

Policy Number: 7-106	Policy Name: Annual Capital Improvement Plans
Policy Revision Dates: 6/05, 9/01, 1/99 (Previous 7-112 Capital Improvement Plans 7/93, 6/92, 5/89, 1/88)	Page 1

7-106 Annual Capital Improvement Plans

- A. Each university will complete an annual Capital Improvement Plan as required by state statute.
- B. The annual Capital Improvement Plan serves three main functions:
 - 1. To serve as a reference documents for current facilities inventory and related financial management information;
 - 2. To request general fund monies, including building renewal, from the state; and
 - 3. To identify capital projects the university intends to implement during the next fiscal year along with a forecast of proposed activities in the following two (2) fiscal years.
- C. Process:
 - 1. Guidance shall include, but not be limited to:
 - a. Limitations on the general fund request;
 - b. Systemwide prioritization of the general fund request;
 - c. Requirements for necessary Board approvals or requisite documents for project placement in the Annual Capital Improvement Plans; and
 - d. Limitations on the amount of outstanding debt as demonstrated by the debt capacity reports.
- D. Each university will submit to the Board a fully developed Capital Improvement Plan in accordance with the calendar approved by the Chair of the Capital Committee. The Plan shall include the following elements:
 - 1. All Funds Summary
 - 2. Building Renewal Report
 - 3. Deferred Maintenance Report
 - 4. Building Inventory

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5. Lease Report
6. Land Report
7. Capital Project Status Report
8. One-Year Capital Plan plus a Two-Year Forecast
9. Project Descriptions, Justifications, Scope and Budgets
10. Debt Capacity