SECTION VI:

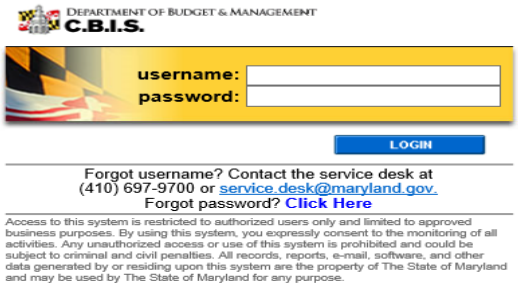
THE USE OF CBIS

FOR

STATE-OWNED PROGRAMS

PREFACE FOR STATE-OWNED PROGRAMS

How to Enter the CBIS System



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

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

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

How to Navigate Through the CBIS Screens

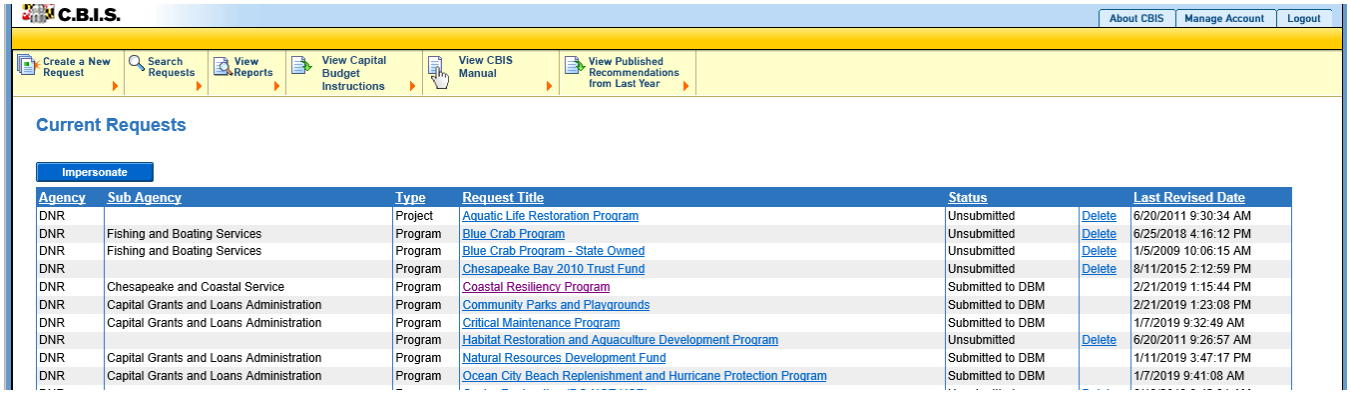
Once you click on a project, you will see a dark-yellow toolbar that lists several different headings (Main, CEW, Schedule, etc.) that describe the categories of information you must enter. Some of these categories have sub-menus which appear on a light-yellow toolbar below the dark-yellow toolbar. To enter information in a sub-menu, click on the heading in the dark-yellow toolbar first. Then, choose the sub-menu from the light-yellow toolbar.

Generally, you enter information by clicking on an "Edit" or "Edit Grid" button and filling in a table, entering data into a text box, or providing a narrative text. Click "Save" to exit the edit screen and to save the information in CBIS.

A few pointers:

- Dollar amounts: do not use commas or decimals. Do not include dollar signs ($).
- Dates: most dates are in the MM/DD/YYYY or MM/YYYY formats.
- Narrative text (applies to "Project Description," "Justification," and "Cost & Funds - Req. CIP Difference" text boxes):
    - ♦ Type your text in a Word document using single spacing and a single line between paragraphs. Do not use additional formatting such as bullets and bold (you can add this once the text is in CBIS).
    - ♦ Highlight and copy text.
    - ♦ Paste your text by clicking on the Paste Plain Text button in CBIS (clipboard icon). This will strip the text of formatting. You can also strip text of formatting by clicking on the Strip All Formatting button (paintbrush icon), but this will take out all paragraph spacing.
    - ♦ Once you have removed existing formatting, full justify the text and make any necessary formatting changes.

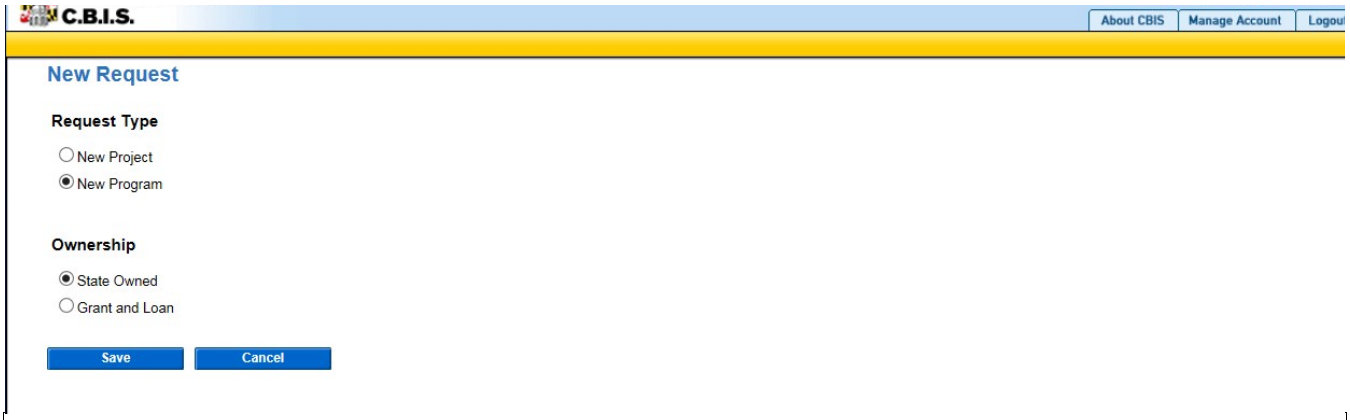
State-Owned Program
Home Screen



Agency	Sub Agency	Type	Request Title	Status		Last Revised Date
DNR		Project	Aquatic Life Restoration Program	Unsubmitted	Delete	6/20/2011 9:30:34 AM
DNR	Fishing and Boating Services	Program	Blue Crab Program	Unsubmitted	Delete	6/25/2018 4:16:12 PM
DNR	Fishing and Boating Services	Program	Blue Crab Program - State Owned	Unsubmitted	Delete	1/5/2009 10:06:15 AM
DNR		Program	Chesapeake Bay 2010 Trust Fund	Unsubmitted	Delete	8/11/2015 2:12:59 PM
DNR	Chesapeake and Coastal Service	Program	Coastal Resiliency Program	Submitted to DBM		2/21/2019 1:15:44 PM
DNR	Capital Grants and Loans Administration	Program	Community Parks and Playgrounds	Submitted to DBM		2/21/2019 1:23:08 PM
DNR	Capital Grants and Loans Administration	Program	Critical Maintenance Program	Submitted to DBM		1/7/2019 9:32:49 AM
DNR		Program	Habitat Restoration and Aquaculture Development Program	Unsubmitted	Delete	6/20/2011 9:26:57 AM
DNR	Capital Grants and Loans Administration	Program	Natural Resources Development Fund	Submitted to DBM		1/11/2019 3:47:17 PM
DNR	Capital Grants and Loans Administration	Program	Ocean City Beach Replenishment and Hurricane Protection Program	Submitted to DBM		1/7/2019 9:41:08 AM

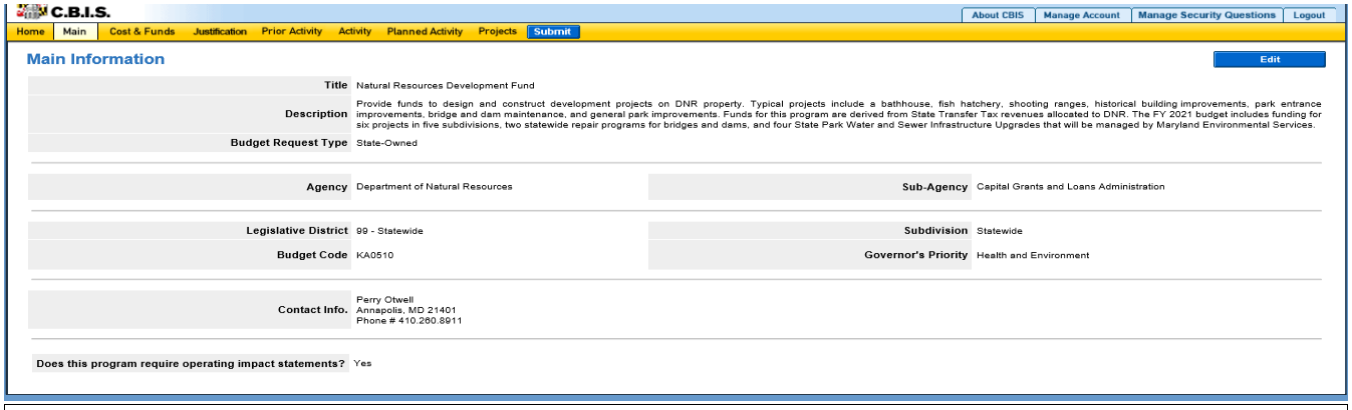
If the program that you want to edit is **already in CBIS**, it will be listed under the "Request Title" column on the CBIS home page. Click on the title for that program, and the "Main Information" screen will appear.
If the program has **never been entered** in CBIS, click "Create a New Request" on the light-yellow toolbar on the CBIS home page. CBIS will take you to a "New Request" screen.
To access the Capital Budget Instructions, the CBIS Manual, and last year's Capital Budget Volume, click on the applicable link in the light-yellow toolbar.

State-Owned Program
New Request Screen



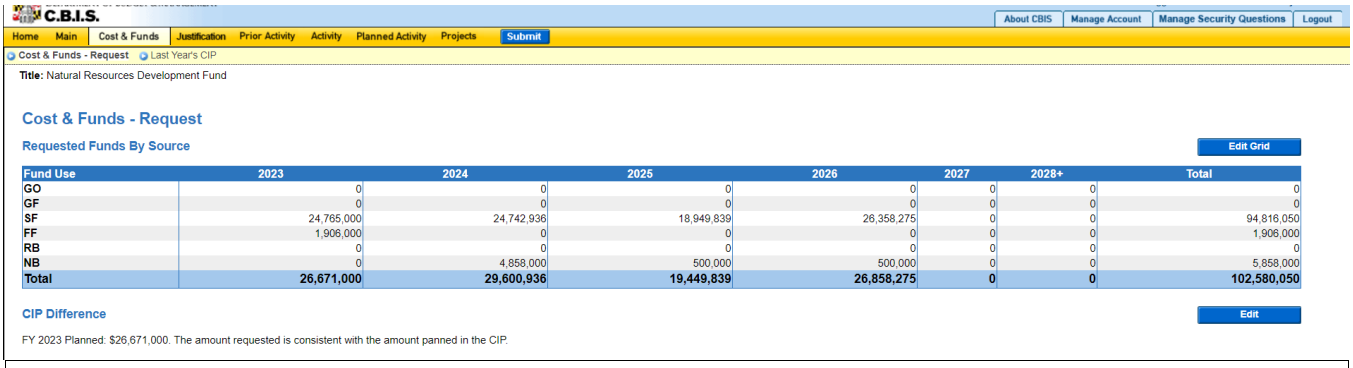
To request a new program, click "Create a New Request" on the light-yellow toolbar on the CBIS home screen.	
Request Type	Choose "New Program."
Ownership	Choose "State Owned."
Click "Save," and CBIS will take you to the "Main Information" screen.	

State-Owned Program– Main Information



Click "Edit" on the "Main Information" screen shown above.	
Title	Enter the name of the program.
Description	Describe the program by clearly explaining 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. This section should be one paragraph and four to eight sentences long.
Request Status	This field indicates the status of the budget request. • *Unsubmitted:* allows the Agency User to view and edit, and the Agency Manager to view only. • *Submitted to A/Mgr:* allows the Agency User to view only, and the Agency Manager to view and edit. • *Submitted to DBM:* 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	The correct agency should already be selected.
Sub-Agency	Select sub-agency from the drop down menu, if available.
Legislative District	Select "99 - Statewide" or "98– Regional" from the drop-down menu, as appropriate.
Subdivision	Select "Statewide" or "Regional" from the drop-down menu, as appropriate.
Budget Code	Select the budget code from the drop-down menu.
Governor's Priority	Select 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.
Contact Info.	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.
Does this program require operating impact statements?	Choose "Yes" if operating impact statements are required for the projects within this program. Choose "No" if operating impact statements are not required.
Click "Save." For the "Save" command to function, you must complete the "Title" and "Agency" fields at a minimum. After you save this information, the "Main Information" screen will appear, showing all of the information that you have just entered. To move to another menu, click on the desired menu option on the dark-yellow toolbar.	

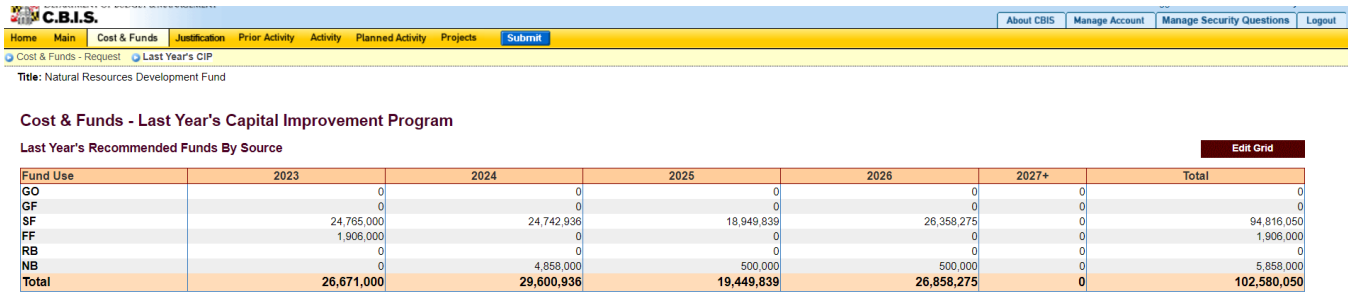
State-Owned Program
Cost & Funds - Request Screen



Fund Use	2023	2024	2025	2026	2027	2028+	Total
GO	0	0	0	0	0	0	0
GF	0	0	0	0	0	0	0
SF	24,765,000	24,742,936	18,949,839	26,358,275	0	0	94,816,050
FF	1,906,000	0	0	0	0	0	1,906,000
RB	0	0	0	0	0	0	0
NB	0	4,858,000	500,000	500,000	0	0	5,858,000
Total	**26,671,000**	**29,600,936**	**19,449,839**	**26,858,275**	**0**	**0**	**102,580,050**

Click "Cost & Funds" on the dark-yellow toolbar. Then, click "Cost & Funds - Request" on the light-yellow toolbar.	
Requested Funds By Source	Click "Edit Grid" for the "Requested Funds by Source" table. By fund source, enter the requested amount of funding for each fiscal year in the appropriate column. Round dollar amounts to the nearest $1,000 and do not include commas or decimals. Click "Save" and review the information entered. CBIS will calculate the row and column totals.
CIP Difference	Click "Edit" to update the "CIP Difference" section. Compare the amount of program funding that was planned in the CIP to the amount requested for the budget year. Begin the text with, "FY 20__ Planned:" then state the funding amount planned in the current CIP for the upcoming fiscal year's capital budget as well as type of funds recommended (i.e. General Obligation Bonds, General Funds, Special Funds). If the amount requested is the <u>same</u> as the amount planned, state: "The amount requested is consistent with the amount planned in the CIP." If the amount requested is <u>different</u>, state and explain the difference. For example, an agency may request more than the amount planned in the CIP if the legislature mandated a specific level of funding for a program. Alternatively, an agency may request less than the amount planned in the CIP if the program has an available funds balance that could be used to fund projects in the upcoming fiscal year. If the program was not listed in the last CIP for State funding in the upcoming fiscal year, state "FY 20__ Planned: $0." Add one to two sentences to explain the amount requested and justify why the funds are requested in the upcoming fiscal year. Click "Save," and the "Cost & Funds - Request" screen will appear. To change the information entered, click the "Edit" button.

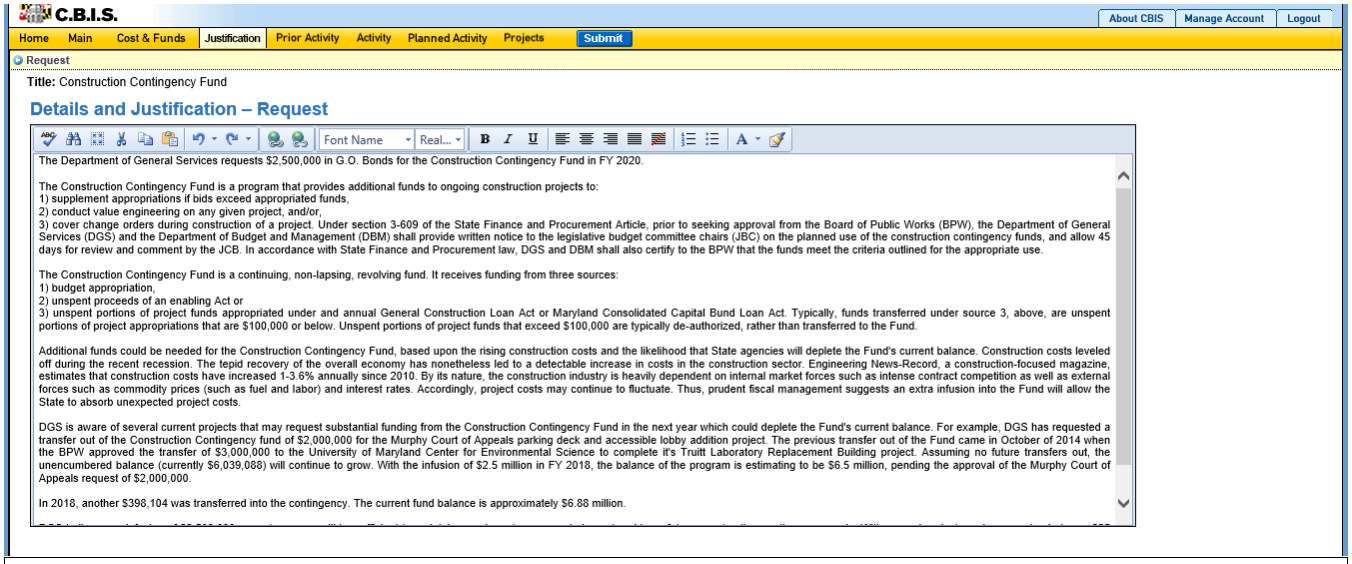
State-Owned Program
Cost & Funds - Last Year's CIP Screen



Fund Use	2023	2024	2025	2026	2027+	Total
GO	0	0	0	0	0	0
GF	0	0	0	0	0	0
SF	24,765,000	24,742,936	18,949,839	26,358,275	0	94,816,050
FF	1,906,000	0	0	0	0	1,906,000
RB	0	0	0	0	0	0
NB	0	4,858,000	500,000	500,000	0	5,858,000
Total	**26,671,000**	**29,600,936**	**19,449,839**	**26,858,275**	**0**	**102,580,050**

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

State-Owned Program
Details and Justification—Request Screen



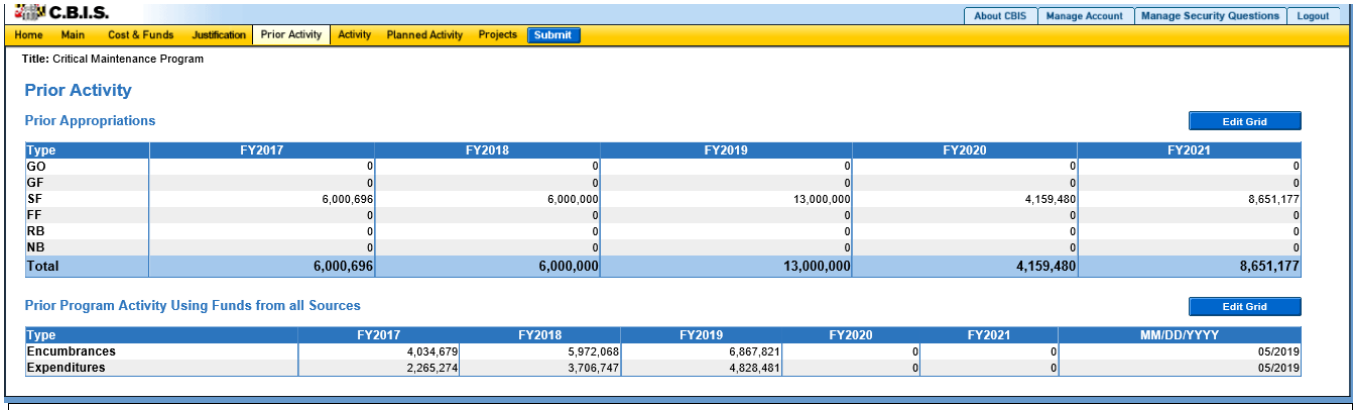
Click "Justification" on the dark-yellow toolbar to get to the "Details and Justification—Request" screen.

Details and Justification—Request	Restate the generalized rationale first stated in the program description. Describe what the program does, the problems the program addresses, any applicable legal mandates, and any penalties that result from non-compliance. Discuss criteria or processes used to implement the program. Use quantitative data whenever possible. Additionally, describe how the requested funds will be used. The requested amount should be broken down by dollar amount and project between departments and agencies (e.g. $750,000 for five projects at the Military Department). Also, provide outcome data that shows how the program results in the desired improvement in the condition or situation of the individuals who benefit from the projects. Describe how the outcome is measured and its impact. If possible, state how many projects have been funded in the program since its inception. If inception date is unknown, use data from the most recent DBM publication "Capital Improvements Authorized by the General Assembly" (White Book) to derive this information. Managing for Results (MFR). Identify which MFR goals this program affects and/or impacts. Elaborate on how this program helps to accomplish that goal. Goals and objectives are outlined in the current Maryland operating budget volumes, which are located on the DBM website under Operating Budget. Finally, indicate the remaining demand for this program. This can be expressed in dollars or the remaining number of projects. Click "Save".

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

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

State-Owned Program
Prior Activity Screen

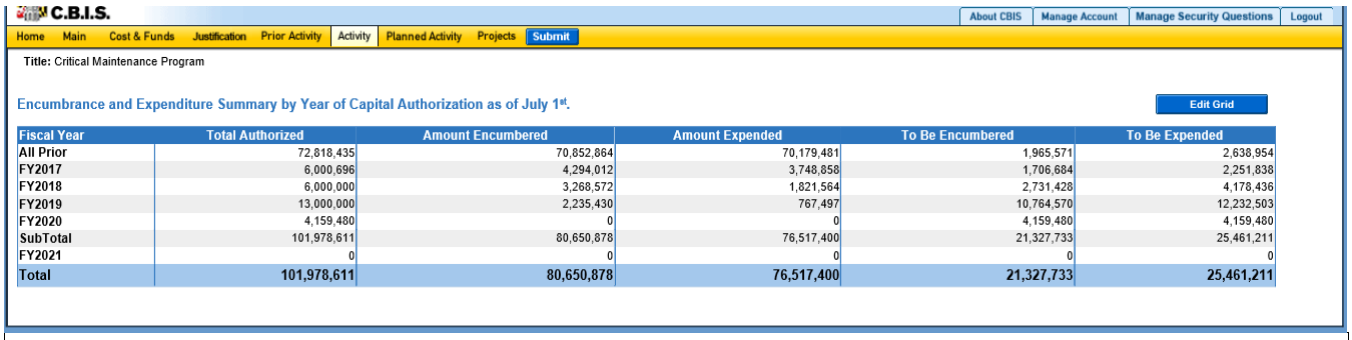


Type	FY2017	FY2018	FY2019	FY2020	FY2021
GO	0	0	0	0	0
GF	0	0	0	0	0
SF	6,000,696	6,000,000	13,000,000	4,159,480	8,651,177
FF	0	0	0	0	0
RB	0	0	0	0	0
NB	0	0	0	0	0
Total	6,000,696	6,000,000	13,000,000	4,159,480	8,651,177

Type	FY2017	FY2018	FY2019	FY2020	FY2021	MM/DD/YYYY
Encumbrances	4,034,679	5,972,068	6,867,821	0	0	05/2019
Expenditures	2,265,274	3,706,747	4,828,481	0	0	05/2019

Click "Prior Activity" on the dark-yellow toolbar.	
Prior Activity	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. If this screen is blank, enter the amount of funds authorized in each of the last five fiscal years by fund type. Dollar amounts should not include commas or decimals. Click "Save" and review the information you entered. CBIS will calculate the row and column totals.
Prior Program Activity	Click "Edit Grid" for "Prior Program Activity Using Funds from all Sources." Enter data for prior encumbrances and expenditures in these fields. 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. Dollar amounts should not include commas or decimals. 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. In the last column enter the month and year (MM/YY) that the encumbrances and expenditures reflect. The month and year will likely be one or two months prior to the date of submittal. DBM will request updated figures in November/December, prior to the start of the next legislative session. Click "Save" and review the information you entered.

State-Owned Program
Encumbrance and Expenditure Summary Screen

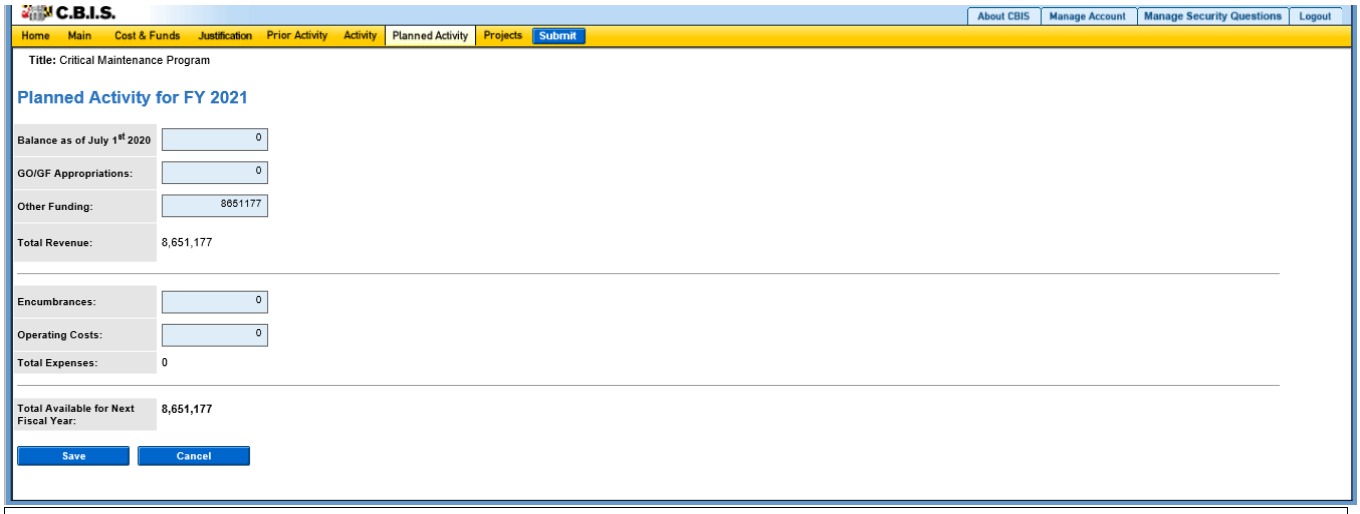


Fiscal Year	Total Authorized	Amount Encumbered	Amount Expended	To Be Encumbered	To Be Expended
All Prior	72,818,435	70,852,864	70,179,481	1,965,571	2,638,954
FY2017	6,000,696	4,294,012	3,748,858	1,706,684	2,251,838
FY2018	6,000,000	3,268,572	1,821,564	2,731,428	4,178,436
FY2019	13,000,000	2,235,430	767,497	10,764,570	12,232,503
FY2020	4,159,480	0	0	4,159,480	4,159,480
SubTotal	101,978,611	80,650,878	76,517,400	21,327,733	25,461,211
FY2021	0	0	0	0	0
Total	101,978,611	80,650,878	76,517,400	21,327,733	25,461,211

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 as of July 1st." This table refers only to General Obligation Bond or PAYGO funding. Dollar amounts should not include commas or decimals. "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 authorization for that year, 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" amounts should equal the "Total Authorized" in each fiscal year. Click "Save" and review the information entered. CBIS will calculate the "To Be Encumbered" and "To Be Expended" columns and the "SubTotal" and "Total" rows.

State-Owned Program
Planned Activity for Current Fiscal Year Screen

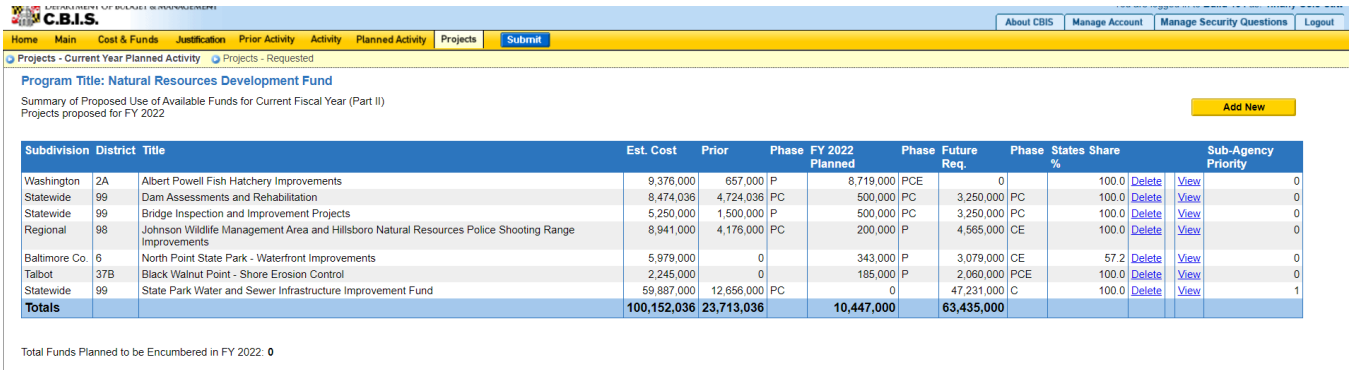


Click "Planned Activity" on the dark-yellow toolbar.

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

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

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



Subdivision	District	Title	Est. Cost	Prior	Phase	FY 2022 Planned	Phase	Future Req.	Phase	States Share %			Sub-Agency Priority
Washington	2A	Albert Powell Fish Hatchery Improvements	9,376,000	657,000	P	8,719,000	PCE	0		100.0	Delete	View	0
Statewide	99	Dam Assessments and Rehabilitation	8,474,036	4,724,036	PC	500,000	PC	3,250,000	PC	100.0	Delete	View	0
Statewide	99	Bridge Inspection and Improvement Projects	5,250,000	1,500,000	P	500,000	PC	3,250,000	PC	100.0	Delete	View	0
Regional	98	Johnson Wildlife Management Area and Hillsboro Natural Resources Police Shooting Range Improvements	8,941,000	4,176,000	PC	200,000	P	4,565,000	CE	100.0	Delete	View	0
Baltimore Co.	6	North Point State Park - Waterfront Improvements	5,979,000	0		343,000	P	3,079,000	CE	57.2	Delete	View	0
Talbot	37B	Black Walnut Point - Shore Erosion Control	2,245,000	0		185,000	P	2,060,000	PCE	100.0	Delete	View	0
Statewide	99	State Park Water and Sewer Infrastructure Improvement Fund	59,887,000	12,656,000	PC	0		47,231,000	C	100.0	Delete	View	1
Totals			**100,152,036**	**23,713,036**		**10,447,000**		**63,435,000**					

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

Projects proposed for FY 20__

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

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

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

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

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

2. Copy - If a project is proposed for funding in the next Fiscal Year, click **Copy** to copy the project onto Part III - Summary of Requested Projects for Capital Grant and Loan Program. Also, the Part IIA will be copied onto a Part IIIA Form. This will eliminate the need to manually reenter information a second time. However, you may need to update information regarding the cost and schedule.

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

Projects proposed for FY 20__ (Continued)	3. View (Same as Edit) - CBIS will roll over projects from the previous year's submission. To edit a project, click the "View" link that corresponds with the project's name. Check the material on this screen and the "Cost & Funds," "Matching Funds," and "Details and Scheduling" sub-menu screens. **Note:** Clicking "Save" in the "Details and Scheduling" screen will bring you back to the "Main" screen for the project being reviewed. To review, add, or delete additional projects for the current year, click "Projects" on the dark yellow tool bar (already highlighted), then click "Projects - Current Year Planned Activity" on the light-yellow tool bar and proceed as outlined in the above paragraph. 4. Add New - If CBIS did not roll over projects from the previous year, or the current year includes additional new projects, you must add them to the prior funded projects list. Click "Add New" and follow the instructions beginning on the next page. **Note:** If your program permits redistribution of surplus funds for previously unidentified projects, you will also need to add these new projects to the database. To do so, complete the screens that follow after clicking "Add New."

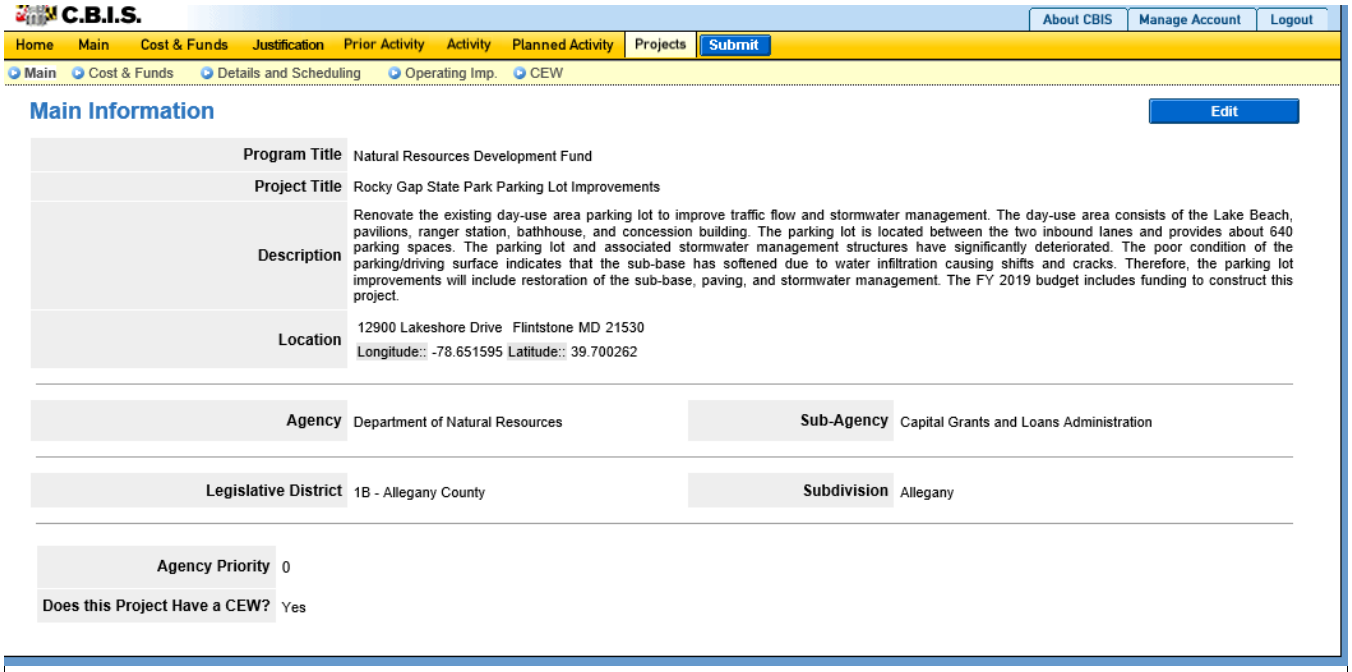
CBIS updates the "Projects - Current Year Planned Activity" summary page (Part II) as you enter projects. All fields are populated from data entered for individual projects. CBIS also calculates the totals for "Est. Cost," "Prior," "FY 20__ Planned," and "Future Req." that appear on the summary page.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

The "FY 20__ Planned" column total should equal the "Encumbrances" amount entered on the "Planned Activity" screen. At the bottom of the project list, the "Total Funds Planned to be Encumbered in FY 20__:" field pulls the "Encumbrances" amount from the "Planned Activity" screen.

If the "FY 20__ Planned" column total is less than the "Encumbrances" amount, enter a new project titled "Other, To Be Determined." Insert "Statewide" for "Legislative District" and "Subdivision" in the "Main Information" screen. In the project "Cost and Funds - Last Year" screen, enter the dollar amount as "Other" in the "Last Year's Recommended Phase Breakdown by Cost" table. Enter the appropriate fund source in "Last Year's Recommended Funds by Source" table, leaving the phase code blank. The amount entered should balance the "FY 20__ Planned" column total in the "Projects - Current Year Planned Activity" screen and "Encumbrances" in the "Planned Activity" screen.

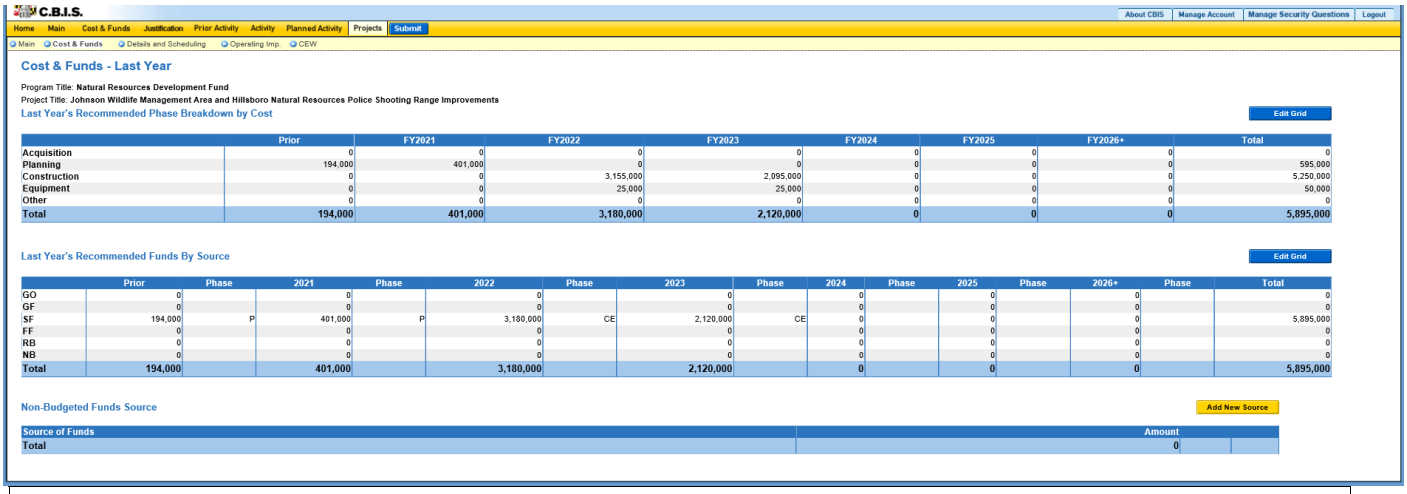
If the "FY 20__ Planned" is more than the "Encumbrances" amount, and the "Total Available for Next Fiscal Year" (Planned Activity screen) is "0," then enter a cash flow adjustment factor. To do this follow the instructions in the paragraph above except title the project "Cash Flow Adjustment" rather than "Other, To Be Determined." Calculate the amount of this cash flow project so that the "FY 20__ Planned" column total and the "Encumbrances" are equal.

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



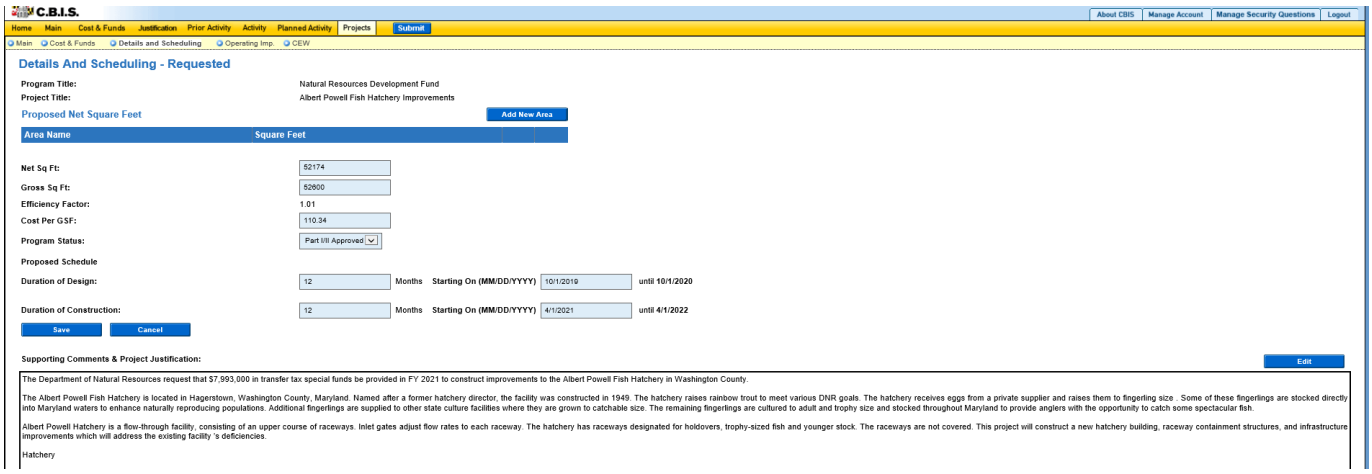
Click "Edit" on the "Main Information" screen shown above.	
Project Title	Enter the name of the project.
Description	This information should roll over from your prior request. If this is a new project, insert a brief description of what the project proposes to accomplish. The first sentence should begin with a verb such as design, construct, renovate, etc. This section should be one paragraph and four to eight sentences long.
Address/Coordinates	You do not need to enter the address and longitude/latitude for a project that has already been funded.
Legislative District	*NOTE: New Legislative Districts were adopted on February 1, 2022.* Enter the legislative district in which the project is located from the drop-down menu. Legislative districts can be located at: https://mdpgis.mdp.state.md.us/Legis_District/index.html
Subdivision	Enter the subdivision (county) in which the project is located from the drop-down menu.
Agency Priority	No entry required or available.
Does This Project Have a CEW?	There is no need to complete a Cost Estimate Worksheet for a project that has already been funded. Click "No."
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.	

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



The "Projects" selection on the dark-yellow toolbar should be highlighted. Click "Cost & Funds" on the light-yellow toolbar.	
Recommended Phase Breakdown by Cost	Click "Edit Grid" for "Last Year's Recommended Phase Breakdown by Cost." Enter the total project cost, regardless of the source of funding. CBIS should roll this information over from last year. If the information did not roll over or you need to add a new project, enter the prior dollar amount allocated for this project in the Prior column by type of activity. In the fiscal year columns, enter the amount of funds to be encumbered for the project in the appropriate field. Round dollar amounts to the nearest $1,000 and do not include commas or decimals. Click "Save" and review the information you entered. CBIS will calculate the row and column totals and populate the "Match" and "Total" rows of the "Last Year's Recommended Funds By Source" table.
Recommended Funds By Source	Click "Edit Grid" for "Last Year's Recommended Funds By Source." Enter the required data by fiscal year and project phase. Enter only the amount of State funds authorized or to be requested for the project. CBIS should roll this information over from last year. If no data is present, then enter the type of State funds previously allocated for this project in the Prior column. In the fiscal year columns, enter the State funds to be requested (rounded to the nearest $1,000; do not include commas or decimals) in the appropriate field. In addition, enter the phase of activity each year's funds will assist. Use (in caps) A, P, C, E, for Acquisition, Planning, Construction, and Equipment, respectively, but do not use commas to separate different phases. Click "Save" and review the information you entered. CBIS will calculate the row and column totals. The "Match" is the total project cost minus the combination of State funds available and to be requested. The dollar amounts in the columns of each of the two tables must be equal. If they are not, make the appropriate corrections so that the totals balance.

State-Owned Program
Projects - Current Year Planned Activity Details & Scheduling Screen (Part IIA)

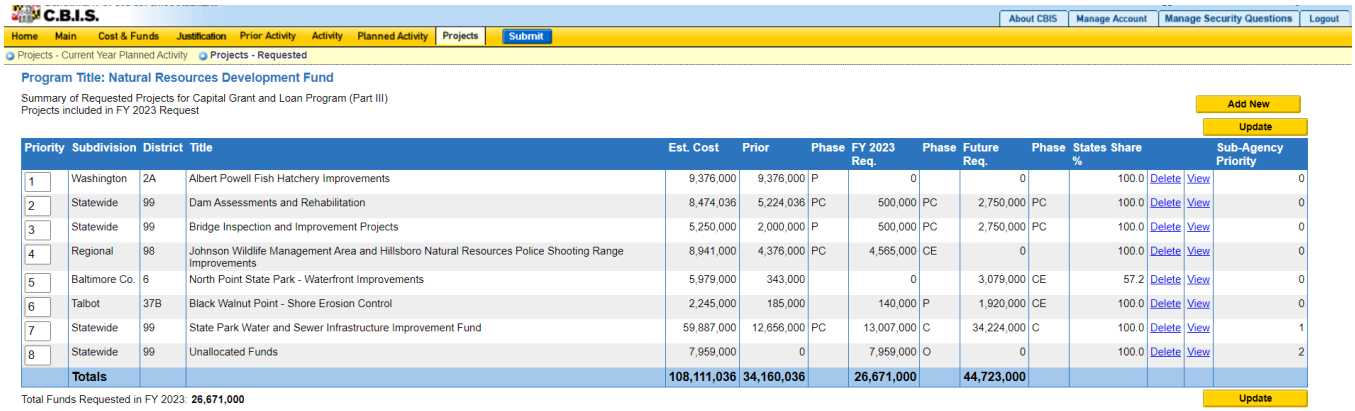


The "Projects" selection on the dark-yellow toolbar should be highlighted. Click on "Details and Scheduling " on the light-yellow toolbar. In this section, "Current Year" refers to the request year. Do not include commas or decimals.	
Net Sq. Ft.	Enter the net square feet (NSF) for the total project.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

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

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

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



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Projects - Current Year Planned Activity | Projects - Requested

Program Title: Natural Resources Development Fund

Summary of Requested Projects for Capital Grant and Loan Program (Part III)
Projects included in FY 2023 Request

Add New | Update

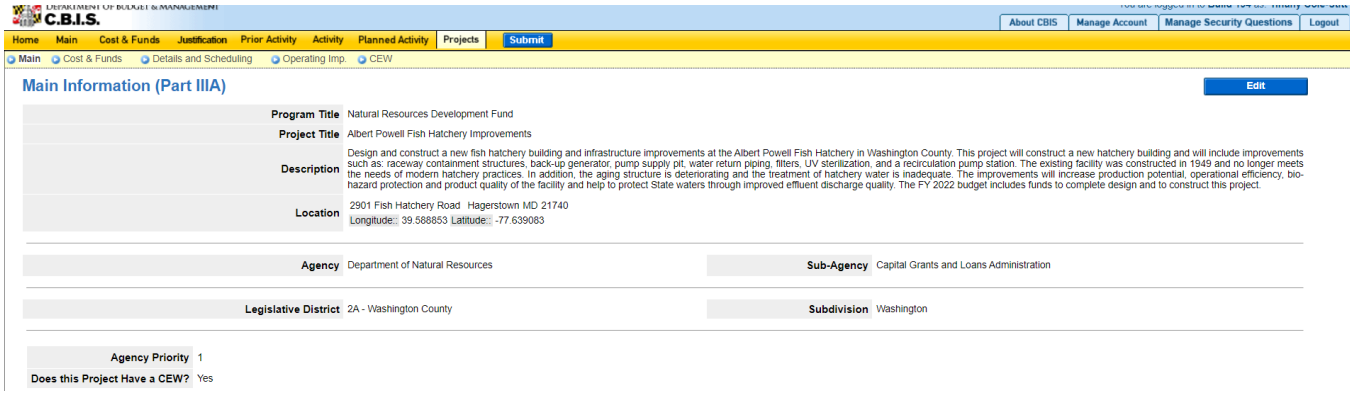
Priority	Subdivision	District	Title	Est. Cost	Prior	Phase	FY 2023 Req.	Phase	Future Req.	Phase	States Share %			Sub-Agency Priority
1	Washington	2A	Albert Powell Fish Hatchery Improvements	9,376,000	9,376,000	P	0		0		100.0	Delete	View	0
2	Statewide	99	Dam Assessments and Rehabilitation	8,474,036	5,224,036	PC	500,000	PC	2,750,000	PC	100.0	Delete	View	0
3	Statewide	99	Bridge Inspection and Improvement Projects	5,250,000	2,000,000	P	500,000	PC	2,750,000	PC	100.0	Delete	View	0
4	Regional	98	Johnson Wildlife Management Area and Hillsboro Natural Resources Police Shooting Range Improvements	8,941,000	4,376,000	PC	4,565,000	CE	0		100.0	Delete	View	0
5	Baltimore Co.	6	North Point State Park - Waterfront Improvements	5,979,000	343,000		0		3,079,000	CE	57.2	Delete	View	0
6	Talbot	37B	Black Walnut Point - Shore Erosion Control	2,245,000	185,000		140,000	P	1,920,000	CE	100.0	Delete	View	0
7	Statewide	99	State Park Water and Sewer Infrastructure Improvement Fund	59,887,000	12,656,000	PC	13,007,000	C	34,224,000	C	100.0	Delete	View	1
8	Statewide	99	Unallocated Funds	7,959,000	0		7,959,000	O	0		100.0	Delete	View	2
	Totals			**108,111,036**	**34,160,036**		**26,671,000**		**44,723,000**					

Total Funds Requested in FY 2023: **26,671,000**

Update

Click "Projects" on the dark-yellow toolbar and "Projects - Requested" on the sub-menu. "Projects - Requested" will automatically be highlighted on the light-yellow toolbar. If you are already working in the "Projects" menu, you may need to click "Projects - Requested" on the light-yellow toolbar.	
Projects Included in FY 20__ Request	As projects are entered, CBIS updates the "Projects - Requested" summary page (Part III). All fields are populated from data entered for individual projects. Additionally, CBIS calculates the totals for "Est. Cost," "Prior," "FY 20__ Req.," and "Future Req." that appear on the summary page. To change information entered, click "View" on the project. After changes, click "Save," and return to this screen to view the changes.
Project Request Total	The "FY 20__ Req." column total must be the same as the total amount requested for the program in the next fiscal year. At the bottom of the project list, the Total Funds Requested in FY 20__: field pulls the Total requested funds amount from the "Cost & Funds - Request" screen. If the ""FY 20__ Req." column total is less than the amount requested in the next fiscal year, enter a new project entitled "Contingency." Insert "Statewide" for Legislative District and Subdivision in the "Main Information" screen. In the project's "Cost & Funds - Request" screen, enter the dollar amount as "Other" in the "Requested Phase Breakdown by Cost" table and in the appropriate fund source of the "Requested Funds by Source" table, leaving the phase code blank. The dollar amount entered for the "Contingency" project must make the "FY 20__ Req." column total equal the "Total Funds Requested in FY 20__" amount.
Prioritizing Projects	Once all the projects are entered, they must be prioritized from highest priority to lowest priority. On the "Projects - Requested" screen to the left of each project, enter the priority number of each project and save it by clicking the "Update" button. After ranking all of the projects, you can "View" a project. On the "Main Information" screen for each project, CBIS populates the "Agency Priority" field based on what number the project has been assigned on the "Projects - Requested" screen.

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

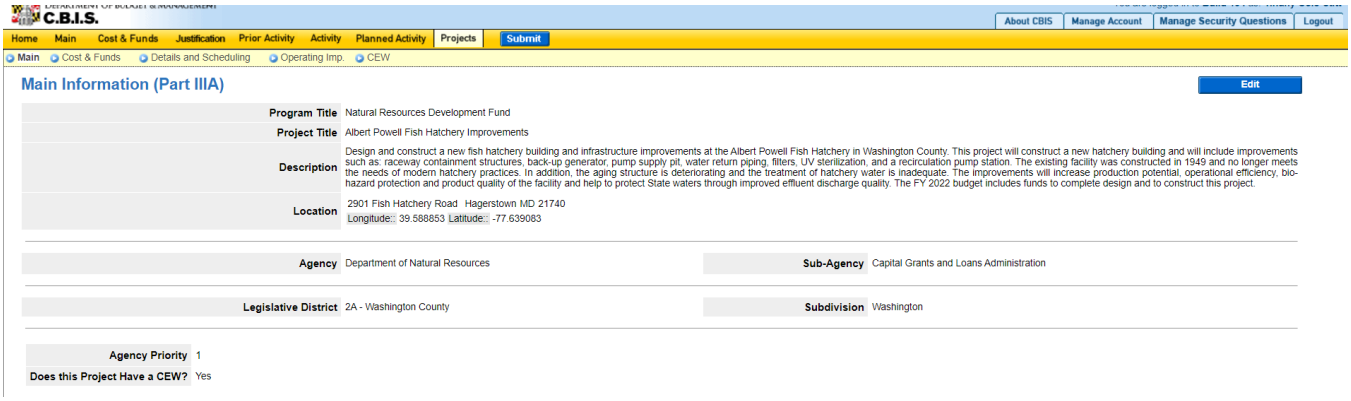


To create a new project, click "Add New." To view or edit an existing project, click "View. " Click "Edit" on the "Main Information" screen shown above. To view the next or previous project, click "Next" or "Back". Click "View" to see details of a project in the same tab or click "New Tab" to view in a separate tab.	
Project Title	Enter the name of the project.
Description	Describe the project. The first sentence must start with a verb such as construct, renovate, or convert. Include the NSF and GSF from the program (if a program was submitted and approved by OCB), which must 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, include a generalized statement of the rationale, which will provide the justification for the project. This section should be one paragraph and four to eight sentences long.
Location	Enter the project's street address and longitude/latitude in decimal degrees (-76.621972, 39.301324). You can find your project's longitude and latitude at the Department of Planning's Interactive Maps webpage. Click on the Growth and Conservation Overlays interactive map. If the project's location is yet to be determined, put "N/A" in the address and longitude/latitude fields.
Agency	**No data entry required.** CBIS populates this field automatically.
Sub-Agency	**No data entry required.** CBIS populates this field automatically.
Legislative District	*NOTE: New Legislative Districts were adopted on February 1, 2022.* Select the legislative district in which the project is located from the drop-down menu. Legislative districts can be located at: https://mdpgis.mdp.state.md.us/Legis_District/index.html
Subdivision	Enter the subdivision in which the project is located from the drop-down menu.
Agency Priority	This field is not populated by CBIS until you have entered all your projects. Once you have done so, manipulate the project order from the "Projects - Requested" screen as described on page 76.

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

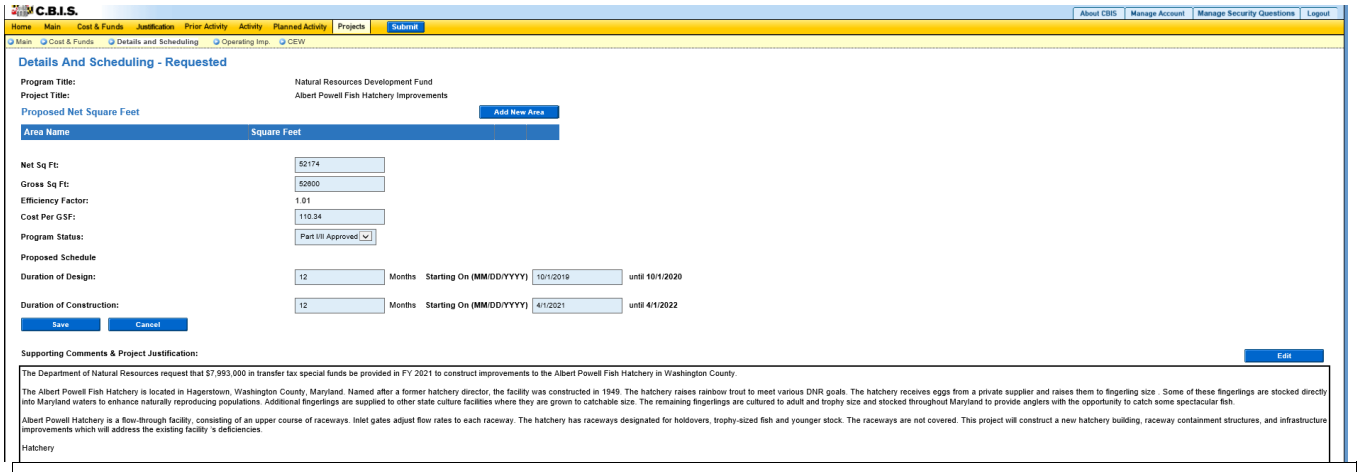
Does this Project Have a CEW?	Indicate if a Cost Estimate Worksheet is available for this project by clicking "Yes" or "No." If you click "Yes," a CEW option will appear on the light-yellow toolbar. Instructions for completing a CEW are included in Section IX.
Click "Save." For the "Save" command to function, at minimum the "Title" and "Agency" fields must be complete. If this information is complete, the "Main Information" screen will re-appear, showing all of the information that you entered. To move to another menu, click on the desired menu option on the dark-yellow toolbar.	

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



Click "Cost & Funds" on the light-yellow toolbar.	
Requested Phase Breakdown by Cost	Click "Edit Grid. " This table shows the total cost of the project, regardless of the source of funding. In the "Prior" column, enter any funding that has 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. Do not include commas or decimals. 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 State funds previously allocated for the project. In the fiscal year columns, enter the State funds being requested in the appropriate cell, rounded to the nearest $1,000. Do not include commas or decimals. 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. The column totals in each table must match. Once you update the "Requested Funds by Source" grid and click the "Save" button, CBIS will alert you if the totals in the "Requested Phase Breakdown by Cost" and the "Requested Funds by Source" grids do not match.

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



Click "Details and Scheduling" on the light-yellow toolbar.

If you linked your CEW to the "Details and Scheduling" screen, the dates of the design and construction periods and the NSF/GSF fields on this screen should already be populated. If not, manually enter the information as described below.

Note: Do not include commas or decimals.

Net Sq. Ft.	Enter numerical value if applicable.
Gross Sq. Ft.	Enter numerical value if applicable.
Efficiency Factor	Click "Save," and CBIS will calculate this field based on the NSF and GSF entered.
Cost Per GSF	The total cost per gross square foot is 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	If a facility program is not required for your project, select *N/A* from the drop-down menu. If a program is required, select the appropriate status from the drop-down menu. Generally, facility programs are not required for projects funded by State-owned programs.
Design Period (Months)	Enter the duration of design in months.
Design Period (Starting On)	Enter the actual or anticipated date design begins (MM/DD/YYYY). 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 (MM/DD/YYYY). CBIS will calculate the construction completion date after you click "Save."

Click "Save." To edit the "Supporting Comments & Project Justification," click on the "Edit" button.

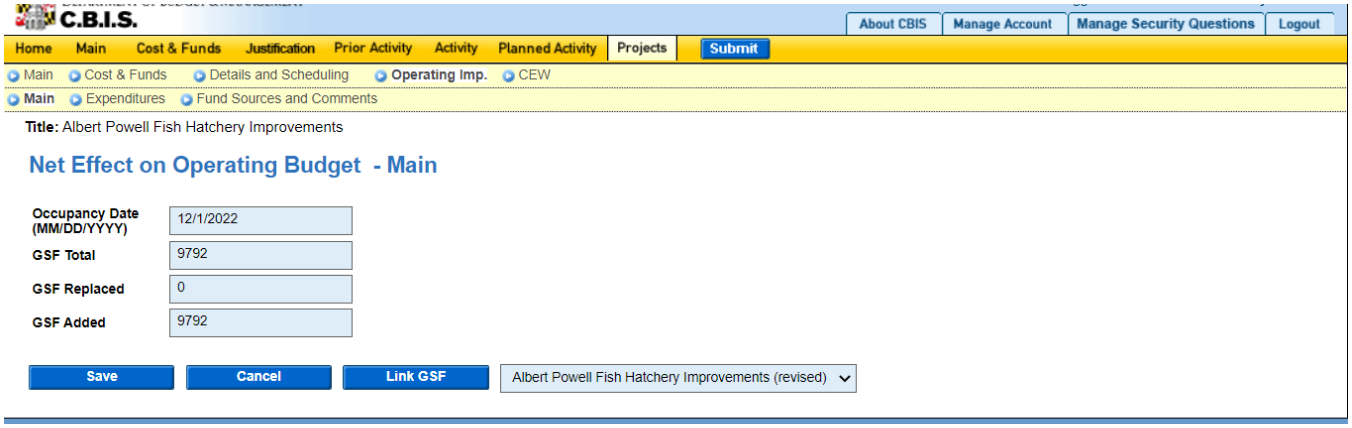
State-Owned Program
Projects - Requested (Part IIIA) Details and Scheduling Screen (Continued)

Supporting Comments & Project Justification	To edit the "Supporting Comments & Project Justification," click "Edit." Expand on the information included in the project description. Provide a description and justification for the project in sufficient detail to clearly explain the nature of the work to be funded. Include the size of the facility in NSF and GSF, what the scope of the project is, its location, a description of the services that the facility provides and the specific kinds of clients who receive the services, and any secondary components of the project, if applicable. Address facility problems, causes of the problems, and consequences to the delivery of services. Describe how the project will resolve the facility problems described. Provide quantitative data, when possible and where appropriate, to support the project justification. For example, the number of clients who need to be served, are currently being served, and will be served upon completion of the project. Also, indicate if there are any secondary objectives, or if the scope of the problem goes beyond what has been indicated above. Explain if there are any issues that must be addressed, such as historic preservation or project phasing. All numbers in the write-up (NSF, GSF, etc.) must agree with supporting documents such as the CEW or other sections of the CBIS worksheet. Explain any changes to the project scope and schedule since the Part I/II program (if applicable) was approved or since the publication of the current CIP. Address three issues in the supporting comments: 1) descriptions of the facility problem(s), 2) consequences of the facility problem(s), on service delivery, and 3) outcomes. **Facility Problem(s).** Generally, four types of facility problems may characterize a project: insufficient space, functional inadequacy of existing space, obsolescence or deficiencies in existing space, and location as a barrier to client services. One or more of the facility problems can be involved in a project. • ***Insufficient space*** *means that more space is needed for a function than is currently available. This may occur because standards require more space or an increase in users has resulted in overcrowding in the existing space. For example, an increase of patients at a health facility may result in the need for more clinical space.* • F***unctional 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 defective. Examples include leaking roofs, buildings not in compliance with codes, and HVAC systems with inadequate capacity.* • ***Location as a barrier to client services*** *means that the location of an existing facility is not suitable for providing services as intended. For example, a health clinic that primarily serves low-income populations and is located far from public transportation may have to be relocated to be more accessible.*

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

Supporting Comments & Project Justification (Continued)	**Consequences on Operations/Service Delivery.** After describing a facility problem, state its consequences on the operations within the building and the delivery of services from the building. For example, did the lack of sufficient space cause the school to turn away students, or cause the hospital to go to flyby status? Also, if applicable, discuss how adapting the existing facility would not be sufficient to deliver services effectively. For example, accepting more students, without increasing available space, might create overcrowded classes. **Outcomes.** Discuss the outcomes that are expected to occur as a result of an effectively delivered service. An outcome means the desired improvement in the condition or situation of the customers that arises from use of a State agency's services. For example, increased space for prison housing might reduce the number of inmates harmed as a result of unsafe housing conditions. Use quantitative data to help justify your project. For example, if insufficient space is the facility problem, then quantify the shortfall and cite the space standards used to arrive at the determination. Service/operations problems should also be measured using quantitative data. Referring to the above examples, state the number of students turned away from classes due to overcrowding. Measurement of outcomes is particularly important because it indicates the degree to which the project's services are meeting the customer's needs. In the above prison example, data could be provided indicating the number of "safety incidents." Managing for Results (MFR). Identify which MFR goals this project will affect and/or impact. Elaborate on how this project helps to accomplish that goal. Goals and objectives are outlined in the current Maryland operating budget volumes, which are located on the DBM website under Operating Budget. Note: OCB recommends cutting and pasting from Word by clicking on the Paste Plain Text button and doing all formatting in CBIS. Click "Save." Scroll down to upload supporting documents to CBIS.
Uploading Documents to CBIS	To upload supporting documents to a request, go to the "Details and Scheduling" screen and scroll down to "Supporting Documents" at the bottom of the page. Click "Browse" to select your document and then click "Upload." After uploading your document, click "Save" to avoid losing any changes. To download a document you have uploaded to CBIS, click on the "Download" button on the right side of the screen. To delete a document you have uploaded, click "Delete." Uploaded documents must be in Excel or PDF format. Agencies may upload signed agency request letters, backup documentation, cash flows, and fund summaries. Agencies may not upload documents in lieu of providing supporting comments.

State-Owned Program
Net Effect on Operating Budget - Main



Click on "Operating Imp." on the light-yellow toolbar. This is the initial screen for operating budget impact. On the lower light-yellow tool bar the word "Main" will be highlighted.	
Occupancy Date	Enter the anticipated date of occupancy for the project in numerical format (MM/DD/YYYY). This should be at least one month post construction completion, per the information contained in the CEW and schedule tab.
GSF Total	Click the "Link GSF" button, which will populate the GSF Total, GSF Replaced, and GSF Added amounts from the CEW selected from the dropdown menu (on the bottom right). Or, enter the total GSF of the facility <u>without</u> commas or decimals, which should also match the information contained in the CEW and "Details" tab. If the GSF amount is intentionally different from the CEW, please explain in the OIS Comments section.
GSF Replaced	If not using the "Link to GSF" button, enter the total GSF replaced by the facility. If zero, enter "0." This amount refers to the GSF of renovated space. Do not include commas or decimals.
GSF Added	If not using the "Link to GSF" button, enter the additional GSF resulting from the facility. If zero, enter "0." This amount refers to the GSF of new construction. Do not include commas or decimals.
Click "Save." CBIS will display "Net Effect on Operating Budget - Expenditures." 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 Program request.	

State-Owned Program
Operating Impact - Expenditures Screen

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Main | Cost & Funds | Details and Scheduling | Operating Imp. | CEW

Main | Expenditures | Fund Sources and Comments

Title: Assateague State Park - Replacement of Registration Building

Net Effect on Operating Budget - Expenditures — Edit Grid

Type	2022	2023	2024	2025	2026	Justification
# FTE Positions	0.00	0.00	0.00	0.00	0.00	
# FTE Contractual	0.00	0.00	0.00	0.00	0.00	
Salaries & Wages	0	0	0	0	0	
Technical and Specialty Fees	0	0	0	0	0	
Communications	0	4,000	0	0	0	MPS notes expense for one-time phone set-up
Travel	0	0	0	0	0	
Fuel & Utilities	0	300	1,800	1,836	0	Utilities with 2% annual increase
Motor Vehicle Operations	0	0	0	0	0	
Contractual Services	0	0	0	0	0	
Supplies & Materials	0	1,200	1,200	1,200	0	Office supplies
Equipment (Repl.)	0	0	0	0	0	
Equipment (Additional)	0	4,800	0	0	0	Office equipment to include desks, chairs, tables; computers and cash handling equipment
Gmts, Subs. & Cont.	0	0	0	0	0	
Fixed Charges	0	0	0	0	0	
Land & Structures	0	0	0	0	0	
Total	0	10,300	3,000	3,036	0	

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

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

- Cost estimates for all years should be based on "constant dollars" plus the <u>percentage increases indicated on the next</u> page in the line item descriptions. Use the most recent actual fiscal year experience and add the increases as indicated.

- When possible, staffing ratios and cost factors should be based on actual averages rather than the agency's "desired levels." Savings which may occur through economies and efficiencies of centralization, location, or technology should be included to offset any other additional costs.

- Only funding estimates for <u>additional</u> space should be determined unless the operating cost for existing space (undergoing replacement/renovation) already has been (or will be) removed from the operating budget. However, a notation identifying existing expenses may promote clarity and understanding.

- Only additional operating costs related to the additional Gross Square Footage should be included. In addition, all sources of potential revenue should be identified to minimize the use of general funds while maximizing the benefit to the State.

- Program costs should not be included unless the additional space directly results in the need for additional services.

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

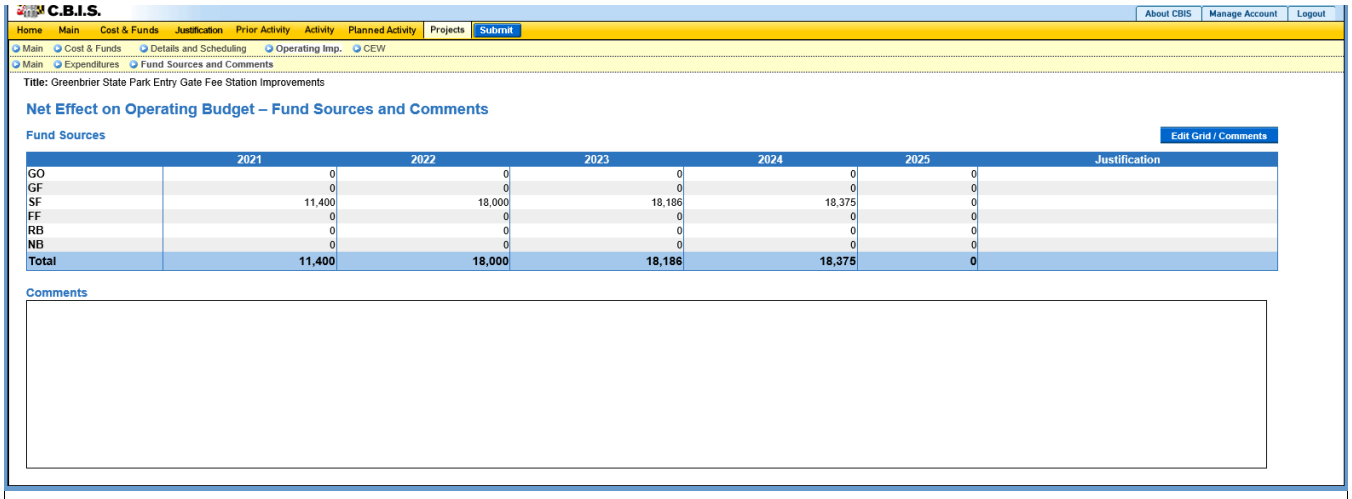
State-Owned Program
Operating Impact - Expenditures Screen

FTE Positions & FTE Contractual Positions	Enter the **net** change in anticipated permanent/contractual positions for facility-related purposes only. To calculate the net change, subtract the number of full time equivalent (FTE) permanent/contractual positions in the current facility from the expected number of positions in the new facility. Prorate numbers for partial fiscal years. This number may be positive or negative. For example, a new building that replaces an obsolete facility that housed 50 staff will open on January 1st 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	Include operating funds needed by class title, and grade and step with benefits for facility-related purposes only. • Increase salaries for regular employees by 4.5% annually to reflect salary increases plus promotions, increments and reclassifications. • Calculate fringe benefits at 17.04% for regular employees. Amount for Law Enforcement Officers Pension System (LEOPS) is 45.62%. • Calculate health insurance should at 14,435 for employee and retiree subsidy. Increase by 7% annually for the out-years. • Turnover: Revise salary and fringe benefits (without health insurance and retiree subsidy) downward by 4%.
Technical and Special Fees (contractual positions)	• Increase out-year salaries each year by 4.5%. • Calculate social security benefits should at 7.65% of contractual salaries. • Turnover: Revise salary and fringe benefits downward by 10.23% (standard 6% vacancy rate plus 4.23% for the 11 annual holidays).
Communications	• Telephones and mailing costs. • One-time, initial cost of $270 for each additional telephone line. • Telephone operation costs of $300 per person. Increase each year by 1%. • Report communication equipment required by the facility change under equipment objects.
Travel	Additional travel related to training activities and location of or support to facility.
Fuel and Utilities	Reflect savings from better energy efficiency on entire building as an offset to any cost of supporting additional space.
Motor Vehicle Operation and Maintenance	Additional facility-related needs only.
Contractual Services	Service contracts for HVAC, elevators, security, custodial or other maintenance needs or agreed upon "$ per GSF/FTE" factors.
Supplies and Materials	Base estimates on actual for a building of similar size or function or agreed upon "$ per GSF/FTE" factors. Office supplies per FTE should be no more than $210 annually.

State-Owned Program
Operating Impact - Expenditures Screen

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

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

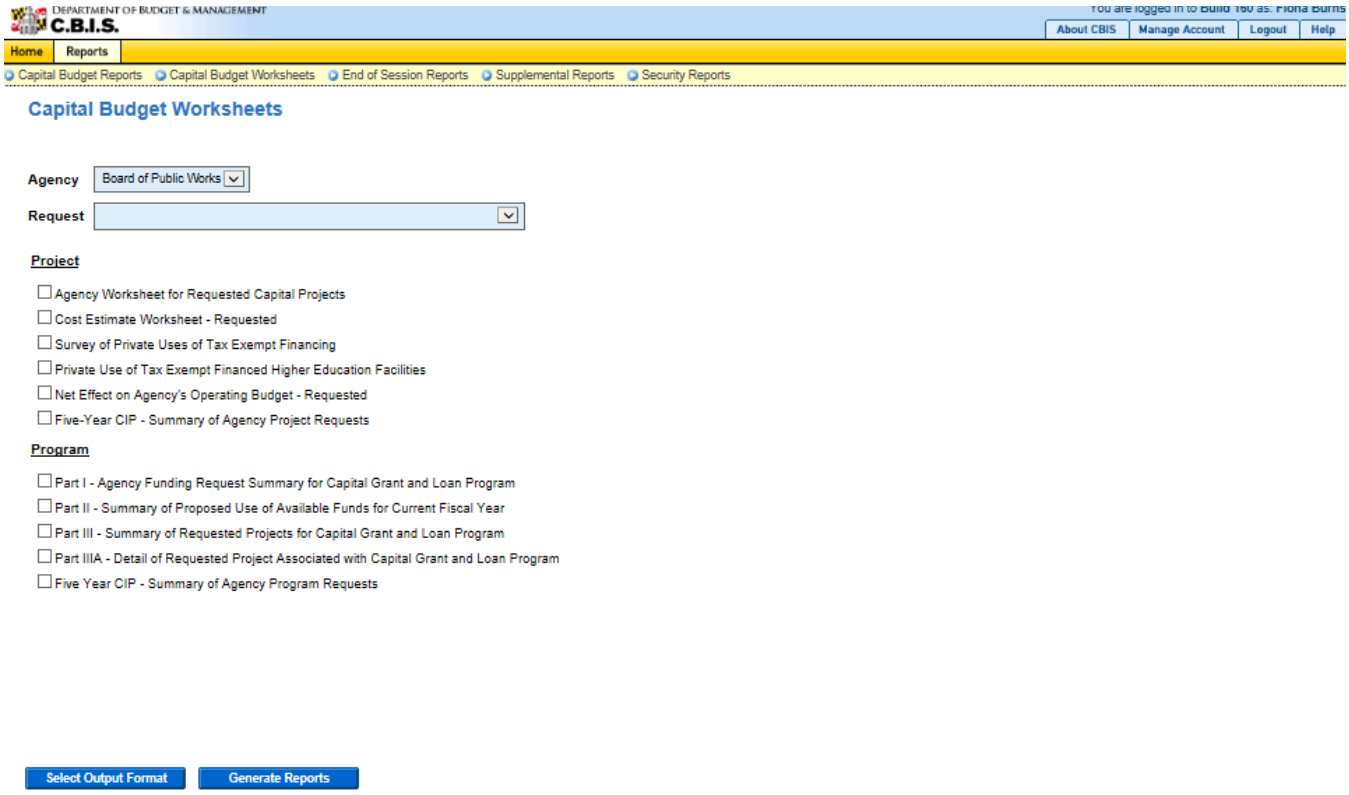


	2021	2022	2023	2024	2025	Justification
GO	0	0	0	0	0	
GF	0	0	0	0	0	
SF	11,400	18,000	18,186	18,375	0	
FF	0	0	0	0	0	
RB	0	0	0	0	0	
NB	0	0	0	0	0	
Total	**11,400**	**18,000**	**18,186**	**18,375**	**0**	

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	Click "Edit Grid/Comments." Total funds should equal the total expenditures as determined in the previous screen. Do not include commas or decimals. 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.
Fund Type	***GO (GO Bonds)*** - leave blank since GO Bonds cannot pay for operating costs. ***GF (General Funds)*** - should correspond with your agency's Over-the-Target request in the fiscal year the funds will be required. ***SF (Special Funds) and FF (Federal Funds)*** - 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. ***RB (Revenue Bonds)*** - leave blank since Revenue Bonds cannot pay for operating costs. ***NB (Non-budgeted Funds)*** - operating costs funded from a source which is not appropriated in the State budget. This should not occur regularly.
Comments	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 you need to make any changes, click "Operating Imp." on the top light-yellow toolbar. Select "Original Requested Net Effect" and make the changes as appropriate.

State-Owned Program
How to Print Your Request



Go to the "Home" screen and click "View Reports" on the light-yellow toolbar. Next, click "Capital Budget Worksheets." Select the agency from the drop down menu beside Agency. Depending upon your selection, CBIS will present you with additional drop down menus for Sub-Agency, Request, and Project. Select the request and the project you wish to print (select "All" or a specific project if you wish to print the projects within a program). Beneath the drop down menus, click the boxes you wish to print for "Part I - Agency Funding Request for Capital Grant Loan Program," "Part II - Summary of Proposed Use of Available Funds for Current Fiscal Year," "Part III - Summary of Requested Projects for Capital Grant and Loan Program," and "Part IIIA - Detail of Requested Project associated with Capital Grant and Loan Program." If you would like to print cost estimates or operating impact statements associated with projects within the program, also click the boxes for "Cost Estimate Worksheet - Requested" and "Net Effect on Agency's Operating Budget - Requested."

- Scroll to the bottom of the page and click "Generate Reports." A window will open showing the output file in an Adobe format. Print or save your selection using the tool bar icons at the top of the Adobe output screen.

- For an output format other than Adobe for an individual project, click "Select Output Format." A drop-down menu will appear, allowing you to select PDF (Adobe), Excel, or Word as alternative output formats. Click "Generate Reports" and a second window will appear showing the output file in the format selected.

- If you uploaded attachments, you can download and print them from this screen.

NOTE: You may need to enable pop-ups in your Internet browser.

State-Owned Program
How to Submit Your Request

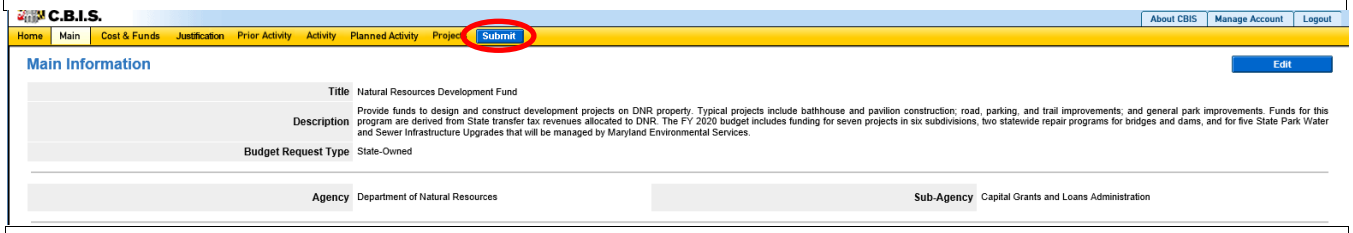
NOTE:

- If your assigned CBIS role is an ***Agency User***, clicking **Submit** will forward the request to your Agency Manager. After submitting the budget request, the Agency User can only view, not change, the submission. If changes are required, the Agency Manager can edit the material before submitting it to OCB. Alternatively, the Agency Manager can return the submission to the Agency User for changes by clicking on the "Main Information" screen. Click the **Edit** button, click *Request Status* and select *Unsubmit* from the drop-down menu. Click **Save** to exit the edit screen and to save the information in CBIS.

- If your assigned CBIS role is an ***Agency Manager***, clicking **Submit** will forward the request to OCB. After OCB receives the request, the Agency Manager can only view, not change, the submission. If changes are required, contact your OCB analyst and s/he will unsubmit the request. Your OCB analyst may also return the submission to the Agency Manager if the submission is deemed to be incomplete, inaccurate, or incoherent.

How to submit your request:

Print and review a copy of the forms before submitting your request to OCB. After reviewing the request forms for accuracy, return to the "Main" screen for the project and click the blue **Submit** button as shown below.



If you are submitting your request after the July 1st deadline, CBIS will warn you that you are submitting after the deadline; click "Continue."

Your request is now submitted and you will no longer be able to edit your submission. Refer to the capital budget instructions circulated in April of each year for further steps.