

March 22, 2024

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

**RE: Small Capital Improvement Program for 2024-25; Proposals Due July 8, 2024**

I am pleased to inform you that we will once again be considering projects for funding in 2024-25 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 fiscal challenges the campus is currently facing, funding for 2024-25 program will be limited. **Please be mindful of this limitation and submit only your top two priorities. To assist with maximizing available funds, preference will be given to projects that include matching funds of 25% or more.**

In the interest of expediting urgent projects, units may, at their own risk, use departmental funds to initiate work on their highest-priority projects prior to receiving funding approval. If the project is approved, budgeted expenditures incurred prior to approval would be reimbursed as part of the award. **Guidelines for prefunding and reimbursement of SCIP projects are provided in Attachment 1.**

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](mailto:jar@uci.edu)) or Sandra Conrad (extension 4-6982 or [sconrad@uci.edu](mailto:sconrad@uci.edu)) in Environmental Health & Safety for input on safety requirements or considerations for the project.
- For security-related projects, please coordinate proposals with James Layne (extension 4-1308 or [jlayne@uci.edu](mailto: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 Adam Feuerstein (extension 4-8112 or [afeuerst@uci.edu](mailto:afeuerst@uci.edu)) or Kyoko Adachi (extension 4-9520 or [kadachi@uci.edu](mailto:kadachi@uci.edu)) by **April 12, 2024**, to request Facilities' services.



RE: Small Capital Improvement Program 2024-25

March 22, 2024

Page 2

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 July 8, 2024. A committee comprised of faculty and staff will review proposals and make funding recommendations. Please transmit a PDF file of your project proposals to Meg Beatrice in Capital Planning (extension 4-7489 or [m.beatrice@uci.edu](mailto:m.beatrice@uci.edu)), with a copy to Cynthia Kesterson ([c.kesterson@uci.edu](mailto:c.kesterson@uci.edu)). Contact Meg or Janet Mason, Assistant Vice Chancellor for Capital Planning & Space Management, (extension 4-7668 or [jcmason@uci.edu](mailto:jcmason@uci.edu)) if you have any questions about the program or process.

Sincerely,

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

#### Attachments

C: Assistant Deans  
Assistant Director Conrad  
Assistant Director Im  
Assistant Vice Chancellor Gallardo  
Assistant Vice Chancellor Mason  
Associate Provost and Chief of Staff Brigman  
Associate Vice Chancellor Coulon  
Associate Vice Chancellor Jones  
Associate Vice Chancellor Kikuchi  
Associate Vice Chancellor Musto  
Assistant Vice Chancellor Gudorf  
Associate Vice Provost Helbig  
Chief Financial Officer Carter  
Chief Information Officer and Associate Vice Chancellor Colestock  
Director Anderson  
Director Grill  
Director Li  
Director Lindsell  
Director Milner  
Senior Director McCoy  
Senior Project Manager Adachi  
Executive Director Sterritt  
Facilities Managers  
Interim Associate Director Rizkallah  
Interim Director Feuerstein  
Museum Director Kanatani  
Principal Educational Facility Planner Beatrice  
Principal Educational Facility Planner Lam  
Security Infrastructure Program Manager Layne