SECTION VI:

THE USE OF CBIS

FOR

STATE-OWNED PROGRAMS

PREFACE FOR STATE-OWNED PROGRAMS

How to Enter the CBIS System



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

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

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

How to Navigate Through the CBIS Screens

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

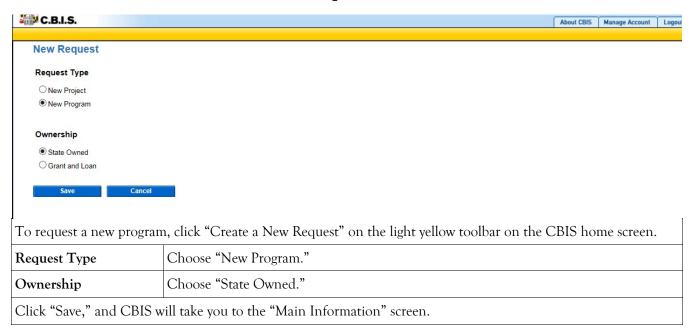


If the program that you want to edit is **already in CBIS**, it will be listed under the "Request Title" column on the CBIS home page. Click on the title for that program, and the "Main Information" screen will appear.

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

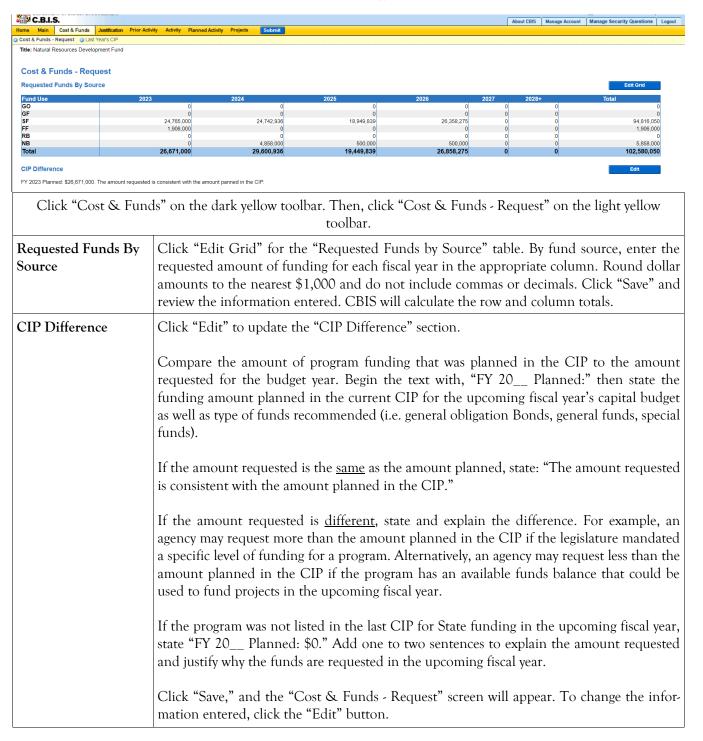


State-Owned Program- Main Information

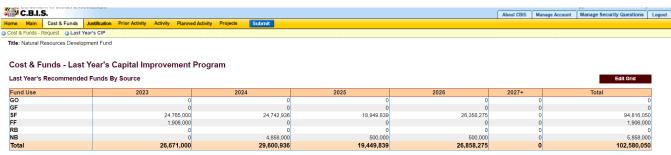
C.B.I.S.	stification Prior Activity Act	ivity Planned Activity Projects Submit	About CBIS Manage Account Manage Security Questions Logout
Main Information	Sanctural 11101 Floring Floring	The state of the s	Edit
		six projects in five subdivisions, two statewide repair programs	is on DNR property. Typical projects include a bathhouse, fish hatchery, shooting ranges, historical building improvements, park entrance in improvements. Funds for this program are derived from State Transfer Tax revenues allocated to DNR. The FY 2021 budget includes funding for for bridges and dams, and four State Park Water and Sewer Infrastructure Upgrades that will be managed by Maryland Environmental Services.
	Agency	Department of Natural Resources	Sub-Agency Capital Grants and Loans Administration
	Legislative District		Subdivision Statewide
		Perry Otwell	Governor's Priority Health and Environment
	Contact Info.	Annapolis, MD 21401 Phone # 410.280.8911	
Does this program require oper			nformation" screen shown above.
Title	Enter the na	ame of the program.	
Description	problem, ar	nd the impact of the prol of projects included in t	nining the nature of the work to be funded, the scope of the blem. Summarize what the current request will accomplish, he request, and how many State agencies are affected by the paragraph and four to eight sentences long.
Request Status	UnsubmSubmitteeand editSubmitteeview anThe Ag	ed to A/Mgr: allows the A t. ed to DBM: allows the Ag d edit.	Journal outget request. Journal of the Agency Manager to view only. Journal of the Agency Manager to view only. Journal of the Agency Manager to view only, and DBM to the Manager to view only, and DBM to the Manager to the Manager to view only, and DBM to the Manager to view only, and the Manager to view only, and DBM to the Manager to view only the Manager to view only.
Agency	The correct	agency should already be	selected.
Sub-Agency	Select sub-ag	gency from the drop down	n menu, if available.
Legislative District	Select "99 -	Statewide" or "98 - Regio	nal" from the drop-down menu, as appropriate.
Subdivision	Select "State	ewide" or "Regional" from	n the drop-down menu, as appropriate.
Budget Code	Select the b	udget code from the drop	-down menu.
Program Area	gram. Use y	our judgment as to which	he drop-down menu that best categorizes the project or pro- a selection appropriately categorizes your project or program. ons in the drop-down menu may change from year to year.
Contact Info.	number of t		menu, enter the name, address, and telephone contacted if there are any questions about the n.
Does this program require operating impact statements?		es" if operating impact states o" if operating impact states	ntements are required for the projects within this program. rements are not required.
O1: 1 "C " F		1 (.	wy myyot compulate the "Title" and "Acon as" fields at a mini-

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

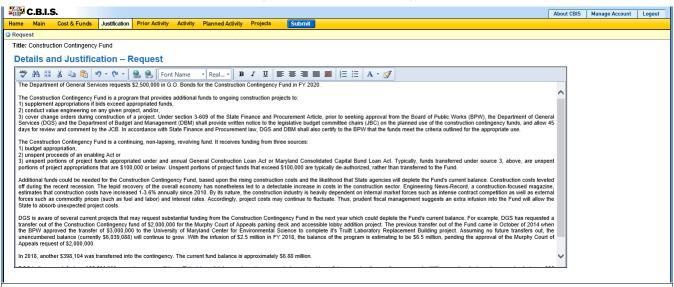


State-Owned Program Cost & Funds - Last Year's CIP Screen



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

State-Owned Program Details and Justification—Request Screen



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

Details and Justification—Request

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

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

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

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

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

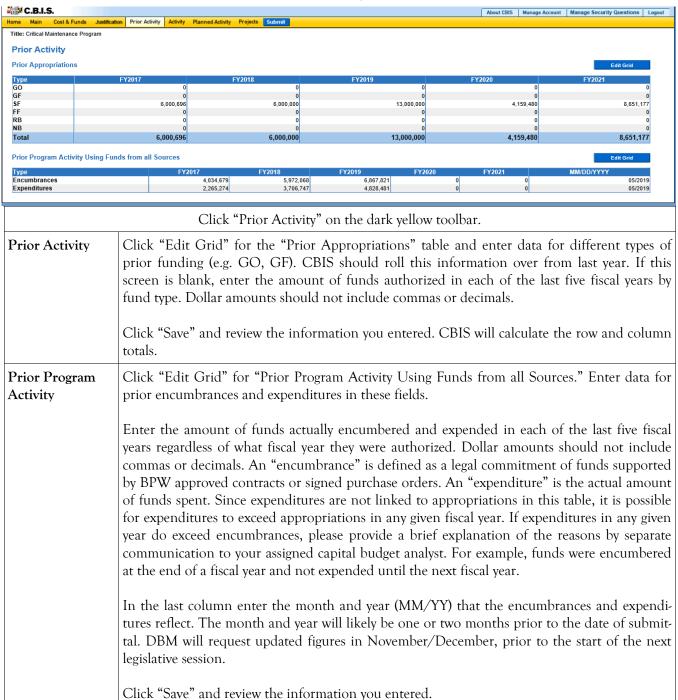
Finally, indicate the remaining demand for this program. This can be expressed in dollars or the remaining number of projects.

Click "Save."

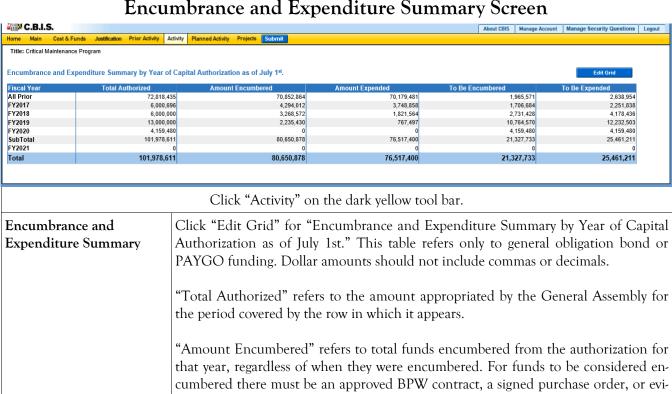
State-Owned Program Details and Justification—Request Screen (Continued)

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

State-Owned Program Prior Activity Screen



State-Owned Program Encumbrance and Expenditure Summary Screen



dence of a legal obligation.

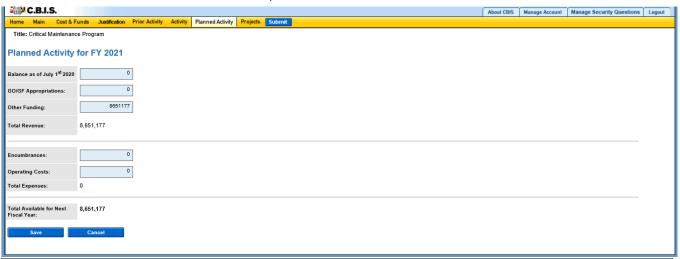
"Amount Expended" refers to the total funds spent from the total funds encumbered in the row in which it appears, regardless of when the funds were spent.

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

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

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

State-Owned Program Planned Activity for Current Fiscal Year Screen

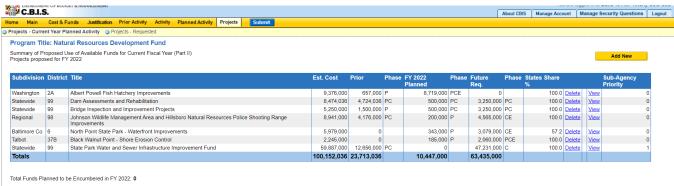


Click "Planned Activity" on the dark yellow toolbar.

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

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

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



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

Projects proposed for FY 20__

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

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

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

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

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

2. 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)

FY 20__ (Continued)

Projects proposed for 3. View (Same as Edit) - CBIS will roll over projects from the previous year's submission. To edit a project, click the "View" link that corresponds with the project's name. Check the material on this screen and the "Cost & Funds," "Matching Funds," and "Details and Scheduling" sub-menu screens.

> Note: Clicking "Save" in the "Details and Scheduling" screen will bring you back to the "Main" screen for the project being reviewed. To review, add, or delete additional projects 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.

> Add New - If CBIS did not roll over projects from the previous year, or the current year includes additional new projects, you must add them to the prior funded projects list. Click "Add New" and follow the instructions beginning on the next page.

> Note: If your program permits redistribution of surplus funds for previously unidentified projects, you will also need to add these new projects to the database. To do so, complete the screens that follow after clicking "Add New."

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

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.

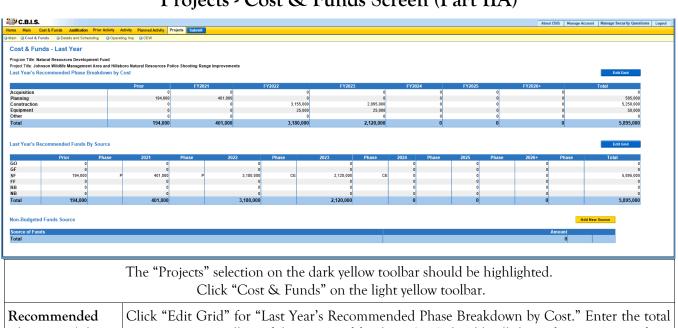
If the "FY 20__ Planned" column total is less than the "Encumbrances" amount, enter a new project titled "Other, To Be Determined." Insert "Statewide" for "Legislative District" and "Subdivision" in the "Main Information" screen. In the project "Cost and Funds - Last Year" screen, enter the dollar amount 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)

≅∰ C.B.I.S.						About CBIS Manage Account Logout		
Home Main Cost & Funda		rior Activity Activity	Planned Activity	Projects	Submit			
Main Information	Details and Schedulin	g Operating Imp.	© CEW			Edit		
		Natural Resources Dev	elonment Fund					
	Program Title Natural Resources Development Fund Project Title Rocky Gap State Park Parking Lot Improvements							
	Description	pavilions, ranger statior parking spaces. The p parking/driving surface	n, bathhouse, and o parking lot and ass indicates that the	concessior sociated st sub-base	n building. The parking lot is formwater management stru has softened due to water	water management. The day-use area consists of the Lake Beach, i located between the two inbound lanes and provides about 640 uctures have significantly deteriorated. The poor condition of the r infiltration causing shifts and cracks. Therefore, the parking lot anagement. The FY 2019 budget includes funding to construct this		
	Location	12900 Lakeshore Drive Longitude:: -78.651595						
	Agency	Department of Natural F	Resources		Sub-Ager	ncy Capital Grants and Loans Administration		
	Legislative District	1B - Allegany County			Subdivis	ion Allegany		
Agency	Priority 0							
Does this Project Have	a CEW? Yes							
	Cl	ick "Edit" on	the "Main	Infor	mation" screen	shown above.		
Project Title	For ex	kisting projec	ts, the nam	ne of t	he project will a	appear as previously entered.		
	being clude projec Titles	For new projects, the end of the project title needs to include a descriptor about what is being accomplished (e.g. renovation, expansion, remediation, etc.). For projects that include new construction only, the word "new" should be included at the beginning of the project title and an additional descriptor is not needed. Titles can use hyphens, commas, or colons. Do not use symbols (e.g. write "and" instead of						
Description	This i brief begin	"&"), dashes, semicolons, or obscure abbreviations and acronyms. This information should roll over from your prior request. If this is a new project, insert a brief description of what the project proposes to accomplish. The first sentence should begin with a verb such as design, construct, renovate, etc. This section should be one paragraph and four to eight sentences long.						
Address/Coordin	nates You d	o not need to	o enter the	locat	ion of a project	that has already been funded.		
Legislative Distri		the legislativ e districts car			ch the project is	s located from the drop-down menu. Leg		
	https:	//mdpgis.mc	lp.state.md	l.us/L	egis District/in	ndex.html		
	NOTI	E: Legislative d	listricts were	last u	pdated on Februa	ary 1, 2022.		
Subdivision	Enter	the subdivisi	on (county) in w	hich the projec	t is located from the drop-down menu.		
Agency Priority	No er	ntry required	or available	e				
Does This Project Have a CEW?		is no need funded. Clic		te a C	Cost Estimate V	Worksheet for a project that has already		
						r additions are required, click "Edit" and ncel" to keep the information previously		

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



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

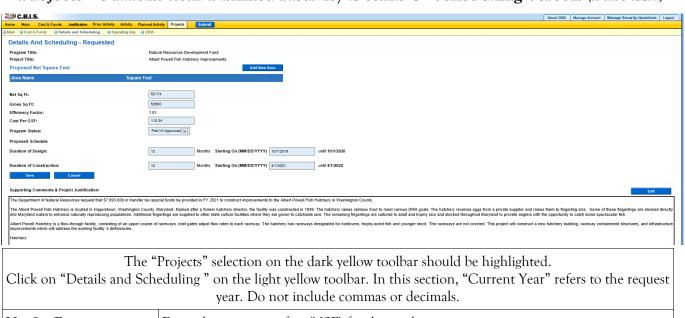
Click "Edit Grid" for "Last Year's Recommended Funds By Source." Enter the required data by fiscal year and project phase. Enter only the amount of State funds authorized or to be requested for the project. CBIS should roll this information over from last year. If no data is present, then enter the type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

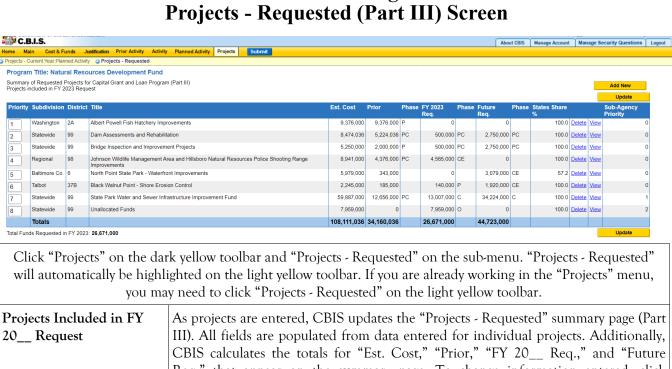


Click on Details and Sch	year. Do not include commas or decimals.
Net Sq. Ft.	Enter the net square feet (NSF) for the total project.
Gross Sq. Ft.	Enter the gross square feet (GSF) for the total project.
Efficiency Factor	CBIS will calculate this field, based on NSF and GSF entered after you click "Save."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

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

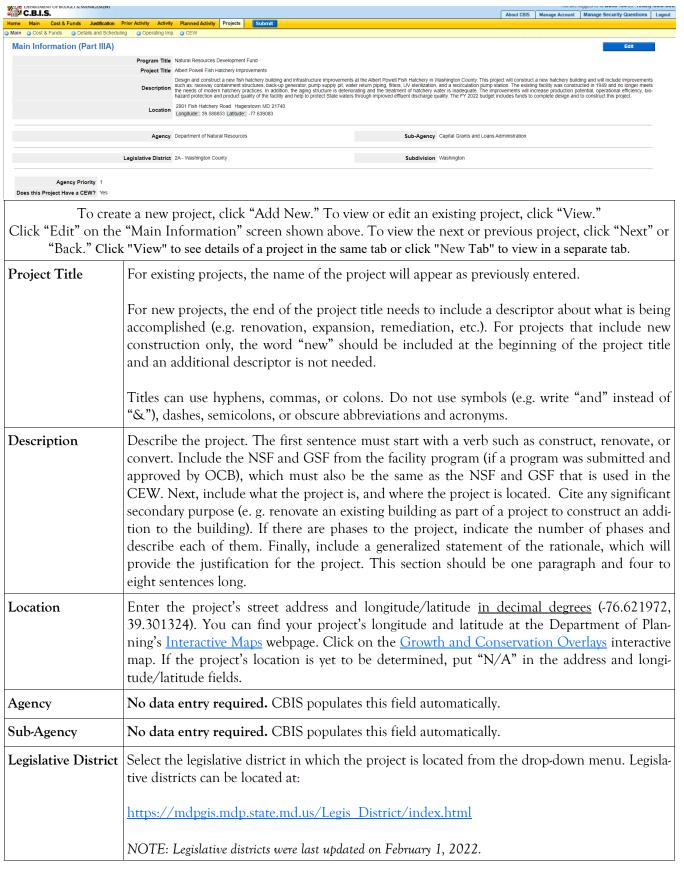
Uploading Documents to CBIS	OPTIONAL. To upload supporting documents to a request, go to the "Details and Scheduling" screen and scroll down to "Supporting Documents" at the bottom of the page. Click "Browse" to select your document and then click on "Upload." After uploading your document, click "Save"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

State-Owned Program



you m	ay 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

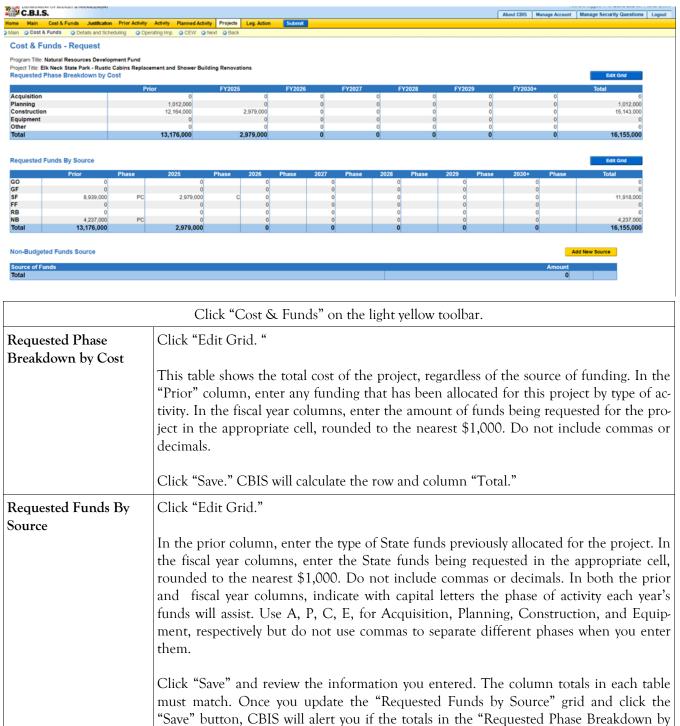


State-Owned Program Projects -Requested (Part IIIA) Main Information Screen (Continued)

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.

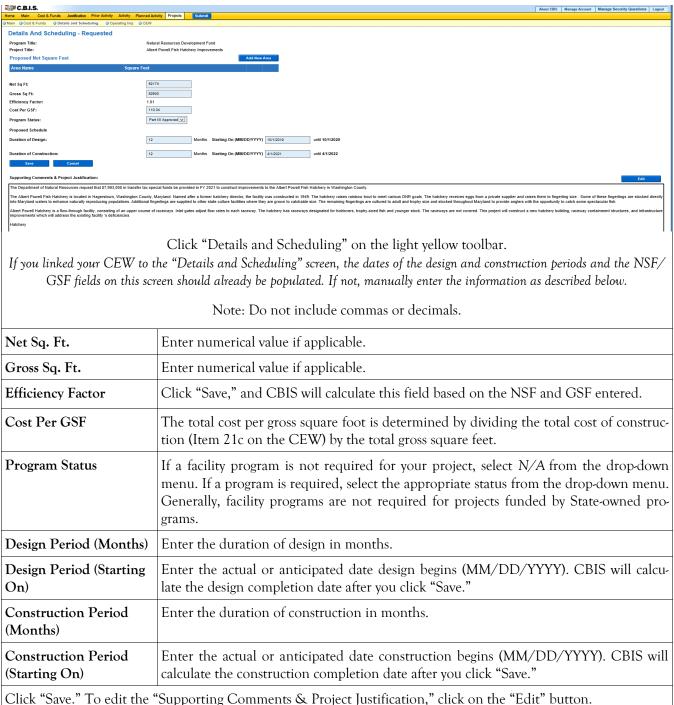
Click "Save." For the "Save" command to function, at minimum the "Title" and "Agency" fields must be complete. If this information is complete, the "Main Information" screen will re-appear, showing all of the information that you entered. To move to another menu, click on the desired menu option on the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

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



Cost" and the "Requested Funds by Source" grids do not match.

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



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

Supporting
Comments &
Project
Justification

To edit the "Supporting Comments & Project Justification," click "Edit."

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

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

Address three issues in the supporting comments:

1) descriptions of the facility problem(s), 2) consequences of the facility problem(s), on service delivery, and 3) outcomes.

Facility Problem(s). Generally, four types of facility problems may characterize a project: insufficient space, functional inadequacy of existing space, obsolescence or deficiencies in existing space, and location as a barrier to client services. One or more of the facility problems can be involved in a project.

- Insufficient space means that more space is needed for a function than is currently available. This may occur because standards require more space or an increase in users has resulted in overcrowding in the existing space. For example, an increase of patients at a health facility may result in the need for more clinical space.
- Functional inadequacy of space means that the physical characteristics of the existing space must be changed so that it can be more effectively utilized for the designated purpose. For example, using space for clinical examinations that was previously used for radiological services would have to be changed for the more effective delivery of the clinical services.
- Obsolete/deficient space means that the space is outdated or defective. Examples include leaking roofs, buildings not in compliance with codes, and HVAC systems with inadequate capacity.
- Location as a barrier to client services means that the location of an existing facility is not suitable for providing services as intended. For example, a health clinic that primarily serves low-income populations and is located far from public transportation may have to be relocated to be more accessible.

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

Supporting Comments & Project Justification (Continued)

Consequences on Operations/Service Delivery. After describing a facility problem, state its consequences on the operations within the building and the delivery of services from the building. For example, did the lack of sufficient space cause the school to turn away students, or cause the hospital to go to flyby status? Also, if applicable, discuss how adapting the existing facility would not be sufficient to deliver services effectively. For example, accepting more students, without increasing available space, might create overcrowded classes.

Outcomes. Discuss the outcomes that are expected to occur as a result of an effectively delivered service. An outcome means the desired improvement in the condition or situation of the customers that arises from use of a State agency's services. For example, increased space for prison housing might reduce the number of incarcerated people harmed as a result of unsafe housing conditions.

<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." Scroll down to upload supporting documents to CBIS.

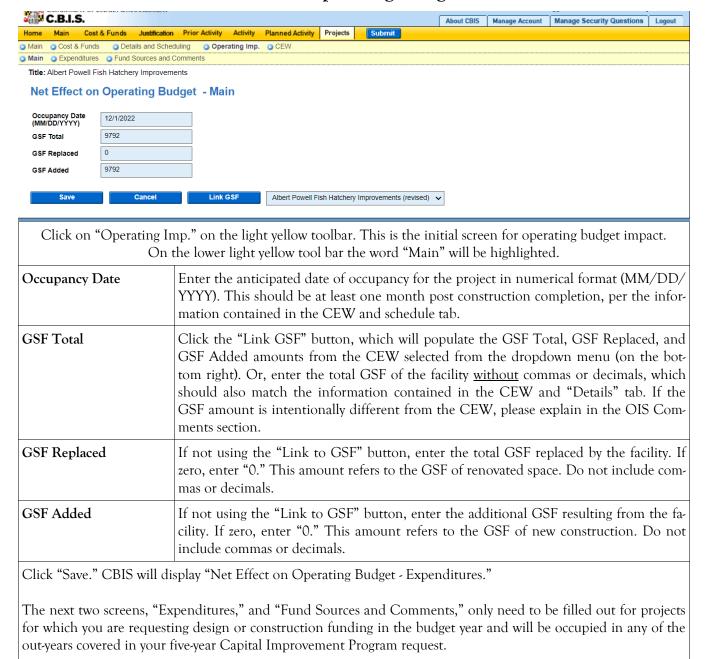
Uploading Documents to CBIS

To upload supporting documents to a request, go to the "Details and Scheduling" screen and scroll down to "Supporting Documents" at the bottom of the page. Click "Browse" to select your document and then click "Upload." After uploading your document, click "Save" to avoid losing any changes.

To download a document you have uploaded to CBIS, click on the "Download" button on the right side of the screen. To delete a document you have uploaded, click "Delete."

Uploaded documents must be in Excel or PDF format. Agencies may upload signed agency request letters, backup documentation, cash flows, and fund summaries. Agencies may not upload documents in lieu of providing supporting comments.

State-Owned Program Net Effect on Operating Budget - Main



State-Owned Program Operating Impact - Expenditures Screen

C.B.I.S.						About CBIS Mar	anage Account M	Manage Security Questions	Logout
lome Main Cost & Funds Justification Prior A	Activity Ac	tivity Plann	ed Activity	Projects	Submit				
Main Ocost & Funds Details and Scheduling	Operatin	g Imp. 🔾 Cl	≡w						
Main Expenditures Fund Sources and Comments									
Title: Assateague State Park - Replacement of Regis	tration Buil	dina							
Net Effect on Operating Budget -	Expen	ditures						Edit Grid	
Туре	2022	2023	2024	2025	2026	Justification			
# FTE Positions	0.00	0.00	0.00	0.00	0.00				
# FTE Contractual	0.00	0.00	0.00	0.00	0.00				
Salaries & Wages	0	0	0	0	0				
Technical and Specialty Fees	0	0	0	0	0				
Communications	0	4,000	0	0	0	MPS notes expense for one-time phone set-up			
Travel	0	0	0	0	0				
Fuel & Utilities	0	300	1,800	1,836	0	Utilities with 2% annual increase			
Motor Vehicle Operations	0	0	0	0	0				
Contractual Services	0	0	0	0	0				
Supplies & Materials	0	1,200	1,200	1,200	0	Office supplies			
Equipment (Repl.)	0	0	0	0	0				
Equipment (Additional)	0	4,800	0	0	0	Office equipment to include desks, chairs, tables; computers and cash handling equipment			
Gmts, Subs. & Cont.	0	0	0	0	0				
Fixed Charges	0	0	0	0	0				
Land & Structures	0	0	0	0	0				
Total	0	10,300	3,000	3,036	0				

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

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

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

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

NOTE: RECOMMENDED COST ESTIMATE CALCULATIONS WERE UPDATED MAY 2024.

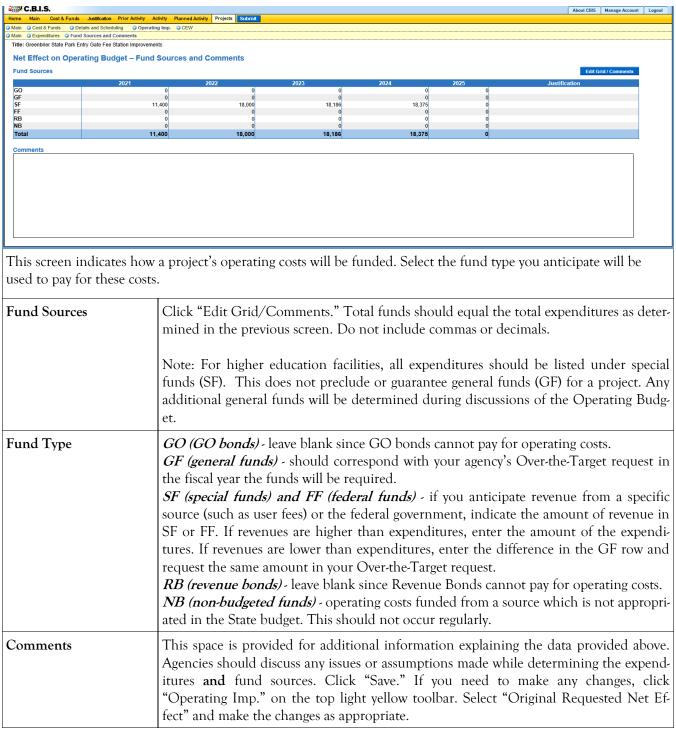
State-Owned Program Operating Impact - Expenditures Screen

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

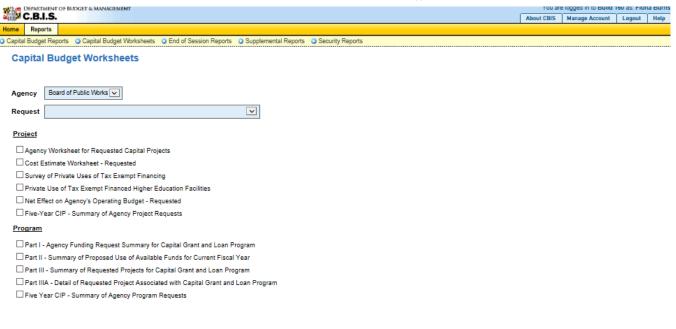
State-Owned Program Operating Impact - Expenditures Screen

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

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



State-Owned Program How to Print Your Request



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.



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.