August 15, 2022

M E M O R A N D U M

TO: City and County Superintendents

FROM: Eric G. Mackey
            State Superintendent of Education

RE: Submission of the Fiscal Year (FY) 2023 Capital Plan

The **Fiscal Year (FY) 2023 Capital Plan** is due no later than **September 21, 2022**. It is imperative that your Capital Plan be as accurate as possible to 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 projects for FY **2023, 2024, 2025, 2026, and 2027**. Also, it is critical that your system's inventory and building assessment data, Site and Facility Enumeration, is accurate as this information could influence the distribution of funds. Submission directions and reminders are as follows:

- The Capital Plan must be developed and submitted by a Certified Capital Planner.

- The Alabama School Capital Planning Process must be followed.

- **To access the application, Capital Planners should go to** https://aim.alsde.edu **and log in using AIM log-in credentials. If the Capital Planner is new to AIM, a new account must be created. Instructions are provided in the document attached. Once logged into AIM, an application inventory screen will appear with a tile for each application for which a user is granted access. If you do not see a Capital Plan tile, then verify that all personnel needing access to the report are correctly shown in the Education Directory.**

- A confirmation (sign off) is needed by the **Capital Planner only.** This confirmation certifies that the Capital Plan has been approved by the local Board of Education. 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, please contact Ethan Taylor at (334) 694-4553 or by email at etaylor@alsde.edu.

If you have questions about the Capital Planning submittal process, please contact Jessica Ragan at (334) 694-4604 or by email at jragan@alsde.edu.

EGM/ET/JR

Attachment

cc: Capital Planners

FY22-3038

Creating an AIM Account

Navigate to ALSDE Identity Management (AIM) login page located at https://aim.alsde.edu.

Click the *Need an Account?* link just under the Log in button.

Enter your email address in the field provided. If you are already assigned to a position in the Education Directory, you must use the same email address.

Select **Create Account** to begin the process of creating your account. You will receive an email with a link; follow the instructions in the email.

Create an Account – Email Address Entered
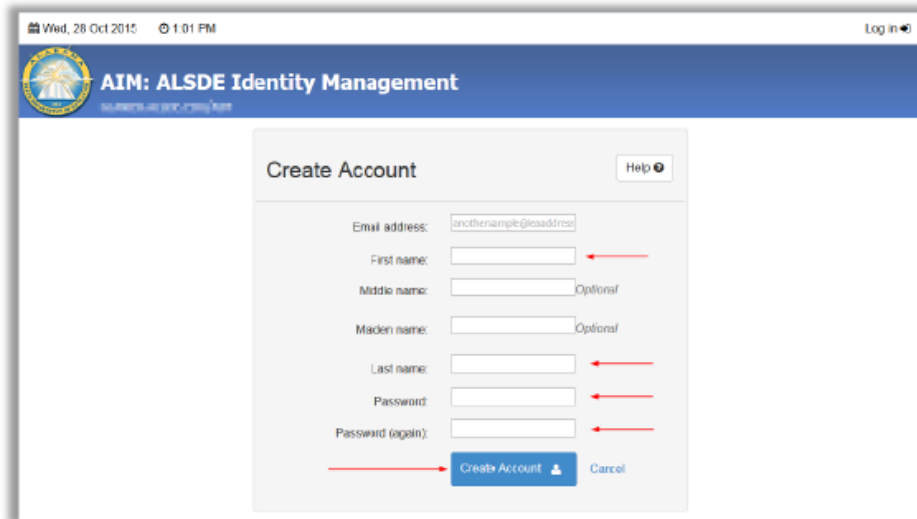

Create an Account – Email Received
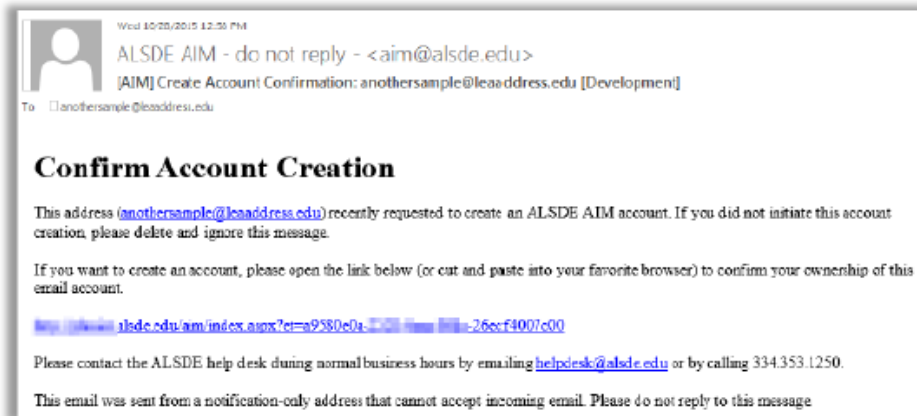
You will receive this email if you attempt to create a new account. Open the link provided to complete the account creation process. This link is valid for two hours. If you attempt to access after two hours, you will receive a message that the token has expired. Please go back to **Create an account** to generate a new token.

When you follow the link, you should see the screen in *Create an Account – Name and Password*.

Create an Account – Name and Password

Enter your first name in the **first name** field. Enter your last name in the **last name** field. If you would like, you may enter your middle name in the **middle name** field, and/or your maiden name in the **maiden name** field.

Enter your password in the **Password** field. Re-enter the same password in the **Password (again)** field. Please note that your password must be between 8 and 16 characters long. Your password must also include three of the four following conditions:

- a number
- an uppercase letter
- a lowercase letter
- a special character, examples include: .+@!^&*?|#$%-_

Select **Create account** to create your account. Once you successfully enter all required information, you should see the *Error! Reference source not found.* screen.