## <u>Checklist for Capital Project Requests and Worksheets</u>

**<u>General Information</u>**
☐ Correct agency/college
☐ Correct project title
☐ Project/Program titles do not include symbols (i.e.: & should be written as "and")
☐ Project/Program title contains no obscure abbreviations and acronyms
☐ Correct county identified
  ☐ Specifies "Baltimore City" or "Baltimore County"
☐ Address information is correct
  ☐ Correct jurisdiction
  ☐ Correct legislative district
  ☐ Correct longitude/latitude coordinates
☐ Substantive explanation in the CIP Difference Section
☐ CBIS Worksheets are printed

**<u>Project Descriptions</u>**
☐ Description begins with a verb (e.g. Construct, Renovate, etc.)
☐ One or more sentences describing project
  ☐ If an approved program exists, indicate GSF
  ☐ If the program has not been approved, the NSF/GSF should not be in the description.
  ☐ NSF/GSF of both the renovation and addition are individually indicated (if applicable)
☐ One or more sentences summarizing need for the project
☐ The NSF/GSF and costs match the CEW
☐ CIP Difference Section, if applicable
  ☐ Explanation of why budget year requested funding differ from planned funding
  ☐ Be specific
☐ Concluding sentence:
  ☐ Budget year project: "The FY 2023 request includes funding to…"
  ☐ Projects extending beyond the CIP: "The estimated cost of this project totals $---."

**<u>Budget Request and Schedule</u>**
☐ Correct budget numbers for each year and use (APCE)
  ☐ Prior authorization
  ☐ Budget Year
  ☐ Out-years
  ☐ Fund sources
☐ Worksheet matches the CEW
  ☐ Prior/New Design, Construction, Equipment
  ☐ Project/breakout totals
  ☐ Design/Construction schedules
  ☐ NSF/GSF
☐ Fund sources equal uses (APCE) and project totals
  ☐ Correct matching funds
  ☐ Correct matching sources
  ☐ Correct state share

☐ There are no negative numbers

## Programs

☐ Description summarizes what the program funds
☐ One or more sentences describe the program's policy goal(s)
☐ Last sentence is "The FY 2023 budget includes funding for – projects in – jurisdictions."
☐ Project lists include correct phase codes (APCE codes) on all projects
☐ CIP Difference Section, if applicable
    ☐ Explanation of why budget year requested funding differ from planned funding
    ☐ Be specific
☐ Update Part II to reflect the current spending plan for FY 2022

## Justification

☐ Start from the DBM recommended comments from last year, if applicable
    ☐ Update changes in information, especially workload and performance measures
☐ The first sentence indicates the amount requested in the budget year
☐ The use (APCE) of the budget year funds is indicated
☐ Any differences from the planned amount are explained
☐ Any differences from the approved program are explained
    ☐ Program mods are identified
☐ Appropriate background information concerning the request is provided, including description of project scope
☐ Evidence and logic to support the request is provided
    ☐ "This project will solve the following facilities problems: 1)…; 2)…"
    ☐ Individual facilities problems are explained
☐ Consequences of facilities problems are clearly indicated
☐ Relevant and material information to justify the request is included
☐ Current project status for projects that have received prior funds
    ☐ Stage of design/construction documents and project progress, schedule, budget, etc.
    ☐ BPW item on XX date for XX contract