

<b>Date</b>	<b>Subject</b> CAPITAL MAINTENANCE PLAN REPORT DESCRIPTION OF MAINTENANCE PROJECTS	<b>Item</b>
9/16/02		18A
<b>Supersedes</b>	SCHEDULES CMP-2 AND CMP-2A	<b>Page</b>
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## PURPOSE

The **Schedules CMP-2 and CMP-2A** should be a detailed summary of maintenance projects completed or to be completed by the agency in prior years and anticipated capital maintenance projects for this year.

## INSTRUCTIONS FOR PREPARATION OF SCHEDULE CMP-2

1. Schedule CMP-2 has six categories: description of project, appropriations, disbursements, year project started, year project completed, and project priority.
2. Description of maintenance projects should be at the summary level (i.e., roof replacements, window repairs). The project priority is the ranking the project was given when it was originally approved.
3. Show requested amounts in thousands of dollars.
4. Enter the totals for appropriations and disbursements.

## INSTRUCTIONS FOR PREPARATION OF SCHEDULE CMP-2A

1. Schedule CMP-2A has six categories: description of projects requested for budget year, requested appropriations, requested disbursements, projected year to start, projected year to be complete, and project priority.
2. Description of maintenance projects should be at the summary level (i.e., roof replacements, window repairs). The project priority reflects the ranking of the project.
3. Show requested amounts in thousands of dollars.
4. Enter the totals for appropriations and disbursements. The appropriations total for the first year of the plan should be consistent with Schedule CMP-3.

Samples of Schedules CMP-2 and CMP-2A follow.

New York State	
Division of the Budget	
Capital Projects Budget Request FY 20__ - __	
Capital Maintenance Plan Report	
Description of Maintenance Projects Completed	
or to be Completed	
	(\$000)

Description of Project	Appropriations	Disbursements	Year Project Started	Year Project Completed	Project Priority
Total	0	0			

**New York State  
Division of the Budget  
Capital Projects Budget Request FY 20\_\_ - \_\_  
Capital Maintenance Plan Report  
Description of Maintenance Projects  
Anticipated for this Year  
(\$000)**

Description of Projects Requested for Budget Year	Requested Appropriations	Requested Disbursements	Projected Year to Start	Projected Year to be Completed	Project Priority
Total	0	0			