



# GUIDELINES

## Form P-Oc: Applicability Form

### B3 Guidelines Version 3.2r01

This form is used to review General Obligation (G.O.) Bond Funded projects to determine if the B3 Guidelines are applicable. Projects identified as receiving bond funds that are not following the guidelines will be listed as “not compliant” (including possible documentation in the B3 Case Study Database) until they have submitted this form, it has been reviewed, and, if approved, the project has been designated as “not-applicable”. If the design team is seeking variances on specific guidelines, use the variance process facilitated through the B3 Guidelines Tracking tool. If non-applicability is pursued, this form is due by the end of the Schematic Design Phase. If a project team is unsure whether the guidelines apply to a specific project, they may submit this form to clarify their requirements. Please complete the yellow boxes below and submit to [guidelines@b3mn.org](mailto:guidelines@b3mn.org). This form is not needed if a project is compliant with the B3 Guidelines.

**Project Name:**

**Project Address:**

**Appropriated Agency:**

### Appropriated Agency Contact Person and Contact Information:

**Name:**

**Email:**

**Phone Number**

Almost all not-applicable projects will fall under Part 1 (see below) due to clearly being outside of the scope of the guidelines applicability. Rarely, however, because of the wide variety of state-funded projects, valid reasons for not-applicability may occur that are not currently covered under the applicability criteria for the B3 Guidelines. In these cases some projects may be designated as not-applicable from the B3 Guidelines for reasonable cause (See Part 2 below,) upon review by the State of Minnesota B3 Executive Team.

### Description of the project (size program and cost):

**Use Part 1a if the project is new construction or addition, use Part 1b for major renovations**

A "false" response to one or more questions in the appropriate part below may enable the project to be designated "not-applicable" after review.

**Part 1a: New Buildings Path: Applicability Checklist For New Buildings & Additions**

Applicability criteria for the B3 Guidelines. Use this table for new construction projects and additions.

**This new construction or addition project is:** (true, false or n/a)

Funded directly or indirectly, and in whole or part by Minnesota bond monies after January 1, 2004	
Considered a building under the Minnesota Building Code.	
(mark this section n/a if project is not an addition) This addition includes new heating systems for parts of the addition that are heated and new cooling systems for parts of the addition that are cooled.	

**Part 1b: Major Renovations Path: Applicability Checklist For Major Renovations**

Applicability criteria for the B3 Guidelines. Use this table for major renovation projects that are limited to remodeling and renovations of an existing structure.

**This major renovation project is:** (true, false or n/a)

Funded directly or indirectly, and in whole or part by Minnesota bond monies after January 1, 2009	
Equal to or larger than 10,000 square feet in area	
Includes at least the replacement of the mechanical, ventilation or cooling system of a portion of the building	

**Part 2: Other Reason for Proposed Non-Applicability of B3 MSBG Guidelines (Either Path):** If

B3 Guideline does apply to the project according to either checklist (no "false" entries in one of the above checklists) and the appropriated agency still believes that it should not apply, please state the reasons for proposed non-applicability below.

**Applicability Review & Approval (B3 Guidelines Administrator Only)**

Date that request was sent from Appropriated Agency to B3 Executive Team for review

Date that request was reviewed by B3 Executive Team

B3 Executive Team Applicability Review Result:

(Either accepted and project designated as "Not-Applicable" or rejected and project designated as "Applicable," project will be designated "Non-Compliant" unless project proceeds with compliance.)