Project Approval Process
Major Capital Improvement Projects
(Projects Funded in Whole or Part by Non-State Funds)
August 2006

- **Total project cost is $400K - $5M**: Submit letter (including PPG & CIB) to VP of Budget to amend the CIP
- **Total project cost is $5M - $10M**: Submit item, PPG & CIB to Director of Non-State Capital to amend the CIP
- **Total project cost is $10M - $20M**: Submit item, PPG & CIB to Director of Non-State Capital to amend the CIP
- **Total project cost is ≥ $20M**: Submit draft item, PPG & CIB to Director of Non-State Capital to amend the CIP

- **Augmentation is <25%**: Submit to letter (including CIB & if necessary, PPG) to VP of Budget to amend the CIP
- **Augmentation is ≥ 25%**: Submit draft Item, revised CIB to Director of Non-State Capital to amend the CIP

- **President approves project**
  - Chancellor approves project (see notes)
  - OP (VP of Budget) approves project
  - President approves project
  - Regents approve project
  - OP (VP of Budget) approves Augmentation

- **Regents approve project**
  - (New project total requires new approval level)
  - (New project total is within previous approval level & no external financing)
  - (Regents Meeting)

- **Committee on Grounds & Buildings approves design**
  - Chancellor approves design (see notes)
  - VP of Budget approves design
  - Committee on Grounds & Buildings approves design (see notes)
  - Committee on Grounds & Buildings approves design

Notes:
- All references to Chancellor approvals include the Vice President-Agriculture & Natural Resources
- For Chancellor approved projects, UCOP requires:
  - For the budget, an Annual CIP Amendment Report
  - For the design, at the end of the fiscal year, information to be transmitted to Facilities Administration-Planning, Design, & Construction for inclusion into the Major Capital Implementation Report.
- CEQA documents must be submitted with the request for design approval to the approving entity.
- Projects which include any state funding must be submitted to Director of State Capital Programs
- Chancellor may not approve projects previously denied state funding - submit to Budget Office for decision
- Thresholds for stand-by and interim financing are the same as external financing.
- LRDPs must be approved by the full Board. When a project is dependent upon adoption of an LRDP and/or EIR, the Committee on Grounds & Buildings recommends approval by the full Board (irrespective of cost).

Design approval thresholds same as projects without external financing

- **EDPA approved by AVP-Facilities Administration**
  - EDPA approved by the Chancellor or campus designee
  - (Chancellor Approval)
  - (OP Approval)
- **EDPA approval thresholds same as projects without external financing**
- **EDPA approved by AVP-Facilities Administration**
  - EDPA approved by AVP- Facilities Administration
  - (OP Approval)
- **Submit environmental documents to Chancellor**
- **Submit item & transmittal letter (signed by Chancellor or designee) to AVP- Facilities Administration**
- **Present project to OP Design Review meeting**
- **Submit graphics/envir docs to Facilities Administration-Planning, Design, & Construction**
- **Design approval thresholds same as projects without external financing**
- **Submit item to Facilities Administration-Planning, Design, & Construction**
- **Present project to OP Design Review meeting**
- **Submit graphics/envir docs to Facilities Administration-Planning, Design, & Construction**
- **Committee on Grounds & Buildings approves design**
  - Committee on Grounds & Buildings approves design (see notes)
  - Committee on Grounds & Buildings approves design
  - Committee on Grounds & Buildings approves design (see notes)