



TEXAS TECH UNIVERSITY™

Operating Policy and Procedure

**OP 61.36: Capital Improvement Program**

**DATE:** September 23, 2022

**PURPOSE:** The purpose of this Operating Policy/Procedure (OP) is to establish a procedure for requesting and receiving Capital Improvement Program (CIP) projects for consideration and inclusion on a priority list for the Facilities Allocation Council (FAC) or other special funding consideration. This program allows division/college areas to request funding for capital improvement projects in their respective areas.

**REVIEW:** This OP will be reviewed in June of even-numbered years by the Managing Director of Planning and Design with revisions forwarded to the Associate Vice President for Operations, who will forward substantive revisions to the Senior Vice President for Administration & Finance and Chief Financial Officer.

**POLICY/PROCEDURE**

**1. General**

Capital Improvement Program (CIP) projects must be eligible for Higher Education Funds (HEF). HEF monies are established in [Article 7, § 17 of the Texas Constitution](#) to fund capital improvements and capital equipment for institutions not included in the Permanent University Fund.

The project requests received from campus colleges and divisions are entered, monitored, and updated by the assigned CIP administrator. New projects are assigned a CIP control number for tracking purposes. Several project lists are available for the purpose of administrative management and submittal of the projects for possible funding by the Facilities Allocation Council (FAC) or other funding source, if available.

**2. CIP Requests for Construction or Renovation Projects**

a. In April/May of each year, the CIP administrator will contact and email project listings to each of the pre-identified division/college areas, as listed in Attachment A. The university division/college will review, initiate, and approve CIP project requests for their respective facilities under the following categories. The CIP construction or renovation projects will address life safety, ADA concerns, classroom renovations, or other facility needs as determined by the FAC.

(1) Minor Projects (\$0 – \$99,999)

(2) Intermediate Projects (\$100,000 – \$999,999)

**All requests must be approved/endorsed by the respective dean or division leadership.**

- b. Included with the email as attachments will be project update instructions and project listings in priority order of all existing CIP projects previously submitted by the assigned division/college areas and an electronic blank *FAC Request Form* (Attachment B) to submit new projects.
- c. The annual CIP update requires the respective division/college areas to:
  - (1) Review all lists and identify any projects that should be removed because they are completed, already funded, or no longer required.
  - (2) Update projects, if required, due to changes in estimates, scope, etc. Assistance for developing project budgets can be obtained through a project request to the Operations Division website (<http://www.depts.ttu.edu/operations/iServiceDesk-Intermediary.php>).
  - (3) Prepare a new *FAC Request Form* (Attachment B) for any new project not already in the system. Each newly identified project will be annotated on the appropriate list, prioritized, and the information returned via email to the CIP administrator.
  - (4) Prioritize all projects for each category list to include the new projects.
  - (5) Resubmit the CIP package with the revised listings to the CIP administrator by the due date on the email call letter.
- d. Upon receipt of the revised division/college areas' projects list, the administrator will update the CIP master project list by:
  - (1) Properly coding all projects that were completed or funded;
  - (2) Deleting all projects recommended for canceling (and concurred by the requestor if the requestor was a different source);
  - (3) Adding new projects, assigning CIP project numbers, entering project information, and assigning proper control codes;
  - (4) Updating any changes (estimates, descriptions, etc.) on existing projects;
  - (5) Entering division/college areas' priorities as indicated by project category; and
  - (6) Sorting all projects by building and editing for duplicate projects.

### 3. CIP Funding Procedures for CIP Projects

Annually, the Facilities Allocation Council (FAC) has a designated amount of funds to allocate for minor and/or intermediate projects (Refer to [OP 61.24, Facilities Allocation Council](#)). Each year the FAC will decide what funding level will be considered for project requests. In addition, the FAC will review the requests and determine projects to fund based on ADA, safety, or impacts to students.

The allocations are usually initiated in November of each year. In preparation for the funding allocations, the following procedures are used to provide the FAC with the division/college areas' priority projects for their review and consideration:

- a. The CIP administrator will prepare and provide to the FAC a project book for each FAC member sorted by categories and grouped by division/college area identifier:
  - (1) Top five priorities for minor projects (\$0 – \$99,999);
  - (2) Top five priorities for intermediate projects (\$100,000 – \$999,999);
  - (3) Total minor and intermediate CIP project listing by division/college; and
  - (4) Total minor and intermediate project CIP detailed description sheets.
- b. The CIP administrator will prepare other designated project lists, as required, according to cost amounts, sorted and grouped by division/college area or priority.

[Attachment A: Capital Improvement Program College/Area Identifications](#)

[Attachment B: Facilities Allocation Council Request Form](#)