

Renovation sample

ABC Community College
123 Grants Avenue
Dallas, TX 75202
(123) 456-7890

US Department of Labor
Federal Project Officer:
Employment & Training Administration
525 Griffin Street, Suite 317
Dallas, TX 75202

January 1, 2014

RE: Grant Number – XX-XXXXXX-XX-XX-X-XX
Request prior approval for renovation

Federal Project Officer:

ABC Community College (ACC) requests grant officer prior approval for renovation.

ACC requests grant officer prior approval to renovate two vacant 1500 square foot classrooms and convert them into a simulation lab to allow the college to administer Clinical Laboratory training program.

The college currently does not have an adequate facility to conduct the training. The college does however have two empty classrooms that can easily be converted into a simulation lab. The vacant classrooms will need minor renovations such as, adjusting interior walls, adding shelving and cabinets, running HVAC ductwork as an offshoot of a main system, installing cabling, replacing flooring, running electrical lines, and painting interior walls.

All renovations are necessary to safely and properly administer our Clinical Laboratory training program. Estimates of the costs are itemized below:

(Wiring) - \$10,000
(Paint) - \$550,000
(Shelving) - \$222,000

The cost is approximately \$782,000. Renovations will not substantially increase the value of the finished product nor will it exceed the SGA's 15 percent cap on renovations. All renovations are reasonable and necessary, and will comply with 2 CFR 220 (J)(40) and the college's procurement policy. The grant's budget has approximately \$790,000 remaining in its contractual category.

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If the request is approved, we plan to start renovations by March 1, 2014, which is well within the 18 month stipulation in the SGA. Attached are pictures of the vacant classrooms and a picture of how the simulation lab will look after the renovation is complete.

Please contact John Dow, TAACCCT Project Director, at (123) 456-7890 if additional information is needed.

Respectfully,
Signature authority