Comprehensive Permanent Improvement Plan (CPIP)

What is it?
The CPIP is an annual planning document required to be submitted by all agencies and higher education institutions who anticipate submitting items that qualify as a Permanent Improvement Project (PIP). The purpose of the CPIP process is to provide Executive and Legislative Branch leadership with an outline of each agency's and institution's permanent improvement activities for the next five years, beginning with the fiscal year starting July 1 after the submission.

When does this document need to be submitted and what time frame does it include?
Around mid to late April, the Executive Budget Office (EBO), will distribute instructions and forms to be completed and returned by a specified date. For the 2020 CPIP, this date is Friday, June 12, 2020. The 2020 CPIP should only include fiscal years 20-21 (Year One), 21-22 (Year Two), 22-23 (Year Three), 23-24 (Year Four) and 24-25 (Year Five).

What documents are provided and how should they be completed and returned?

- 2020 Comprehensive Permanent Improvement Project Instructions (PDF Document)
- Quick Reference Guide (CPIP) (PDF Document)
- Plan Submission (PDF Document)
  **This document should be returned as a PDF. Electronic signatures should be provided.*
- Project Detail Worksheet (Excel Document – xlsx.)
  **This document should be completed and returned as individual excel files by project.*

These documents can also be found on the Department of Administration website, here: https://admin.sc.gov/budget/capitalforms

***All completed documents must be returned via email to: CPIP@admin.sc.gov
***Universities, colleges and technical colleges must also simultaneously submit completed documents to Georges Tippens at: A1@che.sc.gov and Kevin Graham at: sctcs-CapitalProjects@sctechsystem.edu, as appropriate.

What should be included in the CPIP?
PIP's are explained and defined in the EBO, Policies and Guidance For Establishment and Maintenance of Permanent Improvement Projects, which can be found on the Department of Administration website, here: https://admin.sc.gov/budget/capitalmanual

- All PIP's contemplated for the years covered by the plan regardless of the sources of funds expected to fund them should be included.
- Any established PIP's should be included if an A1 is anticipated to be submitted in any of the years covered by the plan for the following reasons:
  Phase I increases / Phase II establishment / Phase II Increase / Revise Scope

Who do I contact in EBO?
You may contact the Capital Budgeting and Planning team for assistance.