

**PERMANENT IMPROVEMENT PROJECT INFORMATION FORMAT  
FOR PHASE I A&E PRE-DESIGN PROJECTS**

1. What is the internal projected cost of the project?
  
2. What is/are the source(s) of funds to be used for A&E pre-design?
  
3. What is your agency/institution's definition of the source(s) of funds used for the A&E pre-design?  
(Please be specific for each source and if there is a statutory authority authorizing the use of the funds for capital projects for the source, please cite the code section. If a source includes any type of fee, what is the fee called, what is the fee amount and when was it put in place?)
  
4. What is the current fund balance of uncommitted funds in the source of funds for A&E pre-design?
  
5. What is the source(s) of funds to be used for construction?
  
6. What is your agency/institution's definition of the source(s) of funds to be used for construction?  
(Please be specific for each if different from those in 3 above. If there is statutory authority authorizing the use of the funds for capital project, please cite the code section and if a source includes a fee, what is the fee called, what is the fee amount and when was it put in place?)
  
7. What is the current fund balance of uncommitted funds in each source to be used for construction?
  
8. Will the use of any funds for A&E pre-design or for construction require an increase in any student fee or tuition?
  
9. If the use of any funds for A&E pre-design or construction will require any student fee or tuition increase, please explain and include the amount of the fees annually or by semester, what the fee is called and when it was put in place.
  
10. What is the total square footage of the building to be renovated or constructed?
  
11. If a portion of the building is to be renovated, what is the square footage of the portion that will be included in the renovation?

12. What program(s) will use the space to be renovated/constructed?
13. What is the current age of the building to be renovated?
14. What is the current age of the building system(s) to be renovated or replaced?
15. If any new space is being added to the facility, please provide demand/usage data to support the need.
16. If the A&E pre-design request is above 1.5% of the internal estimated cost of the project, what is the reason the amount exceeds 1.5%?
17. What are the estimated numbers of students, faculty, staff and/or clients that are expected to use the space affected by the project or for the entire building? (Answer for as many as are applicable.)
18. Has the project been included in a previous year's CPIP? If so, what was the last year the project was included and for which year, 1-5?
19. What are the economic impacts of the project, including job creation and retention? If there are none, please explain.
20. How will your agency/institution address and fund maintenance of this facility construction/renovation?
21. If your agency/institution has a deferred maintenance account, what is the name of the account and what is its current uncommitted balance?
22. If how maintenance will be addressed and funded for this facility construction/renovation has not been determined yet, what steps are in place to begin to address how your agency/institution will fund maintenance to this and other agency/institution facilities?