

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: 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

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 FY2021 Capital Budget (July 1, 2020-June 30, 2021). **The *Request for Capital Funding* form will be accepted now through Friday, December 6, 2019. 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 FY2020 Capital Budget

The FY2019-20 Capital Budget was adopted by the Board of Education on May 30, 2019. The budget is \$319.5 million. The Capital Budget supports professional services, contracts, and staff in other District central offices. The following chart summarizes the adopted budgets for each department in the approved FY2020 Capital Budget:

Department	Approved	Purpose
Arts & Academic Enrichment	\$750,000	Music classroom modernization at 2 high schools (FY20 & FY21 funding)
Office of Management & Budget	\$13,713,741	ERP system implementation (FY20 & FY21 funding)
Information Systems	\$2,807,100	Data warehouse, analytics & web content (FY20 & FY21 funding)
Information Technology	\$3,950,509	School Computer lab refresh & interactive boards (FY20 & FY21 funding)
Procurement	\$500,000	Procurement modernization system (FY20 funding)
Technology Services	\$4,125,000	Enterprise equipment replacement (FY20 & FY21 funding)
Transportation	\$1,000,000	Garage building and site improvement assessments (FY20 funding)

All 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 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, December 6, 2019. 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 2019. 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 tentatively presented to the Senior Leadership Team in February 2020 and the Board will approve projects for inclusion in the FY2021 Capital Budget in May 2020.