

SECTION VII:
THE USE OF CBIS
FOR
NON-STATE OWNED PROJECTS

PREFACE FOR NON-STATE OWNED PROJECTS

How to Enter the CBIS System

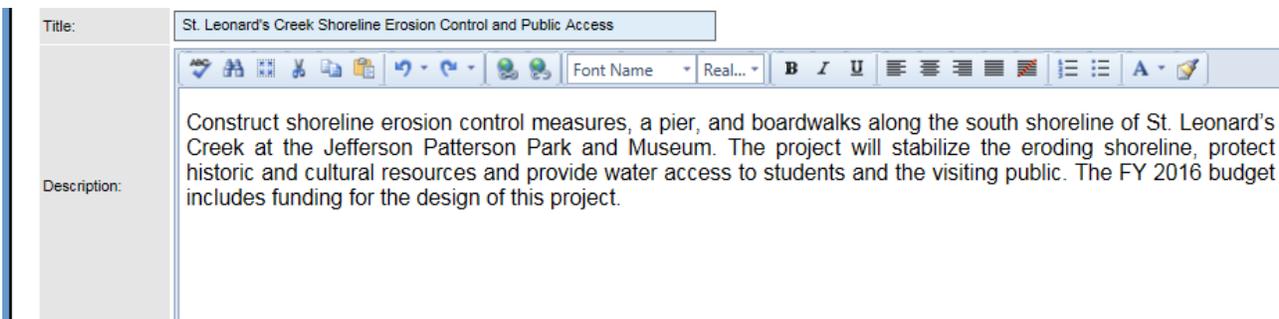
To begin the budget request process, log onto CBIS at <https://cbis.dbm.state.md.us> using Internet Explorer. Alternatively, you can go to the capital budgeting website: <http://dbm.maryland.gov/budget/Pages/capbudhome.aspx> and on the right side of the screen in the CBIS block, click “Login.” A login screen will appear. If you do not have a username and password, call the help desk at (410) 697-9700 or email service.desk@maryland.gov. 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 requested and recommended for your State Agency in the current capital improvement program.

How to Enter a Project in CBIS

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

If the project has **never been entered** in CBIS, click “Create a New Request” on the light yellow tool bar on the CBIS home page. CBIS will direct you to a “New Request” screen. For a State-Owned project, click on “New Project” under “Request Type” and “State-Owned” under “Ownership.” Click “Save” and CBIS will take you to the “Main Information” screen. You must enter information in the “Title,” “Agency,” “Legislative District,” and “Subdivision” fields, otherwise a warning prompt will occur when you click “Save.” After the screen has been successfully saved, the “Main Information” screen will re-appear. It will show the information that you have just entered.

Once a project has been entered in CBIS, you can select any menu option on the dark yellow tool bar by clicking on the desired option. For directions about entering information in the fields shown on the chosen screen, refer to the relevant screen shots in this section. Titles at the top of the pages will identify the particular menu or sub-menu discussed on each page. Generally, information is entered by clicking on an “Edit” or “Edit Grid” button and filling in a blank, entering a dollar amount, or providing a narrative text. It will then be necessary to click “Save” to exit the edit screen and to save the information in CBIS. When text is entered, a text block similar to that shown below will be provided:



The screenshot shows a web form with two main input fields. The top field is labeled "Title:" and contains the text "St. Leonard's Creek Shoreline Erosion Control and Public Access". Below it is a larger field labeled "Description:" which contains a paragraph of text: "Construct shoreline erosion control measures, a pier, and boardwalks along the south shoreline of St. Leonard's Creek at the Jefferson Patterson Park and Museum. The project will stabilize the eroding shoreline, protect historic and cultural resources and provide water access to students and the visiting public. The FY 2016 budget includes funding for the design of this project." Above the description field is a rich text editor toolbar with various icons for text formatting and alignment.

1. Type your text in a Word document, using single spacing and a single line between paragraphs and no additional formatting such as bullets and bold (you can add this once the text is in CBIS).
2. Highlight and copy text.
3. Paste your text by clicking on the “Paste Plain Text” button in CBIS (resembles a clipboard). This will strip the text of formatting. You can also strip text of formatting by clicking on the “Strip All Formatting” button (resembles a paintbrush), but this will take out all paragraph spacing.
4. Once you have removed existing formatting, full justify the text and add any bullets or other formatting.
5. Click the “Save” button.

How to Navigate Through the CBIS Screens

Various menus will appear in the dark yellow tool bar at the top of the “Main Information” screen; each of the menus defines a different category of information.

Some of these menus are used for the preparation of a submission for a Non-State Owned project. They are: Home, Main, Schedule, Cost and Funds, and Details. Some of these screens have sub-menus which appear on a light yellow tool bar immediately beneath the dark yellow tool bar. In order to enter information in a particular sub-menu, you must click on the menu on the dark yellow tool bar first, then the particular sub-menu of interest on the light yellow tool bar. For example, to enter “Cost and Funds” for last year, click the “Cost and Funds” menu on the dark yellow tool bar first, then click the “Last Year’s CIP” sub-menu on the light yellow tool bar.

Another menu item is “CEW,” which stands for Cost Estimate Worksheet. If it is necessary for you to complete this form, you will be advised to do so by your assigned capital budget analyst.

The remaining menu item, “Submit,” is discussed in more detail below.

How to Print a Copy of Your Request

There are two ways to print a copy of your request.

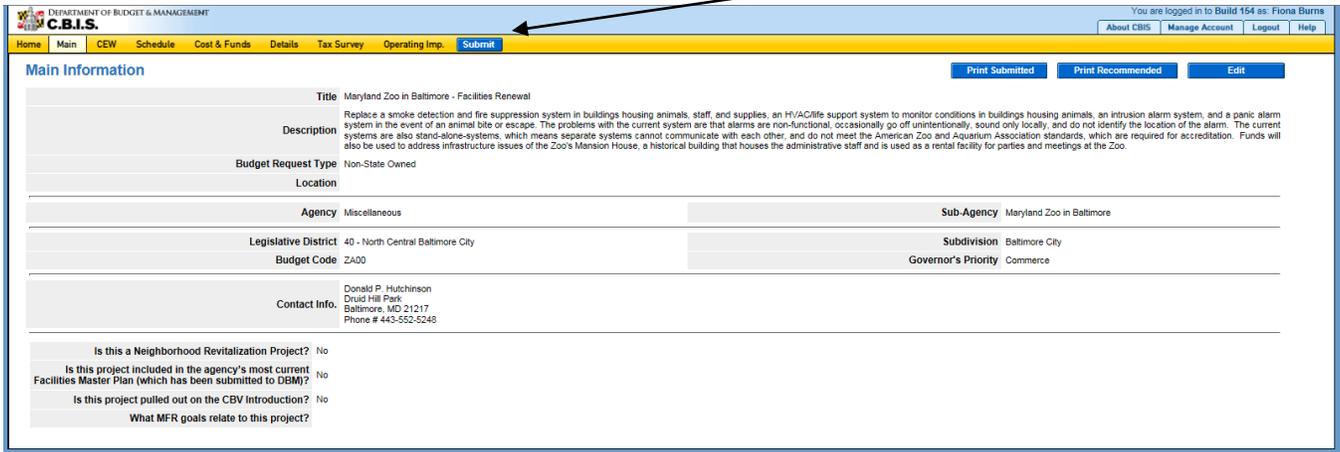
1. When you have completed filling in the required forms, click the blue “Submit” button that appears on the dark yellow tool bar. CBIS will display a “Submit Page” screen. On this screen, there is a “Print Request” option and a “Submit Request” option. Click “Print Request” and a facsimile of the request forms will appear in an Adobe file that can be printed for review or saved in a file.
2. Alternatively, you may print a copy of the request at any time during its preparation by going to the home screen and clicking “View Reports,” the third option on the light yellow tool bar. CBIS will display a number of report categories; click “Capital Budget Worksheets.” Select “Miscellaneous” from the drop down menu beside “Agency.” Depending upon your selection, CBIS will present you with additional drop down menus for “Sub-Agency” and “Request.” Beneath the fields in which you just entered information, you will see a variety of print options, each with a small box. Click the first box, “Agency Worksheet for Requested Capital Projects.”
 - Scroll to the bottom of the page and click “Generate Reports.” A window will open showing the output file in an Adobe format. Using the tool bar icons at the top of the Adobe output screen, you can print or save your selection.
 - If you want 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.

NOTE: It may be necessary to enable pop-ups in your internet browser.

How to Submit the CBIS Forms to DBM

Before submitting a copy of your request to DBM, it is recommended that you print and review a copy of the forms. After reviewing the request forms for accuracy, return to the “Main” screen for the project and click the blue “Submit” button as shown below.

“CLICK SUBMIT”



The screenshot shows the CBIS (Capital Budgeting Information System) interface. At the top, there is a navigation bar with the following tabs: Home, Main, CEW, Schedule, Cost & Funds, Details, Tax Survey, Operating Imp., and Submit. The 'Submit' tab is highlighted in blue. An arrow points from the text "CLICK SUBMIT" to the 'Submit' button. The main content area is titled "Main Information" and contains the following details:

Title	Maryland Zoo in Baltimore - Facilities Renewal		
Description	Replace a smoke detection and fire suppression system in buildings housing animals, staff, and supplies, an HVAC/life support system to monitor conditions in buildings housing animals, an intrusion alarm system, and a panic alarm system in the event of an animal bite or escape. The problems with the current system are that alarms are non-functional, occasionally go off unintentionally, sound only locally, and do not identify the location of the alarm. The current systems are also stand-alone-systems, which means separate systems cannot communicate with each other, and do not meet the American Zoo and Aquarium Association standards, which are required for accreditation. Funds will also be used to address infrastructure issues of the Zoo's Mansion House, a historical building that houses the administrative staff and is used as a rental facility for parties and meetings at the Zoo.		
Budget Request Type	Non-State Owned		
Location			
Agency	Miscellaneous	Sub-Agency	Maryland Zoo in Baltimore
Legislative District	40 - North Central Baltimore City	Subdivision	Baltimore City
Budget Code	ZA00	Governor's Priority	Commerce
Contact Info.	Donald P. Hutchinson David Hill Park Baltimore, MD 21217 Phone # 443-552-5248		

Below the table, there are four questions with "No" as the answer:

- Is this a Neighborhood Revitalization Project? No
- Is this project included in the agency's most current Facilities Master Plan (which has been submitted to DBM)? No
- Is this project pulled out on the CBV Introduction? No
- What MFR goals relate to this project?

If your assigned CBIS role is an Agency User, clicking “Submit Request” 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 may edit the material before submitting it to the Office of Capital Budgeting. Alternatively, the Agency Manager may return the submission to the Agency User for changes. To do so, the Agency Manager should click 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 CBIS login identifies you as an Agency Manager, clicking “Submit Request” will forward the request to your DBM capital budget analyst in the Office of Capital Budgeting (OCB). After OCB receives the request, the Agency Manager can only view, not change, the submission. If changes are required, the OCB capital budget analyst must be contacted in order for the submission to be returned to the agency. The OCB capital budget analyst may also elect to return the submission to the Agency Manager if the submission is deemed to be inaccurate, incoherent, or incomplete.

NOTE: Screen shots displayed in this manual will show more menu options than are available for agency users and agency managers. These menu options will not appear on the actual screens of agency users and agency managers. They are for the exclusive use of OCB capital budget analysts and CBIS administrators.

Non-State Owned Project New Request Screen

If a new project is being requested, click “Create a New Request” on the light yellow tool bar on the CBIS home screen.

Request Type	Click on “New Project.”
Ownership	Click on “Non-State Capital Grants.”

Non-State Owned Project Main Information Screen

The screenshot shows the 'Main Information' screen in the CBIS system. At the top, there is a navigation bar with 'Home', 'Main', 'CEW', 'Schedule', 'Cost & Funds', 'Details', 'Tax Survey', 'Operating Imp.', and 'Submit'. The user is logged in as 'Hona Ibsara'. The main content area is titled 'Main Information' and contains the following fields:

- Title:** Maryland Zoo in Baltimore - Facilities Renewal
- Description:** Replace a smoke detection and fire suppression system in buildings housing animals, staff, and supplies; an HVAC/life support system to monitor conditions in buildings housing animals; an intrusion alarm system, and a panic alarm system in the event of an animal bite or escape. The problems with the current system are that alarms are non-functional, occasionally go off unintentionally, sound only locally, and do not identify the location of the alarm. The current systems are also stand-alone systems, which means separate systems cannot communicate with each other, and do not meet the American Zoo and Aquarium Association standards, which are required for accreditation. Funds will also be used to address infrastructure issues of the Zoo's Mansion House, a historical building that houses the administrative staff and is used as a rental facility for parties and meetings at the Zoo.
- Budget Request Type:** Non-State Owned
- Location:** (Empty field)
- Agency:** Miscellaneous
- Sub-Agency:** Maryland Zoo in Baltimore
- Legislative District:** 40 - North Central Baltimore City
- Subdivision:** Baltimore City
- Budget Code:** ZA00
- Governor's Priority:** Commerce
- Contact Info:** Donald P. Hutchinson, Druid Hill Park, Baltimore, MD 21217, Phone # 443-552-5248

At the bottom of the form, there are several checkboxes:

- Is this a Neighborhood Revitalization Project? No
- Is this project included in the agency's most current Facilities Master Plan (which has been submitted to DBM)? No
- Is this project pulled out on the CBV introduction? No
- What MFR goals relate to this project? (Empty field)

Buttons for 'Print Submitted', 'Print Recommended', and 'Edit' are located at the top right of the form.

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

Title	The name of the facility will appear as you entered it when the project was first entered into CBIS.
Description	This section should provide a description of the project. The first sentence should start with a verb such as construct, renovate, or convert. Include the NSF and GSF from the program, which should also be the same as the NSF and GSF that is used in the CEW. Next, include what the project is, and where the project is located. Cite any significant secondary purpose (e. g. renovate an existing building as part of a project to construct an addition to the building). If there are phases to the project, indicate the number of phases and describe each of them. Finally, be sure to include a generalized statement of the rationale, which will provide the justification for the project and which you need to expand upon in the Supporting Comments section of this submission.
Location	Enter the project's street address and latitude/longitude in decimal degrees. You can find the latitude and longitude at the Local and State Targeted Growth and Conservation website located at: http://planning.maryland.gov/OurProducts/iMaps.shtml . Click on the Growth and Conservation Overlays interactive map.
Budget Request Type	This field will be populated by CBIS indicating the type of budget request.
Request Status	This field indicates the status of the budget request. The "Unsubmitted" status allows the Agency User to view and edit, and the Agency Manager to view only. The "Submitted to A/Mgr" status allows the Agency User to view only, and the Agency Manager to view and edit. The "Submitted to DBM" status allows the Agency User and Agency Manager to view only, and DBM to view and edit. The Agency Manager can select "Unsubmitted" from the drop-down menu to return the budget request to the Agency User.
Agency	Select your organization from drop-down menu.
Sub-Agency	Select your organization from drop-down menu, if applicable.
Legislative District	Enter the Legislative District in which the project is located from the drop-down menu. Legislative districts can be located at: mdelect.net
Subdivision	Enter the subdivision in which the project is located from the drop-down menu.
Budget Code	Enter the budget code from the drop-down menu.

Non-State Owned Project Main Information Screen (Continued)

Governor's Priority	Enter the Governor's priority from the drop-down box. The priorities are Education, Health and Environment, Public Safety and Safer Neighborhoods, Commerce, and Other Projects. Use your judgment as to where you feel your project should be prioritized if this is a new project.
Contact Info.	Select from the drop-down menu. If the correct contact is not listed, insert the name, address, and telephone number of the person who should be contacted if there are any questions about the information provided.
Neighborhood Revitalization Project?	Click the appropriate circle. A Neighborhood Revitalization Project is a project in a neighborhood designated as a priority funding area where State and local governments want to target their efforts to encourage and support development and new growth. Examples include the Canal Place Redevelopment, Salisbury Regional Claims Center, or Preston Streetscape Improvements.
Facilities Master Plan	Click the appropriate circle. Generally, this will be answered no.

Non-State Owned Project

The screenshot shows the C.B.I.S. (Capital Budgeting Information System) interface. At the top, it says 'DEPARTMENT OF BUDGET & MANAGEMENT' and 'You are logged in to Build 139 as: Fiona Burns'. The main navigation bar includes 'Home', 'Main', 'CEW', 'Schedule', 'Cost & Funds', 'Details', 'DBM Cmts.', 'Tax Survey', 'Operating Imp.', and 'Leg. Action'. Below this, the page title is 'Title: The Clarence H. "Du" Burns Memorial'. The 'CEW List' section is currently empty, with an 'Add' button on the right. A table header with the text 'CEW Title' is visible at the bottom of the list area.

CEW List

If the budget submission requires a Cost Estimate Worksheet (CEW) to be completed, click "Add" to create a CEW. Instructions for completing the CEW can be found in Section IX.

If you are unsure if your budget submission requires a CEW, please contact your DBM Capital Budget Analyst.

Non-State Owned Project Schedule Screen

The screenshot shows the 'Schedule' screen in the CBIS system. At the top, there is a navigation bar with 'Home', 'Main', 'CEW', 'Schedule', 'Cost & Funds', 'Details', 'Tax Survey', 'Operating Imp.', and 'Submit'. The 'Schedule' menu item is highlighted. Below the navigation bar, the title of the request is 'Maryland Zoo in Baltimore - Infrastructure Improvements'. The 'Schedule' section contains the following fields:

- Design Start Date: 7/1/2016
- Construction Start Date: 1/1/2017
- Design Period: Duration of 6 Month(s) Starting on 7/1/2016 until 1/1/2017
- Construction Period: Duration of 60 Month(s) Starting on 1/1/2017 until 1/1/2022
- Program Approval Part 1: (empty)
- Program Approval Part 2: (empty)

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

Click on "Schedule" on the dark yellow menu.

Program Status	Not Applicable - leave blank.
Design Start Date	Enter the actual or estimated date on which design of the project began in numerical format (Month/Day/Year).
Construction Start Date	Enter the actual or anticipated date construction begins in numerical format (Month/Day/Year).
Design Period (Months)	Enter the duration of design in months.
Design Period (Starting On)	Enter the actual or anticipated date design begins (Month/Day/Year). 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 (Month/Day/Year). CBIS will calculate the construction completion date after you click "Save."
Program Approval Part 1	Not Applicable - leave blank.
Program Approval Part 2	Not Applicable - leave blank. Clicking "Save" will automatically take you to the "Cost & Funds - Request" screen. In order to view the information you just entered in "Schedule," click "Schedule" on the dark yellow tool bar. Verify that the correct completion date for design and construction is shown. If it is necessary to edit any information, click on the appropriate field, make your changes, and click "Save."

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

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

You are logged in to CBIS as: **Flora Burns**

Home
Main
CEW
Schedule
Cost & Funds
Details
Tax Survey
Operating Imp.
Submit

Last Year's CIP
Request
Req CIP Diff
Req. Comments
Matching Funds

Title: Maryland Zoo in Baltimore - Infrastructure Improvements

Cost & Funds - Last Year

Last Year's Recommended Phase Breakdown by Cost Edit Grid

Fund Type	Prior	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022+	Total
Acquisition	0	0	0	0	0	0	0	0
Planning	0	275,000	275,000	275,000	550,000	550,000	0	1,925,000
Construction	0	2,150,000	2,150,000	2,150,000	4,300,000	4,300,000	0	15,050,000
Equipment	0	75,000	75,000	75,000	150,000	150,000	0	525,000
Other	0	0	0	0	0	0	0	0
Total	0	2,500,000	2,500,000	2,500,000	5,000,000	5,000,000	0	17,500,000

Last Year's Recommended Funds By Source Edit Grid

Fund Source	Prior	Phase	2017	Phase	2018	Phase	2019	Phase	2020	Phase	2021	Phase	2022+	Phase	Total
GO	0		2,500,000	PCE	2,500,000	PCE	2,500,000	PCE	5,000,000	PCE	5,000,000	PCE	0		17,500,000
GF	0		0		0		0		0		0		0		0
SF	0		0		0		0		0		0		0		0
FF	0		0		0		0		0		0		0		0
RB	0		0		0		0		0		0		0		0
State Share	0		2,500,000		2,500,000		2,500,000		5,000,000		5,000,000		0		17,500,000
Match	0		0		0		0		0		0		0		0
Total	0		2,500,000		2,500,000		2,500,000		5,000,000		5,000,000		0		17,500,000

Click "Cost & Funds" on the dark yellow tool bar. Click "Last Year's CIP" on the light yellow tool bar.

Recommended Phase Breakdown by Cost

Click "Edit Grid" for "Last Year's Recommended Phase Breakdown by Cost." In the event this screen is blank, or this is a new project, enter any prior funding that may have been allocated for this project by type of activity in the "Prior" column. In the fiscal year columns, enter the amount of funds indicated in the current CIP for each respective year. All dollar amounts should be rounded to the nearest \$1,000.

Click "Save" and review the information you entered. CBIS will calculate the column and row totals. Please note that all of the dollar amounts appear as "Match" dollars on the table below until the Fund Source data is directly entered into the various source categories (e.g. GO, GF, etc.) in the step below.

Recommended Funds by Source

Click "Edit Grid" for "Last Year's Recommended Funds by Source." In the event this screen is blank, or this is a new project, enter any prior funding that may have been allocated for this project in the "Prior" column. In the fiscal year columns, enter the type of funds indicated in the current Capital Improvement Program for each respective year. All dollar amounts should be rounded to the nearest \$1,000. In both the prior and future fiscal year columns indicate with capital letters the phase of activity each year's funds will assist. Use A,P,C,E for Acquisition, Planning, Construction, and Equipment respectively, but do not include commas between phase codes.

Click "Save" and review the information you entered. CBIS will calculate the column and row totals. This data should now be accurately divided between "State Share" and "Match."

Non-State Owned Project Cost & Funds - Request Screen

DEPARTMENT OF BUDGET & MANAGEMENT
CBIS

 You are logged in to Build 139 as: Jonathan Ferguson
[About CBIS](#) [Manage Account](#) [Logout](#) [Help](#)

[Home](#) [Main](#) [CEW](#) [Schedule](#) [Cost & Funds](#) [Details](#) [DBM Cmts.](#) [Tax Survey](#) [Operating Imp.](#) [Leg. Action](#)

[Last Year's CIP](#) [Request](#) [Req CIP Diff](#) [Req. Comments](#) [Matching Funds](#) [Recommendation](#) [Rec CIP Diff](#)

Title: The Clarence H. "Du" Burns Memorial

Cost & Funds - Request

Requested Phase Breakdown by Cost

Fund Type	Prior	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021+	Total
Acquisition	0	0	0	0	0	0	0	0
Planning	0	0	0	0	0	0	0	0
Construction	0	400,000	0	0	0	0	0	400,000
Equipment	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
Total	0	400,000	0	0	0	0	0	400,000

Requested Funds By Source

Fund Source	Prior	Phase	2016	Phase	2017	Phase	2018	Phase	2019	Phase	2020	Phase	2021+	Phase	Total
GO	0		200,000		0		0		0		0		0		200,000
GF	0		0		0		0		0		0		0		0
SF	0		0		0		0		0		0		0		0
FF	0		0		0		0		0		0		0		0
RB	0		0		0		0		0		0		0		0
State Share	0		200,000		0		0		0		0		0		200,000
Match	0		200,000		0		0		0		0		0		200,000
Total	0		400,000		0		400,000								

To open this Screen, click "Cost & Funds" on the dark yellow tool bar.
 Click "Request" on the light yellow tool bar.
 These tables concern "Cost & Funds" for the Next Fiscal Year.

Requested Phase Breakdown by Cost

Click "Edit Grid" for the "Requested Phase Breakdown by Cost" table. This table should show the total cost of the project, regardless of the source of funding. In the "Prior" column, enter any prior funding that may have been allocated for this project by type of activity. In the fiscal year columns, enter the amount of funds being requested for the project (rounded to the nearest \$1,000) in the appropriate cell.

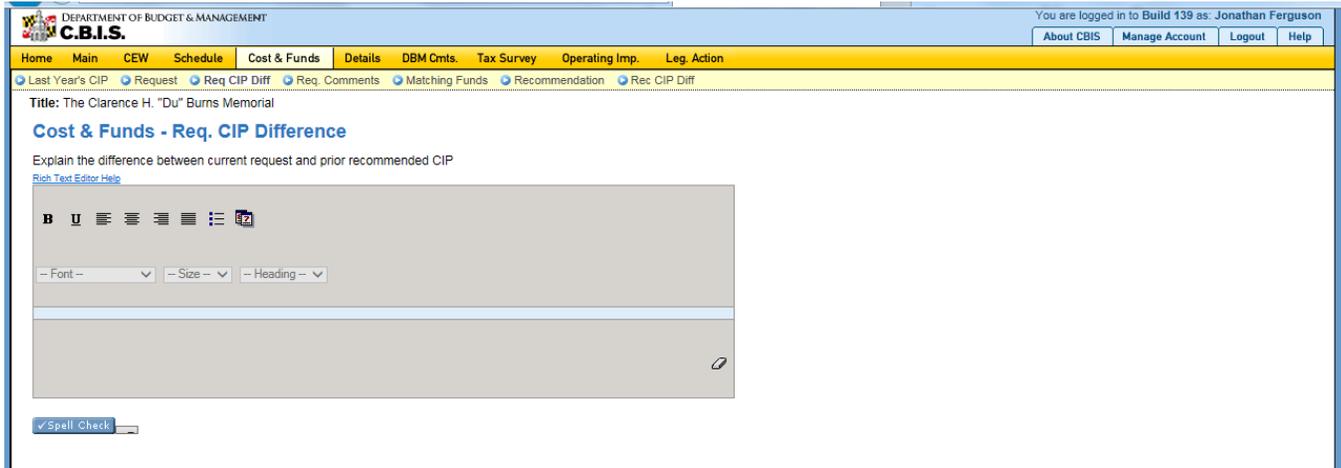
Click "Save" and review the information you entered. CBIS will calculate the column and row totals. Also, note that all of the dollar amounts appear as "Match" on the table below until the Fund Source data is directly entered into the various source categories (e.g. GO, GF, etc.) in the step below.

Requested Funds by Source

Click "Edit Grid" for "Requested Funds by Source." In this table, only enter the amount of State funds authorized or to be requested for the project. In the "Prior" column, enter the type of any State funds that may have previously been allocated for this project. In the fiscal year columns, enter in the appropriate cell the State funds to be requested (rounded to the nearest \$1,000). In addition, 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 the phase codes.

Click "Save" and review the information you entered. CBIS will calculate the column and row totals. Please note that this data should now be accurately divided between "State Share" and "Match."

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



Click “Cost & Funds” on the dark yellow tool bar. Click “Req CIP Diff” on the light yellow tool bar.

Requested CIP Difference

The data in this box compares the amount of funding for the project that was planned in the CIP to the amount that is being requested. Begin the text with, “FY20__ Planned:” Then state the funding amount planned in the last CIP for the upcoming fiscal year’s capital budget; also state the type of funds recommended (i.e. General Obligation Bonds, General Funds, Special Funds).

If the amount requested is within 5% of the amount planned, state, “The amount requested is generally consistent with the amount planned in the CIP.” If the amount requested is more than 5%, state the reason for the difference. If the project was not listed in the last CIP for State funding in the upcoming fiscal year, state “Not in CIP.” A sentence should then be added that explains the amount requested and why the project was added to the upcoming fiscal year.

Click “Save,” and the “Cost & Funds - Request” View Screen will appear. In order to examine the material that you just entered in the above text box, click “Req. CIP Difference” on the light yellow tool bar.

Non-State Owned Project

Cost & Funds - Supporting Comments for the Request Screen

Title: The Walters Art Museum - Renovation and Fire Safety Improvements

Cost & Funds - Supporting Comments for the Request

Refurbish and update the Walters Art Museum to better serve visitors. Improve access to the art collection and programs, and improve conditions for the collection and visitors. This project was begun in FY2014, and includes construction, systems upgrading, and purchasing of capital equipment. Requested capital funding is intended to solve two major problems: obsolescent/deficient space and functional inadequacy of space/equipment. The Walters currently serves nearly 170,000 visitors annually and completion of this project will ensure a more fulfilling experience with the collection that will drive future growth.

The Walters' revised Domino capital project has a \$10.4m budget with support from State of Maryland, local and federal agencies, and private sources. We are already in the midst of capital work, spending the required matching funds and in the process of certifying matching funds (elaborated in "Prior Authorization" section). The Walters has a strong record of leveraging state dollars to garner support from Baltimore City, Federal grants, individuals, foundations, and corporations. We successfully matched the first appropriation with over \$2.5m in private and City funding. \$400,000 from the City of Baltimore is on the November 2014 ballot for FY16 funding, and we will request another \$400,000 for FY2017. We plan to make a capital request to Baltimore County for FY2016/17. In December 2014, we plan to submit a significant request to the preservation and access program of the National Endowment for the Humanities for upgrades to and retrofitting of galleries and museum spaces, based on the results of a sustainability study of the museum. Further requests to individuals, foundations and corporations will be made in FY2015, and additional grants for gallery refurbishments will be submitted to federal agencies (National Endowment for the Arts, National Endowment for the Humanities, Institute for Museum and Library Services) for FY16 and FY17 funding. Continued State of this project will be essential to raising the balance of necessary funds to complete this Domino project.

The Walters has raised \$2,550,000 in private and City funding to match the State's \$2.5M appropriation. Since work on this project began, we have been spending the matching funds. We are in the midst of the certification process and on 5/27/2014 submitted paperwork to the Department of General Services (DGS) to certify \$2,400,000 in matching funds. A \$150,000 grant from the Shendan Foundation for the sustainability study will be

Click "Cost & Funds" on the dark yellow tool bar. Click "Req. Comments" on the light yellow tool bar.

Supporting Comments for the Request

Summarize the information that was provided in the project description in sufficient detail to indicate clearly the nature of the work to be funded and the rationale for the project. Include the size of the facility in GSF and NSF, what the project is, location, a description of the services that the agency 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. Be sure to provide quantitative data, where appropriate, to support the project justification such as the number of clients who need to be served, are currently being served and will be served upon completion of the project. Also, indicate if there are any secondary objectives or if the scope of the problem goes beyond what has been indicated above. Indicate if there are any issues that will be dealt with, such as historic preservation or project phasing.

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

Facility Problem(s). There are generally three types of facility problems that could characterize a project: insufficient space, functional inadequacy of existing space, and obsolescence or deficiencies in existing space. One or more of the facility problems could be involved in a project.

1. 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.
2. The 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.
3. Obsolescent/deficient space means that the space is out-dated or is defective in some way. Examples include leaking roofs, buildings not in compliance with codes, and HVAC systems with inadequate capacity.

Non-State Owned Project

Cost & Funds - Supporting Comments for the Request Screen (Continued)

Supporting Comments for the Request (Continued)	<p>Consequences on Operations/Service Delivery. After describing the facility problem(s), 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, 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 studies on a new cure for some disease. It is necessary to develop the analysis of these impacts. Even if the students could be accommodated, the patients treated, the prisoners housed, or the research grant accepted, it is necessary to discuss <u>how</u> adapting the existing facility to these various actions can interfere, or be expected to interfere, with the effective delivery of services. For example, accepting more students, without increasing available space, might create overcrowded classes, while use of dayroom space for inmate housing might necessitate the need for more guards for security.</p> <p>Outcomes. It is also important to discuss the outcome that is expected to occur as a result of an effectively delivered service. An outcome means the desired improvement in the condition or situation of the customers that arises from use of a State Agency's services. For example, increased space for prison housing might reduce the number of inmates harmed as a result of unsafe housing conditions. The description should highlight the degree to which the project services will be available to all or many of the State's citizens. Provision of this information should thus indicate that the project's intended outcomes will have a statewide benefit.</p> <p>Presentation of the above material should emphasize the use of quantitative data. For example, if insufficient space is the facility problem, then quantify the shortfall, being sure to cite the space standards used to arrive at the determination. Service/operations problems should also be measured using data. Referring to the above examples, measure the number of prisoners in dayroom space, the number of students turned away, and the number of grants declined. 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. Finally, be sure that all numbers in the write-up (NSF, GSF, etc.) agree with supporting documents such as the CEW or other sections of the CBIS worksheet.</p> <p>A note of caution. We recommend cutting and pasting from Word by clicking on the "Paste Plain Text" button and doing all your formatting in CBIS.</p> <p>Click "Save." The "Cost & Funds - Request" View Screen will appear. If you want to view the material that you just entered, click "Req. Comments" on the light yellow tool bar.</p>
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Non-State Owned Project Cost & Funds - Supporting Comments for the Request Screen (Continued)

Uploading Documents to CBIS	<p>If you wish to upload supporting documents to a request, go to the “Req. Comments” section of the “Cost & Funds” tab and scroll down to “Supporting Documents” at the bottom of the page. Click on “Browse” to select your document and then click on “Upload.” After uploading your document, be sure to hit “Save” or you may lose any changes you made to the supporting comments section when you navigate away from this page.</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. 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>
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Non-State Owned Project Matching Funds Screen

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

You are logged in to Build 139 as: Jonathan Ferguson
[About CBIS](#) [Manage Account](#) [Logout](#) [Help](#)

Home
Main
CEW
Schedule
Cost & Funds
Details
DBM Cmts.
Tax Survey
Operating Imp.
Leg. Action

Last Year's CIP
Request
Req CIP Diff
Req. Comments
Matching Funds
Recommendation
Rec CIP Diff

Title: The Walters Art Museum - Renovation and Fire Safety Improvements

Matching Funds

Type	Prior	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021+	Total
State	2,500,000	1,000,000	0	0	0	0	0	3,500,000
Match	2,550,000	2,450,000	1,900,000	0	0	0	0	6,900,000
Total	5,050,000	3,450,000	1,900,000	0	0	0	0	10,400,000
State %	49.5	29.0	0.0	0.0	0.0	0.0	0.0	
Match %	50.5	71.0	100.0	0.0	0.0	0.0	0.0	

Matching Funds Source Add New Source

Source of Funds	Amount		
Baltimore County	500,000	Edit	Delete
City of Baltimore	2,450,000	Edit	Delete
Institute for Libray and Museum Services	300,000	Edit	Delete
National Endowment for the Humanities	650,000	Edit	Delete
Private/Individual Donors	3,000,000	Edit	Delete
Total	6,900,000		

Click "Cost & Funds" on the dark yellow bar. Click "Matching Funds" on the light yellow tool bar.

Matching Funds	The "Matching Funds" table will be populated by CBIS based on information you entered in prior screens.
Matching Funds Source	<p>Entering matching funds data can occur either through inputting new data or editing existing data.</p> <p>To enter new data, click "Add New Source" on the "Matching Funds" screen. Enter the new data in the "Source of Funds" and "Amount" fields and click "Update." Review the information you have entered. Note: It is necessary to repeat this process in order to enter each different fund source that is new.</p> <p>To edit data already in the "Matching Funds Source" table, click "Edit" (or "Delete" if appropriate) on the appropriate line in the "Matching Funds Source" screen. Enter the changes in the "Source of Funds" and/or "Amount" fields, and click "Update." Review the changes you have just made. Repeat this process for each fund source entry as necessary. CBIS will total the fund sources you have entered</p> <p>Note: When all matching funds sources have been entered, the "Match" type of funds in the "Matching Funds" table should equal the Total in the "Matching Funds Source" table.</p>

Non-State Owned Project Detail for Project Screen

The screenshot shows the 'Details - Request' screen in the CBIS system. At the top, there is a navigation bar with links for Home, Main, CEW, Schedule, Cost & Funds, Details, Tax Survey, Operating Imp., and Submit. The 'Details' link is highlighted. Below the navigation bar, the page title is 'Request' and the specific request is 'Maryland Sports Experience'. The main section is titled 'Details - Request' and contains a form for 'Proposed Net Square Feet'. The form includes an 'Add New Area' button and a table with columns for 'Area Name' and 'Square Feet'. The table has several rows with input fields for 'Net Sq. Ft.', 'Capacity', 'Structural Cost/GSF', 'Percent Efficiency', 'Gross Sq. Ft.', 'Unit Cost', and 'Total Cost/GSF'. The 'Net Sq. Ft.' field is currently set to 0, and 'Gross Sq. Ft.' is set to 25000. At the bottom of the form are 'Save' and 'Cancel' buttons.

Click “Details” on the dark yellow tool bar.

Add New Area	<p>In order to enter project detail data, click “Add New Area.” “Detail for Project” fields will appear for entering the name of a building area and its size in net square feet (NSF).</p> <p>Enter the name of a major area and its NSF in the two blank fields that appear and click on “Update.” After clicking “Update,” the “Detail for Project” screen will reappear. Repeat this process for each major area category. Then, enter the category “Other” and insert the appropriate amount of NSF needed to make the net square feet from the individual space area entries equal to the actual proposed total net square feet for the whole project. CBIS will calculate and populate the Net Sq. Ft. cell on the “Detail for Project” screen.</p> <p>If you wish to edit the entry, click on “Edit” in the appropriate row, make the desired changes, and save the changes. If you wish to delete the entire entry, click on the “Delete” button.</p>
Net Sq. Ft.	<p>CBIS will automatically total the net square feet as you make entries in the “Add New Area” section above.</p>

Non-State Owned Project Detail for Project/Edit Screen

The screenshot shows the 'Details - Request' screen for a project titled 'Maryland Sports Experience'. The 'Proposed Net Square Feet' section is active, showing a table with one row for an area. The 'Area Name' field is empty, and the 'Square Feet' field contains '0'. Below the table are several input fields: 'Net Sq. Ft.' (0), 'Gross Sq. Ft.' (25000), 'Capacity' (0), 'Unit Cost' (0), 'Structural Cost/GSF' (empty), and 'Total Cost/GSF' (empty). The 'Percent Efficiency' is shown as 0.00%. At the bottom, there are 'Save' and 'Cancel' buttons.

Clicking on “Add New Area” on the previous screen will bring up the above screen in which individual spaces may be added or the detail for previously entered spaces can be edited or deleted.

Update	After entering the area name and net square feet, clicking “Update” will add the space.
Cancel	Clicking “Cancel” will cause the area name and square feet fields to default to blank spaces.
Edit	Clicking “Edit” will permit changes to be made to the previously entered information.
Delete	Clicking “Delete” will cause the space to be deleted from the inventory of spaces.
Net Sq. Ft.	If you have not clicked on “Add New Area” to enter individual spaces, enter the net square feet for the total project. If you have used the “Add New Area” button to enter individual spaces, the total Net Sq. Ft. will be calculated by CBIS.
Gross Sq. Ft.	Enter the gross square feet (GSF) for the total project.
Capacity	Enter the number of people that will be accommodated as a result of the project. If this measure is not appropriate to your project, leave this item blank.
Unit Cost	Divide the construction cost of the project by the number of items that the additional capacity accommodates. For example, the cost of a theater divided by the number of seats, or the cost of a hospital by the number of beds, or the cost of a jail by the number of cells. If this measure is not appropriate to your project, leave this item blank.
Structural Cost/GSF	The structural cost per square foot should be determined by dividing the total structural construction cost (Item 8K on the CEW, if you are completing one) by the total gross square feet. Do not include any costs of acquisition, planning, or equipment.
Total Cost/GSF	The total cost per gross square foot should be determined by dividing the total cost of acquisition, planning, construction, and equipment (Item 21 on the CEW, if you are completing one) by the total gross square feet.

Click “Save.” The “Tax Exemption Survey” screen will appear - it is unnecessary for you to complete this Screen. Please print out a hard copy of your completed forms and proofread the entries before submitting the material to the Office of Capital Budgeting. Please see page 71 for directions about how to print and submit your request.