

Instructions for the Preparation and
Submission of
Capital Budget Requests



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DEPARTMENT OF BUDGET AND MANAGEMENT

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I. INTRODUCTION

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 (DBM). 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 increases efficiency and reduces errors caused by data entry, ensuring maximum time is available to review 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. Attach pertinent electronic documentation
5. Submit budget request information to an agency manager for further review (in some agencies).
6. Submit the final budget requests electronically to OCB for review.

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

1. State-owned
2. Non-State owned

The type of information required depends on the type of request:

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. These terms are defined in [Appendix A](#). Examples include: 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, the construction contingency fund, 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 Capital 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. 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 and links will be provided to the DBM website, or you will be referred to the relevant appendix. These forms must be submitted electronically either through CBIS or through email with your submission. In addition to the electronic submission of the CBIS submission and supplemental request forms, three (3) double-sided, hole-punched copies of the request material must be submitted by mail or courier by the deadlines, unless an alternate arrangement is agreed upon with your assigned DBM analyst.

In order to download forms from the DBM website, go to:

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

Scroll down to “Paper Submission Forms,”
Open and download the form(s) you need.

Requests for capital improvements for State facilities are due on June 30th of each year, and requests for improvements for non-State facilities are due on August 14th 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.** In order for a capital improvement to encumber and expend an appropriation, 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 DBM's Facility Program Manual on DBM's website for facility program submission requirements. This link will take you directly to the manual: <http://dbm.maryland.gov/budget/Documents/capbudget/Instructions/facilityprogmanual.pdf>

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 State Department of Education
- 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
- Department of Information Technology
- Judiciary
- Department of Juvenile Services
- Department of Labor, Licensing and Regulation
- Military Department
- Morgan State University
- Department of Natural Resources
- Maryland Department of Planning
- Maryland Public Broadcasting Commission
- Department of Public Safety and Correctional Services
- St. Mary's College of Maryland
- 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

Construction Contingency Fund

Facilities Renewal Program

Fuel Storage Tank System Replacement Program

University System of Maryland

Capital Facilities Renewal Projects

If your State Agency is contemplating a project to provide accessibility for the disabled contact the Department of Disabilities, a project to reduce energy consumption contact the Maryland Energy Administration, a maintenance/repair project that will cost between \$100,000 and \$2,500,000 contact the Department of General Services, or the remediation or replacement of fuel storage tanks contact the Department of General Services. 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.

NOTE: The following documents must be submitted to DBM via email or CBIS, along with three (3) hard copies of each item. See Section V: The Use of CBIS for State-Owned Projects for instructions on how to upload documents to a capital budget request in CBIS.

- 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.
- c. **Five-Year CIP – Summary of Agency Requests.** Each State Agency submitting a capital budget request in CBIS must also submit a signed summary of all the projects being requested in the five-year capital improvement program ranked in priority order. This form may be printed from CBIS by going to the Capital Budget Worksheets tab under “View Reports” and selecting the “Five-Year CIP - Summary of Agency Project Requests” report. Alternatively, Agencies may create the summary in Excel or Word. Regardless of format the five-year summary must be signed by the Agency Secretary or Director.
- d. **Growth and Conservation Area.** Each State Agency must also submit a completed growth and conservation area spreadsheet, officially named Local and State Targeted Growth and Conservation Areas but which will be referred to as Growth and Conservation Areas in this document, with its CBIS request. This spreadsheet was circulated with the budget instructions and is also available on the DBM website under Paper Submission Forms:
<http://dbm.maryland.gov/budget/Pages/capbudget/CapBudgetInstructions.aspx>
- e. **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.
- f. **Equipment Guidelines and Equipment Request Form.** Each State Agency submitting an equipment request should refer to the Capital Equipment Guidelines and submit a completed equipment list. Copies of these guidelines and a list template are available on the DBM website at:
<http://dbm.maryland.gov/budget/Documents/capbudget/CapEquipGuidelines.pdf>
- g. The following forms should be submitted with the Part I and II facility program and are available on the DBM website:
Environmental Assessment Form
Project Consistency Report
- h. If a project involves the disturbance of 40,000 square feet or more of land area, will be located within a Chesapeake Bay Critical Area, or would affect the State’s historical and/or cultural resources, it must be reviewed by the Department of Natural Resources, the Chesapeake Bay Critical Area Commission or the Maryland Historical Trust, respectively. Please review DBM’s Facility Program Manual for required actions and contact information.

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.

NOTE: The following documents must be submitted with the agency transmittal letter via CBIS or email, along with three (3) hard copies of each item. Section VI: The Use of CBIS for State-Owned Programs for instructions on how to upload documents to a capital budget request in CBIS.

- 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.
- c. **Five-Year CIP – Summary of Agency Requests.** Each State Agency submitting a capital budget request in CBIS must also submit a signed summary of all the programs being requested in the five-year capital improvement program ranked in priority order. This form may be printed from CBIS by going to the Capital Budget Worksheets tab under "View Reports" and selecting the "Five Year CIP - Summary of Agency Program Requests" report. Alternatively, Agencies may create the summary in Excel or Word. Regardless of format the five-year summary must be signed by the Agency Secretary or Director.
- d. **Growth and Conservation Area.** Each State Agency must also submit a completed growth and conservation area spreadsheet with its CBIS request. This spreadsheet is circulated with the budget instructions and is also available on the DBM website under Paper Submission Forms:
<http://dbm.maryland.gov/budget/Pages/capbudget/CapBudgetInstructions.aspx>
- e. **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.

III. NON-STATE OWNED PROJECT AND STATE GRANT AND LOAN PROGRAM REQUESTS

A. PURPOSE

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

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 OWNED 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 - Maryland's Watershed and Waterfront Improvements
East Baltimore Biotechnology Park
Maryland Zoo in Baltimore - Infrastructure Improvements
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 Center Capital Grant Program

Department of Agriculture

Agricultural Land Preservation Program

Maryland Agricultural Cost Share Program

Tobacco Transition Program

Maryland Energy Administration

Jane E. Lawton Loan Program

Maryland State Department of Education

Public Library Capital Grant Program

Department of the Environment

Biological Nutrient Removal Program
Enhanced Nutrient Removal Program
Hazardous Substance Cleanup Program
Maryland Drinking Water Revolving Loan Fund
Maryland Water Quality Revolving Loan Fund
Mining Remediation Program
Septic System Upgrade Program
Supplemental Assistance Program
Water Supply Assistance Program

Department of Health and Mental Hygiene

Community Health Facilities Grant Program
Federally Qualified Health Centers

Maryland Higher Education Commission

Community College Grant Program

Department of Housing and Community Development

Baltimore Regional Neighborhoods Demonstration Initiative
Community Development Block Grants
Community Legacy Program
Homeownership Programs
MD-BRAC Preservation Loan Fund
Neighborhood Business Development Program
Partnership Rental Housing Program
Rental Housing Programs
Shelter and Transitional Housing Facilities Grant Program
Special Loan Programs
Strategic Demolition and Smart Growth Impact Project Fund

Department of Natural Resources

Community Parks and Playgrounds
Ocean City Beach Maintenance Fund
Program Open Space
Rural Legacy Program
Waterway Improvement Program

Department of Public Safety and Correctional Services

Local Jails and Detention Centers

Maryland Department of Planning

African American Heritage Preservation Grant Program
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 Without CBIS Access

- a. **Submission Letter.** Organizations requesting capital funding from the State should submit a request letter to the attention of the Governor.
- b. **OCB Follow-up.** Once a letter has been received by the Governor and forwarded to OCB, a capital budget analyst will follow up with the requesting organization to obtain necessary information.

2. Submission Requirements for Non-State Owned Projects With CBIS Access

- a. **CBIS Forms.** In the event staff from the requesting organization have been given access to 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-Owned Projects, for screen shots of required CBIS forms and detailed instructions on how to fill out these screens.

NOTE: The following documents must be submitted with the organization transmittal letter via CBIS or email, along with three (3) hard copies of each item. See Section VII - The Use of CBIS for Non State-Owned Projects for instructions on how to upload documents to a capital budget request in CBIS.

- b. **Letter from Organization Director.** Each organization submitting a capital budget request 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.
- c. **Growth and Conservation Area.** Each requesting organization must also submit a completed growth and conservation area spreadsheet with its CBIS request. This spreadsheet is circulated with the budget instructions and is also available on the DBM website under Paper Submission Forms:
<http://dbm.maryland.gov/budget/Pages/capbudget/CapBudgetInstructions.aspx>
- d. **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.

3. 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-Owned Projects, for screen shots of required CBIS forms and detailed instructions on how to fill out these screens.

NOTE: The following documents must be submitted with the agency transmittal letter via email or CBIS, along with three (3) hard copies of each item. Section VIII: The Use of CBIS for State Grant and Loan Programs for Non State-Owned Projects for instructions on how to upload documents to a capital budget request in CBIS.

- 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.
- c. **Five-Year CIP – Summary of Agency Requests.** Each State Agency submitting a capital budget request in CBIS must also submit a signed summary of all the programs being requested in the five-year capital improvement program ranked in priority order. This form may be printed from CBIS by going to the Capital Budget Worksheets tab under “View Reports” and selecting the “Five Year CIP - Summary of Agency Program Requests” report. Alternatively, Agencies may create the summary in Excel or Word. Regardless of format the five-year summary must be signed by the Agency Secretary or Director.
- d. **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.
- e. **Growth and Conservation Area.** Each State Agency must also submit a completed growth and conservation area spreadsheet with its CBIS request. This spreadsheet is circulated with the budget instructions and is also available on the DBM website under Paper Submission Forms:
<http://dbm.maryland.gov/budget/Pages/capbudget/CapBudgetInstructions.aspx>
- f. **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.
- g. **Fund Summary Table.** Each State Agency submitting a capital budget request for a State Grant and Loan program must also submit fund summary tables. Detailed instructions and a sample-completed form are in Appendix C. 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 under Paper Submission Forms:

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

- h. **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 D. A copy of this form is available on the DBM website under Paper Submission Forms:
<http://dbm.maryland.gov/budget/Pages/capbudget/CapBudgetInstructions.aspx>

IV. GETTING COMFORTABLE WITH CBIS

A. How to Use CBIS

The next four sections of this manual contain screen shots and step-by-step instructions 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 (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 'Manage Account' in the C.B.I.S. system. At the top, there is a blue header with the C.B.I.S. logo and the text 'DEPARTMENT OF BUDGET & MANAGEMENT'. On the right side of the header, it says 'You are logged in to Build 139 as: Jonathan Ferguson' and has links for 'About CBIS', 'Manage Account', 'Logout', and 'Help'. Below the header is a yellow bar with the title 'Manage Account'. The main content area contains three text input fields labeled 'Old Password', 'New Password', and 'Confirm New Password'. Below these fields are two buttons: 'Save' and 'Cancel'.

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. Getting Help

If assistance is needed to access CBIS, reset a password, or to resolve a problem, contact the DBM Service Desk at (410) 697-9700 or at service.desk@maryland.gov. If assistance is needed that relates to the specific project, please contact your assigned capital budget analyst.

D. 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 overtype 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 automatically Arial 11 point font. Before copying and pasting your text from Word, run Spell Check and make sure the text is single spaced with one line between each paragraph. Paste the text into the text box using the “Paste Plain Text” button (resembles a clipboard). Once the text is pasted into the text box, you can bold, italicize, underline and add bullets or numbers to your text. Then highlight the text and click the “Full Justify” button before clicking the “Save” button.