



**Maryland Higher
Education Commission**

Maryland Community College
Construction Grant Program

Capital Budget Cycle FY 2021 – FY 2025

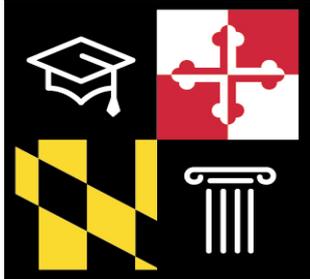
(preview)

Facilities Planners Council Meeting

Friday, April 26, 2019
Howard Community College

Cynthia F. Tims
Finance Policy Analyst

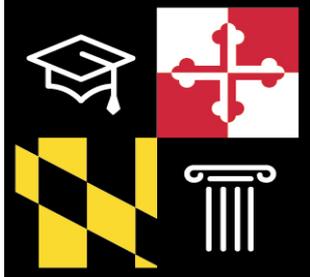




OVERVIEW

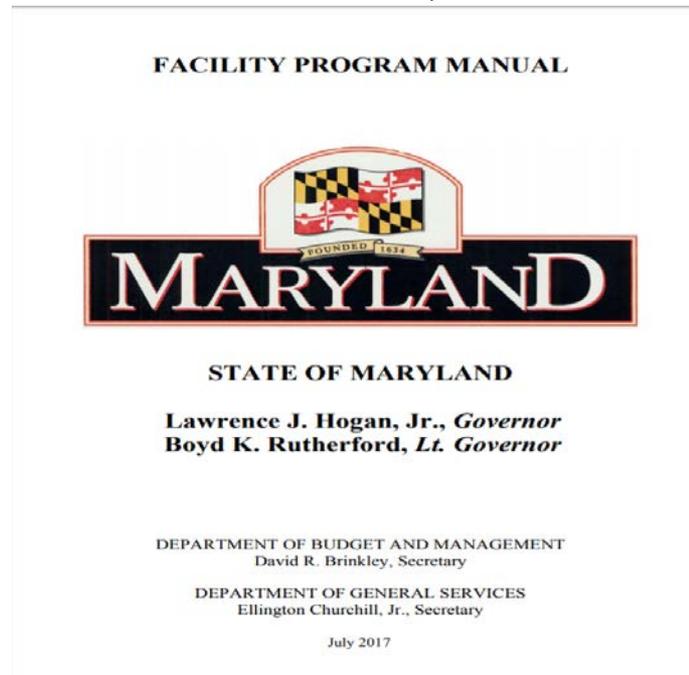
- **Submission Deadlines**
- **DBM Guidance & Requirements**
- **MHEC Requirements**
- **Next Steps**



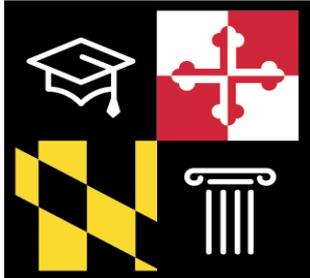


Part I Program Documentation

MAY 1, 2019



https://mhec.maryland.gov/publications/Documents/DBM_DGS_facilityprogmanual_July2017.pdf

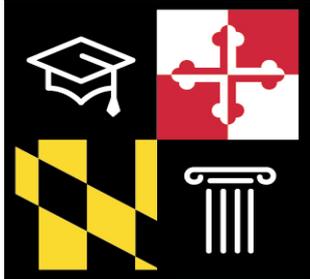


Deadlines to Watch

Capital Budget Cycle for FY 2021 – FY 2025

- **July 1, 2019 – Entered in CBIS**
 - Do NOT Enter/Click “SUBMIT” in CBIS
- **August 2019**
 - MACC Capital Project Prioritization List Issued
- **August 15, 2019**
 - MHEC FY 2021 Capital Budget Recommendation to DBM
- **September 2019**
 - Capital Budget Meetings with DBM *(if applicable)*



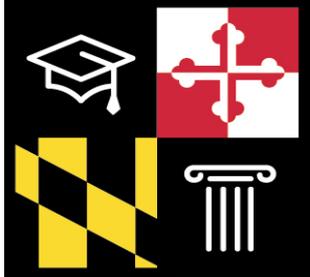


DBM Guidance

Capital Budget Cycle for FY 2021 – FY 2025

- *Coming this week*
- CBIS available in May
- Items needed to be considered for capital funding
- Funding Priorities

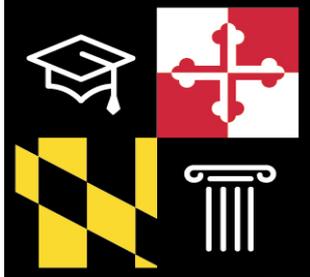




DBM Requirements

- Five-year Capital Budget request in priority order
- Electronic submission of capital request through CBIS
- Growth and Conservation Criteria Spreadsheet
- Completed entries of the longitude and latitude coordinates and address fields in CBIS
- Any additional information needed to support the request – **project cash flows**, fund summaries, and project schedules

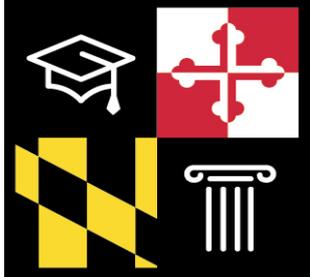




MHEC Requirements

- **FY 2021 CIP Funding vs. Out Year Funding Requests**
- **Request for FY 2021 CIP Funding**
 - Form M: Letter of Intent (PDF – Signed)
 - Form B: 5-Year CIP (FY 2021 – FY 2025) (PDF – Signed & Excel)
 - Impact Table – Each Project (Excel)
 - Impact Statement – Each Project (Word)
 - 2019-2028 CC Tables 1-4 (Excel)
 - Fall 2018 Form S-6 Supplemental Worksheet (Excel)
 - Growth & Conservation Worksheet (Excel)



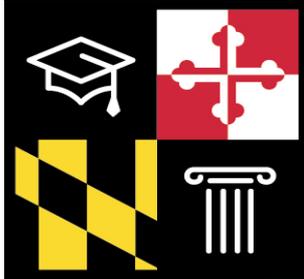


Form B: Five-Year CIP

Summary of Agency Project Requests (*All Colleges*)

- Capital Projects planned FY 2021 – FY 2025
- **Due July 1, 2019**
- ***Signed, original form***
- List projects requesting funding in FY 2021 first
- Summarizes project requests in the capital budget for the next fiscal year & the four subsequent fiscal years

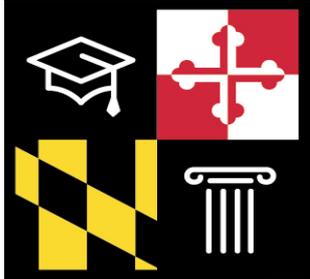




Form B: Five-Year CIP

Summary of Agency Project Requests (All Colleges)

DEPARTMENT OF BUDGET AND MANAGEMENT - MARYLAND HIGHER EDUCATION COMMISSION										
Five-Year Capital Improvement Program										
FY 2021 - FY 2025										
SUMMARY OF COLLEGE PROJECT REQUESTS										
							July 1, 2019			
1. COLLEGE							3a. DATE			
2. SUB-UNIT							3b. PRESIDENT'S SIGNATURE			
4. PROJECT TITLE, LOCATION, AND ESTIMATED COSTS				5. NON-STATE FUNDS	6. PRIOR STATE FUNDS	7. REQUEST FOR STATE FUNDS	8. REQUESTS FOR STATE FUNDS IN FUTURE YEARS			
*****BY COLLEGE PRIORITY*****						FY2021	FY2022	FY2023	FY2024	FY2025
1	Title & Location									
	Project Priority #1									
	Costs: Property Acquisition \$			0						
	Planning			15,000,000	1,000,000	14,000,000				
	Construction			5,000,000			5,000,000			
	Capital Equipment			0						
	TOTAL			20,000,000	1,000,000	0	14,000,000	5,000,000	0	0
2	Title & Location									
	Project Priority #2									
	Costs: Property Acquisition \$			0						
	Planning			0						
	Construction			16,000,000	2,000,000	4,000,000	10,000,000			
	Capital Equipment			5,000,000			5,000,000			
	TOTAL			21,000,000	2,000,000	4,000,000	10,000,000	5,000,000	0	0
3	Title & Location									
	Project Priority #3									
	Costs: Property Acquisition \$			2,000,000				2,000,000		



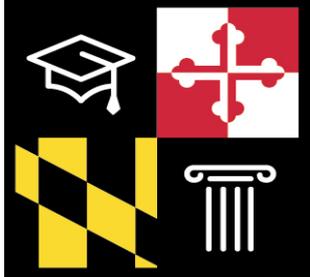
Form M: Letter of Intent

FY 2021 CIP Funding Request - *Only*

- **Due July 1, 2019**



- ***Signed, original form***
- Confirms local funding commitment of the project
- Completed & signed by local government budgeting official
- Submitted for ***each project*** included in the Annual Capital Budget Request



Form M: Letter of Intent

FY 2021 CIP Funding Request - *Only*

LETTER OF INTENT
MARYLAND COMMUNITY COLLEGES

TO: Maryland Higher Education Commission
6 N. Liberty Street, 10th 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 this facility will be submitted with the Annual Capital Budget Request, on or before _____ (approximate date of submission).

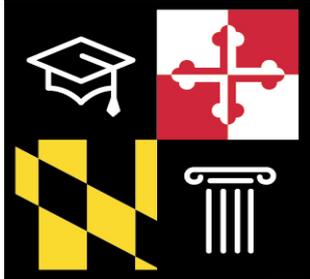
Signatures of:

(County Council) _____

(County Commissioners) _____

(County Executive) _____

(Date)



Impact Table

FY 2021 CIP Funding Request – *Only*

- **Due July 1, 2019**

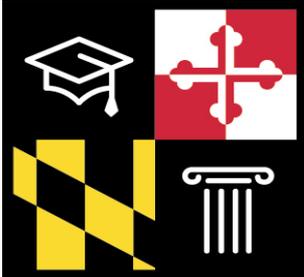
- ***Only four (4) sets of data are required***

- Name of College & Name of Project

- Contact Name, Title & Telephone Number

- Project Building Space NASF by HEGIS Category

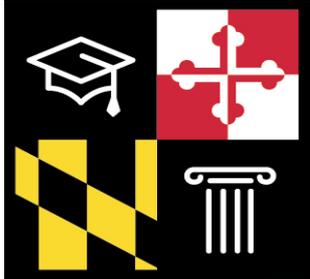
- Project Classroom, Laboratory and Office Space w/Seating Capacity



Impact Table

FY 2021 CIP Funding Request – Only

A5 FY 2021 Capital Budget													
A	B	C	D	E	F	G	H	I	J	K	L	M	
Maryland Higher Education Commission													
FY 2021 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													
Project Building Space	NASF BY HEGIS CATEGORY: BEFORE & AFTER PROJECT COMPLETION												
	Classroom	Laboratory	Laboratory	Office	Study	Special	General	Support	Health Care	Total	NASF	GSF	Efficiency
	100	210	220	300	400	500	600	700	800				
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									
Project Classroom & Laboratory Space	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					
NO ENTRIES BELOW THIS LINE													
Project Classroom & Laboratory Capacity	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					
Project Classroom & Laboratory FTDE	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					



Impact Statement

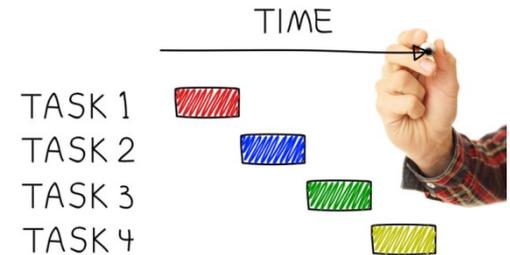
FY 2021 CIP Funding Request – *Only*

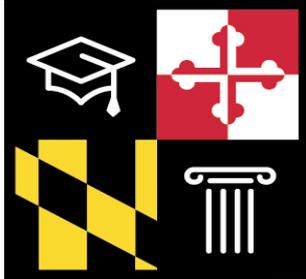
▪ Due July 1, 2019

- Project Schedule
- Growth and Conservation Component

- <http://planning.maryland.gov/Pages/OurProducts/iMaps.aspx>

- Summary of the purpose & scope (including its impact on campus inventory and enrollments)
- Impact on local and/or Maryland workforce shortages & achievement of a 55% college completion rate by 2025.
- LEED Certification level expected





Impact Statement

FY 2021 CIP Funding Request – Only

Maryland Higher Education Commission
FY 2021 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: 2013

This project funding request for **[DESIGN]** is scheduled for Fiscal Year: FY 2021

Project Schedule

PHASE	START (Mo/Yr)	END (Mo/Yr)
Design	7/19	7/20
Construction	10/20	1/22
Equipment	1/22	3/22
Project Completion	NA	3/22

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 (Formerly PlanMaryland)

Maryland Department of Planning

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

410-767-1401/ 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>

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?

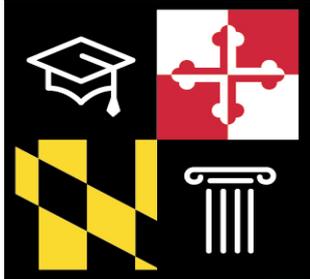
B. Project Impact Statement & Summary (Attach Project Impact Table - Excel Worksheet)

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 ___



2019-2028 CC Tables

FY 2021 CIP Funding Request AND Out-Year Request

- **Due July 1, 2019**

- *Embedded Formulas*

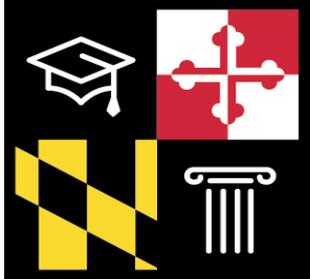


- **CC Table 1: Space Inventory by Building**

- **CC Table 2: Total Existing Space Inventory – NASF**

- **CC Table 3: Computed Needs in NASF**

- **CC Table 4: Computation of Parking Allowance**

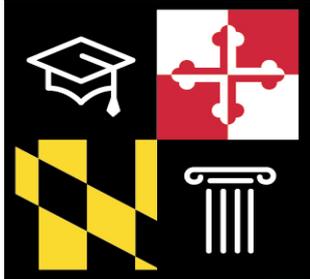


2019-2028 CC Tables

FY 2021 CIP Funding Request AND Out-Year Request

CC Table 3: Computation of Space Needs

SUM							
A	B	C	D	E	F	G	H
Table 3							
COMPUTATION OF SPACE NEEDS							
COLLEGE NAME HERE:							
July 1, 2019							
HEGIS CODE	HEGIS CATEGORY	Need 2018	Inventory 2018	Surplus/ (Deficit)	Need 2028	Inventory 2028	Surplus/ (Deficit)
100 (110-115)	CLASSROOM	56,111*\$F56	0	(27,503)	40,563	0	(40,563)
200	LABORATORY	45,913	0	(45,913)	67,718	0	(67,718)
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	No Allowance						
300	OFFICE	60,388	0	(60,388)	87,817	0	(87,817)
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	Included w/ 310						
400	STUDY	12,107	0	(12,107)	17,327	0	(17,327)
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)
500	SPECIAL USE	36,600	0	(36,600)	41,028	0	(41,028)
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)
600	GENERAL USE	31,950	0	(31,950)	38,315	0	(38,315)
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	No Allowance						
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	No Allowance						
680-85	Meeting Room	6,000	0	(6,000)	6,000	0	(6,000)
700	SUPPORT	15,535	0	(15,535)	18,734	0	(18,734)
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	Included w/ 720						



2019-2028 CC Tables

FY 2021 CIP Funding Request AND Out-Year Request

■ CC Table 4: Computation of Parking Needs

SUM		C	D	E	F	G	H	I	
1	Table 4								
2	COMPUTATION OF PARKING NEEDS								
3									
4	COLLEGE NAME HERE:								
5	July 1, 2019								
6									
7	PARKING	FACTOR	Need	Inventory	Surplus/	Need	Inventory	Surplus/	
8	CATEGORY		Current	2018	(Deficit)	10 Years	2028	(Deficit)	
9	FTDE-T	0.75	ble 3'1F53		(971)	1,433		(1,433)	
10	FT-Fac and FT-Staff	0.75	225		(225)	332		(332)	
11	SUBTOTAL		1,196	0	(1,196)	1,765	0	(1,765)	
12	Visitors	0.02	24		(24)	35		(35)	
13	REGULAR SPACES		1,220	0	(1,220)	1,800	0	(1,800)	
14	Reserved Accessible*				0			0	
15	ALL SPACES		1,220	0	(1,220)	1,800	0	(1,800)	
16									
17									
18									
19	* 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:								
20									
21									
22		TOTAL SPACES	REQUIRED ADA	TOTAL SPACES	REQUIRED ADA				
23		<= 25	1	201 - 300	7				
24		26 - 50	2	310 - 400	8				
25		51 - 75	3	410 - 500	9				
26		76 - 100	4	501 - 1,000	2% of total				
27		101 - 150	5	> 1,000	20 plus 1 for each				
28		151 - 200	6		100 beyond 1,000				
29									
30									
31									
32	ONLY PARKING FOR								
33	ON CAMPUS SPACE SHOULD								
34	BE INCLUDED ON THIS TABLE								
35									
36	"NEED" DATA FOR RESERVED								
37	ACCESSIBLE SPACES MUST								
38	ENTERED MANUALLY USING								



Fall 2018 Form S-6 Supplement

FY 2021 CIP Funding Request – Only

- Due July 1, 2019
- *IR Provides Completed Form to Facilities Planners*

Clipboard										Font										Alignment										Number										Styles										Cells										Editing									
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P																																																						
MCCRG and Facilities Planners S-6/ CC-3 Workgroup																																																																					
Form S-6 and CC-Table 3 Supplementary Instructions for Community Colleges																																																																					
ABC Community College - Single Campus																																																																					
Fall 2018																																																																					
Yellow-Shaded Cells Pre-calculated: Do Not Compromise																																																																					
FORM S-6 SUPPLEMENTAL WORKSHEET																																																																					
IR provides completed form to Facilities Planners																																																																					
		Main Campus		Branch Campus		Off-Campus Site(s)		Distance Learning	Total																																																												
		< 5 PM	≥ 5 PM	< 5 PM	≥ 5 PM	< 5 PM	≥ 5 PM																																																														
For All Institutions - Credit Enrollment																																																																					
1		Credit hours in undergraduate courses		28361	8231			2678	765	6040	46075																																																										
2		Credit hours in graduate courses										(A4+E4/15)	(H4/																																																								
3		Equated credit hours in courses not reported above		4925	1516			0	0	0	6441	FTDE*	FTI																																																								
4		Total credit hours of enrollment		33286	9747			2678	765	6040	52516	2398	35																																																								
For Community Colleges Only - Credit Enrollment																																																																					
5a		Weekly student contact hours generated - Lecture		23760				2412			26172	73%	Lect																																																								
5b		Weekly student contact hours generated - Laboratory		9621				126			9747	27%	Labor																																																								
5c		Weekly student contact hours generated - Other		0				0			0	0%	Oth																																																								
5d		Weekly student contact hours generated - Total		33381				2538			35919	100%	Tot																																																								
For Community Colleges Only - Non-Credit Enrollment																																																																					
6		Eligible FTDEs (average for Aug, Sep, Oct of prior FY)		28.49				29.39			57.88																																																										
7a		Eligible WSCHs - Lecture (average for Aug, Sep, Oct of prior FY)		868.3				941.47			1809.77																																																										
7b		Eligible WSCHs - Lab (average for Aug, Sep, Oct of prior FY)		173.16				1030.27			1203.43																																																										
7c		Eligible WSCHs - Other (average for Aug, Sep, Oct of prior FY)		0				0			0																																																										
7d		Eligible WSCHs - Total (average for Aug, Sep, Oct of prior FY)		1041.46				1971.74			3013.2																																																										
= Cells that do not apply to community colleges																																																																					
= Cells that do not require data																																																																					
* = Cells that apply to CC Table 3																																																																					
CC TABLE 3 FORMULAS																																																																					

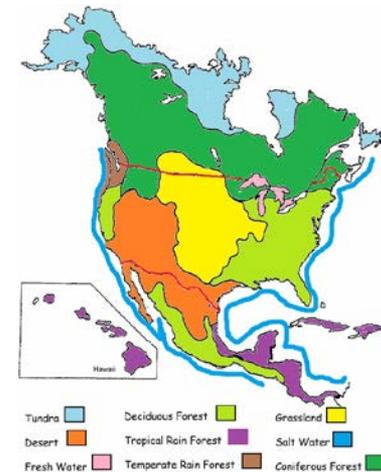


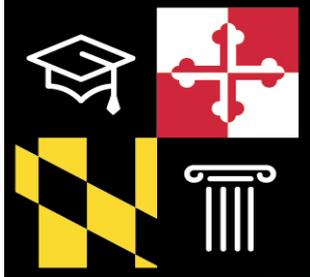
Growth & Conservation Worksheet

FY 2021 CIP Funding Request – *Only*

- **Due July 1, 2019**

- Template with Instructions on Mapping Tool
- ***Upload into CBIS as “Other” documents***
- Same information - Impact Statement Submission
- MHEC shares with MDP



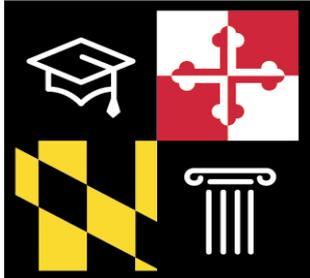


Cash Flow Report

FY 2021 CIP Funding Request – *Only*

- **Due July 1, 2019**
 - *Upload into CBIS as “Other Documents”*
- DBM OCB Cash Flow Template
- Standardized Information



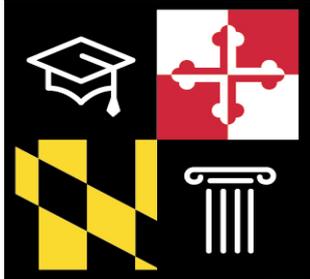


Cash Flow Report

FY 2021 CIP Funding Request – Only



B1		DBM OCB Cash Flow Template								
A	B	C	D	E	F	G	H	I	J	
DBM OCB Cash Flow Template										
College:										
Project:										
Date Completed:										
Source:										
		Phase			Total	Cumulative				
		F	C	E						
CY 2019	Prior				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	FY 2020	July			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		August				\$ -	\$ -	\$ -	\$ -	\$ -
		September				\$ -	\$ -	\$ -	\$ -	\$ -
		October				\$ -	\$ -	\$ -	\$ -	\$ -
		November				\$ -	\$ -	\$ -	\$ -	\$ -
December					\$ -	\$ -	\$ -	\$ -	\$ -	
CY 2020	January				\$ -	\$ -	\$ -	\$ -	\$ -	
	February				\$ -	\$ -	\$ -	\$ -	\$ -	
	March				\$ -	\$ -	\$ -	\$ -	\$ -	
	April				\$ -	\$ -	\$ -	\$ -	\$ -	
	May				\$ -	\$ -	\$ -	\$ -	\$ -	
	June				\$ -	\$ -	\$ -	\$ -	\$ -	
CY 2021	July				\$ -	\$ -	\$ -	\$ -	\$ -	
	FY 2021	August			\$ -	\$ -	\$ -	\$ -	\$ -	
		September				\$ -	\$ -	\$ -	\$ -	
		October				\$ -	\$ -	\$ -	\$ -	
		November				\$ -	\$ -	\$ -	\$ -	
		December				\$ -	\$ -	\$ -	\$ -	
January					\$ -	\$ -	\$ -	\$ -		
CY 2022	February				\$ -	\$ -	\$ -	\$ -		
	March				\$ -	\$ -	\$ -	\$ -		
	April				\$ -	\$ -	\$ -	\$ -		
	May				\$ -	\$ -	\$ -	\$ -		
	June				\$ -	\$ -	\$ -	\$ -		
	July				\$ -	\$ -	\$ -	\$ -		
CY 2023	FY 2022	August			\$ -	\$ -	\$ -	\$ -		
		September				\$ -	\$ -	\$ -		
		October				\$ -	\$ -	\$ -		
		November				\$ -	\$ -	\$ -		
		December				\$ -	\$ -	\$ -		
		January				\$ -	\$ -	\$ -		
CY 2023	FY 2023	February			\$ -	\$ -	\$ -			
		March				\$ -	\$ -			
		April				\$ -	\$ -			
		May				\$ -	\$ -			
		June				\$ -	\$ -			
		July				\$ -	\$ -			
Total		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Prior Funding		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
FY 2021 New Funding R		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
State										
Match										



MHEC Requirements

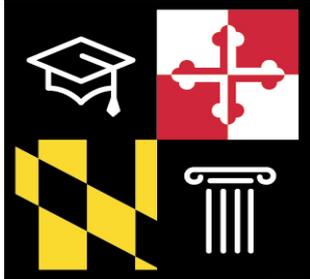
- Colleges **NOT** Submitting a FY 2021 Project Funding Request

- *Do not complete a CBIS submission.* However, ensure any projects carried over in CBIS from last year are copied for your records, then deleted from CBIS.

- MHEC documents required

- **Form B:** (Excel)
- **PDF of the signed Form B**
- **2019-2028 CC Tables 1-4** (Excel)
- **Fall 2018 Form S-6 Supplemental Worksheet** (Excel)





Next Steps



▪ **May**

- Part I & Part II Program Documentation
- DBM Guidance – *coming soon*
- MHEC issues guidance for FY 2021 – FY 2025 CIP
- <https://mhec.maryland.gov/publications/Documents/SECTION5.CAPITALIMPROVEMENTSPROGRAM.pdf>

▪ **June**

- BBRC at Garrett College

▪ **July – Capital Budget Requests Due 7/1/2019**