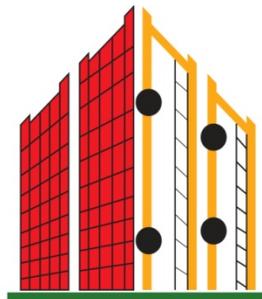


**STATE OF ARKANSAS**

**DIVISION OF PUBLIC SCHOOL ACADEMIC FACILITIES and  
TRANSPORTATION**

**ACADEMIC FACILITIES MASTER PLAN PROGRAM**

**GUIDELINES for 2013 Preliminary Master Plan**



Arkansas Division of  
Public School Academic  
Facilities and Transportation

**SUBMITTAL DEADLINE July 1, 2013**

**TO CREATE THE DISTRICT PRELIMINARY MASTER PLAN USE  
THE FOLLOWING WEBSITE:**

**<http://arkansasfacilities.arkansas.gov/>**

## **I. Purpose**

Sections of A.C.A §6-21-806 provide that;

- (c)(1) “The division shall establish procedures and timelines for a school district to submit a preliminary facilities master plan or a master plan outline to the division before the submission of the school district's final facilities master plan.”
- (c)(2) “The preliminary master plan or master plan outline shall form the basis for a consultation meeting between representatives of the district and members of the division.”
- (c)(3) “As soon as practicable after submission of the preliminary master plan or master plan outline, the division shall hold the consultation meeting with the school district to:
  - (A) Assure understanding of the general goals of this subchapter and the criteria by which projects will be evaluated;
  - (B) Discuss ways the facilities master plan may be structured to meet the goals of this subchapter;
  - (C) Assist districts to prepare accurate budgets and reasonable project schedules; and
  - (D) Provide for efficiency and productivity in the approval process for local academic facilities projects and state financial participation in local projects.”

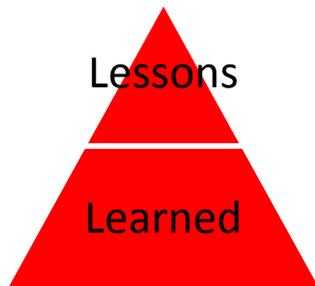
## II. Preliminary Master Plan Requirements

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

Districts will use the web based tool to revise district information, to indicate life cycle deficiencies, 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. The district can access the tool by accessing the Division's web site at <http://arkansasfacilities.arkansas.gov/> going to the link for the Master Plan, selecting "Master Planning Tool and signing in using the districts log-in information. The following instructions and Appendix A references should be followed when using this application.

**NOTE: Internet Explorer 10 requires browser to be in compatibility mode.**

- a. Revise District Information: (i) The district must enter a point of contact for Master Plan coordination with the Division [Appendix A, A-6 through A-8]. Revise other facility data as appropriate. If entering a new school campus, please enter all buildings for the campus. Districts should review & correct building sizes, uses and year opened. If there any building additions, they should be entered as separate buildings with a name and description. The name of the addition should include the building name plus addition. For example, if Building A has an addition built in 1979 the name should be Building A 1979 addition. 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, Page A-8].



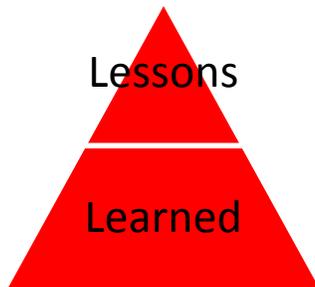
**The Division uses building data from the Master Plan web tool to compute suitability in the review of Partnership Program project applications. It is to the district's benefit to review and provide current and accurate school and building information in the Master Plan process.**

- b. Revise and Update District Projects: [Appendix A, Pages A-16 through A-27]

#### New Projects

1. To indicate "new or continuing needs of the school district with regard to facilities", revise information on existing Master Plan projects or create new projects, if applicable. **[Projects intended for Partnership Program application in the 1517 biennium should be numbered 1516-xxxx-ppp or 1617-xxxx-ppp.]**

2. Provide **detailed** project scope information. For space projects describe district grade reconfigurations, if applicable. Describe any conversions in detail to include specific information such as what existing space (and SF) is being converted to what new space (and SF of each resulting space). For warm, safe, and dry renovations, include descriptions of existing and replacement systems and quantities. All project descriptions must include general dimensions and construction type.



**Although it is not necessary to submit 2015-2017 Partnership Program project information with the preliminary master plan, experience has shown that districts have a greater opportunity for successful applications if the Division and district have the opportunity to review the project in the Master Plan consultation meeting.**

#### Completed Projects

3. To include “a description of all projects completed in the school district” change the Status field on existing Master Plan projects to Complete. [Appendix A, A-8 through A-9]
4. 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 all academic and non-academic locally funded and Partnership Program projects that are not maintenance and exceed \$20,000.

#### **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 **July 1, 2013**, 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.

[Appendix A, Pages A-9 through A-10]

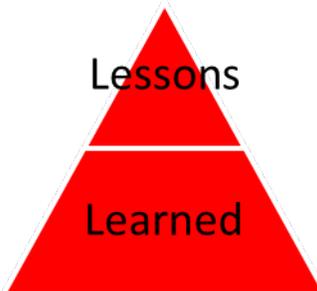
### Step 3. Narrative Analysis

Master Plan Program Rule 4.03.10

The information in this tab provides the foundation for the Master Plan as it contains the district's strategy and vision to provide an adequate education for its students. The district should review their academic programs, delivery methods, and their existing public school facilities in terms of current and life cycle condition, suitability, adequacy, and ability to address growth requirements. Districts shall upload their narrative analysis to **Tab 6** of the Master Plan Documents of the Master Planning Tool .  
[Appendix, Pages A-10 through A-11]

In the narrative, Districts shall address buildings with a zero percent (0%) or less building value in accordance to Master Plan Rule 4.04.2.1.

“4.04.2.1 Each academic facility with a building value of zero percent (0%) or less shall be discussed in the narrative analysis per Section 4.03.10 of these Rules.”



**Experience has demonstrated that there is a general correlation between the level of detail in the district's Tab 6 narrative and the district's eventual success in Partnership Program state financial participation (Prior Planning Provides Powerful Performance!)**

### Step 4. Deficiencies

If there has been any change in the school district's deficiencies identified during the 2004 Facility Condition Assessment as well as life cycle deficiencies added after the 2004 Assessment, since the most currently approved Master Plan, the district's should update the status of the deficiencies.  
[Appendix A-13 through A-15]

### Step 5. PORs (Program of Requirements for Space Projects)

Districts will prepare a POR for each space project the district intends to apply for by March 1, 2014, for the 2015-2017 Partnership Program funding cycle. PORs shall be submitted electronically on the current POR located on the Division website under the Facility manual link.

Existing Campus – Any campus with at least one academic building/facility.

(A) District must submit completed Program of Requirements (POR) contained in Section 2, Chapter 5, Arkansas School Facility Manual for the existing school campus.

- (B) On Summary sheet enter projected NUMBER OF STUDENTS by grade configuration and TOTAL SPACE EXISTING CAMPUS (#4).
- (C) On Suitability Analysis sheet enter gross area in SF for existing Physical Education, Media Center, Student Dining, and Performing Arts program areas if these spaces exist in the school.
- (D) Enter all NEW SPACES included in addition, conversion, or new building project.
- (E) Enter Quantity and AREA of existing REQUIRED SPACES and Workforce Development spaces in their final configuration after any space conversions. (AREA of existing spaces may be estimated.)
- (F) **Submit a POR Summary sheet and Suitability Analysis sheet for ALL schools affected by the reconfiguration.**

**NOTE:** If two campuses share spaces, they are considered one campus according to the POR. Example: If a K-6 campus shares a cafeteria with a 7-12 campus, the POR should be run as a K-12 campus.



**Although not required, it is beneficial to the district to provide documentation for values used in the Program of Requirements (POR) summary sheet and suitability analysis if the values are not obviously contained in the district and school reports found on the Division's web site. When data is not documented, the Division makes the best analysis possible using data in the Division's web site. Documentation sheets can be found on the Divisions web site:**

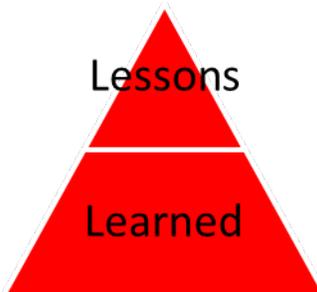
**<http://arkansasfacilities.arkansas.gov/documents/11-13%20PROJECT%20APP%20BACKUP%20SHEETS%20052610.xls>**

New Campus – A campus that has no existing academic buildings/facilities.

- (A) District must submit completed Program of Requirements (POR) contained in Section 2, Chapter 5, Arkansas School Facility Manual as described below for new and existing school campuses.
- (B) For new school campus, enter projected NUMBER OF STUDENTS by grade configuration.
- (C) Submit a POR Summary sheet and Suitability Analysis sheet for each existing campus in the district with the same grade levels as the proposed new school or grade reconfigurations. (If district grade assignments are to be reconfigured, existing schools should reflect final grade configurations.)
  - (1) On the Summary sheet enter projected NUMBER OF STUDENTS by grade configuration and TOTAL SPACE EXISTING CAMPUS (#4).
  - (2) On the Suitability Analysis sheet enter gross area in SF for existing Physical Education, Media Center, Student Dining, and Performing Arts program areas if these spaces exist in the school. (For spaces in the existing school)
  - (3) On the Suitability Analysis sheet under (**CHOOSE CORRECT ANALYSIS TYPE**) toggle or select YES beside the heading **SUITABILITY FOR ADDITION PROJECT**.

## Step 5. District/Division Consultations and Reviews

After receipt of the preliminary master plan, the Division will schedule consultation meetings with districts to discuss the district's master plan and to review projects that districts intend to apply for in the next funding cycle. The Division will assist the districts in assessing the Master Plan and proposed projects to assist the districts in determining each project's potential for approval and funding. The Division will assist the districts in making any modifications to the Master Plan or projects to meet the district's needs and goals. The district is strongly encouraged to send the Superintendent, Facility Manager, Director of Facilities, etc., in addition to any facility consultants.



**The first Master Plan consultation meetings conducted in 2011 indicated that there was a correlation between more district participation in the meetings (*superintendents/facility managers*) and the district's eventual success in Partnership Program state financial participation.**

### III. Submission Requirements

Districts must complete all steps electronically using the Master Planning Tool located on the Division's web site. All information must be submitted electronically on or before 4:30 PM July 1, 2013. The Preliminary Master Plan Guidelines are meant to be a quick reference to assist districts in processing the Preliminary Master Plan.

Districts should review the appropriate rules located on the division's website [www.arkansasfacilities.arkansas.gov](http://www.arkansasfacilities.arkansas.gov) under the Documents link.

# **Appendix A**

## **Arkansas Master Planning Tool**

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Deficiencies .....A-12

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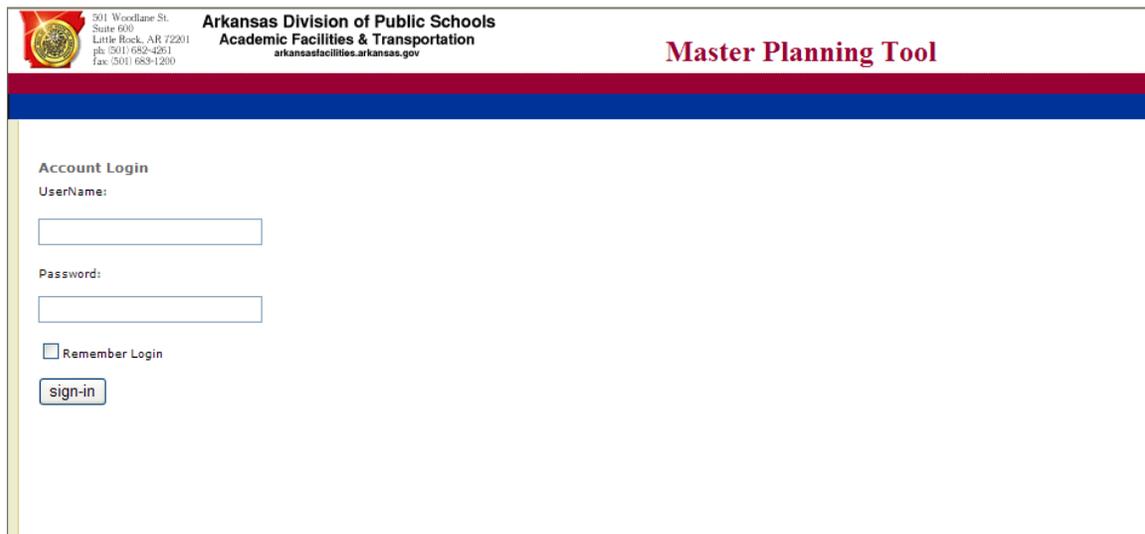
Sign-Off Process..... A-28

## Log in

To Log in to the Arkansas Master Planning Tool, go to the Division web site at <http://arkansasfacilities.arkansas.gov/MasterPlan2008.aspx> and navigate to the 2013 Master Plan Update icon.

Enter the appropriate credentials in the 'UserName' and 'Password' fields and click the  button.

Area 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 Manager.



501 Woodlane St.  
Suite 600  
Little Rock, AR 72201  
ph: (501) 682-4261  
fax: (501) 683-1200

**Arkansas Division of Public Schools**  
**Academic Facilities & Transportation**  
arkansasfacilities.arkansas.gov

**Master Planning Tool**

**Account Login**

UserName:

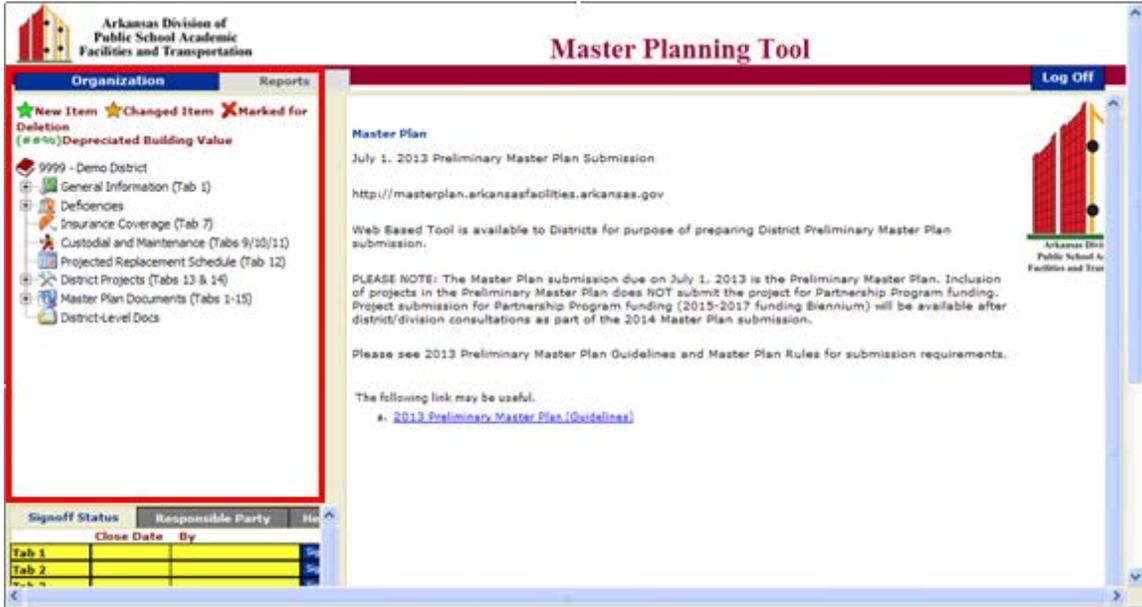
Password:

Remember Login

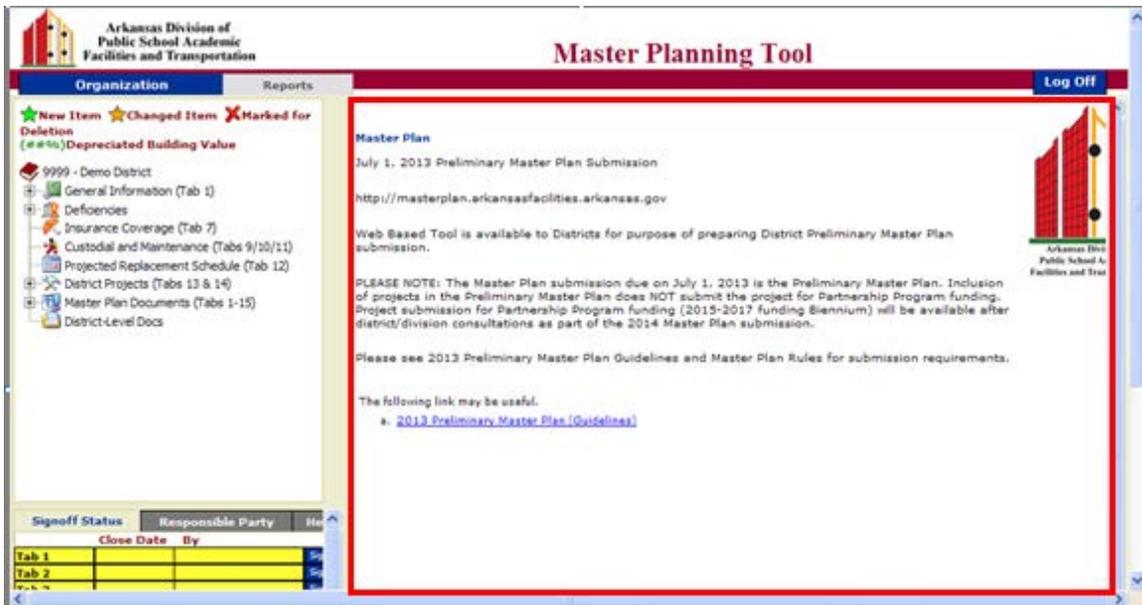
## Main Screen

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.

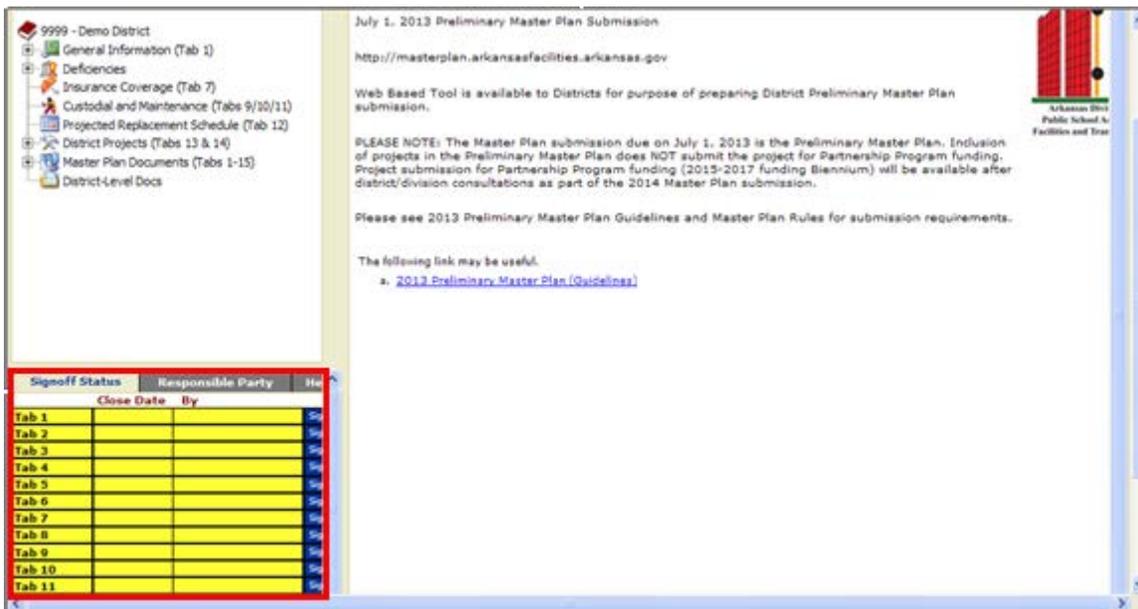
### The Planning Tree



### The Information Pane



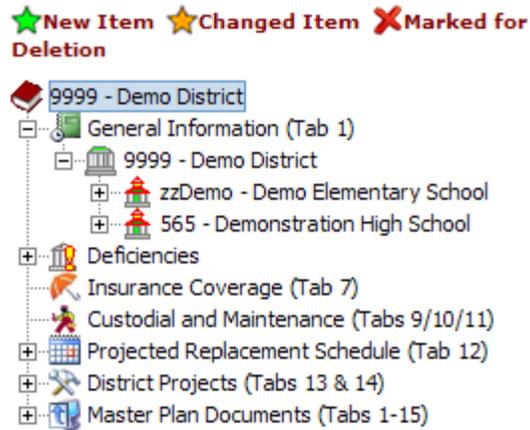
## The Sign-off Status, Responsible Party and Help Pane



## 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.

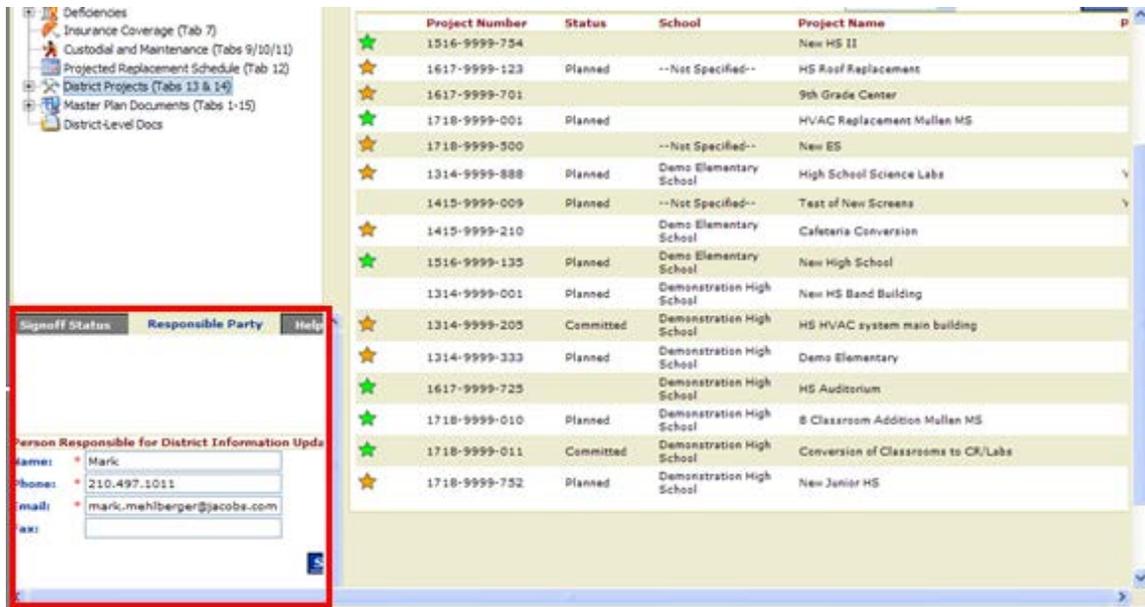


As seen in the preceding image, the tree has been expanded down to the School level in the General Information level of the tree. With the tree expanded, the user can then click on the lower level '+' symbols to expand that level. This can be done until the tree has been expanded to the building level.

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:

District: 9999 - Demo District  
Abbreviation: aaDEMO District  
Planning Area: 18  
Web Site: zzdemo.edu

**Update Info** **New School**

**District Contact Detail**

District Web Site: [zzdemo.edu](http://zzdemo.edu)

Contacts	Superintendent
Salutation:	ms
First Name:	second
Middle Name:	
Last Name:	test 10-10-11
Street Address:	1234 Your Street
City:	Your town
State:	AR
Zip:	700000
Phone:	501 123 4567
Fax:	
Email:	zzdomo@email.com

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



Arkansas Division of  
Public School Academic  
Facilities and Transportation

---

**District Detail**

District: 9999 - Demo District

**District Contact Detail**

District Web Site:

Contacts	Superintendent
Salutation:	ms
First Name:	second
Middle Name:	
Last Name:	test 10-10-11
Street Address:	1234 Your Street
City:	Your town
State:	AR
Zip:	700000
Phone:	501 123 4567
Fax:	
Email:	zzdomo@email.com

**Save** **Cancel**

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.

**Arkansas Division of Public School Academic Facilities and Transportation**

**Update School Information**

School: ★-New School-

**School Detail Information**

LEA Number:  Short Name:

Long Name:

Type:  Year opened:  Enrollment:

Grades:  Staff:  Local Number:

**Principal**

Salutation:

Principal Name:

Street Address 1:

City:

State:

Zip:

Phone:

Fax:

Email:

Website:

**Notes**

Delete School:

Change Note:

**Save** **Cancel**

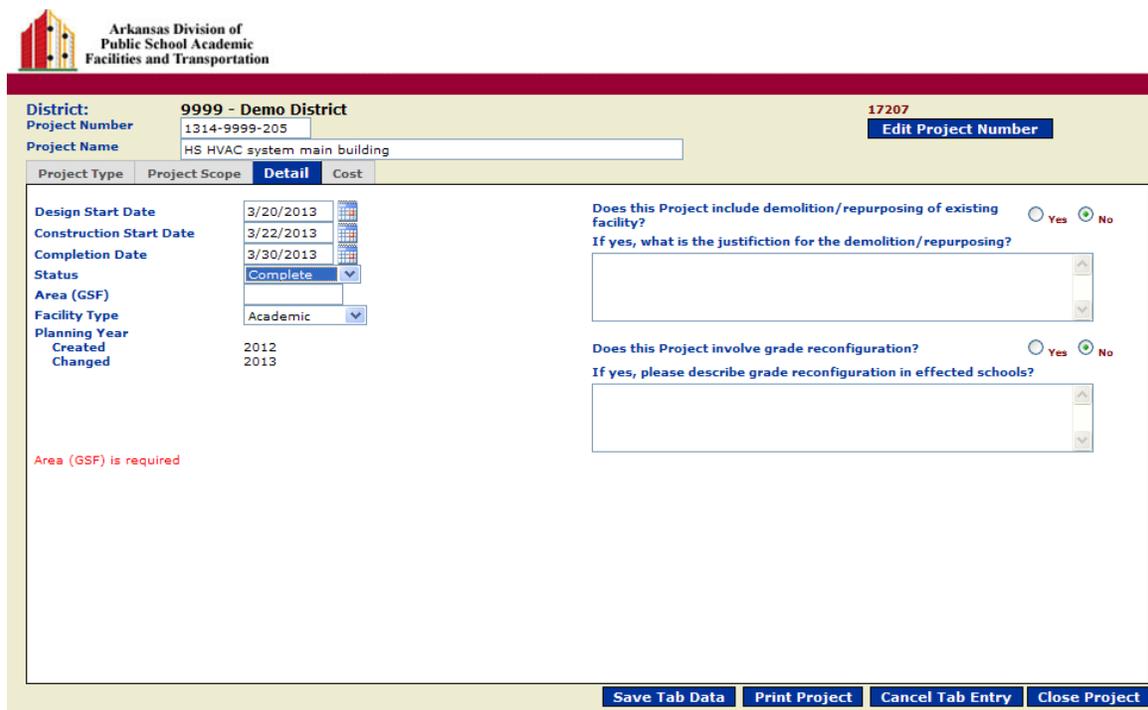
In order to edit the General Information related to both Schools and Buildings, the user would follow the same instructions outlined above for the District Update. At the School level, the user can update the School information or enter a new building. At the building level, the information associated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

## Completed Projects

In order to update all completed projects in the school district the user should click on the  **District Projects (Tabs 13 & 14)** in the planning tree. After the projects appear in the Information Pane the user should locate the project(s) that have been completed and click

**Edit**

on the  button. The project information screen will appear and the user should click on the **Detail** button to bring up the project detail screen. The user should find the **Status** row and to the right there will be a drop down menu that will enable the user to change the status by clicking the  button and selecting **Complete**  as depicted below.



Arkansas Division of  
Public School Academic  
Facilities and Transportation

District: **9999 - Demo District** 17207  
Project Number: 1314-9999-205 **Edit Project Number**  
Project Name: HS HVAC system main building

Project Type | Project Scope | **Detail** | Cost

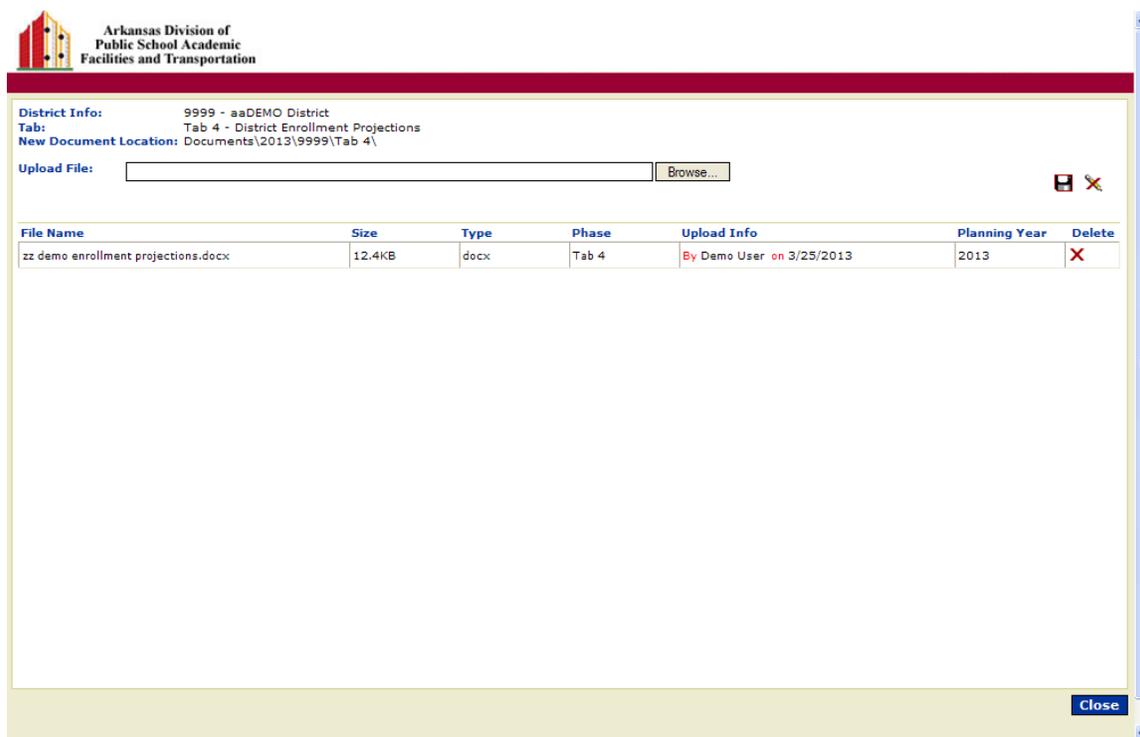
Design Start Date	3/20/2013	Does this Project include demolition/repurposing of existing facility?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Construction Start Date	3/22/2013	If yes, what is the justification for the demolition/repurposing?	
Completion Date	3/30/2013	<input type="text"/>	
Status	Complete	Does this Project involve grade reconfiguration?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Area (GSF)		If yes, please describe grade reconfiguration in effected schools?	
Facility Type	Academic	<input type="text"/>	
Planning Year			
Created	2012		
Changed	2013		

Area (GSF) is required

**Save Tab Data** **Print Project** **Cancel Tab Entry** **Close Project**

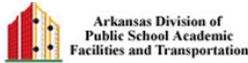
### TAB 4 Enrollment Projections

The user can upload the enrollment projections by clicking on  Master Plan Documents (Tabs 1-15) tab in the planning tree. The user should expand the tab by clicking the  sign and click on  Tab 4 (Not Required-Optional). Click the **Manage** button and the Upload page will appear. Click on the **Browse...** button to locate the Enrollment Projections document in the user's files. After the user has located the document, click on the document then click  to select the document. The document will appear in the **Upload File:** box. Click on the  button to complete the uploading process as depicted in the following image.



### TAB 6 Narrative Analysis

The user can upload the narrative by clicking on  Master Plan Documents (Tabs 1-15) tab in the planning tree. The user should expand the tab by clicking the  sign and click on  Tab 6. Click the **Manage** button and the Upload page will appear. Click on the **Browse...** button to locate the Narrative Analysis in the user's files. After the user has located the document, click on the document then click  to select the document. The document will appear in the **Upload File:** box. Click on the  button to complete the uploading process as depicted in the following image.



**District Info:** 9999 - aaDEMO District  
**Tab:** Tab 6 - Master Plan Narrative Summary  
**New Document Location:** Documents\2013\9999\Tab 6\

**Upload File:**

File Name	Size	Type	Phase	Upload Info	Planning Year	Delete
zz Demo narrative.docx	4.4MB	docx	Tab 6	By Demo User on 3/25/2013	2013	X

**Master Planning Tool**

**Organization** | Reports |

**District:** 9999 - Demo District  
**Abbreviation:** aaDEMO District  
**Planning Area:** 18  
**Web Site:** zzdemo.edu

**Insurance Coverage (7)**

Item	Description	Recommended Minimum	Amount
4.03.1	Extra Expense	\$2,000,000 per occurrence	\$10,000,000
4.03.2	Law and Ordinance (Code Upgrade)	\$1,000,000 per occurrence	\$2,000,000
4.03.3	Property in Transit	\$100,000 per occurrence	\$100,000
4.03.4	Money and Securities	\$5,000 per occurrence	\$10,000
4.03.5	Newly Acquired Buildings and Structures for 90 days	\$1,000,000 per occurrence	\$2,000,000
4.03.6	Newly Acquired Business Personal Property for 90 days	\$500,000 per occurrence	\$1,000,000
4.03.7	Boiler and Machinery	Broad Form	Yes

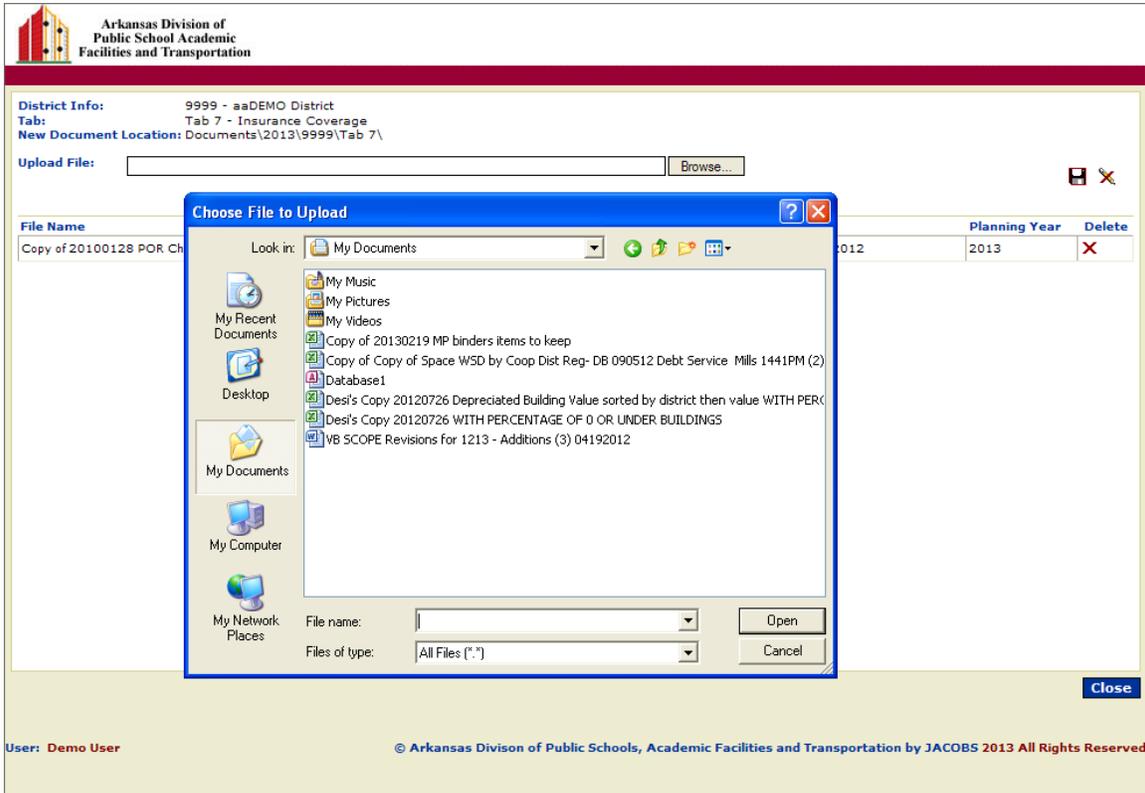
**Signoff Status** | Responsible Party | Help

Tab	Close Date	By	Signoff
Tab 1			Signoff
Tab 2			Signoff
Tab 3			Signoff
Tab 4			Signoff
Tab 5			Signoff
Tab 6			Signoff
Tab 7			Signoff

**TAB 7 – Insurance Recommended Minimums**

As seen in the image above, Districts should click the  button to update the recommended insurance minimums. The district must also upload statement of values,

riders, etc. by clicking the  **Master Plan Documents (Tabs 1-15)** heading in the Planning Tree. Click on  **Tab 7**, then click on the **Manage** button and the **Browse...** button to locate and upload the document(s) as depicted in the following image.



## Deficiencies

This Planning tool allows the user to update the status of deficiencies identified during the 2004 Facility Condition Assessment, as well as life cycle deficiencies added after the 2004 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

In order to edit deficiency status, the user will need 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 for updating.

Below is a view of the school level deficiencies:

The screenshot shows the 'Master Planning Tool' interface. On the left is a tree view of the organization structure, with '1701002 - 1701 - Alma High School' selected under the 'Deficiencies' category. The main pane displays details for this school, including 'Local Number: 1701002 - 1701 - Alma High School' and 'Building Area (GSF): 368,333'. Below this is a table of 'School Deficiencies (4)' with columns for System, Deficiency, ID, Priority, Qty, UoM, Repair Cost, Status, and Edit. The table lists four deficiencies: HVAC (Computer room lacks independent AC), Specialties (School lacks an appropriate surveillance system), Site (ADA - Handicap parking spaces are not fully compliant), and Site (ADA - Existing curb ramps are not fully compliant).

System	Deficiency	ID	Priority	Qty	UoM	Repair Cost	Status	Edit
HVAC	Computer room lacks independent AC.	110352	4	1	Ea.	11,655	Estimated	
Specialties	School lacks an appropriate surveillance system.	112876	1	1	Ea.	17,445	Estimated	
Site	ADA - Handicap parking spaces are not fully compliant	329082	2	1	LS	600	Estimated	
Site	ADA - Existing curb ramps are not fully compliant.	340068	2	1	LS	800	Estimated	

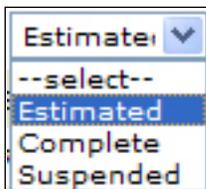
Below is a view of the building level deficiencies:

The screenshot shows the 'Master Planning Tool' interface for the Arkansas Division of Public School Academic Facilities and Transportation. The main content area displays a table of deficiencies for 'Demo Elementary School building 1'. The table has columns for Deficiency, Assess ID, Priority, Created, Qty, UoM, Repair Cost, Status, and Edit. The 'Status' column shows 'Estimated' for the first row. Below the table are buttons for 'Print Deficiencies' and 'Edit All'. On the left, a navigation tree shows the hierarchy: 9999 - Demo District > Deficiencies > zzDemo - Demo Elementary School > 312 - Elementary School building 1 (76%). Other buildings listed include Cafeteria (92%), Main Building (92%), Demonstration High School, Cafeteria (-214%), Gymnasium (92%), and Main Building (92%). At the bottom, a 'Signoff Status' table shows tabs 1 through 8, each with a 'Close Date' and 'By' field, and a 'SignOff' button.

**NOTE:** Building value percentages are displayed in green ( ) next to each building. In order to edit the status of a deficiency, click on the button. The Status field will change to appear like the example below:

Room	System	Deficiency	Assess ID	Priority	Qty.	UoM	Repair Cost	Status
Exterior		Joint Sealant requires replacement	83047	2	360	LF	\$1,520	Estimated
Interior		Wood Door/Frame (Single Hung) requires replacement	83048	3	67	Ea.	\$112,851	Estimated
Electrical		GFI Receptacle is missing and is needed	83050	1	10	Ea.	\$1,159	Estimated
Fire & Safety		Emergency Lighting (Fluorescent - 2'x4') is missing and is needed	83051	1	50	Ea.	\$19,865	Estimated
Site		Traffic Sign is missing and is needed	104618	2	4	Ea.	\$237	Estimated
Technology		End of Life: Telephones - School Wide Telephones require replacement	303445	3	42504	SF	\$17,894	Estimated

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



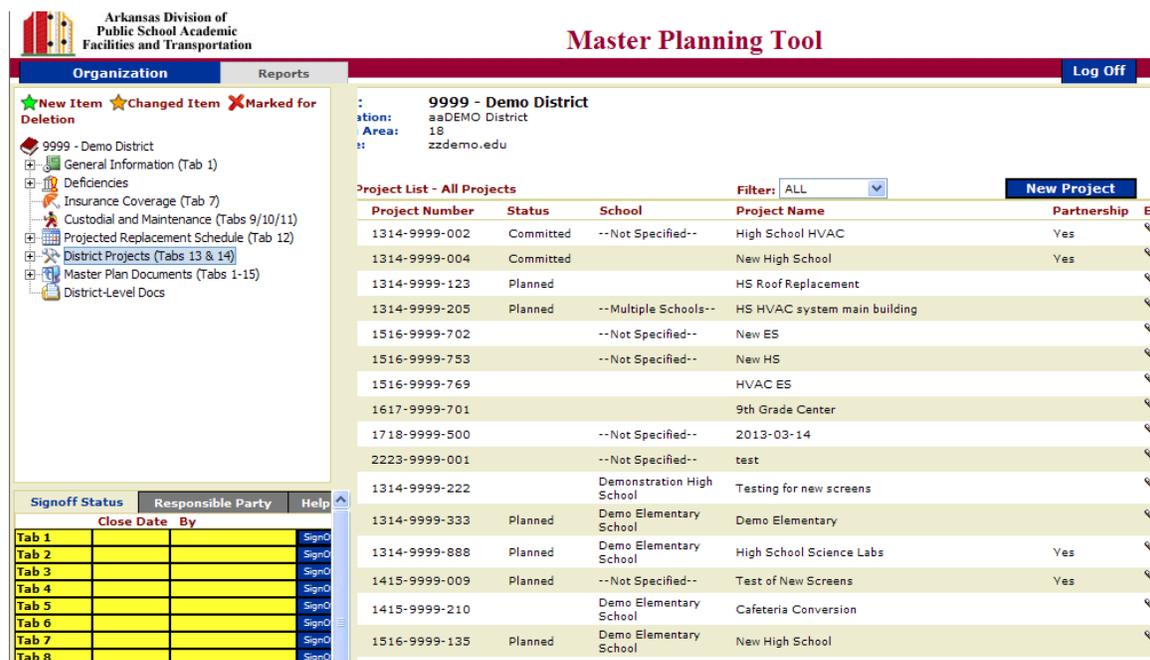
At this point the user may change the deficiency status to either Complete, Suspended, or Estimated. Once the status has been changed, the user will click the button to save the

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.



The screenshot shows the 'Master Planning Tool' interface for the '9999 - Demo District'. The left sidebar contains a navigation tree with 'District Projects (Tabs 13 & 14)' selected. The main area displays a 'Project List - All Projects' table with columns for Project Number, Status, School, Project Name, and Partnership. A 'New Project' button is visible in the top right of the project list area.

Project Number	Status	School	Project Name	Partnership
1314-9999-002	Committed	-- Not Specified--	High School HVAC	Yes
1314-9999-004	Committed		New High School	Yes
1314-9999-123	Planned		HS Roof Replacement	
1314-9999-205	Planned	-- Multiple Schools--	HS HVAC system main building	
1516-9999-702		-- Not Specified--	New ES	
1516-9999-753		-- Not Specified--	New HS	
1516-9999-769			HVAC ES	
1617-9999-701			9th Grade Center	
1718-9999-500		-- Not Specified--	2013-03-14	
2223-9999-001		-- Not Specified--	test	
1314-9999-222		Demonstration High School	Testing for new screens	
1314-9999-333	Planned	Demo Elementary School	Demo Elementary	
1314-9999-888	Planned	Demo Elementary School	High School Science Labs	Yes
1415-9999-009	Planned	-- Not Specified--	Test of New Screens	Yes
1415-9999-210		Demo Elementary School	Cafeteria Conversion	
1516-9999-135	Planned	Demo Elementary School	New High School	

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

The user can now enter the required information related to the project such as the project number and the project name. Project Numbers should be in the following format that contains year-LEA- and number: y1y2-LEA-xxx, where y1y2 are the last two digits of the fiscal year that the district will begin the project. For example, 1516 refers to a project that will begin in fiscal year 2015-2016 (July 1, 2015 – June 30, 2016). 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. Self funded projects should begin numbering at y1y2-LEAx-701. Sample project numbers are 1516-0901-004 and 1112-7401-702.

**NOTE: This is the Master Plan entry and the district must submit each project by March 1, 2014 when the web tool reopens for the six (6) year Master Plan submittal.**

Project Name should be a short description of the project. After the project name is entered the user clicks the **Save** button and the **Project Type** screen below will appear.

The user should select Partnership or Local under the **Funding Code** heading. If Partnership is selected, the user should select

- Space**
- Warm/ Safe/ Dry Space Replacement (Building Replacement or Total Renovation)** or
- Warm/ Safe/ Dry System Replacement (System Replacement 2015-17 and 2017-19 Funding Cycles Only)**

under the **Primary Type** heading.

If the **Warm/ Safe/ Dry Space Replacement (Building Replacement or Total Renovation)** is selected, the Project Category selection and the **Schools or Buildings to be Replaced or Renovated** box will appear as depicted by the following screen.

Arkansas Division of Public School Academic Facilities and Transportation

District: 9999 - Demo District  
Project Number: 1516-9999-754  
Project Name: New HS II

17267 Edit Project Number

Project Type | Project Scope | Detail | Cost

Funding Code  
 Partnership  
 Local  
Primary Type  
 Space  
 Warm/Save/Dry Space Replacement (Building Replacement or Total Renovation)  
 Warm/Save/Dry System Replacement (System Replacement 2015-17 and 2017-19 Funding Cycles Only)

Project Category  
 Building Replacement  
 Total Renovation

Schools or Buildings to be Replaced or Renovated  
9999 - Demo District

Select a Funding Code | Select a Primary Type | Select a Project Category

Save Tab Data | Print Project | Cancel Tab Entry | Close Project

If the **Warm/Save/Dry System Replacement (System Replacement 2015-17 and 2017-19 Funding Cycles Only)** is selected the Site Systems selection and Building Systems selection will appear as depicted by the following screen.

Arkansas Division of Public School Academic Facilities and Transportation

District: 9999 - Demo District  
Project Number: 1516-9999-754  
Project Name: New HS II

17267 Edit Project Number

Project Type | Project Scope | Detail | Cost

Funding Code  
 Partnership  
 Local  
Primary Type  
 Space  
 Warm/Save/Dry System Replacement (System Replacement 2015-17 and 2017-19 Funding Cycles Only)

Project Category  
 Condition - Current  
 Condition - Life Cycle

Site Systems  
 Parking Lot / Drives  
 Walkways, Drop Areas  
 Playgrounds / Playfields  
 Site Lighting  
 Fencing  
 Drainage

Building Systems  
 Roofing  
 Exterior  
 Interior  
 HVAC  
 Electrical  
 Plumbing and Water Supply  
 Fire and Safety  
 Specialties  
 Structural  
 Technology  
May qualify for Partnership Program Funding

Schools and Buildings included in Project  
9999 - Demo District

Select a Funding Code | Select a Primary Type | Select a Project Category

Save Tab Data | Print Project | Cancel Tab Entry | Close Project

After all the selections have been made, the user should click the **Select** button to list the district's campuses and the buildings, and select the corresponding building(s). Once the appropriate building(s) have been selected, click "Save". **Districts are referred to Partnership Program 4.05.3(ii) limits applications that include more than one campus.**

Arkansas Division of Public School Academic Facilities and Transportation

District: 9999 - Demo District  
Project Number: 1516-9999-754  
Project Name: New HS II

17267 Edit Project Number

Project Type | Project Scope | Detail | Cost

**Funding Code**  
 Partnership  
 Local

**Primary Type**  
 Space  
 Warm/Safe/Dry Space Replacement (Building Replacement or Total Renovation)  
 Warm/Safe/Dry System Replacement (System Replacement 2015-17 and 2017-19 Funding Cycles Only)

**Project Category**  
 Condition - Current  
 Condition - Life Cycle

**Site Systems**  
 Parking Lot / Drives  
 Walkways, Drop Areas  
 Playgrounds / Playfields  
 Site Lighting  
 Fencing  
 Drainage

**Building Systems**  
 Roofing  
 Exterior  
 Interior  
 HVAC  
 Electrical  
 Plumbing and Water Supply  
 Fire and Safety  
 Specialties  
 Structural  
 Technology  
**May qualify for Partnership Program Funding**

**Schools and Buildings included in Project** Save Cancel

- 9999 - Demo District
  - 565 - Demonstration High School
    - 111 - Main Building
    - 125 - Gymnasium
    - 999 - Cafeteria
  - zzDemo - Demo Elementary School
    - 0 - Cafeteria
    - 312 - Elementary School building 1
    - zzDemo - Main Building

Select a Funding Code | Select a Primary Type | Select a Project Category

Save Tab Data | Print Project | Cancel Tab Entry | Close Project

If the **Space** project is selected, the user will have to make a selection under the Secondary Type heading. For a **New School Campus** the user will have to answer if the project is replacing an **existing school?**. If so, the project is considered Warm/Safe/Dry Space project due to total building(s) replacement as depicted by the following screen.

Arkansas Division of  
Public School Academic  
Facilities and Transportation

District: 9999 - Demo District  
Project Number: 1516-9999-754  
Project Name: New HS II

17267  
Edit Project Number

Project Type | Project Scope | Detail | Cost

**Funding Code**

- Partnership
- Local

**Primary Type**

- Space
- Warm/ Safe/ Dry Space Replacement (Building Replacement or Total Renovation)
- Warm/ Safe/ Dry System Replacement (System Replacement 2015-17 and 2017-19 Funding Cycles Only)

**Secondary Type**

- New School Campus
- New Building on Existing Campus
- Conversion of Space to Different Use
- Addition to Existing Building
- Conversion + Addition

**Project Category**

- Enrollment Growth
- Suitability (School too small for current enrollment)

Select a Funding Code | Select a Primary Type | Select a Project Category

Does new school replace existing school?  Yes  No

Note: This is a Warm/ Safe/ Dry Space Replacement Project. Please adjust project type.

Note: Complete the Demolition and Grade Configuration questions on the "Detail" tab.

Save Tab Data | Print Project | Cancel Tab Entry | Close Project

For a space project for a **New Building on Existing Campus** the user will have to select **School Number and Name** from the drop down menu. In addition, the user will have to specify if the new building is replacing an **existing building?** . If so, the project is considered a Warm/Safe/Dry project due to an existing building being replaced as depicted by the following screen.

http://arkansas.magellanconsulting.com/Update/ProjectWizard.aspx?districtid=317&projectid=17267&isreadonly=False

Arkansas Division of Public School Academic Facilities and Transportation

District: 9999 - Demo District  
Project Number: 1516-9999-754  
Project Name: New HS II

17267  
Edit Project Number

Project Type | Project Scope | Detail | Cost

Funding Code  
 Partnership  
 Local  
Primary Type  
 Space  
 Warm/ Safe/ Dry Space Replacement (Building Replacement or Total Renovation)  
 Warm/ Safe/ Dry System Replacement (System Replacement 2015-17 and 2017-19 Funding Cycles Only)  
Secondary Type  
 New School Campus  
 New Building on Existing Campus  
 Conversion of Space to Different Use  
 Addition to Existing Building  
 Conversion + Addition  
Project Category  
 Enrollment Growth  
 Suitability (School too small for current enrollment)

School Number and Name  
zzDemo - Demo Elementary School

Does new building replace existing building?  Yes  No

Note: This is a Warm/ Safe/ Dry Space Replacement Project. Please adjust project type.

Note: Complete the Demolition and Grade Configuration questions on the "Detail" tab.

Select a Funding Code | Select a Primary Type | Select a Project Category

Save Tab Data | Print Project | Cancel Tab Entry | Close Project

For a **Conversion of Space to Different Use** space project the user will select the **School Number and Name**: **Building Number and Name** from the drop down menu. In addition, the user will need input what space is being converted and what the new space will be as depicted by the following screen.

Arkansas Division of Public School Academic Facilities and Transportation

District: 9999 - Demo District  
Project Number: 1617-9999-725  
Project Name: HS Gymnasium Conversion to cafeteria

17253 Edit Project Number

Project Type: Project Scope Detail Cost

Funding Code:  
 Partnership  
 Local

Primary Type:  
 Space  
 Warm/Safe/Dry Space Replacement (Building Replacement)  
 Warm/Safe/Dry System Replacement (System Replacement)

Secondary Type:  
 New School Campus  
 New Building on Existing Campus  
 Conversion of Space to Different Use  
 Addition to Existing Building  
 Conversion + Addition

Project Category:  
 Enrollment Growth  
 Suitability (School too small for current enrollment)  
 Condition - Current  
 Condition - Life Cycle

At least one conversion item required

School Number and Name: 565 - Demonstration High School  
Building Number and Name: 125 - Gymnasium

From & To should match the space description contained in the P.O.R.

Convert From	To	SqFt	Note
There are no records available.			
Gymnasium	Cafeteria	14000	More dining space needed

Save Cancel - Records: 0 - 0 of 0

Save Tab Data Print Project Cancel Tab Entry Close Project

For a space project that is an **Addition to Existing Building** space project the user will need to select the **School Number and Name**: **Building Number and Name** from the drop down menu. In addition, the user will specify if the new building is replacing an existing building. If so, the user will select the building from the drop down menu as depicted by the following screen.

The screenshot shows a web-based form for project entry. At the top left is the logo for the Arkansas Division of Public School Academic Facilities and Transportation. The form header includes the district name '9999 - Demo District' and a project number '17253' with an 'Edit Project Number' button. Below this, the 'Project Name' is 'HS Auditorium'. A tabbed interface shows 'Project Type' as the active tab, with sub-tabs for 'Project Scope', 'Detail', and 'Cost'. The 'Funding Code' section has radio buttons for 'Partnership', 'Local' (selected), and 'Warm/Safe/Dry Space Replacement (Building Replacement)'. The 'Primary Type' section has radio buttons for 'Space' (selected), 'Warm/Safe/Dry Space Replacement (Building Replacement)', and 'Warm/Safe/Dry System Replacement (System Replacement)'. The 'Secondary Type' section has radio buttons for 'New School Campus', 'New Building on Existing Campus', 'Conversion of Space to Different Use', 'Addition to Existing Building' (selected), and 'Conversion + Addition'. The 'Project Category' section has radio buttons for 'Enrollment Growth' (selected), 'Suitability (School too small for current enrollment)', 'Condition - Current', and 'Condition - Life Cycle'. A note states 'Note: Provide complete details of addition project on the "Scope" tab.' and a red message says 'At least one conversion item required'. At the bottom are buttons for 'Save Tab Data', 'Print Project', 'Cancel Tab Entry', and 'Close Project'.

Arkansas Division of  
Public School Academic  
Facilities and Transportation

District: 9999 - Demo District 17253  
Project Number: 1617-9999-725 Edit Project Number  
Project Name: HS Auditorium

Project Type | Project Scope | Detail | Cost

Funding Code  
 Partnership  
 Local  
 Warm/Safe/Dry Space Replacement (Building Replacement)  
 Warm/Safe/Dry System Replacement (System Replacement)

Primary Type  
 Space  
 Warm/Safe/Dry Space Replacement (Building Replacement)  
 Warm/Safe/Dry System Replacement (System Replacement)

Secondary Type  
 New School Campus  
 New Building on Existing Campus  
 Conversion of Space to Different Use  
 Addition to Existing Building  
 Conversion + Addition

Project Category  
 Enrollment Growth  
 Suitability (School too small for current enrollment)  
 Condition - Current  
 Condition - Life Cycle

Note: Provide complete details of addition project on the "Scope" tab.

At least one conversion item required

Save Tab Data | Print Project | Cancel Tab Entry | Close Project

For a **Conversion + Addition** space project the user will select the **School Number and Name** and **Building Number and Name** from the drop down menu. In addition, the user will input what space is being converted and what the new space will be as depicted by the following screen.

Arkansas Division of Public School Academic Facilities and Transportation

District: 9999 - Demo District  
Project Number: 1617-9999-725  
Project Name: HS Auditorium

17253  
Edit Project Number

Project Type: Project Scope Detail Cost

Funding Code  
 Partnership  
 Local

Primary Type  
 Space  
 Warm/ Safe/ Dry Space Replacement (Building Replacement)  
 Warm/ Safe/ Dry System Replacement (System Replacement)

Secondary Type  
 New School Campus  
 New Building on Existing Campus  
 Conversion of Space to Different Use  
 Addition to Existing Building  
 Conversion + Addition

Project Category  
 Enrollment Growth  
 Suitability (School too small for current enrollment)  
 Condition - Current  
 Condition - Life Cycle

At least one conversion item required

School Number and Name: 565 - Demonstration High School  
Building Number and Name: 111 - Main Building

From & To should match the space description contained in the P.O.R.

Convert From	To	SqFt	Note
Gymnasium	Auditorium	14000	Need more visual arts space

There are no records available.

Save Cancel - Records: 0 - 0 of 0

Save Tab Data Print Project Cancel Tab Entry Close Project

The user shall also make the appropriate selection under the **Project Category** heading.

The user shall proceed to the **Project Scope** button to enter a detailed project scope as depicted by the following screen.

Arkansas Division of  
Public School Academic  
Facilities and Transportation

District: **9999 - Demo District** 17207  
 Project Number: 1314-9999-205 **Edit Project Number**  
 Project Name: HS HVAC system main building

Project Type: **Project Scope** | Detail | Cost

**Detailed Project Scope**  
 (Include description and quantities.)  
 Replace the HVAC system totally in the main building. This will include 20,000 SF of total area space. The new system will be split package units, 20 SER and high efficiency. This project also includes electrical upgrades.

**Save Tab Data** | **Print Project** | **Cancel Tab Entry** | **Close Project**

**Project Scope must be complete and must provide sufficient information so that the Division can determine state financial participation.** Space and warm/safe/dry/ projects must be submitted separately. 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

**NOTE:** A detailed project scope shall include the amount of SF for both Space and Warm/Safe/Dry projects. Additionally, for Warm/Safe/Dry roof projects, details shall include what type of current roof system is on the building and the type of roof system to be installed.

The user will select the **Detail** button. The **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. If the project includes demolition of an existing facility, the user should select **Yes** and give a detailed justification for the demolition. If the project includes a grade reconfiguration, the user should select **Yes** and give a detailed description of the grade reconfiguration in the affected schools.

Arkansas Division of Public School Academic Facilities and Transportation

District: 9999 - Demo District 17253  
 Project Number: 1617-9999-725 Edit Project Number  
 Project Name: HS Auditorium

Project Type | Project Scope | **Detail** | Cost

Design Start Date  
 Construction Start Date  
 Completion Date  
 Status: --select--  
 Area (GSF)  
 Facility Type: --select--  
 Planning Year  
 Created: 2013  
 Changed: 2013

Does this Project include demolition/repurposing of existing facility?  Yes  No  
 If yes, what is the justification for the demolition/repurposing?

Does this Project involve grade reconfiguration?  Yes  No  
 If yes, please describe grade reconfiguration in effected schools?

Design Start Date is not specified | Construction Start Date is not specified | Completion Date is not specified | Status is not specified | Area (GSF) is required | Facility Type is not specified | Must specify justification for demolition | Must describe reason for grade reconfiguration

Save Tab Data | Print Project | Cancel Tab Entry | Close Project

**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, complete, or deleted 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 **Facility Type** (Academic or Non-Academic) drop-down as it will require a selection.

The user will select the **Cost** button.

The **Expected Annual Cost for this Project** 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 should also be entered in the **Pre-2013** field. The sum of the Expected Annual Funding entries must equal to the **Total Cost** field.

Arkansas Division of Public School Academic Facilities and Transportation

District: 9999 - Demo District  
 Project Number: 1617-9999-725  
 Project Name: HS Auditorium

17253  
 Edit Project Number

Project Type	Project Scope	Detail	Cost
<b>Expected Annual Cost for this Project</b>			
Pre-2013		0	...
2013-2014			
2014-2015			
2015-2016		1,000,000	
2016-2017			
2017-2018			
2018-2019			
2019-2020			
2020-2021			
2021-2022			
2022-2023			
<b>Total Cost</b>		1,000,000	

If total less than \$150,000, Number of Students:   
 \$300 per student cost:

Save Tab Data Print Project Cancel Tab Entry Close Project

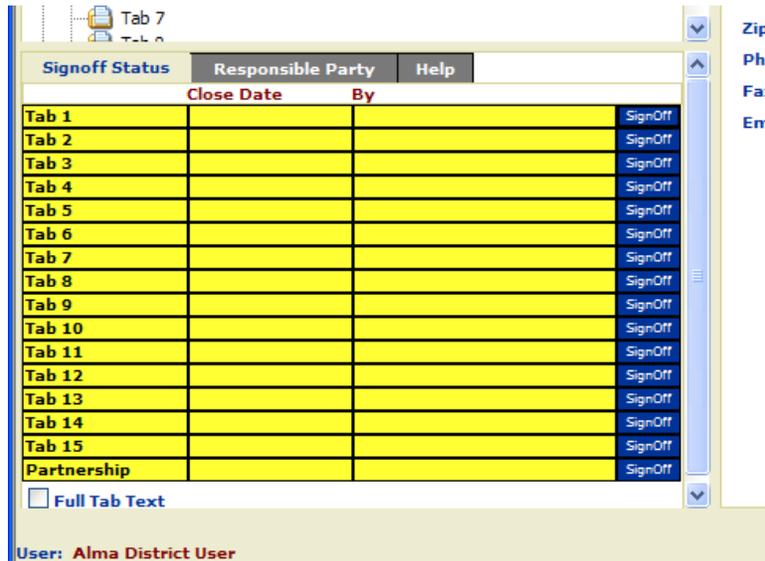
All other text boxes and drop-downs are required to be completed accurately. Once the information is satisfactory, the user can hit the **Save Tab Data** button.

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 **X** button associated with the project. This will remove the project from the planning application.

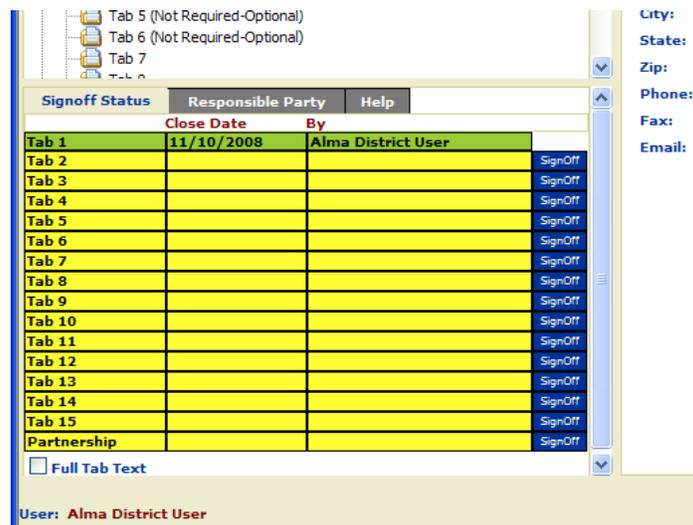
Once the General Information (Tab 1) for Districts, Schools and Buildings has been edited to the satisfaction of the user, they should then “Sign-Off” on this information. This allows the system to know where changes have been made.

## Sign-off Process

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

