

SECTION V:
THE USE OF CBIS
FOR
STATE-OWNED PROJECTS

PREFACE FOR STATE-OWNED PROJECTS

How to Enter the CBIS System

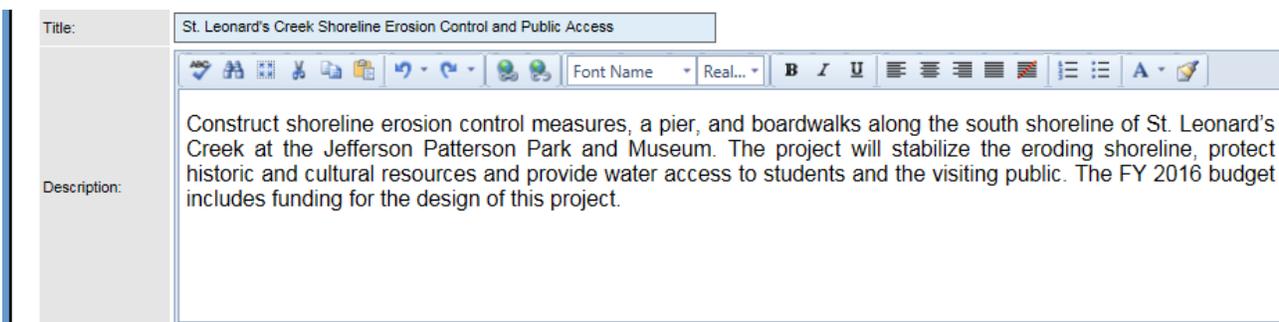
To begin the budget request process, log onto CBIS at <https://cbis.dbm.state.md.us> using Internet Explorer. Alternatively, you can go to the capital budgeting website: <http://dbm.maryland.gov/budget/Pages/capbudhome.aspx> and on the right side of the screen in the CBIS block, click “Login.” A login 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 now 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 with a toolbar containing various icons for text formatting (bold, italic, underline, bulleted list, numbered list, indent, outdent, text color, background color) and a 'Font Name' dropdown. The main text area of the editor contains the following description: '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 project. They are: Home, Main, CEW, Schedule, Cost & Funds, Details, Tax Survey, and Operating Imp. 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, it is important to remember that you must click on the relevant 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, click the “Cost & Funds” menu on the dark yellow tool bar first, then click the “Last Year’s CIP” sub-menu on the light yellow tool bar.

The 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.” For State-Owned projects, 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.” 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 options: Home, Main, CEW, Schedule, Cost & Funds, Details, DBM Cmrs., Tax Survey, Operating Imp., Leg. Action, and a highlighted blue 'Submit' button. An arrow points to the 'Submit' button with the text 'Click "Submit"'. Below the navigation bar, the 'Main Information' section is displayed. It contains the following details:

Title	Old Senate Chamber Reconstruction
Description	Restore the Old Senate Chamber to its original 18th century appearance and historically renovate the adjacent Senate Chamber to its original 18th century appearance. All three areas have infrastructure issues including worn floor boards and plaster context to display the original copy of George Washington's resignation speech and other historical artwork in the State to restore the Old Senate Chamber, Senate Committee and Stairwell Rooms to their 18th century appearance.
Budget Request Type	State-Owned
Location	
Agency	Board of Public Works
Legislative District	30A - Eastern Anne Arundel County
Budget Code	
Contact Info.	Joe Pitruzzella 301 W. Preston Street Baltimore, MD 21201 Phone # 410-767-4397

Below the main information, there are several questions and their answers:

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 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 Project 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
 Non-State Capital Grants

Save Cancel

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

Request Type	Click on “New Project.”
Ownership	Click on “State-Owned.” Click on “Save.”

State-Owned Project Main Information Screen

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

You are logged in to Build 154 as: Fiona Burns
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Home
Main
CEW
Schedule
Cost & Funds
Details
Tax Survey
Operating Imp.
Submit

Print Submitted
Print Recommended
Edit

Main Information

Title	Old Senate Chamber Reconstruction		
Description	Restore the Old Senate Chamber to its original 18th century appearance and historically renovate the adjacent Senate Committee and Stairwell Rooms. The Old Senate Chamber is historically inaccurate; it fails to accurately represent the Chamber's 18th century appearance. All three areas have infrastructure issues including worn floor boards and plaster deterioration on the walls and ceilings. The Old Senate Chamber Reconstruction Project will provide a historical context to display the original copy of George Washington's resignation speech and other historical artwork in the State's collection that relate to the early history of the State and the nation. The FY 2016 budget includes funding to restore the Old Senate Chamber, Senate Committee and Stairwell Rooms to their 18th century appearance.		
Budget Request Type	State-Owned		
Location			
Agency	Board of Public Works	Sub-Agency	Annapolis State Government Center
Legislative District	30A - Eastern Anne Arundel County	Subdivision	Anne Arundel
Budget Code		Governor's Priority	Other Projects
Contact Info.	Joe Pitruzzella 301 W. Preston Street Baltimore, MD 21201 Phone # 410-767-4397		
	Is this a Neighborhood Revitalization Project? <input type="checkbox"/> No Is this project included in the agency's most current Facilities Master Plan (which has been submitted to DBM)? <input type="checkbox"/> No Is this project pulled out on the CBV Introduction? <input type="checkbox"/> No What MFR goals relate to this project?		

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 Agency from drop-down menu.
Sub-Agency	Select Sub-Agency from drop-down menu.

State-Owned Project Main Information Screen (Continued)

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.
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.
MFR Goal	<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: http://dbm.maryland.gov/budget/Pages/operbudhome.aspx. 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 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.</p>

Cost Estimate Worksheet Main Screen

DEPARTMENT OF BUDGET & MANAGEMENT
CBIS

You are logged in to Build 139 as: Fiona Burns
About CBIS Manage Account Logout Help

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

Title: St. Leonard's Creek Shoreline Erosion Control and Public Access

CEW List

Add

CEW Title
St. Leonard's Creek Shoreline Erosion Control and Public access-2011 Request
St. Leonard's Creek Shoreline Erosion Control and Public Access - FY 2016 Request

See Section IX for information on filling out a Cost Estimate Worksheet (CEW).

State-Owned Project Schedule Screen

DEPARTMENT OF BUDGET & MANAGEMENT
C.B.I.S. You are logged in to Build 139 as: Fiona Burns

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

Request

Title: Annapolis Post Office Renovation and Addition

Schedule

Design Start Date:

Construction Start Date:

Design Period: Duration of Month(s) Starting on until

Construction Period: Duration of Month(s) Starting on until

Program Approval Part 1:

Program Approval Part 2:

Click on "Schedule" on the dark yellow menu.

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	Enter the date of Part I program approval (Month/Day/Year). If the program has not been approved, leave this item blank.
Program Approval Part 2	Enter the date of Part II program approval (Month/Day/Year). If the program has not been approved, leave this item 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."

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

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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
Recommendation

Title: Annapolis Post Office Renovation and Addition

Cost & Funds - Last Year

Last Year's Recommended Phase Breakdown by Cost

Fund Type	Prior	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020+	Total
Other	0	0	0	0	0	0	0	0
Acquisition	3,550,000							3,550,000
Planning	583,000		350,000					933,000
Construction			4,250,000	4,450,000				8,700,000
Equipment				150,000				150,000
Total	4,133,000	0	4,600,000	4,600,000	0	0	0	13,333,000

Last Year's Recommended Funds By Source

Fund Source	Prior	Phase	2015	Phase	2016	Phase	2017	Phase	2018	Phase	2019	Phase	2020+	Phase	Total
GO	4,333,000	AP	0		4,600,000	PC	4,600,000	CE	0		0		0		13,533,000
GF			0						0				0		0
SF			0						0				0		0
FF			0						0				0		0
RB			0						0				0		0
NB			0						0				0		0
Total	4,333,000		0		4,600,000		4,600,000		0		0		0		13,533,000

Non-Budgeted Funds Source

Source of Funds	Amount
Total	0

Click on "Cost & Funds" on the dark yellow tool bar.
 This will take you to the "Request" screen on the light yellow tool bar.
 Click "Last Year's CIP" on the light yellow tool bar.

Last Year's Recommended Phase Breakdown by Cost	<p>Click "Edit Grid" for "Last Year's Recommended Phase Breakdown by Cost." If this project previously received funding, CBIS should have rolled this information over from last year. In the event this screen is blank, or this is a new project, then in the "Prior" column, enter any prior funding that may have been allocated for this project by type of activity (e.g. acquisition). In the fiscal year columns enter the amount of funds indicated in the current Capital Improvement Program for each respective year. All dollar amounts should be rounded to the nearest \$1,000.</p> <p>Click "Save" and review the information you have entered. The column and row totals will be calculated by CBIS. Repeat this process to make any changes.</p>
Last year's Recommended Funds by Source	<p>Click "Edit Grid" for "Last Year's Recommended Funds By Source." If this project previously received funding, CBIS should have rolled this information over from last year. In the event this screen is blank, then enter the type of State funds previously 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 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.</p> <p>Click "Save" and review the information you entered. The column and row totals will be calculated by CBIS. The "Total" for each of the fiscal year columns in the "Recommended Phase Breakdown by Cost" table should be equal to each of the fiscal year columns in the "Recommended Funds by Source" table. If not, click on "Edit Grid" and make the appropriate changes.</p>

State-Owned Project Cost & Funds - Request Screen

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[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](#) [Recommendation](#)

Title: Annapolis Post Office Renovation and Addition

Cost & Funds - Request

Requested Phase Breakdown by Cost

Fund Type	Prior	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021+	Total
Acquisition	3,550,000	0	0	0	0	0	0	3,550,000
Planning	583,000	317,000	0	0	0	0	0	900,000
Construction	0	4,500,000	4,700,000	0	0	0	0	9,200,000
Equipment	0	0	200,000	0	0	0	0	200,000
Other	0	0	0	0	0	0	0	0
Total	4,133,000	4,817,000	4,900,000	0	0	0	0	13,850,000

Requested Funds By Source

Fund Source	Prior	Phase	2016	Phase	2017	Phase	2018	Phase	2019	Phase	2020	Phase	2021+	Phase	Total
GO	4,133,000	AP	4,817,000	PC	4,900,000	CE	0		0		0		0		13,850,000
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
Total	4,133,000		4,817,000		4,900,000		0		0		0		0		13,850,000

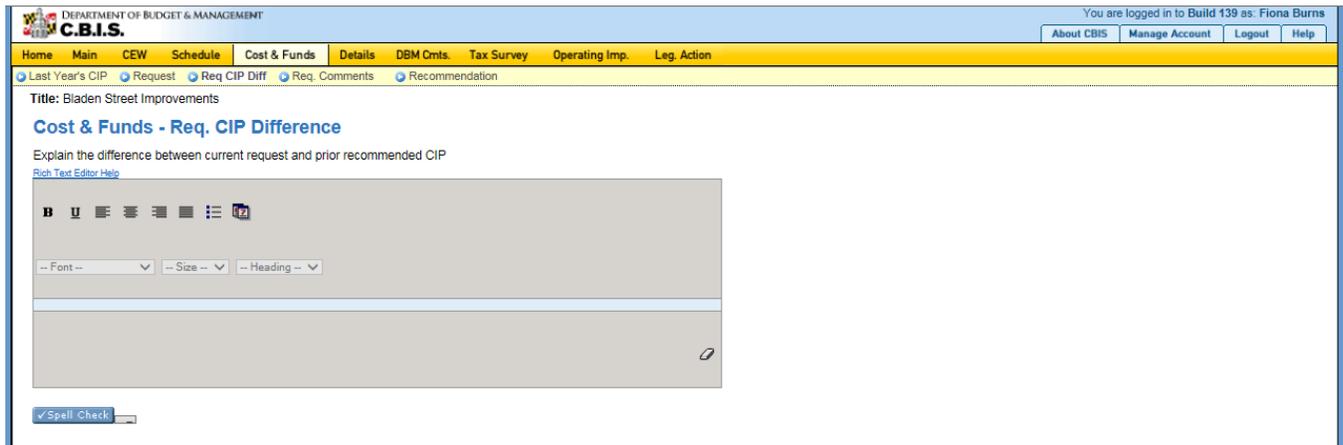
Non-Budgeted Funds Source

Source of Funds	Amount
Total	0

Click on "Cost & Funds" on the dark yellow tool bar. The "Request" screen shown above will be displayed and "Request" on the light yellow tool bar will be highlighted.

Requested Phase Breakdown by Cost	<p>Click "Edit Grid" for "Requested Phase Breakdown by Cost." 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 in each respective year. All dollar amounts should be rounded to the nearest \$1,000.</p> <p>Click "Save" and review the data you entered. The column and row totals will be calculated by CBIS.</p>
Requested Funds by Source	<p>Click "Edit Grid" for "Requested Funds By Source." In the prior column enter the type of State funds previously allocated for this project. In the fiscal year columns, enter the type of funds being requested in each respective year. All dollar amounts should be rounded to the nearest \$1,000. In addition, 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 use commas to separate different phases when you enter them.</p> <p>Click "Save" and review the data you entered. The "Total" for each of the fiscal year columns in the "Requested Phase Breakdown by Cost" table should be equal to each of the fiscal year columns in the "Requested Funds by Source" table. The column and row totals will be calculated by CBIS. If not, click on "Edit Grid" and make the appropriate changes.</p>
Non-Budgeted Funds Source	<p>Click "Add New Source" for "Non-Budgeted Funds Source." If your project has a non-budgeted fund source, enter the source and the amount. Click "Update" to save the data you entered. Note that the dollar amount you enter here must not exceed what you entered for Non-Budgeted Funds (NB) in the "Requested Funds By Source" table above.</p>

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



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

Requested CIP Difference

Text in this box should compare the funding planned in the CIP with the funding actually being requested. Begin by stating, “FY 20__ Planned:” After the colon, state the amount of funds, the phase code (A,P,C,E) 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, or phase codes, separate each of the different funding groupings by semicolons.

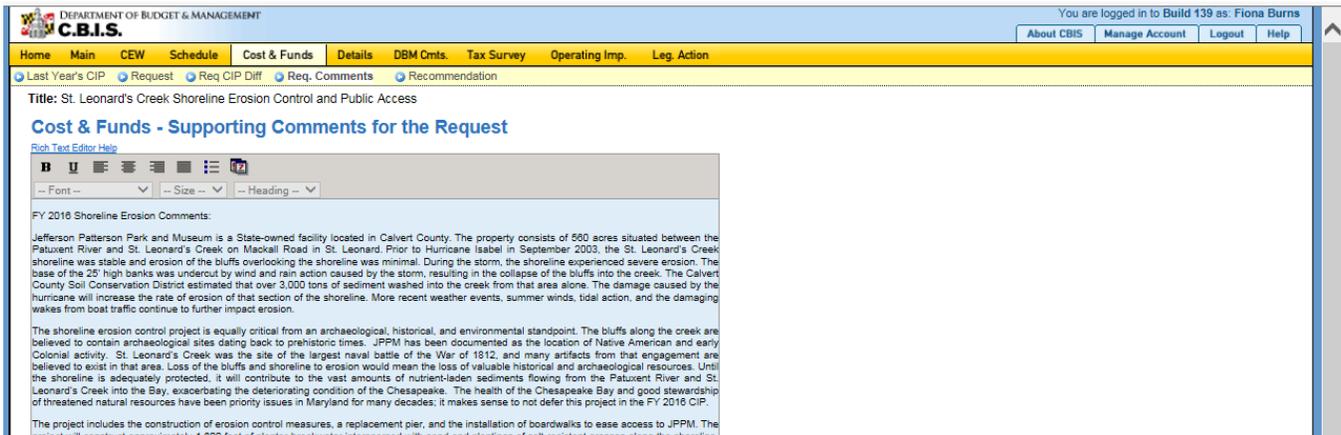
After entering the planned CIP information, provide a sentence that indicates whether the requested amount of funding is consistent with or different from the planned CIP funding. Explanations for your request should be entered as follows.

1. If the amount requested is within 5% of the amount planned, state “The amount requested is generally consistent with the amount planned in the CIP.”
2. If the amount requested is more than 5% greater or less than the amount planned, state “The amount requested is more than 5% greater or less than the amount planned in the CIP.” Then state the difference and the reason for the difference.
3. If the project was not planned for 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 request differs from the Governor’s CIP.
4. If the project had planned funding for an out year, but was accelerated to the fiscal year under consideration, state “FY 20__ Planned: \$0. Funding planned in FY 20__ through FY 20__.” If 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 on “Save.” CBIS will display the Cost & Funds “Request” Screen. Return to the “Req CIP Diff” screen by clicking on this sub-menu on the light yellow tool bar. Repeat the process if any editing is necessary.

State-Owned Project

Cost & Funds - Supporting Comments for the Request Screen



Verify that “Cost & Funds” on the dark yellow tool bar is highlighted.
Click on “Req. Comments” on the light yellow tool bar.

Supporting Comments for the Request

Summarize the information that was provided in the Part I Program justification if applicable. 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 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 four types of facility problems that could characterize a project: insufficient space, functional inadequacy of existing space, obsolescence or deficiencies in existing space, and location as a barrier to client services. One or more of the facility problems could be involved in a project.

Insufficient space means that more space is needed for a function than is currently available. This may occur because standards require more space or an increase in users has resulted in overcrowding in the existing space. For example, an increase of patients at a health facility may result in the need for more clinical space. 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 outdated or is defective in some way. Examples include leaking roofs, buildings not in compliance with codes, and HVAC systems with inadequate capacity.

State-Owned Project

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

<p>Supporting Comments for the Request (Continued)</p>	<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.</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.” The “Cost & Funds - Request” screen will appear. If you want to view the material that you just entered, click “Req. Comments” on the light yellow tool bar.</p>
<p>Uploading Documents to CBIS</p>	<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, 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. 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 Project Detail for Project Screen

DEPARTMENT OF BUDGET & MANAGEMENT
CBIS

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

Request

Title: New Female Detention Center

Details - Request

Proposed Net Square Feet Add New Area

Area Name	Square Feet	Edit	Delete
Administration	3,997	Edit	Delete
Housing	11,256	Edit	Delete
Admissions/Release	1,514	Edit	Delete
Health Center	4,334	Edit	Delete
Behavioral Health	1,154	Edit	Delete
Food Service	5,266	Edit	Delete
Security and Control	1,498	Edit	Delete
Visitation/Staff Training	2,348	Edit	Delete
Education	8,081	Edit	Delete
Recreation	8,780	Edit	Delete
Supply and Laundry	1,678	Edit	Delete
Facility Maintenance	258	Edit	Delete

Net Sq. Ft.: Gross Sq. Ft.:

Capacity: Unit Cost:

Structural Cost/GSF: Total Cost/GSF:

Percent Efficiency: 54.05%

Verify that “Details” is highlighted on the dark yellow tool bar.
Click on “Request” on the light yellow tool bar.

Add New Area

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).

Enter the name of a major area and its NSF in the two blank fields that appear and click on “Update.” Higher education agencies may use HEGIS codes and NSF. 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.

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.

Net Sq. Ft.

CBIS will automatically total the net square feet as you make entries in the “Add New Area” section above.

State-Owned Project Detail for Project/Edit Screen

Details - Request

Proposed Net Square Feet Add New Area

Area Name	Square Feet	Update	Cancel	Delete
<input type="text"/>	<input type="text" value="0"/>	<input type="button" value="Update"/>	<input type="button" value="Cancel"/>	<input type="button" value="Delete"/>
Administration	3,997	<input type="button" value="Edit"/>		<input type="button" value="Delete"/>
Housing	11,256	<input type="button" value="Edit"/>		<input type="button" value="Delete"/>
Admissions/Release	1,514	<input type="button" value="Edit"/>		<input type="button" value="Delete"/>
Health Center	4,334	<input type="button" value="Edit"/>		<input type="button" value="Delete"/>
Behavioral Health	1,154	<input type="button" value="Edit"/>		<input type="button" value="Delete"/>
Food Service	5,266	<input type="button" value="Edit"/>		<input type="button" value="Delete"/>
Security and Control	1,498	<input type="button" value="Edit"/>		<input type="button" value="Delete"/>
Visitation/Staff Training	2,348	<input type="button" value="Edit"/>		<input type="button" value="Delete"/>
Education	8,081	<input type="button" value="Edit"/>		<input type="button" value="Delete"/>
Recreation	8,780	<input type="button" value="Edit"/>		<input type="button" value="Delete"/>
Supply and Laundry	1,678	<input type="button" value="Edit"/>		<input type="button" value="Delete"/>
Facility Maintenance	258	<input type="button" value="Edit"/>		<input type="button" value="Delete"/>

Net Sq. Ft.: Gross Sq. Ft.:

Capacity: Unit Cost:

Structural Cost/GSF: Total Cost/GSF:

Percent Efficiency: 54.05%

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 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) 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) by the total gross square feet. Click the “Save” button. The “Tax Exempt Survey” Screen will appear. In order to view the information you just entered, click “Details” on the dark yellow tool bar.

State-Owned Project Tax-Exempt Survey

DEPARTMENT OF BUDGET & MANAGEMENT
C.B.I.S. You are logged in to Build 154 as: Fiona Burns

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

Title: Clifton T. Perkins - New Maximum Security Wing

Tax Exemption Survey

You are about to begin the tax exempt survey. Please choose whether the project will be part of a higher education facility. This will determine the questions you will be required to complete.

Will this project be part of a higher education facility? Yes No

Contact Info. Select from List

Name: Elizabeth Barnard Phone #: 410-767-6816 Date Completed: 6/30/2006

Continue Back

If CBIS did not direct you to this screen, click on “Tax Survey” on the dark yellow tool bar. Fill in your name, phone number and the date you are completing the form. Answer the questions by clicking “Yes” or “No” and click “Continue” to save your information and navigate to the next page.

For Non-Higher Education Institutions:

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

Title: Patterson Center Renovations

Tax Exempt Survey Question List

#	Question
2	Will any part of the project be funded with General Obligation Bonds?
3	Will the project, or any portion of it be owned by a person or entity other than the State or its political subdivisions?
4	Will the project, or any portion of it be leased to a person or entity other than the State or its political subdivisions?
5	Will the rents exceed the operating and maintenance costs?
6	Will the State gain any other financial interest in any leasees?
7	Will the project, or any portion of it be managed or operated by a person or entity other than the State or its political subdivisions?
8	Other than by lease or management contract, will any person or entity other than the State or its political subdivisions use any portion of the project, that is not a general public use?
9	Will the use, ownership, or management of any portion of the project change within fifteen years after the project is placed in service?

For Higher Education Institutions:

DEPARTMENT OF BUDGET & MANAGEMENT
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Home Main CEW Schedule Cost & Funds Details DBM Cmts. Tax Survey Operating Imp. Leg. Action Submit

Title: BSU - New Fine and Performing Arts Building

Tax Exempt Survey Question List

#	Question
1	Will any part of the facility be rented, leased, or otherwise made available to any entities outside the institution?
2	Other than described above, will the facility, or any portion of the facility, be operated by an entity other than the institution?
3	Will any sponsored research activity take place in the building?
4	Describe any revenue that will be generated from the intended use of the facility other than leases, management contracts and/or sponsored research described above.
5	Will any person, other than the institution's employees, faculty, staff, and students have a right to use the facility for their own purposes, other than those purposes described above?
6	Will the use, ownership, or management of any portion of the project change within fifteen years after the project is placed in service?

All Institutions:

These are comprehensive lists of the questions you will be asked, depending on the type of institution. For each question, you will be asked to click “Yes” or “No”. Some questions require an explanation depending on your answer. Additional guidance in completing this section may be found in Appendix D.

At the conclusion of the survey, clicking “Continue” will display all of the questions and your responses to the survey. If you need to make any changes, click on “Tax Survey” on the dark yellow tool bar and click through the questions and make changes as appropriate.

State-Owned Project Operating Impact - Main Screen

DEPARTMENT OF BUDGET & MANAGEMENT
CBIS

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

Main Expenditures Fund Sources and Comments

Title: New Female Detention Center

Net Effect on Operating Budget - Main

Occupancy Date: 12/1/2018
 GSF Total: 92803
 GSF Replaced: 0
 GSF Added: 0

Save Cancel

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

Occupancy Date	Enter the anticipated date of occupancy for the project in numerical format (Month/Day/Year). This should match the information contained in the CEW and schedule tab by being at least one month post construction completion.
GSF Total	Enter the total GSF of the facility. This should match the information contained in the CEW and details tab. It should also match the approved facility program, if the program has been approved.
GSF Replaced	Enter the total GSF replaced by the facility. If zero, enter “0.” This amount refers to the GSF of renovated space.
GSF Added	<p>Enter the additional GSF resulting from the facility. If zero, enter “0.” This amount refers to the GSF of new construction.</p> <p>Click “Save.” CBIS will display “Net Effect on Operating Budget - Expenditures.”</p> <p>Note: The next two screens, Expenditures, and Fund Sources and Comments, only need to be filled out for projects for which you are requesting design or construction funding in the budget year and will be occupied in any of the out years covered in your Five Year Capital Improvement request.</p>

State-Owned Project Operating Impact - Expenditures Screen

You are logged in to B

C.B.I.S.

About CBIS Manage Access

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

Main Expenditures Fund Sources and Comments

Title: New Female Detention Center

Net Effect on Operating Budget - Expenditures

Type	2018	2019	2020	2021	2022	Justification
# FTE Positions	0.00	33.75	33.75	33.75	0.00	FY 2019/2020/2021: Total includes 24.25 net positions for this facility (54.97 old Waxter staff will transfer) and 9.5 net support services positions. DJS estimates a 62-position deficit in the current Waxter. The 33 new PINs will fill more than half of the estimated deficit and may be part of an incremental approach to increase staffing levels if funds are available. It is unlikely that DBM would grant the full amount of the deficit. Thus, only 33 new PINs are estimated.
# FTE Contractual	0.00	0.00	0.00	0.00	0.00	No FTE contractual positions needed above what already exists in Waxter.
Salaries & Wages	0	992,996	1,985,993	1,698,774	0	FY 2019: Budgeting for 4 months of occupation plus 2 months of training = 6 months total. FY 2020: Budgeting for 12 months. FY 2021: FY 2020 increased by 3%.
Technical and Specialty Fees	0	0	0	0	0	
Communications	0	7,200	7,200	7,488	0	Telecommunications costs represent an annual payment to a private company for each year of a four-year contract.
Travel	0	0	0	0	0	
Fuel & Utilities	0	95,768	191,536	195,366	0	FY 2019/2020/2021 provided in agency estimate. Agency will have to pay for MES (wastewater management charges) that are currently not billed at Waxter. Wastewater system will need to be in operation before the facility opens.
Motor Vehicle Operations	0	45,505	2,389	2,509	0	Waxter currently has 2 secure vans that could be transferred to this facility. One more van will be needed at this facility due to its remote location.
Contractual Services	0	50,000	100,000	100,000	0	DJS estimated \$100,000 in 2020 costs. The 6-month 2019 value is calculated off that amount. This category of expenses includes contracted mental health providers and doctors.
Supplies & Materials	0	35,263	70,525	71,936	0	These expenditures are in addition to Waxter's current supplies and materials expenses. They include: staff uniforms, office supplies and food. These items will need to be purchased before the building occupied. DJS is a unique agency that provides meals and housing so the typical DBM formula does not apply. The increase above Waxter's annual costs is due to the increase in the facility's staff and capacity (42 to 49 beds). According to DJS, each facility budget assumes full capacity (all youth beds are filled).
Equipment (Repl.)	0	50,000	52,000	52,000	0	Replacement of Waxter Equipment. New equipment to support audio visual, cleaning, dental, dietary and household equipment. DJS does not plan to finance the equipment over 5 years. Only equipment that last more than 15 years is eligible for funding. The money would be used to buy miscellaneous furnishings (i.e. kitchen equipment, furniture, desks for case managers, athletic equipment: treadmills)
Equipment (Additional)	0	0	0	0	0	
Gmts, Subs. & Cont.	0	0	0	0	0	
Fixed Charges	0	0	0	0	0	
Land & Structures	0	0	0	0	0	
Total	0	1,276,732	2,409,643	2,128,073	0	

Click "Edit Grid" and enter the requested information.

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

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

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

**State-Owned Project
Operating Impact - Expenditures Screen
(Continued)**

FTE Positions & FTE Contractual Positions	Enter the net change in anticipated permanent/contractual positions. The net change is calculated by subtracting the number of full time equivalent (FTE) permanent/contractual positions in the current facility from the expected number of positions in the new facility. Numbers should be prorated for partial fiscal years. It may either be a positive or negative number. For example, assume a new building that replaces an obsolete facility that housed 50 staff will open on January 1 st and require 44 staff. In this instance, the first fiscal year it opens the net change will be -3. In each subsequent year the net change will be -6. Alternatively, if growth in staff is anticipated, enter explanatory comments in the "Justification" column explaining how your projections were derived.
Salaries & Wages	<p>Include number of positions needed by class title, and grade and step with benefits for facility-related purposes only.</p> <ul style="list-style-type: none"> √ Salaries for regular employees should be increased by 4.5% annually to reflect salary increases plus promotions, increments and reclassifications. √ Fringe benefits should be calculated at 17.04% for regular employees. Amount for Law Enforcement Officers Pension System (LEOPS) is 45.62%. √ Health insurance should be calculated at 14,435 for employee and retiree subsidy. Increase by 7% annually for the out-years. √ Turnover: Salary and fringe benefits (without health insurance and retiree subsidy) should be revised downward by 4%.
Technical and Special Fees (contractual positions)	<ul style="list-style-type: none"> √ Out-year salaries should be increased each year by 4.5%. √ Social security benefits should be calculated at 7.65% of contractual salaries. √ Turnover: Salary and fringe benefits should be revised downward by 10.23% (standard 6% vacancy rate plus 4.23% for the 11 annual holidays).
Communications	<p>Telephones and mailing costs.</p> <ul style="list-style-type: none"> √ One-time, initial cost of \$270 for each additional telephone line. √ Telephone operation costs of \$300 per person. Increase each year by 1%. √ Report communication equipment required by the facility change under equipment objects.
Travel	Additional travel related to training activities and location of or support to facility.
Fuel and Utilities	Savings from better energy efficiency on entire building should be reflected as an offset to any cost of supporting additional space.
Motor Vehicle Operation and Maintenance	Additional facility-related needs only.
Contractual Services	Service contracts for HVAC, elevators, security, custodial or other maintenance needs or agreed upon "\$ per GSF/FTE" factors
Supplies and Materials	Base estimates on actual for a building of similar size or function or agreed upon "\$ per GSF/FTE" factors. Office supplies per FTE should be no more than \$210 annually.

**State-Owned Project
Operating Impact - Expenditures Screen
(Continued)**

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

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

DEPARTMENT OF BUDGET & MANAGEMENT
C.B.I.S. You are logged in to Build #54 as: Fiona Burns

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

Main Expenditures Fund Sources and Comments

Title: New Female Detention Center

Net Effect on Operating Budget – Fund Sources and Comments

Fund Sources Edit Grid / Comments

	2018	2019	2020	2021	2022	Justification
GO	0	0	0	0	0	
GF	0	1,269,532	2,402,443	2,120,585	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	
Total	0	1,269,532	2,402,443	2,120,585	0	

Comments

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

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

State-Owned Project Submitting your Request

DEPARTMENT OF BUDGET & MANAGEMENT C.B.I.S.		You are logged in to Build 154 as: Fiona Burns	
Home Main CEW Schedule Cost & Funds Details Tax Survey Operating Imp. Submit		About CBIS Manage Account Logout Help	
Main Information		<input type="button" value="Print Submitted"/> <input type="button" value="Print Recommended"/> <input type="button" value="Edit"/>	
Title	Old Senate Chamber Reconstruction		
Description	Restore the Old Senate Chamber to its original 18th century appearance and historically renovate the adjacent Senate Committee and Stairwell Rooms. The Old Senate Chamber is historically inaccurate; it fails to accurately represent the Chamber's 18th century appearance. All three areas have infrastructure issues including worn floor boards and plaster deterioration on the walls and ceilings. The Old Senate Chamber Reconstruction Project will provide a historical context to display the original copy of George Washington's resignation speech and other historical artwork in the State's collection that relate to the early history of the State and the nation. The FY 2016 budget includes funding to restore the Old Senate Chamber, Senate Committee and Stairwell Rooms to their 18th century appearance.		
Budget Request Type	State-Owned		
Location			
Agency	Board of Public Works	Sub-Agency	Annapolis State Government Center
Legislative District	30A - Eastern Anne Arundel County	Subdivision	Anne Arundel
Budget Code		Governor's Priority	Other Projects
Contact Info.	Joe Pitruzzella 301 W. Preston Street Baltimore, MD 21201 Phone # 410-767-4397		
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?			

When the "Main," "CEW," "Schedule," "Cost & Funds," "Details," "Tax Survey," and "Operating Imp." Screens are complete, print and review your entries. When you are satisfied with the completed forms, "Submit" them electronically to DBM. Refer to the Preface at the beginning of this section for instructions on how to submit these forms.