



MINOR PROJECT ALLOCATION NOTES

2025-27 biennium

Updated: 6/19/2025

General

The 2025–27 enacted capital budget combines all State Board for Community and Technical Colleges (SBCTC) minor works project requests and associated funding into a single appropriation titled “Minor Works Preservation and Program.” This consolidated appropriation includes funding for traditionally supported categories such as emergency pools and unanticipated repair funds (URF); roof, facility, and site repairs; infrastructure replacements; and programmatic enhancements.

For the overall Minor Works Preservation and Program appropriation—including both traditionally funded projects and URF—the Legislature encourages prioritization of projects that:

- Address health and safety concerns for employees or clients served;
- Support high-use facilities or systems;
- Help avoid future cost increases in repair or maintenance; and
- Reduce or prevent increased operating costs.

Colleges must ensure that all minor works expenditures, including URF, align with legislative intent and comply with Office of Financial Management (OFM) requirements. These guidelines are in place to support accountability and to help the Community and Technical College system maintain credibility with policymakers. Adherence to these expectations will strengthen the system’s position when competing for limited capital resources in future budget cycles.

Budget requirements

Section 8016 of the 2025–27 capital budget bill defines “minor works projects” and outlines specific funding criteria. For higher education institutions, minor works projects, including those funded by URF, must meet the following conditions:

- A project must have a minimum value of \$25,000 and may not exceed \$4 million.
- Funds are expected to be spent within the biennium and are not intended for reappropriation.
- May not be used for:
 - Projects that are a phase of a larger project, and that if combined over a continuous period, would exceed \$4 million.
 - Studies, planning, or design, except for technical or engineering reviews or designs that lead directly to and support a minor works project.
 - Movable, temporary, and traditionally funded operating equipment not in compliance with the equipment criteria established by the Office of Financial Management, including rolling stock and computers.
 - Software not dedicated to control of a specialized system.
 - Moving expenses.

- Land or facility acquisitions.
- Funding for projects with funding shortfalls unless expressly authorized by the Office of Financial Management.
- Additional limitations as described in the Office of Financial Management capital budget instructions.

The 2025-27 capital budget now requires reporting of completed and in progress minor works projects and expenditures in December of each even year (e.g., 2026), including projects funded using URF allocations.

Spend funds in one biennium

The Legislature intends for minor works funding to be expended during the biennium they are appropriated. To ensure projects have the best chance for completion during the biennium, it is important that projects are started early in the biennium. This is particularly critical for projects that include “long-lead” items. It is also critical to engage the [Department of Enterprise Services \(DES\)](#) for early and make sure the process continues as planned.

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.

Allocations and project changes

State Board approval is required for all capital expenditures and capital work affecting educational facilities, regardless of funding source. Each college’s allocation for minor works has been approved by the State Board consistent with the 2025-27 capital budget request. Since priorities can change over time, the capital budget bill allows projects approved within the appropriation to be modified.

Colleges should submit requests to modify existing project scopes, re-purpose funding to complete a new project or to move funding between existing projects using our [Minor Works Change Tool](#). SBCTC intends to review minor work change requests and make decisions within 10 business days. After approval, the State Board will update CapTrack, and notify the college of project funding.

Unanticipated Repair Funds (URF)

College URF funds are placed in reserve status at the start of the biennium. When a college determines an appropriate use, they will request a project/fund change through the Minor Works Change Tool. When approved, the State Board will assign a State Board project number, update CapTrack, and notify the college of project funding.

Refer to the [Guidelines for use of URF](#) for additional details.

Public work and procurement

Community and technical colleges are required to use the 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](#).

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.

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