**Checklist for submission of CIP forms**

Please make sure ALL boxes below are checked before submission:

**Transmittal Letter and Certification:**

* Signed transmittal letter, as described in the Instructions.

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

* Excel formal only; no PDFs, and 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 Project Requests (Form CIP-2B):**

* All required data is provided for each project.

**Summary of Projects – ‘Back of Bill’ Legislative Project Authorization Requests (Form CIP-2C):**

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

**PECO Project Details (Form CIP-3):**

* Excel formal only; no PDFs.

**Project Narrative** (please ensure the following information is provided)

* Purpose, Need, and Scope.
* Relationship to University’s objectives
* Explanation/justification for the additional space need, as applicable.
* Describe critical repairs/maintenance (ADA compliance, safety, health, security issues …etc.), if applicable.
* Explanation/justification of any extraordinary or unique costs.
* Brief description of supplemental funds (source, amount & timing).

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

* Building value (see BOG Reg 14.002 for guidance)
* Source of valuation
* 1st year escrow estimated amount
* Reserve funding source

**Building Space Description**

* The indicated Space Type, NASF and GSF are comparable to the EPS Recommendation, if applicable.
* For Remodeling projects, the “NASF before-and-after” data reflects any change in space.

**Project Component Costs & Projections**

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

**Project Funding**

* Identify ALL prior and projected funds needed to complete the project.
* “Total Project Cost” matches the “Total Project Cost” reflected in *Project Component Costs & Projections* section above.