

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)

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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:
 - new construction projects \$1,000,000 or more
 - repair and renovation projects \$1,000,000 or more
 - information resource projects that cumulatively would total \$1,000,000 or more in one year
 - property purchases that cumulatively would total \$1,000,000 or more in one year.

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, 87th Legislature, Art IX, Sec 11.03(e)
- 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

TEXAS HIGHER EDUCATION COORDINATING BOARD
Resource Planning

Welcome to the THECB Campus Planning System.

Using your password and FICE Code/ Agency Number; Please log into the system.

Username:

Password:

- Using the URL below, access the Integrated Campus Planning System (ICPS) by entering your **Username** and **Password** and pressing the “Login” button.

<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

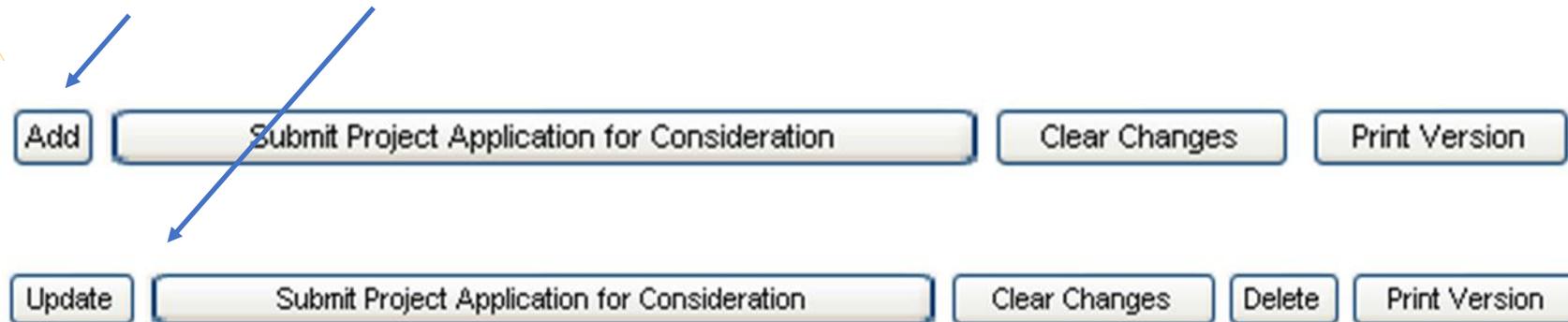
2. Prioritize Records

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.



ICPS Capital Expenditure Plan – Navigate the Webpage

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

+ **MP1 (Capital Expenditure Plan)**

+ **Project Application**

+ **Facilities Inventory**

Logout

Institution: Tarleton State University
FICE: 003631

Please Select from the M

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

ICPS Capital Expenditure Plan - Submit Records

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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)
 - 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
- Logout

Institution: Tarleton State University
FICE: 003631

Please Select from the Menu It

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

ICPS Capital Expenditure Plan - Edit Previous Records

TEXAS HIGHER EDUCATION COORDINATING BOARD

Resource Planning



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	X
000717	Ag Center Renovations	5	\$0	X
688	College of Business/Hydrology Renovation	6	\$0	X
	Fort Worth Building #2	7	\$0	X
0000	Applied Sciences Building 2: Agriculture	8	\$0	X
000533	Student Success Center Renovation	9	\$0	X
	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

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)
- View MP1 Records
- Summary Report-2020
- Download 2020 MP1 Records (xls)
- Summary Report-2019
- + Project Application
- + Facilities Inventory
- Logout

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

ICPS Capital Expenditure Plan - Edit Previous Records

Financing/Lease Period

Start Date:
(mm/dd/yyyy)

End Date:
(mm/dd/yyyy)

Financing

Cash or Bonds	Type	Source	Expenditures					9/1/2013 and beyond	Action
			Through 8/31/2009	Through 8/31/2010	Through 8/31/2011	Through 8/31/2012	Through 8/31/2013		
Bonds	Revenue Bonds	DT	\$2,000,000	\$6,000,000	\$0	\$0	\$0	\$0	<input type="button" value="DELETE"/>
Cash	Other	FG	\$4,000,000	\$0	\$0	\$0	\$0	\$0	<input type="button" value="DELETE"/>
Totals			\$6,000,000	\$6,000,000	\$0	\$0	\$0	\$0	

Debt Repayment Information

Repayment Source	Portion from General Revenue	Debt Obligation Payments (P&I)					9/1/2013 and beyond	Action
		Through 8/31/2009	Through 8/31/2010	Through 8/31/2011	Through 8/31/2012	Through 8/31/2013		
No Debt Repayment Information for this MAP								

- 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.**

ICPS Capital Expenditure Plan - Edit Previous Records

Financing/Lease Period

Start Date:
(mm/dd/yyyy)

End Date:
(mm/dd/yyyy)

Financing

Cash or Bonds	Type	Source	Expenditures					9/1/2014 and beyond	Action
			Through 8/31/2010	Through 8/31/2011	Through 8/31/2012	Through 8/31/2013	Through 8/31/2014		
No Financing Information for this AMP									
<input type="button" value="Add Financing Information"/>									

Debt Repayment Information

Repayment Source	Portion from General Revenue	Debt Obligation Payments (P&I)					9/1/2014 and beyond	Action
		Through 8/31/2010	Through 8/31/2011	Through 8/31/2012	Through 8/31/2013	Through 8/31/2014		
No Debt Repayment Information for this AMP								
<input type="button" value="Add Debt Repayment Information"/>								

- 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.

ICPS Capital Expenditure Plan - Edit Previous Records

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**
- + **Search**
- + **Facilities Inventory**
- Logout**

Administrative Account :: Angelo State University (003541)

MP1 (Capital Expenditure Plan) - Financing Information

Enter the information below, then click on *Save and Return* to add this financing information. Click on *Save and Add More* to save this record and add additional financing information. To return without saving, click on *Cancel*.

Type of Financing	Type of Financing	Source of Funds
<input type="text"/>	(Select One) <input type="text"/>	(Select One) <input type="text"/>
	If "Other", please specify type: <input type="text"/>	If "Other", please specify: <input type="text"/>
	Explanation of "Other" Financing: <input type="text"/>	Explanation of "Other": <input type="text"/>

Expenditures:

Through 8/31/2009	Through 8/31/2010	Through 8/31/2011	Through 8/31/2012	Through 8/31/2013	9/1/2013 and Beyond	Total Calculated Financing
\$ <input type="text"/>	\$					

Financing Information Reported in Previous Year (2007)

Financing Type	2008	2009	2010	2011	2012	Balance	Total Cost
Current Appropriations	\$0	\$0	\$0	\$0	\$0	\$0	\$0
General Obligation Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Revenue Bonds	\$0	\$11,350,600	\$36,332,200	\$81,870,500	\$32,350,000	\$35,810,320	\$197,713,620
Master Lease Purchase Program	\$13,800,000	\$0	\$0	\$0	\$0	\$0	\$13,800,000
Lease Purchase Other Than MLPP	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other	\$0	\$1,300,000	\$0	\$0	\$0	\$0	\$1,300,000
Unspecified	\$0	\$1,884,650	\$2,409,350	\$5,850,000	\$0	\$0	\$10,144,000
Totals	\$13,800,000	\$14,535,250	\$38,741,550	\$87,720,500	\$32,350,000	\$35,810,320	\$222,957,620

- 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.

ICPS Capital Expenditure Plan - Edit Previous Records

- Back on the main record input screen, input the Debt Repayment Information by selecting the "Add Debt Repayment Information" button.

Financing/Lease Period

Start Date: 11/01/2008
(mm/dd/yyyy)

End Date: 10/31/2033
(mm/dd/yyyy)

Financing

Cash or Bonds	Type	Source	Expenditures					9/1/2013 and beyond	Action
			Through 8/31/2009	Through 8/31/2010	Through 8/31/2011	Through 8/31/2012	Through 8/31/2013		
Bonds	Revenue Bonds	DT	\$2,000,000	\$6,000,000	\$0	\$0	\$0	\$0	<input type="button" value="DELETE"/>
Cash	Other	FG	\$4,000,000	\$0	\$0	\$0	\$0	\$0	<input type="button" value="DELETE"/>
Totals			\$6,000,000	\$6,000,000	\$0	\$0	\$0	\$0	

Debt Repayment Information

Repayment Source	Portion from General Revenue	Debt Obligation Payments (Pd)					9/1/2013 and beyond	Action
		Through 8/31/2009	Through 8/31/2010	Through 8/31/2011	Through 8/31/2012	Through 8/31/2013		
No Debt Repayment Information for this MP								

ICPS Capital Expenditure Plan – Enter New Records

TEXAS HIGHER EDUCATION COORDINATING BOARD
Resource Planning

Administrative Account :: Angelo State University (003541)

MP1 (Capital Expenditure Plan) - Debt Repayment Information

Enter the information below, then click on *Save and Return* to add this debt repayment information. Click on *Save and Add More* to save this record and add additional debt repayment information. To return without saving, click on *Cancel*.

Source of Funds: (Select One)

If "Other", please specify:

Explanation of "Other" Source of Funds

Percent from General Revenue: %

Buttons:

Expenditures:

Through 8/31/2009	Through 8/31/2010	Through 8/31/2011	Through 8/31/2012	Through 8/31/2013	9/1/2013 and Beyond
\$ <input type="text"/>					

- 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.

ICPS Capital Expenditure Plan - Edit Previous Records

TEXAS HIGHER EDUCATION COORDINATING BOARD
Resource Planning

Administrative Account :: Angelo State University (000541)

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

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 - Prioritize MP1
 - Summary Report-2007
 - Certify
- + **MP2 (Def. Maint. Plan)**
- + **MP4 (Def. Maint. Expenditures)**
- + **Project Application**
- + **TRB Projects**
- Tracking
- + Search
- + Facilities Inventory
- Logout

MP1 (Capital Expenditure Plan) - Debt Repayment Information

Enter the information below, then click on *Save and Return* to add this debt repayment information. Click on *Save and Add More* to save this record and add additional debt repayment information. To return without saving, click on *Cancel*.

Source of Funds: (Select One)

If "Other", please specify:

Explanation of "Other" Source of Funds

Percent from General Revenue: %

Expenditures:

	Through 8/31/2009	Through 8/31/2010	Through 8/31/2011	Through 8/31/2012	Through 8/31/2013	9/1/2013 and Beyond
\$	<input type="text"/>					

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 the "Cancel" button.

ICPS Capital Expenditure Plan - Edit Previous Records

Financing/Lease Period

Start Date:
(mm./dd./yyyy)

End Date:
(mm./dd./yyyy)

Financing

Cash or Bonds	Type	Source	Expenditures					9/1/2013 and beyond	Action
			Through 8/31/2009	Through 8/31/2010	Through 8/31/2011	Through 8/31/2012	Through 8/31/2013		
Bonds	Revenue Bonds	DT	\$2,000,000	\$6,000,000	\$0	\$0	\$0	\$0	<input type="button" value="DELETE"/>
Cash	Other	FG	\$4,000,000	\$0	\$0	\$0	\$0	\$0	<input type="button" value="DELETE"/>
Totals			\$6,000,000	\$6,000,000	\$0	\$0	\$0	\$0	

Debt Repayment Information

Repayment Source	Portion from General Revenue	Debt Obligation Payments (P&I)					9/1/2013 and beyond	Action
		Through 8/31/2009	Through 8/31/2010	Through 8/31/2011	Through 8/31/2012	Through 8/31/2013		
No Debt Repayment Information for this AMP								

- Back on the main record input screen, select the "Update" button to save the record.
- Select the "Mark Data Entry Completed" to return to the summary page.

ICPS Capital Expenditure Plan - Edit Previous Records



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
- 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 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	X
000717	Ag Center Renovations	5	\$0	X
688	College of Business/Hydrology Renovation	6	\$0	X
	Fort Worth Building #2	7	\$0	X
0000	Applied Sciences Building 2: Agriculture	8	\$0	X
000533	Student Success Center Renovation	9	\$0	X
	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.

ICPS Capital Expenditure Plan - Edit Previous Records

Financing/Lease Period

Start Date:
(mm/dd/yyyy)

End Date:
(mm/dd/yyyy)

Financing

Cash or Bonds	Type	Source	Expenditures					9/1/2013 and beyond	Action
			Through 8/31/2009	Through 8/31/2010	Through 8/31/2011	Through 8/31/2012	Through 8/31/2013		
Bonds	Revenue Bonds	DT	\$2,000,000	\$6,000,000	\$0	\$0	\$0	\$0	<input type="button" value="DELETE"/>
Cash	Other	FG	\$4,000,000	\$0	\$0	\$0	\$0	\$0	<input type="button" value="DELETE"/>
Totals			\$6,000,000	\$6,000,000	\$0	\$0	\$0	\$0	

Debt Repayment Information

Repayment Source	Portion from General Revenue	Debt Obligation Payments (P&I)					9/1/2013 and beyond	Action
		Through 8/31/2009	Through 8/31/2010	Through 8/31/2011	Through 8/31/2012	Through 8/31/2013		
No Debt Repayment Information for this MP								

- Scroll to the bottom of the page and click the "Delete" button.
- This will remove the record from the current fiscal year CEP/MP1 records list.

ICPS Capital Expenditure Plan – Enter New Records

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.

Institution: Tarleton State University
FICE: 003631

Please Select from the Menu It

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
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- Facilities Inventory
- Logout

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- To submit a new record for the current fiscal year, click on the "Start a new MP1" link.

ICPS Capital Expenditure Plan – Enter New Records

Board Rule §17.101(2) Facilities Development Reports

(A) Facilities Development Plan (MP1). On or before July 1 of every year, beginning in 2004, an institution shall submit an update to its Facilities Development Plan (MP1) on file with the Board, as required by Texas Education Code, §61.0572(b)(4). In every even-numbered year, the Board shall provide Facilities Development Plan data to the Bond Review Board for inclusion in the Capital Expenditure Report. This report may include capital renewal and deferred maintenance projects. The data may be used by the Board to respond to legislative requests, predictions of future space need, and similar analyses. **The report shall include projects that are planned or may be submitted to the Board within the next five years, regardless of funding source:**

(i) new construction projects \$1,000,000 or greater;

(ii) repair and rehabilitation projects \$1,000,000 or greater;

(iii) information resource projects that cumulatively would total \$1,000,000 or greater in one year;

(iv) property purchases that cumulatively would total \$1,000,000 or greater 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);

(v) the funding source for any planned project identified in paragraph (2)(A)(i)(ii)(iii) and (iv) of this section; and

[I have read the Board Rule 17.101 regarding the MP1 definition and thresholds and I am ready to begin a new MP1](#)

Confirm you have read and understand the rules and click here to continue.

ICPS Capital Expenditure Plan – Enter New Records

TEXAS HIGHER EDUCATION COORDINATING BOARD
Resource Planning

Administrative Account :: Angelo 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 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
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 - Certify
- + **MP2 (Def. Maint. Plan)**
- + **MP4 (Def. Maint. Expenditures)**
- + **Project Application**
- + **TRB Projects**
- Tracking**
- + **Search**
- + **Facilities Inventory**
- Logout**

Add MP1 (Capital Expenditure Plan)

Project Information

Name: **Priority:**

Building Number:

Location:

Description: 2500 characters remaining until full

Type: (Select One)

Total Cost: \$

Start Date: January / 2003

End Date: January / 2018

Subject Area

CIP Code:

Cost Of

L&M Requirements: \$

Useful Life: Years

- 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

ICPS Capital Expenditure Plan – Enter New Records

Square Footage

Gross Square Footage (GSF):

Net Assignable Square Footage (NASF):

Education and General Square Footage(E&G):

Acres in Land Aquisition:

Project Details

Legislative Authority: 250 characters remaining until full
(250 character maximum)

Potential Consequences of Postponing the Project: 250 characters remaining until full
(250 character maximum)

Revenue/Cost Savings: 250 characters remaining until full
(250 character maximum)

Other Financing Methods Considered: 500 characters remaining until full
(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.

ICPS Capital Expenditure Plan – Enter New Records

TEXAS HIGHER EDUCATION COORDINATING BOARD
Resource Planning

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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.

<u>Building Number</u>	<u>Project Name</u>	<u>Priority</u>	<u>Project Cost</u>	Data Entry Completed
01	<u>Contract TCID</u>	0	\$5,000,000	X

MP Added

- 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.

ICPS Capital Expenditure Plan – Enter New Records

Financing/Lease Period

Start Date:
(mm/dd/yyyy)

End Date:
(mm/dd/yyyy)

Financing

Cash or Bonds	Type	Source	Expenditures					9/1/2013 and beyond	Action
			Through 8/31/2009	Through 8/31/2010	Through 8/31/2011	Through 8/31/2012	Through 8/31/2013		
No Financing Information for this MP									
<input type="button" value="Add Financing Information"/>									

Debt Repayment Information

Repayment Source	Portion from General Revenue	Debt Obligation Payments (P&I)					9/1/2013 and beyond	Action
		Through 8/31/2009	Through 8/31/2010	Through 8/31/2011	Through 8/31/2012	Through 8/31/2013		
No Debt Repayment Information for this MP								
<input type="button" value="Add Debt Repayment Information"/>								

- Now the Financing and Debt Repayment information for the project should be entered.
- Start with the "Add Financing Information" button

ICPS Capital Expenditure Plan – Enter New Records

TEXAS HIGHER EDUCATION COORDINATING BOARD
Resource Planning

Administrative Account :: Angelo State University (003541)

MP1 (Capital Expenditure Plan) - Financing Information

Enter the information below, then click on *Save and Return* to add this financing information. Click on *Save and Add More* to save this record and add additional financing information. To return without saving, click on *Cancel*.

Type of Financing	Type of Financing	Source of Funds
<input type="button" value="v"/>	(Select One) <input type="button" value="v"/>	(Select One) <input type="button" value="v"/>
	If "Other", please specify type: <input type="text"/>	If "Other", please specify: <input type="text"/>
	Explanation of "Other" Financing <input type="text"/>	Explanation of "Other" <input type="text"/>
	<input type="button" value="Save and Return to MP1"/>	<input type="button" value="Save and Add More"/> <input type="button" value="Cancel"/>

Expenditures:

Through 8/31/2009	Through 8/31/2010	Through 8/31/2011	Through 8/31/2012	Through 8/31/2013	9/1/2013 and Beyond	Total Calculated Financing
\$ <input type="text"/>	\$					

- 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.

ICPS Capital Expenditure Plan – Enter New Records

(500 character maximum)

Financing/Lease Period
Start Date:
(mm/dd/yyyy)
End Date:
(mm/dd/yyyy)

Financing

Cash or Bonds	Type	Source	Expenditures					9/1/2013 and beyond	Action
			Through 8/31/2009	Through 8/31/2010	Through 8/31/2011	Through 8/31/2012	Through 8/31/2013		
No Financing Information for this MAP									

Debt Repayment Information

Repayment Source	Portion from General Revenue	Debt Obligation Payments (P&I)					9/1/2013 and beyond	Action
		Through 8/31/2009	Through 8/31/2010	Through 8/31/2011	Through 8/31/2012	Through 8/31/2013		
No Debt Repayment Information for this MAP								

- Back at the main record input screen, input the Debt Repayment Information by selecting the "Add Debt Repayment Information" button.

ICPS Capital Expenditure Plan – Enter New Records

(500 character maximum)

Financing/Lease Period

Start Date:
(mm/dd/yyyy)

End Date:
(mm/dd/yyyy)

Financing

Cash or Bonds	Type	Source	Expenditures					9/1/2013 and beyond	Action
			Through 8/31/2009	Through 8/31/2010	Through 8/31/2011	Through 8/31/2012	Through 8/31/2013		
No Financing Information for this MP									

Add Financing Information

Debt Repayment Information

Repayment Source	Portion from General Revenue	Debt Obligation Payments (P&I)					9/1/2013 and beyond	Action
		Through 8/31/2009	Through 8/31/2010	Through 8/31/2011	Through 8/31/2012	Through 8/31/2013		
No Debt Repayment Information for this MP								

Add Debt Repayment Information

Add Clear Changes Mark Data Entry Completed

- Back at the main screen, select the "Add" or "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

TEXAS HIGHER EDUCATION COORDINATING BOARD

Resource Planning



Administrative Account :: Angelo State University (003541)

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

Search MP Records
Enter the search criteria below, then click on *Search MPs* to continue.

Institution: Angelo State University

Reporting Year: 2008

MP Type: (All)

Building Number:

Priority:

Project Name:

Total Cost Greater Than: \$

Order Results by: Building Number

- Once you have a complete list of projects/records, it's time to prioritize them.

- Select and click the “Prioritize MP1” link.

ICPS Capital Expenditure Plan – Prioritize Records

TEXAS HIGHER EDUCATION COORDINATING BOARD
Resource Planning

Administrative Account :: Angelo State University (003541)

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 - Summary Report-2007
 - Certify
- + MP2 (Def. Maint. Plan)
- + MP4 (Def. Maint. Expenditures)
- + Project Application
- + TRB Projects
- Tracking
- + Search
- + Facilities Inventory
- Logout

Prioritize MP1s

Arrange the projects from high priority (top) to the lowest priority (bottom). When finished, press *Update Priorities*.

- 0104 - Hardeman Student Service Center
- BL03 - 500 Bed Residence Hall - Housing 9
- 0301 - Houston Harte University Center Snack Bar Renov.
- LA02 - Property Acquisitions
 - College of Nursing and Allied Health
- 0625 - Massie Hall Connection
- 0110 - Addition to the Center for Human Performance
- 0109 - Porter Henderson Library IT Commons
 - Performing Arts Center
 - Fine Arts Living/Learning Center
- IN04 - Central Plaza Renovation

Move Up ↑

Move Down ↓

Update Priorities

- 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 (003541)

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 the 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/Learning 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

TEXAS HIGHER EDUCATION COORDINATING BOARD
Resource Planning

Administrative Account :: Ange

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.

Institution: **Angelo State University**
FICE: **003541**

Please Select from the Menu Items on the Left

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**

- Select and click the “Summary Report” link.

Note: Higher education institutions will see summary reports for the current and prior year. Click on the “Summary Report-XXXX” for the current year.

ICPS Capital Expenditure Plan – View A Summary

03/19/08 Angelo State University (003541)

Capital Expenditure Plan (MP1) Summary Report (Fiscal Years 2008 - 2012) as Reported in FY 2007

Building Number	Project Name	Pri	GSF	EBG	Acres	CIP	L&M Req	Total Cost	Start Date	End Date
0104	Hardeman Student Service Center	1	24,592	13,762	0	130406	\$30,000	\$5,500,000	11/2008	12/2009
0301	Houston Harte University Center Snack Bar	2	14,000	0	0	731000	\$0	\$5,884,650	9/2008	7/2010
BLD3	500 Bed Residence Hall - Housing 9	3	200,000	5,000	0	733000	\$0	\$35,000,000	10/2009	7/2011
0109	Porter Henderson Library IT Commons	4	14,000	9,800	0	130100	\$50,000	\$4,350,600	3/2008	7/2009
IN05	Technology Infrastructure Upgrades	5	0	0	0	110400	\$0	\$2,560,000	9/2009	1/2011
0110	Addition to the Center for Human Performance	6	100,000	5,000	0	512300	\$100,000	\$28,600,000	9/2010	6/2012
0625	Massie Hall Connection - Housing 8	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
T02	Administration Building Renovation	9	39,202	23,669	0	81600	\$0	\$4,770,000	11/2008	11/2010
	Main Entrance Construction	10	0	0	0	739999	\$10,000	\$1,040,000	9/2010	6/2011
IN03	Fire and Safety Upgrades	11	0	0	0	839200	\$0	\$1,450,000	9/2009	6/2011
	University Police and Clinic Facility	12	15,000	0	0	732000	\$0	\$3,640,000	9/2010	7/2012
IN04	Central Plaza Renovation	13	0	0	0	839100	\$0	\$7,800,000	9/2010	8/2011
	Housing 2	14	68,000	0	0	733000	\$0	\$15,271,200	6/2010	7/2011
LA01	Property Acquisitions	15	0	0	6	818500	\$0	\$5,000,000	3/2010	8/2015
	Housing 3	16	85,000	0	0	733000	\$0	\$17,790,500	5/2010	7/2012
BLD2	Archives Warehouse	17	50,000	37,500	0	819900	\$0	\$4,000,000	9/2009	5/2011
	Housing 4	18	78,000	0	0	733000	\$0	\$16,250,000	3/2012	6/2013
0302	Food Service Expansion	19	31,000	0	0	731000	\$0	\$10,850,000	9/2010	6/2011
B03	Central Thermal Plant Addition	20	0	0	0	141900	\$0	\$8,100,000	1/2012	1/2014
D103	Cavness Science Renovations	21	82,543	55,200	0	260100	\$350,000	\$19,810,320	5/2012	7/2013

Totals by Project Type

Project Type	Number of Projects	GSF	EBG	Acres	Total Cost
Addition	3	165,700	5,000	6	\$57,105,650
New Construction	6	496,000	42,500	0	\$91,951,700
Repair and Renovation	6	160,337	102,431	0	\$46,670,270
Land Acquisition	0	0	0	0	\$0
Infrastructure	3	0	0	0	\$10,570,000
Information Resources	1	0	0	0	\$2,860,000
Leased Space	0	0	0	0	\$0
Unspecified	0	0	0	0	\$0
Totals	21	823,037	149,931	6	\$209,157,620

Summary of Planned Expenditures by Year

Project Type	2008	2009	2010	2011	2012	Balance	Total Cost
Addition	\$0	\$1,884,650	\$9,771,000	\$33,450,000	\$12,000,000	\$0	\$57,105,650
New Construction	\$0	\$0	\$20,271,200	\$43,450,300	\$16,250,000	\$0	\$91,951,700
Repair and Renovation	\$0	\$12,650,600	\$5,409,350	\$7,800,000	\$0	\$19,310,320	\$46,670,270
Land Acquisition	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Infrastructure	\$0	\$0	\$430,000	\$2,040,000	\$4,100,000	\$4,000,000	\$10,570,000
Information Resources	\$0	\$0	\$1,860,000	\$1,000,000	\$0	\$0	\$2,860,000
Leased Space	\$0	\$0	\$0	\$0	\$0	\$0	\$0

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

ICPS Capital Expenditure Plan – Certify Records

TEXAS HIGHER EDUCATION COORDINATING BOARD
Resource Planning

Administrative Account :: Angelo State University (003541)

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.

Institution: **Angelo State University**
FICE: 003541

Please Select from the Menu Items on the Left

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

- To certify the current year's MP1 Records, select the “Certify” link.

ICPS Capital Expenditure Plan – Certify Records

TEXAS HIGHER EDUCATION COORDINATING BOARD
Campus 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
 - System Controls
 - User Management
 - Institution Selection
- MP1 (Capital Expenditure Plan)
 - Start a new MP1
 - Upload MP1
 - View MP1 Records
 - Prioritize MP1
 - Summary Report
 - Certify
- + MP2 (Def. Maint. Plan)
- + MP4 (Def. Maint. Expenditures)
- + Project Application
- Tracking
- + Search
- + Facilities Inventory

Certify MP1

To certify your institution's Capital Expenditure Plan, fill out your contact information below then click on *Certify*. Then print the resulting PDF and have it signed by the president of your institution.

Institutional Contact Information

Name:

Title:

Phone Number:

E-Mail:

Integrated Campus Planning System
Texas Higher Education Coordinating Board
The University of Texas Medical Branch at Galveston (104952)

Capital Expenditure Plan (MP1) Summary Report

Building Number	Project Name	Pri	GSF	E&G	Acres	CIP	LBM Req	Total Cost	Start Date	End Date
-----------------	--------------	-----	-----	-----	-------	-----	---------	------------	------------	----------

- 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

Integrated Campus Planning System
Texas Higher Education Coordinating Board

The University of Texas Medical Branch at Galveston (104952)

Please print the following certification form and return it to the Texas Higher Education Board.

Master Plan Certification

I have reviewed the data listed below and I certify that the data reported below is complete and accurate.

Institutional Contact

Name: System Admin
Title:
Phone:
E-Mail:

Capital Expenditure Plan (MP1) Summary Report

Building Number	Project Name	Pri	GSF	E&G	Acres	CIP	L&M Req	Total Cost	Start Date	End 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	0	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?

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

Contact the BRB: If you are a state agency with questions about your password, project-specific questions, or questions on what interest rate to use for debt service.

THECB Contact: Christopher Zepeda, (512) 921-1841, christopher.zepeda@highered.texas.gov

BRB Contact: Nate Chacon, (512) 463-1741, nate.chacon@brb.texas.gov

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.
Type	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. Repair and Renovations		3. Lease Purchase
Potential Consequences	The continued deterioration of existing facilities may result decremented services.	The postponement of the project increases risk of inspection failure and loss of certification, which could prevent federal reimbursements.		Continued deterioration of 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 with the project is to be calculated at the completion of the repairs and renovations.		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 WORK BEFORE ENTERING FINANCING AND DEBT INFORMATION				
Payment Type	Bonds	Bonds		Cash
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

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