

**DIVISION OF PUBLIC SCHOOL ACADEMIC FACILITIES AND TRANSPORTATION  
SCHOOL CONSTRUCTION APPROVAL FORM**

**April 14, 2016**

**Part A**

**Instructions**

Pursuant to Ark. Code Ann. §§ 6-20-1407 and 6-21-109, school districts that propose to construct and/or fund facility projects are required to submit written documentation.

Construction: Completion of this form is required for Division of Public School Academic Facilities and Transportation approval of a school district's construction project. It is additionally required from Charter Schools, Educational Cooperatives, or any publicly supported entity having supervision over public educational entities, if the process of self-construction is used.

Bond Applications: Completion of this form is required for loan or bond approval but is not required for non-voted refunding of existing debt.

Please answer the following questions, provide the required information, and submit the completed form with attachments to:

**Division of Public School Academic Facilities and Transportation  
One Capitol Mall, Suite 4D-200  
Little Rock, AR 72201**

**General and Equity Information**

Construction Approval applies to all construction projects costing over \$20,000 at public school facilities regardless of the source of funds. *(This section shall not apply to maintenance projects or construction projects costing \$20,000 or less.)*

1. Describe the proposed facility project: *(Indicate the Project Number from the Master Plan, Location, Campus, Building, and detailed description.)*
  
  
  
  
  
  
  
  
  
  
2. Provide a written, detailed, substantial justification for the proposed facility projects. Projects shall be considered legitimately justified if, for example:
  - A. The proposed facility project is necessary for the applying district to comply with Arkansas Department of Education (ADE) rules and regulations, and/or State and Federal statutes and regulations; and/or
  
  - B. The proposed facility project is necessary to meet important educational goals of the district. Completion of the proposed project should enable the applying district to provide a better quality, desegregated education, necessary to meet the needs of its

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**Part A - Continued**

present and projected population. The district must provide a desegregation impact statement showing that the proposed improvements will not have a segregative effect (*see item #3 below*). A detailed outline or explanation of the educational goal to be met shall be included.

3. Provide a written Assurance Impact Statement indicating that the proposed facility project will not establish, continue, or ignore segregative activities and/or policies within your district or contiguous districts. Also, indicate with the Assurance Impact Statement that the proposed project in any school in any county contiguous to Pulaski County, Arkansas, will not have a substantial negative impact on the ability of any district in Pulaski County, Arkansas, to effectively desegregate.
  
4. The Annual Equity Compliance Report must be filed with the Arkansas Department of Education before approval can be granted. The Division of Public School Academic Facilities and Transportation will confirm the filing with the Equity Assistance Center.
  
5. Provide an assurance statement that the approval of the facilities project or the approval of any loan or bond financing the facilities project does not violate any Federal Court Order or federal or state law.
  
6. The written Assurance Impact Statement referenced in paragraph 3 and the Equity Compliance Report referenced in paragraph 4 must be submitted to:

**Arkansas Department of Education  
LEA State Funding - Loans & Bonds  
Four Capitol Mall, Mail Slot 9  
Little Rock, AR 72201**

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**Part A - Continued**

7. What method of construction does the district plan to use for the project? If the response is general contractor, no additional information is needed and only the superintendent's signature is required. *(If Self Construction is indicated then Part B must be completed and submitted with Part A.)*

General Contractor     General Contractor as CM     Design Build

Self-Construction     Construction Management     Lease Purchase

\_\_\_\_\_  
**SCHOOL DISTRICT**

\_\_\_\_\_  
**COUNTY**

\_\_\_\_\_  
**ENTITY ADMINISTRATOR**

\_\_\_\_\_  
**DATE**

**DIVISION OF PUBLIC SCHOOL ACADEMIC FACILITIES AND TRANSPORTATION  
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**Part B**

\_\_\_\_\_  
**SCHOOL DISTRICT**

\_\_\_\_\_  
**COUNTY**

\_\_\_\_\_  
**PROJECT**

\_\_\_\_\_  
**PROJECT NUMBER**

**Construction Information**

This form applies to all construction projects that exceed \$20,000, including but not limited to; academic, maintenance and operations facilities, transportation facilities, and other non-instructional facilities.

1. What method of self-construction does the district plan to use for the project?  
 District personnel  
 District will serve as their own general contractor  
 District will serve as their own general contractor and employ a construction manager  
 District will serve as its own Construction Manager and contract for performance of the work.
  
2. Provide the date that the school board voted to self-construct the project.  
Date: \_\_\_\_\_.
  
4. Has the district used the self-construction process on projects in the past?  
Yes\_\_\_ No\_\_\_.
  
5. If yes to question #4, provide the date(s) that the district used the self-construction process.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**SIGNATURE OF ENTITY ADMINISTRATOR**

\_\_\_\_\_  
**DATE**

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**Part B - Continued**

\_\_\_\_\_  
**SCHOOL DISTRICT**

\_\_\_\_\_  
**COUNTY**

\_\_\_\_\_  
**PROJECT**

\_\_\_\_\_  
**PROJECT NUMBER**

By our respective signatures below, we certify that we are duly authorized to legally bind the above-mentioned school district, and that we have read the *Commission for Arkansas Public School Academic Facilities and Transportation Rules Identifying and Governing Self-Construction Projects by Public Education Entities*, and are in compliance with such rules and regulations, and further certify that the above-mentioned educational entity will:

- 1) Have the plans drafted by an appropriate design professional;
- 2) Submit final plans to the proper state agencies for approval; and
- 3) Follow all applicable Arkansas statutes concerning commodities purchasing requirements, bidding requirements, and licensing requirements.

\_\_\_\_\_  
**SIGNATURE OF ENTITY ADMINISTRATOR**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**SIGNATURE OF SCHOOL BOARD PRESIDENT**

\_\_\_\_\_  
**DATE**