

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

## PREFACE FOR STATE-OWNED PROGRAMS

### How to Enter the CBIS System

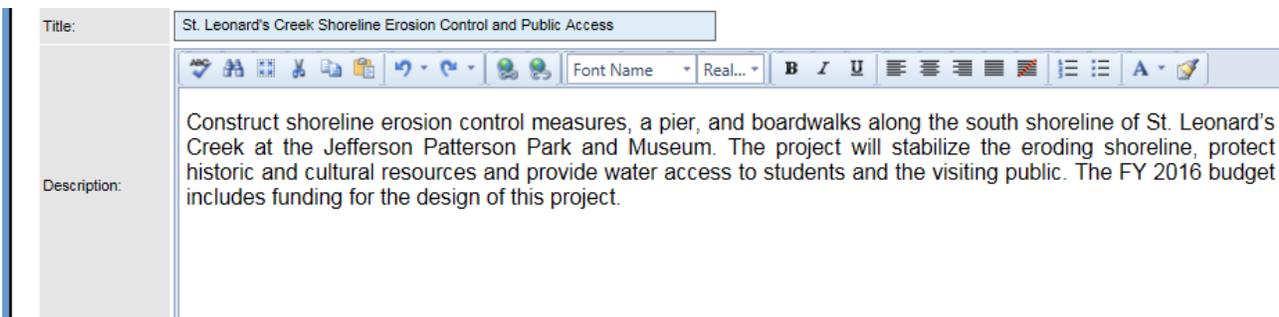
To begin the budget request process, log onto CBIS at <https://cbis.dbm.state.md.us> using Internet Explorer. Alternatively, you can go to the capital budgeting website: <http://dbm.maryland.gov/budget/Pages/capbudhome.aspx> and on the right side of the screen in the CBIS block, click “Login.” A login 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](mailto: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 Program in CBIS

If the program 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 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 tool bar on the CBIS home page. CBIS will direct you to a “New Request” screen. For a State-Owned program, click on “New Program” 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 sections. The top section is labeled 'Title:' and contains the text 'St. Leonard's Creek Shoreline Erosion Control and Public Access'. Below this is a rich text editor toolbar with various icons for text formatting (bold, italic, underline, bulleted list, numbered list, indent, outdent, link, unlink, font color, background color) and a 'Font Name' dropdown set to 'Real...'. The bottom section is labeled 'Description:' and contains the 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.'

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 State-Owned program. They are: Home, Main, Cost & Funds, Prior Activity, Activity, Planned Activity, and Projects. Two of these screens, Cost & Funds and Projects, 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, it is important to remember that 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 & Funds” for “Last Year’s Planned,” click the “Cost & Funds” menu on the dark yellow tool bar first, then click the “Last Year’s Planned” sub-menu on the light yellow tool bar.

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

## How to Print a Copy of Your Request

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.” For State-Owned programs, select the name of your agency from the drop down menu beside “Agency.” Depending upon your selection, CBIS will present you with additional drop down menus for “Sub-Agency” and “Request.” If you select a program that has specific projects associated with it, another drop down menu will appear labeled “Project.” Select “All” or the name of the specific project you wish to print if you are printing Part IIIAs. If you wish to print Part I, II, or III, leave the project line blank.

Beneath the fields in which you just selected information, you will see a variety of print options, each with a small box. Under the “Program” heading, 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,” and “Part III Summary of Requested Projects for Capital Grant and Loan Program.” In order to print Part IIIAs, unclick the other boxes and click “Part IIIA - Detail of Requested Project associated with Capital Grant and Loan Program” and select “All” or the name of the specific project you wish to print.

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 bars at the top of the Adobe output screen, you can print or save your selection.

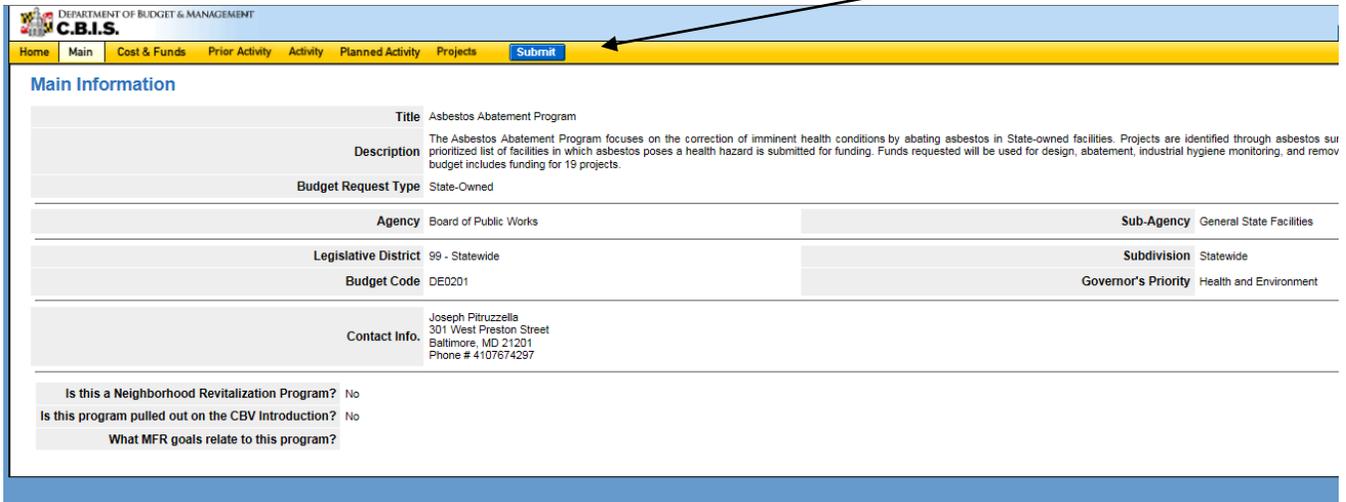
If you want an output format other than Adobe for an individual project, click “Select Output Format.” A drop-down menu will appear, allowing you to select PDF (Adobe), Excel, or Word as alternative output formats. Click “Generate Reports” and a second window will appear showing the output file in the 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 first print a copy to review. Follow the instructions above for “How to Print a Copy of Your Request.” Once you are satisfied that your request is accurate, click the blue “Submit” button that appears on the dark yellow tool bar as shown below.

*“CLICK SUBMIT”*



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

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

### Main Information

|                             |   |                            |                          |
|-----------------------------|---|----------------------------|--------------------------|
| <b>Title</b>                | Asbestos Abatement Program  |                            |                          |
| <b>Description</b>          | The Asbestos Abatement Program focuses on the correction of imminent health conditions by abating asbestos in State-owned facilities. Projects are identified through asbestos sur prioritized list of facilities in which asbestos poses a health hazard is submitted for funding. Funds requested will be used for design, abatement, industrial hygiene monitoring, and remov budget includes funding for 19 projects. |                            |                          |
| <b>Budget Request Type</b>  | State-Owned   |                            |                          |
| <b>Agency</b>               | Board of Public Works   | <b>Sub-Agency</b>          | General State Facilities |
| <b>Legislative District</b> | 99 - Statewide  | <b>Subdivision</b>         | Statewide                |
| <b>Budget Code</b>          | DE0201  | <b>Governor's Priority</b> | Health and Environment   |
| <b>Contact Info:</b>        | Joseph Piruzzella<br>301 West Preston Street<br>Baltimore, MD 21201<br>Phone # 4107674297   |                            |                          |

Is this a Neighborhood Revitalization Program? No  
Is this program pulled out on the CBV Introduction? No  
What MFR goals relate to this program?

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 might choose to 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.

# State-Owned Program New Request Screen

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

You are logged in to CBIS-R2 as: Lisa Wallace  
[About CBIS](#) [Manage Account](#) [Logout](#) [Help](#)

### New Request

**Request Type**

New Project  
 New Program

**Ownership**

State Owned  
 Grant and Loan

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

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

|              |                         |
|--------------|-------------------------|
| Request Type | Click on “New Program.” |
| Ownership    | Click on “State Owned.” |

# State-Owned Program Main Information Screen

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

You are logged in to Build 154 as: Fiona Burns

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

**Main Information** [Edit](#)

**Title:** Asbestos Abatement Program

**Description:** The Asbestos Abatement Program focuses on the correction of imminent health conditions by abating asbestos in State-owned facilities. Projects are identified through asbestos surveys or routine inspections of facilities. Each year a prioritized list of facilities in which asbestos poses a health hazard is submitted for funding. Funds requested will be used for design, abatement, industrial hygiene monitoring, and removal of asbestos at various State facilities. The FY 2013 budget includes funding for 19 projects.

**Budget Request Type:** State-Owned

**Agency:** Board of Public Works **Sub-Agency:** General State Facilities

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

**Budget Code:** DE0201 **Governor's Priority:** Health and Environment

**Contact Info:** Joseph Piruzzella  
301 West Preston Street  
Baltimore, MD 21201  
Phone # 4107674297

Is this a Neighborhood Revitalization Program? No  
Is this program pulled out on the CBV Introduction? No  
What MFR goals relate to this program?

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

|   |  |
|---|--|
| <b>Title</b>                                | Enter the name of the program.   |
| <b>Description</b>                          | Describe the program in sufficient detail to indicate clearly the nature of the work to be funded, the scope of the problem, and the impact of the problem. Summarize what the current request will accomplish, the number of projects included in the request, and how many State agencies are affected by the request.   |
| <b>Budget Request Type</b>                  | This field will be populated by CBIS indicating the type of budget request (i.e. State Owned or Non-State Owned.)  |
| <b>Request Status</b>                       | 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. |
| <b>Agency</b>                               | Select Agency from the drop-down menu.   |
| <b>Sub-Agency</b>                           | Select Sub-Agency from the drop down menu, if available.   |
| <b>Legislative District</b>                 | Select "99 - Statewide" from the drop-down menu.   |
| <b>Subdivision</b>                          | Select "Statewide" from the drop-down menu.  |
| <b>Budget Code</b>                          | Enter the budget code from the drop-down menu.   |
| <b>Governor's Priority</b>                  | 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.  |
| <b>Contact Info.</b>                        | If not available from the drop-down menu, enter the name, address, and telephone number of the person who should be contacted if there are any questions about the information provided for the program.   |
| <b>Neighborhood Revitalization Program?</b> | Enter "No."  |

**State-Owned Program  
Main Information Screen (Continued)**

|                 |   |
|-----------------|---|
| <b>MFR Goal</b> | <p>Indicate what Managing For Results goals this program accomplishes. Goals and objectives can be found in the current Maryland Operating Budget volumes. This can be found on the DBM website under Operating Budget: <a href="http://dbm.maryland.gov/budget/Pages/operbudhome.aspx">http://dbm.maryland.gov/budget/Pages/operbudhome.aspx</a>. Click on the most current year's Operating Budget Documents, then select the Operating Budget Detail, and locate your Agency.</p> <p>Click "Save." For the "Save" command to function, it is necessary that <u>at least</u> the "Title," "Agency," "Legislative District," and "Subdivision" information fields be completed. If this information has been entered, 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 tool bar.</p> |
|-----------------|---|

## State-Owned Program Cost & Funds - Request Screen

You are logged in to Build 139 as: Fiona Burns

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

Home Main Cost & Funds Prior Activity Activity Planned Activity Projects DBM Cmts. Leg. Action

Cost & Funds - Request Cost & Funds - Last Year's Planned Cost & Funds - DBM Recommendation Cost & Funds - Req. Comment

Title: Construction Contingency Fund

**Cost & Funds - Request** Copy From Requested

Requested Funds By Source Edit Grid

| Fund Use     | 2016             | 2017     | 2018             | 2019     | 2020     | 2021+    | Total            |
|--------------|------------------|----------|------------------|----------|----------|----------|------------------|
| GO           | 2,500,000        | 0        | 2,500,000        | 0        | 0        | 0        | 5,000,000        |
| GF           | 0                | 0        | 0                | 0        | 0        | 0        | 0                |
| SF           | 0                | 0        | 0                | 0        | 0        | 0        | 0                |
| FF           | 0                | 0        | 0                | 0        | 0        | 0        | 0                |
| RB           | 0                | 0        | 0                | 0        | 0        | 0        | 0                |
| NB           | 0                | 0        | 0                | 0        | 0        | 0        | 0                |
| <b>Total</b> | <b>2,500,000</b> | <b>0</b> | <b>2,500,000</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>5,000,000</b> |

CIP Difference Edit

Click "Cost & Funds" on the dark yellow tool bar, then "Cost & Funds - Request" on the light yellow tool bar.

**Requested Funds By Source** Click "Edit Grid" for the "Requested Funds by Source" table. By fund source, enter the requested amount of funding (rounded to the nearest \$1,000) for each fiscal year in the appropriate column. Click "Save" and review the information you entered. The row and column totals will be calculated by CBIS.

**CIP Difference** Click "Edit" for "CIP Difference." Enter the required information concerning planned CIP funding and requested funding.

Text in this box should compare the funding planned in the CIP with the funding actually being requested for the upcoming budget year. Begin by stating, "FY 20\_\_ Planned:" After the colon, state the amount of funds, the phase code indicating how the funds will be used, and then the type of funds (e.g. GO, GF) that were planned in the CIP for the fiscal year under consideration. If the planned CIP contains more than one kind of funding, funding amount, and phase codes, state this fact, separating each of the different funding groupings by semicolons.

After entering the planned CIP information, provide a sentence that indicates whether the requested amount of funding is consistent with or different from the planned CIP funding. Explanations for your request should be entered as follows:

1. If the amount requested is within 5% of the amount planned, enter "The amount requested is generally consistent with the amount planned in the CIP."
2. If the amount requested is more than 5% of the amount planned, enter "The amount requested is more than 5% greater or less than the amount planned in the CIP." Then enter the reason for the difference.
3. If the program was not planned for funding in the upcoming fiscal year, enter "Not in CIP." A sentence should then be added that explains the amount requested and why the program request differs from the Governor's CIP.
4. If the program had planned funding for an out year, but was accelerated to the fiscal year under consideration, enter "FY 20\_\_ Planned: \$0. Funding planned in FY 20\_\_ through 20\_\_." If the funding extended beyond the CIP, add ". . . and beyond." A sentence should then be added to explain the amount requested for the upcoming year and why the funding has been accelerated.

Click "Save" and review the information you entered. If changes or additions are required, click on "Edit," make the changes/additions, and click "Save."

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

The screenshot shows the CBIS web application interface. At the top, it says 'DEPARTMENT OF BUDGET & MANAGEMENT' and 'C.B.I.S.'. The user is logged in as 'Fiona Burns'. The navigation bar includes 'Home', 'Main', 'Cost & Funds', 'Prior Activity', 'Activity', 'Planned Activity', 'Projects', 'DBM Cmets.', and 'Leg. Action'. The current page is 'Cost & Funds - Last Year's Planned'. The title is 'Construction Contingency Fund'. There are buttons for 'Copy From Requested' and 'Edit Grid'. Below is a table titled 'Last Year's Recommended Funds By Source'.

| Fund Use     | 2016             | 2017     | 2018             | 2019     | 2020+    | Total            |
|--------------|------------------|----------|------------------|----------|----------|------------------|
| GO           | 2,500,000        | 0        | 2,500,000        | 0        | 0        | 5,000,000        |
| GF           | 0                | 0        | 0                | 0        | 0        | 0                |
| SF           | 0                | 0        | 0                | 0        | 0        | 0                |
| FF           | 0                | 0        | 0                | 0        | 0        | 0                |
| RB           | 0                | 0        | 0                | 0        | 0        | 0                |
| NB           | 0                | 0        | 0                | 0        | 0        | 0                |
| <b>Total</b> | <b>2,500,000</b> | <b>0</b> | <b>2,500,000</b> | <b>0</b> | <b>0</b> | <b>5,000,000</b> |

There is an 'Edit' button at the bottom right of the table area.

Click "Cost & Funds" on the dark yellow tool bar, then "Cost & Funds - Last Year's planned" on the light yellow tool bar.

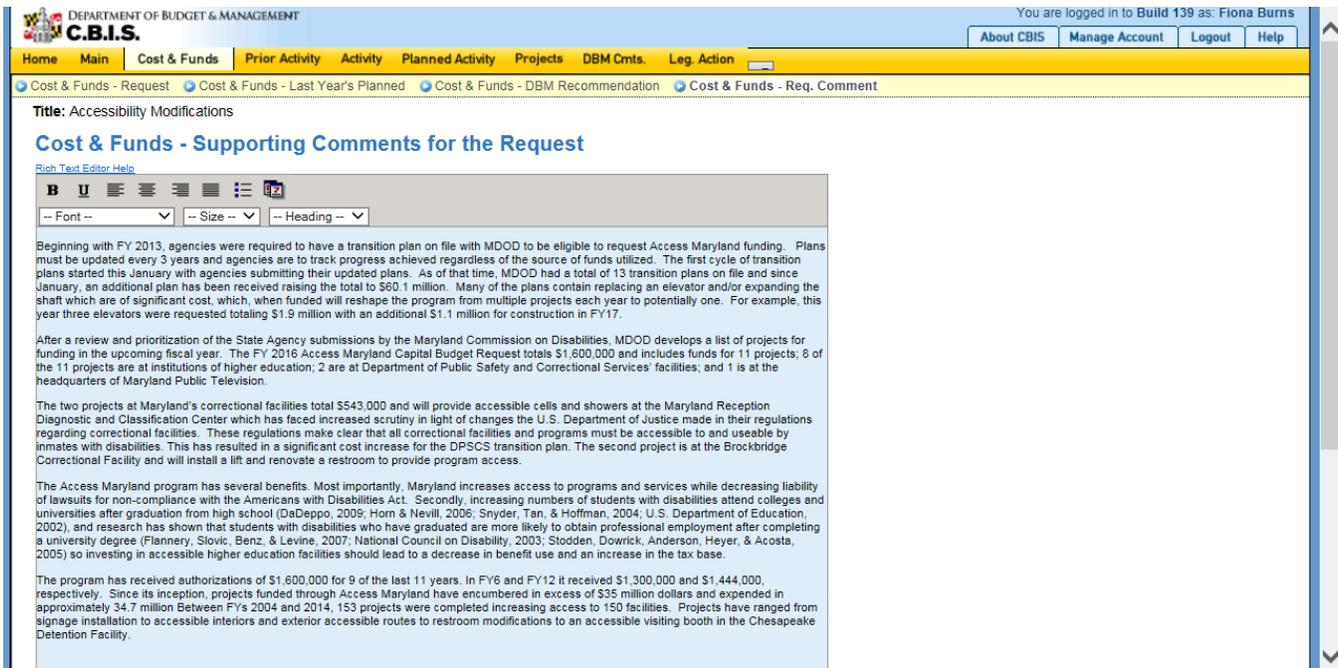
## Cost & Funds - Last Year

Click "Edit Grid" and enter fund sources for different fiscal years. CBIS should roll this information over from last year. In the event this screen is blank, enter last year's recommended CIP amount by fund source (rounded to the nearest \$1,000) in the appropriate fiscal year cells.

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

# State-Owned Program

## Cost & Funds - Supporting Comments for the Request Screen



Click “Cost & Funds” on the dark yellow tool bar.  
Click “Cost & Funds - Req. Comment” on the light yellow tool bar.

### Supporting Comments

Restate the generalized rationale first stated in the program description. Describe the problems the program addresses, any applicable legal mandates, and, if applicable, any penalties that result from non-compliance. Additional information can be added here describing criteria or processes used to implement the program.

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). These elements should total the dollar amount of the request.

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.]

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

Click “Save” and the “Cost & Funds - Request” View Screen will appear. To view the information that you just entered, click “Cost & Funds - Req. Comment” on the light yellow tool bar. The material that you just entered in the edit box will appear.

## State-Owned Program

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

|                                    |   |
|------------------------------------|---|
| <b>Uploading Documents to CBIS</b> | <p>If you wish to upload supporting documents to a request, go to the “Req. Comments” section of the “Cost &amp; 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> |
|------------------------------------|---|

# State-Owned Program Prior Activity Screen

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

You are logged in to Build 139 as: Fiona Burns

Home
Main
Cost & Funds
Prior Activity
Activity
Planned Activity
Projects
DBM Cmts.
Leg. Action

Title: Accessibility Modifications

**Prior Activity**

**Prior Appropriations** Edit Grid

| Type         | FY2011           | FY2012           | FY2013           | FY2014           | FY2015           |
|--------------|------------------|------------------|------------------|------------------|------------------|
| GO           | 1,600,000        | 1,444,000        | 1,600,000        | 1,600,000        | 1,600,000        |
| GF           | 0                | 0                | 0                | 0                | 0                |
| SF           | 0                | 0                | 0                | 0                | 0                |
| FF           | 0                | 0                | 0                | 0                | 0                |
| RB           | 0                | 0                | 0                | 0                | 0                |
| NB           | 0                | 0                | 0                | 0                | 0                |
| <b>Total</b> | <b>1,600,000</b> | <b>1,444,000</b> | <b>1,600,000</b> | <b>1,600,000</b> | <b>1,600,000</b> |

**Prior Program Activity Using Funds from all Sources** Edit Grid

| Type         | FY2011    | FY2012    | FY2013    | FY2014  | FY2015  | MO/YR |
|--------------|-----------|-----------|-----------|---------|---------|-------|
| Encumbrances | 1,029,698 | 789,091   | 1,578,779 | 561,356 | 759,733 | 12/14 |
| Expenditures | 1,775,484 | 1,341,721 | 965,806   | 423,764 | 172,732 | 12/14 |

Click "Prior Activity" on the dark yellow tool bar.

|                               |   |
|-------------------------------|---|
| <b>Prior Activity</b>         | <p>Click "Edit Grid" for the "Prior Appropriations" table and enter data for different types of prior funding (e.g. GO, GF). CBIS should roll this information over from last year. In the event this screen is blank, enter the amount of funds authorized in each of the last five fiscal years by fund type.</p> <p>Click "Save" and review the information you entered. The row and column totals will be calculated by CBIS.</p>   |
| <b>Prior Program Activity</b> | <p>Click "Edit Grid" for "Prior Program Activity Using Funds from all Sources." Fields in the "Prior Program Activity Using Funds from all Sources" will be available for entering data for prior encumbrances and expenditures.</p> <p>Enter the amount of funds actually encumbered and expended in each of the last five fiscal years regardless of what fiscal year they were authorized. An "encumbrance" is defined as a "legal commitment of funds supported by BPW approved contracts or signed purchase orders." An "expenditure" is the actual amount of funds spent. Since expenditures are not linked to appropriations in this table, it is possible for expenditures to exceed appropriations in any given fiscal year. If expenditures in any given year do exceed encumbrances, please provide a brief explanation of the reasons by separate communication to your assigned capital budget analyst. For example, funds were encumbered at the end of a Fiscal Year and not expended until the next Fiscal Year.</p> <p>In the last column enter the month and year that the encumbrances and expenditures reflect. It is expected that the month and year will be one or two months prior to the date of submittal. You may expect DBM to call to update these figures by November/December, prior to the start of the next Legislative Session.</p> <p>Click "Save" and review the information you entered.</p> |

# State-Owned Program Encumbrance and Expenditure Summary Screen

You are logged in to Build 139 as: Fiona Burns

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

Home Main Cost & Funds Prior Activity **Activity** Planned Activity Projects DBM Cmts. Leg. Action

Title: Accessibility Modifications

[Edit Grid](#)

**Encumbrance and Expenditure Summary**  
by Year of Capital Authorization.

| Fiscal Year  | Total Authorized  | Amount Encumbered | Amount Expended   | To Be Encumbered | To Be Expended   |
|--------------|-------------------|-------------------|-------------------|------------------|------------------|
| All Prior    | 31,650,096        | 31,650,096        | 31,649,810        | 0                | 286              |
| FY2011       | 1,600,000         | 1,577,316         | 1,519,918         | 22,684           | 80,082           |
| FY2012       | 1,444,000         | 1,429,929         | 1,327,190         | 14,071           | 116,810          |
| FY2013       | 1,600,000         | 1,095,061         | 538,272           | 504,939          | 1,061,728        |
| FY2014       | 1,600,000         | 156,769           | 0                 | 1,443,231        | 1,600,000        |
| SubTotal     | 37,894,096        | 35,909,171        | 35,035,190        | 1,984,925        | 2,858,906        |
| FY2015       | 1,600,000         | 0                 | 0                 | 1,600,000        | 1,600,000        |
| <b>Total</b> | <b>39,494,096</b> | <b>35,909,171</b> | <b>35,035,190</b> | <b>3,584,925</b> | <b>4,458,906</b> |

Click "Activity" on the dark yellow tool bar.

## Encumbrance and Expenditure Summary

Click "Edit Grid" for Encumbrance and Expenditure Summary by Year of Capital Authorization. This table asks for information about prior authorizations and the amounts of the authorization encumbered and expended. Only include General Obligation Bond or PAYGO funding.

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

Amount Encumbered refers to total funds encumbered from the total funds authorized in the row in which it appears, regardless of when they were encumbered. For funds to be considered encumbered there must be an approved BPW contract, a signed purchase order, or evidence of a legal obligation.

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

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

**Note:** The Total Authorized column for each Fiscal Year should be the same as the totals for each Fiscal Year on the Prior Activity screen. The Amount Encumbered and the To Be Encumbered amount should equal the Total Authorized in each Fiscal Year and the Amount Expended and the To Be Expended amount should equal the Total Authorized in each Fiscal Year.

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

# State-Owned Program Planned Activity for Current Fiscal Year Screen

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

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Leg. Action

Title: Construction Contingency Fund

### Planned Activity for Current Fiscal Year

|                              |  |
|------------------------------|--|
| <b>Beginning Balance:</b>    | <input style="width: 80%;" type="text" value="5088457"/> |
| <b>GO/GF Appropriations:</b> | <input style="width: 80%;" type="text" value="0"/>       |
| <b>Other Funding:</b>        | <input style="width: 80%;" type="text" value="187292"/>  |
| <b>Total Revenue:</b>        | 5,275,749  |

---

|                         |  |
|-------------------------|--|
| <b>Encumbrances:</b>    | <input style="width: 80%;" type="text" value="3000000"/> |
| <b>Operating Costs:</b> | <input style="width: 80%;" type="text" value="0"/>       |
| <b>Total Expenses:</b>  | 3,000,000  |

---

|  |           |
|--|-----------|
| <b>Total Available for Next Fiscal Year:</b> | 2,275,749 |
|--|-----------|

Save
Cancel

Click “Planned Activity” on the dark yellow tool bar.

This screen shows the fund balance for the next fiscal year after the total expenses of the planned activity in the current fiscal year are subtracted from the total revenue.

|                             |  |
|-----------------------------|--|
| <b>Beginning Balance</b>    | Enter the unencumbered balance available to the program on the first day of the current fiscal year in this block. The beginning balance should be the same as the amount in the Sub Total row in the To Be Encumbered column on the Encumbrance and Expenditure Summary Screen. If the program had no balance, enter a zero.  |
| <b>GO/GF Appropriations</b> | Enter the amount of funds the program received from General Obligation Bonds and General Fund appropriations for the current fiscal year.  |
| <b>Other Funding</b>        | Enter the amount of funds 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). Total Revenue will then calculate automatically.  |
| <b>Encumbrances</b>         | Enter the program’s total anticipated encumbrances for the current fiscal year. If a Part II summary of Projects - Current Year Planned Activity is being submitted, this amount should be the same as the Total Amount shown in the Current FY Amount column.   |
| <b>Operating Costs</b>      | <p>If there are anticipated operating expenses and indirect charges that are authorized by law, enter this amount. Total expenses and the Total Available for Next Fiscal Year will calculate automatically after you click “Save.”</p> <p>The Requested Projects sub-menu of the Projects menu will appear when you click “Save.” In order to view the material that you just entered, click the “Planned Activity” menu.</p> |

# State-Owned Program

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

| DEPARTMENT OF BUDGET & MANAGEMENT  |          |  |                  |                |       |                  |       |             |       |                | You are logged in to CBIS-R2 as: Lisa Wallace |                      |                      |  |
|--|----------|--|------------------|----------------|-------|------------------|-------|-------------|-------|----------------|---|----------------------|----------------------|--|
| C.B.I.S.   |          |  |                  |                |       |                  |       |             |       |                | About CBIS   Manage Account   Logout   Help   |                      |                      |  |
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| Projects - Current Year Planned Activity   Projects - Requested   Projects - Recommended                       |          |  |                  |                |       |                  |       |             |       |                |   |                      |                      |  |
| Program Title: Accessibility Modifications   |          |  |                  |                |       |                  |       |             |       |                |   |                      |                      |  |
| Projects proposed for current year   |          |  |                  |                |       |                  |       |             |       |                | <a href="#">Add New</a>                       |                      |                      |  |
| Subdivision  | District | Title  | Est. Cost        | Prior          | Phase | Cur. FY Amt.     | Phase | Future Req. | Phase | States Share % |   |                      |                      |  |
| Statewide  | 99       | Other To Be Determined                                       | 844,199          | 0              |       | 844,199          | C     | 0           |       | 100.0          | <a href="#">Delete</a>                        | <a href="#">Copy</a> | <a href="#">View</a> |  |
| Allegany   | 1C       | UMCES - Appalachian Laboratory - Fire Safety/Vertical Access | 136,000          | 0              |       | 136,000          | C     | 0           |       | 100.0          | <a href="#">Delete</a>                        | <a href="#">Copy</a> | <a href="#">View</a> |  |
| Baltimore City   | 43       | MSDE/WTC - Dorm Room Shower Stall Modifications              | 94,000           | 0              |       | 94,000           | C     | 0           |       | 100.0          | <a href="#">Delete</a>                        | <a href="#">Copy</a> | <a href="#">View</a> |  |
| Harford  | 35B      | DGS/BPW - Bel Air MSC - Accessible Route                     | 10,000           | 0              |       | 10,000           | C     | 0           |       | 100.0          | <a href="#">Delete</a>                        | <a href="#">Copy</a> | <a href="#">View</a> |  |
| Anne Arundel   | 30       | DGS/BPW Old Treasury Building                                | 90,000           | 0              |       | 90,000           | C     | 0           |       | 100.0          | <a href="#">Delete</a>                        | <a href="#">Copy</a> | <a href="#">View</a> |  |
| Baltimore City   | 40       | DGS/BPW Herbert B. O'Connor Building - DHMH Headquarters     | 51,000           | 0              |       | 51,000           | C     | 0           |       | 100.0          | <a href="#">Delete</a>                        | <a href="#">Copy</a> | <a href="#">View</a> |  |
| Anne Arundel   | 30       | DGS/BPW Annapolis Data Center                                | 65,000           | 0              |       | 65,000           | C     | 0           |       | 100.0          | <a href="#">Delete</a>                        | <a href="#">Copy</a> | <a href="#">View</a> |  |
| Caroline   | 36       | DNR - Martinak State Park Accessibility Modifications        | 633,347          | 263,347        | PC    | 370,000          | C     | 0           |       | 100.0          | <a href="#">Delete</a>                        | <a href="#">Copy</a> | <a href="#">View</a> |  |
| <b>Totals</b>  |          |  | <b>1,923,546</b> | <b>263,347</b> |       | <b>1,660,199</b> |       | <b>0</b>    |       |                |   |                      |                      |  |

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

### Projects for Current Year Activity

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

1. Removal of projects from the list for reasons such as legislative cuts, cancellation, or de-authorization. To do so, click "Delete" next to the project of concern.
2. Addition of projects due to legislative authorization. To do so, click "Add New."
3. Verification that the information for all projects remaining on the list is complete and accurate. To do so, click "View."

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

1. Delete - If there is a project that was rolled over by CBIS, but will not be encumbered in the current year, this project can be deleted by clicking "Delete."

**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, clicking "Copy" will copy the project onto Part III--Summary of Requested Projects for Capital Grant and Loan Program. Also, the Part II A will be copied onto a Part IIIA Form. This will eliminate the need to manually reenter information a second time. However, information regarding the cost and schedule may need updating.

3. View (Same as Edit) - CBIS will roll over projects from the previous year's submission. To begin the process of editing, click "View" on each row containing a project whose information and data should be checked for accuracy and completeness. You should check the material on this screen, as well as the Cost and Funds, Matching Funds, and Details and Scheduling sub-menu screens.

## State-Owned Program

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

|  |  |
|--|--|
| <p><b>Projects for Current Year Activity (Continued)</b></p> | <p><b>Note:</b> Clicking “Save” in the Details and Scheduling screen will bring you back to the “Main” screen for the project being reviewed. To review, add, or delete <u>additional projects</u> for the current year, click on “Projects” menu on the dark yellow tool bar (already highlighted), then click on “Projects - Current Year Planned Activity” on the light yellow tool bar and proceed as outlined in the above paragraph.</p> <p>4. <u>Add New</u> - If CBIS did not roll over projects from the previous year, or the current year includes additional new projects, they will have to be added to the prior funded projects list. Click “Add New” and follow the instructions beginning on the next page.</p> <p><b>Note:</b> If your program permits redistribution of surplus funds for previously unidentified projects, you will also need to add these new projects to the data base. To do so, complete the screens that follow after clicking “Add New.”</p> |
|--|--|

As projects are entered, CBIS updates the Projects - Current Year Planned Activity summary page (Part II). All fields are populated from data entered for individual projects. Additionally, CBIS calculates the Totals for Est. Cost, Prior Auth, Current FY Amount, and Future Request that appear on the summary page. In order to change information entered, click “View” on the particular project of concern. After making any changes click “Save,” and return to this screen to view the changes.

The total Current FY Amount must be the same as the Encumbrances amount entered on the Planned Activity screen.

If the total Current FY Amount is less than the Encumbrances amount, a New Project entitled “Other, To Be Determined” should be entered. 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 Current FY Amount in the Projects - Current Year Planned Activity Screen and Encumbrances in the Planned Activity Screen.

If the Current FY Amount 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 that instead of entering a project entitled Other, To Be Determined, enter the project as “Cash Flow Adjustment.” Calculate the amount of this cash flow project so that the Current FY Amount and the Encumbrances are equal.

# State-Owned Program

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

The screenshot shows the 'Main Information' screen for a project. The title is 'Asbestos Abatement Program'. The description states that the program focuses on correcting health conditions by abating asbestos in state-owned facilities. The budget request type is 'State-Owned'. The agency is 'Board of Public Works' and the sub-agency is 'General State Facilities'. The legislative district is '99 - Statewide' and the subdivision is 'Statewide'. The budget code is 'DE0201' and the governor's priority is 'Health and Environment'. Contact information for Joseph Pitruzzella is provided. There are also checkboxes for 'Is this a Neighborhood Revitalization Program?' (No), 'Is this program pulled out on the CBV Introduction?' (No), and 'What MFR goals relate to this program?'.

The Main Information screen is involved when editing or adding a new project to the **current** year planned activity. If you are adding a **new project**, click “Add New” on the Projects - Current Year Planned Activity screen. If you are **editing** a previously entered project, click “View” on the Projects - Current Year Planned Activity sub-menu, then click “Edit.” Information on this screen should also roll over from last year’s entries.

|   |  |
|---|--|
| <b>Project Title</b>                                  | Enter the name of the project.   |
| <b>Description</b>                                    | This information should roll over from your prior request. If this is a new project or it is blank, insert a one or two sentence description of what the project proposes to accomplish.   |
| <b>Address/Coordinates</b>                            | There is no need to fill in the address and latitude/longitude of a project that has already been funded.  |
| <b>Legislative District</b>                           | Enter the Legislative District in which the project is located from the drop-down menu. Legislative districts can be located at: <a href="http://mdelect.net">mdelect.net</a>  |
| <b>Subdivision</b>                                    | Enter the subdivision in which the project is located from the drop-down menu.   |
| <b>Agency Priority</b>                                | No entry required or available.  |
| <b>Does This Project Have a CEW?</b>                  | There is no need to fill in a Cost Estimate Worksheet for a project that has already been funded. Click “No.”  |
| <b>Is this a Neighborhood Revitalization Project?</b> | <p>Click on “Yes” or “No” in 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.</p> <p>Click “Save” and review the information you entered. If any corrections or additions are required, click “Edit” and follow the above procedures. Click “Save” to keep your changes or “Cancel” to keep the information previously entered.</p> |

# State-Owned Program

## Projects - Current Year Planned Activity Cost & Funds Screen (Part IIA)

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

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### Cost & Funds - Last Year

Program Title: **Accessibility Modifications**  
 Project Title: **USM - TU - Enrollment Services Building - Restroom Modifications**

Edit Grid

|              | Prior    | FY2005         | FY2006   | FY2007   | FY2008   | FY2009   | FY2010+  | Total          |
|--------------|----------|----------------|----------|----------|----------|----------|----------|----------------|
| Acquisition  | 0        | 0              | 0        | 0        | 0        | 0        | 0        | 0              |
| Planning     | 0        | 0              | 0        | 0        | 0        | 0        | 0        | 0              |
| Construction | 0        | 137,000        | 0        | 0        | 0        | 0        | 0        | 137,000        |
| Equipment    | 0        | 0              | 0        | 0        | 0        | 0        | 0        | 0              |
| Other        | 0        | 0              | 0        | 0        | 0        | 0        | 0        | 0              |
| <b>Total</b> | <b>0</b> | <b>137,000</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>137,000</b> |

### Last Year's Recommended Funds By Source

Edit Grid

|              | Prior    | Phase | 2005           | Phase | 2006     | Phase | 2007     | Phase | 2008     | Phase | 2009     | Phase | 2010+    | Phase | Total          |
|--------------|----------|-------|----------------|-------|----------|-------|----------|-------|----------|-------|----------|-------|----------|-------|----------------|
| GO           | 0        |       | 137,000        | C     | 0        |       | 0        |       | 0        |       | 0        |       | 0        |       | 137,000        |
| 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              |
| NB           | 0        |       | 0              |       | 0        |       | 0        |       | 0        |       | 0        |       | 0        |       | 0              |
| <b>Total</b> | <b>0</b> |       | <b>137,000</b> |       | <b>0</b> |       | <b>137,000</b> |

The "Projects" selection on the dark yellow tool bar should be highlighted.  
 Click "Cost and Funds" on the light yellow tool bar.

#### Recommended Phase Breakdown by Cost

Click "Edit Grid" for Last Year's Recommended Phase Breakdown by Cost. Information entered in this table should show the total cost of the project, regardless of the source of funding. CBIS should roll this information over from last year. If adding a project, or if the information did not roll over, 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 requested (rounded to the nearest \$1,000) for the project, in the appropriate field.

Click "Save" and review the information you entered. CBIS will calculate the row and column totals.

#### 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 for the project. CBIS should roll this information over from last year. If this screen is blank, or this is a new project, 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) in the appropriate field. 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 different phases when you enter them.

Click "Save" and review the information you entered. CBIS will calculate the row and column totals. The dollar amounts in the columns of each of the two tables must be equal. If they are not, corrections must be made so that the totals balance.

## State-Owned Program

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

**DEPARTMENT OF BUDGET & MANAGEMENT**  
**C.B.I.S.** You are logged in to CBIS-R1 as: Daniel Johnson  
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Home Main Cost & Funds Prior Activity Activity Planned Activity **Projects** DBM Cmts. Leg. Action

Main Cost & Funds Matching Funds Details and Scheduling Leg Action

#### Details And Scheduling - Requested

Program Title: Accessibility Modifications  
 Project Title: UMCP Memorial Chapel - Accessible Route  
 Net Sq Ft:   
 Gross Sq Ft:   
 Efficiency Factor:   
 Cost Per GSF:   
 Program Status:   
 Proposed Schedule  
 Duration of Design:  Months Starting On  until   
 Duration of Construction:  Months Starting On  until   
 Supporting Comments & Project Justification:

The "Projects" selection on the dark yellow tool bar should be highlighted.  
 Click on "Details and Scheduling" on the light yellow tool bar.

|  |   |
|--|---|
| <b>Net Sq. Ft.</b>                                     | Enter the net square feet for the total project.  |
| <b>Gross Sq. Ft.</b>                                   | Enter the gross square feet for the total project.  |
| <b>Efficiency Factor</b>                               | Based on Net and Gross Sq. Ft. entered, CBIS will calculate this field after clicking "Save."   |
| <b>Cost Per GSF</b>                                    | 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) by the total gross square feet.   |
| <b>Program Status</b>                                  | From the drop down menu select "N/A," unless DBM has determined that a program is required for this project.  |
| <b>Duration of Design</b>                              | Indicate the actual and/or anticipated number of months to design the project and the starting date (Month/Day/Year) in numerical format.   |
| <b>Duration of Construction</b>                        | Indicate the actual and/or anticipated number of months to construct the project and the starting date (Month/Day/Year) in numerical format.  |
| <b>Supporting Comments &amp; Project Justification</b> | <p>OPTIONAL. Provide a brief summary of the facility problem, how the problem has interfered with the delivery of services, how this project will solve the problem, and the outcomes expected.</p> <p>Click "Save" and review the information you entered. If the design and construction data was entered, CBIS will calculate the end dates for design and construction.</p> |

## State-Owned Program

### Projects - Current Year Planned Activity Details and Scheduling Screen (Part IIA) (Continued)

|                                    |   |
|------------------------------------|---|
| <b>Uploading Documents to CBIS</b> | <p>OPTIONAL. If you wish to upload supporting documents to a request, go to the “Req. Comments” section of the “Cost &amp; 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> |
|------------------------------------|---|

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

| Priority      | Subdivision    | District | Title                              | Est. Cost        | Prior            | Phase | Cur. FY Amt. | Phase | Future Req. | Phase | States Share % | Recommend | Update | Sub-Agency Priority |
|---------------|----------------|----------|------------------------------------|------------------|------------------|-------|--------------|-------|-------------|-------|----------------|-----------|--------|---------------------|
| 1             | Baltimore Co.  | 42B      | MSP Headquarters                   | 725,000          | 725,000          | P     | 0            | 0     | 0           | 0     | 100.0          | Delete    | View   | 0                   |
| 2             | Calvert        | 27C      | MSP Barrack 'U' - Prince Frederick | 260,000          | 260,000          | P     | 0            | 0     | 0           | 0     | 100.0          | Delete    | View   | 0                   |
| 3             | Garrett        | 1A       | MSP Barrack 'W' - McHenry          | 175,000          | 175,000          | P     | 0            | 0     | 0           | 0     | 100.0          | Delete    | View   | 0                   |
| 4             | Baltimore City | 45       | Baltimore Office Center            | 400,000          | 400,000          | P     | 0            | 0     | 0           | 0     | 100.0          | Delete    | View   | 0                   |
| 5             | Anne Arundel   | 31B      | Annapolis Government Center        | 500,000          | 500,000          | P     | 0            | 0     | 0           | 0     | 100.0          | Delete    | View   | 0                   |
| 6             | Statewide      | 99       | Contingency                        | 110,000          | 110,000          | C     | 0            | 0     | 0           | 0     | 100.0          | Delete    | View   | 1                   |
| 7             |                |          | Barrack 'R' - Golden Ring          | 0                | 0                |       | 0            | 0     | 0           | 0     | 0.0            | Delete    | View   | 2                   |
| <b>Totals</b> |                |          |                                    | <b>2,170,000</b> | <b>2,170,000</b> |       | <b>0</b>     |       | <b>0</b>    |       |                |           |        |                     |

Total Funds Requested in FY 2018: 2,000,000

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

**Projects Included in This Request**

Information in this screen should roll over from last year’s recommendations. This list includes all recommended projects in the last fiscal year. However, the list should be reviewed for the following issues:

1. Removal of projects from the list because prior year funding comprised all the funding that will be requested for the project. To do so, click “Delete” next to the project of concern.  
**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. Addition of new projects being requested for the first time. To do so, click “Add New.”
3. Verification that the information for all projects on the list is complete and accurate. To do so, click “View” and an “Edit” screen will appear.

Once a project is added, it will be possible to “View” and “Delete.” These commands will appear to the right of the project title. Clicking “View” will allow access to the sub-menus for each project.

**Total Funds Requested in FY 20\_\_ : \_\_\_\_\_**

Total Funds Requested in FY 20\_\_ indicates how much funding is being requested in the current year. This field pulls the amount entered in the program-level Cost & Funds—Request screen (located in the dark yellow tool bar). Use this function to verify that the sum of the funding requested for each project equals what was requested for that year in the Cost & Funds—Request screen.

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

**Main Information** Edit

|   |  |                    |                          |
|---|--|--------------------|--------------------------|
| <b>Program Title</b>                                  | Facilities Renewal Fund  |                    |                          |
| <b>Project Title</b>                                  | DHMH-Install A/C in Gymnasium, RICA Balto  |                    |                          |
| <b>Description</b>                                    | Install air conditioning in the constantly utilized gymnasium of the Regional Institute for Children and Adolescents |                    |                          |
| <b>Location</b>                                       |  |                    |                          |
| <b>Agency</b>   | Board of Public Works  | <b>Sub-Agency</b>  | General State Facilities |
| <b>Legislative District</b>                           | 44A - Southwestern Baltimore City  | <b>Subdivision</b> | Baltimore City           |
| <b>Agency Priority</b>                                | 1  |                    |                          |
| <b>Does this Project Have a CEW?</b>                  | No   |                    |                          |
| <b>Is this a Neighborhood Revitalization Project?</b> | No   |                    |                          |

To create a new project, click “Add New.” To view or edit an existing project, click “View.”  
Click “Edit” on the “Main Information” screen shown above.

|                                      |   |
|--------------------------------------|---|
| <b>Project Title</b>                 | Enter the name of the project.  |
| <b>Description</b>                   | 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, describe what the project does, 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. |
| <b>Location</b>                      | 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: <a href="http://planning.maryland.gov/OurProducts/iMaps.shtml">http://planning.maryland.gov/OurProducts/iMaps.shtml</a> . Click on the Growth and Conservation Overlays interactive map.  |
| <b>Agency</b>                        | CBIS will populate this field.  |
| <b>Sub-Agency</b>                    | CBIS will populate this field.  |
| <b>Legislative District</b>          | Enter the Legislative District in which the project is located from the drop-down menu. Legislative districts can be located at: <a href="http://mdelect.net">mdelect.net</a>   |
| <b>Subdivision</b>                   | Enter the subdivision in which the project is located from the drop-down menu.  |
| <b>Agency Priority</b>               | This field is populated by CBIS until you have entered all your projects. Once you have done so, manipulate the project order from the Projects - Requested screen as described on page 71.   |
| <b>Does this Project Have a CEW?</b> | Indicate if a Cost Estimate Worksheet is available for this project by clicking on “Yes” or “No.” If you click “Yes,” a CEW option will appear on the light yellow tool bar. Instructions for completing a CEW are included in Section IX.  |

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

|  |   |
|--|---|
| <b>Is this a Neighborhood Revitalization Project?</b>  | 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. |
| Click "Save." For the Save command to function, it is necessary that <u>at least</u> the Title, Agency, Legislative District, and Subdivision information fields be completed. If this information has been entered, the Main Information screen will re-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 tool bar. |   |

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

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

You are logged in to Build 139 as: Fiona Burns

Home Main Cost & Funds Prior Activity Activity Planned Activity Projects DBM Cmts. Leg. Action

Main Cost & Funds Details and Scheduling Leg Action Operating Imp.

### Cost & Funds - Request

Program Title: Accessibility Modifications  
 Project Title: University of Maryland Baltimore County (UMBC) Undergraduate Admissions

Edit Grid

|              | Prior    | FY2016        | FY2017   | FY2018   | FY2019   | FY2020   | FY2021+  | Total         |
|--------------|----------|---------------|----------|----------|----------|----------|----------|---------------|
| Acquisition  | 0        | 0             | 0        | 0        | 0        | 0        | 0        | 0             |
| Planning     | 0        | 12,100        | 0        | 0        | 0        | 0        | 0        | 12,100        |
| Construction | 0        | 80,500        | 0        | 0        | 0        | 0        | 0        | 80,500        |
| Equipment    | 0        | 0             | 0        | 0        | 0        | 0        | 0        | 0             |
| Other        | 0        | 0             | 0        | 0        | 0        | 0        | 0        | 0             |
| <b>Total</b> | <b>0</b> | <b>92,600</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>92,600</b> |

Edit Grid

### Requested Funds By Source

|              | Prior    | Phase | 2016          | Phase | 2017     | Phase | 2018     | Phase | 2019     | Phase | 2020     | Phase | 2021+    | Phase | Total         |
|--------------|----------|-------|---------------|-------|----------|-------|----------|-------|----------|-------|----------|-------|----------|-------|---------------|
| GO           | 0        |       | 92,600        | P,C   | 0        |       | 0        |       | 0        |       | 0        |       | 0        |       | 92,600        |
| 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             |
| NB           | 0        |       | 0             |       | 0        |       | 0        |       | 0        |       | 0        |       | 0        |       | 0             |
| <b>Total</b> | <b>0</b> |       | <b>92,600</b> |       | <b>0</b> |       | <b>92,600</b> |

Add New Source

| Source of Funds | Amount   |
|-----------------|----------|
| <b>Total</b>    | <b>0</b> |

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

### Requested Phase Breakdown by Cost

Click "Edit Grid."

This table should show the total cost of the project, regardless of the source of funding. In the prior column, enter any 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 in the appropriate cell, rounded to the nearest \$1,000.

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

### Requested Funds By Source

Click "Edit Grid."

In the prior column, enter the type of 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 being 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 different phases when you enter them.

Click "Save" and review the information you entered. Compare the column totals in each table in order to assure that the funding amounts are equal. Also check the overall Total in each table to assure that they are equal. If the column totals in the tables are not equal, adjustments will be required.

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

**Details And Scheduling - Requested**

Program Title: Accessibility Modifications  
 Project Title: University of Maryland Baltimore County (UMBC) Undergraduate Admissions

Net Sq Ft:   
 Gross Sq Ft:   
 Efficiency Factor:   
 Cost Per GSF:   
 Program Status:

Proposed Schedule

Duration of Design:  Months Starting On  until   
 Duration of Construction:  Months Starting On  until

Supporting Comments & Project Justification:

Design and construct accessibility modifications to the existing restrooms, AOK 015 and 016, to bring them into compliance with the 2010 ADA Guidelines. Some of the required modifications are:

- \* accessible stalls in each restroom by consolidating two existing stalls, removing a toilet in each, modifying the partitions, and patching the floor (section 604);
- \* reconfiguration of a urinal in the men's restroom to be at the proper height (section 605);
- \* adjustment of the height or replace lavatories in each restroom and insulate hot water and drain pipes (section 606);
- \* Installation of grab bars in the accessible stalls, and adjustment to the height of mirrors and other accessories (section 603);
- \* Installation of lever-style faucet handles (section 606); and
- \* Installation of compliant room identity signage (section 703)

Supporting Documents:

| File Name  | Content Type    | File Size | Uploaded Date         |   |
|--|-----------------|-----------|-----------------------|---|
| Undergraduate Admissions Restrooms Proposal FY16.pdf | application/pdf | 1087708   | 6/23/2014 10:36:16 AM | <a href="#">Download</a> <a href="#">Delete</a> |

Buttons: Save, Cancel

|  |  |
|--|--|
| Click "Details and Scheduling" on the light yellow tool bar. |  |
| Net Sq. Ft.  | Enter numerical value if applicable.   |
| Gross Sq. Ft.  | Enter numerical value if applicable.   |
| Efficiency Factor  | After clicking "Save," CBIS will calculate this field based on the Net and Gross Sq. Ft. entered.  |
| Cost Per 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) by the total gross square feet.                        |
| Program Status   | Generally, facility programs are not required for projects funded by State-owned programs. If not required, enter "N/A" from the drop-down menu. If required, select the appropriate response from the drop-down menu. |
| 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."  |

## State-Owned Program

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

|   |   |
|---|---|
| <p><b>Supporting Comments &amp; Project Justification</b></p> | <p>This should include a description and justification of the project in sufficient detail to indicate clearly the nature of the work to be funded. Expand on the general rationale for the project included in the project description. Include the size of the facility in GSF and NSF, what the project is, 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. 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.</p> <p>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.</p> <p><b>Facility Problem(s).</b> 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</p> <p>“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. 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. “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.</p> <p><b>Consequences on Operations/Service Delivery.</b> 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> |
|---|---|

## State-Owned Program

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

|   |  |
|---|--|
| <p><b>Supporting Comments &amp; Project Justification (Continued)</b></p> | <p><b>Outcomes.</b> 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.</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.”</p> <p>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.” To review the data you just entered, click on “Details and Scheduling” on the light yellow tool bar.</p> |
| <p><b>Uploading Documents to CBIS</b></p>                                 | <p>If you wish to upload supporting documents to a request, go to the Req. Comments section of the Cost &amp; 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 click “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>  |

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

| Priority | Subdivision    | District | Title   | Est. Cost | Prior   | Phase | Cur. FY Amt. | Future Req. | States Share % | Sub-Agency Priority |
|----------|----------------|----------|---|-----------|---------|-------|--------------|-------------|----------------|---------------------|
| 1        | Baltimore City | 44A      | DHMH-Install A/C in Gymnasium, RICA Balto                     | 168,000   | 0       |       | 168,000      | 0           | 100.0          | 1                   |
| 2        | Baltimore Co.  | 42A      | DGS-Replace HVAC Controls and VAV's Towson DC                 | 332,180   | 0       |       | 332,180      | 0           | 100.0          | 2                   |
| 3        | Anne Arundel   | 32       | DGS-Waterproof Exterior George M. Taylor DC                   | 500,000   | 130,000 | 1     | 500,000      | 2           | 126.0          | 3                   |
| 4        | Wicomico       | 38B      | DHMH-Replace Roof Cottage 300 Holly Center                    | 175,000   | 0       |       | 175,000      | 0           | 100.0          | 4                   |
| 5        | Wicomico       | 38B      | DHMH-Replace Roof Cottage 600 Holly Center                    | 198,000   | 0       |       | 198,000      | 0           | 100.0          | 5                   |
| 6        | Wicomico       | 38B      | DHMH-Replace Roof Cottage 700 Holly Center                    | 198,000   | 0       |       | 198,000      | 0           | 100.0          | 6                   |
| 7        | Baltimore City | 43       | MSDE-Replace AHU#10 MD Rehab Center                           | 150,000   | 0       |       | 150,000      | 0           | 100.0          | 7                   |
| 8        | Frederick      | 3A       | MSD-Replace Roof on Vedtitz Bldg, Frederick Campus            | 450,000   | 0       |       | 450,000      | 0           | 100.0          | 8                   |
| 9        | St. Mary's     | 29B      | HSMC-Replace Roof on State House                              | 200,000   | 0       |       | 200,000      | 0           | 100.0          | 9                   |
| 10       | Wicomico       | 38B      | DHMH-Replace Roof on Activities Bldg Holly Center             | 855,600   | 0       |       | 855,600      | 0           | 100.0          | 10                  |
| 11       | Wicomico       | 38B      | DHMH-Replace Roof on Infirmary Holly Center                   | 270,000   | 0       |       | 270,000      | 0           | 100.0          | 11                  |
| 12       | Wicomico       | 38B      | DHMH-Replace Roof Service Bldg Holly Center                   | 405,000   | 0       |       | 405,000      | 0           | 100.0          | 12                  |
| 13       | Baltimore City | 46       | DPSCS-Replace Roofs Pods 'D' & 'E' MD Corr. Adjustment Center | 322,000   | 0       |       | 322,000      | 0           | 100.0          | 13                  |
| 14       | Wicomico       | 38B      | DHMH-Upgrade Fire Safety System Holly Center                  | 177,780   | 0       |       | 177,780      | 0           | 100.0          | 14                  |
| 15       | Washington     | 2A       | DPSCS-Replace Roof on SUI Meat Plant MCI Hagerstown           | 293,000   | 0       |       | 293,000      | 0           | 100.0          | 15                  |
| 16       | Washington     | 2A       | DPSCS-Replace Roof ED #1 Industrial Building MCTC             | 573,000   | 0       |       | 573,000      | 0           | 100.0          | 16                  |
| 17       | Washington     | 2A       | DPSCS-Replace Roof Partition Shop MCTC                        | 329,000   | 0       |       | 329,000      | 0           | 100.0          | 17                  |
| 18       | Washington     | 2A       | DPSCS-Replace Roof Housing Unit #7 MCTC                       | 890,000   | 0       |       | 890,000      | 0           | 100.0          | 18                  |
| 19       | Washington     | 2A       | DPSCS-Replace Roof ED#2 Industrial Bldg MCTC                  | 660,000   | 0       |       | 660,000      | 0           | 100.0          | 19                  |
| 20       | Anne Arundel   | 32       | DPSCS-Replace Boilers in 'A' & 'B' Bldgs MCIW                 | 184,000   | 0       |       | 184,000      | 0           | 100.0          | 20                  |

Click "Projects" on the dark yellow menu and "Projects - Requested" on the sub-menu.

|  |   |
|--|---|
| <b>Projects Included in This Request</b> | 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 Auth, Current FY Amount, and Future Request that appear on the summary page. In order to change information entered, click "View" on the particular project of concern. After making any changes, click "Save," and return to this screen to view the changes.  |
| <b>Project Request Total</b>             | <p>The Current FY Amount Total must be the same as the amount requested for the program in the next fiscal year.</p> <p>If the Current FY Amount is less than the amount requested in the next fiscal year, a New Project entitled "Contingency" should be entered. Insert "Statewide" for Legislative District and Subdivision in the Main Information screen. In the Project's "Cost and 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 amount entered should equal the Current FY Amount in the Project Requested screen with the amount requested for the program in the next fiscal year.</p> |
| <b>Prioritizing Projects</b>             | <p>Once all the projects are entered into the Projects - Requested screen, the projects must be prioritized from highest priority to lowest priority. On the Projects - Requested screen to the left of each project, you can enter the priority number of each project and save it by clicking the "Update" button.</p> <p>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.</p>   |