#### **Project Detail Worksheet Instructions:**

After the CPIP document has been created by clicking +CPIP under CBO Project Planning

$\bigcirc$								
File	Home	CBO F	Project Plan	ning				
<b>Filters</b>	Calendars	<b>A</b> Favorites	Recently Viewed	<mark>-∳-</mark> CPIP				
	General							

The CPIP is now in the Construction phase. The screen prompted will be the CPIP at the high level. The CPIP created is for the current calendar year and will be for your specific Agency Name and Agency Code. Once the individual Project Detail Worksheets are created, they will be reflected in the appropriate Plan Year. There are Plan Years 1 thru 5 and they coincide with the five upcoming fiscal years.

⊖ I 2 ∓ I darka File CPIP Tasks	Tasks Tools Developer									CPIP - Cor	struction								-	8
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CPIP Notes Admin	Documents																			
CPIP - Construction																		Cre	eated By: JLLC	OPRES
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CPIP																				
Calendar Year																				
Agency Name								Agency Code												
Department of Administr	ration						~	✓ D500												
Plan Year 1																		ľ	05+	×
Priority*	Overall F	riority	Project Na	me			Projec	t Number	Sub	omission Typ	e	Request Type	Pro	roject Number Type	Estim	ated Project Costs	Annua	lized Operating Budg	jet Impact (Net	Total)
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																		Show 1	100 V records	;
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Plan Year 2	0 11		D : 11							· · Ŧ		D 17		·					' @ \$ +	×
Priority*	Overall F	riority	Project Na	me			Projec	t Number	Sub	omission Typ	e	Request Type	Pro	roject Number Type	Estim	ated Project Costs	Annua	ized Operating Budg	jet Impact (Net	l otal)
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																		Show 1	100 V records	
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(Note: The CBO Project Planning screen will remain open in the background)

Page | 1



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Plan Yea	ar 1									/ 🖪 S -	+ × +
	Priority*	Overall Priority	Project Name	Pro	oject Number Subm	ission Type R	equest Type	Project Number Type Estin	nated Project Costs Ann	nualized Operating Budget Impact (N	let Total)
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										Show 100 v recor	rds
						Total Est	imated 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.

C I O = I Tasks Tasks Tools Project Detail Worksheet	- & ×
Hic       Project Detail Worksheet       Lass       Developer         Image: Save and Close       Copy Object       Subscribe       Image: Save and New       Add to ~       Image: Save and New       Add to ~       Image: Save and New       Image	
Project Detail Worksheet Notes Documents Project Detail Worksheet	Created By: MHUGHES 4/8/2022 1:06:26 PM
Project Details	^
Plan Year PY2022-2023 Agency Name Agency Code Department of Administration D500	
Submission Type Request Type Project Number Type       Project Number	
98 Project Name*	
Priority - Plan Year* of Priority - Overall of of	
Project Type	/ 🐚 🛱 🕂 🗙
Project Type* Percentage	
	Show 100 V records

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

#### Using the drop-down arrow, select the appropriate option for the CPIP item to be created.

Submission Type	Request Type	Project Number Type
	<mark>, _</mark>	7

#### The system will automatically assign a Project Number to the Project Detail Worksheet item.

Project Number

98

#### Enter the Project Name.

roject Name*	
his is a brand new project	

Enter the Priority – Plan Year <sup>Priority - Plan Year\*</sup> 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	

In the Project Type	In	the	Proi	iect	Τνρε
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Total Percentage

#### In the Project Type Project Type\* table, click Add new row

Add new row

Project Type		1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
Project Type*	Percentage	
Add new row		
<		>
		Show 100 records
		Total Percentage

In	the Project 1	Гуре	Project Type*	table, click the drop-down	$\overline{\frown}$ arrow and select the	appropriate Project Type.
Project	t Туре					∕ @ \$ + ×
	Project Type*	Percentag	e			
•						~
	Add new row					
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						Show 100 v records
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Project T	ре		2 🕲 S 🕂 🗙
	Project Type*	Percentage	
1	Construct Additional Facility	$\bigtriangledown$	
	Add new row		
			×
<			>
			Show [100]
			Total Percentage

In the Project Type Project Type table, tab over to the Percentage Field, or click inside the Percentage field. Use the drop-down arrow verto select the appropriate Percentage for the Project Type.

Project	Гуре		🧷 🖻 S 🕂 🗙
	Project Type*	Percentage	
r	Repair/Renovate Existing Facility/System	100	
	Add new row		
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		Т	otal Percentage



Project Type		/ 🕞 S 🕂 🗙
Project Type*	Percentage	
Repair/Renovate Existing Facility/System	100	
1 - 1 of 1 records		Show 100 🗸 records
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In the Facility Type Facility Type table, click the Pencil



Facility Type		💋 🔞 S 🕂 🗙
Facility Type*	Percentage	
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		Show 100 V records
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#### In the Facility Type Facility Type\* table, click Add new row

Add new row

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Facility	ility Type			🧪 🐚 S 🕂 🗙
	Facility Type*	Percentage		
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In t	he Facility Type	Facility Type*	table, click the drop-down arrow	
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	Facility Type* Per	rcentage		
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Facility Ty	pe			à S + X
	Facility Type*	Percentage		
1	Office/Administration	$\bigtriangledown$		~
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			Show [100]	✓ records
			Total Percentage	

In the Facility Type table, Facility Type\* tab over to the Percentage Percentage field, or click inside the Percentage field. Use the drop-down arrow To select the appropriate Percentage for the Facility Type.

Facility 1	Facility Type		
	Facility Type*	Percentage	
1.	Office/Administration	100	. ▽ _
	Add new row		
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<u>.</u>			Total Percentage

 If additional rows are needed, click Add new row
 Add new row
 and repeat the process as many times as needed.

 Click the Pencil
 Image: The entries in the table.

#### The Total Percentage <sup>Total Percentage</sup> at the bottom <u>must equal 100%</u>.

Facility Type		/ 🐚 S 🕂 🗙
Facility Type*	Percentage	
Office/Administration	100	
1 - 1 of 1 records		Show 100 V records
		Total Percentage
		100_





Building Components Affected		
Building Component Affected*	Percentage	
		~
		Show 100 🗸 records
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#### In the Building Components Affected Building Component Affected\* table, click Add new row

Building Components Affected	Auilding Components Affected		
Building Component Affected*	Percentage		
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In the Building Components Affected Building Component Affected\*





Add new row

#### appropriate Building Component Affected.

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			Total Percentage

Building	Components Affected			1 🐚 S +	×
	Building Component Affected*		Percentage		
1	Interior Finishes/Flooring/Fixtures	$\bigtriangledown$			~
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				Total Percentage	

In the Building Components Affected Building Component Affected\* table, tab over to the Percentage field, or click inside the Percentage field. Use the drop-down arrow Component Affected.

Building	Components Affected				🧪 🐚 🗟 🕂 🗙
	Building Component Affected*	Percentage			
12	Interior Finishes/Flooring/Fixtures	100			
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<					Show 100 V records
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If ac	ditional rows a	are needed, click Add new row	Add new row	and repeat the process as many	r times as
nee	ded.				
Clic	k the Pencil	to exit edit mode and to sa	we the entries in the table.		
The	Total Percenta	ge Total Percentage at the bottom	must equal 100%.		
Building (	Components Affected				🧷 🕲 S 🕂 🗙
	Building Component Affected*	Percentage			
	Interior Finishes/Flooring/Fixtures	100			
					·
1-1 of 1 n	ecords				Show 100 v records

Total Percentage

The next three sections are fillable fields, and they must all be completed.

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

**<u>Rationale</u>**: Why is the project needed?

Alternatives Considered: What other options were considered?

Summary of Work"	
Rationale*	
Alternatives Considered"	

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

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?

In the Estimated Project Costs	Estimated Project Costs	table, click the Pencil
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he Pencil	ľ	

Estimated Project Costs				<mark>*</mark> 🖻 🖌 🕇	<b>⊦ ×</b>
Expenditure Type	GL Code	Amount*	-		
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			Show	100 V record	ds
			Total		

## In the Estimated Project Costs

table, click Add new row

Add new row

Estimated Project Costs	nated Project Costs				
Expenditure Type	GL Code	Amount*			
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				Show 100 V records	
			Total		

In the Estimated Project Costs Estimated Project Costs tal	able, click the magnifying glass.	٩
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Estimate	Estimated Project Costs				
	Expenditure Type	GL Code	Amount*		
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	Add new row	-			
				$\sim$	
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				Show 100 records	
				Total	

## All the capital related Cost Types, general ledger (GL) Codes will be presented. Select a Cost Type

and click OK.

OK	
UK.	

Cost Type	GL Code
• • T <sub>X</sub>	• • T <sub>X</sub>
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

Estimat	Estimated Project Costs			1	s + ×
	Expenditure Type	GL Code	Amount*		
1	Renovations-Buildings & Additions-Interiors	5071230000			~
	Add new row	-			
					$\sim$
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				Show 100 🗸	records
				Total	

In the Estimated Project Costs table, tab over to the Amount field, or click in the Amount Amount\* field.

Enter the appropriate estimated project cost amount **Estimated Project Costs** for the expenditure type selected.

Estimated Project Costs				
	Expenditure Type	GL Code	Amount*	
1	Renovations-Buildings & Additions-Interiors	5071230000	250000.00	~
	Add new row			
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				Show 100 v records
			Ţ	otal

Continue to Add new rows until this table reflects the total estimated cost of the project.

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

#### A Total <sup>Total</sup> will be provided at the bottom of the table.

Estimat	nated Project Costs			
	Expenditure Type	GL Code	Amount <sup>4</sup>	
	Renovations-Buildings & Additions-Interiors	5071230000	\$2,500,000.00	
	Fee-Architectural, Engineering & Other	5071210000	\$63,000.00	
	Other Capital Outlay Costs	5072210000	\$175,000.00	
r	Contingencies-Capital Projects	5072250000	273800	
	Add new row			
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I - 3 of 3	records			Show 100 records
				Total
				\$2,738,000.00

Estimated Project Costs				
	Expenditure Type	GL Code	Amount*	
	Renovations-Buildings & Additions-Interiors	5071230000	\$2,500,000.00	
	Fee-Architectural, Engineering & Other	5071210000	\$63,000.00	
	Other Capital Outlay Costs	5072210000	\$175,000.00	
	Contingencies-Capital Projects	5072250000	\$273,800.00	
				V
1 - 4 of 4	records			Show 100 records
				Tetal  \$3,011,800.00



Fund Sources			💋 🔞 S 🕂 🗙
Fund Type*	GL Code	Amount* Fund Stat	tus*
			$\checkmark$
			Show 100 V records
			Total

In the Fund Sources Fund Sources table, click Add new row

Add new row

# Fund Sources Image: Supersonal Sources Fund Type\* GL Code Amount\* Fund Status\* Add new row Image: Supersonal Sources Image: Supersona Sources </



### All the capital related Fund Types <sup>Fund Type\*</sup> will be presented. Select a fund type and click OK.



und Sources						Ø
Fund Type*	GL Code	Amount*	Fund Status*			
[CP] STATE APPR	٩ 36008000	\$0.00				
Add new row						
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						Show 100
					Total	

Name		GL Code	Description	
	T <sub>X</sub>	• • T <sub>X</sub>		$\tau \; T_X$
[CP] CIB		30438000	[CP] Capital Improvement Bonds	
[CP] CIB - R&M(G)		30438005	[CP] Capital Improvement Bonds - R&M(G)	
[CP] CIB - R&M		30438010	[CP] Capital Improvement Bonds - R&M	
[CP] CIB - CAP		30438020	[CP] Capital Improvement Bonds - Capital	
[CP] CIB - FM		30438030	[CP] Capital Improvement Bonds - Fac. Mgt.	
[CP] AFS - CIB		30439000	[CP] AFS - Capital Improvement Bonds	
[CP] DEPT CIB		31438000	[CP] Dept. Capital Improvement Bonds	
[CP] DEPT CIB - R&M(G)		31438005	[CP] Dept. Capital Improvement Bonds - R&M(	G)
[CP] DEPT CIB - R&M		31438010	[CP] Dept. Capital Improvement Bonds - R&M	
[CP] DEPT CIB - CAP		31438020	[CP] Dept. Capital Improvement Bonds - Capita	il
[CP] INSTITUTION BDS		32358000	[CP] Institution Bonds	
[CP] AFS - INST BDS		32359000	[CP] AFS - Institution Bonds	
[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 - Capita	I
[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.
[CP] AFS - CAP RES FD	36039000	[CP] AFS - Capital Reserve Fund
[CP] AFS - ATHLETIC FD	38079000	[CP] AFS - Athletic Funds
[CP] OTHER FDS	39078000	[CP] Other Funds
[CP] OTHER FDS ENT	39078001	[CP] Other Funds Entities
[CP] OTHER FDS EXT	39078002	[CP] Other Funds External
[CP] OTHER - R&M(G)	39078005	[CP] Other Funds - R&M(G)
[CP] OTHER - R&M	39078010	[CP] Other Funds - R&M

[CP] OTHER - ENT - R&M	39078011	[CP] Other Funds - Other Entities - R&M
[CP] OTHER - EXT - R&M	39078012	[CP] Other Funds - Other External - R&M
[CP] OTHER - ENT - R&M(G)	39078015	[CP] Other Funds - Other Entities - R&M(G)
[CP] OTHER FDS - CAPTL	39078020	[CP] Other Funds - Capital
[CP] OTHER - ENT - CAPTL	39078021	[CP] Other Funds - Other Entities - Capital
[CP] OTHER - EXT - R&M	39078022	[CP] Other Funds - Other External - R&M
[CP] OTHER - FM	39078030	[CP] Other Funds - General Services
[CP] OTHER - ENT - GS	39078031	[CP] Other Funds - Other Entities - General Svcs.
[CP] OTHER - EXT - GS	39078032	[CP] Other Funds - Other External - General Svcs.
[CP] OTHER - MP	39078040	[CP] Other Funds - Motor Pool
[CP] OTHER - ENT - MP	39078041	[CP] Other Funds - Other Entities - Motor Pool
[CP] OTHER - EXT - MP	39078042	[CP] Other Funds - Other External - Motor Pool
[CP] AFS - OTHER FDS	39079000	[CP] AFS - Other Funds
[CP] FEDERAL	57878000	[CP] Federal Funds
[CP] FED - INT FD	57878001	[CP] Federal Funds - Internal Fund
[CP] FED - R&M	57878010	[CP] Federal Funds - R&M
[CP] FED - INT - R&M	57878011	[CP] Federal Funds - Internal Fund - R&M
[CP] FED - INT - R&M(G)	57878015	[CP] Federal Funds - Internal Fund - R&M(G)
[CP] FED - CAPITAL	57878020	[CP] Federal Funds - Capital
[CP] FED - INT - CAPTL	57878021	[CP] Federal Funds - Internal Fund - Capital
[CP] AFS - FEDERAL	57879000	[CP] AFS - Federal Funds

In the Fund Sources Fund Sources table, tab over to the Amount Amount field, or click in the Amount field.

Enter the appropriate fund source amount for the fund type selected.

Fund	Sources				🧷 🐚 S 🕂 🗙
	Fund Type*	GL Code	Amount*	Fund Status*	
r	[CP] STATE APPR	36008000	1500000		
	Add new row			-	
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					Show 100 V records
				Total	
In t Use	the Fund Sources <sup>Fund So</sup> e the drop-down arrow	ta to	ble, tab o select the	over to the Fund Status <sup>Fund Status*</sup> field, or click in the Fund Status f e appropriate Fund Status <sup>Fund Status*</sup> for the Fund Type <sup>Fund Type*</sup> se	ield. elected.
Fund S	Cources				2 🐚 S + 🗙
	Fund Type*	GL Code	Amount*	Fund Status*	
0	[CP] STATE APPR	36008000	\$1,500,000.00		
	Add new row				
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					Show 100 V records
				Total	
Fund	Sources				🧷 🖻 S 🕂 🗙
	Fund Type*	GL Code	Amount*	Fund Status*	
er.	Fund Type* [CP] STATE APPR	GL Code 36008000	Amount* \$1,500,000.00	Fund Status* Previously Approved	
~ 0	Fund Type* [CP] STATE APPR Add new row	GL Code 36008000	Amount* \$1,500,000.00	Fund Status* Previously Approved	
<i></i> 0	Fund Type* [CP] STATE APPR Add new row	GL Code 36008000	Amount* \$1,500,000.00	Fund Status* Previously Approved	
0	Fund Type* [CP] STATE APPR Add new row	GL Code 36008000	Amount* \$1,500,000.00	Fund Status* Previously Approved	▽^
	Fund Type* [CP] STATE APPR Add new row	GL Code 36008000	Amount* \$1,500,000.00	Fund Status* Previously Approved	▽ ~
/ 0	Fund Type* [CP] STATE APPR Add new row	GL Code 36008000	Amount* \$1,500,000.00	Previously Approved	▽ ^
/ 0	Fund Type* [CP] STATE APPR Add new row	GL Code 36008000	Amount* \$1,500,000.00	Previously Approved	Show 100 records
/ 0 (	Fund Type* [CP] STATE APPR Add new row	GL Code 36008000	Amount* \$1,500,000.00	Previously Approved	Show 100 V records

Continue to Add new rows until this table reflects the total fund sources for the project.

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

#### A Total Total will be provided at the bottom of the table.

Fund S	ources				2 🖻 S 🕂 🗙
	Fund Type*	GL Code	Amount*	Fund Status*	
	[CP] STATE APPR	36008000	\$1,500,000.00	Previously Approved	
	[CP] CAP RES - CAPTL	36038020	\$1,000,000.00	Previously Approved	
r	[CP] OTHER FDS - CAPTL	39078020	\$511,800.00	Fully Collected/Committed	$\bigtriangledown$
•	Add new row				
1-2 of	2 records				Show 100 V records
					Total [\$2,500,000.00

Fund Sources					📝 🕲 S 🕂 🗙
Fund Type*		GL Code	Amount*	Fund Status*	
[CP] STATE AF	PPR	36008000	\$1,500,000.00	Previously Approved	
[CP] CAP RES	- CAPTL	36038020	\$1,000,000.00	Previously Approved	
[CP] OTHER FE	DS - CAPTL	39078020	\$511,800.00	Fully Collected/Committed	
					Ų
1 - 3 of 3 records					Show 100 v records
				Total \$3.011.800.00	

#### Note: The total Estimated Project Cost Amount and total Fund Source Amount in the tables must be equal.

Estimate	d Project Costs				2 @ S +	- ×
	Expenditure Type	GL Code	Amount*			
	Renovations-Buildings & Additions-Interiors	5071230000	\$2,500,000.00			
	Fee-Architectural, Engineering & Other	5071210000	\$63,000.00			
	Other Capital Outlay Costs	5072210000	\$175,000.00			
	Contingencies-Capital Projects	5072250000	\$273,800.00			
						~
1 - 4 of 4 i	records				Show 100 ▼ record	s
					Total <mark>(\$3,011,800,00</mark>	
Fund Sou	rces				2 🔞 S 🕇	- X
	Fund Type*	GL Code	Amount*	Fund Status*		
	[CP] STATE APPR	36008000	\$1,500,000.00	Previously Approved		
	[CP] CAP RES - CAPTL	36038020	\$1,000,000.00	Previously Approved		
	[CP] OTHER FDS - CAPTL	39078020	\$511,800.00	Fully Collected/Committed		
						~
1 - 3 of 3 i	ecords				Show 100 Y record	5
					Total <mark>\$3,011,800.0</mark> 0	

ating Budget

In the Annualized Operating Budget Impact Annualized Operating Budget Impact	table, click the Pencil
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			Savings	Costs	Recurs*	Fund Group*	Expenditure Category*	
Show 100 🗸 records								
Net Total	Total Savings	Total Costs						

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

#### Add new row

Annualized Operating Budget Impact								🧪 🐚 S 🕂 🕽	Ļ
Expenditure Category*	Fund Group*	Recurs*	Costs	Savings					
Add new row									~
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<								>	
								Show 100 v 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\*

Annuali	zed Operating Budget Impact							/ @ S	; + X
	Expenditure Category*	Fund Group*	Recurs*	Costs	Savings				
12	Maintenance and Repairs	$\bigtriangledown$							_
	Add new row								
									$\sim$
<									>
								Show 100 🗸 re	ecords
						Total Costs	Total Savings	Net Total	
Annuali	zed Operating Budget Impact							/ 🐚 5	G + X
	Expenditure Category*	Fund Group*	Recurs*	Costs	Savings				
•									~
	Add new row								
									$\sim$
<									>
								Show 100 V	ecords
						Total Costs	Total Savings	Net Total	

In the Annualized Operating Budget Impact<sup>Annualized Operating Budget Impact</sup> table, tab over to the Fund Group <sup>Fund Group\*</sup> 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.

Annualiz	d Operating Budget Impact							Û	' 🕲 S 🕂 🗙
	Expenditure Category*	Fund Group*	Recurs*	Costs	Savings				
•	Maintenance and Repairs	7	7						~
	Add new row		_						
									$\sim$
<									>
								Show	100 V records
						Total Costs	Total Savings	Net Total	

Annual	zed Operating Budget Impact								🧪 🐚 S 🕂 🗙
	Expenditure Category*	Fund Group*	Recurs*	Costs	Savings				
l.	Maintenance and Repairs	General Funds - Existing	$\bigtriangledown$						~
	Add new row								
									~
<									>
									Show 100 V records
						Total Costs	Total Savings	Net Total	
		Capital Budget Group   Microso	ft Teams						

In the Annualized Operating Budget Impact<sup>Annualized Operating Budget Impact</sup> table, tab over to the Recurs field, or click in the Recurs field.

Use the drop-down arrow  $\overline{\simeq}$  to select the appropriate Recurs <sup>Recurs\*</sup> for the Expenditure Category <sup>Expenditure Category\*</sup> selected.

								1.1.1.1		_
Annualiz	ed Operating Budget Impact								🧷 🐚 S 🕂 >	¢
	Expenditure Category*	Fund Group*	Recurs*	Costs	Savings					
•	Maintenance and Repairs	General Funds - Existing		$\overline{}$						~
	Add new row			_						
										~
<									>	
									Show 100 V records	
						Total Costs	Total Savinge	Net Total		

Annual	lized Operating Budget Impact								🧪 🐚 🕾 🕂 🗙
	Expenditure Category*	Fund Group*	Recurs*	Costs	Savings				
r	Maintenance and Repairs	General Funds - Existing	Indefinitely	$\bigtriangledown$					~
	Add new row								
									$\sim$
<									>
									Show 100 V records
						Total Costs	Total Savings	Net Total	

Capital Budget Group | Microsoft Teams |

In the Annualized Operating Budget Impact<sup>Annualized Operating Budget Impact</sup> table, tab over to the Costs Costs or Savings

field.

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

Annualiz	ed Operating Budget Impact							/ 🖪	s + X
	Expenditure Category*	Fund Group*	Recurs*	Costs	Savings				
	Maintenance and Repairs	General Funds - Existing	Indefinitely		\$3,000.00				
1	Utilities	Other Funds - Existing	Indefinitely	500.00					
	Add new row				-				
									$\sim$
<									>
1 - 1 of 1 i	ecords							Show 100 🗸	records
						Total Costs	Total Savings	Net Total	
						\$0.00	\$3,000.00		

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

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

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

Annualiz	ed Operating Budget Impact							2 🖲 S 🕂 🗙
	Expenditure Category*	Fund Group*	Recurs*	Costs	Savings			
	Maintenance and Repairs	General Funds - Existing	Indefinitely		\$3,000.00			
	Utilities	Other Funds - Existing	Indefinitely	\$500.00				
1 - 2 of 2	records							Show 100 records
						Total Costs	Total Savings	Net Total
						\$500.00	\$3,000.00	

Click Save

Save

at the top of the Project Detail Worksheet.

I     I     File     File     File     Project Detail Worksheet     Tasks     Developer	Project Detail Worksheet	- & ×
We have and Close (Copy Object We have and New ⊕ Add to - We hete Actions	Image: Compose History     Compose Compose Forms     Start a Discussion     Print Preview       History     Documents     Discussions     Print Preview       History     Documents     Discussions     Print Preview	
Project Detail Worksheet* Notes Documents		
Project Detail Worksheet		Created By: MHUGHES 4/11/2022 10:47:37 AM

#### A Net Total Net Total is now included in the Annualized Operating Budget Impact table.

Annuali	Annualized Operating Budget Impact										
	Expenditure Category*	Fund Group*	Recurs*	Costs	Savings						
	Maintenance and Repairs	General Funds - Existing	Indefinitely		\$3,000.00						
	Utilities	Other Funds - Existing	Indefinitely	\$500.00							
1.0.(0)									er (1991)		
1 - 2 of 2	records								Show 100 V records		
						Total Costs	Total Savings	Net Total			
						\$500.00	\$3,000.00	(\$2,500,00)			

The Project Detail Worksheet is fully complete.

In the Header section, Click Save and New <sup>Save and New</sup> if another Project Detail Worksheet needs to be created, or Save and Close <sup>Save and Close</sup> to return to the CPIP document,

Image: Constraint of the second se		Project Detail Worksheet	- 6 ×
Image: Save and Close     Image: Copy Object     Subscribe       Save and New          ⊕ Add to - X Delete           • Add to - Refresh	History Documents Forms	n ⊜ Print ⊗ Print Preview First Previous Next Last Object Object Object	
Actions Project Detail Worksheet* Notes Documents	History Documents Discussions	Print Navigation	
Project Detail Worksheet			Created By: JLLOPRESTI 4/11/2022 2:59:54 PM

Repeat all of the above steps for each project to be included in the CPIP submission.

#### Additional Items to Note:

- All amounts should be entered as whole dollars. Any cents entered will be rounded to the nearest whole dollar.
- The system is designed to initiate hard stops when data is partially or incorrectly entered.
- There are six tables included in the Project Detail Worksheet:
  - Project Type
  - Facility Type
  - Building Components Affected
  - Estimated Project Costs
  - Fund Sources
  - Annualized Operating Budget Impact

\* Each table works independently in the Project Detail Worksheet, and as such, each table must be completed in its entirety before moving on to the next table or section in the document.

\* There are five icons in each table in the CPIP and Project Detail Worksheet that support the function of each table.

They are: 🧪 🐚 🕏 🕂 🗙

<u>Pencil</u> : The Pencil should be used in the Project Detail Worksheet. The Pencil puts a table in edit mode. The table must be put into edit mode to begin entry and to save data and exit edit mode.

Disk: The Disk can be used to save the data entered on an individual line. However, the table will remain in edit mode until the Pencil is clicked to remove the table from edit mode.

Refresh: The Refresh button will refresh the table and the data entered. Refreshing the data is helpful if updates are not immediately recognized by the system.

+ <u>Plus</u>: The Plus should be used at the CPIP level only, to create a new Project Detail Worksheet and is not designed to work in the individual Project Detail Worksheets.

<u>Delete</u>: The Delete can be used in the CPIP, as well as the individual Project Detail Worksheets to delete a fully completed line item. The table must be in edit mode, and the line must be fully completed in order to complete the delete option.