



STATE OF WISCONSIN  
DEPARTMENT OF ADMINISTRATION

Tony Evers, Governor  
Joel Brennan, Secretary

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June 5, 2020

Dear State Agency Head:

Re: 2021-2023 Capital Budget Instructions

This document outlines the policies, procedures, and guidelines to assist your agency in preparing its Capital Budget requests for the 2021-2023 biennium. Copies of this document have been made available to Capital Budget personnel in your agency in an electronic format.

In developing the 2021-2023 Capital Budget requests, agencies should emphasize long-range facilities planning, life safety and code compliance, sustainable design, and addressing the State's deferred maintenance. This approach to the Capital Budget stresses maintaining the State's previous investment, responsible planning, and reducing operational costs and energy consumption in State facilities.

The Governor established goals in Executive Order 38 for energy efficiency and renewable energy standards for all new and existing State facilities, office buildings, and complexes. Therefore, the department has included Sustainability Guidelines for agencies to follow when constructing, expanding, or renovating facilities. Agencies that propose a major project should plan to incorporate sustainable design concepts into all requests where feasible.

Given the recent unprecedented fiscal pressures and uncertainty, agencies should focus more than ever on effective stewardship of State resources. The majority of available resources will likely be allocated to fund the repair and maintenance of existing facilities, projects that incorporate sustainable design, requests for advanced planning, and high priority projects approved for planning in previous biennia.

As part of its Capital Budget submission, an agency may request that projects be approved for planning rather than enumeration. This is often an appropriate course of action when the program requirements are not yet fully defined. Projects are more likely to be approved for planning if the requesting agency is able to contribute funding. Please keep in mind that under this scenario, agency funds can be reimbursed after the State Building Commission approves the project for authority to construct and actual construction has commenced.

The development of the State budget is a lengthy process. We will strive to keep you informed of priorities and changes in the fiscal landscape so that your Capital Budget requests are consistent with these goals and realities. The Department of Administration's Division of Facilities Development and Management (DFDM) is available to assist in the preparation of your Capital Budget requests, including scheduling individual meetings with your staff. Please direct specific inquiries to your assigned DFDM Capital Budget analyst.

Thank you for your assistance with this important undertaking. I look forward to working with you on the development and subsequent implementation of the 2021-2023 Capital Budget.

Sincerely,

Joel Brennan, Secretary  
Department of Administration

**2021-2023 CAPITAL BUDGET INSTRUCTIONS**  
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## 2021-2023 CAPITAL BUDGET OVERVIEW

### **I. Capital Budget Overview**

The Capital Budget, also known as the State Building Program, includes the construction of new buildings; the remodeling, reconstruction, maintenance, and re-equipping of existing facilities; and the acquisition of necessary lands and equipment for all state agencies and the University of Wisconsin System. The State Building Commission (SBC) develops recommendations for the long-range public building program on a biennial basis. In order to develop these recommendations, the SBC reviews requests submitted by state agencies and recommendations developed by the Governor.

Agency materials, including Six-Year Facilities Investment Plans and Capital Budget requests, are submitted to Division of Facilities Development and Management (DFDM) staff in the early fall of the even-numbered years. Staff compile and review the submissions and a summary of requests received is developed. Then, the Governor and the Secretary of the Department of Administration (DOA) review the agency requests and develop the Agency Requests and Governor's Capital Budget Recommendations. This document is typically published in January or February of the succeeding odd-numbered year. Next, the SBC meets in March of the odd-numbered year to approve or modify the Governor's Capital Budget Recommendations. The SBC's Capital Budget Recommendations are then submitted to the Joint Committee on Finance by the first Tuesday in April of each odd-numbered year. The Joint Committee on Finance reviews and considers the SBC's Capital Budget Recommendations during its deliberations on the state's biennial budget bill. Subsequent to Joint Committee on Finance action on the Capital Budget, the building program is incorporated into the Joint Committee on Finance version of the budget bill. The biennial budget bill (including the Capital Budget) is then considered by the full Legislature. The Capital Budget is subject to the Governor's veto authority in whole or in part. After the budget bill is signed into law, usually by July 1 of the odd-numbered year, the SBC and DFDM are responsible for implementing the authorized State Building Program.

### **II. Capital Budget Timeline**

The following schedule establishes submission information and deadlines for Six-Year Facilities Investment Plans and Capital Budget requests. It also includes the timetable for reviews by the DFDM, the State Building Commission, and the Joint Committee on Finance.

- **Six-Year Facilities Investment Plans (2021-2027) due to DFDM: On or before September 15, 2020**  
See Appendix A p. 8; include projects exempt under 13.48(10)(c).
- **Capital Budget Requests due to DFDM: On or before September 15, 2020**  
See Appendix B p. 10
- **Agency Requests and Governor's Capital Budget Recommendations: January/February 2021**  
A summary of the 2021-2023 Capital Budget requests submitted by each agency and the Governor's 2021-2023 Capital Budget Recommendations is published and distributed.
- **State Building Commission Action: March 2021**  
The SBC reviews the Governor's recommendations and takes official action to develop its recommendations for the full Legislature.
- **State Building Commission Recommendations Submitted to Legislature: April 6, 2021**  
Per Wis. Stat. s. 13.48 (7), the SBC's 2021-2023 Capital Budget Recommendations are submitted to the Joint Committee on Finance.

- **Joint Committee on Finance/Legislative Action: May-June 2021**

The Joint Committee on Finance reviews and can modify the Capital Budget recommended by the SBC. The Joint Committee on Finance version of the Capital Budget is incorporated into the state operating budget bill for action by the full legislature and potential enactment by the Governor prior to July 1, 2021.

### **III. Capital Budget Submittals**

Each agency is required to submit to DFDM a **Six-Year Facilities Investment Plan for 2021-2027 and Capital Budget Project Requests for 2021-2023.**

- a. **Six-Year Facilities Investment Plan (2021-2027): Due on or before September 15, 2020**

Pursuant to Wis. Stat s.13.48 (6) and s.16.84 (6), agencies are required to submit long-range facility and space plans. If there is more than one program within an agency, the plans and associated materials should be organized by program.

The purpose of the plan is to ensure that facilities are aligned with the long-range programmatic requirements of the agency. A well-developed and strategic plan will assist agencies to define and prioritize their capital budget requests.

**Agencies are required to submit three paper copies and one electronic copy of their Six-Year Facilities Investment Plans (2021-2027) to DFDM on or before September 15, 2020.** Please submit to Kris Frederick, Capital Budget Director, at [Kris.Frederick@wisconsin.gov](mailto:Kris.Frederick@wisconsin.gov).

Please reference Appendix A: Six-Year Facilities Investment Plans (2021-2027) Requirements on p. 8 for more information.

- b. **2021-2023 Capital Budget Project Requests: Due September 15, 2020**

Projects requested for funding in the Capital Budget are classified as either 1) Enumerated; 2) All-Agency; or 3) Small Project. Each request classification has different and specific submittal requirements.

- 1) **Enumerated Projects**

Per Wis. Stat. s. 20.924(1) (a), **projects costing in excess of \$1,000,000, regardless of funding source, must be enumerated in the authorized State Building Program.** (Please see section III. b. 2. for further clarification). These enumerated projects are identified in non-statutory language included in the biennial budget bill. Enumerated projects should address the most critical needs of the agency or institution and typically construct new space, do major remodeling/renovation, or expand the capacity of utility systems. When an enumerated project requires related infrastructure improvements, all costs of necessary improvements shall be included as part of the project budget.

**Every enumerated project requires a detailed program statement.** A well-written program statement describes the functions/activities that are planned for the facility, who will perform the activities, and when the activities will occur. For assistance in writing a program statement, please contact RJ Binau, Deputy Administrator, at [RJ.Binau@wisconsin.gov](mailto:RJ.Binau@wisconsin.gov).

2) **All-Agency Projects**

The All-Agency Program was established to provide funding for the maintenance, repair, and renovation of state facilities and related infrastructure. All-Agency projects help extend the useful life of buildings, correct code deficiencies, improve safety and reliability, and can decrease operating costs. The funding authorizations for the specific categories of work serve as the enumerations for projects in these categories:

- Facility Maintenance and Repair;
- Utility Repair and Renovation;
- Health, Safety, and Environmental Protection;
- Preventative Maintenance;
- Programmatic Remodeling and Renovation;
- Capital Equipment Acquisition;
- Land and Property Acquisition; and
- Energy Conservation.

The amount of funding released for a particular project depends upon priority of the work, type of work, and funding availability. **All-Agency project funding is not intended to replace operating budget funds**, but to maintain and protect the state's investment in its existing infrastructure. State funding will be provided only for those facilities whose construction or acquisition has been approved by the State Building Commission.

All-Agency Project Requests (AAPR) submitted by agencies must provide enough information to formulate an appropriate funding amount for each All-Agency category. AAPRs are not to be viewed as the final documentation for eventual approval. DFDM will require more detailed programming, budget, and schedule verification prior to All-Agency projects being submitted to the SBC for authority to construct. For assistance in writing AAPRs, please contact your assigned DFDM Capital Budget analyst.

**Determining All-Agency vs. Enumerated Project**

**Under very specific circumstances, projects with budgets in excess of \$1,000,000 can be recommended as All-Agency projects rather than enumerated projects.** The following enumeration guidelines were developed to assist agencies in determining whether a renovation/remodeling project requires enumeration or if it is eligible for All-Agency program funding. If you have any questions about this, please contact your assigned DFDM Capital Budget analyst.

Renovation or remodeling projects **require enumeration when any of the following apply:**

- The project constructs new space **and** total project cost exceeds \$1,000,000
- The project is a **facility renovation (anything inside a building regardless of funding category)** or replaces/upgrades building systems **and** any of the following apply:
  - The project adds more than 500 GSF.
  - The project cost exceeds \$3,000,000.
  - Projected operational costs for the renovated space are significantly higher than the existing use and configuration.
  - A utility repair or renovation project that adds significant capacity or is a major expansion of an existing utility system.

3) **Small Project Program (projects with a total budget of \$300,000 or less)**

Projects with a total budget of \$300,000 or less may be requested under the Small Project Program. Small Project Program funding is included in the All-Agency block enumeration. Please contact your assigned DFDM Capital Budget analyst with questions about the Small Project Program.

**Agencies are required to submit three paper copies and one electronic copy of their 2021-2023 Capital Budget Requests to DFDM by September 15, 2020.** Please submit to Kris Frederick, Capital Budget Director, at [Kris.Frederick@wisconsin.gov](mailto:Kris.Frederick@wisconsin.gov).

Please reference Appendix B: 2021-2023 Capital Budget Request Requirements on p. 10 for more information.

#### **IV. Other Information**

##### **a. Sustainable Facilities**

The SBC and DFDM promote sustainability practices and implementation of sustainable strategies into capital projects. The Governor established goals in Executive Order 38 for energy efficiency and renewable energy standards for all new and existing state facilities, office buildings, and complexes. DFDM is currently updating the Sustainability Guidelines for capital projects to support this Executive Order. These Guidelines will be distributed to all agencies in the coming weeks and these standards should be followed when applicable to the project.

The Sustainability Guidelines for capital projects will be based upon the American Institute of Architects (AIA) Framework for Design Excellence (formerly known as the AIA Top Ten Toolkit). An overview of the Framework for Design Excellence can be found at the following link: <https://www.aia.org/resources/6077668-framework-for-design-excellence>. This Framework provides a holistic approach to Sustainability and will be tailored to the State of Wisconsin Building Program. It is expected that all capital projects will consider these guidelines and incorporate measures as they are applicable to the project.

DFDM technical staff, as well as a team of consultant partners, will be providing project cost estimating assistance with respect to implementing sustainability into project requests. Should you have questions regarding sustainability on your project, or need feedback on what cost impact certain sustainable strategies may involve, please contact Kris Frederick, Bureau Director, at [Kris.Frederick@wisconsin.gov](mailto:Kris.Frederick@wisconsin.gov) to facilitate agency questions and coordinate with technical personnel.

##### **b. Capital Budget Cost Estimates**

Separate documents discussing the building cost index and the development of project design, commissioning, and delivery estimates will be distributed and posted on the DFDM website to provide additional information related to formulating capital budget requests.

## 2021-2023 FISCAL POLICIES

Two of the SBC's primary responsibilities are to maintain and protect the value of the state's facilities and to respond to concerns related to health, safety, and the environment. These priorities will require a major commitment of new bond funds in 2021-2023 which leaves limited resources available for new buildings or expansion of programs.

High priority enumerated projects included in Six-Year Facilities Investment Plans and All-Agency funding for the repair and maintenance of existing facilities will likely consume the vast majority of available new General Fund Supported Borrowing (GFSB).

### **I. GFSB Policy Requirements**

#### **a. Projects Constructing New Space**

This biennium, new space is a low priority for projects seeking GFSB. Those projects that request GFSB to add space will be considered in the context of the following:

- The project was identified in the 2019-2025 Six-Year Facilities Investment Plan as a GFSB funded project to be constructed in 2021-2023.
- The project will correct/address an identified health/life safety issue.
- The project complies with a court order or other legal requirement.
- The consolidation of services would substantially increase operational efficiencies.
- The construction of new space would reduce overall state expenditures.
- The replacement of an obsolete facility is essential.
- The project will support the growth of Wisconsin's economy.

#### **b. Renovation/Remodeling Projects**

This biennium, GFSB remodeling/renovation projects that result in more efficient utilization of existing space or return vacant space to active use will be considered a higher priority than new construction projects, assuming the former option is more economical.

#### **c. Project Prioritization**

Capital Budget recommendation decisions will have to balance the competing demands for state GFSB which underscores the importance of prioritizing all requests. In prioritizing capital projects, please refer to Appendix B Section I Sub 5.

### **II. Building Program Funding Options**

#### **a. Preference for Cash Funding**

The SBC has consistently indicated its desire to cash fund feasibility studies, advance planning, small repair and maintenance projects, hazardous materials removal, demolition projects, and small projects not considered long-term improvements. In addition, the SBC prefers that agencies maximize the use of gift and grant funds including funds from federal, state, or local grants, or from private contributions, gifts, or bequests.

#### **b. Various Bond Fund Sources**

A variety of bond fund sources are available for agencies to draw upon to finance capital improvement projects. When formulating specific projects or when requesting funds for a type of capital improvement, the appropriate funding source(s) should be identified in your agency requests. Please note: the use of existing bonding authority must be coordinated with your assigned DFDM Capital Budget analyst prior to submission of your requests. Available bond fund sources include:

- **General Fund Supported Borrowing (GFSB):** Includes new and existing GFSB. Debt service payments on the bonds are paid for with general purpose revenue (GPR).
- **Program Revenue Supported Borrowing (PRSB):** Includes new and existing PRSB. Debt service payments on the bonds are paid for with agency program revenue. For UW-System (UWS) projects funded with student fees, the project requests must be submitted with documentation of the student involvement in the decisions to obligate the student fees for the additional payment of debt service to support the proposed project.
- **Segregated Fund Supported Borrowing (SEGB):** Debt service payments on the bonds are paid for with money from the environmental and conservation segregated funds.
- **Segregated Fund Revenue Supported Borrowing (SEGRB):** Debt service payments on the bonds are paid for with money from the transportation fund.

Please note: If a project is to be self-amortized, the ability to finance the project must be substantiated. Program revenue or segregated revenue projects should clearly indicate whether they will be funded from cash or borrowing, or a specific split of cash and borrowing.

## APPENDIX A: SIX-YEAR FACILITIES INVESTMENT PLAN REQUIREMENTS (2021-2027)

Each agency is required to submit a Six-Year Facilities Investment Plan spanning 2021-2027. The purpose of this plan is to ensure that an agency's facilities are aligned with their long-range programmatic requirements. Where applicable, the Six-Year Facilities Investment Plan should mirror your most recent Master Plan. If there is more than one program within an agency's purview, the Six-Year Facilities Investment Plan needs to account for all programs and be organized and presented as such. **Each program** evaluated in your Six-Year Facilities Investment Plan should contain: 1) a mission statement; 2) a program direction statement; 3) an evaluation of current uses of state-owned and leased space; 4) a description of potential alternatives to the current uses discussed in item 3; 5<sup>1</sup>) a list and a brief description of each proposed project for the 2021-2023 Capital Budget, the 2023-2025 Capital Budget, and the 2025-2027 Capital Budget; and 6<sup>2</sup>) an Excel spreadsheet of all projects discussed in item 5.

The following is an in-depth description of these six components:

### I. **Mission Statement**

Please prepare a concise statement describing the current mission of **each** program within your agency.

### II. **Program Direction Statement**

Please prepare a concise statement for each program in your agency identifying any anticipated changes to the program(s) that could influence the facilities requirements of your agency. In preparing this statement, please consider the following potential changes:

- **Major Policy Issues or Initiatives**

Please describe how any major identified or pending policy issues or initiatives will impact the facilities needed for each program within your agency.

- **Population or Enrollment Changes**

Please identify any changes or trends in population or enrollments affecting each program.

- **Agency Funding Capacity**

If you are requesting projects funded with PRSB, SEGB, or SEGRB, please provide information substantiating your agency's ability to support the additional debt service payments. This would include detailed financial statements to support your agency's contention that there is funding to support the debt service. Additionally, if a proposed project is PR-CASH or GIFT funded, agencies should be prepared to demonstrate the cash flow availability to fund the project being requested. GIFT funded projects should identify whether the gift is restricted or unrestricted and demonstrate the cash flow to pay for the project. Unrestricted gifts will be deposited immediately, and restricted gifts will be treated as if they were federal funds if the agency demonstrates (shows restrictions) that the funding is reimbursement only.

- **Other Factors**

Please identify any other significant factors affecting your agency's long-term space needs.

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<sup>1</sup> This includes known Small Projects, since the Small Projects Program is a part of the All Agency Program.

<sup>2</sup> It is incumbent that the agency cross reference this list with projects already completed and/or approved by the State Building Commission for construction prior to the submission date.

**III. Current Uses of State-Owned and Leased Space**

Please prepare a high-level description of the current state-owned and leased facilities utilized to support your program(s). Please also prepare a high-level evaluation of each facility's condition, including whether the state-owned and leased spaces meet current and future needs based on information provided in your program direction statements. If there are spaces that do not meet your current or future needs, please denote this in your description and evaluation.

**IV. Potential Alternatives to Current Uses**

If you identified facilities in your current uses evaluation that do not meet your current or future space needs, please present and evaluate potential alternatives for meeting the program's facility needs. Alternatives include: renovation, remodeling, additions to existing facilities, leasing, utilizing available space at another institution or campus, the purchase of an existing building, or new construction. The analysis and discussion should include a recommended alternative and provide an explanation of the basis for the recommendation and for the rejection of the other alternatives.

**V. Brief Description of Proposed Projects Over Next Three Biennia**

Please prepare a list and a brief description of each proposed project for the 2021-2023 Capital Budget, the 2023-2025 Capital Budget, and the 2025-2027 Capital Budget.

The description should include total project cost, an explanation of need, and what the project would accomplish. This material should not duplicate the more detailed descriptions contained in your 2021-2023 Capital Budget requests.

**VI. Excel Spreadsheet of Proposed Projects**

Please submit an Excel spreadsheet listing all projects described in item V. The list should be sorted by biennia and include:

- a. Location
- b. Project title
- c. Total project budget broken out by funding source

## APPENDIX B: 2021-2023 CAPITAL BUDGET PROJECT REQUEST REQUIREMENTS

Projects requested for funding in the Capital Budget are classified as either 1) Enumerated; 2) All-Agency; or 3) Small Project. Each request classification has different and specific submittal requirements. Please make sure all of the information below is included in your agency requests.

### I. Submittal Requirements for Enumerated Project Requests

#### a. Project Requests

The purpose of a Project Request is to succinctly explain the project. The request should provide descriptive information about the project and should focus on why a project is needed and the other alternatives considered. Please keep in mind that your audience includes DFDM staff, the DOA Secretary and Governor's office, the SBC, and the Legislature. The Project Request should be easily understood and it should not require reference to other documents. Project Requests should be no more than four pages long. Please refer to the 2019-2021 Capital Budget Governor's Recommendations document (the "lime green book") as a template for putting together your project requests.

The following is a description of the format and information required for each Project Request:

- 1) **Title:** Clearly identify the project title. Please use clear, concise, accurate, and consistent titles. Please put the title in a header so it will print at the top of each page.
- 2) **Agency:** Please list the agency name.
- 3) **Institution/Building/Campus/Park:** Please list the name of the institution/building/campus/state park where project work will occur.
- 4) **Location:** Please identify the city and/or county where project work will occur. If the project spans multiple cities and/or counties, please list them all.
- 5) **Project Priority:** Indicate the project's agency priority ranking as compared to your other requests. In determining your priority order, please consider assigning a higher priority ranking to projects that:
  - address health/life-safety issues or regulatory mandates;
  - addresses the state's deferred maintenance;
  - incorporate DFDM's sustainability guidelines;
  - include funding from non-state resources (example: gift or federal funds);
  - have completed advanced planning (preliminary design);
  - are consistent with the agency's long-range plans;
  - demonstrates effective stewardship of state's resources; and
  - contribute to improved public services.

**Please note:** Projects requested for planning in 2021-2023 for construction to occur in 2023-2025 are assumed to be a lower priority than all projects requested for construction in 2021-2023, unless the project requested for planning is given a priority number on the 2021-2023 list.

- 6) **Total estimated project cost broken out by fund source**
- 7) **Project Request Statement:** Please provide a brief project request statement using the following format:  
The (**agency name**) requests enumeration of (**total project cost broken down by fund**

source) to (construct/renovate/purchase/design) a (what the project will do--GSF, purpose, etc.) at (institution/building/campus/park).

- 8) **Project Description Section:** Please describe the project scope in detail. This section should identify the type of project (new construction, renovation, remodeling, repair, demolition, acquisition) and define the extent of work proposed including square footage. Where applicable, please also identify various components involved such as building systems, utility extensions, land acquisition, parking, site development, sustainable design, etc.
- 9) **Project Justification:** This section is critical to the evaluation and potential recommendation of the project. Please provide accurate justification for the project. The justification should convey or demonstrate a pressing need for the project rather than a general desire for it. Please clearly state the purpose of the project and explain in specific detail why it is necessary. A thorough project justification will give specific reasons why the project is needed (including programmatic details driving the request), why the current space is no longer functional, what specific health, life safety, or regulatory issues, codes, or policies are causing the need for the work, and detrimental effects that would result if the project is deferred. This section should also provide insight into alternatives explored and why the project being requested is the preferred solution and the benefits that support the request.

**Please note: In developing the description and justification sections of your request, please remember that these are separate and distinct sections. The description section should focus on what the project will do and the justification section should focus on why the project is necessary.**

- 10) **Proposed Project Schedule:** All enumerated project requests must include a proposed project schedule that includes the following milestone dates (month and year): A/E Selection; Design Report; Bid Date; Start Construction; Substantial Completion; and Final Completion. In formulating this proposed schedule, please refer to the scheduling instructions included in the Cost Estimating Guidelines. If you foresee any special circumstances impacting the proposed schedule, please identify them in this section.
- 11) **Estimated Project Budget:** All enumerated project requests must include an estimated project budget broken down by the following line items: Construction, Design, DFDM fee, Contingency, Equipment, Other Fees, and Total. In formulating this estimated budget, please refer to Capital Budget Cost Estimates in section IV b. A budget estimate developed as part of a study or other pre-design activities is preferred. All project budget amounts should be rounded to the nearest thousand dollars.
- 12) **Operating Budget Impact:** All enumerated project requests must include an analysis of how the proposed project will impact the agency's operating budget, including any savings that will be realized through enhanced energy efficiency or sustainable design. This analysis should include: an estimate of the building's energy usage, increases or decreases in staff, changes in maintenance costs, and any other costs (such as vehicles, furnishings, telecommunications). Please address how these costs would be funded – by an internal reallocation (in which case the source needs to be identified) or a related operating budget increase request. If funding is requested in the operating budget, please include a copy of the Decision Item Narrative (DIN) with the number or title of the corresponding budget request. A general statement that operating costs will be addressed in a future biennium is not sufficient.

Please note: If a project is to be self-amortized, the ability to finance the project must be substantiated in this section.

**b. Program Statements**

**Every enumerated project requires a detailed program statement.** A well-written program statement describes the functions/activities that are planned for the facility, who will perform the activities, and when the activities will occur. For assistance in developing a program statement, please contact RJ Binau, Deputy Administrator, at [RJ.Binau@wisconsin.gov](mailto:RJ.Binau@wisconsin.gov).

**c. List of Enumerated Project Requests**

As part of its 2021-2023 Capital Budget submittals, each agency must submit a compiled and prioritized list of enumerated project requests. This list should include project titles and a total project budget estimate with funding sources noted.

**II. Submittal Requirements for All-Agency Project Requests**

All-Agency project requests should include work that is beyond the scope of the agency's normal maintenance activities. **All-Agency funds cannot be used to hire contract labor to perform routine or deferred maintenance work such as grounds keeping, minor plumbing, HVAC or electrical repairs, janitorial work, etc. Ongoing maintenance must be funded from the agency's operating budget.**

**a. All-Agency Project Request (AAPR) Form**

An AAPR form must be submitted for **every** requested All-Agency project. Please contact your assigned DFDM Capital Budget analyst for assistance in filling out the AAPR forms.

**b. All-Agency Category Definitions and Excel Spreadsheet Listing**

Please submit an Excel spreadsheet that includes the title, location, and total project budget broken down by funding source of **every** All-Agency project requested. Please identify the following priority designation for each category:

- **Must Do** – is defined as projects needed based on warnings of or citations of code violations, lawsuits, physical deterioration/past useful life.
- **Should Do** – would enhance efficiency of a program, facility or infrastructure.
- **Would Like to Do** – would make things look and work better, but everything is functional now.

This list should be complete and must be sorted by the following eight All-Agency categories:

- 1) Facility Maintenance and Repair:** The types of projects in this category include the maintenance and repair of building envelopes such as roofs, walls, and windows; repair of mechanical, electrical, and plumbing systems; repair of interior finishes, sub-systems and components; and projects addressing functional improvements, code compliance, removal of architectural barriers, and other known deficiencies.
- 2) Utility Repair and Renovation:** This category includes the ongoing repair and renovation of state-owned utility distribution systems, heating plants, roads, and other supporting infrastructure.
- 3) Health, Safety, and Environmental Protection:** This category is used to bring state facilities into compliance with current federal and state health, safety, and environmental protection standards. The types of projects in this category include: asbestos and lead abatement; underground petroleum storage tank compliance and spill cleanups; hazardous substance management; storm water management; fire, smoke alarms, and building fire safety upgrades; and correcting other health and safety deficiencies.

- 4) **Preventative Maintenance:** This category is used for statewide preventive maintenance activities and initiatives that focus on primary building systems and components, steam and chilled water generation and distribution lines, and primary electric equipment for state-owned buildings. In addition, preventive maintenance would be conducted on road surfaces and parking lots at campuses and institutions statewide.
- 5) **Programmatic Remodeling and Renovation:** These funds would be used for projects that address programmatic remodeling needs and provide new space under the \$1,000,000 threshold of enumeration. Remodeling examples includes projects for maintenance and repair of buildings in response to programmatic expansion or change, or repair or replacement of building interior components resulting from normal wear and tear. It also includes improvements and modifications that are necessary to provide a safe and secure environment to building users, maintain the functional adequacy of the facility, and provide minor interior improvements.
- 6) **Capital Equipment Acquisition:** This category includes the purchase of individual moveable and special equipment not specifically included in an enumerated project. Past purchased equipment includes lab equipment, computers, finishes, and digital radio equipment. Please contact your assigned DFDM Capital Budget analyst and the [A/E Consultant Policy and Procedure Manual](#) for more information about capital equipment.
- 7) **Land and Property Acquisition:** These funds are used to purchase land and property related to capital projects.
- 8) **Energy Conservation:** These funds would be used for energy conservation projects to help state agencies and UWS meet their energy reduction goals and reduce utility costs. Renewable projects would include solar, wind, standby generators, or geothermal enhancements to state facilities. The achieved savings from the reduction in utility costs is used to pay the debt service payments on the bonds.

If you have any questions about preparing your Capital Budget please reach out to Kris Frederick, Capital Budget Director, at [Kris.Frederick@wisconsin.gov](mailto:Kris.Frederick@wisconsin.gov) to arrange for one-on-one assistance.