

NCCCS 3-1-P Form Instructions

All 3-1-P forms should be emailed to ciprojects@ncccommunitycolleges.edu

The 3-1-P form is used to submit College property acquisitions and disposals to the System Office for State Board review and approval. State Board approval must be granted before a College can finalize a property acquisition, disposal, or disposal by lease.

Property Acquisitions

All property acquisitions require State Board approval. This includes acquisitions by purchase, by donation, by swap or by transfer. It does **not** include the lease of third-party property for use by the College; the Board of Trustees is authorized to enter into those leases without State Board approval.

Required information for Property Acquisitions:

- Method of acquisition (purchase, donation, swap, transfer)
- Physical property address, or legal address from tax documents. Include a description of all buildings on the property, size of the property, and other relevant information.
- Map of the property and proximity to the campus (attach to email with completed form). List the county in which the property is located.
- Fund source for purchases, and purchase price.
- For donated property or property transferred to the College, value of the property. This value can be determined by either an average of two independent appraisals conducted by licensed state appraisers, or by the property tax value. Attach the appraisals or documentation of the property tax value with the form when submitted.
- All property acquisitions require that a Phase 1 Environmental Site Assessment indicating no Recognized Environmental Conditions (REC's) exist on the property be completed prior to final closing. If the Phase 1 Assessment Environmental Site Assessment indicates the possibility of contaminants, a Phase II Environmental Site Assessment will be required. The State Board cannot approve the purchase of any property with known contaminants, so if the Phase 2 Assessment indicates contaminated property, and the College still wants to pursue the property purchase, contact the Director of College Capital Finance and Planning at the System Office to get direction on pursuing approval of the Governor and Council of State. All Environmental Assessments must be forwarded to the System Office.
- All property acquisitions funded by Connect NC Bonds or other state funds (if permitted by legislation) require a 3-1 project approval be submitted as well. This project approval is required to enable reimbursement requests to be processed. Please submit the 3-1-P and 3-1 simultaneously.

Property Disposals

All property disposals require State Board approval. This includes disposals by sale, by donation, by exchange, by transfer, or by demolition. It also includes the lease of college-owned property to a third party, even though ownership is not being transferred.

Required information for Property Disposals:

- Method of disposal and reason for disposal.
- Physical property address, or legal address from tax documents. Include a description of all buildings on the property, size of the property, and other relevant information.
- Map of the property and proximity to the campus. List the county in which the property is located.
- Sale price, if applicable.

- For property donated by or transferred from the College, value of the property. This value can be determined by either an average of two independent appraisals conducted by licensed state appraisers, or by the property tax value. Attach the appraisals or documentation of the property tax value with the form when submitted.

All 3-1-P Submissions

All 3-1-P Submissions must be signed by the President and the Chair of the Board of Trustees and include the meeting date of the Board of Trustee approval of the property action. The Board of Trustee signature also attests to the Board adhering to the conflict-of-interest provisions in GS 14-234 as they pertain to this property transaction.