Miami-Dade County

Capital Budget
Training Manual
FY 2020-21

Table of Contents

PeopleSoft

CBAT (Capital Budgeting Analysis Tool)

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"**.

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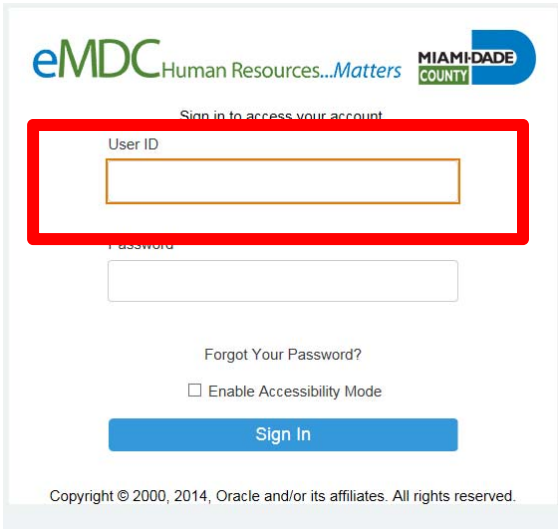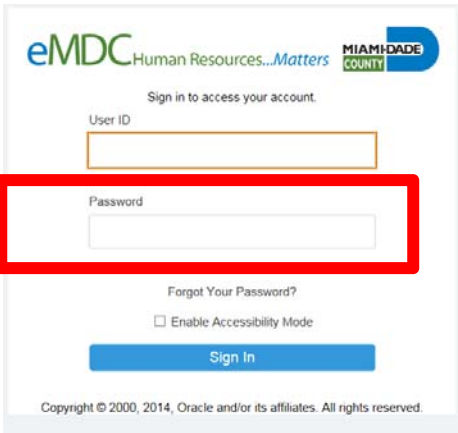
To log on to the PeopleSoft capital application, use the same link you use for e-Par when entering your employee hours for payroll.

IMPORTANT:

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".	
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.	

3.

Once you have logged on, the screen below will appear.

Scroll down and click on the Miami-Dade Custom icon.

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. 	

Step	Action	Notes
5	Below is the main screen which is the starting point for all that you do in the PeopleSoft capital application. **Now you can begin your capital development process.**	

--End Activity--
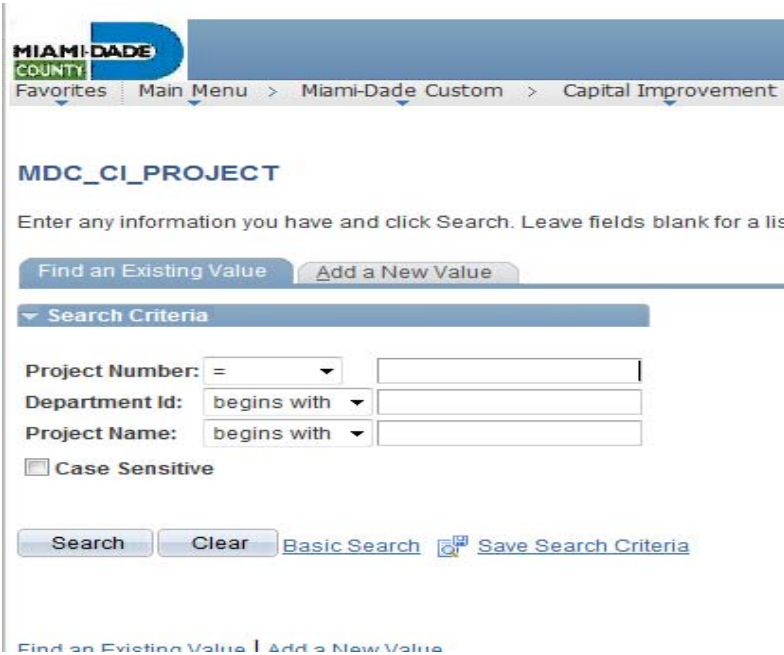
Activity PS2: Searching for a Project in PeopleSoft

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

IMPORTANT:

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	## TIP: 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...** 1. By entering the project number 2. 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** ☐ **Unfunded** ☐ ☐ Case Sensitive 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. New Window ? Help Personaliz Project | Project Sites List | Project Sites **Project Number** 382600 *Dept. Id. CR 🔍 CORRECTIONS & REHABILITATION ☐ Archived ***Project Name** TURNER GUILFORD 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 ▾

TIP:

🙂 To find a capital project number in either the Proposed and/or Adopted Budget books, you will need to go to the department the project is located in.

The project number is **ALWAYS** located to the right of the project name.

FUNDED CAPITAL PROJECTS
(dollars in thousands)

TURNER GUILFORD KNIGHT CORRECTIONAL CENTER KITCHEN AIR CONDITIONING   PROJECT #:   382600
INSTALLATION
    DESCRIPTION: Install centralized air conditioning in the corresponding dry storage area at the Turner Guilford Knight Correctional Center
    LOCATION: 7000 NW 41 St   District Located: 12
                    Unincorporated Miami-Dade County   District(s) Served: Countywide

REVENUE SCHEDULE:	PRIOR	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	FUTURE	TOTAL
Capital Asset Series 2007 Bond Proceeds	266	0	0	0	0	0	0	0	266
Capital Outlay Reserve	1,924	1,303	0	0	0	0	0	0	3,227
TOTAL REVENUES:	2,190	1,303	0	0	0	0	0	0	3,493
EXPENDITURE SCHEDULE:	PRIOR	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	FUTURE	TOTAL
Building Acquisition/Improvements	162	0	0	0	0	0	0	0	162
Construction	1,732	1,569	0	0	0	0	0	0	3,301
Permitting	30	0	0	0	0	0	0	0	30
TOTAL EXPENDITURES:	1,924	1,569	0	0	0	0	0	0	3,493

6.

Searching for a project via the **Project Name**

To search for a project using the project name, first enter the first word or two of the project name in the empty field box to the right of the "**Project Name"** icon which is highlighted below.

Find an Existing Value | Add a New Value

▼ Search Criteria

Project Number: = _____
Department Id: begins with _____
Project Name: contains | Turner
Archived ☐
Unfunded ☐
☐ Case Sensitive

Search | Clear | Basic Search | Save Search Criteria

Search Results

View All   First ◀ 1-3 of 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	N
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	N

Next click on the dropdown box highlighted below and select **"contains".**

By selecting contains, the system will pick-up all **ACTIVE** projects that contain the words you listed in the description

Then click on the **SEARCH** icon.

7.

Once you have clicked on the **Search** icon, the user will see a listing of all **ACTIVE** projects that contain the words indicated.

8.	If you are confident and know the exact name of the project, click on the dropdown box which defines the search - in this case it reads **"begins with"** and then type the project name in the box next to it
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

10	From the listing of projects provided, select one and click

Search Results

View All   First ◀ 1-3 of 3 ▶ Last

Project Number	Department Id	Project Name	Archived	Unfunded
382600	CR	TURNER GUILFORD KNIGHT CORRECTIONAL CENTER KITCHEN AIR CONDITIONING INSTALLATION	N	N

11	Below is the project screen that will pop up related to the project you selected.

--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.

⭐**IMPORTANT:**

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. For assistance refer to **Activity PS1 "Logging On To The PeopleSoft Capital Application"**
2	Second, you need to find the **"Project"** that the **"Project Site"** is linked to. For assistance refer to **Activity PS2: "Searching for a Project in PeopleSoft"**
⭐	**IMPORTANT:** 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 you have selected a **"Project",** click on the "**Project Site List"** tab.

4.	You will now be taken to a screen which will list **ONLY** those "**Project Sites**" associated to the project you selected
	Below is a screen shot of what this project and project site looks like in CBAT
5	If the user is seeking more information on a project site, click on the "**Details**" icon

--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.

1	Below is a screen shot of what an active completed project looks like in the PeopleSoft system
	The objective of this activity is to provide you with the background and purpose for each of the categories listed below required for a project so that the user has a better understanding of what is being requested for a more accurate presentation of the project

2

Project	Project Sites List	Project Sites

New Window ? Help Personaliz

☐ Archived

Project Number	382600	*Dept. Id.	CR 🔍 CORRECTIONS & REHABILITATION

*Project Name: TURNER GUILFORD 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

Project Number – The number that is auto assigned to your project when it was first created; it is the number that will be referenced throughout the life of the project

Department ID – The department the project belongs to; most users only have access to the department they are in unless you manage a project for another department;

Archived – if the box is checked, the project is inactive; the project will **NOT** be printed in the budget book and will have **NO** expenditure authority

Project Name – The name entered by the user when the project was first created; the name of the project that will be referenced throughout the life of the project

Project Description – Describes the project; ALWAYS starts with an action verb (i.e. Build, Construct, Purchase, Renovate; Install etc.)

Project Address – Physical location of the project

Project Location – Where the project resides: municipality, UMSA, Special Taxing District etc; the users chooses from a drop down box

IMPORTANT:
In tying back on what you enter in PeopleSoft impacts the budget……

Example – Proposed Budget Book (Volume 2 – Departmental narrative)

TURNER GUILFORD KNIGHT CORRECTIONAL CENTER KITCHEN AIR CONDITIONING INSTALLATION   PROJECT #:   382600

DESCRIPTION: Install centralized air conditioning in the corresponding dry storage area at the Turner Guilford Knight Correctional Center

LOCATION: 7000 NW 41 St   District Located: 12
            Unincorporated Miami-Dade County   District(s) Served: Countywide

REVENUE SCHEDULE:	PRIOR	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	FUTURE	TOTAL
Capital Asset Series 2007 Bond Proceeds	266	0	0	0	0	0	0	0	266
Capital Outlay Reserve	1,924	1,303	0	0	0	0	0	0	3,227
TOTAL REVENUES:	2,190	1,303	0	0	0	0	0	0	3,493
EXPENDITURE SCHEDULE:	PRIOR	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	FUTURE	TOTAL
Building Acquisition/Improvements	162	0	0	0	0	0	0	0	162
Construction	1,732	1,569	0	0	0	0	0	0	3,301
Permitting	30	0	0	0	0	0	0	0	30
TOTAL EXPENDITURES:	1,924	1,569	0	0	0	0	0	0	3,493

3

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 Not-Applicable ▼

*Strategic Area Public Safety ▼

District Location – The district the project physically resides in; can only be in one district; however, a project can also be a countywide, UMSA, systemwide, taxing district, or not applicable

District Served – The district(s) the project serves; a project can serve multiple districts

Community Council District – The Community Council District the project physically resides in; there is a drop down box for the user to select from

Strategic Area – The Strategic Area the project resides in; there is a drop down box for users to select from; the strategic area ties to the County's strategic plan as well as the County's Proposed and Adopted budget books

Economic Development
General Government
Health and Human Services
Neighborhood and Infrastructure
Policy Formulation
Public Safety
Recreation and Culture
Transportation

IMPORTANT:

In tying back on what you enter in PeopleSoft impacts the budget……

Example – Proposed Budget Book (Volume 1- Appendices)

APPENDIX H: CAPITAL EXPENDITURE SUMMARY BY STRATEGIC AREA AND DEPARTMENT

(dollars in thousands)

Strategic Area / Department	Prior Years	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	Future	Projected Total Cost
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

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

4

Function – is basically the function the project serves; there is a drop down box from which the user can select from

 IMPORTANT:

In tying back on what you enter in PeopleSoft impacts the budget……

**Example – Proposed Budget Book (Volume 2 – Departmental narrative)**

Corrections and Rehabilitation

CAPITAL BUDGET SUMMARY

(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 Series 2008B	730	0	0	0	0	0	0	0	730
BBC GOB Series 2014A	7,244	0	0	0	0	0	0	0	7,244
Capital Outlay Reserve	5,590	1,603	407	407	0	0	0	0	8,007
BBC GOB Series 2011A	307	0	0	0	0	0	0	0	307
BBC GOB Series 2013A	1,117	0	0	0	0	0	0	0	1,117
BBC GOB Series 2005A	1,068	0	0	0	0	0	0	0	1,068
BBC GOB Series 2008B-1	1,504	0	0	0	0	0	0	0	1,504
Total:	30,067	5,103	15,408	16,138	18,731	30,000	10,000	19,701	145,148
Expenditures									
Strategic Area: PS									
Equipment Acquisition	1,403	200	0	0	0	0	0	0	1,603
Jail Facility Improvements	19,759	4,009	10,408	11,138	10,731	0	0	0	56,045
New Jail Facilities	7,299	2,500	5,000	5,000	8,000	30,000	10,000	19,701	87,500
Total:	28,461	6,709	15,408	16,138	18,731	30,000	10,000	19,701	145,148

5

Strategic Object   GG5-2 🔍 Provide well maintained, accessible facilities and assets

CIE Info   Future Growth ▼   CIE Element Not-Applicable

Sust. Comp.   Energy Efficiency   ▼

Strategic Objective – to select the Strategic Objective most suited for the project, there is a drop down box for the user to select from (see below); the strategic objective ties to the County's overall strategic plan and should tie to the department's business plan

Look Up Strategic Object

Strategic Object ID: begins with ▼ [   ]
Strategic Objective Desc: begins with ▼ [   ]

[Look Up] [Clear] [Cancel] Basic Lookup

Search Results

View 100   First ◄ 1-91 of 91 ► Last

Strategic Object ID	Strategic Objective Desc
ED1-1	Reduce income disparity by increasing per capita income
ED1-2	Attract industries that have high wage jobs and high growth potential
ED1-3	Enhance and expand job training opportunities and education programs to ensure they are aligned with the needs of emerging and growth industries
ED2-1	Attract more visitors, meetings and conventions
ED2-2	Improve customer service at airports, hotels and other service providers that support travel and tourism
ED3-1	Attract and increase foreign direct investments and international trade from targeted countries
ED3-2	Support international banking and other financial services
ED4-1	Encourage creation of new small businesses
ED4-2	Create a business friendly environment
ED4-3	Expand opportunities for small businesses to compete for County contracts
ED5-1	Provide adequate public infrastructure that is supportive of new and existing businesses
ED5-2	Develop urban corridors (TUAs, CRAs & Enterprise Zones, NRSAs) as destination centers
GG1-1	Provide easy access to information and services
GG1-2	Develop a customer-oriented organization
GG1-3	Foster a positive image of County government
GG1-4	Improve relations between communities and governments
GG2-1	Attract and hire new talent
GG2-2	Develop and retain excellent employees and leaders
GG2-3	Ensure an inclusive workforce that reflects diversity
GG2-4	Provide customer-friendly human resources services
GG3-1	Ensure available and reliable systems
GG3-2	Effectively deploy technology solutions
GG3-3	Improve information security

Example – Proposed Budget Book (Volume 1 – Appendices)

APPENDIX W: MIAMI-DADE COUNTY'S STRATEGIC PLAN OBJECTIVES

Miami-Dade County organizes its strategic plan into seven strategic areas: Public Safety (PS), Transportation (TP), Recreation and Culture (RC), Neighborhood and Infrastructure (NI), Health and Human Services (HH), Economic Development (ED), and General Government (GG). Each strategic area consists of a number of goals, each of which consists of a number of objectives. In all, the strategic plan includes nearly 100 objectives. For ease of reference, each objective can be referred to by its reference number (e.g. PS2-1, TP3-2, and ED5-1).

These objectives play an important role in our Results-Oriented Governing approach by providing the linkage between department objectives and the goals of the strategic plan. Department narratives contain performance tables that begin with both the reference number and full text of the strategic plan objective the department is seeking to support. This provides strategic context to the efforts of the department and ensures that County activities support achievement of strategic plan goals. The list below details all objectives in the strategic plan, organized by strategic area.

Strategic 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)

- PS1-4: 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)

Strategic 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; Public 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 Management; Transit)

- TP1-6: Facilitate connections between transportation modes (Aviation; Port of Miami; Transit)

- TP2-1: Reduce traffic accidents (Public Works and Waste Management; Police)

- TP2-2: Improve safety for bicycles and pedestrians (Public Works and Waste Management; Police)

CIE (Capital Improvement Element) info – In this section, the user also has a drop down box from which to select from; this identifies which category the project corresponds to:

- Is this project addressing future growth?
- Is this project addressing an existing deficiency?
- Both future growth and a deficiency
- Or not applicable

IMPORTANT:

The following sections (7 and 8) are **VERY important** 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

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:
	 • Aviation • Coastal Management • Conservation • Drainage etc. ⭐ **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 GG5-2 🔍 Provide well maintained, accessible facilities and ass 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 Table 06: Park and Recreation Table 07: Seaport Table 08: Sewer Facilities Table 09: Solid Waste Management Table 10: Traffic Circulation Table 11: Mass Transit Table 12: Water Facilities SNP: ☐ Estimated Operating C s ⭐ **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

8

CIE Info [Not-Applicable ▾]   CIE Element [Not-Appli]

Resiliency Comp. [Renew and Strengthen Infrastructure] [▾]

Resiliency Component – as the County moves toward being a more **"Green-Sustainable"** community, this aides the County in identifying which capital projects are sustainable projects which are highlighted in the budget book by a leaf emoji

Being a more resilient community is an important initiative for the County. If you have not read the FY 2017-18 Proposed Budget and Multi-Year Capital Plan, below is an excerpt from Volume 1 - so you can understand how resiliency plays a role in the County's overall budget.

Example - Proposed Budget Book (Volume 1 – Executive Summary)

FY 2017-18 Proposed Budget and Multi-Year Capital Plan

EXECUTIVE SUMMARY

"Resilience is all about being able to overcome the unexpected. Sustainability is about survival. The goal of resilience is to thrive." - Jamais Cascio

Too often in government, we find ourselves moving from one emergency to another with the goal of surviving each crisis. We don't spend time planning for the future and ensuring not only our survivability, but our ability to flourish. In developing the annual budget, we take time to look ahead, anticipate our risks, and advance measured responses. Miami-Dade County has been focused on making our community resilient – resilient to natural disasters and climate change, resilient in the face of technological advancements and implementations that change the way we do business and the way our residents do business with us, resilient to developments that would threaten our history and heritage, resilient to the financial ups and downs we experience as a local government affected by not only our economy but the localized economies of communities around the world.

To enhance our efforts, for more than a year, a coalition of communities – including Miami-Dade County, the City of Miami, and the City of Miami Beach – have worked together as members of a community of innovative governments leading the way in building urban resilience not just in South Florida, but across the world as one of the 100 Resilient Cities by the Rockefeller Foundation. The FY 2017-18 Proposed Budget continues this focus, allocating our resources to enhance the resilience of Miami-Dade County.

RESILIENT **GREATER MIAMI**

www.100resilientcities.org

Development of the FY 2017-18 Proposed Budget has been challenging, as we contend with a weakened local economy, federal funding reductions and preparing for a potential increase in the value of homestead exemptions. To face these challenges, I am proposing a balanced and sustainable operating plan, with recurring revenues supporting recurring expenditures. We do not rely upon one-time revenues to support operations. Essential services such as public safety and services for the elderly and children continue to be priorities and vital funding for capital infrastructure needs – particularly in water and sewer and transportation – is allocated. Operations are sustained at current levels to the extent possible, with vacant positions frozen as necessary and reserves established to help us transition to new, reduced funding levels.

As we did last year, the FY 2017-18 Proposed Budget allocates resources not only by strategic area – Policy Formulation, Public Safety, Neighborhoods and Infrastructure, Recreation and Culture, Economic Development, Health and Human Services, and General Government (Internal Support) – but also along the four paths to build a resilient community, as identified by Resilient Communities for America:

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⭐ IMPORTANT:

In tying back on what you enter in PeopleSoft impacts the budget……

By marking this project below as having a resiliency component, it is noted by a leaf emoji (🍃) in the department's capital budget

Example – Proposed/Adopted Budget Book (Volume 2 – Departmental narrative)

TURNER GUILFORD KNIGHT CORRECTIONAL CENTER KITCHEN AIR CONDITIONING INSTALLATION   PROJECT #: 382600   🍃

DESCRIPTION: Install centralized air conditioning in the corresponding dry storage area at the Turner Guilford Knight Correctional Center
LOCATION: 7000 NW 41 St   District Located: 12
Unincorporated Miami-Dade County   District(s) Served: Countywide

REVENUE SCHEDULE:	PRIOR	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	FUTURE	TOTAL
Capital Asset Series 2007 Bond Proceeds	266	0	0	0	0	0	0	0	266
Capital Outlay Reserve	1,924	1,303	0	0	0	0	0	0	3,227
TOTAL REVENUES:	2,190	1,303	0	0	0	0	0	0	3,493
EXPENDITURE SCHEDULE:	PRIOR	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	FUTURE	TOTAL
Building Acquisition/Improvements	162	0	0	0	0	0	0	0	162
Construction	1,732	1,569	0	0	0	0	0	0	3,301
Permitting	30	0	0	0	0	0	0	0	30
TOTAL EXPENDITURES:	1,924	1,569	0	0	0	0	0	0	3,493

To classify the type of sustainable component your project is, the user also has a drop down box from which to choose from

CIE Info	Not-Applicable ⌄	CIE Element	Not-Appli
Resiliency Comp.	Renew and Strengthen Infrastructure ⌄		

Unfunded Projects

Dist. Served

Community Council

*Strategic Area

*Strategic Object

Function

CIE Info

Resiliency Comp.

Unfunded Projects

Climate Change Adaptation
Conservation of Environmental Assets
Energy Efficiency
Health and Well-being
Innovative Water/Wastewater Feature
LEED or Other Green Building Certification
Livable Communities
Mobility
Not Applicable
Other Sustainability
Renew and Strengthen Infrastructure
Renewable Energy Feature

⭐ IMPORTANT:

In tying back on what you enter in PeopleSoft impacts the budget……

Example – Proposed/Adopted Budget Book (Volume 1 – Appendices)

APPENDIX M: RESILIENCE CAPITAL PROJECTS
(dollars in thousands)

	Prior Years	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	Future	Projected Total Cost
Climate Change Adaptation									
Parks, Recreation and Open Spaces									
COUNTYWIDE - TREE CANOPY EXPANSION	0	500	0	0	0	0	0	0	500
RICKENBACKER CAUSEWAY - HOBIE NORTH SIDE BARRIER	186	975	2,360	1,000	1,000	0	0	0	5,521
Water and Sewer									
OUTFALL LEGISLATION	59,113	38,817	44,789	52,572	63,206	72,848	107,726	3,255,334	3,694,405
Climate Change Adaptation Total	59,299	40,292	47,149	53,572	64,206	72,848	107,726	3,255,334	3,700,426
Conservation of Environmental Assets									
Parks, Recreation and Open Spaces									
COLONIAL DRIVE PARK	50	705	2,445	0	0	0	0	0	3,200
MILLERS POND PARK	50	151	0	0	0	0	0	0	201
RICKENBACKER CAUSEWAY - SHORELINE SAND RENOURISHMENT	200	204	208	212	216	110	0	0	1,150
Regulatory and Economic Resources									
BEACH EROSION MITIGATION AND RENOURISHMENT	20,000	11,000	5,000	2,100	0	0	0	0	38,100
BISCAYNE BAY RESTORATION AND SHORELINE STABILIZATION	1,150	1,450	0	0	0	0	0	0	2,600
ENVIRONMENTALLY ENDANGERED LANDS PROGRAM	102,947	5,407	6,355	500	1,000	1,000	1,000	2,000	120,209

9

Resiliency Comp. | Renew and Strengthen Infrastructure

Unfunded Projects

Unfunded: ☐ | Estimated Total Unfunded Project Cost [   ] (Actual Value)

Unfunded – if a project is **NOT** funded, the user **MUST** 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

Cultural Affairs

UNFUNDED CAPITAL PROJECTS

(dollars in thousands)

PROJECT NAME	LOCATION	ESTIMATED PROJECT COST
SOUTH MIAMI-DADE CULTURAL ARTS CENTER - CAFE BUILD OUT AND OUTFITTING	10950 SW 211 St	50
SOUTH MIAMI-DADE CULTURAL ARTS CENTER - CONSTRUCTION OF A NEW BANDSHELL	10950 SW 211 St	2,000
SOUTH MIAMI-DADE CULTURAL ARTS CENTER - NEW PARKING GARAGE	10950 SW 211 St	12,500
AFRICAN HERITAGE CULTURAL ARTS CENTER - MISCELLANEOUS FACILITY RENOVATIONS	6161 NW 22 Ave	1,700
MIAMI-DADE COUNTY AUDITORIUM - MISCELLANEOUS FACILITY RENOVATIONS	2901 W Flagler St	4,000
JOSEPH CALEB AUDITORIUM - MISCELLANEOUS FACILITY RENOVATIONS	5400 NW 22 Ave	2,100
SOUTH MIAMI-DADE CULTURAL ARTS CENTER - FURNITURE, FIXTURES, EQUIPMENT, AND REMAINING CAPITAL FEATURES	10950 SW 211 St	895
	UNFUNDED TOTAL	23,245

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 ⭐ **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", **NOT** 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: ☐ FY Impact Estimated Annual Operating Cost (Actual Value) Addtl 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

12

FY Impact - This section is <u>**only filled**</u> out when this is an active project and there is a Departmental operating impact; in this section, the user, selects from the dropdown box in which fiscal year the project will have an operating impact to the Department; not all projects have an operating impact; when entering information, the user <u>**MUST**</u> work with the Department's budget section to ensure everyone is on the same page; if you are entering information in this field, the user must ensure that they are also entering information in the "**Estimated Operating Cost**" field as well too - as they both go hand in hand

| FY Impact | FY 2017-18 ▾ | Estimated Annual Operating Cost | 500,000 (Actual Value) | Addtl FTE's | 12 |

Budget book example

SOUTH DADE PARK - BUILDING BETTER COMMUNITIES BOND PROGRAM   PROJECT #: 931390

DESCRIPTION:	Plan and construct local park improvements including an aquatic facility	
LOCATION:	16350 SW 280 St	District Located: 8
	Unincorporated Miami-Dade County	District(s) Served: 8

REVENUE SCHEDULE:	PRIOR	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	FUTURE	TOTAL
BBC GOB Financing	1,674	2,792	0	0	0	0	0	0	4,466
BBC GOB Series 2005A	6	0	0	0	0	0	0	0	6
BBC GOB Series 2008B	263	0	0	0	0	0	0	0	263
BBC GOB Series 2008B-1	190	0	0	0	0	0	0	0	190
BBC GOB Series 2014A	75	0	0	0	0	0	0	0	75
TOTAL REVENUES:	2,208	2,792	0	0	0	0	0	0	5,000
EXPENDITURE SCHEDULE:	PRIOR	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	FUTURE	TOTAL
Construction	1,655	2,792	0	0	0	0	0	0	4,447
Permitting	24	0	0	0	0	0	0	0	24
Planning and Design	437	0	0	0	0	0	0	0	437
Project Administration	92	0	0	0	0	0	0	0	92
TOTAL EXPENDITURES:	2,208	2,792	0	0	0	0	0	0	5,000

Estimated Annual Operating Impact will begin in FY 2017-18 the amount of $500,000 and includes 12 FTE(s)

13	**Estimated Annual Operating Cost** - This section is **only filled** 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 **MUST** work with the Department's budget section to ensure everyone is on the same page
14	**Additional FTE's** - This section is **only filled** 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 **MUST** work with the Department's budget section to ensure everyone is on the same page

15	**Percentage complete** - in this field, the user inputs the percentage complete for the **entire project** 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 📅 Projected End Date 12/31/2009 📅 Actual Start Date ☐ 📅 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 ☐ Last 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 ☐ Last 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.

1	Below is a screen shot of what an active completed project site looks like in the PeopleSoft system
	The objective of this activity is to provide the user with the background and purpose for each of the categories listed below required for a project site so that the user has a better understanding of what is being requested for a more accurate presentation of the project

2

Project Number - the project number associated to the project site you are currently viewing

Department - the Department that the project belongs to

Site Number - the auto generated project site number issued when the project site was created

Site Name - The name created by the user when the project site was first created

Site Description - Describes the project associated specifically to the project site

Location Type - describes the type of address provided; it is a drop down box

Site Location - the street address of the project site

3	**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

If you are entering information in this box, this mean your project is a PTP project
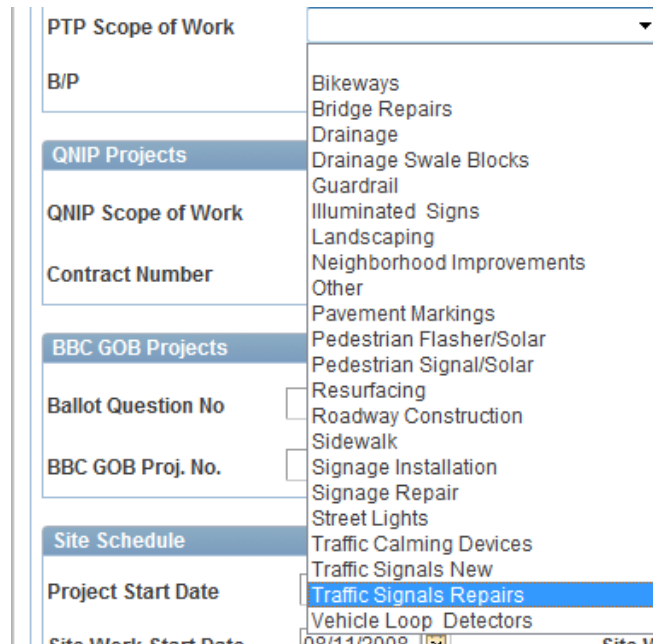

PTP Scope of Work - in this field, the user selects from a drop down box the type of work to be performed
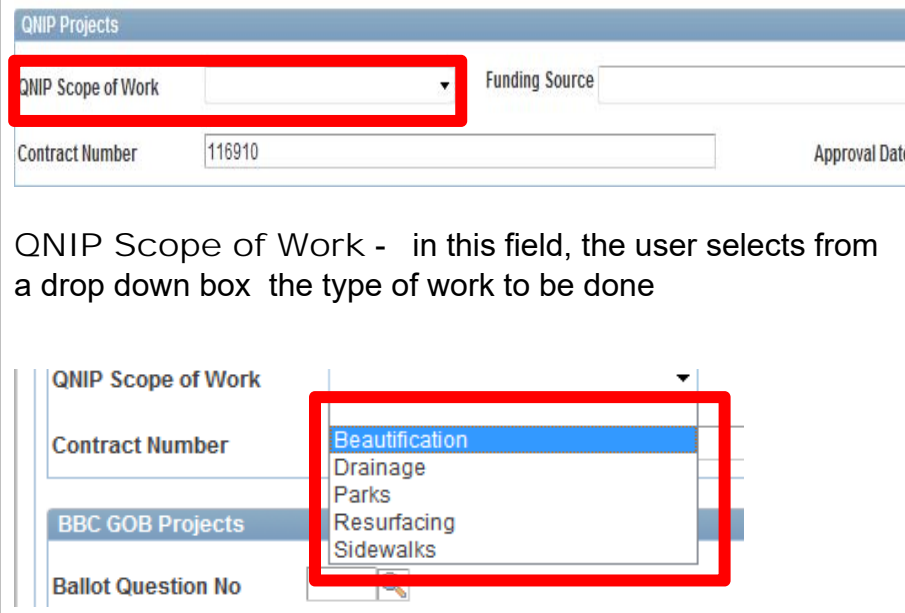

| 5 | |
| | In this section, the user uses the drop down box to identify whether the project is a **"B" Bond** project or a **"P" Pay-As-You – Go** project |

| 6 | **"QNIP" Quality Neighborhood Improvement Program project information**

You should only be entering information in this area if your project is a QNIP project |
|---|---|
| 7 |

QNIP Scope of Work - in this field, the user selects from a drop down box the type of work to be done

 |

8

Revenue (Funding Source) - in this field, the user selects from a drop down box QNIP funding source that is funding this project

9

In this section, the user enters the contract being referenced for this project

TIP:

This is part of the project manager's responsibility

10

Approval Date - the date in which the Commissioner approved the funding for this project

11	**"BBC GOB" Building Better Communities 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 [＿＿] 🔍
	BBC GOB Proj. No. [＿＿＿] 🔍
	Look Up Ballot Question No
	GOB Ballot Question No: [begins with ▾] [＿＿＿＿]
	GOB Ballot Question: [begins with ▾] [＿＿＿＿]
	[Look Up] [Clear] [Cancel] Basic Lookup
	Search Results
	View 100 First ◀ 1-10 of 10 ▶ Last
	GOB Ballot Question No — **GOB Ballot Question**
	1 — Construct And Improve Water, Sewer And Flood Control Systems
	2 — Construct And Improve Park And Recreational Facilities
	3 — Construct And Improve Bridges, Public Infrastructure, And Neighborhood Improvements
	4 — Construct And Improve Public Safety Facilities
	5 — Construct And Improve Emergency And Healthcare Facilities
	6 — Construct And Improve Public Services Outreach Facilities
	7 — Construct And Improve Housing For The Elderly And Families
	8 — Construct And Improve Cultural, Library And Multicultural Educational Facilities
	9 — Debt Service, Interest Expense And Premium Funds
	A — Interest Proceeds

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.

Look Up BBC GOB Proj. No.

GOB Proj. No.:   begins with ▼

GOB Project Name: begins with ▼

Look Up   Clear   Cancel   Basic Lookup

Search Results

Only the first 300 results can be displayed.
View 100

GOB Proj. No.	GOB Project Name
1	Local Drainage Improvements
1.1	Local Drainage 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 - Leisure Lakes Park
103	Unincorporated Municipal Service Area - Medsouth Park
104	Unincorporated Municipal Service Area - Continental Park
105	Unincorporated Municipal Service Area - Chuck Pezoldt Park
106	West Perrine Park
107	Unincorporated Municipal Service Area - Royal Colonial Park
108	Sgt Joseph Delancy Park
109	Goulds Park
110	Unincorporated Municipal Service Area - Naranja Park
111	Unincorporated Municipal Service Area - Local Park Improvements CD# 10
112	Unincorporated Municipal Service Area - Westwind Lakes Park
113	Unincorporated Municipal Service Area - Wild Lime Park
114	Unincorporated Municipal Service Area - Eden Lakes Park
115	Unincorporated Municipal Service Area - Olympic Park
116	Unincorporated Municipal Service Area - Bird Lakes Park
117	Unincorporated Municipal Service Area - Lago Mar Park
118	Unincorporated Municipal Service Area - International Gardens Park
119	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 - Ferri Property
123	Unincorporated Municipal Service Area - Local Park Improvements CD# 13
123.1	Florida Memorial University Multi-Purpose Arena
124	Economic Development Fund
125	West Dixie Highway Bikeway
126	Miami River Greenway
127	Improve and Extend the Commodore Bike Trail
128	Old Cutler Road Bikeway

Project Site Schedule Information

Site Schedule			
Project Start Date		Project End Date	09/30/2013
Site Work Start Date	08/11/2008	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.

15	**Project Site Management Information** **Site Manager Information** First Name [ ] Last Name [ ] Tel. Number [ ] Site Comments CS 11/21/13 - Contingency Draw No. 1 encompassing RCOs 1 to 4 has been entered in the CIIS, and is being ro signatures.CS 11/6/13 - Permit revision for 15th floor has been secured.CS 9/19/13 - A Notice to Proceed has be construction meeting is scheduled for 9/23/13. Construction star date is 9/30/13.CS 9/18/13 - Building permit ha all floors.RL 9/16/13 - Test and balance was performed on 8/26/13. Final mechanical inspection is scheduled fo 8/20/13 - HVAC work was completed on 8/14/13, pending BMS connections by Vendor. Test and balance by Venc followed by final mechanical inspection.DM 7/31/13 - Plans to be delivered to the Building Department on 8/2/13 t purposes.CS 6/6/13 - A&E Section will complete their review of the contractor's bid schedule of values by COB on Meeting held with lowest bidder. Schedule of values not in compliance with bid documents. Lowest bidder was document, which was provided the same day.LG 1/26/12 - Actual expenditures and scheduled dates have been u the latest information available.FP 6/8/11 - Milestones and revenues have been updated and matched to bring the to $12,655,000. Actual expenditures through FY 2010-11 have been matched against FAMIS.MDT 5/25/11 - Seatii floors ordered. Shelving walk-thru with vendor on 5/17/11. Pending minor punch-list items and 2nd floor products This section contains information to assist those viewing the project who to contact when seeking information on the project site.
16	**Site Manager Information** First Name [ ] Last Name [ ] Tel. Number [ ] Site Comments CS 11/21/13 - Contingency Draw No. 1 encompassing RCOs 1 to 4 has been entered in the CIIS, and is being r signatures.CS 11/6/13 - Permit revision for 15floor has been secured.CS 9/19/13 - A Notice to Proceed has b construction meeting is scheduled for 9/23/13. Construction star date is 9/30/13.CS 9/18/13 - Building permit ha all floors.RL 9/16/13 - Test and balance was performed on 8/26/13. Final mechanical inspection is scheduled f 8/20/13 - HVAC work was completed on 8/14/13, pending BMS connections by Vendor. Test and balance by Ver followed by final mechanical inspection.DM 7/31/13 - Plans to be delivered to the Building Department on 8/2/13 purposes.CS 6/6/13 - A&E Section will complete their review of the contractor's bid schedule of values by COB o Meeting held with lowest bidder. Schedule of values not in compliance with bid documents. Lowest bidder was document, which was provided the same day.LG 1/26/12 - Actual expenditures and scheduled dates have been the latest information available.FP 6/8/11 - Milestones and revenues have been updated and matched to bring tt to $12,655,000. Actual expenditures through FY 2010-11 have been matched against FAMIS.MDT 5/25/11 - Sea floors ordered. Shelving walk-thru with vendor on 5/17/11. Pending minor punch-list items and 2nd floor product **Project Comments –** in this field, the user can make comments on the project site status and/or point out any issues

--End Activity--

Activity PS6: Creating a New Project in PeopleSoft

In this activity, the user will "**create a new project"** in PeopleSoft capital application.
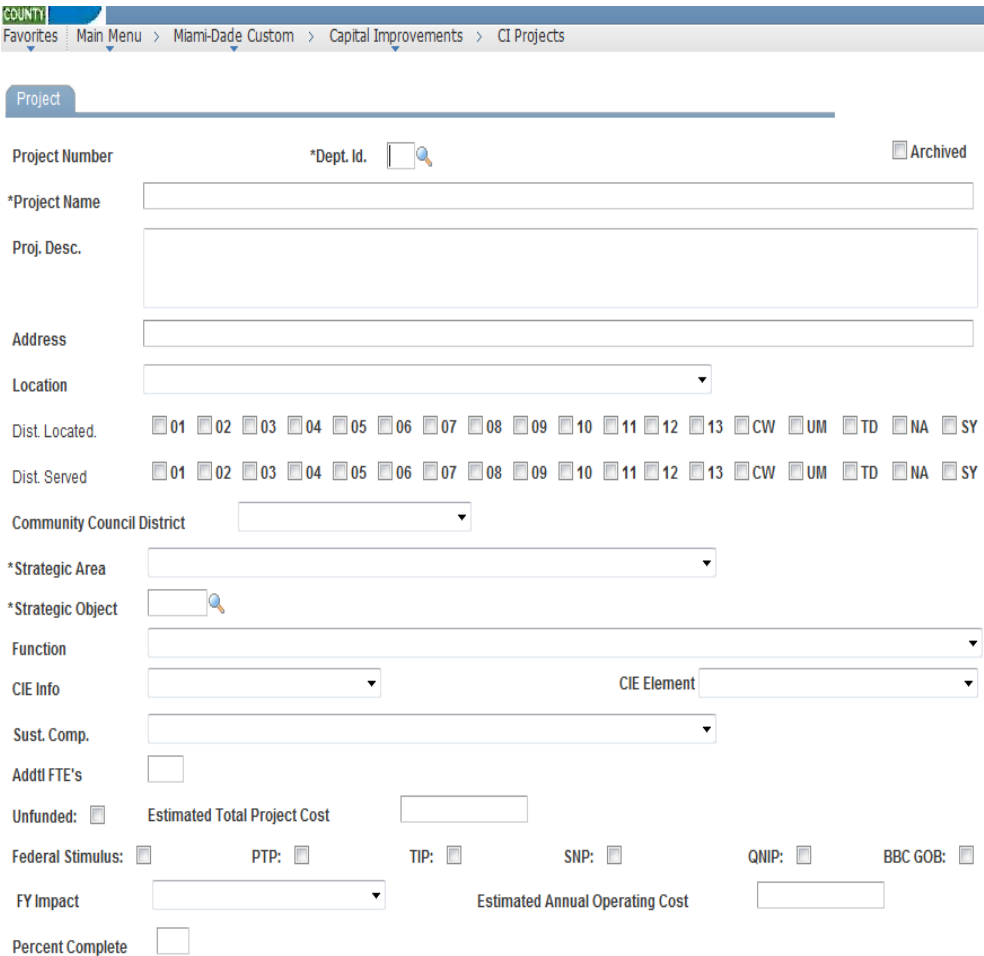
This activity will provide step-by-step instructions on how to **create a new project"** in the PeopleSoft capital application.
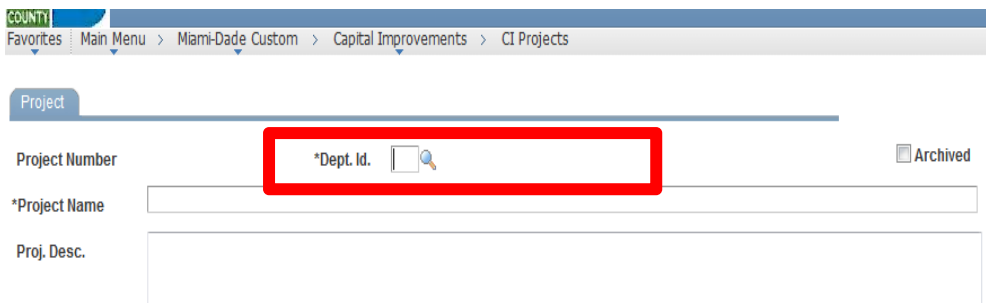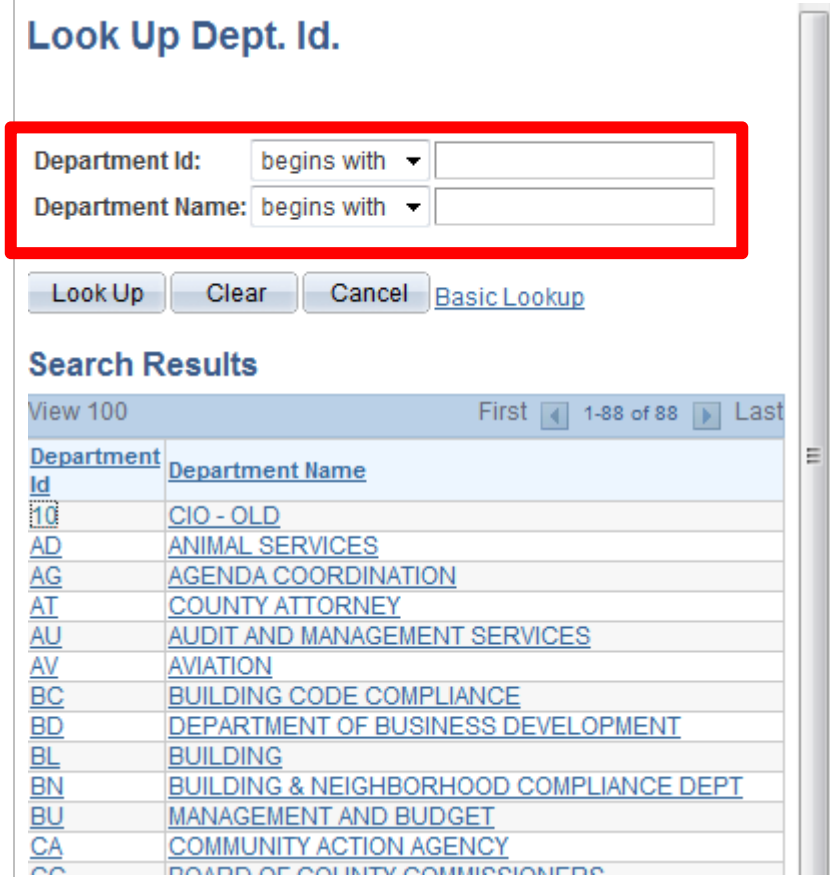
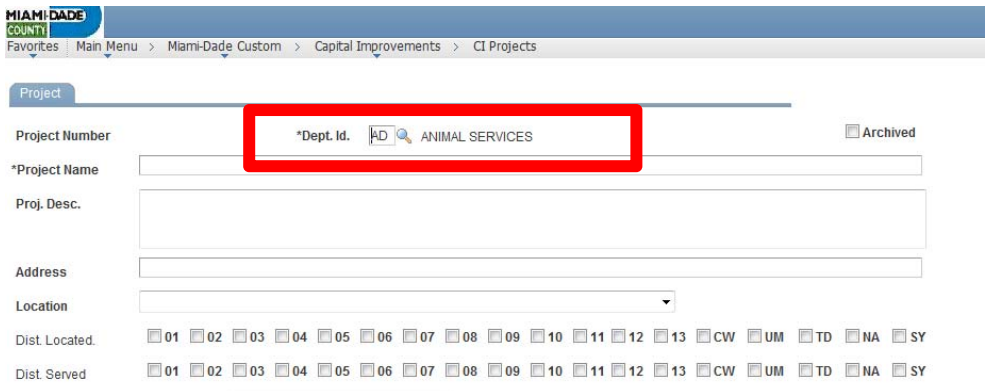Understanding how to create a new project in the PeopleSoft capital application is important because…
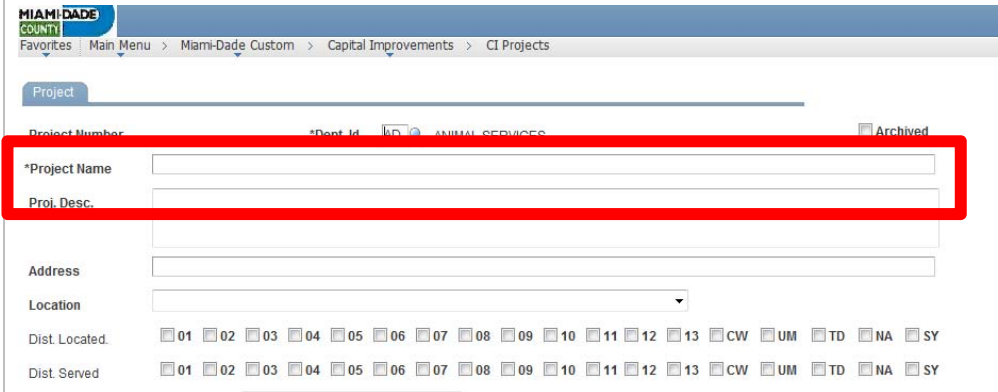
- In order to budget for a project in the CBAT application, a project and project site must first be created in the PeopleSoft capital application

- 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

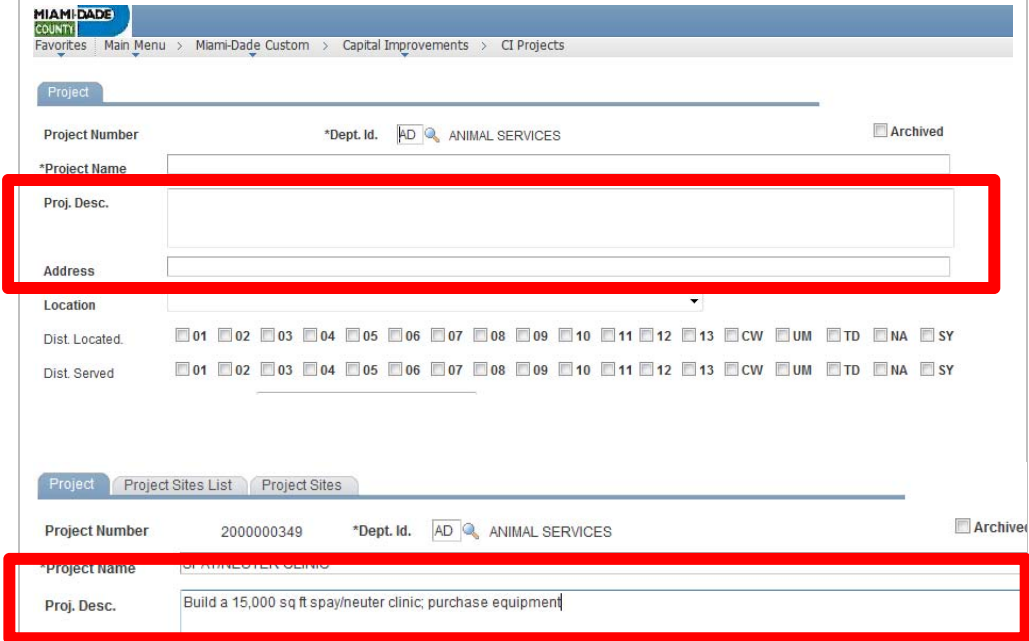| Step	Action	Notes
1.	First, you need to log on to the PeopleSoft capital application. For assistance refer to **Activity PS1 "Logging on to the PeopleSoft Capital Application"**	

Step	Action	Notes
2	To create a new project, click on the **"Add a New Value"** tab. MIAMI-DADE COUNTY 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: = Department Id: begins with Project Name: begins with ☐ Case Sensitive Search Clear Basic Search Save Search Criteria	
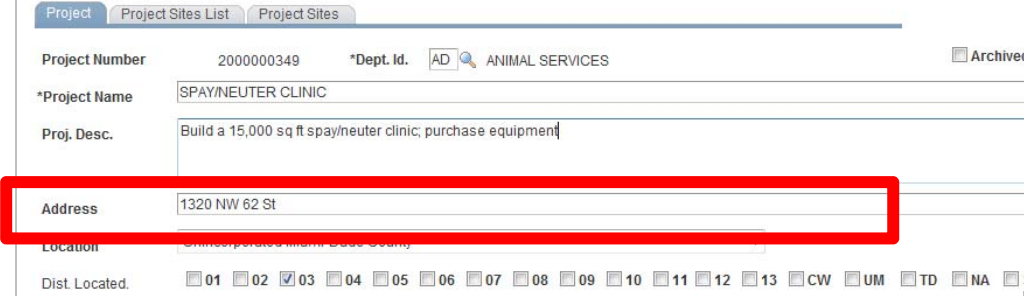
Step	Action	Notes
3	Below is the blank screen that will pop up when you are about to create a new project in PeopleSoft 	

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 	
5	You can search through the list in two ways noted below 	

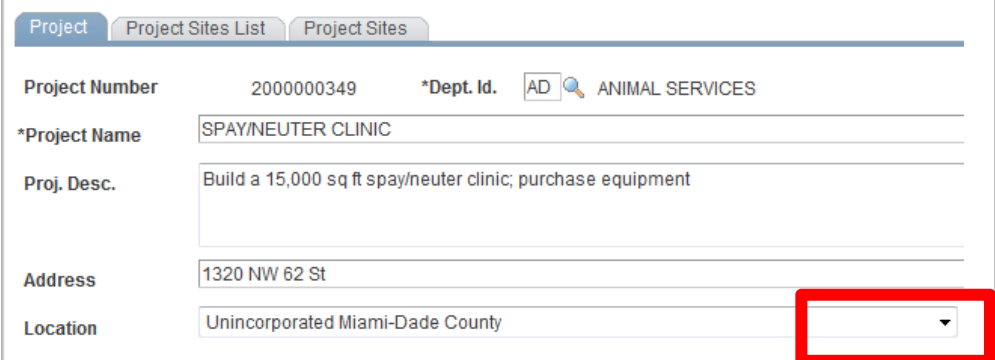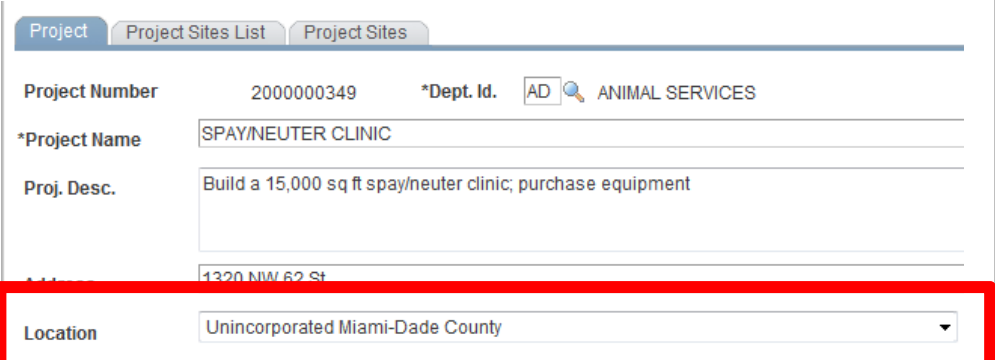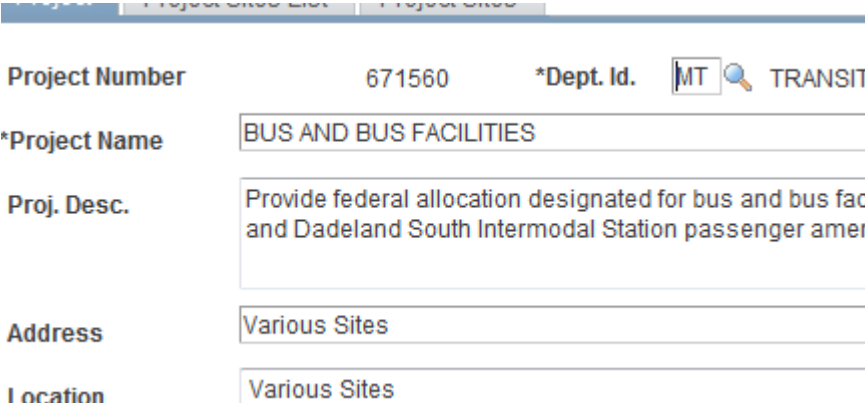| Step	Action	Notes
6	Once you have selected **your two-letter department code**, it will bring you back to the screen below where you begin to enter your new project information.	
7	Enter your **Project Name** # TIP: Your **Project Name** <u>should always be all in CAPS</u>; the system is programmed that once a project is saved – the project name will be displayed in ALL CAPS, as presented in the Proposed/Adopted budget books	
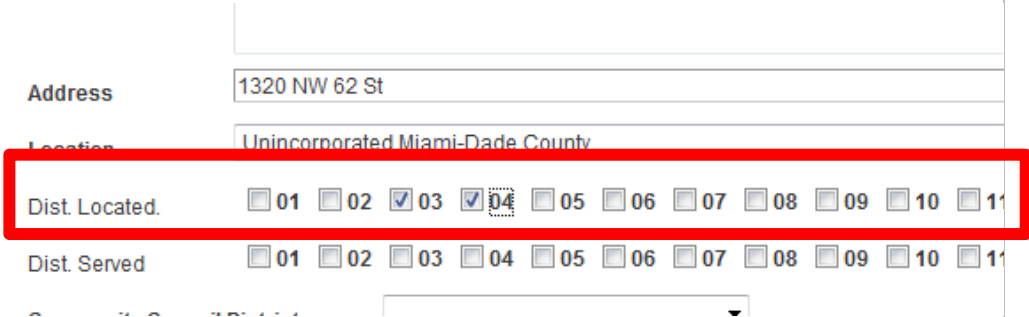
Step	Action	Notes

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 | Project Sites List | Project Sites |

Project Number 2000000349   Dept. Id. AD ANIMAL SERVICES

*Project Name   SPAY/NEUTER CLINIC

Address   1320 NW 62 St

Location   Unincorporated Miami-Dade County

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

Step	Action	Notes
8	After you have created the **Project Name**, the next thing the user has to enter is the **Project Description.** Your **Project Description** <u>should ALWAYS be in upper and lower case letters.</u> **It should always begin with an action verb.** Examples of action verbs • Construct • Build • Renovation • Purchase • Demolish • Install **<u>TIP:</u>** 😊 • There are <u>**NO**</u> periods in sentences. • Instead of periods use semicolons (;) 	

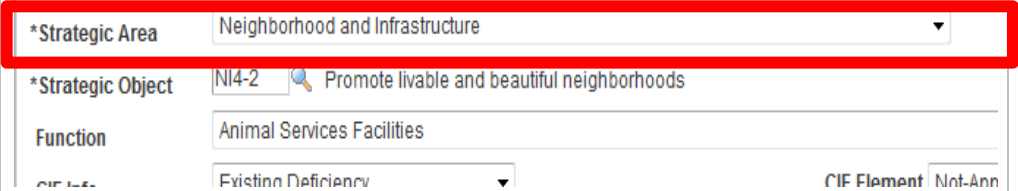| Step	Action	Notes
9	Next, enter the **Project Address**. **TIP:** 🙂 For street directions - **always use caps**; do not spell out the word - examples below • NW • SW • SE • NE **Always** use abbreviations in upper and lower case - examples below • St • Ave • Ter • Rd • Cswy • Way If it a site, examples below • Miami International Airport • Dante B. Fascell Port of Miami-Dade Example of an address Project | Project Sites List | Project Sites Project Number 2000000349 *Dept. Id. AD 🔍 ANIMAL SERVICES ☐ Archived *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 Dist. Located. ☐01 ☐02 ☑03 ☐04 ☐05 ☐06 ☐07 ☐08 ☐09 ☐10 ☐11 ☐12 ☐13 ☐CW ☐UM ☐TD ☐NA ☐	
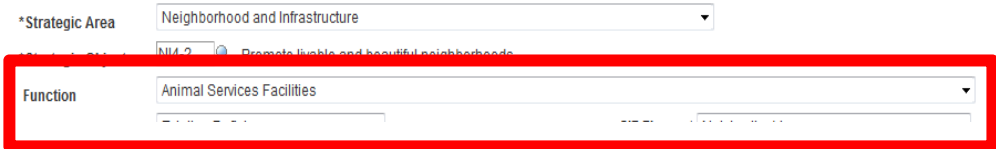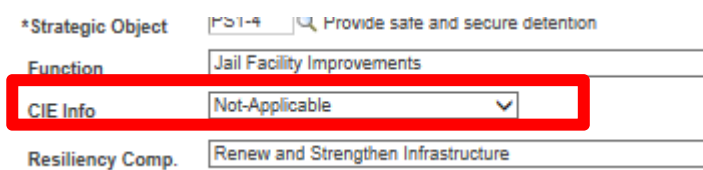
Step	Action	Notes
	Examples of a site address Project	Project Sites List	Project Sites **Project Number** 2000000068 ***Dept. Id.** AV 🔍 AVIATION ***Project Name** MIAMI INTERNATIONAL AIRPORT RESERVE MAINTENANCE PROJECTS **Proj. Desc.** Routine maintenance; miscellaneous environmental projects; IT equipment repla and upgrade the parking garage revenue system **Address** Miami International Airport **Location** Unincorporated Miami-Dade County Example of an address when there are multiple sites throughout the County **Proj. Desc.** Provide federal allocation designated for bus and bus facility projects to include the bus gar and Dadeland South Intermodal Station passenger amenities and signage **Address** Various Sites Location Various Sites 01 02 03 04 05 06 07 08 09 10 11 12 Example of an address that is an intersection **Address** NW 37 Ave from NW N River Dr to NW 79 St	

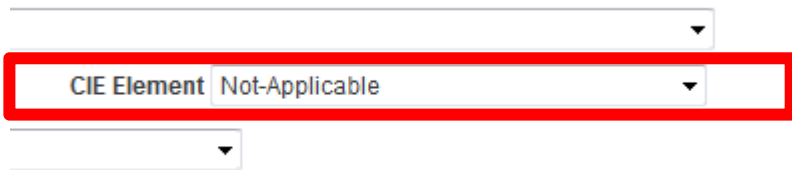| Step	Action	Notes
10	Next, enter the **Location** of the project Select from the drop down box Location can serve as a municipality…. Or an area/ vicinity 	
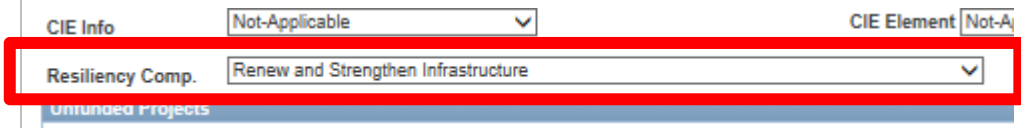
Step	Action	Notes
11	Next select the district where the project is located in **"Dist Located"** When selecting the **District Located** – you are selecting the Commission District that the project resides in. Depending on the type of project, it is possible to select more than one Commission District; an example could be a sewer line; a transit project etc ⭐**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 Address 1320 NW 62 St Location Unincorporated Miami-Dade County Dist. Located. ☐01 ☐02 ☑03 ☑04 ☐05 ☐06 ☐07 ☐08 ☐09 ☐10 ☐11 Dist. Served ☐01 ☐02 ☐03 ☐04 ☐05 ☐06 ☐07 ☐08 ☐09 ☐10 ☐11	
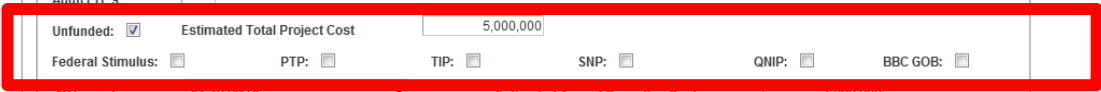
Step	Action	Notes
12	Next select the Commission **District** the project **serves** Depending on the type of project, it is possible to select more than one Commission District ⭐ **IMPORTANT:** This is very important for when the County is asked for a report on projects by district, this is how we are 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" 	

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 🔍 Promote livable and beautiful neighborhoods

Function Animal Services Facilities

CIF Info Existing Deficiency ▼ CIF Element Not-App

TIP:

☺ For more detailed information refer to page 26 of this manual

Step	Action	Notes
15	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 🔍 Promote livable and beautiful neighborhoods

Function Animal Services Facilities

CIF Info Existing Deficiency ▼

TIP:

☺ For more detailed information refer to page 29 of this manual
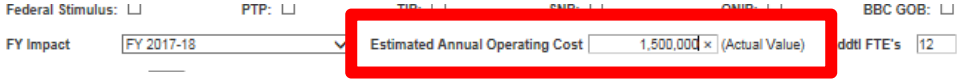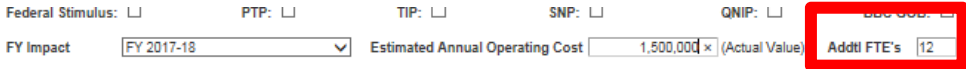
Step	Action	Notes
16	Next select the **Function** that the project relates to. There is a dropdown box to select from *Strategic Area: Neighborhood and Infrastructure ▾ NI4-2 ◉ Promote livable and beautiful neighborhoods Function: Animal Services Facilities ▾	
17	Next select the **CIE information** that relates to the project. **CIE** stands for **Capital Improvement Element** *Strategic Object: PS1-4 🔍 Provide safe and secure detention Function: Jail Facility Improvements 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 • Aviation • Water and Sewer • Parks, Recreation, and Open Spaces • Regulatory and Economic Resources CIE Element Not-Applicable	
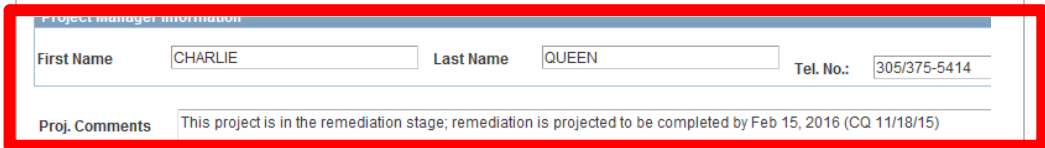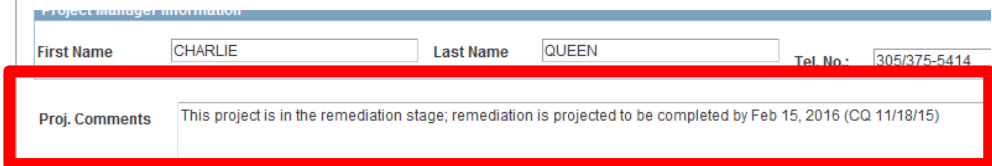
Step	Action	Notes
19	Next select the **Resiliency Component** that relates to the project. There is a dropdown box to select from. ## NOTE: Sustainable construction, also known as "Green" construction, is concerned with the economic, social, and environmental impact of creating a usable structure. In 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 eneregy 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	
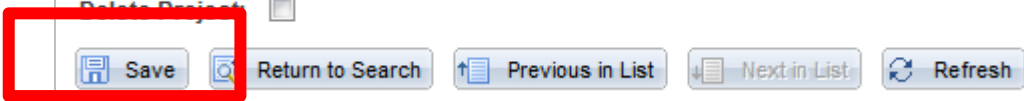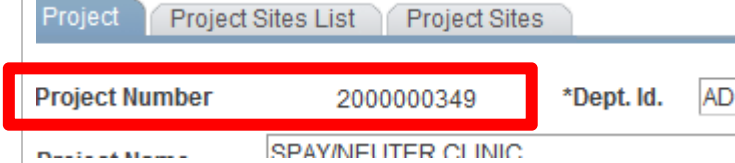
Step	Action	Notes
20	Next select one of the program options listed below only **IF** it applies to your project. • Federal Stimulus • PTP (Peoples Transportation Plan) • TIP (Transportation Improvement Plan) • SNP (Safe Neighborhood Parks program) • QNIP (Quality Neighborhood Improvement Plan) • BBC GOB (Building Better Communities General Obligation Bond program) Unfunded: ☑ Estimated Total Project Cost 5,000,000 Federal Stimulus: ☐ PTP: ☐ TIP: ☐ SNP: ☐ QNIP: ☐ BBC GOB: ☐ FY Impact FY 2018-19 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: ☐ FY Impact FY 2017-18 Estimated Annual Operating Cost 500,000 (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: ☐ SNP: ☐ QNIP: ☐ BBC GOB: ☐ FY Impact [FY 2017-18 ▾] Estimated Annual Operating Cost [1,500,000 ×] (Actual Value) Addtl FTE's [12] ⭐ **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: ☐ BBC GOB: ☐ FY Impact [FY 2017-18 ▾] Estimated Annual Operating Cost [1,500,000 ×] (Actual Value) Addtl FTE's [12]	

Step	Action	Notes
24	**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 reader 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. **Project Schedule** Projected Start Date [ ] Projected End Date [ ] Actual Start Date [ ] Actual End Date [ ]	
25	**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 **ALWAYS** 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 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 [ ]	

Step	Action	Notes
26	**Project Manager Information** Enter the project manager's name and phone number The information in this section should **ALWAYS** 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)	
27	**Project Comments** Enter comments in this section The information in this section should **ALWAYS** 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. Delete Project ☐ 🖫 Save 🔍 Return to Search ↑ Previous in List ↓ Next in List ⟳ Refresh	
29	**Project Number** Once the project has been saved, a project number will be generated. Project Project Sites List Project Sites Project Number 2000000349 *Dept. Id. AD Project Name SPAY/NEUTER CLINIC	Project #_____
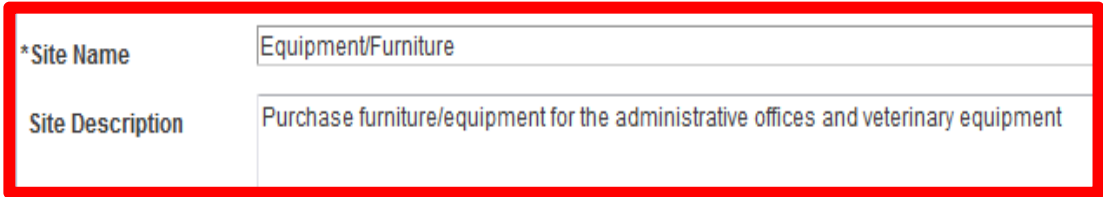
--End Activity--

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 log on to the PeopleSoft capital application. For assistance refer to **Activity PS1 "Logging on to the PeopleSoft Capital Application"**	
2	To **"create a new project site"** click on the "**Project Sites**" tab. A project site can only be created once a project has been created and issued a project number 	
3	Enter the name for the **project site.** This should be written in upper and lower case. Site names should be short and sweet. Next, enter the **project site description** – this should be written in the same format as your project description. Please refer to: **Activity PS6: Creating a New Project in PeopleSoft -- Steps 11 and 12** 	
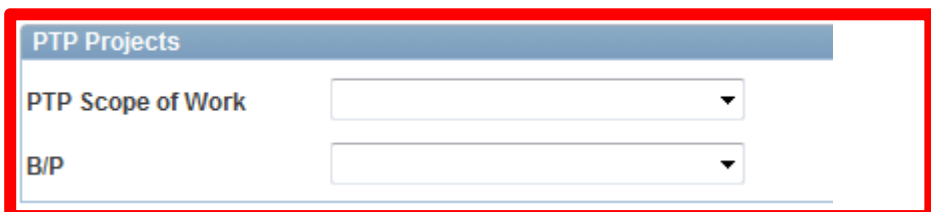
Step	Action	Notes
4	Next select from the drop down box - the site status. Site Status Unassigned ▼ This information allows the viewer to understand what phase the project is in.	
5	Next enter the project site address and location type When entering a project site address, you should be using the same 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 **Always** use abbreviations in upper and lower case - examples below • St • Ave • Ter • Rd • Cswy • Way If it a site, examples below • Miami International Airport • Dante B. Fascell Port of Miami-Dade	
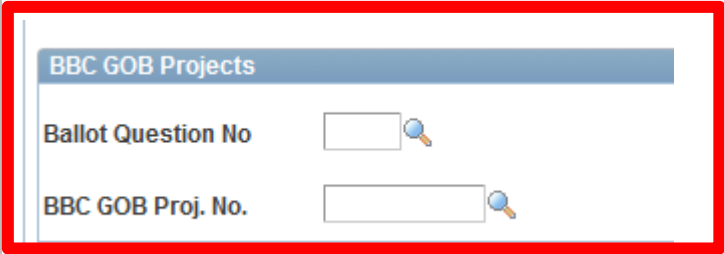
Step	Action	Notes
	Example of an address An example of an intersection address An example of a Land Mark address	

Step	Action	Notes
6	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 **MATCH** 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 	
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 	
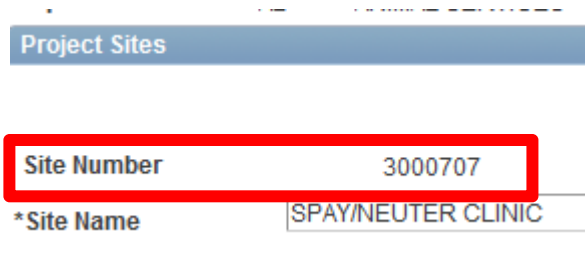
Step	Action	Notes
12	**Percent Complete** Enter a value This is the percentage amount the project has completed. A value of 100 indicates the project is fully completed | Original Budget	2,000,000	Actual Cost	3,256,000 | Percent Complete	100	
13	**PTP Project Information** You should only be entering 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 	

QNIP Projects

| QNIP Scope of Work | | Funding Source | |
| Contract No. | | Commission District Approval Date | |

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.

Step	Action	Notes
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	**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 [31] **Site Projected End Date** Site Actual Start Date [31] **Site Actual 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 **ALWAYS** 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 Site Projected End Date Site Actual Start Date Site Actual End Date	
18	**Project Manager Information** The information in this section should **ALWAYS** 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 Last Name Tel. Number	

Step	Action	Notes
19	**Project Site Comments** Enter comments in this section The information in this section should **ALWAYS** 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. Save Return to Search Previous in List Next in List Refresh	

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

--End Activity--

Activity PS8: Archiving a Project in PeopleSoft
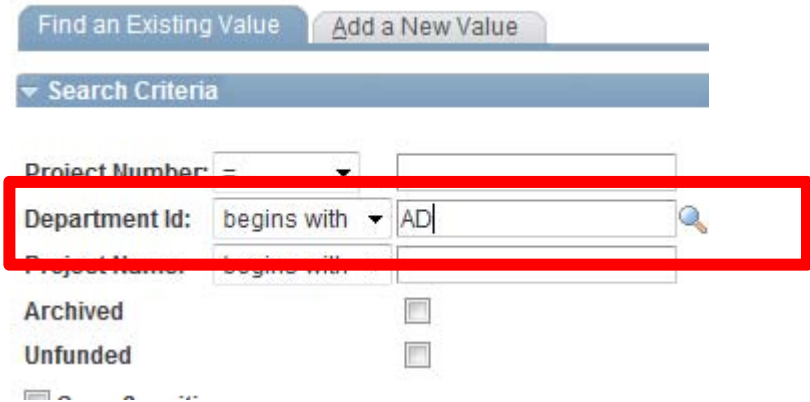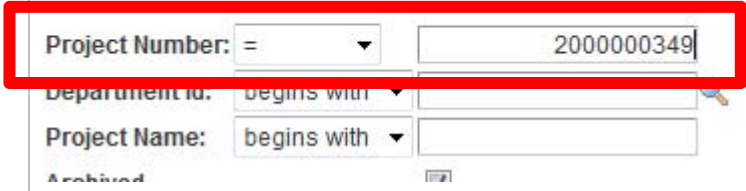
In this activity, the user will learn how to **"Archive a project"** in the PeopleSoft capital application.
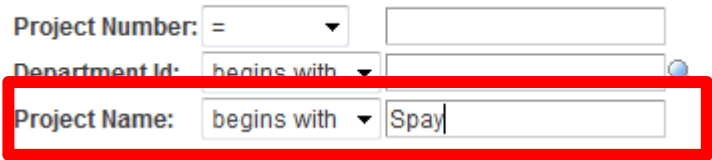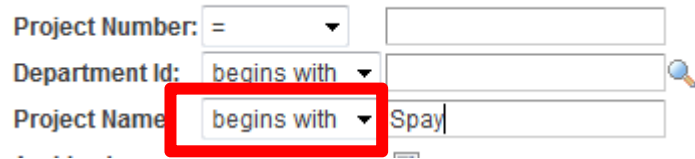
Understanding how to **"Archive a project"** in the PeopleSoft capital application is important because…

- When a project is completed it must be archived

IMPORTANT:

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 / Add a New Value ▼ Search Criteria Project Number: = Department Id: begins with ▼ AD Project Name: begins with Archived ☐ Unfunded ☐ • Enter the project number you wish to archive or ▼ Search Criteria Project Number: = ▼ 2000000349 Department Id: begins with ▼ 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**	
3	Once you have found your project- on the right-hand side of the project number you will see a box that says **"Archive"** – check that box Project	Project Sites List	Project Sites **Project Number** 2000000349 ***Dept. Id.** AD 🔍 ANIMAL SERVICES ☑ Archived **Project Name** SPAY/NEUTER CLINIC	
4	To complete the archiving process you need to **Save** the information entered. Click on the **Save** icon. [🖫 Save] [🔍 Return 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:** To **"Unarchive"** a project just uncheck the archive box 	Project_____
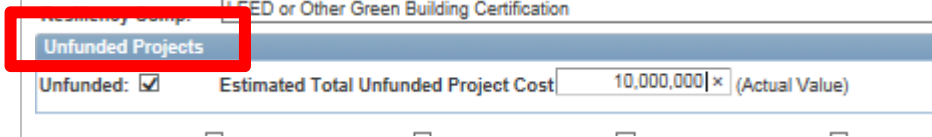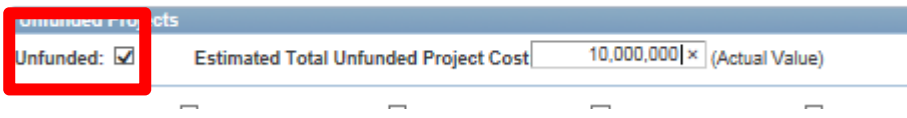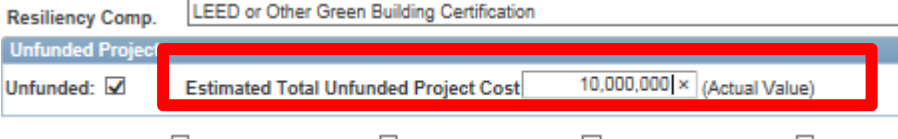
--End Activity--
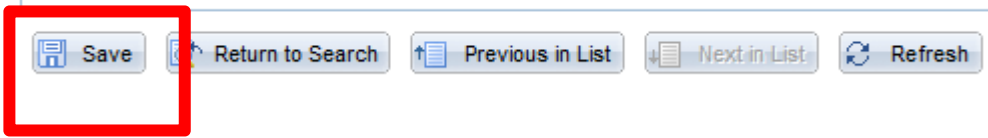
Activity PS9: Creating an Unfunded Project in PeopleSoft

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 Check the "**Unfunded"** box	
3	After checking the **"Unfunded"** box – the **"Estimated Total Unfunded Project Cost"** value - must also be entered 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 **IMPORTANT:** When entering a value – use whole numbers. An Example $10 million is 10,000,000	

Step	Action	Notes
5	To complete the process of moving a funded project to **"Unfunded"**, you need to **Save** the information entered Click on the **Save** icon [Save] [Return to Search] [Previous in List] [Next in List] [Refresh] ⭐ **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.	Project _____
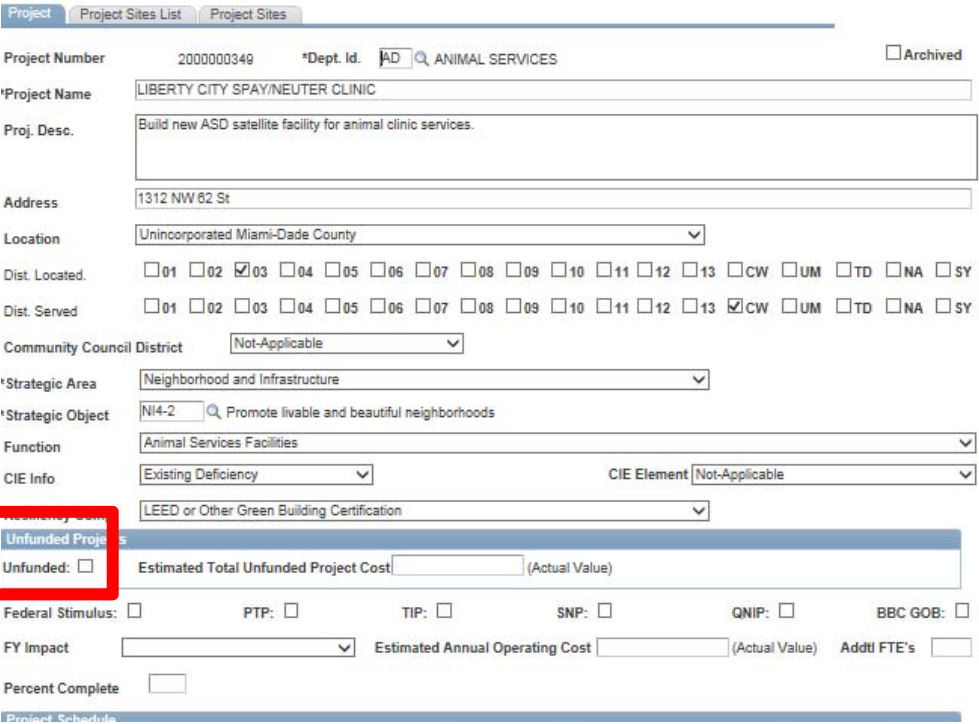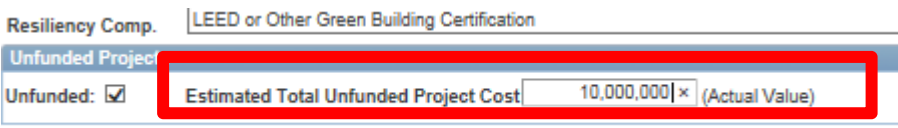
--End Activity--
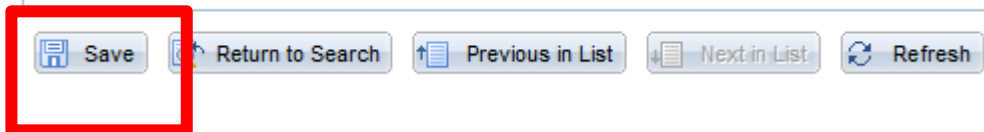
Activity PS10: Moving an "Active" Project to "Unfunded" in PeopleSoft

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	
2	Once you have identified the project, simply check the **"Unfunded"** box below 	
3	In addition to checking the **"Unfunded"** box – the **"Estimated Total Unfunded Project Cost"** value - must also be entered 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	

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** ![Save] Save Return to Search Previous in List Next in List Refresh	

--End Activity--

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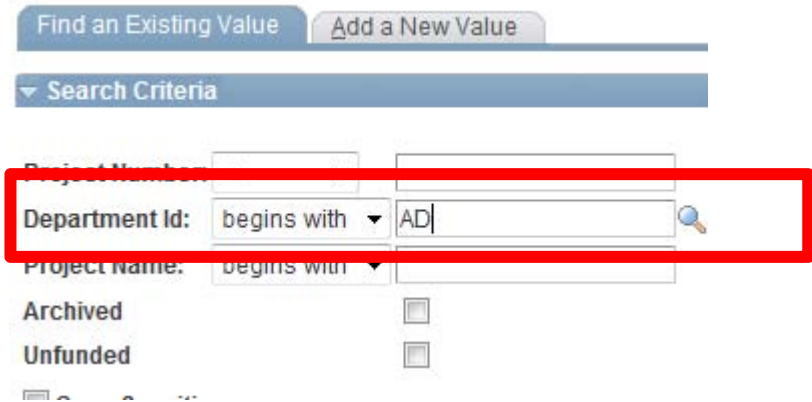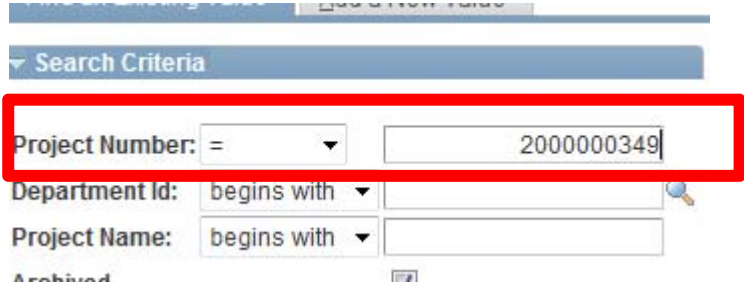
⭐**IMPORTANT:**
You will only see those projects in the department to which you have security access to and/or those projects that you manage for another department

You **DO NOT** 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 • Enter the project number tied to the project site you are seeking or 	

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**	
3	Once you have found the project you need to click on the **"Project Sites List"** tab Project Project Sites List Project 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 Project Sites List Project Sites Project Number 2000000349 SPAY/NEUTER CLINIC Department AD ANIMAL SERVICES Personalize	Find	 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		1320 NW 62 St				☐	

Step	Action	Notes
	Check the project site you wish to delete 	

Step	Action	Notes
4	To complete the process of deleting the project site, you need to **Save** the information entered Click on the **Save** icon ⭐ **IMPORTANT:** By saving this information, the project site will be deleted permanently ⭐ **IMPORTANT:** ⭐ **Please make sure that if you delete a project site that no fuinds have been allocate dot that site**	Project _____ Project Site_____ Project _____ Project Site_____

--End Activity--

Activity PS12: Deleting a Project in PeopleSoft

In this activity, the user will learn how to **"delete a project"** in the PeopleSoft capital application.
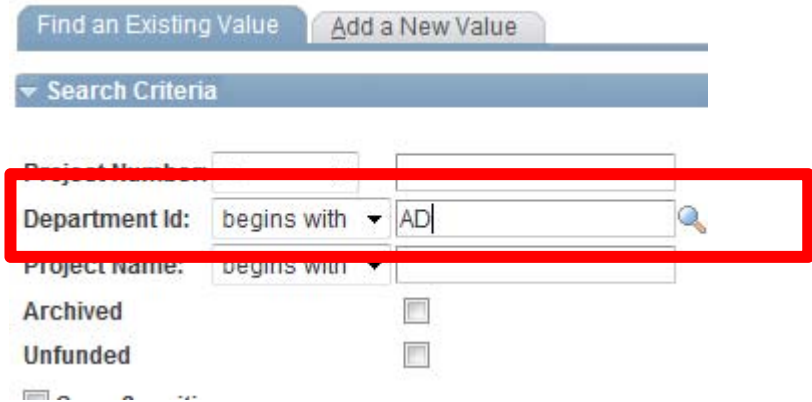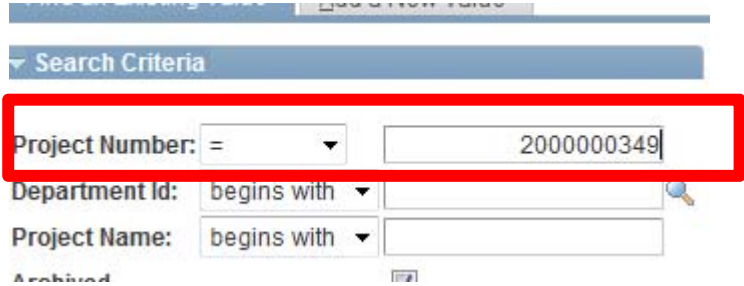
Understanding how to **delete a project** in the PeopleSoft capital application is important because…
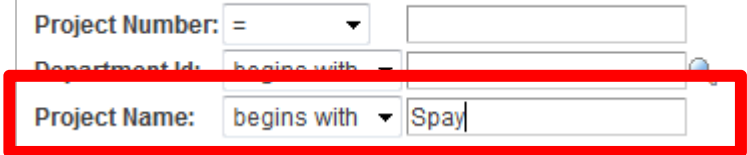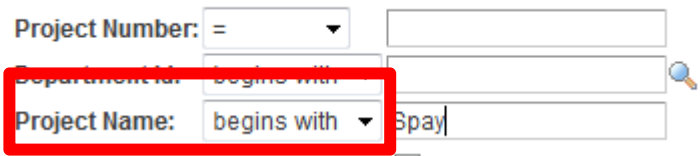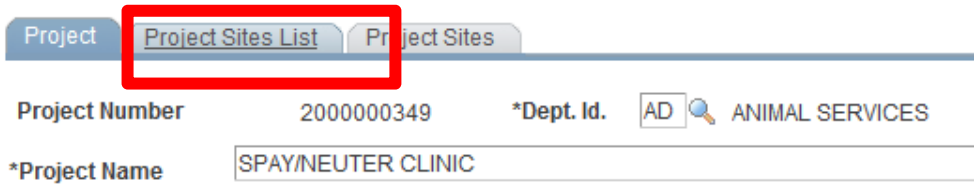
- It reduces project clutter in both PeopleSoft and CBAT
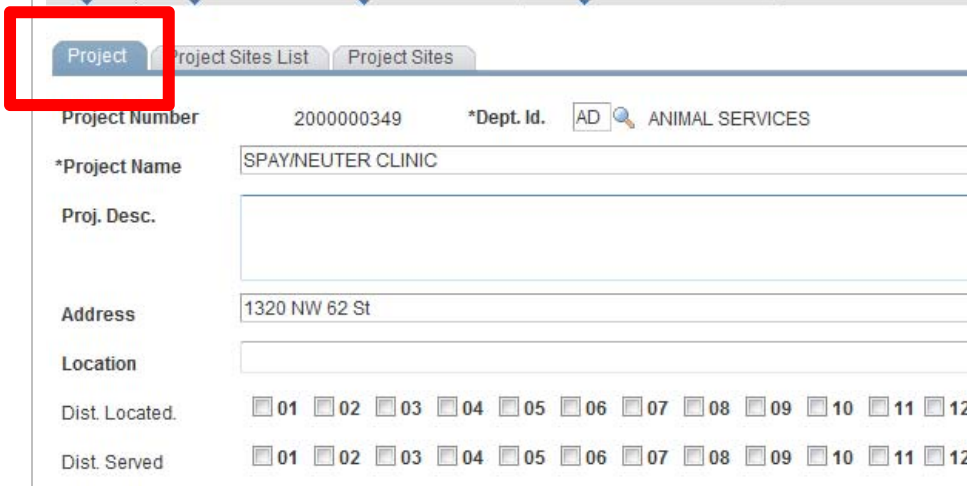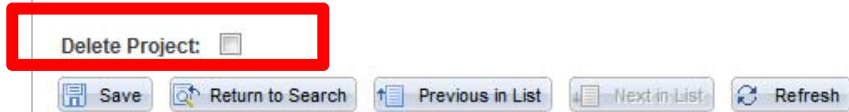
IMPORTANT:

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 • Enter the project number or 	

Step	Action	Notes
	• Enter part of the project name Project Number: = [dropdown] [blank field] Department Id: begins with [blank field] 🔍 **Project Name:** begins with ▼ Spay Use the drop down box to assist if you only know part of the project name Project Number: = [dropdown] [blank field] Department Id: begins with [blank field] 🔍 **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 Project Sites List Project 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 	
5	Scroll down to the bottom of the page And check the delete box 	

Step	Action	Notes
6	To complete the process of deleting the project , you need to **Save** the information entered Click on the **Save** icon ⭐ **IMPORTANT:** By saving this information, the project will be permanently deleted	Project_____

--End Activity--

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.
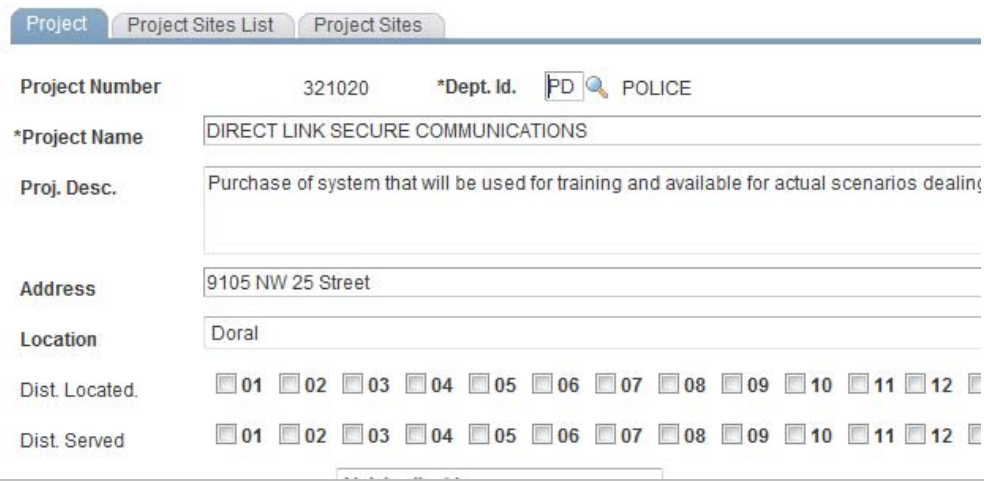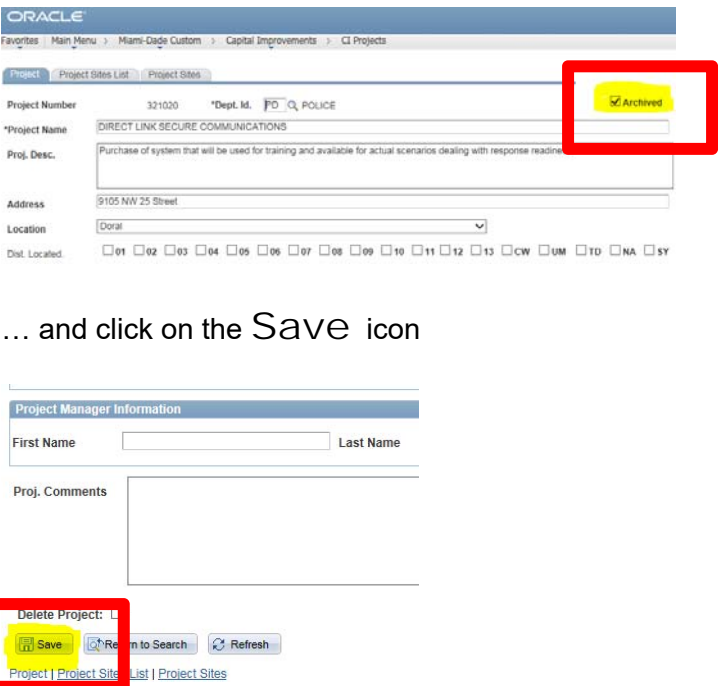
⭐ **IMPORTANT:**

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
3	Next, you must check the archived box 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 Add a New Value ▼ Search Criteria Project Number: = ▼ Department Id: begins with ▼ 🔍 Project Name: begins with ▼ **Archived** ☑ Unfunded ☐ Case Sensitive Search Clear Basic Search 🔍 Save Search Criteria	
3	To search for a project you can do it 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 🔍 Project Name: begins with ▼ Archived ☐ Unfunded ☐	

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Step	Action	Notes
	• Enter the project number or **Search Criteria** Project Number: = ▼ 2000000349 Department Id: begins with ▼ Project Name: begins with ▼ Archived • 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**	

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 🔲 Save Search Criteria

Search Results

View All

Project Number	Department Id	Project Name
321020	PD	DIRECT LINK SECURE COMMUNICATIONS
321200	PD	AUTOMATED EXTERNAL DEFIBRILLATORS
321230	PD	COMPUTER REPLACEMENT FOR MDPD NON-PATROL
321350	PD	WARRANTS-PRISONER PROCESSING ARE RECONFIG

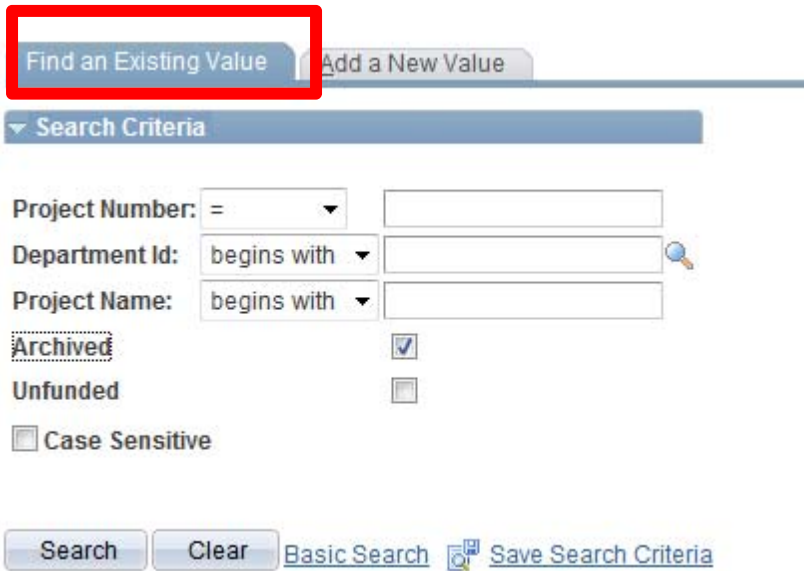| Step	Action	Notes
5	…it will take you to the project page	
6	⭐ **IMPORTANT:** To **"Unarchive"** a project and make it active, simply uncheck the box marked "Archived" …… … and click on the **Save** icon This will move the project from **"Archived"** to **"Active/Funded".**	

--End Activity--

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.
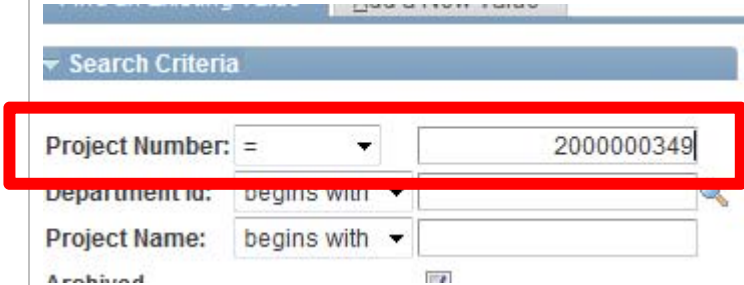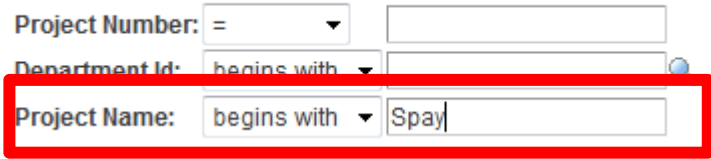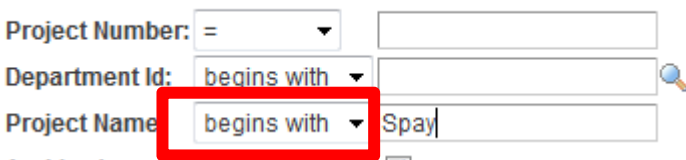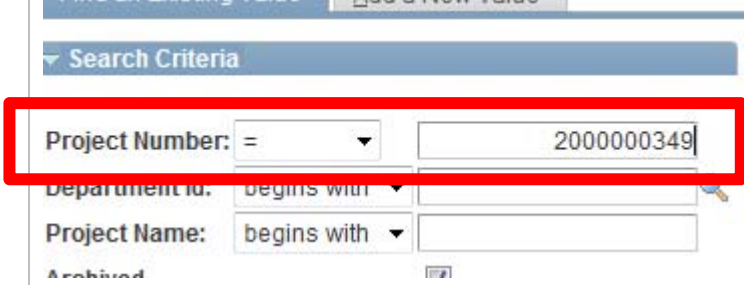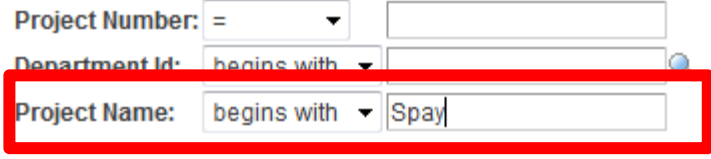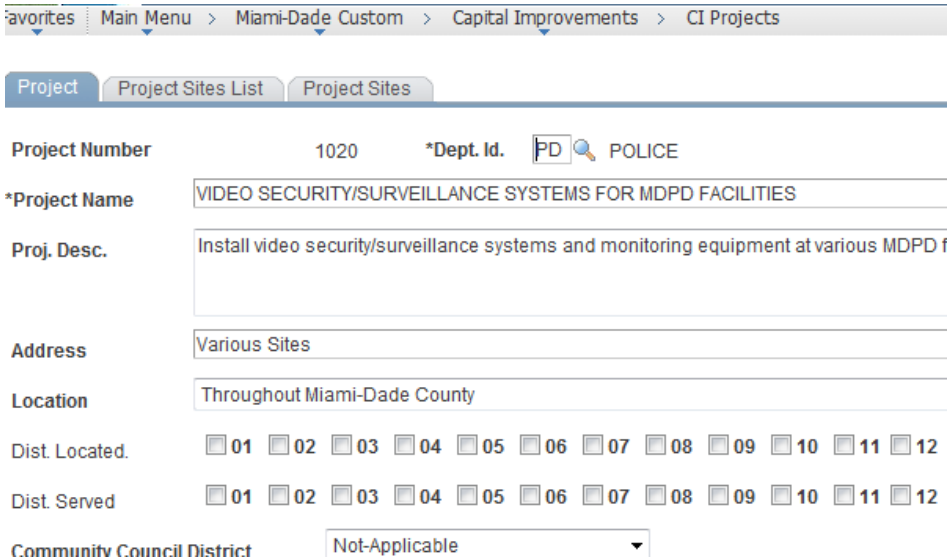
IMPORTANT:

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 l Find an Existing Value | Add a New Value ▼ Search Criteria Project Number: = ▼ Department Id: begins with ▼ 🔍 Project Name: begins with ▼ Archived ☐ Unfunded ☑ ☐ 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 l Find an Existing Value / Add a New Value ▼ Search Criteria Project Number: = ▼ Department Id: begins with ▼ Project Name: begins with ▼ Archived ☐ 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 Project Name: begins with ▼ Archived ☐ Unfunded ☐	

Step	Action	Notes
	• Enter the project number or **Search Criteria** Project Number: = 2000000349 Department Id: begins with Project Name: begins with Archived • 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 **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 / 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 Save Search Criteria

Search Results

View All

Project Number	Department Id	Project Name
1020	PD	VIDEO SECURITY/SURVEILLANCE SYSTEMS FOR MDPD FACILITIES
1030	PD	RELOCATION OF THE MDPD FIREARM RANGES
1530	PD	NEW KENDALL DISTRICT STATION
2700	PD	COOLING TOWER FAN FOR MDPD HEADQUARTERS BUILDING
4930	PD	COMMUNICATIONS BUREAU CAD SYSTEM REPLACEMENT
6010	PD	POLICE FACILITIES INTERIOR UPGRADES AND RENOVATIONS
6070	PD	NEW INTRACOASTAL POLICE DISTRICT STATION
6560	PD	CONSTRUCT AGRICULTURAL PATROL UNIT BUILDING

Step	Action	Notes
6	…it will take you to the project page	
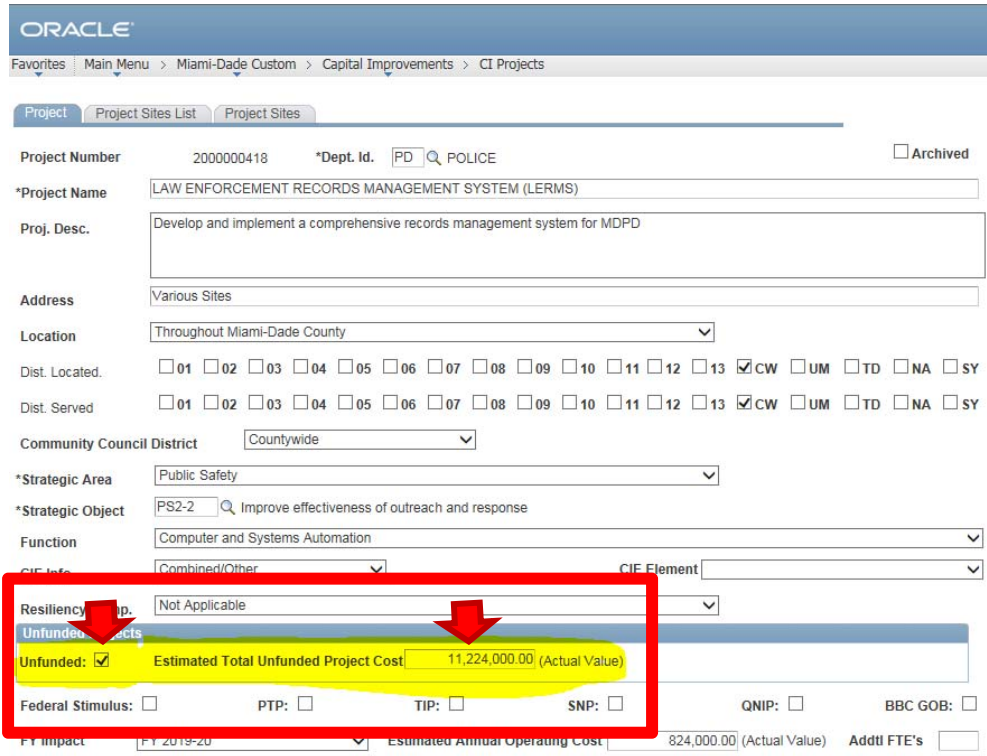
--End Activity--

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.

IMPORTANT:

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 "Unfunded" project in the PeopleSoft application. For assistance refer to: **Activity PS14: Searching for an "Unfunded" Project in PeopleSoft**	
2	Once the user has found the "Unfunded" project to be moved to funded, the user must now **"uncheck"** the unfunded box and delete value entered in the **"Estimated Total Unfunded Project Cost"** section Then click **SAVE** 	
3	The project has now been moved "Funded.	
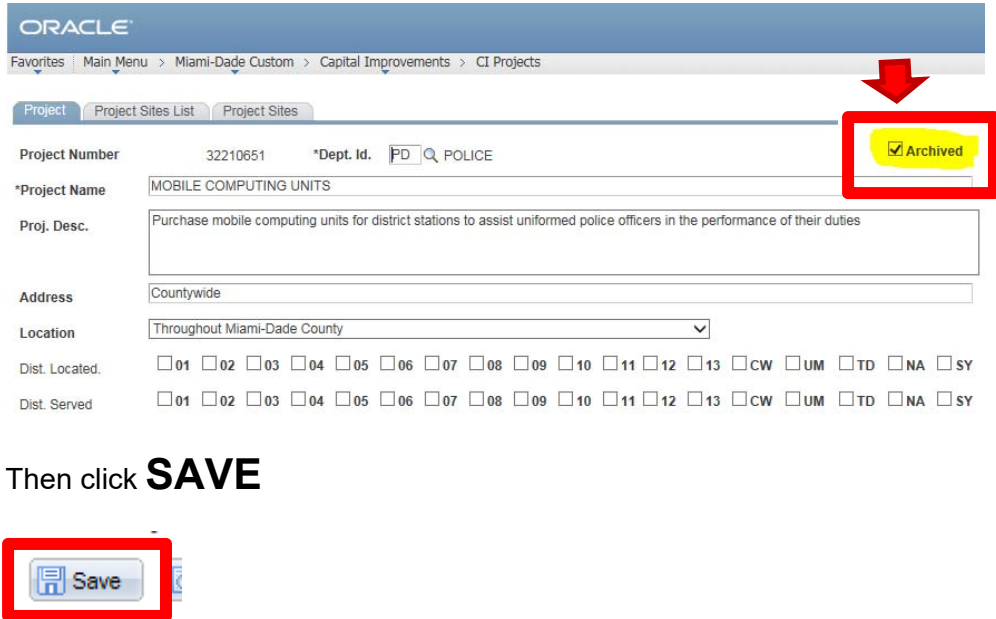
--End Activity--

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.
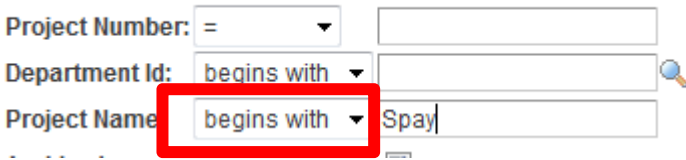
⭐**IMPORTANT:**

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. For assistance refer to: **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 Then click **SAVE** 	
3	The project has now been moved "Funded.	

--End Activity--
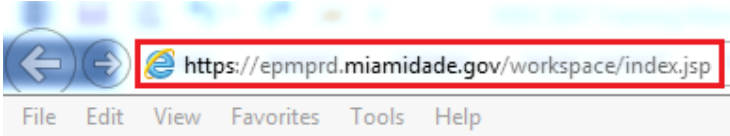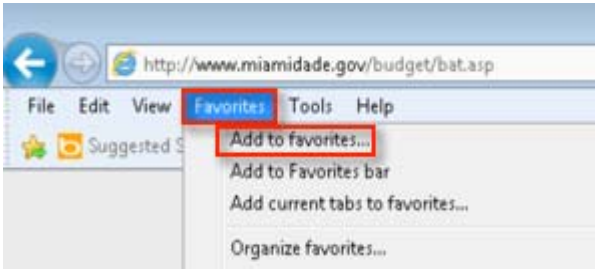
CBAT
(Capital Budgeting Analysis Tool)
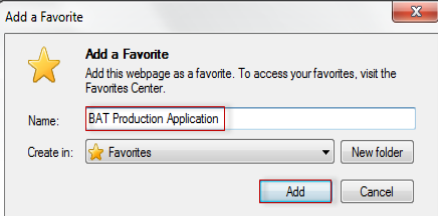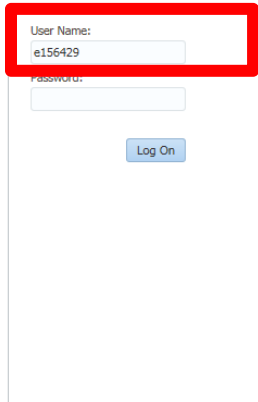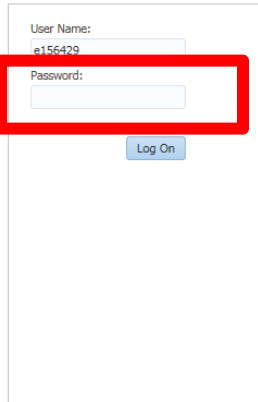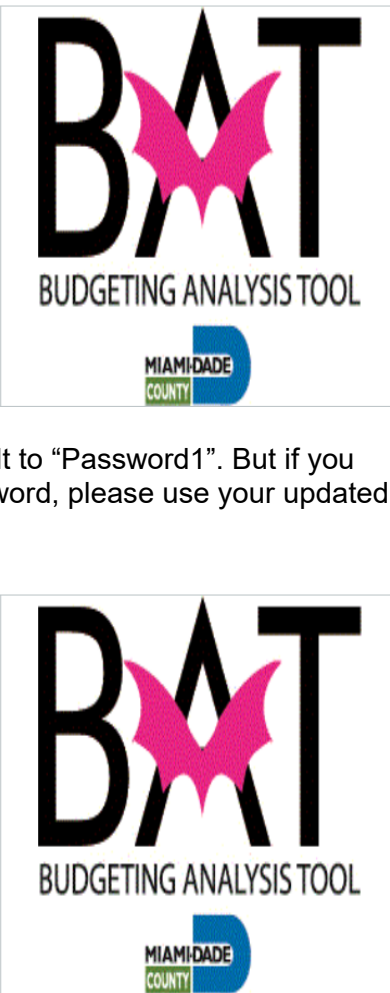
Activity CB1: Logging on to CBAT Production

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.
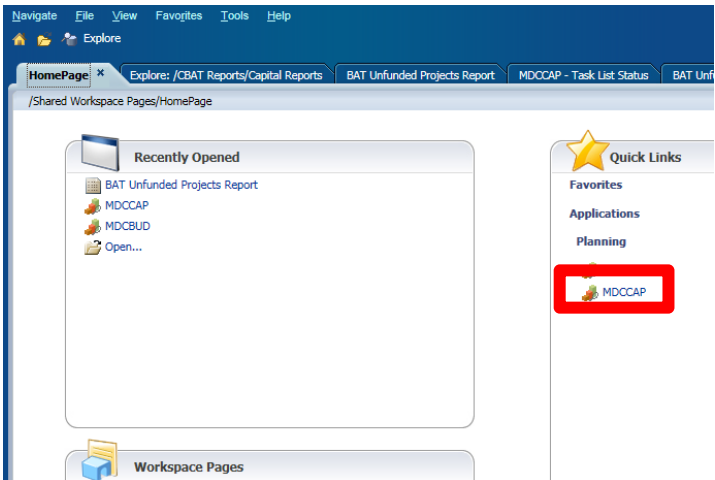
Step	Action	Notes
	The item is now saved in your Favorites list.	
5.	Selecting the URL will take to the **BAT Log In** page. To log in to BAT, enter your eKey into the cell marked User Name. All BAT passwords default to "Password1". But if you have changed your password, please use your updated password to log in.	
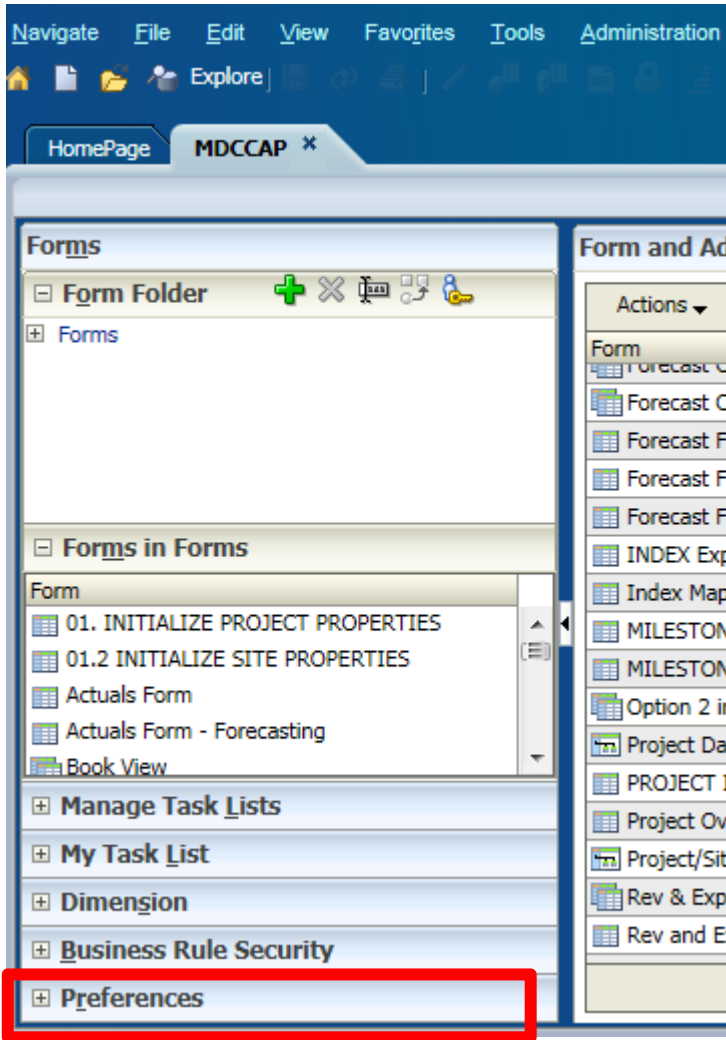
Step	Action	Notes
6.	Upon entering BAT, you will see the **Home Page** shown below. Please select the **MDCCAP** application to access the CBAT system. Recently Opened MDCCAP Sustainable Projects - EA MDCBUD BAT BPREP Appropriations Report BAT BPREP Revenue by Entity BAT BPREP Revenue Report - EA BAT Appropriations Report by Fund BAT BPREP Appropriations Report by Entity MDCCAP Ordinance Table Report - EA Quick Links Favorites My Personal Page Applications Planning MDCCAP	
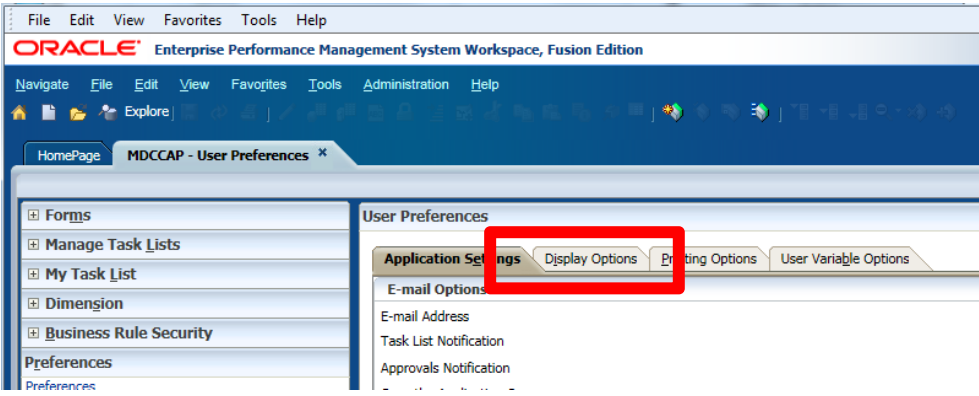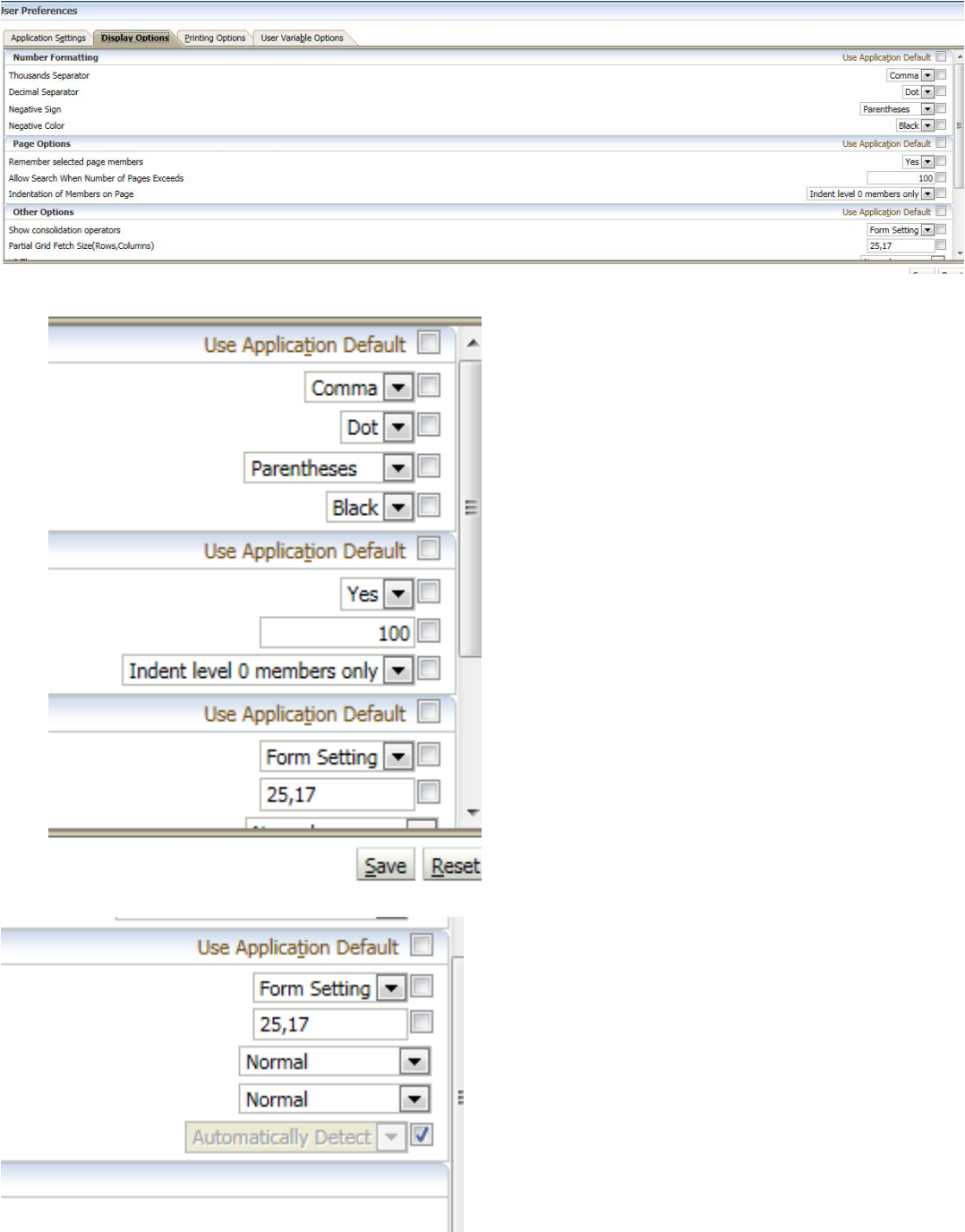
--End Activity--

Activity CB 2: Setting your Preferences
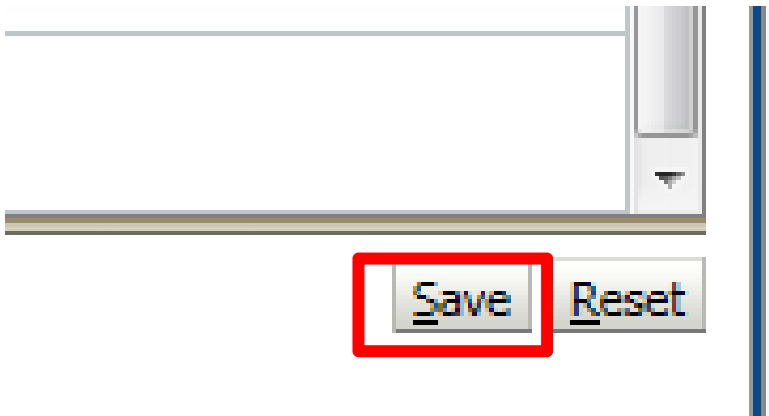
This activity describes to the user on how to set-up their preference in CBAT.

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. 	

Step	Action	Notes
2.	On the left-hand side of the screen there is a list. This is called the **View Pane**. In the **View Pane f**ind the **Preferences** icon. Click on the **+** sign next to **Preferences**.	

Step	Action	Notes
3	Below is the **Preferences** screen. Click on the **Display Options** tab 	

Step	Action	Notes
4	Please make sure that you set your preference to what you see below.	

Step	Action	Notes
	Then click on the **SAVE** icon	

--End Activity--

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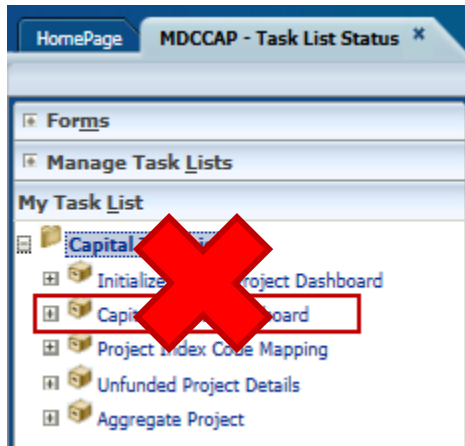
ALL capital projects will now be initialized, when you sign on to the CBAT system, thus eliminating one step for the user.

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** **MUST** 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.**

Step	Action	Notes
1.	The user will first need to log on to the CBAT application. To log on to CBAT please refer to **Activity CB1: Logging on to CBAT Production** Once the user has logged on to the CBAT application, the screen below is what will appear.. On your right-hand side under **Quick Links** you will see the **MDCCAP** application. Click on **MDCCAP** to start the capital budgeting process. 	
2.	On the left hand side of the screen there is a list. This is called the **View Pane.** In the **View Pane** find the **My Task List** icon. Click on the ▷ sign next to **My Task List**.	

| 3. | You will see the **My Task List** folder expand.

Click on the ▷ sign next to the **Capital Task List.** .

 | |
| 4. | You will see the **Capital Task List** folder expand.
Look for the **Capital Project Dashboard** folder.

Click on the **Capital Project Dashboard** icon. | |

5.	Once you have clicked on the **Capital Project Dashboard** icon the screen below will appear. **Task List Status** Task - Capital Project Dashboard Task Instructions P2000000541 : P: SAFETY IMPROV ▼ ➔ 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 ⭐**IMPORTANT:** 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.	

6.	A capital project can be found in one of two ways:
	
	    1) Using the Project Number
	    2) Using portions of the Project Title	

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
	Or
	2) By typing in part of the project number… if the user knows it

8.	Finding a capital project **"Using portions of the Project Title"** .
	To find a project **"Using portions of the Project Title"** the user must type in a word - used in the project title.
	For example..
	When the word "improvements" is typed in the box below, all projects with the word "improvements" included in the project title will be displayed.
	It is up to the user to determine which project it is he/she is looking for

--End Activity--

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

IMPORTANT:

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 MUST** 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.**

TIP:

All capital projects are budgeted at the Project Site level

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, please refer to **Activity CB4: Selecting a Project in CBAT**	
2	⭐ **IMPORTANT:** 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 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
S76479 - AMERICANS WITH DISABILITIES ACT HOTLINE PROJECTS GAS TAX
S77055 - PEOPLE'S TRANSPORTATION PLAN PAVEMENT MARKINGS

Step	Action	Notes
4	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(▼ ➡ 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 S S75641 - PAVEMENT MARKINGS CONTRACT S76294 - PAVEMENT MARKINGS CREW S76479 - AMERICANS WITH DISABILITIES ACT HOTLINE PROJECTS GAS TAX S77055 - PEOPLE'S TRANSPORTATION PLAN PAVEMENT MARKINGS	
5	**TIP:** 🙂 <u>**ALL**</u> capital Projects are budgeted at the Project Site level.	

Step	Action	Notes
6	To select a "Project Site" and start the budgeting process, just right click on a project site 	
7	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. 	

--End Activity--

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

⭐ IMPORTANT:

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

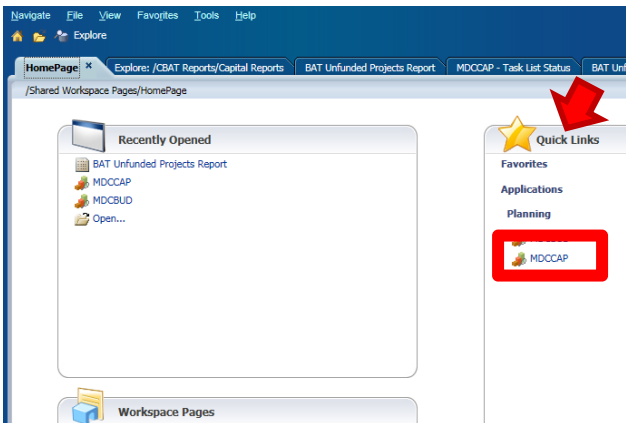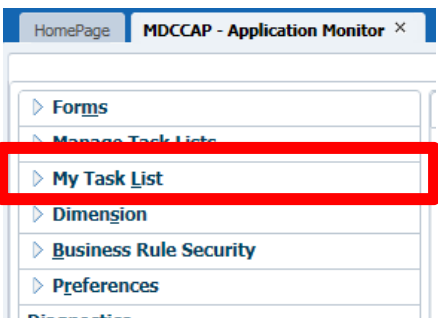Any informational changes (additions, edits, and/or deletions) to a **Project/Project Site MUST** be made in the PeopleSoft application.

The information stored in PeopleSoft about a **Project/Project Site** is called **"Metadata".**
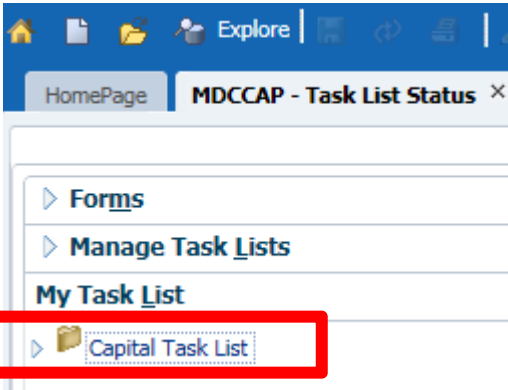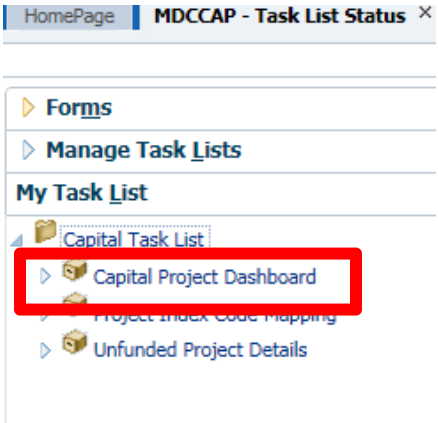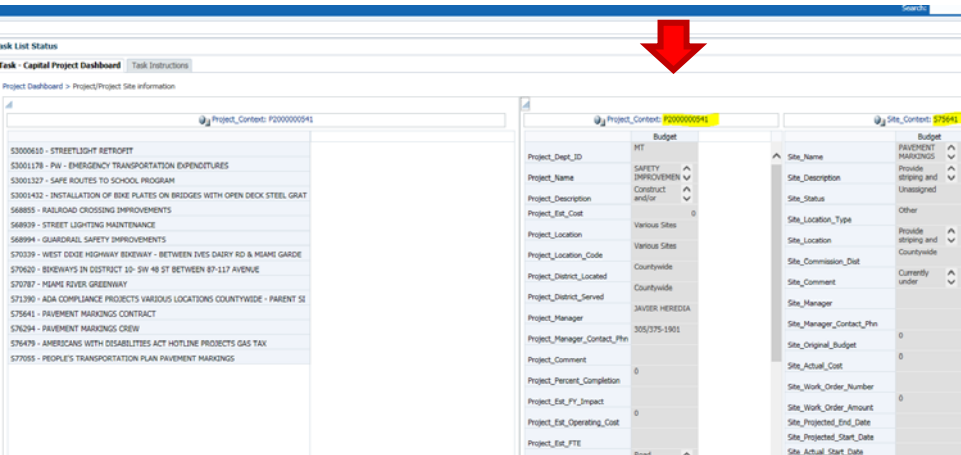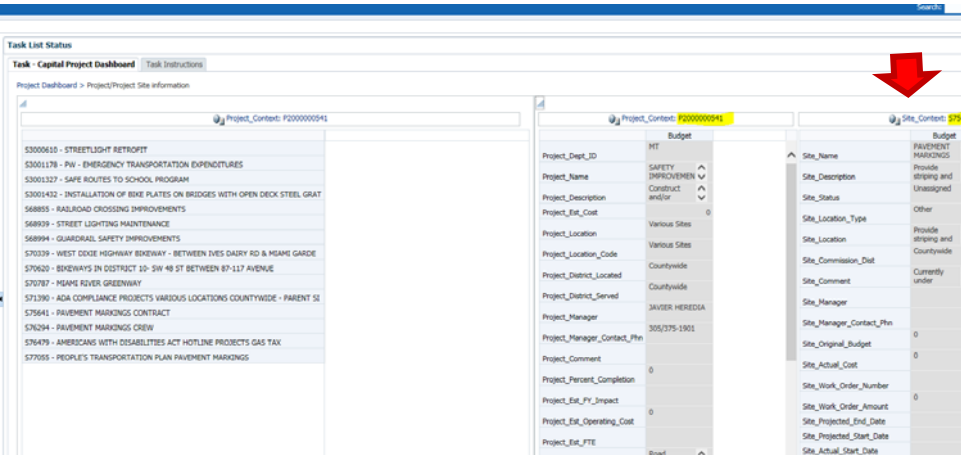
The various components of a **Project/Project Site** are called **"Attributes".**

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
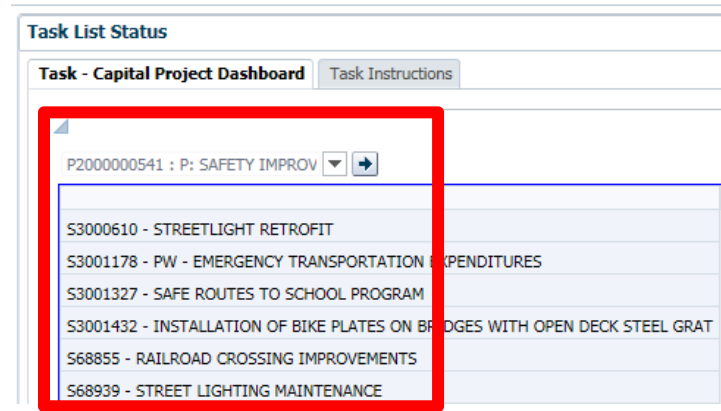- Project /Site Comments

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** 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: 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 project site in order to view both the "Project and Project Site Details" (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 	

Step	Action	Notes
4.	For this activity, the user will select **"Project and Sites Information"** 	
5.	By selecting **"Project and Sites Information"** the following screen will appear 	

Step	Action	Notes
6	To the right of the screen the user will find detailed information on the "Project"….	
7	and on the "Project Site"	
8	**TIP:** 🙂 To see detailed information about a Project/Project Site, the user does not need access to the PeopleSoft application. However, if the user finds that changes need to be made to the Project/Project Site information, then access to the PeopleSoft application is necessary.	

--End Activity--

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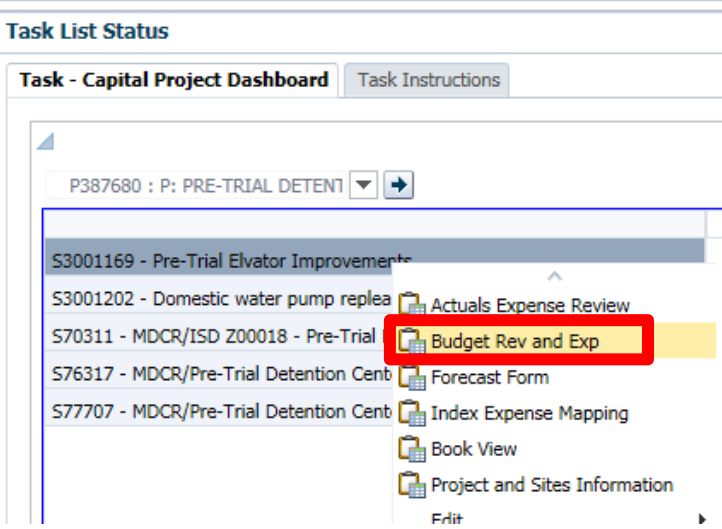
In this activity, you will:
- Understanding the Rev & Exp form - (Sub Activity 7A)
- Add a Revenue (funding source) to an existing/new project - (Sub Activity 7B)
- Add a Milestone to an existing/new project - (Sub Activity 7C)
- Forecasting - (Sub Activity 7D)
- Checking for a balanced budget - (Sub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

⭐IMPORTANT:

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

To budget at any **Project Site**, the user **MUST** 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 Improvement S3001202 - Domestic water pump replea Actuals Expense Review S70311 - MDCR/ISD Z00018 - Pre-Trial Budget Rev and Exp S76317 - MDCR/Pre-Trial Detention Cent Forecast Form S77707 - MDCR/Pre-Trial Detention Cent Index Expense Mapping Book View Project and Sites Information Edit ▶	

| 3. | You will see that your view has now changed to a split screen.

This is your **Rev and Exp form**.

Your **Capital Project Dashboard** will always let you know what screen you are in.

![split screen with Task List Status, Project Dashboard > Rev & Exp, section 1 revenue table and section 2 expense table] | |

4.	Please note that:	
	Revenues (1) are always shown at the top **Expenditures** (2) are always shown at the bottom 	
5.	Your **Rev and Exp form** is where you will: • Clean up your **"Prior Year"** budget to ensure it matches your prior year actuals 	

and
- Budget for future years

FUTURE

	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	TOTA
ION CENTER - RENOVATION (BUILDING BETTER COMMU (P387680)								Project_5
00								4
00								4

	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	TOTA
ION CENTER - RENOVATION (BUILDING BETTER COMMU (P387680)								Project_5
	Budget	Budget	Budget	Budget	Budget	Budget	Budget	TOTA
0								
0								

--End Activity--

Activity CB7: Budgeting for an Existing/New Project

Sub Activity 7B: Add a Revenue (Fundng 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)

⭐**IMPORTANT:**

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 **Revenue (Funding Source)** to a Project, the user must first be in the **Rev & Exp form**.	

Task List Status

Task - Capital Project Dashboard | Task Instructions

Project Dashboard > Rev & Exp

	Entity:P: PRE-TRIAL DETENTION CENTER - RE		
	PRIOR	FY 2017-18	FY 2018-1
BBC GOB Financing	25,000	375,000	
Total Revenue	25,000	375,000	

		Entity:P: PRE-TRIAL DETENTION CENTER - RE		
		PRIOR	FY 2017-18	FY 2018-1
		Budget	Forecast	Budget
BBC GOB Financing	▷ All_Milestones	0	0	
Expense Total	Expense Total	0	0	
Rev - Exp	Rev - Exp	25,000	375,000	

3.	Now that you are in the **Rev & Exp form** screen, you can begin the process of adding a new **Revenue (Funding Source)** to your **Project/Project Site**. Revenues (1) are shown at the top of the screen and Expenditures (2) are shown at the bottom. 	
4.	To add a new **Revenue (Funding Source)** just right click anywhere in the revenue cell 	

5.	After you have clicked in the revenue cell you will see a small box appear to the right, click on **Add Funding Source and Milestone** icon.	
6	After the user has clicked on the **Add Funding Source and Milestone** icon. The user will see the screen below appear.	
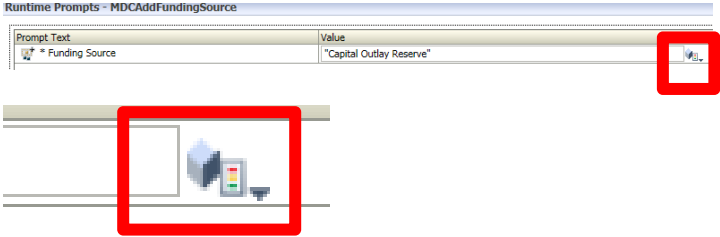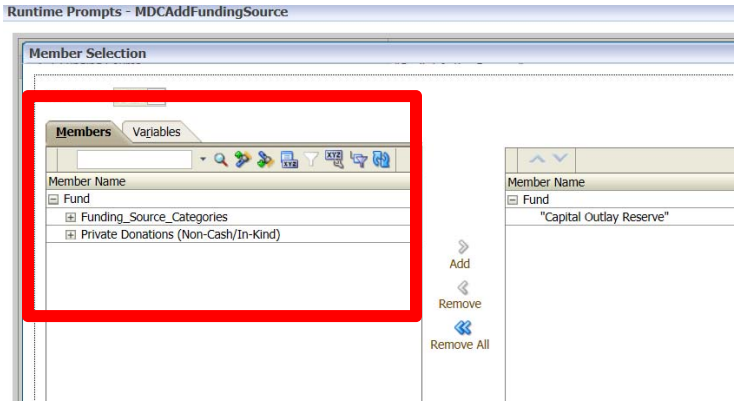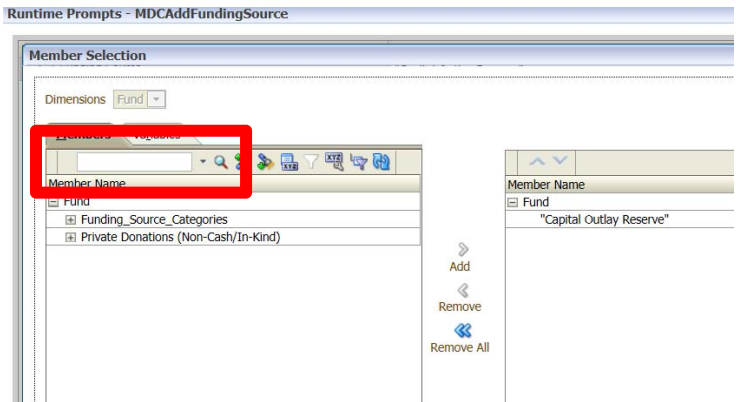
7	To select a new **Revenue (Funding Source)** the user must click on the "**Member Selection**" icon to the right of the revenue box	
8	After clicking on the "**Member Selection**" icon, the system will take the user to a new screen. This is where the user selects their new **Revenue (Funding Source)**. 	
9	The user can find their **Revenue (Funding Source)** in one of two ways: 1) By typing in the partial name of the **Revenue (Funding Source)** in the cell below (easier method) 	

Or

2) By selecting the **Funding Source Categories** from a listing of revenues provided
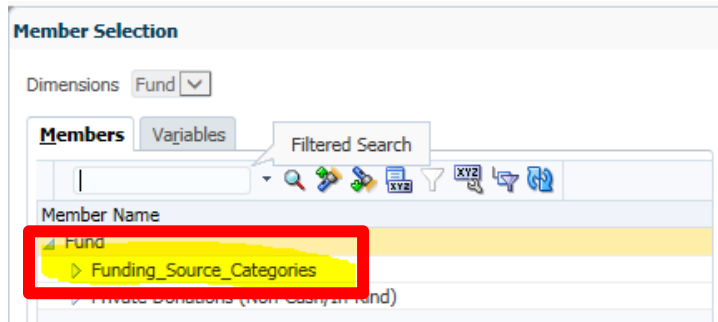
10	To find a **Revenue (Funding Source)** using a name, just type in the partial name of the revenue you wish to add in the cell below

Example: the word "Capital" was typed in the cell
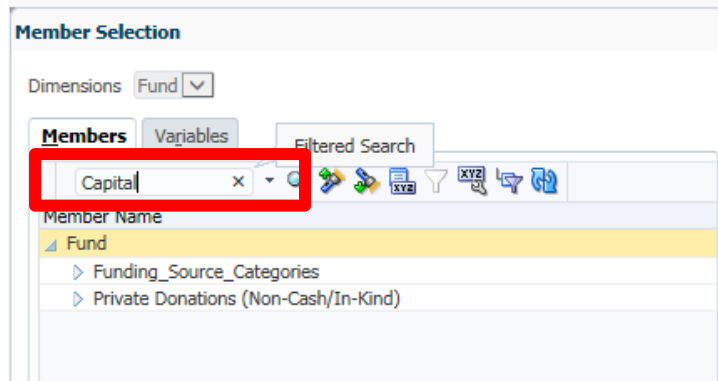
And click on the **Search** icon
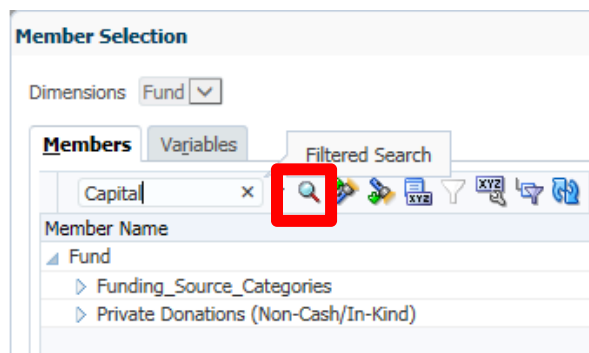
11	What will be presented to the user is a listing of every revenue source that contains the word **Capital** in it. It is up to the user to decide which **Revenue (Funding Source)** to choose. 	
12	To choose the **Revenue (Funding Source)** to be added, the user needs to select the revenue and then click on the **"ADD"** button (the **arrow** icon) to add it 	
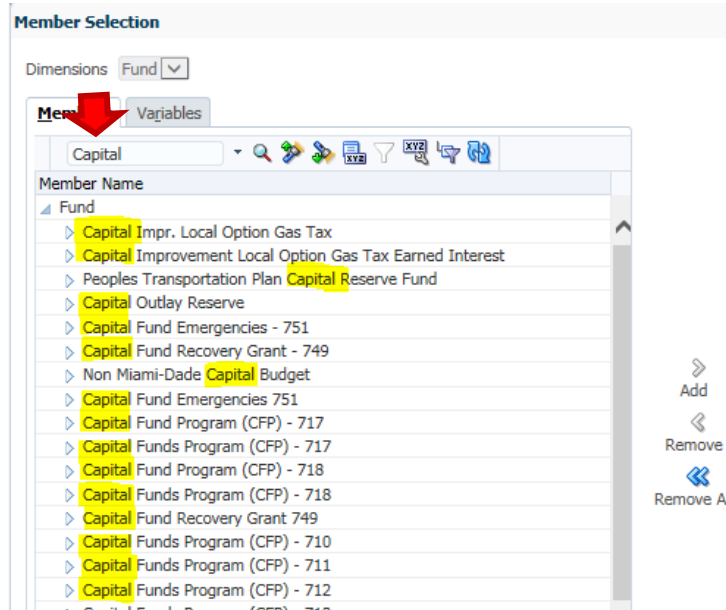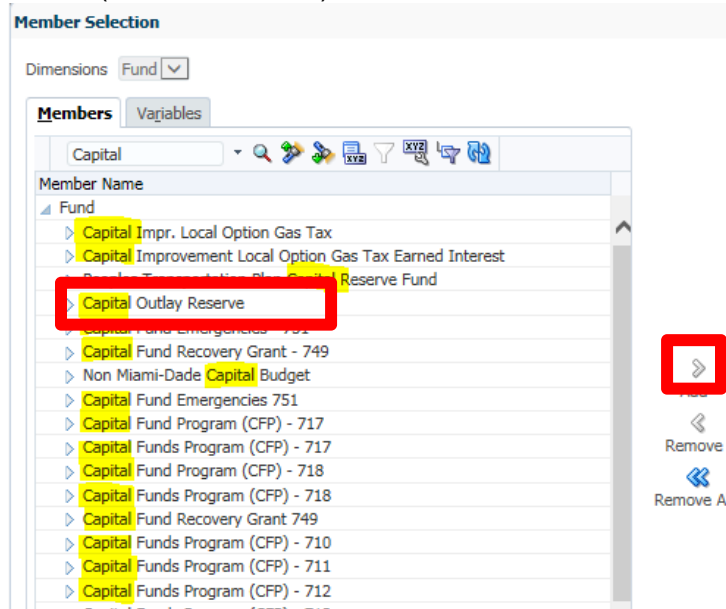
13	Once the user clicks on the **"ADD"** button (the **arrow** icon) to add the new **Revenue (Funding Source)**, you will see the revenue populate in the box to the right	
14.	To add the new **Revenue (Funding Source)**, the user now needs to click on the **OK** icon to add it to the project's **Rev & Exp form**	
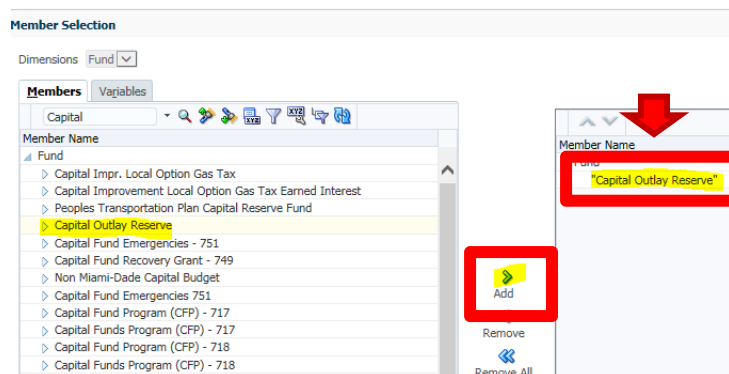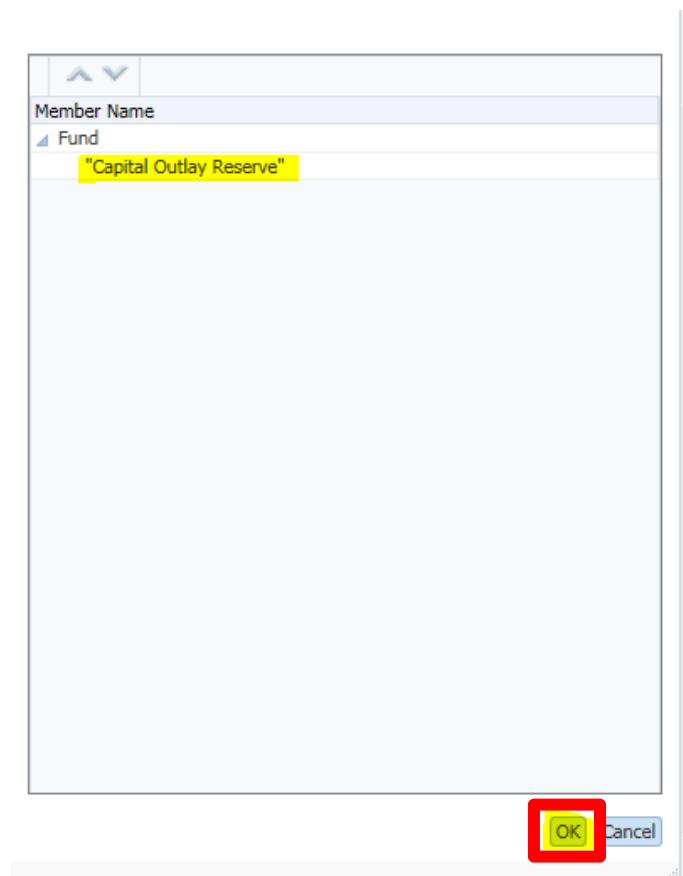
15.	Once the new **Revenue (Funding Source)** has been added, the user will be brought to the screen below.	
	Runtime Prompts - MDCAddFundingSourceandMilestone	
	Prompt Text / Value table: *Funding Source = "Capital Outlay Reserve"; *Milestone = "No_Milestone"	
	However, the process is not completed, 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 **MUST** 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	
	Member Name	
	▷ Funding_Source_Categories	
	…the user clicks needs to click on the ▷ icon next to **Funding Source Categories.**	

17.	Once the user has clicked on the ▷ icon next to **Funding Source Categories,** a drop down box will appear listing all the **Funding Source Categories** as presented in the Proposed/Adopted budget books - Volume 1	
	Member Selection

Dimensions Fund ▽

Members Variables

Member Name
◢ Fund
   ◢ Funding_Source_Categories
     ▷ County Bonds/Debt
     ▷ County Proprietary Operations
     ▷ Federal Government
     ▷ Impact Fees/Exactions
     ▷ Non-County Sources
     ▷ Other County Sources
     ▷ State of Florida
   ▷ Private Donations (Non-Cash/In-Kind) | |
| | **TIP:**

🙂 If you have no idea what category your revenue falls under or the exact name of your revenue source - refer to **Volume 1- the "Capital Revenue Summary By Source"** appendix and you will find a listing of **ALL** the capital revenues used in developing the capital budget by category to assist you in your search. | |

18.	**Example:**	
	To find the revenue source "Capital Outlay Reserve", the user must click on "Other County Sources"	
19	Once the user has found the selected **Revenue (Funding Source)**, the next step is for the user to click on the the **"ADD"** button (the **arrow** icon) to add the new **Revenue (Funding Source).**	
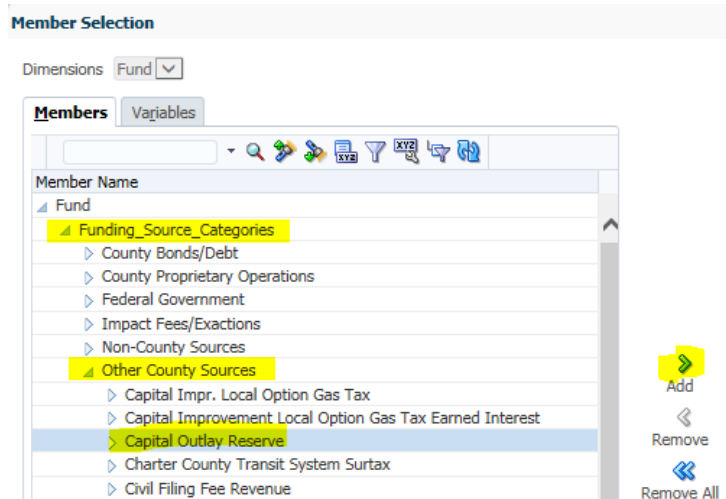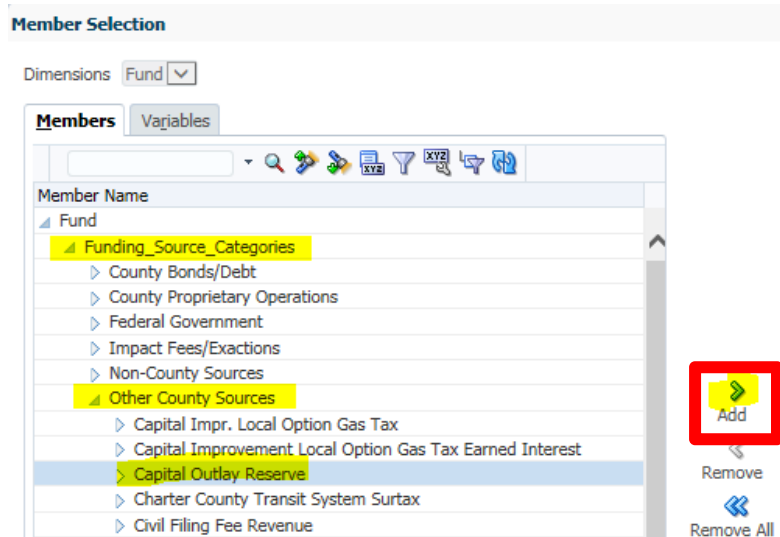
20.	Once the user clicks on the the **"ADD"** button (the **arrow** icon) to add the new **Revenue (Funding Source)**, you will see the revenue populate in the box to the right 	
21.	To add the new **Revenue (Funding Source)**, the user now needs to click on the **OK** icon to add it to the project's **Rev & Exp form** 	
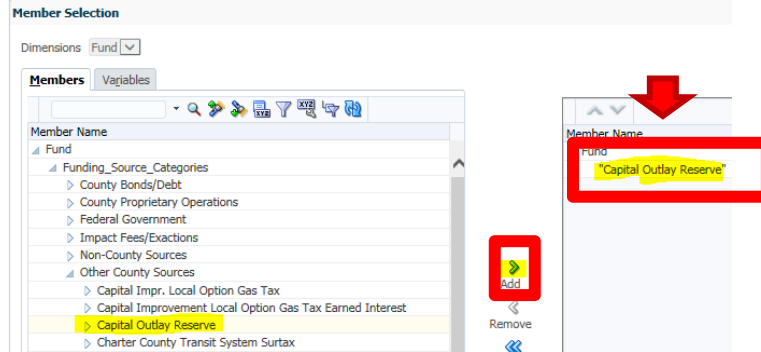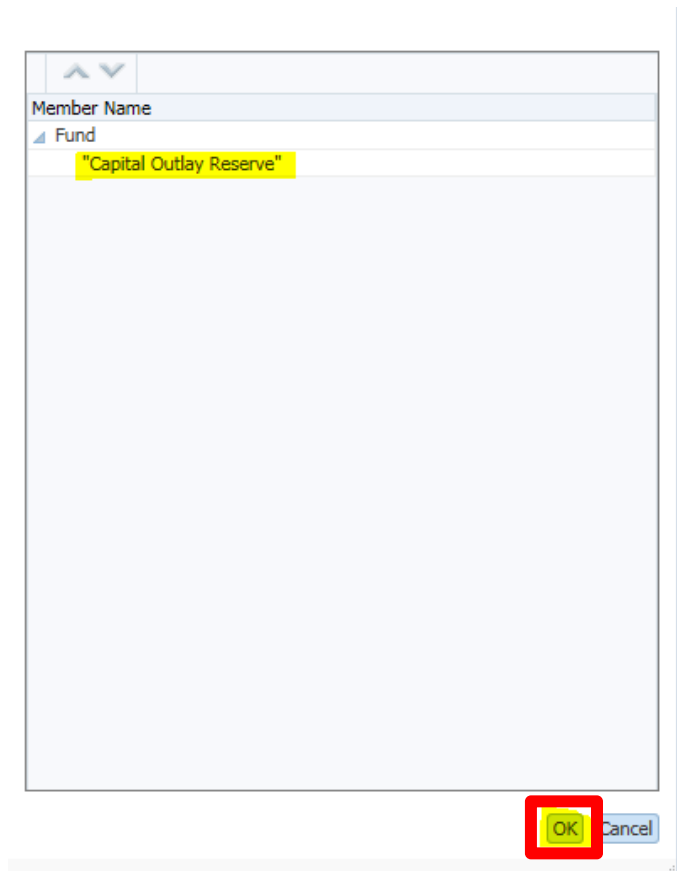
22.	Once the new **Revenue (Funding Source)** has been added, the user will be brought to the screen below.	
	Runtime Prompts - MDCAddFundingSourceandMilestone	
	Prompt Text	Value
	* Funding Source	"Capital Outlay Reserve"
	* Milestone	"No_Milestone"
	However, the process is not completed, as a Milestone needs to be 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 **MUST** always be linked to a **Milestone (Expenditure Category)**	

--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

IMPORTANT:

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**	

Step	Action	Notes
2	To add a new **Milestone (Expenditure Category)** to a project, the user must first be in the **Rev & Exp form.**	
3	If you are not in the Rev & Exp form, please follow the instructions in: **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**	

4	Now that you are in the **Rev & Exp form** screen, the user can begin the process of adding a new **Milestone (Expenditure Category)** to your project/project site. Revenues (1) are always shown at the top of the screen Expenditures (2) are always shown at the bottom 	
5	**TIP:** Before you select your **Milestone (Expenditure Category)**, you must first select the **Revenue (Funding Source)** that your **Milestone** will be linked to	

![BAT Budgeting Analysis Tool logo]

6	To add a new **Milestone (Expenditure Category)** just click right anywhere in the expenditure cell area.	

| 7 | After you have clicked in the **Expenditure** box area, you will see a small box appear, click on the **Add Milestone** icon. | |
| 8 | After the user has clicked on the **Add Milestone** icon. The user will see the following screen below appear. | |

9	1 – Revenue (Funding Source) 2 - Milestone (Expenditure Category) **Runtime Prompts - MDCAddMilestone** | Prompt Text	Value
---	---
* Funding Source **1**	"BBC GOB Financing"
* Milestone **2**	"All_Milestones" | It is in this section that the user **MUST** associate the **Milestone** (**Expenditure Category**) with **Revenue (Funding Source).**	
10	To select a **Milestone** (**Expenditure Category),** the user must click on the "**Member Selection**" icon to the right of the milestone box Runtime Prompts - MDCAddMilestone | Prompt Text	Value
---	---
* Funding Source	"BBC GOB Financing"
* Milestone	"All_Milestones"		
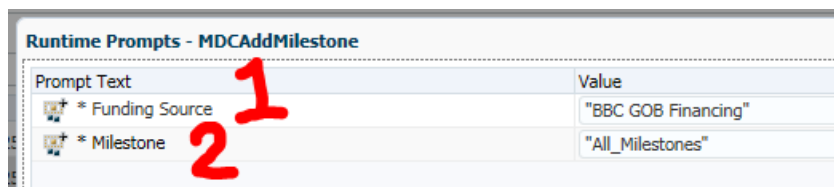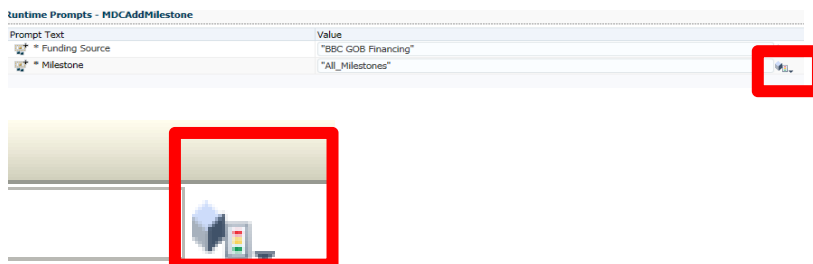
11	In this example, the user has already selected the Revenue (Funding Source) to be linked to the Milestone…	
	BBC GOB Financing	
	Runtime Prompts - MDCAddMilestone	
	Prompt Text — Value * Funding Source — "BBC GOB Financing" * Milestone — "All_Milestones"	

| 12 | After clicking on the "**Member Selection**" icon…. On the Milestone line…

Runtime Prompts - MDCAddMilestone
Prompt Text — Value
* Funding Source — "BBC GOB Financing"
* Milestone — "All_Milestones"

….. the box below will appear on the users screen.

This is where the user selects their **Milestone** (**Expenditure Category)**

Runtime Prompts - MDCAddMilestone
Member Selec
Dimensions Milestone
Members Variables
Member Name
△ Milestone
▷ Art Allowance
▷ Automobiles/Vehicles
▷ Books Publicationsand Library Materials
▷ Building Acquisition/Improvements
▷ Construction
▷ Debt Service/Bond Issuance Costs
▷ Furniture Fixtures and Equipment
▷ Land Acquisition/Improvements
▷ Major Machinery and Equipment
▷ Other Capital
▷ Permitting
▷ Planning and Design
▷ Project Administration
▷ Project Contingency
▷ Road Bridge Canal and Other Infrastructure
▷ Technology Hardware/Software

Add / Remove / Remove All

Member Name
△ Milestone
  All_Milestones | |

13	To select a **Milestone (Expenditure Category)**, just move your cursor and click on the **Milestone** selected. In this example… Art Allowance was selected Now the **Milestone (Expenditure Category)** selected is highlighted. 	
14	When the **Milestone (Expenditure Category)** has been selected, in order to move it to the Rev & Exp form, the user now needs to click on the **ADD** arrow icon to the right 	
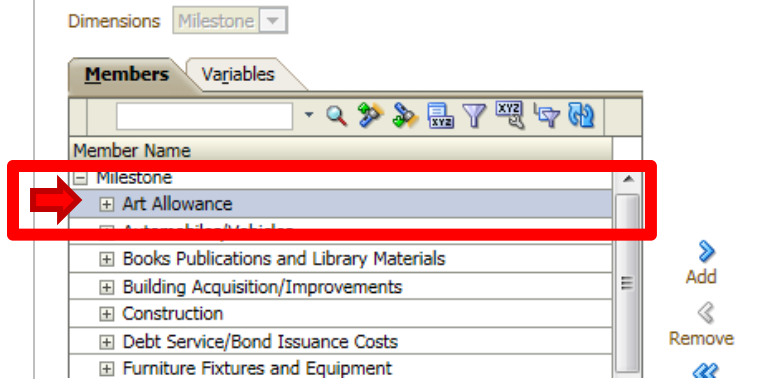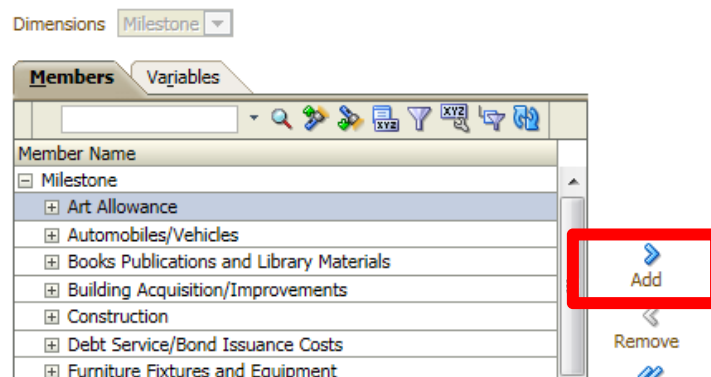
15	When the **Milestone (Expenditure Category)** has been added, you will see it displayed.	
16	If the **Milestone (Expenditure Category)** selected is correct, the next step is to **SAVE**. To **SAVE** the **Milestone (Expenditure Category)** click on the **OK** icon 	
17	Once the user has **ADDED** and **SAVED** the new **Milestone (Expenditure Category),** a new box will appear on the screen with the name of the **Milestone (Expenditure Category)** and the **Revenue (Funding Source)** it is linked to. **You are not done yet.**	
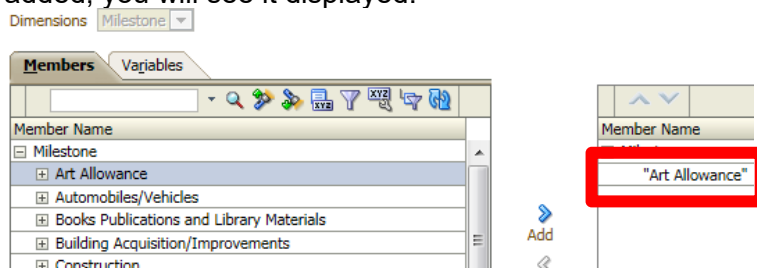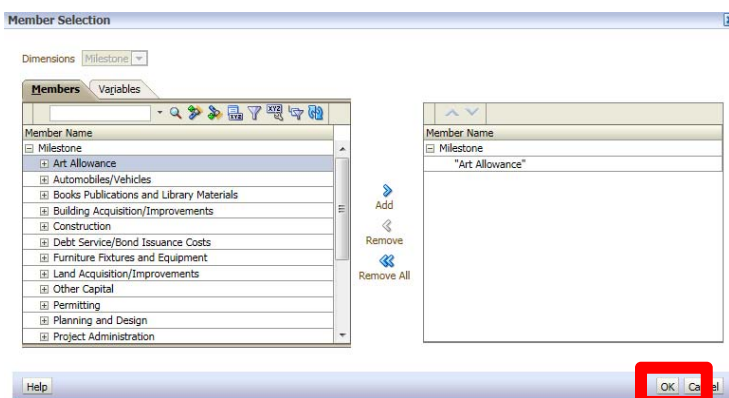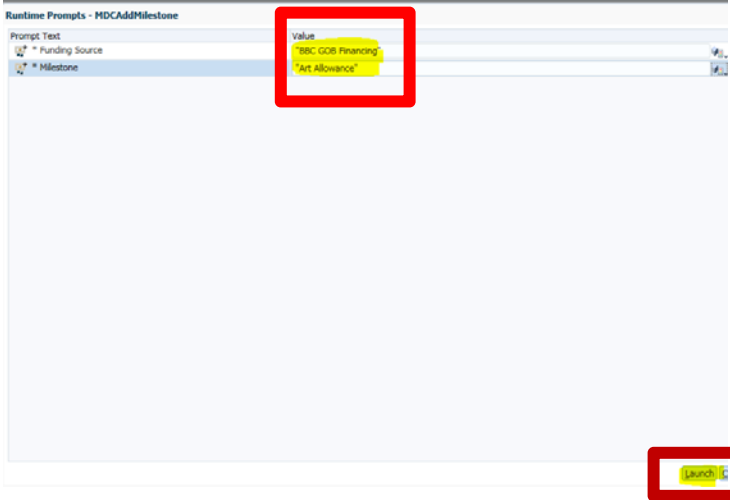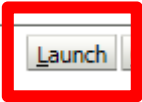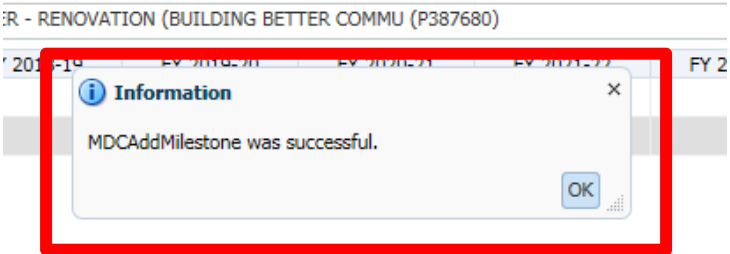
| 18 | The last and final step in adding the new **Milestone (Expenditure Category)** is to **LAUNCH** it.

By launching it, the **Revenue (Funding Source)** and your **Milestone (Expenditure Category)** will be officially linked and added to your project/project site in the Rev & Exp form

To **LAUNCH**, you must click on the **LAUNCH** icon in the lower right-hand side of the box.

 | |
| 19 | If your **Milestone (Expenditure Category)** was added, the user will receive a pop-up notice on their screen

Click the **OK** icon

 | |

| 20 | Once the **Milestone (Expenditure Category)** has been added, the user will be taken back to the **Capital Project Dashboard > Rev & Exp** screen. |

Task List Status

Task Instructions

Project Dashboard > Rev & Exp

Entity:P: PRE-TRIAL DETENTION CENTER - RENOVATION (BUILDING BETTER COMMU

	PRIOR	FY 2016-17	FY 2017-18	FY 201	
BBC GOB Financing	25,000	25,000	375,000	
Total Revenue	25,000	25,000	375,000	

ⓘ **Information**

MDCAddMilestone was successful.

Entity:P: PRE-TRIAL DETENTION CENTER - RENOVATION (BUILDING BETTER COMMU

		PRIOR	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-2
		Budget	Forecast	Budget	Budget	Budget
BBC GOB Financing	▷ All_Milestones	0	25,000	375,000		
Expense Total	Expense Total	0	25,000	375,000		
Rev - Exp	Rev - Exp	25,000		0		

21	To see if the **Milestone (Expenditure Category)** was added to your project site, click on the ▷ icon

Task List Status

Task - Capital Project Dashboard | Task Instructions

Project Dashboard > Rev & Exp

◢

		⛁Entity:P: PRE-TRIAL DETENTION CENT
	PRIOR	FY 2016-17	FY 2017-18	
BBC GOB Financing	25,000	25,000	375,000	
Total Revenue	25,000	25,000	375,000	

◢

		⛁Entity:P: PRE-TRIAL DETENTION CENT	
		PRIOR	FY 2016-17	FY
		Budget	Forecast	
BBC GOB Financin	▷ All_Milestones	0	25,000	
Expense Total	Expense Total	0	25,000	
Rev - Exp	Rev - Exp	25,000		

22	By clicking on the ▷ icon, the user will see the milestone list expand linked to that revenue (funding source).	

Task List Status

Task - Capital Project Dashboard	Task Instructions

Project Dashboard > Rev & Exp

◢

		⊞ Entity:P: PRE-TRIAL DETENTIC	
	PRIOR	FY 2016-17	FY 2017-18
BBC GOB Financing	25,000	25,000	375,00
Total Revenue	25,000	25,000	375,00

◢

		⊞ Entity:P: PRE-TRIAL DETENTIC	
		PRIOR Budget	FY 2016-17 Forecast
BBC GOB Financing	Art Allowance	0	0
	Construction	0	25,000
	◢ All_Milestones	0	25,000
Expense Total	Expense Total	0	25,000
Rev - Exp	Rev - Exp	25,000	

23	Now the user can begin budgeting for that milestone	

--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

.
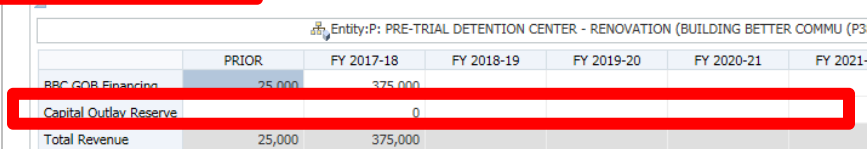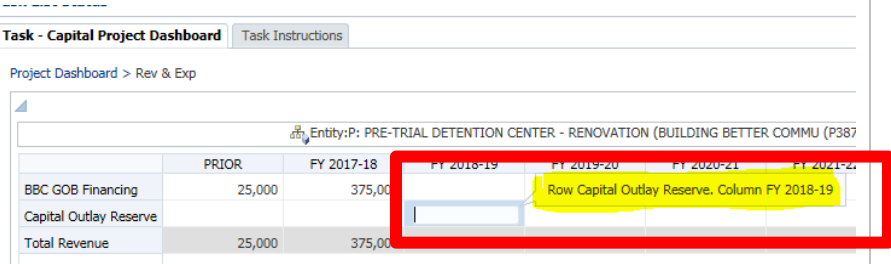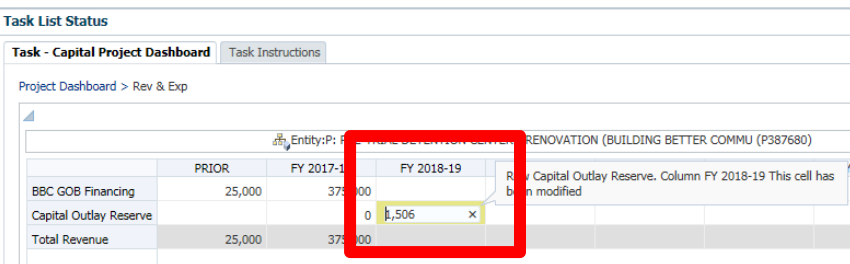
IMPORTANT:
If a cell is **"White",** the user can enter a value in the cell.
If a cell is **"Yellow",** the information entered has not been saved.
If a cell is **"Grey"**the user cannot enter a value in that cell.
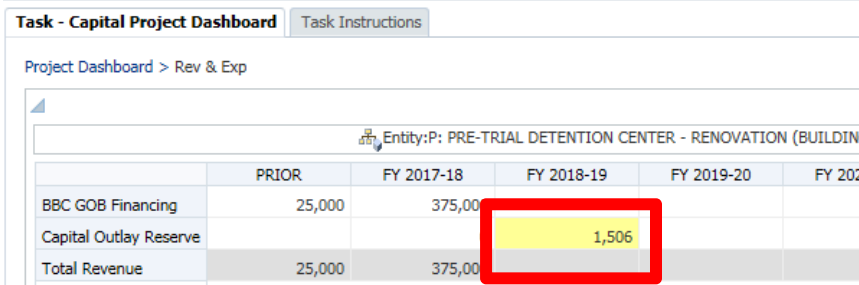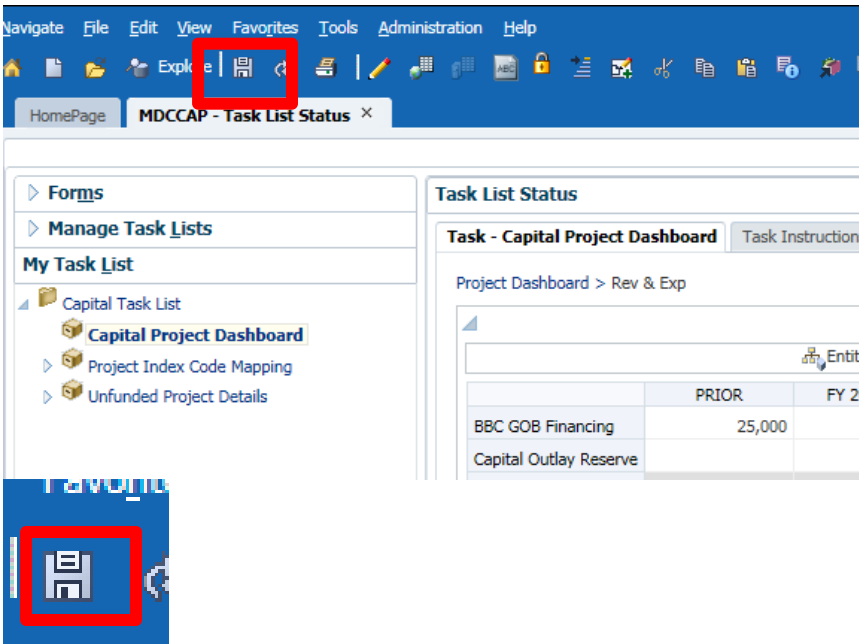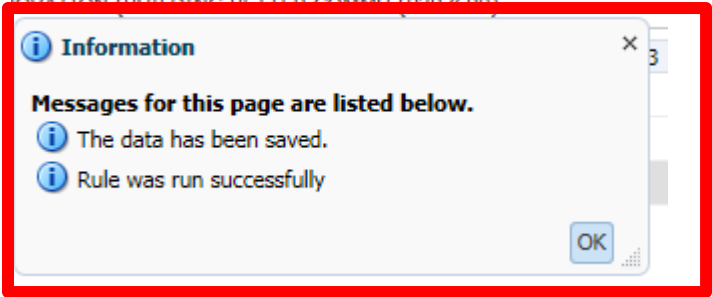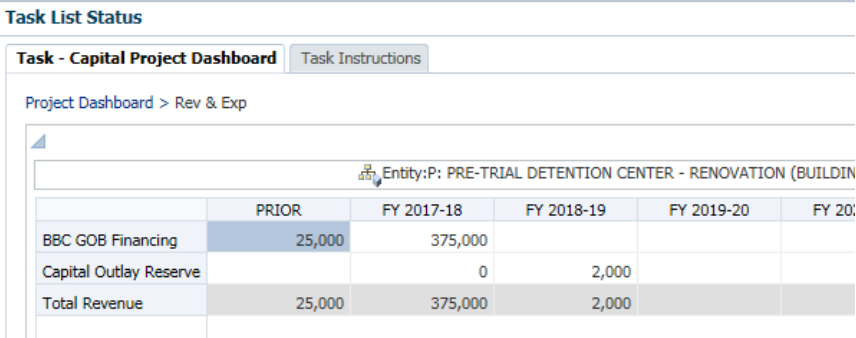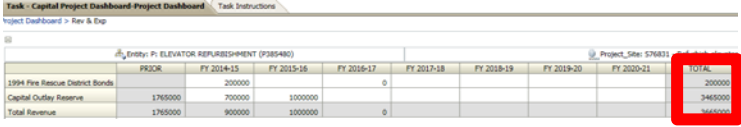
Data will only be stored in the database after the user has **SAVED** the information

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. ## 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 Entity:P: PRE-TRIAL DETENTION CENTER - RENOVATION (BUILDING BETTER COMMU (P387... 		PRIOR	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-2...	 BBC GOB Financing	25,000	375,00		Row Capital Outlay Reserve. Column FY 2018-19	 Capital Outlay Reserve				 Total Revenue	25,000	375,00	
4	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 Instructions Project Dashboard > Rev & Exp Entity:P: PRE-TRIAL DETENTION CENTER - RENOVATION (BUILDING BETTER COMMU (P387680) 		PRIOR	FY 2017-1	FY 2018-19		 BBC GOB Financing	25,000	375,00	Row Capital Outlay Reserve. Column FY 2018-19 This cell has been modified Capital Outlay Reserve		0	1,506 ×	 Total Revenue	25,000	375,00	 ⭐**IMPORTANT:** Values are entered in whole numbers . Example: to enter $1 million, the user must enter $1,000,000 **NOT** $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. Please note, that the value entered is $1,506. **Task List Status** Task - Capital Project Dashboard Task Instructions Project Dashboard > Rev & Exp Entity:P: PRE-TRIAL DETENTION CENTER - RENOVATION (BUILDIN... |	PRIOR	FY 2017-18	FY 2018-19	FY 2019-20	FY 202
BBC GOB Financing	25,000	375,00			
Capital Outlay Reserve			1,506		
Total Revenue	25,000	375,00			| ## TIP: ☺ The"**Yellow"** cell alerts the user that the value is not saved.	
6	To ensure that the information entered is saved, the user must click on the **"SAVE"** icon	

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Step	Action	Notes
7	To let the user know that their information has been **SAVED**, the following screen will pop-up. Click the **OK** icon. 	
8.	As a result of saving the information, the user will notice two things: 1. The **"Yellow"** cell has now turned **"White"** 2. The $1,506 value has been rounded up to $2,000 **Task List Status** Task - Capital Project Dashboard · Task Instructions Project Dashboard > Rev & Exp Entity:P: PRE-TRIAL DETENTION CENTER - RENOVATION (BUILDIN 		PRIOR	FY 2017-18	FY 2018-19	FY 2019-20	FY 20:
---	---	---	---	---	---
BBC GOB Financing	25,000	375,000			
Capital Outlay Reserve		0	2,000		
Total Revenue	25,000	375,000	2,000				
9	After your data has been entered and saved, it is important for the user to check the totals at the end, to ensure there are no errors. Totals are automatically calculated for the user. 	

10.	If the user does not add a corresponding expense to a MIlestone, they will see a cell in the total column turn **RED**.	

TIP:

🙂 The **RED** cell in the "Total" column indicates that the **Project Site** is imbalanced.
It also advises the user by how much.

11.	# **EXPENDITURES**

To enter a value on the expenditure side, on the **Rev & Exp form**, pick a **Revenue (Funding Source)** and the click on the ▷ next to **All Milestones** to expand the **Milestone** list.

TIP:

To add funding to a Milestone, the user must budget to a specific Milestone.

For this example..
The user will be adding an expense to the "Capital Outlay Reserve" funding source.

12	Once the Milestone list has been expanded, the user can choose the specific Milestone to budget to. 	
13	**For this example..** The user will be adding an expense to the Art Allowance milestone linked to the Capital Outlay Reserve funding source 	

14	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 revenue (funding source) selected • the fiscal year selected • the milestone selected This is to assist the user in ensuring they are budgeting for the correct revenue, fiscal year, and milestone. 	
15	**In this example…** The user entered $1,506 for FY 2018-19, in the Art Allowance milestone When the user enters a value (amount) in the **Expenditure form** the cell will turn **"Yellow".** **TIP:** ☺ The "**Yellow**" cell alerts the user that the value is not saved. ⭐**IMPORTANT:** Values are entered in whole numbers . Example: to enter $1 million, the user must enter $1,000,000 **NOT** _$1,000	

16	Once the user has clicked out of the cell, the information will look like the following below. Please note, that the value entered is $1,506.	

17	To ensure that the information entered is saved, the user must click on the **"SAVE"** icon	

18

To let the user know that their information has been **SAVED**, the following screen will pop-up.

Click the **OK** icon.

> **ⓘ Information**   ✕
>
> **Messages for this page are listed below.**
> ⓘ The data has been saved.
> ⓘ Rule was run successfully
>
>   OK

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As a result of saving the information, the user will notice two things:

3. The **"Yellow"** cell has now turned **"White"**
4. The $1,506 value has been rounded up to $2,000

Entity:P: PRE-TRIAL DETENTION CENTER - RENOVATION (BUILDING BETTE

		PRIOR Budget	FY 2017-18 Forecast	FY 2018-19 Budget	FY 2019-20 Budget
BBC GOB Financing	Construction	25,000	0		
	◢ All_Milestones	25,000			
Capital Outlay Reserve	Art Allowance		0	2,000	
	◢ All_Milestones				
Expense Total	Expense Total	25,000	0	2,000	
Rev - Exp	Rev - Exp	0	375,000	0	

| 20 | After your data has been entered and saved, it is important for the user to check the totals at the end, to ensure there are no errors.

Totals are automatically calculated for the user.

Project_Site:S3001169 -

TOTAL
400,000
2,000
402,000	⬅

Project_Site:S3001169 -

25	TOTAL
:	TOTAL
	25,000
	25,000
	2,000
	2,000
	27,000
	375,000	⬅

TIP:

☺ The **RED** cell in the "Total" column indicates
that the **Project Site** is imbalanced.
It also advises the user by how much. | |

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Notice that a balanced project site will provide the user with a **ZERO** and there is no **RED** cell

Project_Site:S3001169

	TOTAL
	400,000
	2,000
	402,000

Project_Site:S3001169

25	TOTAL
	TOTAL
	400,000
	400,000
	2,000
	402,000
	0

You are NOT done yet!

| 22 | After making all the necessary budgetary changes to a project, the user should always check the project as a whole to ensure the project is balanced.

To do that, the user muct click on the **"Project Dashboard"** link

In doing so, it will take the user to the main screen where all the project sites are listed for the project.

Task List Status

| **Task - Capital Project Dashboard** | Task Instructions |

Project Dashboard > Rev & Exp

Entity:P: PRE-TRI

	PRIOR	FY 2017-18
BBC GOB Financing	25,000	375,000
Capital Outlay Reserve		0
Total Revenue	25,000	375,000

Entity:P: PRE-TRI

		PRIOR
		Budget
BBC GOB Financing	All_Milestones	25,000
Capital Outlay Reserve	All_Milestones	
Expense Total	Expense Total	25,000
Rev - Exp	Rev - Exp	0

The **"Capital Project Dashboard"**

| 23 | To review the project as a whole **"Book View"** , the user needs to select any project site and right click on the project site.

In doing so, a small box will pop-up on the screen

 | |

24	Next the user, needs to click on the **"Book View"** icon to see the project as a whole, as presented in the budget books

25	By reviewing the project in **"Book View",** the user can check: • to see if the project as a whole is balanced • if the revenues are correct • if the milestones are correct

26	

In this example,

The user automactivcally knows that the project is not balanced.

It is now up to the user to identify what project site is impbalaced and make the correction.

Task List Status

TIP:

The **RED** cell in the "Total" column indicates that the **Project** is imbalanced.

It also advises the user by how much.

--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

IMPORTANT:

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.

TIP:

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	
4	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 Actuals Expense Review	
	S70311 - MDCR/ISD Z00018 - Pre-Trial Detention Center Budget Rev and Exp	
	S76317 - MDCR/Pre-Trial Detention Center (PTDC), Inforr Forecast Form	
	S77707 - MDCR/Pre-Trial Detention Center (PTDC), Const Index Expense Mapping	
	Book View	
	Project and Sites Information	
	Edit ▸	
	Adjust ▸	
	Comments	
	Supporting Detail	
	Change History	
	Attachments	
	Lock/Unlock Cells	
	Filter ▸	

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5	Now the user is in the **Rev & Exp** form	

Task List Status

Task - Capital Project Dashboard | Task Instructions

Project Dashboard > Rev & Exp

Entity:P: PRE-TRIAL DETENTION CENTER

	PRIOR	FY 2017-18	FY 2018-19
BBC GOB Financing	25,000	375,000	
Capital Outlay Reserve		0	2,000
Total Revenue	25,000	375,000	2,000

Entity:P: PRE-TRIAL DETENTION CENTER

		PRIOR Budget	FY 2017-18 Forecast	FY
BBC GOB Financing	▷ All_Milestones	25,000	0	
Capital Outlay Reserve	▷ All_Milestones		0	
Expense Total	Expense Total	25,000	0	
Rev - Exp	Rev - Exp	0	375,000	

| 6 | Next the user needs right-click on a Revenue (Funding Source).

In this example, BBC GOB Financing was selected | |
|---|---|---|

Project Dashboard > Rev & Exp

Entity:P: PRE-TRIAL DETENTION CE

	PRIOR	FY 2017-18	FY 2018-19
BBC GOB Financing			
Capital Outlay Reserv	🔲 Revenue and Expense Detail		2,000
Total Revenue	🔲 Add Funding Source and Milestone		2,000
	Edit ▶		
	Adjust ▶		

Next, click on **Revenue and Expense Detail**

| 7 | The user has now been taken to the **Revenue and Expense Detail** screen | |
| 8 | In **Revenue and Expense Detail** screen the user is only able to make changes to a specific revenue source … in this case - **BBC GOB Financing** and all the expenditures tied to that revenue source for this this particular project site. | |

9	If the user wishes to go back to the **Rev & Exp form** to budget for another revenue - for this particular project site, the user simply needs to click on **Rev & Exp** on the Project Dashboard	

--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
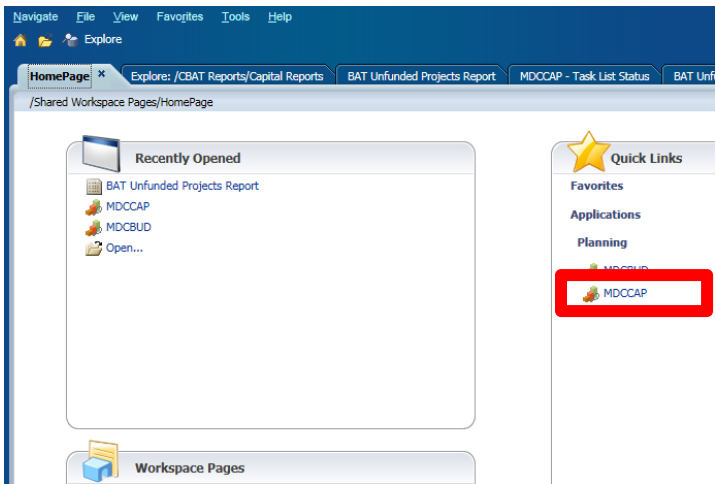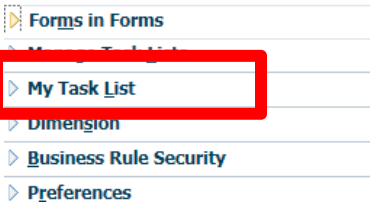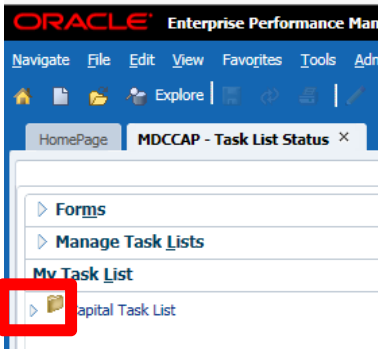
By mapping an index code to a Project/Project Site creates an association:
- That is used in the downloading of actuals from FAMIS into the CBAT application
- That enables the users to forecast projects/project sites using actuals from FAMIS
- And allows for the mapping of expenses from funding sources to Index Codes so that the budget can be uploaded and exported into FAMIS.
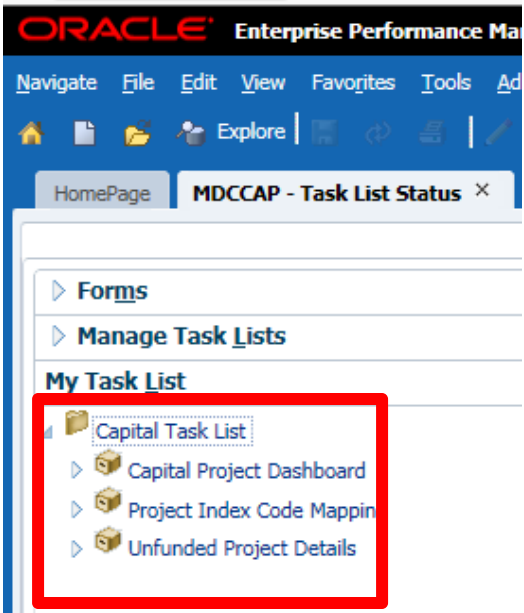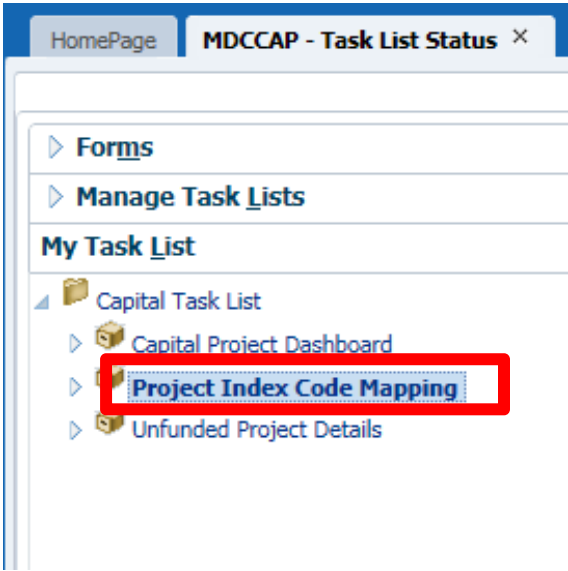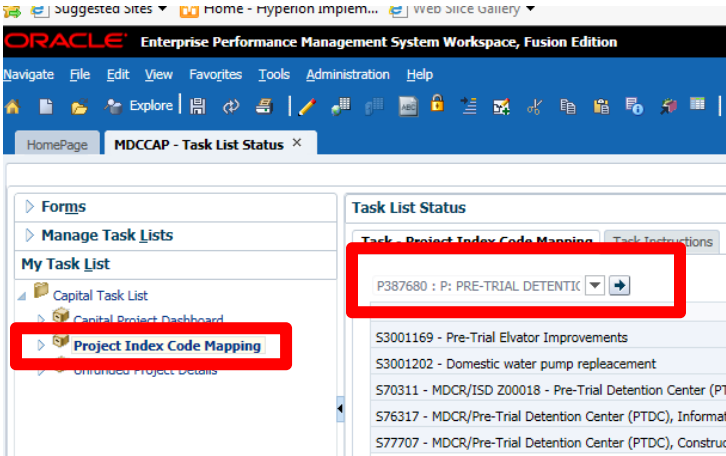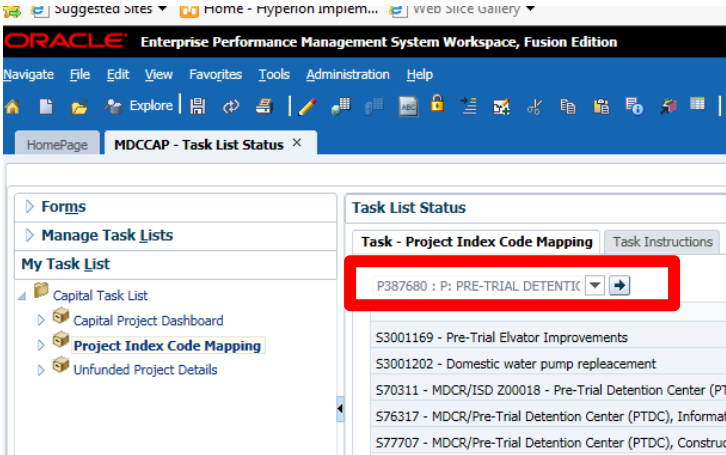
The mapping of index codes to Projects/Project Sites alleviates some of the burden on users doing annual journal entries to load project expenditures in FAMIS.
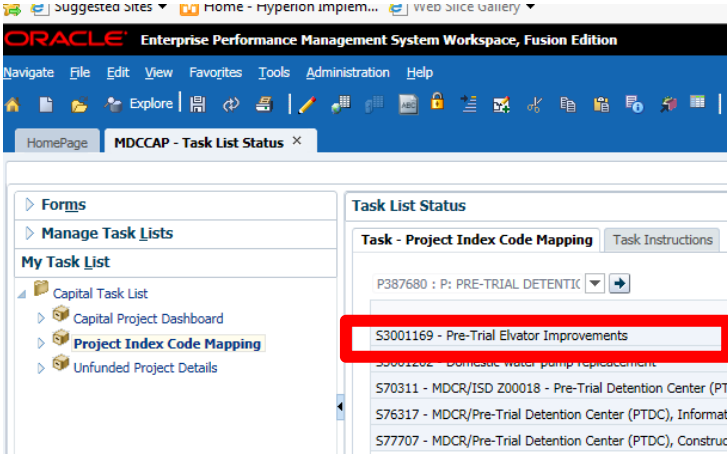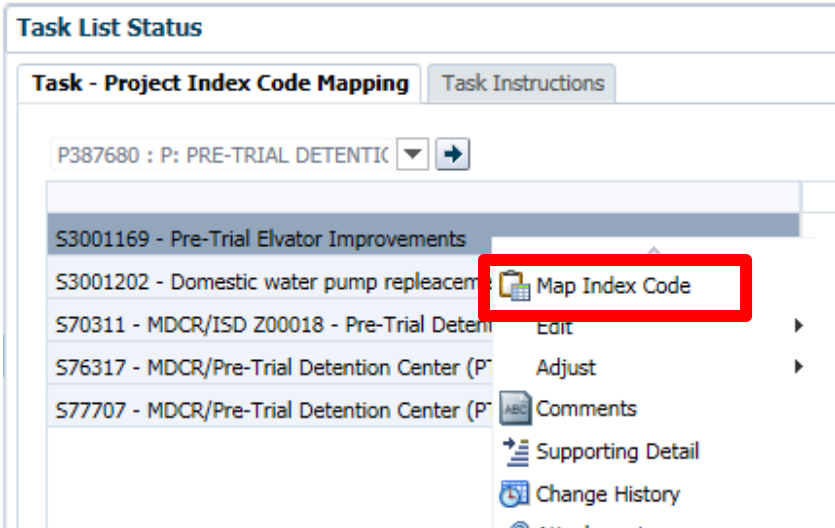
It is important to note that the mapping of expenditure index codes is a one-time process.
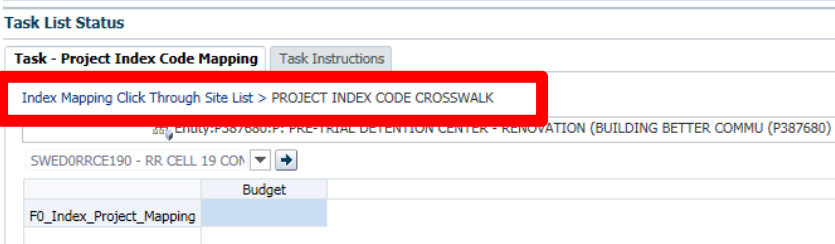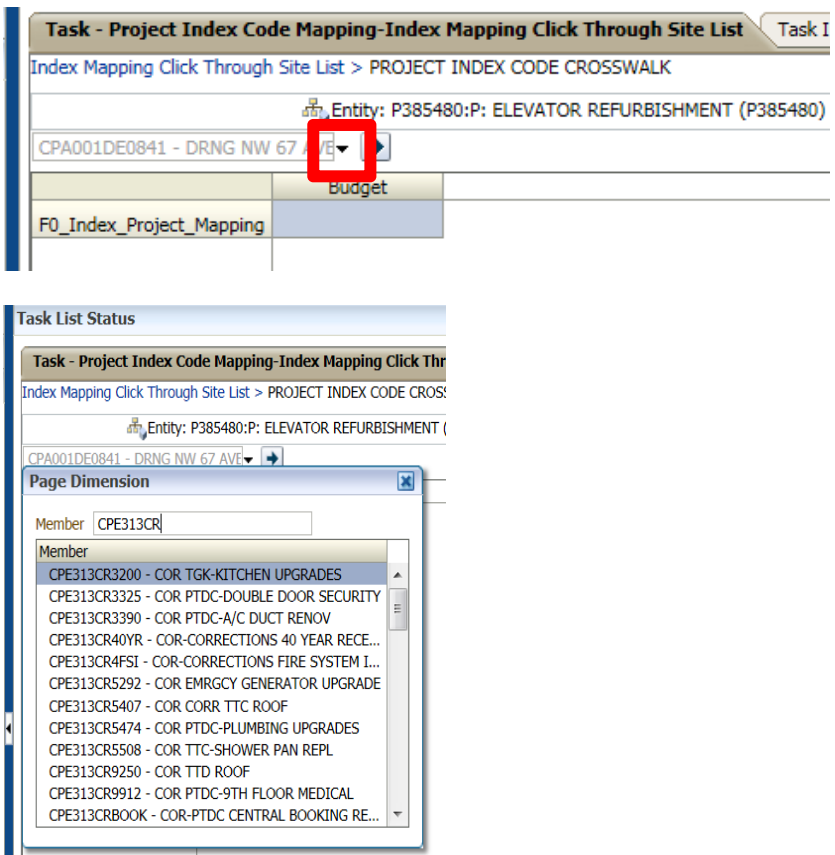
After your first initial mapping please note that only new index codes will have yo be mapped by the user, moving forward.

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 	
2.	Next, to the left of the screen the user will see a screen appear - similar to the one below. Click on **My Task List** 	
3.	Next, the user will click on the ▷ icon to expand the **Capital Task List** 	

Step	Action	Notes
4		
5	Next, click on **Project Index Code Mapping** 	

Step	Action	Notes
6	After clicking on **Project Index Code Mapping**, the user will see the screen to the right - change This is where the user must select the project/project site to be mapped 	
7	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** 	

Step	Action	Notes
8	Once the project/project site has been selected, the user must right click on the project site to be mapped. Next, the user must select from the pop-up box the **Map Index Code** icon 	

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 Entity:P387680:P: PRE-TRIAL DETENTION CENTER - RENOVATION (BUILDING BETTER COMMU (P387680) SWED0RRCE190 - RR CELL 19 CON ▼ → 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	Task I Index Mapping Click Through Site List > PROJECT INDEX CODE CROSSWALK Entity: P385480:P: ELEVATOR REFURBISHMENT (P385480) CPA001DE0841 - DRNG NW 67 AVE ▼ → Budget F0_Index_Project_Mapping **Task List Status** Task - Project Index Code Mapping-Index Mapping Click Thr Index Mapping Click Through Site List > PROJECT INDEX CODE CROSS Entity: P385480:P: ELEVATOR REFURBISHMENT (CPA001DE0841 - DRNG NW 67 AVE ▼ → **Page Dimension** ✖ Member CPE313CR Member CPE313CR3200 - COR TGK-KITCHEN UPGRADES CPE313CR3325 - COR PTDC-DOUBLE DOOR SECURITY CPE313CR3390 - COR PTDC-A/C DUCT RENOV CPE313CR40YR - COR-CORRECTIONS 40 YEAR RECE... CPE313CR4FSI - COR-CORRECTIONS FIRE SYSTEM I... CPE313CR5292 - COR EMRGCY GENERATOR UPGRADE CPE313CR5407 - COR CORR TTC ROOF CPE313CR5474 - COR PTDC-PLUMBING UPGRADES CPE313CR5508 - COR TTC-SHOWER PAN REPL CPE313CR9250 - COR TTD ROOF CPE313CR9912 - COR PTDC-9TH FLOOR MEDICAL CPE313CRBOOK - COR-PTDC CENTRAL BOOKING RE...	

11	Using the drop down, select the desired **Index Code** to map.
	⭐ **IMPORTANT** The user will see a listing of **ALL** capital **Index Codes**

Task - Project Index Code Mapping-Index Mapping Click

Index Mapping Click Through Site List > PROJECT INDEX CODE CR

⛒ Entity: P385480:P: ELEVATOR REFURBISHMEN

CPE313CRELEV - COR-ELEVATOR ▾ ➔

Page Dimension ✖

Member [   ]

Member
CPE313CRELEV - COR-ELEVATOR REFURBISHMENT
CPE313CRFENC - COR-SECURITY FENCE ENHANCEM...
CPE313CRFRES - COR-CORRECTIONS RESERVE FOR...
CPE313CRFSST - COR-CORRECTIONS FIRE SYSTEM...
CPE313CRFUEL - COR-CORRECTIONS TGK REPLACE...
CPE313CRIMPR - COR-CORRECTIONS FACILITY IMP...
CPE313CRKITE - COR-CORRECTIONS KITCHEN EQUI...
CPE313CRKREV - COR-KROME ENVIRONMENTAL MIT...
CPE313CRKSCC - COR-SECURITY CAMERAS FOR MW...
CPE313CRLAUN - COR-LAUNDRY UPGRADES
CPE313CRLFRA - COR-WDC HVAC AND FIRE ALARM...
CPE313CRLOGI - COR-MWDC LOGIC CONTROLLERS

12

TIP:

🙂 To make it easier for the user, type in the **Index Code** in the **"Member"** box….

Task - Project Index Code Mapping-Index Mapping Click

Index Mapping Click Through Site List > PROJECT INDEX CODE CI

Entity: P385480:P: ELEVATOR

CPA001DE0841 - DRNG NW 67 AVE ▾ →

Page Dimension ⊠

Member CPE313CR|

Member
CPE313CR3200 - COR TGK-KITCHEN UPGRADES
CPE313CR3325 - COR PTDC-DOUBLE DOOR SECURITY
CPE313CR3390 - COR PTDC-A/C DUCT RENOV
CPE313CR40YR - COR-CORRECTIONS 40 YEAR RECE…
CPE313CR4FSI - COR-CORRECTIONS FIRE SYSTEM I…
CPE313CR5292 - COR EMRGCY GENERATOR UPGRADE
CPE313CR5407 - COR CORR TTC ROOF
CPE313CR5474 - COR PTDC-PLUMBING UPGRADES
CPE313CR5508 - COR TTC-SHOWER PAN REPL
CPE313CR9250 - COR TTD ROOF
CPE313CR9912 - COR PTDC-9TH FLOOR MEDICAL
CPE313CRBOOK - COR-PTDC CENTRAL BOOKING RE…

Task - Project Index Code Mapping-Index Mapping Click Th

Index Mapping Click Through Site List > PROJECT INDEX CODE CRO

Entity: P385480:P: ELEVATOR REFURBISHMENT

CPE313CR4FSI - COR-CORRECTI(▾ →

Page Dimension ⊠

Member CPE313CREL|

Member
CPE313CRELEV - COR-ELEVATOR REFURBISHMENT

…. And click on the **Index Code.**

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 **MUST** 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 **must** enter a value of "1" in the field (box). **Task - Project Index Code Mapping-Index Mapp** Index Mapping Click Through Site List > PROJECT INDE Entity: P385480:P: CPE313CRELEV - COR-ELEVATO Budget F0_Index_Project_Mappin **TIP:** 🙂 If you do not enter in the field a value of "1", your **Index Code** will **NOT** be mapped.	
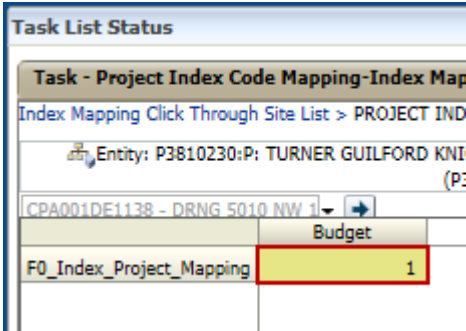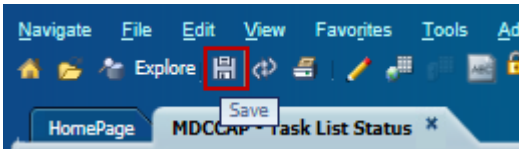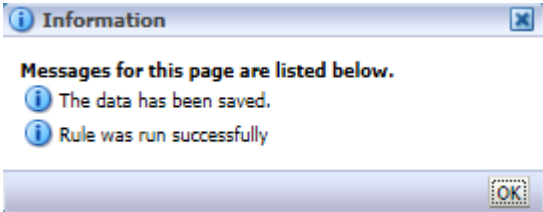
15	Note that the cell will turn **YELLOW** until the form is saved. **Task List Status** Task - Project Index Code Mapping-Index Map Index Mapping Click Through Site List > PROJECT IND Entity: P3810230:P: TURNER GUILFORD KNI (P: CPA001DE1138 - DRNG 5010 NW 1 Budget F0_Index_Project_Mapping 1	
16	To **SAVE**, click on the **Save** icon. Navigate File Edit View Favorites Tools Ad Explore Save HomePage MDCCAP - Task List Status	
17	After saving, a message will be displayed to advise you that: - It was run successfully and - That the data was saved. **Information** Messages for this page are listed below. The data has been saved. Rule was run successfully OK	

| 18 | To map another index code to a **Project/ Project Site,** just double click on the **Project Index Code Mapping icon,** to start the mapping process all over again.

 | |
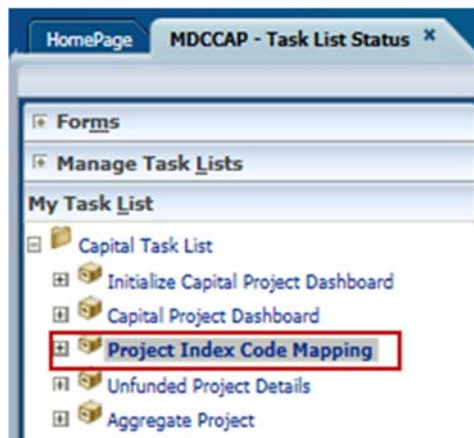
--End Activity--
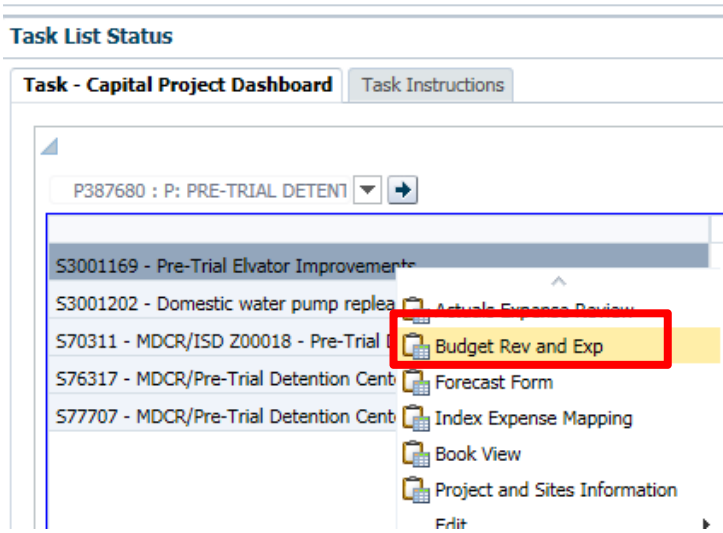
Activity 9: Forecast Current Year Expenses in CBAT

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.	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. 	

| 3. | You will see that your view has now changed to a split screen.

This is your **Rev and Exp form**.

Your **Capital Project Dashboard** will always let you know what screen you are in.

 | |
| 4. | Please note that:
Revenues (1) are always shown at the top
Expenditures (2) are always shown at the bottom

 | |

5	Forecasting for the current fiscal year means that the user is budgeting for FY 17-18.

Task List Status

Task - Capital Project Dashboard	Task Instructions

Project Dashboard > Rev & Exp

Entity:P: PRETRIAL DETENTION CENTER - RENOVATION (BUILDING

	PRIOR	FY 2017-18	FY 2018-19	FY 2019-
BBC GOB Financing	25,000	375,000		
Capital Outlay Reserve		0	2,000	
Total Revenue	25,000	375,000	2,000	

Entity:P: PRETRIAL DETENTION CENTER - RENOVATION (BUILDING

		PRIOR Budget	FY 2017-18 Forecast	FY 2018-19 Budget	FY 2019 Budge
BBC GOB Financing	All_Milestones	25,000	0	375,000	
Capital Outlay Reserve	Art Allowance		0	2,000	
	All_Milestones		0	2,000	
Expense Total	Expense Total	25,000	0	377,000	
Rev - Exp	Rev - Exp		375,000		

| 6 | **FORECASTING FOR REVENUES** |

When **Forecasting** for reveneus, the user can remain in the **Rev & Exp form** and allocate funding.

7 FORECASTING FOR AN EXPENDITURE

When **Forecasting** for an expenditure, the user needs to be in the forecasting form

Task List Status

Task - Capital Project Dashboard | Task Instructions

Project Dashboard > Rev & Exp

Entity:P: PRE-TRIAL DETENTION CENTER - RENOVATION (BUILDIN

	PRIOR	FY 2017-18	FY 2018-19	FY 2019-
BBC GOB Financing	25,000	375,000		
Capital Outlay Reserve		0	2,000	
Total Revenue	25,000	375,000	2,000	

Entity:P: PRE-TRIAL DETENTION CENTER - RENOVATION (BUILDIN

		PRIOR Budget	FY 2017-18 Forecast	FY 2018-19 Budget	FY 2019- Budge
BBC GOB Financing	▷ All_Milestones	25,000	0	375,000	
Capital Outlay Reserve	Art Allowance		0	2,000	
	◿ All_Milestones		0	2,000	
Expense Total	Expense Total	25,000	0	377,000	
Rev - Exp	Rev - Exp	0	375,000		

8	To forecast an expenditure in the **Forecasting form** the user needs to right click on the revenue cell

Task - Capital Project Dashboard | Task Instructions

Project Dashboard > Rev & Exp

Entity:P: PRE-TRIAL DETENTION CENTER - RENOVATIO

	PRIOR	FY 2017-18	FY 2018-19	FY 2019-20
BBC GOB Financing	25,000	375,000		
Capital Outlay Reserve		0	2,000	
Total Revenue	25,000	375,000	2,000	

Entity:P: PRE-TRIAL DETENTION CENTER - RENOVATIO

		PRIOR Budget	FY 2017-18 Forecast	FY 2018-19 Budget
BBC GOB Financing	Construction	25,000	0	375,000
	◢ All_Milestones	25,000	0	375,000
Capital Outlay Reserve	▷ All_Milestones		0	2,000
Expense Total	Expense Total	25,000	0	377,000
Rev - Exp	Rev - Exp	0	375,000	

| 9 | It is important for the user to note that the cells in FY 2017-18, in the expenditure section of the **Rev & Exp form**, are grey.

A grey cell indicates to the user that they cannot budget directly in that cell. | |

Task - Capital Project Dashboard | Task Instructions

Project Dashboard > Rev & Exp

Entity:P: PRE-TRIAL DETENTION CENTER - RENOVATION

	PRIOR	FY 2017-18	FY 2018-19	FY 2019-20
BBC GOB Financing	25,000	375,000		
Capital Outlay Reserve		0	2,000	
Total Revenue	25,000	375,000	2,000	

Entity:P: PRE-TRIAL DETENTION CENTER - RENOVATION

		PRIOR Budget	FY 2017-18 Forecast	FY 2018-19 Budget
BBC GOB Financing	Construction	25,000	0	375,000
	All_Milestones	25,000	0	375,000
Capital Outlay Reserve	All_Milestones		0	2,000
Expense Total	Expense Total	25,000	0	377,000
Rev - Exp	Rev - Exp	0	375,000	

| 10 | To access the **Forecasting form,** the user must right-click on any revenue in the expenditure section of the **Rev & Exp form** | |

Task - Capital Project Dashboard   Task Instructions

Project Dashboard > Rev & Exp

Entity:P: PRE-TRIAL DETENTION CENTER - RENOVATIOI

	PRIOR	FY 2017-18	FY 2018-19	FY 2019-20
BBC GOB Financing	25,000	375,000		
Capital Outlay Reserve		0	2,000	
Total Revenue	25,000	375,000	2,000	

Entity:P: PRE-TRIAL DETENTION CENTER - RENOVATIOI

		PRIOR	FY 2017-18	FY 2018-19
		Budget	Forecast	Budget
BBC GOB Financing	Construction	25,000	0	375,000
	All_Milestones	25,000	0	375,000
Capital Outlay Reserve	All_Milestones		0	2,000
Expense Total	Expense Total	25,000	0	377,000
Rev - Exp	Rev - Exp	0	375,000	

11

After the user has right-clicked on any revenue in the expenditure section of the **Rev & Exp form,** a box will pop-up

Click on the **Forecast form**
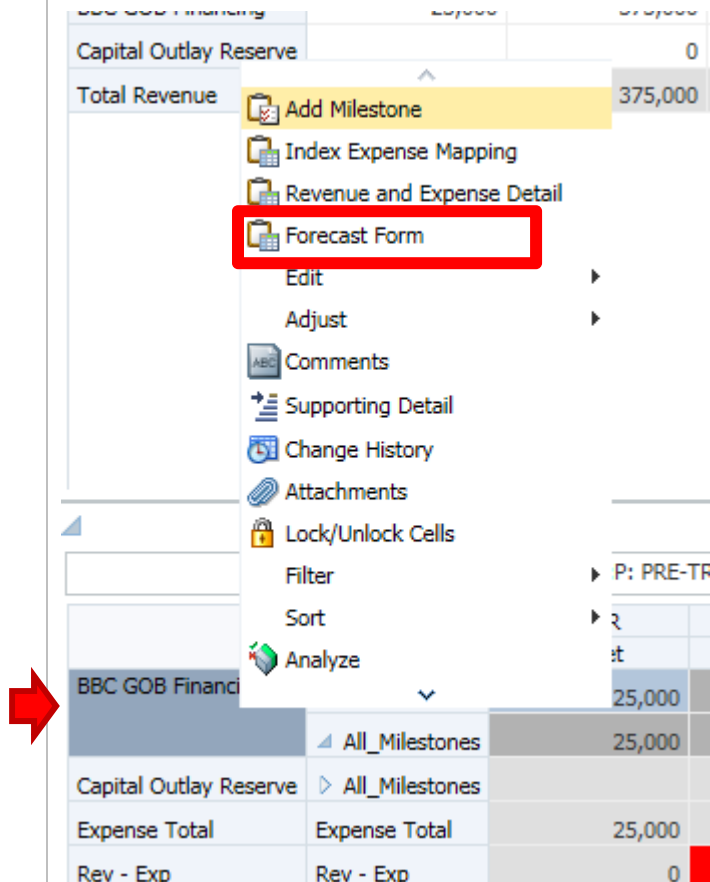
12	The screen below is the **Forecasting form.**	
	Section 1: Is where, YTD FAMIS actuals would be located had the user mapped their index codes to this project/project site.	
	By mapping your project index codes, it provides the user with YTD expenditure information to better plan future expenses.	

Task List Status

Task - Capital Project Dashboard | Task Instructions

Project Dashboard > Rev & Exp > Current Year Forecast

P: PRE-TRIAL DETENTION CENTER ▼ | S3001169 - Pre-Trial Elvator Impro ▼ →

There are no valid rows of data for this form.

No data to display

1

⌐ Entity:P: PRE-TRIAL DETENTION CENTER - RENOVATION (BUILD

		PRIOR Budget BegBalance	FY 2017-18 Budget BegBalance	Oct	No
BBC GOB Financing	Construction	25,000	375,000	0	
	⌐ All_Milestones	25,000	375,000	0	
Capital Outlay Reserve	▷ All_Milestones		0	0	
Total	Total	25,000	375,000	0	

2

| 13 | **Section 2:** Is where, the user enters the "**Current Year Project Forecast**"

14	It is important to note, the FY 2017-18 Budget column in shaded in grey and has a value of $375,000.

This is to advise the user that when planning the budget for this project/project site, the project manager estimated that $375,000 would be spent in construction in the current fiscal year.

This value cannot change.

 | |

15	What can change in the **Forecasting form** are the "White" cells	
16	The user has two ways to forecast: 1 – Monthly 2 – Quarterly 	
17	For **monthly forecasting**, the user just adds a dollar value in the Milestone and Month 	

18	For **quarterly forecasting,** the user needs to add the dollar value in the quarter in which it will be expended.	

Oct	Nov	Dec	⊟ Q1
250,000	250,000	250,000	750,000

IMPORTANT

If you forecast quarterly, CBAT will divide that number in 3 and equally distribute the value across the three months for that particular quarter chosen.

19	When adding a value, the user will notice that the cell turns **YELLOW.**	
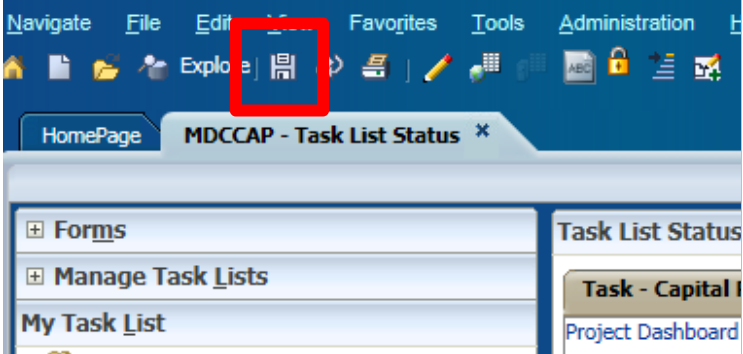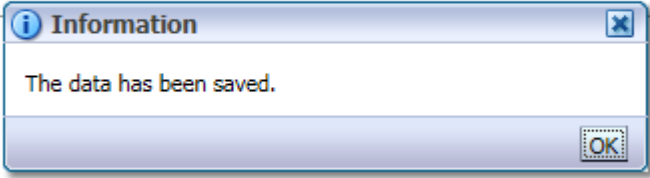
This is to remind the user that the information stored in that cell has not been saved.

Debt Service/Bond Issuance Costs		
Furniture Fixtures and Equipment		250,000
Land Acquisition/Improvements		

TIP:

GRAY cells = means that the user cannot make a change to that cells value.

WHITE cells = Saved information

20	To **SAVE** the information stored in the **YELLOW cell**, the user must click on the **SAVE** icon found in the upper right-hand corner of the screen 	
21	Once the value has been saved, the user will see a box like the one below pop up on their screen. Also note, that the values saved now reside in a white cell 	

--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

⭐ IMPORTANT

It is important for the user to remember that capital Projects/Project Sites are created in the PeopleSoft component **NOT** CBAT.
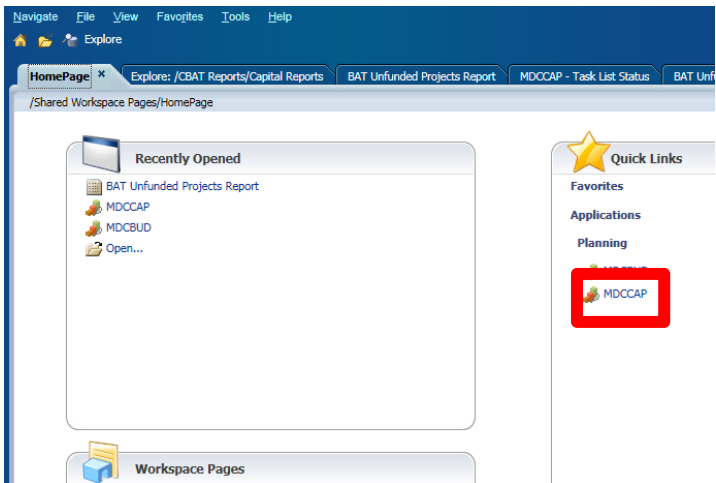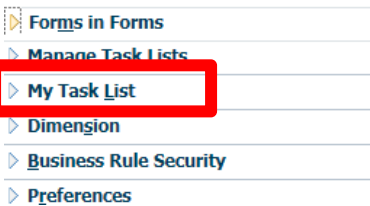
Any informational changes (additions, edits, and/or deletions) to a Project/Project Site **MUST** be made in PeopleSoft.
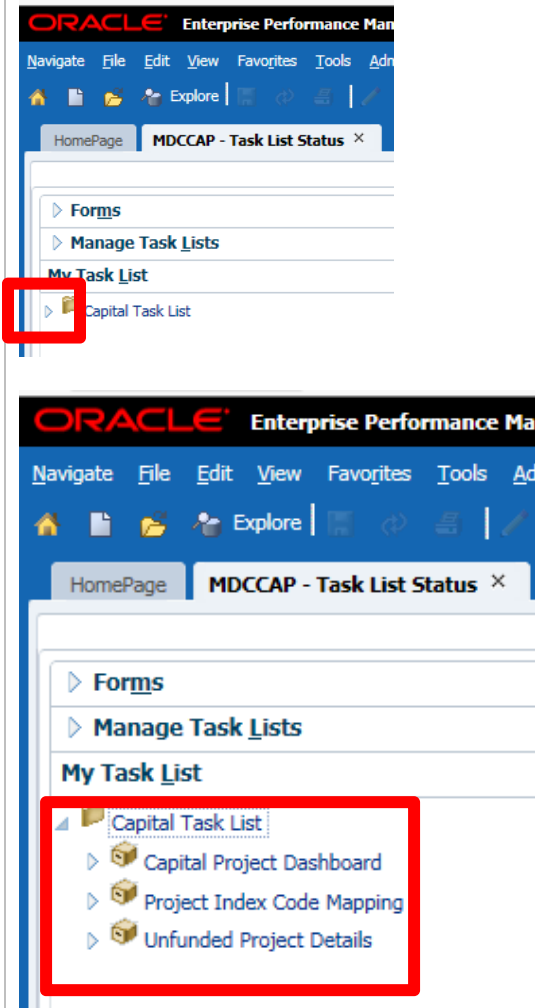
The information stored in PeopleSoft about a Project/Project Site is called **"Metadata".**
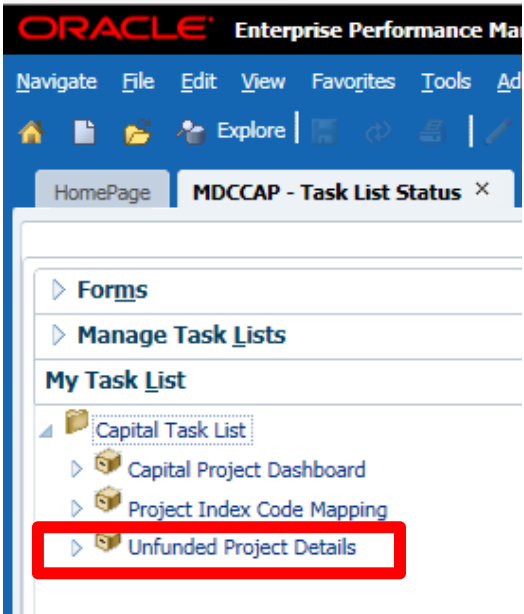
The various components of a project/project site are called **"Attributes".** The following are various examples of Project/Project Site attributes.
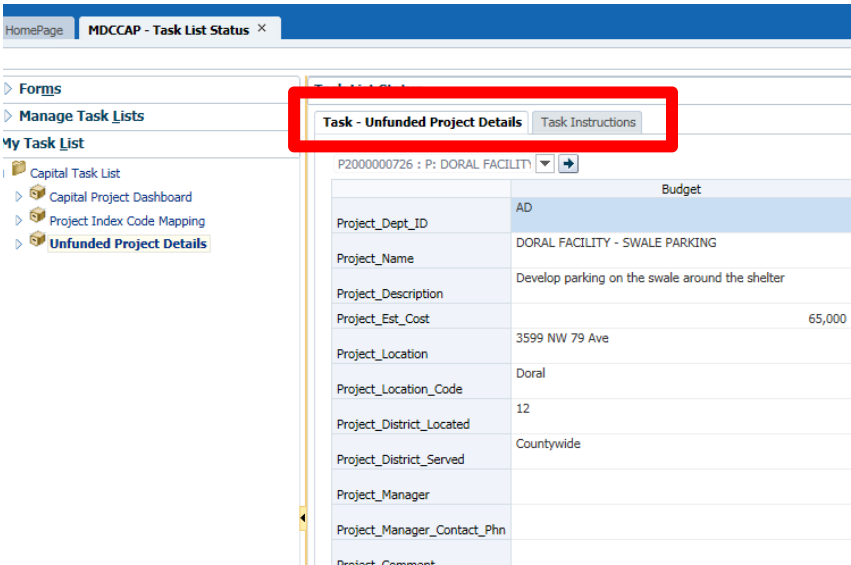
- Project Name
- Project Description
- Project Number
- Site Number
- Project Manager
- Site Location
- Commission District
- Commission District Served
- Project /Site Comments
- Unfunded

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 	
2.	Next, to the left of the screen the user will see a screen appear - similar to the one below. Click on **My Task List** 	

Step	Action	Notes
3.	Next, the user will click on the ▷ icon to expand the **Capital Task List**	

Step	Action	Notes
4	Next, click on **Unfunded Project Details**	

Step	Action	Notes
5	To the right of your screen you will notice a tab **Task – Unfunded Project Details.** This is your **Unfunded Project Details form.** **NOTE:** You will notice that the **Unfunded Project Details form** is similar to that of your **Project and Project Site Details** form.	

6	Underneath the tab - **Task – Unfunded Project Details** is a drop down box with <u>**ALL**</u> your unfunded capital projects.	
	NOTE: You will only be able to see those unfunded capital projects in your department and/or the capital projects you manage for another department. The drop down box will <u>**ONLY**</u> display **unfunded** capital projects.	

7	To view the list of **unfunded projects** from the drop down box - click on the **arrow** icon (which is pointing down).

To select an **Unfunded Project** from the drop down box, just use your mouse to highlight the project and click.

8	The **Unfunded Project Details** form will appear.
	Each attribute (account) is prefixed with "Project" for user clarity.
	It is important to note that at the top of the form, the Project name and number is displayed.
	P3810000 – Repair Drainage System at the Training and Treatment Center

Task List Status

Task - Unfunded Project Details-Unfunded Project Form

P3810000 : P: REPAIR DRAINAGE ▾ →

	FY01 No_Year Budget
Project_Actual_End_Date	
Project_Actual_Start_Date	
Project_CIE_Element	Not-Applicable
Project_CIE_Info	Not-Applicable
Project_Comm_Council_Dist	Council District 08
Project_Comment	
Project_Contract_Number	
Project_Dept_ID	CR
Project_Description	Repair the drainage system
Project_District_Located	12
Project_District_Served	Countywide

Note:
Only "**unfunded projects"** are listed in this form.

9	**Unfunded Projects** can be found by either entering the project number or typing part of the project name in the **Member** field. 	
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. 	
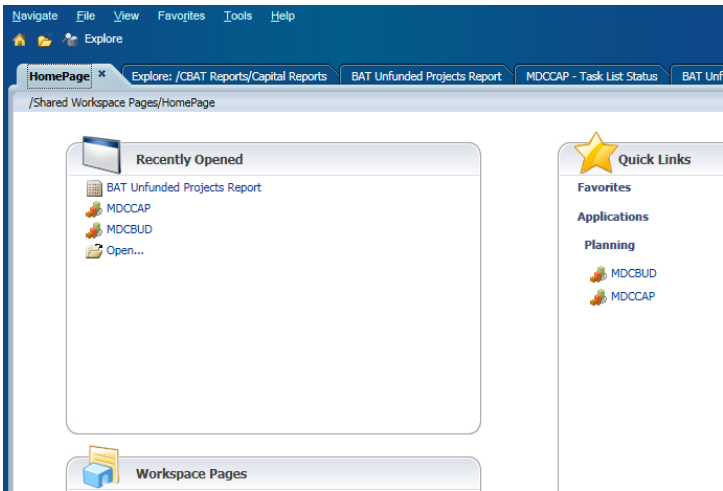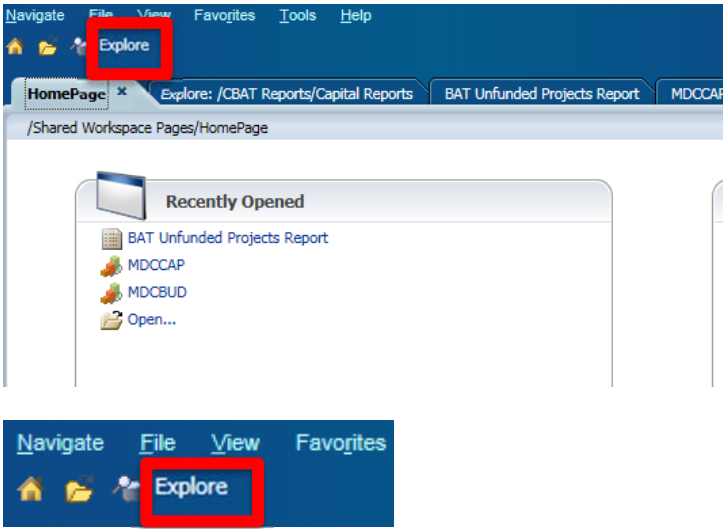
--End Activity—

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.

Step	Action	Notes
1.	Immediately after logging on to CBAT, you will see the screen below	
2.	To access **CBAT Reports**, you need to click on the **Explore** icon, located in the upper left-hand side of the screen. This is called the **"Tool Bar"**	

3.	Once you have clicked on the **Explore** icon, the screen will change.	
4	Under **Folders**, you will see a grouping of folders. Click on the ▷ icon next **CBAT Reports**. 	

5	When you click on **CBAT Reports** you will see the folder expand. 	
6	To the right of the screen, the user will see a lisitng of reports It will contain a listing of available Capital – CBAT reports 	

7	From the listing of **CBAT (Capital) Reports**, right click on the **Capital Unfunded Project Report**

8	After you have right clicked on the **Capital Unfunded Project Report** icon, the following pop-up box below will appear.	
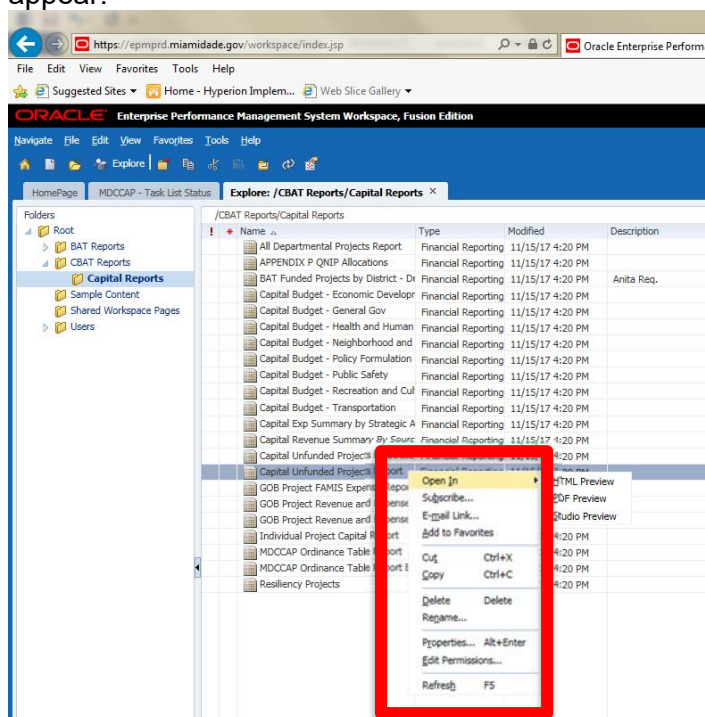
| 9 | Click on the **Open In** icon.

Open In icon asks the user, in what format do you wish to view the report in.

Click on the **PDF Preview** icon

 | |
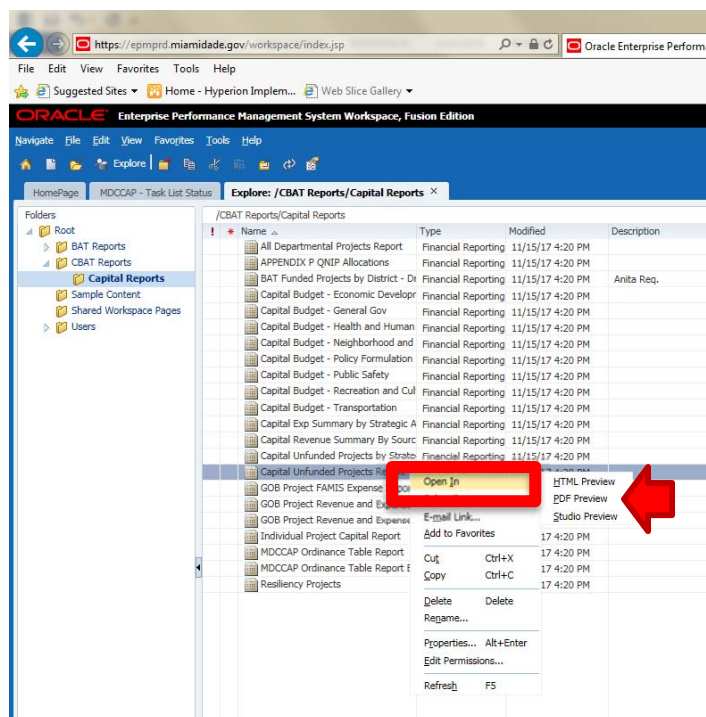
10	After you have click on the **PDF Preview** icon, the following screen pops up. This is the **Respond to Prompts** screen **NOTE:** On the right-hand side of the screen there is a notation to let you know what report you are running.	
11	In this screen, you must enter your two letter department code. However, in addition to your two letter department code, you must always type in the letter **"E".** **"E"** stands for entity. 	
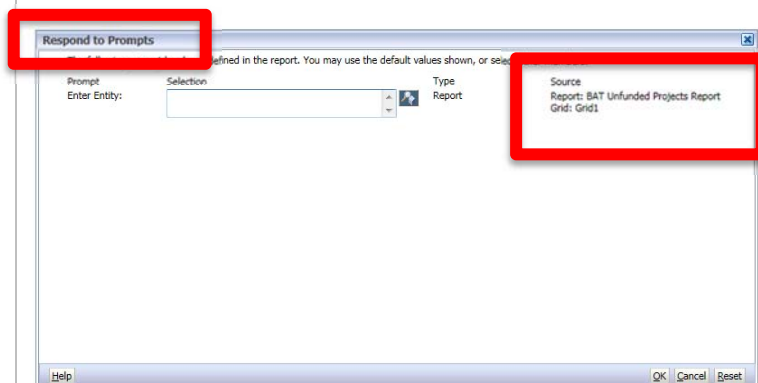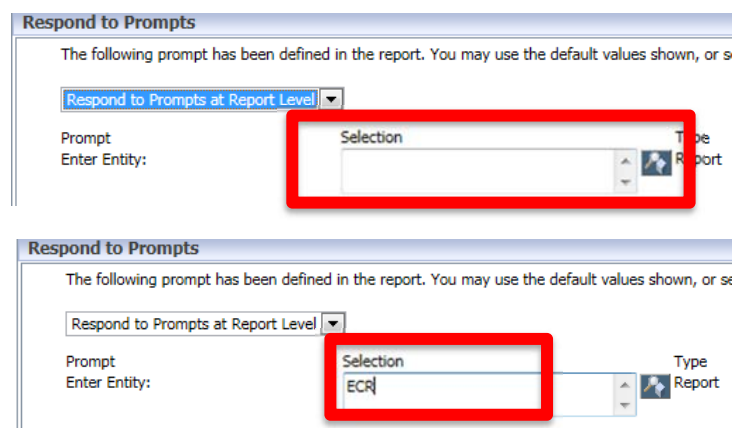
12	After you have entered **"E"** and your **two letter department code**, click the **OK** icon, located in the lower right-hand of the screen 	
13	The **BAT Unfunded Project Report** displays for the **Department** selected on the **Respond to Prompts screen**. 	
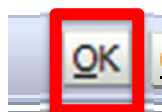
| 14 | This is what you will see in both the Proposed and Adopted budget books for your department.

The Unfunded Project's name….

 | |
| 15 | The Unfunded Project's location

 | |
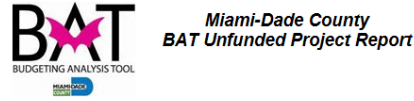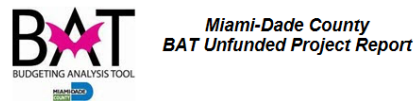
16	And The Unfunded Project's total estimated cost **Miami-Dade County** **BAT Unfunded Project Report** UNFUNDED CAPITAL PROJECTS 	PROJECT NAME	LOCATION	ESTIMATE PROJECT COST
TURNER GUILFORD KNIGHT CORRECTIONAL CENTER ROOF TOP SECURITY MODIFICATION	7000 Nw 41 St	350
KROME DETENTION CENTER - BUILDING BETTER COMMUNITIES BOND PROGRAM	18201 SW 12 St	
COMMUNICATIONS INFRASTRUCTURE EXPANSION	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	
TURNER GUILFORD KNIGHT CORRECTIONAL CENTER PRESSURE WASH AND SEAL EXTERIOR	7000 Nw 41 St	600
ELEVATOR REFURBISHMENT	Various Sites	
TURNER GUILFORD KNIGHT CORRECTIONAL CENTER DOMESTIC WATER PUMP	7000 Nw 41 St	200
FACILITY 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	
KITCHEN EQUIPMENT REPLACEMENT	Various Sites	2,100,000
		2,581,150		
17	To **Print** and **Save** the report just, right click on the report screen and do as you would normally would do when the **Print** icon appears. You can save this report as a PDF.	
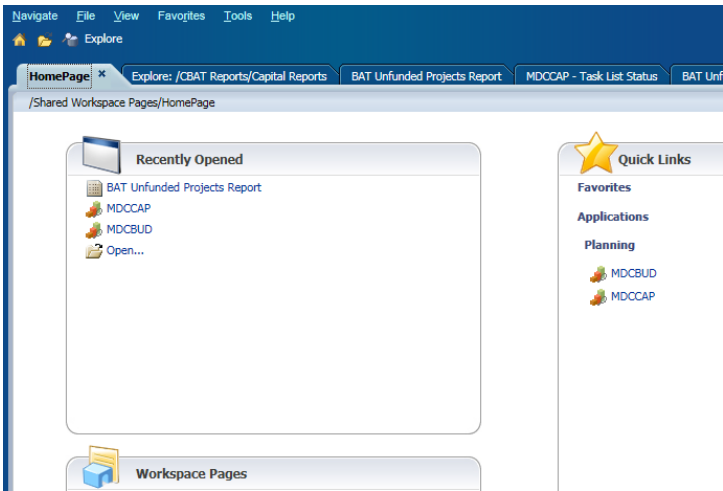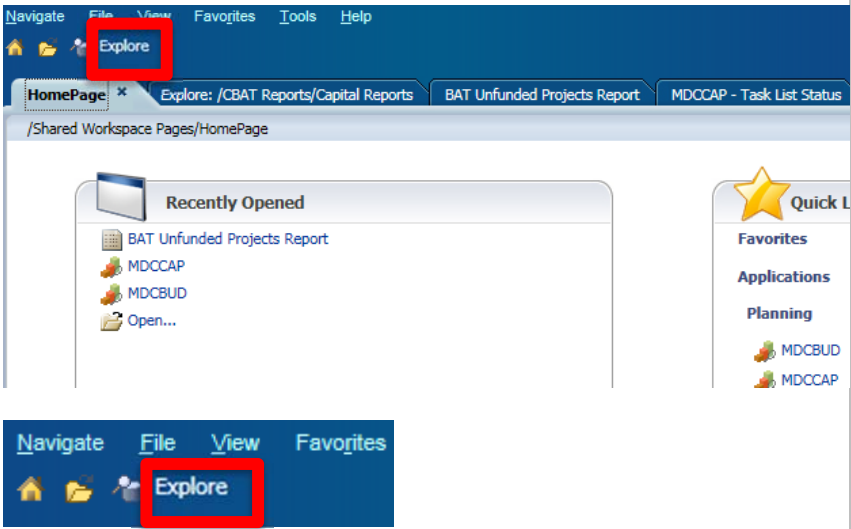
--End Activity--

Activity CB12: Printing Departmental Capital Projects Report

This activity will describe to the user how to print a capital report that will print **ALL** your departmental capital projects.

This is **NOT** a report to print individual capital projects.

Step	Action	Notes
1.	Immediately after logging on to CBAT, you will see the screen below	
2.	To access **CBAT Reports**, you need to click on the **Explore** icon, located in the upper left-hand side of the screen. This is called the **"Tool Bar"**	

3.	Once you have clicked on the **Explore** icon, the screen will change.	
4	Under **Folders**, you will see a grouping of folders. Click on the ▷ icon next **CBAT Reports**. 	

5	When you click on **CBAT Reports** you will see the folder expand.	
6	To the right of the screen, the user will see a lisitng of reports It will contain a listing of available Capital – CBAT reports 	

7	From the listing of **CBAT (Capital) Reports**, right click on the **All Departmental Projects Report**	
8	Right click on the "**All Departmental Projects Report"** icon and you will see a small box pop-up to the right.	
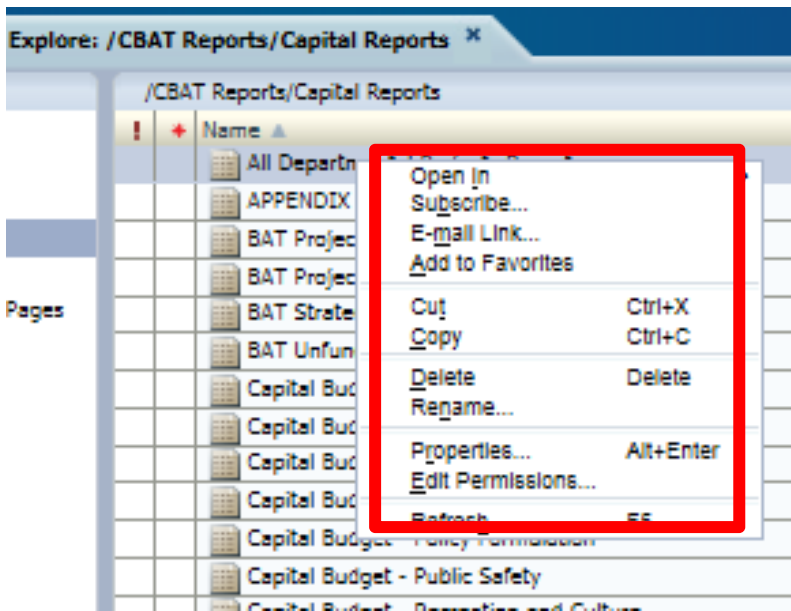
9	Click on **"Open In"** and you will see another box to the right pop up
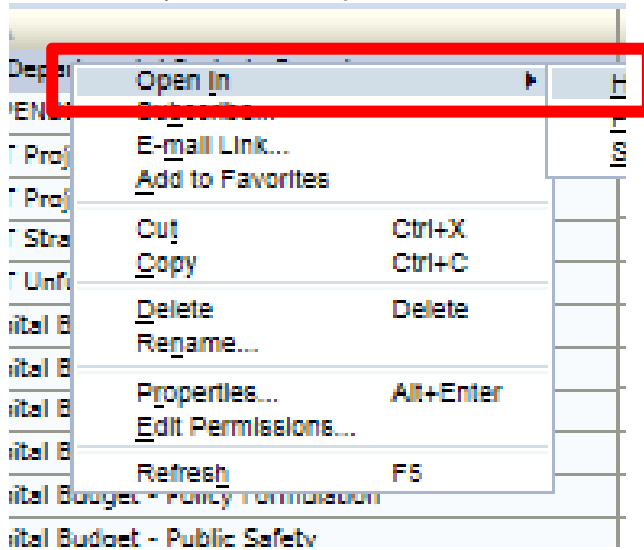
10	Now click on the "**PDF Preview**" icon.
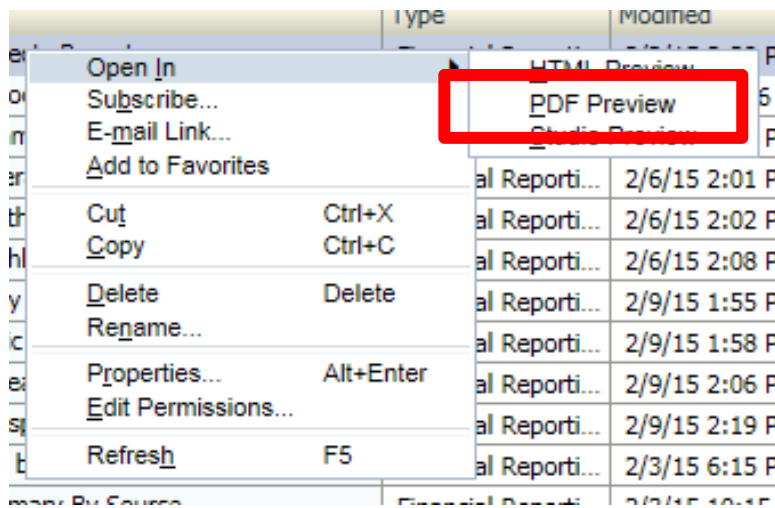
11	Next, you will see the following screen appear
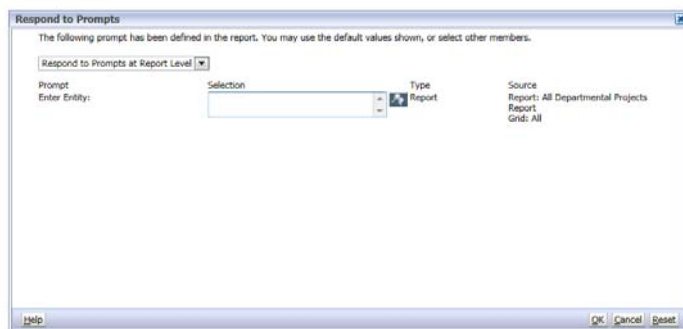
Click on the icon to the right of the box
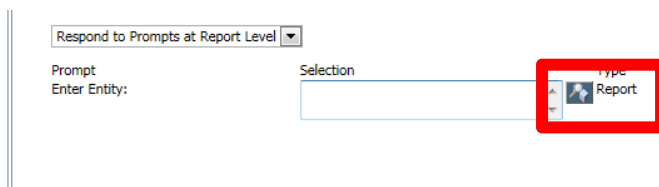
12	Next, you will see the screen below appear
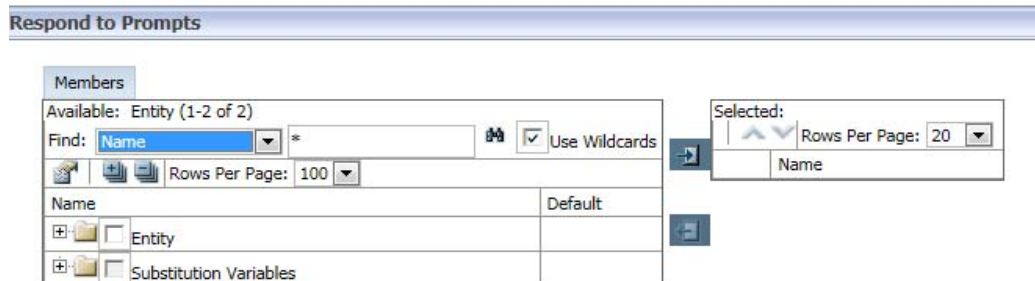
13	Click on the **+** next to "**Entity"** folder to expand the file	
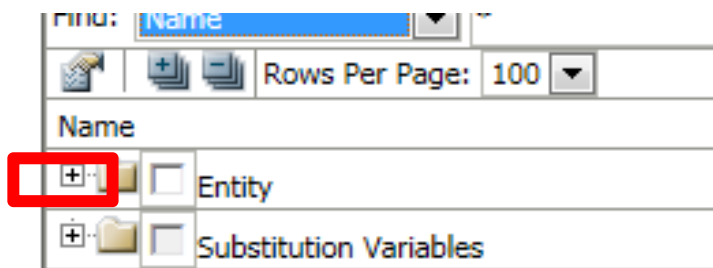
14	Now you will see the folder expanded. **IMPORTANT:** "**Department_Rollup"** is **ONLY** for active capital projects Click on the **+** next to "**Department_Rollup"** folder to expand the file	
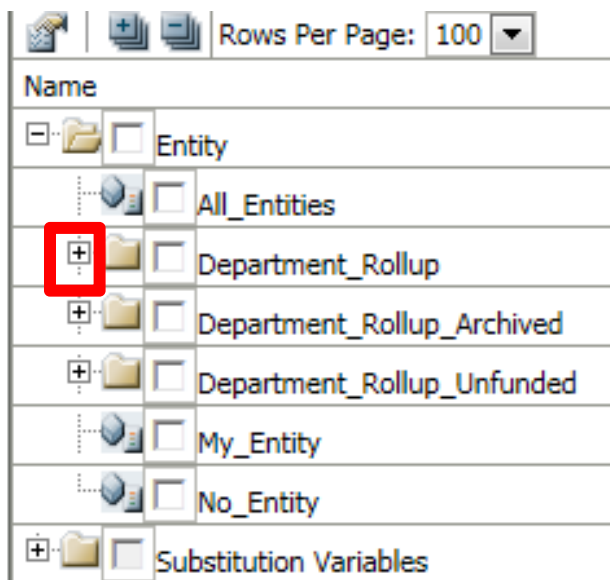
| 15 | Now you will see that the folder has expanded again.

Scroll down and find your two letter code for your department
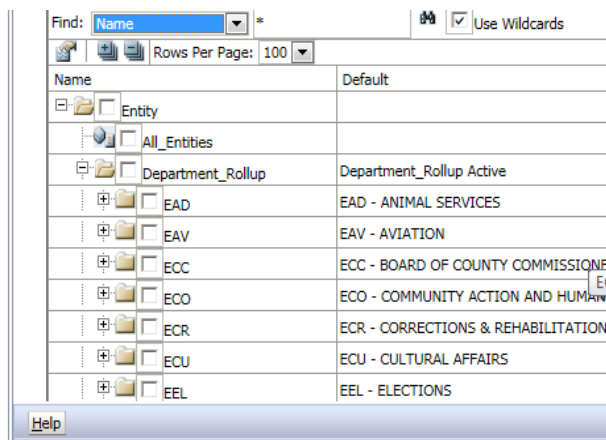
16	Once you have found your department's two letter code, click on the box until you see a check mark appear

 | |
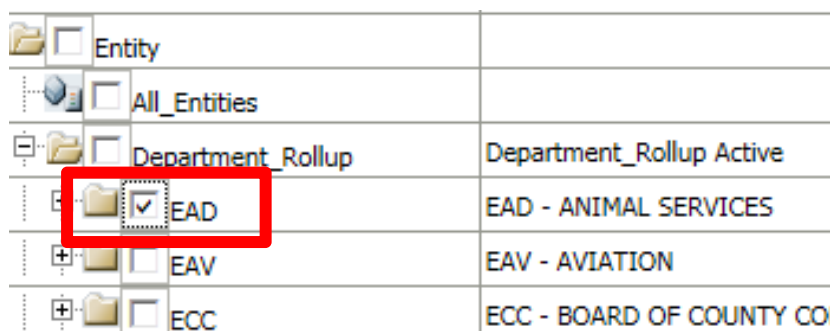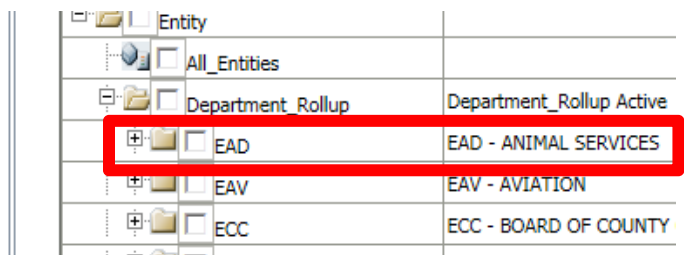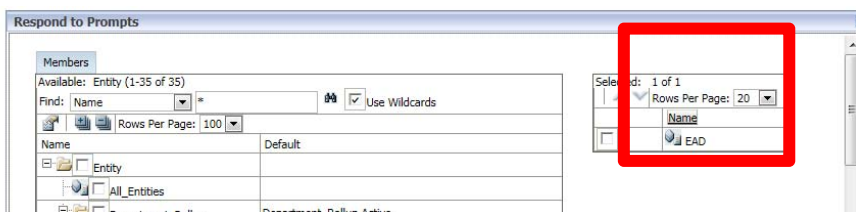
17	Now scroll down until you see two arrows on your right-hand side	
	Click on the arrow pointing to the right	
18	Now you will see in the box to your right, your department appear	

| 19 | Click on the box until you see a check mark appear
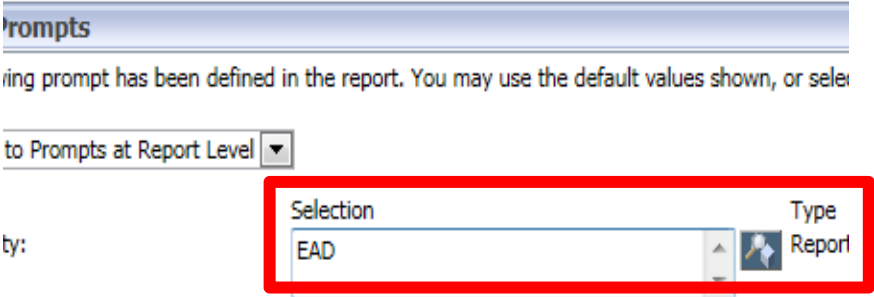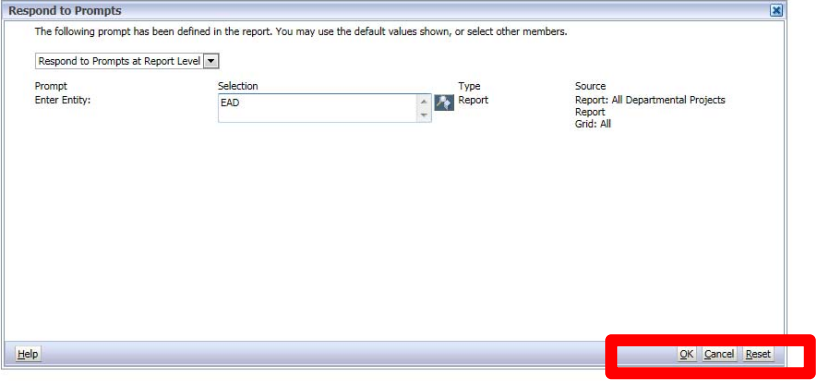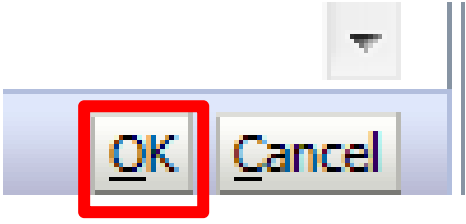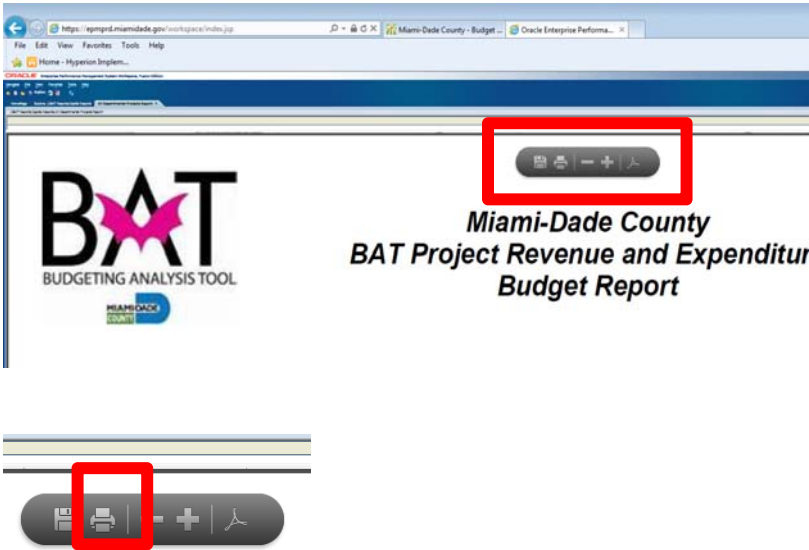
20	Click on the **OK** icon located at the bottom right-hand side of the box

 | |
| 21 | | |

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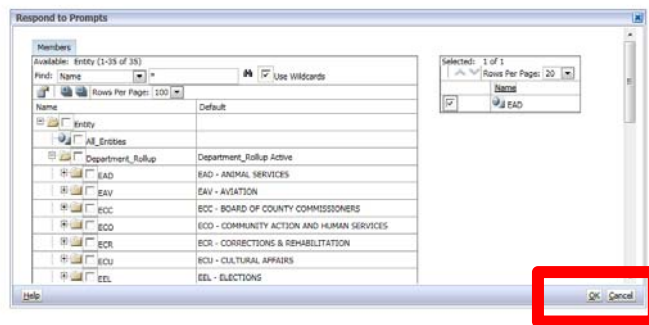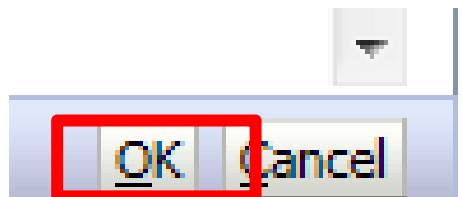
Step	Action	Notes
22	Once you have clicked on the **OK** icon located at the bottom right-hand side of the box it will bring you back to the box below where you will see your two letter department code	
23	If your two letter department code appears in the box then click on the **OK** icon located at the bottom right-hand side of the box	

Step	Action	Notes
24	Within a few minutes, you should see your departmental project report for ALL your projects	
25	To print your report, simply click on the **print** icon on your screen	

--   End Activity   --

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 Sites 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

Location Unincorporated Miami-Dade County

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 Not-Applicable

*Strategic Area Public Safety

*Strategic Object PS1-4 🔍 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: ☐   **Estimated Total Unfunded Project Cost** [ ] (Actual Value)

Federal Stimulus: ☐   **PTP:** ☐   **TIP:** ☐   **SNP:** ☐   **QNIP:** ☐   **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 Information

First Name [ ]   **Last Name** [ ]   **Tel. No.:** [ ]

Proj. Comments [ ]

Delete Project: ☐

[Save] [Return to Search] [Refresh]   [Add]

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

Project	Project Sites List	Project Sites

Project Number   2000000556   METRO WEST DETENTION CENTER REPLACE HOUSING UNIT SECURITY WINDOWS - PHASE II

Department   CR   CORRECTIONS & REHABILITATION

Project Sites   Find | View All   First ◄ 1 of 1

Site Number   3001168   Site Status Unassigned ▼

*Site Name   METRO WEST DETENTION CENTER REPLACE HOUSING UNIT SECURITY WINDOWS - PHASE II

Site Description   Replace existing detention grade security windows

Project and Project Site is pushed to CBAT for budgeting

Task - Initialize Capital Project Dashboard-Click Through Site List - Initialize | Task

P2000000556 : P: METRO WEST ▼ →

here are no valid columns of data for this form.

3001168 - METRO WEST DETENTION CENTER REPLACE HOUSING UNIT SECURITY WINDOW

Project is budgeted in CBAT

Project Dashboard > Book View

Entity: P: METRO WEST DETENTION CENTER REPLACE HOUSING UNIT SECURITY WIND (P2000000556)

	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	0							1,000,000	
Total Revenue	1,000,000	0							1,000,000	

Entity: P: METRO WEST DETENTION CENTER REPLACE HOUSING UNIT SECURITY WIND (P2000000556)

	PRIOR	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FUTURE	TOTAL	
Construction		1,000,000							1,000,000	
Expense Total		1,000,000							1,000,000	
Rev - Exp	1,000,000	(1,000,000)							0	

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

Corrections and Rehabilitation

CAPITAL BUDGET SUMMARY

(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 Series 2008B	730	0	0	0	0	0	0	0	730
BBC GOB Series 2014A	7,244	0	0	0	0	0	0	0	7,244
Capital Outlay Reserve	5,590	1,603	407	407	0	0	0	0	8,007
BBC GOB Series 2011A	307	0	0	0	0	0	0	0	307
BBC GOB Series 2013A	1,117	0	0	0	0	0	0	0	1,117
BBC GOB Series 2005A	1,068	0	0	0	0	0	0	0	1,068
BBC GOB Series 2008B-1	1,504	0	0	0	0	0	0	0	1,504
Capital Asset Series 2007 Bond Proceeds	2,641	0	0	0	0	0	0	0	2,641
Total:	30,067	5,103	15,408	16,138	18,731	30,000	10,000	19,701	145,148
Expenditures									
Strategic Area: PS									
Equipment Acquisition	1,403	200	0	0	0	0	0	0	1,603
Jail Facility Improvements	19,759	4,009	10,408	11,138	10,731	0	0	0	56,045
New Jail Facilities	7,299	2,500	5,000	5,000	8,000	30,000	10,000	19,701	87,500
Total:	28,461	6,709	15,408	16,138	18,731	30,000	10,000	19,701	145,148

METRO WEST DETENTION CENTER REPLACE HOUSING UNIT SECURITY WINDOWS - PHASE II						PROJECT #:	2000000555		

DESCRIPTION: Replace existing detention grade security windows
LOCATION: 13850 NW 41 St   District Located: 12
Unincorporated Miami-Dade County   District(s) Served: Countywide

REVENUE SCHEDULE:	PRIOR	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	FUTURE	TOTAL
Capital Asset Series 2007 Bond Proceeds	1,000	0	0	0	0	0	0	0	1,000
TOTAL REVENUES:	1,000	0	0	0	0	0	0	0	1,000
EXPENDITURE SCHEDULE:	PRIOR	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	FUTURE	TOTAL
Construction	0	1,000	0	0	0	0	0	0	1,000
TOTAL EXPENDITURES:	0	1,000	0	0	0	0	0	0	1,000

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	$0	$0	$45,284,000
Expenditures:				
Build out and Purchase of Overtown Tower 2	$37,399,000	$5,379,000	$0	$42,778,000
Coast Guard Property	848,000	17,000	0	865,000
Correctional and Rehabilitation Projects:				
Exterior Sealing Phase I - Various Sites	285,000	90,000	0	375,000
Turner Guilford Knight - Kitchen Air Conditioning	170,000	96,000	0	266,000
Metro West Detention Center - Replace Housing Unit Security Window	0	1,000,000	0	1,000,000
Total	$38,702,000	$6,582,000	$0	$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)

Strategic Area / Department	Prior Years	Bonds	State	Federal	Gas Tax	Other	16-17 Total	Future	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

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APPENDIX M: RESILIENCE CAPITAL PROJECTS

(dollars in thousands)

	Prior Years	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	Future	Projected Total Cost
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	1,200
Solid Waste Management									
CHEMCIAL CONTAINER REPLACEMENT (MOSQUITO CONTROL)	0	300	0	0	0	0	0	0	300
Other Sustainability Total	0	1,900	0	0	0	0	0	0	1,900
Renew and Strengthen Infrastructure									
Aviation									
MIAMI INTERNATIONAL AIRPORT IMPROVEMENT FUND PROJECTS	3,999	9,866	960	0	0	0	0	0	14,825
MIAMI INTERNATIONAL AIRPORT RESERVE MAINTENANCE PROJECTS	36,347	59,193	64,215	56,507	56,507	56,500	0	0	329,269
MIAMI INTERNATIONAL AIRPORT SOUTH TERMINAL IMPROVEMENTS	4,270	30,636	73,899	50,667	23,763	33,822	80,418	15,930	313,405
Communications									
MISCELLANEOUS PRODUCTION EQUIPMENT FOR MIAMI-DADE TV	1,002	37	0	0	0	0	0	0	1,039
Community Action and Human Services									
FACILITIES - RENOVATIONS AND PREVENTATIVE MAINTENANCE	990	500	0	0	0	0	0	0	1,490
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	572
KITCHEN EQUIPMENT REPLACEMENT	1,403	200	0	0	0	0	0	0	1,603
METRO WEST DETENTION CENTER INMATE HOUSING IMPROVEMENT	2,736	300	407	407	0	0	0	0	3,850
METRO WEST DETENTION CENTER REPLACE HOUSING UNIT SECURITY WINDOWS - PHASE II	0	1,000	0	0	0	0	0	0	1,000
PRE-TRIAL DETENTION CENTER RENOVATION - BUILDING BETTER COMMUNITIES BOND PROGRAM	14,537	1,000	10,001	10,731	10,731	0	0	0	47,000
TURNER GUILFORD KNIGHT CORRECTIONAL CENTER KITCHEN AIR CONDITIONING INSTALLATION	1,924	1,569	0	0	0	0	0	0	3,493

Memorandum MIAMI-DADE COUNTY

Date: September 3, 2015

To: Honorable Chairman Jean Monestime
          and Members, Board of County Commissioners

From: Carlos A. Gimenez
          Mayor

Subject: Information for First Budget Hearing – FY 2015-16 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 #P938870 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 #P607680 - Road and Bridge Emergency Repairs/Improvements/Painting, Project #6031831 - Railroad Crossing Improvements, Project #P6030281 - 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

Memorandum MIAMI-DADE COUNTY

Date:	June 30, 2015		Amended Agenda Item No. 5(F)
To:	Honorable Chairman Jean Monestime and Members, Board of County Commissioners		
From:	Carlos A. Gimenez Mayor		
Subject:	FY 2014-15 Mid-Year Budget Supplement		

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.

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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 **ALL** 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? **It is important to note, that it is the department's responsibility to know this information and provide it to ISD.** It is **NOT** ISD's job to provide the answers for the seven questions listed above. A department should take full responsibility in knowing their capital projects	

MIAMI-DADE COUNTY

ISD - DESIGN and CONSTRUCTION SERVICES DIVISION
Proposed 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) Phone: (305) 375-1115	
Property Address	N/A	

Project Description

HT: NEW MDC EMPOWERMENT CTR. DESIGN NEW CENTER FOR DOMESTIC VIOLENCE VICTIMS

Scope

The department should be using the name as presented in the Proposed/Adopted budget book

SECOND DOMESTIC VIOLENCE SHELTER   PROJECT #:   207931

DESCRIPTION: Construct a new domestic violence shelter

LOCATION:	Undisclosed		District Located:		Countywide			
	Not Applicable		District(s) Served:		Countywide			

	PRIOR	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	FUTURE	TOTAL
REVENUE SCHEDULE:									
Food and Beverage Tax	5,128	3,679	7,431	0	0	0	0	0	16,238
TOTAL REVENUES:	5,128	3,679	7,431	0	0	0	0	0	16,238
EXPENDITURE SCHEDULE:	PRIOR	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	FUTURE	TOTAL
Art Allowance	120	120	0	0	0	0	0	0	240
Construction	800	6,259	6,981	0	0	0	0	0	14,040
Permitting	0	213	212	0	0	0	0	0	425
Planning and Design	300	410	138	0	0	0	0	0	848
Project Administration	283	302	100	0	0	0	0	0	685
TOTAL EXPENDITURES:	1,503	7,304	7,431	0	0	0	0	0	16,238

Estimated Annual Operating Impact will begin in FY 2018-19 in the amount of $2,262,000

3   <mark>**What is the capital project's number?**</mark>

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

MIAMI-DADE COUNTY

Work Order:	W130069	C/O 1
Index Code	TU207423C	
Date	2016-09-23	
Contact	ELIZABETH REGALADO	
Department	HOMELESS TRUST	
Act. Div. Director	MARRERO, ASAEL(ACE) Phone: (305) 375-1115	
Property Address	N/A	

Project Name: Second Domestic Violence Shelter
Capital Project No.: 207931
Site No.: N/A
Budget Book: FY2016-17 Proposed Volume-3 Page 98

Project Description

HT: NEW MDC EMPOWERMENT CTR. DESIGN NEW CENTER FOR DOMESTIC VIOLENCE VICTIMS

Scope

SECOND DOMESTIC VIOLENCE SHELTER   **PROJECT #:   207931**

DESCRIPTION: Construct a new domestic violence shelter
LOCATION: Undisclosed   District Located: Countywide
Not 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	0	16,238
TOTAL REVENUES:	5,128	3,679	7,431	0	0	0	0	0	16,238
EXPENDITURE SCHEDULE:	PRIOR	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	FUTURE	TOTAL
Art Allowance	120	120	0	0	0	0	0	0	240
Construction	800	6,259	6,981	0	0	0	0	0	14,040
Permitting	0	213	212	0	0	0	0	0	425
Planning and Design	300	410	138	0	0	0	0	0	848
Project Administration	283	302	100	0	0	0	0	0	685
TOTAL EXPENDITURES:	1,503	7,304	7,431	0	0	0	0	0	16,238

Estimated Annual Operating Impact will begin in FY 2018-19 in the amount of $2,262,000

4.

MIAMI-DADE COUNTY

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

Work Order:	W130069 C/O 1	
Index Code	TU207423C	Project Name: Second Domestic Violence Shelter
Date	2016-09-23	
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	

Project Description

HT: NEW MDC EMPOWERMENT CTR. DESIGN NEW CENTER FOR DOMESTIC VIOLENCE VICTIMS

Scope

NOTE:
The Site No. should **<u>NEVER</u>** have N/A.
That is wrong!

The project's site number can be found in:

- PeopleSoft
- CBAT

If a capital project has been approved and is in the Proposed/Adopted budget book it has a project site number

In PeopleSoft:

In CBAT:

5 **Where can the capital project be found in the Proposed/Adopted budget book?**

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

MIAMI-DADE COUNTY

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	

Project Description

HT: NEW MDC EMPOWERMENT CTR. DESIGN NEW CENTER FOR DOMESTIC VIOLENCE VICTIMS

Scope

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

CAPITAL BUDGET SUMMARY

(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										
Food and Beverage Tax		5,128	3,679	7,431	0	0	0	0	0	16,238
	Total:	5,128	3,679	7,431	0	0	0	0	0	16,238
Expenditures										
Strategic Area: HH										
Domestic Violence Facilities		1,503	7,304	7,431	0	0	0	0	0	16,238
	Total:	1,503	7,304	7,431	0	0	0	0	0	16,238

CAPITAL HIGHLIGHTS AND OPERATIONAL IMPACTS

- The FY 2016-17 Proposed Budget and Multi-Year Capital Plan includes $7.304 million for the planning and construction of the Second Domestic Violence Shelter; the shelter will provide a minimum of 60 emergency shelter beds for domestic violence victims and their dependents ($16.238 million in total project cost)

FUNDED CAPITAL PROJECTS
(dollars in thousands)

SECOND DOMESTIC VIOLENCE SHELTER   PROJECT #:   207931

DESCRIPTION: Construct a new domestic violence shelter

LOCATION: Undisclosed   District Located: Countywide

           Not 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	0	16,238
TOTAL REVENUES:	5,128	3,679	7,431	0	0	0	0	0	16,238
EXPENDITURE SCHEDULE:	PRIOR	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	FUTURE	TOTAL
Art Allowance	120	78	0	0	0	0	0	0	198
Construction	800	5,400	5,383	0	0	0	0	0	11,583
Furniture Fixtures and Equipment	0	500	721	0	0	0	0	0	1,221
Permitting	0	106	106	0	0	0	0	0	212
Planning and Design	300	410	410	0	0	0	0	0	1,120
Project Administration	283	810	811	0	0	0	0	0	1,904
TOTAL EXPENDITURES:	1,503	7,304	7,431	0	0	0	0	0	16,238

Estimated Annual Operating Impact will begin in FY 2018-19 in the amount of $2,262,000

UNFUNDED CAPITAL PROJECTS

(dollars in thousands)

PROJECT NAME	LOCATION	ESTIMATED PROJECT COST
PROVIDE ADVANCED CARE HOUSING	Various Sites	175,000
	UNFUNDED TOTAL	175,000

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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/O 1
Index Code   TU207423C
Date   2016-09-23
Contact   ELIZABETH REGALADO
Department   HOMELESS TRUST
Act. Div. Director   MARRERO, ASAEL(ACE) Phone: (305) 375-1115
Property Address   N/A

Project Name: Second Domestic Violence Shelter
Capital Project No.: 207931
Site No.: N/A
Budget Book: FY2016-17 Proposed Volume-3 Page 98

Project Description

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.

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

Work Order: W130069   C/O 1
Index Code   TU207423C
Date   2016-09-23
Contact   ELIZABETH REGALADO
Department   HOMELESS TRUST
Act. Div. Director   MARRERO, ASAEL(ACE) Phone: (305) 375-1115
Property Address   N/A

Project Name: Second Domestic Violence Shelter
Capital Project No.: 207931
Site No.: N/A
Budget Book: FY2016-17 Proposed Volume-3 Page 98

Project Description

HT: NEW MDC EMPOWERMENT CTR. DESIGN NEW CENTER FOR DOMESTIC VIOLENCE VICTIMS

Scope | |

8	**What is the project's budget?**

What is the project's budget?

As a department you need to know what your project's budget is and relay this information to ISD to ensure that your project remains within budget

If you find that your capital project is projected to go over budget…

Before it even goes over budget …it is I**MPORTANT** that you contact your OMB Budget Analyst and/or OMB Capital Coordinator before that happens to discuss your funding

SECOND DOMESTIC VIOLENCE SHELTER　　　　　　　　　　**PROJECT #:　207931**

DESCRIPTION:　Construct a new domestic violence shelter
LOCATION:　Undisclosed　　　　　District Located:　　Countywide
　　　　　　　Not 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	0	16,238
TOTAL REVENUES:	**5,128**	**3,679**	**7,431**	**0**	**0**	**0**	**0**	**0**	**16,238**
EXPENDITURE SCHEDULE:	PRIOR	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	FUTURE	TOTAL
Art Allowance	120	120	0	0	0	0	0	0	240
Construction	800	6,259	6,981	0	0	0	0	0	14,040
Permitting	0	213	212	0	0	0	0	0	425
Planning and Design	300	410	138	0	0	0	0	0	848
Project Administration	283	302	100	0	0	0	0	0	
TOTAL EXPENDITURES:	**1,503**	**7,304**	**7,431**	**0**	**0**	**0**	**0**	**0**	**16,238**

Estimated Annual Operating Impact will begin in FY 2018-19 in the amount of $2,262,000

9	**Work order Number:**

Work order Number:

Once ISD has received all the information above, ISD can begin to provide the Department with a cost estimate for the project.

When that happens, ISD automatically issues a **work order number** for the project which will follow the project thru the life of the project

MIAMI-DADE COUNTY　**ISD - DESIGN and CONSTRUCTION SERVICES DIVISION**
Proposed 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) Phone: (305) 375-1115		
Property Address	N/A		

Project Description

HT: NEW MDC EMPOWERMENT CTR. DESIGN NEW CENTER FOR DOMESTIC VIOLENCE VICTIMS

Scope

10. **Project Description:**

The information captured in this section should be taken from the Proposed/Adopted budget book

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

MIAMI-DADE COUNTY

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) Phone: (305) 375-1115	
Property Address	N/A	

Project Description

HT: NEW MDC EMPOWERMENT CTR. DESIGN NEW CENTER FOR DOMESTIC VIOLENCE VICTIMS

Scope

NOTE:

The above information is incorrect in the description as it just restates the project's name

SECOND DOMESTIC VIOLENCE SHELTER   PROJECT #:

DESCRIPTION: Construct a new domestic violence shelter

LOCATION: Undisclosed   District Located: Countywide
Not Applicable   District(s) Served: Countywide

REVENUE SCHEDULE:	PRIOR	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22
Food and Beverage Tax	5,128	3,679	7,431	0	0	0	0
TOTAL REVENUES:	5,128	3,679	7,431	0	0	0	0
EXPENDITURE SCHEDULE:	PRIOR	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22
Art Allowance	120	120	0	0	0	0	0
Construction	800	6,259	6,981	0	0	0	0
Permitting	0	213	212	0	0	0	0
Planning and Design	300	410	138	0	0	0	0
Project Administration	283	302	100	0	0	0	0
TOTAL EXPENDITURES:	1,503	7,304	7,431	0	0	0	0

Estimated Annual Operating Impact will begin in FY 2018-19 in the amount of $2,262,000

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Scope:

In this section, ISD highlights all that is include the price estimate below.

A department should read this information carefully and understand what services are being included

MIAMI-DADE COUNTY

ISD - DESIGN and CONSTRUCTION SERVICES D

Proposed Cost Summary (Change Order)

Work Order:	W130069	C/O 1	
Index Code	TU207423C		**Project Name:** Second Domestic Violen
Date	2016-09-23		**Capital Project No.:** 207931
Contact	ELIZABETH REGALADO		**Site No.:** N/A
Department	HOMELESS TRUST		**Budget Book:** FY2016-17 Proposed Volu
Act. Div. Director	MARRERO, ASAEL(ACE) Phone: (305) 375-1115		
Property Address	N/A		

Project Description

HT: NEW MDC EMPOWERMENT CTR. DESIGN NEW CENTER FOR DOMESTIC VIOLENC

Scope

Original Scope of Work:

This memorandum of understanding (MOU) was prepared for the purpose of providing you with an estimate for the work your agency requested. Reasonable care, judgment, and effort have been taken to anticipate the final costs of the requested work. The scope-of-work was based on the following criteria: Research, Planning, Design, Specifications, Construction Documents, Permitting, Bidding and Award, Construction and Construction Administration. Internal Services Department (ISD) will provide administration and project representation during the all the phases of development of the project, as follows:

1. Solicitation and selection of professional architectural and engineering design services for the design of a new domestic violence shelter in Miami-Dade County. Selected consultant to provide professional design services including, but not limited to, architectural design, programmatic development, interior design, life safety, landscaping and lawn irrigation, civil engineering (including paving, grading, stormwater management, on-site utilities, off-site utilities, and environmental and site permitting), structural, HVAC, plumbing, fire protection, electrical, site lighting, fire alarm, LEED representation, LEED Commissioning, voice/data communications, security, food service equipment, detailed cost estimates of probable construction costs and contract administration through the entire period of construction beyond bi-monthly administration.

2. The new shelter will be all new construction occupying approximately 31,000 square feet and able to accommodate 60 emergency housing beds. The foremost consideration is creation of a welcoming, accessible environment that helps empower survivors and their children by meeting their needs for self-determination, security, and dignity. Design strategies must include limited visibility into the interior from the public with exterior elements that protect residents' privacy; controlled access that allows residents to come and go freely and safely (i.e., keycards, key fobs, perimeter and entry cameras); visual screens or enclosures for residents' parking areas that are well illuminated and secure and that protect confidentiality.

3. The design for the new center shall include capacity for 60 emergency housing beds with space for future growth; kitchens to facilitate multi-family meal preparation; laundry; communal spaces; and secure outdoor play spaces. The design shall incorporate rooms, windows, and skylights to maximize natural daylight and provide views of natural features like gardens and trees, while preserving the feeling of security; clear sightlines to allow parents to supervise their children without being in the same physical space. The new facility shall incorporate accessible design standards to accommodate residents with disabilities, quiet spaces outside residents' rooms to facilitate healing from trauma and increase options for privacy, indoor and outdoor space for pets and service animals, and green spaces and gathering areas that promote a sense of community and allows for interaction between families in common places.

4. Staff areas must be acoustically and visually separated spaces appropriate for confidential conversations with residents, and sufficient space must be included for group and individual counseling and classes.

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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

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

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
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
Grand Total	$8,000,000.00	$8,238,145.00	$16,238,145.00

THIS ESTIMATE HAS THE FOLLOWING LIST OF INCLUSIONS OR EXCLUSIONS

13.

Pre-Approved Budget:

This is the original approved budget for the project prior to any change orders which the department 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

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MIAMI-DADE COUNTY

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

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
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
Grand Total	$8,000,000.00	$8,238,145.00	$16,238,145.00

THIS ESTIMATE HAS THE FOLLOWING LIST OF INCLUSIONS OR EXCLUSIONS

14	**Change Order:**

Before any **Change Orders** can happen for a project, it **MUST** be approved by the Department first.

You, as the Department, are the owners of the project.

Should a project **Change Order** occur, all additional costs are noted and approved by the Department on the **PCS** form.

If additional funding is needed and none has been identified, it is **IMPORTANT** you contact your OMB Budget Analyst and/or Capital Coordinator to determine the next course of action

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

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

Cost/Fees Description	Pre Appr Budget	Change Order	New Budget
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Grand Total	**$8,000,000.00**	**$8,238,145.00**	**$16,238,145.00**

THIS ESTIMATE HAS THE FOLLOWING LIST OF INCLUSIONS OR EXCLUSIONS

Whenever a **Change Order** has occurred, ISD indicates what has changed in the project in the **Project Scope** section of the **PCS** form

MIAMI-DADE COUNTY

ISD - DESIGN and CONSTRUCTION SERVICES

Proposed Cost Summary (Change Order)

Change order # 1

The original estimate was developed approximately four years ago without building programming being defined. The estima construction cost data that was being completed at the time with some adjustments for escalation to 2012. and is considere purposes of 2017-2018 projections for construction cost.

Additionally at the time of negotiations with the A&E in 2014, the project cost increases were discussed and expected to su programming, prompted various presentations to the DVOB inclining OMB.

It was decided to proceed with the project design which has brought us to the revised probable cost of construction today a construction cost.

The required estimates received during programming and schematic design phases, to have been reviewed by staff. This n different value engineering options to lower the projected costs produced options including but not limited to, alternates for (Steel vs. Light-gauge systems & wooden truss systems), shell construction method analysis, roofing options, Interior and e system design options, site-work design considerations impacting long and short term construction and operating cost , the none of which were accepted and the approval for the additional project funding evident and required.

The approval process culminated by design presentations resulted in the compromised design now being worked on by the having received the funding approval and recommendation of the Domestic Violence Oversight Board is to be obtained fron HT/DVOB; (food and beverage sales tax), have been verified and confirmed at the request of the DVOB by OMB and the H DVOB for the development and operations of the existing and proposed facility.

Furthermore the funding availability was confirmed by OMB staff and unanimously approved by the DVOB.

14

New Budget:

Whenever an approved **Change Order** has occurred, the project's budget on the **PCS** form is updated to reflect the revised project cost

These changes should be noted in CBAT

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

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MIAMI-DADE COUNTY — ISD - DESIGN and CONSTRUCTION SERVICES DIVISION
Proposed Cost Summary (Change Order)

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ISD ADMINISTRATION	$322,246.00	$363,375.00	$685,621.00
Total County Fees	$440,796.00	$484,798.00	$925,594.00
Grand Total	$8,000,000.00	$8,238,145.00	$16,238,145.00

THIS ESTIMATE HAS THE FOLLOWING LIST OF INCLUSIONS OR EXCLUSION

SECOND DOMESTIC VIOLENCE SHELTER

PROJECT #: 207931

DESCRIPTION: Construct a new domestic violence shelter
LOCATION: Undisclosed — District Located: Countywide
Not 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	0	16,238
TOTAL REVENUES:	5,128	3,679	7,431	0	0	0	0	0	16,238
EXPENDITURE SCHEDULE:	PRIOR	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	FUTURE	TOTAL
Art Allowance	120	120	0	0	0	0	0	0	240
Construction	800	6,259	6,981	0	0	0	0	0	14,040
Permitting	0	213	212	0	0	0	0	0	425
Planning and Design	300	410	138	0	0	0	0	0	848
Project Administration	283	302	100	0	0	0	0	0	685
TOTAL EXPENDITURES:	1,503	7,304	7,431	0	0	0	0	0	16,238

Estimated Annual Operating Impact will begin in FY 2018-19 in the amount of $2,262,000

In addition, the cost allocation should also be reflective of the new project cost as well too

SECOND DOMESTIC VIOLENCE SHELTER

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DESCRIPTION: Construct a new domestic violence shelter
LOCATION: Undisclosed — District Located: Countywide
Not 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	0	16,238
TOTAL REVENUES:	5,128	3,679	7,431	0	0	0	0	0	16,238
EXPENDITURE SCHEDULE:	PRIOR	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	FUTURE	TOTAL
Art Allowance	120	120	0	0	0	0	0	0	240
Construction	800	6,259	6,981	0	0	0	0	0	14,040
Permitting	0	213	212	0	0	0	0	0	425
Planning and Design	300	410	138	0	0	0	0	0	848
Project Administration	283	302	100	0	0	0	0	0	685
TOTAL EXPENDITURES:	1,503	7,304	7,431	0	0	0	0	0	

Operating Impact will begin in FY 2018-19 in the amount of $2,262,000

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		

Authorization		
Name	Date	Signature

BAT
BUDGETING ANALYSIS TOOL

A Guide to Art in Public Places

ARTINPUBLICPLACES
Miami-Dade Department of Cultural Affairs

- **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.
  - <u>Use of APP Funds.</u> 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.
  - <u>Other Funds.</u> 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 www.miamidade.gov/publicart.

Artist Selection Process

ART**IN**PUBLIC**PLACES**
Miami-Dade Department of Cultural Affairs
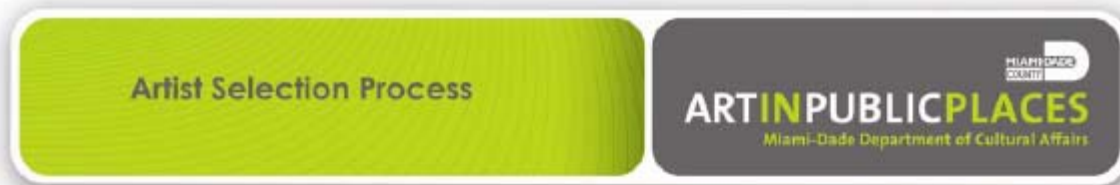
• **The APP Artists Selection Process**

  – <u>Planning.</u> 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

ARTINPUBLICPLACES
Miami-Dade Department of Cultural Affairs

Keys to Successful APP Projects

- Accountability. 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.
- Early Involvement. 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.
- Collaboration. 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.
- Contract Integration. 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.
- Communication. 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.
- Teamwork. 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).

ARTINPUBLICPLACES
Miami-Dade Department of Cultural Affairs

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
  - Call APP First. 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 artist-designed 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.
  - Special Materials. 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.
  - Training of Cleaning Crews. 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.
  - Call APP First. 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
  - Annual Inventory. 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
  - Do Not Move Art Works. 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
  - Inventory Liaison. 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.

Who to Contact

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 **ALL** 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 Budget Allocation Worksheet		
Form must be submitted by User Department and approved by APP - Form must be submitted at Estimated Phase and at Actual Award Phase		
☐ Estimated APP Allocation Phase		
☐ Actual Award APP Allocation Phase		
APP Revenue Index code	**APP Contact Name**	**Contact Number**
Capital Project Name · Project No.	**User Dpt. Contact Name**	**Contact Number**
Department	**Project Start Date**	**Project End Date**
Project Description		

Design & Admin Costs

Item	Description	Estimated Cost	Actual Award Cost
A.	Professional Basic Fees (A/E Consultants)	$ -	$ -
B.	Specialty Consultants, Reimbursable Allowances, Soil Boring Testing, Surveying, Inspector General, etc	$ -	$ -
C.	Program Management (Project and Construction Management) by County Department and/or Consultant	$ -	$ -
D.	Other Costs	$ -	$ -
	CATEGORY TOTAL (A thru D)	$ -	$ -

Construction Costs

Item	Description	Estimated Cost	Actual Award Cost
E.	New Construction	$ -	$ -
F.	Demolition	$ -	$ -
G.	Built-in Equipment (such as Moving Escalators and Walkways, Elevators Fire & Security Alarm, IT, Back Up Generators, etc)	$ -	$ -
H.	Furnishings, Fixtures, and Non-Integral Equipment	$ -	$ -
I.	All Civil Related Work (such as landscape, sidewalks, surface lot, roadway, pavement, lighting, etc)	$ -	$ -
J.	Environmental Remediation	$ -	$ -
K.	Allowance Accounts (e.g. permitting, threshold inspections, reimbursables, alternates)	$ -	$ -
L.	Contingency Account	$ -	$ -
M.	Other	$ -	$ -
	CATEGORY TOTAL (E thru M)	$ -	$ -

	Estimated 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 Ordinance are subject to APP applicability. The above referenced line items are not intended to be an all inclusive list of project expenses required to contribute to the APP allocation. These represent the most common expenses called out in eligible County capital projects.

User Department Signature	Date

APP Signature	Date