

Permanent Improvement Projects
Phase I/Phase II - Required Documentation
CBO Project Planning – PIP Processing
Upload to OnBase

Establish Phase I

➤ **General Information**

- Detailed Cost Estimate (Internal/In-House Estimate)
- Fund Source Documentation
 - ✓ Funds Commitment Letter
 - ✓ Grant Award Letter
 - ✓ Appropriated State (nonrecurring) Funds
 - ✓ Capital Reserve Funds

Establish Phase II

➤ **General Information**

- Detailed Cost Estimate (A&E/Third-Party Cost Estimate)
- Fund Source Documentation
 - ✓ Funds Commitment Letter
 - ✓ Grant Award Letter
 - ✓ Appropriated State (nonrecurring) Funds
 - ✓ Capital Reserve Funds

➤ **Renovation (if applicable)**

- Energy Savings Measures (if applicable)
 - ✓ LEED Silver or Two Green Globes 30-year Cost Benefit Analysis
 - ✓ LEED Silver or Two Green Globes Points Checklist

➤ **Roof Replacement (if applicable)**

- A&E Roof Letter

➤ **New Construction (if applicable)**

- Energy Savings Measures (if applicable)
 - ✓ LEED Silver or Two Green Globes 30-year Cost Benefit Analysis
 - ✓ LEED Silver or Two Green Globes Points Checklist

➤ **Roof New Construction (if applicable)**

- A&E Roof Letter

Decrease Budget

➤ **General Information**

- ✓ Detailed Cost Estimate (Internal/In-House Estimate) or (A&E/Third-Party Cost Estimate)

Phase I Budget Increase

➤ **General Information**

- Revised Detailed Cost Estimate (Internal/In-House Estimate)
- Fund Source Documentation
 - ✓ Funds Commitment Letter
 - ✓ Grant Award Letter
 - ✓ Appropriated State (nonrecurring) Funds
 - ✓ Capital Reserve Funds

Phase II Budget Increase

➤ **General Information**

- Detailed Cost Estimate (A&E/Third-Party Cost Estimate)
- Fund Source Documentation
 - ✓ Funds Commitment Letter
 - ✓ Grant Award Letter
 - ✓ Appropriated State (nonrecurring) Funds
 - ✓ Capital Reserve Funds

➤ **Renovation (if applicable)**

- Energy Savings Measures (if applicable)
 - ✓ LEED Silver or Two Green Globes 30-year Cost Benefit Analysis
 - ✓ LEED Silver or Two Green Globes Points Checklist

➤ **Roof Replacement (if applicable)**

- A&E Roof Letter

➤ **New Construction (if applicable)**

- Energy Savings Measures (if applicable)
 - ✓ LEED Silver or Two Green Globes 30-year Cost Benefit Analysis
 - ✓ LEED Silver or Two Green Globes Points Checklist

➤ **Roof New Construction (if applicable)**

- A&E Roof Letter