**** Email completed forms to State.Architect@tn.gov. Begin subject line with "*Delegation Form*". ****

Transmittal and Checklist for Delegated Approval Authority – **(2.04.A.2) & (2.04.B.1)**

Capital Project with total project cost of $100,000 - $500,000

☐ Does not require determination by Tennessee Historical Commission (THC) **OR** THC has determined that the project will not adversely impact a historic structure and a THC Review form is attached.

☐ Project is NOT funded, in any part, by bond proceeds or residual proceeds from bond funding

☐ Designer and Contractor for this Capital Project will be procured through a process approved by the Commission for projects of this value

☐ The Capital Project is not being provided by a Higher Education Foundation

☐ **Non-Standard Design and Construction (If not utilizing Designer Selection Process and D/B/B)**
If applicable include rationale in comment on lead sheet. Note: same rationale needs to be reflected in the solicitation document.

☐ Back-up attached (Project lead sheet, SBC-1s, THC Form (if required), THEC disclosure information (Higher Ed only), explanation for Non-Standard Design and Construction requests, other relevant back-up materials, such as prior approvals and back-up documentation or executive summaries)

****

☐ **New Construction or Demolition** **Reported at the _____ SBC/ESC Meeting**

NOTE: *If the Capital Project is the construction or erection of a new building or structure or the demolition of a building or structure, then the approval is NOT effective until the Capital Project has been reported to the SBC or ESC. No contracts may be fully executed and no work may commence prior to such reporting.*

☐ Request includes a revision from the prior approval for (ie: scope, budget, funding): _____

_____

Previously reported at the _____ SBC/ESC Meeting

Project Name: _____

Project SBC#: _____

Submitting SPA: _____

SPA Authorized Representative:
(must be Head of SPA if ADM requested) _____
(I attest to the above) **Date**

Approved:

_____ _____
Ann McGauran, State Architect Date
☐ Not approved and rationale: _____

_____ _____
Angela Scott, Delegate of the Commissioner of Finance & Administration Date
☐ Not approved and rationale: _____