CAPITAL DEVELOPMENT PROCESS
FOR MAJOR CAPITAL PROJECTS THAT ARE $10 MILLION OR GREATER

PROJECT CONSTRUCTION
Contract awarded

BUILDING RENEWAL
Add project to Building Inventory Report for use in Building Renewal calculation for the CIP

MASTER PLAN
Campus land-use plan; Revisions require board approval

CAPITAL IMPROVEMENT PLAN (CIP)
Due every September; 4-year project list for next 4 fiscal years

ANNUAL CAPITAL PLAN (ACP)
Due every September; 1-year project list for upcoming 12-month period based on projects from prior CIP; Includes status report of already-approved projects & debt profile

INDIVIDUAL PROJECT & FINANCING
To proceed with financing and construction

JCCR REVIEW
If financed with debt or dedicated appropriation

PROJECT CLOSEOUT
Performance and cost assessment

REAL PROPERTY TRANSACTIONS REQUIRING ABOR APPROVAL

LEASES AS LESSEE/TENANT: 7-207.A.1.a.(2)
• Original lease term greater than 60 months;
• Renewal terms greater than 60 months;
• Annual base lease greater than $1M;
• Rental rate greater than fair rental value.

LEASES AS LESSOR/LANDLORD: 7-207.A.1.a.(1)
• Projects for university use:
  • Original and renewal lease term greater than 10 years;
  • Annual base lease greater than $1M;
  • Rental rate less than fair rental value.
• Commercial development (long-term leases that are commercial in nature, 7-207.B.):
  • Report on intent to solicit proposals;
  • Present a preliminary lease plan;
  • Request approval of the lease, including terms and conditions, market analysis, risk assessment, agreements with other jurisdictions, etc.;
  • Provide at least annual status reports.

PURCHASES: 7-201.B. & F.
• Property is located outside the State of Arizona;
• Purchase price is greater than $1M.
• Appraisal(s) required:
  • one if value between $100k-$1M;
  • two if value $1M or greater.

SALES: 7-201.C. & F.
• Sold by public auction;
• Value is $250k or greater.
• Appraisal(s) required:
  • one if value $100k-$1M;
  • two if value $1M or greater.