

## SBCTC 2023-25 Minor Project Allocation Notes

### General

Minor projects are funded through appropriations in the capital budget bill. Each appropriation is tied to a list of projects that are similar in nature, such as program improvements, roof repair, etc. Individual minor works projects must be valued between \$25,000 and \$2,000,000. The scope of work in multiple projects can be combined into a single construction contract to obtain efficiencies of scale or better coordination. Individual State Board assigned projects and scope will continue to be tracked individually by your assigned accounting codes and [Captrack](#).

### Spend funds in one biennium

The Legislature does not intend to reappropriate minor works project funding that is included in the regular session capital budget. Therefore, colleges typically need to complete minor works projects within the current biennium. To ensure projects have the best chance for completion during the biennium, it is important that projects are started early in the biennium and emphasize to consultants and contractors that the funds have a short life. This is particularly critical for projects that include “long-lead” items. It is also critical to engage DES early and make sure the process continues as planned.

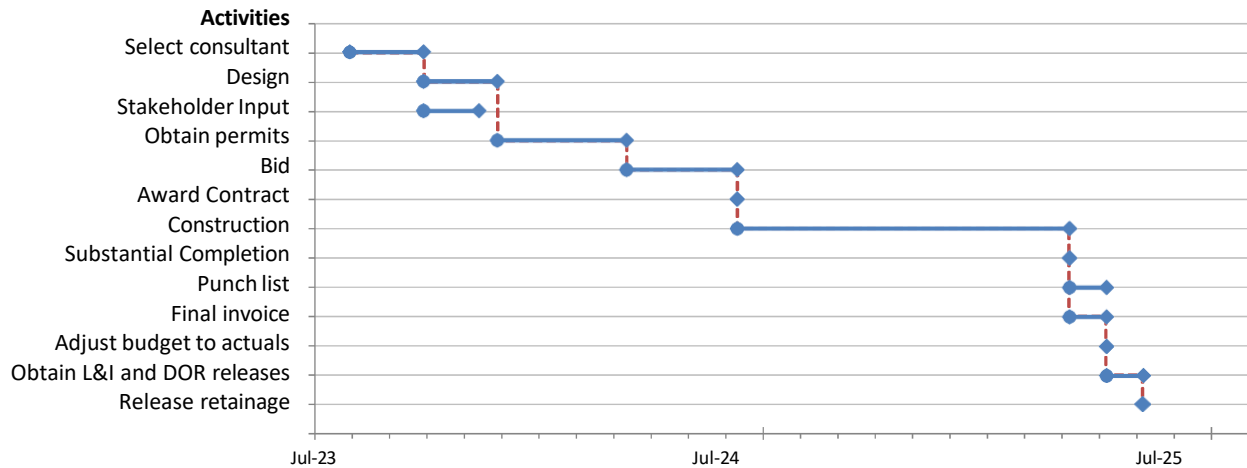
### Identify the timeline for each subproject

If minor works projects are started early in a biennium, they can be completed on time. Here are some typical tasks and durations to assist in planning:

<b>Activity</b>	<b>Duration</b>	<b>Predecessor Activity</b>
Select consultant	60 days	Receive allocation
Design – Roof or Site Repair	30 – 60 days	Consultant selection
Design – Facility Repair or Program Improvement	60 days	Consultant selection
Stakeholder Input – Program Improvement	30 to 90 days	Consultant selection
Obtain permits	30 to 180 days	Design
Material acquisition, if self-performing	30 days	Permits
Bid *	90 days	Permits
Award Contract *	Milestone	Bid
Construction – Roof or Site Repair	30 - 60 days **	Award
Construction – Facility Repair	180 days	Award
Construction – Program Improvement	270 days	Award
Substantial Completion	Milestone	Construction
Punch list	30 days	Construction
Final invoice *	30 days	Construction
Adjust budget to actuals	Milestone	Final invoice
Obtain Labor and Industries and Department of Revenue releases *	30 days	Final invoice
Release retainage *	Milestone	Releases
Request new minor subproject to be added to the list, if there are any savings. We try to do these quarterly.	90 days	Final invoice
Warranty period *	365 days	Substantial Completion
Warranty walkthrough *	300 – 340 days	Substantial Completion

\* For work that is not self-performed.      \*\* Adjust duration for weather dependent activities.

Based on average durations, a bid minor improvement project schedule might look like this:



### Coordinate with your DES Project Manager

DES is the public work contracting authority for all community and technical colleges. Currently, colleges do not have any contracting authority, including DES “delegated authority” for smaller contracts. E&AS Project Managers have multiple clients. They need to know your expectations well in advance of when you need their services in order to meet everyone’s needs. They can help you combine multiple projects into one contract, and they can help determine the best public work delivery method for your projects. Public Works projects are initiated by submitting a [Public Works Request form](#) to DES.

### Add scope or move funds using the Minor Works List Change Tool

Since priorities change over time, the capital budget bill allows the project lists within each appropriation to be modified. The SBCTC is required to notify the Office of Financial Management and the legislative fiscal committees when we change the scope of work on a list. 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 List Change Tool](#). These types of changes are only possible to the extent they maintain the integrity of the funding for the underlying list e.g. roof repair to another roof repair. Funds cannot be moved between the lists e.g., roof repair to site repair. Program funds have more flexibility since they can be re-purposed to complete any repair work as well as any improvement, however, the project will remain on the program project list.

There is additional flexibility for colleges that want to re-purpose funds to resolve accessibility compliance issues. Any minor works appropriation can be used for this purpose. For example, roof repair funds can be re-purposed to correct pedestrian access paths that do not meet accessibility standards.

SBCTC intends to submit minor work list changes monthly, on the 15<sup>th</sup> of each month. OFM and legislative fiscal staff review can up to 10 days to approve requests. Plan accordingly to submit change requests to avoid project delays.

### Cultural and Historic Resource Review

All projects funded through the state capital budget are required to be reviewed and consulted on for its effect cultural and historic properties pursuant to [Executive Order 21-02](#). Generally, consultation with the Department

of Archeology and Historic Preservation is initiated for projects included in the budget request. It is each college's responsibility to consult with affected Tribes for all projects. Colleges are also responsible for all consultation for any projects added or modified through the minor works change process. The consultation process can be found here: <https://dahp.wa.gov/2102>. DES has been provided a list of all minor works projects that may require DAHP consultations.

#### Supplemental funding for capital projects

The 2023-25 capital budget included several grant programs available to colleges, including a continuation of the Career Preparation and Launch Equipment grant program at the State Board. The Washington's Department of Commerce will also have competitive grant programs for energy efficiency and solar installations.

##### *Career Preparation and Launch Equipment Grant Program*

Administered by: SBCTC

Available funding: \$5,000,000

Funding opportunity is intended to provide for the purchase and installation of capital equipment that supports student learning within eligible [Career Launch endorsed programs](#)\* in the Washington Community and Technical College System. <https://www.sbctc.edu/colleges-staff/grants/career-launch-capital-equipment-funding>

##### *Energy Audits for Public Buildings Grant Program*

Administered by: WA State Department of Commerce

Available funding: \$20,000,000

Funding is for grants to help public buildings complete energy audits to help building owners understand energy usage and ways to use energy more efficiently and cost effectively in compliance with the Clean Building Act's building performance standard requirements beginning in 2026. (Climate Commitment Account-State) (Ongoing) <https://www.commerce.wa.gov/growing-the-economy/energy/buildings/>

##### *Energy Efficiency Grant Program*

Administered by: WA State Department of Commerce

Available funding: \$22,500,000

The Energy Efficiency Grant Program funds projects for improvements to existing public-owned facilities and related projects that result in energy and operational cost savings. Energy Efficiency grants are serving communities throughout Washington. <https://www.commerce.wa.gov/growing-the-economy/energy/energy-efficiency/>

##### *Solar Grant Program*

Administered by: WA State Department of Commerce

Available funding: \$22,500,000

Solar Energy grants provide competitive funding to install solar at public buildings and facilities, such as schools, hospitals, civic buildings, and wastewater treatment plants. These grants cut energy costs, reduce pollution, and showcase solar projects in communities across the state.

<https://www.commerce.wa.gov/growing-the-economy/energy/solar-grants/>

##### *State Project Improvement Grants*

Administered by: WA State Department of Commerce

Available funding: \$5,000,000

Grants fund state agencies to redesign building projects to increase energy efficiency and environmental performance. Funding covers the additional costs of more efficient project options— such as higher efficiency heating systems or windows—for projects at existing state-owned buildings.

<https://www.commerce.wa.gov/growing-the-economy/energy/state-efficiency-and-environmental-performance-seep-archive/energy-efficiency-in-state-buildings/>

College use of funding such as these grants and other funds not appropriated to the SBCTC for capital also

require local capital expenditure authority so we can create the accounting codes and monitor the expenditures, requested by using the [Local Capital Expenditure Authority Request](#).

#### Communicate with State Board capital staff

The State Board's capital staff are available to assist you with general questions or specific challenges encountered during a project. We can help colleges make changes to minor works lists and provide additional guidance.

Please let us know what we can do for you.

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