



STATE OF MISSISSIPPI

GOVERNOR PHIL BRYANT

DEPARTMENT OF FINANCE AND ADMINISTRATION

KEVIN J. UPCHURCH
EXECUTIVE DIRECTOR

MEMORANDUM

TO: State Institutions and Agencies (e-mailed)

FROM: Glenn R. Kornbrek, Director
Bureau of Building, Grounds and Real Property Management

RE: Project Request Database for Repair and Renovation, Capital Improvement,
and Preplanning Needs / Facilities Needs Assessment (Project Impact)

DATE: March 26, 2012

This is a reminder! It is time to prepare the Report of Immediate and Future Repair and Renovation, Capital Improvement, and Preplanning needs for fiscal years 2014-2018. Deadline for submission is **May 1, 2012**.

Attached is a copy of the **Project Request Database** spreadsheet which will be used as the source of information to generate Project Data Forms and Project Data Summary Forms used in previous years for R&R tours. Do NOT use the spreadsheet from last year. The information submitted at this time will also be the basis for the **Facilities Needs Assessment (Project Impact)** that we submit to LBO, per law, later in the year. The intent of this change is to minimize the duplication of effort as we continue our transition to a new electronic project management system (i.e. Using Agencies will not receive another request for information from the Bureau of Building as in the last several years for a Project Impact since this spreadsheet has been expanded to include ALL information).

The **Project Request Database** is to be used to identify Repair and Renovation or Capital Improvement (and Preplanning, if necessary) needs. Instructions for completing this spreadsheet are attached and can also be found on the Bureau of Building web site. The **Project Data Summary Form** will be generated automatically from the database within our Office. The Memo and form can be found at the bottom of the page on our website: <http://www.dfa.state.ms.us/Offices/BOB/BOBforms.htm>.

Please submit the **Project Request Database** spreadsheet by e-mail to Lana Byrd at ByrdL@dfa.state.ms.us. (This replaces previous submissions, in duplicate, by USPS) You will be contacted regarding the summer visits at a later date. If you have any questions, please contact Lana Byrd at 601-359-5760.

Thank you.

/lb

Attachments