

GENERAL GUIDELINES

CAPITAL CONSTRUCTION AND BUILDING RENEWAL REQUESTS

This section outlines the budget request process for capital construction and building renewal projects. It is intended as a general outline of the process. More detailed guidelines and procedures can be found in the sources which are referenced in this section.

Purpose

Agencies should prepare a capital construction request for new projects and for changes or renovations to existing facilities if the work transcends routine maintenance. The key tests for whether a capital construction request is required are: 1) does the project extend the life of existing facilities; 2) does the project have a significant fiscal impact which would not routinely be part of the operating budget; 3) does the project represent an expenditure that is not made routinely every seven years or less for minor repair and maintenance; and, 4) does the project change the nature or scope of programs.

Use the capital construction budget request for the following:

- planning funds for construction-related activities, including preparation of a comprehensive plan, program statements, design development and bidding documents;
- construction funds including new construction, renovation and major repair;
- reaffirmation of funds previously authorized but not yet appropriated; and,
- building renewal requests (all four categories—deferred repair, fire and life safety, Americans with Disabilities Act (ADA) and energy conservation).

Reaffirmations

List projects which require reaffirmation funding (i.e. continuation funding on projects previously authorized) on Capital Construction Reaffirmations. Explain any requested deviation from the originally authorized total project cost or annual allocations in the narrative section of the Capital Construction Reaffirmations Screen.

Reappropriations

On or before **October 20, 2014**, submit to the Administrative Services State Building Division, Administrative Services State Budget Division, and the Legislative Fiscal Office a list of all Capital Construction Programs that should be reappropriated into FY2016. Include the program number, project name, and the estimated June 30, 2015, unexpended appropriation balance, by fund type. Also identify how much of the June 30, 2015, balance will be committed through contractual agreements.

Planning Requirements

State statutes prescribe two types of planning which must occur before an appropriation of funds for capital construction projects may be made. A "*Comprehensive Facilities Plan*" is required prior to requesting funds for any project whose total cost exceeds \$640,000. A "*Program Statement*" is required for each project where total cost exceeds \$640,000, prior to requesting funds for construction drawings and actual construction work. Note, however, if policies adopted by the Board of Regents of the University of Nebraska and the Board of Trustees of the Nebraska State Colleges indicate a threshold other than \$640,000, such threshold is acceptable for those agencies.

In addition to these two statutory requirements, a "*Needs Statement*" should accompany requests for planning funds. A needs statement should also accompany construction requests for small projects when a detailed program statement is not required. These three types of plans are discussed in greater detail below. For additional information, consult the "**Procedural Manual for Capital Construction Projects**," available from the State Building Division, Department of Administrative Services.

The quality of planning included in agency *Comprehensive Facilities Plans* and *Program Statements*, along with the clarity of the relationship to agency long-run strategic plans, will be an element in evaluating and prioritizing requests.

a. Comprehensive Facilities Plan

Section 81-1114.01, Nebraska R.R.S. requires each state agency to prepare a *Comprehensive Facilities Plan* prior to submitting a capital construction project request in excess of \$640,000. At a minimum, a *Comprehensive Facilities Plan* should project future programmatic needs, analyze existing facilities and the utilization of such facilities, and identify projects to meet those needs. The *Comprehensive Facilities Plan* must be updated or revised whenever an agency requests funding for a major project that is not in compliance with the original plan, or when changes in projected needs would significantly affect the *Comprehensive Facilities Plan*. Such plans, and any updates or revisions, must be submitted to the Department of Administrative Services State Building Division, the Department of Administrative Services Budget Division and the Legislative Fiscal Analyst. Please note that Section 81-1108.41 establishes a *State Comprehensive Capital Facilities Plan* for all agency projects (except for the University of Nebraska, the State Colleges, and the Community Colleges who are covered under another process involving the Coordinating Commission for Postsecondary Education) based on a six-year planning time frame, or three biennial budget cycles. Agencies should use the six-year time frame for their individual *Comprehensive Facilities Plans*.

b. Program Statement

Section 81-1108.41, Nebraska R.R.S. requires that an agency submit a *Program Statement* before requesting an appropriation for drawings and the construction of a project if total costs exceed \$640,000 (or other threshold for the University of Nebraska or the Nebraska State Colleges). The purpose of the *Program Statement* is to justify the project by examining programmatic needs and translating them into space and facility needs. The *Program Statement* must address the following:

- 1) scope of the project and its impact on existing space and programs;
- 2) project's compatibility with the agency's *Comprehensive Facilities Plan*;
- 3) existing and proposed space utilization;
- 4) project costs, sources of funding and fiscal impact; and,
- 5) time line.

For a complete *Program Statement* outline, refer to the Procedural Manual for Capital Construction Projects, Section VIII, published by the Department of Administrative Services State Building Division.

Requests for new or replacement capital construction projects should include a complete inventory of all space presently occupied by the agency and a utilization report on such space. The utilization report should have been completed within the preceding 12-month period and adjusted for projects presently under construction or for projects for which an appropriation for construction has already been made. In addition, any change in the population served by the facilities between the time of utilization review and the projected construction of the requested project should be included. Refer to the Space Management Guidelines, published January 1996 by the Department of Administrative Services State Building Division, for a general background on space definitions, management guidelines and needs.

The efficient use of space is one measure of performance which will be examined more closely when evaluating and prioritizing requests. Agencies are expected to analyze existing space utilization when formulating budget requests for new construction or major renovations.

A new *Program Statement* is required whenever the scope of a project changes. For *Program Statements* that have been submitted previously and where the scope of the project is unchanged, only the "project budget/estimate" page needs to be updated.

The statutory deadline for submitting the *Program Statement*, or revisions, is September 15 of the year prior to the initiation of an appropriation for drawings or construction.

With the exception of the University of Nebraska and the Nebraska State Colleges, no agency may enter into a contract for the planning, design or construction of a new facility, or major renovation of an existing facility, unless the Governor has approved the *Program Statement*.

c. Needs Statement

The *Needs Statement* serves as the basis for the agency's request for initial capital funding. This document is generally prepared in-house and submitted with the budget request.

1. A subsequent *Program Statement* must be developed for projects whose estimated total project cost exceeds \$640,000 (or other threshold for the University of Nebraska or the Nebraska State Colleges). In such cases, funding procedures allow for consideration during the first year for planning funds and the following year(s) for design development and construction funds.
2. A *Program Statement* may be submitted in lieu of a *Needs Statement* when an agency is preparing a *Program Statement* in-house for a project whose estimated total cost exceeds \$640,000 (or other threshold for the University of Nebraska or the Nebraska State Colleges).
3. Only a *Needs Statement* is required for projects whose estimated total cost is less than \$640,000 (or other threshold for the University of Nebraska or the Nebraska State Colleges). For these projects, the initial request for funding may include total funding.
4. For projects exceeding \$640,000 that do not change programmed space (such as fire/life safety, utility, ADA and repair and maintenance projects), a *Needs Statement* may be submitted in lieu of a *Program Statement*.

d. Historical Structures

Requested information on *Historic Structures* owned or occupied by state agencies.

1. Section 72-808(3), Nebraska Revised Statutes specifies that efforts should be made by the state to identify, preserve, maintain, and restore such historic structures whenever possible
2. Section 72-810 specifies:
"Improvements, alterations, or changes made by the state, its agencies, or departments on or to any historic structures owned by the State of Nebraska shall be in keeping with its historical or architectural significance. Such alterations shall be made according to standards set by the United States Department of the Interior...A state agency or department shall only be required to comply with this section if it has been notified in writing by the officer that a particular structure is a historic structure."
3. Given the statute sections noted above, all agency requests for funds in excess of \$640,000 for substantial renovation, substantial rehabilitation, substantial remodel or demolition of any State-owned or occupied structure should indicate, in the request, whether or not the structure has been determined an *Historic Structure* by the State Historic Preservation Officer.
4. The process of obtaining review and comments is the responsibility of the respective state agency or department and should be completed prior to the submittal of the project to DAS.

State Comprehensive Capital Facilities Plan

Agency Capital Construction project requests (with the exception of the University of Nebraska, the State Colleges, and the Community Colleges) are subject to the prioritization process of the *State Comprehensive Capital Facilities Plan* submitted November 15 of even numbered years. The detailed guidelines for this process are included in the following pages.

Americans with Disabilities Act (ADA)

Minor modifications to facilities should be accomplished using repair and maintenance funds in the agency operating budget. Agencies with large and specialized building maintenance staff should be able to implement many ADA-related changes without the need for a separate appropriation. Larger projects will require contracting for services. Section 81-1108.43 limits the total project cost of construction work done by an agency's own work force to \$75,000. The same section requires use of a professional consulting engineer or architect for preparing the plans for any project costing \$640,000 or more.

If projects exceed the capabilities of an agency's work force or represent a substantial modification to a facility, a separate request for each is necessary. ADA modifications are one of the four separate categories of deferred building renewal requests and should be included on the Building Renewal Request Screen. An ADA project should have the same documentation as other deferred building renewal requests.

Joint and Cooperative Planning

Agencies are encouraged to engage in joint and cooperative facilities planning. Such planning should increase efficiency and utilization of facilities and may be done several ways:

- Planning of joint use facilities or one-stop centers where agencies serve common customers or where agencies serve customers in the same geographical area.
- Coordination of the requesting, designing, bidding, and contract awarding of similar projects in close proximity in a geographic region. This includes renovation projects and various deferred building renewal projects in particular.

Non-State Funds

In cases where agencies receive federal or other non-state funds through a cost reimbursement or cost sharing formula or program, and in which reimbursement for facility depreciation and facility maintenance is included, such reimbursement should be included in the funding requested for construction and all types of deferred building renewal projects.

In instances where Federal or other non-state funded grant programs exist which could help fund a construction or deferred building renewal project, such fund should be applied for and included in the funding requested.

Some agencies qualify for participation in the Institutional Building Grants Program (IBGP). This enables the utilization of federal funding to match state dollars in accomplishing approved projects. With some exceptions, the Task Force for Building Renewal has been providing matching funds to accomplish energy conservation measure projects. Agencies or institutions eligible for participation in IBGP funding are encouraged to actively seek these funds wherever possible.

Compliance with the "Procedural Manual for Capital Construction Projects"

Agencies are encouraged to read the Procedural Manual for Capital Construction Projects published by the State Building Division of the Department of Administrative Services. Adoption of the procedures, requirements, processes and suggestions contained in the Manual will facilitate consideration of your budget request.

Building Renewal Assessments (LB1100 Assessments)

LB1100 Assessments were repealed by the Legislature in LB380, 2011.

STATE COMPREHENSIVE CAPITAL FACILITIES PLANNING 2014 GUIDELINES

Budget Instructions - July 2014 For The 2015-2017 Biennium

Applies to all agencies' capital construction requests

except the University of Nebraska and the State Colleges, since they are subject to the Coordinating Commission for Postsecondary Education Statewide Planning Process.

In accordance with Revised Statute 81-1108.41 the Department of Administrative Services State Building Division is to develop a *State Comprehensive Capital Facilities Plan* for each biennium, utilizing a Committee appointed by the Governor. The Plan is to be submitted on November 15th of even years and is to include a prioritization of capital construction project requests submitted for the biennium. The Committee, made up of state agency personnel and citizens, develops the planning process, guidelines for implementation, and the project prioritization system to be used in evaluating the project requests. Details and instructions for this process are incorporated into the following Guidelines:

1. *Agency Comprehensive Facility Plans* and *Program Statements* should be in accordance with the DAS/SBD Procedural Manual, as per Sections 81-1114.01 & 81-1108.41. Both are required for project requests in excess of \$640,000.
2. *Program Statements* that do not meet the information requirements outlined in the DAS/SBD Procedural Manual as determined by DAS will instead be considered as "*Need Statements*," and the Committee will consider the associated request as a request for planning funds only (not construction funding) in keeping with Section 81-1108.41. In such cases, DAS may recommend an amount for planning funds after consultation with the agency.
3. Agencies are encouraged to provide facility space utilization data in *Program Statements* to help support the justification and need for the project.
4. Project Descriptions in the narratives of the Capital Construction Project Request should include the following information:
 - a. State how the project responds to the 2014 Mission Statement/Governing Values for State of Nebraska Capital Construction (see below).
 - b. State the REAL consequences of the project request being denied/unfunded, or under-funded.
 - c. Provide an evaluation of your project for critical life safety/legal issues (item 1.b. of the Project Rating Criteria) using a scale of 0 to 4 points.
 - d. Provide the individual yearly amounts necessary for current or future requests for projects (planning, design and/or construction funds) that will begin or extend beyond the two-year biennial budget period, through the sixth year. This does not apply to operational estimates/requests.
5. Capital Construction Requests and Program Statements are due September. 15, 2014 per the Budget Instructions. After September 15th, the Capital Construction documentation will become public information and will be available on the State Budget Division website. The Committee will not evaluate, score and prioritize, or otherwise include in the November 15, 2014 Plan requests that are submitted after that date.
6. Project Request explanations for the Committee are scheduled for mid-October 2014. Each agency submitting capital construction requests will have an opportunity to give presentations on its highest-priority requests, and to respond to questions the Committee may have. Agencies will be notified of the location and times of the presentations approximately three weeks in advance of their appointment.

7. The following two pages detail the *State of Nebraska Capital Construction Mission Statement and Governing Values* and the *Project Rating Criteria Scoring System* to be used in the evaluation of capital construction project requests for the 2015-2017 biennium that will be included in the November 15, 2014 Plan.

Project requests meeting these guidelines and being evaluated by the Committee will be scored using the Project Rating Criteria and given an overall priority in the *State Comprehensive Capital Facilities Plan*. The Plan will also include project request priority lists for the four following categories:

- 1) Reaffirmations,
- 2) Requests of General Funds (any portion of the request),
- 3) Requests for Planning Funds (regardless of fund source), and
- 4) Requests of 100% Non-General Funds.

The *State Comprehensive Capital Facilities Plan* will be submitted to the Governor, the Committee on Building Maintenance (Task Force for Building Renewal legislative oversight committee), and the Legislative Fiscal Office no later than November 15, 2014.

Critical life safety/legal issues scoring scale for Project Rating Criteria 1.b.:

Classification	Definitions
Class I	Life safety improvements necessary because the safety of persons is IMMEDIATELY, DIRECTLY, and CLEARLY IMPERILED, OR CODE OFFICIALS have determined that life safety improvements are needed IMMEDIATELY, OR ADA improvements CLEARLY needed for compliance, OR Accreditation or closing of the facilities in IMMEDIATE jeopardy if improvements are not completed.
Scoring	Over 50% of Construction* = 4 points Less than 50% of Construction = 3 points
Class II	Life safety improvements MAY BE necessary to comply with codes and to avoid potential danger, OR ADA improvements MAY BE necessary to comply with the ADA Act and to avoid possible non-compliance OR Accreditation or closing of the facility MAY BE in jeopardy if improvements are not completed.
Scoring	Over 50% of Construction* = 2 points Less than 50% of Construction = 1 points

*A determination has to be made whether the cost of the improvement for critical life safety/legal issues amount to more than 50% of the construction cost of the project request.

STATE COMPREHENSIVE CAPITAL FACILITIES PLANNING 2014 MISSION STATEMENT & GOVERNING VALUES FOR NEBRASKA CAPITAL CONSTRUCTION

(Excludes the University of Nebraska and State Colleges, since they are subject to the Coordinating Commission for Postsecondary Education Statewide Planning Process.)

Mission Statement for Nebraska Capital Construction:

“The mission of capital construction in the state of Nebraska is to plan, fund, design, construct and maintain facilities to serve the best interests and needs of all Nebraskans in an efficient and cost-effective manner.”

Governing Values for Nebraska Capital Construction:

1. Facilities should be accessible and designed/constructed to serve the interests and needs of all persons.
2. Facilities should represent a wise, responsible use of taxpayer funds which utilizes efficient, cost-effective design and construction methods and modern technology, and results in reasonable ongoing operations, maintenance and energy costs.
3. Facilities should be safe, promote health and well-being, and maintain a quality of life for all persons.
4. Facility decisions and projects should reflect the state’s stewardship role in preserving, protecting and maintaining the environment and existing facility assets, including state-owned historic properties.
5. Facility decisions and projects should best serve the long-term interests of all Nebraskans including future generations.
6. Based on appropriate evaluations facilities should responsibly support state agencies, their missions and goals, and be of service to Nebraska’s citizens.
7. Facility projects should encourage partnering, cooperation and the sharing of resources between state agencies, local governments and private entities, where appropriate.
8. State facility planning, design and construction should act as a model for other state and local governments, as well as private entities and institutions.
9. State facilities should strike a balance between quality and quantity and incorporate a level of excellence that reflects a high appreciation for the built and natural environments.
10. State facilities and those who plan, build and care for them must be accountable to all Nebraskans and responsive to their changing needs.

STATE COMPREHENSIVE CAPITAL FACILITIES PLANNING 2014
PROJECT RATING CRITERIA SCORING FOR FY2015-FY2017 REQUESTS
 (Excludes the University of Nebraska and State Colleges, since they are subject to the Coordinating Commission for Postsecondary Education Statewide Planning Process.)

Category:	Points/Percent	Multiplier/Base	TOTAL
1) CRITICAL & IMMEDIATE ISSUES			500.00
a) Critical: Reaffirmation (% of Project)	100.00%	250	250.00
The % of the project which is a reaffirmation of Legislature-approved funds.			
b) Life Safety: Life Safety/Legal Issues (0-4)	4.00	50	200.00
0-4 points are awarded (see scale below) and multiplied by 50 for a total possible of 200.			
4 - Class I; more than 50% of constr.		1 - Class II; less than 50% of constr.	
3 - Class I; less than 50% of constr.		0 - No Life Safety /Legal Issues	
2 - Class II; more than 50% of constr.			
c) Need: Immediacy of Need (0-5)	5.00	10	50.00
0-5 points are awarded (see scale below) and multiplied by 10 for a total possible of 50.			
5 - Clearly addresses needs in <5 years.		2 - Clearly addresses needs in 20+ years.	
4 - Clearly addresses needs in 5-10 years.		1 - Justification of Need not clear.	
3 - Clearly addresses needs in 10-20 years.		0 - Justification of Need not stated.	
2) FINANCIAL/ECONOMIC			500.00
a) Long Term: Operating Savings/Efficiencies (0-5)	5.00	30	150.00
0-5 points are awarded (see scale below) and multiplied by 25 for a total possible of 125.			
5 - Project includes a consolidation of agencies or services with a significant reduction in FTE, or non-renewable energy use or square feet of current building space.			
4 - Demonstrates a quantifiable savings in departmental or facility-related operating costs, including energy usage, AND a more efficient function.			
3 - Demonstrates a quantifiable savings in departmental or facility-related operating costs, including energy usage.			
2 - Project demonstrates more efficient function only.			
1 - Project neither creates savings nor is more efficient in function.			
0 - Project creates above average operating costs OR inefficient function.			
	Asset Preserv. & Mgmt. (% of Project)	100.00%	150 150.00
The % of the project that is asset preservation (LB309 & renovation) is the score.			
b) Short Term: User/Non-State Financing (% of Proj.)	100.00%	100	100.00
This score is based on the percent of non-general funds proposed for the project. The more the project is funded from sources other than state general funds, the higher the score.			
	General Fund Impact (125 minus \$mil.)	0.00	100 100.00
The amount of proposed general funds in the Total Project Cost (in millions) is subtracted from 125 for the score.			
3) SERVICE VALUE			500.00
a) Project Significance & Improved Services (0-390 pts.)			390.00
300 to 390 points - High Significance & Improved Services			
200 to 299 points - Average Significance & Improved Services			
100 to 199 points - Low Significance & Improved Services			
0 to 99 points - minimal or no Significance & Improved Services			
b) Mission Relevance (0-100 pts.)			100.00
60 to 100 pts. - Directly Related to Agency Mission.			
20 to 60 - Indirectly Related.			
0 to 20 - Not Related.			
c) State Owned Historic Property (0 or 10 pts.)			10.00
10 pts. - Yes, it is listed on the National Register or designated by State Historic Preservation Office (SHPO) as eligible for Listing on the National Register			
0 pts. - It is not listed and SHPO had determined it is not eligible for listing			
TOTAL POSSIBLE:			1500.00

Project Rating Criteria Scoring for 2015-2017 Budget Requests

Proposed guidelines for rating #1b) Life Safety/Legal Issues

EXPLANATION:

The proposal is to utilize the LB309 Task Force designations for "Class I" and "Class II" of the fire/life safety and ADA categories (but adding in accreditation/closing of facility issues) and assigning higher scores if the "Class I" or "Class II" improvements amount to more than 50% of the cost of construction. On a scale of 0 to 4, the Committee members assign a score for #1b in this manner:

- 4 - LB309 Class I; more than 50% of constr.
- 3 - LB309 Class I; less than 50% of constr.
- 2 - LB309 Class II; more than 50% of constr.
- 1 - LB309 Class II; less than 50% of constr.
- 0 - No fire, life, safety or legal issues.

Here are the designations of LB309 "Classes," paraphrased for clarity, and assigned a value as per the scale above:

Definition of Class I
(F/LS) Improvements necessary because the safety of persons is IMMEDIATELY, DIRECTLY, and CLEARLY IMPERILED, OR
(F/LS) CODE OFFICIALS have determined that improvements are needed IMMEDIATELY to ensure safety of persons, OR
(ADA) Improvements CLEARLY necessary for COMPLIANCE with ADA act, OR
(+) ACCREDITATION or closing of the facility in IMMEDIATE jeopardy if improvements are not completed.
<u>Scoring</u> If more than 50% of construction = 4 points If less than 50% of construction = 3 points
Definition of Class II
(F/LS) Improvements MAY BE necessary to comply with codes and to AVOID potential danger, OR
(ADA) Improvements MAY BE necessary to comply with ADA Act and to AVOID possible non-compliance, OR
(+) ACCREDITATION or closing of the facility in MAY BE in jeopardy if improvements are not completed.
<u>Scoring</u> If more than 50% of construction = 2 points If less than 50% of construction = 1 points
Beyond Class II = 0 points
(F/LS) Improvements provide safer environment, but are NOT REQUIRED for code compliance or legal requirement.
(ADA) Improvements provide better accessibility, but are NOT REQUIRED for ADA compliance.

Project Rating Criteria Scoring for 2015-2017 Budget Requests

EXAMPLES:

1. Fire sprinkler system requested by Fire Marshall OR clearly a code violation, and less than 50% of the construction cost of a renovation project 3 points (Class I)
2. Fire sprinkler system not necessarily a code violation, and less than 50% of the construction cost of a renovation project 1 point (Class II)
3. Boiler "red-tagged" by inspector for replacement, and less than 50% of the construction cost of a renovation project 3 points (Class I)
4. Boiler "red-tagged" by inspector for replacement, and the replacement is the entire project (more than 50% of construction cost) 4 points (Class I)
5. Accreditation review citation for emergency generator, and the closing of the facility or losing of accreditation is imminent, and more than 50% of construction 4 points (Class I)
6. Accreditation review citation for window hazard, but the closing of the facility or losing of accreditation is NOT imminent, and more than 50% of constr. 2 points (Class II)
7. Prison is over 150% of capacity, there are existing lawsuits, and the project is to build a new housing facility (more than 50% of construction) 4 points (Class I)
8. An ADA elevator is CLEARLY needed for ADA compliance, but is less than 50% of the construction cost of a renovation project 3 points (Class I)
9. A second ADA elevator is desired for better access of residents in a certain part of a facility 0 points (Beyond Class II)
10. The existing fire alarm system meets code, but a new, addressable system is desired to connect with other facilities 0 points (Beyond Class II)

Task Force for Building Renewal

Agencies are encouraged to consult the *Task Force for Building Renewal Handbook* for guidelines to Building Renewal projects, or visit the Task Force website at das.nebraska.gov/309/. The *Handbook* makes reference to buildings and projects not eligible for Task Force funds, and lists other types of projects that are either limited or restricted in terms of funding. Agencies are encouraged to submit for review draft plans and specifications on new construction and renovations.

Building Renewal Requests

Pursuant to Nebraska R.R.S. 81-173 to 81-191.01, requests for building renewal are divided into four categories: deferred repair, fire and life safety, ADA and energy conservation. Each category is made up of projects and classes (or priorities). Please complete the Building Renewal Request screen. After completing this, the four categories are to be prioritized in the same priority list on the Capital Construction Request Summary screen with all other construction and renovation projects.

Buildings not owned by the State, revenue bond buildings and buildings being purchased through lease purchase are not eligible for funding. Please refer to the *Handbook* for requirements pertaining to building acquisitions.

In preparing to complete a Building Renewal Request, agencies should follow these procedures:

1. Identify all deferred repair, fire and life safety, ADA and energy conservation projects by building, and categorize according to the major thrust of the project.
2. Identify those projects which may be an emergency. For the purpose of this biennial budget submission, an emergency is a project that needs to be addressed prior to the start of the request biennium.
3. Assemble project cost. There should be a minimum of three items: Design Fees, Construction Costs, and Contingency.
4. For each category or type of project; deferred repair, fire and life safety, ADA, and energy conservation; identify Class I and Class II priorities according to the definitions supplied in item 8. All funding for a project must be in the same class; projects cannot be split between two classes.
5. Determine funding sources. Note that cooperative funding is not required for this request cycle. However, it is highly encouraged.
6. Determine whether a project is "materials only." A materials only project is one where the agency provides the labor for the project using its own staff, and the Task Force provides funding only for the materials.
7. Complete the Building Renewal Request making sure to check the "emergency" and "materials only" boxes (if applicable), and the appropriate "type" and "class" boxes. In the Narrative section, an explanation should be completed for each project, to provide the Task Force for Building Renewal with specific and detailed background information and justification for the funding request, as well as cost estimates. This information is important in evaluating projects for funding consideration. Narratives should include the need for the project, a detailed plan for repair or modification, the potential savings to be realized and where applicable, the estimated payback period (with a description of the method used for determination). Also, if the project can be phased over more than one year, explain these points and provide a potential "phased funding" schedule.
8. Assign each project a priority rank. That is, if you have a total of 100 projects in the two classes, and 40 are deferred repair, 30 are fire and life safety, 20 are ADA and 10 are energy conservation, there would be 100 projects ranked from 1 to 100. (It is assumed, however, by definition that all Class I projects are a higher priority than Class II projects). Note that individual prioritization of Class II projects beyond the first 100 total projects is optional. Also note that for agencies with large campuses, it is acceptable to prioritize by campus.
9. The four major categories or types of building renewal requests (deferred repair, fire and life safety, ADA and energy conservation) should each be prioritized along with the new construction, renovation, land

acquisition and major equipment purchase projects on the Capital Construction Request Summary screen. For example, fire and life safety might have a priority of 1, deferred repair might have a priority of 2, ADA might have a priority of 3, energy conservation might have a priority of 4, and construction of a new office building might have a priority of 5.

It should be noted that no additional capital construction and/or renewal budget submission should be necessary in the mid-biennium. With the exception of projects or emergencies not included in the Class I request, or significant changes in priorities, no additional submission should be required in the summer or fall of 2015. Agencies should be far enough along on preventive maintenance plans that the vast majority of renewal requests will be known and scheduled for the September 15, 2014 budget request submission, minimizing future emergency requests. The Task Force for Building Renewal will continue to accept true emergency requests throughout the year.

When identifying projects and buildings, you will be required to use the state-assigned building "tag" numbers as defined on NIS.

Definitions and Classifications of Project Requests for Deferred Building Renewal

- 1. FIRE/LIFE SAFETY: Requests to correct or repair structural, mechanical, or other defects in a building or its components, or utility systems which endanger the lives or health of state employees or the general public. Such requests bring the facilities, components, or utility systems into compliance with current fire safety, life safety, and hazardous materials abatement requirements, and provide a safer structural environment. Requests for funding to provide fire/life-safety improvements are divided into two classes:**

Class I Building or utility system changes/modifications which are required to rectify a situation where the health and well-being of the occupants of a building are immediately, directly, and clearly imperiled, or where local, state or federal code officials have determined certain fire/life-safety improvements are needed immediately in order to ensure the safety of building occupants or users.

Class II Other building changes/modifications which may be necessary to comply with fire/life-safety codes and to avoid potential danger to the health and safety of the building occupants.

- 2. DEFERRED MAINTENANCE: Requests to repair structural or mechanical defects that would endanger the integrity of a building, utility system or their components or allow the unwanted penetration of a building or system by the outdoor elements. Requests for funding of deferred repair projects are divided into two classes:**

Class I Items for immediate action to avoid unwanted penetration of a building by outdoor elements and to avoid costly damage to a building, utility system or their components. If these projects are not addressed, it could very possibly stop a program or a service from being achieved due to a building or utility system failure.

Class II Items of imperative need to correct problems that if neglected will quickly deteriorate further into Class I items, or that must be done to provide efficient use of the facility or system.

- 3. AMERICANS WITH DISABILITIES ACT (ADA): Requests provide building and program accessibility for disabled and physically challenged individuals and bring a building into compliance with the 2010 ADA Standards for Accessible Design (2010 ADA). Requests should be limited to structural modifications to buildings or other requests normally handled through the capital construction process. Minor pieces of equipment, computer modifications, and other non-capital items should be included in the operating budget request. Requests for funding to provide accessibility for the disabled and physically challenged are divided into two classes:**

Class I Structural changes/modifications which have been clearly found to be necessary to comply with the 2010 ADA Standards for Accessible Design (2010 ADA) or which have been deemed necessary by physically challenged individuals in order to work or gain program access in a facility.

Class II Other structural changes or modifications which may be necessary to comply with Americans with Disabilities Act (ADA) federal law.

4. ENERGY CONSERVATION: Requests whose primary emphasis is the reduction of energy consumption by a building, utility system or their components. The objectives of the conservation request, along with financing options, should be included in requested projects. Requests for funding of energy conservation projects are divided into two classes:

Class I Items for immediate action to correct deficiencies creating excessive use of energy resources. Projects for which energy conservation measure funding applications have been or are planned to be submitted to the Nebraska Energy Office should be included in this category. Simple payback should be five (5) years or less.

Class II Items which if not addressed will create an additional strain on energy resources and which if accomplished would result in operating expenditure reductions. Simple payback should be five (5) to ten (10) years.