



Insert Project Manager's Address

June 26, 2008

Insert Routing Code

MEMORANDUM FOR: For The Record

FROM: Insert Project Manager's Name  
 CWIP Project Manager

SUBJECT: Notification of Initial Determination for Capitalized or Expensed Project Costs

PROJECT TITLE: Insert the Project's Official Name

REFERENCE: NOAA's Construction Work-in-Progress (CWIP) Policy and Procedures Manual

Based upon my review of the Construction Work-in-Progress (CWIP) Policy and Procedures Manual and the attached information, it is my initial determination the subject project qualifies as a CWIP project and the provisions outlined within the CWIP manual will be followed to account for appropriate expenditures.

For this project the CWIP Activity Manager is Insert CWIP Activity Manager Name, EMail Address and Telephone Number. The estimated start date for this project is: Insert Est. Start Date (format MM/DD/YY) and the Beneficial Occupancy Date and/or Substantial Completion or the date this asset will likely be placed in service is: Insert Est. BOD or Project Date Asset will be placed in service (format MM/DD/YY).

The following information is provided as supporting documentation of my initial determination.

<b>MAJOR ASSET GROUP</b> (check one)	<input type="checkbox"/> <b>Real Property</b> (construction or significant improvement of a facility) For Real Property projects, Appendix A is also required
	<input type="checkbox"/> <b>Personal Property</b> (acquisition, development, construction or installation of equipment or asset which is not real property, or the significant improvement or modification to the original)
	<input type="checkbox"/> <b>Internal Use Software</b> (development or modification to software which will be used internally)

This project involves Insert DESCRIPTION OF PROJECT to Include any Demolition Needs, Description of Each Property Item being Constructed, Sq. Ft. of Each Facility, Construction Material Used, Etc.

**A) INITIAL DETERMINATION COST ESTIMATE:**

Design Cost Est.	\$0.00
Construction Cost Est.	\$0.00
Construction Supervision Cost Est.	\$0.00
GFE Cost Est.	\$0.00
Duplication Cost Est. (Final Design)	\$0.00
Transportation of Goods Cost Est.	\$0.00
Storage Cost Est.	
<b>Estimated Direct Project Cost</b>	<b>\$0.00</b>
<b>Incidental Cost Estimate (3% or 5% of construction costs)</b>	<b>\$0.00</b>
<b>EST. TOTAL CWIP PROJECT COST</b>	<b>\$0.00</b>

**B) CWIP CRITERIA:**

(To qualify as a CWIP activity, an acquired asset must meet all of the following criteria):

- Total estimated project equals \$200,000 or more
- Service life is estimated to be 2 years or more
- Provides a long term future economic benefit
- Is not intended for sale

cc: CWIP Activity Manager  
CFO Finance Office – Financial Statements Branch  
Insert Appropriate LO/SO - approver of the NF37-6 CFO  
Insert Appropriate LO/SO - CWIP account code establisher Budget Analyst  
Insert Appropriate LO/SO - fund management official Chief, Financial Management Center

[Check appropriate office(s) below]

- CAO/RPFLO/RPMD (if asset is Real Property)
- CAO/RPFLO/PPMD (if asset is Real Property)
- CAO/RPFLO/LD/PPMB (if asset is Personal Property)
- Office of the Chief Information Officer (if asset is Internal Use Software)

**APPENDIX A** (Attach to CWIP Determination Letter if the asset is Real Property)

PROJECT TITLE: Insert the Project's Official Name

PROJECT ADDRESS: Insert the Project's Complete Address

**LIFE EXTENDING ASSESSMENT:**

**New Construction**

**Replacement/Renovation of Major Systems or Subsystems** (Check each of the engineering disciplines below for which Major Systems or Subsystems will be Replaced or Involve Major Renovations. **NOTE:** Do not check a block if the major system or subsystem was not replaced or the renovation was not major. )

Architectural

- Roofing and Roof Insulation
- Exterior Finishes, Doors and Windows
- Interior Finishes and Partitions
- Structural Repairs and Improvements

Mechanical

- Plumbing and Fire Suppression
- Heating, Ventilation, Fuel Storage and Controls
- Chillers and Cooling Towers

Electrical

- Service Entrance/Emergency Power
- Distribution Panels, UPS's, Power Conditioners and Alarm Systems
- Interior and Exterior Lighting

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LIFE EXTENDING ASSESSMENT:

- IS life extending
- IS NOT life extending

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**REAL PROPERTY MANAGEMENT DIVISION REVIEW:**

If the capital improvement is life extending, the Realty Specialist must complete the following information and provide signature:

Property ID No. (if this is an improvement)	
Is the Improvement to a Leased Property?	YES
New Useful Life (Choose from Drop Down List)	10 Years - Architecture and Related Metal Products

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
CAO/RPFLO/Real Property Management Division

(Following completion of Real Property concurrence and information, forward to the CWIP Project Manager and CWIP Activity Manager listed)