SECTION VII:

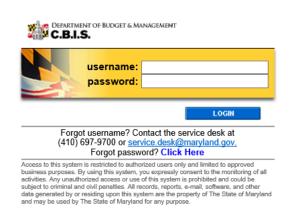
THE USE OF CBIS

FOR

NON-STATE-OWNED PROJECTS

PREFACE FOR NON-STATE-OWNED PROJECTS

How to Enter the CBIS System



To begin the budget request process, access CBIS at <u>https://cbis.dbm.state.md.us</u> using your internet browser. You can also access CBIS from the <u>Office of Capital Budgeting (OCB)</u> 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 <u>service.desk@maryland.gov</u>.

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

How to Navigate Through the CBIS Screens

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

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

<u>A few pointers</u>:

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

Non-State-Owned Project

Home Screen

👬 C.B.	I.S.					About CBI	S Manage Account	Logou
Create a N Request	lew Search Requests Report	s 🖃 B	iew Capital udget Istructions	View Published Recommendations from Last Year				
Curren	t Requests							
Guiten	i Requests							
Impers	sonate							
-	sonate <u>Sub Agency</u>	<u>Type</u>	Request Title		<u>Status</u>	<u>L</u> a	ast Revised Date	
-		<u>Type</u> Project	Request Title Maryland Zoo in Baltimore - Facilit	ies Renewal			a <u>st Revised Date</u> I/12/2008 3:55:34 PM	
<u>Agency</u>	Sub Agency				Unsubmitted	Delete 11		
<u>Agency</u> MISC	<u>Sub Agency</u> Maryland Zoo in Baltimore	Project	Maryland Zoo in Baltimore - Facilit		Unsubmitted	Delete 11	I/12/2008 3:55:34 PM	

CBIS home page. Click on the project title, and the "Main Information" screen will appear.

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

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

Non-State-Owned Project New Request Screen

C.B.I.S.		About CBIS
New Request		
Request Type		
New Project		
O New Program		
Ownership		
O State Owned		
Non-State Capita	I Grants	
Save	Cancel	
To request a new	v project, click "Create a New Request" on the light yellow toolbar on the CBIS home scree	n.
Request Type	Click "New Project."	
Ownership	Click "Non-State Capital Grants."	
Click "Save." CB	BIS will take you to the "Main Information" screen.	

Non-State-Owned Project Main Information Screen

Home Main CEW Schedule (Justification E	sound.	Print Requested Edit
Main Information	Titlo	Maryland Zoo in Baltimore - Infrastructure Improvements	Print Requested Edit
	Description	Construct improvements to the aging infrastructure at The Maryland Zoo in Ba improvements, and exhibits/attractions improvements. The Zoo will use \$3,550,00 replacement, an emergency backup generator, roof replacements; and renovation	Itimore. The Zoo identified a variety of projects that are grouped into three categories: basic infrastructure improvements, strategic services of to basic infrastructure improvements including the correction of Ifie-safety and animal weffare deficiencies throughout the Zoo, primmeter fence is to the Elephant House, Leopard Building, and Visito Paring Lots A and B. The Zoo will are 250,000 to strategic services improvements, enovation of the Visateriouf Pavilion. The FY 2020 budget also includes \$1,200,000 for exhibit/attraction improvements, including renovations to a new chicken exhibit.
	Budget Request Type	Non-State Owned 1876 Mansion House Drive Druid Hill Park Baltimore MD 21217 Longitude:: -76 633399 Latitude:: 39.301399	
	Agency	Miscellaneous	Sub-Agency Manfand Zoo in Baltimore
	Legislative District Budget Code	40 - North Central Baltimore City ZA00	Subdivision Baltimore City Governor's Priority Other Projects
	Contact Info.	Donald P. Hutchinson Druid Hill Park 1376 Manison House Drive Ballmone, MD 21217 Phone # 443-552.5260	
Is this project included in th Facilities Master Plan (which has b Does this	e agency's most current een submitted to DBM)? project require a CEW? Yes		
	С	lick "Edit" on the "Main Infor	mation" screen shown above.
Title	For existin	ng projects, the name of the projects	oject will appear as previously entered.
	accomplisi struction of	hed (e.g. renovation, expansio	t title needs to include a descriptor about what is being n, remediation, etc.). For projects that include new con- be included at the beginning of the project title and an
		use hyphens, commas, or co nes, semicolons, or obscure abl	olons. Do not use symbols (e.g. write "and" instead of previations and acronyms.
Description	and GSF f GSF used any signifi struct an a phases and the project	rom the facility program (if ap in the CEW. Next, include w cant secondary purpose (e. g. addition to the building). If t I describe each of them. Finall t. You will need to expand up	such as construct, renovate, or convert. Include the NSF oplicable), which should also be the same as the NSF and that the project is and where the project is located. Cite renovate an existing building as part of a project to con- here are phases to the project, indicate the number of y, include a generalized statement of the justification for on the justification in the supporting comments section be one paragraph and four to eight sentences long.
Location	39.301324 Interactive	4). You can find your project's <u>Maps</u> webpage. Click on the	d longitude/latitude <u>in decimal degrees</u> (-76.621972, longitude and latitude at the Department of Planning's <u>Growth and Conservation Overlays</u> interactive map. If nined, put "N/A" in the address and longitude/latitude
Request Status	 Unsub Submit and ec turn tl Submit 	<i>tted to</i> A/Mgr: allows the Agen dit. The Agency Manager can he budget request to the Agen	to view and edit, and the Agency Manager to view only. acy User to view only, and the Agency Manager to view select "Unsubmitted" from the drop-down menu to re-

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

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

Non-State-Owned Project Cost Estimate Worksheet

26.B.I.S. 26.											About CBIS	Manage	Account	Logout
Home Main CEW	V Schedule	Cost & Funds	Justification	Details	Submit									
Title: Maryland Zoo	in Baltimore - Inf	frastructure Impro	ovements											
CEW List														
													Add	
CEW Title														
CEW List		you are r EW. Instru	*								.,	"Add	" to a	create
CEW List		you are r EW. Instru	*								.,	"Add	" to (create
CEW List	Cl If	EW. Instru you are u	uctions f insure if	for co	mpletin	ng the C	CEW ca	n be fo	und ir	Section	on IX.			
CEW List	Cl If	EW. Instru	uctions f insure if	for co	mpletin	ng the C	CEW ca	n be fo	und ir	Section	on IX.			

Non-State-Owned Project Schedule Screen

200 C.B.I.S.	About CBIS Manage Account Logout
Home Main CEW Schedule Cost & Funds Justification Details Submi	
© Request	
Title: Maryland Zoo in Baltimore - Infrastructure Improvements	
Schedule	
Program Status: N/A 🗸	
Design Period: Duration of 6 Month(s) Starting on (MM/DDYYYYY) 7/1/2019 until 1/1/2020
Construction Period: Duration of 60 Month(s) Starting on (MM/DD/YYYY) 1/1/2020 until 1/1/2025
Program Approval Part 1 (MM/DD/YYYY):	
Program Approval Part 2 (MM/DD/YYYY):	
Save Cancel	
	lick on "Schedule" on the dark yellow toolbar.
	,
If you linked your CEW to the "Sched	ule" and "Details" screens, the dates of the design and construction periods on this screen
should already be	populated. If not, manually enter the information as described below.
Program Status	Not Applicable - select "N/A."
Design Period (Months)	Enter the duration of design in months.
Design Period (Starting On)	Enter the actual or anticipated date design begins (MM/DD/YYYY). CBIS
Design Ferrou (otarting On)	will calculate the design completion date after you click "Save."
	will calculate the design completion date after you click "Save.
Construction Period	Enter the duration of construction in months.
(Months)	Enter the duration of construction in monthly.
(Months)	
Construction Period	Enter the actual or anticipated date construction begins (MM/DD/YYYY).
(Starting On)	CBIS will calculate the construction completion date after you click "Save."
Program Approval Part 1	Not Applicable - leave blank.
Program Approval Part 2	Not Applicable - leave blank.
Click "Save." CBIS will automatic	ally take you to the "Cost & Funds - Request" screen. To view the information

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

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

	& Funds Justification D	and a state of the													
ist Year's CIP 🔾 Request 🔾 Re															
tle: Maryland Zoo in Baltimore - I	Infrastructure Improvements	5													
Cost & Funds - Last Y	Year														
ast Year's Recommended	Phase Breakdown by	Cost													Edit Grid
ast real s Recommended	Filase Dieakuowii by	COST													Ealt Gha
und Type		Prior		(2021	FY202	2	FY2023		FY2024		FY2025	E	Y2026+		Total
cauisition		FIIO	0	12021	11202	- 0	112025	0	112024	0	112025	0	12020.	0	10001
lanning		550.	000	300,000		300,000		300,000	3	00,000	300.00	10		0	2,050,000
onstruction		4,300,		4,300,000		4,300,000		4,300,000		00,000	4,300,00			0	25,800,000
quipment		150.		150.000		150.000		150.000		50.000	150.00			0	900.000
quipment		150,													
quipment)ther		150,	0	150,000		150,000		0		0	100,00	0		0	300,000
Other		5,000,0	0	4,750,000		4,750,000		4,750,000		0,000	4,750,00	0		0	28,750,000
Other			0			0		0		0		0		0	
otal			0			0		0		0		0		0	28,750,000
ther otal	Funds By Source		0			0		0		0		0		0	
otal ast Year's Recommended		5,000,0	0 00	4,750,000		4,750,000		0 4,750,000	4,75	0 0,000	4,750,00	0 0		0	28,750,000 Edit Grid
ther otal ast Year's Recommended und Source	Prior		0 00 2021	4,750,000	2022	0 4,750,000 Phase	2023	0 4,750,000 Phase	4,75	0 0,000 Phase	4,750,00	0 0 Phase	2026+	0 0 Phase	28,750,000 Edit Grid Total
ther otal ast Year's Recommended und Source O		5,000,0	0 00	4,750,000		4,750,000		0 4,750,000	4,75	0 0,000	4,750,00	0 0	2026+	0 0 Phase	28,750,000 Edit Grid
tther otal ast Year's Recommended und Source iC iF	Prior	5,000,0	0 00 2021	4,750,000	2022	0 4,750,000 Phase	2023	0 4,750,000 Phase	4,75	0 0,000 Phase	4,750,00	0 0 Phase	2026+ 0 0	0 0 Phase	28,750,000 Edit Grid Total
tther otal ast Year's Recommended und Source iF F	Prior	5,000,0	0 00 2021	4,750,000	2022	0 4,750,000 Phase	2023	0 4,750,000 Phase	4,75	0 0,000 Phase	4,750,00	0 0 Phase	2026+ 0 0 0	0 0 Phase	28,750,000 Edit Grid Total
ither otal ast Year's Recommended und Source F F F F	Prior	5,000,0	0 00 2021	4,750,000	2022	0 4,750,000 Phase	2023	0 4,750,000 Phase	4,75	0 0,000 Phase	4,750,00	0 0 Phase	2026+ 0 0 0	0 0 Phase	28,750,000 Edit Grid Total
tther otal ast Year's Recommended und Source IO IF F F B B	Prior 5,000,000 0 0 0 0	5,000,0	0 00 2021 4,750,000 0 0 0 0	4,750,000	2022 4,750,000 0 0 0	0 4,750,000 Phase	2023 4,750,000 0 0 0 0	0 4,750,000 Phase	2024 4,750,000 0 0 0 0	0 0,000 Phase	4,750,00 2025 4,750,000 0 0 0 0	0 0 Phase	2026+ 0 0 0 0 0	Phase	C 28,750,000 Edit Grid Total 28,750,000 C 0 C 0 C 0 C 0 C 0 C 0 C 0 C 0 C 0
Other	Prior	5,000,0	0 00 2021	4,750,000	2022	0 4,750,000 Phase	2023	0 4,750,000 Phase	4,75	0 0,000 Phase	4,750,00	0 0 Phase	2026+ 0 0 0 0 0 0	Phase	28,750,000 Edit Grid Total

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

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

«)» C.B.I.S.								About CBIS Manage Acc	count Manage Security Questions Logout
Home Main Schedule Cost &		Submit							
Title: Maryland Zoo in Baltimore - Inf									
Cost & Funds - Reques	st								
Requested Phase Breakdowr	n by Cost								Edit Grid
Requested I hase breakdown	i by Cost								Edit Glid
Fund Type Acquisition		Prior FY	2022	FY2023	FY2024	FY2025	FY2026	FY2027+	Total
Planning		850,000	300,000	300,000	300,000	300,000	0	0	2,050,000
Construction Equipment		8,600,000 300,000	4,300,000 150,000	4,300,000	4,300,000 150,000	4,300,000 150,000	0	0	25,800,000 900,000
Other Total		9 750 000	0 4.750.000	0 4.750.000	0 4 750 000	0 4.750.000	0	0	0 28.750.000
Total		9,750,000	4,750,000	4,750,000	4,750,000	4,750,000	U	U	20,750,000
Requested Funds By Source									Edit Grid
Fund Source	Prior	Phase 2022	Phase 2	023 Phase	2024 Phase	2025 Phase	2026 Phase	2027+ Phase	Total
G0 GE	9,750,000	4,750,000	PCE	4,750,000 PCE	4,750,000 PCE	4,750,000 P	CE 0	0	28,750,000
GF SF	ő	0		0	0	ő	o	0	0
FF RB	0	0		0	0	0	0	0	0
State Share	9,750,000	4,750,000		4,750,000	4,750,000	4,750,000	0	0	28,750,000
Match	9.750.000	4.750.000		4,750.000	4.750.000	4.750.000	0	0	28,750,000
- Cuar	511001000	41.00,000		41.00,000	411001000	41.001000			2011001000
		To open thi	s Screen	dick "Cost	& Funds" or	a the dark ve	llow tool	nor.	
		ro open un				,		Jai.	
			Click "	Request" or	h the light yell	low toolbar.			
				-1	8 7				
Requested	Phase	Click "Ed	lit Grid"	for the "Re	quested Phas	A Breakdow	h by Cost	" table Th	is table should
-					-		,		
Breakdown	h by Cost	show the	total cos	t of the pro	oiect, regardle	ss of the sou	irce of fui	nding. In t	the "Prior" col-
				-	•				
		umn, ent	er any pr	for funding	allocated for	this project	by type of	activity. If	n the fiscal year
		columno	antar th	amount of	funde being	requested for	r the proj	act (round	led to the near-
		columns,	enter the	e amount of	Tunus being	requested ic	n the proj	ect (round	led to the hear-
		est \$1.000) do not	include cor	nmas or deciı	nals) in the	appropriat	te cell	
		000 \$ 1,000	, do not	mendue cor	innuo or accin	indio) in the	appropria	ie een.	
		Clials "Sa				an an tanad (DIC:11	aalamlaka 41	he column and
		CIICK Sa	ve and i	eview the fi	normation ye	ou entered. V	JDIS WIII	calculate u	he column and
		row total	s All of	the dollar	amounts and	pear as "Ma	tch" on t	he table h	elow <u>until</u> the
		"Fund Sc	ource" da	ta is directl	v entered int	to the vario	is source	categories	(e.g. GO, GF,
					/			0	, , ,
		etc.) in th	e step be	IOW.					
n 1	T 1 1	01.1 "	. O . 1"	("D	1 1 1 1	0 " "	1. 11	1	1
Requested	Funds by	Click "Ed	lit Grid"	for "Reques	sted Funds by	Source." In	this table,	only ente	r the amount
C				-				,	
Source		of State II	inds auti	norized or to) be requested	i for the pro	ject. In th	e Prior col	umn, enter the
		type of ar	y Stata fi	inde that m	ay have previo	ouch been	llocated fo	r this proj	act In the
		type of all	ly State n	inds that m	ay have previo	ously been a	nocated ic	n uns proj	ect. In the
		fiscal year	column	s enter in th	ne appropriate	e cell the Sta	te funds t	o he reque	ested (rounded
					* * *			-	
		to the nea	arest \$1.0)00: do not :	include comn	nas or decim	als). In bo	oth the prio	or and fiscal
								-	
		year colui	nns indio	cate with cap	pital letters th	e phase of a	ctivity eacl	n year's fui	nds will assist.
					-	-	-		
		Use A, P,	U, E, 101	Acquisitio	n, manning, C	Jonstruction	i, and Equ	npinent, re	espectively but
		do not us	e comma	s to separate	e the phase co	odes			
		uo not us	e comma	lo lo separat	e une priase et	Juco.			
		Click "So	ve" and "	eview the in	oformation w	u entered (BIS will	calculate t	he column and
		row total	s. This	data should	d now be ac	ccurately div	vided betw	ween "Stat	te Share" and
			0			and a second sec		ota	
		"Match."							

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

2009 C.B.I.S.	About CBIS	Manage Account	Manage Security Questions	Logout
Home Main Schedule Cost & Funds Justification Details Leg. Action				
Last Year's CIP O Request O Req CIP Diff O Matching Funds O Recommendation O Rec CIP Diff				
Title: National Aquarium in Baltimore - Infrastructure Improvements				
Cost & Funds - Req. CIP Difference				
Explain the difference between current request and prior recommended CIP				
🐡 🏦 🖽 🕫 - 🐏 🖓 🐏 🐏 🔀 🖊 🖪 🖌 🖳 Arial 🔹 11px - 🔳 🗄 🖽 🏈				
FY 2025 Planned: \$1,000,000. The FY 2025 request of \$3,500,000 (C) GO will be used to construct critical infrastructure improv public safety and lighting improvements partially funded in FY 2024.	ements. \$500,00	00 of the request will	be used to complete	
Save Cancel				

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

Non-State-Owned Project Matching Funds Screen

						About CBIS	Manage Account	Manage Security Questions
ne Main Schedule	Cost & Funds Justification De	tails Submit						
ist Year's CIP 🔉 Request 🕻	Req CIP Diff O Matching Funds							
itle: R Adams Cowley Shock	Trauma Center Renovation - Ph	ase III						
Matching Funds								
<u> </u>	Prior	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027+	Total
Type State	7,000,000	5,000,000	4,000,000	4,000,000	0	0	0	20,000,000
Match	7,700,000	5,500,000	5,100,000	1,700,000	0	0	0	20,000,000
Fotal	14,700,000	10,500,000	9,100,000	5,700,000	0	0	0	40,000,000
State %	47.6	47.6	44.0	70.2	0.0	0.0	0.0	
Match %	52.4	52.4	56.0	29.8	0.0	0.0	0.0	

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

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

C.B.I.S.	About CBIS Manage Account Logout
Home Main CEW Schedule	Cost & Funds Justification Details Submit
Title: Maryland Zoo in Baltimore - Int	fastructure Improvements
Details and Justification	on – Request
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The Maryland Zoo in Baltimore reque	ats \$5,000,000 in GO bonds to construct improvements to its aging infrastructure. Projects are grouped into three categories: Basic infrastructure improvements, Strategic Services improvements, and Exhibits/Attractions
Improvements. The requested amount	
Founded in 1876, the Maryland 200 in	Ballimore is the third-oldest zoo in the country, and it has continually expanded over the years. New exhibits were incrementally added and the Zoo now occupies 45 of their 135 acres. The FY 2020 funding will be used for:
Basic infrastructure improvements inc	uscentration and a state of the
	as well as renovations to the Elephant House, Visitor Parking Lots A & B, the Leopard Building, and the need for a Tree Survey. address deficiencies identified by USDA and AZA inspectors, changes in federal legislation/ regulations, and Zoo Staff. The Zoo has a growing, living collection and must adjust priorities accordingly. Projects will correct life-
safety and animal welfare def safer living environment for th	iciencies to allow the Zoo to continue to meet the standards of its regulatory agency, the United States Department of Agriculture (USDA). Funding is also requested to modify several existing exhibits to create a better and
general age and damage from	perimeter fence replacement. The Zoo is required by USDA regulations to have an eight-hoot-lait perimeter frence (with barbed wire on toop) around the Zoo's entire 135 acres. Fencing is in need of replacement due to In failing tress/tree limbs, vehicle hits, and vandalism. In particular, inclement weather in spring 2018 damaged fencing due to failen trees. As much fencing as possible will be replaced each year based on priority needs.
 An additional \$100,000 will be priority. 	e used for roof replacement of buildings zoo wide. Many buildings around the Zoo are in various stages of disrepair due to age and damage and need roof replacement. As many roofs as possible will be replaced based on
Visiting Committee, the Zoo v	structed in 1926 and once housed elephants and hippos, but is now used as a storage area. This building's cord must be renovated and the soft, doors, and gutters must be replaced. During last year's visit by the AZA yas cided for the mole and lead lead and in the building. The building 's cord building's cord building and lead and in the building. The building 's cord building's cord building and lead and in the building. The building 's cord building's cord building and lead and in the first. The Markana bas perpetual and building and the building the building 's cord building's cord building and building and the building the building 's cord building's cord building and building the cord building the building
The Zoo requests \$1,000,000	rior of the building. The Zoo requests \$350,000 for this roof renovation. To renovate Parking Lots A & B as the first installment of a four-year request. Over the years, the lots have become an impervious surface with rainwater running off the parking lots. A heavy rain and tree roots can cause the
Click "Jus	stification" on the dark yellow toolbar to get to the "Details and Justification–Request" screen.
Details and	Expand on the information included in the project description. Describe and justify the project
Justification—	in sufficient detail to indicate clearly the nature of the work to be funded. Include the size of the
Request	facility in NSF and GSF, what the scope of the project is, its location, a description of the service
icquest	
	that the facility provides and the specific kinds of clients who receive the services, and any secon
	ary components of the project, if applicable. Address facility problems, causes of the problem
	and consequences to the delivery of services. Describe how the project will resolve the facili
	problems described. Provide quantitative data, when possible and where appropriate, to suppo
	the project justification, such as the number of clients who need to be served, are currently bein
	served, and will be served upon completion of the project. Also, indicate if there are any secon
	ary objectives, or if the scope of the problem goes beyond what has been indicated above. Expla
	if there are any issues that must be addressed, such as historic preservation or project phasing.
	All numbers in the write-up (NSF, GSF, etc.) must agree with supporting documents such as the
	CEW or other sections of the CBIS worksheet. Explain any changes to the project scope an
	schedule since the publication of the current CIP.
	Address three issues in the supporting comments:
	1) descriptions of the facility problem(s), 2) consequences of the facility problem(s) on service
	delivery, and 3) outcomes.
	Facility Problem(s). Generally, four types of facility problems may characterize a project: insuf
	cient 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 involve
	in a project.
	• Insufficient space means that more space is needed for a function than is currently avai
	ble. This may occur because standards require more space or an increase in users has resulted in ov
	crowding in the existing space. For example, an increase of patients at a health facility may result in t
	need for more clinical space.
	• Functional inadequacy of space means that the physical characteristics of the existing spa
	must be changed so that it can be more effectively utilized for the designated purpose. For example, usin
	space for clinical examinations that was previously used for radiological services would have to
	changed for the more effective delivery of the clinical services.

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

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

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

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

Non-State-Owned Project Detail for Project Screen

🖓 C.B.I.S.						About CBIS	Manage Account	Manage Security Questions	Logout
Home Main Sche	dule Cost & Funds	Justification	Details	Leg. Actio	n				
Request Recommond									
	aryland Shore Regiona	I Health - New	Easton Re	gional Medi	cal Center				
Details - Req	uest								
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Area Name		Square Feet							
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Cancel	Click "Canc	el" to def	ault th	e area n	ame and squ	iare feet f	ields to blan	k spaces.	
Edit	Click "Edit"	' to chang	e previ	ously er	ntered inform	nation.			
Delete	Click "Delet	te" to rem	nove are	as from	the invento	ory of space	ces.		
Net Sq. Ft.	CBIS will a section abov		ally tota	l the n	et square fe	et as you	make entrie	es in the "Add New	w Area

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

•(II)* O.D.I.O.						5	About CBIS	Manage Account	Manage Security Questions	Logout
Home Main So	hedule	Cost & Funds	Justification	Details	Leg. Action					
Request O Recon	mendatior	ı								
Title: University of	Maryland	Shore Regional	Health - New	Easton Re	gional Medica	al Center				
Details - Re	quest									
Proposed Net	Square	Feet				Add	New Area			
Area Name			Square	Feet						
Net Sq. Ft.:	326	300	Gross	Sq. Ft.:		407872]			
Structural Cost/G	SF:		Total	Constructio	on Cost/GSF:]			
Percent Efficiency	: 80.0	0%								
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Total Constru Cost/GSF:	ction	(Item 2	1c on the	e ČEW	', if you a	are complet	ing one) l		e total cost of constr GSF. If you linked you ılated.	

Non-State-Owned Project How to Print Your Request

This is the first of two ways	to print a copy of your reque	st. This print option will print the requested worksheet only.
See the next page for instruction	as on printing the Cost Estimate V	Vorksheet with the requested worksheet.
C.B.I.S.		About CBIS Manage Account Logout
Home Main CEW Schedule Cost & Funds Justification	Details Submit	
Main Information		Print Requested Edit
Title	Maryland Zoo in Baltimore - Infrastructure Improvements	
Description	improvements, and exhibits/attractions improvements. The Zoo will use \$3,550,00 replacement; an emergency backup generator; roof replacements; and renovatio	Itimore. The Zoo identified a variety of projects that are grouped into three categories: basic infrastructure improvements, strategic services of to basic infrastructure improvements including the correction of life-safety and annial vettare deficiencies throughout the Zoo, perimeter frence ns to the Elephant House, Leopard Bulding, and Vistor Parking Lots A and B. The Zoo will use \$250,000 for strategic services improvements, envolation of the Waterfowd Pavilion. The FY 2020 budget also includes \$1,200,000 for exhibit attraction improvements, including renovations to a new chicken exhibit.
Budget Request Type	Non-State Owned	
Location	1876 Mansion House Drive Druid Hill Park Baltimore MD 21217	
	Longitude:: -76.633399 Latitude:: 39.301399	
Agency	/ Miscellaneous	Sub-Agency Maryland Zoo in Baltimore
Legislative District	t 40 - North Central Baltimore City	Subdivision Baltimore City
Budget Code	2A00	Governor's Priority Other Projects
Contact Info	Donald P. Hutchinson Drud Hill Park 1976 Manyaki Dong Drive 1976 Manyaki D 21217 Phone # 443-552-5250	
, ,	· ·	Print Requested" button located in the top right corner e file, which can be printed for review or saved in a file.
You may need to enable pop	o-ups in your internet browser.	

Non-State-Owned Project How to Print Your Request

This is the second way to print a copy of your request:				
C.B.I.S.	About CBIS	Manage Account	Logout	Help
Home Reports				
😡 Capital Budget Reports 🔹 Capital Budget Worksheets 🔹 End of Session Reports 🔹 Supplemental Reports 🔹 Security Reports				
Capital Budget Worksheets				
Agency Miscellaneous				
Sub- Agency Maryland Zoo in Baltimore				
Request				
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				
Select Output Format Generate Reports				

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

- Scroll to the bottom of the page and click "Generate Reports." A window will open showing the output file in an Adobe format. Print or save your selection using the tool bar icons at the top of the Adobe output screen.
- For an output format other than Adobe for an individual project, click "Select Output Format." A dropdown menu will appear, allowing you to select PDF (Adobe), Excel, or Word as alternative output formats. Click "Generate Reports" and a second window will appear showing the output file in the format selected.
- If you uploaded attachments, you can download and print them from this screen.

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

Non-State-Owned Project How to Submit Your Request

NOTE:

- If your assigned CBIS role is an Agency User, clicking "Submit" will forward the request to your Agency Manager. After submitting the budget request, the Agency User can only view, not change, the submission. If changes are required, the Agency Manager can edit the material before submitting it to OCB. Alternatively, the Agency Manager can return the submission to the Agency User for changes by clicking on the "Main Information" screen. Click "Edit." Then, click "Request Status" and select "Unsubmit" from the drop-down menu. Click "Save" to exit the edit screen and to save the information in CBIS.
- If your assigned CBIS role is an Agency Manager, clicking "Submit" will forward the request to OCB. After OCB receives the request, the Agency Manager can only view, not change, the submission. If changes are required, contact your OCB budget analyst and they will unsubmit the request. Your OCB budget analyst may also return the submission to the Agency Manager if the submission is deemed to be incomplete, inaccurate, or incoherent.

How to submit your request:

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



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

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

C.B.I.S.						About CBIS	Manage Account Manage Security Questions Lo
	hedule Cost & Funds Justificati	ion Details Submit					
Title: Maryland Zoo	o in Baltimore - Infrastructure Improv	/ements					
Submit Pag	e						
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Prior 9,750,000	2022 4,750,000	2023 4,750,000	2024 4,750,000	2025 4,750,000	2026 0	Out Years 0	Total 28,750,000
Requested Fun	ids by Source Total by Year						
Requested Fun Prior	nds by Source Total by Year 2022	2023	2024	2025	2026	Out Years	Total

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

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

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