

## Summary of CBIS Updates – May 2017

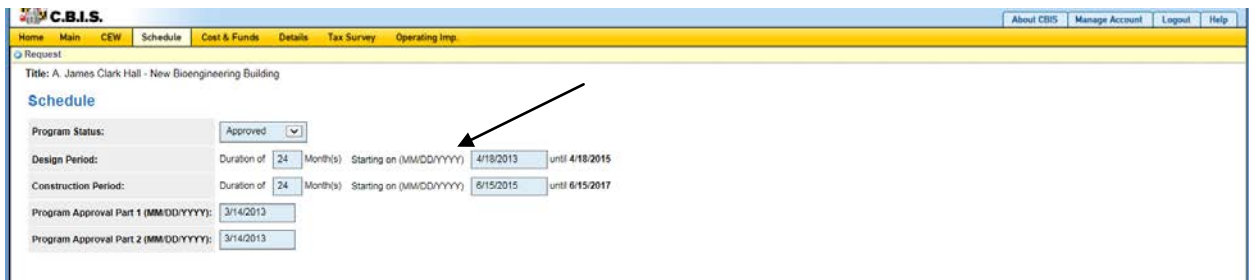
Below is a summary of recent updates to CBIS. If you have any questions about the changes, please contact your assigned capital budget analyst. The full CBIS Manual is available here:

<http://dbm.maryland.gov/budget/Pages/capbudget/CBISManual.aspx>

### *All Sections*

#### 1. Date Format Reminder

“MM/DD/YYYY” has been added on the input screen next to the title of each field which requires a date. This will remind users of the correct date format which should be used when entering the dates of schedules and approvals.



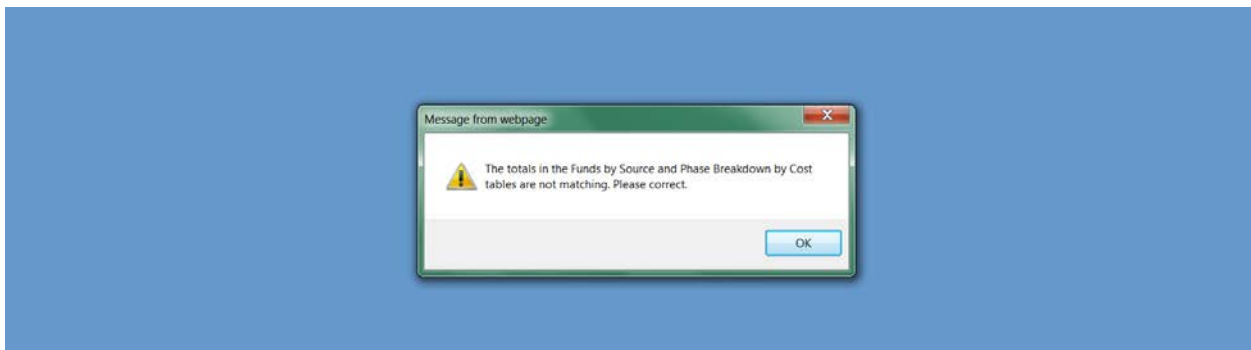
The screenshot shows the CBIS web application interface. The title is "A. James Clark Hall - New Bioengineering Building". The "Schedule" section contains the following fields:

- Program Status: Approved (dropdown menu)
- Design Period: Duration of 24 Month(s) Starting on (MM/DD/YYYY) 4/18/2013 until 4/18/2015
- Construction Period: Duration of 24 Month(s) Starting on (MM/DD/YYYY) 6/15/2015 until 6/15/2017
- Program Approval Part 1 (MM/DD/YYYY): 3/14/2013
- Program Approval Part 2 (MM/DD/YYYY): 3/14/2013

### *Projects (Sections V and VII)*

#### 2. Alert When Project Costs and Funds Do Not Match

*Applicable to State-Owned Projects:* Once the “Save” button is clicked on the “Requested Funds by Source” grid, CBIS will alert users if the totals in the “Requested Phase Breakdown by Cost” and the “Requested Funds by Source” grids do not match.



#### 3. Part I/II Program Status

Users can now update CBIS with the status of their Part I/II programs. Select the appropriate status from the drop-down menu.

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

**Request**

Title: Disaster Recovery Center

**Schedule**

Program Status: Approved  
Under Review  
N/A  
UnSubmitted ←

Design Period: Month(s) Starting on (MM/DD/YYYY) 7/1/2008 until 1/1/2009

Construction Period: Duration of 12 Month(s) Starting on (MM/DD/YYYY) 4/12/2009 until 4/12/2010

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

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

**Programs (Sections VI and VIII)**

4. CIP Difference for Programs

Previously, the “CIP Difference” section, which explains how the request differs from what was planned in the CIP, did not appear in agencies’ requested worksheets, but agencies were required to fill it out. As of now, printouts (under Reports – Capital Budget Worksheets - “Part I - Agency Funding Request Summary for Capital Grant and Loan Program”) of program requests will include the “CIP Difference” section under the “Cost & Funds – Request” screen. See the CBIS Manual for guidance on how to fill out this section.

**Agency's Current Capital Improvement Request**

	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
GO	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000
<b>TOTAL:</b>	<b>1,000,000</b>	<b>1,000,000</b>	<b>1,000,000</b>	<b>1,000,000</b>	<b>1,000,000</b>

**Last Year's Capital Improvement Program Recommendation**

	FY 2018	FY 2019	FY 2020	FY 2021
GO	1,000,000	1,000,000	1,000,000	1,000,000
<b>TOTAL:</b>	<b>1,000,000</b>	<b>1,000,000</b>	<b>1,000,000</b>	<b>1,000,000</b>

**CIP Difference** ←

FY 2018 Planned: \$1,000,000 in GO Bonds. The amount requested is consistent with the amount planned in the CIP.

**Prior Appropriations**

5. Dynamic Display of Program Totals – Current Year

Under the “Projects” screen, the “Projects – Current Year Activity” screen now includes a line below the table called “Total Funds Planned to be Encumbered in FY 20\_\_:”. This amount should equal the total of the “Cur. FY Amt.” column on this screen. It pulls from the “Encumbrances” line on the “Planned Activity” screen. Users can now verify the encumbrance information on both screens matches.

Program Title: State Water and Sewer Infrastructure Improvement Fund

Projects proposed for current year

Subdivision	District	Title	Est. Cost	Prior	Phase	Cur. FY Amt.	Phase	Future Req.	Phase	States Share %	Sub-Agency Priority
<b>Totals</b>			<b>103,980,691</b>	<b>24,846,280</b>		<b>32,045,751</b>		<b>40,537,000</b>			

Total Funds Planned to be Encumbered in FY 2017: 32,045,751

6. Dynamic Display of Program Totals – Request Year

Under the “Projects” screen, the “Projects – Requested” screen also now includes a line below the table called “Total Funds Requested in FY 20\_\_:”. The field pulls from the program-level “Cost & Funds –Request” screen (located in the dark yellow tool bar). It should equal the total of the “Cur. FY Amt.” column. Users can now verify that the total amount of funding requested on both screens matches.

Program Title: State Water and Sewer Infrastructure Improvement Fund

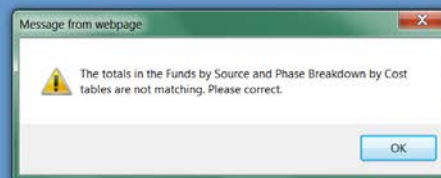
Projects included in this Request

Priority	Subdivision	District	Title	Est. Cost	Prior	Phase	Cur. FY Amt.	Phase	Future Req.	Phase	States Share %	RCMD	Sub-Agency Priority
<b>Totals</b>			<b>93,083,000</b>	<b>18,036,000</b>		<b>22,371,000</b>		<b>15,144,000</b>					

Total Funds Requested in FY 2018: 22,371,000

7. Alert When Project Costs and Funds Do Not Match

*Applicable to State-Owned Programs:* Once the “Save” button is clicked on the “Requested Funds by Source” grid, CBIS will alert users if the totals in the “Requested Phase Breakdown by Cost” and the “Requested Funds by Source” grids do not match.



8. Part I/II Program Status

Users can now update CBIS with the status of their Part I/II programs. Select the appropriate status from the drop-down menu. If your program does not require the submission of Part I/II programs, select “N/A.”

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

Home Main Cost & Funds Prior Activity Activity Planned Activity Projects **Submit**

Main Cost & Funds Details and Scheduling Operating Imp. CEW

### Details And Scheduling - Requested

Program Title: State Water and Sewer Infrastructure Improvement Fund  
Project Title: Eastern Correctional Institution - Wastewater Treatment Plant Upgrade

Net Sq Ft:

Gross Sq Ft:

Efficiency Factor:

Cost Per GSF:

Program Status:  ←

Proposed Schedule

Duration of Design:  Months Starting On (MMDDYYYY)  until

Duration of Construction:  Months Starting On (MMDDYYYY)  until

*CEWs (Section IX)*

9. It is now possible to link the CEW to the “Schedule” and “Details” screens of a stand-alone project or the “Details and Scheduling” screen of a project within a program. See the last page of Section 9 for instructions. Previously, project schedule and NSF/GSF information had to be entered manually in both the CEW and the “Schedule” and “Details” or “Details and Scheduling” screens.

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

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

Title: Disaster Recovery Center

←

**Please Select a CEW to View**

Original Requested CEW