

Section III – Using Capital Projects Budget Module in CIIS

Signing into to CIIS:

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

Sign-In Screen:

Capital Improvements Information System (CIIS)

intra.miamidade.gov

PROJECTS

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

Contracts / Agreements

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

STANDARD PROCEDURES

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

REPORTS

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

[Contact Us](#)

Miami Dade County Capital Improvements Information System

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

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

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

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

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

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

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

Log-In

Login ID:

Password:

[Change Password](#)

Capital Improvements Information System (CIIS)

intra.miamidade.gov

PROJECTS

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

Contracts / Agreements

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

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

-TEST-Capital Budget Projects Menu

Select by Department:

Search for Budget Number

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

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

Adding New Funded Projects

Capital Improvements Information System (CIS)
intra.miamidade.gov MIA MI-DADE

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

-TEST-Capital Budget Projects Menu

Select by Department:

Select Budget Project by Number: (Unbalanced OMB in red)
 Select by Num Dept-PR Project..

Select Budget Project By Desc :
 Select by Desc Dept-PR Project..

[Add New Funded Project](#)
[Add New UnFunded Project](#)
[View Parks, Recreation and Open Spaces Project List](#)
[View Parks, Recreation and Open Spaces Budget Contract List](#)

UNBALANCED PROJECTS
 OMB Book Report
 OMB REVENUE SUMMARY BY SOURCE

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

Capital Improvements Information System (CIS)
intra.miamidade.gov MIA MI-DADE

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

-TEST-Capital Budget Projects Menu

Select by Department:

Search for Budget Number

Select Budget Project by Number: (Unbalanced OMB in red)
 Select by Num Dept-PR Project..

Select Budget Project By Desc :
 Select by Desc Dept-PR Project..

[Add New Funded Parks, Recreation and Open Spaces Project](#)
[Add New UnFunded Parks, Recreation and Open Spaces Project](#)
[View Parks, Recreation and Open Spaces Project List](#)
[View Parks, Recreation and Open Spaces Budget Contract List](#)

Search for Site Number
 Search for Index Code

UNBALANCED PROJECTS
 OMB Book Report
 OMB REVENUE SUMMARY BY SOURCE

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

FUNDED PROJECT / COR REQUEST

Chg Proj Name: Project: 1604910 -- TEST SITE

Description: For training purposes

Location: 111 NW 1 St

Location Code: City of Miami

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

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

Comm. Council: Not Applicable

Strategic Area: General Government

Function: Nuisance Control

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

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

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

CIE Info: Not Applicable

CIE Element: Not Applicable

Sustainability Component: Not Applicable

Estimated Annual Operating Impact: 100

Number of Addtl FTEs: 0

Federal Stimulus: Yes No

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

PROJECT COMPLETED?:

PTP PROJECT?:

TIP PROJECT?:

BBC PROJECT?:

Print **Save/Update** Add New Funded Project Back Cancel/Exit

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



Important:
Remember to align your projects to a Strategic Objective

Adding New Budget Projects

Capital Improvements Information System (CIS)

intra.miamidade.gov MIA M I D A D E

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

-TEST-Capital Budget Projects Menu

Select by Department: AS - Animal Services

Search for Budget Number

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

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

UNBALANCED PROJECTS

OMB Book Report

OMB REVENUE SUMMARY BY SOURCE

OMB EXPENDITURE SUMMARY BY STRATEGIC

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

Adding Project Sites

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

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

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

There are no Contracts for Project 1604910
There are no Contracts for Sites of Project 1604910

[Search for Site Number](#)
[Search for Budget Project Number](#)

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

GEO CODED SITE FOR PROJECT #1604910

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

Location Type: 01/25/2011

- Select Loc Type
- Address
- Intersection
- Segment
- Area
- Land Mark
- Other

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

Project: For training purposes

Location: 111 NW 1 St

Site Description: For training purposes

Location Type: Address

Address Entry Form

House Num

ST Dir

ST Name

ST Type

Zip (opt)

GIS Data

Comm District	Council	Municipality	Zoning	Township	Range	Section	Zipcode
1 <none>	<none>	<none>					
Site Location			XCoord	YCoord			
1							

- Update the fields within the **Address Entry Form** and click **Find Address**
- The GIS Data will automatically be updated
- Then click **Add** to save

Main Site Screen

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

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

Site Description: For training purposes 1. Update Information
 Site Comments: 2. Update Site Information

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

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

Project Manager Name: Select Project Manager Phone: Email:

Status Date:
 Site Status: On Schedule

Funding Dept: Management and Budget

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

SITE #77212 CAPITAL BUDGET LINK:

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

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

Adding OMB Revenue

SITE #77212 CAPITAL BUDGET LINK:

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

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

SAVE / UPDATE PROJECT INFORMATION

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

SITE SCHEDULE REPORT 20

CIIS Proposed MILESTONE UPDATE CIIS Proposed REVENUE UPDATE

OMB MILESTONE UPDATE **OMB REVENUE UPDATE** (highlighted with red circle and arrow)

Milestone Dates Update

Link Site To GIS

EXIT

Go To BUDGET Main Menu

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

BUDGET PROJECT 1604910 - (As per 2010-2011 Approved Budget)															
Project Title:	1604910-TEST SITE														
Project Desc:	For training purposes														
Site:	#7212 - -For training purposes														
OMB Funding Update															
Funding:	05-06	06-07	07-08	08-09	09-10	10-11	11-12	12-13	13-14	14-15	15-16	16-17	17-18	18-19	19-20
Funding:	05-06	06-07	07-08	08-09	09-10	10-11	11-12	12-13	13-14	14-15	15-16	16-17	17-18	18-19	19-20
GOB Total:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Non GOB:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

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

BUDGET PROJECT 1604910 - (As per 2010-2011 Approved Budget)																																										
Project Title:	1604910-TEST SITE																																									
Project Desc:	For training purposes																																									
Site:	#7212 -																																									
Site Desc:	For training purposes																																									
Site Duration:	Start Date: - End Date: - Duration: N/A																																									
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Select New Funding: Capital Outlay Reserve</p> <table border="1"> <tr> <td>FY 05-06</td><td>FY 06-07</td><td>FY 07-08</td><td>FY 08-09</td><td>FY 12-13</td><td>FY 13-14</td><td>FY 14-15</td><td>FY 15-16</td><td>Total:</td> </tr> <tr> <td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td> </tr> </table> <p>Funding Comments:</p> </div> <div style="width: 50%;"> <p>CDP Project: 1604910</p> <table border="1"> <tr> <td>19-20</td><td>FY 20-21</td><td>FY 21-22</td><td>FY 22-23</td><td>FY 23-24</td> </tr> <tr> <td>0</td><td>0</td><td>0</td><td>0</td><td>0</td> </tr> </table> </div> </div>															FY 05-06	FY 06-07	FY 07-08	FY 08-09	FY 12-13	FY 13-14	FY 14-15	FY 15-16	Total:	0	0	0	0	0	0	0	0	0	19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	0	0	0	0	0
FY 05-06	FY 06-07	FY 07-08	FY 08-09	FY 12-13	FY 13-14	FY 14-15	FY 15-16	Total:																																		
0	0	0	0	0	0	0	0	0																																		
19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24																																						
0	0	0	0	0																																						
<div style="display: flex;"> <div style="width: 45%;"> <ul style="list-style-type: none"> Capital Outlay Reserve Capital Funds Financing Program (CFFP) Bond Proj Capital Funds Program (CFP) - 710 Capital Funds Program (CFP) - 711 Capital Funds Program (CFP) - 712 Capital Funds Program (CFP) - 713 Capital Funds Program (CFP) - 714 Capital Funds Program (CFP) - 715 Capital Funds Program (CFP) - 716 Capital Funds Program (CFP) - 719 Capital Funds Program (CFP) - 724 Capital Funds Program (CFP) - 733 Capital Funds Program (CFP) - Future Capital Funds Program (CFP) - 719 Capital Impr. Local Option Gas Tax Capital Improvement Local Option Gas Tax Earned Interest Capital Outlay Reserve Capital Workond Fund Carryover for Future Expenditure Cash Donations - Impact Fees Cash Donations - Non County Sources Causeway Toll Revenue CD Public Housing Modernization CDBG - Supplemental Disaster Fy 93 CDBG Disaster Relief CDBG Neighborhood Stabilization Fund CDBG Reimbursement CDBG Reimbursement - 1993 CDBG Reimbursement - 1994 CDBG Reimbursement - 1995 CDBG Reimbursement - 1996 </div> <div style="width: 5%; text-align: center;">   </div> </div>																																										

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

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

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

Select New Funding: Capital Outlay Reserve CDP Project: 1604910

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

Total: \$401,248

Funding Comments:

Budget Project 1604910 Current Revenue Total: \$0

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

Adding Milestones

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

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

OMB Milestones Update

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

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

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

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

New Milestone: ←

-Funding Area: ←

CDP Project:

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

Milestone Comments:

Milestone Percent Complete:

Milestone Explanation:

Milestone Status:

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

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

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

New Milestone: ←

-Funding Area: ←

CDP Project: ←

←

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

Total:

Milestone Comments:

Milestone Percent Complete:

Milestone Explanation:

Status Date: Milestone Status:

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

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

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

New Milestone:

-Funding Area:

CDP Project: **1604910**

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

Milestone Comments:

Milestone Percent Complete:

Milestone Explanation:

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

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

Updating Projects in CIIS

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

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

-TEST-Capital Budget Projects Menu

Select by Department:

[Search for Budget Number](#)

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

Select Budget Project By Desc :

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

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

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

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

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

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

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

Update Project
OMB Book Report

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

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

SITE #77213 CAPITAL BUDGET LINK:

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

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

Transfer Site and ALL related Milestones and Costs to this Department:

SAVE / UPDATE PROJECT INFORMATION

ADD INDEX CODE	DELETE SITE	ADD CAPITAL BUDGET PROJECT #	CHECK COMPLIANCE WITH SUSTAINABLE BUILDINGS ORDINANCE		
SITE SCHEDULE REPORT 20					
CIIS Proposed MILESTONE UPDATE		CIIS Proposed REVENUE UPDATE			
←		OMB MILESTONE UPDATE	OMB REVENUE UPDATE	→	

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

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

Project Title: 1602850-TEST SITE 2
 Project Desc: For additional training
 Site: #77213 - 111 NW 1 ST 33128-For additional training

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

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

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

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

Project Title: 1602850-TEST SITE 2
 Project Desc: For additional training
 Site: #77213 - 111 NW 1 ST 33128
 Site Desc: For additional training
 Site Duration: Start Date: 12/3/2012 - End Date: 12/3/2012 - Duration: 0

Proposed Milestone: Construction

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

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

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

Total: 25,000

Milestone Comments:

Milestone Percent Complete: 0%

Milestone Explanation:

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

SAVE / UPDATE | DELETE | PRINT | REFRESH

Multi Milestone Update

Milestone Dates Update

EXIT

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

Using Reports in CIIS

The screenshot shows the CIIS interface with the following elements:

- Header:** Capital Improvements Information System (CIIS) and MIA MI DADE logo.
- Navigation:**
 - PROJECTS:** Capital Projects (R), GOB Projects (R), QNIP Projects, A & E Projects.
 - Contracts / Agreements:** Contracts by Dept (R), MCC RPO Contracts (R) (R), EDP Agreements, Architecture & Eng.
 - STANDARD PROCEDURES:** Capital Constr. Overview, Policies & Procedures, Contract Language, Contract Forms, Help and Training.
- Main Content:**
 - Logout: Maria Johnson. Your previous login was: Monday, December 03, 2012 at 6:32:47 PM.
 - TEST-Capital Budget Projects Menu**
 - Select by Department: BU - Management and Budget
 - Search for Budget Number
 - Select Budget Project by Number: (Unbalanced OMB in red) 1604910 - TEST SITE
 - Select Budget Project By Desc: 1604910 - TEST SITE
 - Links: Get 1604910 Record, Add New Funded Management and Budget Project, Add New UnFunded Management and Budget Project, View Management and Budget Project List, View Management and Budget Budget Contract List, Search for Site Number, Search for Index Code.

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

The screenshot shows the CIIS interface with the following elements:

- Header:** Capital Improvements Information System (CIIS) and MIA MI DADE logo.
- Navigation:**
 - PROJECTS:** Capital Projects (R), GOB Projects (R), QNIP Projects, A & E Projects.
 - Contracts / Agreements:** Contracts by Dept (R), MCC RPO Contracts (R) (R), EDP Agreements, Architecture & Eng.
 - STANDARD PROCEDURES:** Capital Constr. Overview, Policies & Procedures, Contract Language, Contract Forms, Help and Training.
- Main Content:**
 - Logout: Maria Johnson. Your previous login was: Monday, December 03, 2012 at 6:32:47 PM.
 - TEST-Budget Projects Reports Menu**
 - Department: Management and Budget
 - FUNDED REPORTS:**
 - F-1 Funded High Level Summary
 - F-2 Funded Revenue Summary
 - F-3 Funded Expenditure Summary
 - F-5 Funded Projects Detail Report
 - F-6 Funded Project Status Report (Sorted by Status)
 - F-7 Funded Project Status Report (Sorted by Project)
 - F-8 Funded Project Function Report
 - F-9 Funded Project Report (Donations) - Strategic Area
 - F-10 Funded Project Comm. District Report
 - Standard Set
 - UNFUNDED REPORTS:**
 - U-1 FY Unfunded Future vs. Current Cost Comparison Report
 - U-2 Project Detail Report
 - U-3 Unfunded Project Status Report (Sorted by Priority)
 - U-4 Unfunded Projects Priority Verification Report
 - U-5 Unfunded Project Status Report (Sorted by Project)

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

Deleting Projects in CIIS

Capital Improvements Information System (CIIS) MIA MIDADE

intra.miamidade.gov

PROJECTS
[Capital Projects \(R\)](#)
[GOB Projects \(R\)](#)
[Q/NIP Projects](#)
[A & E Projects](#)

Contracts / Agreements
[Contracts by Dept. \(R\)](#)
[MCC/RPO Contracts \(R\) \(R\)](#)
[EDP Agreements](#)
[Architecture & Eng.](#)

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

REPORTS
[Reports](#)
[FAQs](#)
[System Files](#)
[ETSD Tasks \(R\) \(Cal\)](#)

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

-TEST-Capital Budget Projects Menu

Select by Department:

[Search for Budget Number](#)

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

Select Budget Project By Desc :

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

UNBALANCED PROJECTS

OMB Book Report

OMB REVENUE SUMMARY BY SOURCE

OMB EXPENDITURE SUMMARY BY STRATEGIC

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

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

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

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

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

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

Update Project

OMB Book Report

- Click on the **Update Project** tab

PROJECT

Chg Project Name: Project: 5180 – NEW LUXURY OFFICES FOR OMB STAFF

Description: The OMB staff really needs prime working conditions with a nice view of the bay

Location: 1451 Brickell Ave

Location Code: City of Miami

Project Priority: 1 [Resort Priorities](#)

Number of Addtl FTEs: 0

Estimated Project Cost: 3000 (\$ in 000) ←

Strategic Area: General Government

Strategic Objective: GG4-2 : Effectively allocate and utilize resources to meet current and future operating and capital needs

Taxing Jurisdiction: Countywide

Comm. Council: Not Applicable

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

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

Sustainability Component: Not Applicable

MARK PROJECT FOR DELETION: Justification/Comments or Reason for Deletion:

Print Save/Update Add New UnFunded Project Cancel/Exit

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



Important

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

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

Below are descriptions of the system selections:

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

Notice there are no periods used with these abbreviations

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