

Permanent Improvement Projects – Required Documentation

Phase I

- Form A-1
- Form A-49
- Questionnaire – Phase I A&E Design
- Budget Load Worksheet (Agencies only)
- Detailed Cost Estimate (Internal/In-House Estimate)
- CHE Approval Letter (higher education institutions only)

Phase II

- Form A-1
- Form A-49
- Questionnaire – Phase II Construction
- Budget Load Worksheet (Agencies only)
- Roofing Questionnaire (if applicable*)
- Detailed Cost Estimate (A&E Firm Estimate)
- LEED Silver or Two Green Globes Cost Benefit Analysis & Points Checklist (if applicable***)
- CHE Approval Letter (higher education institutions only)

Preliminary Land Acquisition**

- Form A-1
- Form A-49
- Questionnaire – Preliminary Land Acquisition
- Map of Property
- Request to Acquire Real Property Form
- Property Acquisition Information Form
- Current Record Landowner
- Tax Map Number
- Budget Load Worksheet (Agencies only)
- CHE Approval Letter (higher education institutions only)

Final Land Acquisition**

- Form A-1
- Form A-49
- Map of Property
- Request to Acquire Real Property Form
- Property Acquisition Information Form
- Current Record Landowner
- Tax Map Number
- Budget Load Worksheet (Agencies only)
- Letters of support from County Council and School District (if property is on tax rolls)
- Appraisal (Purchases only)
- Building Condition Assessment (if applicable)
- Phase I Environmental Site Assessment
- CHE Approval Letter (higher education institutions only)

Phase 1 Budget Increase

- Form A-1
- Form A-49
- Questionnaire – Phase I A&E Design
- Budget Load Worksheet (Agencies only)
- Revised Detailed Cost Estimate (Internal/In-House Estimate)
- CHE Approval Letter (higher education institutions only)

Phase 2 Budget Increase

- Form A-1
- Form A-49
- Questionnaire – Budget Increases
- Budget Load Worksheet (Agencies only)
- Roofing Questionnaire (if applicable*)
- Revised Detailed Cost Estimate (A&E Firm Estimate)
- LEED Silver or Two Green Globes Cost Benefit Analysis & Points Checklist (if applicable***)
- CHE Approval Letter (higher education institutions only)

Revise Scope

- Form A-1
- Form A-49
- Questionnaire
- Detailed Cost Estimate (Phase I - Internal/In-House Estimate) (Phase II - A&E Firm Estimate)
- CHE Approval Letter (higher education institutions only)

Change Source of Funds

- Form A-1
- Budget Load Worksheet (Agencies only)
- CHE Approval Letter (higher education institutions only)

Projects Utilizing Legislatively Authorized Funding

- All items listed under Phase I & Phase II are required
- Copy of legislation funding the project (Lottery, CRF, Proviso, etc.)
- Documentation of required match, if any

*Roofing Questionnaire: Required for all new construction projects and all roof replacements.

** For Acquisitions that are required to go to the State Fiscal Accountability Authority (SFAA), a completed Private Participant Disclosure document (PPD) is required.

***See Policies and Guidance For Establishment and Maintenance of Permanent Improvement Projects for requirement details.