July 30, 2012

MEMORANDUM

TO: County and City Superintendents

FROM: Warren Craig Pouncey
Chief of Staff

SUBJECT: Submission of the FY 2013 Capital Plan

The FY 2013 Capital Plan is due September 20, 2012. It is imperative that your capital plan be as accurate as possible to adequately reflect your needs. Projects addressing severe conditions at your facilities should receive high priority within your plan. Since this is a five-year plan, it must include fiscal years 2013 through 2017. Submission directions and reminders are as follows:

- The plan must be developed and submitted by a certified capital planner.
- The Alabama School Capital Planning Process (ASCPP) must be followed.
- The Web address is schools.alsde.edu (no http or www required).
- If you have forgotten your password, click on the link below the user name box on the login page or http://schools.alsde.edu/CapitalPlan/recovery.aspx and enter your e-mail address. Follow the prompts and a new temporary password will be emailed to you.
- If you do not have an account or when trying to login the Capital Plan application says that you do not have an account, please call Nancy Dailey at (334) 242-9719 to have a new account created for you.
- A confirmation (sign off) is needed for both the superintendent and capital planner. The capital planner must sign off prior to the superintendent. The two confirmations are needed even if the superintendent and capital planner are the same individual. Confirmations are also needed if changes are made after the original plan submission.
- All projects that are $50,000 and greater must be in the plan, even though the funding source may be unknown. Projects less than $50,000 are encouraged to be in the plan but are optional.

If you have questions concerning the capital planning process, contact E. Perry Taylor at (334) 242-9731.

If you have questions about the Web-based submission, contact Nancy Dailey at (334) 242-9719.

Thank you.

WCP/EPT/NFD
cc: Capital Planners
FY12-3067