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)
- 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

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