

Appendix H – Capital Projects Budget Submission Module

Using Capital Projects Budget Module in CIIS

Signing into to CIIS:

- Go to the intranet on the County's server
- <http://intra/ciis>

Sign-In Screen:

Capital Improvements Information System (CIIS)

intra.miamidade.gov

MIAMI-DADE

PROJECTS

- [Capital Projects \(R\)](#)
- [GOB Projects \(R\)](#)
- [QNIP Projects](#)
- [A & E Projects](#)

Contracts / Agreements

- [Contracts by Dept. \(R\)](#)
- [MCC RPQ Contracts \(R\) \(B\)](#)
- [EDP Agreements](#)
- [Architecture & Eng.](#)

STANDARD PROCEDURES

- [Capital Constr. Overview](#)
- [Policies & Procedures](#)
- [Contract Language](#)
- [Contract Forms](#)
- [Help and Training](#)

REPORTS

- [Reports](#)
- [FAQ's](#)

[Contact Us](#)

Miami Dade County Capital Improvements Information System

The Capital Improvements Information System (CIIS) is a web-based project management tool used to monitor schedule and related cost information and other associated details for capital projects countywide.

The CIIS System is used to monitor and track all capital projects for the Building Better Communities General Obligation Bond Program (BBC-GOB) and the Quality Neighborhood Improvement Program (QNIP). CIIS is also used to prepare the County's Multi-Year Capital Plan.

CIIS contains modules to implement and monitor the Miscellaneous Construction Contract Program (MCC), the Equitable Distribution Program (EDP) and Request to Advise, Award Recommendations and Change Orders for non-MCC construction contracts and professional services agreements.

This database can be easily updated, is available to all County departments, allows staff to quickly identify projects that may be lagging behind or not adhering to their budget and, therefore, gives project managers the opportunity to take prompt remedial action.

In order to assist County departments in the implementation of their capital program, CIIS includes a section for standardization, which comprises modules for standard contract language, contract forms, policies and procedures.

CIIS is managed by [The Internal Services Department \(ISD\)](#) with the assistance of the Information Technology Department (ITD).

Please use the menu on the left to access information relating to Miami-Dade County Capital Construction processes.

Log-In

Login ID:

Password:

[Change Password](#) ☐

test id: Your previous login was: Monday, December 03, 2012 at 3:42:51 PM

-TEST-Capital Budget Projects Menu

Select by Department:

[Search for Budget Number](#)

Select Budget Project by Number:
(Unbalanced OMB in red)

- To ensure you are working in the Capital Projects Module, always click on the **Capital Projects** link

Adding New Funded Projects

Capital Improvements Information System (CIS)

intra.miamidade.gov

MIA MI DADE

Maria Johnson: Your previous login was: Monday, December 03, 2012 at 4:01:32 PM

-TEST-Capital Budget Projects Menu

Select by Department:

Select Budget Project by Number: (Unbalanced OMB in red)

Select by Num Dept-PR Project..

Select Budget Project By Desc :

Select by Desc Dept-PR Project..

[Add New Funded Parks, Recreation and Open Spaces Project](#)

[Add New UnFunded Parks, Recreation and Open Spaces Project](#)

[View Parks, Recreation and Open Spaces Project List](#)

[View Parks, Recreation and Open Spaces Budget Contract List](#)

[Search for Site Number](#)

[Search for Index Code](#)

[UNBALANCED PROJECTS](#)

[OMB Book Report](#)

[OMB REVENUE SUMMARY BY SOURCE](#)

[Contact Us](#)

- Click on the **Select By Department** drop-down to select your department

Capital Improvements Information System (CIS)

intra.miamidade.gov

MIA MI DADE

Maria Johnson: Your previous login was: Monday, December 03, 2012 at 4:01:32 PM

-TEST-Capital Budget Projects Menu

Select by Department:

[Search for Budget Number](#)

Select Budget Project by Number: (Unbalanced OMB in red)

Select by Num Dept-PR Project..

Select Budget Project By Desc :

Select by Desc Dept-PR Project..

[Add New Funded Parks, Recreation and Open Spaces Project](#)

[Add New UnFunded Parks, Recreation and Open Spaces Project](#)

[View Parks, Recreation and Open Spaces Project List](#)

[View Parks, Recreation and Open Spaces Budget Contract List](#)

[Search for Site Number](#)

[Search for Index Code](#)

[UNBALANCED PROJECTS](#)

[OMB Book Report](#)

[OMB REVENUE SUMMARY BY SOURCE](#)

[Contact Us](#)

- Click on the **Add New Funded Project**

FUNDED PROJECT / COR REQUEST

Chg Proj Name: ☐ Project: 1604910 -- TEST SITE

Description: For training purposes

Location: 111 NW 1 St

Location Code: City of Miami

Comm. District Physically Located: 1 2 3 4 5 6 7 8 9 10 11 12 13 CW UM TD NA SY

Comm. District(s) served: 1 2 3 4 5 6 7 8 9 10 11 12 13 CW UM TD NA SY

Comm. Council: Not Applicable

Strategic Area: General Government

Function: Nuisance Control

Strategic Objective: GG2-1: Attract and hire new talent

Est. Start Date: 10/1/2013 (mm/dd/yyyy)

Est. Completion Date: 9/30/2015 (mm/dd/yyyy)

CIE Info: Not Applicable

CIE Element: Not Applicable

Sustainability Component: Not Applicable

Estimated Annual Operating Impact: 100

Number of Addtl FTEs: 0

Federal Stimulus: Yes ☐ No ☒

MARK FOR DELETION: ☐ JUSTIFICATION/COMMENTS:
OR REASON FOR DELETION

PROJECT COMPLETED?: ☐

PTP PROJECT?: ☐

TIP PROJECT?: ☐

BBC PROJECT?: ☐

- Once all required information is entered into the system, click on **Save/ Update** to save the information
- Then click on **Cancel/Exit**



Important:

Remember to align your projects to a Strategic Objective

Adding New Budget Projects

Capital Improvements Information System (CIIS)

intra.miamidade.gov

MIAMI DADE

Maria Johnson: Your previous login was: Monday, December 03, 2012 at 4:01:32 PM

-TEST-Capital Budget Projects Menu

Select by Department: AS - Animal Services

Search for Budget Number

Select Budget Project by Number:
(Unbalanced OMB in red)

Select by Num Dept-AS Project.

Select Budget Project By Description:

1998460 - NEW ANIMAL SHELTER

1999650 - (U) - LARGE ANIMAL FACILITY

Add New Funded Animal Services Project

Add New UnFunded Animal Services Project

View Animal Services Project List

View Animal Services Budget Contract List

Search for Site Number

Search for Index Code

UNBALANCED PROJECTS

OMB Book Report

OMB REVENUE SUMMARY BY SOURCE

OMB EXPENDITURE SUMMARY BY STRATEGIC

- Click on **Select Budget by Project by Number** or **Budget Project by Description** to find capital project(s)

Adding Project Sites

BUDGET PROJECT 1604910 - (As per 2010-2011 Approved Budget)

Project Title: 1604910-TEST SITE
Project Desc: For training purposes

	Reca:	05-06:	06-07:	07-08:	08-09:	09-10:	10-11:	11-12:	12-13:	13-14:	14-15:	15-16:	16-17:	17-18:	18-19:	19-20:
CIS Proposed RV:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
CIS Proposed MS:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

[Update Project](#)
[Add GEO Coded Site](#) [PROJECT SITES](#) [SITE SCHEDULES REPORT 20](#)
[PROJECT REPORT 4](#)
[EXIT](#)

There are no Contracts for Project 1604910
 There are no Contracts for Sites of Project 1604910
[DELETE](#)
[Search for Site Number](#)
[Search for Budget Project Number](#)

- Click on the tab **Add GEO Coded Site** to add site information that will allow you to add financial information regarding project

GEO CODED SITE FOR PROJECT #1604910

Project: For training purposes
Location: 111 NW 1 St
Site Description: For training purposes

Location Type: Select Loc Type:
Select Loc Type:
Address
Intersection
Segment
Area
Land Mark
Other CIS
01-25-2011

- Click on the **Select Loc Type** drop-down and choose site code for project
- There are several options to choose from when selecting your GEO Coded Site



Add

- 97

Main Site Screen

BUDGET PROJECT 1604910 - (As per 2012-13 Approved Budget)

Project Title: 1604910-TEST SITE
Project Desc: For training purposes

Site Description: For training purposes
Site Comments:

1. Update Information
2. Update Site Information

Site Physical Comm Dist: Not Entered
Comm District Impacted: Select District
Comm Council Dist: 0
Comm Council Impacted: No District

Planned Start Date:
Actual Start Date:
Planned End Date:
Actual End Date:
Planned Duration: 0
Actual Duration: 0

Project Manager Name: Select Project Manager
Status Date:
Site Status: On Schedule

Funding Dept: Management and Budget

	Reca	05-06	06-07	07-08	08-09	09-10	10-11	11-12	12-13	13-14	14-15	15-16	16-17	17-18	18-19	19-20	20-21	21-22	22-23	23-24	Total
CIIS Proposed RV	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00
CIIS Proposed MS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00

SITE #77212 CAPITAL BUDGET LINK:

Proj No	Site	Add Date	Add Userid	OMB MS	OMB Rev	CIIS Proposed MS	CIIS Proposed Rev
#1604910	#77212	12/3/2012	mejohm	0\$	0\$	0\$	0\$

- Click **Site Description** and **Site Comments**
- This screen will allow you to update the overall projects status

Adding OMB Revenue

SITE #77212 CAPITAL BUDGET LINK:

Proj No	Site	Add Date	Add Userid	OMB MS	OMB Rev	CIIS Proposed MS	CIIS Proposed Rev
#1604910	#77212	12/3/2012	mejohm	0\$	0\$	0\$	0\$

Transfer Site and ALL related Milestones and Costs to this Project and Department: Select New GOB Project
Transfer Site and ALL related Milestones and Costs to this Department: Select New Department

SAVE / UPDATE PROJECT INFORMATION

ADD INDEX CODE **DELETE SITE** ADD CAPITAL BUDGET PROJECT # CHECK COMPLIANCE WITH SUSTAINABLE BUILDINGS ORDINANCE

SITE SCHEDULE REPORT 20

CIIS Proposed MILESTONE UPDATE CIIS Proposed REVENUE UPDATE

OMB MILESTONE UPDATE **OMB REVENUE UPDATE**

Milestone Dates Update

Link Site To GIS

EXIT

Go To BUDGET Main Menu

- Click on **OMB Revenue Update** tab to add revenue to project

BUDGET PROJECT 1604910 - (As per 2010-2011 Approved Budget)

Project Title: 1604910-TEST SITE
 Project Desc: For training purposes
 Site: #77212 - For training purposes

OMB Funding Update															
Funding:	05-06	06-07	07-08	08-09	09-10	10-11	11-12	12-13	13-14	14-15	15-16	16-17	17-18	18-19	19-20
Funding:	05-06	06-07	07-08	08-09	09-10	10-11	11-12	12-13	13-14	14-15	15-16	16-17	17-18	18-19	19-20
GOB Total:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Non GOB:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Save OMB Funding

Add New OMB Funding

MILESTONE UPDATE

Milestone Dates Update

EXIT

BUDGET Menu

- Click on the **Add New OMB Funding** tab to add new revenue

BUDGET PROJECT 1604910 - (As per 2010-2011 Approved Budget)

Project Title: 1604910-TEST SITE
 Project Desc: For training purposes
 Site: #77212 -
 Site Desc: For training purposes
 Site Duration: Start Date: - End Date: - Duration: N/A

Select New Funding:

FY 05-06	FY 06-07	FY 07-08	FY 08-09	FY 09-10	FY 10-11	FY 11-12	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Total: 0

Funding Comments:

CDP Project: 1604910

Select New Funding:

- Capital Outlay Reserve
- Capital Funds Financing Program (CFFP) Bond Project
- Capital Funds Program (CFFP) - 710
- Capital Funds Program (CFFP) - 711
- Capital Funds Program (CFFP) - 712
- Capital Funds Program (CFFP) - 713
- Capital Funds Program (CFFP) - 714
- Capital Funds Program (CFFP) - 715
- Capital Funds Program (CFFP) - 716
- Capital Funds Program (CFFP) - 719
- Capital Funds Program (CFFP) - 724
- Capital Funds Program (CFFP) - 733
- Capital Funds Program (CFFP) - Future
- Capital Funds Program (CFFP) - 719
- Capital Impr. Local Option Gas Tax
- Capital Improvement/Local Option Gas Tax Earned Interest
- Capital Outlay Reserve
- Capital Working Fund**
- Carryover for Future Expenditure
- Cash Donations - Impact Fees
- Cash Donations - Non County Sources
- Causeway Toll Revenue
- CD Public Housing Modernization
- COBG - Supplemental Disaster FY 93
- COBG Disaster Relief
- COBG Neighborhood Stabilization Fund
- COBG Reimbursement
- COBG Reimbursement - 1993
- COBG Reimbursement - 1994
- COBG Reimbursement - 1995
- COBG Reimbursement - 1996

- Click on the **Select New Funding** drop-down to see the list of available revenues and move cursor down to select revenue

BUDGET PROJECT 1604910 - (As per 2010-2011 Approved Budget)

Project Title: 1604910-TEST SITE
 Project Desc: For training purposes
 Site: #77212 -
 Site Desc: For training purposes
 Site Duration: Start Date: - End Date: - Duration: N/A

Select New Funding: Capital Outlay Reserve CDP Project: 1604910

FY 05-06	FY 06-07	FY 07-08	FY 08-09	FY 09-10	FY 10-11	FY 11-12	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24
0	0	0	0	0	0	0	0	220,125	100,000	100,123	0	0	0	0	0	0	0	0
Total: \$420,248																		

Funding Comments:

Budget Project 1604910 Current Revenue Total: \$0

- Once revenue is selected from drop-down, type the value of the revenue source in the fiscal year(s) to be received
- All dollars should be rounded to **\$000's**
- Click **Add** to save information and add revenue to project

Adding Milestones

BUDGET PROJECT 1604910 - (As per 2010-2011 Approved Budget)

Project Title: 1604910-TEST SITE
 Project Desc: For training purposes
 Site: #77212 - For training purposes

OMB Milestones Update

Milestones: 05-06	06-07	07-08	08-09	09-10	10-11	11-12	12-13	13-14	14-15	15-16	16-17	17-18	18-19	19-20
Milestones: 05-06	06-07	07-08	08-09	09-10	10-11	11-12	12-13	13-14	14-15	15-16	16-17	17-18	18-19	19-20
GOB Total: 0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Non GOB: 0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total: 0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total: 0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total: 0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total: 0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

- Click on **Add New OMB Milestones** tab to choose milestones for project

BUDGET PROJECT 1604910 - (As per 2010-2011 Approved Budget)

Project Title: 1604910-TEST SITE
 Project Desc: For training purposes
 Site: #77212 -
 Site Desc: For training purposes
 Site Duration: Start Date: - End Date: - Duration: N/A

New Milestone: Select Milestone.. ←

-Funding Area: Select Milestone.. ←

CDP Project:

FY 05-06	FY 06-07	FY 07-08	FY 08-09	FY 09-10	FY 10-11	FY 11-12	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Milestone Comments: Project Contingency

Milestone Percent Complete: 0

Milestone Explanation: Project Administration

Milestone Status: On Schedule

Add
Multi Milestone Update
EXIT

- Click on **Select Milestone** drop-down and scroll mouse over desired milestone

BUDGET PROJECT 1604910 - (As per 2010-2011 Approved Budget)

Project Title: 1604910-TEST SITE
 Project Desc: For training purposes
 Site: #77212 -
 Site Desc: For training purposes
 Site Duration: Start Date: - End Date: - Duration: N/A

New Milestone: Select Milestone.. ←

-Funding Area: Capital Working Fund-BP: 1604910 -REV: \$100,000.00 -MS: \$0 ←

CDP Project:

FY 05-06	FY 06-07	FY 07-08	FY 08-09	FY 09-10	FY 10-11	FY 11-12	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Milestone Comments: Total: 0

Milestone Percent Complete: 0

Milestone Explanation:

Status Date: 12/3/2012 Milestone Status: On Schedule

Add
Multi Milestone Update
EXIT

- Click on **Funding Area** drop-down to find appropriate revenue source to fund the milestone
- Important: **DO NOT OVER ALLOCATE** revenue to milestones

BUDGET PROJECT 1604910 - (As per 2010-2011 Approved Budget)

Project Title: 1604910-TEST SITE
 Project Desc: For training purposes
 Site: #77212
 Site Desc: For training purposes
 Site Duration: Start Date: - End Date: - Duration: N/A

New Milestone: Construction
Funding Area: Capital Working Fund-BP: 1604910-REV: \$100,000.00-MS: \$0
CDP Project: 1604910

FY 05-06	FY 06-07	FY 07-08	FY 08-09	FY 09-10	FY 10-11	FY 11-12	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
50,000	49,999	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total: \$100,000																		

Milestone Comments:
 Milestone Percent Complete:
 Milestone Explanation:
 Status Date: 12/3/2012 Milestone Status: On Schedule

Add
Multi Milestone Update
EXIT

- Select the appropriate fiscal year expenditures to be incurred (rounded to the \$000's)
- Click **Add** to add revenue to project and save information

Updating Projects in CIIS

Capital Improvements Information System (CIIS)
intra.miamidade.gov

MIA MI DADE

PROJECTS
Capital Projects (R)
GOB Projects (R)
QNP Projects
A & E Projects

Contracts / Agreements
Contracts by Dept (R)
MCC RPQ Contracts (R) (B)
EDP Agreements
Architecture & Eng.

STANDARD PROCEDURES
Capital Constr. Overview
Policies & Procedures
Contract Language
Contract Forms
Help and Training

REPORTS
Reports
FAQ's
System Files
ETSD Tasks (R) (Cal)

Maria Johnson: Your previous login was: Monday, December 03, 2012 at 5:55:37 PM

-TEST-Capital Budget Projects Menu

Select by Department: BU - Management and Budget

Search for Budget Number

Select Budget Project by Number:
(Unbalanced OMB in red) 1604910 - TEST SITE

Select Budget Project By Desc : 1604910 - TEST SITE

Get 1604
Add New Funded Manag
Add New UnFunded Manag
View Management and Budget Project List
View Management and Budget Budget Contract List
Search for Site Number
Search for Index Code

1602850 - TEST SITE 2

UNBALANCED PROJECTS

OMB Book Report

OMB REVENUE SUMMARY BY SOURCE

OMB EXPENDITURE SUMMARY BY STRATEGIC

- Click on the drop-down and select project from list

BUDGET PROJECT 1602850 - (As per 2010-2011 Approved Budget)

Project Title: 1602850-TEST SITE 2
Project Desc: For additional training

CDP Project Revenue									
CDP Revenue:	Prior	10-11	11-12	12-13	13-14	14-15	15-16	FUTURE	Total
Capital Outlay Reserv	0	0	0	0	0	0	0	0	0

CIIS Site Funding Info									
SITE Location/Desc:	Prior	10-11	11-12	12-13	13-14	14-15	15-16	FUTURE	Total
77213 - 111 NW 1 ST 33128	0	0	0	0	150,000	0	0	0	150,000
Desc: For additional training									

	Revs	05-06	06-07	07-08	08-09	09-10	10-11	11-12	12-13	13-14	14-15	15-16	16-17	17-18	18-19	19-20	20-21	21-22	22-23	23-24	Total
OMB RV	1	0	0	0	0	0	0	0	0	150,000	0	0	0	0	0	0	0	0	0	0	150,000.00
OMB MS	1	0	0	0	0	0	0	0	0	75,000	75,000	0	0	0	0	0	0	0	0	0	150,000.00
CIS Proposed RV	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00
CIS Proposed MS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00

Update Project

OMB Book Report

- Click on the **SITE Location/Desc** in order to update milestones and revenue
- Click on **Update Project** to update project descriptions

	Back	05-06	06-07	07-08	08-09	09-10	10-11	11-12	12-13	13-14	14-15	15-16	16-17	17-18	18-19	19-20	20-21	21-22	22-23	23-24	Total
OMB RV	1	0	0	0	0	0	0	0	0	150,000	0	0	0	0	0	0	0	0	0	0	150,000.00
OMB MS	1	0	0	0	0	0	0	0	0	75,000	75,000	0	0	0	0	0	0	0	0	0	150,000.00
CIIS Proposed RV	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00
CIIS Proposed MS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00

SITE #77213 CAPITAL BUDGET LINK:

Proj No	Site	Add Date	Add Userid	OMB MS	OMB Rev	CIIS Proposed MS	CIIS Proposed Rev
#1602850	#77213	12/3/2012	mejdm	\$150,000	\$150,000	\$0	\$0

Transfer Site and ALL related Milestones and Costs to this Project and Department: Select New GOB Project ▼

Transfer Site and ALL related Milestones and Costs to this Department: Select New Department ▼

SAVE / UPDATE PROJECT INFORMATION

ADD INDEX CODE	DELETE SITE	ADD CAPITAL BUDGET PROJECT #	CHECK COMPLIANCE WITH SUSTAINABLE BUILDINGS ORDINANCE
----------------	-------------	------------------------------	---

SITE SCHEDULE REPORT 20

CIIS Proposed MILESTONE UPDATE

CIIS Proposed REVENUE UPDATE

OMB MILESTONE UPDATE

OMB REVENUE UPDATE

- To update milestones, click on **OMB Milestone Update**
- To update revenues, click on **OMB Revenue Update**

BUDGET PROJECT 1602850 - (As per 2010-2011 Approved Budget)

Project Title: 1602850-TEST SITE 2

Project Desc: For additional training

Site: #77213 - 111 NW 1 ST 33128-For additional training

OMB Milestones Update

Milestones:	05-06	06-07	07-08	08-09	09-10	10-11	11-12	12-13	13-14	14-15	15-16	16-17	17-18	18-19	19-20
Construction Funding Source: -(CAP OUT) REV \$150,000 - EXP: \$150,000															
OMB	0	0	0	0	0	0	0	0	75,000	75,000	0	0	0	0	0
CIIS Propo	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
CIIS Actual	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
10-11 Adop	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
CAP OUT Totals:	Funding: CAP OUT 150,000				Expenditures: CAP OUT 150,000										

Milestones:	05-06	06-07	07-08	08-09	09-10	10-11	11-12	12-13	13-14	14-15	15-16	16-17	17-18	18-19	19-20
GOB Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Non GOB	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	75,000.00	75,000.00	0.00	0.00	0.00	0.00	0.00
Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	75,000.00	75,000.00	0.00	0.00	0.00	0.00	0.00
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

- To update budget milestones, click on **OMB** , then update active fields
- To update CIIS milestones, click on **CIIS Propo**
- To periodically update expenditures, click on **CIIS Actual**

BUDGET PROJECT 1602850 - (As per 2010-2011 Approved Budget)

Project Title: 1602850-TEST SITE 2

Project Desc: For additional training

Site: #77213 - 111 NW 1 ST 33128

Site Desc: For additional training

Site Duration: Start Date: 12/3/2012 - End Date: 12/3/2012 - Duration: 0

Proposed Milestone:

***Funding Area:**

CDP Project:

Construction

Future Capital Asset Bond Proceeds-BP: 1602850-REV: \$25,000.00-MS: \$25,000.00

Select Funding Area..

Capital Outlay Reserve-BP: 1602850-REV: \$150,000.00-MS: \$150,000.00

Future Capital Asset Bond Proceeds-BP: 1602850-REV: \$25,000.00-MS: \$25,000.00

Future Financing-BP: 1602850-REV: \$0.00-MS: \$0

FY 05-06	FY 06-07	FY 07-08	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24
0	0	0	0	0	0	25,000	0	0	0	0	0	0	0	0

Total: 25,000

Milestone Comments:

Milestone Percent Complete:

Milestone Explanation:

Status Date: 12/3/2012 Milestone Status: On Schedule

SAVE / UPDATE
DELETE
PRINT
REFRESH

Multi Milestone Update
Milestone Dates Update
EXIT

- To change revenues associated with milestones, click on the **Funding Area** drop-down and select appropriate revenue, then click **Save/Update**

Using Reports in CIIS

Capital Improvements Information System (CIIS)

intra.miamidade.gov

MIAMI-DADE

PROJECTS

- Capital Projects (R)
- GOB Projects (R)
- QNIP Projects
- A & E Projects

Contracts / Agreements

- Contracts by Dept (R)
- MCC RPQ Contracts (R) (B)
- EDP Agreements
- Architecture & Eng.

STANDARD PROCEDURES

- Capital Constr. Overview
- Policies & Procedures
- Contract Language
- Contract Forms
- Help and Training

Maria Johnson: Your previous login was: Monday, December 03, 2012 at 6:32:47 PM

-TEST-Capital Budget Projects Menu

Select by Department: BU - Management and Budget

[Search for Budget Number](#)

Select Budget Project by Number:
(Unbalanced OMB in red) 1604910 - TEST SITE

Select Budget Project By Desc : 1604910 - TEST SITE

[Get 1604910 Record](#)

[Add New Funded Management and Budget Project](#)

[Add New UnFunded Management and Budget Project](#)

[View Management and Budget Project List](#)

[View Management and Budget Budget Contract List](#)

[Search for Site Number](#)

[Search for Index Code](#)

- Click on the (R) icon in order to access financial reports

Capital Improvements Information System (CIIS)

intra.miamidade.gov

MIAMI-DADE

Maria Johnson: Your previous login was: Monday, December 03, 2012 at 6:32:47 PM

-TEST-Budget Projects Reports Menu

Department: Management and Budget

FUNDED REPORTS

- F-1 Funded High Level Summary
- F-2 Funded Revenue Summary
- F-3 Funded Expenditure Summary
- F-5 Funded Projects Detail Report
- F-6 Funded Project Status Report (Sorted by Status)
- F-7 Funded Project Status Report (Sorted by Project)
- F-8 Funded Project Function Report
- F-9 Funded Project Report (Donations)- Strategic Area
- F-10 Funded Project Comm. District Report
- Standard Set

UNFUNDED REPORTS

- U-1 FY Unfunded Future vs. Current Cost Comparison Report
- U-2 Project Detail Report
- U-3 Unfunded Project Status Report (Sorted by Priority)
- U-4 Unfunded Projects Priority Verification Report
- U-5 Unfunded Project Status Report (Sorted by Project)

- Two types of reports – **Funded** (on the left) and **Unfunded** (on the right)
- Use the F-1 through F-5 for purposes of Budget Discussions

Deleting Projects in CIIS

Capital Improvements Information System (CIIS) MIA MI DADE

intra.miamidade.gov

Maria Johnson: Your previous login was: Monday, December 03, 2012 at 6:32:47 PM

-TEST-Capital Budget Projects Menu

Select by Department: BU - Management and Budget

[Search for Budget Number](#)

Select Budget Project by Number:
(Unbalanced OMB in red) 1602800 - TEST SITE 3

Select Budget Project By Desc : 1602800 - TEST SITE 3

[Get 1602](#) Select by Desc Dept-BU Project.
[Add New Funded Manag](#) 1604910 - TEST SITE
[Add New UnFunded Manag](#) 1602850 - TEST SITE 2
[View Management and Budget Project List](#) **1602800 - TEST SITE 3**
[View Management and Budget Budget Contract List](#)
[Search for Site Number](#)
[Search for Index Code](#)

UNBALANCED PROJECTS

OMB Book Report

OMB REVENUE SUMMARY BY SOURCE

OMB EXPENDITURE SUMMARY BY STRATEGIC

- Click on drop-down and the select project for deletion

BUDGET PROJECT 1602800 - (As per 2010-2011 Approved Budget)

Project Title: 1602800-TEST SITE 3
Project Desc: For additional training

CDP Project Revenue									
CDP Revenue:	Prior	10-11	11-12	12-13	13-14	14-15	15-16	FUTURE	Total
Future Capital Asset	0	0	0	0	0	0	0	0	0

CIIS Site Funding Info									
SITE Location/Desc:	Prior	10-11	11-12	12-13	13-14	14-15	15-16	FUTURE	Total
77214 - 111 NW 1 ST 33128	0	0	0	1,500,000	0	0	0	0	1,500,000
Desc: For additional training									

Desc:	05-06	06-07	07-08	08-09	09-10	10-11	11-12	12-13	13-14	14-15	15-16	16-17	17-18	18-19	19-20	20-21	21-22	22-23	23-24	Total
OMB RV:	1	0	0	0	0	0	0	1,500,000	0	0	0	0	0	0	0	0	0	0	0	1,500,000.00
OMB MS:	1	0	0	0	0	0	0	1,500,000	0	0	0	0	0	0	0	0	0	0	0	1,500,000.00
OMS Proposed RV:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00
OMS Proposed MS:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00

Update Project

OMB Book Report

Add GEO Coded Site PROJECT SITES SITE SCHEDULES REPORT 20

PROJECT REPORT 4

EXIT

- Click on the **Update Project** tab

- Click on **Mark For Deletion**
- Type justification for deletion in box
- Then click **Save/Update**

Capital Improvements
Information System
(CIIS)

intra.miamidade.gov

MIA MI DADE

PROJECTS

Capital Projects (R)

GOB Projects (R)

QNP Projects

A & E Projects

Contracts / Agreements

Contracts by Dept (R)

MCG RPQ Contracts (R) (R)

EOP Agreements

Architecture & Eng.

STANDARD PROCEDURE S

Capital Constr. Overview

Policies & Procedures

Contract Language

Contract Forms

Help and Training

REPORTS

Reports

FAQ's

System Files

ETSD Tasks (R) (Cal)

Maria Johnson: Your previous login was: Monday, December 03, 2012 at 6:32:47 PM

-TEST-Capital Budget Projects Menu

Select by Department: BU - Management and Budget

Search for Budget Number

Select Budget Project by Number:
(Unbalanced OMB in red) 1602800 - TEST SITE 3

Select Budget Project by Desc : 1602800 - TEST SITE 3

Get 1602800 Record

Add New Funded Management and Budget Project

Add New UnFunded Management and Budget Project

View Management and Budget Project List

View Management and Budget Budget Contract List

Search for Site Number

Search for Index Code

UNBALANCED PROJECTS

OMB Book Report

OMB REVENUE SUMMARY BY SOURCE

OMB EXPENDITURE SUMMARY BY STRATEGIC

- Click on **Add New UnFunded Project**

- Fill out all information in available fields
- It is important to remember that Estimated Project Cost is in **000's**



Important

The complete training guide for the Capital Projects Budget Module can be found on the web at:

<http://www.miamidade.gov/budget/FY2013-14/budget-development.asp>

Below are descriptions of the system selections:

- **Project** – The project name will automatically be all **CAPITAL LETTERS**. The project number, which appears before the project name, is automatically assigned by the system. Physical location of the project should not be abbreviated in the project title, i.e. Street, Avenue, etc.
- **Chg Proj Name** – Check this box if the name of the project needs to be changed or updated and enter the new name in the appropriate field.
- **Description** – Describe the size, scope, and use of the project. **It must begin with a verb** such as: Construct, Design, Add, Waterproof, Replace, Modify, Expand, Provide, etc. The description may be extended with phrases separated by semicolons, beginning with verbs. Describe all years' activities, not just FY 2013-14. This field is limited to 255 characters. **Do not put a period at the end of the description.** The description is not a sentence or a paragraph; it is a phrase or series of phrases.
- **Location** - Physical location of the project: use these abbreviations, as applicable:

Notice *there* are no periods used with these abbreviations

NW, SW, Ave, St, Blvd, Ln, Ct, US1 **do not use periods** in the abbreviations
If a specific street address is not available, provide as specific a location as possible:

a boundary – North, South, East and West; the beaches from 41 St to 79 St; Vicinity of Tamiami Airport, Port of Miami, Miami International Airport, etc.

- **Strategic Area** – Indicate which strategic area this project falls within from the following list: Policy Formulation, Public Safety, Transportation, Recreation and Culture, Neighborhood and Infrastructure, Health and Human Services, Economic Development, and General Government.
- **Function** – Use the most accurate and descriptive function available. Projects will be grouped by function in the expenditure summary that appears at the bottom of each department's narrative section. If function does not exist and must be added, contact your OMB budget analyst.
- **Est. Start Date** – Enter the date the project started or is expected to start.
- **Est. Completion Date** – Enter the date the project was completed or is expected to be complete.
- **Location Code** – This is the general location of the project. It may be a municipality in which a project is located (City of Miami), an area (Unincorporated Miami-Dade County), or a departmental-defined operational area (Public Housing Region 1). If the project is located in more than one municipality or area, but not the entire County, use "*Various Sites*". If the project is located in most or all areas of the County, use "*Throughout Miami-Dade*". If the location of the project has not been determined, select "*To Be Determined*". Use "*Not Applicable*" as necessary.
- **Commission District Located** – Select the district(s) where the project is located. If the project is truly in all districts, then select "*CW*". If it is throughout UMSA select "*UM*". If it is throughout the Fire District, select "*FR*". If it is throughout the Library System, select "*LB*". If it is Systemwide (as in the case of the Water and Sewer Service System), select "*SW*". If the location of the project has not been determined, select "*To Be Determined*".
- **Commission District Served** – Select the district(s) that will be served by the project. If the project is truly in all districts, then select "*CW*". If it is throughout the entire UMSA area, select "*UM*". If it is throughout the Fire District, select "*FR*". If it is throughout the Library System, select "*LB*". If it is Systemwide (as in the case of the Water and Sewer Service System), select "*SW*". If the location of the project has not been determined, select "*To Be Determined*".
- **Community Council** – Designate Community Council only if the project is located in Unincorporated Miami-Dade County. Otherwise, select "*Not Applicable*".
- **Estimated Annual Operating Costs** – All projects must take into account the costs associated with personnel and other operating costs.
- **CIE Info** – This information is required for the Capital Improvements Element (CIE), which is a component of the Comprehensive Development Master Plan. Departments included in the CIE are Aviation, Transit, Public Works and Waste Management (PWWM), Port of Miami, Parks, Recreation and Open Spaces (PROS), Regulatory and Economic Resources (RER), and Water and Sewer. Select one of the following: "*Combined/Other*", "*Existing Deficiency*", "*Future Growth*", "*Not-Applicable*" (for all other departments not mentioned above)

- **CIE Element** – Select which element will apply to each project (if applicable).
- **Mark Project for Deletion** – Check this box if the project is being deleted for reason(s) other than being completed. The project will not appear in the Funded Project Report or the departmental capital budget submission if this box is checked.
- **Project Completed** – Check this box if the project is complete or expected to be complete by September 30, 2014. The project will not appear in the Funded Project Report or the department's capital budget submission if this box is checked.
- **PTP Project** – Check this box if the project is part of the People's Transportation Plan (PTP).
- **TIP Project** – Check this box if the project is part of the Transportation Improvement Plan (TIP).
- **BBC Project** – Check this box if the project is part of the Building Better Communities (BBC) General Obligation Bond Program.
- **Justification/Comments** – Use this field to indicate the reason a project is being deleted and for all other comments.

Revenues, expenditures, and donations may have occurred or will occur for a project in prior years and FY 2014-15 through FY 2019-20 and beyond. The revenue, expenditure, and donation screens include the project name and number, as well as the project description fields.

- **Prior** – Include all years' actual revenues, expenditures, or donations through FY 2013-14. It is the sum of all actual revenues, expenditures or donations from the beginning of the project through December 31, 2013 plus projected revenues, expenditures or donations from January 1, 2014 through September 30, 2014. **All dollars must be entered in thousands.**
- **2014-15 through Future** – For each year enter the appropriate revenue, expenditure, or donation amount. **All dollars must be entered in thousands.**
- **Current Year Projection (2013-14)** – Enter the amount of revenue, expenditure, or donation allocated in FY 2013-14 only. This amount is not included in the total project amount because it is already included in the "Prior" field. **All dollars must be entered in thousands.**
- Always check project totals whenever revenues, expenditures, or donations are added, modified, or deleted.

The unfunded projects have the same fields as funded projects. The only difference is that there is only a total project cost (not revenues and expenditures) and that each project must be prioritized.



Important

Please ensure that work is saved after each data step has been input.