

JOB AID: REPAIRS AND RENOVATIONS

Capital - Repairs and Renovations Requests Job Aid

This job aid describes the process agencies should use to submit requests for repairs and renovations (R&R) funding using the Agency Budget Change (ABC) List. **Agencies should not submit Worksheet-IIIs (WS-IIIs) for R&R requests.** Instead, agencies should submit an Agency Budget Change (ABC) List for R&R projects by **February 9**. Agencies should then submit OC-25s for non-General funded R&R projects only by **March 1, 2024**. For more information on this process, agency budget staff should attend the Capital Training on **January 16, 2024**. [RSVP here](#).

Completing Your Repair and Renovation Plan - Overview

Agencies must request all R&R for existing buildings, including General Fund and non-General Fund (receipts) requests, in their ABC lists. Your agency is required to submit the following information:

- *All requested, one-time R&R projects and costs in priority order for FY 2024-25.*
- *OC-25s for R&R projects requested for FY 2024-25 which are funded from receipts or other non-General Fund sources. **Note: OC-25s are NOT required at this stage for entirely General Fund supported R&R projects, but instead will be required during the request and allocation process for available General Fund R&R funds once the NC General Assembly appropriates these funds.***

Repairs and Renovations (R&R) Requests – Detail

R&R requests are projects that include the repair, renovation, and demolition of buildings, and related systems. R&R does not include the expansion of square footage for programmatic purposes. The State Budget Act treats R&R separately from other capital projects. Full or large-scale partial building renovations should be requested as a new capital project request.

Selecting the Year that the Project will Begin: Agencies should be realistic about their ability to begin and execute R&R projects. It is unlikely, for example, that some agencies can execute large numbers of different R&R projects in one year. When requesting funds, an agency should request funding only for projects that can *at least* begin planning in the FY 2024-25 and construction in the following year.

Required Information – Project Feasibility: The State Budget Act and OSBM require that a budget request includes certain information for consideration for repairs and renovations. To meet this requirement, agencies should provide the following, if applicable to evaluate project feasibility:

- *OC-25 Cost Estimate for R&R projects which are (fully or partially) funded from non-general Fund sources:* Please submit certified OC-25 cost estimates for all non-General Fund R&R projects requested for FY 2024-25 to chris.medley@osbm.nc.gov. **However, the OC-25 must be certified and sent to OSBM (at the email address noted above) by March 1, 2024.** OC-25s certified more than two years ago must be updated by the State Construction Office.

R&R Projects for FY 2025-29: Agencies should submit more general requests for years beyond the current biennial requests. Requests should be submitted by broad R&R category by division or department, as appropriate. The broad categories, according to statute, are:

- Roof repairs and replacements;
- Structural repairs;
- Repairs and renovations to meet federal and State standards;

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- Repairs to or installation of new electrical, plumbing, and heating, ventilating, and air-conditioning systems;
- Improvements to meet the requirements of the Americans with Disabilities Act, 42 U.S.C. § 12101, et seq., as amended;
- Improvements to meet fire safety needs;
- Improvements to existing facilities for energy efficiency;
- Improvements to remove asbestos, lead paint, and other contaminants, including the removal and replacement of underground storage tanks;
- Improvements and renovations to improve use of existing space;
- Historical restoration;
- Improvements to roads, walks, drives, utilities infrastructure;
- Drainage and landscape improvements; and
- Building demolition.

Agencies may submit additional categories, such as elevator repair, if they feel that these groupings better address their needs. Requests submitted under these broad categories should be backed up by some analysis showing the annual expenditure need associated with each category.

Agencies should also submit data and evidence to support their request. For example, agencies could cite the potential for reductions in energy or maintenance costs in their request for roof repairs.

Non-General Fund R&R Projects Requests - Timing

When to Request Non-General Fund Capital Projects: Agencies should make the request year for a non-General Fund project the:

- Expected year that non-General Fund receipts are available and that the project will begin construction; or
- Year of grant submission to an external entity (for example the Federal Government), if funded by a grant.