

# Capital Appropriations and Reappropriations Guidance



# **CAPITAL AND REAPPROPRIATIONS GUIDANCE**

## **EXECUTIVE SUMMARY**

### Capital

All agencies that anticipate capital needs during FYs 2027-2032 must submit a long-term capital improvements plan for the period beginning July 1, 2026, and ending June 30, 2032.

The purpose of the capital improvements plan is to communicate in a clear and concise manner the agency's capital needs. Capital improvement plans are used by the Office of Budget and Management (OBM), the Governor, and the General Assembly to make allocation decisions on the next two-year capital budget.

For the capital planning process, "capital" is defined as the cost of acquiring, constructing, reconstructing, rehabilitating, remodeling, renovating, enlarging, improving, and/or equipping facilities.

While agencies have some discretion in presenting capital needs, all requirements contained in these guidelines must be met. Agencies may meet with OBM budget analysts to discuss alternative formats to facilitate analyst review and agency preparation. Additionally, OBM may consult with the Ohio Facilities Construction Commission (OFCC) to discuss and evaluate submissions from agencies and formulate recommendations.

### Reappropriations

Pursuant to Article II, Section 22 of the Ohio Constitution, no appropriation shall be made for a period longer than two years. Due to this constitutional provision, and because many capital improvement projects take several years to complete, capital appropriations must be reauthorized, or reappropriated, by the General Assembly. To support this process, OBM, in partnership with agencies, reviews the status of all capital appropriation line items (ALIs) and identifies available balances for reappropriation.

In addition to reappropriating necessary capital balances, the reappropriations process allows agencies to review long-standing encumbrances and to consider repurposing or canceling those balances. If applicable, the reappropriations process also requires agencies to provide a community project status update. Agencies must save all reappropriation requests under the appropriate folder in the Budget Enterprise Application.

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## CAPITAL OVERVIEW

The following guidelines provide both a general framework and detailed instructions for agencies' use in preparing their capital improvement plans. The plan should clearly, completely, and effectively document and communicate capital needs.

### Online Budget and Narrative Entry

Agencies are responsible for entering both numeric and narrative data into the Budget Enterprise Application (BEA). The system will automatically generate portions of the Capital Agency Budget Request Report Package, including required numeric and narrative reports. Agencies may upload additional supporting documents into the report package as needed. The Office of Budget and Management will provide further information regarding training and assistance in the near future. For questions regarding the budget application, please contact your OBM budget analyst or email [BEA.Support@obm.ohio.gov](mailto:BEA.Support@obm.ohio.gov).

### Multiagency Projects

Occasionally, capital projects that involve more than one agency are requested. Agencies interested in pursuing or continuing projects that involve multiple agencies should inform their OBM budget analyst as soon as this information is available. OBM will then coordinate discussions to determine the proper submission of the request.

### Due Date

**All Agencies: Capital Plans and Capital Budget Requests are due November 3, 2025.**

## CAPITAL KEY POINTS

**Allowable projects.** The Ohio Constitution, Ohio Revised Code, and federal tax law govern the allowable uses of bond proceeds for capital projects, including the types of projects and expenditures, and the extent to which non-governmental entities can benefit from the project. The allowable capital expenditures guideline document is located on OBM's website through the following link: [Allowable Capital Expenditures](#). Discuss questions regarding the allowability of an expense with OBM prior to submission of the request. Agencies that did not receive capital appropriations during the FY 2025-2026 capital biennium should not prepare a capital plan for the upcoming period unless directed by OBM.

**Administrative office space process.** All agencies seeking funding for additional administrative office space (excluding administrative office space on institutional property) must submit the administrative office space requests to the Department of Administrative Services (DAS). DAS will then review and submit the requests to OBM. Agencies considering the need for additional space should contact the DAS Office of Real Estate and Planning at 614-466-7319 well in advance of the November 3 capital budget request due date.

**Contingency costs vary by project type.** Contingency costs, as a percentage of construction costs for new construction, typically amount to 5 percent of the construction costs and range from 8 to 10 percent for renovation projects. The OFCC can assist agencies in evaluating contingency costs for their specific projects.

## CAPITAL REQUEST COMPONENTS

The table below lists the required components of a budget request. The budget application generates these items using data entered into the budget application unless otherwise noted.

Order Within Budget Request	Required Budget Request Component
1	Cover Page*
2	Director’s Summary Letter*
3	Table of Contents
4	BEA-0021 Capital Improvement Plan - Summary
5	BEA-0021 Capital Improvement Plan – Detail by Fund and Priority
6	Institutional Profile (Institutional Agencies Only)
7	Community-Based Capital Projects (Institutional Agencies Only)
8	Project Statement Narratives

\*Documents will need to be uploaded into the budget application.

Capital plan summary and detail reports autogenerate after information is entered into the budget application. Agencies must save all requests under the appropriate folder in the budget application after publishing the budget request package.

### Cover Page and Table of Contents

Agencies will upload a cover page into the Budget Enterprise Application. The table of contents will be auto generated by the budget application.

## Introductory Narrative/Director's Letter

The summary cover letter from the agency director to the OBM Director must provide a concise, high-level overview of the budget request and alignment with state priorities. The letter should effectively describe the agency's budget request in no more than two pages.

## Institutional Profile (Institutional Agencies Only)

An institutional profile is required for each institution and should include a description of the physical facilities, the client population served by the facility, and the annual costs associated with operating the facility.

The OFCC can assist agencies in developing or updating their facilities assessments, which take several months to complete. Agencies needing assistance in developing or updating their institutional profiles should contact OFCC at 614- 466-6290 to begin planning for the FY 2029-2030 capital budget cycle.

### **Physical Facilities**

Describe the institution's physical facilities and provide the information listed below:

- The year the institution was created and its original purpose.
- The institution's current design capacity.
- The number of buildings, their current use, age, general condition, and the type of construction.

### **Population Served**

Describe the institution's census and provide the information listed below:

- The average daily population for each facility during FY 2025 and identify any changes in the number and type of individuals served. If the average daily population is not available, cite the population as of July 1, 2025.
- Describe the population of individuals served. Note factors that would distinguish this population from those in other institutions.

### **Operating Costs**

Describe the costs involved in operating the facility.

- The actual FY 2025 per diem cost at the facility. (Per diem = FY 2025 total operating expenses divided by FY 2025 average daily population divided by 365)
- If the per diem is significantly higher or lower than other facilities, explain why.

## Community-Based Capital Projects

The Departments of Rehabilitation and Correction, Youth Services, Behavioral Health, and Developmental Disabilities must submit the following information for any agency community-based programs included in the capital budget submission, such as Community-Based Correctional Facilities, Local Juvenile Community Correctional Facilities, Local Juvenile Detention Centers, Local Jails, Halfway Houses, and Community Assistance Projects.

### Program Overview

- State the goal(s) of the program and the type of individuals served.
- Outline the implications that each program has for its respective agency in terms of the number of individuals to be diverted or transferred to community-based facilities.
- Summarize the qualifications necessary for community agencies to participate in the programs.
- Explain how the annual operating costs are covered and outline any implications for future state subsidies.
- Inventory of community facilities funded under the program that are currently operating or will be built with existing appropriations. Include their capacity (number of beds and/or annual number of clients served) and location (by county).
- For community-based residential facilities, state the average occupancy rate of existing facilities in FY 2025 (or use the most recent data available) and compare the operating cost of maintaining a client in community-based facilities with the cost of maintaining a client in a state-owned and operated facility.

### Service Needs

- Estimate by, county or region, the number of people that need services that will not receive them because existing facilities and facilities that agencies will build with existing appropriation lack the capacity to meet demand.
- Summarize the data and assumptions used in generating the above estimate of community capital needs.

### Proposed New Projects

- For proposed new projects, estimate the amount of the requested funding that will go to each facility, each biennium. Describe the type of facility, the number of beds and/or clients the facility serves or will serve, the type of work to be completed, the current condition of buildings to be renovated, and the location of the facility by county.
- Estimate the effect of the proposed community project on state subsidies.

## Project Statement Narratives

Agencies must complete a narrative for each capital project request. Narratives should consist of a project description and project justification. Agencies should also use the narrative to inform OBM of other key considerations to take into account when evaluating the project. For each narrative, a document must be created within the report package.

### **Description: What is the purpose, dimension, components, capacity, and location of the project?**

The project description should be a general description of the project request that includes the purpose(s), the overall dimensions, a list of the major components, the type of capital improvement (Appendix A defines project types), some indications of the capacity (number of beds, workstations, etc.), and the specific location of the project. For a renovation project, the description should also include the age and current condition of the building as well as the date of the last renovation.

### **Project Phasing: Can the project be completed and funded in phases?**

In its request, the agency must identify which projects proposed for the first biennium could be phased in over two or more capital biennia. The agency must also answer the following questions: Can the project be completed in phases? Does phasing the project make sense? What is the impact of phasing the project over more than one biennium?

### **Cost Estimate Methodology: What method is being used to estimate project costs?**

To properly allocate and effectively utilize capital dollars, cost estimates must accurately reflect complete project costs. Unless an agency has a specific statutory exemption, OBM requires the use of the OFCC as a resource for determining project costs and selecting a reasonable cost estimate methodology. Two suggested cost estimating techniques are detailed construction cost and historical cost estimating, briefly described below:

Detailed estimating methods are employed whenever adequate design information is known or can be reasonably assumed. Agencies should calculate detailed construction estimates, knowing that the sum of the cost of the parts must equal the total cost of the whole.

Therefore, every cost associated with the project is estimated, and the results are totaled.

Utilize historical cost estimating when such information is not available. When details cannot be reasonably assumed, then prices for similar work already completed can be updated using published factors to account for inflation and applied to new estimates. Make adjustments using professional judgment to account for various factors such as differences in construction site location and significant variations in magnitude.

### **Operating Cost Impact: What are the anticipated operating costs or savings associated with this project?**

There may be additional information that is important to understand the value of the project. If applicable, include this information in the justification section of the narrative. Some examples of pertinent information include job creation, economic development, and contributions to program goals and objectives.

### **Special Project Information**

Special project information may be important when evaluating capital requests. If a project is needed for one or more of the reasons listed below, explain under the justification narrative section. See descriptions below for each Special Project category.

- **Energy Efficiency:** If a project or a project component aims to increase the building's or facility's energy efficiency, document how operating costs will be affected over the period of the investment and indicate when payback through energy savings will occur. Coordinate Energy Efficiency projects with the OFCC Energy Services Office. Agencies planning energy efficiency projects should contact the OFCC Energy Services at (614) 466-6290.
- **Life and Safety:** If the project addresses imminent threats to the health and safety of Ohio citizens, provide details on how current conditions pose imminent threats, and how the project will remedy them. Projects that are needed to correct safety code violations or to protect against asbestos exposure are possible examples of life and safety projects.
- **Legally Mandated:** If the project is a result of a legal mandate, include supporting documentation (e.g., a copy of the mandate).
- **ADA Funding:** If the requested project exclusively addresses compliance requirements under the Americans with Disabilities Act (ADA), provide supporting information.
- **Prior Funding:** If the agency used prior funding for the requested project, include in the justification narrative the fiscal year of the first appropriation, the total funds appropriated since then, and how the agency used or plans to use those funds.

## **IT Project Statement Narratives**

Before submitting a capital request for an Information Technology (IT) project, determine whether the cost qualifies as a capital expense or should be categorized as an operating budget cost. In recent years, IT has largely shifted away from installed, on-premises capital investments and towards ongoing service costs. Appropriate capital IT project expenditures

may include long-term systems developed for internal use, whether built by agency personnel or contracted through a third party. All capital IT and cybersecurity projects and expenses must adhere to NIST Cybersecurity Framework principles and ORC 125.183 regarding the downloading and use of Chinese-owned applications on state devices.

Capital IT expenditures may include off-the-shelf software, provided it was tailored or customized to a specific agency function or purpose and has a long-term useful life. Likewise, it includes related hardware, such as computers, servers, peripherals, and network equipment. Agencies should consider an IT project as a potential capital expenditure only when the cost of application development is at least \$10 million. Additionally, software licenses for cloud-based products related to application build may be allowable, provided the state agency or higher education institution has a contractual right to take possession of the software and it is feasible to run the software on its own hardware.

System upgrades may be considered a capital project when they add significant functionality or are necessary to postpone obsolescence. Agencies should ensure that the postponement of obsolescence is due to the upgrade, regular, planned, and ongoing maintenance, or that the maintenance component of the upgrade is an operating cost and not capital-allowable. For example, a system upgrade that includes technical upgrades, security enhancements, and significant additions of functionality could be considered an appropriate capital expenditure. However, upgrades that include only routine technical and/or security improvements are operating budget expenditures, agencies should plan accordingly. Likewise, an upgrade that involves re-platforming an existing system, even without enhancing functionality, would clearly postpone obsolescence and, therefore, may be an appropriate capital expenditure.

Expenses related to training personnel on the new IT system or any of its components are not an allowable capital expenditure. Some expenses related to the initial deployment of the IT system (e.g., creating the system user manual) may be allowable.

### Capital Budget IT Project Activities/Expenditures

- Application development, configuration, or deployment
- Software licenses for commercial off-the-shelf products that have been modified for internal use (purchased during the development phase) and have a long-term useful life.
- Integrations (bringing together multiple systems to function as one)
- Data conversion required to make the system operational

- Hardware and peripherals needed to operate the system
- Additional capitalizable IT infrastructure, including cybersecurity enhancements, after review and analysis by OBM’s budget and debt financing teams.

Include the following in IT project narratives: the type of capital improvement being requested (e.g., policy initiative, IT system replacement, IT system upgrade, other); special project information (e.g., business efficiency, legally mandated, compliance, constituent services, security, automation, infrastructure, operational enhancement, or other); estimated project target dates (e.g., contract award date or contract completion date); the number of full-time employees; and estimated costs for each stage of the project (e.g., concept, initiate, plan, RFP preparation and award, execute design and build, and contingency).

Agencies are encouraged to complete a business plan. If a business plan template is needed, please use the following link: [Business Plan for New and Continuing Projects](#).

### Project Priorities – Submitted via the budget application

Agencies must prioritize their requested projects by fund. Project priorities will be displayed on the BEA-0021, Capital Improvement Plan Detail by Fund and Priority Report. This report will generate as part of the capital request report package. Priorities should be listed in descending order of importance, with one being the highest.

## CAPITAL REAPPROPRIATIONS

### Capital Reappropriation Requests

#### **All Agencies: Capital Reappropriation Requests are due November 21, 2025.**

Amounts in the reappropriations bill serve as placeholders. Estimates are necessary due to the time between bill development, introduction, and passage. The language in the budget bill clarifies that the actual amount reappropriated is the unexpended and unencumbered balance of a line item at the end of the fiscal year, plus any adjustments made by the General Assembly.

When submitting reappropriation requests, please remember:

- Request reappropriation for every ALI expected to have available balances as of June 30, 2026. If the reappropriations bill does not include an ALI, then any unencumbered appropriation amounts may lapse at the end of fiscal year 2026.



- To assist with reviewing the status of capital ALIs, OBM will share a report that shows available balances as of October 20, 2025.
- Do not submit reappropriation requests if the full amount of an ALI is expected to be encumbered or disbursed by June 30, 2026.

## Agency Requirements for Reappropriations

1. Enter numeric and narrative data for each capital reappropriations request via the form in the Budget Enterprise Application.
2. For each ALI requested for reappropriation, complete either an Agency Capital Reappropriation Justification form or an Agency Capital Redirection Justification form in BEA.
3. If applicable, complete and upload the Old Encumbrance Review template to the Agency Report Package in BEA.
4. If applicable, complete and upload the Community Project Status Update template to the agency report package in BEA.
5. Refresh and publish the Agency Reappropriations Request Report Package in BEA by November 20, 2025.

## Capital Appropriation Established After October 20, 2025

The reappropriation of line items created by the Controlling Board or other legislation between October 20, 2025, and June 30, 2026, will be addressed through general language in the reappropriations bill. Agencies should maintain a list of capital line items created during this period to reconcile with OBM later in the reappropriation process.

## Reappropriations of Less Than \$5,000

OBM will not reappropriate amounts less than \$5,000 unless there are extenuating circumstances. Agencies should contact their OBM budget analyst with any questions.

## Redirecting Existing Capital Appropriations

Consideration and review of requests to redirect existing capital appropriations are on a case-by-case basis. Agencies should coordinate such requests with their FY 2027-2028 capital budget requests and their FY 2027-2032 capital plans. For each redirection request, agencies must complete an Agency Capital Redirection Justification form after manually entering or uploading all numeric data to the Budget Enterprise Application.

## Reappropriation of Encumbrances Established Before July 1, 2022

The reappropriations process provides an opportunity to review prior-biennium capital encumbrances to determine if they are still necessary. As part of the reappropriation request submission, agencies must identify which “old” encumbrances are needed and which are not. Mark each encumbrance as “Keep,” “Cancel,” or “Redirect” with a brief descriptive justification (e.g., outstanding invoices remain on the project) on the Old Encumbrance Review template. To assist with this review, OBM will share a report that lists capital encumbrances before July 1, 2022.

Requests to redirect old, individual encumbrance balances to different ALIs will be considered on a case-by-case basis and are only eligible if the amount redirected exceeds \$5,000. Give additional justification if intending to “Keep” a purchase order created prior to fiscal year 2021. Agencies must cancel encumbrances identified for cancellation or redirection before the end of fiscal year 2026. Agencies may cancel unnecessary encumbrances at any time.

## Community Project Status Update

The fiscal years 2025 and 2026 capital budget authorized community projects through numerous agencies and institutions. Some community projects authorized in prior capital budgets remained unexpended and were reappropriated to the current biennium. As part of this request, agencies must complete and upload the Community Project Status Update template to BEA. This spreadsheet must include all community projects with unspent appropriations as of October 20, 2025, even if the project will be complete before the end of FY 2026.

## APPENDIX A: CHARTFIELDS FOR BUDGET APPLICATION ENTRY AND PROJECT TYPE DEFINITIONS

Agencies enter capital budget request data into the Budget Enterprise Application via a spreadsheet upload or manual data entry. Below is a list of ChartFields used in the budget application. Contact your OBM budget analyst or email [BEA.Support@obm.ohio.gov](mailto:BEA.Support@obm.ohio.gov) for assistance.

**Project Type:** This categorizes the project. The categories are:

1. **Basic Renovation** – Improvements to existing facilities limited to renovations, enhancements, and security improvements necessary to keep the facility in good working order. Examples include roof replacement, window replacement, security upgrades, energy improvements, plumbing and heating, ventilation, and air conditioning (HVAC) replacement.
2. **Capital Equipment** – Assets necessary for a newly constructed or renovated facility or asset to function correctly, such as HVAC systems, equipment, and furnishings.
3. **Information Technology** – Systems developed or upgraded for internal use. Note: to be eligible for potential capital expenditure, the cost of the system must meet or exceed \$10 million.
4. **Major Renovations** – Significant overhaul of existing facilities to enhance or increase their usefulness or to modify their use for a new purpose. An example is the gutting and remodeling of an office building to change the use of the space.
5. **New Construction** – New facilities or substantial additions to existing facilities. Examples include a new mental health hospital, a wing added to a university library, or the construction of a new cell block at a state prison.
6. **Planning** – Planning and design costs necessary to undertake the acquisition or construction of a capital facility or asset.
7. **Site Development and Land Acquisition** – Purchasing or acquiring real property or infrastructure. Examples include the acquisition of major new equipment for existing facilities, site improvements including utility lines replacement or installation, and land acquisition.
8. **Subsidy Capital** – General capital appropriations provided to non-state entities to undertake capital projects. These appropriations are not allocated specifically to any individual project but are made in a lump sum to the agency, which then allocates the funds to other entities that undertake the project. Examples include Public Works

Commission (PWC) Infrastructure, Ohio Facilities Construction Commission (OFCC) school building projects, and Clean Ohio.

9. **Other** – A project undefined by the above project types.

**Project Priority:** Each requested project must have a unique priority number assigned within a fund. Manually enter the project priority; uploads cannot be made via a spreadsheet.

**Capital Project Count:** Using the upload template under the “priority” column, users will enter the capital project number (001, 002, 003, etc.) which must be unique for each project to ensure there is a narrative.

**Project Name:** Each project must have a unique name. Manually enter the project name; uploads cannot be made via a spreadsheet.

**Budget Period:** For manual entry, each fiscal year listed represents a full biennium. For example, “FY2025” represents FY 2025-2026.

When uploading a spreadsheet, enter the budget periods of “CAP2027AGY”, “CAP2029AGY” or “CAP2031AGY” into the “‘CAP’||SUBSTR(A. BUDGET\_PERIOD,1,4) ||‘AGY’” column.

**Amount Requested:** For manual entry, enter the requested appropriation as whole dollars without cents.

On the spreadsheet upload template, enter the requested appropriation as whole dollars without cents into the “BP\_AMT\_MTHD” column. Paste as values rather than pasting formulas into the upload template.



## APPENDIX B: COUNTY CODE SHEET

CODE	COUNTY
C0001	Adams
C0002	Allen
C0003	Ashland
C0004	Ashtabula
C0005	Athens
C0006	Auglaize
C0007	Belmont
C0008	Brown
C0009	Butler
C0010	Carroll
C0011	Champaign
C0012	Clark
C0013	Clermont
C0014	Clinton
C0015	Columbiana
C0016	Coshocton
C0017	Crawford
C0018	Cuyahoga
C0019	Darke
C0020	Defiance
C0021	Delaware
C0022	Erie
C0023	Fairfield
C0024	Fayette
C0025	Franklin
C0026	Fulton
C0027	Gallia
C0028	Geauga
C0029	Greene
C0030	Guernsey

CODE	COUNTY
C0031	Hamilton
C0032	Hancock
C0033	Hardin
C0034	Harrison
C0035	Henry
C0036	Highland
C0037	Hocking
C0038	Holmes
C0039	Huron
C0040	Jackson
C0041	Jefferson
C0042	Knox
C0043	Lake
C0044	Lawrence
C0045	Licking
C0046	Logan
C0047	Lorain
C0048	Lucas
C0049	Madison
C0050	Mahoning
C0051	Marion
C0052	Medina
C0053	Meigs
C0054	Mercer
C0055	Miami
C0056	Monroe
C0057	Montgomery
C0058	Morgan
C0059	Morrow
C0060	Muskingum

CODE	COUNTY
C0061	Noble
C0062	Ottawa
C0063	Paulding
C0064	Perry
C0065	Pickaway
C0066	Pike
C0067	Portage
C0068	Preble
C0069	Putnam
C0070	Richland
C0071	Ross
C0072	Sandusky
C0073	Scioto
C0074	Seneca
C0075	Shelby
C0076	Stark
C0077	Summit
C0078	Trumbull
C0079	Tuscarawas
C0080	Union
C0081	Van Wert
C0082	Vinton
C0083	Warren
C0084	Washington
C0085	Wayne
C0086	Williams
C0087	Wood
C0088	Wyandot
C0089	Statewide

## **APPENDIX C: DIRECT AGENCY SUPPORT – OHIO FACILITIES CONSTRUCTION COMMISSION**

The Ohio Facilities Construction Commission (OFCC) provides several supportive opportunities to agencies and institutions during the capital planning and budgeting process.

OFCC’s assistance will help create a thorough request and establish consistency across all agencies to support a uniform review and prioritization process. OBM may consult with OFCC to discuss and evaluate specific submissions.

The level of OFCC support may vary between agencies and types of capital requests. The opportunities described below provide specialized support for a specific capital request development need or provide a comprehensive level of support throughout the capital planning and review process.

A comprehensive assessment project or a master facility plan takes many months to complete. Agencies are encouraged to contact the OFCC early in the capital planning process, understanding that the time needed to complete an assessment project or a master facility plan may extend beyond the submission date. Contact OFCC at 614-466-6290.

**Six-Year Capital Improvements Plan Development** - OFCC can review and update the agency or institution’s current six-year capital improvements plan. This review and support include the following activities:

- Review the age and useful life of the building/facility. This review will determine if the building’s age and infrastructure would support long-term capital improvements or if the building is nearing or at the end of its useful life.
- Evaluate the scope of capital budget requests contained in the agency or institution’s plan. This review will assess the impact on existing facilities and infrastructure and confirm the inclusion of all necessary related activities (for example, ceiling tile and light replacement where mechanical systems are being replaced above the ceiling, site preparation for new construction, etc.).
- Confirm that the capital requests within the plan meet the criteria of “capital construction” versus “maintenance or repair.”
- Evaluate and recommend cost and schedule revisions.

**Capital Request Technical Support** - OFCC staff can provide technical assistance during the development of the capital budget request. This assistance can include the following:

- Complete a cursory assessment of the facility addressed in the capital request to determine that the work requested is appropriate, the scope is complete, and the impact on the facility.
- Confirm the capital request documentation is complete, including a description of the scope, a schedule for completion, a justification of the work, and supporting documentation.
- Evaluate the capital request against the agency's six-year capital improvements plan to confirm appropriateness and recommend where additional justification is needed.
- Assist agencies in aligning capital needs with their mission.
- Conduct demographic studies to review expected utilization rates and validate capital needs.
- Confirm cost estimates and schedule timelines and advise where revisions and adjustments of requests are required.
- Evaluate cost estimates to determine the complete project costs, including demolition costs (if applicable), project fees and assessments, furniture and equipment, and program-specific costs.
- Assist the agency when requested.

**Prioritization Assistance** - OFCC can assist with technical and professional support to develop project selection criteria during the prioritization process. The criteria will be made based on several factors, including:

- Projects that present the best long-term value, through extending or supporting the current useful life of the facility. This may be achieved through improving the efficiency of the facility, operation and/or program that the project will support, or other factors as presented within the justification of the capital request.
- Projects that take advantage of shared sites and facilities within the current agency or other agencies, thereby reducing capital infrastructure and project costs. The project may also provide opportunities for increased efficiencies in operations and program costs within or between agencies.
- Projects that improve energy and utility efficiency for the facility and improve space and occupancy utilization.
- Projects that protect the asset, such as the building envelope.
- Projects that ensure the safety of the occupants.