



MINNEAPOLIS  
PUBLIC SCHOOLS  
Urban Education. Global Citizens.

## Standards of Operations – Capital Construction Process for Accepting Donated Funds for Capital Construction

*Established 10/09/2017*

### **Purpose**

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The purpose of this Standard Operating Procedure (SOP) is to establish a uniform procedure for accepting funds raised through parent and community efforts to assist in augmenting capital funding for construction projects where scope exceeds established budget.

### **Scope**

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This SO applies to all capital projects as determined and designed by Minneapolis Public Schools.

### **Applicable District Policies**

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[MPS Policy 1304 – Equity and Diversity](#)

[MPS Policy 3300 – Purchasing](#)

[MPS Policy 3517A – Stewardship of District Building and Grounds](#)

[MPS Policy 7000B – Applications and Approval Process](#)

[MPS Policy 3280 – Gifts, Bequests and Grants](#)

[MPS Regulation 3280A – Accepting Gifts, Bequests or Grants](#)

[MPS Policy 7960 – Naming Schools and District Property](#)

### **Procedures for Accepting Donated Funds for Capital Construction**

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1. Submit written Request for Consideration

The person or person(s) making the request to provide donated funds for augmenting a planned capital project scope and / or budget will provide a written request to the Chief Operations Officer. The written request should identify the main point of contact of the group and names of group members, along with current contact information to include mailing address, daytime phone number and email addresses. The request should also include any specific details as to the size of the donation and intended purpose, scope and charter of any committee or group involved in the Request for Consideration.

2. Obtain permission from Site Administrator

The person or person(s) submitting the Request for Consideration must solicit and receive written approval from the Site Administrator, which in most cases will be the School Principal. A copy of the written approval from the Site Administrator should accompany the written Request for Consideration.

3. Issue Letter of Acceptance or Denial

The Chief Operations Officer will provide written notification to the person or person(s) as to the acceptance or denial of donated funds. This will assure all parties agree to scope and specifications of any resulting capital work. District capital plans, equipment specifications and design principles will be the basis by which donated funds are considered.

4. Deposit Donated Funds through Achieve Mpls

Donations will be deposited into the School Generated Project (Fund: 5024/9726CCCC) or (alternatively) can be directly sent to AchieveMpls (<http://www.achievempls.org>).

5. Assign a Project Manager

The COO or designee will assign a Project Manager in the event the donation is accepted. The person or person(s) requesting consideration will receive written notification of the designated Project Manager and be reasonable access to work directly with the Project Manager on the donated portion of the project. This staff person will perform those duties typical to an MPS capital project. Depending on project complexity, it may be necessary to ask the Group to assist in funding this PM work.

6. Hire an Architectural/Engineer Firm or Professional to Create Construction Documents

MPS will hire and contract with the Architectural / Engineering firm that will perform work related to the funds donated. Typically, this will be in concert with an approved district project. The procurement of A/E firm will follow established MPS policy and procedures.

7. Hire a Contractor for Construction

MPS will hire and contract with the General Contractor that will perform work related to the funds donated. Typically, this will be in concert with an approved district project. The procurement of A/E firm will follow established MPS policy and procedures.

**Approvals**

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\_\_\_\_\_  
Print Name/Title

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Signature

\_\_\_\_\_  
Date