

Maryland Community College Facilities Planners Council Bond Bill Review Committee Checklist – Project Status

Community College:	
Project Name:	
Point of Contact ¹ :	
POC Phone Number:	

¹The point of contact will be on – call and available by phone to answer questions during the BBRC meeting.

No.	Question	YES/NO ²
1	Is the project in the college’s State approved Facilities Master Plan?	
2	Is the project included in the college’s 5-Year Capital Improvements Program?	
3	Has a Part I and a Part II Facilities Construction Program been submitted for this project?	
4	If the request is for furniture and equipment, has a completed CB Form G “Equipment and Furnishings Request” been submitted to DBM?	
5	Is the project schedule reasonable, i.e., a) If the project has been awarded prior funding, does the current status of the project support the request?	
	b) If the project is inter-related to other facilities master plan projects, does the status of those projects support the request?	
	c) Is the college requesting only those funds needed for the upcoming budget year?	
6	Does the college have local share matching funds in the same (or prior) year?	
7	Has the college demonstrated the ability to use prior funding authorizations for active projects timely and within budget?	
8	Is it possible to phase or defer this project?	
9	What would be the impact of the delay?	
10	What is the status of prior funding authorizations, encumbrances, and expenditures for this project?	
11	What are the unique characteristics or situations that should be considered for this project?	

²A **NO** response requires a clear and detailed explanation. Attach additional pages as needed.

NOTE: The BBRC will review the Department of Budget and Management, Five-Year Capital Improvement Program, Summary of College Project Requests, CC – Form B, only. The CC – Form B does not constitute a full Capital Improvements Program (CIP) submittal. A complete list of all submittal requirements is published in the Maryland Community College Facilities Manual.

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Community College:	
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Point of Contact ¹ :	
POC Phone Number:	
Signature of CC POC:	
Signature of BBRC Chair:	
BBRC Comments:	