

**FY2018 CAPITAL IMPROVEMENT PROGRAM  
 FY2017 SYSTEM FUNDED CONSTRUCTION PROGRAM  
 SCHEDULE and SUBMISSIONS**

ACTIVITIES	JAN	FEB	MAR	APR	MAY	JUNE
<b>INSTITUTIONS REGISTER FOR CBIS TRAINING / UPDATE PASSWORD</b>	<b>Call Service Desk: 1-410-260-7778</b>					
INSTITUTIONS SUBMIT PART II PROGRAMS to OCP (for FY2018 Planning Request) *	<b>1</b>					
INSTITUTIONS SUBMIT FINAL EQUIPMENT LISTS (for FY2018 Construction Requests)			<b>1</b>			
INSTITUTIONS SUBMIT BOARD BOOK MATERIAL <i>(10-yr. CIP &amp; 5-yr. SFCP excel spreadsheets; Briefing Papers &amp; Private Use Forms for CIP and SFCP 5-Yr. Plans; FY2017-2021 SFCP Debt Affordability Forms; F.R. Project List for FY2018 only w/cost and descriptions)</i>			<b>21</b>			
INSTITUTIONS SUBMIT IMPACT ON OPERATING BUDGET FORMS FOR FY2018 CIP **, and FY2017-FY2021 SFCP				<b>1</b>		
INSTITUTIONS SUBMIT EQUIPMENT LISTS FOR FY2017 SFCP				<b>1</b>		
INSTITUTIONS ATTEND CBIS TRAINING in Baltimore				<b>4-15</b>		(Est.; call DBM)
INSTITUTIONS SUBMIT PART I JUSTIFICATION PROGRAMS to OCP (FY2019, FY2020, FY2021, FY2022)**				<b>30**</b>		
INSTITUTIONS SUBMIT ADA ACCESS MARYLAND FORMS/ REQUEST TO OCP and the STATE (OID): <b>Defer to State schedule</b>					<b>2</b> (Est.)	
OCP SUBMITS BUDGET TO CHANCELLOR'S COUNCIL					<b>2</b>	
INSTITUTIONS SUBMIT MAPS REFLECTING CIP AND SFCP STRAWMEN PRESENTED TO CHANCELLOR'S COUNCIL					<b>5</b>	
REGENTS' WORKSHOP ON CAPITAL BUDGET					<b>12</b>	
INSTITUTIONS SUBMIT CAPITAL IMPROVEMENT PROGRAM on CBIS. The following should also be submitted electronically to OCP: <ul style="list-style-type: none"> <li>-Basic scope and cost information on asking year, FY2018, FR projects</li> <li>-Environmental Assessment Forms <u>and</u> Project Consistency Reports, as needed, for all projects in the 5-Yr. Plan</li> <li>-Cash Flow Projections for FY2018 construction requests</li> <li>-Project Funding Status Report (aka Unencumbered Balances)</li> <li>-Plan Maryland Planning Areas and Overlays</li> </ul>					<b>19</b>	
OCP SUBMITS BUDGET TO THE FINANCE COMMITTEE of the Board of Regents						<b>9</b>
OCP SUBMITS BUDGET TO THE BOARD OF REGENTS						<b>10</b>
OCP SUBMITS BUDGET TO THE STATE on CBIS <b>(Cut off at OCP for accepting FINAL EDITS from institutions is June 24)</b>						<b>30</b>
	<b>JUL</b>	<b>AUG</b>	<b>SEPT</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>
DBM BUDGET HEARING	<b>To Be Scheduled (typically July)</b>					
BUDGET REFINEMENT/ADJUSTMENT (DBM & USM)	<b>Ongoing</b>					

\* Due March 1 to DBM; \*\* June 30 to DBM