

INSTRUCTIONS FOR PREPARING SUBMISSIONS 2020 COMPREHENSIVE PERMANENT IMPROVEMENT PLAN

BACKGROUND

Section 2-47-55 of the S.C. Code of Laws requires all state agencies responsible for providing and maintaining physical facilities to submit a Comprehensive Permanent Improvement Plan (CPIP) to the Joint Bond Review Committee and the State Fiscal Accountability Authority (SFAA). The CPIP must include all permanent improvement projects anticipated and proposed by the agency over the next five years, beginning with the fiscal year starting July 1 after the submission. The purpose of the CPIP process is to provide the committee and the authority with an outline of each agency's permanent improvement activities for the next five years. Higher education institutions, including technical colleges, must also submit the CPIP to the Commission on Higher Education in accordance with the statute. The Capital Budget Office coordinates this process on behalf of the committee and the authority.

GENERAL GUIDANCE

The CPIP includes all permanent improvement projects contemplated for the years covered by the plan regardless of the sources of funds expected to finance them. Except for the first year of the plan, the CPIP includes projects for which funding is anticipated to be made by the agency from its own sources or for which funding will be requested from the General Assembly. Submissions must clearly reflect any previously appropriated state funds and state funds that are expected to be requested from the General Assembly. Since the CPIP is a planning document, projects expected to be funded by appropriated or authorized state funds should be included in the plan; however, the CPIP process is not the vehicle for requesting them; rather, requests for funding permanent improvements will be made in conjunction with the agency's formal operating budget request submitted to the Executive Budget Office.

The CPIP submission should be a reasonable expectation of project proposals, especially for projects dependent on state appropriated funds. The CPIP should reflect agencies' reasonable assessments of its essential capital needs and not a wish list.

SUBMISSION EMPHASIS

Year 1

Year 1 of the 2020 CPIP is FY2020-2021 and should include only those projects and budget increases (for existing projects), for which the agency has complete funding. These submissions should reflect the full project budget including the Phase I (predesign) and Phase II (full design and construction) processes. Furthermore, Year 1 projects should reflect the actual source of any state appropriations (e.g., capital reserve, supplemental or direct appropriations). **The level of detail provided for year 1 projects should be equivalent to the detail submitted on an actual PIP request. Existing projects that have Phase I approval but have not yet sought approval of Phase II should be included in Year 1 of the CPIP. If the agency is requesting an increase in budget authorization, the funds must be available to support the increase.**

Year 2

Year 2 of the 2020 CPIP is FY2021-2022 and must be descriptive and consistent with the agency's operating budget request for FY2021-2022. It is especially important that projects that are proposed to be financed by state appropriated funds be fully and clearly descriptive for Year 2. Agencies should work closely with their management and budget staffs to ensure the CPIP submission is consistent with their capital and operating budget requests for the upcoming budget year. **The level of detail provided for year 2 projects should be equivalent to the detail submitted on an actual PIP request.**

Years 3-5

Projects proposed for Years 3–5 of the plan should be reasonable, especially if those projects involve funding from appropriations that must be authorized by the General Assembly. Agencies should be prepared to identify alternative sources if appropriations are not made available by the General Assembly. **Furthermore, funding dependent on appropriations in the Years 3-5, to include requests for capital improvement bonds, capital reserve funds, supplemental appropriations and any other appropriation dependent funds should reflect the general category “State Funds – Appropriations,” without regard to a specific source since such appropriations are the exclusive prerogative of the General Assembly.**

Projects proposed for Years 3-5, should include as much detail as is available, including at a minimum a cost estimate and an indication of the sources of funds contemplated to finance the project.

SUBMISSION COORDINATION WITH COMMISSION ON HIGHER EDUCATION, STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION, AND DIVISION OF FACILITIES MANAGEMENT

Universities, colleges and technical colleges should submit their CPIPs simultaneously to the Executive Budget Office - Capital Budgeting Section, the Commission on Higher Education, and the State Board for Technical and Comprehensive Education, as appropriate. Submissions for construction projects managed by the South Carolina Department of Administration’s Division of Facilities Management and Property Services, should be coordinated with that division to avoid overlap and duplication.

SUBMISSION

Submissions and responses must be made by email directly to the Executive Budget Office - Capital Budgeting Section at CPIP@admin.sc.gov using the provided Excel summary and Excel detailed project worksheet templates, with absolutely no alterations. Submissions and responses by Higher Education Institutions also should be forwarded to Georges Tippens at A1@che.sc.gov with the South Carolina Commission on Higher Education’s Division of Fiscal Affairs and Kevin Graham at sctcs-CapitalProjects@sctechsystem.edu with the SC Technical College System’s Division of Finance, as appropriate.

The 2020 CPIP process will consist of the following completed by the agency:

- One Excel summary worksheet reflecting the number of project worksheets to accompany the submission, and the signatures of the Director and Board or Commission Chairman.
- One Excel project detailed worksheet prepared for each project submitted in the CPIP.

The Excel detailed worksheet(s) will become the agency’s submission. The Capital Budgeting Section will compile the separate files into a standardized reporting package for each agency and review body.

Please note the only acceptable form of submission is by Excel spreadsheet in the format prescribed, without alteration.

Submission to the Executive Budget Office, Capital Budgeting Section:

- Each Excel detailed project worksheet should be submitted in a separate Excel file to facilitate processing and avoid rejection of the submission.
- Files for previously established projects requiring a subsequent submission for project adjustment must be saved and submitted utilizing the SCEIS Business Area/Agency Code and four-digit project number as the file name.
- Files for items that have not already been submitted to the Capital Budgeting Section for approval of Phase I must be saved and submitted using the SCEIS Business Area/Agency Code and any file name that is meaningful to the agency, but each must be specifically identifiable only to one request.

- Paper copies are not to be mailed or provided to the Executive Budget Office - Capital Budgeting Section; however, agencies must scan and email a signed copy of the CPIP summary worksheet (Adobe file) containing the Agency Director's and Board/Commission Chairman's signatures

To the greatest extent possible, agencies should adhere to the codes and descriptions pre-populated in the Excel worksheets to facilitate production of a standardized, comprehensive report. These codes and descriptions have been compiled from the Manual for Planning and Execution of State Permanent Improvements and prior submissions; however, if agencies discover that the pre-populated information does not adequately address their unique situation, they should contact the Capital Budgeting Section for guidance and resolution. (Listings of these codes and descriptions are included following these instructions.)

No supplementary or supporting documentation is required for submission during this phase of the CPIP process. Further information may be requested during or following the review, prioritization and publication processes.

PREPARATION INSTRUCTIONS

The emphasis of the refined CPIP process is on data collection in a format that will facilitate a standardized reporting process while easing the burden of preparation on agencies required to make a submission. The review and evaluation processes depend on concise but enough information to promote an understanding of the request by those who will receive the report.

CPIP PLAN SUBMISSION

This worksheet contains the required certifications by the agency director, lists the primary and secondary contacts for the submission, and is the document to be used in submitting a negative report. It also serves as a manifest that the Capital Budgeting Section will use to confirm receipt of all project worksheets submitted by the agency.

In preparing the CPIP summary worksheet, please note the following:

- The agency head and chief financial officer certify that all funds available to the agency from its own sources or capabilities for financing permanent improvements have been applied to the projects proposed in the plan (such funds including bonding authority, grant funds, revenues and any other available sources).
- The agency head and chief financial officer to certify for Year 1 that the funds projected for expenditure on projects are or with reasonable certainty will be available to the agency during the year.

CPIP PROJECT DETAIL WORKSHEET

A separate project detail worksheet must be prepared and submitted for each project proposed.

- For Higher Education Institutions: Projects included should meet the definition of a permanent improvement project under Section 2-47-50 of the Code.
- For other agencies: Projects included should meet the definition of a permanent improvement as defined in the Manual for Planning and Execution of State Permanent Improvements.
- Proposed land acquisition projects, regardless of amount, must be included by all agencies and institutions.

Projects included for Year 1:

- Should not include any funding requests and budget increases to existing projects.
- If budget increases are included in Year 1 for a previously established project, include the project number on the worksheet. (See “Agency Reference” below).

Projects included in Year 2:

- Should correspond to the projects that the agency anticipates including in its FY2022-2023 Capital Budget request to be submitted in conjunction with its operating budget request, as well as any projects for that year that will be funded with agency fund sources.
- If appropriated funds will be requested for Year 2 in conjunction with the agency’s operating budget request, please identify the requested source as “State Funds – Appropriations.”

COMPLETION INSTRUCTIONS

Agency Name: Enter Agency Name.

Agency code: Enter SCEIS business area.

Plan Year: Select the fiscal year during which the project is proposed from drop down box.
Select only FY20-21 thru FY24-25.

Agency Reference: Existing Permanent Improvement Projects:

Enter the SCEIS business area and 4-digit project number, separated by a dash (-).

Existing PIPs anticipated to require an update in budget, fund source, and/or scope of work, should be included in the CPIP.

CPIP Submission Project not submitted for Phase I:

Choose an identifier of up to 10 digits that is meaningful to the agency, composed of numbers, characters or a combination.

This identifier must be specific to only one request and must not be reused.

Submission Type: Select applicable option for project type from drop down box.

If more than one category applies, choose the most descriptive type.

- CPIP Submission – Initial: Project request included for the first time.
- CPIP Submission – Revision: Project request previously included but details/budget has changed.
- CPIP Submission – Resubmission: Project request previously included, and details/budget has not changed.
- Existing Project – Budget Change: Project has been established but a subsequent request to update the project and/or budget is needed.

Project Name: Enter a brief but descriptive name for the proposed project.

The proposed project name should match the PIP request once the items is submitted for establishment to the Executive Budget Office, Capital Budgeting Section. Also, if you have more than one campus/location please specify the campus and/or location.

Priority - Plan year: Enter the project priority for the plan year.

This field should rank all projects specific to the plan year.

Overall: Enter the project priority for the plan overall.

This field should rank all projects with respect to the overall CPIP submission.

Project Type: Select from the drop-down box the project type(s) and percentage of the total project cost using 5 percent increments.

Facility Type: Select from the drop-down box the facility type(s) and percentage of the total project cost using 5 percent increments.

Description: Enter a complete and detailed paragraph explaining the proposed project and its justification.

The scope of the project, specifics to include square footage of building space to be constructed or renovated, acreage to be acquired, age of existing facilities or facility components.

If the request will be for a statewide project, and/or for a larger deferred maintenance proposal, each facility affected, and/or its location, must be listed in the description. Additionally, each facility/location listed must include the estimated cost of each. The total projected cost should take into consideration the final expected project budget to accomplish the purposes for which the project is established.

If a project is to be completed in several phases, it should include the cost of all phases. An exception to this would be annualized projects.

If the submission includes an adjustment in the current authorization or budget, please clearly explain the factors underlying the revision in addition to explaining the overall project scope.

Justification: Identify the specific needs to be met by the project, for example:

How will the project relate to the trends in demand on the agency?

Any deficiencies in the facility that will be addressed by the project.

The project's interdependencies on or with other projects, if any, and the rationale and urgency of the request.

Include any alternatives to the project that have been considered by the agency, including delays in implementation, leasing space or co-locating with other agencies, among others.

The submission should indicate the consequences or implications of any decision not to fund or approve the project.

Formatting Notes:

The project description, justification and alternatives considered may exceed the visible limits of the worksheet, the entire paragraph will be saved in the worksheet and captured whenever the statewide report is compiled.

The formatting is limited within worksheet cells, multiple paragraphs may but need not be entered.

Please use normal sentence case and paragraph formatting. Please avoid using capital letters, and tabular or grid formats. The data collection process does not support highly customized or formatted narrative.

Estimated

Project Costs: These costs should be incorporated in these details, if applicable, into the project Description, Justification and Alternatives section described above. These costs must be itemized for years 1 and 2 as they would appear on the PIP submission document.

Fund Sources: Source of funds proposed for the project should be itemized in this table.

For Year 1 projects

Funding must include only sources which are already available or expected to be available to the agency and should not include any funds which are being or will be requested from the General Assembly.

All other years

Funding should include sources which are available or are expected to be available to the agency, as well as sources which may be requested from the General Assembly.

Fund Source representative guidelines

Initial Request - a fund source for which appropriation or authorization is being sought for the first time for the associated project.

Previously Requested - a fund source for which appropriation or authorization has been sought in a prior year, but for which appropriation or authorization has not yet been made or approved.

Previously Approved - a fund source for which appropriation or authorization has been previously sought in a prior year, and for which appropriation or authorization has since been made or approved.

Fully Collected/Committed - a fund source sufficient to fund the project to the extent proposed.

Partially Collected/Committed - a fund source for which only partial funding is available and committed to the extent proposed.

Transfer Previous Authorization - a fund source previously appropriated or authorized for another permanent improvement project for which authorization will be sought to transfer uncommitted funds for the proposed permanent improvement project.

Annualized
Operating

Budget Impact: Please provide an estimate of the average Annualized Operating Budget Impact. This must be itemized for Years 1 and 2. For years 3 - 5, if estimates are available please include, however this is not required.

DUE DATE: Submissions are due to the Executive Budget Office, Capital Budgeting Section by **June 12, 2020**.

QUESTIONS AND ADDITIONAL INFORMATION

State agencies with questions about the CPIP process should contact the Capital Budgeting Staff:

Jennifer LoPresti	803-734-2264	jennifer.lopresti@admin.sc.gov
Kim Sharpe	803-737-0005	kimberly.sharpe@admin.sc.gov
Michael Hughes	803-734-0493	Michael.hughes@admin.sc.gov

**CODES AND DESCRIPTIONS USED IN THE DEVELOPMENT OF THE
2020 COMPREHENSIVE PERMANENT IMPROVEMENT PLAN**

<p align="center"><u>Submission Types</u></p> <p>CPIP Submission - Initial CPIP Submission - Revision CPIP Submission - Resubmission Existing Project - Funding Request Existing Project - Budget Change</p>	<p align="center"><u>Project Types</u></p> <p>Purchase Land/Building Construct Additional Facility Repair/Renovate Existing Facility/System Replace Existing Facility/System Demolish Existing Facility Site Development Environmental Architectural and Engineering Other</p>	<p align="center"><u>Facility Types</u></p> <p>Office/Administration Program/Academic Agency/Institution/Campus Wide Health Care/Medical Auxiliary/Housing/Food Service/Laundry Support Services/Storage/Maintenance Athletic/Recreational Utilities/Energy Systems Parking/Roads/Site Development Land Purchase Other Not Applicable</p>
<p align="center"><u>Project Costs</u></p> <p>Land Purchase Building Purchase Professional Services/Fees Equipment and Materials Site Development New Construction Exterior Renovations Interior Renovations Utilities Roofing Repair and Replacement Other Permanent Improvements Landscaping Builders Risk Insurance Other Capital Outlay Labor Costs Bond Issue Costs Other Costs Contingency</p>	<p align="center"><u>Funds Status</u></p> <p>Initial Request Previously Requested Previously Approved Fully Collected/Committed Partially Collected/Committed Transfer Previous Authorization</p>	<p align="center"><u>Expenditure Categories</u></p> <p>Commissions Insurance and Warranties Interest Maintenance and Repairs Office Expense Other Expenses Professional Fees Rent Salaries, Benefits and Payroll Taxes Taxes Uncategorized Utilities</p>

<u>Fund Sources</u>	<u>Fund Sources</u>	<u>Fund Groups</u>
Debt - Capital Improvement Bonds	Other Funds - Foundation Donations and Contributions	General Funds - Existing
Debt - Departmental Capital Improvement Bonds	Other Funds - Gifts and Donations	General Funds - Additional
Debt - Other General Obligation Bonds	Other Funds - Grants	Federal Funds - Existing
Debt - Revenue Bonds	Other Funds - Housing Reserves	Federal Funds - Additional
Debt - State Institution Bonds	Other Funds - Housing Revenues	Other Funds - Existing
Debt - Other	Other Funds - Institutional Capital Reserves	Other Funds - Additional
State Funds - Appropriations	Other Funds - Institutional Non-Tuition Reserves	
State Funds - Capital Reserve Fund	Other Funds - Institutional Non-Tuition Revenues	<u>Rekurs</u>
State Funds - Contingency Reserve	Other Funds - Institutional Tuition and Fee Reserves	Indefinitely
Federal Funds	Other Funds - Institutional Tuition and Fee Revenues	1 Year/One Time
Other Funds	Other Funds - Insurance Settlements and Warranties	2 Years
Other Funds - Agency Funds Designated by Legislature	Other Funds - Local Funds and Contributions	3 Years
Other Funds - Athletic Fees	Other Funds - Local Sales Tax Revenue	4 Years
Other Funds - Athletic Foundation Grants	Other Funds - Maintenance Reserves	5 Years
Other Funds - Athletic Gifts and Donations	Other Funds - Operating Revenue	>5 Years
Other Funds - Athletic Operating	Other Funds - Parking Revenues	
Other Funds - Athletic Reserves	Other Funds - Patient Fees	
Other Funds - Athletic Revenues	Other Funds - Private Funds and Contributions	
Other Funds - Auxiliary Reserves	Other Funds - Renovation Reserves	
Other Funds - Auxiliary Revenues	Other Funds - State Highway Fund	
Other Funds - Canteen	Other Funds - Student Services	
Other Funds - Capital Projects Reserves	Other Funds - Surcharges	
Other Funds - Carryforwards	Other Funds - Transfers from Other Projects	
Other Funds - Cash Reserves	Other Funds - Trust and Retirement Funds	
Other Funds - Deferred Maintenance Reserves	Unidentified	
Other Funds - Depreciation Reserve		
Other Funds - Disaster Relief		
Other Funds - Excess Debt Service		