



## MEMORANDUM

TO: Vice Presidents, Chancellors and Deans

FROM: Elizabeth S. Chilton, Provost & Executive Vice President  
Leslie Brunelli, Executive Vice President for Finance & Administration/CFO

DATE: Tuesday, October 17, 2023

SUBJECT: State Capital Budget Request 2025-27 Call for Needs

*E. Chilton*  
*J. Brunelli*

---

In support of the system-wide call for capital needs, we are issuing this memorandum to provide the schedule for, and updates to the process for submitting state capital needs requests.

### Structure of State Capital Budget request

The structure of the state capital budget request includes the following:

a. Major projects

Major projects may include predesign in one biennium, design in another biennium and construction in a third biennium. Major projects include requests that exceed \$10 million, and may include matching funds from private sources, if committed up front.

b. Stand-alone projects

Stand-alone projects are state requests between \$2 million and \$10 million, which, if approved, are appropriated for design and construction funding in one biennium. These do not typically require pre-design.

c. Minor Works Preservation (MCR) and Minor Capital Program (MCI/Omnibus)

Minor Works are for projects valued between \$25,000 and \$2,000,000.

The following are **not** eligible for minor works funding:

- a. A phase of a larger project or to supplement projects with funding shortfalls which have received a separate appropriation
- b. Planning, design and studies unless they lead directly to and support a project on the minor works list
- c. Moveable, temporary and traditionally funded operating equipment
- d. Software not dedicated to control of a specialized system
- e. Land or facility acquisition
- f. Rolling stock (e.g., motorized vehicles)
- g. Computers
- h. Moving expenses



### Timeline and submission process

To support the Board of Regents and State of Washington submission to the Office of Financial Management, the following timeline is necessary:

- **October 16, 2023 through December 31, 2023 - Call for Needs**  
Areas are invited to submit your application for **needs estimated to exceed \$2M** via Qualtrics [https://wsu.co1.qualtrics.com/jfe/form/SV\\_oweRhRjBomzVknY](https://wsu.co1.qualtrics.com/jfe/form/SV_oweRhRjBomzVknY). Note Omnibus equipment and minor capital improvement needs should be submitted later in the timeline, via a separate call for needs (see below).
- **November 15 – December 31, 2023 - Call for Needs for MCI/Omnibus**  
A link will be sent to you containing a Qualtrics form for submitting MCI/Omnibus requests on November 15th.
- **Jan 1 – February 2024 - Development of the 2025-27 State Capital Budget Request**  
In consultation with the unit submitting and the campus Chancellors, Facilities Services will review and prioritize submitted needs and associated infrastructure support based on known building concerns, maintenance records, system lifecycle, impact to other facilities and alignment with system priorities.
- **March 1, 2024 - Budget Briefing and Approval**  
Facilities Services leadership and EVP for Finance & Administration present proposed 2025-27 Capital Budget Request to Provost and President.
- **May 3, 2024 - Proposed Budget for Projects listed in Capital Proposal to Board of Regents for Future Action**
- **May 2024 - August 2024 – Formal State Capital Budget Preparation**  
Facilities Services documents state capital budget request and submits through state's portal.
- **September 2024 – Capital Budget Request due to OFM**
- **December 2024 - Governor's Budget**
- **January – May 2025 - Legislative Session**
- **May 2025 - Approved / Funded Projects to Board of Regents for Action Approval**
- **May – June 2025 - Notification of Funding**
- **July 2025 - Funding Available**

A Word version of the Qualtrics survey is available on the Facilities Liaisons Team site, for those that prefer filling it out first, or as a way to have others assist in the gathering of needs and information.

More information, including the Project Scoring Criteria is available at <https://facilities.wsu.edu/2021/01/11/capital-budget-planning-process/>