**Small Capital Improvement Projects**

- **CFC** is Capital Finance Council, comprised of KU’s Chief Business/Financial Planning Officer, DCM Director, and other officials as appropriate.

- Limit: $1,000,000 Est. Construction Cost - Arch. Services
  - Feasibility Study Includes Budget & Timeline
  - DCM
    - Approvals Required for Feasibility Study
    - Approvals Required During Design Phase
    - Approvals Required During Bidding and Construction Phase

### Study Service Providers
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### OFFM
- Kansas Office of Facilities and Property Management in Topeka, KS
  - Typically used only for state-funded projects above on-call limits as required.

### Approvals Required for Feasibility Study
- KU Requestor (authorized official)
- DCM Director/Deputy Director
- Vice Provost for Administration & Finance (if Off-University funds will be used)

### Approvals Required for Program Study
- KU Requestor
- DCM Director
- CPC
  - Funding Authority

### FUNDING APPROVAL OF PROJECT
- The project requestors receive the Feasibility Study or Program from the Project Manager and proceed to determine source of funding for the project and ensure all university required approvals. The project requestors select the [RFQ](https://www.ku.edu) that will be used to acquire the services.

### Construction Services
- Based on funding source and type of project, the most expeditious method of procuring design services is initiated.

#### Feasibility Study Services
- Assessment/Program Documents
  - Project exceeding $75,000 is submitted to the KU client group (CFC) for the KU’s process (CFC and DCM) any variation impacting the required assessments. Once approved, the project is submitted to DCM.

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