

**Project Approval Process**  
**Major Capital Improvement Projects**  
**(Projects Funded in Whole or Part by Non-State Funds)**  
**July 2008**

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

- Notes:**
- All references to Chancellor approvals include the Vice President-Agriculture & Natural Resources
  - For Chancellor approved projects, OP 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).