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## Memorandum

**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:** Harrison Keller, Ph.D., Commissioner of Higher Education  
Robert B. Latsha II, Executive Director, Bond Review Board

**Date:** April 22, 2024

**Subject:** Capital Expenditure Plan (MP1) Report for FY 2025-FY 2029

The Capital Expenditure Plan (MP1) on-line reporting system is now open for higher education institutions and state agencies to submit capital expenditure data to the Bond Review Board (BRB) 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 no later than **Monday, July 1, 2024**.

State agencies and institutions are required to report this information in accordance with Article IX, Section 11.03 of the General Appropriations Act. During the 88th Legislative Session, some of the reporting thresholds listed in Section 11.03 were changed. The Coordinating Board is in the process of updating its rules regarding capital expenditure reporting to align with legislative requirements.

The dates for the report will be September 1, 2024, through August 31, 2029, (Fiscal Years (FY) 2025 -2029). The report will be submitted electronically through the Integrated Campus Planning System (ICPS).

The FY 2024 Capital Expenditure Plan report shall include projects that are planned within the next five years, regardless of funding source, and are in alignment with dollar thresholds established by Section 11.03 of the FY 2024-25 General Appropriations Act and Bond Review Board guidelines:

- (i) new construction projects of \$5,000,000 or more;
- (ii) repair and rehabilitation projects of \$5,000,000 or more;

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(iii) major information resources projects estimated to exceed \$5,000,000 (include any projects that require one year or longer to reach operations status, involve more than one state agency; requires the construction of a building or other facility; substantially alters work methods of state agency personnel or the delivery of services to clients; or that is designated for additional monitoring under Government Code, Section 2261.258(a)(1); and

(iv) property purchases that cumulatively would total \$5,000,000 or more in one year (the actual property address or location for individual property acquisitions may be, but are not required to be, identified in a single proposed project entitled "property acquisitions" with a total cost of all purchases or acquisitions projected over the reporting period).

The report is not limited to those projects that would be funded with bond financing but also includes those expected to be funded with cash, gifts, grants, or other sources. The information submitted will be used by the BRB to produce and submit the Capital Expenditure Plan to the Governor's Office and the Legislative Budget Board by September 1, 2024. 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 and other stakeholders on institutions' capital needs.

The ICPS reporting application can be accessed via the THECB's website located at:

<https://www1.thecb.state.tx.us/apps/ICPS/Login.cfm>.

A comprehensive online training is available at:

<https://reportcenter.highered.texas.gov/agency-publication/guidelines-manuals/icps-capital-expenditure-plan-training>.

A live Zoom training is also scheduled for Thursday, May 9, 2024 at 10:00 AM. Those interested in attending should register at:

[https://zoom.us/webinar/register/WN\\_flbZ4fdSQKO8kN7AWFKOGw](https://zoom.us/webinar/register/WN_flbZ4fdSQKO8kN7AWFKOGw).

For FY 2025-FY 2029 reporting, the BRB recommends using a 6% interest rate for calculating projected debt obligation payments.

Access to the system requires an agency code or FICE code and password. State agencies with questions on reporting or needing agency passwords should contact the BRB at (512) 463-1741 or [capital@brb.texas.gov](mailto:capital@brb.texas.gov).

If any technical problems are encountered while using the system, please contact Christopher Zepeda at [christopher.zepeda@highered.texas.gov](mailto:christopher.zepeda@highered.texas.gov) or (512) 427-6225 for assistance.

c: Jerry E. McGinty II, Director, Legislative Budget Board  
Sarah Hicks, Senior Advisor and Budget Director, Office of the Governor  
Chief Financial Officers of Texas Public Universities, Lamar State Colleges, Texas State  
Technical Colleges, and Health-Related Institutions  
Liaisons, Universities, HRI's, Lamars, and TSTC's  
Emily Cormier, Assistant Commissioner of Funding, THECB

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