**The University of North Carolina System**

**Request for Advance Planning, New, or Increase in Capital Improvement Project**

Institution \_\_\_\_\_\_\_\_\_\_\_  Advance Planning Request  ­­­­­­­­New Capital Project Code \_\_\_\_\_\_ Item \_\_\_\_\*

Increase in Authorization from $\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Code \_\_\_\_\_ Item \_\_\_\_

Interscope Project Number \_

\*If this project has previously had advance planning authority, please identify relevant code/item number.

Project Title

Project Cost

Source of Funds

Fund Type  ­­­Appropriated/  ­­­­Carry-Forward  ­­­­­­­­Student Fees  ­­­­­­­­Trust Funds  ­­­­­­­­Debt Service Fees

Category R&R including gifts/

donations

(If multiple funding sources are used, identify source and % distribution across sources, refer to list of fund sources below. Sum of all sources should equal 100%.)

**For each advance planning project or capital construction project, please provide the following:**

1. A detailed project description and justification.
2. An estimate of acquisition, planning, design, site development, construction, contingency and other related costs (attach a completed OC-25 form).
3. An estimated schedule for the completion of the project (enter dates mm/dd/yr).

Designer start \_\_\_\_\_\_\_\_\_\_ Construction start \_\_\_\_\_\_\_\_\_\_ Construction complete\_\_\_\_\_\_\_\_\_\_

1. An estimated schedule of cash flow requirements over the life of the project by FY quarters (omit for advance planning requests).

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| --- | --- | --- | --- | --- | --- | --- |
| FY/Qtr | XX-YY Q1 | XX-YY-Q2 | XX-YY-Q3 | XX-YY-Q4 | XX-ZZ-Q1 | XX-ZZ-Q2 |
| $ Amount |  |  |  |  |  |  |

1. An estimate of maintenance and operating costs and source of funding to support these costs, including personnel, covering the first five years of operation (omit for advance planning and non-general fund requests, required for general fund requests).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Year | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 |
| Source/ $ Amount |  |  |  |  |  |

1. An estimate of revenues, if any, likely to be derived from the project, covering the first five years of operation (omit for advance planning and non-general fund requests, required for general fund requests).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Year | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 |
| Source/ $ Amount |  |  |  |  |  |

1. An explanation of the means of financing (i.e. cash reserves using the fund sources identified above, campus debt financing to be retired with the identified fund source, etc.).
2. This is to certify that this capital improvement request was duly authorized on\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. (date)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(signature) (printed name/title)

**FUND SOURCES**

|  |  |  |  |
| --- | --- | --- | --- |
| Fund Type Category | Title | Reporting Abbreviation | Description |
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| Appropriations | Appropriations | SA | Funds appropriated by the legislature for capital projects. |
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| R&R | R&R | RR | Funds appropriated by the legislature for campus repairs |
| and renovations in 13 statutorily prescribed categories. |
| Carry Forward | Carry Forward | CF | State appropriations carried forward under the 2.5% permitted by legislation. By Session Law, carry forward |
| is considered non-general fund when it is carried forward. |
| Student Fees | Athletics Fee | SAF | Fees collected specifically for support of campus student athletics and recreation services. |
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| Campus Safety Fee | SSF | Fees collected specifically for support of campus safety |
| items such as emergency phones and cameras. |
| Education and Technology Fee | ETSF | Fees collected specifically for support of education and technology items. |
| Health Services Fee | HSF | Fees collected specifically for support of campus student health services. |
| Other Student Fees | OSF | Any other student fees authorized and collected for other purposes, but not listed in above categories. |
| Trust Funds (including gifts and donations) | Athletics | AR | Receipts from ticket sales, gifts, donations, cash reserves, including Athletics Foundation reserves. |
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| Dining | DR | Receipts from operations, cash reserves. |
| Housing | HR | Receipts from operations, cash reserves. |
| Transportation and Parking | TR | Receipts from operations, cash reserves. |
| Utility Trust Funds | UTF | Receipts from operations, cash reserves from operation/management of all/any campus utilities (steam, chilled water, etc.). |
| Other Auxiliary Trust Funds | OTF | Receipts from operations, cash reserves from other |
| campus auxiliaries not specified above. |
| Centennial/Millennial Campus Funds | CMF | Receipts from operations, cash reserves under the |
| Millennial Campus financing act. |
| Clinical Receipts | CR | Receipts from operations, cash reserves. |
| Facilities and Administrative | FA | Overhead receipts (facilities and administrative overhead) generated from campus research. |
| Donations and Gifts | DG | Contributions made by gift, donation, bequest, or other private sources. |
| Endowment | ENDF | Funds from the endowment fund of the University. |
| Debt Service | Debt Service Fees | DSF | Debt service fees authorized for specific projects. |