Office of the Chancellor
Pennsylvania State System of Higher Education

Procedure/Standard Number 2011-01-A
Capital Planning and Programming

Approved by: _____   **Date**: June 22, 2020 _____
              Chancellor

History:	Revised June 16, 2020
This procedure/standard is being revised to include minimum standards for the review process, ensure alignment with sustainability planning, and update references to related policies.	Additional History—The State System's Facilities Manual has served as a resource and guide for university facilities planning and operation since about 1992. This procedure was originally developed in 2011 to codify a long-existing best practice.

Related Policies:

Board of Governors' Policy 1983-22-A: *Use of Facilities*

Board of Governors' Policy 1990-02: *Placing State System Facilities on an Historic Register*

Board of Governors' Policy 1991-05-A: *Delegation of Authority for State System Real Property*

Board of Governors' Policy 1994-01-A: *Administration of the Keystone Recreation, Park, and Conservation Fund (Act 50 of 1993)*

Board of Governors' Policy 1995-02; *Facilities Projects Contract Compliance Program*

Board of Governors' Policy 1996-03-A: *Defining Auxiliary Enterprises and Associated Cost Allocation*

Board of Governors' Policy 1997-03: *Naming of State System of Higher Education Facilities*

Board of Governors' Policy 1998-04-A: *Procurement of Goods, Services, Supplies, and Construction*

Board of Governors' Policy 2000-02-A: *Capital Facilities Planning, Programming, and Funding.*

Additional References: Facilities, capital, planning, construction, maintenance, Key 93, deferred maintenance, space guidelines, space utilization, contracting, GESA, ESCO, real estate, lease, easements, appraisals, master plan, feasibility study

---

I.   **Introduction**

As specified in Board of Governors' Policy 2000-02-A: *Capital Facilities Planning Programming and Funding*, Pennsylvania's State System of Higher Education uses an established capital facilities planning and programming process for determining capital facilities requirements, submitting detailed planning documents, and allocating available funding for projects.

Facilities projects are funded by specific Commonwealth appropriations or financed by the State System for acquisition, maintenance, repair or renovation of existing facilities or for construction of new facilities. The method of financing determines the procedures used to plan and program a facilities project.

II. **Procedure/Standards**

A. All facilities projects submitted for inclusion in a State System capital appropriation request or System bond financing will be based on detailed project justifications and planning documents in accordance with capital budget guidance, university and System sustainability, and university academic mission and/or workforce development requirements.

B. The State System's Office of Administration and Finance will administer a capital planning review process that will require joint review and recommendation to the Executive Leadership Group (ELG) by the fiscal and administrative vice presidents of capital funding proposals for state capital appropriations or System bond financing. Following consideration by the ELG, final disposition of the project plan shall be determined by the chancellor for potential recommendation to the Board of Governors.

C. The State System's Office of Administration and Finance will maintain the Facilities Manual that explains the different procedures for each method of financing and the planning and programming system used by the State System from identification of a physical plant deficiency to project approval for design and construction.

The Facilities Manual will be reviewed at least annually and updates made as needed. The manual will be posted on the State System's website at the following location: https://www.passhe.edu/offices/anf/facilities/facilities_manual.html

D. Implementation: Immediate.