

## 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 and institution's permanent improvement activities for the next five years, beginning with the fiscal year starting July 1, 2026.

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

In early April the Capital Budget Office (CBO) will send an email requesting each agency to 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 CBO will distribute access and system use instructions to each agency submitter. Additionally, this email will notify each submitter of the date the system will be available for use, as well as the required submittal/due date. For the 2026 CPIP, the system will be open beginning **Monday, April 13, 2026, and close on Tuesday, September 1, 2026**. The 2026 CPIP should only include fiscal years 26-27 (Year One), 27-28 (Year Two), 28-29 (Year Three), 29-30 (Year Four) and 30-31 (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 under Capital Budgeting and Planning Forms and Instructions, here: <https://www.admin.sc.gov/services/planning-capital-improvements>.

## What should be included in the CPIP?

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

<https://www.admin.sc.gov/services/planning-capital-improvements>.

- 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 a Form A-1 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 CBO?

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

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