

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

Forgot username? Contact the service desk at (410) 697-9700 or service.desk@maryland.gov.
Forgot password? [Click Here](#)

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.

To begin the budget request process, access CBIS at <https://cbis.dbm.state.md.us> using your internet browser. 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” link 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, 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 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.
- 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.

State-Owned Project Home Screen

Home | Help | 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 AM
USM	University of Maryland, College Park	Project	Campuswide Building System and Infrastructure Improvements	Submitted to DBM		6/30/2009 6:53:54 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 Wing 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 Wing 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 Field 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 Failing Building and Underground Infrastructure	Unsubmitted	Delete	1/19/2011 11:09:08 AM
USM	University of Maryland, College Park	Project	Replace Failing 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 - Wing 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 that you want to edit is **already in CBIS**, you will see it listed under the *Request Title* column on the CBIS home page. Click on the project's 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.

State-Owned Project New Request Screen

New Request

Request Type

New Project
 New Program

Ownership

State Owned
 Non-State Capital Grants

To request a new project, click “Create a New Request” on the light yellow toolbar on the CBIS home screen.

Request Type	Choose “New Project.”
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Ownership	Choose “State Owned.”
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Click “Save.” CBIS will take you to the “Main Information” screen.

State-Owned Project Main Information Screen

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

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

Main Information Print Requested Edit

Title School of Public Policy Building

Description Construct a 38,355 NSF/69,700 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: -76.938747 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	<p>For existing projects, the name of the project will appear as previously entered.</p> <p>For new projects, the end of the project title needs to include a descriptor about what is being accomplished (e.g. renovation, expansion, remediation, etc.). For projects that include new construction only, the word "new" should be included at the beginning of the project title and an additional descriptor is not needed.</p> <p>Titles can use hyphens, commas, or colons. Do not use symbols (e.g. write "and" instead of "&"), dashes, semicolons, or obscure abbreviations and acronyms.</p>
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 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> (-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	<p>This field indicates the status of the budget request.</p> <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.

State-Owned Project Main Information Screen (Continued)

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: https://mdpgis.mdp.state.md.us/Legis_District/index.html <i>NOTE: Legislative districts were last updated on February 1, 2022.</i>
Subdivision	Select the subdivision (county or Baltimore City) in which the project is located from the drop-down menu.
Budget Code	Select the budget code from the drop-down menu. If you do not see the budget code, contact your OCB budget analyst.
Program Area	Please select the program area from the drop-down menu that best categorizes the project or program. Use your judgment as to which selection appropriately categorizes your project or program. Please note that program area selections in the drop-down menu may change from year to year.
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 facility master plan. Choose “No” if it is not included.
Click “Save.” For the “Save” command to function, you must complete <u>at least</u> the “Title” and “Agency” fields. When you click “Save,” the “Main Information” screen will re-appear, showing all of the information that you entered. To move to another menu, click on the desired menu option on the dark yellow toolbar.	

State-Owned Project Cost Estimate Worksheet

The screenshot shows the CBIS web application interface. At the top, there is a navigation bar with the CBIS logo and the text 'C.B.I.S.'. To the right of the logo are three buttons: 'About CBIS', 'Manage Account', and 'Logout'. Below the navigation bar is a yellow menu bar with the following items: 'Home', 'Main', 'CEW', 'Schedule', 'Cost & Funds', 'Justification', 'Details', 'Tax Survey', 'Operating Imp.', and 'Submit'. The main content area has a title 'Title: School of Public Policy Building'. Below the title is the heading 'CEW List'. To the right of the heading is a yellow 'Add' button. Below the heading is a table with one row. The table has a header 'CEW Title' and a single cell containing the text '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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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

Request

Title: School of Public Policy Building

Schedule

Program Status:

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

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

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

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

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.
Design Period (Months)	Enter the duration of design in months.
Design Period (Starting On)	Enter the actual or anticipated design start date (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 facility 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 facility 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

About CBIS | Manage Account | Manage Security Questions | Logout

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

Last Year's CIP | Request | Req CIP Diff

Title: Chemistry Building Wing 1 Replacement

Cost & Funds - Last Year

Last Year's Recommended 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	10,581,000	0	0	0	0	0	0	10,581,000
Construction	18,282,000	45,190,000	48,317,000	5,330,000	0	0	0	117,119,000
Equipment	0	0	5,500,000	1,700,000	0	0	0	7,200,000
Other	0	0	0	0	0	0	0	0
Total	28,863,000	45,190,000	53,817,000	7,030,000	0	0	0	134,900,000

Last Year's Recommended Funds By Source Edit Grid

Fund Source	Prior	Phase	2022	Phase	2023	Phase	2024	Phase	2025	Phase	2026	Phase	2027+	Phase	Total
GO	12,363,000	PC	45,190,000	C	51,317,000	CE	7,030,000	CE	0		0		0		115,900,000
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		2,500,000	CE	0		0		0		0		2,500,000
NB	16,500,000	PC	0		0		0		0		0		0		16,500,000
Total	28,863,000		45,190,000		53,817,000		7,030,000		0		0		0		134,900,000

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.

<p>Last Year's Recommended Phase Breakdown by Cost</p>	<p>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.</p> <p>Click "Save" and review the information entered. CBIS will calculate the column and row totals.</p>
<p>Last Year's Recommended Funds by Source</p>	<p>Click "Edit Grid" for "Last Year's Recommended Funds by Source." Enter the amount of funds indicated in the current CIP for each respective year by type of funds in 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.</p> <p>Click "Save" and review the information entered. CBIS will calculate the column and row totals. The "Total" rows in each grid must match. If they do not, click "Edit Grid" and update accordingly.</p>

State-Owned Project

C.B.I.S.

[About CBIS](#)
[Manage Account](#)
[Manage Security Questions](#)
[Logout](#)

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

[Last Year's CIP](#)
[Request](#)
[Req CIP Diff](#)

Title: Chemistry Building Wing 1 Replacement

Cost & Funds - Request

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

Fund Type	Prior	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028+	Total
Acquisition	0	0	0	0	0	0	0	0
Planning	10,581,000	0	0	0	0	0	0	10,581,000
Construction	63,472,000	48,317,000	5,330,000	0	0	0	0	117,119,000
Equipment	0	5,500,000	1,700,000	0	0	0	0	7,200,000
Other	0	0	0	0	0	0	0	0
Total	74,053,000	53,817,000	7,030,000	0	0	0	0	134,900,000

Requested Funds By Source [Edit Grid](#)

Fund Source	Prior	Phase	2023	Phase	2024	Phase	2025	Phase	2026	Phase	2027	Phase	2028+	Phase	Total
GO	57,553,000	PC	51,317,000	CE	7,030,000	CE	0	0	0	0	0	0	0	0	115,900,000
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		2,500,000	CE	0		0		0		0		0		2,500,000
NB	16,500,000	PC	0		0		0		0		0		0		16,500,000
Total	74,053,000		53,817,000		7,030,000		0		0		0		0		134,900,000

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

Source of Funds	Amount		
Institutional Funds	16,500,000	Edit	Delete
Total	16,500,000		

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 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. Round all 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 use commas to separate phases when you enter them.</p> <p>Click "Save" and review the information 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 Cost & Funds - Requested CIP Difference Screen

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

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

Last Year's CIP Request Req CIP Diff

Title: Chemistry Building Wing 1 Replacement

Cost & Funds - Req. CIP Difference

Explain the difference between current request and prior recommended CIP

FY 2023 Planned: \$53,817,000 (\$51,317,000 GO Bonds, \$2,500,000 NBF). The amount recommended is consistent with the amount planned in the CIP.

Save Cancel

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

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. Provide quantitative data, when possible and where appropriate, to support the project justification. 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 facility program was approved or since the publication of the current CIP.

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.
- **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 Details and Justification—Request Screen (Continued)

<p>Details and Justification—Request (Continued)</p>	<p>Facility Problem(s) (continued)</p> <ul style="list-style-type: none"> • <i>Obsolete/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 incarcerated people 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.</p> <p>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.”</p>
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**State-Owned Project
Details and 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. You may upload signed agency request letters, backup documentation, cash flows, and fund summaries. <u>You may not upload documents in lieu of providing supporting comments.</u></p>
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State-Owned Project Detail for Project Screen

Title: Renovation of Clifton T. Perkins Hospital North Wing

Details - Request

Proposed Net Square Feet **Add New Area**

Area Name	Square Feet	Edit	Delete
North Wing Renovation	25,871	Edit	Delete
New Construction	6,022	Edit	Delete

Net Sq. Ft.:
Gross Sq. Ft.:

Structural Cost/GSF:
Total Construction Cost/GSF:

Percent Efficiency: 55.43%

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)

C.B.I.S.

[About CBIS](#)
[Manage Account](#)
[Manage Security Questions](#)
[Logout](#)

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

Request Recommendation

Title: Renovation of Clifton T. Perkins Hospital North Wing

Details - Request

Proposed Net Square Feet Add New Area

Area Name	Square Feet		
North Wing Renovation	25,871	Edit	Delete
New Construction	6,022	Edit	Delete

Net Sq. Ft.:

Structural Cost/GSF:

Percent Efficiency: 55.43%

Gross Sq. Ft.:

Total Construction Cost/GSF:

Save
Cancel

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

Net Sq. Ft.	If you did not 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>
Structural Cost/GSF	The structural cost per square foot is determined by dividing the total structural construction cost (Item 8J 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 Construction Cost/GSF	<p>The total cost per gross square foot is determined by dividing the total cost of construction (Item 21c on the CEW) by the total GSF. <i>If you linked your CEW to the “Schedule” and “Details” screens, this field should already be populated.</i></p> <p>Click “Save.” The “Tax Exempt Survey” Screen will appear. To view the information you just entered, click “Details” on the dark yellow toolbar.</p>

State-Owned Project Tax-Exempt Survey

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:

#	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:

#	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	Click the “Link GSF” button, which will populate the GSF Total, GSF Replaced, and GSF Added amounts from the CEW selected from the dropdown menu (on the bottom right). Or, enter the total GSF of the facility <u>without</u> commas or decimals, which should also match the information contained in the CEW and “Details” tab. If the GSF amount is intentionally different from the CEW, please explain in the OIS Comments section.
GSF Replaced	If not using the “Link to GSF” button, 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	If not using the “Link to GSF” button, 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.

Click “Save.” CBIS will display “Net Effect on Operating Budget - Expenditures.”

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.

State-Owned Project Operating Impact - Expenditures Screen

Type	2023	2024	2025	2026	2027	Justification
# FTE Positions	0.00	0.00	0.00	0.00	0.00	
# FTE Contractual	0.00	0.00	0.00	0.00	0.00	
Salaries & Wages	0	0	0	0	0	
Technical and Specialty Fees	0	0	0	0	0	
Communications	0	0	0	0	0	
Travel	0	0	0	0	0	
Fuel & Utilities	0	-41,250	-56,650	-58,350	0	Decrease in operating costs due to decreased total GSF.
Motor Vehicle Operations	0	0	0	0	0	
Contractual Services	0	-24,750	-33,990	-35,010	0	Decrease in operating costs due to decreased total GSF.
Supplies & Materials	0	-1,650	-2,266	-2,334	0	Decrease in operating costs due to decreased total GSF.
Equipment (Repl.)	0	0	0	0	0	
Equipment (Additional)	302,972	38,519	1,949,295	1,947,288	0	\$1,513,958 financed for Phase II (payments begin FY 19) and \$8,311,108 financed for Phase III (payments begin FY 24). UMCP had different cost calculations for the equipment purchase.
Gmts. Subs. & Cont.	0	0	0	0	0	
Fixed Charges	0	0	0	0	0	
Land & Structures	0	0	0	0	0	
Total	302,972	29,131	1,856,389	1,851,594	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.

NOTE: RECOMMENDED COST ESTIMATE CALCULATIONS WERE UPDATED MAY 2025.

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

FTE Positions & FTE Contractual Positions	<p>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.</p> <p>For example, assume a new building to replace an obsolete facility that housed 50 staff will open on January 1st 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 "Justification" column to explain how your projections were derived.</p>
Salaries & Wages	<p>Include operating funds needed by class title, grade, and step with benefits for facility-related purposes only.</p> <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 29.80% for regular employees. Amount for Law Enforcement Officers Pension System (LEOPS) is 47.03%. • Health insurance should be calculated at \$12,000 per employee. • Turnover: Salary and fringe benefits (without health insurance and retiree subsidy) should be 25% in the first year, then revised downward to 5% in the out years.
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 25% in the first year, then revised downward to 5% in the out years.
Communications	<p>Telephones and mailing costs.</p> <ul style="list-style-type: none"> • Telephone operation costs of \$600 per line annually. Increase each year by 3% for inflation. • Report communication equipment required by the facility under the equipment line. The only exception is handheld devices, such as cellphones and tablets, which should be reported under the communication line.
Travel	<p>Additional travel related to training activities and location of or support to facility.</p>
Fuel and Utilities	<p>Savings from better energy efficiency on entire building should be reflected as an offset to any cost of supporting additional space.</p>
Motor Vehicle Operation and Maintenance	<p>Additional facility-related needs only.</p>
Contractual Services	<p>Service contracts for HVAC, elevators, security, custodial or other maintenance needs or agreed upon "\$ per GSF/FTE" factors.</p>
Supplies and Materials	<p>Base estimates on actual for a building of similar size or function or agreed upon "\$ per GSF" factors. Office supplies per GSF should be \$1 annually. Increase each year by 3% for inflation.</p>

**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.</p> <p>Office furniture: \$2,090 per person. Computer package (if necessary): \$1,500 per person.</p>
<p>Other</p>	<p>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

C.B.I.S.							About CBIS	Manage Account	Manage Security Questions	Logout
Home	Main	CEW	Schedule	Cost & Funds	Justification	Details	Tax Survey	Operating Imp.	Submit	
Main Expenditures Fund Sources and Comments										
Title: Chemistry Building Wing 1 Replacement										
Net Effect on Operating Budget – Fund Sources and Comments										
Fund Sources									Edit Grid / Comments	
	2023	2024	2025	2026	2027	Justification				
GO	0	0	0	0	0					
GF	124,336	1,411,233	1,390,786	1,387,160	0					
SF	41,445	470,412	463,596	462,387	0					
FF	0	0	0	0	0					
RB	0	0	0	0	0					
NB	0	0	0	0	0					
Total	165,781	1,881,645	1,854,382	1,849,547	0					

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>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) - leave 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 yellow navigation bar at the top containing links for Home, Main, CEW, Schedule, Cost & Funds, Justification, Details, Tax Survey, Operating Imp., and Submit. On the right side of the navigation bar are links for About CBIS, Manage Account, and Logout. Below the navigation bar is a section titled 'Main Information' with a 'Print Requested' button circled in red and an 'Edit' button. The main content area displays the following information:

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

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:

The screenshot shows the C.B.I.S. web application interface. At the top, there is a navigation bar with the C.B.I.S. logo and links for "About CBIS", "Manage Account", "Logout", and "Help". Below this is a yellow navigation bar with "Home" and "Reports" tabs. Under "Reports", there are links for "Capital Budget Reports", "Capital Budget Worksheets", "End of Session Reports", "Supplemental Reports", and "Security Reports". The main content area is titled "Capital Budget Worksheets". It features a form with the following elements:

- Agency:** A dropdown menu currently set to "Board of Public Works".
- Request:** An empty dropdown menu.
- Project:** A section with five checkboxes:
 - 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:** A section with five checkboxes:
 - 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

At the bottom of the form, there are two buttons: "Select Output Format" and "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: You may need to enable pop-ups in your internet browser.

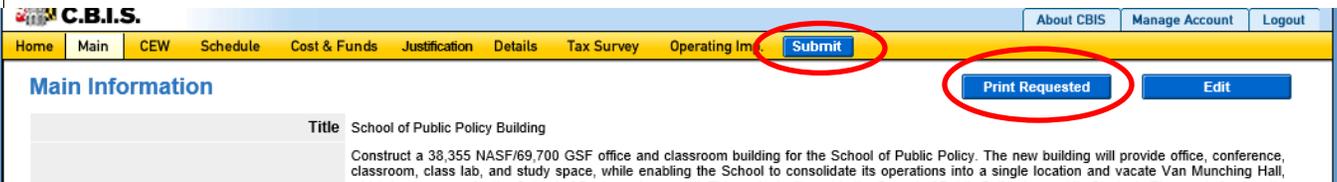
State-Owned Project How to Submit Your Request

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 view, but 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 from 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 view, but not change, the submission. If changes are required, contact your OCB budget analyst and they will unsubmit the request. Your OCB budget analyst may also return the submission to the Agency Manager if the submission is incomplete, inaccurate, or incoherent.

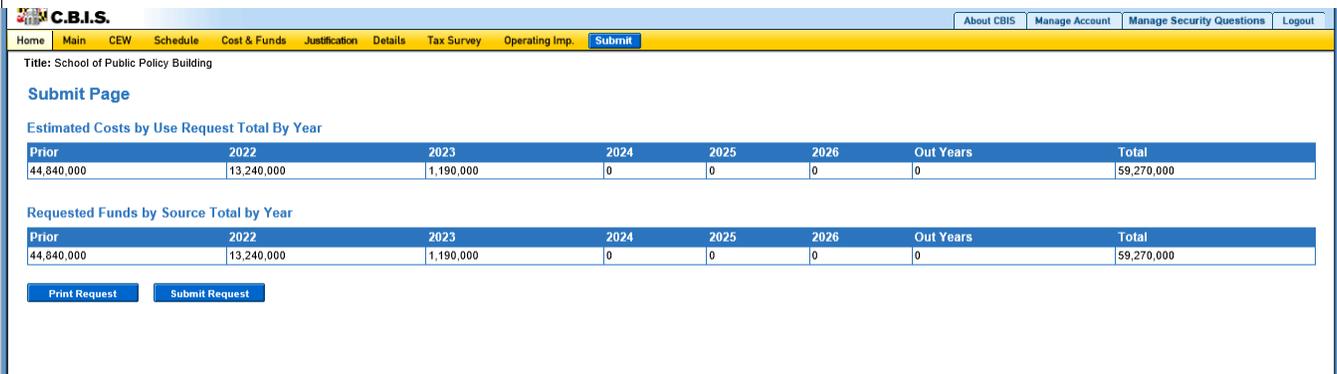
How to submit your request:

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.