SECTION VII:

THE USE OF CBIS

FOR

NON-STATE-OWNED PROJECTS

PREFACE FOR NON-STATE-OWNED PROJECTS

How to Enter the CBIS System

To begin the budget request process, 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. 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.

If you know your username but do not remember your password, and you previously set up security questions, you can reset your password by clicking the "Click Here" like next to the "Forgot password?" question. Then, follow the steps as directed to reset your password.

How to Navigate Through the CBIS Screens

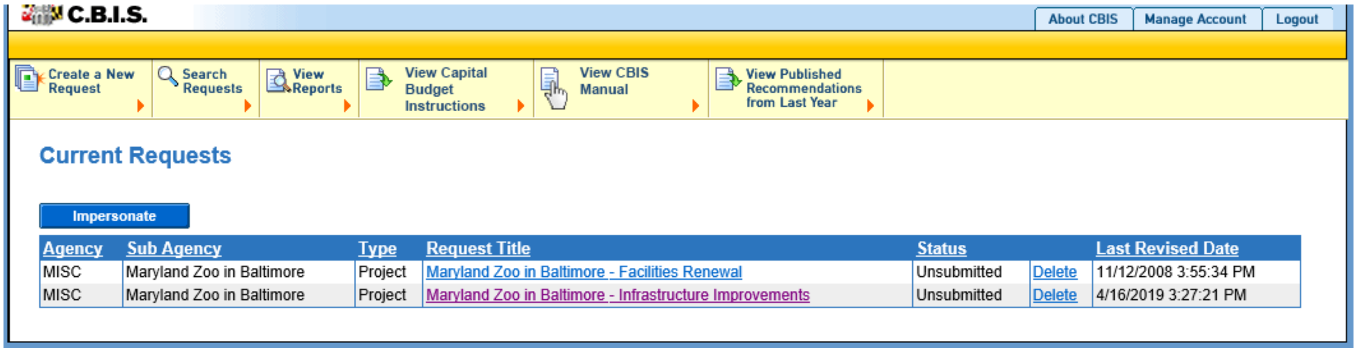
Once you click on a project, you will see a dark-yellow toolbar that lists several different headings (Main, Schedule, etc.) that describe the categories of information you must enter. Some of these categories have sub-menus which appear on a light-yellow toolbar below the dark-yellow toolbar. To enter information in a sub-menu, click on the heading in the dark-yellow toolbar. 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.
- Text (applies to "Project Description," "Supporting Comments," and "Cost & Funds - Req. CIP Difference" text boxes):
    - ♦ Type your text in a Word document using single spacing and a single line between paragraphs and no additional formatting such as bullets and bold (you can add this once the text is in CBIS).

Non-State-Owned Project
Home Screen



If the project that you want to edit is **already in CBIS**, it will be listed under the “Request Title” column on the CBIS home page. Click on the project title, and the “Main Information” screen will appear.

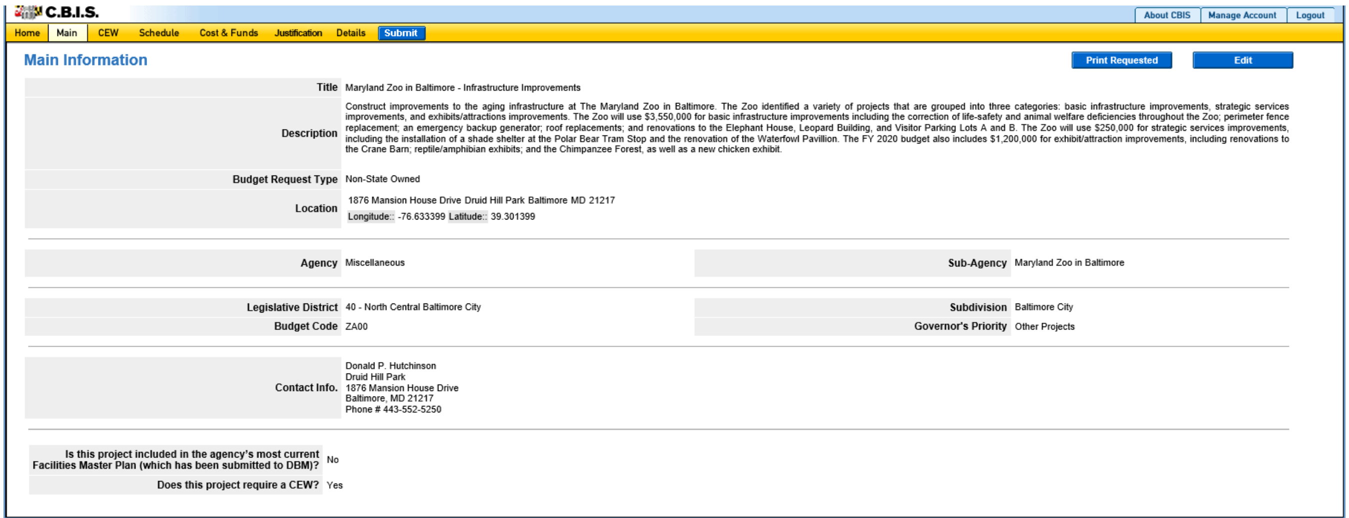
If the project has **never been entered** in CBIS, click “Create a New Request” on the light-yellow toolbar on the CBIS home page. CBIS will take you to a “New Request” screen.

To access the Capital Budget Instructions, the CBIS Manual, and last year’s Capital Budget Volume, click on the applicable link in the light-yellow toolbar.

Non-State-Owned Project
New Request Screen

To request a new project, click "Create a New Request" on the light-yellow toolbar on the CBIS home screen.	
Request Type	Click "New Project."
Ownership	Click "Non-State Capital Grants."
Click "Save." CBIS will take you to the "Main Information" screen.	

Non-State-Owned Project
Main Information Screen

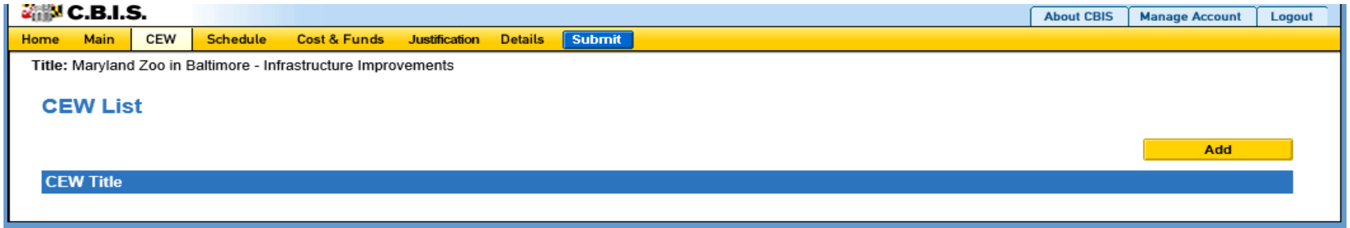


Click "Edit" on the "Main Information" screen shown above.	
Title	The name of the facility will appear as previously entered into CBIS.
Description	Describe the project. Begin the with a verb such as construct, renovate, or convert. Include the NSF and GSF from the facility program (if applicable), which should also be the same as the NSF and GSF used in the CEW. Next, include what the project is and where the project is located. Cite any significant secondary purpose (e. g. renovate an existing building as part of a project to construct an addition to the building). If there are phases to the project, indicate the number of phases and describe each of them. Finally, include a generalized statement of the rationale/justification for the project. You will need to expand upon the justification in the supporting comments section of this submission. This section should be one paragraph and four to eight sentences long.
Location	Enter the project's street address and longitude/latitude in decimal degrees (-76.621972, 39.301324). You can find your project's longitude and latitude at the Department of Planning's Interactive Maps webpage. 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. • Unsubmitted: allows the Agency User to view and edit, and the Agency Manager to view only. • Submitted to A/Mgr: allows the Agency User to view only, and the Agency Manager to view and edit. The Agency Manager can select "Unsubmitted" from the drop-down menu to return the budget request to the Agency User. • Submitted to DBM: allows the Agency User and Agency Manager to view only, and DBM to view and edit.
Agency	Select your organization from the drop-down menu.
Sub-Agency	Select your organization from the drop-down menu, if applicable.

Non-State-Owned Project
Main Information Screen (Continued)

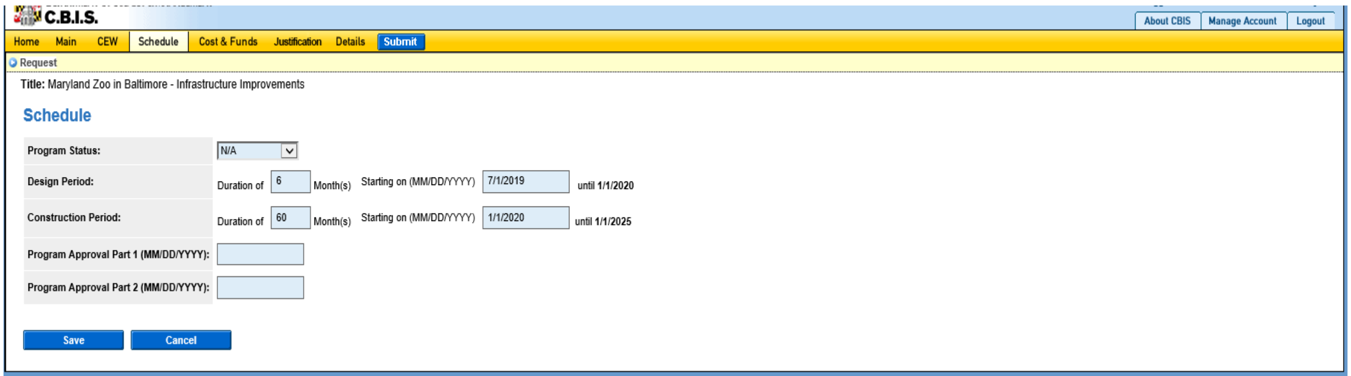
Legislative District	Select the legislative district in which the project is located from the drop-down menu. Legislative districts can be located at: https://mdpgis.mdp.state.md.us/Legis_District/index.html *NOTE: Legislative Districts were last updated on February 1, 2022.*
Subdivision	Select the subdivision (county) in which the project is located from the drop-down menu.
Budget Code	Select the budget code from the drop-down menu. This is usually ZA00 for miscellaneous projects.
Program Area	The Program Area drop-down menu has not been updated to reflect the priorities of the Moore-Miller Administration. For the FY 2025 budget cycle, the drop-down menu selections should be considered program areas used to categorize projects and programs, rather the priorities of the Governor. Please note that the drop-down selections have changed. Use your judgment as to which selection appropriately categorizes your project or program.
Contact Info.	Select from the drop-down menu. If the correct contact is not listed, insert the name, address, and telephone number of the person who should be contacted if there are any questions about the information provided.
Facilities Master Plan	Click the appropriate circle. Generally, this will be answered no.
Does this project require a CEW?	Click "Yes" if you are required to complete a Cost Estimate Worksheet (CEW) for the project. If not, click "No."
Click "Save." For the "Save" command to function, at least the "Title" and "Agency" fields must be completed. When this information has been entered, the "Main Information" screen will re-appear, showing all of the information that you have just entered. To move to another menu, click on the desired menu option on the dark-yellow toolbar.	

Non-State-Owned Project
Cost Estimate Worksheet



CEW List	If you are required to submit a Cost Estimate Worksheet (CEW), click "Add" to create a CEW. Instructions for completing the CEW can be found in Section IX. If you are unsure if your budget submission requires a CEW, please contact your assigned OCB analyst.
NOTE: If you are required to submit a CEW, complete the CEW prior to continuing. Much of the information you will enter in the remaining CBIS screens is derived from the CEW.	

Non-State-Owned Project
Schedule Screen



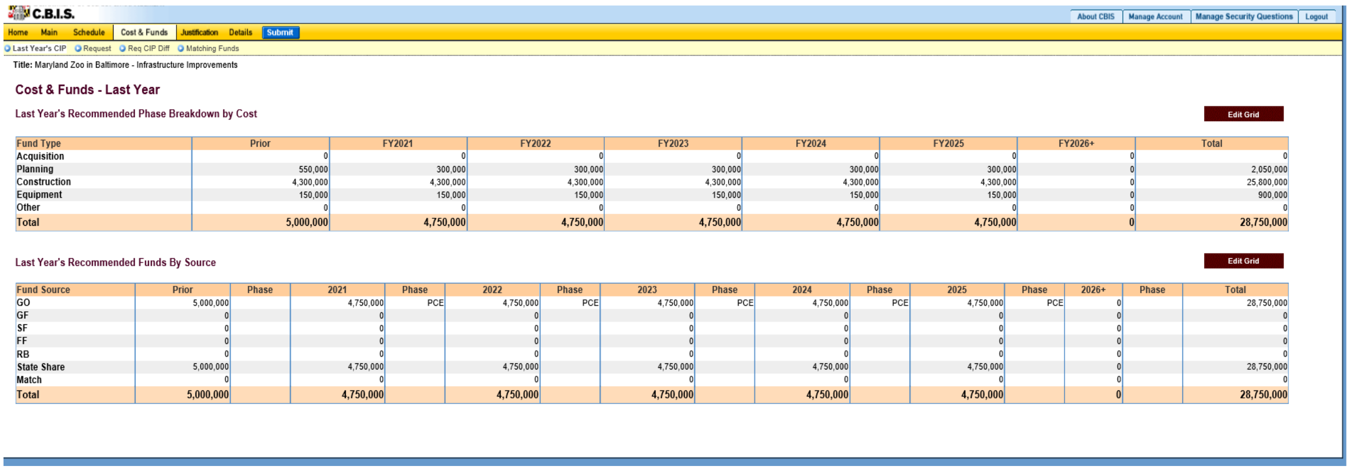
Click on "Schedule" on the dark-yellow toolbar.

If you linked your CEW to the "Schedule" and "Details" screens, the dates of the design and construction periods on this screen should already be populated. If not, manually enter the information as described below.

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

Click "Save." CBIS will automatically take you to the "Cost & Funds - Request" screen. To view the information entered in "Schedule," click "Schedule" on the dark-yellow toolbar. Verify that the correct completion date for design and construction is shown. To edit any information, click on the appropriate field, make your changes, and click "Save."

Non-State-Owned Project
Cost & Funds - Last Year's CIP Screen



C.B.I.S.

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

Title: Maryland Zoo in Baltimore - Infrastructure Improvements

Cost & Funds - Last Year

Last Year's Recommended Phase Breakdown by Cost

Edit Grid

Fund Type	Prior	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026+	Total
Acquisition	0	0	0	0	0	0	0	0
Planning	550,000	300,000	300,000	300,000	300,000	300,000	0	2,050,000
Construction	4,300,000	4,300,000	4,300,000	4,300,000	4,300,000	4,300,000	0	25,800,000
Equipment	150,000	150,000	150,000	150,000	150,000	150,000	0	900,000
Other	0	0	0	0	0	0	0	0
Total	5,000,000	4,750,000	4,750,000	4,750,000	4,750,000	4,750,000	0	28,750,000

Last Year's Recommended Funds By Source

Edit Grid

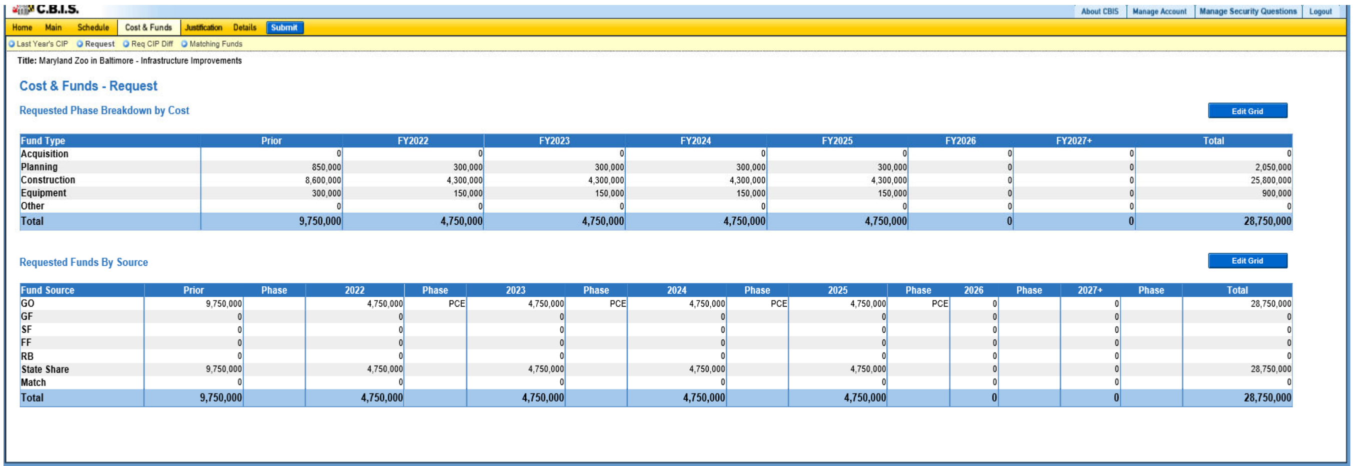
Fund Source	Prior	Phase	2021	Phase	2022	Phase	2023	Phase	2024	Phase	2025	Phase	2026+	Phase	Total
GO	5,000,000		4,750,000	PCE	4,750,000	PCE	4,750,000	PCE	4,750,000	PCE	4,750,000	PCE	0		28,750,000
GF	0		0		0		0		0		0		0		0
SF	0		0		0		0		0		0		0		0
FF	0		0		0		0		0		0		0		0
RB	0		0		0		0		0		0		0		0
State Share	5,000,000		4,750,000		4,750,000		4,750,000		4,750,000		4,750,000		0		28,750,000
Match	0		0		0		0		0		0		0		0
Total	5,000,000		4,750,000		4,750,000		4,750,000		4,750,000		4,750,000		0		28,750,000

<table>
<tr><td colspan="2">Click “Cost & Funds” on the dark-yellow toolbar. Click “Last Year’s CIP” on the light-yellow toolbar.</td></tr>
<tr><td>Last Year’s Recommended Phase Breakdown by Cost</td><td>Click “Edit Grid” for “Last Year’s Recommended Phase Breakdown by Cost.” If this project is in the current CIP, CBIS should roll this information over from last year. If this screen is blank, enter the amount of funds indicated in the current CIP for each respective year by type of activity in the Prior and the fiscal year columns. Round dollar amounts to the nearest $1,000 and do not include commas or decimals.

Click “Save” and review the information you entered. CBIS will calculate the column and row totals. All of the dollar amounts appear as “Match” dollars on the table below <u>until</u> the “Fund Source” data is directly entered into the various source categories (e.g. GO, GF, etc.) in the step below.</td></tr>
<tr><td>Last Year’s Recommended Funds by Source</td><td>Click “Edit Grid” for “Last Year’s Recommended Funds by Source.” If this project is in the current CIP, CBIS should roll this information over from last year. If this screen is blank, enter the amount of funds indicated in the current CIP for each respective year by type of funds the Prior and the fiscal year columns. Round dollar amounts to the nearest $1,000 and do not include commas or decimals. In both the prior and future fiscal year columns, indicate with capital letters the phase of activity each year’s funds will assist. Use A,P,C,E for Acquisition, Planning, Construction, and Equipment respectively, but do not include commas between phase codes.

Click “Save” and review the information you entered. CBIS will calculate the column and row totals. This data should now be accurately divided between “State Share” and “Match.”</td></tr>
</table>

Non-State-Owned Project
Cost & Funds - Request Screen



C.B.I.S.

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

Title: Maryland Zoo in Baltimore - Infrastructure Improvements

Cost & Funds - Request

Requested Phase Breakdown by Cost

Edit Grid

Fund Type	Prior	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027+	Total
Acquisition	0	0	0	0	0	0	0	0
Planning	850,000	300,000	300,000	300,000	300,000	0	0	2,050,000
Construction	8,600,000	4,300,000	4,300,000	4,300,000	4,300,000	0	0	25,800,000
Equipment	300,000	150,000	150,000	150,000	150,000	0	0	900,000
Other	0	0	0	0	0	0	0	0
Total	9,750,000	4,750,000	4,750,000	4,750,000	4,750,000	0	0	28,750,000

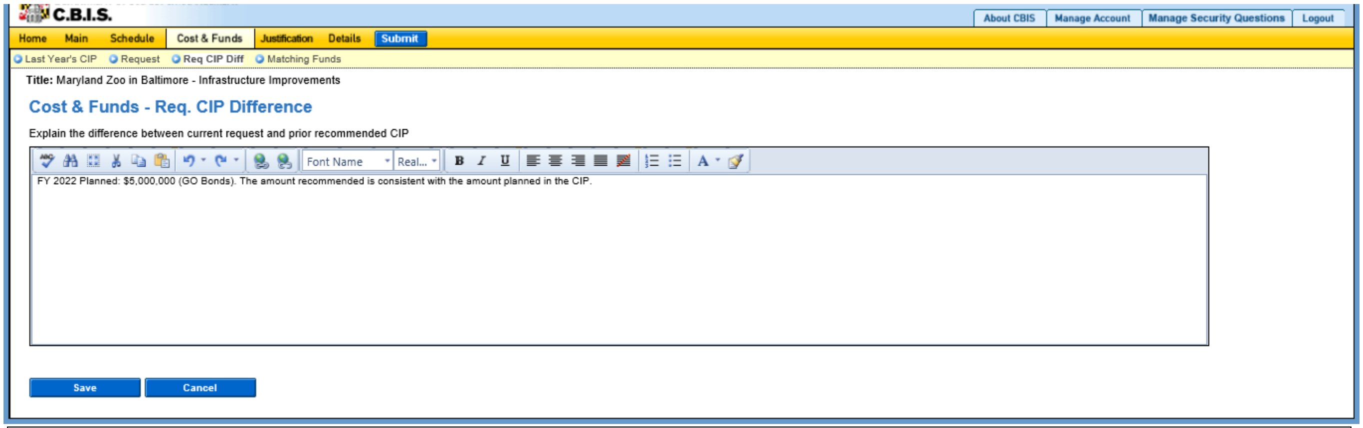
Requested Funds By Source

Edit Grid

Fund Source	Prior	Phase	2022	Phase	2023	Phase	2024	Phase	2025	Phase	2026	Phase	2027+	Phase	Total
GO	9,750,000		4,750,000	PCE	4,750,000	PCE	4,750,000	PCE	4,750,000	PCE	0		0		28,750,000
GF	0		0		0		0		0		0		0		0
SF	0		0		0		0		0		0		0		0
FF	0		0		0		0		0		0		0		0
RB	0		0		0		0		0		0		0		0
State Share	9,750,000		4,750,000		4,750,000		4,750,000		4,750,000		0		0		28,750,000
Match	0		0		0		0		0		0		0		0
Total	9,750,000		4,750,000		4,750,000		4,750,000		4,750,000		0		0		28,750,000

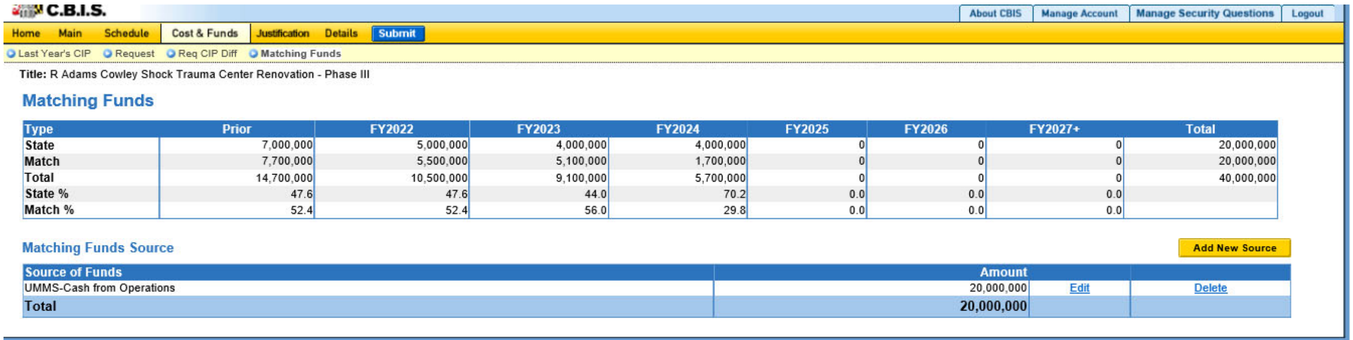
To open this Screen, click "Cost & Funds" on the dark-yellow toolbar. Click "Request" on the light-yellow toolbar.	
Requested Phase Breakdown by Cost	Click "Edit Grid" for the "Requested Phase Breakdown by Cost" table. This table should show the total cost of the project, regardless of the source of funding. In the "Prior" column, enter any prior funding allocated for this project by type of activity. In the fiscal year columns, enter the amount of funds being requested for the project (rounded to the nearest $1,000; do not include commas or decimals) in the appropriate cell. Click "Save" and review the information you entered. CBIS will calculate the column and row totals. All of the dollar amounts appear as "Match" on the table below <u>until</u> the "Fund Source" data is directly entered into the various source categories (e.g. GO, GF, etc.) in the step below.
Requested Funds by Source	Click "Edit Grid" for "Requested Funds by Source." In this table, only enter the amount of State funds authorized or to be requested for the project. In the Prior column, enter the type of any State funds that may have previously been allocated for this project. In the fiscal year columns, enter in the appropriate cell the State funds to be requested (rounded to the nearest $1,000; do not include commas or decimals). In both the prior and fiscal year columns indicate with capital letters the phase of activity each year's funds will assist. Use A, P, C, E, for Acquisition, Planning, Construction, and Equipment, respectively but do not use commas to separate the phase codes. Click "Save" and review the information you entered. CBIS will calculate the column and row totals. This data should now be accurately divided between "State Share" and "Match."

Non-State-Owned Project



Click "Cost & Funds" on the dark-yellow toolbar. Click "Req CIP Diff" on the light-yellow toolbar.	
Requested CIP Difference	Compare the funding planned in the CIP with the funding being requested. Begin the text with, "FY 20__ Planned:" then state the amount of funds, the phase code (A,P,C,E) indicating how the funds will be used, and then the type of funds (e.g. GO, GF) that were planned in the CIP for the fiscal year under consideration. If the planned CIP contains more than one kind of funding, funding amount, or phase codes, separate each of the different funding groupings by semicolons. After entering the planned CIP information, state whether the requested amount of funding is consistent with or different from the planned CIP funding. Explanations for your request should be entered as follows: 1. If the amount requested is the same as the amount planned, state "The amount requested is consistent with the amount planned in the CIP." 2. If the amount requested is different than the amount planned, state "The amount requested is $__ more (or less) than the amount planned in the CIP." Then state the reason(s) for the difference. 3. If the project was not planned for funding in the upcoming fiscal year, state "FY 20__ Planned: $0." Add one to two sentences to explain the amount requested and why the project request differs from the Governor's CIP. Provide justification for including the project in the Governor's CIP. 4. If the project had planned funding for an out year but was accelerated to the fiscal year under consideration, state "FY 20__ Planned: $0. Funding planned in FY 20__ through FY 20__." If funding extended beyond the CIP, add "...and beyond." Add one to two sentences to explain the amount requested for the upcoming year and justify why the funding has been accelerated. Click "Save" and the "Cost & Funds—Request" screen will appear. To edit the material you entered, click on "Req CIP Diff" in the light-yellow toolbar.

Non-State-Owned Project
Matching Funds Screen

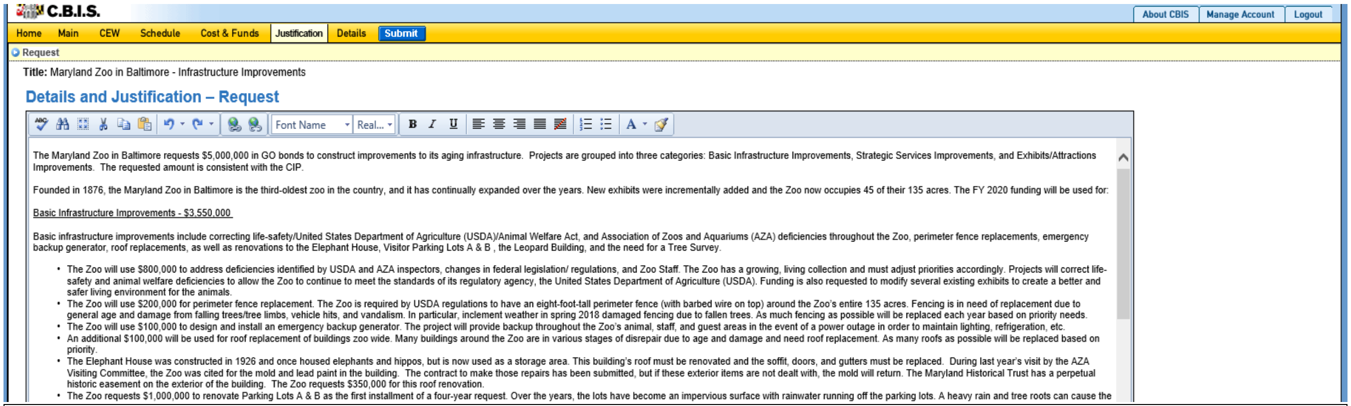


Type	Prior	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027+	Total
State	7,000,000	5,000,000	4,000,000	4,000,000	0	0	0	20,000,000
Match	7,700,000	5,500,000	5,100,000	1,700,000	0	0	0	20,000,000
Total	14,700,000	10,500,000	9,100,000	5,700,000	0	0	0	40,000,000
State %	47.6	47.6	44.0	70.2	0.0	0.0	0.0	
Match %	52.4	52.4	56.0	29.8	0.0	0.0	0.0	

Source of Funds	Amount		
UMMS-Cash from Operations	20,000,000	Edit	Delete
Total	20,000,000		

Click "Cost & Funds" on the dark-yellow toolbar. Click "Matching Funds" on the light-yellow toolbar.	
Matching Funds	**No data entry required.** CBIS will populate the "Matching Funds" table based on information you entered in prior screens.
Matching Funds Source	To enter matching funds data, you can input new data or edit existing data. Round dollar amounts to the nearest $1,000 and do not include commas or decimals. To enter new data, click "Add New Source" on the "Matching Funds" screen. Enter the new data in the "Source of Funds" and "Amount" fields and click "Update." Review the information you have entered. Repeat this process for each new fund source. To edit data already in the "Matching Funds Source" table, click "Edit" (or "Delete" if appropriate) on the appropriate line in the "Matching Funds Source" screen. Enter the changes in the "Source of Funds" and/or "Amount" fields, and click "Update." Review the changes. Repeat this process for each fund source entry as necessary. CBIS will total the fund sources you have entered. After you enter all matching funds sources, the "Match Total" in the "Matching Funds" table must equal the "Total" row in the "Matching Funds Source" table.

Non-State-Owned Project
Details and Justification—Request Screen



<table>
<tr><td colspan="2">Click "Justification" on the dark-yellow toolbar to get to the "Details and Justification—Request" screen.</td></tr>
<tr><td>Details and Justification—Request</td><td>
Expand on the information included in the project description. Describe and justify 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. 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 publication of the current CIP.
Address three issues in the supporting comments:
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.

</td></tr>
</table>

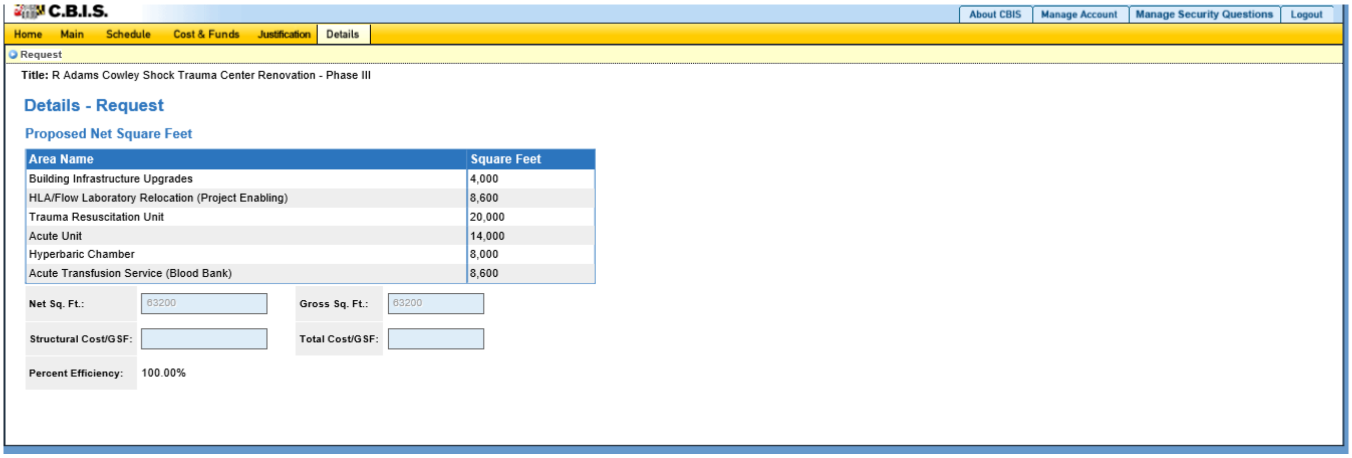
Non-State-Owned Project
Details and Justification—Request Screen (Continued)

Details and Justification—Request (Continued)	**Facility Problem(s) (continued)** • ***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 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. 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." Managing for Results (MFR). 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. Note: OCB recommends cutting and pasting from Word by clicking on the Paste Plain Text button and doing all formatting in CBIS. Click "Save."

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

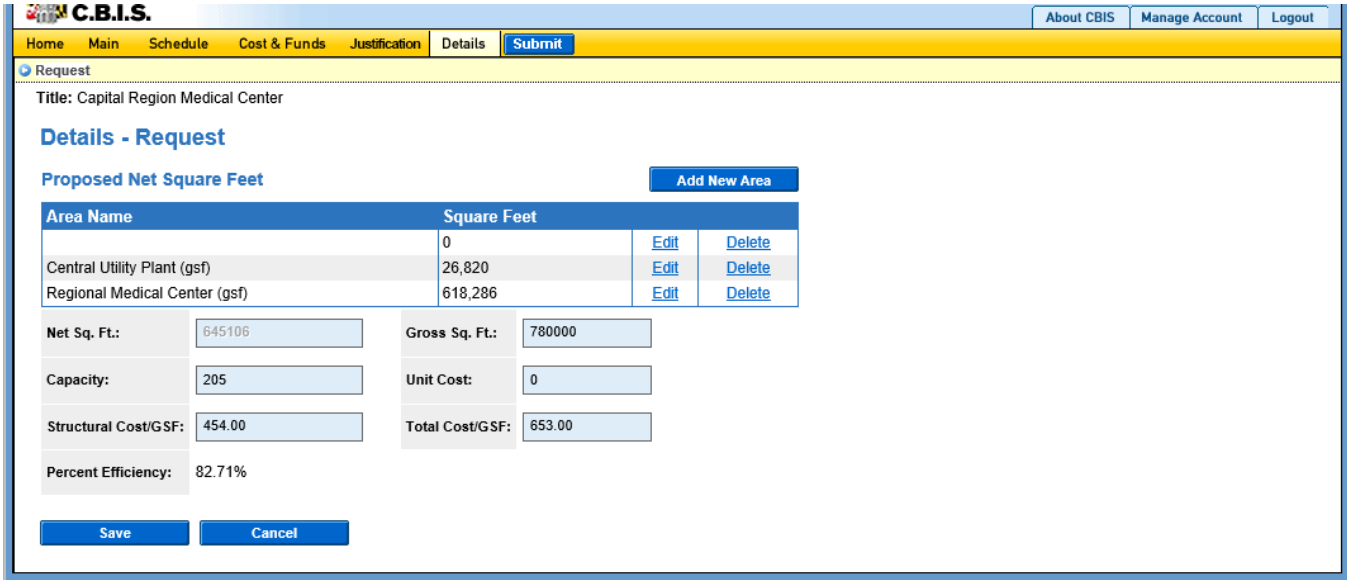
Uploading Documents to CBIS	To upload supporting documents to a request, go to the "Justification" section and scroll down to "Supporting Documents" at the bottom of the page. Click "Browse" to select your document and then click "Upload." After uploading your document, click "Save" or you may lose any changes you made to the supporting comments section when you navigate away from this page. To download a document you have uploaded to CBIS, click on the "Download" button on the right side of the screen. To delete a document you have uploaded, click "Delete." Uploaded documents must be in Excel or PDF format. Agencies may upload signed agency request letters, backup documentation, cash flows, and fund summaries. Agencies may not upload documents in lieu of providing supporting comments.

Non-State-Owned Project
Detail for Project Screen



<table>
<tr><td colspan="2">Click “Details” on the dark-yellow toolbar. Click “Add New Area” to bring up the above screen to which you may add individual spaces or edit/delete the detail for previously entered spaces.
Note: Do not include commas or decimals.</td></tr>
<tr><td>Add New Area</td><td>Enter the name of a major area and its NSF in the two blank fields that appear and click “Update.”</td></tr>
<tr><td>Update</td><td>After entering the area name and net square feet, click “Update” to add the space. The “Detail for Project” screen will reappear.</td></tr>
<tr><td>Cancel</td><td>Click “Cancel” to default the area name and square feet fields to blank spaces.</td></tr>
<tr><td>Edit</td><td>Click “Edit” to change previously entered information.</td></tr>
<tr><td>Delete</td><td>Click “Delete” to remove areas from the inventory of spaces.</td></tr>
<tr><td>Net Sq. Ft.</td><td>CBIS will automatically total the net square feet as you make entries in the “Add New Area” section above.</td></tr>
</table>

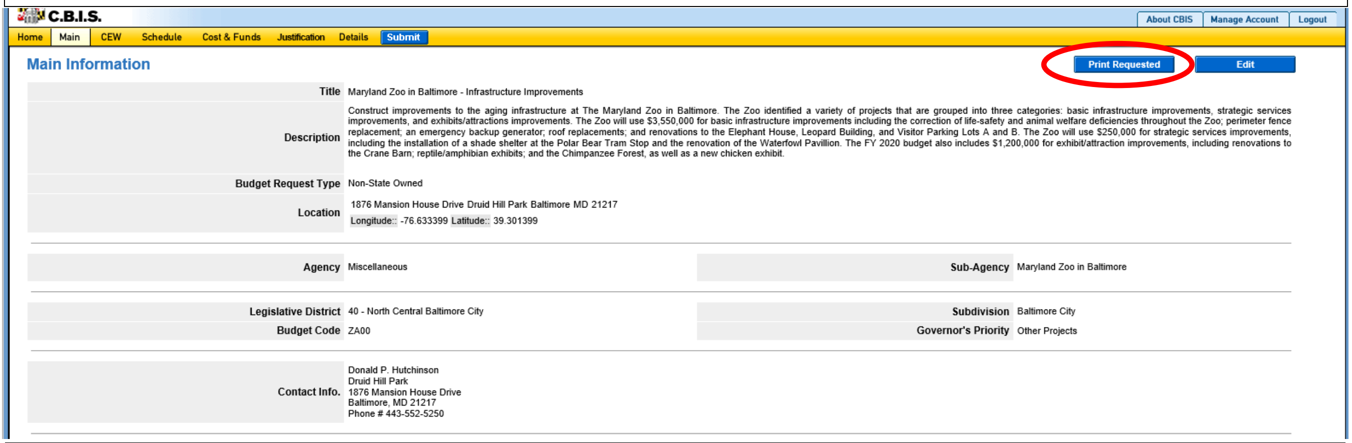
Non-State-Owned Project
Detail for Project (Continued)



After you add individual spaces to the proposed NSF breakdown, update the following fields. Note: Do not include commas or decimals.	
Net Sq. Ft.	If you did not click "Add New Area" to enter individual spaces, enter the net square feet for the total project. If you have used the "Add New Area" button to enter individual spaces, the total Net Sq. Ft. will be calculated by CBIS.
Gross Sq. Ft.	Enter the gross square feet (GSF) for the total project. *If you linked your CEW to the "Schedule" and "Details" screens, this field should already be populated.*
Structural Cost/GSF	The structural cost per square foot is determined by dividing the total structural construction cost (Item 8K on the CEW, if you are completing one) by the total GSF. Do not include any acquisition, planning, or equipment costs. *If you linked your CEW to the "Schedule" and "Details" screens, this field should already be populated.*
Total Cost/GSF	The total cost per gross square foot is determined by dividing the total cost of acquisition, planning, construction, and equipment (Item 21 on the CEW, if you are completing one) by the total GSF. *If you linked your CEW to the "Schedule" and "Details" screens, this field should already be populated.*

Non-State-Owned Project
How to Print Your Request

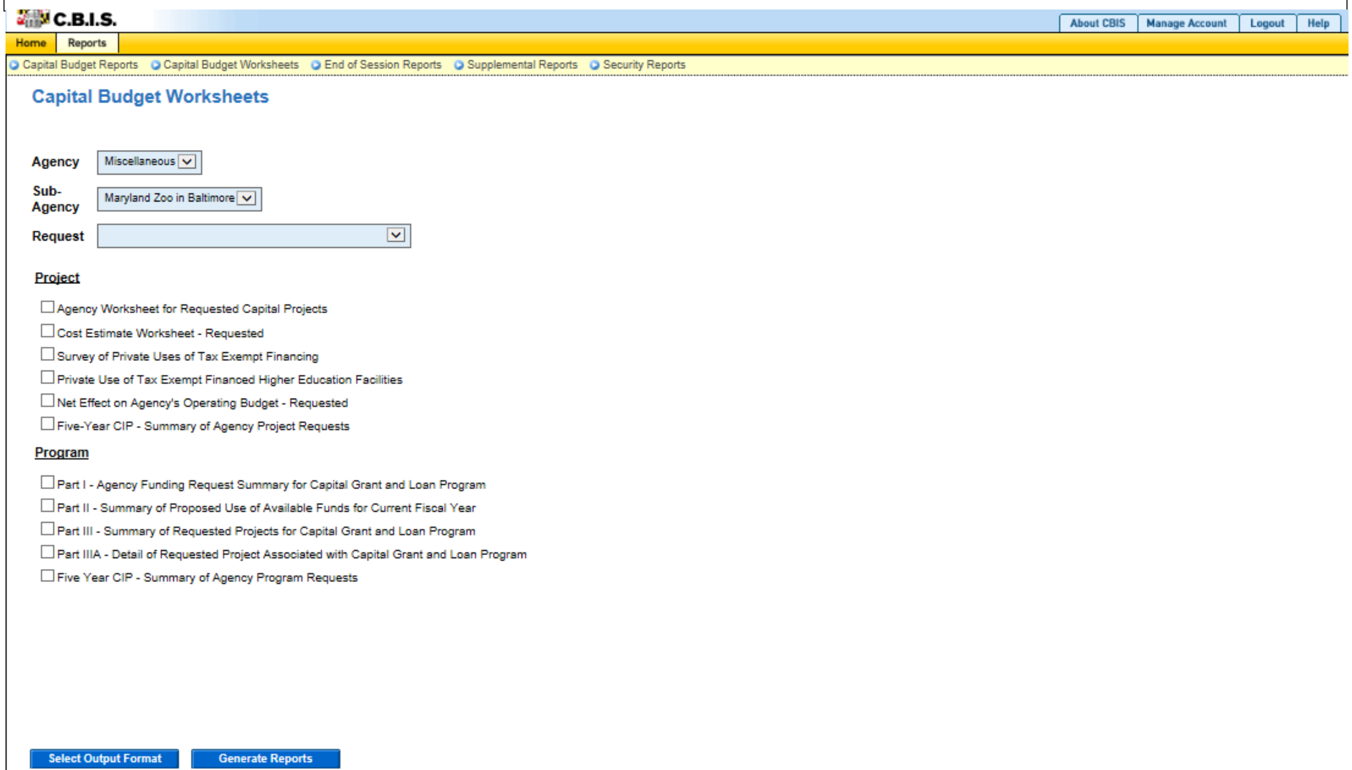
This is the first of two ways to print a copy of your request. *This print option will print the requested worksheet only. See the next page for instructions on printing the Cost Estimate Worksheet with the requested worksheet.*



When you have completed the required forms, click the "Print Submitted" button located in the top right corner of the "Main" screen. Your request will appear in an Adobe file, which can be printed for review or saved in a file.
You may need to enable pop-ups in your internet browser.

Non-State-Owned Project
How to Print Your Request

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



Go to the "Home" screen and click "View Reports" on the light yellow tool bar. Next, click "Capital Budget Worksheets." Select the agency from the drop down menu beside Agency. Depending upon your selection, CBIS will present you with additional drop down menus for "Sub-Agency" and "Request." Select the request you wish to print. Beneath the drop down menus click the first box, "Agency Worksheet for Requested Capital Projects." If you would like to print the cost estimate, also click the box for "Cost Estimate Worksheet - Requested."

- Scroll to the bottom of the page and click "Generate Reports." A window will open showing the output file in an Adobe format. Print or save your selection using the tool bar icons at the top of the Adobe output screen.

- For an output format other than Adobe for an individual project, click "Select Output Format." A drop-down menu will appear, allowing you to select PDF (Adobe), Excel, or Word as alternative output formats. Click "Generate Reports" and a second window will appear showing the output file in the format selected.

- If you uploaded attachments, you can download and print them from this screen.

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

Non-State-Owned Project
How to Submit Your Request

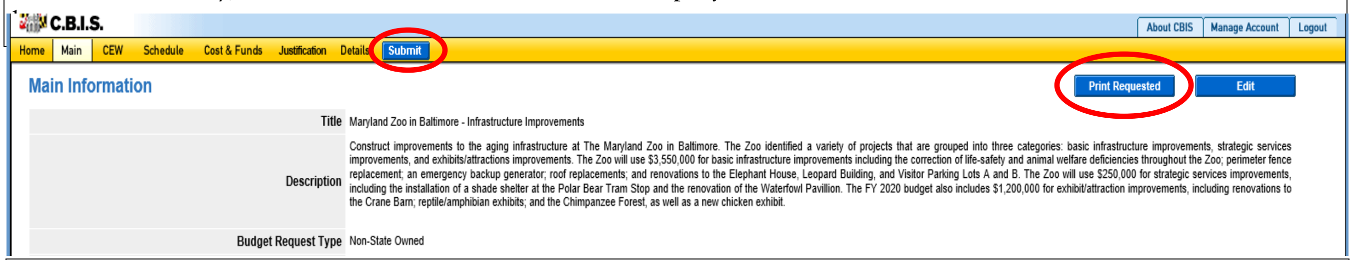
NOTE:

- If your assigned CBIS role is an Agency User, clicking “Submit” will forward the request to your Agency Manager. After submitting the budget request, the Agency User can only view, not change, the submission. If changes are required, the Agency Manager can edit the material before submitting it to OCB. Alternatively, the Agency Manager can return the submission to the Agency User for changes by clicking on the “Main Information” screen. Click “Edit.” Then, click “Request Status” and select “Unsubmit” from the drop-down menu. Click “Save” to exit the edit screen and to save the information in CBIS.

- If your assigned CBIS role is an Agency Manager, clicking “Submit” will forward the request to OCB. After OCB receives the request, the Agency Manager can only view, not change, the submission. If changes are required, contact your OCB analyst and s/he will unsubmit the request. Your OCB analyst may also return the submission to the Agency Manager if the submission is deemed to be incomplete, inaccurate, or incoherent.

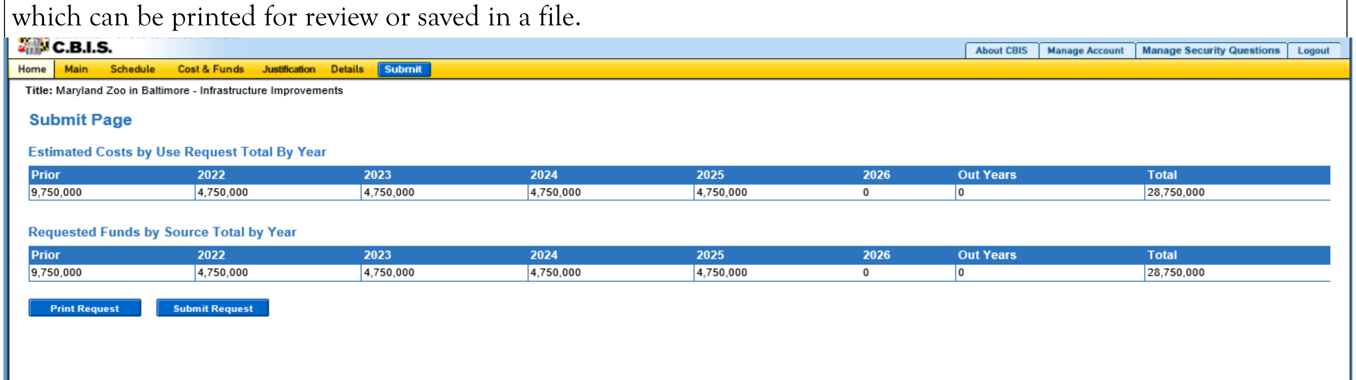
How to submit your request:

Step 1: Print and review a copy of the forms before submitting your request to OCB. After reviewing the request forms for accuracy, return to the “Main” screen for the project and click the blue “Submit” button as shown be-



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 August 15th deadline, CBIS will warn you that you are submitting after the deadline; click “Continue.”

Your request is now submitted and you will no longer be able to edit your submission. Refer to the capital budget instructions circulated in April of each year for further steps.