

Division of Public School Academic Facilities and Transportation Web Tool Additional Instructions

A few changes have been made to the web tool. Below, some of these changes are listed. The notes below are a summary of some changed/new requirements and it is the responsibility of the school district to comply with all statutes and applicable rules. Districts should contact the Division with any questions.

Web Tool Campus Report

1. Planning tree (*left side of screen*) – Campus Report data

- a. School Overview tab has been modified to include school utilization to comply with **Act 542 of 2017**. Districts should select the “Update Info” button and complete school utilization section. It is important to provide a “Utilization Note”, describing if building is usable (*with renovation*), condemned (*by appropriate code authority*) or utilized as designated, and whether a district plans on renovating the facility and using for educational purposes. School type should remain selected to reflect the original use of the building. There is no longer an “Abandoned”, “Closed”, or “Vacant” type/use designation in either the campus or building drop down. The “School Type” drop down now includes “Unimproved Land” to indicate other real property in order to comply with **Act 542 of 2017**, and should be selected for appropriate properties along with an explanation of the intended use of the real estate. Unimproved land is land without a structure
- b. School Contact information now has a separate tab.
- c. New buildings may be added by selecting the “Buildings” tab.
- d. A new tab for “Additions” has been added at the building level. For the purposes of the campus report, an addition is defined as an addition to an *existing* building. If the building has any additions (past or future), please complete this tab. At the bottom are boxes to complete to report original building size (“*Building Reported Area*”) and additions. The square feet entered into the “Building Overview” tab should equal the “Building Reported Area” plus the “Addition Summed Area”. If there is a discrepancy, it will be shown in the “Variance” box and the district should adjust the appropriate entry. Reporting additions is advantageous to the district for accuracy of building age/condition, and for potential Partnership Project approval.
- e. A condition assessment survey should be completed for each building as a whole. Partnership Projects that involve either original building or additions only, should address the condition of the systems for the project area separately in the project justification section of the application.

2. Partnership Program Applications

- a. It is critical that all sections of the application be completed thoroughly and in detail. Projects may be disapproved for failure to complete the entire application or not providing sufficient information.
- b. Project scope must be complete and detailed explaining exactly what the project entails to include specific systems to be replaced and type of system to be installed etc. Scope must specifically state that an independent and separate fresh air system will be installed in order to receive funding for a fresh air system and/or whether an HVAC system project includes extensive duct work.
- c. **“Project Justification”** – The project justification must be thorough and explain why a building/system needs replacing. “End of Life” or “The district is spending money to keep the system functioning” is not sufficient justification. Be specific. The Division may use “Project Justification” and CMMS data to justify the project as a “Prudent use of state funds”.
- d. Additional questions have been added to the “Detail Screen”. Districts must provide complete answers for each of these questions. The Division will not, for instance, provide demolition funds if the demolition question is not answered in the affirmative and details provided regardless of whether demolition was mentioned in the project scope. Likewise, the division will not take a building out of the suitability review if there is no indication on this tab that facility will be demolished, repurposed, etc.
- e. **“Partnership Submission”** tab must be completed with the name of the application preparer. Once that tab is selected, it must be completed to either submit an application or edit an application.
- f. **Nurse Station** – Per **A.C.A. §6-20-2517** a health center must provide, among other things, a private nurse’s office with a door. **See statute for details.**

3. **Project Early Review** - Per **Act 864 of 2017**, districts may request an early review of Partnership Program projects. This early review will provide an estimate of state financial participation and alert the district to any ‘technical’ issues with the project application. To request an early review, a district must have a complete application (**see Commissioner’s Memo FT-16-001 numbers 1-8.**) A complete application includes all required documents. Warm, safe, and dry systems applications must show all exterior contours of the building with measurements. In order to provide the district with required information:

- a. Tab 1 - Campus Report information and Condition Assessments
- b. Tab 2 - Resolution of Support

- c.** Tab 6 - Narrative Summary (The Narrative Summary must be updated and complete.
- d.** Tab 7 - Statement of Values

Districts wishing an early project review must do so in writing (*e-mail or letter*) by November 1, 2017.