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# STATE OF WISCONSIN

## DEPARTMENT OF ADMINISTRATION

Tony Evers, Governor  
Kathy Blumenfeld, Secretary-designee  
Naomi De Mers, Division Administrator

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To: State Agency Heads  
From: Secretary-designee Kathy Blumenfeld  
Date: May 27, 2022  
Subject: 2023-25 Capital Budget Guidance

Each capital budget brings with it a new set of opportunities to build a better and brighter future for Wisconsin.

- Opportunities to invest in and connect the communities across our State.
- Opportunities to improve access to State services for residents and visitors.
- Opportunities to reduce the environmental impacts of State operations and buildings so future generations have access to resilient and sustainable infrastructure.

The 2023-25 Capital Budget is no different. In this biennium, we have the opportunity to continue investing in communities across Wisconsin and the Governor has set the following priorities for projects:

- Make meaningful reductions to the backlog of maintenance projects at State facilities ensuring these facilities are safe, sustainable, are code compliant, and built to last;
- Include sustainable design, energy efficiency, and renewable energy, as set forth in the Governor's Clean Energy Plan;
- Have had proper planning/pre-design with fully defined program and budgets.
- Make meaningful investments in workers and small businesses;
- Increase access to State services for residents no matter where they live in the State; and
- Modernize State space to maximize customer service, productivity, collaboration, and engagement, as highlighted in the DOA's Vision 2030 plan. Support flexible State office spaces allowing employees to Work Anywhere in Wisconsin.

These opportunities do not come without their challenges. We are in the midst of an ever-changing landscape when it comes to the impact inflation is having on many costs, including state project budgets. Based on building cost index prepared by the Engineering News-Record, building construction costs grew by 10 percent in 2021 compared to 2.3 percent in 2020. Current trends indicate the growth in 2022 could exceed what we saw in 2021.

This level of inflation is not sustainable for Wisconsin residents, businesses, or state operations. Governor Evers is working diligently with partners at all levels to reverse this trend; but while we navigate through these times, we must be flexible in how we approach the planning process. That is why DOA is facilitating a two-step budget process for capital budget submissions (described in greater detail below).

Based on these priorities, DOA is putting forth the following guidance for 2023-25 capital requests.

Inflation	<ul style="list-style-type: none"> <li>Enumerated projects should assume inflation will increase by <b>8% every six months</b> through 2023 and then 4% every six months starting in 2024.</li> <li>DOA will update inflation guidance in the fall to reflect any changes in this trend. Agencies will reflect this updated guidance in their final submissions due at the end of November.</li> <li>Inflation should be calculated using the DOA Inflation Estimate tool.</li> <li>Inflation will be broken out as a separate line item in project budgets. DOA is continuing to monitor trend data to determine if the inflationary assumption will be further adjusted prior to the release of the Governor’s Capital Budget recommendations.</li> </ul>
Project Contingencies	<ul style="list-style-type: none"> <li>All projects should include a 15% project contingency separate from the inflationary increase.</li> <li>Project budgets with contingencies less than 15% need to be clearly explained within the budget submission materials.</li> </ul>
Long-Range Planning	<ul style="list-style-type: none"> <li>A complete budget submission includes a six-year plan outlining future projects. The 2023-25 submission should reference projects planned in the 2021-23 six-year plan.</li> </ul>
Deferred Maintenance	<ul style="list-style-type: none"> <li>Enumeration and all agency requests should prioritize reducing deferred maintenance within the State Building Program. Projects addressing critical maintenance issues will be given priority of construction of new space.</li> </ul>
Use of Sustainability Guidelines	<ul style="list-style-type: none"> <li>Enumeration requests should speak to how the DFD Sustainability Guidelines were applied to project pre-design.</li> </ul>
Requests for Project Planning	<ul style="list-style-type: none"> <li>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 and requested budget amounts are not yet fully defined. Projects are more likely to be approved for planning if the requesting agency can contribute funding. Agency funds can be reimbursed after the State Building Commission approves the project for authority to construct and actual construction has commenced.</li> </ul>

DOA is working to streamline the capital budget planning process by introducing a series of process changes. These changes are intended to reduce clerical time spent on compiling submission materials while providing more robust reporting tools to support the decision-making process. These changes include:

- **Submission Forms:** All components of agency capital requests will be submitted via electronic forms. Agency users can access these forms from the Capital Budget SharePoint page. Word document templates and/or submissions will not be accepted.
- **Two-Step Submission:** Initial requests from agencies are due September 16<sup>th</sup>. Systems will be reopened in November for agencies to make updates to project requests. When systems reopen for the final submission, agencies will receive comments from DFD for consideration in the final submission. Requests submitted in November will be treated as the final submission.

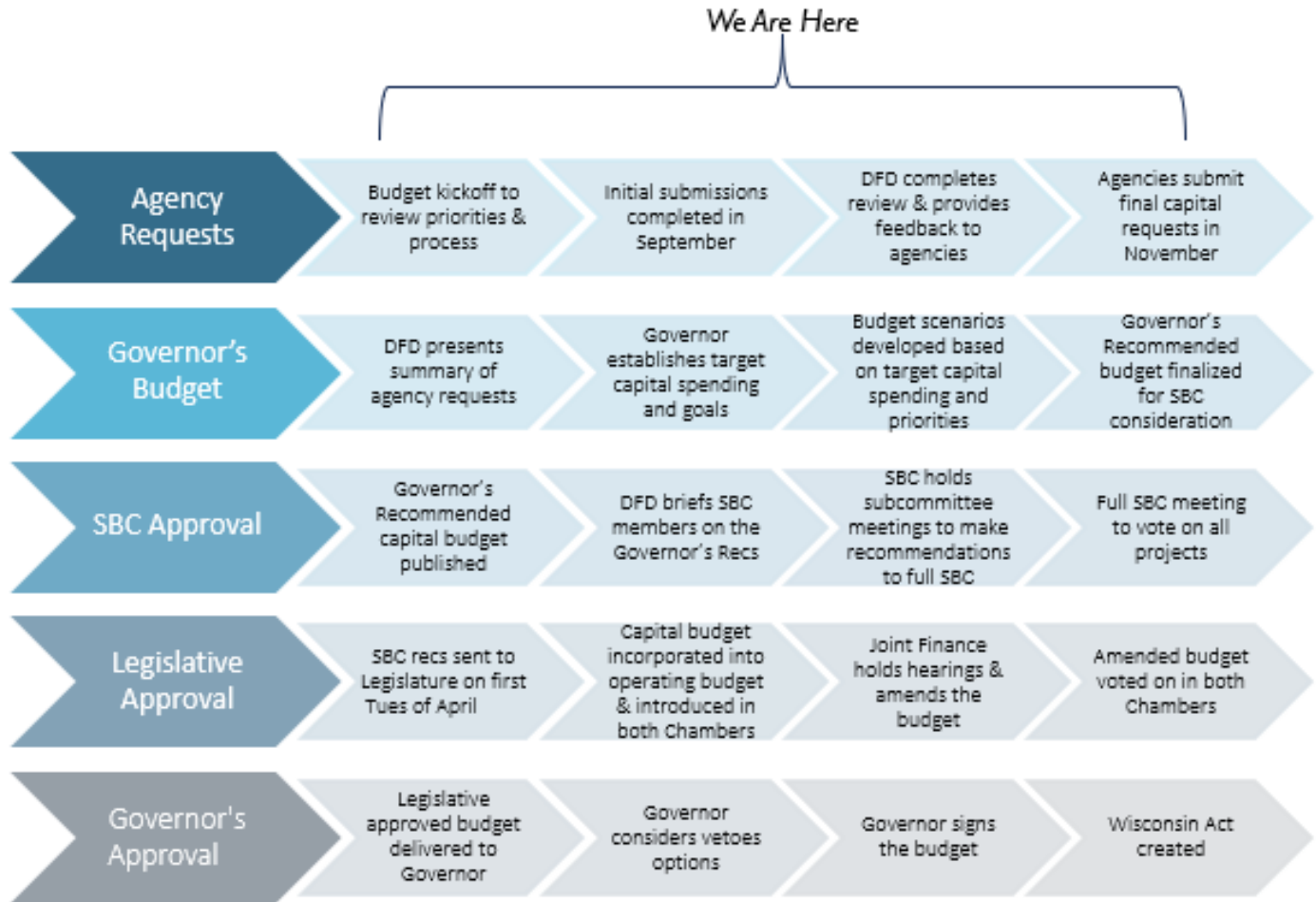
The Capital Budget Instructions will be presented to your State Building Commission contacts on Monday June 6<sup>th</sup> during Capital Budget Kickoff. During the kickoff DFD will outline all the details, requirements, and deadlines for agencies to prepare capital budget requests. The DOA team looks forward to supporting agencies in this first step of building Wisconsin’s 2023-25 Capital Budget. The Department’s Division of Facilities Development (DFD) is available to assist in the preparation of your Capital Budget requests and will be working with your State Building Commission contact directly. Thank you for your assistance with this important undertaking.

# 2023-25 Capital Budget Process Overview

# Capital Budget Overview

## Budget Milestones

The capital budget planning process is comprised of five phases: Agency Requests, Governor’s Recommendations, SBC Recommendations, Legislative Approval, and Governor’s Approval. The steps in each phase are described below. Specific dates for each of these milestones in the 2023-25 planning process are outlined on page 6.



## 2023-25 Capital Budget Timelines

Milestone	Date	Description
<b>Agency Request: May-November</b>		
Budget Kickoff	June 6, 2022	<ul style="list-style-type: none"> <li>Kickoff session with agency contacts to review budget guidance &amp; instructions for 2023-25 capital requests.</li> <li>Budget instructions given to agencies &amp; systems open for agency requests.</li> </ul>
Office Hours	July 15, 2022 Aug 17, 2022 Sept 15, 2022	<ul style="list-style-type: none"> <li>Open training and support sessions where agency staff can get support on completing 2023-25 capital budget materials.</li> <li>Office Hours will be supported by staff from BCBCA &amp; BAE.</li> </ul>
Agency Requests Due	Sept 23, 2022	<ul style="list-style-type: none"> <li>Capital budget deliverables submitted by agencies to DFD through AccessGov and SharePoint.</li> </ul>
DFD Reviews Request	October 2022	<ul style="list-style-type: none"> <li>DFD teams review capital budget requests to provide feedback regarding the proposed scope, schedule, and budget for enumerations.</li> </ul>
DFD Feedback to Agencies	Nov 7, 2022	<ul style="list-style-type: none"> <li>Agencies given the opportunity to update 23-25 requests based on DFD feedback.</li> <li>Project requests updated based on additional pre-design information and/or major funding changes.</li> <li>DFD may provide updated guidance regarding inflationary assumptions for project budgets.</li> </ul>
Agencies Final Requests Due	Nov 30, 2022	<ul style="list-style-type: none"> <li>Updated requests due back from agencies in AccessGov.</li> </ul>
<b>Governor's Budget: Dec 2022-February 2023</b>		
Governor's Budget Decisions	Dec 2022-Jan 2023	<ul style="list-style-type: none"> <li>DFD staff present budget scenarios to Governor's Office for approval.</li> <li>Governor's Capital Budget recommendations finalized for presentation to SBC.</li> </ul>
Budget Book Development	February 2023	<ul style="list-style-type: none"> <li>DFD finalizes Governor's Capital Budget recommendation budget document.</li> <li>Final document published two weeks prior to SBC meeting date.</li> </ul>
<b>SBC Approval: March 2023</b>		
SBC Subcommittee & Full Committee Meetings	March 2023	<ul style="list-style-type: none"> <li>Governor's Capital Budget recommendations published two weeks prior to SBC meeting date.</li> <li>DFD leadership briefs SBC members on the capital budget.</li> <li>Administrative Affairs &amp; Higher Education subcommittees meet to discuss and vote on Governor's Recommendations.</li> <li>Full SBC meets to take up all capital budget recommendations.</li> </ul>
<b>Legislative Approval: April 2023-June 2023</b>		
SBC Recommendations to Joint Finance	April 4, 2023	<ul style="list-style-type: none"> <li>DFD prepares final Capital Budget Recommendations Book documenting SBC Action.</li> <li>DFD prepares data for the Legislative Reference Bureau to develop the capital budget components of the budget legislation based on SBC recommendations.</li> </ul>
Joint Finance Budget Hearings	TBD	<ul style="list-style-type: none"> <li>Joint Finance may schedule hearings from specific components of the budget.</li> </ul>
Legislature Budget Adoption	TBD	<ul style="list-style-type: none"> <li>The Legislature votes on a final operating and capital budget package.</li> </ul>
<b>Governor's Approval: July 2023</b>		
Governor's Veto Process	TBD	<ul style="list-style-type: none"> <li>The Adopted Budget is delivered to the Governor for signature.</li> <li>DOA coordinates with agencies pertaining to potential veto actions impacting the capital budget.</li> </ul>

## New in 2023-2025

### Two-Step Submissions

Agencies will submit capital requests in two steps: preliminary and final. The preliminary submission will be reviewed by DFD to identify potential issues that need to be addressed in the project request prior to enumeration. This review will be primarily focused on identifying issues with project scope, schedule, and budget.

Following the DFD review, agencies will receive feedback on their capital requests to prepare final capital requests. DFD may provide additional guidance to agencies regarding project budgets to be incorporated at this time. In addition to DFD feedback, agencies can also incorporate updated project estimates based on updated information from pre-design studies. Requests to add additional enumerations not included in the preliminary request will require DFD approval.

### Budget Submissions Requirements & Forms

Agency budget requests will be submitted via electronic forms accessed from the [Capital Budget SharePoint](#) page. Submissions using these forms replace Word document templates that were previously used to submit capital requests. A complete capital budget submission will include one enumerated form for each enumeration request, an All Agency request, and the six-year plan. The table below summarizes each of the capital budget deliverables.

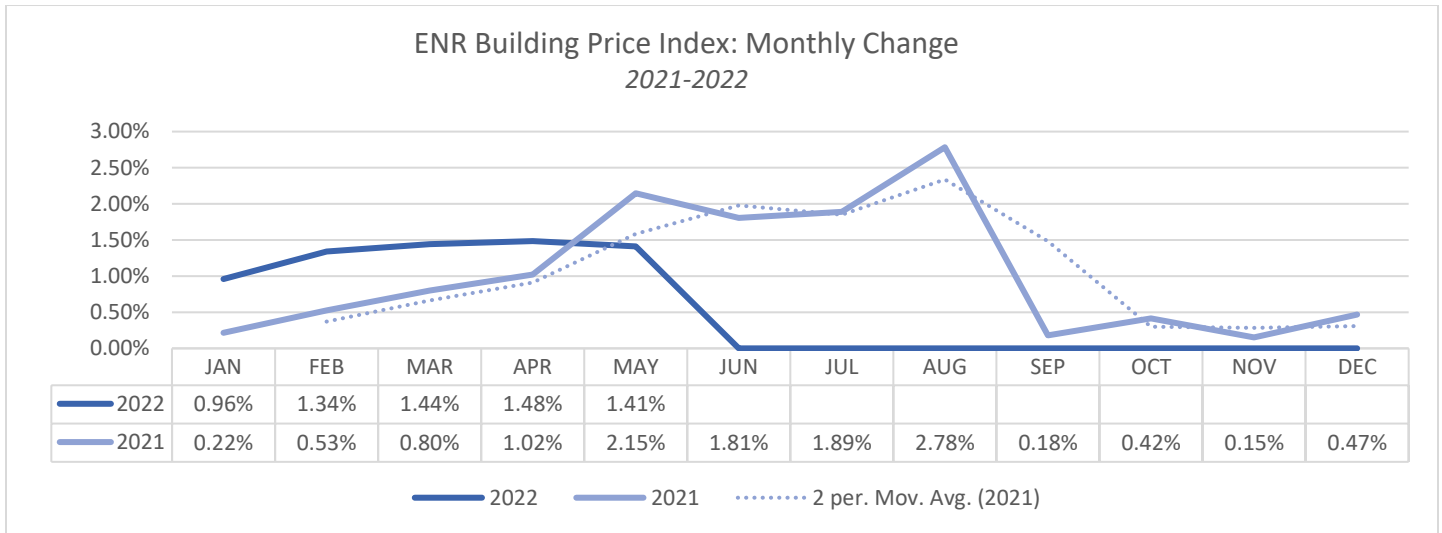
Deliverable	Description
2023-25 Enumeration Requests	<ul style="list-style-type: none"><li>Request for projects &gt;\$3.0m providing an explanation and justification of the project scope along with the estimated budget and scope.</li><li>1 request form submitted in AccessGov/project request.</li></ul>
2023-25 All Agency Request	<ul style="list-style-type: none"><li>Complete AccessGov submission that includes the All Agency request by category and funding source and responses to the All Agency request questions.</li><li>Uploaded list of All Agency projects using the DFD provided template. Completed project lists are uploaded to the AccessGov form.</li></ul>
Six-Year Plan (2023-2029)	<ul style="list-style-type: none"><li>Complete AccessGov submission that includes responses to the Six-Year plan questions.</li><li>Uploaded list of planned enumerated projects for the three upcoming biennia.</li></ul>

Capital project worksheets are not a required deliverable for your submission, the tool is available as a resource for agencies to use in developing project budgets. The capital project worksheet is available on the [Capital Budget SharePoint](#) page. Additional supplemental information further explaining the agency's 2023-25 capital request can be uploaded to the individual agency folders on the [Capital Budget SharePoint](#) page.



## Inflation & the 2023-25 Capital Budget

The Engineering News-Record (ENR) building price index is a calculation summarizing staffing and material costs for construction. In 2021 the building price index increased by 10%; so far in 2022 the index has increased by 8.7% and is on track to exceed the 2021 rate of growth. Year to date, the average monthly increase in the index is 1.3% compared to 0.9% for the same period in 2021. DFD is closely monitoring monthly changes in the index as we move through the summer months. In 2021 the building price index increased by 2.2% monthly in June, July, and August. It is likely this trend will either continue or see larger percentage increases in the 2022 summer months. The chart below summarizes these trends.



Based on this analysis DFD, is projecting inflation will continue to increase by 8% every 6 months through 2023 and then slow to 4% every 6 months starting in 2024. These projections assume the current rate of growth will continue in 2023 before slowing in 2024. The inflation assumptions are summarized in the [2023-25 Project Inflation Estimator](#) available on the [Capital Budget SharePoint](#) page.

Enumeration requests need to reflect the current DFD inflation assumptions. Agencies should follow these steps when reflecting inflation in project budgets:

- The DFD Inflation Index needs to be used to calculate inflation based on individual project budgets. The Inflation Estimator calculates project inflation based on the anticipated bid date and the estimated project budget. The anticipated bid date should correspond to the project schedule in the enumeration request.
- Inflation amounts for project budgets will be broken out as a separate line in project budgets. Showing inflation as a separate line will help to ensure the inflation amount has been properly calculated and is handled consistently across agency budgets.
- DFD guidance on inflation may be adjusted for the final submissions that agencies will submit in November. Any update to the guidance will be based on deviations from the trends presented here.
- Prior to finalizing the Governor’s Recommended Capital Budget, the inflation line of project budgets will be redistributed to project budget lines (i.e. construction, design, etc).

Additional instructions regarding how to incorporate inflation into project requests is outlined in the Enumeration section of the budget instructions.

# Submitting Your Capital Request

## Enumeration Requests

Enumeration requests are required for projects with budgets >\$3.0m and/or result in more than 500 GSF added to an existing facility (exceptions for utility All Agency projects). A complete capital budget request includes 1 request for each enumerated project. Enumeration requests are prepared and submitted using the Enumeration Request form. The questions from the forms are included in Appendix 3.

### Section 1: Identifying Information

In this section you will add key information to identify the project. These fields are summarized below.

FIELD	DESCRIPTION
Project Name	<ul style="list-style-type: none"> <li>A concise statement of the work being completed.</li> <li>This field should <b>NOT</b> include the campus, institution, state park, etc. where the project is located.</li> <li>Project titles should not include abbreviations.</li> </ul>
Campus/Institution	<ul style="list-style-type: none"> <li>Type the campus, institution, or location for where the project is located.</li> <li>This field corresponds to the Institution field that appears on the project in WisBuild.</li> <li>This field should <b>NOT</b> include abbreviations.</li> </ul>
Agency	<ul style="list-style-type: none"> <li>Select the agency from the dropdown list.</li> </ul>
Agency Priority	<ul style="list-style-type: none"> <li>All enumerated requests need to be prioritized.</li> <li>Prior to finalizing submission materials verify priority values are not duplicated across projects.</li> </ul>
County	<ul style="list-style-type: none"> <li>Select the county where the project is located from the dropdown.</li> <li>If the project is statewide or multiple locations leave this field blank.</li> </ul>
Address	<ul style="list-style-type: none"> <li>List the most applicable address for where the project is located.</li> <li>In some cases, projects may not have addresses (i.e. utility projects, state park trails) in these instances put N/A in this field.</li> </ul>
Chapter 20	<ul style="list-style-type: none"> <li>Select the Chapter 20 reference for the borrowing portion of the project budget.</li> <li>If the project is included in multiple subsections, select N/A, and click yes for multiple Chapter 20 references. There will be a field to list the Chapter 20 references.</li> <li>This field only applies to borrowing appropriations, it does not apply to non-borrowing sources.</li> <li>Reference the Chapter 20 Summary on the Capital Budget SharePoint to see appropriations summarized by agency and category.</li> </ul>
Pre-Design	<ul style="list-style-type: none"> <li>Select Yes or No from the dropdown indicating if a pre-design has been completed for the project.</li> <li>Pre-design includes design completed by the design firm of record or a pre-design study.</li> <li>If pre-design has been completed, you will be prompted to provide the WisBuild project number.</li> </ul>
Project Type	<ul style="list-style-type: none"> <li>Select the appropriate project type from the dropdown menu. <ul style="list-style-type: none"> <li>New Construction</li> <li>Renovation and Repair</li> <li>Utility</li> </ul> </li> </ul>
Project Description	<ul style="list-style-type: none"> <li>All project descriptions need to follow this template: <ul style="list-style-type: none"> <li>This project will <u>(what will the project construct, renovate, or produce).</u></li> <li>The goal of the project is to <u>(what is the problem the project is seeking to solve).</u></li> <li>The project will advance this goal by <u>(how does the project advance the goal).</u></li> </ul> </li> </ul>

#### Sample Description

This project will construct a new maintenance facility at the Chippewa Falls Readiness Center. The goal of the project is to eliminate space shortages for existing equipment. This project will advance the goal by providing approximately 5,300 GSF for storage and maintenance bays along with additional office space for maintenance staff.

## Section 2: Project Budget

In this section you will provide the project budget both by expenditure line and funding source. The budget by expenditure line and funding source must match to submit your request. When developing your enumeration request, it is important to remember that after a project has been enumerated the amount can only increase by transferring leftover funds from other projects within the Chapter 20 subsection.

### Project Budget by Expenditure Line

Project budgets will be entered by expenditure line (design, construction, DFD fee, etc.). Inflation will be entered as a separate line in the project budget. Ratios for the DFD fee, design fee, and contingency should be based on the project budget **WITHOUT** inflation. The enumeration request form will automatically calculate the ratios for these budget lines. Project budget should reflect the following ratios:

DFD Fee	4% of Construction & Contingency Budget
Design Fee	Reference Design & Commissioning Guidance (Page 24)
Contingency	15% of Construction Budget

**Note:** The project budget by line does not include a field for other fees. These amounts should be reflected in the appropriate expenditure line based on the anticipated expenditure.

The images below summarize how to enter the project budget by expenditure line.

The screenshot shows the 'Project Budget' form with the following fields and values:

- Line 0: DFD Fee**: \$ 100000, **Line 0 Budget Ratio**: 2.27%
- Line 1: Design**: \$ 700000, **Line 1 Budget Ratio**: 15.91%
- Line 2: Work by Owner**: \$ 0
- Line 3a: Construction**: \$ 4000000
- Line 3b: Contingency**: \$ 400000, **Line 3b Budget Ratio**: 10%
- Line 4: Equipment**: \$ 0
- Project Budget Without Inflation**: \$5,200,000.00
- Estimated Inflation \***: \$ 500000
- Total Project Budget (with Inflation):** \$5,700,000.00

Callouts on the right side of the form provide additional context:

- PROJECT RATIOS**: Ratios for the DFD Fee, Design, and Contingency will automatically calculate based on the construction.
- PROJECT BUDGET W/O INFLATION**: The form will calculate the total budget. This amount should **NOT** include any inflationary factors.
- PROJECT BUDGET W/ INFLATION**: Use the DFD inflation tool to calculate inflation based on the project budget & bid date.

### Project Inflation

Inflation will be reflected as a separate line within the project budget. The inflation amount should be based on the project budget without any inflationary assumptions. The inflation component of project budgets will be reallocated in budget lines prior to publishing the Governor’s Recommendations. Based on inflation estimates, enumerated project budgets should reflect an 8% increase for every six months through 2023 and a 4% increase every six months starting in 2024.

All projects must utilize the [Project Inflation Estimator](#) provided by DFD to calculate inflation. This tool can be accessed on the Capital Budget SharePoint page. This tool calculates project inflation based on the project budget estimate and projected bid date. The projected bid date used for inflation should be consistent with the project schedule submitted in the enumeration request. DFD will ask agencies to recalculate inflation for requests that do not follow this guidance.

### Project Budget by Funding Source

In this section you will break out the project budget by **ALL** funding sources comprising the project budget. To complete this section, begin by selecting the boxes for all funding sources included in the project budget. As you select individual funding sources a field will appear to enter the corresponding amount for each funding source. Repeat this process for all funding sources included in the project budget.

**Project Budget by Funding Source \***

- Agency Cash
- Building Trust Fund
- Conservation SEGR
- Environmental SEGR
- Federal
- GFSB
- Gifts
- PRSB
- Segregated Borrowing
- Stewardship
- Existing GFSB
- Existing Con SEGB
- Existing PRSB
- Existing Stewardship
- Existing SEGRB

**NOTE**  
If you select an incorrect funding source, you can remove it by unchecking the funding source box. Before unchecking the box for the funding source make sure to remove any amount to avoid having these amounts be included in the project budget by funding source.

GFSB	<b>GFSB Amount *</b>	<b>Ratio</b>
	\$ <input type="text"/>	0%
PRSB	<b>PRSB Amount *</b>	<b>Ratio</b>
	\$ <input type="text"/>	0%

**Project Budget by Funding Source**  
\$0.00

As you add amounts to these fields, the Project Budget by Funding Source will automatically calculate along with ratios for each fund source. The total project budget by funding source and expenditure line must match in order to submit the request.

GFSB	<b>GFSB Amount *</b>	<b>Ratio</b>
	\$ 5000000	87.72%
PRSB	<b>PRSB Amount *</b>	<b>Ratio</b>
	\$ 700000	12.28%
<b>Project Budget by Funding Source</b>		
\$5,700,000.00		

### Project Budget Questions

After entering the project budget by expenditure line and funding source, users will answer two sets of questions providing additional background on the project budget. The first question asks users how the project budget amount was determined. Select the most appropriate option from the list shown below.

Method	Notes
Designer of Record	<ul style="list-style-type: none"> <li>This is the preferred method estimating the budget for an enumerated project.</li> <li>The project estimate has been provided by the a/e firm selected and contracted by DFD.</li> </ul>
Pre-Design Study	<ul style="list-style-type: none"> <li>A pre-design study performed by a design firm.</li> <li>Commonly completed as small project.</li> </ul>
Similar Past Project	<ul style="list-style-type: none"> <li>This approach is acceptable for similar projects that have recently been completed.</li> <li>Example of this instances may include similar projects at different locations (i.e. cemetery improvements, new maintenance facilities, etc.).</li> </ul>
Standard Efficiencies	<ul style="list-style-type: none"> <li>Appendix 2 provides guidance on establishing a project budget utilizing building efficiency estimates. These amounts were updated in Spring 2022.</li> </ul>

The second set of questions pertains to requests amending existing enumerations. If the request amends an existing enumeration users will provide the following information:

1. Amendment Type: Budget Change (increase or decrease to an existing enumeration) Project information (change to the project title or project information included in State statute).
2. Previous Biennia: List the previous biennia and amounts for the enumeration.
3. Explain the Change: Summarize the change in the project necessitating the enumeration amendment.

### Section 3: Project Schedule

In this section you will outline the anticipated project schedule. All schedules need to follow the guidance outlined in the Developing Project Schedules and Budgets (Page 15). Deviations from the timelines in this guidance need to be explained in the submission materials.

### Section 4: Project Background

In this section you will explain what the project is and why the project is a priority. These questions are consistent with the project description and justification sections previously included in Word document submissions. The responses for these questions will be used to produce the Governor’s Recommendations.

**Note:** These sections do not have word limit restrictions, but DFD advises these sections contain no more than 4 paragraphs. Responses exceeding this guidance will be edited by DFD prior to publishing the Governor’s Recommendations.

### Section 5: Project Details

Responses in this section provide information about key statistics associated with the project. The responses to these questions are intended to provide additional background regarding the requested project.

Field	Question(s)
Operating Costs	<ul style="list-style-type: none"> <li>• Will the project have an impact on the operating budget?</li> <li>• Estimated annual operating impact</li> <li>• Description of additional operating costs</li> </ul>
2021-23 6-Year Plan	<ul style="list-style-type: none"> <li>• Was the project included in the agency’s 6-year plan?</li> <li>• Explain any deviations from how this project was reflected in the 21-23 6-year plan.</li> </ul>
Square Footage	<ul style="list-style-type: none"> <li>• Gross square footage of the completed project</li> </ul>
Alternate Delivery	<ul style="list-style-type: none"> <li>• Is alternate delivery being requested for the project?</li> <li>• If yes, explain the requested alternative delivery method, what is unique about the project to justify an alternative delivery, and why the project would benefit from an alternate delivery method.</li> <li>• Justifications for Alternative Delivery need to state what sets this particular project apart from others to warrant an alternate delivery method.</li> </ul>

### Categorical Enumerations

Categorical enumerations are groupings of similar projects extending the life of facilities in the State Building Program. This option should be considered for agencies that have multiple projects with similar scope of work that exceed the All Agency threshold but address key maintenance needs. These projects should be focused on maintaining and extending the life of facility assets without significant changes to service delivery.

Requests for categorical enumerations should be submitted using the enumeration request form. Agencies can choose to use one or all the following categories for these requests: Minor Facility Renewal, Utility Repairs, or Classroom/Instructional Space Improvements. The Project Background section should include a list of individual projects and amounts included in the request.

#### Example Projects

- Building Envelop Repairs and Window Replacement
- Elevator Modernization
- Fire Alarm System Replacement
- Boiler & HVAC Replacement

## All Agency Requests

All Agency projects are intended to extend the life of existing assets in the State Building Program (SBP). In general, these projects are under \$3.0 million (exceptions for Utility Improvements and Programmatic Remodeling project). All Agency projects fall into one of the eight categories outlined below.

Description	Types of Projects	Thresholds	
		Budget	Space
<b>Facility Improvements</b>			
These projects are for routine maintenance to extend the life of SBP facilities. Projects address deferred facility maintenance, code compliance deficiencies, and space limitations.	<ul style="list-style-type: none"> <li>• Building envelope repairs (including roofs, walls, &amp; windows)</li> <li>• Mechanical system upgrades (electrical, plumbing, etc.)</li> <li>• Repair of interior finishes, sub-systems, and corresponding components</li> <li>• Functional space improvements</li> </ul>	New=\$1.0m Existing=\$3.0m	500 GSF
<b>Utility Improvements</b>			
These projects are for the ongoing repair and renovation and State-owned utility distribution systems, heating plants, roads, & the supporting systems.	<ul style="list-style-type: none"> <li>• Renovations to State-owned utility distribution systems</li> <li>• Heating plant improvements &amp; repairs</li> <li>• Repairs to roads, parking lots, and sidewalks</li> </ul>	\$5.0m	N/A
<b>Healthy, Safety, &amp; Environmental Protection</b>			
These projects resolve code compliance (federal, state, and local) issues with SBP facilities. The projects address building deficiencies impacting the safety of the facility's users.	<ul style="list-style-type: none"> <li>• Asbestos &amp; lead abatement</li> <li>• Hazardous site cleanup</li> <li>• Stormwater improvements</li> <li>• Fire alarm &amp; building safety systems</li> </ul>	\$3.0m	500 GSF
<b>Preventative Maintenance</b>			
These projects are for proactive maintenance improvements to extend the life of equipment and facilities.	<ul style="list-style-type: none"> <li>• Roof inspection &amp; replacement</li> <li>• Fire system cleaning &amp; calibration</li> <li>• Building envelope inspections</li> </ul>	\$3.0m	500 GSF
<b>Programmatic Remodeling</b>			
These projects are for renovations changing the operational use of a facility to accommodate programmatic changes for operations in the facility.	<ul style="list-style-type: none"> <li>• Office remodeling &amp; reconfiguration</li> <li>• Interior improvements due to normal wear and tear</li> <li>• Security improvements</li> </ul>	\$1.0m	500 GSF
<b>Capital Equipment</b>			
These projects are equipment purchases outside of other capital projects. Equipment purchased through this category must meet the State's capitalization standards.	<ul style="list-style-type: none"> <li>• Capitalization Standards <ul style="list-style-type: none"> <li>○ Must have a useful life of at least 10 years</li> <li>○ Must be an asset the State will own</li> <li>○ Purchase order for equipment must be &gt;\$5,000</li> </ul> </li> <li>• Capitalized hardware equipment (i.e. transmitters, broadcast equipment, etc.)</li> </ul>	\$1.0m	N/A
<b>Land &amp; Property Acquisition</b>			
These projects purchase land not currently owned by the State to be used for a future project.	<ul style="list-style-type: none"> <li>• Property acquisition costs from private entity</li> <li>• Funds from this category cannot be used to acquire property from other State agencies.</li> </ul>		N/A
<b>Energy Conservation</b>			
These projects are intended to reduce energy usage by assets in the State Building Program. Projects within this category must demonstrate their ability to pay back project costs within 16 years.	<ul style="list-style-type: none"> <li>• Solar Panels</li> <li>• Standby Generators</li> <li>• Geothermal Enhancements</li> <li>• LED Lighting Upgrades</li> <li>• HVAC Upgrades</li> </ul>	\$5.0m	N/A



## Submitting your All Agency Requests

A complete All Agency request includes responses to All Agency form and a list of All Agency projects broken out by All Agency category. The All Agency request will be completed by completing the AccessGov form and uploading the project list using the All Agency template provided by DFD. Follow the steps outlined below to complete an All Agency request.

### Section 1: All Agency Request

Select your agency from the dropdown menu.

**Agency \***

Administration

Users will update the All Agency Request by Category and Funding Source table by clicking the ADD button. After hitting the add button you will see a row that includes All Agency Category, Funding Source, and Amount.

### All Agency Request by Category & Funding Source

<b>All Agency Category *</b>	<b>Funding Source *</b>	<b>Amount *</b> <span>×</span>
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>
<i>All Agency Category is required.</i>	<i>Funding Source is required.</i>	<i>Amount is required.</i>

Use the dropdowns in the All Agency Category & Funding Source columns to select the category/funding source combination.

### All Agency Request by Category & Funding Source

<b>All Agency Category *</b>	<b>Funding Source *</b>	<b>Amount *</b> <span>×</span>
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>
<i>All Agency Category is required.</i>	<i>Funding Source is required.</i>	<i>Amount is required.</i>

- Select an option —
- Capital Equipment
- Energy Conservation
- Facility Maintenance & Repair
- Health, Safety, & Environmental Protection
- Land Acquisition
- Preventative Maintenance
- Programmatic Remodeling & Renovation
- Small Projects
- Utility Repair & Renovation

Repeat this process for each All Agency Category & Funding Source combination in your request. As you all information the totals will summarize the total request amount and the request amount for each of the All Agency categories.

<b>SMALL PROJECTS</b>
Small Projects are listed as a separate All Agency category. The requested amount for Small Projects should be broken out by funding source but does not need to be broken out by All Agency category. The project list for All Agency projects can also include a lump sum for all Small Projects.

**All Agency Request by Category & Funding Source**

All Agency Category *	Funding Source *	Amount *
Facility Maintenance & Repair	GFSB	\$ 1000000
Utility Repair & Renovation	PRSB	\$ 2000000

[+ Add](#)

**All Agency Total**  
\$3,000,000.00

<b>Capital Equipment Total</b> \$0.00	<b>Utility Repair &amp; Renovation Total</b> \$2,000,000.00	<b>Facility Maintenance &amp; Repair</b> \$1,000,000.00
<b>Health, Safety, &amp; Environmental Protection Total</b> \$0.00	<b>Preventative Maintenance Total</b> \$0.00	<b>Programmatic Remodeling &amp; Renovation Total</b> \$0.00
<b>Energy Conservation Total</b> \$0.00	<b>Land Acquisition Total</b> \$0.00	<b>Small Projects Total</b> \$0.00

**NOTE**  
Use the red X to remove any lines added in error. After removing that line, the calculations will automatically update.

## All Agency Project List

### Project List Template

A complete All Agency request will include the agency's project list that corresponds to the amounts included in the request. All Agency project lists should be provided using the Excel template provided by DFD. Completed templates will be attached in the AccessGov form. Follow the steps below to complete the All Agency project list.

1. Select the Agency from the dropdown field (cell C3).
2. Select the All Agency category from the dropdown list (column B).
3. Provide the campus or institution for the project.
4. Provide the project name. The project name should be a concise statement summarizing work that will be performed as part of the project.
5. Provide the project budget broken out by the following categories:
  - GFSB: General Fund Supported Borrowing
  - Other Borrowing: Non-GFSB borrowing sources (i.e. PRSB, Stewardship borrowing, etc.)
  - Other Sources: All non-borrowing sources (i.e. federal grants, gifts & grants, etc.)
6. The total budget amount will sum based on the amounts provided in the funding source categories.
7. Repeat these steps for all projects included in your All Agency request.

### Uploading the Project List

The completed project list will be attached to the All Agency request form. Select the Choose File icon to upload the All Agency project list. The amounts in the project list should be consistent with the amounts shown in the All Agency Request by Category and Funding Source. The form will require the uploaded list to be in Excel format using the DFD template.

## All Agency Project List

Upload the All Agency Project List ⓘ \*

Choose File No file chosen

### All Agency Request-Background & Justification

After completing the request amounts you will respond to questions summarizing the methodology used to develop the requested amount. In this section you will respond to the questions listed below:

1. Explain how the agency developed the All Agency request.
2. Explain how the All Agency request impacts the agency's deferred maintenance backlog.
3. Explain any deviations from the agency's 2021-23 All Agency request.

## Six-Year Facility Plans

The Six-Year Facility Plan outlines planned enumerated projects for the next three biennia (2023-25, 2025-27, and 2027-29). A complete Six-Year Plan submission will include responses to overview questions regarding the plan and the completed plan (utilizing the DFD template). Agencies will use the AccessGov form to provide responses to the questions and upload the plan template.

### Six-Year Plan Questions

Agencies will provide responses to the questions listed below as of the six-year plan submission.

1. Explain how the projects included in the 6-Year Plan were identified.
2. Explain any dependencies between projects included in the 6-Year Plan.
3. Explain how the agency's 6-year plan seeks to advance the priorities identified in the capital budget memo.

### Completing the 6-Year Plan

All six-year plans must be provided utilizing the Excel template provided by the Division of Facilities Development. For each project in the six-year plan agencies will provide the campus/institution, project name, project budget and anticipated biennium. The project budget will be broken by out by groupings of funding sources:

- General Fund Supported Borrowing
- Other Borrowing Sources: All non-GFSB borrowing sources (PRSB, SEGRB, DNR borrowing sources)
- Other: All non-borrowing funding sources (agency cash, federal funds, etc.)

### Six-Year Plan Guidance

- The request for 2023-25 should be consistent with your agency's enumeration request. The project titles and budget should be match individual enumeration requests.
- Where possible, the Six-Year Facility Plan should be based on existing approved master plans.
- The Six-Year Facility Plan should properly sequence projects with dependencies on other projects.

# Capital Budget Policies & Guidance

## Capital Budget Policies

### Sustainability

The DFD Sustainability Guidelines provide a roadmap for State agencies when designing major improvements at facilities. The Sustainability Guidelines were updated in December 2021. Requests for enumerated projects should discuss how these guidelines have been or will be applied during the design process.

The Governor established goals in his Clean Energy Plan for energy efficiency and renewable energy standards. Therefore, agencies are encouraged to follow these goals when constructing, expanding, or renovating facilities. Agencies that propose a major project should plan to incorporate sustainable design concepts into all requests where feasible.

### General Fund Supported Borrowing Policy Requirements

#### New Space

As a continuation from past biennial budgets, new space is a low priority for projects seeking GFSB. Projects requesting GFSB for add space will be considered in the context of the following:

- The project was identified in the 2021-2027 Six-Year Facilities Investment Plan as a GFSB funded project to be constructed in 2023-2025.
- 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.

#### 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.

### Non-GFSB Funding Source Guidance

#### Cash Funding Sources

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.

#### Other Bonding 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 DFD Capital Budget Analyst prior to submission of your requests. Available bond fund sources include:

- 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.

**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.

## Developing Project Schedules

Enumeration requests include providing a schedule for major project milestones. Projects should follow the guidance provided below. Deviations from these targets should be explained in the request. The milestones shown below are consistent with the milestones required in the Schedule section of the Enumeration Request form. Deviations from the guidance shown below need to be explained in the enumeration request.

	All Agency \$300k-\$3.0m	Small Enumeration \$3.0m-\$7.4m	Major Enumeration \$7.4m+
<b>Design</b>			
A/E Service Request	1 Month	2 Months	3 Months
A/E Services: Selection, Scoping & Contract	2 Months	3 Months	5 Months
Preliminary Design	2 Months	4 Months	5-10 Months
SBC Approval	1 Month	1 Month	2 Months
Final Design	2 Month	3 Months	5-6 Months
<b>Bidding</b>			
Bid Document Review	1 Month	1 Month	2 Months
Bid Posting to NTP Issued	3 Months	4 Months	5 Months
<b>Construction</b>			
Complete Construction	4-12 Months	8-18 Months	See Below
<b>Completion</b>			
Substantial Completion	1 Month	2-5 Months	6 Months
Final Completion	1 Month	2 Months	3 Months
<b>Total Time</b>	<b>17-27 Months</b>	<b>27-41 Months</b>	<b>41-76 Months</b>

### Major Enumeration-Construction Timelines

	\$7.4m-\$15.0m	\$15.0m-\$30.0m	\$30.0m+
Complete Construction	14-30 Months	24-34 Months	26-40 Months



## Project Budgets-Design & Commissioning Costs

### Design

The project budget should include an estimate of the associated design, commissioning, and project delivery costs. The following fee schedule is provided to assist the agency in developing this estimate. **It is not intended as an endorsement of minimum or maximum fees, and actual fees paid may vary.** Please note, each project is unique and different levels of design may occur requiring modification of the fee schedule. Projects may be classified into one of the following classifications:

- **High Complexity:** Most complex projects both in design and detail include buildings of specialized architectural character, memorial, historic or monumental nature requiring special study or analysis and/or involve complex programs, mechanical systems, code requirements, etc. Project types include auditorium/theaters, communication buildings, extended care facilities, complex engineering projects, laboratories, historical restoration, maximum security correctional facilities, museums, sewage treatment facilities, and fish hatcheries.
- **Average Complexity:** Project types include readiness centers, building systems, maintenance shops, firing ranges, recreational facilities, teaching laboratories, medical offices & clinics, laundry facilities, office buildings, site utilities, university centers, residence halls and adult/child day care facilities.
- **Low Complexity:** Projects are simple or repetitive construction without any great degree of special finish or design effort. May include projects where equipment purchase comprises a large portion of the construction budget. Project types include asbestos removal, building envelope repairs, roofing, life safety compliance, demolition, minimum security correctional centers, park shelters, warehouse, water towers, service garage, apartments, site work, and water towers.

Design fees for project with budgets < \$2.5 million have been increased by 0.5% compared to ratios used in previous budget guidance. Design fees for projects > \$2.5 million are consistent with ratios used in previous budgets. This adjustment is the same for both new construction & renovation/remodeling projects.

### New Construction Design Fee Ratios

In addition to the fees shown below, zoning or neighborhood issues may require significant time spent on public relations with local officials. If programming is not done by the agency or if extensive program verification is required, an additional 0.1% to 1.5% should be added to the fee. Note these percentage factors should be applied to the project budget **before** the inflation factor has been applied.

Construction Cost	High Complexity	Average Complexity	Low Complexity
Up to \$100,000	14.2	13.6	12.8
\$100,000 – \$500,000	14.1	13.3	12.3
\$500,000 – \$1,000,000	11.6	10.9	9.9
\$1,000,000 - \$2.5 mil	10.6	9.8	8.8
\$2,500,000 - \$5.0 mil	14.2	13.6	12.8
\$5,000,000 - \$30 mil	8.3	7.4	6.3
\$30,000,000 - \$50 mil	7	6.2	5.3
Over \$50,000,000	6.1	5.5	4.7

In addition to the fees shown above, zoning or neighborhood issues may require significant time spent on public relations with local officials. If programming is not done by the agency or if extensive program verification is required, an additional 0.1% to 1.5% should be added to the fee.

## Renovation & Remodeling Design Fee Ratios

The design fee for remodeling will increase the standard new construction fee depending upon complexity and project cost. Among the factors to be considered in determining the fee are:

- Age and historical values of existing building;
- Availability and accuracy of existing plans and specifications;
- Extent and type of functional revisions to the existing building;
- Requirement of maintaining the building’s existing character; and
- Extent of plumbing, mechanical, and electrical involvement.

Construction Cost	High Complexity	Average Complexity	Low Complexity
Up to \$100,000	16.0	14.0	13.0
\$100,000 – \$500,000	14.3	13.5	12.5
\$500,000 – \$1,000,000	12.0	11.1	10.1
\$1,000,000 - \$2.5 mil	10.9	9.9	8.9
\$2,500,000 - \$5.0 mil	9.4	8.5	7.4
\$5,000,000 - \$30 mil	8.4	7.5	6.4
\$30,000,000 - \$50 mil	7.1	6.3	5.4
Over \$50,000,000	6.2	5.6	4.8

## Commissioning

Commissioning services fees will vary based upon project scope, complexity, number of commissioned systems and the selected scope of commissioning services. Because it is difficult to define precisely, the cost of commissioning is most commonly and accurately presented as a range of potential costs rather than specific amounts. For budgeting purposes, list the range but calculate the higher amount in your other design fee estimate.

Level 1 Commissioning	Level 2 Commissioning
<p><b>Range: 0-0.25% of the construction budget</b></p> <p>This is the basic level of commissioning to be utilized as a minimum on all DFD Projects. Level one commissioning should be included for small projects and simple all agency projects. This level is most appropriate where the complexity of and interactions between the mechanical and electrical systems is low.</p>	<p><b>Range: 0.15-1.0% of the construction budget</b></p> <p>This is an increased level of commissioning which includes all Level 1 commissioning components. This level should be assumed for all enumerations and most all agency requests. These include projects where the mechanical and electrical systems are complex and require interactions between systems; where significant testing of life safety, environmental or building envelope systems is appropriate; where certifications are required (please refer to the Policy and Procedure Manual for Architects/Engineers and Consultants).</p>

## Glossary

All Agency	Categorical appropriation used to fund maintenance projects for facilities in the State Building Program. These projects are generally <\$3.0 million and do not add more than 500 GSF of space.
Alternate Delivery	WI State Statute 13.48(19) outlines the policies for delivering capital projects. In some cases, projects will go through different delivery methods. These instances require legislative authority. Specific types of alternate delivery vary based on the circumstances surrounding individual projects.
Appropriation	Legal authority granted by the State of Wisconsin authorizing funding for capital expenditures.
Building Trust Fund (BTF)	Revolving cash fund used to fund preliminary design costs and studies for projects prior to approval from the State Building Commission. The fund is managed by the Department of Administration.
Categorical Enumeration	Enumeration within individual agency budgets for groupings of similar projects. Generally used for maintenance projects that exceed All Agency project thresholds.
Department of Administration (DOA)	Department charged with the development and implementation of the capital budget and State Building Program.
Division of Facilities Development (DFD)	Division within the Department of Administration responsible for administering the State Building Program including development and oversight of the capital budget and project management services for project delivery.
Enumeration	Standalone project to renovate, repair, or construct a new building asset. Project enumerations are explicitly listed in the budget bill with the Project Title, Project Budget by Funding Source, and any relevant non-statutory language.
Expenditure Line	Category of spending within capital projects. <ul style="list-style-type: none"> <li>• Line 0=DFD Project Oversight Fee</li> <li>• Line 1=Design</li> <li>• Line 2=Work by Owner</li> <li>• Line 3=Contingency</li> <li>• Line 4=Equipment</li> <li>• Line 9=Unallocated</li> </ul>
Funding Source	Category of revenue used to pay for project expenditures. Funding sources generally broken by borrowing sources versus non-borrowing (cash) sources.
General Fund Supported Borrowing (GFSB)	Borrowing source that is ultimately repaid by the State's General Fund. Projects funded by this source must have a clearly defined public purpose.
Joint Committee on Finance	A statutory, 16-member standing committee of the Wisconsin Legislature. The Committee's primary responsibility is to serve as the principal legislative committee charged with the review of all state appropriations and revenues.
Program Supported Borrowing (PRSB)	Borrowing source that is ultimately repaid by program revenue generated from use of the facility.
Segregated Borrowing	Borrowing source that is ultimately repaid by segregated source of revenue most typically used for DNR and DOT projects.
Six-Year Facility Plan	Planned enumerated projects for the next years. Projects included in the plan are presented based on biennia.
State Building Commission	Commission chaired by the Governor and comprised of 3 State Senators, 3 State Representatives, and 1 citizen member charged with overseeing the planning, improvement, and maintenance of facilities in the State Building Program.
Work by Owner	Work performed on capital projects outside of the construction contract, generally performed and/or procured by facility staff within State agencies. These expenditures are reflected on Line 2 of project budgets.

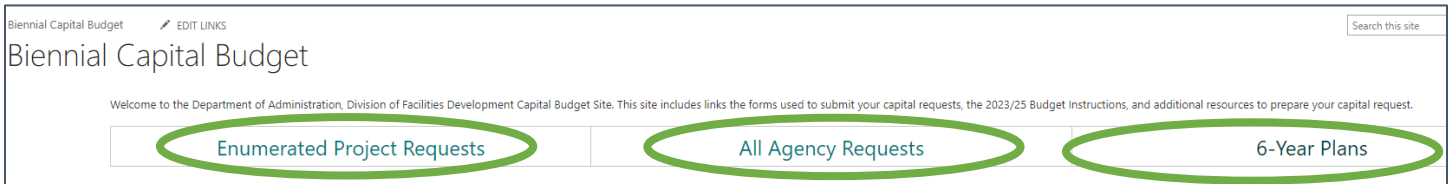
## Abbreviations

A/E	Architecture/Engineer
BAE	Bureau of Architecture and Engineering
BCBCA	Bureau of Capital Budget and Construction Administration
DFD	Division of Facilities Development
GSF	Gross Square Feet
HVAC	Heating Ventilation & Air Conditioning
SBC	State Building Commission
SBP	State Building Program

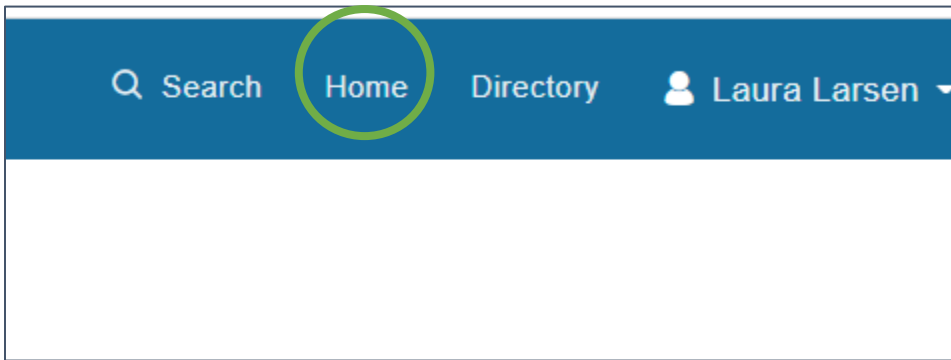
# Appendices

## Appendix 1: AccessGov Resources

The capital request forms were built in the AccessGov application. Users can access these forms from hyperlinks on the Capital Budget SharePoint page.



Once in AccessGov click the home icon to access saved forms and to download responses out of the system.

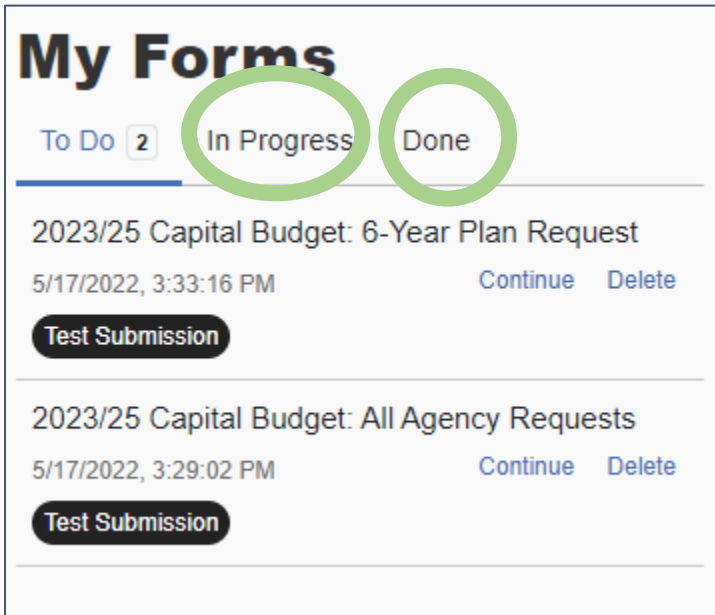


### Accessing Saved Request Materials

You can access saved request materials by signing into your AccessGov account. After signing in to AccessGov with your log in information, you will be taken to the application's home screen. On the home screen there will be a field on the left side of the screen titled My Forms.



Saved forms can be referenced by selecting In Progress, completed forms can be referenced by selecting Done.



### State Employee Users

Users from State Cabinet agencies will select the Wisconsin State Employee option from the AccessGov homescreen. Users will be logged in with their State credentials by selecting Wisconsin State Employee.



Once in the system, search for the forms using the Directory button at the top of the screen. Search using 2023/25, this will return all three forms.

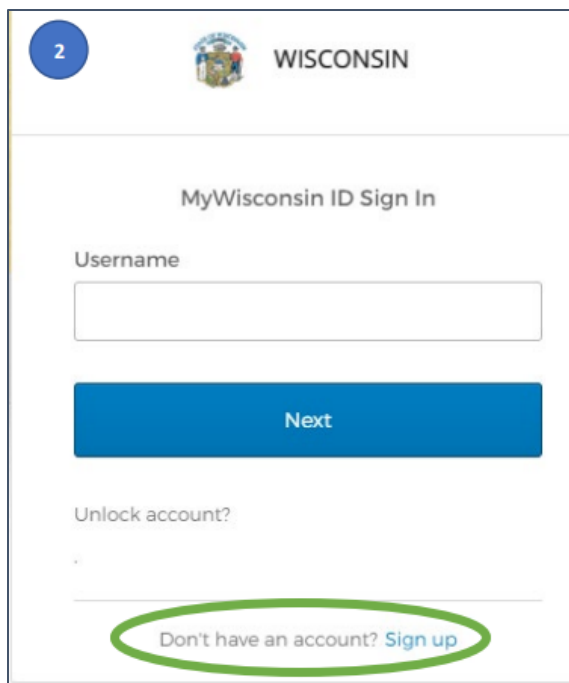
## Employees Outside State Network

Users outside the State network (i.e. University, Wisconsin Historical Society, Education Communications Board) need create Public User accounts in AccessGov. Follow the steps below to set up a Public User account.

1. After opening one of the form links from the Capital Budget SharePoint page you will see the AccessGov login screen. From this screen select the Public User option.

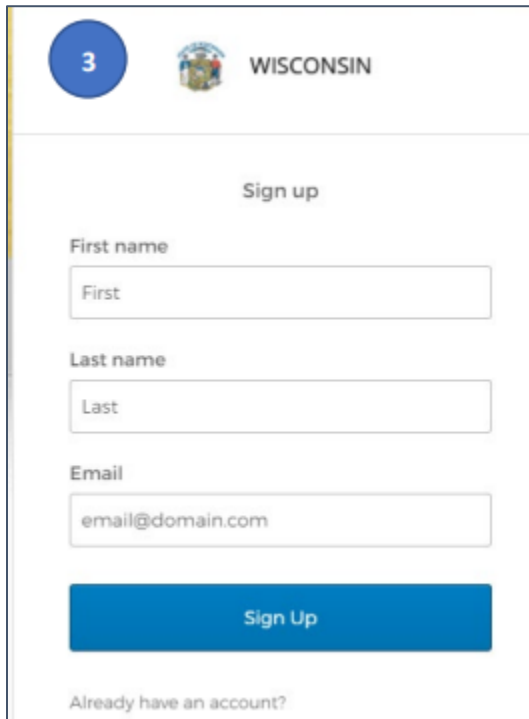


2. Select the Sign Up button the bottom of the screen.



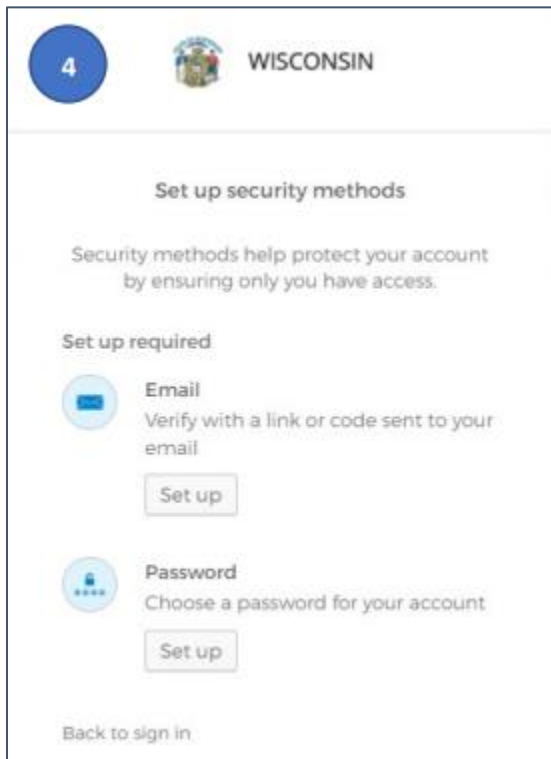


3. Enter your first and last name along with your Wisconsin or University email address.



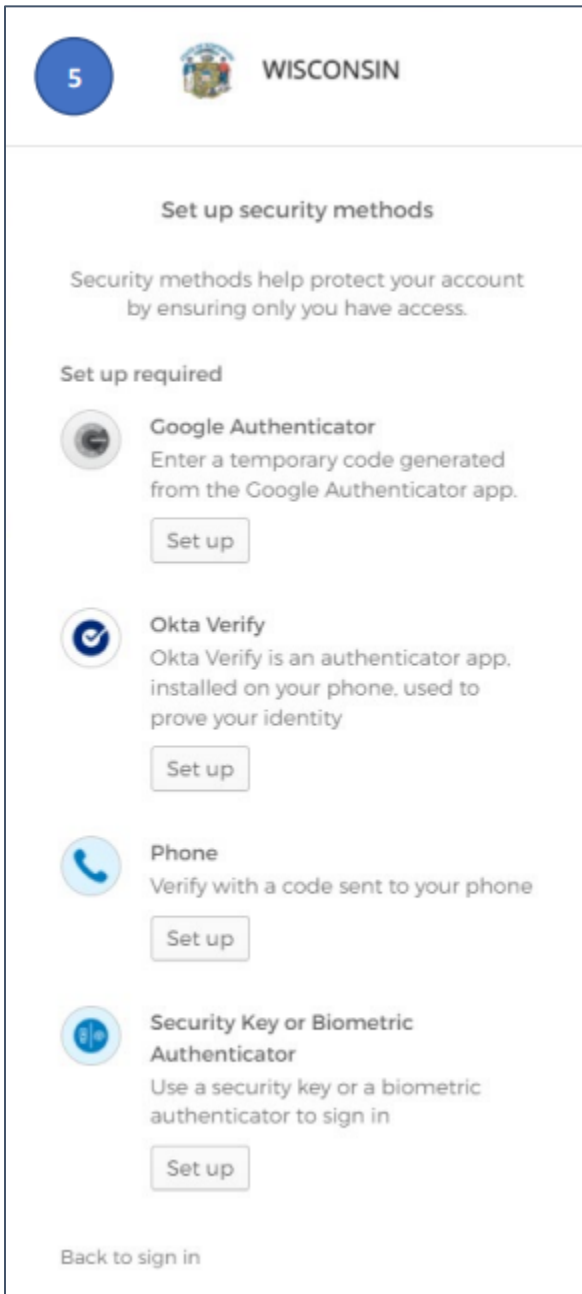
The screenshot shows a mobile application interface for the Wisconsin state government. At the top left, there is a blue circle with the number '3'. To its right is the Wisconsin state seal and the word 'WISCONSIN'. Below this is a white box with the title 'Sign up'. The form contains three input fields: 'First name' with the placeholder text 'First', 'Last name' with the placeholder text 'Last', and 'Email' with the placeholder text 'email@domain.com'. Below the input fields is a large blue button labeled 'Sign Up'. At the bottom of the form, there is a link that says 'Already have an account?'.

4. Set up both your email verification and password by selecting the 'set up' buttons at the bottom of each step.



The screenshot shows a mobile application interface for the Wisconsin state government. At the top left, there is a blue circle with the number '4'. To its right is the Wisconsin state seal and the word 'WISCONSIN'. Below this is a white box with the title 'Set up security methods'. Underneath the title is a paragraph: 'Security methods help protect your account by ensuring only you have access.' Below this is a section titled 'Set up required'. There are two items in this section: 'Email' with a blue envelope icon and the text 'Verify with a link or code sent to your email', and 'Password' with a blue key icon and the text 'Choose a password for your account'. Each item has a 'Set up' button below it. At the bottom of the screen, there is a link that says 'Back to sign in'.

5. After you've set up both your email verification and your password, you will be asked to set up security methods. You only need to set up one of these items to proceed. Additional security methods are optional, not required.
- **PLEASE DO NOT EXIT THIS PAGE OR SELECT GO BACK TO SIGN IN BEFORE SETTING UP AT LEAST ONE OPTION. YOUR ACCOUNT WILL NOT BE CREATED IF YOU DO NOT SELECT AT LEAST ONE SECURITY METHOD.**



6. Your account is now set up and you can begin working on your capital budget requests.

## Appendix 2: Building Efficiency Estimates

Building Efficiencies can be used to estimate project budgets based on cost per square foot estimates. Wherever possible project budget estimates should be based on design estimates from architect of record, pre-design studies, or cost estimates from similar projects. Building efficiency estimates should only be used if all the options are available.

Space Category	Space Type	Efficiency %	\$/GSF
Classroom/Lecture Building	-	66%	\$320-400
Fine Arts/Auditorium	-	62%	\$400-460
Food Service Building	-	65%	\$320-480
Lab Space	Academic Dry Lab	62%	\$395-425
Lab Space	Academic Wet Lab	60%	\$530-775
Lab Space	Research Lab	58%	\$515,775
Lab Space	Computer Lab	62%	\$310-425
Library	-	75%	\$300-375
Office Building	1 Story	72%	\$240-320
Office Building	2/4 Story	70%	\$240-275
Physical Education Building	Arena	78%	\$240-350
Physical Education Building	Gym/Track	74%	\$280-370
Physical Education Building	Athletic Fields	N/A	\$25-45
Physical Education Building	Pools-Indoor	70%	\$420-530
Service & Maintenance Building	Vehicle Maintenance	83%	\$260-310
Service & Maintenance Building	General Service	85%	\$200-245
Storage Building	Pole Frame-Concrete Floor & Electricity	95%	\$70-90
Storage Building	Metal Frame-14' Wall Height & Electricity	90%	\$80-120
Storage Building	Heated Warehouse	86%	\$90-130
Student Center	-	65%	\$305-350
Visitor Center/Exhibit Space	-	80%	\$260-300
Parking Ramp	-	60%	\$23,000/Stall
Nursing Home-Assisted Care	-		\$370-420
Medical Outpatient Clinic	-	66%	\$420-480

## Appendix 3: Enumeration Request Questions

### Identifying Information

- Project Name
- Project Institution/Campus
- Agency
- Agency Priority
- County
- Address
- Chapter 20
- Multiple Chapter 20 References
- Has predesign for the project been completed?
- If yes, provide the WisBuild project number.
- Project Type
  - Dropdown Options: New Construction, Renovation/Remodeling, Utility
- Project Description
  - Description needs to provide template format. Reference Enumeration Request section of budget instructions.

### Project Budget

- Project Budget By Expenditure Line
  - Project Lines: DFD fee, Design, Work by Owner, Construction, Contingency, Equipment, Inflation
- Project Budget by Funding Source
- How was the project budget determined?
  - Dropdown Options: Design Firm of Record, Pre-Design Study, Past Project Estimate, Building Efficiencies
- Does the request amend an existing enumeration?
- If yes, enumeration amendment type.
  - Dropdown Options: Project Budget, Project Information
- List the previous biennia and amounts when the project was enumerated.
- Explain the change being requested for the enumeration.

### Project Schedule

- Enter the project schedule for the following phases:
  - A/E Selection
  - SBC Approval
  - Bidding
  - Construction
  - Substantial Completion
  - Project Closeout
- Explain any deviations between the budget instruction guidance and the proposed project schedule.

## Project Background

- Provide a description of the project.
- Project Justification-Provide a summary explaining why the project is needed.

## Project Details

- Will the project have an impact on the operating budget?
  - If yes, what is the annual operating impact of the project?
  - Describe the increased operating costs. (i.e. additional staff, maintenance costs, etc.)
- Was the project included in the 2021-23 6-Year Plan?
  - If yes, explain any deviations in how the project was planned in the 2021-23 plan.
- What is the gross square footage of the completed project?
- Is alternative delivery being requested for the project?
  - If yes, summarize the model of alternate delivery and why alternate delivery is needed for the project.