

# Goose Creek CISD

## Capital Projects and/or Program Operating Requests

### Instructions for submitting requests

The Capital & Operations Planning (COP) Committee has been established to review, evaluate and approve Additional Funding Requests (AFRs) for both Capital Projects and additional annual budget program/operating requests (previously AARs). This new committee is comprised of representative directors from functional areas of instruction, administration and operations. All COP committee members will access information relative to the committee's functions at [Shared \(S:\)COP Committee](#).

Capital projects and/or program operating requests will be evaluated by members of the committee for approval based on priority and funding resources. The criteria for evaluating requests will be based on the following categories:

CRITERIA FOR EVALUATION OF CAPITAL PROJECTS				
0-10 points	0-8 points	0-5 points	0-5 points	0-5 points
<b>Health, Safety &amp; Security</b>	<b>Instructional Impact</b>	<b>Facilities, Equipment &amp; Operations</b>	<b>Technology</b>	<b>Human Capital Mgmt</b>
Healthy learning environment	Academic overall score	New growth & additional programs	Innovation & integration	Employee retention
Safety & security improvements	Attendance	Reduce annual maintenance cost	Infrastructure improvements	Employee job satisfaction
CRITERIA FOR EVALUATION OF OPERATING EXPENDITURES				
0-10 points	0-8 points	0-5 points	0-5 points	0-5 points
<b>Health, Safety &amp; Security</b>	<b>Instructional Impact</b>	<b>Facilities, Equipment &amp; Operations</b>	<b>Technology</b>	<b>Human Capital Mgmt</b>
Healthy learning environment	Academic overall score	Facility improvements / Repair & Maint.	Software	Employee travel & training
Safety & security improvements	Attendance	Furniture, Fixtures & Equipment	New equipment or upgrades	Professional / Contract services
New safety programs	Student support services	New programs & department expenses	Infrastructure	Overtime/Extra Duty/Benefits

The new form (Additional Funding Request) to be used for submitting all Capital and Operating requests can be accessed by COP committee members at <http://my.gccisd.net>. Please click the Applications link at the bottom of the webpage to access the *Additional Funding Request* form. If committee members prefer other staff to complete and submit the AFR form, there are two options available: (1) contact CTO Matt Flood to add users to the committee and/or (2) staff other than committee members may manually complete the Additional Funding Request form (fillable .pdf) and then submit the request to the appropriate Department Head for consideration and entry to the new online AFR form. Ultimately all requests shall be processed through the my.gccisd.net website in order to be processed and considered by the COP committee

Additional instructions which may help in completing the *Additional Funding Request* form are as follows (Note: some questions on the form are self-explanatory and do not need further instructions):

Name of Budget Owner Making Request: Indicate the budget manager based on the budget owner assigned to the organization code (ORG) within the account code string, for example XXX-XX-XXXX-XX-[ORG](#)-XX-XXX.

Campus/Department Name: Indicate name of the Campus or Department that aligns with the 3-digit organization number of the account code.

Campus/Department Number (3-Digit Org Code): The 3-digit organization code within the account code string, such as XXX-XX-XXXX-XX-[ORG](#)-XX-XXX.

Budget Year: Indicate the budget year in which the order for the purchase will occur. Some programs may require payment over multiple years so select the years that match the payments required.

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Mandated Request: Answer will be yes if the request is not an option and is not a controlled expenditure. Examples would include price increases for fuel or utilities, state/federal program requirements, unavoidable insurance premium increases, etc.

Frequency of Expenditure: For capital projects/assets that will require a future permanent annual operating increase to the campus/department budget, please select “One-Time with annual maintenance/user fees” and submit a separate request to increase the annual department operating allotment.

Purpose of Program/Project: Indicate what the item is to be used for.

Complete Description: Provide a complete description of the request, indicating how it will assist the district in meeting its strategic goals. Please attach quotes or any other useful paperwork that will aid in evaluation of the requested item.

Criteria/Category Justification: Using the criteria listed above, please utilize this portion of the form to explain how the request affects each of the criteria/categories. Note: All fields require a response, if not applicable then indicate “N/A”.

After the form is completed and submitted, a confirmation of receipt will be sent to the email address provided on the form. A second email will be received with the request details for your reference.

After all Capital Project requests have been submitted, summarized, evaluated and prioritized by the COP committee, approved projects will be included in the District’s Long-range Capital Improvement Plan and scheduled for completion (project timeline) based on available resources. The Capital Improvement plan is ongoing and the committee will meet on a regular basis to review, evaluate and update the project timeline.

Approved Additional Funding Requests (AFRs) for **operating expenditures** will be included along with the campus/department annual budget allotments based on available funding. If unforeseen operating expenditures arise after the adoption of the budget and during the school year, please submit requests as outlined above, however, interim AFRs will reviewed and approved by the Superintendent.

For complete transparency, both types of AFRs will be presented to the Board of Trustees for approval along with the annual budget adoption.

If additional information or assistance is needed to complete requests, please contact Renea Dobbs at [glenda.dobbs@gccisd.net](mailto:glenda.dobbs@gccisd.net) or 281-707-3321.