

## UNIQUE COST - STEP 12 CRITERIA

1. Requests for unique cost funding should be relatively modest. The unique cost step is not intended to address major funding deficiencies.
2. Requests for equipment or deferred maintenance must be for specific items associated with a specific unique project. General requests will not be considered. General requests include, for example, requests which result from years of underfunding, requests to upgrade a laboratory, requests to upgrade equipment to meet accreditation requirements, requests to fix damage from wear and tear, etc.
3. Formula changes will not be included in the unique cost step. For example, no request for a change in methodology for an existing step in the formula or for the addition of a step to the formula will be considered.
4. Requests for funds to make up for past underfunding in the formula or requests to make up for anticipated underfunding of the formula will not be considered. For example, requests for upgrading faculty salaries will not be considered.
5. Institutions may not request funding for items covered by the formula unless there is a unique need at that institution which makes the expenditures for a particular category considerably higher than at other institutions. For example, extra funding for maintenance may not be considered unless there is a special circumstance that make maintenance much more expensive for a substantial portion of the campus. Relatively minor adjustments which result from a special circumstance in one or a few buildings will not be considered.
6. All requests for unique cost funding must be justified each year even if they have been requested and approved for funding in a previous year.

CHE staff will not present to the Business and Finance Committee or to the Commission, requests which it judges to be inappropriate based on the above criteria. The institutions will retain the right to appeal staff decisions to the Business and Finance Committee.