



Cook County Bureau of Asset Management

Fiscal Year 2023 Capital Improvements Program Process

Improvement FREQUENTLY ASKED QUESTIONS

The 2023 CIP process is centered on users submitting their needs for capital improvements via an on-line application. It allows users to combine the application forms for Capital Improvement Program (CIP) Business Cases, Capital Equipment Program (CEP) requests as well applications for the Space Allocation Committee (SAC). Representatives from DCPD will be available throughout the application process, which ends April 29th, to assist you in using the on-line application for CIP, CEP, and SAC requests. This document is intended to help you with some of the questions other users have previously asked about the process.

Why is DCPD (the Department of Capital Planning and Policy) meeting with our agency before the kickoff of the annual Capital Improvements Process?

Through a series of workshops and user agency interactions, the Department of Capital Planning and Policy determined that the CIP process prior to the FY2021 cycle did not provide for an efficient and effective user experience in the strategic planning, scheduling, and requesting of capital projects. Working with ROI, DCPD/BAM re-engineered the process for FY2021, both in terms of gathering Business Case information and in the flow of information from and to our user agencies about their projects during the Fiscal Year. The focus of the changes was intended to provide a customer service focused experience that allows Cook County to provide safe, functional, efficient, and cost-effective facilities, which support the delivery of services to the constituents of Cook County. So, in addition to the annual CIP Kickoff Meeting on April 1st, DCPD/BAM now annually conducts meetings with our user agencies in February or March, to inform our users of the progress of their existing approved CIP projects as well as to start the planning process for the new CIP year.

Who should attend the FY2023 CIP Policy Level Orientation Meeting?

The FY2023 CIP high-level orientation meeting is designed to give the Policy Makers, Decision Makers and Designated CIP Representatives from each Agency/Bureau a high-level overview of the FY2023 CIP Process which will include an introduction to the Strategic Capital Planning Process that will result in FY2023 CIP Business Case Requests. DCPD would ask that attendees include, at a minimum, the Head of each Agency/Bureau as well as the Chief of Staff and the designated CIP Representative.

What if my Agency/Bureau does not intend to submit a CIP Business Case in Fiscal Year 2023?

The FY2023 process will include an element of Strategic Capital Planning, which may extend past the FY2023 Business Case submission process. Therefore, DCPD would ask that Agencies/Bureau that do not intend to submit any FY2023 Business Case Requests still attend the CIP Policy Level Orientation Meeting, so that we can include your longer-term capital plans in the 10-year CIP projections, which are also published in the Budget. This makes it easier for the Bureau of Finance to anticipate longer-term capital needs.

Can I still use the old Business Case forms from fiscal year 2022 CIP for my fiscal year 2023 requests?

If your project request(s) for FY 2022 are unchanged, either because they have already started or they haven't started yet, but you still have the same need, you do not need to resubmit. DCPD will be reaching out to our users, before or during the period of Business Case submittals in April, to confirm the need for such carryovers. If your needs have changed significantly since the first submittal, you should resubmit in the Business Case system, so that we have your new information.