

SECTION VIII:
THE USE OF CBIS
FOR
GRANT AND LOAN PROGRAMS

PREFACE FOR GRANT AND LOAN PROGRAMS

How to Enter the CBIS System

DEPARTMENT OF BUDGET & MANAGEMENT
C.B.I.S.

username:
password:

LOGIN

Forgot username? Contact the service desk at (410) 697-9700 or service_desk@maryland.gov.
Forgot password? [Click Here](#)

Access to this system is restricted to authorized users only and limited to approved business purposes. By using this system, you expressly consent to the monitoring of all activities. Any unauthorized access or use of this system is prohibited and could be subject to criminal and civil penalties. All records, reports, e-mail, software, and other data generated by or residing upon this system are the property of The State of Maryland and may be used by The State of Maryland for any purpose.

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.

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 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

CBIS.

[About CBIS](#)
[Manage Account](#)
[Logout](#)

Create a New Request
 Search Requests
 View Reports
 View Capital Budget Instructions
 View CBIS Manual
 View Published Recommendations from Last Year

Current Requests

Impersonate

| Agency | Sub Agency | Type | Request Title | Status | Last Revised Date |
|--------|-------------------------------------|---------|--|------------------|---|
| MDOP | Maryland Historical Trust | Program | African American Heritage Preservation Grant Program | Unsubmitted | Delete 4/19/2019 1:49:05 PM |
| MDOP | Jefferson Patterson Park and Museum | Project | Maryland Archaeological Conservation Laboratory - Expansion and Renovation | Submitted to DBM | 1/9/2019 5:17:45 PM |
| MDOP | Maryland Historical Trust | Program | Maryland Historical Trust Capital Grant Fund | Submitted to DBM | 1/14/2019 4:43:09 PM |
| MDOP | Maryland Historical Trust | Program | Maryland Historical Trust Loan Fund | Submitted to DBM | 1/10/2019 1:07:42 PM |
| MDOP | Jefferson Patterson Park and Museum | Project | Patterson Center Renovations | Submitted to DBM | 1/16/2019 1:26:44 PM |
| MDOP | Jefferson Patterson Park and Museum | Project | Riverside Interpretive Trails and Exhibit Stations | Unsubmitted | Delete 6/30/2015 3:16:10 PM |
| MDOP | Jefferson Patterson Park and Museum | Project | St. Leonard's Creek Shoreline Erosion Control and Public Access | Unsubmitted | Delete 1/15/2016 4:44:39 PM |
| MDOP | Office of Archaeology | Project | State Archaeological Equipment Facility | Unsubmitted | Delete 7/20/2005 1:02:13 PM |

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

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

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

Main Information Edit

Title: African American Heritage Preservation Grant Program

Description: The African American Heritage Preservation Grant 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 to acquire, construct, rehabilitate, restore, or expand buildings or sites. The Maryland Historical Trust (MHT) and the Commission on African American History and Culture limit grant awards to \$100,000. The FY 2020 projects will be determined based on applications received by MHT and the Commission.

Budget Request Type: Non-State Owned

Agency: Department of Planning **Sub-Agency:** Maryland Historical Trust

Legislative District: 99 - Statewide **Subdivision:** Statewide

Budget Code: DW0111 **Governor's Priority:** Other Projects

Contact Info: Charlotte Lake
100 Community Place
Crownsville, MD 21032
Phone # 410-697-9559

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: <ul style="list-style-type: none"> • 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. <ul style="list-style-type: none"> • <i>Unsubmitted</i>: allows the Agency User to view and edit and the Agency Manager to view only. • <i>Submitted to A/Mgr</i>: allows the Agency User to view only and the Agency Manager to view and edit. The Agency Manager can select <i>Unsubmitted</i> from the drop-down menu to return the budget request to the Agency User. • <i>Submitted to DBM</i>: 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. |
| <p>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.</p> | |

Grant and Loan Programs Cost & Funds - Request Screen

Requested Funds By Source Edit Grid

| 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 Edit

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 | <p>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.</p> |
| CIP Difference | <p>Click the “Edit” button to update the “CIP Difference” section.</p> <p>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).</p> <p>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.”</p> <p>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.</p> <p>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.</p> <p>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.</p> |

Grant and Loan Programs

Cost & Funds - Last Year's CIP 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**

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.

Grant and Loan Programs Justification—Request

C.B.I.S. Home Main Cost & Funds Justification Prior Activity Activity Planned Activity Projects Submit About CBIS Manage Account Logout

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)

| | |
|---|---|
| <p>Details and Justification—Request (Continued)</p> | <p><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 Operating Budget.</p> <p>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.</p> <p>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.</p> |
| <p>Uploading Documents to CBIS</p> | <p>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.”</p> <p>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.</p> <p>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 <i>may not</i> upload documents in lieu of providing supporting comments.</p> |

Grant and Loan Programs Prior Activity 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: African American Heritage Preservation Grant Program | | | | | | | | | | |
| Prior Activity | | | | | | | | | | Edit Grid |
| Prior Appropriations | | | | | | | | | | |
| 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 | <p>No data entry required. CBIS will roll over this information from last year.</p> <p>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.</p> |
| Prior Program Activity | <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>Click "Save" and review the information you entered.</p> |

Grant and Loan Programs

Encumbrance and Expenditure Summary Screen

| 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

CBIS | Home | Main | Cost & Funds | Justification | Prior Activity | Activity | **Planned Activity** | Projects | Submit | About CBIS | Manage Account | Manage Security Questions | Logout

Title: African American Heritage Preservation Grant Program

Planned Activity for FY 2021

Balance as of July 1st 2020:

GO/GF Appropriations:

Other Funding:

Total Revenue: 0

Encumbrances:

Operating Costs:

Total Expenses: 0

Total Available for Next Fiscal Year: 0

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 | <p>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.”</p> <p>Click “Save,” and the “Projects - Requested” screen will appear. To view the material that you just entered, click the “Planned Activity” menu.</p> |

Grant and Loan Programs

Projects - Current Year Planned Activity Screen (Part II)

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

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

Projects - Current Year Planned Activity | Projects - Requested

Program Title: Supplemental Capital Grant Program

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 % | Delete | View | 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 | Talbot 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:

- 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.
- To add a project, click "Add New." You may need to add projects due to legislative authorizations.
- 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.

- Delete - 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.

Grant and Loan Programs

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

| | |
|---|---|
| <p>Projects proposed for FY 20__ (Continued)</p> | <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.”</p> |
|---|---|

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

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| | | | |
|--------------------------------------|--|--------------------|---|
| Program Title | Community Parks and Playgrounds | | |
| Project Title | Constitution Park Improvements | | |
| Description | Construct improvements at the park, including moving and expanding the current marbles courts, renovating the restrooms and walking paths for ADA accessibility. | | |
| Location | 450 Reservoir Avenue Cumberland MD 21502 Longitude: -78.7481 Latitude: 39.6465 | | |
| Agency | Department of Natural Resources | Sub-Agency | Capital Grants and Loans Administration |
| Legislative District | 1C - Allegany and Washington Counties | Subdivision | Allegany |
| Agency Priority | 0 | | |
| Does this Project Have a CEW? | No | | |

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

| | |
|--------------------------------------|--|
| Project Title | <p>For existing projects, the name of the project will appear as previously entered.</p> <p>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.</p> <p>Titles can use hyphens, commas, or colons. Do not use symbols (e.g. write "and" instead of "&"), dashes, semicolons, or obscure abbreviations and acronyms.</p> |
| Description | <p>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.</p> |
| Address/Coordinates | <p>There is no need to enter the address and longitude/latitude for a project that has already been funded.</p> |
| Legislative District | <p>Select the legislative district in which the project is located from the drop-down menu. Legislative districts can be located at:</p> <p style="text-align: center;">https://mdpgis.mdp.state.md.us/Legis_District/index.html</p> <p><i>NOTE: Legislative Districts were last updated on February 1, 2022.</i></p> |
| Subdivision | <p>Enter the subdivision (county or Baltimore City) in which the project is located from the drop-down menu.</p> |
| Agency Priority | <p>No entry required or available.</p> |
| Does This Project Have a CEW? | <p>You do not need to fill in a Cost Estimate Worksheet for a project that has already been funded. Click "No."</p> |

Grant and Loan Programs

Projects - Current Year Planned Activity Cost & Funds Screen (Part IIA)

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 | <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> |

Grant and Loan Programs

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

C.B.I.S.

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Main Cost & Funds Matching Funds Details and Scheduling

Details and Scheduling - Recommended

Program Title: Federally Qualified Health Centers Grant Program
Project Title: Three Lower Counties Community Services, Inc.

Net Sq Ft:
Gross Sq Ft:
Efficiency Factor: 1.14
Cost Per GSF:
Program Status:
Proposed Schedule

Duration of Design: Months **Starting On (MM/DD/YYYY)** until

Duration of Construction: Months **Starting On (MM/DD/YYYY)** until

Supporting Comments & Project Justification:

Justification/Supporting Comments: This project will address the following facilities problems for Three Lower Counties Community Services, Inc. (TLC):

Insufficient Space - Mental health services are currently being provided at 2 separate locations. The Riverside facility is small and has reached capacity. The Heathway facility is larger, but also provides medical services limiting the space available for mental health services. The lack of space to deliver mental health services in both buildings prohibits TLC from increasing the number of individuals served.

Structural Deficiencies - The building is not configured for mental health services, and instead is currently configured for 12 pediatric exam rooms, 7 OB/GYN exam rooms, and has a medical clinic facade on the building exterior. In addition, the roof and elevator are in need of replacement, as well as windows and lighting to enhance energy efficiency and provide a more comfortable environment for patients.

Consequences on Operations

| | |
|---|---|
| <p>“Projects” should be highlighted on the dark yellow toolbar.</p> <p>Click “Details and Scheduling” on the light yellow toolbar. Do not include commas or decimals.</p> | |
| 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)

| | |
|---|--|
| <p>Supporting Comments & Project Justification</p> | <p>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.</p> <p>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.</p> |
| <p>Uploading Documents to CBIS</p> | <p>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 .</p> <p>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.</p> <p>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.</p> |

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

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

| 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 | 1 |
| 2 | Anne Arundel | 32 | North County High School | 11,974,000 | 6,974,000 | | 5,000,000 | C | 0 | | 100.0 | 1 |
| 3 | Frederick | 4 | Brunswick Elementary School | 11,100,000 | 500,000 | | 10,600,000 | C | 0 | | 100.0 | 1 |
| 4 | Howard | 13 | Talbott Springs Elementary School | 14,465,104 | 10,550,104 | C | 3,915,000 | C | 0 | | 100.0 | 1 |
| 5 | Statewide | 99 | Contingency | 1,710,000 | 0 | | 1,710,000 | O | 0 | | 100.0 | 1 |
| Totals | | | | 76,464,981 | 36,464,981 | | 40,000,000 | | 0 | | | |

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

| | |
|---|--|
| <p>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.</p> | |
| <p>Projects Included in FY 20__ Request</p> | <p>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:</p> <ol style="list-style-type: none"> 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. <p>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.</p> |
| <p>Total Funds Requested in FY 20__ : _____</p> | <p>“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.</p> |

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

Main Information (Part IIIA) [Edit](#)

| | | | |
|--------------------------------------|--|--------------------|---|
| Program Title | Public School Construction Program | | |
| Project Title | Carroll County Career and Technology Center | | |
| Description | Renovate and construct an addition. | | |
| Location | 1229 Washington Road Westminster MD 21157 Longitude: -76.9941 Latitude: 39.5403 | | |
| Agency | Maryland State Department of Education | Sub-Agency | Interagency Commission on School Construction |
| Legislative District | 5 - Carroll County | Subdivision | Carroll |
| Agency Priority | 1 | | |
| Does this Project Have a CEW? | No | | |

| | |
|--|---|
| <p>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”.</p> | |
| Project Title | <p>For existing projects, the name of the project will appear as previously entered.</p> <p>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.</p> <p>Titles can use hyphens, commas, or colons. Do not use symbols (e.g. write “and” instead of “&”), dashes, semicolons, or obscure abbreviations and acronyms.</p> |
| Description | <p>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.</p> |
| Location | <p>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.</p> |
| 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 | <p>Select the legislative district in which the project is located from the drop-down menu. Legislative districts can be located at:</p> <p>https://mdpgis.mdp.state.md.us/Legis_District/index.html</p> <p><i>NOTE: Legislative Districts were last updated on February 1, 2022.</i></p> |
| Subdivision | <p>Enter the subdivision in which the project is located from the drop-down menu.</p> |
| Agency Priority | <p>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.</p> |
| Does This Project Have a CEW? | <p>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.</p> |
| <p>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.</p> | |

Grant and Loan Programs

Projects - Requested Cost & Funds Screen (Part IIIA)

Requested Phase Breakdown by Cost

| | 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

| | 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 and 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)

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

Matching Funds

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

| 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 | 0.0 |
| Match % | 25.0 | 25.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |

Matching Funds Source Add New 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 | <p>You can enter matching funds data by inputting new data or editing existing data. Do not include commas or decimals.</p> <p>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.</p> <p>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.</p> <p>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.</p> |

Grant and Loan Programs

Projects - Requested Details and Scheduling Screen (Part IIIA)

Details And Scheduling - Requested

Program Title: Federally Qualified Health Centers Grant Program
 Project Title: Baltimore Medical System, Inc.

Proposed Net Square Feet [Add New Area](#)

| Area Name | Square Feet |
|-----------|-------------|
| | |

Net Sq Ft:
 Gross Sq Ft:
 Efficiency Factor:
 Cost Per GSF:
 Program Status:
 Proposed Schedule
 Duration of Design: Months Starting On (MM/DD/YYYY) until
 Duration of Construction: Months Starting On (MM/DD/YYYY) until

[Save](#) [Cancel](#)

Supporting Comments & Project Justification: [Edit](#)

The Department of Health requests \$86,769 for Baltimore Medical System, Inc.

Facility Problem(s)- lack of dental care in the community - More than 42,000 adults visited the emergency room for chronic dental conditions in 2016. Many Maryland residents lack access to oral health care and experience preventable oral disease. Access to oral health care remains a serious issue for low-income children and adults.

Analysis of Service Problem
 Baltimore Medical System, Inc. (BMS) does not currently provide oral health care services and refers patients to community partners/specialists for dental care. A BMS Health Needs Assessment (March, 2016) noted patients were requesting BMS to include oral health care services in their centers.

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 | <p>To edit the “Supporting Comments & Project Justification”, click the “Edit” button.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <ul style="list-style-type: none"> • <i>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.</i> • <i>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.</i> • <i>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.</i> • <i>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.</i> <p>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.</p> |
|--|--|

Grant and Loan Programs

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

| | |
|--|---|
| <p>Supporting Comments & Project Justification (Continued)</p> | <p>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.</p> <p><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.”</p> <p>Note: OCB recommends cutting and pasting from Word by clicking on the Paste Plain Text button and doing all formatting in CBIS.</p> <p>Click “Save.” Scroll down to upload supporting documents to CBIS.</p> |
| <p>Uploading Documents to CBIS</p> | <p>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.</p> <p>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.”</p> <p>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.</p> |
| <p>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.</p> | |

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

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

| 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 | 100.0 | 1 |
| 2 | Anne Arundel | 32 | North County High School | 11,974,000 | 6,974,000 | | 5,000,000 | C | 100.0 | 1 |
| 3 | Frederick | 4 | Brunswick Elementary School | 11,100,000 | 500,000 | | 10,600,000 | C | 100.0 | 1 |
| 4 | Howard | 13 | Talbott Springs Elementary School | 14,465,104 | 10,550,104 | C | 3,915,000 | C | 100.0 | 1 |
| 5 | Statewide | 99 | Contingency | 1,710,000 | 0 | | 1,710,000 | | 100.0 | 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 | <p>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.</p> <p>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.</p> |
| Prioritizing Projects | <p>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.</p> <p>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.</p> |

Grant and Loan Programs

How to Print Your Request

The screenshot shows the C.B.I.S. (Connecticut Budget Information System) web application. At the top, it says "DEPARTMENT OF BUDGET & MANAGEMENT" and "C.B.I.S.". On the right, it indicates "You are logged in to build 160 as: Fiona Burns" with links for "About CBIS", "Manage Account", "Logout", and "Help". A navigation bar includes "Home" and "Reports". Below this, a breadcrumb trail shows "Capital Budget Reports", "Capital Budget Worksheets", "End of Session Reports", "Supplemental Reports", and "Security Reports". The main heading is "Capital Budget Worksheets".

Under "Capital Budget Worksheets", there are three dropdown menus: "Agency" (set to "Board of Public Works"), "Request" (empty), and "Project" (empty). Below these are two sections of checkboxes:

Project

- Agency Worksheet for Requested Capital Projects
- Cost Estimate Worksheet - Requested
- Survey of Private Uses of Tax Exempt Financing
- Private Use of Tax Exempt Financed Higher Education Facilities
- Net Effect on Agency's Operating Budget - Requested
- Five-Year CIP - Summary of Agency Project Requests

Program

- Part I - Agency Funding Request Summary for Capital Grant and 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
- Part IIIA - Detail of Requested Project Associated with Capital Grant and Loan Program
- Five Year CIP - Summary of Agency Program Requests

At the bottom of the form area, there are two buttons: "Select Output Format" and "Generate Reports".

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

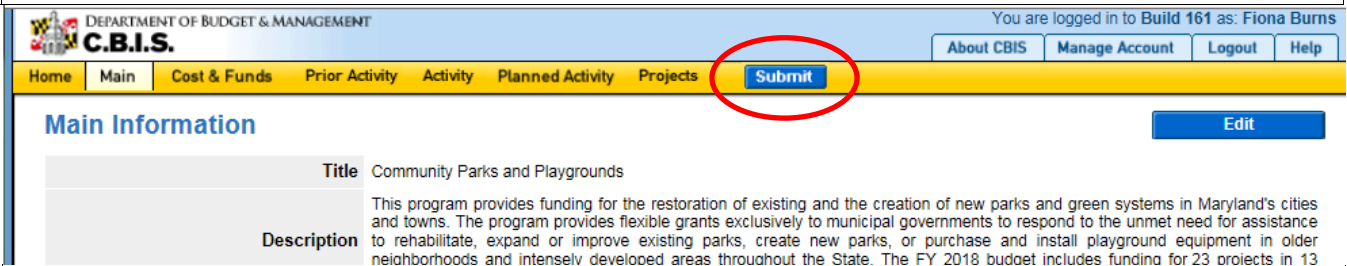
How to Print Your Request

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.