

Permanent Improvement Projects
Acquisitions - Required Documentation
CBO Project Planning – PIP Processing
Upload to OnBase

Preliminary Land Acquisition

➤ **Acquisitions**

- Map of Property
(Must include all tax map numbers)
- Fund Source Documentation
 - ✓ Funds Commitment Letter
 - ✓ Grant Award Letter
 - ✓ Appropriated State (nonrecurring) Funds
 - ✓ Capital Reserve Funds
- SCCB Conservation Land Coordination
(if applicable)
- Private Participant Disclosure(s)

Final Land Acquisition

➤ **Acquisitions**

- Map of Property
(Must include all tax map numbers)
- Fund Source Documentation
 - ✓ Funds Commitment Letter
 - ✓ Grant Award Letter
 - ✓ Appropriated State (nonrecurring) Funds
 - ✓ Capital Reserve Funds
- Appraisal
(excludes donations)
- Phase I Environmental Site Assessment
- Phase II Environmental Site Assessment
(if applicable)
- Building Condition Assessment
(if applicable)
- Letters of Support (if applicable)
 - ✓ City and/or County
 - ✓ Local School District
- SCCB Conservation Land Coordination
(if applicable)
- Private Participant Disclosure(s)

Closure

Emailing the recorded deed(s) to A1@admin.sc.gov is required when submitting a closure request.
There is not an upload option in OnBase.

Preliminary Land Acquisition Increase

➤ **Acquisitions**

- Map of Property
(Must include all tax map numbers)
- Fund Source Documentation
 - ✓ Funds Commitment Letter
 - ✓ Grant Award Letter
 - ✓ Appropriated State (nonrecurring) Funds
 - ✓ Capital Reserve Funds
- SCCB Conservation Land Coordination
(if applicable)
- Private Participant Disclosure(s)

Final Land Acquisition Increase

➤ **Acquisitions**

- Map of Property
(Must include all tax map numbers)
- Fund Source Documentation
 - ✓ Funds Commitment Letter
 - ✓ Grant Award Letter
 - ✓ Appropriated State (nonrecurring) Funds
 - ✓ Capital Reserve Funds
- Appraisal
(excludes donations)
- Phase I Environmental Site Assessment
- Phase II Environmental Site Assessment
(if applicable)
- Building Condition Assessment
(if applicable)
- Letters of Support (if applicable)
 - ✓ City and/or County
 - ✓ Local School District
- SCCB Conservation Land Coordination
(if applicable)
- Private Participant Disclosure(s)