

Guidelines for Administrative Approval Letter

First Paragraph (Choose one)

- 1) ***New Project Approval:*** I am writing to request administrative approval for the *Name of Project* (project number 9XXXXXX) to be included in the 200X-0X Budget for Capital Improvements and the Capital Improvement Program.
- 2) ***Augmentation of Existing Project:*** I am writing to request administrative approval for a budget increase and change of scope for the *Name of Project* (project number 9XXXXXX).

Second Paragraph (if applicable)

History of prior approvals for this project &/or history relating to this project.

Third Paragraph

Description of the project or use your executive summary from your PPG in brief.

Fourth Paragraph (if applicable, need for the budget increase and a detail description)

Example of detail description:

“Net project budget increases of \$800,000 have been experienced due to the following:

Net Construction Cost Increases Attributable to Original Scope (+\$400,000)

Net construction cost increases attributable to the original scope include higher foundation costs due to poor soil conditions (\$200,000), higher than anticipated costs for vertical structure (\$100,000), increased costs for fire separation between X building and the adjacent Y building per the Fire Marshal (\$100,000), and increased site utility costs due to the unanticipated complexity of existing conditions (\$100,000). These increased costs were offset by (-\$100,000) reduction in construction management fees.

Construction Cost Increase Attributable to New Scope (+\$300,000)

Explanation

Soft Cost Increase (+200,000)

Explanation

Special Items Decreased (-\$100,000)

Explanation

Fifth Paragraph (Final)

The revised (*if applicable*) total project cost of \$15,000,000 would be funded from gift funds (\$5,000,000), campus funds (\$5,000,000), and external financing (\$5,000,000).

Please provide the following information in your letter &/or PPG if funding is by gifts: *(PPG's required for new projects only, 5 total)*

\$ Amount of Total Campaign for this Project

\$ Amount of Gifts/Cash In-Hand (if any)

\$ Amount of Gifts Pledged (if any)

\$ Amount of Gifts To-Be-Raised (if any)

Effective date of status

- 1) "The gift campaign has been completed, and all gifts are in hand" or
- 2) "the campus will not advertise for bids until all funds required to complete construction are in the project plant account" or
- 3) "in compliance with Regents' policy, all gifts will be collected that are necessary to complete construction and would be in hand prior to issuing the project for bids" or
- 4) "should all of the gifts not be in hand at the time of bid, either the campus will provide the funds necessary to comply with Regental policy regarding bid award so that the project can proceed, or the project will be deferred until the necessary funds are available"
- 5) If by any chance a portion of the gifts will be in-kind equipment that should be so noted.

Attached

Signed/Final CIB

Signed/Final PPG or Amended *(not required for augmentations, only for new projects and scope changes)*

Revised Schedule (if applicable)