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June 15, 2001

**MEMORANDUM**

To: System and Campus Heads

From: E. Joseph Savoie

Re: Act 971 Submittals

This is our annual call for submittals of Act 971 project requests, comprised of preventive maintenance and non-recurring project lists and account summary. Act 971 Submittals are due at the Board of Regents by September 15 of each year. The submittals will be considered by the Board at the September meeting and immediately forwarded on for further processing by the Joint Legislative Committee on the Budget.

In accordance with the 1997 modification by the Legislature, no public post-secondary educational institution may carry forward more than 2 percent of its prior fiscal year's state general fund appropriation. The funds in excess of that amount must be returned to the state treasury. Act 971 provisions do not apply to any state general fund appropriation which was made for a specific purpose. Such appropriations that remain unexpended and unobligated are to be returned to the state treasury.

Once funds are committed to a project by approval of Act 971 submittals, these funds can be considered encumbered and do not have to be carried forward into the next fiscal year. You should only reflect unobligated funds on the list of projects to be submitted for approval by the Board of Regents and the Joint Legislative Committee on the Budget. Do not carry approved projects and relevant Act 971 funding forward from one year to the next in those cases where a subsequent submittal is due, and previously approved work is not yet physically accomplished.

Substitutions are permitted, with the approval of the Commissioner of Higher Education. Also, abandoned projects could produce a fund balance to carry forward, but in that case, the carry forward plus the new distribution cannot exceed 2 percent of the one-year state general fund appropriation.

Please submit line items and accounting summaries using the same form and format as last year. Also, please take into consideration that all projects must relate to the correction of fire code violations. At least half of the projects submitted must deal with preventive maintenance to be approved; therefore it follows that preventive maintenance on fire code related systems must be included in your recommended projects list, while the remaining 49 percent may deal with any aspect of Fire Marshal citation correction.

EJS:CRG:crg  
act971-01-01.wpd

c: Joint Legislative Committee on the Budget