

Permanent Improvement Procedure for Capital Projects

University Facilities

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Approved by: Todd Barnette

Objective

This document defines Permanent Improvement Project (PIP), referred to hereafter as “Capital Project” and outlines the essential regulatory and procedural requirements that guide the approval and execution of permanent improvement Capital Projects at Clemson University. This procedure applies enterprise-wide.

Overview

A PIP is defined by the State as a construction, renovation or demolition project with a total budget over a set point, currently \$10M, regardless of funding source. Internally at Clemson University, a PIP is referred to as a “Capital Project” and has several review and approval steps, both internal and external. All Capital Projects are managed by University Facilities Planning, Design and Construction (PDC). The state requires a 5-year Comprehensive Permanent Improvement Plan (CPIP) of anticipated or contemplated PIPs submitted annually to the State’s Department of Administration, Executive Business Office, Capital Budgeting Unit by the set deadline, currently September 1.

For more details, refer to the [PDC Playbook](#), the Board of Trustee’s [Capital Project Approval Policy](#), the State Budget Office’s [Planning for Capital Improvements](#) and the State Engineer Office (OSE) [Manual for Planning and Execution of State Permanent Improvements](#).

Responsibilities

University Facilities Planning, Design and Construction (PDC) is responsible for coordinating the planning, design and construction of Capital Projects and annually facilitating the CPIP development process and submitting to the State. PDC ensures projects are appropriately developed, designed, reviewed and implemented according to applicable codes, regulations and University standards. PDC monitors and tracks any changes to the active project budget, beginning with the Feasibility Study phase, extending through all subsequent design phases (Schematic Design, Design Development, and Construction Documents) and completion of construction, while coordinating with stakeholders to ensure fiscal control and adherence to approved funding throughout the project lifecycle.



The Space Planning Advisory Committee (SPACE), a PDC led cross-functional group, is responsible for vetting project requests to ensure alignment with university priorities and physical plans, considers timing conflicts with concurring or planned projects, reviews code, safety compliance, maintenance or repair needs of the building listed on the Building Conditions Assessment (BCA) and confirms funding and prioritization from unit leadership.

The **University Physical Asset Accountability Committee (UPAAC)**, a subcommittee of the University's Executive Leadership Team (ELT), is responsible for approvals of feasibility studies and is consulted in the development of the CPIP. A larger ELT subcommittee, the **Strategic Priorities Group (SPG)** approves the CPIP.

The **Board of Trustees (BOT)** [Capital Project Approval Policy](#) outlines the BOT responsibility for Phase 1 (project concept) and Phase 2 (final project budget) approval prior to the Capital Project being submitted through the State's Phase 1 and Phase 2 approval process by the Joint Bond Review Committee (JBRC) and State Fiscal Accountability Authority (SFAA).

Procedures

1. **Request for Feasibility Study:** When a Capital Project is identified by a unit or university leadership as a priority, the initiating department shall work with their appropriate Vice President and Budget Center Business Officer (BCBO) for approval the project is consistent with program priorities and funding has been identified. The unit will then submit the [Space & Project Request Form](#) to request a Feasibility Study.
2. **SPACE Reviews Request & UPAAC Approves for Feasibility Study:** As noted in responsibilities above. SPACE reviews and advances the request to UPAAC for feasibility study approval. PDC may coordinate with the requesting unit leadership for project presentation at a monthly UPAAC meeting.
3. **Feasibility Study:** PDC oversees the feasibility study process. See the [Feasibility Study](#) webpage and PDC Playbook for more information on requirements.
4. **Comprehensive Permanent Improvement Plan (CPIP) Development:** Once a feasibility study is completed with an estimated total cost of the project and with anticipated funding sources identified, the project may be incorporated into the annual CPIP development process. See the CPIP summary below for more details.
5. **Phase 1 and Phase 2 Approval:** As noted in responsibilities above. The BOT and then State Committees shall each approve the project concept (Phase 1) and then the final project budget (Phase 2). This typically occurs when CPIP projects designated on "Year 2" or "Year 1".
6. **Active Project:** All Capital Projects will be managed by PDC, follow the PDC Playbook procedures and will be accomplished in accordance with the latest version of the South Carolina Office of the State Engineer's Manual for Planning and Execution of State Permanent Improvement Projects.

CPIP Summary

The Comprehensive Permanent Improvement Plan (CPIP) is a state required tool that informs decision-makers of the anticipated or contemplated PIPs (Capital Projects) an agency plans to initiate over a five-year period, regardless of the sources of funds expected to finance them. The CPIP informs the State of the projects coming through the Phase 1 & 2 approval processes and requests for state funding.

Annually during CPIP development, PDC and the Office of the CFO draft a new CPIP with considerations of (1) project priorities from units and leadership, (2) sequencing of enabling or infrastructure projects and (3) fund source availability and debt capacity. UPAAC will refine and SPG will approve the new 5 year plan. Once approved, PDC submits the CPIP to the State's Department of Administration, Executive Business Office, Capital Budgeting Unit by the set deadline, currently September 1.

CPIP Year Designations

All CPIP eligible projects should have a completed Feasibility Study with a full project cost estimate, noting the year the study was completed plus estimated escalation.

Years 3-5 | UPAAC designated as anticipated or contemplated

Years 3-5 Projects are possible projects that are not ready to move forward with BOT and State Phase 1 approval. This may be due to funding or sequencing considerations with enabling or infrastructure project completion before moving forward.

During the next CPIP development, if the project is ready to progress to seeking funding and approval, it will be designated as "Year 2". Projects may remain designated as Year 3-5.

Year 2 | Actively requesting / securing funding & Approval

Year 2 Projects are working toward securing full project funding. If State funding has been allocated or if CU is requesting state funding, the project shall be designated as Year 2.

If at the end of the fiscal year the project has obtained or is pending Phase 1 approval, it should move into Year 1 of the next CPIP. If not, it will remain as Year 2.

Year 1 | Approved, funded & planned to begin

Year 1 Projects either have or intend to seek Phase 1 approval and anticipate Phase 2 funding/approval this fiscal year. Once full project funding is secured and Phase 2 approved, projects do not appear in subsequent CPIP submissions unless seeking a funding increase.

If at the end of the fiscal year, the project is not fully funded to obtain Phase 2 approval, it will remain designated as a Year 1 project.