

STARTING PROJECTS

(New 5/98)

No PWB action is required to start projects. However, DOF or DGS must authorize release of funds and give approval to proceed, depending upon the phase of the project and the task. Unless the project involves an acquisition, the first (and frequently only) formal PWB approval normally occurs at the preliminary planning stage.

Major projects: Once the Legislature authorizes funding for studies, site acquisition, or preliminary plans in the Budget Act or separate statute, DGS initiates a Form 22 (or for bond funds a GS-OSA 220) requesting that funding for this phase be transferred to the Architectural Revolving Fund. DGS forwards the form to the department for approval, which then submits it to DOF for approval. See Section 6868 Illustrations 1 and 2 for samples of the fund transfer forms. The form is then forwarded to SCO.

Minor projects: A STD. 23 is used to request approval for departmental supervision of a minor capital outlay project. The client department initiates the form and sends it to DGS for final approval. Examples of the form are available from DGS.

Reminder to departments on “project” per State Contract Act: Before beginning a project, departments are reminded to verify whether the project is governed by the State Contract Act. Section 10105 of the Public Contract Code sets a specific dollar threshold for projects, beyond which the act has governance. That dollar threshold is updated periodically by DOF in a Management Memo.