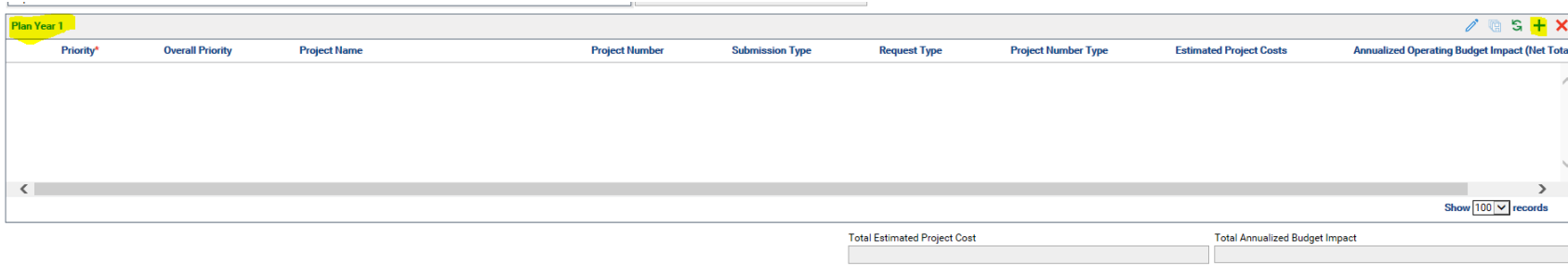


Project Detail Worksheet Creation (Copy) Instructions:

To create a Project Detail Worksheet, click the plus  sign in the Plan Year that you want to create a project.



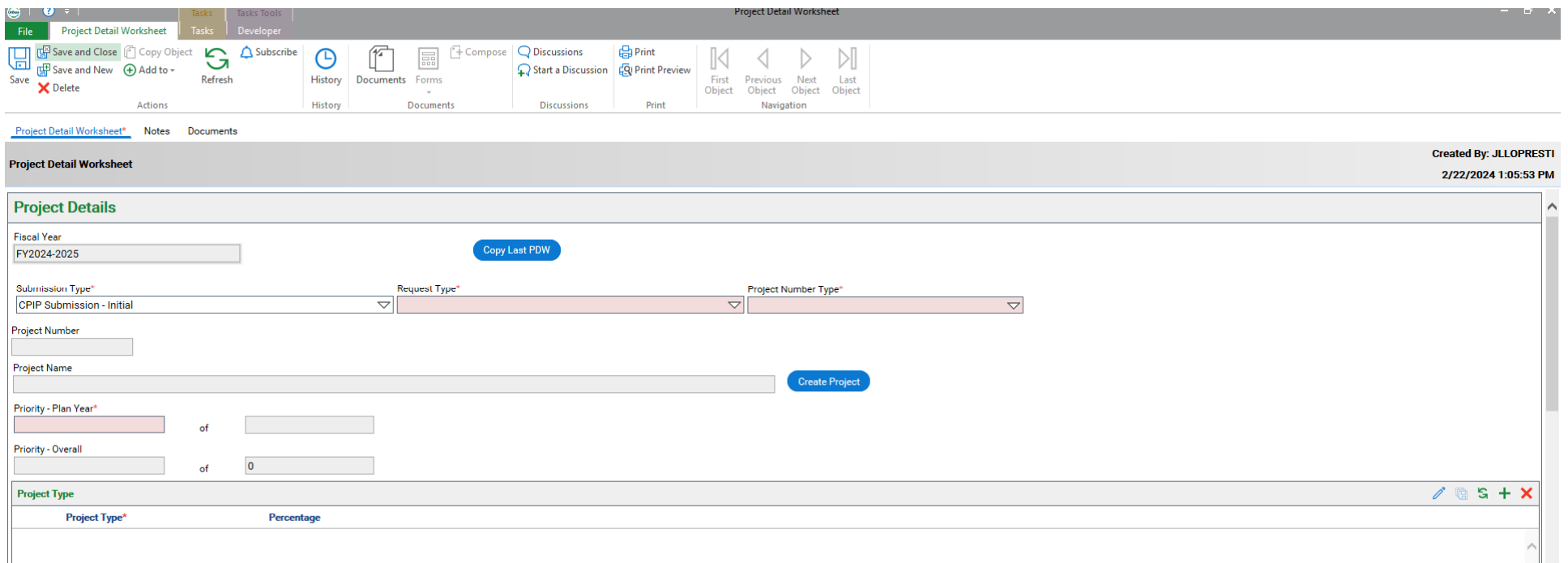
Priority*	Overall Priority	Project Name	Project Number	Submission Type	Request Type	Project Number Type	Estimated Project Costs	Annualized Operating Budget Impact (Net Total)
-----------	------------------	--------------	----------------	-----------------	--------------	---------------------	-------------------------	--

Show 100 records

Total Estimated Project Cost

Total Annualized Budget Impact

The Project Detail Worksheet **Project Detail Worksheet** will generate on a new screen, with the appropriate Fiscal Year based on the Plan Year.



Project Detail Worksheet

Created By: JLLOPRESTI
2/22/2024 1:05:53 PM

Project Details

Fiscal Year
FY2024-2025 Copy Last PDW

Submission Type*
CPIP Submission - Initial

Request Type*

Project Number Type*

Project Number

Project Name Create Project

Priority - Plan Year* of

Priority - Overall of 0

Project Type

Project Type*	Percentage
---------------	------------

(Note: The CBO Project Planning and the CPIP-Construction screens will remain open in the background.)

There are two options for developing the individual Project Detail Worksheets.

This set of instructions will address the copy function.

Option # 1 - Copy Last PDW

Copy Last PDW

Option # 2 - Create Project

Create Project

Project Detail Worksheet

Project Detail Worksheet* Notes Documents

Created By: JLLOPRESTI
2/22/2024 1:05:53 PM

Project Details

Fiscal Year
FY2024-2025

Copy Last PDW

Submission Type*
CPIP Submission - Initial

Request Type*

Project Number Type*

Project Number

Project Name

Create Project

Priority - Plan Year*
of

Priority - Overall
of 0

Project Type

Project Type*	Percentage
---------------	------------

Option # 1 - Copy Last PDW: This option will generate a list of all Project Detail Worksheets created in the prior year CPIP, from which an item can be selected to create a Project Detail Worksheet in the current year CPIP being developed. Once the project is selected and copied into the current year CPIP, all data elements will be populated into the Project Detail Worksheet.

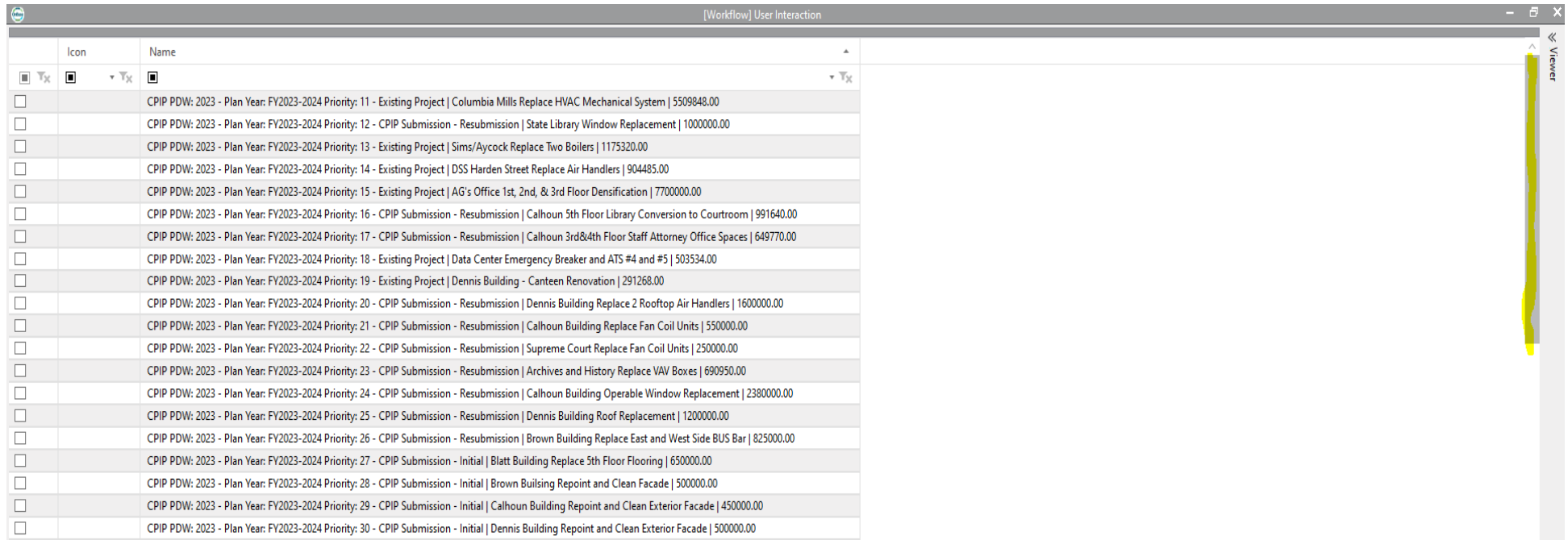
Note: Copy Last PDW should only be selected if the CPIP item being created was included in the prior year CPIP. If it was not included, skip this set of instructions and proceed to Option #2.

Option #1 – Instructions

Click

Copy Last PDW

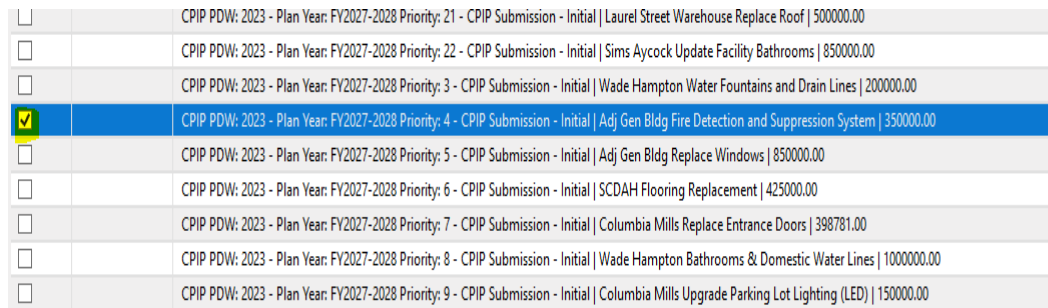
A listing of all prior year Project Detail Worksheets will generate. To scroll through the list, click the scroll bar on the right.



Icon	Name
<input type="checkbox"/>	CPIP PDW: 2023 - Plan Year: FY2023-2024 Priority: 11 - Existing Project Columbia Mills Replace HVAC Mechanical System 5509848.00
<input type="checkbox"/>	CPIP PDW: 2023 - Plan Year: FY2023-2024 Priority: 12 - CPIP Submission - Resubmission State Library Window Replacement 1000000.00
<input type="checkbox"/>	CPIP PDW: 2023 - Plan Year: FY2023-2024 Priority: 13 - Existing Project Sims/Aycock Replace Two Boilers 1175320.00
<input type="checkbox"/>	CPIP PDW: 2023 - Plan Year: FY2023-2024 Priority: 14 - Existing Project DSS Harden Street Replace Air Handlers 904485.00
<input type="checkbox"/>	CPIP PDW: 2023 - Plan Year: FY2023-2024 Priority: 15 - Existing Project AG's Office 1st, 2nd, & 3rd Floor Densification 7700000.00
<input type="checkbox"/>	CPIP PDW: 2023 - Plan Year: FY2023-2024 Priority: 16 - CPIP Submission - Resubmission Calhoun 5th Floor Library Conversion to Courtroom 991640.00
<input type="checkbox"/>	CPIP PDW: 2023 - Plan Year: FY2023-2024 Priority: 17 - CPIP Submission - Resubmission Calhoun 3rd&4th Floor Staff Attorney Office Spaces 649770.00
<input type="checkbox"/>	CPIP PDW: 2023 - Plan Year: FY2023-2024 Priority: 18 - Existing Project Data Center Emergency Breaker and ATS #4 and #5 503534.00
<input type="checkbox"/>	CPIP PDW: 2023 - Plan Year: FY2023-2024 Priority: 19 - Existing Project Dennis Building - Canteen Renovation 291268.00
<input type="checkbox"/>	CPIP PDW: 2023 - Plan Year: FY2023-2024 Priority: 20 - CPIP Submission - Resubmission Dennis Building Replace 2 Rooftop Air Handlers 1600000.00
<input type="checkbox"/>	CPIP PDW: 2023 - Plan Year: FY2023-2024 Priority: 21 - CPIP Submission - Resubmission Calhoun Building Replace Fan Coil Units 550000.00
<input type="checkbox"/>	CPIP PDW: 2023 - Plan Year: FY2023-2024 Priority: 22 - CPIP Submission - Resubmission Supreme Court Replace Fan Coil Units 250000.00
<input type="checkbox"/>	CPIP PDW: 2023 - Plan Year: FY2023-2024 Priority: 23 - CPIP Submission - Resubmission Archives and History Replace VAV Boxes 690950.00
<input type="checkbox"/>	CPIP PDW: 2023 - Plan Year: FY2023-2024 Priority: 24 - CPIP Submission - Resubmission Calhoun Building Operable Window Replacement 2380000.00
<input type="checkbox"/>	CPIP PDW: 2023 - Plan Year: FY2023-2024 Priority: 25 - CPIP Submission - Resubmission Dennis Building Roof Replacement 1200000.00
<input type="checkbox"/>	CPIP PDW: 2023 - Plan Year: FY2023-2024 Priority: 26 - CPIP Submission - Resubmission Brown Building Replace East and West Side BUS Bar 825000.00
<input type="checkbox"/>	CPIP PDW: 2023 - Plan Year: FY2023-2024 Priority: 27 - CPIP Submission - Initial Blatt Building Replace 5th Floor Flooring 650000.00
<input type="checkbox"/>	CPIP PDW: 2023 - Plan Year: FY2023-2024 Priority: 28 - CPIP Submission - Initial Brown Building Repoint and Clean Facade 500000.00
<input type="checkbox"/>	CPIP PDW: 2023 - Plan Year: FY2023-2024 Priority: 29 - CPIP Submission - Initial Calhoun Building Repoint and Clean Exterior Facade 450000.00
<input type="checkbox"/>	CPIP PDW: 2023 - Plan Year: FY2023-2024 Priority: 30 - CPIP Submission - Initial Dennis Building Repoint and Clean Exterior Facade 500000.00

Locate the Project Detail Worksheet to be copied and click the box on the left. Then click

OK



<input type="checkbox"/>	CPIP PDW: 2023 - Plan Year: FY2027-2028 Priority: 21 - CPIP Submission - Initial Laurel Street Warehouse Replace Roof 500000.00
<input type="checkbox"/>	CPIP PDW: 2023 - Plan Year: FY2027-2028 Priority: 22 - CPIP Submission - Initial Sims Aycock Update Facility Bathrooms 850000.00
<input type="checkbox"/>	CPIP PDW: 2023 - Plan Year: FY2027-2028 Priority: 3 - CPIP Submission - Initial Wade Hampton Water Fountains and Drain Lines 200000.00
<input checked="" type="checkbox"/>	CPIP PDW: 2023 - Plan Year: FY2027-2028 Priority: 4 - CPIP Submission - Initial Adj Gen Bldg Fire Detection and Suppression System 350000.00
<input type="checkbox"/>	CPIP PDW: 2023 - Plan Year: FY2027-2028 Priority: 5 - CPIP Submission - Initial Adj Gen Bldg Replace Windows 850000.00
<input type="checkbox"/>	CPIP PDW: 2023 - Plan Year: FY2027-2028 Priority: 6 - CPIP Submission - Initial SCDAH Flooring Replacement 425000.00
<input type="checkbox"/>	CPIP PDW: 2023 - Plan Year: FY2027-2028 Priority: 7 - CPIP Submission - Initial Columbia Mills Replace Entrance Doors 398781.00
<input type="checkbox"/>	CPIP PDW: 2023 - Plan Year: FY2027-2028 Priority: 8 - CPIP Submission - Initial Wade Hampton Bathrooms & Domestic Water Lines 1000000.00
<input type="checkbox"/>	CPIP PDW: 2023 - Plan Year: FY2027-2028 Priority: 9 - CPIP Submission - Initial Columbia Mills Upgrade Parking Lot Lighting (LED) 150000.00

Select All

(Note: Do **NOT** select more than one Project Detail Worksheet. Do **NOT** click

OK

The Project Detail Worksheet details will populate into the Project Detail Worksheet.


OnBase will default the Submission Type to CPIP Submission – Resubmission.

The Request Type field will be blank.

The Priority – Plan Year field will be blank.

The screenshot shows the 'Project Detail Worksheet' form. At the top right, it says 'Created By: JLLOPRESTI' and '2/22/2024 1:05:53 PM'. The form has several sections:

- Project Details:** Fiscal Year (FY2024-2025), Submission Type (CPIP Submission - Resubmission), Request Type (blank), Project Number Type (Existing CPIP Item), Project Number (7980), Project Name (Wade Hampton Window Refurbishment), Priority - Plan Year (blank), Priority - Overall (blank).
- Project Type:** A table with columns 'Project Type*' and 'Percentage'. The row shows 'Repair/Renovate Existing Facility/System' with a percentage of 100.

For CPIP Submission – Resubmission items, click the drop-down arrow  beside Request Type and select Funding Request or Establish Project.

For an Active PIP, update Submission Type to reflect Existing Project

For an Active PIP, click the drop-down arrow  beside Request Type and select Funding Request or Budget Change.

For an Active PIP, click the drop-down arrow  beside Project Number Type and select Active PIP

Enter the Priority – Plan Year **Priority - Plan Year*** to be assigned to the CPIP item.

The grayed-out fields will automatically generate during the CPIP Construction process.

Priority - Plan Year*

1

of

Priority - Overall

of

1

Review all other Project Detail Worksheet data and update as needed. Instructions to update can be found below.

If no other updates are needed, click Save and Close at the top of the screen.

Updating Copied Project Detail Worksheet Instructions

Project Name – To update the Project Name, click 


Project Detail Worksheet


Project Details

Fiscal Year
FY2025-2026

Submission Type* Existing Project Request Type* Budget Change Project Number Type* Active PIP

Project Number
2487

Project Name
Columbia Mills Replace HVAC Mechanical System 

Modify the Project Name as needed, and select Save and Close 

Project

File CPIP Project

Save and Close Copy Object Refresh Subscribe History Documents Forms Compose Import Discussions Start a Discussion Print Print Preview First Object Previous Object Next Object Last Object

Project*

Project

Number
2487

Project Name*
Columbia Mills Replace HVAC Mechanical & Electrical System

To modify Project Type, **Project Type** in the Project Type table, click the Pencil



Project Type*	Percentage
Replace Existing Facility/System	100

In the Project Type table, use the drop-down arrow  to select a different Project Type.

Project Type*	Percentage
Replace Existing Facility/System	100

Add new row

In the Project Type table, use the drop-down arrow  to select a different Percentage.

Project Type*	Percentage
Replace Existing Facility/System	100

Add new row

If additional Project Types **Project Type*** are needed, in the Project Type table, click Add new row

Add new row

Project Type*	Percentage
Replace Existing Facility/System	100

Add new row

Repeat the above steps to add as many Project Types as needed.

Click the Pencil  to exit edit mode and to save the entries in the table.

Note: The table **must equal 100%** to save the Project Detail Worksheet.

To modify the Facility Type

Facility Type

in the Facility Type table, click the Pencil



Facility Type*	Percentage
Office/Administration	50
Program/Academic	50

In the Facility Type table, use the drop-down arrow



to select a different Facility Type.

Facility Type*	Percentage
Office/Administration	50
Program/Academic	50

Add new row

In the Facility Type table, use the drop-down arrow



to select a different Percentage.

Facility Type*	Percentage
Office/Administration	50
Program/Academic	50

Add new row

In additional Facility Types

Facility Type*

are needed, in the Facility Type table, click Add new row

Add new row

Facility Type*	Percentage
Office/Administration	50
Program/Academic	50

Add new row

Repeat the above steps to add as many Facility Types as needed.

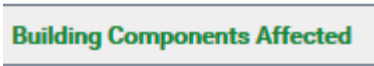
Click the Pencil



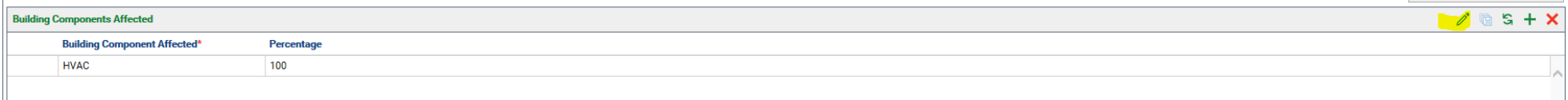
to exit edit mode and to save the entries in the table.

Note: The table **must equal 100%** to save the Project Detail Worksheet.

To modify the Building Components Affected the Pencil 



in the Building Components Affected table, click



Building Component Affected*	Percentage
HVAC	100

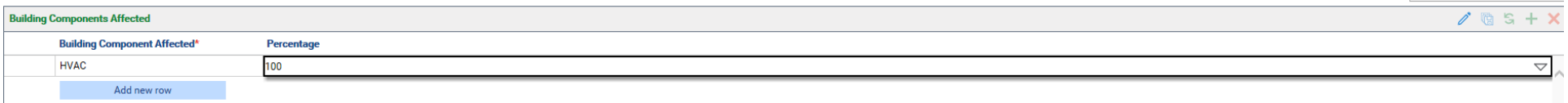
In the Building Components Affected table, use the drop-down arrow  to select a different Building Components Affected.



Building Component Affected*	Percentage
HVAC	100

Add new row

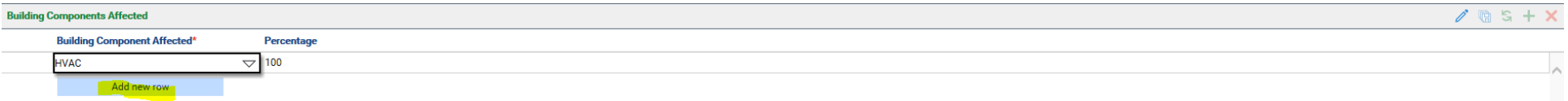
In the Building Components Affected table, use the drop-down arrow  to select a different Percentage.



Building Component Affected*	Percentage
HVAC	100

Add new row

If additional Building Components Affected **Building Component Affected*** are needed, in the Building Components Affected table, click Add new row 



Building Component Affected*	Percentage
HVAC	100

Add new row

Repeat the above steps to add as many Building Components Affected as needed.

Click the Pencil  to exit edit mode and to save the entries in the table.

Note: The table **must equal 100%** to save the Project Detail Worksheet.

The next three sections are fillable fields and can be modified by clicking in the boxes and deleting and adding information as needed.

Note: The Project Detail Worksheet **cannot be saved** without the text boxes completed.

Summary of Work: What is the physical scope of work that will be completed in the project?

Rationale: Why is the project needed?

Alternatives Considered: What other options were considered?

<p>Summary of Work*</p> <p>(D50-6118) This annualized project is to replace the entire HVAC system for the Columbia Mills Building (except for the Planetarium section).</p>
<p>Rationale*</p> <p>The current systems are more than 30 years old and do not provide proper cooling and heating for the occupants of the building. The systems are unreliable and are not efficient.</p>
<p>Alternatives Considered*</p> <p>No other alternatives have been considered.</p>

Note: No spell check exists in these three sections. However, these sections do allow copy and paste.

To modify the Estimated Project Costs

Estimated Project Costs

table, click



the Pencil

Expenditure Type	GL Code	Amount*
Contingencies-Capital Projects	5072250000	\$50,000.00
Fee-Architectural, Engineering & Other	5071210000	\$50,000.00
Renovations-Utilities	5071240000	\$538,781.00

1 - 3 of 3 records

Show 100 records

Total
\$638,781.00

In the Estimated Project Costs table, use the magnifying glass



to open the list of Cost Types.

Expenditure Type	GL Code	Amount*
Contingencies-Capital Projects	5072250000	\$50,000.00
Fee-Architectural, Engineering & Other	5071210000	\$50,000.00
Renovations-Utilities	5071240000	\$538,781.00

1 - 3 of 3 records

Show 100 records

Total
\$638,781.00

Select a Cost Type and click OK.

Cost Type	GL Code
Depreciable Land Improvements	5070010000
Land	5070020000
Site Development (Non-Depreciable Land Improv)	5070030000
Building Purchase	5070110000
Basic Equipment	5070310000
Fee-Architectural, Engineering & Other	5071210000
Construction-Buildings & Additions	5071220000
Renovations-Buildings & Additions-Interiors	5071230000
Renovations-Utilities	5071240000
Roofing-Repairs & Renovations	5071250000
Other Construction/Renovation/Repair Projects	5071260000
Renovations-Building Exteriors	5071270000
Legal Services-Construction Projects	5071280000
Builders Risk Insurance	5071290000
Attorney Fees-Construction Projects	5071300000
Labor Cost-Classified	5071710000
Labor Cost-Temporary	5071720000
Labor Cost-Inmate Earnings	5071730000
Labor Cost-Special Contract Employee	5071740000
Bond Issue Costs-Capital Projects	5072060000
Other Capital Outlay Costs	5072210000
Construction Projects-Lump Sum	5072220000
Non-Budgeted Activities-Capital Projects	5072240000
Contingencies-Capital Projects	5072250000

Currently viewing 24 of 24 records

OK Cancel

If in the Estimated Project Costs table, the amount can be updated by deleting and replacing the amount reflected.

Estimated Project Costs			
Expenditure Type	GL Code	Amount*	
Basic Equipment	5070310000	\$50,000.00	
Fee-Architectural, Engineering & Other	5071210000	\$50,000.00	
Renovations-Utilities	5071240000	\$538,781.00	
Add new row			

1 - 3 of 3 records

Total
\$638,781.00

If additional Expenditure Types are needed, in the Estimated Project Costs table, click Add new row

[Add new row](#)

Estimated Project Costs			
Expenditure Type	GL Code	Amount*	
Basic Equipment	5070310000	\$50,000.00	
Fee-Architectural, Engineering & Other	5071210000	\$50,000.00	
Renovations-Utilities	5071240000	\$538,781.00	
Add new row			

1 - 3 of 3 records

Total
\$638,781.00

Repeat the above steps to add as many Expenditure Types as needed.

Click the Pencil  to exit edit mode and to save the entries in the table.

Note: Estimated Project Costs table total **must equal** Fund Sources table to save the Project Detail Worksheet.

To modify the Fund Sources **Fund Sources** table, click the Pencil



Fund Type*	GL Code	Amount*	Fund Status*
[CP] ST APPR - CAPTL	36008020	\$638,781.00	Previously Approved

1 - 1 of 1 records

Show 100 records

Total
\$638,781.00

In the Fund Sources table, use the magnifying glass  to open the list of Fund Sources.

Fund Type*	GL Code	Amount*	Fund Status*
[CP] ST APPR - CAPTL	36008020	\$638,781.00	Previously Approved

1 - 1 of 1 records

Show 100 records

Total
\$638,781.00

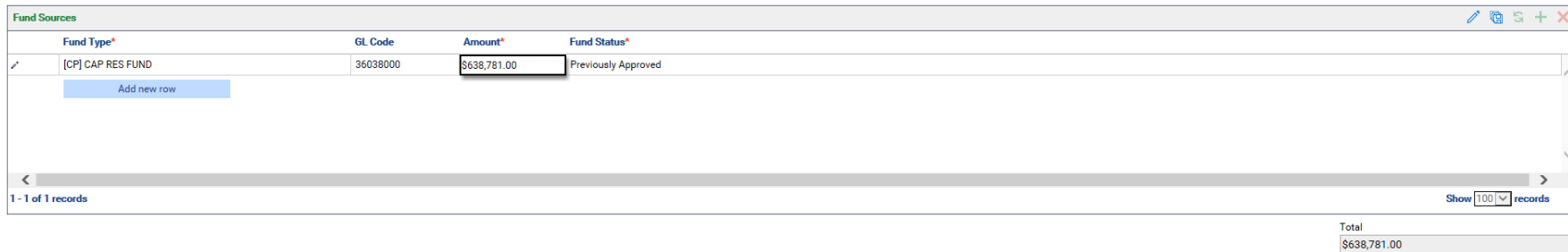
Select a Fund Source and click OK

Name	GL Code	Description
[CP] REVENUE BDS	33938000	[CP] Revenue Bonds
[CP] REVENUE BDS - R&M	33938010	[CP] Revenue Bonds - R&M
[CP] REVENUE BDS - CAP	33938020	[CP] Revenue Bonds - Capital
[CP] AFS - REVENUE BDS	33939000	[CP] AFS - Revenue Bonds
[CP] EXC DS RES FD	34978000	[CP] Excess Debt Service Reserve Fund
[CP] EX DS RS - R&M(G)	34978005	[CP] Excess Debt Service Reserve Fund - R&M(G)
[CP] EX DS RS - R&M	34978010	[CP] Excess Debt Service Reserve Fund - R&M
[CP] EX DS RS - CAP	34978020	[CP] Excess Debt Service Reserve Fund - Capital
[CP] AFS - EXC DS RES	34979000	[CP] AFS - Excess Debt Service Reserve Fund
[CP] STATE APPR	36008000	[CP] State Appropriation
[CP] STATE APPR EXT	36008001	[CP] State Appropriation External
[CP] ST APPR - R&M(G)	36008005	[CP] State Appropriation - R&M(G)
[CP] ST APPR - R&M	36008010	[CP] State Appropriation - R&M
[CP] ST APPR EXT - R&M	36008011	[CP] State Appropriation External - R&M
[CP] ST APPR - CAPTL	36008020	[CP] State Appropriation - Capital
[CP] ST APPR EXT - CAP	36008021	[CP] State Appropriation External - Capital
[CP] ST APP - GEN SVS	36008030	[CP] State Appropriation - General Services
[CP] ST APPR EXT - GS	36008031	[CP] State Appropriation External - General Svcs.
[CP] AFS - STATE APPR	36009000	[CP] AFS - State Appropriation
[CP] CAP RES FUND	36038000	[CP] Capital Reserve Fund
[CP] CAP RES FD EXT	36038001	[CP] Capital Reserve Fund External
[CP] CAP RES - R&M(G)	36038005	[CP] Capital Reserve Fund - R&M(G)
[CP] CAP RES - R&M	36038010	[CP] Capital Reserve Fund - R&M
[CP] CAP RES EXT - R&M	36038011	[CP] Capital Reserve Fund External - R&M
[CP] CAP RES - CAPTL	36038020	[CP] Capital Reserve Fund - Capital
[CP] CAP RES EXT - CAP	36038021	[CP] Capital Reserve Fund External - Capital
[CP] CAP RES - GS	36038030	[CP] Capital Reserve Fund - Fac. Mgt.
[CP] CAP RES EXT - GS	36038031	[CP] Capital Reserve Fund External - Fac. Mgt.

Currently viewing 68 of 68 records

OK Cancel

In the Fund Sources table, the amount can be updated by deleting and replacing the amount reflected.



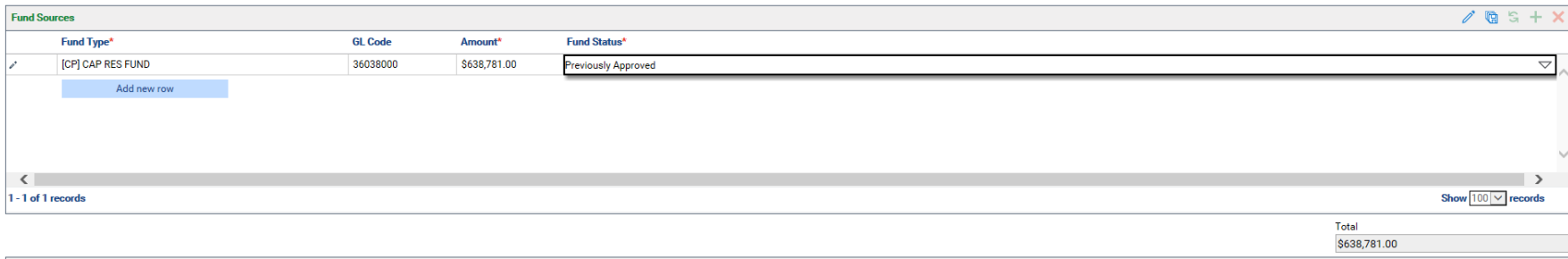
Fund Type*	GL Code	Amount*	Fund Status*
[CP] CAP RES FUND	36038000	\$638,781.00	Previously Approved

1 - 1 of 1 records

Show 100 records

Total
\$638,781.00

In the Fund Sources table, use the drop-down arrow  to update the Fund Status.



Fund Type*	GL Code	Amount*	Fund Status*
[CP] CAP RES FUND	36038000	\$638,781.00	Previously Approved

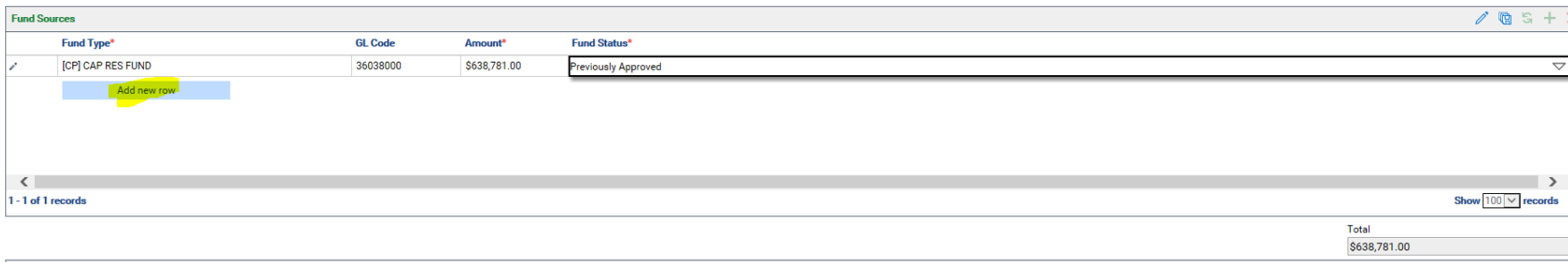
1 - 1 of 1 records

Show 100 records

Total
\$638,781.00

If additional Fund Sources  are needed, in the Fund Sources table, click Add new row





Fund Type*	GL Code	Amount*	Fund Status*
[CP] CAP RES FUND	36038000	\$638,781.00	Previously Approved

1 - 1 of 1 records


Show 100 records

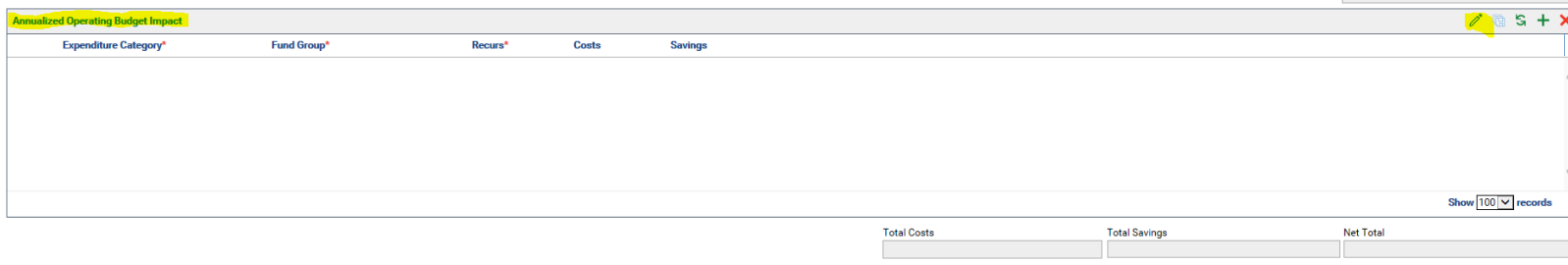
Total
\$638,781.00

Repeat the above steps to add as Fund Sources as needed.

Click the Pencil  to exit edit mode and to save the entries in the table.

Note: Estimated Project Costs table total **must equal** Fund Sources table to save the Project Detail Worksheet.

To modify the Annualized Operating Budget Impact **Annualized Operating Budget Impact** table, click the  Pencil



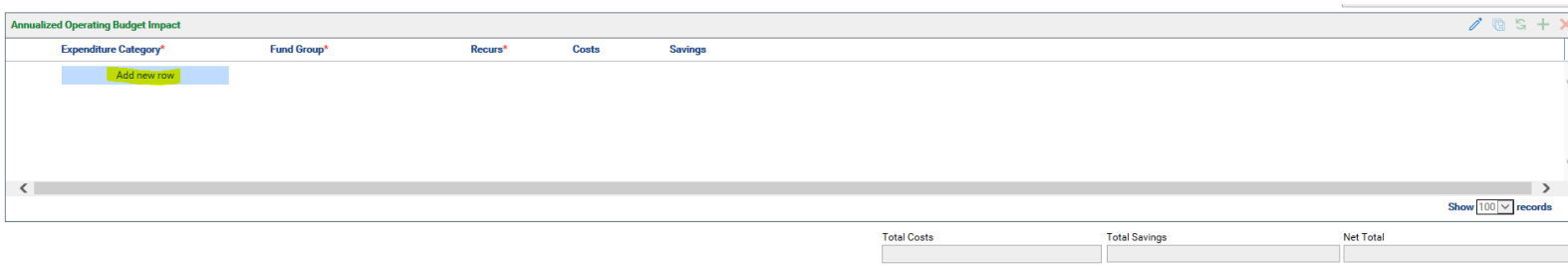
Expenditure Category*	Fund Group*	Recurs*	Costs	Savings
-----------------------	-------------	---------	-------	---------

Annualized Operating Budget Impact

Show 100 records

Total Costs Total Savings Net Total

In the Annualized Operating Budget Impact **Annualized Operating Budget Impact** table, click Add new row 




Expenditure Category*	Fund Group*	Recurs*	Costs	Savings
-----------------------	-------------	---------	-------	---------

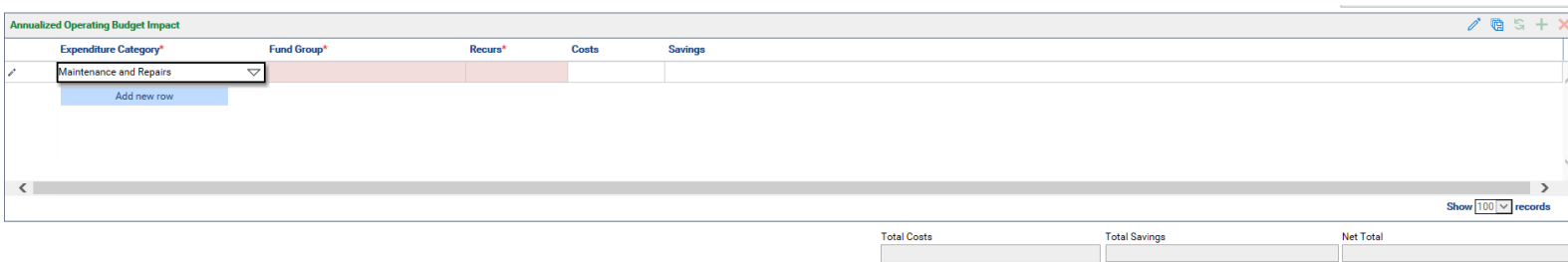
Annualized Operating Budget Impact

Add new row

Show 100 records

Total Costs Total Savings Net Total

In the Annualized Operating Budget Impact **Annualized Operating Budget Impact** table, click the drop-down arrow  to select the appropriate Expenditure Category **Expenditure Category***



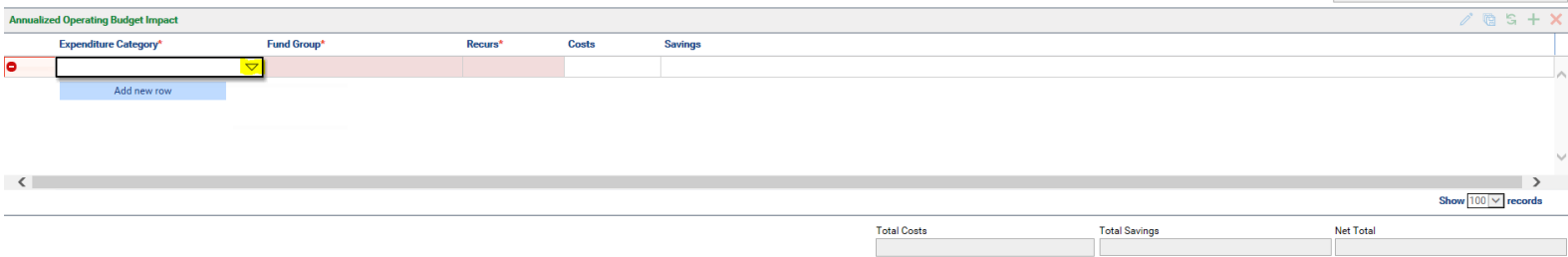
Expenditure Category*	Fund Group*	Recurs*	Costs	Savings
Maintenance and Repairs				

Annualized Operating Budget Impact

Add new row

Show 100 records

Total Costs Total Savings Net Total



Expenditure Category*	Fund Group*	Recurs*	Costs	Savings
-----------------------	-------------	---------	-------	---------

Annualized Operating Budget Impact

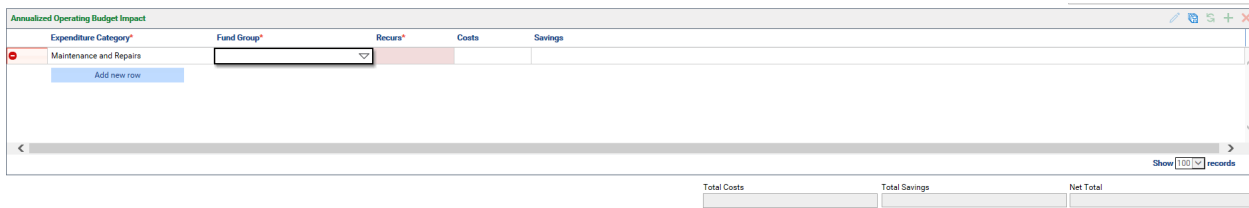
Add new row

Show 100 records

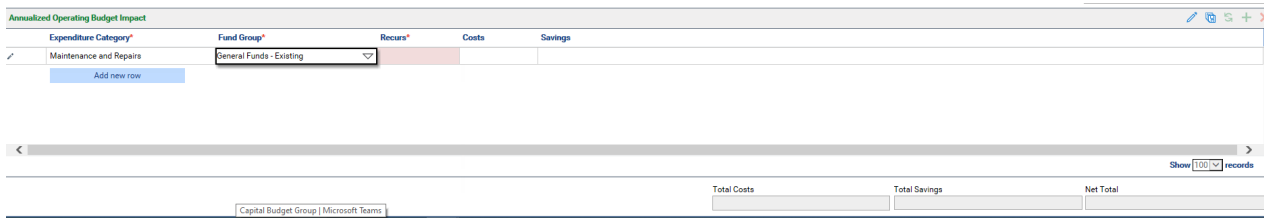
Total Costs Total Savings Net Total

In the Annualized Operating Budget Impact **Annualized Operating Budget Impact** table, tab over to the Fund Group **Fund Group*** field, or click in the Fund Group field.

Use the drop-down arrow  to select the appropriate Fund Group **Fund Group*** for the Expenditure Category **Expenditure Category*** selected.



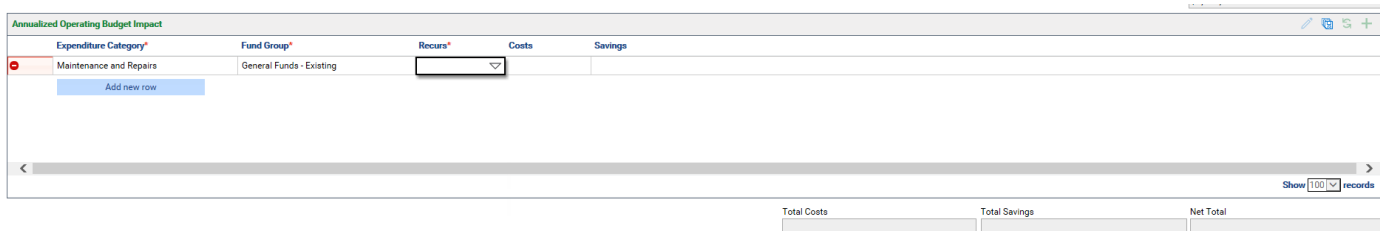
The screenshot shows a table with columns: Expenditure Category*, Fund Group*, Recurs*, Costs, and Savings. The first row has 'Maintenance and Repairs' in the Expenditure Category* column. The Fund Group* dropdown menu is open, showing a list of options. Below the table are summary fields for Total Costs, Total Savings, and Net Total. A 'Show 100 records' button is visible at the bottom right.



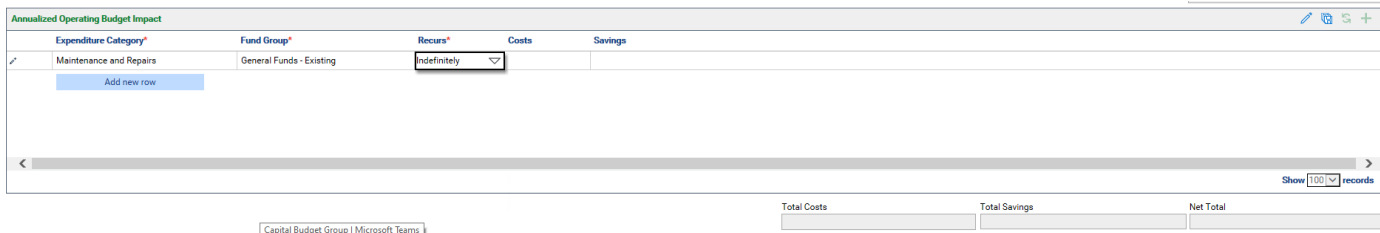
The screenshot shows the same table as above, but the Fund Group* dropdown menu is now closed and 'General Funds - Existing' is selected. The summary fields and 'Show 100 records' button are also present.

In the Annualized Operating Budget Impact **Annualized Operating Budget Impact** table, tab over to the Recurs **Recurs*** field, or click in the Recurs field.

Use the drop-down arrow  to select the appropriate Recurs **Recurs*** for the Expenditure Category **Expenditure Category*** selected.



The screenshot shows the table with 'Maintenance and Repairs' in the Expenditure Category* column and 'General Funds - Existing' in the Fund Group* column. The Recurs* dropdown menu is open, showing a list of options. Summary fields and 'Show 100 records' button are also present.



The screenshot shows the same table as above, but the Recurs* dropdown menu is now closed and 'Indefinitely' is selected. The summary fields and 'Show 100 records' button are also present.

In the Annualized Operating Budget Impact **Annualized Operating Budget Impact** table, tab over to the Costs **Costs** or Savings **Savings** field.

Enter the appropriated Cost or Savings amount for the Expenditure Category selected.

Expenditure Category*	Fund Group*	Recurs*	Costs	Savings
Maintenance and Repairs	General Funds - Existing	Indefinitely		\$3,000.00
Utilities	Other Funds - Existing	Indefinitely	\$500.00	
Add new row				
			Total Costs	Total Savings
			\$0.00	\$3,000.00
			Net Total	



Continue to Add new row until this table reflects the total expenditure categories for the project.

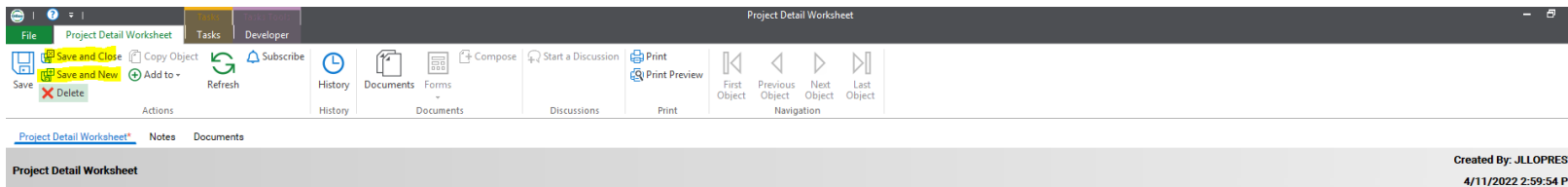
Click the Pencil  to exit edit mode and to save the entries in the table.

A net total Total will be provided at the bottom of the table for each the Costs **Costs** and Savings **Savings**

Expenditure Category*	Fund Group*	Recurs*	Costs	Savings
Maintenance and Repairs	General Funds - Existing	Indefinitely		\$3,000.00
Utilities	Other Funds - Existing	Indefinitely	\$500.00	
			Total Costs	Total Savings
			\$500.00	\$3,000.00
			Net Total	
			(\$2,500.00)	

The Project Detail Worksheet is fully complete and ready to be saved.

In the Header section, Click Save and New  Save and New if another Project Detail Worksheet needs to be created in that specific Plan Year, or Save and Close  Save and Close to return to the CPIP document,



Repeat Option #1 and/or Option #2 for each project to be included in the current CPIP submission.