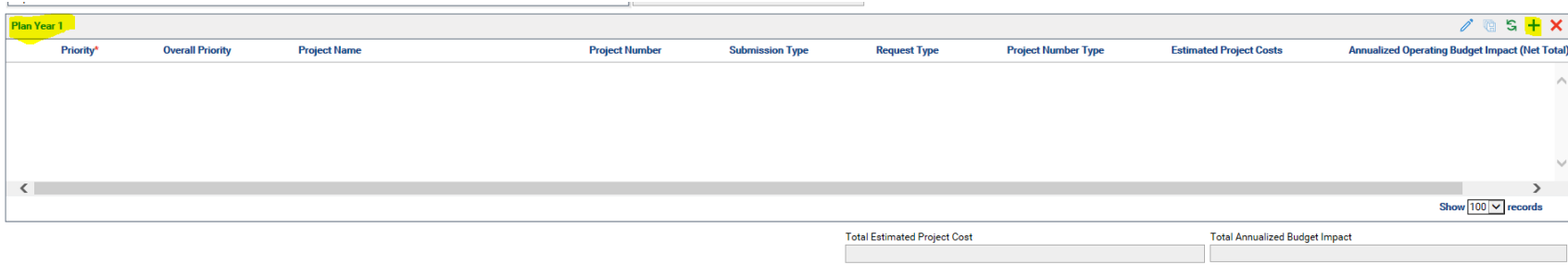


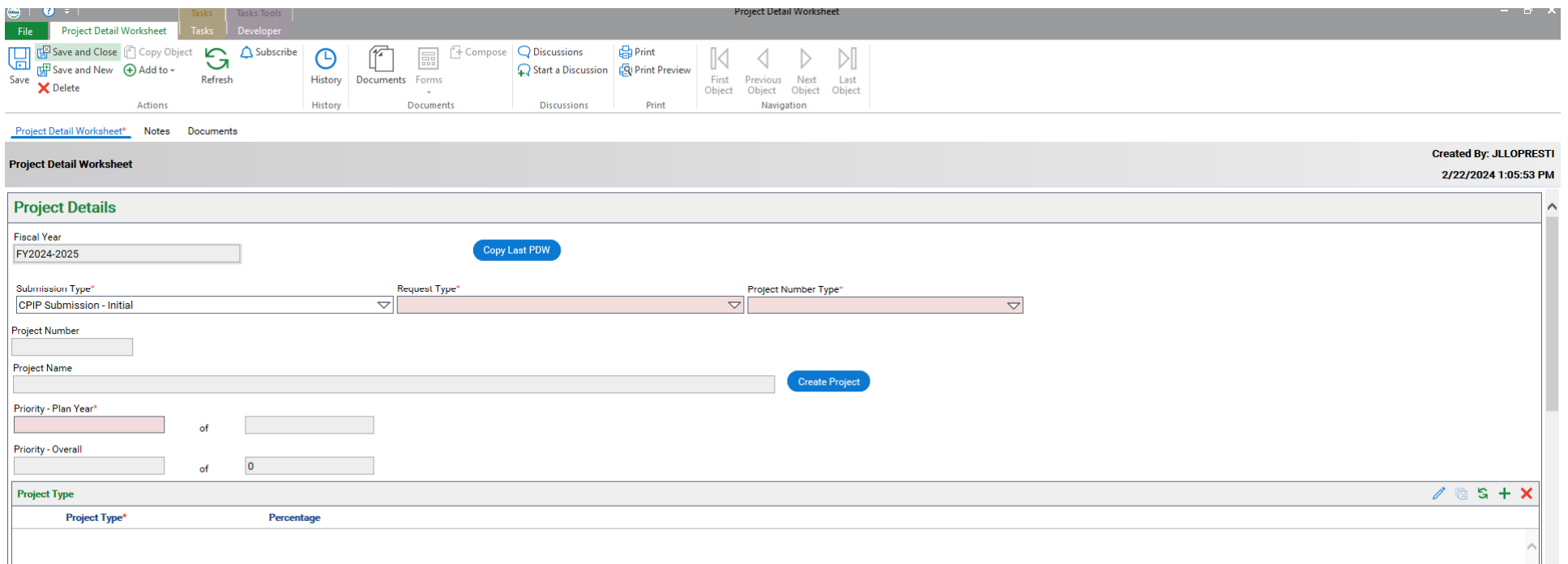
Project Detail Worksheet Creation (Manual) Instructions:

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)
							Total Estimated Project Cost	Total Annualized Budget Impact

The 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 manual function.

Option # 1 - Copy Last PDW

Copy Last PDW

Option # 2 - Create Project

Create Project

Option # 2 - Create Project: This option should be selected if the CPIP item being created was not included in the most recent prior year CPIP. All Project Detail Worksheet data will require manual entry.

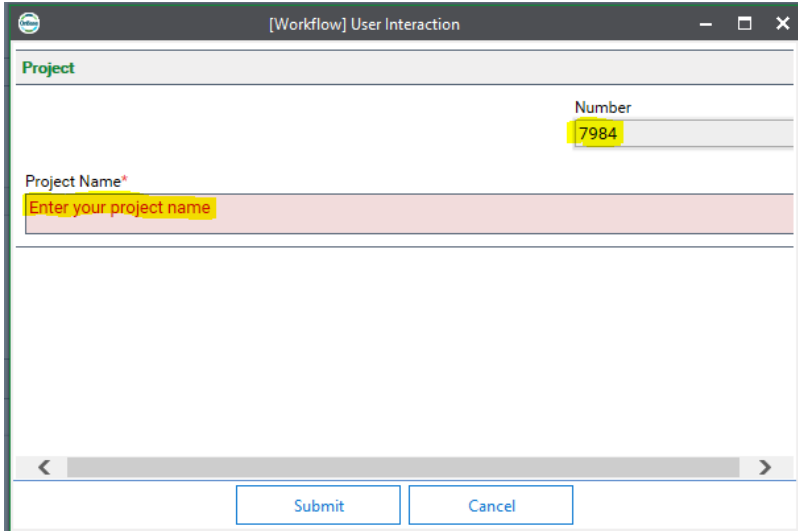
Note: Create Project should only be selected if the CPIP item being created was not included in the prior year CPIP. If it was included, skip this set of instructions and go back to Option #1.

Option #2 – Instructions

Click Create Project

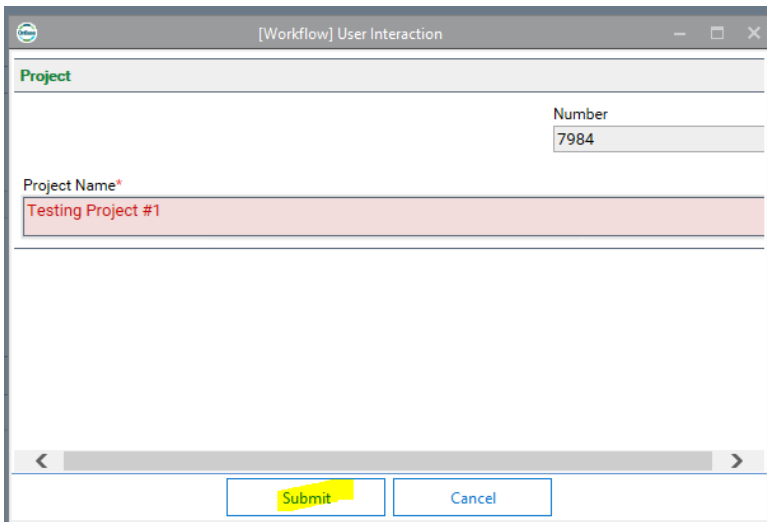
Create Project

A screen will appear to enter the Project Name. This must be unique and specific to the project. Project Names cannot be duplicated. The system will not allow a Project Name to be used more than once. A unique CPIP Number will be generated for the project as well.



The screenshot shows a window titled "[Workflow] User Interaction" with a "Project" header. It contains two input fields: "Number" with the value "7984" and "Project Name*" with a placeholder "Enter your project name". Below the fields are "Submit" and "Cancel" buttons.

Enter the Project Name. Click Submit.



The screenshot shows the same window as the previous one, but the "Project Name*" field now contains the text "Testing Project #1". The "Submit" button is highlighted in yellow.

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

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



beside Request Type

Request Type*

For CPIP Submission – Initial items, click the drop-down arrow and select New CPIP Item.



beside Project Number Type

Project Number Type*

Project Detail Worksheet Created By: JLLOPRESTI
2/23/2024 1:46:39 PM

Project Details

Fiscal Year
FY2024-2025

Submission Type* Request Type* Project Number Type*
CPIP Submission - Initial

Project Number
7984

Project Name
Testing Project #1

Priority - Plan Year* of
Priority - Overall of 1

Project Type

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

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

Submission Type*
Existing Project

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



beside Request Type

Request Type*

For an Active PIP, click the drop-down arrow



beside Project Number Type and select Active PIP

Project Number Type*
Active PIP

Project Detail Worksheet Created By: JLLOPRESTI
3/5/2024 10:36:51 AM

Project Details

Fiscal Year
FY2024-2025

Submission Type* Request Type* Project Number Type*
Existing Project Funding Request Active PIP

Project Number
2381

Project Name
Energy Facility Replace Boiler

Priority - Plan Year* of 7
Priority - Overall of 14

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

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

Priority - Plan Year*


1

of

Priority - Overall

of

1


In the Project Type **Project Type** table, click the Pencil 

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

Show 100 records

Total Percentage


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

Project Type*	Percentage
	

Show 100 records

Total Percentage

In the Project Type **Project Type*** table, click the drop-down  arrow and select the appropriate Project Type.




Project Type*	Percentage
<input type="text"/>	

Add new row

Show 100 records

Total Percentage




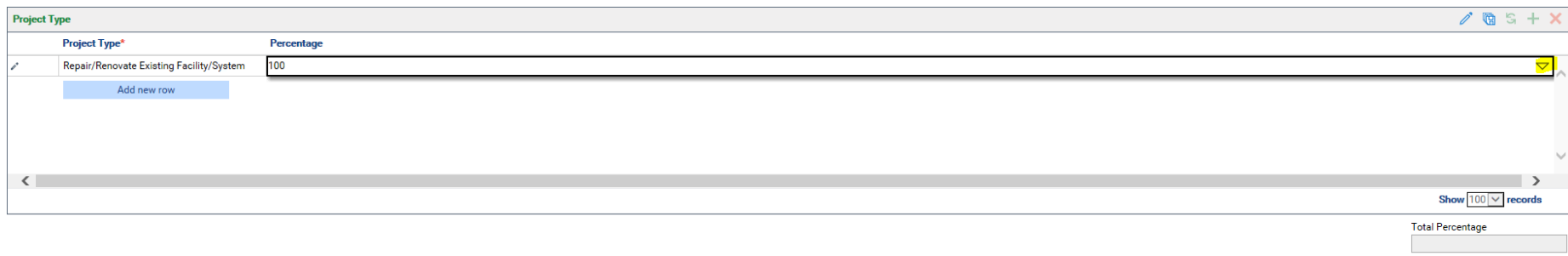
Project Type*	Percentage
Construct Additional Facility	

Add new row

Show 100 records

Total Percentage

In the Project Type **Project Type*** table, 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 Project Type.



Project Type*	Percentage
Repair/Renovate Existing Facility/System	100

Add new row

Show 100 records

Total Percentage

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.

In the Facility Type **Facility Type** table, click the Pencil



Facility Type*	Percentage
----------------	------------

Facility Type

Show 100 records

Total Percentage

In the Facility Type **Facility Type*** table, click Add new row

Add new row

Facility Type*	Percentage
Add new row	

Facility Type

Show 100 records

Total Percentage

In the Facility Type **Facility Type*** table, click the drop-down arrow



to select the appropriate Facility Type.

Facility Type*	Percentage
▼	

Facility Type

Add new row

Show 100 records

Total Percentage


Facility Type*	Percentage
Office/Administration	

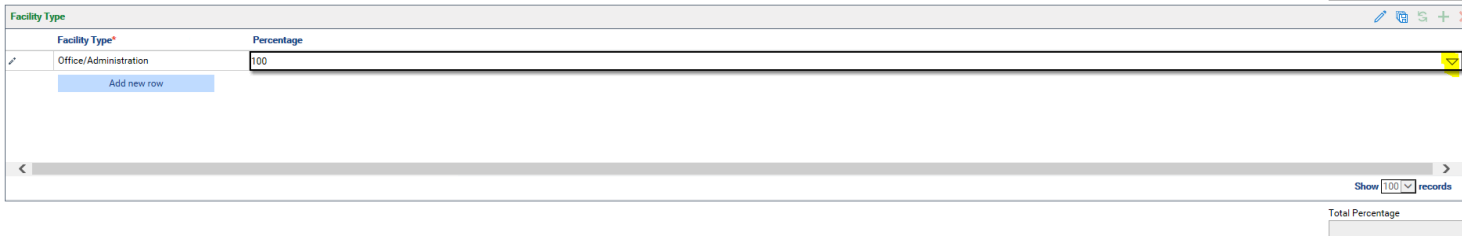
Facility Type

Add new row

Show 100 records

Total Percentage

In the Facility Type **Facility Type*** table, 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 Type*	Percentage
Office/Administration	100

Add new row


Show 100 records

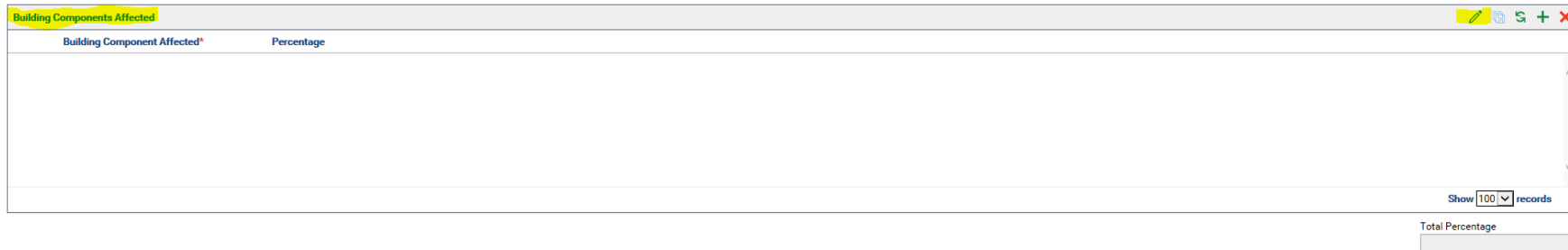
Total Percentage

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.

In the Building Components Affected **Building Components Affected** table, click the Pencil 

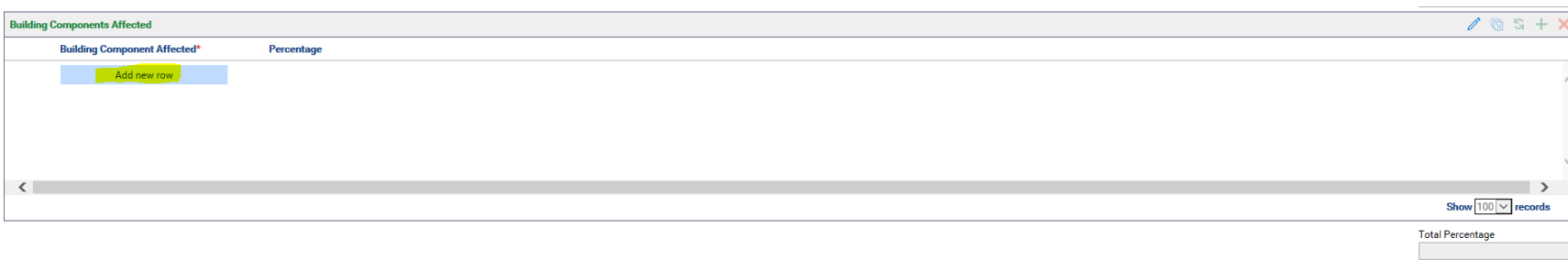


Building Component Affected*	Percentage
------------------------------	------------

Show 100 records

Total Percentage

In the Building Components Affected **Building Component Affected*** table, click Add new row 



Building Component Affected*	Percentage
------------------------------	------------

Add new row

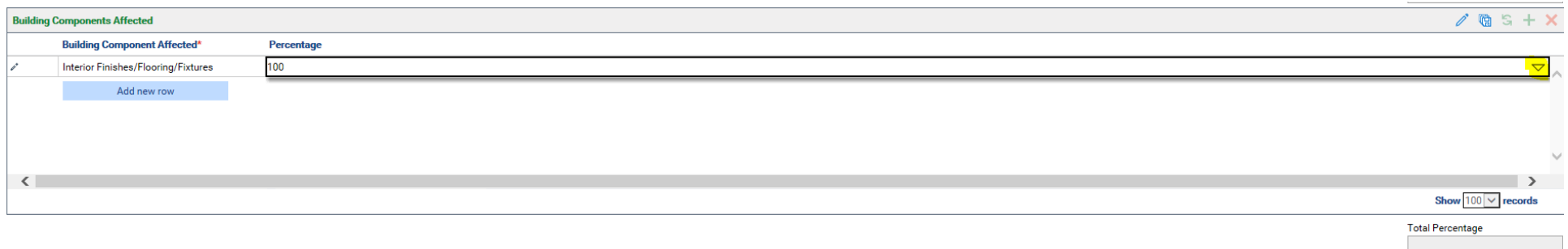
Show 100 records

Total Percentage

In the Building Components Affected **Building Component Affected*** table, click the drop-down arrow  to select the appropriate Building Component Affected.



In the Building Components Affected **Building Component Affected*** table, 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 Building Component Affected.



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 they must all be completed.

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?

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



Estimated Project Costs		
Expenditure Type	GL Code	Amount*

Show 100 records

Total

In the Estimated Project Costs

Estimated Project Costs

table, click Add new row

Add new row

Estimated Project Costs		
Expenditure Type	GL Code	Amount*
Add new row		

Show 100 records

Total

In the Estimated Project Costs

Estimated Project Costs

table, click the magnifying glass.



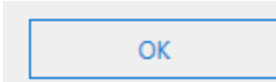
Estimated Project Costs		
Expenditure Type	GL Code	Amount*
Add new row		

Show 100 records

Total

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

and click OK.



Cost Type	GL Code
<input type="checkbox"/> ▼ ⌵x	<input type="checkbox"/> ▼ ⌵x
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

Expenditure Type	GL Code	Amount*
Renovations-Buildings & Additions-Interiors	5071230000	

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.

Expenditure Type	GL Code	Amount*
Renovations-Buildings & Additions-Interiors	5071230000	2,500,000.00

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.

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

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

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

Total
\$3,011,800.00

Fund Type*	GL Code	Amount*	Fund Status*
[CP] STATE APPR	36080000	\$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

Total
\$3,011,800.00

In the Fund Sources **Fund Sources** table, click the Pencil



Fund Type*	GL Code	Amount*	Fund Status*
------------	---------	---------	--------------

Show 100 records

Total

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



Fund Type*	GL Code	Amount*	Fund Status*
Add new row			

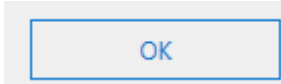
Show 100 records

Total

In the Fund Sources **Fund Sources** table, click the magnifying glass.



All the capital related Fund Types **Fund Type*** will be presented. Select a fund type and click OK.



Name	GL Code	Description
[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 - Capital
[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 - 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.
[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

Fund Sources			
Fund Type*	GL Code	Amount*	Fund Status*
[CP] STATE APPR	36008000	\$0.00	

Total

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			
Fund Type*	GL Code	Amount*	Fund Status*
[CP] STATE APPR	36008000	1500000	

Total

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

Use the drop-down arrow  to select the appropriate Fund Status **Fund Status*** for the Fund Type **Fund Type*** selected.

Fund Type*	GL Code	Amount*	Fund Status*
[CP] STATE APPR	36008000	\$1,500,000.00	

Buttons: Add new row

Show 100 records

Total

Fund Type*	GL Code	Amount*	Fund Status*
[CP] STATE APPR	36008000	\$1,500,000.00	Previously Approved

Buttons: Add new row

Show 100 records

Total
\$0.00

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.

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

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

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 records

Show 100 records

Total
\$3,011,800.00

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 records

Show 100 records

Total
\$3,011,800.00

In the Annualized Operating Budget Impact **Annualized Operating Budget Impact** table, click the Pencil




Expenditure Category*	Fund Group*	Recurs*	Costs	Savings
Show 100 records				
Total Costs			Total Savings	Net Total

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

Add new row


Expenditure Category*	Fund Group*	Recurs*	Costs	Savings
Add new row				
Show 100 records				
Total Costs			Total Savings	Net Total

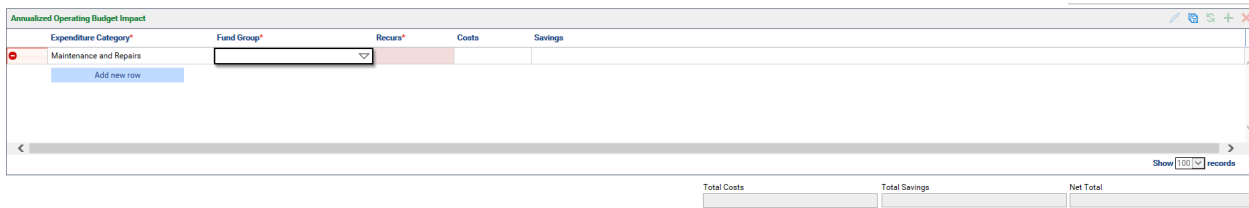
In the Annualized Operating Budget Impact **Annualized Operating Budget Impact** table, click the drop-down arrow  to select the appropriate Expenditure Category **Expenditure Category***

Expenditure Category*	Fund Group*	Recurs*	Costs	Savings
Maintenance and Repairs				
Show 100 records				
Total Costs			Total Savings	Net Total

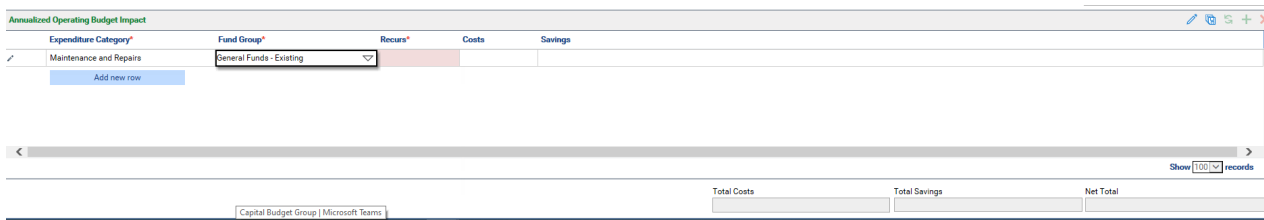
Expenditure Category*	Fund Group*	Recurs*	Costs	Savings
Show 100 records				
Total Costs			Total Savings	Net Total

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.



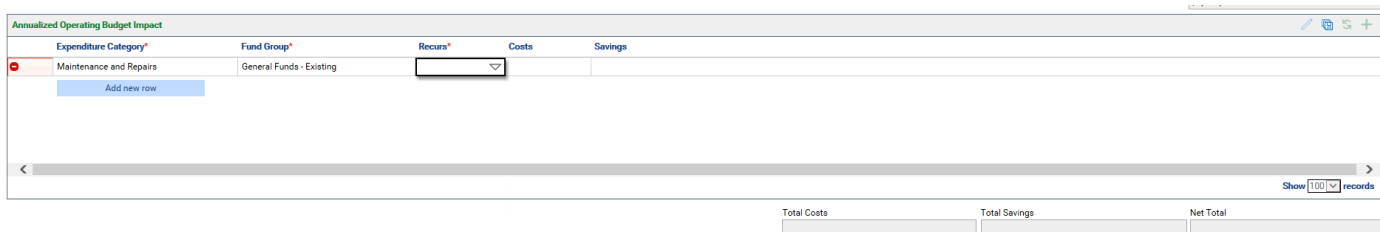
The screenshot shows a table with columns: Expenditure Category*, Fund Group*, Recurs*, Costs, and Savings. The first row has 'Maintenance and Repairs' in the Expenditure Category* column. The Fund Group* dropdown menu is open, showing a list of options. Below the table, there are summary fields for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



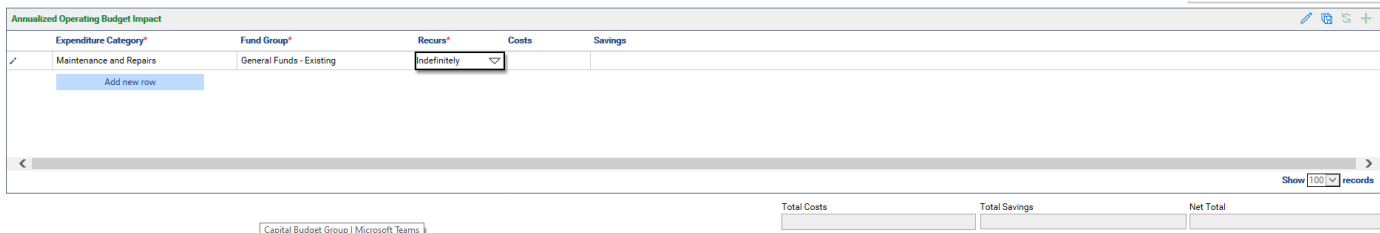
The screenshot shows the same table as above, but now 'General Funds - Existing' is selected in the Fund Group* dropdown menu. The summary fields and 'Show 100 records' button are also present.

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 'General Funds - Existing' selected in the Fund Group* dropdown. The Recurs* dropdown menu is now open, showing a list of options. The summary fields and 'Show 100 records' button are also present.



The screenshot shows the table with 'General Funds - Existing' selected in the Fund Group* dropdown and 'Indefinitely' selected in the Recurs* dropdown menu. 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.

Annualized Operating Budget Impact				
Expenditure Category*	Fund Group*	Recur*	Costs	Savings
Maintenance and Repairs	General Funds - Existing	Indefinitely		\$3,000.00
Utilities	Other Funds - Existing	Indefinitely	500.00	
Add new row				

1 - 1 of 1 records

Show 100 records

Total Costs	Total Savings	Net Total
\$0.00	\$3,000.00	

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**



Annualized Operating Budget Impact				
Expenditure Category*	Fund Group*	Recur*	Costs	Savings
Maintenance and Repairs	General Funds - Existing	Indefinitely		\$3,000.00
Utilities	Other Funds - Existing	Indefinitely	\$500.00	

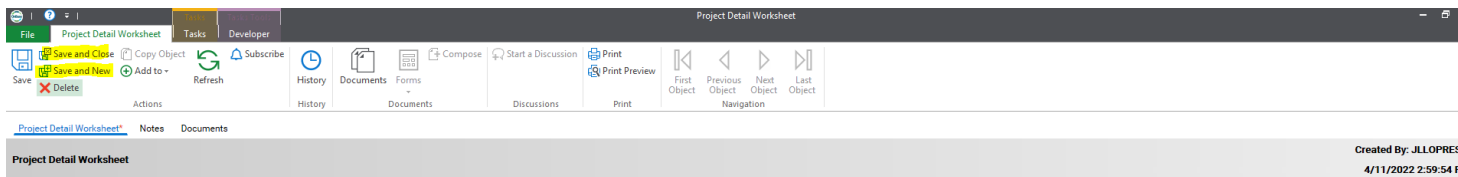
1 - 2 of 2 records

Show 100 records

Total Costs	Total Savings	Net Total
\$500.00	\$3,000.00	(\$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.