This job aid includes information for Agency Budget Operations, Agency Budget Edit, Agency Division, and Facility users.

Agency Budget Edit Access and Agency Budget Operations users can view, add, and delete projects in versions where they are designated as the owner.

Agency Budget Edit Access and Agency Budget Operations users can be the recipient of projects submitted to them for review by Facility users and Division users. Projects submitted for review are accessed using the Projects for Review selection criteria.

Agency Budget Edit Access users, Agency Division users, and Agency Facility users cannot delete project(s) from a locked version, delete locked project(s), and cannot lock project(s) or version(s).

The Projects tab is designed to be a single source for all actions related to projects and subprojects including:

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View List of Projects
You will need to populate the Project list with data prior to taking any actions.

1. Select: Projects tab.
   ➔ Tab is located at top of screen.
2. **Select**: Biennium.  
   ➔ You can select the biennium for the project data to view.

3. **Select**: Budget Type.  
   ➔ You can select all or individually select Regular, First Year Supplemental, or Second Year Supplemental.

4. **Select**: Version.  
   ➔ Populates based upon the Biennium and Budget Type selected.  
   ➔ Only versions where you are the owner and all OFM Official Versions will display in the dropdown.

5. **Select**: Working Versions, Projects for Review, or Prioritize Projects.  
   ➔ Working Versions displays all versions you have access to.  
   ➔ Projects for Review displays all projects sent to review.  
   ➔ Prioritize Projects displays all projects and their assigned priority.

6. **Select**: Load.  
   ➔ CBS will display the Project list associated with the selected biennium and version.  
   ➔ If a project has a status of Rejected, click the Rejected link to display any comments entered by the analyst who reviewed and rejected the project. The project status is then changed from Rejected to Draft.
In this example, a list of projects for the selected Biennium and Version are displayed.

### Add Project/Subproject

Agency Budget Operations users can add a new project for a Biennium, Budget Type and Version.

1. **Select:** Projects tab.  
   ➔ Tab is located at top of screen.

2. **Select:** Biennium, Budget Type, and Version.  
   ➔ The biennium and version selected are assigned to a new project.

3. **Select:** Add.  
   ➔ **Caution!** Add is not available for an OFM version.  
   ➔ CBS will display the Projects Details screen with tabs from left to right.

### Detail Tab

Use this tab to provide details on the project or subproject. Required fields are indicated with a red (*) asterisk.

1. **Select:** Is this a sub project?  
   ➔ Selecting **No** indicates the project is not related to another project.  
   ➔ Selecting **Yes** will prompt you to select a parent project to attach the subproject to.  
   ➔ Only draft projects will be listed.  
   ➔ Parent projects with a project class of Grant-Pass Through will not be listed

   **For a project:**  
   Is this a sub project?  
   (Changing to No will ask you to confirm.)  
   ➔ **No**  
   ➔ **Yes**

   **For a subproject:**  
   Is this a sub project?  
   (Changing to No will ask you to confirm.)  
   ➔ **No**  
   ➔ **Yes**  
   ➔ **Select parent project**
since they cannot have subprojects.

- **Caution!** If the selected parent project has funding associated with it, adding a subproject will prompt you to confirm add since it will cause the funding to be deleted when you save.

2. **Input:** Project Title.
   ➔ Use up to 65 letters and/or numbers.

3. **Input:** Project Phase Title.
   ➔ Use up to 65 letters and/or numbers.

4. **Select:** Project Class.
   ➔ You can select Grant, Grant – Pass Through, Preservation, or Program.
   ➔ Selection determines additional information tab fields and questions.
   ➔ For a subproject, the project class will default to match the parent project.

5. **Select:** Starting fiscal year.
   ➔ You must select a year from the dropdown.

6. **Input:** Agency Summary.
   ➔ Spell check is available.

7. **Input:** Project Description.
   ➔ Answer the questions listed above the input field.
   ➔ Use the toolbar to perform a spell check, copy, paste, undo, redo, bold, italicize, and underline.
8. **Input**: Comments.  
   ➔ Agency comments are not released or viewable to your OFM analyst.  
   ➔ Spell check is available.

9. **Input**: Contact Name, Contact Phone Number, and Contact E-mail.  
   ➔ If you input a phone number, the area code is required.  
   ➔ If you input an e-mail, a valid e-mail address format is required.

10. **Select**: Program.  
    ➔ Field is only available to agencies that have programs (e.g. DSHS).

11. **Select**: Branch Campus.  
    ➔ Field is only available to higher education with branches (e.g. UW).

12. **Select**: Agency Activity.  
    ➔ If the project is associated with more than one activity, select **Add another activity**.  
    ➔ If you need to remove an activity that was selected, use the **Clear** button.

13. **Input**: User Defined.  
    ➔ Use up to 12 letters and/or numbers.

14. **Select**: Historical Significance.  
    ➔ Select **Yes** if the building is on the historical register, if there are archaeological impacts, or per Executive Order 05-05, the Department of Archaeology and Historic Preservation (DAHP) and the Governor’s Office of Indian Affairs identifies this project as having historical or archaeological impacts.
15. **Input:** Dependent on legislation passing.
   ➞ You can identify the related bill number.

16. **Input:** Provisos.
    ➞ Spell check is available.

17. **Select:** Save.

### Additional Information Tab

Use this tab to answer questions about the project or subproject. The questions displayed on this tab depend upon the Project Class you selected on the Details tab.

<table>
<thead>
<tr>
<th>Project Class ➔</th>
<th>Grant Pass Through</th>
<th>Preservation</th>
<th>Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Question ▾</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Project Type</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Location</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Describe Growth Management Impacts</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Grant Recipient Organization</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>RCW that establishes grant</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Application process used</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>If this a new facility?</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>How does this fit into your master plan?</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Decision package</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Assumptions in the Operating Budget</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>

1. **Select:** Project Type.
   ➞ You can select a project type from the dropdown.
   ➞ If another project type needs to be selected, select the **Add another project type above** button.
   ➞ If you need to remove a project type that was selected, use the **Clear** button.
2. **Input:** Location.
   ➔ You can identify the address, zip code, county, city, legislative district, latitude and longitude where the project is located.
   ➔ Select the **Reset counties, cities, and legislative districts** button to clear the previously selected county, city, and legislative district.
   ➔ Select the **Find Latitude/Longitude information** link to open a new window to determine the latitude and longitude for an address where the project is located.
   ➔ Select the **Add another Location above** to identify another location.

3. **Input:** Describe Growth Management Impacts.
   ➔ Describe the impacts or type “Not applicable to this project” to pass a pre-release edit check.

4. **Input:** Grant Recipient Organization.
   ➔ Identify the organization who would get the grant.

5. **Input:** RCW that establishes grant program.
   ➔ Identify the RCW associated with the grant program.
   ➔ Field is not applicable to subprojects.
6. **Input:** Application process used.
   - Describe the application process used for the grant.
   - Spell check is available.

7. **Select:** Is this a new facility?
   - Select **No** if the project is not a new facility.
   - Select **Yes** if the project is a new facility then describe **How does this fit into your master plan?**.

8. **Select:** Decision package.
   - Field will only display if Project Class is Program.
   - If an operating version is identified in version management by a Budget Operations user, then the agency’s decision packages for that version are displayed.
   - If no operating version is identified in version management, screen displays “Decision packages not available.”
   - If a decision package is selected, also describe the **Assumptions in the Operating Budget**.

9. **Select:** Save.

**Funding Tab**

Use this tab to add funding decisions for a project. For subprojects, the funding tab will display the summarized account totals as read-only.
1. **View:** Estimate.
   - Total dollar amount from the preferred cost estimate.
   - If no cost estimate is attached, field will not display.

2. **View:** Project Funding.
   - Total amount of all accounts entered on the project funding tab.

3. **View:** Variance.
   - Variance between total preferred cost estimate dollars minus total dollar amount of project funding.
   - If the project has subprojects, field will not display.
   - If no cost estimate is attached, field will not display.

4. **Select:** Account.

5. **Select:** Expenditure Authority Type.
   - To add another account, select the **Add another account above** button.
   - **Caution!** Only one account and expenditure authority type combination can be saved per project.

6. **View:** Total Costs.
7. **View:** Pre XXXX-XX Prior.
8. **View:** XXXX-XX Current.
9. **View:** XXXX-XX Reapprops.

10. **Input:** New Approps.
11. **Input:** Years 3-4
12. **Input:** Years 5-6
13. **Input:** Years 7-8
14. **Input:** Years 9-10

---

**Estimate:** 75,000,000
**Project Funding:** 54,700,000
**Variance:** 20,300,000

**Total Costs**

<table>
<thead>
<tr>
<th>Total Costs</th>
<th>Pre 2017-19 Prior</th>
<th>2017-19 Current</th>
<th>2019-21 Reapprops</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**2019-21**

<table>
<thead>
<tr>
<th>2019-21 New Approps</th>
<th>2021-23 Years 3-4</th>
<th>2023-25 Years 5-6</th>
<th>2025-27 Years 7-8</th>
<th>2027-29 Years 9-10</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
No decimals or commas are allowed.

15. Select: Slide Left.
   ➔ Moves all amounts (except Prior, Current and Reappropriation) to the left.

16. Select: Slide Right
   ➔ Moves all amounts (except Prior, Current and Reappropriation) to the right.

17. Select: Save.

Operating Impacts Tab
Use this tab to identify operating impacts to the project or subproject.

1. Select: There are no operating impacts for this project.
   ➔ If this field is checked, explain why the project has no operating impacts.

   ➔ If this field is unchecked, you can select a fiscal year for operating impacts, enter one time startup costs and ongoing costs, and provide a narrative.
2. **Select:** Save.

### Cost Estimates Tab

Use this tab to associate or create cost estimates to the project or subproject.

1. **Select:** Associate Cost Estimate.
   - A list of unassociated cost estimates will display to select from.

2. **Select:** Create New Cost Estimate.

3. **Input:** Cost Estimate Title.
   - Use up to 50 letters and/or numbers.

4. **Select:** Ok
   - New cost estimate form is displayed.

5. **Input:** Detail Page Name.
6. **Select:** Add.
   - Main page of cost estimate is displayed.
   - You can add one or more cost estimates to your project or subproject.

### Main data

The main tab captures relevant information for a single cost estimate detail.

1. **Input:** Main data.
2. **Select:** Save.

The following fields are displayed on the Main tab of a cost estimate.

- Projected Life of Asset
- Contact Name
- Contact Number
- Tax Rate
- Location used for tax rate
- Gross Sq. Ft.
- Usable Sq. Ft.
- Remodel
- A/E Fee Class
- A/E Fee Percentage
- Contingency Rate
- Project Administration
- Higher Ed Institution
- Affiliation Public Works
- Design Start Date
- Design End Date
- Construction Start Date
- Construction End Date
- Construction Duration
- Base Month and Year
- MACE
- MACE (escalated)
- Escalated Project Total
- Rounded Escalated Project Total
<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Construction Type</td>
<td>Establishes the Architect/Engineer (A/E) fee class and associated basic design fee schedule. Field is required.</td>
</tr>
<tr>
<td>Analysis Date</td>
<td>Defaults to today’s date.</td>
</tr>
<tr>
<td>Projected Life of Asset</td>
<td>Number of years the asset is estimated to be useful. See SAAM 30.50.10 for more information.</td>
</tr>
<tr>
<td>Contact Name</td>
<td>Person who will answer questions about the cost estimate.</td>
</tr>
<tr>
<td>Contact Number</td>
<td>Phone number of the contact person.</td>
</tr>
<tr>
<td>Tax Rate</td>
<td>Sales tax rate for the location of the project.</td>
</tr>
<tr>
<td>Location used for tax rate</td>
<td>Enter the cost estimate sales tax rate location. Use the Location Finder link to look-up the current rate for a specified location.</td>
</tr>
<tr>
<td>Gross Sq. Ft.</td>
<td>Gross square feet of building area contained in the project based on American Institute of Architects document. This field is not visible if a non-building construction type was selected.</td>
</tr>
<tr>
<td>Usable Sq. Ft.</td>
<td>Also known as net square feet or assignable square feet. Usable square feet of the structure. Field is not visible if a non-building construction type has been selected. Usable Square Feet cannot be greater than Gross Square Feet.</td>
</tr>
<tr>
<td>Rentable Sq. Ft.</td>
<td>Rentable square feet of the building. Field is not visible if a non-building construction type has been selected.</td>
</tr>
<tr>
<td>Space Efficiency</td>
<td>System calculated. Usable Square Feet divided by Gross Square Feet. If Usable Square Feet is greater than Gross Square Feet, an error message is displayed. Field is not visible if a non-building construction type has been selected.</td>
</tr>
<tr>
<td>Escalated Cost per Sq. Ft.</td>
<td>System calculated. Maximum Allowable Construction Cost (MACC - Escalated) divided by Gross Square Feet. Field is not visible if a non-building construction type has been selected. See the Capital Budget Instructions for efficiency guidelines.</td>
</tr>
<tr>
<td>Escalated Cost per Sq. Ft. Explanation</td>
<td>Field is not visible if a non-building construction type has been selected. Used to explain cost per square foot, when cost per sq. ft. amount exceeds standard amount. No entry needed for the Hands On exercise</td>
</tr>
<tr>
<td>Remodel?</td>
<td>Select Yes or No. Field is not visible if a non-building construction type has been selected. If construction is a remodel, the A/E Fee Percentage and A/E Basic Design Services calculations are increased by 3% except in the calculation for project management.</td>
</tr>
<tr>
<td>A/E Fee Class</td>
<td>Field is based on the Construction Type selected.</td>
</tr>
<tr>
<td>A/E Fee Percentage</td>
<td>Field is based on the A/E Fee Class, and if the project is a Remodel.</td>
</tr>
<tr>
<td>Contingency Rate</td>
<td>An allowance for uncertainties associated with estimating costs for design services and construction. Non-Remodels are capped at 5% and Remodels are capped at 10%.</td>
</tr>
<tr>
<td>Contingency Explanation</td>
<td>An explanation for the Contingency Rate may be provided. Cost Estimate will use a rate of 5% based on the project sites unknown ecological factors.</td>
</tr>
<tr>
<td>Art Requirement Applies</td>
<td>Select Yes or No. If Yes is selected, the Artwork allowance will be system calculated and displayed on the Cost Estimate Detail tab titled Artwork.</td>
</tr>
<tr>
<td>Project Administration by</td>
<td>If the Project will be administered by the Department of Enterprise Services (DES) Division of Engineering and Architectural Services</td>
</tr>
</tbody>
</table>
### Field | Description
--- | ---
(E&AS), select DES. For the request of capital appropriations for costs to an Agency for project management, select Agency.  
Higher Ed Institution | Select Yes or No. If Yes is selected, the Higher Education artwork allowance is calculated on the Artwork tab.  
Alternative Public Works | Select Yes or No. If Yes is selected, allows for the entry of cost associated with the design-build and general contractor/construction manager (GCCM) types of contracts.  
Predesign Start Date | The year and month predesign will start.  
Predesign End Date | The year and month predesign will end. The selected year/month cannot be prior to the selected Predesign Start year and month.  
Design Start Date | The year and month design will start. The year and month cannot be prior to Predesign Start year and month.  
Design End Date | The year and month design will end. The year and month cannot be prior to Design Start year and month.  
Construction Start Date | The year and month construction will start. The year and month cannot be prior to Design Start year and month.  
Construction End Date | The year and month construction will end. The year and month cannot be prior to Construction Start year and month.  
Construction Duration | System calculated. Based on the year/month of the first construction start date to the year and month of last construction end date. Construction End Date minus Construction Start Date divided by 365 days divided by 12 months.  
State Construction Inflation Rate | Currently maintained by the system at 3.12%.  
Base Month and Year | Defaults to June and the first fiscal year for the selected biennium of the new cost estimate. Base month and year cannot be a date in the prior biennium and cannot be prior to today’s date.  
Maximum Allowable Construction Cost (MACC) Not Escalated | System calculated. Amount totals from the Cost Estimate Detail Construction Contracts tab, for total of site work + total related project costs + total facility construction + GCCM Fee + bid General Conditions.  
Maximum Allowable Construction Cost (MACC) Escalated | System calculated. Amount totals from the Cost Estimate Detail Construction Contracts tab, for total site work (escalated) + total related project costs (escalated) + total facility construction (escalated) + GCCM Fee (escalated) + Bid General Conditions (escalated).  
Current Project Total | System calculated.  
Rounded Current Project Total | System calculated.  
Rounded Escalated Project Total | System calculated.  

**Acquisition Costs**

Acquisition costs are the associated purchase or leasing costs, and any costs necessary to prepare the property for agency use.
1. **Input**: Acquisition Costs.
   - Enter base amounts.
   - Escalation Factor is not applied.

2. **Select**: Save.

### Consultant Services
Consultant Services are costs associated with architect and engineering (A/E) services from private consulting firms.

1. **Input**: Pre-Schematic Design Services.
   - Enter base amounts.
   - Escalation Factor is not applied.

2. **View**: Construction Documents.
   - A/E Basic Design Services is system calculated based on the construction type selected. Hover the mouse over the item title to see the calculation.

3. **Input**: Extra Services.
   - Enter base amounts.
   - Escalation Factor is not applied.
   - Leadership Energy & Environmental Design List (LEED) is not displayed for non-building construction types.
4. **Input:** Other Services.
   - Bid/Construction/Closeout is system calculated based on 31% of basic services.
   - Enter base amounts.
   - Escalation Factor is applied.

<table>
<thead>
<tr>
<th>Item</th>
<th>Base Amount</th>
<th>Escalation Factor</th>
<th>Escalated Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1 Site work</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>G10 - Site Preparation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>G20 - Site Improvements</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>G30 - Site Mechanical Utilities</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>G40 - Site Electrical Utilities</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>G60 - Other Site Construction</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Sub Total</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

5. **Input:** Design Services Contingency.
   - Design Services Contingency is system calculated: contingency rate multiplied by sum of non-escalated amounts within Consultant Services.
   - Escalation Factor is applied.

<table>
<thead>
<tr>
<th>Item</th>
<th>Base Amount</th>
<th>Escalation Factor</th>
<th>Escalated Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Design Services Contingency</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Sub Total</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

6. **Select:** Save.

**Constructions Contracts**

Construction Contracts are the costs associated with a project’s construction.

1. **Input:** Site work.
   - UNIFORMAT code precedes the title.
   - Enter base amounts.
   - Escalation Factor is applied.

2. **Input:** Related Project Costs.
   - Enter base amounts.
   - Escalation Factor is applied.
3. **Input:** Facility Construction.
   - This section is not displayed for non-building construction types.
   - UNIFORMAT code precedes the title.
   - Enter base amounts.
   - Escalation Factor is applied.

<table>
<thead>
<tr>
<th>3 Facility Construction</th>
</tr>
</thead>
<tbody>
<tr>
<td>A10 - Foundations</td>
</tr>
<tr>
<td>A20 - Basement Construction</td>
</tr>
<tr>
<td>B10 - Superstructure</td>
</tr>
<tr>
<td>B20 - Exterior Closure</td>
</tr>
<tr>
<td>B30 - Roofing</td>
</tr>
<tr>
<td>C10 - Interior Construction</td>
</tr>
<tr>
<td>C20 - Stairs</td>
</tr>
<tr>
<td>C30 - Interior Finishes</td>
</tr>
<tr>
<td>D10 - Conveying</td>
</tr>
<tr>
<td>D20 - Plumbing Systems</td>
</tr>
<tr>
<td>D30 - HVAC Systems</td>
</tr>
<tr>
<td>D40 - Fire Protection Systems</td>
</tr>
<tr>
<td>D50 - Electrical Systems</td>
</tr>
<tr>
<td>F10 - Special Construction</td>
</tr>
<tr>
<td>F20 - Selective Demolition</td>
</tr>
<tr>
<td>General Conditions</td>
</tr>
</tbody>
</table>

| Sub Total | 0 | 1 | 0 |

4. **View:** MACC.
   - MACC Non-escalated is system calculated: Total Site Work + Total Related Project Costs + Facility Construction.
   - MACC Escalated is system calculated: Total Site Work (escalated) + Total Related Project Costs (escalated) + Facility Construction (escalated).

<table>
<thead>
<tr>
<th>4 MACC</th>
</tr>
</thead>
<tbody>
<tr>
<td>MACC Non-escalated</td>
</tr>
<tr>
<td>MACC Escalated</td>
</tr>
</tbody>
</table>

5. **Input:** GCCM Risk Contingency.
   - Section only displays if Alternative Public Works has been selected (and a building construction type) on cost estimate Main tab.
   - Enter base amounts.
   - Escalation Factor is applied.

<table>
<thead>
<tr>
<th>5 GCCM Risk Contingency</th>
</tr>
</thead>
<tbody>
<tr>
<td>GCCM Risk Contingency</td>
</tr>
</tbody>
</table>

| Sub Total | 0 | 1 | 0 |

6. **Input:** GCCM or Design Build Costs.
   - Section only displays if Alternative Public Works has been selected (and a building construction type) on cost estimate Main tab.

<table>
<thead>
<tr>
<th>6 GCCM or Design Build Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>GCCM Fee</td>
</tr>
<tr>
<td>Bid General Conditions</td>
</tr>
<tr>
<td>GCCM Preconstruction Services</td>
</tr>
</tbody>
</table>

| Sub Total | 0 | 1 | 0 |
construction type) on cost estimate Main tab.
→ Enter base amounts.
→ Escalation Factor is applied.

7. **View:** Construction Contingencies.
   → System calculated: MACC (not escalated) multiplied by Contingency Rate.
   → Escalation Factor is applied.

<table>
<thead>
<tr>
<th>7 Construction Contingencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allowance for Change Orders</td>
</tr>
<tr>
<td>Sub Total</td>
</tr>
</tbody>
</table>

8. **Input:** Non-Taxable Items.
   → Enter base amounts.
   → Escalation Factor is applied.

<table>
<thead>
<tr>
<th>8 Non Taxable Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sub Total</td>
</tr>
</tbody>
</table>

9. **View:** Sales Tax.
   → System calculated.

<table>
<thead>
<tr>
<th>Sales Tax</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sales Tax - Non Escalated</td>
</tr>
<tr>
<td>Sales Tax - Escalated</td>
</tr>
</tbody>
</table>

10. **Select:** Save.

---

**Equipment**

Equipment costs include the cost of equipment and furnishings that are essential to the project. These items are not considered consumables and have a life expectancy of greater than one year.

1. **Input:** Equipment.
   → UNIFORMAT code precedes the title.
   → Enter base amounts.
   → Escalation Factor is applied.

<table>
<thead>
<tr>
<th>Item</th>
<th>Base Amount</th>
<th>Escalation Factor</th>
<th>Escalated Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>E10 - Equipment</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E20 - Furnishings</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>F10 - Special Construction</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sub Total</td>
<td>0</td>
<td>1</td>
<td>0</td>
</tr>
</tbody>
</table>

2. **Input:** Non Taxable Items.
   → Enter base amounts.
   → Escalation Factor is applied.

<table>
<thead>
<tr>
<th>1 Non Taxable Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sub Total</td>
</tr>
</tbody>
</table>

3. **View:** Sales Tax.
   → System calculated.

<table>
<thead>
<tr>
<th>Sales Tax</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sales Tax - Non Escalated</td>
</tr>
<tr>
<td>Sales Tax - Escalated</td>
</tr>
</tbody>
</table>

4. **Select:** Save.
Artwork

Most major projects are subject to allowances for Artwork, per RCW 43.17.200 and RCW 28B.10.027 for Higher Education.

1. **View:** Project Artwork.
   - System calculated: MACC (escalated) multiplied by 0.5%.
   - Escalation Factor is not applied.

2. **View:** Higher Ed Artwork.
   - System calculated: For new construction and remodels over $200,000, MACC (escalated) multiple by 0.5%.

3. **Select:** Save.

---

**Project Management**

The items listed on the Project Management tab are based on the **Project Administration by** selection listed on the Main tab. Project Administration by DES costs is not included in the cost estimate Project Total. If a user-defined item is added, and Project Administration by DES has been selected, then only the user added row costs are added into the Project Total. Project Administration by Agency costs is included in the cost estimate Project Total.

1. **Input:** DES Project Management.
   - Only displayed if “Project Administration by” is DES on Main tab.
   - Escalation Factor is applied.

2. **Input:** Agency Project Management.
   - Only displayed if “Project Administration by” is Agency on Main tab.
   - Escalation Factor is applied.

3. **Select:** Save.
Other Costs
Use this tab to input other costs for the project (e.g. permits, insurance, advertising).

1. **Input:** Other Costs.
   - Enter base amounts.
   - Escalation Factor is applied.

<table>
<thead>
<tr>
<th>Item</th>
<th>Base Amount</th>
<th>Escalation Factor</th>
<th>Escalated Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mitigation Costs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hazardous Material Remediation/Removal</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Historic and Archeological Mitigation</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Totals
Total: 0
Escalated Total: 0

2. **Select:** Save.

**Summary of Cost Estimate**
The summary tab displays the summarized costs of one or more cost estimate detail tabs. If only one detail tab exists for the cost estimate, the summary tab will display the totals of the individual detail tab.

1. **Select:** Summary.
   - Displays a summary of the cost estimate data saved.

**View Cost Estimate Report**
You can produce a CBS003 report containing summarized data of the cost estimate detail tabs and each individual cost estimate detail. If a cost estimate only contains one detail tab, the summary section will be the same as the detail data on the report.

1. **Select:** View Report.
   - Displays the report in a new browser window to view, print, export, or save.
Attachments Tab
Budget Operations, Agency Edit, Agency Division, and Facility users can attach files such as pictures or work plans about a project or subproject. Valid file types include: Word Documents (.doc, .docm, .docx), Excel Spreadsheets (.xls, .xlsx), Jpeg Image (.jpeg, .jpg), MS PowerPoint (.ppt, .pptx), Adobe PDF (.pdf), Text (.txt) and .gif, .htm, .html, .mpp, .rtf, .tif and .wpd.

Attachments added become an artifact of the project or subproject and are available for viewing until the project is deleted. For modifications to documents previously attached, you must update the document on your agency network or workstation then in CBS delete and re-add to the project or subproject.

To add an attachment:
1. **Select:** Add.
2. **Select:** Browse to locate a file, select the file, and select Open.
3. **Input:** Description to include a synopsis of the material for quick reference.
4. **Select:** Attach.
   ➔ More than one file can be attached.

To view an attachment:
5. **Select:** Radio button for an attachment.
6. **Select:** View.
   ➔ You can also click the attachments paper clip icon from the project list.
7. **Select:** Open Attachment.
   ➔ You can also click on the attachment name to view.

To delete an attachment:
1. **Select:** Radio button for an attachment.
2. **Select:** Delete.
3. **Select:** OK.

View Report Tab
You can produce a report containing the project or subproject data (CBS002).
Projects
Capital Budget System (CBS)

1. **Select**: View Report.
   ➔ Displays the report in a new browser window to view, print, export, or save.

**View Project**
You can view or modify the project.

1. **Select**: Projects tab.
2. **Select**: Biennium, Budget Type, and Version.
3. **Select**: Load.
   ➔ CBS will display the Project list associated with the selected biennium and version.

4. **Select**: Checkbox next to the project to view or modify.
5. **Select**: Details.
   ➔ CBS will display the Projects Details screen with tabs from left to right.
   ➔ You can also open a project by selecting the project title from the project list.

**View Subproject**
You can view or modify subprojects.

1. **Select**: Projects tab.
2. **Select**: Biennium, Budget Type, and Version.
3. **Select**: Load.
   ➔ CBS will display the Project list associated with the selected biennium and version.
   ➔ If a project has subprojects, the total number of subprojects associated with the project will display in the Subprojects column.

4. **Select**: Checkbox next to the project with subprojects.
5. **Select**: Details.
6. Select: Subprojects. The parent project is displayed. 
   ➔ A list of subprojects associated to the parent project is displayed. 
   ➔ You can open the subproject by clicking on the Title.

7. Select: Parent Project. Quick navigation between subprojects, updating a parent project, or identifying how a particular subproject affects the parent.

To remove a subproject from a parent project:

1. Select: Projects tab. 
2. Select: Biennium, Budget Type, and Version. 
4. Select: parent project title. 
5. Select: Subprojects. 
7. Select: OK.

To prioritize subprojects:

1. Select: Projects tab. 
2. Select: Biennium, Budget Type, and Version. 
4. Select: parent project title. 
5. Select: Subprojects. 
6. Input: Agency Priority. You can also drag the projects into the appropriate order then select the Make Sequential button to set the priority in sequential order as listed.

7. Select: Save.
You can delete a project along with all of its associated data.

1. **Select:** Projects tab.
2. **Select:** Biennium, Budget Type, and Version.
3. **Select:** Load.
4. **Select:** Checkbox next to the project to delete.
   ⇒ You can select one or more.
5. **Select:** Delete.
6. **Select:** OK.

### Delete Subproject

You can delete a subproject along with all of its associated data.

1. **Select:** Projects tab.
2. **Select:** Biennium, Budget Type, and Version.
3. **Select:** Load.
4. **Select:** parent project title.
5. **Select:** Subprojects
   
6. **Select:** Delete.
   ⇒ Delete button is located at the end of the subproject row.

7. **Select:** OK.

### Copy Project

You can copy all data related to a project between versions, within a version and from biennium to biennium. The data copied includes: project detail, additional info, funding, operating impacts, attachments, and cost estimates. If a project has subprojects, the subprojects will be copied into the new version (project numbers and titles retained).

1. **Select:** Projects tab.
2. **Select:** Biennium, Budget Type, and Version.
3. **Select:** Load.
4. **Select:** Checkbox next to the project to copy.
You can select one or more or select Select All to copy all projects in the version.

5. **Select**: Copy.

A dialog is displayed to select a destination for the data.

6. **Select**: Biennium, Budget Type, and Version.

The biennium and version selected are assigned to the new project.

7. **Select**: Data Types.

You can select Selected Projects or Selected Projects plus FTEs.

8. **Select**: Copy Type.

**Do Not Replace Duplicates** will copy only if the destination version doesn't have the same project number already.

**Replace Duplicates** will copy over/replace the destination version of a project that already exists in the version being copied to.

**Create New Projects for Duplicates** will copy to the destination where a project already exists. The project will receive a new project number and the project title will contain ‘Copy of’ at the beginning of the title.

If you select **Create New Projects for Duplicates**, you can input a new project name but this only works if there is one project to copy.

9. **Select**: OK.
Lock/Unlock Project
You can lock/unlock projects.

1. Select: Projects tab.
2. Select: Biennium, Budget Type, and Version.
4. Select: Checkbox next to the project to lock or unlock.
   ➔ You can select one or more.
5. Select: Lock/Unlock.
   ➔ The Project Locked column will update to reflect whether the project is locked (Yes) or unlocked (No).

View History
You can view a history of changes to a project.

1. Select: Projects tab.
2. Select: Biennium, Budget Type, and Version.
4. Select: Checkbox next to a project.
5. Select: View History.
   ➔ A window will display the user and date the project was updated and created.

<table>
<thead>
<tr>
<th>Select All</th>
<th>Number</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓</td>
<td>40000554</td>
<td>Project 1</td>
</tr>
<tr>
<td></td>
<td>40000556</td>
<td>Test</td>
</tr>
<tr>
<td></td>
<td>40000558</td>
<td>Test 2</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Action</th>
<th>Additional Information</th>
<th>User</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Updated</td>
<td></td>
<td>Gosda, Christine</td>
<td>3/14/2019 1:22:04 PM</td>
</tr>
<tr>
<td>Created</td>
<td></td>
<td>Gosda, Christine</td>
<td>3/14/2019 1:20:14 PM</td>
</tr>
</tbody>
</table>

2 Records
**View Project Detail Report (CBS002)**

You can view a report of summarized data of the project and any attached subprojects.

1. **Select:** Projects tab.
2. **Select:** Biennium, Budget Type, and Version.
3. **Select:** Load.
4. **Select:** Checkbox next to a project.
   ➔ You can select one or more.

In this example, we selected one project:

<table>
<thead>
<tr>
<th>Select All</th>
<th>Number</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓</td>
<td>40000554</td>
<td>Project 1</td>
</tr>
<tr>
<td></td>
<td>40000556</td>
<td>Test</td>
</tr>
<tr>
<td></td>
<td>40000558</td>
<td>Test 2</td>
</tr>
</tbody>
</table>

5. **Select:** Report.
   ➔ Displays the report in a new browser window to view, print, export, or save.

➔ **Caution!** Even if you are not ready to set the priority, you will need to do a preliminary prioritization on the subprojects. Otherwise your report will not have the correct information.