

Procedures For Approval of Permanent Improvement Request

All permanent improvement projects costing \$30,000 or more must be included in the Annual Permanent Improvement Plan (APIP) and submitted by the institutions for approval by the Commission at its June meeting. These projects are to be funded from the institution's formula appropriation and/or their renovation reserve accounts and their excess debt service funds.

In order that an institution does not experience delays in performing its capital improvement programs, it is important that the institution include all of its anticipated permanent improvement projects in its APIP. Failure to do so could result in delays of up to three months for action on the institution's requests by the Commission.

Upon action by the Commission in June on an institution's APIP, the institution could implement its plan without further approval by the Commission, as long as there were no changes.

During the course of the year there may be a need for modification of various projects in an APIP, or there may be a need to establish a new project. In the event this need occurs, the following procedures will be followed:

1. All project requests (whether new projects or modification to previously approved projects) costing \$30,000 or more will be sent to the office of the Commission for approval prior to going to the Budget & Control Board and the Joint Bond Review Committee.

A. If the request is a modification to a project which has been previously approved by the Commission, and the cost adjustment is less than \$250,000, the staff of the Commission will act on the request.

B. If the request is for the establishment of a new project which was not included in the APIP, and the cost is \$250,000 or less, the Facilities Committee will act on the request.

C. For project requests of more than \$250,000, whether a modification or the establishment of a new project, Commission approval will be required.

2. The Budget & Control Board staff will be notified in writing of any action taken by the Commission on items A, B, & C in #1 above.

3. The action taken by the staff of the Commission on item 1-A, and the action of the Facilities Committee on item 1-B will be sent to all members of the Commission with the monthly mail-out following the actions.

4. The following items, regardless of dollar amount, will continue to require full Commission approval:

- A. All leases
- B. Land acquisition

5. The following items will continue to require full Commission approval:

A. All projects over \$250,000, inclusive of construction, renovations, maintenance, demolitions, architectural & engineering and acquisitions of buildings and other structures.

B. Any permanent improvement project in excess of \$30,000 that has programmatic implication.

6. Emergency requests will be given top priority and processed when the institution notifies the Commission and action will be taken upon receipt of the project request package.