



OFFICE OF BROOKLYN BOROUGH PRESIDENT ANTONIO REYNOSO

CAPITAL FUNDING FACT SHEET FOR PUBLIC SCHOOLS

Thank you for your interest in capital funding from the Office of Brooklyn Borough President Antonio Reynoso. This fact sheet offers you fundamental guidelines for developing and structuring the scope of your funding proposal to the Brooklyn Borough President.

Should you have any questions regarding the capital application process or your capital project, please contact Astrid Cuas, Director of Capital & Expense Budget, at Astrid.Cuas@brooklynbp.nyc.gov to discuss the Brooklyn Borough President's capital program.

PROJECT GUIDELINES:

- All projects must meet a **minimum** cost requirement of \$50,000.
- Capital construction projects must provide a permanent enhancement to the facility.
- All equipment must have a lifespan of three years.
- Technology grants must be used to purchase networkable desktops, laptops, Smart Boards, and/or tablets that access the facilities' local-area network (LAN) system, which is the computer network. iPads, Kindles, and other tablet computers are eligible for capital funding.
- Examples of previously funded capital grant projects include:
 - Building science labs
 - Improving auditoriums and gymnasiums
 - Providing mobile science carts
 - Refurbishing playgrounds
 - Supplying technology equipment
 - Upgrading libraries
- The following project/items are NOT capitally eligible.
 - After-school programs
 - Library books
 - Loose classroom furniture
 - Photocopiers
 - Software
 - Staffing
 - Subscriptions
 - Toner cartridges and other technology-based supplies
 - Window air conditioning units

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 Brooklyn Borough President to fund.
- Once a project scope is determined, a school must determine how much funding it will need to complete the project. To obtain an accurate estimate, the school's principal should contact the New York City School Construction Authority (SCA) for a general quote. To obtain such a quote, please contact one of the following SCA representatives:
 - Bryan McGinn – bmcginn@nycsca.org
 - Bennett Baruch – bbaruch@nycsca.org
- After the school's principal has obtained a general quote from the SCA, 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 at the end of June. Notifications are generally sent out to all applicants within a month of the City budget being passed.
- Within three to six months after the passage of the New York City budget, SCA 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.