Miami-Dade County

Capital Budget Training Manual FY 2020-21







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PeopleSoft Capital Application





Activity PS1: Logging on to the PeopleSoft Capital Application

In this activity, the user will learn how to "Log on to the PeopleSoft Capital Application".



To log on to the PeopleSoft capital application, use the same link you use for e-Par when entering your employee hours for payroll.



In order to log on to the PeopleSoft capital application, you need to have security access.

To get security access contact the head of your departmental capital division and/or work with your departmental operating budget division and they will submit a request to OMB to grant you access to the system.



Step	Action	Notes
1.	To sign in, use your employee ID, to include the letter "e".	
	Sign in to access your account	
	User ID	
	Forgot Your Password?	
	Sign In Copyright © 2000, 2014, Oracle and/or its affiliates. All rights reserved.	
2.	For training purposes, your training password will be be given to you at the time of your training".	
	TIP:When you are in production, your password will be the same password you use for e-Par when entering your employee hours for payroll.	
	EMDCHuman ResourcesMatters	
	Password	
	Forgot Your Password? Enable Accessibility Mode Sign In	
	Copyright © 2000, 2014, Oracle and/or its affiliates. All rights reserved.	



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Favorites Main Menu			
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Search: D My Favorites Self Service Manager Self Service Manager Self Service Workforce Administra Organizational Develo Set Up HRMS Enterprise Componer Worklist Tree Manager Reporting Tools PeopleTools Miami-Dade Custom Miami-Dade Custom Miami-Dade Custom	pment ts		



Step	Action	Notes
4.	The next screen that will appear is shown below.	
	Please click on the Projects icon which will take you to the main screen to start your capital budgeting process.	
	avorites Main Menu > Miami-Dade Custom	
	Miami-Dade Custom	
	Miami-Dade Custom	
	Miami-Dade Customizations	
	Capital Improvement	
	Dept Access Projects	



Step	Action	Notes
5	Below is the main screen which is the starting point for all that you do in the PeopleSoft capital application.	
	MIAMI DADE COUNTI Favorites Main Menu > Miami-Dade Custom > Capital Improvement	
	MDC_CI_PROJECT Enter any information you have and click Search. Leave fields blank for a lis	
	Find an Existing Value Add a New Value	
	Project Number: = Department Id: begins with Project Name: begins with Case Sensitive	
	Search Clear Basic Search	
	Find an Evisting Value Add a New Value	
	Now you can begin your capital development process.	
	1	

--End Activity--



Activity PS2: Searching for a Project in PeopleSoft

This activity will describe to users how to "**search for a project**" in the PeopleSoft capital application.



You will only see those projects in the department to which you have security access to and/or those projects that you may manage for another department.

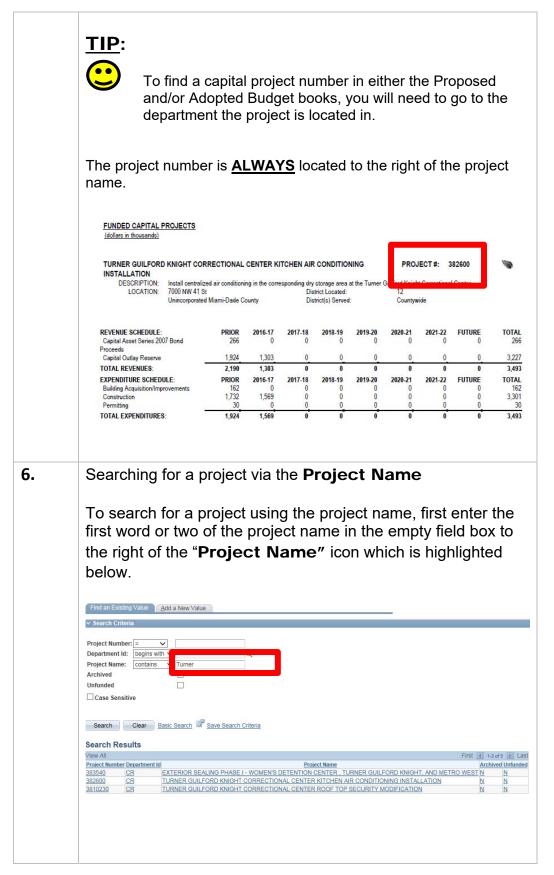


Step	Action
1	First, you need to log on to the PeopleSoft capital application. For assistance refer to Activity PS1 "Logging on to the PeopleSoft Capital Application"
2	Once you have followed the log on process you will be brought to the screen below. This is the screen where you will begin your search for an active capital project.
3	You will only see those projects in the department to which you have security access to and/or those projects that you may manage for another department.



4.	You can search for a project in one of two ways
	 By entering the project number By entering the project name
5	To search for a project via the Project Number .
	Just enter your Project number in the empty field box to the right of the "Project Number" icon which is highlighted below.
	Then click on the SEARCH icon.
	CI Projects Enter any information you have and click Search. Leave fields blank for a list of all values.
	Find an Existing Value Add a New Value
	✓ Search Criteria
	Project Number: = 382600 Department Id: begins with Project Name: begins with Archived
	Search Clear Basic Search 🖾 Save Search Criteria
	TIP:
	If you do not know the project number, it can be found in either the Proposed and/or Adopted budget books
	Once you have entered the Project Number, you will be immediately taken to the project information screen below.
	Project Sites List Project Sites
	Project Number 382600 *D I. Id. Dr. I. Q. CORRECTIONS & REHABILITATION Archived *Project Name *DOTECTIONAL CENTER KITCHEN AIR CONDITIONING INSTALLATION Constant of the second sec
	Proj. Desc. Install centralized air conditioning in the corresponding dry storage area at the Turner Guilford Knight Correctional Center
	Address 7000 NW 41 St
	Location Unincorporated Miami-Dade County







	Next click on the dropdown box highlighted below and select "contains".
	By selecting contains, the system will pick-up all <u>ACTIVE</u> projects that contain the words you listed in the description
	Find an Existing Value Add a New Value Search Criteria Project Number: Comparison of a page that Add a log of the Add a lo
	Project Name: contains v remains v r
	Search Clear Basic Search Criteria Search Results First 1 13 or 3 Last View All First 1 13 or 3 Last Project Number Department Id Project Name Archived Unfunded 383540 CR EXTERIOR SEALING PHASE I - WOMEN'S DETENTION CENTER, TURNER GUILFORD KNIGHT, AND METRO WEST N
	382600 CB TURNER GUILFORD KNIGHT CORRECTIONAL CENTER KITCHEN AIR CONDITIONING INSTALLATION N 3810230 CR TURNER GUILFORD KNIGHT CORRECTIONAL CENTER ROOF TOP SECURITY MODIFICATION N N Then click on the SEARCH icon. Item (Search icon) Item (Search icon) Item (Search icon) Item (Search icon)
7.	Once you have clicked on the Search icon, the user will see a listing of all <u>ACTIVE</u> projects that contain the words indicated.
	Find an Existing Value Add a New Value
	Project Number: = V Department (d: Degans win V) Q Project Name: contains V) Turner Archivad Unfunded Case Sensitive
	Search Clear Basic Search @ Save Search Criteria
	Search Results View All First II 1-3-of3 Last Project Number Department Id Project Name Archived Unfunded 333540 CR EXTERIOR SEALING PHASE I - WOMEN'S DETENTION CENTER, TURNER GUILFORD KNIGHT, AND METRO WEST N N 332600 CR TURNER GUILFORD KNIGHT CORRECTIONAL CENTER KITCHEN AIR CONDITIONING INSTALLATION N 3210230 CR TURNER GUILFORD KNIGHT CORRECTIONAL CENTER ROOF TOP SECURITY MODIFICATION N



8.	If you are confident and know the exact name of the project, click or the dropdown box which defines the search - in this case it reads <u>"begins with"</u> and then type the project name in the box next to it
	Find an Existing Value Add a New Value Search Criteria Project Number: Project Number: Droject Number: Droject Number: Droject Number: Droject Number: Dufunded Case Sensitive Search Clear Basic Search Save Search Criteria Search Results First: View All First: Model Market
9.	TIP: If you are searching for an "Unfunded project" you need to check the "Unfunded" box below. If you are searching for an "Archived project" you need to check the "Archived" box below.
	and follow the same process above Find an Existing Value Add a New Value Search Criteria Project Number: Regins with Torget Mumber: Archived Unfunded
	Search Clear Basic Search Save Search Criteria Search Results First (1.2 or 2) La View All First (1.2 or 2) La Project Number Department Id Project Name Archived Unfundor 382600 CR TURNER GUILFORD KNIGHT CORRECTIONAL CENTER KITCHEN AIR CONDITIONING INSTALLATION N N 3810230 CR TURNER GUILFORD KNIGHT CORRECTIONAL CENTER ROOF TOP SECURITY MODIFICATION N



View All Project Number Depar		roject Name	First 4 1-3 c
<u>382600</u> <u>CR</u>	TURNER GUILFORD KNIGHT CORRECTIONAL CENTI	ER KITCHEN AIR CONDITIONING INSTALLATI	
Below is selected	the project screen that wi	ll pop up related to t	the projec
Project Project	Sites List Project Sites		
Project Number	382600 *Dept. Id. CR Q. CORRECTIO	NS & REHABILITATION	Archived
*Project Name	TURNER GUILFORD KNIGHT CORRECTIONAL CENTER KIT	CHEN AIR CONDITIONING INSTALLATION	
Proj. Desc.	Install centralized air conditioning in the corresponding dry store	age area at the Turner Guilford Knight Correction	al Center
Address	7000 NW 41 St		
Location	Unincorporated Miami-Dade County	~	
Dist. Located.			
Dist. Served	01 02 03 04 05 06 07 08 0]09 □10 □11 □12 □13 ☑cw □u	
Community Counc	il District Not-Applicable		
*Strategic Area	Public Safety	~	
*Strategic Object	PS1-4 Q Provide safe and secure detention		
Function	Jail Facility Improvements		
CIE Info	Not-Applicable	CIE Element Not-Applicable	
Resiliency Comp.	Renew and Strengthen Infrastructure	~	
Unfunded Project			
	Estimated Total Unfunded Project Cost	_ (Actual Value)	
Federal Stimulus:			BBC GOB:
FY Impact	Estimated Annual Ope	erating Cost (Actual Value	e) Addtl FTE's
Percent Complete			
Project Schedule			
Projected Start Da	te Projected End Date	21	
Actual Start Date	Actual End Date		
Project Manager I	nformation		
First Name	Last Name		
T in st Malife		Tel. No.:	
Proj. Comments			
Delete Project:	J		
	turn to Search 🕴 Previous in List 😺 Next in List 😥 Refre	sh	
🔠 Save 🔤 🔂 Re			
Project Project Site	s List I Proiect Sites		
	s List I Proiect Sites		

--End Activity--





Activity PS3: Searching for a Project Site in PeopleSoft

This activity will describe to users how to **"search for a project site**" in the PeopleSoft capital application.



You will only see those projects in the department to which you have security access to and/or those projects that you manage for another department.



Step	Action	
1	First, you need to	log on to the PeopleSoft capital application.
		fer to Activity PS1 "Logging On To ft Capital Application"
2	Site" is linked to	
	Project in Peo	fer to Activity PS2: "Searching for a pleSoft"
		ose projects in the department to which you ss to and/or those projects that you may manage
3	Site List" tab.	ected a "Project" , click on the " Project u > Miami-Dade Custom > Capital Improvement >
	Project Number	116910 *Dept. Id. D 🔍 INTEF
	*Project Name	BUILD OUT AND PURCHASE OF OVERTOWN TOWEF
	Proj. Desc.	Purchase Overtown Transit Village Tower 2; build out i Departments and the Office of the State Attorney
	Address	100 NW 6 St
	Location	City of Miami
	Dist. Located.	01 02 03 04 05 06 07
	Dist Occurd	



4.	You will now be taken to a screen which will list <u>ONLY</u> those " Project Sites " associated to the project you selected CI Projects Project Sites List Project Sites
	Project Number 116910 BUILD OUT AND PURCHASE OF OVERTOWN TOWER 2 Department ID INTERNAL SERVICES
	Details Site Number *Site Name Site Description Site Location Site 1 + Details 75629 W50247- Acquire new ↓□ W50247- ↓□ 100 NW 6TH ↓□ 08/1
	Below is a screen shot of what this project and project site looks like in CBAT
	Task List Status Task - Capital Project Dashboard-Project Dashboard Task Instructions
	P116910 : P: BUILD OUT AND PUR
	S75629 - W50247- Acquire new office space at the Overtown Transit Village
5	If the user is seeking more information on a project site, click on the "Details" icon
	CI Project Project Sites Project Sites Project Number 116910 BUILD OUT AND PURCHASE OF OVERTOWN TOWER 2
	Department ID INTERNAL SERVICES
	Details Site Name Site Description Site Location Site Location 1 •

--End Activity--





Activity PS4: PeopleSoft Project Information Overview

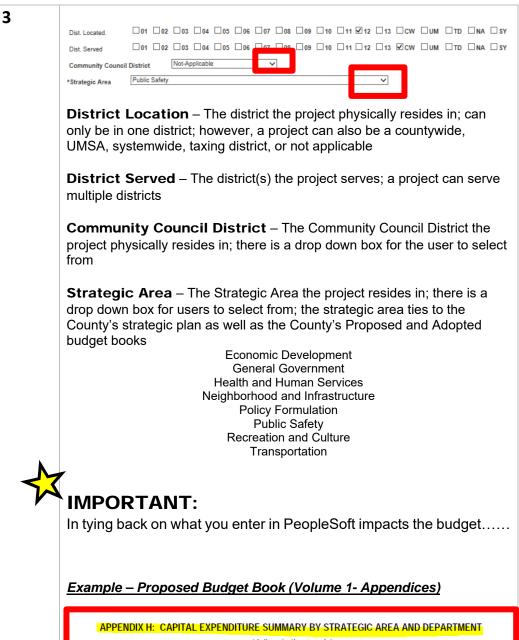
This activity will assist the users in understanding the various categories in PeopleSoft for a more accurate project accounting.

Project Stass List Project Stass Project Number S2000 "Dept. M. CR. Q. CORRECTIONS & REHABILITATION Archil "Project Name TURNER GUILFORD KNIGHT CORRECTIONAL CENTER KITCHEN AIR CONDITIONING INSTALLATION Project Name Project Name Turner Guilford Knight Corresponding dry storage area at the Turner Guilford Knight Correctional Center Address 7000 NW 41 St Location Unincorporated Miam-Dade County > Dist. Located 04 0 2 0 0 0 44 05 06 07 06 06 10 0 111 12 13 CW UM 0 TD 0 NA 1 Dist. Served 04 0 2 0 0 0 44 05 06 07 06 06 10 0 111 12 13 2/CW UM 0 TD 0 NA 1 Community Council District Nor-Applicable > *Strategic Area Public Safety > *Strategic Object PS1-4 Provide safe and secure detention Function Lall Facility Improvements CIE Element [Nor-Applicable CE Info NorApplicable > CIE Element [NorApplicable Project Strategic Orapic PTP: TP: Shree Vinfunded ProjectS Vinfunded Project Cost (Actual Value) Addt FTE's Project Bamulus: PTP: TP: Shree Quilt Addt FTE's Project Gample </th <th></th> <th></th>		
Project Number 382800 *Dept. Id. CR. Q. CORRECTIONS & REHABILITATION Archit *Project Name TURNER GULLFORD KNIGHT CORRECTIONAL CENTER KITCHEN AIR CONDITIONING INSTALLATION Install centralized air conditioning in the corresponding dry storage area at the Turner Guilford Knight Correctional Center Address 7000 NW 41 St. Cocation Unincorporated Miami-Dade County v Dist. Located. 04 0.0 0.6 0.0 111 21.1 Ccw UM TD NA Dist. Located. 04 0.2 0.3 0.4 0.5 0.6 10 111 21.3 Ccw UM TD NA Dist. Located. 04 0.2 0.3 0.4 0.5 0.6 10 111 21.3 Ccw UM TD NA Dist. Located. 04 0.2 0.3 0.4 0.5 0.6 10 111 21.3 Ccw UM TD NA Costaot 04 0.5 0.5 0.7 0.6 0.9 10 11.1 21.3 Xcw UM ND NA Co		
Project Number 382800 *Dept. Id. CR. Q. CORRECTIONS & REHABILITATION Archit *Project Name TURNER GULLFORD KNIGHT CORRECTIONAL CENTER KITCHEN AIR CONDITIONING INSTALLATION Install centralized air conditioning in the corresponding dry storage area at the Turner Guilford Knight Correctional Center Address 7000 NW 41 St. Cocation Unincorporated Miami-Dade County v Dist. Located. 04 0.0 0.6 0.0 111 21.1 Ccw UM TD NA Dist. Located. 04 0.2 0.3 0.4 0.5 0.6 10 111 21.3 Ccw UM TD NA Dist. Located. 04 0.2 0.3 0.4 0.5 0.6 10 111 21.3 Ccw UM TD NA Dist. Located. 04 0.2 0.3 0.4 0.5 0.6 10 111 21.3 Ccw UM TD NA Costaot 04 0.5 0.5 0.7 0.6 0.9 10 11.1 21.3 Xcw UM ND NA Co		
"Project Name TURNER GULFORD KNIGHT CORRECTIONAL CENTER KITCHEN AIR CONDITIONING INSTALLATION Proj. Desc. Install centralized air conditioning in the corresponding dry storage area at the Turner Guilford Knight Correctional Center Address 7000 NW 41 St Location Unincorporated Miami-Dade County Dist. Located. 041 02 03 04 05 06 07 06 09 10 111 12 13 CW UM TO NA I Dist. Located. 041 02 03 04 05 06 07 06 09 10 111 12 13 CW UM TO NA I Community Council District Not-Applicable *Strategic Area Public Safety *Strategic Object PS1-4 Q. Provide safe and secure detention Function Jail Facility Improvements CIE Info Not-Applicable Vortup PTP: TIP: Strategic Area PTP: Vortup Not-Applicable Vortup Vortup Project Bilenoy Comp. Renew and Strengthen Infrastructure Vortup Vortup TIP: Project Schedule PTP: TIP: Project Schedule Projected End Date B Project Schedule B Projected End Date B Project Manager Information Fist Name		
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Community Council District Not-Applicable *Strategic Area Public Safety *Strategic Object PS14 Q Provide safe and secure detention Function Jail Facility Improvements CIE Info Not-Applicable CIE Element Not-Applicable Resiliency Comp. Renew and Strengthen Infrastructure Unfunded Projects Unfunded Projects Unfunded Projects Unfunded Project Cost (Actual Value) Federal Stimulus: PTP: TIP: SNP: QNIP: BBC GOE FY Impact Project Schedule Projected Start Date Fig Projected End Date Fig Projected Start Date Projected Start Date Fig Actual End Date Fig Actual Start Date First Name Last Name Tel. No.:	Dist. Located.	01 02 03 04 05 06 07 08 09 10 11 212 13 CW 0M TO NA
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Function Jail Facility Improvements CIE Info Not-Applicable Resiliency Comp. Renew and Strengthen Infrastructure Unfunded Projects Unfunded: Estimated Total Unfunded Project Cost Project Stimulus: PTP: TIP: SNP: QNIP: BBC GOE FY Impact Project Schedule Project Schedule Projected Start Date IB Actual Start Date IB Actual Start Date IB Actual Start Date IB Project Manager Information Tel. No.: First Name Last Name Tel. No.:	*Strategic Area	Public Safety
CIE Info Not-Applicable ✓ Resiliency Comp. Renew and Strengthen Infrastructure ✓ Unfunded Projects ✓ Unfunded: Estimated Total Unfunded Project Cost. (Actual Value) Federal Stimulus: PTP: TIP: SNP: QNIP: BBC GOE FY Impact ✓ Estimated Annual Operating Cost (Actual Value) Addtl FTE's Percent Complete Project Schedule Project Stant Date IB Actual End Date IB Project Manager Information First Name Last Name Tel. No.:	*Strategic Object	PS1-4 Q. Provide safe and secure detention
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First Name Tel. No.:	Project Manager	
Tel. NO.:		
Proj. Comments	First Name	Last Name Tel. No.:
	Proj. Comments	
Delete Project:	Delete Project:	



	202600	*Dept.	Id ICP				N			Archived
Project Number	382600 TURNER GUILFORD							LATION		
*Project Name	Install centralized air								nal Center	
Proj. Desc.	install centralized all	onunuoning	in the corres	sponding dry s	lorage area a	it the Further	Guilloru Kiligi	Il Conection	lai Center	
Address	7000 NW 41 St									
Location	Unincorporated Miam	i-Dade Cour	ity				~			
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INTERNET In tying b In tying b Example – TURNER GUILFO INSTALLATION DESCRIPTIO LOCATIO Capital Asset Series Proceeds Capital Asset Series	RTANT RTANT Pack on wh Proposed Bu Proposed Bu Propose	TIONAL C r conditionin mi-Dade Cou PRIOR 2,100 PRIOR 162	op dov u ente Book (ENTER KI g in the corre inty 2016-17 0 1,303 2016-17 0 1,303 2016-17 0	vn box er in F Volume toten Air sponding dry Dist Dist Dist Dist Dist Dist Dist Dist	People People CONDITION storage area a inic Located: inic(s) Served 2018-19 0 0 2018-19 0	eSoft	impac ental na PROJ Builtord Knight 12 Countyw 2020-21 0 0 2020-21 0	ECT #: 3 Correctiona ide 2021-22 0 0 0 2021-22 0	e bud e) 382600 al Center FUTURE 0 0 FUTURE 0 0 0 FUTURE 0	Iget TOTAL 265 3,227 3,483 TOTAL 162 3,301 30





		(dollars	s in thous	ands)					
Strategic Area / Department	Prior Years	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	Future	Projecte Total Co:
Public Safety									
Corrections and Rehabilitation	28,461	6,709	15,408	16,138	18,731	30,000	10,000	19,701	145,148
Fire Rescue	10,054	72,388	12,937	6,000	4,100	0	0	0	105,479
Internal Services	3,349	794	0	0	0	0	0	600	4,743
Judicial Administration	55,997	37,088	25,791	11,365	0	0	0	46,464	176,705
Non-Departmental	4,886	6,983	0	152	0	0	0	0	12,021
Police	8,386	18,195	5,910	1,620	0	0	0	0	34,111
Strategic Area Total	111,133	142,157	60,046	35,275	22,831	30,000	10,000	66,765	478,207
Transportation									
Aviation	298,469	243,017	273,400	196,563	191,585	185,196	126,053	107,887	1,622,170
Non-Departmental	14,001	1,060	0	0	0	0	0	0	15,061
n i n i n i n	44 000	11 055	0.000	40.000	0 000	E 004	0 000	00.450	00 407

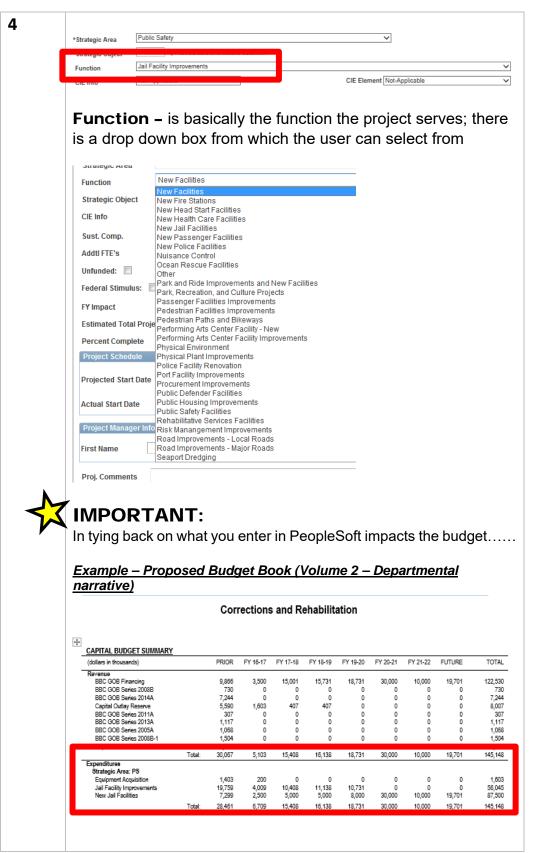


APPENDIX I: 2016-17 CAPITAL BUDGET

(dollars in thousands)

				-2016-17					Projected
									Total COSt
Public Safety									
Corrections and Rehabilitation									
EXTERIOR SEALING PHASE I - WOMEN'S DETENTION CENTER , TURNER GUILFORD KNIGHT, AND METRO WEST	482	90	0	0	0	0	90	0	572
KITCHEN EQUIPMENT REPLACEMENT	1,403	0	0	0	0	200	200	0	1,603
KROME DETENTION CENTER - BUILDING BETTER COMMUNITIES BOND PROGRAM	7,299	2,500	0	0	0	0	2,500	77,701	87,500
METRO WEST DETENTION CENTER INMATE HOUSING IMPROVEMENT	2,736	0	0	0	0	300	300	814	3,850
METRO WEST DETENTION CENTER REPLACE HOUSING UNIT SECURITY WINDOWS - PHASE II	0	1,000	0	0	0	0	1,000	0	1,000
PRE-TRIAL DETENTION CENTER RENOVATION - BUILDING BETTER COMMUNITIES BOND PROGRAM	14,537	1,000	0	0	0	0	1,000	31,463	47,000
TURNER GUILFORD KNIGHT CORRECTIONAL CENTER KITCHEN AIR CONDITIONING INSTALLATION	1,924	96	0	0	0	1,473	1,569	0	3,493
TURNER GUILFORD KNIGHT CORRECTIONAL CENTER ROOF TOP SECURITY MODIFICATION	80	0	0	0	0	50	50	0	130
Department Total	28,461	4,686	0	0	0	2,023	6,709	109,978	145,148
Fire Rescue									
AIR RESCUE HELICOPTER FLEET REPLACEMENT	0	60,000	0	0	0	0	60,000	0	60,000
FIRE - REPLACE COMPUTER-AIDED DISPATCH SYSTEM	0	1,233	0	0	0	0	1,233	2,450	3,683
FIRE RESCUE STATION 18 NORTH MIAMI	250	0	0	0	0	0	500	4,500	5,250
FIRE RESCUE STATION 62 PALMETTO BAY	1,298	0	0	0	0	0	2,141	1,337	4,776
FIRE RESCUE STATION 68 DOLPHIN	500	0	0	0	0	0	1,100	3,400	5,000
FIRE RESCUE STATION RENOVATIONS	200	400	0	0	0	0	400	400	1,000
	·	^	^	^	^			^	050







most su	• •	- to select the 9	
the Cou		ct, there is a dr below); the stra tegic plan and s	Strategic Objective op down box for the ategic objective ties to should tie to the
Look Up Stra	ategic Object		
Strategic Object ID:	begins with 👻		
Look Up Clea	r Cancel Basic Lookup		
	Dasic Lookap		
View 100			First 📢 1-91 of 91 🕨
Strategic Object ID ED1-1 Reduce in	bjective Desc come disparity by increasing per capita in	come	
ED1-2 Attract indu	stries that have high wage jobs and high	growth potential	aligned with the needs of emerging and growth indus
ED2-1 Attract mor	e visitors, meetings and conventions		
ED3-1 Attract and	stomer service at airports, hotels and oth increase foreign direct investments and i	nternational trade from targeted countrie	
ED4-1 Encourage	ernational banking and other financial se creation of new small businesses	IVICES	
	usiness friendly environment portunities for small businesses to comp	ete for County contracts	
	equate public infrastructure that is suppor ban corridors (TUAs, CRAs & Enterprise 2		
GG1-1 Provide ea	sy access to information and services customer-oriented organization		
GG1-3 Foster a po	sitive image of County government ations between communities and govern	ments	
GG2-1 Attract and	hire new talent		
GG2-3 Ensure an	d retain excellent employees and leaders inclusive workforce that reflects diversity		
GG3-1 Ensure ava	stomer-friendly human resources service ilable and reliable systems	<u>s</u>	
	deploy technology solutions ormation security		



	APPENDIX W: MIAMI-DADE COUNTY'S STRATEGIC PLAN OBJECTIVES
Recrea Develo of a nu	Dade County organizes its strategic plan into seven strategic areas: Public Safety (PS), Transportatio tion and Culture (RC), Neighborhood and Infrastructure (NI), Health and Human Services (HH), Ec pment (ED), and General Government (GG). Each strategic area consists of a number of goals, each of which or mber of objectives. In all, the strategic plan includes nearly 100 objectives. For ease of reference, each object red to by its reference number (e.g. PS2-1, TP3-2, and ED5-1).
departr both th strategi	objectives play an important role in our Results-Oriented Governing approach by providing the linkage b nent objectives and the goals of the strategic plan. Department narratives contain performance tables that be e reference number and full text of the strategic plan objective the department is seeking to support. This p ic context to the efforts of the department and ensures that County activities support achievement of strategic The list below details all objectives in the strategic plan, organized by strategic area.
Strateg	jic Area: Public Safety (PS)
•	PS1-1: Reduce crimes of public concern (Juvenile Services; Police)
•	PS1-2: Solve crimes quickly and accurately (Medical Examiner; Police)
•	PS1-3: Support successful re-entry into the community (Corrections and Rehabilitation; Juvenile Services)
•	PS14: Provide safe and secure detention (Corrections and Rehabilitation; Juvenile Services)
•	PS2-1: Reduce response time (Fire Rescue; Medical Examiner; Police)
•	PS2-2: Improve effectiveness of outreach and response (Fire Rescue; Police)
•	PS3-1: Facilitate short and long-term recovery (Fire Rescue)
•	PS3-2: Increase countywide preparedness (Fire Rescue; Police)
Strateg	ic Area: Transportation (TP)
•	TP1-1: Minimize traffic congestion (Citizen's Independent Transportation Trust; Public Works and Waste Management; Transit)
•	TP1-2: Expand and improve bikeway, greenway and sidewalk system (Parks, Recreation and Open Spaces; Works and Waste Management)
•	TP1-3: Provide reliable transit service (Transit)
•	TP1-4: Expand public transportation (Citizen's Independent Transportation Trust, Transit)
•	TP1-5: Improve mobility of low income individuals, the elderly and disabled (Public Works and Waste Manage Transit)
•	TP1-6: Facilitate connections between transportation modes (Aviation; Port of Miami; Transit)
•	TP2-1: Reduce traffic accidents (Public Works and Waste Management; Police)



CIE Info Sust. Comp. Addu FTE's CIE (Ca section, t select fro correspon select fro correspon s ls s ls	SG5-2 Provide well maintained, accessible facilities and assets Future Growth CIE Element [Not-Applicable] Energy Enciency Image: Cie Element [Not-Applicable] Image: Cie Element [Not-Applicable] Image: Cie Element [Not-Applicable] Image: Cie Element [Not-Applicable] Image: Cie Element [Not-Applicable] Image: Cie
	E's Evisting Deficiency Future Growth Not-Applicable
departmen Transporta	ng sections (7 and 8) are <u>VERY important</u> for those s whose projects are included in the County's Long Range ition Plan (LRTP)
The inform	s a federal requirement ation captured here is how we categorize LRTP projects to b the development of the County's LRTP



7	CIE (Capital Improvement Element) info – In this section, the user has a drop down box from which to select from; this identifies which category the capital project sits in:
	AviationCoastal Management
	 Conservation Drainage etc.
M	
The second	IMPORTANT:
·	This information may not seem important to the user, but when the County is applying for a grant, this information assits the County in identifying capital project that fall under these categories by advising us as to:
	 What projects fall under each of these categories How many projects are there How much has been allocated
	Strategic Object I3G5-2 Image: Strategic Object Istrategic Object CIE Info Future Growth CIE Element Not-Applicable Sust. Comp. Energy Efficiency Addtl FTE's
	CIE Element Not-Applicable
	Not-Applicable Table 02: Aviation
	Table 03: Coastal Management Table 04: Conservation
	Table 05: Drainage
	SNP: Table 06: Park and Recreation Table 07: Seaport
	Table 08: Sewer Facilities Table 09: Solid Waste Management
	Estimated Operating C s Table 10: Traffic Circulation Table 11: Mass Transit
	Table 12: Water Facilities
\checkmark	IMPORTANT:
	This section is <u>VERY important</u> for those departments whose projects are
	included in the County's Long Range Transportation Plan (LRTP)
	The LRTP is a federal requirement
	The information captured here is how we categorize LRTP projects to be
	included in the development of the County's LRTP







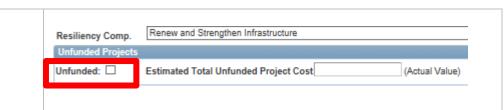
<u>Example – P</u> <u>narrative)</u>	Propose	od/Ada						2 0		
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		eu/Aut	pieu	Бийу			nume	<u> </u>	epartii	lei
TURNER GUILFORD	KNICHT COR	RECTIONAL	CENTERK		CONDITION	NING	PRO	JECT#: 3	182600	,
INSTALLATION	Install centralize									
LOCATION:	7000 NW 41 St Unincorporated			Dis	trict Located: trict(s) Served		12 Countyo			
		00100	2048 47	 2017-18	2048.40	2040.00	0000.04	0004 00		1
REVENUE SCHEDULE: Capital Asset Series 2007 Proceeds	7 Bond	PRIOR 266	2016-17 0	2017-18 0	2018-19 0	2019-20 0	2020-21 0	2021-22 0	FUTURE 0	
Capital Outlay Reserve TOTAL REVENUES:	=	1,924 2,190	1,303	0	0	0	0	0	0	
EXPENDITURE SCHEDUL Building Acquisition/Impro		PRIOR 162	2016-17	2017-18 0	2018-19 0	2019-20 0	2020-21 0	2021-22 0	FUTURE 0	1
Construction Permitting		1,732 30	1,569	ů o	ů o	ů o	ů 0	ů 0	ů 0	
-			1,569	0	0	0	0	0	0	
To classify the user als	the ty	•	susta			•		•	projec	
To classify the user als	the ty so has	pe of a dro	susta	wn b		•		o cho	orojec oose f	fro
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To classify the user als CIE Info Resiliency Comp.	the ty so has Not-Appli Renew a	rpe of s a dro icable nd Strength	susta op do	wn b	ox fro	om wl	hich t	ci	projec pose f	Fro
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To classify the user als CIE Info Resiliency Comp. Unfunded Projects UIST. Served Community Counce *Strategic Area	the ty so has Not-Appli Renew at Climate Consen LEED o Livable	rpe of s a dro icable nd Strength e Change A vation of E Efficiency and Well-b ive Water/n or Communit	susta op do en Infrast daptation nvironme eing Wastewat een Build	ructure		om wl	hich t	ci	orojec oose f	Frc
To classify the user als CIE Info Resiliency Comp. Unfunded Projects UIST. Servea Community Counce *Strategic Area *Strategic Object	the ty so has Not-Appli Renew a Consen Energy Health a Innovat LEED o Livable Mobility Not App	rpe of s a dro icable nd Strength change A vation of E Efficiency and Well-b ive Water. or Other Gr Communit plicable	susta op do en Infrast daptation nvironmer eing Wastewat een Build ies	ructure		om wl	hich t	ci	orojec oose f	Fro
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Example – Proposed/Adopted Budget Book (Volume 1 – Apper								
	(dollars in thousands)							
	Prior Years	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	Futur
Climate Change Adaptation								
Parks, Recreation and Open Spaces		500						
COUNTYWIDE - TREE CANOPY EXPANSION RICKENBACKER CAUSEWAY - HOBIE NORTH SIDE BARRIER	0 186	500 975	0 2,360	0 1,000	0 1,000	0 0	0 0	
Water and Sewer OUTFALL LEGISLATION	59,113	38.817	44,789	52,572	63,206	72,848	107,726	3 255 3
Climate Change Adaptation Total	59,299	40,292	47,149	53,572	64,206		107,726	
Conservation of Environmental Assets								
Parks, Recreation and Open Spaces COLONIAL DRIVE PARK	50	705	2,445	0	0	0	0	
MILLERS POND PARK	50	151	2,445	0	0	0	0	
RICKENBACKER CAUSEWAY - SHORELINE SAND RENOURISHMENT	200	204	208	212	216	110	0	
Regulatory and Economic Resources BEACH EROSION MITIGATION AND RENOURISHMENT	20,000	11,000	5,000	2,100	0	0	0	
BISCAYNE BAY RESTORATION AND	1,150	1,450	0	0	0	0	0	
SHORELINE STABILIZATION ENVIRONMENTALLY ENDANGERED LANDS PROGRAM	102,947	5,407	6,355	500	1,000	1,000	1,000	2,00



9



Unfunded – if a project is <u>NOT</u> funded, the user <u>MUST</u> check the "**Unfunded**" box; this will ensure the project shows up on the Department's "**Unfunded**" project listing and not on the budgeted list

"Unfunded" capital needs are just as essential as "funded" capital projects and so it is important for departments to identify those **"unfunded"** capital needs

There may not be enough money to fund every capital project on your departmental wish list – and so those "unfunded" projects should be moved to your **"unfunded"** capital projects list

If a department has **"unfunded**" capital projects, these **"unfunded**" projects will appear in the back of their departmental budget book narrative behind their capital projects

Below is an example of those projects marked as **"unfunded"** in a department and how the information plays a role in the budget book process

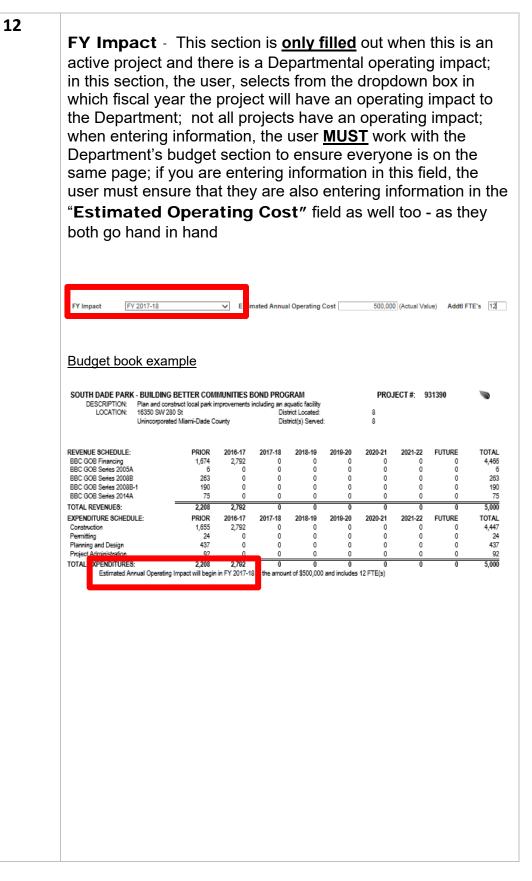
FY 2016 - 17 Adopted Budget and Multi-Year Capital Plan

UNFUNDED CAPITAL PROJECTS	ral Affairs		
PROJECT NAME SOUTH MIAMI-DADE CULTURAL ARTS CENTER - CAFE BUILD OUT AND OUTFITTING	LOCATION 10950 SW 211 St		(dollars in thousand ESTIMATED PROJECT COS
SOUTH MIAMI-DADE CULTURAL ARTS CENTER - CONSTRUCTION OF A NEW BANDSHELL	10950 SW 211 St		2,0
SOUTH MIAM-DADE CULTURAL ARTS CENTER - NEW PARKING GARAGE AFRICAN HERITAGE CULTURAL ARTS CENTER - MISCELLANEOUS FACILITY RENOVATIONS	10950 SW 211 St 6161 NW 22 Ave		12,50 1,70
MANI-DADE COUNTY AUDITORIUM - MISCELLANEOUS FACILITY RENOVATIONS	2901 W Flagler St		4,00
JOSEPH CALEB AUDITORIUM - MISCELLANEOUS FACILITY RENOVATIONS SOUTH MIAMI-DADE CULTURAL ARTS CENTER - FURNITURE, FIXTURES, EQUIPMENT, AND REMAINING CAPITAL FEATURES	5400 NW 22 Ave 10950 SW 211 St		2,10 89
		UNFUNDED TOTAL	23,24



10	Estimated Total Unfunded Project Cost - if you are entering information in this field, the user must make sure that they have check the " "Unfunded" box;" field as well too - as they both go hand in hand; in this section, the user enters the project's total cost; this information will also show up in the "Unfunded Project" report
	Resiliency Comp. Renew and Strengthen Infrastructure
	Unfunded Projects
	Unfunded: Estimated Total Unfunded Project Cost (Actual Value)
4	IMPORTANT: If you are entering a value in the "Estimated Total Unfunded Project Cost" section, please remember that the value must be the "Actual Value", <u>NOT</u> in thousands
	Example – if the project cost is \$1,500,000
	Do not enter: \$1,500 (incorrect)
	Enter : \$1,500,000 (correct)
11	For the following boxes, the user must check those which apply:
	Unfunded: Estimated Total Unfunded Project Cost (Actual Value)
	Federal Stimulus: PTP: TIP: SNP: QNIP: BBC GOB:
	Csumateo Annual Operaung Cost (Actual Value) Audu FTE S
	Federal Stimulus
	Peoples Transportation Plan (PTP)
	Transportation Improvement Program(TIP)
	 Safe Neighborhood Parks (SNP)
	Quality Neighborhood Improvement Program
	(QNIP)
	Building Better Communities General
	Obligation Bond program (BBC GOB)
	This is VERY important, as it assists in identifying what type of capital projects they are and their funding mechanism







13	Estimated Annual Operating Cost - This section is <u>only</u> <u>filled</u> out when this is an active project and there is a Departmental operating impact; if you are entering information in this field, the user must ensure that they are also entering information in the " FY Impact " field as well too - as they both go hand in hand; when entering information in this field, the user <u>MUST</u> work with the Department's budget section to ensure everyone is on the same page
	FY Impact FY 2017-18 Estimated Annual Operating Cost 500,000 (Actual Value) Addtl FTE's 12 SOUTH DADE PARK - BUILDING BETTER COMMUNITIES BOND PROGRAM PROJECT #: 931390 9 DESCRIPTION: Plan and construct local park improvements including an aquatic facility LOCATION: 18350 SW 280 St District Located: 8 Unincorporated Miami-Dade County District(s) Served: 8
	REVENUE SCHEDULE: PRIOR 2018-17 2017-18 2018-19 2019-20 2020-21 2021-22 FUTURE TOTAL BSC GOB Series 2005A 6 0 0 0 0 0 0 4,665 BSC GOB Series 2005B 253 0 0 0 0 0 0 263 BSC GOB Series 2008B 253 0 0 0 0 0 0 0 263 BSC GOB Series 2014A 75 0
14	Additional FTE's - This section is <u>only filled</u> out when this is an active project and there is a Departmental operating impact with additional positions required; if you are entering information in this field, the user must ensure that they are also entering information in the "FY Impact" and "Estimated Annual Operating Cost" field as well - as they all go hand in hand; when entering information in this filed, the user <u>MUST</u> work with the Department's budget section to ensure everyone is on the same page
	SOUTH DADE PARK - BUILDING BETTER COMMUNITIES BOND PROGRAM PROJECT #: 931390 DESCRIPTION: Plan and construct local park improvements including an aquatis facility LOCATION: 16330 SW 280 St Unincorporated Mami-Dade County District Located: 8 REVENUE SCHEDULE: PRIOR 2016-17 2016-19 2016-20 2020-21 2020-21 2021-22 FUTURE TOTAL BBC CODE Financing 1,674 2,792 0 0 0 0 4,466



15	Percentage complete - in this field, the user inputs the percentage complete for the <u>entire project</u> year-to-date
	FY Impact FY 2017-18 Estimated Annual Operating C Percent Complete Project Schedule
16	Project Schedule
	Projected Start Date 06/01/2007 3 Projected End Date 12/31/2009 3
	Actual Start Date B Actual End Date
	In this section, the user enters in projected start and end date for the overall project as well as the actual start and end date.
	NOTE: There is a calendar box to assist the user in their selection of dates.
17	Project Manager Information
	First Name Tel. No.:
	This section contains information to assist those viewing the project who to contact when seeking information.
18	Project Manager Information
	First Name Tel. No.:
	Proj. Comments
	Delete Project:
	Project Comments – in this field, the user can make comments on the projects status and/or point out any issues

--End Activity--





Activity PS5: PeopleSoft Project Site Information Overview

This activity will assist the users in understanding the various Project Site categories in PeopleSoft for a more accurate project accounting.

	a screen shot of what an active completed project site I
like in the	e PeopleSoft system
-	ective of this activity is to provide the user with
	ind and purpose for each of the categories listed b
required	for a project site so that the user has a better understar
of what i	s being requested for a more accurate presentation c
project	
Project Project Site	is List Project Sites
Project Number	118910 BUILD OUT AND PURCHASE OF OVERTOWN TOWER 2
Department I Project Sites	D INTERNAL SERVICES
a regest sites	Fild I Assive - size on 1 of 1 or 138.
Site Number	76629 Site Status Unassigned V
*Site Name	W50247- Acquire new office space at the Overtown Transit Village Tower 2, including furnishings and communications W50247- Acquire new office space at the Overtown Transit Village Tower 2, including furnishings and communications
Site Description	Wou24/- Acquire new onice space at the Overtown Transit Village Tower 2, including turnishings and communications
Location Type	Address V
Site Location	100 NW 8 St
Commision District	District 3
Community Council E	No District V
Departmental Work O	
Original Budget	Actual Cost
Percent Complete PTP Projects	
PTP Scope of Work	v
B/P	×
QNIP Projects	
QNIP Scope of Work	V Funding Source
Contract No.	118910 Commission District Approval Date
BBC GOB Projects	
Ballot Question No	
BBC GOB Proj. No.	Q.
Site Schedule Site Projected Start D	bate 08/11/2008 B Site Projected End Date 09/30/2013 B
Site Actual Start Date	
Site Manager Inform	ation
First Name	Last Name Tel. Number
	CS 11/21/13 - Contingency Draw No. 1 encompassing RCOs 1 to 4 has been entered in the CIIS, and is being routed for kinnatures CS
Site Comments	CS 112/113 - Contingency Draw No. 1 encompassing ROCA 1 to 4 has been entered in the CIIS, and is being routed for signatures CS 11/0/13 - Permit revision for 15th floor has been excured CS 0/19/13 - A Notice to Proceed has been issued. Pre-construction meeting is scheduled for 0/23/13. Construction star date is 0/30/13.CS 0/19/13 - Building permit has been secured to all floors. RL 9/10/13 - Test and balance was performed on 8/20/13. Final mechanical inspection is scheduled for 0/17/13.RL 8/20/13 - HVAC work was completed on 0/14/13, permit of the Building Department on 8/2/13 for permiting purposes CS 0/0/13. A BEE to 10/13. Plans to be delivered to the Building Department on 8/2/13 for permiting purposes CS 0/0/13. A BEE school MI complete their review of the contractor's bid schedule of values by OB on 0/14/13. Plans to be delivered to the Building Department on 8/2/13 for permiting purposes CS 0/0/13. A BEE school MI complete their review of the contractor's bid schedule of values by OB on 0/14/13. Plans to be delivered to that Build or values bidder. Schedule de values build by the school of the schedule of values by the school of the school of the schedule of values by the school of the schedule of values by the school of



Project Number	116910	BUILD OUT AND PURCHASE OF OVERTOWN TOWER 2
Department	ID INTERNAL SE	
Project Sites		
Site Number	75629	Site Status On Schedule
*Site Name		ew office space at the Overtown Transit Village Tower 2, including furnishings and c
Site Description	W50247- Acquire n	ew office space at the Overtown Transit Village Tower 2, including furnishings and c
Location Type	Address	
Site Location	100 NW 6TH ST , 3	3136
		^
Project I	Number -	the project number associated to the
project site	e you are cu	urrently viewing
_ -		_
Departm	ent - the	Department that the project belongs to
	_	
Site Nun	nber - the	auto generated project site number
issued wh	en the proje	ect site was created
Site Nan	ne - The n	name created by the user when the
oroiect site	e was first c	created
or of cor site		
	cription -	- Describes the project associated
Site Des	-	- Describes the project associated iect site
Site Des	cription / to the proj	
Site Des	/ to the proj	ject site
Site Des specifically Locatior	v to the proj	
Site Des specifically Locatior	v to the proj	ject site
Site Des specifically Locatior is a drop c	/ to the proj Type - c lown box	ject site describes the type of address provided
Site Des specifically Locatior is a drop c	/ to the proj Type - c lown box	ject site
Site Des specificall <u>y</u> Locatior is a drop c	/ to the proj Type - c lown box	ject site describes the type of address provided
Site Des specifically Locatior is a drop o Site Loc	y to the proj Type - o lown box ation - the	ject site describes the type of address provided
Site Des specifically Locatior s a drop o Site Loc Location	y to the proj Type - o lown box ation - the Type	ject site describes the type of address provided e street address of the project site
Site Des specifically Locatior is a drop o Site Loc	y to the proj Type - o lown box ation - the Type	ject site describes the type of address provided e street address of the project site
Site Des specifically Locatior is a drop o Site Loc	y to the proj Type - o lown box ation - the Type	ject site describes the type of address provided e street address of the project site Address Address Area
Site Des specifically Location is a drop o Site Loc	y to the proj Type - o lown box ation - the Type	ject site describes the type of address provided e street address of the project site Address Address Area Intersection
Site Des specifically Location s a drop o Site Loc Location Site Loca	y to the proj Type - o lown box ation - the Type	ject site describes the type of address provided e street address of the project site Address Address Area Intersection Land Mark
Site Des specifically Location s a drop o Site Loca Location Site Loca Commisi	y to the proj Type - o lown box ation - the Type tion	ject site describes the type of address provided e street address of the project site Address Address Area Intersection Land Mark Other
Site Des specifically Location is a drop o Site Loca Location Site Loca	y to the proj Type - o lown box ation - the Type tion	ject site describes the type of address provided e street address of the project site Address Address Area Intersection Land Mark Other
Site Des specifically Location s a drop o Site Loca Location Site Loca	y to the proj Type - o lown box ation - the Type tion	ject site describes the type of address provided e street address of the project site Address Address Area Intersection Land Mark Other



3	
	Commision District District 3
	Community Council District
	Work Order No. Work Order Amt
	Original Budget Actual Cost
	Percent Complete
	Commission District – The district the project physically resides in; can only be in one district Community Council District – The Community Council
	District the project physically resides in; there is a drop down box for the user to select from
	Work Order (WO) Number and Work Order Amount
	Original Budget – the budgeted amount for the project
	Actual Cost – what the project actually cost
	Percent Complete – what is the percent completion year-to-date for the project site
	IMPORTANT: Entering the Work Order information, Original Budget , Actual Cost , and Percent Complete is part of the project manager's responsibility overseeing the project
4	PTP Project Information
	PTP Projects PTP Scope of Work
	B/P



PTP Scope of Work		•
3/P		-
		-
-	/ork - in this field, the us type of work to be perfor	
		_
PTP Scope of Work		•
B/P	Bikeways Bridge Repairs	
QNIP Projects	Drainage Drainage Swale Blocks	
	Guardrail	
QNIP Scope of Work	Illuminated Signs Landscaping	
Contract Number	Neighborhood Improvements Other	-
	Pavement Markings Pedestrian Flasher/Solar	
BBC GOB Projects	Pedestrian Signal/Solar	
Ballot Question No	Resurfacing Roadway Construction	
BBC GOB Proj. No.	Sidewalk Signage Installation	
	Signage Repair Street Lights	-
Site Schedule	Traffic Calming Devices Traffic Signals New	
Project Start Date	Traffic Signals Repairs	
Cita Mark Start Data		10/
PTP Projects		
PTP Scope of Work		•
3/P		•



6	"QNIP" Quality Neighborhood						
	<u>Improve</u>	ment	Program	n proje	ect inf	orma	ation
	QNIP Projects	_					
	QNIP Scope of Work			Funding Sou	rce		
	Contract Number	116910					Approval Date
	You should project is a (•	-	formatior	n in this a	area if y	your
7	QNIP Projects						
	QNIP Scope of Work			Funding Sou	rce		
	Contract Number	116910					Approval Date
	QNIP Sco a drop dowr					r selec	ts from
	QNIP Scope of	of Work			•		
	Contract Nun	nber	Beautificati Drainage	on			
	BBC GOB Pro	piects	Parks Resurfacin	a			
	Ballot Questi		Sidewalks				



	QNIP Scope of Work		+ Funding Source		
	Contract Number	116910			Approval Date
		(Funding Sour down box QNIP fu			
	·] Funding Source	Ce QNIP 2017 QNIP II UMSA Bond Pro QNIP IV UMSA Bond Pro QNIP IV UMSA Bond Pro QNIP Interest QNIP V UMSA Bond Pro	oceeds		
)	QNIP Projects		Funding County		
	QNIP Scope of Work		✓ Funding Source		
	Contract Number	116910			Approval Date
	for this proje	on, the user ente ect is part of the pro		Ū	
.0	QNIP Projects				
.0	QNIP Projects QNIP Scope of Work		✓ Funding Source		



11	<u>"BBC GOB" Building Better Communities</u> Bond Program project information
	BBC GOB Projects Ballot Question No BBC GOB Proj. No.
	You should only be entering information in this area if your project is a BBC GOB project
12	Ballot Question No - in this field, the user selects from a drop down box for the voter approved "Ballot Question" tied to the project BBC GOB Projects Ballot Question No Image: BBC GOB Proj. No.
	Apr Apr Apr Apr Apr Apr Apr Apr

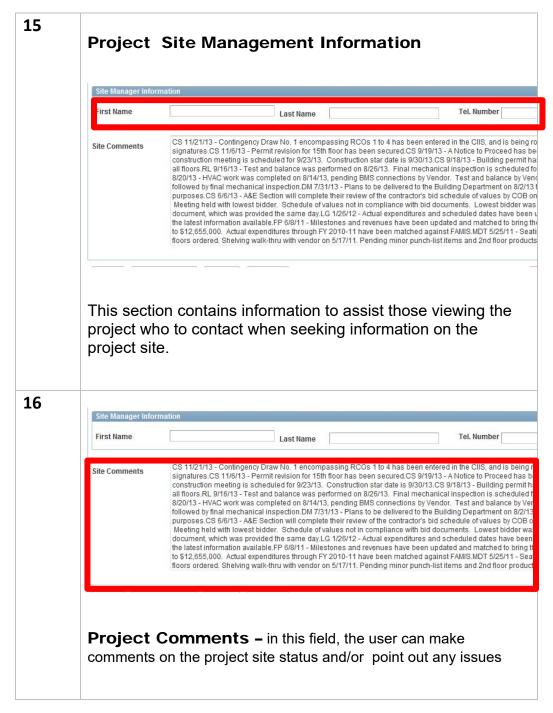


13	BBC GOB Ballot Proj No - in this field, the user selects from a drop down box for the BBC GOB project number assigned to the voter approved "Ballot Question" tied to the project
	BBC GOB Projects
	Ballot Question No
	BBC GOB Proj. No.
	GOB Proj. No.: begins with • GOB Project Name: begins with • Look Up Clear Cancel Basic Lookup Clear Cancel
	Search Results Only the first 300 results can be displayed. View 100
	GOB Froit. GOB Project Name No. Image: Improvements - Municipality Biscayne Park 10 Purchase Development Rights (PDR) 100 Unincorporated Municipal Service Area - Local Parks CD# 4 101 Unincorporated Municipal Service Area - Southdade Park 102 Unincorporated Municipal Service Area - Local Parks CD# 4 101 Unincorporated Municipal Service Area - Southdade Park 102 Unincorporated Municipal Service Area - Medsouth Park 103 Unincorporated Municipal Service Area - Chuck Pezoldt Park 104 Unincorporated Municipal Service Area - Chuck Pezoldt Park 105 Unincorporated Municipal Service Area - Chuck Pezoldt Park 106 West Perine Park 107 Unincorporated Municipal Service Area - Narania Park 108 Sct Joseph Delancy Park 109 Goulds Park 110 Unincorporated Municipal Service Area - Usel Park Improvements CD# 10 111 Unincorporated Municipal Service Area - Colar Park 112 Unincorporated Municipal Service Area - Olympic Park 113 Unincorporated Municipal Service Area - Iocal Park Improvements CD# 10 112 Unincorporated Municipal Service Area - Iocal Park
	Utilizer Unincorporated Municipal Service Area - Local Park Improvements CD# 11 120 Unincorporated Municipal Service Area - North Trail Park 121 Unincorporated Municipal Service Area - Country Lake Park 122 Unincorporated Municipal Service Area - Country Lake Park 123 Unincorporated Municipal Service Area - Ferri Property 123 Unincorporated Municipal Service Area - Local Park Improvements CD# 13 124 Economic Development Fund wi 124 Economic Development Fund wi 125 West Dixie Highway Bikeway



14	Project Site Schedule Information						
	Site Schedule Project Start Date Image: Site Work Start Date 09/30/2013 Image: Site Work End Date 09/30/2015 Image: Site Work End Date 09/30/2015						
	TIP: This is part of the project manager's responsibility						
	In this section, the user enters in projected start and end date for the project site.						
	Project Start Date - the projected start date of the project						
	Project End Date - the projected end date of the project						
	Site Work Start Date - actual start work date of the project						
	Site Work End Date - actual end date of the project						
	TIP: There is a calendar box to assist you in the selection of dates.						





--End Activity--



Activity PS6: Creating a New Project in PeopleSoft

In this activity, the user will "create a new project" in PeopleSoft capital application.

This activity will provide step-by-step instructions on how to **create a new project**" in the PeopleSoft capital application.

Understanding how to create a new project in the PeopleSoft capital application is important because...

- In order to budget for a project in the CBAT application, a project and project site must first be created in the PeopleSoft capital application
- In order to create a project site, a project needs to be created in the PeopleSoft application
- In order to obtain a project number, a project must first be created in the PeopleSoft application



Step	Action	Notes
1.	First, you need to log on to the PeopleSoft capital application.	
	For assistance refer to Activity PS1 "Logging on to the PeopleSoft Capital Application"	

Step	Action	Notes
2	To create a new project, click on the "Add a New Value " tab.	
	MIAMI DADE COUNT Favorites Main Menu > Miami-Dade Custom > Capital Improvement	
	MDC_CI_PROJECT	
	Enter any information you have and click Search. Leave fields blank for a lis	
	Find an Existing Value Add a New Value	
	✓ Search Criteria	
	Project Number: =	
	Project Name: begins with	
	Case Sensitive	
	Search Clear Basic Search	



Step	Action	Notes
3	Below is the blank screen that will pop up when you are about to create a new project in PeopleSoft	
	COUNTY Favorites Main Menu > Miami-Dade Custom > Capital Improvements > CI Projects	
	Project	
	Project Number *Dept. Id.	
	*Project Name	
	Proj. Desc.	
	Address	
	Location	
	Dist Located. 01 02 03 04 05 06 07 08 09 10 11 12 13 CW UM TD NA SY	
	Dist Served 01 02 03 04 05 06 07 08 09 10 11 12 13 CW UM TD NA SY	
	Community Council District	
	*Strategic Area	
	*Strategic Object	
	CIE Info	
	Sust. Comp.	
	Addtl FTE's	
	Unfunded: Estimated Total Project Cost	
	Federal Stimulus: PTP: TIP: SNP: QNIP: BBC GOB:	
	FY Impact Estimated Annual Operating Cost	
	Percent Complete	



Step	Action	Notes
4	When creating a new project the very first thing you must do is select the Department to which the project will be tied to.	
	If you do not know your two-letter department code , click on the magnifying glass icon for a listing	
	COUNTY Favorites Main Menu > Miami-Dade Custom > Capital Improvements > CI Projects	
	Project Project Number *Dept. Id.	
	*Project Name Proj. Desc.	
5	You can search through the list in two ways noted below	
	Look Up Dept. Id. Department Id: begins with • Department Name: begins with •	
	Look Up Clear Cancel Basic Lookup	
	View 100 First (1-88 of 88) Last	
	Department IdDepartment NameIdDepartment NameIDCIO - OLDADANIMAL SERVICESAGAGENDA COORDINATIONATCOUNTY ATTORNEYAUAUDIT AND MANAGEMENT SERVICESAVAVIATIONBCBUILDING CODE COMPLIANCEBDDEPARTMENT OF BUSINESS DEVELOPMENTBLBUILDING & NEIGHBORHOOD COMPLIANCE DEPTBLBUILDING & NEIGHBORHOOD COMPLIANCE DEPT	
	BU MANAGEMENT AND BUDGET CA COMMUNITY ACTION AGENCY CC ROADD OF COUNTY COMMISSION/EDD	



Step	Action	Notes
6	Once you have selected your two-letter department code , it will bring you back to the screen below where you begin to enter your new project information.	
	HIANI-DADE COUNT Favorites Main Menu > Mami-Dade Custom > Capital Improvements > CI Projects	
	Project Project Number *Dept. Id. *Dept. Id.	
	Proj. Desc. Address Location Dist Located. 01 02 03 04 05 06 07 08 09 10 11 12 13 CW UM TD NA SY Dist. Served 01 02 03 04 05 06 07 08 09 10 11 12 13 CW UM TD NA SY	
7	Enter your Project Name Substitution: Set Project Name should always be all in CAPS; the system is programmed that once a project is saved – the project name will be displayed in ALL CAPS, as presented in the Proposed/Adopted budget books	
	Favorites Main Menu > Mami-Dade Custom > Capital Improvements > CI Projects Project	
	Project Number Project Name Proj. Desc.	
	Address Location Dist Located. 01 02 03 04 05 06 07 08 09 10 11 12 13 CW UM TD NA SY Dist Served 01 02 03 04 05 06 07 08 09 10 11 12 13 CW UM TD NA SY	



Step	Action	Notes
	TIP: When deciding on a Project Name , it is important to keep in mind that the name chosen - is how the project will be referenced thru the entire lifecycle of the project from start to finish. It should be something that easily identifies the project from all others	
	Project Sites List Project Sites	
	Project Name SPAY/NEUTER CLINIC	
	Address 1220 NW 52 St Location Unincorporated Miami-Dade County Dit Located 01 02 03 04 05 06 07 06 09 10 111 12 13 CW UM TO NA 5Y Dit Served 01 02 03 04 05 06 07 06 09 10 111 12 13 CW UM TO NA 5Y Community Council District	



Step	Action		Notes
	After you I	nave created the Project Name , the next thing the user has	
8	to enter is	the Project Description.	
	Your Pro	ject Description should ALWAYS be in upper and lower	
	case lette	<u>rs.</u>	
	It should	always begin with an action verb.	
	it should	always begin with an action verb.	
	Examples	of action verbs	
		nstruct	
	• Bu	ild novation	
		rchase	
		molish	
	• Ins	stall	
	TIP:		
		There are NO periods in sentences.	
		Instead of periods use semicolons (;)	
	MIAMIDADE		
	COUNTY	> Mami-Dade Custom > Capital Improvements > CI Projects	
	Project		
	Project Number	*Dept. Id. Animal SERVICES	
_	*Project Name		
	Proj. Desc.		
	Address		
L	Location	▼	
	Dist. Located.	01 02 03 04 05 06 07 08 09 10 11 12 13 CW UM TD NA SY	
	Dist. Served	01 02 03 04 05 06 07 08 09 10 11 12 13 CW UM TD NA SY	
	Project Projec	t Sites List Project Sites	
	Project Number	2000000349 *Dept. Id. AD 🔍 ANIMAL SERVICES	
	*Project Name	Build a 15,000 sq ft spay/neuter clinic; purchase equipment	
	Proj. Desc.	build a 15,000 sq it spaymetter climit, pulcitase equipment	
	Address	1320 NW 62 St	
	Location	Unincorporated Miami-Dade County	
	Dist. Located.	01 02 Ø03 04 05 06 07 08 09 10 11 12 13 CW UM TD NA	



Step	Action		Notes
9		r the Project Address .	
	TID.		
	TIP:		
	examples • NV • SV • SE		
	• NE		
	Always us St Av Te Rd Cs Wa If it a site, Mia		
		ami International Airport nte B. Fascell Port of Miami-Dade	
	Example of	of an address	
		Sites List Project Sites	
	Project Number *Project Name	2000000349 *Dept. Id. AD & ANIMAL SERVICES Archive	
	Proj. Desc.	Build a 15,000 sq ft spay/neuter clinic; purchase equipment	
	Address	1320 NW 62 St	
	Location	Shintshporated hildhir boos overing	
	Dist. Located.	01 02 V03 04 05 06 07 08 09 10 11 12 13 CW UM TD NA	



	Action		Notes
E	Examples of a s	ite address	
	Project Project	Sites List Project Sites	
	Project Number	200000068 *Dept. Id. AV 🔍 AVIATION	
	*Project Name	MIAMI INTERNATIONAL AIRPORT RESERVE MAINTENANCE PROJECTS	
	Proj. Desc.	Routine maintenance; miscellaneous environmental projects; IT equipment repla and upgrade the parking garage revenue system	
ſ	Address	Miami International Airport	
	Location	Unincorporated Miami-Dade County	
F	Example of an	address when there are multiple sites throughout the	
	County	address when there are maniple sites throughout the	
	-	Provide federal allocation designated for bus and bus facility projects to include the bus gar	
	Proj. Desc.	and Dadeland South Intermodal Station passenger amenities and signage	
ſ		/arious Sites	
I	Address		
Ļ	1	Variaus Oitag	
E	Example of an a	address that is an intersection	
		NW 27 Aug for an NW M Diver Date NW 70 Ot	
	ddress	NW 37 Ave from NW N River Dr to NW 79 St	



Step	Action		Notes
10	Next, enter th	e Location of the project	
	Select from th		
	Project Project		
	Project Number	2000000349 *Dept. Id. AD ANIMAL SERVICES	
	*Project Name	SPAY/NEUTER CLINIC	
	Proj. Desc.	Build a 15,000 sq ft spay/neuter clinic; purchase equipment	
	Address	1320 NW 62 St	
	Location	Unincorporated Miami-Dade County	
		Sites List Project Sites	
	Project Number	2000000349 *Dept. Id. AD ANIMAL SERVICES	
	*Project Name	SPAY/NEUTER CLINIC	
	Proj. Desc.	Build a 15,000 sq ft spay/neuter clinic; purchase equipment	
		1320 NW 62 St	
	Location	Unincorporated Miami-Dade County	
	Or an area/ vic		
	Project Number	671560 *Dept. Id. MT 🔍 TRANSIT	
	*Project Name	BUS AND BUS FACILITIES	
	Proj. Desc.	Provide federal allocation designated for bus and bus fac and Dadeland South Intermodal Station passenger amer	
	Address	Various Sites	
	Location	Various Sites	



Step	Action		Notes
11	Next select the c		
		the District Located – you are selecting the trict that the project resides in.	
	Depending on th Commission Dis		
*	IMPORTAN This is very impo by district, this is		
	Address		
	Dist. Located.	•	
	Dist. Served	01 02 03 04 05 06 07 08 09 10 1 •	



Step	Action	Notes
12	Next select the Commission District the project serves	
	Location Onincorporated Miami-Dade County Image: County	1
	Dist Served 01 02 03 04 05 06 07 08 09 10 11 12 13 VCW	
	Depending on the type of project, it is possible to select more than one Commission District	
	IMPORTANT: This is very important for when the County is asked for a report on projects by district, this is how we are able to extract that information	
13	Next select the Community Council District the project serves	
	If this is not known, then select from the drop down box "Not Applicable"	
	Dist Located. 01 02 03 04 05 06 07 08 09 10 11 12 13 CW UM TD NA SY Dist Served 01 02 03 04 05 06 07 08 09 10 11 12 13 CW UM TD NA SY Community Council District T	
	Community Council District	
	CIE Info	
	Sust. Comp.	
	Unfunded: Estimated Total Project Cost	
	Federal Stimulus: PTP: TIP: SNP: QNIP: BBC GOB: FY Impact Estimated Annual Operating Cost	
	Percent Complete	



Step	Action	Notes
14	Next select the Strategic Area that the project falls under.	
	There is a dropdown box to select from.	
	*Strategic Area Neighborhood and Infrastructure	▼
	*Strategic Object NI4-2 Romote livable and beautiful neighborhoods	
	Function Animal Services Facilities	
	CIE Les Existing Deficiency CIE Flement	Not-Ann
15	TIP: Solution For more detailed information refer to page 26 of this manual Next select the Strategic Objective that the project relates to.	
	There is a dropdown box to select from	
	*Strategic Area Neighborhood and Infrastructure	
	*Strategic Object NI4-2 Rromote livable and beautiful neighborhoods	
	Function Animal Services Facilities	
	Err Info	
	<u>TIP:</u> For more detailed information refer to page 29 of this manual	



Step	Action	Notes
16	Next select the Function that the project relates to.	
	There is a dropdown box to select from	
	*Strategic Area Neighborhood and Infrastructure	
	Function Animal Services Facilities	
17	Next select the CIE information that relates to the project.	
	CIE stands for Capital Improvement Element	
	*Strategic Object Poil-4 C Provide sate and secure detention	
	CIE Info Not-Applicable	
	Resiliency Comp. Renew and Strengthen Infrastructure	
	There is a dropdown box to select from.	
	 This information is especially important for projects that are related to: Transit and Public Works Seaport Aviation Water and Sewer 	
	 Parks, Recreation, and Open Spaces Regulatory and Economic Resources 	



Step	Action	Notes
18	Next select the CIE Element that relates to the project.	
	CIE stands for Capital Improvement Element	
	There is a dropdown box to select from.	
	This information is especially important for projects that are related to:Transit and Public Works	
	Seaport	
	AviationWater and Sewer	
	Parks, Recreation, and Open SpacesRegulatory and Economic Resources	
	▼	
	CIE Element Not-Applicable	
	▼	



Step	Action	Notes
19	Next select the Resiliency Component that relates to the project.	
	There is a dropdown box to select from.	
	CIE Info Not-Applicable V CIE Element Not-A	
	Resiliency Comp. Renew and Strengthen Infrastructure	
	NOTE:	
	Sustainable construction, also known as "Green" construction, is concerned with the economic, social, and environmental impact of creating a usable structure. In other words, it requires designers and contractors to use building practices that will not cause harm long-term damage to the environment. Sustainable buildings are designed to be energy efficient, to be healthy for the people who live and work in them, and reduce pollution and waste.	
	This information is important as reports are provided on sustainable projects.	
	TIP: For more detailed information on resiliency, what it is to be a resilient community and how being resilient impacts the County's budget, please refer the "Executive Summary" section and the "FY 2017- 18 Proposed Budget " section of the FY 2017-18 Proposed Budget and Multi-Year Capital Plan - Volume 1	



Step	Action	Notes
20	Next select one of the program options listed below only IF it applies to your project.	
	 Federal Stimulus PTP (Peoples Transportation Plan) TIP (Transportation Improvement Plan) SNP (Safe Neighborhood Parks program) QNIP (Quality Neighborhood Improvement Plan) BBC GOB (Building Better Communities General Obligation Bond program) 	
	Unfunded: Ø Estimated Total Project Cost 5,000,000 Federal Stimulus: PTP: TIP: SNP: QNIP: BBC GOB:	
	FY Impact F1 2010-13 Estimated Annual Operating Cost 1,500,000 Percent Complete	

Step	Action	Notes
21	FY Impact (Fiscal Year Impact)	
	Select a FY Impact	
	IMPORTANT	
	This box should only be completed if there is a fiscal impact to the Department as a result of the project being completed.	
	To determine if there is a fiscal impact you need to work with your Departmental budget division.	
	If it is determined that there is a fiscal impact, the user needs to select the fiscal year in which the fiscal impact will occur.	
	There is a dropdown box to select from.	
•	Federal Stimulus: PTP: TIP: SNP: QNIP: BBC GOB: I	
	FY Impact FY 2017-18 Stimated Annual Operating Cost 600,000 (Actual Value) Addtl FTE's 12	



Step	Action	Notes
22	Entering a value in the Estimated Annual Operating Cost section	
	This value is written in whole numbers and is the actual value.	
	Example \$1.5 million should be written as \$1,500,000	
	Federal Stimulus: PTP: TIP: END: END: <the< td=""><td></td></the<>	
	IMPORTANT This box should only be completed if there is a fiscal impact to the Department as a result of the project being complete.	
	To determine if there is a fiscal impact, please work with your Departmental budget division.	
23	Next , if you have selected " FY Impact" in Step 21, entered an	
	"Estimated Annual Operating Cost" in Step 22, then it	
	is quite possible this project may require "Additional FTEs"	
*	IMPORTANT This box should only be completed if additional FTEs are required to open/operate/maintain facility as a result of the project being complete. To determine if additional FTEs are required, please work with your	
	Departmental budget division.	
	It is also important to note that you can still have an estimated annual operating cost without the project requiring additional FTEs - however, this is only determined when working with your departmental budget division.	
	Federal Stimulus: PTP: TIP: SNP: QNIP: Doc 000. Doc 000. <thdoc 000.<="" th=""> Doc 000. Do</thdoc>	



Step	Action				Notes
24	Projected St	Date			
	Enter both a projec				
	Entering a projecte gives the reader an				
	This is just a project been entered.				
	Should the projecte the comments sect		change, that needs to	be noted in	
	Project Schedule				
	Projected Start Date		Projected End Date	31	
	Actual Start Date		Actual End Date	H	
25	Actual Start	Date and Act	ual End Date		
	Enter both an actua				
		when the project ac	of a project <u>is import</u> ctually started and who		
	 This information should <u>ALWAYS</u> be entered correctly in the system because: Board of County Commissioners, the office of Commission Auditor, and various other individuals have access to this system and can look at any point and time in the database for information on 				
	projects and use that informationWhen information is needed on a project and the project manager				
	in not available at that time, the user can use the information posted in the system				
	Project Schedule				
	Projected Start Date	10/01/2013	Projected End Date	05/26/2015	
	Actual Start Date	02/16/2016	Actual End Date	31	



Step	Action	Notes
26	Project Manager Information	
	Enter the project manager's name and phone number	
	The information in this section should <u>ALWAYS</u> be completed.	
	Should a viewer have a question on project, it directs them as to who to contact.	
	First Name CHARLIE Last Name QUEEN Tel. No.: 305/375-5414	
	Proj. Comments This project is in the remediation stage; remediation is projected to be completed by Feb 15, 2016 (CQ 11/18/15)	
	Enter comments in this section The information in this section should <u>ALWAYS</u> be completed and updated on a monthly basis	
	First Name CHARLIE Last Name QUEEN Tel. No.: 305/375-5414	
	Proj. Comments This project is in the remediation stage; remediation is projected to be completed by Feb 15, 2016 (CQ 11/18/15)	
	TIP: If you date the comments at the end, it helps the viewer how recent the comments were	



Step	Action	Notes
28	Save the information entered	
	Once you have entered all the necessary information for the newly created project, click on the Save icon.	
C	Return to Search Previous in List Next in List	
29	Project Number	Project #
	Once the project has been saved, a project number will be generated.	
	Project Sites List Project Sites	
	Project Number 2000000349 *Dept. Id. AD	
	SPAY/NELITER CLINIC	

--End Activity--







Activity PS7: Creating a new Project Site in PeopleSoft

In this activity, the user will **"create a new project site"** in the PeopleSoft capital application.

This activity will provide step-by-step instructions on how to **"create a new project site"** in the PeopleSoft capital application.

Understanding how to **"create a new project site"** in the PeopleSoft capital application is important because...

- All project budgets are budgeted at the project site level
- In order to budget for a project site in the CBAT application, a project site must first be created in PeopleSoft
- Creating project sites allows the project manager to better manage and budget for various components of the project



Step	Action		Notes
1	First, you need to	o log on to the PeopleSoft capital application.	
	For assistance re Capital Applic	efer to Activity PS1 "Logging on to the PeopleSoft cation"	
2	To " create a n	ew project site" click on the "Project Sites" tab.	
	A project site can project number	only be created once a project has been created and issued a	
	Project Project	Sites List Project Sites	
	Project Number	2000000349 SPAY/NEUTER CLINIC	
	Department	AD ANIMAL SERVICES	
3	Enter the name fo	r the project site .	
	This should be wri	tten in upper and lower case.	
	Site names should	be short and sweet.	
	Next, enter the pr format as your pro	oject site description – this should be written in the same ject description.	
	Please refer to:		
	Activity PS6: and 12	Creating a New Project in PeopleSoft Steps 11	
	*Site Name	Equipment/Furniture	
	Site Description	Purchase furniture/equipment for the administrative offices and veterinary equipment	



Step	Action	Notes
4	Next select from the drop down box - the site status.	
	Site Status Unassigned -	
	This information allows the viewer to understand what phase the project is in.	
5	Next enter the project site address and location type	
	When entering a project site address, you should be using the same format applied when entering a project address.	
	When selecting the location type, select from the dropdown box.	
	The location type is important for when we tie this information to Geographical Information System (GIS), this will be needed	
	IMPORTANT:	
	 For street directions - always use caps; do not spell out the word - examples below NW SW SE NE 	
	 <u>Always</u> use abbreviations in upper and lower case - examples below St 	
	 Ave Ter Rd 	
	 Ku Cswy Way 	
	 If it a site, examples below Miami International Airport Dante B. Fascell Port of Miami-Dade 	



Step	Action		Notes
	Example of an addr	ess	
	Location Type Site Location	Address Address Address Address Address Address Address Address Address Address Add	
	An example of an in	tersection address	
	Location Type	Segment -	
	Site Location	NW 37 Ave and NW N River Dr	
	An example of a La		
	Location Type	Land Mark 👻	
	Site Location	Miami International Airport	



Step	Action	Notes
6		
0	Next select from the drop down box the Commission District	
	When selecting the Commission District – you are selecting the Commission District that the project resides in.	
	This information should <u>MATCH</u> what was entered for the project as a whole on the previous page	
	Commision District	
	Community Council District	
7	Next select from the drop down box the Community Council District the project serves	
	If this is not known, then select from the drop down box "Not Applicable"	
	Commision District	
	Community Council District	



Step	Action	Notes
8	Departmental Work Order No.	
	Enter a number	
	If you have an internal departmental work order number or received a work order (WO) number from ISD, enter the information here	
	Departmental Work Order No. Wo 678593 Work Order Amt	
	Community Council District Not-Applicable	
	Departmental Work Order No. Work Order Amt	
	Original Budget Actual Cost	
	TIP: Entering this infomraiton is the responsibility of the project	
	manager.	
9	Work Order Amount	
	Enter a value	
	If you have a value tied to the work order, enter that value here.	
	This information should always be written in whole numbers.	
	An example \$1.5 million should be entered as \$1,500,000	
	Departmental Work Order No. Wo 678593 Work Order Amt 1,500,000	



Step	Action	Notes
10	Original Budget	
	Enter a value	
	This is the original value of the project.	
	This information should always be written in whole numbers.	
	An example \$1.5 million should be entered as \$1,500,000	
	Original Budget 2,000,000 Actual Cost	
	Percent Complete 100	
11	Actual Cost	
	Enter a value	
	This is the actual cost of the project	
	This information should always be written in whole numbers.	
	An example \$1.5 million should be entered as \$1,500,000	
	Original Budget 2,000,000 Actual Cost 3,256,000 Percent Complete 100	



Step	Action	Notes
12	Percent Complete	
	Enter a value	
	This is the percentage amount the project has completed.	
	A value of 100 indicates the project is fully completed	
	Original Budget 2,000,000 Actual Cost 3,256,000 Percent Complete 100	
13	PTP Project Information You should only be entering information in this area if your project is a PTP project Select from the drop down box	
	PTP Projects PTP Scope of Work B/P	
	TIP: If your project is using PTP revenues, it is a PTP project.	
	NOTE: If you do not know this information, contact your OMB budget analyst for assistance.	



Step	Action	Notes
14	QNIP Project Information	
	You should only be entering information in this area if your project is a QNIP project	
	Select from the drop down box	
	Contract No. Funding Source	
	TIP: If your project is using QNIP revenues, it is a QNIP project.	
	NOTE: If you do not know this information, contact your OMB budget analyst for assistance.	
15	BBC GOB Project Information	
	You should only be entering information in this area if your project is	
	a BBC GOB project	
	Select from the drop down box	
	BBC GOB Projects Ballot Question No	
	BBC GOB Proj. No.	
	If you project is a BBC GOB project select the "Ballot Question No" and "BCC GOB Proj No" from the drop down box	
	TIP: If your project is using BBC GOB revenues, it is a BBC GOB project.	
	NOTE: If you do not know this information, contact your OMB budget analyst for assistance	



Step	Action	Notes
16	Ducie stad Chant Date and Ducie stad Field Date	
	Projected Start Date and Projected End Date	
	Enter both a projected start and end date.	
	Entering a projected start and end date for a project is important as it gives the viewer an idea of when the project is projected to start and finish.	
	This is just a projection and should not change once that information has been entered.	
	Should the projected start or end date change, that needs to be noted in the comments section.	
	Site Schedule	
	Site Projected Start Date Site Projected End Date	
	Site Actual Start Date Site Actual End Date	
	been entered. Should the projected start or end date change, that needs to be noted in the comments section. Site Schedule Site Projected Start Date Site Projected End Date	



Step	Action	Notes
17	Actual Start Date and Actual End Date	
	Enter both an actual start and completion date	
	Entering the actual start and end date of a project is important as it advises the reader when the project actually started and when it was officially completed.	
	 This information should <u>ALWAYS</u> be entered correctly in the system because: Board of County Commissioners, the Office of Commission Auditor, and various other individuals have access to this system and can look at any point and time in the database for information on projects and use that information When information is needed on a project and the project manager cannot be found, the user can use the information in the system to extract information 	
	Site Schedule Site Projected Start Date Image: Site Actual Start Date Image: Site Actual Start Date Image: Site Actual Start Date	
18	Project Manager Information	
	The information in this section should <u>ALWAYS</u> be completed. Should a viewer have a question on a particular project and the information	
	provided in the comments section does not provide the information, this will advise the viewer who to contact with questions.	
	Site Manager Information First Name Tel. Number	



Step	Action	Notes
19	Project Site Comments	
	Enter comments in this section	
	The information in this section should <u>ALWAYS</u> be completed and updated on a monthly basis	
	Site Comments	
	TIP: If you date the comments at the end, it helps the viewer how recent the comments were	
20	Save the information entered	
	Once you have entered all the necessary information for the newly created project, click on the Save icon.	
	Refresh	



Step	Action	Notes
21	Project Site Number	Project Site
	Once the project site has been saved, a project site number will be generated. Project Sites	
	Site Number 3000707 *Site Name SPAY/NEUTER CLINIC	





Activity PS8: Archiving a Project in PeopleSoft

In this activity, the user will learn how to **"Archive a project"** in the PeopleSoft capital application.

Understanding how to **"Archive a project"** in the PeopleSoft capital application is important because...

• When a project is completed it must be archived



.

You will only see those projects in the department to which you have security access to and/or those projects that you may manage for another department.



Step	Action	Notes
1	First, you need to log on to the PeopleSoft capital application.	
	For assistance refer to Activity PS1 "Logging On To The PeopleSoft Capital Application"	
2	To "Archive a project" in PeopleSoft you must first find the project to be archived.	
	To find the project you wish to archive, you have three options	
	 Select the two-letter code for the department where the project resides or 	
	Find an Existing Value	
	✓ Search Criteria	
	Project Number =	
	Department Id: begins with 👻 AD	
	Archived Unfunded • Enter the project number you wish to archive or	
	- Search Criteria	
	Project Number: = - 200000349	
	Project Name: begins with Archived	



Step	Action	Notes
_	Enter part of the project name	
	Project Number: = -	
	Department Id: begins with	
	Project Name: begins with 👻 Spay	
	Use the drop down box to assist if you only know part of the project name	
	Project Number: =	
	Department Id: begins with -	
	Project Name begins with - Spay	
	Use all the methods above to search for a project	
0	Once you have found your project- on the right-hand side of the project	
3	number you will see a box that says "Archive" – check that box	
	Project Sites List Project Sites	
	Project Number 2000000349 *Dept. Id. AD ANIMAL SERVICES	
	'Project Name SPAY/NEUTER CLINIC	
	Brai Dasa	
4	To complete the archiving process you need to \mathbf{Save} the information entered.	
	Click on the Save icon.	
	🔚 Save 🔯 Feturn to Search 🕇 Previous in List 🚛 Next in List 📿 Refresh	
~	IMPORTANT:	
	By archiving the project, the project will no longer be displayed in	
	either the Proposed or Adopted budget books and it will no longer be included in your capital narrative financials.	



Step	Action	Notes
5	Unarchiving a project	
	IMPORTANT:	Project
	To "Unarchive" a project just uncheck the archive box	
	Project Number 2000000349 *Dept. Id. AD & ANIMAL SERVICES IV Archived	
	Broi Booo	





Activity PS9: Creating an Unfunded Project in PeopleSoft

In this activity, the user will learn how to **"create an unfunded project"** in the PeopleSoft capital application.

Understanding how to **"create an unfunded project"** in the PeopleSoft capital application is important because...

• Unfunded projects will be included in your departmental Proposed and Adopted narratives



Step	Action	Notes
1	To create an "Unfunded" capital project in PeopleSoft, refer to	
	Activity PS6 "Creating a New Project in PeopleSoft" and follow steps 1 thru 29	
2	When you come to the " "Unfunded Projects" section in PeopleSoft	
	Unfunded Projects	
	Unfunded: C Estimated Total Unfunded Project Cost 10,000,000 × (Actual Value)	
	Check the " Unfunded" box	
	Resiliency Comp. LEED or Other Green Building Certification	
	Unfunded: Cts Unfunded: Cts Estimated Total Unfunded Project Cost 10,000,000 × (Actual Value)	
3	After checking the "Unfunded" box – the "Estimated Total Unfunded Project Cost" value - must also be entered	
	Resiliency Comp. LEED or Other Green Building Certification Unfunded Project	
	Unfunded: 🗹 Estimated Total Unfunded Project Cost 10,000,000 × (Actual Value)	
	The "Estimated Total Unfunded Project Cost" is what the estimated cost is to actually complete the project – what you would have budgeted if this was a funded project	
1	IMPORTANT:	
	When entering a value – use whole numbers. An Example \$10 million is 10,000,000	
	1	



Step	Action	Notes
5	To complete the process of moving a funded project to "Unfunded" , you need to Save the information entered	
		Project
	Click on the Save icon	
	Refresh	
2	IMPORTANT:	
	By marking the project "Unfunded" , the project will no longer show as	
	An active project in the Proposed or Adopted budget books	
	It will no longer be included in your narrative capital financials	
	 It will however, appear in the back of your capital narrative as an unfunded project. 	





Activity PS10: Moving an "Active" Project to "Unfunded" in PeopleSoft

In this activity, the user will learn how to **move an active project from "funded" to "unfunded"** in the PeopleSoft capital application.

Understanding how to **move an active project from "funded" to "unfunded"** in the PeopleSoft capital application is important because...

- If during the budget process you learn that there are not enough revenues to fund a project, then you must move the project from "funded" (active) to unfunded
- If during the budget process you learn that the project is not a priority for the department and the funding source is being reallocated to another project, then you must move the project from "funded" (active) to unfunded



Step	Action	Notes
1	To move an " funded " "active" project in PeopleSoft to " Unfunded ",	
	you first need to identify the project to be moved	
	······································	
	Once you have identified the project, simply check the "Unfunded"	
2	box below	
	Project Sites List Project Sites	
	Project Number 2000000349 *Dept. Id. AD Q. ANIMAL SERVICES	
	*Project Name LIBERTY CITY SPAY/NEUTER CLINIC	
	Proj. Desc. Build new ASD satellite facility for animal clinic services.	
	Address 1312 NW 82 St	
	Location Unincorporated Miami-Dade County	
	Dist. Located. 01 02 203 04 05 06 07 08 09 10 11 12 13 CW 0M TD NA SY	
	Dist. Served 01 02 03 04 05 06 07 08 09 10 011 12 13 2CW 0M 0TD NA SY	
	Community Council District Not-Applicable	
	*Strategic Area Neighborhood and Infrastructure * Strategic Object NI4-2 Promote livable and beautiful neighborhoods	
	Strategic Object NI4-2 Q. Promote livable and beautiful neighborhoods Function Animal Services Facilities	
	CIE Info Existing Deficiency V CIE Element Not-Applicable V	
	LEED or Other Green Building Certification	
	Unfunded Proje s Unfunded: Estimated Total Unfunded Project Cost (Actual Value)	
	Federal Stimulus: PTP: TIP: SNP: QNIP: BBC GOB: Description FY Impact Estimated Annual Operating Cost (Actual Value) Addtl FTE's	
	Percent Complete	
	Project Schedule	
2		
3	In addition to checking the "Unfunded" box – the "Estimated	
	Total Unfunded Project Cost" value - must also be entered	
	LIFED as Other Graze Building Castification	
	Resiliency Comp. LEED or Other Green Building Certification	
	Unfunded: Vinfunded: Vinfunded Total Unfunded Project Cost 10,000,000 × (Actual Value)	
	The "Estimated Total Unfunded Project Cost" is what the	
	estimated cost is to actually complete the project – what you would have	
	budgeted if this was a funded project	
	When entering a value – use whole numbers.	
	An Example $$10$ million is 10,000,000	
	An Example \$10 million is 10,000,000	
1		



Step	Action	Notes
4	To complete the process of moving a funded project to "Unfunded ", you need to Save the information entered	
	Click on the Save icon	
	Refresh	







Activity PS11: Deleting a Project Site in PeopleSoft

In this activity, the user will learn how to **"delete a project site"** in the PeopleSoft capital application.

Understanding how to **"delete a project site"** in the PeopleSoft capital application is important because...

- Projects in CBAT are budgeted at the Project Site level only
- By deleting unnecessary project sites, it reduces errors when budgeting in CBAT, as only active project sites will be listed



You will only see those projects in the department to which you have security access to and/or those projects that you manage for another department

You **<u>DO NOT</u>** want to delete project sites that have funds allocated to it as it will impact your overall total project cost

Remember, All project sites roll -up to your total project cost



Step	Action	Notes
1	First, you need to log on to the PeopleSoft capital application.	
	For assistance refer to Activity PS1 "Logging on to the PeopleSoft Capital Application"	
2	To a delete a " project site" in PeopleSoft you must first find the project tied to the project site your wish to delete	
	To find the project you have three options	
	 Select the two-letter code for the department where the project/project site resides in or 	
	Find an Existing Value Add a New Value	
	▼ Search Criteria	
	Department Id: begins with AD	
	Archived	
	Unfunded	
	• Enter the project number tied to the project site you are seeking or	
	- Search Criteria	
	Project Number: = - 200000349	
	Department Id: begins with	
	Archived	



Step	Action	Notes
	Enter part of the project name	
	Project Number: =	
	Department Id: begins with -	
	Project Name: begins with - Spay	
	Use the drop down box to assist if you only know part of the project name	
	Project Number: = -	
	Project Name: begins with - Spay	
	Use all the methods above to search for a project	
3	Once you have found the project you need to click on the "Project Sites List" tab	
	Project Sites List Pr ject Sites	
	Project Number 2000000349 *Dept. Id. AD ANIMAL SERVICES	
	*Project Name SPAY/NEUTER CLINIC	
	Once on the "Project Sites List" form, scroll to the right where the delete box is located.	
	Project Siles List Project Siles Project Number 2000000349 SPAY/NEUTER CLINIC	
	Department AD ANIMAL SERVICES	
	Details Site Number Site Name Site Description Site Location Site Actual Start Date Site Actual End Date Site Comments Delete Site 1 • Details 3000707 SPAY/NEUTER CLINIC \$	



Step	Action	Notes
	Check the project site you wish to delete	
	Personalize Find View Att 🖾 🛗 First 🖸 1 of 1 🖸 La	
	Site Actual End Date Site Comments Delete Site	
	🗐 🗘 🖓 🔽	
Step	Action	Notes
4	To complete the process of deleting the project site, you need to Save the information entered	Project
	Click on the Save icon	Project Site
	🔚 Save 🕵 Return to Search 🕇 Previous in List 🚛 Next in List 📿 Refresh	Project
	IMPORTANT:	Project Site
	By saving this information, the project site will be deleted permanently	
	IMPORTANT: Please make sure that if you delet a project site that no fuinds have been allocate dot that site	







Activity PS12: Deleting a Project in PeopleSoft

In this activity, the user will learn how to **"delete a project"** in the PeopleSoft capital application.

Understanding how to **delete a project** in the PeopleSoft capital application is important because...

• It reduces project clutter in both PeopleSoft and CBAT



You will only see those projects in the department to which you have security access to and/or those projects that you manage for another department.



Step	Action	Notes
1	First, you need to log on to the PeopleSoft capital application.	
	For assistance refer to Activity PS1 "Logging on to the PeopleSoft Capital Application"	
2	To a delete a "Project " in PeopleSoft you must first find the project you wish to delete	
	To find the project you have three options	
	 Select the two-letter code for the department where the project resides or 	
	Find an Existing Value Add a New Value	
	👻 Search Criteria	
	Department Id: begins with - AD	
	Project Name: Degins with V	
	Archived	
	Enter the project number or	
	▼ Search Criteria	
	Project Number: = 200000349	
	Department Id: begins with Project Name: begins with	
	Arobived	



Step	Action	Notes
	Enter part of the project name	
	Project Number: =	
	Department Id: begins with -	
	Project Name: begins with - Spay	
	Use the drop down box to assist if you only know part of the project name	
	Project Number: = -	
	Project Name: begins with Spay	
	Use all the methods above to search for a project	
3	Once you have found the project you wish to delete, click on the "Project Sites List" tab to make sure there are no "Project Sites" listed tied to the Project you want to delete.	
	TIP: Before you can delete a " Project " in the PeopleSoft application, you must first make sure all " Project Sites " linked to the " Project ", have been deleted.	
	Please refer to Activity PS11: Deleting a Project Site in PeopleSoft	
	Project Sites List Pr ject Sites	
	Project Number 2000000349 *Dept. Id. AD ANIMAL SERVICES	
	*Project Name SPAY/NEUTER CLINIC	



Step	Action	Notes
4	To delete a "Project " click on the Project tab	
ſ	Project Sites List Project Sites	
	Project Number 2000000349 *Dept. Id. AD & ANIMAL SERVICES	
	*Project Name SPAY/NEUTER CLINIC Proj. Desc.	
	Address 1320 NW 62 St	
	Dist. Located. 01 02 03 04 05 06 07 08 09 10 11 12	
	Dist. Served 01 02 03 04 05 06 07 08 09 10 11 12	
5	Scroll down to the bottom of the page Delete Project: Save Return to Search Project I Project Sites List I Project Sites Project I Project Sites List I Project Sites	
	And check the delete box	
	Delete Project: Return to Search T Previous in List Next in List	



Step	Action	Notes
6	To complete the process of deleting the project , you need to $\ensuremath{\textbf{Save}}$ the information entered	
	Click on the Save icon	
	🔚 Save 🕂 Return to Search 🕇 Previous in List 🚛 Next in List 📿 Refresh	Project
	IMPORTANT: By saving this information, the project will be permanently deleted	





Activity PS13: Searching for an "Archived" Project in PeopleSoft

In this activity, the user will learn how to **search for an archived project** in the PeopleSoft capital application.



You will only see those projects in the department to which you have security access to and/or those projects that you manage for another department.



Step	Action	Notes
1	First, you need to log on to the PeopleSoft capital application. For assistance refer to Activity PS1 "Logging on to the PeopleSoft Capital Application"	
2	To find an archived project, click on the "Find an Existing Value" tab	



Step	Action	Notes
	Next, you must check the archived box	
3	If the archived box is not checked, you will never find the archived project	
	CI Projects	
	Enter any information you have and click Search. Leave fields blank for a li	
	Find an Existing Value <u>A</u> dd a New Value	
	✓ Search Criteria	
	Project Number: =	
	Department Id: begins with -	
	Archived	
	Case Sensitive	
	Search Clear Basic Search Criteria	
0	To search for a project you can do it in one of three ways	
3	 Select the two-letter code for the department where the project resides or 	
	Find an Existing Value Add a New Value	
	✓ Search Criteria	
	Project Number =	
	Department Id: begins with 👻 AD	
	Archived	



Step	Action	Notes
	Enter the project number or	
ſ	Project Number: = - 200000349	
	Project Name: begins with Arabived	
	Enter part of the project name	
	Project Number: = Penartment Id: begins with	
	Project Name: begins with 👻 Spay	
	Use the drop down box to assist if you only know part of the project name	
	Project Number: =	
	Department Id: begins with ▼ Project Name begins with ▼ Spay	
	Use all the methods above to search for a project	



Step	Action	Notes
4	Once you have found your archived project- just click on either the project name or project number and	
	CI Projects	
	Enter any information you have and click Search. Leave fields blank for a list of all va	
	Find an Existing Value Add a New Value	
	▼ Search Criteria	
	Project Number: =	
	Department Id: begins with ▼ PD Project Name: begins with ▼	
	Archived	
	Unfunded	
	Case Sensitive	
	Search Clear Basic Search	
	Search Results	
	View All Project Department Project Name Id	
	Number Id 321020 PD DIRECT LINK SECURE COMMUNICATIONS	
	321200 PD AOTOMATED EXTERNAL DEFIDINGLATORS 321230 PD COMPUTER REPLACEMENT FOR MDPD NON-PATROL	
	321350 PD WARRANTS-PRISONER PROCESSING ARE RECONFIG	



Step Actio	on	Notes
5it w	ill take you to the project page	
Proje	ct Project Sites List Project Sites	
Proje	t Number 321020 *Dept. Id. PD 🔍 POLICE	
*Proje	CT Name DIRECT LINK SECURE COMMUNICATIONS	
Proj. I	Desc. Purchase of system that will be used for training and available for actual scenarios dealing	
Addre	ss 9105 NW 25 Street	
Locat	ion Doral	
Dist. L	ocated. 01 02 03 04 05 06 07 08 09 10 11 12	
Dist. S	Cerved 01 02 03 04 05 06 07 08 09 10 11 12	
marke Favortas Man Project Name Proj. Desc. Address Location Dist. Located	Memory Memory Cade Cuttom : Capital Improvements : CI Projects Bett SHALE : Pagett States Control : 2 31030 **Dept. Md. FO Q. POLICE CArcteneed Director Tunks SECURE communicAtions Control : Purchase of system that will be used for training and available for actual scenarios dealing with response readine. Control : Purchase of system that will be used for training and available for actual scenarios dealing with response readine. Control : Purchase of system that will be used for training and available for actual scenarios dealing with response readine. Control : Purchase of system that will be used for training and available for actual scenarios dealing with response readine. Control : Purchase of system that will be used for training and available for actual scenarios dealing with response readine. Control : Point Or : Control : Control : Option: Control : Control : Control : Control : Control :	





Activity PS14: Searching for an "Unfunded" Project in PeopleSoft

In this activity, the user will learn how to **search for an "unfunded" project** in the PeopleSoft capital application.



You will only see those projects in the department to which you have security access to and/or those projects that you may manage for another department.



Step	Action	Notes
1	First, you need to log on to the PeopleSoft capital application.	
	For assistance refer to Activity PS1 "Logging on to the PeopleSoft Capital Application"	
2	To find an "Unfunded" project , click on the "Find an Existing Value" tab	
	CI Projects	
	Enter any information you have and click Search. Leave fields blank for a	
	Find an Existing Value <u>A</u> dd a New Value	
	▼ Search Criteria	
	Project Number: = Department Id: begins with	
	Project Name: begins with	
	Archived Unfunded V	
	Case Sensitive	
	Search Clear Basic Search 🔂 Save Search Criteria	



Step	Action	Notes
3	Next, you must check the "Unfunded" box.	
	If the "Unfunded" box is not checked, you will never find the "Unfunded" project.	
	CI Projects	
	Enter any information you have and click Search. Leave fields blank for a	
	Find an Existing Value Add a New Value	
	▼ Search Criteria	
	Project Number: = Department Id: begins with Project Name: begins with	
	Unfunded Case Sensitive	
	Search Clear Basic Search 🖓 Save Search Criteria	
4	Once you have checked the "Unfunded" box, you can search for your project in one of three ways	
	 Select the two-letter code for the department where the project resides or 	
	Find an Existing Value Add a New Value	
	👻 Search Criteria	
	Project Number -	
	Department Id: begins with - AD	
	Archived Unfunded	



Step	Action	Notes
	Enter the project number or	
	- Search Criteria	
ſ	Project Number: = - 200000349	
	Project Name: begins with Archived	
	Enter part of the project name	
	Project Number: = -	
	Project Name: begins with 👻 Spay	
	Use the drop down box to assist if you only know part of the project name	
	Project Number: = - Department Id: begins with -	
	Project Name begins with - Spay	
	All methods above can be used to search for a project in the PeopleSoft application.	



Step	Action	Notes
5	Once you have found your unfunded project- just click on either the project name or project number and	
	CI Projects Enter any information you have and click Search. Leave fields blank for a list of all values. Find an Existing Value @ Search Criteria Project Number: @ search Criteria Project Number: @ egins with @ case Sensitive Search Criteria @ case Sensitive Search Results Yiew Mitcher Deave Text of Project Marks 12200 PD Option Deave Text of Project Marks 12201 PD Wiew Search Results Yiew Mitcher Deave Text of Project Marks 12201 PD DD Netwice Results 12203 PD 12204 PD DD DO Colling Towner Rank Deave Deave Text of Response Rank Deave Deave 1230 PD 1230	



Step	Action		Notes
6	it will take y		
	avorites Main Men		
	Project Project	Sites List Project Sites	
	Project Number	1020 *Dept. Id. PD 🔍 POLICE	
	*Project Name		
	Proj. Desc.	Install video security/surveillance systems and monitoring equipment at various MDPD f	
	Address	Various Sites	
	Location	Throughout Miami-Dade County	
	Dist. Located.	01 02 03 04 05 06 07 08 09 10 11 12	
	Dist. Served	01 02 03 04 05 06 07 08 09 10 11 12	
	Community Council	I District Not-Applicable -	



Activity PS15: Moving an "Unfunded" Project to "Funded" in PeopleSoft

In this activity, the user will learn how to **move an unfunded project to funded** in the PeopleSoft capital application.



You will only see those projects in the department to which you have security access to and/or those projects that you may manage for another department.



Step	Action		Notes
1	project in For assis	user will need to understand how to find an "Unfunded" the PeopleSoft application. tance refer to: PS14: Searching for an "Unfunded" Project in PeopleSoft	
2	user must	user has found the "Unfunded" project to be moved to funded, the now " uncheck " the unfunded box and delete value entered in nated Total Unfunded Project Cost " section	
	Favorites Main Mer	u > Miami-Dage Custom > Capital Improvements > CI Projects	
	Project Project	Sites List Project Sites	
	Project Number	2000000418 *Dept. Id. FD Q POLICE	
	*Project Name	LAW ENFORCEMENT RECORDS MANAGEMENT SYSTEM (LERMS) Develop and implement a comprehensive records management system for MDPD	
	Proj. Desc.		
	Address	Various Sites	
	Location	Throughout Miami-Dade County	
	Dist. Located.	01 02 03 04 05 06 07 08 09 10 11 12 13 ØCW UM TD NA SY 01 02 03 04 05 06 07 08 09 10 11 12 13 ØCW UM TD NA SY	
	Dist. Served Community Counc		
	*Strategic Area	Public Safety V	
	*Strategic Object	PS2-2 Q Improve effectiveness of outreach and response	
	Function	Computer and Systems Automation	
	Resiliency up.	Not Applicable	
	Unfundeo ects Unfunded: 🗹	Estimated Total Unfunded Project Cost 11,224,000.00 (Actual Value)	
	Federal Stimulus:		
	FY Impact	FT 2019-20 State State	
	2 1000 00000 00 00 00 00 00 00 00 00 00 0		
	Then click	SAVE	
	Save		
3	The project	ct has now been moved "Funded.	



Activity PS16: Moving an "Archived" Project to "Funded in PeopleSoft

In this activity, the user will learn how to **move an "archived" project to funded** in the PeopleSoft capital application.



You will only see those projects in the department to which you have security access to and/or those projects that you may manage for another department.



Step	Action	Notes
1	First, the user will need to understand how to find an "Archived" project in the PeopleSoft application.	
	Activity PS13: Searching for an "Archived" Project in PeopleSoft	
2	Once the user has found the "Archived" project to be moved to funded, the user must now "uncheck" the archived box	
	ORACLE	
	Favorites Main Menu > Miami-Dage Custom > Capital Improvements > CI Projects	
	Project Sites List Project Sites	
	Project Number 32210651 *Dept. Id. PD Q POLICE	
	Project Name MOBILE COMPOTING UNITS Proj. Desc. Purchase mobile computing units for district stations to assist uniformed police officers in the performance of their duties	
	Address Countywide	
	Location Throughout Miami-Dade County	
	Dist. Located. O1 O2 O3 O4 O5 O6 O7 O8 O9 I10 I11 I2 I3 CW UM TD NA SY	
	Dist. Served 01 02 03 04 05 06 07 08 09 10 11 12 13 CW UM TD NA SY	
	Then click SAVE	
	Save	
3	The project has now been moved "Funded.	





CBAT (Capital Budgeting Analysis Tool)





Activity CB1: Logging on to CBAT Production

In this activity you will log into the Virtual BAT Desktop and complete BAT related activities. You will only use these login steps when connecting to the BAT Production application. For training classes, your instructor will provide steps to connect to the training application.

The primary method to access and login to the BAT Virtual Desktop is via the BAT Web Portal. When you login to the Virtual Desktop, you will be connecting your local PC to a centralized BAT computer that contains all of the BAT software. When connected to the Virtual Desktop, you will have all of the access that you have on your local machine – but without the connection problems.

The steps below outline the steps to access the BAT Web Portal – and login to the BAT Virtual Desktop:

Step	Action	Notes
1.	On your local desktop, open Internet Explorer.	
2.	In the URL bar, type: https://epmprd.miamidade.gov/workspace/index.jsp	
3.	Add this URL to your Favorites. Click Favorites > Add to Favorites.	This step is a one-time process. Once complete, you will access the CBAT Production application by clicking the Favorites option.
4.	In the Name Field type the desired description, then click Add .	To access the saved Favorite, simply click Favorites and select the BAT Production Application item.



Step	Action	Notes
	Add a Favorite Add a Favorite Add this webpage as a favorite. To access your favorites, visit the Favorites Center. Rame: BAT Production Application Create in: Favorites Add Cancel The item is now saved in your Favorites list.	
5.	Selecting the URL will take to the BAT Log In page. To log in to BAT, enter your eKey into the cell marked User Name: User Name: Bubgeting Analysis TOOL	
	All BAT passwords default to "Password1". But if you have changed your password, please use your updated password to log in.	



Step	Action	Notes
6.	Upon entering BAT, you will see the Hon shown below. Please select the MDCCA to access the CBAT system.	-
	Recently Opened MDCCAP Sustainable Projects - EA MDCBUD BAT BPREP Appropriations Report BAT BPREP Revenue by Entity BAT BPREP Revenue Report - EA BAT Appropriations Report by Fund BAT BPREP Appropriations Report by Entity MDCCAP Ordinance Table Report - EA	Cuick Links Favorites My Personal Page Applications Planning MDCCAP





Activity CB 2: Setting your Preferences

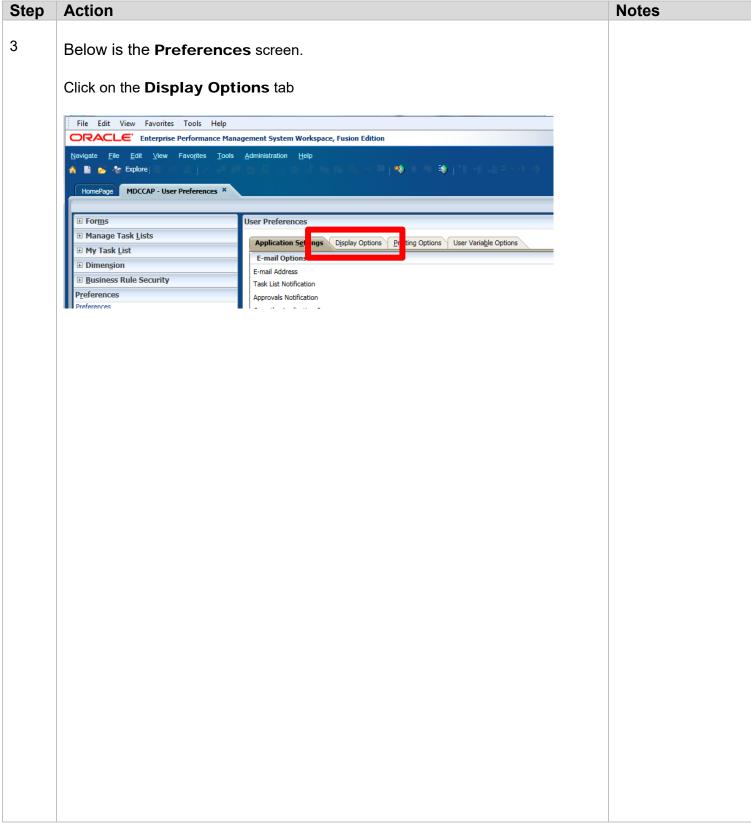
This activity describes to the user on how to set-up their preference in CBAT.

Step	Action	Notes
1.	When you have logged into the system, below is what you will see.	
	To log into CBAT please refer to Activity CB1: Logging on to CBAT Production	
	On your right-hand side under Quick Links you will see the MDCCAP application. Click on MDCCAP to start the process.	
	Navigale Elle View Favogites Tools Help Protect Protect Page * Explore HomePage * Explore: /CBAT Reports/Capital Reports BAT Unfunded Projects Report MDCCAP - Task List Status BAT Unf /Shared Workspace Pages/HomePage	
	Recently Opened Image: BAT Unfunded Projects Report Counce Links Image: MDCCAP Applications Image: MDCBUD Planning	
	МОССАР	
	Workspace Pages	



Step	Action	Notes
	On the left-hand side of the screen there is a This is called the View Pane .	
	Navigate <u>File Edit View</u> Favo <u>r</u> ites <u>T</u> ools A MomePage MDCCAP *	
	For <u>m</u> s	Form and Ad
	🗆 F <u>o</u> rm Folder 🛛 🕂 🗮 🖓 😓	Actions 🗸
	Forms	Form Forecast C Forecast F Forecast F Forecast F
	□ For <u>m</u> s in Forms	INDEX Ext
	Form Image: O1. INITIALIZE PROJECT PROPERTIES Image: O1.2 INITIALIZE SITE PROPERTIE	Index Map MILESTON MILESTON Option 2 in Project Da PROJECT 1
	Manage Task <u>L</u> ists	Project Ov
	 My Task List Dimension Business Rule Security 	Project/Sit Rev & Exp Rev and E
	Click on the + sign next to Preferences .	







Step	Action	Notes
4	Please make sure that you set your preference to what you see below.	
	Jser Preferences Application Settings Display Options Entiting Options User Variable Options	
	Number Formatting Use Application Default 🗌 🔺	
	Thousands Separator Comme Decimal Separator Dot	
	Negative Sign Negative Color Black •	
	Page Options Use Application Default	
	Allow Search When Number of Pages Exceeds 100	
	Other Options Use Application Default	
	Partial Grid Fetch Size(Rows,Columns)	
	Use Application Default	
	Comma 💌	
	Parentheses	
	Black E	
	Use Application Default	
	Yes	
	Indent level 0 members only	
	Use Application Default	
	Form Setting 25,17	
	Save Reset	
	Use Application Default	
	Form Setting	
	25,17	
	Normal	
	Normal 💌 🗄	
	Automatically Detect 🔽 🔽	



Step	Action	Notes
	Then click on the SAVE icon	
	<u>Save</u> <u>R</u> eset	





Activity CB 3: Initialize Project Dashboard

In previous years, there was a step required to initialize capital projects prior to starting the budgeting process.

This year, as part of the FY 2018-19 CBAT enhancement, CBAT has eliminated the project initialization step and incorporated the step as part of the sign on process.

HomePage MDCCAP - Task List Status *
🖲 Manage Task <u>L</u> ists
My Task <u>L</u> ist
E Capital
🗄 🞯 Initialize roject Dashboard
🗄 💱 Capit oard
Project Mdex Cose Mapping
🕫 🞯 Unfunded Project Details
📧 🞯 Aggregate Project

ALL capital projects will now be initialized, when you sign on to the CBAT system, thus eliminating one step for the user.



Activity Packet



Activity CB4: Selecting a Project in CBAT

This activity will describe to users how to Select a Project in CBAT.

In this activity, you will:

- Open the Capital Project Dashboard
- Select a Project



IMPORTANT:

It is important for the user to remember that capital **Projects** are created in the PeopleSoft application **NOT** CBAT.

Any informational changes (additions, edits, and/or deletions) to a **Project** <u>MUST</u> be made in PeopleSoft.

The information stored in PeopleSoft about a **Project** is called "Metadata".

The various components of a **Project** are called "Attributes".

The following are various examples of **Project attributes**.

- Project Name
- Project Description
- Project Number
- Site Number
- Project Manager
- Site Location
- Commission District
- Commission District Served
- Project /Site Comments

Projects can be found and viewed in CBAT from the CAPITAL PROJECT DASHBOARD.

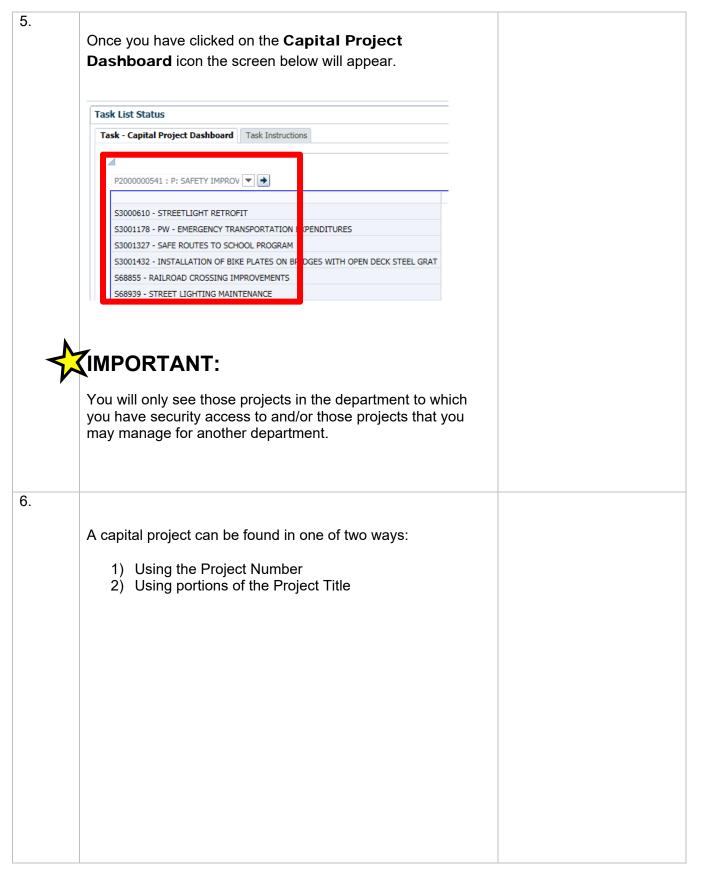






3.	You will see the My Task List folder expand.
	Click on the Sign next to the Capital Task List.
	\land 🖺 📂 🏕 Explore 🔚 🛷 🛎 🗍 .
	HomePage MDCCAP - Task List Status ×
	▶ For <u>m</u> s
	Manage Task Lists
	My Task List
	Depital Task List
4.	You will see the Capital Task List folder expand.
	Look for the Capital Project Dashboard folder.
	HomePage MDCCAP - Task List Status ×
	▶ For <u>m</u> s
	▷ Manage Task Lists
	My Task List
	Capital Task List Capital Project Dashboard
	Capital Project Dashboard
	▷ Infunded Project Details
	Click on the Capital Project Dashboard icon.







7.	Finding a capital project "Using the Project Number".
	To find a project " Using the Project Number " the user can do this in one of two ways:
	1) Typing in the full project number
	Task - Capital Project Dashboard Task Instructions
	P2000000541 · P· SAFETY IMPROV Page Dimension Member 2000000541 P2000000541 P2000000541 : P: SAFETY IMPROVEMENTS - COUNTYWIDE (P200000541)
	Or 2) By typing in part of the project number if the user knows it Task List Status Task - Capital Project Dashboard Task Instructions
	■ P2000000541 · P· SAFETY IMPROV ▼ ▲
	Page Dimension × Member 541 Member P5410 : P: FIRE RESCUE - STATION 29 (SWEETWATER)
	(P5410) P305410 : P: MENTAL HEALTH DIVERSION FACILITY - BUILDING BETTER COMMUNITIES (P305410) P2000000541 : P: SAFETY IMPROVEMENTS - COUNTYWIDE (P2000000541) P675410 : P: HEAVY EQUIPMENT REPLACEMENT (P675410)



	ling a capital project "Using portions of t l le " .	he Project
	ind a project "Using portions of the Pro user must type in a word - used in the project	
For	example	
proj	en the word "improvements" is typed in the tects with the word "improvements" included will be displayed.	
	up to the user to determine which project i sing for	t is he/she is
Та	sk List Status	
Т	ask - Capital Project Dashboard Task Instructions	
	Page Dimension	×
	Member Improvements	
	BUILDING BETTER COMMUNITIES BOND PROGR (P2000000384) P2000000533 : P: DRAINAGE IMPROVEMENTS ON	^
	COUNTY MAINTAINED ROADS (P2000000533) P2000000534 : P: COUNTYWIDE BRIDGE REHABILITATION AND IMPROVEMENTS (P2000000534)	
	P2000000535 : P: INFRASTRUCTURE IMPROVEMENTS COUNTYWIDE (P2000000535) P2000000536 : P: INTERSECTION IMPROVEMENTS -	-
	TESSOUTH ATTENDED ANT ATTENDED FOR	
	COUNTYWIDE (P2000000536) P2000000539 : P: RESURFACING - COUNTY WIDE	
	COUNTYWIDE (P200000536)	~







Activity CB5: Selecting a Project Site in CBAT

This activity will describe to users how to Select a Project Site in CBAT.

In this activity, you will:

- Open the Capital Project Dashboard
- Find a project
- Select a Project Site



It is important for the user to remember that capital **Projects/Project Sites** are all created in the PeopleSoft application **NOT** CBAT.

Any informational changes (additions, edits, and/or deletions) to a **Project/Project Site** <u>MUST</u> be made in the PeopleSoft application.

The information stored in PeopleSoft about a Project/Project Site is called "Metadata".

The various components of a **Project/Project Site** are called "Attributes".

The following are various examples of **Project attributes**.

- Project Name
- Project Description
- Project Number
- Site Number
- Project Manager
- Site Location
- Commission District
- Commission District Served
- Project /Site Comments

Projects can be found and viewed in CBAT from the CAPITAL PROJECT DASHBOARD.



All capital projects are budgeted at the Project Site level



Step	Action	Notes
1. 1.	The user will first need to log on to the CBAT application.	
	For assistance with logging on to the system, please refer to	
	Activity CB1: Logging on to CBAT	
	Next the user will need to identify a capital project.	
	For assistance in selecting a capital project, please refer to	
	Activity CB4: Selecting a Project in CBAT	
2		
- N		
 		
V		
,	You will only one those projects in the department to which you	
	You will only see those projects in the department to which you have security access to and/or those projects that you may	
	manage for another department.	
3	Once the user has clicked on their selected "Project", next the	
0	user must click on the arrow icon (which is pointing to the right)-	
	also known as the "GO" button.	
	Task List Status	
	Task - Capital Project Dashboard Task Instructions	
	P2000000541 : P: SAFETY IMPR(▼ →	
	S3000610 - STREETLIGHT RETROFIT	
	S3001178 - PW - EMERGENCY TRANSPORTATION EXPENDITURES	
	S3001327 - SAFE ROUTES TO SCHOOL PROGRAM	
	S3001432 - INSTALLATION OF BIKE PLATES ON BRIDGES WITH OPEN DECK STEEL GRAT S68855 - RAILROAD CROSSING IMPROVEMENTS	
	S68939 - STREET LIGHTING MAINTENANCE	
	S68994 - GUARDRAIL SAFETY IMPROVEMENTS	
	S70339 - WEST DIXIE HIGHWAY BIKEWAY - BETWEEN IVES DAIRY RD & MIAMI GARDE	
	S70620 - BIKEWAYS IN DISTRICT 10- SW 48 ST BETWEEN 87-117 AVENUE	
	S70787 - MIAMI RIVER GREENWAY	
	S71390 - ADA COMPLIANCE PROJECTS VARIOUS LOCATIONS COUNTYWIDE - PARENT SI	
	S75641 - PAVEMENT MARKINGS CONTRACT S76294 - PAVEMENT MARKINGS CREW	
	S76294 - PAVEMENT MARKINGS CKEW S76479 - AMERICANS WITH DISABILITIES ACT HOTLINE PROJECTS GAS TAX	
	S77055 - PEOPLE'S TRANSPORTATION PLAN PAVEMENT MARKINGS	



ep	Action	Notes
	The "GO " button ensures that the project sites below are associated with the project selected.	
	As a result of clicking on the arrow icon, the "GO" button, the screen below will appear which will list all the "Project Sites" associated to the "Project" selected.	
	TIP:	
	If the user does not click on the arrow icon, the "GO" button, the correct project sites will not appear that are associated to the project slected	
	Task List Status	
	Task - Capital Project Dashboard Task Instructions	
	P2000000541 : P: SAFETY IMPR(▼ ●	
	S3001178 - PW - EMERGENCY TRANSPORTATION EXPENDITURES	
	S3001327 - SAFE ROUTES TO SCHOOL PROGRAM	
	S3001432 - INSTALLATION OF BIKE PLATES ON BRIDGES WITH OPEN DECK STEEL GRA	
	S68855 - RAILROAD CROSSING IMPROVEMENTS	
	S68939 - STREET LIGHTING MAINTENANCE	
	S68994 - GUARDRAIL SAFETY IMPROVEMENTS	
	S70339 - WEST DIXIE HIGHWAY BIKEWAY - BETWEEN IVES DAIRY RD & MIAMI GARDE	
	S70620 - BIKEWAYS IN DISTRICT 10- SW 48 ST BETWEEN 87-117 AVENUE	
	S70787 - MIAMI RIVER GREENWAY	
	S71390 - ADA COMPLIANCE PROJECTS VARIOUS LOCATIONS COUNTYWIDE - PARENT S S75641 - PAVEMENT MARKINGS CONTRACT	
	S76294 - PAVEMENT MARKINGS CREW	
	576479 - AMERICANS WITH DISABILITIES ACT HOTLINE PROJECTS GAS TAX	
	S77055 - PEOPLE'S TRANSPORTATION PLAN PAVEMENT MARKINGS	
	TIP:	



1	Action	Notes
T	To select a "Project Site" and start the budgeting process, just	
	right click on a project site	
'	nght blok on a project site	
	Task List Status	
	Task - Capital Project Dashboard Task Instructions	
	P2000000541 : P: SAFETY IMPR(
	S3000610 - STREETLIGHT RETROFIT	
	S3001178 - PW - EMERGENCY TRANSPORTATION EXPENDITURES	
	S3001327 - SAFE ROUTES TO SCHOOL PROGRAM	
	S3001432 - INSTALLATION OF BIKE PLATES ON BRIDGES WITH OPEN DECK STEEL GRA	
	S68855 - RAILROAD CROSSING IMPROVEMENTS	
	S68939 - STREET LIGHTING MAINTENANCE	
	S68994 - GUARDRAIL SAFETY IMPROVEMENTS	
	S70339 - WEST DIXIE HIGHWAY BIKEWAY - BETWEEN IVES DAIRY RD & MIAMI GARDE	
	S70620 - BIKEWAYS IN DISTRICT 10- SW 48 ST BETWEEN 87-117 AVENUE	
	S70787 - MIAMI RIVER GREENWAY	
	575641 - PAVEMENT MARKINGS CONTRACT	
	S76479 - AMERICANS WITH DISABILITIES ACT HOTLINE PROJECTS GAS TAX	
	S77055 - PEOPLE'S TRANSPORTATION PLAN PAVEMENT MARKINGS	
	Once you have right clicked on a "Project Site", a box will appr (as seen below) to which the user can choose from the variou	
	Once you have right clicked on a "Project Site", a box will app	
	Once you have right clicked on a "Project Site", a box will app (as seen below) to which the user can choose from the variou	
	Once you have right clicked on a "Project Site", a box will app (as seen below) to which the user can choose from the variou	
	Once you have right clicked on a "Project Site", a box will app (as seen below) to which the user can choose from the variou categories to begin their capital budgeting process.	
	Once you have right clicked on a "Project Site", a box will app (as seen below) to which the user can choose from the variou categories to begin their capital budgeting process.	
	Once you have right clicked on a "Project Site", a box will appr (as seen below) to which the user can choose from the variou categories to begin their capital budgeting process.	
	Once you have right clicked on a "Project Site", a box will appr (as seen below) to which the user can choose from the variou categories to begin their capital budgeting process.	
	Once you have right clicked on a "Project Site", a box will appr (as seen below) to which the user can choose from the variou categories to begin their capital budgeting process.	
	Once you have right clicked on a "Project Site", a box will appr (as seen below) to which the user can choose from the variou categories to begin their capital budgeting process.	
	Once you have right clicked on a "Project Site", a box will appr (as seen below) to which the user can choose from the variou categories to begin their capital budgeting process.	
	Once you have right clicked on a "Project Site", a box will appr (as seen below) to which the user can choose from the variou categories to begin their capital budgeting process.	
	Once you have right clicked on a "Project Site", a box will appr (as seen below) to which the user can choose from the variou categories to begin their capital budgeting process.	
	Once you have right clicked on a "Project Site", a box will appr (as seen below) to which the user can choose from the variou categories to begin their capital budgeting process.	
	Once you have right clicked on a "Project Site", a box will appr (as seen below) to which the user can choose from the variou categories to begin their capital budgeting process.	
	Once you have right clicked on a "Project Site", a box will appr (as seen below) to which the user can choose from the variou categories to begin their capital budgeting process.	
	Once you have right clicked on a "Project Site", a box will appr (as seen below) to which the user can choose from the variou categories to begin their capital budgeting process. P200000541 : P: SAFETY IMPR(
	Once you have right clicked on a "Project Site", a box will appr (as seen below) to which the user can choose from the variou categories to begin their capital budgeting process.	
	Once you have right clicked on a "Project Site", a box will appr (as seen below) to which the user can choose from the variou categories to begin their capital budgeting process. P2000000541 : P: SAFETY IMPRC P2000000541 : P: SAFETY IMPRC	
	Once you have right clicked on a "Project Site", a box will appr (as seen below) to which the user can choose from the variou categories to begin their capital budgeting process.	
	Once you have right clicked on a "Project Site", a box will appr (as seen below) to which the user can choose from the variou categories to begin their capital budgeting process.	
	Once you have right clicked on a "Project Site", a box will appr (as seen below) to which the user can choose from the variou categories to begin their capital budgeting process.	
	Once you have right clicked on a "Project Site", a box will appr (as seen below) to which the user can choose from the variou categories to begin their capital budgeting process.	







Activity CB6: View Project Details in CBAT

This activity will describe to users how to view **Project/Project Site** details (Attributes) in CBAT.

In this activity, you will:

- View the Project attributes
- View the Project Site attributes



It is important for the user to remember that capital **Projects/Project Sites** are all created in the PeopleSoft application **NOT** CBAT.

Any informational changes (additions, edits, and/or deletions) to a **Project/Project Site** <u>MUST</u> be made in the PeopleSoft application.

The information stored in PeopleSoft about a Project/Project Site is called "Metadata".

The various components of a **Project/Project Site** are called "Attributes".

The following are various examples of **Project attributes**.

- Project Name
- Project Description
- Project Number
- Site Number
- Project Manager
- Site Location
- Commission District
- Commission District Served
- Project /Site Comments

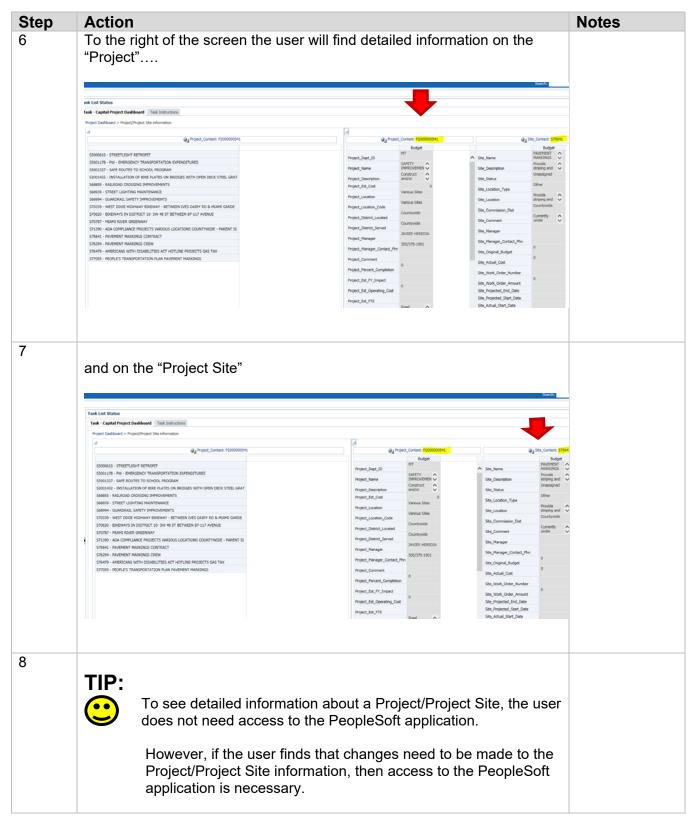


Step	Action	Notes					
1.	The user will first need to log on to the CBAT application.						
	For assistance with logging on to the system, please refer to Activity						
	CB1: Logging on to CBAT						
	Nove the user will need to identify a conital project						
	Next the user will need to identify a capital project.						
	For assistance in selecting a capital project and project site, please refer						
	to Activity CB4: Selecting a Project in CBAT and Activity						
	CB5: Selecting a Project Site in CBAT						
2							
	IMPORTANT:						
r							
	You will only see those projects in the department to which you have						
	security access to and/or those projects that you may manage for						
	another department.						
3	Once the user has selected a Project, the user will have to select a						
0							
	project site in order to view both the "Project and Project Site Details"						
	project site in order to view both the "Project and Project Site Details" (Attributes).						
	project site in order to view both the "Project and Project Site Details" (Attributes).						
	· · ·						
	(Attributes). Once you have right clicked on a "Project Site" a box will appear (as seen below) to which the user can choose from the various categories to begin						
	(Attributes). Once you have right clicked on a "Project Site" a box will appear (as seen						
	(Attributes). Once you have right clicked on a "Project Site" a box will appear (as seen below) to which the user can choose from the various categories to begin						
	(Attributes). Once you have right clicked on a "Project Site" a box will appear (as seen below) to which the user can choose from the various categories to begin their capital budgeting process						
	(Attributes). Once you have right clicked on a "Project Site" a box will appear (as seen below) to which the user can choose from the various categories to begin their capital budgeting process						
	(Attributes). Once you have right clicked on a "Project Site" a box will appear (as seen below) to which the user can choose from the various categories to begin their capital budgeting process						
	(Attributes). Once you have right clicked on a "Project Site" a box will appear (as seen below) to which the user can choose from the various categories to begin their capital budgeting process						
	(Attributes). Once you have right clicked on a "Project Site" a box will appear (as seen below) to which the user can choose from the various categories to begin their capital budgeting process						
	(Attributes). Once you have right clicked on a "Project Site" a box will appear (as seen below) to which the user can choose from the various categories to begin their capital budgeting process						
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Activity CB7: Budget an Existing/New Project

Sub Activity 7A – Understanding the Rev & Exp Form

This activity will assit the user in understanding the **Rev & Exp form** within the CBAT system.

In this activity, you will:

- Understanding the Rev & Exp form (Sub Activity 7A)
- Add a Revenue (funding source) to an existing/new project (Sub Activity 7B)
- Add a Milestone to an existing/new project (Sub Activity 7C)
- Forecasting (Sub Activity 7D)
- Checking for a balanced budget (Sub Activity 7E)
- View the projects overall Rev & Exp Detail (Sub Activity 7F)



It is important for the user to remember that <u>All</u> budgets for capital projects are budgeted at the **Project Site** level of a **Project**.

To budget at any **Project Site**, the user <u>MUST</u> always know the Project name or number as well as the Project Site name or number.

The **Capital Project Dashboard** will always display the **Project Sites** associated to the **Project** selected.

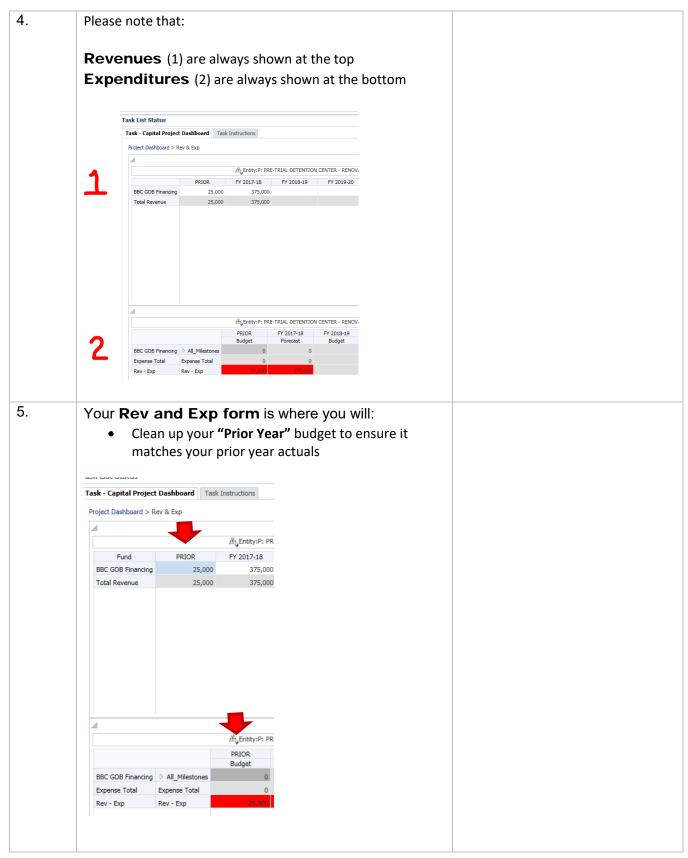


Step	Action	Notes
1.	The user will first need to log on to the CBAT application.	
	For assistance with logging on to the system, please refer to Activity CB1: Logging on to CBAT	
	Next the user will need to identify a capital project.	
	For assistance in selecting a capital project and project site, please refer to	
	Activity CB4: Selecting a Project in CBAT Activity CB5: Selecting a Project Site in CBAT	
2	After you have selected your Project Site , keep your cursor on the highlighted Project Site and right click	
	with your mouse.	
	You will see a box appear to the right, click on Budget Rev and Exp icon.	
	Task List Status	
	Task - Capital Project Dashboard Task Instructions	
	▶ P387680 : P: PRE-TRIAL DETENT	
	S3001169 - Pre-Trial Elvator Improvemente	
	S3001202 - Domestic water pump replea	
	S70311 - MDCR/ISD Z00018 - Pre-Trial Budget Rev and Exp S76317 - MDCR/Pre-Trial Detention Cent Forecast Form	
	S77707 - MDCR/Pre-Trial Detention Cente Index Expense Mapping	
	Book View	
	Project and Sites Information	

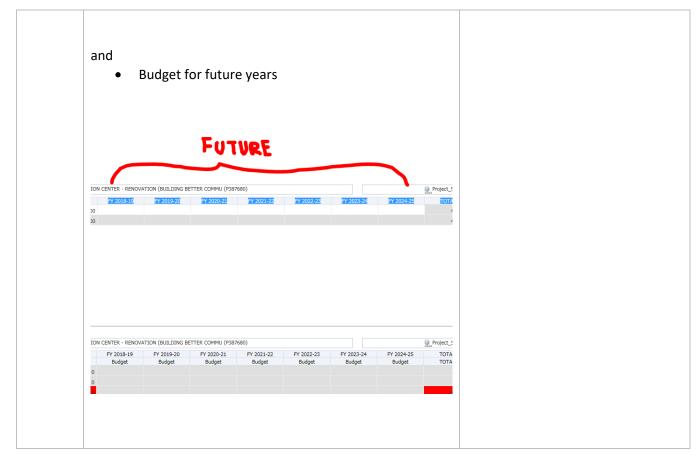


3. You w screer	ill see that your view h າ.	as now ch	anged to	a split	
This is	s your Rev and Exp 1	form.			
	Capital Project Das now what screen you a		will alway	/s let	
	Task List Status				
	Project Dashboard > Rev & Exp				
		品 Entity:P: PRE-	TRIAL DETENTION	CENTER - RENOV	
1	PRIOR	FY 2017-18	FY 2018-19	FY 2019-20	
	BBC GOB Financing 25,000	375,000			
	Total Revenue 25,000	375,000			
		ब्यु,Entity:P: PRE-	TRIAL DETENTION	CENTER - RENOV	
		PRIOR	FY 2017-18	FY 2018-19	
		Budget	Forecast 0	Budget	
2	BBC GOB Financing All_Milestones	0			
2	BBC GOB Financing D All_Milestones Expense Total Expense Total	0	0		
2			0 375,000		













Activity CB7: Budgeting for an Existing/New Project

Sub Activity 7B: Add a Revenue (Funding Source) – to an Existing/New Project

This activity will describe to the user how to add a **Revenue (Funding Source)** to an existing project in the CBAT system.

In this activity, you will:

- Navigate to the Rev & Exp form
- Add a Revenue (Funding Source)



It is important for the user to always remember that a **Revenue (Funding Source)** can only be added in the **Rev & Exp form –** in the revenue section only.

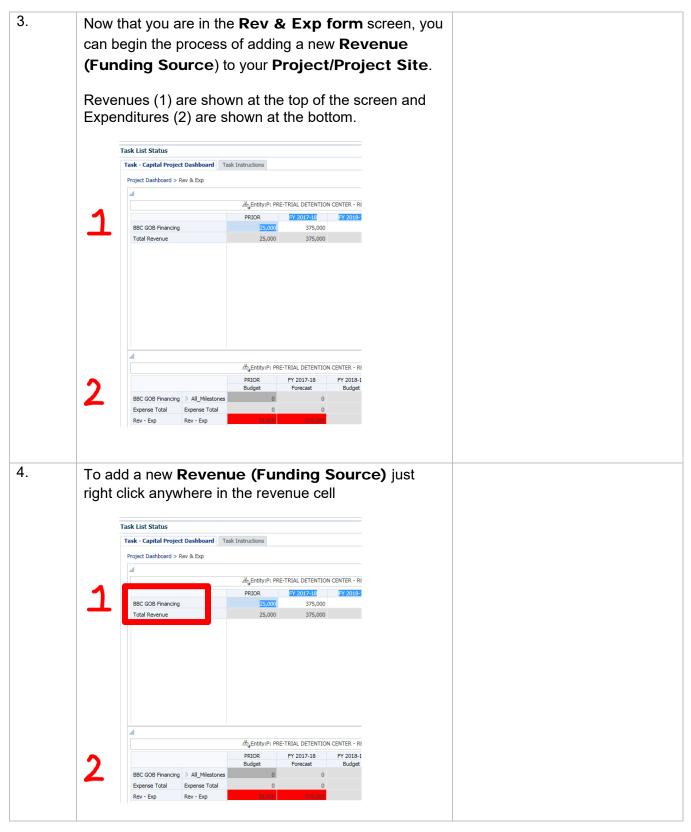


Step	Action	Notes
1.	The user will first need to log on to the CBAT application.	
	For assistance with logging on to the system, please refer to	
	Activity CB1: Logging on to CBAT	
	Next the user will need to identify a capital project.	
	For assistance in selecting a capital project and project site, please refer to	
	Activity CB4: Selecting a Project in CBAT Activity CB5: Selecting a Project Site in CBAT	
	Next the user will have to know where to find the Rev & Exp form in CBAT.	
	For assistance in accessing the Rev & Exp form in CBAT, please refer to Activity CB7: Budgeting for an Existing/New Project	
	Sub Activity CB7A - Understanding the Rev & Exp Form	



Step	Action		Notes
2.	To add a new Revenu Project, the user must fi		
	form.		
	Task List Status		
	Task - Canital Project Dashboard	Task Instructions	
	Project Dashboard > Rev & Exp		
		晶_Entity:P: PRE-TRIAL DETENTIO	N CENTER _ DI
		PRIOR FY 2017-18	FY 2018-
	BBC GOB Financing	25,000 375,000	
	Total Revenue	25,000 375,000	
		品 Entity:P: PRE-TRIAL DETENTIO	N CENTER - RE
		PRIOR FY 2017-18 Budget Forecast	FY 2018-1 Budget
	BBC GOB Financing > All_Milestone		bruget
	Expense Total Expense Total	0 0	
	Rev - Exp Rev - Exp	25,000 375,000	







5.	After you have clicked in the revenue cell y small box appear to the right, click on Add Source and Milestone icon.	
	Task List Status	
	Task - Capital Project Dashboard Task Instructions	
	Project Dashboard > Rev & Exp	
	Land Land Land Land Land Land Land Land	PRE-TRIAL DETENTIC
	BBC GOB Financing	you
	Total Revenue	i,000
6	After the user has clicked on the Add Fur Source and Milestone icon. The user screen below appear.	
	Runtime Prompts - MDCAddFundingSourceandMilestone	
		C GOB Financing"
	Tet * Milestone "No_	Milestone"

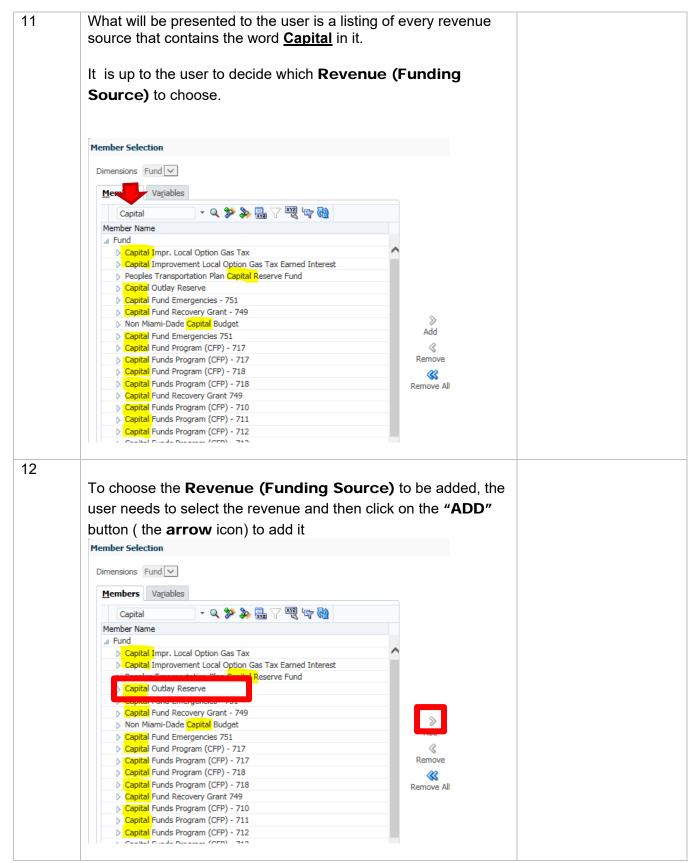


7	To select a new Revenue (Funding Source) the user must			
	click on the "Member Selection" icon to the right of the			
	revenue box Runtime Prompts - MDCAddFundingSource			
	Prompt Text Value			
	Image: Source "Capital Outby Reserve"			
8	After clicking on the "Member Selection" icon, the system will			
	take the user to a new screen.			
	This is where the user selects their new Revenue (Funding			
	Source).			
	Runtime Prompts - MDCAddFundingSource			
	Member Selection			
	Image: weight of the second secon			
	Funding_Source_Categories "Capital Outlay Reserve" Private Donations (Non-Cash/In-Kind)			
	Add 4			
	Remove			
	Remove All			
9	The user can find their Revenue (Funding Source) in one of			
-	two ways:			
	 By typing in the partial name of the Revenue (Funding 			
	Source) in the cell below (easier method)			
	Runtime Prompts - MDCAddFundingSource			
	Member Selection			
	Dimensions Fund -			
	· · · · · · · · · · · · · · · · · · ·			
	Erund Erund Fund Funding_Source_Categories "Capital Outlay Reserve" Fiviate Donations (Non-Cash/In-Kind)			
	Add			
	Remove			
	Remove All			



	Or 2) By selecting the Funding Source Categories from a listing of revenues provided Member Selection Dimensions Fund Filtered Search Member Name Fund Fun	
10	To find a Revenue (Funding Source) using a name, just type in the partial name of the revenue you wish to add in the cell below Example: the word "Capital" was typed in the cell Member Selection Imensions Fund Members Variables Filtered Search Member Name Fund Funding_Source_Categories Private Donations (Non-Cash/In-Kind)	
	And click on the Search icon	
	Member Selection	
	Dimensions Fund Variables Filtered Search Capital × Member Name Fund Funding_Source_Categories Private Donations (Non-Cash/In-Kind)	





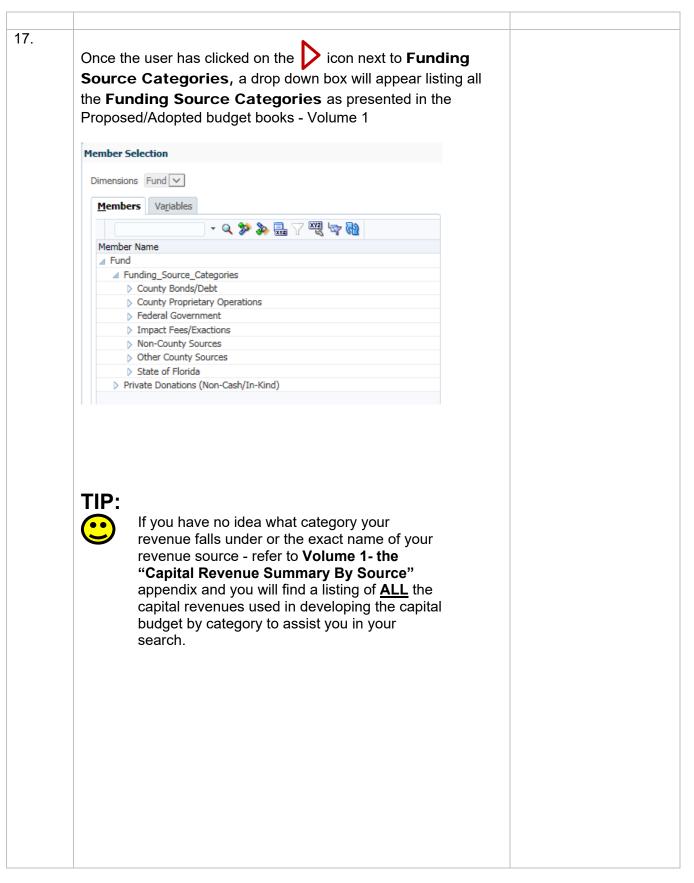


13	Once the user clicks on the "ADD" button (the arrow icon) to
	add the new Revenue (Funding Source) , you will see the
	revenue populate in the box to the right
	Member Selection
	Dimensions Fund
	Capital V Q D A A A A A A A A A A A A A A A A A A
	A Fund
	Capital Impr. Local Option Gas Tax Capital Improvement Local Option Gas Tax Earned Interest Capital Outlay Reserve
	Peoples Transportation Plan Capital Reserve Fund Capital Outlay Reserve
	Capital Fund Emergencies - 751 Capital Fund Recovery Grant - 749
	Non Miami-Dade Capital Budget
	> Capital Fund Emergencies 751 Add > Capital Fund Program (CFP) - 717
	Capital Funds Program (CFP) - 717 Remove Remove
	Capital Fund Program (CFP) - 718 Capital Funds Program (CFP) - 718 Remove All
14.	
	To odd the new Devenue (Funding Server) the year new
	To add the new Revenue (Funding Source) , the user now
	needs to click on the OK icon to add it to the project's Rev &
	Exp form
	Member Name
	✓ Fund
	"Capital Outlay Reserve"
	OK Cancel

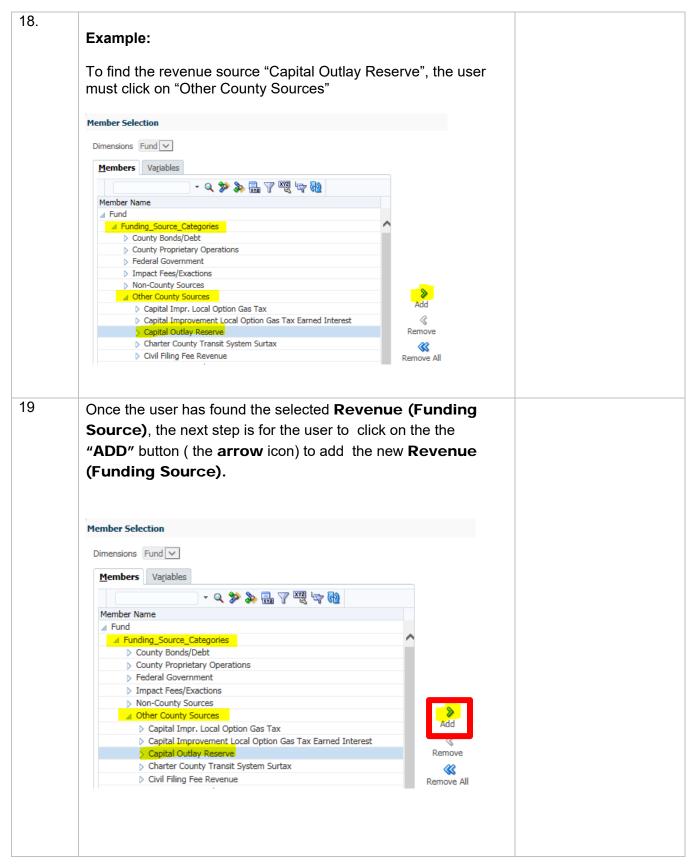


15.	Once the new Revenue (Funding Source) has been added,	
	the user will be brought to the screen below.	
	Runtime Prompts - MDCAddFundingSourceandMilestone	
	Prompt Text Value ** * Funding Source "Capital Outlay Reserve" ** Milestone "No_Milestone"	
	However, the process is not completed, as a Milestone needs to be identified and linked to the Revenue (Funding Source) .	
	To add a Milestone (Expenditure Category), please refer to : Activity CB7: Budgeting for an Existing/New Project	
	Sub Activity 7C: Add a Milestone – to an Existing/New Project	
	TIP: When adding a revenue, it <u>MUST</u> always be linked to a Milestone (Expenditure Category)	
16.	To find a Revenue (Funding Source) , using the funding categories, provided	
	Member Selection	
	Dimensions Fund	
	Members Variables	
	r Q ≫ ≫ 🔜 7 🚟 🖙 🔂	
	Funding_Source_Categories (funding_Source_Categories (funding_Source_Categories (funding_Source_Categories)	
	the user clicks needs to click on the b icon next to Funding Source Categories.	











20.	Once the user clicks on the the "ADD " button (the arrow icon)
20.	
	to add the new Revenue (Funding Source) , you will see
	the revenue populate in the box to the right
	Member Selection
	Members Variables · Q ≫ ≫ ⊟ 7 ₩ ₩ ₩ ₩
	Member Name Member Name
	✓ Fund ✓ Funding_Source_Categories ✓
	County Bonds/Debt County Proprietary Operations
	Federal Government Impact Fees/Exactions
	 Non-County Sources A Other County Sources Ard
	Capital Impr. Local Option Gas Tax Capital Improvement Local Option Gas Tax Earned Interest
	Capital Outlay Reserve Remove Charter County Transit System Surtax
21.	To add the new Revenue (Funding Source) , the user now
	needs to click on the OK icon to add it to the project's Rev &
	Exp form
	Member Name
	▲ Fund
	"Capital Outlay Reserve"
	OK Cancel



untime Prompts - MDCAddFundingSou	rceandMilestone	
Prompt Text	Value	
* Funding Source	"Capital Outlay Reserve" "No Milestone"	-
*		
	nue (Funding Source).	
To add a Milestone (E>	(penditure Category), please ref	er to :
Activity CB7: Buda	eting for an Existing/New	Project
Sub Activity 7C: A	dd a Milestone - to an	
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Sub Activity 7C: A	dd a Milestone - to an	
	dd a Milestone - to an	
Sub Activity 7C: A	dd a Milestone - to an	
Sub Activity 7C: A Existing/New Proje	dd a Milestone - to an	

--End Activity--







Activity CB7: Budgeting for an Existing Project

Sub Activity 7C: Add a Milestone - to an Existing Project

This activity will describe to the user how to add a **Milestone (Expenditure Category)** to an existing project in the CBAT system.

In this activity, you will:

- Navigate to the Rev & Exp form
- Add a Milestone



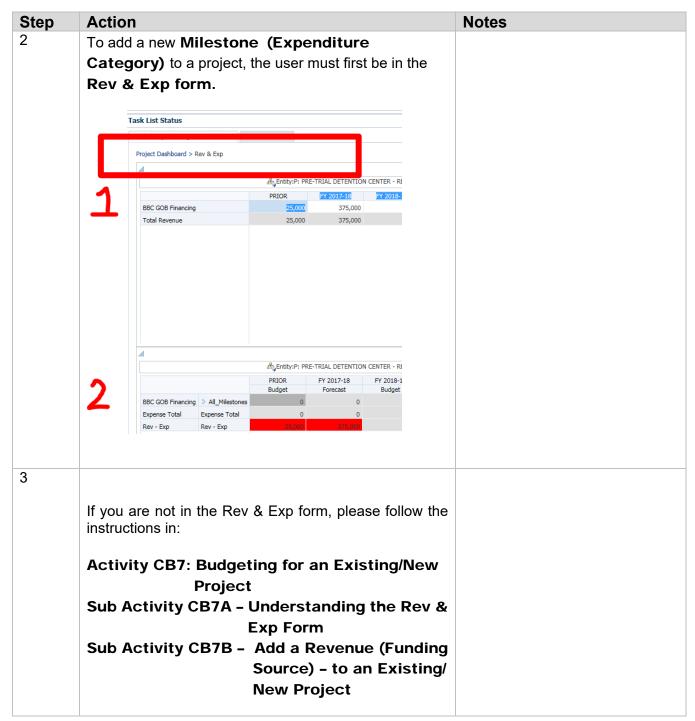
It is important for the user to always remember that:

- a Milestone can only be added in the Rev & Exp form in the expenditure section only
- Milestones are loaded to a specific Revenue (Funding Source)



Step	Action	Notes
1.	The user will first need to log on to the CBAT application.	
	For assistance with logging on to the system, please refer to	
	Activity CB1: Logging on to CBAT	
	Next - the user will need to identify a capital project.	
	For assistance in selecting a capital project and project site, please refer to	
	Activity CB4: Selecting a Project in CBAT Activity CB5: Selecting a Project Site in CBAT	
	Next - the user will have to know where to find the Rev & Exp form in CBAT.	
	For assistance in accessing the Rev & Exp form in CBAT, please refer to	
	Activity CB7: Budgeting for an Existing/New Project	
	Sub Activity CB7A - Understanding the Rev &	
	Exp Form	
	Sub Activity CB7B - Add a Revenue (Funding Source)- to an Existing/ New Project	

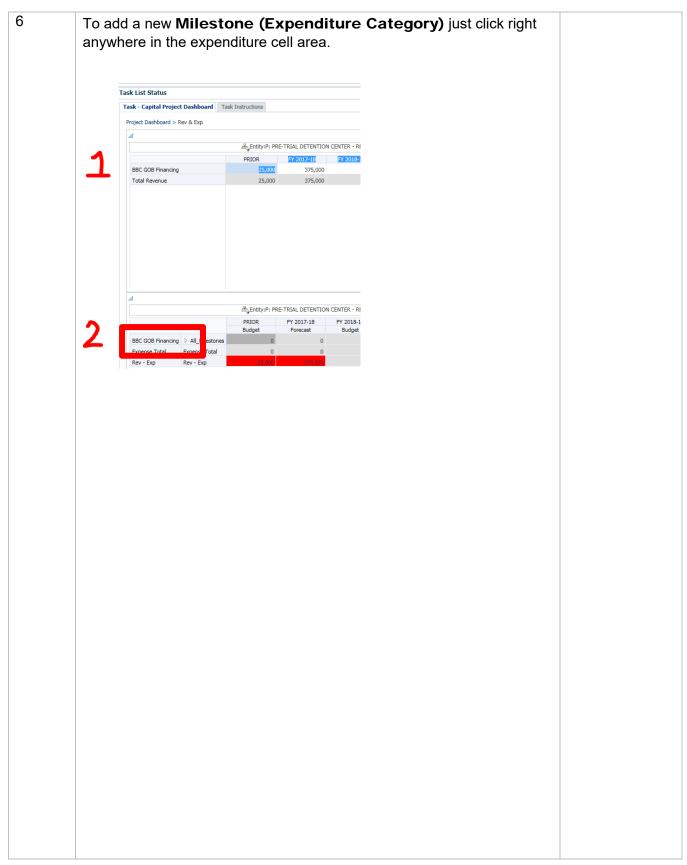




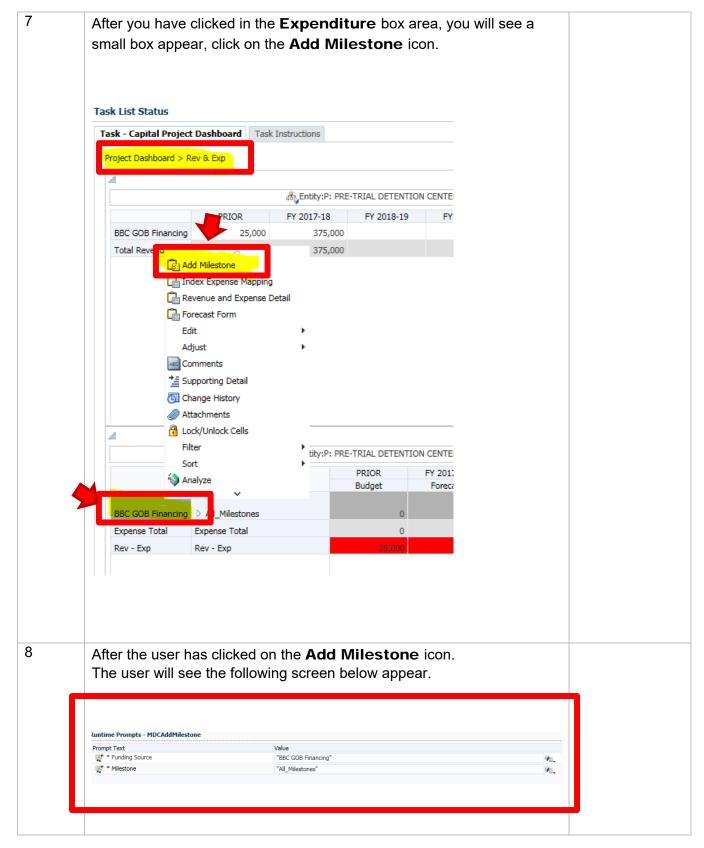


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Project Dashboard > Rev & Exp	PRIOR 25,000	FY 2017-18 375,000	
BBC GOB Financing	品, Entity:P: PRE PRIOR 25,000	FY 2017-18 375,000	
BBC GOB Financing	PRIOR 25,000	FY 2017-18 375,000	
	PRIOR 25,000	FY 2017-18 375,000	
	25,000	375,000	FY 2018-
	25,000	375,000	
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Rev - Exp Rev - Exp	xp 25,000	375,000	









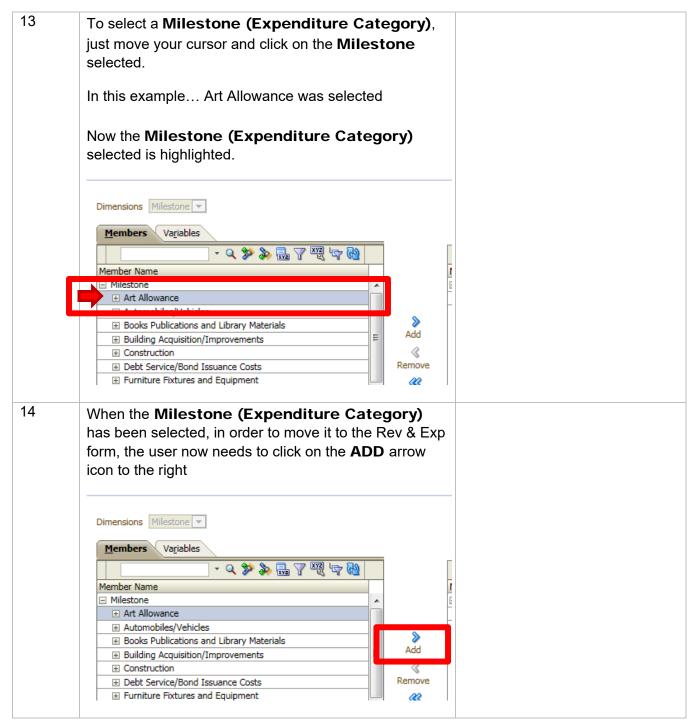


9	1 – Revenue (Funding 2 - Milestone (Expend			
	Runtime Prompts - MDCAddMile	estone		
	Prompt Text		Value	
	🐺 * Funding Source		"BBC GOB Financing"	
	🛯 🛒 * Milestone 🎔		"All_Milestones"	
10	It is in this section that Milestone (Expend (Funding Source).	iture Category) w	ith Revenue	
10	To select a Mileston	e (Expenditure Ca	ategory), the user	
	must click on the " Mer milestone box	nber Selection" id	on to the right of the	
	Vuntime Prompts - MDCAddMilestone Prompt Text	Value		
	말 * Funding Source 말 * Milestone	"BBC GOB Financing" "All_Milestones"	Jøn,	



E	BC GOB Financing			
Runtime Prompts - MDCAddMilestone				
Prompt Text	Value			
* Funding Source	"BBC GOB Finance	ing"		
Milestone	"All_Milestones"			
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tuntime Prompts - MDCAddMilestone				
Prompt Text	Value "BBC GOB Financing"			
्रू† * Milestone	"All_Milestones"		90.	
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This is where the user s Category) Runtime Prompts MDCAddMilestone Member Select Dimensions Milestone Members Variables Member Name Milestone Art Allowance Automobiles/Vehicles Books Publicationsand Library Mater Building Acquisition/Improvements Construction Debt Service/Bond Issuance Costs Furniture Fixtures and Equipment		(Expe	ember Name Milestone	
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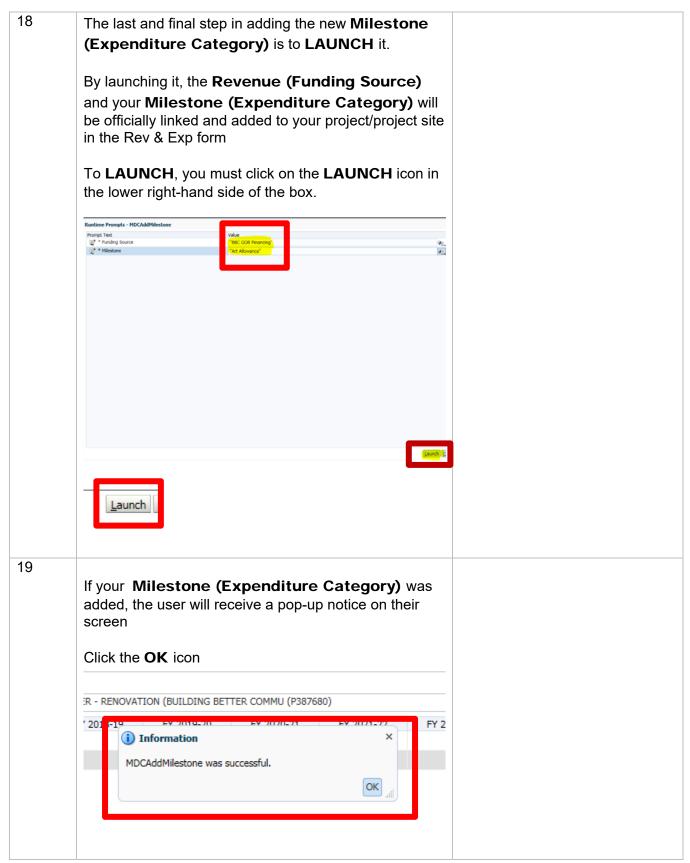






15	When the Milestone (Expenditure Cat added, you will see it displayed. Dimensions Milestone Members Variables Member Name Milestone Automobiles/Vehicles Books Publications and Library Materials Building Acquisition/Improvements Construction	egory) has been	
16	If the Milestone (Expenditure Categor the next step is to SAVE. To SAVE the Milestone (Expenditure the OK icon <u>Member Selection</u> <u>Member Selection</u> <u>Member Name</u> <u>Member Name</u> <u>Membe</u>		
17	Once the user has ADDED and SAVED the (Expenditure Category), a new box will with the name of the Milestone (Expendit the Revenue (Funding Source) it is link Runtime Prompts - MDCAddMilestone Prompt Text * Funding Source * Milestone You are not done yet	appear on the screen iture Category) and ced to.	







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sk - Capital Project Dashboard Task Instructions roject Dashboard > Rev & Exp Attractions PRIOR FY 2016-17 FY 2017-18 BBC GOB Financing 25,000 25,000 375,000 Total Revenue 25,000 25,000 375,000 Total Revenue 25,000 25,000 375,000 Image: State	Consider Duration	t Dachbarrd	. To obsumble		
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--End Activity--







Activity CB7: Budget an Existing/New Project

Sub Activity 7D: Input Budget/Verify Calculations – Existing

In this activity the user will learn how to input budget numbers into both the **Rev & Exp form**.

In this activity, you will:

- Enter data into the Rev & Exp form
- Save data
- Identify project sites that are not balanced
- Check the overall project presentation

The **Rev & Exp form** contains tools to assist the user in the budgeting process.

- Conditional formatting changes color when the revenues and expenses are out of balance
- Automatic rounding to the nearest thousands for the values that are entered incorrectly



If a cell is **"White"**, the user can enter a value in the cell. If a cell is **"Yellow"**, the information entered has not been saved. If a cell is **"Grey"**the user cannot enter a value in that cell.

Data will only be stored in the database after the user has **SAVED** the information



Step	Action	Notes
1	The user will first need to log on to the CBAT application.	
	For assistance with logging on to the system, please refer to Activity CB1: Logging on to CBAT	
	Next - the user will need to identify a capital project.	
	For assistance in selecting a capital project and project site, please refer to	
	Activity CB4: Selecting a Project in CBAT Activity CB5: Selecting a Project Site in CBAT	
	Next - the user will have to know where to find the Rev & Exp form in CBAT.	
	For assistance in accessing the Rev & Exp form, please refer to	
	Activity CB7: Budgeting for an Existing/New Project	
	Sub Activity CB7A – Understanding the Rev & Exp Form	
2	REVENUES	
	To add a budget in the Revenue (Funding Source) section, the user must first be in the Rev & Exp form.	
	For this example, funds will be added to the "Capital Outlay Reserve" funding source.	
	Task - Capital Project Dashboard Task Instructions Project Dashboard > Rev & Exp	
	PRIOR FY 2017-18 FY 2018-19 FY 2019-20 FY 2020-21 FY 2021-2 BBC GOB Einancing 25 000 375 000 375 000 375 000 375 000 375 000	
	Capital Outlav Reserve 0 Total Revenue 25,000	
	TIP: The user can only enter values in cells that are "White" in color. If a cell is "Grey" the user cannot enter a value in the cell.	



Step	Action	Notes
3	 When the user selects a fiscal year and clicks on the cell to enter a value, the CBAT system will provide the user with: the name of the funding source selected the fiscal year selected This is to assist the user in ensuring they are budgeting for the	
	Correct revenue and fiscal year. Task - Capital Project Dashboard Task Instructions Project Dashboard > Rev & Exp	
4	PRIOR FY 2017-18 FY 2018-19 FY 2018-20 FY 2012-21 FY 2012-21 BBC GOB Financing 25,000 375,00 Row Capital Outlay Reserve. Column FY 2018-19 Capital Outlay Reserve 25,000 375,00	
	In this example the user entered \$1,506 in FY 2018-19. When the user enters a value (amount) into the Revenue form the cell will turn "Yellow".	
	Task List Status Task - Capital Project Dashboard Task - Capital Project Dashboard > Rev & Exp Image: Second Second Second Project Dashboard > Rev & Exp Image: Second S	
ł	IMPORTANT: Values are entered in whole numbers . Example: to enter \$1 million, the user must enter \$1,000,000 <u>NOT</u> \$1,000	
	TIP: The"Yellow" cell alerts the user that the value is not saved.	



Step	Action		Notes					
5	Once the user has clicked out of the cell, the information will look							
	like the following below.							
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		entered is saved, the user must						
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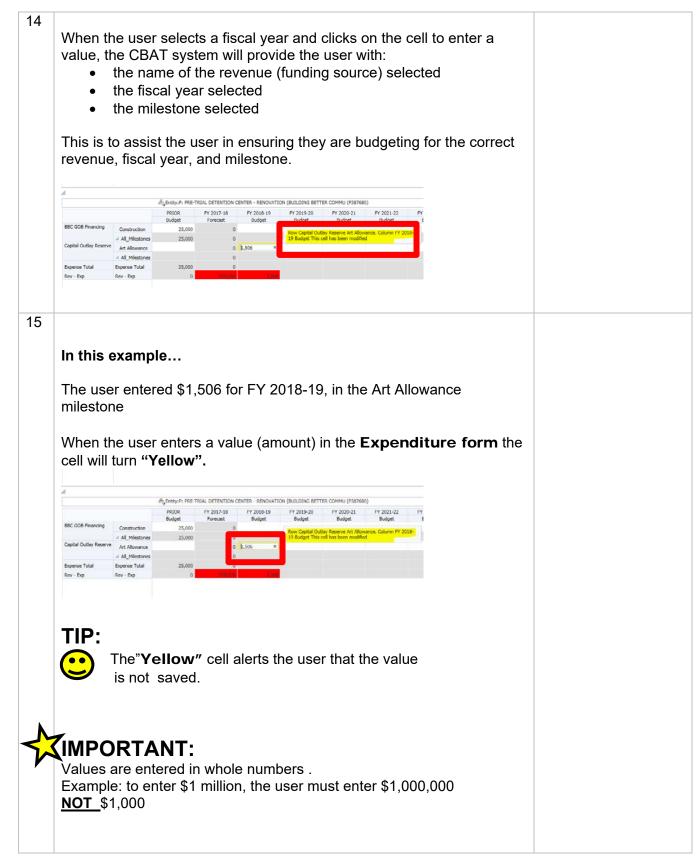


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BBC GOB Series 2008B-1	1,474,000								1,474,000	
BBC GOB Series 2011A	304,000								304,000	
BBC GOB Series 2013A	1,117,000								1,117,000	
BBC GOB Series 2014A Capital Outlay Reserve	6,644,000	2,000							6,644,000 2,000	
Total Revenue	22,987,000	10,475,000	8,790,000	4,750,000					47,002,000	
Art Allowance	PRIOR	FY 2018-19 0 2,000	Entity:P: PRE-TRIAL	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FUTURE	TOTAL 2,000	
Construction	10,345,000		7,926,000	4,300,000					30,636,000	
Planning and Design Project Administration	3,169,000		864,000	450,000					5,169,000 3,898,000	
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--End Activity--





Activity CB7: Budget an Existing/New Project

Sub Activity 7E: View Revenue and Expense Detail

In this activity the user will learn how to view the lowest level of detail for specific **Revenue** (Funding Source) within a **Project Site**.

In this activity, you will:

• Check to see if a specific revenue is balanced to expenditures for a Project Site



This will allow the user the ability to view whether a specific revenue source balances with expenditures.

This is a great resource when a project site has multiple funding sources.



Revenues <u>MUST</u> always equal expenditures



Step	Action	Notes
1.	The user will first need to log on to the CBAT application.	
	For assistance with logging on to the system, please refer to	
	Activity CB1: Logging on to CBAT	
	Next the user will need to identify a capital project.	
	For assistance in selecting a capital project and project site, please refer to	
	Activity CB4: Selecting a Project in CBAT Activity CB5: Selecting a Project Site in CBAT	
	Next the user will have to know where to find the Rev & Exp form in CBAT.	
	For assistance in accessing the Rev & Exp form in CBAT, please refer to	
	Activity CB7: Budgeting for an Existing/New Project	
	Sub Activity CB7A - Understanding the Rev & Exp Form	
2	The Revenue and Expense Detail form is a great tool to use when budgeting.	
	It prevents the user from getting distracted and making mistakes by budgeting in one Revenue (Funding	
	Source) at the top and budgeting to another Revenue	
	(Funding Source) at the bottom for your expenditures in the Rev and Exp form.	



3	To budget in the Revenue and Expense Detail form, the user first needs to right-click on a project site	
	Task List Status	
	Task - Capital Project Dashboard Task Instructions	
	P387680 : P: PRE-TRIAL DETENTIC ▼ →	
	S3001169 - Pre-Trial Elvator Improvements	
	S3001202 - Domestic water pump repleacement	
	S70311 - MDCR/ISD Z00018 - Pre-Trial Detention Center (PTDC) 40 Year Cert	
	S76317 - MDCR/Pre-Trial Detention Center (PTDC), Information Technology I	
	S77707 - MDCR/Pre-Trial Detention Center (PTDC), Construction Worksite Se	
	Next the user, must select the Budget Rev & Exp icon to start the budgeting process	
	Task List Status	
	Task - Capital Project Dashboard Task Instructions	
	P387680 : P: PRE-TRIAL DETENTIC	
	S3001169 - Pre-Trial Elvator Improvements	
	S3001202 - Domestic water pump repleacement	
	S70311 - MDCR/ISD Z00018 - Pre-Trial Detention Center 📲 Budget Rev and Exp	
	S76317 - MDCR/Pre-Trial Detention Center (PTDC), Inforr Li Forecast Form S77707 - MDCR/Pre-Trial Detention Center (PTDC), Const Li Index Expense Mapping	
	Project and Sites Information	
	Edit Adjust	
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	📜 Supporting Detail	
	Change History Attachments	
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	Filter 🗸	



Now the user is in the Rev & Exp form										
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	PRIOR	FY 2017-18	FY 2018-19	1						
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Capital Outlay Reserve		0	2,000							
Total Revenue	25,000	375,000	2,000							
		品 Entity:P: PRE-TRI								
		PRIOR Budget	FY 2017-18 Forecast	FY						
BBC GOB Financing	> All_Milestones	25,000	0							
Capital Outlay Reserve			0							
Expense Total	Expense Total	25,000	0							
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Next the user needs right-click on a Revenue (Funding										
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Source). In this example, Project Dashboard > Rev BBC GOB Financing Capital Outlay Reserv	BBC GOB Fi & Exp PRIOR	FY 2017-18	TRIAL DETENTION FY 2018-1	N CE						
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	Revenue Total	25	5,000	375,0	000	
	BBC COB Financing	Construction		라 Entity:P: PRIOR Budget	PRE-TRIAI FY 201 Forec	
	BBC GOB Financing			25,000		
	Expense Total	Expense Tota Rev - Exp		25,000		
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If the user wishes t to budget for anoth project site, the use Exp on the Project	er revenue - er simply need	for this pa	rticular		
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	v & Exp > R venue		Detail		
ask List Status					
Task - Capital Project Das	hboard Task Ins	structions			
Project Dashboard > Rev &					
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	PRIOR	FY 20			
BBC GOB Financing	25,000				
Capital Outlay Reserve Total Revenue	25,000				
		品,Entity			
		PRIC			
BBC GOB Financing Capital Outlay Reserve	> All_Milestones > All_Milestones				

--End Activity--







Activity CB8: Map Index Code to Project/Project Site

In this activity the user will learn how to map an Index Code to a Project/Project Site within the CBAT application.

In this activity, you will:

- Open the Project Index Code Mapping Form
- Select a Project/Project Site to map an Index Code
- Enter a Value
- Save to successfully map the Index Code

By mapping an index code to a Project/Project Site creates an association:

- That is used in the downloading of actuals from FAMIS into the CBAT application
- That enables the users to forecast projects/project sites using actuals from FAMIS
- And allows for the mapping of expenses from funding sources to Index Codes so that the budget can be uploaded and exported into FAMIS.

The mapping of index codes to Projects/Project Sites alleviates some of the burden on users doing annual journal entries to load project expenditures in FAMIS.

It is important to note that the mapping of expenditure index codes is a one-time process.

After your first initial mapping please note that only new index codes will have yo be mapped by the user, moving forward.

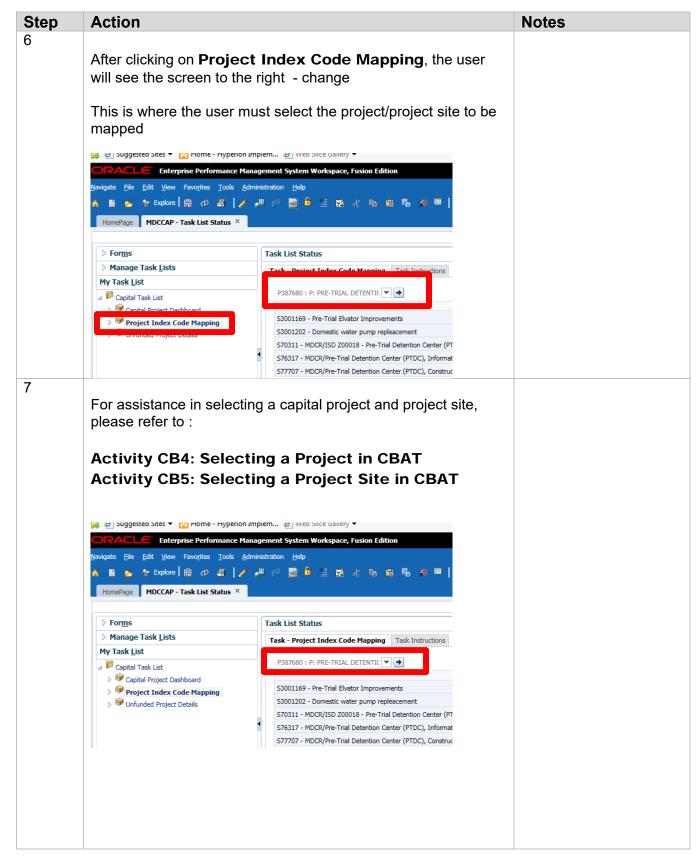


Step	Action	Notes
1.	After the user has logged on to the CBAT application, they will	
	be brought to this screen.	
	Click on the MDCCAP icon	
	<u>Navigete File View Favorites Iools H</u> elp	
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	HomePage X Explore: /CBAT Reports/Capital Reports BAT Unfunded Projects Report MDCCAP - Task List Status BAT Unf /Shared Workspace Pages/HomePage	
	Recently Opened Quick Links	
	Recently Opened Quick Links BAT Unfunded Projects Report Favorites	
	MDCCAP Applications MDCBUD	
	Planning Planning	
	A MDCCAP	
	Workspace Pages	
2.	Next, to the left of the screen the user will see a screen appear -	
Ζ.	similar to the one below.	
	Click on My Task List	
	Forms in Forms	
	▷ My Task List	
	Business Rule Security	
	> Preferences	
2		
3.	Next, the user will click on the Capital	
	Task List	
	ORACLE' Enterprise Performance Man	
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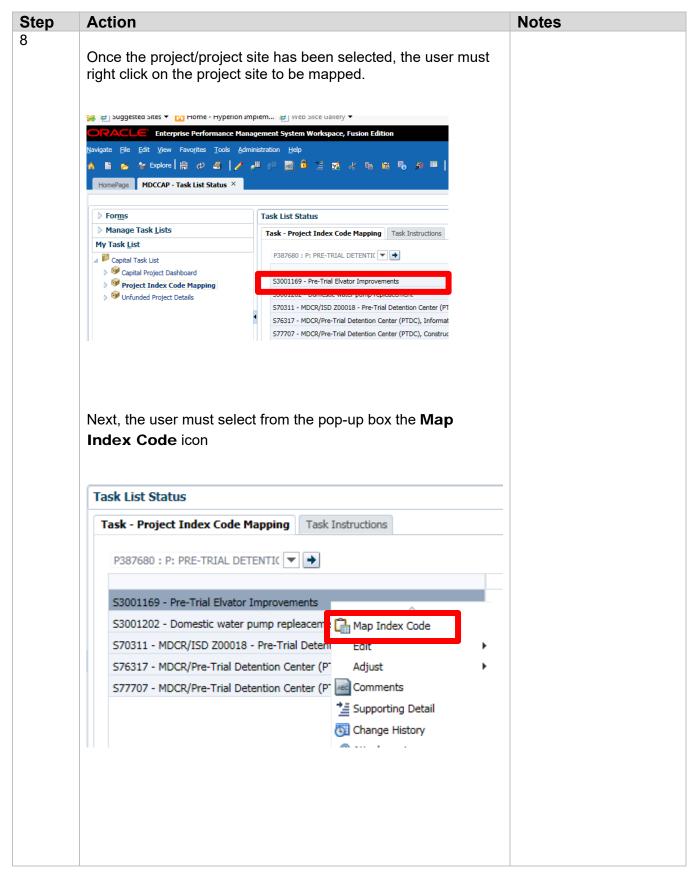


Step	Action	Notes
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5		
5	Next, click on Project Index Code Mapping	
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	Capital Project Dashboard	
	Project Index Code Mapping	
	▷ Infunded Project Details	







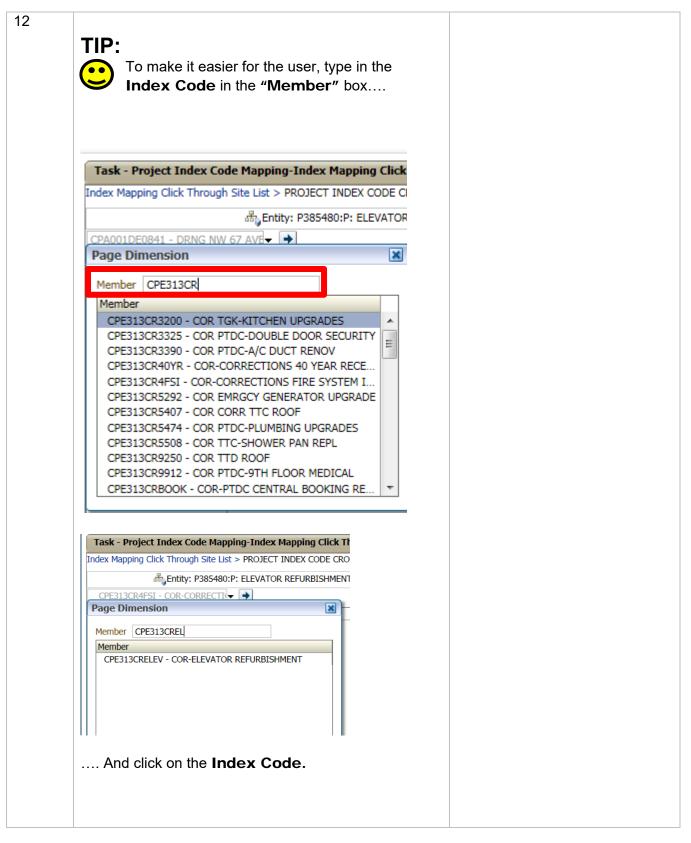




Step	Action	Notes
9	After selecting the Map Index Code icon, the screen to the right will change. The project dashboard below advises the user what screen they are in.	
	Task List Status	
	Task - Project Index Code Mapping Task Instructions Index Mapping Click Through Site List > PROJECT INDEX CODE CROSSWALK 25g Endage-Particular Determition Center = RENOVATION (BUILDING BETTER COMMU (P387680)) SWEDORRCE190 - RR CELL 19 CON T Budget F0_Index_Project_Mapping	
10	To view the list of Index Codes from the drop down box - click on the arrow icon (which is pointing down). Task - Project Index Code Mapping-Index Mapping Click Through Site List Index Mapping Click Through Site List > PROJECT INDEX CODE CROSSWALK PA001DE0841 - DRNG NW 67 PO_Index_Project_Mapping Task List Status Task List Status Task List Status Task List Status Task List Status Task List Status Po_Index_Project_Mapping Click Through Site List > PROJECT INDEX CODE CROSS Po_Index_Project_Mapping Task List Status Task List Status Task List Status Task List Status Task Code Mapping-Index Mapping Click Thr Index Mapping Click Through Site List > PROJECT INDEX CODE CROSS Po_Index_Project_Mapping Task List Status Task List Status Task Concord Site List > PROJECT INDEX CODE CROSS Po_Index_OUCT Site Site Site From Site Site Site Site Site Site Site Site	







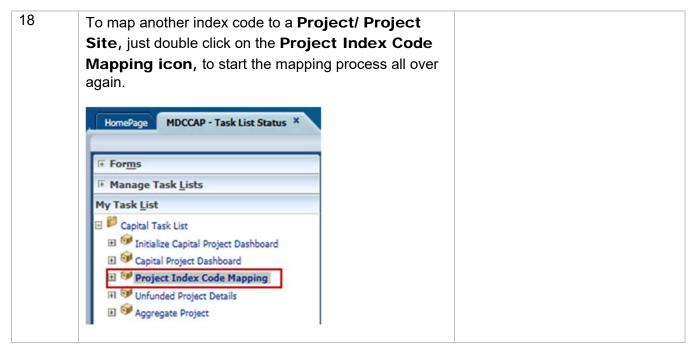


13	Once the Index Code has been selected and to begin mapping, click on the horizontal arrow icon - also called the "GO" button.	
	Task - Project Index Code Mapping-Index M Index Mapping Click Through Site List > PROJECT II Entity: P385480 CPE313CRELEV - COR-ELEVATO * • Budget F0_Index_Project_Mapping	
*	IMPORTANT You <u>MUST</u> click on the horizontal arrow icon - also called the "GO" button, when you have selected an Index Code to map.	
14	You will now see an empty field (box) displayed under the Budget heading. To map the Index Code , you <u>must</u> enter a value of "1" in the field (box).	
	Task - Project Index Code Mapping-Index Mapp Index Mapping Click Through Site List > PROJECT INDE Index Mapping Click Through Site List > PROJECT INDE Image: CPE313CRELEV - COR-ELEVATOR Image: Budget F0_Index_Project_Mapping	
	TIP: If you do not enter in the field a value of "1", your Index Code will <u>NOT</u> be mapped.	



15	Note that the cell will turn YELLOW until the form is saved.
	Task List Status
	Task - Project Index Code Mapping-Index Map
	Index Mapping Click Through Site List > PROJECT IND
	Entity: P3810230:P: TURNER GUILFORD KNI (P:
	CPA001DE1138 - DRNG 5010 NW 1- Budget
	F0_Index_Project_Mapping 1
16	To SAVE, click on the Save icon.
	Navigate <u>File Edit View Favorites Tools Ad</u> A ▷ A Explore III (*) III (*) III (*) III (*) IIII (*) IIII (*) IIII (*) IIIII (*) IIIII (*) IIIIIIIIII
17	After saving, a message will be displayed to advise you that:
	It was run successfully
	and
	That the data was saved.
	1 Information
	Messages for this page are listed below. (1) The data has been saved.
	(i) Rule was run successfully
	<u>OK</u>





--End Activity--





Activity 9: Forecast Current Year Expenses in CBAT

In this activity, the user will learn how to view Forecast Current Year Expenses in CBAT.

In this activity, you will:

- Open the Forecast Composite form
- Enter a budget in the forecast form

This task utilizes the **Forecast Composite form** which will display project/project site Actuals, Budget, and Forecasted data.



Step	Action	Notes
1.	To Forecast the user must be in the Rev & Exp form	
	However, the user will first need to log on to the CBAT application.	
	For assistance with logging on to the system, please refer to Activity CB1: Logging on to CBAT	
	Next the user will need to identify a capital project.	
	For assistance in selecting a capital project and project site, please refer to	
	Activity CB4: Selecting a Project in CBAT Activity CB5: Selecting a Project Site in CBAT	
2.		
2.	After you have selected your Project Site , keep your cursor on the highlighted Project Site and right click with your mouse. You will see a box appear to the right, click on Budget Rev and Exp icon.	
2.	on the highlighted Project Site and right click with your mouse. You will see a box appear to the right, click on Budget Rev	







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Capital Outlay Reserve		0	2,000		
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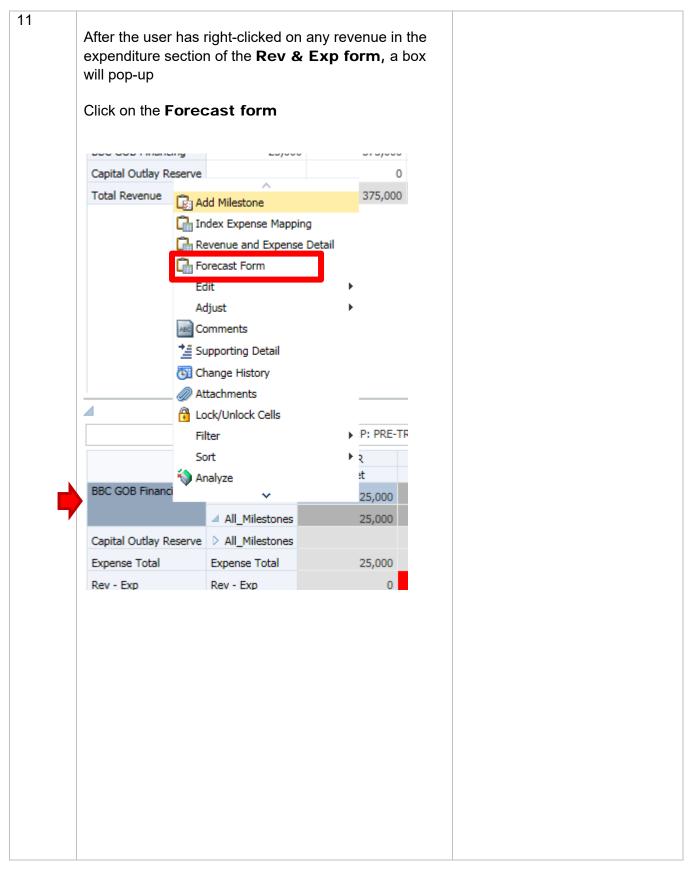


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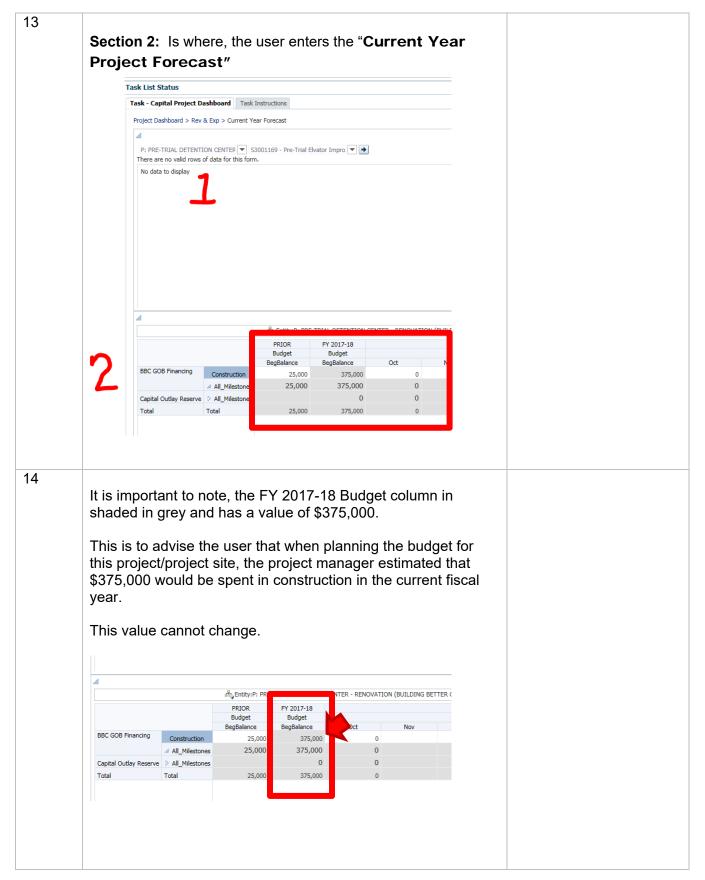






12							
	The screen below	/ is the F	orecas	ting for	m.		
				-			
	Section 1: Is where, YTD FAMIS actuals would be located had the user mapped their index codes to this project/project site.					is	
	By mapping your project index codes, it provides the user with YTD expenditure information to better plan future expenses.						
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	P: PRE-TRIAL DETENT There are no valid rows No data to display			vator Impro 💌 🌩			
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			PRIOR Budget	FY 2017-18 Budget			
	BBC GOB Financing	Construction	BegBalance 25,000	BegBalance 375,000	Oct 0	No	
		∠ All_Milestones	25,000	375,000	0		
	Capital Outlay Reserve	_	20,000	0	0		
	Total	Total	25,000	375,000	0		







15	What can change in the Forecasting form are the "White" cells
	PRIOR FY 2017-18
	Budget
	BegBalance egBalance Oct Nov Dec 4 Q1 BBC GOB Financing Construction 25,000 375,0 0 0 0 4 All Milestone 25,000 375,000 0 0 0 0
	Image: A All_Milestone 25,000 375,000 0 0 Capital Outlay Reserve > All_Milestones 0 0 0
	Total Total 25,000 375,000 0 0
16	The user has two ways to forecast: 1 – Monthly 2 – Quarterly
	ណីរួ Entity: P: PRE-TRIAL DETENTION CENTER - RENOVATION (BUILDING BETTER COMMU (P387680)
	PRIOR FY 2017-18
	Budget Budget
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	✓ All Milestones 25,000 375,000 0 0
	Capital Outlay Reserve > All_Milestones 0 0 0 0
	Total Total 25,000 375,000 0 0
17	
	For monthly forecasting , the user just adds a dollar value in the Milestone and Month
	ன் _y Entity:P: PRE-TRIAL DETENTION CENTER - RENOVATION (BUILDING BETTER COMMU (P387680)
	PRIOR FY 2017-18 Budget Budget
	BegBalance BegBalanc Oct Nov Dec 🛛 Q1
	BBC GOB Financing Construction 25,000 375 00 0 0
	⊿ All_Milestones 25,000 375 00 0 0
	Capital Outlay Reserve All_Milestones 0 0 0 Total Total 25,000 375,000 0 0
	Total Total 25,000 375,000 0 0



Oct	Nov	Dec	□ Q1
250,000	250,000	250,000	750,000
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in 3 and e months fo When add turns YEL This is to that cell h	qually distribute t r that particular q ling a value, the u LOW. remind the user th as not been save	he value across uarter chosen. Iser will notice t nat the informat	the three
in 3 and e months fo When add turns YEL This is to that cell ha	qually distribute t r that particular q ling a value, the u LOW. remind the user th	he value across uarter chosen. Iser will notice t nat the informat	the three



20	To SAVE the information stored in the Y cell, the user must click on the SAVE ice the upper right-hand corner of the screen		
	⊞ For <u>m</u> s	Task List Status	
		Task - Capital	
	My Task List	Project Dashboard	
21	Once the value has been saved, the user like the one below pop up on their screen Also note, that the values saved now resid cell		
	(i) Information	×	
	The data has been saved.		
		OK	

--End Activity--





Activity CB10: View Unfunded Project Details in CBAT

This activity **only** assists the user in viewing **Unfunded Project Details** in CBAT.

In this activity, you will:

• Learn how to view your unfunded capital projects



It is important for the user to remember that capital Projects/Project Sites are created in the PeopleSoft component **NOT** CBAT.

Any informational changes (additions, edits, and/or deletions) to a Project/Project Site <u>MUST</u> be made in PeopleSoft.

The information stored in PeopleSoft about a Project/Project Site is called "Metadata".

The various components of a project/project site are called **"Attributes"**. The following are various examples of Project/Project Site attributes.

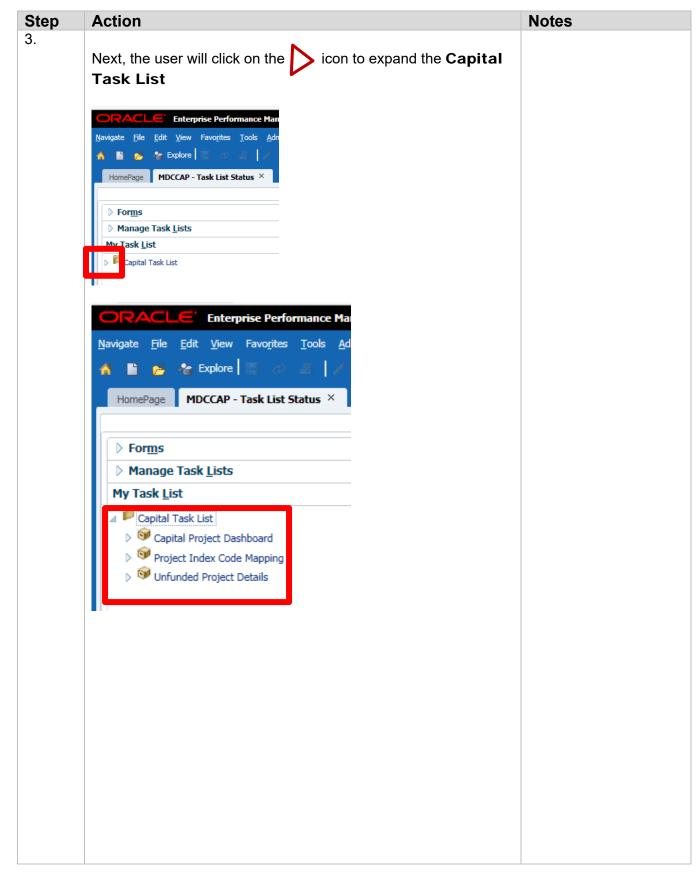
- Project Name
- Project Description
- Project Number
- Site Number
- Project Manager
- Site Location
- Commission District
- Commission District Served
- Project /Site Comments
- Unfunded

It is important to note that to mark a project as "**Unfunded**", the user will have to go into PeopleSoft.



Step	Action	Notes
1.	After the user has logged on to the CBAT application, they will	
	be brought to this screen.	
	Click on the MDCCAP icon	
	Navigate File View Favorites Tools Help	
	A 🎓 🏕 Explore HomePage × Explore: /CBAT Reports/Capital Reports BAT Unfunded Projects Report MDCCAP - Task List Status BAT Unif	
	/Shared Workspace Pages/HomePage	
	Recently Opened Quick Links	
	BAT Unfunded Projects Report Favorites	
	MDCCAP Applications MDCBUD	
	Planning	
	A MDCCAP	
	Workspace Pages	
2.	North to the left of the company the recencer will each a company on the	
	Next, to the left of the screen the user will see a screen appear - similar to the one below.	
	Click on My Task List	
	▶ Forms in Forms	
	Mapage Task Lists My Task List	
	Dimension	
	▷ <u>B</u> usiness Rule Security	
	▷ P <u>r</u> eferences	







Step	Action	Notes
4	Next, click on Unfunded Project Details	
	ORACLE' Enterprise Performance Man	
	Navigate <u>File Edit View Favorites Tools Ad</u>	
	HomePage MDCCAP - Task List Status ×	
	▶ For <u>m</u> s	
	Manage Task Lists	
	My Task <u>L</u> ist	
	Capital Task List	
	Capital Project Dashboard	
	Project Index Code Mapping Soft Unfunded Project Details	



Step	Action			Notes
5	To the right of your s Unfunded Projec			
	This is your Unfunc	_	ails form.	
	⊳ For <u>m</u> s			
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	My Task List	P2000000726 : P: DORAL FACI		
	Capital Task List S Capital Project Dashboard		Budget	
	Project Index Code Mapping	Project_Dept_ID	AD	
	Offended Project Details	Project_Name	DORAL FACILITY - SWALE PARKING	
		Project_Description	Develop parking on the swale around the shelter	
		Project_Est_Cost	65,000	
		Project_Location	3599 NW 79 Ave	
		Project_Location_Code	Doral	
		Project_District_Located	12	
		Project_District_Served	Countywide	
		Project_Manager		
		Project_Manager_Contact_Phn		
		Broiset Commont		
			oject Details form is roject Site Details	



HomePage MDCCAP - Task List Status	×		
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My Task List	P200000726 : P: DORAL		
Difference Capital Project Dashboard		AD	
 Project Index Code Mapping Unfunded Project Details 	Project_Dept_ID	DORAL FACILITY - SWALE PARKING	
y i onnanaca rioject octano	Project_Name	Develop parking on the swale around the shelt	er
	Project_Description		
	Project_Est_Cost	3599 NW 79 Ave	65,000
	Project_Location	Doral	
	Project_Location_Code	12	
	Project_District_Located	Countywide	
	Project_District_Served		
	Project_Manager		
	Project_Manager_Contact_	Phn	
	Broiset Commont		
	department and	se unfunded capital /or the capital proje nent.	



HomePage MDCCAP - Task List Status ×			
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ly Task List	02000000726 + D- D-0044		
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Project Index Code Mapping Infunded Project Details	Project_Dept_ID	DORAL FACILITY - SWALE PARKING	
	Project_Name	Develop parking on the guale around the shelts	
	Project_Description	Develop parking on the swale around the shelte	r
	Project_Est_Cost		65,000
	Project_Location	3599 NW 79 Ave	
	Project_Location_Code	Doral	
		12	
	Project_District_Located	Countywide	
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oox, just use you click.	r mouse to hig	-	
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The Un	funded Project	Details form wi	ll appear.		
Each att user cla	ribute (account) is rity.				
It is important to note that at the top of the form, the Project name and number is displayed.					
	00 – Repair Drain atment Center	age System at ti	ne Training		
Task Lis	t Status				
Task -	Unfunded Project D	etails-Unfunded Pi	oject Form		
P38100	00 : P: REPAIR DRAIN	AGE 🗸 🗭			
		FY01 No_Year Budget			
Project_	Actual_End_Date				
Project_	Actual_Start_Date				
Project_	CIE_Element	Not-Applicable			
Project	CIE_Info	Not-Applicable			
	Comm_Council_Dist	Council District 08			
Project_	Comment				
Project_	Contract_Number				
	Dept_ID	CR			
		Repair the drainage system			
	Description District_Located	12			
Project	District_Served	Countywide			
Note: Only "ur	nfunded project	t s″ are listed in t	nis form.		



9	Unfunded Projects can be found by either entering the project number or typing part of the project name in the Member field.
	Page Dimension
	Member
	Member P3810000 : P: REPAIR DRAINAGE SYSTEM AT THE T P3810250 : P: FITNESS CENTER AT TRAINING AND P381620 : P: NORTH DADE DETENTION CENTER RE P3820610 : P: REPLACE SECURITY SYSTEM AT WOM P3821050 : P: RESTROOM EXPANSION AT TRAINING P382310 : P: RESURFACE ON-SITE ROADWAYS AND P382430 : P: CONSTRUCT CENTRAL INTAKE COURT P383160 : P: PURCHASE MOBILE COMMAND POST (P P383620 : P: REPLACE EQUIPMENT AND FURNITURE P384500 : P: NORTH DADE DETENTION CENTER DE P384970 : P: LIGHTING AND SECURITY ENHANCEME
10	
10	To select another unfunded project , simply go back
	to the drop down box and click on the arrow icon
	(which is pointing down) to view the list of unfunded
	projects again.
	Task - Unfunded Project Details-Unfunded Project
	P3810000 : P: REPAIR DRAINAG N
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	Task - Unfunded Project Details-Unfunded Project Form
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	P3820610 : P: REPLACE SECURITY SYSTEM AT WOM
	P3821050 : P: RESTROOM EXPANSION AT TRAINING
	P382310 : P: RESURFACE ON-SITE ROADWAYS AND
	P382430 : P: CONSTRUCT CENTRAL INTAKE COURT
	P3829520 : P: TURNER GUILFORD KNIGHT CORREC
	P383620 : P: REPLACE EQUIPMENT AND FURNITURE
	P384500 : P: NORTH DADE DETENTION CENTER DE

--End Activity—





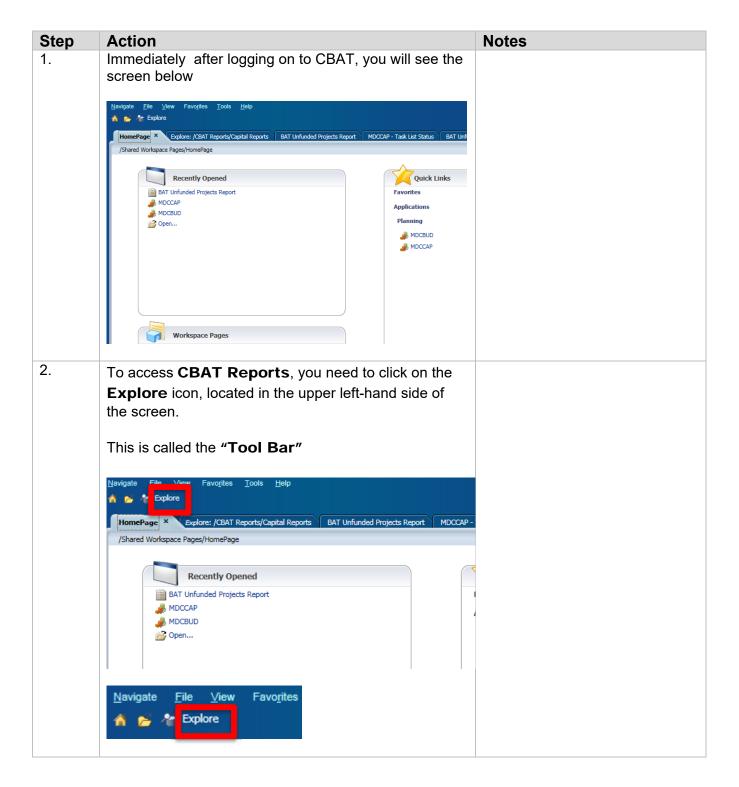
Activity CB11: Running the CBAT Unfunded Projects Report

In this activity, you will:

- Navigate the CBAT Reports Structure
- Open the CBAT Unfunded Projects Report
- Respond to Prompts
- Review the report data

This activity will guide the user you through the steps in running the **CBAT Unfunded Projects Report**, and reviewing the data.







3.	Once you have clicked on the Explore icon, the screen will change.
	Navigate File View Favo <u>r</u> ites <u>T</u> ools <u>H</u> elp ♠ ► Explore ← C
	HomePage Explore: / * BAT Unfunded Projects Report MDCCAP - Task List
	Folders / [] Root ! * Name ▲
	Image: CBAT Reports Image: CBAT Reports Image: CBAT Reports Image: CBAT Reports
4	Under Folders, you will see a grouping of folders. Click on the icon next CBAT Reports.
	Navigate File Edit View Favorites T
	HomePage MDCCAP - Task List Status
	Folders
	Root BAT Reports CBAT Reports Sample Content
	 ➢ Shared Workspace Pages ➢ ➢ Users

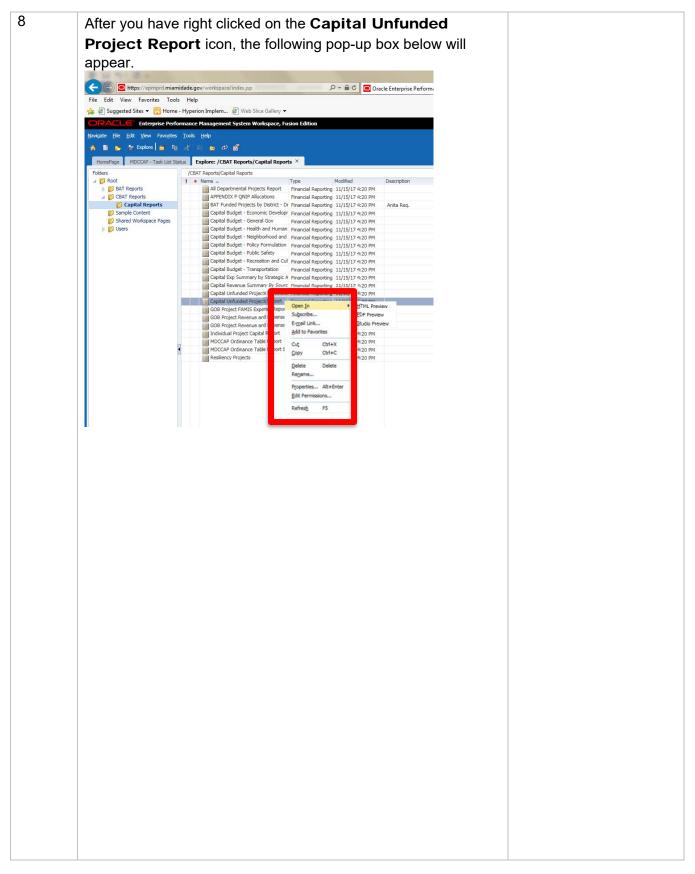


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5	When you click or folder expand.	CBAT Reports you will see the
	Folders	
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	📁 Capital R	eports 🔰 🏹 Sample Conten
	Sample Cont	ent 📔 Shared Worksp
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	📁 Shared Work	space Pages 🛛 👔 Users
	🖭 🃁 Users	
6	To the right of the	screen, the user will see a lisitng of
	reports	
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		ing of available Capital – CBAT
	reports	
	omePage MDCCAP - Task List Status	Explore: /CBAT Reports/Capital Reports ×
	ders //	
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	Sample Content	Capital Budget - Economic Developr Financial Reporting 11/15/17 4:20 Pr
	Shared Workspace Pages	Capital Budget - General Gov Financial Reporting 11/15/17 4:20 Pt Capital Budget - Health and Human Financial Reporting 11/15/17 4:20 Pt
		Capital Budget - Neighborhood and Financial Reporting 11/15/17 4:20 Pt
		Capital Budget - Policy Formulation Financial Reporting 11/15/17 4:20 Pt
		Capital Budget - Public Safety Financial Reporting 11/15/17 4:20 Pt Capital Budget - Recreation and Cul Financial Reporting 11/15/17 4:20 Pt
		Capital Budget - Transportation Financial Reporting 11/15/17 4:20 Pt
		Capital Exp Summary by Strategic A Financial Reporting 11/15/17 4:20 Pt
		Capital Revenue Summary By Sourc Financial Reporting 11/15/17 4:20 Pt Capital Unfunded Projects by Strate Financial Reporting 11/15/17 4:20 Pt
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		GOB Project Revenue and Expense Financial Reporting 11/15/17 4:20 Pt GOB Project Revenue and Expense Financial Reporting 11/15/17 4:20 Pt
		Individual Project Capital Report Financial Reporting 11/15/17 4:20 Pt
		MDCCAP Ordinance Table Report Financial Reporting 11/15/17 4:20 Pt
	•	MDCCAP Ordinance Table Report By Financial Reporting 11/15/17 4:20 Pt Resiliency Projects Financial Reporting 11/15/17 4:20 Pt
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	atus	Explore: /CBAT Reports/Capital Report	rts ×			
		BAT Reports/Capital Reports				
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		Capital Budget - Neighborhood and	Financial Reporting	11/15/17 4:20 PM		
		Capital Budget - Policy Formulation	Financial Reporting	11/15/17 4:20 PM		
		Capital Budget - Public Safety		11/15/17 4:20 PM		
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		Capital Budget - Transportation	Financial Reporting	11/15/17 4:20 PM		
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		GOB Project Revenue and Expense				
		Individual Project Capital Report		11/15/17 4:20 PM		
		MDCCAP Ordinance Table Report		11/15/17 4:20 PM		
	1	MDCCAP Ordinance Table Report B				
		Resiliency Projects	Financial Reporting	11/15/17 4:20 PM		







9 Click	on the Ope	n In icon				
	. .					
		sks the user, in	what form	nat do you	wish to view	
the re	eport in.					
	-					
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		Capital Budget - Policy Formulation	Financial Reporting 11/15	17 4:20 PM		
		Capital Budget - Recreation and Cul	Financial Reporting 11/15	17 4:20 PM		
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		Capital Unfunded Projects Re	Open In	HTML Preview		
		GOB Project FAMIS Expense por GOB Project Revenue and Excent		PDF Preview		
		GOB Project Revenue and Expense Individual Project Capital Report	E-mail Link Add to Favorites	Studio Preview		
	4			17 4:20 PM 17 4:20 PM		
		Resiliency Projects	Delete Delete	17 4:20 PM		
			Rename			
			Properties Alt+Enter Edit Permissions			
			Refres <u>h</u> F5			
_						



10	After you have click on the PDF Preview icon, the following screen pops up.	
	This is the Respond to Prompts screen	
l	Respond to Prompts X Prompt Selection Type Source Enter Entity: Image: Construction of the provided projects Report Grad Construction Grad Construction	
	HelpQK Çancel Beset	
	NOTE: On the right-hand side of the screen there is a notation to let you know what report you are running.	
11	In this screen, you must enter your two letter department code.	
	However, in addition to your two letter department code, you must always type in the letter "E".	
	"E" stands for entity.	
	Respond to Prompts The following prompt has been defined in the report. You may use the default values shown, or s Respond to Prompts at Report Level Prompt Enter Entity:	
	Respond to Prompts The following prompt has been defined in the report. You may use the default values shown, or se Respond to Prompts at Report Level Prompt Enter Entity:	



12	After you have entered "E" and	Vour two	n letter	
	-	•		
	department code, click the	OK Icon, I	ocated in the	
	lower right-hand of the screen			
	-			
	Respond to Prompts		×	
	The following prompt has been defined in the report. You may use the default values	shown, or select other members		
	Prompt Selection Ty Enter Entity: ECR Re	port Report:	BAT Unfunded Projects Report	
	*	Grid: G	rid1	
	Help		QK ancel Reset	
	15			
	014			
	OK			
13	The BAT Unfunded Project R	eport disp	lays for the	
	Department selected on the Re	spond to	Prompts	
	-			
	screen.			
	Miami-Dade County			
	BAT Unfunded Project Repo	Dri		
	BUDGETING ANALYSIS TOOL			
	UNFUNDED CAPITAL PROJECTS			
		1001701	(dollars in thousands)	
	PROJECT NAME	LOCATION	ESTIMATE PROJECT COST	
	TURNER GUILFORD KNIGHT CORRECTIONAL CENTER ROOF TOP SECURITY MODIFICATION	7000 NW 41 St	350	
	KROME DETENTION CENTER - BUILDING BETTER COMMUNITIES BOND PROGRAM	18201 SW 12 St		
	COMMUNICATIONS INFRASTRUCTURE EXPANSION TURNER GUILFORD KNIGHT CORRECTIONAL CENTER KITCHEN AIR	Various Sites 7000 NW 41 St		
	CONDITIONING INSTALLATION METRO WEST DETENTION CENTER INMATE HOUSING IMPROVEMENT	13850 NW 41 St		
	VOMEN'S DETENTION CENTER EXTERIOR SEALING	1401 NW 7 Ave		
	TURNER GUILFORD KNIGHT CORRECTIONAL CENTER MENTAL HEALTH RENOVATIONS	7000 NW/ 41 St		
	TURNER GUILFORD KNIGHT CORRECTIONAL CENTER PRESSURE WASH AND BEAL EXTERIOR ELEVATOR REFURBISHMENT	7000 NW 41 St Various Sites	600	
	TURNER GUILFORD KNIGHT CORRECTIONAL CENTER DOMESTIC WATER	7000 NW 41 St	200	
	PUMP FACILITY ROOF REPLACEMENTS	Various Sites		
	METRO WEST DETENTION CENTER REPLACE HOUSING UNIT SECURITY WINDOWS	13850 NW 41 St		
	VOMEN'S DETENTION CENTER AIR CONDITIONING COILS	1401 NW/7 Avenue 1321 NW/13 St	480,000	
	PRE-TRIAL DETENTION CENTER RENOVATION - BUILDING BETTER COMMUNITIES BOND PROGRAM KITCHEN EQUIPMENT REPLACEMENT	1321 NW 13 St Various Sites	2,100.000	
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	UNFUNDED CAPITAL PROJECTS			
	PROJECT NAME	LOCATION	ESTIMATE PROJECT COST	
	TURNER GUILFORD KNIGHT CORRECTIONAL CENTER ROOF TOP SECURITY	7000 NW 41 St	350	
	MODIFICATION KROME DETENTION CENTER - BUILDING BETTER COMMUNITIES BOND PROGRAM	18201 SW 12 St		
	COMMUNICATIONS INFRASTRUCTURE EXPANSION	Various Sites		
	TURNER GUILFORD KNIGHT CORRECTIONAL CENTER KITCHEN AIR CONDITIONING INSTALLATION	7000 NW 41 St		
	METRO WEST DETENTION CENTER INMATE HOUSING IMPROVEMENT	13850 NW 41 St		
	WOMEN'S DETENTION CENTER EXTERIOR SEALING	1401 NW 7 Ave		
	TURNER GUILFORD KNIGHT CORRECTIONAL CENTER MENTAL HEALTH RENOVATIONS	7000 NW 41 St		
	FURNER GUILFORD KNIGHT CORRECTIONAL CENTER PRESSURE WASH AND SEAL EXTERIOR	7000 NW/41 St	600	
	ELEVATOR REFURBISHMENT	Various Sites		
	FURNER GUILFORD KNIGHT CORRECTIONAL CENTER DOMESTIC WATER PUMP	7000 NW 41 St	200	
	ACILITY ROOF REPLACEMENTS	Various Sites		
	METRO WEST DETENTION CENTER REPLACE HOUSING UNIT SECURITY WINDOWS	13850 NW 41 St		
	WOMEN'S DETENTION CENTER AIR CONDITIONING COILS	1401 NW 7 Avenue	480,000	
	PRE-TRIAL DETENTION CENTER RENOVATION - BUILDING BETTER COMMUNITIES BOND PROGRAM	1321 NW 13 St		
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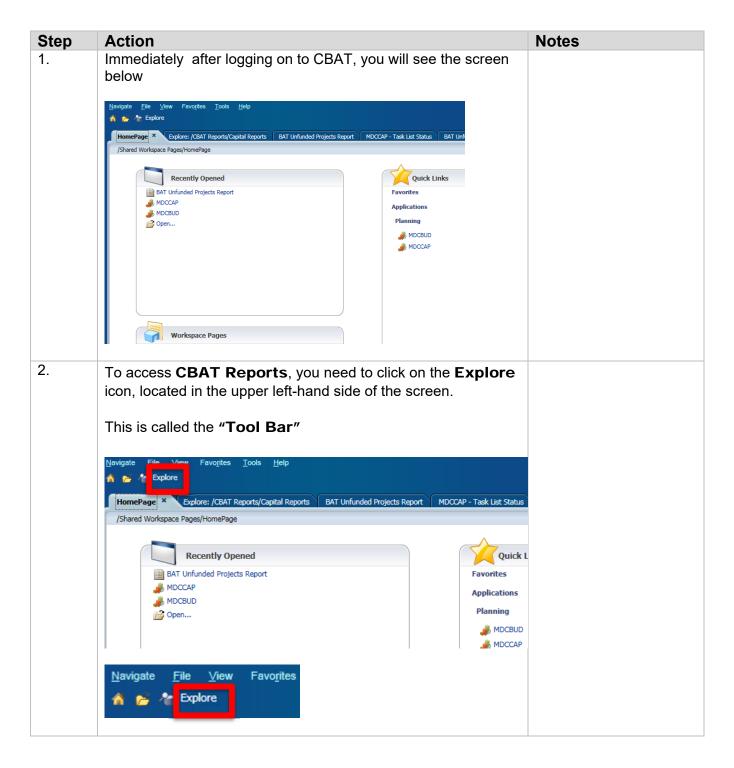


Activity CB12: Printing Departmental Capital Projects Report

This activity will describe to the user how to print a capital report that will print <u>ALL</u> your departmental capital projects.

This is **<u>NOT</u>** a report to print individual capital projects.

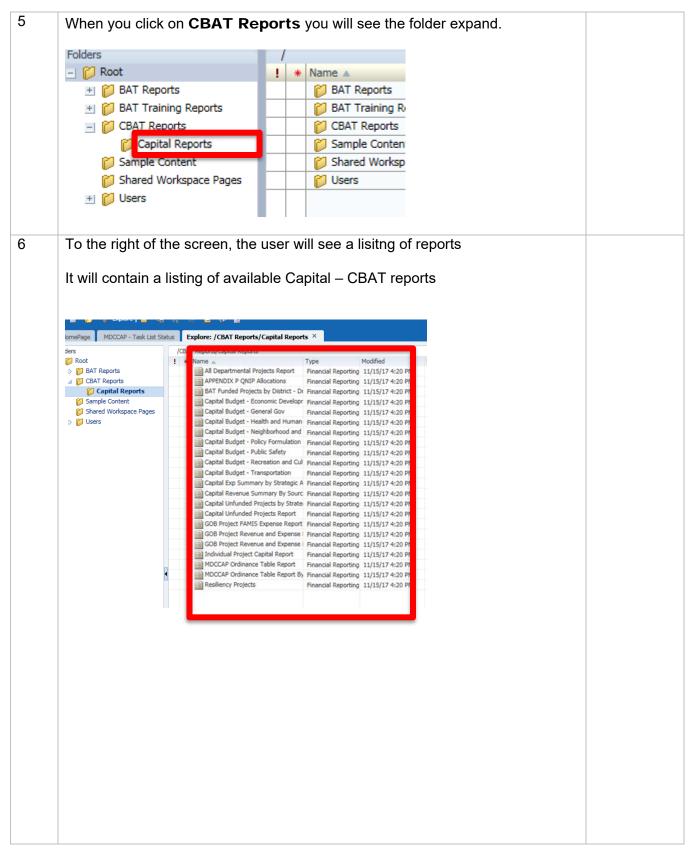




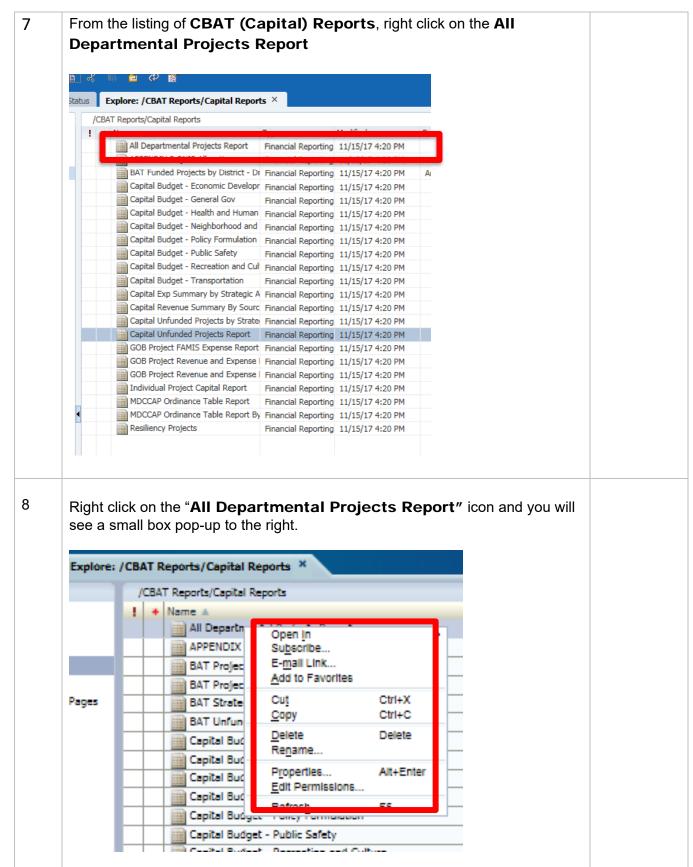


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13	Click on the + next to "Entity" folder to expand the file	
	Image: Name Image: Name </th <th></th>	
14	Now you will see the folder expanded. VIPORTANT: "Department_Rollup" is <u>ONLY</u> for active capital projects	
	Click on the + next to "Department_Rollup" folder to expand the file	
	Image: Solution of the second point of the second	
	Name	
	E. Entity	
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15	Now you will see that the folder ha	is expanded again.	
	Scroll down and find your two lette	er code for your department	
	Image: Second	ION D OF COUNTY COMMISSIONE IUNITY ACTION AND HUMHINT ECTIONS & REHABILITATION JRAL AFFAIRS	
16	Once you have found your departmy you see a check mark appear	Department_Rollup Active EAD - ANIMAL SERVICES EAV - AVIATION ECC - BOARD OF COUNTY	
	Entity Control All_Entities Control All_Entites Control All_Entites Control All_Entites Control All_Entite	Department_Rollup Active EAD - ANIMAL SERVICES EAV - AVIATION ECC - BOARD OF COUNTY CO	



17	Now scroll down until you see two arrows on your right-hand side
	Click on the arrow pointing to the right
	ISCUE
	NITY INFORMATION AND OUTREACH
	AL SERVICES
	AL ADMINISTRATION
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	TA AND PHILLIP FROST MUSEUM OF SCIENCE
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19	Click on the box until you see a check mark appear	
	Selected: 1 of 1 Rows Per Page: 20 Name EAD	
20	Click on the OK icon located at the bottom right-hand side of the box	
	Memologie All Produktie friefs (1-53 of 33) Produktie friefs (1-50 of 150 m) Name Values for friefs (1-50 of 150 m) Values for friefs (1-50 m)	
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	OK Cancel	



Step	Action	Notes
22	Once you have clicked on the OK icon located at the bottom right-hand side of the box it will bring you back to the box below where you will see your two letter department code	
	rompts	
	ring prompt has been defined in the report. You may use the default values shown, or select	
	to Prompts at Report Level	
	ty: EAD Type Report	
23	If your two letter department code appears in the box then click on the OK icon located at the bottom right-hand side of the box	
	v card geet	



Step	Action	Notes
24	Within a few minutes, you should see your departmental project report for ALL your projects	-
	BUDGETING ANALYSIS TOOL	
	NEW ANIMAL SHELTER PROJECT #: P DESCRIPTION: Purchase and retrofit facility to serve as the new Animal Shelter LOCATION: 3651 NW 79 Ave District Located: 12 Unincorporated Miami-Dade County District(s) Served: Countywide	9199
	DEVENUE SCHEDUILE DEIOR EV 2015.16 EV 2016.17 EV 2017.18 EV 2018.10 EV 2010.20 EV 2020.21 Image: I	
25	To print your report, simply click on the print icon on your screen	





The Circle of Life for Capital

This section will provide you with the circle of life for your capital project tying it all together from...

- PeopleSoft
- CBAT
- Departmental Narrative
- Ordinance
- Budget Book Appendices
- Mid-Year and EOY memos
- Budget hearing memos

Project is entered into PeopleSoft

Project Project S	ites List Project Sites	
Project Number	2000000556 *Dept. Id. CR CORRECTIONS & REHABILITATION	Archived
Project Name	METRO WEST DETENTION CENTER REPLACE HOUSING UNIT SECURITY WINDOWS - PHASE II	
Proj. Desc.	Replace existing detention grade security windows	
Address	13850 NW 41 St	
ocation	Unincorporated Miami-Dade County	
Dist. Located.	□01 □02 □03 □04 □05 □06 □07 □08 □09 □10 □11 ☑12 □13 □CW □UM □	
Dist. Served	01 02 03 04 05 06 07 08 09 10 011 12 13 2 cw 04	
Community Council	District Not-Applicable	
Strategic Area	Public Safety	
Strategic Object	PS1-4 Q, Provide safe and secure detention	
Function	Jail Facility Improvements	
CIE Info	Not-Applicable V CIE Element Not-Applicable	· · · · · · · · · · · · · · · · · · ·
Resiliency Comp.	Renew and Strengthen Infrastructure	
Unfunded Projects		
Jnfunded: 🗆	Estimated Total Unfunded Project Cost (Actual Value)	
Federal Stimulus: [BBC GOB:
FY Impact	Estimated Annual Operating Cost (Actual Value)	Addtl FTE's
Percent Complete		
Project Schedule		_
Projected Start Date	Projected End Date	
Actual Start Date	Actual End Date	
Project Manager Inf	ormation	
First Name	Last Name Tel. No.:	
Proj. Comments		
Delete Project:		

🔠 Save 🛛 🕀 Return to Search 🛛 😂 Refresh

295

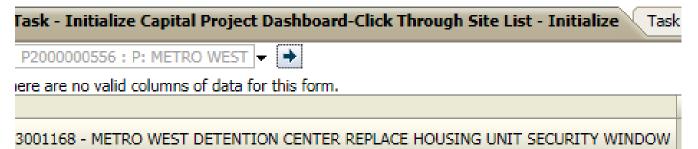
+ Add



Project site is created in PeopleSoft in order to budget in CBAT

Project Number	2000000558	METRO WEST DETENTION CENTER REPLACE HOUSING UNIT SECU	RITY WINDOWS - PHASE II
Department	CR CORREC	CTIONS & REHABILITATION	
Project Sites			Find View All First 10 to
Site Number	30011	188 Site Status Unassigned	\sim
Site Name	METRO WEST	T DETENTION CENTER REPLACE HOUSING UNIT SECURITY WINDOWS - PHA	ASE II

Project and Project Site is pushed to CBAT for budgeting



Project is budgeted in CBAT

		赤 Ent	ity: P: METRO WEST	T DETENTION CENTE	R REPLACE HOUSING	G UNIT SECURITY W	IND (P200000556)		
	PRIOR	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FUTURE	TOTAL
Capital Asset Series 2007 Bond Proceeds	1,000,000	. c							1,000,000
Fotal Revenue	1,000,000	(C							1,000,000
1									
1		بقي Ent	ity: P: METRO WEST	T DETENTION CENTE	R REPLACE HOUSING	G UNIT SECURITY W	IND (P200000556)		
1	PRIOR	∰ Ent FY 2016-17	ity: P: METRO WEST FY 2017-18	T DETENTION CENTE FY 2018-19	R REPLACE HOUSING	G UNIT SECURITY W	IND (P2000000556) FY 2021-22	FUTURE	TOTAL
] Construction	PRIOR							FUTURE	TOTAL 1,000,000
	PRIOR	FY 2016-17						FUTURE	



Project is pushed from CBAT to Book Builder where your departmental narrative is compiled for the Proposed/Adopted Budget Book

FY 2016 - 17 Adopted Budget and Multi-Year Capital Plan

Corrections and Rehabilitation

(dollars in thousands)	PRIOR	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FUTURE	TOTAL
Revenue									
BBC GOB Financing	9,866	3,500	15,001	15,731	18,731	30,000	10,000	19,701	122,530
BBC GOB Berles 2008B	730	· D	. D	. D	. D	· D	. D	. D	730
BBC GOB Berles 2014A	7,244	D	D	D	D	D	D	D	7,244
Capital Outlay Reserve	5,590	1,803	407	407	D	D	D	D	8,007
BBC GOB Berles 2011A	307	, D	D	D	D	D	D	D	307
BBC GOB Berles 2013A	1,117	D	D	D	D	D	D	D	1,117
BBC GOB Berles 2005A	1,068	D	D	D	D	D	D	D	1,068
BBC GOB Series 20088-1	1,504	D	D	D	D	D	D	D	1,504
Capital Asset Series 2007 Band Proceeds	2,841	D	D	D	D	D	D	D	2,041
Totel:	30,067	5,103	15,408	16,138	18,731	30,000	10,000	18,701	145,148
Expenditures								-	
Strategio Area: PS									
Equipment Acquisition	1,403	200	D	D	D	D	D	D	1,603
Jail Facility Improvements	10,750	4,009	10,408	11,138	10,731	D	D	D	56,045
New Jall Facilities	7,299	2,500	5,000	5,000	8,000	30,000	10,000	19,701	87,500
Total	28,461	5,709	15.408	15,138	18,731	30,000	10,000	19,701	145,148

METRO WEST DETE Phase II	HOUSING	UNIT SECURITY WINDOWS -			PRO.	JECT #:	2000000556			
DESCRIPTION: LOCATION:	13850 NW 41	ng detention gre St d Miemi-Dede C		ndows District Located: District(s) Berved:			12 Countyw	vide		
REVENUE SCHEDULE: Capital Asset Series 200 Proceeds	7 Bond	PR/OR 1,000	2016-17 0	2017-18 0	2018-19 0	2018-20 0	2020-21 0	2021-22 0		TOTAL 1,000
TUTAL REVENUES:		1,000								1,000
EXPENDITURE SCHEDU Construction	LE:	PRIOR	2018-17 1,000	2017-18 0	2018-19 0	2018-20 0	2020-21 0	2021-22 0		TOTAL 1,000
TUTAL EXPENDITURES:			1,000	9			9			1,000

As a result of the budget loaded for the project an ordinance is created providing for the expenditure authority

CAPITAL ASSET ACQUISITION BOND Series 2007A (Fund CB 360, Subfund 015)

Revenues:	Prior Years	FY 2016-17	Future Years	Total
Bond Proceeds	\$45.284.000	<u>\$0</u>	<u>so</u>	\$45.284.000
Expenditures:				
Build out and Purchase of Overtown Tower 2 Coast Guard Property Correctional and Rehabilitation Projects:	\$37,399,000 848,000	\$5,379,000 17,000	\$0 0	\$42,778,000 865,000
Exterior Sealing Phase I - Various Sites Turner Guilford Knight - Kitchen Air Conditioning Metro West Detention Center - Replace Housing Unit Security Window	285,000 170,000 0	90,000 96,000 1,000,000	0 0 0	375,000 266,000 1.000,000
Total	\$38,702,000	\$6,582,000	<u>\$0</u>	\$45.284.000



The project is captured in various appendices included in the Proposed/Adopted Budget Book

APPENDIX I: 2016-17 CAPITAL BUDGET

(dollars in thousands)

				2016-17					Projected
Strategic Area / Department	Prior Years	Bonds	State	Federal	Gas Tax	Other	16-17 Total	Future	Total Cost
Public Safety									
Corrections and Rehabilitation									
EXTERIOR SEALING PHASE I - WOMEN'S DETENTION CENTER , TURNER GUILFORD KNIGHT, AND METRO WEST	482	90	0	0	0	0	90	0	572
KITCHEN EQUIPMENT REPLACEMENT	1,403	0	0	0	0	200	200	0	1,603
KROME DETENTION CENTER - BUILDING BETTER COMMUNITIES BOND PROGRAM	7,299	2,500	0	0	0	0	2,500	77,701	87,500
METRO WEST DETENTION CENTER INMATE HOUSING IMPROVEMENT	2,736	0	0	0	0	300	300	814	3,850
METRO WEST DETENTION CENTER REPLACE HOUSING UNIT SECURITY WINDOWS - PHASE II	0	1,000	0	0	0	0	1,000	0	1,000
PRE-TRIAL DETENTION CENTER RENOVATION - BUILDING BETTER COMMUNITIES BOND PROGRAM	14,537	1,000	0	0	0	0	1,000	31,463	47,000
TURNER GUILFORD KNIGHT CORRECTIONAL CENTER KITCHEN AIR CONDITIONING INSTALLATION	1,924	96	0	0	0	1,473	1,569	0	3,493
TURNER GUILFORD KNIGHT CORRECTIONAL CENTER ROOF TOP SECURITY MODIFICATION	80	0	0	0	0	50	50	0	130
Department Total	28,461	4,686	0	0	0	2,023	6,709	109,978	145,148
Fire Rescue									
AIR RESCUE HELICOPTER FLEET REPLACEMENT	0	60,000	0	0	0	0	60,000	0	60,000
FIRE - REPLACE COMPUTER-AIDED DISPATCH SYSTEM	0	1,233	0	0	0	0	1,233	2,450	3,683



APPENDIX M: RESILIENCE CAPITAL PROJECTS

(dollars in thousands)

		2010000		10000000000					
	Prior Years	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	Future	Projected Total Cos
Parks, Recreation and Open Spaces									
UNINCORPORATED MUNICIPAL SERVICE AREA - TREE CANOPY EXPANSION	0	250	0	0	0	0	0	0	250
Police									
LICENSE PLATE READERS	0	1,200	0	0	0	0	0	0	1,20
Solid Waste Management									
CHEMCIAL CONTAINER REPLACEMENT (MOSQUITO CONTROL)	0	300	0	0	0	0	0	0	30
Other Sustainability Total	0	1,900	0	0	0	0	0	0	1,90
enew and Strengthen Infrastructure									
Aviation									
MIAMI INTERNATIONAL AIRPORT IMPROVEMENT FUND PROJECTS	3,999	9,866	960	0	0	0	0	0	14,82
MIAMI INTERNATIONAL AIRPORT RESERVE MAINTENANCE PROJECTS	36,347	59,193	64,215	56,507	56,507	56,500	0	0	329,26
MIAMI INTERNATIONAL AIRPORT SOUTH TERMINAL IMPROVEMENTS	4,270	30,636	73,899	50,667	23,763	33,822	80,418	15,930	313,40
Communications									
MISCELLANEOUS PRODUCTION EQUIPMENT FOR MIAMI-DADE TV	1,002	37	0	0	0	0	0	0	1,03
Community Action and Human Services									
FACILITIES - RENOVATIONS AND PREVENTATIVE MAINTENANCE	990	500	0	0	0	0	0	0	1,49
Corrections and Rehabilitation									
EXTERIOR SEALING PHASE I - WOMEN'S DETENTION CENTER, TURNER GUILFORD KNIGHT, AND METRO WEST	482	90	0	0	0	0	0	0	573
KITCHEN EQUIPMENT REPLACEMENT	1,403	200	0	0	0	0	0	0	1,60
METRO WEST DETENTION CENTER INWATE HOUSING IMPROVEMENT	2,736	300	407	407	0	0	0	0	3,85
METRO WEST DETENTION CENTER REPLACE HOUSING UNIT SECURITY WINDOWS - PHASE	0	1,000	0	0	0	0	0	0	1,00
PRE-TRIAL DETENTION CENTER RENOVATION - BUILDING BETTER COMMUNITIES BOND PROGRAM	14,537	1,000	10,001	10,731	10,731	0	0	0	47,00
TURNER GUILFORD KNIGHT CORRECTIONAL CENTER KITCHEN AIR CONDITIONING INSTALLATION	1,924	1,569	0	0	0	0	0	0	3,49

INSTALLATION



Any changes after the Proposed Budget Book is released, is noted in the Budget hearing memos to be included in the Adopted Budget Book

Date:	September 3, 2015	
То:	Honorable Chairman Jean Monestime and Members, Board of County Commissioners	
From:	Carlos A. Gimenez Mayor	
Subject:	Information for First Budget Hearing - FY02015-16 Proposed Budget	

This information has been prepared to accompany the FY 2015-16 Budget Ordinances for your consideration at the first budget hearing on September 3, 2015. This document details all adjustments identified since the submittal of the Proposed Budget on July 7, 2015.

The attached ordinances have been adjusted for technical changes, corrections of scriveners' errors, corrections of appropriation posting errors, and current estimates of grants. Cash carryover for proprietary funds has been adjusted where appropriate. Amendments to or waiver of various code

CAPITAL BUDGET/CAPITAL IMPROVEMENT PLAN (CIP) UPDATES

Fire Rescue

Subsequent to the release of the FY 2015-16 Proposed Budget and Multi-Year Capital Plan, the Department's Sweetwater Station 29 project (Project #P5410, \$1.5 million), originally planned as a temporary relocation project due to the Florida Department of Transportation's (FDOT) widening of SW 107 Avenue, has changed to the construction of a new facility. The street widening project required that the County sell a portion of the land in front of Station 29 and as a result substantial renovations would need to be made to the facility. In lieu of making those renovations to the existing facility, the Department will demolish the 40-year old structure and construct a new two-story facility. It is recommended that \$3 million of the 2006 Sunshine State Financing proceeds be reallocated from the Fire Rescue Station Renovation project (Project #P374900, \$4.5 million) to cover the cost of the new construction. This funding is available due to changes in the plans for the North Bay Village station (Station 27).

Building Better Communities General Obligation Bond Program (BBC GOB)

On June 2, 2015, the Board adopted Resolution R-468-15 and R-469-15, approving significant modifications to the Oak Grove Park project, as well as the Haitian Community Center to be built on that site. Project #P117400 - Acquire or Construct Future Multi-Purpose Facilities \$2.6 million was decreased from BBC GOB Financing in future years and reallocated to Project #P935350 - New Haitian Community Center and Project #P93870 Arcola Lakes Park was decreased by \$300,000 in BBC GOB Financing and reallocated to Project #P935510 Oak Grove Park.

Public Works and Waste Management

Subsequent to the release of the FY 2015-16 Proposed Budget and Multi-Year Capital Plan, revenue projections were corrected to reflect a \$1.796 million dollar reduction in projected Secondary Gas Tax revenues and an increase of \$452,000 in available Capital Improvement Local Option Gas Tax (CILOGT). Project #P1640 - Improvements to South Miami Avenue from SE 5 Street to SE 15 Road, Project #P606270 - Pavement Markings Contract, Project #P6067680 - Road and Bridge Emergency Repairs/Improvements/Painting, Project #6031831 - Railroad Crossing Improvements, Project #P6050281 - Guardrail Safety Improvements, and Project #P6050231 - Bridge Repair and Painting will all have a portion of activities anticipated for FY 2015-16 deferred to the following fiscal year.

Funding from the general allocations of Road Impact Fee (RIF) projects include Project #P606110 -Traffic Control Devices-Signalization Road Impact Fee District 4, Project #P604610 - Resurfacing Arterial Streets Road Impact Fee District 4, Project #P609310 - Improvements to Intersections in Road Impact Fee District 4 and additional RIF District 4 funding identified subsequent to the release of the Proposed Budget will be used to advance Project #605060 - Improvements on SW 142 Avenue from SW 26 Street to SW 8 Street. Additional RIF funding in Districts 1 and 2 has been allocated to Project #939080 Ludlam Bike Path in FY 2016-17 and FY 2017-18. Similar to RIF funding for the Underline project, in order for this project to access this source, a traffic study will have to be completed indicating the investment improves capacity for the area.



Any changes to a capital project during the fiscal year is noted in either the Mid-Year and/or End-of-Year budget memo – should expenditure authority for the project be exceeded

CLERK OF THE OF COUNTY COMM HAMI-DADE COUN	IISSIONERS	
Date:	June 30, 2015	Amended
To:	Honorable Chairman Jean Monestime and Members, Board of County Commis	Agenda Item No. 5(F)
From:	Carlos A. Gimenez	ufe
Subject:	FY 2014-15 Mid-Year Budget Suppleme	ant
		Ordinance No. 15-49

Recommendation

It is recommended that the Board of County Commissioners (Board) approve the attached supplemental budgets in accordance with the Home Rule Charter and Section 129.06 of the Florida Statutes. These supplements will align the County's FY 2014-15 Adopted Budget with projected end-of-year expenditures.

Building Better Communities General Obligation Bond (BBC GOB)

Fund CB 320 requires an amendment to move \$6.5 million Question 1 "Water, Sewer, and Flood Control" and \$2.7 million in Question 6 "Public Service and Outreach Facilities" from future years funding to two projects in FY 2014-15. The first amendment is to provide funding to the Village of Bal Harbour for the improvement to the municipal collection system that will help control peak flows coming to the County's regional system within northeast Miami-Dade County and the Village of Bal Harbour, a key component of the County's regional sanitary sewer system. The second amendment is to advance funding for Little Havana Social Service, Inc., a subsidiary of Little Havana Activities and Nutrition Centers of Dade County Inc., the grantee authorized to receive these BBC GOB funds pursuant to Resolution R-122-15, to secure federal funds to complete the construction of a multi-use facility. This impacts projects numbers 962830, 964350, 969830, 115530, and 9810960 references in Volume 3 pages 118,120,125, 286 and 324, respectively.





Anatomy of an ISD Project Cost Summary (PCS) Form

This section will describe to the user:

- What a PCS form is
- What information is the department's responsibility to provide
- Where to find the information
- Understanding the information
- The connection between the PCS form and the capital project
- The importance of the PCS sheet
- Approving the PCS sheet

As is standard practice for <u>ALL</u> ISD managed projects – whenever ISD is asked to manage a capital project a "**Project Cost Summary**" form (PCS) is be provided to the Department outlining the various project costs

When a department wishes to begin the process of moving forward for an approved capital project it may or may not reach out to ISD for project management support.

For those departments that do not have their own internal capital division most likely, you will be contacting ISD for project management support.

It is for those departments that use ISD to manage their capital projects that this section is geared towards.



1	 When the department initiates the call to ISD to manage a capital project for them, ISD will always create a "Project Cost Summary" knowns as a PCS form for the project. This form will: Outline the services being provided The costs associated Indicate the index code to be charged Identify the project – as noted in the Proposed/Adopted Budget book Serve as a contract between ISD and the Department Indicate any changes that occur to the project that may or may not result in increases project costs Identify the departmental contact Provide the ISD work order number to track charges Identify where the project can be found in the Proposed/Adopted budget book for reference 	
2	 ISD will ask for the following questions What is the capital project's name? What is the capital project's number? What is the project site number? Where can the capital project be found in the Proposed/Adopted budget book? Who is the departmental contact for the project? What index code is the project being charged to? What is the project's budget? 	
	to know this information and provide it to ISD. It is <u>NOT</u> ISD's job to provide the answers for the seven questions listed above. A department should take full responsibility in knowing their capital projects	



Work Order: W130069 cio Project Name: Second Domestic Violence Shelter Date 2016-09-23 Capital Project Name: Second Domestic Violence Shelter Contact ELiZABETH REGALADO Site No: NA Department HOMELESS TRUST Budget Book: FY2016-17 Proposed Volume-3 Page 98 Act. Div. Director MARRERO, ASAEL(ACE) Phone: (305) 375-1115 Project Description T HT. NEW MDC EMPOWERMENT CTR. DESIGN NEW CENTER FOR DOMESTIC VIOLENCE VICTIMS Scope Project Dosestic Violence Shelter LOCATOR Makaget Doldestic Violence SHELTER PROJECT #: 20731 Mod Applicable Diskd Located Countywide Diskd Located LOCATOR Makpicable Diskd Located Countywide REVENUE: 5128 3,673 7,431 0 0 0 0 0 0 0 0 0 16,238 TOTAL REVENUE: 5128 3,673 7,431 0 0 0 0 0 0 0 0 0 16,238 Diskd Located Countywide REVENUE: 5128 3,673 7,431 0 0 0 0 0 0 0 0 0 0 16,238 TOTAL REVENUE: 5128 3,673 7,431 0 0 0 0 0 0 0 0 0 0 16,238 Diskd Located Count dowenage Tax 5,128 3,673 7,431 0 0 0	COUNTY		Pro	oosed Co	st Summa	ry (Chang	ge Order)				
Date 2016-09-23 Capital Project No.: 207931 Contact ELIZABETH REGALADO Site No.: N/A Department HOMELESS TRUST Budget Book: FY2016-17 Proposed Volume-3 Page 98 Act. Div. Director MARRERO, ASAEL(ACE) Phone: (305) 375-1115 Property Address N/A HT: NEW MDC EMPOWERMENT CTR. DESIGN NEW CENTER FOR DOMESTIC VIOLENCE VICTIMS Scope he department should be using the name as presented in the proposed/Adopted budget book SECOND DOMESTIC VIOLENCE SHELTER PROJECT #: 207931 Description District(s) Served: Countywide District(s) Served: Countywide Countywide Description District(s) Served: Countywide Countywide Proposed/Adopted budget book District(s) Served: Countywide Countywide EXECUND DOMESTIC VIOLENCE SHELTER PROR 2016-17 2019-20 2020-21 2021-22 FUTURE TOTAL Food and Beverage Tax 5,128 3,673 7,431 0 0 0 0 0 16,238 EXPENDTURE SCHEDULE: PRIOR 2016-17 2017-18			D 1			1020			2211-0240-0		
Contact ELIZABETH REGALADO Site No: N/A Department HOMELESS TRUST Budget Book: FY2016-17 Proposed Volume-3 Page 98 Act. Div. Director MARRERO, ASAEL(ACE) Phone: (305) 375-1115 Property Address N/A Image: Stream of the strea								Violence	e Shelter		
Act. Div. Director MARRERO, ASAEL(ACE) Phone: (305) 375-1115 Property Address N/A Project Description H: NEW MDC EMPOWERMENT CTR. DESIGN NEW CENTER FOR DOMESTIC VIOLENCE VICTIMS Scope he department should be using the name as presented in the roposed/Adopted budget book SECOND DOMESTIC VIOLENCE SHELTER PROJECT #: 207931 LOCATION: Undisclosed District Located: Countywide TOTAL REVENUES: \$128 2019-20 2020-21 2021-22 FUTURE TOTAL REVENUE SCHEDULE: PRIOR 2016-17 2019-20 2020-21 2021-22 FUTURE TOTAL Art Size 5,128 3,679 7,431 0 0 0 0 0 0 0 0 0 0			ADO								
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Index Code T Date 2 Contact E Department H Act. Div. Director M	ISD - DES N130069 ci TU207423C 2016-09-23 ELIZABETH REGAL HOMELESS TRUST MARRERO, ASAEL N/A	Proj ADO (ACE) Phor	Proceed Co Cap Site Bud	st Summa iect Name iital Projec No., N/A Iget Book: 375-1115	Second t No.: 20	ge Order) Domestic 7931	Violence		98
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	Lin Offerment	CTR. DEO	Scope		51, 501	20110 11			
LOCATION: Un	nstruct a new domestic viol	lence shelter		trict Located: trict(s) Served:		PROJ Countyw Countyw		07931	6
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	ISD - DESIGN and CONSTRUCTION SERVICES DIVISION Proposed Cost Summary (Change Order)
Work Order: Index Code Date Contact Department Act. Div. Director Property Address	W130069 c/o 1 TU207423C Project Name: Second Domestic Violence Shelter 2016-09-23 Cuit 100 clit 110 clit
	Project Description
HT: NEW M	DC EMPOWERMENT CTR. DESIGN NEW CENTER FOR DOMESTIC VIOLENCE VICTIMS Scope
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roject Project Sites List Project Sites	
roject Number 207931 SECOND DOMESTIC VIOLENCE SHELTER	
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			nd CONSTRUCTION SERVICES DIVISION posed Cost Summary (Change Order)	
	Work Order:	W130069 C/O 1		
	Index Code	TU207423C	Project Name: Second Domestic Violence Shelter	
	Date	2016-09-23	Capital Project No.: 207931	
	Contact	ELIZABETH REGALADO	Site No.: N/A	
	Department	HOMELESS TRUST	Budget Book: FY2016-17 Proposed Volume-3 Page 98	
	Act. Div. Director	MARRERO, ASAEL(ACE)		
	Property Address	N/A	Pro THE PARTICIPACIES AND THE LOSS	
		Pro	ject Description	
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[delar: in thousand] SECOND DOMESTIC VIOLENCE SHELTER DESCRIPTION: Construits a new domestic violence shelter DOATION: Construits PRIJECT 2017.1 Not Applicable District Located: Countywide Not Applicable District (a) Served: Countywide REVENUE SCHEDULE: PRIOR 2016-17 2017-18 2018-19 2019-20 2020-21 2021-22 FUTURE TOTAL Food and Beverage Tax 5,128 3,679 7,431 0 0 0 0 0 0 0 0 0 16238 REVENUE SCHEDULE: PRIOR 2016-17 2017-18 2018-19 2019-20 2020-21 2021-22 FUTURE TOTAL Af Allowance 120 78 0 0 0 0 0 0 0 0 0 0 11233 Construction 000 5,400 5,383 0 0 0 0 0 0 0 0 11,221 198 Pumiluer Schedule: 0 106 106 0 0 0 0 0 0 0 1,120 Paget Administerion 0.283 7,304 7,431 0 0 0 0 0 0 0 0 1,1231 Paget Administerion 0.283 7,304 7,431 0 0 0 0 0 0 0 0 1,120 Project Administerion 0.283 7,304 7,431 0 0 0 0 0 0 0 0 0 1,120 Project Administerion 0.283 7,304 7,431 0 0 0 0 0 0 0 0 0 1,120 Project Administerion 0.283 7,304 7,431 0 0 0 0 0 0 0 0 0 1,120 Project Administerion 0.283 7,304 7,431 0 0 0 0 0 0 0 0 0 0 1,120 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DESCRIPTION: Construct a new domestic violence sheller LOCATION: District Located: Courtywide Not Applicable District(s) Served: Courtywide Provide SCHEDULE: PRIOR 2016-17 2017-18 2018-19 2019-20 2020-21 2021-22 FUTURE TOTAL 16,238 Food and Beverage Tax 5,128 3,679 7,431 0 0 0 0 16,238 EXPENDITIVE SCHEDULE: PRIOR 2016-17 2017-18 2018-19 2019-20 2020-21 2021-22 FUTURE TOTAL 16,238 EXPENDITURE SCHEDULE: PRIOR 2016-17 2017-18 2018-19 2019-20 2020-21 2021-22 FUTURE TOTAL 16,238 EXPENDITURE SCHEDULE: PRIOR 2016-17 2017-18 2018-19 2019-20 2020-21 2021-22 FUTURE TOTAL 1,221 Pumiture Fistures and Equipment 0 500 721 0 0 0 1,221 Proving and Design 300 410 0 0 0 0 1	DESCRIPTION: Construct a new domestic violence shelter INCATION: Ledeviced Not Applicable District(s) Served: Countywide Proved and Beverage Tax 5,128 3,679 7,431 0 0 0 0 16,238 TOTAL REVENUES CHEDULE: PRIOR 2016-17 2017-18 2018-19 2019-20 2020-21 2021-22 FUTURE TOTAL Food and Beverage Tax 5,128 3,679 7,431 0 0 0 0 16,238 EXPENDITURE 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207</td><td>331</td><td>۵</td></td<></td></td<>	DESCRIPTION: Construct a new domestic violence shelter INCATION: Ledeviced Not Applicable District(s) Served: Countywide Proved and Beverage Tax 5,128 3,679 7,431 0 0 0 0 16,238 TOTAL REVENUES CHEDULE: PRIOR 2016-17 2017-18 2018-19 2019-20 2020-21 2021-22 FUTURE TOTAL Food and Beverage Tax 5,128 3,679 7,431 0 0 0 0 16,238 EXPENDITURE SCHEDULE: PRIOR 2016-17 2017-18 2018-19 2019-20 2020-21 2021-22 FUTURE TOTAL At Alowance 120 78 0 0 0 0 0 11,523 Furniture Fixtures and Equipment 0 0 0 0 0 0 1,221 Project Administration 233 7,304 7,431 0 0 0 0 1,221 Project Administration 1233 7,304 7,431 0 0 0 0 1,223 <td< td=""><td>DESCRIPTION: Construct a new domestic violence sheller 1002 TURN: District Located: Individual Countywide Not Applicable District(s) Served: Countywide Prod and Beverage Tax 5,128 3,679 7,431 0 0 0 0 16,238 EXPENDE SCHEDULE: PRIOR 2016-17 2017-18 2018-19 2019-20 2020-21 2021-22 FUTURE TOTAL Food and Beverage Tax 5,128 3,679 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Not Applicable District(s) Served: Countywide Provide SCHEDULE: PRIOR 2016-17 2017-18 2016-19 2019-20 2020-21 2021-22 FUTURE TOTAL Revenues: Food and Beverage Tax 5,128 3,679 7,431 0 0 0 0 16,238 EXPENDITIONE SCHEDULE: PRIOR 2016-17 2017-18 2018-19 2019-20 2020-21 2021-22 FUTURE TOTAL 16,238 EXPENDITIONE SCHEDULE: PRIOR 2016-17 2017-18 2018-19 2019-20 2020-21 2021-22 FUTURE TOTAL 16,238 EXPENDITIONE SCHEDULE: PRIOR 2016-17 2017-18 2018-19 2019-20 2020-21 2021-22 FUTURE TOTAL 1,221 Ad Alowance 120 78 0 0 0 0 1,221 Permitting 0 106 106 0 0 0 1,221	DESCRIPTION: Construct a new dome LOCATION: Individual Not Applicable REVENUE SCHEDULE: Food and Beverage Tax TOTAL REVENUES:	PRIOR		District(s			Countywide	T#: 207	331	۵
DESCRIPTION: Construct a new domestic violence shelter Information District Located: Countywide Not Applicable District(s) Served: Countywide REVENUE SCHEDULE: PRIOR 2016-17 2017-18 2019-20 2020-21 2021-22 FUTURE TOTAL Food and Beverage Tax 5,128 3,679 7,431 0 0 0 0 16,238 EXPENDITIVE SCHEDULE: PRIOR 2016-17 2017-18 2018-19 2019-20 2020-21 2021-22 FUTURE TOTAL Ad Alowance 120 78 0 0 0 0 16,238 Furniture Fistures and Equipment 0 500 721 0 0 0 1,221 Permitting 0 106 106 0 0 0 1,221 Project Administration 1,503 7,304 7,431 0 0 0 0 1,221 Project Administration 1,503 7,304 7,431 0 0 0	DESCRIPTION: Construct a new domestic violence shelter UCATURA: Ledeviced Not Applicable District J Served: Countywide Prove and Beverage Tax 5,128 5,128 3,679 7,431 0 0 0 0 0 104L REVENUES: 5,128 5,128 3,679 7,431 0 0 0 0 0 Ad lowance 120 78 Construction 800 5,400 Schwarte 106 106 Construction 100 0 0 Construction 100 5,400 5,383 0 0 0 1,221 Project Administration 203 203 0 0 0 1,221 Project Administration 233 7,304 7,431 0 0 0 0 1,221 Project Administration 233 7,304 7,431 0 0 0 0 1,221 Project Administration 233	DESCRIPTION: Construct a new domestic violence shelter UCATURA: Ledeviced Not Applicable District J Served: Countywide Prove and Beverage Tax 5,128 5,128 3,679 7,431 0 0 0 0 0 104L REVENUES: 5,128 5,128 3,679 7,431 0 0 0 0 0 Ad lowance 120 78 Construction 800 5,400 Schwarte 106 106 Construction 100 0 0 Construction 100 5,400 5,383 0 0 0 1,221 Project Administration 203 203 0 0 0 1,221 Project Administration 233 7,304 7,431 0 0 0 0 1,221 Project Administration 233 7,304 7,431 0 0 0 0 1,221 Project Administration 233	DESCRIPTION: Construct a new domestic violence sheller 1000 TUNE: District Located: Countywide Not Applicable District(s) Served: Countywide Prod and Beverage Tax 5,128 3,679 7,431 0 0 0 0 16,238 EXPENDE SCHEDULE: PRIOR 2016-17 2017-18 2018-19 2019-20 2020-21 2021-22 FUTURE TOTAL Food and Beverage Tax 5,128 3,679 7,431 0 0 0 0 16,238 EXPENDITIVES SCHEDULE: PRIOR 2016-17 2017-18 2018-19 2019-20 2020-21 2021-22 FUTURE TOTAL Ad Alowance 120 78 0 0 0 0 0 11,853 Fumiting 0 106 106 0 0 0 1,221 Permiting and Design 300 410 410 0 0 0 0 1,221 Permiting and Design 300 411 0 0	DESCRIPTION: Construct a new domestic violence sheller LOCATION: District Located: Courtywide Not Applicable District(s) Served: Courtywide Proved and Beverage Tax 5,128 3,679 7,431 0 0 0 0 16,238 EXPENDE SCHEDULE: PRIOR 2016-17 2017-18 2018-19 2019-20 2020-21 2021-22 FUTURE TOTAL Food and Beverage Tax 5,128 3,679 7,431 0 0 0 0 16,238 EXPENDITIONE SCHEDULE: PRIOR 2016-17 2017-18 2018-19 2019-20 2020-21 2021-22 FUTURE TOTAL Art Alowance 120 78 0 0 0 0 0 11,283 Fumiting 0 106 106 0 0 0 1,221 Permitting 0 100 0 0 0 1,221 Parmitting 0 106 10 0 0 0 0	DESCRIPTION: Construct a new domestic violence sheller LOCATION: District Located: Courtywide Not Applicable District(s) Served: Courtywide Provide SCHEDULE: PRIOR 2016-17 2017-18 2018-19 2019-20 2020-21 2021-22 FUTURE TOTAL Revenues: Food and Beverage Tax 5,128 3,679 7,431 0 0 0 0 16,238 EXPENDITIONE SCHEDULE: PRIOR 2016-17 2017-18 2018-19 2019-20 2020-21 2021-22 FUTURE TOTAL Ar Alowance 120 78 0 0 0 0 11,523 Construction 800 5,400 5,383 0 0 0 0 1,221 Permitting 0 106 106 0 0 0 1,221 Permitting and Design 300 410 410 0 0 0 0 1,221 Permitting and Design 1,503 7,304 7,431 0 <	DESCRIPTION: Construct a new dome LOCATION: Individual Not Applicable REVENUE SCHEDULE: Food and Beverage Tax TOTAL REVENUES:	PRIOR		District(s			Countywide	T#: 207	931	•
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PROVIDE ADVANCED CARE HOUSING Verious Sites 175, UNFUNDED TOTAL 175,	PROVIDE ADVANCED CARE HOUSING Verious Sites 175, UNFUNDED TOTAL 175,	PROVIDE ADVANCED CARE HOUSING Verious Sites 175, UNFUNDED TOTAL 175,	PROVIDE ADVANCED CARE HOUSING Verious Sites 175, UNFUNDED TOTAL 175,	PROVIDE ADVANCED CARE HOUSING Verious Sites 175, UNFUNDED TOTAL 175,	PROVIDE ADVANCED CARE HOUSING Verious Sites 175, UNFUNDED TOTAL 175,									(dollars	in thousan
PROVIDE ADVANCED CARE HOUSING Verious Sites 175, UNFUNDED TOTAL 175,	PROVIDE ADVANCED CARE HOUSING Various Sites 175, UNFUNDED TOTAL 175,	PROVIDE ADVANCED CARE HOUSING Various Sites 175, UNFUNDED TOTAL 175,	PROVIDE ADVANCED CARE HOUSING Various Sites 175, UNFUNDED TOTAL 175,	PROVIDE ADVANCED CARE HOUSING Verious Sites 175, UNFUNDED TOTAL 175,	PROVIDE ADVANCED CARE HOUSING Verious Sites 175, UNFUNDED TOTAL 175,	PROJECT NAME			10	ATION				ESTIMATED	PROJECTICO
															175,0
98	98	98	98	98	98						U	NFUNDED TO	TAL		175,0
						r			98						



6	Who is the departmental contact for the project?
	This is the point person in the department to answer all capital questions.
	ISD - DESIGN and CONSTRUCTION SERVICES DIVISION Proposed Cost Summary (Change Order) Work Order: W130069 c/0 Index Code TU207423C Project Name: Second Domestic Violence Shelter Date 2016-09-23 Capital Project No.: 207931 Contact ELIZABETH REGALADO Site No.: N/A Department HOMELESS TROST Budget Book: FY2016-17 Proposed Volume-3 Page 98 Act. Div. Director MARRERO, ASAEL(ACE) Phone: (305) 375-1115 Property Address N/A
	HT: NEW MDC EMPOWERMENT CTR. DESIGN NEW CENTER FOR DOMESTIC VIOLENCE VICTIMS
	Scope
7	What index code is the project being charged to? The department should know what index code their project costs are being charged to however, if you do not know, contact your OMB Budget Analyst and/or OMB Capital Coordinator for assistance.
	COUNTY Proposed Cost Summary (Change Order)
	Work Order: W130069 C/0 1 Index Code TU207423C Project Name: Second Domestic Violence Shelter Date 2016-09-23 Capital Project No.: 207931 Contact ELIZABETH REGALADO Site No.: N/A Department HOMELESS TRUST Budget Book: FY2016-17 Proposed Volume-3 Page 98 Act. Div. Director MARRERO, ASAEL(ACE) Phone: (305) 375-1115 N/A
	Project Description
	HT: NEW MDC EMPOWERMENT CTR. DESIGN NEW CENTER FOR DOMESTIC VIOLENCE VICTIMS
	Scope



8		<mark>Wha</mark>	t is the	project's	<mark>s bu</mark>	dget?	,		
	As a department yo this information to I			• •	-		•		•
	If you find that your	capital pro	ject is pro	ojected t	to go	over	budge	et	
	Before it even goes OMB Budget Analy to discuss your fun	st and/or O							
	SECOND DOMESTIC VIOLENC DESCRIPTION: Construct a LOCATION: Undisclose Not Applica	new domestic violence sh	Di	strict Located: strict(s) Served:		PRO. Countyv Countyv		207931	
	REVENUE SCHEDULE: Food and Beverage Tax	5,128 3	6-17 2017-18 ,679 7,431	0	2019-20 C	2020-21 0	2021-22 0	FUTURE	TOTAL 16,238
	TOTAL REVENUES: EXPENDITURE SCHEDULE: Art Allowance Construction Permitting Planning and Design Project Administration	PRIOR 201 120 800 6 0	,679 7,431 6-17 2017-18 120 0 ,259 6,981 213 212 410 138 302 100	0 2018-19 2 0 0 0 0 0	0 2019-20 0 0 0 0	0 2020-21 0 0 0 0 0	0 2021-22 0 0 0 0 0 0	0 FUTURE 0 0 0 0	16,238 TOTAL 240 14,040 425 848
	TOTAL EXPENDITURES: Estimated Annual Operation	,	,304 7,431 2018-19 in the amou	0 int of \$2,262,000	0	0	0	0	16,238
)	Work order Num	ber:							
9	Work order Num Once ISD has rece the Department wit	ived all the				D car	n begi	n to pro	ovide
9	Once ISD has rece	ived all the h a cost est s, ISD autor	imate for natically	the proj issues a	ject. • wo i	rk ord	ler nu	·	
9	Once ISD has rece the Department wit When that happens project which will for	ived all the h a cost est s, ISD autor blow the pro ISD - DESIGN	imate for natically pject thru	the proj issues a the life structi	ject. woi of the	r k ord e proj e RVIC	l er nu ect	mber f	
9	Once ISD has rece the Department with When that happens project which will for work Order: W1300 Index Code 102074 Date 2016-0	ived all the h a cost est s, ISD autor bllow the pro ISD - DESIGN	imate for natically oject thru I and CON Proposed Co Pro Cap	the proj issues a the life structi	ject. of the ION S (Chang econd I	rk ord e proje ERVIC e Order) Domestic	ler nu ect ES DIN	mber f /ISION	
9	Once ISD has rece the Department with When that happens project which will for MIAMIPADE COUNTY Work Order: W1300 Index Code 102074 Date 2016-0 Contact ELIZAR Department HOME	ived all the h a cost est s, ISD autor ollow the pro ISD - DESIGN (59 c/o 1 19-23	imate for natically oject thru I and CON Proposed Co Cap Site Buc	the proj issues a the life st Summary (iect Name: Se ital Project N No.: N/A iget Book: FY	ject. of the ION S (Chang econd I	rk ord e proje ERVIC e Order) Domestic 931	ler nu ect ES DIV Violence	mber f /ISION Shelter	or the
9	Once ISD has rece the Department with When that happens project which will for MIAMI-DADE Work Order: W1300 Index Code 102074 Date 2016-0 Contact ELIZAT Department HOME Act. Div. Director MARR	ived all the h a cost est s, ISD autor blow the pro ISD - DESIGN (1) (1) (2) (1) (2) (2) (2) (2) (2) (2) (2) (2) (2) (2	imate for natically oject thru I and CON Proposed Co Cap Site Buc	the proj issues a the life stRUCTI st Summary (ital Project N No.: N/A get Book: FY 375-1115	ject. of the ION S (Chang econd I	rk ord e proje ERVIC e Order) Domestic 931	ler nu ect ES DIV Violence	mber f /ISION Shelter	or the
9	Once ISD has rece the Department with When that happens project which will for MIAMI-DADE Work Order: W1300 Index Code 102074 Date 2016-0 Contact ELIZAT Department HOME Act. Div. Director MARR	ived all the h a cost est s, ISD autor blow the pro ISD - DESIGN (5) c/o 1 (23C) (23	imate for natically oject thru I and CON Proposed Co Pro Cap Site Buc Phone: (305) (Project Desc	the proj issues a the life stRUCTI st Summary (iect Name: So ital Project N No.: N/A get Book: FY 375-1115 ription	ject. of the ON S (Chang econd I Io.: 207 (2016-1	rk ord e proje ERVIC e Order) Domestic 931 7 Propose	ler nu ect ES DIV Violence ed Volum	mber f /ISION Shelter e-3 Page 9	or the



	ISD - DE	ESIGN and Propo	CONSTR sed Cost Su			ES DIVIS	SION	
Work Order:	W130069	C/O 1						
Index Code	TU207423C		Project N	lame: Secor	nd Domestic	Violence St	alter	
Date	2016-09-23			roject No.: 2		violence of	letter	
Contact	ELIZABETH REG	ALADO	Site No.:	unan l				
Department	HOMELESS TRUS				6-17 Propos	ed Volume-3	3 Page 98	
Act. Div. Director			Congra Since					
Property Address		L(ACL) Mone	. (000) 070-1	115				
		Proje	ct Descriptio	an an				
		Projec	et Descriptio	41				
HT: NEW I	MDC EMPOWERMEN	T CTR. DESIG	N NEW CEN	TER FOR DO	DMESTIC VIC	DLENCE VIC	TIMS	
			Scope					
The above ir	nformation is	incorrect		lescripti	ion as it	just res	states th	ne
project's nan				lescripti	on as it	just res		⊐ ne JECT #:
The above ir project's nan	NE	SHELTER	in the d			just res	PRO	JECT #:
The above ir project's nan second por	NE	SHELTER w domestic viole	in the d		on as it trict Located: trict(s) Served	-		JECT #: wide
The above ir project's nan second por	Not Applicable	SHELTER w domestic viole	in the d		trict Located:	-	PRO. Countyv	JECT #: wide
The above ir project's nan SECOND DOM DESCRIPT	NOT Applicable DULE: age Tax	W domestic viole	in the d	2017-18	trict Located: trict(s) Served 2018-19	i: 2019-20	PRO Countyv Countyv 2020-21	JECT #: wide wide
The above in project's nan SECOND DOW DESCRIPT DESCRIPT REVENUE SCHEI Food and Bevera TOTAL REVENUE EXPENDITURE S	NE TION: Construct a ne Not Applicable DULE: age Tax ES:	PRIOR 5,128 PRIOR	in the d ence shelter 2016-17 3,679 3,679 2016-17	2017-18 7,431 7,431 2017-18	trict Located: trict(s) Served 2018-19 0 0 2018-19	: 2019-20 0 2019-20	PRO. Countyv Countyv 2020-21 0 2020-21	JECT #: wide wide
The above in project's nan SECOND DOM DESCRIPT REVENUE SCHEI Food and Bevera TOTAL REVENUE EXPENDITURE S Art Allowance	NE TION: Construct a ne Not Applicable DULE: age Tax ES:	PRIOR 5,128 PRIOR 5,128 PRIOR 120	in the d ence shelter 2016-17 3,679 3,679 2016-17 120	2017-18 7,431 7,431 2017-18 0	trict Located: trict(s) Served 2018-19 0 2018-19 0	i: 2019-20 0 2019-20 0 0	PRO. Countyv Countyv 2020-21 0 2020-21 0	JECT #: wide 2021-22 C
The above in project's nan SECOND DOM DESCRIPT DESCRIPT REVENUE SCHEL Food and Bevera TOTAL REVENUE EXPENDITURE S Art Allowance Construction	NE TION: Construct a ne Not Applicable DULE: age Tax ES:	PRIOR 5,128 9RIOR 5,128 9RIOR 120 800	in the d ence shelter 2016-17 3,679 3,679 2016-17 120 6,259	2017-18 7,431 7,431 2017-18 0 6,981	trict Located: trict(s) Served 2018-19 0 2018-19 0 0	i: 2019-20 0 2019-20 0 0 0	PRO. Countyv Countyv 2020-21 0 2020-21 0 0	JECT #: wide 2021-22 C
The above in project's nan SECOND DOM DESCRIPT REVENUE SCHEI Food and Bevera TOTAL REVENUE EXPENDITURE S Art Allowance	NE NOT Applicable DULE: age Tax ES: SCHEDULE:	PRIOR 5,128 PRIOR 5,128 PRIOR 120	in the d ence shelter 2016-17 3,679 3,679 2016-17 120	2017-18 7,431 7,431 2017-18 0	trict Located: trict(s) Served 2018-19 0 2018-19 0	i: 2019-20 0 2019-20 0 0	PRO. Countyv Countyv 2020-21 0 2020-21 0	JECT #: wide 2021-22 C
The above in project's nan SECOND DOM DESCRIPT DESCRIPT COND DOM DESCRIPT DESCR	NE NOT Applicable DULE: age Tax ES: SCHEDULE: sign ration	PRIOR 5,128 5,128 9RIOR 120 800 0	in the d ence shelter 2016-17 3,679 3,679 2016-17 120 6,259 213	2017-18 7,431 7,431 2017-18 0 6,981 212	trict Located: trict(s) Served 2018-19 0 2018-19 0 0 0	i: 2019-20 0 2019-20 0 0 0 0	PRO. Countyv Countyv 2020-21 0 2020-21 0 0 0 0 0	JECT #: wide 2021-22 C



n this section. IS	D highlights all that is incl	ude the price estimate	below.
A department sho services are being	ould read this information g included	carefully and understai	nd what
		d CONSTRUCTION S osed Cost Summary (Change	
Work Order:	W130069 C/O 1		
Index Code	TU207423C	Project Name: Second D	Domestic Violer
Date	2016-09-23	Capital Project No.: 2079	931
Contact	ELIZABETH REGALADO	Site No.: N/A	
Department	HOMELESS TRUST	Budget Book: FY2016-17	7 Proposed Vol
Act. Div. Director	MARRERO, ASAEL(ACE) Phon	e: (305) 375-1115	
Property Address	N/A		
	-		
	Proj	ect Description	
	Proj	·	
HT: NEW M		·	STIC VIOLENC



12

Cost/Fees Description:

Below is the project cost allocation breakdown for the project provided by ISD.

It is important for the Department to understand what is being charged in these sections and ask questions if you do not understand.

By approving the PCS you are approving ALL charges indicated below.

Cost/Fees Description	Pre Appr Budget	Change Order	New Budget
Construction Cost	· · · ·		
CONSTRUCTION (INCLUDES IG FEES)	\$5,290,545.00	\$5,336,072.00	\$10,626,617.00
CONSTRUCTION CONTINGENCY(10% or 5%)	\$264,527.00	\$266,804.00	\$531,331.00

Estimate_Vendor_wo_change v.2r.7 vs v.1r.5

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MIAMI	DADE
COUNTY	

ISD - DESIGN and CONSTRUCTION SERVICES DIVISION Proposed Cost Summary (Change Order)

Grand Total	\$8,000,000.00	\$8,238,145.00	\$16,238,145.0
Total County Fees	\$440,796.00	\$484,798.00	\$925,594.0
ISD ADMINISTRATION	\$322,246.00	\$363,375.00	\$685,621.0
APP	\$118,550.00	\$121,423.00	\$239,973.0
JAP			\$0.0
IG FEE PERCENT			\$0.0
County Fees			
Total Owner Expenses	\$191,518.00	\$1,515,451.00	\$1,700,363.0
MATERIAL EXPENSES (1%)	\$6,349.00	\$1,275,556.00	\$1,281,905.0 \$1,706,969.0
	\$79,358.00	\$133,174.00	\$212,532.0
BUILD PERMIT	\$105,811.00	\$106,721.00	\$212,532.0
TD (TEL/DATA)			\$0.0
FF and E (Furniture and site furniture)			\$0.0
Owner Expenses			
			¥0.0
Total Estimate/Evaluation			\$0.0
Estimate/Evaluation			\$0.0
Estimate/Evaluation			
Total Design Cost	\$698,352.00	\$149,121.00	\$847,473.0
DESIGN CONTINGENCY (10%)	\$63,487.00	\$13,556.00	\$77,043.0
Design Cost DESIGN SERVICES (INCLUDES IG FEES)	\$834,885.00	\$135,565.00	\$770,430.0
Total Construction Cost	\$6,691,210.07	\$6,066,898.59	\$12,758,108.6
PROJECT MANAGEMENT	\$1,136,138.07	\$464,022.59	\$1,600,160.6
Cost/Fees Description	Pre Appr Budget	Change Order	New Budge



This is the original approved change orders which the dep	Jepartment approved			
Cost/Fees Description	Pre Appr Budget	Change Order	New Budget	
Construction Cost				
CONSTRUCTION (INCLUDES IG FEES)	\$5,290,545.00	\$5,336,072.00	\$10,626,617.00	
CONSTRUCTION CONTINGENCY(10% or 5%)	\$264,527.00	\$266,804.00	\$531,331.00	
Estimate_Vendor_wo_change v.2r.7 vs v.1r.5			9/23/2016 9:05:41 AM	
MIAMI-DADE ISD - DESIGN	and CONSTRUCT Proposed Cost Summary		DIVISION	
Cost/Fees Description	Pre Appr Budget	Change Order	New Budget	
PROJECT MANAGEMENT	\$1,136,138.07	\$464,022.59	\$1,600,160.66	
Total Construction Cost	\$6,691,210.07	\$6,066,898.59	\$12,758,108.66	
Design Cost				
DESIGN SERVICES (INCLUDES IG FEES)	\$634,865.00	\$135,565.00	\$770,430.00	
DESIGN CONTINGENCY (10%)	\$63,487.00	\$13,556.00	\$77,043.00	
Total Design Cost	\$698,352.00	\$149,121.00	\$847,473.00	
Estimate/Evaluation				
ESTIMATE/EVALUATION			\$0.00	
Total Estimate/Evaluation			\$0.00	
a				
Owner Expenses FF and E (Furniture and site furniture)			\$0.00	
ITD (TEL/DATA)			\$0.00	
BUILD PERMIT	\$105,811.00	\$106,721.00	\$212,532.00	
	\$79,358.00	\$133,174.00	\$212,532.00	
MATERIAL EXPENSES (1%)	\$6,349.00	\$1,275,556.00	\$1,281,905.00	
Total Owner Expenses	\$191,518.00	\$1,515,451.00	\$1,706,969.00	
County Fees				
IG FEE PERCENT			\$0.00	
UAP			\$0.00	
APP	\$118,550.00	\$121,423.00	\$239,973.00	
ISD ADMINISTRATION	\$322,246.00	\$363,375.00	\$685,621.00	
Total County Fees	\$440,796.00	\$484,798.00	\$925,594.00	
	\$8 000 000 00	\$8,238,145.00	\$16,238,145.00	
Grand Total				





	ISD - DESIGN and CONSTRUCTION SERVICES Proposed Cost Summary (Change Order)
	Proposed Cost Summary (Change Order)
	oped approximately four years ago without building programming being defined. The estima being completed at the time with some adjustments for escalation to 2012. and is considered ons for construction cost.
Additionally at the time of negoti	iations with the A&E in 2014, the project cost increases were discussed and expected to su presentations to the DVOB inclining OMB.
It was decided to proceed with the construction cost.	he project design which has brought us to the revised probable cost of construction today a
different value engineering optio (Steel vs. Light-gauge systems a system design options, site-worl	d during programming and schematic design phases, to have been reviewed by staff. This r ons to lower the projected costs produced options including but not limited to, alternates for & wooden truss systems), shell construction method analysis, roofing options, Interior and e k design considerations impacting long and short term construction and operating cost, the nd the approval for the additional project funding evident and required.
having received the funding app HT/DVOB; (food and beverage s	ed by design presentations resulted in the compromised design now being worked on by the proval and recommendation of the Domestic Violence Oversight Board is to be obtained fron sales tax), have been verified and confirmed at the request of the DVOB by OMB and the H operations of the existing and proposed facility.
Furthermore the funding availab	ility was confirmed by OMB staff and unanimously approved by the DVOB.



budget on the PCS for	, -		, ,	
These changes shou	ld be noted in C	BAT		
Cost/Fees Description Construction Cost	Pre Appr Budget	Change Order	New Budget	
CONSTRUCTION (INCLUDES IG FEES)	\$5,290,545.00	\$5,336,072.00	\$10,626,617.00	
CONSTRUCTION CONTINGENCY(10% or 5%)	\$264,527.00	\$266,804.00	\$531,331.00	
Estimate_Vendor_wo_change v.2r.7 vs v.1r.5			9/23/2016 9:05:41 AM	
ISD - DES	GN and CONSTRUCT Proposed Cost Summary			
Cost/Fees Description	Pre Appr Budget	Change Order	New Budget	
PROJECT MANAGEMENT	\$1,136,138.07	\$464,022.59	\$1,600,160.66	
Total Construction Co	ost \$6,691,210.07	\$6,066,898.59	\$12,758,108.66	
Design Cost				
DESIGN SERVICES (INCLUDES IG FEES)	\$634,865.00	\$135,565.00	\$770,430.00	
DESIGN CONTINGENCY (10%)	\$63,487.00	\$13,556.00	\$77,043.00	
Total Design Co	ost \$698,352.00	\$149,121.00	\$847,473.00	
Estimate/Evaluation				
ESTIMATE/EVALUATION			\$0.00	
Total Estimate/Evaluati	on		\$0.00	
0				
Owner Expenses			\$0.00	
FF and E (Furniture and site furniture)			\$0.00	
FF and E (Furniture and site furniture) ITD (TEL/DATA)				
FF and E (Furniture and site furniture)	\$105,811.00	\$106,721.00	\$212,532.00	
FF and E (Furniture and site furniture) ITD (TEL/DATA) BUILD PERMIT	\$79,358.00	\$133,174.00	\$212,532.00	
FF and E (Furniture and site furniture) ITD (TEL/DATA) BUILD PERMIT MATERIAL EXPENSES (1%)	\$79,358.00 \$6,349.00		\$212,532.00 \$1,281,905.00	
FF and E (Furniture and site furniture) ITD (TEL/DATA) BUILD PERMIT MATERIAL EXPENSES (1%) Total Owner Expense	\$79,358.00 \$6,349.00	\$133,174.00 \$1,275,556.00	\$212,532.00	
FF and E (Furniture and site furniture) ITD (TEU/DATA) BUILD PERMIT MATERIAL EXPENSES (1%) Total Owner Expense County Fees	\$79,358.00 \$6,349.00	\$133,174.00 \$1,275,556.00	\$212,532.00 \$1,281,905.00 \$1,706,969.00	
FF and E (Furniture and site furniture) ITD (TEL/DATA) BUILD PERMIT MATERIAL EXPENSES (1%) Total Owner Expense IG FEE PERCENT	\$79,358.00 \$6,349.00	\$133,174.00 \$1,275,556.00	\$212,532.00 \$1,281,905.00 \$1,706,969.00 \$0.00	
FF and E (Fumiture and site fumiture) ITD (TEL/DATA) BUILD PERMIT . MATERIAL EXPENSES (1%) Total Owner Expens County Fees IG FEE PERCENT UAP	\$79,358.00 \$8,349.00 es \$191,518.00	\$133,174.00 \$1,275,556.00 \$1,515,451.00	\$212,532.00 \$1,281,905.00 \$1,706,969.00 \$0.00 \$0.00	
FF and E (Fumiture and site fumiture) ITD (TEL/DATA) BUILD PERMIT MATERIAL EXPENSES (1%) Total Owner Expense County Fees IG FEE PERCENT UAP APP	\$79,358.00 \$6,349.00 es \$191,518.00 \$118,550.00	\$133,174.00 \$1,275,556.00 \$1,515,451.00 \$121,423.00	\$212,532.00 \$1,281,905.00 \$1,706,969.00 \$0.00 \$0.00 \$239,973.00	
FF and E (Fumiture and site fumiture) ITD (TEL/DATA) BUILD PERMIT MATERIAL EXPENSES (1%) Total Owner Expense County Fees IG FEE PERCENT UAP APP ISD ADMINISTRATION	\$79,358.00 \$6,349.00 es \$191,518.00 \$118,550.00 \$322,246.00	\$133,174.00 \$1,275,556.00 \$1,515,451.00	\$212,532.00 \$1,281,905.00 \$1,706,969.00 \$0.00 \$0.00	
FF and E (Fumiture and site fumiture) ITD (TEL/DATA) BUILD PERMIT MATERIAL EXPENSES (1%) Total Owner Expense County Fees IG FEE PERCENT UAP APP	\$79,358.00 \$6,349.00 ees \$191,518.00 \$118,550.00 \$322,246.00 ees \$440,796.00	\$133,174.00 \$1,275,556.00 \$1,515,451.00 \$121,423.00 \$363,375.00	\$212,532.00 \$1,281,905.00 \$1,706,969.00 \$0.00 \$0.00 \$239,973.00 \$685,621.00	



	SECOND DOMESTIC VIOLENCE SHELTER PROJECT #: 207931 Image: Construct a new domestic violence shelter DEGCRIPTION: Constructioned District Located: Countywide Mod Applicable District(s) Served: Countywide REVENUE SCHEDULE: PRIOR 2016-17 2017-18 2018-19 2019-20 2020-21 2021-22 FUTURE TOTAL Food and Beverage Tax 5,128 3,679 7,431 0 0 0 0 16,238 TOTAL REVENUES: 5,128 3,679 7,431 0 0 0 0 16,238 EXPENDITURE SCHEDULE: PRIOR 2016-17 2017-18 2018-19 2019-20 2020-21 2021-22 FUTURE TOTAL Ard Alowance 120 120 0 0 0 0 0 240 Construction 800 6,259 6,981 0 0 0 0 240 Permitting and Design 300 410 138 0 0 0 240 Construction 800 6,259 6,981 0	
	In addition, the cost allocation should also be reflective of the new project cost as well too SECOND DOMESTIC VIOLENCE SHELTER DESCRIPTION: Construct a new domestic violence shelter: LOCATION: Undisclosed Not Applicable District (s) Served: Countywide	
	REVENUE SCHEDULE: Food and Beverage Tax PRIOR 2016-17 2017-18 2018-19 2019-20 2020-21 2021-22 FUTURE TOTAL Food and Beverage Tax 5,128 3,679 7,431 0 0 0 0 0 0 16,238 TOTAL REVENUES: 5,128 3,679 7,431 0 0 0 0 0 16,238 EXPENDITURE SCHEDULE Art Allowance PRIOR 2016-17 2017-18 2018-19 2019-20 2020-21 2021-22 FUTURE 240 Construction 800 6,259 6,981 0 0 0 0 240 Permitting 0 213 212 0 0 0 0 425 Planning and Design 300 410 138 0 0 0 848 Project Administration 1,503 7,304 7,431 0 0 0 0 16,238 TOTAL EXPENDITURES: 1,503 7,304 7,431 </th <th></th>	
15	 Project Authorization: The Department should print the PCS form and sign it for approval. Generally, approval authorization has been done thru emails – best practices – it should be signed and dated 	
	THIS ESTIMATE HAS THE FOLLOWING LIST OF INCLUSIONS OR EXCLUSIONS Include Exclude Include Exclude Description Pre Approval New	



A Guide to Art in Public Places





New Projects



- Highlights of APP Ordinance 94-12 and APP Requirements
 - <u>What is covered</u>. 1½ % of construction cost of new government buildings, including but not limited to:
 - architectural and engineering fees;
 - specialty consulting fees;
 - construction costs (including all systems and features that make a facility functional);
 - site work; and
 - contingency allowances.
 - <u>What is excluded</u>. The only exclusions are land acquisition and subsequent changes to the construction contract through change orders.
 - <u>When APP Funds are conveyed.</u> Funds shall be conveyed to APP from the moment the Department receives spending authority for the capital project. APP will work with department to determine the best approach and timing for the conveyance of the funds.
 - Use of APP Funds. APP funds are used for commissioning works of art, APP program administrative costs, and repair and maintenance expenses.
 - <u>Development Agreements</u>. Projects done through development agreements (i.e., the County contracts with another party to develop a building that the County will own now or in the future) are subject to the APP requirement.
 - Development agreements must include language provided by APP regarding the requirement to transfer public art funds to Art in Public Places.
 - Other Funds. Municipal, state, federal, private and other non-County funds for a capital project are subject to the 1½% public art requirement.
 - <u>Site Flexibility</u>. APP may use funds generated from a construction project for acquisition
 of art works for other government facilities through out the County. Every effort is made to
 use funds generated by a department's project within that department.
 - <u>Frequently Asked Questions.</u> Questions? Please see the section of this guide that provides answers to a number of issues that can help with implementing your APP project. If you have a question not covered in this guide and its FAQs, please call the APP staff (see the "Who to Contact" section of this guide).

Tools for Departments

- <u>Contract Language.</u> APP will provide appropriate language to be included under the "General Conditions Section 01042- Art in Public Places Coordination" of the departments' capital projects contracts with architects, engineers, consultants, outside project management services, construction and development agreements.
- <u>APP Web Site.</u> Examples of prior APP projects, the list of members of the APP Trust and other APP background information can be found at <u>www.miamidade.gov/publicart</u>.





The APP Artists Selection Process

- Planning. APP works collaboratively with departments on developing the artists' selection process:
 - To identify opportunities for public art in a project (with departments' project managers, planners and architects);
 - To understand the unique features of the department's capital project (e.g., community impact, timetable requirements, etc.); and
 - To draft the "Call to Artists" (i.e., the APP request for artists' qualifications and/or proposals).
- <u>Selection</u>. An APP Professional Advisory Committee (PAC) is convened to review artists' submissions and make commission recommendations to the APP Trust. Committee members are arts professionals appointed by the APP Trust.
 - Departments attend and participate in the PAC selection process (especially, project managers/architects/engineers and representatives from the specific users of the building).
 - Community representatives can participate at the departments' and APP's discretion.
 - The size and scope of the project helps determine the opportunities identified for public art and the number of artists that may be selected to work on a project.
- <u>Approval.</u> The PAC's recommendations of artists are approved and finalized by the Art in Public Places Trust (a 15-member board appointed by the Board of County Commissioners).
- <u>Art Project Management</u>. APP staff manages the work of the selected artists and closely coordinates this work with departments' project managers, architects/engineers/specialty consultants and contractors.



Keys to Successful Public Art Projects

Keys to Successful APP Projects

- <u>Accountability</u>. Calculation of APP project funds must be done in consultation and concurrence with APP staff and based on actual A&E, consultants and contractors contract awards.
- <u>Early Involvement</u>. It is essential to contact APP as soon as capital project planning begins so that the timetable for the artists' selection process can be coordinated with the overall project's early design work.

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- <u>Collaboration</u>. Departments' full involvement with APP in identifying opportunities for art works, participating in the selection process and developing the art projects helps ensure that departments' needs can be addressed.
- <u>Contract Integration</u>. Departments must include APP requirements in all capital projects agreements and contracts.
- Point of Contact. Representatives from departments must be identified for clear, consistent and regular communication and coordination with APP staff for each stage of the work - planning, A&E selection, design, construction and commissioning; these representatives must have or have direct access to decision-making authority for APP issues.
- <u>Communication</u>. Departments must keep APP fully informed of capital project developments and especially of changes in order to avoid additional APP costs (e.g., redesign of art works, artists' delay claims, storage costs for art works, etc.); costs associated with failure to communicate with APP are the responsibility of the department.
- <u>Teamwork.</u> The APP project manager must be included on the department's project management team, the artist(s) on the A&E team and the artist's fabricator/installer on the contractor's team; this is essential to ensure that departments' capital projects and the development of art works remain interlocked (e.g., planning, design and construction of the building is coordinated closely with the development and installation of the art work).



Maintenance, Repair and Inventory



Art in Public Places will dedicate 15% of all new public art allocations to a repair and maintenance fund that will be utilized for specialized tasks required to restore and/or repair works of art in its collection. These funds will be replenished on an ongoing basis with proceeds from new commissions.

- Maintenance
 - <u>Call APP First.</u> Contact APP before undertaking maintenance and/or repair of any art work. Works of art may require specialized treatment for upkeep and qualified professionals for maintenance.
 - Integrated Art Works. When a work of art is designed as a regular part of a building, it simply
 may require that the department conduct standard cleaning procedures. For example, an artistdesigned terrazzo floor typically requires the same kind of maintenance as a regular terrazzo floor
 and the department is responsible for doing the maintenance. Please call APP if there is any
 question about the care of a department's integrated art work.
 - <u>Special Materials.</u> Art works fabricated from special materials may require specialized maintenance treatment. For example, a bronze or stone work of art must be cleaned and treated with certain kinds of maintenance products. Please call APP for guidance regarding the maintenance of art works made of special materials.
 - <u>Training of Cleaning Crews.</u> It is the departments' responsibility to train cleaning crews regarding the treatment of public art works to ensure proper care; APP is available to provide guidance for this training.

Repair

- Stop. Never attempt to repair an art work.
- <u>Call APP First</u>. Contact APP immediately to report any damage to an art work and an APP staff member will be responsible for assessing the damage and determining the repair procedures.

Inventory

- Departments' Responsibilities
 - <u>Annual Inventory</u>. Departments are responsible for conducting an annual inventory of their public art works and for reporting the results to APP.
 - Inventory Liaison. Departments must appoint an APP liaison responsible for the annual inventory and annually inform APP regarding contact information for this individual
 - <u>Do Not Move Art Works</u>. Departments cannot move or relocate works of art; APP must be contacted if a department wants to move or relocate a work of art.
- APP's Responsibilities
 - Inventory List. APP annually will provide departments with a list of the art works and locations of the works in the departments to initiate the annual inventory
 - <u>Inventory Liaison</u>. APP will provide departments with contact information for its Collections Manager who is responsible for the inventory results.
 - Movement of Art Works. APP will respond to departments' requests to move or relocate art works.





Applicable Projects and Costs

-What if we are uncertain about whether the APP requirement applies to a project or components of a project?

 Call the APP staff if you have any questions about the APP requirements. In addition, the FAQs below may provide answers to your questions.

Contingency Allowances

-Are contingency allowances covered by the APP requirement, even if eventually they are not used or fully used for the project.

 Yes. The APP allocation is calculated and transferred to APP upon the award of the contract.

Inspector General

-In calculating the APP allocation, should the Inspector General cost be included in the base for the APP calculation?

Yes, the APP calculation is taken against the total contract amount.

Capital Outlay Reserve Funds (CORF)

-Are construction projects funded by the Capital Outlay Reserve Fund covered by the APP requirement?

Yes. The APP requirement applies to all County construction projects for new buildings.

Funding Sources That Disallow Public Art

-Does the APP requirement apply to construction projects that are funded by grants or other sources which disallow public art?

 If a grant or another funding source specifically prohibits the use of funds for compliance with the APP requirement, the Department must use other funds to satisfy the APP requirement.

General Obligation Bond (GOB) Projects

-Does the APP requirement apply to GOB projects?

 Yes, the APP requirement applies to all County construction projects for new buildings. In addition, the APP requirement applies to GOB projects for new buildings done by municipal governments.



Capital Work Done by the County

-Does the APP requirement apply to the cost of architectural and engineering services performed by County personnel and to the cost of in-house construction labor, materials, and/or machinery?

 Yes. The APP requirement applies to the construction cost of new government buildings regardless of the source of funds for the project.

Private Sector-Funded Projects

-Does the APP requirement apply to buildings financed and constructed on County property by private sector investors?

 Yes. The APP requirement applies to the construction cost of new government buildings regardless of the source of funds for the project.

-What happens if the APP funds are not included in the development agreement with the private sector and/or are not collected by the Department from the private sector?

 The Department will need to convey the funds for the APP requirement from another revenue source.

Conveyance of APP Funds

-When are funds conveyed to APP? Whom do we contact for details about conveying funds?

 Funds are conveyed to APP when the Department receives spending authority for the capital project. For example, when an A&E contract is authorized, 1 ½% of the contract must be conveyed to APP. Please contact Deborah Margol, Deputy Director, Department of Cultural Affairs, for instructions to convey funds (305-375-2577; debo@ miamidade.gov).

Demolition

-Does the APP requirement apply to demolition costs?

 Yes, if demolition is part of a construction project that is covered by the APP requirements.

Building Additions

-Are additions to an existing structure covered by the APP requirement?

Yes, additions are considered to be "new government buildings."

Equipment

-Are equipment costs subject to the APP requirement?

 Yes. The APP requirement covers all systems and features that make a facility functional, even if the equipment is acquired through a separate contract.

Parking Garages

-Does the APP requirement apply to a parking garage?

Yes.



Roadways and Sidewalks

-Does the APP requirement apply to roadways and sidewalks?

 Yes, if the roadways and sidewalks are part of a construction project that is covered by the APP requirement.

Selection of Art Must Be by APP

-Can a Department satisfy the APP requirement by selecting and purchasing an artwork itself?

 No. Works of art must be selected in compliance with the process required by the APP program and overseen by the APP Trust and staff. Please see the APP Checklist section, "The APP Artists Selection Process."

Adherence to the Art in Public Places Requirement

-Can Departments waive the APP requirement?

No. Section 2-11.15 of the Miami-Dade County Code sets forth the requirements for the APP program and provides that only the Board of County Commissioners has the authority to waive the APP requirement. Administrative Order 3-11 prescribes a process involving a Review Committee which can be convened by the Assistant County Manager in charge of the APP program to conduct a hearing of a request for a waiver and states that the Review Committee will evaluate such requests as follows: "If the facility does not conform to the definition of 'new governmental building' a waiver will be recommended to the Board of County Commissioners. Only the BCC is authorized to grant waivers. Waivers must be secured prior to the award of the construction contract."

Unsuitable Locations

-Does the APP requirement apply to a new building that may not provide a suitable location for a public artwork and may the APP funds be transferred for expenditure to another site?

 Yes. The APP requirement covers all new government buildings. There is no requirement that artworks be located at the site of the project that funded the artwork. APP will work with Departments to identify suitable alternative locations.

Donations of Artwork

-What is the process for Departments to accept donations of art work(s)?

 The process for accepting gifts of art works is covered by Administrative Order No. 1-3. It requires that the APP Trust and its Professional Advisory Committee review and provide the Department with a recommendation for all donations of artwork or commemorative and/or memorial structures of artistic merit, valued in excess of \$1,000.





Miami-Dade County Department of Cultural Affairs Art in Public Places 111 NW 1st Street, 6th Floor Miami, FL 33128

- Transfer of APP Funds
 Deborah Margol, 305-375-2577, debo@miamidade.gov
- General Information, Tools for Departments, Artists Selection Process
 Amanda Sanfilippo, 305-375-5436, amandas@miamidade.gov
- Project Management
 - Patricia Romeu, 305-375-5920, romeu@miamidade.gov
 - Carolina Alfonso, 305-375-3671, carana@miamidade.gov
 - David Martinez-Delgado, 305-375-1067, DMARTI@miamidade.gov
- · Maintenance, Repair, Inventory
 - David Martinez-Delgado, 305-375-1067, DMARTI@miamidade.gov
- Director
 - Michael Spring, 305-375-5022, ms4@miamidade.gov



For <u>ALL</u> capital projects that fall under the APP ordinance, below is a sample worksheet that is completed to determine the proper cost allocation for APP.

If ISD is managing your project, ISD completes the form below and sends the form to APP for approval.

By doing so, this:

- Alerts APP of new projects
- Alerts APP of any changes to a project
- Provides APP with a budget
- Signals APP to start communications with the Department and ISD
- Ensures that the contract language for APP is included in the RFP for A/E and construction services

As a Department, you and APP will work together in determining your project options in incorporating APP into your project.

	Capital Project - APP Budg	get Allocation	Worksheet	
orm m	ust be submitted by User Department and approved by APP - Fo	rm must be submitted	l at Estimated Ph	ase and at Actual Award Pha
	Estimated APP Allocation Phase			
	Actual Award APP Allocation Phase			
APP	Revenue Index code	APP Contact	t Name	Contact Number
Capi	tal Project Name Project N	o. User Dpt. C	ontact Name	Contact Number
Dep	artment	Project	Start Date	Project End Date
Proi	ect Description			
,	·····	·		
Des	sign & Admin Costs			
Itom	Description	Eetima	ted Cost	Actual Award Cost
Δ	Professional Basic Fees (A/E Consultants)	\$	184 6051	S -
~	Specialty Consultants, Reimbursable Allowances, Soil		-	1
В.	Boring Testing, Surveying, Inspector General, etc	\$	-	\$-
c.	Program Management (Project and Construction Management) by County Department and/or Consultant	\$		\$-
D.	Other Costs	\$		s -
		\$		s -
0	CATEGORY TOTAL (A thru D)			
	nstruction Costs			
	Description		ted Cost	Actual Award Cost
Ε.	New Construction	\$	-	\$ -
F.	Demolition Built-in Equipment (such as Moving Escalators and	\$	-	\$-
G.	Walkways, Elevators Fire & Security Alarm, IT, Back Up	\$	-	\$-
н.	Generators, etc) Furnishings, Fixtures, and Non-Integral Equipment	\$		s -
	All Civil Related Work (such as landscape, sidewalks,			
I.	surface lot, roadway, pavement, lighting, etc)	\$	-	\$-
J.	Environmental Remediation	\$	-	\$ -
	Allowance Accounts (e.g. permitting, threshold inspection	ons, \$		s -
Κ.	reimbursables, alternates)		-	· ·
L.	Contingency Account	\$	-	\$-
М.	Other	\$	-	\$-
	CATEGORY TOTAL (E thru M)	\$	-	\$-
			ted Cost	Actual Award Cost
	Design & Admin Total	\$	-	\$ -
	Construction Total	\$	-	\$-
	Total Eligible Costs	\$	-	\$-
	Estimated Amount of APP Allocation (1.5%)	\$		
	Actual Amount of APP Allocation (1.5%)			\$-
	REMARKS			MDC-CUA/APP 10/2016
	All capital expenses to the extend provided by the APP Ordinan are not intended to be an all inclusive list of project expenses re common expenses called out in all inclusive.	equired to contribute t		
	common expenses called out in eligible County capital projects			
	User Department Signature	Date		-
	APP Signature	Date		-
	ra i orginatare	Date		