To Chief Facilities Officers,

This is a reminder of the status reporting requirements for **all** Capital Construction Projects to the Board of Regents on a quarterly basis. All capital projects in design or construction, regardless of funding source (excluding MRR projects) should be included on the ***Project Status Report;*** including projects funded by state, federal, institution, auxiliary, public-private ventures, gifts and other funding sources.

Please be advised that your institution's ***Project Status Report*** should be submitted by the appropriate date to:

BOR\_Facilities-Support@usg.edu

See the list below for the due dates for the remainder of the year. Please be advised if any of the due dates occur on a weekend or holiday, the report will be due on the next business day following the due date.

**Reporting Period Due Date to BoR**

January, February, March April 15th

April, May, June July 15th

July, August, September August 15th

October, November, December January 15th

Please complete the electronic version of the ***Project Status Report*** attached. If you have any additional questions related to the electronic submittal of this ***Project Status Report,*** please contact Edu Okpok at edu.okpok@usg.edu.

If you have received this message and will not be the contact person for this process, please forward this email to the appropriate person at your institution and send an email to the BOR liaison for this report, Edu Okpok at edu.okpok@usg.edu with the name and email address of your institution's contact for this ***Project Status Report.***