

**PERMANENT IMPROVEMENT PROJECT INFORMATION FORMAT
FOR PHASE II CONSTRUCTION BUDGET**

1. What is the total projected cost of the project and what is it based on? Please attach a summary of the costs prepared during the A&E pre-design phase to support the total cost.
2. What is/are the source(s) of funds for the construction? If any private or federal funds are included, please attach a letter guaranteeing the availability of the funds.
3. What is your agency/institution's definition of each fund source to be used for construction? (If any type of fee makes up a portion of the source, what is the fee called, what is the fee amount, and when it was put in place. If there is a statutory authority authorizing the use of the funds for capital projects, please cite the code section.)
4. What is the current uncommitted balance of funds for each source listed in 3 above?
5. If institution or revenue bonds are included as a source, when were the bonds issued? If not issued yet, when is the bond resolution expected to be brought for State Fiscal Accountability Authority approval?
6. If a student fee is used to fund debt service, what is the current amount of the fee annually or by semester? Please specify which.
7. Will the use of any funds for construction require an increase in any student fee or tuition? If so, please explain in detail.
8. Will the project be LEED certified for energy savings and conservation and if so, at what level will it be certified? For projects requiring or using LEED certification, please attach the required cost-benefit analysis and a checklist of items to be used to achieve LEED points or a description of the energy measures to achieve LEED.
9. What energy savings/conservation measures will be implemented within the project if the project will not be LEED certified? For projects that do not require/use LEED, please provide a paragraph on energy savings measures to be implemented as part of the project. If there are no energy savings measures included, please state that and explain why.
10. What is the projected date (month and year) for execution of the construction contract?

11. What is the projected date (month and year) for completion of construction?
12. What program(s) are to be included in the constructed or renovated space?
13. What is the total square footage of the building to be renovated or constructed?
14. If a portion of the building is to be renovated, what is the square footage of the portion that will be included in the renovation?
15. What is the current age of the building or building systems to be renovated?
16. If any new space is being added to the facility, please provide demand/usage data to support the need.
17. What are the estimated numbers of students, faculty, staff and/or clients that are expected to use the space affected by the project or the entire building? (Answer for as many as are applicable.)
18. If the construction cost increased significantly from the internal estimate (30% or more), what factors caused the cost to increase?
19. If the contingency is more than 10%, please explain why.
20. If funds are being transferred from another project, what is the current status of the project from which funds are being transferred?
21. Has the project been included in a previous year's CPIP? If so, what was the last year the project was included and for which year, 1-5?
22. What are the economic impacts of the project, including job creation and retention? If there are none, please explain.
23. How will your agency/institution address and fund maintenance of this facility construction/renovation?

24. If your agency/institution has a deferred maintenance account, what is the name of the account and what is its current uncommitted balance?

25. If how maintenance will be addressed and funded for this facility construction/renovation has not been determined yet, what steps are in place to begin to address how your agency/institution will fund maintenance to this and other agency/institution facilities?