

February 4, 2021

**DEANS
VICE CHANCELLORS
VICE PROVOSTS
ASSOCIATE CHANCELLORS
DIRECTOR PAULA SMITH
UNIVERSITY LIBRARIAN LORELEI TANJI**

RE: Small Capital Improvement Program for 2021-22; *Proposals Due May 31, 2021*

I am pleased to inform you that we will once again be considering projects for funding in 2021-22 through the Small Capital Improvement Program. Projects submitted for consideration should meet the following criteria:

- Accommodate new faculty hires
- Improve instructional space
- Correct critical life-safety deficiencies

Due to the ongoing fiscal challenges the campus is facing, funding for this year's program is limited to a total of \$10 million – significantly less than has been provided in recent years. Please be mindful of this limitation and submit only your top two priorities.

In the interest of expediting urgent projects, units may choose to use departmental funds to begin work on their highest-priority projects prior to receiving funding approval. Units should work with Facilities Management to initiate the project and establish a capital account. If the project is selected for funding, budget provided by the unit will be returned to the account from which it came. Projects approved for reimbursement will receive a budget transfer in the current fiscal year for expenditures incurred in prior fiscal years. If the project is not selected for funding, the unit will be responsible for any project-related expenses. Project expenses incurred prior to July 1, 2019 are not eligible for reimbursement through the Small Capital Improvement Program.

Please use the attached Project Summary Form for submitting your proposals. Detailed instructions for submitting proposals are included on the form. Contact the following people as appropriate for assistance in coordinating project proposals:

- If units have a particular life-safety concern, contact Joe Rizkallah (extension 4-9850 or jar@uci.edu) in Environmental Health & Safety to determine whether the project should be submitted for consideration for Small Cap funding or prioritized for funding from another source.
- For security-related projects, please coordinate proposals with James Layne (extension 4-1308 or jlayne@uci.edu) in Facilities Management to ensure consistency with the campus's comprehensive Security Master Plan.
- For all projects, units should contact Facilities Management to obtain professional cost estimates. Facilities Management is also available to assist in defining the scope of projects. Please contact Allen Shiroma (extension 4-2183 or ashiroma@uci.edu) or Kyoko Adachi (extension 4-9520 or kadachi@uci.edu) by March 5, 2021, to request Facilities' services.



RE: Small Capital Improvement Program 2021-22

February 4, 2021

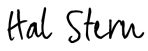
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If your unit has received a Small Capital Improvement award in previous years for a scope of work that is still in process, please complete the attached Project Status Form for each active project. The completed form should be submitted with your proposals for this year's program.

Completed proposals must be submitted for consideration by May 31, 2021. A committee comprised of faculty and staff will review proposals and make funding recommendations.

Please transmit a PDF file of your project proposals to Jeanne Doig in Capital Planning (extension 4-7313 or jmdoig@uci.edu), with a copy to Cynthia Kesterson (c.kesterson@uci.edu). Contact Jeanne or Janet Mason, Assistant Vice Chancellor for Capital Planning & Space Management, (extension 4-7668 or jcmason@uci.edu) if you have any questions about the program or process.

Sincerely,

DocuSigned by:

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Hal S. Stern, Ph.D

Interim Provost and Executive Vice Chancellor
Chancellor's Professor, Department of Statistics

Attachments

C: Assistant Deans

Assistant Director Rizkallah
Assistant Vice Chancellor Mason
Assistant Vice Chancellor Shiroma
Interim Associate Provost and Executive Vice Chancellor Leinen
Associate Vice Chancellor Coulon
Associate Vice Chancellor Jones
Associate Vice Chancellor Kikuchi
Associate Vice Chancellor Musto
Associate Vice Chancellor Rahn
Associate Vice Chancellor Wolonsky
Director Anderson
Director Jue
Director Kanatani
Director Li
Director Lindsell
Director McCoy
Director Milner
Executive Director Sterritt
Facilities Managers
Interim Assistant Vice Chancellor Gallardo
Interim Assistant Director Im
Interim Chief Information Officer and Associate Vice Chancellor Colestock
Principal Educational Facility Planner Doig
Security Infrastructure Program Manager Layne