

Dear CBAT Users:

As the new year approaches and we commence work on the FY 2024-25 Proposed Budget and Multi-Year capital Plan, the OMB Capital Team wanted to ensure that our capital USER community is prepared and knowledgeable with the necessary tools to succeed. With that said, OMB is offering Capital Budgeting Analysis Tool (CBAT) training to all capital USERS who would like to attend. This year we will be holding all capital training sessions remotely.

The OMB Capital Team will be providing eight different types of training courses. All capital training courses are half day courses. Attached are the syllabi for each capital training course offered so that the USER can decide which class best suits their individual and departmental training needs.

**FY 2024-25
CAPITAL TRAINING**

Course Title: Understanding and Budgeting for BBC-GOB Funded Capital Programs

Course #: 1

Format: TEAMS

Dates/Times: Dec 4th, 2023 - 10 am -12:30 pm **(Course Code 1A)**

Dates/Times: Dec 8th, 2023 - 2 -4:30 pm **(Course Code 1B)**

Course Title: Understanding and Budgeting for CIIP Funded Capital Programs

Course #: 2

Format: TEAMS

Dates/Times: Dec 20th, 2023 - 10 am -12:30 pm **(Course Code 2A)**

Dates/Times: Dec 21st, 2023 - 2 -4:30 pm **(Course Code 2B)**

Course Title: Navigating INFORMS and CBAT Reports

Course #: 3

Format: TEAMS

Dates/Times: Dec 5th, 2023 - 10 am -12:30 pm **(Course Code 3A)**

Dates/Times: Dec 12th, 2023 - 2 -4:30 pm **(Course Code 3B)**

Course Title: Navigating the CBAT system and Linking Back to the Budget Book

Course #: 4

Format: TEAMS

Dates/Times: Dec 5th, 2023 - 2 -4:30 pm **(Course Code 4A)**

Dates/Times: Dec 12th, 2023 -10 am -12:30 pm **(Course Code 4B)**

Course Title: Creating New Capital Programs/Projects in CBAT

Course #: 5

Format: TEAMS

Dates/Times: Dec 6th, 2023 - 10 am -12:30 pm **(Course Code 5A)**

Dates/Times: Dec 13th, 2023 - 2 -4:30 pm **(Course Code 5B)**

Course Title: Updating Capital Programs/Projects in CBAT

Course #: 6

Format: TEAMS

Dates/Times: Dec 6th, 2023 – 2 pm – 4:30 pm **(Course Code 6A)**

Dates/Times: Dec 13th, 2023 - 10 am -12:30 pm **(Course Code 6B)**

Course Title: Understanding the Capital Life Cycle, Ordinances and End-of-Year Supplementals

Course #: 7

Format: TEAMS

Dates/Times: Dec 7th, 2023 – 10 am -12:30 pm **(Course Code 7A)**

Dates/Times: Dec 14th, 2023 - 2 pm – 4:30 pm **(Course Code 7B)**

Course Title: "BIG PICTURE" Capital Revenues and Expenditures Overview

Course #: 8

Format: TEAMS

Dates/Times: Dec 7th, 2023 – 2 pm – 4:30 pm **(Course Code 8A)**

Dates/Times: Dec 14th, 2023 - 10 am -12:30 pm **(Course Code 8B)**

To sign up for the above Capital Training Classes....

- please contact- via email- Grace Ferreira (grace.ferreira@miamidade.gov) or Janie Jackson (janie.jackson@miamidade.gov)
- in your email "SUBJECT" heading write "Capital Training Class Registration"
- **include in your email..**
- Your Full Name
- Ekey number (employee ID number)
- Your Department
- Course Number
- Course Code

Please be advised that once you have registered for one of the capital training course(s) listed above, you will receive an "INVITE" notice shortly, thereafter.

Should you have any questions, regarding the courses above, please feel free to reach out to Anita Gibboney, OMB's Capital Coordinator at [305.375.5143](tel:305.375.5143) or email her at anita.gibboney@miamidade.gov.

The CBAT Capital Team