Texas Higher Education coordinating BOARD

Integrated Campus Planning System (ICPS) Capital Expenditure Plan Training

Presented for: Texas State Agencies & Higher Education Institutions

By: The Texas Higher Education Coordinating Board (THECB) in coordination with the Bond Review Board (BRB)

Last updated April 2024

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- Step-by-Step ICPS Instructions
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ICPS Capital Expenditure Plan - Overview

- In accordance with THECB Rule §17.101, by July 1 of every year, institutions of higher education are required to submit a Capital Expenditure Plan (MP1) as required by Texas Education Code, §61.0572(b)(4).
- In even-numbered years, the THECB also collects capital expenditure data from state agencies and shares the data with the Bond Review Board (BRB) for inclusion in its Capital Expenditure Report.
- The report includes projects that are planned within the next five years, regardless of funding source, in alignment with dollar thresholds established by the most recent General Appropriations Act and Bond Review Board guidelines:
- (i) new construction projects;
- (ii) repair and rehabilitation projects;
- (iii) information resource projects;
- (iv) property purchases that cumulatively would total more than the dollar thresholds established by the most recent General Appropriations Act and Bond Review Board guidelines.



ICPS Capital Expenditure Plan – History

- For many years, institutions of higher education had been required to submit capital expenditure plans to both the THECB, in the form of the Master Plan (MP1), and to the BRB, in the form of the Capital Expenditure Plan.
- The 77th Legislature eliminated this redundant reporting of institutional capital expenditure plans by rider in the General Appropriations Act (GAA).
- In addition, THECB agreed to collect all capital planning data from institutions of higher education and agencies and then to share the data with the BRB.
- This provision still exists today GAA, 88th Legislature, Art IX, Sec 11.03(d)
- The following slides provide step-by-step instructions for using the THECB's web application, the Integrated Campus Planning System (ICPS), for reporting Capital Expenditure Plans.



ICPS Capital Expenditure Plan - Logging into the System

- A Few Notes Before Logging into the System:
- When THECB built this application, it was referred to as the MP1, so you will see that title used in the application occasionally. It means the same thing as the Capital Expenditure Plan (CEP).
- If you have not yet received a password, you can use a training log-in so you can follow along with this training. Be aware that since it's a shared log-in, you may see other practice records when you log-in. Username: train01, Password: Train01!
- At the end of the presentation, there are some sample exercises you can use to practice in the system. If you are using the training log-in, please do not press "Certify" at the end as this will not allow others to practice in the system. If you accidentally do this, please contact THECB so we can unlock it.



ICPS Capital Expenditure Plan - Logging into the System



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



ICPS Capital Expenditure Plan - What Users Can Do

- 1. Submit Records one of Two Ways:
- Edit Previous Year's Data (option available only for higher education institutions), or
- Enter New Records
- 2. Prioritize Records
- 3. View a Summary
- 4. Certify Records



ICPS Capital Expenditure Plan – Don't Forget to Save

- Caution: Save data frequently to avoid losing it!
- The "Add" or "Update" buttons at the bottom of the entry form must be selected to save inputs before moving to a new screen.

*			
Add	Submit Project Application for Consideration	Clear Changes	Print Version
Update	Submit Project Application for Consideration	Clear Changes Dele	te Print Version



ICPS Capital Expenditure Plan – Navigate the Webpage

Resource Planning

BE SURE that you save your data by using the buttons at the bottom of the page. If you use one of the links below before saving the form, you could lose data.

Collapse All | Expand All

- + MP1 (Capital Expenditure Plan)
- + Project Application
- + Facilities Inventory
- Logout



Institution: Tarleton State University FICE: 003631

Please Select from the Me

From the left menu frame, Click on "MP1 (Capital Expenditure Plan)" to expand the menu item.

•

ICPS Capital Expenditure Plan - Submit Records



Note the expanded menu that appears. The system allows one of two means of submitting MP1 records.

- Use last year's records to submit records as a starting point for the current fiscal year (option only available for institutions)
- Start a new MP1 record

Note: Please ignore the "Upload MP1" button as it is disabled

		Coordinating Board Planning			eton State University (003)
BE SURE that you save your data by using the buttons at the bottom of the page. If you use one of the links below before saving		ords MP1 records for this fiscal year. To sort the list, cliek on the column h	eadings. To edit an entry, click or	n the project name.	
the form, you could lose data.	Building Number	Project Name	Priority	Project Cost	Data Entry Completed
Collapse All Expand All	0000	Aquatics Center	1	\$0	x X
- MP1 (Capital Expenditure Plan)		Business Quad	2	\$0	X
View MP1 Records	000526	Gough Hall Renovation for Office Space	3	\$0	X
Summary Report-2020 Download 2020 MP1 Records (xls)		Expansion of Fort Worth Building #1	4	SO	X
Summary Report-2019	000717	Ag Center Renovations	5	SO	X
+ Project Application	688	College of Business/Hydrology Renovation	6	\$0	X
+ Facilities Inventory		Fort Worth Building #2	7	\$0	X
Logout	0000	Applied Sciences Building 2: Agriculture	8	\$0	X
	000533	Student Success Center Renovation	9	\$0	x X
		Parking Lots FY20	10	50	x X
		Demolition of Bender and Ferguson Halls	11	SO	X
	000511	OA Grant Renovation	12	\$0	X
		Dining Services Expansion		SO	V

Select "View MP1 Records" to review the records rolled over from the previous year.

A copy of the previous year's records are copied into the current year for your convenience.

Update or delete each record.

Select the project's name highlighted in blue to update

Only Higher Ed Institutions will see previous year's records. State agencies, skip to slide 21 now



ancing/Lease Period	d									
art Date: 09/01/2023	}									
n/dd/yyyy) nd Date: 08/31/2043	3									
n/dd/yyyy)										
ancing										
							Expenditures			
Cash or Bonds	Туре	Source	. [Through 8/31/2025	Through 8/31/2026	Through 8/31/2027	Through 8/31/2028	Through 8/31/2029	9/1/2029 and beyond	Action
ds	Revenue Bonds	HR		\$5,554,210		0/31/2021		50 50		\$0 DELETE
		I	Totals	\$5,554,210	50		\$0	S0 S0		\$0 \$5,554,210
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Choose "Bonds" for bt Repayment Inform	a lease purchase (since it's a form of mation	debt) and include principal and inter	Th 8/3	repayment informati hrough T 31/2025 8/ \$0	ion section below. Through 31/2026 8, \$477,505	Debt Obliga Through /31/2027 \$477,505	tion Payments (P&I) Through 8/31/2028 \$477,505	Through 8/31/2029 \$477,505	and beyond \$7,640,082	DELETE
Choose "Bonds" for bt Repayment Inform	a lease purchase (since it's a form of mation	debt) and include principal and inter Portion from General Revenue	rest in the debt m	hrough T 31/2025 8/	ion section below. Through 31/2026 8	Debt Obliga Through /31/2027	tion Payments (P&I) Through 8/31/2028	Through 8/31/2029	and beyond	
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Update the record's information and select the "Update" button on the bottom of the form to save your updates.

Important Note: Do not include commas or punctuation when entering the number fields.



nancing/Lease Perio									
tart Date: 09/01/202 m/dd/yyyy)	3								
End Date: 08/31/204	3								
m/dd/yyyy)									
nancing									
nancing						xpenditures			
	Туре	Source	Through 8/31/2025	Through 8/31/2026	Through	Through	Through 8/31/2029	9/1/2029 and beyond	
Cash or Bonds	Type Revenue Bonds	Source HR	Through 8/31/2025 \$5,554,210	Through 8/31/2026 50			Through 8/31/2029 50	9/1/2029 and beyond	\$0 C

If Bonds is selected as the Type of Financing, debt repayment information must be entered in the section below. If Cash is selected, do not enter debt repayment information
 Choose "Bonds" for a lease purchase (since it's a form of debt) and include principal and interest in the debt repayment information section below.

	Debt Obligation Payments (P&I)							
Repayment Source	Portion from General Revenue	Through 8/31/2025	Through 8/31/2026	Through 8/31/2027	Through 8/31/2028	Through 8/31/2029	9/1/2029 and beyond	Action
Housing Revenue	0%	\$0	\$477,505	\$477,505	\$477,505	\$477,505	\$7,640,082	DELETE
	Totals	\$0	\$477,505	\$477,505	\$477,505	\$477,505	\$7,640,082	\$9,550,1
Add Debt Repayment Information	Entry Completed Print							

- The previous year's Financing and Debt Repayment Information does **NOT** rollover, as this information will have changed.
 - Add financing information to the record by clicking on the "Add Financing Information" button below the "Expenditures" table.





data.

Logout

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- On the Financing Information screen, enter in the "Type of Financing" and "Source of Funds" from the drop-down menus.
- If "Other" is selected, specify. Then enter in expenditures by year for the next five years.
- If only one financing type is used, click on the "Save and Return to MP1" button.
- If you have more than one financing type, click on the "Save and Add More" button and repeat for each financing type.
- To cancel this function, select the "Cancel" button.

ancing/Lease Period <u>rt Date:</u> 09/01/2023 /dd/yyyy) <u>dd Date:</u> 08/31/2043 /dd/yyyy)									
ncing									
						Expenditures			
Cash or Bonds	Туре	Source	Throu 8/31/20		Through 8/31/2027	Through 8/31/2028	Through 8/31/2029	9/1/2029 and beyond	Action
ts	Revenue Bonds	HR	\$5,	554,210	\$0	\$0	\$0	\$0	\$0 DELETE
		· · · · · · · · · · · · · · · · · · ·	Totals \$5,	554,210	\$0	\$0	\$0	\$0	\$0 \$5,554,210
Financing Information									
If "Bonds" is selected Choose "Bonds" for a	d as the Type of Financing, debt rep l lease purchase (since it's a form o	payment information must be entered in the f debt) and include principal and interest in				information below.			
If "Bonds" is selected Choose "Bonds" for a	d as the Type of Financing, debt rep l lease purchase (since it's a form o				IW.	information below.			
If "Bonds" is selected Choose "Bonds" for a t Repayment Inform	d as the Type of Financing, debt rep l lease purchase (since it's a form o				IW.		Through 8/31/2029	9/1/2029 and beyond	Action
If "Bonds" is selected Choose "Bonds" for a ot Repayment Inform	J as the Type of Financing, debt rep lease purchase (since it's a form o ation Repayment	f debt) and include principal and interest in	the debt repayment in	Through 8/31/2026	Debt Obliga Through	tion Payments (P&I) Through	Through		Action DELETE
Choose "Bonds" for a bt Repayment Inform	J as the Type of Financing, debt rep lease purchase (since it's a form o ation Repayment	f debt) and include principal and interest in	Through 8/31/2025	Through 8/31/2026 \$477,505	Debt Obliga Through 8/31/2027	tion Payments (P&I) Through 8/31/2028	Through 8/31/2029	and beyond	DELETE
If "Bonds" is selected Choose "Bonds" for a bt Repayment Inform	d as the Type of Financing, debt rep lease purchase (since it's a form o ation Repayment Source	f debt) and include principal and interest in Portion from General Revenue	Through 8/31/2025	Through 8/31/2026 \$477,505	Debt Obliga Through 8/31/2027 \$477,505	tion Payments (P&I) Through 8/31/2028 \$477,505	Through 8/31/2029 \$477,505	and beyond \$7,640,082	DELETE



Back on the

main record

Repayment

Information by

selecting the "Add Debt

Repayment Information"

button.

input screen, input the Debt

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Texas Higher Education Coordinating Board Resource Planning

BE SURE that you save your data

by using the buttons at the bottom of the page. If you use

data.

Collapse All | Expand All

Start a new MP1 Upload MP1

View MP1 Records Prioritize MP1

+ MP2 (Def. Maint. Plan)

Project Application
TRB Projects

+ Facilities Inventory

Certify

Tracking

+ Search

Logout

Summary Report-2007

+ MP4 (Def. Maint. Expenditures)

one of the links below before

MP1 (Capital Expenditure Plan)

saving the form, you could lose



- Input the "Source Of Funds".
- Specify if "Other" is selected.
- Add the percent from General Revenue and Expenditures.
- If only one source of funding type is used, click on the "Save and Return to MP1" button.
- If there is more than one source of funding type, click on the "Save and Add More" button and repeat for each financing type.
- To cancel this function, select the "Cancel" button.

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Collapse All | Expand All

Administration

System Controls

Start a new MP1

View MP1 Records

Upload MP1

Certify

Tracking

+ Search

Logout

Prioritize MP1

+ TRB Projects

+ Facilities Inventory

User Management



Debt Repayment Information Reported in Previous Year (2007)

Source Repay	2008	2009	2010	2011	2012	Balance	Total Cost
Auxiliary Enterprise Revenues	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Available University Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Designated Tuition	\$605.496	\$201.832	\$201.832	\$201.832	\$201.832	\$2.623.816	\$4.036.640

- Input the "Source of Funds".
- You must specify if "Other" is selected.
- Add the percent from General Revenue and Expenditures.
- If only one source of funding • type is used, click on the "Save and Return to MP1" button.
- If you have more than one source of funding type, click on the "Save and Add More" button and repeat for each financing type.
- To cancel this function, select ٠ the "Cancel" button.



Financing/Lease Period Start Date: 09/01/2023 (mm/dd/yyy) End Date: 08/31/2043 (mm/dd/yyy)	Back on the main record input screen, select the "Update" button to save the record.
Financing Expenditures Action Cash or Bonds Type Source N1/2025 N1/2026 N1/2027 N1/2028 N1/2029 Action Bonds Revenue Bonds HR 55,554,210 50	Select the "Mark Data Entry Completed" to return to the summary page.
event landing minimized event landi	



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Tarleton State University (003631

BE SURE that you save your data by using the buttons at the bottom of the page. If you use one of the links below before saving the form, you could lose data.

Collapse All | Expand All - MP1 (Capital Expenditure Plan) Start a new MP1 Upload MP1 View MP1 Records Prioritize MP1 Summary Report-2020 Download 2020 MP1 Records

(xls)

- Summary Report-2019 Certify
- + Project Application
- + Facilities Inventory

1

Logout

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View MP1 Records

Below are the MP1 records for this fiscal year. To sort the list, click on the column headings. To edit an entry, click on the project name.

Building Number	Project Name	Priority	Project Cost	Data Entry Completed
0000	Aquatics Center	1	\$0	X
	Business Quad	2	\$0	X
000526	Gough Hall Renovation for Office Space	3	\$0	X
	Expansion of Fort Worth Building #1	4	\$0	×
000717	Ag Center Renovations	5	\$0	×
688	College of Business/Hydrology Renovation	6	\$0	X
	Fort Worth Building #2	7	\$0	X
0000	Applied Sciences Building 2: Agriculture	8	\$0	×
000533	Student Success Center Renovation	9	\$0	×
	Parking Lots FY20	10	\$0	X
	Demolition of Bender and Ferguson Halls	11	\$0	X
000511	OA Grant Renovation	12	\$0	X
	Dining Services Expansion	13	\$0	X
LA05	Property -Land Acquisition 2021	14	\$0	X

- To delete a • record select the project's name.
- On the screen to • the left, for example, to delete the "Aquatics Center" record (top record here), click on that title in blue and it will open that record.

								•	Scroll to the bottom of the page
Financing/Lease Period Start Date: 09/01/2023 (mm/dd/yyy) End Date: 08/31/2043 (mm/dd/yyyy)	3								and click the "Delete" button.
Financing				Expenditures				•	This will remove the record from
Cash or Bonds Bonds	Type Revenue Bonds	Source	Through Through 8/31/2025 8/31/2026 \$5,554,210	Through 8/31/2027 Through 8/31/2027 \$0 \$0	h Through 28 8/31/2029 50 50	9/1/2029 awa beyond	Action		the current fiscal
		Totals	\$5,554,210	50 50	50 50		\$0 \$5,554,210		year CEP/MP1 records list.
	ed as the Type of Financing, debt repayment info a lease purchase (since it's a form of debt) and i			ter debt repayment information below	Ν.				
				Debt Obligation Payments (P	θel)				
	Repayment Source		Through Through 31/2025 8/31/2026	Through Through 8/31/2027 8/31/2028	Through 8/31/2029	9/1/2029 and beyond	Action		
Housing Revenue	Source	0%	\$0 \$477,505	\$477,505 \$477,505		\$7,640,082			
		Totals	\$0 \$477,505	\$477,505 \$477,50	5 \$477,505	\$7,640,082	2 \$9,550,102		
Add Debt Repayment Inf	formation								
Update Clear Chan	iges Delete Mark Data Entry Complete	d Print						·	





		1
Resource	r anning	*
	Administrative Account :: Angelo Sta	ate Unive
BE SURE that you save your data by using the buttons at the	Add MP1 (Capital Expenditure Plan)	
bottom of the page. If you use	Project Information	
one of the links below before saving the form, you could lose	Name: Priority:	
data.	Building Number:	
Collapse All Expand All	Location:	
- Administration	Description: 2500 characters remaining until full	
Institution/Agency Selection		
System Controls		
User Management		
Project Applications for Quarter		
- MP1 (Capital Expenditure Plan)		
Start a new MP1		
Upload MP1		
View MP1 Records		
Prioritize MP1		
Summary Report-2007 Certify		
+ MP2 (Def. Maint. Plan)	Type:* (Select One)	
+ MP4 (Def. Maint. Expenditures)	Total Cost:* \$	
+ Project Application		
+ TRB Projects		
Tracking + Search	End Date: January 💙 / 2018 🌱	
+ Searcn + Facilities Inventory	Subject Area	
Logout	CIP Code:	
	Cost Of L&M Requirements: \$	
	Useful Life: Years	

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- Complete the mandatory fields listed below that appear on the form:
- Name
- Building Number
- Location
- Description
- Type
- Total Cost
- Start Date
- End Date
- Subject Area CIP code
- Deferred Maintenance to be Addressed
- Useful Life

22

- Square Footage	
Gross Square F	ootage (GSE):
Net Assignable Square Fo	
	n and General Footage(E&G):
Acres in Lar	nd Aquisition: 0
Project Details	
Legislative Authority:	250 characters remaining until full
(250 character maximum)	
	~
Potential Consequences	250 characters remaining until full
of Postponing the	
Project:	
(250 character maximum)	
Revenue/Cost Savings: (250 character maximum) [250 characters remaining until full
	~
L	
Other Financing	500 characters remaining until full
Methods Considered:	
(500 character maximum)	

- Enter information in the "Square Footage" Section and the "Project Details" Section. Continue entering data into the applicable fields down the page.
- Important: Before starting on the "Financing" Section, use the "Add" button at the bottom to save the project.



	Texas Higher Education Coordinating Board Resource Planning			(99999)
BE SURE that you save your data by using the buttons at the bottom of the page. If you use one of the links below before saving the form, you could lose data.	View MP1 Records Below are the MP1 records for this fiscal year. To sort the list, click on the column hea	adings. To edit an entry, click on the project name.		MP Added
Collapse All Expand All - MP1 (Capital Expenditure Plan) Start a new MP1 Upload MP1 View MP1 Records Prioritize MP1 Summary Report-2020 Download 2020 MP1 Records (xts) Summary Report-2019 Certify + Project Application + Facilities Inventory Logout	Building Number Project Name 01 Contruct TCID	0	Project Cost \$5,000,000	Data Entry Completed

- The record will be viewable in the "View MP1 Records" screen. Messages will also be occasionally shown in
 red in the upper right-hand corner of the screen.
- From here, you can enter back into the project by clicking on the project name that is underlined in
 blue.

Financing/Lease Period	
Financing/Lease Period	
Start Date: 09/01/2023	
Enancing/Lease Period Start Date: 09/01/2023 (mm/dd/yyy)	
(100.00.1111)	

					E	xpenditures			
Cash or Bonds	Туре	Source	Through 8/31/2025	Through 8/31/2026	Through 8/31/2027	Through 8/31/2028	Through 8/31/2029	9/1/2029 and beyond	Acti
Bonds	Revenue Bonds	HR	\$5,554,210	\$0	\$0	\$0	\$0		\$0 DELE
		Totals	\$5,554,210	\$0	\$0	\$0	\$0		\$0 \$5,554
Add Financing Information	7								

 Now the Financing and Debt Repayment information for the project should be entered.

 Start with the "Add
 Financing Information" button

. If "Bonds" is selected as the Type of Financing, debt repayment information must be entered in the section below. If "Cash" is selected, do not enter debt repayment information below.

. Choose "Bonds" for a lease purchase (since it's a form of debt) and include principal and interest in the debt repayment information section below.

Г	Debt Repayment Information										
		Debt Obligation Payments (P&I)									
	Repayment Source	Portion from General Revenue	Through 8/31/2025	Through 8/31/2026	Through 8/31/2027	Through 8/31/2028	Through 8/31/2029	9/1/2029 and beyond	Action		
	Housing Revenue	0%	\$0	\$477,505	\$477,505	\$477,505	\$477,505	\$7,640,082	DELETE		
		Totals	\$0	\$477,505	\$477,505	\$477,505	\$477,505	\$7,640,082	\$9,550,102		
	Add Debt Repayment Information										
l	Update Clear Changes Delete Mark Data Entry Completed Print										



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Texas Higher Education Coordinating Board Resource Planning

BE SURE that you save your data by using the buttons at the bottom of the page. If you use one of the links below before saving the form, you could lose data.

Collapse All | Expand All Administration Institution/Agency Selection System Controls User Management Project Applications for Quarter MP1 (Capital Expenditure Plan) Start a new MP1 Upload MP1 View MP1 Records Prioritize MP1 Summary Report-2007 Certify + MP2 (Def. Maint. Plan) + MP4 (Def. Maint. Expenditures) + Project Application + TRB Projects

Tracking



- On the linked screen, enter in the "Type of Financing" and "Source of Funds" using the drop-down menus.
- You must specify if "Other" is selected. Enter in the expenditures by year for the next five years.
- If only one financing type is used, click on the "Save and Return to MP1" button.
- If you have more than one financing type, click on the "Save and Add More" button and repeat for each financing type.
- To cancel this function, select the "Cancel" button.

nancing/Lease Period									
t <u>art Date:</u> 09/01/2023 m/dd/yyyy) End Date: 08/31/2043 m/dd/yyyy)									
nancing						Expenditures			
Cash or Bonds	Туре	Source	Through 8/31/2025	Through 8/31/2026	Through 8/31/2027	Through 8/31/2028	Through 8/31/2029	9/1/2029 and beyond	Action
nds	Revenue Bands	HR	\$5,554,210 otals \$5,554,210		\$0 \$0			-	\$0 DELETE \$0 \$5,554,210
If "Bonds" is selecte Choose "Bonds" for	d as the Type of Financing, debt repayment infor a lease purchase (since it's a form of debt) and in				ebt repayment info	ormation below.			
If "Bonds" is selecte Choose "Bonds" for	a lease purchase (since it's a form of debt) and in								
If "Bonds" is selecte Choose "Bonds" for ot Repayment Inform	a lease purchase (since it's a form of debt) and in nation Repayment		debt repayment informa	tion section below.	Debt Obligation	n Payments (P&I) Through	Through /31/2029	9/1/2029 and beyond	Action
Choose "Bonds" for bt Repayment Inform	a lease purchase (since it's a form of debt) and in nation Repayment	Portion from General Revenue	Through 8/31/2025 80	tion section below. Through T //31/2026 8// \$477,505	Debt Obligation hrough 31/2027 & \$477,505	n Payments (P&I) Through 3/31/2028 { \$477,505	/31/2029 \$477,505	and beyond \$7,640,082	DELETE
If "Bonds" is selecte Choose "Bonds" for t Repayment Inforn	a lease purchase (since it's a form of debt) and in nation Repayment Source	Clude principal and interest in the o	Through 8/31/2025 8	tion section below. Through T //31/2026 8//	Debt Obligation hrough 31/2027 8	n Payments (P&I) Through 3/31/2028 8	/31/2029	and beyond	

THECE Texas Higher Education COORDINATING BOARD Back at the main record input screen, input the Debt Repayment Information by selecting the "Add Debt Repayment Information" button.

•

Financing/Lease Period Start Date: 09/01/2023 (mm/dd/yyyy) End Date: 08/31/2043 (mm/dd/yyyy)								
Financing								
	1				Expenditures			1
Cash or Bonds	Туре	Source	Through Thro 8/31/2025 8/31/2		Through 8/31/2028	Through 8/31/2029	9/1/2029 and beyond	Action
Bonds	Revenue Bonds	HR	\$5,554,210	S0	\$0	50 \$0		SO DELETE
		Tot	tals \$5,554,210	SO	\$0	50 SO		\$0 \$5,554,210
Add Financing Informatio		ent information must be entered in the sectio			information below			
Choose "Bonds" for	a lease purchase (since it's a form of deb	ot) and include principal and interest in the de	bt repayment information section	Delow.				
Choose "Bonds" for	a lease purchase (since it's a form of deb	ot) and include principal and interest in the de	Ebt repayment information sectior.	Delow.				
Choose "Bonds" for ebt Repayment Inform	a lease purchase (since it's a form of deb nation			Debt Obligat	tion Payments (P&I)			
Choose "Bonds" for ebt Repayment Inform	a lease purchase (since it's a form of deb	Portion from	Through Through	Debt Obligat	tion Payments (P&I) Through 8/31/2028	Through 8/31/2029	9/1/2029 and bevond	Action
Choose "Bonds" for ebt Repayment Inform	a lease purchase (since it's a form of deb nation Repayment	Portion from	Through Through	Debt Obligat Through 8/31/2027	Through		9/1/2029 and beyond \$7,640,082	Action
Choose "Bonds" for ebt Repayment Inform	a lease purchase (since it's a form of deb nation Repayment	Portion from General Revenue	Through Through 8/31/2025 8/31/2026	Debt Obliga Through 8/31/2027 505 \$477,505	Through 8/31/2028	8/31/2029	and beyond	
Choose "Bonds" for ebt Repayment Inform	a lease purchase (since it's a form of deb nation Repayment Source	Portion from General Revenue 0%	Through Through 8/31/2025 8/31/2026 50 \$477,5	Debt Obliga Through 8/31/2027 505 \$477,505	Through 8/31/2028 \$477,505	8/31/2029 \$477,505	and beyond \$7,640,082	DELETE
Choose 'Bonds' for ebt Repayment Inform tousing Revenue	a lease purchase (since it's a form of deb nation Repayment Source	Portion from General Revenue 0% Totals	Through Through 8/31/2025 8/31/2026 50 \$477,5	Debt Obliga Through 8/31/2027 505 \$477,505	Through 8/31/2028 \$477,505	8/31/2029 \$477,505	and beyond \$7,640,082	DELETE

- Back at the main screen,select the "Update" button to save the record.
- Select the "Mark Data Entry Completed" to return to the summary page.
- If there are issues with the record, a message will appear in red in the upper right-hand corner. Make corrections, "Update" record, and "Mark Data Entry Completed" again.

ICPS Capital Expenditure Plan – Prioritize Records



ICPS Capital Expenditure Plan – Prioritize Records



Texas Higher Education

COORDINATING BOARD

- Prioritize the MP1 Records by selecting a record and then clicking the "Move Up" or "Move Down" button.
- After arranging the projects from
 HIGHEST PRIORITY
 (top) to the LOWEST
 PRIORITY (bottom),
 select the "Updates
 Priorities" button.

ICPS Capital Expenditure Plan – Prioritize Records

TEXAS HIGHER EDUCATION COORDINATING BOARD

Resource Planning



Administrative Account :: Angelo State University (00354

BE SURE that you save your data by using the buttons at the bottom of the page. If you use one of the links below before saving the form, you could lose data.

- Collapse All | Expand All + Administration
- MP1 (Capital Expenditure Plan)
- Start a new MP1 Upload MP1 View MP1 Records Prioritize MP1
- Summary Report-2007 Certify
- + MP2 (Def. Maint, Plan)
- + MP4 (Def. Maint. Expenditures)
- + Project Application
- + TRB Projects
- Tracking
- + Search
- + Facilities Inventory Logout

View MP1 Records Below are the MP1 records for this fiscal year. To sort the list, click on the column headings. To edit an entry, click on th project name.

Building Number	Project Name	Priority	Project Cost	Data Entry Completed
0104	Hardeman Student Service Center	1	\$12,000,000	×
BL03	500 Bed Residence Hall - Housing 9	2	\$38,000,000	×
0301	Houston Harte University Center Snack Bar Renov.	3	\$3,000,000	×
LA02	Property Acquisitions	4	\$12,000,000	×
	College of Nursing and Allied Health	5	\$45,000,000	×
0625	Massie Hall Connection	6	\$6,771,000	×
0110	Addition to the Center for Human Performance	7	\$7,000,000	×
0109	Porter Henderson Library IT Commons	8	\$4,380,000	×
	Performing Arts Center	9	\$50,000,000	×
	Fine Arts Living/Learing Center	10	\$15,000,000	×
IN04	Central Plaza Renovation	11	\$7,800,000	×

The resulting • screen will appear showing all the current fiscal year MP1 Records (prioritized).

ICPS Capital Expenditure Plan – View A Summary





ICPS Capital Expenditure Plan – View A Summary

Building												
Capital Exp Building					1							
Building										Ange	lo State Univers	ity (003541)
	enditure Plan (MP1) Sumr	mary Report (F	scal Years 2008	- 2012) as F	Reported in	FY 2007						
Number		Project Name		Pri	GSF	E&G	Acres	CIP	L&M Req	Total Cost	Start Date	End Date
0104	Hardeman Student Service Cente			1	24,592	13,762	0	130406	\$30,000	\$5,500,000	11/2008	12/2009
0301	Houston Harte University Center			2	14,000		0	731000	50	\$5,884,650	9/2008	7/2010
BL03	500 Bed Residence Hall - Housing			3	200,000	5,000	0	733000	50	\$35,000,000	10/2009	7/2011
0109	Porter Henderson Library IT Com			4	14,000	9,800	0		\$50,000	\$4,380,600	3/2008	7/2009
1N05	Technology Infrastructure Upgra			5	0	0	0	110400	50	\$2,860,000	9/2009	1/2011
0110	Addition to the Center for Huma			6	100,000		0		\$100,000	\$28,600,000	9/2010	6/2013
0625	Massie Hall Connection - Housing	g S		7	21,700	0	0	733000	\$250,000	\$6,771,000	9/2009	7/2011
N/A	Athletic Field Renovations			8	0	0	0	720000	\$50,000	\$4,409,350	10/2009	6/2010
102	Administration Building Renovati	ton		9	39,202		0	81600	\$0	\$4,770,000	11/2008	11/2010
	Main Entrance Construction			10	0	0	0		\$10,000	\$1,040,000	9/2010	6/2011
IN03	Fire and Safety Upgrades			11 12	0		0	839200	50 50	\$1,430,000	9/2009 9/2010	6/2011
	University Police and Clinic Facil	lity			15,000		0	732000	50	\$3,640,000		7/2012
IN04	Central Plaza Renovation			13	68,000	0	0	839100 733000	50	\$7,800,000 \$15,271,200	9/2010	8/201
LA01	Housing 2 Property Acquisitions			14	68,000	0	0	818500	50	\$15,271,200	3/2010	8/2011
CAUT	Housing 3			15	85,000		0		50	\$17,790,500	5/2010	7/2012
BL02	Archives Warehouse			16	50,000			819900	50	\$4,000,000	9/2009	5/201
bL02	Housing 4			18	78,000				50	\$16,250,000	3/2012	6/2013
0302	Food Service Expansion			19	31,000		0	731000	50	\$10,850,000	9/2010	6/201
503	Central Thermal Plant Addition			20	51,000	ŏ			50	58,100,000	1/2012	1/201-
0103	Cavness Science Renovations			21	82.543	55,200		260100	\$350,000	\$19,810,320	5/2012	7/2013
	Project Type				02,010	00,200			,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	1.1.1.1.1.1	0.2014	
	Project Type		Number	r of	G	SF		E&G	Aores		Total Cost	
Addition					5	166,70	0	5.0		6		\$57,105,650
New Construct	tion		1		6	496.00		42.5				\$91,951,700
Repair and Re			i i		6	160,33		102,4		0		\$46,670,270
Land Acquisiti	ion				0		0		0	0		51
Infrastructure				1	3		0		0	0		\$10,570,000
Information R	esources				1		0		0	0		\$2,860,000
Leased Space					0		0		0	0		\$1
Unspecified					0		0		0	0		\$1
Summary o	of Planned Expenditures by	Tota y Year	s	2	1	823,03	7	149,9	51	6	S	209,157,620
	Project Type	2008	2009	2010		2011		2012		Balance	Total (
Addition		\$0	\$1,884,650		771,000		,450,000		2,000,000	so		\$57,105,650
New Construc		\$0	50		271,200		,430,500	51	5,250,000	\$12,000,000		\$91,951,700
		50	\$12,650,600	56,	409,350	\$7	300,000		50	519,810,320		\$46,670,270
Repair and Re												
Repair and Re Land Acquisiti		\$0	50		\$0		\$0		50	50		\$0
Repair and Re		\$0 50 50	50 50		\$0 430,000 860,000		\$0 .040,000	5-	50 (.100,000 50	50 54,000,000 50		\$10,570,000 \$10,570,000

1 of 2

A PDF file will be produced that contains a summary of all the current year MP1 Records.

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Comments

ICPS Capital Expenditure Plan – Certify Records



ICPS Capital Expenditure Plan – Certify Records



- Important: Once the "Certify" button on the screen is pressed, it cuts off your ability to edit any further. Remember: do not use this in training.
- Once you are complete, fill in the Institution's Contact Name, Title, Phone Number, and E-mail Address and Select the "Certify" button

ICPS Capital Expenditure Plan – Certify Records

	Integrat		-		anni	ing S	System			
	Texas Higher Ed	lucation Co	ordinating	Board						
Diana avia	at the fallenciae an abilitation forms and as he		Tay as Llight	an Educat	ian Daan		ersity of Texas	Medical Branch at	Galveston	(104952)
Please prir	nt the following certification form and retu	m it to the	Texas High	er Educat	10h Boark	э.				
Master Pla	n Certification									
l have revi	lewed the data listed below and I certify th	nat the data	reported t	elow is c	omplete a	and accura	ite.			
Instituti	ional Contact									
Name: Sy	stem Admin									
Title:										
Phone:										
E-Mail:										
Capital Ex	penditure Plan (MP1) Summary Report									
Building	Basiaat Maraa	Pri	GSF	EàG	A	CIP		Total Cost	Start	End
Number	Project Name	Pn	GSF	Lag	Acres	CIP	LBM Reg	Total Cost	Date	Date
041	Galveston National Laboratory	1	175,000	82,400	0	600244	\$16,709,000	\$167,090,000	12/2004	12/2008
	Research Facilities Expansion	2	236,979	118,489	0	000000	\$7,718,000	\$77,180,000	6/2003	8/2006
	University Plaza Development	3	D	0	0		\$2,736,000	\$27,360,000	9/2003	8/2006
	Jennie Sealy Replacement Hospital	4	600,000	0	0	000000	\$25,000,000	\$250,000,000	5/2007	2/2010
0	Student Housing	5	150,000	0	0	733000	\$1,878,000	\$18,780,000	7/2007	4/2008

Print out the certification form, sign, scan, and email it to the THECB contact.

If you end up needing to make changes to certified data before the reporting deadline, contact the THECB to re-open your institution's records.

ICPS Capital Expenditure Plan – Troubleshooting Tips

- If an error occurs after hitting "Add" or "Update",
 - Make sure the totals add up and match in finance fields, and that all fields are filled out.
- Do not include commas or punctuation in number fields.
- If priorities are not in order or contain zeros as a priority rank,
 - Click on "Prioritize MP1" and select "Update Priorities".
- You may receive an error messages when:
 - trying to select the "Cancel", "Add", or "Update" button(s) if you haven't changed any of the existing information in the record yet, or
 - using the "Enter" key when moving between data fields (instead use the "Tab" key or the mouse to move to the next field)
- In either of these event, or if you get a server error message, click on "View MP1 Records" or use the "Back" arrow.



Questions?

<u>Contact the THECB</u>: If you are a higher education institution, for any reason, OR if you are a state agency with questions on using the web application.

<u>Contact the BRB</u>: If you are a state agency with questions about your password or project-specific questions. The BRB recommends using a 6% interest rate for calculating projected debt obligation payments.

THECB Contact: Christopher Zepeda, (512) 921-1841, <u>christopher.zepeda@highered.texas.gov</u> BRB Contact: Josue Trevino, (512) 463-9891, <u>josue.trevino@brb@texas.gov</u>



Sample Exercises for Practice

The slides below provide sample projects/records to enter into the system for practice. There is no need to do all of them once you feel comfortable with using the system. You can also just use your own project details if you already have them.

The exercises are listed vertically across 2 pages, so for example, exercises 1-3, listed left to right, continue down on page 2, left to right. It may be easiest to print these pages out so you don't have to toggle between the ICPS system and these slides when practicing.

IMPORTANT: If you are cutting and pasting values from the exercises below into a practice record, you cannot paste numbers into the system without removing the commas. The system will generate an internal server error if you do.

When saving records, state agencies will see a message in red on the records that say "Building number not found in inventory" since the application is looking to match it against the institution's facilities inventory data. This message can be ignored and you'll still be able to use the "Mark Data Entry as Completed" button move forward.



Sample Records for Capital Expenditure Plan Training – Exercises 1-3 (Page 1)

Field	1. Construction New Building	2. Repair and Renovations	3. Lease Purchase
Name	Construct TCID Hospital Facility	Repairs and Renovations to Austin State Hospital	Installation of New Boiler
Building Number	BL01	All	Plant 1
Location	San Antonio (Bexar)	Austin	Waco
Description	The Texas Center for Infectious Disease plans to construct a new seventy-five bed hospital facility at the Texas Center for Infectious Disease campus. The continued deterioration of existing facilities may result decremented services. The new structure will eliminate the need for the existing structures and allow for increased efficiencies, better services, and a potential energy cost savings.	This project will make Repairs and Renovations to Austin State Hospital as a risk reduction measure. The postponement of the project increases risk of inspection failure and loss of certification, which could prevent federal reimbursements for services rendered. The cost avoidance associated with the project is to be calculated at the completion of the repairs and renovations.	Texas State Technical College plans to repair and renovate plant 1 old boiler. The project will prevent the facilities continued excessive energy usage and higher utilities expense. The new structure will allow for increased efficiencies, better services, and increased energy cost savings.
Туре	New Construction	Repair and Renovation	Repair and Renovation
Total Cost	5,000,000	2,550,000	1,000,000
Start Month	June	April	January
Start Year	2020	2022	2021
End Month	June	April	January
End Year	2022	2025	2022
Subject Area CIP Code			
Deferred Maint. to be Addressed	0	2,550,000	0
Useful Life	30	20	25
GSF	85,000	655,383	0
NASF	65,000	220,000	0
EG	0	0	0
Acres	6	0	0
Legislative Authority	HB 1748, 76th Legislature	HB 1, 80th Legislature	



Sample Records for Capital Expenditure Plan Training – Exercises 1-3 (Page 2)

Field	1. Construction New Building	2 Renair an	nd Renovations	3. Lease Purchase		
Potential	The continued deterioration of existing	The postponement of the project	t increases risk of inspection failure	Continued deterioration of		
Consequences	facilities may result decremented services.	and loss of certification, which co reimbursements.	ould prevent federal	existing facilities.		
Revenue/Cost Savings	The new structure will eliminate the need for the existing structures and allow for increased efficiencies and a potential energy cost savings.	The cost avoidance associated v at the completion of the repairs a	The new structure will allow for increased efficiencies and better services.			
Other Financing Options	None	None	None			
Finance Begin Date	12/1/2020	4/13/2022				
Finance End Date	12/1/2040	4/13/2042				
	STOP HERE AND SAVE YOUR WO		CING AND DEBT INFORMATION			
Payment Type	Bonds	Bonds		Bonds		
Finance Type	General Obligation Bonds (GO)	GO Bonds	Revenue Bonds	Lease Purchase		
Source Funds	General Revenue	Legislative Appropriations	Other Local Funds	Local Funds		
Finance FY1	0	0	0	0		
Finance FY2	0	0	0	315,000		
Finance FY3	135,000	0	0	330,000		
Finance FY4	140,000	52,000	17,000	355,000		
Finance FY5	150,000	55,000	18,000	0		
Remaining Balance (Total Cost – (Sum of FY1 thru 5))	4,575,000	1,805,000	603,000	0		
Source of Funds	General Revenue	Legislative Appropriations	Other Local Funds	Local Funds		
GR Portion	100	0	0	0		
Debt FY1	0	0	0	0		
Debt FY2	150,000	0	0	375,000		
Debt FY3	430,950	34,416	11,484	371,100		
Debt FY4	427,700	166,720	55,280	376,300		
Debt FY5	429,000	166,600	55,260	0		
Remaining Balance (Total Cost – (sum of FY1 thru 5))	7,295,850	3,000,500	1,002,540	0		

Texas Higher Education CORDINATING BOARD