

FY 2019 CAPITAL BUDGET INSTRUCTIONS: A GUIDE

Table of Contents

Introduction2

 Important and Helpful Links2

 Training3

 Requirements for Consideration for Capital Funding3

Budget Process3

 Capital Budget Cycle4

 Important Dates5

Components of Your Capital Budget Submission6

 State-Owned Project Requests6

 Grant and Loan Project Requests6

 Capital Budget Information System (CBIS)7

 Obtaining a CBIS Login or Password Reset7

 Project Description Section of the CBIS Worksheet7

 Completing the Requested CIP Difference Screen7

 CIP Difference – Project8

 CIP Difference – Program8

 Completing the Project Supporting Comments9

 Completing the Program Supporting Comments Section for Grant and Loan Programs10

 Completing the Project Supporting Comments for Grant and Loan Projects11

 Cost Estimates and Cash Flows11

 Regional Construction Factors14

 Printing Your CBIS Worksheets14

Documents Completed Outside of CBIS14

 Growth and Conservation Criteria (GCC)—Guidelines for Capital Budgeting15

 Project Funding Status Report16

 Capital Equipment16

 Consolidated Requests for Certain Capital Improvements16

 Energy-Related Projects17

 Capital Project Mapping – Longitude and Latitude Coordinates17

 Grant and Loan Requests—Encumbrance and Expenditure Summary17

 Department of Planning Coordination17

Conclusion18

Checklist For Capital Project Requests And Worksheets19

Introduction

The Office of Capital Budgeting (OCB) prepares the Governor's annual capital budget and develops the five-year Capital Improvement Program (CIP), exclusive of Department of Transportation projects. To accomplish this function, OCB encourages facilities master planning by State agencies, evaluates the feasibility and need for State facilities, and prepares documents in support of the Governor's capital budget proposals. OCB also provides technical assistance to State agencies preparing facilities master plans and capital project proposals and determines the eligibility of equipment for capital funding.

Crafting a capital budget request requires careful consideration and acute attention. The Capital Budget Instructions are designed to assist you and your agency in completing the capital budget request process. Throughout this document there are hyperlinks and contact information for further information and assistance. It is important to utilize these resources to ensure proper completion of your budget submission and to ensure your agency meets the high expectations of OCB.

*Please note that this document is a guide. It **does not** constitute our full set of instructions. Additionally, not all sections apply to all agencies. If you need further clarification, please contact your assigned budget analyst. **Incomplete or inadequate submissions risk exclusion from the CIP.***

Further information about the OCB, the capital budgeting process, and additional forms and instructions (**including our full set of Budget Instructions**) is located on [The Department of Budget and Management – Capital Budget homepage](#). Before submitting your request, please ensure that all items are completed on the checklist found at the end of these instructions.

Important and Helpful Links

Please consult the following links as you prepare your budget submission (Ctrl + click to open each hyperlink). The constrained nature of the current CIP means that new budget submissions must be compelling and complete. As noted above, poor or inadequate submissions may jeopardize capital funding for your project. It is **imperative** that you consult these and other resources, such as the checklist at the end of this document or your assigned budget analyst, as you prepare your budget submission.

- [Capital Budget Homepage](#)
- [CBIS Instructions](#)
 - [Introduction](#)
 - [State-Owned Projects](#)
 - [State Owned Programs](#)
 - [Non State-Owned Projects](#)
 - [Grant and Loan Programs](#)

- [CEW Instructions](#)
- [Appendix](#)
- [Facility Program Manual](#)
- [Growth and Conservation Criteria](#)
- [GCC Interactive Map](#)
- [Capital Equipment Guidelines](#)
- [Capital Equipment Request Form \(Form G\)](#)
- [FY 2018 Capital Budget Bill \(MCCBL of 2017\)](#)
- [Project Funding Status Report Instructions](#)
- [Capital Budget Analyst Contact Information](#)

Training

The Office of Capital Budgeting is implementing a new training method this year. We will hold an online training course on May 17, 2017. You can use this link to sign up for the virtual training session. We strongly encourage those preparing capital budget requests to attend this virtual training session in real time. If scheduling conflicts arise, the session will be posted on [our website](#).

Requirements for Consideration for Capital Funding

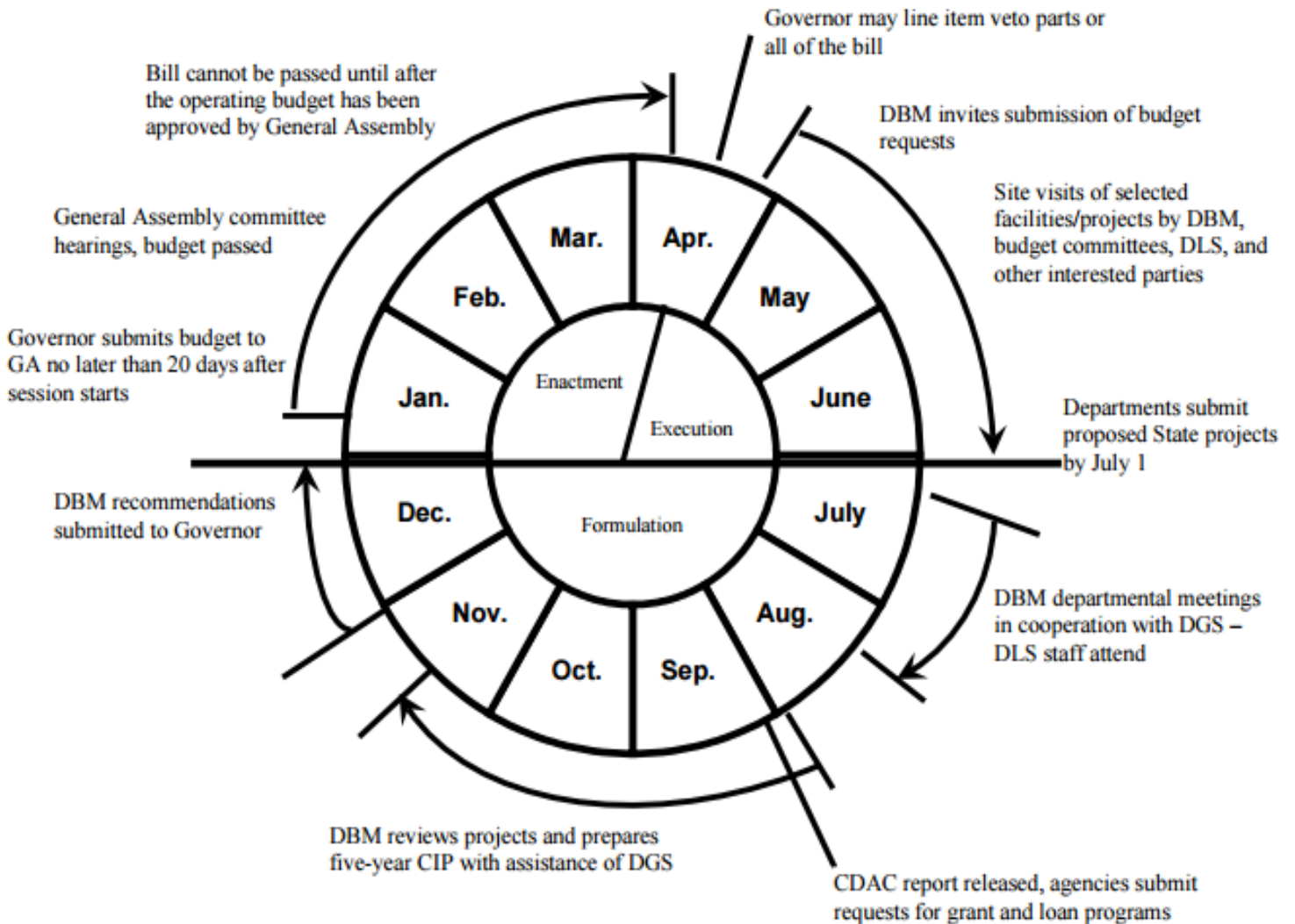
Your agency must submit the documents listed below. *Incomplete submissions will not be considered.*

1. An original transmittal letter signed by the agency head
2. A summary of the agency's five-year capital budget request **in priority order**
3. A complete electronic submission of the capital request online through CBIS
4. A completed Project Funding Status Report
5. A completed Growth and Conservation Criteria Spreadsheet
6. Completed entries of the longitude and latitude coordinates and address fields in CBIS
7. Any additional information needed to support the request, including project cash flows, fund summaries, and project schedules

Budget Process

Maryland operates its finances according to the fiscal year calendar. Every new fiscal year begins on July 1st. In order to plan for future years and future facility needs of the State, Maryland has instituted a capital budgeting process which coincides with each new fiscal year. Agencies submit requests for capital projects on July 1. DBM, DGS, and other executive departments review submissions and submit recommendations to the Governor. The Governor incorporates these recommendations and other considerations into his capital budget, which is proposed to the General Assembly in January. The budget then goes through the legislative process and is passed into law. Please see a visual representation of the process on the next page.

Capital Budget Cycle



CDAC: Capital Debt Affordability Committee
 CIP: *Capital Improvement Program*
 DBM: Department of Budget and Management
 DGS: Department of General Services
 DLS: Department of Legislative Services
 GA: General Assembly

Source: Department of Legislative Services

Important Dates

June 30, 2017: State-owned requests are due

August 15, 2017: Grant and Loan requests are due

Important note on facility programs: Please ensure that you have submitted an electronic version of your facility program. If you choose to submit a paper copy of your facility program, please also include an electronic version.

Below are the deadlines for facility program submissions for FY 2019–FY 2023 requested projects:

FY 2019 requested projects

- Part I – due June 30, 2016
- Part II – due March 1, 2017

FY 2020 requested projects

- Part I – due June 30, 2017
- Part II – due March 1, 2018

FY 2021 requested projects

- Part I – due June 30, 2017
- Part II – due March 1, 2019

FY 2022 requested projects

- Part I – due June 30, 2017
- Part II – due March 1, 2020

FY 2023 requested projects

- Part I – due June 30, 2017
- Part II – due March 1, 2021

Components of Your Capital Budget Submission

This section describes the necessary documentation required for your submission to be considered for capital funding. The guide below will help you craft your CBIS worksheets. Adherence to this guide will help OCB as it reviews your request, reduce questions and confusion regarding your request, and aid in preparation of capital budget publication materials.

There are two subsections: Capital Budget Information System (CBIS) documents and other documents. Not all of these documents are required for every agency or every project. It is important, however, that you understand, complete, and submit each document required for your particular project. Below you will find two lists that provide an overview of the documents required for State-Owned Project Requests and Grant and Loan Project Requests. Should you have questions regarding the documents necessary for your project, please contact your budget analyst.

State-Owned Project Requests

Please refer to the following sections to assist with your capital budget submission:

- Growth and Conservation Criteria – Guidelines for Capital Budgeting
- Project Funding Status Report (Independent Procurement Agencies Only)
- Cost Estimates
- Capital Equipment
- Consolidated Requests for Certain Capital Improvements
- Energy-Related Projects
- Capital Project Mapping
- CBIS:
 - Project Description Section
 - Project Supporting Comments
- Submission of Facility Programs
- Department of Planning Coordination

Grant and Loan Project Requests

Please refer to the following sections to assist with your capital budget submission:

- Growth and Conservation Criteria – Guidelines for Capital Budgeting
- Cost Estimates
- Capital Project Mapping
- CBIS:
 - Project Description Section
 - Program Supporting Comments
 - Project Supporting Comments

Capital Budget Information System (CBIS)

CBIS is the computer database utilized by OCB to process your capital budget request. You are required to complete several CBIS worksheets in order to be considered for capital funding. Below you will find an overview of important CBIS sections along with OCB's expectations for your submission. **For a complete set of instructions for CBIS as well as technical inquiries, please refer to our [CBIS manual](#).** If you continue to have questions, please contact your budget analyst.

Obtaining a CBIS Login or Password Reset

All capital budget requests need to be submitted via CBIS. To obtain a user name and password for CBIS, please contact the Service Desk at (410)-697-9700 or service.desk@maryland.gov. Please be sure to mention your name, agency, and that you need a CBIS login when you call or email. Please refer to the Service Desk if you need your password reset.

Project Description Section of the CBIS Worksheet

The project description provides a brief (4-8 sentences) summary of the project, including location, scope, justification, and cost.

- Begin with a verb such as construct, renovate, or convert.
- Include the NSF and GSF, if a project has an approved program. Be sure the NSF and GSF are consistent with the CEW and facility program and do not round.
- Include a brief descriptive statement(s) about the project, including its location. 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 one.
- Include a general statement describing the justification and need for the project. Further information regarding the project justification should be provided in the Supporting Comments section of the CBIS submission.
- Finally, if funding for a project is requested beyond the five-year request period (FY 2019–FY 2023), or CIP, please include the following statement: The estimated cost of the project totals \$X.

Completing the Requested CIP Difference Screen

The Requested CIP Difference screen (abbreviated Req. CIP Diff.), located under the “Cost & Funds” tab in CBIS, **must** be completed if your agency is requesting funds above **or below** the planned amount. For example, suppose a project has \$5 million planned in the CIP for FY 2019. (To find this information, please refer to the FY 2018 Capital Budget Volume or the Recommended Worksheet sent to your agency at the beginning of the legislative session. If you are uncertain of the recommended amount in FY 2019, please contact your assigned budget analyst). Now, suppose your agency wishes to request \$7 million for the project in FY 2019. In the Requested CIP Difference Screen, that agency is **required** to explain the difference between the planned amount (\$5 million in the example) and the requested amount (\$7 million in the example). For example, the difference may be explained by a revised cash flow or unforeseen

site work requirements. For projects, *a difference of 5% above or below the planned amount requires an explanation*. For programs, *any difference above or below the planned amount requires an explanation*.

There are a number of reasons the amount may be different. Perhaps there were unforeseen site work requirements or perhaps bids were higher than anticipated. Whatever the reason, you must explain why your agency requires more funds in this screen.

CIP Difference – Project

Compare the amount of program funding that was planned in the CIP to the amount requested for the budget year. Begin the text with, “FY20__ Planned:” then state the funding amount planned in the current CIP for the upcoming fiscal year’s capital budget as well as type of funds recommended (i.e. General Obligation Bonds, General Funds, Special Funds).

If the amount requested is the same as the amount planned, state, “The amount requested is consistent with the amount planned in the CIP.”

If the amount requested is different, explain why. For example, an agency may request more than the amount planned in the CIP if the legislature mandated a specific level of funding for a program. Alternatively, an agency may request less than the amount planned in the CIP if the program has an available funds balance that could be used to fund projects in the upcoming fiscal year.

If the program was not listed in the last CIP for State funding in the upcoming fiscal year, state “Not in CIP.” Add a sentence that explains the amount requested and why the program was added to the upcoming fiscal year.

CIP Difference – Program

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 within 5% of the amount planned, state “The amount requested is generally consistent with the amount planned in the CIP.”
2. If the amount requested is more than 5% greater or less than the amount planned, state “The amount requested is more than 5% greater or less than the amount planned in the CIP.” Then state the difference and the reason(s) for the difference. If the project was not planned for funding in the upcoming fiscal year, state “Not in CIP. Add a sentence that explains the amount requested and why the project request differs from the Governor’s CIP.”

3. 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__.”
4. If funding extended beyond the CIP, add “...and beyond.” Add a sentence to explain the amount requested for the upcoming year and why the funding has been accelerated.

Completing the Project Supporting Comments

The supporting comments section is very important to OCB’s review. This section must contain the compelling quantitative and qualitative reasons the Governor should fund a particular project. Much of this information is also included in the facility program, but it is important to reiterate the justification for your project in the supporting comments section of the budget 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 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. 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.

- **Obsolescent/deficient space** means that the space is outdated or defective. Examples include leaking roofs, buildings not in compliance with codes, and HVAC systems with inadequate capacity.
- **Location as a barrier to client services** means that the location of an existing facility is not suitable for providing services as intended. For example, a health clinic that primarily serves low-income populations and is located far from public transportation may have to be relocated to be more accessible.

Consequences on Operations/Service Delivery. After describing a facility problem, state its consequences on the operations within the building and the delivery of services from the building. For example, did the lack of sufficient space cause the school to turn away students, or cause the hospital to go to flyby status? Also, if applicable, discuss how adapting the existing facility would not be sufficient to deliver services effectively. For example, accepting more students, without increasing available space, might create overcrowded classes.

Outcomes. Discuss the outcomes that 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.

Use quantitative data to help justify your project. 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." OCB recommends cutting and pasting from Word by clicking on the **Paste Plain Text** button and doing all formatting in CBIS.

Completing the Program Supporting Comments Section for Grant and Loan Programs

For grant and loan programs, the agency must discuss the need for the program (why the program exists) and how the program improves quality of life in the State. Historical information should also be included in the supporting comments, including:

1. When was the program established?
2. How much funding has been authorized in the history of the program?
3. How many projects have been funded through this program?

Agencies should also provide outcome data to demonstrate the value of the program, such as data that measure the amount of services. Provide an outcome measure that indicates current program results and the target that the program wants to achieve. Outcome data does not necessarily refer

to money; it can reflect any benefit that will be gained from the expenditure of State funds. For example, a health program may have goals of increasing the percentage of individuals who are “drug free” five years after receiving a drug treatment program from 16% to a target of 25%. Agencies should explain why the selected measure has been chosen. If the target value has not been achieved, please explain possible reasons (i.e., reluctance of intended beneficiaries of the program to come forward, management difficulties, or constraints of Federal/ State law).

The following three quantitative measures should be provided when describing service amount:

1. The current service volume provided by the program (i.e., number of clients);
2. The increase in the service volume expected from the funding requested (i.e., expected increase in the number of clients); and
3. The total service volume which still remains to be met after the funding request (i.e., quantify the unmet need for services).

Wherever appropriate, refer to goals and objectives documented in State strategic planning and performance measurement programs, such as policy goals stated in statutes, Managing For Results, and Growth and Conservation Criteria. *Be sure to discuss any gaps between services provided and the services needed, and the agency’s plans for addressing these gaps.*

Use this section to provide important context, such as comparisons with other, similar facilities, or relevant benchmark or standards. It is also helpful to anticipate likely questions or objections to the proposed projects, and to provide the information to answer the question or overcome the objection.

Completing the Project Supporting Comments for Grant and Loan Projects

For each project proposed for funding through a grant program, please follow the instructions for completion of the project description and supporting comments sections above. Provide quantitative data, where appropriate, to support the project justification.

Cost Estimates and Cash Flows

- Agencies are required to submit a cash flow projection for any project for which construction funding is requested in FY 2019. A schedule showing projected expenditures by month is preferred. A schedule showing projected expenditures by quarter is also acceptable. The cash flow should disaggregate spending by planning, construction, and equipment funds.
- Cost estimates for each project requested for FY 2019 – FY 2023 should be supported by a cost estimate worksheet (CEW) entered into CBIS. Instructions on completing the CEW are available under [CBIS Manual](#) on the DBM webpage. *Note: OCB suggests completing your CEW before filling in the “Cost and Funds” section of CBIS. **These sections must match before your submit your request.***
- **Internet Connectivity Costs.** Pursuant to the Joint Chairman’s Report of 2015, DBM, DGS, and the Department of Information and Technology (DoIT) have examined the costs related

to connecting high-speed internet to State facilities. To calculate the cost to connect to the State-owned fiber optic backbone, DoIT will trace the required fiber optic line from the nearest connection point to the address of the requested project site along existing roadways.

- *In general, the connection cost will be calculated at a factor of **\$25 per foot**, although that calculation will be revised in the future as costs fluctuate. In general, DBM will allocate the connection costs in the final year of construction since it takes DoIT approximately six months to connect a site. As you prepare your CEW, be sure to include the connectivity costs as a line item under utilities section (line item 10).*
 - Projects currently under design or construction should still have connectivity costs included. DBM will ensure the necessary costs are added, if they do not appear in an A/E cost estimate. Some projects may have already incorporated these costs into the construction amount. In those circumstances, the connection costs will not be listed as a separate line item, but DBM’s cost estimates will ensure that those costs have been included.
- Cost Estimate Worksheets are escalated to the midpoint of construction to account for inflation. **Escalation is to be calculated at 3.5% for calendar year 2017 and 3.5% for each year thereafter.** The CEW produced in CBIS reflects these escalation rates. Projects requesting *construction* funding in FY 2019 should include a 5% construction contingency. A 10% contingency allowance is used for projects when construction is scheduled to begin in FY 2020 or later.
 - Construction cost estimates should also account for the 3.0% increase in construction costs during calendar year 2016. **In order to account for this increase, revise the Estimate Reference Point for pre-design projects from January 1, 2016 to January 1, 2017 and increase the base cost per square foot of the project by 3.0%.** For projects currently under design, the A/E cost estimate should reflect actual changes to construction costs and no adjustment is needed.
 - If the current cost estimate is **different** from a prior year cost estimate, **provide a detailed explanation in the “Req CIP Diff” text field in CBIS**, which can be found under the “Cost & Funds” menu, under the “Req CIP Diff” submenu in State-Owned Projects and under the “Costs & Funds – Request” screen for Programs.
 - For each project included in the out-years (FY 2020 – FY 2023) of the CIP, the cost estimate should:
 - (1) reflect a 3.5% increase in the base gross square foot cost identified by OCB. Adjustments greater than this amount will be reduced to determine the recommended project funding for the CIP.
 - (2) use the **efficiency factor**, as provided by DGS in the Facilities Program Manual when calculating the net to gross square foot ratio and;

(3) use a 10% project contingency. When the project's first request for construction funding reaches the current budget year request, the 10% contingency should be reduced to 5%.

- The High Performance Building Act of 2008 requires that all State-owned buildings over 7,500 GSF meet LEED Silver level standard or higher, or a nationally recognized green building standard recommended by the Maryland Green Building Council approved by the Secretaries of DBM and DGS (the act excludes some unoccupied buildings, such as warehouses, storage facilities, garages, maintenance facilities, transmitter buildings, pumping stations, etc.). In November 2014, the Maryland Green Building Council approved a supplement to the International Green Construction Code (IgCC) as an alternative method of green building certification. Please contact your budget analyst if you have further questions. **All eligible projects should include a 2% Green Building construction premium on line 12B of the CEW.**
- The Maryland Green Building Council found that this process would not result in significant additional design costs; therefore, **no design premium** should be included in the CEW. Costs for building commissioning associated with LEED certification **is not included** as part of the 2% Green Building premium. These costs should be included on line 18A, Building Commissioning, not line 12B. For more information, please contact Steve Gillis at (410) 767-4675 or at Stephen.gillis@maryland.gov.
- *Community College Construction Grant Program* – Legislation enacted during the 2010 General Assembly session requires that community college capital projects meet the State's high performance building standards noted above. Therefore, cost estimates for community college capital projects must include a 2% Green Building premium on line 12B of the CEW.
- State agencies may apply for a waiver in the event of undue hardship. To request a waiver, submit a 1–2 page letter to the Maryland Green Building Council explaining why a proposed project cannot meet green building requirements. The waiver request should be submitted three months prior to the submission of the Part I facility program.
- *The Maryland Public Art Initiative Program* – Selection of Art for Capital Projects (House Bill 1337 of 2013) requires that all major State-owned building construction and renovation projects over 15,000 GSF shall include public art. Public art is defined in the bill as an architectural enhancement of artistic significance, or an individual piece of art. As identified in the bill, public art can include a mural, a tile mosaic, a painting, or a sculpture. The bill excludes warehouse and storage facilities, garages, maintenance facilities, transmitter buildings, and pumping stations. The Public Art Premium only applies to projects that are 100% State funded. **All eligible projects should include a 0.5% Art Initiative premium on line 12D of the CEW.** For more information, please contact Liesel Fenner at (410) 767-6544 or at liesel.fenner@maryland.gov.

- Cost estimates also account for variations in the wage rates and market conditions for different regions of the State. The Regional Construction Factor (RCF) accounts for these variations and is established by DBM based on prevailing wage information provided by the Department of Labor, Licensing and Regulation (DLLR) and an evaluation of market conditions. The RCF value for each jurisdiction is automatically calculated in the CEW based on a project’s location. Please see the current RCF value for each jurisdiction below:

Regional Construction Factors

Jurisdiction	RCF	Jurisdiction	RCF
Allegany	1.10	Harford	1.00
Anne Arundel	1.00	Howard	1.00
Baltimore City	1.00	Kent	1.00
Baltimore County	1.00	Montgomery	1.00
Calvert	1.00	Prince George's	1.00
Caroline	1.00	Queen Anne's	1.00
Carroll	1.00	Somerset	0.95
Cecil	1.00	St. Mary's	1.05
Charles	1.05	Talbot	1.00
Dorchester	0.95	Washington	1.05
Frederick	1.00	Wicomico	0.95
Garrett	1.10	Worcester	0.95

Printing Your CBIS Worksheets

When you have completed all of the screens in CBIS, it is important that you download the documents for your records. Note that the output format from CBIS looks different than the screens where you input your project information. OCB recommends that you print a hard copy of these to your budget meeting with DBM. OCB expects that your supervisor or agency director will review your CBIS worksheets prior to submission.

To generate your CBIS worksheets in an output format, first go to the Home screen. On the top menu bar, select the item labeled “View Reports.” On the following screen, select “Capital Budget Worksheets.” You will be taken to a page that allows you to select the project or program for which you would like to generate your worksheets. Select the appropriate agency, sub-agency, and project or program from the drop-down menus (located at top third of the page). Most agencies will request *either* a project *or* a program. Once you have selected the appropriate boxes, click “Generate Reports,” a blue button at the very bottom of the screen. CBIS will generate your worksheets as a pop-up, so be sure to disable pop-up blockers and check your toolbar after you click “Generate Reports.”

For additional information or questions about how to print your worksheets, please consult our CBIS Manual or contact your assigned budget analyst.

Documents Completed Outside of CBIS

The following section discusses other documents that *might* be required for your capital project. Please refer to our complete budget instructions or ask your budget analyst if you are unsure whether you should complete a form.

Growth and Conservation Criteria (GCC)—Guidelines for Capital Budgeting

Under the Local and State Targeted Growth and Conservation Areas, Maryland will be able to better coordinate the smart growth efforts and programs of State government. The Smart Growth Subcabinet Agencies collaborate with local governments to identify locations where targeted investments can promote growth and protect other areas where preservation and conservation should be a priority. DBM has developed guidelines for capital budgeting. All State agencies must consider these guidelines in their capital budget requests when prioritizing projects to be funded and when siting new capital projects.

GCC Guidelines for Capital Budgeting are:

- Use State investment in capital improvements to encourage development, redevelopment and economic growth in locations best suited to accommodate growth and achieve GCC goals and objectives.
- Minimize State investments that may compromise or damage historic, cultural, and natural resources or environmentally sensitive lands. Encourage use or rehabilitation of available existing historic buildings where practicable and feasible when allocating State resources for capital projects.
- State-funded capital improvements for new construction will be guided by departmental plans and consistent with GCC goals. To the extent practicable, State capital investments should be made according to the following priority sequence:
 1. Protection of public health and safety.
 2. Infrastructure maintenance and system preservation.
 3. Redevelopment, enhancement improvements, and capacity expansions in Targeted Growth and Revitalization Planning Areas.
 4. Enhancement improvements in Established Community Areas in Priority Funding Areas (PFAs).
 5. Enhancement improvements in communities outside PFAs.

All agencies must complete a spreadsheet (“[OCB FY 2019 GCC Spreadsheet.xls](#)”) for their FY 2019 requested projects, including those within a program (stand-alone and projects within a program) and submit it with their FY 2019 capital budget submission. The spreadsheet will be attached to the Office of Capital Budgeting’s memo to State agencies. Please follow the instructions contained in the 'Instructions' tab of the form.

For assistance with Growth and Conservation Criteria, please contact your capital budget analyst.

Project Funding Status Report

This report is similar to the unencumbered balance report previously prepared in the fall. **Only agencies with independent procurement authority** (i.e. USM, Morgan, SMCM, DPSCS, MES) need to complete this report. **Agencies without independent procurement authority** will follow guidelines provided by the Department of General Services (DGS). Please note in your Funding Status Report if funds allocated for a project will be unspent once a project is complete. Agencies should also notify their assigned budget analyst if additional funds become available after the report is submitted.

Detailed directions for the completion of this report are included in the Instructions for Completing the Project Funding Status Report document sent as an attachment in the Capital Budget Instructions email.

Capital Equipment

- Projects with capital equipment funding requests are required to submit the DBM Form G – Equipment and Furnishings Request. Agencies must submit equipment lists no later than three months after the completion of design. A completed Form G consists of: (1) itemized lists of all equipment being requested for capital funding, including the components of systems (these lists can be organized into separate tabs at the discretion of the submitting agency), (2) an equipment list summary which includes the totals for each itemized list/tab. The DBM guidelines and a template of Form G are available on the DBM webpage. Please follow the instructions in the document.
- State government units are **required** by State law and regulation (Ref: COMAR 21.11.05) to procure supplies and services from designated selling entities whenever possible – generally this refers to Maryland Correctional Enterprises (MCE). If MCE cannot provide a specific product or item, the A/E must obtain a written waiver from MCE for that product. Products from alternate sources will not be accepted without a waiver from MCE. More information about MCE is available at <http://mce.md.gov/mce/>.

Consolidated Requests for Certain Capital Improvements

Funds for Statewide programs are limited and agencies should consider using other sources of funds for these projects (such as larger projects or federal funds). The following types of capital improvements are consolidated into a single statewide request by designated agencies:

- Requests for **accessibility projects** to comply with the Americans with Disabilities Act. These requests should be submitted through Mr. William Frank, Maryland Department of Disabilities, at 410-767-3665 or william.frank@maryland.gov. The Department will review and prioritize these projects for funding from a single statewide fund source.
- Requests for **infrastructure or facilities renewal projects, asbestos abatement or encapsulation, and underground heating oil storage tanks**, should be directed to Ms. Lauren Buckler, Assistant Secretary of Facilities Planning, Design, Construction & Energy at

410-767-3174 or lauren.buckler@maryland.gov. The Department of General Services collects, reviews and analyzes all such requests from State agencies and prioritizes them on a statewide basis. Multiple requests for related projects at the same facility (i.e. roof replacements on multiple buildings at the same complex) with a total cost of more than \$2.5 million should be submitted as a stand-alone capital project request.

Energy-Related Projects

Agencies **must** consider an energy performance contract (EPC) as a preferable alternative to capital debt for energy-related projects. Renovations, improvements or replacements for central boiler plants, chillers, HVAC systems, lighting, energy management systems, controls, etc., should be designed, installed, maintained, operated and financed through EPCs. For assistance on projects which may be suitable for an EPC, please contact Ms. Lauren Buckler, Assistant Secretary of Facilities Planning, Design, Construction, & Energy at 410-767-3174 or lauren.buckler@maryland.gov.

Capital Project Mapping – Longitude and Latitude Coordinates

The Department of Budget and Management tracks the location of all capital projects in Maryland that receive State funds. DBM then publishes this data online for taxpayers to view, in an effort to improve transparency. This tool requires the longitude and latitude of each capital project receiving funding in the upcoming budget (both State and non-State projects). **Therefore, DBM requests that agencies provide the longitude and latitude (in decimal degrees) of each project proposed for funding in the FY 2019 Capital Budget found in the main information screen in CBIS.** This is most easily accomplished when agencies complete the “[OCB FY 2019 GCC Spreadsheet.xls](#)” form because the Growth and Conservation Interactive Map provides the longitude and latitude of a project in decimal degrees. Please refer to the instructions which accompany the “OCB FY 2019 GCC Spreadsheet.xls” form.

Grant and Loan Requests—Encumbrance and Expenditure Summary

- All State-administered grant and loan programs should provide updated data in the Encumbrance and Expenditure Summary and the Prior Appropriations sections in CBIS.
- Information not capable of input into CBIS should be submitted in a spreadsheet in Excel or Pdf format attached to the Cost and Funds section in CBIS.

Department of Planning Coordination

- Agencies are required to prepare and submit an **Environmental Assessment Form** to the Maryland Department of Planning for each **new** project request. For copies of these forms, or for more information, contact Linda Janey, Assistant Secretary at 410-767-4490 or linda.janey@maryland.gov.
- Under the State’s Economic Growth Resource Protection Planning Act of 1992 (the "Planning Act"), agencies must prepare a “Project Review Checklist” for each State-owned construction project, and submit a “Project Consistency Report” to the Maryland

Department of Planning. Copies of these documents should be sent to DBM with the facility program for the project. For copies of these forms, or for more information, contact Chuck Boyd at (410) 767-1401 or chuck.boyd@maryland.gov.

Conclusion

The Capital Improvement Program, adopted by the 2017 General Assembly, places considerable constraints on the State's ability to engage in new capital projects. Accordingly, the Office of Capital Budgeting expects the highest quality work and compelling justification in order to receive consideration. Please ensure that you have consulted the information above and read the information available at the Capital Budget website. If you have further questions, please contact your assigned budget analyst. Our analysts can help as you craft your budget request.

On the following two pages, you will find a checklist as an additional resource as you assemble your capital request. The checklist and resources above are here to help with the significant undertaking of a capital request. It is not an easy task and will require a significant investment on behalf of the People of Maryland. Once again, we are ready to help with this process.

Checklist For Capital Project Requests And Worksheets

General Information

- Correct agency/college
- Correct project title
- Project/Program titles do not include symbols (i.e.: & should be written as "and")
- Project/Program title contains no obscure abbreviations and acronyms
- Correct county identified
 - Specifies “Baltimore City” or “Baltimore County”
- Address information is correct
 - Correct jurisdiction
 - Correct legislative district
 - Correct longitude/latitude coordinates
- CBIS Worksheets are printed

Project Descriptions

- Description begins with a verb (e.g. Construct, Renovate, etc.)
- One or more sentences describing project
 - If an approved program exists, indicate GSF
 - If the program has not been approved, the NSF/GSF should not be in the description.
 - NSF/GSF of both the renovation and addition are individually indicated (if applicable)
- One or more sentences summarizing need for the project
- The NSF/GSF and costs match the CEW
- CIP Difference Section, if applicable
 - Explanation of why budget year requested funding differ from planned funding
 - Be specific
- Concluding sentence:
 - Budget year project: “The FY 20—request includes funding to...”
 - Projects extending beyond the CIP: “The estimated cost of this project totals \$---.”

Budget Request and Schedule

- Correct budget numbers for each year and use (APCE)
 - Prior authorization
 - Budget Year
 - Out years
 - Fund sources
- Worksheet matches the CEW
 - Prior/New Design, Construction, Equipment
 - Project/breakout totals
 - Design/Construction schedules
 - NSF/GSF

- Fund sources equal uses (APCE) and project totals
 - Correct matching funds
 - Correct matching sources
 - Correct state share
- There are no negative numbers

Programs

- Description summarizes what the program funds
- One or more sentences describe the program's policy goal(s)
- Last sentence is "The FY 20-- budget includes funding for – projects in – jurisdictions."
- Project lists include correct phase codes (APCE codes) on all projects
- CIP Difference Section, if applicable
 - Explanation of why budget year requested funding differ from planned funding
 - Be specific

Supporting Comments

- First sentence indicates the amount requested in the budget year
- The use (APCE) of the budget year funds is indicated
- Any differences from the planned amount are explained
- Any differences from the approved program are explained
 - Program mods are identified
- Appropriate background information concerning the request is provided
- Evidence and logic to support the request is provided
 - "This project will solve the following facilities problems: 1)...; 2)..."
 - Individual facilities problems are explained
- Consequences of facilities problems are clearly indicated
- Relevant and material information to justify the request is included
- Proposed NASF by HEGIS Category is included (community colleges) at the end.

Important Links

- [Capital Budget Homepage](#)
- [Budget Instructions](#) (including CBIS instructions)
 - [Introduction](#)
 - [State-Owned Projects](#)
 - [State Owned Programs](#)
 - [Non State-Owned Projects](#)
 - [State Grant and Loat Programs](#)
 - [CEW Instructions](#)
 - [Appendix](#)
- [FY 2018 Capital Budget Bill \(MCCBL of 2017\)](#)
- [Facilities Manual](#)
- [Growth and Conservation Criteria](#)
- [GCC Interactive Map](#)

- [Capital Equipment Guidelines](#)
- [Project Funding Status Report Instructions](#)
- [Capital Budget Analyst Contact Information](#)