

LRBP Project Submission Instructions 70th Session

The Architecture & Engineering (A&E) Division is available to support you throughout the submission process. If you have any questions, please contact:

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The LRBP submission portal can be accessed through the A&E website at:
<https://webportalapp.com/sp/lrbp70>.

Creating an Account

When you first visit the portal, click **Sign Up** to create an account. You will be asked to provide an email address and password. Once complete, your account will be active and ready for use. The email you provide will only be used to reset your password if needed.

Setting Up Your Profile

After logging in, you must create a user profile by entering your name and email. The email address listed here will be used for system notifications regarding your project submissions. You may update your profile at any time to reflect a change in personnel responsible for entering projects.

System Information

The LRBP submission portal is built on the Wizehive platform. It is designed to be straightforward and user-friendly, but there are a few important details to keep in mind:

- **No pre-authorization required** – Anyone with the portal link can create an account and submit projects.
 - **User-specific visibility** – Projects are tied to the login used for entry. Users cannot see projects submitted under another account, even within the same agency.
 - **Shared logins** – Agencies may use a shared account so that all submissions appear in one place. However, this can cause problems if two people are working in the system at the same time.
 - **Account transfers** – If projects are entered under multiple accounts, A&E can transfer submissions between users upon request.
 - **Early visibility** – A&E can view submissions as they are being created. This allows staff to provide assistance before the project is finalized.
 - **Drafts and edits** – Projects may be saved as a draft and returned to later. Submitted projects can also be re-opened and edited any time between the portal opening on **October 1, 2025**, and the closing date of **March 31, 2026**.
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Getting Started

When you first enter the portal, keep these steps in mind:

- **Create your first project** – Click the **Get Started** card to begin. A new project will be created as “Untitled.”
 - **Open and edit** – Select **Open** to begin entering project details.
 - **Naming projects** – Once you give the project a name and save it, it will appear on your Homepage as a card. You will also see an **Add Another Project** card for creating additional submissions.
 - **Managing projects** – Projects cannot be deleted once created. However, you can edit and reuse a project created by mistake. If you need a project fully removed, contact A&E. All projects remain editable until the portal closes on **March 31, 2026**.
 - **Navigation** – Use the banner at the top of the portal to move between your Homepage and any project you are working on.
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Project Ranking

Each agency must submit a single, prioritized list of its proposed projects.

- Agencies with multiple sub-units, such as the Montana University System or the Department of Corrections, must provide **one consolidated ranking** that covers all projects.
 - After the submission portal closes on **March 31, 2026**, A&E will send each agency a complete list of its submitted projects and request that final priorities be assigned.
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Project Information Fields

When entering project details, you will be prompted to complete the following fields:

- **Agency** – Select from the dropdown list. If “Montana University System” is chosen, an additional dropdown will appear for campus selection.
Project Title – Enter a concise, descriptive title. Examples:
 - *Mechanical Upgrade – 5 S. Last Chance Gulch*
 - *Roof Replacement – Ft. Harrison Building 530*
 - *Commodities Warehouse Expansion*
 - For authority-only requests, begin the title with **AUTHORITY ONLY**.
- **Project Location** – City is sufficient unless more detail is needed.
- **Brief Description of Project** – Limit to 1,000 characters. Provide a short, two- to three-line description of the project.
- **Project Cost** – Enter the total estimated cost, even if it may change later. Attach cost estimates or supporting documents (e.g., consultant or contractor estimates, cost

breakdowns). This figure is used to determine whether the project is classified as Major Repair or Capital Development.

- **Type of Project** – Select the appropriate type. Combined with project cost, this determines whether the project is treated as **Major Repair** or **Capital Development**.
 - **Project Contact** – Provide the name, title, and contact details for the person most familiar with the project.
 - **Area of New & Remodeled Construction** – Required only for new buildings or additions. Enter square footage for both new and remodeled space.
Operation & Maintenance Costs – Required only for new buildings or additions. Identify projected operating costs and funding sources for three consecutive biennia following completion.
 - Be sure to enter costs on a **biennial basis** (annual costs × 2). Apply an inflation factor for the second and third biennium. A&E recommends **3%** if no agency-specific rate is available.
 - **Project Funding** – Provide a funding breakdown. Ensure the total matches the project cost. Categories include:
 - LRBP Cash
 - State Special Revenue
 - Federal Special Revenue
 - Authority Only
 - **Total**
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Project Justification

For this biennium, agencies are **not required to prepare a separate narrative**. Instead, A&E will develop the project narrative for the LRBP Committee using your responses to the following structured questions:

Facility Overview

- What is the name and location of the facility?
- What is the primary function or use of the facility?
- When was the facility originally constructed?
- Have there been any additions or major renovations? If so, when and what was done?
- What is the total square footage of the facility (or affected area)?
- Has a Facility Condition Assessment (FCA) been completed for this facility?

Problem or Need

- What specific issues or deficiencies are addressed by this project?
- How do these issues affect the safety, functionality, or compliance of the facility?
- Are there any regulatory, licensure, or accreditation risks if the issues are not addressed?
- Are there any recent inspections, reports, or findings that support the need for this project? (Upload documents if available.)

Proposed Solution

- What specific work will this project include? Describe the main improvements or changes.
- How will the proposed solution address the identified issues?
- Will the project improve safety, compliance, operational efficiency, or service delivery? If so, explain how.

Alternatives Considered

- What alternative solutions were evaluated (e.g., leasing, minor repairs, relocation)?
- Why was the proposed solution selected over the alternatives?
- Was a cost-benefit analysis or feasibility study conducted?

Additional Context

- Is this project part of a larger strategic plan or multi-phase effort?
 - Are there any partnerships, matching funds, or other funding sources involved?
 - Provide any other relevant information that supports the need or urgency of the project.
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Supporting Information

Project Photos

It is important to include photos that clearly illustrate the project need. Photos help reviewers better understand the scope and urgency of your request.

- Provide one or two photos of the facility, building, or subject of the request.
- Include photos of the issues (e.g., roof ponding, water infiltration, outdated equipment, accessibility barriers).
- Upload photos as **one or two ZIP files**.

Supporting Documents

Provide any documents that strengthen or justify your request. Examples include:

- Violation notices or citations
- Inspection or evaluation reports
- Consultant or contractor estimates
- Lawsuits or legal requirements
- Any other documentation that relates directly to the issues identified