



TEXAS HIGHER EDUCATION COORDINATING BOARD

P.O. Box 12788 Austin, Texas 78711

MEMORANDUM

April 1, 2010

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TO: Presidents and Chancellors of Texas Public Universities,
Lamar State Colleges, Texas State Technical Colleges, and
Health-Related Institutions
Executive Directors of Texas State Agencies

FROM: Raymund A. Paredes, Commissioner of Higher Education
Robert Kline, Executive Director, Bond Review Board

SUBJECT: Capital Expenditure Plan (MP1) Report for FY 2011-FY 2015

The Capital Expenditure Plan (MP1) on-line reporting system will open on May 3, 2010, for institutions and state agencies to submit capital expenditure (MP1) data to the Bond Review Board and the Texas Higher Education Coordinating Board (Coordinating Board). The certified reports from institutional officials and state agency executive directors must be received by the Coordinating Board's Office of Resource Planning no later than **June 30, 2010**.

All state agencies and institutions are required to report. The dates for the report will be September 1, 2010, through August 31, 2015 (FY 2011 – FY 2015). The report will be submitted electronically through the Integrated Campus Planning System (ICPS).

The Capital Expenditure Report must include those capital renewal, property acquisition, repair and renovation, or information resource projects that are planned in the next five years, regardless of funding source. The following thresholds will apply to state agencies as well as higher education institutions:

- (i) any proposed new construction greater than \$1 million;
- (ii) any repair and rehabilitation greater than \$1 million,
- (iii) information resource projects that cumulatively would total \$1 million or greater in one year; and
- (iv) property purchases* that cumulatively would total \$1 million or greater in one year.

** The actual property address or location for individual acquisitions are not required, but may be identified in a single project entitled "property acquisitions" with a total cost of all purchases projected to be acquired over the next five years.*

The report is not limited to those projects that would be funded with bonded financing, but also includes those expected to be funded with cash, gifts, grants, or other sources. The information submitted will be used by the Bond Review Board to produce and submit the Capital Expenditure Plan to the Governor's Office of Budget Planning and Policy and the Legislative Budget Board by September 1, 2010. The Coordinating Board will use the information provided by higher education institutions to create a Capital Expenditure (MP1) Report which is routinely used to evaluate construction project applications. Coordinating Board Rule §17.20, related to Criteria for Approval of Projects, requires that projects not included in Master Plans may be considered only if the Coordinating Board determines that the institution, even with careful planning, could not reasonably have foreseen the project need.

The ICPS reporting application can be accessed via the Coordinating Board's website located at the following link: <https://www1.thecb.state.tx.us/apps/ICPS/Login.cfm>. For online instructions on use, go to: <http://www.thecb.state.tx.us/reports/PDF/1992.PDF>. Access to the system requires an agency code or FICE code and password. Passwords will be provided to agency staff at the training session or can be obtained by contacting the Bond Review Board at (512) 463-1741.

There have not been any changes to the reporting process or the ICPS System. Training sessions on the ICPS system will be offered to the state agencies and first-time-user institution reporting officials. The options for submission using the ICPS MP1 system will be reviewed at the training sessions. The training will be held at the Office of the Attorney General, third floor training facility at 300 W. 15th Street, Austin, TX 78701 on the following dates:

- Thursday, April 15 from 10 am – 12 noon
- Tuesday, April 27 from 1 pm – 4 pm

Please contact the Bond Review Board at Capital@brb.state.tx.us to register for one of the trainings **no later than Monday, April 12, 2010**.

If any technical problems are encountered while using the system, please contact the Coordinating Board's Office of Resource Planning at (512) 427-6130 for assistance. If you have any questions about the reporting form, please contact the Bond Review Board at (512) 463-1741 or Capital@brb.state.tx.us.

c: Susan Brown, Assistant Commissioner, Planning and Accountability
Susana Dawn, Financial Analyst, Bond Review Board
Bill Parr, Assistant Director, Legislative Budget Board

PA/cm