

## **SECTION 14 – ATTACHMENTS**

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- Applicable forms, instructions, reports and worksheets referenced in the *Manual* and organized by the responsible agency
- Facility Program Manual, Current Edition, produced jointly by Maryland Department of Budget and Management and Maryland Department of General Services
- Procedure Manual for Professional Services, Current Edition, produced by Maryland Department of General Services
- Instructions for the Preparation and Submission of Non-State Projects within a State Grant and Loan Program, Current Edition, produced by Maryland Department of Budget and Management
- Roofing Policy, produced by Maryland Department of General Services

### **14.01 DEPARTMENT OF BUDGET AND MANAGEMENT FORMS**

- CBIS Part IIIA Report: Project Detail [See 14.06 Instructions for the Preparation and Submission of Non-State Capital Project Requests within a State Grant and Loan Program]
- CBIS Cost Estimate Worksheet [See 14.06 Instructions for the Preparation and Submission of Non-State Capital Project Requests within a State Grant and Loan Program]
- CB Form B: Five-Year Capital Improvement Program, Summary of Agency Project Requests
- CB Form G: Equipment and Furnishings Request

# CBIS PART IIIA REPORT: PROJECT DETAIL - **EXAMPLE**



DEPARTMENT OF BUDGET & MANAGEMENT

### Capital Budget Information System (C.B.I.S.)

Data as of  
8/14/2017  
3:21:10PM

## PART IIIA - PROJECT DETAIL - DETAIL OF REQUESTED PROJECT ASSOCIATED WITH CAPITAL GRANT AND LOAN PROGRAM

Program Title:	Community College Construction Grant Program
Subdivision:	Regional
Project Title:	New Health Sciences Center - Hughesville Regional Campus

#### Project Description

Construct a new 30,730 NASF/49,186 GSF Health Science Center on the Hughesville Regional Campus of the College of Southern Maryland. The new building will be centrally located to the three counties served by the CSM and provide education for nursing and other health science professions. This will be the second building on CSM's Hughesville campus. Counties in Southern Maryland will help address transportation issues to and from campus by creating a mass transit hub nearby. The new building will correct the poor location of the current program (in La Plata, which serves predominately Charles County residents) and lack of space in the current building. CSM anticipates that the new building will allow for higher enrollments in nursing, a key job growth area.

The College of Southern Maryland is requesting State funds of \$10,962,000 for the first phase of construction (\$9,637,000) and equipment (\$1,325,000).

**Current Request:** 10,962,000 (CE) **Agency Priority:** 12

#### Estimated Cost of Project

	Prior Appropriation	Current Request	Future Request	Total	
Planning	2,228,000	0	0	2,228,000	
Construction	0	12,850,000	12,850,000	25,700,000	
Equipment	0	1,750,000	1,750,000	3,500,000	
<b>TOTAL:</b>	<b>2,228,000</b>	<b>14,600,000</b>	<b>14,600,000</b>	<b>31,428,000</b>	
<b>Sources</b>					
GO Bonds	1,671,000	10,962,000	10,937,000	23,570,000	
Matching Funds	557,000	3,638,000	3,663,000	7,858,000	
<b>TOTAL:</b>	<b>2,228,000</b>	<b>14,600,000</b>	<b>14,600,000</b>	<b>31,428,000</b>	
State	75.00 %	1,671,000	10,962,000	10,937,000	23,570,000
Match	25.00 %	557,000	3,638,000	3,663,000	7,858,000

Source(s) of Matching Funds	Amount
Charles County	7,858,000

**NSF:** 30,730 **GSF:** 49,186 **Percent Efficiency:** 62.5 % **Cost Per GSF:** \$514

**Program Status:** Approved

#### Proposed Schedule

<b>Begin Design:</b>	07/2017	<b>Begin Construction:</b>	09/2018
<b>Complete Design:</b>	07/2018	<b>Complete Construction:</b>	12/2019

# CBIS COST ESTIMATE WORKSHEET (CEW) – EXAMPLE



DEPARTMENT OF BUDGET & MANAGEMENT  
**Capital Budget Information System (C.B.I.S.)**  
 DEPARTMENT OF GENERAL SERVICES  
**COST ESTIMATE WORKSHEET (CEW)**

Data as of  
8/14/2017  
3:20:51PM

Project Number	MHEC CC-09-#454	Escalation set at 3.50% for 2017, 3.50% for 2018, 3.50% for 2019, 3.50% for 2020, 3.50% for succeeding calendar years
CEW Title	Health Sciences Center	
Project Title	New Health Sciences Center - Hughesville Regional Campus	
Agency	Maryland Higher Education Commission	Date Estimate Completed 1-Jun-17
SubAgency		Estimate Reference Point Jan-17
Location	Hughesville, MD	Source of Estimate College of Southern Maryland
Prepared By	Nick Anderson	Recommended By

1. Design Phase	Budget				2. Project Type	New Construction; Major
3. Design Period	Jul-17 Jul-18	12months			4. Est. Bid Date	Jul-18
5. Construction Period	Sep-18 Dec-19	15months			6. Est. Mid-Point Date	Apr-19 27 months from reference point
7. Area		GSF	NSF/NASF	Eff. Factor	% Efficiency	Total GSF 49,186
A1. New		49,186	30,730	1.60	62.5%	Total NSF 30,730
		<b>TOTAL NEW</b>	49,186	30,730	1.60	62.5%
B1. Renovation	None	0	0	N/A	N/A	
		<b>TOTAL REN</b>	0	0	N/A	N/A
8. Structure		GSF	\$/SF	Amount	10. Utilities	Amount
A1. Basic: New		49,186 x	340	16,723,240	A. General Utility Work 5.0% of Structure Subtotal	880,812
C. Asbestos Removal				0	B. None	0
D. Built-in Equipment				500,000	C. Subtotal	880,812
E. Interior Demolition				0	D. Subtotal with RCF C. x 1.05	924,853
F. Information Technology				393,000	E. Escalation to Mid-Pt D. x 7.88%	72,878
G. Subtotal				17,616,240	F. Utility Subtotal	997,731
H. Subtotal with RCF		G. x 1.05		18,497,052	11. Subtotal from Sections 8, 9, and 10	22,119,993
I. Escalation to Mid-Pt		H. x 7.88%		1,457,568	12a. Total Construction Contingency 10.0%	2,211,999
J. Structure Subtotal				19,954,620	b. Green Building Premium 2.0%	442,400
					c. CM Cost Construction Share 0.0%	0
					d. Public Art Premium 0.0%	0
9. Site					13. Inspection and Testing 2.2%	486,640
A. General Site Work	5% of Structure Subtotal			880,812	14. CPM Schedule	32,247
B. 150 Parking				150,000	15a. None	0
C. Subtotal				1,030,812	16. A/E Basic Services 7.0%	1,703,240
D. Subtotal with RCF		C. x 1.05		1,082,353	17. A/E Special Services 2.0%	486,640
E. Escalation to Mid-Pt		D. x 7.88%		85,289	18a. Bldg. Equip. Commissioning 0.0%	0
F. Site Subtotal				1,167,642	b. CM Pre-Construction Fees 0.0%	0
					c.	0
FY 2019					19a. Movable Equipment (Agency Estimate)	3,500,000
2018 Legislature					b. Information Technology Equipmen	0
Acquisition				0	20. Acquisitions	0
Planning				0	21. TOTAL PROJECT COSTS	30,983,000
Construction				25,293,000	22. Total Construction and Related Costs	25,293,000
Equipment				3,500,000	23. Prior Construction Funds	0
<b>TOTAL</b>				28,793,000	24. New Construction Funds Required	25,293,000
Cost/Str @ MP				\$406/SF	25. Total Design Funds and Related Cos	2,190,000
Cost/BSU @ MP				\$450/SF	26. Prior Design Funds	2,190,000
Total Cost/SF				\$514/SF	27. New Design Funds Required	0
CEW Notes						

## CB Form B: FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM, SUMMARY OF AGENCY PROJECT REPORTS

<b>INSTRUCTIONS - CB Form B: Summary of Agency Project Requests</b>	
<p>CB Form B is a summary sheet. All projects requested by an institution or agency for the next capital budget and those proposed for the four subsequent fiscal years shall be summarized on this form. This summary constitutes a continuing five year capital improvements program as requested by the institution or agency.</p> <p>Each year the five-year capital improvement program must be updated to take into account</p> <ul style="list-style-type: none"> <li>• Any project previously requested for the capital budget for which an appropriation was not provided</li> <li>• Necessary revisions in the cost and/or timing of previously requested projects as may be dictated by changed conditions</li> <li>• Additional project needs</li> </ul>	
Item	Instructions for Completing Item
1-2	Match college information entered on CB Form A.
3a-b	Self-explanatory
4	All projects proposed by an agency or by an institution to be partially or wholly funded during the next five fiscal years shall be listed in this column, in order of priority, starting with the projects requested for the next capital budget and followed by those proposed during the four subsequent fiscal years. Space is provided for three projects per page. Enter the priority number for each project in the narrow column at the left margin of Form B. Indicate for each project, on the lines provided, the cost for property acquisition, planning, construction (including utilities and site improvements), and capital equipment, <u>inclusive of all fund sources.</u> Total those costs on the line provided.
5	Show any non-State funds available or anticipated for the project listed in item 4, such as federal aid, revenue bond proceeds, or institutional funds. Show separately the amounts of non-State funds available for property acquisition, planning, construction, and capital equipment.
6	Indicate any prior appropriations of State funds for the project listed in item 4. List separately the appropriations for property acquisition, planning, construction, and capital equipment.
7-8	Enter the amounts required for the project listed in item 4 in the appropriate column(s) for the fiscal year(s) that an appropriation is desired. Show separately the amounts required for property acquisition, planning, construction, and capital equipment in each year. The total of the amounts shown in items 5, 6, 7 and 8 should equal the total in column 4 <u>unless</u> additional funds will be requested beyond the five-year time frame of CB Form B.
9	On the last page of the listing, total the amounts of State capital funds to be requested for each fiscal year.
<u>Note</u>	A college with sub-units should submit a separate CB Form B for each sub-unit listing all projects proposed by the department for the sub-unit in order of priority assigned by the department.
<b>CB Form B is on the following page.</b>	



**CB Form B**

**DEPARTMENT OF BUDGET AND MANAGEMENT  
Five-Year Capital Improvement Program**

SUMMARY OF COLLEGE PROJECT REQUESTS								
1. COLLEGE _____				June 1, 2018				
2. SUB-UNIT _____				3a. DATE _____				
4. PROJECT TITLE, LOCATION, AND ESTIMATED COSTS				3b. PRESIDENT'S SIGNATURE _____				
1	Title & Location	5. NON-STATE FUNDS	6. PRIOR STATE FUNDS	7. REQUEST FOR STATE FUNDS IN FY 2006	8. REQUESTS FOR STATE FUNDS IN FUTURE YEARS			
					FY 2007	FY 2008	FY 2009	FY 2010
1	_____							
	_____							
	Costs: Property Acquisition \$ _____							
	Planning _____							
	Construction _____							
2	_____							
	_____							
	Costs: Property Acquisition \$ _____							
	Planning _____							
	Construction _____							
3	_____							
	_____							
	Costs: Property Acquisition \$ _____							
	Planning _____							
	Construction _____							
9. TOTALS (complete only on last page if more than one page is used)	_____							
	_____							
	Costs: Property Acquisition \$ _____							
	Planning _____							
	Construction _____							

## INSTRUCTIONS – CB FORM G: EQUIPMENT AND FURNISHINGS REQUEST

This form is used to list all items of equipment and furnishings, which are needed to make a project operational, regardless of projected fund source. The form contains space to report 25 items per page.

An electronic copy of this form should be submitted to the Department of Budget and Management by June 30th of the year in which the agency will submit a request for equipment funding for the project (e.g., June 30, 2018 for a FY 20 request).

On each page, at the top, complete the lines for agency, (name of) project, and fiscal year. The fiscal year is the year in which capital equipment funds will be requested.

On each item line, list an item along with a suggested manufacturer and product number, if available. Remember that State law specifies that State Use Industries products must be acquired if available even if at a greater cost than available from a private vendor. For items which vary in size, include dimensions if available. Complete the columns for quantity, net unit cost, and total cost. Note that total cost equals quantity times net unit cost. Round all costs to the nearest dollar.

At the bottom of the page, indicate the number of that page and the total number pages.

Do not complete the item approval number column or any of the other approved columns.

**Note CB Form G is on the following page.**

## CB FORM G: EQUIPMENT AND FURNISHINGS REQUEST

### EQUIPMENT AND FURNISHINGS REQUEST

REQUEST FOR FISCAL YEAR: \_\_\_\_\_

AGENCY: \_\_\_\_\_

PROJECT: \_\_\_\_\_

ITEM APPROVAL NUMBER (+)	ITEM DESCRIPTION (describe as fully as possible)	QUANTITY		NET UNIT COST (++)		TOTAL COST	
		REQ	APP (+)	REQUESTED	APPROVED (+)	REQUESTED	APPROVED (+)
-- --01							
-- --02							
-- --03							
-- --04							
-- --05							
-- --06							
-- --07							
-- --08							
-- --09							
-- --10							
-- --11							
-- --12							
-- --13							
-- --14							
-- --15							
-- --16							
-- --17							
-- --18							
-- --19							
-- --20							
				<b>TOTAL FUNDS</b>		\$0	

(+) To be completed by DBM

(++) Net anticipated purchase cost, i.e., catalog price less any discounts

*State law requires that State Use Industries products be acquired if available.*

Page      of

<b>TO BE COMPLETED BY DBM</b>	
TOTALS FOR THIS PAGE ONLY	
CAPITAL FUNDS	OTHER FUNDS
TOTALS FOR COMPLETE REQUEST	
CAPITAL FUNDS	OTHER FUNDS



**PROJECT CONSISTENCY REPORT  
(File with Maryland Department of Planning)**

This review is undertaken by the State of Maryland pursuant to §5-7A-02 of the State Finance and Procurement Article. Projects or actions are evaluated for consistency with the State's Economic Growth, Resource Protection, and Planning Policy in accord with Executive Order 01.01.1992.27.

Project Title \_\_\_\_\_

Project Location \_\_\_\_\_

Project Description \_\_\_\_\_

\_\_\_\_\_

Approximate Funding Share

LOCAL	STATE	FEDERAL	OTHER

Determination  Consistent

Inconsistent with extraordinary circumstances

Brief description of extraordinary circumstances:

\_\_\_\_\_  
\_\_\_\_\_

Sponsor Agency: \_\_\_\_\_ Date: \_\_\_\_\_

Sponsor Agency Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Return to: State Clearinghouse  
Maryland Department of Planning  
301 West Preston Street  
Baltimore MD 21201-2365  
410-767-4490; FAX 410-767-4480  
<http://www.dbm.maryland.gov/budget/Pages/capbudget/formstemplates.aspx>

## PROJECT REVIEW CHECKLIST

(For agency internal use only. Record determination on Project Consistency Report.)

Project Title \_\_\_\_\_

Project Location \_\_\_\_\_

(County and nearest Major intersection)

Project Description \_\_\_\_\_

\_\_\_\_\_

### Approximate Funding Share

LOCAL	STATE	FEDERAL	OTHER

#### TIER I

Y N

- 1. Does the project add capacity to an existing facility or provide new capacity for an area not currently served by the facility?
- 2. Does the project facilitate changes in the existing pattern of growth?

**If answer to either question is “yes,” proceed to Tier 2.**

#### TIER 2

- 1. Is the project consistent with the local comprehensive plan?
- 2. Does the project support development in a suitable area, a designated development area, or a redevelopment area?
- 3. Can the project be designed to prevent adverse impacts to sensitive areas?
- 4. If in a rural area, does the project promote compact growth in existing population centers?
- 5. Does the project provide opportunities to conserve resources?
- 6. Does the project promote economic growth and development in accord with the other elements of the State’s Growth Policy?

Explain “no” answer on reverse. If determination is that the project is “inconsistent,” proceed to Tier 3.

#### TIER 3

- 1. Do extraordinary circumstances exist which make the project or action necessary to construct despite a finding of inconsistency in Tier 2? If so, document.
- 2. Is there no reasonably feasible alternative to the project? If so, document.

**Determination:**     **Consistent**                       **Inconsistent with extraordinary circumstances**

Sponsor Agency Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

## **14.02 DEPARTMENT OF GENERAL SERVICES FORMS/ INSTRUCTIONS**

### **Forms/Instructions Found in this Section**

- DGS Certificate of Project Expenditures (CPE)
- DGS Board of Public Works (BPW) Agenda Item Request A/E Contract Award
- DGS Board of Public Works Agenda Item Request Construction Award
- DGS Board of Public Works Agenda Item Request Furniture and Equipment Award
- DGS Community College Project Closeout
- DGS Cost Estimate Worksheet (CEW)
- DGS Request for Determination of Prevailing Wage Rates (Department of Labor, Licensing and Regulation)

### **Forms/Instructions Found in Section 14.04 “Facility Program Manual”**

- Building Efficiency Factors [See 14.04 Facility Program Manual]

### **Forms/Instructions Found in Section 14.05 “Procedure Manual for Professional Services”**

- Building Code Study Data [See 14.05 Procedure Manual for Professional Services]
- DGS Standard Form of Agreement with Architects and Engineers [See 14.05 Procedure Manual for Professional Services]
- DGS Warranty Inspection Report [See 14.05 Procedure Manual for Professional Services]
- Project Description Sheet [See 14.05 Procedure Manual for Professional Services]
- Drawing Sheet Format [See 14.05 Procedure Manual for Professional Services]
- Sample Cover Sheet [See 14.05 Procedure Manual for Professional Services]
- Sample Project Manual Cover [See 14.05 Procedure Manual for Professional Services]
- Standard Estimating Format [See 14.05 Procedure Manual for Professional Services]
- Summary – Areas, Volume & Efficiency (AVE) [See 14.05 Procedure Manual for Professional Services for related forms]
- Tabulation of Gross Area [See 14.05 Procedure Manual for Professional Services]

### **Other Forms/Instructions**

- General Services Administration Standard Form SF330 “*Architect-Engineer Qualifications*” (revised 8/2016). Replaces Forms SF254 “Architect-Engineer and Related Services Questionnaire” and SF255 “Architect-Engineer and Related Services Questionnaire for Specific Project.” Both forms are now obsolete.  
<https://www.gsa.gov/forms-library/architect-engineer-qualifications>

## Instructions for Certificate of Expenditures (Updated October 2022)

### 1. Top Section of CPE document

- a. Date Submitted: enter date submitted
- b. College Name: enter name of college
- c. Project Number: enter Three Digit Project Number (ex. 463)
- d. Project Title: enter Name of Project (ex. Health Sci & Bio)
- e. Attached BPW: check the box to confirm the BPW (or DPRB) agenda item is attached.
  - If you do not have a copy of the relevant item, please contact MHEC and request a copy be sent to you.
- f. Attached MDGS Approval Letter: check the box to confirm the relevant letter of approval (LOA) from DGS is attached.
  - Note: DGS must approve all contracts, and the LOA should be obtained before a contract is begun. Because the local share must be paid before submitting a CPE, there should always be an LOA when submitting a CPE. CPEs cannot be processed if there is not an associated LOA on file.**
- g. CPE Sequential No. & Phase: for each phase, you will likely have a series a CPEs submitted in sequential order; here you indicate the proper phase and CPE number
  - examples: Design 1, Design 2, Construction 1, Construction 2, FFE 1, FFE 2, etc.
  - if a project has several construction phases it should be labeled as Const. GMP 1, Const. GMP 2, etc.
- h. Enter the name, federal ID #, and address of entity to be paid, which is usually, but not always, the college.

### 2. CPE Line Numbers

- a. *Line 1*: enter the total indicated in the current DGS LOA for this contract or project phase.

-Note: This number usually is constant from one CPE to the next. However, if a revised LOA has been issued for the contract/phase, this number may change. Do not change unless there is a revised LOA.

- b. *Line 2:* enter the total local share (in dollars) indicated on the current DGS LOA for that contract or project phase.

-Note: This number usually is constant from one CPE to the next. However, if a revised LOA has been issued for the contract/phase, this number may change. Do not change unless there is a revised LOA.

- c. *Line 3:* enter the total local share of the contract/phase that has been paid to date according to invoices/checks submitted

-Note that “local share” here means anything that has been paid toward that contract by entities other than the State. It does NOT have anything to do with whether or not the County has or has not reimbursed the college for its share of project costs. County reimbursement is irrelevant for State CPE purposes. The only thing relevant is that an entity other than the State has met the “local share” requirements.

-In most cases, the college is paying vendors directly. If so, add up all checks issued to vendor(s) for this contract/phase and enter the figure here. For example, if the college has issued five checks to the vendor totaling \$1,253,123.23, that is the figure to list in line 3. Copies of these checks are what sufficiently show that the “local share” has been met.

-In special cases where the college is NOT paying vendors directly, either because the State or another entity is, it is highly recommended that you contact MHEC and DGS for specific instructions before submitting the CPEs.

- d. *Line 4:* as indicated, line 4 is simply line 3 minus line 2. This shows how much over and above the local share that the college has paid to date.

- e. *Line 5:* enter the total State share (in dollars) indicated on the current DGS LOA for that contract or project phase.
  - Note: This number usually is constant from one CPE to the next. However, if a revised LOA has been issued for the contract/phase, this number may change. Do not change unless there is a revised LOA.
- f. *Line 6:* in most cases, line 6 is equal to line 4. There may be special cases when it is not – such as if certain expenses indicated in the DGS LOA were deemed ineligible for reimbursement or if the BPW has not yet approved the encumbrance of sufficient funds.
  - If you are entering a figure in line 6 that is not equal to the figure you entered in line 4, it is highly recommended that you contact MHEC and DGS before submitting the CPE to ensure the figure you are entering is correct.**
- g. *Line 7:* enter the total amount received by the State for CPEs previously submitted for this contract/phase.
  - Always ensure that you double-check the amounts actually received from prior CPE submissions and enter the total amount received. Sometimes errors occur and payments do not match amounts listed on prior CPEs. If so, putting the correct amount here will ensure those errors are corrected with this payment and are not carried forward.**
- h. Line 8: this is simply line 6 minus line 7 and is the amount that will be paid with this CPE.

### 3. Signatures

- a. Appropriate facilities officer for college must sign each CPE.
- b. Appropriate finance officer for college must sign each CPE.

### 4. Back-up to be submitted with CPE form

- a. Relevant BPW item(s) as indicated above

- b. Relevant LOAs from DGS as indicated above
- c. Invoices and proof of payment sufficient to show local share has been met and/or college can be reimbursed for expenses.
  - Note: for CPE#1 with any contract/phase, you must include the relevant invoices and checks (or other proof of payment) to substantiate the figure in line 3 of the CPE. Even though the State is not reimbursing all of these expenses, they are required to show the local share has been met and that the State can now reimburse expenses incurred above and beyond that local share.
  - For subsequent CPEs, you need not include invoices and proofs of payment that were submitted previously. Only new invoices and proof of payment are required. However, between current and previous CPEs, DGS needs to have on file all invoices and proofs of payment to substantiate the figure listed in line 3 of the current CPE.
  - To assist in the review and processing, for CPEs that have many invoices included in the back-up (especially FFE CPEs which often have dozens), it is helpful (but not required) to include a spreadsheet that summarizes the invoices/checks included.
  - A spreadsheet summarizing past CPEs submitted and processed for this contract/phase is also helpful (but not required) to assist in review and processing.

### **3. Submitting CPEs**

- a. Signed CPEs with back-up should be submitted electronically to [dgs.collegesubmissions@maryland.gov](mailto:dgs.collegesubmissions@maryland.gov)
- b. Be sure to cc the DGS Community College Program Administrator and MHEC Analyst with all CPEs submitted.

The following is the link that leads to the MHEC **Maryland Community College Facilities Manual**, to find comprehensive information on all the requirements of the Community College Construction Grant Program (CCCGP):  
<https://mhec.maryland.gov/publications/Pages/finance/MDFacilities.aspx>





Wes Moore, Governor · Aruna Miller, Lt. Governor · Atif Chaudhry, Secretary

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**CERTIFICATE OF PROJECT EXPENDITURES  
MARYLAND COMMUNITY COLLEGES**

Date Submitted: \_\_\_\_\_ College: \_\_\_\_\_

MHEC Project No.: \_\_\_\_\_ Project Title: \_\_\_\_\_

Attached BPW:  Attached MDGS Approval Letter:

CPE Sequential No. & Phase: \_\_\_\_\_

Name of Payee: \_\_\_\_\_ Federal I.D. No.: \_\_\_\_\_

Address of Payee: \_\_\_\_\_

1. Total cost of contract approved to date \_\_\_\_\_
2. Total Local Share of contract approved to date \_\_\_\_\_
3. Total Local Share Paid to date of approved contract \_\_\_\_\_
4. Overpayment of Local Share (Line 3 minus Line 2) \_\_\_\_\_
5. Total State Share of Contract approved \_\_\_\_\_
6. Amount of grant eligible for payment to date \_\_\_\_\_
7. Less amount of prior State payments to date \_\_\_\_\_
8. Amount requested for current payment (Line 6 minus Line 7) \_\_\_\_\_

*I further certify that the Local Share as indicated on line 3 above has been paid. I further certify that (design) (construction) has progressed as indicated on the attached (architect's) (contractor's) requisition for (partial) (full) payment.*

Recommend Approval and Certify correctness:

Authorized Signature - Financial Executive:

\_\_\_\_\_  
Chief Facilities Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Signature - Financial Executive

MDGS Approved for Payment: \_\_\_\_\_

Date: \_\_\_\_\_



**BOARD OF PUBLIC WORKS  
AGENDA ITEM REQUEST  
A/E CONTRACT AWARD**

<b>Community College:</b>		<b>State Project No.:</b>	
<b>Project Title:</b>			
<b>Project Scope:</b>			
<b>Advertisements (When &amp; Where)</b>			
<b>No. firms responding</b>		<b>#Firms Mailed Direct</b>	
<b>A/E Firm &amp; Address</b>			
<b>Procurement Method</b>	~Competitive sealed proposals ~MD Arch/Engr Services Act ~Competitive Bids		
<b>A/E Fed. I.D. No.</b>		<b>Tax Verification #</b>	
<b>A/E Fee Negotiated</b>		<b>Construction Cost Est.</b>	

<b>T</b>	<b>CHECKLIST - REQUIRED BPW BACKUP INFORMATION</b>
	Letter to MHEC requesting BPW item preparation by DGS
	Copy of advertisement for RFP
	List of firms mailed direct (name/address)
	List of firms responding to advertisement (name/address)
	Copy of A/E agreement & fee breakdown (basic & special services)
	Copy of signed Petitions and Resolutions
	Description of A/E selection process including ranking criteria and point values
	Scoring Table listing ranking of firms in descending order
	Support for soliciting MD firms if selected A/E is out-of-state
	Estimated project design & construction schedule
	Latest campus map

**\*\*Requests for BPW Items should be sent to DGS, DBM and MHEC  
PROVIDE REQUESTED INFORMATION ON FORM - DO NOT SUBSTITUTE "SEE ATTACHMENT"**



**BOARD OF PUBLIC WORKS  
AGENDA ITEM REQUEST  
CONSTRUCTION AWARD**

<b>Community College:</b>		<b>State Project No.:</b>	
<b>Project Title:</b>			
<b>Project Scope:</b>			
<b>Number of bidders</b>		<b>#Firms Mailed Direct</b>	
<b>Contractor &amp; Address</b>			
<b>Contractor Fed. I.D. No.</b>		<b>Tax Verification #</b>	
<b>Contract Amount</b>		<b>Perform Bond Required</b>	

T	<b>CHECKLIST - REQUIRED BPW BACKUP INFORMATION</b>
	Letter to MHEC requesting BPW item preparation by DGS (include base bid & alternates accepted)
	Copy of bid advertisement
	Description of all alternates
	List of firms mailed direct (name/address)
	Letter of recommendation for award from design consultant
	List of bidders (name/address)
	Bid proposal of low bidder (Sole source requires written justification from Board of Trustees)
	Copy of signed Petitions and Resolutions
	Bid tabulation sheet sorted from lowest to highest bidder (include alternates if applicable)
	Copy of contractor 's current business license for operating in MD
	Copy of performance bond
	Support for soliciting bids if only one bidder and explanation why single bid received
	Support for soliciting MD firms if selected contractor is out-of-state
	Estimated construction schedule
	Latest campus map



**BOARD OF PUBLIC WORKS  
AGENDA ITEM REQUEST  
FURNITURE AND EQUIPMENT AWARD**

<b>Community College:</b>		<b>State Project No.:</b>	
<b>Project Title:</b>			
<b>Scope :</b> <i>Brief description of work and/or equipment being provided by each vendor (use separate form for each vendor)</i>			
<b>Advertisements (When &amp; Where)</b>			
<b>No. firms responding</b>		<b>#Firms Mailed Direct</b>	
<b>A/E Firm &amp; Address</b>			
<b>Procurement Method</b>	~Sole Source Act ~Competitive Bids 9 InterGov Contract		
<b>VendorFed. I.D. No.</b>		<b>Tax Verification #</b>	
<b>Contract Amount</b>		<b>Estimated cost</b>	

<i>T</i>	<b>CHECKLIST - REQUIRED BPW BACKUP INFORMATION</b>
	<i>Letter to MHEC requesting BPW item preparation by DGS</i>
	<i>Copy of advertisement</i>
	<i>List of firms mailed direct (name/address)</i>
	<i>List of firms responding to advertisement (name/address)</i>
	<i>Copy of signed Petitions and Resolutions</i>
	<i>Support for soliciting MD firms if selected A/E is out-of-state</i>
	<i>Estimated project design &amp; construction schedule</i>
	<i>Latest campus map</i>

**\*\*Requests for BPW Items should be sent to DGS, DBM and MHEC**



# COMMUNITY COLLEGE PROJECT CLOSEOUT

<b>College</b>		<b>Date</b>	
<b>Project Title</b>		<b>State Project No.</b>	

## PROJECT FUNDING SUMMARY

Phase	BPW Date	Total BPW Allowance	Local Share	State Share	State Share Paid	State Share Remaining
Design						
Construction						
CITS						
Contingency						
F & E						
Other	N/A					
<b>TOTALS</b>						

## SUMMARY OF ADDITIONAL COSTS

Additional Costs	Total Cost	Amount Eligible	Local Share	State Share	
Add'l A/E fees					
Change Orders					
CITS					
Reimbursables					
Other					
<b>TOTALS</b>					
<b>TOTAL REMAINING STATE FUNDS</b>					
<b>TOTAL STATE SHARE OF ELIGIBLE CLOSEOUT COSTS</b>					
<b>FINAL STATE CLOSEOUT CPE AMOUNT</b>					
<b>REVERSION</b>					

## INSTRUCTIONS – DGS COST ESTIMATE WORKSHEET (CEW)

The Cost Estimate Worksheet (CEW) is used to support the funding requested for a project in the Capital Budget.

Complete the general information at the top of the worksheet. Insert the Name of the file (if applicable), Escalation % (construction cost estimates should be escalated to the midpoint of construction to account for the effects of inflation), Project Title, Project Number (Use the DGS Project Number - if assigned), Location (include County), Institution (for example: UMS, MSU, DPSCS, DHMH, etc.), Estimate Preparation Date, Prepared by, Estimate Reference Point (see note below) and Agency/AE.

Note: The Estimate Reference Point is the time frame on which the costs used to prepare the estimate are based. For example, if RSMMeans Construction Cost Data 2007 was used to estimate the costs of the project, the estimate reference point would be January 2007. Check the estimating guide or the A/E's estimate being used to determine the reference point by which the costs are established. If prices which are quoted by supplier are used to establish the costs of the project, the estimate reference point should be taken as the date at which the supplier's quote is no longer valid.

Contact Joseph Pitruzzella at (410) 767-4397 in the DGS Cost Center for assistance in preparing or submitting the CEW.

Item	Instructions for Completing Item
1	Indicate the design phase of the project. Check the applicable block.
2	Indicate the type of project. Check the applicable block(s).
3	Indicate design period in month/year from start to completion and the total number of months, e.g., Jan-03 Dec-03 12.
4	Indicate construction period in month/year from start to completion and the total number of months, e.g., Jan-04 Jun-05 18.
5	Provide a brief project description. Note any special features of the project, problems which may be encountered, and any assumptions made in order to prepare the CEW.
6	Estimate the bid date of the project.
7	Based on the established project schedule, estimate the mid-point of the construction period. Allow time from project bid date to construction start date to account for award of the project and time before the contractor receives notice to proceed with construction. Enter the number of months from the <b>estimate reference point</b> to the <b>mid-point of construction</b> .
8	List the gross square footage for each floor of the building under the appropriate column. These figures are used to determine the structure costs for Items 9A and 9B. Also, list the total net square footage (NSF) and the total gross square footage (GSF). Gross Areas are to be calculated in accordance with instructions in the DGS <u>Procedure Manual for Professional Services</u> . Show the Efficiency Factor (GSF/NSF) and Percent Efficiency (NSF/GSF x 100). For projects being requested in FYs 2010 – 2013, the cost estimate should use the minimum efficiency factor when calculating the net to gross square foot ratio.

9*	List the project costs in the appropriate spaces. In establishing the costs for Item 9, include costs for the project's General Conditions and costs for the General Contractor's overhead and profit. Do not include any escalation costs in the base costs of the project.										
10*	Use Items A through F to describe the site work items that are relevant to the project and list the estimated costs for those items. Below are listed typical items to include: site preparation (grading, compaction), dewatering, retaining walls, shoring & underpinning, excavation support systems, slope/erosion control, paving-curbing, surfacing, lighting, landscaping, marine work, fencing, drainage, building demolition.										
11*	Use Items A through F to describe the utility items that are relevant to the project and list the estimated costs for those items. Below are listed typical items to include: water treatment plant, wastewater treatment plant, components, septic systems, water distribution-domestic, water distribution-fire, well, sanitary distribution, steam distribution, electric distribution, telecommunications, emergency power, utility tunnel, fuel systems.										
*	<p>Generally, budget estimates are prepared using 10% for general conditions and 15% for the general contractor's overhead and profit. In addition, a market variance may need to be applied to account for market conditions at bid time. Estimators (design) contingency may range up to 25% depending on the detail of the project information. The above factors are generally used by DGS to adjust the basic cost as established, using Means as an estimating guide. For new building construction, Items 10 and 11 portray the costs for all site work and the utility improvements in the project which are over 10 feet from the structure.</p> <p>On Item 9F, include the estimated cost for information technology systems and equipment for that portion of the system installed as part of the general construction contract. Items may include common equipment such as electronic private branch exchange (PBX), fiber optic or copper vertical riser distribution cables, cable termination equipment and related wiring closets on each floor, and wire connecting the wire closet terminations to the wall jacks or other outlets to which telephone stations and computers will be connected.</p> <p>On Items 9H, 10H, and 11H, list the regional construction factor for the county that the project is located in. The regional construction factor accounts for variations in the wage rates established by the Department of Labor, Licensing and Regulation (DLLR) as applicable to the 24 localities of Maryland. Refer to the DLLR web site for further information <a href="http://www.dllr.state.md.us/">http://www.dllr.state.md.us/</a>. The factors for all budget types of estimates are listed below:</p> <table border="1" data-bbox="289 1604 1430 1871"> <thead> <tr> <th data-bbox="289 1604 418 1640">Factor</th> <th data-bbox="418 1604 1430 1640">County</th> </tr> </thead> <tbody> <tr> <td data-bbox="289 1640 418 1717">1.00</td> <td data-bbox="418 1640 1430 1717">Anne Arundel, Baltimore City, Baltimore, Carroll, Harford, Howard, Montgomery, Prince George's</td> </tr> <tr> <td data-bbox="289 1717 418 1753">1.25</td> <td data-bbox="418 1717 1430 1753">Calvert, Charles, St. Mary's</td> </tr> <tr> <td data-bbox="289 1753 418 1789">1.15</td> <td data-bbox="418 1753 1430 1789">Allegany, Frederick, Garrett, Washington</td> </tr> <tr> <td data-bbox="289 1789 418 1871">1.25</td> <td data-bbox="418 1789 1430 1871">Caroline, Cecil, Dorchester, Kent, Queen Anne's, Somerset, Talbot, Wicomico, Worcester</td> </tr> </tbody> </table>	Factor	County	1.00	Anne Arundel, Baltimore City, Baltimore, Carroll, Harford, Howard, Montgomery, Prince George's	1.25	Calvert, Charles, St. Mary's	1.15	Allegany, Frederick, Garrett, Washington	1.25	Caroline, Cecil, Dorchester, Kent, Queen Anne's, Somerset, Talbot, Wicomico, Worcester
Factor	County										
1.00	Anne Arundel, Baltimore City, Baltimore, Carroll, Harford, Howard, Montgomery, Prince George's										
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1.15	Allegany, Frederick, Garrett, Washington										
1.25	Caroline, Cecil, Dorchester, Kent, Queen Anne's, Somerset, Talbot, Wicomico, Worcester										

	<p><b>For all A/E submissions, the regional construction factor is 1.0, since only applicable regional costs, based on wage and market evaluations, should be included in design estimates.</b></p> <p>On Items 9J, 10J, and 11J determine the amount of escalation to be added to the basic project cost. Escalation is taken from the estimate reference point, established under the general items at the top of the CEW form, to the estimated mid-point of construction, established in Item 7. This time frame is multiplied by an annual escalation rate to determine the percent of escalation to be used. The amount to be inserted on Item J is equal to line I multiplied by the percent of escalation. On Item K add the subtotal of Item I with the escalation cost of Item J. The total of Items 9K, 10K, and 11K is the expected construction cost at bid.</p> <p>The escalation factor used for budget estimates is updated annually and provided by the Department of Budget and Management as part of the Instructions for the Preparation and Submission of Capital Project Requests. The escalation factor used for design estimates should be based on market conditions and industry forecasts projected at the time the design occurs.</p>								
12	Sum the amounts listed for Items 9K, 10K, and 11K. This amount constitutes the estimated construction cost as of the mid-point of construction date.								
13a	A green building construction premium should be computed as approximately 2.5% to 3% of Item 12. This premium is for the application of costs related to the construction of a building associated with green construction practices, in conformance with the LEED Green Building Rating System™ version Silver as outlined by the Maryland Green Building Network (GBN.) This factor can be increased or decreased, based on the specific information and/or applications identified by the cost estimate preparer.								
13b	A contingency amount is computed as 5% of Item 12. This contingency is considered a construction contingency for change orders (CO) during construction. For projects being requested in FYs 2010 – 2013, use a 10% contingency instead of the current 5%. When your project reaches the current year request, the 10% contingency should be reduced to 5%. That 5% should be incorporated into the base cost of the structure in Item 9.								
14	<p>Insert an amount for Construction Inspection and Testing Services (CITS.) Depicted below are rates applied against the sum of Items 12, 13a, and 13b:</p> <table border="1" data-bbox="289 1465 1430 1619"> <thead> <tr> <th>Rate</th> <th>Expected Construction Cost</th> </tr> </thead> <tbody> <tr> <td>4.6% (0.046)</td> <td>Up to \$4,000,000</td> </tr> <tr> <td>3.2% (0.032)</td> <td>\$4,000,000 - \$9,000,000</td> </tr> <tr> <td>2.2% (0.022)</td> <td>Greater than \$9,000,000</td> </tr> </tbody> </table>	Rate	Expected Construction Cost	4.6% (0.046)	Up to \$4,000,000	3.2% (0.032)	\$4,000,000 - \$9,000,000	2.2% (0.022)	Greater than \$9,000,000
Rate	Expected Construction Cost								
4.6% (0.046)	Up to \$4,000,000								
3.2% (0.032)	\$4,000,000 - \$9,000,000								
2.2% (0.022)	Greater than \$9,000,000								
15	Enter any miscellaneous costs and include a reference. These costs may be design related, i.e., value engineering, building commissioning, topographic, boundary and archeological surveys, borings, test pits, or construction related, i.e., separate but related construction contracts, utility connection fees.								
16	Enter a cost for the construction schedule (use \$10,000 plus 0.001 of Item 12 if using a CPM, otherwise, estimate an allowance.)								



17a	Insert the estimated cost of the movable capital equipment request programmed for the project less the information technology (IT) equipment. (See item 17b.)
17b	Insert the estimated cost of the information technology capital equipment (data, video, voice, wireless) request programmed for the project. Items typically included here are equipment that have very substantial costs associated with them, such as an electronic private branch exchange (PBX) that serves a major building or buildings in a facility campus or hub servers that support a complex network of data links, even if it is intended to be part of the general construction contract work identified in Item 9f. If the IT work is anticipated to be handled by a separate vendor contract, then it should also include fiber optic or copper vertical riser distribution cables, cable termination equipment and related wiring in telecommunication closets (TC) on each floor, and wire connecting the TC terminations to the wall jacks or other outlets to which telephone instruments and computers will be connected, that are not installed as part of the general contract. Do not include items ineligible for capital funding.
18	Enter the total amount of all basic estimated or contracted A/E services fees, including approved modifications for the project as of the date of the estimate. The typical estimated A/E fee should be 7% for new construction and 7.5% for renovation (Item 12 plus Item 13b.) Fees in excess of these percentages need to be justified.
19	Enter the total amount of all estimated or contracted fees for special design services. Examples of this include special consultants for acoustics, kitchen, museum exhibit design services, special surveys, telecommunications, etc.
20	Enter the total amount of the estimated or contracted fee for sustainable green design. This is for the application of costs related to the design of a building associated with green construction practice, in conformance with the LEED Green Building Rating System™ version Silver as outlined by the Maryland Green Building Network (GBN.) The typical estimated fee should be approximately 1% to 2% of the estimated construction cost (Item 12 plus Item 13a.) This factor can be increased or decreased, based on specific information and/or applications identified by the cost estimate preparer.
21	Sum the amounts listed for Items 12 through 20.
22	Enter the total amount of all construction related costs from Item 21.
23	Enter all prior construction funds authorized for this project.
24	Enter the difference between Items 22 and 23.
25	Enter the total amount of all design related costs from Item 21.
26	Enter all prior design funds authorized for this project.
27	Enter the difference between Items 25 and 26.
Sub 27	<ul style="list-style-type: none"> <li>• Enter the construction cost of the structure per square foot at the midpoint of construction of the project (typically Item 9K divided by the total GSF in Item 8.)</li> <li>• Enter the construction cost of the structure/site/utilities per square foot of the project (typically Item 12 divided by total GSF in Item 8.)</li> <li>• Enter the total project cost per square foot of the project (typically Item 21 divided by total GSF in Item 8.)</li> </ul>
<b>Note</b>	<b>The CEW is on the following page.</b>

DEPARTMENT OF GENERAL SERVICES  
COST ESTIMATE WORKSHEET

\* Escalation set at 10% for 2006, 8% for 2007,  
and 5% for succeeding calendar years

Project Title: Institution: DGS Estimate Date: 01-May-07  
Project Number: Estimate Reference Point: Jan-06 Prepared by: Name  
Location: Agency/AE: DGS Cost Center  
(Estimate based on program dated )

- 1. Design Phase: [ ]BUDGET; [ ]SCHEMATIC; [ ]DESIGN DEVELOPMENT; [ ]50% CONSTRUCTION DOCUMENTS (CD); [ ]100% CD
- 2. Project Type: [ ]NEW CONSTRUCTION; [ ]RENOVATION; [ ]MAJOR; [ ]MINOR; [ ]SITE; [ ]UTILITY 6. Est. Bid date: Oct-08
- 3. Design Period: Sep-07 Sep-08 12 months (Incl. review) 7. Est. Mid-Pt: Sep-09 45 months from
- 4. Const. Period: Dec-08 Jul-10 18 months reference point
- 5. Description: Put the description here.

8. Area (gsf)	Bsmt.	Renovation	New	Total NSF	0
	1st	_____	_____	Total GSF	0
	2nd	_____	_____	Efficiency Factor	#DIV/0!
	3rd	_____	_____	Percent Efficiency	#DIV/0!
	4th	_____	_____		
	5th	_____	_____		
	Total	0	0		

9. Structure:		\$/sf		
A. Basic: New	0 square feet	x \$1.00	0	
B. Basic: Renovation	0 square feet	x \$1.00	0	
C. Asbestos Removal:	0 square feet	x \$1.00	0	
D. Built-in Equipment:			0	
E. Demolition:			0	
F. Other: Information Technology		\$0 /gsf	0	
G. Subtotal			0	
H. Regional Construction Factor:			1.00	
I. Subtotal: (line g x line h)			0	
J. Escalation to Mid-Pt:		26.70% *	0	
K. Subtotal (bid cost):			0	

10. Site:			
A. 5% of Line 9G			0
B.			_____
C.			_____
D.			_____
E.			_____
F.			_____
G. Subtotal:			0
H. Regional Construction Factor:			1.00
I. Subtotal: (line g x line h)			0
J. Escalation to Mid-Pt:		26.70% *	0
K. Subtotal (bid cost):			0

11. Utilities		
A. 5% of Line 9G		0
B.		_____
C.		_____
D.		_____
E.		_____
F.		_____
G. Subtotal:		0
H. Regional Construction Factor:		1.00
I. Subtotal: (line g x line h)		0
J. Escalation to Mid-Pt:	26.70% *	0
K. Subtotal (bid cost):		0
12. Subtotal (9K+10K+11K = Bid Cost):		0
13. Total Construction Contingency	5.0%	0
14. Inspection and Testing:	4.6%	0
15. Miscellaneous:		0
16. CPM/Schedule:		45,000
17a. Movable Equipment (Agency Estimated):		0
b. Information Technology Equipment (Agency Estimated):		0
18. A/E Basic Services Fee:	7.0%	0
19. A/E Special Services Fee:		0
20. A/E Reimbursables:		0
21. TOTAL PROJECT COST:		45,000
22. Total Construction Costs & Related Cost:		45,000
23. Prior Construction Funds:		0
24. New Construction Funds Required:		45,000
25. Total Design Fees & Related Cost:		0
26. Prior Design Funds:		0
27. New Design Funds Required:		0

Fund Source: \$0  
(For DGS Use) \_\_\_\_\_ \$0

FY 08 Request: Cost/Str @ MP  
07 Legislature #DIV/0!  
Planning 0 Cost/BSU @ MP  
Construction 45,000 #DIV/0!  
Equipment 0 Total Cost/SF  
TOTAL \*\* 45,000 #DIV/0!

\*\*Does not include costs for land acquisition.

**REQUEST FOR DETERMINATION OF PREVAILING WAGE RATES**

TO: Commissioner of Labor & Industry

FROM: (Contracting Body) Architect:

\* \* \* \* \*

Date of Request:

Name of Project:

Project Number:

Location of Project: (City)\_\_\_\_\_ (County)

Estimated Advertising Date:

Estimated \$ Value of Contract:

Description of Work: (Specify)

Check or List Crafts Needed:

- Asbestos/Insul Worker     Lather                             Power Equip. Oper.
- Boilermaker                 Painter
- Bricklayer                  Piledriver
- Carpenter                 Plasterer
- Cement Mason              Plumber
- Electrician                 Roofer
- Elevator Constructor     Sheet Metal Worker     Other Crafts:
- Glazier                     Resilient Floor Layer     Communication Tech
- Ironworker:                 Sprinklerfitter
- Reinforcing                 Steamfitter/Pipefitter
- Structural                  Tile & Terrazzo Mechanic
- Laborer:                    Tile & Terrazzo Finisher
- \_\_\_\_\_                  Truck Driver
- \_\_\_\_\_                  Welder (Rate for Craft)

## **14.03.00 MARYLAND HIGHER EDUCATION COMMISSION FORMS**

**FORMS WITHIN THIS SECTION ARE FOR EXAMPLE ONLY! UPDATED, ACTIVE  
FORMS MAY BE ACQUIRED BY CONTACTING  
THE MHEC DEPARTMENT OF FINANCE AND ADMINISTRATION**

14.03.01 State Share Percentages: FY 2009 – FY 2019 Community College Capital Projects

14.03.02 Annual Budget & Five-Year Capital Improvement Program (CIP)

Instructions and Forms

- CBIS Part IIIA Report: Project Detail (DBM Form, see 14.01)
- CBIS Cost Estimate Worksheet (DBM Form, see 14.01)
- CB Form B: Summary of Agency Project Requests (DBM Form, see 14.01)
- CB Form G: Equipment and Furnishings Request (DBM Form, see 14.01)
- Project Impact Statement (MS Word)
- Project Impact Table (MS Excel)
- CC Form M: Letter of Intent (MS Word)
- CC Form N: Resolution (MS Word)
- CC Form O: Petition (MS Word)
- CC Tables 1-4: Space Allocation Guidelines (MS Excel)

Instructions

CC Table 1: Space Inventory by Building

CC Table 2: Total Existing Space Inventory – Net Assignable Square Feet

CC Table 3: Computed Needs in Net Assignable Square Feet

CC Table 4: Computation of Parking Allowance

14.03.03 CC Form P: Quarterly Cash Flow Projection (MS Excel)

Instructions & Example

14.03.04 Facilities Inventory System: Notes and Example Form

14.03.05 Allocation Request Letters - Sample Templates

- Design with Basic and Special Services
- Construction
- Construction with Contingency & CITS
- Construction with Alternates
- Furnishing & Equipping: Multiple Vendors

14.03.06 Site Selection Score Card (Example)

## 14.03.01 State Share Percentages: FY 2009 – FY 2019 Community College Capital Projects

State Share Percentages For CIP Years: FY 2009 - FY 2019*												
Community College Capital Projects												
College	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	
Allegany	70.0%	70.0%	70.0%	70.0%	70.0%	70.0%	69.8%	69.2%	68.9%	68.9%	69.3%	
Anne Arundel	50.0%	50.0%	50.0%	50.0%	50.0%	50.0%	50.0%	50.0%	50.0%	50.0%	50.0%	
Baltimore County (CCBC)	50.0%	50.0%	50.0%	50.0%	50.0%	50.0%	50.0%	50.0%	50.0%	50.0%	50.0%	
Calvert	75.0%	75.0%	75.0%	75.0%	75.0%	75.0%	75.0%	75.0%	75.0%	75.0%	75.0%	
Carroll	57.8%	57.7%	58.6%	57.5%	56.4%	56.6%	55.8%	54.4%	53.2%	52.4%	52.1%	
Cecil	62.8%	62.9%	63.7%	62.5%	62.3%	61.0%	60.4%	60.1%	60.7%	60.1%	60.9%	
Charles (CSM)	75.0%	75.0%	75.0%	75.0%	75.0%	75.0%	75.0%	75.0%	75.0%	75.0%	75.0%	
Chesapeake	75.0%	75.0%	75.0%	75.0%	75.0%	75.0%	75.0%	75.0%	75.0%	75.0%	75.0%	
Frederick	56.3%	56.8%	57.3%	56.5%	56.2%	57.6%	58.1%	58.0%	57.5%	57.0%	56.2%	
Garrett	53.6%	52.0%	52.0%	50.3%	50.0%	50.0%	50.0%	50.0%	50.0%	50.0%	50.0%	
Hagerstown	61.7%	62.9%	63.7%	63.3%	63.1%	64.3%	64.5%	64.4%	64.7%	64.3%	64.8%	
Harford	58.9%	58.8%	59.9%	58.9%	58.0%	57.0%	55.6%	54.1%	53.4%	52.8%	53.1%	
Howard	50.0%	50.0%	50.0%	50.0%	50.0%	50.0%	50.0%	50.0%	50.0%	50.0%	50.0%	
Montgomery	50.0%	50.0%	50.0%	50.0%	50.0%	50.0%	50.0%	50.0%	50.0%	50.0%	50.0%	
Prince George's	63.2%	63.0%	63.0%	60.9%	58.2%	56.7%	58.3%	59.2%	60.4%	60.8%	61.0%	
St. Mary's	75.0%	75.0%	75.0%	75.0%	75.0%	75.0%	75.0%	75.0%	75.0%	75.0%	75.0%	
Wor-Wic	75.0%	75.0%	75.0%	75.0%	75.0%	75.0%	75.0%	75.0%	75.0%	75.0%	75.0%	

\* Source: "STCID17\_FINAL" MSDE State Aid Calculation Report, Foundation Program. MSDE's Report is the base for capital improvement projects budgeted two years beyond the report year... (e.g., MSDE FY17 Report = State Share for MHEC FY19 CIP CC Capital Projects)

## **14.03.02 SUBMISSION REQUIREMENTS FOR THE ANNUAL CAPITAL BUDGET REQUEST/CIP**

(With reference to Facilities Manual sections that provide examples)

The following instructions are provided to assist college personnel in completing the forms for submission of the five-year capital improvements program (CIP), the annual budget request, and individual project proposal submissions.

July 1 is the deadline for submission of the annual capital budget request and 5-year CIP to MHEC. The request should include those projects proposed for the upcoming budget year and those planned for the following four fiscal years. Four (4) complete copies of the CIP are required: one for the Maryland Higher Education Commission (MHEC); one for the Department of Budget and Management (DBM); one for the Department of General Services (DGS); and one for the Maryland Association of Community Colleges (MACC). All copies should be forwarded to MHEC for distribution. The Maryland Community College Facilities Planners Council, Bond Bill Review Committee, receives preliminary copies of the Project Impact Statement, Form B, and Questionnaire/Checklist to complete its initial review prior to the June 1 budget request deadline.

Colleges are requested to bring forth only those projects that are in an approved master plan, are supported by the local subdivision for the next fiscal year, and have a reasonable expectation of starting during that time period. Project schedules should be scrutinized to assure that requested funds are required in the upcoming fiscal year. Capital authorizations are enacted in April, following the 90-day session of the Maryland General Assembly, and these funds become available on June 1.

In completing the CIP process, facilities officers and institutional research officers should direct special attention to the following:

- The project site should be located in a Priority Funding Area (PFA), as designated by the Maryland Department of Planning, Growth and Conservation maps.
- Refer to the State Share Percentage for the budgeted fiscal year to determine the funding level for new projects.

Program submittals must follow the current edition: "Facility Program Manual, Department of General Services and Department of Budget and Management."

### **Due July 1: Annual Capital Budget Request and CIP**

- CBIS Part III A Report: Project Detail (Section 14.01).
- CBIS Cost Estimate Worksheet (CEW) (Section 14.01).
- CB Form B (MS Excel): Summary of Five-Year Capital Improvement Program (Section 14.01)

This form summarizes all projects requested in the annual budget request and those proposed for

the four subsequent fiscal years. Projects must be listed in priority, starting with the current budget year.

- CB Form G (MS Excel): Equipment and Furnishings Request (Section 14.01)
- Impact Statement (MS Word): Project Justification & Summary (Section 14.03.02, example below)

The Impact Statement must accompany each project request submitted for the budget year. The narrative must address project scope, including justification, and must provide a summary of the project's impact on space and enrollment capacities.

- Impact Table (MS-Excel): Project Impact Table (Section 14.03.02, example below)

Also embedded in MHEC CIP Book 2 Workbook, this table supports the Impact Statement and provides a breakdown of existing and proposed Net Assignable Square Feet (NASF) per HEGIS Category, including data for NASF, Rooms and Seats, as indicated.

- CC Form M (MS-Word): Letter of Intent (Section 14.03.02, example below)

The Letter of Intent, a statement confirming the local funding commitment for a project, is to be completed and signed by a local government budgeting official and must be submitted for each project included in the Annual Capital Budget Request.

- CC Form N (MS-Word): Resolution (Section 14.03.02, example below)

The Resolution is a formal request to the county by the Board of Trustees (BOT) of the college to: approve the proposed plans for acquisition, design or construction of a project; file a petition with MHEC for a State grant in a specified dollar amount; and, make available the necessary local funds for completion of the project. The Resolution is under the signature of the Secretary-Treasurer of the Board of Trustees of the college and must be submitted to MHEC along with the county's Petition (CC Form O.)

- CC Form O (MS-Word): Petition (Section 14.03.02, example below)

At the request of the BOT of the college, the county files a Petition with MHEC for a grant of State funds to be released from the available community college construction loan program. The Petition is under the signature(s) of the County Council Executive and Commissioners/Council Members and includes a statement confirming the county's commitment to provide all the remaining funds necessary to complete the project.

- CCTables 1-4 (MS-Excel Workbook): Space Allocation Guidelines

The CC Tables 1-4 Workbook is distributed electronically to each community college in May with a turnaround due date of July 1. Embedded formulas use data from CC Table 1 (existing facilities inventory), CC Table 2 (projected facilities inventory), CC Table 3

(enrollment and space projections), and CC Table 4 (parking space calculations) to automatically calculate current and 10-year projected inventories for facilities and parking needs.

#### CC Table 1: Space Inventory By Building – Existing Inventory

This worksheet is used to record existing on-campus buildings space inventory, including on-campus permanent and on-campus overflow, i.e., temporary buildings. List all facilities, including those built without State funds

Definitions: On-Campus. All sites where instructional and administrative programs are offered (main campus and off-site locations).

On-Campus Permanent Space. Space directly related to market driven conditions (choice of location, not force of location). Includes owned and leased space on the main campus and all off-site locations, provided the space is permanent and dedicated to the college.

On-Campus Overflow Space. Space directly related to overflow conditions (when the college is unable to accommodate on-campus demand). Shared space, such as in K-12 or community facilities, is generally considered overflow.

#### CC Table 2: Total Existing Space Inventory to 10-Year Projected

In this worksheet, Column 1 lists current inventory, by HEGIS code, as recorded in Table 1, excluding temporary buildings or buildings not intended to be in use for 15 years. Include in the inventory, under the appropriate out-year, approved projects under design or construction and any proposed changes requested in the planned capital improvements program. An explanation of the projected space additions or deletions must be attached.

#### CC Table 3: Computed Needs in Net Assignable Square Feet

This worksheet calculates and indicates current and 10-year projected space requirements as compared to current and projected inventories. Space requirements are based on projected enrollments endorsed by the Maryland Higher Education Commission's June publication: Enrollment Projections.

#### CC Table 4: Computation of Parking Allowance

This worksheet reflects the current and 10-year projected parking space eligibility for State financial participation.



**MHEC TEMPLATE AND EXAMPLE DOCUMENTS FOUND ON THE  
NEXT FEW PAGES**

Project Impact Statement and Summary

Project Impact Table

CC Form M “Letter of Intent”

CC Form N “Resolution”

CC Form O “Petition”

CC Tables 1-4 and Instructions “Space Allocation Guidelines”

**EXAMPLE**  
**FY 2018 Capital Budget**  
**Project Impact Statement and Summary**

---

College Name and Campus Location: ABC Community College - Pocomoke

Address: 1234 College Place, Pocomoke, MD 21888

Project Title: Science & Technology Center Renovation/Addition

Contact Name: Plan A. Project

Title: Director of Facilities

Department: Facilities and Planning

Office Telephone: (301) 123-4567

Mobile Telephone: (443)123-4567

Email address: paproject@abc.edu

Calendar Year this project was first listed in Facilities Master Plan: 2012

This project funding request for **[DESIGN]** is scheduled for Fiscal Year: FY 2018

**Project Schedule**

PHASE	START (Mo/Yr)	END (Mo/Yr)
Design	7/17	7/18
Construction	10/18	1/20
Equipment	1/20	3/20
Project Completion	NA	3/20

The Impact Statement Form and the Impact Table Worksheet must be completed and submitted with each Part I Facilities Program and must be provided with each capital project submitted in the annual capital budget request. The narrative must address project scope, including justification, and must provide a summary of the project's impact on space and enrollment capacities. The Impact Table (Excel Worksheet) is a separate attachment and provides quantitative data reflecting the project's impact on NASF, classroom/laboratory capacities, and enrollments.

**A. Growth and Conservation Component (A Better Maryland - Formerly PlanMaryland )**

Maryland Department of Planning

Mr. Charles (Chuck) W. Boyd, Deputy Director of Planning Services

410-767-1401/ [chuck.boyd@maryland.gov](mailto:chuck.boyd@maryland.gov).

To determine project location coordinates for Latitude & Longitude and Growth and Conservation components, open the Maryland Department of Planning website, below, using the following instructions:

<http://planning.maryland.gov/OurProducts/iMaps.shtml>

Under “Interactive Maps”

Find and select “Growth and Conservation Overlays” (a map will appear)

In the tool bar, right corner: Type in the project address and ENTER

Map will indicate location and color-coded “Place Areas”

REMEMBER THIS LOCATION

Latitude & Longitude: While in the map,

In the tool bar, select “Measure” and ENTER

Within the “Measure” window, select the “Location” icon (far right)

A green arrow will appear in the window, indicating Latitude/Longitude

Move the cursor to the “Location” window on the map and ENTER/click at the point of location

A green arrow will appear on the map and, in the “Measure” window, the coordinates next to the green arrow will appear as permanent

Places and Overlays: Staying in the map,

ENTER/Click the project location marker: the “Preservation/Conservation Overlays” window will appear

Using the < or > tab in the window tool bar, six (6) windows can be accessed to provide Places and Overlays information.

1. In what planning area is the proposed project located (provide map coordinates in chart, below)? Is the proposed planning area designated a Priority Funding Area (PFA)?

Location		Places*					
Latitude	Longitude	Targeted Growth	Established Community	Future Growth	Large Lot Development	Rural Resource	Supports Place Objectives?
39.145417	-77.176820	N	Y	N	N	N	Y
		Overlays*					
		Priority Preservation Area	Natural Resource Area	Water Resource Area	Climate Impact Area	Historic & Cultural Resource Area	Supports Overlay Objectives?
		N	N	N	N	N	Y

\* Insert "Y" (Yes) or "N" (No)

2. Is the project site currently served by public water and sewer or are there plans to extend public water and sewer to this area?

**B. Project Impact Statement & Summary (Attach Project Impact Table - Excel Worksheet)**

Project Description and Justification: In providing the following information, duplication of Part I - Facility Program information is recommended.

1. Provide a brief summary of the purpose and scope of this project including its impact on campus inventory and enrollments.
2. Explain the impact of this project on local and/or Maryland workforce shortages and briefly describe how this project will contribute to Maryland's initiative to achieve a 55% college completion rate by 2025.
3. This project will conform to the requirements of the Maryland High Performance Buildings Act and will include Green Building concepts.  
LEED Certification level expected: Silver \_\_\_\_ Gold X Platinum \_\_\_\_

**- END PROJECT IMPACT STATEMENT -**

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## EXAMPLE

### PROJECT IMPACT TABLE

Maryland Higher Education Commission FY 2018 Capital Budget Capital Project Impact Tables														
Submit This Table With The Impact Statement Document (MS Word) For This Project														
NOTE: IF THIS PROJECT INCLUDES 2 OR MORE FACILITIES, A SEPARATE IMPACT TABLE IS REQUIRED FOR EACH FACILITY.														
Alpha Beta Community College Workforce Center Renovation														
Name and Title of Contact: Plan A. Project, Facilities Director Telephone: 123-456-7890; Cell: 987-654-3210														
<b>Project Building Space</b>		<b>NASF BY HEGIS CATEGORY: BEFORE &amp; AFTER PROJECT COMPLETION</b>												
	Classroom	Laboratory	Laboratory	Office	Study	Special	General	Support	Health Care	Total				
	100	210	220	300	400	500	600	700	800	NASF	GSF	Efficiency		
Project Completion	4,200	18,540	1,100	2,590	0	900	4,270	0	0	31,600	42,000	75.2%		
Pre-Construction (If a renovation)	4,252	22,719	2,555	1,380	0	0	1,462	2,849	0	35,217	55,000	64.0%		
Change	-52	-4,179	-1,455	1,210	0	900	2,808	-2,849	0	-3,617	-13,000	11.2%		
Auto-Calculated NASF/Station @ Completion	19.44	108.42	22.92	68.16										
<b>Project Classroom, Laboratory &amp; Office Space</b>		Classroom		Laboratory		Laboratory		Office						
	HEGIS Code	110		210		220		310						
		# Rooms	# Seats	# Rooms	# Seats	# Rooms	# Seats	# Rooms	# Seats					
Project Completion		8	216	9	171	2	48	15	38					
Pre-Construction (If a renovation)		8	152	7	138	1	24							
Change		-	64	2	33	1	24	15	38					
<b>NO ENTRIES BELOW THIS LINE</b>														
<b>Project Classroom &amp; Laboratory Capacity</b>		CLASSROOM WSCH				LABORATORY WSCH 210+220								
		WSCH	WSCH	OCCUPANCY		WSCH	WSCH	OCCUPANCY						
		8-Hr DAY	5-DAY WK	X .66		8-Hr DAY	5-DAY WK	X .66						
Project Completion		1,728	8,640	5,702		1,752	8,760	5,782						
Pre-Construction (If a renovation)		1,216	6,080	4,013		1,296	6,480	4,277						
Change		512	2,560	1,690		456	2,280	1,505						
<b>Project Classroom &amp; Laboratory FTDE</b>		CLASSROOM FTDE*				LABORATORY FTDE 210+220**								
		FTDE	FTDE	OCCUPANCY		FTDE	FTDE	OCCUPANCY						
		8-Hr DAY	5-DAY WK	X .66		8-Hr DAY	5-DAY WK	X .66						
Project Completion		115	576	380		117	584	385						
Pre-Construction (If a renovation)		81	405	268		86	432	285						
Change		34	171	113		30	152	100						

**TEMPLATE**

**- CC FORM M -**

LETTER OF INTENT  
MARYLAND COMMUNITY COLLEGES

TO: Maryland Higher Education Commission  
6 N. Liberty Street, 10<sup>th</sup> Floor  
Baltimore, MD 21201

RE: \_\_\_\_\_  
\_\_\_\_\_  
(Project Title)

This Letter of Intent is to assure the Maryland Higher Education Commission that the county intends to provide the local share of funds to design, construct, and equip the above referenced project.

A Resolution and Petition for the State's share of funds to design, construct, and equip this facility will be submitted with the Annual Capital Budget Request, on or before \_\_\_\_\_ (approximate date of submission).

Signatures of:

(County Council) \_\_\_\_\_

(County Commissioners) \_\_\_\_\_

(County Executive) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

**TEMPLATE**

**- CC FORM N -**

**RESOLUTION  
MARYLAND COMMUNITY COLLEGES**

**RE: Proposal to Construct a Public Junior, Community,  
or Regional Community College or Addition Thereto**

Board of Trustees of \_\_\_\_\_ County Community College  
\_\_\_\_\_, Maryland

WHEREAS, The General Assembly of Maryland has enacted various community college construction loan acts that provide State funds to assist the counties in the financing of the cost of the acquisition of land and in the construction of public junior, community, or regional community college buildings and facilities, the cost of which were incurred after the effective dates of the acts; and

WHEREAS, The Board of Trustees of \_\_\_\_\_ County Community College proposes the (acquisition of land) (design) (construction of a public community college) (construction of additional buildings and/or facilities of the public community college) at or near \_\_\_\_\_, Maryland and has determined that the sum of \_\_\_\_\_ dollars (\$ \_\_\_\_\_) in State financial assistance available under said acts is needed for this purpose;

NOW, THEREFORE, BE IT RESOLVED, That the Board of Trustees of \_\_\_\_\_ County Community College does hereby formally request the County Commissioners to approve the proposed plans for (acquisition) (design) (construction) as set forth in the application for financial assistance, to file, as required by the provisions of acts, the necessary petition with the Maryland Higher Education Commission for a State grant in the amount of \_\_\_\_\_ dollars (\$ \_\_\_\_\_) and to make available the necessary local funds for completion of the project.

A True Copy  
ATTEST:

\_\_\_\_\_  
Secretary-Treasurer

Board of Trustees of \_\_\_\_\_ County Community College

Date \_\_\_\_\_

Project: \_\_\_\_\_

**TEMPLATE**

**- CC FORM O -**

**PETITION  
MARYLAND COMMUNITY COLLEGES**

RE: Petition for Grant of \$ \_\_\_\_\_  
Board of Trustees of \_\_\_\_\_ County Community College  
\_\_\_\_\_, Maryland

WHEREAS, The General Assembly of Maryland has enacted various community college construction loan acts that provide State funds to assist the counties in the financing of the cost of the acquisition of land and in the construction of public junior, community, or regional community college buildings and facilities, the cost of which were incurred after the effective dates of the acts; and

WHEREAS, A petition to participate in the financial assistance provided in the acts must be filed by the County Commissioners with the Maryland Higher Education Commission; and

WHEREAS, The Board of Trustees of \_\_\_\_\_ County Community College proposes the (acquisition of land) (design) (construction of a public community college) (construction of additional buildings and/or facilities of the public community college) at or near County, Maryland; and upon resolution duly adopted by it, a copy of said Resolution being appended hereto, request the County Commissioners of \_\_\_\_\_ County, Maryland to petition the Maryland Higher Education Commission for the sum of dollars (\$) \_\_\_\_\_ needed for the purpose of assisting the financing of the public community project which is described in the application for financial assistance;

NOW, THEREFORE, BE IT RESOLVED, By the County Commissioners of \_\_\_\_\_ County, Maryland that petition is hereby made to the Maryland Higher Education Commission for a grant of \_\_\_\_\_ dollars (\$ \_\_\_\_\_) from the available funds of the various community college construction loan acts in order to participate in said financial assistance; and

BE IT FURTHER RESOLVED, That the County Commissioners of \_\_\_\_\_ County, Maryland shall provide all the remaining funds necessary to complete the described project even if the Board of Public Works approves a grant which is less than the amount requested by this Petition.

Signatures of County Commissioners: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

Project: \_\_\_\_\_



**CC TABLES 1-4**  
**SPACE ALLOCATION GUIDELINES**  
**EXCEL WORKBOOK INSTRUCTIONS**

**CCTables 1-4**

**Submission (Due July 1)**

The following notes are prepared to assist in completing each of the Tables. The Space Guidelines and definitions can be accessed by viewing the "Guidelines" Tab/Worksheet of this document.

**Table 1: Facilities Inventory By Building**

- 1 On-Campus refers to all campus sites. The definitions are listed at the bottom of the first page of Table 1 (below the Table)
- 2 The column titled "Subtotal On-Campus Permanent" refers to the first definition of On-Campus. These inventories are included in Table 3 "Current Inventory" column.
- 3 The column titled "Subtotal On-Campus Overflow" refers to the second definition of On-Campus. This space is NOT REPORTED in Table 3 "Current Inventory".
- 4 The column titled "Total On-Campus Space" includes the sum of "Subtotal On-Campus Permanent" and "Subtotal On-Campus Overflow" columns. This space is NOT REPORTED in Table 3.

**Table 2: Facilities Inventory Changes**

- 1 Reports current inventory and changes through 10-year projected inventory.
- 2 The column titled "FY2016 After Gains/(Losses)" is reported in Table 3 (column titled "Surplus/(Deficit)" projected 10 years).

**Table 3: Computation of Space Needs (See "Guidelines" for definitions)**

- 1 Complete Enrollment/Employment Table First. Totals for each type of enrollment/employment are formulated for automatic entry.

**USE FALL ENROLLMENT DATA**  
**MHEC Enrollment Projections**

- 2 All Current data must be "hard entered" (Except Totals).
- 3 FTDE, FTE and Headcount must be "hard entered" in both Current and Projected cells (Except FTDE "Total" cells)
- 4 BE is entered @ 20,000. Read "Guidelines" for further instructions.

**Table 4: Computation of Parking Needs**

- 1 "Hard Enter" Current and 10-Year Inventories (other data is formulated)
- 2 Follow instructions in Table 4 section.





## EXAMPLE

**CC TABLE 3a  
CURRENT & PROJECTED COMPUTATION OF SPACE NEEDS**

HEGIS CODE	HEGIS CATEGORY	Need 2014	Inventory 2014	Surplus/ (Deficit)	Need 2024	Inventory 2024	Surplus/ (Deficit)
<b>100 (110-115)</b>	<b>CLASSROOM</b>	<b>27,503</b>	<b>0</b>	<b>(27,503)</b>	<b>40,563</b>	<b>0</b>	<b>(40,563)</b>
<b>200</b>	<b>LABORATORY</b>	<b>45,913</b>	<b>0</b>	<b>(45,913)</b>	<b>67,718</b>	<b>0</b>	<b>(67,718)</b>
210-15	Class Laboratory	40,474	0	(40,474)	59,696	0	(59,696)
220-25	Open Laboratory	5,439	0	(5,439)	8,022	0	(8,022)
250-55	<i>No Allowance</i>						
<b>300</b>	<b>OFFICE</b>	<b>60,388</b>	<b>0</b>	<b>(60,388)</b>	<b>87,817</b>	<b>0</b>	<b>(87,817)</b>
310-15	Office/ Conf. Room	58,888	0	(58,888)	86,112	0	(86,112)
320-25	Testing/Tutoring	1,500	0	(1,500)	1,705	0	(1,705)
350-55	<i>Included w/ 310</i>						
<b>400</b>	<b>STUDY</b>	<b>12,107</b>	<b>0</b>	<b>(12,107)</b>	<b>17,327</b>	<b>0</b>	<b>(17,327)</b>
410-15	Study	8,094	0	(8,094)	11,938	0	(11,938)
420-30	Stack/Study	2,813	0	(2,813)	3,849	0	(3,849)
440-55	Processing/Service	1,200	0	(1,200)	1,540	0	(1,540)
<b>500</b>	<b>SPECIAL USE</b>	<b>36,600</b>	<b>0</b>	<b>(36,600)</b>	<b>41,028</b>	<b>0</b>	<b>(41,028)</b>
520-23	Athletic	34,000	0	(34,000)	38,100	0	(38,100)
530-35	Media Production	1,600	0	(1,600)	1,928	0	(1,928)
580-85	Greenhouse	1,000	0	(1,000)	1,000	0	(1,000)
<b>600</b>	<b>GENERAL USE</b>	<b>31,950</b>	<b>0</b>	<b>(31,950)</b>	<b>38,315</b>	<b>0</b>	<b>(38,315)</b>
610-15	Assembly	12,000	0	(12,000)	12,820	0	(12,820)
620-25	Exhibition	1,500	0	(1,500)	1,705	0	(1,705)
630-35	Food Facility	8,384	0	(8,384)	12,352	0	(12,352)
640-45	<i>No Allowance</i>						
650-55	Lounge	2,466	0	(2,466)	3,633	0	(3,633)
660-65	Merchandising	1,600	0	(1,600)	1,805	0	(1,805)
670-75	<i>No Allowance</i>						
680-85	Meeting Room	6,000	0	(6,000)	6,000	0	(6,000)
<b>700</b>	<b>SUPPORT</b>	<b>15,535</b>	<b>0</b>	<b>(15,535)</b>	<b>18,734</b>	<b>0</b>	<b>(18,734)</b>
710-15	Data Processing	2,500	0	(2,500)	2,500	0	(2,500)
720-25	Shop/ Storage	8,858	0	(8,858)	11,994	0	(11,994)
730-35	<i>Included w/ 720</i>						
740-45	<i>Included w/ 720</i>						
750-55	Central Service	4,000	0	(4,000)	4,000	0	(4,000)
760-65	Hazmat Storage	177	0	(177)	240	0	(240)
<b>800</b>	<b>HEALTH CARE</b>	<b>500</b>	<b>0</b>	<b>(500)</b>	<b>582</b>	<b>0</b>	<b>(582)</b>
<b>900</b>	<b>No Allowance</b>						
<b>050-090</b>	<b>No Allowance</b>						
	<b>Total NASF:</b>	<b>230,496</b>	<b>0</b>	<b>(230,496)</b>	<b>312,084</b>	<b>0</b>	<b>(312,084)</b>

## EXAMPLE

**CC TABLE 3b  
ENROLLMENT AND EMPLOYMENT DATA**

FALL 2015 FTDE, FTE and WSCH DERIVED FROM COLLEGE'S FALL 2015 S-6 WORKSHEET					
DO NOT MANUALLY ENTER DATA IN BLUE-SHADED CELLS					
		ACTUAL		PROJECTED	
		Fall 2015 (S-6)	Fall 2025 (MHEC)		
<b>ENROLLMENT/ EMPLOYMENT STATISTICS</b>		FTDE-C	1,295	1,910	
		FTDE-N			
		FTDE-T	1,295	1,910	FALL WSCH
		WSCH-Lec-C	18,335	27,042	
		WSCH-Lec-N			
		WSCH-Lec-T	18,335	27,042	76%
		WSCH-Lab-C	5,782	8,528	
		WSCH-Lab-N			
		WSCH-Lab-T	5,782	8,528	24%
	Employment		FTE	1,813	2,849
		BVE	28,130	38,490	
S-6 Worksheet		FT-Fac	100	147	
		FT-Libr	10	15	
N/A =		PT-Fac	150	221	
		FTEF	148	217	
MHEC Data =		FT-Staff	200	295	
		PHC-T	822	1,211	
Formulas =	#DIV/0!				
			ACTUAL	PROJECTED	
			Fall 2015 (MHEC)	Fall 2025 (MHEC)	
		Headcount	3,416	4,372	

## EXAMPLE

### CC TABLE 4 COMPUTATION OF PARKING NEEDS CURRENT AND PROJECTED 10-YEAR

PARKING CATEGORY	FACTOR	Need Current	Inventory 2014	Surplus/ (Deficit)	Need 10 Years	Inventory 2024	Surplus/ (Deficit)
FTDE-T	0.75	971		(971)	1,433		(1,433)
FT-Fac and FT-Staff	0.75	225		(225)	332		(332)
<b>SUBTOTAL</b>		<b>1,196</b>	<b>0</b>	<b>(1,196)</b>	<b>1,765</b>	<b>0</b>	<b>(1,765)</b>
Visitors	0.02	24		(24)	35		(35)
<b>REGULAR SPACES</b>		<b>1,220</b>	<b>0</b>	<b>(1,220)</b>	<b>1,800</b>	<b>0</b>	<b>(1,800)</b>
Reserved Accessible*				0			0
<b>ALL SPACES</b>		<b>1,220</b>	<b>0</b>	<b>(1,220)</b>	<b>1,800</b>	<b>0</b>	<b>(1,800)</b>

\* In addition to the regular parking spaces, the Americans with Disabilities Act requires reserved spaces for disabled individuals. Reserved accessible spaces shall conform to the requirements in the space allocation guidelines:

	TOTAL SPACES	REQUIRED ADA	TOTAL SPACES	REQUIRED ADA
<= 25		1	201 - 300	7
26 - 50		2	310 - 400	8
51 - 75		3	410 - 500	9
76 - 100		4	501 - 1,000	2% of total
101 - 150		5	> 1,000	20 plus 1 for each
151 - 200		6		100 beyond 1,000

ONLY PARKING FOR ON CAMPUS SPACE SHOULD BE INCLUDED ON THIS TABLE

"NEED" DATA FOR RESERVED ACCESSIBLE SPACES MUST ENTERED MANUALLY USING THE ABOVE ADA GUIDELINES

"NEED" DATA FOR ALL OTHER CATEGORIES ARE ENTERED AUTOMATICALLY FROM THE ENROLLMENT/EMPLOYMENT STATISTICS ON TABLE 3

SPACE ALLOCATION GUIDELINES		FACTOR		FORMULA
HEGIS CODE	HEGIS CATEGORY	FOR FTDE-C		
		<= 3,000	> 3,000	
<b>100</b>	<b>CLASSROOM</b>	1.50	1.11	Factor x WSCH-Lec-T
<b>200</b>	<b>LABORATORY</b>			<b>Total</b>
210	Class Laboratory	7.00	5.83	Factor x WSCH-Lab-T
220	Open Laboratory			4.2 x FTDE-C
250	No Allowance			
<b>300</b>	<b>OFFICE</b>			<b>Total</b>
310	Office/ Conf. Room			Core of 1,120 + (166 x (FTEF + FT-Staff))
320	Testing/Tutoring			Core of 1,500 + (0.5 x (FTDE-C beyond 1,500))
350	Included w/ 310			
<b>400</b>	<b>STUDY</b>			<b>Total</b>
410	Study			6.25 x FTDE-C
420-30	Stack/Study			0.1 x BVE
440-55	Processing/Service			Core of 1,200 + (0.4 x (Category-420-30 beyond 1,200))
<b>500</b>	<b>SPECIAL USE</b>			<b>Total</b>
520-23	Athletic			Core of 34,000 + (10 x ( FTDE-C beyond 1,500))
530	Media Production	0.80	2.00	Core of 1,600 + ( Factor x ( FTDE-C beyond 1,500 ))
580	Greenhouse			Core of 1,000
<b>600</b>	<b>GENERAL USE</b>			<b>Total</b>
610	Assembly			Core of 12,000 + (2.0 x (FTDE-C beyond 1,500))
620	Exhibition			Core of 1,500 + (0.5 x (FTDE-C beyond 1,500))
630	Food Facility	10.20	8.40	Factor x PHC-T
640	No Allowance			
650	Lounge			3.0 x PHC-T
660	Merchandising			Core of 1,600 + (0.5 x (FTDE-C beyond 1,500))
670	No Allowance			
680	Meeting Room	6,000	8,000	Factor x 1
<b>700</b>	<b>SUPPORT</b>			<b>Total</b>
710	Data Processing			Core of 2,500 + (0.75 x ( FTDE-T beyond 4,000))
720	Shop/ Storage			0.04 x (All categories less 720-40 and 760)
730	Included w/ 720			
740	Included w/ 720			
750	Central Service			Core of 4,000 + (FTDE-C beyond 4,000)
760	Hazmat Storage			0.02 x Categories-720-40
<b>800</b>	<b>HEALTH CARE</b>			Core of 500 + (0.2 x (FTDE-C beyond 1,500))
<b>900</b>	<b>No Allowance</b>			
<b>050-090</b>	<b>No Allowance</b>			
	<b>Total NASF:</b>			

FTDE: Full-time day equivalent students. Fall credit and/or eligible non-credit hours taught between 8 am and 5 pm divided by 15.  
-C = credit only; -N = non-credit only; -T = total credit and non-credit.

WSCH-Lec: Weekly student contact hours for on-campus day students in credit and/or eligible non-credit courses where instruction is primarily lecture. -C = credit only;  
-C = credit only; -N = non-credit only; -T = total credit and non-credit.

WSCH-Lab: Weekly student contact hours for on-campus day students in credit and/or eligible non-credit course where instruction is primarily lab.  
-C = credit only; -N = non-credit only; -T = total credit and non-credit.

FTE: Full-time equivalent students. Fall credit hours divided by 15.  
BVE: Bound volume equivalent. 20,000 BVE for the first 1,000 FTE and 1,000 BVE for every 100 FTE above 1,000.

FT-Fac: Full-time faculty.  
FT-Lib: Full-time librarians.  
PT-Fac: Part-time faculty.  
FTEF: Full-time equivalent faculty. Full-time faculty, including librarians, plus 25% of part-time faculty.  
FT-Staff: Full-time staff.  
PHC-T: Planning head count. 50% of the sum of FTDE for on-campus credit and eligible non-credit courses and FTEF and FT-Staff, and includes space for seating, preparation, and storage.

Headcount: Total unduplicated full-time and part-time credit enrollments.

## **14.03.03 CC FORM P: QUARTERLY CASH FLOW PROJECTIONS**

### **Due Each Quarter: Form P – Quarterly Cash Flow Report**

CC Form P (MS Excel): Quarterly Cash Flow Projection Report (Section 14.03.04, example below)

The CC Form P includes four (4) worksheets: Cash Flow Reporting Instructions; Cash Flow Projections; Project Design Status of New Construction; and, Project Status of New Construction. This report is submitted to MHEC after each fiscal quarter to indicate actual and projected cash flows related to active capital projects. The projections are used to analyze project activities and to forecast expenditures and general bond requirements. These projections form the basis of the Commission's request for the issuance of bonds to support payment of the State's share of community college capital projects. Due dates are announced in advance and scheduled no later than the last Friday in the month following the quarter.

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## EXAMPLE

### MEMORANDUM

DATE: January 9, 2018

TO: Facilities Planners, Maryland Community Colleges

FROM: Cynthia F. Tims, Finance Policy Analyst

SUBJECT: **Quarterly Cash Flow/Status of Funded Projects Report – 2<sup>nd</sup> Quarter FY 2018**

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To assist the State Treasurer's office in determining cash disbursements by general obligation bond bills and report expenditures, the Maryland Higher Education Commission (MHEC) uses information received from Maryland Community Colleges to forecast the amount of State funds to be expended for community college capital projects. Projected expenditures are derived from Quarterly Cash Flow/Status of Funded Projects Reports (Form P).

As a reminder, a completed Form P is due to MHEC at the end of each fiscal quarter. The Quarterly Cash Flow/Status of Funded Projects for the 2<sup>nd</sup> Quarter of FY 2018 is due January 26, 2018. The due dates for the remaining quarters in FY2018 are below:

#### *FY 2018 Cash Flow Report Due Dates*

Report Quarter	Reporting Period	Quarterly Report Due Date
1 <sup>st</sup> Quarter FY 2018	July 1, 2017 – September 30, 2017	October 27, 2017 Received
<b>2<sup>nd</sup> Quarter FY 2018</b>	<b>October 1, 2017 – December 31, 2017</b>	<b>January 26, 2018</b>
3 <sup>rd</sup> Quarter FY 2018	January 1, 2018 – March 31, 2018	April 27, 2018
4 <sup>th</sup> Quarter FY 2018	April 1, 2018 – June 30, 2018	July 27, 2018

The *Quarterly Cash Flow/Status of Funded Projects Reports Template for the 2nd Quarter of FY 2018* is attached. The template contains four worksheets: 1-Instructions; 2-Cash Flow Projections; 3-Status of Design; and 4-Status of New Construction. Please be mindful of the following when submitting the required report:

- *All information is due to MHEC ([MHEC\\_FinancePolicyAnalystNAME@maryland.gov](mailto:MHEC_FinancePolicyAnalystNAME@maryland.gov)) no later than Friday, January 26, 2018;*
- Be sure to include the College Name in Cell A-5 of each tab;

- Submit **BOTH** an Excel version of the report AND a PDF of the signed *Cash Flow* tab. (Note: *The PDF must be signed by an authorized representative of the college.*);
  
- Report the following Actual vs. Projected Totals for the 2<sup>ND</sup> Quarter FY 2018 Submission:
  - 1<sup>st</sup> Quarter: July 1, 2018 through September 30, 2018 - PROJECTED
  - **2nd Quarter: October 1 through December 31, 2017 – ACTUAL**
  - 3<sup>rd</sup> Quarter: January 1, 2017 through March 31, 2018 – PROJECTED
  - 4<sup>th</sup> Quarter: April 1, 2017 through June 30, 2018 – PROJECTED

(Note: Projected numbers are for future quarters. These instructions will change for each quarter of FY 2018.); and
  
- Only report the **State Share** in the *Cash Flow* tab. New information in the *Design Status* and *Construction Status* tabs require State Costs AND Total Costs for each project.

Feel free to contact me at [MHEC\\_FinancePolicyAnalystNAME@maryland.gov](mailto:MHEC_FinancePolicyAnalystNAME@maryland.gov) or (410) 767-3086 if you have any questions or concerns.

Attachment

## INSTRUCTIONS – FORM P QUARTERLY CASH FLOW

MS Excel Spreadsheet (Tab 1): Instructions

<b>Instructions for Completing the Quarterly Cash Flow Projections:</b>	
<b>USE CORRECT MHEC PROJECT NUMBER, FOR EXAMPLE:</b>	
<b>Project # 999</b>	
1	Ensure that the column titled "ACTUAL" is correct. This column is where the actual cash flow is recorded.
2	Remember that each of the columns titled "PROJECTED" is a future quarter and not a past quarter.
3	Record cash flow in columns E, G, I and K. These numbers should be on the same row as the project number.
4	Record the Phase of the project for which funds are expended in columns F,H,J and L. Use the following abbreviations:  Acquisition=A; Design=P; Construction=C; Furn. & Equip=E
5	Note that the columns and rows automatically calculate totals for both the quarterly and project-specific areas.
6	List all projects on this sheet. As you add the projects to the sheet ensure that the columns and rows are totalling correctly.
7	Column "M" will indicate totals for Project-Specific cash flow. Columns E,G,I AND K will indicate each quarter's totals.

## INSTRUCTIONS – FORM P QUARTERLY CASH FLOW

### MS Excel Spreadsheet (Tab 2): Cash Flow

CASH FLOW PROJECTION MARYLAND COMMUNITY COLLEGES SECOND QUARTER FY 2018									
<b>COLLEGE NAME - CELL A-6</b>									
Date: _____					Signature of Representative: _____				
NOTE: The following information should be provided to the Maryland Higher Education Commission immediately upon contract award approval by the Board of Public Works and on a quarterly basis thereafter.									
Projects	PROJECTED		ACTUAL/ CURRENT		PROJECTED		PROJECTED		TOTAL
	First Qtr. FY19	Phase	Second Qtr. FY18	Phase	Third Qtr. FY18	Phase	Fourth Qtr. FY18	Phase	
	Jul-Sep 2018	A,P,C,E	Oct-Dec 2017	A,P,C,E	Jan-Mar 2018	A,P,C,E	Apr-Jun 2018	A,P,C,E	
<b>Example:</b>									
P.E. Building Renovation Project #998	\$ 150,000	PC					\$ 1,100,000	C	\$ 1,250,000
Date of Initial Request for Pmt:	3-Jun-16								
College Hall Addition Project #999	\$ 80,000	P	\$ 1,100,000	C	\$ 800,000	CE			\$ 1,980,000
Date of Initial Request for Pmt:	1-Aug-15								
<b>Total</b>	<b>\$ 230,000</b>		<b>\$ 1,100,000</b>		<b>\$ 800,000</b>		<b>\$ 1,100,000</b>		<b>\$ 3,230,000</b>

### MS Excel Spreadsheet (Tab 3): Design Status

MARYLAND HIGHER EDUCATION COMMISSION PROJECT DESIGN STATUS OF NEW CONSTRUCTION AT MARYLAND COMMUNITY COLLEGES AS OF DECEMBER 31, 2017						
<b>COLLEGE NAME (CELL A-5)</b>						
Project Name	Description	Design Cost	State Allocation	Design Schedule Start	Design Schedule Completion	Remarks
<b>EXAMPLE:</b>						
College Hall Addition Project #999 Architectural Engineers, Inc.	Labs. & Office Additions to Science Wing.	\$440,000	\$220,000	8/1/2015	8/1/2017	Construction Projected 10/01/17

### MS Excel Spreadsheet (Tab 4): Status of New Construction

MARYLAND HIGHER EDUCATION COMMISSION PROJECT STATUS OF NEW CONSTRUCTION AT MARYLAND COMMUNITY COLLEGES AS OF DECEMBER 31, 2017									
<b>COLLEGE NAME (CELL A-5)</b>									
Project Name	Description	Construction Cost	State Share \$	Actual Start	Estimated Completion	% Physical Completion	% of Contract Period Elapsed	Closeout Date	Remarks
<b>EXAMPLE:</b>									
PE Bldg Renovation Project #998 Best Contractors, Inc.	Gymnasium & Pool, PE Bldg replace pool filtration system & install new gym flooring.	\$3,500,000	\$1,750,000	06/01/16	12/01/17	50%	50%	NA	On schedule

## 14.03.04 FACILITIES INVENTORY SYSTEM AND REPORTING

The Maryland Higher Education Commission (MHEC) maintains a facilities inventory reporting system to assist in the preparation of both the operating and capital budgets. This information is used extensively to justify funds for operations and maintenance, new construction, renovations of existing facilities, and a variety of other items. The accuracy and timeliness of the data are critical to its effectiveness and will assist in preventing redundant reporting.

The Facilities Inventory Report is used to report net-assignable square feet (NASF) and gross square feet (GSF) on a building-by-building basis. This information is used to produce summary data for each campus and segment. **The facilities reported in the inventory should include any space which the institution uses regardless of whether the institution owns, rents, or occupies the space on or off campus.**

In an effort to ensure MHEC's facilities inventory system is consistent with national standards and guidelines, the Commission uses the National Center for Educational Statistics (NCES) *Post-Secondary Education Facilities Inventory and Classification Manual - June 2006 (FICM 2006)* as the primary reference document for its inventory. Many of the institutions already use this manual. However, if your institution does not have a current copy, you may download the manual from the NCES site:

<http://nces.ed.gov/pubsearch/pubsinfo.asp?pubid=2006160>

While MHEC uses the NCES/FICM-2006 for the majority of the technical definitions in the facilities inventory system, there are certain variations. Instructions for completing the MHEC Facilities Inventory Report are included on the following pages.

### IMPORTANT NOTE:

**The MHEC Facilities Inventory Report is programmed to recognize the Space Use Codes listed in Table 4-2, Chapter 4.3 of the NCES/FICM 2006 Manual (pp. 45 & 46). To maintain the integrity of this Report, enter space codes, accordingly, as in past submissions.**

## **GENERAL INSTRUCTIONS FACILITIES INVENTORY REPORT**

The Facilities Inventory Report is a workbook/spreadsheet (Excel format) used to report net-assignable (NASF) and gross square feet (GSF) on a building-by-building basis. This information is used to produce summary data for each campus and segment. **The facilities reported in the inventory should include any space which the institution uses regardless of whether the institution owns, rents, or occupies the space on or off campus.**

The Facilities Inventory Report contains two worksheets. The first worksheet is a campus summary of inventories that does not require any updates (labeled Summary). All information on this worksheet is linked to, and extracted from, data in the second worksheet.

The second worksheet is the building by building inventory (labeled "Inventory"). Use this worksheet to input/enter all data fields. Do not add or delete any rows or columns. Unless otherwise indicated, report all data in NASF and round all figures to the nearest whole number.

Below are the instructions and definitions for data elements in the Facilities Inventory Report that require clarification. For all other items, refer to the National Center for Educational Statistics Postsecondary Education Facilities Inventory and Classification Manual (FICM): 2006 Edition.

If you have any questions, please contact MHEC's Finance Policy Analyst by telephone at (410) 767-3086 or by email at: [MHECFinancePolicyAnalystNAME@maryland.gov](mailto:MHECFinancePolicyAnalystNAME@maryland.gov).

1. **Year-** the fiscal year in which the data will be applicable. Report all data as of the fall semester of the previous calendar year. For example, this report is for April 2015, the data reported should be from fall 2014.
2. **Institution-** the institution for which the inventory is being completed.
3. **MHEC # -** N/A (MHEC no longer assigns building numbers)
4. **Building Name -** the name of the building. This field should be updated as names change. Please note that each facility should have a distinct building name due to changes in the facilities inventory. For example, an institution cannot have five facilities titled "Resident Hall." To correct this problem, please adjust building names as necessary (i.e., Resident Hall 1, Resident Hall 2, etc.)
5. **Major Building Function Code-** the code that describes the building function:

Code Number

- 1 Academic - General Purpose:  
The building is used for one or more instructional and/or research programs or departments.

- 2     Academic - Physical Education:  
The building is used primarily for physical education activities.
- 3     Academic - Specific Purpose:  
The building is used by one instructional and/or research program or department.
- 4     Administrative - Office/Support:  
The building is used for primarily administrative purposes.
- 5     Library:  
The building is used primarily for "Study" (Room Use Category 400 Study) and related Library programs.
- 6     Auxiliary Enterprise:  
The building is used primarily for student housing, dining, or other function which relies on student fees/institutional funds and does not currently receive state general funds for operating expenses.
- 7     Other - Non-academic:  
The building is used primarily for plant and maintenance operation, including storage, public safety, and other non-academic support related space. Use this category if the majority of the building's function cannot be identified above.

NOTE:     The housing of presidents, chancellors, and others normally maintained with state general funds should be entered in the "Other" category and not in the "Auxiliary Enterprise" category.

**6.     Ownership Code-** the code describing the ownership of the building:

Code Number

- 1     Owned by the State:  
Should be entered by all public institutions (except community colleges) unless owned by a foundation or other special arrangement.
- 2     Owned by Community College Board of Trustees:  
Should be entered by all community colleges unless the building is owned by a foundation or other entity.
- 3     Owned by the Institution:  
Should be entered by all private institutions unless the facility is leased or is occupied through special arrangement.

- 4     Other:  
Not owned by the institution, but used by the campus for normal operations.

7.     **Status Code-** the description of the building’s construction status.

Code Number

- 1     Existing building fully constructed and occupied.  
2     Building under construction or funded for construction through “as of” date.  
3     Building under design or funded for design.  
4     No funding but has an approved program.

8.     **Gross Square Feet (GSF)-** total floor area of the building included within the outside walls.

9.     **Net Assignable Square Feet (NASF) -** total floor space assigned or available for assignment (except custodial, circulation, mechanical and structural areas).

10.    **Efficiency %-** the building NASF divided by the building GSF.

11.    **Non-State GSF and Non-State NASF-** portion of facility in which State support may not be used (i.e., auxiliary).

12.    **Handicapped Accessible-** total NASF of the building which is handicap accessible.

13.    **Year Constructed-** the calendar year in which the original building was completed, regardless of the date of occupancy.

14.    **Year Renovated-** the calendar year in which the most recent major addition and/or renovation was completed.

15.    **Estimated Replacement Cost-** the estimated cost to replace the building. Include fixed equipment at the time of the inventory. Replacement costs should be determined in terms of the cost to replace the building’s assignable floor area using current construction costs/building codes.

16.    **Estimated Auxiliary Replacement Cost-** the estimated cost to replace auxiliary space. Include fixed equipment at the time of the inventory. Replacement costs should be determined in terms of the cost to replace the auxiliary’s assignable floor area using current construction costs/building codes.

17.    **Revised Value Date-** the most current building assessment and availability.



- 18. Condition Code-** the building condition code is determined by dividing the “estimated renovation cost” by the “estimated replacement cost.”

Code Number

- 1     Satisfactory (Normal maintenance):  
Suitable for continued use with normal maintenance. The “estimated renovation cost” is between 10-15% of the “estimated replacement cost” of the building.
  - 2     Remodeling A (Normal maintenance):  
Requires restoration to present acceptable standards without major room use changes, alterations, or modernization. The “estimated renovation cost” is between 16% and 25% of the “estimated replacement cost” of the building.
  - 3     Remodeling B (Deferred maintenance):  
Requires major updating and/or modernization of the building. The “estimated renovation cost” is between 26% and 50% of the estimated replacement cost of the building.
  - 4     Remodeling C (Major renovation):  
Requires major remodeling of the building. The “estimated renovation cost” is greater than 50% of the “estimated replacement cost” of the building (i.e., 51% or more). If a building is scheduled to be renovated during this period, the condition code should be Remodeling C (4) and the NASF reported as 060 Alternation or Conversion.
  - 5     Demolition (Removal from use):  
Should be demolished or abandoned because the building is unsafe or structurally unsound. This category takes precedence over categories 1, 2, 3, and 4.
  - 6     Termination (Removal from use):  
Planned termination or relinquishing of occupancy of the building for reasons other than safety or structural problems, such as abandonment of temporary units or vacating of leased space.
- 19. Estimated Renovation Cost-** the estimated cost to repair and/or renovate the existing facility to "satisfactory" condition. The estimate should be based on a facilities audit which identifies the deficiencies and concomitant remedial costs of all building systems.
- 20. Estimated Auxiliary Renovation Cost-** the estimated cost to repair and/or renovate the existing auxiliary facility to “satisfactory” condition. The estimate should be based on a facilities audit which identifies the deficiencies and concomitant remedial costs of all

building systems.

21. **Room Use Categories-** the technical definitions and codes for room use categories based on NCES's *Post-Secondary Education Facilities Inventory and Classification Manual* (June 2006). These definitions can be found in **Chapter 4: Space Use Codes** (pp. 37 through 100).

MHEC uses the NCES Manual as its primary reference; however, certain variations between the Manual and the Commission's system are discussed below:

- A. Service Areas  
Combine all service space (NCES Code--5) with primary use categories. For example, 110 Classrooms and 115 Classroom Service would be combined together and reported in 110/5 CLASSROOMS.
- B. Office Facilities  
Report all Office Facilities space as 310-355 OFFICE. No subcategories should be used.
- C. Study Facilities  
Combine 420 Stack and 430 Open-Stack Study Room into one category (420). Additionally, combine 440 Processing Room and 455 Study Service into one category (440).
- D. Special Use Facilities  
Combine 560 Field Building, 570 Animal Quarters, 575 Animal Quarters Service into one category (560-575 FLD BLD).
- E. Health Care Facilities  
Report all Health Care Facilities space as 800 HEALTH. No subcategories should be used.
- F. Residential Facilities  
Report all Residential Facilities space as 900 RESIDENT. No subcategories should be used. All 900 space is also classified as Auxiliary and should be code "6" under **Major Building Function**.
- G. Unclassified  
**Add this subcategory (not included in NCES manual)**

090-Other Organization Usage

Definition: All areas assigned or leased to organizations which are not part of the institution.

**MHEC FACILITIES INVENTORY TEMPLATE (Summary Tab)**

<b>Summary Information</b>			
<b>Facilities Inventory</b>			
<b>(College Name Here)</b>			
<b>Main Campus</b>			
Total Number of Buildings	0		
Total GSF	-	Auxiliary GSF	-
Total NASF	-	Auxiliary NASF	-
State Supported GSF	-	Handicap NASF	-
State Supported NASF	-		
Total Replacement	\$ -	Total Renovation Cost	\$ -
Auxiliary Replacement	\$ -	Auxiliary Renovation Cost	\$ -
<b>Room Use Category</b>			
100 - Classroom	-	600 - General Use	-
200 - Laboratory	-	700 - Support	-
300 - Offices	-	800 - Health Care	-
400 - Study	-	900 - Residential	-
500 - Special Use	-	000 - Unclassified	-
Total NASF Reported			
Room Category	-		
Building Summary	-		
Difference	-		
<b>Off-Site Campuses and Leased</b>			
Total Number of Buildings	0	Handicap NASF	-
Total GSF	-		
Total NASF	-		
Total Replacement	\$ -	Total Renovation Cost	\$ -
Auxiliary Replacment	\$ -	Auxiliary Renovation Cost	\$ -
<b>Room Use Category</b>			
100 - Classroom	0	600 - General Use	0
200 - Laboratory	0	700 - Support	0
300 - Offices	0	800 - Health Care	0
400 - Study	0	900 - Residential	0
500 - Special Use	0	000 - Unclassified	0
Total NASF Reported			
Room Use Category	0		
Building Summary	0		
Difference	0		

MHEC FACILITIES INVENTORY TEMPLATE (partial screenshot of Inventory Tab)

**Facilities Inventory**

**MAIN CAMPUS**

Year	Institution	MHEC #	Campus Bldg #	Building Name	Code Function	Code Owner	Code Status	Total GSF	Bldg NASF	Effic %	Non-State GSF
<b>Campus Totals</b>											
0	-				- = Total # of Buildings			-	-		-

Non-State NASF	Handicap NASF	Year Constructed	Year Renovated	Replacement Value	AUX Value	Value as of	Revised Condition Code	Renovation Cost	Renovation AUX	Room Use Category	100	210
-	-			\$ -	\$ -			\$ -	\$ -	-	-	-

220	250	300	410	420	440	510	520	523	530	540	550	560	580	590	610	620	630	640	650	660	670	680	710	720	730
-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

740	750	760	800	900	050	060	070	090
-	-	-	-	-	-	-	-	-

Source: Facilities Inventory System, MHEC

**Note. Read the headers left to right, top to bottom.**

## 14.03.05 ALLOCATION REQUEST LETTERS

### EXAMPLE - ENCUMBRANCE REQUEST

\*\*\*\*\*

Date

Finance Policy Analyst  
Office of Facilities/Capital Budget Oversight  
Maryland Higher Education Commission (MHEC)  
6 N. Liberty Street, 10th Floor  
Baltimore, MD 21201

Re. ABC College – Wye River Campus  
Infrastructure Improvements and Academic Building 1  
CC-99-MC02-999

Dear (Finance Policy Analyst):

**ABC College** requests that the Maryland Higher Education Commission recommend Board of Public Works approval for the Department of General Services to encumber funds for the following project(s):

- Infrastructure Improvements (Project #) in the amount of \$2,000,000 for construction funds (State Share 50.0%). The General Assembly authorized funds in the FY2018 capital budget.
- Academic Building 1 (Project #) in the amount of \$5,000,000 for construction funds (State Share 50.0%). The General Assembly authorized funds in the FY 2017 capital budget.

This phase is scheduled to begin **Date** and to be completed by **Date**. If you have any questions, I can be reached at [jane.doe@collegeemail](mailto:jane.doe@collegeemail) or at (410) 123-4567.

Sincerely,

Jane Doe  
ABC College

cc: Capital Budget Analyst, DBM  
Program Manager, DGS

## **EXAMPLE - ALLOCATION REQUEST**

### **DESIGN WITH BASIC AND SPECIAL SERVICES**

\*\*\*\*\*

Date

Finance Policy Analyst  
Office of Facilities/Capital Budget Oversight  
Maryland Higher Education Commission (MHEC)  
6 N. Liberty Street, 10th Floor  
Baltimore, MD 21201

Re. ABC College – Wye River Campus  
Academic Building 1 - Design  
CC-99-MC02-999

Dear (Finance Policy Analyst):

**ABC College** requests that the Maryland Higher Education Commission recommend State participation in funding for design of the **Academic Building 1** project in the amount of **\$100,000 (State Share of 50.0%)** and forward that recommendation to the Department of General Services (DGS) for presentation to the Board of Public Works (BPW) for approval. The College recommends award of the contract to the low responsive bidder, **XYZ Design**, with a total design fee of **\$200,000**, which includes basic services of **\$175,000** and special services for: **“a” service - \$10,000; “b” service - \$10,000; and “c” service - \$5,000.**

Attached are copies of the Board of Trustees Resolution and award recommendation, the County's Petition for State assistance and all required design items as listed on the DGS/BPW checklist. Copies of this package have been forwarded to the Department of Budget and Management and the Department of General Services as appropriate.

This phase is scheduled to begin **Date** and to be completed by **Date**. If you have any questions, I can be reached at [jane.doe@collegeemail](mailto:jane.doe@collegeemail) or at (410) 123-4567.

Sincerely,

Jane Doe

cc: Capital Budget Analyst, DBM  
Program Manager, DGS

# EXAMPLE - ALLOCATION REQUEST

## CONSTRUCTION

\*\*\*\*\*

Date

Finance Policy Analyst  
Office of Facilities/Capital Budget Oversight  
Maryland Higher Education Commission (MHEC)  
6 N. Liberty Street, 10th Floor  
Baltimore, MD 21201

Re. ABC College – Wye River Campus  
Academic Building 1: Construction  
CC-99-MC02-999

Dear (Finance Policy Analyst):

**ABC College** requests that the Maryland Higher Education Commission recommend State participation in funding for construction of the **Academic Building 1** in the amount of **\$438,400 (State Share of 50.0%)** and forward that recommendation to the Department of General Services (DGS) for presentation to the Board of Public Works (BPW) for approval. The College recommends award of the contract to the low responsive bidder, **Contractor, Inc.**, with a total construction fee of **\$876,800**.

Attached are copies of the Board of Trustees Resolution and award recommendation, the County's Petition for State assistance and all required construction items as listed on the DGS/BPW checklist. Copies of this package have been forwarded to the Department of Budget and Management and the Department of General Services as appropriate.

Construction is scheduled to begin **Date** and to be completed by **Date**. If you have any questions, I can be reached at [john.doe@collegeemail](mailto:john.doe@collegeemail) or at (410) 123-4567.

Sincerely,

John Doe

cc: Capital Budget Analyst, DBM  
Program Manager, DGS

# **EXAMPLE - ALLOCATION REQUEST**

## **CONSTRUCTION WITH CONTINGENCY & CITS**

\*\*\*\*\*

Date

Finance Policy Analyst  
Office of Facilities/Capital Budget Oversight  
Maryland Higher Education Commission (MHEC)  
6 N. Liberty Street, 10th Floor  
Baltimore, MD 21201

Re. ABC College – Wye River Campus  
Academic Building 1: Construction  
CC-99-MC02-999

Dear (Finance Policy Analyst):

**ABC College** requests that the Maryland Higher Education Commission recommend State participation in funding for construction of the **Academic Building 1** in the amount of **\$438,400 (State Share of 50.0%)** and forward that recommendation to the Department of General Services (DGS) for presentation to the Board of Public Works (BPW) for approval. The College recommends award of the contract to the low responsive bidder, **Contractor, Inc.**, with a total construction fee of **\$876,800**, which includes a base of **\$800,000** plus a 5% contingency allowance of **\$40,000** and a 4.6% construction inspection and testing services fee of **\$36,800**.

Attached are copies of the Board of Trustees Resolution and award recommendation, the County's Petition for State assistance and all required construction items as listed on the DGS/BPW checklist. Copies of this package have been forwarded to the Department of Budget and Management and the Department of General Services as appropriate.

Construction is scheduled to begin **Date** and to be completed by **Date**. If you have any questions, I can be reached at [john.doe@collegeemail](mailto:john.doe@collegeemail) or at (410) 123-4567.

Sincerely,

John Doe

cc: Capital Budget Analyst, DBM  
Program Manager, DGS



# EXAMPLE - ALLOCATION REQUEST

## CONSTRUCTION WITH ALTERNATES

\*\*\*\*\*

Date

Finance Policy Analyst  
Office of Facilities/Capital Budget Oversight  
Maryland Higher Education Commission (MHEC)  
6 N. Liberty Street, 10th Floor  
Baltimore, MD 21201

Re. ABC College – Wye River Campus  
Academic Building 1: Construction  
CC-99-MC02-999

Dear (Finance Policy Analyst):

**ABC College** requests that the Maryland Higher Education Commission recommend State participation in funding for construction of the **Academic Building 1** in the amount of **\$438,400 (State Share of 50.0%)** and forward that recommendation to the Department of General Services (DGS) for presentation to the Board of Public Works (BPW) for approval. The College recommends award to the low responsive bidder, **Contractor, Inc.**, with a base bid of **\$800,000** plus **alternates 1-a for \$40,000** and **1-b for \$36,800** for a total award of **\$876,800**.

Attached are copies of the Board of Trustees Resolution and award recommendation, the County's Petition for State assistance and all required construction items as listed on the DGS/BPW checklist. Copies of this package have been forwarded to the Department of Budget and Management and the Department of General Services as appropriate.

Construction is scheduled to begin **Date** and to be completed by **Date**. If you have any questions, I can be reached at [john.doe@collegeemail](mailto:john.doe@collegeemail) or at (410) 123-4567.

Sincerely,

John Doe

cc: Capital Budget Analyst, DBM  
Program Manager, DGS

## **EXAMPLE - ALLOCATION REQUEST**

### **FURNISHING & EQUIPPING: MULTIPLE VENDORS**

\*\*\*\*\*

Date

Finance Policy Analyst  
Office of Facilities/Capital Budget Oversight  
Maryland Higher Education Commission (MHEC)  
6 N. Liberty Street, 10th Floor  
Baltimore, MD 21201

Re. ABC College – Wye River Campus  
Academic Building 1: Furnishing & Equipping  
CC-99-MC02-999

Dear (Finance Policy Analyst):

**ABC College** requests that the Maryland Higher Education Commission recommend State participation in funding for furnishing and equipping the **Academic Building 1** in the amount of **\$150,000 (State Share of 50.0%)** and forward that recommendation to the Department of General Services (DGS) for presentation to the Board of Public Works (BPW) for approval. The College recommends award to the low responsive bidders, **Furnishings, Inc. for \$200,000 and Equipping-U, Inc. for \$100,000** for a total award of **\$300,000**.

Attached are copies of the Board of Trustees Resolution and award recommendation, the County's Petition for State assistance and all eligible furnishing/equipping items as listed on the DGS/BPW checklist. Copies of this package have been forwarded to the Department of Budget and Management and the Department of General Services as appropriate.

This last phase of the project is scheduled to begin **Date** and to be completed by **Date**. If you have any questions, I can be reached at [john.doe@collegeemail](mailto:john.doe@collegeemail) or at (410) 123-4567.

Sincerely,

John Doe

cc: Capital Budget Analyst, DBM  
Program Manager, DGS

## **14.03.06 SITE SELECTION SCORE CARD (EXAMPLE)**

- NEXT PAGE -

SITE SELECTION SCORE CARD										
MARYLAND COMMUNITY COLLEGES										
ABC Community College										
<b>Preparer's Name:</b>	J. Planner									
<b>Telephone:</b>	(111) 123-4567						Signature			
<b>Date:</b>	1-Jan-14									
<b>Site Location:</b>	1234 New Site Road, New Campus, MD 22222									
<b>Total Score</b>	790									
<b>Max Possible Score</b>	1,000									
<b>Ranking</b>										
							Maximum	Total		
							Score	Score		
							1000	790		
<b>1. ACCESSIBILITY</b>							Maximum	Total		
	1	Ease of Access by automobile from all parts of the region (road conditions)					50	50		
	2	Availability of Bus service					20	10		
	3	Ease of entrance into campus (preferably 2)					xxx			
	4	Suitability of approach roads, widths & surfacing					xxx			
	5	Existing or planned highway/throughway connections					30	15		
	6	Safety of approaches					xxx			
	7	Factor for distance & time travel for students					150	120		
							250	195		
<b>2. CHARACTERISITICS</b>							Maximum	Total		
	1	Appropriate shape (approx. square, not rectangular)					75	50		
	2	Attainment of Aesthetic values, including natural beauty, high elevation & suitable view					50	40		
	3	Assurance of terrain with no serious handicaps to development					xxx			
	4	Avoidance of need for bridges or costly construction of roads or other elements					xxx			
	5	Suitability of entrance & service road opportunities					75	50		
	6	Avoidance of difficult subsoil conditions or excessive grading					xxx			
	7	Prevalence of natural resources					xxx			
	8	Availability of water supply					25	25		
	9	Availability of sewage connections					xxx			
	10	Availability of gas connections					25	25		
							250	190		

<b>3. COSTS</b>						<b>Maximum</b>	<b>Total</b>
	1	Cost of land				75	50
	2	Cost of site preparation:					
		a	General adjustment of land contours for building & play areas			xxx	
		b	Sufficient elevation for safeguarding drainage at a reasonable cost			xxx	
		c	Freedom from drainage			60	45
		d	Ease of preparation of parking areas, entrances and service roads			xxx	
		e	Additional changes for piling, rock excavation, tree removal, and the like			xxx	
		f	Removal or razing of existing buildings			xxx	
	3	Cost of utility connections:					
		a	Length of trench work necessary			30	30
		b	Extent of pumping needs			xxx	
	4	Cost of new improvements adjoining and approaching site:					
		a	New street paving required			10	5
		b	New sidewalk installations			xxx	
						175	130
<b>4. SIZE</b>						<b>Maximum</b>	<b>Total</b>
	1	Provision for present and future building requirements				50	40
	2	Provision for adequate athletic activities				25	20
	3	Adequacy for parking of cars of students, faculty & public				25	20
	4	Allowance for educational activities, including outdoor theatre, observatory, biology & engineering classes				20	15
	5	Provision for adequate setback from roads				15	15
	6	Provision for future growth, including possible unforeseen expansion				15	15
						150	125
<b>5. ENVIRONMENT - PRESENT AND FUTURE</b>						<b>Maximum</b>	<b>Total</b>
	1	Character of nearby housing				xxx	
	2	Freedom from business distractions				xxx	
	3	Separation from industrial developments				50	40
	4	Freedom from smoke, dust, odors, or power lines				xxx	
	5	Freedom from air, rail & truck traffic noises				xxx	
	6	Protection from interference of rail or highway traffic and college automobile traffic				35	35
	7	Future prospect for surroundings				15	15
						100	90
<b>6. INTEGRATION WITH REGIONAL PLANNING</b>						<b>Maximum</b>	<b>Total</b>
	1	Acceptability in regional plan				40	30
	2	Noninterference with other regional projects				15	15
	3	Value for extensive use by all citizens of the region as a cultural center				20	15
						75	60

#### **14.04 FACILITY PROGRAM MANUAL**

See the Department of Budget and Management's web site for the current edition of the Facility Program Manual:

<http://www.dbm.maryland.gov/budget/Documents/capbudget/Instructions/facilityprogmanual.pdf>

#### **14.05 PROCEDURE MANUAL FOR PROFESSIONAL SERVICES**

See the Department of General Services' web site for the current edition of the Procedure Manual for Professional Services:

<http://dgs.maryland.gov/Documents/ofp/Manual.pdf>

#### **14.06 INSTRUCTIONS FOR THE PREPARATION AND SUBMISSION OF CAPITAL PROJECT REQUESTS FOR NON-STATE PROJECTS WITHIN A STATE GRANT AND LOAN PROGRAMS**

See the Department of Budget and Management's web site for the current edition of instructions:

<http://www.dbm.maryland.gov/budget/Documents/capbudget/Instructions/FY%202019%20Cap.%20Budget%20Instructions.pdf>

#### **14.07 ROOFING POLICY**

Section under Construction.