



STATE OF ALABAMA  
DEPARTMENT OF EDUCATION



Thomas R. Bice  
State Superintendent of Education

August 2, 2013

**MEMORANDUM**

**TO:** County and City Superintendents  
*Warren Craig Pounce*  
**FROM:** Warren Craig Pounce  
Chief of Staff  
**SUBJECT:** Submission of the FY 2014 Capital Plan

The FY 2014 Capital Plan is due **September 20, 2013**. 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 **2014 through 2018**. 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 e-mailed 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 by the **Capital Planner only**. Confirmations are also needed by the Capital Planner 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  
FY13-3053

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