

# THE SCHOOL DISTRICT OF PHILADELPHIA

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

## MEMORANDUM

TO: Distribution (Renaissance Charter School Operators)

FROM: Ahmed Sultan, Director, Office of Capital Programs  
Leigh Clark, Operations Manager, Office of Capital Programs  
Joseph Calabretta, Finance Manager, Office of Capital Programs

DATE: November 13, 2019

**SUBJECT: FY2021 Capital Budget: Request for Funding**

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The Office of Capital Programs (OCP) 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. Examples of our work can be found throughout your building from replacement of boilers, chillers, roofs, façade, electric service or generators, lighting, fire alarm systems, athletic fields and storm water management.

The purpose of this memorandum is to kick off the capital budget call process to solicit requests for funding for inclusion in the FY2021 Capital Budget (July 1, 2020 to June 30, 2021). Capital project requests will be accepted **now through Friday, December 6, 2019**. **Access your Capital Request Form, information about the budget call process, sample project descriptions, and a copy of the eligibility guidelines by opening the following link: [www.philasd.org/capitalprograms/programsservices/financebudget/budget-call](http://www.philasd.org/capitalprograms/programsservices/financebudget/budget-call).**

The Office of Capital Programs' historical average funding level is approximately \$140 million annually. The Adopted FY20 Capital Plan of \$319.5M includes 108 active construction projects in the following categories: \$91M for life-cycle replacements, \$34M for new additions, \$76M for major renovations, \$31M for classroom modernization, and \$10M for environmental services. The District issued \$500M of Capital bonds in November 2019 to fund projects over the next two fiscal years.

### *FY2021 Funding Requests*

Your ***Request for Capital Funding*** form should focus on capital projects that would align the educational goals identified in Action Plan v3.0 with those of your school.

**Each School has a maximum of 3 projects. OCP will compare and evaluate requests within like categories as well as provide the greatest benefit to value ratio for projects to be funded.** Space has been provided on the form for you to write a brief narrative explaining the justification for the request. You are encouraged to upload a single document attachment that includes work orders or other specific building system status support to your Capital request.

**The deadline to submit your request(s) is Friday, December 6, 2019.**

### *Next Steps*

Upon receipt of funding requests, the Office of Capital Programs will reach out to you and other facility related personnel should your request require greater detail or clarification. All requests will be confirmed and prioritized using the Facility Condition Assessments, historical work order data, life safety code compliance requirements, and ongoing school building expenses. We value your input to help us reveal a capital eligible improvement that is not currently factored into the capital program.