CBIS Manual:

Instructions for the Preparation and

Submission of

Capital Budget Requests

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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.

   <u>Department of Aging</u>
        Senior Center Capital Grant Program
   <u>Department of Agriculture</u>
        Agricultural Land Preservation Program
        Maryland Agricultural Cost Share Program
   <u>Department of Commerce</u>
        Maryland Arts Capital Grant Program
   <u>Interagency Commission on School Construction</u>
        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

<u>Maryland State Library Agency</u>
  Public Library Capital Grant Program
<u>Department of the Environment</u>
  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
<u>Department of Health</u>
  Community Health Facilities Grant Program
  Federally Qualified Health Centers
<u>Maryland Higher Education Commission</u>
  Community College Construction Grant Program
  Community College Facilities Renewal Grant Program
<u>Department of Housing and Community Development</u>
  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
<u>Department of Natural Resources</u>
  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
<u>Maryland Department of Planning</u>
  African American Heritage Preservation Grant Program
  Historic Preservation Grant Fund
  Historic Preservation Loan Fund
<u>Department of Public Safety and Correctional Services</u>
  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.
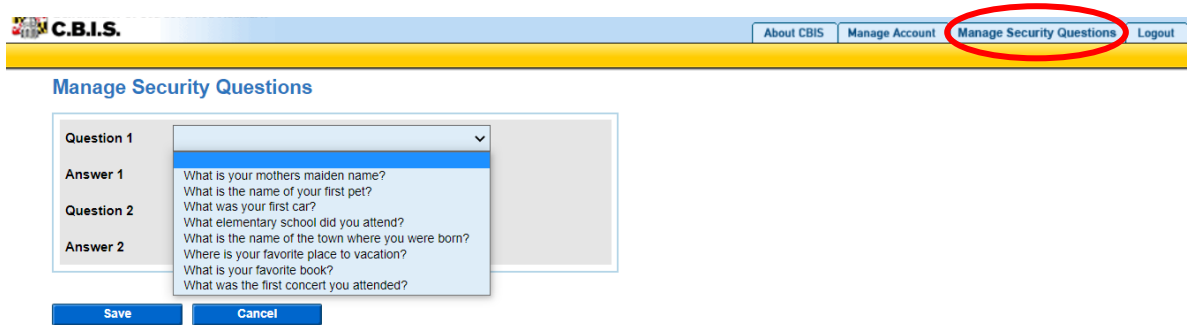
Roles	Permissible Functions
All Roles	View and print forms as noted in the roles below.
Agency User	View, add, edit, delete, print own agency requests. Submit to own agency manager.
Agency Manager	Agency User privileges, except "Delete." Submit request to OCB.
OCB Analyst	View, add, edit, delete, print 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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