



**Department of
Education**

Dennis M. Walcott
Chancellor

Kathleen Grimm
Deputy Chancellor

TO: Charter Operators Co-locating in DOE facilities

FROM: Kathleen Grimm, Deputy Chancellor 

SUBJECT: Facilities Upgrades and Charter Matching - FY 2013

DATE: November 16, 2011

In our continued efforts to improve our process and ensure compliance with the Chancellor's Regulation A-190, the Department of Education has allocated an operational budget of \$4 million for FY 2013. This funding will be available to cover all necessary facility upgrades and capital improvements required for the non-charter DOE schools/programs.

Charter operators are required to prioritize project requests based on the allocated budget. Requests that are integral to support the core instructional program will be categorized as 'priority one' and expedited. Requests that considered enhancements will be categorized as 'priority two' and will be addressed only after all priority one requests are processed. The extent of priority two requests to be facilitated will be dependent on the remainder of total budget available.

May 1, 2012, remains the deadline for submission of all work necessary and requested to be completed for the beginning of the school year. To ensure timely submission of upgrade requests the Department is committed to scheduling site visits as early as possible, this will allow Charter operators adequate time to formulate their facilities planning. The Office of Space Planning will schedule these visits accordingly.

Your organization will be contacted by the Charter Schools Office to attend a training session on this process and our representatives will be able to address all questions and concerns.

cc: Marc Sternberg
Thomas Taratko
Recy Dunn
John Shea
Lorraine Grillo