

LCPS Outside-Funded School Projects Quick Guide

Parent-Teacher Organizations (PTOs), Parent-Teacher Associations (PTAs), Boosters, and other outside organizations fund projects on Loudoun County Public Schools (LCPS) schools and grounds, providing valuable enhancements for LCPS students and staff. This quick guide provides an overview of the process by which outside funded projects are initiated, reviewed, approved, and completed.

1. Funding organization expresses desire for potential project to principal.
2. If principal approves and desires project at their facility, principal submits a facility work order requesting review of the project by the Property Improvement Review Team (PIRT).
3. PIRT requests information needed for the specific project type from the principal.
4. Together, the principal, funding organizations, and others, as desired by the principal, decide what equipment, materials, or design will be proposed.
5. PIRT works with the principal to review all relevant aspects of the project, including site review, infrastructure evaluation, and equipment/materials review, as appropriate.
6. PIRT communicates an approval decision to the principal.

IF APPROVED:

7. Official quotes are obtained from LCPS-approved vendors by the principal and provided to PIRT, who provides all signatures for quotes. This allows LCPS to be the responsible party to hold vendors accountable for installation and warranties.
8. PIRT designates a project manager from the Department of Support Services, who works with the principal.
9. The principal communicates with funding organization about process for providing funds to the County of Loudoun through the LCPS Office of Financial Services.
10. Project manager works with the principal to oversee scheduling and installation and perform inspections of vendor work.

PROJECT EXAMPLES

- Buddy Benches
- School Gardens or Landscaping Enhancements
- Spirit Rocks
- Murals
- Pavement Painting
- School Signs
- Shade Covers
- Playground Additions or Enhancements

ROLES AND RESPONSIBILITIES

Organization Proposing Project and Providing Funding (PTO, PTA, Boosters, etc.)

- Communicate with principal about proposed project
- Provide funding for playground to LCPS at time identified by principal

Principal

- Communicate with funding organization about proposed project
- Submit work order requesting PIRT review for proposed project
- Engage approved vendors with funding organization to discuss options, designs, and quotes
- Provide quote and information to PIRT

PIRT

- Provide information on outside funding process to principal
- Perform site, equipment, and other project reviews, as needed
- Coordinate with Procurement and Financial Services, as needed

Special Considerations for Outside-Funded Playground Projects

Playgrounds provide an important recreational benefit to students, as well as members of the surrounding community. Several additional considerations are important when considering an additional playground installation or a modification to an existing LCPS playground.

- Several documents guide the LCPS approach to playgrounds:
 - *LCPS Policy 6320: Playgrounds* (Accessible through LCPS website)
 - The Consumer Product Safety Commission's *Public Playground Safety Handbook*, which specifies allowable equipment/parameters, as well as surfacing requirements.
- Proposed project scope and funding provided must address all aspects needed for the playground, including playground equipment, surfacing, borders, ramps, as well as site improvements (grading/drainage, if identified as a need by PIRT). PIRT will assist in determining the potential location for the playground.
- When possible, LCPS is committed to installing inclusive playgrounds.
 - An inclusive playground is one that children of all abilities can enjoy together. It is not only ADA accessible, but facilitates interaction between all students in the same space.
 - Playground vendors are familiar with inclusive playground design.
- All LCPS playgrounds, at a minimum, must be ADA accessible.
- Allowable surfacing includes either engineered wood fiber, currently installed at most LCPS playgrounds, or poured-in-place surfacing. All new surfacing borders should be plastic.

LCPS Playground Replacements: Playgrounds are replaced through the Capital Asset Preservation Program (CAPP). Playground priorities are determined annually based on safety conditions, playground condition, the appropriateness of equipment, compliance with standards, and other factors.

LCPS is committed to seeking school involvement as playground replacements are scheduled. When the CAPP is approved by the LCPS School Board and Loudoun County Board of Supervisors, LCPS will notify schools with a playground replacement scheduled for the next fiscal year, and will work on design with that principal who may, in turn, work with their school community. Playground replacements will be inclusive, when feasible.

KEY REMINDERS FOR ALL OUTSIDE FUNDED PROJECTS

- All communication with funding organizations is completed by the principal, who coordinates with PIRT. PIRT does not directly engage funding organizations.
- Funding organizations should not directly pay vendors for PIRT projects unless under \$5k and informed by the principal, who is informed through the PIRT process, that they may do so.
- All quotes for projects that result in a built structure, significant facility modification, or are in excess of \$5k must be signed by an LCPS Support Services division, not principals or funding organizations.
- Funding in excess of \$5k requires an existing LCPS contract or a cooperative contract vehicle LCPS can use, and may require 3 quotes or an official solicitation process. Principals can coordinate with LCPS Procurement.
- For the purpose of procurement law, LCPS is considered a single organization. Procurement requirements for any single school project will be considered in light of purchases and projects in the same area going on across all schools and facilities.
- All projects on LCPS property immediately become the property of LCPS.