



# TEXAS HIGHER EDUCATION COORDINATING BOARD

P.O. Box 12788 Austin, Texas 78711

## MEMORANDUM

April 24, 2014

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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 *DAP*  
Robert Kline, Executive Director, Bond Review Board *RCK*

SUBJECT: Capital Expenditure Plan (MP1) Report for FY 2015-FY 2019

The Capital Expenditure Plan (MP1) on-line reporting system will open on April 30, 2014, for institutions and state agencies to submit capital expenditure (MP1) data to the Bond Review Board and the Texas Higher Education 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 **Tuesday, July 1, 2014**.

All state agencies and institutions are required to report. The dates for the report will be September 1, 2015, through August 31, 2019, (FY 2015 – FY 2019). 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 and include:

- (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, 2014. The Coordinating Board will use the information provided by higher education institutions to create a Capital Expenditure (MP1) Report which is routinely used to inform the legislature, stakeholders, and Coordinating Board, as well as to the capital needs at institutions, as well as to review construction project applications.

The ICPS reporting application can be accessed via the Coordinating Board's website located at the following link:  
<https://www1.theccb.state.tx.us/apps/ICPS/Login.cfm>. For online instructions on use, go to <http://www.theccb.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 or [Capital@brb.state.tx.us](mailto:Capital@brb.state.tx.us).

There have not been any changes to the reporting process or the ICPS System. However, the one area where Coordinating Board staff would like to see further clarity is on plans for property acquisitions. Even if specific addresses are not known, the project title needs to be more specific in describing the intended areas that are planned for acquisition. For instance, titles such as "Purchase Land on Main Avenue" or "Purchase Land Adjacent to the North Side of Campus" give the legislature, stakeholders, and Coordinating Board staff more insight on the intended plans for the campus.

Training sessions on the ICPS system will be offered to the state agencies and needs to be offered to all institution reporting officials. The options for submission using the ICPS MP1 system will be reviewed at the training sessions. The trainings will be held at The Texas Higher Education Coordinating Board at 1200 E. Anderson Lane, Austin, TX 78752 on the following dates:

- Thursday, May 8th at 2 p.m. and Tuesday, May 20th at 10 a.m.

Please contact the Bond Review Board at [Capital@brb.state.tx.us](mailto:Capital@brb.state.tx.us) to register for one of the training sessions by Friday, April 25, 2014. If any technical problems are encountered while using the system, please contact Jennifer Gonzales at [jennifer.gonzales@theccb.state.tx.us](mailto:jennifer.gonzales@theccb.state.tx.us) or (512) 427-6125 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](mailto:Capital@brb.state.tx.us).

c: Susan Brown, Assistant Commissioner, Planning and Accountability  
Bill Parr, Assistant Director, Legislative Budget Board