



# **B3 GUIDELINES PROJECT ROLE:**

**Guideline Leader**

# AGENDA

---

1. What is a Guideline Leader?
2. How to fulfill a Guideline Leader's responsibilities
  - Navigating the B3 Guidelines Tracking Tool
  - Coordinating Design and Construction Phase Compliance
  - Phase Review and Approval
  - Variance and Non-Compliance Guidance

For more information about the  
State of Minnesota's B3  
programs and tools, visit:  
[B3mn.org](http://B3mn.org)

[www.b3mn.org/guidelines/  
alldocuments/](http://www.b3mn.org/guidelines/alldocuments/)



# **WHAT IS A GUIDELINE LEADER?**







# RESPONSIBILITIES OF GUIDELINE LEADERS

---

The Guideline Leader has five primary responsibilities:

1. Project Set-up
2. Coordinating Design and Construction Phase Compliance
3. Completing Guideline Documentation
4. Phase Review and Approval
5. Variance Coordination and Review

# SELECTING A GUIDELINE LEADER

---

## Guideline Leaders:

- Have strong management and authority skills, as well as a strong understanding of their individual project.
- Ideally have experience with sustainable building design and/or rating system documentation.
- Must understand the intent of the B3 Guidelines, such as design strategies, compliance thresholds, and documentation needed.

Team members can transition in and out of the Guideline Leader role to ensure the best fit at that project phase. The Guideline Leader can also serve additional roles on the project team.



# **NAVIGATING THE B3 GUIDELINES TRACKING TOOL**

**[www.trackingtool.b3mn.org](http://www.trackingtool.b3mn.org)**

# PROJECT SET-UP: PROJECT INTAKE FORM

It is the responsibility of the Guideline Leader to initiate project setup.

- 1) Submit the Project Intake Form available on the B3 Guidelines website, choosing the appropriate form based on whether the project is state-funded or fee-applied.
  - Guideline Leaders will report the expected size and scope of their project, informing which guidelines will appear on the B3 Guidelines Tracking Tool project dashboard.
  - If the project's exact scope is unknown, potentially relevant guidelines will be included until confirmed otherwise.
  - It may take up to five business days for the project file to be established.

### B3 and SB 2030 State Supported Project Intake and Initiation Form

Please complete this form to begin the setup process for the B3 and/or SB 2030 tools and support. Note that this form is intended for projects funded (or pursuing funding) through State General Obligation Bonds or from the General Fund. For other projects pursuing B3 or SB 2030 please use this form: <https://forms.gle/DmDhgNPiyWo4vrT88>

[Sign in to Google](#) to save your progress. [Learn more](#)

\* Indicates required question

Project Name \*

Your answer

Project Description (brief description of project scope and building type/use) If the project is a renovation and there is variation in the scope for different areas of the renovation please describe. \*

Your answer

Note the year(s) that State funding was authorized or is expected to be authorized \*

Your answer

Note the State funding source—including which Agency the project is funded through \*





## My Projects

You are a member of 1 project.



### B3 Guidelines Sample Project

123 Fake Street  
Minneapolis , MN 55406

Predesign - In Process (0%)

Guidelines v3.2

Last modified 7/28/2021 4:27:47 PM

**⚠ This project is currently not compliant with the tracking requirements of the Minnesota Sustainable Building Guidelines. Guideline leader is not specified.**

*What would you like to do?*

➤ [Project Dashboard](#)

⚠ You have 1 open action item(s)

➤ [Project Editor](#) *(Team members, roles, etc.)*

➤ [Current Phase Report](#) (PD)

Note: This list details projects for which you are member of. Your user account has elevated rights. [Click here to view all projects in the Project Manager.](#)



# GUIDELINES TRACKING TOOL

Welcome **Claire Winters**  
[My Account](#) | [Sign Out](#)

[Home](#) [Projects](#) [Reports](#) [About](#) [Administrator](#)

## OCCUPANCY

This project is not defined for occupancy. [Click here to set an occupancy date](#)



## B3 Guidelines Sample Project

123 Fake Street, Minneapolis , MN 55406

[General](#) [Team](#) [Roles](#) [Actions](#) [Schedule](#) [Notes](#) [Admin](#)

Predesign Phase  
In Process



You have 1 open action item(s)

## FILTER

Expand the grid to display:

[My Action Items](#)

## LEGEND

- Action Item
- Completed
- Variance
- Not applicable
- Current Phase
- Required
- Actual Phase

Guideline	Responsible Role	Person	Action	PD*	D	FD	CO
-----------	------------------	--------	--------	-----	---	----	----

## PERFORMANCE MANAGEMENT

				PD*	D	FD	CO
P.O. Performance Management Information							Read the Guideline
P.1. Design and construction process							Read the Guideline
P.2. Operations process							Read the Guideline
P2A. Develop and implement an SB 2030 Energy Efficiency Operations Manual	Design/Const. Commiss. Leader	(Unassigned)	Required				
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	Claire Winters	Pursued				

## SITE AND WATER

				PD*	D	FD	CO
S.O. Site and Water Strategies							Read the Guideline



PROJECT DASHBOARD



# GUIDELINES TRACKING TOOL

Welcome **Claire Winters**  
[My Account](#) | [Sign Out](#)

[Home](#) [Projects](#) [Reports](#) [About](#) [Administrator](#)

## OCCUPANCY

This project is not defined for occupancy. [Click here to set an occupancy date](#)

## FILTER

Expand the grid to display:

My Action Items

## LEGEND

- Action Item
- Completed
- Variance
- Not applicable
- Current Phase
- Required
- Actual Phase



## B3 Guidelines Sample Project

123 Fake Street, Minneapolis , MN 55406

[General](#) [Team](#) [Roles](#) [Actions](#) [Schedule](#) [Notes](#) [Admin](#)



You have 1 open action item(s)

Predesign Phase  
In Process

Guideline	Responsible Role	Person	PD	D	FD	CO
-----------	------------------	--------	----	---	----	----

Phase Summary Reports:

0%

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			
P2A. Develop and implement an SB 2030 Energy Efficiency Operations Manual	Design/Const. Commiss. Leader	(Unassigned)	Required				
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	Claire Winters	Pursued				
SITE AND WATER				PD*	D	FD	CO
+ S.0. Site and Water Strategies				Read the Guideline			



PROJECT DASHBOARD: CONTINUED

# PROJECT SET-UP: ADDING TEAM MEMBERS

---

## 2) Add team members.

- Guideline Leaders are responsible for populating the project file with the names and emails of all team members that require access to the B3 Guidelines Tracking Tool.

MINNESOTA

B

GU

HomeProjects

OCCUPANCY

This project is not defined for occupancy. Click here to set an occupancy date

FILTER

Expand the grid to display My Action Items

LEGEND

⚠ Action Item

✓ Completed

⬇ Variance

⬜ Not applicable

🟡 Current Phase

🔴 Required

★ Actual Phase

Project Editor - Example project 5 - Work - Microsoft Edge

https://trackingtool.b3mn.org/ProjectEditor?ProjectID=1890&Tab=1

Example project 5

GeneralTeamRolesActionsScheduleNotesAdmin

Enter team members in the table below. Click the 'Add More Rows' link to add additional rows to the table. You can add an unlimited number of team members. Note: You must specify a valid email address for each team member. Each member will receive a welcome email along with instructions when this form is finished. Once a team member has been entered you are not allowed to edit their name or email address.

Team Members

Email Address	First Name	Last Name	Company	Status	Last Login	
becky.alexander@lhbcorp.com	Becky	Alexander	LHB	Active	6/3/2024 3:40:46 PM	Remove
Claire.Winters@lhbcorp.com	Claire	Winters	LHB	Active	12/31/2021 10:06:25 AM	Remove

Add a Team Member

Email Address:

First Name:

Last Name:

Company:Optional)

Add

A welcome email will be sent to each new team member.

Cancel

< Prev

Next >

Finish

me Claire Winters

Account | Sign Out

Predesign Phase In Process

D	FD	CO
D	FD	CO
Read the Guideline		
Read the Guideline		
Read the Guideline		
D	FD	CO
Read the Guideline		

# ADDING TEAM MEMBERS IN THE B3 TRACKING TOOL



# PROJECT SET-UP: ASSIGNING ROLES

---

## 3) Assign roles.

- Guideline Leaders are responsible for assigning team member roles within the Tracking Tool.
- Team members can play multiple roles or no roles, as long as all roles with an open action item in the current project phase are filled.



# GUIDELINES TRACKING TOOL

Welcome **Becky Alexander**  
My Account | Sign Out

Home Projects Reports About Administrator

## OCCUPANCY

This project is not defined for occupancy. [Click here to set an occupancy date](#)

## FILTER

Expand the grid to display:

My Action Items

## LEGEND

- Action Item
- Completed
- Variance
- Not applicable
- Current Phase
- Required
- Actual Phase



## Example project 5

123 Fake Street, Minneapolis , MN 55406

General Team Roles Actions Schedule Notes Admin

You have 1 open action item(s)

Predesign Phase  
Ready For Guideline Leader

Guideline	Responsible Role	Person	Action	PD	D	FD	CO
Phase Summary Reports:							

PERFORMANCE MANAGEMENT				PD	D	FD	CO
P.0. Performance Management Information				Read the Guideline			
P0A. Performance Management Strategies Used	Guideline Leader	Becky Alexander	Required				
P0B. Building Occupancy	Architectural Leader	(Unassigned)	Required				
P0C. Project Budget	Guideline Leader	Becky Alexander	Required				
P0D. Building information	Architectural Leader	(Unassigned)	Required				
P0E. Schedule	Guideline Leader	Becky Alexander	Required				
P0F. Project Image	Guideline Leader	Becky Alexander	Required				
P.1. Design and construction process				Read the Guideline			
P1A. Develop owner's project requirements document	Guideline Leader	Becky Alexander	Required				



# ASSIGNING ROLES IN THE B3 TRACKING TOOL

MINNESOTA

B

GU

Home

Projects

OCCUPANCY

This project is not defined for occupancy. Click here to set an occupancy date

FILTER

Expand the grid to display My Action Items

LEGEND

!

Action Item

✓

Completed

V

Variance

Not applicable

Current Phase

□

Required

\*

Actual Phase

Project Editor - Example project 5 - Work - Microsoft Edge

https://trackingtool.b3mn.org/ProjectEditor?ProjectID=1890&Tab=2

Example project 5

General

Team

Roles

Actions

Schedule

Notes

Admin

Use the table below to assign roles to each team member. Each role can be assigned to only one team member, but each team member can be assigned to multiple roles. Note: Only administrators are able to assign the 'Agency Contact' role.

Roles

Role	Team Member
Acoustics Leader	(Unspecified) ▾
Agency Contact	Becky Alexander ▾
Agency Operations Contact	(Unspecified) ▾
Architectural Leader	(Unspecified) ▾
Civil Leader	(Unspecified) ▾
Design/Const. Commiss. Leader	(Unspecified) ▾
Electrical Leader	(Unspecified) ▾
Energy Modeler	(Unspecified) ▾
Energy Consultant	(Unspecified) ▾
Energy Leader	(Unspecified) ▾

Cancel

< Prev

Next >

Finish

le Claire Winters

Account | Sign Out

Predesign Phase

In Process

D	FD	CO
D	FD	CO
Lead the Guideline		
Lead the Guideline		
Lead the Guideline		
D	FD	CO
Lead the Guideline		

3

ASSIGNING ROLES IN THE B3 TRACKING TOOL: CONTINUED

# PROJECT SET-UP

---

## 3) Define the schedule.

- Guideline Leaders are responsible for providing and updating the project schedule.
- Updating the schedule allows for accurate project tracking and helps the project team meet deadlines.

B3 POE Schedule - Work - Microsoft Edge

https://trackingtool.b3mn.org/SubGuidelinePhaseForm?ProjectID=1890&SubGuidelineID=P0E&PhaseID=301

**Predesign**  
Guideline Leader (Becky Alexander)

PD D FD CO

**P.0 Performance Management Information**  
P0E. Schedule

**REQUIRED**  
Read The Guideline

*Fields in yellow are editable. Fields in blue are calculated. Fields in gray are not applicable or disabled at this phase. Compliance checks for consecutive valid dates.*

P0E21. Predesign Start Date	10/1/2021		?
P0E22. Predesign End Date	1/26/2022		?
P0E31. Schematic Design Start Date	2/7/2022		?
P0E32. Schematic Design End Date	4/6/2022		?
P0E41. Design Development Start Date	7/13/2022		?
P0E42. Design Development End Date	9/8/2022		?
P0E51. Construction Documents Start Date			?
P0E52. Construction Documents End Date			?
P0E61. Construction/Construction Administration Start Date			?
P0E62. Construction/Construction Administration End Date			?
P0E71. Correction Period Start Date (Substantial Completion)			?
P0E72. Correction Period End Date			?

+ Notes





# **COORDINATING DESIGN AND CONSTRUCTION PHASE COMPLIANCE**

# OVERVIEW

---

The Guideline Leader must ensure that their project team understands the B3 guideline requirements, incorporates them into their design, and submits complete and timely compliance documentation to the B3 Guidelines Tracking Tool.

- Prioritize communication about B3 Guidelines compliance with their project team.
- Communicate with other parties, such as the B3 Guidelines Administrators, project owner, and project Agency Contact.
- Coordinate variance requests and manage submissions.
- Serve as a resource for other project team members.



Giants Ridge Ski Chalet and Event Center  
Photo, courtesy of LHB

# INTERNAL COMMUNICATIONS

---

The Guideline Leader should proactively communicate about B3 Guidelines compliance with the project team. This may include:

- Coordinating a B3 Guidelines kick-off meeting
- Ensuring the B3 guidelines are regularly discussed at project meetings
- Supporting an interdisciplinary, participatory team approach.



Ridgewater College  
Photo courtesy of LHB

# EXTERNAL COMMUNICATIONS

---

The Guideline Leader should proactively communicate with the project owner and B3 Guidelines Administrators. This may include:

- Confirming that project owners understand the B3 Guidelines requirements and how these will impact the project.
- Communicating with B3 Guidelines Administrators, depending on project needs.
  - Changes to project's status
  - Decisions about project scope
  - SB 2030 strategy meeting
  - Questions from project team members
  - Questions unanswered by available online resources

B3 Guidelines Administrator email:

**[guidelines@b3mn.org](mailto:guidelines@b3mn.org)**

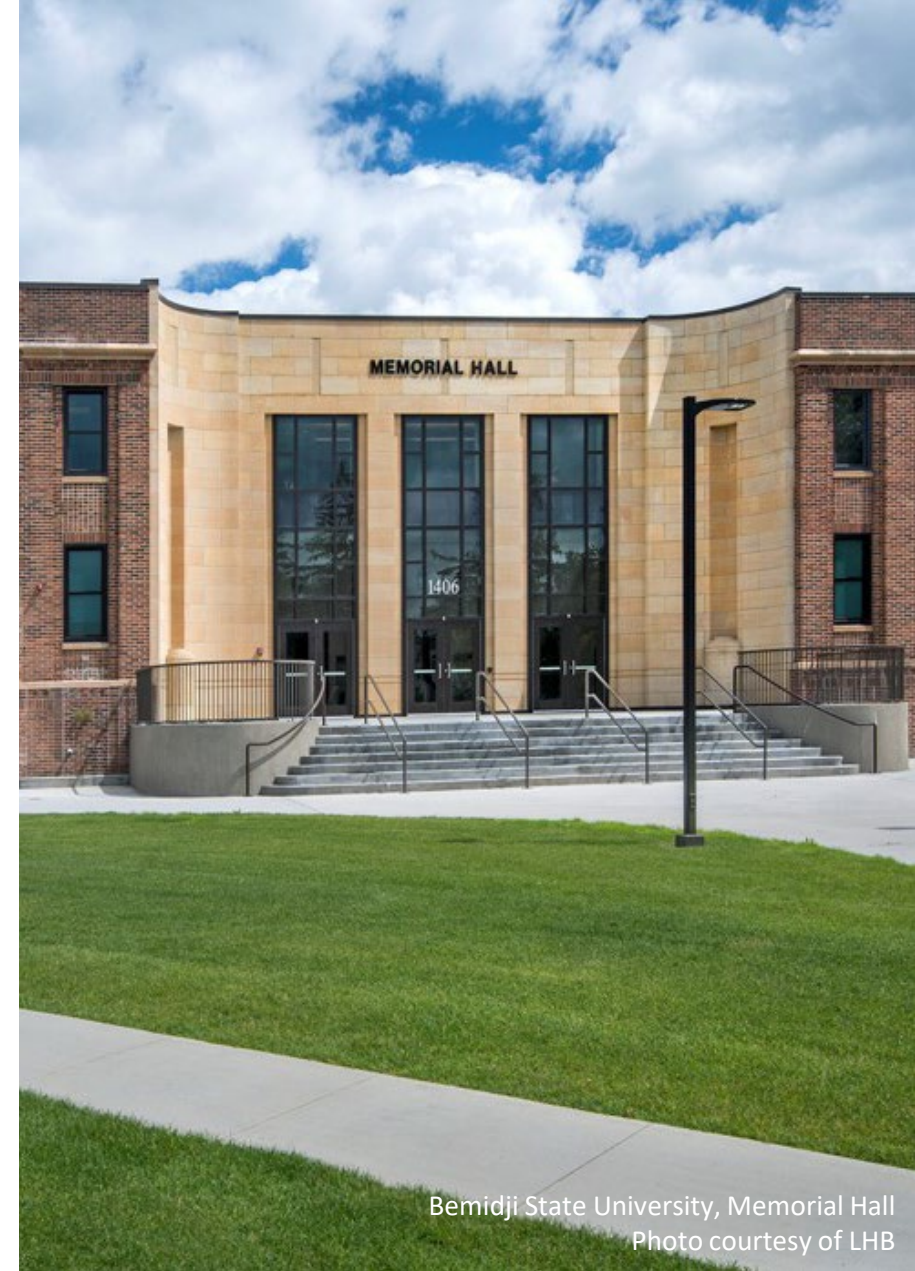


# MANAGING VARIANCES & SUBMISSIONS

---

The Guideline Leader should:

- Work with the project team to identify requirements that may require a full or provisional variance.
- Set and enforce deadlines for submitting documentation to the B3 Guidelines Tracking Tool.



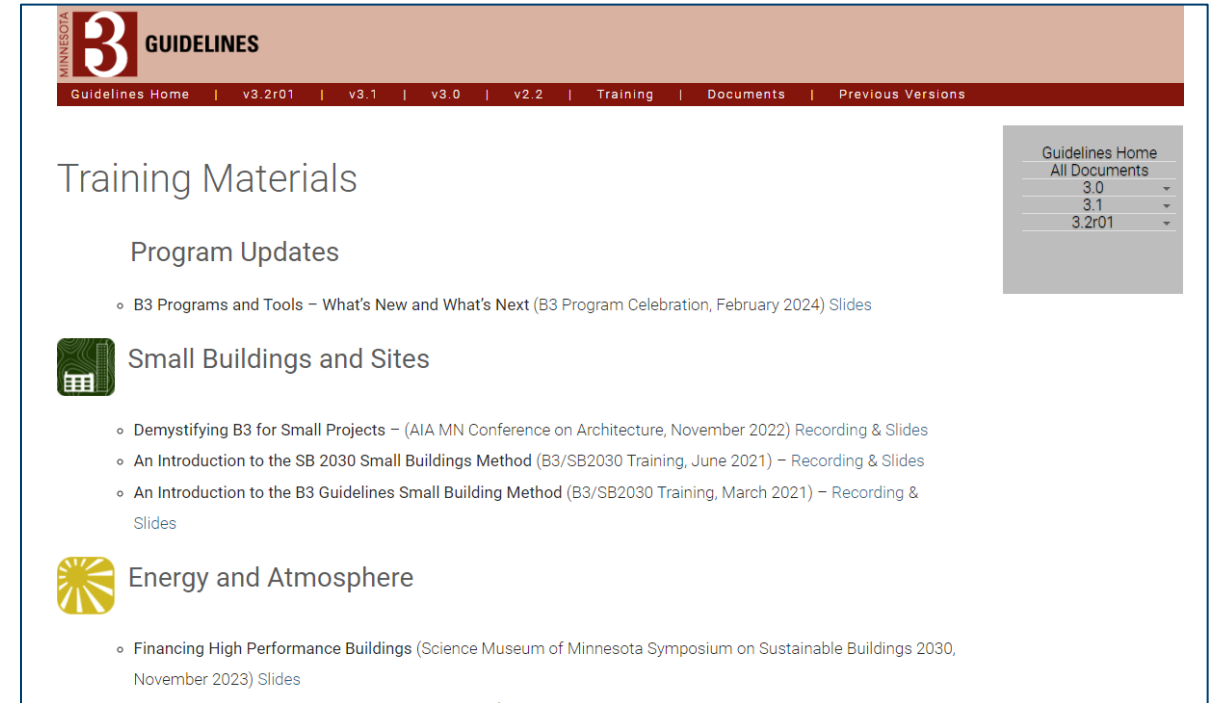
Bemidji State University, Memorial Hall  
Photo courtesy of LHB



# SHARING RESOURCES

The Guideline Leader should serve as a resource for the project team. This may include:

- Sharing knowledge directly with team members.
- Coordinating a question-and-answer session with the B3 Guidelines Administrators.
- Connecting team members with additional resources, such as the B3 Guidelines training manuals or B3 Guidelines website.
- Maintaining continuity within the project team.



[www.b3mn.org/guidelines/training-and-education/](http://www.b3mn.org/guidelines/training-and-education/)



# **GUIDELINE DOCUMENTATION**



# GUIDELINES TRACKING TOOL

Welcome **Claire Winters**  
[My Account](#) | [Sign Out](#)

[Home](#) [Projects](#) [Reports](#) [About](#) [Administrator](#)

### OCCUPANCY

This project is not defined for occupancy. [Click here to set an occupancy date](#)

### FILTER

Expand the grid to display:  
My Action Items

### LEGEND

- Action Item
- Completed
- Variance
- Not applicable
- Current Phase
- Required
- Actual Phase



## B3 Guidelines Sample Project

123 Fake Street, Minneapolis , MN 55406

[General](#) [Team](#) [Roles](#) [Actions](#) [Schedule](#) [Notes](#) [Admin](#)



You have 1 open action item(s)

**Predesign Phase  
In Process**

Guideline	Responsible Role	Person	Action	PD*	D	FD	CO
Phase Summary Reports:				0%			
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			
P2A. Develop and implement an SB 2030 Energy Efficiency Operations Manual	Design/Const. Commiss. Leader	(Unassigned)	Required				
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	Claire Winters	Pursue				
SITE AND WATER					D	FD	CO
+ S.0. Site and Water Strategies				Read the Guideline			



MINNESOTA

B

GUIDE

Home

Projects

R

OCCUPANCY

This project is not defined for occupancy. Click here to set an occupancy date

FILTER

Expand the grid to display:

My Action Items

LEGEND

⚠ Action Item

✓ Completed

⚠ Variance

⚠ Not applicable

⚠ Current Phase

⚠ Required

★ Actual Phase

P2C Reserve 0.25% of Construction Cost for Meeting SB 2030 Energy Standard During Operations — Mozilla Firefox

https://trackingtool.b3mn.org/SubGuidelinePhaseForm?ProjectID=1890&SubGuidelineID=P2C&PhaseID=301

Predesign

Agency Contact (Claire Winters)

PD D FD CO

P.2 Operations process

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

Optional

Read The Guideline

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?

NOT THIS PHASE

Unselected

?

Notes

Check for Compliance

Cancel

SITE AND WATER

S.O. Site and Water Strategies

PD\*

D

FD

CO

Read the Guideline

3

®

GUIDELINE DOCUMENTATION IN THE B3 TRACKING TOOL: CONTINUED

## OCCUPANCY

This project is not defined for occupancy. [Click here to set an occupancy date](#)

FILTER

Expand the grid to display:

My Action Items

### LEGEND

 **Action Item**

Completed

### V Variance

	Not applicable
--	----------------

Current Phase

☐ Required

\* Actual Phase

## Predesign

Agency Contact (Claire Winters)

PD	D	FD	CC
----	---	----	----

## P.2 Operations process

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

### Optional

 [Read The Guideline](#)

*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**

3500

**P2C31. SB 2030 Compliance Set aside as percentage of total construction cost**


0 %



P2C41. Do contract documents include language on use of set aside funds?

Unselected ▾

6

 Notes

## Check for Compliance

Cancel



MINNESOTA

3

GUIDELINES TRACKING TOOL

Home

Projects

Re

OCCUPANCY

This project is not defined for occupancy. [Click here to set an occupancy date](#)

FILTER

Expand the grid to display:

My Action Items

LEGEND

⚠️ Action Item

✅ Completed

⚠️ Variance

⚪ Not applicable

🟡 Current Phase

🔴 Required

★ Actual Phase

Welcome Claire Winters

[Sign Out](#)

P2C Reserve 0.25% of Construction Cost for Meeting SB 2030 Energy Standard During Operations — Mozilla Firefox

<https://trackingtool.b3mn.org/SubGuidelinePhaseForm?ProjectID=1890&SubGuidelineID=P2C&PhaseID=301>

Predesign

Agency Contact (Claire Winters)

PD D FD CO

P.2 Operations process

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

Optional

[Read The Guideline](#)

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

3500

?

P2C31. SB 2030 Compliance Set aside as percentage of total construction cost

0.28 %

?

P2C41. Do contract documents include language on use of set aside funds?

Unselected

?

1. Save, but not sign off, by unchecking the box and clicking “Save and Close”.

2. Sign off on the guideline by clicking “Save & Close”.

👍 Compliant

Save & Close

Cancel

☒ I agree that the above information is correct and complete. Signed by Claire Winters on 9/15/2021 11:53 AM

⊕ S.O. Site and Water Strategies

[Read the Guideline](#)

## OCCUPANCY

This project is not defined for occupancy. [Click here to set an occupancy date](#)

FILTER

Expand the grid to display:

My Action Items

### LEGEND

 Action Item

✓ Completed


**V** Variance

	Not applicable
--	----------------

Current Phase

☐ Required

\* Actual Phase

 P2C Reserve 0.25% of Construction Cost for Meeting SB 2030 Energy Standard During Operations - Google Chrome

[trackingtool.b3mn.org/SubGuidelinePhaseForm?ProjectID=1890&SubGuidelineID=P2C&PhaseID=301](https://trackingtool.b3mn.org/SubGuidelinePhaseForm?ProjectID=1890&SubGuidelineID=P2C&PhaseID=301)

## P.2 Operations process

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

 COMPLETE

 [Read The Guideline](#)

☒ Warning. This guideline has already been signed off. Click the checkbox to enable editing.

*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

\$6,434,000



**P2C21. Project budget set aside for SB 2030 compliance in operation**


20000

P2C31. **SB 2030 Compliance Set aside as percentage of total construction cost**

0.3108 %




**P2C41. Do contract documents include language on use of set aside funds?**

Yes 



 Notes

 Compliant

## Check for Compliance

Cancel

☒ I agree that the above information is correct and complete. Signed by Claire Winters on 10/21/2021 1:53 PM

## ⊕ S.O. Site and Water Strategies

 [Read the Guideline](#)

 P2C Reserve 0.25% of Construction Cost for Meeting SB 2030 Energy Standard During Operations — Mozilla Firefox

 <https://trackingtool.b3mn.org/SubGuidelinePhaseForm?ProjectID=1890&SubGuidelineID=P2C&PhaseID=301>

## Predesign

Agency Contact (Claire Winters)

PD	D	FD	CO
----	---	----	----

## P.2 Operations process

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

### Optional

 [Read The Guideline](#)

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**

500

P2C31. **SB 2030 Compliance Set aside as percentage of total construction cost**

0.04 %

**P2C41. Do contract documents include language on use of set aside funds?**

Unselected 

1. Click “Save & Close,” and manage the noncompliant inputs later.
2. Apply for a Variance or Noncompliant designation.

 **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 >>](#)

## ⊕ S.O. Site and Water Strategies

 Read the Guideline

MINNESOTA

3

GUIDELINES TRACKING TOOL

Home

Projects

Re

OCCUPANCY

This project is not defined for occupancy. Click here to set an occupancy date

FILTER

Expand the grid to display:

All Action Items

LEGEND

Action Item

Completed

Variance

Not applicable

Current Phase

Required

Actual Phase

POD Building information - Google Chrome

trackingtool.b3mn.org/SubGuidelinePhaseForm?ProjectID=1890&SubGuidelineID=P0D&PhaseID=302

Design

Architectural Leader

PD

D

FD

CO

P.0 Performance Management Information

P0D. Building information

REQUIRED

Read The Guideline

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

Fields in yellow are editable. Fields in blue are calculated. Fields in gray are not applicable or disabled at this phase.

P0D1. Gross building area

15,000

sq. ft.

?

P0D6. Is the entire building required to meet SB 2030?

Yes

?

P0D11. Gross SB 2030 Project Size (enter entire project gross square footage if entire project is required to meet SB 2030).

15,000

sq. ft.

?

P0D16. Gross building area contributing to determination of applicability of B3 Guidelines Small Buildings Path. For most projects this will be identical to the SB 2030 Project size, the Gross Building area, or both. See guideline for further detail.

15,000

sq. ft.

?

P0D21. Number of stories

2

?

P0D2A. Primary building type (Optional Entry)

Library

?

Space Use Types (Optional Entries)

Space type name	Net square footage (sq. ft.)

Compliant

☒ I agree that the above information is correct and complete.

Check for Compliance

Cancel

P0F. Project Image

Guideline Leader

Becky Alexander

Required

3<sup>®</sup>

GUIDELINE DOCUMENTATION: ADDITIONAL NOTES

MINNESOTA

3

GUIDELINES TRACKING TOOL

Welcome Becky Alexander

Sign Out

Home Projects Reports

OCCUPANCY

This project is not defined for occupancy. Click here to set an occupancy date

FILTER

Expand the grid to display:

All Action Items

LEGEND

Action Item

Completed

Variance

Not applicable

Current Phase

Required

Actual Phase

P0B Building Occupancy - Google Chrome

trackingtool.b3mn.org/SubGuidelinePhaseForm?ProjectID=1890&SubGuidelineID=P0B&PhaseID=302

Design

Architectural Leader (Claire Winters)

PD

D

FD

CO

P.0 Performance Management Information

P0B. Building Occupancy

REQUIRED

Read The Guideline

Warning. This guideline is assigned to Claire Winters. Click the checkbox to enable editing.

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 at least one entry, with values greater than or equal to zero, please include all building occupancy types.

P0B1. Building employees, yearly person hours	10,000	Person hours
P0B2. Building visitors, yearly person hours	1,500	Person hours
P0B3. Building residents, yearly person hours		Person hours
P0B4. Building occupancy, annual full time equivalents (FTE)	6	FTE

Notes

Compliant

Save & Close

Cancel

I agree that the above information is correct and complete. Signed by Becky Alexander on 5/25/2022 9:10 AM

P0F. Project Image

Guideline Leader

Becky Alexander

Required



# **PHASE REVIEW**



# PHASE REVIEW AND APPROVAL: OVERVIEW

---

- Confirms the completeness and accuracy of all the information submitted for the current phase.
- The project's Guideline Leader and Agency Contact review the information via the Phase Summary Report.
- This step helps identify potential issues before it's too late in the design process to change them.

# PHASE REVIEW AND APPROVAL STEPS

---

- 1** Project team completes documentation and sign-off for all applicable guidelines and phase is locked for review.
- 2** Guideline Leader reviews Phase Summary Report.
- 3** B3 Administrators provide limited review of specific inputs, including SB 2030.
- 4** Agency Contact reviews Phase Summary Report and variances.

## B3 Guidelines Tracking Tool Website Notification - PD



support@b3benchmarking.com

To

Reply

Reply All

Forward



Thu 10/21/2021 3:17 PM



### GUIDELINES TRACKING TOOL

#### B3 Guidelines Tracking Tool Notification

Project '**B3 Guidelines Sample Project**' at phase **Predesign** has been submitted by the guideline leader and is ready for your approval. Please log in to the B3 Guidelines Tracking Tool website at <https://trackingtool.b3mn.org/> for further action.

Project Code: T117



# PHASE SUMMARY REVIEW: READY NOTIFICATION

Example project 5 - Predesign - Work - Microsoft Edge

https://trackingtool.b3mn.org/PhaseReport?ProjectID=1890&PhaseID=301

Predesign

Ready For Guideline Leader

PD D FD CO

- This phase is 100% entry-complete and ready for guideline leader review.
- Guideline leader - please review this form carefully. Click the 'Submit' button at the bottom of this page to send the phase to the appropriating agency for final approval. They will be notified via email for further action.
- This phase is locked from editing during the review process. If this phase is not ready for submission and requires further editing, you must first **UNLOCK** it and work with the appropriate parties until satisfaction is reached.

General

Example p

123 Fake St

Minneapolis

Description

Cancelled R

Questions or concerns about submission acceptability?

[guidelines@b3mn.org](mailto:guidelines@b3mn.org)

Team Members & Roles

Role	Assigned To	Company	Email
Acoustics Leader	Unassigned		
Agency Contact	Becky Alexander	LHB	becky.alexander@lhbcorp.com
Architectural Leader	Unassigned		
Civil Leader	Unassigned		
Design/Const. Commiss. Leader	Unassigned		

Submit

Close

# REVIEWING VARIANCE REQUESTS

Guideline Leader	Agency Contact
Ensure requests meet program requirements	
Ensure project information is accurately represented	
Identify opportunities to use provisional variances rather than full variances	
Work with team members to remedy issues	Formally approve or reject the variance request

PD	D	FD	CO
----	---	----	----

10/21/2021 1:52:39 PM

10/21/2021 1:52:39 PM

10/21/2021 1:52:39 PM

 [Read the Guideline](#)

### Full Variance Pending


**\$6,434,000**

10

0.0002 %

**Yes**

Variance Notes:  
Example justification

 [Read the Guideline](#)

### Required

**S0B1. Total Site Area (Including Building Footprint)**

0 acres

**.33 acres**



# OTHER VARIANCE OUTCOMES

---

## OUTSIDE OF PROJECT SCOPE?



Contact B3 Guidelines Administrators for review ([guidelines@b3mn.org](mailto:guidelines@b3mn.org))

## UNSURE OR UNABLE TO DETERMINE VALIDITY?



Contact B3 Guidelines Administrators for a second opinion ([guidelines@b3mn.org](mailto:guidelines@b3mn.org))



# **VARIANCE AND NON-COMPLIANCE GUIDANCE**

**[www.trackingtool.b3mn.org](http://www.trackingtool.b3mn.org)**

# WHAT IS A VARIANCE?

---

A variance is a tool used by projects requiring an accommodation to the B3 performance thresholds and/or documentation schedule.

# VARIANCE TYPES

---

## PROVISIONAL VARIANCE

- A temporary variance that allows for a required guideline to be completed later
- Only apply to phase requested in
- May be re-requested as needed
- May not be requested during the last phase a guideline is required

## FULL VARIANCE

- Permanent
- Used for conflicts with the intended use (program) of a building or site
- Used for technological limitations
- Project teams are meant to pursue creative solutions to meet the intent of the guidelines as much as possible

# VARIANCE EXCLUSIONS

---

Full variances should not be requested for the following reasons:

1. Budgetary or project schedule constraints
2. Requirements missed by a project team that cannot be addressed later
3. Conflict with typical design or construction processes
4. Small or irregular sites
5. Recommended guidelines
6. The guideline is unrelated to or outside of the project scope

# NON-COMPLIANCE

- If the project team can't document compliance with a guideline and there is no satisfactory reason why a variance should be considered, the project will be designated as Not Compliant with the guideline.
- This designation is only available at the last phase the guideline is required and should be used as a last resort.
- Non-compliant designations are shown publicly on the B3 Case Studies Database.




MINNESOTA <b>B3</b> 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"><li>• M3B - Divert 75% construction and demolition waste from landfill</li><li>• M3C - Reduce and recycle waste generated during building operation</li></ul>
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



# VARIANCE REQUEST PROCESS

---

Variance requests are processed within the B3 Guidelines Tracking Tool:

-  The project team submits a variance request
-  The variance request is reviewed by the project's Guideline Leader, the B3 Guidelines Administrators, and the Agency Contact
-  The Agency Contact determines whether to approve or reject the variance request

# WHAT TO INCLUDE IN A VARIANCE REQUEST?

---

## PROVISIONAL VARIANCE

- Clearly identify the reason for the variance.
- Describe next steps for complying with the guideline.

## NON-COMPLIANT DESIGNATION

- Describe why this is necessary.

**Provide supporting documentation**

## FULL VARIANCE

- Clearly identify the reason for the variance, describing how it meets one of the program's allowed justifications.
- Describe how reasonable alternative approaches were exhausted and creative solutions were explored.
- Identify a modified performance level or compliance method that will be pursued.

# ACCEPTABLE EXAMPLE: 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.”*



Reason for a variance



Next steps

# ACCEPTABLE EXAMPLE: 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 there are limited recycling facilities available. The project team engaged a C&D waste diversion consultant to evaluate options for the primary waste streams expected from the project (concrete, wood products, cardboard/paper, and gypsum board). They found that cardboard/paper, metals, and plastics are accepted at a local recycling facility if they are source-separated. They also found a farm operator that would accept gypsum board directly to use as a soil amendment. However, they were unable to find any facilities within 60 miles that would accept concrete or wood products (other than in waste-to-energy applications). Our revised approach was to utilize on-site sorting of recyclable materials and maximize the recycling rates for these material categories, with regular status checks at construction meetings. While this approach enabled us to achieve diversion rates above 95% in these categories, due to the large volume of concrete demolished, the project’s overall diversion rate was only 68%.”*



Reason for variance



Alternative approach/creative solution



Modified performance level

# UNACCEPTABLE FULL VARIANCE EXAMPLES

---

*“We couldn’t meet the 75% waste diversion threshold because we are located in rural Minnesota.”*

*“The project schedule cannot accommodate the time required for daylight modeling.”*

*“The contractor did not track waste diversion for this project.”*

## Questions about variances?

---

Contact the B3 Guidelines Administrators:  
[guidelines@b3mn.org](mailto:guidelines@b3mn.org)





# CONCLUSION

---

1. Guideline Leader's role
2. Guideline Leader's responsibilities
  1. Project Set-up
  2. Coordinating Design and Construction Phase Compliance
  3. Completing Guideline Documentation
  4. Phase Review and Approval
  5. Variance Coordination and Review

Visit our website:  
[B3mn.org](http://B3mn.org)

Contact the B3 Guidelines  
Administrators:  
[guidelines@b3mn.org](mailto:guidelines@b3mn.org)