



CITY OF NEW YORK

**MANHATTAN COMMUNITY BOARD FOUR**

330 West 42<sup>nd</sup> Street, 26<sup>th</sup> floor New York, NY 10036

tel: 212-736-4536 fax: 212-947-9512

[www.nyc.gov/mcb4](http://www.nyc.gov/mcb4)

**Delores Rubin**  
Chair

**Jesse R. Bodine**  
District Manager

August 21th, 2017

Dear Principals,

Community Board 4, your school's local community board, recently formed the Arts, Culture, Education and Street Life Committee in order to better advocate for funding for some of your school's capital needs. As we start the process of making budget requests for Fiscal Year 2018, we want to make sure we are including the needs of our local schools.

As you may know, a great resource for project funding are grants from your council member or the Borough President. This is referred to as Reso A funding, or Resolution A Capital Funds. Some of the projects that can be funded by Reso A:

- Auditorium and gymnasium improvements
- Upgrade of libraries
- Building science labs
- Refurbishing playgrounds
- Installing security cameras
- Providing mobile science carts
- Supplying technology and equipment, like white boards

It is important that requests go towards educational needs. What is not capital eligible:

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

Attached is the Reso A brochure which provides more detail on the program Reso A.

It is also important for you to contact and inform the Council Member, the Borough President as well as the community board of your school's capital and expense needs. The community board is required to submit annually a statement of district needs, which is used for consideration in the following year's budget plan. In this statement of district needs the community board can advocate on your behalf.

Please take the time to identify your capital and expense needs and communicate them to the community board so we can include your requests among our list of community budget needs. We have included a one page questioner to complete.

We will be following up with you after the summer recess. Please consider participating in the community board activities and engaging with us on a regular basis. We are here to help.

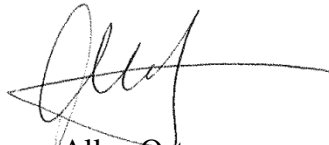
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Thank you and we look forward to talking to you soon.

Sincerely,



Delores Rubin  
Chair  
Community Board 4



Allen Oster  
Co-Chair  
ACES Committee

[signed 8/21/17]  
Inge Ivchenko  
Co-Chair  
ACES Committee

**Enclosure**

cc: Marisol Bradbury, District 2 Manhattan High schools Superintendent, DOE  
Bonnie Laboy, District 2 Manhattan Middle School Superintendent, DOE  
Robin Broshi, President, Community Education Council District 2



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**DELORES RUBIN**  
Chair

**JESSE R. BODINE**  
District Manager

Manhattan Community Board 4  
Community Based Organizations Consultation

**Name of organization:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Name\Contact:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Primary concerns and needs:**

1.)

2.)

3.)

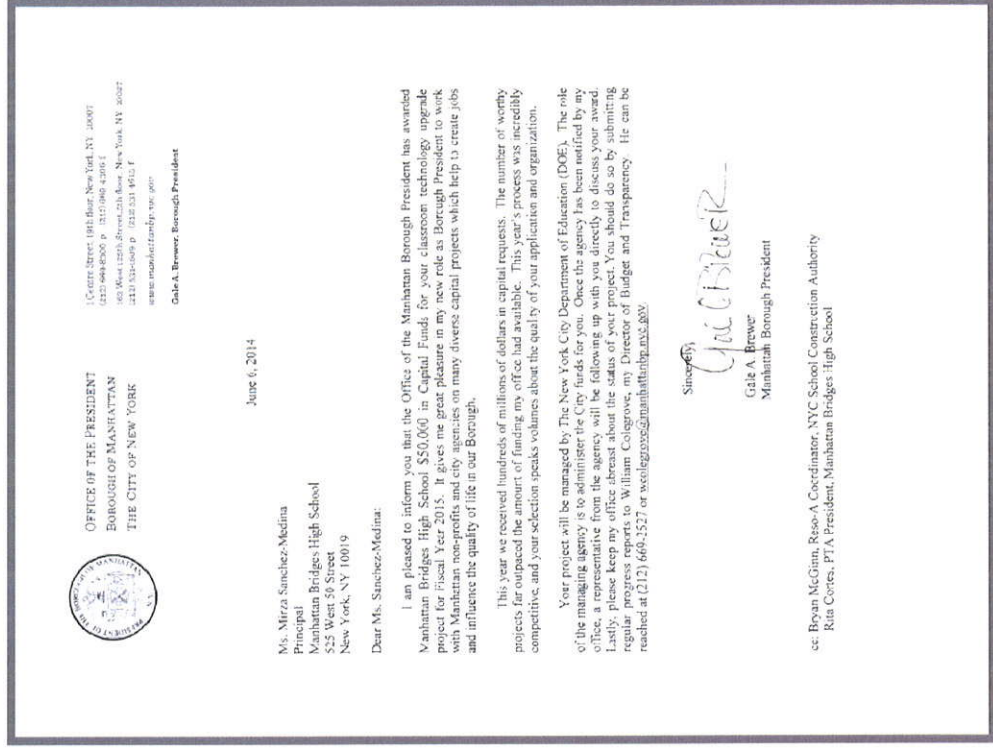
**Budget for those needs**

<i>Capital</i>	<i>Expenses</i>

Please return to CB4 at [jbodine@cb.nyc.gov](mailto:jbodine@cb.nyc.gov)

# What Is The Resolution A Program?

- Established through the New York City Charter under Section 243 and 245
- NYC Capital Funds allocated to schools from Borough Presidents or New York City Council Members for enhancements and improvements to their building
- Schools apply to their elected officials for funding for specific projects
- The SCA receives and manages the allocated funding on behalf of the school. In certain cases, other agencies may implement projects. They include: Division of Instructional and Information Technology (DIT), Division of School Facilities (DSF), Trust for Public Land (TPL)



# About Resolution A Project Budgets

- Projects have 25% soft costs applied to each construction project: This includes scope, design, contingency, and construction management.
- Project budgets are set by the amount of funding allocated by the elected official.
- In instances where a project is underfunded, the SCA and school will discuss the options of moving forward with a reduced scope or the school can attempt to secure additional funding to cover the estimated cost of the project.
- Larger projects, such as athletic field renovations, can and have been funded over the course of multiple fiscal years.



# Timeline

Timeframe	Budget Activities
January - March	Elected officials and schools identify potential projects; Applications due to Borough Presidents in February, Council Members in March
May - June	City budget negotiations and approvals
July 1st	City's fiscal year begins
Summer-Fall	Schools notified of awards
July - September	New fiscal year program created after review
October- November	SCA receives final budget authorization from the Office of Management and Budget
Late Fall (November/December)	SCA begins project scope and design process and schools are contacted by their project team; Technology notifications communicated via the Principals' Weekly