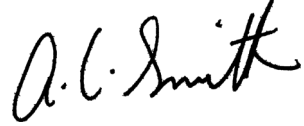




Department of
Rehabilitation & Correction

SUBJECT: Capital Planning	PAGE <u> 1 </u> OF <u> 3 </u>
	NUMBER: 21-CAM-08
RULE/CODE REFERENCE: ORC 153, 5120.01; AR 5120.09	SUPERSEDES: 21-CAM-08 dated 08/06/2018
RELATED ACA STANDARDS:	EFFECTIVE DATE: May 1, 2021
	APPROVED: 

I. AUTHORITY

Ohio Revised Code 5120.01 authorizes the Director of the Department of Rehabilitation and Correction, as the executive head of the department, to direct the total operations and management of the department by establishing procedures as set forth in this policy.

II. PURPOSE

The purpose of this policy is to provide guidance for Capital Improvement Projects Planning and Pre-Design procedures for the Ohio Department of Rehabilitation and Correction (ODRC). The procedures will guide all ODRC staff members involved in planning and pre-design phase work of all capital improvement projects and to ensure adequate maintenance of the facility.

III. APPLICABILITY

This policy applies to all ODRC employees involved in the planning and pre-design phases of all capital improvement projects and the maintenance of the facility.

IV. DEFINITIONS

The definitions for the below listed terms can be found at the top of the ODRC policies page on the ODRC Intranet at the following:

[Definitions Link](#)

- **Biennium**
- **Capital Projects Planning**
- **Controlling Board**
- **Ohio Facilities Construction Commission (OFCC) Administered Projects**
- **Unplanned Capital Request Form**

V. POLICY

It is the policy of the ODRC that the Capital Projects Planning procedures shall be followed by the Bureau of Construction, Activation, Maintenance and Sustainability (CAMS) staff, deputy director of the Office of Administration (OOA), deputy directors, institution managing officers, and other key staff.

VI. PROCEDURES

A. Capital Planning

1. Facility Responsibilities with Capital Planning of Projects

- a. The managing officer shall appoint a capital planning committee consisting of the managing officer, deputy wardens/designee, building construction superintendent, and safety and health coordinators. The CAMS project manager shall be available for assistance to add input into planning process and review the final list prior to submittal to ensure the project meets capital expenditure guidelines, estimates are accurate, and priorities are accurate.
- b. The institution capital planning committee is responsible to meet at least once every year and electronically populate information into the software program designated by the chief of CAMS as required by Ohio law every other year for each project. The electronic format designated by the chief of CAMS shall include scope, cost estimates and justification.
- c. Institutions shall prioritize their capital projects requests.
- d. The chief of CAMS shall provide direction and deadline information to the facilities, community-based corrections chief and various department chiefs and deputy directors regarding electronic submittals.
- e. The institution shall maintain a record of all meetings, to include all involved information, and enter it electronically via the software format as designated by the chief of CAMS.

2. Bureau of Construction, Activation, Maintenance and Sustainability Level

- a. The CAMS chief shall appoint a review committee consisting of CAMS project manager(s), fiscal operations manager, and chief of CAMS who will evaluate all capital project requests submitted by the institutions.
- b. The CAMS chief shall submit these recommendations to the OOA deputy director.
- c. The review committee shall maintain a report of all recommendations.

3. Capital Review, Approval and Submission

- a. The OOA deputy director shall appoint a capital planning committee including regional directors, deputy directors, CAMS chief and CAMS fiscal operation manager to review CAMS committee's recommendations and finalize the capital project requests for submittal to the ODRC Director and Office of Budget and Management (OBM) by deadline date given.
- b. The capital planning committee shall provide their final report, including approved and disapproved projects, to the chief of CAMS who shall maintain this report electronically via the designated software.

4. Unplanned Capital Request

- a. The facility maintenance superintendent/designee shall electronically complete an Unplanned Capital Project Request (DRC1725) and route it to the managing officer and regional director for approval. If the amount requested is \$100,000 or greater, the form will automatically forward to the OOA deputy director and copy the chief of CAMS. Any request under this threshold will automatically route to the chief of CAMS for review and processing.
- b. The CAMS chief shall coordinate with designated staff to assess needs (i.e., assign project manager, project evaluation, required funding, etc.) as needed.

Referenced Forms:

Unplanned Capital Project Request

DRC1725