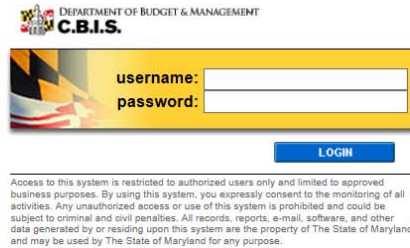


SECTION V:
THE USE OF CBIS
FOR
STATE-OWNED PROJECTS

PREFACE FOR STATE-OWNED PROJECTS

How to Enter the CBIS System



DEPARTMENT OF BUDGET & MANAGEMENT
C.B.I.S.

username:
password:

LOGIN

Access to this system is restricted to authorized users only and limited to approved business purposes. By using this system, you expressly consent to the monitoring of all activities. Any unauthorized access or use of this system is prohibited and could be subject to criminal and civil penalties. All records, reports, e-mail, software, and other data generated by or residing upon this system are the property of The State of Maryland and may be used by The State of Maryland for any purpose.

PREFACE FOR STATE-OWNED PROJECTS

How to Enter the CBIS System

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

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

How to Navigate Through the CBIS Screens

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

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

A few pointers:

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

State-Owned Project Home Screen

Home » User » Manage Projects

[Create a New Request](#) |
 [Search Requests](#) |
 [View Reports](#) |
 [View Capital Budget Instructions](#) |
 [View CBIS Manual](#) |
 [View Published Recommendations from Last Year](#)

Current Requests

Agency	Sub Agency	Type	Request Title	Status		Last Revised Date
USM	University of Maryland, College Park	Project	Brain and Behavior Research Building Phase II	Unsubmitted	Delete	4/24/2017 1:18:49 PM
USM	University of Maryland, College Park	Project	Brain and Behavior Research Building Phase I	Submitted to DBM		2/19/2019 1:28:27 PM
USM	University of Maryland, College Park	Project	Brendan Inbe Center for Computer Science and Innovation	Unsubmitted	Delete	11/13/2017 10:39:31 AM
USM	University of Maryland, College Park	Project	Campus Creek Restoration	Unsubmitted	Delete	6/30/2009 6:53:54 PM
USM	University of Maryland, College Park	Project	Campuswide Building System and Infrastructure Improvements	Submitted to DBM		1/9/2019 10:05:23 AM
USM	University of Maryland, College Park	Project	Campuswide Fire Safety Improvements	Unsubmitted	Delete	1/5/2011 12:40:11 PM
USM	University of Maryland, College Park	Project	Chemistry Building Wino 1 Replacement	Submitted to DBM		12/14/2018 3:24:24 PM
USM	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
USM	University of Maryland, College Park	Project	East Campus Development- Service Facilities Relocations	Unsubmitted	Delete	6/29/2012 12:02:46 PM
USM	University of Maryland, College Park	Project	Edward St. John Learning and Teaching Center	Unsubmitted	Delete	1/7/2016 4:07:19 PM
USM	University of Maryland, College Park	Project	Francis Scott Key Hall Renovation	Unsubmitted	Delete	5/20/2010 9:45:20 AM
USM	University of Maryland, College Park	Project	H.J. Patterson Hall Wino 1 Renovation	Unsubmitted	Delete	6/30/2011 3:06:51 PM
USM	University of Maryland, College Park	Project	High Speed Data Computing Data Infrastructure Improvements	Unsubmitted	Delete	4/15/2015 10:32:39 AM
USM	University of Maryland, College Park	Project	Jimenez Hall Renovation	Unsubmitted	Delete	9/23/2010 10:24:40 AM
USM	University of Maryland, College Park	Project	New Cole Emlt House	Submitted to DBM		6/29/2018 3:21:44 PM
USM	University of Maryland, College Park	Project	New Engineering Building	Submitted to DBM		12/28/2018 9:51:13 AM
USM	University of Maryland, College Park	Project	Public Protection and Security Research Building	Unsubmitted	Delete	6/29/2017 3:42:55 PM
USM	University of Maryland, College Park	Project	Replace Fallick Building and Underground Infrastructure	Unsubmitted	Delete	1/19/2011 11:09:08 AM
USM	University of Maryland, College Park	Project	Replace Fallick Building Electrical Gear Phase I	Unsubmitted	Delete	6/30/2009 6:53:54 PM
USM	University of Maryland, College Park	Project	School of Public Policy Building	Submitted to DBM		12/28/2018 11:40:36 AM
USM	University of Maryland, College Park	Project	Taves Theatre Conversion	Unsubmitted	Delete	12/21/2012 11:42:59 AM
USM	University of Maryland, College Park	Project	UMCP - Athletic Turf Field	Unsubmitted	Delete	4/19/2012 10:56:19 AM
USM	University of Maryland, College Park	Project	UMCP - East Campus Redevelopment	Unsubmitted	Delete	5/18/2010 2:32:52 PM
USM	University of Maryland, College Park	Project	UMCP - Golf Course Stormwater Drainage Improvements	Unsubmitted	Delete	2/10/2006 2:45:31 PM
USM	University of Maryland, College Park	Project	UMCP - H. J. Patterson Hall - Wino 1 Renovation	Unsubmitted	Delete	5/6/2014 2:54:36 PM
USM	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
USM	University of Maryland, College Park	Project	UMCP - New Biological Sciences Research Building	Unsubmitted	Delete	2/10/2006 2:49:18 PM
USM	University of Maryland, College Park	Project	UMCP - New Computer Science Building	Unsubmitted	Delete	5/4/2015 11:16:20 AM
USM	University of Maryland, College Park	Project	UMCP - New Journalism Building	Unsubmitted	Delete	4/8/2008 12:13:30 PM
USM	University of Maryland, College Park	Project	UMCP - Physical Sciences Complex - Phase I	Unsubmitted	Delete	1/15/2013 10:09:31 AM
USM	University of Maryland, College Park	Project	UMCP - Remote Library Storage Facility	Unsubmitted	Delete	2/1/2013 12:13:49 PM

If the project has **never been entered** in CBIS, click “Create a New Request” on the light-yellow tool bar 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 tool bar.

State-Owned Project New Request Screen

DEPARTMENT OF BUDGET MANAGEMENT
CBIS. [About CBIS](#) [Manage Account](#) [Logout](#)

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 tool bar on the CBIS home 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. Home Main CEW Schedule Cost & Funds Justification Details Tax Survey Operating Imp. Submit About CBIS Manage Account Logout

Main Information Print Requested Edit

Title: School of Public Policy Building

Description: Construct a 38,355 NSF/BS 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, while enabling the School to consolidate its operations into a single location and vacate Van Munching Hall, which 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 growth, which includes creating an undergraduate major in Public Policy, becoming a nationwide top-ten public policy program, and infusing a culture of philanthropy across the University through the Do Good Institute. This project leverages \$25,000,000 of private and institutional funding, as well as additional private funds for operating support. The FY 2020 budget includes funding to complete design and continue construction.

Budget Request Type: State-Owned

Location: University of Maryland College Park MD 20742
Longitude: -76.930747 Latitude: 38.985084

Agency: University System of Maryland **Sub-Agency:** University of Maryland, College Park

Legislative District: 21 - Prince George's and Anne Arundel Counties **Subdivision:** Prince George's
Budget Code: RB22 **Governor's Priority:** Education

Contact Info: Arshad Mughal, MD
Phone # 301-405-3458

Is this project included in the agency's most current Facilities Master Plan (which has been submitted to DBM)? Yes


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

Title	The name of the project will appear as you originally entered it.
Description	Describe the project. Begin the first sentence with a verb such as construct, renovate, or convert. Include the NSF and GSF from the approved facility program (which will also be the same as the NSF and GSF used in the CEW). Next, briefly describe the project scope and where the project is located. Finally, include a generalized statement of the rationale/justification for the project to explain why the project is necessary and what facility problems it will address. You will expand upon the scope justification in the Justification section of this submission. This section should be one paragraph that is four to eight sentences long.
Location	Enter the project’s street address and longitude/latitude <u>in decimal degrees</u> using six digits after the decimal (-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"> • <i>Unsubmitted:</i> allows the Agency User to view and edit and the Agency Manager to view only. • <i>Submitted to A/Mgr:</i> allows the Agency User to view only and the Agency Manager to view and edit. The Agency Manager can select <i>Unsubmitted</i> from the drop-down menu to return the budget request to the Agency User. • <i>Submitted to DBM:</i> allows the Agency User and Agency Manager to view only and DBM to view and edit.
Agency	Select Agency from the drop-down menu.
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: mdelect.net .
Subdivision	Select the subdivision (county or Baltimore City) in which the project is located from the drop-down menu.

State-Owned Project Main Information Screen (Continued)

Budget Code	Select the budget code from the drop-down menu.
Governor's Priority	Select the Governor's priority from the drop-down box. Use your judgment as to where you feel your project should be prioritized.
Contact Info.	Select from the drop-down menu. If the correct contact is not listed, enter 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	Choose "Yes" if the project is included in your agency's master plan. Choose "No" if it is not included.
<p>Click "Save." For the "Save" command to function, <u>at least</u> the <i>Title</i> and <i>Agency</i> fields must be completed. When you click "Save," 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.</p>	

State-Owned Project Cost Estimate Worksheet

										About CBIS Manage Account Logout		
Home	Main	CEW	Schedule	Cost & Funds	Justification	Details	Tax Survey	Operating Imp.	Submit			
Title: School of Public Policy Building												
<h2 style="margin: 0;">CEW List</h2> <div style="text-align: right; margin-top: 10px;">Add</div> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr style="background-color: #0056b3; color: white;"> <th style="padding: 2px;">CEW Title</th> </tr> <tr> <td style="padding: 2px;">School of Public Policy Building</td> </tr> </table>											CEW Title	School of Public Policy Building
CEW Title												
School of Public Policy Building												

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.
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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.

State-Owned Project Schedule Screen

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. If the Part I status differs from the Part II status, defer to the status of the Part II program.
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 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 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 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 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

C.B.I.S.

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Home Main CEW Schedule Cost & Funds Justification Details Tax Survey Operating Imp. Submit

☐ Last Year's CIP ☐ Request ☐ Req CIP Diff

Title: School of Public Policy Building

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	3,400,000	762,000	0	0	0	0	0	4,162,000
Construction	1,600,000	17,432,000	19,206,000	0	0	0	0	38,238,000
Equipment	0	0	920,000	1,680,000	0	0	0	2,600,000
Other	0	0	0	0	0	0	0	0
Total	5,000,000	18,194,000	20,126,000	1,680,000	0	0	0	45,000,000

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	5,000,000	PC	12,500,000	PC	2,500,000	CE	0		0		0		0		20,000,000
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
NB	0		5,694,000	PC	17,626,000	CE	1,680,000	E	0		0		0		25,000,000
Total	5,000,000		18,194,000		20,126,000		1,680,000		0		0		0		45,000,000

Non-Budgeted Funds Source [Add New Source](#)

Source of Funds	Amount
Total	0

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 will roll over last year's information. If this screen is blank or it is a new project, enter any prior funding that was allocated for this project by type of activity in the Prior and the fiscal year columns. Round dollar amounts to the nearest \$1,000. Do not include commas, decimals, or dollar signs.

Click "Save" and review the information entered. CBIS will calculate the column and row totals.

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. Do not include commas, dollar signs, 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. The column and row totals will be calculated by CBIS. The "Total" rows in each grid must match. If they do not, click "Edit Grid" and update accordingly.

State-Owned Project Cost & Funds - Request Screen

C.B.I.S.

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[Logout](#)

Home Main CEW Schedule Cost & Funds Justification Details Tax Survey Operating Imp. Submit

☐ Last Year's CIP ☑ Request ☐ Req CIP Diff

Title: School of Public Policy Building

Cost & Funds - Request

Requested Phase Breakdown by Cost [Edit Grid](#)

Fund Type	Prior	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026+	Total
Acquisition	0	0	0	0	0	0	0	0
Planning	4,162,000	0	0	0	0	0	0	4,162,000
Construction	19,032,000	19,206,000	0	0	0	0	0	38,238,000
Equipment	0	920,000	1,680,000	0	0	0	0	2,600,000
Other	0	0	0	0	0	0	0	0
Total	23,194,000	20,126,000	1,680,000	0	0	0	0	45,000,000

Requested Funds By Source [Edit Grid](#)

Fund Source	Prior	Phase	2021	Phase	2022	Phase	2023	Phase	2024	Phase	2025	Phase	2026+	Phase	Total
GO	17,500,000	PC	2,500,000	CE	0	0	0	0	0	0	0	0	0	0	20,000,000
GF	0		0		0	0	0	0	0	0	0	0	0	0	0
SF	0		0		0	0	0	0	0	0	0	0	0	0	0
FF	0		0		0	0	0	0	0	0	0	0	0	0	0
RB	0		0		0	0	0	0	0	0	0	0	0	0	0
NB	5,694,000		17,626,000	CE	1,680,000	E	0	0	0	0	0	0	0	0	25,000,000
Total	23,194,000		20,126,000		1,680,000		0		0		0		0		45,000,000

Non-Budgeted Funds Source [Add New Source](#)

Source of Funds	Amount		
Institutional Funds	15,000,000	Edit	Delete
Private Funds	10,000,000	Edit	Delete
Total	25,000,000		

Click "Cost & Funds" on the dark-yellow toolbar. CBIS will display the "Request" screen shown above and highlight "Request" on the light-yellow toolbar.

Requested Phase Breakdown by Cost	<p>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.</p> <p>Click "Save" and review the data you entered. CBIS will calculate the column and row totals automatically.</p>
Requested Funds by Source	<p>Click "Edit Grid" for "Requested Funds by Source." In the prior column, enter the type of funds previously allocated for this project. In the fiscal year columns, enter the type of funds being requested in each respective year. All dollar amounts should be rounded to the nearest \$1,000 and should 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 use commas to separate phases when you enter them.</p> <p>Click "Save" and review the information you entered. CBIS will calculate the column and row totals automatically. The "Total" rows in each grid must match. If they do not, click "Edit Grid" and update accordingly.</p>
Non-Budgeted Funds Source	<p>Click "Add New Source" for "Non-Budgeted Funds Source." If your project has a non-budgeted fund source, enter the source and the amount. Click "Update" to save the data you entered. The dollar amount you enter here must not exceed what you entered for Non-Budgeted Funds (NB) in the "Requested Funds By Source" table above. Round dollar amounts to the nearest \$1,000 and do not include commas or decimals.</p>

Click "Save" on the "Requested Funds by Source" grid. 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 Project

Click “Cost & Funds” on the dark yellow tool bar. Click “Req CIP Diff” on the light yellow tool bar.

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.

State-Owned Project Details and Justification—Request Screen

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

Details and Justification – Request

Schematic design has taken more time than anticipated in order to explore multiple building footprint, traffic circulation and parking options. As a result, the anticipated construction completion date has been delayed from June 2020 to April 2021. However, the University expects to remain within the planned \$45 million total project budget. Funding for the School of Public Policy Building includes a total of \$20 million in State funds, \$15 million in Institutional Funds, and a \$10 million private contribution. The donors will also contribute an undisclosed amount in operating support for the School of Public Policy and the Do Good Institute.

This project will construct a 38,355 NSF/69,700 GSF office and classroom building for the School of Public Policy (SPP) to meet its Strategic Plan goals for growth, as well as provide the opportunity for the SPP to vacate Van Munching Hall and two other campus buildings and consolidate its operations into a single location. The purpose of this project is to enhance 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 its unique mission to infuse a culture of philanthropy across the University to create the next generation of leaders and spur innovation in the field of philanthropy.

The new building, which 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 staff and 65 graduate/teaching/research assistants. In addition, the building will contain five state-of-the-art instructional rooms ranging in size from 25 to 150 seats, computer labs, a library/study room, and lounge space. The building will increase the space assigned to the SPP by 29 percent, from 24,561 NASF to 31,690 NASF.

Justification

Since its creation in 1982, the SPP has become a superb professional school, fully integrating the teaching of professional practice with the best traditions of scholarly research and analysis. 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 ranked 31st among public policy/administration programs nationwide. The SPP is distinguished by a stellar faculty, an integrated domestic and international affairs

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 was approved or since the publication of the current CIP.

You should address three issues in the justification:

1) 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.

State-Owned Project

Cost & Funds - Supporting Comments for the 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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State-Owned Project Justification—Request Screen (Continued)

Uploading Documents to CBIS	<p>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.</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 the “Delete” button.</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. <u>Agencies may not upload documents in lieu of providing supporting comments.</u></p>
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State-Owned Project Detail for Project Screen

Request
Title: School of Public Policy Building

Details - Request

Proposed Net Square Feet Add New Area

Area Name	Square Feet		
<input type="text"/>	<input type="text" value="0"/>	Update	Cancel
Classroom (110)	6,310	Edit	Delete
Open Lab (220)	1,800	Edit	Delete
Office (310)	23,740	Edit	Delete
Conference (350)	1,850	Edit	Delete
Open Stack Study (430)	1,200	Edit	Delete
Food Facility (630)	265	Edit	Delete
Day Care (640)	100	Edit	Delete
Lounge (650)	2,000	Edit	Delete
Shop (720)	490	Edit	Delete
Central Storage (730)	600	Edit	Delete

Net Sq. Ft.: Gross Sq. Ft.:
 Capacity: Unit Cost:
 Structural Cost/GSF: Total Cost/GSF:
 Percent Efficiency: 55.03%

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

Click “Details” on the dark-yellow tool bar. Then, 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.

State-Owned Project Detail for Project (Continued)

Request
Title: School of Public Policy Building

Details - Request

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

Area Name	Square Feet	Edit	Delete
	0	Edit	Delete
Classroom (110)	6,310	Edit	Delete
Open Lab (220)	1,800	Edit	Delete
Office (310)	23,740	Edit	Delete
Conference (350)	1,850	Edit	Delete
Open Stack Study (430)	1,200	Edit	Delete
Food Facility (630)	265	Edit	Delete
Day Care (640)	100	Edit	Delete
Lounge (650)	2,000	Edit	Delete
Shop (720)	490	Edit	Delete
Central Storage (730)	600	Edit	Delete

Net Sq. Ft.: Gross Sq. Ft.:
 Capacity: Unit Cost:
 Structural Cost/GSF: Total Cost/GSF:
 Percent Efficiency: 55.03%

[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 enter individual spaces, enter the total net square feet for the project. If you used the “Add New Area” button to enter individual spaces, CBIS will calculate the total Net Sq. Ft.
Gross Sq. Ft.	Enter the total gross square feet (GSF) for the project. <i>If you linked your CEW to the “Schedule” and “Details” screens, CBIS will populate this field automatically.</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) 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, CBIS will populate this field automatically.</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) by the total GSF. <i>If you linked your CEW to the “Schedule” and “Details” screens, CBIS will calculate this field automatically.</i> Click “Save.” The “Tax Exempt Survey” Screen will appear. To view the information you just entered, click “Details” on the dark-yellow toolbar.

State-Owned Project Tax-Exempt Survey

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

Home Main CEW Schedule Cost & Funds Justification Details Tax Survey Operating Imp. **Submit**

Title: School of Public Policy Building

Tax Exemption Survey

You are about to begin the tax exempt survey. Please choose whether the project will be part of a higher education facility. This will determine the questions you will be required to complete.

Will this project be part of a higher education facility? Yes No

Contact Info. Select from List

Name Phone # Date Completed (MM/DD/YYYY):

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.

For Non-Higher Education Institutions:

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

Home Main CEW Schedule Cost & Funds Justification Details Tax Survey Operating Imp. **Submit**

Title: School of Public Policy Building

Tax Exempt Survey Question List

#	Question	Answer	Description
2	Will any part of the project be funded with General Obligation Bonds?	No	
3	Will the project, or any portion of it be owned by a person or entity other than the State or its political subdivisions?	No	
4	Will the project, or any portion of it be leased to a person or entity other than the State or its political subdivisions?	No	
5	Will the rents exceed the operating and maintenance costs?	No	
6	Will the State gain any other financial interest in any leasees?	No	
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?	No	
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?	No	
9	Will the use, ownership, or management of any portion of the project change within fifteen years after the project is placed in service?	No	

For Higher Education Institutions:

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

Home Main CEW Schedule Cost & Funds Justification Details Tax Survey Operating Imp. **Submit**

Title: School of Public Policy Building

Tax Exempt Survey Question List

#	Question	Answer	Description
1	Will any part of the facility be rented, leased, or otherwise made available to any entities outside the institution?	No	
2	Other than described above, will the facility, or any portion of the facility, be operated by an entity other than the institution?	No	
3	Will any sponsored research activity take place in the building?	No	
4	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.		
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?	No	
6	Will the use, ownership, or management of any portion of the project change within fifteen years after the project is placed in service?	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

Click on “Operating Imp.” on the dark-yellow toolbar. This is the initial screen for operating budget impact. On the light-yellow toolbar, the word “Main” will be highlighted.

Occupancy Date	Enter the anticipated date of occupancy for the project in numerical format (MM/DD/YYYY). This should be at least one month after construction completion listed in the CEW or the “Schedule” screen.
GSF Total	Enter the total GSF of the facility. This should match the information contained in the CEW and “Details” tab. Do not include commas or decimals.
GSF Replaced	Enter the total GSF replaced by the facility. If zero, enter “0.” This amount refers to the GSF of renovated space. Do not include commas or decimals.
GSF Added	<p>Enter the additional GSF resulting from the facility. If zero, enter “0.” This amount refers to the GSF of new construction. Do not include commas or decimals.</p> <p>Click “Save.” CBIS will display “Net Effect on Operating Budget - Expenditures.”</p> <p>Note: 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.</p>

State-Owned Project Operating Impact - Expenditures Screen

C.B.I.S.						About CBIS	Manage Account	Logout	
Home	Main	CEW	Schedule	Cost & Funds	Justification	Details	Tax Survey	Operating Imp.	Submit
Title: School of Public Policy Building									
Net Effect on Operating Budget - Expenditures									
Type	2021	2022	2023	2024	2025	Justification			
# FTE Positions	0.29	1.74	1.74	1.74	0.00	1 FTE per 40,000 GSF per months of occupancy.			
# FTE Contractual	0.00	0.00	0.00	0.00	0.00				
Salaries & Wages	18,341	115,625	121,501	127,689	0	# of FTES x \$40,000 x 4.5 percent annual inflation plus fringe benefits of retirement (19.31 percent of salaries), FICA (7.28 percent of salaries), health insurance (\$14,435 per FTES plus a 7 percent annual inflation rate), unemployment compensation (0.28 percent per FTE) less 4 percent for turnover (calculated on salaries plus all fringes except health insurance).			
Technical and Specialty Fees	0	0	0	0	0				
Communications	37,173	35,199	35,550	35,906	0	GSF is divided by 600 to determine # of lines. The number of lines is then multiplied by \$270 for initial phone costs and then multiplied again by months of occupancy (FY 2021 only). For ongoing phone costs (for FY 2021 only), the # of lines is multiplied by \$300 and then multiplied again by months of occupancy. For future fiscal years (FY 2022 and thereafter), a 1 percent annual inflation rate is applied.			
Travel	0	0	0	0	0				
Fuel & Utilities	58,083	358,955	369,724	380,815	0	\$5 per GSF x months of occupancy. A 3.0 percent annual rate of inflation is applied.			
Motor Vehicle Operations	0	0	0	0	0				
Contractual Services	0	0	0	0	0				
Supplies & Materials	2,323	14,358	14,789	15,233	0	\$0.20 per GSF x months of occupancy. A 3.0 percent annual rate of inflation is applied.			
Equipment (Repl.)	0	0	0	0	0				
Equipment (Additional)	627,300	627,300	627,300	0	0	\$3,136,500 financed with payback beginning in FY 2019, per agency requested net effect submission.			
Gmts. Subs. & Cont.	0	0	0	0	0				
Fixed Charges	0	0	0	0	0				
Land & Structures	0	0	0	0	0				
Total	743,220	1,151,437	1,168,864	559,643	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 percentage increases indicated on the next 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 additional/new 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 additional 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.

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 <i>Justification</i> column explaining how your projections were derived.
Salaries & Wages	Include operating funds needed by class title, and grade and step with benefits for facility-related purposes only. <ul style="list-style-type: none"> • 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 17.04% for regular employees. Amount for Law Enforcement Officers Pension System (LEOPS) is 45.62%. • Health insurance should be calculated at 14,435 for employee and retiree subsidy. Increase by 7% annually for the out-years. • Turnover: Salary and fringe benefits (without health insurance and retiree subsidy) should be revised downward by 4%.
Technical and Special Fees (contractual positions)	<ul style="list-style-type: none"> • 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 be revised downward by 10.23% (standard 6% vacancy rate plus 4.23% for the 11 annual holidays).
Communications	Telephones and mailing costs. <ul style="list-style-type: none"> • One-time, initial cost of \$270 for each additional telephone line. • Telephone operation costs of \$300 per person. Increase each year by 1%. • Report communication equipment required by the facility change under equipment objects.
Travel	Additional travel related to training activities and location of or support to facility.
Fuel and Utilities	Savings from better energy efficiency on entire building should be reflected as an offset to any cost of supporting additional space.
Motor Vehicle Operation and Maintenance	Additional facility-related needs only.
Contractual Services	Service contracts for HVAC, elevators, security, custodial or other maintenance needs or agreed upon "\$ per GSF/FTE" factors.
Supplies and Materials	Base estimates on actual for a building of similar size or function or agreed upon "\$ per GSF/FTE" factors. Office supplies per FTE should be no more than \$210 annually.

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

<p>Equipment (Replacement & Additional)</p>	<p>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.</p>
<p>Other</p>	<p><u>Other:</u> 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</p>

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

Net Effect on Operating Budget - Fund Sources and Comments

Fund Sources	2021	2022	2023	2024	2025	Justification
GO	0	0	0	0	0	
GF	589,124	863,578	876,648	419,732	0	
SF	196,375	287,859	292,216	139,911	0	
FF	0	0	0	0	0	
RB	0	0	0	0	0	
NB	0	0	0	0	0	
Total	785,499	1,151,437	1,168,864	559,643	0	

Comments

This screen indicates how a project’s operating costs will be funded. Select the fund type you anticipate will be used to pay for these costs.

Fund Sources	<p>Click “Edit Grid/Comments.” Total funds should equal the total expenditures as determined in the previous screen. Do not include commas or decimals.</p> <p>Note: For higher education facilities, all expenditures should be listed under Special Funds (SF). This does not preclude or guarantee General Funds (GF) for a project. Any additional General Funds will be determined during discussions of the Operating Budget.</p>
<i>Explanation of Fund Types</i>	<p>GO (GO Bonds) - should be left blank since GO Bonds cannot pay for operating costs.</p> <p>GF (General Funds) - should correspond with your agency’s Over-the-Target request in the fiscal year the funds will be required.</p> <p>SF (Special Funds) and FF (Federal Funds) - if you anticipate revenue from a specific source (such as user fees) or the federal government, indicate the amount of revenue in SF or FF. If revenues are higher than expenditures, enter the amount of the expenditures. If revenues are lower than expenditures, enter the difference in the GF row and request the same amount in your Over-the-Target request.</p> <p>RB (Revenue Bonds) - should be left blank since Revenue Bonds cannot pay for operating costs.</p> <p>NB (Non-budgeted Funds) - should be operating costs funded from a source which is not appropriated in the State budget. This should not occur regularly.</p>
Comments	<p>This space is provided for additional information explaining the data provided above. Agencies should discuss any issues or assumptions made while determining the expenditures and fund sources. Click “Save.” If changes are required, click “Operating Imp.” on the dark-yellow toolbar. Select “Original Requested Net Effect” and make the changes as appropriate.</p>

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.

The screenshot shows a web application interface with a navigation bar at the top containing links for Home, Main, CEW, Schedule, Cost & Funds, Justification, Details, Tax Survey, Operating Imp., and Submit. In the top right corner, there are links for About Us, Manage Account, and Logout. The main content area is titled 'Main Information' and contains a form with the following fields:

Title	New Emergency Notification System - Columbia Campus		
Description	Construct and install a new visual emergency notification system in two classrooms and one dormitory building at the Columbia Campus of the Maryland School for the Deaf (MSD). The system will use color-coded strobe lights to notify students and staff of emergencies, and it will activate messages that will be sent to other electronic devices. MSD is required to conduct seven types of emergency management drills during the school year. Because all students and the majority of the school's staff are hearing impaired or deaf, the drills must be communicated visually; however, the school lacks a visual communication system for all types of drills except fire drills. This project will bring the school into compliance with current regulations. The FY 2020 budget includes funding to complete design and construction of the system.		
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	9B - Howard County	Subdivision	Howard
Budget Code	RE01	Governor's Priority	Education

In the top right corner of the form, there are two buttons: 'Print Requested' and 'Edit'. A black arrow points to the 'Print Requested' button.

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:

DEPARTMENT OF BUDGET & MANAGEMENT
C.B.I.S. You are logged in to build 16/ as: Fiona Burns

Home Reports About CBIS Manage Account Logout Help

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

Capital Budget Worksheets

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 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 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: It may be necessary to enable pop-ups in your internet browser.

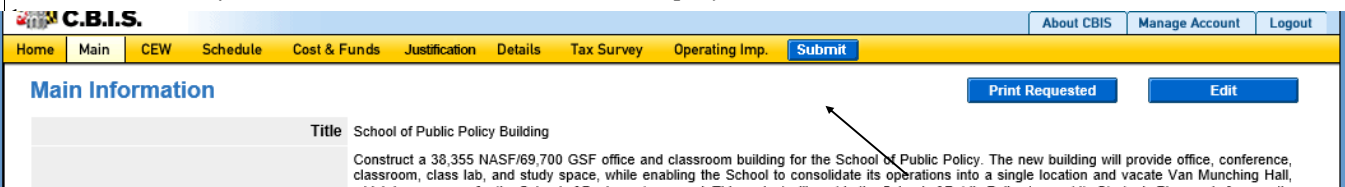
State-Owned Project How to Submit Your Request

NOTE:

- If your assigned CBIS role is an Agency User, clicking “Submit” will forward the request to your Agency Manager. After submitting the budget request, the Agency User can only view, not change, the submission. If changes are required, the Agency Manager can edit the material before submitting it to OCB. Alternatively, the Agency Manager can return the submission to the Agency User for changes by clicking on the “Main Information” screen. Click the “Edit” button, click “Request Status” and select “Unsubmit” from the drop-down menu. Click “Save” to exit the edit screen and to save the information in CBIS.
- If your assigned CBIS role is an Agency Manager, clicking “Submit” will forward the request to OCB. After OCB receives the request, the Agency Manager can only view, not change, the submission. If changes are required, contact your OCB analyst and s/he will unsubmit the request. Your OCB analyst may also return the submission to the Agency Manager if the submission is deemed to be incomplete, inaccurate, or incoherent.

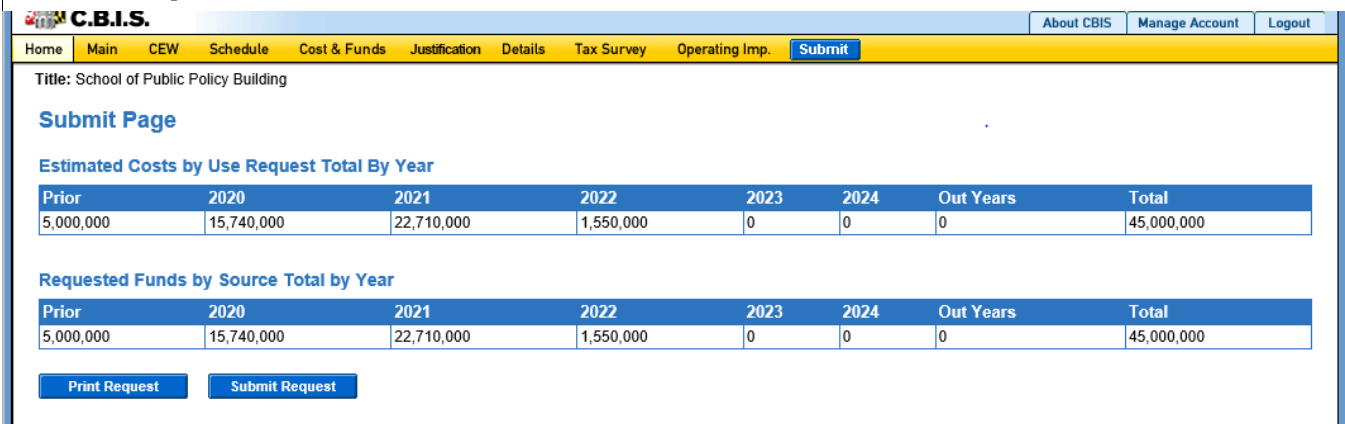
How to submit your request:

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.



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.



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.