

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 – if available.
If not, Internal/In-House Estimate)
- 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
- 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
- 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)
- Revised Detailed Cost Estimate
(A&E Firm Estimate – if available.
If not, Internal/In-House Estimate)
- CHE Approval Letter
(higher education institutions only)

Revise Scope

- Form A-1
- Form A-49
- Detailed Cost Estimate
(A&E Firm Estimate – if available.
If not, Internal/In-House 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.