

# Capital Approval Process Chart

| Capital Construction Approval Process Updated<br>May 18, 2016 |  | New Schools  |  | Additions  |                   | Major Retrofits <sup>1</sup>   |                   | FDK                        |
|---|--|--|--|--|-------------------|--|-------------------|----------------------------|
|   |  | Repeat Design  | New Design   | >50% <sup>3</sup>  | <50% <sup>3</sup> | >50% <sup>3</sup>  | <50% <sup>3</sup> | Individual Projects<\$250K |
| Pre-Design  | Facility Space Template  | Complete template with most recent adaptation (<5 years)   | Board to submit template before hiring architect                           | Board to submit template before hiring architect                           | Not Required      | Board to submit template before hiring architect                           | Not Required      | Not Required               |
|   | Project Manager  | Board to appoint a Project Manager (either internal staff or external resource). Board to notify Ministry of name and contact info.  |  |  |                   |  |                   |                            |
|   | Ministry Approval  | Ministry must approve scope of project based upon submitted Space Template   | Ministry must approve scope of project based upon submitted Space Template | Ministry must approve scope of project based upon submitted Space Template | Not Required      | Ministry must approve scope of project based upon submitted Space Template | Not Required      | Not Required               |
|   | GOAL   | Board to retain an architect   |  |  |                   |  |                   |                            |
| Pre-Tender  | Independent Cost Consultant Report <sup>2</sup>  | Submit final cost of recent adaptation (<5 years)  | Projects with a total project cost of >\$3.0M                              | Projects with a total project cost of >\$3.0M                              | Not Required      | Projects with a total project cost of >\$3.0M                              | Not Required      | Not Required               |
|   | Approval to Proceed (ATP) Request  | Board's senior business official to submit the ATP Request Form confirming total estimated project costs does not exceed board's identified funding.   |  |  |                   |  |                   |                            |
|   | Capital Analysis & Planning Tool (CAPT)  | Board to confirm that data entered in the CAPT for the requested project is in line with the data provided through the ATP Request Form.   |  |  |                   |  |                   |                            |
|   | Ministry Approval  | Ministry's approval required before proceeding to tender. Approval based on identification of sufficient funding.  |  |  |                   |  |                   |                            |
|   | GOAL   | Board to proceed to tender   |  |  |                   |  |                   |                            |
| Post-Tender   | Tender exceed approved funding amount  | Board to either identify additional funding available via ATP Request Form or make design changes to reduce the project cost. In either case, the board must demonstrate that sufficient funding is available to complete the project. |  |  |                   |  |                   |                            |
|   | Tender meet approved funding amount  | Board to accept tender bid. Important to ensure all project costs are identified and considered.   |  |  |                   |  |                   |                            |
| Notes:  | 1. Ministry approvals are not required for major retrofits that are 100% funded through Renewal Funding, Good Places to Learn Renewal, Energy Efficiency funding, School Condition improvement funding, School-First Child Care Retrofit Policy funding, and FDK funding of less than \$250K.<br>2. Consultant to review the design, provide costing analysis and advice and report on options to ensure cost containment. To be based on drawings that are at least 80% complete.<br>3. 50% determined by the following: (Estimated project cost / Latest construction benchmark value of the existing OTG (pre-construction) of the facility). |  |  |  |                   |  |                   |                            |
| Definitions:  | <b>Addition:</b> Expansion of the gross floor area of a facility.<br><b>Major Retrofit:</b> Major structural renovation or reconstruction of the existing building envelop. It does not include expansion of the existing gross floor area. Any project that does expand the gross floor area, Ministry funds or >\$1M in Accumulated Surplus is treated as a Major Retrofit.  |  |  |  |                   |  |                   |                            |