



MEMORANDUM

Date: September 5, 2007

To: Doug Button, Deputy Director
Fred Luzzi, Assistant Deputy Director

From: Department of General Services – Real Estate Services Division
707 Third Street, Suite 4-330, West Sacramento, CA 95605

Subject: RESD PROCEDURE – Administrative Order 06-14

The RESD Governance Council has approved the following administrative procedure for implementing the subject Administrative Order.

DGS [Administrative Order 06-14](#) addresses RESD Project Funding and Expenditures (Approval and Monitoring). The purpose of the AO is to remind all that capital outlay and special repair projects are to be administered in compliance with existing statutes including the Government Code and the annual Budget Act.

The Department and Division recognizes the need to (1) proceed with high priority, albeit unfunded, projects for DGS, Agency and/or the Governor's Office; (2) proceed with certain projects prior to funds being transferred; and (3) the need to continue critical infrastructure projects that may be under funded. The Administrative Order provides a mechanism to proceed with these projects upon notification and approval of the Director (or his/her designee) and receipt of his/her authorization to proceed.

PROCEDURE

RESD Branches will submit all requests for authorization to proceed to its Deputy Director and no further expenditure will occur until written authorization to proceed is received. In order for our deputy to make an informed decision, all requests should include the following:

- **Project Citation:** Title, Location, Client Department, ABMS Number
- **Brief Project Description:** Scope statement
- **Project Status:** Brief statement on current project status including Phase, Schedule, Percent Complete.
- **Funding Issue:** Describe the problem; explain how the funding issue occurred; advise if additional funds have been requested or if augmentation is possible.

- 1) If the request is to proceed with an unfunded project, an explanation for proceeding

- 2) If the request is to proceed prior to funds being transferred: (a) identify the appropriate fund source, (b) report on the status of funds and (3) explain why it is critical that the project be initiated in advance of funding;
 - 3) If the project is under funded, identify: (a) funds expended to date; (b) the additional cost to complete the project phase and (c) why it is critical that the project proceed.
- **Other Factors:** Identify any other factors, such as political sensitivity, consequences of denial, timing, etc.

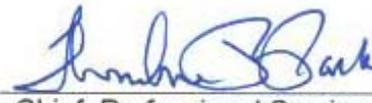
Written requests for authorization to proceed should be routed through the appropriate branch chief and submitted to the RESD Deputy Director for timely review and determination.

This procedure will be distributed to all RESD Staff and placed on the RESD Intranet under the Procedures and Processes link.

Approved by RESD Governance Council, September 5, 2007



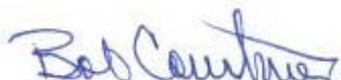
Chief, Asset Management
Branch



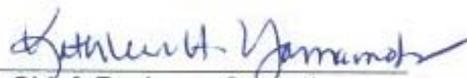
Chief, Professional Services
Branch



Chief, Building and Property
Management Branch



Chief, Project Management
Branch



Chief, Business Operations,
Policy and Planning Branch