STATE OF ARKANSAS

DIVISION OF PUBLIC SCHOOL ACADEMIC FACILITIES and TRANSPORTATION

ACADEMIC FACILITIES MASTER PLAN PROGRAM

GUIDELINES for 2009 Master Plan Update

Arkansas Division of Public School

Academic Facilities & Transportation

SUBMITTAL DEADLINE FEBRUARY 2, 2009

PLEASE NOTE THAT IN ORDER TO EFFECTIVELY CREATE YOUR MASTER PLAN YOU WILL NEED TO USE THE FOLLOWING WEBSITE:
www.arkansasfacilities.com

THAT WEBSITE CONTAINS THE FILES NEEDED TO REVIEW AND SUBMIT TO THE DIVISION OF PUBLIC SCHOOL ACADEMIC FACILITIES AND TRANSPORTATION.

Revised November 12, 2008

Arkansas Division of Public School

Academic Facilities & Transportation

Division of Public School Academic Facilities and Transportation

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Facilities Master Plan

School District _____

School District LEA _____

School District Address _____

_____

Phone _____ **Fax** _____

Superintendent _____

Email Address _____

Facilities Master Plan Authors (if more names, please attach separate sheet)
Name _____ **Contact Number** _____
Name _____ **Contact Number** _____

Date of Most Recently Approved Master Plan_____

Date of This Submission _____

Received By: _____**Date:**_____

Approved By: _____**Date:**_____

Please complete and submit this page from these guidelines to the Division in hard-copy format. All other required documents will be downloaded or viewed at the Division website: **www.arkansasfacilities.com/MasterPlan.aspx**

I. Purpose

Paragraph (6) of Act 1426 of 2005 §6-21-806 states

(a) The Academic Facilities Master Plan Program shall require each school district to:
(6) Submit a report to the Division by February 1 of each odd-numbered year that includes a description of all projects completed in the school district since the submission of the most recent facilities master plan, the school district's current enrollment projections, new or continuing needs of the school district with regard to academic facilities and equipment, and an accounting of any changes in the school district's insurance coverage from the most recent submission.

II. Odd-Year Master Plan Report Requirements

Step 1. Use the Master Planning Tool Web Based Application.

Districts will use the web based tool to revise district information, to indicate 2004 assessment deficiencies and other facility projects that have been completed, and to enter district facility Master Plan projects. Appendix A of these Guidelines contains instructions on how to use this tool, and instructions and helpful information are also included within the application. You can access the tool by logging onto the Division's web site at www.arkansasfacilities.com and going to the link for the Master Planning application. The following instructions and Appendix A references should be followed when using this application.

a. Revise District Information: The district must enter a point of contact for Master Plan coordination with the Division [Appendix A, page 4]. Revise other data as appropriate. If entering a new school campus, please enter all buildings for the campus. Districts may enter a Change Note to explain any requested changes. Indicate facilities that have been demolished or are no longer property of the district and enter a Change Note to explain requests to delete any school or building from the district's inventory. [Appendix A, pages A-3 through A-7].

b. Review and update deficiency lists: Districts should review the deficiency lists for all schools and buildings. Mark deficiencies that have been corrected as "completed". Mark deficiencies that the district does not believe need to be resolved as "suspended." (Deficiencies are used to compute the Facility Condition Index (FCI) for school facilities.) [Appendix A, pages A-8 through A-10]

c. Revise and Update District Projects: [Appendix A, pages A-11 through A-15]

1. To indicate "new or continuing needs of the school district with regard to academic facilities", revise information on existing Master Plan projects or create new projects, if applicable.
2. To include "a description of all projects completed in the school district"
   i. change the Status field on existing Master Plan projects to Complete,
   ii. enter actual total final costs in the Total Cost field, and

iii.enter actual dates for design and construction start and the completion date.

3. Enter project information as indicated in 2. above for other completed new construction projects and completed "end-of-life" deficiency projects not previously included in the Master Plan.

Information should be included for both locally funded projects and Partnership Program projects.

Step 2. School District's Current Enrollment Projection Changes.

If there has been any change in the school district's enrollment projection since the most currently approved Master Plan, provide the Division the district's current enrollment projections for the next ten years by grade. The district should also provide their current enrollment changes and the district's justification for their revised projections. If no changes are submitted by February 1, 2009, the Division will utilize the enrollment projections from the most recently approved Master Plan. Districts may upload enrollment projection changes to Tab 4 of the Master Plan Documents of the Master Planning Tool.

Step 3. Changes in the School District's Insurance Coverage.

If there have been any changes in the school district's insurance coverage the district should provide the Division with a Statement of Values from their insurance provider (i.e. ASBA, Arkansas Insurance Department) or any other provider of insurance for your school buildings**.** The information should include coverage amounts, types of coverage, identification of buildings covered, policy renewal dates, and all riders. Districts may upload insurance coverage changes to Tab 7 of the Master Plan Documents of the Master Planning Tool.

III. Submission Requirements

Districts must complete Step 1 electronically using the Master Planning Tool located on the Division's web site. School district submissions for Step 2 and Step 3 may be submitted in hardcopy form or may be submitted electronically using the Master Planning Tool. **Page 2 of these guidelines must accompany hardcopy submittals.**

Hardcopy submissions shall be postmarked or received via first class mail return receipt requested or via stamped receipt of hand delivery, in the **Office of the Director, Division of Public School Academic Facilities and Transportation, 501 Woodlane Street, Suite 600, Little Rock, Arkansas 72201**, no later than 4:30 PM on February 2, 2009.

Electronic submissions must be entered into the Master Plan web tool by 4:30 PM on February 2, 2009. At that time the Master Plan web tool will be disabled for district input.

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Appendix A

Arkansas Master Planning Tool

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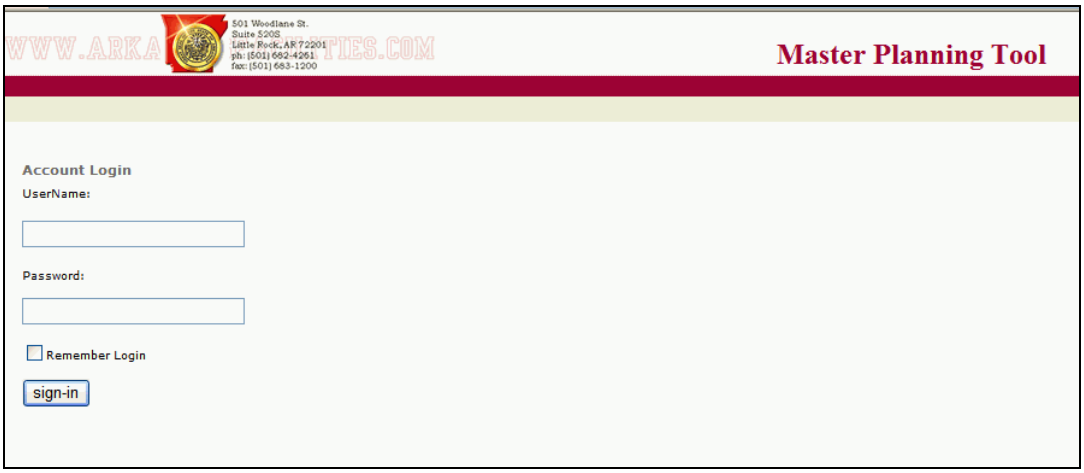
Log in

To Log in to the Arkansas Master Planning Tool, go to the Division web site at http://www.arkansasfacilities.com and navigate to the 2009 Master Plan Update icon. Enter the appropriate credentials in the 'UserName' and 'Password' fields and click the sign-in button.

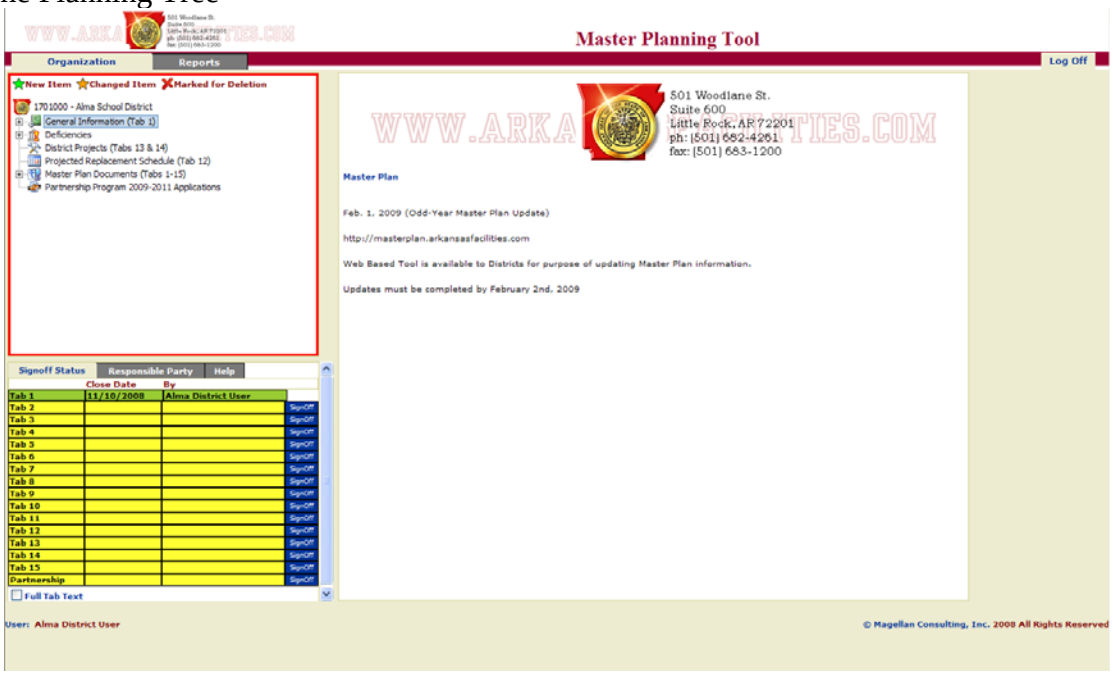
Area Project Managers will provide school districts with their User Name and Password information. If districts would like their “UserName” and “Password” credentials changed, they should contact their Area Project Manager.



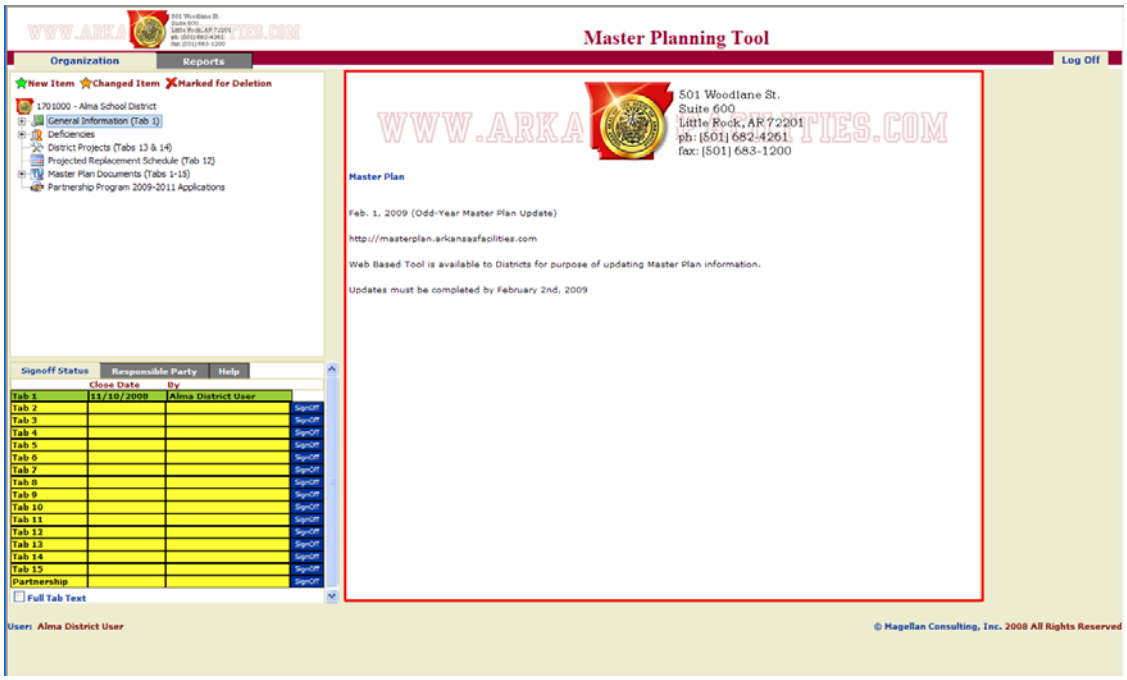
Main Screen

The initial screen is comprised of three separate components (or frames): The Planning Tree, The Information Pane, and The Help and Instruction Pane. These three frames are indicated in bold in the following three graphics.

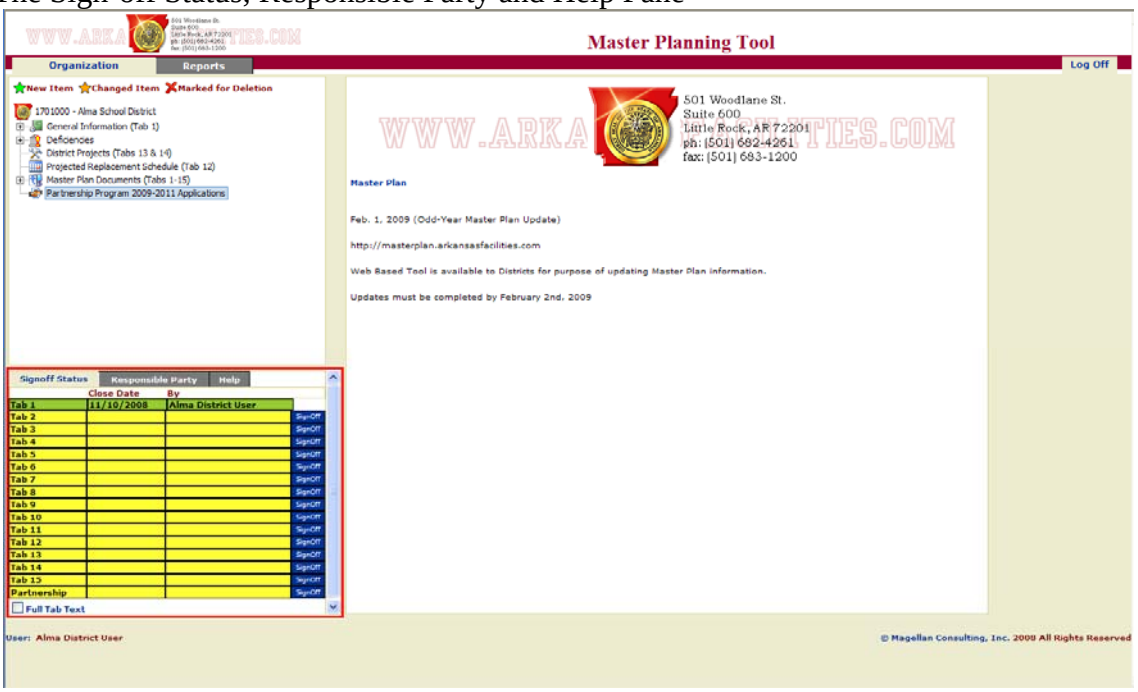
The Planning Tree



The Information Pane



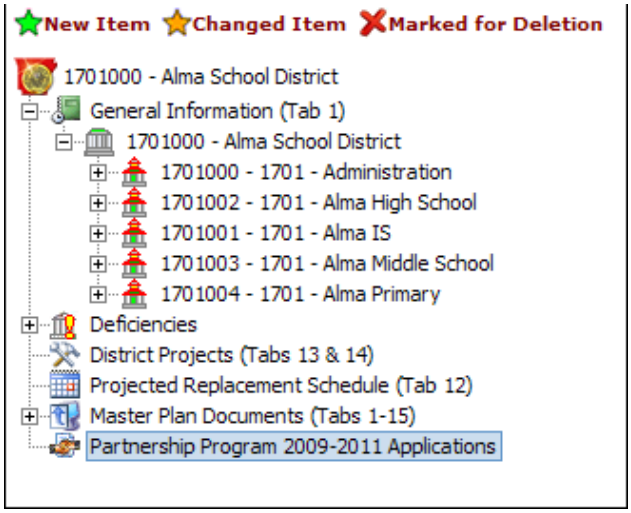
The Sign-off Status, Responsible Party and Help Pane



The Planning Tree and General Information Updates

Use the Planning Tree to navigate through the different tasks associated with the planning process. These tasks include General Information Updates (District, School, and Building), Assessment Deficiency Updates, the District Project Creation for the district's Master Plan, Project Replacement Schedule, Master Plan Documents, and Partnership Program Applications.

Click on the '+' or '-' to either expand or collapse the General Information or Deficiencies levels of the tree.

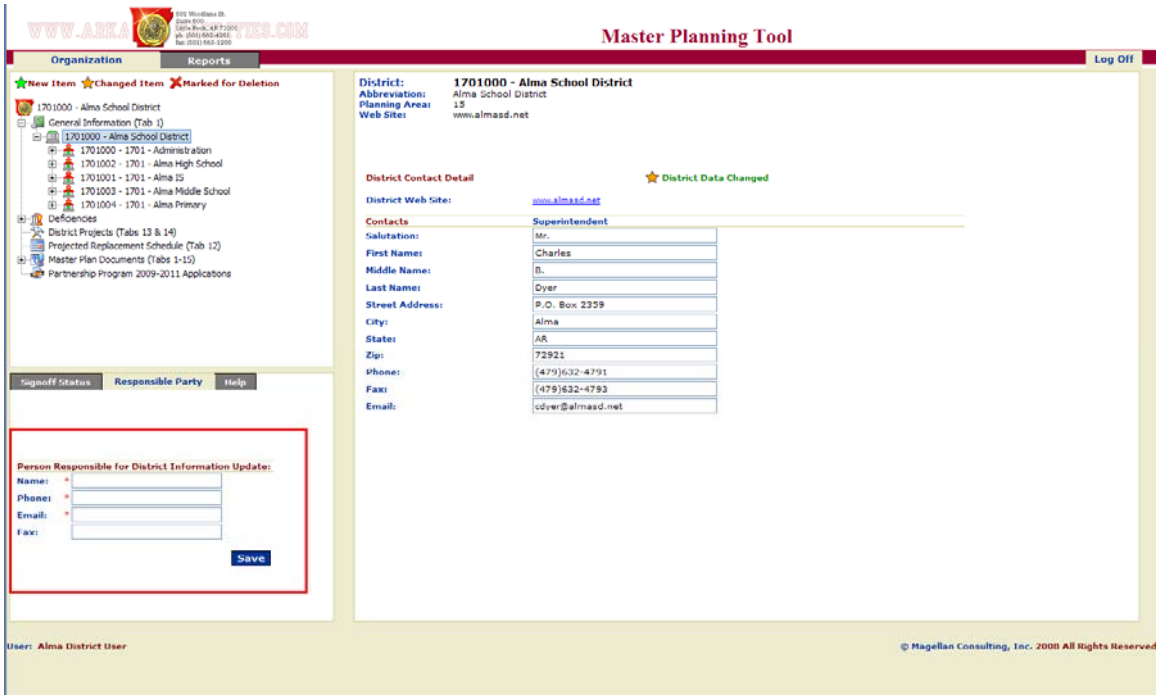


As seen in the preceding image, the tree has been expanded down to the School level in the General Information level of the tree. With the tree expanded, the user can then click on the lower level '+' symbols to expand that level. This can be done until the tree has been expanded to the building level.

By clicking the '-' symbol that occurs after the tree is expanded, the user can collapse that particular level of the tree.

Green stars next to a level in the Planning Tree indicate that that level is a New Item. Orange stars indicate levels for which updates have been recorded. A red "X" indicates an existing School or building that you are asking to be deleted from inventory.

Upon expanding the General Information level of the tree to display the District Name, the user can then select the District name to generate the following update screen.

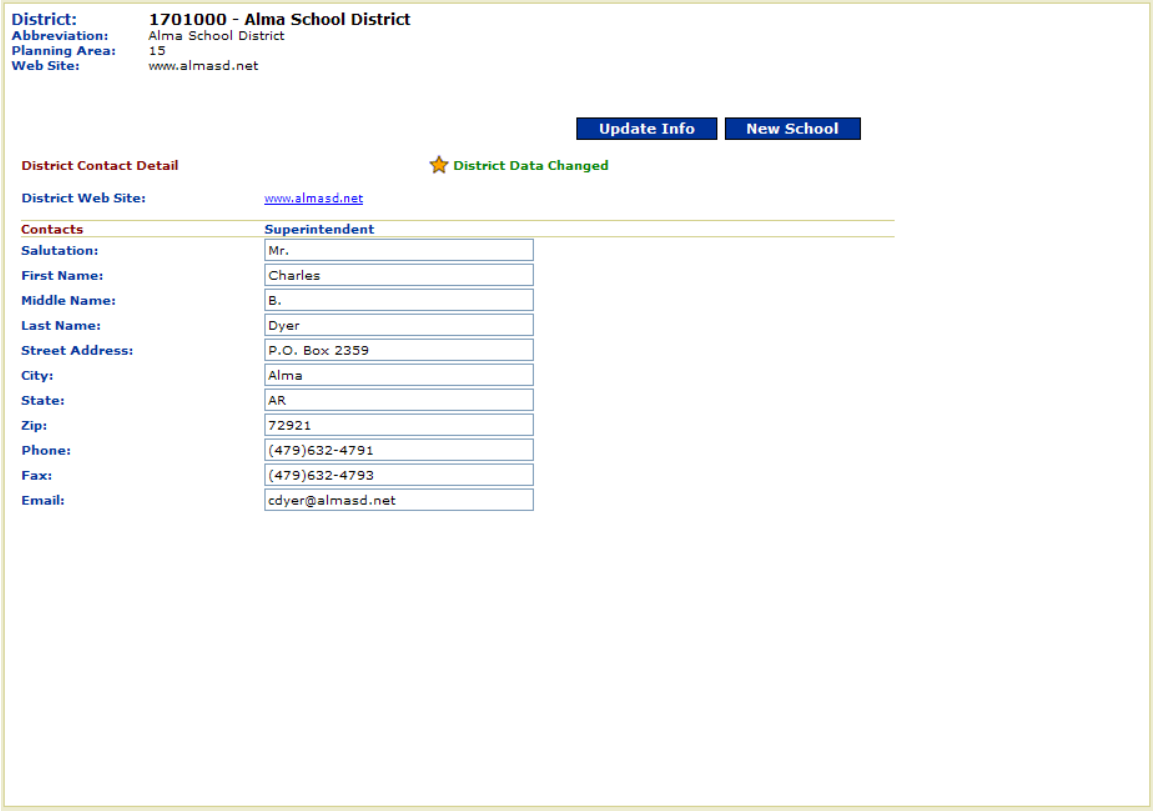


In the District Update Screen above, the user is required to complete the information for the Responsible Party before any updates can be performed. By entering their name and contact information into the Responsible Party portion of the application, the user enables the Division to contact the district in order to clarify issues or concerns with the information being collected.

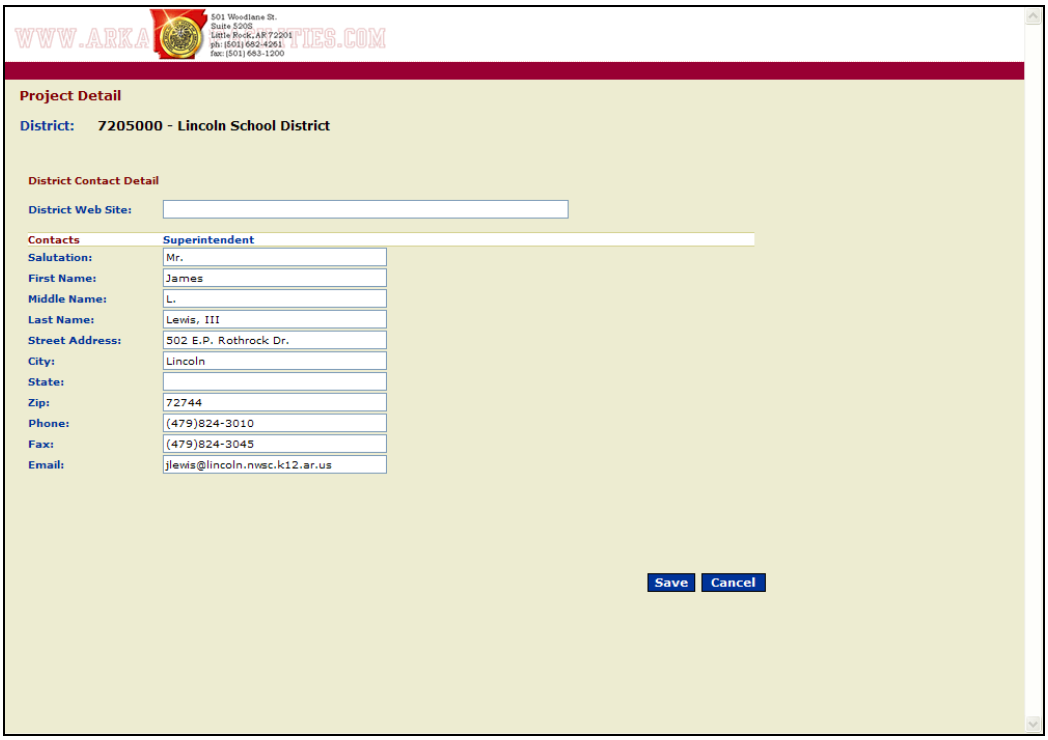
Upon entering the contact information into the Responsible Party text boxes, the user then clicks the **Save** button to save the information. The user is now allowed to make updates and edits to the information within the web-based Master Plan tool.

The user can now update the District Contact information or enter information about a new school that is not in the tree.

To edit the District Contact information, the user clicks on the **Update Info** button as depicted in the following image:

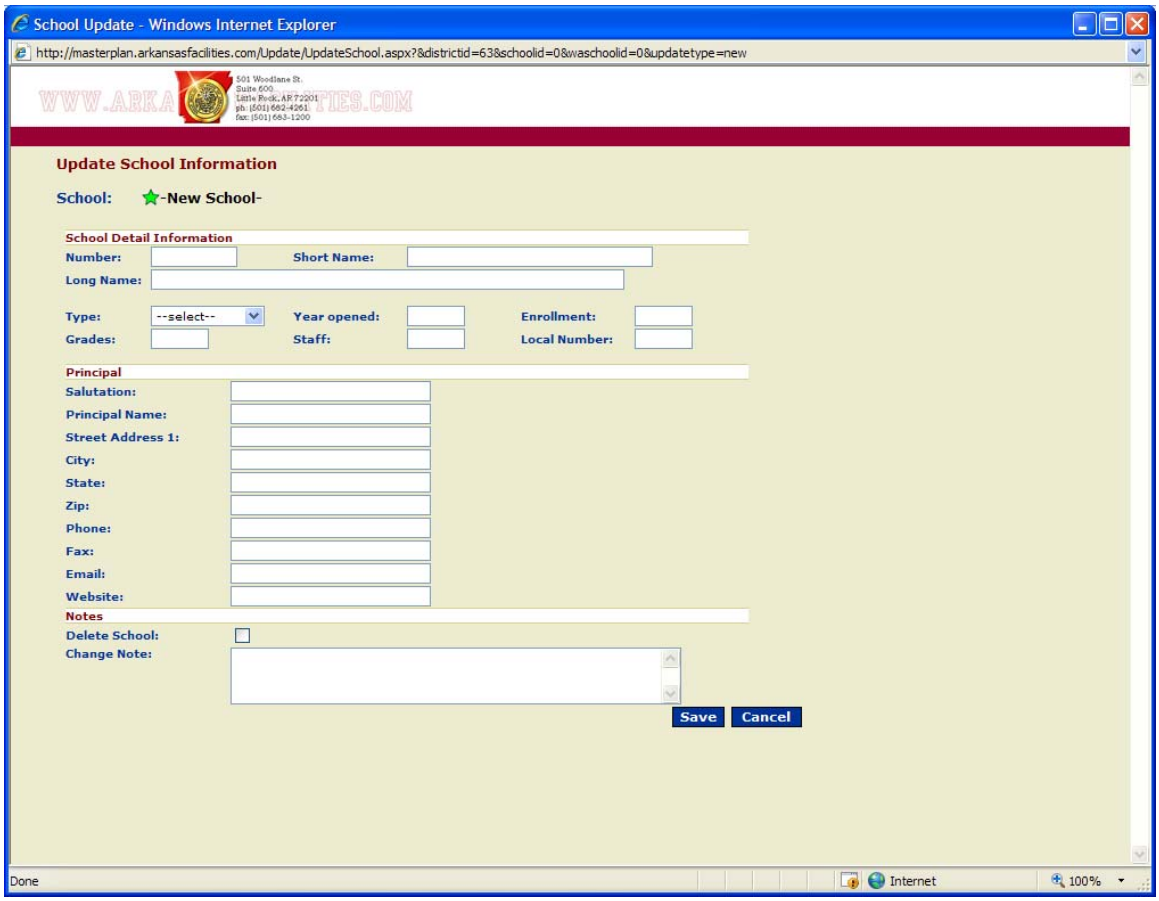


By clicking on the Update Info button the user generates the following update screen:



The user can then update the District Contact information directly into the text boxes provided and save it to the database by clicking the **Save** button. If changes are made that are not accurate or if the user does not need to update the information, the window can be closed without saving these changes by hitting the **Cancel** button. The user is returned to the District Information screen.

If the District has recently built or acquired a new school that is not listed with the other schools in the Planning Tree, the user can add the school to the system by clicking on the **New School** button. This will generate the following screen where the user can then enter the appropriate information into the text boxes and save it to the database by hitting the **Save** button. If information that is entered is inaccurate or not necessary, hitting the **Cancel** button will close the Update School Information screen without saving the changes to the database. The user will be returned to the District Update screen.



In order to edit the General Information related to both Schools and Buildings, the user would follow the same instructions outlined above for the District Update. At the School level, the user can update the School information or enter a new building. At the building level, the information associated with buildings can only be updated.

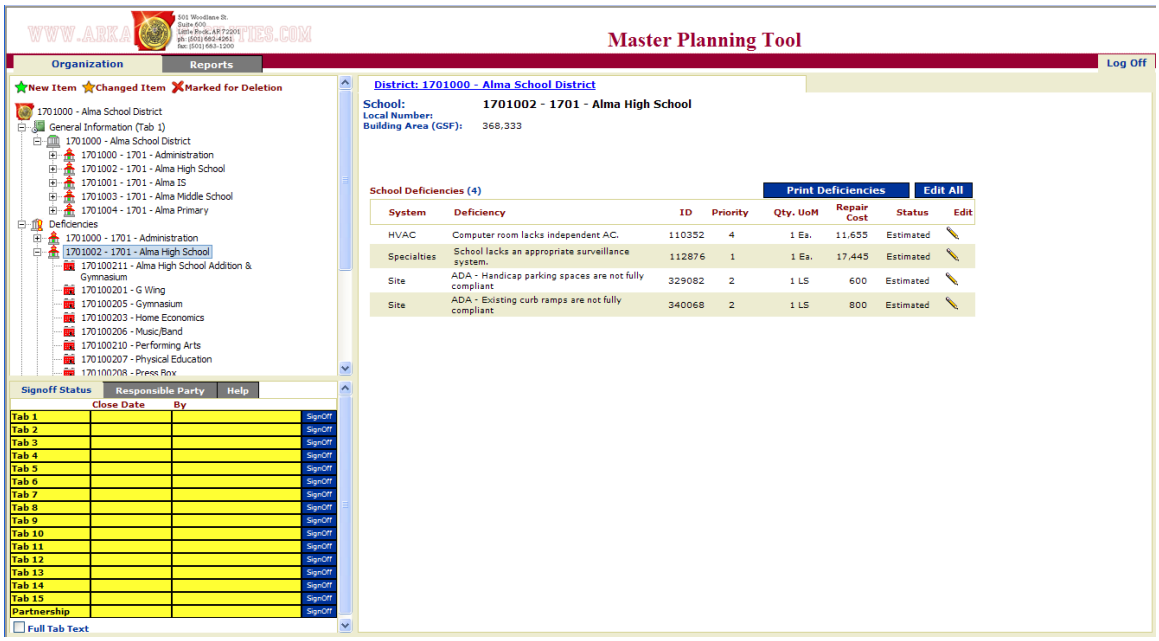
Deficiencies

This Planning tool allows the user to update the status of deficiencies identified during the 2004 Facility Condition Assessment. The user can edit deficiencies to be either "Complete" or "Suspended" based on the current status of the deficiency with regards to the district's planning process.

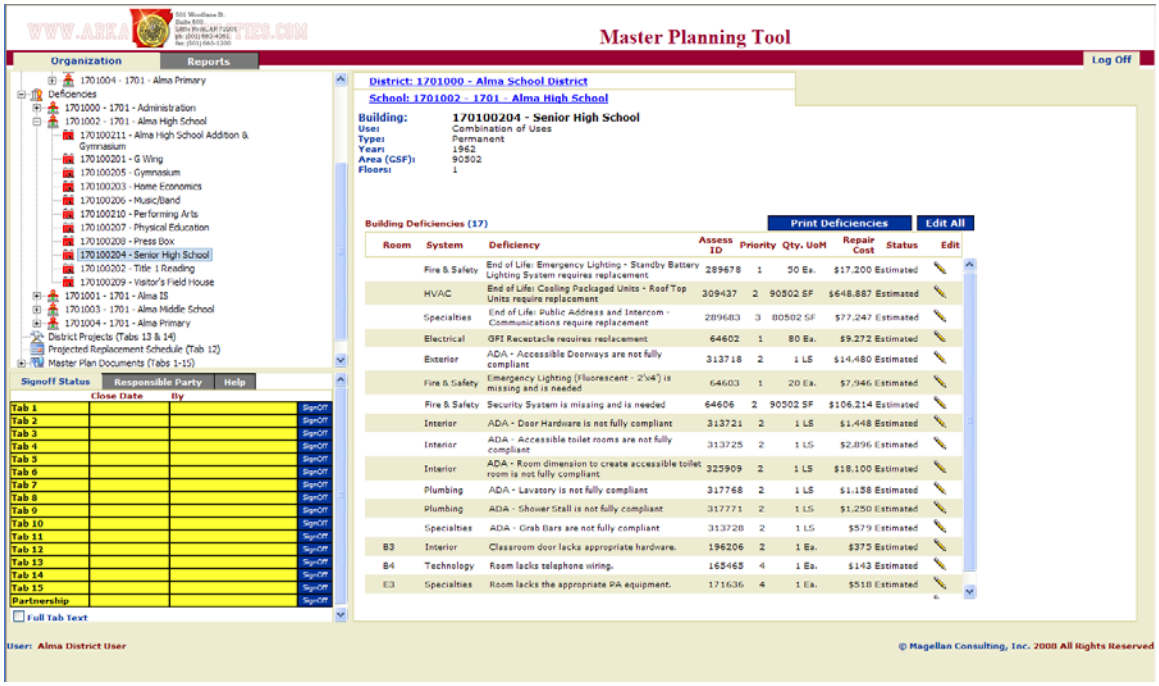
Use the following definitions. For "Complete", districts should mark those deficiencies that the district has addressed completely. Do not mark as "Complete" if only partially completed and further work is necessary. For "Suspended", districts should mark those deficiencies that the district does not intend to address at any point in time. (Districts are reminded that deficiencies are used to compute the Facility Condition Index (FCI) for campuses and districts. Under the Partnership Program rules, FCI is used as one of three factors to determine project prioritization.)

In order to edit deficiency status, the user needs to expand the Planning Tree below the Deficiencies level to reveal the School level. At the school level of the tree, the user can edit the status of those deficiencies that are specific to the site or campus for that school. The user can also expand the school level of the tree to find the buildings associated with that campus. Clicking on a building will generate a list in the information pane of all the deficiencies associated with that building.

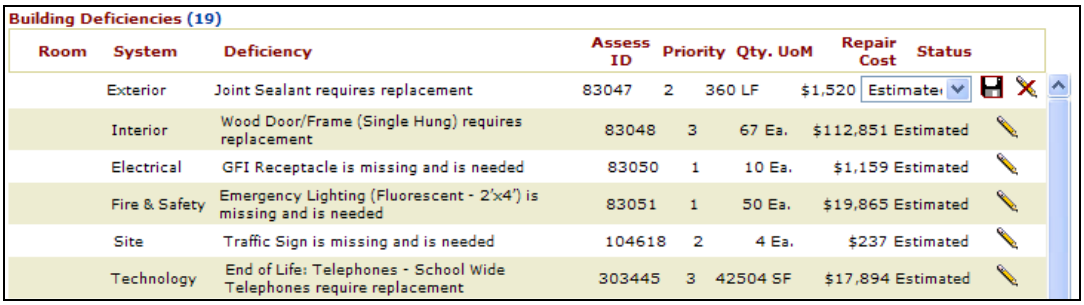
Below is a view of the school level deficiencies:



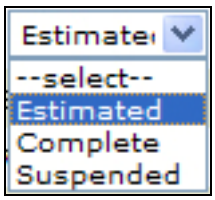
Below is a view of the building level deficiencies:



In order to edit the status of a deficiency, click on the button. The Status field will change to appear like the example below:



The user can now select the drop-down arrow next to the repair cost and generate the following list:



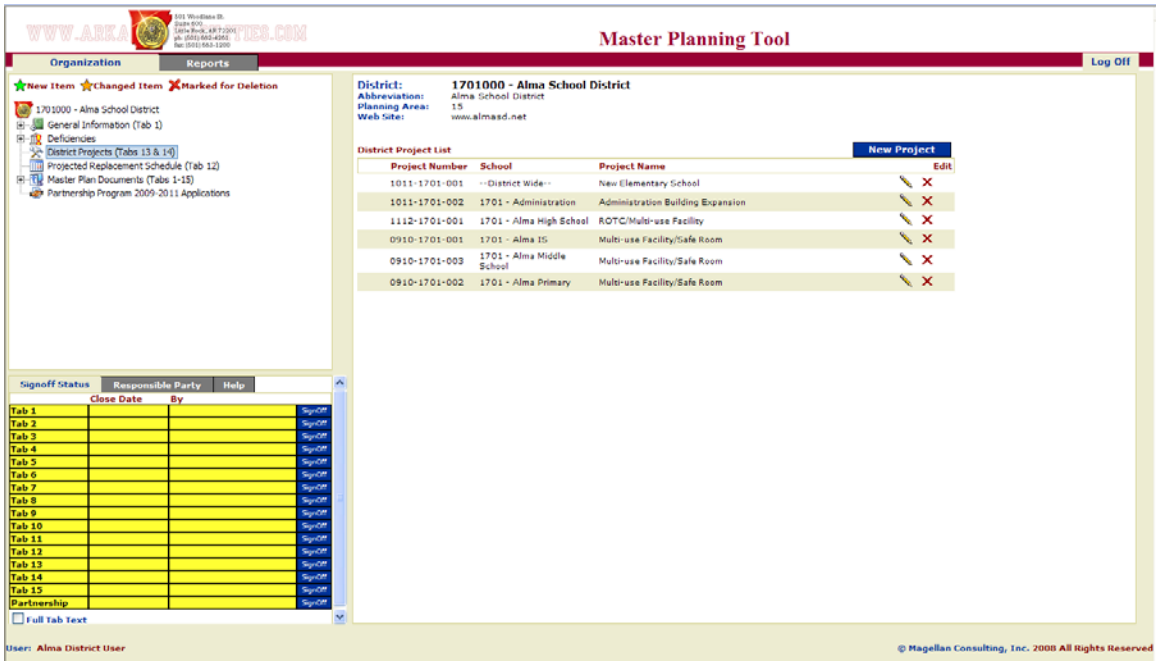
At this point the user may change the deficiency status to either Complete or Suspended. Once the status has been changed, the user would click the button to save the change.

Changing the status of the deficiency to Complete or Suspended will remove the deficiency's cost from the database of needs for that particular site or building. The user can edit as many of the existing deficiencies as necessary.

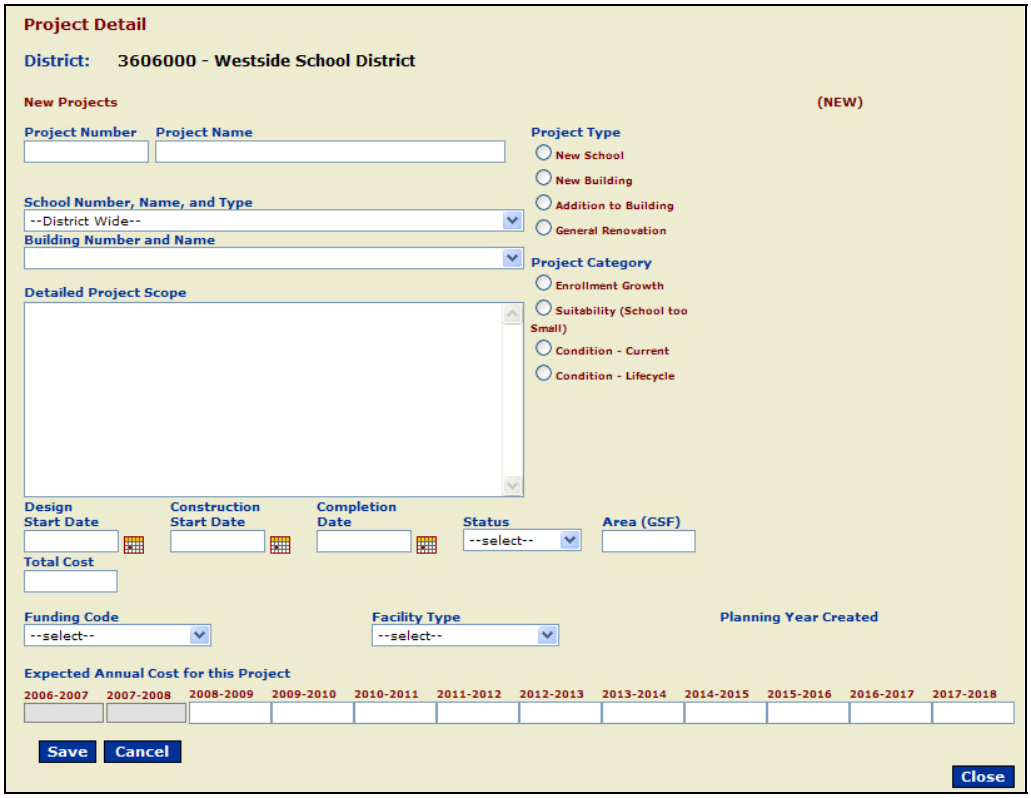
To cancel and edit, the user can click the button.

District Projects

The last level on the Planning Tree is used for creating District projects. When the District Projects level has been selected in the tree, the user is presented with a list of projects in the Information Pane.



To create a new project, the user clicks the **New Project** button. The user will be presented with the project creation screen as shown below:



The user can now enter the required information related to a Master Plan Project.

When developing a Master Plan project, districts should consolidate new construction projects for similar work that will be done with one construction contract. The first year of a project is the year when the design of the project is initiated, and for Partnership Program projects should be the year that the application is submitted for initiation and the Partnership Program Project Agreement is signed. For example, a Partnership Program project with a beginning year of 2011-2012 is a project that is anticipated to be approved, the project agreement signed, and design begun during the period July 1, 2011 – June 30, 2012.

Project numbers should be in the following format that contains year-LEA- and number: y1y2-0LEA-xxx, where y1y2 are the last two digits of the fiscal year that the district will begin the project, and if applicable, request Partnership Program funding. For example, 0708 refers to a project that will begin in fiscal year 2007-2008 (July 1, 2007 – June 30, 2008). The middle four digits of the project number are the district's LEA number, including the leading zero, if applicable. The last three digits are a sequential numbering of district projects for year y1y2, beginning with 001. Non-academic facilities should begin numbering at y1y2-LEAx-701. Sample project numbers are 0708-0901-004 and 1112-7401-702.

Project Name should be a short description of project.

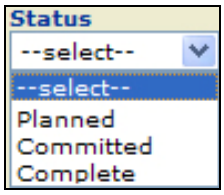
School Number, Name and Type is a drop-down list that allows the user to pick a location that already exists in their district for which the project will apply. Project Type requires one type to be selected that best suits the project being created. If the user selects General Renovation as a Project Type, a list of affected buildings systems appears. The user should identify all major systems that will be affected by the project being entered.

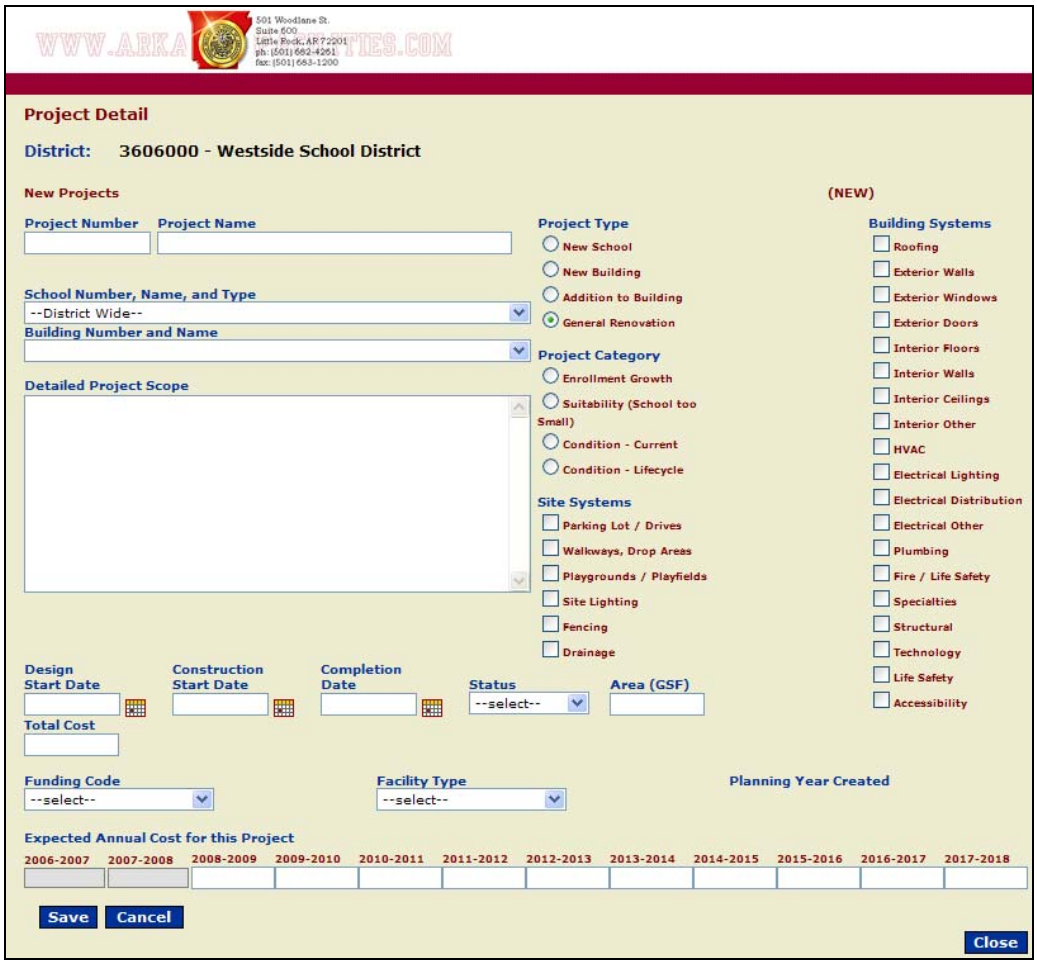
Building Number and Name is a drop-down list that allows the user to specify a building that is directly involved in the project scope.

Project Scope must be as complete as possible and must provide sufficient information so that the Division can determine state financial participation. The project scope should also detail if the project costs include any "maintenance, repair, and renovation" costs that are not eligible for state financial participation

Design Start Date, Construction Start Date, and Completion Date are to be entered to identify expected time frames for the project. The Completion Date should be the estimated time of the final acceptance of the project. The button generates a calendar to ease the date entry for the user.

Status is a drop-down menu where the user can select a status for projects. A Partnership Program or self-funded project becomes a committed project when a School Construction Approval Form is submitted to the Division for the project. A complete project has construction completed, occupancy of the facility, and all state financial participation funds, if applicable, provided. All projects that are not committed or complete are planned.





Area (GSF) allows the user to input the square footage of the project. Project area for new facilities or facility additions must meet spacing requirements contained in the Program of Requirements contained in the Arkansas School Facility Manual. For roof projects, enter the area of roof system being replaced.

Total Cost is for the **total** estimated budget for the project.

The user should select the appropriate Funding Code (Partnership or Local) from the provided drop-down. Likewise, the Project Category (Academic or Non-Academic) drop-down will also require a selection.

Facility Type allows the user to designate the type of facility affected by the project.

The Expected Annual Funding allows the user to input expected yearly total expenditures associated with the project that includes both district funding and state financial participation, if applicable. Prior actual expenditures for 2006-2007 and 2007-2008 should also be entered. The sum of the Expected Annual Funding entries must equal to the Total Cost entry.

All other text boxes and drop-downs are required to be completed accurately. Once the information is satisfactory, the user can hit the Save button. If the user decides not to save changes, they can click the Cancel button or simply use the Close button.

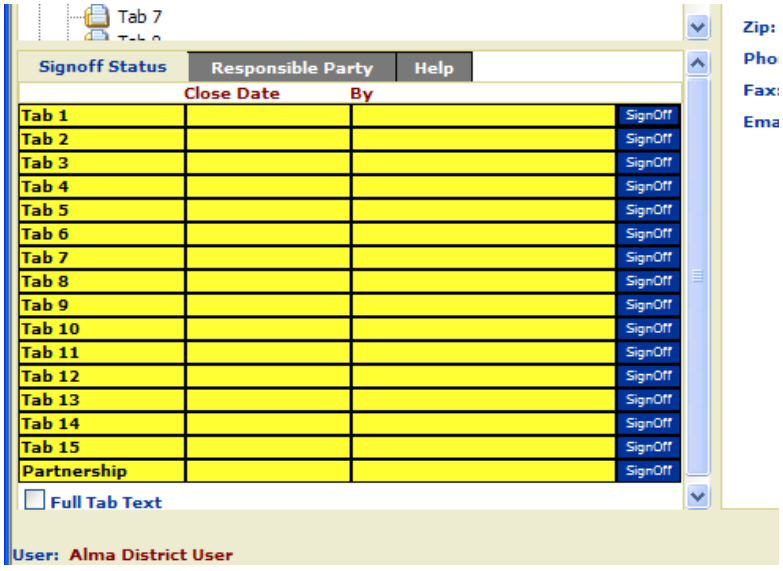
The user can edit any projects that have been created by clicking on the button associated with that particular project entry. If an entered project is no longer needed, the user can click the button associated with the project. This will remove the project from the planning application.

Once the General Information (Tab 1) for Districts, Schools and Buildings has been edited to the satisfaction of the user, they should then "Sign-Off" on this information. This allows the system to know where changes have been made.

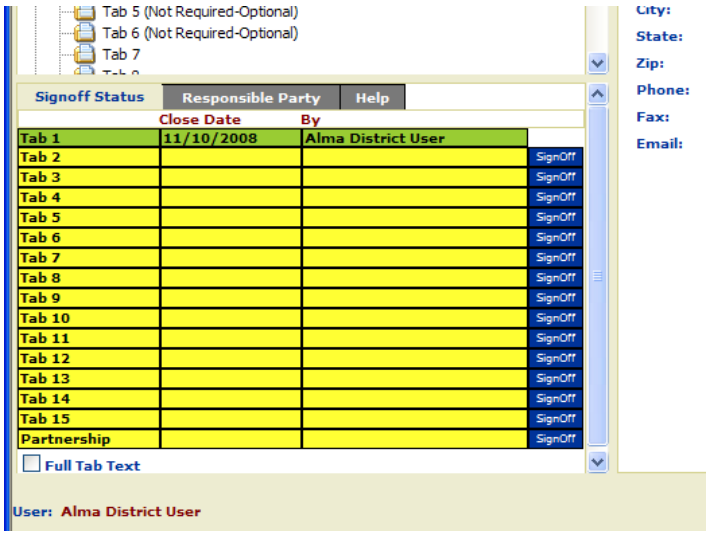
Sign-off Process

In the Sign-off pane on the lower left-hand corner of the page, there is a

button associated with each Tab, as it corresponds to the Master Plan. The tool populates the Status, By and Date fields. See below:



After Signing Off:



This Sign-off process will be repeated for each tab as you complete entry.