JACKSONVILLE STATE UNIVERSITY

Manual of Policies and Procedures

POLICY NO.: IV.15 **DATE: April 2020**

REVIEW/REVISION DATES: Feb 2021, Oct 2022, Feb 2024

SUBJECT: Capital and other Renovation Projects Policy

APPROVED: Dr. Don C. Killingsworth Jr., President

PURPOSE

This Policy establishes uniform procedures for capital projects and other renovation projects to ensure compliance with Alabama state law and Uniform Guidance, ensure the most effective and efficient use of funds and internal resources, and ensure expenditures are in alignment with approved strategy.

DEFINITIONS

Capital projects are those that involve changes or improvements to real property. Real property is defined as land and anything growing on, affixed to, or built upon land.

Uniform Guidance is a set of authoritative rules and regulations relating to federal grants (see 2.CFR.200).

Vendor Diversity includes choice and variety, as well as minority, Women-Owned Enterprises, and Veteran-Owned Enterprises.

POLICY

1. All capital projects will require:

    - Capital project (or Public Works) bids will be executed by Capital Planning & Facilities.
    - Use of internal JSU facilities and maintenance resources for capital projects less than $25K. When internal resources cannot be utilized, small projects will require three quotes.
    - At least three quotes for capital projects greater than $25K and less than $100K
    - Compliance with the Title 39 of the Code of Alabama 1975 (Code of Alabama 1975).

- A completed and approved Capital Outlay Form (Form 5) containing a detailed justification for the request
- Compliance with the Alabama Ethics Law (Code of Alabama 1975)

2. Renovation Projects

- Renovation projects must be requested via a completed and approved Renovation and Improvement Estimate/Authorization Form (Form 29)
- Renovation projects will be further reviewed by Capital Planning & Facilities and the Controller's Office
- Use of internal JSU facilities and maintenance resources for capital projects less than $25K. When internal resources cannot be utilized, small projects will require three quotes.

RESPONSIBILITY

The University Controller is responsible for this policy.

EVALUATION

This policy will be reviewed at least every five (5) years.