CBIS Manual:

Instructions for the Preparation and

Submission of

Capital Budget Requests



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DEPARTMENT OF BUDGET AND MANAGEMENT

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I. INTRODUCTION

This manual explains how agencies should prepare and submit the annual capital budget request and fiveyear Capital Improvement Program (CIP) requests to the Office of Capital Budgeting (OCB) of the Department of Budget and Management (DBM). Requests are submitted electronically through the Capital Budget Information System (CBIS).

Please call or email your assigned <u>capital budget analyst</u> if you need assistance completing your submission in CBIS or if you have questions after reading this manual.

Agency users can do the following in CBIS:

- 1. Create new budget requests for projects and programs.
- 2. Delete existing budget requests for projects and programs.
- 3. Enter and update all required information for a budget request.
- 4. Attach pertinent documents.
- 5. Submit budget request information to an agency manager for further review (in some agencies).
- 6. Submit the final budget requests electronically to OCB for review.

CBIS must be used for all requests for State capital funding. There are 2 types of funding requests:

- 1. State-owned
- 2. Non-State-owned

The type of information required depends on the type of request:

- 1. State-Owned Capital Funding Requests
 - a. Project A capital improvement such as acquisition of land, new building construction, building renovation, or utility improvement for a State agency. These terms are defined in <u>Section X: Appendices</u> Appendix A. Examples include: a new State police barrack, a State university building, a State hospital, or a State prison facility.
 - b. Program A capital funding allocation to a State agency that administers funds for a specific type of capital improvement needed by various State agencies. Examples are handicapped accessibility improvements, the construction contingency fund, or facilities renewal.
- 2. Non-State-Owned Capital Funding Requests
 - a. Project A capital improvement undertaken by a non-State entity, such as a local government or a non-profit organization, for a project that will have a beneficial statewide impact and that the Administration has agreed to support. Examples are a cultural attraction such as the aquarium, a community recreation center, a local redevelopment or revitalization project, or a regional health facility.
 - b. Program A capital funding allocation to a State agency that administers disbursements of funds to local governments, non-profit organizations, or the private sector for specific capital costs in projects that have a statewide significance. State assistance is usually provided in the form of matching grants, loans, or loan guarantees, generally for more than one project in

any given year. Examples are the Senior Center Capital Grant Program or the Community Legacy Program.

Please call your assigned budget analyst about questions concerning the funding categorization of a particular project or program.

This manual provides screen shots of the material that must be entered using CBIS. Instructions below the screen shots explain how to enter the information.

Not all of the required request forms are available in CBIS. Those that are not available in CBIS are noted in the following sections of this manual, and links are provided on the DBM website, or you will be referred to the relevant appendix. In addition to the CBIS submission, these supplemental request forms must be submitted by email by the deadlines, unless an alternate arrangement is agreed upon with your assigned OCB analyst. Please address your email to the Executive Director of the Office of Capital Budgeting, Assistant Director of OCB, and your OCB analyst.

To download forms from the DBM website, go to the <u>Forms and Templates</u> page.

Requests for capital improvements for State facilities are due on June 30^{th} of each year, and requests for improvements for non-State facilities are due on August 15^{th} of each year.

II. STATE-OWNED PROJECT AND PROGRAM REQUIREMENTS

A. PURPOSE

This section describes the documents required for submitting capital funding requests for Stateowned facilities.

The statutory requirement for State agencies to submit information to the Department of Budget and Management can be found in the State Finance and Procurement Article, Subsections 3-601 through 3-607 of the Annotated Code of Maryland.

B. TYPES OF STATE-OWNED REQUESTS

1. State-Owned Projects. For a capital improvement to encumber and expend an appropriation, it must be fully described and justified in a facility program that has been approved by the Office of Capital Budgeting of the Department of Budget and Management. See DBM's Facility Program Manual on DBM's website for facility program submission requirements.

The following State agencies should follow the instructions for the submission of documents for any State-owned projects to be requested in the capital budget and five-year CIP:

Department of Agriculture Baltimore City Community College Canal Place Preservation and Development Authority Maryland School for the Deaf Maryland Environmental Service Department of General Services Department of Health Historic St. Mary's City Commission Department of Housing and Community Development Department of Information Technology Iudiciary Department of Juvenile Services Department of Labor Maryland State Library Agency Military Department Morgan State University Department of Natural Resources Maryland Department of Planning Maryland Public Broadcasting Commission Department of Public Safety and Correctional Services St. Mary's College of Maryland Department of State Police University System of Maryland Department of Veterans Affairs Maryland Department of Emergency Management

2. State-Owned Programs. These are ongoing programs administered by State agencies to make capital improvements to State facilities. Examples include handicapped accessibility modifications and asbestos abatement. The following State agencies, responsible for the programs listed beneath them, should follow the instructions for the submission of documents for State-owned programs.

Department of Disabilities Access Maryland Maryland Environmental Services State Water and Sewer Infrastructure Improvement Fund Department of Natural Resources Critical Maintenance Program Natural Resource Development Fund Department of General Services Construction Contingency Fund **Facilities Renewal Program** Fuel Storage Tank System Replacement Program Historic St. Mary's City Commission Site Improvements Department of Information Technology Maryland FiRST University of Maryland, College Park Campuswide Building Systems and Infrastructure Improvements University System of Maryland Office **Capital Facilities Renewal** Baltimore City Community College Deferred Maintenance St. Mary's College of Maryland Campus Infrastructure Improvements Morgan State University Deferred Maintenance and Site Improvements

If your State agency is contemplating a project to provide accessibility for the disabled, contact the Department of Disabilities; a maintenance/repair project that will cost between \$100,000 and \$5,000,000, contact the Department of General Services; or the remediation or replacement of fuel storage tanks, contact the Department of General Services. The submission should <u>not</u> be made directly to DBM. Please contact these agencies to determine their submission requirements and due dates.

C. REQUIRED SUBMISSION DOCUMENTS

In addition to the information submitted in CBIS, various other documentation is required for complete submission of a capital budget request. Please refer to the Capital Budget Memo sent to agencies and the <u>Capital Budget Guide</u> for additional details on submission requirements outside of CBIS.

1. Submission Requirements for State-Owned Projects

a. **CBIS Forms.** Requests for funding State-owned projects in all five years of the State's Capital Improvement Program must be submitted electronically in the Capital Budget Information System (CBIS). See <u>Section V: The Use of CBIS for State-Owned Projects</u>, for screen shots of required CBIS forms, detailed instructions on how to fill out these screens, and instructions on how to upload documents to a capital budget request in CBIS.

Submit the following documents to DBM via email or CBIS.

- b. Letter from Agency Leadership (signed). Each State agency submitting a capital budget request in CBIS must also submit an original letter, signed by the agency head, which endorses the request. It should provide a concise narrative that includes overarching and relevant information about the request and explain how the capital budget request supports the strategic goals for both the agency and the Moore-Miller Administration as outlined in the 2024 State Plan. This narrative should NOT include project- or program-specific information to support the request, other than in the context of discussing how the overall capital request aligns with the agency's and Administration's strategic goals. Project-specific information must instead be included in the Justification section of the CBIS worksheet, which will be DBM's primary documentation for all project details as we review capital budget requests and develop the FY 2027-2031 CIP.
- c. Five-Year CIP Summary of Agency Requests. Each State agency submitting a capital budget request in CBIS must also submit a <u>signed</u> summary of all the projects requested in the five-year Capital Improvement Program ranked in priority order. For your convenience, you may opt to print the Summary in CBIS by going to the Capital Budget Worksheets tab under "View Reports" and select the "Five-Year CIP Summary of Agency Project Requests" report. Alternatively, you may create the summary in Excel or Word. The Summary can be included within the signed Letter from Agency Leadership or signed and submitted separately.
- d. Growth and Conservation Area. Each State agency must also submit a completed growth and conservation area spreadsheet, officially named Local and State Targeted Growth and Conservation Areas but will be referred to as "Growth and Conservation Areas" in this document, with its CBIS request. This spreadsheet was circulated with the budget instructions and is also available on the DBM website under Forms and Templates.

e. Additional/Supporting Information.

- i. Each State agency submitting a capital budget request for a State-owned capital project may submit any maps, charts, tables, comparisons between capacity and usage, and other supporting information as may be appropriate to support and persuade the Office of Capital Budgeting of the Department of Budget and Management that the project should be funded.
- **ii.** Equipment Request Form ("Equipment List"). Each State agency submitting an equipment request should refer to the <u>Capital Equipment Guidelines</u> and submit a completed equipment list. Higher education institutions can use a formula-based equipment allowance rather than submitting an equipment list.

Copies of these guidelines and a list template are available on the DBM website under <u>Forms and Templates</u>.

2. Submission Requirements for State-Owned Programs

I. **CBIS Forms.** Requests for funding State-owned programs must be submitted electronically in the Capital Budget Information System (CBIS). See <u>Section VI: The Use of CBIS for State-Owned Programs</u> for screen shots of required CBIS forms, detailed instructions on how to fill out these screens, and how to upload documents to a capital budget request in CBIS.

Submit the following documents to DBM via email or CBIS.

- II. Letter from Agency Leadership (signed). Each State agency submitting a capital budget request in CBIS must also submit an original letter, signed by the agency head, which endorses the request. It should provide a concise narrative that includes overarching and relevant information about the request and explain how the capital budget request supports the strategic goals for both the agency and the Moore-Miller Administration as outlined in the 2024 State Plan. This narrative should NOT include project- or program-specific information to support the request, other than in the context of discussing how the overall capital request aligns with the agency's and Administration's strategic goals. Program-specific information must instead be included in the Justification section of the CBIS worksheet, which will be DBM's primary documentation for all project details as we review capital budget requests and develop the FY 2027-2031 CIP.
- III. Five-Year CIP Summary of Agency Requests. Each State agency submitting a capital budget request in CBIS must also submit a <u>signed</u> summary of all the projects requested in the five-year Capital Improvement Program ranked in priority order. For your convenience, you may opt to print the Summary in CBIS by going to the Capital Budget Worksheets tab under "View Reports" and select the "Five-Year CIP Summary of Agency Project Requests" report. Alternatively, you may create the summary in Excel or Word. The Summary can be included within the signed Letter from Agency Leadership or signed and submitted separately.
- IV. **Growth and Conservation Area**. Each State agency must also submit a completed growth and conservation area spreadsheet with its CBIS request. This spreadsheet is circulated with the budget instructions and is also available on the DBM website under Forms and Templates.
- V. Additional/Supporting Information. Each State agency submitting a capital budget request for a State-owned capital program may submit any maps, charts, tables, comparisons between capacity and usage, and other supporting information as may be appropriate to support and persuade the Office of Capital Budgeting of the Department of Budget and Management that the program should be funded.

III. NON-STATE-OWNED PROJECT AND GRANT AND LOAN PROGRAM REQUIREMENTS

A. PURPOSE

This section describes the documents required for submitting capital funding requests for non-State-owned facilities and programs.

The statutory requirement for submission of information to the Department of Budget and Management can be found in the State Finance and Procurement Article, Subsection 3-601 through 3-607, Annotated Code of Maryland.

B. TYPES OF NON-STATE-OWNED FACILITY REQUESTS

- 1. Non-State-Owned Projects. These are State grants for capital projects that are not administered by State agencies. Instead, they are administered by grant recipients themselves. The capital project must have a beneficial statewide impact, and the Administration must agree to support the project through the State's capital budget. If funding is not provided in the Governor's current Capital Improvement Program, applicants should discuss the project with DBM prior to submitting a request in CBIS. Projects undertaken by the University of Maryland Medical System are examples of non-State projects with a beneficial statewide impact.
- 2. Grant and Loan Programs. These are ongoing State financial assistance programs administered by State agencies to local governments and the private sector for specific capital costs that support a statewide initiative. State assistance is typically provided in the form of matching grants, loans, or loan guarantees, generally for more than one project in a given year. The following State agencies, responsible for the programs listed beneath them, should follow the instructions for the submission of documents for non-State-owned programs.

Department of Aging

Senior Center Capital Grant Program Department of Agriculture Agricultural Land Preservation Program Maryland Agricultural Cost Share Program Department of Commerce Maryland Arts Capital Grant Program Interagency Commission on School Construction Aging Schools Program Built to Learn Fund Healthy School Facility Fund Senator James E. "Ed" DeGrange Nonpublic Aging Schools Program Public School Construction Program Nancy K. Kopp Public School Facilities Priority Fund

Supplemental Capital Grant Program Maryland State Library Agency Public Library Capital Grant Program Department of the Environment Bay Restoration Fund Wastewater Program Comprehensive Flood Management Program Hazardous Substance Cleanup Program Maryland Drinking Water Revolving Loan Fund Maryland Water Quality Revolving Loan Fund Mining Remediation Program Septic System Upgrade Program Water Supply Assistance Program Department of Health Community Health Facilities Grant Program Federally Qualified Health Centers Grant Program Maryland Higher Education Commission Community College Construction Grant Program Community College Facilities Renewal Grant Program Department of Housing and Community Development Baltimore Regional Neighborhoods Initiative Community Development Block Grant Program Community Legacy Program Homeownership Programs Housing and Building Energy Programs National Capital Strategic Economic Development Fund Neighborhood Business Development Program Partnership Rental Housing Program **Rental Housing Programs** Seed Community Development Anchor Institution Fund Shelter and Transitional Housing Facilities Grant Program Special Loan Programs Strategic Demolition Fund Department of Natural Resources Community Parks and Playgrounds Ocean City Beach Replenishment and Hurricane Protection Program Program Open Space **Rural Legacy Program Oyster Restoration Program** Waterway Improvement Capital Projects Maryland Department of Planning African American Heritage Preservation Grant Program Historic Preservation Grant Fund Historic Preservation Loan Fund Department of Public Safety and Correctional Services Local Jails and Detention Centers

The following non-State agencies should also submit their capital funding requests using the instructions for a non-State-owned program.

<u>Maryland Hospital Association</u> <u>Maryland Independent College and University Association</u> <u>National Aquarium in Baltimore</u> <u>Maryland Zoo in Baltimore</u> <u>Historic Annapolis</u>

C. REQUIRED SUBMISSION DOCUMENTS

1. Submission Requirements for Non-State-Owned Projects

a. CBIS Forms. Staff from the requesting organization should have CBIS access and requests for funding non-State-owned projects should be submitted through CBIS. See <u>Section VII: The Use of CBIS for Non-State-Owned Projects</u> for screen shots of required CBIS forms, detailed instructions on how to fill out these screens, and instructions on how to upload documents to a capital budget request in CBIS.

Submit the following documents with the organization's transmittal letter. You can submit the documents via CBIS or email.

- b. Letter from Organizational Leadership (signed). Each organization submitting a capital budget request in CBIS must also submit an original letter, signed by the agency head, which endorses the request. It should provide a concise narrative that includes overarching and relevant information about the request and explain how the capital budget request supports the strategic goals for both the agency and the Moore-Miller Administration as outlined in the 2024 State Plan. This narrative should NOT include project- or program-specific information to support the request, other than in the context of discussing how the overall capital request aligns with the organization's and Administration's strategic goals. Project-specific information must instead be included in the Justification for all project details as we review capital budget requests and develop the FY 2027-2031 CIP.
- c. Five-Year CIP Summary of Agency Requests. Each organization submitting a capital budget request in CBIS must also submit a signed summary of all the projects requested in the five-year Capital Improvement Program ranked in priority order. For your convenience, you may opt to print the Summary in CBIS by going to the Capital Budget Worksheets tab under "View Reports" and select the "Five-Year CIP Summary of Agency Project Requests" report. Alternatively, you may create the summary in Excel or Word. The Summary can be included within the signed Letter from Organizational Leadership or signed and submitted separately.

- d. **Growth and Conservation Area.** Each requesting organization must also submit a completed growth and conservation area spreadsheet with its CBIS request. This spreadsheet is circulated with the budget instructions and is also available on the DBM website under <u>Forms and Templates</u>.
- e. Additional/Supporting Information. Each organization submitting a capital budget request for a discrete non-State-owned capital project may submit any maps, charts, tables, comparisons between capacity and usage, and such other supporting information as may be appropriate to support and persuade the Office of Capital Budgeting of the Department of Budget and Management that the project should be funded.
- 2. Submission Requirements for Grant and Loan Programs. Each State agency submitting a capital budget request in CBIS must also submit the following:
 - a. **CBIS Forms.** Submit requests for funding for State Grant and Loan programs electronically through CBIS. See <u>Section VIII: The Use of CBIS for Grant and Loan Programs for Non-State-Owned Projects</u> for screen shots of required CBIS forms, detailed instructions on how to fill out these screens, and instructions on how to upload documents to a capital budget request in CBIS.

Submit the following documents with the agency transmittal letter via email or CBIS.

- b. Letter from Organizational Leadership (signed). Each organization submitting a capital budget request in CBIS must also submit an original letter, signed by the agency head, which endorses the request. It should provide a concise narrative that includes overarching and relevant information about the request and explain how the capital budget request supports the strategic goals for both the agency and the Moore-Miller Administration as outlined in the 2024 State Plan. This narrative should NOT include project- or program-specific information to support the request, other than in the context of discussing how the overall capital request aligns with the organization's and Administration's strategic goals. Program-specific information must instead be included in the Justification section of the CBIS worksheet, which will be DBM's primary documentation for all project details as we review capital budget requests and develop the FY 2027-2031 CIP.
- c. Five-Year CIP Summary of Agency Requests. Each organization submitting a capital budget request in CBIS must also submit a signed summary of all the projects requested in the five-year Capital Improvement Program ranked in priority order. For your convenience, you may opt to print the Summary in CBIS by going to the Capital Budget Worksheets tab under "View Reports" and select the "Five-Year CIP Summary of Agency Project Requests" report. Alternatively, you may create the summary in Excel or Word. The Summary can be included within the signed Letter from Organizational Leadership or signed and submitted separately.

- d. **Description and Justification Form.** Detailed instructions for completing the <u>Program</u> <u>Description and Justification Form</u> are in <u>Section X: Appendices</u> - Appendix B. A copy of this form is available on the DBM website.
- e. Growth and Conservation Area Spreadsheet. This <u>spreadsheet</u> is circulated with the budget instructions and is also available on the DBM website under <u>Forms and</u> <u>Templates</u>.
- f. Additional/Supporting Information. Submit any maps, charts, tables, comparisons between capacity and usage, and other supporting information as appropriate to support and persuade the Office of Capital Budgeting of the Department of Budget and Management that the program should be funded.
 - i. **Fund Summary Table.** Detailed instructions and a sample-completed form are in <u>Section X: Appendices</u> Appendix C. The table can be modified for special accounting requirements that are unique to a program. For example, a program partially funded by revenue bonds would need to include revenue bonds as an additional revenue source. A copy of this form is available on the DBM website under Forms and Templates.
 - ii. **Private Use of Tax-Exempt Financing.** Each State agency submitting a general obligation bond funding request for a Grant and Loan program with associated projects that may involve private uses must also submit the Survey of Private Uses of Tax-Exempt Financing: <u>CB Form D1</u> or <u>CB Form D2</u>. Detailed instructions and sample completed forms are in <u>Section X: Appendices</u> Appendix D. A copy of this form is available on the DBM website under <u>Forms and Templates</u>.

IV. GETTING COMFORTABLE WITH CBIS

A. How to Use CBIS

The next 5 sections of this manual contain screen shots and step-by-step instructions for each type of capital budget request. They include:

The Use of CBIS for State-Owned Projects (Section V) The Use of CBIS for State-Owned Programs (Section VI) The Use of CBIS for Non-State-Owned Projects (Section VII) The Use of CBIS for Grant and Loan Programs (Section VIII) Instructions for Completing a Cost Estimate Worksheet (Section IX)

Each of these sections includes step-by-step instructions concerning:

- 1. How to access CBIS
- 2. How to enter a project or program
- 3. How to navigate through CBIS
- 4. How to print a copy of your request
- 5. How to submit your forms

B. Security

CBIS was designed with security in mind. Everyone using CBIS must have a password to access the system. Instructions for creating passwords are shown below. Staff members of one submitting agency are not able to view, update, or print the budget requests of another State agency. Additionally, State agencies are not able to revise, update, or change the recommendations of the OCB analyst. No groups, including the submitting agencies, are able to view the OCB budget analyst's recommendations until they are published in the Maryland Capital Budget in January of each year.

CBIS restricts the privileges of individual users by assigning each user a role. This allows CBIS to prevent a user from seeing certain data, changing data, running reports on the data, or performing certain system functions. The possible CBIS user roles, and the functions each can perform, are shown below.

Password Reset: When CBIS privileges are granted, a password will be assigned to you. You can change your password at any time by clicking the "Manage Account" tab in the upper right corner of the CBIS screen. Enter this password in the *Old Password* field. Enter your own new password in the *New Password* field and re-enter it in the *Confirm New Password* field.

C.B.I.S.	About CBIS Manage Account Manage Security Questions Logout
Manage Account	
Password Requirements:	
New Password must contain at least one upper case character New Password must contain at least one lower case character New Password cannot match Username New Password cannot contain more than 2 consecutive identical characters	
Old Password	
New Password	
Confirm New Password	

Password Requirements:

Cancel

- Must be between 8 and 10 characters
- Must contain at least 1 uppercase, 1 lowercase, and 1 numeric character
- Cannot be the same as username
- Cannot have more than 2 consecutive identical characters
- Cannot be changed by changing only 1 character
- Cannot be reused for 6 months
- Suspend after 3 failed login attempts
- Expire every 45 days

Setting Security Questions: If you have not set your security questions, you will receive a pop-up window reminding you to do so. You can set/reset your security questions at any time by clicking the "Manage Security Questions" tab at the top right of the CBIS screen and following the prompts. Security questions will allow users to reset their own passwords without contacting the Help Desk.

C.B.I.S.			1	About CBIS	Manage Account	Manage Security Questions	Logo
						manage essentil gesettered	
Manage Se	curity Questions						
Question 1	~						
Answer 1	What is your mothers maiden name? What is the name of your first pet?						
Question 2	What was your first car? What elementary school did you attend?						
Answer 2	What is the name of the town where you were born? Where is your favorite place to vacation? What is your favorite book?						
	What was the first concert you attended?	1					
Save	Cancel						

Roles	Permissible Functions
All Roles	View and print forms as noted in the roles below.
Agency User	View, add, edit, delete, print own agency requests. Submit to own
	agency manager.
Agency Manager	Agency User privileges, except "Delete." Submit request to OCB.
OCB Analyst	View, add, edit, delete, print information for assigned agencies and
	unsubmit requests.
OBA User	Create, edit, view, print operating budget information.
CEW Administrator	Create, edit, view, print CEW information.

DLS User	View all requests and recommendations. Generate reports.
CBIS Administrator	All of the above. Maintain reference data. Perform rollovers.
Security Administrator	Maintain Users.

C. Getting Help

If assistance is needed to access CBIS, reset a password, or to resolve a problem, contact the Service Desk at (410) 697-9700 or at <u>service.desk@maryland.gov</u>. If assistance is needed that relates to the specific project, please contact your assigned <u>OCB budget analyst</u>.

D. Helpful Hints

- Remember to click the "Save" button on data entry screens before exiting any screen, or you will lose any information you entered. Additionally, if you do not click "Save" before leaving your computer, you will lose any unsaved information after 30 minutes. You cannot click "Save" too often.
- Do not hit the "Enter" button on a data entry screen. On some of these screens, clicking "Enter" defaults to "Cancel," and you will lose any information entered on that screen.
- Clicking the CBIS logo in the upper left corner of the screen will always return you to your CBIS home page, regardless of where you are in the program. Alternatively, clicking "Home" on the dark yellow toolbar will also return you to the CBIS home page.
- Users can access the Capital Budget Guide, the CBIS Manual, and the previous year's Capital Budget Volume by clicking on the applicable link in the light yellow tool bar.
- The screens do not have to be entered in the same order as they appear in this manual.
- If you make a mistake on any data entry screen, simply delete or overtype data. If you make a mistake on the "Create a New Request" screen where you classified your request as a Project or Program and as State-Owned, Non-State, or Grant and Loan, then it will be necessary to delete the project from the main request screen and start over again.
- Text boxes are automatically Arial 11-point font. Before copying and pasting your text from Word, run Spell Check and make sure the text is single spaced with one line between each paragraph and one space between sentences. Paste the text into the text box using the "Paste Plain Text" button (resembles a clipboard). Once the text is pasted into the text box, you can **bold**, *italicize*, <u>underline</u>, and add bullets or numbers to your text. Then highlight the text and click the "Full Justify" button before clicking the "Save" button.

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SECTION V:

THE USE OF CBIS

FOR

STATE-OWNED PROJECTS

PREFACE FOR STATE-OWNED PROJECTS

How to Enter the CBIS System



To begin the budget request process, access CBIS at <u>https://cbis.dbm.state.md.us</u> using your internet browser. You can also access CBIS from the <u>Office of Capital Budgeting</u> (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 <u>service.desk@maryland.gov</u>.

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" link 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 submenus which appear on a light yellow toolbar below the dark yellow toolbar. To enter information in a submenu, click on the heading in the dark yellow toolbar. 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.

<u>A few pointers</u>:

- 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.

State-Owned Project Home Screen

eate a N iquest	ew Search Requests Reports Uiew C. Budget Instruc	- In	View CBIS Manual View Published Recommendations from Last Year			
Irren	t Requests					
gency	Sub Agency	Туре	Request Title	Status		Last Revised Date
SM	University of Maryland, College Park	Project	Brain and Behavior Research Building Phase II	Unsubmitted	Delete	4/24/2017 1:18:49 PM
SM	University of Maryland, College Park	Project	Brain and Behavior Research Building, Phase I	Submitted to DBM		2/19/2019 1:28:27 PM
SM	University of Maryland, College Park	Project	Brendan Iribe Center for Computer Science and Innovation	Unsubmitted	Delete	11/13/2017 10:39:31 AM
SM	University of Maryland, College Park	Project	Campus Creek Restoration	Unsubmitted	Delete	6/30/2009 6:53:54 PM
ISM	University of Maryland, College Park	Project	Campuswide Building System and Infrastructure Improvements	Submitted to DBM		1/9/2019 10:05:23 AM
SM	University of Maryland, College Park	Project	Campuswide Fire Safety Improvements	Unsubmitted	Delete	1/5/2011 12:40:11 PM
SM	University of Maryland, College Park	Project	Chemistry Building Wing 1 Replacement	Submitted to DBM		12/14/2018 3:24:24 PM
SM	University of Maryland, College Park	Project	Conversion & Addition to School of Public Health Building Phase II	Submitted to DBM		6/29/2018 3:21:44 PM
SM	University of Maryland, College Park	Project	East Campus Development- Service Facilities Relocations	Unsubmitted	Delete	6/29/2012 12:02:46 PM
SM	University of Maryland, College Park	Project	Edward St. John Learning and Teaching Center	Unsubmitted	Delete	1/7/2016 4:07:19 PM
SM	University of Maryland, College Park	Project	Francis Scott Key Hall Renovation	Unsubmitted	Delete	5/20/2010 9:45:20 AM
SM	University of Maryland, College Park	Project	H.J. Patterson Hall Wing 1 Renovation	Unsubmitted	Delete	6/30/2011 3:06:51 PM
SM	University of Maryland, College Park	Project	High Speed Data Computing Data Infrastructure Improvements	Unsubmitted	Delete	4/15/2015 10:32:39 AM
SM	University of Maryland, College Park	Project	Jimenez Hall Renovation	Unsubmitted	Delete	9/23/2010 10:24:40 AM
ISM	University of Maryland, College Park	Project	New Cole Field House	Submitted to DBM		6/29/2018 3:21:44 PM
ISM	University of Maryland, College Park	Project	New Engineering Building	Submitted to DBM		12/28/2018 9:51:13 AM
SM	University of Maryland, College Park	Project	Public Protection and Security Research Building	Unsubmitted	Delete	6/29/2017 3:42:55 PM
SM	University of Maryland, College Park	Project	Replace Failing Building and Underground Infrastructure	Unsubmitted	Delete	1/19/2011 11:09:08 AM
SM	University of Maryland, College Park	Project	Replace Failing Building Electrical Gear Phase I	Unsubmitted	Delete	6/30/2009 6:53:54 PM
SM	University of Maryland, College Park	Project	School of Public Policy Building	Submitted to DBM		12/28/2018 11:40:36 AM
SM	University of Maryland, College Park	Project	Tawes Theatre Conversion	Unsubmitted	Delete	12/21/2012 11:42:59 AM
SM	University of Maryland, College Park	Project	UMCP - Athletic Turf Field	Unsubmitted	Delete	4/19/2012 10:56:19 AM
SM	University of Maryland, College Park	Project	UMCP - East Campus Redevelopment	Unsubmitted	Delete	5/18/2010 2:32:52 PM
SM	University of Maryland, College Park	Project	UMCP - Golf Course Stormwater Drainage Improvements	Unsubmitted	Delete	2/10/2006 2:45:31 PM
SM	University of Maryland, College Park	Project	UMCP - H.J. Patterson Hall - Wing 1 Renovation	Unsubmitted	Delete	5/6/2014 2:54:36 PM
SM	University of Maryland, College Park	Project	UMCP - Maryland Fire and Rescue Institute - New North East Regional Training Center	Unsubmitted	Delete	4/16/2010 11:19:42 AM
SM	University of Maryland, College Park	Project	UMCP - New Biological Sciences Research Building	Unsubmitted	Delete	2/10/2006 2:49:18 PM
SM	University of Maryland, College Park	Project	UMCP - New Computer Science Building	Unsubmitted	Delete	5/4/2015 11:16:20 AM
SM	University of Maryland, College Park	Project	UMCP - New Journalism Building	Unsubmitted	Delete	4/8/2008 12:13:30 PM
SM	University of Maryland, College Park	Project	UMCP - Physical Sciences Complex - Phase I	Unsubmitted	Delete	1/15/2013 10:09:31 AM
ISM	University of Maryland, College Park	Project	UMCP - Remote Library Storage Facility	Unsubmitted	Delete	2/1/2013 12:13:49 PM

If the project that you want to edit is **already in CBIS**, you will see it listed under the *Request Title* column on the CBIS home page. Click on the project's title, and the "Main Information" screen will appear.

If the project has **never been entered** in CBIS, click "Create a New Request" on the light yellow 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 Project New Request Screen

DEFACTALENT OF BODGET GA	NUNDEREPTI								
C.B.I.S.		About CBIS	Manage Account	Logout					
				-					
New Request									
Request Type									
New Project									
O New Program									
Ownership									
 State Owned 									
O Non-State Capital Gran	Its								
Save	Cancel								
To request a new p	project, click "Create a New Request" on the light yellow toolbar on the Cl	BIS hon	ne screen.						
Request Type	Choose "New Project."								
Ownership	Choose "State Owned."								
Click "Save." CBIS will take you to the "Main Information" screen.									

State-Owned Project Main Information Screen

C.B.I.S.		About CBIS Manage Account Logout						
Home Main CEW Schedule Cost & Fu	nds Justification Details TaxSurvey OperatingImp. <mark>Submit</mark>	Print Requested Edit						
в	Description consolidate its operations into a single location and vacate Van Munching Hall, will growth, which includes creating an undergraduate major in Public Policy, becoming	nool of Public Policy. The new building will provide office, conference, classroom, class lab, and study space, while enabling the School to nich is necessary for the School of Business to expand. This project will enable the School of Public Policy to meet its Strategic Plan goals for g a nationwide top-len public policy program, and intuising a culture of philanthropy across the University through the Do Good Institute. This and private funds for operating support. The FY 2020 budget includes funding to complete design and continue construction.						
	Agency University System of Maryland	Sub-Agency University of Maryland, College Park						
	Legislative District 21 - Prince George's and Anne Arundel Counties Budget Code R822	Subdivision Prince George's Governor's Priority Education						
	Contact Info. Arshad Mughal, MD Phone # 301-405-3458							
Is this project included in the agenc; Facilities Master Plan (which has been sub	y's most current Wes							
	Click "Edit" on the "Main Infor	mation" screen shown above.						
Title	For existing projects, the name of	the project will appear as previously entered.						
For new projects, the end of the project title needs to include a descriptor about what being accomplished (e.g. renovation, expansion, remediation, etc.). For projects that clude new construction only, the word "new" should be included at the beginning of t project title and an additional descriptor is not needed. Titles can use hyphens, commas, or colons. Do not use symbols (e.g. write "and" inste								
	of "&"), dashes, semicolons, or ob							
Description	Description Describe the project. Begin the first sentence with a verb such as construct, renovate, convert. Include the NSF and GSF from the approved facility program (which will als the same as the NSF and GSF used in the CEW). Next, briefly describe the project sc and where the project is located. Finally, include a generalized statement of the justification for the project to explain why the project is necessary and what facility problems will address. You will expand upon the scope justification in the Justification section this submission. This section should be one paragraph that is four to eight sentences							
Location Enter the project's street address and longitude/latitude <u>in decimal degrees</u> (-76.6 39.301324). You can find your project's longitude and latitude at the Department of ning's <u>Interactive Maps</u> webpage. Click on the <u>Growth and Conservation Overlays</u> is tive map. If the project's location is yet to be determined, put "N/A" in the addres longitude/latitude fields.								
 Request Status This field indicates the status of the budget request. Unsubmitted: allows the Agency User to view and edit and the Agency Managonly. Submitted to A/Mgr: allows the Agency User to view only and the Agency N view and edit. The Agency Manager can select Unsubmitted from the drop-detor return the budget request to the Agency User. Submitted to DBM: allows the Agency User and Agency Manager to view DBM to view and edit. 								
Agency	Select Agency from the drop-down	menu.						
	· •							

State-Owned Project Main Information Screen (Continued)

Sub-Agency	Select Sub-Agency from the drop-down menu, if applicable.
Legislative District	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
	NOTE: Legislative districts were last updated on February 1, 2022.
Subdivision	Select the subdivision (county or Baltimore City) in which the project is located from the drop-down menu.
Budget Code	Select the budget code from the drop-down menu. If you do not see the budget code, con- tact your OCB budget analyst.
Program Area	Please select the program area from the drop-down menu that best categorizes the project or program. Use your judgment as to which selection appropriately categorizes your pro- ject or program. Please note that program area selections in the drop-down menu may change from year to year.
Contact Info.	Select from the drop-down menu. If the correct contact is not listed, enter the name, ad- dress, and telephone number of the person who should be contacted if there are any ques- tions about the information provided.
Facilities Master Plan	Choose "Yes" if the project is included in your agency's facility master plan. Choose "No" if it is not included.
When you click "Save,"	'Save" command to function, you must complete <u>at least</u> the "Title" and "Agency" fields. " the "Main Information" screen will re-appear, showing all of the information that you en- her menu, click on the desired menu option on the dark yellow toolbar.

State-Owned Project Cost Estimate Worksheet

200	C.B.I.S	5.									About CBIS	Manage Account	Logout
Home	Main	CEW	Schedule	Cost & Funds	Justification	Details	Tax Survey	Operating Imp.	Submit				
Title	School of	Public P	olicy Building										
CE	EW Lis	t											
												Add	
	W Title	blic Polic	<u>y Building</u>										
CEW	CEW List If you are required to complete a Cost Estimate Worksheet (CEW) for your project, click "Add" to create a CEW. Instructions for completing the CEW are included in Section IX of the CBIS manual.										·		
	If you are required to submit a CEW, complete the CEW prior to continuing. Much of the information you will enter in the remaining CBIS screens is derived from the CEW.												

State-Owned Project Schedule Screen

200 ⁸	C.B.I.	5.							About CBIS	Manage Account	Manage Security Questions	Logout
Home	Main	CEW	Schedule	Cost & Funds	Justification	Details	Tax Survey	Operating Imp.	Submit			
🔾 Requ	Request											
Title	Title: School of Public Policy Building											
Sc	hedule	•										
Pro	gram Stat	15:		Part I/II Ap	proved 🔽							
De	sign Perioc	l:		Duration of	27 Mo	nth(s) S	tarting on (MM/DD	/YYYY) 7/1/2017	until 1	0/1/2019		
Co	nstruction	Period:		Duration of	29 Mo	nth(s) S	tarting on (MM/DD	/YYYY) 11/15/20	19 until 4/	15/2022		
Pro	gram App	roval Part	1 (MM/DD/YY)	(Y): 12/2/2018								
Pro	gram App	roval Part	2 (MM/DD/YY)	(Y): 12/2/2018								
	Save		Cance									

Click "Schedule" on the dark yellow toolbar.

If you linked your CEW to the "Schedule" and "Details" screens, the dates of the design and construction periods on this screen will populate automatically. If not, manually enter the information as described below.

Program Status	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 design start date (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 start date (MM/DD/YYYY). CBIS will calculate the construction completion date after you click "Save."
Program Approval Part 1	Enter the date of part I facility program approval (MM/DD/YYYY). If the program has not been approved, leave this item blank.
Program Approval Part 2	Enter the date of part II facility program approval (MM/DD/YYYY). If the program has not been approved, leave this item blank.
Click "Save," and CBIS will take	you to the "Cost & Funds - Request" screen. To review the information entered

Click "Save," and CBIS will take you to the "Cost & Funds - Request" screen. To review the information entered in "Schedule," click "Schedule" on the dark yellow toolbar. Verify that the design and construction completion dates are correct. To edit information, click on the appropriate field, make your changes, and click "Save."

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

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2000 C.B.										About C		Manage		Mana	ge Secu	ity Que	stions	Logout
Home Main				Cost & Fun	ids Just	tification	Details	i Ti	ax Surve	Оре	rating I	Imp.	Submit					
Last Year's C		equest																
Title: Chem	istry Build	ing wing	1 Repl	acement														
Cost &	Funds	s - Las	st Ye	ar														
Last Year	's Peco	mmon	lad Ph	aso Broal	kdown h	W Cos											dit Grid	
Last rear	3 Neco	mineric	eurn		Kuowii L	y 003											un onu	
Fund Type	e	F	Prior	F	Y2022		FY2023		FY2)24	FY20	025	FY2026	FY	2027+		Total	
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Equipmer			10,202,	0	10,100,0	0		0,000		700,000		0		0	(200,000
Other				0		0		0		0		0		0	(0
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Last Year	's Reco	mmeno	led Fu	nds By S	ource											E	dit Grid	
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GF		0		1 1	0		0		1 1	0		0	0		0			0
SF FF		0			0		0	_		0		0	0		0			0
RB		0			0	2,50	00,000	CE		0		0	0		0		2,5	500,000
NB	16,	500,000	PC		0		0			0		0	0		0		16,5	500,000
Total	28,8	63,000		45,190,00	00	53,81	7,000		7,030,0	00		0	0		0		134,9	00,000
Non-Budg	neted Fi	inds Se	ource												Add	New S	Source	1
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Source of	Funds														Amo	unt		
Total																0		
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			total															
Last Year's	Reco	m۰	Clic	k "Edit (Grid" t	for "L	ast Ye	ear's	Reco	mmen	ded	Fund	s by S	ource	." En	ter t	he an	nount o
mended F	unds b	y	fund	ls indica	ted in	the c	urren	t Cl	IP for	each	respe	ective	year h	by typ	e of t	fund	s in t	he Prio
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			com	mas betv	ween p	hase of	codes.											
			Clic	k "Save"	and re	eview	the in	nfori	matio	n ente	red.	CBIS	will c	alcula	ite th	e col	umn	and rov
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State-Owned Project

2000 C.B.I.S.						About CBIS	Manage Account	Manage Secur	ity Questions Logout
Home Main CEW S		Funds Justification	n Details	Tax Survey 0	perating Imp.	Submit			
Title: Chemistry Building W		t							
Cost & Funds - R	lequest								
Requested Phase Bre	akdown by Co	st							Edit Grid
Fund Type	Prior	FY202	23	FY2024	FY2025	FY2026	FY2027 F	Y2028+	Total
Acquisition Planning		0 1,000	0	0	0	0	0	0	0 10,581,000
Construction		2,000 48	3,317,000	5,330,000	0	0	o	0	117,119,000
Equipment Other		0 E	5,500,000 0	1,700,000 0	0	0	0	0	7,200,000
Total	74,053	3,000 53, 3	817,000	7,030,000	0	0	0	0	134,900,000
Descuente d'Europe Du	Course								Edit Grid
Requested Funds By									Eait Ghu
Fund Source P GO 57	rior Phase 7,553,000 PC			024 Phase ,030,000 C		2026 Phase	2027 Phase	2028+ Phase	Total 115,900,000
GF SF	0	0		0	0	0	0	0	0
FF	0	0	0.5	0	0	0	0	0	0
	3,500,000 PC		CE	0	0	0	0	0	2,500,000 16,500,000
Total 74,	053,000	53,817,000	7,0	030,000	0	0	0	0	134,900,000
Non-Budgeted Funds	Source							Add N	ew Source
Source of Funds						Amou		_	
Institutional Funds Total						16,500,0 16,500,0		Dele	ete
Click "Cost & F	unds" on t	,			will display e light yello	-		n shown a	bove and high-
	colu est S Clic	1,000; do r	the amo not inclu	unt of fur de comma	nds being 1 as or decim	equested hals) in the	for the pro e appropria	ject (round ite cell.	n the fiscal year ded to the near- n and row totals
Requested Funds Source	of fu fund \$1,0 colu A,P not Clic tota	unds previou ds being rec 200, and do 200, indica 200, c,E, for Ad 200, use commas 200, k "Save" an	usly allo quested i not incl ate with o cquisitio s to sepa d review cally. The	cated for t in each re- lude comi- capital lett n, Planni rate phase the infor e "Total"	this project espective y mas or dec ters the ph ng, Const es when your mation en	t. In the f ear. Roun imals. In ase of acti ruction, a u enter the tered. CB	iscal year c ad all dolla both the p wity each y nd Equipr em. IS will calc	columns, e ar amounts prior and fi ear's funds nent, respo ulate the c	, enter the type nter the type of s to the nearest uture fiscal year s will assist. Use ectively, but do olumn and row not, click "Edit
Non-Budgeted Fu Source	bud you Nor	geted fund : entered. Tl	source, e he dolla: Funds (N	enter the s r amount NB) in the	source and you enter e "Request	the amou here mu ed Funds	unt. Click st not exce By Source	"Update" eed what y " table abo	oject has a non- to save the data you entered for ove. Round dol-
Click "Save" on t Breakdown by Co	-			-		-		s in the "R	equested Phase

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

* A 🖾 🤟 · (* -)	teq CIP Diff Replacement	About CBIS	Manage Account	Manage Security Questions	Logout
Title: Chemistry Building Wing 1 Cost & Funds - Req Explain the difference between	Replacement . CIP Difference current request and prior recommended CIP % T T Arial * 11px • = \$= \$= \$	2			
Cost & Funds - Req Explain the difference between	CIP Difference current request and prior recommended CIP	7			
Explain the difference between	current request and prior recommended CIP	7			
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		1			
FY 2023 Planned:\$53,817,000 (\$51,317,000 GO Bonds, \$2,500,000 NBF). The amount recommended is consistent	7			
Save	ancel	with the amount planned in the	CIP.		
			1 1. 1	11 11	
Click "Cost &	& Funds" on the dark yellow tool bar. Click	"Req CIP Diff"	on the lig	nt yellow tool bar.	
Difference "F fun fun Af con be 1. 2. 3. 4.	 ompare the funding planned in the CIP with Y 20 Planned:" then state the amount of inds will be used, and then the type of funder of fiscal year under consideration. If the planned is fiscal year under consideration. If the planned in the planned moder of the planned CIP information, insistent with or different from the planned entered as follows: If the amount requested is the same as the consistent with the amount planned in the If the amount requested is different than is \$ more (or less) than the amount plandifference. If the project was not planned for fund planned: \$0." Add one to two sentences of ject request differs from the Governor's C the Governor's CIP. If the project had planned funding for an consideration, state "FY 20 Planned: \$0." Add plain the amount requested for the upcor celerated. 	funds, the phase ls (e.g. GO, GF and CIP contai of the different state whether the CIP funding. Es e amount plann e CIP." the amount plan ned in the UP to explain the a IP. Provide justi out year but was b. Funding plan "and beyond ning year and ju	e code (A,P) that were ns more the t funding g he requeste cplanations ed, state " anned, state P." Then st oming fisc mount req fication for accelerate ned in FY 1 ." Add one ustify why t	,C,E) indicating h planned in the C an one kind of fu- roupings by semic ed amount of fun- s for your request The amount requ- "The amount requ- tate the reason(s) cal year, state "F uested and why t including the pro- d to the fiscal year 20 through FY e to two sentence the funding has b	now the CIP for Inding, colons. dding is should ested is quested for the Y 20 he pro- oject in r under 20" s to ex- peen ac-

State-Owned Project Details and Justification—Request Screen

2010 C.B.I.S.	About CBIS Manage Account Logout
Home Main CEW	Schedule Cost & Funds Justification Details Tax Survey Operating Imp. Submit
Request Title: School of Public	Policy Building
	stification – Request
** AA X	
Schematic design has construction completio budget. Funding for th	taken more time than anticipated in order to explore multiple building footprint, traffic circulation and parking options. As a result, the anticipated in order to explore multiple building footprint, traffic circulation and parking options. As a result, the anticipated in order to explore multiple building footprint, traffic circulation and parking options. As a result, the anticipated in order to explore multiple building footprint, traffic circulation and parking options. As a result, the anticipated are sult, the anticipated in order to explore multiple building footprint, traffic circulation and parking options. As a result, the anticipated are sult, the anticipated in order to explore multiple building footprint, traffic circulation and parking options. As a result, the anticipated are sult, the anticipated are sult, the anticipated are sult and the parking options. As a result, the anticipated are sult are sult, the anticipated are sult and the parking options. As a result, the anticipated are sult are sult, the anticipated are sult
well as provide the opp of this project is to enh	uct a 38,355 NASF/69,700 GSF office and classroom building for the School of Public Policy (SPP) to meet its Strategic Plan goals for growth, as ordunity for the SPP to vacate Van Munching Hall and two other campus buildings and consolidate its operations into a single location. The purpose ance the ability of the SPP to become one of the top-ten public policy programs in the nation and, through the Do Good Institute, enable it achieve fuse a culture of philanthropy across the University to create the next generation of leaders and spur innovation in the field of philanthropy.
staff and 65 graduate	h will be located in the Campus Core district in the vicinity of Parking Lot C2, will contain offices to house 109 full-time and 30 part-time faculty and teaching/research assistants. In addition, the building will contain five state-of-the-art instructional rooms ranging in size from 25 to 150 seats, //study room, and lounge space. The building will increase the space assigned to the SPP by 29 percent, from 24,581 NASF to 31,690 NASF.
Since its creation in 19 research and analysis.	982, the SPP has become a superb professional school, fully integrating the teaching of professional practice with the best traditions of scholarly The SPP has graduated more than 2,200 Master's and Ph.D. students and has provided executive training to thousands more. Today, the SPP is utilic policy/administration programs pationwide. The SPP is distinguished by a stellar faculty, an integrated domestic and integrational affairs
Click "Jus	tification" on the dark yellow toolbar to get to the "Details and Justification–Request" screen.
Details and Justification— Request	Expand on the information included in the project description. Provide a description and justifi- cation for 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 prob- lems, causes of the problems, and consequences to the delivery of services. Describe how the pro-
	ject will resolve the facility problems described. Provide quantitative data, when possible and where appropriate, to support the project justification. 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 facility program was approved or since the publication of the current CIP.
	Address three issues in the justification: 1) facility problem(s), 2) consequences of the facility problem(s) on service delivery, and 3) out- comes.
	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.
	• <i>Insufficient space</i> 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.
	• <i>Functional inadequacy of space</i> 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.

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

Details and Jus- tification— Request (Continued)	 Facility Problem(s) (continued) Obsolete/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, 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 incarcerated people harmed as a result of unsafe housing conditions.
	<u>Use quantitative data to help justify your project</u> . 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."
	<u>Managing for Results (MFR).</u> 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 <u>Operating Budget</u> .
	OCB recommends cutting and pasting from Word by clicking on the Paste Plain Text button and doing all formatting in CBIS.
	Click "Save."

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

Uploading Documents to CBIS	To upload supporting documents to a request, go to the "Justification" tab 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" 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. To delete a document you have 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. <u>You may not upload documents in lieu of providing supporting comments.</u>

State-Owned Project Detail for Project Screen

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State-Owned Project Detail for Project (Continued)

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State-Owned Project Tax-Exempt Survey

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If CBIS did not direct you to this screen, click on "Tax Survey" on the dark yellow toolbar. Fill in your name, phone number, and the date you are completing the form (MM/DD/YYYY). Answer the questions by choosing "Yes" or "No." Click "Continue" to save your information and navigate to the next page.

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Will the project, or any portion of it be leased to a person or entity other than the State or its political subdivisions? No		Will any part of the project be funded with General Obligation Bonds?		Question Answer Descripti	IX Exempt Survey Question List Question Answer Descripti	School of Public Policy Building x Exempt Survey Question List Question Answer Descripti	Will the project	or any portion of it be owned by a person or entity other than the State or its political subdivisions?	No
Will the project, or any portion of it be leased to a person or entity other than the State or its political subdivisions? No	Will any part of the project he funded with General Obligation Bonds?		Question Answer Descripti		IX Exempt Survey Question List	School of Public Policy Building x Exempt Survey Question List	Will any part o	the project be funded with General Obligation Bonds?	No

All Institutions:

These are comprehensive lists of the questions you will be asked, depending on the type of institution. For each question, choose "Yes" or "No." Some questions require an explanation depending on your answer. For additional guidance in completing this section, see Appendix D.

At the conclusion of the survey, click "Continue" to display all of the questions and your responses to the survey. If you need to make any changes, click on "Tax Survey" on the dark yellow toolbar and click through the questions and make changes as appropriate.

State-Owned Project Operating Impact - Main Screen

C.B.I.S.								About CBIS	Manage Account	Manage Security Questions	Logout
Home Main CEW	Schedule	Cost & Funds	Justification	Details	Tax Survey	Operating Imp.	Submit		•		
Main O Expenditures		ces and Comments									
Title: New Science C	enter, Phase II										
Net Effect on	Operatin	g Budget ·	Main								
Occupancy Date	3/1/2027										
(MM/DD/YÝYY) GSF Total	248800										
GSF Replaced	0										
GSF Added	248800										
Save	Can	cel	Link GSF	Scie	nce Bldg - Reco	~					
Click on	"Operati	ng Imp." (on the d	ark ye	llow tool	bar. This i	s the in	itial scre	en for ope	rating budget imp	oact.
		On the	e light ye	ellow t	oolbar, t	he word "	Main" v	vill be hi	ghlighted.	0 0 1	
			• •						~ ~	. 1.6	0.0.0
Occupancy I	Jate				~		· ·	-	•	numerical format	
								nonth af	ter constru	uction completion	n liste
		in	the CE	W or t	the "Sche	edule" scre	en.				
GSF Total		C	ick the '	Tink	GSE" bu	tton whic	h will r	opulate	the GSE T	otal, GSF Replace	ad and
USP TOtal						,		*		down menu (on t	,
									-	nmas or decimals.	
			0 .	,				,			·
										and "Details" tab	
						onally diffe	erent fr	om the	CEW, ple	ease explain in th	ne Ol
		Co	omment	s secti	on.						
GSF Replace	ed	If	not usin	g the	"Link to	GSF" but	ton, en	ter the t	otal GSF r	eplaced by the fac	cility. I
ľ				~						d space. Do not i	
			mmas o							F	
						0058		1	1.1		
GSF Added				0			,			GSF resulting fr	
							unt refe	ers to the	e GSF of n	ew construction.	Do no
		in	clude co	mmas	or decin	nals.					
Click "Save "	CDIC	:11	"NLat Ef	(0		E. E.		"		

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 Project Operating Impact - Expenditures Screen

	.B.I.S.								1	About CBIS	Manage Account	Manage Security Questions	Logou
me	Main CEW S	chedule	Cost & F	unds Justi	fication De	tails	Tax Survey	Operating Imp.	Sut	bmit			
/lain 📢	🔉 Expenditures 🛛 🔾	Fund Source	es and Cor	nments									
Title: C	hemistry Building W	ing 1 Repla	acement										
	,												
Not	Effect on Op	orating	Buda	ot - Evo	onditur	00						Edit Grid	
Туре	Enection op	2023	2024	2025		2027				Justific	- 41	Eurona	
	Positions	0.00				0.00				Justino	ation		
	Contractual	0.00				0.00							
	ies & Wages	0.00	0.00	0.00	0.00	0.00							
	nical and		1		0								
Speci	alty Fees	0	0	0	0	0							
Comr	nunications	0	0	0	0	0							
Trave		0	0	0	0	0							
	& Utilities	0	-41,250	-56,650	-58,350	0	Decrease in op	erating costs du	e to dec	creased total G	SF.		
	r Vehicle ations	0	0	o	0	0							
Contr	actual Services	0	-24,750	-33,990	-35,010	0	Decrease in op	erating costs du	e to dec	creased total G	SF.		
	lies & Materials	0	-1,650	-2,266	-2,334	0	Decrease in op	erating costs du	e to deo	creased total G	SF.		
Equip	oment (Repl.)	0	0	0	0	0							
Equip	ment (Additional	302,972	38,519	1,949,295	1,947,288							08 financed for Phase III juipment purchase.	
	, Subs. & Cont.	0	0	0	0	0							
	Charges	0	0	0	0	0							
Land	& Structures	0	0	0	0	0							
		202 072	1.1	1 956 290	1,851,594	0							

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

To promote thorough and consistent reporting, adhere to the following guidelines:

- Cost estimates for all years should be based on "constant dollars" plus the <u>percentage increases indicated on</u> <u>the next page in the line item descriptions</u>. 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/new</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. If so, existing expenses should be identified in the *Justification* or *Comments* sections.
- Only additional operating costs related to the <u>additional</u> gross square footage should be included. 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 your assigned OBA analyst. If more space is needed than is provided in the *Justification* column to explain the rationale for projections, use the "Comments" section on the next screen, "Operating Impact – Fund Sources & Comments." If calculations are not based on information provided below, provide a detailed explanation in the "Justification" column.

NOTE: RECOMMENDED COST ESTIMATE CALCULATIONS WERE UPDATED MAY 2025.

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

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. Numbers should be prorated for partial fiscal years. The net change may either be a positive or negative number. For example, assume a new building to replace an obsolete facility that housed 50 staff will open on January 1 st and require 44 staff. In this instance, the first fiscal year it opens the net change will be -3. In each subsequent year the net change will be -6. Alternatively, if growth in staff is anticipated, enter explanatory comments in the "Justification" column to explain how your projections were derived.
Salaries & Wages	 Include operating funds needed by class title, grade, and step with benefits for facility-related purposes only. Salaries for regular employees should be increased by 4.5% annually to reflect salary increases plus promotions, increments and reclassifications. Fringe benefits should be calculated at 29.80% for regular employees. Amount for Law Enforcement Officers Pension System (LEOPS) is 47.03%. Health insurance should be calculated at \$12,000 per employee. Turnover: Salary and fringe benefits (without health insurance and retiree subsidy) should be 25% in the first year, then revised downward to 5% in the out years.
Technical and Special Fees (contractual posi- tions)	 Out-year salaries should be increased each year by 4.5%. Social security benefits should be calculated at 7.65% of contractual salaries. Turnover: Salary and fringe benefits should 25% in the first year, then revised downward to 5% in the out years.
Communications	 Telephones and mailing costs. Telephone operation costs of \$600 per line annually. Increase each year by 3% for inflation. Report communication equipment required by the facility under the equipment line. The only exception is handheld devices, such as cellphones and tablets, which should be reported under the communication line.
Travel	Additional travel related to training activities and location of or support to facility.
Fuel and Utilities	Savings from better energy efficiency on entire building should be reflected as an offset to any cost of supporting additional space.
Motor Vehicle Opera- tion 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" factors. Office supplies per GSF should be \$1 annually. Increase each year by 3% for inflation.

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

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 Treasur- er'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	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 Project Operating Impact - Fund Sources and Comments Screen

2010 C.B.I.S.						About CBIS	Manage Account	Manage Security Questions	Logout		
Home Main CEW	Schedule Cost & Funds	Justification Details	Tax Survey	Operating Imp.	Submit	3					
	Fund Sources and Comme	nts									
Title: Chemistry Building											
Net Effect on C	perating Budget -	- Fund Sources	and Com	ments							
Fund Sources								Edit Grid / Comment	s		
GO	2023	2024	2025	0	202	6 0	2027	Justification			
GF	124,336	1,411,233		1,390,786		1,387,160	0				
SF FF	41,445 0	470,412 0		463,596 0		462,387 0	0				
RB NB	0	0		0		0	0				
Total	165,781	1,881,645		1,854,382		1,849,547	0				
This screen ind	icates how a pro	iect's operating	r coste wi	ill be funde	d Sel	ect the f	und type y	ou anticipate will	he		
used to pay for	-	jeet s operating	5 CO363 WI		.u. oti		und type y	ou anticipate will			
Fund Sources	Click "Edit (Grid/Commen	nts." Tota	al funds sh	ould	equal th	ie total exp	penditures as dete	ermine		
	in the previo	us screen. Do 1	not inclu	de comma	s or de	ecimals.					
	For higher ea	ducation facilit	ties, all e	xpenditure	s shou	uld be li	sted under	special funds (SH	F). Thi		
				-				additional genera			
	_	nined during d	-			-					
		Ÿ			-		-				
Explanation of		<i>nds) -</i> leave blar				· ·					
Fund Types	-		-	ond with y	your a	gency's	Over-the-Ta	arget request in tl	he fisca		
	year the fund	year the funds will be required.									
	SF (special f	unds) and FF (federal f	<i>funds) -</i> if y	ou an	ticipate	revenue fro	om a specific sour	ce (sucl		
	as user fees) of	or the federal g	governme	ent, indica	te the	amount	of revenue	e in SF or FF. If r	evenue		
	are higher th	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									
	0	expenditures, enter the difference in the GF row and request the same amount in your Over-the									
	-	-Target request.									
	~ .										
		<i>RB</i> (<i>revenue bonds</i>) - should be left blank since revenue bonds cannot pay for operating costs.									
		<i>NB (non-budgeted funds)</i> - should be operating costs funded from a source which is not appropriated in the State budget. This should not occur regularly.									
	priated in the	e State budget.	i nis sho	oula not oc	cur re	egularly.					
Comments	This space is	provided for a	additiona	ıl informat	ion ex	plaining	g the data 1	provided above. A	Agencie		
	-	-						e expenditures ar	~		
		•		-			-	p." on the dark			
		ct "Original Re	-	-		-	-	-	, , , , , , , , , , , , , , , , , , , ,		
			questeu		and	make th	c changes a	is appropriate.			

State-Owned Project How to Print Your Request

This is the first of two ways to print a copy of your request. This print option will print the requested worksheet only.

See the next page for instructions on printing the Cost Estimate Worksheet and the Operating Impact Statement, etc. with the requested worksheet.

,			rianage rice out
ne Main CEW Schedule Cost & Funds Justification	Details Tax Survey Operating Imp. Submit		
lain Information		Print R	equested Edit
Title	New Emergency Notification System - Columbia Campus		
Description	Construct and install a new visual emergency notification system in two classrooms and one dormilory bu to notify students and staff of emergencies, and it will activate messages that will be sent to other electron students and the majority of the school's staff are hearing impaired or deaf, the offits must be communic will bring the school into compliance with current regulations. The FY 2020 budget includes funding to con-	ted visually; however, the school lacks a visual communication system for all ty	drills during the school year. Because all
Budget Request Type	State-Owned		
Location	8169 Old Montgomery Road Ellicott City MD 21043 Longitude:: -76.795184 Latitude:: 39.207047		
Agency	/ Maryland School for the Deaf	Sub-Agency	
Legislative District	t 9B - Howard County	Subdivision Hor	vard
Budget Code	9 RE01	Governor's Priority Edu	cation
V /1	(h		.1

When you have completed the required forms, click the "Print Requested" button located in the top right corner of the "Main" screen. Your request will appear in an Adobe file, which can be printed for review or saved in a file.

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

State-Owned Project How to Print Your Request

This is the second way to print a copy of your request:	
C.B.I.S.	About CBIS Manage Account Logout Help
Home Reports	
Capital Budget Reports 🧿 Capital Budget Worksheets 🥥 End of Session Reports 🥥 Supplemental Reports 💿 Security Reports	
Capital Budget Worksheets	
Agency Board of Public Works	
Request	
Project	
Agency Worksheet for Requested Capital Projects	
Cost Estimate Worksheet - Requested	
Survey of Private Uses of Tax Exempt Financing	
Private Use of Tax Exempt Financed Higher Education Facilities	
Net Effect on Agency's Operating Budget - Requested	
Five-Year CIP - Summary of Agency Project Requests	
Program	
Part I - Agency Funding Request Summary for Capital Grant and 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	
Part IIIA - Detail of Requested Project Associated with Capital Grant and Loan Program	
Five Year CIP - Summary of Agency Program Requests	



Go to the "Home" screen and click "View Reports" on the light yellow tool bar. 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" and "Request." Select the request you wish to print. Beneath the drop down menus click the first box, "Agency Worksheet for Requested Capital Projects." If you would like to print the cost estimate or operating impact statement, 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 dropdown 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 Project How to Submit Your Request

NOTE: If your assigned CBIS role is an Agency User, clicking "Submit" will forward the request to your Agency Man-• ager. After submitting the budget request, the Agency User can view, but 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 from 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 view, but not change, the submission. If changes are required, contact your OCB budget analyst and they will unsubmit the request. Your OCB budget analyst may also return the submission to the Agency Manager if the submission is incomplete, inaccurate, or incoherent. How to submit your request: Step 1: 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. 🖓 C.B.I.S. About CBIS Manage Account Logoul Home Main CEW Schedule Cost & Funds Main Information Title School of Public Policy Building Construct a 38.355 NASF/69.700 GSF office and classroom building for the School of Public Policy. The new building will provide office, conference classroom, class lab, and study space, enabling the School to cor while and vacate Van Mi ale location Step 2: CBIS will display a "Submit Page" screen. If you have not already reviewed your request, click "Print Request," and your request will appear in an Adobe file, which can be printed for review or saved in a file. 2 C.B.I.S. About CBIS Manage Account Manage Security Questions Logoul Home Main Title: School of Public Policy Buildin Submit Page Estimated Costs by Use Request Total By Year 2022 2023 13,240,00 1,190,00 59,270,0 **Requested Funds by Source Total by Year** 2023 Out Y 44.840.00 13.240.00 1,190,000 59.270.00

After reviewing the request forms for accuracy, click "Submit Request."

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.

SECTION VI:

THE USE OF CBIS

FOR

STATE-OWNED PROGRAMS

PREFACE FOR STATE-OWNED PROGRAMS

How to Enter the CBIS System

	RTMENT OF BUDGET & MANAGE	MENT
	username:	
	password:	
		LOGIN
	orgot username? Contac 10) 697-9700 or <u>service.(</u> Forgot password?	lesk@maryland.gov.
business purpos	es. By using this system, you exp	sers only and limited to approved pressly consent to the monitoring of all system is prohibited and could be

To begin the budget request process, access CBIS at <u>https://cbis.dbm.state.md.us</u> using your internet browser. You can also access CBIS from the <u>Office of Capital Budgeting</u> (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 <u>service.desk@maryland.gov</u>.

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" link 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 submenus which appear on a light yellow toolbar below the dark yellow toolbar. To enter information in a submenu, 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

State-Owned Program Home Screen

🐉 C.B.	I.S.				Abo	out CBIS Manage Account	Logo
Create a N Request	View Requests	1	View CBIS Manual View Published Recommendations from Last Year				
_							
Curren	It Requests						
Imper	sonate						
Agency	Sub Agency	Туре	Request Title	<u>Status</u>		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	
	Capital Grants and Loans Administration	Program	Natural Resources Development Fund	Submitted to DBM		1/11/2019 3:47:17 PM	
DNR		-	Ocean City Beach Replenishment and Hurricane Protection Program	Submitted to DBM		1/7/2019 9:41:08 AM	
DNR DNR	Capital Grants and Loans Administration	Program	Ocean Gity Deach Repletionnent and Funcare Frotection Frogram				

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

2010 C.B.I.S.		About CBIS	Manage Account	Logou
New Request				
Request Type				
O New Project				
New Program				
Ownership				
State Owned				
◯ Grant and Loan				
Save Cancel				
To request a new program	n, click "Create a New Request" on the light yellow toolbar on the C	BIS ho	me screen.	
Request Type	Choose "New Program."			
Ownership	Choose "State Owned."			
Click "Save," and CBIS w	rill take you to the "Main Information" screen.			

State-Owned Program- Main Information

Home Main Cost & Funds Ju	stification Prior Activity Activity Planned Activity Projects Submit	About CBIS Manage Account Manage Security Questions Logout					
Main Information		Edit					
	Description improvements, bridge and dam maintenance, and general park	s on DNR property. Typical projects include a bathhouse, fish hatchery, shocting ranges. Nstorical building improvements, park entrance improvements. Funds for this program are derived from State Transfer Tex revenues allocated to DNR. The FY 2021 budget includes funding for for bridges and dams, and four State Park Water and Sewer Infrastructure Upgrades that will be managed by Maryland Environmental Services.					
	Agency Department of Natural Resources	Sub-Agency Capital Grants and Loans Administration					
	Legislative District 99 - Statewide Budget Code KA0510	Subdivision Statewide Governor's Priority Health and Environment					
	Contact Info. Annacolis, MD 21401 Phone # 410.200.8911						
Does this program require oper		nformation" 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	 Submitted to A/Mgr: allows the A and edit. Submitted to DBM: allows the Age view and edit. 	budget request. Iser to view and edit, and the Agency Manager to view only. gency User to view only, and the Agency Manager to view ency User and Agency Manager to view only, and DBM to <i>Unsubmitted</i> from the drop-down menu to return the budget					
Agency	The correct agency should already be	selected.					
Sub-Agency	Select sub-agency from the drop down	n menu, if available.					
Legislative District	Select "99 - Statewide" or "98 - Region	nal" from the drop-down menu, as appropriate.					
Subdivision	Select "Statewide" or "Regional" fron	n the drop-down menu, as appropriate.					
Budget Code	Select the budget code from the drop	-down menu.					
Program Area	gram. Use your judgment as to which	he drop-down menu that best categorizes the project or pro- selection appropriately categorizes your project or program. ons in the drop-down menu may change from year to year.					
Contact Info.	_	nenu, enter the name, address, and telephone contacted if there are any questions about the n.					
Does this pro- gram require operating impact statements?	Choose "Yes" if operating impact sta Choose "No" if operating impact stat	atements are required for the projects within this program. ements are not required.					
mum. After you	save this information, the "Main Info	ou must complete the "Title" and "Agency" fields at a mini- rmation" screen will appear, showing all of the information nu, click on the desired menu option on the dark yellow					

State-Owned Program Cost & Funds - Request Screen

		Prior Activity Ac	tivity Planned Activity	Projects Submit							
ost & Funds - Reque	st 🔉 Last Year's CIP										
itle: Natural Resource	ces Development Fund										
Cost & Funds	Poquoet										
Jost & Funds	s - Request										
Requested Funds	s By Source									Edit Grid	
											_
Fund Use		2023		2024	2025	2026	2027	2028+		Total	
		2023	0	2024	2025	2026	2027	2028+	0	Total	0
0		2023	0	2024 0 0	2025 0 0	2026 0 0	2027 0 0	2028+	0	Total	0
iO iF F		24	0 0 ,765,000	2024 0 0 24,742,936	2025 0 18,949,839	2026 0 26,358,275	2027 0 0	2028+	0 0 0	94,816,05	
iO iF F F		24	0 0 ,765,000 ,906,000	0 0	0	0	2027 0 0 0 0	2028+	0 0 0 0		
Fund Use 50 5F 5F 5F 7F 8B		24		0 0 24,742,936 0 0	0 0 18,949,839 0 0	0 0 26,358,275 0 0	2027 0 0 0 0 0	2028+	0 0 0 0 0	94,816,05 1,906,00	00 0
iO iF F F		24 1		0 0	0	0	2027 0 0 0 0 0 0	2028+	0 0 0 0 0 0	94,816,05	00 0 00

Click "Cost & Funds	s" on the dark yellow toolbar. Then, click "Cost & Funds - Request" on the light yellow toolbar.
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.
	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 infor- mation entered, click the "Edir" button.

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

C.B.I.S.					About CBIS Manage Accourt	Manage Security Questions
e Main Cost & Funds	Justification Prior Activity Activity Planned Activity	Projects Submit				
st & Funds - Request 🔉 Last	Year's CIP					
le: Natural Resources Develo	oment Fund					
ost & Funds - Last	t Year's Capital Improvement Prog	am				
Jot a l'undo - Euo	e rour o ouprai improvomenter rogi	um				
st Year's Recommende	d Funds By Source					Edit Grid
und Use	2023	2024	2025	2026	2027+	Total
0	0	0	0	0	0	0
	0	0	0	0	0	0
F						
	24,765,000	24.742.936	18,949,839	26.358.275	0	94,816,050
F	24,765,000	24,742,936	18,949,839	26,358,275	0	94,816,050 1,906,000
F	24,765,000 1,906,000	24,742,936 0	18,949,839 0	26,358,275 0	0	94,816,050 1,906,000
F F B		0	0	0	0	1,906,000
GF SF FF RB NB Total		24,742,936 0 0 4,858,000 29,600,936	18,949,839 0 0 500,000 19,449,839	26,358,275 0 0 500,000 26,858,275	0	

Click "Cost & Funds"	on the dark yellow toolbar. Then, click "Cost & Funds - Last Year's CIP" on the light yel- low 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 infor- mation 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



Details and Justifica- tion–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 improve- ment 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 pro- jects 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.
	<u>Managing for Results (MFR)</u> . 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 <u>Operating Budget</u> .
	Finally, indicate the remaining demand for this program. This can be expressed in dol- lars or the remaining number of projects.
	Click "Save."

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

Uploading Docu- ments 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 docu- ment 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 <i>may not</i> upload documents in lieu of providing supporting comments.

State-Owned Program Prior Activity Screen

C.B.I.S.			,	About CBIS Manage Account I	Manage Security Questions Logout					
Home Main Cost & Funds Justifi	cation Prior Activity Activity Planned Activity	Projects Submit								
Title: Critical Maintenance Program Prior Activity										
Prior Appropriations					Edit Grid					
Туре	FY2017 F	Y2018	FY2019	FY2020	FY2021					
GO GF	0	0	0	0	0					
SF FF	6,000,696	6,000,000	13,000,000	4,159,480	8,651,177 0					
RB NB	0	0	0	0	0 0					
Total	6,000,696	6,000,000	13,000,000	4,159,480	8,651,177					
Prior Program Activity Using F		SV0010	EV0000	510001	Edit Grid					
Type Encumbrances Expenditures	FY2017 4,034,679 2,265,274	FY2018 5,972,068 3,706,747	FY2019 FY2020 6,867,821 4,828,481	D FY2021 I 0 0 0 0 0	MM/DD/YYYY 05/2019 05/2019					
Experiatures	2,203,214	5,100,141	4,020,401	0 0	03/2019					
	Click '	"Prior Activity" o	n the dark yellow	toolbar.						
Prior Activity				ble and enter data for						
	prior funding (e.g.	GO, GF). CBIS	should roll this	information over from	last year. If thi					
	screen is blank, en	ter the amount o	of funds authorize	ed in each of the last fi	ive fiscal years b					
	fund type. Dollar ar	nounts should no	ot include comma	is or decimals.						
	Click "Save" and review the information you entered. CBIS will calculate the row and column									
	totals.		,							
		"D . D	.	D 1 (11 C						
Prior Program	Click "Edit Grid" for "Prior Program Activity Using Funds from all Sources." Enter data for									
Activity	prior encumbrances	s and expenditure	es in these fields.							
	Enter the amount	of funds actually	encumbered and	l expended in each of t	the last five fisca					
	years regardless of	what fiscal year t	hey were authori	zed. Dollar amounts sh	ould not includ					
	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								
				-	were encumbere					
	at the end of a fisca	l year and not exp	pended until the i	next fiscal year.						
	x 1 1 1	· ·	1 0075							
			,	YY) that the encumbrar	-					
				two months prior to th						
	_	est updated figur	es in November/	December, prior to the	e start of the nex					
	legislative session.									
	Click "Save" and re	view the informa	tion you entered.							
	1		-							

State-Owned Program Encumbrance and Expenditure Summary Screen

				About CBIS Manage Account	Manage Security Questions L	Logout				
Home Main Cost & Fund	s Justification Prior Activity Ac	tivity Planned Activity Projects Submit								
Title: Critical Maintenance P	rogram									
Encumbrance and Expe	nditure Summary by Year of	Capital Authorization as of July 1st.			Edit Grid					
Fiscal Year	Total Authorized	Amount Encumbered	Amount Expended	To Be Encumbered	To Be Expended					
All Prior	72,818,43		70,179,481	1,965,571	2,638,954					
FY2017	6,000,69		3,748,858	1,706,684	2,251,838					
FY2018 FY2019	6,000,00 13,000,00		1,821,564 767,497	2,731,428 10,764,570	4,178,436 12,232,503					
FY2019	4,159,48		/6/,49/	4,159,480	4,159,480					
SubTotal	101,978,61		76,517,400	21,327,733	25,461,211					
FY2021		0 0	0	0	0					
Total	101,978,61	1 80,650,878	76,517,400	21,327,733	25,461,211					
		Click "Activity" or	n the dark yellow tool b	ar.						
Encumbrance	e and	Click "Edit Grid" for "I	Encumbrance and Exp	enditure Summarv	by Year of Car	nita				
			-		· ·					
Expenditure Summary		Authorization as of July	y Ist." This table refer	s only to general (obligation bond	d o				
		PAYGO funding. Dollar	mounte chould not	nclude commos ar	decimals					
		TATOO funding. Dollar		icide commas of	accimais.					
		"T 1 4 1 4 1" (1		1 4 1 1	c				
		"Total Authorized" refe	rs to the amount appro	opriated by the Ge	neral Assembly	i to				
		the period covered by th	a row in which it appea							
		the period covered by th	e row in which it appea							
		"Amount Encumbered" refers to total funds encumbered from the authorization for								
		that year, regardless of v	when they were encum	bered. For funds to	be considered	l er				
		cumbered there must be	an approved BPW/ con	stract a signed pur	chase order or	- 017				
				itract, a signed pui	chase order, or	ev				
		dence of a legal obligation.								
		defice of a legal obligation	/11.							
		"A	(61					
		"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 row in which it ap	pears, regardless of wir	en une runus were a	pent.					
		In the "All Duion" norm		the attend on an and a						
		In the "All Prior" row, enter the amounts authorized, encumbered, and expended								
		since the <u>initiation</u> of the program.								
		since the <u>initiation</u> of th	e program.							
		Nata The "Total Author	ni-od" oolumuu for ood	. Carol man also and	h	. داء				
		Note: The "Total Autho								
		totals for each fiscal year	r on the "Prior Activity	" screen. The "Am	ount Encumber	red				
		totals for each fiscal year	r on the "Prior Activity	" screen. The "Am	ount Encumber	red				
		totals for each fiscal year and the "To Be Encum	r on the "Prior Activity bered" amount should	" screen. The "Am equal the "Total A	ount Encumber authorized" in e	red eacl				
		totals for each fiscal year	r on the "Prior Activity bered" amount should	" screen. The "Am equal the "Total A	ount Encumber authorized" in e	red eac				
		totals for each fiscal year and the "To Be Encuml fiscal year, and the "Am	r on the "Prior Activity bered" amount should ount Expended" and th	" screen. The "Am equal the "Total A ne "To Be Expende	ount Encumber authorized" in e	red eacl				
		totals for each fiscal year and the "To Be Encum	r on the "Prior Activity bered" amount should ount Expended" and th	" screen. The "Am equal the "Total A ne "To Be Expende	ount Encumber authorized" in e	red eacl				
		totals for each fiscal year and the "To Be Encuml fiscal year, and the "Ame equal the "Total Author	r on the "Prior Activity bered" amount should ount Expended" and th ized" in each fiscal year	" screen. The "Am equal the "Total A ne "To Be Expende	ount Encumber authorized" in e d" amounts sho	red eacl				
		totals for each fiscal year and the "To Be Encuml fiscal year, and the "Am	r on the "Prior Activity bered" amount should ount Expended" and th ized" in each fiscal year	" screen. The "Am equal the "Total A ne "To Be Expende	ount Encumber authorized" in e d" amounts sho	red eacl oul				
		totals for each fiscal year and the "To Be Encum fiscal year, and the "Am equal the "Total Author Click "Save" and review	r on the "Prior Activity bered" amount should ount Expended" and th ized" in each fiscal year the information entered	" screen. The "Am equal the "Total A ne "To Be Expende ed. CBIS will calcu	ount Encumber authorized" in e d" amounts sho late the "To Be	red eac oul				
		totals for each fiscal year and the "To Be Encuml fiscal year, and the "Ame equal the "Total Author	r on the "Prior Activity bered" amount should ount Expended" and th ized" in each fiscal year the information entered	" screen. The "Am equal the "Total A ne "To Be Expende ed. CBIS will calcu	ount Encumber authorized" in e d" amounts sho late the "To Be	red eacl oul Er				

State-Owned Program Planned Activity for Current Fiscal Year Screen

WW C.B.I.S.	About CBIS	Manage Account	Manage Security Questions	Logout
Home Main Cost & Funds Justification Prior Activity Activity Planned Activity Projects Submit				
Title: Critical Maintenance Program				
Planned Activity for FY 2021				
Balance as of July 1 ⁸¹ 2020 0				
GO/GF Appropriations: 0				
Other Funding: 88651177				
Total Revenue: 8,651,177				
Encumbrances: 0				
Operating Costs: 0				
Total Expenses: 0				
Total Available for Next Fiscal Year: 8,651,177				
Save Cancel				
Click "Planned Activity" on the dark yellow tool	oar.			

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 fed- eral 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 Avail- able 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)

00° C.B.I.3								About	CBIS Manage Accou	int Mana	age Security Question	18
me Main	Cost & I	Funds Justification Prior Activity Activity Planned Activity Projects Submit										
Projects - Curre	nt Year P	lanned Activity 💿 Projects - Requested										
Program Tit	le: Natu	ural Resources Development Fund										
Summary of P Projects propo		Jse of Available Funds for Current Fiscal Year (Part II) Y 2022									Add New	
Subdivision	Distric	t Title	Est. Cost	Prior	Phase	FY 2022 Planned	Phase Future Req.	Pha	se 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 \	liew	1
Statewide	99	Dam Assessments and Rehabilitation	8,474,036	4,724,036	PC	500,000	PC 3,25	0,000 PC	100.0	Delete \	liew	1
Statewide	99	Bridge Inspection and Improvement Projects	5,250,000	1,500,000	Р	500,000	PC 3,25	0,000 PC	100.0	Delete \	liew	1
Regional	98	Johnson Wildlife Management Area and Hillsboro Natural Resources Police Shooting Range Improvements	8,941,000	4,176,000	PC	200,000	P 4,56	5,000 CE	100.0	Delete 1	liew	(
Baltimore Co.	6	North Point State Park - Waterfront Improvements	5,979,000	0		343,000	P 3,07	9,000 CE	57.2	Delete \	/iew	1
Talbot	37B	Black Walnut Point - Shore Erosion Control	2,245,000	0		185,000	P 2,06	0,000 PCE	100.0	Delete \	liew	1
	99	State Park Water and Sewer Infrastructure Improvement Fund	59,887,000	12,656,000	PC	0	47,23	1,000 C	100.0	Delete	/iew	- 1
Statewide	99											

Total Funds Planned to be Encumbered in FY 2022: 0

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, en- cumbered during the current fiscal year. However, the list should be updated to reflect the following:
	 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. To add a project adiab "Add New" You may need to add projects are project by the project schedules.
	 To add a project, click "Add New." You may need to add projects authorized by the legislature. 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. <u>Delete</u> - 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. <u>Copy</u> - 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. <u>View (Same as Edit)</u> - 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 <u>additional projects</u> 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. <u>Add New</u> - 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)

2010 C.B.I.S.							About CBI	5 Manage Accoun	t Logout
Home Main Cost & Funds Ju	stification	Prior Activity Activity	Planned Activity	Projects	Submit				
Main 🔾 Cost & Funds 🔾 Details	and Scheduli	ng 🔉 Operating Imp	. 🔉 CEW						
Main Information								Edit	t
Pro	ogram Title	Natural Resources De	velopment Fund						
		Rocky Gap State Park		ments					
					prove traffic flow and storm				
C)escription	parking spaces. The parking/driving surface	parking lot and as e indicates that the	sociated sto sub-base	building. The parking lot ormwater management str has softened due to wate , paving, and stormwater n	ctures have sign infiltration causi	ificantly deteriorated ng shifts and crack	 The poor conditions Therefore, the particular sectors 	on of the arking lot
	Location	12900 Lakeshore Driv Longitude:: -78.65159							
	Agency	Department of Natural	Resources		Sub-Age	ICY Capital Gran	ts and Loans Admini	stration	
Legislati	ive District	1B - Allegany County			Subdivis	on Allegany			
Agency Priority	y 0								
Does this Project Have a CEW?	? Yes								
	Cl	ick "Edit" or	n the "Mair	n Infor	mation" screer	shown at	ove.		
D	Ear		to the new	a of th	a project will			ntanad	
Project Title	For e	xisting projec	cts, the nam	ie of ti	ne project will	ppear as p	previously e	enterea.	
	 For new projects, the end of the project title needs to include a descriptor about we being accomplished (e.g. renovation, expansion, remediation, etc.). For projects the clude new construction only, the word "new" should be included at the beginning project title and an additional descriptor is not needed. Titles can use hyphens, commas, or colons. Do not use symbols (e.g. write "and" insta "&"), dashes, semicolons, or obscure abbreviations and acronyms. 					s that in ng of the			
Description	brief begin	description	of what th such as des	e proje sign, co	from your prio ect proposes to onstruct, renov ong.	accompl	ish. The fi	rst sentenc	e should
Address/Coordinates	You c	lo not need t	to enter the	locati	on of a project	that has a	lready beer	n funded.	
Legislative District		t the legislati ve districts ca			ch the project i	located f	rom the dro	op-down m	enu. Leg
	<u>https:</u>	://mdpgis.m	<u>dp.state.mc</u>	<u>l.us/L</u>	egis District/ii	<u>dex.html</u>			
	NOT	E: Legislative	districts were	e last u	pdated on Febru	ury 1, 2022	2.		
Subdivision	Enter	the subdivis	ion (county	y) in w	hich the projec	t is located	d from the	drop-down	menu.
Agency Priority	No ei	ntry required	or availabl	e.					
Does This Project Have a CEW?		e is no need funded. Clio	-	te a C	Cost Estimate V	Vorksheet	for a proj	ect that ha	s already

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)

							About CBIS Manage Acc	count Manage Security Questions Logout
Home Main Cost & Funds Justification Prior Activity Main Cost & Funds Details and Scheduling Oper		bmit						
Cost & Funds - Last Year								
Program Title: Natural Resources Development Fund Project Title: Johnson Wildlife Management Area and Hills	sboro Natural Resources Police Shootin	g Range Improvements						
Last Year's Recommended Phase Breakdown by	Cost							Edit Grid
Acquisition	Prior	FY2021 FY	2022	FY2023	FY2024	FY2025	FY2026+	Total
Planning Construction	194,000	401,000	0 3,155,000	2.095.000	0	0		595,000 5,250,000
Equipment	0	0	25,000	2,095,000	0	0	0	50,000
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State-Owned Program Projects - Current Year Planned Activity Details & Scheduling Screen (Part IIA)

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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 up- loading your document, click "Save" or you may lose any changes you made to the sup- porting 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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ojecta i		02011040											Update	ò
riority	Subdivision	District	Title	Est. Cost	Prior	Phase	FY 2023 Req.	Phase	Future Req.	Phase	States Share %		Sub-Agency Priority	
	Washington	2A	Albert Powell Fish Hatchery Improvements	9,376,000	9,376,000	Р	0		0		100.0	elete View	1	0
	Statewide	99	Dam Assessments and Rehabilitation	8,474,036	5,224,036	PC	500,000	PC	2,750,000	PC	100.0	elete View	1	0
	Statewide	99	Bridge Inspection and Improvement Projects	5,250,000	2,000,000	P	500,000	PC	2,750,000	PC	100.0 🖸	elete View	1	0
	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	elete View		0
	Baltimore Co.	6	North Point State Park - Waterfront Improvements	5,979,000	343,000		0		3,079,000	CE	57.2 <u>D</u>	elete View		0
	Talbot	37B	Black Walnut Point - Shore Erosion Control	2,245,000	185,000		140,000	Р	1,920,000	CE	100.0 🖸	elete View		0
	Statewide	99	State Park Water and Sewer Infrastructure Improvement Fund	59,887,000	12,656,000	PC	13,007,000	с	34,224,000	с	100.0	elete View		1
	Statewide	99	Unallocated Funds	7,959,000	0		7,959,000	0	0		100.0	elete View	:	2
	Totals			108,111,036	34 160 036		26,671,000		44,723,000					

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 Legisla- tive 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." col- umn 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 Infor- mation" 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

DEPARIMENT OF BUDGET & MANAGEMENT						,
C.B.I.S.			About CBIS	Manage Account	Manage Security Questions	Logout
Home Main Cost & Funds Justification Prior Activity Activit	Planned Activity Projects Submit					-
Main O Cost & Funds O Details and Scheduling Operating Im). O CEW					
Main Information (Part IIIA)					Edit	
Program Title	Natural Resources Development Fund					
Project Title	Albert Powell Fish Hatchery Improvements					
Description	Design and construct a new fish hatchery building and infrastructure improvements such as: raceway containment structures, back-up generator, pump supply pit, wa the needs of modern hatchery practices. In addition, the aging structure is deteri hazard protection and product quality of the facility and help to protect State waters	er return piping, filters, UV sterilization rating and the treatment of hatchery v	and a recirculation pump station. The exis ater is inadequate. The improvements will	ting facility was constru- increase production p	ucted in 1949 and no longer mee otential, operational efficiency, bi	ts o-
Location	2901 Fish Hatchery Road Hagerstown MD 21740 Longitude:: 39.588853 Latitude:: -77.639083					
Agency	Department of Natural Resources	Sub-Agency	Capital Grants and Loans Administration			
Legislative District	2A - Washington County	Subdivision	Washington			
Agency Priority 1						
Does this Project Have a CEW? Yes						

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	For existing projects, the name of the project will appear as previously entered. For new projects, the end of the project title needs to include a descriptor about what is being accomplished (e.g. renovation, expansion, remediation, etc.). For projects that include new construction only, the word "new" should be included at the beginning of the project title and an additional descriptor is not needed. Titles can use hyphens, commas, or colons. Do not use symbols (e.g. write "and" instead of
Description	"&"), dashes, semicolons, or obscure abbreviations and acronyms. Describe the project. The first sentence must start with a verb such as construct, renovate, or convert. Include the NSF and GSF from the facility 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 addi- tion 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 <u>in decimal degrees</u> (-76.621972, 39.301324). You can find your project's longitude and latitude at the Department of Planning's <u>Interactive Maps</u> webpage. Click on the <u>Growth and Conservation Overlays</u> 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	Select the legislative district in which the project is located from the drop-down menu. Legisla- tive districts can be located at:
	https://mdpgis.mdp.state.md.us/Legis_District/index.html NOTE: Legislative districts were last updated on February 1, 2022.

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

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.
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.
plete. If this informati	"Save" command to function, at minimum the "Title" and "Agency" fields must be com- tion is complete, the "Main Information" screen will re-appear, showing all of the information 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

	ls - Request									
	ral Resources Development	for a d								
		ns Replacement and Shower B	uilding Renovations							
	se Breakdown by Cost									Edit Grid
		Prior	FY2025	FY2026	FY2027	FY2028	FY2029	FY20	30+	Total
quisition		0	0		0	0	0	0	0	0
nning		1,012,000	0		0	0	0	0	0	1,012,000
struction		12,164,000	2,979,000		0	0	0	0	0	15,143,000
ipment		12,164,000 0	2,979,000 0		0	0	0	0	0	15,143,000
struction ipment er		0	0		0	0	0	0	0	0
nstruction uipment her tal		12,164,000 0 13,176,000	2,979,000 0 0 2,979,000		0 0 0	0 0 0	0 0 0	0	0	0 0 16,155,000
nstruction upment ter tal	ds By Source	0 0 13,176,000	0 2,979,000	Dhase	0 0 0			000000000000000000000000000000000000000	0 0 0 0	0 0 16,155,000 Edit Orid
nstruction alpment al quested Fund	ds By Source Prior Ph	0 0 13,176,000	0	Phase	0 0 0 2027 Phase	0 0 0 2028 Phat		0 0 0	0 0 0 Phase	0 0 16,155,000
struction ipment er al	and a second address of the second	0 0 13,176,000	0 2,979,000	Phase	0 0 0 2027 Phase			0 0 0	0 0 0 Phase	0 0 16,155,000 Edit Orid
struction ipment er al	Prior Pha	13,176,000	0 2,979,000 Phase 2026 0 0	Phase	0 0 0 2027 Phase 0 0			0 0 0	0 0 0 0 0	0 0 16,155,000 Edit Orid Total 0 0
nstruction sipment er al guested Fund	and a second address of the second	0 0 13,176,000	0 2,979,000 Phase 2026 0 0	Phase	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0			0 0 0 hase 2030	0 0 0 0 0 0 0	0 0 16,155,000 Edit Orid
nstruction sipment er al guested Fund	Prior Ph 0 0 8,939,000 0 0	13,176,000	0 2,979,000 Phase 2026 0 0	Phase	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0			0 0 0	0 0 0 0 0 0 0 0 0 0 0 0	0 16,155,000 Edit Grid Total 0 11,918,000 0
nstruction upment er al	Prior Pha	13,176,000	2,979,000	Phase	0 0 0 2027 Phase 0 0 0 0			0 0 0	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	0 0 16,155,000 Edit Orid Total 0 0

	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 ac- tivity. In the fiscal year columns, enter the amount of funds being requested for the pro- ject in the appropriate cell, rounded to the nearest \$1,000. Do not include commas or decimals.
Requested Funds By	Click "Save." CBIS will calculate the row and column "Total." Click "Edit Grid."
Source	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 Equip- ment, 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

C.B.I.S. Home Main Cost & Funds Justification Prior Activity Activity Planner	Adult 2015 Manage Security Questions Logout
Home Main Cost & Funds Justification Prior Activity Activity Planner Main Cost & Funds Details and Scheduling Operating Imp. CE	
Details And Scheduling - Requested	
	staral Resources Development Fund ber Powell Fairh Hatten Improvements
Proposed Net Square Feet	Add New Area
Area Name Square Fee	
Net Sq Ft:	2174
	2000
-	01
	10.34
Program Status:	art til Approve
	2 Months Starting On (MMDDYYYY) 10170319 unit 101/2020
-	
Duration of Construction:	2 Months Starting On (MMXDDYYYY) 4/12221 untl 4/12222
Conver	
Supporting Comments & Project Justification: The Department of Natural Resources request that \$7,993,000 in transfer tax	Eda
The Department of Natural Resources request that \$7,995,000 in transfer tax The Albert Powell Fish Hatchery is located in Haperstown. Washington Coun	pecial funds be provided IN F7 2021 to construct improvements to the Albert Provell Fish Hatchery in Washington County. Valcaded Name Hat & former hatchery indicated the pair of the Albert Provell Fish Hatchery in control was a structured in 1426 and the Albert Provel Fish Hatchery in control was a structured in 1426 and the Albert Provel Fish Hatchery in control was a structured in 1426 and the Albert Provel Fish Hatchery in control was a structured in 1426 and the Albert Prove Pathere and the Albert Pathere and the Alb
	Ingertings are supplied to other state culture facilities where they are grown to catchable size. The remaining fingerings are cultured to adult and trophy size and stocked throughout Manyland to provide anglers with the opportunity to catch none spectacular fails. of caceways, likel gates adjust flow rates to each naceway. The hatchery has raceways designated for holdovers, trophy-size fish and younger stock. The raceways are not covered. This project will construct a new hatchery building, raceway containment structures, and infrastructure
Hatchery	
	Cited "Detection of Cale designs" and a lind a structure str
	Click "Details and Scheduling" on the light yellow toolbar.
If you linked your CFW to	the "Details and Scheduling" screen, the dates of the design and construction periods and the NSF/
GSF fields on this s	reen should already be populated. If not, manually enter the information as described below.
	Note: Do not include commas or decimals.
	Note. Do not include commas of decimais.
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 construc-
	tion (Item 21c 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
5	
	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 pro
	grams.
Design Period (Months)	Enter the duration of design in months.
Design Period (Starting	Enter the actual or anticipated date design begins (MM/DD/YYYY). CBIS will calcu-
On)	late the design completion date after you click "Save."
Construction Period	Enter the duration of construction in months.
(Months)	
wionuns)	
Construction Period	Enter the actual or anticipated date construction begins (MM/DD/YYYY). CBIS will
Starting On)	calculate the construction completion date after you click "Save."
Starting On)	calculate the construction completion date after you click save.
Jlick "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	To edit the "Supporting Comments & Project Justification," click "Edit."
Comments & Project Justification	 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 facility program (if applicable) was approved or since the publication of the current CIP. Address three issues in the supporting comments: descriptions of the facility problem(s), 2) consequences of the facility problem(s), on service delivery, and 3) outcomes.
	sufficient space, functional inadequacy of existing space, obsolescence or deficiencies in exist- ing 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. 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. Obsolete/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 incarcerated people harmed as a result of unsafe housing conditions.
	<u>Use quantitative data to help justify your project</u> . For example, if insufficient space is the facil- ity problem, then quantify the shortfall and cite the space standards used to arrive at the de- termination. 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."
	<u>Managing for Results (MFR)</u> . 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 out- lined in the current Maryland operating budget volumes, which are located on the DBM web- site under <u>Operating Budget</u> .
	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 Docu- ments 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

C.B.I.S.						About CBIS	Manage Account	Manage Security Questions	Logout
Home Main Cost & Funds Justificatio	n Prior Activity Acti	ivity Planned Activity	Projects	Submit		About CDIS	Manage Account	manage security questions	Logour
Main Ocost & Funds Octails and Schere	eduling 💿 Operating	Imp. OCEW							
Main O Expenditures O Fund Sources and	Comments								
Title: Albert Powell Fish Hatchery Improver	nents								
Net Effect on Operating Bu	udget - Main								
Occupancy Date (MM/DD/YYYY) 12/1/2022									
GSF Total 9792									
GSF Replaced 0									
GSF Added 9792									
Save Cancel	Link GSF	Albert Powell	Fish Hatcher	ry Improvement	s (revised)	~			
									-
Click on "Operating I	mp." on the !	light vellow t	coolbar	. This is	the in	itial scre	en for ope	rating budget imp	act.
· ·	the lower light	· ,					-	· · ·	
			, our e		Iviaii		ingingin	cu.	
Occupancy Date	Enter the a	nticipated da	ate of c	occupan	cy for t	the proje	ct in num	erical format (MN	1/DD/
	YYYY). Thi	s should be	at leas	t one m	onth p	ost cons	truction co	ompletion, per th	e infor-
	mation con	tained in the	e CEW	/ and scl	nedule	tab.			
GSF Total				,	*	•		otal, GSF Replace	,
	GSF Addec	l amounts fr	rom th	ie CEW	select	ed from	the dropc	lown menu (on t	he bot-
	tom right).	Or, enter th	ne tota	l GSF o	f the fa	acility <u>wi</u>	ithout con	nmas or decimals,	, which
	0							nd "Details" tab.	
								explain in the OIS	
				anneren	nom		w, picase c		J COIIP
	ments section	511.							
GSF Replaced	If not using	g the "Link	to GSI	F" butto	n, ente	er the to	tal GSF re	eplaced by the fac	cility. If
L.	-							ice. Do not includ	,
	mas or deci		ioune i		the oc		oracea ope		ie com
		111415.							
GSF Added	If not using	g the "Link t	to GSF	" buttoi	n, ente	r the add	ditional G	SF resulting from	the fa-
	cility. If zer	o, enter "0."	" This	amount	t refers	to the	GSF of ne	ew construction.	Do not
		nmas or deci							
Click "Save." CBIS will di	isplay "Net E	ffect on Ope	erating	Budget	- Exper	nditures.	"		

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

🕷 C.B.I.S.							About CBIS	Manage Account	Manage Security Questions	Logout
ome Main Cost & Funds Justification Prior	Activity Act	ivity Plann	ed Activity	Projects	Submit					
Main 🔾 Cost & Funds 🔾 Details and Scheduling	Operating	Imp. 🔾 CE	EW							
Main O Expenditures O Fund Sources and Commen	ts									
Title: Assateague State Park - Replacement of Regis		ina								
The. Assaleague State Park - Replacement of Regis	stration build	ing								
	-									
Net Effect on Operating Budget -									Edit Grid	
Туре	2022	2023	2024		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	IPS notes expense for one-time phone set-up				
Travel	0	0	0	0	0					
Fuel & Utilities	0	300	1,800	1,836	0	Jtilities 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 handlin	ng 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					
Iotai	U	10,300	3,000	3,030	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</u> <u>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.

NOTE: RECOMMENDED COST ESTIMATE CALCULATIONS WERE UPDATED MAY 2025.

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 num- ber of positions in the new facility. Prorate numbers for partial fiscal years. This num- ber may be positive or negative. For example, a new building that replaces an obsolete facility that housed 50 staff will
	open on January 1 st and require 44 staff. In this instance, the first fiscal year it opens the net change will be -3. In each subsequent year the net change will be -6. Alternatively, if growth in staff is anticipated, enter explanatory comments in the <i>Justification</i> column explaining how your projections were derived.
Salaries & Wages	 Include operating funds needed by class title, grade, and step with benefits for facility-related purposes only. Salaries for regular employees should be increased by 4.5% annually to reflect salary increases plus promotions, increments and reclassifications. Fringe benefits should be calculated at 29.80% for regular employees. Amount for Law Enforcement Officers Pension System (LEOPS) is 47.03%. Health insurance should be calculated at \$12,000 per employee. Turnover: Salary and fringe benefits (without health insurance and retiree subsidy) should be 25% in the first year, then revised downward to 5% in the out years.
Technical and Special Fees (contractual posi- tions)	 Out-year salaries should be increased each year by 4.5%. Social security benefits should be calculated at 7.65% of contractual salaries. Turnover: Salary and fringe benefits should 25% in the first year, then revised downward to 5% in the out years.
Communications	 Telephones and mailing costs. Telephone operation costs of \$600 per line annually. Increase each year by 3% for inflation. Report communication equipment required by the facility under the equipment line. The only exception is handheld devices, such as cellphones and tablets, which should be reported under the communication line.
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 Opera- tion 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" factors. Office supplies per GSF should be \$1 annually. Increase each year by 3% for inflation.

State-Owned Program Operating Impact - Expenditures Screen

Equipment (Replacement & Addi- tional)	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	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

℃ P 2004 C.B.I.S.	crating mi		ina Source			About CBIS Manage Account Log
Home Main Cost & Funds Justification		Projects Submit				About CBIS Manage Account Log
Main Expenditures Fund Sources and Co Title: Greenbrier State Park Entry Gate Fee Sta	mments					
Net Effect on Operating Budg		mments				
Fund Sources	,					Edit Grid / Comments
GO	2021 202 0	2 0	2023 0	2024 2	025	Justification
GF SF	0 11,400	0 18,000	0 18,186	0 18,375	0 0	
FF RB	0	0	0	0	0	
NB Total	11,400	18,000	18,186	18,375	0	
Comments						
This screen indicate used to pay for thes Fund Sources	e costs.					anticipate will be
	mined in Note: Fo funds (SI	the previou r higher ed F). This doe	us screen. Do no ucation faciliti es not preclude	ot include com es, all expendi or guarantee g	mas or decima tures should l general funds (
Fund Type	<i>GF (gene</i> the fiscal <i>SF (spect</i> source (st SF or FF tures. If a request th <i>RB (reve</i> <i>NB (non</i>	eral funds) year the fun ial funds) a uch as user . If revenues revenues are ne same amo nue bonds) -budgeted f	nds will be requined and FF (federation fees) or the federation is are higher the lower than ex- ount in your Or - leave blank site	pond with you ired. <i>I funds) -</i> if yo eral governmer an expenditure penditures, en ver-the-Target r nce Revenue B ng costs funded	r agency's Ove u anticipate re at, indicate the es, enter the a ter the differen equest. onds cannot p from a source	erating costs. er-the-Target request evenue from a speci e amount of revenue mount of the expen nce in the GF row a ay for operating costs e which is not approp
Comments	Agencies itures an "Operation	should disc d fund so ng Imp." or	uss any issues c urces. Click "	or assumptions Save." If you yellow toolbar	made while de need to ma	e data provided abo etermining the exper ke any changes, cli nal Requested Net

State-Owned Program How to Print Your Request

DEPARTMENT OF BUDGET & MANAGEMENT		e loggea in to Buila	INU as: MION	ia Burns
2014 C.B.I.S.	About CBIS	Manage Account	Logout	Help
Home Reports				
Capital Budget Reports O Capital Budget Worksheets O End of Session Reports O Supplemental Reports O Security Reports				
Capital Budget Worksheets				
Agency Board of Public Works 🗸				
Request				
Project				
Agency Worksheet for Requested Capital Projects				
Cost Estimate Worksheet - Requested				
Survey of Private Uses of Tax Exempt Financing				
Private Use of Tax Exempt Financed Higher Education Facilities				
Net Effect on Agency's Operating Budget - Requested				
□ Five-Year CIP - Summary of Agency Project Requests				
Program				
□ Part I - Agency Funding Request Summary for Capital Grant and 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				
Part IIIA - Detail of Requested Project Associated with Capital Grant and Loan Program				
Five Year CIP - Summary of Agency Program Requests				

Select Output Format

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 dropdown 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 budget analyst and they will unsubmit the request. Your OCB budget 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 May of each year for further steps.

SECTION VII:

THE USE OF CBIS

FOR

NON-STATE-OWNED PROJECTS

PREFACE FOR NON-STATE-OWNED PROJECTS

How to Enter the CBIS System



To begin the budget request process, access CBIS at <u>https://cbis.dbm.state.md.us</u> using your internet browser. You can also access CBIS from the <u>Office of Capital Budgeting (OCB)</u> 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 <u>service.desk@maryland.gov</u>.

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" link 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, 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. 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.

<u>A few pointers</u>:

- 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 "Project Description," "Supporting Comments," and "Cost & Funds Req. CIP Difference" text boxes):
 - Type your text in a Word document using single spacing and a single line between paragraphs and no additional formatting such as bullets and bold (you can add this once the text is in CBIS).

Non-State-Owned Project

Home Screen

1100-0-0-0-1	I.S.				About CBI	IS Manage Account	Logou
Create a N Request	New Search Requests Report	ls 🖻 B	udget structions				
Curren	t Requests						
Impers	sonate						
	Sub Agency	Type	Request Title	Status	1	ast Revised Date	
Agency			Incluest The	Julua	<u>L</u> (asi neviseu Dale	
Agency MISC	Maryland Zoo in Baltimore	Project	Maryland Zoo in Baltimore - Facilities Renewal			1/12/2008 3:55:34 PM	
				Unsubmitted	Delete 11		
MISC	Maryland Zoo in Baltimore	Project	Maryland Zoo in Baltimore - Facilities Renewal	Unsubmitted	Delete 11	1/12/2008 3:55:34 PM	

If the project 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 project title, and the "Main Information" screen will appear.

If the project has **never been entered** in CBIS, click "Create a New Request" on the light yellow 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.

Non-State-Owned Project New Request Screen

2 C.B.I.S.		About CBIS
New Request		
Request Type		
New Project		
◯ New Program		
Ownership		
O State Owned		
Non-State Capital	Grants	
Save	Cancel	
To request a new	project, click "Create a New Request" on the light yellow toolbar on the CBIS home scree	n.
Request Type	Click "New Project."	
Ownership	Click "Non-State Capital Grants."	
Click "Save." CBI	S will take you to the "Main Information" screen.	

Non-State-Owned Project Main Information Screen

Home Main CEW Schedule Main Information	source runda "sustinuation L	Submit Submit	Print Requested Edit
Main mormation	Title	Maryland Zoo in Baltimore - Infrastructure Improvements	Plint Requested Edit
	Description	Construct improvements to the aging infrastructure at The Maryland Zoo in Bal improvements, and exhibits/attractions improvements. The Zoo vill use \$3,550,00 replacement; an emergency backup generator, roof replacements; and renovation	timore. The Zoo identified a variety of projects that are grouped into three categories: basic infrastructure improvements, strategic services of to basic infrastructure improvements including the correction of life-safety and animal weffare deficiencies throughout the Zoo, gremmeter fence is to the Elephant House, Leopard Building, and Viatler Oraning Lots A and B. The Zoo will use 250,000 to strategic services improvements, envolation of the Waterfood Pavilion. The FY 2020 budget also includes \$1,200,000 for exhibitalitaction improvements, including renovations to a new chicken exhibit.
	Budget Request Type	Non-State Owned	
	Location	1876 Mansion House Drive Druid Hill Park Baltimore MD 21217 Longitude:: -76.633399 Latitude:: 39.301399	
	Agency	Miscellaneous	Sub-Agency Maryland Zoo in Baltimore
	Legislative District Budget Code	40 - North Central Baltimore City ZA00	Subdivision Baltimore City Governor's Priority Other Projecta
	Contact Info.	Donald P. Hutchinson Druid HIP Park 1676 Mansion House Drive Baltimore, MD 21217 Phone # 443-552.550	
Is this project included in th Facilities Master Plan (which has b Does this	e agency's most current een submitted to DBM)? project require a CEW? Ye:	s	
	С	lick "Edit" on the "Main Infor	mation" screen shown above.
Title	For existin	ng projects, the name of the pro	oject will appear as previously entered.
	accomplisi struction of	hed (e.g. renovation, expansio	t title needs to include a descriptor about what is being n, remediation, etc.). For projects that include new con- be included at the beginning of the project title and an
		use hyphens, commas, or co nes, semicolons, or obscure abl	olons. Do not use symbols (e.g. write "and" instead of previations and acronyms.
Description	and GSF f GSF used any signifi struct an a phases and the projec	from the facility program (if ap in the CEW. Next, include w cant secondary purpose (e. g. 1 addition to the building). If t d describe each of them. Finall t. You will need to expand up	such as construct, renovate, or convert. Include the NSF plicable), which should also be the same as the NSF and that the project is and where the project is located. Cite renovate an existing building as part of a project to con- here are phases to the project, indicate the number of y, include a generalized statement of the justification for on the justification in the supporting comments section be one paragraph and four to eight sentences long.
Location	39.301324 Interactive	 You can find your project's <u>Maps</u> webpage. Click on the 	d longitude/latitude <u>in decimal degrees</u> (-76.621972 longitude and latitude at the Department of Planning's <u>Growth and Conservation Overlays</u> interactive map. In hined, put "N/A" in the address and longitude/latitude
Request Status	 Unsub Submit and ed turn t Submit 	<i>tted to</i> A/Mgr: allows the Agen dit. The Agency Manager can he budget request to the Agence	to view and edit, and the Agency Manager to view only. cy User to view only, and the Agency Manager to view select "Unsubmitted" from the drop-down menu to re

Non-State-Owned Project Main Information Screen (Continued)

Agency	Select your organization from the drop-down menu.
Sub-Agency	Select your organization from the drop-down menu, if applicable.
Legislative District	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
	NOTE: Legislative districts were last updated on February 1, 2022.
Subdivision	Select the subdivision (county or Baltimore City) in which the project is located from the drop-down menu.
Budget Code	Select the budget code from the drop-down menu. This is usually ZA00 for miscellane- ous projects.
Program Area	Please select the program area from the drop-down menu that best categorizes the pro- ject or program. Use your judgment as to which selection appropriately categorizes your project or program. Please note that program area selections in the drop-down menu may change from year to year.
Contact Info.	Select from the drop-down menu. If the correct contact is not listed, insert the name, address, and telephone number of the person who should be contacted if there are any questions about the information provided.
Facilities Master Plan	Click the appropriate circle. Generally, this will be answered no.
Does this project require a CEW?	Click "Yes" if you are required to complete a Cost Estimate Worksheet (CEW) for the project. If not, click "No."
When this information ha	we" command to function, <u>at least</u> the "Title" and "Agency" fields must be completed. It is been entered, the "Main Information" screen will re-appear, showing all of the infor- entered. To move to another menu, click on the desired menu option on the dark yel-

Non-State-Owned Project Cost Estimate Worksheet

2 C.B.I.S.		About CBIS	Manage Account	Logout
Home Main CEW	Schedule Cost & Funds Justification Details Submit			
Title: Maryland Zoo in	Baltimore - Infrastructure Improvements			
CEW List				
OLW LIST				
			Add	
CEW Title				
			((A 1 1))	
CEW List	If you are required to submit a Cost Estimate Worksheet (C	.,	"Add" to c	reate
	CEW. Instructions for completing the CEW can be found in S	Section IX.		
	If you are unsure if your budget submission requires a CEW	7 please con	tact your a	ssione
		, picase con	tact your a	ssigne
	OCB budget analyst.			
NOTE. If you	are required to submit a CEW, complete the CEW prior to contin	uing Much	of the infor	matic
,		unig. Much		matic
ou will enter i	n the remaining CBIS screens is derived from the CEW.			

Non-State-Owned Project Schedule Screen

C.B.I.S.	About CBIS Manage Account Logout
Home Main CEW Schedule Cost & Funds Justification Details Subm	
© Request	
Title: Maryland Zoo in Baltimore - Infrastructure Improvements	
Schedule	
Program Status: N/A 🗸	
Design Period: Duration of 6 Month(s) Starting on	MM/DD/YYYY) 7/1/2019 unii 1/1/2020
Construction Period: Duration of 60 Month(s) Starting on	MM/DD/YYYYY 1/1/2020 until 1/1/2025
Program Approval Part 1 (MM/DD/YYYY):	
Program Approval Part 2 (MM/DD/YYYY):	
Save Cancel	
	Click on "Schedule" on the dark yellow toolbar.
	,
If you linked your CEW to the "Sched	ule" and "Details" screens, the dates of the design and construction periods on this screen
should already be	populated. If not, manually enter the information as described below.
Program Status	Not Applicable - select "N/A."
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
Design renou (otarting On)	
	will calculate the design completion date after you click "Save."
Construction Period	Enter the duration of construction in months.
	Enter the duration of construction in months.
(Months)	
Construction Period	Enter the actual or anticipated date construction begins (MM/DD/YYYY).
	· ~ ~
(Starting On)	CBIS will calculate the construction completion date after you click "Save."
Program Approval Part 1	Not Applicable - leave blank.
	rr
Program Approval Part 2	Not Applicable - leave blank.
Click "Save." CBIS will automatic	ally take you to the "Cost & Funds - Request" screen. To view the information

Click "Save." CBIS will automatically take you to the "Cost & Funds - Request" screen. To view the information entered in "Schedule," click "Schedule" on the dark yellow toolbar. Verify that the correct completion date for design and construction is shown. To edit any information, click on the appropriate field, make your changes, and click "Save."

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

C.B.I.S.													About CBIS	Manage Acces	unt Manage Security Ques
ne Main Schedule Cost 8	& Funds Justification D	etails Submit													
ist Year's CIP 🔾 Request 🔾 Req	q CIP Diff 🥥 Matching Fund	ls .													
itle: Maryland Zoo in Baltimore - In	Infrastructure Improvement	s													
		-													
Cost & Funds - Last Y	/ear														
		-													
ast Year's Recommended I	Phase Breakdown by	Cost													Edit Grid
Fund Type		Prior	F	Y2021	FY202	2	FY2023		FY2024		FY2025	FY	2026+		Total
Acquisition			0	(0		0		0		0		0	
Planning Construction			550,000 300.000	300,000		300,000		300,000		00,000	300,0			0	2,050
				4,300,000		4,300,000		4,300,000		00,000 50,000	4,300,0 150,0			0	25,800
Equipment			150,000	150,000		150,000		150,000	1:	50,000	150,0	0		0	900,
Other			0			0		0		0		0		0	
Other			150,000 0 00,000	4,750,000		150,000 0 4,750,000		150,000 0 4,750,000		0 0,000	4,750,00	0		0	28,750,
Other			0			0		0		0		0		0	
otal	Funds By Source		0			0		0		0		0		0	
other otal ast Year's Recommended I	Funds By Source		0			0		0		0	4,750,00	0		0	28,750,
other fotal ast Year's Recommended I fund Source	Prior		00,000	4,750,000	2022	0 4,750,000 Phase	2023	0 4,750,000 Phase	4,75	0 0,000 Phase	4,750,00	0 00 Phase	2026+	0 0 Phase	28,750, Edit Grid Total
Dther Fotal .ast Year's Recommended I Fund Source 30	-	5,0	00,000	4,750,000		4,750,000		0 4,750,000	4,75	0,000	4,750,00	0)0	2026+	Phase	28,750,1 Edit Grid
Dther Fotal .ast Year's Recommended I Fund Source 30 3F	Prior	5,0	00,000	4,750,000	2022	0 4,750,000 Phase	2023	0 4,750,000 Phase	4,75	0 0,000 Phase	4,750,00	0 00 Phase	2026+ 0 0	0 0 Phase	28,750, Edit Grid Total
Diher Fotal .ast Year's Recommended I Fund Source GO GF SF	Prior	5,0	00,000	4,750,000	2022	0 4,750,000 Phase	2023	0 4,750,000 Phase	4,75	0 0,000 Phase	4,750,00	0 00 Phase	2026+ 0 0	0 0 Phase	28,750, Edit Grid Total
other Fotal Last Year's Recommended I Fund Source SF SF SF FF	Prior	5,0	00,000	4,750,000	2022	0 4,750,000 Phase	2023	0 4,750,000 Phase	4,75	0 0,000 Phase	4,750,00	0 00 Phase	2026+ 0 0 0	0 0 Phase	28,750, Edit Grid Total
other Fotal .ast Year's Recommended I Fund Source 30 57 57 57 58 88	Prior 5,000,000 0 0 0	5,0	0 00,000 2021 4,750,000 0 0 0 0	4,750,000	2022 4,750,000 0 0 0	0 4,750,000 Phase	2023 4,750,000 0 0 0	0 4,750,000 Phase	2024 4,750,000 0 0 0 0	0 0,000 Phase	4,750,00 2025 4,750,000 0 0 0 0	0 00 Phase	2026+ 0 0 0 0 0	0 0 Phase	28,750, Edit Grid Total 28,750
other Fotal Last Year's Recommended I Fund Source SF SF SF FF	Prior	5,0	00,000	4,750,000	2022	0 4,750,000 Phase	2023	0 4,750,000 Phase	4,75	0 0,000 Phase	4,750,00	0 00 Phase	2026+ 0 0 0 0 0 0 0 0	0 0 Phase	28,750, Edit Grid Total

Click "Cost & F	unds" on the dark yellow toolbar. Click "Last Year's CIP" on the light yellow toolbar.
Last Year's Recom- mended Phase Break- down by Cost	Click "Edit Grid" for "Last Year's Recommended Phase Breakdown by Cost." If this pro- ject is in the current CIP, CBIS should roll this information over from last year. If this screen is blank, enter the amount of funds indicated in the current CIP for each respec- tive year by type of activity in the Prior and the fiscal year columns. 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 column and row totals. All of the dollar amounts appear as "Match" dollars on the table below <u>until</u> the "Fund Source" data is directly entered into the various source categories (e.g. GO, GF, etc.) in the step below.
Last Year's Recom- mended Funds by Source	Click "Edit Grid" for "Last Year's Recommended Funds by Source." If this project is in the current CIP, CBIS should roll this information over from last year. If this screen is blank, enter the amount of funds indicated in the current CIP for each respective year by type of funds the Prior and the fiscal year columns. Round dollar amounts to the nearest \$1,000 and do not include commas or decimals. In both the prior and future fiscal year columns, indicate with capital letters the phase of activity each year's funds will assist. Use A,P,C,E for Acquisition, Planning, Construction, and Equipment respectively, but do not include commas between phase codes. Click "Save" and review the information you entered. CBIS will calculate the column and row totals. This data should now be accurately divided between "State Share" and "Match."

Non-State-Owned Project Cost & Funds - Request Screen

	Funds Justification Details							About CBIS Manag	e Account Manage Security Questions Logout
Last Year's CIP O Request O Req CI		Submit							
Title: Maryland Zoo in Baltimore - Infra	rastructure Improvements								
Cost & Funds - Request									
Requested Phase Breakdown	by Cost								Edit Grid
Fund Type Acquisition	F	rior	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027+	Total
Planning		850,000	300,000 4,300,000	300,000 4,300,000	300,000 4,300,000	300,000	0	0	2,050,000
Equipment		300,000	4,300,000	4,300,000	150,000	4,300,000	0	0	900,000
Other Total		9,750,000	0 4,750,000	4,750,000	4,750,000	4,750,000	0	0	28,750,000
	1								
Requested Funds By Source									Edit Grid
Fund Source	Prior P	hase 2022	Phase	2023 Phase	2024 Phase	2025 Phase	2026 Phase	2027+ Pha	se Total
GO GF	9,750,000	4,75	0,000 PCE	4,750,000 PCE	4,750,000 PCE 0	4,750,000	PCE 0	0	28,750,000
GF SF FF	0		0	0	0	0	0	0	0
RB State Share	0 9,750,000		0	0 4,750,000	0 4.750,000	4,750,000	0	0	28,750,000
Match	0		0	0	0	0	0	0	0
Total	9,750,000	4,750	,000	4,750,000	4,750,000	4,750,000	0	0	28,750,000
		To open t	his Scree	n. click "Cos	t & Funds" or	n the dark v	ellow tooll	bar.	
		F		,		,			
			Click	Request of	n the light yell	ow tooldar.			
n . 11	וח	C1: 1 "		" (1 1	. D1 1	- 1- C	»1.1 т	1 1.1 1 1
Requested I	Phase	Click	Edit Grid	for the "Re	equested Phase	e Breakdow	n by Cost	table. I	his table shoul
Breakdown	by Cost	show th	ne total co	ost of the pro	niect regardle	ss of the so	urce of fu	nding In	the "Prior" co
Dicundowii	0,000			-				-	
		umn, ei	nter any p	prior funding	allocated for	this project	by type of	activity.	In the fiscal yea
		1		ha amount a	CC 11.	1.0	1	/	1 1 1
		Column			t tunde being	realizeted to	or the pro-	act (roun	ided to the near
					-	-			ided to the near
					-	-			ided to the near
					f funds being mmas or decir	-			ided to the near
		est \$1,0	000; do no	ot include co	mmas or decir	nals) in the	appropria	te cell.	
		est \$1,0	000; do no	ot include co	mmas or decir	nals) in the	appropria	te cell.	
		est \$1,0 Click "S	000; do no Save" and	ot include co l review the i	mmas or decir nformation yc	nals) in the ou entered.	appropria CBIS will	te cell. calculate	the column and
		est \$1,0 Click "S row tot	000; do no Save" and cals. All c	ot include co l review the i of the dollar	mmas or decir nformation yc amounts app	nals) in the ou entered. bear as "Ma	appropria CBIS will atch" on t	te cell. calculate he table	the column and below <u>until</u> th
		est \$1,0 Click "S row tot	000; do no Save" and cals. All c	ot include co l review the i of the dollar	mmas or decir nformation yc amounts app	nals) in the ou entered. bear as "Ma	appropria CBIS will atch" on t	te cell. calculate he table	the column and below <u>until</u> th
		est \$1,0 Click "S row tot "Fund	000; do no Save" and cals. All o Source" o	ot include cos l review the i of the dollar data is direct	mmas or decir nformation yc amounts app	nals) in the ou entered. bear as "Ma	appropria CBIS will atch" on t	te cell. calculate he table	the column and below <u>until</u> th
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Non-State-Owned Project Cost & Funds - Requested CIP Difference Screen

C.B.I.S.		About CBIS Manage Account	Manage Security Questions	Logout
Home Main Schedule Cost & Funds Ju	stification Details Leg. Action			
Last Year's CIP O Request O Req CIP Diff O M	tatching Funds O Recommendation O Rec CIP Diff			
Title: National Aquarium in Baltimore - Infrastruct	ure Improvements			
Cost & Funds - Req. CIP Differ	ence			
Explain the difference between current request a	nd prior recommended CIP			
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FY 2025 Planned: \$1,000,000. The FY 2025 requer public safety and lighting improvements partially fur	st of \$3,500,000 (C) GO will be used to construct critical infrastructure improven index in EV 2024	nents. \$500,000 of the request will	be used to complete	
posito surety and spring improvements parally to	NOO 111 7 2027.			
Save Cancel				

Click "C	ost & Funds" on the dark yellow toolbar. Click "Req CIP Diff" on the light yellow toolbar.
Requested CIP Difference	 Compare the funding planned in the CIP with the funding being requested. Begin the text with, "FY 20 Planned:" then state the amount of funds, the phase code (A,P,C,E) indicating how the funds will be used, and then the type of funds (e.g. GO, GF) that were planned in the CIP for the fiscal year under consideration. If the planned CIP contains more than one kind of funding, funding amount, or phase codes, separate each of the different funding groupings by semicolons. After entering the planned CIP information, state whether the requested amount of funding is consistent with or different from the planned CIP funding. Explanations for your request should
	 be entered as follows: 1. If the amount requested is the same as the amount planned, state "The amount requested is consistent with the amount planned in the CIP." 2. If the amount requested is different than the amount planned, state "The amount requested is \$ more (or less) than the amount planned in the CIP." Then state the reason(s) for the difference. 3. If the project was not planned for funding in the upcoming fiscal year, state "FY 20 Planned: \$0." Add one to two sentences to explain the amount requested and why the project request differs from the Governor's CIP. Provide justification for including the project in the Governor's CIP. 4. If the project had planned funding for an out year but was accelerated to the fiscal year under consideration, state "FY 20 Planned: \$0. Funding planned in FY 20 through FY 20" If funding extended beyond the CIP, add "and beyond." Add one to two sentences to explain the amount requested for the upcoming year and justify why the funding has been accelerated. Click "Save" and the "Cost & Funds–Request" screen will appear. To edit the material you entered, click on "Req CIP Diff" in the light yellow toolbar.

Non-State-Owned Project Matching Funds Screen

								About CBIS	Manage Account	Manage Security Questions
ne Main	Schedule Cost 8	Funds Justification	n Details	Submit					0 1 05	
st Year's CIP	Request OReq	CIP Diff 🧿 Matchin	g Funds							
itle: R Adams C	Cowley Shock Trau	na Center Renovati	on - Phase II	I						
Matching	Funds									
Гуре		Prior		FY2022	FY2023	FY2024	FY2025	FY2026	FY2027+	Total
State	1	7,000,0		5,000,000	4,000,000	4,000,000	0	0	0	20,000,000
Match		7,700,0		5,500,000	5,100,000	1,700,000	0	0	0	20,000,000
Fotal		14,700,0	00	10,500,000	9,100,000	5,700,000	0	0	0	40,000,000
State %		47	.6	47.6	44.0	70.2	0.0	0.0	0.0	đ đ
Match %		52	.4	52.4	56.0	29.8	0.0	0.0	0.0	

Click "Cost &	& Funds" on the dark yellow toolbar. Click "Matching Funds" on the light yellow toolbar.
Matching Funds	No data entry required. CBIS will populate the "Matching Funds" table based on information you entered in prior screens.
Matching Funds Source	To enter matching funds data, you can input new data or edit 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 have entered. Repeat this process for 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" screen. Enter the changes in the "Source of Funds" and/or "Amount" fields, and click "Update." Review the changes. Repeat this process for each fund source entry as necessary. CBIS will total the fund sources you have entered.
	After you enter all matching funds sources, the "Match Total" in the "Matching Funds" table must equal the "Total" row in the "Matching Funds Source" table.

Non-State-Owned Project Details and Justification—Request Screen

Home Main CEW Schedule	Cost & Funds Justification Details Submit
© Request	
Title: Maryland Zoo in Baltimore - Inf	
Details and Justificatio	
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	sta 55,000,000 in GO bonds to construct improvements to its aging infrastructure. Projects are grouped into three categories: Basic Infrastructure Improvements, Strategic Services Improvements, and Exhibits/Attractions in a constant with the CIP.
Founded in 1876, the Maryland Zoo in	Ballmore is the third-oldest zoo in the country, and it has continually expanded over the years. New exhibits were incrementally added and the Zoo now occupies 45 of their 135 acres. The FY 2020 funding will be used for:
Basic Infrastructure Improvements - S	3.550.000
Basic infrastructure improvements incl backup generator, roof replacements,	Lude concerting life-safety/United States Department of Agriculture (USDA)/Animal Welfare Act, and Association of Zoos and Aquaritum (SA2) deficiencies throughout the Zoo, perimeter fence replacements, emergency as well as renovariances to the Elephant House, Water Parking Loss AB & AB, the Leopard Building and the need for all researcy.
safety and animal welfare defi	address deficiencies identified by USDA and AZA inspectors, changes in federal legislation/ regulations, and Zoo Staff. The Zoo has a growing, living collection and must adjust priorities accordingly. Projects will correct life- iciencies to allow the Zoo to continue to meet the standards of its regulatory agency, the United States Department of Agriculture (USDA). Funding is also requested to modify several existing exhibits to create a better and
safer living environment for th • The Zoo will use \$200,000 for general age and damage from	e animals. perimeter fence replacement. The Zoo is required by USDA regulations to have an eight-foot-latt perimeter fence (with barbed wire on top) around the Zoo's entire 135 acres. Fencing is in need of replacement due to In failing treastive limbs, vehicle hits, and vandalism. In particular, inclement weather in spring 2018 damaged fencing due to failen trees. As much fencing as possible will be replaced each year based on priority needs.
 The Zoo will use \$100,000 to 	design and install as energency backup generator. The project will provide backup throughout the Zoo's animal, staff, and guest areas in the event of a power outage in order to maintain lighting, refregeration, etc. used for not relatement of buildings zoo wide. Many buildings around the Zoo are in avious abases of disregarit due to age and damage and need not replacement. As many roots as possible wit be replaced based on
	structed in 1926 and once housed elephants and hippos, but is now used as a storage area. This building's roof must be renovated and the softit, doors, and gutters must be replaced. During last year's visit by the AZA
historic easement on the exter	vas cited for the mold and lead paint in the building. The contract to make those repairs has been submitted, but if these exterior items are not dealt with, the mold will return. The Maryland Historical Trust has a perpetual infor of the building. The Zoo requests \$350,000 for this roof renovation. to renovate Parking Lots & & B as the first installment of a buryear request. Over the years, the lots have become an impervious surface with rainwater running off the parking lots. A heavy rain and tree roots can cause the
	tification" on the dark yellow toolbar to get to the "Details and Justification–Request" screen.
Details and	Expand on the information included in the project description. Describe and justify the proje
Justification—	in sufficient detail to indicate clearly the nature of the work to be funded. Include the size of the
Request	facility in NSF and GSF, what the scope of the project is, its location, a description of the servic
	that the facility provides and the specific kinds of clients who receive the services, and any secon
	ary components of the project, if applicable. Address facility problems, causes of the problem
	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 suppo
	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 secon
	ary objectives, or if the scope of the problem goes beyond what has been indicated above. Expla
	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 an
	schedule 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: insuf
	cient 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
	ble. This may occur because standards require more space or an increase in users has resulted in or
	crowding in the existing space. For example, an increase of patients at a health facility may result in t
	need for more clinical space.
	• 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, usi
	space for clinical examinations that was previously used for radiological services would have to
	changed for the more effective delivery of the clinical services.

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

Details and Jus- tification— Request (Continued)	 Facility Problem(s) (continued) Obsolete/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, 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 incarcerated people harmed as a result of unsafe housing conditions.
	<u>Use quantitative data to help justify your project</u> . 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."
	<u>Managing for Results (MFR).</u> 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 <u>Operating Budget</u> .
	Note: OCB recommends cutting and pasting from Word by clicking on the Paste Plain Text but- ton and doing all formatting in CBIS.
	Click "Save."

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

Uploading Documents to CBIS	To upload supporting documents to a request, go to the "Justification" section 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" 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. To delete a document you have uploaded, click "Delete."
	Uploaded documents must be in Excel or PDF format. Agencies may upload signed agency re- quest letters, backup documentation, cash flows, and fund summaries. Agencies may not upload documents in lieu of providing supporting comments.

Non-State-Owned Project Detail for Project Screen

	5 .					About CBIS	Manage Account	Manage Security Questions	Logout
Home Main	Schedule	Cost & Funds	Justification	Details	Leg. Action				
Request O Re									
Title: University	y of Maryla	nd Shore Regiona	I Health - New	Easton Re	egional Medical Center				
Details - I	Reques	st							
Proposed N	let Squar	e Feet			Add	New Area			
Area Name			Square Feet						
			0		UpdateCanc	el Delete			
Net Sq. Ft.:	0		Gross	Sq. Ft.:	407872]			
Structural Cos	st/GSF:		Total	Constructi	on Cost/GSF:]			
Percent Efficie		.00%				1			
Percent Enicle	ono y . 00	.0070							
Save		Cancel							
Click "Deta	ails" on	the dark ve	ellow tool	bar. Cl	ick "Add New Area'	' to bring	up the abov	e screen to which y	ou may
Click "Deta	ails" on	,			ick "Add New Area' lit/delete the detail	0	•	,	ou may
Click "Deta	ails" on	,	lual space	es or ec	ick "Add New Area' lit/delete the detail not include commas	for previo	usly entered	,	ou may
		add indivio	lual space Not	es or ec e: Do 1	lit/delete the detail not include commas	for previo or decim	usly entered als.	spaces.	,
	rea I	add indivio Enter the r	lual space Not	es or ec e: Do 1	lit/delete the detail	for previo or decim	usly entered als.	spaces.	,
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Non-State-Owned Project Detail for Project (Continued)

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Home Main Sched	lule C	ost & Funds	Justification	Details	Leg. Action					
Request Recomme	ndation									
Title: University of Ma	ryland Sh	nore Regional H	Health - New	Easton Re	egional Medic	al Center				
Details - Requ	iest									
Proposed Net Sq	uare Fe	et				Add	New Area			
Area Name			Square	Feet						
Net Sq. Ft.:	326300)	Gross	Sq. Ft.:		407872]			
Structural Cost/GSF:			Total	Constructi	on Cost/GSF:]			
Percent Efficiency:	80.00%									
Save		Cancel								
	you ac	1	Not	e: Do 1	not inclu	de commas	or decim	als.	following fields.	
Net Sq. Ft.		for the t	otal pro	ject. If	you have		Add New	-	, enter the net squa on to enter individua	
Gross Sq. Ft.			0					project. If y be populated.	ou linked your CEW	7 to the
Structural Cost/	GSF	tion cos clude ar	t (Item) ny acquis	8J on 1 sition,	the CEW planning	⁷ , if you are	e complet nent costs	ing one) by . If you linked	e total structural co the total GSF. Do l your CEW to the "So	not in-
Total Construct Cost/GSF:	ion	(Item 21	lc on th	e CEW	', if you a	are complet	ing one) l		e total cost of const GSF. If you linked you ilated.	

Non-State-Owned Project How to Print Your Request

This is the first of two ways	to print a copy of your reque	st. This print option will print the requested worksheet only.
See the next page for instruction	is on printing the Cost Estimate W	Vorksheet with the requested worksheet.
C.B.I.S.		About CBIS Manage Account Logout
Home Main CEW Schedule Cost & Funds Justification	Details Submit	
Main Information		Print Requested Edit
Title	Maryland Zoo in Baltimore - Infrastructure Improvements	
Description	improvements, and exhibits/attractions improvements. The Zoo will use \$3,550,00 replacement; an emergency backup generator, roof replacements; and renovation	timore. The Zoo identified a variety of projects that are grouped into three categories: basic infrastructure improvements, strategic services to be basic infrastructure improvements including the correction of life-adely and annial vefare deficiencies throughout the Zoo, perimeter fence is to the Elephant House, Leopard Bulding, and Visitor Parking Lots A and B. The Zoo will use \$250,000 for strategic services improvements, envolution of the Waterlow Pavilion. The FY 2020 budget also includes \$1,200,000 for exhibit/attraction improvements, including renovations to a new chicken exhibit.
Budget Request Type	Non-State Owned	
Location	1876 Mansion House Drive Druid Hill Park Baltimore MD 21217	
	Longitude:: -76.633399 Latitude:: 39.301399	
Agency	Miscellaneous	Sub-Agency Maryland Zoo in Baltimore
Legislative District	40 - North Central Baltimore City	Subdivision Baltimore City
Budget Code	2A00	Governor's Priority Other Projects
Contact Info	Donald P. Hutchinson Druid Hill Park Bailimore, MD 21217 Phone # 443-552-5250	
, ,	. ,	Print Requested" button located in the top right corner e file, which can be printed for review or saved in a file.
You may need to enable pop	o-ups in your internet browser.	

Non-State-Owned Project How to Print Your Request

This is the second way to print a copy of your request:				
C.B.I.S.	About CBIS	Manage Account	Logout	Help
Home Reports				
🔉 Capital Budget Reports 🔹 Capital Budget Worksheets 🔹 End of Session Reports 🔹 Supplemental Reports 🔹 Security Reports				
Capital Budget Worksheets				
Agency Miscellaneous				
Sub- Agency Maryland Zoo in Baltimore				
Request				
Project				
Agency Worksheet for Requested Capital Projects				
Cost Estimate Worksheet - Requested				
Survey of Private Uses of Tax Exempt Financing				
Private Use of Tax Exempt Financed Higher Education Facilities				
Net Effect on Agency's Operating Budget - Requested				
Five-Year CIP - Summary of Agency Project Requests				
Program				
Part I - Agency Funding Request Summary for Capital Grant and 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				
Part IIIA - Detail of Requested Project Associated with Capital Grant and Loan Program				
Five Year CIP - Summary of Agency Program Requests				
Select Output Format Generate Reports				

Go to the "Home" screen and click "View Reports" on the light yellow tool bar. 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" and "Request." Select the request you wish to print. Beneath the drop down menus click the first box, "Agency Worksheet for Requested Capital Projects." If you would like to print the cost estimate, also click the box for "Cost Estimate Worksheet - 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 dropdown 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.

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

Non-State-Owned Project 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 "Edit." Then, 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 budget analyst and they will unsubmit the request. Your OCB budget 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:

Step 1: 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 be-

200	C.B.I.9	S .				\sim		About CBIS	Manage Account	Logout
Home	Main	CEW	Schedule	Cost & Funds	Justification [etails Submit				
Ma	n Info	ormatio	n				Print Requ	ested	Edit	
					Title	Maryland Zoo in Bal	nore - Infrastructure Improvements			
					Description	improvements, and e replacement; an em including the installa	nts to the aging infrastructure at The Maryland Zoo in Baltimore. The Zoo identified a variety of projects that are grouped into three categories: basic infrastructs hibitis/attractors improvements. The Zoo will use \$3,550,000 for basic infrastructure improvements including the correction of life-safety and animal weffare deficiencies group backup generator; roof replacements, and renovations to the Elephant House, Leopard Building, and Visitor Faring Lots A and B. The Zoo will use \$250,000 on of a shade shelter at the Polar Bear Tram Stop and the renovation of the Waterfow Pavilion. The FY 2020 budget also includes \$1,200,000 for exhibit/attraction im alamphibian exhibits; and the Chimpanzee Forest, as well as a new chicken exhibit.	throughout the for strategic se	Zoo; perimeter fenc rvices improvements	e s,
				Budget	Request Type	Non-State Owned				

Step 2: CBIS will display a "Submit Page" screen.

If you have not already reviewed your request, click "Print Request," and your request will appear in an Adobe file, which can be printed for review or saved in a file.

						About CBIS Mar	age Account Manage Security Questions Logout
	dule Cost & Funds Justificati	ion Details Submit					
Fitle: Maryland Zoo i	n Baltimore - Infrastructure Improv	/ements					
Submit Page							
-		,					
	by Use Request Total By Y	fear					
Prior	2022	2023	2024	2025	2026	Out Years	Total
9,750,000	4,750,000	4,750,000	4,750,000	4,750,000	0	0	28,750,000
-	s by Source Total by Year 2022	2023	2024	2025	2026	Out Years	
Prior 9,750,000	4,750,000	4,750,000	4,750,000	4,750,000	0	0	Total 28,750,000

After reviewing the request forms for accuracy, click "Submit Request."

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 May of each year for further steps.

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 <u>https://cbis.dbm.state.md.us</u> using your internet browser. You can also access CBIS from the <u>Office of Capital Budgeting</u> (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 <u>service.desk@maryland.gov</u>.

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" link 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 (e.g. "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.

<u>A few pointers</u>:

- 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."

NOTE FOR LOCAL JAIL AND DETENTION CENTER PERSONNEL:

Department of Public Safety and Correctional Services administrators will complete Parts I and II. Individual county detention center administrators are responsible for completing Part IIIA requests.

Grant and Loan Programs Home Screen

🐉 C.B.	About	CBIS Manage Account	Logo				
Create a N Request	Requests Reports Bud	v Capital Iget ructions	View CBIS Manual From Last Year				
Current	t Requests						
Surren	i Nequests						
Impers	sonate						
impore	oonato						
Δαορογ	Sub Agonov	Typo	Doquest Title	Statue		act Dovicod Dato	
Agency	Sub Agency Mapuland Historical Trust	<u>Type</u> Program	Request Title	<u>Status</u>		Last Revised Date	
MDOP	Maryland Historical Trust	Program	African American Heritage Preservation Grant Program	Unsubmitted	Delete	4/19/2019 1:49:05 PM	
MDOP MDOP	Maryland Historical Trust Jefferson Patterson Park and Museum	Program Project	African American Heritage Preservation Grant Program Maryland Archaeological Conservation Laboratory - Expansion and Renovation	Unsubmitted Submitted to DBM	Delete	4/19/2019 1:49:05 PM 1/9/2019 5:17:45 PM	
MDOP MDOP MDOP	Maryland Historical Trust Jefferson Patterson Park and Museum Maryland Historical Trust	Program Project Program	African American Heritage Preservation Grant Program Maryland Archaeological Conservation Laboratory - Expansion and Renovation Maryland Historical Trust Capital Grant Fund	Unsubmitted Submitted to DBM Submitted to DBM	Delete	4/19/2019 1:49:05 PM 1/9/2019 5:17:45 PM 1/14/2019 4:43:09 PM	
MDOP MDOP	Maryland Historical Trust Jefferson Patterson Park and Museum	Program Project Program Program	African American Heritage Preservation Grant Program Maryland Archaeological Conservation Laboratory - Expansion and Renovation Maryland Historical Trust Capital Grant Fund Maryland Historical Trust Loan Fund	Unsubmitted Submitted to DBM	Delete	4/19/2019 1:49:05 PM 1/9/2019 5:17:45 PM	
MDOP MDOP MDOP MDOP MDOP	Maryland Historical Trust Jefferson Patterson Park and Museum Maryland Historical Trust Maryland Historical Trust	Program Project Program Program Project	African American Heritage Preservation Grant Program Maryland Archaeological Conservation Laboratory Expansion and Renovation Maryland Historical Trust Capital Grant Fund Maryland Historical Trust Loan Fund Patterson Center Renovations	Unsubmitted Submitted to DBM Submitted to DBM Submitted to DBM	Delete	4/19/2019 1:49:05 PM 1/9/2019 5:17:45 PM 1/14/2019 4:43:09 PM 1/10/2019 1:07:42 PM	
MDOP MDOP MDOP MDOP	Maryland Historical Trust Jefferson Pattlerson Park and Museum Maryland Historical Trust Maryland Historical Trust Jefferson Patterson Park and Museum	Program Project Program Program	African American Heritage Preservation Grant Program Maryland Archaeological Conservation Laboratory - Expansion and Renovation Maryland Historical Trust Capital Grant Fund Maryland Historical Trust Loan Fund	Unsubmitted Submitted to DBM Submitted to DBM Submitted to DBM Submitted to DBM	Delete Delete	4/19/2019 1:49:05 PM 1/9/2019 5:17:45 PM 1/14/2019 4:43:09 PM 1/10/2019 1:07:42 PM 1/10/2019 1:26:44 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

DEPARTMENT OF BUD	GET & MANAGEMENT		re logged in to CBIS-I	R2 as: Lisa	Wallace
C.B.I.S.		About CBIS	Manage Account	Logout	Help
New Request	t				
Request Type					
O New Project					
New Program					
Ownership					
O State Owned					
Grant and Loan					
Save	Cancel				
To request a new	program, click "Create a New Request" on the light yellow tool	oar on the	e CBIS hom	e scree	en.
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

Internation Control of the second secon	C.B.I.S.			About CBIS Manage Account Logout
Minimum Control of the service of the service showing the service show of the service show		Title	African American Heritage Preservation Grant Program The African American Heritage Preservation Grant Program pr properties that are historically and culturally significant to the Af sites. The Maryland Historical Trust (MHT) and the Commissia applications received by MHT and the Commission.	rican American experience in Maryland. Grant funds can be used to acquire, construct, rehabilitate, restore, or expand buildings or
Image: Construct Construction Community Construction Construction Submitted 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 kind of organization or institution that receives the funding (e.g. health facility). The kind of organization or institution that receives the funding (e.g. construction). The kind of services that recipients of the funding provide (e.g. mental health services) An indication of any costsharing criteria and any funding guidelines. A statement that describes any outcomes of the service provided. An "outcome" scribes the desired improvement in the condition or situation of the individuals who the services provided by the funding recipients (e.g. enhance access to health care).		Agency	Department of Planning	Sub-Agency Maryland Historical Trust
Connection Discontinuity Testing 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 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 costsharing criteria and any funding guidelines. A statement that describes any outcomes of the service provided. An "outcome" scribes the desired improvement in the condition or situation of the individuals who the services provided by the funding recipients (e.g. enhance access to health care). 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 v only. Submitted to A/Mgr: allows the Agency User to view only and the Argency Manager to v only. Submitted to DBM: allows the Agency User and Agency Manager to view only and DI to view and edit. SubAgency Select sub-agency from the drop-down menu, if available. Legislative District Select "Statewide" or "98 - Regional" from the drop-down menu, as appropriate.				
TitleEnter the name of the program.DescriptionDescribe 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" scribes the desired improvement in the condition or situation of the individuals who 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 vices provided. • A statement of statutory guidelines and enabling legislation, if appropriate.Request StatusThis field indicates the status of the budget request. 		Contact Info.	100 Community Place Crownsville, MD 21032	
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 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 costsharing criteria and any funding guidelines. • A statement that describes any outcomes of the service provided. An "outcome" scribes the desired improvement in the condition or situation of the individuals who the services provided by the funding recipients (e.g. enhance access to health care). • A statement to discribes any outcomes of the services brouged by type of scribes the discribes the status of the budget request. • Unsubmitted: allows the Agency User to view and edit and the Agency Manager to v only. • Submitted to A/Mgr: allows the Agency User to view only and the Agency Manager view and edit. Agency No data entry required. CBIS populates this field automatically. Sub-Agency 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.		Cli	ck "Edit" on the "Main Info	ormation" screen shown above.
 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 costsharing criteria and any funding guidelines. A statement that describes any outcomes of the service provided. An "outcome" scribes the desired improvement in the condition or situation of the individuals who 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 svices 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 v only. Submitted to A/Mgr: allows the Agency User to view only and the Agency Manager view and edit. The Agency Manager can select Unsubmitted from the drop-down menu return the budget request to the Agency User. Submitted to DBM: allows the Agency User and Agency Manager to view and edit. 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 "Statewide" or "Regional" from the drop-down menu, as appropriate.	Title	Enter th	e name of the program.	
 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 view and edit. The Agency Manager can select Unsubmitted from the drop-down menureturn the budget request to the Agency User. Submitted to DBM: allows the Agency User and Agency Manager to view only and DI to view and edit. 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. 	Description	 The The The The Antistication A structure A structure 	type of funding the program kind of organization or inst specific capital activities that kind of services that recipies indication of any cost-sharin tatement that describes an bes the desired improvement services provided by the fun- tatement indicating the num oming fiscal year. When ap s provided.	n provides (e.g. grant or loan). titution that receives the funding (e.g. health facility). at grantees can use the funds for (e.g. construction). ents of the funding provide (e.g. mental health services). ag criteria and any funding guidelines. y outcomes of the service provided. An "outcome" de- t in the condition or situation of the individuals who use ding recipients (e.g. enhance access to health care). ber of grantee projects being requested in the propriate, the grantees should be grouped by type of ser-
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.	Request Status	 Unst only Subt view retu Subt 	ubmitted: allows the Agency 7. mitted to A/Mgr: allows the 7 and edit. The Agency Mar 1.rn the budget request to the mitted to DBM: allows the A	User to view and edit and the Agency Manager to view Agency User to view only and the Agency Manager to ager can select <i>Unsubmitted</i> from the drop-down menu to e Agency User.
Legislative DistrictSelect "99 - Statewide" or "98 - Regional" from the drop-down menu, as appropriate.SubdivisionSelect "Statewide" or "Regional" from the drop-down menu, as appropriate.	Agency	No data	entry required. CBIS popu	lates this field automatically.
Subdivision Select "Statewide" or "Regional" from the drop-down menu, as appropriate.	Sub-Agency	Select su	ıb-agency from the drop-dov	vn menu, if available.
	Legislative Distrie	ct Select "S	99 - Statewide" or "98 - Regi	onal" from the drop-down menu, as appropriate.
Budget Code Select the budget code from the drop-down menu.	Subdivision	Select "S	Statewide" or "Regional" fro	m the drop-down menu, as appropriate.
	Budget Code	Select th	ne budget code from the dro	p-down menu.

Grant and Loan Programs Main Information Screen (Continued)

Program Area	Please select the program area from the drop-down menu that best categorizes the project or program. Use your judgment as to which selection appropriately categorizes your pro-					
	ject or program. Please note that program area selections in the drop-down menu may change from year to year.					
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 dis- play 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

2 C.B.I.S.					About CBIS Manage	Account Manage	Security Questions Logoul
Home Main Cost & Funds Justification	n Prior Activity Activity Pla	nned Activity Projects Subm	it				
Cost & Funds - Request Q Cost & Funds - I Title: African American Heritage Preservati							
The. Ancal Anencal Hendage Preserval	on Grant Program						
Cost & Funds - Request							
Requested Funds By Source							Edit Grid
Fund Use	2022	2023	2024	2025	2026 202	7.	Total
GO	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	0	5,000,000
GF SF	0	0	0	0	0	0	0
FF	0	0	0	0	0	0	0
RB 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
CIP Difference							Edit
FY 2022 Planned: \$1,000,000 (GO Bonds)	. The amount requested is cons	sistent with the amount planned i	n the CIP.				
	(Click "Cost &	Funds" on the	dark yellow too	lbar.		
Requested Funds H	Clink th	"Edit Crid"	button above	the "Decuestor	LEuroda ber Sa	umao" tal	blo Entor th
-				•	,		
Source	-		unding for each				
			Save" and revie				
	the row	and column t	otals automatio	ally. Round d	ollar amounts	to the r	earest \$1,00
			nmas or decima				
CIP Difference	Click the	e "Edit" buttor	n to update the	"CIP Differenc	e" section.		
	Compare	e the amount	of program fui	ding that was	planned in th	e Gover	nor's previou
	-		uested for the u		-		-
					, .		
			ne funding amo	-			-
	fiscal yea	r's capital bud.	get, as well as t	ype of funds re	commended (i	.e. Gene	ral ()bligatio
	Bonds, C	General Funds,	Sugaial Errada)		eominenaea (i		iai Obligatio
		Junual I unus,	Special Funds		commentatia (r		
	,	Jeneral Funds,	Special Funds,				
			-				-
	If the am	nount requeste	d is the <u>same</u> as	the amount pl			-
	If the am	nount requeste	-	the amount pl			-
	If the am is consist	nount requeste tent with the a	d is the <u>same</u> as mount planned	the amount pl in the CIP."	anned, state, "	The amo	ount requeste
	If the am is consist	nount requeste tent with the a	d is the <u>same</u> as	the amount pl in the CIP."	anned, state, "	The amo	ount requeste
	If the am is consist If the an	nount requeste tent with the a nount request	d is the <u>same</u> as mount planned ed is <u>different</u> ,	the amount pl in the CIP." state and exp	anned, state, " ain the differe	The amo ence. Fo	ount requeste r example, a
	If the am is consist If the an agency m	nount requeste cent with the a mount request nay request mo	d is the <u>same</u> as mount planned ed is <u>different</u> , ore than the am	the amount pl in the CIP." state and exp ount planned i	anned, state, " ain the different n the CIP if th	The amo ence. Fo e legislat	ount requeste r example, a ure mandate
	If the am is consist If the an agency m a specific	nount requeste cent with the a mount request nay request mo c level of fundi	d is the <u>same</u> as mount planned ed is <u>different</u> , ore than the am ng for a program	the amount pl in the CIP." state and exp ount planned i n. Alternatively	anned, state, " ain the different n the CIP if th y, an agency ma	The amc ence. Fo e legislat y reques	ount requeste r example, a ure mandate t less than th
	If the am is consist If the an agency m a specific amount	nount requeste tent with the a nount request nay request mo e level of fundi planned in the	d is the <u>same</u> as mount planned ed is <u>different</u> , ore than the am ng for a program e CIP if the pr	the amount pl in the CIP." state and exp ount planned i n. Alternatively ogram has an a	anned, state, " ain the different n the CIP if th y, an agency ma	The amc ence. Fo e legislat y reques	ount requeste r example, a ure mandate t less than th
	If the am is consist If the an agency m a specific amount	nount requeste tent with the a nount request nay request mo e level of fundi planned in the	d is the <u>same</u> as mount planned ed is <u>different</u> , ore than the am ng for a program	the amount pl in the CIP." state and exp ount planned i n. Alternatively ogram has an a	anned, state, " ain the different n the CIP if th y, an agency ma	The amc ence. Fo e legislat y reques	ount requeste r example, a ure mandate t less than th
	If the am is consist If the an agency m a specific amount	nount requeste tent with the a nount request nay request mo e level of fundi planned in the	d is the <u>same</u> as mount planned ed is <u>different</u> , ore than the am ng for a program e CIP if the pr	the amount pl in the CIP." state and exp ount planned i n. Alternatively ogram has an a	anned, state, " ain the different n the CIP if th y, an agency ma	The amc ence. Fo e legislat y reques	ount requeste r example, a ure mandate t less than th
	If the am is consist If the an agency m a specific amount used to f	nount requeste cent with the a nount request ay request mo e level of fundi planned in the und projects in	d is the <u>same</u> as mount planned ed is <u>different</u> , ore than the am ng for a progran e CIP if the pr n the upcoming	the amount pl in the CIP." state and exp ount planned i n. Alternatively ogram has an a fiscal year.	anned, state, " ain the differe n the CIP if th 7, an agency ma vailable funds	The amo ence. Fo e legislat by reques balance	ount requeste r example, a ure mandate t less than th that could b
	If the am is consist If the an agency m a specific amount used to f If the pr	nount requeste cent with the a nount request ay request mo e level of fundi planned in the und projects in revious CIP di	d is the <u>same</u> as mount planned ed is <u>different</u> , ore than the am ng for a progran e CIP if the pr n the upcoming d not include	the amount pl in the CIP." state and exp ount planned i n. Alternatively ogram has an a fiscal year. funding for th	anned, state, " ain the differe n the CIP if th y, an agency ma vailable funds e program, sta	The amo ence. Fo e legislat by reques balance te "FY 2	ount requeste r example, a ure mandate t less than th that could b 20 Planned
	If the am is consist If the an agency m a specific amount used to f If the pr	nount requeste cent with the a nount request ay request mo e level of fundi planned in the und projects in revious CIP di	d is the <u>same</u> as mount planned ed is <u>different</u> , ore than the am ng for a progran e CIP if the pr n the upcoming	the amount pl in the CIP." state and exp ount planned i n. Alternatively ogram has an a fiscal year. funding for th	anned, state, " ain the differe n the CIP if th y, an agency ma vailable funds e program, sta	The amo ence. Fo e legislat by reques balance te "FY 2	ount requeste r example, a ure mandate t less than th that could b 20 Planned
	If the am is consist If the an agency m a specific amount used to f If the pr \$0." Add	nount requeste tent with the a nount request nay request mo e level of fundi planned in the und projects in revious CIP di l one to two se	d is the <u>same</u> as mount planned ed is <u>different</u> , ore than the am ng for a progran e CIP if the pro- n the upcoming d not include ntences to expl	the amount pl in the CIP." state and exp ount planned i n. Alternatively ogram has an a fiscal year. funding for th ain why your ag	anned, state, " ain the different n the CIP if th y an agency ma vailable funds e program, sta gency is request	The amo ence. Fo e legislat by reques balance te "FY 2 ting prog	ount requeste r example, a ure mandate t less than th that could b 20 Planned ram funding
	If the am is consist If the an agency m a specific amount used to f If the pr \$0." Add Click "Sa	nount requeste cent with the a nount request nay request mo e level of fundi planned in the und projects in revious CIP di l one to two se ave," and the f	d is the <u>same</u> as mount planned ed is <u>different</u> , ore than the am ng for a progran e CIP if the pr n the upcoming d not include ntences to expl "Cost & Funds	the amount pl in the CIP." state and exp ount planned i n. Alternatively ogram has an a fiscal year. funding for th ain why your ag	anned, state, " ain the different n the CIP if th y, an agency ma vailable funds e program, sta gency is request w screen will a	The amo ence. Fo e legislat balance te "FY 2 ting prog	ount requester r example, a ure mandate t less than th that could b 20 Planned ram funding o examine th
	If the am is consist If the an agency m a specific amount used to f If the pr \$0." Add Click "Sa	nount requeste cent with the a nount request nay request mo e level of fundi planned in the und projects in revious CIP di l one to two se ave," and the f	d is the <u>same</u> as mount planned ed is <u>different</u> , ore than the am ng for a progran e CIP if the pro- n the upcoming d not include ntences to expl	the amount pl in the CIP." state and exp ount planned i n. Alternatively ogram has an a fiscal year. funding for th ain why your ag	anned, state, " ain the different n the CIP if th y, an agency ma vailable funds e program, sta gency is request w screen will a	The amo ence. Fo e legislat balance te "FY 2 ting prog	ount requester r example, a ure mandate t less than th that could b 20 Planned ram funding o examine th

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

C.B.I.S.								About CBIS	Manage Account	Manage Security Questions	Logout	
Home	Main	Cost & Funds	Justification	Prior Activity	Activity	Planned Activity	Projects	Submit				
Cost &	Cost & Funds - Request OLAST Year'S CIP											
Title	Telas Public School Construction Program											

Edit Grid

Title: Public School Construction Program

Cost & Funds - Last Year's Capital Improvement Program

Last Year's Recommended Funds By Source

Fund Use	2023	2024	2025	2026	2027+	Total
GO	216,500,000					866,000,000
GF	0	0	0	0	0	000,000,000
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	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	No data entry required. CBIS rolls this information over from the previous year. Review						
Year's Recommended	the information to make sure it is correct.						
Funds By Source							
	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 deci-						
	mals. Click "Save" and review the information you entered. CBIS will calculate the row and column totals.						

Grant and Loan Programs Justification–Request

Home Main Cost & Funds Justifica	About CBIS Manage Account Logout
Request	
Title: African American Heritage Preserv	
Details and Justification	
The Department of Planning requests \$1.0	× 👷 👷 Font Name → Real × B I 및 臣 喜 君 重 層 Ξ Ε A × 🔗
Senate Bill 601 requires that for FY 2017	and every fiscal year after, the Governor include \$1,000,000 in the operating or capital budget submission for the African American Heritage Preservation Grant Program. For that nagement recommends providing \$1,000,000 in GO Bonds in FY 2017 and each subsequent fiscal year.
Historical Trust. The program was reauth	tion Grant Program was established by the General Assembly in 2010 and is a joint partnership of the Commission on African American History and Culture and the Maryland orized with mixing modifications in 2015. The program provides capital grants to nonprofit organizations, political subdivisions, business entities, and individuals to assist in the y and culturally significant to the African American experience in Maryland.
criteria against which African American H • Relative historical or cultural significance • Public need and urgency of the need for • The project's degree of relationship to th • Estimated cost and timeliness of the proj • Extent to which the project will contribute	the project e types of projects the Commission and the Trust have noted for special consideration ect to the cumulative equitable statewide geographic distribution of funds urses that will protect the African American heritage property
	aramotes other African American Ameri
Click Justilica	
Details and Justifi-	Address the need for this program and the value of the program to your agency and the
cation—Request	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 Justifica- tion—Request (Continued)	 <u>Managing for Results (MFR)</u>. 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 <u>Operating Budget</u>. 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 docu- ment. 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 <i>may not</i> upload documents in lieu of providing supporting comments.

Grant and Loan Programs Prior Activity Screen

2010 C.B.I.S.			•	About CBIS Manage Account	Manage Security Questions Logout				
Home Main Cost & Funds Just Title: African American Heritage Pres	fication Prior Activity Activity Planned Activity ervation Grant Program	Projects Submit							
Prior Activity									
Prior Appropriations					Edit Grid				
Type GO	FY2017 1,000,000	FY2018 1,000,000	FY2019 1,000,000	FY2020 1,000,000	FY2021 1,000,000				
GF SF	0	0	0	0	0				
FF RB	0	0	0	0 0	0				
NB Total	0 1,000,000	0 1,000,000	0 1,000,000	0 1,000,000	0 1,000,000				
Prior Program Activity Using	Funds from all Sources				Edit Grid				
Туре	FY2017	FY2018	FY2019 FY2020	FY2021	MM/DD/YYYY				
Encumbrances Expenditures	689,402 763,867	1,466,556 721,030	1,098,922 100,00 725,664 33,75		08/2019 08/2019				
	Click "I	Prior Activity" o	on the dark yellow too	lbar.					
Prior	No data entry requi	red. CBIS will r	oll over this informat	ion from last year.					
Appropriations									
		, 0,	ick the "Edit Grid" b						
			ling by type (e.g. Ger						
	_		ck "Save" and review		ou entered. CB				
	will calculate the nev	v row and colun	nn totals automaticall	у.					
Prior Program	Click "Edit Grid" fo	or the "Prior Pro	ogram Activity Using	Funds from all Sou	irces" table Ent				
Activity			bered and expended						
		,	authorized. Do not i		,				
	8	,							
	An "encumbrance"	is defined as a '	"legal commitment o	f funds supported b	by BPW approve				
	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 giv								
	en fiscal year.								
	If expenditures in any given year do exceed encumbrances, please provide a brief explanation								
	of the reasons by se	parate commun	ication to your assign	ned capital budget a	analyst. For exa				
	ple, funds were encu	mbered at the e	end of a Fiscal Year a	nd not expended ur	ntil the next Fisc				
	Year.								
			n and year (MM/YY)		-				
			ill likely be one or tw	-					
	-	st updated figur	res in November/De	cember, prior to the	e start of the ne				
	legislative session.								
	C1: 1- "Sa"	: +l= - : -: (:	the second second						
	Click "Save" and rev	iew the informa	tion you entered.						

Grant and Loan Programs Encumbrance and Expenditure Summary Screen

C.B.I.S. Home Main Cost & Funds Justification	Prior Activity Activity	Planned Activity Projects Submit		About CBIS Manage Account	Manage Security Questions Logout
Title: African American Heritage Preservation					
Encumbrance and Expenditure Summ	nary by Year of Capi	tal Authorization as of July 1 st .			Edit Grid
	ithorized	Amount Encumbered	Amount Expended	To Be Encumbered	To Be Expended
All Prior FY2017	5,000,000 1,000,000	5,000,000 1,000,000	4,362,838 297,680	0	637,162 702,320
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 SubTotal	1,000,000 9,000,000	0 7,952,215	4,740,519	1,000,000 1,047,785	1,000,000 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 tool	bar.	
Encumbrance and		Click "Edit Grid" for "En	cumbrance and Exp	enditure Summary	by Year of Capital
			-		
Expenditure Summa	-	Authorization as of July 1	-		-
		encumbrance/expenditur	e data. Do not inclu	ide commas or decir	nals.
		Note: This section is for	<i>orant</i> programs of	nly Do not comple	te this section for
				ing. Do not comple	te tino occuon foi
		oan or guarantee progran	ns.		
	-	This table asks for inforn	action about prior	authorizations and	your ability to an
			-		
		cumber and expend funds	s from these authori	izations. This table 1	efers only to Gen-
		eral Obligation Bond or F			,
	ľ			cheral, opecial, rece	.141 1 01103.)
		"Total Authorized" refere	to the amount app	continted by the Car	a ral Accombly for
		'Total Authorized" refers			lieral Assembly for
	1	the period covered by the	row in which it app	ears.	
		'Amount Encumbered" 1	ofore to total fund	an aumhared from	the authorization
					the authorization
	1	for that year, regardless of	when they were en	cumbered.	
		'Amount Ermonded" note	no to the total firm	le ment from the t	atal funda an aum
		'Amount Expended" refe	ers to the total lunc	is spent from the to	otal lunus encum-
	1	pered in the row in which	it appears, regardle	ss of when the fund	s were spent.
		1 (A11 D ·))	1	1.1.1	
		In the "All Prior" row, er	iter the amounts au	thorized, encumber	ed, and expended
	5	since the <i>initiation</i> of the	program.		
		Note: The "Total Author	ized" for each fiscal	year should be the	same as the totals
		for each fiscal year on t		,	
	5	screen. The "Amount End	cumbered" and the	"To Be Encumbered	d" amount should
		equal the "Total Authoriz	ed" in each fiecal we	ar The "Amount F	vpended" and the
		-			-
		'To Be Expended" amou	unt should equal t	he "Total Authoriz	ed" in each fisca
		year.	*		
		ycar.			
		∩1: 1 "C" 1 ·	1		- 11- (· -1 "T
		Click "Save" and review t	-		
		Be Encumbered" and "To	Be Expended" colu	imns and the "Total	ls" rows.
	-		r totta tore		
Grant and Loan Programs Planned Activity for Current Fiscal Year Screen

Title: African American Heritage Preservation Grant Program Planned Activity for FY 2021 Balance as of July 1 ⁴¹ 2020 0 GO/GF Appropriations: 0 Other Funding: 0 Total Revenue: 0 Operating Costs: 0 Total Expenses: 0 Total Year: 0 Save Cancel	ick "Planned Activity" on the dark yellow toolbar. ree for FY 2022 after the total expenses of the planned activity in FY 2021 are
Planned Activity for FY 2021 Balance as of July 1 ⁴¹ 2020 0 GO/GF Appropriations: 0 Other Funding: 0 Total Revenue: 0 Encumbrances: 0 Operating Costs: 0 Total Expenses: 0 Total Expenses: 0 Save Cancel	
Balance as of July 1 ⁴⁷ 2020 0 GO/GF Appropriations: 0 Other Funding: 0 Total Revenue: 0 Encumbrances: 0 Operating Costs: 0 Total Expenses: 0 Total Expenses: 0 Save Cancel	
GO/GF Appropriations: 0 Other Funding: 0 Total Revenue: 0 Encumbrances: 0 Operating Costs: 0 Total Expenses: 0 Total Available for Next 0 Fiscal Year: 0	
Other Funding: 0 Total Revenue: 0 Encumbrances: 0 Operating Costs: 0 Total Expenses: 0 Total Expenses: 0 Total Available for Next Fiscal Year: 0	
Total Revenue: 0 Encumbrances: 0 Operating Costs: 0 Total Expenses: 0 Total Available for Next Fiscal Year: 0 Save Cancel	
Encumbrances: 0 Operating Costs: 0 Total Expenses: 0 Total Available for Next 0 Fiscal Year: 0 Save Cancel	
Operating Costs: Total Expenses: 0 Total Available for Next Fiscal Year: Save Cancel	
Total Expenses: 0 Total Available for Next Fiscal Year: Save Cancel	
Total Available for Next 0 Fiscal Year: 0 Save Cancel	
Fiscal Year: Save Cancel	
Save Cancel	
Cli	
Cli	
	e for FY 2022 after the total expenses of the planned activity in FY 2021 are
	the for FY 2022 after the total expenses of the planned activity in FY 2021 are
subtracted from the total revenue.	Do not include commas or decimals.
Beginning Balance Enter t	he unencumbered balance available to the program on the first day of the cur-
0 0	* ° ,
	scal year. The beginning balance should be the same as the amount in the
	otal" row in the "To Be Encumbered" column on the "Activity" screen. If the
program	n had no balance, enter a zero.
GO/GF Appropriations Enter the	he funding the program received from General Obligation Bonds and General
	· · · · ·
i unu aj	ppropriations for the current fiscal year.
Other Funding Enter th	he funding the program received from any source other than General Funds and
	l Obligation Bonds during the current fiscal year (e.g. Special Funds or Federal
Funds).	. "Total Revenue" will then calculate automatically.
	he program's total anticipated encumbrances for the current fiscal year. If a "Part
	nmary of "Projects - Current Year Planned Activity" is being submitted, this
	t should be the same as the "Total Amount" shown in the "Current FY
Amoun	nt" column.
If there	e are anticipated operating expenses and indirect charges that are authorized by
	ter this amount. "Total Expenses" and the "Total Available for Next Fiscal Year"
	culate automatically after you click "Save."
wiii caid	conte automatically after you click oave.
01:1 "	"Carro" and the "Decision Decusion of a second state of the second
	Save," and the "Projects - Requested" screen will appear. To view the material
that you	u just entered, click the "Planned Activity" menu.

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

🐉 C.B.I.S	.							Ab	out CBIS Mana	ge Accour	nt Manage	e Security	Questi	ons Log
me Main	Cost & Fi	unds Justification	Prior Activity	Activity Planned	Activity Proj	ects	Submit							
rojects - Curre	nt Year Pla	anned Activity OPr	rojects - Request	ed		_								
Program Tit	le: Supp	lemental Capital	I Grant Prog	ram										
	oposed U	se of Available Fund											Add N	ew
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	С	3,073,000	С	28,775,123	С	100.0	Delete	View	1
Anne Arundel	32	North County High	School	36,791,000	0		6,974,000	С	29,817,000	С	100.0	Delete	View	1
Frederick	4	Brunswick Element	ary School	48,101,000	0		500,000	С	47,601,000	С	100.0	Delete	View	1
Howard	13	Talbott Springs Eler	mentary School	43,467,000	5,698,104	С	4,852,000	С	32,916,896	С	100.0	Delete	View	1
Montgomery	19	Colonel E. Brooke I School	Lee Middle	62,864,000	0		1,577,762	С	61,286,238	С	100.0	Delete	View	1
Montgomery	17	Gaithersburg Cluste School #8	er Elementary	39,000,000	0		8,725,000	С	30,275,000	С	100.0	Delete	View	1
Montgomery	19	John F. Kennedy H	igh School	26,578,000	0		3,257,238	С	23,320,762	С	100.0	Delete	View	1
Prince George's	27A	William Schmidt Ou Educational Center		48,525,000	8,498,000	С	6,241,818	С	33,785,182	с	100.0	Delete	View	1
Statewide	99	Cash Flow Adjustm	ient	-5,200,818	0		-5,200,818	0	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	e 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:
	 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. To add a project, click "Add New." You may need to add projects due to legislative authorizations. To review a project, click "View." Verify that the information for all projects remain- ing on the list is complete and accurate.
	Information about the use of "Delete," "Copy," "View," and "Add New" is described below.
	1. <u>Delete</u> - 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. <u>Copy</u> - 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. <u>View (Same as Edit)</u> - 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 <u>additional</u> <u>projects</u> for the current year, click "Projects" on the dark yellow toolbar (already high-lighted), then click "Projects - Current Year Planned Activity" on the light yellow toolbar and proceed as outlined in the above paragraph.
	4. <u>Add New</u> - 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 unidenti- fied 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

2010 C.B.I.S.				About CBIS	Manage Account	Logout	
	Prior Activity Activity Planned Activity Projects Sub	mit					
Main Information					Edit		
	Community Parks and Playgrounds						
	Constitution Park Improvements						
Description	Construct improvements at the park, including moving and ex-	panding the current marb	es courts, renovating	, the restrooms	and walking paths for	or ADA	
	450 Reservoir Avenue Cumberland MD 21502						
Location	Longitude:: -78.7481 Latitude:: 39.6465						
Agency	Department of Natural Resources	Sub-Agency	Capital Grants and I	Loans Adminis	tration		
Legislative District	1C - Allegany and Washington Counties	Subdivision	Allegany				
Agency Priority 0							
Does this Project Have a CEW? No							
C	lick "Edit" on the "Main Informat	ion" screen sh	own above.				
Project Title	For existing projects, the name of	f the project w	ill appear as	s previoi	usly entered	•	
	 For new projects, the end of the project title needs to include a descriptor a what is being accomplished (e.g. renovation, expansion, remediation, etc.). For jects that include new construction only, the word "new" should be included a beginning of the project title and an additional descriptor is not needed. Titles can use hyphens, commas, or colons. Do not use symbols (e.g. write "instead of "&"), dashes, semicolons, or obscure abbreviations and acronyms. 						
Description	This information should roll ove it is blank, insert a brief descripti first sentence should begin with section should be one paragraph	ion of what the a verb such as	e project pr design, coi	roposes t nstruct,	o accompli	sh. Th	
Address/Coordinates	There is no need to enter the ad already been funded.	ddress and lor	igitude/latii	tude for	a project t	hat has	
Legislative District	Select the legislative district in menu. Legislative districts can be	•	oject is loc	ated fro	om the dro	p-dowr	
	https://mdpgis.mdp.state.md.us/	/Legis District	/index.htm	<u>1</u>			
	NOTE: Legislative Districts were las	st updated on Fe	ebruary 1, 20	022.			
Subdivision	Enter the subdivision (county or the drop-down menu.	Baltimore Cit	y) in which	the proj	ject is locate	ed from	
Agency Priority	No entry required or available.						
Does This Project Have a CEW?	You do not need to fill in a Cos been funded. Click "No."	t Estimate Wo	orksheet for	a proje	ect that has	already	

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

C.B.I.S. Home Main Cost & Funds Justification Prior Activ			,			lanage Account Manage Se	
Main Cost & Funds Juditication Provider Main Cost & Funds Matching Funds Details and Cost & Funds - Last Year Program Title: Community Parks and Playgrounds Project Title: Martin Sutton Park - Walking and Exerci Last Year's Recommended Phase Breakdown	I Scheduling	SUUTIR				-	Edit Grid
Acquisition Prior Planning Construction Equipment Other Total	FY2021 0 0 0 29,500 0 0 0 0 0 0 0 29,500 0 29,500	FY2022 0 0 0 0 0 0	FY2023 0 0 0 0 0 0 0	FY2024 0 0 0 0 0 0	FY2025 0 0 0 0 0 0	FY2026+ 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Total 0 29,500 0 29,500 29,500
Last Year's Recommended Funds By Source GO GF GF SF GO RB GF State Share GO Total G G S G G G G G G G G G G G G G G G G	2021 Phase 20 29,500 C C 0 0 C 0 0 C 0 0 C 29,500 0 C 29,500 0 C	22 Phase 2 0 0 0 0 0 0 0 0 0 0 0 0 0 0	2023 Phase 0 0 0 0 0 0 0 0 0 0	2024 Phase 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	2025 Phase 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	2026+ Phase 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Total 29,500 0 0 0 0 0 29,500 0 29,500 0
	Click "Cos	st & Funds	" on the lig	ght yellow to	oolbar.		
Recommended Phase Breakdown by Cost	the total proj mation over new project, umn by type encumbered nearest \$1,00 Click "Save"	ect cost, reg from last ye enter the p of activity. for the pro 0 and do n and review totals and	gardless of ear. If the i rior dollar In the fisc oject in the ot include w the infor populate t	the source on nformation amount all cal year colu- e appropria commas or rmation you he "Match"	ded Phase Broof funding. Cl did not roll of ocated for thi umns, enter the te field. Rour decimals. u entered. CB and "Total"	BIS should r over or you r s project in the amount of ad dollar am	oll this infor- need to add a the Prior col- f funds to be nounts to the ilate the row
Recommended Funds By Source	quired data l authorized or from last year cated for this In the fiscal nearest \$1,00 dition, enter	by fiscal yea to be requ to lf no data project in year colum 00; do not the phase onning, Con	ar and pro lested for t is present the "Prior" nns, enter include co of activity o astruction,	ject phase. he project. ; then enter ' column. the State fu mmas or de each year's t	nded Funds I Enter only th CBIS should r the type of S unds to be re ecimals) in the funds. Use (in ment, respecti	e amount of roll this info tate funds pr quested (rou appropriate caps) A, P,	f State funds rmation over reviously allo- unded to the e field. In ad- C, E, for Ac-
	and column State funds a	totals. The wailable ar wo tables 1	"Match" i nd to be re nust be eq	s the total j equested. T	1 entered. CB project cost m he dollar am are not, mak	inus the cor ounts in the	mbination of e columns of

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

C.B.I.S.						About CBIS Ma	nage Account Manage S	ecurity Questions
me Main Cost & Fund			Projects Submit					
ain 🔾 Cost & Funds 🔾 Ma	atching Funds ODetails and S	cheduling						
Matching Funds								
Program Title: Maryland Dri	inking Water Revolving Loan	Fund						
	Old Denton Road Water Mair	- unu						
	D 1	EV0004	V0000	¥2000		51/0005	2222	T -4-1
Type State	Prior	FY2021 F [*] 555,828	Y2022 F	Y2023	FY2024 F	Y2025 FY2	2026+	Total 555,828
Match	0	12,172	0	0	0	0	0	12,172
Total	0	568,000	0	0	0	0	0	568,000
State % Match %	0.0	97.9 2.1	0.0	0.0	0.0	0.0	0.0	
WATCH 70	0.0	2.1	0.0	0.0	0.0	0.0	0.0	
Matching Funds Sourc	e	Add New Sourc	æ					
Source of Funds	Am	ount						
Local Funds		,172 Edit Delete						
Total		.172						
					ight yellow to			
Matching Fu	inds	The "Matchin tered in prior	0	able will be	populated b	y CBIS based	on informa	ation you
Matching Fu	inds Source	data. Round mals.	dollar amou	nts to the n	earest \$1,000	nputting new 0 and do not i ne "Matching F	include com	nmas or de
		new data in 1	the Source of	of Funds ar	d Amount f	fields and clicl ss to enter eacl	k "Update.'	" Review
		appropriate) of changes in th	on the appr e "Source or you made. I	opriate line f Funds" an Repeat this	in the "Mat d/or "Amou process for	e table, click " cching Funds S int" fields and each fund sou	Source" tab click "Upd	le. Enter late." Revi
		Note: When in the "Mate		·		en entered, the he "Total" in		, r

Source" table.

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

2000 C.B.I.S.	About CBIS Manage Account Logout
Home Main Cost & Funds Justification Prior Activity	
Main Cost & Funds Matching Funds Details and Sc	
Details and Scheduling - Recommend	led
Program Title: Project Title:	Federally Qualified Health Centers Grant Program Three Lower Counties Community Services, Inc.
Project flue:	Three Lower Counties Community Services, Inc.
Net Sq Ft:	11705
Gross Sq Ft:	13382
Efficiency Factor:	1.14
Cost Per GSF:	149.50
Program Status:	
Proposed Schedule	
Duration of Design:	2 Months Starting On (MMIDD/YYYY) 2/1/2018 until 4/1/2018
Duration of Construction:	10 Months Starting On (MMIDD/YYYY) 5/1/2019 until 3/1/2020
Save Cancel	
Supporting Comments & Project Justification:	Edit
	dress the following facilities problems for Three Lower Counties Community Services, Inc. (TLC):
	eing provided at 2 separate locations. The Riverside facility is small and has reached capacity. The Heathway facility is larger, but also provides medical services limiting the space available for mental health services. The lack prohibits TLC from increasing the number of individuals served.
Structural Deficiencies - The building is not configured for	r mental health services, and instead is currently configured for 12 pediatric exam rooms, 7 OB/GYN exam rooms, and has a medical clinic facade on the building exterior. In addition, the roof and elevator are in need of nergy efficiency and provide a more comfortable environment for patients.
Consequences on Operations	iergy enderdy and provoe a more commissione environment for patients.
Consequences on Operations	
	"Projects" should be highlighted on the dark yellow toolbar.
Click "Details a	and Scheduling" on the light yellow toolbar. Do not include commas or decimals.
N-+ S- E+	Enter the not equare fact for the total project
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 construc-
	tion (Item 21c on the CEW) by the total gross square feet.
	tion (item 210 on the CE w) by the total gloss square reet.
Program Status	Facility programs are required for certain grant programs. From the drop-down menu
r rogram otacas	
	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	Indicate the actual and/or anticipated number of months to construct the project and
	the starting date (MM/DD/YYYY).
Construction	

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, click the "Download" button on the right side of the screen. To delete a document you have uploaded, click 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)

	r rojects - Requested Screen (rart III)																
2009 C.I										About CBIS	Manage	Account	Man	age Sec	curity Q	uestions	Logout
	Lain Cost & Fu Current Year Plan			Pequested	ty Planned A	ctivity Projec	ts	Submit									
	m Title: Supp																
-				t and Loan Program	am (Part III)												_
Projects	included in FY 2	023 Requ	Jest												_	dd New	
D-114		D 1-1-1-1			E-1 01	D-1		51/ 0000				01-1				Update	
Priority	y Subdivision	District	Inte		Est. Cost	Prior	Phase	FY 2023 Req.	Phase	Future Req.	Phase	States Share	%			Sub-Ager Priority	icy
1	Frederick	3B	Urbana Elem	entary School	37,215,877	18,440,877	С	18,775,000	С		0		100.0	<u>Delete</u>	View		1
2	Anne Arundel	32	North County	High School	11,974,000	6,974,000		5,000,000	С		0		100.0	Delete	<u>View</u>		1
3	Frederick	4	Brunswick El	ementary School	11,100,000	500,000		10,600,000	С		0		100.0	Delete	View		1
4	Howard	13		gs Elementary	14,465,104	10,550,104	С	3,915,000	С		0		100.0	Delete	View		1
5	Statewide	99	School Contingency		1,710,000	0		1,710,000	0		0		100.0	Delete	View		1
5	Totals		contragency			36,464,981		40,000,000	-		0						
Total Fue	nds Requested in	EV 2022	. 40.000.000		10,404,301	30,404,301		40,000,000								Update	_
	are alread	ły wo	rking in	quested" w the "Proje ee details c	cts" mer	nu, you r	nay r	need to c	lick '	'Projec	ts - R	eques	sted'	' on		· ·	
				fundii next t CAU' not b error 2. Addit click ' 3. Verifi	wal of p ng that w o the pr TION: (e retriev in CBIS ion of r 'Add Ne cation the cation the roject is the second	will be ro oject of o Once the zed. Usi and tak new proj ew." hat the i w inform added, y	eques conce e "De ng th e you fects nform nation	elete" bu ne Interr 1 to the lo being re mation fo n, click " an "View	the p tton net E og in ques or all View " an	is click Back b screen ted fo project " and d "De	To r ked, ti utton n. r the ets on an "E ete."	emov he pro to u first t the li dit" s These	re a ojec nde time ist is scree e con	proje t is c lete e. Tc con en w mma	ect, delet will p ad nple ill aj	click I red and prom d a pr te and ppear.	Delet d car pt a rojec accu ppea
	Funds Re :		ed in -	"Total Fu ed in the "Cost & l tion to ve requested	current Funds - l rify that	t year. T Request' the sum	This ' scre of tl	field pul en (locat he fundir	ls th ted in ng re	ne amo n the o equeste	ount e lark y d for	entere ellow each	ed in too proj	n th lbar)	le p). U	rogran se this	n-lev fun

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

C.B.I.S.		ſ	About CBIS	Manage Account	Manage Security Questions	Logout
Home Main Cost & Funds Justification P	rior Activity Activity Planned Activity Projects	Submit				
Main O Cost & Funds O Matching Funds O De	tails and Scheduling					
Main Information (Part IIIA)					Edit	
Program Title	Public School Construction Program					
Project Title	Carroll County Career and Technology Center					
Description	Renovate and construct an addition.					
Location	1229 Washington Road Westminster MD 21157 Longitude:: -76.9941 Latitude:: 39.5403					
Agency	Maryland State Department of Education	Sub-Agency	Interagency (Commission on Scho	ool Construction	
Legislative District	5 - Carroll County	Subdivision	Carroll			

Agency Priority 1

Does this Project Have a CEW? No

To cr	eate a new project, click "Add New." To view or edit an existing project, click "View."
	he "Main Information" screen shown above. To view the next or previous project, click "Next" or "Back".
Project Title	For existing projects, the name of the project will appear as previously entered.
	For new projects, the end of the project title needs to include a descriptor about what is be- ing accomplished (e.g. renovation, expansion, remediation, etc.). For projects that include new construction only, the word "new" should be included at the beginning of the project title and an additional descriptor is not needed.
	Titles can use hyphens, commas, or colons. Do not use symbols (e.g. write "and" instead of "&"), dashes, semicolons, or obscure abbreviations and acronyms.
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 facility 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 <u>in decimal degrees</u> (-76.621972, 39.301324). You can find your project's longitude and latitude at the Department of Planning's <u>Interactive Maps</u> webpage. Click on the <u>Growth and Conservation Overlays</u> 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.

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

Legislative District	Select the legislative district in which the project is located from the drop-down menu. Leg- islative districts can be located at: <u>https://mdpgis.mdp.state.md.us/Legis_District/index.html</u>
	NOTE: Legislative Districts were last updated on February 1, 2022.
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 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	e "Save" command to function, at minimum the "Title" and "Agency" fields must be com-

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)

C.B.I.S.	-	ivity Planned Activity Projects Submit						ge Security Questions Logout			
Main Cost & Funds - Matching Fr Cost & Funds - Reques Program Title: Community Health Fa Project Title: Chrysalis House, Inc. Requested Phase Breakdown	unds Octails and Schedu t acilities Grant Program						[Edit Grid			
Acquisition Planning Construction Equipment Other Total	Prior 1,73 1,733	0 0 0 3,333 2,199,204 0 0 0	2023 F1 0 0 0 0 0 0 0	72024 FY 0 0 0 0 0 0 0	2025 F 0 0 0 0 0 0 0	Y2026 FY2 0 0 0 0 0 0 0	2027+ 0 0 0 0 0 0 0	Total 0 3,932,537 0 3,932,537			
Requested Funds By Source	or Phase	2022 Phase 2023	Phase 2024	Phase 202	5 Phase 2	2026 Phase 2	027+ Phase	Edit Grid Total			
GO GF SF FF RB State Share Match	1,300,000 0 0 1,300,000 433,333 ,733,333	1,649,403 C 0 0 0 0 0 0 0 0 0 0 1,649,403 0 0 549,801 0 0 2,199,204 0 0		0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0 0	2,949,403 0 0 2,949,403 983,134 3,932,537			
		Click on "Cost & I	Funds" or	the light	yellow to	olbar.					
Requested Phase Breakdown by Co	ost	Click "Edit Grid." source of funding. I for this project by t funds being request \$1,000. Do not incl Click "Save." CBIS "Match" and "Tota ble.	In the "Pr type of ac red for the ude comm S will cal	ior" colun tivity. In t project in nas or dec culate the	nn, enter the fiscal n the app imals. e row an	any fundin year colum ropriate cell d column	g that has ns, enter l, rounded totals <u>and</u>	been allocated the amount of l to the nearest <u>l</u> populate the			
Bele.Requested Funds By SourceClick "Edit Grid." In the "Prior" column, enter the type allocated for this project. In the fiscal year columns, or requested, rounded to the nearest \$1,000. Do not in both the prior and fiscal year columns, indicate with c ity each year's funds will assist. Use A, P, C, E, for Act tion, and Equipment, respectively, but do not use corr es.						mns, enter not include with capital for Acquisit	the progra commas c letters the ion, Plann	m funds being or decimals. In phase of activ- ning, Construc-			
		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 i	n each tal	ole must m	atch.						

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

C.B.I.S.							About CBIS	Manage Account	Manage Security Questions	Logout
Home Main Cost & Fund	s Justification Prior Act	ivity Activity Plann	ed Activity Projects	Submit						
🔾 Main 🛛 Cost & Funds 🔾 Ma	tching Funds 🔾 🔾 Details a	nd Scheduling								
Matching Funds										
Program Title: Community H	lealth Facilities Grant Pr	ogram								
Project Title: Chrysalis Hou	se, Inc.									
Туре	Prior	FY202	2	FY2023	FY2024	FY2025	FY2026	FY2027+	Total	1
State	1,300,		1,649,403	0	0	0	0	0	2,949,403	
Match	433,		549,801	0	0	0	0	0	983,134	
Total State %	1,733,	333 5.0	2,199,204 75.0	0.0	0.0	0.0	0.0	0.0	3,932,537	
Match %		5.0	25.0	0.0	0.0	0.0	0.0	0.0		
Matching Funds Sourc			dd New Source							
Source of Funds		Amount	aa New Source							
Cash in-hand		250,000 Edit	Delete							
Fund raising		183,333 Edit	Delete							
Total		433,333								
Matching Fu	nds Type	The "N screens.		Funds" 1	table popul	ates based	on informa	tion you	entered in	prior
		To enter new dat the info To edit appropri changes the cha CBIS w Note: W	r new da ta in the ormation data alre tiate) on in the "S nges you ill total the When all	"Source you enter the appr Source of made. I he fund s matching	Add New S of Funds" red. Repeat e "Matching opriate line Funds" and Repeat this ources you l g funds sour	and "Amo this proces Funds So in the M l/or "Amo process fo nave entere ces have b	een entered,	nd click h new fu lick "Edit ds Source nd click source e the "Mat	"Update." Ro nd source. " (or "Delete e table. Ente "Update." Ro entry as nece tch" type of f	eview e" if er the eview ssary funds
			"Matchir	~			the "Total"		· •	

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

Home Main Cost & Funds Justification Prior Activity Act	Itivity Planned Activity Projects Stitumet
Main Cost & Funds Matching Funds Details and Schedu	
Details And Scheduling - Requested	
	derally Qualified Health Centers Grant Program timore Medical System, Inc.
Proposed Net Square Feet	Add New Area
Area Name	Square Feet
Net Sq Ft: 32	00
Gross Sq Ft: 43	
Efficiency Factor: 1.3	5
Cost Per GSF: 27	0.56
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 Medi	cal System, Inc.
Facility Problem(s)- lack of dental care in the community - remains a serious issue for low-income children and adults.	- 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
Analysis of Service Problem	
Baltimore Medical System, Inc. (BMS) does not currently provid their centers.	de 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
	Click "Details and Scheduling " on the light yellow toolbar.
	he "Details and Scheduling" screen, the dates of the design and construction periods and the NSF/
GSF fields on this scr	een 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 construc-
	tion (Item 21c on the CEW) by the total gross square feet.
D States	Early many and required for particle grant programs Salast the appropriate status
Program Status	Facility programs are required for certain grant programs. Select the appropriate status
	from the drop-down menu.
\mathbf{D} : \mathbf{D} : $1(\mathbf{M} - 1)$	
Design Period (Months)	Enter the duration of design in months.
Design Period (Starting	Enter the actual or anticipated date design begins (MM/DD/YYYY). Click Save, and
On)	CBIS will calculate the design completion date.
Construction Period	Enter the duration of construction in months.
(Months)	
Construction Period	Enter the actual or anticipated date construction begins (MM/DD/YYYY). Click
(Starting On)	"Save," and CBIS will calculate the construction completion date.
(Starting On)	Save, and CDIS will calculate the constituction completion date.
Click "Save "To edit the "	'Supporting Comments & Project Justification", click on the "Edit" button.
Shek Suve. To cut the	supporting comments & Project Justineation ; energon the Date Sation.

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

Supporting Comments &	To edit the "Supporting Comments & Project Justification", click the "Edit" button.
Project Justification	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 second- ary 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 cur- rently 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 pro- ject 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 facility 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 over- crowding in the existing space. For example, an increase of patients at a health facility may result in the need for more clinical space.
	• 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	Outcomes. Discuss the outcomes that are expected to occur as a result of an effectively delivered
Comments & Project	service. An outcome means the desired improvement in the condition or situation of the cus- tomers that arises from use of a State agency's services. For example, increased space for prison
Justification (Continued)	housing might reduce the number of inmates harmed as a result of unsafe housing conditions.
	<u>Use quantitative data to help justify your project</u> . 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 Doc- uments 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 re- quest letters, backup documentation, cash flows, and fund summaries. Agencies may not upload documents in lieu of providing supporting comments.
	ith the "Details and Scheduling" screen, return to the "Projects - Requested" screen and continue There is no need to complete the "Operating Impact" screen for projects funded through a grant

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

200 Vilia	B.I.S.					•				About CBIS	Manage	Account	Man	age Sec	curity (Questions	Logout
Home M	lain Cost & F	unds J	ustification Pr	ior Activity Activ	ity Planned A	ctivity Project	ts 🛛	Submit									
	Current Year Pla																
-				rant Program	am (Part III)												_
Projects	included in FY	2023 Requ	iest	t and Loan Progra	ann (Fant III)											Add New	
Priority	y Subdivision	District	Title		Est. Cost	Prior	Phase	FY 2023	Phase	Future	Phase	States				Update Sub-Age	nev
Flionty		District	inte		Est. Cost			Req.		Req.	Filase	Share 9				Priority	mcy
1	Frederick	3B		entary School	37,215,877		С	18,775,000			0		100.0				1
2	Anne Arundel		North County		11,974,000	6,974,000		5,000,000			0		100.0				1
3	Frederick	4		ementary School	11,100,000	500,000		10,600,000			0		100.0				1
4	Howard	13	School	gs Elementary	14,465,104	10,550,104	С	3,915,000	С		0		100.0				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						
Total Fun	nds Requested	in FY 2023	3: 40,000,000													Update	
	С	lick "I	Projects"	on the da	rk yellov	v toolbaı	and	"Project	s - Re	equest	ed" or	n the	sub-	men	nu.		
. .	Y 1	1 1.		<u>م</u> .		1.0	DIC	1	1 "1	<u> </u>	D		1.11				(D
-	ets Inclue	led in	Γĭ	As projec				-		•		·				· • •	
20 I	Request			III). All f									-	•			
				CBIS cal										-			
				Req." that					-			-					
				click View on the particular project of concern. After making changes, click "Save," and return to this screen to view the changes.													
				and retur	n to this	screen t	o vie	w the cha	ange	s.							
Projec	et Reques	st Tota	al	The "FY 20 Req." column total must be the same as the amount requested for													
5				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												
					ne "Cost & Funds - Request" screen.												
					1												
				If the "F	Y 20 I	Reg." co	lumr	n total is	less	than	the ar	noun	t red	ques	ted	in th	e next
					fiscal year, a New Project entitled "Contingency" or "Unallocated" or should be en- tered. 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.													
<u>.</u>	D	•		Once all the projects are entered into the "Projects - Requested" screen, the projects													
Priori	tizing Pr	ojects			· ·					•		<u>^</u>				-	•
					must be prioritized from highest priority to lowest priority. On the "Projects - Re-												
				*	quested" screen to the left of each project, you can enter the priority number of each project and save it by clicking the "Update" button.												
				project ar	nd save it	t by click	ing t	he "Upd	ate″	buttor	1.						
				Afron men	ling all	of the		ato		"\ <u>7:</u> ~-	"			1.	. "	Main	Infan
				After ran	0						-	•					
				mation" s		-		-	-								
				what number the project has been assigned on the "Projects - Requested" screen.													

Grant and Loan Programs How to Print Your Request

DEPARTMENT OF BUDGET & MANAGEMENT	You are	logged in to Build 1	60 as: Fiona	Burns
C.B.I.S.	About CBIS	Manage Account	Logout	Help
Home Reports				
Capital Budget Reports O Capital Budget Worksheets O End of Session Reports O Supplemental Reports O Security Reports				
Capital Budget Worksheets				
Agency Board of Public Works 🔍				
Request				
Project Agency Worksheet for Requested Capital Projects Cost Estimate Worksheet - Requested Survey of Private Uses of Tax Exempt Financing Private Use of Tax Exempt Financed Higher Education Facilities Net Effect on Agency's Operating Budget - Requested Five-Year CIP - Summary of Agency Project Requests Program				
Part I - Agency Funding Request Summary for Capital Grant and 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				
Part IIIA - Detail of Requested Project Associated with Capital Grant and Loan Program				
☐ Five Year CIP - Summary of Agency Program Requests				

Select Output Format

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 dropdown 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 budget analyst and they will unsubmit the request. Your OCB budget 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.



Your request is now submitted and you will no longer be able to edit your submission. Refer to the capital

budget instructions circulated in May of each year for further steps.

SECTION IX:

INSTRUCTIONS FOR

COMPLETING A

COST ESTIMATE WORKSHEET

(CEW)

Cost Estimate Worksheet Main Screen

🚚 С.В.	I.S.											About CBIS	Manage Acco	unt Man
Home Main	CEW	Schedul	e Cost & Funds	Justification	Details	Tax Survey	Operating Imp	Su	ubmit					
CEW M	lain													
The Cost E	stimate W	orksheet is u	used to support the	funding reque	sted for a p	project in the C	apital Budget.							
	Proj	ect Title: D	isaster Recovery C	enter [Reque	st]									
	c	EW Title:	Disaster Recovery Co	enter										
	Prep	ared By:												
	Recomme	nded By:												
	DGS Cos	Center:	es No											
	AE or	Board?	o 💿 'es No											
Overrid and ke	e existing y in data m	formulas anually?	Yes No											
	Source of I	Istimate:												
	Project L	ocation:												
	In	stitution:												
		roject#:												
Estimate D	ate (MM/D	omm: [
	Estimat	e Ref-Pt	January 🗸 1	6 🗸										
Escalation	is set at t	.50 for 202	4, 4.00 for 2025, 3	50 for 2026, 3	.50 for 20	27, 3.50 for su	acceeding calend	dar yea	ars					
Cont	inue		Entire WorkShe	et .		Cancel	1							

- 1. Click "CEW" on the dark-yellow tool bar. CBIS will display a "CEW List" screen.
- 2. Click "Add" to start a new CEW, and CBIS will display the screen shown above. To edit an existing CEW, click on the appropriate link under "CEW Title." Then, click "Original Requested CEW" on the following screen.

Note: When entering numerical information in grids, DO NOT use commas or decimals unless otherwise stated.

Project Title	No data entry required. The field populates automatically with the project title listed in the "Main Information" section of CBIS.
CEW Title	If the project has more than one CEW, enter a distinctive name for the CEW you are working on (e.g. "Phase I").
Prepared By:	No data entry required. The name of the individual logged in to CBIS populates automatically.
A/E on Board?	Choose "Yes" if an architect or engineer (A/E) has been hired for the project. Choose "No" if an architect or engineer has not been hired.
Override existing formulas and key in data manually?	Choose "Yes" if you have a cost estimate from your A/E that you will use to complete the CEW. If you do not have a cost estimate from an A/E, choose "No" to use the existing formulas.
Source of Estimate	Enter the name of the source of the cost estimate here. This can be an internal agency cost center, the DGS Cost Center, the project's A/E, or a consultant.
Project Location	Enter the subdivision (county or Baltimore City) in which the project is located.
Institution	No data entry required. If applicable, this field populates automatically.
Project #	Enter the project number if applicable. DGS assigns a project number after the General Assembly authorizes project funding.
Estimate Date	Enter the date you are entering the CEW information into CBIS in MM/DD/YYYY format.

Cost Estimate Worksheet Main Screen (Continued)

Estimate Refer- ence Point	Enter the Estimate Reference Point. This is the date on the source used to prepare the cost estimates and affects future escalation.
	The Estimate Reference Point assumes this source is the most recent Means Construction Cost Data, which is released each January. However, in practice DBM does not require agen- cies to use this data every year. To update a cost estimate, agencies can instead update the Estimate Reference Point to January of the current year, and then apply the prior year's esca- lation to the project's base costs (Items 8 -10; Structure, Site, and Utilities). This gives you an estimate of the most recent Means Construction Cost Data.
	Using the Estimate Reference Point to account for escalation varies depending on which of the following situations applies to your project:
	1) Project does not have a cost estimate from an A/E or Construction Manager (CM): If the project does not have a cost estimate from an A/E or CM, update the Estimate Reference Point to January of the current year. Typically, agencies update the Estimate Reference Point and then increase the cost per square foot in Items 8-10 by applying the prior calendar year's escalation factor (5.5% for CY 2024).
	2) Project has a cost estimate from A/E, and you selected "do not override existing formu- las": The Estimate Reference Point will apply escalation to the project. A/E estimates en-tered into the CEW must be base costs that do not factor in the A/E's escalation estimate.
	3) Project has a cost estimate from the A/E, and you selected "override existing formulas": Because you chose to override existing formulas, the Estimate Reference Point will not affect escalation. The A/E estimates should already factor in the construction schedule and therefore escalation.
	4) Project was bid and has an estimate from the CM: Do not update the Estimate Reference Point. You should have selected to "override existing formulas", so escalation will not apply. The CM estimate already factors in the construction schedule.

Cost Estimate Worksheet Items 1 - 6

()) U.B.I.J.	About CBIS Manage Account Logout
Home Main CEW Schedule Cost Title: Disaster Recovery Center	6 Funds Juddhoaton Detaits Tax Survey Operating Imp. Sources
CEW Title: Disaster Recovery Center	
CEW - Items 1 - 6	
1. Design Phase:	Budget V
2. Project Type:	Demolition Major Minor New Construction Renovation Site Utility
3. Design Period (MM/DD/YYYY):	Duration of 12 Months Starting on 7/1/2017 until 7/1/2018
4. Estimated Bid Date (MM/DD/YYYY):	8/1/2018
5. Construction Period (MM/DD/YYYY):	Duration of 24 Months Starting on 11/1/2018 until 11/1/2020
C Project Deconistions	construct a 50,000 GSF new facility in Anne Anundel Country on the current grounds of the closed Crownsville Statel Hospital for use by all State agencies for the recovery of critical services and systems in the event immary data centers become inaccessible; conduction IT disaster recovery plant lessing; and hospital statewide critical applications. Such a facility is imperative to the continued delivery of critical services to the
Project Description: C S	rimary data centers become inaccessible; conducting IT disaster recovery plan testing; and hosting statewide critical applications. Such a facility is imperative to the continued delivery of critical services to the onstituents of the State, and for the business of the State to continue should a natural or man made event render an agency's primary data center inoperable. This facility is to support the IT disaster recovery plans of state agencies and is not intended to accommodate the operational requirements of an agency's Continuity of Operations Plan (COOP).
6. Estimated MidPoint: (Auto-populated based on Item 5)	11/2/2019
	dule, estimate the mid-point of the construction period. Allow time from project bid date to construction start date to account for award of the project and time before the contractor receives notice to proceed with this from the estimate reference point to the mid-point of construction.
Continue	re Work Sheet Back Cancel
Item 1	Select the design phase of the project that the CEW data is based on from the drop-
Design Phase	down menu. This will not necessarily be the stage of design that you are currently in.
	Select "Budget" if this is an initial request or if an A/E has not yet provided a cost esti- mate. Select "Schematic," "Design Development," or the appropriate phase of "Construction Documents" to reflect the stage of design from which the data is de- rived.
Item 2 Project Type	Check the appropriate box or boxes to indicate the type of project.
Item 3 Design Period	Enter the number of months it will take to design the project and the starting date in MM/DD/YYYY format.
Item 4 Estimated Bid Da	Enter the estimated bid date in MM/DD/YYYY format.
Item 5 Construction Per	iod Enter the number of months it will take to construct the project and the construction start date in MM/DD/YYYY format.
Project Description	on No data entry required. The field populates automatically with the project description entered in the "Main" screen.
Item 6 Estimated MidPo	No data entry required. CBIS calculates the Estimated MidPoint date automatically based on the established project schedule. The MidPoint date is halfway between the beginning and end of construction and is used by CBIS, along with the Estimate Reference Point, to calculate escalation.
	To ensure this field populates correctly for an existing project, delete the existing mid- point after you update the construction period. Do not enter a date manually unless the project has an atypical construction schedule.
	Click "Continue." CBIS will display "CEW - Item 7."
	To verify that the MidPoint auto-populated, click "back" to return to the Items 1-6 screen. To verify that the escalation makes sense, continue to the Item 8 screen and review Item 8I - Escalation to Mid-Pt. Once you have confirmed this information is correct, click "back" to return to the CEW – Item 7" screen.

Cost Estimate Worksheet Item 7: Area Screen

C.B.I.S.			A	About CBIS Manage Account			
Home Main CEW Schedule Cost & Funds Justification	Details Tax Survey Operating Imp. Submit						
Title: Disaster Recovery Center							
CEW Title: Disaster Recovery Center							
CEW - Item 7: Area							
List the gross and net square footage for each area of the building	under the appropriate column.						
New Area Worksheet				Edit Grid			
Area	GSF	NSF	Eff. Factor	% Efficiency			
A1 Totals	72,530 72,530	44,567 44,567	1.63	61.4%			
	12,330	44,501		CRO4			
Renovated Area Worksheet	GSF NSF		Eff. Factor	Edit Grid % Efficiency			
Totals				% Enciency			
Continue Entire WorkSheet	Back						
Cl	ick the Edit Grid butto	n above the New Area V	Worksheet table.				
-	F 1	<u> </u>	<u> </u>	11			
tem 7	Enter the gross square	Enter the gross square feet for the major types of space that the building will contain					
New Area Worksheet	(ex. office suites, kitchen, instructional areas, research labs, etc.).						
	1. Click "Edit Grid"	' to enter information o	or make changes.				
	2. For each space, e	nter the type of space i	under Area. Next, enter t	he gross saus			
	- ·	, x x		· ·			
		-	ext to the type of space. C	JDIS WIII Calo			
	late the efficiency	factor automatically.					
		formation for each and d by CBIS are correct.	rea, click "Save" and co	nfirm that t			
	Notes:						
	This section at the sector	moinsta for which there is	a defined advance factors. It	door not and			
			a defined square footage. It				
	to projects, such as in	ifrastructure improvem	ents, that do not have a	defined squa			
	footage.						
	Efficiency factors sho	ould be consistent wit	h instructions in the D	GS Procedur			
	-		nimum efficiency factor ir				
tem 7	To enter data for Re	novated Areas follow th	e same data input proce	ess as describ			
COAL I							
$\mathbf{Y}_{\mathbfY}_{\mathbf$		7 1 1 . (1:1 "C "					
Renovated Area Worksheet			and review the informatic CEW - Item 8 - Structure. ³	,			

Cost Estimate Worksheet Item 8: Structure Screen

....

(i))» C.B.I.:	5.							
ome Main	CEW	Schedule 0	Cost & Funds	Justification	Details	Tax Survey	Operating Imp.	Submit
Fitle: Disaster	Recover	y Center						
CEW Title: Dis	saster Re	ecovery Center						
CEW - It	em 8:	Structure						
List the proje	ct costs i	n the appropriate	spaces.					
Structure	- New]	Edit Grid			
Area		GSF	\$/SF	-	Amo	unt		
A1		72530.00	260.00		18,857,800	0.00		
Totals	;				18,857,800	0.00		
Structure	Reno	vated			Edit Grid			
	- Itello							
Area Totals		G	af s	/SF	Amo	0		
rotars								
C. Asbestos	s Removal	1				0		
D. Built-in E	quipment				2000	000		
E. Interior D	in the second					0		
E. Interior D	emolition					0		
F. Informatio	on Techno	ology			1000	000		
G. Subtotal:					21,857	.800		
H. Subtotal v	w/ Region	al Constr. Factor	: 1.00	3	21,857	.800		
I. Escalation	-			5.33	3350			
i. Escalation	to Mid-P	L		5.33	3350	501		
.L. Structure	Total (Ite	m H + Item I):			25,208	801		
					20,200	.001		
		_						
Contin	ue		Entire WorkShe	əət		Back		Cancel
1 .	.1		. (1	· 1 OT	' W7	. 11		
) escalate	the co	ost of proje	cts for wh	ich a CE	W was	created la	st year, app	ly the escalation factor for the previou
lendar ve	ar (5 4	5% for CY	2023) to 1	Items 8A	- 8F as	explaine	d in the Est	imate Reference Point section

calendar year (5.5	calendar year (5.5% for C1 2025) to items of a sexplained in the Estimate Reference Point section.						
Item 8 A Structure - New	Click "Edit Grid" above the "Structure - New" table to enter the cost per square foot. CBIS carries over the Area and GSF in this table from "Item 7 – New Area Worksheet." If you do not know the appropriate cost per square foot, call the DGS Cost Center at 410-767-4397. Click "Save." Note: You may use decimals; however, the printed report will show these costs rounded to the nearest dollar.						
Item 8 B Structure - Renovated	Follow the same data input process as described above for "Structure - New," to enter the cost per square foot for renovated areas. CBIS will automatically carry over the Area and GSF in this section from "Item 7 – Renovated Area Worksheet." Click "Save." Note: You may use decimals; however, the printed report will show these costs rounded to the nearest dollar.						

Cost Estimate Worksheet Item 8: Structure Screen (Continued)

Item 8 C, D, E, and F	These items provide fields for additional entries that are not included in the cost per square foot you entered in the "Structure - New" and/or "Structure - Renovated" fields. The items generally include information technology (list internet connection costs in Item 10), built-in equipment, asbestos abatement, and demolition that are part of general construction. Itemize and list these and similar items directly into fields 8C, 8D, 8E, and 8F. Click "Continue" to save the data and navigate to the next page.
Item 8 G – Subtotal	No data entry required. CBIS calculates this field automatically based on the data entered in Items 8A - F.
Item 8 H–Subtotal w/ Re- gional Construction Factor	If you do not have a cost estimate from an A/E or CM, enter the regional construc- tion factor for the jurisdiction in which the project is located. This factor accounts for variations in the wage rates established by the Department of Labor as applicable to the 24 subdivisions in Maryland.
	A/E estimates should be based on market conditions and industry forecasts. Enter a regional construction factor of 1.0 if you have an estimate from an A/E, regardless of the project's location. The regional construction factors are included in the Cost Estimate Worksheet (CEW) section of the <u>Capital Budget Guide</u> that is circulated to agencies by the Office of Capital Budgeting in the spring of each year.
Item 8 I–Escalation to Mid- Pt	No data entry required.
	If you responded "No" to the question "Override existing formulas and key in data manually?" in the "Main" screen, CBIS calculates these fields based on the Estimate Reference Point and construction schedule information entered on previous screens.
	If you responded "Yes" to the question "Override existing formulas and key in data manually? " in the "Main" screen, CBIS will automatically zero this field out.
Item 8 J–Structure Total (Item H + Item I)	No data entry required. CBIS calculates this field automatically.

Cost Estimate Worksheet Item 9: Site Screen

Item 9: Site Screen									
2011 C.B.I.S.					About CBIS Manage Account Logout				
Home Main CEW Schedul Title: Disaster Recovery Center	e Cost & Funds Justific	cation Details Tax S	Survey Operating	mp. Submit					
CEW Title: Disaster Recovery Ce	nter								
CEW - Item 9: Site	CEW - Item 9: Site								
To determine site costs, use the	To determine site costs, use the worksheet below to list site items that are relevant to the project and list the estimated costs for those items.								
A. Enter % of Item 8G or \$ amour	ıt	5.0000000 %	6 of 21,857,800 is 1,	092,890	Edit Amount				
B. Site Items Worksheet					Edit Worksheet				
Site Items Totals					Estimate Costs 0				
C. Subtotal (line A + line B)					1,092,890				
D. Subtotal w/ Regional Construct (as set in item 8H)	tion Factor:	1.00 × line C			1,092,890				
E. Escalation to Mid-Pt:									
(with escalation to mid-point as set	in item 8I)	(15.33% of lir	ie D)		167,540				
F. Site Total:		line D + line E	Ξ		1,260,430				
Continue	Entire Work Sheet	Back							
Item 9 A % of Item 8G	 If you responded "No" to the question "Override existing formulas and key ally?" in the "Main" screen, use the default of 5% to calculate the cost of genetions. This percentage is multiplied by Item 8G, the Subtotal of the "Structure If the default percentage is inadequate, click "Edit Amount," insert the percentage, and click "Save." You must explain how you determined percentage in the "CEW - Notes" screen which follows "CEW - Total" If you update costs in Item 8, Item 9A will adjust accordingly. If you responded "Yes" to the question "Override existing formulas and key ally?" in the "Main" screen, CBIS will automatically zero this field out. En estimate as a value and click "Save." It is not possible to enter a percentage. If you only have a percentage, u late a value, and enter that value in Item 9A. If you change any costs if 9A will NOT be affected. You must make changes to Item 9A manually. 								
Item 9 B Site Items Worksheet	 This grid enables you to break out individual site items (e.g. site preparation, landscapin building demolition, etc.) and costs identified by your A/E instead of combining all si items under Item 9A. You may have atypical site items that are in addition to the 5% ge eral site conditions estimate (Item 9A). In this case, you may enter information into bot Items 9A and 9B. To enter individual site items, click "Edit Worksheet" above the "Site Items Workshee table. Enter any discrete site work items and their Estimate Costs. To add multiple si items, click "Add New" to make a new entry. Click "Delete" to delete the most recent e try. When you complete all entries, click "Save." 								
Item 9 C–F Subtotals and Total	No data entry r CBIS will display	-		ese fields autor	matically. Click "Continue."				

Cost Estimate Worksheet Item 10: Utilities Screen

W C.B.I.S.		About CBIS Manage Account Logo						
me Main CEW Schedule Cost & Funds Justification	Details Tax Survey Operating Imp. Submit							
Title: Disaster Recovery Center								
CEW Title: Disaster Recovery Center								
CEW - Item 10: Utilities								
To determine Utility costs, use the work sheet below to list site w	ork items that are relevant to the project and list the estimated costs of those items							
A. Enter % of 8G or \$ amount:	5.00000000 % of 21,857,800 is 1,092,890	Edit Amount						
B. Utilities Items Worksheet		Edit Worksheet						
Utility Items		Estimate Costs						
Total:		0						
C. Subtotal: (line A + line B)		1,092,890						
D. Subtotal w/Regional Construction Factor: (as set in Item 8H)	1.00 x line C	1,092,890						
E. Escalation to Mid-Pt: (with escalation to mid-point as set in item 8I)	(15.33% of line D)	167,540						
F. Site Total:	line D + line E	1,260,430						
Continue Entire WorkSheet	Back							
	Note: Do not include commas or decimals.							

	Note: Do not include commas of decimals.
Item 10A % of Item 8G	If you responded "No" to the question "Override existing formulas and key in data manually?" in the "Main" screen, use the default of 5% to calculate the cost for utilities. This percentage is multi- plied by Item 8G, the Subtotal of the "Structure" costs. If the default percentage is inadequate, click "Edit Amount," insert the appropriate percentage, and click "Save." You must explain how you determined the modified percentage in the "CEW - Notes" screen which follows "CEW - Total" <u>(Items 22-27).</u> Note: If any costs in Item 8 are changed, Item 10A will adjust accordingly.
	If you responded "Yes" to the question "Override existing formulas and key in data manually?" in the "Main" screen, CBIS will automatically zero this field out. Enter the A/E's estimate as a value and click "Save." It is not possible to enter a percentage. If you only have a percentage, use it to calculate a value and enter that value in Item 10A. Note: If any costs in item 8 are changed later, Item 10A will NOT be affected, so you must adjust it manually if you want to change it.
Item 10B Utilities Items Worksheet	This grid enables you to break out individual utility costs identified by your A/E, instead of combining them into Item 10A. You may have atypical utility items that are in addition to the 5% general utilities estimate (Item 10A). In this case, you may enter information into both Items 10A and 10B.
	Click "Edit Worksheet" above the "Utility Items" grid. Enter any discrete site work items and their Estimate Cost identified by your A/E. To add multiple site items, click "Add New" to make a new entry. Click "Delete" to delete the most recent entry. When you complete all entries, click "Save."
	*Internet connection costs: To calculate the cost to connect to the State-owned fiber optic back- bone, contact the Department of Information Technology (DoIT) to trace the required fiber optic line from the nearest connection point to the address of the requested project site along existing roadways. Allocate the connection costs in the final year of construction since it takes DoIT ap- proximately six months to connect a site. Refer to DBM's annual capital budget instructions to appropriately account for connectivity costs associated with your projects.

Cost Estimate Worksheet Item 10: Utilities Screen (Continued)

· · ·	No data entry required. CBIS calculates these fields automatically.
Subtotals and Total	Click "Continue." CBIS will display "CEW - Item 11."

Cost Estimate Worksheet Item 11 Screen

200	C.B.I.	5.						About Cl	BIS Manag	e Account	Manage Security Questions	Logout
Home	Main	CEW	Schedule	Cost & Funds	Justification	Details	Tax Surv	ey O	perating Imp.	Submi		
Title	: Disaster	Recovery	y Center									
CEV	V Title: Dis	saster Re	covery Cente									
	EW - It	om 11										
Th	e total Stru	icture, Sit	e, and Utilitie	s Costs that you	estimated cor	nstitutes th	e estimated	constru	ction cost as	of the mid	point of the construction date.	
				-								
				Str	ucture Estim	ated Cost	: (Item 8 Tot	al)	26,3	67,064		
				3	Site Estimate	d Cost (It	em 9 Total)		1,3	18,353		
				Uti	lities Estima	ted Cost (Item 10 Tot	al)	1,3	18,353		
					:	Subtotal			29,0	03,770		
	Contin	ue	ſ	Entire WorkSh	eet		Back					
т. Т.	11		NT 1		· 1 T				1	+ 1	. 1 1 1	
Item									-		cost subtotal for the	
Subto	otal				,	,			If any c	osts apj	pear incorrect, return	to the
		prior screens and make appropriate corrections.										
			Click	"Continue."	" CBIS w	ill displ	av Items	12 - 1	5. which	concer	n Construction.	
			enek	201101100	5210 11	anopr	.,		,en			

Cost Estimate Worksheet Construction Screen

🏭 C.B.I.S.									About CBIS	Manage Account	Manage Security Questions	Logout
Home Main CEW	Schedule	Cost & Funds	Justification	Details	Tax Survey	Operating Imp.	Leg. Action	Submit				
Title: Disaster Recover	Title: Disaster Recovery Center											
CEW Title: Disaster F	Recovery Center	r -										
CEW - Const	ruction											
Item 12												
a. Total Construction	on Contingency	r:			5.0000000			% of Item 11		839482	Edit	
b. Green Building F	Premium:				0			% of Item 11		0	Edit	
c. CM Cost Constru	uction Share:				0			% of (Item 11+ Item 12a)		0	Edit	
d. Public Art Premi	um:				0.50000000			% of Item 11		83948	Edit	
Item 13												
Inspection and Tes	ting:				2.20000000			% of (Item 11)		369372	Edit	
Item 14												
CPM Schedule:						0						
Item 15											Edit	
Miscellaneous Co	onstruction C	ost									Amou	unt
Total:												0
Continue	Entire Wo	rkSheet E	Back	Cance								

For items 12a, 12b, 12c, and 13:

If you responded "No" to the question "Override existing formulas and key in data manually?" in the "Main" screen, enter percentage data directly in the fields provided. If you know the specific dollar amount for any of these items, click "Edit" and enter the amount. Click "Save."

If you responded "Yes" to the question "Override existing formulas and key in data manually?" in the "Main" screen, you cannot enter a percentage. Enter the value by clicking "Edit" and entering the amount. Click "Save."

Item 12a Construction Contingency	This funding is a construction contingency during construction, such as for change orders or unforeseen conditions. The contingency amount starts out as 10% of Item 11. As design advances and project scope becomes more defined, the construction contingency is reduced to 5%. Construction contingency should be reduced to 5% by the 50% design documents stage, which often coincides with construction funding becoming a budget-year request.
Item 12b Green Building Premiums	Include this premium only if the project is at least 7,500 GSF and if the project will achieve LEED Platinum or Net Zero Emissions. The default is 0% for buildings which will conform with LEED Silver or International Green Construction Code rating principles outlined by the Maryland Green Building Council. If the premium is greater than 0%, provide details on how the percentage was determined and what standards will be achieved in the Notes section.
Item 12c CM Cost Construction Share	This item applies only to Higher Education agencies and projects for which DGS approved the use of a construction manager. Other agencies should leave this item blank. Enter 3% of Item 11 + 12A. If you modify this percentage, explain how the mod-ified percentage was determined in the "CEW - Notes" screen which follows "CEW - Total" (Items 22-27).

Cost Estimate Worksheet Construction Screen (Continued)

Item 12d Public Art Premium	Enter a Public Art Premium of 0.5% of Item 11 if the project is at least 50% State- funded and the remainder of the project cost is provided by private entities and: (1) a new construction of at least 15,000 GSF OR a major renovation of at least 15,000 GSF and replacement of major utilities such as HVAC, electrical, or plumbing; and (2) <u>not</u> funded in the annual State capital budget as a miscellaneous grant or legislative initiative Unoccupied buildings such as storage facilities or garages are ineligible for Public Art. This must be used for public art and will be removed from the budget later if not used for public art.					
Item 13 Inspection and Testing	Inot used for public art.Enter a percentage or an amount for construction inspection and testing b upon the estimated construction cost. Unless you are advised otherwise, use rates shown below and apply them against the sum of Item 11 and Item 12a.Expected Construction CostRate 4.6% (0.046) 4,000,000 - 9,000,0004.6% (0.046) 4,000,000 - 9,000,0003.2% (0.032) 2.2% (0.022)					
Item 14 CPM Schedule	Enter a cost for critical path scheduling. mate an allowance. Higher Education age	Use \$10,000 plus .001 of Item 11 or esti- encies should leave this item blank.				
Item 15 Miscellaneous Construction Costs	Click "Edit" to add any miscellaneous construction-related costs not included in the area, site, or utility estimates (include a reference). Click "Add" to include addi- tional items and their respective amounts. Click "Save" to save your entries. For all agencies that use the State's eMMA procurement system, a 1% transaction fee for all sales under a contract (design or construction) will be applied to con- tracts totaling \$5 million or less. Add the one-percent transaction fee for construc- tion contracts under Item 15. Click "Continue." CBIS will display Items 16, 17, 18a, 18b, and 18c.					

Cost Estimate Worksheet Design Screen

2008 C.	B.I.S	i.									About CBIS	Manage Account	Logout
Home M	1ain	CEW	Schedule	Cost & Funds	Justification	Details	Tax Survey	Operating Imp.	Submit				
Title: Dis	saster F	Recovery	/ Center										
CEW Tit	le: Disa	aster Re	covery Center										
CEW	/ - De	esign											
Item 1	6												
A.E Ba	sic Sei	vices F	ees:		0	.04326481]	% of (Item 11 +	ltem 12a)	12	597	Edit	
Item 1	7												
A.E Sp	ecial S	ervices	Fee:		0	.01138548]	% of (Item 11 +	ltem 12a)	3	315	Edit	
Item 1	8												
a. Bidg	Equip	. Comm	issioning:			0]	% of (Item 8j)			0	Edit	
b. CM I	Pre-coi	nstructi	on Fees:			0]	% of (Item 11)			0	Edit	
item 1												Edit	
		us Des	ign Cost									Am	ount
Total:													0
(Continu	e	Entire Wo	rk Sheet F	Back	Cance							

For items 16, 17, 18a, and 18b:

If you responded "No" to the question "Override existing formulas and key in data manually?" in the "Main" screen, enter percentage information directly in the fields provided. If you know the specific amount of any of these items, click "Edit" and enter the specific dollar amount. Click "Save."

If you responded "Yes" to the question "Override existing formulas and key in data manually?" in the "Main" screen, you cannot enter a percentage in the fields provided. Enter the value by clicking "Edit" and entering the amount. Click "Save."

Note: For these items, you must justify fees in excess of the default percentages in the CEW Notes section, after "CEW - Totals" (Items 22-27).

Item 16 A/E Basic Services Fee	Enter the dollar amount or percentage of all basic estimated or contracted A/E services fees, including approved change orders for the project as of the date of the estimate. The typical estimated fee should be 7% of Item 11 for new construction and 7.5% for renovation.
Item 17 A/E Special Services Fee	Enter the dollar amount or percentage of all estimated or contracted fees for special design services. Examples include special consultants for acoustics, kitchen, telecommunications, museum exhibit design services, special surveys, etc. You may enter either the percentage of item 11 or the dollar amount.
Item 18 A Building Equipment, Commissioning	Enter the dollar amount or percentage for commissioning the building. This applies only to buildings with complex mechanical and electrical systems that require specific adjustments, testing, and the training of personnel to operate. The amount should be 1.5% of the cost of the "Structure" (Item 8J).

Cost Estimate Worksheet Design Screen (Continued)

Item 18 B CM Pre-construction Fees	This item only applies to Higher Education agencies and projects for which DGS approved the use of a construction manager.Enter a percentage or the dollar amount for construction management fees that are associated with the design process. The amount should be equal to 1% of Item 11.
Item 18 C Miscellaneous Design Costs	Click "Edit." Enter any miscellaneous costs for design (e.g. boundary and ar- chaeological surveys, borings, etc.) that are not included in the A/E Basic or Special Services. Click "Add" to enter additional items. Click "Save" to save your entries.
	For all agencies that use the State's eMMA procurement system, a one-percent transaction fee for all sales under a contract (design or construction) will be applied to contracts totaling \$5 million or less. Add the one-percent transaction fee for design contracts under Item 18C.
	Click "Continue." CBIS will display Items 19 and 20.

Cost Estimate Worksheet Equipment and Acquisition Screen

C.B.I.S.							About CBIS	Manage Account	Logout				
Home	Main	CEW	Schedule	Cost & Funds	Justification	Details	Tax Survey	Operating Imp	. Submit			•	
Title	Title: Disaster Recovery Center												
CE	CEW Title: Disaster Recovery Center												
С	CEW - Equipment and Acquisition												
Ite	em 19												
	A. Insert the estimated cost of the movable capital equipment requested for this project less the information technology equipment (Agency Estimated)												
	B. Insert the estimated cost of the information technology capital equipment requested for this project (Agency Estimated) 0												
Ite	em 20												
Ad	quisitions:										0		
	Contin	ue		Entire WorkSh	eet		Back		Cancel				

Item 19 A Movable Capital Equipment	Enter the estimated cost of capital-eligible movable equipment, less the infor- mation technology (IT) and audio visual (AV) equipment required. Review the <u>Capital Equipment Guidelines</u> . <u>Do not</u> include in your cost estimate items that are ineligible for capital funding. (Higher Education agencies are eligible to use the <u>Equipment Allowance Calcula- tor</u> . Please see the equipment section of the <u>Capital Budget Guide</u> for instruc- tions.)
Item 19 B Information Technology Capital Equipment	Enter the estimated cost of the IT and AV capital equipment (e.g. voice, video, data, and wireless). Items typically included here are equipment that has a very substantial associated cost, such as an electronic private branch exchange (PBX) that serves a major building or buildings in a facility on a campus, or hub servers that support a complex network of data links. (Refer to Section X: Appendices - Appendix C-1) If the IT work will be handled by a separate vendor contract, then it should also include fiber optic or copper vertical riser distribution cables, cable termination equipment and related wiring in wiring closets or each floor, and wire connecting the wire closet terminations to the wall jacks or other outlets to which telephone stations and computers will be connected that are not installed as part of the general construction contract. Do not include in your cost estimate items ineligible
Item 20 Acquisition	for capital funding. Enter the total cost of any acquisitions, including land and property, if applicable.
	Click "Continue." CBIS will display Item 21.

Cost Estimate Worksheet Total Screen

CEW Title: FY25 - Learning Commons Renovation and Addition (Library)

CEW - Total

Item 21 Total Project Costs

a. Acquisitions	C	
b. Total Design Funds and Related Costs:	3,695,212	
b1. Prior Design Funds:	3370000	
b2. New Design Funds Required	325,212	
c. Total Construction and Related Costs:	30,106,798	
c1. Prior Construction Funds:	0	
c2. New Construction Funds Required	30,106,798	
d. Total Equipment 19a + 19b	4,101,055	
Construction Cost of the structure per square feet at the mid-point of construction of the project: (Item 8 total divided by total GSF in Item 7)	538.14	
Construction Cost of the Structure/Site/Utilities per square feet of the project: (Item 11 divided by Total GSF in Item 7)	594.57	
Total Construction Cost per square feet of the project: (Item 21c divided by Total GSF in Item 7)	653.87	
Continue Entire WorkSheet Back	1	
Cancel		

Item 21a Acquisitions	No data entry required. CBIS populates this field automatically based on pre- viously entered information
Item 21b Total Design Funds and Related Costs	No data entry required. CBIS populates this field automatically based on pre- viously entered information
Item 21b1 Prior Design Funds	Enter the total of all prior design funds authorized for this project, including non-State fund sources.
Item 21b2 New Design Funds Required	No data entry required. CBIS populates this field automatically based on pre- viously entered information
Item 21c Total Construction and Related Costs	No data entry required. CBIS populates this field automatically based on pre- viously entered information
Item 21c1 Prior Construction Funds	Enter the total of all prior construction funds authorized for this project, in- cluding non-State fund sources.
Item 21c2 New Construction Funds Required	No data entry required. CBIS populates this field automatically based on pre- viously entered information
Item 21d Total Equipment 19a + 19b	No data entry required. CBIS populates this field automatically based on pre- viously entered information.
Construction Costs	No data entry required. CBIS populates these fields automatically based on previously entered information. Click "Continue." CBIS will display a page for notes.
Cost Estimate Worksheet Notes Screen

¥(1)	SC.B.I.	S.						About CB	IS Manag	e Account	Manage Security Questions	Logout
Hom	e Main	CEW	Schedule	Cost & Funds	Justification	Details	Tax Su	rvey Op	erating Imp.	Submi	it	
Tit	le: Disaste	Recover	/ Center									
CE	W Title: D	saster Re	covery Cente	r								
			- 1999 - 1997 - 1998 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 199 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999									
	CEW - N	latas										
		lotes										
F	lease use t	he space	below to note	any special featu	ures of the pro	ject that m	nay requir	e funding o	outside usua	l estimatio	n amounts.	
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					1							
	Conti			Entire WorkShe			Back			Cance		
	Conu	lue		Entire workshi	el		Dack			Cance		
Not	es	Expla	in any un	usual costs,	such as th	nose tha	at are l	arge, at	ypical, o	r fall ou	tside of the fixed per	centages
		norma	ally used	to calculate	building of	costs. F	or exis	ting pro	ojects, ex	plain si	gnificant variations f	rom the
		prior	year's CE	W.								
		If pur	suing Ite	m 12b, Gre	en Buildi	ing Prei	mium,	describ	be how t	he perc	centage used was dete	ermined
		and w	hat stand	lards will be	achieved							
		~ 1	" ~			1						
		Click	"Continu	ie." CBIS w	ill display	the CE	EW Su	mmary.				

Cost Estimate Worksheet Create CEW Copy

🏭 C.B.I.S.									About CBIS	Manage Account	Logout	Help
Home Main CEW	Schedule Co	ost & Funds	Justification [Details Ta	ax Survey	Operating Imp.	Submit					
Title: Disaster Recover	/ Center											
Create Agency Copy Create Final Agency CEW Print Link CEW to Schedule & Details												
Please Select a CEW to View												
Origin	al Requested (CEW										
Create Agency Copy	1. C 2. C 3. C 4. C	Click "CE Click on tl Check the Click the '	W" in the he title of box nex "Create 4 I CEW. "	ne dark of the C at to "C Agency To mak	-yellow CEW tl Origina Copy' ce chai		sh to coj d CEW This will	," bring yo		"CEW Mai teps outline		

Cost Estimate Worksheet Linking CEW to Schedule and Details Screens

200 C.I	B.I.S.								
lome M	in CEW	Sched	ule C	ost & Funds	Justification	Details	Tax Survey	Operating Imp.	Submit
Title: Dis	ister Recov	ery Center							
	Create Ag	ancy Copy		Cr	eate Final Age	ency CEW		Print	Link CEW to Schedule & Details
Pleas	e Selec	t a CEV	V to V	liew					
	Origi	inal Requ	lested	CEW					

You can link the CEW to the "Schedule" and "Details" screens (for standalone projects) or to the "Details and Scheduling" screen (for projects within programs). This will pull schedule and total NSF/GSF details from the CEW and populate the appropriate fields.

Link CEW to	1.	Select the CEW you wish to link by clicking in the empty box to the left of the CEW.
Schedule & De-	2.	Click the yellow "Link CEW to Schedule & Details" button. Navigate to the "Schedule"
tails		and "Details" or the "Details and Scheduling" screens to verify that the data has populated.

APPENDICES

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APPENDIX A

CAPITAL IMPROVEMENT QUALIFICATIONS AND TERMINOLOGY

The Department of Budget and Management (DBM) has developed this material to assist State agencies in determining those types of projects that are eligible for funding through the capital budget, regardless of fund source. This section also provides a definition of the terms most commonly used in conjunction with capital improvement projects.

The State Finance and Procurement Article, Subsection 8-127, Annotated Code of Maryland states that the useful life of a **capital improvement** shall be at least equal to the life of the bonds by which it is financed. State capital projects are usually financed by general obligation bonds, which by constitutional provision must be amortized within a 15-year period. Thus, to qualify for State capital funds, a proposed project or its equipment must have a useful life expectancy of at least 15 years. Throughout this document, when the term "**capital project**" is used, it is understood to mean "capital improvement."

A **capital program** is a means for distributing State capital funds among a number of capital projects that share common characteristics, particularly as to function and or purpose. Examples of capital programs are the Public School Construction Program and the Facilities Renewal Program. Programs generally receive funding annually and seldom have an end date, although the projects they finance have beginning and end dates.

The **Capital Improvement Program** (**CIP**) and **Capital Budget** are two terms grouped together to clarify both their similarities and their differences. The Capital Improvement Program is published in January of each year as the Capital Budget Volume by the Department of Budget and Management. It portrays the administration's plan for allocating State capital funds among capital projects and capital programs over the ensuing five years. The capital budget is limited to the fiscal year that begins on July 1st after the document is published, while the CIP includes five fiscal years. A project included in the capital budget is therefore by definition included in the CIP. The capital budget is enacted into law (sometimes with amendments) by the General Assembly, whereas the CIP is not; however, the CIP is used as the basis for formulating capital budgets in the succeeding four years and is also used to persuade the State's bondholders that the State is managing debt prudently by not planning more capital investments over the next five years than it can afford. The CIP may also form the basis of pre-authorizations contained in the capital budget.

I. PROJECTS THAT QUALIFY FOR STATE CAPITAL FUNDS

A. Real Property Acquisition:

Acquisition of any freehold, fee or leasehold interest in land, including structures and fixtures located on the premises.

B. Design and Preparation of Plans and Specifications:

- 1. Includes the physical design of a project, prior to releasing a construction project to the competitive bidding process, and services required of an architect/engineer during the construction and post-construction stages.
- 2. Preliminary planning includes: the preparation of a site plan and a floor plan; the outline specifications for architectural, structural, and site improvements; civil, mechanical, and electrical work; and a definition of the components of each of the systems and materials intended to be used on the project. Planning

also includes cost estimates. For further details, see the Procedures Manual for Professional Services, Department of General Services (DGS).

3. Detailed planning includes the preparation of all contract documents, such as detailed site plans, floor plans, excavations, specifications, etc., necessary for the construction of the project. For further details, see the Procedures Manual for Professional Services, Department of General Services. It also includes the services required of an architect/engineer during the construction and post-construction stages.

C. Construction

A construction project is a single undertaking involving construction applicable to one or more real property facilities or structures. Construction includes all work necessary to produce a complete and usable new facility or a complete and usable improvement to an existing facility. The work includes associated architectural work and other technical requirements. A construction project may include one or more of the following:

- Demolition of an existing facility;
- The construction, installation, or assembly of a new facility;
- The addition to, alteration, conversion, expansion, relocation, renovation, or restoration of an existing facility or structure;
- The installation, extension, or replacement of utility systems;
- The <u>fixed</u> equipment installed and made part of a facility, as long as the life of the overall project exceeds 15 years;
- Site development and improvement.

Construction may include "self-help" projects accomplished using agency employees under certain approved conditions and situations advantageous to the State. However, capital funds may not be used to pay any operating expenses associated with a self-help project, including wages and salaries of permanent employees.

The actual physical construction phase of a capital improvement project must be preceded by the preparation of both preliminary and detailed plans and specifications.

Specialized categories of construction are defined as follows:

1. Addition/Expansion/Extension:

The physical increase to a real property facility/structure, which adds to its overall external dimension.

- 2. Alteration:
 - (a) The work required to change the arrangement of internal space and other physical characteristics of an existing facility, or to change the location of functional space within a facility, so that it may be more effectively utilized for its presently designated functional purpose.
 - (b) No facility should be considered for alteration until it has been in use for at least 15 years, except when required to make the facility usable; to

meet State or federal codes, regulatory or licensing requirements; or when major priorities have changed, or new programs have been implemented.

- 3. Conversion:
 - (a) The work required to change the arrangement of internal space and other physical characteristics of an existing facility so that it may be effectively utilized for a new functional purpose. This includes the utilities and fixed equipment installed on and made part of the facility.
 - (b) Adjustment of exterior space arrangement is normally considered to be an Addition/Expansion/Extension and is not normally included in conversions; however, the addition of a small amount of circulation and/or mechanical space to the exterior of a building to meet code requirements is permissible with the approval of DBM and DGS.
- 4. Relocation:
 - (a) The movement of a facility from one site to another, either intact or by disassembly and subsequent reassembly. A new foundation may be constructed at the new location as part of the project. This category includes movement of utility lines but excludes relocation of roads, pavements, or similar facilities.

When a facility is relocated to another site and the new facility consists primarily of new components, the project is considered a replacement rather than relocation.

- (b) Relocation of two or more facilities resulting in a single facility will be considered a single project.
- 5. Renovation:
 - (a) The work required to restore and modernize most or all of a facility, or an existing mechanical system, so that the facility may be effectively utilized for its designated functional purpose or to comply with current code requirements.
 - (b) Renovation normally is required as a result of general deterioration and obsolescence due to age, deferred maintenance, original faulty construction, or damage from natural disasters. It may be funded as a capital improvement project in these cases where the cost of the project is \$100,000 or more, and it cannot be accommodated in the agency operating or special fund budget.
 - (c) The primary difference between renovation and alteration is that alteration involves significant modification to a facility's interior space arrangements while renovation does not.
 - (d) Generally, no facility should be considered for renovation until it has

been in use for at least 15 years, except when such work is necessary to meet State or federal codes, regulatory or licensing requirements, or to correct major basic faults originally incorporated into the facility.

- 6. Replacement:
 - (a) The complete reconstruction of a facility, a mechanical system, or a utility system. The original building or mechanical or utility system must be beyond the point where it can be economically repaired or renovated, and it can no longer be used for its designated purpose. Certain conditions, such as age, hazardous conditions, obsolescence, structural and building safety conditions or other causes may contribute to the need to replace a building or system. The reconstruction of minor components of a mechanical or utility system is considered maintenance/repair, rather than replacement.
 - (b) A facility should not normally be considered for replacement until it has been in use for at least 40 years.
 - (c) Replacement will normally be allowed as a capital improvement project only when a facility cannot be cost-effectively renovated or repaired.
- 7. Restoration:

The work required to restore a facility, to the maximum extent possible, to its former or original state. Normally, restoration will involve historic properties. In these cases, the Maryland Historical Trust should be consulted.

8. Site Development and Improvements:

These include such items as: grading and installation of drainage facilities; construction of new roads, walks, parking areas, retaining walls, recreational areas, fences and similar improvements; standard and essential landscaping; street or other outdoor lighting.

9. Utilities:

These include the installation, extension or replacement of systems for the provision of sewer, water and electrical service; power plant facilities and appurtenances; heating, ventilating and air conditioning; fire escapes, sprinklers and automatic fire alarms, and telecommunications.

D. Initial Equipment and Furnishings:

Items of initial equipment and furnishings will be eligible for funding as a capital improvement only if they meet conditions as detailed in the <u>Capital Equipment Guidelines</u>. These guidelines and a template of the <u>Equipment and Furnishings Request Form</u> are available on the DBM webpage under <u>Forms and Templates</u>.

II. PROJECTS THAT DO NOT QUALIFY FOR STATE CAPITAL FUNDS

- **A.** Master plans, feasibility studies, alternative project proposals, or the development of Part I/II facility programs required as a prerequisite to the authorizing of funds for the preparation of plans and specifications.
- **B.** Payment of salaries or wages of State employees for work performed directly in conjunction with an authorized capital improvement project. This includes the preparation of plans and specifications.
- **C.** Capital improvements for auxiliary enterprise programs in the public 4-year institutions of higher education. These are to be funded from program revenues unless State capital funds are specifically authorized by the Governor and General Assembly.
- **D.** Interim or temporary accommodations or equipment while another facility is being renovated. However, equipment may be pre-purchased if it is to be moved and reused in the renovated facility.
- **E.** An equipment purchase that is not a component of a comprehensive capital project with a useful life of at least 15 years.
- F. Maintenance/repair projects, except as noted in subsection 4 below:
 - 1. Maintenance is the recurrent day to day, periodic (i.e., weekly, monthly, annual) or scheduled work required to preserve or maintain a facility or system in such a condition that it may continue to be effectively utilized for its designated purpose during its life expectancy. Maintenance includes work undertaken to prevent damage to a facility or system which otherwise would be more costly to restore or work to sustain existing components of a facility or system. Construction of new maintenance sheds or buildings, and extension or expansion of utilities are excluded from this definition.
 - 2. Repair is the work required to restore a facility or system to such a condition that it may continue to be appropriately and effectively utilized for its designated purpose by overhaul, or replacement of constituent parts or materials which have deteriorated by action of the elements or wear and tear in use. This includes the correction of conditions, which adversely affect the use of a facility for its designated purpose due to non-conformance with prescribed standards and codes, except for major changes necessary to cover newly mandated accreditation or certification requirements.
 - 3. The following are examples of maintenance/repair projects (exceptions may be allowed for major projects):
 - (a) Painting, decorating, caulking, repainting, or treatment of masonry and other surfaces;

- (b) Replacing or repair of wall or floor tiles, shingles or siding;
- (c) Sealing asphalt surfaces, ditching, replacement of gutters and curbs, patching or resurfacing roads;
- (d) Replacement or repair of sprinklers and automatic alarm systems;
- (e) Replacement or repair of components, elements or units of an elevator or escalator;
- (f) Replacement or repair of plumbing, sanitary facilities, or the pre-heat, reheat, and chilled water coils or other components of a heating, ventilating and air conditioning system; and
- (g) Replacement or repair of components of lighting and electrical systems.
- 4. Exceptions to #3 include maintenance/repair projects administered through the DGS Facilities Renewal Fund and the Department of Natural Resources Critical Maintenance Program. Agencies may request funding through the Facilities Renewal Fund for projects estimated to cost between \$100,000 and \$5 million. Agencies must submit requests to the DGS for prioritization.

APPENDIX B

PROGRAM DESCRIPTION AND JUSTIFICATION

This section instructs applicants in describing background information required about their Grant and Loan Programs. Each request for capital funding must document and justify the need for the amount <u>of</u> <u>funds</u> clearly and succinctly. A template of this form is available on the DBM webpage under Forms and Templates.

PROGRAM REQUESTS - Each request must:

I. Cite the program's enabling legislation and reference in statute.

II. Describe the program. Give a brief description of the program including:

the year the program began; the purpose of the program; the type of assistance the program provides, such as grants and/or loans or other types of financing; the maximum amount or percentage of support projects may receive. Discuss how the program supports or relates to the agency's Managing for Results (MFR) goals and objectives. If law or regulations limit the program, cite the statutes or regulations that set the limits. If specific projects are not identified in the project request section of the Capital Budget Information System (CBIS), the description should explain why no project list is being provided and how the amount requested was determined. Include any other significant descriptive information.

III. Indicate the forms of financing:

- A. <u>GRANTS</u>. If financial assistance is in the form of a direct grant, describe the provisions for matching funds by the grantee. Cite statutes or regulations governing matching funds.
- B. <u>LOANS</u>. If financial assistance is in the form of a loan, describe the provisions for repayment.
- C. <u>OTHER</u>. If financial assistance is a guarantee or other form of assistance, describe the form of assistance and payment provisions required of the recipient. Examples are fees, premiums, or royalty payments.
- **IV. Describe the availability of federal or other sources of funds.** Funding requests should indicate both the status and the date of the program's most recent application for federal and/or other sources of funds. Include the Catalog of Federal Domestic Assistance identification number.
- V. Cite applicable statute(s) that authorize the program to use funds for administrative services. Salaries, wages, benefits and closely related personnel and administrative costs for State employees are **not** eligible for funding in the capital budget, unless specifically authorized by statute.
- VI. Describe the criteria used to determine project priority. Describe the priority criteria here.

If a point system was used, describe the elements evaluated. If a goal specific system was used, state the goal. An example of a goal might be, "ability to meet an emergent need."

VII. Describe the application of priority criteria. This should be a description of how you apply the criteria to rank priorities if a ranking system is used. An example of a process description might be:

All projects were ranked by a committee of five independent health care workers; each committee member scored every qualifying project using a 100-point scale. The scale measures mitigation of the magnitude of threats to health; immediacy of the health threat; and cost per affected person.

- VIII. Explain differences in this request from the five-year CIP. If this year's request for funds differs from the amount shown in the five-year CIP, explain the reason for those differences.
- IX. List the name and telephone number of the agency contact person.

APPENDIX C

CAPITAL GRANT AND LOAN PROGRAM FUND SUMMARY TABLE

Use this table for requests involving a financing fund, which provides for repayable loans or loan guarantees (e.g. State Agency Loan Program, Neighborhood Business Development Program, and Rental Housing Programs). The table is submitted in addition to the CBIS submission for grant and loan programs. Modify the table if necessary to accommodate special reporting requirements for the capital program. You may download the Excel spreadsheet at the DBM website under <u>Forms and Templates</u>.

The table requires the agency to list the various sources of revenue and various encumbrances and expenditures for the loan programs it administers. These tables are used to recommend funding in the annual budget and Five-Year Capital Improvement Program.

The following table is fairly self-explanatory. If you need to add lines to indicate other revenues or expenses, or conversely, delete some existing lines that may not apply to you, you should do so. The year in the first column should be last fiscal year, the year in the second column should be the current fiscal year, and the year in the last column should be the next fiscal year. If there are any questions, you should contact your capital budget analyst.

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT Homeownership Programs

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	FY 20							
BEGINNING BALANCE	3,441,943	4,558,696	1,982,646	6,000,000	6,216,505	6,172,875	6,192,462	5 682 54
BEORITARIO BALLARIOL	5,111,715	1,550,650	1,702,010	0,000,000	0,210,909	0,112,015	0,172,102	5,682,54 8
REVEN UE:								
GO Bonds	2,989,000	1,205,000	0	0	0	0	0	0
General Funds	0	0	1,555,000	0	900,000	700,000	650,000	1,000,00
Loan Repayments/Interest	7,923,305	12,110,175	8,293,141	8,595,483	8,515,348	8,538,565	8,599,064	8,848,20
Transfer In (Out) Other Funds	3,800,000	0	12,148,191	0	0	0	0	0
Federal Funds	96,655	2,246,630	217,503	217,503	217,503	217,503	217,503	217,503
Cancellation of Encumbrances	775,139	3,300,710	621,022	621,022	621,022	621,022	621,022	621,022
TOTAL REVENUE	15,584,099	18,862,515	22,834,857	9,434,008	10,253,873	10,077,090	10,087,589	10,686,7 29
TOTAL AVAILABLE	19,026,042	23,421,211	24,817,503	15,434,008	16,470,378	16,249,965	16,280,051	16,369,2 77
ENCUMBRANCES								
Loans	12,496,253	18,038,041	15,600,000	7,600,000	8,500,000	8,300,000	8,750,000	9,100,00
State Administrative Expenses								
	1,874,438	3,200,755	3,100,000	1,500,000	1,680,000	1,640,000	1,730,000	1,800,00
Federal Administrative Expenses	96,655	199,769	117,503	117,503	117,503	117,503	117,503	117,503
TOTAL EXPENDITURES AND ENCUMBRANCES								
	14,467,346	21,438,565	18,817,503	9,217,503	10,297,503	10,057,503	10,597,503	11,017,5 03
ENDING BALANCE	4,558,696	1,982,646	6,000,000	6,216,505	6,172,875	6,192,462	5,682,548	5,351,77

APPENDIX D

PRIVATE ACTIVITY LIMITATIONS ON GENERAL OBLIGATION BOND FINANCED PROJECTS

This section describes the circumstances under which agencies must complete an individual survey form for each individual project where the general obligation bond-financed project may involve a limiting private activity. Agencies requesting stand-alone projects should fill out the Tax Exemption Survey in CBIS and do not need to fill out this form. Agencies requesting projects within a program should fill out this form as the Tax Exemption Survey is not available in CBIS for those projects.

I. BACKGROUND

The Internal Revenue Service limits the use of tax-exempt bonds for "private purpose" projects to no more than five percent of the tax-exempt bonds issued in a given bond issue. This limit applies to the State's general obligation bonds, as well as to tax-exempt bonds issued by instrumentalities of the State. Projects that meet two conditions may be subject to the limitation: private use and private payment. Project funds meeting this test are commonly called "Private Activity" or "Bad Money."

"Private use" is use of a tax-exempt financed facility by any entity other than an instrumentality of State or local government or use on a different basis than members of the general public. One example of private use is the rental of space in a tax-exempt financed building to businesses. Another example of private use could be the operation of a bookstore or dining facility by a private company. Research sponsored by private companies can sometimes constitute private use.

"Private payment" is payment for the privately used portion of a facility above the costs of operating and maintaining that portion of the facility. Also, taking an equity position in a tenant company could lead to a private payment. An example of private payment would be for a tenant in a tax-exempt financed building to pay enough rent to cover some of the debt service. The use of tax-exempt financing for loans would lead to a private payment.

II. SURVEYS

This section includes two surveys. Applicants for general obligation bond funds must complete the forms, describing proposed uses of capital budget funds. The main role of the Office of Capital Budgeting is to identify possible projects for further investigation by the Treasurer's office and the State's bond counsel.

- A. **Required surveys.** Project requests must include one of the two enclosed surveys for general obligation bond funds where private use may be involved. Responses to this survey that indicate that there will be private use and private payment may mean that the project falls beyond the 5% limit, and a more detailed investigation may be needed to determine exactly how much "private activity" or "bad money" is in the project.
- B. **Survey forms.** The first survey (<u>CB Form Dl</u>) applies to projects that are not higher education facilities; the second (<u>CB Form D2</u>) is for higher education facilities. Both forms are available on the DBM website under <u>Forms and Templates</u>. Complete the survey form that applies to each individual project and submit it via email or upload to CBIS with your capital budget request. Completed examples follow.

EXAMPLE - CB Form D1

SURVEY OF PRIVATE USES OF TAX-EXEMPT FINANCING	Place an x Respond ' "No" to E Question	"Yes" or
Name of Facility: General Government Office Building	YES	NO
#1 Will the project be part of a Higher Education facility?If "Yes," use the Higher education survey form.		х
#2 Will any part of the project be funded with general obligation bonds?	х	
#3 Will the project, or any portion of it, be owned by a person or entity other than the State or its political subdivisions?If "Yes," what percentage of the project will be so owned? <u>0%</u>		x
#4 Will the project, or any portion of it, be leased to a person or entity other than the State or its political subdivisions?If "Yes," what percentage of the project will be so leased? 25%	x	
If #4 was "Yes," describe the terms of the lease on a separate sheet. (See attached example.)		
#5 Will the rents exceed operating and maintenance costs?	X	
#6 Will the State gain any other financial interest in any lessees?		х
#7 Will the project, or any portion of it, be managed or operated by a person or entity other than the State or its political subdivisions?If "Yes," what percentage will be managed or operated? <u>25%</u>	x	
#8 Other than by lease or management contract, will any person or entity, other than the State or its political subdivisions, use any portion of the project that is not a general public use?If "Yes," what percentage of the project which will be used? <u>0%</u>		X
If #8 was "Yes," describe the nature of use on a separate sheet.		
#9 Will the use, ownership, or management of the project or any portion ofthe project change within fifteen years after the project is placed in service?If "Yes," please describe the nature of the projected change on a separate sheet.		X
Name of Contact: Jan Joans	CB Form I	D1

Name of Contact:Jan JoansPhone Number of Contact:(410) 123-4567Date Completed:June 20, 20_

Example of a Response to Question #4

#4 Will the project, or any portion of it, be leased to a person or entity other than the State or its political subdivisions? If #4 was "Yes" describe the terms of the lease on a separate sheet.

The project is a 20,000 square foot office building that the Department intends to purchase. The Department plans to lease 5,000 square feet or 25 percent of the project to a current occupant of the building, a private mail delivery firm, Independent Postal, Inc. Independent Postal will be using the space for customer services and general office space. Independent Postal will pay the Department \$15 per square foot per month. The firm has agreed to a two-year lease with two, two-year renewal options. Independent Postal will pay all utilities associated with the leased space and any renovation costs the firm might require to occupy the building.

EXAMPLE – CB Form D2

Private Use of Tax-Exempt Financed Higher Education Facilities		
Name of Facility: University Service Center		
The facility will be used for the following purposes (List approximate percentages; Total to 100%)		
Classrooms and/or labs for instruction of enrolled students	10	%
Research	5	%
Administration	0'	%
Other academic	10	%
Auxiliary services (specify parking, dining, housing, etc.)	40	%
Lease to non-university/college entity	35	%
Other (specify)		
TOTAL	100	9%
Place an X in the columns to Respond "Yes" or "No" to Each Question	YES	NO
#1 Will any part of the facility be rented, leased, or otherwise made available to any entities outside the institution?If "Yes," on a separate sheet describe the intended use, including percentage of building, anticipated use, and anticipated users.	x	
#2 Other than described in (1) above, will the facility, or any portion of the facility, be operated by an entity other than the institution?If "Yes," describe on a separate sheet.	x	
#3 Will any sponsored research activity take place in the building?	x	
If "Yes," answer the following.		
3(A) Will the institution's employees be paid from federal contracts and grants awarded to perform the research?	x	
3(B) Will the institution's employees be paid from other than federal contracts and grants to perform the research?	х	
3(C) Will non-institution employees perform the research?	x	
3(D) Will the agreements for sponsoring the research give the institution exclusive and complete title and ownership to the research and to all patents, licenses, technology and other legal rights to any product or technology developed from the research?If 3(D) was "no," on a separate sheet, identify who will have an interest and describe the interest.		x
#4 On a separate sheet, describe any revenue that will be generated from the intended use of the facility other than leases, management contracts and/or sponsored research described above.		

Place an X in the columns to Respond "Yes" or "No" to Each Question	YES	NO
#5 Will any person, other than the institution's employees, faculty, staff, and students, have a right to use the facility for their own purposes, other than those purposes described above?If "yes," describe on a separate sheet.		x
#6 Will the use, ownership, or management of any portion of the project change within fifteen years after the project is placed in service?If "Yes," please describe on a separate sheet, the nature of the projected change.	x	

Name of Contact: Jan Joans Phone Number of Contact: (410) 765-4321 Date Completed: June 20, 20_ CB Form D2

Example of Responses to Questions #1, 3(D), 4, and 6

#1 Will any part of the facility be rented, leased, or otherwise made available to any entities outside the institution? If "Yes," on a separate sheet describe the intended use, including percentage of building, anticipated use, and anticipated users.

The Project is to build a multi-use center. The University will lease 35,000 square feet or 35 % of the building to a private grocery company, Goods Food, Inc. Goods Food will be using the space for customer services and general office space. Goods Food will pay the Department \$15 per square foot per month. The firm has agreed to a two year lease with five, two-year renewal options. Goods Food will pay all utilities associated with the leased space and any renovation costs the firm might require to occupy the building.

#3(D) Will the agreements for sponsoring the research give the institution exclusive and complete title and ownership to the research and to all patents, licenses, technology and other legal rights to any product or technology developed from the research? If 3(D) was "No," on a separate sheet, identify who will have an interest and describe the interest.

The University is sponsoring pharmaceutical research. Pharmax, Inc., the primary contractor for the research, will own no less than a majority interest in any patents, licenses or titles of products or technology resulting from the research; the University will, however, retain no less than 10 percent of any resulting proceeds from the research. The exact amount of the University's interest is still under negotiation.

#4 On a separate sheet, describe any revenue that will be generated from the intended use of the facility other than leases, management contracts and/or sponsored research described above.

The University will lease 15,000 square feet to Students, Inc., a group of students who will operate a bowling alley. The university will receive 25% of the gross revenue from the bowling alley's operations.

#6 Will the use, ownership, or management of any portion of the project change within fifteen years after the project is placed in service? If "Yes," please describe on a separate sheet the nature of the projected change.

The University is considering sale of the building to Pharmax, depending on Pharmax's acceptance of the option on its lease. Should Pharmax choose not to renew its lease, the University would consider converting the building into a conference center.