

**FY2019 CAPITAL IMPROVEMENT PROGRAM
 FY2018 SYSTEM FUNDED CONSTRUCTION PROGRAM
 SCHEDULE and SUBMISSIONS**

ACTIVITIES	JAN	FEB	MAR	APR	MAY	JUNE
INSTITUTIONS REGISTER FOR CBIS TRAINING / UPDATE PASSWORD	Call Service Desk: 1-410-697-9700					
INSTITUTIONS SUBMIT PART II PROGRAMS to OCP (for FY2019 Planning Request) *	1					
INSTITUTIONS SUBMIT FINAL EQUIPMENT LISTS (for FY2019 Construction Requests)		1				
INSTITUTIONS SUBMIT BOARD BOOK MATERIAL <i>(10-yr. CIP & 5-yr. SFCP excel spreadsheets; Briefing Papers & Private Use Forms for CIP and SFCP 5-Yr. Plans; FY2018-2022 SFCP Debt Affordability Forms; F.R. Project List for FY2019 only w/cost and descriptions)</i>			24			
INSTITUTIONS SUBMIT IMPACT ON OPERATING BUDGET FORMS FOR FY2019 CIP **, and FY2018-FY2022 SFCP				3		
INSTITUTIONS SUBMIT EQUIPMENT LISTS FOR FY2018 SFCP				3		
INSTITUTIONS ATTEND CBIS TRAINING in Baltimore				3-14	<small>(Est.; call DBM)</small>	
INSTITUTIONS SUBMIT PART I JUSTIFICATION PROGRAMS to OCP (FY2020, FY2021, FY2022, FY2023)**				28**		
INSTITUTIONS SUBMIT ADA ACCESS MARYLAND FORMS/ REQUEST TO OCP and the STATE (OID): Defer to State schedule					1 (Est.)	
OCP SUBMITS BUDGET TO CHANCELLOR'S COUNCIL					1	
INSTITUTIONS SUBMIT MAPS REFLECTING CIP AND SFCP STRAWMEN PRESENTED TO CHANCELLOR'S COUNCIL					4	
REGENTS' WORKSHOP ON CAPITAL BUDGET					12	
INSTITUTIONS SUBMIT CAPITAL IMPROVEMENT PROGRAM on CBIS. The following should also be submitted electronically to OCP: <ul style="list-style-type: none"> -Basic scope and cost information on asking year, FY2019, FR projects -Environmental Assessment Forms <u>and</u> Project Consistency Reports, as needed, for all projects in the 5-Yr. Plan -Cash Flow Projections for FY2019 construction requests -Project Funding Status Report (aka Unencumbered Balances) -Plan Maryland Planning Areas and Overlays 					18	
OCP SUBMITS BUDGET TO THE FINANCE COMMITTEE of the Board of Regents						8
OCP SUBMITS BUDGET TO THE BOARD OF REGENTS						16
OCP SUBMITS BUDGET TO THE STATE on CBIS (Cut off at OCP for accepting FINAL EDITS from institutions is June 23)						30
	JUL	AUG	SEPT	OCT	NOV	DEC
DBM BUDGET HEARING	To Be Scheduled (typically July)					
BUDGET REFINEMENT/ADJUSTMENT (DBM & USM)		Ongoing				

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