

## **FY 2027 Capital Budget Requests Guide**

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## **Introduction**

Each year, State agencies submit their capital funding requests to the Department of Budget and Management (DBM) Office of Capital Budgeting (OCB). This document outlines the overall process through which agencies prepare for and submit budget requests. It includes helpful hints, links, and checklists to ensure accurate and complete submissions. Detailed instructions on how to use the Capital Budget Information System (CBIS), the State's online capital budget submission software, can be found in the CBIS Manual. **Please be sure to review the forthcoming Capital Budget Memo that will be sent to agency heads and capital budget managers. It will outline expectations and provide additional guidance from the Moore-Miller Administration.**

Each State agency is assigned a capital budget analyst who provides technical assistance in preparing budget submissions, facilities master plans, capital project proposals (part I/II facility programs), equipment eligibility lists, and any other documentation required by OCB. OCB analysts use the information submitted by agencies to develop recommendations for the Governor's annual capital budget and 5-year Capital Improvement Program (CIP).

All agencies should use their assigned OCB analyst as a resource before, during, and after the budget submission process. OCB strives for open and ongoing communication throughout the year to create a streamlined submission process for agencies. Once an agency submits its request, the assigned OCB analyst will review the information and reach out with questions or request additional information. The analyst may also require agencies to revise and resubmit requests that lack complete, accurate information. Agencies that work with the Department of General Services (DGS) should also coordinate with DGS's project managers as they develop their capital budget request and throughout the process.

To save time and effort, please make full use of the guideline and instruction documents, including the information outlined in this guide. This guide provides critical information to ensure submission of a high-quality, complete, and accurate request, which will reduce the need for revisions and resubmissions. For more information, please contact your OCB analyst or visit the Department of Budget and Management – Capital Budget Homepage.

## **Important and Helpful Links**

Please consult the following links as you prepare your budget submission.

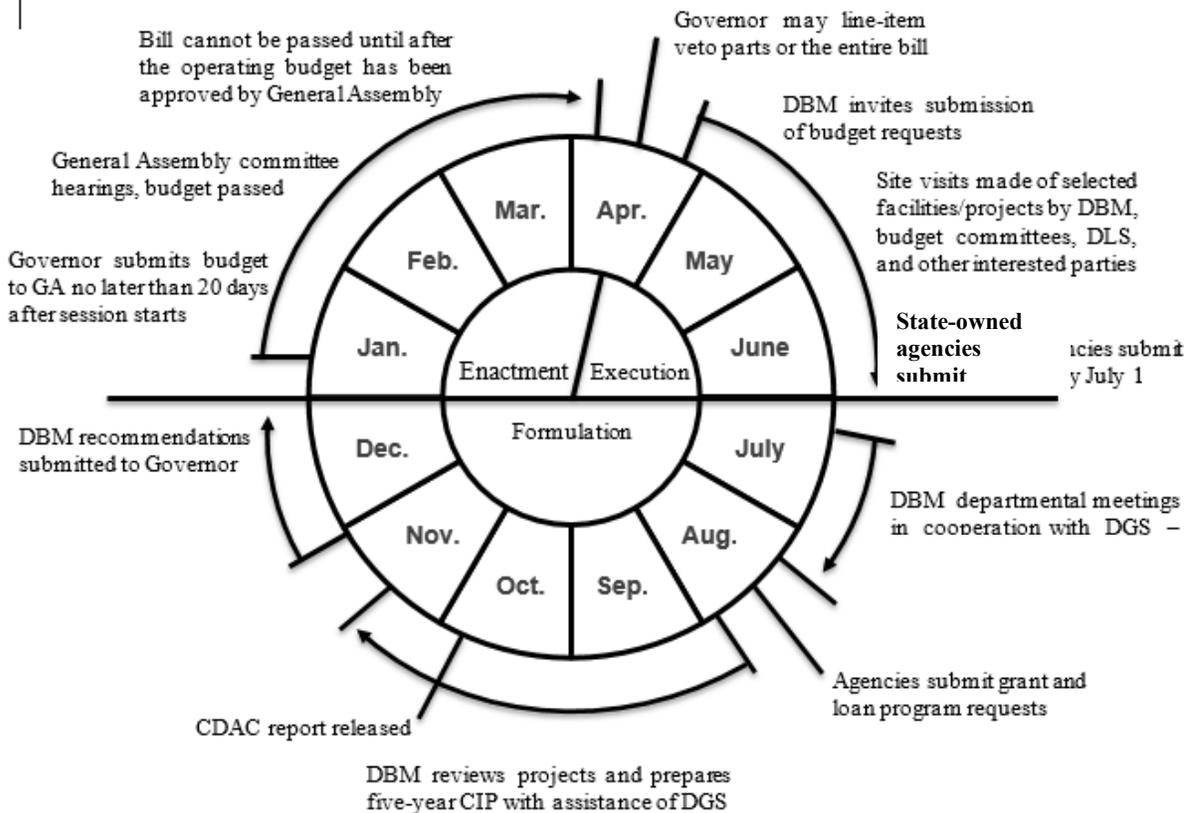
- [Capital Budget Homepage](#)
- [Capital Budget Analysts Contact Information](#)
- [CBIS Manual](#)
- [FY 2026 Capital Improvement Program \(CIP\)](#)
- [FY 2026 Capital Budget Bill \(MCCBL of 2025\)](#)
- [CEW Template](#)
- [Cash Flow Template](#)
- [Project Funding Status Report Form](#)
- [Growth and Conservation Criteria \(GCC\) Form](#)

- [GCC Interactive Map](#)
- [Coast Smart Program](#) and [Project Screening Form](#)
- Completed [Project](#) and [Program](#) example worksheets
- [Capital Equipment Guidelines and Capital Equipment Request \(Form G\)](#)
- [Equipment Allowance Calculator \(higher education agencies only\)](#)
- [Part I/II Facility Program Manual](#)

## **Budget Process**

Maryland operates its finances according to the fiscal year calendar, which begins on July 1st. To plan for future capital needs of the State, OCB develops a 5-year capital plan for Maryland. The CIP is updated annually through the capital budgeting process. Agencies submit requests for capital projects and programs annually (including projects with pre-authorizations or planned funding) by June 30th or August 15th, depending on the type of request (State-owned vs. grant and loan). DBM, with input from DGS, reviews submissions and develops recommendations for the Governor. The Governor incorporates these recommendations and other considerations into his 5-year CIP, which is proposed to the General Assembly in January. The General Assembly votes only on the proposed capital budget for the first year (“budget year”) of the CIP, which becomes law.

### **Capital Budget Cycle**



CDAC: Capital Debt Affordability Committee  
 CIP: Capital Improvement Program  
 DBM: Department of Budget and Management  
 DGS: Department of General Services  
 DLS: Department of Legislative Services  
 GA: General Assembly

Source: Department of Legislative Services

**Important Dates**

**June 30, 2025:** Deadline for State-owned requests submitted in CBIS and supporting documentation submitted to DBM via email.

**August 15, 2025:** Deadline for grant and loan and non-State-owned requests submitted in CBIS, as well as supporting documentation submitted to DBM via email.

**Revised Facility Program Submission Schedule**

Ensure you have submitted an electronic version of your part I/II facility program, if applicable. Please ask your assigned OCB analyst if they require a hard copy prior to submission.

Below is a full schedule of facility program submission deadlines for the FY 2027-2031 CIP. As noted last year, DBM is accelerating the part I facility program submission deadline from June 1<sup>st</sup> to May 1<sup>st</sup> to ensure sufficient time to review programs for new requests beginning with the FY 2031 requests.

- Part I facility programs for CIP requests in FY 2027-2030 should have already been submitted to DBM.
- Part II facility programs for FY 2027 requests should have been submitted to DBM by March 2025. Note: Part II facility programs that do not match the submitted or approved part I facility program will likely take additional time to approve, which may result in the project being deferred beyond FY 2027.

| FY of Funding Request for New Projects | Part I Deadline | Part II Deadline |
|--|-----------------|------------------|
| FY 2027                                | June 30, 2021   | March 1, 2025    |
| FY 2028                                | June 30, 2022   | March 1, 2026    |
| FY 2029                                | June 30, 2023   | March 1, 2027    |
| FY 2030                                | June 30, 2024   | March 1, 2028    |
| FY 2031                                | May 1, 2025     | March 1, 2029    |
| FY 2032                                | May 1, 2026     | March 1, 2030    |

- Projects requested in the CIP for which the agency has not submitted a part I facility program to DBM **must** include with the request extensive detail explaining the scope of and justification for the project, including quantitative data to support the proposed scope.

- As a supplement to reviewing programs, DBM may request site visits and/or meetings to gain a full understanding of the proposed project. The review process can be quite extensive and may take longer than expected, especially when budget development must take priority.
- Note: For select agencies, the facility program submission timeline may differ from above. Please consult with your OCB analyst for clarification as necessary.

## **Capital Budget Submission**

To be considered for capital funding, you must submit a complete and accurate budget request. OCB requires you to submit your agency's request in CBIS and provide additional documents as appropriate for your agency, project, and program. Included in the CBIS Manual is an introduction, instructions for each type of budget request, an appendix, and Cost Estimate Worksheet (CEW) instructions. The introduction section of the manual lists which set(s) of CBIS instructions you must follow for your agency based on the four types of budget requests, which are State-owned Projects, State-owned Programs, Grant and Loan Programs, and Non-State-owned Projects. Please review the examples of completed project/program requests. These examples include notations to help avoid common mistakes. Please examine them carefully while completing your request.

It is important that you understand, complete, and submit each document required for your project or program. Individual technical assistance and CBIS training sessions are available to agencies and budget preparers. Your OCB analyst will contact you to schedule a training session, which may be required at the discretion of the analyst. Please do not hesitate to contact your analyst if you have any questions during the budget submission process, before or after your training session.

## **Capital Budget Information System (CBIS)**

CBIS is the web-based database utilized by OCB to process your capital budget request. To be considered for capital funding, you must complete several CBIS worksheets. **Please refer to the CBIS Manual for complete, detailed instructions for submitting capital budget requests in CBIS.** Additional guidance on select topics can be found below. If you have questions, please contact your capital budget analyst.

### **Obtaining a CBIS Login or Password Reset**

**All capital budget requests must be submitted via CBIS.** To obtain a username and password for CBIS, contact the Service Desk at (410) 697-9700 or [service.desk@maryland.gov](mailto:service.desk@maryland.gov). Provide your name and agency and explain that you need a CBIS login when you call or email.

To reset your password, click the "forgot password" link and answer the security questions that you previously set. If this does not work, please contact the Service Desk for further assistance in resetting your password.

## Cost Estimate Worksheet and Construction Market Escalation

Cost estimates requested for FY 2027-2031 requiring the completion of a Cost Estimate Worksheet (CEW) must be supported by a CEW entered into CBIS. Step-by-step instructions for completing the CEW are available in Section IX of the CBIS Manual. Please contact your assigned OCB analyst if you have any questions about CEW requirements.

**Construction Market Escalation:** To account for inflation, **escalation is to be calculated at 10% for calendar year 2025, 7.5% for 2026, and 5% for 2027 and each year thereafter.** The escalation rate for calendar year 2024 is unchanged from the previously set rate of 5.5% to align with year-end estimates. Overall, experts expect escalation to increase significantly, primarily due to the implementation of recent tariffs and the uncertainty surrounding these tariffs moving forward. DBM will continue to monitor the situation throughout the year and will adjust the escalation rates as deemed necessary.

For projects already in the CIP and without construction contracts, you may increase the base costs by the 2024 escalation rate of 5.5% and update the “Estimate Reference Point” to January 2025, rather than create a brand new estimate using 2025 RS Means Data. Projects in design should use either A/E estimates, the inflation formula, or 2025 RS Means Data to estimate construction costs, depending on the situation.

### Regional Construction Factor

In addition to escalation, certain counties have a regional construction factor (RCF) below or above the standard 1.0 to account for the variation in wage rates and other factors impacted by the project’s location. Once design of a project has commenced, the RCF should be set in CBIS based on the location using the list below. At this time, the base cost estimate should already factor in the project’s location. The FY 2027 Regional Construction Factors are provided in the table below.

FY 2027 Regional Construction Factors

| <u>County</u>    | <u>RCF</u> | <u>County</u>   | <u>RCF</u> |
|------------------|------------|-----------------|------------|
| Allegany         | 1.15       | Harford         | 1.00       |
| Anne Arundel     | 1.00       | Howard          | 1.00       |
| Baltimore City   | 1.00       | Kent            | 1.00       |
| Baltimore County | 1.00       | Montgomery      | 1.10       |
| Calvert          | 1.00       | Prince George’s | 1.10       |
| Caroline         | 1.00       | Queen Anne’s    | 1.00       |
| Carroll          | 1.00       | St. Mary’s      | 1.00       |
| Cecil            | 1.00       | Somerset        | 1.00       |
| Charles          | 1.00       | Talbot          | 1.00       |

|            |      |            |      |
|------------|------|------------|------|
| Dorchester | 0.95 | Washington | 1.00 |
| Frederick  | 1.00 | Wicomico   | 1.00 |
| Garrett    | 1.15 | Worcester  | 1.05 |

### **Climate Solutions Now Act and High Performance Green Building Program**

The Climate Solutions Now Act of 2022 (Ch 38, SB 528) requires that the State reduce GHG emissions to net zero by 2045. It requires that agencies transition to no- or low-carbon energy sources, convert their fleets to zero emission vehicles, and consider climate impacts in their long-term planning. Maryland has also adopted California’s Advanced Clean Cars II regulation, which bans the sale of new gasoline powered cars in 2035.

The Maryland Green Building Council approved revisions to the [High Performance Green Building Program](#) in February 2025, which align it with the goals of the Climate Solutions Now Act. The revised program continues Maryland’s long-standing emissions reduction efforts. It necessitates compliance with one of three equivalent green building codes or programs: a U.S. Green Building Council LEED Silver rating, a minimum of two Green Globes with the Green Building Initiative, Inc. Green Globes program, or compliance with the International Green Construction Code established by the International Code Council, Inc.

In addition, DGS has issued a [decarbonization policy](#) that provides guidance on requirements to reduce or eliminate the use of fossil fuels for space conditioning and water heating in facilities owned by DGS and DGS-supported agencies.

Agencies should factor the requirements of the decarbonization policy and the revised High Performance Green Building Program standards into their capital projects as appropriate. Facility Master Plans and part I/II facility programs should include discussion of how proposed projects will reduce greenhouse gas (GHG) emissions, expand the infrastructure needed to support zero emission vehicles, and mitigate the climate impacts associated with capital improvements. Agencies should coordinate with DGS and factor in the decarbonization policy as necessary.

**Green Building Premium.** As of FY 2025, the Green Building Premium (Item 12b in CBIS’s Cost Estimate Worksheet, “CEW”) is no longer used for projects that will conform with LEED Silver or an equivalent green building code or regulation. This premium was deemed unnecessary, as LEED Silver has become the construction industry standard, and associated costs are generally already included in the project’s base cost estimate. Therefore, adherence to the prescribed High Performance Green Building Program standards (LEED Silver or equivalent) should not result in increased project costs or the use of the Green Building Premium.

The Green Building Premium will now be used to account for additional costs associated with designing a building *beyond* the Maryland High Performance Green Building Program standards. Agencies may include this premium only to capture costs associated with achieving greater efficiency standards. However, because an agency will likely know of any specific design elements

that will bring a building beyond the State's standards in the project's conceptual stage, most often the Green Building Premium will not be utilized, and the design elements will instead be reflected elsewhere in the CEW (e.g. line items under "Structure"). Agencies must explain the basis of the Green Building Premium estimate in the CEW notes.

Over the next several years, DBM will be working with DGS and the Maryland Department of the Environment to better understand and plan for the impacts of these GHG emissions reduction efforts on capital projects and programs. For more information or for guidance on decarbonization, please contact DGS's director of the Office of Energy and Sustainability, David St. Jean, [david.stjean1@maryland.gov](mailto:david.stjean1@maryland.gov).

### The eMMA Transaction Fee

For all agencies that use the State's eMMA procurement system, a 1% transaction fee for all sales under a contract (design or construction) will be applied to contracts that cost up to \$5 million payable to Procurement 45 calendar days after the end of each reporting period. Failure to remit the fee may result in a third-party analysis of all contract activity. A clause will be incorporated in the State's solicitation guidelines and requirements. For more information on the fee and payment, please contact the [Office of State Procurement](#). For qualifying projects that are required to submit CEWs, agencies should create "miscellaneous" construction and/or design line items to account for the 1% fee in the CEW, until a contract has been awarded. Once the contract has been awarded, the fee may be incorporated in the base cost of the project.

For more information on the fee and payment, please contact DGS's Office of State Procurement.

### Cash Flow Projections

Agencies that have projects that are not managed by DGS must submit a construction cash flow projection in **Microsoft Excel format** for projects for which construction funding is requested in FY 2027. OCB prefers a schedule showing projected expenditures by month.

- For projects with a construction contract, the cash flow must be based on projections provided by the construction contractor.
- For projects in design, the cash flow must be based on projections provided by the construction manager or A/E.
- A cash flow template is provided on the OCB website for your convenience, but agencies may use their own templates.

Please upload your cash flow in the "Justification" section of the CBIS project request.

### Printing Your CBIS Worksheets

The CBIS worksheets are the primary tool used by DBM to review and evaluate capital budget requests. You must review these worksheets to verify all data and information is correct. The worksheets will be the primary point of reference for discussion at your budget meeting with DBM. OCB strongly recommends you print a PDF or a hard copy of completed CBIS worksheets prior

to submission. For additional information or questions about how to print your worksheets, please consult our CBIS Manual or contact your assigned budget analyst.

## **Documents Completed Outside of CBIS**

The following section discusses other documents that *may* be required for your capital project. Please ask your budget analyst if you are unsure whether you should complete a form.

## **Growth and Conservation Criteria (GCC) Guidelines for Capital Budgeting**

Under the Local and State Targeted Growth and Conservation Areas, Maryland will be able to better coordinate the sustainable growth efforts and programs of the State government. The Sustainable Growth (formerly Smart Growth) Subcabinet agencies collaborate with local governments to identify locations where targeted investments can promote growth and protect other areas where preservation and conservation should be a priority. All State agencies must consider the following guidelines in their capital budget requests when prioritizing projects to be funded and siting new capital projects.

GCC guidelines for capital budgeting are:

- Use State investment in capital improvements to encourage development, redevelopment, and economic growth in locations best suited to accommodate growth and achieve GCC goals and objectives.
- Minimize State investments that may compromise or damage historic, cultural, and natural resources or environmentally sensitive lands. Encourage use or rehabilitation of available existing historic buildings where practicable and feasible when allocating State resources for capital projects.
- State-funded capital improvements for new construction will be guided by departmental plans and consistent with GCC goals. To the extent practicable, State capital investments should be made according to the following priority sequence:
  1. Protection of public health and safety.
  2. Infrastructure maintenance and system preservation.
  3. Redevelopment, enhancement improvements, and capacity expansions in Targeted Growth and Revitalization Planning Areas.
  4. Enhancement improvements in Established Community Areas in Priority Funding Areas (PFAs).
  5. Enhancement improvements in communities outside PFAs.

All agencies must complete the GCC Spreadsheet, using the Local and State Targeted Growth and Conservation Areas interactive map for projects requested in the five-year CIP. The GCC Spreadsheet must be submitted with your FY 2027 capital budget submission. Please follow the instructions in the 'Instructions' tab of the GCC Spreadsheet template.

For assistance with the GCC, please contact your capital budget analyst.

## Coast Smart Construction Program

The Coast Smart Construction Program was developed by the Coast Smart Council under authority provided in Section 3-1001:1018 of the Natural Resources article. The program establishes siting and design criteria to address sea level rise and coastal flood impacts on capital projects.

All State and local capital projects that are at least 50% funded with State funds and have a total project cost of \$500,000 or more must be constructed in compliance with the Coast Smart Construction Program siting and design criteria. These criteria apply to all capital projects that include construction or reconstruction of a structure, or the construction of a highway facility.

The Local and State Targeted Growth and Conservation Areas interactive map provides an initial screening of whether the location of the capital project is within the Coast Smart-Climate Ready Action Boundary (CS-CRAB). For those projects initially identified as "CRAB-Yes" in the interactive map, a more detailed CS-CRAB Interactive GIS Map can assist agencies in screening projects. Agencies can access the Coast Smart Construction Program and Project Screening Form (see Appendix A) and the [Coast Smart CRAB map](#) on the OCB website, with additional information found on the [Coast Smart Council website](#). For assistance with Coast Smart criteria, please contact the Department of Natural Resources-Chesapeake and Coastal Services, Ryland Taylor, [ryland.taylor@maryland.gov](mailto:ryland.taylor@maryland.gov).

## Capital Equipment

Projects with capital equipment funding requests are required to submit a DBM Equipment and Furnishings Request-Form G with the exception of higher education agencies that elect to use the formula allowance. Agencies must submit equipment lists no later than three months after design completion. Please review the Capital Equipment Guidelines before completing Form G.

State government units are required by State law and regulation (Ref: COMAR 21.11.05) to procure supplies and services from designated selling entities whenever possible-generally, this refers to Maryland Correctional Enterprises (MCE). If MCE cannot provide a specific product or item, the A/E must obtain a written waiver from MCE for that product. Products from alternate sources will not be accepted without a waiver from MCE. More information about MCE is available at <https://mce.md.gov/>.

## Equipment List Escalation

- An annual escalation rate of 3% may be applied to the cost of capital eligible equipment once an equipment list is submitted.
- This rate will be calculated from the month the equipment list is submitted to DBM until the midpoint of construction.
- A line item with this rate will be included at the bottom of each Form G section.

## Higher Education Agencies: Equipment Allowance Formula

- Higher education projects that are not fully funded and that do not have an approved equipment list are eligible to utilize an equipment cost allowance based on a percentage of the total structural cost of the net assignable square footage (NASF) of the building. The percentage allowance is as follows:
  - Community colleges: 23% of structure NASF cost
  - Four-year institutions: 29% of structure NASF cost
- The equipment allowance will be calculated by agencies annually using the “Equipment Allowance Calculator”. This is the maximum amount of capital equipment funding that DBM will consider without reviewing a Form G equipment list. However, the estimate should be reduced to reflect the best estimate, if lower than the formula-produced estimate.
  - When using the Equipment Allowance Calculator, institutions must explain in the CEW notes the general basis of the request and why the allowance is considered the best estimate for equipment costs.
- “Escalation to Mid-Point” should be removed from the equipment allowance calculation when the project has a cost estimate from the architect/engineer (A/E) or construction manager (CM) and the base cost factors in an escalation estimate.
- Higher education agencies and DBM retain the option to have an equipment list reviewed in lieu of utilizing the equipment cost allowance.

## Project Funding Status Report

Independent procurement agencies must submit a Project Funding Status Report with their request. This report should include all previously funded projects that have not yet been closed out.

## Encumbrances and Expenditures

As a reminder, agencies should strive to expend oldest funds first. Expired funds—those that are not encumbered within 2 years of authorization or not expended within 7 years—may be reverted/deauthorized to be reused for other purposes. Although agencies can request funding extensions to avoid expiration, DBM will be selective in proposing extensions for program funds.

## Documenting Program Activity

DBM has identified documentation of “program activity” (various forms of accounting of encumbrances and expenditures) for both State-owned and grant and loan programs as an area of frequent confusion for budget requesters. For program requests, please carefully review the CBIS Manual instructions to understand how to document program activity. Although some information is provided below, the CBIS Manual contains additional details necessary to accurately complete your request.

Please be sure all prior funds are accounted for, including FY 2025 deficiency appropriations and FY 2026 supplemental budget items. The FY 2027 request should take into consideration the estimated remaining balance from prior appropriations that will be available for new FY 2027 projects.

**Current Year Planned Activity.** The Part II section of CBIS, Summary of Proposed Use of Available Funds for Current Fiscal Year (“Projects - Current Year Planned Activity” screen in CBIS) should reflect your **current** encumbrance plan for FY 2026. This screen contains a project list that is auto populated with the Part IV project list from the FY 2026 final worksheet, however **the information must be revised as necessary to reflect any updates to the agency’s anticipated encumbrances in FY 2026.** This may involve adding projects, removing projects, and/or revising anticipated encumbrances, for example.

**Encumbrance and Expenditure Activity.** Program requests **must** include updated data in the Prior Appropriations (“Prior Activity” tab) and Encumbrance and Expenditure Summary sections in CBIS (“Activity” tab). Information that cannot be input into CBIS must be submitted in a spreadsheet in Excel or PDF format attached to the “Justification” section in CBIS.

Please view the Grant and Loan Request Example Worksheet for reference when completing the Current Year Planned Activity and Encumbrance and Expenditure Activity in CBIS. The example includes notations to help avoid common mistakes. Please review the example carefully while completing your request.

### **Requesting Funds through Existing State Capital Programs**

The State has several capital programs, administered by State agencies, which provide funding for capital improvements. Agencies should apply for funding through these programs to address eligible capital needs. The administering agency will submit a consolidated request to DBM for program funds. The following types of capital improvements are consolidated into a single statewide request by designated agencies:

- **Access Maryland:** Requests for **accessibility projects** to comply with the Americans with Disabilities Act should be submitted through Keyonna Baker, Maryland Department of Disabilities (MDOD), at (410) 554-9245 or [keyonna.baker@maryland.gov](mailto:keyonna.baker@maryland.gov). The Department will review and prioritize these projects for funding through the Access Maryland program.
- **DGS Programs:** Requests for **infrastructure or facilities renewal projects, asbestos abatement or encapsulation, and underground heating oil storage tanks** should be directed to Steve Billings, DGS at (667) 425-9809, (410) 767-4657 or [steve.billings@maryland.gov](mailto:steve.billings@maryland.gov). The Department of General Services collects, reviews, and analyzes all such requests from State agencies and prioritizes them on a statewide basis. Multiple requests for related projects at the same facility (e.g. roof replacements on multiple buildings at the same complex) with a total cost of more than \$5 million should be submitted as a stand-alone capital project request. DGS administers the Facility Renewal Program and the Fuel Storage Tank Program.

- **Water and Sewer Infrastructure Improvement Fund:** Agencies should coordinate with the Maryland Environmental Service (MES) on improvements to water and wastewater facilities at State institutions. Agencies must also coordinate with MES on **all** projects that may impact these facilities, for example a building addition that requires expansion of an existing wastewater facility.

In addition to these programs, the University System of Maryland administers a Capital Facilities Renewal program for its institutions.

### **Energy-Related Projects**

Agencies must consider an energy performance contract (EPC) as a preferable alternative to capital debt for energy-related projects. Renovations, improvements, or replacements for central boiler plants, chillers, HVAC systems, lighting, energy management systems, controls, etc., should be designed, installed, maintained, operated, and financed through EPCs.

For assistance with projects that may be suitable for an EPC, please contact Richard Louis, DGS, at (443) 794-6002 or [richard.louis@maryland.gov](mailto:richard.louis@maryland.gov).

### **Maryland Department of Planning Coordination**

Agencies are required to prepare and submit an [Environmental Assessment Form](#) (EAF) to the Maryland Department of Planning (MDP) for each new project request. Please contact your assigned budget analyst for information regarding the EAF preparation process in general.

A checklist is provided on the following page for submitting the capital budget request. The checklist and resources above will help with the significant undertaking of preparing and submitting a capital request.

## **Checklist for Capital Project Requests and Worksheets**

### **General Information**

- Correct agency/institution
- 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 that aligns with CBIS Manual instructions
- Agency has thoroughly reviewed PDF version of CBIS worksheet prior to submission

### **Project Descriptions**

- Description begins with a verb (e.g. Construct, Renovate, etc.)
- One or more sentences describing the project
  - If an approved program exists, indicate NSF/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 differs from planned funding
  - Be specific
- Concluding sentence:
  - Budget year project: "The FY 2027 request includes funding to..."
  - Projects extending beyond the CIP: "The estimated cost of this project totals \$---."

### **Budget Request and Schedule**

- 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 2027 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 differs from planned funding
  - Be specific
- Update Part II project list to reflect the current spending plan for FY 2026

**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 modifications 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