



B3 Guidelines Project Role:

Agency Contact

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[Center for Sustainable Building Research](#)
College of Design · University of Minnesota

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Contents

- Selecting an Agency Contact 3
- Agency Contact Responsibilities..... 3
 - Navigating the B3 Guidelines Tracking Tool 3
 - Completing Guideline Documentation 4
 - Phase Review and Approval..... 6
 - Variance Review 7
- Variance and Non-Compliance Guidance..... 9
 - Variances 9
 - Non-Compliance.....10
 - Requesting a Variance or Not Compliant Designation10

Selecting an Agency Contact

The Agency Contact is typically a staff member of the agency, State entity, or non-State organization receiving funding for a B3 Guidelines-required project. Due to the nature of their responsibilities, having experience with construction projects is recommended. The Agency Contact must also understand the intent of the B3 Guidelines, whether from previous experience or by learning throughout the course of the project. Upon request, the Center for Sustainable Building Research (CSBR) at the University of Minnesota may fulfill this role for agencies or entities that do not have sufficient in-house resources. Please contact the B3 Guidelines Administrators (guidelines@b3mn.org) if this applies to you.

Agency Contact Responsibilities

The agency, State entity, or non-State organization that receives general obligation bond funding for a project is obligated to ensure that the project adheres to the B3 Guidelines. The entity ensures that the project team¹ has sufficient resources to comply with the B3 Guidelines and selects an Agency Contact as a representative to assist with the successful submission of project documentation. This is conducted through the B3 Guidelines Tracking Tool, an online project file that tracks project phases from predesign through ten years of building operation.

The Agency Contact has three primary tasks:

- **Completing Guideline Documentation:** The Agency Contact may be asked to provide information related to guidelines that fall under the purview of their Agency or organization.
- **Phase Review and Approval:** The Agency Contact is responsible for reviewing and approving project team submissions at each phase to confirm, to the best of their knowledge, that complete and accurate documentation is provided.
- **Variance Review:** The Agency Contact is responsible for determining whether variance requests made by the project team are deemed acceptable by the agency, State entity, or non-state organization they are representing.

Detailed guidance for these tasks can be found below.

Navigating the B3 Guidelines Tracking Tool

The B3 Guidelines Tracking Tool serves as an online project file where the project team can review Guideline requirements, assign roles and responsibilities, submit documentation, and track progress. Everyone on a project team has access to the Tracking Tool using their individual log-in credentials. The landing screen shows all projects that you are a member of along with some high-level information about the project. The project dashboard is the primary tool for a specific project.

¹ The project team is the group responsible for meeting and documenting compliance with the B3 Guidelines. Depending on the phase, the project team may include individuals responsible for planning, predesign, design, construction, and/or operations. The project team works toward achieving the guideline performance criteria appropriate to their phase.

adjust team members, assign roles and action items, and input project information

view phase summary reports

access guideline language

provide guideline documentation

Completing Guideline Documentation

Each phase in the Tracking Tool requires project team members to complete documentation for applicable guidelines.² Some of these guidelines may be assigned to the Agency Contact to complete.

Follow these steps to identify and complete documentation for guidelines requiring action:

1. Log in to the B3 Guidelines Tracking Tool and open the project dashboard by clicking on the project name within the list of “My Projects.”
2. Your current action items are identified with a yellow icon. Click on this icon to open the guideline dialog box.

Transition to Operations
123 Fake Street, Minneapolis, MN 55455

General Team Roles Actions Schedule Notes Admin

Predesign Phase
Pending Approval From Agency

You have 1 open action item(s)

Guideline	Responsible Role	Person	Action	PD*	D	FD	CO
Phase Summary Reports:				17%			
PERFORMANCE MANAGEMENT				PD*	D	FD	CO
P.0. Performance Management Information			Read the Guideline				
P.1. Design and construction process			Read the Guideline				
P.2. Operations process			Read the Guideline				
P2B. Conduct at least one Post Occupancy Evaluation	Facility Operations Manager	(Unassigned)	Required				
P2C. Reserve 0.25% of Construction Cost for Meeting SB 2030 Energy Standard During Operations	Agency Contact	Pat Smith	Pursued				
SITE AND WATER				PD*	D	FD	CO

3. Complete the required fields. Fields in yellow indicate required inputs; fields in blue are calculated (some of which pull in information from other guidelines); and fields with a gray fill behind them are not applicable at this phase. Use the “Read The Guideline” link in the upper right to access the complete guideline language. Hover over the “?” icons to access additional information about compliance requirements, calculation methods, and/or acceptable file formats.

² Applicable guidelines for a specific phase include those that both 1) are being pursued by the project (i.e. all required guidelines plus the recommended guidelines that the project team has selected to pursue), and 2) have documentation requirements for the specific phase.

Predesign
Agency Contact (Becky Alexander)

P.2 Operations process
P2C. Reserve 0.25% of Construction Cost for Meeting SB 2030 Energy Standard During Operations

Fields in yellow are editable. Fields in blue are calculated. Fields in gray are not applicable or disabled at this phase. Compliance check looks for adequate set-aside funds and for affirmative (yes) response when applicable.

P2C11. Project Budget	0
P2C21. Project budget set aside for SB 2030 compliance in operation	
P2C31. SB 2030 Compliance Set aside as percentage of total construction cost	NaN %
P2C41. Do contract documents include language on use of set aside funds?	Unselected

[Check for Compliance](#) [Cancel](#)

- Click on the “Check for Compliance” button.

If each required field is complete and passes the compliance check, you may sign off on the guideline and “Save & Close”. You may also “Save & Close” without signing off by unchecking the checkbox (e.g. if you need to confirm your inputs).

Predesign
Agency Contact (Pat Smith)

P.2 Operations process
P2C. Reserve 0.25% of Construction Cost for Meeting SB 2030 Energy Standard During Operations

Fields in yellow are editable. Fields in blue are calculated. Fields in gray are not applicable or disabled at this phase. Compliance check looks for adequate set-aside funds and for affirmative (yes) response when applicable.

P2C11. Project Budget	\$1,250,000
P2C21. Project budget set aside for SB 2030 compliance in operation	3400
P2C31. SB 2030 Compliance Set aside as percentage of total construction cost	0.272 %
P2C41. Do contract documents include language on use of set aside funds?	Unselected

Compliant [Save & Close](#) [Cancel](#)

☒ I agree that the above information is correct and complete. Signed by Pat Smith on 11/13/2019 10:19 AM

If the project information is not compliant, you may “Save & Close” with the non-compliant inputs or “Apply For a Variance/Not Compliant.” Additional detail on that process is provided in the Variance and Non-Compliance Guidance.

Predesign
Agency Contact (Pat Smith)

P.2 Operations process
P2C. Reserve 0.25% of Construction Cost for Meeting SB 2030 Energy Standard During Operations

Not compliant. Compliance check looks for adequate set-aside funds and for affirmative (yes) response when applicable. [Read the guideline for additional instructions.](#)

Fields in yellow are editable. Fields in blue are calculated. Fields in gray are not applicable or disabled at this phase. Compliance check looks for adequate set-aside funds and for affirmative (yes) response when applicable.

P2C11. Project Budget	\$1,250,000
P2C21. Project budget set aside for SB 2030 compliance in operation	2
P2C31. SB 2030 Compliance Set aside as percentage of total construction cost	0.0002 %
P2C41. Do contract documents include language on use of set aside funds?	Unselected

Not Compliant [Save & Close](#) [Cancel](#)

You may refine your entries above, Save & Close this window for later editing, or [Apply For a Variance/Not Compliant >>](#)

- Once you have completed your action items for the current phase, they will appear as either a green checkbox (for those that have been signed off as compliant), a “V” (indicated a pending or approved variance application), or a non-compliant icon (indicating a pending or approved non-compliant designation). You may still edit (and re-sign-off on) these guidelines until the phase is locked for editing.
- Repeat steps 2-5 for all your open action items for the current phase. All applicable guidelines must be signed off as compliant or have a variance or non-compliant designation either pending or approved for that phase to be submitted. If any of the guidelines assigned to you would be better answered by a different team member, notify your project’s Guideline Leader to have the guideline re-assigned to the appropriate person. It is also

possible for someone else to enter data into and/or sign-off on guidelines assigned to you (and vice versa). While you will still be listed as the responsible person and will continue to receive notifications about your action items, the 'signature' will reflect the person who actually signed off on the guideline.

7. Feel free to work 'ahead' in later phases if the guidelines you are responsible for are progressing more rapidly than the entire project is moving through the Tracking Tool phases. This requires checking off a box acknowledging that "This guideline is later than the current phase." One caution is that guideline inputs at later phases will be overwritten upon approval of previous phase summary reports unless they have been signed off at the later phase, so it would be prudent to only work ahead in guidelines that you can complete documentation for in one sitting. Also note that variances requested in a phase later than the current phase will default to the current phase (so there is no point in working ahead for provisional variances).

Phase Review and Approval

After all applicable guidelines for a phase have been completed and signed off, the phase will be locked to further edits. At this point, the Phase Summary Report will undergo a series of reviews. First, the Guideline Leader (typically a member of the architectural team) reviews the Report to confirm that it is complete and accurate to the best of their knowledge. Next, the B3 Guidelines Administrators provide a preliminary review of variance requests to ensure they meet the minimum program requirements for variances. Depending on the phase, the SB 2030 Review Team may review the SB 2030 documentation for compliance. The Agency Contact provides the final review to confirm that the submission is complete and accurate to the best of their knowledge and to make the final determination on variance requests.

Follow these steps to complete a phase review:

1. You will receive an automated email from B3 Guidelines when a phase is ready for your review. Log in to the B3 Guidelines Tracking Tool and open the project dashboard by clicking on the project name within the list of "My Projects." The project status should be identified as "Pending Approval from Agency" in the upper right.

The screenshot shows the project dashboard for 'Transition to Operations' at '123 Fake Street, Minneapolis, MN 55455'. It features a navigation bar with tabs: General, Team, Roles, Actions, Schedule, Notes, and Admin. A status indicator shows 'Predesign Phase' and 'Pending Approval From Agency'. A warning icon indicates 'You have 1 open action item(s)'. Below this is a table with columns: Guideline, Responsible Role, Person, Action, PD*, D, FD, and CO. A 'Phase Summary Reports:' section shows a yellow warning icon.

2. Open the Phase Summary Report for the current phase by clicking on the yellow action item icon. The Phase Summary Report includes all of the information submitted by the project team at that phase.

The screenshot shows the 'Predesign' phase summary report, which is 'Pending Approval From Agency'. It includes a list of instructions: 'This phase has been reviewed by the guideline leader and submitted to the appropriating agency for final approval.', 'Agency contact - please review this form and address any variances. Click the 'Submit' button to proceed.', and 'This phase is locked from editing during the review process. If this phase is not ready for completion and requires further editing, you must first UNLOCK it and work with the appropriate parties until satisfaction is reached.' The report also displays project details: 'Transition to Operations', '123 Fake Street', 'Minneapolis, MN 55455', and 'Received State GO Bond Funds: No', 'State Requirement Applicable: No'. A section for 'Team Members & Roles' is visible at the bottom.

- Review the information included in the Phase Summary Report, including linked documents, for completeness and accuracy. If you believe any information to be incomplete or inaccurate, follow up with the project team to resolve (typically the Guideline Leader and the team member that signed off on the specific guideline). If changes are required, you will need to “Unlock” the phase for editing, which can be done using the link at the top of the Phase Summary Report. Any questions regarding the acceptability of submissions may be directed to the B3 Guidelines Administrators at guidelines@b3mn.org.
- Review all variance requests and make a determination whether each should be approved or rejected. Refer to the detailed guidance for this provided below.
- Once all issues have been resolved to your satisfaction, approve the Phase Summary Report using the “Submit” button at the bottom of the screen.

Variance Review

Variance requests made by the project team are included in the Phase Summary Reports. While they are reviewed by the B3 Guidelines Administrators to ensure they meet the minimum program variance requirements, the final determination of approval or rejection is made by the Agency Contact.

Follow these steps to complete a variance review:

- Review the Variance and Non-Compliance Guidance section to familiarize yourself with the types of variances available, the accepted reasons for variances, and the submission requirements for variance requests.
- During your review of the Phase Summary Report (described above), navigate to any guidelines with open variance requests – as identified by the language “Variance Pending” – and review the project team’s justification, which appears in the “Variance Notes.”

I1. Low-emitting Materials	Read the Guideline
I1A. Low Emitting Interior Materials	Full Variance Pending
<p>I1A31. Does the list above represent a complete list of interior materials (see guideline text for definition), excluding structural building products as excluded under CDPH, composite wood products covered under guideline I.2C and those furnishings covered under guideline I.2D?</p> <p>Unselected</p>	
<p>I1A41. Are the above materials specified for the project? At the closeout submission are they installed?</p> <p>Unselected</p>	
<p>I1A51. Upload all interior material specifications (including those meeting requirements of I1B, I1C and I1D).</p> <p>not found</p>	
<p><u>Variance Notes:</u> Variance justification listed here.</p>	
<p>Full Variance Status</p> <p><input checked="" type="radio"/> Pending <input type="radio"/> Approved <input type="radio"/> Rejected</p>	

- Determine whether to approve or reject each variance request and adjust the “Variance Status” to “Approved” or “Rejected.” If you are not able to make a determination on a variance request, please contact the B3 Guidelines Administrators (guidelines@b3mn.org) for assistance.
 - If you approve a variance request, you are confirming that the agency, State entity, or non-State organization you are representing deems it appropriate to waive that specific B3 requirement for the project: that the request meets the eligibility conditions identified in the Variance and Non-Compliance Guidance and that approving the variance does not compromise the project’s compliance with the intent of the B3 Guidelines.

Approving a full variance request will apply to all future phases of the project; it will be noted in subsequent Phase Summary Reports, but no further action will be needed. Approving a provisional variance request will only apply to the current phase. You will revisit this guideline during subsequent phases.

- You may reject variance request outright, or specify a compromise, equivalency, or conditions for the variance. If you reject a variance request, the phase will automatically unlock for editing in the Tracking Tool. Follow up with the applicable team members (typically the Guideline Leader and the team member making the variance request) to resolve. This could involve the project team re-submitting the variance request with additional detail, re-submitting it as a provisional variance request (with the goal of adjusting the design in later phases to meet the B3 requirement), or immediately adjusting the design to meet the B3 requirement.

If a variance request is rejected (either by you or the B3 Guidelines Administrators) at the last phase in which that guideline is documented and the project team is not able to resolve the issue, it will be resubmitted as “Not Compliant.” You will need to “Approve” this designation, acknowledging you are aware that the project does not meet the intent of the specified B3 Guideline and is not eligible for a variance. This non-compliance designation will be displayed on the publicly-available B3 Case Studies Database.

- If you determine that the guideline is not relevant to the project due to limited project scope (e.g. a site-related guideline for an interior-only renovation), please contact the B3 Guidelines Administrators (guidelines@b3mn.org) for review, as under some circumstances guidelines can be removed from the project’s Tracking Tool file without using the variance process.
4. Before you can submit the Phase Summary Report, all open variance requests must be resolved (i.e. either approved, withdrawn, or designated as Not Compliant).

Variance and Non-Compliance Guidance

The B3 Guidelines differ from other rating systems in that it primarily consists of a set of required measures for all projects rather than a menu of optional sustainability strategies.³ Due to the variability of B3 projects, some may require adaptations to the performance thresholds and/or documentation schedule. The B3 Guidelines allow the use of variances to provide this accommodation under certain circumstances.

Variances should be used sparingly. For best results, project teams should review the full list of applicable guidelines during early design to identify requirements that may be difficult to achieve. This should be followed by conversations about strategies to pursue compliance and identification of any guidelines that may require a variance.

Variances

Two types of variances may be requested:

- **Provisional Variance:**
A provisional variance can be considered as a ‘free pass’ to the next phase in the Tracking Tool for guidelines that do not yet have enough information to determine compliance. Provisional variances only apply to the submitted phase; the guideline will need to be re-addressed in later phases by submitting compliant documentation, submitting another variance request, or designating the guideline as non-compliant. If the project’s ability to meet the guideline is unknown, provisional variances should be used as long as possible before requesting a full variance or non-compliance designation, with the goal of achieving compliance in a later phase. However, a provisional variance may not be requested during the last phase in which a guideline is required; at that point, all non-compliant or undocumented guidelines must either request a full variance or be designated as non-compliant.
- **Full Variance:**
Full variances are intended for cases where guidelines conflict with the program (intended use) of the project, either by direct conflict or due to the limits of available approaches. If the building program cannot accommodate a specific guideline, a variance for that guideline may be requested. For example, a prison may not be able to meet a guideline related to light levels at the site boundary because of higher lighting levels demanded by their security requirements. The other acceptable justification for a full variance is due to technological limitations, where available technologies or methodologies do not permit the project to meet the B3 Guidelines performance threshold. For example, a project in Greater Minnesota may not have sufficient construction and demolition waste recycling facilities in the region to fully meet the guideline requirements. When requesting a full variance, the design team is expected to pursue creative solutions to meet the intent of the guidelines to the extent feasible.

The following conditions are not considered as grounds for a full variance:

- Variances will not be considered if alternative design strategies have not been evaluated, including consideration of creative solutions that maintain the intent of the guidelines.
- Variances will not be considered based on budgetary or project schedule constraints.
- Variances will not be considered for requirements missed by the project team that cannot be addressed at later phases (e.g. neglecting to document construction waste diversion rates or neglecting to specify appropriate low-VOC finishes).
- Meeting the B3 Guidelines may require adjustments to the standard design and construction processes used by the project team. This is not an accepted justification for a variance.

³ In addition to the required measures, the B3 Guidelines also offers recommended measures for projects that seek an elevated level of performance.

- Small or irregular sites are not an automatic reason for a variance.
- Variances should not be used for guidelines that are unrelated to the project scope. Instead, these should be communicated to the B3 Guidelines Administrators upon project set-up so they can be hidden for the project. For example, an interior renovation project with no sitework may request the site-related guidelines be removed.
- Variances are not required for 'recommended' guidelines.
- SB 2030 requirements are not eligible for variances. There are several pathways built into that program to accommodate unique project types and considerations related to cost-effectiveness.

Non-Compliance

A guideline is designated as 'Not Compliant' if the project team cannot document compliance and there is not adequate justification for a variance. This designation is reserved for the last phase a guideline is required to maximize the project team's opportunity to find a compliant solution. Not Compliant designations are displayed publicly as part of the B3 Case Studies Database.

 GUIDELINES COMPLIANCE		
Design Submission Status	✓	Complete – the B3 Guidelines design and construction documentation for this project is complete
Design Compliance	✗	Not Compliant – this project does not comply with the following B3 design and construction guidelines: <ul style="list-style-type: none"> • M3B - Divert 75% construction and demolition waste from landfill • M3C - Reduce and recycle waste generated during building operation
Operations Submission Status	✗	Overdue – the B3 Guidelines operations documentation for this project is more than 90 days overdue
Operations Compliance	?	Undetermined – this project has not yet completed a full year of B3 Guidelines operations documentation


Requesting a Variance or Not Compliant Designation

Variance requests are made within the Tracking Tool by the project team and are included in the Phase Summary Reports. Upon phase completion each variance request is first seen by the project's Guideline Leader when they approve the Phase Summary Report and is then reviewed by the B3 Guidelines Administrators to ensure it meets the program's minimum variance requirements. The final determination of approval or rejection is made by the Agency Contact, who may further specify a compromise, equivalency, or conditions for the variance. If the agency contact is not able to make a determination on a variance request, it will be referred to B3 Guidelines Administrators.

Follow these steps to request a variance:

1. Variances may be requested when incomplete or non-compliant information is entered in the fields of the Tracking Tool, and after 'Checking for Compliance'.

I.5 Lighting and Daylighting
ISC. Daylighting Levels

 **REQUIRED**
[Read The Guideline](#)

☒ Warning. This guideline is later than the current phase. Click the checkbox to enable editing.

Not compliant. Make sure all required fields are specified. Hover mouse over help icons for additional information. [Read the guideline for additional instructions.](#)


Fields in yellow are editable. Fields in blue are calculated. Fields in gray are not applicable or disabled at this phase. Compliance check looks for affirmative (yes) responses and upload of documentation.

ISC11. Upload daylight map or table of regularly occupied spaces showing compliance with one of the listed daylighting metric requirements, updated as the project progresses. No file selected. ?

ISC21. Upload list of spaces and associated daylight levels for selected metrics using the B3 Guidelines IEQ Template, updated at each phase. No file selected. ?

ISC31. Do all regularly occupied spaces achieve compliance with one of the listed daylighting metric requirements? No

ISC41. Do all regularly occupied spaces include daylight control devices per guideline language? Yes

 **Not Compliant**

You may refine your entries above, Save & Close this window for later editing, or [Apply For a Variance/Not Compliant >>](#)

javascript:._doPostBack('ctl00\$mc\$ApplyForVarianceButton','')

2. Select the type of variance being requested, identify the reason for the variance, and describe how it meets one of the permitted justifications. Additional documentation can be provided as needed via email to the B3 Guidelines Administrators and Agency Contact. For full variances, describe how the project team evaluated creative solutions to maintain the intent of the guidelines and identify a modified performance level and/or compliance method that will be pursued by the project team. For Not Compliant designations, describe why this designation is necessary.
 - Example of acceptable justification for a provisional variance:
 - *The project team has not been able to document full compliance with the daylighting requirements during schematic design. Our daylight model currently shows achievement of spatial daylight autonomy in 40% of regularly occupied space, which does not meet the minimum requirement of 50%. We will continue to work through this during design development by evaluating window size and placement and the potential for toplighting through daylight monitors and/or solar tubes.*
 - Example of acceptable justification for a full variance:
 - *The project team is requesting a full variance for the 75% construction waste diversion requirement due to technological limitations of the local market. The project is located in rural Minnesota, and conversations with local waste management services revealed that there are no facilities accepting gypsum board, carpet, wood products, or concrete within 60 miles. Upon evaluating alternatives, we found a farm operator that would accept gypsum board directly to use as a soil amendment. Our revised approach was to maximize recycling rates for the material categories where it is available (including cardboard/paper, metals, and plastics). While this was able to achieve diversion rates above 90% in these categories, the project's overall diversion rate was only 56%.*
 - Examples of unacceptable justifications:
 - *We couldn't meet the 75% waste diversion threshold because we are located in rural Minnesota.*
 - *The contractor did not track waste diversion for this project.*
 - *The project schedule could not accommodate the time required for daylight modeling.*
 - *The project budget could not accommodate the acoustic wall paneling required to meet the reverberation time requirement.*

Apply For Variance/Not Compliant

Variances are a method to comply with the B3 Guidelines in cases where a particular guideline is not applicable to a project based on the nature or the scope of the project. They are not intended to allow substitutions of other requirements for B3, particularly in cases where the alternative regulations are less stringent than the B3 Guidelines. See the [Guidance for Variances document](#) for more details.

Specify what you wish to apply for:

☐ **Variance**

Full variances are intended for cases where guidelines are not applicable based on the nature and / or scope of the project. For instance, a prison may not be able to meet guideline S.5A: Light Trespass, because of higher lighting levels demanded by security guidelines.

☐ **Provisional Variance**

A provisions variance is requested when there is not enough information available at the current phase to determine if the guideline can be met successfully. A provisional variance is not available during the last required phase of a guideline.

☐ **Not Compliant** (Enabled on last phase)

Not Compliant is indicated when the reason for a variances is not adequate and the design team and owner cannot determine a way to meet the requirements of the guideline. Not Compliant designations will be displayed as part of the B3 Guidelines Case Studies.

Please specify the reason for the variance request below, or provide an assessment of why not compliant is necessary:

Submit

Cancel

- Once submitted, the variance is reviewed as part of the phase submission. If a full variance or Not Compliant designation is approved, no additional action is needed. If a provisional variance is approved, the guideline will need to be revisited at the next applicable phase. Resolving rejected variance requests could involve revising and resubmitting the request with more complete documentation, having the B3 Guidelines Administrators deactivate the guideline as not applicable, submitting compliant design information, resubmitting as a provisional variance instead of a full variance, or resubmitting as Not Compliant. All open variance requests must be resolved before moving on to the next phase.

Any questions on variance requests can be directed to the B3 Guideline Administrators at guidelines@b3mn.org.