

## What is it?

The CPIP is an annual planning document required to be submitted by all agencies and higher education institutions who anticipate submitting items that qualify as a Permanent Improvement Project (PIP). The purpose of the CPIP process is to provide Executive and Legislative Branch leadership with an outline of each agency's and institution's permanent improvement activities for the next five years, beginning with the fiscal year starting July 1, 2025.

## When does this document need to be submitted and what time frame does it include?

In early April, the Executive Budget Office (EBO), will send an email requesting that each agency identify and provide two users who will be responsible for completion of the CPIP in the online, web based, Capital Planning System in OnBase. Subsequent to confirming this data and ensuring that all individuals provided have access to OnBase, the EBO will distribute access and system use instructions to each agency. Additionally, this email will notify every one of the date that the system will be available for use, as well as the required submittal/due date. For the 2025 CPIP, the system will be open beginning **Monday, April 14, 2025, and close on Tuesday, September 2, 2025**. The 2025 CPIP should only include fiscal years 25-26 (Year One), 26-27 (Year Two), 27-28 (Year Three), 28-29 (Year Four) and 29-30 (Year Five).

## Where is OnBase located?

<https://gateway.sc.gov/>

## Are there instructions for completing and submitting the CPIP?

Written instructions and videos can be found on the Department of Administration website, here:

[Planning for Capital Improvements | Department of Administration](#)

## What should be included in the CPIP?

PIP's are explained and defined in the EBO, Policies and Guidance For Establishment and Maintenance of Permanent Improvement Projects, which can be found on the Department of Administration website, here:

[Planning for Capital Improvements | Department of Administration](#)

- All PIP's contemplated for the years covered by the plan regardless of the sources of funds expected to fund them should be included.
- Any established PIP's should be included if an A1 is anticipated to be submitted in any of the years covered by the plan for the following reasons:
  - Phase I increases / Phase II establishment / Phase II Increase

## Who do I contact in EBO?

You may contact the Capital Budgeting and Planning team for assistance.