January 2, 2018

To: Presidents of Institutions

Dear Presidents:

Re: 2018 Real Property Master Lease Potential Project Listing

This is to announce the opportunity for your institution to submit a listing of <u>potential</u> projects that you are considering to fund through the Real Property Master Lease Program during the calendar year 2018.   Please remain cognizant of the current economic environment as you prepare your listing. Preference should be given for projects that provide savings to your institutions or are necessary for the safety and well-being of your students and faculty.

The law requires submission of the system-wide listing by this office to the legislature within the first seven days of the legislative session. In order to comply with this criterion, please have your listing submitted to this office no later than close of business **Friday, January 26, 2018**.

Please note that any real property refundings and energy management projects that involve permanent attachments and/or installations generally considered permanently affixed to a building that would not typically be removed in a sale of real estate should be included in the listing for legislative review.

Your listing should include the following components: (1) Name of the institution, (2) Name of the project, (3) Location of the proposed project, (4) Estimated total cost to be financed, and, (5) Brief description of the project.

It is not necessary to have your Board approvals for each individual project on the listing at this time; however, it is advisable that you notify your Board of the listing of potential projects being submitted for consideration. At the time of the bond issuance, your Board must have formally approved any projects to be included for financing as has been the usual practice in past issuances.

Should you have any questions concerning this request, please contact our offices.

Sincerely,

Glen D. Johnson
Chancellor

GDJ/sm