

FY 2018 CAPITAL BUDGET INSTRUCTIONS: A GUIDE

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Introduction

The Office of Capital Budgeting (OCB) prepares the Governor's annual Capital Budget and develops the five-year Capital Improvement Program (CIP), exclusive of Department of Transportation projects. To accomplish this function, the Office encourages facilities master planning by State agencies, evaluates the feasibility and need for State facilities, and prepares documents in support of the Governor's capital budget proposals. OCB also provides technical assistance to State agencies preparing facilities master plans and capital project proposals and determines the eligibility of equipment for capital funding.

Crafting a capital budget request requires careful consideration and acute attention. The Capital Budget Instructions are designed to assist you and your agency in completing the capital budget request process. Throughout this document there are hyperlinks and contact information for further information and assistance.

*Please note that this document is a guide. This document **does not** constitute our full set of instructions. Additionally, not all sections apply to all agencies. If further clarification is needed, please contact your assigned budget analyst. **Incomplete or inadequate submissions risk exclusion from the CIP.***

Further information about the Office of Capital Budgeting, the Capital Budgeting Process, and additional forms and instructions (**including our full set of Budget Instructions**) can be found on [The Department of Budget and Management – Capital Budget homepage](#). Before submitting your request, please ensure that all items are completed on the checklist found at the back of these instructions.

Important and Helpful Links

Please consult the following links as you prepare your budget submission (Ctrl + click to open each hyperlink). The constrained nature of the current Capital Improvement Program means that new budget submissions must be compelling and complete. As noted above, poor or inadequate submissions may jeopardize capital funding for your project. It is **imperative** that you consult these and other resources (such as the checklist at the back of this document or your assigned budget analyst) as you prepare your budget submission.

- [Capital Budget Homepage](#)
- [Budget Instructions](#) (including CBIS instructions)
 - [Introduction](#)
 - [State-Owned Projects](#)
 - [State Owned Programs](#)
 - [Non State-Owned Projects](#)
 - [CEW Instructions](#)
 - [Appendix](#)
- [Facilities Manual](#)

- Growth and Conservation Criteria
- [GCC Interactive Map](#)
- [Capital Equipment Guidelines](#)

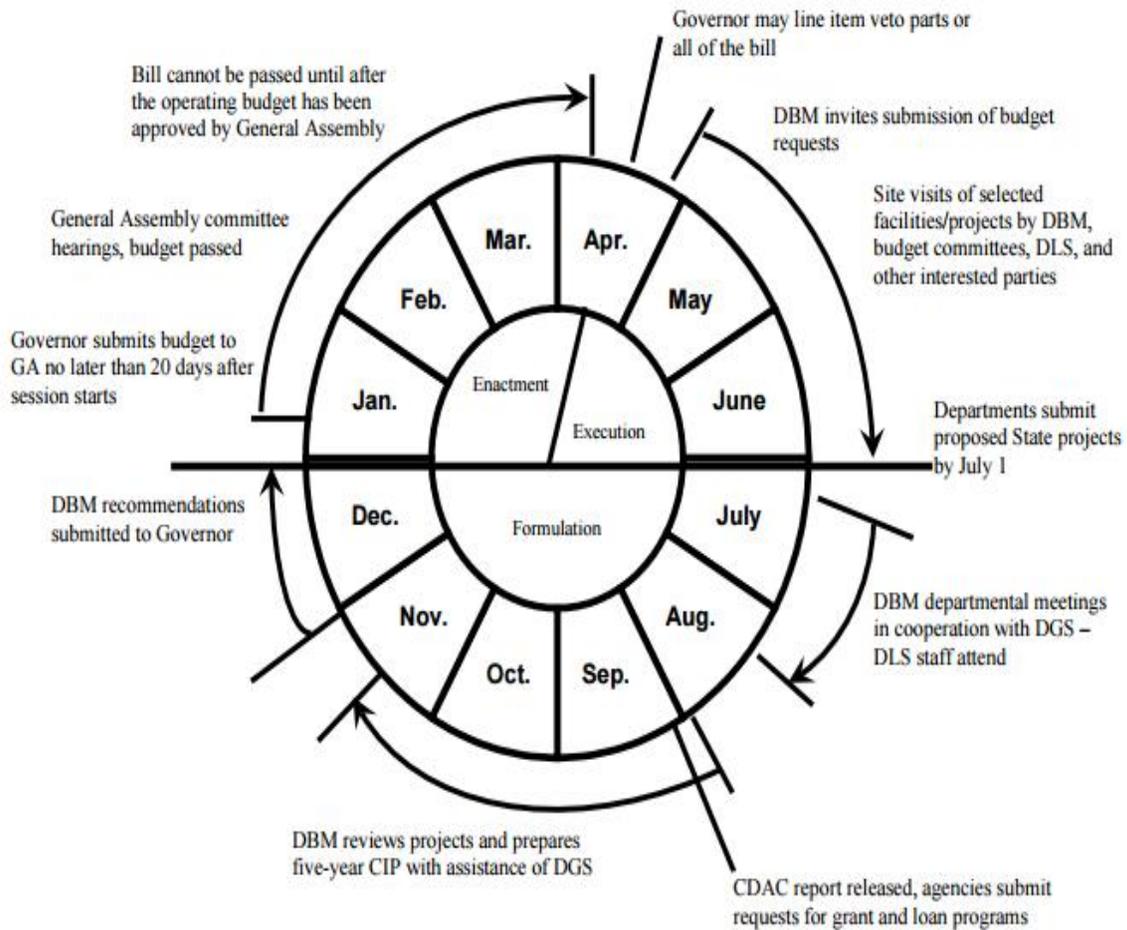
Requirements for Consideration for Capital Funding

1. An original transmittal letter signed by the agency head
2. A summary of the agency's five-year capital budget request **in priority order**
3. An electronic submission of the capital request online through CBIS
4. A completed Project Funding Status Report
5. A completed Growth and Conservation Criteria Spreadsheet
6. Completed entries of the latitude and longitude coordinates and address fields in CBIS
7. Any additional information needed to support the request, including project cash flows, fund summaries, and project schedules

Budget Process

Like many other states, Maryland operates its finances on the fiscal year calendar. Every new Fiscal Year begins on July 1. In order to plan for future years and future facility needs of the State, Maryland has instituted a capital budgeting process. Its beginning coincides with each new fiscal year. Agencies submit requests for capital projects on July 1. Departments of the executive branch, including DBM and DGS, review the submissions and submit their recommendations to the Governor. The Governor then proposes his capital budget to the General Assembly in January. The budget then goes through the legislative process and is passed into law. Please see a visual representation of the process on the following page.

Cycle



CDAC: Capital Debt Affordability Committee
 CIP: *Capital Improvement Program*
 DBM: Department of Budget and Management
 DGS: Department of General Services
 DLS: Department of Legislative Services
 GA: General Assembly

Source: Department of Legislative Services

Important Dates

July 1, 2016: State-owned requests are due

August 15, 2016: Grant and Loan requests are due

Important note on Facility Programs: Please ensure that you have submitted an electronic version of your facility program. The Office of Capital Budgeting is attempting to move records to an electronic format. If you choose to submit a paper copy of your facility program, please also include an electronic version.

Below are the deadlines for facility program submissions for FY 2018 - FY 2022 requested projects:

FY 2018 requested projects

- Part I – due June 30, 2015
- Part II – due March 1, 2016

FY 2019 requested projects

- Part I – due June 30, 2016
- Part II – due March 1, 2017

FY 2020 requested projects

- Part I – due June 30, 2016
- Part II – due March 1, 2018

FY 2021 requested projects

- Part I – due June 30, 2016
- Part II – due March 1, 2019

FY 2022 requested projects

- Part I – due June 30, 2016
- Part II – due March 1, 2020

Components of Your Capital Budget Submission

In this section, you will find the descriptions of the necessary documentation needed in order to be considered for capital funding. The section is split between Capital Budget Information System (CBIS) documents and other documents. Please keep in mind that not all of these documents are required for every agency or every project. It is important, however, that you understand, complete, and submit each document required for your particular project. Below you will find two lists that provide an overview of the documents required for State-Owned Project Requests and Grant and Loan Project Requests. Should you have questions regarding the documents necessary for your project, please contact your budget analyst.

State-Owned Project Requests

Please refer to the following sections to assist with your capital budget submission:

- Growth and Conservation Criteria – Guidelines for Capital Budgeting
- Project Funding Status Report (Independent Procurement Agencies Only)
- Cost Estimates
- Capital Equipment
- Consolidated Requests for Certain Capital Improvements
- Energy-Related Projects
- Capital Project Mapping
- CBIS:
 - Project Description Section
 - Project Supporting Comments
- Submission of Facility Programs
- Department of Planning Coordination

Grant and Loan Project Requests

Please refer to the following sections to assist with your capital budget submission:

- Growth and Conservation Criteria – Guidelines for Capital Budgeting
- Cost Estimates
- Capital Project Mapping
- CBIS:
 - Project Description Section
 - Program Supporting Comments
 - Project Supporting Comments

Capital Budget Information System (CBIS)

The Capital Budget Information System is the computer database utilized by OCB to process your capital budget request. You are required to complete several CBIS worksheets in order to be considered for capital funding. Below you will find an overview of important CBIS sections along with OCB's expectations for your submission. For a complete set of instructions for CBIS as well as technical inquiries, please refer to our [CBIS manual](#). If you continue to have questions, please contact your budget analyst.

Obtaining a CBIS Login or Password Reset

All capital budget requests need to be submitted via CBIS. To obtain a user name and password for CBIS, please contact the DBM Help Desk at (410) 697-9700 or service.desk@maryland.gov. Please be sure to mention your name, agency, and that you need a CBIS login when you call or email. Please refer to the Help Desk if you need your password reset.

Completing the Project Description Section of the CBIS Worksheet

- Begin with a verb such as construct, renovate, or convert.
- Include the NASF and GSF, if appropriate. Be sure the NASF and GSF are consistent with the CEW and facility program.
- Include a brief descriptive statement(s) about the project, including its location. 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 one.
- Include a general statement describing the justification and need for the project. Further information regarding the project justification should be provided in the Supporting Comments section of the CBIS submission.
- Finally, if funding for a project is requested beyond the five-year request period, or CIP, please include the following statement: The estimated cost of the project totals \$X.

Completing the Requested CIP Difference Screen

The Requested CIP Difference screen (abbreviated Req. CIP Diff.) in your CBIS submission should be completed if your agency is requesting funds above *or below* the planned amount. For example, suppose a project received a recommended amount of \$5 million for FY 2018. (To find this information, please refer to the Recommended Worksheet given to your agency at the beginning of the legislative session. If you are uncertain of the recommended amount in FY 2018, please contact your assigned budget analyst). Now, suppose an agency wishes to request \$7 million for FY 2018, to continue the example. In the Requested CIP Difference Screen, located under the "Costs and Funds" tab in CBIS, that agency is ***required*** to explain the difference between the planned amount (\$5 million in the example) and the requested amount (\$7 million in the example). In general, ***a difference of 5% above or below the planned amount requires an explanation.***

There are a number of reasons the amount may be different. Perhaps there were unforeseen site work requirements. Or perhaps bids were high. Whatever the reason, this screen is an opportunity to explain why your agency requires more funds.

Completing the Project Supporting Comments

The supporting comments section should first summarize the information provided in the description. Next, address the facility problems, causes of the problems, and consequences to the delivery of services. Be sure to provide quantitative data where appropriate to support the project justification. The information provided in this section should be updated with current data every time a request for a project is submitted. Please be sure to indicate if there are any secondary objectives, or if the scope of the problem goes beyond what was described in the summary. In addition, indicate if there are any issues that will be dealt with such as historic preservation or project phasing. This information should be found in the facility program.

In developing the supporting comments, three issues should be addressed: 1) descriptions of facility problem(s), 2) consequences of the facility problem(s) on service delivery, and 3) outcomes.

Facility Problem(s). There are generally four types of facility problems that could interfere with the delivery of an agency's services; one or more of the facility problems could be involved in a project.

- *Insufficient space* - more space is needed for a function than is currently available. This may occur because service delivery 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* - the physical characteristics of the existing space are inefficient or ineffective for the function it is used for. For example, using space for clinical examinations that was previously used for radiological services would require renovations for more effective clinical service delivery.
- *Obsolescent/deficient space* - the space is outdated or is defective in some way, such as leaking roofs, non-compliance with codes, and HVAC systems with inadequate capacity.
- *Location as a barrier* - the location of the facility is non-accessible by clients or separation of units results in inefficient service delivery.

Consequences on Operations/Service Delivery. After describing the facility problem(s), describe how the facility problems affect operations within the building and/or service delivery. For example, the lack of sufficient space caused: the school to turn away students, the hospital to go to "flyby" status, the prison to use dayroom space for inmate housing, or the research lab to decline a grant to conduct research.

An analysis of the consequences should also be included. Even if the students could be accommodated, the patients treated, the prisoners housed, or the research grant accepted, the supporting comments should discuss how adapting the existing facility to these various actions can interfere with the effective delivery of services. For example, accepting more students without additional space might create overcrowded classes or using dayroom space for inmate

housing might require more staff for security.

Outcomes. Also discuss the “outcome” that is expected to occur as a result of correcting a facility problem. For example, increased space for prison housing might reduce the number of injuries to staff and prisoners.

Wherever appropriate, refer to goals and objectives documented in State strategic planning and performance measurement programs, such as policy goals stated in statutes, Managing for Results, and Growth and Conservation Criteria (formerly PlanMaryland).

Descriptions of the facility problems, consequences, and outcomes should rely on quantitative data. For example, if the facility problem is insufficient space, then quantify the shortfall (citing standards when applicable). Service/operations should be measured quantitatively as well, using data such as the number clients served, the number of clients turned away, and/or the value of grant money received or declined. In addition, quantifying outcomes is important because it indicates how a project will enhance an agency’s ability to meet client needs.

Finally, be sure that all numbers in the write-up (NSF, GSF, schedule, etc.) agree with supporting documents, such as the CEW, facility program document, or other sections of the CBIS worksheet.

Completing the Program Supporting Comments Section for Grant and Loan Programs

For grant and loan programs, the agency should discuss the need for the program (why the program exists) and how the program improves quality of life in the State. Historical information should also be included in the supporting comments, including:

1. When was the program established?
2. How much funding has been authorized in the history of the program?
3. How many projects have been funded through this program?

Agencies should also provide outcome data to demonstrate the value of the program, such as data that measure the amount of services. Provide an outcome measure that indicates current program results and the target that the program wants to achieve. Please note that outcome data does not necessarily refer to money; it can reflect any benefit that will be gained from the expenditure of State funds. For example, a health program may have goals of increasing the percentage of individuals who are “drug free” five years after receiving a drug treatment program from 16% to a target of 25%. Agencies should explain why the selected measure has been chosen. If the target value has not been achieved, please explain possible reasons (i.e., reluctance of intended beneficiaries of the program to come forward, management difficulties, or constraints of Federal/State law).

The following three quantitative measures should be provided when describing service amount:

1. The current service volume provided by the program (i.e., number of clients);

2. The increase in the service volume expected from the funding requested (i.e., expected increase in the number of clients); and
3. The total service volume which still remains to be met after the funding request (i.e., quantify the unmet need for services).

Wherever appropriate, refer to goals and objectives documented in State strategic planning and performance measurement programs, such as policy goals stated in statutes, Managing for Results, and Growth and Conservation Criteria. *Be sure to discuss any gaps between services provided and the services needed, and the agency's plans for addressing these gaps.*

It is useful to use this section to provide important context, such as comparisons with other, similar facilities, relevant benchmark or standards, and the like. It is also helpful to anticipate likely questions or objections to the proposed projects, and to provide the information to answer the question or overcome the objection.

Completing the Project Supporting Comments for Grant and Loan Projects

For each project proposed for funding through a grant program, please follow the instructions for completion of the project description and supporting comments sections above. Be sure to provide quantitative data, where appropriate, to support the project justification.

Cost Estimates and Cash Flows

- Agencies are required to submit a cash flow projection for any project for which construction funding is requested in FY 2018. A schedule showing projected expenditures by month is preferred. However, a schedule showing projected expenditures by quarter is acceptable.
- Cost estimates for each project requested for FY 2018 – FY 2022 should be supported by a cost estimate worksheet (CEW) entered into CBIS. Instructions on completing the CEW are available in the [Capital Budget Instructions](#) folder on the DBM webpage.
- ***Internet Connectivity Costs.*** Pursuant to the Joint Chairman's Report of 2015, DBM, DGS, and the Department of Information and Technology (DoIT) have examined the costs related to connecting high-speed internet to State facilities. To calculate the cost to connect to the State-owned fiber optic backbone, DoIT will trace the required fiber optic line from the nearest connection point to the address of the requested project site along existing roadways.
 - *In general, the connection cost will be calculated at a factor of **\$25 per foot**, although that calculation will be revised in the future as costs fluctuate. In general, DBM will allocate the connection costs in the final year of construction since it takes DoIT approximately six months to connect a site. As you prepare your CEW, be sure to include the connectivity costs as a line item under utilities section (line item 10).*
 - Projects currently under design or construction should still have connectivity costs included. DBM will ensure the necessary costs are added, if they do not appear in

an A/E cost estimate. Some projects may have already incorporated these costs into the construction amount. In those circumstances, the connection costs will not be listed as a separate line item, but DBM's cost estimates will ensure that those costs have been included.

- Cost Estimate Worksheets are escalated to the midpoint of construction to account for inflation. **Escalation is to be calculated at 3.0% for calendar year 2016 and 3.0% for each year thereafter.** The CEW produced in CBIS reflects these escalation rates. Projects requesting *construction* funding in FY 2018 should include a 5% construction contingency. A 10% contingency allowance is used for projects when construction is scheduled to begin in FY 2019 or later.
- Construction cost estimates should also account for the 3.0% increase in construction costs during calendar year 2015. **In order to account for this increase, revise the Estimate Reference Point for pre-design projects from January 1, 2015 to January 1, 2016 and increase the base cost per square foot of the project by 3.0%.** For projects currently under design, the A/E cost estimate should reflect actual changes to construction costs and no adjustment is needed.
- In the event the current cost estimate is **different** from a prior year cost estimate, **a detailed explanation should be provided in the “Req CIP Diff” text field in CBIS**, which can be found under the “Cost & Funds” Menu, under the “Req CIP Diff” submenu in State-Owned Projects.
- For each project included in the out-years (FY 2019 – FY 2022) of the CIP, the cost estimate should:
 - (1) reflect a 3.5% increase in the base gross square foot cost identified by OCB. Adjustments greater than this amount will be reduced to determine the recommended project funding for the CIP.
 - (2) use the **efficiency factor**, as provided by DGS in the Facilities Program Manual when calculating the net to gross square foot ratio and;
 - (3) use a 10% project contingency. When the project's first request for construction funding reaches the current budget year request, the 10% contingency should be reduced to 5%.
- The High Performance Building Act of 2008 requires that all State-owned buildings over 7,500 GSF meet LEED Silver level standard or higher, or a nationally recognized green building standard recommended by the Maryland Green Building Council approved by the Secretaries of DBM and DGS (the act excludes some unoccupied buildings, such as warehouses, storage facilities, garages, maintenance facilities, transmitter buildings, pumping stations, etc.). In November 2014, the Maryland Green Building Council approved a supplement to the International Green Construction Code (IgCC) as an alternative method of

green building certification. Please contact your budget analyst if you have further questions. **All eligible projects should include a 2% Green Building construction premium on line 12B of the CEW.** Please note that the Green Building premium should only be reflected in line 12B. Line 18A should be left blank.

- The Maryland Green Building Council found that this process would not result in significant additional design costs; therefore, no design premium should be included in the CEW. Costs for building commissioning associated with LEED certification **is not included** as part of the 2% Green Building premium. These costs should be included on line 18B, Building Commissioning, not line 12B.
- *Community College Construction Grant Program* – Legislation enacted during the 2010 General Assembly session requires that community college capital projects meet the State’s high performance building standards noted above. Therefore, cost estimates for community college capital projects should include a 2% Green Building premium on line 12B of the CEW.
- State agencies may apply for a waiver in the event of undue hardship. To request a waiver, submit a 1 – 2 page letter to the Maryland Green Building Council explaining why a proposed project cannot meet green building requirements. The waiver request should be submitted three months prior to the submission of the Part I facility program.
- *The Maryland Public Art Initiative Program* – Selection of Art for Capital Projects (House Bill 1337 of 2013) requires that all major State-owned building construction and renovation projects over 15,000 GSF shall include public art. Public art is defined in the bill as an architectural enhancement of artistic significance, or an individual piece of art. As identified in the bill, public art can include a mural, a tile mosaic, a painting, or a sculpture. The bill excludes warehouse and storage facilities, garages, maintenance facilities, transmitter buildings, and pumping stations. **All eligible projects should include a 0.5% Art Initiative premium on line 12D of the CEW.**
- Cost estimates also account for variations in the wage rates and market conditions for different regions of the State. The Regional Construction Factor (RCF) accounts for these variations and is established by DBM based on prevailing wage information provided by the Department of Labor, Licensing and Regulation (DLLR) and an evaluation of market conditions. The RCF value for each jurisdiction is automatically calculated in the CEW based on a project’s location. Please see the following page for the current RCF value for each jurisdiction:

Regional Construction Factors

| Jurisdiction | RCF | Jurisdiction | RCF |
|---------------------|------------|---------------------|------------|
| Allegany | 1.10 | Harford | 1.00 |
| Anne Arundel | 1.00 | Howard | 1.00 |
| Baltimore City | 1.00 | Kent | 1.00 |
| Baltimore County | 1.00 | Montgomery | 1.00 |
| Calvert | 1.00 | Prince George's | 1.00 |
| Caroline | 1.00 | Queen Anne's | 1.00 |
| Carroll | 1.00 | Somerset | 0.95 |
| Cecil | 1.00 | St. Mary's | 1.05 |
| Charles | 1.05 | Talbot | 1.00 |
| Dorchester | 0.95 | Washington | 1.05 |
| Frederick | 1.00 | Wicomico | 0.95 |
| Garrett | 1.10 | Worcester | 0.95 |

Documents Completed Outside of CBIS

The following section discusses other documents that *might* be required for your capital project. Please refer to our complete budget instructions or ask your budget analyst if you are unsure whether you should complete a form.

Growth and Conservation Criteria (GCC)—Guidelines for Capital Budgeting

Under the Local and State Targeted Growth and Conservation Areas, Maryland will be able to better coordinate the smart growth efforts and programs of state government. The Smart Growth Subcabinet Agencies collaborate with local governments to identify locations where investments should take place to promote growth and to protect those places where preservation and conservation should be a priority. The Department of Budget and Management has developed guidelines for capital budgeting, and state agencies should consider these guidelines when developing their FY 2018 capital budget requests.

GCC Guidelines for Capital Budgeting are:

- Use State investment in capital improvements to encourage development, redevelopment and economic growth in locations best suited to accommodate growth and achieve GCC goals and objectives.
- Minimize State investments that may compromise or damage historic, cultural, and natural resources or environmentally sensitive lands. Encourage use or rehabilitation of available existing historic buildings where practicable and feasible when allocating State resources for capital projects.

- State-funded capital improvements for new construction will be guided by departmental plans and consistent with GCC goals. To the extent practicable, State capital investments should be made according to the following priority sequence:
 1. Protection of public health and safety.
 2. Infrastructure maintenance and system preservation.
 3. Redevelopment, enhancement improvements, and capacity expansions in Targeted Growth and Revitalization Planning Areas.
 4. Enhancement improvements in Established Community Areas in Priority Funding Areas (PFAs).
 5. Enhancement improvements in communities outside PFAs.

All state agencies must consider Growth and Conservation Criteria and the Guidelines for Capital Budgeting in their capital budget requests when prioritizing projects to be funded and when siting new capital projects.

All agencies must complete a spreadsheet (“OCB FY 2018 GCC Spreadsheet.xls”) for their FY 2018 requested projects, including those within a program, (stand-alone and projects within a program) and submit it with their FY 2018 capital budget submission. You will find the spreadsheet attached to the Office of Capital Budgeting’s memo to state agencies. Please follow the instructions contained in the 'Instructions' tab of the form.

For assistance with Growth and Conservation Criteria, please contact your capital budget analyst.

Project Funding Status Report

This report is similar to the unencumbered balance report previously prepared in the fall. **Only agencies with independent procurement authority** (i.e. USM, Morgan, SMCM, DPSCS, MES) need to complete this report. **Agencies without independent procurement authority** will follow guidelines provided by the Department of General Services (DGS). Please note in your Funding Status Report, once projects are completed, if funds allocated for a project will be unspent. Agencies should also notify their assigned budget analyst if additional funds become available.

Detailed directions for the completion of this report are included in the Instructions for Completing the Project Funding Status Report document sent as an attachment in the Capital Budget Instructions email.

Capital Equipment

- Projects with capital equipment funding requests are required to submit the DBM Form G – Equipment and Furnishings Request. Agencies should submit equipment lists no later than three months after the completion of design. A completed Form G consists of: (1) itemized lists of all equipment being requested for capital funding, including the components of systems (these lists can be organized into separate tabs at the discretion of the submitting agency), (2) an equipment list summary which includes the totals for each itemized list/tab.

The DBM guidelines and a template of Form G are available on the DBM webpage at: <http://dbm.maryland.gov/budget/Pages/capbudget/CapBudgetInstructions.aspx>. Please follow the instructions in the document.

- State government units are **required** by State law and regulation (Ref: COMAR 21.11.05) to procure supplies and services from designated selling entities whenever possible – generally this refers to Maryland Correctional Enterprises (MCE). If MCE cannot provide a specific product or item, the A/E must obtain a written waiver from MCE for that product. Products from alternate sources will not be accepted without a waiver from MCE. More information about MCE is available at <http://mce.md.gov/mce/>.

Consolidated Requests for Certain Capital Improvements

Funds for Statewide programs are limited and agencies should consider using other sources of funds for these projects (such as larger projects or federal funds). The following types of capital improvements are consolidated into a single Statewide request by designated agencies:

- Requests for **accessibility projects** to comply with the Americans with Disabilities Act. These requests should be submitted through Ms. Cari Watrous, Maryland Department of Disabilities, at 410-767-3660 or cari.watrous@maryland.gov. The Department will review and prioritize these projects for funding from a single Statewide fund source.
- Requests for **infrastructure or facilities renewal projects, asbestos abatement or encapsulation, and underground heating oil storage tanks**, should be directed to Lauren Buckler, Assistant Secretary of Facilities Planning, Design, Construction & Energy at 410-767-3174 or lauren.buckler@maryland.gov. The Department of General Services collects, reviews and analyzes all such requests from State agencies and prioritizes them on a Statewide basis. Multiple requests for related projects at the same facility (i.e. roof replacements on multiple buildings at the same complex) with a total cost of more than \$2.5 million should be submitted as a stand-alone capital project request.

Energy-Related Projects

Agencies **must** consider an energy performance contract (EPC) as a preferable alternative to capital debt for energy-related projects. Renovations, improvements or replacements for central boiler plants, chillers, HVAC systems, lighting, energy management systems, controls, etc., should be designed, installed, maintained, operated and financed through EPCs. For assistance on projects which may be suitable for an EPC, please contact Ms. Lauren Buckler, Assistant Secretary of Facilities Planning, Design, Construction, & Energy at 410-767-3174 or lauren.buckler@maryland.gov.

Capital Project Mapping—Latitude and Longitude Coordinates

The Department of Budget and Management tracks the location of all capital projects in Maryland that receive state funds. DBM then publishes this data online for taxpayers to view, in an effort to improve transparency. This tool requires the latitude and longitude of each capital

project receiving funding in the upcoming budget (both State and non-State projects). **Therefore, DBM requests that agencies provide the latitude and longitude (in decimal degrees) of each project proposed for funding in the FY 2018 Capital Budget found in the main information screen in CBIS.** This is most easily done when agencies are completing the “OCB FY 2018 GCC Spreadsheet.xls” form because the Growth and Conservation Interactive Map provides the latitude and longitude of a project in decimal degrees. Please refer to the instructions which accompany the “OCB FY 2018 GCC Spreadsheet.xls” form.

Grant and Loan Requests—Encumbrance and Expenditure Summary

- All State-administered grant and loan programs should provide updated data in the Encumbrance and Expenditure Summary and the Prior Appropriations sections in CBIS.
- Information not capable of input into CBIS should be submitted in a spreadsheet in Excel or Pdf format attached to the Cost and Funds section in CBIS.

Department of Planning Coordination

- Agencies are required to prepare and submit an **Environmental Assessment Form** to the Maryland Department of Planning for each **new** project request. For copies of these forms, or for more information, contact Linda Janey, Assistant Secretary at 410-767-4490 or linda.janey@maryland.gov.
- Under the State’s Economic Growth, Resource Protection, and Planning Policy (Executive Order 01.01.1992.27), agencies must prepare a **“Project Review Checklist”** for each State-owned construction project, and submit a **“Project Consistency Report”** to the Maryland Department of Planning. Copies of these documents should be sent to DBM with the facility program for the project. For copies of these forms, or for more information, contact Patricia Goucher at 410-767-4620 or pat.goucher@maryland.gov.

Conclusion

The Capital Improvement Program, adopted by the 2016 General Assembly, places considerable constraints on the State’s ability to engage in new capital projects. Accordingly, the Office of Capital Budgeting expects the highest quality work and compelling justification in order to receive consideration. Please ensure that you have consulted the information above and read the information available at the Capital Budget website. If you have further questions, please contact your assigned budget analyst. Our analysts can help as you craft your budget request.

On the following two pages, you will find a checklist as an additional resource as you assemble your capital request. The checklist and resources above are here to help with the significant undertaking of a capital request. It is not an easy task and will require a significant investment on behalf of the People of Maryland. Once again, we are ready to help with this process.

Checklist For Capital Project Requests And Worksheets

General Information

- Correct agency/college
- Correct project title
- Project/Program titles do not include symbols (i.e.: & should be written as "and")
- Project/Program title contains no obscure abbreviations and acronyms
- Correct county identified
 - Specifies “Baltimore City” or “Baltimore County”
- Address information is correct
 - Correct jurisdiction
 - Correct legislative district
 - Correct latitude/longitude coordinates

Project Descriptions

- Description begins with a verb (e.g. Construct, Renovate, etc.)
- One or more sentences describing project
 - If an approved program exists, indicate GSF, rounded to nearest 100
 - If the program has not been approved, the NASF/GSF should not be in the description.
 - NASF/GSF of both the renovation and addition are individually indicated (if applicable)
- One or more sentences summarizing need for the project
- The NASF/GSF and costs match the CEW
- CIP Difference Section, if applicable
 - Explanation of why costs differ from planned costs
 - Be specific
- Concluding sentence:
 - Budget year project: “The FY 20—request includes funding to...”
 - Projects extending beyond the CIP: “The estimated cost of this project totals \$--- million.”

Budget Request and Schedule

- Correct budget numbers in correct year and phase
 - Prior authorization
 - Budget Year
 - Out years
 - Fund sources
- Worksheet matches the CEW
 - Prior/New Design, Construction, Equipment
 - Project/breakout totals
 - Design/Construction schedules
 - NSF/GSF

- Fund sources equal uses and project totals
 - Correct matching funds
 - Correct matching sources
 - Correct state share
- There are no negative numbers

Programs

- Description summarizes what the program funds
- One or more sentences describe the program's policy goal(s)
- Last sentence is "The FY 20-- budget includes funding for – projects in – jurisdictions."
- Project lists include correct phase codes (APCE codes) on all projects
- CIP Difference Section, if applicable
 - Explanation of why costs differ from planned costs
 - Be specific

Supporting Comments

- First sentence indicates the amount requested in the budget year
- The use of the budget year funds is indicated
- Any differences from the planned amount are explained
- Any differences from the approved program are explained
 - Program mods are identified
- Appropriate background information concerning the request is provided
- Evidence and logic to support the request is provided
 - "This project will solve the following facilities problems: 1)...; 2)..."
 - Individual facilities problems are explained
- Consequences of facilities problems are clearly indicated
- Relevant and material information to justify the request is included
- Proposed NASF by HEGIS Category is included (community colleges) at the end.