

BUDGET REQUEST MANUAL

Date 8/21/14	Subject CAPITAL MAINTENANCE PLAN REPORT SUMMARY OF MAINTENANCE PLAN EVALUATIONS SCHEDULE CMP-5	Item 18D
Supersedes 9/16/02		Page 1

PURPOSE

The **Schedule CMP-5** is a narrative summary of the agency’s capital maintenance plan evaluation. As required by State Finance Law, every five years, agencies are required to perform an independent evaluation of their maintenance plans to ensure that the recommended maintenance activities are consistent with current capital needs.

The narrative should summarize the evaluation, specifically addressing the following:

- I. Summary of the adequacy of scheduled maintenance for the agency.
- II. Assessment of the agency’s funding levels for maintenance activities.
- III. Recommendations to improve the agency’s maintenance plan.

Briefly explain any factors not otherwise covered which were raised in your agency’s capital maintenance plan evaluation.

A sample of Schedule CMP-5 follows.

**New York State
Division of the Budget
Capital Projects Budget Request FY 20__ - __
Capital Maintenance Plan Report
Summary of Maintenance Plan Evaluations**

Agency:

Summary of Maintenance Plan Evaluation:

- I. Summary of Maintenance Plan

- II. Assessment of Funding Levels

- III. Recommendations to Improve Maintenance Plan