

**PERMANENT IMPROVEMENT PROJECT INFORMATION FORMAT
FOR BUDGET INCREASE (AFTER CONSTRUCTION BUDGET HAS BEEN APPROVED)**

1. Please provide a detailed explanation of the reason(s) the budget increase is required, with the dollar amount(s) attributable to each reason.

2. What is/are the source(s) of funds for the budget increase?

3. What is your agency/institution's definition of each fund source to be used for the increase?
(Please be specific for each source. If there is statutory authority authorizing the use of the funds for capital projects for the source, please cite the code section. If the source includes any type of fee, what is the fee called, what is the fee amount and when was it put in place?)

4. What is the uncommitted balance of funds to be used for the budget increase for each source listed above?

5. If institution or revenue bonds are included as source for the increase, when were the bonds issued? If not yet issued, when is the bond resolution expected to be brought for State Fiscal Accountability Authority approval?

6. Will the use of any funds for the increase require an increase in any student fee or tuition? If so, please explain in detail.

7. If the project has not yet been bid, what energy savings/conservation measures will be implemented in the project?

8. If the project has not yet been bid, what is the projected date (month and year) for execution of the construction contract?

9. If the project has not yet been bid, what is the projected date (month and year) for completion of construction?

10. What program(s) are to be included in the space being constructed or renovated?

11. What is the total square footage of the building involved in the budget increase?

12. If only a portion of the building is being renovated, what is the square footage of the portion that is included in the renovation?
13. What is the current age of the building or building systems involved in the increase?
14. If the budget increase is a result of a change in demand or usage data of the facility, please provide the demand/usage data that resulted in the need for the increase.
15. 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.)
16. If funds are being transferred from another project for the increase, what is the current status of the project from which funds are being transferred?
17. 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?
18. What are the economic impacts of the project or project request, including job creation and retention? If there are none, please explain.