CBIS Manual:

Instructions for the Preparation and

Submission of

Capital Budget Requests

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DEPARTMENT OF BUDGET AND MANAGEMENT

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I. INTRODUCTION

This manual explains how agencies should prepare and submit the annual capital budget request and five-year Capital Improvement Program (CIP) requests to the Office of Capital Budgeting (OCB) of the Department of Budget and Management (DBM). Requests are submitted electronically through the Capital Budget Information System (CBIS).

Please call or email your assigned [capital budget analyst](#) if you need assistance completing your submission in CBIS or if you have questions after reading this manual.

Agency users can do the following in CBIS:

1. Create new budget requests for projects and programs.
2. Delete existing budget requests for projects and programs.
3. Enter and update all required information for a budget request.
4. Attach pertinent documents.
5. Submit budget request information to an agency manager for further review (in some agencies).
6. Submit the final budget requests electronically to OCB for review.

CBIS must be used for all requests for State capital funding. There are two types of funding requests:

1. State-owned
2. Non-State-owned

The type of information required depends on the type of request:

1. State-Owned Capital Funding Requests
   a. Project – A capital improvement such as acquisition of land, new building construction, building renovation, or utility improvement for a State agency. These terms are defined in [Section X: Appendices](#) - Appendix A. Examples include: a new State police barrack, a State university building, a State hospital, or a State prison facility.

   b. Program – A capital funding allocation to a State agency that administers funds for a specific type of capital improvement needed by various State agencies. Examples are handicapped accessibility improvements, the construction contingency fund, or facilities renewal.

2. Non-State-Owned Capital Funding Requests
   a. Project – A capital improvement undertaken by a non-State entity, such as a local government or a non-profit organization, for a project that will have a beneficial statewide impact and that the Administration has agreed to support. Examples are a cultural attraction such as the aquarium, a community recreation center, a local redevelopment or revitalization project, or a regional health facility.

   b. Program – A capital funding allocation to a State agency that administers disbursements of funds to local governments, non-profit organizations, or the private sector for specific capital costs in projects that have a statewide significance. State assistance is usually provided in the form of matching grants, loans, or loan guarantees, generally for more than

one project in any given year. Examples are the Senior Center Capital Grant Program or the Community Legacy Program.

Please call your assigned budget analyst about questions concerning the funding categorization of a particular project or program.

This manual provides screen shots of the material that must be entered using CBIS. Instructions below the screen shots explain how to enter the information.

Not all of the required request forms are available in CBIS. Those that are not available in CBIS are noted in the following sections of this manual, and links are provided on the DBM website, or you will be referred to the relevant appendix. **In addition to the CBIS submission, these supplemental request forms must be submitted by email by the deadlines, unless an alternate arrangement is agreed upon with your assigned OCB analyst. Please address your email to the Executive Director of the Office of Capital Budgeting, Assistant Director of OCB, and your OCB analyst.**

To download forms from the DBM website, go to the [Forms and Templates](#) page.

Requests for capital improvements for State facilities are due on June 30th of each year, and requests for improvements for non-State facilities are due on August 15th of each year.

II.   STATE-OWNED PROJECT AND PROGRAM REQUIREMENTS

A. PURPOSE

This section describes the documents required for submitting capital funding requests for State-owned facilities.

The statutory requirement for State agencies to submit information to the Department of Budget and Management can be found in the State Finance and Procurement Article, Subsections 3-601 through 3-607 of the Annotated Code of Maryland.

B. TYPES OF STATE-OWNED REQUESTS

1. **State-Owned Projects.** In order for a capital improvement to encumber and expend an appropriation, it must be fully described and justified in a facility program that has been approved by the Office of Capital Budgeting of the Department of Budget and Management. See DBM's [Facility Program Manual](#) on DBM's website for facility program submission requirements.

    The following State agencies should follow the instructions for the submission of documents for any State-owned projects to be requested in the capital budget and five-year CIP:

    Department of Agriculture
    Department of Budget and Management
    Baltimore City Community College
    Canal Place Preservation and Development Authority
    Maryland School for the Deaf
    Maryland Environmental Service
    Department of General Services
    Department of Health
    Historic St. Mary's City Commission
    Department of Housing and Community Development
    Department of Information Technology
    Judiciary
    Department of Juvenile Services
    Department of Labor
    Maryland State Library Agency
    Military Department
    Morgan State University
    Department of Natural Resources
    Maryland Department of Planning
    Maryland Public Broadcasting Commission
    Department of Public Safety and Correctional Services
    St. Mary's College of Maryland
    Department of State Police
    University System of Maryland
    Department of Veterans Affairs

2. **State-Owned Programs.** These are ongoing programs administered by State agencies to make capital improvements to State facilities. Examples include handicapped accessibility modifications and asbestos abatement. The following State agencies, responsible for the programs listed beneath them, should follow the instructions for the submission of documents for State-owned programs.

Department of Disabilities
    Access Maryland
Maryland Environmental Services
    State Water and Sewer Infrastructure Improvement Fund
Department of Natural Resources
    Critical Maintenance Program
    Natural Resource Development Fund
Department of General Services
    Construction Contingency Fund
    Facilities Renewal Program
    Fuel Storage Tank System Replacement Program
Historic St. Mary's City Commission
    Site Improvements
Department of Information Technology
    MD FiRST
University of Maryland, College Park
    Campuswide Building Systems and Infrastructure Improvements
University System of Maryland Office
    Capital Facilities Renewal
Baltimore City Community College
    Deferred Maintenance
St. Mary's College of Maryland
    Campus Infrastructure Improvements
Morgan State University
    Deferred Maintenance and Site Improvements

If your State agency is contemplating a project to provide accessibility for the disabled, contact the Department of Disabilities; a project to reduce energy consumption, contact the Maryland Energy Administration; a maintenance/repair project that will cost between $100,000 and $5,000,000, contact the Department of General Services; or the remediation or replacement of fuel storage tanks, contact the Department of General Services. The submission should <u>not</u> be made directly to DBM. Please contact these agencies to determine their submission requirements and due dates.

C. REQUIRED SUBMISSION DOCUMENTS

1. Submission Requirements for State-Owned Projects

a. **CBIS Forms.** Requests for funding State-owned projects in all five years of the State's Capital Improvement Program must be submitted electronically in the Capital Budget Information System (CBIS). See <u>Section V: The Use of CBIS for State-Owned Projects</u>, for screen shots of required CBIS forms, detailed instructions on how to fill out these

screens, and instructions on how to upload documents to a capital budget request in CBIS.

Submit the following documents to DBM via email or CBIS.

b.   **Letter from Agency Secretary/Director.** Each State agency submitting a capital budget request in CBIS must also submit an original letter, signed by the agency head, which endorses the request. The letter should describe and justify any requested changes to the Governor's most recent five-year Capital Improvement Program.

c.   **Five-Year CIP – Summary of Agency Requests.** Each State agency submitting a capital budget request in CBIS must also submit a <u>signed</u> summary of all the projects requested in the five-year Capital Improvement Program ranked in priority order. To print this form in CBIS, go to the Capital Budget Worksheets tab under "View Reports" and select the "Five-Year CIP - Summary of Agency Project Requests" report. Alternatively, you may create the summary in Excel or Word. Regardless of format, the five-year summary must be signed by the agency Secretary or Director.

d.   **Growth and Conservation Area**. Each State agency must also submit a completed growth and conservation area spreadsheet, officially named Local and State Targeted Growth and Conservation Areas but will be referred to as "Growth and Conservation Areas" in this document, with its CBIS request. This spreadsheet was circulated with the budget instructions and is also available on the DBM website under [Forms and Templates](#).

e.   **Supporting Information.** Each State agency submitting a capital budget request for a State-owned capital project may submit any maps, charts, tables, comparisons between capacity and usage, and other supporting information as may be appropriate to support and persuade the Office of Capital Budgeting of the Department of Budget and Management that the project should be funded.

f.   **Equipment Guidelines and Equipment Request Form.** Each State agency submitting an equipment request should refer to the [Capital Equipment Guidelines](#) and submit a completed equipment list. Higher education institutions can use a formula-based equipment allowance rather than submitting an equipment list. Copies of these guidelines and a list template are available on the DBM website under [Forms and Templates](#).

g.   The following forms should be submitted with the part I and II facility program and are available on the DBM website under Forms and Templates:
      i.   [Environmental Assessment Form](#)
      ii. [Project Consistency Report](#)

h.   If a project involves the disturbance of 40,000 square feet or more of land area, will be located within a Chesapeake Bay Critical Area, or would affect the State's historical and/or cultural resources, it must be reviewed by the Department of Natural Resources, the Chesapeake Bay Critical Area Commission, or the Maryland Historical Trust, respectively. Please review DBM's [Facility Program Manual](#) for required actions and contact information.

2. **Submission Requirements for State-Owned Programs**

   I. **CBIS Forms.** Requests for funding State-owned programs must be submitted electronically in the Capital Budget Information System (CBIS). See Section VI: The Use of CBIS for State-Owned Programs for screen shots of required CBIS forms, detailed instructions on how to fill out these screens, and how to upload documents to a capital budget request in CBIS. Submit the following with the agency transmittal letter via CBIS or email.

   II. **Letter from Agency Secretary/Director.** Each State agency submitting a capital budget request in CBIS must also submit an original letter that endorses the request. It should also describe and justify any requested changes to the Governor's most recent five-year Capital Improvement Program. The letter must be signed by the agency head.

   III. **Five-Year CIP – Summary of Agency Requests.** Each State agency submitting a capital budget request in CBIS must also submit a signed summary of all the programs being requested in the five-year Capital Improvement Program ranked in priority order. To print this form from CBIS, go to the Capital Budget Worksheets tab under "View Reports" and select the "Five Year CIP - Summary of Agency Program Requests" report. Alternatively, you may create the summary in Excel or Word. Regardless of format, the five-year summary must be signed by the agency Secretary or Director.

   IV. **Growth and Conservation Area**. Each State agency must also submit a completed growth and conservation area spreadsheet with its CBIS request. This spreadsheet is circulated with the budget instructions and is also available on the DBM website under Forms and Templates.

   V. **Supporting Information.** Each State agency submitting a capital budget request for a State-owned capital program may submit any maps, charts, tables, comparisons between capacity and usage, and other supporting information as may be appropriate to support and persuade the Office of Capital Budgeting of the Department of Budget and Management that the program should be funded.

III. NON-STATE-OWNED PROJECT AND GRANT AND LOAN PROGRAM REQUIREMENTS

A. PURPOSE

This section describes the documents required for submitting capital funding requests for non-State-owned facilities and programs.

The statutory requirement for submission of information to the Department of Budget and Management can be found in the State Finance and Procurement Article, Subsection 3-601 through 3-607, Annotated Code of Maryland.

B. TYPES OF NON-STATE-OWNED FACILITY REQUESTS

1. **Non-State-Owned Projects**. These are State grants for capital projects that are not administered by State agencies. Instead, they are administered by grant recipients themselves. The capital project must have a beneficial statewide impact, and the Administration must agree to support the project through the State's capital budget. If funding is not provided in the Governor's current Capital Improvement Program, applicants should discuss the project with DBM prior to submitting a request in CBIS. Projects undertaken by the University of Maryland Medical System are examples of non-State projects with a beneficial statewide impact.

2. **Grant and Loan Programs.** These are ongoing State financial assistance programs administered by State agencies to local governments and the private sector for specific capital costs that support a statewide initiative. State assistance is typically provided in the form of matching grants, loans, or loan guarantees, generally for more than one project in a given year. The following State agencies, responsible for the programs listed beneath them, should follow the instructions for the submission of documents for non-State-owned programs.

   Department of Aging
       Senior Center Capital Grant Program
   Department of Agriculture
       Agricultural Land Preservation Program
       Maryland Agricultural Cost Share Program
   Department of Commerce
       Maryland Arts Capital Grant Program
   Interagency Commission on School Construction
       Aging Schools Program
       Built to Learn Fund
       Healthy School Facility Fund
       Senator James E. "Ed" DeGrange Nonpublic Aging Schools Program
       Public School Construction Program
       Nancy K. Kopp Public School Facilities Priority Fund
       Supplemental Capital Grant Program

Maryland State Library Agency
  Public Library Capital Grant Program
Department of the Environment
  Bay Restoration Fund Wastewater Program
  Comprehensive Flood Management Program
  Hazardous Substance Cleanup Program
  Maryland Drinking Water Revolving Loan Fund
  Maryland Water Quality Revolving Loan Fund
  Mining Remediation Program
  Septic System Upgrade Program
  Water Supply Assistance Program
Department of Health
  Community Health Facilities Grant Program
  Federally Qualified Health Centers
Maryland Higher Education Commission
  Community College Construction Grant Program
  Community College Facilities Renewal Grant Program
Department of Housing and Community Development
  Baltimore Regional Neighborhoods Initiative
  Community Development Block Grant Program
  Community Legacy Program
  Homeownership Programs
  Housing and Building Energy Programs
  National Capital Strategic Economic Development Fund
  Neighborhood Business Development Program
  Partnership Rental Housing Program
  Rental Housing Programs
  Seed Community Development Anchor Institution Fund
  Shelter and Transitional Housing Facilities Grant Program
  Special Loan Programs
  Strategic Demolition Fund
Department of Natural Resources
  Community Parks and Playgrounds
  Ocean City Beach Replenishment and Hurricane Protection Program
  Program Open Space
  Rural Legacy Program
  Oyster Restoration Program
  Waterway Improvement Capital Projects
Maryland Department of Planning
  African American Heritage Preservation Grant Program
  Historic Preservation Grant Fund
  Historic Preservation Loan Fund
Department of Public Safety and Correctional Services
  Local Jails and Detention Centers

The following non-State agencies should also submit their capital funding requests using the instructions for a non-State-owned program.

Maryland Hospital Association
Maryland Independent College and University Association
National Aquarium in Baltimore
Maryland Zoo in Baltimore
Historic Annapolis

C. REQUIRED SUBMISSION DOCUMENTS

1. **Submission Requirements for Non-State-Owned Projects**

   a. **CBIS Forms.** Staff from the requesting organization should have CBIS access and requests for funding non-State-owned projects should be submitted through CBIS. See Section VII: The Use of CBIS for Non-State-Owned Projects for screen shots of required CBIS forms, detailed instructions on how to fill out these screens, and instructions on how to upload documents to a capital budget request in CBIS.

      Submit the following documents with the organization's transmittal letter. You can submit the documents via CBIS or email.

   b. **Letter from Organization Director.** Each organization submitting a capital budget request must also submit a letter that summarizes and endorses the request. For projects included in the Governor's current five-year Capital Improvement Program, this letter should also describe and justify any requested changes to the project or the funding proposed in the most recent five-year Capital Improvement Program. This letter must be signed by the organization head.

   c. **Growth and Conservation Area.** Each requesting organization must also submit a completed growth and conservation area spreadsheet with its CBIS request. This spreadsheet is circulated with the budget instructions and is also available on the DBM website under Forms and Templates.

   d. **Supporting Information.** Each organization submitting a capital budget request for a discrete non-State-owned capital project may submit any maps, charts, tables, comparisons between capacity and usage, and such other supporting information as may be appropriate to support and persuade the Office of Capital Budgeting of the Department of Budget and Management that the project should be funded.

2. **Submission Requirements for Grant and Loan Programs.** Each State agency submitting a capital budget request in CBIS must also submit the following:

   a. **CBIS Forms.** Submit requests for funding for State Grant and Loan programs electronically through CBIS. See Section VIII: The Use of CBIS for Grant and Loan Programs for Non-State-Owned Projects for screen shots of required CBIS forms, detailed instructions on how to fill out these screens, and instructions on how to upload documents to a capital budget request in CBIS.

      Submit the following documents with the agency transmittal letter via email or CBIS.

b. **Letter from Agency Secretary or Director.** Submit a letter that summarizes and endorses the request. It should also describe and justify any requested changes to the Governor's most recent five-year Capital Improvement Program. This letter must be signed by the agency head.

c. **Five-Year CIP – Summary of Agency Requests.** The summary should list all the programs being requested in the five-year Capital Improvement Program ranked in priority order. To print the form from CBIS, go to the Capital Budget Worksheets tab under "View Reports" and select the "Five Year CIP - Summary of Agency Program Requests" report. Alternatively, agencies may create the summary in Excel or Word. Regardless of format, the five-year summary must be signed by the agency Secretary or Director.

d. **Description and Justification Form.** Detailed instructions for completing the Program Description and Justification Form are in Section X: Appendices - Appendix B. A copy of this form is available on the DBM website.

e. **Growth and Conservation Area Spreadsheet**. This spreadsheet is circulated with the budget instructions and is also available on the DBM website under Forms and Templates.

f. **Supporting Information.** Submit any maps, charts, tables, comparisons between capacity and usage, and other supporting information as appropriate to support and persuade the Office of Capital Budgeting of the Department of Budget and Management that the program should be funded.

g. **Fund Summary Table.** Detailed instructions and a sample-completed form are in Section X: Appendices - Appendix C. The table can be modified for special accounting requirements that are unique to a program. For example, a program partially funded by revenue bonds would need to include revenue bonds as an additional revenue source. A copy of this form is available on the DBM website under Forms and Templates.

h. **Private Use of Tax-Exempt Financing.** Each State agency submitting a general obligation bond funding request for a Grant and Loan program with associated projects that may involve private uses must also submit the Survey of Private Uses of Tax-Exempt Financing: CB Form D1 or CB Form D2. Detailed instructions and sample completed forms are in Section X: Appendices - Appendix D. A copy of this form is available on the DBM website under Forms and Templates.

IV.   GETTING COMFORTABLE WITH CBIS

A. How to Use CBIS

The next five sections of this manual contain screen shots and step-by-step instructions for each type of capital budget request. They include:

The Use of CBIS for State-Owned Projects (Section V)
The Use of CBIS for State-Owned Programs (Section VI)
The Use of CBIS for Non-State-Owned Projects (Section VII)
The Use of CBIS for Grant and Loan Programs (Section VIII)
Instructions for Completing a Cost Estimate Worksheet (Section IX)

Each of these sections includes step-by-step instructions concerning:

1. How to access CBIS
2. How to enter a project or program
3. How to navigate through CBIS
4. How to print a copy of your request
5. How to submit your forms

B. Security

CBIS was designed with security in mind. Everyone using CBIS must have a password to access the system. Instructions for creating passwords are shown below. Staff members of one submitting agency are not able to view, update, or print the budget requests of another State agency. Additionally, State agencies are not able to revise, update, or change the recommendations of the OCB analyst. No groups, including the submitting agencies, are able to view the OCB budget analyst's recommendations until they are published in the Maryland Capital Budget in January of each year.

CBIS restricts the privileges of individual users by assigning each user a role. This allows CBIS to prevent a user from seeing certain data, changing data, running reports on the data, or performing certain system functions. The possible CBIS user roles, and the functions each can perform, are shown below.

Password Reset: When CBIS privileges are granted, a password will be assigned to you. You can change your password at any time by clicking the "Manage Account" tab in the upper right corner of the CBIS screen. Enter this password in the *Old Password* field. Enter your own new password in the *New Password* field and re-enter it in the *Confirm New Password* field.

Password Requirements:
- Must be between 8 and 10 characters
- Must contain at least 1 uppercase, 1 lowercase, and 1 numeric character
- Cannot be the same as username
- Cannot have more than 2 consecutive identical characters
- Cannot be changed by changing only 1 character
- Cannot be reused for 6 months
- Suspend after 3 failed login attempts
- Expire every 45 days

Setting Security Questions: If you have not set your security questions, you will receive a pop-up window reminding you to do so. You can set/reset your security questions at any time by clicking the "Manage Security Questions" tab at the top right of the CBIS screen and following the prompts. Security questions will allow users to reset their own passwords without contacting the Help Desk.
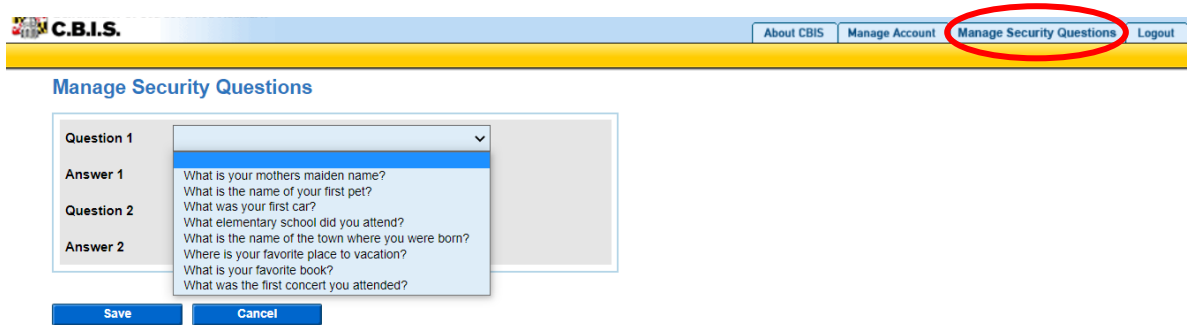
Roles	Permissible Functions
All Roles	View and print forms as noted in the roles below.
Agency User	View, add, edit, delete, print own agency requests. Submit to own agency manager.
Agency Manager	Agency User privileges, except "Delete." Submit request to OCB.
OCB Analyst	View, add, edit, delete, print information for assigned agencies and unsubmit requests.
OBA User	Create, edit, view, print operating budget information.
CEW Administrator	Create, edit, view, print CEW information.
DLS User	View all requests and recommendations. Generate reports.
CBIS Administrator	All of the above. Maintain reference data. Perform rollovers.
Security Administrator	Maintain Users.

C. **Getting Help**

If assistance is needed to access CBIS, reset a password, or to resolve a problem, contact the Service Desk at (410) 697-9700 or at service.desk@maryland.gov. If assistance is needed that relates to the specific project, please contact your assigned OCB budget analyst.

D. Helpful Hints

- Remember to click the "Save" button on data entry screens before exiting any screen, or you will lose any information you entered. Additionally, if you do not click "Save" before leaving your computer, you will lose any unsaved information after 30 minutes. You cannot click "Save" too often.

- Do not hit the "Enter" button on a data entry screen. On some of these screens, clicking "Enter" defaults to "Cancel," and you will lose any information entered on that screen.

- Clicking the CBIS logo in the upper left corner of the screen will always return you to your CBIS home page, regardless of where you are in the program. Alternatively, clicking "Home" on the dark yellow toolbar will also return you to the CBIS home page.

- Users can access the Capital Budget Guide, the CBIS Manual, and the previous year's Capital Budget Volume by clicking on the applicable link in the light yellow tool bar.

- The screens do not have to be entered in the same order as they appear in this manual.

- If you make a mistake on any data entry screen, simply delete or overtype data. If you make a mistake on the "Create a New Request" screen where you classified your request as a Project or Program and as State-Owned, Non-State, or Grant and Loan, then it will be necessary to delete the project from the main request screen and start over again.

- Text boxes are automatically Arial 11-point font. Before copying and pasting your text from Word, run Spell Check and make sure the text is single spaced with one line between each paragraph and one space between sentences. Paste the text into the text box using the "Paste Plain Text" button (resembles a clipboard). Once the text is pasted into the text box, you can **bold**, *italicize*, <u>underline</u>, and add bullets or numbers to your text. Then highlight the text and click the "Full Justify" button before clicking the "Save" button.

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SECTION V:

THE USE OF CBIS

FOR

STATE-OWNED PROJECTS

PREFACE FOR STATE-OWNED PROJECTS

How to Enter the CBIS System

To begin the budget request process, access CBIS at https://cbis.dbm.state.md.us using your internet browser. You can also access CBIS from the Office of Capital Budgeting (OCB) website by clicking the green "LOGIN" button on the right side of the screen. When you get to the login screen shown above, enter your username and password in the appropriate fields. Click "LOGIN," and the CBIS home page will appear. It will show a list of the projects/ programs previously requested for your agency.

If you do not have a username and password, call the service desk at (410) 697-9700 or email service.desk@maryland.gov.

If you know your username but do not remember your password, and you previously set up security questions, you can reset your password by clicking the "Click Here" link next to the "Forgot password?" question. Then, follow the steps as directed to reset your password.

How to Navigate Through the CBIS Screens

Once you click on a project, you will see a dark yellow toolbar that lists several different headings (Main, CEW, Schedule, etc.) that describe the categories of information you must enter. Some of these categories have sub-menus which appear on a light yellow toolbar below the dark yellow toolbar. To enter information in a sub-menu, click on the heading in the dark yellow toolbar. Then, choose the sub-menu from the light yellow toolbar.

Generally, you enter information by clicking on an "Edit" or "Edit Grid" button and filling in a table, entering data into a text box, or providing a narrative text. Click "Save" to exit the edit screen and to save the information in CBIS.

A few pointers:

- Dollar amounts: do not use commas or decimals. Do not include dollar signs ($).
- Dates: most dates are in the MM/DD/YYYY or MM/YYYY formats.
- Narrative text (applies to "Project Description," "Justification," and "Cost & Funds - Req. CIP Difference" text boxes):
    - ♦ Type your text in a Word document using single spacing and a single line between paragraphs. Do not use additional formatting such as bullets and bold (you can add this once the text is in CBIS).
    - ♦ Highlight and copy text.
    - ♦ Paste your text by clicking on the Paste Plain Text button in CBIS (clipboard icon). This will strip the text of formatting. You can also strip text of formatting by clicking on the Strip All Formatting button (paintbrush icon), but this will take out all paragraph spacing.

State-Owned Project
Home Screen

Current Requests

Agency	Sub Agency	Type	Request Title	Status		Last Revised Date
USM	University of Maryland, College Park	Project	Brain and Behavior Research Building Phase II	Unsubmitted	Delete	4/24/2017 1:18:49 PM
USM	University of Maryland, College Park	Project	Brain and Behavior Research Building, Phase I	Submitted to DBM		2/19/2019 1:28:27 PM
USM	University of Maryland, College Park	Project	Brendan Iribe Center for Computer Science and Innovation	Unsubmitted	Delete	11/13/2017 10:39:31 AM
USM	University of Maryland, College Park	Project	Campus Creek Restoration	Unsubmitted	Delete	6/30/2009 6:53:54 PM
USM	University of Maryland, College Park	Project	Campuswide Building System and Infrastructure Improvements	Submitted to DBM		1/9/2019 10:05:23 AM
USM	University of Maryland, College Park	Project	Campuswide Fire Safety Improvements	Unsubmitted	Delete	1/5/2011 12:40:11 PM
USM	University of Maryland, College Park	Project	Chemistry Building Wing 1 Replacement	Submitted to DBM		12/14/2018 3:24:24 PM
USM	University of Maryland, College Park	Project	Conversion & Addition to School of Public Health Building Phase II	Submitted to DBM		6/29/2018 3:21:44 PM
USM	University of Maryland, College Park	Project	East Campus Development- Service Facilities Relocations	Unsubmitted	Delete	6/29/2012 12:02:46 PM
USM	University of Maryland, College Park	Project	Edward St. John Learning and Teaching Center	Unsubmitted	Delete	1/7/2016 4:07:19 PM
USM	University of Maryland, College Park	Project	Francis Scott Key Hall Renovation	Unsubmitted	Delete	5/20/2010 9:45:20 AM
USM	University of Maryland, College Park	Project	H.J. Patterson Hall Wing 1 Renovation	Unsubmitted	Delete	6/30/2011 3:06:51 PM
USM	University of Maryland, College Park	Project	High Speed Data Computing Data Infrastructure Improvements	Unsubmitted	Delete	4/15/2015 10:32:39 AM
USM	University of Maryland, College Park	Project	Jimenez Hall Renovation	Unsubmitted	Delete	9/23/2010 10:24:40 AM
USM	University of Maryland, College Park	Project	New Cole Field House	Submitted to DBM		6/29/2018 3:21:44 PM
USM	University of Maryland, College Park	Project	New Engineering Building	Submitted to DBM		12/28/2018 9:51:13 AM
USM	University of Maryland, College Park	Project	Public Protection and Security Research Building	Unsubmitted	Delete	6/29/2017 3:42:55 PM
USM	University of Maryland, College Park	Project	Replace Failing Building and Underground Infrastructure	Unsubmitted	Delete	1/19/2011 11:09:08 AM
USM	University of Maryland, College Park	Project	Replace Failing Building Electrical Gear Phase I	Unsubmitted	Delete	6/30/2009 6:53:54 PM
USM	University of Maryland, College Park	Project	School of Public Policy Building	Submitted to DBM		12/28/2018 11:40:36 AM
USM	University of Maryland, College Park	Project	Tawes Theatre Conversion	Unsubmitted	Delete	12/21/2012 11:42:59 AM
USM	University of Maryland, College Park	Project	UMCP - Athletic Turf Field	Unsubmitted	Delete	4/19/2012 10:56:19 AM
USM	University of Maryland, College Park	Project	UMCP - East Campus Redevelopment	Unsubmitted	Delete	5/18/2010 2:32:52 PM
USM	University of Maryland, College Park	Project	UMCP - Golf Course Stormwater Drainage Improvements	Unsubmitted	Delete	2/10/2010 2:45:31 PM
USM	University of Maryland, College Park	Project	UMCP - H.J. Patterson Hall - Wing 1 Renovation	Unsubmitted	Delete	5/6/2014 2:54:36 PM
USM	University of Maryland, College Park	Project	UMCP - Maryland Fire and Rescue Institute - New North East Regional Training Center	Unsubmitted	Delete	4/16/2010 11:19:42 AM
USM	University of Maryland, College Park	Project	UMCP - New Biological Sciences Research Building	Unsubmitted	Delete	2/10/2006 2:49:18 PM
USM	University of Maryland, College Park	Project	UMCP - New Computer Science Building	Unsubmitted	Delete	5/4/2015 11:16:20 AM
USM	University of Maryland, College Park	Project	UMCP - New Journalism Building	Unsubmitted	Delete	4/8/2008 12:13:30 PM
USM	University of Maryland, College Park	Project	UMCP - Physical Sciences Complex - Phase I	Unsubmitted	Delete	1/15/2013 10:09:31 AM
USM	University of Maryland, College Park	Project	UMCP - Remote Library Storage Facility	Unsubmitted	Delete	2/1/2013 12:13:49 PM

If the project that you want to edit is **already in CBIS**, you will see it listed under the *Request Title* column on the CBIS home page. Click on the project's title, and the "Main Information" screen will appear.
If the project has **never been entered** in CBIS, click "Create a New Request" on the light yellow toolbar on the CBIS home page. CBIS will take you to a "New Request" screen.
To access the Capital Budget Instructions, the CBIS Manual, and last year's Capital Budget Volume, click on the applicable link in the light yellow toolbar.

State-Owned Project
New Request Screen

To request a new project, click "Create a New Request" on the light yellow toolbar on the CBIS home screen.	
Request Type	Choose "New Project."
Ownership	Choose "State Owned."
Click "Save." CBIS will take you to the "Main Information" screen.	

State-Owned Project
Main Information Screen

	Click "Edit" on the "Main Information" screen shown above.
Title	For existing projects, the name of the project will appear as previously entered. For new projects, the end of the project title needs to include a descriptor about what is being accomplished (e.g. renovation, expansion, remediation, etc.). For projects that include new construction only, the word "new" should be included at the beginning of the project title and an additional descriptor is not needed. Titles can use hyphens, commas, or colons. Do not use symbols (e.g. write "and" instead of "&"), dashes, semicolons, or obscure abbreviations and acronyms.
Description	Describe the project. Begin the first sentence with a verb such as construct, renovate, or convert. Include the NSF and GSF from the approved facility program (which will also be the same as the NSF and GSF used in the CEW). Next, briefly describe the project scope and where the project is located. Finally, include a generalized statement of the justification for the project to explain why the project is necessary and what facility problems it will address. You will expand upon the scope justification in the Justification section of this submission. This section should be one paragraph that is four to eight sentences long.
Location	Enter the project's street address and longitude/latitude <u>in decimal degrees</u> (-76.621972, 39.301324). You can find your project's longitude and latitude at the Department of Planning's <u>Interactive Maps</u> webpage. Click on the <u>Growth and Conservation Overlays</u> interactive map. If the project's location is yet to be determined, put "N/A" in the address and longitude/latitude fields.
Request Status	This field indicates the status of the budget request. • *Unsubmitted*: allows the Agency User to view and edit and the Agency Manager to view only. • *Submitted to A/Mgr*: allows the Agency User to view only and the Agency Manager to view and edit. The Agency Manager can select *Unsubmitted* from the drop-down menu to return the budget request to the Agency User. • *Submitted to DBM*: allows the Agency User and Agency Manager to view only and DBM to view and edit.
Agency	Select Agency from the drop-down menu.

State-Owned Project
Main Information Screen (Continued)

Sub-Agency	Select Sub-Agency from the drop-down menu, if applicable.
Legislative District	Select the legislative district in which the project is located from the drop-down menu. Legislative districts can be located at: https://mdpgis.mdp.state.md.us/Legis_District/index.html *NOTE: Legislative districts were last updated on February 1, 2022.*
Subdivision	Select the subdivision (county or Baltimore City) in which the project is located from the drop-down menu.
Budget Code	Select the budget code from the drop-down menu. If you do not see the budget code, contact your OCB budget analyst.
Program Area	Please select the program area from the drop-down menu that best categorizes the project or program. Use your judgment as to which selection appropriately categorizes your project or program. Please note that program area selections in the drop-down menu may change from year to year.
Contact Info.	Select from the drop-down menu. If the correct contact is not listed, enter the name, address, and telephone number of the person who should be contacted if there are any questions about the information provided.
Facilities Master Plan	Choose "Yes" if the project is included in your agency's facility master plan. Choose "No" if it is not included.
Click "Save." For the "Save" command to function, you must complete <u>at least</u> the "Title" and "Agency" fields. When you click "Save," the "Main Information" screen will re-appear, showing all of the information that you entered. To move to another menu, click on the desired menu option on the dark yellow toolbar.	

State-Owned Project
Cost Estimate Worksheet

CEW List	If you are required to complete a Cost Estimate Worksheet (CEW) for your project, click "Add" to create a CEW. Instructions for completing the CEW are included in Section IX of the CBIS manual.
If you are required to submit a CEW, complete the CEW prior to continuing. Much of the information you will enter in the remaining CBIS screens is derived from the CEW.	

State-Owned Project
Schedule Screen

Click "Schedule" on the dark yellow toolbar. *If you linked your CEW to the "Schedule" and "Details" screens, the dates of the design and construction periods on this screen will populate automatically. If not, manually enter the information as described below.*	

Program Status	Select the appropriate status from the drop-down menu.
Design Period (Months)	Enter the duration of design in months.
Design Period (Starting On)	Enter the actual or anticipated design start date (MM/DD/YYYY). CBIS will calculate the design completion date after you click "Save."
Construction Period (Months)	Enter the duration of construction in months.
Construction Period (Starting On)	Enter the actual or anticipated date construction start date (MM/DD/YYYY). CBIS will calculate the construction completion date after you click "Save."
Program Approval Part 1	Enter the date of part I facility program approval (MM/DD/YYYY). If the program has not been approved, leave this item blank.
Program Approval Part 2	Enter the date of part II facility program approval (MM/DD/YYYY). If the program has not been approved, leave this item blank.

Click "Save," and CBIS will take you to the "Cost & Funds - Request" screen. To review the information entered in "Schedule," click "Schedule" on the dark yellow toolbar. Verify that the design and construction completion dates are correct. To edit information, click on the appropriate field, make your changes, and click "Save."

State-Owned Project
Cost & Funds - Last Year's CIP Screen

C.B.I.S.

| Home | Main | CEW | Schedule | Cost & Funds | Justification | Details | Tax Survey | Operating Imp. | Submit |

About CBIS | Manage Account | Manage Security Questions | Logout

Last Year's CIP | Request | Req CIP Diff

Title: Chemistry Building Wing 1 Replacement

Cost & Funds - Last Year

Last Year's Recommended Phase Breakdown by Cost [Edit Grid]

Fund Type	Prior	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027+	Total
Acquisition	0	0	0	0	0	0	0	0
Planning	10,581,000	0	0	0	0	0	0	10,581,000
Construction	18,282,000	45,190,000	48,317,000	5,330,000	0	0	0	117,119,000
Equipment	0	0	5,500,000	1,700,000	0	0	0	7,200,000
Other	0	0	0	0	0	0	0	0
Total	**28,863,000**	**45,190,000**	**53,817,000**	**7,030,000**	**0**	**0**	**0**	**134,900,000**

Last Year's Recommended Funds By Source [Edit Grid]

Fund Source	Prior	Phase	2022	Phase	2023	Phase	2024	Phase	2025	Phase	2026	Phase	2027+	Phase	Total
GO	12,363,000	PC	45,190,000	C	51,317,000	CE	7,030,000	CE	0		0		0		115,900,000
GF	0		0		0		0		0		0		0		0
SF	0		0		0		0		0		0		0		0
FF	0		0		0		0		0		0		0		0
RB	0		0		2,500,000	CE	0		0		0		0		2,500,000
NB	16,500,000	PC	0		0		0		0		0		0		16,500,000
Total	**28,863,000**		**45,190,000**		**53,817,000**		**7,030,000**		**0**		**0**		**0**		**134,900,000**

Non-Budgeted Funds Source [Add New Source]

Source of Funds	Amount
Total	**0**

	Click "Cost & Funds" on the dark yellow toolbar. Click "Last Year's CIP" on the light yellow toolbar.
Last Year's Recommended Phase Breakdown by Cost	Click "Edit Grid" for "Last Year's Recommended Phase Breakdown by Cost." If this project is in the current CIP, CBIS will roll over last year's information. If this screen is blank or it is a new project, enter any prior funding that was allocated for this project by type of activity in the Prior and the fiscal year columns. Round dollar amounts to the nearest $1,000. Do not include commas, decimals, or dollar signs. Click "Save" and review the information entered. CBIS will calculate the column and row totals.
Last Year's Recommended Funds by Source	Click "Edit Grid" for "Last Year's Recommended Funds by Source." Enter the amount of funds indicated in the current CIP for each respective year by type of funds in the Prior and the fiscal year columns. Round dollar amounts to the nearest $1,000. Do not include commas, dollar signs, or decimals. In both the prior and future fiscal year columns, indicate with capital letters the phase of activity each year's funds will assist. Use A,P,C,E for Acquisition, Planning, Construction, and Equipment respectively, but do not include commas between phase codes. Click "Save" and review the information entered. CBIS will calculate the column and row totals. The "Total" rows in each grid must match. If they do not, click "Edit Grid" and update accordingly.

State-Owned Project

C.B.I.S.				About CBIS	Manage Account	Manage Security Questions	Logout	

Home Main CEW Schedule **Cost & Funds** Justification Details Tax Survey Operating Imp. **Submit**

○ Last Year's CIP ○ Request ○ Req CIP Diff

Title: Chemistry Building Wing 1 Replacement

Cost & Funds – Request

Requested Phase Breakdown by Cost   **Edit Grid**

Fund Type	Prior	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028+	Total
Acquisition	0	0	0	0	0	0	0	0
Planning	10,581,000	0	0	0	0	0	0	10,581,000
Construction	63,472,000	48,317,000	5,330,000	0	0	0	0	117,119,000
Equipment	0	5,500,000	1,700,000	0	0	0	0	7,200,000
Other	0	0	0	0	0	0	0	0
Total	**74,053,000**	**53,817,000**	**7,030,000**	**0**	**0**	**0**	**0**	**134,900,000**

Requested Funds By Source   **Edit Grid**

Fund Source	Prior	Phase	2023	Phase	2024	Phase	2025	Phase	2026	Phase	2027	Phase	2028+	Phase	Total
GO	57,553,000	PC	51,317,000	CE	7,030,000	CE	0		0		0		0		115,900,000
GF	0		0		0		0		0		0		0		0
SF	0		0		0		0		0		0		0		0
FF	0		0		0		0		0		0		0		0
RB	0		2,500,000	CE	0		0		0		0		0		2,500,000
NB	16,500,000	PC	0		0		0		0		0		0		16,500,000
Total	**74,053,000**		**53,817,000**		**7,030,000**		**0**		**0**		**0**		**0**		**134,900,000**

Non-Budgeted Funds Source   **Add New Source**

Source of Funds	Amount		
Institutional Funds	16,500,000	Edit	Delete
Total	**16,500,000**		

	Click "Cost & Funds" on the dark yellow toolbar. CBIS will display the "Request" screen shown above and highlight "Request" on the light yellow toolbar.
Requested Phase Breakdown by Cost	Click "Edit Grid" for the "Requested Phase Breakdown by Cost" table. This table should show the total cost of the project, regardless of the source of funding. In the "Prior" column, enter any prior funding allocated for this project by type of activity. In the fiscal year columns, enter the amount of funds being requested for the project (rounded to the nearest $1,000; do not include commas or decimals) in the appropriate cell. Click "Save," and review the data entered. CBIS will calculate the column and row totals automatically.
Requested Funds by Source	Click "Edit Grid" for "Requested Funds by Source." In the prior column, enter the type of funds previously allocated for this project. In the fiscal year columns, enter the type of funds being requested in each respective year. Round all dollar amounts to the nearest $1,000, and do not include commas or decimals. In both the prior and future fiscal year columns, indicate with capital letters the phase of activity each year's funds will assist. Use A,P,C,E, for Acquisition, Planning, Construction, and Equipment, respectively, but do not use commas to separate phases when you enter them. Click "Save" and review the information entered. CBIS will calculate the column and row totals automatically. The "Total" rows in each grid must match. If they do not, click "Edit Grid" and update accordingly.
Non-Budgeted Funds Source	Click "Add New Source" for "Non-Budgeted Funds Source." If your project has a non-budgeted fund source, enter the source and the amount. Click "Update" to save the data you entered. The dollar amount you enter here must not exceed what you entered for Non-Budgeted Funds (NB) in the "Requested Funds By Source" table above. Round dollar amounts to the nearest $1,000 and do not include commas or decimals.
	Click "Save" on the "Requested Funds by Source" grid. CBIS will alert you if the totals in the "Requested Phase Breakdown by Cost" and the "Requested Funds by Source" grids do not match.

State-Owned Project
Cost & Funds - Requested CIP Difference Screen

Click "Cost & Funds" on the dark yellow tool bar. Click "Req CIP Diff" on the light yellow tool bar.

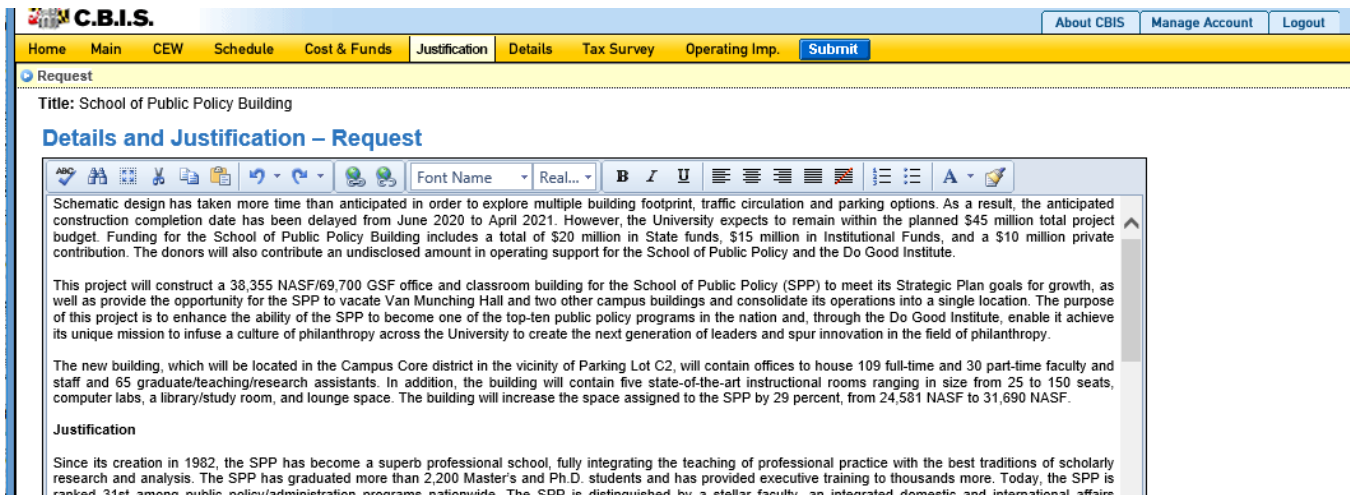|	
Requested CIP Difference	Compare the funding planned in the CIP with the funding being requested. Begin the text with, "FY 20__ Planned:" then state the amount of funds, the phase code (A,P,C,E) indicating how the funds will be used, and then the type of funds (e.g. GO, GF) that were planned in the CIP for the fiscal year under consideration. If the planned CIP contains more than one kind of funding, funding amount, or phase codes, separate each of the different funding groupings by semicolons. After entering the planned CIP information, state whether the requested amount of funding is consistent with or different from the planned CIP funding. Explanations for your request should be entered as follows: 1. If the amount requested is the same as the amount planned, state "The amount requested is consistent with the amount planned in the CIP." 2. If the amount requested is different than the amount planned, state "The amount requested is $__ more (or less) than the amount planned in the CIP." Then state the reason(s) for the difference. 3. If the project was not planned for funding in the upcoming fiscal year, state "FY 20__ Planned: $0." Add one to two sentences to explain the amount requested and why the project request differs from the Governor's CIP. Provide justification for including the project in the Governor's CIP. 4. If the project had planned funding for an out year but was accelerated to the fiscal year under consideration, state "FY 20__ Planned: $0. Funding planned in FY 20__ through FY 20__." If funding extended beyond the CIP, add "...and beyond." Add one to two sentences to explain the amount requested for the upcoming year and justify why the funding has been accelerated. Click **Save** and the Cost & Funds "Request" screen will appear. To edit the material you entered, click on "Req CIP Diff" in the light yellow toolbar.

State-Owned Project
Details and Justification—Request Screen

Title: School of Public Policy Building

Details and Justification – Request

Schematic design has taken more time than anticipated in order to explore multiple building footprint, traffic circulation and parking options. As a result, the anticipated construction completion date has been delayed from June 2020 to April 2021. However, the University expects to remain within the planned $45 million total project budget. Funding for the School of Public Policy Building includes a total of $20 million in State funds, $15 million in Institutional Funds, and a $10 million private contribution. The donors will also contribute an undisclosed amount in operating support for the School of Public Policy and the Do Good Institute.

This project will construct a 38,355 NASF/69,700 GSF office and classroom building for the School of Public Policy (SPP) to meet its Strategic Plan goals for growth, as well as provide the opportunity for the SPP to vacate Van Munching Hall and two other campus buildings and consolidate its operations into a single location. The purpose of this project is to enhance the ability of the SPP to become one of the top-ten public policy programs in the nation and, through the Do Good Institute, enable it achieve its unique mission to infuse a culture of philanthropy across the University to create the next generation of leaders and spur innovation in the field of philanthropy.

The new building, which will be located in the Campus Core district in the vicinity of Parking Lot C2, will contain offices to house 109 full-time and 30 part-time faculty and staff and 65 graduate/teaching/research assistants. In addition, the building will contain five state-of-the-art instructional rooms ranging in size from 25 to 150 seats, computer labs, a library/study room, and lounge space. The building will increase the space assigned to the SPP by 29 percent, from 24,581 NASF to 31,690 NASF.

Justification

Since its creation in 1982, the SPP has become a superb professional school, fully integrating the teaching of professional practice with the best traditions of scholarly research and analysis. The SPP has graduated more than 2,200 Master's and Ph.D. students and has provided executive training to thousands more. Today, the SPP is ranked 31st among public policy/administration programs nationwide. The SPP is distinguished by a stellar faculty, an integrated domestic and international affairs

| Click "Justification" on the dark yellow toolbar to get to the "Details and Justification—Request" screen. |

| Details and Justification—Request | Expand on the information included in the project description. Provide a description and justification for the project in sufficient detail to indicate clearly the nature of the work to be funded. Include the size of the facility in NSF and GSF, what the scope of the project is, its location, a description of the services that the facility provides and the specific kinds of clients who receive the services, and any secondary components of the project, if applicable. Address facility problems, causes of the problems, and consequences to the delivery of services. Describe how the project will resolve the facility problems described. Provide quantitative data, when possible and where appropriate, to support the project justification. Also, indicate if there are any secondary objectives, or if the scope of the problem goes beyond what has been indicated above. Explain if there are any issues that must be addressed, such as historic preservation or project phasing.

All numbers in the write-up (NSF, GSF, etc.) must agree with supporting documents such as the CEW or other sections of the CBIS worksheet. Explain any changes to the project scope and schedule since the part I/II facility program was approved or since the publication of the current CIP.

Address three issues in the justification:
1) facility problem(s), 2) consequences of the facility problem(s) on service delivery, and 3) outcomes.

Facility Problem(s). Generally, four types of facility problems may characterize a project: insufficient space, functional inadequacy of existing space, obsolescence or deficiencies in existing space, and location as a barrier to client services. One or more of the facility problems can be involved in a project.
- *Insufficient space* means that more space is needed for a function than is currently available. This may occur because standards require more space or an increase in users has resulted in overcrowding in the existing space. For example, an increase of patients at a health facility may result in the need for more clinical space.
- *Functional inadequacy of space* means that the physical characteristics of the existing space must be changed so that it can be more effectively utilized for the designated purpose. For example, using space for clinical examinations that was previously used for radiological services would have to be changed for the more effective delivery of the clinical services. |

Details and Justification— Request (Continued)	**Facility Problem(s) (continued)** • *Obsolete/deficient space* means that the space is outdated or defective. Examples include leaking roofs, buildings not in compliance with codes, and HVAC systems with inadequate capacity. • *Location as a barrier to client services* means that the location of an existing facility is not suitable for providing services as intended. For example, a health clinic that primarily serves low-income populations and is located far from public transportation may have to be relocated to be more accessible. **Consequences on Operations/Service Delivery.** After describing a facility problem, state its consequences on the operations within the building and the delivery of services from the building. For example, did the lack of sufficient space cause the school to turn away students, or cause the hospital to go to flyby status? Also, if applicable, discuss how adapting the existing facility would not be sufficient to deliver services effectively. For example, accepting more students, without increasing available space, might create overcrowded classes. **Outcomes.** Discuss the outcomes that are expected to occur as a result of an effectively delivered service. An outcome means the desired improvement in the condition or situation of the customers that arises from use of a State agency's services. For example, increased space for prison housing might reduce the number of incarcerated people harmed as a result of unsafe housing conditions. <u>Use quantitative data to help justify your project</u>. For example, if insufficient space is the facility problem, then quantify the shortfall and cite the space standards used to arrive at the determination. Service/operations problems should also be measured using quantitative data. Referring to the above examples, state the number of students turned away from classes due to overcrowding. Measurement of outcomes is particularly important because it indicates the degree to which the project's services are meeting the customer's needs. In the above prison example, data could be provided indicating the number of "safety incidents." <u>Managing for Results (MFR).</u> Identify which MFR goals this project will affect and/or impact. Elaborate on how this project helps to accomplish that goal. Goals and objectives are outlined in the current Maryland operating budget volumes, which are located on the DBM website under [Operating Budget](#). OCB recommends cutting and pasting from Word by clicking on the Paste Plain Text button and doing all formatting in CBIS. Click "Save."

State-Owned Project
Details and Justification—Request Screen (Continued)

Uploading Documents to CBIS	To upload supporting documents to a request, go to the "Justification" tab and scroll down to "Supporting Documents" at the bottom of the page. Click "Browse" to select your document and then click "Upload." After uploading your document, click "Save" or you may lose any changes you made to the supporting comments section when you navigate away from this page. To download a document you have uploaded to CBIS, click on the "Download" button on the right side of the screen. To delete a document you have uploaded, click the "Delete" button. Uploaded documents must be in Excel or PDF format. You may upload signed agency request letters, backup documentation, cash flows, and fund summaries. <u>You may not upload documents in lieu of providing supporting comments.</u>

State-Owned Project
Detail for Project Screen

Click "Details" on the dark yellow tool bar. Then, click "Add New Area" to bring up the above screen to which you may add individual spaces or edit/delete the detail for previously entered spaces. Note: Do not include commas or decimals.	
Add New Area	Enter the name of a major area and its NSF in the two blank fields that appear and click "Update."
Update	After entering the area name and net square feet, click "Update" to add the space. The "Detail for Project" screen will reappear.
Cancel	Click "Cancel" to default the area name and square feet fields to blank spaces.
Edit	Click "Edit" to change previously entered information.
Delete	Click "Delete" to remove areas from the inventory of spaces.
Net Sq. Ft.	CBIS will automatically total the net square feet as you make entries in the "Add New Area" section above.

State-Owned Project
Detail for Project (Continued)

After you add individual spaces to the proposed NSF breakdown, update the following fields: Note: Do not include commas or decimals.	
Net Sq. Ft.	If you did not enter individual spaces, enter the total net square feet for the project. If you used the "Add New Area" button to enter individual spaces, CBIS will calculate the total Net Sq. Ft.
Gross Sq. Ft.	Enter the total gross square feet (GSF) for the project. *If you linked your CEW to the "Schedule" and "Details" screens, CBIS will populate this field automatically.*
Structural Cost/GSF	The structural cost per square foot is determined by dividing the total structural construction cost (Item 8J on the CEW) by the total GSF. Do not include any acquisition, planning, or equipment costs. *If you linked your CEW to the "Schedule" and "Details" screens, CBIS will populate this field automatically.*
Total Construction Cost/GSF	The total cost per gross square foot is determined by dividing the total cost of construction (Item 21c on the CEW) by the total GSF. *If you linked your CEW to the "Schedule" and "Details" screens, this field should already be populated.* Click "Save." The "Tax Exempt Survey" Screen will appear. To view the information you just entered, click "Details" on the dark yellow toolbar.

State-Owned Project
Tax-Exempt Survey

If CBIS did not direct you to this screen, click on "Tax Survey" on the dark yellow toolbar. Fill in your name, phone number, and the date you are completing the form (MM/DD/YYYY). Answer the questions by choosing "Yes" or "No." Click "Continue" to save your information and navigate to the next page.

For Non-Higher Education Institutions:

For Higher Education Institutions:

All Institutions:

These are comprehensive lists of the questions you will be asked, depending on the type of institution. For each question, choose "Yes" or "No." Some questions require an explanation depending on your answer. For additional guidance in completing this section, see Appendix D.

At the conclusion of the survey, click "Continue" to display all of the questions and your responses to the survey. If you need to make any changes, click on "Tax Survey" on the dark yellow toolbar and click through the questions and make changes as appropriate.

State-Owned Project
Operating Impact - Main Screen

C.B.I.S.		About CBIS | Manage Account | Manage Security Questions | Logout

Home | Main | CEW | Schedule | Cost & Funds | Justification | Details | Tax Survey | **Operating Imp.** | **Submit**

○ Main ○ Expenditures ○ Fund Sources and Comments

Title: New Science Center, Phase II

Net Effect on Operating Budget - Main

Occupancy Date (MM/DD/YYYY)	3/1/2027
GSF Total	248800
GSF Replaced	0
GSF Added	248800

[Save] [Cancel] [Link GSF] Science Bldg - Reco ⌄

Click on "Operating Imp." on the dark yellow toolbar. This is the initial screen for operating budget impact. On the light yellow toolbar, the word "Main" will be highlighted.	
Occupancy Date	Enter the anticipated date of occupancy for the project in numerical format (MM/DD/YYYY). This should be at least one month after construction completion listed in the CEW or the "Schedule" screen.
GSF Total	Click the "Link GSF" button, which will populate the GSF Total, GSF Replaced, and GSF Added amounts from the CEW selected from the dropdown menu (on the bottom right). Or, enter the total GSF of the facility <u>without</u> commas or decimals, which should also match the information contained in the CEW and "Details" tab. If the GSF amount is intentionally different from the CEW, please explain in the OIS Comments section.
GSF Replaced	If not using the "Link to GSF" button, enter the total GSF replaced by the facility. If zero, enter "0." This amount refers to the GSF of renovated space. Do not include commas or decimals.
GSF Added	If not using the "Link to GSF" button, enter the additional GSF resulting from the facility. If zero, enter "0." This amount refers to the GSF of new construction. Do not include commas or decimals.
Click "Save." CBIS will display "Net Effect on Operating Budget - Expenditures." The next two screens, "Expenditures," and "Fund Sources and Comments," only need to be filled out for projects for which you are requesting design or construction funding in the budget year and will be occupied in any of the out-years covered in your five-year Capital Improvement Program request.	

State-Owned Project
Operating Impact - Expenditures Screen

Net Effect on Operating Budget - Expenditures

Type	2023	2024	2025	2026	2027	Justification
# FTE Positions	0.00	0.00	0.00	0.00	0.00	
# FTE Contractual	0.00	0.00	0.00	0.00	0.00	
Salaries & Wages	0	0	0	0	0	
Technical and Specialty Fees	0	0	0	0	0	
Communications	0	0	0	0	0	
Travel	0	0	0	0	0	
Fuel & Utilities	0	-41,250	-56,650	-58,350	0	Decrease in operating costs due to decreased total GSF.
Motor Vehicle Operations	0	0	0	0	0	
Contractual Services	0	-24,750	-33,990	-35,010	0	Decrease in operating costs due to decreased total GSF.
Supplies & Materials	0	-1,650	-2,266	-2,334	0	Decrease in operating costs due to decreased total GSF.
Equipment (Repl.)	0	0	0	0	0	
Equipment (Additional)	302,972	38,519	1,949,295	1,947,288	0	$1,513,958 financed for Phase II (payments begin FY 19) and $8,311,108 financed for Phase III (payments begin FY 24). UMCP had different cost calculations for the equipment purchase.
Gmts, Subs. & Cont.	0	0	0	0	0	
Fixed Charges	0	0	0	0	0	
Land & Structures	0	0	0	0	0	
Total	**302,972**	**29,131**	**1,856,389**	**1,851,594**	**0**	

Title: Chemistry Building Wing 1 Replacement

Click "Edit Grid" and enter the requested information. Do not include commas or decimals.

To promote thorough and consistent reporting, adhere to the following guidelines:

- Cost estimates for all years should be based on "constant dollars" plus the percentage increases indicated on the next page in the line item descriptions. Use the most recent actual fiscal year experience and add the increases as indicated.

- When possible, staffing ratios and cost factors should be based on actual averages rather than the agency's "desired levels." Savings which may occur through economies and efficiencies of centralization, location, or technology should be included to offset any other additional costs.

- Only funding estimates for additional/new space should be determined unless the operating cost for existing space (undergoing replacement/renovation) already has been (or will be) removed from the operating budget. If so, existing expenses should be identified in the *Justification* or *Comments* sections.

- Only additional operating costs related to the additional gross square footage should be included. All sources of potential revenue should be identified to minimize the use of general funds while maximizing the benefit to the State.

- Program costs should not be included unless the additional space directly results in the need for additional services.

Line-Item –Detail Provide specific "Object" and "Personnel" details and assumptions. For example, use "$ per GSF" or "$ per FTE" factors as agreed with your assigned OBA analyst. If more space is needed than is provided in the *Justification* column to explain the rationale for projections, use the "Comments" section on the next screen, "Operating Impact – Fund Sources & Comments." If calculations are not based on information provided below, provide a detailed explanation in the "Justification" column.

NOTE: RECOMMENDED COST ESTIMATE CALCULATIONS WERE UPDATED MAY 2024.

State-Owned Project
Operating Impact - Expenditures Screen (Continued)

FTE Positions & FTE Contractual Positions	Enter the **net** change in anticipated permanent/contractual positions for facility-related purposes only. To calculate the net change, subtract the number of full time equivalent (FTE) permanent/contractual positions in the current facility from the expected number of positions in the new facility. Numbers should be prorated for partial fiscal years. The net change may either be a positive or negative number. For example, assume a new building to replace an obsolete facility that housed 50 staff will open on January 1st and require 44 staff. In this instance, the first fiscal year it opens the net change will be -3. In each subsequent year the net change will be -6. Alternatively, if growth in staff is anticipated, enter explanatory comments in the "Justification" column to explain how your projections were derived.
Salaries & Wages	Include operating funds needed by class title, grade, and step with benefits for facility-related purposes only. • Salaries for regular employees should be increased by 4.5% annually to reflect salary increases plus promotions, increments and reclassifications. • Fringe benefits should be calculated at 29.35% for regular employees. Amount for Law Enforcement Officers Pension System (LEOPS) is 46.30%. • Health insurance should be calculated at $12,000 per employee. • Turnover: Salary and fringe benefits (without health insurance and retiree subsidy) should be 25% in the first year, then revised downward to 5% in the out years.
Technical and Special Fees (contractual positions)	• Out-year salaries should be increased each year by 4.5%. • Social security benefits should be calculated at 7.65% of contractual salaries. • Turnover: Salary and fringe benefits should 25% in the first year, then revised downward to 5% in the out years.
Communications	Telephones and mailing costs. • Telephone operation costs of $600 per line annually. Increase each year by 3% for inflation. • Report communication equipment required by the facility under the equipment line. The only exception is handheld devices, such as cellphones and tablets, which should be reported under the communication line.
Travel	Additional travel related to training activities and location of or support to facility.
Fuel and Utilities	Savings from better energy efficiency on entire building should be reflected as an offset to any cost of supporting additional space.
Motor Vehicle Operation and Maintenance	Additional facility-related needs only.
Contractual Services	Service contracts for HVAC, elevators, security, custodial or other maintenance needs or agreed upon "$ per GSF/FTE" factors.
Supplies and Materials	Base estimates on actual for a building of similar size or function or agreed upon "$ per GSF" factors. Office supplies per GSF should be $1 annually. Increase each year by 3% for inflation.

State-Owned Project
Operating Impact - Expenditures Screen (Continued)

Equipment (Replacement & Additional)	Rather than purchasing computers or other eligible equipment in the first year, it is preferable to finance the equipment through the Treasurer's office and to spread the payment over three or five years. Details are on the Treasurer's website. Estimated one-time or financed "less than 15-year life" equipment should be identified separately from ongoing needs. These estimates often are adjusted later once the total equipment list (capital and operating) is reviewed by OCB/OBA. Office furniture: $2,090 per person. Computer package (if necessary): $1,500 per person.
Other	Grants as well as Fixed Charges are programmatic costs and should not be included. Land and Structures costs normally are not relevant to this request

State-Owned Project
Operating Impact - Fund Sources and Comments Screen

Title: Chemistry Building Wing 1 Replacement

Net Effect on Operating Budget – Fund Sources and Comments

Fund Sources

	2023	2024	2025	2026	2027	Justification
GO	0	0	0	0	0	
GF	124,336	1,411,233	1,390,786	1,387,160	0	
SF	41,445	470,412	463,596	462,387	0	
FF	0	0	0	0	0	
RB	0	0	0	0	0	
NB	0	0	0	0	0	
Total	**165,781**	**1,881,645**	**1,854,382**	**1,849,547**	**0**	

This screen indicates how a project's operating costs will be funded. Select the fund type you anticipate will be used to pay for these costs.

Fund Sources	Click "Edit Grid/Comments." Total funds should equal the total expenditures as determined in the previous screen. Do not include commas or decimals. For higher education facilities, all expenditures should be listed under special funds (SF). This does not preclude or guarantee general funds (GF) for a project. Any additional general funds will be determined during discussions of the Operating Budget.
Explanation of Fund Types	**GO (GO bonds)** - leave blank since GO bonds cannot pay for operating costs. **GF (general funds)** - should correspond with your agency's Over-the-Target request in the fiscal year the funds will be required. **SF (special funds) and FF (federal funds)** - if you anticipate revenue from a specific source (such as user fees) or the federal government, indicate the amount of revenue in SF or FF. If revenues are higher than expenditures, enter the amount of the expenditures. If revenues are lower than expenditures, enter the difference in the GF row and request the same amount in your Over-the-Target request. **RB (revenue bonds)** - should be left blank since revenue bonds cannot pay for operating costs. **NB (non-budgeted funds)** - should be operating costs funded from a source which is not appropriated in the State budget. This should not occur regularly.
Comments	This space is provided for additional information explaining the data provided above. Agencies should discuss any issues or assumptions made while determining the expenditures **and** fund sources. Click "Save." If changes are required, click "Operating Imp." on the dark yellow toolbar. Select "Original Requested Net Effect" and make the changes as appropriate.

State-Owned Project
How to Print Your Request

This is the first of two ways to print a copy of your request. This print option will print the requested worksheet only.

See the next page for instructions on printing the Cost Estimate Worksheet and the Operating Impact Statement, etc. with the requested worksheet.

When you have completed the required forms, click the "Print Requested" button located in the top right corner of the "Main" screen. Your request will appear in an Adobe file, which can be printed for review or saved in a file.

NOTE: You may need to enable pop-ups in your internet browser.

State-Owned Project
How to Print Your Request

This is the second way to print a copy of your request:

Go to the "Home" screen and click "View Reports" on the light yellow tool bar. Next, click "Capital Budget Worksheets." Select the agency from the drop down menu beside "Agency." Depending upon your selection, CBIS will present you with additional drop down menus for "Sub-Agency" and "Request." Select the request you wish to print. Beneath the drop down menus click the first box, "Agency Worksheet for Requested Capital Projects." If you would like to print the cost estimate or operating impact statement, also click the boxes for "Cost Estimate Worksheet - Requested" and "Net Effect on Agency's Operating Budget - Requested."

- Scroll to the bottom of the page and click "Generate Reports." A window will open showing the output file in an Adobe format. Print or save your selection using the tool bar icons at the top of the Adobe output screen.

- For an output format other than Adobe for an individual project, click "Select Output Format." A drop-down menu will appear, allowing you to select PDF (Adobe), Excel, or Word as alternative output formats. Click "Generate Reports" and a second window will appear showing the output file in the format selected.

- If you uploaded attachments, you can download and print them from this screen.

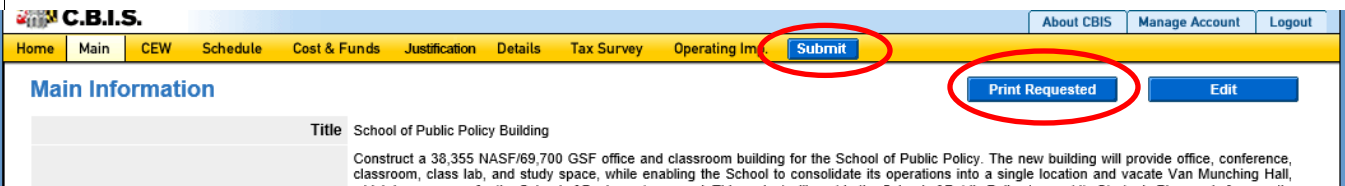NOTE: You may need to enable pop-ups in your internet browser.

State-Owned Project
How to Submit Your Request

NOTE:
- If your assigned CBIS role is an Agency User, clicking "Submit" will forward the request to your Agency Manager. After submitting the budget request, the Agency User can view, but not change, the submission. If changes are required, the Agency Manager can edit the material before submitting it to OCB. Alternatively, the Agency Manager can return the submission to the Agency User for changes from the "Main Information" screen. Click the "Edit" button, click "Request Status" and select "Unsubmit" from the drop-down menu. Click "Save" to exit the edit screen and to save the information in CBIS.

- If your assigned CBIS role is an Agency Manager, clicking "Submit" will forward the request to OCB. After OCB receives the request, the Agency Manager can view, but not change, the submission. If changes are required, contact your OCB budget analyst and they will unsubmit the request. Your OCB budget analyst may also return the submission to the Agency Manager if the submission is incomplete, inaccurate, or incoherent.

How to submit your request:

Step 1: Print and review a copy of the forms before submitting your request to OCB. After reviewing the request forms for accuracy, return to the "Main" screen for the project and click the blue "Submit" button as shown below.

Step 2: CBIS will display a "Submit Page" screen.

If you have not already reviewed your request, click "Print Request," and your request will appear in an Adobe file, which can be printed for review or saved in a file.
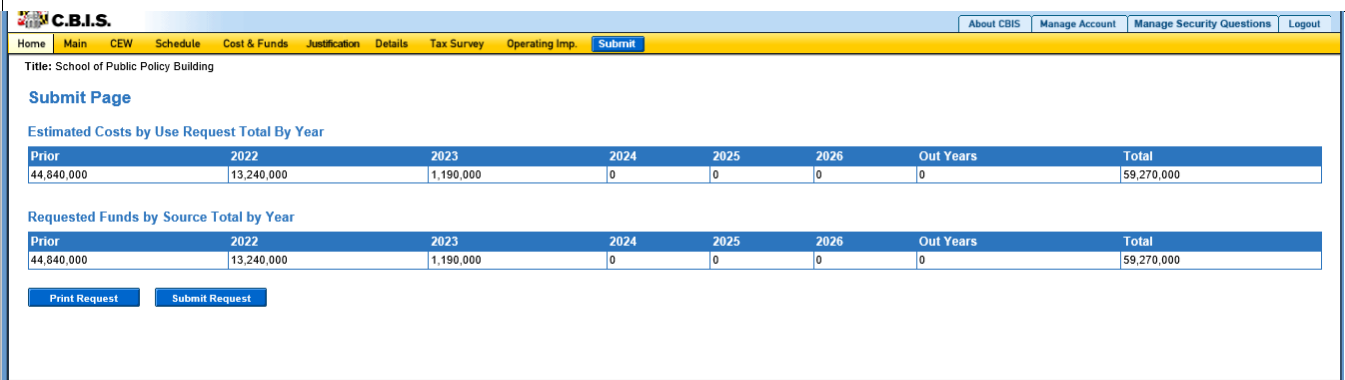
After reviewing the request forms for accuracy, click "Submit Request."
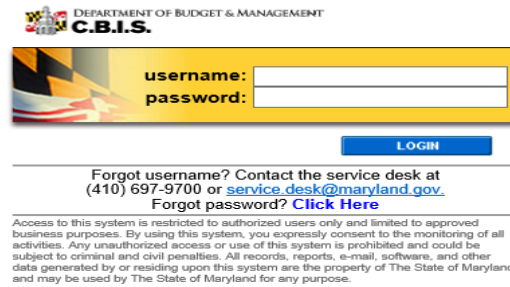
If you are submitting your request after the July 1st deadline, CBIS will warn you that you are submitting after the deadline; click "Continue."

Your request is now submitted and you will no longer be able to edit your submission. Refer to the capital budget instructions circulated in April of each year for further steps.

SECTION VI:

THE USE OF CBIS

FOR

STATE-OWNED PROGRAMS

PREFACE FOR STATE-OWNED PROGRAMS

How to Enter the CBIS System

To begin the budget request process, access CBIS at https://cbis.dbm.state.md.us using your internet browser. You can also access CBIS from the Office of Capital Budgeting (OCB) website by clicking the green "LOGIN" button on the right side of the screen. When you get to the login screen shown above, enter your username and password in the appropriate fields. Click "LOGIN," and the CBIS home page will appear. It will show a list of the projects/programs previously requested for your agency.

If you do not have a username and password, call the service desk at (410) 697-9700 or email service.desk@maryland.gov.

If you know your username but do not remember your password, and you previously set up security questions, you can reset your password by clicking the "Click Here" link next to the "Forgot password?" question. Then, follow the steps as directed to reset your password.

How to Navigate Through the CBIS Screens

Once you click on a project, you will see a dark yellow toolbar that lists several different headings (Main, CEW, Schedule, etc.) that describe the categories of information you must enter. Some of these categories have sub-menus which appear on a light yellow toolbar below the dark yellow toolbar. To enter information in a sub-menu, click on the heading in the dark yellow toolbar first. Then, choose the sub-menu from the light yellow toolbar.

Generally, you enter information by clicking on an "Edit" or "Edit Grid" button and filling in a table, entering data into a text box, or providing a narrative text. Click "Save" to exit the edit screen and to save the information in CBIS.

A few pointers:

- Dollar amounts: do not use commas or decimals. Do not include dollar signs ($).
- Dates: most dates are in the MM/DD/YYYY or MM/YYYY formats.
- Narrative text (applies to "Project Description," "Justification," and "Cost & Funds - Req. CIP Difference" text boxes):
    ♦ Type your text in a Word document using single spacing and a single line between paragraphs. Do not use additional formatting such as bullets and bold (you can add this once the text is in CBIS).
    ♦ Highlight and copy text.
    ♦ Paste your text by clicking on the Paste Plain Text button in CBIS (clipboard icon). This will strip the text of formatting. You can also strip text of formatting by clicking on the Strip All Formatting button (paintbrush icon), but this will take out all paragraph spacing.
    ♦ Once you have removed existing formatting, full justify the text and make any necessary formatting

State-Owned Program
Home Screen

Agency	Sub Agency	Type	Request Title	Status		Last Revised Date
DNR		Project	Aquatic Life Restoration Program	Unsubmitted	Delete	6/20/2011 9:30:34 AM
DNR	Fishing and Boating Services	Program	Blue Crab Program	Unsubmitted	Delete	6/25/2018 4:16:12 PM
DNR	Fishing and Boating Services	Program	Blue Crab Program - State Owned	Unsubmitted	Delete	1/5/2009 10:06:15 AM
DNR		Program	Chesapeake Bay 2010 Trust Fund	Unsubmitted	Delete	8/11/2015 2:12:59 PM
DNR	Chesapeake and Coastal Service	Program	Coastal Resiliency Program	Submitted to DBM		2/21/2019 1:15:44 PM
DNR	Capital Grants and Loans Administration	Program	Community Parks and Playgrounds	Submitted to DBM		2/21/2019 1:23:08 PM
DNR	Capital Grants and Loans Administration	Program	Critical Maintenance Program	Submitted to DBM		1/7/2019 9:32:49 AM
DNR		Program	Habitat Restoration and Aquaculture Development Program	Unsubmitted	Delete	6/20/2011 9:26:57 AM
DNR	Capital Grants and Loans Administration	Program	Natural Resources Development Fund	Submitted to DBM		1/11/2019 3:47:17 PM
DNR	Capital Grants and Loans Administration	Program	Ocean City Beach Replenishment and Hurricane Protection Program	Submitted to DBM		1/7/2019 9:41:08 AM

If the program that you want to edit is **already in CBIS**, it will be listed under the "Request Title" column on the CBIS home page. Click on the title for that program, and the "Main Information" screen will appear.

If the program has **never been entered** in CBIS, click "Create a New Request" on the light yellow toolbar on the CBIS home page. CBIS will take you to a "New Request" screen.

To access the Capital Budget Instructions, the CBIS Manual, and last year's Capital Budget Volume, click on the applicable link in the light yellow toolbar.

State-Owned Program
New Request Screen

To request a new program, click "Create a New Request" on the light yellow toolbar on the CBIS home screen.	
Request Type	Choose "New Program."
Ownership	Choose "State Owned."
Click "Save," and CBIS will take you to the "Main Information" screen.	

State-Owned Program– Main Information

<div align="center">Click "Edit" on the "Main Information" screen shown above.</div>

Title	Enter the name of the program.
Description	Describe the program by clearly explaining the nature of the work to be funded, the scope of the problem, and the impact of the problem. Summarize what the current request will accomplish, the number of projects included in the request, and how many State agencies are affected by the request. This section should be one paragraph and four to eight sentences long.
Request Status	This field indicates the status of the budget request. • *Unsubmitted*: allows the Agency User to view and edit, and the Agency Manager to view only. • *Submitted to A/Mgr*: allows the Agency User to view only, and the Agency Manager to view and edit. • *Submitted to DBM*: allows the Agency User and Agency Manager to view only, and DBM to view and edit. • The Agency Manager can select *Unsubmitted* from the drop-down menu to return the budget request to the Agency User.
Agency	The correct agency should already be selected.
Sub-Agency	Select sub-agency from the drop down menu, if available.
Legislative District	Select "99 - Statewide" or "98 - Regional" from the drop-down menu, as appropriate.
Subdivision	Select "Statewide" or "Regional" from the drop-down menu, as appropriate.
Budget Code	Select the budget code from the drop-down menu.
Program Area	Please select the program area from the drop-down menu that best categorizes the project or program. Use your judgment as to which selection appropriately categorizes your project or program. Please note that program area selections in the drop-down menu may change from year to year.
Contact Info.	If not available from the drop-down menu, enter the name, address, and telephone number of the person who should be contacted if there are any questions about the information provided for the program.
Does this program require operating impact statements?	Choose "Yes" if operating impact statements are required for the projects within this program. Choose "No" if operating impact statements are not required.

Click "Save." For the "Save" command to function, you must complete the "Title" and "Agency" fields at a minimum. After you save this information, the "Main Information" screen will appear, showing all of the information that you have just entered. To move to another menu, click on the desired menu option on the dark yellow toolbar.

State-Owned Program
Cost & Funds - Request Screen

Fund Use	2023	2024	2025	2026	2027	2028+	Total
GO	0	0	0	0	0	0	0
GF	0	0	0	0	0	0	0
SF	24,765,000	24,742,936	18,949,839	26,358,275	0	0	94,816,050
FF	1,906,000	0	0	0	0	0	1,906,000
RB	0	0	0	0	0	0	0
NB	0	4,858,000	500,000	500,000	0	0	5,858,000
Total	26,671,000	29,600,936	19,449,839	26,858,275	0	0	102,580,050

CIP Difference

FY 2023 Planned: $26,671,000. The amount requested is consistent with the amount panned in the CIP.

	Click "Cost & Funds" on the dark yellow toolbar. Then, click "Cost & Funds - Request" on the light yellow toolbar.
Requested Funds By Source	Click "Edit Grid" for the "Requested Funds by Source" table. By fund source, enter the requested amount of funding for each fiscal year in the appropriate column. Round dollar amounts to the nearest $1,000 and do not include commas or decimals. Click "Save" and review the information entered. CBIS will calculate the row and column totals.
CIP Difference	Click "Edit" to update the "CIP Difference" section.
	Compare the amount of program funding that was planned in the CIP to the amount requested for the budget year. Begin the text with, "FY 20__ Planned:" then state the funding amount planned in the current CIP for the upcoming fiscal year's capital budget as well as type of funds recommended (i.e. general obligation Bonds, general funds, special funds).
	If the amount requested is the <u>same</u> as the amount planned, state: "The amount requested is consistent with the amount planned in the CIP."
	If the amount requested is <u>different</u>, state and explain the difference. For example, an agency may request more than the amount planned in the CIP if the legislature mandated a specific level of funding for a program. Alternatively, an agency may request less than the amount planned in the CIP if the program has an available funds balance that could be used to fund projects in the upcoming fiscal year.
	If the program was not listed in the last CIP for State funding in the upcoming fiscal year, state "FY 20__ Planned: $0." Add one to two sentences to explain the amount requested and justify why the funds are requested in the upcoming fiscal year.
	Click "Save," and the "Cost & Funds - Request" screen will appear. To change the information entered, click the "Edit" button.

State-Owned Program
Cost & Funds - Last Year's CIP Screen

About CBIS | Manage Account | Manage Security Questions | Logout

Home | Main | Cost & Funds | Justification | Prior Activity | Activity | Planned Activity | Projects | **Submit**

○ Cost & Funds - Request ○ Last Year's CIP

Title: Natural Resources Development Fund

Cost & Funds - Last Year's Capital Improvement Program

Last Year's Recommended Funds By Source   Edit Grid

Fund Use	2023	2024	2025	2026	2027+	Total
GO	0	0	0	0	0	0
GF	0	0	0	0	0	0
SF	24,765,000	24,742,936	18,949,839	26,358,275	0	94,816,050
FF	1,906,000	0	0	0	0	1,906,000
RB	0	0	0	0	0	0
NB	0	4,858,000	500,000	500,000	0	5,858,000
Total	26,671,000	29,600,936	19,449,839	26,858,275	0	102,580,050

Click "Cost & Funds" on the dark yellow toolbar. Then, click "Cost & Funds - Last Year's CIP" on the light yellow toolbar.	
Cost & Funds - Last Year's Recommended Funds By Source	Click "Edit Grid" and enter fund sources for each fiscal year. CBIS should roll this information over from last year. If this screen is blank, enter last year's recommended CIP amount by fund source in the appropriate fiscal year cells. Round dollar amounts to the nearest $1,000 and do not include commas or decimals. Click "Save" and review the information you entered. The row and column totals will be calculated by CBIS.

State-Owned Program
Details and Justification—Request Screen

Click "Justification" on the dark yellow toolbar to get to the "Details and Justification—Request" screen.

| Details and Justification—Request | Restate the generalized rationale first stated in the program description. Describe what the program does, the problems the program addresses, any applicable legal mandates, and any penalties that result from non-compliance. Discuss criteria or processes used to implement the program. Use quantitative data whenever possible.

Additionally, describe how the requested funds will be used. The requested amount should be broken down by dollar amount and project between departments and agencies (e.g. $750,000 for five projects at the Military Department).

Also, provide outcome data that shows how the program results in the desired improvement in the condition or situation of the individuals who benefit from the projects.

Describe how the outcome is measured and its impact. If possible, state how many projects have been funded in the program since its inception. If inception date is unknown, use data from the most recent DBM publication "Capital Improvements Authorized by the General Assembly" (White Book) to derive this information.

Managing for Results (MFR). Identify which MFR goals this program affects and/or impacts. Elaborate on how this program helps to accomplish that goal. Goals and objectives are outlined in the current Maryland operating budget volumes, which are located on the DBM website under Operating Budget.

Finally, indicate the remaining demand for this program. This can be expressed in dollars or the remaining number of projects.

Click "Save." |
|---|---|

State-Owned Program
Details and Justification—Request Screen (Continued)

Uploading Documents to CBIS	To upload supporting documents to a request, go to "Justification" and scroll down to "Supporting Documents" at the bottom of the page. Click "Browse" to select your document and then click "Upload." After uploading your document, click "Save."
	You may download a document you have uploaded to CBIS by clicking on the "Download" button on the right side of the screen. To delete a document you uploaded, click the "Delete" button.
	Uploaded documents must be in Excel or PDF format. You may upload signed agency request letters, backup documentation, cash flows, and fund summaries. You *may not* upload documents in lieu of providing supporting comments.

State-Owned Program
Prior Activity Screen

CBIS screenshot of the "Prior Activity" screen. Navigation toolbar: Home, Main, Cost & Funds, Justification, Prior Activity, Activity, Planned Activity, Projects, Submit. Top right: About CBIS, Manage Account, Manage Security Questions, Logout.

Title: Critical Maintenance Program

Prior Activity

Prior Appropriations [Edit Grid]

Type	FY2017	FY2018	FY2019	FY2020	FY2021
GO	0	0	0	0	0
GF	0	0	0	0	0
SF	6,000,696	6,000,000	13,000,000	4,159,480	8,651,177
FF	0	0	0	0	0
RB	0	0	0	0	0
NB	0	0	0	0	0
Total	6,000,696	6,000,000	13,000,000	4,159,480	8,651,177

Prior Program Activity Using Funds from all Sources [Edit Grid]

Type	FY2017	FY2018	FY2019	FY2020	FY2021	MM/DD/YYYY
Encumbrances	4,034,679	5,972,068	6,867,821	0	0	05/2019
Expenditures	2,265,274	3,706,747	4,828,481	0	0	05/2019

	Click "Prior Activity" on the dark yellow toolbar.
Prior Activity	Click "Edit Grid" for the "Prior Appropriations" table and enter data for different types of prior funding (e.g. GO, GF). CBIS should roll this information over from last year. If this screen is blank, enter the amount of funds authorized in each of the last five fiscal years by fund type. Dollar amounts should not include commas or decimals. Click "Save" and review the information you entered. CBIS will calculate the row and column totals.
Prior Program Activity	Click "Edit Grid" for "Prior Program Activity Using Funds from all Sources." Enter data for prior encumbrances and expenditures in these fields. Enter the amount of funds actually encumbered and expended in each of the last five fiscal years regardless of what fiscal year they were authorized. Dollar amounts should not include commas or decimals. An "encumbrance" is defined as a legal commitment of funds supported by BPW approved contracts or signed purchase orders. An "expenditure" is the actual amount of funds spent. Since expenditures are not linked to appropriations in this table, it is possible for expenditures to exceed appropriations in any given fiscal year. If expenditures in any given year do exceed encumbrances, please provide a brief explanation of the reasons by separate communication to your assigned capital budget analyst. For example, funds were encumbered at the end of a fiscal year and not expended until the next fiscal year. In the last column enter the month and year (MM/YY) that the encumbrances and expenditures reflect. The month and year will likely be one or two months prior to the date of submittal. DBM will request updated figures in November/December, prior to the start of the next legislative session. Click "Save" and review the information you entered.

State-Owned Program
Encumbrance and Expenditure Summary Screen

C.B.I.S.

About CBIS | Manage Account | Manage Security Questions | Logout

Home   Main   Cost & Funds   Justification   Prior Activity   **Activity**   Planned Activity   Projects   **Submit**

Title: Critical Maintenance Program

Encumbrance and Expenditure Summary by Year of Capital Authorization as of July 1st.   **Edit Grid**

Fiscal Year	Total Authorized	Amount Encumbered	Amount Expended	To Be Encumbered	To Be Expended
All Prior	72,818,435	70,852,864	70,179,481	1,965,571	2,638,954
FY2017	6,000,696	4,294,012	3,748,858	1,706,684	2,251,838
FY2018	6,000,000	3,268,572	1,821,564	2,731,428	4,178,436
FY2019	13,000,000	2,235,430	767,497	10,764,570	12,232,503
FY2020	4,159,480	0	0	4,159,480	4,159,480
SubTotal	101,978,611	80,650,878	76,517,400	21,327,733	25,461,211
FY2021	0	0	0	0	0
Total	**101,978,611**	**80,650,878**	**76,517,400**	**21,327,733**	**25,461,211**

	Click "Activity" on the dark yellow tool bar.
Encumbrance and Expenditure Summary	Click "Edit Grid" for "Encumbrance and Expenditure Summary by Year of Capital Authorization as of July 1st." This table refers only to general obligation bond or PAYGO funding. Dollar amounts should not include commas or decimals.

"Total Authorized" refers to the amount appropriated by the General Assembly for the period covered by the row in which it appears.

"Amount Encumbered" refers to total funds encumbered from the authorization for that year, regardless of when they were encumbered. For funds to be considered encumbered there must be an approved BPW contract, a signed purchase order, or evidence of a legal obligation.

"Amount Expended" refers to the total funds spent from the total funds encumbered in the row in which it appears, regardless of when the funds were spent.

In the "All Prior" row, enter the amounts authorized, encumbered, and expended since the <u>initiation</u> of the program.

Note: The "Total Authorized" column for each fiscal year should be the same as the totals for each fiscal year on the "Prior Activity" screen. The "Amount Encumbered" and the "To Be Encumbered" amount should equal the "Total Authorized" in each fiscal year, and the "Amount Expended" and the "To Be Expended" amounts should equal the "Total Authorized" in each fiscal year.

Click "Save" and review the information entered. CBIS will calculate the "To Be Encumbered" and "To Be Expended" columns and the "SubTotal" and "Total" rows. |

State-Owned Program
Planned Activity for Current Fiscal Year Screen

	Click "Planned Activity" on the dark yellow toolbar. This screen shows the fund balance for FY 2022 after the total expenses of the planned activity FY 2021 are subtracted from the total revenue. Do not include commas or decimals.
Beginning Balance	Enter the unencumbered balance available to the program on the first day of the current fiscal year. The beginning balance should be the same as the amount in the "SubTotal" row in the "To Be Encumbered" column on the "Encumbrance and Expenditure Summary" table (previous page). If the program had no balance, enter a zero.
GO/GF Appropriations	Enter the funding the program received from general obligation bonds and general fund appropriations for the current fiscal year.
Other Funding	Enter the funding the program received from any source other than general funds and general obligation bonds during the current fiscal year (e.g. special funds or federal funds). CBIS will calculate "Total Revenue" automatically.
Encumbrances	Enter the program's total anticipated encumbrances for the current fiscal year. If a Part II summary in the "Projects - Current Year Planned Activity" screen is being submitted, this amount should be the same as the "Total Amount" shown in the "Current FY Amount" column.
Operating Costs	If there are anticipated operating expenses and indirect charges that are authorized by law, enter this amount. CBIS will calculate "Total Expenses" and the "Total Available for Next Fiscal Year" after you click "Save." The "Projects - Requested" screen will appear when you click "Save." To view the material that you just entered, click the "Planned Activity" tab.

State-Owned Program
Projects - Current Year Planned Activity Screen (Part II)

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Projects - Current Year Planned Activity · Projects - Requested

Program Title: Natural Resources Development Fund

Summary of Proposed Use of Available Funds for Current Fiscal Year (Part II)
Projects proposed for FY 2022

Add New

Subdivision	District	Title	Est. Cost	Prior	Phase	FY 2022 Planned	Phase	Future Req.	Phase	States Share %			Sub-Agency Priority
Washington	2A	Albert Powell Fish Hatchery Improvements	9,376,000	657,000	P	8,719,000	PCE	0		100.0	Delete	View	0
Statewide	99	Dam Assessments and Rehabilitation	8,474,036	4,724,036	PC	500,000	PC	3,250,000	PC	100.0	Delete	View	0
Statewide	99	Bridge Inspection and Improvement Projects	5,250,000	1,500,000	P	500,000	PC	3,250,000	PC	100.0	Delete	View	0
Regional	98	Johnson Wildlife Management Area and Hillsboro Natural Resources Police Shooting Range Improvements	8,941,000	4,176,000	PC	200,000	P	4,565,000	CE	100.0	Delete	View	0
Baltimore Co.	6	North Point State Park - Waterfront Improvements	5,979,000	0		343,000	P	3,079,000	CE	57.2	Delete	View	0
Talbot	37B	Black Walnut Point - Shore Erosion Control	2,245,000	0		185,000	P	2,060,000	PCE	100.0	Delete	View	0
Statewide	99	State Park Water and Sewer Infrastructure Improvement Fund	59,887,000	12,656,000	PC	0		47,231,000	C	100.0	Delete	View	1
Totals			**100,152,036**	**23,713,036**		**10,447,000**		**63,435,000**					

Total Funds Planned to be Encumbered in FY 2022: **0**

	Click "Projects" on the dark yellow toolbar, then "Projects - Current Year Planned Activity" on the light yellow toolbar.
Projects proposed for FY 20__	Information in this screen should roll over from last year's recommendations. This list includes all previously-authorized projects which have been, or are expected to be, encumbered during the current fiscal year. However, the list should be updated to reflect the following: 1. To remove a project, click "Delete" next to the project of concern. You may need to remove projects from the list for reasons such as project cancellations, delays in project schedules, or de-authorization. 2. To add a project, click "Add New." You may need to add projects authorized by the legislature. 3. To review a project, click "View." Verify that the information for all projects is complete and accurate. The following material provides important information about the use of "Delete," "Copy," "View," and "Add New." 1. <u>Delete</u> - If CBIS rolled over a project that will not be encumbered in the current year, click "Delete" to remove the project. **CAUTION:** Once the delete button is selected, the project is deleted and cannot be retrieved. Using the Internet back button to undelete will prompt an error in CBIS and take you to the log in screen. 2. <u>Copy</u> - If a project is proposed for funding in the next Fiscal Year, click **Copy** to copy the project onto Part III - Summary of Requested Projects for Capital Grant and Loan Program. Also, the Part IIA will be copied onto a Part IIIA Form. This will eliminate the need to manually reenter information a second time. However, you may need to update information regarding the cost and schedule.

State-Owned Program
Projects - Current Year Planned Activity Screen (Part II) (Continued)

Projects proposed for FY 20__ (Continued)	3. <u>View (Same as Edit)</u> - CBIS will roll over projects from the previous year's submission. To edit a project, click the "View" link that corresponds with the project's name. Check the material on this screen and the "Cost & Funds," "Matching Funds," and "Details and Scheduling" sub-menu screens. **Note:** Clicking "Save" in the "Details and Scheduling" screen will bring you back to the "Main" screen for the project being reviewed. To review, add, or delete <u>additional projects</u> for the current year, click "Projects" on the dark yellow tool bar (already highlighted), then click "Projects - Current Year Planned Activity" on the light yellow tool bar and proceed as outlined in the above paragraph. 4. <u>Add New</u> - If CBIS did not roll over projects from the previous year, or the current year includes additional new projects, you must add them to the prior funded projects list. Click "Add New" and follow the instructions beginning on the next page. **Note:** If your program permits redistribution of surplus funds for previously unidentified projects, you will also need to add these new projects to the database. To do so, complete the screens that follow after clicking "Add New."

CBIS updates the "Projects - Current Year Planned Activity" summary page (Part II) as you enter projects. All fields are populated from data entered for individual projects. CBIS also calculates the totals for "Est. Cost," "Prior," "FY 20__ Planned," and "Future Req." that appear on the summary page. To change information entered, click "View" for the project of concern. After making changes, click "Save" and return to this screen to view the changes.

The "FY 20__ Planned" column total should equal the "Encumbrances" amount entered on the "Planned Activity" screen. At the bottom of the project list, the "Total Funds Planned to be Encumbered in FY 20__:" field pulls the "Encumbrances" amount from the "Planned Activity" screen.

If the "FY 20__ Planned" column total is less than the "Encumbrances" amount, enter a new project titled "Other, To Be Determined." Insert "Statewide" for "Legislative District" and "Subdivision" in the "Main Information" screen. In the project "Cost and Funds - Last Year" screen, enter the dollar amount as "Other" in the "Last Year's Recommended Phase Breakdown by Cost" table. Enter the appropriate fund source in "Last Year's Recommended Funds by Source" table, leaving the phase code blank. The amount entered should balance the "FY 20__ Planned" column total in the "Projects - Current Year Planned Activity" screen and "Encumbrances" in the "Planned Activity" screen.

If the "FY 20__ Planned" is more than the "Encumbrances" amount, and the "Total Available for Next Fiscal Year" (Planned Activity screen) is "0," then enter a cash flow adjustment factor. To do this follow the instructions in the paragraph above except title the project "Cash Flow Adjustment" rather than "Other, To Be Determined." Calculate the amount of this cash flow project so that the "FY 20__ Planned" column total and the "Encumbrances" are equal.

State-Owned Program
Projects - Current Year Planned Activity Main Screen (Part IIA)

	Click "Edit" on the "Main Information" screen shown above.
Project Title	For existing projects, the name of the project will appear as previously entered. For new projects, the end of the project title needs to include a descriptor about what is being accomplished (e.g. renovation, expansion, remediation, etc.). For projects that include new construction only, the word "new" should be included at the beginning of the project title and an additional descriptor is not needed. Titles can use hyphens, commas, or colons. Do not use symbols (e.g. write "and" instead of "&"), dashes, semicolons, or obscure abbreviations and acronyms.
Description	This information should roll over from your prior request. If this is a new project, insert a brief description of what the project proposes to accomplish. The first sentence should begin with a verb such as design, construct, renovate, etc. This section should be one paragraph and four to eight sentences long.
Address/Coordinates	You do not need to enter the location of a project that has already been funded.
Legislative District	Select the legislative district in which the project is located from the drop-down menu. Legislative districts can be located at: https://mdpgis.mdp.state.md.us/Legis_District/index.html NOTE: *Legislative districts were last updated on February 1, 2022.*
Subdivision	Enter the subdivision (county) in which the project is located from the drop-down menu.
Agency Priority	No entry required or available.
Does This Project Have a CEW?	There is no need to complete a Cost Estimate Worksheet for a project that has already been funded. Click "No."
	Click "Save" and review the information you entered. If any corrections or additions are required, click "Edit" and follow the above procedures. Click "Save" to keep your changes or "Cancel" to keep the information previously entered.

State-Owned Program
Projects - Cost & Funds Screen (Part IIA)

	The "Projects" selection on the dark yellow toolbar should be highlighted. Click "Cost & Funds" on the light yellow toolbar.
Recommended Phase Breakdown by Cost	Click "Edit Grid" for "Last Year's Recommended Phase Breakdown by Cost." Enter the total project cost, regardless of the source of funding. CBIS should roll this information over from last year. If the information did not roll over or you need to add a new project, enter the prior dollar amount allocated for this project in the Prior column by type of activity. In the fiscal year columns, enter the amount of funds to be encumbered for the project in the appropriate field. Round dollar amounts to the nearest $1,000 and do not include commas or decimals. Click "Save" and review the information you entered. CBIS will calculate the row and column totals and populate the "Match" and "Total" rows of the "Last Year's Recommended Funds By Source" table.
Recommended Funds By Source	Click "Edit Grid" for "Last Year's Recommended Funds By Source." Enter the required data by fiscal year and project phase. Enter only the amount of State funds authorized or to be requested for the project. CBIS should roll this information over from last year. If no data is present, then enter the type of State funds previously allocated for this project in the Prior column. In the fiscal year columns, enter the State funds to be requested (rounded to the nearest $1,000; do not include commas or decimals) in the appropriate field. In addition, enter the phase of activity each year's funds will assist. Use (in caps) A, P, C, E, for Acquisition, Planning, Construction, and Equipment, respectively, but do not use commas to separate different phases. Click "Save" and review the information you entered. CBIS will calculate the row and column totals. The "Match" is the total project cost minus the combination of State funds available and to be requested. The dollar amounts in the columns of each of the two tables must be equal. If they are not, make the appropriate corrections so that the totals balance.

State-Owned Program
Projects - Current Year Planned Activity Details & Scheduling Screen (Part IIA)

The "Projects" selection on the dark yellow toolbar should be highlighted. Click on "Details and Scheduling " on the light yellow toolbar. In this section, "Current Year" refers to the request year. Do not include commas or decimals.	
Net Sq. Ft.	Enter the net square feet (NSF) for the total project.
Gross Sq. Ft.	Enter the gross square feet (GSF) for the total project.
Efficiency Factor	CBIS will calculate this field, based on NSF and GSF entered after you click "Save."
Cost Per GSF	Calculate the total cost per GSF by dividing the total cost of construction (Item 21c on the CEW) by the total GSF.
Program Status	Select N/A from the drop down menu unless DBM has determined that a program is required for this project.
Duration of Design	Indicate the actual and/or anticipated number of months to design the project and the starting date (MM/DD/YYYY).
Duration of Construction	Indicate the actual and/or anticipated number of months to construct the project and the starting date (MM/DD/YYYY).
Supporting Comments & Project Justification	OPTIONAL. Click "Edit" to provide a brief summary of the facility problem, how the problem has interfered with the delivery of services, how this project will solve the problem, and the outcomes expected. Click "Save" and review the information you entered. If the design and construction data was entered, CBIS will calculate the end dates for design and construction.

Uploading Documents to CBIS	OPTIONAL. To upload supporting documents to a request, go to the "Details and Scheduling" screen and scroll down to "Supporting Documents" at the bottom of the page. Click "Browse" to select your document and then click on "Upload." After uploading your document, click "Save" or you may lose any changes you made to the supporting comments section when you navigate away from this page.
	To download a document you have uploaded to CBIS, click on the "Download" button on the right side of the screen. You may also delete a document you have uploaded by clicking on the "Delete" button to the right of the "Download" button.
	Uploaded documents must be in Excel or PDF format. Agencies may upload signed agency request letters, backup documentation, cash flows, and fund summaries. Agencies may not upload documents in lieu of providing supporting comments.
Click "Save." You do not need to complete the Operating Impact Statement.	

State-Owned Program
Projects - Requested (Part III) Screen

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○ Projects - Current Year Planned Activity   ○ Projects - Requested

Program Title: Natural Resources Development Fund

Summary of Requested Projects for Capital Grant and Loan Program (Part III)
Projects included in FY 2023 Request

Add New
Update

Priority	Subdivision	District	Title	Est. Cost	Prior	Phase	FY 2023 Req.	Phase	Future Req.	Phase	States Share %			Sub-Agency Priority
1	Washington	2A	Albert Powell Fish Hatchery Improvements	9,376,000	9,376,000	P	0		0		100.0	Delete	View	0
2	Statewide	99	Dam Assessments and Rehabilitation	8,474,036	5,224,036	PC	500,000	PC	2,750,000	PC	100.0	Delete	View	0
3	Statewide	99	Bridge Inspection and Improvement Projects	5,250,000	2,000,000	P	500,000	PC	2,750,000	PC	100.0	Delete	View	0
4	Regional	98	Johnson Wildlife Management Area and Hillsboro Natural Resources Police Shooting Range Improvements	8,941,000	4,376,000	PC	4,565,000	CE	0		100.0	Delete	View	0
5	Baltimore Co.	6	North Point State Park - Waterfront Improvements	5,979,000	343,000		0		3,079,000	CE	57.2	Delete	View	0
6	Talbot	37B	Black Walnut Point - Shore Erosion Control	2,245,000	185,000		140,000	P	1,920,000	CE	100.0	Delete	View	0
7	Statewide	99	State Park Water and Sewer Infrastructure Improvement Fund	59,887,000	12,656,000	PC	13,007,000	C	34,224,000	C	100.0	Delete	View	1
8	Statewide	99	Unallocated Funds	7,959,000	0		7,959,000	O	0		100.0	Delete	View	2
	Totals			108,111,036	34,160,036		26,671,000		44,723,000					

Total Funds Requested in FY 2023: **26,671,000**

Update

Click "Projects" on the dark yellow toolbar and "Projects - Requested" on the sub-menu. "Projects - Requested" will automatically be highlighted on the light yellow toolbar. If you are already working in the "Projects" menu, you may need to click "Projects - Requested" on the light yellow toolbar.

Projects Included in FY 20__ Request	As projects are entered, CBIS updates the "Projects - Requested" summary page (Part III). All fields are populated from data entered for individual projects. Additionally, CBIS calculates the totals for "Est. Cost," "Prior," "FY 20__ Req.," and "Future Req." that appear on the summary page. To change information entered, click "View" on the project. After changes, click "Save," and return to this screen to view the changes.
Project Request Total	The "FY 20__ Req." column total must be the same as the total amount requested for the program in the next fiscal year. At the bottom of the project list, the Total Funds Requested in FY 20__: field pulls the Total requested funds amount from the "Cost & Funds - Request" screen. If the ""FY 20__ Req." column total is less than the amount requested in the next fiscal year, enter a new project entitled "Contingency." Insert "Statewide" for Legislative District and Subdivision in the "Main Information" screen. In the project's "Cost & Funds - Request" screen, enter the dollar amount as "Other" in the "Requested Phase Breakdown by Cost" table and in the appropriate fund source of the "Requested Funds by Source" table, leaving the phase code blank. The dollar amount entered for the "Contingency" project must make the "FY 20__ Req." column total equal the "Total Funds Requested in FY 20__" amount.
Prioritizing Projects	Once all the projects are entered, they must be prioritized from highest priority to lowest priority. On the "Projects - Requested" screen to the left of each project, enter the priority number of each project and save it by clicking the "Update" button. After ranking all of the projects, you can "View" a project. On the "Main Information" screen for each project, CBIS populates the "Agency Priority" field based on what number the project has been assigned on the "Projects - Requested" screen.

State-Owned Program
Projects - Requested (Part IIIA) Main Information Screen

To create a new project, click "Add New." To view or edit an existing project, click "View."
Click "Edit" on the "Main Information" screen shown above. To view the next or previous project, click "Next" or "Back." Click "View" to see details of a project in the same tab or click "New Tab" to view in a separate tab.

Project Title	For existing projects, the name of the project will appear as previously entered. For new projects, the end of the project title needs to include a descriptor about what is being accomplished (e.g. renovation, expansion, remediation, etc.). For projects that include new construction only, the word "new" should be included at the beginning of the project title and an additional descriptor is not needed. Titles can use hyphens, commas, or colons. Do not use symbols (e.g. write "and" instead of "&"), dashes, semicolons, or obscure abbreviations and acronyms.
Description	Describe the project. The first sentence must start with a verb such as construct, renovate, or convert. Include the NSF and GSF from the facility program (if a program was submitted and approved by OCB), which must also be the same as the NSF and GSF that is used in the CEW. Next, include what the project is, and where the project is located. Cite any significant secondary purpose (e. g. renovate an existing building as part of a project to construct an addition to the building). If there are phases to the project, indicate the number of phases and describe each of them. Finally, include a generalized statement of the rationale, which will provide the justification for the project. This section should be one paragraph and four to eight sentences long.
Location	Enter the project's street address and longitude/latitude <u>in decimal degrees</u> (-76.621972, 39.301324). You can find your project's longitude and latitude at the Department of Planning's [Interactive Maps](#) webpage. Click on the [Growth and Conservation Overlays](#) interactive map. If the project's location is yet to be determined, put "N/A" in the address and longitude/latitude fields.
Agency	**No data entry required.** CBIS populates this field automatically.
Sub-Agency	**No data entry required.** CBIS populates this field automatically.
Legislative District	Select the legislative district in which the project is located from the drop-down menu. Legislative districts can be located at: https://mdpgis.mdp.state.md.us/Legis_District/index.html NOTE: *Legislative districts were last updated on February 1, 2022.*

State-Owned Program
Projects -Requested (Part IIIA) Main Information Screen (Continued)

Subdivision	Enter the subdivision in which the project is located from the drop-down menu.
Agency Priority	This field is not populated by CBIS until you have entered all your projects. Once you have done so, manipulate the project order from the "Projects - Requested" screen.
Does this Project Have a CEW?	Indicate if a Cost Estimate Worksheet is available for this project by clicking "Yes" or "No." If you click "Yes," a CEW option will appear on the light yellow toolbar. Instructions for completing a CEW are included in Section IX.
Click "Save." For the "Save" command to function, at minimum the "Title" and "Agency" fields must be complete. If this information is complete, the "Main Information" screen will re-appear, showing all of the information that you entered. To move to another menu, click on the desired menu option on the dark yellow toolbar.	

State-Owned Program
Projects - Requested (Part IIIA) Cost & Funds Screen

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Cost & Funds - Request

Program Title: Natural Resources Development Fund
Project Title: Elk Neck State Park - Rustic Cabins Replacement and Shower Building Renovations
Requested Phase Breakdown by Cost   Edit Grid

	Prior	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030+	Total
Acquisition	0	0	0	0	0	0	0	0
Planning	1,012,000	0	0	0	0	0	0	1,012,000
Construction	12,164,000	2,979,000	0	0	0	0	0	15,143,000
Equipment	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
Total	13,176,000	2,979,000	0	0	0	0	0	16,155,000

Requested Funds By Source   Edit Grid

	Prior	Phase	2025	Phase	2026	Phase	2027	Phase	2028	Phase	2029	Phase	2030+	Phase	Total
GO	0		0		0		0		0		0		0		0
GF	0		0		0		0		0		0		0		0
SF	8,939,000	PC	2,979,000	C	0		0		0		0		0		11,918,000
FF	0		0		0		0		0		0		0		0
RB	0		0		0		0		0		0		0		0
NB	4,237,000	PC	0		0		0		0		0		0		4,237,000
Total	13,176,000		2,979,000		0		0		0		0		0		16,155,000

Non-Budgeted Funds Source   Add New Source

Source of Funds	Amount
Total	0

Click "Cost & Funds" on the light yellow toolbar.	
Requested Phase Breakdown by Cost	Click "Edit Grid. " This table shows the total cost of the project, regardless of the source of funding. In the "Prior" column, enter any funding that has been allocated for this project by type of activity. In the fiscal year columns, enter the amount of funds being requested for the project in the appropriate cell, rounded to the nearest $1,000. Do not include commas or decimals. Click "Save." CBIS will calculate the row and column "Total."
Requested Funds By Source	Click "Edit Grid." In the prior column, enter the type of State funds previously allocated for the project. In the fiscal year columns, enter the State funds being requested in the appropriate cell, rounded to the nearest $1,000. Do not include commas or decimals. In both the prior and fiscal year columns, indicate with capital letters the phase of activity each year's funds will assist. Use A, P, C, E, for Acquisition, Planning, Construction, and Equipment, respectively but do not use commas to separate different phases when you enter them. Click "Save" and review the information you entered. The column totals in each table must match. Once you update the "Requested Funds by Source" grid and click the "Save" button, CBIS will alert you if the totals in the "Requested Phase Breakdown by Cost" and the "Requested Funds by Source" grids do not match.

State-Owned Program
Projects - Requested (Part IIIA) Details and Scheduling Screen

Click "Details and Scheduling" on the light yellow toolbar.

If you linked your CEW to the "Details and Scheduling" screen, the dates of the design and construction periods and the NSF/ GSF fields on this screen should already be populated. If not, manually enter the information as described below.

Note: Do not include commas or decimals.

Net Sq. Ft.	Enter numerical value if applicable.
Gross Sq. Ft.	Enter numerical value if applicable.
Efficiency Factor	Click "Save," and CBIS will calculate this field based on the NSF and GSF entered.
Cost Per GSF	The total cost per gross square foot is determined by dividing the total cost of construction (Item 21c on the CEW) by the total gross square feet.
Program Status	If a facility program is not required for your project, select *N/A* from the drop-down menu. If a program is required, select the appropriate status from the drop-down menu. Generally, facility programs are not required for projects funded by State-owned programs.
Design Period (Months)	Enter the duration of design in months.
Design Period (Starting On)	Enter the actual or anticipated date design begins (MM/DD/YYYY). CBIS will calculate the design completion date after you click "Save."
Construction Period (Months)	Enter the duration of construction in months.
Construction Period (Starting On)	Enter the actual or anticipated date construction begins (MM/DD/YYYY). CBIS will calculate the construction completion date after you click "Save."
Click "Save." To edit the "Supporting Comments & Project Justification," click on the "Edit" button.	

Supporting Comments & Project Justification	To edit the "Supporting Comments & Project Justification," click "Edit." Expand on the information included in the project description. Provide a description and justification for the project in sufficient detail to clearly explain the nature of the work to be funded. Include the size of the facility in NSF and GSF, what the scope of the project is, its location, a description of the services that the facility provides and the specific kinds of clients who receive the services, and any secondary components of the project, if applicable. Address facility problems, causes of the problems, and consequences to the delivery of services. Describe how the project will resolve the facility problems described. Provide quantitative data, when possible and where appropriate, to support the project justification. For example, the number of clients who need to be served, are currently being served, and will be served upon completion of the project. Also, indicate if there are any secondary objectives, or if the scope of the problem goes beyond what has been indicated above. Explain if there are any issues that must be addressed, such as historic preservation or project phasing. All numbers in the write-up (NSF, GSF, etc.) must agree with supporting documents such as the CEW or other sections of the CBIS worksheet. Explain any changes to the project scope and schedule since the part I/II facility program (if applicable) was approved or since the publication of the current CIP. Address three issues in the supporting comments: 1) descriptions of the facility problem(s), 2) consequences of the facility problem(s), on service delivery, and 3) outcomes. **Facility Problem(s).** Generally, four types of facility problems may characterize a project: insufficient space, functional inadequacy of existing space, obsolescence or deficiencies in existing space, and location as a barrier to client services. One or more of the facility problems can be involved in a project. • *Insufficient space* means that more space is needed for a function than is currently available. This may occur because standards require more space or an increase in users has resulted in overcrowding in the existing space. For example, an increase of patients at a health facility may result in the need for more clinical space. • *Functional inadequacy of space* means that the physical characteristics of the existing space must be changed so that it can be more effectively utilized for the designated purpose. For example, using space for clinical examinations that was previously used for radiological services would have to be changed for the more effective delivery of the clinical services. • *Obsolete/deficient space* means that the space is outdated or defective. Examples include leaking roofs, buildings not in compliance with codes, and HVAC systems with inadequate capacity. • *Location as a barrier to client services* means that the location of an existing facility is not suitable for providing services as intended. For example, a health clinic that primarily serves low-income populations and is located far from public transportation may have to be relocated to be more accessible.

State-Owned Program
Projects - Requested (Part IIIA) Details and Scheduling Screen (Continued)

Supporting Comments & Project Justification (Continued)	**Consequences on Operations/Service Delivery.** After describing a facility problem, state its consequences on the operations within the building and the delivery of services from the building. For example, did the lack of sufficient space cause the school to turn away students, or cause the hospital to go to flyby status? Also, if applicable, discuss how adapting the existing facility would not be sufficient to deliver services effectively. For example, accepting more students, without increasing available space, might create overcrowded classes. **Outcomes.** Discuss the outcomes that are expected to occur as a result of an effectively delivered service. An outcome means the desired improvement in the condition or situation of the customers that arises from use of a State agency's services. For example, increased space for prison housing might reduce the number of incarcerated people harmed as a result of unsafe housing conditions. Use quantitative data to help justify your project. For example, if insufficient space is the facility problem, then quantify the shortfall and cite the space standards used to arrive at the determination. Service/operations problems should also be measured using quantitative data. Referring to the above examples, state the number of students turned away from classes due to overcrowding. Measurement of outcomes is particularly important because it indicates the degree to which the project's services are meeting the customer's needs. In the above prison example, data could be provided indicating the number of "safety incidents." Managing for Results (MFR). Identify which MFR goals this project will affect and/or impact. Elaborate on how this project helps to accomplish that goal. Goals and objectives are outlined in the current Maryland operating budget volumes, which are located on the DBM website under Operating Budget. Note: OCB recommends cutting and pasting from Word by clicking on the Paste Plain Text button and doing all formatting in CBIS. Click "Save." Scroll down to upload supporting documents to CBIS.
Uploading Documents to CBIS	To upload supporting documents to a request, go to the "Details and Scheduling" screen and scroll down to "Supporting Documents" at the bottom of the page. Click "Browse" to select your document and then click "Upload." After uploading your document, click "Save" to avoid losing any changes. To download a document you have uploaded to CBIS, click on the "Download" button on the right side of the screen. To delete a document you have uploaded, click "Delete." Uploaded documents must be in Excel or PDF format. Agencies may upload signed agency request letters, backup documentation, cash flows, and fund summaries. Agencies may not upload documents in lieu of providing supporting comments.

State-Owned Program
Net Effect on Operating Budget - Main

Occupancy Date	Enter the anticipated date of occupancy for the project in numerical format (MM/DD/YYYY). This should be at least one month post construction completion, per the information contained in the CEW and schedule tab.
GSF Total	Click the "Link GSF" button, which will populate the GSF Total, GSF Replaced, and GSF Added amounts from the CEW selected from the dropdown menu (on the bottom right). Or, enter the total GSF of the facility without commas or decimals, which should also match the information contained in the CEW and "Details" tab. If the GSF amount is intentionally different from the CEW, please explain in the OIS Comments section.
GSF Replaced	If not using the "Link to GSF" button, enter the total GSF replaced by the facility. If zero, enter "0." This amount refers to the GSF of renovated space. Do not include commas or decimals.
GSF Added	If not using the "Link to GSF" button, enter the additional GSF resulting from the facility. If zero, enter "0." This amount refers to the GSF of new construction. Do not include commas or decimals.

Click on "Operating Imp." on the light yellow toolbar. This is the initial screen for operating budget impact. On the lower light yellow tool bar the word "Main" will be highlighted.

Click "Save." CBIS will display "Net Effect on Operating Budget - Expenditures."

The next two screens, "Expenditures," and "Fund Sources and Comments," only need to be filled out for projects for which you are requesting design or construction funding in the budget year and will be occupied in any of the out-years covered in your five-year Capital Improvement Program request.

State-Owned Program
Operating Impact - Expenditures Screen

○ Main ○ Cost & Funds ○ Details and Scheduling ○ Operating Imp. ○ CEW
○ Main ○ Expenditures ○ Fund Sources and Comments

Title: Assateague State Park - Replacement of Registration Building

Net Effect on Operating Budget - Expenditures

Type	2022	2023	2024	2025	2026	Justification
# FTE Positions	0.00	0.00	0.00	0.00	0.00	
# FTE Contractual	0.00	0.00	0.00	0.00	0.00	
Salaries & Wages	0	0	0	0	0	
Technical and Specialty Fees	0	0	0	0	0	
Communications	0	4,000	0	0	0	MPS notes expense for one-time phone set-up
Travel	0	0	0	0	0	
Fuel & Utilities	0	300	1,800	1,836	0	Utilities with 2% annual increase
Motor Vehicle Operations	0	0	0	0	0	
Contractual Services	0	0	0	0	0	
Supplies & Materials	0	1,200	1,200	1,200	0	Office supplies
Equipment (Repl.)	0	0	0	0	0	
Equipment (Additional)	0	4,800	0	0	0	Office equipment to include desks, chairs, tables; computers and cash handling equipment
Gmts, Subs. & Cont.	0	0	0	0	0	
Fixed Charges	0	0	0	0	0	
Land & Structures	0	0	0	0	0	
Total	**0**	**10,300**	**3,000**	**3,036**	**0**	

Edit Grid

Click "Edit Grid" and enter the requested information. Do not include commas or decimals.

Guidelines to follow that will promote thorough and consistent reporting are as follows:

- Cost estimates for all years should be based on "constant dollars" plus the <u>percentage increases indicated on the next</u> page in the line item descriptions. Use the most recent actual fiscal year experience and add the increases as indicated.

- When possible, staffing ratios and cost factors should be based on actual averages rather than the agency's "desired levels." Savings which may occur through economies and efficiencies of centralization, location, or technology should be included to offset any other additional costs.

- Only funding estimates for <u>additional</u> space should be determined unless the operating cost for existing space (undergoing replacement/renovation) already has been (or will be) removed from the operating budget. However, a notation identifying existing expenses may promote clarity and understanding.

- Only additional operating costs related to the additional Gross Square Footage should be included. In addition, all sources of potential revenue should be identified to minimize the use of general funds while maximizing the benefit to the State.

- Program costs should not be included unless the additional space directly results in the need for additional services.

Line-Item –Detail Provide specific "Object" and "Personnel" details and assumptions. For example, use "$ per GSF" or "$ per FTE" factors as agreed with assigned OBA analyst. If more space is needed than is provided in the "Justification" column to explain the rationale for projections, use the "Comment" section on the next screen, "Operating Impact – Revenues & Comments". If calculations are not based on information provided below, provide a detailed explanation in the "Justification" column.

NOTE: RECOMMENDED COST ESTIMATE CALCULATIONS WERE UPDATED MAY 2024.

State-Owned Program
Operating Impact - Expenditures Screen

FTE Positions & FTE Contractual Positions	Enter the **net** change in anticipated permanent/contractual positions for facility-related purposes only. To calculate the net change, subtract the number of full time equivalent (FTE) permanent/contractual positions in the current facility from the expected number of positions in the new facility. Prorate numbers for partial fiscal years. This number may be positive or negative. For example, a new building that replaces an obsolete facility that housed 50 staff will open on January 1st and require 44 staff. In this instance, the first fiscal year it opens the net change will be -3. In each subsequent year the net change will be -6. Alternatively, if growth in staff is anticipated, enter explanatory comments in the *Justification* column explaining how your projections were derived.
Salaries & Wages	Include operating funds needed by class title, grade, and step with benefits for facility-related purposes only. • Salaries for regular employees should be increased by 4.5% annually to reflect salary increases plus promotions, increments and reclassifications. • Fringe benefits should be calculated at 29.35% for regular employees. Amount for Law Enforcement Officers Pension System (LEOPS) is 46.30%. • Health insurance should be calculated at $12,000 per employee. • Turnover: Salary and fringe benefits (without health insurance and retiree subsidy) should be 25% in the first year, then revised downward to 5% in the out years.
Technical and Special Fees (contractual positions)	• Out-year salaries should be increased each year by 4.5%. • Social security benefits should be calculated at 7.65% of contractual salaries. • Turnover: Salary and fringe benefits should 25% in the first year, then revised downward to 5% in the out years.
Communications	Telephones and mailing costs. • Telephone operation costs of $600 per line annually. Increase each year by 3% for inflation. • Report communication equipment required by the facility under the equipment line. The only exception is handheld devices, such as cellphones and tablets, which should be reported under the communication line.
Travel	Additional travel related to training activities and location of or support to facility.
Fuel and Utilities	Reflect savings from better energy efficiency on entire building as an offset to any cost of supporting additional space.
Motor Vehicle Operation and Maintenance	Additional facility-related needs only.
Contractual Services	Service contracts for HVAC, elevators, security, custodial or other maintenance needs or agreed upon "$ per GSF/FTE" factors.
Supplies and Materials	Base estimates on actual for a building of similar size or function or agreed upon "$ per GSF" factors. Office supplies per GSF should be $1 annually. Increase each year by 3% for inflation.

State-Owned Program
Operating Impact - Expenditures Screen

Equipment (Replacement & Additional)	Rather than purchasing computers or other eligible equipment in the first year, it is preferable to finance the equipment through the Treasurer's office and to spread the payment over three or five years. Details are on the Treasurer's website. Estimated one-time or financed "less than 15-year life" equipment should be identified separately from ongoing needs. These estimates often are adjusted later once the total equipment list (capital and operating) is reviewed by OCB/OBA. Office furniture: $2,090 per person. Computer package (if necessary): $1,500 per person.
Other	Grants as well as Fixed Charges are programmatic costs and should not be included. Land and Structures costs normally are not relevant to this request

State-Owned Program
Operating Impact - Fund Sources and Comments Screen

This screen indicates how a project's operating costs will be funded. Select the fund type you anticipate will be used to pay for these costs.

Fund Sources	Click "Edit Grid/Comments." Total funds should equal the total expenditures as determined in the previous screen. Do not include commas or decimals.
	Note: For higher education facilities, all expenditures should be listed under special funds (SF). This does not preclude or guarantee general funds (GF) for a project. Any additional general funds will be determined during discussions of the Operating Budget.
Fund Type	**GO (GO bonds)** - leave blank since GO bonds cannot pay for operating costs.
	GF (general funds) - should correspond with your agency's Over-the-Target request in the fiscal year the funds will be required.
	SF (special funds) and FF (federal funds) - if you anticipate revenue from a specific source (such as user fees) or the federal government, indicate the amount of revenue in SF or FF. If revenues are higher than expenditures, enter the amount of the expenditures. If revenues are lower than expenditures, enter the difference in the GF row and request the same amount in your Over-the-Target request.
	RB (revenue bonds) - leave blank since Revenue Bonds cannot pay for operating costs.
	NB (non-budgeted funds) - operating costs funded from a source which is not appropriated in the State budget. This should not occur regularly.
Comments	This space is provided for additional information explaining the data provided above. Agencies should discuss any issues or assumptions made while determining the expenditures **and** fund sources. Click "Save." If you need to make any changes, click "Operating Imp." on the top light yellow toolbar. Select "Original Requested Net Effect" and make the changes as appropriate.

State-Owned Program
How to Print Your Request

Go to the "Home" screen and click "View Reports" on the light yellow toolbar. Next, click "Capital Budget Worksheets." Select the agency from the drop down menu beside Agency. Depending upon your selection, CBIS will present you with additional drop down menus for Sub-Agency, Request, and Project. Select the request and the project you wish to print (select "All" or a specific project if you wish to print the projects within a program). Beneath the drop down menus, click the boxes you wish to print for "Part I - Agency Funding Request for Capital Grant Loan Program," "Part II - Summary of Proposed Use of Available Funds for Current Fiscal Year," "Part III - Summary of Requested Projects for Capital Grant and Loan Program," and "Part IIIA - Detail of Requested Project associated with Capital Grant and Loan Program." If you would like to print cost estimates or operating impact statements associated with projects within the program, also click the boxes for "Cost Estimate Worksheet - Requested" and "Net Effect on Agency's Operating Budget - Requested."

- Scroll to the bottom of the page and click "Generate Reports." A window will open showing the output file in an Adobe format. Print or save your selection using the tool bar icons at the top of the Adobe output screen.

- For an output format other than Adobe for an individual project, click "Select Output Format." A drop-down menu will appear, allowing you to select PDF (Adobe), Excel, or Word as alternative output formats. Click "Generate Reports" and a second window will appear showing the output file in the format selected.

- If you uploaded attachments, you can download and print them from this screen.

NOTE: You may need to enable pop-ups in your Internet browser.

State-Owned Program
How to Submit Your Request

NOTE:
- If your assigned CBIS role is an *Agency User*, clicking **Submit** will forward the request to your Agency Manager. After submitting the budget request, the Agency User can only view, not change, the submission. If changes are required, the Agency Manager can edit the material before submitting it to OCB. Alternatively, the Agency Manager can return the submission to the Agency User for changes by clicking on the "Main Information" screen. Click the **Edit** button, click *Request Status* and select *Unsubmit* from the drop-down menu. Click **Save** to exit the edit screen and to save the information in CBIS.

- If your assigned CBIS role is an *Agency Manager*, clicking **Submit** will forward the request to OCB. After OCB receives the request, the Agency Manager can only view, not change, the submission. If changes are required, contact your OCB budget analyst and they will unsubmit the request. Your OCB budget analyst may also return the submission to the Agency Manager if the submission is deemed to be incomplete, inaccurate, or incoherent.

How to submit your request:

Print and review a copy of the forms before submitting your request to OCB. After reviewing the request forms for accuracy, return to the "Main" screen for the project and click the blue **Submit** button as shown below.

If you are submitting your request after the July 1st deadline, CBIS will warn you that you are submitting after the deadline; click "Continue."

Your request is now submitted and you will no longer be able to edit your submission. Refer to the capital budget instructions circulated in May of each year for further steps.

SECTION VII:

THE USE OF CBIS

FOR

NON-STATE-OWNED PROJECTS

PREFACE FOR NON-STATE-OWNED PROJECTS

How to Enter the CBIS System

To begin the budget request process, access CBIS at https://cbis.dbm.state.md.us using your internet browser. You can also access CBIS from the Office of Capital Budgeting (OCB) website by clicking the green "LOGIN" button on the right side of the screen. When you get to the login screen shown above, enter your username and password in the appropriate fields. Click "LOGIN," and the CBIS home page will appear. It will show a list of the projects/ programs previously requested for your agency.

If you do not have a username and password, call the service desk at (410) 697-9700 or email service.desk@maryland.gov.

If you know your username but do not remember your password, and you previously set up security questions, you can reset your password by clicking the "Click Here" link next to the "Forgot password?" question. Then, follow the steps as directed to reset your password.

How to Navigate Through the CBIS Screens

Once you click on a project, you will see a dark yellow toolbar that lists several different headings (Main, Schedule, etc.) that describe the categories of information you must enter. Some of these categories have sub-menus which appear on a light yellow toolbar below the dark yellow toolbar. To enter information in a sub-menu, click on the heading in the dark yellow toolbar. Then, choose the sub-menu from the light yellow toolbar.

Generally, you enter information by clicking on an "Edit" or "Edit Grid" button and filling in a table, entering data into a text box, or providing a narrative text. Click "Save" to exit the edit screen and to save the information in CBIS.

A few pointers:

- Dollar amounts: do not use commas or decimals. Do not include dollar signs ($).
- Dates: most dates are in the MM/DD/YYYY or MM/YYYY formats.
- Text (applies to "Project Description," "Supporting Comments," and "Cost & Funds - Req. CIP Difference" text boxes):
  - Type your text in a Word document using single spacing and a single line between paragraphs and no additional formatting such as bullets and bold (you can add this once the text is in CBIS).

Non-State-Owned Project
Home Screen

If the project that you want to edit is **already in CBIS**, it will be listed under the "Request Title" column on the CBIS home page. Click on the project title, and the "Main Information" screen will appear.

If the project has **never been entered** in CBIS, click "Create a New Request" on the light yellow toolbar on the CBIS home page. CBIS will take you to a "New Request" screen.

To access the Capital Budget Instructions, the CBIS Manual, and last year's Capital Budget Volume, click on the applicable link in the light yellow toolbar.

Non-State-Owned Project
New Request Screen

To request a new project, click "Create a New Request" on the light yellow toolbar on the CBIS home screen.	
Request Type	Click "New Project."
Ownership	Click "Non-State Capital Grants."
Click "Save." CBIS will take you to the "Main Information" screen.	

Non-State-Owned Project
Main Information Screen

C.B.I.S. About CBIS | Manage Account | Logout

Home | Main | CEW | Schedule | Cost & Funds | Justification | Details | Submit

Main Information Print Requested | Edit

Title	Maryland Zoo in Baltimore - Infrastructure Improvements
Description	Construct improvements to the aging infrastructure at The Maryland Zoo in Baltimore. The Zoo identified a variety of projects that are grouped into three categories: basic infrastructure improvements, strategic services improvements, and exhibits/attractions improvements. The Zoo will use $3,550,000 for basic infrastructure improvements including the correction of life-safety and animal welfare deficiencies throughout the Zoo; perimeter fence replacement; an emergency backup generator; roof replacements; and renovations to the Elephant House, Leopard Building, and Visitor Parking Lots A and B. The Zoo will use $250,000 for strategic services improvements, including the installation of a shade shelter at the Polar Bear Tram Stop and the renovation of the Waterfowl Pavillion. The FY 2020 budget also includes $1,200,000 for exhibit/attraction improvements, including renovations to the Crane Barn; reptile/amphibian exhibits; and the Chimpanzee Forest, as well as a new chicken exhibit.
Budget Request Type	Non-State Owned
Location	1876 Mansion House Drive Druid Hill Park Baltimore MD 21217 Longitude:: -76.633399 Latitude:: 39.301399

Agency	Miscellaneous	**Sub-Agency**	Maryland Zoo in Baltimore
Legislative District	40 - North Central Baltimore City	**Subdivision**	Baltimore City
Budget Code	ZA00	**Governor's Priority**	Other Projects
Contact Info.	Donald P. Hutchinson Druid Hill Park 1876 Mansion House Drive Baltimore, MD 21217 Phone # 443-552-5250		

Is this project included in the agency's most current Facilities Master Plan (which has been submitted to DBM)? No
Does this project require a CEW? Yes

Click "Edit" on the "Main Information" screen shown above.

Title	For existing projects, the name of the project will appear as previously entered. For new projects, the end of the project title needs to include a descriptor about what is being accomplished (e.g. renovation, expansion, remediation, etc.). For projects that include new construction only, the word "new" should be included at the beginning of the project title and an additional descriptor is not needed. Titles can use hyphens, commas, or colons. Do not use symbols (e.g. write "and" instead of "&"), dashes, semicolons, or obscure abbreviations and acronyms.
Description	Describe the project. Begin with a verb such as construct, renovate, or convert. Include the NSF and GSF from the facility program (if applicable), which should also be the same as the NSF and GSF used in the CEW. Next, include what the project is and where the project is located. Cite any significant secondary purpose (e. g. renovate an existing building as part of a project to construct an addition to the building). If there are phases to the project, indicate the number of phases and describe each of them. Finally, include a generalized statement of the justification for the project. You will need to expand upon the justification in the supporting comments section of this submission. This section should be one paragraph and four to eight sentences long.
Location	Enter the project's street address and longitude/latitude in decimal degrees (-76.621972, 39.301324). You can find your project's longitude and latitude at the Department of Planning's Interactive Maps webpage. Click on the Growth and Conservation Overlays interactive map. If the project's location is yet to be determined, put "N/A" in the address and longitude/latitude fields.
Request Status	This field indicates the status of the budget request. • *Unsubmitted:* allows the Agency User to view and edit, and the Agency Manager to view only. • *Submitted to A/Mgr:* allows the Agency User to view only, and the Agency Manager to view and edit. The Agency Manager can select "Unsubmitted" from the drop-down menu to return the budget request to the Agency User. • *Submitted to DBM:* allows the Agency User and Agency Manager to view only, and DBM to view and edit.

Non-State-Owned Project
Main Information Screen (Continued)

Agency	Select your organization from the drop-down menu.
Sub-Agency	Select your organization from the drop-down menu, if applicable.
Legislative District	Select the legislative district in which the project is located from the drop-down menu. Legislative districts can be located at: https://mdpgis.mdp.state.md.us/Legis_District/index.html *NOTE: Legislative districts were last updated on February 1, 2022.*
Subdivision	Select the subdivision (county or Baltimore City) in which the project is located from the drop-down menu.
Budget Code	Select the budget code from the drop-down menu. This is usually ZA00 for miscellaneous projects.
Program Area	Please select the program area from the drop-down menu that best categorizes the project or program. Use your judgment as to which selection appropriately categorizes your project or program. Please note that program area selections in the drop-down menu may change from year to year.
Contact Info.	Select from the drop-down menu. If the correct contact is not listed, insert the name, address, and telephone number of the person who should be contacted if there are any questions about the information provided.
Facilities Master Plan	Click the appropriate circle. Generally, this will be answered no.
Does this project require a CEW?	Click "Yes" if you are required to complete a Cost Estimate Worksheet (CEW) for the project. If not, click "No."
Click "Save." For the "Save" command to function, <u>at least</u> the "Title" and "Agency" fields must be completed. When this information has been entered, the "Main Information" screen will re-appear, showing all of the information that you have just entered. To move to another menu, click on the desired menu option on the dark yellow toolbar.	

Non-State-Owned Project
Cost Estimate Worksheet

CEW List	If you are required to submit a Cost Estimate Worksheet (CEW), click "Add" to create a CEW. Instructions for completing the CEW can be found in Section IX.
	If you are unsure if your budget submission requires a CEW, please contact your assigned OCB budget analyst.

NOTE: If you are required to submit a CEW, complete the CEW prior to continuing. Much of the information you will enter in the remaining CBIS screens is derived from the CEW.

Non-State-Owned Project
Schedule Screen

Click on "Schedule" on the dark yellow toolbar. *If you linked your CEW to the "Schedule" and "Details" screens, the dates of the design and construction periods on this screen should already be populated. If not, manually enter the information as described below.*	
Program Status	Not Applicable - select "N/A."
Design Period (Months)	Enter the duration of design in months.
Design Period (Starting On)	Enter the actual or anticipated date design begins (MM/DD/YYYY). CBIS will calculate the design completion date after you click "Save."
Construction Period (Months)	Enter the duration of construction in months.
Construction Period (Starting On)	Enter the actual or anticipated date construction begins (MM/DD/YYYY). CBIS will calculate the construction completion date after you click "Save."
Program Approval Part 1	Not Applicable - leave blank.
Program Approval Part 2	Not Applicable - leave blank.
Click "Save." CBIS will automatically take you to the "Cost & Funds - Request" screen. To view the information entered in "Schedule," click "Schedule" on the dark yellow toolbar. Verify that the correct completion date for design and construction is shown. To edit any information, click on the appropriate field, make your changes, and click "Save."	

Non-State-Owned Project
Cost & Funds - Last Year's CIP Screen

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Home Main Schedule **Cost & Funds** Justification Details **Submit**

○ Last Year's CIP ○ Request ○ Req CIP Diff ○ Matching Funds

Title: Maryland Zoo in Baltimore - Infrastructure Improvements

Cost & Funds - Last Year

Last Year's Recommended Phase Breakdown by Cost [Edit Grid]

Fund Type	Prior	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026+	Total
Acquisition	0	0	0	0	0	0	0	0
Planning	550,000	300,000	300,000	300,000	300,000	300,000	0	2,050,000
Construction	4,300,000	4,300,000	4,300,000	4,300,000	4,300,000	4,300,000	0	25,800,000
Equipment	150,000	150,000	150,000	150,000	150,000	150,000	0	900,000
Other	0	0	0	0	0	0	0	0
Total	5,000,000	4,750,000	4,750,000	4,750,000	4,750,000	4,750,000	0	28,750,000

Last Year's Recommended Funds By Source [Edit Grid]

Fund Source	Prior	Phase	2021	Phase	2022	Phase	2023	Phase	2024	Phase	2025	Phase	2026+	Phase	Total
GO	5,000,000		4,750,000	PCE	4,750,000	PCE	4,750,000	PCE	4,750,000	PCE	4,750,000	PCE	0		28,750,000
GF	0		0		0		0		0		0		0		0
SF	0		0		0		0		0		0		0		0
FF	0		0		0		0		0		0		0		0
RB	0		0		0		0		0		0		0		0
State Share	5,000,000		4,750,000		4,750,000		4,750,000		4,750,000		4,750,000		0		28,750,000
Match	0		0		0		0		0		0		0		0
Total	5,000,000		4,750,000		4,750,000		4,750,000		4,750,000		4,750,000		0		28,750,000

Click "Cost & Funds" on the dark yellow toolbar. Click "Last Year's CIP" on the light yellow toolbar.	
Last Year's Recommended Phase Breakdown by Cost	Click "Edit Grid" for "Last Year's Recommended Phase Breakdown by Cost." If this project is in the current CIP, CBIS should roll this information over from last year. If this screen is blank, enter the amount of funds indicated in the current CIP for each respective year by type of activity in the Prior and the fiscal year columns. Round dollar amounts to the nearest $1,000 and do not include commas or decimals. Click "Save" and review the information you entered. CBIS will calculate the column and row totals. All of the dollar amounts appear as "Match" dollars on the table below until the "Fund Source" data is directly entered into the various source categories (e.g. GO, GF, etc.) in the step below.
Last Year's Recommended Funds by Source	Click "Edit Grid" for "Last Year's Recommended Funds by Source." If this project is in the current CIP, CBIS should roll this information over from last year. If this screen is blank, enter the amount of funds indicated in the current CIP for each respective year by type of funds the Prior and the fiscal year columns. Round dollar amounts to the nearest $1,000 and do not include commas or decimals. In both the prior and future fiscal year columns, indicate with capital letters the phase of activity each year's funds will assist. Use A,P,C,E for Acquisition, Planning, Construction, and Equipment respectively, but do not include commas between phase codes. Click "Save" and review the information you entered. CBIS will calculate the column and row totals. This data should now be accurately divided between "State Share" and "Match."

Non-State-Owned Project
Cost & Funds - Request Screen

				To open this Screen, click "Cost & Funds" on the dark yellow toolbar. Click "Request" on the light yellow toolbar.

Requested Phase Breakdown by Cost	Click "Edit Grid" for the "Requested Phase Breakdown by Cost" table. This table should show the total cost of the project, regardless of the source of funding. In the "Prior" column, enter any prior funding allocated for this project by type of activity. In the fiscal year columns, enter the amount of funds being requested for the project (rounded to the nearest $1,000; do not include commas or decimals) in the appropriate cell.

Click "Save" and review the information you entered. CBIS will calculate the column and row totals. All of the dollar amounts appear as "Match" on the table below <u>until</u> the "Fund Source" data is directly entered into the various source categories (e.g. GO, GF, etc.) in the step below. |
| **Requested Funds by Source** | Click "Edit Grid" for "Requested Funds by Source." In this table, only enter the amount of State funds authorized or to be requested for the project. In the Prior column, enter the type of any State funds that may have previously been allocated for this project. In the fiscal year columns, enter in the appropriate cell the State funds to be requested (rounded to the nearest $1,000; do not include commas or decimals). In both the prior and fiscal year columns indicate with capital letters the phase of activity each year's funds will assist. Use A, P, C, E, for Acquisition, Planning, Construction, and Equipment, respectively but do not use commas to separate the phase codes.

Click "Save" and review the information you entered. CBIS will calculate the column and row totals. This data should now be accurately divided between "State Share" and "Match." |

Non-State-Owned Project
Cost & Funds - Requested CIP Difference Screen

Click "Cost & Funds" on the dark yellow toolbar. Click "Req CIP Diff" on the light yellow toolbar.	
Requested CIP Difference	Compare the funding planned in the CIP with the funding being requested. Begin the text with, "FY 20__ Planned:" then state the amount of funds, the phase code (A,P,C,E) indicating how the funds will be used, and then the type of funds (e.g. GO, GF) that were planned in the CIP for the fiscal year under consideration. If the planned CIP contains more than one kind of funding, funding amount, or phase codes, separate each of the different funding groupings by semicolons.

After entering the planned CIP information, state whether the requested amount of funding is consistent with or different from the planned CIP funding. Explanations for your request should be entered as follows:

1. If the amount requested is the same as the amount planned, state "The amount requested is consistent with the amount planned in the CIP."
2. If the amount requested is different than the amount planned, state "The amount requested is $__ more (or less) than the amount planned in the CIP." Then state the reason(s) for the difference.
3. If the project was not planned for funding in the upcoming fiscal year, state "FY 20__ Planned: $0." Add one to two sentences to explain the amount requested and why the project request differs from the Governor's CIP. Provide justification for including the project in the Governor's CIP.
4. If the project had planned funding for an out year but was accelerated to the fiscal year under consideration, state "FY 20__ Planned: $0. Funding planned in FY 20__ through FY 20__." If funding extended beyond the CIP, add "...and beyond." Add one to two sentences to explain the amount requested for the upcoming year and justify why the funding has been accelerated.

Click "Save" and the "Cost & Funds—Request" screen will appear. To edit the material you entered, click on "Req CIP Diff" in the light yellow toolbar. |

Non-State-Owned Project
Matching Funds Screen

| | About CBIS | Manage Account | Manage Security Questions | Logout |

Title: R Adams Cowley Shock Trauma Center Renovation - Phase III

Matching Funds

Type	Prior	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027+	Total
State	7,000,000	5,000,000	4,000,000	4,000,000	0	0	0	20,000,000
Match	7,700,000	5,500,000	5,100,000	1,700,000	0	0	0	20,000,000
Total	14,700,000	10,500,000	9,100,000	5,700,000	0	0	0	40,000,000
State %	47.6	47.6	44.0	70.2	0.0	0.0	0.0	
Match %	52.4	52.4	56.0	29.8	0.0	0.0	0.0	

Matching Funds Source   Add New Source

Source of Funds	Amount		
UMMS-Cash from Operations	20,000,000	Edit	Delete
Total	20,000,000		

	Click "Cost & Funds" on the dark yellow toolbar. Click "Matching Funds" on the light yellow toolbar.
Matching Funds	**No data entry required.** CBIS will populate the "Matching Funds" table based on information you entered in prior screens.
Matching Funds Source	To enter matching funds data, you can input new data or edit existing data. Round dollar amounts to the nearest $1,000 and do not include commas or decimals.
	To enter new data, click "Add New Source" on the "Matching Funds" screen. Enter the new data in the "Source of Funds" and "Amount" fields and click "Update." Review the information you have entered. Repeat this process for each new fund source.
	To edit data already in the "Matching Funds Source" table, click "Edit" (or "Delete" if appropriate) on the appropriate line in the "Matching Funds Source" screen. Enter the changes in the "Source of Funds" and/or "Amount" fields, and click "Update." Review the changes. Repeat this process for each fund source entry as necessary. CBIS will total the fund sources you have entered.
	After you enter all matching funds sources, the "Match Total" in the "Matching Funds" table must equal the "Total" row in the "Matching Funds Source" table.

Non-State-Owned Project
Details and Justification—Request Screen

Title: Maryland Zoo in Baltimore - Infrastructure Improvements

Details and Justification – Request

The Maryland Zoo in Baltimore requests $5,000,000 in GO bonds to construct improvements to its aging infrastructure. Projects are grouped into three categories: Basic Infrastructure Improvements, Strategic Services Improvements, and Exhibits/Attractions Improvements. The requested amount is consistent with the CIP.

Founded in 1876, the Maryland Zoo in Baltimore is the third-oldest zoo in the country, and it has continually expanded over the years. New exhibits were incrementally added and the Zoo now occupies 45 of their 135 acres. The FY 2020 funding will be used for:

Basic Infrastructure Improvements - $3,550,000

Basic infrastructure improvements include correcting life-safety/United States Department of Agriculture (USDA)/Animal Welfare Act, and Association of Zoos and Aquariums (AZA) deficiencies throughout the Zoo, perimeter fence replacements, emergency backup generator, roof replacements, as well as renovations to the Elephant House, Visitor Parking Lots A & B , the Leopard Building, and the need for a Tree Survey.

- The Zoo will use $800,000 to address deficiencies identified by USDA and AZA inspectors, changes in federal legislation/ regulations, and Zoo Staff. The Zoo has a growing, living collection and must adjust priorities accordingly. Projects will correct life-safety and animal welfare deficiencies to allow the Zoo to continue to meet the standards of its regulatory agency, the United States Department of Agriculture (USDA). Funding is also requested to modify several existing exhibits to create a better and safer living environment for the animals.
- The Zoo will use $200,000 for perimeter fence replacement. The Zoo is required by USDA regulations to have an eight-foot-tall perimeter fence (with barbed wire on top) around the Zoo's entire 135 acres. Fencing is in need of replacement due to general age and damage from falling trees/tree limbs, vehicle hits, and vandalism. In particular, inclement weather in spring 2018 damaged fencing due to fallen trees. As much fencing as possible will be replaced each year based on priority needs.
- The Zoo will use $100,000 to design and install an emergency backup generator. The project will provide backup throughout the Zoo's animal, staff, and guest areas in the event of a power outage in order to maintain lighting, refrigeration, etc.
- An additional $100,000 will be used for roof replacement of buildings zoo wide. Many buildings around the Zoo are in various stages of disrepair due to age and damage and need roof replacement. As many roofs as possible will be replaced based on priority.
- The Elephant House was constructed in 1926 and once housed elephants and hippos, but is now used as a storage area. This building's roof must be renovated and the soffit, gutters, and gutters must be replaced. During last year's visit by the AZA Visiting Committee, the Zoo was cited for the mold and lead paint in the building. The contract to make those repairs has been submitted, but if these exterior items are not dealt with, the mold will return. The Maryland Historical Trust has a perpetual historic easement on the exterior of the building. The Zoo requests $350,000 for this roof renovation.
- The Zoo requests $1,000,000 to renovate Parking Lots A & B as the first installment of a four-year request. Over the years, the lots have become an impervious surface with rainwater running off the parking lots. A heavy rain and tree roots can cause the

	Click "Justification" on the dark yellow toolbar to get to the "Details and Justification—Request" screen.
Details and Justification— Request	Expand on the information included in the project description. Describe and justify the project in sufficient detail to indicate clearly the nature of the work to be funded. Include the size of the facility in NSF and GSF, what the scope of the project is, its location, a description of the services that the facility provides and the specific kinds of clients who receive the services, and any secondary components of the project, if applicable. Address facility problems, causes of the problems, and consequences to the delivery of services. Describe how the project will resolve the facility problems described. Provide quantitative data, when possible and where appropriate, to support the project justification, such as the number of clients who need to be served, are currently being served, and will be served upon completion of the project. Also, indicate if there are any secondary objectives, or if the scope of the problem goes beyond what has been indicated above. Explain if there are any issues that must be addressed, such as historic preservation or project phasing. All numbers in the write-up (NSF, GSF, etc.) must agree with supporting documents such as the CEW or other sections of the CBIS worksheet. Explain any changes to the project scope and schedule since the publication of the current CIP. Address three issues in the supporting comments: 1) descriptions of the facility problem(s), 2) consequences of the facility problem(s) on service delivery, and 3) outcomes. **Facility Problem(s).** Generally, four types of facility problems may characterize a project: insufficient space, functional inadequacy of existing space, obsolescence or deficiencies in existing space, and location as a barrier to client services. One or more of the facility problems can be involved in a project. ***Insufficient space*** *means that more space is needed for a function than is currently available. This may occur because standards require more space or an increase in users has resulted in overcrowding in the existing space. For example, an increase of patients at a health facility may result in the need for more clinical space.* ***Functional inadequacy of space*** *means that the physical characteristics of the existing space must be changed so that it can be more effectively utilized for the designated purpose. For example, using space for clinical examinations that was previously used for radiological services would have to be changed for the more effective delivery of the clinical services.*

Details and Justification— Request (Continued)	**Facility Problem(s) (continued)** • *Obsolete/deficient space* means that the space is outdated or defective. Examples include leaking roofs, buildings not in compliance with codes, and HVAC systems with inadequate capacity. • *Location as a barrier to client services* means that the location of an existing facility is not suitable for providing services as intended. For example, a health clinic that primarily serves low-income populations and is located far from public transportation may have to be relocated to be more accessible. **Consequences on Operations/Service Delivery.** After describing a facility problem, state its consequences on the operations within the building and the delivery of services from the building. For example, did the lack of sufficient space cause the school to turn away students, or cause the hospital to go to flyby status? Also, if applicable, discuss how adapting the existing facility would not be sufficient to deliver services effectively. For example, accepting more students, without increasing available space, might create overcrowded classes. **Outcomes.** Discuss the outcomes that are expected to occur as a result of an effectively delivered service. An outcome means the desired improvement in the condition or situation of the customers that arises from use of a State agency's services. For example, increased space for prison housing might reduce the number of incarcerated people harmed as a result of unsafe housing conditions. Use quantitative data to help justify your project. For example, if insufficient space is the facility problem, then quantify the shortfall and cite the space standards used to arrive at the determination. Service/operations problems should also be measured using quantitative data. Referring to the above examples, state the number of students turned away from classes due to overcrowding. Measurement of outcomes is particularly important because it indicates the degree to which the project's services are meeting the customer's needs. In the above prison example, data could be provided indicating the number of "safety incidents." Managing for Results (MFR). Identify which MFR goals this project will affect and/or impact. Elaborate on how this project helps to accomplish that goal. Goals and objectives are outlined in the current Maryland operating budget volumes, which are located on the DBM website under Operating Budget. Note: OCB recommends cutting and pasting from Word by clicking on the Paste Plain Text button and doing all formatting in CBIS. Click "Save."

Non-State-Owned Project
Details and Justification—Request Screen (Continued)

Uploading Documents to CBIS	To upload supporting documents to a request, go to the "Justification" section and scroll down to "Supporting Documents" at the bottom of the page. Click "Browse" to select your document and then click "Upload." After uploading your document, click "Save" or you may lose any changes you made to the supporting comments section when you navigate away from this page. To download a document you have uploaded to CBIS, click on the "Download" button on the right side of the screen. To delete a document you have uploaded, click "Delete." Uploaded documents must be in Excel or PDF format. Agencies may upload signed agency request letters, backup documentation, cash flows, and fund summaries. Agencies may not upload documents in lieu of providing supporting comments.

Non-State-Owned Project
Detail for Project Screen

Click "Details" on the dark yellow toolbar. Click "Add New Area" to bring up the above screen to which you may add individual spaces or edit/delete the detail for previously entered spaces. Note: Do not include commas or decimals.	
Add New Area	Enter the name of a major area and its NSF in the two blank fields that appear and click "Update."
Update	After entering the area name and net square feet, click "Update" to add the space. The "Detail for Project" screen will reappear.
Cancel	Click "Cancel" to default the area name and square feet fields to blank spaces.
Edit	Click "Edit" to change previously entered information.
Delete	Click "Delete" to remove areas from the inventory of spaces.
Net Sq. Ft.	CBIS will automatically total the net square feet as you make entries in the "Add New Area" section above.

Non-State-Owned Project
Detail for Project (Continued)

After you add individual spaces to the proposed NSF breakdown, update the following fields. Note: Do not include commas or decimals.	
Net Sq. Ft.	If you did not click "Add New Area" to enter individual spaces, enter the net square feet for the total project. If you have used the "Add New Area" button to enter individual spaces, the total Net Sq. Ft. will be calculated by CBIS.
Gross Sq. Ft.	Enter the gross square feet (GSF) for the total project. *If you linked your CEW to the "Schedule" and "Details" screens, this field should already be populated.*
Structural Cost/GSF	The structural cost per square foot is determined by dividing the total structural construction cost (Item 8J on the CEW, if you are completing one) by the total GSF. Do not include any acquisition, planning, or equipment costs. *If you linked your CEW to the "Schedule" and "Details" screens, this field should already be populated.*
Total Construction Cost/GSF:	The total cost per gross square foot is determined by dividing the total cost of construction (Item 21c on the CEW, if you are completing one) by the total GSF. *If you linked your CEW to the "Schedule" and "Details" screens, this field should already be populated.*

Non-State-Owned Project
How to Print Your Request

__This is the first of two ways to print a copy of your request.__ This print option will print the requested worksheet only. See the next page for instructions on printing the Cost Estimate Worksheet with the requested worksheet.

When you have completed the required forms, click the "Print Requested" button located in the top right corner of the "Main" screen. Your request will appear in an Adobe file, which can be printed for review or saved in a file.

You may need to enable pop-ups in your internet browser.

Non-State-Owned Project
How to Print Your Request

This is the second way to print a copy of your request:

Go to the "Home" screen and click "View Reports" on the light yellow tool bar. Next, click "Capital Budget Work-sheets." Select the agency from the drop down menu beside Agency. Depending upon your selection, CBIS will present you with additional drop down menus for "Sub-Agency" and "Request." Select the request you wish to print. Beneath the drop down menus click the first box, "Agency Worksheet for Requested Capital Projects." If you would like to print the cost estimate, also click the box for "Cost Estimate Worksheet - Requested."

- Scroll to the bottom of the page and click "Generate Reports." A window will open showing the output file in an Adobe format. Print or save your selection using the tool bar icons at the top of the Adobe output screen.

- For an output format other than Adobe for an individual project, click "Select Output Format." A drop-down menu will appear, allowing you to select PDF (Adobe), Excel, or Word as alternative output formats. Click "Generate Reports" and a second window will appear showing the output file in the format selected.

- If you uploaded attachments, you can download and print them from this screen.

You may need to enable pop-ups in your Internet browser.

Non-State-Owned Project
How to Submit Your Request

NOTE:
- If your assigned CBIS role is an Agency User, clicking "Submit" will forward the request to your Agency Manager. After submitting the budget request, the Agency User can only view, not change, the submission. If changes are required, the Agency Manager can edit the material before submitting it to OCB. Alternatively, the Agency Manager can return the submission to the Agency User for changes by clicking on the "Main Information" screen. Click "Edit." Then, click "Request Status" and select "Unsubmit" from the drop-down menu. Click "Save" to exit the edit screen and to save the information in CBIS.

- If your assigned CBIS role is an Agency Manager, clicking "Submit" will forward the request to OCB. After OCB receives the request, the Agency Manager can only view, not change, the submission. If changes are required, contact your OCB budget analyst and they will unsubmit the request. Your OCB budget analyst may also return the submission to the Agency Manager if the submission is deemed to be incomplete, inaccurate, or incoherent.

How to submit your request:

Step 1: Print and review a copy of the forms before submitting your request to OCB. After reviewing the request forms for accuracy, return to the "Main" screen for the project and click the blue "Submit" button as shown be-

Step 2: CBIS will display a "Submit Page" screen.

If you have not already reviewed your request, click "Print Request," and your request will appear in an Adobe file, which can be printed for review or saved in a file.

After reviewing the request forms for accuracy, click "Submit Request."

If you are submitting your request after the August 15th deadline, CBIS will warn you that you are submitting after the deadline; click "Continue."

Your request is now submitted and you will no longer be able to edit your submission. Refer to the capital budget instructions circulated in May of each year for further steps.

SECTION VIII:

THE USE OF CBIS

FOR

GRANT AND LOAN PROGRAMS

<u>PREFACE FOR GRANT AND LOAN PROGRAMS</u>

How to Enter the CBIS System

How to Enter the CBIS System

To begin the budget request process, access CBIS at https://cbis.dbm.state.md.us using your internet browser. You can also access CBIS from the Office of Capital Budgeting (OCB) website by clicking the green "LOGIN" button on the right side of the screen. When you get to the login screen shown above, enter your username and password in the appropriate fields. Click "LOGIN," and the CBIS home page will appear. It will show a list of the projects/ programs previously requested for your agency.

If you do not have a username and password, call the service desk at (410) 697-9700 or email service.desk@maryland.gov.

If you know your username but do not remember your password, and you previously set up security questions, you can reset your password by clicking the "Click Here" link next to the "Forgot password?" question. Then, follow the steps as directed to reset your password.

How to Navigate Through the CBIS Screens

Once you choose a program, CBIS will take you to the program's "Main Information" screen . You will see a dark yellow toolbar at the top of the page that lists the different categories of information you must enter (e.g. "Main," "Cost & Funds," "Justification," etc.). When you click on a category heading, CBIS will take you to a new screen to enter the required information. Some of these categories have sub-menus which appear on a light yellow toolbar. To enter information in a sub-menu category, first click on the heading in the dark yellow toolbar . Then, choose the appropriate sub-menu from the light yellow toolbar.

Generally, you enter information by clicking on an "Edit" or "Edit Grid" button and filling in a blank, entering a dollar amount, or providing a narrative text. Click "Save" to exit the edit screen and to save the information in CBIS.

<u>A few pointers</u>:

- Dollar amounts: do not use commas or decimals. Do not include dollar signs ($).
- Dates: most dates are in the MM/DD/YYYY or MM/YYYY formats.
- Text (applies to program and project "Description," "Justification," and "Cost & Funds - CIP Difference" text boxes):
    - ♦ Type your text in a Word document using single spacing and a single line between paragraphs. Do

NOTE FOR COMMUNITY COLLEGE PERSONNEL:

Maryland Higher Education Commission administrators will complete Parts I and II. Individual community college administrators are responsible for completing Part IIIA requests. Community Colleges should prioritize project requests in the "Project Description" section of the Part IIIA by stating: "This project is the college's 1st, 2nd, 3rd ... priority."

NOTE FOR LOCAL JAIL AND DETENTION CENTER PERSONNEL:

Department of Public Safety and Correctional Services administrators will complete Parts I and II. Individual county detention center administrators are responsible for completing Part IIIA requests.

Grant and Loan Programs
Home Screen

If the program that you want to edit is **already in CBIS**, it will be listed under the *Request Title* column on the CBIS home page. Click on the program title to get to the program's "Main Information" screen.

If the program is not already listed, click "Create a New Request" on the light yellow toolbar on the CBIS home page. CBIS will take you to a "New Request" screen.

To access the Capital Budget Instructions, the CBIS Manual, and last year's Capital Budget Volume, click on the applicable link in the light yellow toolbar.

Grant and Loan Programs
New Request Screen

To request a new program, click "Create a New Request" on the light yellow toolbar on the CBIS home screen.	
Request Type	Choose "New Program."
Ownership	Choose "Grant and Loan."
Click "Save," and CBIS will take you to the "Main Information" screen.	

Grant and Loan Programs
Main Information Screen

Click "Edit" on the "Main Information" screen shown above.	
Title	Enter the name of the program.
Description	Describe the program in four to eight sentences. Be sure to include: • The type of funding the program provides (e.g. grant or loan). • The kind of organization or institution that receives the funding (e.g. health facility). • The specific capital activities that grantees can use the funds for (e.g. construction). • The kind of services that recipients of the funding provide (e.g. mental health services). • An indication of any cost-sharing criteria and any funding guidelines. • A statement that describes any outcomes of the service provided. An "outcome" describes the desired improvement in the condition or situation of the individuals who use the services provided by the funding recipients (e.g. enhance access to health care). • A statement indicating the number of grantee projects being requested in the upcoming fiscal year. When appropriate, the grantees should be grouped by type of services provided. • A statement of statutory guidelines and enabling legislation, if appropriate.
Request Status	This field indicates the status of the budget request. • *Unsubmitted*: allows the Agency User to view and edit and the Agency Manager to view only. • *Submitted to A/Mgr*: allows the Agency User to view only and the Agency Manager to view and edit. The Agency Manager can select *Unsubmitted* from the drop-down menu to return the budget request to the Agency User. • *Submitted to DBM*: allows the Agency User and Agency Manager to view only and DBM to view and edit.
Agency	**No data entry required.** CBIS populates this field automatically.
Sub-Agency	Select sub-agency from the drop-down menu, if available.
Legislative District	Select "99 - Statewide" or "98 - Regional" from the drop-down menu, as appropriate.
Subdivision	Select "Statewide" or "Regional" from the drop-down menu, as appropriate.
Budget Code	Select the budget code from the drop-down menu.

Grant and Loan Programs
Main Information Screen (Continued)

Program Area	Please select the program area from the drop-down menu that best categorizes the project or program. Use your judgment as to which selection appropriately categorizes your project or program. Please note that program area selections in the drop-down menu may change from year to year.
Contact Info.	Select the appropriate contact from the drop-down menu. If the correct information is not available, insert the name, address, and telephone number of the person who should be contacted to answer any questions from the review agencies.

Click "Save." For the save command to function, at minimum, you must complete the "Title" and "Agency" fields. When this information is complete, the "Main Information" screen will appear, after you click "Save." It will display all of the information that you entered. To move to another menu, click the appropriate heading on the dark yellow toolbar.

Grant and Loan Programs
Cost & Funds - Request Screen

Fund Use	2022	2023	2024	2025	2026	2027+	Total
GO	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	0	5,000,000
GF	0	0	0	0	0	0	0
SF	0	0	0	0	0	0	0
FF	0	0	0	0	0	0	0
RB	0	0	0	0	0	0	0
NB	0	0	0	0	0	0	0
Total	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	0	5,000,000

CIP Difference

FY 2022 Planned: $1,000,000 (GO Bonds). The amount requested is consistent with the amount planned in the CIP.

	Click "Cost & Funds" on the dark yellow toolbar.
Requested Funds By Source	Click the "Edit Grid" button above the "Requested Funds by Source" table. Enter the requested amount of funding for each fiscal year, broken down by fund source, in the appropriate cell. Click "Save" and review the information you entered. CBIS will calculate the row and column totals automatically. Round dollar amounts to the nearest $1,000 and do not include commas or decimals.
CIP Difference	Click the "Edit" button to update the "CIP Difference" section.
	Compare the amount of program funding that was planned in the Governor's previous CIP to the amount requested for the upcoming budget year. Begin the text with, "FY20__ Planned:" then state the funding amount planned in the current CIP for the upcoming fiscal year's capital budget, as well as type of funds recommended (i.e. General Obligation Bonds, General Funds, Special Funds).
	If the amount requested is the <u>same</u> as the amount planned, state, "The amount requested is consistent with the amount planned in the CIP."
	If the amount requested is <u>different</u>, state and explain the difference. For example, an agency may request more than the amount planned in the CIP if the legislature mandated a specific level of funding for a program. Alternatively, an agency may request less than the amount planned in the CIP if the program has an available funds balance that could be used to fund projects in the upcoming fiscal year.
	If the previous CIP did not include funding for the program, state "FY 20__ Planned: $0." Add one to two sentences to explain why your agency is requesting program funding.
	Click "Save," and the "Cost & Funds - Request" view screen will appear. To examine the material entered in the above text box, click "Cost & Funds—Request" on the light yellow toolbar.

Grant and Loan Programs
Cost & Funds - Last Year's CIP Screen

C.B.I.S.

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⊙ Cost & Funds - Request   ⊙ Last Year's CIP

Title: Public School Construction Program

Cost & Funds - Last Year's Capital Improvement Program

Last Year's Recommended Funds By Source   **Edit Grid**

Fund Use	2023	2024	2025	2026	2027+	Total
GO	216,500,000	216,500,000	216,500,000	216,500,000	0	866,000,000
GF	0	0	0	0	0	0
SF	0	0	0	0	0	0
FF	0	0	0	0	0	0
RB	0	0	0	0	0	0
NB	0	0	0	0	0	0
Total	216,500,000	216,500,000	216,500,000	216,500,000	0	866,000,000

	Click "Cost & Funds - Last Year's CIP" on the light yellow toolbar to get to the "Cost & Funds - Last Year's Capital Improvement Program" screen.
Cost & Funds - Last Year's Recommended Funds By Source	**No data entry required.** CBIS rolls this information over from the previous year. Review the information to make sure it is correct. If you need to make any changes, click "Edit Grid" and enter fund sources for each fiscal year. Round dollar amounts to the nearest $1,000 and do not include commas or decimals. Click "Save" and review the information you entered. CBIS will calculate the row and column totals.

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Grant and Loan Programs
Justification—Request

Title: African American Heritage Preservation Grant Program

Details and Justification – Request

The Department of Planning requests $1,000,000 in GO Bonds in FY 2020 for the African American Heritage Preservation Grant Program.

Senate Bill 601 requires that for FY 2017 and every fiscal year after, the Governor include $1,000,000 in the operating or capital budget submission for the African American Heritage Preservation Grant Program. For that reason, the Department of Budget and Management recommends providing $1,000,000 in GO Bonds in FY 2017 and each subsequent fiscal year.

The African American Heritage Preservation Grant Program was established by the General Assembly in 2010 and is a joint partnership of the Commission on African American History and Culture and the Maryland Historical Trust. The program was reauthorized with minor modifications in 2015. The program provides capital grants to nonprofit organizations, political subdivisions, business entities, and individuals to assist in the protection of properties that are historically and culturally significant to the African American experience in Maryland.

Grant funds can be used for acquisition, rehabilitation, new construction, capital improvements, and predevelopment costs related to properties and projects significant to the African American experience in Maryland. The criteria against which African American Heritage Preservation Grant Program projects are measured are outlined in statute and regulation and include:
• Relative historical or cultural significance of the project
• Public need and urgency of the need for the project
• The project's degree of relationship to the types of projects the Commission and the Trust have noted for special consideration
• Estimated cost and timeliness of the project
• Extent to which the project will contribute to the cumulative equitable statewide geographic distribution of funds
• Inclusion of long-term preservation measures that will protect the African American heritage property
• Comprehensiveness of the scope of the project
• Administrative capability of the project
• Extent to which the project stimulates or promotes other African American heritage preservation activities

	Click "Justification" on the dark yellow toolbar to get to the "Details and Justification—Request" screen.
Details and Justification—Request	Address the need for this program and the value of the program to your agency and the State. Provide outcome data and data that measures the amount of services that the program produces.
	Outcome data: refers to the benefit that will be gained from the expenditure of capital funds. Provide an outcome measure that indicates the current achievement of the program and the outcome target value that the program will achieve. For example, "The rate of individuals who are drug free after receiving treatment will increase from 16 percent to 25 percent." Explain why the selected measure has been chosen as an outcome measure. If the target value has not been achieved, explain possible reasons. For example, reluctance of intended beneficiaries of the program to come forward, management difficulties, or constraints of federal/State law.
	Service delivery: the following three measures should be provided: 1. The current service volume the program provides; 2. The increase in the service volume expected from the funding requested; and 3. The total service volume which still remains to be met after the funding request.
	Service volume can be measured in a variety of ways, such as numbers of individuals served, number of acres acquired, and linear feet of stream bank cleared. An example using a substance abuse program is: 1. 1,600 individuals are currently served; 2. Requested funding will result in service for 250 more individuals; and 3. 1,500 individuals remain to be served.
	Then, discuss the gap between services provided and the services needed, and the agency's plans for addressing this gap.

Grant and Loan Programs
Justification—Request Screen (Continued)

Details and Justification—Request (Continued)	<u>Managing for Results (MFR)</u>. Identify which MFR goals this program affects and/or impacts. Elaborate on how this program helps to accomplish that goal. Goals and objectives are outlined in the current Maryland operating budget volumes, which are located on the DBM website under <u>Operating Budget</u>. Click "Save." If you need to make any changes, update the text box directly. Click "Save" to keep the changes/additions or "Cancel" to keep the original comments. Note: If you cut and paste from a Word document, you will lose all formatting and tables. You can add formatting after you copy and paste the text into CBIS.
Uploading Documents to CBIS	To upload supporting documents to a request, go to "Justification" and scroll down to "Supporting Documents" at the bottom of the page. Click "Browse" to select your document. Then, click "Upload." After you upload your document, click "Save." To download a document you have uploaded to CBIS, click the "Download" link on the right side of the screen. You may delete a document you have uploaded by clicking the "Delete" link. Uploaded documents must be in Excel or PDF format. You may upload signed agency request letters, backup documentation, cash flows, and fund summaries; however you **may not** upload documents in lieu of providing supporting comments.

Grant and Loan Programs
Prior Activity Screen

Title: African American Heritage Preservation Grant Program

Prior Activity

Prior Appropriations   Edit Grid

Type	FY2017	FY2018	FY2019	FY2020	FY2021
GO	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000
GF	0	0	0	0	0
SF	0	0	0	0	0
FF	0	0	0	0	0
RB	0	0	0	0	0
NB	0	0	0	0	0
Total	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000

Prior Program Activity Using Funds from all Sources   Edit Grid

Type	FY2017	FY2018	FY2019	FY2020	FY2021	MM/DD/YYYY
Encumbrances	689,402	1,466,556	1,098,922	100,000	0	08/2019
Expenditures	763,867	721,030	725,664	33,752	0	08/2019

Click "Prior Activity" on the dark yellow toolbar.

Prior Appropriations	**No data entry required.** CBIS will roll over this information from last year. If you need to make any changes, click the "Edit Grid" button for the "Prior Appropriations" table and enter the amount of funding by type (e.g. General Obligation bond (GO), General Fund (GF), Special Fund (SF)). Click "Save" and review the information you entered. CBIS will calculate the new row and column totals automatically.
Prior Program Activity	Click "Edit Grid" for the "Prior Program Activity Using Funds from all Sources" table. Enter the amount of funds actually encumbered and expended in each of the last five fiscal years regardless of what fiscal year they were authorized. Do not include commas or decimals. An "encumbrance" is defined as a "legal commitment of funds supported by BPW approved contracts or signed purchase orders." For funds to be considered encumbered there must be an approved BPW contract, a signed purchase order, or evidence of a legal obligation. An "expenditure" is the actual amount of funds spent. Since expenditures are not linked to appropriations in this table, it is possible for expenditures to exceed appropriations in any given fiscal year. If expenditures in any given year do exceed encumbrances, please provide a brief explanation of the reasons by separate communication to your assigned capital budget analyst. For example, funds were encumbered at the end of a Fiscal Year and not expended until the next Fiscal Year. In the last column, enter the month and year (MM/YY) that the encumbrances and expenditures reflect. The month and year will likely be one or two months prior to the date of submittal. DBM will request updated figures in November/December, prior to the start of the next legislative session. Click "Save" and review the information you entered.

Grant and Loan Programs
Encumbrance and Expenditure Summary Screen

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Home   Main   Cost & Funds   Justification   Prior Activity   **Activity**   Planned Activity   Projects   **Submit**

Title: African American Heritage Preservation Grant Program

Encumbrance and Expenditure Summary by Year of Capital Authorization as of July 1st.   **Edit Grid**

Fiscal Year	Total Authorized	Amount Encumbered	Amount Expended	To Be Encumbered	To Be Expended
All Prior	5,000,000	5,000,000	4,362,838	0	637,162
FY2017	1,000,000	1,000,000	297,680	0	702,320
FY2018	1,000,000	1,000,000	80,001	0	919,999
FY2019	1,000,000	952,215	0	47,785	1,000,000
FY2020	1,000,000	0	0	1,000,000	1,000,000
SubTotal	9,000,000	7,952,215	4,740,519	1,047,785	4,259,481
FY2021	0	0	0	0	0
Total	9,000,000	7,952,215	4,740,519	1,047,785	4,259,481

	Click on "Activity" on the dark yellow toolbar.
Encumbrance and Expenditure Summary	Click "Edit Grid" for "Encumbrance and Expenditure Summary by Year of Capital Authorization as of July 1st." An input screen will appear with fields for entering encumbrance/expenditure data. Do not include commas or decimals.
	Note: This section is for *grant* programs only. Do *not* complete this section for loan or guarantee programs.
	This table asks for information about prior authorizations and your ability to encumber and expend funds from these authorizations. This table refers only to General Obligation Bond or PAYGO funding (General, Special, Federal Funds.)
	"Total Authorized" refers to the amount appropriated by the General Assembly for the period covered by the row in which it appears.
	"Amount Encumbered" refers to total funds encumbered from the authorization for that year, regardless of when they were encumbered.
	"Amount Expended" refers to the total funds spent from the total funds encumbered in the row in which it appears, regardless of when the funds were spent.
	In the "All Prior" row, enter the amounts authorized, encumbered, and expended since the *initiation* of the program.
	Note: The "Total Authorized" for each fiscal year should be the same as the totals for each fiscal year on the "Prior Appropriations" chart in the "Prior Activity" screen. The "Amount Encumbered" and the "To Be Encumbered" amount should equal the "Total Authorized" in each fiscal year. The "Amount Expended" and the "To Be Expended" amount should equal the "Total Authorized" in each fiscal year.
	Click "Save" and review the information you entered. CBIS will calculate the "To Be Encumbered" and "To Be Expended" columns and the "Totals" rows.

Grant and Loan Programs
Planned Activity for Current Fiscal Year Screen

Click "Planned Activity" on the dark yellow toolbar.

This screen shows the fund balance for FY 2022 after the total expenses of the planned activity in FY 2021 are subtracted from the total revenue. Do not include commas or decimals.

Beginning Balance	Enter the unencumbered balance available to the program on the first day of the current fiscal year. The beginning balance should be the same as the amount in the "SubTotal" row in the "To Be Encumbered" column on the "Activity" screen. If the program had no balance, enter a zero.
GO/GF Appropriations	Enter the funding the program received from General Obligation Bonds and General Fund appropriations for the current fiscal year.
Other Funding	Enter the funding the program received from any source other than General Funds and General Obligation Bonds during the current fiscal year (e.g. Special Funds or Federal Funds). "Total Revenue" will then calculate automatically.
Encumbrances	Enter the program's total anticipated encumbrances for the current fiscal year. If a "Part II" summary of "Projects - Current Year Planned Activity" is being submitted, this amount should be the same as the "Total Amount" shown in the "Current FY Amount" column.
Costs	If there are anticipated operating expenses and indirect charges that are authorized by law, enter this amount. "Total Expenses" and the "Total Available for Next Fiscal Year" will calculate automatically after you click "Save." Click "Save," and the "Projects - Requested" screen will appear. To view the material that you just entered, click the "Planned Activity" menu.

Grant and Loan Programs
Projects - Current Year Planned Activity Screen (Part II)

Subdivision	District	Title	Est. Cost	Prior	Phase	FY 2022 Planned	Phase	Future Req.	Phase	States Share %			Sub-Agency Priority
Frederick	3B	Urbana Elementary School	47,216,000	15,367,877	C	3,073,000	C	28,775,123	C	100.0	Delete	View	1
Anne Arundel	32	North County High School	36,791,000	0		6,974,000	C	29,817,000	C	100.0	Delete	View	1
Frederick	4	Brunswick Elementary School	48,101,000	0		500,000	C	47,601,000	C	100.0	Delete	View	1
Howard	13	Talbott Springs Elementary School	43,467,000	5,698,104	C	4,852,000	C	32,916,896	C	100.0	Delete	View	1
Montgomery	19	Colonel E. Brooke Lee Middle School	62,864,000	0		1,577,762	C	61,286,238	C	100.0	Delete	View	1
Montgomery	17	Gaithersburg Cluster Elementary School #8	39,000,000	0		8,725,000	C	30,275,000	C	100.0	Delete	View	1
Montgomery	19	John F. Kennedy High School	26,578,000	0		3,257,238	C	23,320,762	C	100.0	Delete	View	1
Prince George's	27A	William Schmidt Outdoor Educational Center	48,525,000	8,498,000	C	6,241,818	C	33,785,182	C	100.0	Delete	View	1
Statewide	99	Cash Flow Adjustment	-5,200,818	0		-5,200,818	O	0		100.0	Delete	View	1
Totals			**347,341,182**	**29,563,981**		**30,000,000**		**287,777,201**					

Total Funds Planned to be Encumbered in FY 2022: **30,000,000**

	Click "Projects" on the dark yellow tool bar, then "Projects - Current Year Planned Activity" on the light yellow toolbar.
Projects proposed for FY 20__	Information in this screen should roll over from last year's recommendations. This list includes all authorized projects which have been, or are expected to be, encumbered during the current fiscal year. Update the list to reflect the following:

1. To remove a project, click "Delete" next to the project of concern. You may need to remove a project for reasons including legislative cuts, cancellation, delays in project schedules, or de-authorization.
2. To add a project, click "Add New." You may need to add projects due to legislative authorizations.
3. To review a project, click "View." Verify that the information for all projects remaining on the list is complete and accurate.

Information about the use of "Delete," "Copy," "View," and "Add New" is described below.

1. <u>Delete</u> - If CBIS rolled over a project that will not be encumbered in the current year, click "Delete" to remove the project.

CAUTION: Once the delete button is selected, the project is deleted and cannot be retrieved. Using the Internet back button to undelete will prompt an error in CBIS and take you to the log in screen. |

Projects proposed for FY 20__ (Continued)	2. <u>Copy</u> - If a project is proposed for funding in the next Fiscal Year, click Copy to copy the project onto "Part III - Summary of Requested Projects for Capital Grant and Loan Program." Also, the Part II A will be copied onto a Part IIIA Form, so you will not need to manually reenter information. However, you may need to update information regarding the cost and schedule.
	3. <u>View (Same as Edit)</u> - CBIS will roll over projects from the previous year's submission. To edit a project, click the "View" link that corresponds with the project's name. Check the material on this screen, and the "Cost & Funds," "Matching Funds," and "Details and Scheduling" sub-menu screens.
	Note: Clicking "Save" in the "Details and Scheduling" screen will bring you back to the "Main" screen for the project being reviewed. To review, add, or delete <u>additional projects</u> for the current year, click "Projects" on the dark yellow toolbar (already highlighted), then click "Projects - Current Year Planned Activity" on the light yellow toolbar and proceed as outlined in the above paragraph.
	4. <u>Add New</u> - If CBIS did not roll over projects from the previous year, or the current year includes additional new projects, you must add them to the prior funded projects list. Click "Add New" and follow the instructions beginning on the next page.
	Note: If your program permits redistribution of surplus funds for previously unidentified projects, add these new projects to the database by completing the screens that follow after clicking "Add New."

CBIS updates the "Projects - Current Year Planned Activity" summary page (Part II) as you enter projects. All fields are populated from data entered for individual projects. CBIS also calculates the totals for "Est. Cost," "Prior," "FY 20__ Planned," and "Future Req." that appear on the summary page. To change information entered, click "View" on the project of concern. After making any changes, click "Save" and return to this screen to view the changes.

The "FY 20__ Planned" column total should equal the "Encumbrances" amount entered on the "Planned Activity" screen. At the bottom of the project list, the "Total Funds Planned to be Encumbered in FY 20__:" field pulls the Encumbrances amount from the "Planned Activity" screen.

If the "FY 20__ Planned" column total is less than the "Encumbrances" amount, enter a new project entitled "Unallocated" or "Contingency." Insert "Statewide" for "Legislative District and Subdivision" in the "Main Information" screen. In the project "Cost and Funds - Last Year" screen, enter the dollar amount as "Other" in the "Last Year's Recommended Phase Breakdown by Cost" table. Enter the appropriate fund source in "Last Year's Recommended Funds by Source" table, leaving the phase code blank. The amount entered should balance the "FY 20__ Planned" column total in the "Projects - Current Year Planned Activity" screen and "Encumbrances" in the "Planned Activity" screen.

If the "FY 20__ Planned" column total is more than the "Encumbrances" amount, and the "Total Available for Next Fiscal Year" (Planned Activity screen) is "0," then enter a cash flow adjustment factor. To do this follow the instructions in the paragraph above except title the project "Cash Flow Adjustment" rather than "Unallocated." Calculate the amount of this "Cash Flow Adjustment" project so that the "FY 20__ Planned" column total and the "Encumbrances" are equal.

Grant and Loan Programs
Projects - Current Year Planned Activity (Part IIA) Main Information Screen

	Click "Edit" on the "Main Information" screen shown above.
Project Title	For existing projects, the name of the project will appear as previously entered. For new projects, the end of the project title needs to include a descriptor about what is being accomplished (e.g. renovation, expansion, remediation, etc.). For projects that include new construction only, the word "new" should be included at the beginning of the project title and an additional descriptor is not needed. Titles can use hyphens, commas, or colons. Do not use symbols (e.g. write "and" instead of "&"), dashes, semicolons, or obscure abbreviations and acronyms.
Description	This information should roll over from your prior request. If this is a new project or it is blank, insert a brief description of what the project proposes to accomplish. The first sentence should begin with a verb such as design, construct, renovate, etc. This section should be one paragraph and four to eight sentences long.
Address/Coordinates	There is no need to enter the address and longitude/latitude for a project that has already been funded.
Legislative District	Select the legislative district in which the project is located from the drop-down menu. Legislative districts can be located at: https://mdpgis.mdp.state.md.us/Legis_District/index.html *NOTE: Legislative Districts were last updated on February 1, 2022.*
Subdivision	Enter the subdivision (county or Baltimore City) in which the project is located from the drop-down menu.
Agency Priority	**No entry required or available.**
Does This Project Have a CEW?	You do not need to fill in a Cost Estimate Worksheet for a project that has already been funded. Click "No."

Grant and Loan Programs
Projects - Current Year Planned Activity Cost & Funds Screen (Part IIA)

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○ Main   ○ Cost & Funds   ○ Matching Funds   ○ Details and Scheduling

Cost & Funds - Last Year

Program Title: Community Parks and Playgrounds
Project Title: Martin Sutton Park - Walking and Exercise Trail

Last Year's Recommended Phase Breakdown by Cost   [Edit Grid]

	Prior	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026+	Total
Acquisition	0	0	0	0	0	0	0	0
Planning	0	0	0	0	0	0	0	0
Construction	0	29,500	0	0	0	0	0	29,500
Equipment	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
Total	**0**	**29,500**	**0**	**0**	**0**	**0**	**0**	**29,500**

Last Year's Recommended Funds By Source   [Edit Grid]

	Prior	Phase	2021	Phase	2022	Phase	2023	Phase	2024	Phase	2025	Phase	2026+	Phase	Total
GO	0		29,500	C	0		0		0		0		0		29,500
GF	0		0		0		0		0		0		0		0
SF	0		0		0		0		0		0		0		0
FF	0		0		0		0		0		0		0		0
RB	0		0		0		0		0		0		0		0
State Share	0		29,500		0		0		0		0		0		29,500
Match	0		0		0		0		0		0		0		0
Total	**0**		**29,500**		**0**		**0**		**0**		**0**		**0**		**29,500**

	Click "Cost & Funds" on the light yellow toolbar.
Recommended Phase Breakdown by Cost	Click "Edit Grid" for "Last Year's Recommended Phase Breakdown by Cost." Enter the total project cost, regardless of the source of funding. CBIS should roll this information over from last year. If the information did not roll over or you need to add a new project, enter the prior dollar amount allocated for this project in the Prior column by type of activity. In the fiscal year columns, enter the amount of funds to be encumbered for the project in the appropriate field. Round dollar amounts to the nearest $1,000 and do not include commas or decimals. Click "Save" and review the information you entered. CBIS will calculate the row and column totals and populate the "Match" and "Total" rows of the "Last Year's Recommended Funds By Source" table.
Recommended Funds By Source	Click "Edit Grid" for "Last Year's Recommended Funds By Source." Enter the required data by fiscal year and project phase. Enter only the amount of State funds authorized or to be requested for the project. CBIS should roll this information over from last year. If no data is present, then enter the type of State funds previously allocated for this project in the "Prior" column. In the fiscal year columns, enter the State funds to be requested (rounded to the nearest $1,000; do not include commas or decimals) in the appropriate field. In addition, enter the phase of activity each year's funds. Use (in caps) A, P, C, E, for Acquisition, Planning, Construction, and Equipment, respectively, but do not use commas to separate different phases. Click "Save" and review the information you entered. CBIS will calculate the row and column totals. The "Match" is the total project cost minus the combination of State funds available and to be requested. The dollar amounts in the columns of each of the two tables must be equal. If they are not, make the appropriate corrections so that the totals balance.

Grant and Loan Programs
Projects - Current Year Planned Activity Matching Funds Screen (Part IIA)

Matching Funds								
Program Title: **Maryland Drinking Water Revolving Loan Fund**								
Project Title: **Federalsburg Old Denton Road Water Main**								

Type	Prior	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026+	Total
State	0	555,828	0	0	0	0	0	555,828
Match	0	12,172	0	0	0	0	0	12,172
Total	0	568,000	0	0	0	0	0	568,000
State %	0.0	97.9	0.0	0.0	0.0	0.0	0.0	
Match %	0.0	2.1	0.0	0.0	0.0	0.0	0.0	

Matching Funds Source   Add New Source

Source of Funds	Amount		
Local Funds	12,172	Edit	Delete
Total	**12,172**		

	Click "Matching Funds" on the light yellow toolbar.
Matching Funds	The "Matching Funds" table will be populated by CBIS based on information you entered in prior screens.
Matching Funds Source	You can enter matching funds information by inputting new data or editing existing data. Round dollar amounts to the nearest $1,000 and do not include commas or decimals.
	To enter new data, click "Add New Source" on the "Matching Funds" screen. Enter the new data in the Source of Funds and Amount fields and click "Update." Review the information you entered. Note: Repeat this process to enter each new fund source.
	To edit data already in the Matching Funds Source table, click "Edit" (or Delete if appropriate) on the appropriate line in the "Matching Funds Source" table. Enter the changes in the "Source of Funds" and/or "Amount" fields and click "Update." Review the changes you made. Repeat this process for each fund source entry as necessary. CBIS will total the fund sources you have entered.
	Note: When all matching funds sources have been entered, the "Match" type of funds in the "Matching Funds" table should equal the "Total" in the "Matching Funds Source" table.

Grant and Loan Programs
Projects - Current Year Planned Activity Details and Scheduling Screen (Part IIA)

"Projects" should be highlighted on the dark yellow toolbar. Click "Details and Scheduling" on the light yellow toolbar. Do not include commas or decimals.	
Net Sq. Ft.	Enter the net square feet for the total project.
Gross Sq. Ft.	Enter the gross square feet for the total project.
Efficiency Factor	Click "Save," and CBIS will calculate this field based on Net and Gross Sq. Ft. entered.
Cost Per GSF	The total cost per gross square foot is determined by dividing the total cost of construction (Item 21c on the CEW) by the total gross square feet.
Program Status	Facility programs are required for certain grant programs. From the drop-down menu select the appropriate response.
Duration of Design	Indicate the actual and/or anticipated number of months to design the project and the starting date (MM/DD/YYYY).
Duration of Construction	Indicate the actual and/or anticipated number of months to construct the project and the starting date (MM/DD/YYYY).

Grant and Loan Programs
Projects - Current Year Planned Activity Details and Scheduling Screen
(Part IIA) (Continued)

Supporting Comments & Project Justification	OPTIONAL. Provide a brief summary of the facility problem, how the problem has interfered with the delivery of services, how this project will solve the problem, and the outcomes expected. Click "Save" and review the information you entered. If the design and construction data was entered, CBIS will calculate the end dates for design and construction.
Uploading Documents to CBIS	OPTIONAL. If you wish to upload supporting documents to a request, go to the "Details and Scheduling" screen and scroll down to Supporting Documents at the bottom of the page. Click "Browse" to select your document and then click "Upload." After uploading your document, click "Save" to avoid losing changes you made to the supporting comments section . To download a document you have uploaded to CBIS, click the "Download" button on the right side of the screen. To delete a document you have uploaded, click the "Delete" button. Uploaded documents must be in Excel or PDF format. Agencies may upload signed agency request letters, backup documentation, cash flows, and fund summaries. Agencies may not upload documents in lieu of providing supporting comments.

Grant and Loan Programs
Projects - Requested Screen (Part III)

Priority	Subdivision	District	Title	Est. Cost	Prior	Phase	FY 2023 Req.	Phase	Future Req.	Phase	States Share %				Sub-Agency Priority
1	Frederick	3B	Urbana Elementary School	37,215,877	18,440,877	C	18,775,000	C	0		100.0	Delete	View		1
2	Anne Arundel	32	North County High School	11,974,000	6,974,000		5,000,000	C	0		100.0	Delete	View		1
3	Frederick	4	Brunswick Elementary School	11,100,000	500,000		10,600,000	C	0		100.0	Delete	View		1
4	Howard	13	Talbott Springs Elementary School	14,465,104	10,550,104	C	3,915,000	C	0		100.0	Delete	View		1
5	Statewide	99	Contingency	1,710,000	0		1,710,000	O	0		100.0	Delete	View		1
	Totals			76,464,981	36,464,981		40,000,000		0						

Total Funds Requested in FY 2023: **40,000,000**

	Click "Projects" on the dark yellow toolbar. "Projects - Requested" will automatically be highlighted on the light yellow toolbar. If you are already working in the "Projects" menu, you may need to click "Projects - Requested" on the light yellow toolbar. Click "View" to see details of a project in the same tab or click "New Tab" to view in a separate tab.
Projects Included in FY 20__ Request	Information in this screen should roll over from last year's recommendations. This list includes all recommended projects in the last fiscal year. Update the list to reflect the following: 1. Removal of projects from the list because prior year funding comprised all the funding that will be requested for the project. To remove a project, click Delete next to the project of concern. **CAUTION:** Once the "Delete" button is clicked, the project is deleted and cannot be retrieved. Using the Internet Back button to undelete will prompt an error in CBIS and take you to the log in screen. 2. Addition of new projects being requested for the first time. To add a project, click "Add New." 3. Verification that the information for all projects on the list is complete and accurate. To review information, click "View" and an "Edit" screen will appear. Once a project is added, you can "View" and "Delete." These commands will appear to the right of the project title. Click "View" to access to the sub-menus for each project.
Total Funds Requested in FY 20__ : _____	"Total Funds Requested in FY 20__:" indicates how much funding is being requested in the current year. This field pulls the amount entered in the program-level "Cost & Funds - Request" screen (located in the dark yellow toolbar). Use this function to verify that the sum of the funding requested for each project equals what was requested for that year in the "Cost & Funds - Request" screen.

Grant and Loan Programs
Projects - Requested Main Screen (Part IIIA)

To create a new project, click "Add New." To view or edit an existing project, click "View." Click "Edit" on the "Main Information" screen shown above. To view the next or previous project, click "Next" or "Back".	
Project Title	For existing projects, the name of the project will appear as previously entered.
	For new projects, the end of the project title needs to include a descriptor about what is being accomplished (e.g. renovation, expansion, remediation, etc.). For projects that include new construction only, the word "new" should be included at the beginning of the project title and an additional descriptor is not needed.
	Titles can use hyphens, commas, or colons. Do not use symbols (e.g. write "and" instead of "&"), dashes, semicolons, or obscure abbreviations and acronyms.
Description	This section should be one paragraph and four to eight sentences long. Describe the project. The first sentence should start with a verb such as construct, renovate, or convert. Include the NSF and GSF from the facility program (if a program was submitted and approved by OCB), which should also be the same as the NSF and GSF that is used in the CEW. Next, include what the project is, and where the project is located. Cite any significant secondary purpose (e. g. renovate an existing building as part of a project to construct an addition to the building). If there are phases to the project, indicate the number of phases and describe each of them. Finally, include a generalized statement of the rationale, which will provide the justification for the project.
Location	Enter the project's street address and longitude/latitude <u>in decimal degrees</u> (-76.621972, 39.301324). You can find your project's longitude and latitude at the Department of Planning's Interactive Maps webpage. Click on the Growth and Conservation Overlays interactive map. If the project's location is yet to be determined, put "N/A" in the address and longitude/latitude fields.
Agency	**No data entry required.** CBIS will populate this field.
Sub-Agency	**No data entry required.** CBIS will populate this field.

Grant and Loan Programs
Projects - Requested Main Screen (Part IIIA) (Continued)

Legislative District	Select the legislative district in which the project is located from the drop-down menu. Legislative districts can be located at: https://mdpgis.mdp.state.md.us/Legis_District/index.html *NOTE: Legislative Districts were last updated on February 1, 2022.*
Subdivision	Enter the subdivision in which the project is located from the drop-down menu.
Agency Priority	This field is not populated by CBIS until you have entered all your projects. Once you have done so, manipulate the project order from the "Projects - Requested" screen as described on page 124.
Does This Project Have a CEW?	Indicate if a Cost Estimate Worksheet is available for this project by clicking on "Yes" or "No." If you click "Yes," a "CEW" option will appear on the light yellow toolbar. Instructions for completing a CEW are included in Section IX.
Click "Save." For the "Save" command to function, at minimum the "Title" and "Agency" fields must be complete. If this information is complete, the "Main Information" screen will re-appear, showing all of the information that you entered. To move to another menu, click on the desired menu option on the dark yellow toolbar.	

Grant and Loan Programs
Projects - Requested Cost & Funds Screen (Part IIIA)

Cost & Funds - Request

Program Title: Community Health Facilities Grant Program
Project Title: Chrysalis House, Inc.

Requested Phase Breakdown by Cost　　Edit Grid

	Prior	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027+	Total
Acquisition	0	0	0	0	0	0	0	0
Planning	0	0	0	0	0	0	0	0
Construction	1,733,333	2,199,204	0	0	0	0	0	3,932,537
Equipment	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
Total	**1,733,333**	**2,199,204**	**0**	**0**	**0**	**0**	**0**	**3,932,537**

Requested Funds By Source　　Edit Grid

	Prior	Phase	2022	Phase	2023	Phase	2024	Phase	2025	Phase	2026	Phase	2027+	Phase	Total
GO	1,300,000		1,649,403	C	0		0		0		0		0		2,949,403
GF	0		0		0		0		0		0		0		0
SF	0		0		0		0		0		0		0		0
FF	0		0		0		0		0		0		0		0
RB	0		0		0		0		0		0		0		0
State Share	1,300,000		1,649,403		0		0		0		0		0		2,949,403
Match	433,333		549,801		0		0		0		0		0		983,134
Total	**1,733,333**		**2,199,204**		**0**		**0**		**0**		**0**		**0**		**3,932,537**

Click on "Cost & Funds" on the light yellow toolbar.

Requested Phase Breakdown by Cost	Click "Edit Grid." This table shows the total cost of the project, regardless of the source of funding. In the "Prior" column, enter any funding that has been allocated for this project by type of activity. In the fiscal year columns, enter the amount of funds being requested for the project in the appropriate cell, rounded to the nearest $1,000. Do not include commas or decimals. Click "Save." CBIS will calculate the row and column totals <u>and</u> populate the "Match" and "Total" rows of the "Last Year's Recommended Funds By Source" table.
Requested Funds By Source	Click "Edit Grid." In the "Prior" column, enter the type of program funds previously allocated for this project. In the fiscal year columns, enter the program funds being requested, rounded to the nearest $1,000. Do not include commas or decimals. In both the prior and fiscal year columns, indicate with capital letters the phase of activity each year's funds will assist. Use A, P, C, E, for Acquisition, Planning, Construction, and Equipment, respectively, but do not use commas to separate different phases. Click "Save" and review the information you entered. CBIS will calculate the row and column "Total," "State Share," and "Match" amounts. The "Match" is the total project cost minus the combination of program funds (State Share) throughout the life of the project as represented in the "Cost & Funds" screen prior and fiscal year columns. The column totals in each table must match.

Grant and Loan Programs
Projects - Requested Matching Funds Screen (Part IIIA)

Type	**Prior**	**FY2022**	**FY2023**	**FY2024**	**FY2025**	**FY2026**	**FY2027+**	**Total**
State	1,300,000	1,649,403	0	0	0	0	0	2,949,403
Match	433,333	549,801	0	0	0	0	0	983,134
Total	1,733,333	2,199,204	0	0	0	0	0	3,932,537
State %	75.0	75.0	0.0	0.0	0.0	0.0	0.0	
Match %	25.0	25.0	0.0	0.0	0.0	0.0	0.0	

Matching Funds Source

Source of Funds	Amount		
Cash in-hand	250,000	Edit	Delete
Fund raising	183,333	Edit	Delete
Total	**433,333**		

	Click "Matching Funds" on the light yellow toolbar.
Matching Funds Type	The "Matching Funds" table populates based on information you entered in prior screens.
Matching Funds Source	You can enter matching funds data by inputting new data or editing existing data. Do not include commas or decimals. To enter new data, click "Add New Source" on the "Matching Funds" screen. Enter the new data in the "Source of Funds" and "Amount" fields and click "Update." Review the information you entered. Repeat this process to enter each new fund source. To edit data already in the "Matching Funds Source" table, click "Edit" (or "Delete" if appropriate) on the appropriate line in the Matching Funds Source table. Enter the changes in the "Source of Funds" and/or "Amount" fields, and click "Update." Review the changes you made. Repeat this process for each fund source entry as necessary. CBIS will total the fund sources you have entered. Note: When all matching funds sources have been entered, the "Match" type of funds in the "Matching Funds" table should equal the "Total" in the "Matching Funds Source" table.

Grant and Loan Programs
Projects - Requested Details and Scheduling Screen (Part IIIA)

Click "Details and Scheduling " on the light yellow toolbar. *If you linked your CEW to the "Details and Scheduling" screen, the dates of the design and construction periods and the NSF/ GSF fields on this screen should already be populated. If not, manually enter the information as described below.* Note: Do not include commas or decimals.	

Net Sq. Ft	Enter numerical value if applicable.
Gross Sq. Ft	Enter numerical value if applicable.
Efficiency Factor	Click "Save," and CBIS will calculate this field based on the NSF and GSF entered.
Cost Per GSF	The total cost per gross square foot is determined by dividing the total cost of construction (Item 21c on the CEW) by the total gross square feet.
Program Status	Facility programs are required for certain grant programs. Select the appropriate status from the drop-down menu.
Design Period (Months)	Enter the duration of design in months.
Design Period (Starting On)	Enter the actual or anticipated date design begins (MM/DD/YYYY). Click Save, and CBIS will calculate the design completion date.
Construction Period (Months)	Enter the duration of construction in months.
Construction Period (Starting On)	Enter the actual or anticipated date construction begins (MM/DD/YYYY). Click "Save," and CBIS will calculate the construction completion date.
Click "Save. "To edit the "Supporting Comments & Project Justification", click on the "Edit" button.	

Grant and Loan Programs
Projects - Requested Details and Scheduling Screen (Part IIIA) (Continued)

Supporting Comments & Project Justification	To edit the "Supporting Comments & Project Justification", click the "Edit" button.
	Expand on the information included in the project description. Describe and justify the project in sufficient detail to indicate clearly the nature of the work to be funded. Include the size of the facility in NSF and GSF, what the scope of the project is, its location, a description of the services that the facility provides and the specific kinds of clients who receive the services, and any secondary components of the project, if applicable. Address facility problems, causes of the problems, and consequences to the delivery of services. Describe how the project will resolve the facility problems described. Be sure to provide quantitative data, when possible and where appropriate, to support the project justification, such as the number of clients who need to be served, are currently being served, and will be served upon completion of the project. Also, indicate if there are any secondary objectives, or if the scope of the problem goes beyond what has been indicated above. Explain if there are any issues that must be addressed, such as historic preservation or project phasing.
	All numbers in the write-up (NSF, GSF, etc.) must agree with supporting documents such as the CEW or other sections of the CBIS worksheet. Explain any changes to the project scope and schedule since the part I/II facility program (if applicable) was approved or since the publication of the current CIP.
	In developing the supporting comments, three issues should be addressed. They are: 1) descriptions of the facility problem(s), 2) consequences of the facility problem(s), on service delivery, and 3) outcomes.
	Facility Problem(s). Generally, four types of facility problems may characterize a project: insufficient space, functional inadequacy of existing space, obsolescence or deficiencies in existing space, and location as a barrier to client services. One or more of the facility problems can be involved in a project.
	• *Insufficient space means that more space is needed for a function than is currently available. This may occur because standards require more space or an increase in users has resulted in overcrowding in the existing space. For example, an increase of patients at a health facility may result in the need for more clinical space.*
	• *Functional inadequacy of space means that the physical characteristics of the existing space must be changed so that it can be more effectively utilized for the designated purpose. For example, using space for clinical examinations that was previously used for radiological services would have to be changed for the more effective delivery of the clinical services.*
	• *Obsolescent/deficient space means that the space is outdated or defective. Examples include leaking roofs, buildings not in compliance with codes, and HVAC systems with inadequate capacity.*
	• *Location as a barrier to client services means that the location of an existing facility is not suitable for providing services as intended. For example, a health clinic that primarily serves low-income populations and is located far from public transportation may have to be relocated to be more accessible.*
	Consequences on Operations/Service Delivery. After describing a facility problem, state its consequences on the operations within the building and the delivery of services from the building. For example, did the lack of sufficient space cause the school to turn away students? Also, if applicable, discuss how adapting the existing facility would not be sufficient to deliver services effectively. For example, accepting more students, without increasing available space, might create overcrowded classes.

Grant and Loan Programs
Projects - Requested Details and Scheduling Screen (Part IIIA) (Continued)

Supporting Comments & Project Justification (Continued)	**Outcomes.** Discuss the outcomes that are expected to occur as a result of an effectively delivered service. An outcome means the desired improvement in the condition or situation of the customers that arises from use of a State agency's services. For example, increased space for prison housing might reduce the number of inmates harmed as a result of unsafe housing conditions. Use quantitative data to help justify your project. For example, if insufficient space is the facility problem, then quantify the shortfall and cite the space standards used to arrive at the determination. Service/operations problems should also be measured using quantitative data. Referring to the above examples, state the number of students turned away from classes due to overcrowding. Measurement of outcomes is particularly important because it indicates the degree to which the project's services are meeting the customer's needs. In the above prison example, data could be provided indicating the number of "safety incidents." Note: OCB recommends cutting and pasting from Word by clicking on the Paste Plain Text button and doing all formatting in CBIS. Click "Save." Scroll down to upload supporting documents to CBIS.
Uploading Documents to CBIS	To upload supporting documents to a request, go to the "Details and Scheduling" screen and scroll down to "Supporting Documents" at the bottom of the page. Click "Browse" to select your document and then click "Upload." After uploading your document, click "Save" to avoid losing any changes. To download a document you have uploaded to CBIS, click on the "Download" button on the right side of the screen. To delete a document you have uploaded, click "Delete." Uploaded documents must be in Excel or PDF format. Agencies may upload signed agency request letters, backup documentation, cash flows, and fund summaries. Agencies may not upload documents in lieu of providing supporting comments.
When finished with the "Details and Scheduling" screen, return to the "Projects - Requested" screen and continue entering projects. There is no need to complete the "Operating Impact" screen for projects funded through a grant or loan program.	

Grant and Loan Programs
Projects - Requested Screen (Part III)

Priority	Subdivision	District	Title	Est. Cost	Prior	Phase	FY 2023 Req.	Phase	Future Req.	Phase	States Share %			Sub-Agency Priority
1	Frederick	3B	Urbana Elementary School	37,215,877	18,440,877	C	18,775,000	C	0		100.0	Delete	View	1
2	Anne Arundel	32	North County High School	11,974,000	6,974,000		5,000,000	C	0		100.0	Delete	View	1
3	Frederick	4	Brunswick Elementary School	11,100,000	500,000		10,600,000	C	0		100.0	Delete	View	1
4	Howard	13	Talbott Springs Elementary School	14,465,104	10,550,104	C	3,915,000	C	0		100.0	Delete	View	1
5	Statewide	99	Contingency	1,710,000	0		1,710,000		0		100.0	Delete	View	1
	Totals			76,464,981	36,464,981		40,000,000		0					

Total Funds Requested in FY 2023: **40,000,000**

	Click "Projects" on the dark yellow toolbar and "Projects - Requested" on the sub-menu.
Projects Included in FY 20__ Request	As projects are entered, CBIS updates the "Projects - Requested" summary page (Part III). All fields are populated from data entered for individual projects. Additionally, CBIS calculates the totals for "Est. Cost," "Prior," "FY 20__ Req.," and "Future Req." that appear on the summary page. In order to change information entered, click View on the particular project of concern. After making changes, click "Save," and return to this screen to view the changes.
Project Request Total	The "FY 20__ Req." column total must be the same as the amount requested for the program in the next fiscal year. At the bottom of the project list, the "Total Funds Requested in FY 20__:" field pulls the "Total" requested funds amount from the "Cost & Funds - Request" screen.

If the "FY 20__ Req." column total is less than the amount requested in the next fiscal year, a New Project entitled "Contingency" or "Unallocated" or should be entered. Insert "Statewide" for "Legislative District" and "Subdivision" in the "Main Information" screen. In the Project's "Cost and Funds - Request" screen, enter the dollar amount as "Other" in the "Requested Phase Breakdown by Cost" table and in the appropriate fund source of the "Requested Funds by Source" table, leaving the phase code blank. The dollar amount entered for the "Contingency" project must make the "FY 20__ Req." column total equal the "Total Funds Requested in FY 20__" amount. |
| **Prioritizing Projects** | Once all the projects are entered into the "Projects - Requested" screen, the projects must be prioritized from highest priority to lowest priority. On the "Projects - Requested" screen to the left of each project, you can enter the priority number of each project and save it by clicking the "Update" button.

After ranking all of the projects, you can "View" a project. On the "Main Information" screen for each project, CBIS populates the "Agency Priority" field based on what number the project has been assigned on the "Projects - Requested" screen. |

Grant and Loan Programs
How to Print Your Request

Go to the "Home" screen and click "View Reports" on the light yellow toolbar. Next, click "Capital Budget Worksheets." Select the agency from the drop down menu beside "Agency." Depending upon your selection, CBIS will present you with additional drop down menus for "Sub-Agency," "Request," and "Project." Select the request and the project you wish to print (select "All" or a specific project if you wish to print the projects within a program). Beneath the drop down menus, click the boxes you wish to print for Part I - Agency Funding Request for Capital Grant Loan Program," "Part II - Summary of Proposed Use of Available Funds for Current Fiscal Year," "Part III - Summary of Requested Projects for Capital Grant and Loan Program," and "Part IIIA - Detail of Requested Project Associated with Capital Grant and Loan Program." If you would like to print cost estimates or operating impact statements associated with projects within the program, also click the boxes for "Cost Estimate Worksheet - Requested" and "Net Effect on Agency's Operating Budget - Requested."

- Scroll to the bottom of the page and click "Generate Reports." A window will open showing the output file in an Adobe format. Print or save your selection using the tool bar icons at the top of the Adobe output screen.

- For an output format other than Adobe for an individual project, click "Select Output Format." A drop-down menu will appear, allowing you to select PDF (Adobe), Excel, or Word as alternative output formats. Click "Generate Reports," and a second window will appear showing the output file in the format selected.

- If you uploaded attachments, you can download and print them from this screen.

NOTE: You may need to enable pop-ups in your internet browser.
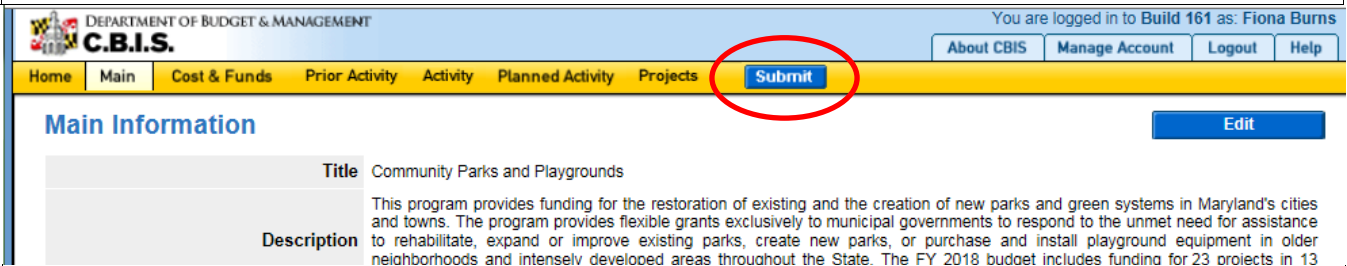
Grant and Loan Programs
How to Print Your Request

NOTE:

- If your assigned CBIS role is an *Agency User*, clicking **Submit** will forward the request to your Agency Manager. After submitting the budget request, the Agency User can only view, not change, the submission. If changes are required, the Agency Manager can edit the material before submitting it to OCB. Alternatively, the Agency Manager can return the submission to the Agency User for changes by clicking on the "Main Information" screen. Click the **Edit** button, click *Request Status* and select *Unsubmit* from the drop-down menu. Click **Save** to exit the edit screen and to save the information in CBIS.

- If your assigned CBIS role is an *Agency Manager*, clicking **Submit** will forward the request to OCB. After OCB receives the request, the Agency Manager can only view, not change, the submission. If changes are required, contact your OCB budget analyst and they will unsubmit the request. Your OCB budget analyst may also return the submission to the Agency Manager if the submission is deemed to be incomplete, inaccurate, or incoherent.

How to submit your request:

Print and review a copy of the forms before submitting your request to OCB. After reviewing the request forms for accuracy, return to the "Main" screen for the project and click the blue **Submit** button as shown below.

If you are submitting your request after the August 15th deadline, CBIS will warn you that you are submitting after the deadline; click "Continue."

Your request is now submitted and you will no longer be able to edit your submission. Refer to the capital budget instructions circulated in May of each year for further steps.

SECTION IX:

INSTRUCTIONS FOR

COMPLETING A

COST ESTIMATE WORKSHEET

(CEW)

Cost Estimate Worksheet
Main Screen

1. Click "CEW" on the dark-yellow tool bar. CBIS will display a "CEW List" screen.
2. Click "Add" to start a new CEW, and CBIS will display the screen shown above. To edit an existing CEW, click on the appropriate link under "CEW Title." Then, click "Original Requested CEW" on the following screen.

Note: When entering numerical information in grids, DO NOT use commas or decimals unless otherwise stated.

Project Title	**No data entry required.** The field populates automatically with the project title listed in the "Main Information" section of CBIS.
CEW Title	If the project has more than one CEW, enter a distinctive name for the CEW you are working on (e.g. "Phase I").
Prepared By:	**No data entry required.** The name of the individual logged in to CBIS populates automatically.
A/E on Board?	Choose "Yes" if an architect or engineer (A/E) has been hired for the project. Choose "No" if an architect or engineer has not been hired.
Override existing formulas and key in data manually?	Choose "Yes" if you have a cost estimate from your A/E that you will use to complete the CEW. If you do not have a cost estimate from an A/E, choose "No" to use the existing formulas.
Source of Estimate	Enter the name of the source of the cost estimate here. This can be an internal agency cost center, the DGS Cost Center, the project's A/E, or a consultant.
Project Location	Enter the subdivision (county or Baltimore City) in which the project is located.
Institution	**No data entry required.** If applicable, this field populates automatically.
Project #	Enter the project number if applicable. DGS assigns a project number after the General Assembly authorizes project funding.
Estimate Date	Enter the date you are entering the CEW information into CBIS in MM/DD/YYYY format.

Cost Estimate Worksheet
Main Screen (Continued)

Estimate Reference Point	Enter the Estimate Reference Point. This is the date on the source used to prepare the cost estimates and affects future escalation. The Estimate Reference Point assumes this source is the most recent Means Construction Cost Data, which is released each January. However, in practice DBM does not require agencies to use this data every year. To update a cost estimate, agencies can instead update the Estimate Reference Point to January of the current year, and then apply the prior year's escalation to the project's base costs (Items 8 -10; Structure, Site, and Utilities). This gives you an estimate of the most recent Means Construction Cost Data. Using the Estimate Reference Point to account for escalation varies depending on which of the following situations applies to your project: 1) **Project does not have a cost estimate from an A/E or Construction Manager (CM)**: If the project does not have a cost estimate from an A/E or CM, update the Estimate Reference Point to January of the current year. Typically, agencies update the Estimate Reference Point and then increase the cost per square foot in Items 8-10 by applying the prior calendar year's escalation factor (5.5% for CY 2023). 2) **Project has a cost estimate from A/E, and you selected "do not override existing formulas"**: The Estimate Reference Point will apply escalation to the project. A/E estimates entered into the CEW must be base costs that do not factor in the A/E's escalation estimate. 3) **Project has a cost estimate from the A/E, and you selected "override existing formulas"**: Because you chose to override existing formulas, the Estimate Reference Point will not affect escalation. The A/E estimates should already factor in the construction schedule and therefore escalation. 4) **Project was bid and has an estimate from the CM**: Do not update the Estimate Reference Point. You should have selected to "override existing formulas", so escalation will not apply. The CM estimate already factors in the construction schedule.

Cost Estimate Worksheet
Items 1 - 6

Item 1 Design Phase	Select the design phase of the project that the CEW data is based on from the drop-down menu. This will not necessarily be the stage of design that you are currently in. Select "Budget" if this is an initial request or if an A/E has not yet provided a cost estimate. Select "Schematic," "Design Development," or the appropriate phase of "Construction Documents" to reflect the stage of design from which the data is derived.
Item 2 Project Type	Check the appropriate box or boxes to indicate the type of project.
Item 3 Design Period	Enter the number of months it will take to design the project and the starting date in MM/DD/YYYY format.
Item 4 Estimated Bid Date	Enter the estimated bid date in MM/DD/YYYY format.
Item 5 Construction Period	Enter the number of months it will take to construct the project and the construction start date in MM/DD/YYYY format.
Project Description	**No data entry required.** The field populates automatically with the project description entered in the "Main" screen.
Item 6 Estimated MidPoint	**No data entry required.** CBIS calculates the Estimated MidPoint date automatically based on the established project schedule. The MidPoint date is halfway between the beginning and end of construction and is used by CBIS, along with the Estimate Reference Point, to calculate escalation. **To ensure this field populates correctly for an existing project, delete the existing midpoint after you update the construction period. Do not enter a date manually unless the project has an atypical construction schedule.** Click "Continue." CBIS will display "CEW - Item 7." To verify that the MidPoint auto-populated, click "back" to return to the Items 1-6 screen. To verify that the escalation makes sense, continue to the Item 8 screen and review Item 8I - Escalation to Mid-Pt. Once you have confirmed this information is correct, click "back" to return to the CEW – Item 7" screen.

Cost Estimate Worksheet
Item 7: Area Screen

			Click the **Edit Grid** button above the *New Area Worksheet* table.	

Item 7	Enter the gross square feet for the major types of space that the building will contain
New Area Worksheet	(ex. office suites, kitchen, instructional areas, research labs, etc.).

<div>

Item 7
New Area Worksheet

Enter the gross square feet for the major types of space that the building will contain (ex. office suites, kitchen, instructional areas, research labs, etc.).

1. Click "Edit Grid" to enter information or make changes.
2. For each space, enter the type of space under *Area*. Next, enter the gross square feet (GSF) and net square feet (NSF) next to the type of space. CBIS will calculate the efficiency factor automatically.
3. After entering information for each area, click "Save" and confirm that the "Totals" calculated by CBIS are correct.

Notes:

This section applies to projects for which there is a defined square footage. It does not apply to projects, such as infrastructure improvements, that do not have a defined square footage.

Efficiency factors should be consistent with instructions in the DGS Procedures Manual. For out-year estimating, use the minimum efficiency factor in the range provided by DGS.

</div>

Item 7
Renovated Area Worksheet

To enter data for *Renovated Areas,* follow the same data input process as described above for *New Area Worksheet.* Click "Save" and review the information you entered. Then, click "Continue." CBIS will display "CEW - Item 8 - Structure."

Cost Estimate Worksheet
Item 8: Structure Screen

To escalate the cost of projects for which a CEW was created last year, apply the escalation factor for the previous calendar year (5.5% for CY 2023) to Items 8A – 8F as explained in the Estimate Reference Point section.

Item 8 A **Structure - New**	Click "Edit Grid" above the "Structure - New" table to enter the cost per square foot. CBIS carries over the Area and GSF in this table from "Item 7 – New Area Worksheet." If you do not know the appropriate cost per square foot, call the DGS Cost Center at 410-767-4397. Click "Save." Note: You may use decimals; however, the printed report will show these costs rounded to the nearest dollar.
Item 8 B **Structure -** **Renovated**	Follow the same data input process as described above for "Structure - New," to enter the cost per square foot for renovated areas. CBIS will automatically carry over the Area and GSF in this section from "Item 7 – Renovated Area Worksheet." Click "Save." Note: You may use decimals; however, the printed report will show these costs rounded to the nearest dollar.

Item 8 C, D, E, and F	These items provide fields for additional entries that are not included in the cost per square foot you entered in the "Structure - New" and/or "Structure - Renovated" fields. The items generally include information technology (list internet connection costs in Item 10), built-in equipment, asbestos abatement, and demolition that are part of general construction. Itemize and list these and similar items directly into fields 8C, 8D, 8E, and 8F. Click "Continue" to save the data and navigate to the next page.
Item 8 G – Subtotal	**No data entry required.** CBIS calculates this field automatically based on the data entered in Items 8A - F.
Item 8 H—Subtotal w/ Regional Construction Factor	If you do not have a cost estimate from an A/E or CM, enter the regional construction factor for the jurisdiction in which the project is located. This factor accounts for variations in the wage rates established by the Department of Labor as applicable to the 24 subdivisions in Maryland. A/E estimates should be based on market conditions and industry forecasts. Enter a regional construction factor of 1.0 if you have an estimate from an A/E, regardless of the project's location. The regional construction factors are included in the Cost Estimate Worksheet (CEW) section of the Capital Budget Guide that is circulated to agencies by the Office of Capital Budgeting in the spring of each year.
Item 8 I—Escalation to Mid-Pt	**No data entry required.** If you responded "No" to the question "Override existing formulas and key in data manually?" in the "Main" screen, CBIS calculates these fields based on the Estimate Reference Point and construction schedule information entered on previous screens. If you responded "Yes" to the question "Override existing formulas and key in data manually? " in the "Main" screen, CBIS will automatically zero this field out.
Item 8 J—Structure Total (Item H + Item I)	**No data entry required**. CBIS calculates this field automatically.

Cost Estimate Worksheet
Item 9: Site Screen

Title: Disaster Recovery Center

CEW Title: Disaster Recovery Center

CEW - Item 9: Site

To determine site costs, use the worksheet below to list site items that are relevant to the project and list the estimated costs for those items.

A. Enter % of Item 8G or $ amount	5.00000000 % of 21,857,800 is 1,092,890	**Edit Amount**
B. Site Items Worksheet		**Edit Worksheet**

Site Items	Estimate Costs
Totals	0

C. Subtotal (line A + line B)		1,092,890
D. Subtotal w/ Regional Construction Factor: (as set in item 8H)	1.00 x line C	1,092,890
E. Escalation to Mid-Pt: (with escalation to mid-point as set in item 8I)	(15.33% of line D)	167,540
F. Site Total:	line D + line E	1,260,430

Continue | **Entire WorkSheet** | **Back**

Item 9 A **% of Item 8G**	If you responded "No" to the question "Override existing formulas and key in data manually?" in the "Main" screen, use the default of 5% to calculate the cost of general site conditions. This percentage is multiplied by Item 8G, the Subtotal of the "Structure" costs. • If the default percentage is inadequate, click "Edit Amount," insert the appropriate percentage, and click "Save." You **must** explain how you determined the modified percentage in the "CEW - Notes" screen which follows "CEW - Total" (Items 22-27). If you update costs in Item 8, Item 9A will adjust accordingly. If you responded "Yes" to the question "Override existing formulas and key in data manually?" in the "Main" screen, CBIS will automatically zero this field out. Enter the A/E's estimate as a value and click "Save." • It is not possible to enter a percentage. If you only have a percentage, use it to calculate a value, and enter that value in Item 9A. If you change any costs in item 8, Item 9A will NOT be affected. You must make changes to Item 9A manually.
Item 9 B **Site Items Worksheet**	This grid enables you to break out individual site items (e.g. site preparation, landscaping, building demolition, etc.) and costs identified by your A/E instead of combining all site items under Item 9A. You may have atypical site items that are in addition to the 5% general site conditions estimate (Item 9A). In this case, you may enter information into both Items 9A and 9B. To enter individual site items, click "Edit Worksheet" above the "Site Items Worksheet" table. Enter any discrete site work items and their Estimate Costs. To add multiple site items, click "Add New" to make a new entry. Click "Delete" to delete the most recent entry. When you complete all entries, click "Save."
Item 9 C–F **Subtotals and Total**	**No data entry required.** CBIS calculates these fields automatically. Click "Continue." CBIS will display "CEW - Item 10: Utilities."

Cost Estimate Worksheet
Item 10: Utilities Screen

Note: Do not include commas or decimals.	

Item 10A
% of Item 8G
	If you responded "No" to the question "Override existing formulas and key in data manually?" in the "Main" screen, use the default of 5% to calculate the cost for utilities. This percentage is multiplied by Item 8G, the Subtotal of the "Structure" costs.
	
	   If the default percentage is inadequate, click "Edit Amount," insert the appropriate percentage, and click "Save." You must explain how you determined the modified percentage in the "CEW - Notes" screen which follows "CEW - Total" (Items 22-27).
	   Note: If any costs in Item 8 are changed, Item 10A will adjust accordingly.
	
	If you responded "Yes" to the question "Override existing formulas and key in data manually?" in the "Main" screen, CBIS will automatically zero this field out. Enter the A/E's estimate as a value and click "Save."
	It is not possible to enter a percentage. If you only have a percentage, use it to calculate a value and enter that value in Item 10A. Note: If any costs in item 8 are changed later, Item 10A will NOT be affected, so you must adjust it manually if you want to change it.

Item 10B **Utilities Items** **Worksheet**	This grid enables you to break out individual utility costs identified by your A/E, instead of combining them into Item 10A. You may have atypical utility items that are in addition to the 5% general utilities estimate (Item 10A). In this case, you may enter information into both Items 10A and 10B. Click "Edit Worksheet" above the "Utility Items" grid. Enter any discrete site work items and their Estimate Cost identified by your A/E. To add multiple site items, click "Add New" to make a new entry. Click "Delete" to delete the most recent entry. When you complete all entries, click "Save." *Internet connection costs: To calculate the cost to connect to the State-owned fiber optic backbone, contact the Department of Information Technology (DoIT) to trace the required fiber optic line from the nearest connection point to the address of the requested project site along existing roadways. Allocate the connection costs in the final year of construction since it takes DoIT approximately six months to connect a site. Refer to DBM's annual capital budget instructions to appropriately account for connectivity costs associated with your projects.

Cost Estimate Worksheet
Item 10: Utilities Screen (Continued)

Items 10 C, D, and E Subtotals and Total	**No data entry required.** CBIS calculates these fields automatically. Click "Continue." CBIS will display "CEW - Item 11."

Cost Estimate Worksheet
Item 11 Screen

C.B.I.S.

About CBIS | Manage Account | Manage Security Questions | Logout

Home | Main | CEW | Schedule | Cost & Funds | Justification | Details | Tax Survey | Operating Imp. | Submit

Title: Disaster Recovery Center

CEW Title: Disaster Recovery Center

CEW - Item 11

The total Structure, Site, and Utilities Costs that you estimated constitutes the estimated construction cost as of the mid-point of the construction date.

Structure Estimated Cost (Item 8 Total)	26,367,064
Site Estimated Cost (Item 9 Total)	1,318,353
Utilities Estimated Cost (Item 10 Total)	1,318,353
Subtotal	29,003,770

Continue | Entire WorkSheet | Back

Item 11 Subtotal	**No data entry required.** This screen summarizes and provides a cost subtotal for the estimated costs for "Structure," "Site," and "Utilities." If any costs appear incorrect, return to the prior screens and make appropriate corrections. Click "Continue." CBIS will display Items 12 - 15, which concern Construction.

Cost Estimate Worksheet
Construction Screen

For items 12a, 12b, 12c, and 13:

If you responded "No" to the question "Override existing formulas and key in data manually?" in the "Main" screen, enter percentage data directly in the fields provided. If you know the specific dollar amount for any of these items, click "Edit" and enter the amount. Click "Save."

If you responded "Yes" to the question "Override existing formulas and key in data manually?" in the "Main" screen, you cannot enter a percentage. Enter the value by clicking "Edit" and entering the amount. Click "Save."

Item 12a **Construction Contingency**	This funding is a construction contingency for change orders during construction. The contingency amount starts out as 10% of Item 11. When construction funding becomes a budget-year request, reduce the contingency to 5%.
Item 12b **Green Building Premiums**	Include this premium only if the project is at least 7,500 GSF and if the project will achieve LEED Platinum or Net Zero Emissions. The default is 0% for buildings which will conform with LEED Silver or International Green Construction Code rating principles outlined by the Maryland Green Building Council. If the premium is greater than 0%, provide details on how the percentage was determined and what standards will be achieved in the Notes section.
Item 12c **CM Cost Construction Share**	This item applies only to Higher Education agencies and projects for which DGS approved the use of a construction manager. Other agencies should leave this item blank. Enter 3% of Item 11 + 12A. If you modify this percentage, explain how the modified percentage was determined in the "CEW - Notes" screen which follows "CEW - Total" (Items 22-27).

Cost Estimate Worksheet
Construction Screen (Continued)

Item 12d
Public Art Premium
	Enter a Public Art Premium of 0.5% of Item 11 if the project is **at least 50% State-funded and the remainder of the project cost is provided by private entities** and:
	    (1) a new construction of at least 15,000 GSF **OR** a major renovation of at least 15,000 GSF and replacement of major utilities such as HVAC, electrical, or plumbing; and
	    (2) <u>not</u> funded in the annual State capital budget as a miscellaneous grant or legislative initiative
	Unoccupied buildings such as storage facilities or garages are ineligible for Public Art. This must be used for public art and will be removed from the budget later if not used for public art.

Item 13 **Inspection and Testing**	Enter a percentage or an amount for construction inspection and testing based upon the estimated construction cost. Unless you are advised otherwise, use the rates shown below and apply them against the sum of Item 11 and Item 12a. Expected Construction Cost Rate 0 - 4,000,000 4.6% (0.046) 4,000,000 - 9,000,000 3.2% (0.032) 9,000,000 and greater 2.2% (0.022)
Item 14 **CPM Schedule**	Enter a cost for critical path scheduling. Use $10,000 plus .001 of Item 11 or estimate an allowance. Higher Education agencies should leave this item blank.
Item 15 **Miscellaneous Construction Costs**	Click "Edit" to add any miscellaneous construction-related costs not included in the area, site, or utility estimates (include a reference). Click "Add" to include additional items and their respective amounts. Click "Save" to save your entries. For all agencies that use the State's eMMA procurement system, a one-percent transaction fee for all sales under a contract (design or construction) will be applied to contracts totaling $5 million or less. Add the one-percent transaction fee for construction contracts under Item 15. Click "Continue." CBIS will display Items 16, 17, 18a, 18b, and 18c.

Cost Estimate Worksheet
Design Screen

For items 16, 17, 18a, and 18b:

If you responded "No" to the question "Override existing formulas and key in data manually?" in the "Main" screen, enter percentage information directly in the fields provided. If you know the specific amount of any of these items, click "Edit" and enter the specific dollar amount. Click "Save."

If you responded "Yes" to the question "Override existing formulas and key in data manually?" in the "Main" screen, you cannot enter a percentage in the fields provided. Enter the value by clicking "Edit" and entering the amount. Click "Save."

Note: For these items, you must justify fees in excess of the default percentages in the CEW Notes section, after "CEW - Totals" (Items 22-27).

Item 16 **A/E Basic Services Fee**	Enter the dollar amount or percentage of all basic estimated or contracted A/E services fees, including approved change orders for the project as of the date of the estimate. The typical estimated fee should be 7% of Item 11 for new construction and 7.5% for renovation.
Item 17 **A/E Special Services Fee**	Enter the dollar amount or percentage of all estimated or contracted fees for special design services. Examples include special consultants for acoustics, kitchen, telecommunications, museum exhibit design services, special surveys, etc. You may enter either the percentage of item 11 or the dollar amount.
Item 18 A **Building Equipment,** **Commissioning**	Enter the dollar amount or percentage for commissioning the building. This applies only to buildings with complex mechanical and electrical systems that require specific adjustments, testing, and the training of personnel to operate. The amount should be 1.5% of the cost of the "Structure" (Item 8J).

Cost Estimate Worksheet
Design Screen (Continued)

Item 18 B **CM Pre-construction Fees**	This item only applies to Higher Education agencies and projects for which DGS approved the use of a construction manager. Enter a percentage or the dollar amount for construction management fees that are associated with the design process. The amount should be equal to 1% of Item 11.
Item 18 C **Miscellaneous Design Costs**	Click "Edit." Enter any miscellaneous costs for design (e.g. boundary and archaeological surveys, borings, etc.) that are not included in the A/E Basic or Special Services. Click "Add" to enter additional items. Click "Save" to save your entries. For all agencies that use the State's eMMA procurement system, a one-percent transaction fee for all sales under a contract (design or construction) will be applied to contracts totaling $5 million or less. Add the one-percent transaction fee for design contracts under Item 18C. Click "Continue." CBIS will display Items 19 and 20.

Cost Estimate Worksheet
Equipment and Acquisition Screen

Item 19 A Movable Capital Equipment	Enter the estimated cost of capital-eligible movable equipment, less the information technology (IT) and audio visual (AV) equipment required. Review the Capital Equipment Guidelines. **Do not** include in your cost estimate items that are ineligible for capital funding. (Higher Education agencies are eligible to use the Equipment Allowance Calculator. Please see the equipment section of the Capital Budget Guide for instructions.)
Item 19 B Information Technology Capital Equipment	Enter the estimated cost of the IT and AV capital equipment (e.g. voice, video, data, and wireless). Items typically included here are equipment that has a very substantial associated cost, such as an electronic private branch exchange (PBX) that serves a major building or buildings in a facility on a campus, or hub servers that support a complex network of data links. (Refer to Section X: Appendices - Appendix C-1) If the IT work will be handled by a separate vendor contract, then it should also include fiber optic or copper vertical riser distribution cables, cable termination equipment and related wiring in wiring closets or each floor, and wire connecting the wire closet terminations to the wall jacks or other outlets to which telephone stations and computers will be connected that are not installed as part of the general construction contract. **Do not** include in your cost estimate items ineligible for capital funding.
Item 20 Acquisition	Enter the total cost of any acquisitions, including land and property, if applicable. Click "Continue." CBIS will display Item 21.

Cost Estimate Worksheet
Total Screen

CEW Title: FY25 - Learning Commons Renovation and Addition (Library)
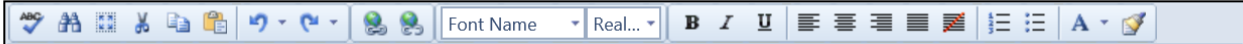
CEW - Total

Item 21 Total Project Costs

a. Acquisitions	0
b. Total Design Funds and Related Costs:	3,695,212
b1. Prior Design Funds:	3370000
b2. New Design Funds Required	325,212
c. Total Construction and Related Costs:	30,106,798
c1. Prior Construction Funds:	0
c2. New Construction Funds Required	30,106,798
d. Total Equipment 19a + 19b	4,101,055
Construction Cost of the structure per square feet at the mid-point of construction of the project: (Item 8 total divided by total GSF in Item 7)	538.14
Construction Cost of the Structure/Site/Utilities per square feet of the project: (Item 11 divided by Total GSF in Item 7)	594.57
Total Construction Cost per square feet of the project: (Item 21c divided by Total GSF in Item 7)	653.87

Continue · Entire WorkSheet · Back · Cancel

Item 21a Acquisitions	**No data entry required.** CBIS populates this field automatically based on previously entered information
Item 21b Total Design Funds and Related Costs	**No data entry required.** CBIS populates this field automatically based on previously entered information
Item 21b1 Prior Design Funds	Enter the total of all prior design funds authorized for this project, including non-State fund sources.
Item 21b2 New Design Funds Required	**No data entry required.** CBIS populates this field automatically based on previously entered information
Item 21c Total Construction and Related Costs	**No data entry required.** CBIS populates this field automatically based on previously entered information
Item 21c1 Prior Construction Funds	Enter the total of all prior construction funds authorized for this project, including non-State fund sources.
Item 21c2 New Construction Funds Required	**No data entry required.** CBIS populates this field automatically based on previously entered information
Item 21d Total Equipment 19a + 19b	**No data entry required.** CBIS populates this field automatically based on previously entered information.
Construction Costs	**No data entry required.** CBIS populates these fields automatically based on previously entered information. Click "Continue." CBIS will display a page for notes.

Cost Estimate Worksheet
Notes Screen

Notes	Explain any unusual costs, such as those that are large, atypical, or fall outside of the fixed percentages normally used to calculate building costs. For existing projects, explain significant variations from the prior year's CEW.
	If pursuing Item 12b, Green Building Premium, describe how the percentage used was determined and what standards will be achieved.
	Click "Continue." CBIS will display the CEW Summary.

Cost Estimate Worksheet
Create CEW Copy

Create Agency Copy	To create a copy of a previously completed CEW: 1. Click "CEW" in the dark-yellow toolbar. 2. Click on the title of the CEW that you wish to copy. 3. Check the box next to "Original Requested CEW." 4. Click the "Create Agency Copy" button. This will bring you to the "CEW Main" screen of the copied CEW. To make changes to the CEW copy, follow the steps outlined previously to make the desired updates.

Cost Estimate Worksheet
Linking CEW to Schedule and Details Screens
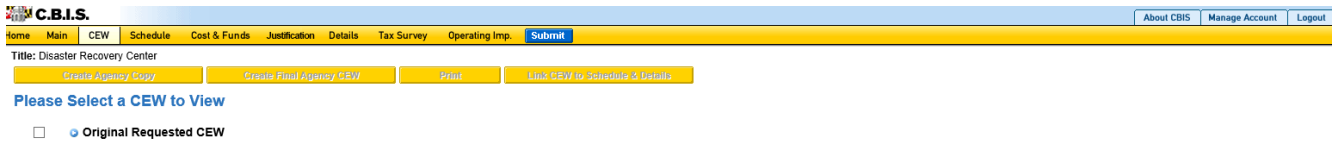
You can link the CEW to the "Schedule" and "Details" screens (for standalone projects) or to the "Details and Scheduling" screen (for projects within programs). This will pull schedule and total NSF/GSF details from the CEW and populate the appropriate fields.

Link CEW to Schedule & Details	1. Select the CEW you wish to link by clicking in the empty box to the left of the CEW. 2. Click the yellow "Link CEW to Schedule & Details" button. Navigate to the "Schedule" and "Details" or the "Details and Scheduling" screens to verify that the data has populated.

APPENDICES

APPENDIX A

CAPITAL IMPROVEMENT QUALIFICATIONS AND TERMINOLOGY

The Department of Budget and Management (DBM) has developed this material to assist State agencies in determining those types of projects that are eligible for funding through the capital budget, regardless of fund source. This section also provides a definition of the terms most commonly used in conjunctionwith capital improvement projects.

The State Finance and Procurement Article, Subsection 8-127, Annotated Code of Maryland states that the useful life of a **capital improvement** shall be at least equal to the life of the bonds by which it is financed. State capital projects are usually financed by general obligation bonds, which by constitutional provision must be amortized within a 15-year period. Thus, to qualify for State capital funds, a proposed project or its equipment must have a useful life expectancy of at least 15 years. Throughout this document, when the term "**capital project**" is used, it is understood to mean "capital improvement."

A **capital program** is a means for distributing State capital funds among a number of capital projects that share common characteristics, particularly as to function and or purpose. Examples of capital programs are the Public School Construction Program and the Facilities Renewal Program. Programs generally receive funding annually and seldom have an end date, although the projects they finance have beginning and end dates.

The **Capital Improvement Program (CIP) and Capital Budget** are two terms grouped together to clarify both their similarities and their differences. The Capital Improvement Program is published in January of each year as the Capital Budget Volume by the Department of Budget and Management. It portrays the administration's plan for allocating State capital funds among capital projects and capital programs over the ensuing five years. The capital budget is limited to the fiscal year that begins on July 1st after the document is published, while the CIP includes five fiscal years. A project included in the capital budget is therefore by definition included in the CIP. The capital budget is enacted into law (sometimes with amendments) by the General Assembly, whereas the CIP is not; however, the CIP is used as the basis for formulating capital budgets in the succeeding four years and is also used to persuade the State's bondholders that the State is managing debt prudently by not planning more capital investments over the next five years than it can afford. The CIP may also form the basis of pre-authorizations contained in the capital budget.

I.   PROJECTS THAT QUALIFY FOR STATE CAPITAL FUNDS

        A.   Real Property Acquisition:

                Acquisition of any freehold, fee or leasehold interest in land, including structures and fixtures located on the premises.

        B.   Design and Preparation of Plans and Specifications:

                1.   Includes the physical design of a project, prior to releasing a construction project to the competitive bidding process, and services required of an architect/engineer during the construction and post-construction stages.

                2.   Design funds are normally requested one year prior to the time the construction appropriation is to be requested. For projects whose total cost is expected to exceed $10 million, the design funds should be requested two years before the

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construction appropriation. For very complicated projects, the design request must be phased over two years. In such cases, preliminary planning funds are requested the first year and detailed planning funds the second year. Normally 45% of design funds for projects over $10 million should be requested in the first year with 55% in the second year.

3.   Preliminary planning includes: the preparation of a site plan and a floor plan; the outline specifications for architectural, structural, and site improvements; civil, mechanical, and electrical work; and a definition of the components of each of the systems and materials intended to be used on the project. Planning also includes cost estimates. For further details, see the Procedures Manual for Professional Services, Department of General Services (DGS).

4.   Detailed planning includes the preparation of all contract documents, such as detailed site plans, floor plans, excavations, specifications, etc., necessary for the construction of the project. For further details, see the Procedures Manual for Professional Services, Department of General Services. It also includes the services required of an architect/engineer during the construction and post-construction stages.

C.   **Construction**

A construction project is a single undertaking involving construction applicable to one or more real property facilities or structures. Construction includes all work necessary to produce a complete and usable new facility or a complete and usable improvement to an existing facility. The work includes associated architectural work and other technical requirements. A construction project may include one or more of the following:

- Demolition of an existing facility;
- The construction, installation, or assembly of a new facility;
- The addition to, alteration, conversion, expansion, relocation, renovation, or restoration of an existing facility or structure;
- The installation, extension, or replacement of utility systems;
- The fixed equipment installed and made part of a facility;
- Site development and improvement.

Construction may include "self-help" projects accomplished using agency employees under certain approved conditions and situations advantageous to the State. However, capital funds may not be used to pay any operating expenses associated with a self-help project, including wages and salaries of permanent employees.

The actual physical construction phase of a capital improvement project must be preceded by the preparation of both preliminary and detailed plans and specifications.

Specialized categories of construction are defined as follows:

1.   Addition/Expansion/Extension:

The physical increase to a real property facility/structure, which adds to its overall external dimension.

2. Alteration:

   (a) The work required to change the arrangement of internal space and other physical characteristics of an existing facility, or to change the location of functional space within a facility, so that it may be more effectively utilized for its presently designated functional purpose.

   (b) No facility should be considered for alteration until it has been in use for at least 15 years, except when required to make the facility usable; to meet State or federal codes, regulatory or licensing requirements; or when major priorities have changed, or new programs have been implemented.

3. Conversion:

   (a) The work required to change the arrangement of internal space and other physical characteristics of an existing facility so that it may be effectively utilized for a new functional purpose. This includes the utilities and fixed equipment installed on and made part of the facility.

   (b) Adjustment of exterior space arrangement is normally considered to be an Addition/Expansion/Extension and is not normally included in conversions; however, the addition of a small amount of circulation and/or mechanical space to the exterior of a building to meet code requirements is permissible with the approval of DBM and DGS.

4. Relocation:

   (a) The movement of a facility from one site to another, either intact or by disassembly and subsequent reassembly. A new foundation may be constructed at the new location as part of the project. This category includes movement of utility lines, but excludes relocation of roads, pavements, or similar facilities.

   When a facility is relocated to another site and the new facility consists primarily of new components, the project is considered a replacement rather than relocation.

   (b) Relocation of two or more facilities resulting in a single facility will be considered a single project.

5. Renovation:

   (a) The work required to restore and modernize most or all of a facility, or an existing mechanical system, so that the facility may be effectively utilized for its designated functional purpose or to comply with current code requirements.

   (b) Renovation normally is required as a result of general deterioration and obsolescence due to age, deferred maintenance, original faulty construction, or damage from natural disasters. It may be funded as a

capital improvement project in these cases where the cost of the project is $100,000 or more, and it cannot be accommodated in the agency operating or special fund budget.

(c)   The primary difference between renovation and alteration is that alteration involves significant modification to a facility's interior space arrangements while renovation does not.

(d)   Generally, no facility should be considered for renovation until it has been in use for at least 15 years, except when such work is necessary to meet State or federal codes, regulatory or licensing requirements, or to correct major basic faults originally incorporated into the facility.

6.   Replacement:

(a)   The complete reconstruction of a facility, a mechanical system, or a utility system. The original building or mechanical or utility system must be beyond the point where it can be economically repaired or renovated, and it can no longer be used for its designated purpose. Certain conditions, such as age, hazardous conditions, obsolescence, structural and building safety conditions or other causes may contribute to the need to replace a building or system. The reconstruction of minor components of a mechanical or utility system is considered maintenance/repair, rather than replacement.

(b)   A facility should not normally be considered for replacement until it has been in use for at least 40 years.

(c)   Replacement will normally be allowed as a capital improvement project only when a facility cannot be cost-effectively renovated or repaired.

7.   Restoration:

The work required to restore a facility, to the maximum extent possible, to its former or original state. Normally, restoration will involve historic properties. In these cases, the Maryland Historical Trust should be consulted.

8.   Site Development and Improvements:

These include such items as: grading and installation of drainage facilities; construction of new roads, walks, parking areas, retaining walls, recreational areas, fences and similar improvements; standard and essential landscaping; street or other outdoor lighting.

9.   Utilities:

These include the installation, extension or replacement of systems for the provision of sewer, water and electrical service; power plant facilities and appurtenances; heating, ventilating and air conditioning; fire escapes, sprinklers and automatic fire alarms, and telecommunications.

D.   Initial Equipment and Furnishings:

Items of initial equipment and furnishings will be eligible for funding as a capital improvement only if they meet conditions as detailed in the [Capital Equipment Guidelines](). These guidelines and a template of the [Equipment and Furnishings Request Form]() are available on the DBM webpage under [Forms and Templates]().

II.   PROJECTS THAT DO NOT QUALIFY FOR STATE CAPITAL FUNDS

A.   Master plans, feasibility studies, alternative project proposals, or the development of programs required as a prerequisite to the authorizing of funds for the preparation of plans and specifications.

B.   Payment of salaries or wages of State employees for work performed directly in conjunction with an authorized capital improvement project. This includes the preparation of plans and specifications.

C.   Capital improvements for auxiliary enterprise programs in the public four-year institutions of higher education. These are to be funded from program revenues unless State capital funds are specifically authorized by the Governor and General Assembly.

D.   Interim or temporary accommodations or equipment while another facility is being renovated. However, equipment may be pre-purchased if it is to be moved and reused in the renovated facility.

E.   Maintenance/repair projects, except as noted in subsection 4 below:

1.   Maintenance is the recurrent day to day, periodic (i.e., weekly, monthly, annual) or scheduled work required to preserve or maintain a facility or system in such a condition that it may continue to be effectively utilized for its designated purpose during its life expectancy. Maintenance includes work undertaken to prevent damage to a facility or system which otherwise would be more costly to restore or work to sustain existing components of a facility or system. Construction of new maintenance sheds or buildings, and extension or expansion of utilities are excluded from this definition.

2.   Repair is the work required to restore a facility or system to such a condition that it may continue to be appropriately and effectively utilized for its designated purpose by overhaul, or replacement of constituent parts or materials which have deteriorated by action of the elements or wear and tear in use. This includes the correction of conditions, which adversely affect the use of a facility for its designated purpose due to non-conformance with prescribed standards and codes, except for major changes necessary to cover newly mandated accreditation or certification requirements.

3.   The following are examples of maintenance/repair projects (exceptions may be allowed for major projects):

(a) Painting, decorating, caulking, repainting, or treatment of masonry and other surfaces;

(b) Replacing or repair of wall or floor tiles, shingles or siding;

(c) Sealing asphalt surfaces, ditching, replacement of gutters and curbs, patching or resurfacing roads;

(d) Replacement or repair of sprinklers and automatic alarm systems;

(e) Replacement or repair of components, elements or units of an elevator or escalator;

(f) Replacement or repair of plumbing, sanitary facilities, or the pre-heat, reheat, and chilled water coils or other components of a heating, ventilating and air conditioning system; and

(g) Replacement or repair of components of lighting and electrical systems.

4. Exceptions to #3 include maintenance/repair projects administered through the DGS Facilities Renewal Fund and the Department of Natural Resources Critical Maintenance Program. Agencies may request funding through the Facilities Renewal Fund for projects estimated to cost between $100,000 and $5 million. Agencies must submit requests to the DGS for prioritization.

PROGRAM DESCRIPTION AND JUSTIFICATION

This section instructs applicants in describing background information required about their Grant and Loan Programs. Each request for capital funding must document and justify the need for the amount of funds clearly and succinctly. A template of this form is available on the DBM webpage under [Forms and Templates](#).

PROGRAM REQUESTS - Each request must:

I. **Cite the program's enabling legislation.**

II. **Describe the program. Give a brief description of the program including:**
the year the program began; the purpose of the program; the type of assistance the program provides, such as grants and/or loans or other types of financing; the maximum amount or percentage of support projects may receive. Discuss how the program supports or relates to the agency's Managing for Results (MFR) goals and objectives. If law or regulations limit the program, cite the statutes or regulations that set the limits. If specific projects are not identified in the project request section of the Capital Budget Information System (CBIS), the description should explain why no project list is being provided and how the amount requested was determined. Include any other significant descriptive information.

III. **Indicate the forms of financing:**

    A.   <u>GRANTS</u>. If financial assistance is in the form of a direct grant, describe the provisions for matching funds by the grantee. Cite statutes or regulations governing matching funds.

    B.   <u>LOANS</u>. If financial assistance is in the form of a loan, describe the provisions for repayment.

    C.   <u>OTHER</u>. If financial assistance is a guarantee or other form of assistance, describe the form of assistance and payment provisions required of the recipient. Examples are fees, premiums, or royalty payments.

IV. **Describe the availability of federal or other sources of funds.** Funding requests should indicate both the status and the date of the program's most recent application for federal and/or other sources of funds. Include the Catalog of Federal Domestic Assistance identification number.

V. **Cite applicable statute(s) that authorize the program to use funds for administrative services.** Salaries, wages, benefits and closely related personnel and administrative costs for State employees are **not** eligible for funding in the capital budget, unless specifically authorized by statute.

VI. **Describe the criteria used to determine project priority.** Describe the priority criteria

here. If a point system was used, describe the elements evaluated. If a goal specific system

was used, state the goal. An example of a goal might be, "ability to meet an emergent need."

VII. **Describe the application of priority criteria.** This should be a description of how you apply the criteria to rank priorities if a ranking system is used. An example of a process description might be:

> *All projects were ranked by a committee of five independent health care workers; each committee member scored every qualifying project using a 100-point scale. The scale measures mitigation of the magnitude of threats to health; immediacy of the health threat; and cost per affected person.*

VIII. **Explain differences in this request from the five-year CIP.** If this year's request for funds differs from the amount shown in the five-year CIP, explain the reason for those differences.

IX. List the name and telephone number of the agency contact person.

APPENDIX C

CAPITAL GRANT AND LOAN PROGRAM FUND SUMMARY TABLE

Use this table for requests involving a financing fund, which provides for repayable loans or loan guarantees (e.g. State Agency Loan Program, Neighborhood Business Development Program, and Rental Housing Programs). The table is submitted in addition to the CBIS submission for grant and loan programs. Modify the table if necessary to accommodate special reporting requirements for the capital program. You may download the Excel spreadsheet at the DBM website under Forms and Templates.

The table requires the agency to list the various sources of revenue and various encumbrances and expenditures for the loan programs it administers. These tables are used to recommend funding in the annual budget and Five-Year Capital Improvement Program.

The following table is fairly self-explanatory. If you need to add lines to indicate other revenues or expenses, or conversely, delete some existing lines that may not apply to you, you should do so. The year in the first column should be last fiscal year, the year in the second column should be the current fiscal year, and the year in the last column should be the next fiscal year. If there are any questions, you should contact your capital budget analyst.

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
Homeownership Programs

	FY 20__	FY 20__	FY 20__	FY 20__	FY 20__	FY 20__	FY 20__	FY 20_
BEGINNING BALANCE	3,441,943	4,558,696	1,982,646	6,000,000	6,216,505	6,172,875	6,192,462	5,682,548
REVENUE:								
GO Bonds	2,989,000	1,205,000	0	0	0	0	0	0
General Funds	0	0	1,555,000	0	900,000	700,000	650,000	1,000,000
Loan Repayments/Interest	7,923,305	12,110,175	8,293,141	8,595,483	8,515,348	8,538,565	8,599,064	8,848,204
Transfer In (Out) Other Funds	3,800,000	0	12,148,191	0	0	0	0	0
Federal Funds	96,655	2,246,630	217,503	217,503	217,503	217,503	217,503	217,503
Cancellation of Encumbrances	775,139	3,300,710	621,022	621,022	621,022	621,022	621,022	621,022
TOTAL REVENUE	15,584,099	18,862,515	22,834,857	9,434,008	10,253,873	10,077,090	10,087,589	10,686,729
TOTAL AVAILABLE	19,026,042	23,421,211	24,817,503	15,434,008	16,470,378	16,249,965	16,280,051	16,369,277
ENCUMBRANCES								
Loans	12,496,253	18,038,041	15,600,000	7,600,000	8,500,000	8,300,000	8,750,000	9,100,000
State Administrative Expenses	1,874,438	3,200,755	3,100,000	1,500,000	1,680,000	1,640,000	1,730,000	1,800,000
Federal Administrative Expenses	96,655	199,769	117,503	117,503	117,503	117,503	117,503	117,503
TOTAL EXPENDITURES AND ENCUMBRANCES	14,467,346	21,438,565	18,817,503	9,217,503	10,297,503	10,057,503	10,597,503	11,017,503
ENDING BALANCE	4,558,696	1,982,646	6,000,000	6,216,505	6,172,875	6,192,462	5,682,548	5,351,774

APPENDIX D

PRIVATE ACTIVITY LIMITATIONS ON GENERAL OBLIGATION
BOND FINANCED PROJECTS

This section describes the circumstances under which agencies must complete an individual survey form for each individual project where the general obligation bond-financed project may involve a limiting private activity. Agencies requesting stand-alone projects should fill out the Tax Exemption Survey in CBIS and do not need to fill out this form. Agencies requesting projects within a program should fill out this form as the Tax Exemption Survey is not available in CBIS for those projects.

I.   BACKGROUND

The Internal Revenue Service limits the use of tax-exempt bonds for "private purpose" projects to no more than five percent of the tax-exempt bonds issued in a given bond issue. This limit applies to the State's general obligation bonds, as well as to tax-exempt bonds issued by instrumentalities of the State. Projects that meet two conditions may be subject to the limitation: private use and private payment. Project funds meeting this test are commonly called "Private Activity" or "Bad Money."

"Private use" is use of a tax-exempt financed facility by any entity other than an instrumentality of State or local government or use on a different basis than members of the general public. One example of private use is the rental of space in a tax-exempt financed building to businesses. Another example of private use could be the operation of a bookstore or dining facility by a private company. Research sponsored by private companies can sometimes constitute private use.

"Private payment" is payment for the privately used portion of a facility above the costs of operating and maintaining that portion of the facility. Also, taking an equity position in a tenant company could lead to a private payment. An example of private payment would be for a tenant in a tax-exempt financed building to pay enough rent to cover some of the debt service. The use of tax-exempt financing for loans would lead to a private payment.

II.   SURVEYS

This section includes two surveys. Applicants for general obligation bond funds must complete the forms, describing proposed uses of capital budget funds. The main role of the Office of Capital Budgeting is to identify possible projects for further investigation by the Treasurer's office and the State's bond counsel.

A.   **Required surveys**. Project requests must include one of the two enclosed surveys for general obligation bond funds where private use may be involved. Responses to this survey that indicate that there will be private use and private payment may mean that the project falls beyond the 5% limit, and a more detailed investigation may be needed to determine exactly how much "private activity" or "bad money" is in the project.

B.   **Survey forms.** The first survey (CB Form Dl) applies to projects that are not higher education facilities; the second (CB Form D2) is for higher education facilities. Both forms are available on the DBM website under Forms and Templates. Complete the survey form that applies to each individual project and submit it via email or upload to CBIS with your capital budget request. Completed examples follow.

SURVEY OF PRIVATE USES OF TAX-EXEMPT FINANCING	Place an x below to Respond "Yes" or "No" to Each Question	
Name of Facility: General Government Office Building	YES	NO
#1 Will the project be part of a Higher Education facility? If "Yes," use the Higher education survey form.		x
#2 Will any part of the project be funded with general obligation bonds?	x	
#3 Will the project, or any portion of it, be owned by a person or entity other than the State or its political subdivisions? If "Yes," what percentage of the project will be so owned? 0%		x
#4 Will the project, or any portion of it, be leased to a person or entity other than the State or its political subdivisions? If "Yes," what percentage of the project will be so leased? 25% If #4 was "Yes," describe the terms of the lease on a separate sheet. (See attached example.)	x	
#5 Will the rents exceed operating and maintenance costs?	x	
#6 Will the State gain any other financial interest in any lessees?		x
#7 Will the project, or any portion of it, be managed or operated by a person or entity other than the State or its political subdivisions? If "Yes," what percentage will be managed or operated? 25%	x	
#8 Other than by lease or management contract, will any person or entity, other than the State or its political subdivisions, use any portion of the project that is not a general public use? If "Yes," what percentage of the project which will be used? 0% If #8 was "Yes," describe the nature of use on a separate sheet.		x
#9 Will the use, ownership, or management of the project or any portion of the project change within fifteen years after the project is placed in service? If "Yes," please describe the nature of the projected change on a separate sheet.		x

Name of Contact: Jan Joans   CB Form D1
Phone Number of Contact: (410) 123-4567
Date Completed: June 20, 20_

Example of a Response to Question #4

#4   Will the project, or any portion of it, be leased to a person or entity other than the State or its political subdivisions? If #4 was "Yes" describe the terms of the lease on a separate sheet.

The project is a 20,000 square foot office building that the Department intends to purchase. The Department plans to lease 5,000 square feet or 25 percent of the project to a current occupant of the building, a private mail delivery firm, Independent Postal, Inc. Independent Postal will be using the space for customer services and general office space. Independent Postal will pay the Department $15 per square foot per month. The firm has agreed to a two-year lease with two, two-year renewal options. Independent Postal will pay all utilities associated with the leased space and any renovation costs the firm might require to occupy the building.

Private Use of Tax-Exempt Financed Higher Education Facilities

Name of Facility: University Service Center

The facility will be used for the following purposes
(List approximate percentages; Total to 100%)

Classrooms and/or labs for instruction of enrolled students	10%
Research	5%
Administration	0%
Other academic	10%
Auxiliary services (specify parking, dining, housing, etc.)	40%
Lease to non-university/college entity	35%
Other (specify)	
TOTAL	100%

Place an X in the columns to Respond "Yes" or "No" to Each Question	YES	NO
#1 Will any part of the facility be rented, leased, or otherwise made available to any entities outside the institution?	x	
If "Yes," on a separate sheet describe the intended use, including percentage of building, anticipated use, and anticipated users.		
#2 Other than described in (1) above, will the facility, or any portion of the facility, be operated by an entity other than the institution?	x	
If "Yes," describe on a separate sheet.		
#3 Will any sponsored research activity take place in the building?	x	
If "Yes," answer the following.		
3(A) Will the institution's employees be paid from federal contracts and grants awarded to perform the research?	x	
3(B) Will the institution's employees be paid from other than federal contracts and grants to perform the research?	x	
3(C) Will non-institution employees perform the research?	x	
3(D) Will the agreements for sponsoring the research give the institution exclusive and complete title and ownership to the research and to all patents, licenses, technology and other legal rights to any product or technology developed from the research?		x
If 3(D) was "no," on a separate sheet, identify who will have an interest and describe the interest.		
#4 On a separate sheet, describe any revenue that will be generated from the intended use of the facility other than leases, management contracts and/or sponsored research described above.		

Place an X in the columns to Respond "Yes" or "No" to Each Question	YES	NO
#5 Will any person, other than the institution's employees, faculty, staff, and students, have a right to use the facility for their own purposes, other than those purposes described above? If "yes," describe on a separate sheet.		x
#6 Will the use, ownership, or management of any portion of the project change within fifteen years after the project is placed in service? If "Yes," please describe on a separate sheet, the nature of the projected change.	x	

Name of Contact: Jan Joans   CB Form D2
Phone Number of Contact: (410) 765-4321
Date Completed: June 20, 20_

Example of Responses to Questions #1, 3(D), 4, and 6

#1   Will any part of the facility be rented, leased, or otherwise made available to any entities outside the institution? If "Yes," on a separate sheet describe the intended use, including percentage of building, anticipated use, and anticipated users.

The Project is to build a multi-use center. The University will lease 35,000 square feet or 35 % of the building to a private grocery company, Goods Food, Inc. Goods Food will be using the space for customer services and general office space. Goods Food will pay the Department *$15* per square foot per month. The firm has agreed to a two year lease with five, two-year renewal options. Goods Food will pay all utilities associated with the leased space and any renovation costs the firm might require to occupy the building.

#3(D) Will the agreements for sponsoring the research give the institution exclusive and complete title and ownership to the research and to all patents, licenses, technology and other legal rights to any product or technology developed from the research? If 3(D) was "No," on a separate sheet, identify who will have an interest and describe the interest.

The University is sponsoring pharmaceutical research. Pharmax, Inc., the primary contractor for the research, will own no less than a majority interest in any patents, licenses or titles of products or technology resulting from the research; the University will, however, retain no less than 10 percent of any resulting proceeds from the research. The exact amount of the University's interest is still under negotiation.

#4   On a separate sheet, describe any revenue that will be generated from the intended use of the facility other than leases, management contracts and/or sponsored research described above.

The University will lease 15,000 square feet to Students, Inc., a group of students who will operate a bowling alley. The university will receive 25% of the gross revenue from the bowling alley's operations.

#6   Will the use, ownership, or management of any portion of the project change within fifteen years after the project is placed in service? If "Yes," please describe on a separate sheet the nature of the projected change.

The University is considering sale of the building to Pharmax, depending on Pharmax's acceptance of the option on its lease. Should Pharmax choose not to renew its lease, the University would consider converting the building into a conference center.