



DCPS Facilities Project Proposal Guidelines

Thank you for your interest in supporting DC Public Schools. Guidelines on how to submit your facilities project proposal are outlined below. All DCPS properties are owned by the Department of General Services (DGS) and any modifications to a school must be evaluated by the school, the DCPS Facilities team, and DGS for long-term sustainability, legal sufficiency, and need. Please note that in some cases facilities projects may not be deemed feasible and may be declined.

A project must undergo the review process if:

- The item being donated necessitates some form of construction/installation (ex: gardens, fences, plaques, outdoor classrooms, benches, etc.)
- The item being donated will require utilities such as water and power (ex: washer/dryer, lighting fixtures, etc.)

For donations that do not meet the criteria above, visit [DCPS Donations Process](https://dcps.dc.gov/page/make-donation-dcps) guidance (<https://dcps.dc.gov/page/make-donation-dcps>).

Facilities Project Proposal Process

Step 1A: Submit a Facility Donation Interest Form

To propose a facilities-related project, the partner should submit a [Facility Donation Interest Form](http://bit.ly/FacilitiesDonations) (<http://bit.ly/FacilitiesDonations>) to the DCPS Facilities team. This form notifies DCPS and DGS to the potential donation. Once the form has been submitted, a member of the DCPS Facilities team will contact you within 3-5 business days. Please note that due to heightened construction activity during the summer, *proposals will not be reviewed between the months of April and September.*

Step 1B: Conduct an Initial Interest Call

A member of the DCPS Facilities Team will schedule a phone call to review your proposed project and better determine its feasibility. During the call, you will be advised on the preparation of a conceptual design submission to be submitted for Step 2.

Step 2A: Preliminary Concept Submission

The donor may submit to the DCPS facilities team the following items, as identified during the Initial Interest Call.

- Location Map:** Indicate where in the school the project will be placed.
- Photos/sketches:** Include a visual representation of what the finished project will look like at the school.
- Product specifications:** Share information such as model numbers, installation, or infrastructure needs (ie; water or power)
- Schedule:** Share your proposed timeline for completing this project and whether there are any time-specific constraints for the donor or the school
- Narrative:** A brief verbal description of the project
- Budget:** A rough cost estimate of the value of donated time and materials
- Cost Implications:** Any expectations for the District to improve infrastructure or make significant repairs in preparation for the donation



- School Support:** A letter of support from school principal, including commitment to any necessary maintenance or upkeep.
- Media:** Share any plans for groundbreaking or media attention related to this opportunity.

Step 2B: Preliminary District Review

Upon receipt of requested documentation, DCPS will work with DGS and the school to complete an initial review of the proposed project. Donor will be notified of whether the project concept has been approved by DCPS within 2-3 weeks of receipt of the documentation.

Each donation project is different. During the Preliminary District Review, relevant departments will collaboratively determine a project pathway. A full checklist of all steps and deliverables needed for each donation will be provided to the donor at this time.

Please note: the project is not approved for construction after Step 2.

Step 3: The Mayor's Office of Partnerships and Grant Services Review

After receiving DCPS initial approval, the donor will submit the project to the Mayor's Office of Partnerships and Grant Services (OPGS) for review.

As a DC Government agency, we are required to submit all donations to the Mayor's Office of Partnerships and Grant Services (OPGS) for legal approval. The process typically takes 7-10 business days.

DCPS Donations Process Steps to Determine Legal Eligibility

- First, review the [Mayor's Memo](http://bit.ly/MayorsMemo) (<http://bit.ly/MayorsMemo>) and confirm in writing that your organization does not have a conflict of interest with making a donation to the DC Government.
- Next, share more specific information about the donation and its value via our [Donation Request Form](http://bit.ly/DCPSDonationForm) (<http://bit.ly/DCPSDonationForm>).
- Finally, your donation will be submitted to OPGS to be evaluated for legal sufficiency. Upon approval, the DCPS Office of Family and Public Engagement (OFPE) will send over an updated [Donation Agreement](http://bit.ly/DonationAgreementTemplate) (<http://bit.ly/DonationAgreementTemplate>) form for your review and signature. Once this document has been signed and returned to OFPE, you are legally approved to make the donation.

Please note: the project is not approved for construction after Step 3.

Step 4A: Final Design Submission

- Applicable documentation from Initial Submission; location map, product specifications, schedule, budget, school support, and media information; revised as needed
- Construction drawings, including sections, elevations, and details (ready for DCRA permits, if needed)
- Cost Estimate of Donation (materials and labor)
- Completed Donation Agreement from Step 3



Step 4B: Final Design Review

Upon receipt of requested documentation, DCPS will work with DGS and the school to complete a final review of the proposed project. Donor will be notified of whether the project design has been approved as submitted or whether revisions need to be made before DCPS will approve the submission.

Step 5: Construction Submission

Upon receipt of project approval by DCPS, the donor is free to pursue all application construction permits through DCRA. The DCPS Facilities Team can provide *some* guidance on the pursuit of permits. Private permit expeditors can be hired to assist in the process.

- [Right of Entry Permit \(http://bit.ly/RightofEntryPermit\)](http://bit.ly/RightofEntryPermit) to be obtained through DGS realty office
- Applicable permits (e.g. plumbing, structural, stormwater, public space) to be obtained through [DCRA \(http://bit.ly/2oYJlfr\)](http://bit.ly/2oYJlfr)

The donor will notify the DCPS Facilities Team after all permits have been obtained.

Step 6: Approval to Begin Project

Upon approval of all relevant permits, the donor is free to begin construction.

If you have any questions, please contact sally.parker@dc.gov Environmental Specialist