

CBIS Manual:
Instructions for the Preparation and
Submission of
Capital Budget Requests



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I. INTRODUCTION

This manual explains how agencies should prepare and submit the annual capital budget request and five-year 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 [capital budget analyst](#) 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 [Section X: Appendices](#) - 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 [Forms and Templates](#) page.

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

II. STATE-OWNED PROJECT AND PROGRAM REQUIREMENTS

A. PURPOSE

This section describes the documents required for submitting capital funding requests for State-owned 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
Judiciary
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 not 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 [Capital Budget Guide](#) 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 [Section V: The Use of CBIS for State-Owned Projects](#), 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 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 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 [Capital Equipment Guidelines](#) 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 [Forms and Templates](#).

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 [Section VI: The Use of CBIS for State-Owned Programs](#) 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 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 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.

Maryland Hospital Association

Maryland Independent College and University Association

National Aquarium in Baltimore

Maryland Zoo in Baltimore

Historic Annapolis

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 [Section VII: The Use of CBIS for Non-State-Owned Projects](#) 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 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. **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 [Forms and Templates](#).
 - 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 [Section VIII: The Use of CBIS for Grant and Loan Programs for Non-State-Owned Projects](#) 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 [Program Description and Justification Form](#) are in [Section X: Appendices](#) - Appendix B. A copy of this form is available on the DBM website.
- e. **Growth and Conservation Area Spreadsheet.** This [spreadsheet](#) is circulated with the budget instructions and is also available on the DBM website under [Forms and Templates](#).
- 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 [Section X: Appendices](#) - 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: [CB Form D1](#) or [CB Form D2](#). Detailed instructions and sample completed forms are in [Section X: Appendices](#) - Appendix D. A copy of this form is available on the DBM website under [Forms and Templates](#).

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.

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 must contain at least one number
- New Password cannot match Username
- New Password cannot contain more than 2 consecutive identical characters

Old Password

New Password

Confirm New Password

Password Requirements:

- 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.

Manage Security Questions

Question 1

Answer 1

Question 2

Answer 2

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 service.desk@maryland.gov. If assistance is needed that relates to the specific project, please contact your assigned [OCB budget analyst](#).

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 overwrite 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*, underline, 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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