

## Guidelines and Processing for Minor Capital Projects

1. Project is between \$35,000 and \$750,000 and increases the usefulness, enhances efficiency, or prolongs the life of an asset. Examples of these projects are:
  - a. adding new space;
  - b. altering, extending or improving the programmed design or function of an existing space, e.g. renovation of research laboratory to accommodate needs of new faculty member or existing faculty member;
  - c. permanent site improvement, e.g. installation of new landscape project; installation of upgraded utilities;
  - d. upgrade in a building's infrastructure.
2. Type of funding is NOT a determinant for whether a project is a Minor Capital Project. (Note: there is a limit of \$100,000 per capital project on use of 19900 funds without prior state approval. California State Lottery Education Funds cannot be used for capital purposes.)
3. Cannot be used for maintenance work, for work specifically deleted from major capital outlay projects, and for phasing of projects costing in excess of \$750,000.
4. Total project budget includes fixed equipment.

### Minor Capital Project Approval Form Processing Notes:

1. Originating Department works with Design & Construction Services (D&CS) to complete items I & II and to obtain appropriate drawings/sketches and get an estimate of cost.
2. D&CS will estimate the project, provide the Project Name and Project Number, CAAN (Building number prefixed with campus location number [8]. I.e. 8545) and obtain an Environmental Impact Classification (EIC) from Campus Planning & Design (CP&D). D&CS then coordinates with the originator for the appropriate fund sources, item VI and department approval, item VII. D&CS completes the minor capital project checklist.
3. Completed form, with attachments and checklist, is delivered to Office of Budget & Planning to be processed for approvals.
4. Once the project is approved, the Office of Budget & Planning will notify the Accounting Office to transfer the budgeted funds to the capital outlay account to establish the Plant Account. **The entire amount noted as "Total Estimated Project Cost" must be transferred to a Plant Account before any work begins.**
5. Budget & Planning will notify the Originating Department of project approval and forward a copy of this form containing all project approval signatures to the Originating Department and to D&CS for project implementation. Upon receipt of this information a project manager will be assigned to oversee the project through completion.
6. Upon completion of each phase of project development, the project manager will provide a current financial "Project Status Report" for review with the Departmental Representative. If the project cost is projected to exceed the original budget amount either scope reductions will be made or additional funding must be approved; an amendment must be processed and the additional funding transferred to the Plant Account before proceeding with the next phase of work.
7. Upon project completion, surplus funds will be returned to the Department and the plant account will be closed.

NOTE: Feasibility studies that exceed one (1) hour will be billed to the department if the project isn't implemented.