**Checklist for submission of 5-year CIP forms**

Please make sure ALL below boxes are checked before submission:

**Summary of projects – PECO Projects (Form CIP- 2A):**

* All required data is provided for each project.
* All proposed projects have BOT/BOG approved EPS Recommendations before CIP submission (July 1st).
* NASF/GSF figures are in keeping with the EPS recommendation.
* EPS Date and Recommendation # match the most recently approved EPS.

**Summary of projects – CITF Projects (Form CIP-2B):**

* All required data is provided for each project.

**Back of Bill Projects (Form CIP-2C):**

* All required data is provided (no blank cells), if applicable.
* Project description: a very brief description.

**PECO project details (Form CIP-3):**

* **Project narrative** (please ensure following data is provided)

 Purpose

 Need

 Scope

 Relationship to University’s objectives

 Space need justification

 Critical repairs/maintenance (ADA compliance, safety, health, security issues …etc.), if applicable.

 Explanation/justification of extraordinary costs, if applicable.

 Brief description of supplemental funds (source, amount & timing).

* **Reserve Escrow** (if not applicable, indicate why in the Comments section).

 Building value

 Source of valuation, if necessary

 1st year escrow estimated amount

 Reserve funding source

* **Building space Description**

 Space Type, NASF & GSF numbers are comparable to the EPS Recommendation

 For Remodeling projects, the “NASF before-and-after” data is provided

* **Project Component costs & projections**

 “Total Project Cost” **matches** the “Total Project Cost” reflected on CIP-2A.

* **Project funding**

 Provide details for ALL prior and projected funds

 “Total Project Cost” matches the “Total Project Cost” reflected in *Project Component Costs & Projections* section above.