

Capital Planning Process Policy

Summary

Planning for capital projects happens in a variety of ways – most frequently it’s done through a collaborative master planning process that takes place approximately every ten years, and an annual presentation of needs during the University’s budget conference process. Capital projects (and their sources of funding) are approved through the Capital Expenditure Request (CER) [policy](#) (04.32.01). Temple’s Project Delivery Group (PDG) executes all major construction and renovation projects at Temple.

The purpose of this policy is to document the process by which most capital projects are identified, evaluated, prioritized, and approved.

Identification of Capital Projects

1. Master planning process – approximately every ten years, the University may undertake a collaborative master planning process. The master plan is intended to serve as a road map for improvement and investment on all campuses for the next ten years. It recommends a set of goals and a plan of action in response to the University’s strategic initiatives, academic priorities, and the combined vision expressed by the University community.
2. Annual budget conference – Schools/colleges/administrative units are asked to detail their capital needs as part of the University’s annual budget conference submission process. Deans and/or University administrators must include the following factors when presenting their needs:
 - a. Overall benefit of a project to Temple University
 - b. Specific benefit to the requesting school, college, or administrative unit
 - c. Primary goal(s) of the project (e.g., grow enrollment, maintain competitiveness, research support, academic or administrative support)
 - d. Capital cost – including the ability to raise funds and contribute
 - e. Operational cost – would the new construction require additional support?
3. Facility condition audits – Occasionally, Temple engages a third-party to assess the physical condition of its facilities. Any significant health and safety findings are treated as the highest priority.

Evaluation of Capital Needs

Projects are assessed by the University’s senior leadership including the Provost, Chief Financial Officer, Chief Operating Officer, and Facilities units. Decisions, including priority, may be based upon the following:

- a. Urgency to the individual school/college, discipline, or administrative unit (e.g., accreditation, enrollment demand, etc.)
- b. Age of all existing facilities for each school/college/administrative unit
- c. Alignment with University mission and strategic objectives
- d. Stakeholder feedback if applicable
- e. Project cost

- f. Financial and institutional capacity to complete the project
- g. School/college/department's ability to fundraise or otherwise financially contribute to the project

When applicable, when collecting stakeholder input, Temple complies with the Philadelphia Zoning Code [Civic Design Review process](#).

Approval and Funding

Capital projects that have been presented, evaluated, and approved through the aforementioned [process](#) may be funded through one or more of the following sources:

- a. Plant Development Fund (PDF)
- b. Schools/colleges/administrative units
- c. PA Department of General Services (DGS)
- d. PA Redevelopment Assistance Capital Program (RACP)
- e. Grants
- f. Fundraising
- g. Bonds

Monitoring and Reporting

Capital projects are executed by PDG, and as such, PDG is responsible for monitoring the project's progress and cost. This also involves frequent communication and collaboration with the school/college/unit for which the project is being completed. The EVP/COO regularly reports to and updates the Facilities Committee of the Board on the status of all major capital projects. When applicable, changes to capital projects must follow the established processes set forth in the CER policy.

Changes

Projects identified in the Master Plan, as well as projects approved as a result of the budget conference process, are subject to change based on a variety of factors including changes in overall strategic direction, changes in scope, changes in institutional priorities, or changes in funding. These changes are addressed as needed, and if required, new or additional approvals are obtained.