Initial Requests for Direct Legislative Appropriations Process

1. Need Identified
   - Principal/Director Contacts Gov. Affairs to notify them they want to request an appropriation - Gov. Affairs forwards them to appropriate department liaison

2. Principals/directors, w/ liaison, outline project plan using PED template: amount of request, justification
   - •Department liaison receives bids

3. Gov. Affairs acts as primary contact - updates legislator as necessary - ensures paperwork complete

4. Principals/directors submit request to Gov. Affairs and departments: letter/memo outlining project, bids, name of legislator, contact information, other information

5. Gov. Affairs supports, remains neutral, or opposes request during legislative session - consult with departments and associate superintendent

6. Pass the legislature and signature of governor - report compiled by Gov. Affairs and presented to BOE

7. BOE acceptance or rejection - letter to PED and PSFA

8. Gov. Affairs drafts thank you letter to legislator

9. Gov. Affairs drafts letter to principals/directors about appropriation: language, appropriate dept. to work with, deadline for project plan submission, spending plan template

10. Principal/director, w/ assistance of liaison, submits project plan to CFPS and department liaison by deadline - no later than September 1

11. CFPS submits project plan to PED - CFPS notification of project plan approval to principal/director and Gov. Affairs
    - •Gov. Affairs updates legislator

12. Principals/directors, w/ assistance of CFPS accountant, create spending plan with deadline of completion of the project

13. Principals/directors manage projects on site - submit request to Gov. Affairs for extension/reauthorization if realize more time is needed ASAP

14. If project not completed by spending plan dates superintendent may ask department to take over and complete spending

15. Principals/directors document progress: photos, budget, APS assistance, project plan, spending plan - use APS template