

UNIVERSITY OF NEBRASKA

STATUS REPORT OF CONSTRUCTION PROJECTS

PROCEDURES UNFP 6.3.6.8

I. Reference and Application:

- A. Neb. Rev. Stat. § 81-1108.15 requires the Department of Administrative Services to submit quarterly construction status reports to the Governor and the Legislative Fiscal.
- B. On November 7, 2008, the Board of Regents amended RP-6.3.6 *Capital Planning and Development* to require reporting amount at \$5.0 million in total project costs and include cumulative change orders and budgets.
- C. Application: The procedures apply to University capital construction projects approved by the Board of Regents, regardless of the source of funds and all projects receiving allocations from the Task Force for Building Renewal regardless of amount. Reporting begins with the project approval by the Board of Regents and ends with final acceptance.

II. Objectives and Limitations:

The objective of these procedures is to provide guidelines necessary to comply with Board Policy (RP-6.3.6) *Capital Planning and Development* and provide a uniform and effective way to report capital construction projects.

III. Procedures

- A. A report on the status of construction projects shall be submitted by each campus and the Nebraska College of Technical Agriculture to the Chief Facilities Officer on a quarterly basis for the quarter ending March 31, June 30, September 30, and December 31. The reports are due to that office the 20th working day following the end of the quarter.
- B. The Chief Facilities Officer will consolidate the campus reports and summaries and submit the report to the State Building Division, the Department of Administrative Services, Legislative Fiscal Office, Task Force for Building Renewal and the Nebraska Coordinating Commission for Postsecondary Education either in electronic format.
- C. Each report will contain the following information:

No.:	The number of the project in the report
Agency:	The name of the campus and agency number
Project Title:	Name of the project
Location:	City and State
Number:	Number assigned to the project by the State Budget Office
Date Prepared:	Date report is prepared
Period:	Reporting period
Status:	Initial Report First time reported
Interim Report	Other than first time reported
Final Report	Project substantially complete
Eligibility:	% Assessment under LB 1100

Total Project Funds Available
Programming & Design Information
Construction Information
Budget: Proposed Budget and Expended to Date Balance