Capital Construction Request Summary Instructions

Purpose
➤ The Capital Construction Request Summary shows all of the Capital Construction Project Requests entered by the agency. It also reflects the totals of all of the Building Renewal Projects, by Category - ADA, Fire/Life Safety, Deferred Repair, and Energy Conservation. The Request Summary screen is used by an agency to designate its capital construction priorities.

Getting Started
In the left-margin Menu, under **Capital Construction/Building Renewal**, click on "**Request Summary**." The **Capital Construction Request Summary** Screen will be loaded.

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

> **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].

1. Select "**All Assets**" from the **Building/Land** drop-down. This will provide a list of all capital construction projects and building renewal categories.
2. Click [Edit]. This will allow you to set the **Priority** number for each capital construction request relative to the building renewal categories.

Capital Construction Request Summary ⊘ »View Only

Budget Cycle:	2025-2027	Agency:	065 - ADMINISTRATIVE SERVICES	Version:	A1 - AGENCY REQUEST

Building/Land: ALL ASSETS

[Edit]

▼Request

Description	Priority↑	Program	Program Name	Total	Prior Exp	FY25 Appr/Reappr	FY26 Request	FY27 Request	Future Request
DEFERRED REPAIR	1			$34,992,550			$13,040,000	$21,952,550	
ENERGY CONSERVATION	2			$3,528,500			$0	$3,528,500	
FIRE/LIFE SAFETY	3			$2,071,000			$975,000	$1,096,000	
ADA	4			$2,240,000			$1,640,000	$600,000	
FERGUSON HOUSE	5	921	FERGUSON HOUSE REPAIRS	$15,000	$1,000	$2,000	$3,000	$4,000	$5,000
Total				$42,847,050	$1,000	$2,000	$15,658,000	$27,181,050	$5,000

▼Funding

Description	Total	Prior Exp	FY25 Appr/Reappr	FY26 Request	FY27 Request	Future Request
General Fund	$15,000	$1,000	$2,000	$3,000	$4,000	$5,000
Cash Fund	$0	$0	$0	$0	$0	$0
Federal Fund	$0	$0	$0	$0	$0	$0
Revolving Fund	$0	$0	$0	$0	$0	$0
Other Fund	$0	$0	$0	$0	$0	$0
NCCF	$0	$0	$0	$0	$0	$0
Total	$15,000	$1,000	$2,000	$3,000	$4,000	$5,000

Variance

	Total	Prior Exp	FY25 Appr/Reappr	FY26 Request	FY27 Request	Future Request
Total Request	$42,847,050	1,000	2,000	15,658,000	27,181,050	5,000
Total Funding	$15,000	1,000	2,000	3,000	4,000	5,000
Total LB 309 Funding	$42,832,050	0	0	15,655,000	27,177,050	0
Variance	$0	0	0	0	0	0

- Within the **Request** section, projects may be sorted by **Description**, by **Priority** number, or by **Program**. Simply click on the column headings to re-sort the list in the desired order.
- Enter a unique **Priority** number for each project or building renewal category. Rows with **$0 Total Cost** do not need to be prioritized.

Capital Construction Request Summary Instructions

3. Select the **Narrative** section of the screen (the blue triangle expands/collapses the section). Use the **Narrative** to provide explanation of your agency's priorities for capital construction and to highlight any critical policy or other issues that relate to the construction priorities.

   - The **Explanation of Priorities** tab contains single, unlimited edit window.
   - All narrative tabs will display **Character Count** to assist with the satisfaction of the minimum and maximum character requirements. This value is updated when ⟨Refresh⟩ or ⟨Save⟩ are clicked.

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

   - 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 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., facilities master plans, program statements, picture files, etc.) by clicking the ⟨Browse...⟩ button to locate the desired file and then clicking the ⟨Attach⟩ button.