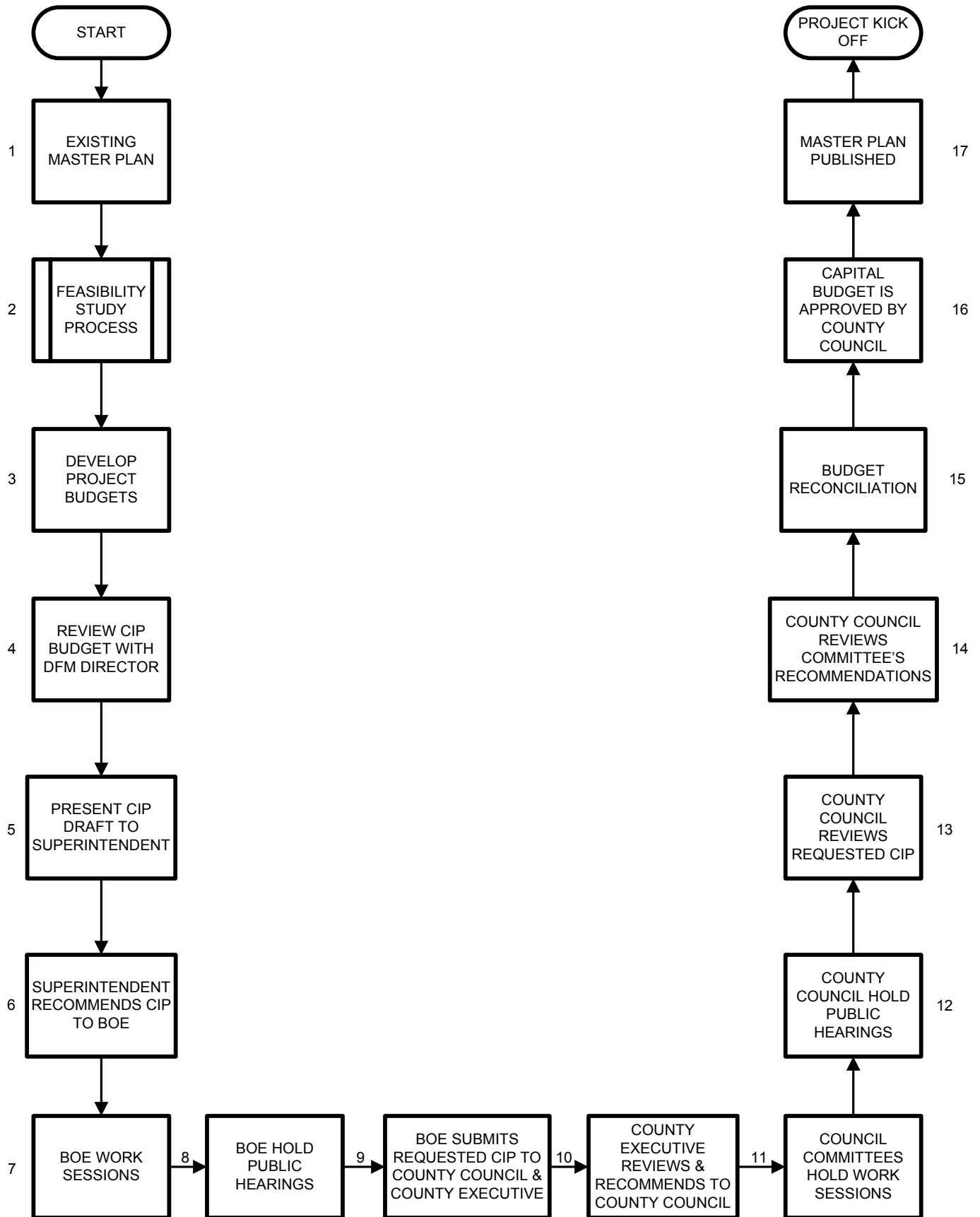


Capital Improvements Program Process

Division of Construction, MCPS



CAPITAL IMPROVEMENTS PROGRAM (CIP) PROCESS

1. Each June 30, the Superintendent publishes a summary of all action to date that has affected schools in the Educational Facilities Master Plan.
2. As part of the approved Master Plan, funding is provided in the Facility Planning project to conduct feasibility studies for the upcoming projects to determine scope and cost estimation.
3. Project budgets are developed based on information provided by the consultants completing the feasibility studies.
4. On the biennial budget year, the requested CIP budget is prepared by the Division of Construction staff and presented for review to the Director of the Department of Facilities Management (DFM). In off-years, amendments (if any) to the biennial budget are prepared.
5. Once approved by DFM, the draft budget is presented to the superintendent.
6. In October of each year, the superintendent publishes recommendations for the next requested CIP or amendments to the current biennial CIP.
7. In early November of each year, the Board of Education holds work sessions on the superintendent's requested CIP recommendations.
8. In mid November of each year, public hearings on the superintendent's recommendations are held.
9. In late November, the Board approves the requested CIP and submits it to the County Executive and County Council.
10. In December, the County executive makes recommendations on the Superintendent's requested CIP to the County Council.
11. The Council committees and staff hold work sessions.
12. In March, County Council holds public hearings on the requested CIP.
13. In April, County Council reviews the requested CIP.
14. The County Council reviews the committee's recommendations on the requested CIP.
15. The Council's recommendations for changes to the CIP are incorporated and the request is modified during budget reconciliation in early May.

16. The Capital budget is approved by County Council by May 31st.
17. The new master plan is published on June 30.

IGOE

