



STATE OF MISSISSIPPI
GOVERNOR TATE REEVES

DEPARTMENT OF FINANCE AND ADMINISTRATION

LIZ WELCH
EXECUTIVE DIRECTOR

MEMORANDUM

TO: Institutions and Agencies (e-mailed)
AM

FROM: Adrian Massey, Director
Bureau of Building, Grounds and Real Property Management

RE: Study of Capital Needs

DATE: April 1, 2024

Per Mississippi Code Section 31-11-27, the Mississippi Department of Finance and Administration (DFA) is preparing the Study of Capital Needs that will be submitted to the Legislative Budget Office for consideration next Legislative Session. In order to compile this document, we have attached a copy of the Project Request Database for you to complete for fiscal years 2026-2030. The deadline for submission is **Wednesday, May 15, 2024.**

Instructions for completing the spreadsheet are attached. Please note that the Project Request Database Spreadsheet is the primary source of information for the Study of Capital Needs and will also be used as the source of information for R&R tours.

Please submit the spreadsheet to Marquita Williamson at marquita.williamson@dfa.ms.gov 5:00 pm on Wednesday, May 15th. If you have additional questions, you may contact Marquita by email or at (601) 359-3621.

Thank you

Attachments

GRK/AM/pgw