

## Capital Improvement Donation Feasibility Review and Analysis Check List

### FORM 2 OF 4

The Superintendent and/or his/her designee will review proposed project for feasibility. Project information, documentation and verifications will be required for the review process such as, but not limited to, preliminary design and architectural renderings, design drawings and bid documents. GCS retains the rights to reject donations for capital projects that may interfere with district operations and/or priorities.

	Yes	No	Comments
Does the donation/project proposal have a negative impact on facility/construction-related priorities established by the Board of Education and/or district administration?	<input type="checkbox"/>	<input type="checkbox"/>	
Has the impact of the donation/project proposal on GCS operating/capital budget been determined to be satisfactory?	<input type="checkbox"/>	<input type="checkbox"/>	
Does the proposed donation/project proposal meet applicable laws and GCS specifications, standards and procedures?	<input type="checkbox"/>	<input type="checkbox"/>	
Are the proposed improvement's budget and project timelines adequate and realistic?	<input type="checkbox"/>	<input type="checkbox"/>	
Have all cost-related components of the proposal been disaggregated as follows: i. Amount to be donated in monetary form; ii. Amount donated as in-kind construction and/or design or other professional services; iii. Amount donated in the form of construction materials; and iv. Amount donated in the form of furnishings, fixtures, or equipment? (Attach cost worksheet to this document)	<input type="checkbox"/>	<input type="checkbox"/>	

## Capital Improvement Donation Feasibility Review and Analysis Check List

### FORM 2 OF 4

	Yes	No	Comments
Is supervision and completion of the work by an individual or firm licensed to do work in the relevant discipline or trade required for this project? If yes, a list of contractor(s)/vendor(s)/firm(s) and their employee(s) who will be involved with the project, including trade/professional license number and emergency contact information, shall be submitted prior to commencement of construction. (All license and permit requirements shall be met in accordance with all applicable statutes, codes and industry standards.)	<input type="checkbox"/>	<input type="checkbox"/>	
The Superintendent and/or his/her designee have consulted with other applicable GCS departments/staff to determine the impact to the district of the donation/project proposal.	<input type="checkbox"/>	<input type="checkbox"/>	
Has past performance interview information been obtained?	<input type="checkbox"/>	<input type="checkbox"/>	
Has performance information for the employee been collected from all applicable sources?	<input type="checkbox"/>	<input type="checkbox"/>	
Have the agenda, objective, goals, etc., for the performance interview been communicated to the employee?	<input type="checkbox"/>	<input type="checkbox"/>	
Does the structure of the interview focus on job performance, not personal characteristics?	<input type="checkbox"/>	<input type="checkbox"/>	



Project Name/ID \_\_\_\_\_

## Capital Improvement Donation Feasibility Review and Analysis Check List

### FORM 2 OF 4

This project has been designated:

		Comments
<p><b>a. Small Scale/Low Risk Project</b>  Projects for which the Superintendent and/or his/her designee have determined appropriate in scope for principal and funder representative to manage the project with basic oversight from the appropriate GCS staff. Funds are not required to be turned over to GCS for projects designated small scale low risk. The funder will designate a representative to act on its behalf to manage and direct, with oversight from GCS staff, all phases of the capital improvement.</p>	<input type="checkbox"/>	
<p><b>b. Substantial Scale Project</b>  Projects for which the Superintendent and/or his/her designee have determined to be large and/or complex in scope must be approved by the Board of Education. GCS staff will manage and direct all phases of the capital improvement using privately-donated funds designated for this purpose. Funds must be transferred to GCS as outlined in Board Procedures for Donation of Capital Improvements.</p>	<input type="checkbox"/>	

Superintendent or Designee: \_\_\_\_\_  
(Print Name)

: \_\_\_\_\_  
(Signature) (Date)