Capital Construction Reaffirmation Request Instructions

Purpose
➤ To summarize Reaffirmation requests to complete or continue previously funded capital construction projects. This screen shows total project costs, prior and current expenditures and future funding needs for each project.

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

1. Click on **New.** This will create a Capital Construction Reaffirmation Request.

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.
   - Enter a **Project Name**.
   - Enter the Bill Number (LB #) reference, along with the year of the legislation and the bill section that authorizes the Project identified above.
3. Continuing on the **Request** tab, enter amounts as needed in fields provided (see screenshot below), beginning with **Prior Exp** (Project-to-Date expenditures through FY 2023-24) and the base year **FY25 Appr/Reappr**, then add reaffirmation request amounts for **FY26 Reafrm**, **FY27 Reafrm**, and future **Add Reafrm** (sum of future years).
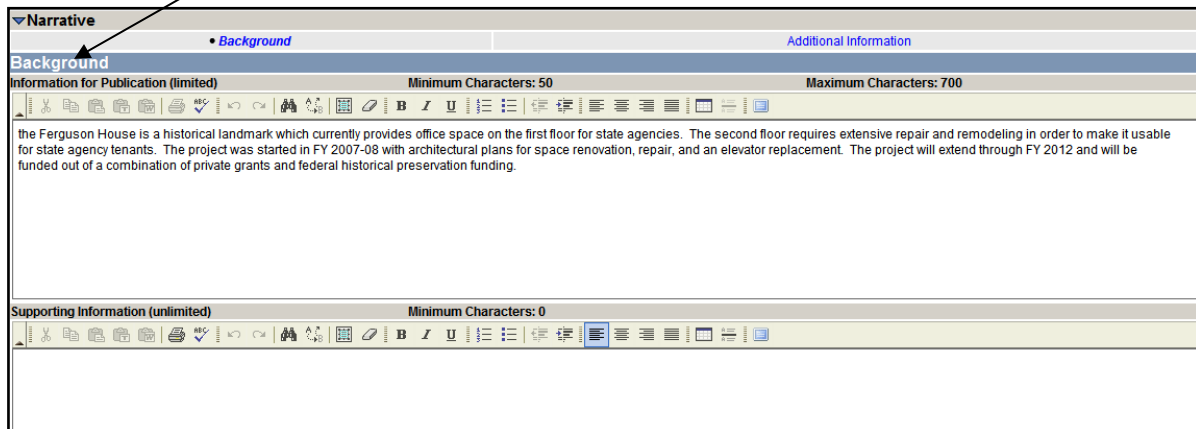
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4. Enter **Funding** amounts for the reaffirmation request (General, Cash, NCCF, etc.) as needed for all columns. Once completed, Total Funding must match Total Request in each column.
   - Click **Save** to commit the data entered to the database 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.

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.

5. Select the **Narrative** tab to provide a short history, or background, on the financing of the project as well as an explanation of changes in the scope of the project or its cash flow, if any. The Reaffirmations narrative includes two 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 **Background** tab contains two edit windows. The **Additional Information** tab provides 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.

▼ Narrative

	• *Background*	Additional Information

Background

Information for Publication (limited) — Minimum Characters: 50 — Maximum Characters: 700

the Ferguson House is a historical landmark which currently provides office space on the first floor for state agencies. The second floor requires extensive repair and remodeling in order to make it usable for state agency tenants. The project was started in FY 2007-08 with architectural plans for space renovation, repair, and an elevator replacement. The project will extend through FY 2012 and will be funded out of a combination of private grants and federal historical preservation funding.

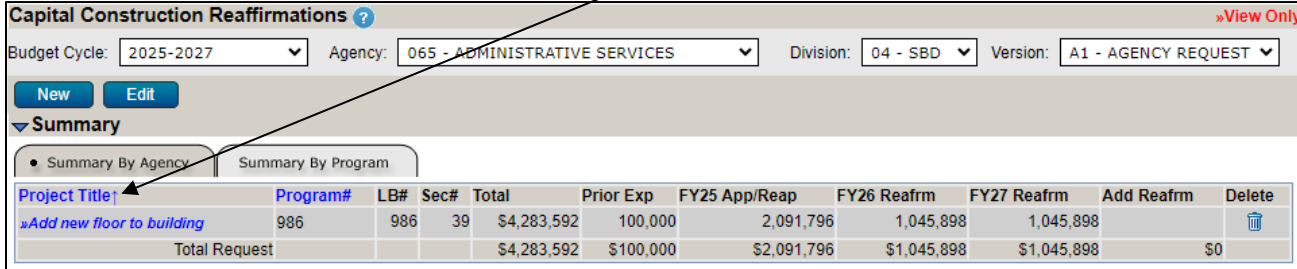**Supporting Information (unlimited)** — Minimum Characters: 0

   - 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 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 statements, 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 <u>must</u> click **Save** whenever exiting a screen <u>or risk losing unsaved data</u>. Save frequently to avoid data loss.

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Edit an Existing Reaffirmation Request

1. While in View Mode, click an existing reaffirmation request's **Project Title** from the projects listed in the **Summary by Agency** tab or **Summary by Program** tab under the **Summary** section of the screen. This will open the project's detail information.

- Click **Edit** to begin making any desired changes.
- Follow Steps 3-5 under <u>Create a New Reaffirmation Request</u> to continue editing the existing project.

Reaffirmation Project - Narrative Content

Background – Provides a brief description and a short history of the project. The source of prior funding amounts should be identified as well as the anticipated length of the project, completion date, and any changes in the overall scope, cost, or timing of the project since it was originated.

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