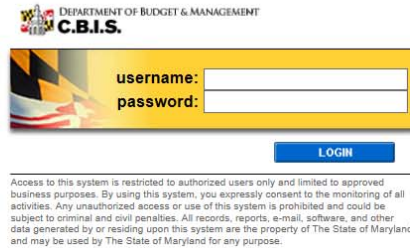


SECTION VII:
THE USE OF CBIS
FOR
NON-STATE OWNED PROJECTS

PREFACE FOR NON-STATE OWNED PROJECTS

How to Enter the CBIS System



To begin the budget request process, log onto CBIS at <https://cbis.dbm.state.md.us> using Internet Explorer. Alternatively, you can go to the Office of Capital Budgeting (OCB) website: <http://dbm.maryland.gov/budget/Pages/capbudhome.aspx> and on the right side of the screen in the CBIS block, click “Login.” A login screen will appear. If you do not have a username and password, call the service desk at (410) 697-9700 or email service.desk@maryland.gov. Enter your username and password in the appropriate fields. Click **LOGIN** and the CBIS home page will appear. It will show a list of the projects/programs requested and recommended for your agency in the current capital improvement program.

How to Navigate Through the CBIS Screens

Once you click on a project, various menus will appear in the dark yellow tool bar at the top of the “Main Information” screen; each of the menus defines a different category of information. Some of these menus are used for the preparation of a submission for a Non-State Owned project. They are: “Home,” “Main,” “Schedule,” “Cost & Funds,” and “Details.” Some of these screens have sub-menus which appear on a light yellow tool bar immediately beneath the dark yellow tool bar. In order to enter information in a particular sub-menu, you must click on the menu on the dark yellow tool bar first, then the particular sub-menu of interest on the light yellow tool bar.

For directions about entering information in the fields shown on the chosen screen, refer to the relevant screen shots in this section. Titles at the top of the pages will identify the particular menu or sub-menu discussed on each page.

Generally, information is entered by clicking on an “Edit” or “Edit Grid” button and filling in a blank, entering a dollar amount, or providing a narrative text. Click “Save” to exit the edit screen and to save the information in CBIS. A few pointers:

- Dollar amounts: do not use commas or decimals. Do not include dollar signs (\$).
- Dates: most dates are in the MM/DD/YYYY or MM/YYYY formats.
- Text (applies to “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).
 - ◆ Highlight and copy text.
 - ◆ Paste your text by clicking on the Paste Plain Text button in CBIS (resembles a clipboard). This will strip the text of formatting. You can also strip text of formatting by clicking on the Strip All Formatting button (resembles a paintbrush), but this will take out all paragraph spacing.
 - ◆ Once you have removed existing formatting, full justify the text and add any bullets or other formatting.
 - ◆ Click the “Save” button.

Non-State Owned Project Home Screen

The screenshot shows the C.B.I.S. Home Screen. At the top left is the C.B.I.S. logo. To the right are links for 'About CBIS', 'Manage Account', and 'Logout'. Below this is a light-yellow toolbar with five icons and labels: 'Create a New Request', 'Search Requests', 'View Reports', 'View Capital Budget Instructions', 'View CBIS Manual', and 'View Published Recommendations from Last Year'. Below the toolbar is a section titled 'Current Requests' with an 'Impersonate' button. Underneath is a table with the following data:

Agency	Sub Agency	Type	Request Title	Status	Last Revised Date
MISC	Maryland Zoo in Baltimore	Project	Maryland Zoo in Baltimore - Facilities Renewal	Unsubmitted	11/12/2008 3:55:34 PM
MISC	Maryland Zoo in Baltimore	Project	Maryland Zoo in Baltimore - Infrastructure Improvements	Unsubmitted	4/16/2019 3:27:21 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

New Request

Request Type

- New Project
- New Program

Ownership

- 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 screen.

Request Type	Click “ <i>New Project.</i> ”
Ownership	Click “Non-State Capital Grants.”

Click “Save” and CBIS will take you to the “Main Information” screen.

Non-State Owned Project Main Information Screen

The screenshot shows the 'Main Information' screen in the C.B.I.S. system. The page includes a navigation bar with 'Home', 'Main', 'CEW', 'Schedule', 'Cost & Funds', 'Justification', 'Details', and 'Current'. The main content area displays the following information:

- Title:** Maryland Zoo in Baltimore - Infrastructure Improvements
- Description:** Construct improvements to the aging infrastructure at The Maryland Zoo in Baltimore. The Zoo identified a variety of projects that are grouped into three categories: basic infrastructure improvements, strategic services improvements, and exhibits/attractions improvements. The Zoo will use \$3,550,000 for basic infrastructure improvements including the correction of life safety and animal welfare deficiencies throughout the Zoo, perimeter fence replacement; an emergency backup generator; roof replacements; and renovations to the Elephant House, Leopard Building, and Visitor Parking Lots A and B. The Zoo will use \$250,000 for strategic services improvements, including the installation of a shade shelter at the Polar Bear Tram Stop and the renovation of the Waterfowl Pavilion. The FY 2020 budget also includes \$1,200,000 for exhibit/attraction improvements, including renovations to the Crane Barn, reptile/amphibian exhibits, and the Chimpanzee Forest, as well as 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:** ZA00
- Governor's Priority:** Other Projects
- Contact Info:** Donald P. Hutchinson, Druid Hill Park, 1876 Mansion House Drive, Baltimore, MD 21217, Phone # 410-552-5250
- Is this project included in the agency's most current Facilities Master Plan (which has been submitted to DBM)?** No
- Does this project require a CEW?** Yes


Click “Edit” on the “Main Information” screen shown above.

Title	The name of the facility will appear as you entered it when the project was first entered into CBIS.
Description	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 applicable), which should also be the same as the NSF and GSF 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/justification for the project. You will need to expand upon the justification in the supporting comments section of this submission. 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 Local and State Targeted Growth and Conservation website: http://planning.maryland.gov/OurProducts/iMaps.shtml . Click on the Growth and Conservation Overlays interactive map. If the project’s location is yet to be determined, put “N/A” in the address and longitude/latitude fields.
Request Status	This field indicates the status of the budget request. <ul style="list-style-type: none"> • Unsubmitted: allows the Agency User to view and edit, and the Agency Manager to view only. • Submitted to A/Mgr: allows the Agency User to view only, and the Agency Manager to view and edit. The Agency Manager can select “Unsubmitted” from the drop-down menu to return the budget request to the Agency User. • Submitted to DBM: allows the Agency User and Agency Manager to view only, and DBM to view and edit.
Agency	Select your organization from the drop-down menu.
Sub-Agency	Select your organization from the drop-down menu, if applicable.

Non-State Owned Project Main Information Screen (Continued)

Legislative District	Select the legislative district in which the project is located from the drop-down menu. Legislative districts can be located at: mdelect.net .
Subdivision	Select the subdivision (county) 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 miscellaneous projects.
Governor's Priority	Select the Governor's priority from the drop-down box. The priorities are "Education," "Health and Environment," "Public Safety and Safer Neighborhoods," "Commerce," and "Other Projects." Use your judgment as to where you feel your project should be prioritized if this is a new project.
Contact Info.	Select from the drop-down menu. If the correct contact is not listed, insert the name, address, and telephone number of the person who should be contacted if there are any questions about the information provided.
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."
Click "Save." For the "Save" command to function, <u>at least</u> the "Title" and "Agency" fields must be completed. When this information has been entered, the "Main Information" screen will re-appear, showing all of the information that you have just entered. To move to another menu, click on the desired menu option on the dark-yellow toolbar.	

Non-State Owned Project Cost Estimate Worksheet

										About CBIS Manage Account Logout	
Home	Main	CEW	Schedule	Cost & Funds	Justification	Details	Submit				
Title: Maryland Zoo in Baltimore - Infrastructure Improvements											
<p style="margin: 0;">CEW List</p> <div style="text-align: right; margin-top: 10px;">Add</div> <div style="border: 1px solid #0056b3; background-color: #0056b3; color: white; padding: 2px; margin-top: 5px;">CEW Title</div>											

CEW List	<p>If you are required to submit a Cost Estimate Worksheet (CEW), click “Add” to create a CEW. Instructions for completing the CEW can be found in Section IX.</p> <p>If you are unsure if your budget submission requires a CEW, please contact your assigned OCB analyst.</p>
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NOTE: 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.

Non-State Owned Project Schedule Screen

Request
Title: Maryland Zoo in Baltimore - Infrastructure Improvements

Schedule

Program Status:

Design Period: Duration of Month(s) Starting on (MM/DD/YYYY) until 1/1/2020

Construction Period: Duration of Month(s) Starting on (MM/DD/YYYY) until 1/1/2025

Program Approval Part 1 (MM/DD/YYYY):

Program Approval Part 2 (MM/DD/YYYY):

Click on “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 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 will calculate the design completion date after you click Save .
Construction Period (Months)	Enter the duration of construction in months.
Construction Period (Starting On)	Enter the actual or anticipated date construction begins (MM/DD/YYYY). CBIS will calculate the construction completion date after you click Save .
Program Approval Part 1	Not Applicable - leave blank.
Program Approval Part 2	Not Applicable - leave blank.

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 Account	Logout				
Home	Main	Schedule	Cost & Funds	Justification	Details	Submit									
Last Year's CIP Request Req CIP Diff Matching Funds															
Title: Maryland Zoo in Baltimore - Infrastructure Improvements															
Cost & Funds - Last Year															
Last Year's Recommended Phase Breakdown by Cost											Edit Grid				
Fund Type	Prior	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025+	Total							
Acquisition	0	0	0	0	0	0	0	0							
Planning	0	550,000	550,000	550,000	550,000	550,000	0	2,750,000							
Construction	0	4,300,000	4,300,000	4,300,000	4,300,000	4,300,000	0	21,500,000							
Equipment	0	150,000	150,000	150,000	150,000	150,000	0	750,000							
Other	0	0	0	0	0	0	0	0							
Total	0	5,000,000	5,000,000	5,000,000	5,000,000	5,000,000	0	25,000,000							
Last Year's Recommended Funds By Source											Edit Grid				
Fund Source	Prior	Phase	2020	Phase	2021	Phase	2022	Phase	2023	Phase	2024	Phase	2025+	Phase	Total
GO	0		5,000,000	PCE	5,000,000	PCE	5,000,000	PCE	5,000,000	PCE	5,000,000	PCE	0		25,000,000
GF	0		0		0		0		0		0		0		0
SF	0		0		0		0		0		0		0		0
FF	0		0		0		0		0		0		0		0
RB	0		0		0		0		0		0		0		0
State Share	0		5,000,000		5,000,000		5,000,000		5,000,000		5,000,000		0		25,000,000
Match	0		0		0		0		0		0		0		0
Total	0		5,000,000		5,000,000		5,000,000		5,000,000		5,000,000		0		25,000,000

Click "Cost & Funds" on the dark-yellow toolbar. Click "Last Year's CIP" on the light-yellow toolbar.

Last Year's Recommended Phase Breakdown by Cost

Click "Edit Grid" for "Last Year's Recommended Phase Breakdown by Cost." 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 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 until the "Fund Source" data is directly entered into the various source categories (e.g. GO, GF, etc.) in the step below.

Last Year's Recommended 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

Requested Phase Breakdown by Cost

Fund Type	Prior	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026+	Total
Acquisition	0	0	0	0	0	0	0	0
Planning	550,000	550,000	550,000	550,000	550,000	0	0	2,750,000
Construction	4,300,000	4,300,000	4,300,000	4,300,000	4,300,000	0	0	21,500,000
Equipment	150,000	150,000	150,000	150,000	150,000	0	0	750,000
Other	0	0	0	0	0	0	0	0
Total	5,000,000	5,000,000	5,000,000	5,000,000	5,000,000	0	0	25,000,000

Requested Funds By Source

Fund Source	Prior	Phase	2021	Phase	2022	Phase	2023	Phase	2024	Phase	2025	Phase	2026+	Phase	Total
GO	5,000,000		5,000,000	PCE	5,000,000	PCE	5,000,000	PCE	5,000,000	PCE	0		0		25,000,000
GF	0		0		0		0		0		0		0		0
SF	0		0		0		0		0		0		0		0
FF	0		0		0		0		0		0		0		0
RB	0		0		0		0		0		0		0		0
State Share	5,000,000		5,000,000		5,000,000		5,000,000		5,000,000		0		0		25,000,000
Match	0		0		0		0		0		0		0		0
Total	5,000,000		5,000,000		5,000,000		5,000,000		5,000,000		0		0		25,000,000

To open this Screen, click “Cost & Funds” on the dark-yellow toolbar.

Click “Request” on the light-yellow toolbar.

These tables concern “Cost & Funds” for the next fiscal year.

Requested Phase Breakdown by Cost

Click “Edit Grid” for the “Requested Phase Breakdown by Cost” table. This table should show the total cost of the project, regardless of the source of funding. In the “Prior” column, enter any prior funding allocated for this project by type of activity. In the fiscal year columns, enter the amount of funds being requested for the project (rounded to the nearest \$1,000; do not include commas or decimals) in the appropriate cell.

Click “Save” and review the information you entered. CBIS will calculate the column and row totals. All of the dollar amounts appear as “Match” on the table below until the “Fund Source” data is directly entered into the various source categories (e.g. GO, GF, etc.) in the step below.

Requested Funds by Source

Click “Edit Grid” for “Requested Funds by Source.” In this table, only enter the amount of State funds authorized or to be requested for the project. In the Prior column, enter the type of any State funds that may have previously been allocated for this project. In the fiscal year columns, enter in the appropriate cell the State funds to be requested (rounded to the nearest \$1,000; do not include commas or decimals). In both the prior and fiscal year columns indicate with capital letters the phase of activity each year’s funds will assist. Use A, P, C, E, for Acquisition, Planning, Construction, and Equipment, respectively but do not use commas to separate the 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 - Requested CIP Difference Screen

C.B.I.S. About CBIS Manage Account Logout

Home Main CEW Schedule Cost & Funds Justification Details **Submit**

Last Year's CIP Request Req CIP Diff Matching Funds

Title: Maryland Zoo in Baltimore - Infrastructure Improvements

Cost & Funds - Req. CIP Difference

Explain the difference between current request and prior recommended CIP

FY 2020 Planned: \$5,000,000 (GO Bonds). The amount requested is consistent with the amount planned in the CIP.

Save Cancel

Click “Cost & 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

CBIS. About CBIS Manage Account Logout

Home Main CEW Schedule **Cost & Funds** Justification Details Submit

Last Year's CIP Request Req CIP Diff **Matching Funds**

Title: Maryland Zoo in Baltimore - Infrastructure Improvements

Matching Funds

Type	Prior	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025+	Total
State	0	5,000,000	5,000,000	5,000,000	5,000,000	5,000,000	0	25,000,000
Match	0	0	0	0	0	0	0	0
Total	0	5,000,000	5,000,000	5,000,000	5,000,000	5,000,000	0	25,000,000
State %	0.0	100.0	100.0	100.0	100.0	100.0	0.0	
Match %	0.0	0.0	0.0	0.0	0.0	0.0	0.0	

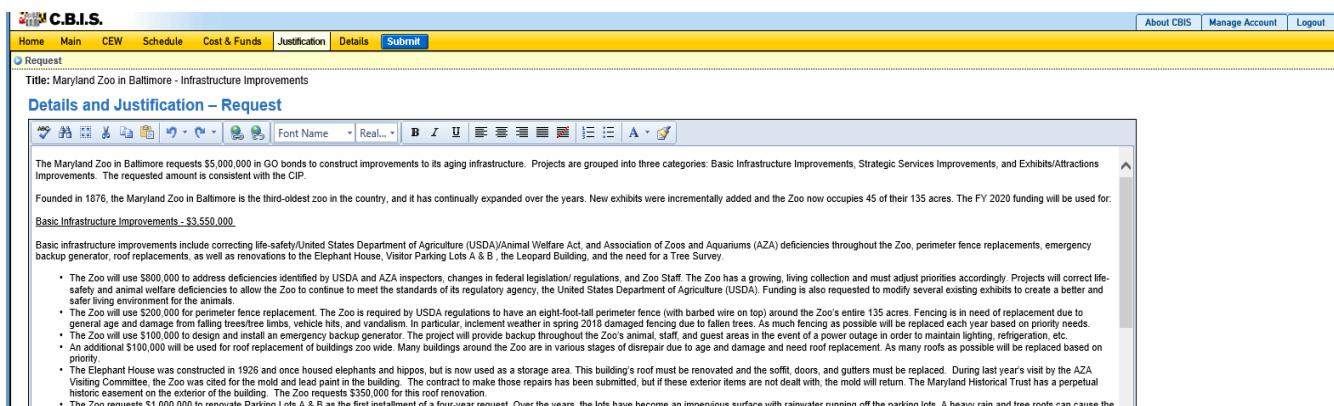
Matching Funds Source Add New Source

Source of Funds	Amount
Total	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	<p>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.</p> <p>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. Note: It is necessary to repeat this process in order to enter each new fund source.</p> <p>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.</p> <p>Note: When all matching funds sources have been entered, the "Match Total" in the "Matching Funds" table should equal the "Total" row in the "Matching Funds Source" table.</p>

Non-State Owned Project Details and Justification—Request Screen



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

Details and Justification—Request

Expand on the information included in the project description. Provide a description and justification 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 problems, causes of the problems, and consequences to the delivery of services. Describe how the project will resolve the facility problems described. Be sure to provide quantitative data, when possible and where appropriate, to support the project justification, such as the number of clients who need to be served, are currently being served, and will be served upon completion of the project. Also, indicate if there are any secondary objectives, or if the scope of the problem goes beyond what has been indicated above. Explain if there are any issues that must be addressed, such as historic preservation or project phasing.

All numbers in the write-up (NSF, GSF, etc.) must agree with supporting documents such as the CEW or other sections of the CBIS worksheet. Explain any changes to the project scope and schedule since the Part I/II program (if applicable) was approved or since the publication of the current CIP.

In developing the supporting comments, three issues should be addressed. They are:

1) descriptions of the facility problem(s), 2) consequences of the facility problem(s) on service delivery, and 3) outcomes.

Facility Problem(s). Generally, four types of facility problems may characterize a project: insufficient space, functional inadequacy of existing space, obsolescence or deficiencies in existing space, and location as a barrier to client services. One or more of the facility problems can be involved in a project.

- *Insufficient space* means that more space is needed for a function than is currently available. This may occur because standards require more space or an increase in users has resulted in overcrowding in the existing space. For example, an increase of patients at a health facility may result in the need for more clinical space.
- The *functional inadequacy of space* means that the physical characteristics of the existing space must be changed so that it can be more effectively utilized for the designated purpose. For example, using space for clinical examinations that was previously used for radiological services would have to be changed for the more effective delivery of the clinical services.

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

<p>Supporting Comments for the Request (Continued)</p>	<p>Facility Problem(s) (continued)</p> <ul style="list-style-type: none"> • <i>Obsolescent/deficient space</i> means that the space is outdated or defective. Examples include leaking roofs, buildings not in compliance with codes, and HVAC systems with inadequate capacity. • <i>Location as a barrier to client services</i> 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. <p>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.</p> <p>Outcomes. Discuss the outcomes that are expected to occur as a result of an effectively delivered service. An outcome means the desired improvement in the condition or situation of the customers that arises from use of a State agency’s services. For example, increased space for prison housing might reduce the number of inmates harmed as a result of unsafe housing conditions.</p> <p><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.”</p> <p><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 Operating Budget: http://dbm.maryland.gov/budget/Pages/operbudhome.aspx.</p> <p>Note: OCB recommends cutting and pasting from Word by clicking on the Paste Plain Text button and doing all formatting in CBIS.</p> <p>Click “Save.” To review the data entered, click on “Justification” on the dark-yellow toolbar.</p>
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Non-State Owned Project Details and Justification—Request Screen (Continued)

Uploading Documents to CBIS	<p>To upload supporting documents to a request, go to the “Req. Comments” section of the “Cost & Funds” tab and scroll down to “Supporting Documents” at the bottom of the page. Click “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.</p> <p>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.”</p> <p>Uploaded documents must be in Excel or PDF format. Agencies may upload signed agency request letters, backup documentation, cash flows, and fund summaries. Agencies may not upload documents in lieu of providing supporting comments.</p>
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Non-State Owned Project Detail for Project Screen

C.B.I.S. About CBIS Manage Account Logout

Home Main Schedule Cost & Funds Justification Details **Submit**

Request

Title: Capital Region Medical Center

Details - Request

Proposed Net Square Feet **Add New Area**

Area Name	Square Feet		
<input type="text"/>	<input type="text" value="0"/>	Update	Cancel
Central Utility Plant (gsf)	26,820	Edit	Delete
Regional Medical Center (gsf)	618,286	Edit	Delete

Net Sq. Ft.: Gross Sq. Ft.:
 Capacity: Unit Cost:
 Structural Cost/GSF: Total Cost/GSF:
 Percent Efficiency: 82.71%

Save **Cancel**

Click "Details" on the dark-yellow toolbar. Click "Add New Area" to bring up the above screen to which you may add individual spaces or edit/delete the detail for previously entered spaces.
 Note: Do not include commas or decimals.

Add New Area	Enter the name of a major area and its NSF in the two blank fields that appear and click "Update."
Update	After entering the area name and net square feet, click "Update" to add the space. The "Detail for Project" screen will reappear.
Cancel	Click "Cancel" to default the area name and square feet fields to blank spaces.
Edit	Click "Edit" to change previously entered information.
Delete	Click "Delete" to remove areas from the inventory of spaces.
Net Sq. Ft.	CBIS will automatically total the net square feet as you make entries in the "Add New Area" section above.

Non-State Owned Project Detail for Project (Continued)

C.B.I.S.

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Home Main Schedule Cost & Funds Justification Details **Submit**

Request

Title: Capital Region Medical Center

Details - Request

Proposed Net Square Feet [Add New Area](#)

Area Name	Square Feet	Edit	Delete
	0	Edit	Delete
Central Utility Plant (gsf)	26,820	Edit	Delete
Regional Medical Center (gsf)	618,286	Edit	Delete

Net Sq. Ft.:

Capacity:

Structural Cost/GSF:

Percent Efficiency: 82.71%

Gross Sq. Ft.:

Unit Cost:

Total Cost/GSF:

[Save](#)
[Cancel](#)

After you add individual spaces to the proposed NSF breakdown, update the following fields.
Note: Do not include commas or decimals.

Net Sq. Ft.	If you did not click "Add New Area" to enter individual spaces, enter the net square feet for the total project. If you have used the "Add New Area" button to enter individual spaces, the total Net Sq. Ft. will be calculated by CBIS.
Gross Sq. Ft.	Enter the gross square feet (GSF) for the total project. <i>If you linked your CEW to the "Schedule" and "Details" screens, this field should already be populated.</i>
Capacity	Enter the number of people that will be accommodated as a result of the project. For example: the fire code capacity of a building, the number of State employees, or the number of beds in a hospital or a detention center. If this measure is not appropriate to your project, leave this item blank.
Unit Cost	Divide the construction cost of the project by the number of items that the additional capacity accommodates. For example, the cost of a hospital divided by the number of beds. If this measure is not appropriate, leave this item blank.
Structural Cost/GSF	The structural cost per square foot is determined by dividing the total structural construction cost (Item 8K on the CEW, if you are completing one) by the total GSF. Do not include any acquisition, planning, or equipment costs. <i>If you linked your CEW to the "Schedule" and "Details" screens, this field should already be populated.</i>
Total Cost/GSF	The total cost per gross square foot is determined by dividing the total cost of acquisition, planning, construction, and equipment (Item 21 on the CEW, if you are completing one) by the total GSF. <i>If you linked your CEW to the "Schedule" and "Details" screens, this field should already be populated.</i>

Click "Save." The "Tax Exemption Survey" screen will appear - it is unnecessary for you to complete this screen. It is also unnecessary for you to complete the next tab, the "Operating Impact" screen.

Non-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 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: Construct improvements to the aging infrastructure at The Maryland Zoo in Baltimore. The Zoo identified a variety of projects that are grouped into three categories: basic infrastructure improvements, strategic services improvements, and exhibits/attractions improvements. The Zoo will use \$3,550,000 for basic infrastructure improvements including the correction of life-safety and animal welfare deficiencies throughout the Zoo; perimeter fence replacement; an emergency backup generator; roof replacements; and renovations to the Elephant House, Leopold Building, and Visitor Parking Lots A and B. The Zoo will use \$250,000 for strategic services improvements, including the installation of a shade shelter at the Polar Bear Train Stop and the renovation of the Waterfowl Pavilion. The FY 2020 budget also includes \$1,200,000 for exhibit/attraction improvements, including renovations to the Crane Barn, reptile/amphibian exhibits, and the Chimpanzee Forest, as well as 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: ZA00 **Governor's Priority:** Other Projects

Contact Info: Donald P. Hutchinson
Druid Hill Park
1876 Mansion House Drive
Baltimore, MD 21217
Phone # 443-952-9250

When you have completed the required forms, click the “Print Submitted” 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.

Non-State Owned Project How to Print Your Request

This is the second way to print a copy of your request:

CBIS.

Home Reports

Capital Budget Reports Capital Budget Worksheets End of Session Reports Supplemental Reports Security Reports

Capital Budget Worksheets

Agency

Sub-Agency

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 drop-down menu will appear, allowing you to select PDF (Adobe), Excel, or Word as alternative output formats. Click “Generate Reports” and a second window will appear showing the output file in the format selected.
- If you uploaded attachments, you can download and print them from this screen.

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

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 analyst and s/he will unsubmit the request. Your OCB analyst may also return the submission to the Agency Manager if the submission is deemed to be incomplete, inaccurate, or incoherent.

How to submit your request:

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.

Main Information Print Requested Edit

Title: Maryland Zoo in Baltimore - Infrastructure Improvements

Description: Construct improvements to the aging infrastructure at The Maryland Zoo in Baltimore. The Zoo identified a variety of projects that are grouped into three categories: basic infrastructure improvements, strategic services improvements, and exhibits/attractions improvements. The Zoo will use \$3,550,000 for basic infrastructure improvements including the correction of life-safety and animal welfare deficiencies throughout the Zoo; perimeter fence replacement, an emergency backup generator, roof replacements, and renovations to the Elephant House, Leopard Building, and Visitor Parking Lots A and B. The Zoo will use \$250,000 for strategic services improvements, including the installation of a shade shelter at the Polar Bear Tram Stop and the renovation of the Waterfowl Pavillion. The FY 2020 budget also includes \$1,200,000 for exhibit/attraction improvements, including renovations to the Crane Barn, reptile/amphibian exhibits, and the Chimpanzee Forest, as well as a new chicken exhibit.

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.

Submit Page

Estimated Costs by Use Request Total By Year

Prior	2020	2021	2022	2023	2024	Out Years	Total
0	5,000,000	5,000,000	5,000,000	5,000,000	5,000,000	0	25,000,000

Requested Funds by Source Total by Year

Prior	2020	2021	2022	2023	2024	Out Years	Total
0	5,000,000	5,000,000	5,000,000	5,000,000	5,000,000	0	25,000,000

Print Request Submit Request

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 April of each year for further steps.