



**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 15, 2025

---

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 2027-2031. The deadline for submission is **Wednesday, May 14, 2025.**

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](mailto:marquita.williamson@dfa.ms.gov) 5:00 pm on Wednesday, May 14th. If you have additional questions, you may contact Marquita by email or at (601) 359-3621.

Thank you

Attachments

GRK/AM/pgw