



**STATE OF OKLAHOMA**  
**LONG-RANGE CAPITAL PLANNING COMMISSION**

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(405) 522-1652 Fax (405)522-3861

TO: All State of Oklahoma Agencies, Boards and Commissions  
DATE: March 27, 2014  
SUBJECT: Capital Budgeting, Fiscal Years 2016-2023

*If this message has been incorrectly sent to you, please forward to the person or people in your organization who have responsibility for capital budgeting. Please reply to [justin.henry@omes.ok.gov](mailto:justin.henry@omes.ok.gov) with any corrections to your agency's contact information, including name, telephone number, email, and staff title.*

The "Capital Outlay Request" portion of the Online Budget Request System is now available for your organization to submit project requests for Fiscal Years 2016-2023. The attached "Project Submittal and Evaluation Guidelines" document provides information regarding eligible project submittals, agency participation requirements, and rating criteria that will be used to evaluate project requests. **The deadline for capital outlay request submissions is July 1, 2014.** Any submissions made after this date will not be considered. Instructions and information for accessing the online budget request system can be found at [http://www.ok.gov/OSF/Budget/Budget\\_Request\\_System.html](http://www.ok.gov/OSF/Budget/Budget_Request_System.html).

During the 2012 and 2013 Legislative Sessions, a number of statutory changes were made to improve the capital budgeting process. Highlights include:

- The establishment of the Maintenance of State Buildings Revolving Fund to be used solely for funding projects recommended in the State's Capital Improvements Plan. \$30 million was appropriated to the Fund for implementation of the FY 2015 Capital Budget;
- All proceeds from sales of the State's Underutilized Properties are deposited into the above Fund to be used for implementation of the Capital Budget;
- The time period covered by the Capital Improvements Plan was extended from five years to eight years;
- The establishment of automatic approval of the Capital Improvements Plan and Capital Budget if the State Legislature does not take action to disapprove them within 45 days of the beginning of the Legislative Session; and
- The Long-Range Capital Planning Commission is now comprised solely of members from the private sector; nine new members were appointed in 2013.

**The FY2015-2022 Capital Improvements Plan and FY2015 Capital Budget were recently approved by the State Legislature. The FY2015 Capital Budget provides \$29.5 million to implement 100**

**capital projects in 16 State agencies.** If your agency was awarded project funding, you should have received an email communication from OMES-DCAM-Capital Planning on March 26, 2014. The FY2015-2022 Capital Improvements Plan can be found at [http://ok.gov/DCS/Capital\\_Planning/](http://ok.gov/DCS/Capital_Planning/), under “Related Topics” on the right side of the page.

The budget system currently contains many outdated capital outlay requests, with some dating back to the early 1990s. Agencies should review their existing capital outlay submissions to ensure that they are still valid and that data is up-to-date. Invalid requests should be deleted from the system. Valid requests should be updated with current cost estimates. Agencies are encouraged to review the Long-Range Capital Planning Commission’s Guiding Principles and Evaluation Criteria, located at [http://ok.gov/DCS/Capital\\_Planning/](http://ok.gov/DCS/Capital_Planning/), to ensure that capital outlay requests are consistent with the Commission’s goals.

Please be aware that this is the last year that the current online budget system will be utilized. OMES’ Budget Division is currently developing a new budget system that should be more user-friendly. You should receive information about the new system later this year.

DCAM’s Capital Planning staff is available to assist you with any questions regarding the capital planning process. Please feel free to contact us; we are here to help you.

Capital Planning contact information:

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[http://ok.gov/DCS/Capital\\_Planning/](http://ok.gov/DCS/Capital_Planning/)

Sincerely,



Ben Davis, AICP

Planning Director/ Staff for the Long-Range Capital Planning Commission

Attachment