OFFICE OF BROOKLYN BOROUGH PRESIDENT
ERIC L. ADAMS

CAPITAL FUNDING FACT SHEET FOR PUBLIC SCHOOLS

Thank you for your interest in capital funding from the Brooklyn Borough President's Office. This fact sheet offers you fundamental guidelines for developing and structuring the scope of your funding proposal to the Borough President.
If you have any questions regarding the capital application process or your particular capital project, please contact Josh Levin, Director of Capital Budget and Economic Development, at 718-802-3853 / joshualevin@brooklynbp.nyc.gov to discuss the Borough President's capital program.

PROJECT GUIDELINES:

- All projects must meet a *minimum* cost requirement of $35,000.

- Capital construction projects must provide a permanent enhancement to the facility.

- All equipment must have a lifespan of five years.

- Technology grants must be used to purchase networkable desktops, laptops, and/or Smart Boards that access the facilities LAN System. iPads, Kindles and other tablet computers are not eligible for capital funding.

- Examples of previously funded Capital Grant projects include:

  o Improving auditoriums and gymnasiums
  o Upgrading libraries
  o Building science labs
  o Refurbishing playgrounds
  o Providing mobile science carts
  o Supplying technology equipment

- The following project/items are NOT capitally eligible.

  o Window air conditioning units
  o Library books
  o Loose classroom furniture
  o Photocopiers
  o Software
  o Tablets
  o Subscriptions
  o Staffing
  o After school programs
  o Toner cartridges and other technology based supplies

PROCESS:

- Schools should begin the capital process by developing a project scope. Specifically, applicants need to know what it is they will be asking the Borough President to fund.

- Once a project scope is determined, a school must determine how much funding it will need to complete the project. In order to obtain an accurate estimate, the school's principal should contact the School Construction Authority ("SCA") for a general quote. In order to obtain such a quote, please contact one of the following SCA representatives:

  - Bryan McGinn - bmcginn@nycsca.org
  - Victoria De Leon – vdeleon@nycsca.org

- After the school's principal has obtained a general quote from the School Construction Authority, an application should be submitted to the Office of the Brooklyn Borough President via the online capital funding application. The online funding application is generally available the first week of January. The application deadline typically falls during the second/third week of February.

- Once a capital application is submitted, capital staff may reach out to the applicant to clarify information, or obtain additional information if needed.

- If the capital application is satisfactory and complete, schools will not be contacted until funding decisions are released, following the passage of the New York City budget by the City Council in the end of June. Notifications are generally mailed out to all applicants during the first two weeks of July.

- Within three-to-six months after the passage of the New York City budget, the School Construction Authority will issue a posting in the principal's weekly newsletter directing principals on how they should proceed to access any capital funding that was awarded.

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