased under the contract or mobilization costs incurred prior to January 15, 2009.

2. Urgent and Critical Life and Safety Issue

Exact and detailed description of how this unstarted construction is required to address and urgent and critical life or safety issue:

3. Need to Revise Targeted Reduction

Expenses plus "45% of encumbrances" authorized as delineated in the January 29, 2009 Capital Construction Freeze Guidelines: \$ _____
Requested expenses plus encumbrances: \$ _____
Change in total of expenses plus encumbrances \$ _____
Rationale:

Date project was suspended: _____

Attach invoices from the contractor indicating evidence of expenditures under the contract or mobilization costs incurred over the Target amount.

| | Print Name | Signature | Date |
|--|------------|-----------|------|
| Executive Director/President Approval: | | | |
| CCHE Approval: | | | |
| OSPB Approval: | | | |

