



MAJOR PROJECT ALLOCATION NOTES

2025-27 Biennium

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General

The Washington State Legislature provides capital funding for community and technical college facilities. Funding is appropriated to the State Board, then allocated to colleges, based on project phase and progress, through allotments approved by the Office of Financial Management (OFM).

Beginning with the 2023-25 biennium, SBCTC began requesting full funding for major projects in a single biennium—covering both design and construction phases. This provides several benefits to our system:

- Eliminates a gap between design and construction funding
- Improved project continuity and scheduling
- Better suited for alternative delivery methods, such as GC/CM and Design-Build, which require full-phase coordination from the start of design
- More predictable project planning and procurement timelines

Progress Based Allotments

Prompt implementation and diligent oversight are key to successful project delivery. OFM reviews and authorizes allotment requests, releasing funding based on project phase and progress in alignment with Legislative intent and OFM allotment instructions. Colleges must monitor closely to ensure allotment timing aligns with project schedules and deliverables to maintain sufficient cashflow.

The following table summarizes the project phase elements and allotment requirements:

Table 1 – Project Costs

Project Cost Element (C-100 tab)	Requirement for Allotment
Acquisition (A)	Purchase and sale agreement
Consultant services for Predesign (B.1) College Project Administration and Coordination (F)	None
Basic and Extra Services prior to bid and portion of Design Contingency (B.2, 3, and 5) Other Costs (G) Artwork – design phase (E)	Approval of Predesign
Basic and Extra Services for bid and construction administration (B.4) Remaining Design Contingency (B.5) Construction Contracts w/Sales Tax and Construction Contingency (C) Remaining artwork allocation (E)	Bid results and supporting documents (see details below)
Furniture, Fixtures, and Equipment w/Sales Tax (D)	Item descriptions and costs

Public work, procurement, and the Department of Enterprise Services

Community and technical colleges are required to use the [Department of Enterprise Services \(DES\)](#) for public works procurement, contracting, and project management services, in accordance with [RCW 39.04.010](#) and [RCW 39.26](#). DES serves as the authority to ensure compliance with state laws, promote best practices, and maintain accountability in the execution of public construction projects. Colleges must coordinate with DES on project delivery, from advertising and bidding to contract administration and closeout, unless a formal delegation of authority has been granted.

An overview of college and DES roles and responsibilities are described in the [Capital projects roles and responsibilities](#).

Design Phase Allotments

Pre-design

A pre-design is a document that explores alternatives, conveys programming information, and provides a cost estimate for a proposed capital project. The pre-design should assess which alternative best addresses an identified problem, opportunity, or program requirement and at what cost. Decision makers in the Governor's Office, OFM and the Legislature use this information to determine whether the project should proceed to design and construction. Projects with a total value over \$10 million require a pre-design study ([RCW 43.88.110\(5\)](#)). The submitted pre-design must follow OFM's current [pre-design guidelines](#) at the time funds are requested. OFM approval of the pre-design and allotment is required to proceed to the design phase.

When the capital budget is approved in the new biennium, SBCTC will request allotment of pre-design funds, a proportional share of college project administration for use during pre-design, and 10% of the project's art allocation.

Project Delivery Method

During pre-design, the project team will determine the preferred project delivery method, such as:

- Design-Bid-Build
- Design-Build
- GC/CM (General Contractor/Construction Manager)

Regardless of delivery method, the total project cost must stay within the approved budget.

WA State Arts Commission Allocation

To incorporate public art into the project plans, State law allows up to 10% of the Artwork set-aside to be used during design. This supports early coordination between the college and the artist for artwork that may be incorporated into the building design. The State Board retains the artwork portion and directly reimburses the Washington Arts Commission for eligible invoiced costs.

Design

Once OFM has approved the pre-design and issued an approval letter, SBCTC will request the remaining design-phase allotment from OFM. The remaining design-phase funding is to prepare the project for, and up to bidding. A college may only proceed with design after OFM has approved the pre-design and authorized the design-phase allotment.

Design-phase Deliverables

OFM requires the following items to be submitted when requesting construction-phase funding. These are prepared by the college and the design team during the design phase.

Value Engineering Report

As part of the construction allotment, the college must submit to OFM an executive summary of the recommendations of the value engineering study (completed during the design phase) that were accepted or rejected, and the supporting reasons.

Constructability Review

A review by an independent consultant or contractor to determine if a project can be physically built as designed. This is to reduce construction change-orders and claims. Conduct this review at 75–95% completion of the construction documents.

LEED checklist

New construction and major renovations over 5,000 gross square feet must be designed and constructed to meet LEED Silver certification, as required by [RCW 39.35D](#). This standard ensures projects incorporate sustainable design features that improve energy efficiency, reduce environmental impact, and support long-term cost savings.

Life cycle cost analysis

In addition to the Life Cycle Cost Model prepared during the predesign, there are two other additional life cycle cost analysis tools that may be required.

Life Cycle Cost Tool (LCCT)

After a project enters the design phase, agencies must use OFM's LCCT to demonstrate how the building design contributes to energy efficiency and conservation. [Executive Order 13-03](#) requires an LCCT for facilities with an area of 5,000 square feet or greater. The LCCT evaluates the tradeoff over time from increased initial capital investment in high performance energy system components that may include (but are not limited to) the building envelope, HVAC system, water using fixtures and/or lighting. OFM will not allot construction funds until the analysis is completed.

Energy Life Cycle Cost Analysis (ELCCA)

Owners with projects over 25,000 square feet are required to perform a life cycle cost analysis ([RCW 39.35.050](#)). The ELCCA compares owning and operating costs for energy-using systems such as heating, cooling, lighting, building envelopes and domestic hot water in new and remodeled facilities. It provides a method for the owner to evaluate different energy-using systems and select the most cost-effective. DES owns and manages the [ELCCA](#).

Cultural and Historic Property Review (DAHP)

For state-funded capital projects in Washington, agencies must consult early with the Department of Archaeology and Historic Preservation (DAHP) and affected tribes to assess potential impacts on cultural resources, as required by [Executive Order 21-02](#). This consultation must be completed before spending any state funds on construction, demolition, or land acquisition. If not previously submitted, a DAHP review letter confirming project review must be included with the initial or

supplemental allotment request to OFM, and consultation must be updated if the project has changed or the previous review is more than three years old.

Construction Phase Allotments

Construction funding

Once a project moves to the construction phase, SBCTC will request funding from OFM to cover:

- Construction costs
- Remaining consultant services
- Other costs
- Remaining college project administration
- Remaining artwork allocation (held by the State Board for the Arts Commission)

To request the allotment, the project must be bid, and the college must submit a detailed, updated budget using the recast C-100 form, demonstrating how the project will be completed within the available funds. The college must also provide any additional information required for the allotment package (table 2).

Construction allotments

The table of supporting documents needed for construction allotments below:

Table 2 – information required for construction allotments.

Design-Bid-Build	General Contractor/Construction Manager	Design-Build
Bid Tab with engineer’s estimate and justification for selected alternates.	Negotiated Total Cost and justification for selected alternates.	Guaranteed Maximum Price and justification for selected alternates.
Recast budget to demonstrate how construction cost fits within project budget (C-100)	Recast budget to demonstrate how construction cost fits within project budget (C-100)	Recast budget to demonstrate how design and construction costs fit within project budget.
Value Engineering Report	Value Engineering Report	Value Engineering Report
Constructability Review	Constructability Review	Constructability Review
LEED checklist (US Green Building Council)	LEED checklist (US Green Building Council)	LEED checklist (US Green Building Council)
Office of Financial Management (OFM) Life Cycle Cost Tool	Office of Financial Management (OFM) Life Cycle Cost Tool	Office of Financial Management (OFM) Life Cycle Cost Tool
Most recent correspondence with Department of Archeology and Historic Preservation (DAHP) and affected Tribes to demonstrate and document compliance with Executive Order 21-02 . See DAHP Process .	Most recent correspondence with Department of Archeology and Historic Preservation (DAHP) and affected Tribes to demonstrate and document compliance with Executive Order 21-02 . See DAHP Process .	Most recent correspondence with Department of Archeology and Historic Preservation (DAHP) and affected Tribes to demonstrate and document compliance with Executive Order 21-02 . See DAHP Process .

*Note that required documentation for construction allotments varies based on the project delivery method.

Furniture, Fixtures, and Equipment (FF&E)

FF&E funding is requested separately during the construction phase of a capital project. While it is preferred to submit one complete equipment list, you may submit partial requests if:

- Certain items have long lead times, or
- The procurement must be phased to meet scheduling or occupancy needs.

Each FF&E request should include a clear itemized list, with the following details for each item:

- Manufacturer
- Part number
- Unit cost
- Product link (if available)

Use the [FF&E Template](#) to help gather and organize this information efficiently. You may also submit vendor proposals that include:

- Detailed item descriptions
- Individual costs
- Total bid amount

Note: Not all equipment is eligible for capital funding. Be sure to review the guidelines in [Chapter 4](#) of the current Capital Budget Request Instructions.

FF&E review and approval process

1. College submits draft FF&E list to the SBCTC Capital Budget Analyst.
2. SBCTC reviews and refines the list in collaboration with the college to ensure it aligns with OFM eligibility requirements.
3. SBCTC submits the finalized list to the OFM for funding approval.
4. Once approved, funds are allocated to the college for the approved FF&E purchases. FF&E purchases follow standard procurement rules as established by DES and an allocation approval does not justify “sole source” procurement.

Buy Clean, Buy Fair

State law ([RCW 39.116](#), codifying HB 1282 and HB 1458) now requires Environmental Product Declarations (EPDs) for structural concrete, reinforcing steel, structural steel, and engineered wood products used in public building projects. This applies to new contracts for qualifying projects over 100,000 gross square feet starting July 1, 2025, and all qualifying projects over 50,000 gross square feet starting July 1, 2027.

EPDs are Type III declarations that measure a product’s embodied carbon—its life-cycle greenhouse gas (GHG) emissions—following ISO 14025 standards. They must be third-party verified or based on valid life-cycle assessment data.

Project specifications and contracts must include these requirements, ensuring that at least 90% of the cost of eligible materials is supported by product- and facility-specific EPDs before substantial completion. This policy supports Washington’s broader goals to reduce embodied carbon, promote environmental and labor transparency, and advance sustainable construction practices.

Reappropriations

Reappropriations for major capital projects refer to the legislative reauthorization of previously approved, but unspent, capital funds from an earlier biennium. For community and technical colleges, this ensures continuity of funding for multi-year construction projects that are not yet complete. The State Board works with the Office of Financial Management and Legislature each biennium to identify and request the necessary reappropriations for ongoing major projects in the system's capital budget when necessary.

CapTrack

[CapTrack](#) is the State Board's online capital project allocation and expenditure monitoring system, which allows each college to easily track all capital project allocations, and capital project expenditures compared to allocations. Project schedules, beginning with design start–construction finish, will be maintained within CapTrack. The State Board will provide notice when projects and funding allocations are approved by email and by updating CapTrack.

State Board capital staff

The State Board's capital staff is available to assist you with general questions or specific challenges encountered during a project. Please let us know how we can support you.

Darrell Jennings
Capital Budget Director
djennings@sbctc.edu
Office: (360) 704-4382
Mobile: (360) 561-1385

Susan Locke
Capital Budget Analyst
slocke@sbctc.edu
Office: (360) 704-4386

John Lyons, AIA
Principal Architect
jlyons@sbctc.edu
Office: (360) 704-4395
Mobile: (503) 267-6562

Scott Morgan
Sustainability & Energy Conservation Manager
semorgan@sbctc.edu
Office: (360) 704-1073
Mobile: (360) 951-0305