SECTION VIII:

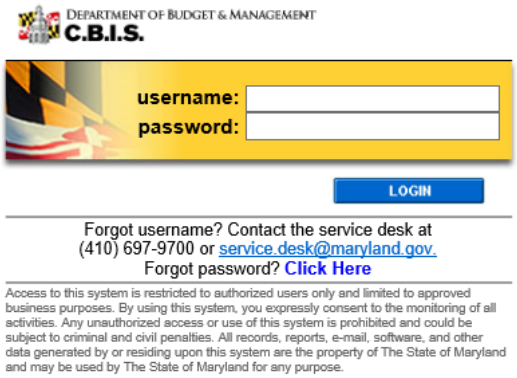
THE USE OF CBIS

FOR

GRANT AND LOAN PROGRAMS

PREFACE FOR GRANT AND LOAN PROGRAMS

How to Enter the CBIS System



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 choose a program, CBIS will take you to the program's "Main Information" screen . You will see a dark-yellow toolbar at the top of the page that lists the different categories of information you must enter (ex. "Main," "Cost & Funds," "Justification," etc.). When you click on a category heading, CBIS will take you to a new screen to enter the required information. Some of these categories have sub-menus which appear on a light-yellow toolbar. To enter information in a sub-menu category, first click on the heading in the dark-yellow toolbar . Then, choose the appropriate sub-menu from the light-yellow toolbar.

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

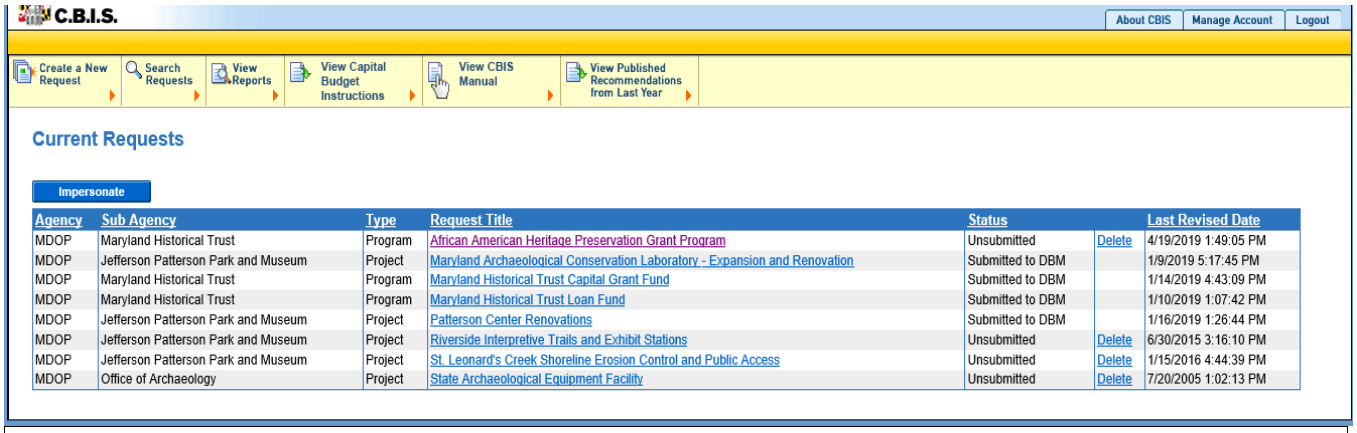
A few pointers:

- 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.
- Text (applies to program and project "Description," "Justification," and "Cost & Funds - CIP Difference" text boxes):
    - Type your text in a Word document using single spacing and a single line between paragraphs. Do

NOTE FOR COMMUNITY COLLEGE PERSONNEL:

Maryland Higher Education Commission administrators will complete Parts I and II. Individual community college administrators are responsible for completing Part IIIA requests. Community Colleges should prioritize project requests in the "Project Description" section of the Part IIIA by stating: "This project is the college's 1st, 2nd, 3rd ... priority."

Grant and Loan Programs
Home Screen



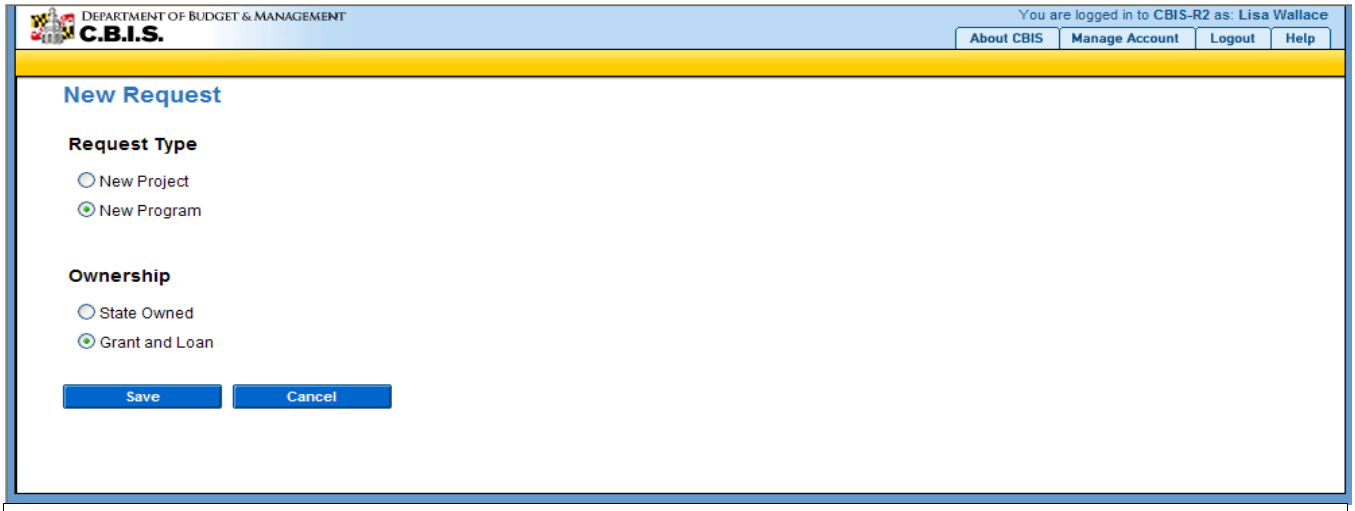
Agency	Sub Agency	Type	Request Title	Status		Last Revised Date
MDOP	Maryland Historical Trust	Program	African American Heritage Preservation Grant Program	Unsubmitted	Delete	4/19/2019 1:49:05 PM
MDOP	Jefferson Patterson Park and Museum	Project	Maryland Archaeological Conservation Laboratory - Expansion and Renovation	Submitted to DBM		1/9/2019 5:17:45 PM
MDOP	Maryland Historical Trust	Program	Maryland Historical Trust Capital Grant Fund	Submitted to DBM		1/14/2019 4:43:09 PM
MDOP	Maryland Historical Trust	Program	Maryland Historical Trust Loan Fund	Submitted to DBM		1/10/2019 1:07:42 PM
MDOP	Jefferson Patterson Park and Museum	Project	Patterson Center Renovations	Submitted to DBM		1/16/2019 1:26:44 PM
MDOP	Jefferson Patterson Park and Museum	Project	Riverside Interpretive Trails and Exhibit Stations	Unsubmitted	Delete	6/30/2015 3:16:10 PM
MDOP	Jefferson Patterson Park and Museum	Project	St. Leonard's Creek Shoreline Erosion Control and Public Access	Unsubmitted	Delete	1/15/2016 4:44:39 PM
MDOP	Office of Archaeology	Project	State Archaeological Equipment Facility	Unsubmitted	Delete	7/20/2005 1:02:13 PM

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 program title to get to the program's "Main Information" screen.

If the program is not already listed, click "Create a New Request" on the light-yellow toolbar on the CBIS home page. CBIS will take you to a "New Request" screen.

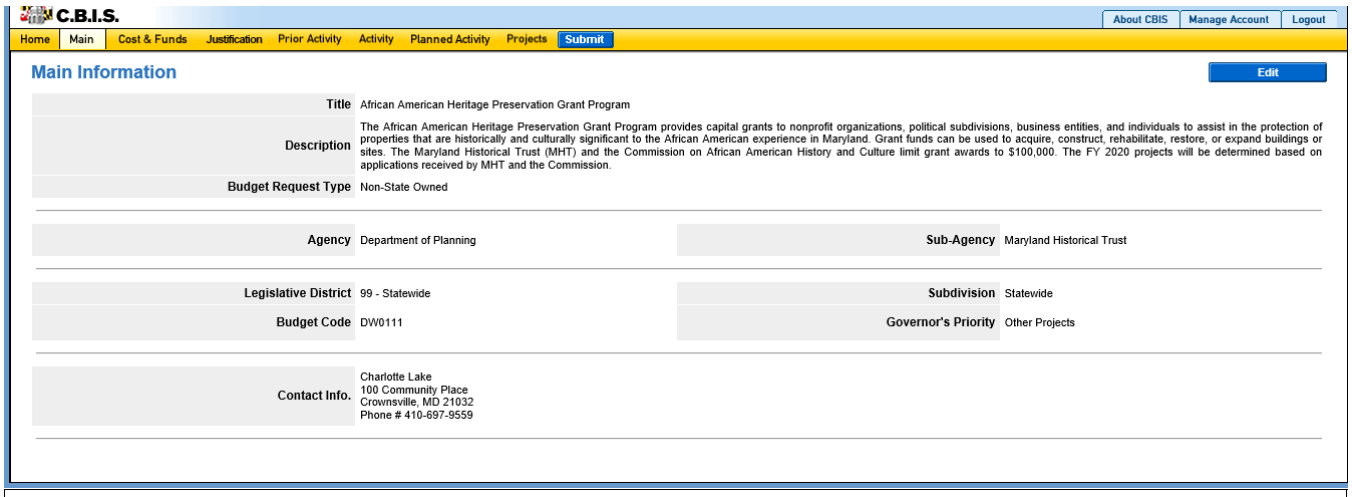
To access the Capital Budget Instructions, the CBIS Manual, and last year's Capital Budget Volume, click on the applicable link in the light-yellow toolbar.

Grant and Loan Programs
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 "Grant and Loan."
Click "Save," and CBIS will take you to the "Main Information" screen.	

Grant and Loan Programs
Main Information Screen

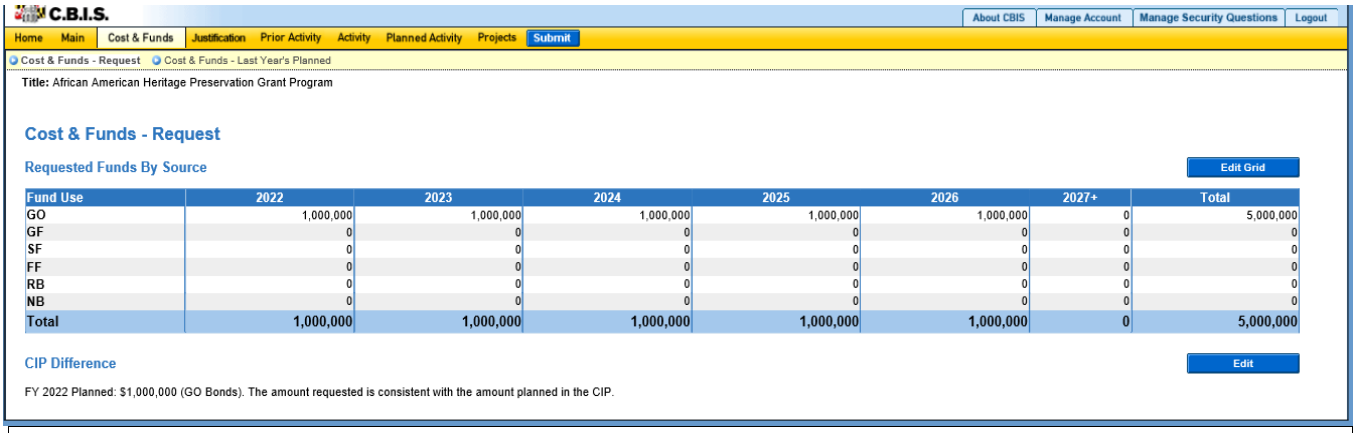


Click "Edit" on the "Main Information" screen shown above.	
Title	Enter the name of the program.
Description	Describe the program in four to eight sentences. Be sure to include: • The type of funding the program provides (e.g. grant or loan). • The kind of organization or institution that receives the funding (e.g. health facility). • The specific capital activities that grantees can use the funds for (e.g. construction). • The kind of services that recipients of the funding provide (e.g. mental health services). • An indication of any cost-sharing criteria and any funding guidelines. • A statement that describes any outcomes of the service provided. An "outcome" describes the desired improvement in the condition or situation of the individuals who use the services provided by the funding recipients (e.g. enhance access to health care). • A statement indicating the number of grantee projects being requested in the upcoming fiscal year. When appropriate, the grantees should be grouped by type of services provided. • A statement of statutory guidelines and enabling legislation, if appropriate.
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	**No data entry required.** CBIS populates this field automatically.
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.

Grant and Loan Programs
Main Information Screen (Continued)

Governor's Priority	Select the Governor's priority from the drop-down menu. 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 program should be prioritized.
Contact Info.	Select the appropriate contact from the drop-down menu. If the correct information is not available, insert the name, address, and telephone number of the person who should be contacted to answer any questions from the review agencies.
Click "Save." For the save command to function, at minimum, you must complete the "Title" and "Agency" fields. When this information is complete, the "Main Information" screen will appear, after you click "Save." It will display all of the information that you entered. To move to another menu, click the appropriate heading on the dark-yellow toolbar.	

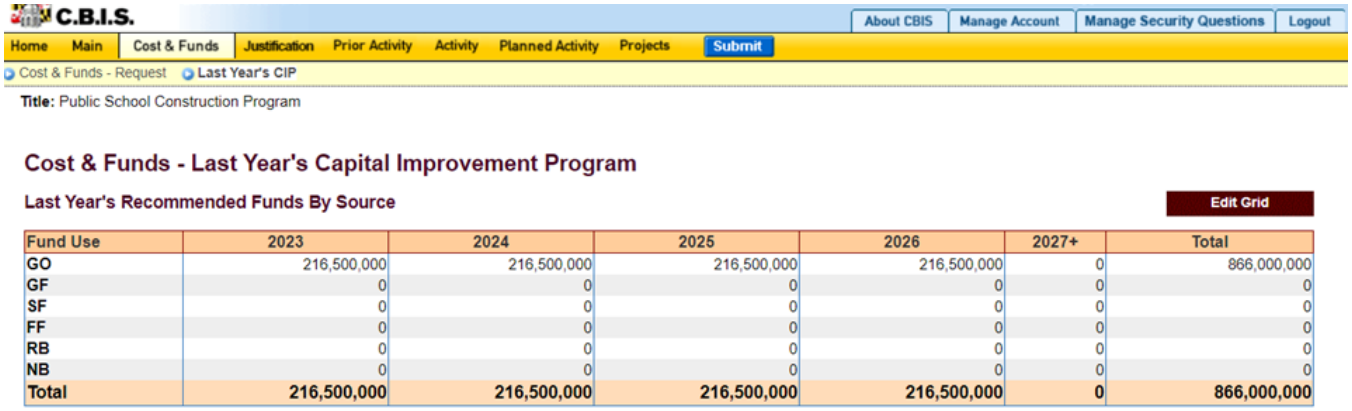
Grant and Loan Programs
Cost & Funds - Request Screen



Fund Use	2022	2023	2024	2025	2026	2027+	Total
GO	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	0	5,000,000
GF	0	0	0	0	0	0	0
SF	0	0	0	0	0	0	0
FF	0	0	0	0	0	0	0
RB	0	0	0	0	0	0	0
NB	0	0	0	0	0	0	0
Total	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	0	5,000,000

Click "Cost & Funds" on the dark-yellow toolbar.	
Requested Funds By Source	Click the "Edit Grid" button above the "Requested Funds by Source" table. Enter the requested amount of funding for each fiscal year, broken down by fund source, in the appropriate cell. Click "Save" and review the information you entered. CBIS will calculate the row and column totals automatically. Round dollar amounts to the nearest $1,000 and do not include commas or decimals.
CIP Difference	Click the "Edit" button to update the "CIP Difference" section. Compare the amount of program funding that was planned in the Governor's previous CIP to the amount requested for the upcoming budget year. Begin the text with, "FY20__ 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 previous CIP did not include funding for the program, state "FY 20__ Planned: $0." Add one to two sentences to explain why your agency is requesting program funding. Click "Save," and the "Cost & Funds - Request" view screen will appear. To examine the material entered in the above text box, click "Cost & Funds—Request" on the light-yellow toolbar.

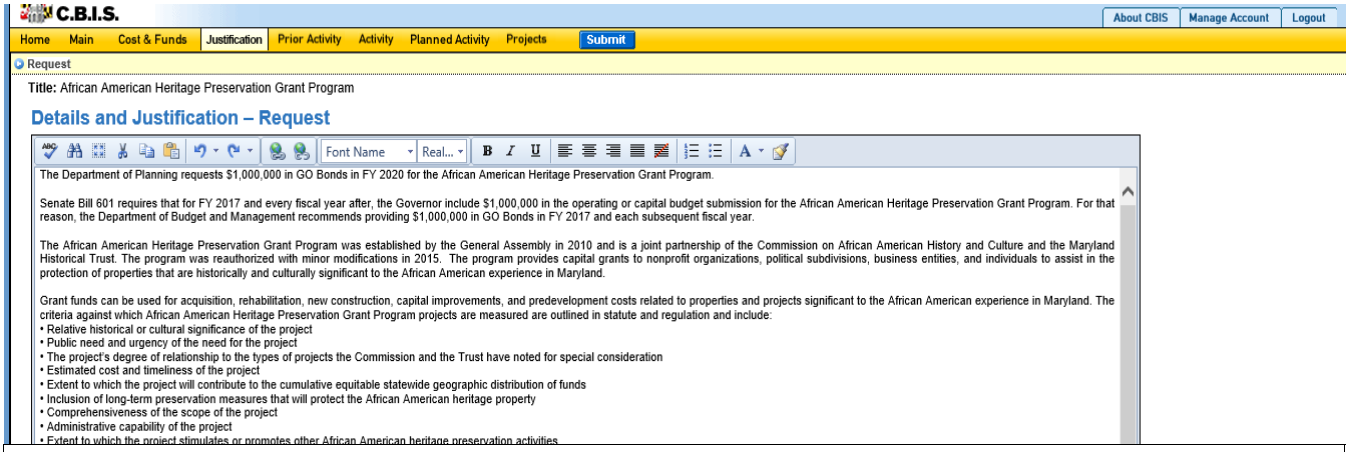
Grant and Loan Programs
Cost & Funds - Last Year's CIP Screen



Fund Use	2023	2024	2025	2026	2027+	Total
GO	216,500,000	216,500,000	216,500,000	216,500,000	0	866,000,000
GF	0	0	0	0	0	0
SF	0	0	0	0	0	0
FF	0	0	0	0	0	0
RB	0	0	0	0	0	0
NB	0	0	0	0	0	0
Total	**216,500,000**	**216,500,000**	**216,500,000**	**216,500,000**	**0**	**866,000,000**

Click "Cost & Funds - Last Year's CIP" on the light-yellow toolbar to get to the "Cost & Funds - Last Year's Capital Improvement Program" screen.	
Cost & Funds - Last Year's Recommended Funds By Source	**No data entry required.** CBIS rolls this information over from the previous year. Review the information to make sure it is correct. If you need to make any changes, click "Edit Grid" and enter fund sources for each fiscal year. 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.

Grant and Loan Programs
Justification—Request



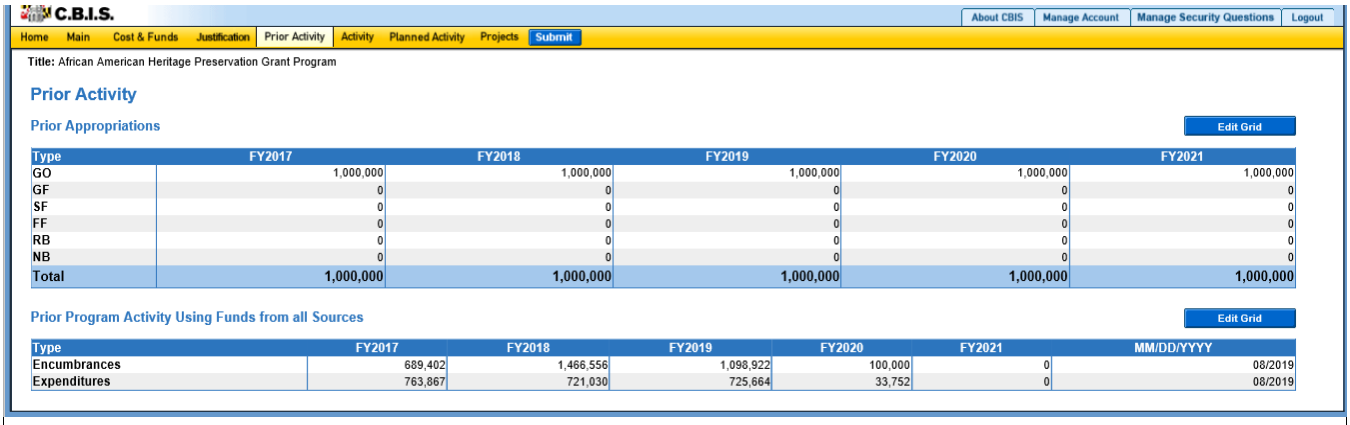
Click "Justification" on the dark-yellow toolbar to get to the "Details and Justification—Request" screen.

Details and Justification—Request	Address the need for this program and the value of the program to your agency and the State. Provide outcome data and data that measures the amount of services that the program produces. Outcome data: refers to the benefit that will be gained from the expenditure of capital funds. Provide an outcome measure that indicates the current achievement of the program and the outcome target value that the program will achieve. For example, "The rate of individuals who are drug free after receiving treatment will increase from 16 percent to 25 percent." Explain why the selected measure has been chosen as an outcome measure. If the target value has not been achieved, explain possible reasons. For example, reluctance of intended beneficiaries of the program to come forward, management difficulties, or constraints of federal/State law. Service delivery: the following three measures should be provided: 1. The current service volume the program provides; 2. The increase in the service volume expected from the funding requested; and 3. The total service volume which still remains to be met after the funding request. Service volume can be measured in a variety of ways, such as numbers of individuals served, number of acres acquired, and linear feet of stream bank cleared. An example using a substance abuse program is: 1. 1,600 individuals are currently served; 2. Requested funding will result in service for 250 more individuals; and 3. 1,500 individuals remain to be served. Then, discuss the gap between services provided and the services needed, and the agency's plans for addressing this gap.

Grant and Loan Programs
Justification—Request Screen (Continued)

Details and Justification—Request (Continued)	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. Click "Save." If you need to make any changes, update the text box directly. Click "Save" to keep the changes/additions or "Cancel" to keep the original comments. Note: If you cut and paste from a Word document, you will lose all formatting and tables. You can add formatting after you copy and paste the text into CBIS.
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. Then, click "Upload." After you upload your document, click "Save." To download a document you have uploaded to CBIS, click the "Download" link on the right side of the screen. You may delete a document you have uploaded by clicking the "Delete" link. Uploaded documents must be in Excel or PDF format. You may upload signed agency request letters, backup documentation, cash flows, and fund summaries; however you ***may not*** upload documents in lieu of providing supporting comments.

Grant and Loan Programs
Prior Activity Screen



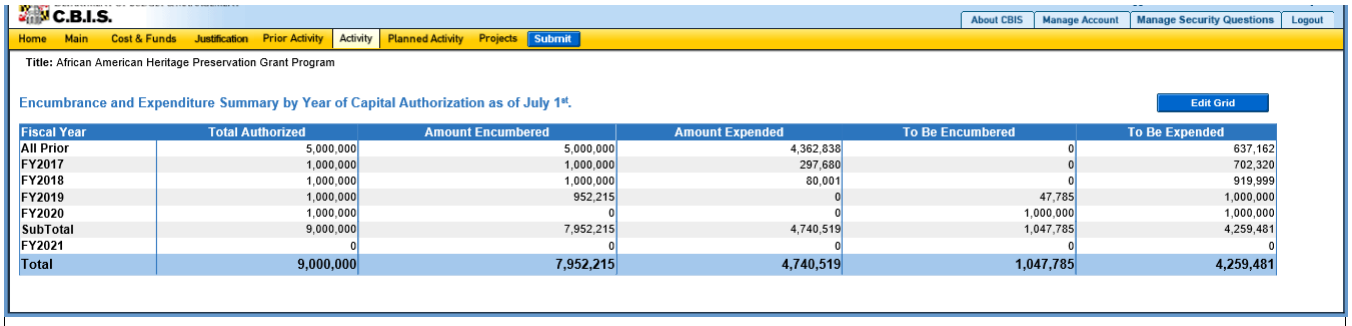
Type	FY2017	FY2018	FY2019	FY2020	FY2021
GO	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000
GF	0	0	0	0	0
SF	0	0	0	0	0
FF	0	0	0	0	0
RB	0	0	0	0	0
NB	0	0	0	0	0
Total	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000

Type	FY2017	FY2018	FY2019	FY2020	FY2021	MM/DD/YYYY
Encumbrances	689,402	1,466,556	1,098,922	100,000	0	08/2019
Expenditures	763,867	721,030	725,664	33,752	0	08/2019

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

Prior Appropriations	**No data entry required.** CBIS will roll over this information from last year. If you need to make any changes, click the "Edit Grid" button for the "Prior Appropriations" table and enter the amount of funding by type (ex. General Obligation bond (GO), General Fund (GF), Special Fund (SF)). Click "Save" and review the information you entered. CBIS will calculate the new row and column totals automatically.
Prior Program Activity	Click "Edit Grid" for the "Prior Program Activity Using Funds from all Sources" table. 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. Do not include commas or decimals. An "encumbrance" is defined as a "legal commitment of funds supported by BPW approved contracts or signed purchase orders." For funds to be considered encumbered there must be an approved BPW contract, a signed purchase order, or evidence of a legal obligation. 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.

Grant and Loan Programs
Encumbrance and Expenditure Summary Screen

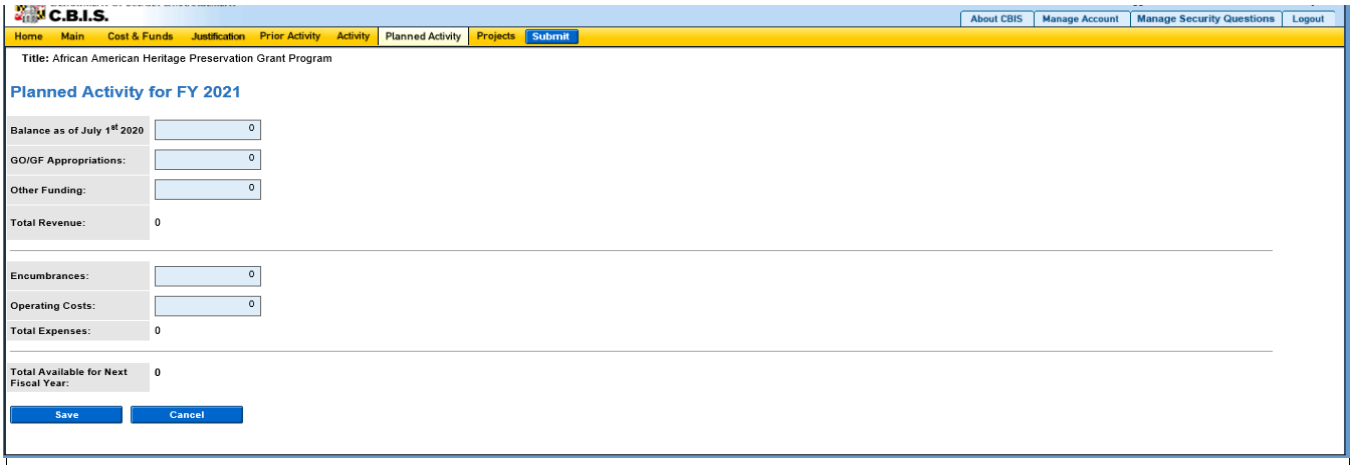


Fiscal Year	Total Authorized	Amount Encumbered	Amount Expended	To Be Encumbered	To Be Expended
All Prior	5,000,000	5,000,000	4,362,838	0	637,162
FY2017	1,000,000	1,000,000	297,680	0	702,320
FY2018	1,000,000	1,000,000	80,001	0	919,999
FY2019	1,000,000	952,215	0	47,785	1,000,000
FY2020	1,000,000	0	0	1,000,000	1,000,000
SubTotal	9,000,000	7,952,215	4,740,519	1,047,785	4,259,481
FY2021	0	0	0	0	0
Total	9,000,000	7,952,215	4,740,519	1,047,785	4,259,481

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

Encumbrance and Expenditure Summary	Click "Edit Grid" for "Encumbrance and Expenditure Summary by Year of Capital Authorization as of July 1st." An input screen will appear with fields for entering encumbrance/expenditure data. Do not include commas or decimals. **Note:** This section is for ***grant*** programs only. Do ***not*** complete this section for loan or guarantee programs. This table asks for information about prior authorizations and your ability to encumber and expend funds from these authorizations. This table refers only to General Obligation Bond or PAYGO funding (General, Special, Federal Funds.) "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. "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" for each fiscal year should be the same as the totals for each fiscal year on the "Prior Appropriations" chart in the "Prior Activity" screen. The "Amount Encumbered" and the "To Be Encumbered" amount should equal the "Total Authorized" in each fiscal year. The "Amount Expended" and the "To Be Expended" amount should equal the "Total Authorized" in each fiscal year. Click "Save" and review the information you entered. CBIS will calculate the "To Be Encumbered" and "To Be Expended" columns and the "Totals" rows.

Grant and Loan Programs
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 "Activity" screen. 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). "Total Revenue" will then calculate automatically.
Encumbrances	Enter the program's total anticipated encumbrances for the current fiscal year. If a "Part II" summary of "Projects - Current Year Planned Activity" is being submitted, this amount should be the same as the "Total Amount" shown in the "Current FY Amount" column.
Costs	If there are anticipated operating expenses and indirect charges that are authorized by law, enter this amount. "Total Expenses" and the "Total Available for Next Fiscal Year" will calculate automatically after you click "Save." Click "Save," and the "Projects - Requested" screen will appear. To view the material that you just entered, click the "Planned Activity" menu.

Grant and Loan Programs
Projects - Current Year Planned Activity Screen (Part II)

C.B.I.S.

About CBIS | Manage Account | Manage Security Questions | Logout

Home | Main | Cost & Funds | Justification | Prior Activity | Activity | Planned Activity | Projects | Submit

Projects - Current Year Planned Activity | Projects - Requested

Program Title: Supplemental Capital Grant Program

Summary of Proposed Use of Available Funds for Current Fiscal Year (Part II)
Projects proposed for FY 2022

Add New

Subdivision	District	Title	Est. Cost	Prior	Phase	FY 2022 Planned	Phase	Future Req.	Phase	States Share %			Sub-Agency Priority
Frederick	3B	Urbana Elementary School	47,216,000	15,367,877	C	3,073,000	C	28,775,123	C	100.0	Delete	View	1
Anne Arundel	32	North County High School	36,791,000	0		6,974,000	C	29,817,000	C	100.0	Delete	View	1
Frederick	4	Brunswick Elementary School	48,101,000	0		500,000	C	47,601,000	C	100.0	Delete	View	1
Howard	13	Talbott Springs Elementary School	43,467,000	5,698,104	C	4,852,000	C	32,916,896	C	100.0	Delete	View	1
Montgomery	19	Colonel E. Brooke Lee Middle School	62,864,000	0		1,577,762	C	61,286,238	C	100.0	Delete	View	1
Montgomery	17	Gaithersburg Cluster Elementary School #8	39,000,000	0		8,725,000	C	30,275,000	C	100.0	Delete	View	1
Montgomery	19	John F. Kennedy High School	26,578,000	0		3,257,238	C	23,320,762	C	100.0	Delete	View	1
Prince George's	27A	William Schmidt Outdoor Educational Center	48,525,000	8,498,000	C	6,241,818	C	33,785,182	C	100.0	Delete	View	1
Statewide	99	Cash Flow Adjustment	-5,200,818	0		-5,200,818	O	0		100.0	Delete	View	1
Totals			**347,341,182**	**29,563,981**		**30,000,000**		**287,777,201**					

Total Funds Planned to be Encumbered in FY 2022: **30,000,000**

Click "Projects" on the dark yellow tool bar, 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 authorized projects which have been, or are expected to be, encumbered during the current fiscal year. Update the list to reflect the following:

1. To remove a project, click "Delete" next to the project of concern. You may need to remove a project for reasons including legislative cuts, cancellation, delays in project schedules, or de-authorization.
2. To add a project, click "Add New." You may need to add projects due to legislative authorizations.
3. To review a project, click "View." Verify that the information for all projects remaining on the list is complete and accurate.

Information about the use of "Delete," "Copy," "View," and "Add New" is described below.

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.

Grant and Loan Programs
Projects - Current Year Planned Activity Screen (Part II) (Continued)

Projects proposed for FY 20__ (Continued)	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 II A will be copied onto a Part IIIA Form, so you will not need to manually reenter information. However, you may need to update information regarding the cost and schedule. 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 toolbar (already highlighted), then click "Projects - Current Year Planned Activity" on the light-yellow toolbar 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, add these new projects to the database by completing the screens that follow after clicking "Add New."

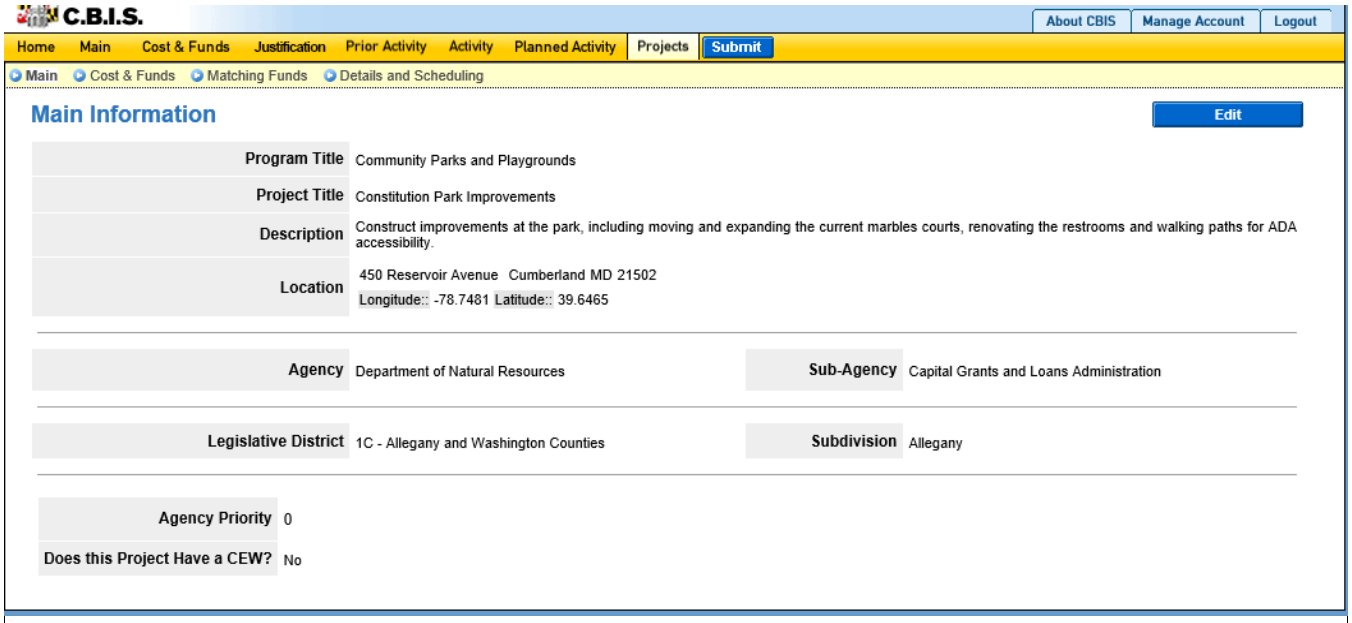
CBIS updates the "Projects - Current Year Planned Activity" summary page (Part II) as you enter projects. All fields are populated from data entered for individual projects. CBIS also calculates the totals for "Est. Cost," "Prior," "FY 20__ Planned," and "Future Req." that appear on the summary page.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

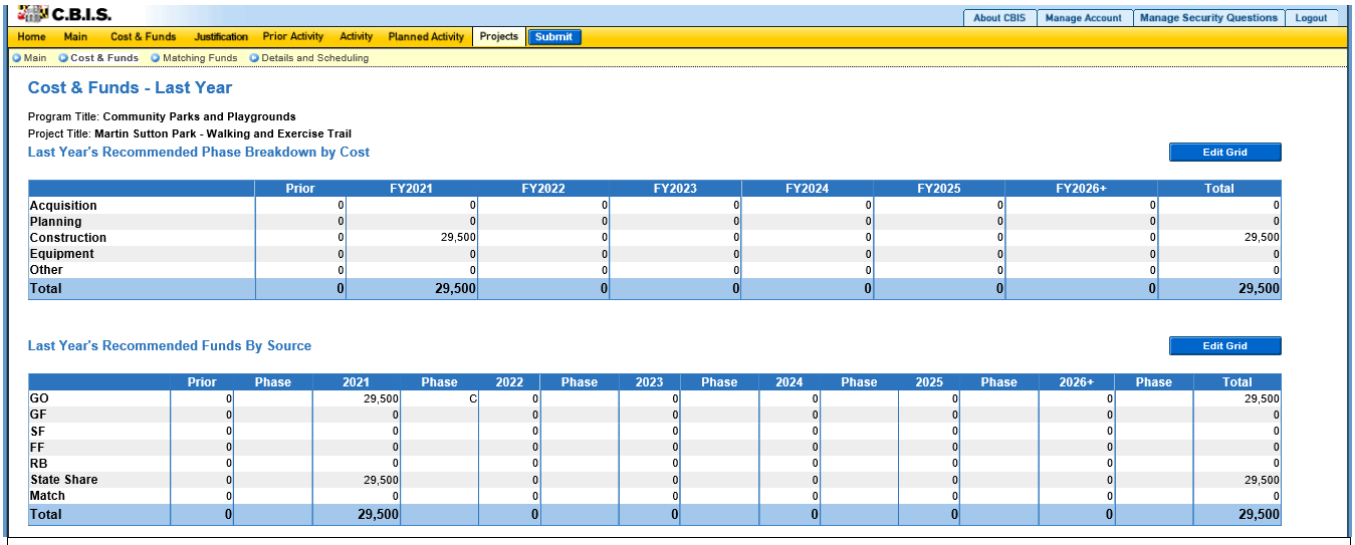
If the "FY 20__ Planned" column total is more than the "Encumbrances" amount, and the "Total Available for Next Fiscal Year" (Planned Activity screen) is "0," then enter a cash flow adjustment factor. To do this follow the instructions in the paragraph above except title the project "Cash Flow Adjustment"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

Grant and Loan Programs
Projects - Current Year Planned Activity (Part IIA) Main Information Screen



Click "Edit" on the "Main Information" screen shown above.	
Project Title	Enter, or change, the name of the project.
Description	This information should roll over from your prior request. If this is a new project or it is blank, 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	There is no 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?	You do not need to fill in a Cost Estimate Worksheet for a project that has already been funded. Click "No."
Is this a Neighborhood Revitalization Project?	Click on the appropriate circle. A Neighborhood Revitalization Project is a project in a neighborhood designated as a priority funding area where State and local governments want to target their efforts to encourage and support development and new growth. Examples include the Canal Place Redevelopment, Salisbury Regional Claims Center, or Preston Streetscape Improvements. Click "Save" 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. Click "Cancel" to keep the information previously entered.

Grant and Loan Programs
Projects - Current Year Planned Activity Cost & Funds Screen (Part IIA)



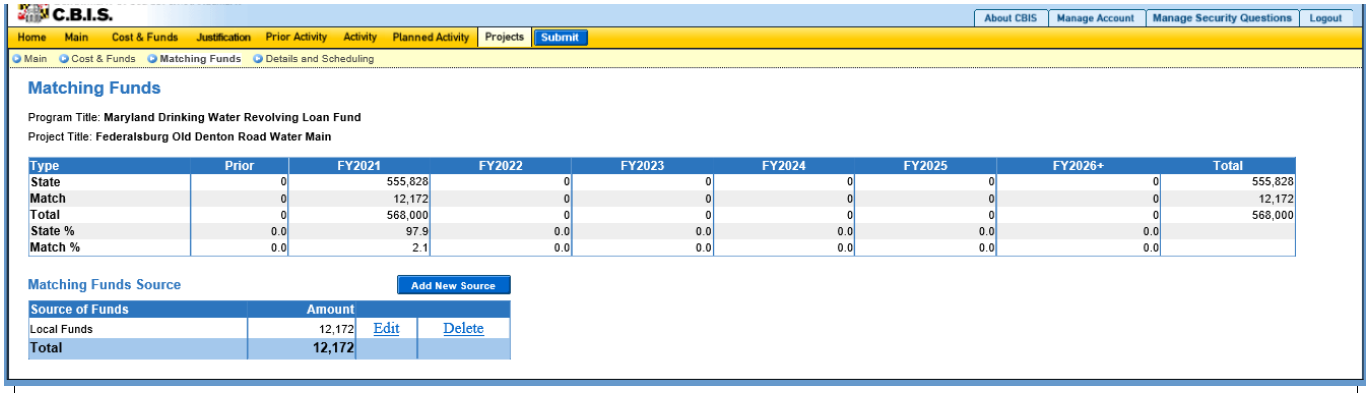
	Prior	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026+	Total
Acquisition	0	0	0	0	0	0	0	0
Planning	0	0	0	0	0	0	0	0
Construction	0	29,500	0	0	0	0	0	29,500
Equipment	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
Total	**0**	**29,500**	**0**	**0**	**0**	**0**	**0**	**29,500**

	Prior	Phase	2021	Phase	2022	Phase	2023	Phase	2024	Phase	2025	Phase	2026+	Phase	Total
GO	0		29,500	C	0		0		0		0		0		29,500
GF	0		0		0		0		0		0		0		0
SF	0		0		0		0		0		0		0		0
FF	0		0		0		0		0		0		0		0
RB	0		0		0		0		0		0		0		0
State Share	0		29,500		0		0		0		0		0		29,500
Match	0		0		0		0		0		0		0		0
Total	**0**		**29,500**		**0**		**0**		**0**		**0**		**0**		**29,500**

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, 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.

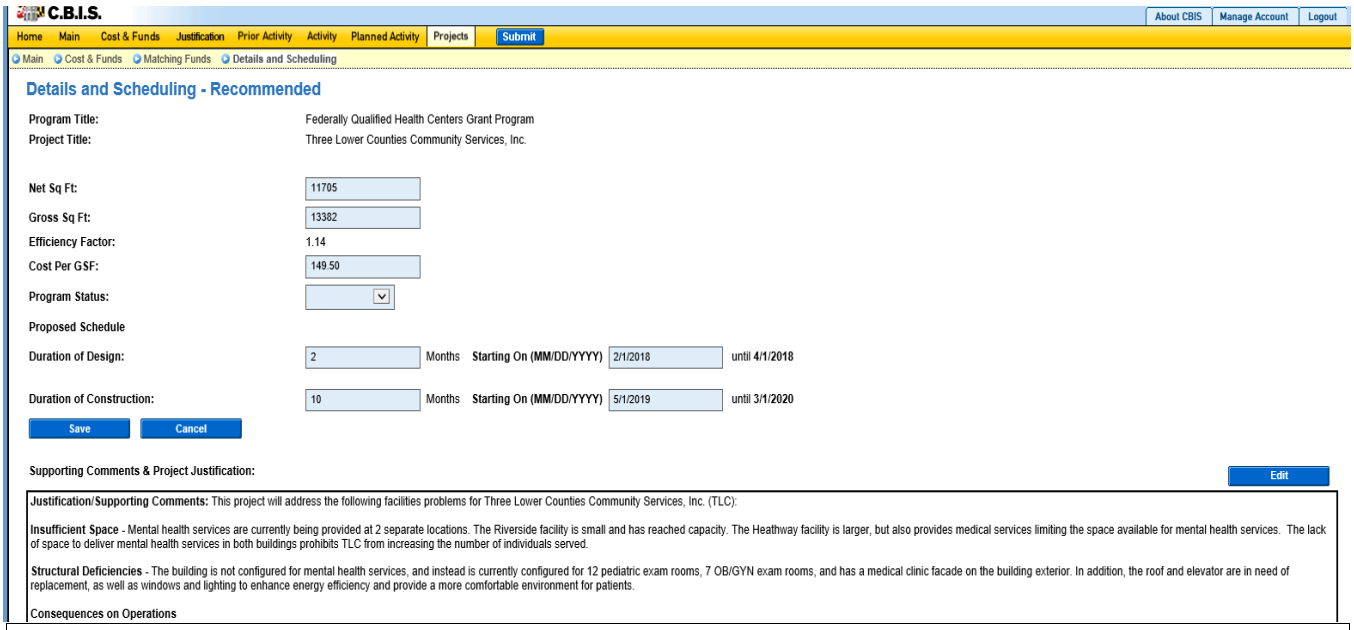
Grant and Loan Programs
Projects - Current Year Planned Activity Matching Funds Screen (Part IIA)



Click "Matching Funds" on the light-yellow toolbar.	
Matching Funds	The "Matching Funds" table will be populated by CBIS based on information you entered in prior screens.
Matching Funds Source	You can enter matching funds information by inputting new data or editing existing data. Round dollar amounts to the nearest $1,000 and do not include commas or decimals. To enter new data, click "Add New Source" on the "Matching Funds" screen. Enter the new data in the Source of Funds and Amount fields and click "Update." Review the information you entered. Note: Repeat this process to enter each new fund source. To edit data already in the Matching Funds Source table, click "Edit" (or Delete if appropriate) on the appropriate line in the "Matching Funds Source" table. Enter the changes in the "Source of Funds" and/or "Amount" fields and click "Update." Review the changes you made. Repeat this process for each fund source entry as necessary. CBIS will total the fund sources you have entered. Note: When all matching funds sources have been entered, the "Match" type of funds in the "Matching Funds" table should equal the "Total" in the "Matching Funds Source" table.

Grant and Loan Programs

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



"Projects" should be highlighted on the dark-yellow toolbar. Click "Details and Scheduling" on the light-yellow toolbar. Do not include commas or decimals.	
Net Sq. Ft.	Enter the net square feet for the total project.
Gross Sq. Ft.	Enter the gross square feet for the total project.
Efficiency Factor	Click "Save," and CBIS will calculate this field based on Net and Gross Sq. Ft. 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	Facility programs are required for certain grant programs. From the drop-down menu select the appropriate response.
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).

Grant and Loan Programs
Projects - Current Year Planned Activity Details and Scheduling Screen (Part IIA) (Continued)

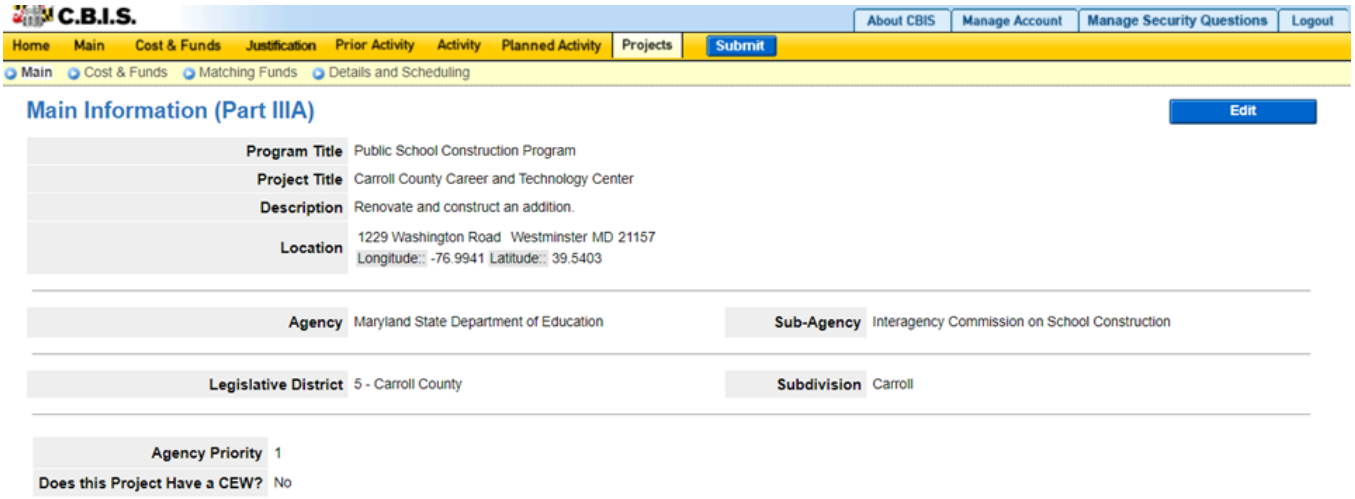
Supporting Comments & Project Justification	OPTIONAL. Provide a brief summary of the facility problem, how the problem has interfered with the delivery of services, how this project will solve the problem, and the outcomes expected. Click "Save" and review the information you entered. If the design and construction data was entered, CBIS will calculate the end dates for design and construction.
Uploading Documents to CBIS	OPTIONAL. If you wish 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 changes you made to the supporting comments section . To download a document you have uploaded to CBIS, clicking the "Download" button on the right side of the screen. To delete a document you have uploaded, clicking the "Delete" 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.

Grant and Loan Programs
Projects - Requested Screen (Part III)

Priority	Subdivision	District	Title	Est. Cost	Prior	Phase	FY 2023 Req.	Phase	Future Req.	Phase	States Share %			Sub-Agency Priority
1	Frederick	3B	Urbana Elementary School	37,215,877	18,440,877	C	18,775,000	C	0		100.0	Delete	View	1
2	Anne Arundel	32	North County High School	11,974,000	6,974,000		5,000,000	C	0		100.0	Delete	View	1
3	Frederick	4	Brunswick Elementary School	11,100,000	500,000		10,600,000	C	0		100.0	Delete	View	1
4	Howard	13	Talbott Springs Elementary School	14,465,104	10,550,104	C	3,915,000	C	0		100.0	Delete	View	1
5	Statewide	99	Contingency	1,710,000	0		1,710,000	O	0		100.0	Delete	View	1
	Totals			**76,464,981**	**36,464,981**		**40,000,000**		**0**					

Click "Projects" on the dark-yellow toolbar. "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. Click "View" to see details of a project in the same tab or click "New Tab" to view in a separate tab.	
Projects Included in FY 20__ Request	Information in this screen should roll over from last year's recommendations. This list includes all recommended projects in the last fiscal year. Update the list to reflect the following: 1. Removal of projects from the list because prior year funding comprised all the funding that will be requested for the project. To remove a project, click Delete next to the project of concern. **CAUTION:** Once the "Delete" button is clicked, the project is deleted and cannot be retrieved. Using the Internet Back button to undelete will prompt an error in CBIS and take you to the log in screen. 2. Addition of new projects being requested for the first time. To add a project, click "Add New." 3. Verification that the information for all projects on the list is complete and accurate. To review information, click "View" and an "Edit" screen will appear. Once a project is added, you can "View" and "Delete." These commands will appear to the right of the project title. Click "View" to access to the sub-menus for each project.
Total Funds Requested in FY 20__ : _____	"Total Funds Requested in FY 20__:" indicates how much funding is being requested in the current year. This field pulls the amount entered in the program-level "Cost & Funds - Request" screen (located in the dark-yellow toolbar). Use this function to verify that the sum of the funding requested for each project equals what was requested for that year in the "Cost & Funds - Request" screen.

Grant and Loan Programs
Projects - Requested Main Screen (Part IIIA)

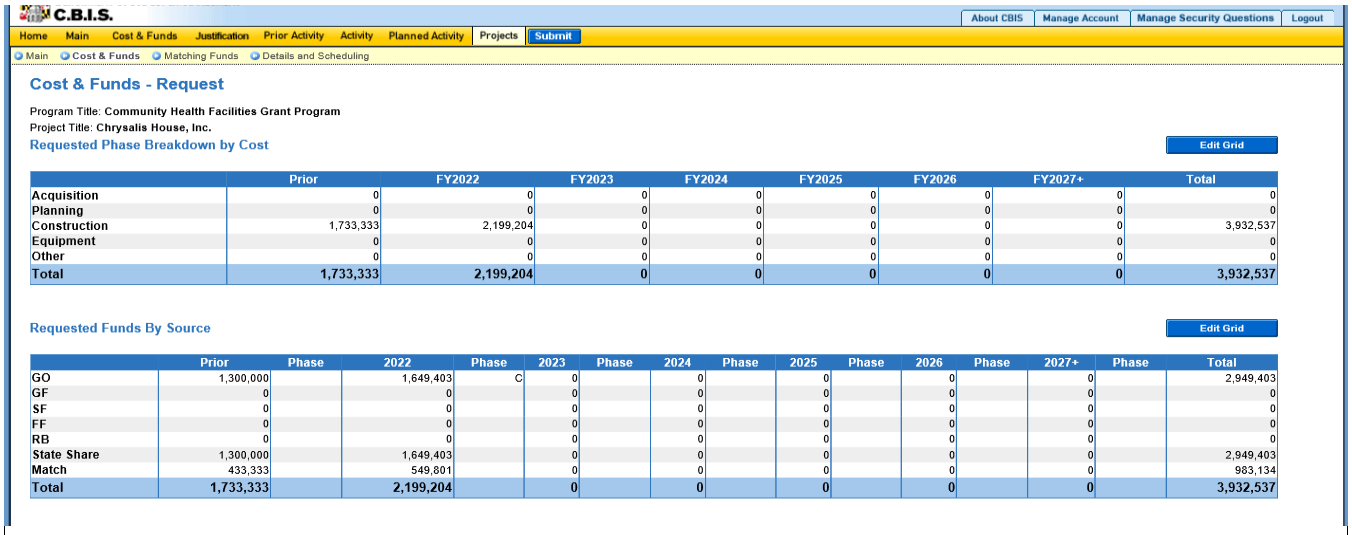


To create a new project, click "Add New." To view or edit an existing project, click "View." Click "Edit" on the "Main Information" screen shown above. To view the next or previous project, click "Next" or "Back".	
Project Title	Enter the name of the project.
Description	This section should be one paragraph and four to eight sentences long. Describe the project. The first sentence should 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 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, include a generalized statement of the rationale, which will provide the justification for the project.
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 will populate this field.
Sub-Agency	**No data entry required.** CBIS will populate this field.
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.

Grant and Loan Programs
Projects - Requested Main Screen (Part IIIA) (Continued)

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 124.
Does This Project Have a CEW?	Indicate if a Cost Estimate Worksheet is available for this project by clicking on "Yes" or "No." If you click "Yes," a "CEW" option will appear on the light-yellow 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.	

Grant and Loan Programs
Projects - Requested Cost & Funds Screen (Part IIIA)



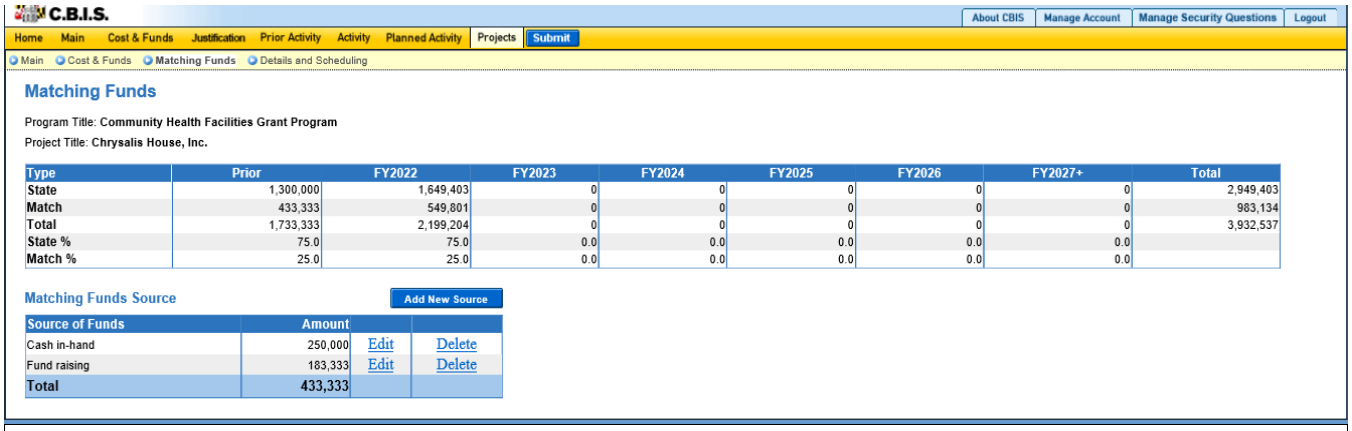
	Prior	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027+	Total
Acquisition	0	0	0	0	0	0	0	0
Planning	0	0	0	0	0	0	0	0
Construction	1,733,333	2,199,204	0	0	0	0	0	3,932,537
Equipment	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
Total	1,733,333	2,199,204	0	0	0	0	0	3,932,537

	Prior	Phase	2022	Phase	2023	Phase	2024	Phase	2025	Phase	2026	Phase	2027+	Phase	Total
GO	1,300,000		1,649,403	C	0		0		0		0		0		2,949,403
GF	0		0		0		0		0		0		0		0
SF	0		0		0		0		0		0		0		0
FF	0		0		0		0		0		0		0		0
RB	0		0		0		0		0		0		0		0
State Share	1,300,000		1,649,403		0		0		0		0		0		2,949,403
Match	433,333		549,801		0		0		0		0		0		983,134
Total	1,733,333		2,199,204		0		0		0		0		0		3,932,537

Click on "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 totals <u>and</u> populate the "Match" and "Total" rows of the "Last Year's Recommended Funds By Source" table.
Requested Funds By Source	Click "Edit Grid." In the "Prior" column, enter the type of program funds previously allocated for this project. In the fiscal year columns, enter the program funds being requested, 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. Click "Save" and review the information you entered. CBIS will calculate the row and column "Total," "State Share," and "Match" amounts. The "Match" is the total project cost minus the combination of program funds (State Share) throughout the life of the project as represented in the "Cost & Funds" screen prior and fiscal year columns. The column totals in each table must match.

Grant and Loan Programs
Projects - Requested Matching Funds Screen (Part IIIA)



Type	Prior	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027+	Total
State	1,300,000	1,649,403	0	0	0	0	0	2,949,403
Match	433,333	549,801	0	0	0	0	0	983,134
Total	1,733,333	2,199,204	0	0	0	0	0	3,932,537
State %	75.0	75.0	0.0	0.0	0.0	0.0	0.0	
Match %	25.0	25.0	0.0	0.0	0.0	0.0	0.0	

Source of Funds	Amount		
Cash in-hand	250,000	Edit	Delete
Fund raising	183,333	Edit	Delete
Total	433,333		

Click "Matching Funds" on the light-yellow toolbar.	
Matching Funds Type	The "Matching Funds" table populates based on information you entered in prior screens.
Matching Funds Source	You can enter matching funds data by inputting new data or editing existing data. Do not include commas or decimals. To enter new data, click "Add New Source" on the "Matching Funds" screen. Enter the new data in the "Source of Funds" and "Amount" fields and click "Update." Review the information you entered. Repeat this process to enter each new fund source. To edit data already in the "Matching Funds Source" table, click "Edit" (or "Delete" if appropriate) on the appropriate line in the Matching Funds Source table. Enter the changes in the "Source of Funds" and/or "Amount" fields, and click "Update." Review the changes you made. Repeat this process for each fund source entry as necessary. CBIS will total the fund sources you have entered. Note: When all matching funds sources have been entered, the "Match" type of funds in the "Matching Funds" table should equal the "Total" in the "Matching Funds Source" table.

Grant and Loan Programs
Projects - Requested Details and Scheduling Screen (Part IIIA)

C.B.I.S.

About CBIS | Manage Account | Logout

Home | Main | Cost & Funds | Justification | Prior Activity | Activity | Planned Activity | Projects | Submit

Main | Cost & Funds | Matching Funds | Details and Scheduling

Details And Scheduling - Requested

Program Title: Federally Qualified Health Centers Grant Program
Project Title: Baltimore Medical System, Inc.

Proposed Net Square Feet — Add New Area

Area Name	Square Feet

Net Sq Ft: 3200
Gross Sq Ft: 4310
Efficiency Factor: 1.35
Cost Per GSF: 270.56
Program Status:

Proposed Schedule

Duration of Design: 5 Months **Starting On (MM/DD/YYYY)** 7/1/2019 until **12/1/2019**

Duration of Construction: 9 Months **Starting On (MM/DD/YYYY)** 7/1/2020 until **4/1/2021**

Save | Cancel

Supporting Comments & Project Justification: Edit

The Department of Health requests $86,769 for Baltimore Medical System, Inc.

Facility Problem(s)- lack of dental care in the community - More than 42,000 adults visited the emergency room for chronic dental conditions in 2016. Many Maryland residents lack access to oral health care and experience preventable oral disease. Access to oral health care remains a serious issue for low-income children and adults.

Analysis of Service Problem
Baltimore Medical System, Inc. (BMS) does not currently provide oral health care services and refers patients to community partners/specialists for dental care. A BMS Health Needs Assessment (March, 2016) noted patients were requesting BMS to include oral health care services in their centers.

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	Facility programs are required for certain grant programs. Select the appropriate status from the drop-down menu.
Design Period (Months)	Enter the duration of design in months.
Design Period (Starting On)	Enter the actual or anticipated date design begins (MM/DD/YYYY). Click Save, and CBIS will calculate the design completion date.
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). Click "Save," and CBIS will calculate the construction completion date.

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

Grant and Loan Programs
Projects - Requested Details and Scheduling Screen (Part IIIA) (Continued)

Supporting Comments & Project Justification	To edit the "Supporting Comments & Project Justification", click the "Edit" button. Expand on the information included in the project description. Describe and justify the project in sufficient detail to indicate clearly 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. Be sure to provide quantitative data, when possible and where appropriate, to support the project justification, such as the number of clients who need to be served, are currently being served, and will be served upon completion of the project. Also, indicate if there are any secondary objectives, or if the scope of the problem goes beyond what has been indicated above. 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. 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).** 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.* • 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 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.* **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? 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.

Grant and Loan Programs
Projects - Requested Details and Scheduling Screen (Part IIIA) (Continued)

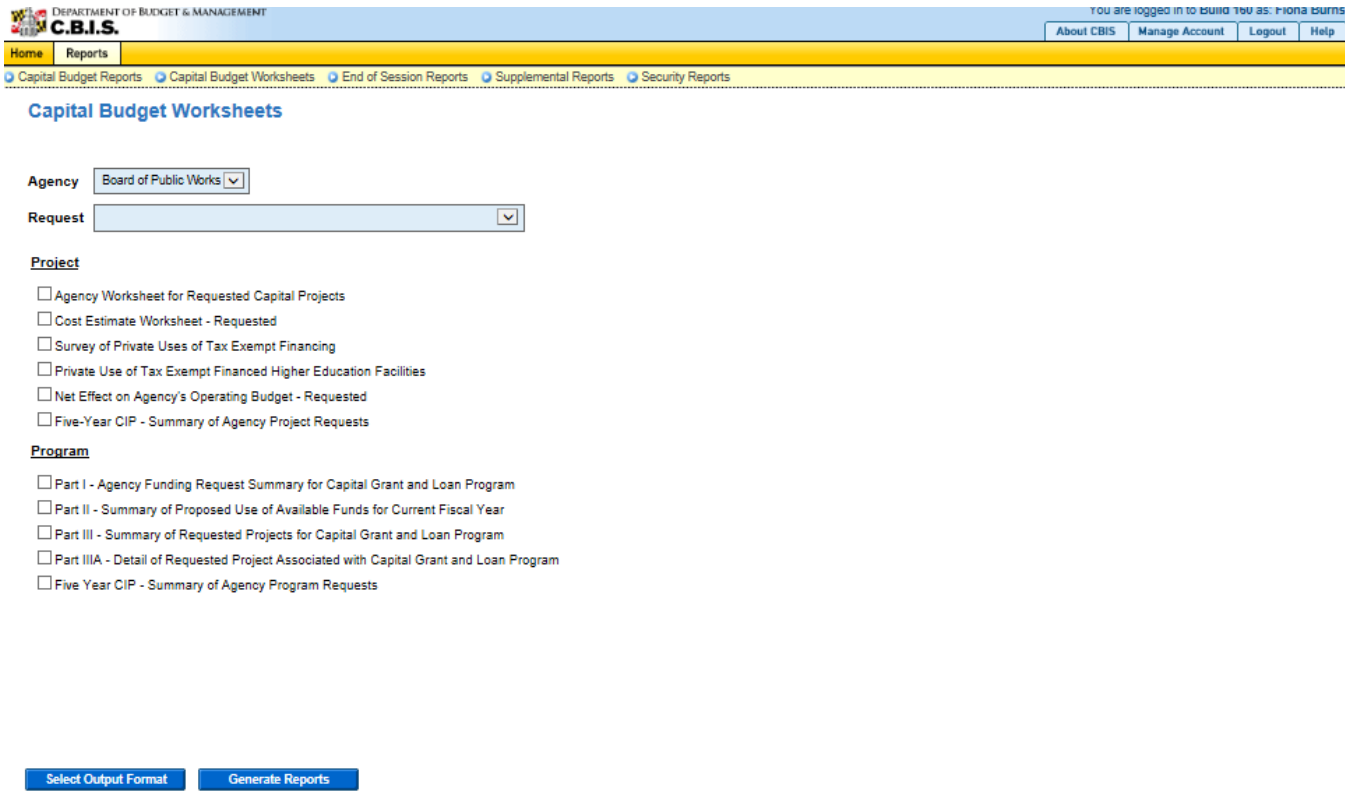
Supporting Comments & Project Justification (Continued)	**Outcomes.** Discuss the outcomes that are expected to occur as a result of an effectively delivered service. An outcome means the desired improvement in the condition or situation of the customers that arises from use of a State agency's services. 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." 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.
When finished with the "Details and Scheduling" screen, return to the "Projects - Requested" screen and continue entering projects. There is no need to complete the "Operating Impact" screen for projects funded through a grant or loan program.	

Grant and Loan Programs
Projects - Requested Screen (Part III)

Priority	Subdivision	District	Title	Est. Cost	Prior	Phase	FY 2023 Req.	Phase	Future Req.	Phase	States Share %			Sub-Agency Priority
1	Frederick	3B	Urbana Elementary School	37,215,877	18,440,877	C	18,775,000	C	0		100.0	Delete	View	1
2	Anne Arundel	32	North County High School	11,974,000	6,974,000		5,000,000	C	0		100.0	Delete	View	1
3	Frederick	4	Brunswick Elementary School	11,100,000	500,000		10,600,000	C	0		100.0	Delete	View	1
4	Howard	13	Talbott Springs Elementary School	14,465,104	10,550,104	C	3,915,000	C	0		100.0	Delete	View	1
5	Statewide	99	Contingency	1,710,000	0		1,710,000		0		100.0	Delete	View	1
	Totals			**76,464,981**	**36,464,981**		**40,000,000**		**0**					

Click "Projects" on the dark-yellow toolbar and "Projects - Requested" on the sub-menu.	
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. In order to change information entered, click View on the particular project of concern. After making 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 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, a New Project entitled "Contingency" or "Unallocated" or should be entered. Insert "Statewide" for "Legislative District" and "Subdivision" in the "Main Information" screen. In the Project's "Cost and Funds - Request" screen, enter the dollar amount as "Other" in the "Requested Phase Breakdown by Cost" table and in the appropriate fund source of the "Requested Funds by Source" table, leaving the phase code blank. The 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 into the "Projects - Requested" screen, the projects must be prioritized from highest priority to lowest priority. On the "Projects - Requested" screen to the left of each project, you can enter the priority number of each project and save it by clicking the "Update" button. 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.

Grant and Loan Programs
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.

Grant and Loan Programs
How to Print Your Request

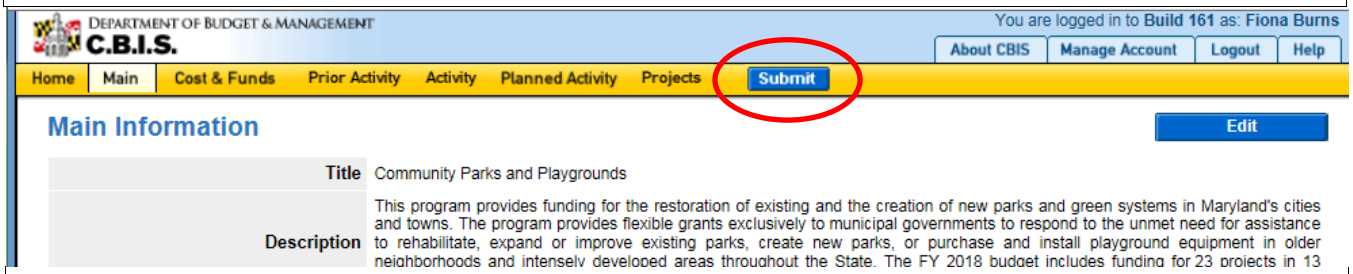
NOTE:

- 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 August 15th 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.