

THE SCHOOL DISTRICT OF PHILADELPHIA

OFFICE OF CAPITAL
PROGRAMS 440 NORTH
BROAD STREET
PHILADELPHIA, PENNSYLVANIA 19130

MEMORANDUM

TO: Distribution (Central Office Chiefs and Administrators)

FROM: Leigh Clark, Acting Director, Office of Capital Programs
Joseph Calabretta, Manager of Capital Financial Services

DATE: November 14, 2018

SUBJECT: FY2020 Capital Budget: Request for Funding

Cc: Danielle Floyd, Chief Operating Officer

The Office of Capital Programs is responsible for identifying and prioritizing capital work within the School District of Philadelphia. This includes maintaining the physical integrity of existing facilities, constructing new buildings, and renovating existing facilities to meet code compliance and to support the educational needs of the District.

The purpose of this memorandum is to kick off the capital budget call to solicit requests for funding for inclusion in the FY2020 Capital Budget (July 1, 2019-June 30, 2020). **The *Request for Capital Funding* form will be accepted now through Friday, November 30, 2018. The Capital Request Form can be accessed by opening the following link:**

<https://www.philasd.org/capitalprograms/programsservices/financebudget/budget-call>.

Information about the budget call process, sample project descriptions, and a copy of the eligibility guidelines can also be accessed. Determining whether a project is capital eligible is also dependent upon the bond. General Obligation bonds are issued to fund capital eligible strategic initiatives. Bond proceeds cannot be used to fund ongoing operations, therefore when making capital funding requests, Chiefs/Deputies will need to factor how future funds or staffing needs will be supported in the Operating Fund.

Adopted FY2019 Capital Budget

The FY2018-19 Capital Budget was adopted by the School Reform Commission on May 24, 2018. The budget is \$274.7 million. The Capital Budget supports professional services, contracts, and staff in other District central offices. The following chart summarizes the current approved budget allocation for each department in the approved FY2018-19 Capital Budget:

| Department | Approved | Purpose |
|------------------------------------|-----------------|---|
| Arts & Academic Enrichment | \$750,000 | Music classroom modernization at 2 high schools |
| Office of Facilities & Maintenance | \$333,750 | New work order system functionality |
| Office of Management & Budget | \$20,400,000 | New Enterprise Resource Planning system |
| District Performance Office | \$500,000 | Business Intelligence dashboard |
| Information Systems | \$2,200,000 | Data warehouse, analytics & web content |
| Information Technology | \$1,972,500 | School Computer lab refresh |
| Procurement | \$500,000 | Procurement Modernization system |
| School Climate and Safety | \$4,000,000 | Install school security cameras |
| Technology Services | \$4,250,000 | Enterprise equipment replacement |
| Transportation | \$6,675,000 | Garage, Bus & Non Bus modernization |

All FY18/19 approved budget allocations listed above will be carried forward and no new capital request or presentation is required. If funding priorities have changed from the FY19 approved budget allocation listed above or new funding is being requested, then the department should complete the Request for Capital Funding form.

Funding Requests

Any department not previously approved in the table above and seeking new funding should complete the ***Request for Capital Funding*** form. We ask that you provide a brief description of your project request, indicate if the funding would be augmented with other matching funds, demonstrate how your request(s) meets the capital eligibility requirements, and how the project aligns with the District’s Action Plan Goals. Where possible, please include any estimates for the value of the project.

The deadline to submit your capital request(s) is Friday, November 30, 2018. Additional supporting documents can be emailed to capitalrequest@philasd.org with a copy to your respective Chief. If you have multiple projects, please complete one form for each request.

Next Steps

The Office of Capital Programs has established an evaluation committee to vet capital requests that meet the eligibility guidelines of General Obligation (G O) bonds. Each Project Sponsor will be scheduled to present an overview of their project and requested funding levels starting in December 2018. Projects will be evaluated on their alignment to the District’s Action Plan 3.0, evidence of measurable outcomes, the timeframe required to implement, and the availability of capital funding.

A draft set of projects will be presented to the Senior Leadership Team in February 2019 and you will hear back from the Capital Program Office about projects included in the Capital Budget.