

Capital Projects Policy

The Capital Working Group (CWG) is responsible for Capital budgeting and the Capital project approval process for projects over \$10,000, regardless of the funding source. The CWG is facilitated by the VP for Finance/Treasurer and includes the Executive VP/Provost, the VP for Facilities Planning and Operations, and the VP for Academic Affairs/Dean of the College.

The group will meet every two months on a regular basis and but may convene whenever necessary.

Projects Over \$10,000 But Under \$1,000,000:

1. Project ideas, regardless of funding source, should be discussed by the Capital Working Group (CWG) before progressing to the planning stage, and planning should be authorized as part of the CWG process. If project funding includes gifts, the VP for Advancement should be brought in to the discussion as soon as possible and serve as the primary liaison to the donor in explaining the process and keeping the donor informed of what stage the process is in.

No commitments and no planning should occur until the project idea has been discussed and approved by the Capital Working Group. The approval at this stage is only to begin planning. The assumption at this stage of approval is that the project will be competitively bid. If there is a compelling reason why competitive bidding cannot take place, then the decision not to competitively bid needs to be approved by the CWG.

2. Once the CWG has authorized the commencement of planning for the project, Facilities Management (FM) will obtain competitive bids for scope, pricing and timeline. The budget should always be an all-in budget, including furnishings, landscaping and any relocation costs of other operations. The budget should always build in a 10% budget cost overage.

3. Once the final budget has been completed, it should be shared via Google Drive for the CWG to review and give the project final approval.

4. For projects funded by gifts, a plant fund account should not be established nor should spending begin until gifts or signed pledge agreements are in hand.

5. Once cash is in hand or a pledge agreement has been signed, the Finance Office, with authorization from the Treasurer, will open a plant fund to receive gifts and provide a plant fund number to FM and Advancement. **No commitment to expenditures should occur until a plant fund number has been issued.**

6. When the project is completed, FM should verify that the project meets specifications and the Treasurer, in consultation with the Provost, should deploy any left-over funds according to donor restrictions and University needs.

Projects Over \$1,000,000:

1. Project ideas, *regardless of funding source*, should be discussed by the Capital Working Group (CWG) before progressing to the planning stage, and planning should be authorized as part of the CWG process. If project funding includes gifts, the VP for Advancement should be

brought in to the discussion as soon as possible and serve as the primary liaison to the donor in explaining the process and keeping the donor informed of what stage the process is in. The approval at this stage is only to begin preliminary planning.

2. Once the CWG has authorized the commencement of planning for the project, FM will conduct preliminary planning to obtain information about price, scope and timeline.
3. Before more detailed planning begins, the project idea along with information about price, time, scope, funding and alignment with University mission will be presented to the Board of Regents for approval.
4. Once the Board of Regents has authorized the project, FM will obtain competitive bids for scope, pricing and timeline. The budget should always be an all-in budget, including furnishings, landscaping and any relocation costs of other operations. The budget should always build in a 10% budget cost overage.
5. Once the final budget has been completed, it should be shared via Google Drive for the CWG to review and give the project final approval once the budget is reviewed.
6. For projects funded by gifts, a plant fund account should not be established nor should spending begin until gifts or a signed pledge agreements are in hand.
7. Once cash is in hand or a pledge agreement has been signed, the Finance Office, with authorization from the Treasurer, will open a plant fund to receive gifts and provide a plant fund number to FM and Advancement.
8. When the project is completed, FM should verify that the project meets specifications and the Treasurer, in consultation with the Provost, should deploy any left-over funds according to donor restrictions and University needs.

Projects Under \$10,000:

1. Project ideas under \$10,000 that are not funded through the annual operating budget require authorization by the Provost, after consulting with the VP(s) of the affected operation(s), before planning can begin. If the project is gift-funded, the VP for Advancement or his/her appointee will serve as the liaison to the donor in explaining the process and keeping the donor informed of what stage the process is in. The default assumption is that projects will be competitively bid. The Provost, at his/her discretion, may waive the requirement to competitively bid.
2. Once the Provost has authorized the commencement of planning for the project, FM will obtain competitive bids for scope, pricing and timeline. The budget should always be an all-in budget, including furnishings, landscaping and any relocation costs of other operations. The budget should always build in a 10% budget cost overage. At this stage, the Treasurer should be notified by the Provost that planning for the project has begun.
3. Once the final budget has been completed, it should be shared via Google Drive for the Provost, the Treasurer and also the VP for Advancement if the project is gift funded. The Provost or his/her delegate will review and give the project final approval once the budget is reviewed.

4. For projects funded by gifts, a plant fund account should not be established nor should spending begin until gifts or signed pledge agreements are in hand.
5. Once cash is in hand or a pledge agreement has been signed, the Finance Office, with authorization from the Treasurer, will open a plant fund to receive gifts and provide a plant fund number to FM and Advancement.
6. When the project is completed, FM should verify that the project meets specifications and the Treasurer, in consultation with the Provost, should deploy any left-over funds according to donor restrictions and University needs.

Revision date: March 15, 2018