



*Admin*  
**MINNESOTA**

Department of Administration

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Facility Management Bureau

04 - 0260

# **CAPRA**

# **SUMMARY REPORT**

**Capital Asset Preservation and Replacement Account  
Summary Report**

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January 2003





*Admin*  
**MINNESOTA**

Department of Administration

**Office of the Commissioner**

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**DATE:** January 15, 2003

**TO:** Dan McElroy, Commissioner  
Department of Finance

Legislators, per M.S. 16A.632, subd. 4, Distribution List Attached

**FROM:** Commissioner Brian Lamb

**SUBJECT: Capital Asset Preservation and Replacement Account (CAPRA)  
Summary Report**

Pursuant to Minnesota Statutes 16A.632, Subdivision 4, enclosed is the Capital Asset Preservation and Replacement Account (CAPRA) Summary Report. This report is a list of projects funded from CAPRA appropriations during calendar year 2002.

Enclosures

c: Governor Tim Pawlenty  
Legislative Reference Library (6)



**CAPRA Summary Report Distribution:**

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**Capital Asset Preservation and Replacement Account  
Summary Report**

**This information will be made available in alternate format,  
for example, large print, Braille, or cassette tape, upon request  
at TTY 651.297.1545 or by contacting**

**Department of Administration  
Commissioner's Office  
Facility Management Bureau  
Voice 651.296.6852  
Fax 651.297.7909**

**Cost to prepare this report: \$600.00**



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# CAPRA Report

## Executive Summary

### REPORTING REQUIREMENTS:

Minnesota Statutes 16A.632, subdivision 4, states that the Commissioner of Administration shall submit a list of the projects in each agency that were funded from the Capital Asset Preservation and Replacement Account (CAPRA) during the preceding calendar year and a list of priority projects for which a CAPRA appropriation will be sought.

### FUND DESCRIPTION:

CAPRA funding is requested by the Department of Administration, and is available by application to all state agencies for use on facility maintenance projects of the type noted below, with a cost between \$25,000 and \$350,000, and facility emergencies:

1. Projects to remove life safety hazards, replacement of mechanical systems, building code violations, or structural defects;
2. Elimination or containment of hazardous substances such as asbestos or PCBs;
3. Replacement and repair of roofs, windows, tuck pointing, and structural members as necessary to preserve the exterior and interior of existing buildings.

The complete guidelines and an application form are included in this report, and can also be found on the DSBC web site at: [www.dsbc.admin.state.mn.us](http://www.dsbc.admin.state.mn.us).

Since the program was created in 1990, \$72.9 million has been appropriated for CAPRA projects.

### FY02 FUNDING SUMMARY:

In FY02, the list of agency projects eligible for CAPRA funding had a total estimated cost of almost \$57 million dollars. The FY02 legislature appropriated \$14 million for CAPRA projects, and directed money not spent or encumbered by June 30, 2004 be canceled July 1, 2004. Funds were allocated to agencies based on the following priority groups:

Priority	Project Type	FY02 Funding Allocation	Total Funding Need
1	Emergencies	\$2,000,000	\$2,100,000
2	Code, Energy Efficiency, Life Safety, and Hazardous Materials Abatement	\$5,992,090	\$18,894,132
3	Mechanical, Electrical, Structural, Roofs, and Tuck pointing	\$5,693,925	\$28,066,600
4	Interior and Miscellaneous	\$313,985	\$7,497,795
Total		\$14,000,000	\$56,558,527

The specific projects funded from this appropriation during the 2002 calendar year are as noted in Table One, and the FY02 Capital Budget Request can be found on page 11. Projects funded this year from the FY00 and FY98 appropriations can be found in Table Two and Table Three respectively.

### FUTURE CONSIDERATIONS:

Agencies have two sources of bonded funds for facility maintenance: CAPRA dollars as requested by Admin, and Asset Preservation money as requested by each agency. The similarity in programs has caused confusion among both users and those funding the requests, and duplicity in management. Therefore,

consideration is being given to using CAPRA funding for unanticipated hazardous materials abatement and emergencies only, and moving projects formerly requesting CAPRA funding into agency Asset Preservation requests. While this will increase the amount of money in agency Asset Preservation Capital Budget Requests, there will be a corresponding decrease in the amount of CAPRA dollars requested.

Admin does not anticipate making a CAPRA request in FY03, but plans to make a Capital Budget Request for CAPRA funding in FY04. The amount of that request is expected to be about \$4 million.

**FY02 CAPRA FUNDING**

	<b>Location</b>	<b>Description</b>	<b>Allocation</b>	<b>Agency Total</b>
<b>Administration</b>				
	Ford Building	Asbestos Abatement	\$ 40,000	
				<b>\$ 40,000</b>
<b>Department of Corrections</b>				
	MCF-FRB	Warehouse Roof	\$ 286,000	
	MCF-FRB	Birch Roof	\$ 236,500	
	MCF-LL	Storm Drainage K3, K4	\$ 198,000	
	MCF-LL	Reroof Admin	\$ 132,000	
	MCF-ML	Reroof & Cap Parapets	\$ 385,000	
	MCF-OPH	Roofs	\$ 385,000	
	MCF-RW	Phase II Steam Lines	\$ 66,000	
	MCF-RW	Porches on Admin Bldg	\$ 192,500	
	MCF-SCL	Replace Roof Units C & A	\$ 361,900	
	MCF-SHK	Cooling Tower	\$ 38,500	
	MCF-SHK	Air Compressor	\$ 33,000	
	MCF-SHK	Humidifier	\$ 38,500	
	MCF-SHK	Roofing Repair	\$ 33,000	
	MCF-STW	Gutters	\$ 385,000	
	MCFWR	Sewer Connection	\$ 550,000	
	MCF-WR	Water Line/Sewer Upgrade Laundry	\$ 55,000	
				<b>\$ 3,375,900</b>
<b>Economic Security</b>				
	390 S Robert	Roof Patching	\$ 30,000	
				<b>\$ 30,000</b>

	Location	Description	Allocation	Agency Total
<b>Human Services</b>				
	Ah-Gwa-Ching	Tunnel Asbestos Abatement	\$ 150,000	
	Anoka Metro RTC	Fire Alarm Replacement	\$ 250,000	
	Brainerd Human Service Ctr	Replace Fire/Smoke Dampers	\$ 385,000	
	SPRTC	Replace Fire/Smoke Dampers	\$ 385,000	
	SPRTC	Sewer Sep/repair	\$ 385,000	
	SPRTC	Connection to City Water System	\$ 263,000	
	Brainerd Human Service Ctr	Asbestos Abatement Door Replacement	\$ 130,000	
	Ah-Gwa-Ching	Code Violation; Window replacement	\$ 200,000	
	Brainerd Human Service Ctr	Window Replacement	\$ 170,000	
				<b>\$ 2,318,000</b>

	Location	Description	Allocation	Agency Total
<b>Department of Military Affairs</b>				
	Cloquet Armory	Boiler Replacement	\$ 125,000	
	Grand Rapids Armory	Boiler Replacement	\$ 125,000	
	Austin Armory	Boiler Replacement	\$ 125,000	
	Madison Armory	Boiler Replacement	\$ 100,000	
	New Ulm Armory	Roof Replacement	\$ 50,000	
	Marshall CC	Roof Replacement	\$ 50,000	
	Grand Rapids CC	Roof Replacement	\$ 25,000	
	Chisholm Armory	Roof Replacement	\$ 25,000	
	Hibbing Armory	Roof Replacement	\$ 25,000	
	Cloquet Armory	Roof Replacement	\$ 25,000	
	Camp Ripley Bldg 2-166	Roof Replacement	\$ 100,000	
	Luverne Armory	Roof Replacement	\$ 30,000	
	Albert Lea Armory	Roof Replacement	\$ 100,000	
	Owatonna Armory	Roof Replacement	\$ 100,000	
				<b>\$ 1,005,000</b>

	Location	Description	Allocation	Agency Total
<b>Department of Natural Resource</b>				
	St. Croix State Park	Bat Gauno Removal	\$ 50,000	
	Bemidji Fish and Wildlife	Building Restoration	\$ 120,000	
	French River Hatchery	Boiler Replacement	\$ 100,000	
	Bemidji Wildlife Research	Building Restoration	\$ 120,000	
	Soudan Mines State Park	Foundation Repair	\$ 75,000	
	DNR Metro Headquarters	Building Restoration	\$ 165,000	
	Lake Louise State Park	Septic System Repair	\$ 100,000	
	Glenwood Fish/Wildlife	Building Restoration	\$ 100,000	
	Grand Marais Office	Water/Sewer System	\$ 65,000	
	Thief Lake WMA Office	Building Restoration	\$ 85,000	
	Red Lake WMA	Building Restoration	\$ 100,000	
	Itasca State Park	Water Tower Restoration	\$ 75,000	
	Shooting Sports Ctr	Lead Abatement	\$ 150,000	
				<b>\$ 1,305,000</b>
<b>Minnesota Center for Arts and Education</b>				
	Admin	Roof Repairs	\$ 13,500	
	Site	25% Participation for Pond Repairs	\$ 25,000	
				<b>\$ 38,500</b>
<b>Minnesota Historical Society</b>				
	1500 Mississippi	Roof	\$ 247,500	
				<b>\$ 247,500</b>



	Location	Description	Allocation	Agency Total
<b>MAC</b>				
	AD Campus	Emergency Generator	\$ 423,500	
	AB & AD Campuses	Upgrade/Emergency Lighting	\$ 93,500	
	Industrial Building	Fire Protection	\$ 380,600	
				\$ 897,600
<b>Minnesota Veteran Homes</b>	Hastings	Bldg 25 AC	\$ 165,000	
	Minneapolis	Bldg 16 Wi	\$ 385,000	
	Minneapolis	Bldg 16 AB	\$ 220,000	
	Minneapolis	Bldg 9 Fan	\$ 247,500	
				\$ 1,017,500
<b>Zoo</b>				
	A-Bldg.	Replace Transfer Switch	\$ 80,000	
		Replace Incinerator	\$ 80,000	
		Repair Leaking Roofs	\$ 200,000	
				\$ 360,000
<b>Statewide</b>				
	Emergency Set-aside	Misc	\$ 2,000,000	
	Abatement Set-aside	Abatement	\$ 1,300,000	
	Administrative Fees	A&E Fees	\$ 65,000	
				\$ 3,365,000
<b>Total FY02 Funds Allocated in 2002</b>				\$ 14,000,000

TABLE TWO

FY00 CAPRA FUNDING

	Location	Description	Allocation	Agency Total
<b>Administration</b>				
	Capitol Complex	Digital Recording	\$ 73,920	
<b>Total</b>				<b>\$ 73,920</b>
<b>Department of Corrections</b>				
	MCF-OPH	Lead Abatement Garage and Firing Range	\$ 150,000	
	MCF-FRB	Laundry Repairs after Fire	\$ 687,000	
	MCF-FB, Sierra	Asbestos Abatement	\$ 16,456	
	MCF-ML	Conduit replacement	\$ 40,502	
<b>Total</b>				<b>\$ 893,958</b>
<b>Human Services</b>				
	Fergus Falls Regional Treatment Center	Phases 1-3 Asbestos Abatement Building 2	\$ 42,277	
<b>Total</b>				<b>\$ 42,277</b>
<b>Department of Military Affairs</b>				
	Brooklyn Park Armory	Lead Abatement	\$ 80,000	
<b>Total</b>				<b>\$ 80,000</b>
<b>Department of Natural Resource</b>				
	State Fair Interpretive Center	Electrical Renovation	\$ 30,000	
<b>Total</b>				<b>\$ 30,000</b>

	Location	Description	Allocation	Agency Total
<b>MAC</b>				
	AD Campus	Replace Sidewalk and Blacktop	\$ 14,000	
	AD Campus	Remove Underground Storage Tank	\$ 50,000	
<b>Total</b>				<b>\$ 64,000</b>
<b>Minnesota Veteran Homes</b>				
	Hastings	Building 30 Emergency Water Main Repairs	\$ 100,000	
<b>Total</b>				<b>\$ 100,000</b>
<b>Total FY00 Funds Allocated in 2002</b>				<b>\$ 1,284,155</b>

**TABLE THREE**

**FY98 CAPRA FUNDING**

	Location	Description	Allocation	Agency Total
<b>Department of Natural Resources</b>				
	Carlos Avery Historical Garage	Asbestos Abatement	\$ 15,119	
<b>Total FY98 Funds Allocated in 2002</b>				<b>\$ 15,119</b>



## **2002 Capital Asset Preservation and Replacement Account (CAPRA) Request**

The Department of Administration (Admin) requests bonded funds to support the Capital Asset Preservation and Replacement Account (CAPRA) program and general funds for the study of emergency lighting needs statewide. As such, the request is being presented in two parts.

### **Part 1 -CAPRA**

CAPRA, established under M.S. 16A.632, is a statewide fund, centrally managed by Admin. The Higher Education Asset Preservation and Renewal Account (HEAPR) is requested separately by the Minnesota State Colleges and Universities and the University of Minnesota and should not be confused with this request. The projects that fall under CAPRA are generally nonrecurring and usually \$25,000 to \$350,000 per project. These costs are viewed as being too large to be funded from within an individual agency's repair and replacement operating budget.

Since the program was created in 1990, \$58.9 million has been appropriated for CAPRA projects that are beyond agency asset preservation and operating budget repair and replacement allocations. All agencies that have the ability to request Asset Preservation funding have been encouraged to do so.

State agencies currently covered by this request are Administration, Corrections, Economic Security, Human Services, Natural Resources, Military Affairs, Perpich Center for Arts Education, State Residential Academies, Veterans Homes Board, Minnesota Zoological Gardens, and the Minnesota Historical Society.

In previous years, CAPRA was allocated to agencies based on a percentage of the appropriation. Twenty percent of the appropriation was reserved for emergencies and hazardous material abatement with the remaining balance allocated to agencies on a square footage basis. Once the agency allocation was established, agencies would submit a prioritized project list that equaled their allocation, and projects would be approved. The priority lists of projects were not evaluated against each other or amongst agencies. If a project of greater importance arose, the agency would be asked to evaluate their project list and cancel a project or the project could be funded using the emergency and hazardous material abatement reserve.

This biennium, Admin has organized the current project list totaling \$54.6 million into four priority groupings:

**Priority 1.** Emergencies, \$2.1 million

**Priority 2.** Code, Energy Efficiency, Life Safety, and Hazardous Materials Abatement, \$16.6 million

**Priority 3.** Mechanical, Electrical, Structural Improvements, Roofs, and Tuck pointing, \$7.1 million

**Priority 4.** Interior and Miscellaneous, \$1.9 million

Within the \$54.6 million total, Admin proposes addressing emergencies as a Priority 1 with an amount of \$2.1 million. This amount would fund an unknown set of projects but is based on historical needs. Projects comprising Priority 2, the most urgent known projects, total \$16.6 million for which Admin is requesting full funding. Additionally, the department would like to address Priorities 3 and 4 with \$7.1 and \$1.9 million respectively; these amounts equal 25% of the total needs in these areas. The total request for CAPRA is \$27.7 million.

### **Part 2 - EMERGENCY LIGHTING**

Part two of this request is for funding of a study for Emergency Egress Lighting needs at state-owned facilities.

As a result of an emergency lighting code violation citation issued to the Minnesota Correctional Facility-Faribault Correctional Facility, an emergency lighting needs analysis study was conducted for the Department of Corrections (DOC). The study estimates bringing all the DOC facilities into compliance would cost approximately \$13 million.

The results of the DOC survey indicated potential for concerns in other agency facilities statewide. At issue is the fact that an emergency generator at any given location is activated only when the utility feed into the campus is disrupted, and will not come on if a single building within the campus loses power. Current interpretation of the code, however, is that each building must have emergency power in the event of a single outage.

Meetings have been held between representatives of state agencies, Admin, the state fire marshal, Building Codes and Standards Division, and the State Board of Electricity to develop a plan to correct the violations. As a result, Admin requests \$300,000 to complete a statewide study to identify the magnitude of the emergency lighting problems and develop a cost plan to remedy the potential violations.

### CAPRA Application Instructions

- 1) Review the *CAPRA Operational Guidelines* to ensure that the request qualifies as a CAPRA project.
- 2) Complete a separate **PROJECT APPLICATION** for each project. Be sure to provide information in all sections of the form.
- 3) Attach documentation such as letters, reports, and cost estimates that will support your request.
- 4) For projects with an *Economy* priority, be sure to include the impact on operating expenses and any anticipated cost avoidance.
- 5) Submit the completed CAPRA application to your agency central office for review and approval via e-mail.
- 6) Upon approval, the central office will forward the application via e-mail to the Division of State Building Construction.
- 7) The central office will also submit one completed R&R Budget Information Form for each agency.
- 8) DSBC will review the applications, assign a CAPRA ID number, determine the initial status, and assign a priority level.
- 9) DSBC will provide the agency central offices with a quarterly CAPRA status report.

<b>CAPRA Operational Guidelines of the Department of Administration</b>
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#### Qualification Criteria

**CAPRA projects must meet all four of the following criteria:**

- 1) Sense of urgency or benefit of economy,
- 2) Stand alone project,
- 3) Non-recurring repair or replacement, and
- 4) Support the existing program.

#### Project Categories

**CAPRA projects must fall into one of the following categories:**

- 1) Unanticipated emergencies of all kinds.
- 2) Removal of life safety hazards, like replacement of mechanical systems, building code violations, or structural defects.
- 3) Elimination or containment of hazardous substances like asbestos or PCBs.
- 4) Repair and replacement of roofs, window replacement, tuckpointing, and structural members necessary to preserve the exterior and interior of existing buildings.

#### Project Minimum/Maximum

\$25,000 is the minimum amount typically funded. Projects less than this should be funded by the agency operating budget.

A typical CAPRA project will not exceed \$350,000. A project beyond this limit should be submitted as a Capital Budget request.

#### Emergency Reserve

A portion of each CAPRA appropriation will be held in reserve for unanticipated emergencies.

#### Examples

<b>CAPRA</b>	<b>Non-CAPRA</b>
Roof repair/replacement	Projects less than \$25,000
Window replacement	Projects greater than \$350,000
Tuckpointing	New construction
Structural repairs	Program expansion
Mechanical system repairs/replacement	Road and parking lot repair/replacement
Electrical system repairs/replacement	Tennis court repair/replacement
Underground storage tank removal	Landscaping
Asbestos containment/removal	Non-building projects
PCBs and other hazardous materials	Land acquisition
Fire alarms/sprinklers	Normal Recurring maintenance







DSBC PROJECT INITIATION

Shaded areas are mandatory to initiate a project. See guidelines and instruction sheet for further information. www.dsbc.admin.state.mn.us

DSBC Only: Project Number: Date Rec'd: WorkLoad Units:

Date:

Project Name:

Project Description:

Requesting Agency: Agency Contact Telephone E-mail Building Name Requesting Facility Facility Contact Telephone E-mail Bldg ID Number

Project Category: (Check all that apply) SCOPE: Study Predesign Design Construction TYPE: New Addition Remodel Repair/Replacement Percent for Art Technology Yes No

Funding Source and Amount(s):

Agency CAPRA Asset Preser Bond (Replace Box with an "X") Statutory Authority/Citation: Minnesota Law or Statute: FY Fund Agency Org Appr. Amt.\$ Subsection

Total funding amount \$:

Date any fund is canceled:

Requested Substantial Completion Date and why: Return by Postal/E-Mail/Fax to DSBC Assistant Director

Special Conditions PCA Storm Water Permit: Completed Pending Not Required PCA Emissions Permit: Completed Pending Not Required Asbestos Assessment: Completed Pending Not Required Lead Paint Assessment: Completed Pending Not Required Environmental Assessment: Completed Pending Not Required

DSBC Project Management In-House Consultant Selected by: DSBC SDSB Other

CAPRA / Asset Preservation Agency Approval by: Date: CAPRA Approval by: Date: ATL: PM (architect or engineer): Technician:

