

University of North Carolina Emergency Project Process

1. The President of the University of North Carolina receives an Emergency Declaration Notice from the Chancellor of the UNC institution declaring the need for an emergency capital project.
2. UNC System Office forwards an electronic copy of the Emergency Declaration Notice to the North Carolina Office of State Budget and Management (OSBM) to the attention of the capital budget analyst to whom the relevant UNC institution is assigned, with a copy to the Assistant State Budget Officer leading OSBM's capital section.
3. UNC System Office establishes a capital project in the UNC capital projects information system (currently Interscope+), assigning a code and project number with the guidance of the institution, and an initial budget of \$1.
4. Concurrently, the institution contacts the appropriate OSBM capital budget analyst and, if necessary, its OSBM operating budget analyst, to identify and agree on the funding plan, including all sources of funds, to be used to pay for the project.
5. Once OSBM has approved the project and the funding plan, the UNC institution initiates the necessary UNC capital projects information system (currently Interscope+) transaction or transactions to request the fund transfers needed to implement the approved funding plan.
6. Once all transactions are approved in the capital projects information system (currently Interscope+), the institution processes the necessary BD606's to reflect fund availability per the agreed upon plan.
7. Once funding is in place for the capital project, OSBM will report the approved emergency capital project's estimated scope, cost, funding plan, and schedule to the Joint Legislative Commission on Governmental Operations on behalf of UNC.
8. Concurrently, UNC System Office will notify the UNC Board of Governors, the N.C. State Building Commission, and the N.C. Department of Administration's State Construction Office of the UNC institution's need for an emergency capital project.