

**FY2020 CAPITAL IMPROVEMENT PROGRAM
 FY2019 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 FY2020 Planning Request) *	1					
INSTITUTIONS SUBMIT FINAL EQUIPMENT LISTS (for FY2020 Construction Requests)		1				
INSTITUTIONS SUBMIT BOARD BOOK MATERIAL <small>(10-yr. CIP & 5-yr. SFCP excel spreadsheets; Briefing Papers & Private Use Forms for CIP and SFCP 5-Yr. Plans; FY2019-2023 SFCP Debt Affordability Forms; F.R. Project List for FY2020 only w/cost and descriptions)</small>			23			
INSTITUTIONS SUBMIT IMPACT ON OPERATING BUDGET FORMS FOR FY2020 CIP **, and FY2019-FY2023 SFCP				2		
INSTITUTIONS SUBMIT EQUIPMENT LISTS FOR FY2019 SFCP				2		
INSTITUTIONS SUBMIT PART I JUSTIFICATION PROGRAMS to OCP (FY2021, FY2022, FY2023, FY2024)**					27**	
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					22	
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, FY2020, 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 FY2020 construction requests -Project Funding Status Report (aka Unencumbered Balances) -Plan Maryland Planning Areas and Overlays 					17	
OCP SUBMITS BUDGET TO THE FINANCE COMMITTEE of the Board of Regents						7
OCP SUBMITS BUDGET TO THE BOARD OF REGENTS						22
OCP SUBMITS BUDGET TO THE STATE on CBIS (Cut off at OCP for accepting FINAL EDITS from institutions is June 22)						29
	JUL	AUG	SEPT	OCT	NOV	DEC
DBM BUDGET HEARING	To Be Scheduled (typically July)					
BUDGET REFINEMENT/ADJUSTMENT (DBM & USM)		Ongoing				
<small>* Due March 1 to DBM; ** June 30 to DBM</small>						