

SECTION VI:
THE USE OF CBIS
FOR
STATE-OWNED PROGRAMS

PREFACE FOR STATE-OWNED 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.

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

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

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

How to Navigate Through the CBIS Screens

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

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

A few pointers:

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

State-Owned Program Home Screen

C.B.I.S.

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

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

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

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

State-Owned Program New Request Screen

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

New Request

Request Type

New Project
 New Program

Ownership

State Owned
 Grant and Loan

To request a new program, click “Create a New Request” on the light yellow toolbar on the CBIS home screen.

| | |
|--|-----------------------|
| Request Type | Choose “New Program.” |
| Ownership | Choose “State Owned.” |
| Click “Save,” and CBIS will take you to the “Main Information” screen. | |

State-Owned Program– Main Information

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

Main Information [Edit](#)

Title: Natural Resources Development Fund

Description: Provide funds to design and construct development projects on DNR property. Typical projects include a bathhouse, fish hatchery, shooting ranges, historical building improvements, park entrance improvements, bridge and dam maintenance, and general park improvements. Funds for this program are derived from State Transfer Tax revenues allocated to DNR. The FY 2021 budget includes funding for six projects in five subdivisions, two statewide repair programs for bridges and dams, and four State Park Water and Sewer Infrastructure Upgrades that will be managed by Maryland Environmental Services.

Budget Request Type: State-Owned

Agency: Department of Natural Resources **Sub-Agency:** Capital Grants and Loans Administration

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

Budget Code: KA0510 **Governor's Priority:** Health and Environment

Contact Info: Perry Otwell
Annapolis, MD 21401
Phone # 410.260.8911

Does this program require operating impact statements? Yes

Click “Edit” on the “Main Information” screen shown above.

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

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

State-Owned Program Cost & Funds - Request Screen

Requested Funds By Source

| Fund Use | 2023 | 2024 | 2025 | 2026 | 2027 | 2028+ | Total |
|--------------|-------------------|-------------------|-------------------|-------------------|----------|----------|--------------------|
| GO | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| GF | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| SF | 24,785,000 | 24,742,936 | 18,949,839 | 26,358,275 | 0 | 0 | 94,816,050 |
| FF | 1,908,000 | 0 | 0 | 0 | 0 | 0 | 1,908,000 |
| RB | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| NB | 0 | 4,858,000 | 500,000 | 500,000 | 0 | 0 | 5,858,000 |
| Total | 26,671,000 | 29,600,936 | 19,449,839 | 26,858,275 | 0 | 0 | 102,580,050 |

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

Click “Cost & Funds” on the dark yellow toolbar. Then, click “Cost & Funds - Request” on the light yellow toolbar.

| | |
|----------------------------------|---|
| Requested Funds By Source | <p>Click “Edit Grid” for the “Requested Funds by Source” table. By fund source, enter the requested amount of funding for each fiscal year in the appropriate column. Round dollar amounts to the nearest \$1,000 and do not include commas or decimals. Click “Save” and review the information entered. CBIS will calculate the row and column totals.</p> |
| CIP Difference | <p>Click “Edit” to update the “CIP Difference” section.</p> <p>Compare the amount of program funding that was planned in the CIP to the amount requested for the budget year. Begin the text with, “FY 20__ Planned:” then state the funding amount planned in the current CIP for the upcoming fiscal year’s capital budget as well as type of funds recommended (i.e. general obligation Bonds, general funds, special funds).</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 program was not listed in the last CIP for State funding in the upcoming fiscal year, state “FY 20__ Planned: \$0.” Add one to two sentences to explain the amount requested and justify why the funds are requested in the upcoming fiscal year.</p> <p>Click “Save,” and the “Cost & Funds - Request” screen will appear. To change the information entered, click the “Edit” button.</p> |

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



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[Cost & Funds - Request](#) | [Last Year's CIP](#)

Title: Natural Resources Development Fund

Cost & Funds - Last Year's Capital Improvement Program

Last Year's Recommended Funds By Source

[Edit Grid](#)

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

Click "Cost & Funds" on the dark yellow toolbar. Then, click "Cost & Funds - Last Year's CIP" on the light yellow toolbar.

Cost & Funds - Last Year's Recommended Funds By Source

Click "Edit Grid" and enter fund sources for each fiscal year. CBIS should roll this information over from last year. If this screen is blank, enter last year's recommended CIP amount by fund source in the appropriate fiscal year cells. Round dollar amounts to the nearest \$1,000 and do not include commas or decimals.

Click "Save" and review the information you entered. The row and column totals will be calculated by CBIS.

State-Owned Program Details and Justification—Request Screen

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

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

Request

Title: Construction Contingency Fund

Details and Justification - Request

The Department of General Services requests \$2,500,000 in G.O. Bonds for the Construction Contingency Fund in FY 2020.

The Construction Contingency Fund is a program that provides additional funds to ongoing construction projects to:

- 1) supplement appropriations if bids exceed appropriated funds,
- 2) conduct value engineering on any given project, and/or,
- 3) cover change orders during construction of a project. Under section 3-609 of the State Finance and Procurement Article, prior to seeking approval from the Board of Public Works (BPW), the Department of General Services (DGS) and the Department of Budget and Management (DBM) shall provide written notice to the legislative budget committee chairs (JBC) on the planned use of the construction contingency funds, and allow 45 days for review and comment by the JCB. In accordance with State Finance and Procurement law, DGS and DBM shall also certify to the BPW that the funds meet the criteria outlined for the appropriate use.

The Construction Contingency Fund is a continuing, non-lapsing, revolving fund. It receives funding from three sources:

- 1) budget appropriation,
- 2) unspent proceeds of an enabling Act or
- 3) unspent portions of project funds appropriated under and annual General Construction Loan Act or Maryland Consolidated Capital Bund Loan Act. Typically, funds transferred under source 3, above, are unspent portions of project appropriations that are \$100,000 or below. Unspent portions of project funds that exceed \$100,000 are typically de-authorized, rather than transferred to the Fund.

Additional funds could be needed for the Construction Contingency Fund, based upon the rising construction costs and the likelihood that State agencies will deplete the Fund's current balance. Construction costs leveled off during the recent recession. The tepid recovery of the overall economy has nonetheless led to a detectable increase in costs in the construction sector. Engineering News-Record, a construction-focused magazine, estimates that construction costs have increased 1-3.6% annually since 2010. By its nature, the construction industry is heavily dependent on internal market forces such as intense contract competition as well as external forces such as commodity prices (such as fuel and labor) and interest rates. Accordingly, project costs may continue to fluctuate. Thus, prudent fiscal management suggests an extra infusion into the Fund will allow the State to absorb unexpected project costs.

DGS is aware of several current projects that may request substantial funding from the Construction Contingency Fund in the next year which could deplete the Fund's current balance. For example, DGS has requested a transfer out of the Construction Contingency fund of \$2,000,000 for the Murphy Court of Appeals parking deck and accessible lobby addition project. The previous transfer out of the Fund came in October of 2014 when the BPW approved the transfer of \$3,000,000 to the University of Maryland Center for Environmental Science to complete its Truitt Laboratory Replacement Building project. Assuming no future transfers out, the unnumbered balance (currently \$5,039,068) will continue to grow. With the infusion of \$2.5 million in FY 2018, the balance of the program is estimating to be \$6.5 million, pending the approval of the Murphy Court of Appeals request of \$2,000,000.

In 2018, another \$398,104 was transferred into the contingency. The current fund balance is approximately \$6.88 million.

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

Details and Justification—Request

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

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

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

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

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

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

Click “Save.”

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

| | |
|------------------------------------|--|
| Uploading Documents to CBIS | <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 and then click “Upload.” After uploading your document, click “Save.”</p> <p>You may download a document you have uploaded to CBIS by clicking on the “Download” button on the right side of the screen. To delete a document you uploaded, click the “Delete” button.</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. You <i>may not</i> upload documents in lieu of providing supporting comments.</p> |
|------------------------------------|--|

State-Owned Program Prior Activity Screen

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

Title: Critical Maintenance Program

Prior Activity

Prior Appropriations Edit Grid

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

Prior Program Activity Using Funds from all Sources Edit Grid

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

Click "Prior Activity" on the dark yellow toolbar.

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

State-Owned Program Encumbrance and Expenditure Summary Screen

| C.B.I.S. | | | | | | |
|--|--------------------|-------------------|-------------------|-------------------|-------------------|--|
| Home Main Cost & Funds Justification Prior Activity Activity Planned Activity Projects Submit | | | | | | |
| About CBIS Manage Account Manage Security Questions Logout | | | | | | |
| Title: Critical Maintenance Program | | | | | | |
| Encumbrance and Expenditure Summary by Year of Capital Authorization as of July 1 st . Edit Grid | | | | | | |
| Fiscal Year | Total Authorized | Amount Encumbered | Amount Expended | To Be Encumbered | To Be Expended | |
| All Prior | 72,818,435 | 70,852,864 | 70,179,481 | 1,965,571 | 2,638,954 | |
| FY2017 | 6,000,696 | 4,294,012 | 3,748,858 | 1,706,684 | 2,251,838 | |
| FY2018 | 6,000,000 | 3,268,572 | 1,821,564 | 2,731,428 | 4,178,436 | |
| FY2019 | 13,000,000 | 2,235,430 | 767,497 | 10,764,570 | 12,232,503 | |
| FY2020 | 4,159,480 | 0 | 0 | 4,159,480 | 4,159,480 | |
| SubTotal | 101,978,611 | 80,650,878 | 76,517,400 | 21,327,733 | 25,461,211 | |
| FY2021 | 0 | 0 | 0 | 0 | 0 | |
| Total | 101,978,611 | 80,650,878 | 76,517,400 | 21,327,733 | 25,461,211 | |

Click "Activity" on the dark yellow tool bar.

Encumbrance and Expenditure Summary

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

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

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

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

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

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

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

State-Owned Program Planned Activity for Current Fiscal Year Screen

The screenshot shows the 'Planned Activity for FY 2021' screen in the CBIS system. The title is 'Critical Maintenance Program'. The screen contains several input fields for financial data:

- Balance as of July 1st 2020:** 0
- GO/GF Appropriations:** 0
- Other Funding:** 8051177
- Total Revenue:** 8,651,177
- Encumbrances:** 0
- Operating Costs:** 0
- Total Expenses:** 0
- Total Available for Next Fiscal Year:** 8,651,177

At the bottom, there are 'Save' and 'Cancel' buttons.

Click “Planned Activity” on the dark yellow toolbar.

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

| | |
|-----------------------------|--|
| Beginning Balance | Enter the unencumbered balance available to the program on the first day of the current fiscal year. The beginning balance should be the same as the amount in the “SubTotal” row in the “To Be Encumbered” column on the “Encumbrance and Expenditure Summary” table (previous page). If the program had no balance, enter a zero. |
| GO/GF Appropriations | Enter the funding the program received from general obligation bonds and general fund appropriations for the current fiscal year. |
| Other Funding | Enter the funding the program received from any source other than general funds and general obligation bonds during the current fiscal year (e.g. special funds or federal funds). CBIS will calculate “Total Revenue” automatically. |
| Encumbrances | Enter the program’s total anticipated encumbrances for the current fiscal year. If a Part II summary in the “Projects - Current Year Planned Activity” screen is being submitted, this amount should be the same as the “Total Amount” shown in the “Current FY Amount” column. |
| Operating Costs | <p>If there are anticipated operating expenses and indirect charges that are authorized by law, enter this amount. CBIS will calculate “Total Expenses” and the “Total Available for Next Fiscal Year” after you click “Save.”</p> <p>The “Projects - Requested” screen will appear when you click “Save.” To view the material that you just entered, click the “Planned Activity” tab.</p> |

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

The screenshot shows the CBIS web application interface. At the top, there are navigation tabs: Home, Main, Cost & Funds, Justification, Prior Activity, Activity, Planned Activity, Projects, and Submit. Below the navigation is a breadcrumb trail: Projects - Current Year Planned Activity > Projects - Requested. The main content area displays the 'Program Title: Natural Resources Development Fund' and a summary of proposed use of available funds for the current fiscal year (Part II). A yellow 'Add New' button is visible. Below the summary is a table with columns: Subdivision, District, Title, Est. Cost, Prior, Phase, FY 2022 Planned, Phase, Future Req., Phase, States Share %, and Sub-Agency Priority. The table lists several projects with their respective costs and phases. A 'Totals' row is at the bottom of the table. Below the table, it states 'Total Funds Planned to be Encumbered in FY 2022: 0'.

| Subdivision | District | Title | Est. Cost | Prior | Phase | FY 2022 Planned | Phase | Future Req. | Phase | States Share % | Sub-Agency Priority |
|---------------|----------|---|--------------------|-------------------|-------|-------------------|-------|-------------------|-------|----------------|---------------------|
| Washington | 2A | Albert Powell Fish Hatchery Improvements | 9,376,000 | 657,000 | P | 8,719,000 | PCE | 0 | | 100.0 | 0 |
| Statewide | 99 | Dam Assessments and Rehabilitation | 8,474,036 | 4,724,036 | PC | 500,000 | PC | 3,250,000 | PC | 100.0 | 0 |
| Statewide | 99 | Bridge Inspection and Improvement Projects | 5,250,000 | 1,500,000 | P | 500,000 | PC | 3,250,000 | PC | 100.0 | 0 |
| Regional | 98 | Johnson Wildlife Management Area and Hillsboro Natural Resources Police Shooting Range Improvements | 8,941,000 | 4,176,000 | PC | 200,000 | P | 4,565,000 | CE | 100.0 | 0 |
| Baltimore Co | 6 | North Point State Park - Waterfront Improvements | 5,979,000 | 0 | | 343,000 | P | 3,079,000 | CE | 57.2 | 0 |
| Talbot | 37B | Black Walnut Point - Shore Erosion Control | 2,245,000 | 0 | | 185,000 | P | 2,060,000 | PCE | 100.0 | 0 |
| Statewide | 99 | State Park Water and Sewer Infrastructure Improvement Fund | 59,987,000 | 12,656,000 | PC | 0 | | 47,231,000 | C | 100.0 | 1 |
| Totals | | | 100,152,036 | 23,713,036 | | 10,447,000 | | 63,435,000 | | | |

Click "Projects" on the dark yellow toolbar, then "Projects - Current Year Planned Activity" on the light yellow toolbar.

Projects proposed for FY 20__

Information in this screen should roll over from last year's recommendations. This list includes all previously-authorized projects which have been, or are expected to be, encumbered during the current fiscal year. However, the list should be updated to reflect the following:

1. To remove a project, click "Delete" next to the project of concern. You may need to remove projects from the list for reasons such as project cancellations, delays in project schedules, or de-authorization.
2. To add a project, click "Add New." You may need to add projects authorized by the legislature.
3. To review a project, click "View." Verify that the information for all projects is complete and accurate.

The following material provides important information about the use of "Delete," "Copy," "View," and "Add New."

1. 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.

2. Copy - If a project is proposed for funding in the next Fiscal Year, click **Copy** to copy the project onto Part III - Summary of Requested Projects for Capital Grant and Loan Program. Also, the Part IIA will be copied onto a Part IIIA Form. This will eliminate the need to manually reenter information a second time. However, you may need to update information regarding the cost and schedule.

State-Owned Program

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

| | |
|---|--|
| <p>Projects proposed for FY 20__ (Continued)</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 tool bar (already highlighted), then click "Projects - Current Year Planned Activity" on the light yellow tool bar and proceed as outlined in the above paragraph.</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, you will also need to add these new projects to the database. To do so, complete 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" for the project of concern. After making changes, click "Save" and return to this screen to view the changes.

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

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

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

State-Owned Program

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

About CBIS
Manage Account
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Home Main Cost & Funds Justification Prior Activity Activity Planned Activity Projects Submit

Main Cost & Funds Details and Scheduling Operating Imp. CEW

Main Information Edit

| | | | |
|--------------------------------------|--|--------------------|---|
| Program Title | Natural Resources Development Fund | | |
| Project Title | Rocky Gap State Park Parking Lot Improvements | | |
| Description | Renovate the existing day-use area parking lot to improve traffic flow and stormwater management. The day-use area consists of the Lake Beach, pavilions, ranger station, bathhouse, and concession building. The parking lot is located between the two inbound lanes and provides about 640 parking spaces. The parking lot and associated stormwater management structures have significantly deteriorated. The poor condition of the parking/driving surface indicates that the sub-base has softened due to water infiltration causing shifts and cracks. Therefore, the parking lot improvements will include restoration of the sub-base, paving, and stormwater management. The FY 2019 budget includes funding to construct this project. | | |
| Location | 12900 Lakeshore Drive Flintstone MD 21530 Longitude: -78.651595 Latitude: 39.700262 | | |
| Agency | Department of Natural Resources | Sub-Agency | Capital Grants and Loans Administration |
| Legislative District | 1B - Allegany County | Subdivision | Allegany |
| Agency Priority | 0 | | |
| Does this Project Have a CEW? | Yes | | |

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, 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>You do not need to enter the location of 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>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) 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>There is no need to complete a Cost Estimate Worksheet for a project that has already been funded. Click "No."</p> |

Click "Save" and review the information you entered. If any corrections or additions are required, click "Edit" and follow the above procedures. Click "Save" to keep your changes or "Cancel" to keep the information previously entered.

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

Cost & Funds - Last Year

Program Title: Natural Resources Development Fund
 Project Title: Johnson Wildlife Management Area and Hillsboro Natural Resources Police Shooting Range Improvements
 Last Year's Recommended Phase Breakdown by Cost

| | Prior | FY2021 | FY2022 | FY2023 | FY2024 | FY2025 | FY2026+ | Total |
|--------------|----------------|----------------|------------------|------------------|----------|----------|----------|------------------|
| Acquisition | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Planning | 194,000 | 401,000 | 0 | 0 | 0 | 0 | 0 | 595,000 |
| Construction | 0 | 0 | 3,155,000 | 2,095,000 | 0 | 0 | 0 | 5,250,000 |
| Equipment | 0 | 0 | 25,000 | 25,000 | 0 | 0 | 0 | 50,000 |
| Other | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total | 194,000 | 401,000 | 3,180,000 | 2,120,000 | 0 | 0 | 0 | 5,895,000 |

Last Year's Recommended Funds By Source

| | Prior | Phase | 2021 | Phase | 2022 | Phase | 2023 | Phase | 2024 | Phase | 2025 | Phase | 2026+ | Phase | Total |
|--------------|----------------|-------|----------------|-------|------------------|-------|------------------|-------|----------|-------|----------|-------|----------|-------|------------------|
| GO | 0 | | 0 | | 0 | | 0 | | 0 | | 0 | | 0 | | 0 |
| GF | 0 | | 0 | | 0 | | 0 | | 0 | | 0 | | 0 | | 0 |
| SF | 194,000 | P | 401,000 | P | 3,180,000 | CE | 2,120,000 | CE | 0 | | 0 | | 0 | | 5,895,000 |
| FF | 0 | | 0 | | 0 | | 0 | | 0 | | 0 | | 0 | | 0 |
| RB | 0 | | 0 | | 0 | | 0 | | 0 | | 0 | | 0 | | 0 |
| NB | 0 | | 0 | | 0 | | 0 | | 0 | | 0 | | 0 | | 0 |
| Total | 194,000 | | 401,000 | | 3,180,000 | | 2,120,000 | | 0 | | 0 | | 0 | | 5,895,000 |

Non-Budgeted Funds Source

| Source of Funds | Amount |
|-----------------|--------|
| Total | 0 |

The "Projects" selection on the dark yellow toolbar should be highlighted.
 Click "Cost & Funds" on the light yellow toolbar.

Recommended Phase Breakdown by Cost

Click "Edit Grid" for "Last Year's Recommended Phase Breakdown by Cost." Enter the total project cost, regardless of the source of funding. CBIS should roll this information over from last year. If the information did not roll over or you need to add a new project, enter the prior dollar amount allocated for this project in the Prior column by type of activity. In the fiscal year columns, enter the amount of funds to be encumbered for the project in the appropriate field. Round dollar amounts to the nearest \$1,000 and do not include commas or decimals.

Click "Save" and review the information you entered. CBIS will calculate the row and column totals and populate the "Match" and "Total" rows of the "Last Year's Recommended Funds By Source" table.

Recommended Funds By Source

Click "Edit Grid" for "Last Year's Recommended Funds By Source." Enter the required data by fiscal year and project phase. Enter only the amount of State funds authorized or to be requested for the project. CBIS should roll this information over from last year. If no data is present, then enter the type of State funds previously allocated for this project in the Prior column.

In the fiscal year columns, enter the State funds to be requested (rounded to the nearest \$1,000; do not include commas or decimals) in the appropriate field. In addition, enter the phase of activity each year's funds will assist. Use (in caps) A, P, C, E, for Acquisition, Planning, Construction, and Equipment, respectively, but do not use commas to separate different phases.

Click "Save" and review the information you entered. CBIS will calculate the row and column totals. The "Match" is the total project cost minus the combination of State funds available and to be requested. The dollar amounts in the columns of each of the two tables must be equal. If they are not, make the appropriate corrections so that the totals balance.

State-Owned Program

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

Details and Scheduling - Requested

Program Title: Natural Resources Development Fund
 Project Title: Albert Powell Fish Hatchery Improvements

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

| Area Name | Square Feet |
|---------------------------|---|
| Net Sq Ft: | <input type="text" value="52174"/> |
| Gross Sq Ft: | <input type="text" value="52000"/> |
| Efficiency Factor: | <input type="text" value="1.01"/> |
| Cost Per GSF: | <input type="text" value="110.34"/> |
| Program Status: | <input type="text" value="Part III Approved"/> |
| Proposed Schedule: | |
| Duration of Design: | <input type="text" value="12"/> Months Starting On (MM/DD/YYYY) <input type="text" value="10/1/2019"/> until <input type="text" value="10/1/2020"/> |
| Duration of Construction: | <input type="text" value="12"/> Months Starting On (MM/DD/YYYY) <input type="text" value="4/1/2021"/> until <input type="text" value="4/1/2022"/> |

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

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

The Department of Natural Resources request that \$7,993,000 in transfer tax special funds be provided in FY 2021 to construct improvements to the Albert Powell Fish Hatchery in Washington County.

The Albert Powell Fish Hatchery is located in Hagerstown, Washington County, Maryland. Named after a former hatchery director, the facility was constructed in 1949. The hatchery raises rainbow trout to meet various DNR goals. The hatchery receives eggs from a private supplier and raises them to fingerling size. Some of these fingerlings are stocked directly into Maryland waters to enhance naturally reproducing populations. Additional fingerlings are supplied to other state culture facilities where they are grown to catchable size. The remaining fingerlings are cultured to adult and trophy size and stocked throughout Maryland to provide anglers with the opportunity to catch some spectacular fish.

Albert Powell Hatchery is a flow-through facility, consisting of an upper course of raceways. Inlet gates adjust flow rates to each raceway. The hatchery has raceways designated for holdovers, trophy-sized fish and younger stock. The raceways are not covered. This project will construct a new hatchery building, raceway containment structures, and infrastructure improvements which will address the existing facility's deficiencies.

Hatchery

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

**State-Owned Program
Projects - Details and Scheduling Screen (Part IIA) (Continued)**

| | |
|--|---|
| <p>Uploading Documents to CBIS</p> | <p>OPTIONAL. To upload supporting documents to a request, go to the “Details and Scheduling” screen and scroll down to “Supporting Documents” at the bottom of the page. Click “Browse” to select your document and then click on “Upload.” After uploading your document, click “Save” or you may lose any changes you made to the supporting comments section when you navigate away from this page.</p> <p>To download a document you have uploaded to CBIS, click on the “Download” button on the right side of the screen. You may also delete a document you have uploaded by clicking on the “Delete” button to the right of the “Download” button.</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>Click “Save.” You do not need to complete the Operating Impact Statement.</p> | |

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

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

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

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

Projects Included in FY 20__ Request

As projects are entered, CBIS updates the “Projects - Requested” summary page (Part III). All fields are populated from data entered for individual projects. Additionally, CBIS calculates the totals for “Est. Cost,” “Prior,” “FY 20__ Req.,” and “Future Req.” that appear on the summary page. To change information entered, click “View” on the project. After changes, click “Save,” and return to this screen to view the changes.

Project Request Total

The “FY 20__ Req.” column total must be the same as the total amount requested for the program in the next fiscal year. At the bottom of the project list, the Total Funds Requested in FY 20__: field pulls the Total requested funds amount from the “Cost & Funds - Request” screen.

If the “FY 20__ Req.” column total is less than the amount requested in the next fiscal year, enter a new project entitled “Contingency.” Insert “Statewide” for Legislative District and Subdivision in the “Main Information” screen. In the project’s “Cost & Funds - Request” screen, enter the dollar amount as “Other” in the “Requested Phase Breakdown by Cost” table and in the appropriate fund source of the “Requested Funds by Source” table, leaving the phase code blank. The dollar amount entered for the “Contingency” project must make the “FY 20__ Req.” column total equal the “Total Funds Requested in FY 20__” amount.

Prioritizing Projects

Once all the projects are entered, they must be prioritized from highest priority to lowest priority. On the “Projects - Requested” screen to the left of each project, enter the priority number of each project and save it by clicking the “Update” button.

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

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

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

| | |
|-----------------------------|--|
| Project Title | <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 | Describe the project. The first sentence must start with a verb such as construct, renovate, or convert. Include the NSF and GSF from the facility program (if a program was submitted and approved by OCB), which must also be the same as the NSF and GSF that is used in the CEW. Next, include what the project is, and where the project is located. Cite any significant secondary purpose (e. g. renovate an existing building as part of a project to construct an addition to the building). If there are phases to the project, indicate the number of phases and describe each of them. Finally, include a generalized statement of the rationale, which will provide the justification for the project. This section should be one paragraph and four to eight sentences long. |
| Location | Enter the project’s street address and longitude/latitude <u>in decimal degrees</u> (-76.621972, 39.301324). You can find your project’s longitude and latitude at the Department of Planning’s Interactive Maps webpage. Click on the Growth and Conservation Overlays interactive map. If the project’s location is yet to be determined, put “N/A” in the address and longitude/latitude fields. |
| Agency | No data entry required. CBIS populates this field automatically. |
| Sub-Agency | No data entry required. CBIS populates this field automatically. |
| Legislative District | <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> |

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

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

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

Requested Phase Breakdown by Cost

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

Requested Funds By Source

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

Non-Budgeted Funds Source

| Source of Funds | Amount |
|-----------------|----------|
| Total | 0 |

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

Requested Phase Breakdown by Cost

Click "Edit Grid."

This table shows the total cost of the project, regardless of the source of funding. In the "Prior" column, enter any funding that has been allocated for this project by type of activity. In the fiscal year columns, enter the amount of funds being requested for the project in the appropriate cell, rounded to the nearest \$1,000. Do not include commas or decimals.

Click "Save." CBIS will calculate the row and column "Total."

Requested Funds By Source

Click "Edit Grid."

In the prior column, enter the type of State funds previously allocated for the project. In the fiscal year columns, enter the State funds being requested in the appropriate cell, rounded to the nearest \$1,000. Do not include commas or decimals. In both the prior and fiscal year columns, indicate with capital letters the phase of activity each year's funds will assist. Use A, P, C, E, for Acquisition, Planning, Construction, and Equipment, respectively but do not use commas to separate different phases when you enter them.

Click "Save" and review the information you entered. The column totals in each table must match. Once you update the "Requested Funds by Source" grid and click the "Save" button, CBIS will alert you if the totals in the "Requested Phase Breakdown by Cost" and the "Requested Funds by Source" grids do not match.

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

Details And Scheduling - Requested

Program Title: Natural Resources Development Fund
 Project Title: Albert Powell Fish Hatchery Improvements

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 10/1/2020

Duration of Construction: Months Starting On (MM/DD/YYYY) until 4/1/2022

Supporting Comments & Project Justification: Edit

The Department of Natural Resources request that \$7,993,000 in transfer tax special funds be provided in FY 2021 to construct improvements to the Albert Powell Fish Hatchery in Washington County.

The Albert Powell Fish Hatchery is located in Hagerstown, Washington County, Maryland. Named after a former hatchery director, the facility was constructed in 1949. The hatchery raises rainbow trout to meet various DNR goals. The hatchery receives eggs from a private supplier and raises them to fingerling size. Some of these fingerlings are stocked directly into Maryland waters to enhance naturally reproducing populations. Additional fingerlings are supplied to other state culture facilities where they are grown to catchable size. The remaining fingerlings are cultured to adult and trophy size and stocked throughout Maryland to provide anglers with the opportunity to catch some spectacular fish.

Albert Powell Hatchery is a flow-through facility, consisting of an upper course of raceways. Inlet gates adjust flow rates to each raceway. The hatchery has raceways designated for holdovers, trophy-sized fish and younger stock. The raceways are not covered. This project will construct a new hatchery building, raceway containment structures, and infrastructure improvements which will address the existing facility's deficiencies.

Hatchery

Click “Details and Scheduling” on the light yellow toolbar.

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

Note: Do not include commas or decimals.

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

State-Owned Program

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

| | |
|--|--|
| Supporting Comments & Project Justification | <p>To edit the “Supporting Comments & Project Justification,” click “Edit.”</p> <p>Expand on the information included in the project description. Provide a description and justification for the project in sufficient detail to clearly explain the nature of the work to be funded. Include the size of the facility in NSF and GSF, what the scope of the project is, its location, a description of the services that the facility provides and the specific kinds of clients who receive the services, and any secondary components of the project, if applicable. Address facility problems, causes of the problems, and consequences to the delivery of services. Describe how the project will resolve the facility problems described. Provide quantitative data, when possible and where appropriate, to support the project justification. For example, the number of clients who need to be served, are currently being served, and will be served upon completion of the project. Also, indicate if there are any secondary objectives, or if the scope of the problem goes beyond what has been indicated above. Explain if there are any issues that must be addressed, such as historic preservation or project phasing.</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>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.</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</i> 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>Functional inadequacy of space</i> 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>Obsolete/deficient space</i> 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>Location as a barrier to client services</i> means that the location of an existing facility is not suitable for providing services as intended. For example, a health clinic that primarily serves low-income populations and is located far from public transportation may have to be relocated to be more accessible. |
|--|--|

State-Owned Program

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

| | |
|---|---|
| <p>Supporting Comments & Project Justification (Continued)</p> | <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, 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.</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 incarcerated people 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><u>Managing for Results (MFR).</u> Identify which MFR goals this project will affect and/or impact. Elaborate on how this project helps to accomplish that goal. Goals and objectives are outlined in the current Maryland operating budget volumes, which are located on the DBM website under Operating Budget.</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> |

State-Owned Program Net Effect on Operating Budget - Main

The screenshot shows the CBIS web application interface. At the top, there is a navigation bar with the following tabs: Home, Main, Cost & Funds, Justification, Prior Activity, Activity, Planned Activity, Projects, and Submit. Below this is a secondary navigation bar with links for Main, Cost & Funds, Details and Scheduling, Operating Imp., and CEW. The main content area displays the title 'Albert Powell Fish Hatchery Improvements' and the heading 'Net Effect on Operating Budget - Main'. There are four input fields: 'Occupancy Date (MM/DD/YYYY)' with the value '12/1/2022', 'GSF Total' with '9792', 'GSF Replaced' with '0', and 'GSF Added' with '9792'. At the bottom of the form are three buttons: 'Save', 'Cancel', and 'Link GSF', followed by a dropdown menu showing 'Albert Powell Fish Hatchery Improvements (revised)'.

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

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

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

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

State-Owned Program Operating Impact - Expenditures 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**

Main | Cost & Funds | Details and Scheduling | Operating Imp. | CEW

Main | Expenditures | Fund Sources and Comments

Title: Assateague State Park - Replacement of Registration Building

Net Effect on Operating Budget - Expenditures Edit Grid

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

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

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

- Cost estimates for all years should be based on "constant dollars" plus the percentage increases indicated on the next page in the line item descriptions. Use the most recent actual fiscal year experience and add the increases as indicated.
- When possible, staffing ratios and cost factors should be based on actual averages rather than the agency's "desired levels." Savings which may occur through economies and efficiencies of centralization, location, or technology should be included to offset any other additional costs.
- Only funding estimates for additional space should be determined unless the operating cost for existing space (undergoing replacement/renovation) already has been (or will be) removed from the operating budget. However, a notation identifying existing expenses may promote clarity and understanding.
- Only additional operating costs related to the additional Gross Square Footage should be included. In addition, all sources of potential revenue should be identified to minimize the use of general funds while maximizing the benefit to the State.
- Program costs should not be included unless the additional space directly results in the need for additional services.

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

NOTE: RECOMMENDED COST ESTIMATE CALCULATIONS WERE UPDATED MAY 2024.

State-Owned Program Operating Impact - Expenditures Screen

| | |
|---|--|
| FTE Positions & FTE Contractual Positions | <p>Enter the net change in anticipated permanent/contractual positions for facility-related purposes only. To calculate the net change, subtract the number of full time equivalent (FTE) permanent/contractual positions in the current facility from the expected number of positions in the new facility. Prorate numbers for partial fiscal years. This number may be positive or negative.</p> <p>For example, a new building that replaces an obsolete facility that housed 50 staff will open on January 1st and require 44 staff. In this instance, the first fiscal year it opens the net change will be -3. In each subsequent year the net change will be -6. Alternatively, if growth in staff is anticipated, enter explanatory comments in the <i>Justification</i> column explaining how your projections were derived.</p> |
| Salaries & Wages | <p>Include operating funds needed by class title, grade, and step with benefits for facility-related purposes only.</p> <ul style="list-style-type: none"> • Salaries for regular employees should be increased by 4.5% annually to reflect salary increases plus promotions, increments and reclassifications. • Fringe benefits should be calculated at 29.35% for regular employees. Amount for Law Enforcement Officers Pension System (LEOPS) is 46.30%. • Health insurance should be calculated at \$12,000 per employee. • Turnover: Salary and fringe benefits (without health insurance and retiree subsidy) should be 25% in the first year, then revised downward to 5% in the out years. |
| Technical and Special Fees (contractual positions) | <ul style="list-style-type: none"> • Out-year salaries should be increased each year by 4.5%. • Social security benefits should be calculated at 7.65% of contractual salaries. • Turnover: Salary and fringe benefits should 25% in the first year, then revised downward to 5% in the out years. |
| Communications | <p>Telephones and mailing costs.</p> <ul style="list-style-type: none"> • Telephone operation costs of \$600 per line annually. Increase each year by 3% for inflation. • Report communication equipment required by the facility under the equipment line. The only exception is handheld devices, such as cellphones and tablets, which should be reported under the communication line. |
| Travel | <p>Additional travel related to training activities and location of or support to facility.</p> |
| Fuel and Utilities | <p>Reflect savings from better energy efficiency on entire building as an offset to any cost of supporting additional space.</p> |
| Motor Vehicle Operation and Maintenance | <p>Additional facility-related needs only.</p> |
| Contractual Services | <p>Service contracts for HVAC, elevators, security, custodial or other maintenance needs or agreed upon "\$ per GSF/FTE" factors.</p> |
| Supplies and Materials | <p>Base estimates on actual for a building of similar size or function or agreed upon "\$ per GSF" factors. Office supplies per GSF should be \$1 annually. Increase each year by 3% for inflation.</p> |

State-Owned Program Operating Impact - Expenditures Screen

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

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

C.B.I.S.

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

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

[Main](#) | [Cost & Funds](#) | [Details and Scheduling](#) | [Operating Imp.](#) | [CEW](#)

Main | [Expenditures](#) | [Fund Sources and Comments](#)

Title: Greenbrier State Park Entry Gate Fee Station Improvements

Net Effect on Operating Budget – Fund Sources and Comments

Edit Grid / Comments

| | 2021 | 2022 | 2023 | 2024 | 2025 | Justification |
|--------------|---------------|---------------|---------------|---------------|----------|---------------|
| GO | 0 | 0 | 0 | 0 | 0 | |
| GF | 0 | 0 | 0 | 0 | 0 | |
| SF | 11,400 | 18,000 | 18,186 | 18,375 | 0 | |
| FF | 0 | 0 | 0 | 0 | 0 | |
| RB | 0 | 0 | 0 | 0 | 0 | |
| NB | 0 | 0 | 0 | 0 | 0 | |
| Total | 11,400 | 18,000 | 18,186 | 18,375 | 0 | |

Comments

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

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

State-Owned Program

How to Print Your Request

DEPARTMENT OF BUDGET & MANAGEMENT
C.B.I.S. You are logged in to build you as: Fiona Burns

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

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

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

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

State-Owned Program

How to Submit Your Request

NOTE:

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

How to submit your request:

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

The screenshot shows the CBIS web application interface. At the top, there is a navigation bar with the following links: Home, Main, Cost & Funds, Justification, Prior Activity, Activity, Planned Activity, Project, and Submit (highlighted with a red circle). On the right side of the navigation bar, there are links for About CBIS, Manage Account, and Logout. Below the navigation bar, the main content area is titled "Main Information" and includes an "Edit" button. The form displays the following information:

| | |
|---------------------|--|
| Title | Natural Resources Development Fund |
| Description | Provide funds to design and construct development projects on DNR property. Typical projects include bathhouse and pavilion construction, road, parking, and trail improvements, and general park improvements. Funds for this program are derived from State transfer tax revenues allocated to DNR. The FY 2020 budget includes funding for seven projects in six subdivisions, two statewide repair programs for bridges and dams, and for five State Park Water and Sewer Infrastructure Upgrades that will be managed by Maryland Environmental Services. |
| Budget Request Type | State-Owned |
| Agency | Department of Natural Resources |
| Sub-Agency | Capital Grants and Loans Administration |

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

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