

## PREPARING A MINOR PROJECT REQUEST

Preliminary Distribution March 10, 2017

Due April 1, 2018

A minor project will usually cost less than \$1 million and can be a renovation, alteration or site improvement. The SBCTC established a target level of funding for each college. Within that level, a college may develop one or more projects. These projects should be chosen carefully to reflect critical goals of the college and serve to improve the educational environment, better access, deal with childcare, or student support services. The legislature expects these projects to be complete in the biennium they are funded.

Projects should not include development or improvement of support space. **Do not include lease payments, Local Improvement District costs, or other costs that are traditionally paid from the operating budget. Do not propose projects that increase space, procure property, or have any operating budget impact.**

### Program Total by College

The system budget target is \$29,293,000 for support of minor programmatic projects in the 2019-21 biennium. Each college's portion of the system target is based on their portion of the system's 2017 Fall student FTEs, owned gross square footage, and owned gross square footage built before 1994.

Preliminary distribution based on 2016 data - final to be based on 2017 data.

College	Minor Program
Bates	\$ 947,000
Bellevue	\$ 1,320,000
Bellingham	\$ 593,000
Big Bend	\$ 748,000
Cascadia	\$ 484,000
Centralia	\$ 608,000
Clark	\$ 1,149,000
Clover Park	\$ 856,000
Columbia Basin	\$ 833,000
Edmonds	\$ 994,000
Everett	\$ 1,050,000
Grays Harbor	\$ 596,000
Green River	\$ 993,000
Highline	\$ 956,000
Lake Washington	\$ 752,000
Lower Columbia	\$ 759,000
Olympic	\$ 823,000

College	Minor Program
Peninsula	\$ 553,000
Pierce Fort Steilacoom	\$ 812,000
Pierce Puyallup	\$ 540,000
Renton	\$ 790,000
Seattle Central w/ SVI	\$ 1,371,000
Seattle North	\$ 918,000
Seattle South	\$ 900,000
Shoreline	\$ 805,000
Skagit Valley	\$ 801,000
South Puget Sound	\$ 795,000
Spokane	\$ 1,467,000
Spokane Falls	\$ 982,000
Tacoma	\$ 849,000
Walla Walla	\$ 870,000
Wenatchee Valley	\$ 694,000
Whatcom	\$ 622,000
Yakima Valley	\$ 1,063,000
<b>College Total</b>	<b>\$ 29,293,000</b>

### Submittal

Submit the Minor Program Request Form(s) via e-mail to [wdoty@sbctc.edu](mailto:wdoty@sbctc.edu). In addition to these forms, supporting letters or reports from design consultants may be submitted to provide background on analysis, alternatives, cost estimates, etc. Project numbers will be assigned to each project when it entered into the Office of Financial Management's Capital Budget System.



## 2019-21 MINOR PROGRAM REQUEST

College: \_\_\_\_\_  
 Project title: \_\_\_\_\_  
 Project location & UFIs: \_\_\_\_\_

What is the problem? Why is this project necessary?

What happens if this project is not funded by the State?

What is the desired solution?

Will this project increase access or improve utilization? (Yes/No) \_\_\_\_\_  
 If yes, please specify the **Net Change** in FTE capacity. \_\_\_\_\_

What benefit will this project provide the college?

How does the project relate to the college facilities master plan, the strategic plan, and institutional goals?

**Cost Summary:**

Construction  
 Equipment  
 Contingency  
 Sales Tax  
 Design  
 \_\_\_\_\_  
 Total Cost

**Funding Summary:**

State Appropriation  
 Local Funding (specify account)  
 Other (specify source)  
 \_\_\_\_\_  
 Total Funding

Please explain any difference between the Total Cost and Total Funding.