

Permanent Improvement Projects – Required Documentation

Phase 1

- Form A-1
- Form A-49
- JBRC Questionnaire
- Budget Load Worksheet
- CHE Approval Letter (higher education institutions only)

Phase 2

- Form A-1
- Form A-49
- JBRC Questionnaire
- Schematics, plans, engineer estimates, etc.
- Detailed cost estimate
- Budget Load Worksheet
- CHE Approval Letter (higher education institutions only)

Change Source of Funds

- Form A-1
- CHE Approval Letter (higher education institutions only)

Land Acquisition

- Form A-1
- Form A-49
- Request to Acquire Real Property Form (may be submitted during Phase 1 or Phase 2)
- JBRC Questionnaire (submitted during Phase 1 only)
- Map of Property
- Property Acquisition Information Form
- Letters of support from County Council and School District (if property is on tax rolls)
- Official letter requesting permission to acquire property on agency letterhead
- Environmental Study
- Appraisal (if purchasing, not needed if donated)
- Building Condition Assessment (needed if a building is on property that will be used by public)
- Budget Load Worksheet
- Copy of Deed is needed before project can be closed
- CHE Approval Letter (higher education institutions only)

Legislatively Authorized Project

- Form A-1
- Budget Load Worksheet
- CHE Approval Letter (higher education institutions only)
- Documentation of required match, if any
- Copy of legislation funding the project (Lottery, CRF, Proviso, etc.)