LEGISLATIVE BUDGET BOARD

2028–29 Legislative Appropriations Request

Detailed Instructions for Institutions of Higher Education for the Biennium Beginning September 1, 2027

LEGISLATIVE BUDGET BOARD STAFF
OFFICE OF THE GOVERNOR, BUDGET AND POLICY DIVISION

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INSTRUCTIONS FOR INSTITUTIONS OF HIGHER EDUCATION

Agencies and institutions of higher education must refer to the *2028–29 Legislative Appropriations Request Detailed Instructions* (July 2026) for general budget instructions and due dates, which are available on the Legislative Budget Board (LBB) website at www.lbb.texas.gov/Budget_Submissions.aspx → Budget Submissions → Legislative Appropriations Request (LAR) Instructions → General Instructions → Legislative Appropriations Detailed Instructions for Agencies.

The following instructions outline the LAR schedules that agencies and institutions of higher education must complete **in addition to** the general LAR schedules referenced previously. A separate document providing instructions for entering data for the higher education LAR schedules into the Automated Budget and Evaluation System of Texas (ABEST) also appears on the LBB website at www.lbb.texas.gov/Budget_Submissions.aspx → Budget Submissions → Legislative Appropriations Request (LAR) Instructions → Institutions and Agencies of Higher Education → ABEST Instructions for Legislative Appropriations Request Schedules 1–9 2028–29 Biennium.

HIGHLIGHTS AND WHAT'S NEW

SUBMISSIONS

- Institutions of higher education must submit their first LAR submission in August and the second LAR submission in October to both the Legislative Budget Board and Office of the Governor, Budget and Policy Division. Two bound, printed copies are required for the Office of the Governor. LBB only requires a PDF electronic submission through the LBB Document Submissions application, however, LBB may request a bound, printed copy in specific circumstances.
- Instructions for Administrator's Statement, Organization Chart, and Certification of Dual Submission are included in these instructions. Institutions of higher education must continue to submit these items as required. The Certification of Dual Submission must be included in the PDF submitted via the LBB Document Submissions application.
- **Schedules 2.G. Summary of Total Request Objective Outcomes** and **4.B. Exceptional Item Strategy Allocation Schedule** in the *2028–29 Legislative Appropriations Request Detailed Instructions* must be included in the electronic submission. The inclusion of these schedules in printed copies is optional.
- Agencies and institutions of higher education no longer are required to submit one bound, printed copy of the LAR submission to the Department of Information Resources (DIR) or Bond Review Board (BRB). DIR and BRB will accept PDF submissions at policy@dir.texas.gov and capital@brb.texas.gov, respectively. Additional agencies no longer require paper copies, and will accept electronic/PDF submissions only: House Committee on Appropriations, State Auditor's Office, Texas State Publications Clearinghouse, State Library, and Texas Higher Education Coordinating Board. Please see page 14 of the main *2028–29 Legislative Appropriations Request Detailed Instructions* (July 2026) for submission instructions for these agencies.

NEW SCHEDULES AND MODIFICATIONS

With the passage of Senate Joint Resolution 59, 89th Legislature, Regular Session, 2025, which establishes funds to support the capital needs of educational programs offered by the Texas State Technical College System (TSTC), the TSTC System is required to submit **Higher Education Schedule 6: Constitutional Capital Funding**. Please see *ABEST Instructions for Legislative Appropriations Request* for further detail.

Three Percent Reduction: Agencies, institutions of higher education, appellate courts, and judicial branch agencies are required to fully identify any required three percent reductions in the Explanation of Biennial Change section of impacted strategy requests.

STATEMENT, CHART, AND CERTIFICATION

ADMINISTRATOR'S STATEMENT

The Legislative Appropriations Request (LAR) is divided into parts identified by numbers and capital letters. Part 1 includes the Administrator's Statement, an organizational chart, and Certificate of Dual Submission.

The agency administrator or governing board includes a statement in the LAR that must be entered into the Automated Budget and Evaluation System of Texas (ABEST). See *ABEST Instructions for Legislative Appropriations Request 2028–29: Data Entry Instructions for State Agencies, Institutions of Higher Education and Appellate Courts,* available on the LBB website (http://www.lbb.texas.gov/Budget_Submissions.aspx → Budget Submissions → Legislative Appropriations Request (LAR) Instructions → General Instructions → ABEST Instructions for Legislative Appropriations Request 2028–29: Data Entry Instructions for State Agencies, Institutions of Higher Education, and Appellate Courts). Available space in the ABEST entry area permits a maximum of 30,000 characters. This statement must include the names, terms of office, and hometowns of the members of the governing board. The statement must explain issues fundamental to the budget request, including the following items:

- significant changes in policy;
- significant changes in provision of service (e.g., client population, cost, efficiencies, technology, privatization);
- significant externalities (e.g., population changes, court orders, federal mandates, service demands);
- purpose of any new requested funding (e.g., to comply with federal or state law requirements, resolve unforeseen budget problems, expand existing programs, or develop new programs);
- brief narrative summary explaining the agency's strategy for meeting the requirements established in the Policy Letter; and
- the agency's statutory authority to conduct background checks, and actual agency practices or procedures regarding background checks.

NOTE

Agencies and institutions of higher education may include a maximum of four pages of charts or tables along with the Administrator's Statement. For instructions on how to include charts with the Administrator's Statement, see *ABEST Instructions for Legislative Appropriations Request 2028–29: Data Entry Instructions for State Agencies, Institutions of Higher Education, and Appellate Courts,* available on the LBB website at www.lbb.texas.gov/Budget_Submissions.aspx.

ORGANIZATIONAL CHART

Provide an organizational chart that shows the agency's management structure. The organizational chart is not generated in ABEST. Although the organizational chart has no standard format, it must identify the following areas:

- oversight boards or commissions;
- all functional units of the agency, with a brief description of each function;
- each management position by title; and
- the number of full-time-equivalent positions directly supervised by that position.

DUAL SUBMISSION CERTIFICATE

The LAR is submitted electronically, both through ABEST and as a PDF document. The request submitted in ABEST is the official submission. A Certificate of Dual Submission, which affirms that the ABEST submission and the PDF document are accurate and identical, must be submitted as part of the PDF document. If the ABEST submission and the PDF document show a discrepancy, the ABEST submission will be presumed correct. The Certificate of Dual Submission is available on the LBB website (see link in **Appendix A**).

HIGHER EDUCATION SCHEDULE 1A: OTHER EDUCATIONAL AND GENERAL INCOME

This schedule provides detail regarding actual and estimated Other Educational and General (E&G) Income for fiscal years 2025 to 2029. This information is used to calculate the estimated appropriations for Other E&G Income.

GENERAL INFORMATION

All general academic and health-related institutions, Lamar State Colleges, and Texas State Technical Colleges must complete this form.

Institutions must provide updated information for 2026 in the second LAR submission in October, after the end of the fiscal year.

IMPORTANT

- Report all estimated Other E&G Income for fiscal years 2028 and 2029. Do not limit the amounts reported on this schedule to amounts for fiscal years 2026 and 2027.
- Report Indirect Cost Recovery as an informational item on **Higher Education Schedule 2: Selected Educational, General, and Other Funds.**
- Clarifications for health-related institutions: 2028–29 biennial estimated tuition and fees is based on projected student count for fiscal years 2026 and 2027.

COMPLETING THE FORM

The following items correspond to items in the schedule and represent key elements in completing the form:

- exclude designated tuition, pursuant to the Texas Education Code, Section 54.0513, from gross tuition;
- reconcile waivers and exemptions to amounts reported in the Supplemental Report submitted to the Texas Higher Education Coordinating Board (THECB) as specified in the 89th Legislature, General Appropriations Act (GAA), 2026–27 Biennium, Article III, Special Provisions Relating Only to State Agencies of Higher Education, Section 40; reconcile waivers and exemptions of statutory tuition to amounts reported in THECB's Integrated Fiscal Reporting System; separate lines are shown for resident and nonresident waivers and exemptions;
- report tuition exemption amounts pursuant to the Texas Education Code, Section 54.341 (Hazlewood exemption);
- report board-authorized tuition income (differential tuition charged to graduate students) charged pursuant to the Texas Education Code, Section 54.008, less any waivers or exemptions;
- report tuition increases charged to doctoral students with excess hours for all years;
- report tuition increases charged to undergraduate students with 30.0 hours more than degree requirements;
- report tuition rebated for certain undergraduates;
- report tuition waived for students age 55 and older;
- report tuition for repeated or excessive hours;
- report waived tuition amounts for Towards EXcellence, Access, and Success (TEXAS) Grant Program recipients;
- reconcile amounts reported for transfers for Texas Public Education Grants (TPEG) to amounts reported in the strategy request for TPEG;

- reconcile amounts reported for the federal Old-age and Survivors Insurance (OASI) program to amounts reported on **Higher Education Schedule 4: Computation of OASI,** for Other E&G Funds, OASI;
- report only contributions for proportionality; exclude Optional Retirement Program differential; reconcile to amounts reported on **Higher Education Schedule 5: Calculation of Retirement Proportionality and ORP Differential**;
- report amounts of staff group insurance premiums paid from Other E&G Income and reconcile amounts to the amounts reported in the strategy request for staff group insurance;
- for general academic institutions, the amount should reconcile to the amount reported in the Staff Group Insurance strategy; for health-related institutions, the Staff Group Insurance strategy should reconcile to the amount reported in **Higher Education Schedule 1A: Other Educational and General Income** plus the amount reported in **Higher Education Schedule 1B: Health-related Institutions Patient-related Income**; and
- reconcile amounts reported for organized activities to amounts reported in the strategy request for organized activities.

An example of the schedule is available in the *Examples for Higher Education Schedules 1 – 9* document, available on the LBB website (www.lbb.texas.gov/Budget_Submissions.aspx → Budget Submissions → Legislative Appropriations Request (LAR) Instructions → Institutions and Agencies of Higher Education → Examples for Schedule 1 through Schedule 9).

CHECKLIST ITEMS

- ☐ Does the sum of (1) gross tuition, less refunds and installment payment forfeits, plus (2) student teaching fees, special course fees, and laboratory fees equal the amount of total tuition and fees reported in the annual financial report submitted to THECB, as specified in the 2026–27 GAA, Article III, Special Provisions Relating Only to State Agencies of Higher Education, Section 40?
- ☐ Does gross tuition exclude amounts for designated tuition?
- ☐ Does board-authorized (graduate differential) tuition charged pursuant to the Texas Education Code, Section 54.008, exclude waivers and exemptions?
- ☐ Are tuition increases charged to undergraduate students with excess hours reported for fiscal years 2025 to 2029?
- ☐ Does the federal OASI amount equal the amounts for Other E&G Income, OASI, reported on **Higher Education Schedule 4**?
- ☐ Does Teacher Retirement System of Texas and Optional Retirement Program (ORP) proportionality for Education and General Funds equal the Other E&G Proportional Contribution reported in **Higher Education Schedule 5** and exclude ORP differential?
- ☐ Do amounts reported for organized activities equal amounts reported in the strategy request for organized activities?
- ☐ Does the amount for TPEG equal the strategy request?
- ☐ Does staff group insurance equal the strategy request? For health-related institutions, the sum of the amount reported for staff group insurance in **Higher Education Schedule 1A** plus the amount reported in **Higher Education Schedule 1B** should reconcile to the amount in the Staff Group Insurance strategy.

HIGHER EDUCATION SCHEDULE 1B
HEALTH-RELATED INSTITUTIONS PATIENT-RELATED INCOME

This schedule provides detail regarding income collected from patients at hospitals or dental clinics operated at institutions. The information is used to calculate the estimated revenue from patient-related income to the institution.

GENERAL INFORMATION

Health-related institutions (HRI) that generate income from patients and receive General Revenue Funds for hospital operations and HRIs that receive patient-related income from clinic operations should complete **Higher Education Schedule 1B: Health-related Institutions Patient-related Income.**

Institutions must provide updated information for fiscal year 2026 after the end of the fiscal year.

COMPLETING THE FORM

The following items correspond to the numbered items in **Higher Education Schedule 1B**:

- report patient-related income net discount and allowances from hospital or clinic operations as well as report interest income from funds in local depositories from patient income; fiscal year 2025 amounts should reconcile to the amount reported in the annual financial report (AFR); fiscal year 2026 should estimate the amount to be reported in the AFR;
- reconcile amounts for federal Old-age and Survivors Insurance (OASI) to amounts reported on **Higher Education Schedule 4: Computation of OASI** for the HRI Patient Income, Allocation of OASI;
- report only contributions for proportionality; exclude Optional Retirement Program differential; amounts reported should reconcile to amounts reported on **Higher Education Schedule 5: Calculation of Retirement Proportionality and ORP Differential** for the HRI Patient Income Proportional Contribution; and
- report staff group insurance premiums paid from HRI Patient Income; the amount reported for staff group insurance in **Higher Education Schedule 1B** plus the amount reported in **Higher Education Schedule 1A: Other Educational and General Income** should reconcile to the amount in the Staff Group Insurance strategy.

HIGHER EDUCATION SCHEDULE 2: SELECTED EDUCATIONAL, GENERAL, AND OTHER FUNDS

This schedule summarizes educational, general, and other funds, and includes funding sources not included in **Higher Education Schedules 1A: Other Educational and General Income** or **1B: Health-related Institutions Patient-related Income** or the Summary of Request.

GENERAL INFORMATION

All general academic and health-related institutions, Lamar State Colleges, and Texas State Technical Colleges must complete this form.

COMPLETING THE FORM

The following items correspond to the numbered items in **Higher Education Schedule 2: Selected Educational, General, and Other Funds:**

- provide information regarding the following General Revenue Funds transfers that no longer are reported in **Higher Education Schedule 1A**: transfers from the Texas Higher Education Coordinating Board; and transfers for group insurance to the University of Texas and Texas A&M University institutions;
- only Prairie View A&M University, Texas A&M University, Texas A&M University System, Texas A&M University System Health Science Center, the University of Texas at Austin, and the University of Texas System should report transfers from the Available University Fund;
- Gross Designated Tuition is for informational purposes only and should not be included in the total for **Higher Education Schedule 2**; and
- Indirect Cost Recovery is reported for informational purposes only and should not be included in the total for **Higher Education Schedule 2.**

IMPORTANT
Report Indirect Cost Recovery as Item 3 on **Schedule 2**.

HIGHER EDUCATION SCHEDULES 3A, 3B, AND 3D: GROUP HEALTH INSURANCE DATA ELEMENTS

The various Group Health Insurance Data Elements schedules provide the data needed to calculate Higher Education Employees Group Insurance and staff group insurance appropriations.

GENERAL INFORMATION

The Group Health Insurance Data Elements schedules consist of the following three components:

- **Higher Education Schedule 3A: Staff Group Insurance Data Elements (ERS)** should be completed by institutions participating in the Employees Retirement System of Texas' (ERS) Group Benefits Program;
- **Higher Education Schedule 3B: Staff Group Insurance Data Elements (UT/A&M)** should be completed by components of the University of Texas and Texas A&M University systems; and
- **Higher Education Schedule 3D: Supplemental** should be completed by institutions listed in the Key Elements and Issues section.

All institutions should report the employee group health insurance data elements by method of finance (MOF). ERS administers the allocation of group health insurance appropriations for institutions participating in ERS, and the University of Texas and Texas A&M University system offices administer the group health insurance allocations for their component institutions and system offices.

IMPORTANT

Enter the institution's best estimate of the General Revenue Funds and General Revenue–Dedicated Funds proportionality that is likely to be reported in the institution's fiscal year 2026 Accounting Policy Statement 011 report.

KEY ELEMENTS AND ISSUES

Reported enrollment numbers should represent the institution's best estimate of actual enrollment as of December 1, 2026. Proportionality, which is the employer's share of retirement benefits, requires employee benefits to be paid from the same revenue source as salaries. To this end, each institution's enrollment MOF must be based on the estimated proportionality likely to be reported in the institution's fiscal year 2026 Accounting Policy Statement 011 submission.

The estimated enrollment numbers submitted in the Legislative Appropriations Request will be updated with actual numbers after the census date. For the updated enrollment count, the MOF for group health insurance premiums must be based on the proportionality reported in the institution's fiscal year 2026 Accounting Policy Statement 011 submission.

Certain eligible full-time and part-time employees of institutions insured within the ERS Group Benefits Program may opt out of the program in exchange for a monthly amount. These schedules require institutions to report these employees separately. The opt-out data reported by the institution should be cross-referenced with ERS data to confirm accuracy.

The unshaded columns in **Higher Education Schedules 3A** and **3B** represent the two basic fund categories from which higher education employees can be paid:

- Educational and General Funds – employees whose salaries and wages are paid from General Revenue Funds and Other Educational and General Funds appropriated to the institution; and
- Noneducational and General Funds – employees whose salaries and wages are paid from noneducational and general funds appropriated to the institution and from all other funds not appropriated by the General Appropriations Act.

This category includes employees whose salaries and wages are paid from the Available University Fund and Indirect Cost Recovery funds.

Specific institutions must complete **Higher Education Schedule 3D** to include the following groups of employees:

- University of Texas Medical Branch at Galveston – Texas Department of Criminal Justice and Texas Juvenile Justice Department Correctional Managed Health Care employees;
- University of Texas Health Science Center at Houston – Harris County Psychiatric Center employees;
- University of Texas Health Science Center at Houston – John S. Dunn Behavioral Sciences Center employees;
- Texas Tech University Health Sciences Center – Texas Department of Criminal Justice Correctional Managed Health Care employees;
- institutions of higher education with an active contract for Correctional Managed Health Care with the Texas Department of Criminal Justice; and
- Texas Forest Service – employees funded through appropriations from the General Revenue Funds – Insurance Companies Maintenance Tax.

The University of Texas and Texas A&M University systems' institutions should include retired employees in **Higher Education Schedule 3B.** ERS will provide the Legislative Budget Board and Office of the Governor, Budget and Policy Division, with the number of retirees in each benefit category for all ERS participating institutions.

DATA ENTRY

In the fields marked GR and GR–D/Other, enter the institution's best estimate of the General Revenue Funds and General Revenue–Dedicated Funds proportionality likely to be reported in the institution's fiscal year 2026 Accounting Policy Statement 011 report.

In the Educational and General (E&G) Enrollment column in Sections I and II (lines 1A through 6B), enter the total number of full-time and part-time active employees, including student employees, whose salaries are paid from E&G funds enrolled in each benefit category. For these schedules, part-time employees are defined as eligible employees who work fewer than 30.0 hours per week.

In the Local Non-E&G column in Sections I and II, enter the total number of full-time and part-time active employees, including student employees, whose salaries are paid from non-E&G funds, including employees whose salaries and wages are paid from the Available University Fund and Indirect Cost Recovery funds, enrolled in each benefit category. For these schedules, part-time employees are defined as eligible employees who work fewer than 30.0 hours per week.

In Sections III and IV (lines 1C through 6D) of Schedule 3A, institutions within the University of Texas and Texas A&M University systems must enter the total number of retirees in the appropriate columns, applying the same criteria used to determine whether an active enrollee is categorized as either E&G or Non-E&G.

Verify that totals calculated include all eligible employees and retirees.

CHECKLIST ITEMS

- ☐ Does the number of employees represent an estimate of employees expected to be on the payroll as of December 1, 2026?
- ☐ Does the reported proportionality used in these schedules accurately represent the estimated proportionality likely to be reported in the institution's fiscal year 2026 Accounting Policy Statement 011 submission?
- ☐ Does the total number of employees equal the total number of eligible employees and retirees?

HIGHER EDUCATION SCHEDULE 3C: GROUP HEALTH INSURANCE DATA ELEMENTS

This schedule provides the data needed to calculate Higher Education Employees Group Insurance for public community and junior colleges.

GENERAL INFORMATION

All public community and junior colleges should report their employee group health insurance data. The Employees Retirement System of Texas (ERS) administers the allocation of group health insurance appropriations for participating institutions.

KEY ELEMENTS AND ISSUES

Reported active employee enrollment numbers should represent the community college district's best estimate of actual enrollment as of December 1, 2026.

The estimated enrollment numbers submitted in the Legislative Appropriations Request will be updated with actual numbers after the census date.

Certain eligible full-time and part-time employees of institutions insured within the ERS Group Benefits Program may opt out of the program in exchange for a monthly amount. This schedule requires districts to report these employees separately. The opt-out data reported by the institution should be cross-referenced with ERS data files to verify accuracy.

ERS will provide the Legislative Budget Board and the Office of the Governor, Budget and Policy Division, with the number of retirees in each benefit category for all public community colleges participating in ERS's Group Benefits Program.

DATA ENTRY

Enter **Higher Education Schedule 3C: Group Insurance Data Elements (Community Colleges)** through the following steps:

(1) In the Total I&A Enrollment column, enter the total number of full-time and part-time active employees eligible to receive health benefits working in instructional and administrative (I&A) positions that are enrolled in each benefit category. For this schedule, part-time employees are defined as eligible employees who work less than 30.0 hours per week; and

(2) In the Local Non-I&A column, enter the total number of full-time and part-time active employees eligible to receive health benefits working in positions other than I&A that are enrolled in each benefit category. For this schedule, part-time employees are defined as eligible employees who work less than 30.0 hours per week.

CHECKLIST ITEM
☐ Does the total number of employees represent your district's best estimate of employees expected to be on the payroll as of December 1, 2026?

HIGHER EDUCATION SCHEDULE 4: COMPUTATION OF OASI

This schedule provides detail for actual and estimated federal Old-age and Survivors Insurance (OASI) for fiscal years 2025 to 2029. This information is used to calculate the amount to be deducted from the Other Educational and General (E&G) Income Estimates.

GENERAL INFORMATION

All general academic and health-related institutions, Lamar State Colleges, Texas State Technical Colleges, and Texas A&M University System agencies must complete this form.

IMPORTANT

The methodology used to calculate the Other E&G percentage must be consistent with the Comptroller of Public Accounts' Accounting Policy Statement 011, Exhibit 2.

COMPLETING THE FORM

This form requires the following information:

- the total OASI from fiscal years 2025 to 2029;
- percentages for proportionality for General Revenue Funds, Other E&G, and health-related institutions' patient income; the methodology used to calculate these percentages must be consistent with the Comptroller of Public Accounts' Accounting Policy Statement 011, Exhibit 2;
- the sum of the percentages must equal 100.0 percent; and
- the total OASI will be multiplied by the proportionality percentage to calculate the allocation of total OASI.

CHECKLIST ITEMS

- ☐ Does the amount for Allocation of Total OASI for Other E&G Funds equal the **Higher Education Schedule 1A: Other Educational and General Income** reduction of income for OASI for fiscal years 2025 to 2029?
- ☐ Does the amount for Allocation of OASI for General Revenue Funds equal the amounts reported for OASI matching in the annual financial reports for fiscal years 2025 and 2026?
- ☐ Does General Revenue Funds proportionality equal the percentage shown in **Higher Education Schedule 5: Calculation of Retirement Proportionality and ORP Differential**?

HIGHER EDUCATION SCHEDULE 5: CALCULATION OF RETIREMENT PROPORTIONALITY AND ORP DIFFERENTIAL

This schedule provides detail for actual and estimated proportionality and Optional Retirement Program (ORP) differential for fiscal years 2025 to 2029.

GENERAL INFORMATION

All general academic and health-related institutions, Lamar State Colleges, Texas State Technical Colleges, and Texas A&M University System agencies must complete this form.

PROPORTIONALITY

Proportionality is the employer's share of retirement benefits. Proportionality includes amounts paid to the Teacher Retirement System of Texas (TRS) and ORP. Up to 8.25 percent of the employer's TRS salary amount and 6.6 percent of the ORP salary amount are paid from Other Educational and General Income (E&G). The 74th Legislature, 1995, mandated that higher education institutions fund retirement benefits in the same relationship as total E&G appropriated funds. For example, if Other E&G appropriations for fiscal year 2026 equaled 20.0 percent of its total appropriations, then the institution must fund 20.0 percent of its E&G retirement benefits from Other E&G Funds.

ORP DIFFERENTIAL

ORP Differential is the institution's share of retirement benefits, ranging from 6.6 percent to 8.5 percent (1.9 percent) of salary amounts paid to ORP for eligible employees hired before September 1, 1995. The 74th Legislature, 1995, limited the employer's share of retirement benefits paid to ORP to the same rate paid to members of TRS for all employees hired after September 1, 1995. The ORP state contribution rate is 6.6 percent for each year of the 2026–27 biennium.

IMPORTANT

- The methodology used to calculate the Other E&G percentage must be consistent with the Comptroller of Public Accounts' Accounting Policy Statement 011, Exhibit 2.
- The rate used to calculate the employer's contribution for retirement benefits is 8.25 percent for fiscal year 2027. The rate used to calculate TRS and ORP contributions is anticipated to be 8.25 percent for TRS and 6.6 percent for ORP for fiscal years 2028 and 2029. All amounts for retirement benefits paid greater than 6.6 percent are included in the ORP differential calculation regardless of the source of funds.

COMPLETING THE FORM

The following items correspond to items on the schedule and represent key elements in completing the form:

- multiply the Gross E&G Payroll Amount subject to TRS retirement by 8.25 percent for fiscal years 2028 and 2029 to calculate the employer contribution to retirement programs;
- multiply the Gross E&G Payroll Amount subject to ORP retirement by 6.6 percent to calculate the employer contribution to retirement programs;
- include proportionality percentages for General Revenue Funds, Other E&G, and Health-related Institutions Patient Income; the percentage should be calculated in accordance with the Comptroller of Public Accounts' Accounting Policy Statement 011, Exhibit 2, and the sum of the percentages must equal 100.0 percent;
- include gross E&G Payroll for employees participating in the ORP before September 1, 1995; and
- multiply the gross payroll subject to ORP differential by up to 1.9 percent to calculate the total.

CHECKLIST ITEMS

- ☐ Does the Other E&G Proportional Contribution equal the TRS and ORP proportionality for Other E&G Funds reported on **Higher Education Schedule 1A: Other Educational and General Income** and exclude ORP differential?
- ☐ Does the General Revenue Funds proportionality percentage equal the percentage shown in **Higher Education Schedule 4: Computation of OASI**?

HIGHER EDUCATION SCHEDULE 6: CONSTITUTIONAL CAPITAL FUNDING

This schedule provides information on Permanent University Fund (PUF), Higher Education Fund (HEF), and Permanent Technical Institution Infrastructure Fund allocations, bond proceeds, and debt service.

GENERAL INFORMATION

All general academic and health-related institutions, Lamar State Colleges, Texas State Technical Colleges, and Texas A&M University System agencies (except for the Texas A&M Veterinary Medical Diagnostic Laboratory and Texas Division of Emergency Management) must complete this form.

PUF-eligible institutions must provide the bond proceeds allocated to the institution each year and the corresponding project allocation of those proceeds. Total actual allocations should be shown in the first two years and budgeted and projected allocations shown in the last year. Any unexpended allocation should be included in the Reserve for Future Consideration category.

HEF-eligible institutions must provide the total HEF General Revenue Funds allocation received by the institution each year and the corresponding project allocation of those funds. For fiscal years 2028 and 2029, assume that fiscal year 2027 HEF allocation amounts continue for the purposes of this schedule.

Debt service should include any debt service paid with HEF allocations, including HEF-backed bonds or revenue financing system debt.

Texas State Technical Colleges must provide the total funds received or projected to be received by the institution each year from the Permanent Technical Institution Infrastructure Fund and the corresponding project allocation of those funds. For fiscal year 2027, please include any actual or projected General Revenue Funds received in accordance with Rider 4, Contingency for House Bill 42 and Senate Joint Resolution 59, of the Texas State Technical College System Administration bill pattern in the 2026-27 General Appropriations Act as well as the corresponding project allocation of those funds.

HIGHER EDUCATION SCHEDULE 7: PERSONNEL

This schedule provides details regarding full-time-equivalent (FTE) positions and headcount positions paid from appropriated funds and other funds. This information is used to calculate recommendations for FTE positions.

GENERAL INFORMATION

This form provides information regarding FTE positions and personnel headcounts at institutions of higher education in addition to the information included in the strategy request.

All general academic institutions, health-related institutions, Lamar State Colleges, Texas State Technical Colleges, and Texas A&M University System agencies must complete this form.

IMPORTANT
This form includes: • a definition of faculty and nonfaculty; and • the method for reporting nine-month faculty appointments paid across 12 months.

DATA ENTRY

FACULTY AND NONFACULTY

The number of FTE positions identified as faculty should correspond to categories 1 to 5 in the Texas Higher Education Coordinating Board's (THECB) Coordinating Board Management 008 Faculty Report. Positions reported for Category 6, Teaching Assistant, should be included as nonfaculty.

Calculations of faculty FTE positions should be based on the following considerations:

- if a faculty staff works for nine months and is paid across nine months (receives no salary, but receives benefits during summer semester), the staff's FTE hours count for the first three quarters of the fiscal year;
- if a faculty staff works for nine months and is paid across nine months (receives no salary or benefits during summer semester), the staff's FTE hours count for the first three quarters of the fiscal year;
- if a faculty staff works for nine months and is paid across 12 months (receives salary and benefits during summer semester), the staff's FTE hours count for the first three quarters of the fiscal year; or
- if a faculty staff works for 12 months (receives salary and benefits during summer semester), the staff's FTE hours count for all four quarters of the fiscal year.

SUBTOTAL, DIRECT APPROPRIATIONS

This category should include only FTE positions paid from funds directly appropriated to the institution.

OTHER APPROPRIATIONS

The FTE positions in this category should include any other positions paid from funds appropriated elsewhere in the General Appropriations Act (GAA). Examples include positions paid from transfers from the THECB for incentive funding or from the Available University Fund or Higher Education Fund.

SUBTOTAL, ALL APPROPRIATED

The FTE positions in this category should equal all positions appropriated in the GAA (Educational and General Income Faculty, Nonfaculty, and Other Appropriations) and should equal the positions reported in the State Auditor's Office (SAO) quarterly report for appropriated funds.

CONTRACT EMPLOYEES

The FTE positions in this category include only those employees paid by the following health-related institutions: (1) the University of Texas Medical Branch at Galveston and Texas Tech University Health Sciences Center for services provided in accordance with the correctional managed healthcare contract; and (2) the University of Texas Health Science Center at Houston for services provided in accordance with the contract associated with operating the Harris County Psychiatric Center and the John S. Dunn Behavioral Sciences Center.

NONAPPROPRIATED FUNDS EMPLOYEES

This category includes all other FTE positions at the institution.

GRAND TOTAL

The total FTE positions in this summation should equal the total positions reported in SAO's quarterly report, adjusted for the change in nine-month and 12-month faculty reporting.

CHECKLIST ITEM

- ☐ Does the Subtotal, Appropriated FTE Positions equal the number of positions shown in the Summary of Request for fiscal years 2025 to 2027?

HIGHER EDUCATION SCHEDULE 8A: PROPOSED CCAP REVENUE BOND PROJECTS

This series of schedules and forms related to Capital Construction Assistance Projects (CCAP) revenue bonds formerly known as tuition revenue bonds, will provide the Legislature and Office of the Governor with information to evaluate proposed CCAP revenue bonds. Institutions requesting CCAP revenue bonds also must complete **Part 8. Summary of Requests for Facilities-related Projects**; see ***2028–29 Legislative Appropriations Request, Detailed Instructions for Agencies***.

GENERAL INFORMATION

The Legislature periodically authorizes institutions of higher education to issue CCAP revenue bonds for major construction and renovation projects on their campuses. To assist the Legislature in reviewing any requests for CCAP revenue bonds, the Legislative Appropriations Request (LAR) will provide a formal request process for CCAP revenue bonds.

Each institution requesting new CCAP revenue bond authority must provide information regarding each proposed project for which CCAP funding is requested and the debt assumptions for the requested bonds. Each issuing entity, including system offices for components within systems and independent institutions that issue bonds themselves or through the Texas Public Finance Authority, must approve and prioritize the requests. In addition, each issuing entity must submit information regarding CCAP revenue bond issuance history.

Projects related to student housing, intercollegiate athletics, or auxiliary functions as defined in the Texas Administrative Code, Title 19, Part 1, Chapter 13, Subchapter A, Section 13.1(1), will not be considered and should not be included.

Each institution proposing CCAP revenue bonds also must complete **Higher Education Schedule 8B: CCAP Revenue Bond Issuance History**. This form provides a history of each institution's CCAP revenue bond issuance.

IMPORTANT

- Each institution must complete a **Higher Education Schedule 8B.**
- Institutions requesting new CCAP revenue bonds also must complete **LAR Part 8** in *2028–29 Legislative Appropriations Request, Detailed Instructions for Agencies*.
- If the total cost of the proposed project exceeds the CCAP revenue bond request, include information regarding other sources of funding for the project.

HIGHER EDUCATION SCHEDULE 8B: CCAP REVENUE BOND ISSUANCE HISTORY

This schedule provides a history of each system's or institution's Capital Construction Assistance Projects (CCAP) revenue bond issuance for each system or institution.

GENERAL INFORMATION

Each entity that is responsible for the issuance of CCAP revenue bonds must complete this form, including the system office for components within systems and each independent institution for those that issue bonds themselves or through the Texas Public Finance Authority. System offices that issue bonds systemwide for all components should complete the form for each component institution that previously has been authorized CCAP projects.

DATA ENTRY

Report information regarding all CCAP revenue bonds authorized since fiscal year 1971. Provide subtotals for each set of CCAP revenue bonds by authorization date.

HIGHER EDUCATION SCHEDULE 8C: CCAP REVENUE BOND DEBT SERVICE REQUEST BY PROJECT

This schedule provides the Legislature and Governor with information to evaluate Capital Construction Assistance Projects (CCAP) revenue bond debt service reimbursement requests.

GENERAL INFORMATION

To assist the Legislature in reviewing requests for CCAP revenue bond debt service, each institution requesting appropriations for this purpose must provide information regarding each project for which debt service reimbursement is requested.

Each institution requesting CCAP revenue bond debt service appropriations in the **Legislative Appropriations Request (LAR), Part Schedule 3.A. Strategy Request,** must submit **Higher Education Schedule 8C: CCAP Revenue Bonds Debt Service Request by Project** and **LAR Part 8. Summary of Requests for Facilities-related Projects**. See also ***2028–29 Legislative Appropriations Request, Detailed Instructions for Agencies.***

The total requested amount in **Higher Education Schedule 8C** should reconcile to the amount of CCAP revenue bond debt service requested in **LAR Schedule 3.A.** for Strategy B.1.2. CCAP Revenue Bond Retirement and the amounts requested in **LAR Part 8**.

Authorization-year information should reconcile to information in **Higher Education Schedule 8B: CCAP Revenue Bond Issuance History.**

Enter the estimated final payment date for each project.

Requested amounts for CCAP revenue bond debt service associated with bonds that already have been issued should be substantiated through bond documents and related debt service schedules. Requested amounts for CCAP debt service that has been authorized but not issued should be based on the assumptions of institution or system office staff and their advisers.

DATA ENTRY

The spreadsheet form for this schedule is provided on the Legislative Budget Board's (LBB) website and should be included in the PDF submitted through the LBB Document Submissions application (docs.lbb.texas.gov) and emailed to the Office of the Governor, Budget and Policy Division.

IMPORTANT

- Each institution requesting CCAP revenue bond debt service must complete **Higher Education Schedule 8C** and **LAR Part 8.**
- The total requested amount in **Higher Education Schedule 8C** should reconcile to the amount of CCAP revenue bond debt service requested in **LAR Part 3.A.** for Strategy B.1.2. and in **LAR Part 8.**

HIGHER EDUCATION SCHEDULE 9: NONFORMULA SUPPORT INFORMATION

This schedule provides additional information for each existing and newly requested nonformula support item. The schedule includes information such as the amount and year the nonformula item first received funding and whether the nonformula support item generates formula funding.

GENERAL INFORMATION

General academic and health-related institutions, public community and junior colleges, Lamar State Colleges, and Texas State Technical Colleges requesting funds for existing nonformula support items and new exceptional item requests related to nonformula support items must complete this form. Include all appropriated strategies shown in the institution's bill pattern for Nonformula Support Goal in the 89th Legislature, General Appropriations Act (GAA), 2026–27 Biennium, Article III. After inputting existing nonformula support items, complete the schedule for newly requested nonformula support items. Institutions also must complete **Legislative Appropriations Request (LAR) Schedule 4.A. Exceptional Item Request Schedule** in ***2028–29 Legislative Appropriations Request, Detailed Instructions for Agencies,*** for each new nonformula support item request.

COMPLETING THE FORM

Complete the form using the following steps:

- ensure that the nonformula support name shown in **Higher Education Schedule 9: Non-Formula Support** matches the strategy name;
- rank all nonformula support items in priority order;
- enter the fiscal year the program or project was established;
- enter the fiscal year the program or project initially was, or is requested to be, funded with nonformula support item appropriations and the amount of funding the program or project received that year; for new nonformula support item requests, enter 2026 as the requested first year funding;
- briefly describe the mission of the program or project;
- describe the major accomplishments of the nonformula support item to date and those expected during the next two years;
- if the nonformula support item existed before receiving nonformula support item appropriations, describe how it was funded;
- if the nonformula support item is eligible to be funded through the formulas, indicate the formula amount that may be applied and the effective date(s); complete this step for all applicable items, including all program development, enhancement, or startup items;
- determine: (1) whether nonformula support for the item will be needed permanently; or (2) whether the funding will be discontinued at the end of a specific period or when the nonformula support item attains a specific benchmark;
- if funding for the nonformula support item is associated with a specific timeframe, include related information;
- if funding for the nonformula support item is associated with specific benchmarks, provide specific related information;
- if the institution has specific criteria in place for reviewing the performance of the nonformula support item, provide additional information related to these criteria;

- list all non-General Revenue Funds sources of funding and amounts for each year of the 2026–27 biennium for this special item and projections for the 2028–29 biennium; and
- describe the impact of reducing or not funding this item; list other sources of funds that would be available to continue the program or project.

Institutions are required to submit **Higher Education Schedule 9** for new and existing nonformula support items. Information for new nonformula support items also should be included in **LAR Part 4.A**.

IMPORTANT

- Institutions must provide complete information regarding Nonformula Support Items in **LAR Part 3.A. Strategy Request**, and **LAR Part 4. Requests for Exceptional Items** in *2028–29 Legislative Appropriations Request, Detailed Instructions for Agencies*. Information provided in **Higher Education Schedule 9** is intended to supplement, not replace, those schedules.
- When listing non-General Revenue Funds sources, institutions should provide a brief description of the source of funds rather than listing only the amount; for example, list the type of grant and granting entity.

APPENDIX A: HELPFUL LINKS AND OTHER REFERENCE DOCUMENTS

2028–29 Legislative Appropriations Request, Detailed Instructions for Agencies (July 2026)

www.lbb.texas.gov/Budget_Submissions.aspx → Budget Submissions → Legislative Appropriations Request (LAR) Instructions → General Instructions → Legislative Appropriations Detailed Instructions for Agencies

LBB Document Submissions

docs.lbb.texas.gov

ABEST Instructions for Legislative Appropriations Request, 2028–29 Biennium (July 2026)

www.lbb.texas.gov/Budget_Submissions.aspx → Budget Submissions → Legislative Appropriations Request (LAR) Instructions → General Instructions → ABEST Instructions for Legislative Appropriations Request 2028–29: Data Entry Instructions for State Agencies, Institutions of Higher Education, and Appellate Courts

ABEST Instructions for Legislative Appropriations Request, Schedules 1–9, 2028–29 Biennium

www.lbb.texas.gov/Budget_Submissions.aspx → Budget Submissions → Legislative Appropriations Request (LAR) Instructions → Institutions and Agencies of Higher Education → ABEST Instructions for Legislative Appropriations Request Schedules 1–9 2028–29 Biennium

Examples for Higher Education Schedules 1–9

www.lbb.texas.gov/Budget_Submissions.aspx → Budget Submissions → Legislative Appropriations Request (LAR) Instructions → Institutions and Agencies of Higher Education → Examples for Schedule 1 through Schedule 9

Certificate of Dual Submission

www.lbb.texas.gov/Budget_Submissions.aspx → Budget Submissions → Legislative Appropriations Request (LAR) Instructions → General Instructions → Certificate of Dual Submission

Template – Higher Education Schedule 8C – Capital Construction Assistance Projects Revenue Bonds Request by Project

www.lbb.texas.gov/Budget_Submissions.aspx → Budget Submissions → Legislative Appropriations Request (LAR) Instructions → Institutions and Agencies of Higher Education → Schedule 8C CCAP Revenue Bonds Request by Project Template

Template – Part 8. – Summary of Requests for Facilities-Related Projects

www.lbb.texas.gov/Budget_Submissions.aspx → Budget Submissions → Legislative Appropriations Request (LAR) Instructions → Templates → 8. Summary of Requests for Facilities-Related Projects