

**Instructions for the Preparation and
Submission of
Capital Budget Requests**



Martin O'Malley, *Governor*
Anthony G. Brown, *Lieutenant Governor*

DEPARTMENT OF BUDGET AND MANAGEMENT

May 2007

TABLE OF CONTENTS

I.	INTRODUCTION TO MANUAL	4
II.	STATE-OWNED PROJECT AND PROGRAM SUBMISSION REQUIREMENTS	6
	A. Purpose	
	B. Types of State-Owned Requests	
	1. State-Owned Projects	
	2. State-Owned Programs	
	C. Required Submission Documents	
	1. Submission Requirements for State-Owned Projects	
	a. CBIS Forms (To be Submitted Electronically)	
	b. Letter from Agency Secretary/Director	
	c. Supporting Information	
	d. Equipment Guidelines and Equipment Request Form	
	e. Environmental Assessment Form	
	f. Project Consistency Report	
	g. Reforestation Requirements	
	h. Chesapeake Bay Critical Areas	
	i. Historic Preservation	
	2. Submission Requirements for State-Owned Programs	
	a. CBIS Forms (To be Submitted Electronically)	
	b. Letter from Agency Secretary/Director	
	c. Supporting Information	
III.	NON-STATE PROJECT AND PROGRAM SUBMISSION REQUESTS	11
	A. Purpose	
	B. Types of Non-State Facility Requests	
	1. Non-State Owned Projects	
	2. State Grant and Loan Programs for Non-State Projects	
	C. Required Submission Documents	
	1. Submission Requirements for Non-State Owned Projects	
	a. CBIS Forms (To be Submitted Electronically)	
	b. Letter from Agency Secretary/Director	
	c. Supporting Information	
	2. Submission Requirements for State Grant and Loan Programs	
	a. CBIS Forms (To be Submitted Electronically)	
	b. Letter from Organization Director	
	c. Description and Justification of Program Form	
	d. Supporting Information	
	e. Fund Summary Tables	
	f. Private Use of Tax Exempt Financing	

IV.	GETTING COMFORTABLE WITH CBIS	15
	A. How to Use CBIS	
	B. Security	
	C. Helpful Hints	
	D. Getting Help	
	E. Glossary and Abbreviations	
V.	THE USE OF CBIS FOR STATE-OWNED PROJECTS	22
VI.	THE USE OF CBIS FOR STATE-OWNED PROGRAMS	80
VII.	THE USE OF CBIS FOR NON-STATE OWNED PROJECTS	115
VIII.	THE USE OF CBIS FOR NON-STATE GRANT AND LOAN PROGRAMS	138
IX.	INSTRUCTIONS FOR COMPLETING A COST ESTIMATE WORKSHEET	175
APPENDICES		198
	Appendix A: Capital Improvement Qualifications and Terminology	
	Appendix B: Submission of Facility Programs for Capital Projects	
	Appendix C-1: Equipment Acquisition Guidelines	
	Appendix C-2: Equipment and Furnishings Request	
	Appendix D: Program Description and Justification	
	Appendix E: Capital Grant and Loan Program Fund Summary Table	
	Appendix F: Private Activity Limitations on General Obligation Bond Financed Projects	

I. INTRODUCTION TO MANUAL

The purpose of this manual is to explain how to prepare and submit the annual capital budget request and five-year capital improvement program requests to the Office of Capital Budgeting (OCB) of the Department of Budget and Management. This activity utilizes an electronic process called the Capital Budget Information System (CBIS).

CBIS enables applicants for capital funding from State Agencies and non-State organizations, to submit most of the required forms and attachments through the Internet. This web-based process will increase efficiency by eliminating the existing need for multiple entries of capital budget data, reducing the time spent reviewing data entry, and reducing the potential for errors in capital budget data. As a result, increased time will be available for analysis of capital budget requests.

The submitting organization will be able to:

1. Create new budget requests for projects and programs.
2. Delete existing budget requests for projects and programs.
3. Enter and update all required information for a budget request.
4. Submit budget request information to an agency manager for further review (in some agencies.)
5. Submit the final budget requests electronically to OCB for review.
6. Avoid the need to make numerous copies of budget requests.

CBIS must be used for all requests for State capital funding. There are two types of funding requests:

1. Requests for State-owned facilities.
2. Requests for Non-State owned facilities.

There are projects and programs within each of the two types of funding requests.

1. State-Owned Capital Funding Requests
 - a. Project – A capital improvement such as acquisition of land, new building construction, building renovation, or utility improvement for a State Agency. Examples are a new State Police Barrack, a State university building, a State hospital, or a State prison facility.
 - b. Program – A capital funding allocation to a State agency that administers funds for a specific type of capital improvement needed by various State agencies. Examples are handicapped accessibility improvements, asbestos abatement, or facilities renewal.
2. Non-State Owned Capital Funding Requests
 - a. Project – A capital improvement undertaken by a non-State entity, such as a local government or a non-profit organization, for a discrete project that will have a beneficial statewide impact and that the Administration has agreed to support.

Examples are a cultural attraction such as the aquarium or a community recreation center, a local redevelopment or revitalization project, or a regional health facility.

- b. Program – A capital funding allocation to a State agency that administers disbursements of funds to local governments, non-profit organizations, or the private sector for specific capital costs in a project that has a statewide significance. State assistance is usually provided in the form of matching grants, loans, or loan guarantees, generally for more than one project in any given year. Examples are the Senior Center Grant Program, the Biological Nutrient Removal Program, or the Community Legacy Program.

Please feel free to call your assigned budget analyst about questions concerning the funding categorization of a particular project or program.

In order to assist applicants for State capital funding, this manual provides “screen shots” of the material that must be entered using CBIS. A screen shot is a facsimile of a computer screen, and it shows the particular kinds of information that are necessary in making a capital budget request. Also, instructions in this manual, located in the bottom half of the screen shots, show how to enter the information.

Not all of the required request forms are available in CBIS. Those that are not available in CBIS will be noted in the following sections of this manual. They must be downloaded from the DBM website, or obtained from the agencies referenced, and submitted to DBM electronically, by mail, or by courier. This must be done in addition to the electronic submission of the CBIS forms. Any material not submitted electronically must be submitted with the Agency transmittal letter along with 10 copies of each item.

In order to download forms from the DBM website, go to www.dbm.maryland.gov.

Click “Agencies”

Click “Budget-Capital.”

Click “Capital Budget Instructions.”

Click “Capital Budget Instructions” again on new screen.

Open and download the Form (s) you need.

Requests for capital improvements for State facilities are generally due on June 30th of each year, and requests for improvements for non-State facilities are generally due on August 15th of each year.

II. STATE-OWNED PROJECT AND PROGRAM REQUESTS

A. PURPOSE

The purpose of this section is to describe the documents required for submitting capital funding requests for State-owned facilities.

The statutory requirement for State Agencies to submit information to the Department of Budget and Management can be found in the State Finance and Procurement Article, Subsections 3-601 through 3-607 of the Annotated Code of Maryland.

B. TYPES OF STATE-OWNED REQUESTS

- 1. State-Owned Projects.** These are discrete projects for specific capital improvements. A capital improvement may include acquisition, design, construction, renovation, or equipping of a facility. These terms are defined in [Appendix A](#). In order for the capital improvement to receive funding, it must have been fully described and justified in a facility program that has been approved by the Office of Capital Budgeting of the Department of Budget and Management. See [Appendix B](#) for facility program submission requirements.

The following State agencies should follow the instructions for the submission of documents for any State-owned projects to be requested in the capital budget and five-year capital improvement program:

- Department of Agriculture
- Department of Budget and Management
- Baltimore City Community College
- Canal Place Preservation and Development Authority
- Maryland School for the Deaf
- Maryland Environmental Service
- Department of General Services
- Department of Health and Mental Hygiene
- Historic St. Mary's City Commission
- Department of Housing and Community Development
- Judiciary
- Department of Juvenile Services
- Department of Labor, Licensing and Regulation
- Military Department
- Morgan State University
- Department of Natural Resources
- Department of Public Safety and Correctional Services
- Maryland Department of Planning
- St. Mary's College of Maryland
- Southern Maryland Higher Education Center
- Department of State Police

University System of Maryland
Department of Veterans Affairs

- 2. State-Owned Programs.** These are on-going programs administered by State agencies to make particular types of capital improvements to State facilities. Examples include handicapped accessibility modifications, or asbestos abatement. The following State agencies, responsible for the programs listed beneath them, should follow the instructions for the submission of documents for State-owned programs.

Department of Disabilities

Accessibility Modifications

Maryland Energy Administration

State Agency Loan Program

Department of Natural Resources

Critical Maintenance Program

Dam Rehabilitation Program

Oyster Restoration Program

Maryland Public School Construction Program

Renovation of Relocatable Classrooms

Department of General Services

Asbestos Abatement Program

Facilities Renewal Program

Underground Heating Oil Storage Tank Replacement Program

University System of Maryland

Capital Facilities Renewal Projects

If your State Agency is contemplating a project to provide accessibility for the disabled, a project to reduce the consumption of energy, the abatement of asbestos, a maintenance/repair project that will cost between \$100,000 and \$1,000,000, or the remediation or replacement of underground heating oil storage tanks, then you should submit your request to the appropriate State Agency listed above. The submission should not be made directly to DBM. Please contact these agencies to determine their submission requirements and due dates.

C. REQUIRED SUBMISSION DOCUMENTS

1. Submission Requirements for State-Owned Projects

- a. **CBIS Forms.** Requests for funding State-owned projects in all five years of the State's Capital Improvement Program must be submitted electronically in the Capital Budget Information System (CBIS). See Section V: The Use of CBIS for State-Owned Projects, for screen shots of required CBIS forms and detailed instructions on how to fill out these screens.

- b. **Letter from Agency Secretary/Director.** Each State Agency submitting a capital budget request in CBIS must also submit an original letter signed by the agency head, which endorses the request. The letter should describe and justify any requested changes to the Governor's most recent five-year capital improvement program. This letter should also be accompanied by a summary of all the projects being requested in the five-year capital improvement program ranked in priority order.

NOTE: The following documents, if relevant, must be submitted to DBM. Any material not submitted electronically must be submitted with the agency transmittal letter, along with 10 copies of each item.

- c. **Supporting Information.** Each State Agency submitting a capital budget request for a discrete State-owned capital project may submit any maps, charts, tables, comparisons between capacity and usage, and other supporting information as may be appropriate to support and persuade the Office of Capital Budgeting of the Department of Budget and Management that the project should be funded.
- d. **Equipment Guidelines and Equipment Request Form.** Each State Agency submitting an equipment request should refer to Appendix C-1 for equipment guidelines and submit an equipment list filled in similar to that in Appendix C-2. Copies of this form are available on the DBM website. See the Introduction of this manual for instructions on how to access this form.
- e. **Environmental Assessment Form.** Each project request submitted for the first time must include a copy of an Environmental Assessment Form, and if necessary, a copy of an Environmental Effects Report. If the reports have been submitted with the facility program, they do not have to be resubmitted with the request. Once these forms have been submitted, they do not need to be resubmitted each year, unless conditions change. Copies of these forms are available on the DBM website. See the Introduction of this manual for instructions on how to access these forms. In addition to submitting this form to DBM, you must also submit a copy to the Department of Planning at the following address:

State Clearinghouse
Maryland Department of Planning
301 W. Preston Street, 11th Floor
Baltimore, MD 21201-2365
410-767-4490

- f. **Project Consistency Report.** Each project request that will result in the construction of a new facility or building must be accompanied by a copy of a Project Consistency Report. Copies of these forms are available on the DBM website. See the Introduction of this manual for instructions on how to access these forms. Once these forms have been submitted, they do not need to be resubmitted each year unless conditions change. In addition to submitting this form to OCB, you must also submit a copy to the Maryland Department of Planning at the following address:

Maryland Department of Planning
Plan and Project Review
301 W. Preston Street, 11th Floor
Baltimore, MD 21201
410-767-4490

NOTE: If any of the following forms are necessary, the agencies listed below should be contacted for the relevant forms. Upon completion of the forms, a copy must be submitted electronically, or in hard copy by mail or courier, to DBM. Any material not submitted electronically must be submitted with the agency transmittal letter along with 10 copies of each item.

- g. **Reforestation Requirements.** Each project request that involves the disturbance of 40,000 square feet or more of land area must include an evaluation of the proposed site by the Department of Natural Resources as to the reforestation requirements that may apply. Contact information:

Department of Natural Resources
Forest, Wildlife and Heritage Service
Tawes State Office Building, E1
580 Taylor Avenue
Annapolis, MD 21401
410-260-8590

- h. **Chesapeake Bay Critical Areas.** Each project request that will be located within a Chesapeake Bay Critical Area must include: (1) proof of consultation with the Chesapeake Bay Critical Area Commission; (2) proof of the fact that the agency is considering Critical Area-related impacts as required under COMAR 27.02.05 of the regulations; and (3) a copy of the Commission's comments and responses about the project. Commission approval will be needed for projects in the Critical Area prior to the stages noted in COMAR 27.02.05.2B of the regulations. Contact information:

Department of Natural Resources
Chesapeake Bay Critical Area Commission
Tawes State Office Building

580 Taylor Avenue
Annapolis, MD 21401
410-260-3460

- i. **Historic Preservation.** Each project request that would affect the State's historical and/or cultural resources must be accompanied by either (1) the recommendations of the Maryland Historical Trust regarding the potential for adverse effects on properties listed in, or eligible for, the Maryland Register of Historic Properties, or (2) a report on the status of the Trust's review of the project. Contact information:

Maryland Department of State Planning
Maryland Historical Trust
Office of Preservation Services
100 Community Place
Crownsville, MD 21032
410-514-7629

2. Submission Requirements for State-Owned Programs

- a. **CBIS Forms.** Requests for funding State-owned programs must be submitted electronically in the Capital Budget Information System (CBIS). See Section VI: The Use of CBIS for State-Owned Programs, for screen shots of required CBIS forms and detailed instructions on how to fill out these screens.
- b. **Letter from Agency Secretary/Director.** Each State Agency submitting a capital budget request in CBIS must also submit an original letter signed by the agency head, which endorses the request. The letter should describe and justify any requested changes to the Governor's most recent five-year capital improvement program. This letter should also be accompanied by a summary of all the programs being requested in the five-year capital improvement program ranked in priority order as well as a listing of the projects within these programs ranked in priority order.
- c. **Supporting Information.** Each State Agency submitting a capital budget request for a State-owned capital program may submit any maps, charts, tables, comparisons between capacity and usage, and other supporting information as may be appropriate to support and persuade the Office of Capital Budgeting of the Department of Budget and Management that the program should be funded. These documents must be submitted with the agency transmittal letter or transmitted electronically to DBM. If these documents are not submitted electronically, ten copies of each item should be provided.

III. NON-STATE PROJECT AND PROGRAM REQUESTS

A. PURPOSE

The purpose of this section is to describe the documents required for submitting capital funding requests for non-State facilities.

The statutory requirement for submission of information to the Department of Budget and Management can be found in the State Finance and Procurement Article, Subsection 3-601 through 3-607, Annotated Code of Maryland.

B. TYPES OF NON-STATE FACILITY REQUESTS

- 1. Non-State Owned Projects.** These are State grants for capital projects that are not administered by State agencies; instead they are administered by grant recipients themselves. The capital project must have a beneficial statewide impact and the Administration must agree to support the project through the State's capital budget. If funding is not provided in the Governor's current Capital Improvement Program, applicants should discuss the project with DBM prior to submitting a request in CBIS. The following projects are examples of a non-State project with a beneficial Statewide impact.

National Aquarium in Baltimore Expansion – Center for Aquatic Life and Conservation

East Baltimore Biotechnology Park and West Side Revitalization Projects

The Maryland Zoo in Baltimore Redevelopment and Facilities Renewal Projects

State Library Resource Center

- 2. State Grant and Loan Programs.** These are on-going State financial assistance programs administered by State Agencies to local governments and the private sector for specific capital costs that support a statewide initiative. State assistance is typically provided in the form of matching grants, loans, or loan guarantees, generally for more than one project in a given year. The following State agencies, responsible for the programs listed beneath them, should follow the instructions for the submission of documents for non-State owned programs.

Department of Aging

Senior Citizen Activities Centers Grant Program

Department of Agriculture

Agricultural Land Preservation Program

Maryland Agricultural Cost Share Program

Tobacco Conversion Program

Department of Business and Economic Development

Maryland Economic Development Assistance Fund

Maryland Energy Administration

Community Energy Loan Program

Energy Efficiency and Economic Development Loan Program

Department of the Environment

- Biological Nutrient Removal Program
- Comprehensive Flood Management Grant Program
- Enhanced Nutrient Removal Program
- Hazardous Substance Cleanup Program
- Maryland Drinking Water Revolving Loan Fund
- Maryland Water Quality Revolving Loan Fund
- Septic System Upgrade Program
- Sewer Rehabilitation Program
- Small Creek and Estuary Restoration Program
- Stormwater Pollution Control Program
- Supplemental Assistance to Grant and Loan Recipients Program
- Water Supply Assistance Program

Department of Health and Mental Hygiene

- Adult Day Care Facilities Grant Program
- Community Health Facilities Grant Program
- Federally Qualified Health Centers

Maryland Higher Education Commission

- Community College Grant Program

Department of Housing and Community Development

- Community Development Block Grants
- Community Legacy Program
- Homeownership Programs
- Neighborhood Business Development Program
- Partnership Rental Housing Program
- Rental Housing Programs
- Shelter and Transitional Housing Facilities Grant Program
- Special Loan Programs

Department of Juvenile Services

- Juvenile Services Facilities Grant Program

Department of Natural Resources

- Community Parks and Playgrounds
- Ocean City Beach Maintenance Fund
- Program Open Space
- Rural Legacy Program
- Shore Erosion Control Loan Program
- Waterway Improvement Program

Department of Public Safety and Correctional Services

- Local Jails and Detention Centers

Maryland Department of Planning

- Capital Grant Fund for Historical Preservation
- Maryland Historical Trust Revolving Loan Fund

Interagency Committee for Public School Construction

- Public School Construction Program

The following non-State agencies should also submit their capital funding requests using the instructions for a non-State owned program.

Maryland Hospital Association

Maryland Independent College and University Association

C. **REQUIRED SUBMISSION DOCUMENTS**

1. **Submission Requirements for Non-State Owned Projects**

- a. **CBIS Forms.** In the event staff from the requesting organization have been trained in the use of the Capital Budget Information System (CBIS), then requests for funding non-State-owned projects must be submitted electronically in CBIS. See Section VII: The Use of CBIS for Non-State Projects, for screen shots of required CBIS forms and detailed instructions on how to fill out these screens.
- b. **Letter from Organization Director.** Each organization submitting a capital budget request, whether it is electronically or on paper, must also submit a letter signed by the organization head, which summarizes and endorses the request. In the event the organization's project was included in the Governor's current five-year capital improvement program, then this letter should also describe and justify any requested changes to the project or the funding proposed in the most recent five-year capital improvement program. This letter must be signed, provided in hard copy, and delivered to DBM/OCB by mail or courier.
- c. **Supporting Information.** Each organization submitting a capital budget request for a discrete non-State owned capital project may submit any maps, charts, tables, comparisons between capacity and usage, and such other supporting information as may be appropriate to support and persuade the Office of Capital Budgeting of the Department of Budget and Management that the project should be funded. These documents must be submitted with the organization's transmittal letter. If the documents are not submitted electronically, ten copies of each item should be provided.

2. **Submission Requirements for State Grant and Loan Programs**

- a. **CBIS Forms.** Requests for funding State Grant and Loan programs must be submitted electronically in the Capital Budget Information System (CBIS). See Section VIII: The Use of CBIS for State Grant and Loan Programs for Non-State Projects, for screen shots of required CBIS forms and detailed instructions on how to fill out these screens.
- b. **Letter from Agency Secretary or Director.** Each State Agency submitting a capital budget request in CBIS must also submit a letter signed by the agency

head, which summarizes and endorses the request. This letter should also describe and justify any requested changes to the Governor's most recent five-year capital improvement program. This letter must be signed, provided in hard copy, and delivered to DBM/OCB by mail or courier.

- c. **Description and Justification Form.** Each State Agency submitting a capital budget request in CBIS must also submit a Program Description and Justification Form. Detailed instructions and a sample-completed form are in Appendix D. A copy of this form is available on the DBM website. See the Introduction of this manual for instructions on how to access the form.

NOTE: The following documents, if relevant, must be submitted along with the agency transmittal letter. Any material not submitted electronically must be submitted with the agency transmittal letter along with 10 copies of each item.

- d. **Supporting Information.** Each State Agency submitting a capital budget request for a State Grant and Loan program may submit any maps, charts, tables, comparisons between capacity and usage, and such other supporting information as may be appropriate to support and persuade the Office of Capital Budgeting of the Department of Budget and Management that the program should be funded.
- e. **Fund Summary Table.** Each State Agency submitting a capital budget request for a State loan program must also submit fund summary tables. Detailed instructions and a sample-completed form are in Appendix E. The table can be modified for special accounting requirements that are unique to a program. For example, a program partially funded by revenue bonds would need to include revenue bonds as an additional revenue source. A copy of this form is available on the DBM website. See the Introduction of this manual for instructions on how to access the form.
- f. **Private Use of Tax-Exempt Financing.** Each State agency submitting a General Obligation Bond funding request for a State grant and loan program with associated projects that may involve private uses must also submit a CB Form D1 or D2, Survey of Private Uses of Tax-Exempt Financing. Detailed instructions and a sample completed form are in Appendix F. A copy of this form is available on the DBM website under Capital Budget Instructions Appendices A thru F.

IV. GETTING COMFORTABLE WITH CBIS

A. How to Use CBIS

The next four sections of this manual contain screen shots for each of the respective types of capital budget requests. They include:

The Use of CBIS for State-Owned Projects (Section V)

The Use of CBIS for State-Owned Programs (Section VI)

The Use of CBIS for Non-State Owned Projects (Section VII)

The Use of CBIS for State Grant and Loan Programs for Non-State Projects (Section VIII)

Each of these sections begins with a preface that includes step-by-step instructions concerning:

- (1) How to enter CBIS
- (2) How to enter a project or program
- (3) How to navigate through CBIS
- (4) How to print a copy of your request
- (5) How to make an electronic submittal of your forms

Prior to beginning the completion of the forms, the reader is urged to read the preface that pertains to the type of request being made.

B. Security

CBIS was designed with security in mind. Everyone using CBIS must have a password to access the system. Instructions for using passwords and a screenshot of the login screen are shown on page 16. Staff members of one submitting agency are not able to view, update, or print the budget requests of another State Agency. Additionally, State Agencies are not able to revise, update, or change the recommendations of the OCB analyst. No groups, including the submitting agencies, are able to view the OCB Budget Analyst's recommendations until publication in the Maryland Capital Budget in January of each year.

CBIS restricts the privileges of individual users by assigning each user a role. This allows CBIS to prevent a user from seeing certain data, changing data, running reports on the data, or performing certain system functions. The possible CBIS user roles, and the functions each can perform, are shown on page 17.

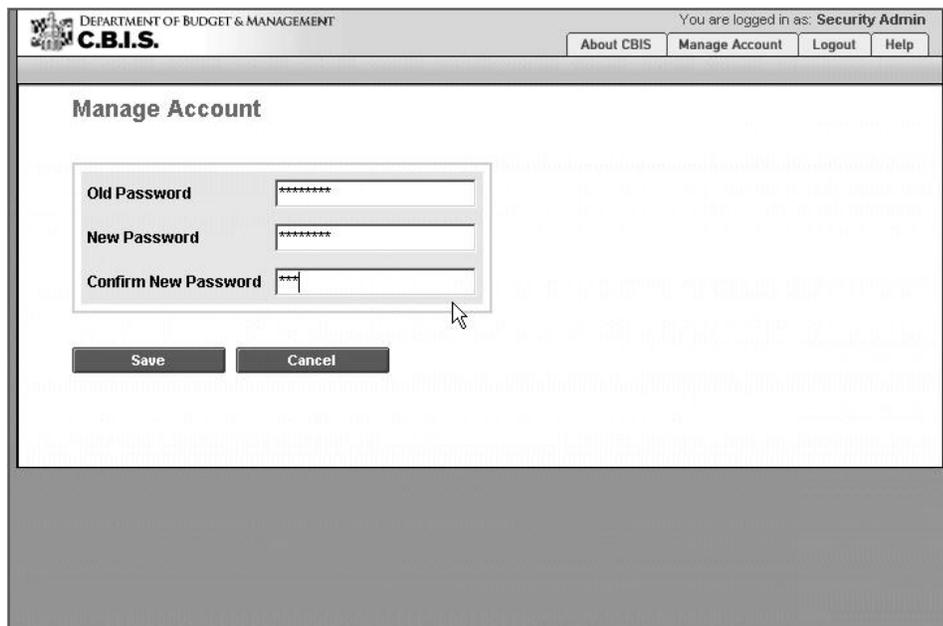
Use of Passwords on Login Screen

When CBIS privileges are granted, a password will be assigned to you.

Enter this password in the Old Password field.

Enter your own new password in the New Password field.

Enter the new password a second time in the Confirm New Password field.



The screenshot shows a web interface for the Department of Budget & Management (C.B.I.S.). The user is logged in as 'Security Admin'. The main content area is titled 'Manage Account' and contains a form with three password fields: 'Old Password', 'New Password', and 'Confirm New Password'. Each field is currently filled with asterisks. Below the fields are 'Save' and 'Cancel' buttons. The top navigation bar includes links for 'About CBIS', 'Manage Account', 'Logout', and 'Help'.

NOTES:

The contents of the **New Password** field and the **Confirm New Password** field must match.

The password information you are entering will not be displayed on the screen.

Passwords

- Must be between 8 and 10 characters
- Must contain at least 1 uppercase, 1 lowercase and 1 numeric character
- Cannot be the same as username
- Cannot have more than 2 consecutive identical characters
- Cannot be changed by changing only 1 character
- Cannot be reused for 6 months
- Suspend after 3 failed login attempts
- Expire every 45 days
- Are issued pre-expired

Secure passwords include uppercase letters, lowercase letters, and numerals.

Roles	Permissible Functions
All Roles	View and print forms as noted in the roles below.
Agency User	View, add, edit, delete, print own agency requests. Submit to own agency manager.
Agency Manager	Agency User privileges, except “Delete.” Submit request to OCB.
OCB Analyst	View, add, edit, delete, print information for assigned agencies and unsubmit requests.
OBA User	Create, edit, view, print operating budget information.
CEW Administrator	Create, edit, view, print CEW information.
DLS User	View all requests and recommendations. Generate reports.
CBIS Administrator	All of the above. Maintain reference data. Perform rollovers.
Security Administrator	Maintain Users.

C. Helpful Hints

- Remember to click the “Save” button on data entry screens before exiting any screen, or you will lose any information you entered. Additionally, if you do not click “Save” before leaving your computer, you will lose any unsaved information after 30 minutes.
- Do not hit the “Enter” button on a Data Entry Screen. On some of these screens, clicking “Enter” defaults to “Cancel,” and you will lose any information entered on that screen.
- Clicking the CBIS logo in the upper left corner of the screen will always return you to your CBIS home page, regardless of where you are in the program. Alternatively, clicking “Home” on the dark yellow toolbar will also return you to the CBIS home page.
- The screens do not have to be entered in the same order as they appear in this manual.
- If you make a mistake on any data entry screen, simply delete or overwrite data. If you make a mistake on the “Create a New Request” screen where you classified your request as a Project or Program and as State-Owned, Non-State, or Grant and Loan, then it will be necessary to delete the project from the main request screen and start over again.
- Text boxes are entered in a text format and appear in small print. Remember to run Spell Check and click Full Page Justification.

D. Getting Help

For on-line help at any time while running CBIS, click the “Help” button at the upper right corner of the screen. Clicking the “Help” button will open a separate browser window. The window will contain descriptive text about the screen currently displayed in CBIS, including a list of the buttons, text boxes, and other elements on the screen and what they do. This material is adapted from the screen information in this guide.

Also present in the “Help” window will be one or more links to common system functions that are performed with the current CBIS screen. Following one of those links will present a step-by-step list of instructions for that function.

The “Help” window may be closed to return to CBIS, or can be left open for ready reference. If assistance is needed to access CBIS, resolve a problem, or to establish a user account, contact the DBM Service Desk at 410-260-7778. If assistance is needed that relates to the specific project, please contact your assigned capital budget analyst.

E. Glossary and Abbreviations

Terms Relating to Phases of a Project

- Acquisition** Acquisition of any freehold, fee or leasehold interest in land improvements and of any structures and fixtures located on the premises.
- Planning** Design of a project prior to bidding a construction contract, and services required of an architect/engineer during the construction and post construction stages of the project.
- Construction** All work necessary, including demolition, to accomplish a specific purpose and to produce a complete and usable facility or structure, or a complete and usable improvement to an existing facility or structure.
- Equipment** Movable equipment and furnishings which, after taking into account any and all usable equipment currently on hand must be placed in the facility to accommodate the functions for which the facility has been designed. All moveable equipment must have a useful life expectancy of at least 15 years with normal maintenance.
- Other** Any items that do not fit into the above categories. An example might be the temporary rental of space while existing space is being renovated.

Terms Relating to Fund Sources

- GO** General Obligation Bonds are debt instruments backed by the full faith and credit of the State of Maryland. They are authorized and issued primarily to provide funds for State-owned capital; improvements such as prisons, State hospitals, facilities at public institutions of higher education, and State Office Buildings. General Obligation bonds are also issued for various local projects, local jails, public schools, and community health centers.
- GF** General Funds are generated from the various taxes imposed by the State and are primarily used to fund loan programs in the capital budget and other items which are cumbersome to administer using bond proceeds due to federal tax laws.
- SF** Special Funds are revenues derived from a specific source such as user fees, dedicated taxes, or loan repayments which are legally restricted for use on a specific project or program.

- FF Federal Funds are grants from the federal government, which are designated for a specific purpose, such as construction of military facilities or the financing of housing programs.
- RB Revenue Bonds are funds generated through the sale of bonds secured by dedicated revenues and are not considered an obligation of the State of Maryland and are not subject to the general obligation bond debt limit.
- NB Non-Budgeted Funds are funds generated from fees, charges, grants, donations, and operations which are not included in the State of Maryland budget because the activities which generate these funds are intended to be self-supporting.

Terms Relating to Categorization of Space

- GSF Gross Square Feet is the measurement of space from outside wall to outside wall on each level of the building.
- NSF Net Square Feet, also NASF for Net Assignable Square Feet is the sum of all floor areas of a building allotted to an occupant or to be used by an occupant. NSF is measured from inner faces of walls.

Note: The difference between GSF and NSF is non-assignable area. It typically includes custodial space such as a janitor’s closet, circulation space such as corridors, mechanical space such as mechanical rooms, and construction space such as areas occupied by wall thicknesses.

Terms Relating to Fund Activity Within Programs

- Appropriation Funds authorized by the Maryland General Assembly for a specific project or program.
- Encumbrances Funds legally obligated for use on a project as evidenced by an approval from the Board of Public Works or by a signed contract.
- Expenditures Funds paid to a vendor for services rendered.

Terms Relating to Correlation of Project Lists to Funds Available or Requested in Grant and Loan Programs

Carryover Funds	Funds available from a previous authorization that can be recycled for use on other projects. Typically, they result from projects that have been completed or abandoned.
Cash Flow Adjustment	Funds authorized for projects in anticipation they will not be ready to be encumbered in the fiscal year authorized. They are authorized anyway to provide leverage in fund raising or because experience has indicated that in any given year some projects will be unable to proceed.

Abbreviations Relating to the Budget Process

CBIS	Capital Budget Information System
DBM	Department of Budget and Management
DGS	Department of General Services
DLS	Department of Legislative Services
FY	Fiscal Year
MCCBL	Maryland Consolidated Capital Bond Loan
MFR	Managing for Results – A performance based management system
OCB	Office of Capital Budgeting
PAYGO	Pay-As-You-Go
PDF	Portable Document Format

Abbreviations Relating to the Cost Estimate Worksheet

A/E	Architect/Engineer
CEW	Cost Estimate Worksheet
CM	Construction Manager
CPM	Critical Path Method
HVAC	Heating, Ventilation, and Air Conditioning
IT	Information Technology
LEED	Leadership in Energy and Environmental Design – A program of the U.S. Green Building Council
RCF	Regional Construction Factor