



The Office of State Budget and Management

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Instructions for Submitting Requests for the FY 2015 Repair & Renovations Reserve (Due to OSBM by December 18, 2015)

The General Assembly, in Session Law 2015-241 (House Bill 97) appropriates \$150,000,000 from the unreserved fund balance to the Repairs and Renovations Reserve Account to support the capital facility costs of repairing and renovating State facilities and related infrastructure. Section 31.5(a) of S.L. 2015-241 allocates one-third to the UNC Board of Governors and two-thirds to the Office of State Budget and Management.

The Office of State Budget and Management (OSBM) must consult with or report to the Joint Legislative Commission on Governmental Operations as appropriate, in accordance with G.S. 143C-4-3(d).

Advance planning, master planning, studies, or reserves are not eligible. Design contracts shall begin within one year and construction shall begin within two years of allocation. Agencies should not request R&R funds for properties set to be sold or demolished within the next year.

Funds from the R&R Reserve Account must be used in accordance with **G.S. 143C-4-3** as follows:

“(b) Use of Funds. – The funds in the Repairs and Renovations Reserve Account shall be used only for the repair and renovation of State facilities and related infrastructure that are supported from the General Fund. Funds from the Repairs and Renovations Reserve Account shall be used only for the following types of projects:

- (1) Roof repairs and replacements;
- (2) Structural repairs;
- (3) Repairs and renovations to meet federal and State standards;
- (4) Repairs to electrical, plumbing, and heating, ventilating, and air-conditioning systems;
- (5) Improvements to meet the requirements of the Americans with Disabilities Act, 42 U.S.C. § 12101, et seq., as amended;
- (6) Improvements to meet fire safety needs;
- (7) Improvements to existing facilities for energy efficiency;
- (8) Improvements to remove asbestos, lead paint, and other contaminants, including the removal and replacement of underground storage tanks;
- (9) Improvements and renovations to improve use of existing space;
- (10) Historical restoration;
- (11) Improvements to roads, walks, drives, utilities infrastructure; and
- (12) Drainage and landscape improvements.

Funds from the Repairs and Renovations Reserve Account shall not be used for new construction or the expansion of the building area (sq. ft.) of an existing facility unless required in order to comply with federal or State codes or standards.”

Required Documents

A complete submission to request funding from the R&R Reserve **must** include:

- [R&R Request Worksheet](#) for each requested project. Project descriptions, justifications, schedules, and operating budget impacts are all reported on this form.

- [R&R Summary List Form](#) which lists the title and cost of every requested project in priority order.
OC-25 Cost Estimate. Submissions will not be considered without a certified OC-25 by the State Construction Office. The OC-25 forms should be filled out through Interscope at the State Construction website. Login at: <http://interscope2.doa.state.nc.us:8080/interscope/signon.action>. Direct entry will expedite the approval process. State Construction can assist with data entry if your agency needs help.
- **Pertinent FCAP Forms.** G.S. 143C-8-4 requires “*each proposed repair and renovation expenditure shall be justified by reference to the Facilities Condition Assessment Program (FCAP) operated by the Office of State Construction.*”

If the State Construction FCAP team has inspected the facility for which an R&R request is submitted, the FCAP summary spreadsheet or full page form describing the relevant deficiency should be included. If you need to obtain copies of an existing FCAP report, please contact State Construction’s FCAP unit at (919) 807-4100.

Submissions that are missing any of the components as outlined above are required to contain a letter explaining why the required documents are missing.

General Instructions

1. For the 2015 R&R allocation, please only submit the highest priority projects.

It is expected that agencies will maintain and update comprehensive lists of repair and renovation needs. Due to limited R&R funding for the current fiscal year, agency staff should only submit their most critical R&R requests in priority order for the 2015 R&R allocation.

As part of the FY 2016-17 short session budget instructions, OSBM will be requesting a comprehensive list of all remaining repair and renovation needs from each department.

2. All submissions must be sent to OSBM electronically through email. *The R&R Summary List Form and R&R Request Worksheet* are in a **Microsoft Excel format**. OC-25’s can be sent to OSBM as .pdf files which is the same format State Construction uses to email certified OC-25s to state agencies. If you only have a paper copy of the FCAP reports and do not have access to a scanner, OSBM will accept this document in paper format.

Completing the [R&R Summary List Form](#)

1. Fill in your department at the top of the form.
2. List each project in the department’s priority order starting with the overall first priority on the first line.
3. Project Title – Please enter only the project title. **Do not** enter a short project description here. Please be specific when naming the project title and include the full name of the building when applicable. Historically, Gov Ops has not been supportive of large, institution-wide reserves. However, it may be acceptable for the larger state agencies to lump numerous minor projects together at the department level (ex. minor roof repair reserve). Please contact your OSBM capital analyst if you have any questions.
4. Estimated Cost - Enter each project’s total 2015 R&R funding request from the R&R Reserve. Please round the amount to the nearest \$100 (ex. \$25,100 – NOT \$25,089). This amount should directly correspond to the OC-25 unless non-R&R funds will supplement the project. If funds other than R&R are involved in funding the project, please identify the amount and source of funds on the Project Request Form in the Description & Justification Section.

5. At the bottom of the form, enter the agency contact information. This should be the staff person that coordinates requests from divisions and assembles the department's overall submission to OSBM.

Completing the Repair and Renovation Request Worksheet

This form must be completed for every project request shown on the R&R project list form.

1. Enter the department priority for the specific project. This should match the priority shown on the R&R Summary List Form.
2. Enter the department name in the first block and the division or institution name second block.
3. Enter the title of the requested project as shown on the R&R Summary List Form. In the second field, enter the county where the requested project is located.
4. Enter the agency contact name, phone, and email. This person will be contacted should OSBM have a specific question about the requested project. You may choose to list the division contact here or you may enter the department's contact.
5. Enter the total estimated amount requested from the 2015 R&R reserve. Please round to the nearest \$100 (ex. \$25,100 – NOT \$25,089). This number should directly correspond to the cost estimate from the certified OC-25 unless non-R&R funds will support the project. If supplemental non-R&R funds are planned to cover part of the project's cost, please identify the amount and source of funds in Field 7 – Project Description & Justification.
6. **Check one of the 16 categories that best describes the requested project.** If the project is an overall renovation to a building then check any of the 16 categories that describe the renovation. If you mark the box for "Other," please describe the category in the space below.
7. Enter a description and justification of the project to include:
 - type of project
 - extent of work including square footage
 - need for the project
 - age of facility
 - date of last significant repair or improvement
 - relationship to other projects planned or under construction
 - for comprehensive renovations and other large scale projects, include a short description of other alternatives considered and why the requested project is the preferred solution.
8. Estimate the percentage of the total project cost that is directly related to energy efficiency improvements and enter.
9. If the General Assembly has mandated the project in legislation, enter Y. Otherwise, enter N. If you answer Yes, please explain in Field 7 – Project Description & Justification.
10. Include an OC-25 Cost Estimate with your submission and check Y. Project requests that do not have a certified OC-25 will not be considered by OSBM.
- 11a. If the building or facility has been inspected by a FCAP team enter Y. If not, enter N. If you enter Y, please attach the summary sheet or pertinent pages of the FCAP report. Please contact the State Construction FCAP section at (919) 804-4100 if you have questions about whether or not an FCAP report exists for the facility.
- 11b. If the project request was a deficiency identified in the FCAP team's report, enter Y. Otherwise, enter N. If you answered Yes, please include the pertinent pages of the FCAP report in your submission to OSBM and check the box indicating that the report is attached.
12. If this project has been planned previously either through previous appropriations or advance planning authorization, please enter Y. If the project has not been planned or only has minimal design work completed, please enter N. If you answered Yes, please briefly explain in Field 7 – Project Description & Justification.

13. For the estimated project schedule, assume that funds will be authorized and available to agencies as of February 1, 2016. Please enter the estimated month and year for each of the four fields.

14. If the project impacts the operating budget, enter Y. Otherwise, enter N.

If you enter Y, please describe specifically how the operating budget is affected on an annualized basis. Please include:

- Maintenance savings or additional costs related to the project. It is helpful to support statements with actual data. (Ex. for a roof repair request - include the number of minor repairs and the cost incurred during the last fiscal year to patch the roof.)
- Staff reductions or increases that relate to the project.
- Operating savings from energy efficiency projects.