

March 3, 2020

Vice Chancellor of Planning, Budget, and Administration
Executive Director of Real Estate Services & Asset Management

Re-Delegation of Authority – Capital Project Matters: Real Estate Matters

In a letter, dated April 5, 2019 ([DA2629](#)), the President delegated to each Chancellor authority on specified real estate matters. This letter re-delegates that authority as described herein, for the authority to (1) approve and execute leases; (2) approve and execute commitments for licenses; (3) approve and execute reimbursement and stipend agreements ancillary to real property transactions; and (4) approve and execute the grant of easements and rights-of-way.

Approve and Execute Leases

In the letter noted above, the President delegated to each Chancellor the authority to approve and execute leases (including exercising renewal options, ancillary documents, amendments, and other modifications to leases) that have:

- i. a term not to exceed 10 years excluding options when UC is Tenant but including options when UC is Landlord, and
- ii. an initial base annual consideration not to exceed \$2 million provided that all commitments with an initial base annual consideration in excess of \$1 million shall be memorialized by either:
 - a. a UC Standard Form Lease without material modification, or
 - b. an agreement reviewed by Real Estate Services & Strategies and approved by the Office of General Counsel as to legal form.¹

In accordance with the parameters detailed in the letter and those stated above, **I hereby re-delegate my authority as follows to the:**

1. **Vice Chancellor of Planning, Budget, and Administration** – authority to execute leases (including renewal options, ancillary documents, amendments, and other modifications) not to exceed 5 years and as long as the total value of the original or modified lease does not exceed \$1 million/year.
2. **Executive Director of Real Estate Services & Asset Management** – authority to execute leases (including renewal options, ancillary documents, amendments, and other modifications) not to exceed 3 years and as long as the total value of the original or modified lease does not exceed \$500,000/year. This re-delegation to the Executive Director of Real Estate Services & Asset Management does not include authority on the design of buildings.

¹ Authority excludes approval and execution of ground leases, and execution of option to purchase.

Approve and Execute Licenses

In the letter noted above, the President delegated to each Chancellor the authority to approve and execute commitments for licenses (including ancillary documents, amendments, and other modifications to licenses) that have:

- i. a term
 - a. not to exceed 10 years, excluding options when UC is Licensee but including options when UC is Licensor, or
 - b. revocable by UC for convenience on notice not to exceed 180 days; and
- ii. an initial base annual consideration not to exceed \$1 million provided that all commitments with an initial base annual consideration in excess of \$500,000 shall be memorialized by either:
 - a. a UC Standard Form License without material modification, or
 - b. an agreement reviewed by Real Estate Services & Strategies and approved by the Office of General Counsel as to legal form.

In accordance with the parameters detailed in the letter and those stated above, **I hereby re-delegate the authority as follows to the:**

1. **Vice Chancellor of Planning, Budget, and Administration** – authority to execute commitments to licenses (including ancillary documents, amendments, and other modifications) not to exceed 5 years and as long as the base consideration does not exceed \$500,000/year.
2. **Executive Director of Real Estate Services & Asset Management** – authority to execute commitments to licenses (including ancillary documents, amendments, and other modifications) not to exceed 3 years and as long as the base consideration does not exceed \$300,000/year.

Approve and Execute Reimbursement and Stipend Agreements Ancillary to Real Property Transactions

In the letter noted above, the President delegated to each Chancellor the authority to approve and execute reimbursement and stipend agreements ancillary to real property transactions, where the University assumes an obligation to pay a cost of up to and including \$2.5 million.

In accordance with the parameters detailed in that letter, **I hereby re-delegate the authority as follows to the:**

1. **Vice Chancellor of Planning, Budget, and Administration** – approve and execute reimbursement stipend agreements ancillary to real property transactions, where the University assumes an obligation to pay a cost of up to \$375,000.
2. **Executive Director of Real Estate Services & Asset Management** – approve and execute reimbursement stipend agreements ancillary to real property transactions, where the University assumes an obligation to pay a cost of up to \$75,000.

Approve and Execute Grant of Easements and Rights-of-Way

In the letter noted above, the President delegated to each Chancellor the authority to approve and execute the grant of easements and rights-of-way (including ancillary documents, amendments, and other modifications to easements and rights-of-way) that:

- i. are revocable by UC for convenience on notice not to exceed 180 days, or
- ii. provide utility services to UC property exclusively, or
- iii. comprise no more than 5,000 square feet of UC land and are memorialized by either a
 - a. a UC Standard Form Lease without material modification, or
 - b. an instrument reviewed by Real Estate Services & Strategies and approved by the Office of General Counsel as to legal form.

In accordance with the parameters detailed in the letter and those stated above, **I hereby re-delegate the authority as follows to the:**

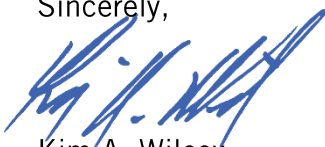
1. **Vice Chancellor of Planning, Budget, and Administration** – authority to execute grants of easements and rights-of-way (including ancillary documents, amendments, and other modifications) that comprise no more than 5,000 square feet of UC land.
2. **Executive Director of Real Estate Services & Asset Management** – authority to execute grants of easements and rights-of-way (including ancillary documents, amendments, and other modifications) that comprise no more than 2,500 square feet of UC land.

Further guidance on the implementation of this authority can be found in the following section of the Facilities Manual:

- [2.7.7 Authorization for Acquisitions, Dispositions, or Ground Lease of Real Property](#)
- [2.7.8 Requirement to Lease, License, and Granting Easements or Rights-of-Way Under Delegated Authority](#)
- [2.7.9 Reimbursement Agreements and Stipend Agreements Ancillary to Real Property Transaction](#)

This delegation supersedes all previous delegations on the subject. The authority delegated herein may not be re-delegated.

Sincerely,



Kim A. Wilcox
Chancellor

cc: Office of the Vice Chancellor of Planning, Budget, and Administration
UCR Delegation of Authority Coordinator