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Eight Year, System-wide Capital Improvement Program	ACA Standards: 2-CO-1A-06, 2-CO-1A-09, 2-CO-1B-02, 2-CO-1B-03, 2-CO-2A-01, 2-CO-3B-01M		
Kevin J. Gross, Chair Oklahoma Board of Corrections	Signature on File		

Eight Year, System-wide Capital Improvement Program

It is the policy of the Oklahoma Board of Corrections that the Oklahoma Department of Corrections (ODOC) implements and maintains an eight year, system-wide capital improvement program ensuring compliance with applicable regulatory agencies in environmental health, fire and safety, health and sanitation, and security standards. (2-CO-1A-09, 2-CO-2A-01, 2-CO-3B-01M)

I. Health, Safety and Security

The Board of Corrections will ensure that the Oklahoma Department of Corrections (ODOC) complies with applicable standards to provide constitutional care and treatment to inmates under its custody. In order to provide constitutional care and treatment, the health, safety and security of inmates must be maintained. (2-CO-2A-01)

II. Capital Budget Requests (2-CO-1B-02, 2-CO-1B-03)

Oklahoma Statute, 62 O.S. § 901, establishes the Long-Range Capital Planning Commission. The Commission has the annual responsibility to prepare an eight-year capital plan for the State of Oklahoma to be used by the Governor and Legislature in the development of capital budgeting decisions.

All Oklahoma state-level agencies, boards, trusts, and commissions are required to provide eight-year capital requests to the Commission; budget items are to be submitted even if no state appropriated funds are used to acquire them. The Commission has defined “capital projects” as any one time project with a cost of at least \$25,000 and a useful life of five years or more.

The Commission is staffed by the State Bond Advisor’s Office, which maintains a web based capital request system. Capital requests are due by July 1 of each year.

A. Preparation of Agency Request

The chief administrator of Business Services will prepare a capital outlay

budget request, which includes input from the associate directors and their designees.

B. Director's Approval (2-CO-1A-06)

The director will review and approve the agency's capital budget request.

C. Board Approval

The agency's capital budget request will be presented annually to the Board of Corrections for their approval.

D. Submission to Long Range Capital Planning Commission

Upon approval by the Board of Corrections, the agency's capital budget request will be submitted to the Long Range Capital Planning Commission as required. If Board approval is not obtained by July 1, a draft of the request may be submitted.

III. Reference

State and Federal Health and Safety Regulations

https://www.ok.gov/bondadvisor/Capital_Planning/index.html

62 O.S. § 901

IV. Action

The director is responsible for compliance with this policy.

The director is responsible for the annual review and revisions.

Any exceptions to this policy statement will require prior written approval of the Board of Corrections.

This policy statement is effective as indicated.

Replaced: Policy Statement No. P-150500 entitled "Five Year, System-wide Capital Improvement Program" dated March 24, 2015

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