

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 (no external financing)	Total project cost is \$5M - \$10M (no external financing)	Total project cost is \$400K - \$10M (w/ external financing)	Total project cost is \$10M - \$20M (with or without external financing)	Total project cost is ≥\$20M (with or without external financing)	Augmentation is <25% (new project total is w/in previous approval level & no external financing)	Augmentation is <25% (new project total requires new approval level)	Augmentation is ≥25%
B U D G E T	Submit letter (including PPG & CIB) to VP of Budget to amend the CIP	Submit letter (including PPG & CIB) to VP of Budget to amend the CIP	Submit Item, PPG & CIB to Director of Non-State Capital to amend the CIP	Submit Item, PPG & CIB to Director of Non-State Capital to amend the CIP	Submit draft Item, PPG & CIB to Director of Non-State Capital to amend the CIP	Submit to letter (including CIB & if necessary, PPG) to VP of Budget to amend the CIP	Submit draft Item, revised CIB to Director of Non-State Capital to amend the CIP	Submit draft Item, revised CIB to Director of Non-State Capital to amend the CIP
	Chancellor approves project (see notes) (Chancellor Approval)	OP (VP of Budget) approves project (Administrative Approval)	President approves project (Presidential Approval)	President and Chair of Board and Chair of Grounds & Buildings approve project (Action By Concurrence)	Regents approve project (Regents Meeting)	OP (VP of Budget) approves Augmentation (Administrative Approval)	(Augmentation approved via Presidential Approval, Action By Concurrence or Regents Meeting as appropriate to \$ threshold)	(Augmentation approved via Presidential Approval, Action By Concurrence or Regents Meeting as appropriate to \$ threshold)
E D P A	EDPA approved by the Chancellor or campus designee (Chancellor Approval)	EDPA approved by AVP-Facilities Administration (OP Approval)	<i>EDPA approval thresholds same as projects without external financing</i>	EDPA approved by AVP-Facilities Administration (OP Approval)	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	<i>Design approval thresholds same as projects without external financing</i>	Submit item to Facilities Administration-Planning, Design, and Construction	Submit item to Facilities Administration-Planning, Design, and Construction			
D E S I G N	Chancellor approves design (see notes) (Chancellor Approval)	Present project to OP Design Review meeting Submit graphics/envir docs to Facilities Administration-Planning, Design, & Construction VP of Budget approves design (Administrative Approval)		Present project to OP Design Review meeting Submit graphics/envir docs to Facilities Administration-Planning, Design, & Construction Committee on Grounds & Buildings approves design (see notes) (Committee on Grounds & Buildings)	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)			

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).