

Capital Construction Project Request Instructions

Purpose

- To provide detailed information on the funding requirements of individual capital construction projects, provide narrative substantiating the request, and to identify anticipated operating costs and revenues for the facility once the construction or major renovation project is completed. Agencies should submit a Capital Construction Request for new projects if the work transcends routine maintenance. Key tests for whether a Capital Construction Request is required are: a) does the Project extend the life of existing facilities; b) does the Project have a significant fiscal impact which would not routinely be part of the Operating Budget; c) does the Project represent an expenditure that is not made routinely every seven years or less for minor repair and maintenance; and d) does the Project change the nature or scope of programs.

Start-Up TIP

If any of the 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.

Getting Started

In the left-margin Menu, under **Capital Construction/Building Renewal**, click on **Cap. Const. 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 #1 on the right margin).

Create a New Project Request

1. Click on **New**. This will create a new Capital Construction Project Request. **Note:** The Project's **Priority Number** will be set later on the Capital Construction Request Summary screen.

Time-Saver TIP #1

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**.

2. Select a **Program**. Only the 900 series programs (i.e. capital construction programs) assigned to the user will be displayed. If the desired program is not found, please contact the State Budget Division to have one created.

- 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#** (also known as **Asset#**), **Asset Description**, **Site**, etc.

Search Assets (Agency : 065 - DEPT OF ADM SERVICES)

Tag #: Asset Description: Site:

Site Description: Location 1 #: Location 2 #:

Location 3 #:

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	

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.

- 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.

3. Select the project's **Request** tab.

Time-Saver TIP #2

Point your mouse over the **Building/Land** description to see additional details about the building, such as **Site**, **Site Description**, and location information.

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4. Enter project amounts as needed in the fields provided (see screenshot below), beginning with **Prior Exp** (Project-to-Date through FY 2015-16) and the base year **FY17 Appr/Reappr**, then add request amounts for **FY18 Request**, **FY19 Request**, and **Future Add Request** (sum of future reaffirmation requests).

Project Cost Categories:

- **Program Planning** - anticipated professional fees and related costs required to develop a program Statement and to document the need for a specific project.
- **Professional Fees** - all professional services necessary for the proper implementation of a Project. This includes costs for schematics; preliminary plans; contract documents; legal costs; services by Engineers and Architects hired outside the Agency; and services performed by agency personnel such as project management and inspections. As a guideline, Professional Fees generally comprise 7% - 10% of the construction cost of a Project.
- **Construction** - estimates for the complete implementation of the Project on a fiscal year cash flow basis. Includes cost of General/Mechanical work; Electrical/Elevator; Fixed Equipment; and Utility Connections and Site Work.
- **Miscellaneous** - includes costs for Moveable Furniture and Equipment; Technical Equipment specific to the building use; Land Acquisition (if applicable); Art Work (general guideline is 1% of the **Construction** total, less \$500,000 for new construction or \$250,000 for remodeling of an existing facility); and Contingency costs (which should be based on 5% - 10% of **Construction** total).

Program: 921 - FERGUSON HOUSE REPAIRS Building/Land: 65B0121300B - FERGUSON HOUSE [Search Building/Land](#)

Request Narrative Operating Costs

Priority: 0

	Total	Prior Exp	FY17 Appr/Reappr	FY18 Request	FY19 Request	Future Add Request
Program Planning						
Program Planning	\$0					
Total	\$0	\$0	\$0	\$0	\$0	\$0
Professional Fees						
	Total	Prior Exp	FY17 Appr/Reappr	FY18 Request	FY19 Request	Future Add Request
Architect/ Engineers	\$0					
In-house Services	\$0					
Total	\$0	\$0	\$0	\$0	\$0	\$0
Construction						
	Total	Prior Exp	FY17 Appr/Reappr	FY18 Request	FY19 Request	Future Add Request
General/ Mechanical/ Electrical/ Elevator	\$0					
Fixed Equipment	\$0					
Utility Connect/ Site Work	\$0					
Total	\$0	\$0	\$0	\$0	\$0	\$0
Miscellaneous						
	Total	Prior Exp	FY17 Appr/Reappr	FY18 Request	FY19 Request	Future Add Request
Moveable Equipment	\$0					
Special or Technical Equipment	\$0					
Land Acquisition	\$0					
Art Work	\$0					
Other	\$0					
Project Contingency	\$0					
Total	\$0	\$0	\$0	\$0	\$0	\$0
Total Request	\$0	\$0	\$0	\$0	\$0	\$0

5. Enter **Funding** amounts for the project (General, Cash, NCCF, etc.) as needed for all columns. Once completed, Total Funding must match Total Request in each column. **Note: The NCCF should only be used after receiving prior approval from the State Budget Division.**
- 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.

	Total	Prior Exp	FY17 Appr/Reappr.	FY18 Request	FY19 Request	Future Add Request
General Fund	\$115,000				115,000	
Cash Fund	\$51,000			1,000	20,000	30,000
Federal Fund	\$0					
Revolving Fund	\$0					
Other Fund	\$0					
NCCF	\$150,000					150,000
Total Funding	\$316,000	\$0	\$0	\$1,000	\$135,000	\$180,000
Variance						
	Total	Prior Exp	FY17 Appr/Reappr	FY18 Request	FY19 Request	Add Request
Total Request	\$316,000	0	0	1,000	135,000	180,000
Total Funding	\$316,000	0	0	1,000	135,000	180,000
Variance	\$0	0	0	0	0	0

[Save](#) [View Mode](#) [Reset](#) [Refresh](#)

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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.

6. Select the project's **Narrative** tab. Click the Edit button. The Capital Construction Project Request narrative includes five tabs. See the Narrative Content section below for content guidelines on each tab.

- 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 **Justification** tabs offer two edit windows. The **Comprehensive Capital Facilities Plan information**, **Project Status and Time Schedule**, and **Additional Information** tabs provide a single, unlimited text 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, point 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 by using 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 **Browse...** button to locate the desired file and then clicking the **Attach** 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 **Save** whenever exiting a screen or risk losing unsaved data. Save frequently to avoid data

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Capital Construction Project Request - Narrative Content

Description – Provides the “What” for the project. An overview of the project that includes the general plan, timing, and objectives of the project. Also reference or attach any additional information or reports (i.e. program statement).

Justification – Provides the “Why” for the project. Describes the basis or need for the project, the consequences of not doing the project, and the benefits of completing the project.

Comprehensive Capital Facilities Plan Information – How the project conforms to the agency’s master plan for capital construction. Also details any project costs beyond the 2-year biennial budget period.

Project Status and Time Schedule – Describes the various phases of the project and provides a proposed construction timetable.

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

--Capital Construction Project Request - Operating Costs instructions continued on next page

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Capital Construction Project Request – Operating Costs

As part of a new Capital Construction Project Request, the requesting agency must include information on the estimated costs and revenues that are expected as a result of the project for three years past completion. The Operating and Maintenance (**O&M**) costs and the Programmatic (**Prog**) costs are to be listed separately.

Getting Started

- Verify that the screen is in View Mode. Select the project's **Operating Costs** tab. **Operating Costs** provides information relative to anticipated operating expenditures and revenues for the facility once the construction or major renovation project is completed. This should reflect the costs for the first year of operation of the facility, even if the first year of operation is a partial year, along with estimates for the two subsequent years.
- Click on the Operating Costs **Request** tab. Two types of Expenditures are identified in this Section: Operating and Maintenance (**O&M**) costs, which are related to opening and operating the facility (utilities, custodial services, maintenance, grounds, etc.), and Programmatic (**Prog**) costs, which relate to the additional costs necessary to provide programs of service or function in the facility.
 - Click the Edit button.
 - Click the **Add Program-SubProgram** button.
 - Select the operating **Program** and **Subprogram**.
 - Under the **Permanent Salaries** section, add Job Codes as needed. If the Job Code is known enter the code and click **Add**, otherwise click **Search Job Codes**. On the search screen, the **Job Code** field will search for codes that begin with what is entered while the **Job Title** field will search for the characters entered anywhere in the Title. Click on **Search**.
 - You may select multiple Job Codes from the search results. Click **Submit** to return to the previous screen with the selected Job Code(s).
 - Begin entering O&M FTE and Salary and/or Programmatic FTE and Salary amounts for each year shown.
 - Point your mouse over the Job Code to see the full Job Title.
 - Job Codes added unnecessarily can be deleted by clicking the **Del** button.
 - Click **Save** to commit the data entered to the database. The salary information will automatically be included in the 511100 Object under the **Request** section.

NOTE:
The default **Starting FY** is 2020.

You may enter a different **Starting FY** by entering the correct year and clicking **Set**.

- Under the **Request** section, add Object Codes as needed. If the Object Code is known enter the code and click **Add**, otherwise click **Search Object Codes**. On the search screen, the **Object Code** field will search for codes that begin with what is entered while the **Object Description** field will search for the characters contained in the Description. Click on **Search**.
- You may select multiple Object Codes from the search results. Click **Submit** to return to the previous screen with the selected Object Code(s).
- Begin entering O&M and/or Programmatic expenditure estimates for each year shown.
- Point your mouse over the Object Code to see the full Object Description.
- Object Codes added unnecessarily can be deleted by clicking the **Del** button.
- Click **Save** to commit the data entered to the database.

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- Enter amounts under **Funding** (General, Cash, etc.) as needed for all columns. Once completed, Total Funding must match Total Request in each column.
 - 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.
- If the facility will generate revenue (such as rent) once the project is completed, revenue estimates should be entered under the **Revenue Codes** section.
 - If the revenue Object Code is known enter the code and click **Add**, otherwise click . On the search screen, the Revenue Code field will search for codes that begin with what is entered while the Description field will search for the characters contained in the description. Click on **Search**.

▼ Funding

Total Funding

Fund Type	FY20 O&M Fund	FY20 Prog Fund	FY21 O&M Fund	FY21 Prog Fund	FY22 O&M Fund	FY22 Prog Fund
General Fund	<input type="text"/>					
Cash Fund	<input type="text"/>					
Federal Fund	<input type="text"/>					
Revolving Fund	<input type="text"/>					
Other Fund	<input type="text"/>					
Total	\$0	\$0	\$0	\$0	\$0	\$0
PSL Request	\$0	\$0	\$0	\$0	\$0	\$0

Variance

	FY20 O&M	FY20 Prog	FY21 O&M	FY21 Prog	FY22 O&M	FY22 Prog
Total Request	0	0	0	0	0	0
Total Funding	0	0	0	0	0	0
Variance	0	0	0	0	0	0

▼ Revenue Codes

Revenue Code:

- You may select multiple Object Codes from the search results. Click **Submit** to return to the previous screen with the selected Revenue Code(s).
- Begin entering revenue estimates for each year shown.
- Point your mouse over the Code to see the full Description.
- Revenue Object Codes added unnecessarily can be deleted by clicking the button.

▼ Revenue Codes

Revenue Code:

Object Code	FY20 O&M Req	FY20 Prog Req	FY21 O&M Req	FY21 Prog Req	FY22 O&M Req	FY22 Prog Req	Del
471100	<input type="text"/>						
Totals	\$0	\$0	\$0	\$0	\$0	\$0	\$0

- Click **Save** to commit the data entered to the database.
- Click on View Mode to leave Edit Mode.

NOTE: The Operating Costs **Summary** tab displays the Request and Funding data in summary fashion, by year. No data entry is required on this screen.

Edit an Existing Project Request

- 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.
 - Follow Steps 3-6 under Create a New Project Request above to continue editing the existing project.
 - Follow Steps 1-4 under Capital Construction Project Request – Operating Costs above to edit the related operating costs.

▼ Summary

Summary By Agency
 Summary By Program
 Summary by Building/Land

Building/Land Description	Program#	Priority	Total	Prior Exp	FY17 App/Reap	FY18 Request	FY19 Request	Future Request	Delete
»FERGUSON HOUSE	921 - FERGUSON HOUSE REPAIRS	0	\$316,000			1,000	135,000	180,000	
Total Request			\$316,000	\$0	\$0	\$1,000	\$135,000	\$180,000	