MANAGEMENT AND BUDGET

Capital Budget System

State Agency User Guide
Revised April 2019

MANAGEMENT AND BUDGET

Table of Contents

2020 Capital Budget Deadline Dates for State Agencies

May 1, 2019	Capital Budget Instructions and CBS User Guide are issued
June 14, 2019	State agencies **must** submit the preliminary request in CBS. The following screens **must** be complete: • Project Overview • Funding Sources
July 15, 2019	Preliminary agency requests are forwarded to the legislature (without Governor's recommendations)
June-September 2019	MMB staff review requests and meet with agencies or entities as needed. Legislative committees and MMB staff gather information about projects and programs and conduct site visits.
September 13, 2019	For state agencies, the following documents **must** be complete: • Agency Profile (hard copy changes to MMB Sharepoint) • Strategic Planning Summary (uploaded in CBS)
October 18, 2019	Agencies **must** submit the final request in CBS by completing the following screens: • Project Overview • Funding Source • Project Cost • Statutory Requirements • Upload documents
By the first week of December 2019	MMB issues state revenue and debt capacity forecasts
January 15, 2020	Governor submits his 2020 Strategic Capital Budget to the Legislature
By end of May 2020	Legislature adopts and Governor approves the 2020 bonding (capital investment) bill

Capital Budget System Access

Every user in the Capital Budget System (CBS) must be authorized; to gain CBS access a completed authorization form signed by your supervisor or agency capital budget coordinator must be emailed to Minnesota Management & Budget at Budget.Finance.mmb@state.mn.us. The Budget Systems Authorization form for state agencies is located on the Minnesota Management & Budget website State Agency Budget Systems Authorization Form.

Capital Budget System Functional Overview and Process

The Capital Budget System (CBS) is designed to centrally collect capital project requests from state agencies and local governments and present the information in a common format so that decision makers can evaluate and select capital project requests for state GO (General Obligation) bond funding or other state funds.

CBS consists of the following major functions:

Security controls system sign-on and access rights for various user groups. Capital Budget System security is controlled by user ID/password, user role, and entity (agency number or local government name). Your user role controls access to the various menu options, screens, and functions in CBS. The five user roles in CBS are:

Role	Function
Legislative User	Run reports
Agency	Enter and submit capital requests in CBS; run reports
Local	Enter and submit capital requests in CBS; run reports
EBO	Reviews agency capital requests; run reports
MMB Admin	User support, system maintenance, system documentation, training, run reports.

Create a Request allows state agencies and local units of government to gather data relating to a capital project request into a uniform format. Access to the request screens is based on user security. Features of the **Create a Request** functionality include:

- Users may draft requests in the system and submit the request for MMB review when data entry is complete. Requests will be in draft status to allow for editing until an agency is ready to submit it for MMB review and submission to the legislature.
- Many screen fields have a drop down list available for easier data entry.
- Supporting documentation in multiple formats may be uploaded directly into the Capital Budget System.
- Previous funding and costs associated with ongoing projects is entered at a detailed level on the Project Cost and Funding Sources screens.

- Users may preview their requests before submitting them for review.
- The Statutory Requirements screen has links to each applicable statute and leads users through a series of questions to help them make an informed decision as to which statutes apply to a project.
- Most narrative fields allow for copy and pasting from a Word document; however some are plain text fields, which do not support formatting features such as bold, italics, etc.

Preview and Submit displays a capital request in its entirety to allow users to review a request before submitting it for MMB review.

The Capital Budget Process

The primary capital budget process is mandated by statute and begins in odd numbered years for consideration in even numbered legislative sessions. Agencies or local units of government that request funding for major capital improvements must submit their requests to MMB for review, analysis and possible inclusion in the governor's capital budget.

The governor's recommendations are prepared and forwarded to the legislature on January 15th of the even year. After review and amendment, the capital bonding bills are sent to the floor of each house and require a three-fifths affirmative vote. Through the subsequent conference committee process, the bonding bill is sent back to each house for reconsideration. Upon passage, the bonding bill is sent to the governor who can veto, line-item veto or approve the legislation.

The state bonding bill authorizes specific capital projects and funding amounts, and also allows bond proceeds to be used as the primary source of financing.

Capital projects must meet several state constitutional requirements (Article XI, Section 5) to receive state bond funds:

- publicly owned
- capital expenditure
- public purpose
- clearly set forth in law

For more information on the capital budget process and requirements go to the MMB Capital Budget Instructions website at https://mn.gov/mmb/budget/budget-instructions/capbud/.

How to Use the Capital Budget System

Logging into CBS

CBS is a web application. You log into the Capital Budget System through the State of Minnesota Administrative Portal: https://mn.gov/adminportal using your state ID (employee number) and password.

To log into CBS:

1. Open an internet browser session. You may use Internet Explorer 11 or Google Chrome. (Note: Screen prints in this manual are from Internet Explorer 11)
2. Navigate to the State of Minnesota Administrative Portal: https://mn.gov/adminportal.

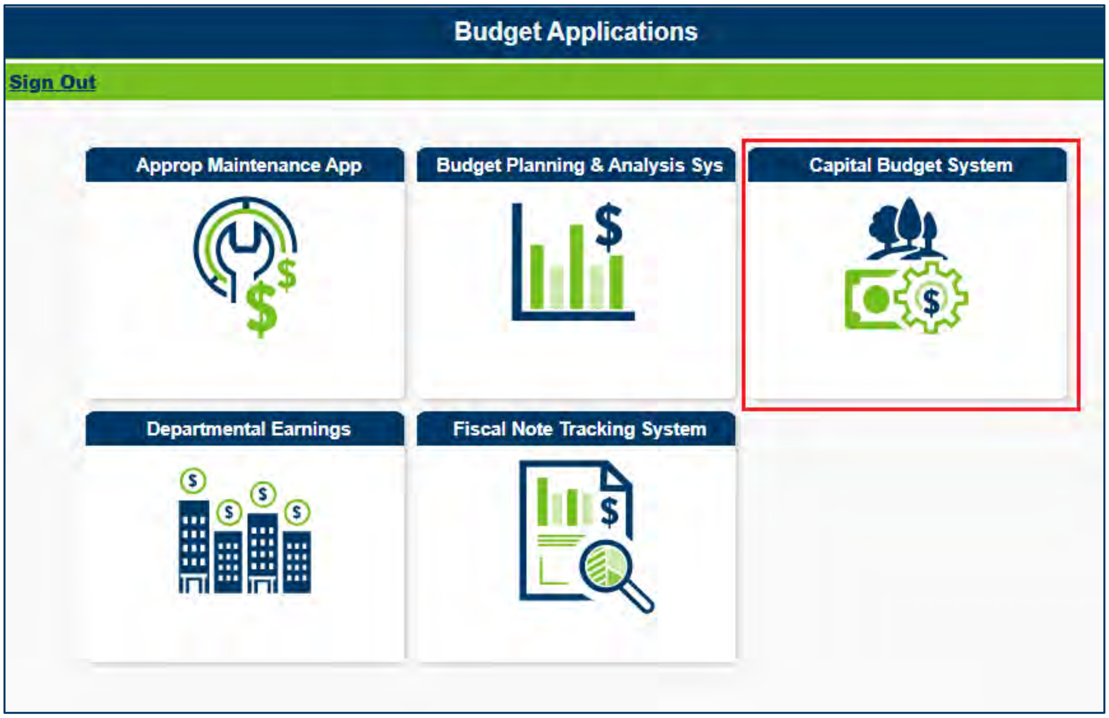
3. Enter your user ID (state employee number) and password. Click Sign In.

4. On the Home Page, select the Budget Applications tile.

<u>Home Page</u>

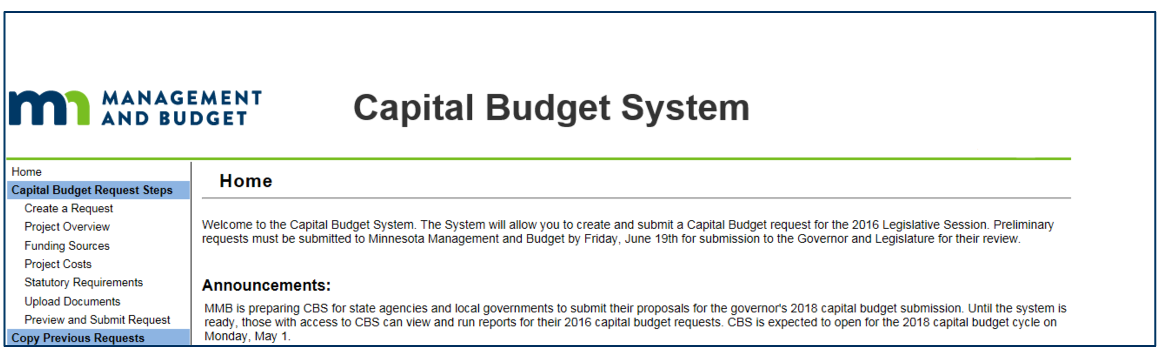
5. On the Budget Application page, select Capital Budget System tile.

Budget Applications Page



Navigation

The Home Page is displayed when CBS opens. System announcements from MMB appear on this page. The menu on the left hand side of the screen lists all of the system functions available for your user role. You may use this menu to navigate through the system by clicking on an item.



There are seven (7) forms or screens used for submitting a capital request. Clicking on **Capital Budget Request Steps** will bring you to a page with links to each of the forms and a brief description.

Home > Create Request > Project Overview > Funding Sources > Project Costs > Statutory Req > Upload Docs > Preview & Submit

Capital Budget Request Steps

Below are descriptions of each of the screens required to submit a capital budget request. Once a request is created, navigation of the system requires first selecting a project from the request list on the Create a Request screen.

1. Create a Request

   This is the starting place for creating a capital budget request. To create a new request, select the request year, enter a project name in the New Project Name field, and click Create New Request. All created requests for a selected fiscal year will display in the List of Requests box.

2. Project Overview

   Users add all of the narrative information on a capital budget request, such as project descriptions, rationale, and construction dates. This page also allows local government users to upload and describe any resolutions of support received for the project.

3. Funding Sources

   Users add all funding sources committed, pending and requested for the capital budget request. Funding sources include agency operating budgets, federal funds, local government funds, or private funds.

4. Project Cost

   Users first complete the Project Costs Directions form, and then are directed to either a detailed Project Cost form or a summary Project Cost form. If a user answers any of the questions on the Project Costs Directions form with 'Yes', users will be directed to the detailed Project Cost form; if all the answers are 'No', users will be directed to the summary level Project Costs form.

5. Statutory Requirements

   The Statutory Requirements screen asks users to respond to 12 questions regarding the statutory requirements that must be met for capital bonding projects. Users must answer each question before continuing.

6. Upload Documents

   Each state agency must upload an agency profile and strategic plan. If a state agency has an asset preservation request, they must upload an asset preservation project spreadsheet in the Other Documents field. Otherwise, Other Documents are optional. The documents you upload for one request, will display for EVERY request entered.

7. Preview and Submit Request

   Users review all data entered for a request. After all of the data is determined to be accurate, users may click "Submit Request" to formally submit their preliminary and final capital budget requests.

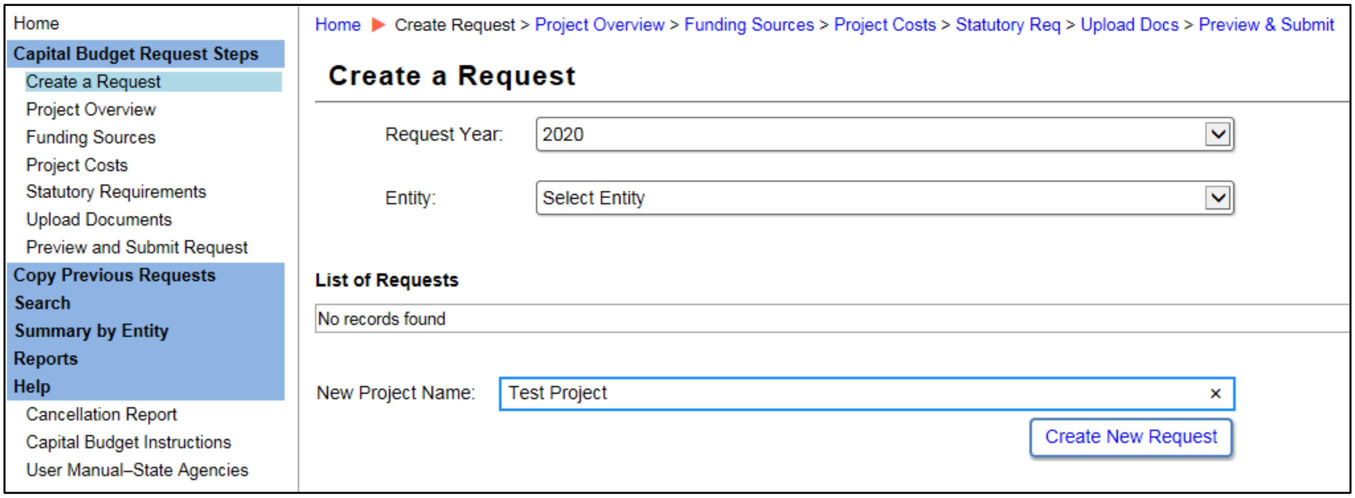
The screens do not need to be completed in the order listed, with the exception of **Create a Request**. You must enter a project name in the **Create a Request** field before you can progress to any other step or screen.

Entering and Submitting a Capital Budget Request

Creating a Capital Budget Request – Step by Step

Step 1: Create a Request

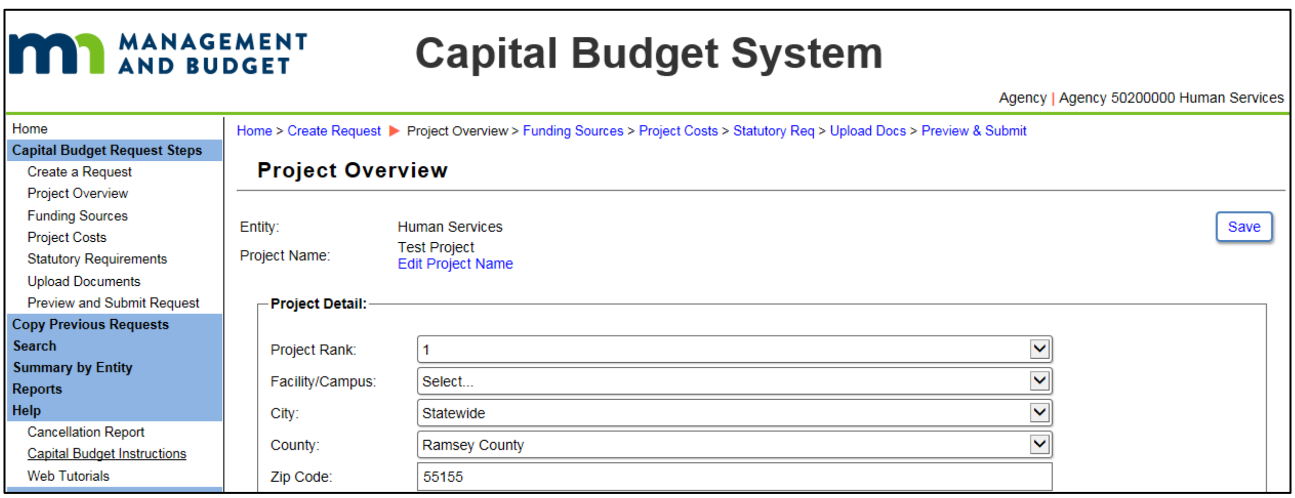
1. Click on the Create a Request link on the left navigation menu. The request year should default to the current fiscal year: 2020. The agency or agencies you have access to will appear in the Entity field.



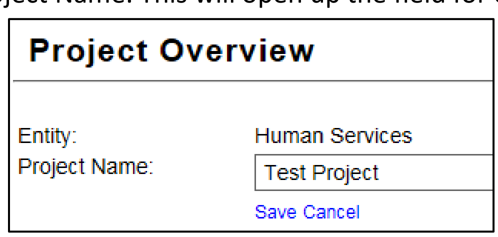
2. Notice the 'breadcrumbs' above the Create a Request heading. You may also use these to navigate in CBS.
3. As projects are created for an agency, they will be listed here with their rank, request amounts, and status. You will navigate to the Create a Request screen to select a project to edit, view, or delete.
4. Enter a project name in the New Project Name field and click on the 

button. You will be taken to the Project Overview screen.

Step 2: Project Overview



5. On the Project Overview screen, you will enter the details about the project. The entity (agency) and the project name defaults to this screen. If you notice a mistake or wish to change the project name, click on Edit Project Name. This will open up the field for editing.



Proceed to enter information on the Project Overview screen, as appropriate for the project.

Note: *Not all fields on the Project Overview are required*. Please refer to the 2020 Capital Budget Deadline Dates (at the beginning of the manual) for directions on which fields you must complete and by which due date. If a field is not applicable, leave it blank or, for dropdowns, leave the default "Select…" field.

The table below lists each field on the Project Overview screen, and a description. When completing the fields on this screen, be sure to go to the upper right hand corner of the screen and click **Save** often. This will save all the text even if you leave the form.

Field	Field Description
Project Rank	Each project must be assigned a rank or "No Rank" based on the agency's priority order. Choose a rank from the drop down list for your project.
Facility/Campus	State agencies with multiple campuses or facilities, select the applicable campus or facility. No values will be available from the drop down menu if this field does not apply to your agency.
City	Select the city in which the project is located. If this is a statewide project, select "Statewide."
County	County will automatically populate when City is selected. You may also select the county from the dropdown, if the default is not correct.
Zip Code	Enter a 5-digit zip code
Contact Name	Enter project contact name and contact information.
Contact Title	
Contact Phone	
Contact Email	
Project Summary	Summarize the request in two sentences. This is a plain text field with a 500 character limit. Example: *"$10 million in state funds is requested to acquire land, predesign, design, construct, furnish and equip a new building for the department of X to be located in X."*
Project Description	Describe the project in detail, including: scope, total cost, key funding sources, etc. See Appendix A for Narrative Tips for help entering the narrative.
Project Rationale	Why is this project needed? Justify this request. See Appendix A for Narrative Tips for help entering the narrative.
Project Timeline	Describe the sequence of the project by month/year (predesign, engineering, design, construction etc.). Summarize other influencing factors or interactions (ex: coordinating the request with other projects).

Field	Field Description
Other Considerations	Any additional information that decision makers should know about this project.
Who will own the facility?	Entity that will own the facility. This is a plain text field with a 1,000 character limit.
Who will operate the facility?	Entity that will operate the facility. This is a plain text field with a 2,000 character limit.
Who will use or occupy the facility?	Who will be using the facility? Will it be leased? This is a plain text field with a 2,000 character limit.
Public Purpose	Describe the public purpose served by this project. This field is for local units of government; agencies should leave this field blank. This is a plain text field with a 1,000 character limit.
Impact on Operating Budgets	Required under M.S. 16A.11, subd. 5. Summarize the project's impact on the agency's operating budget over the upcoming six-year period. This section should provide a brief narrative only, since specific costs per year are identified on the Project Costs screen.
Anticipated Encumbrance Date	State agencies, when do you expect the funds to be encumbered for the project? You may type in the date (mm/dd/yyyy) or select from the calendar.
Anticipated Mid-Point of Construction	Midpoint between arrival of site work crews and certificate of occupancy. For construction projects that will span multiple years. A mid-point of construction should not be entered for asset preservation or state program requests. This date will trigger the system-calculated inflation factor applied to the project cost.
Inflation Checkbox	State agencies should not select the checkbox option. State agency requests should rely on CBS-generated inflation.
Anticipated End Date	Date the facility is available to be occupied.
Project Phase	If this project is phased, note the phase of this request.
Description of Previous State Appropriations	Enter the year, amount, and purpose of any previous appropriations related to this request.
Statutory Program Citation	If you are requesting funds for a program established in statute, enter the legal citation.
Project Type	Select the project type that describes your request. If the request fits more than one type, select "Multiple." If the project type isn't listed, select "Other." See Appendix B for project type definitions.

Field	Field Description
Facility Condition Index	If an independent assessment has been conducted on your facility, such as a facility condition assessment through the Dept. of Administration, choose from the drop down list.

After you have completed the fields, select **Save & Continue** to save your project and to navigate to the Funding Sources screen, or **Clear Screen** to delete everything off the page. Note: **Clear Screen** does not delete the project; it simply clears out the form.

Step 3: Funding Sources

The Funding Sources screen is where entities will enter the sources of funding for the project. The funding sources for funding received in prior years as well as for the request years. To enter prior funding sources for ongoing projects, click the Show Prior Years link. Years going back to 2014 will be available for entry. The fields in this screen consist of the following:

All dollar amounts entered in CBS are in thousands.

Field	Field Entry Explanation
Request Amount and Prior Yr State Appropriations	Enter the amount (in thousands) of any prior year state appropriations received, as well as the funds requested for 2020. If the project is phased and additional state funds will be requested in 2022 and 2024, you should enter those amounts as well.
Funds Already Committed to the Project	Enter matching funds that have already been committed to the project – in prior years or for the request year.
Funds Pending	Enter any matching funds that are pending and have not yet been committed to the project.
Comments on Prior Year Funding	Comments or further information on project funding from previous years.
Comments on Funding Request	Comments or further information on the funding request for the project.
Additional Comments on Sources of Funds	Comments or further information on funding sources.

1. **Request Amount**: To enter a Prior Year or the Request amount, click Edit in the General Obligation Bonds row. This will allow you to enter request amounts (in thousands) for the request year 2020 and the planning years

2022-24. If the project will not require GO bonding, leave this row blank and proceed to the next step.

Request Amount and Prior Yr State Appropriations							
Request Amount (Dollars in Thousands)	Request Year 2020	Request Year 2022	Request Year 2024	Request Total	Project Total	Edit	Delete
General Obligation Bonds	10,878	0	0	10,878	10,878	Edit	

a. To add other funding sources other than General Obligation Bonds, click on Add Request Fund. This will create a row which contains a drop down list to select other types of funding. You may add as many funding sources as appropriate. Save after each row.

Request Amount and Prior Yr State Appropriations							
Request Amount (Dollars in Thousands)	Request Year 2020	Request Year 2022	Request Year 2024	Request Total	Project Total	Edit	Delete
General Obligation Bonds	0	0	0	0	0	Edit	
GO Bonds-User Financing						Save	Cancel
Add Request Fund							

2. **Funds Already Committed to the Project**: If agency or federal funds have already been committed to the project, enter them in the fields by clicking on Add Committed Fund. Select a fund from the list, enter dollars in thousands, click Save after each line. Skip this section if no other funding sources have been used for this project. If funds were committed in a prior year to this project (e.g., for predesign), click on the Show Prior Years link and enter the funds previously committed to the project. Skip if this does not apply.

Funds Already Committed to the Project							
Funds Already Committed (Dollars in Thousands)	Request Year 2020	Request Year 2022	Request Year 2024	Request Total	Project Total	Edit	Delete
Other State Funds						Save	Cancel
Add Committed Fund							

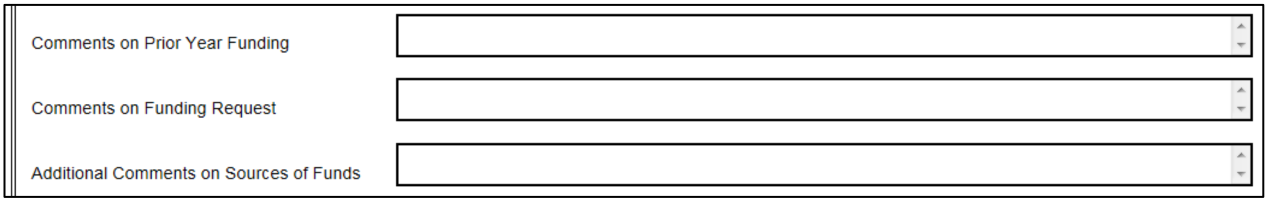
3. **Funds Pending**: If funds are pending (e.g., federal match) follow the same procedure as above and select Add Pending Fund. Skip if this does not apply.

Funds Pending							
Funds Pending (Dollars in Thousands)	Request Year 2020	Request Year 2022	Request Year 2024	Request Total	Project Total	Edit	Delete
Other State Funds	846	0	0	846	846	Edit	Delete
Add Pending Fund							

4. CBS will calculate the subtotals and grand total for the project. No data entry is required in these fields.

Total Funding Sources Related to the Request	11,724	0	0	**11,724**	**11,724**
Matching Funds %	7%	0%	0%	7%	7%

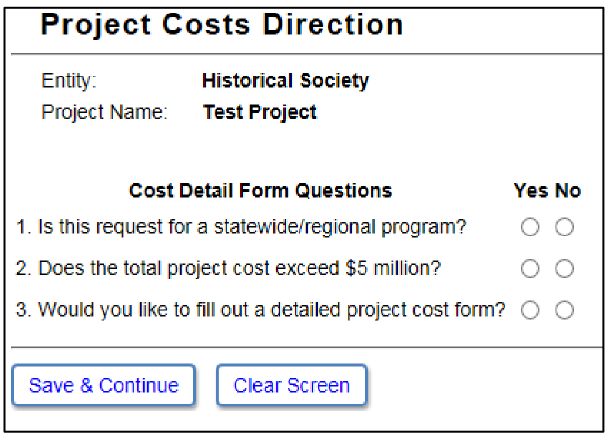
5. If you have comments on any of the funding source fields, you may enter them in the comment fields on the form. These are plain text fields with a character limit of 2,000 and <u>do not support images or graphs</u>. These fields are optional; however if you have entered prior year funding committed to this request, please provide a description of it.



6. When you are finished entering the **Funding Sources**, click one of the buttons at the bottom of the screen. Clicking **Save & Continue** will save entered information and take you to the **Project Costs Direction** screen.

Step 4: Entering Project Costs

In order to enter the project cost data, you are first required to answer the questions on the **Project Costs Direction** screen. How you answer the three questions determines whether project cost data is entered at a detailed level or a summary level.



Click Yes or No radio button for each question:

1) Is this request for a statewide/regional program?
2) Does the total project cost exceed $5 million?
3) Would you like to fill out a detailed project cost form?

If your answers to 1 and 2 are "no", you may still opt to enter the project cost data at a detailed level by clicking "Yes" as the answer to question #3.

You will be prompted with a message informing you that these questions cannot be changed once they are saved. Click OK. Click **Save & Continue** when finished. The appropriate project cost screen will appear. If you answer 'yes' to any of the questions, you will be directed to the detailed project costs screen. If you answer 'no' to all of the questions, then you will be directed to the summary project costs screen. The summary project costs screen has users enter data at a high level, while the detail screen asks for more specific project cost categories. Below is a screenprint of the summary project cost screen:

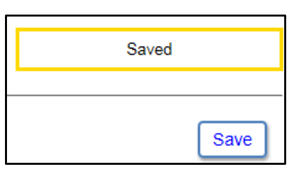
Project Cost Category (Dollars in Thousands)	Request Year 2020	Request Year 2022	Request Year 2024	Request Total	Project Total
Property Acquisition				0	0
Predesign Fees				0	0
Design Fees				0	0
Project Management				0	0
Construction				0	0
Relocation Expenses				0	0
One Percent for Art				0	0
Occupancy Costs				0	0
Sub-Total Project Cost				**0**	**0**

These instructions are applicable for both the detailed cost screen (shown below) as well as the summary cost screen (shown above). If a project cost row does not apply, leave it blank.

1. As with the **Funding Sources** screen, you may display prior year costs by clicking the Show Prior Years link at the top left. Enter whole dollars in thousands in each appropriate row. Rows and columns greyed out are for system calculations and are read only.
2. This form functions similarly to an Excel spreadsheet; you may tab from cell to cell. Enter dollar amounts in thousands (**without commas**) in the appropriate years, tab or click from cell to cell.
3. When you have entered amounts in a row, tab to another row to see the system calculate the subtotals and totals for your project.

Project Cost Category (Dollars in Thousands)	Prior Year 2014	Prior Year 2015	Prior Year 2016	Prior Year 2017	Prior Year 2018	Prior Year 2019	Prior Total	Request Year 2020	Request Year 2022	Request Year 2024	Request Total	Project Total
Acquisition of Land, Land Easements, Options												
Acquisition of Land and Buildings												
Property Acquisition												
Predesign Fees												
Predesign Fees												
Schematic design								150			150	150
Design Development								260			260	260
Contract Documents								250			250	250
Construction Administration								140			140	140
Other Design Costs												
Design Fees								800			**800**	**800**
State Staff Project Management								150			150	150
Non-State Staff Project Management												
Commissioning												
Other Project Management Costs								50			50	50
Project Management								200			**200**	**200**
Site and Building Preparation								160			160	160
Demolition and Decommissioning								850			850	850
Construction								5,850			5,850	5,850
Infrastructure/Roads/Utilities								1,000			1,000	1,000
Hazardous Materials Abatement								500			500	500
Testing												
Construction Contingency								495			495	495
Other Construction Costs								385			385	385
Construction								9,240			**9,240**	**9,240**
Relocation Expenses												
Relocation Expenses												
One Percent for Art												
One Percent for Art												
Furniture, Fixtures, and Equipment												
Telecommunications (voice & data)												
Security Equipment												
Other Occupancy Costs												
Occupancy Costs												
Sub-Total Project Cost								10,240			**10,240**	**10,240**

Be sure to save the data you have entered. Click on the Save button at the top of the screen, and wait until you see “Saved” above the save button before moving on. If you do not see this message, then your data did not save and you will lose what you have entered if you navigate away from the page.



4. Inflation costs: If you entered a mid-point of construction date on the **Project Overview** screen, a corresponding inflation rate will display on the "System Calculated Inflation" row. If inflation is already included in the cost of your project (excluding relocation costs), enter the amount by fiscal year that was already included in the costs. The "Inflationary Adjustment" row will display any difference between the system calculated inflation and the inflation costs included in the request. The amount by year displayed on the "Inflationary Adjustment" row will be added to the subtotal of project costs, less the relocation expenses, and display in the total project cost (shown in #5 below). For the inflation rate schedule, please see Appendix 2 of the Capital Budget Instructions. The Capital Budget Instructions are located on the MMB website at https://mn.gov/mmb/budget/budget-instructions/capbud/.

The inflation rate is 18.51%.

System Calculated Inflation								1,831	0	0	1,831	1,831
Inflation Costs Included in Request											0	0
Inflationary Adjustment								1,831	0	0	1831	1831

5. CBS will calculate the total project costs and subtract the total funding sources from the cost total. Funding source amounts should equal use amounts.
   Note: *If the Costs less Funding line is not displaying 0s (zeroes), you must adjust either the funding sources or project costs to correct the variance. You will not be able to submit until costs match funding soures in each year.*

Total Project Costs	0	0	0	0	0	0	0	11,724	0	0	11,724	11,724
Total Funding Sources Related to the Request							0	11,724			11,724	11,724
Costs less Funding	**0**	**0**	**0**	**0**	**0**	**0**	**0**	0	**0**	**0**	0	0

6. Comments on the project costs may be entered in the Comments text box. This is an optional field.

Comments on Project Costs	Text

7. The remaining fields are required only if they apply to the project. Contingency costs are calculated by CBS for each request year at a rate of 5% of total project costs. If you included contingency in the project costs, enter the amount in the "Contingency Included in Request" fields and CBS will calculate the difference between its contingency calculation and yours, allowing you to make adjustments. Neither the calculated contingency nor the contingency difference is automatically added into the total project cost. You must incorporate a contingency into your cost estimates or, if you are using the detailed costs screen, you may enter it into the construction contingency cost category. The Comments field is optional.

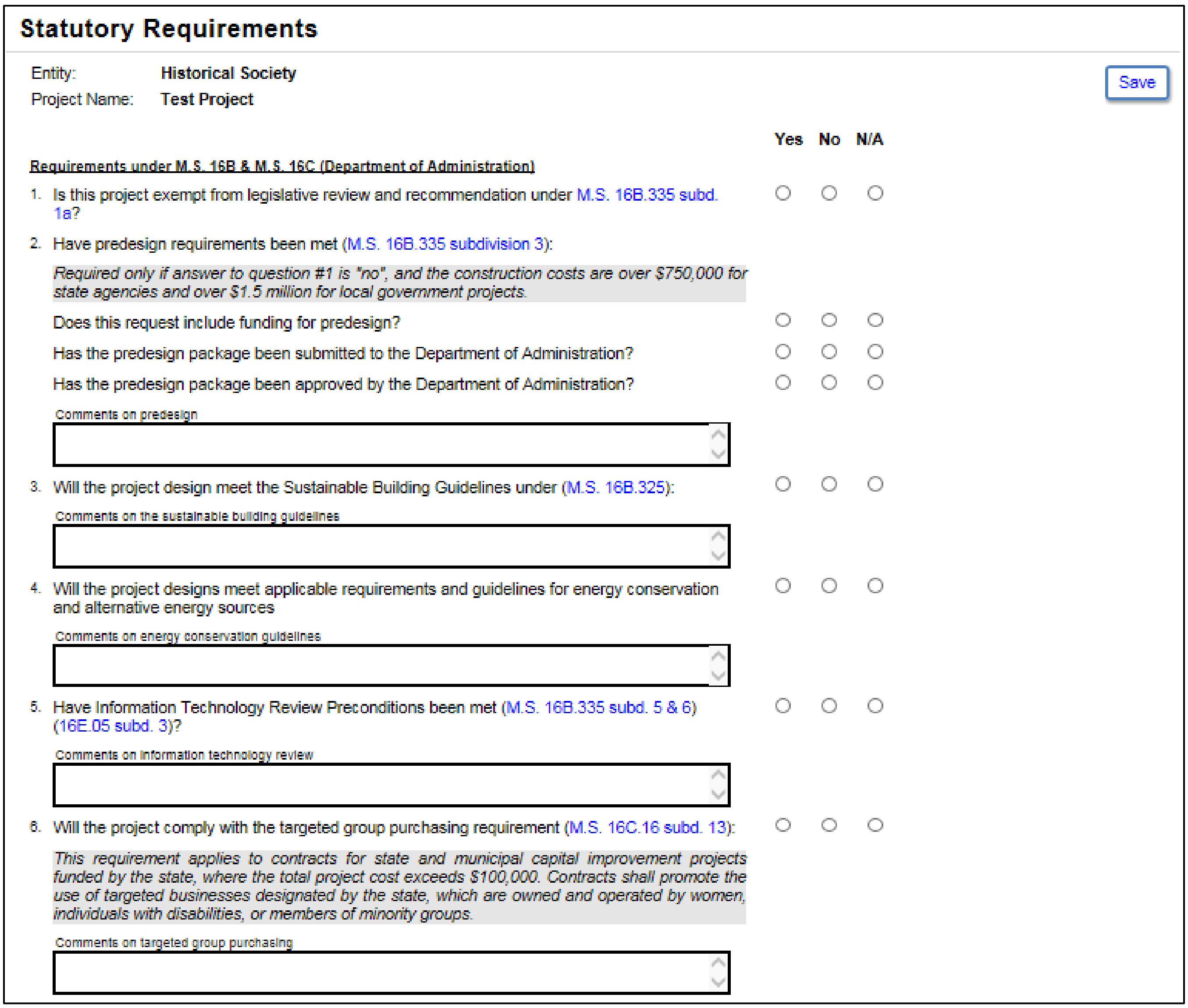
IT Costs	0	0	0	0	0	0						
Operating Budget Impact ($)	0	0	0	0	0	0						
Operating Budget Impact (FTE)	0	0	0	0	0	0					.0	.0
System Calculated Contingency	0	0	0	0	0	0		495	0	0	495	495
Contingency Included in Request	0	0	0	0	0	0		350			350	350
Contingency Difference	0	0	0	0	0	0		145	0	0	145	145

8. When data entry is complete, click **Save & Continue** to go to the Statutory Requirements screen.

Step 5: Statutory Requirements

As part of each capital project submission, entities must confirm they understand the applicable statutory requirements that will apply to their projects after the project is authorized by the legislature.

The Statutory Requirements screen proceeds you through the various sections of Minnesota Statutes Chapters 16B, 16C, 16A and 473.4485 concerning capital investments and bonding. Each requirement has a link to the statutory language and several questions to help you understand the statute and decide if it is applicable to your project.



Statutory Requirements

Entity: **Historical Society**
Project Name: **Test Project**

Save

	Yes	No	N/A
<u>Requirements under M.S. 16B & M.S. 16C (Department of Administration)</u>			
1. Is this project exempt from legislative review and recommendation under M.S. 16B.335 subd. 1a?	○	○	○
2. Have predesign requirements been met (M.S. 16B.335 subdivision 3):			
Required only if answer to question #1 is "no", and the construction costs are over $750,000 for state agencies and over $1.5 million for local government projects.			
Does this request include funding for predesign?	○	○	○
Has the predesign package been submitted to the Department of Administration?	○	○	○
Has the predesign package been approved by the Department of Administration?	○	○	○
Comments on predesign			
3. Will the project design meet the Sustainable Building Guidelines under (M.S. 16B.325):	○	○	○
Comments on the sustainable building guidelines			
4. Will the project designs meet applicable requirements and guidelines for energy conservation and alternative energy sources	○	○	○
Comments on energy conservation guidelines			
5. Have Information Technology Review Preconditions been met (M.S. 16B.335 subd. 5 & 6) (16E.05 subd. 3)?	○	○	○
Comments on information technology review			
6. Will the project comply with the targeted group purchasing requirement (M.S. 16C.16 subd. 13):	○	○	○
This requirement applies to contracts for state and municipal capital improvement projects funded by the state, where the total project cost exceeds $100,000. Contracts shall promote the use of targeted businesses designated by the state, which are owned and operated by women, individuals with disabilities, or members of minority groups.			
Comments on targeted group purchasing			

The following requirements apply after the adoption of the bonding bill.

Requirements under MS 16A (MMB):

State bond-financed property must be publicly owned. If any portion of the facility or project will be sold, or owned by an organization or person other than a state or local governmental entity, please notify MMB as early as possible. Agency staff can work with you to structure your request in a manner that meets public ownership tests.

1. Will the project meet Public Ownership tests?(M.S. 16A.695)(MN Constitution, Article XI, Sec. 5)
2. Will a Use Agreement be required? (M.S. 16A.695 subd 2) ⓘ

Use agreements may be needed if any portion of the state bond-financed facility or project will be used by an organization or person other than a state or local governmental entity. If you believe this type of use may occur, please notify MMB as soon as possible.

3. Will program operational funding be reviewed and ensured? (M.S. 16A.695 subd 5)
4. Will the Match Requirements be met? (M.S. 16A.86)
5. Will the project be fully encumbered prior to the Cancellation Deadline (M.S. 16A.642) December 31, 2024?
6. Will the project be fully funded? (M.S. 16A.502)(M.S. 16B.31, subd. 2)

Comments on public ownership and project funding considerations

Requirements under MS 473.4485 (Metro Area Transit):

1. Is this a Guideway Project as defined in M.S. 473.4485, subd 1(d)?

"Guideway" means a form of public transportation provided on a regular and ongoing basis that primarily or substantially operates within separated rights-of-way or operates on rails. Read the complete definition in MS 473.4485.

2. Has the required information been included in this request, per M.S. 473.4485, subd 1a?

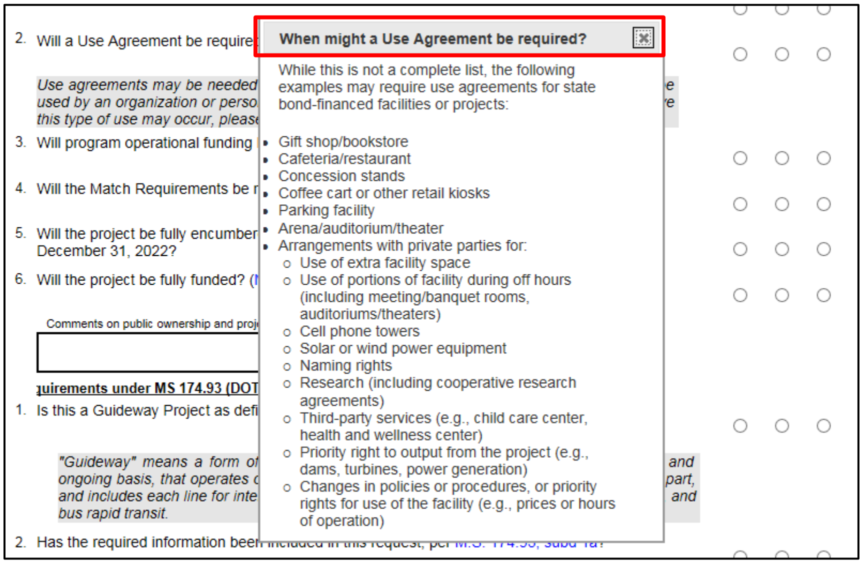
Additional Comments on the Statutory Requirements

To complete the Statutory Requirements Questions on the form:

1. Click a radio button under the appropriate answer: Yes, No, or N/A. Each question must be answered. Each statutory citation (shown in blue text) has a hyperlink to the statute.
2. Each statute has an optional comments section if you wish to convey more information about the applicability of the statute.
3. Under M.S. 16A Requirements, Question 2 has a tooltip that will open upon clicking on the “i,” giving more information about when a Use Agreement would be required.

2. Will a Use Agreement be required? (M.S. 16A.695 subd 2) ⓘ

Use agreements may be needed if any portion the state bond-financed facility or project will be used by an organization or person other than a state or local governmental entity. If you believe this type of use may occur, please notify MMB as soon as possible.



4. When the statutory requirements questions are answered, click **Save & Continue** to go to the Upload Documents screen.

Step 6: Upload Documents

The Capital Budget System allows agencies to upload documents relevant to the agency as well as the project. Agencies are required to upload a current agency profile and a strategic plan. Please see the 2020 Capital Budget Instructions for special instructions on the Agency Profile. These instructions are located on the MMB Capital Budget Instructions website at https://mn.gov/mmb/budget/budget-instructions/capbud/. Other documents related to the project are optional.

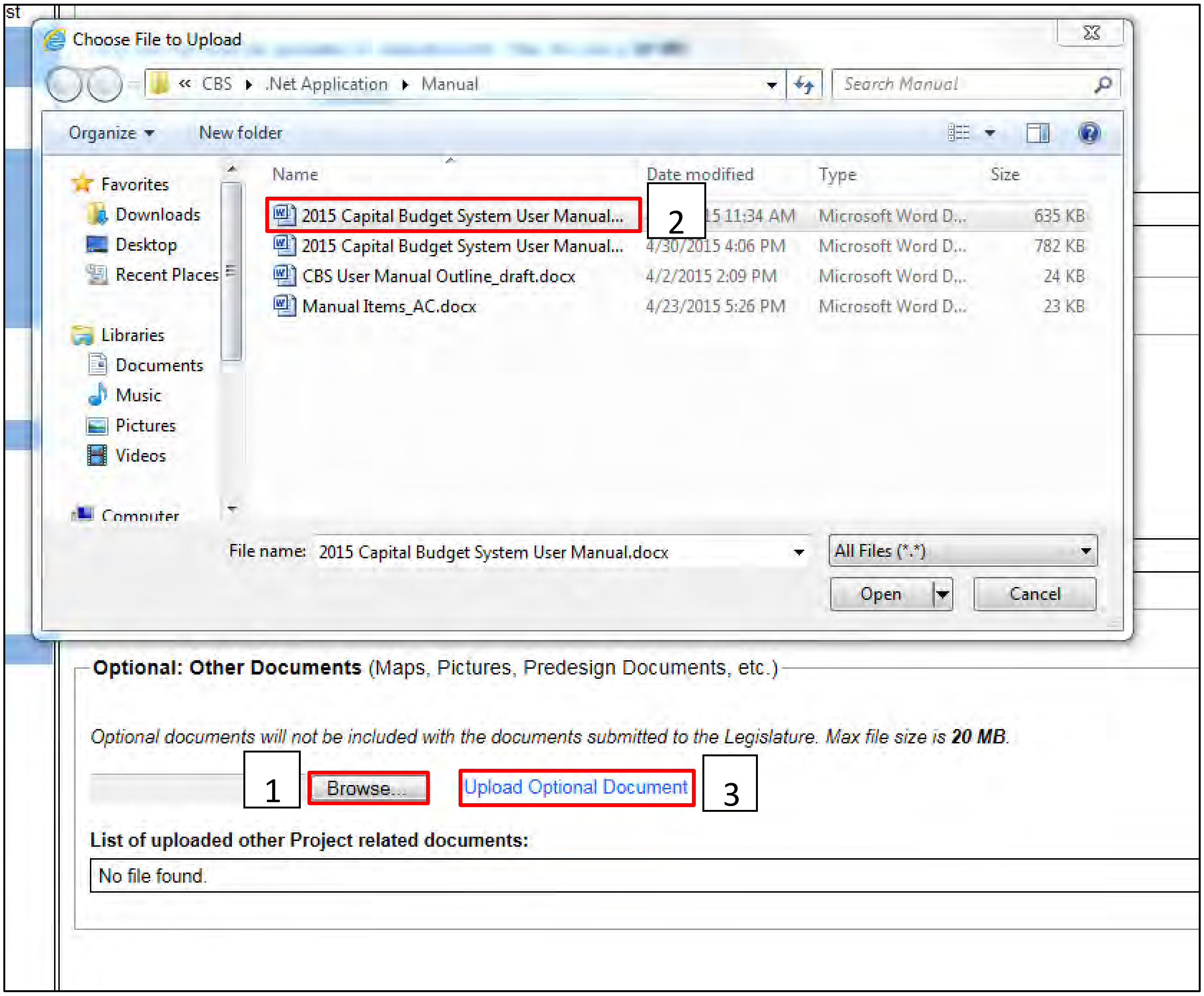
The form is divided into three sections: Agency Profile (one document), Agency Strategic Plan (one document), and Optional Documents (statutory program priority lists or other documents related to the project such as maps, tables, etc.).

You may upload documents created in Word, Excel, PowerPoint, or Adobe PDF. Image files (jpg, jpeg, tif, png, gif, etc.) are also acceptable.

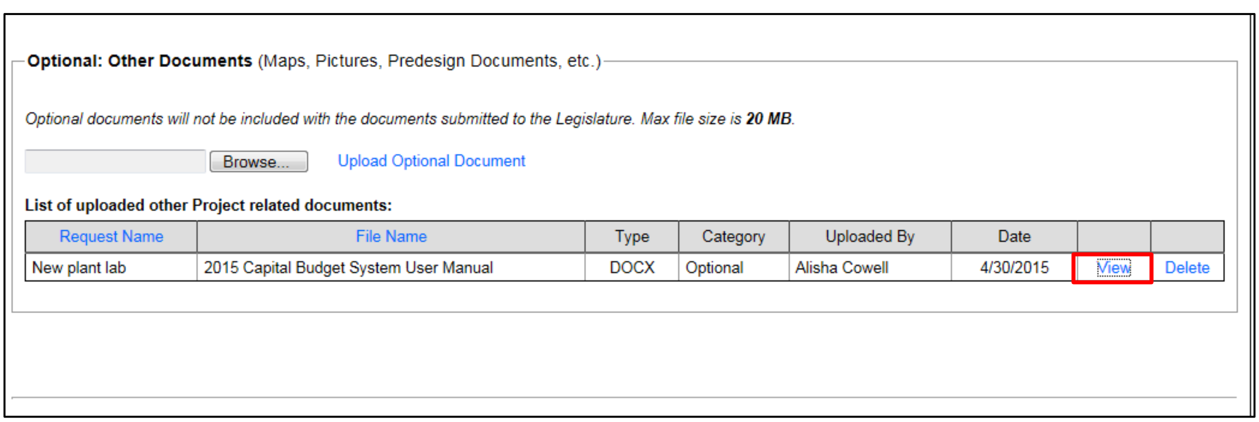
All documents will be visible for all projects created by your agency; optional documents related to specific projects will upload and display the project title next to the uploaded file.

To upload a document:

1. Click on the Browse button within the section you need to add a document. Navigate to the location of the file to upload.



2. Double click on the file name.
3. When the file name is visible in the Browse field, click **Upload Optional Document**.
4. After the file is uploaded, click **View** to ensure that the correct and complete file was uploaded.

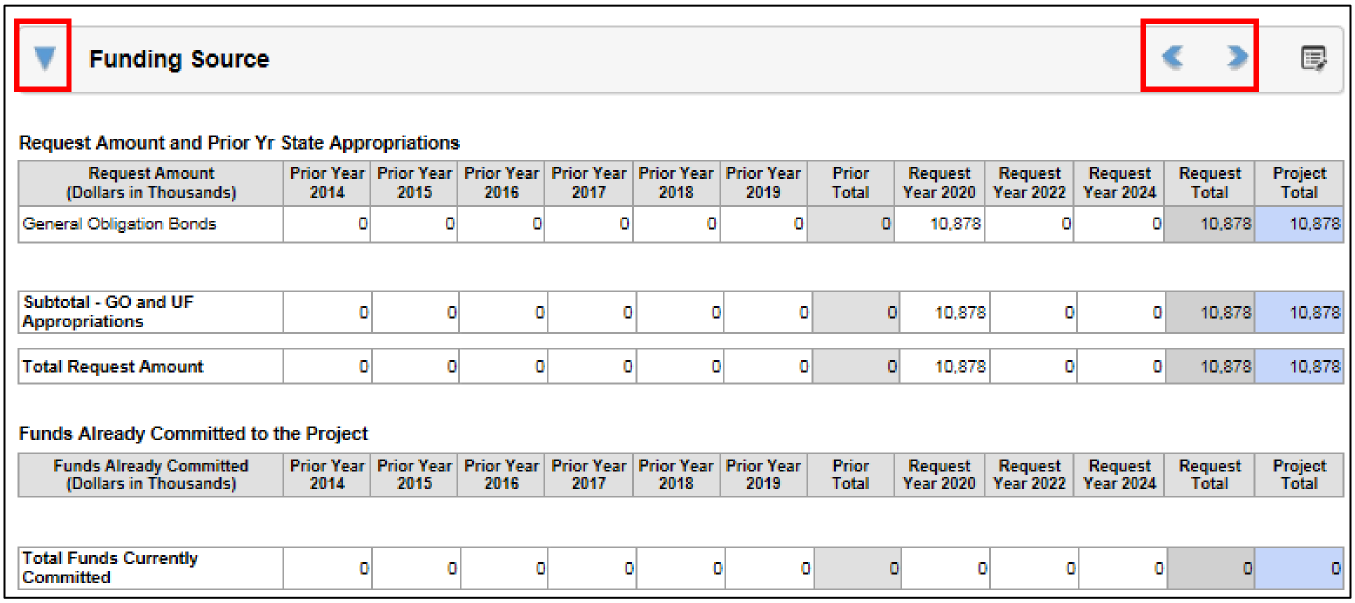


Uploaded documents are automatically saved; to continue on to the **Preview and Submit** screen, click Next.

Step 7: Preview and Submit

The Preview and Submit screen allows you to see all of the data you've entered on one screen. If you see something you wish to change or correct, click on Edit above the section to be brought to that form to make changes. Make sure to Save, if you make any changes. You may also click on the blue **Previous Arrow** or **Next Arrow** to jump to other sections of the request.

The blue downward arrow can also be clicked to collapse a section for easier viewing of the full request.


Funding Source

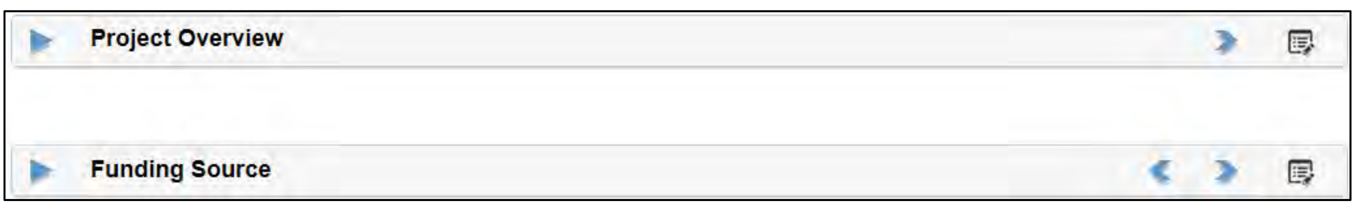
Request Amount and Prior Yr State Appropriations

Request Amount (Dollars in Thousands)	Prior Year 2014	Prior Year 2015	Prior Year 2016	Prior Year 2017	Prior Year 2018	Prior Year 2019	Prior Total	Request Year 2020	Request Year 2022	Request Year 2024	Request Total	Project Total
General Obligation Bonds	0	0	0	0	0	0	0	10,878	0	0	10,878	10,878
Subtotal - GO and UF Appropriations	0	0	0	0	0	0	0	10,878	0	0	10,878	10,878
Total Request Amount	0	0	0	0	0	0	0	10,878	0	0	10,878	10,878

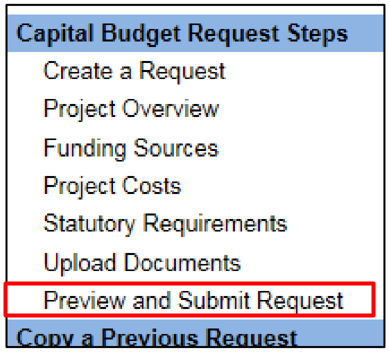
Funds Already Committed to the Project

Funds Already Committed (Dollars in Thousands)	Prior Year 2014	Prior Year 2015	Prior Year 2016	Prior Year 2017	Prior Year 2018	Prior Year 2019	Prior Total	Request Year 2020	Request Year 2022	Request Year 2024	Request Total	Project Total
Total Funds Currently Committed	0	0	0	0	0	0	0	0	0	0	0	0

Collapsing a field will look like this:



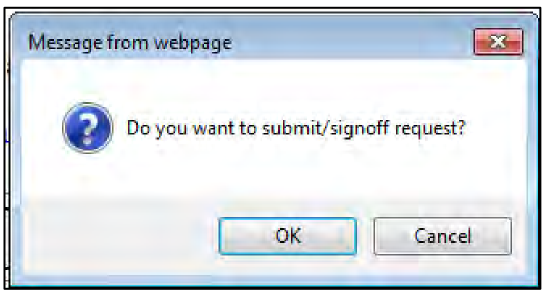
If you've clicked on Edit and have navigated away from the **Preview and Submit** screen, save your changes, then you may go back to the **Preview and Submit** form by clicking on the breadcrumbs or the left navigation panel



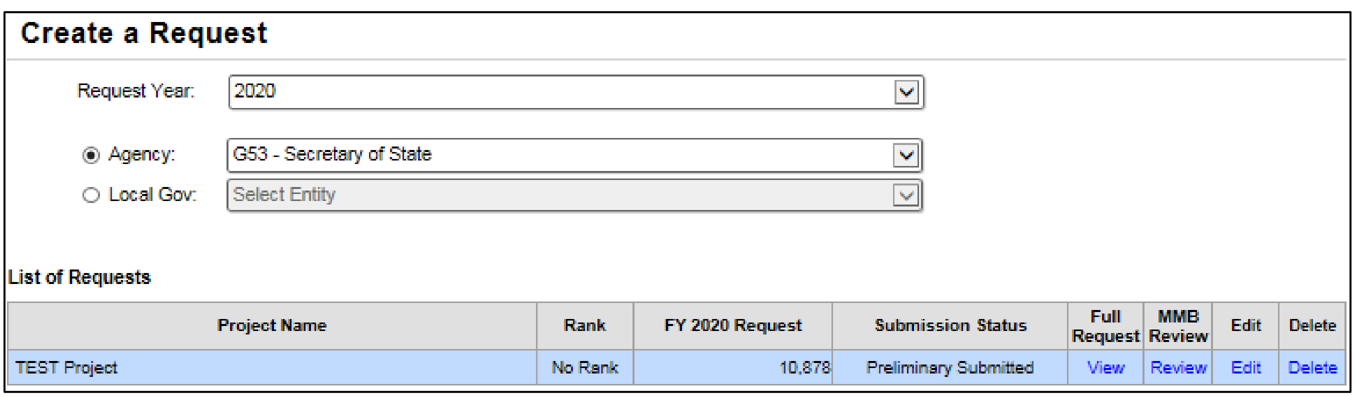
You may Preview your project at any stage of data entry by clicking on Preview and Submit after you have saved your entries. Your request will need to be submitted at two different points in time by clicking the Submit Request button. 

1. **By June 14** when your preliminary request is ready for MMB review, click the Submit Request button 

.
2. You will be prompted to make sure you want to sign off.



When you click OK, the project status changes from Draft to Preliminary Submitted.



June 14 Deadline

By June 14, agencies need to have the Project Overview and Funding Sources completed to submit a preliminary project. You may continue to view and edit the project in Preliminary Submitted status, but you will not be able to delete the request.

Projects in “Preliminary Submitted” status will signal MMB to begin the review. MMB can view projects in any status, but will generally not begin review until the project is out of Draft status.

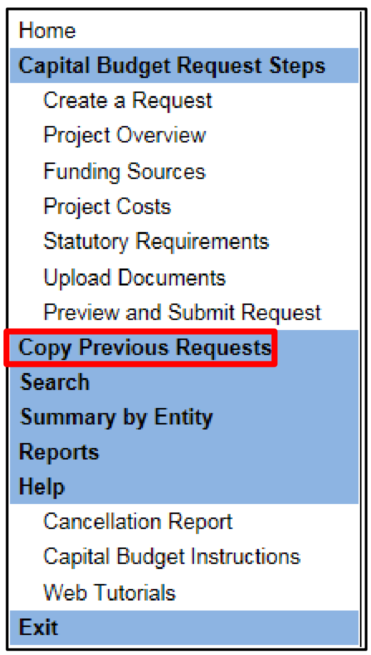
October 18 Deadline

By October 18, all of the final project request information must be entered in CBS (Project Overview, Funding Sources, Project Costs, Statutory Requirements, and Upload Documents), click the Submit Request button again. Say OK at the prompt. This is the **final submission**. You may view, but not edit or delete the project. MMB will begin final review and the project will be entered into the decision making process for the 2020 Governor’s Capital Budget, which will be released on January 15, 2020. **NOTE: CBS will not allow a project to be final submitted until the Funding Sources and Project Costs amounts are EQUAL.**

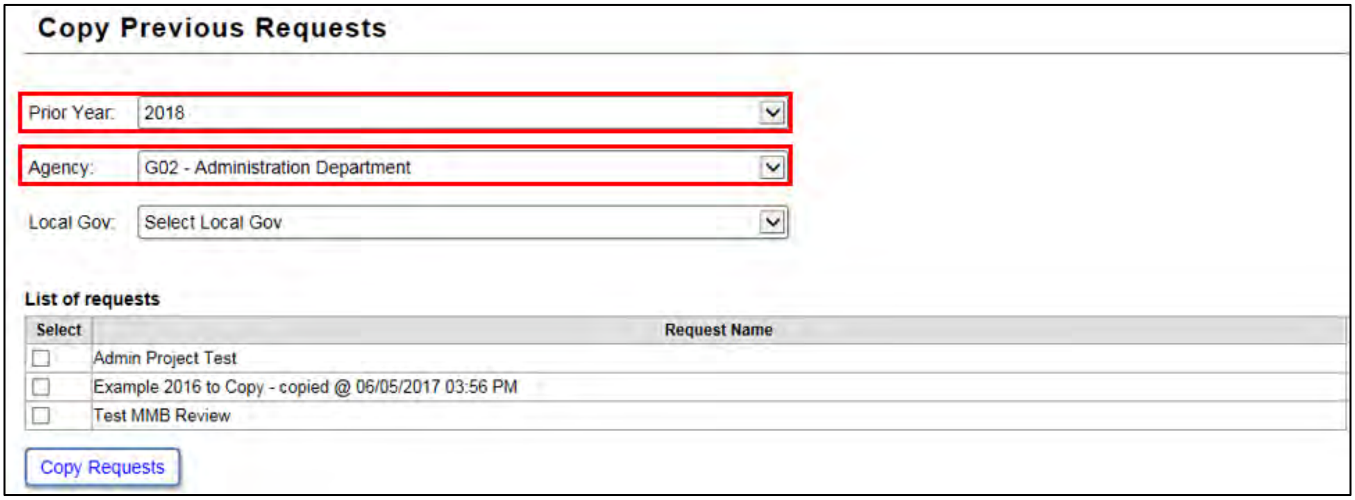
Copy Previous Requests

CBS allows agencies to copy requests from a previous year into the current year’s requests.

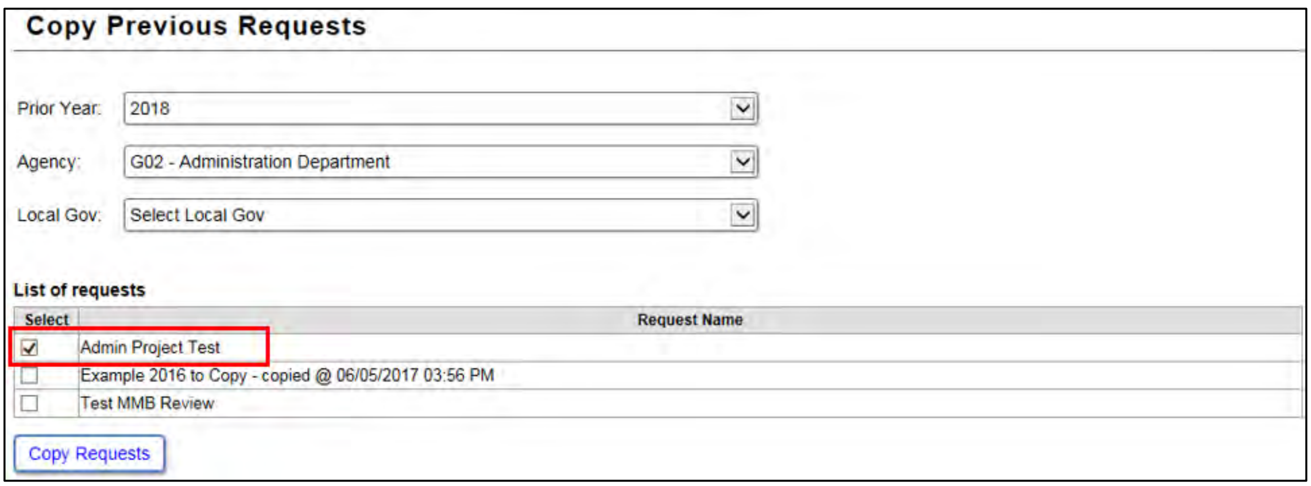
1. Click **Copy Previous Requests** on the left hand navigation menu



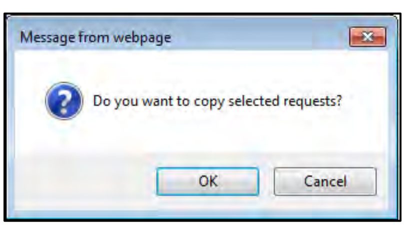
2. Select the Prior Year from which you would like to copy a request and for the agency you would like to copy a request



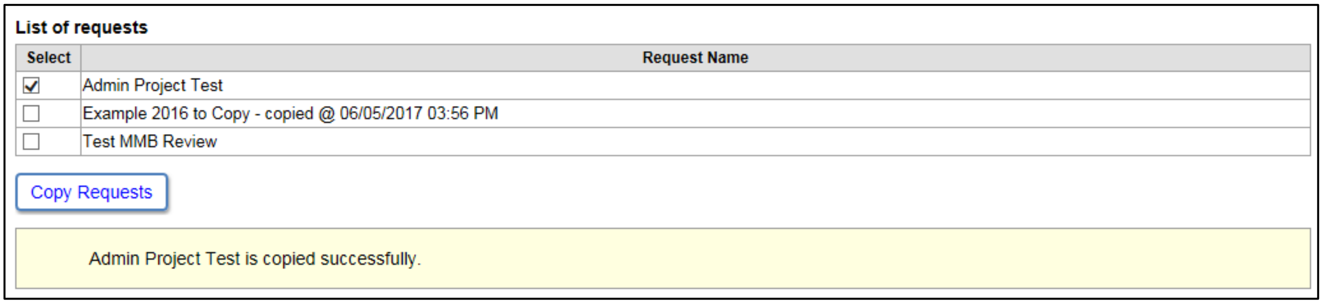
3. A list of requests will appear following these selections. You may select as many previous projects as you would like to copy



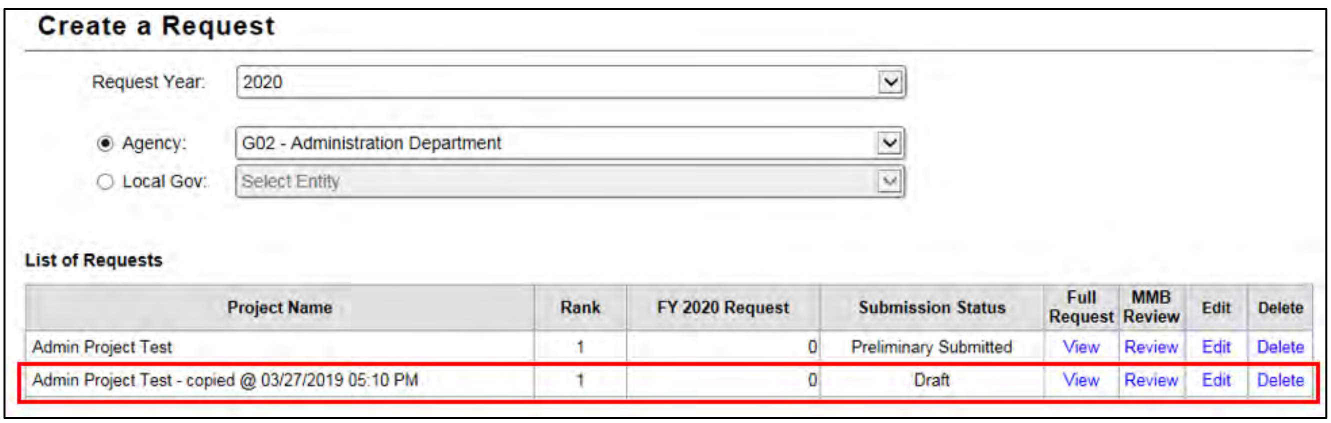
4. After you select the Copy Requests button, there will be a prompt asking "Do you want to copy selected requests?"



5. Click OK to copy or Cancel to select a different request. Requests that have been successfully copied will be indicated under the Copy Requests button



6. After copying the prior year request, go to the **Create a Request** screen for the Request Year and under the List of Requests, the copied request should appear on this screen. **Note: This does not copy the funding source request amounts, project costs or statutory requirements of the previous request.** You will need to enter the funding sources request amounts and project costs for 2020 and planning years 2022 and 2024 and answer the statutory requirements questions. Please review and update the entire request to ensure completion.



7. If the scope of the project has not changed, it is not necessary to get a new estimate for the project's cost. You may update project costs by taking these steps:

   a. Identify the 2018 project cost before inflation is applies,

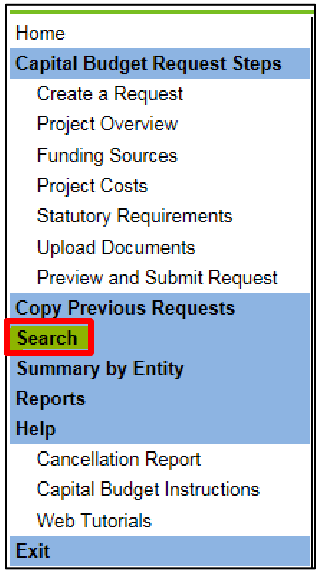
   b. Add 10% to this amount (to bring costs to July 2019 dollars), and

   c. Enter the new total in the Project Cost screen.

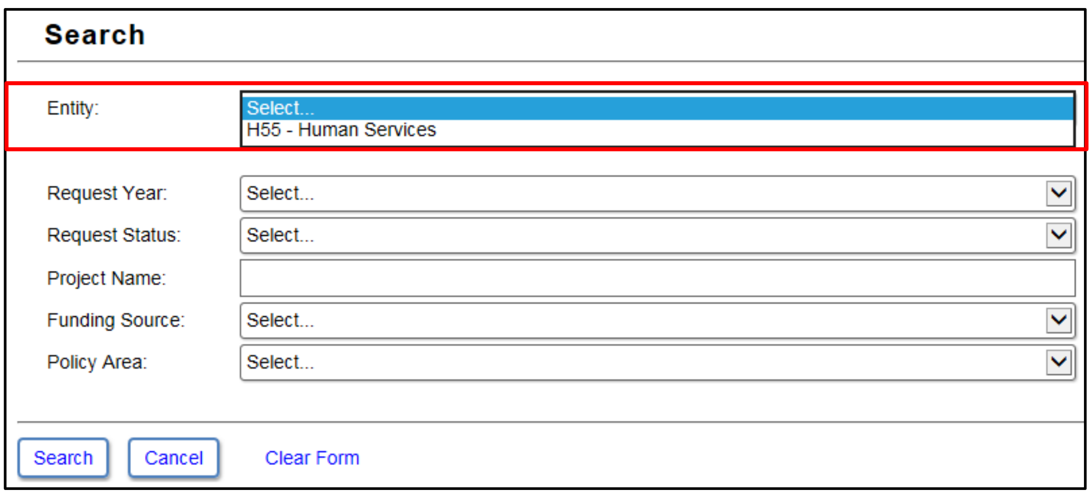
   d. To add inflation to the updated request, make sure you have entered a midpoint of construction for the project on the Project Overview screen.

How to Search for a Request

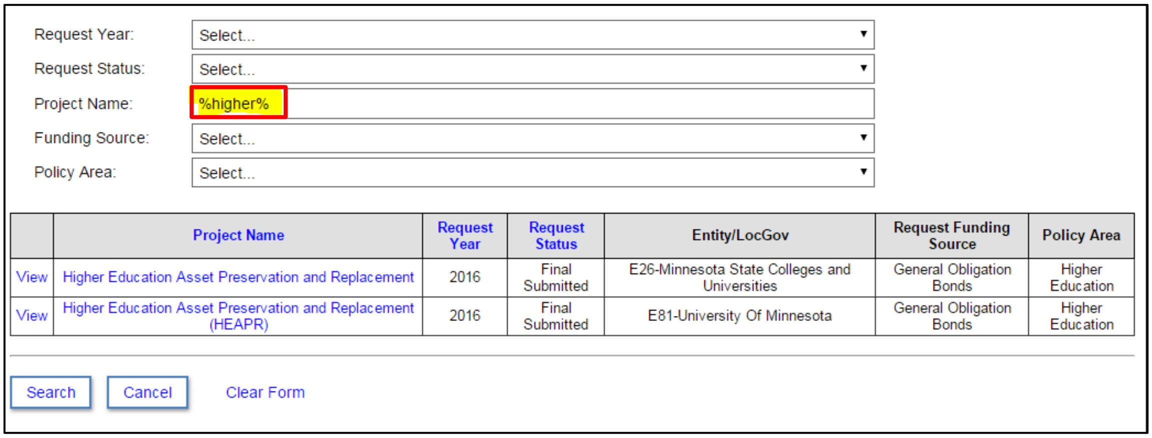
1. Click "Search" on the left hand navigation menu to go to the search screen



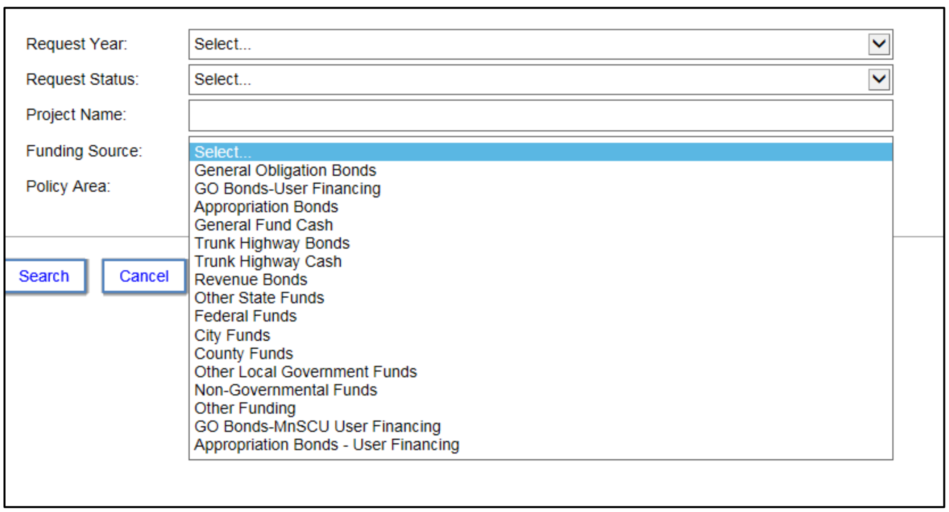
2. To search, you must select at least an entity from the drop down menu



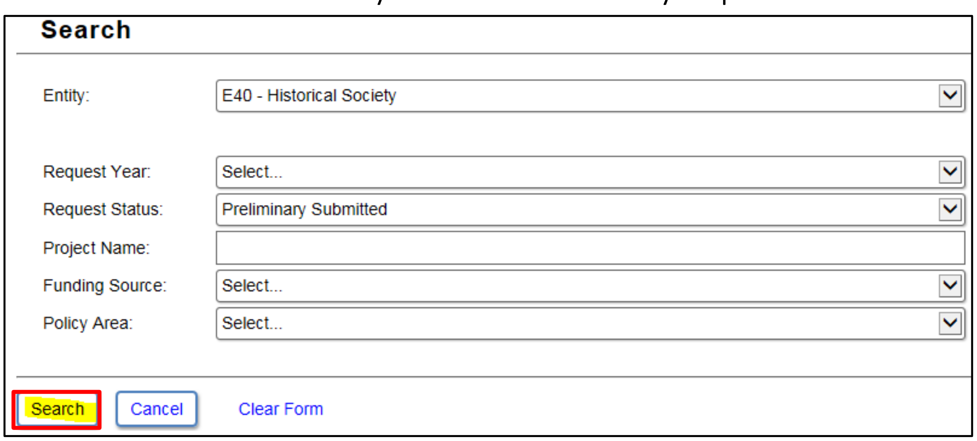
3. Select the specific year from the drop down menu to search by "Request Year"
4. Select from the "Request Status" drop down menu to search for a project by the specific request status
5. To search for the project by name, enter the project name in the "Project Name" field
    a. Use the % sign to act as a wild card if you only know the partial name of the request
        i. This will pull back all projects with text you have entered between each sign



6. Search by the project funding source by selecting the funding source of the project from the "Funding Source" drop down menu



7. Click the "Search" button once you have selected all of your parameters

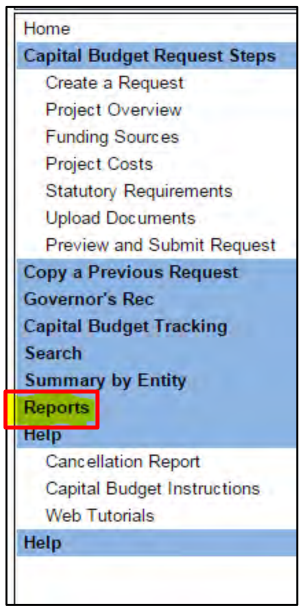


CBS Reports

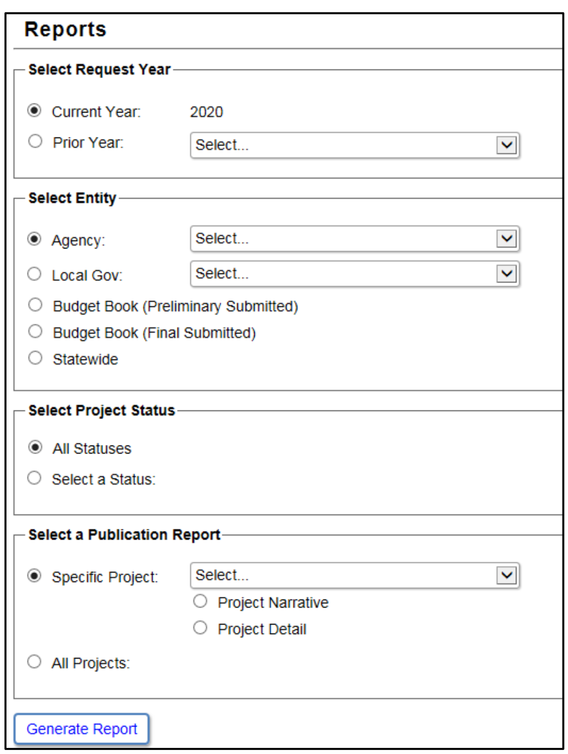
How to Run Reports

Reports in the Capital Budget System allow printing of one or all capital requests for your agency. You can specify a status, a project, or all statuses and all projects.

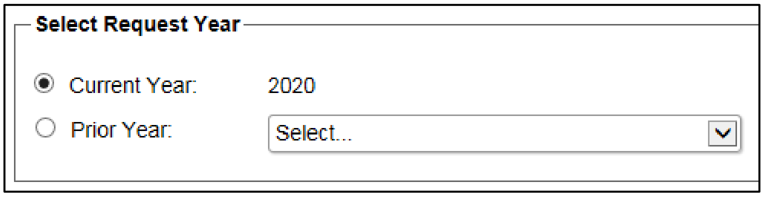
1. Navigate to the Reports menu in the left hand navigation pane.



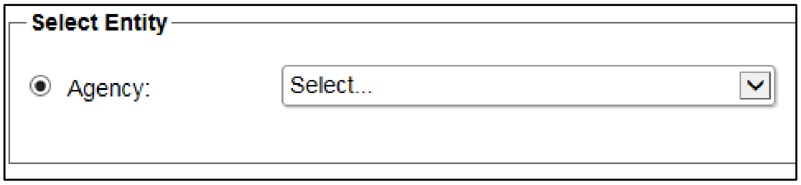
2. The Reports parameters selection screen displays.



3. The Request Year defaults to the current request year 2020.



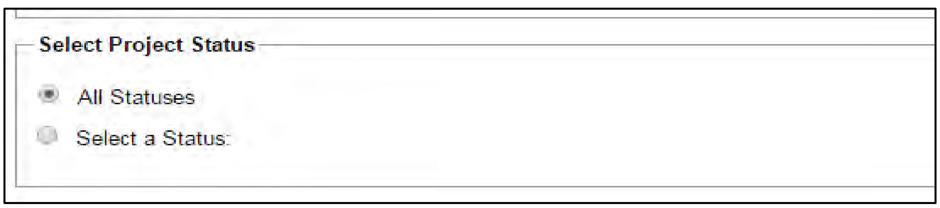
4. Select the entity for the report.



Agency users will only be able to select their assigned agency (or agencies).

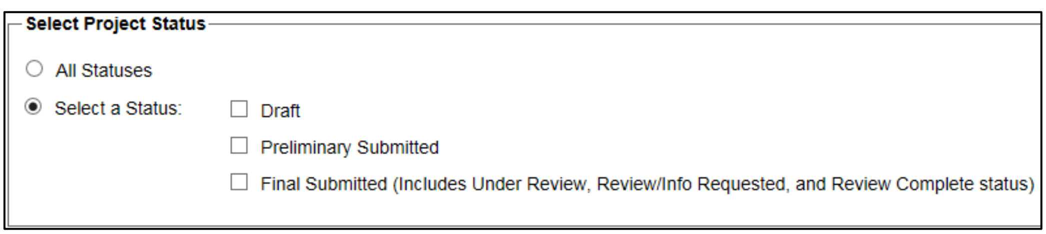
5. Select a Project Status.
    a. The default selection is All Statuses. This report will display project(s) regardless of their status—Draft, Preliminary Submitted, Final Submitted.

All Statuses:

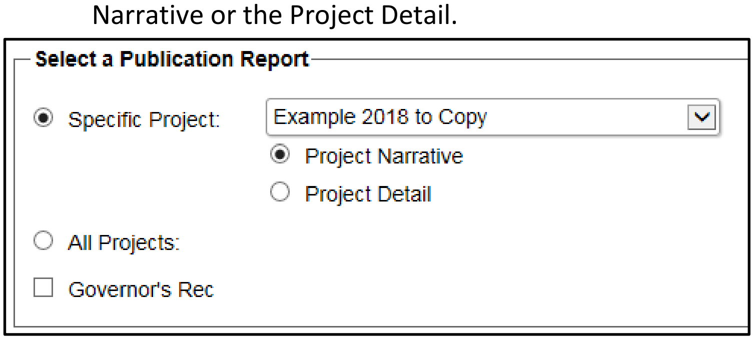


    b. Select a Status returns only projects with the specified status.

Select a Status:



6. Select a specific project or all projects.
    a. Specific Project: select a project from the drop down list, then select either the Project Narrative or the Project Detail.



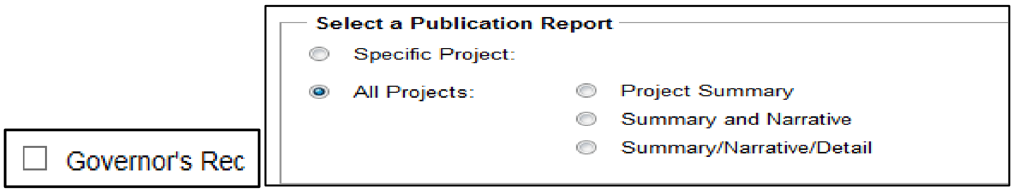
    b. All Projects—select which reports you would like:

i. *Project Summary*—a list of projects in priority order and includes the state appropriation request amount by funding source and year.

ii. *Summary and Narrative* - Project Summary, plus each project's narrative.

iii. *Summary/Narrative/Detail*—Project Summary, Project Narrative, and Project Detail (funding sources and cost details, plus statutory requirements).

c. After the Governor's 2020 Capital Budget is released on January 15, 2020, agencies will be given Governor's Recommendation system access. At that time you will also be able to run reports that include the Governor's Recommendations by checking this box.

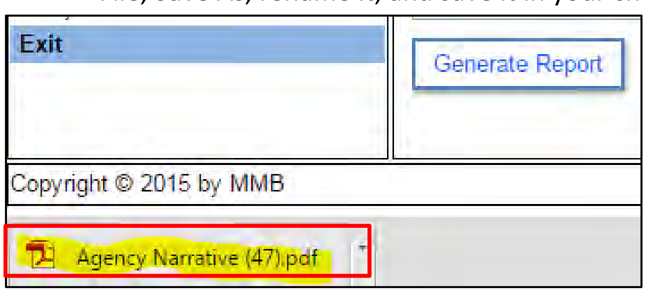


7. Click the Generate Report button.

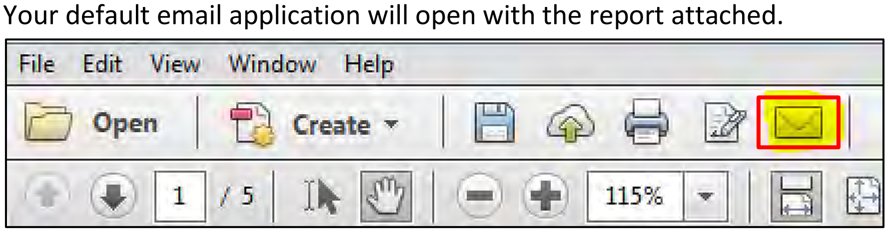
8. When the report is finished, you will be prompted to Open or Save. The report will have a generic name 'Project Summary'. To save it with a different name:

a. In *Internet Explorer*, click Open. When the PDF opens, click File, Save As, rename it, and save it in your chosen directory.

b. In *Chrome*, the report will appear in the lower left hand corner. Double click to open it, click File, Save As, rename it, and save it in your chosen directory.



9. You may email the report to someone by clicking on the envelope icon in the Adobe menu bar. Your default email application will open with the report attached.



Appendix A - Narrative Tips

Below are tips for ensuring the text you enter in the system displays well on the publication reports.

1. **Save and save *often*!**
    - CBS will not warn you when your session times out. If you are interrupted and return to the screen to continue work, you may lose text. Save frequently to ensure your work is not lost.
    - If one of the text boxes exceeds the character count, the system generates a pop up warning in red text.

      Note: There are two types of narrative fields on the Project Overview page: plain text and rich text:

        - Plain text fields do not allow formatting; each has a character limit of **1,000 – 2,000** with the exception of the project summary field, which is limited to 500 characters.
        - Rich text fields use a Rich Text Editor (RTE) that allows formatting. They are distinguished by a Word-like toolbar at the top of the box. Each RTE field has a character limit of **35,000** and allows text formatting.
        - Neither plain nor rich text fields allow graphic images. Do not paste in pictures, charts, graphs, etc. Use the "Upload Documents" screen instead.
    - Save each text box after it is completed; don't wait until you have all of the narrative typed or pasted in.
2. **Make sure your source document (the document you are copying and pasting from) is a Word document. Do not copy from a PDF or from a Word document that has text copied from a PDF.**
    - Copy and pasting formatted text is allowed; however for best results, copy unformatted text and add formatting with the RTE toolbar feature.
    - Font: Arial 10 or 11 is standard.
    - Use standard bullets or numbers in a list—no pictures, symbols, wingdings, or multi-level number lists, etc.
    - Do not add extra spaces between paragraphs or use tab separated columns—they won't line up neatly in the printed PDF.
3. **Do not exceed character limits**
    - Each RTE text box holds 35,000 characters; the limit includes spaces, punctuation as well as hidden code.
    - If you get the message Max character limit is 35,000 when you attempt to Save, there are a number of things you can do:
        - Delete everything out of the text box by using Ctrl-A to select all, delete using the delete key, and Save. Go back to the source document and strip out the formatting. You can paste in unformatted text and use the RTE tools to reformat after pasting.
        - Delete extra space between paragraphs. Try this in the text box before deleting everything. Often, this is enough to get below the character count limit.
    - Each plain text box has a Max character limit of 1,000 – 2,000, if you receive the character limit message when you attempt to Save, you will need to edit to shorten up the paragraph. The exception to the character limit is the Project Summary field, which is limited to 500 characters. This is noted on the Project Overview screen.
4. **Run the reports**
    - After completing your narratives, run the Project Narrative report to be sure the narratives look the way you want them to. See How to Run CBS Reports for instructions on how to run a report.

5. Miscellaneous items

- The *Backspace* feature doesn't always work in a RTE text box. If you have unwanted space or text, highlight it and use the Delete button on your keyboard.
- *Bulleted lists* can sometimes do peculiar things when they get too close to a page break. Make sure they are single spaced, or add some space above or below the list to make them appear correctly on the report.
- The text fields do not support graphic images, charts, or graphs. If you wish to provide supporting charts or tables, please upload them as a separate document on the **Upload Documents** screen.

Appendix B – CBS Fields Guide for Submitting a Capital Budget Request

*** Complete only if it applies to your entity or project**

<table>
<tr><th rowspan="2">Screen</th><th rowspan="2">Field</th><th rowspan="2">Field Description</th><th>Local Units of Government</th><th colspan="2">State Agency</th><th rowspan="2">Notes</th></tr>
<tr><th>Required for June Deadline</th><th>Required for June Deadline</th><th>Required for October Deadline</th></tr>
<tr><td rowspan="4">Project Overview</td><td>Project Rank</td><td>Each project must be assigned a rank based on the agency's priority order, as required by M.S. 16A.11, subd. 3a.</td><td>X</td><td>X</td><td>X</td><td></td></tr>
<tr><td>Facility/Campus</td><td>For state agencies with multiple campuses or facilities, select the applicable campus or facility.</td><td>N.A.</td><td>X*</td><td>X*</td><td></td></tr>
<tr><td>City</td><td>Select the city the project is located.</td><td>X</td><td>X</td><td>X</td><td rowspan="3">Leave on "Select…" if your request is for a statewide program</td></tr>
<tr><td>County</td><td>County will automatically populate.</td><td>X</td><td>X</td><td>X</td></tr>
<tr><td rowspan="5"></td><td>Zip Code</td><td>Enter zip code</td><td>X</td><td>X</td><td>X</td></tr>
<tr><td>Contact Name</td><td rowspan="4">Enter project contact name and contact information</td><td>X</td><td>X</td><td>X</td><td></td></tr>
<tr><td>Contact Title</td><td>X</td><td>X</td><td>X</td><td></td></tr>
<tr><td>Contact Phone</td><td>X</td><td>X</td><td>X</td><td></td></tr>
<tr><td>Contact Email</td><td>X</td><td>X</td><td>X</td><td></td></tr>
</table>

Screen	Field	Field Description	Local Units of Government	State Agency		Notes
			Required for June Deadline	Required for June Deadline	Required for October Deadline	
	Project Summary	Summarize the request in two sentences. Example: "*$10 million in state funds is requested to acquire land, predesign, design, construct, furnish and equip a new building for the department of X to be located in X.*"	X	X	X	
	Project Description	Describe the project in detail, including: scope, total cost, key funding sources, etc.	X	X	X	
	Project Rationale	Why is this project needed? Justify this request.	X	X	X	
	Project Timeline	Describe the sequence of the project by month/year (predesign, engineering, design, construction etc.). Summarize other influencing factors or interactions (ex: coordinating the	X	X	X	

Screen	Field	Field Description	Local Units of Government	State Agency		Notes
			Required for June Deadline	Required for June Deadline	Required for October Deadline	
		request with other projects).				
	Other Considerations	Any additional information that decision makers should know about this project.	X	X	X	
	Who will own the facility?		X	X	X	
	Who will operate the facility?		X	X	X	
	Who will use or occupy the facility?	Who will be using the facility? Will it be leased?	X	X	X	
	Public Purpose	Describe the public purpose served by this project.	X	N.A.	N.A.	
	Impact on Operating Budgets (state agencies) ***OR*** **Impact on State**	Required under M.S. 16A.11, subd. 5. Summarize the project's impact on the agency's operating budget	X*	X*	X*	

Screen	Field	Field Description	Local Units of Government	State Agency		Notes
			Required for June Deadline	Required for June Deadline	Required for October Deadline	
	Operating Subsidies (local units of gov't)	over the upcoming six-year period. For local units of government, identify any new or additional state operating dollars that will be requested for this project. This section should provide a brief narrative only, since specific costs per year are identified on the Project Costs screen.				
	Anticipated Encumbrance Date	For locals, what is the anticipated start date of the project? State agencies, when do you expect the funds to be encumbered for the project?	X		X	

Screen	Field	Field Description	Local Units of Government	State Agency		Notes
			Required for June Deadline	Required for June Deadline	Required for October Deadline	
	Anticipated Mid-Point of Construction	Midpoint between arrival of site work crews and certificate of occupancy. For construction projects that will span multiple years. A mid-point of construction should not be entered for asset preservation or state program requests.	X		X	The date entered here will trigger a system calculated inflation factor that will be applied to the total project cost.
	Inflation Checkbox	Select if inflation is already included in project costs. Do not enter a midpoint of construction.	X*	N.A.	N.A.	State agencies should not select the checkbox option. State agency requests should rely on CBS-generated inflation.
	Anticipated End Date	When will the project be completed? If applicable, when will the certificate of occupancy be issued?	X		X	

Screen	Field	Field Description	Local Units of Government	State Agency		Notes
			Required for June Deadline	Required for June Deadline	Required for October Deadline	
	Project Phase	If this project is phased, note the phase of this request.	X	X	X	
	Description of Previous State Appropriations	Enter the year, amount, and purpose of any previous appropriations related to this request.	X	X	X	
	Statutory Program Citation	If you are requesting funds for a program established in statute, enter the legal citation.	N.A.	X	X	Leave blank if it does not apply to your request.
	Project Type	Select the project type that describes your request. If the request fits more than one type, select “Multiple.” If the project type isn’t listed, select “Other.”	X	X	X	

Screen	Field	Field Description	Local Units of Government	State Agency		Notes
			Required for June Deadline	Required for June Deadline	Required for October Deadline	
	Facility Condition Index	If an independent assessment has been conducted on your facility, such as a facility condition assessment through the Dept. of Administration, note the condition rating here.		X*	X*	
	Resolutions	Resolutions of support are required per M.S. 16A.86, subd. 3a (6). Local units of government must complete this section of the Project Overview screen, including uploading the resolution document.	X	N.A.	N.A.	

Screen	Field	Field Description	Local Units of Government	State Agency		Notes
			Required for June Deadline	Required for June Deadline	Required for October Deadline	
Funding Sources	**Request Amount**	Enter the amount (in thousands) requested each year for GO bonds, as well as other state sources.	X	X	X	The request amount entered here will be displayed on the Preliminary Request report published on July 15th, as well as in the Jan. 15th final publication.
	Funds Already Committed to the Project	Add all funds for prior and future years that are already committed to this project.	X		X*	
	Funds Pending	Enter any funds that have not yet been committed to the project.	X*		X*	
	Comments on Prior Year Funding					Optional
	Comments on Funding Request					Optional
	Additional Comments on					Optional

Screen	Field	Field Description	Local Units of Government	State Agency		Notes
			Required for June Deadline	Required for June Deadline	Required for October Deadline	
	Sources of Funds					
Project Costs	**Costs less funding**	Zeroes should display for each fiscal year indicating that the project costs equal the total funding sources. If zeroes are not displayed, adjust funding sources and/or costs until they balance.	X		X	You will not be able to submit your project if funding and costs to not match.
	Comments on Project Costs					Optional
	IT Costs	If the project will result in an increase in IT operating costs, please include the amount per year here.	X*		X*	

Screen	Field	Field Description	Local Units of Government	State Agency		Notes
			Required for June Deadline	Required for June Deadline	Required for October Deadline	
	Operating Budget Impact ($)	For local units of government, if any new or additional state operating dollars will be requested along with this project, note the amount per year. For state agencies, note the change per year to the agency's operating budget due to this project	X*		X*	
	Operating Budget Impact (FTE)	Related to your response above, enter the amount of Full Time Equivalents (FTE) that will be added or reduced as a result of this project	X*		X*	
	System Calculated Contingency	5% contingency will be calculated based on the total project costs above. This is the recommended amount of contingency that should be included in your project costs total.				

Screen	Field	Field Description	Local Units of Government	State Agency		Notes
			Required for June Deadline	Required for June Deadline	Required for October Deadline	
	Contingency Included in Request	If you included contingency in your project costs, enter that amount on this line and the system will calculate the difference between the recommended 5% contingency above, and what you entered.	X*		X*	
	Contingency Difference	System calculated difference between System Calculated Contingency and Contingency Included in Request.				
	Comments on Contingency					Optional