

STATE OF OHIO



DEPARTMENT OF REHABILITATION
AND CORRECTION

SUBJECT: Capital Project Budgeting and Administration	PAGE <u> 1 </u> OF <u> 3 </u>
	NUMBER: 23-BUD-03
RULE/CODE REFERENCE: 5120.01 and 5120.09	SUPERSEDES: 23-BUD-03 dated 01/09/15
RELATED ACA STANDARDS:	EFFECTIVE DATE: February 11, 2016
	APPROVED: 

I. AUTHORITY

This policy is issued in compliance with Ohio Revised Code 5120.01 which delegates to the Director of the Department of Rehabilitation and Correction the authority to manage and direct the total operations of the Department and to establish such rules and regulations as the Director prescribes.

II. PURPOSE

The purpose of this policy is to establish responsibility, procedures and documentation for the preparation of a capital budget request and for the administration of capital projects to support agency operations.

III. APPLICABILITY

This policy generally applies to all persons employed by or under contract or grant agreement with the Department of Rehabilitation and Correction. It specifically applies to all employees of the Division of Business Administration, maintenance departments and business offices throughout the Department. The Lake Erie Correctional Institution and other privately owned and operated facilities are exempted.

IV. DEFINITIONS

None

V. POLICY

It is the policy of the Department of Rehabilitation and Correction that the Bureau of Construction, Activation, Maintenance, and Sustainability (CAMS), under the direction of the Chief, Division of Business Administration (DBA), in accordance with Ohio Revised Code 5120.09, shall be responsible for preparation of a capital budget that will ensure the appropriate allocation of capital resources for agency and community corrections facilities. CAMS shall be responsible for administering capital projects.

VI. PROCEDURES

- A. Institutions of the Department of Rehabilitation and Correction and community corrections facilities shall be given written instructions by DBA and CAMS, including Ohio Office of Budget and Management (OBM) Guidelines, on the preparation of requests for capital projects.
1. Institutions of the Department of Rehabilitation and Correction and community corrections facilities shall have capital planning meetings with CAMS and their appropriate Deputy Director.
 2. Institutions of the Department of Rehabilitation and Correction and community corrections are responsible for preparing their own project requests in accordance with the budget guidelines as provided by DBA, CAMS and OBM. The requests shall then be submitted to CAMS for consolidation into the agency capital budget request.
 3. CAMS shall prepare the agency capital budget request and review the request with affected Deputy Directors.
 4. CAMS shall present the agency capital budget request to the Director for approval.
 5. Following the Director's approval, the agency capital budget request shall be submitted to OBM.
- B. Once capital appropriations have been made, and in consultation with the appropriate Deputy Director, CAMS shall review and prioritize projects funded in the capital appropriations bill.
- C. For all additional projects that are \$300,000 and higher and not already funded in the capital appropriations, the institution Managing Officers may request by submitting an Unplanned Capital Project Request form (DRC1725) for the project to the appropriate Regional Director. If approved by the Regional Director, the project request shall be forwarded to the Deputy Director of Administration. The Deputy Director of Administration shall determine if funding can be transferred from other sources to support the project, including other approved projects at the institution requesting the additional project or if the project should be included in a future capital budget request. All requests that are under this threshold shall be submitted to the Chief of CAMS for review.
- D. The approval of the Deputy Director of Administration is required prior to authorizing change orders on existing capital projects that exceed, either individually or collectively, the original contingency amount.
- E. CAMS shall administer capital projects in accordance with the Ohio Revised Code, Administrative Rules and applicable Department policies.
- F. CAMS shall be responsible for maintaining a record of all funded capital projects, the assigned project manager, the current status of the project, the project budget and the funding source. This information shall be made available upon request.

Related Department Forms:

Unplanned Capital Project Request Form

DRC1725