

Building Renewal Project Request Instructions

Purpose

- To identify Building Renewal Project Request for specific buildings by four major types: Deferred Repair, Energy Conservation; Fire/Life Safety, and ADA (Americans with Disabilities Act compliance). Project costs are categorized as Class I (occurring in FY 2017-18) or Class II (occurring in FY 2018-19). The screen also identifies the percent of the total project cost to be financed by the agency's cooperative funding including the specific fund types to be used by the agency.

Getting Started

In the left-margin Menu, under **Capital Construction/Building Renewal**, click on **"Bldg. Renew. Projects."**

- **Budget Cycle** defaults to the current cycle.
- Select **Agency, Division (if applicable), and Version** from the options that have been assigned to you (see Time-Saver Tip on the right margin).

Create a New Building Renewal Project Request

1. Click on **New**. This will create a new Building Renewal Project.

Start-Up TIP

If drop-down menus fail to show expected choices, you may need to have your **Security** settings adjusted.

Contact your NBRRS Agency Administrator or the State Budget Division for assistance.

Time-Saver TIP

Set default options to avoid repetitive selections of **Agency, Division and Version**. Go to **User Options** in the upper right corner of any screen. Once your selections are made, press **Save**.

Click on **Search Building/Land** to open a search screen. Enter the criteria for the search in any of the available fields such as Tag#, Asset Description, Site, etc.

Select	Tag Number	Description	Site	Site Description	Loc1	Loc2	Loc3
Select	65B0011700B	EAST PARKING GARAGE			1501 'M' STREET		
Select	65B00004L	EAST PARKING GARAGE (65)				LINCOLN 000068509	
Select	65B0011703B	EAST PARKING GARAGE ADDITION			1501 'M' STREET		
Select	65B0175100B	EXECUTIVE BLDG. PARKING GARAGE			13TH & 'K' STREETS		
Select	65B0011800B	SOUTH PARKING GARAGE			1401 'L' STREET		
Select	65B00003L	SOUTH PARKING GARAGE (65)				LINCOLN 000068509	

- Click **Search**. Find the Building/Land you wish to identify from the search results. Click **Select**. This will return you to the project screen with the selected building/land identified.
- Select a **Project** name from the pre-populated drop down list of common projects. Alternatively, you may select **New** to create a more unique project name. If a New project name is created, select a **Project Code** from among the Building Renewal Task Force defined drop-down list of codes.

Space-Saver TIP

Free up screen space by Selecting **Hide Menu** in the upper left corner of any screen. Select **Show Menu** to bring back the left-margin menu.

Building Renewal Project Request Instructions

2. Select the project's **Request** tab. Check the appropriate box(es) if the project is a **Duplicate Project** (part of, or related to, a Capital Construction Project Request); an **Emergency Request** (requiring attention prior to start of the 2017-2019 biennium); or a **Materials Only** Request (labor provided by the agency). **Note:** See instructions below for setting the project's **Priority Number**.
3. Continuing on the **Request** tab, enter project amounts as needed in the fields provided (see screenshot below) for each project type (Deferred Repair, Energy Conservation, etc.) under the **FY18 Class I** and/or **FY19 Class II** columns.
 - Enter the **Cooperative Funding** percentage (the percentage of the Building Renewal Project total cost that the agency will be providing from their operating budget, as opposed to the portion of the cost to be covered by the Task Force for Building Renewal). Click **Set**. This will calculate the project funding to come from 309 Taskforce Funding and from agency Cooperative Funding.

Request

Request | Narrative

Building/Land: 65B0000200B - GOVERNOR'S MANSION Search Building/Land Project: FASCIA/SOFFIT UPGRADE

Priority: Duplicate Project? Emergency Request? Materials Only? Project Code: T3R - ROOF

	Total	FY18 Class I	FY19 Class II
DEFERRED REPAIR	\$4,500	4,500	
ENERGY CONSERVATION	\$10,000		10,000
FIRE/LIFE SAFETY	\$0		
ADA	\$0		
Total Request	\$14,500	\$4,500	\$10,000

Save View Mode Reset Refresh

Cooperative Funding Percentage: Set

Funding	Total	FY18 Class I	FY19 Class II
LB 309 Task Force Funding	\$13,050	4,050	9,000
Cooperative Fund	\$1,450	450	1,000
Total Funding	\$14,500	\$4,500	\$10,000

Cooperative Funding	Total	FY18 Class I	FY19 Class II
General Fund	\$450	450	
Cash Fund	\$1,000		1,000
Federal Fund	\$0		
Revolving Fund	\$0		
Other Fund	\$0		
NCCF	\$0		
Total Cooperative Funding	\$1,450	\$450	\$1,000

Variance	Total	FY18 Class I	FY19 Class II
Total Request	\$14,500	4,500	10,000
Total LB 309 Funding	\$13,050	4,050	9,000
Total Cooperative Funding	\$1,450	450	1,000
Variance	\$0	0	0

4. Enter amounts under **Cooperative Funding** (General, Cash, etc.) as needed for both columns. Once completed, the Total Cooperative Funding must match the Cooperative Fund amount in each column in the Funding section calculated above.
 - Click **Save** to commit the data entered to the database and check for Variances.
 - Variances do not need to be resolved in order to save. However, all Variances must be resolved before your budget request can be submitted.
 - Click View Mode to leave Edit Mode.

Other Buttons:

- Click **Refresh** to calculate Request and Funding Totals.
- Click **Save** frequently to commit your changes to the database.
- Click **Reset** to clear all amounts entered on the screen since the last save.

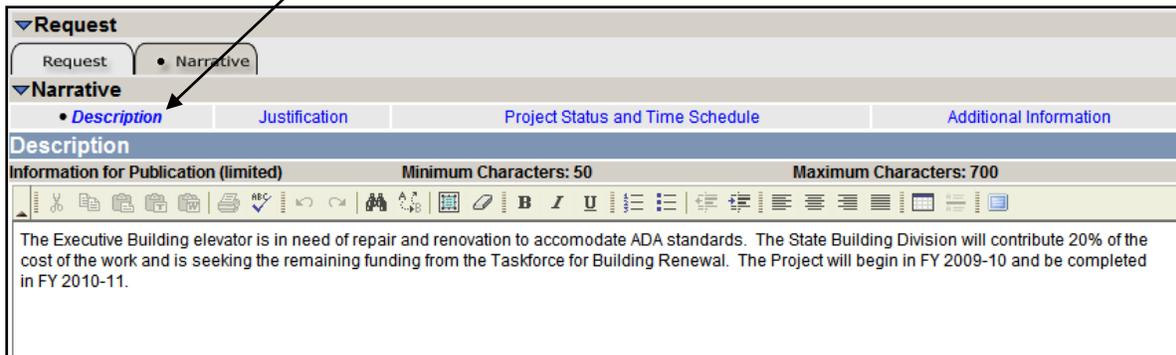
CAUTION: You must click **Save** whenever exiting a screen or risk losing unsaved data. Save frequently to avoid data loss.

Building Renewal Project Request Instructions

5. Select the project's **Narrative** tab to provide detailed explanation and justification for each individual Building Renewal Project Request. The narrative provides the basic information for the Task Force for Building Renewal to begin evaluation of the project. See the Narrative Content section below for content guidelines on each tab.

- Click the Edit button.
- The narrative tab currently selected appears in the **information bar**.
- Narrative tabs with two edit windows are limited to a minimum and maximum number of characters which is pre-defined based on the screen. Text in the limited edit windows should be viewed as a summary of what is presented in the second, unlimited edit window. The limited edit window is intended to be included in various standardized reports that will be generated from the system, such as the Governor's budget recommendations.
- All narrative tabs will display **Character Count** to assist with the satisfaction of the minimum and maximum character requirements for each edit window. This value is updated when **Refresh** or **Save** are clicked.
- The **Description** and the **Justification** tabs contain two edit windows. The **Project Status and Time Schedule** and the **Additional Information** tabs each provide a single, unlimited edit window.

Formatting TIP
Avoid the use of *hard returns* when entering narrative text. Using hard returns prevents normal text "wrap" and hinders publication.



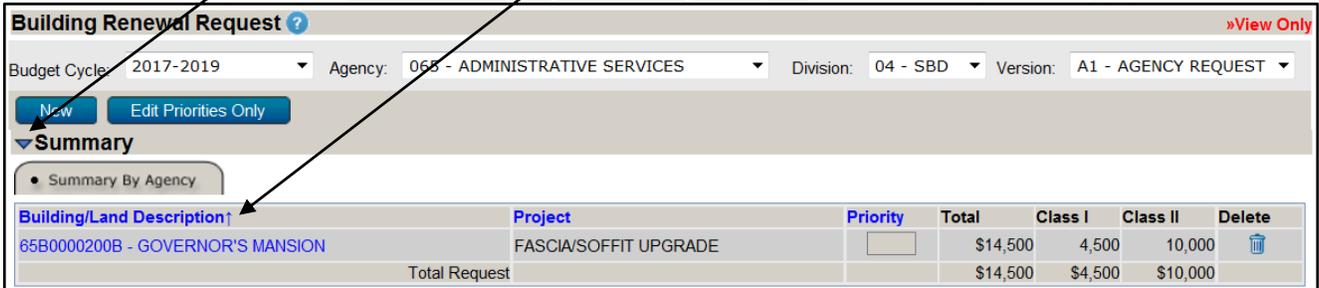
- If the number of characters in the section exceeds the **Maximum Characters** allowed the information will **NOT** be saved but the **Character Count** will be updated. Reduce the number of characters to under the maximum, then save.
- Use the edit window **button bar** for standard word processing features. If any of the buttons look unfamiliar, scroll your mouse over the icon for a description of that feature. The  (i.e., **Maximize the Editor Size**) button simply toggles you back and forth from full-screen editor mode to the normal screen.
- **Copy and Paste** text into the edit windows using either the Ctrl-C and Ctrl-V features, or the   buttons on the left side of the edit window's button bar. To provide consistent formatting, a standard font style and size will be applied on Save.
- **Attach supporting files** (e.g., program statement, project plans, picture files, etc.) by clicking the  button to locate the desired file and then clicking the  button. Attachments should not be referenced in the limited Information for Publication edit window as the attachments will not be included with all reports.

CAUTION: You must click  whenever exiting a screen or risk losing unsaved data. Save frequently to avoid data loss.

Building Renewal Project Request Instructions

Edit an Existing Building Renewal Project Request

1. While in View Mode, click an existing project's **Building/Land Description** from the **Summary** section of the screen. This will open the project's detail information.
 - Click **Edit** to begin making any desired changes.
 - Click the triangle icon to collapse or expand the Summary section.
 - Follow Steps 2-5 under [Create a New Building Renewal Project Request](#) to continue editing the existing project.



The screenshot shows the 'Building Renewal Request' interface. At the top, there are dropdown menus for 'Budget Cycle' (2017-2019), 'Agency' (065 - ADMINISTRATIVE SERVICES), 'Division' (04 - SBD), and 'Version' (A1 - AGENCY REQUEST). Below these are buttons for 'New' and 'Edit Priorities Only'. The 'Summary' section is expanded, showing a table with columns: Building/Land Description, Project, Priority, Total, Class I, Class II, and Delete. The table contains one row for '65B0000200B - GOVERNOR'S MANSION' with a project of 'FASCIA/SOFFIT UPGRADE', a total of \$14,500, and class I and II amounts of \$4,500 and \$10,000 respectively. A 'Total Request' row is also present.

Building/Land Description	Project	Priority	Total	Class I	Class II	Delete
65B0000200B - GOVERNOR'S MANSION	FASCIA/SOFFIT UPGRADE		\$14,500	4,500	10,000	
Total Request			\$14,500	\$4,500	\$10,000	

Building Renewal Request - Narrative Content

Description - Provides the "What" for the project. An general overview of the project, as well as a description of the objectives of the project. This narrative also explains how the project type was determined, such as Deferred Repair, ADA, etc. It should also explain the percentage of agency Cooperative Funding.

Justification - Provides the "Why" for the project. Describe the basis or need for the project and the consequences of not doing the project and the benefits of doing it?

Project Status and Time Schedule - Describes the various phases of the project and provides a proposed construction timetable. Also describe whether the project is part of a Capital Construction Project Request.

Additional Information - Includes any other information which may assist in understanding the project request.

Building Renewal Project Request Instructions

Edit Priorities

IMPORTANT NOTICE

All Class I Building Renewal Project Requests require a unique **Priority** number. All Class I and Class II Projects, up to the first 100, regardless of class, must have a unique **Priority** number.

For agencies with large campuses, it may be possible to prioritize by campus. Check with your assigned budget analyst to see if this applies to your agency.

1. While in View Mode, click **Edit Priorities Only**. This will allow entry of a number in the **Priority** field for each project.
 - You can sort the projects by **Building/Land Description**, **Project** Description, or **Priority** number, by clicking on the applicable column heading.
2. Enter the priority for each project in the box under **Priority**. Click **Save Priorities**.
 - Priority numbers are not required in order to save. However, a priority number, where required, must be present before your budget request can be submitted (see Important Notice above for specific requirements).

Building Renewal Request ? »Edit

Budget Cycle: **2017-2019** Agency: **065 - ADMINISTRATIVE SERVICES** Division: **04 - SBD** Version: **A1 - AGENCY REQUEST**

Save Priorities **View Mode** **Reset**

Summary

• Summary By Agency

Building/Land Description	Project	Priority	Total	Class I	Class II
65B0000200B - GOVERNOR'S MANSION	FASCIA/SOFFIT UPGRADE	<input type="text"/>	\$14,500	4,500	10,000
Total Request			\$14,500	\$4,500	\$10,000

Save Priorities **View Mode** **Reset**