



State of North Carolina

Office of State Budget and Management

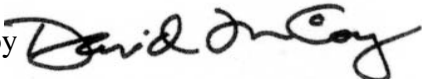
Michael F. Easley
Governor

David T. McCoy
State Budget Officer

August 3, 2007

MEMORANDUM

TO: Department Heads and Chief Fiscal Officers

FROM: David T. McCoy 

SUBJECT: Agency Repair and Renovation Requests for FY 2007-08

The General Assembly in the Appropriations Act of 2007 (HB 1473/Session Law 2007-323) authorized approximately \$145M for the repair and renovation (R&R) of state-owned facilities. Of these funds, the General Assembly allocated approximately \$78.3 M for non-university projects.

Requests for FY 2007-08 R&R projects should be submitted to the Office of State Budget and Management (OSBM) no later than **August 31, 2007**. **All R&R project request submissions must include:**

- 2007-08 Repair and Renovation Requests (Microsoft Access database format)
 - 2007-08 R&R Project List Form (This form lists all projects and total cost in priority order.)
 - 2007-09 R&R Request Worksheet (This form collects detailed project information about each individual project.)
- OC-25 Cost Estimate
- Summary Statement or Pertinent Pages from FCAP Report

The R&R Project List Form and R&R Request Worksheet are in a Microsoft Access database that can be downloaded from the OSBM website at: <http://www.osbm.state.nc.us/osbm/forms.html>. Detailed instructions on completing these forms can be downloaded from the same webpage. **Please note that these forms** have changed from previous years. All required items **must** be submitted to OSBM electronically via email or on a CD-ROM.

Form OC-25 and its two worksheets can be found on the State Construction Office website at: http://www.nc-sco.com/Forms/OC_25_09.xls and http://www.nc-sco.com/Forms/OC_25_Worksheet_07_09.doc

It is our intent to present the final approved R&R list at the October meeting of the Joint Legislative Commission on Governmental Operations. Please have your submission to OSBM by the **August 31, 2007** deadline. If you have any questions, please contact Jim Lora, Jennifer Wimmer or Kristen Crosson at (919) 807-4700.