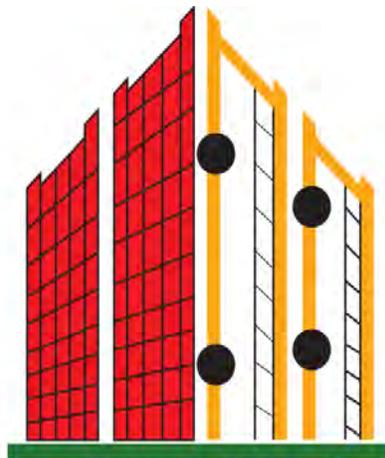


STATE OF ARKANSAS

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

**2014 MASTER PLAN/PARTNERSHIP PROGRAM
GUIDELINES for 2015-2017 Biennium**



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

MASTER PLAN SUBMITTAL DEADLINE FEBRUARY 1, 2014

PARTNERSHIP PROJECT APPLICATION DEADLINE MARCH 1, 2014

**TO EFFECTIVELY CREATE MASTER PLANS AND SUBMIT PARTNERSHIP
PROGRAM PROJECTS FOR FUNDING YEARS 2015 – 2017 USE THE
FOLLOWING WEBSITE:**

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

I. Purpose

The Academic Facilities Master Plan (A.C.A. §6-21-805) is one of the foundations of the Arkansas Public School Academic Facilities Program. The purposes of the Master Plan are to -

- Establish a mechanism for State supervision of school district activities impacting academic facilities and equipment;
- Develop and update information critical to identifying academic facilities needs at the local level and across the state; and
- Allow the State to manage state financial participation in eligible academic facilities projects

A.C.A §6-21-806 requires that school districts:

- Develop a six (6) year district wide facilities master plan that shall be approved by the school district's board of directors for submission to and approval by the Division of Public School Academic Facilities and Transportation;
- Base its facilities master plan on the provisions of the [Arkansas School Facility Manual](#) as adopted by the Commission for Arkansas Public School Academic Facilities and Transportation and on priorities indicated by statewide assessment, on priorities established by the Division of Public School Academic Facilities and Transportation.
- Present a draft of the facilities master plan in a public hearing in the same locality as the school district and take public comments;
- Submit a facilities master plan with a summary of comments made at public hearing to the Division by February 1 of each even numbered year; and
- Submit a report and preliminary master plan to the Division 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. Master Plan Requirements

School districts must submit its Master Plan in electronic format using the Master Plan web tool that addresses the statutory requirements of A.C.A. § 6-21-806. The 15 tabs are listed below and described in the following paragraphs. Each paragraph indicates whether the information is entered or uploaded in the web based master plan tool that is located on the division's web site at <http://masterplan.arkansasfacilities.arkansas.gov/>

District Overview

- Tab 1 – District Information Page
- Tab 2 - School Board Resolution
- Tab 3 – Public Hearing
- Tab 4 – District Enrollment Projections (Not required. Optional if district provides revised enrollment projects)
- Tab 5 - Community and District Profile (Not required). See planning Considerations
- Tab 6 –Narrative Analysis

Facilities

- Tab 7 – Insurance Coverage
- Tab 8 – Identification of Access Issues
- Tab 9 – Custodial
- Tab 10 – Maintenance, Renovation, Repair Activities Schedule
- Tab 11 – Preventative Maintenance Documentation
- Tab 12 – Projected Replacement Schedule for Life Cycle Systems

Projects

- Tab 13 – Committed Projects
- Tab 14 – Planned New Construction Projects

Financial

- Tab 15 – Annual Expenditures for Maintenance/Repair and Capital Outlay

NOTE: Tabs require on-line completion and/or document upload. Instructions on how to upload documents can be found in Appendix A Pages A-6 – A-38

District Overview

Tab 1. District Information Page. (Enter)

Tab 2. School Board Resolution. (Upload)

Provide a copy of the signed School Board resolution that approved this Master Plan.

Tab 3. Public Hearing. (Upload)

Provide a description of how your community was involved in the development of this six-year master plan. Include a “summary of comments made at public hearing”; including dates, times, places of the meetings, and approximate number of attendees.

Tab 4. District Enrollment Projections. (Not required. Optional if district provides revised enrollment projections.) (Upload)

The district’s enrollment growth and suitability needs are predicated on the maximum projected enrollment during the next ten years. Enrollment projections for each district are available for viewing at the division’s web site. (Click on the [District/School Reports](#) button under the [Key Links](#) heading on the homepage. Click on [District Summary Report](#) link where you can select your district by clicking the drop down arrow(). After selecting your district, click on the [Run Report](#) button and the “District Report” will appear momentarily. Current enrollment projections posted on the web site were developed using the latest actual student enrollment. Revised enrollment projections are available on the Division’s web site as they are updated.

The Cohort-Survival method was used to develop the projections provided on the web site. If the district agrees with these projections no further action is required. If the district believes that the provided enrollment projections are not the best representation of future enrollments, districts may submit for consideration an enrollment projection displaying the district’s current enrollment projections by grade level for the next ten years. The district projection must also include an analysis of the demographic or other factors that substantiate the differences in their projections with those provided by the Division.

Tab 5. Community and District Profile (Submittal not required). Planning Considerations: (Upload)

School district existing and anticipated future conditions affect school facilities. The following areas should be considered in your planning for school district needs.

Facility Information

1. Facilities not owned by the district but used (or jointly used) by the district.
2. Land that is being purchased by the district.
3. Portable buildings used for academic purposes. (Plans for replacement of portable buildings should be incorporated with this Master Plan.)

4. District facilities that are being leased to other organizations.
5. Existing facilities owned by the district

Demographic Information

6. Population and geographic features of the district that affect school facilities needs and utilization (e.g. remoteness of communities, area of district, etc.)
7. Population trends of the school district and surrounding areas.
8. Economic environment of the district and surrounding areas (e.g. major new employers, closing of major businesses, etc.)
9. Other community factors that will affect school facility needs.

Educational Considerations

10. Current and future instructional delivery system(s) used in your district. (e.g. self-contained classrooms, team teaching, distance learning, block scheduling). Describe the anticipated effects on facility needs.
11. Educational programs that have unique school facility needs (e.g. reading recovery, vocational agriculture, technology). Identify the unique facility needs.
12. Anticipated school district boundary changes or consolidation of school districts within the district area.
13. Current district grade configuration, any anticipated grade configuration changes, and the anticipated effects on facility needs.
14. Transportation or food service issues that affect facility needs.
15. Planned local enhancements beyond statewide adequacy standards or any other educational considerations that could affect facilities.

Tab 6: Narrative Analysis: (Upload)

Section 4.03.10¹ of the Rules Governing the Six (6) Year Facilities Master Plan states that master plans shall include a “narrative analysis of facility needs and response plans to address the overall district strategy of providing suitable, adequate and maintained public school facilities.” The narrative should address enrollment (growth or decline) , the district’s plan to address enrollment changes, any adequacy needs for program support and instruction, warm, safe, and dry needs of facilities and district’s plan for addressing those needs, note any portable buildings and strategy for eliminating portable buildings, overall district strategy for facility construction and/or system replacement. Narrative should also include any

¹ Rules cited throughout Master Plan section of this document refer to Facilities Master Plan Rules dated July, 2013 except as noted.

building system end of life issues, and should address any projects the district plans on applying for FY 2015-2017 Partnership Program funding. Additionally, the district's narrative shall address buildings with zero percent (0%) or less building value in accordance to Master Plan Rule 4.04.2.

“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.

Tab 7: Insurance Coverage. (Enter and Upload)

The district must provide a copy of their current Statement of Values from their insurance provider, such as the Arkansas School Board Association (ASBA), Arkansas Insurance Department, or any other provider of insurance for its school buildings. The information must include coverage amounts, types of coverage, square footage of buildings, identification of buildings covered, policy renewal dates, and all riders. Additionally, insurance coverage shall be at least 90% of the replacement cost for the district to receive any state facility funding assistance in accordance to Section 5.07 of the Partnership Program Rules.

5.07 “In accordance with Ark. Code Ann. § 6-21-114(d) and the Commission’s Rules Governing Property Insurance Requirements, every academic facility must be insured for at least 90% of replacement cost to be eligible for state financial participation. If, as of the date of application or at any point thereafter, an academic facility involved in a project is not sufficiently insured as required, as indicated in the district’s current Statement of Values, the application shall be denied by the Division and any state financial participation shall cease”

NOTE: 90% REPLACEMENT COVERAGE MUST BE STATED CLEARLY IN INSURANCE DOCUMENTATION.

Using the form provided in the Master Plan web based tool on the Division web site, enter the district’s insurance coverage amounts for each of the stated categories. [Appendix A, page A-10] (Districts are reminded to be sure the minimum insurance values established by Arkansas Code Annotated §6-21-114 and the Rules Governing Property Insurance Requirements are met).

Tab 8. Identification of Access Issues. (Upload)

Provide the Division with identification of issues with regard to public school facility and program access for individuals with disabilities and, if applicable, proposed methods for improving access.

Tab 9. Custodial Activities Schedule. (Enter and Upload)

The district must provide its current schedule of custodial activities for each public school facility (building) in the district. Each schedule should be specific to a building. Districts can upload custodial schedules using the instructions found in the Appendix A, page A-14.

Appendix B of the Custodial and Maintenance Manual (Section 3 of the Arkansas School Facility Manual) located on the Division's web site provides suggested custodial schedule formats.

Using the form provided in the Master Plan web based tool on the Division's website, enter the district's custodial staffing levels in Full Time Equivalency (FTE). [Appendix A, page A-12]

Tab 10. Maintenance, Renovation, Repair Activities Schedule. (Enter in SchoolDude)

Arkansas Code Annotated §6-21-808(c)(2)(B) requires all school districts to participate in the state level computerized maintenance management system (CMMS) designed to track work orders and preventative maintenance work. Use of the CMMS satisfies the statutory requirements for the district to “provide a schedule of maintenance, repair, and renovation activities for each public school facility used by the school district. The schedule must distinguish between work associated with academic facilities and work associated with nonacademic public school facilities.”

When using the CMMS all maintenance, renovation and repair work orders (corrective work orders) generated on the CMMS should have the following information:

- All corrective maintenance work is documented as a work order in the CMMS (SchoolDude).
- Each work order should have one of the state authorized “Purpose Codes” as listed in the CMMS under the heading of Purpose, which is in the Information Analysis section of the district's SchoolDude homepage.
- Each work order should be assigned to a building as listed in the CMMS for that district.

Using the form provided in the Master Plan web based tool on the Division's web site, districts shall –

- Enter the district's maintenance/preventative maintenance staffing levels in Full Time Equivalency (FTE) [Appendix A, page A-12]
- (The form also provides a reminder on correct usage of the CMMS.)

Districts must download and sign the Statement of Assurance form provided in the Master Plan web based tool on the Division's web site. Districts must upload the signed Statement of Assurance form to  Tab 10 under the  Master Plan Documents (Tabs 1-15) heading in the Planning Tree pane. By completing this form the district attests to its compliance or noncompliance with Arkansas statute §6-21-808(c)(2)(B). [Appendix A, page A-14]

Tab 11. Preventative Maintenance Documentation. (Enter in SchoolDude)

A.C.A §6-21-808 requires all school districts to participate in the state level computerized maintenance management system (CMMS) designed to track work orders and preventative maintenance work. Use of the CMMS satisfies the statutory requirements for the district to “provide documentation that describes preventative maintenance work for each public school

facility and identifies the completion date of the work. The documentation must distinguish between preventative maintenance work associated with academic facilities and preventative maintenance work associated with nonacademic public school facilities.”

The preventative maintenance work orders generated on the CMMS should have the following information:

- All preventative maintenance work is documented as a work order in the CMMS.
- Each work order must have one of the state authorized “Classification Codes” as listed in the CMMS under the heading of Classification as listed in the Information Analysis section of the district’s SchoolDude homepage.
- Each work order must be assigned to a building as listed in the CMMS for that district.
- The district must assign a schedule of preventative maintenance for each building system in each building in the district. These schedules will be assigned via the CMMS in the Preventative Maintenance (PM) Direct module in the Information Analysis Section under the title of PM schedules.

Section VI of the Custodial and Maintenance Manual (Section 3 of the Arkansas School Facility Manual) located on the Division’s web site provides processes and procedures for PM inspection of facility systems.

Tab 12. Projected Replacement Schedule. (Enter)

The district will provide a projected replacement schedule for major building systems in each public school facility. Using the form provided in the Master Plan web based tool on the Division web site, districts should enter the year of projected replacement. One row must be completed for each public school facility, including non-academic facilities. The projected replacement date for the end of life system does not automatically mean the system will be replaced that year by the district, but represents the district’s current forecast of the projected replacement date. [Appendix A, page A-13]

Projects. (Enter)

Use the Master Planning Web Based Application (located on the Division’s web site).

Districts will use the web based tool to revise district information, to indicate 2004 assessment deficiencies corrected 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 <http://arkansasfacilities.arkansas.gov/> and going to the link for the Master Planning application. The following instructions and Appendix A references should be followed when using this application. Districts should be able to review and revise much of the required information from their 2013 preliminary Master Plan.

- a. Revise District Information: The district will be required to enter a point of contact for Master Plan coordination with the Division [Appendix A, page A-5]. Revise other data as appropriate. [Appendix A, pages A-5 through A-7]
- b. Review and update deficiency lists: Follow the instructions within the application to review the deficiency lists for all schools and buildings. Mark deficiencies that have been corrected as “completed”. Mark deficiencies that the district believes are in error “suspended.” [Appendix A, pages A-8 through A-10]
- c. Enter Master Plan projects: [Appendix A, pages A-17 through A-37]

A Master Plan Project is defined as a new construction or major renovation project, regardless of funding source.

1. The district must enter **all** new construction projects, regardless of source of funding, for all public school facilities, including both academic and non-academic facilities, with a breakdown of the portion of each project between maintenance, repair, and renovation and new construction.
2. It is very important that project numbers are formatted correctly. Refer to page A-19 of these guidelines for the correct format.
3. The six year master plan must reflect projects planned to begin from July 1, 2014 through June 30, 2020.
 - i. Immediate needs projects must be entered for fiscal years 2015-2017.
 - iii. Intermediate needs projects must be entered for fiscal years 2018-2020
4. Districts should review and revise project information submitted for the February 1, 2013 Master Plan Update. [Appendix A page A-18]
 - i. Revise project numbers, if necessary, to meet the required format and reflect year project planned.
 - ii. Update project information, if necessary, such as project scope, dates, status, projected budget, and estimated annual costs.
5. Partnership Program Considerations.
 - i. **DISTRICTS SHOULD NOTE THAT PROJECTS TO BE SUBMITTED FOR PARTNERSHIP PROGRAM FUNDING FOR THE NEXT BIENNIUM, FISCAL YEARS 2015-2016 AND 2016-2017, MUST BE INCLUDED WITH THIS FEBRUARY 3, 2014 MASTER PLAN SUBMISSION. APPLICATIONS FOR PARTNERSHIP PROJECTS MUST BE COMPLETED BY MARCH 3, 2014.**
 - ii. To receive consideration for state financial participation, districts must

indicate Partnership Program application on the Project screen of the web tool and indicate whether the project is a year one or year two project. Inclusion of projects on the district's Master Plan, without indicating the project is to be submitted as a Partnership Program application, does not submit the project for consideration for Partnership Program.

- d. Provide additional information for other capital projects and end of life deficiency projects completed since February 1, 2013.

Step "b" on page 8 requires the district to review and indicate which deficiencies have been completed. For any of those completed deficiencies that were "end-of-life" system projects for any of five major systems (HVAC, roof, structural, plumbing, and electrical service) and for other completed capital facility projects, submit information including the project description, school, and total project cost using the web based tool. Districts must enter the completed projects using the same general process as outlined in step c. for new Master Plan projects with the following additional instructions.

1. Scope – Include detailed scope of project and indicate the facilities funding program, if any, that the project received state financial participation from. For end of life projects, provide detailed system information including quantity, unit of measure, and year replaced so new life cycle information for the data system can be established
2. Status - Complete
3. Budget –Final total project cost

Tab 13. Committed Projects. (Upload) (Optional)

The district may upload a copy of the Committed Projects report from the Reports tab in the web tool. (This step is not required since committed project information is available in the project input screens).

Tab 14. Planned New Construction Projects. (Upload) (Optional)

The district may upload a copy of the Planned Projects report from the Reports tab in the web tool. (This step is not required since planned project information is available in the project input screens).

Financial Information.

Tab 15. Annual Expenditures for Custodial, Maintenance, Repair, and Renovation Activities and Capital Outlay (Upload)

The most current APSCN Annual Statistical Report contains much of this information. Item 58 on that report displays Maintenance/Operation of Plant Services, and Item 77 displays Capital Expenditures. For annual expenditures of the school district for custodial, maintenance, and repair activities, the district must distinguish between expenditures associated with academic facilities and expenditures associated with nonacademic school facilities.

The Annual Statistical Report may be found by going to the Arkansas Department of Education (ADE) web site located at <http://arkansased.org/> and following the quick link to APSCN. From the APSCN menu select Reports, then select the Annual Statistical Report page.

III. Master Plan Submissions:

Even Numbered Year Submissions:

School districts are required to submit Master Plans, covering a six year period, by February 1 of each even numbered year. The plans will be submitted in the format contained herein and with the tabulated project data required.

Amended Master Plan Submissions:

Amended Master Plans may be submitted at any time during the Master Plan cycle when one of the following criteria has occurred:

1. A major enrollment change;
2. A major disaster;
3. A major curriculum change; or
4. An unforeseen occurrence.

The Amended Master Plan will take the same format as a Master Plan and remain effective until the next regular plan submission in the even numbered year. The amended Master Plan must fully explain the basis for the amendment. If applicable and needed to support the plan, the Amended Master Plan will be accompanied by any Locally Funded Projects (LFP) deemed necessary to implement the amended plan.

Applications for Partnership Program projects to support the amended plan will not be accepted, but will be submitted in the even numbered year with the regular cycle Master Plan and Partnership Program submissions.

Master Plan Appendix:

An appendix to the Master Plan is an adjustment to the most current approved plan. It is to be used when the school district starts or completes a LFP (Locally Funded Project) which is “100% raised and funded by the school district”. The appendix to the Master Plan will include as a minimum:

1. An addition explaining the project and the circumstances as to why it is being added at this time.
2. The explanation will include the basis of funding. If the local funds are derived from mills, the explanation will include the number of mills available above the Uniform Rate of Tax.
3. A statement that the funding of this project is not detrimental to the funding requirements to insure the school district facilities are maintained in a warm, safe and dry condition.
4. The project will be added to the district project list in accordance with these guidelines.
5. The project will be subject to all applicable state reviews. The Division will approve the project upon compliance with state codes and standards.

IV. Submission Requirements for February 3, 2014 Even Year Master Plan

Electronic submissions under this program must be entered into the web based master plan tool by midnight February 3, 2014 (February 1 is a weekend day). On February 4, 2014 the web based tool will become inaccessible for school district Master Plan input.

Checklist – Master Plan:

- Did you provide complete information for all required_tabs?
- Does the master plan show planned new construction projects for 2014-2020, and do the projects support and accomplish the district's facility needs and objectives?
- DID YOU INCLUDE NEW CONSTRUCTION PROJECTS TO BE SUBMITTED FOR PARTNERSHIP PROGRAM FUNDING FOR 2015-2017 WITH THIS MASTER PLAN?

These Guidelines are presented as a general instructions to assist districts in completing District Master Plans. Districts should read the current Rules Governing the Facilities Master Plan to ensure all requirements are met.

PARTNERSHIP PROGRAM:

I. Eligibility for Funding:

1. Arkansas Code Annotated §6-20-2507(b)(1)(C) establishes a minimum project cost for Partnership Program new construction projects of the lesser of \$150,000 or \$300 per student. Same system projects may not be combined across multiple facilities (campuses) nor multiple system projects combined to meet the minimum dollar threshold for Partnership Program funding, unless the project is a complete building renovation and replacement for all building systems. Exceptions to the minimum may be made for life safety projects such as fire alarms
2. Projects must be “new construction” projects as defined in paragraph 3.19² of the rules. Maintenance and repair projects including the simple replacement of facility systems are not eligible for Partnership Program funding.
 - a. Per Partnership Program Rule Section 3.36.1, Warm, Safe, and Dry (Systems) projects include new construction projects that support a facility’s needs as they pertain to fire and safety needs, roofing, major plumbing replacements, major electrical replacements, HVAC systems and structural needs. These projects must apply to the entire facility or system or if a separate building the entire building. Fire and safety needs include fire alarms and warning systems and fire prevention systems, but do not include surveillance systems, security systems or closed circuit TV systems. State financial participation for warm, safe, and dry (systems) projects for the 2015-2017 and 2017-2019 Project Funding Cycles will be subject to a statewide maximum limitation on the funds available.
 - b. Space projects include Add-ons which are additions to existing school campuses whether a new building or an addition to an existing building (Partnership Program Rule Section 3.04), Conversion projects which convert an existing space into a missing space of a different type (Rule Section 3.13), and new school campuses (Rule Section 3.20)
 - c. Per Partnership Program Rule Section 3.36.2 Warm, Safe and Dry (Space Replacement) projects include new construction projects to build a new academic facility to replace an existing academic facility that is not deemed by the division to provide students a warm, safe and dry educational environment. In some instances, districts may perform a total facility renovation instead of a building replacement. Total renovation as defined in this section essentially requires taking a building to structural steel and slab. The completed project must meet all Arkansas Facility Manual standards, including space standards.

II. Application Process

1. School districts must indicate intent to submit project by selecting the appropriate button in the web tool and complete the web tool partnership tabs, providing all requested information. Districts are also required to upload required documents such as schematics, board resolution committing the appropriate local matching funds, and complete the appropriate POR(s) if the project is a space project, including space replacement. (See POR section below).

² Rules cited throughout Partnership Program section of this document refer to Partnership Program Rules dated July, 2013
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2. All applications for state financial participation under this program for fiscal years 2016 (July 1, 2015 – June 30, 2016) and 2017 (July 1, 2016 – June 30, 2017) shall be submitted in accordance with Section 4.01 of these rules.
3. Project narratives, descriptions, and justifications submitted on the web tool application must be complete so that the division can fully understand the scope of the project in order to review the project and determine state financial participation, if applicable. Projects must also include a schematic (line) drawing as defined in Section 3.30 of the Partnership Program Rules with this application by March 3, 2014.

POR (Program of Requirements for Space Projects) Summary of Requirements

Districts will prepare a POR for each space project the district intends to apply for by March 3, 2014, for the 2015-2017 Partnership Program funding cycle. PORs shall be submitted electronically. The Program of Requirements worksheets are located on the Division website under the School Facility Manual link in Section 2, Chapter 5 of the manual. Detailed POR submission requirements as contained in the Partnership Program project application are as follows:

Existing Campus (Addition)

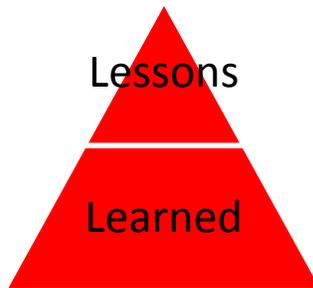
- (A) District must submit completed Program of Requirements (POR) contained in Section 2, Chapter 5, Arkansas School Facility Manual for the existing school campus.
- (B) On Summary sheet enter 10-year maximum projected NUMBER OF STUDENTS by grade configuration and TOTAL (ACADEMIC) SPACE OF EXISTING CAMPUS.
- (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 and were completed prior to 2008.
- (D) Enter all NEW SPACES included in the 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) **If project involves a grade reconfiguration, submit a POR Summary sheet and Excess 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.

New Campus

- (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 10-year maximum projected NUMBER OF STUDENTS by grade configuration .
- (C) Submit a POR Summary sheet and Excess 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 Summary sheet enter 10-year maximum projected NUMBER OF STUDENTS by grade configuration and TOTAL (ACADEMIC) SPACE EXISTING CAMPUS
- (2) On Suitability Analysis sheet enter gross area in SF for existing Physical Education, Media Center, Student Dining, and Performing Arts program areas built before 2008 if these spaces exist in the school.
- (3) On the Suitability Analysis sheet under (**CHOOSE CORRECT ANALYSIS TYPE**) select the appropriate type (suitability or excess).



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: [POR Documentation Sheets](#)

III. On-Site Assessments:

Upon receipt and an initial review and evaluation of a school district's application for Partnership funding, the Division reserves the right to conduct an on-site assessment of the proposed project.

IV. Submission Requirements for 2015 – 2017 Partnership Program

Electronic submissions must be entered into the master planning tool by midnight March 3, 2014. On March 4, 2014 the web based tool will become inaccessible for school district project applications.

Checklist – Partnership Program Application

1. Is the  button selected?
2. Has district indicated correctly  or .
3. Are all of the tabs completed with sufficient detail for division review?
4. Has the district uploaded a board resolution following the requirements?
5. Has district uploaded schematics following requirements?
6. Has district uploaded all required PORs?

These Guidelines are presented as general instructions to assist districts in completing District Partnership applications. Districts should read the current Rules Governing the Academic Facilities Partnership Program to ensure all requirements are met.

Appendix A

Arkansas Master Planning Application

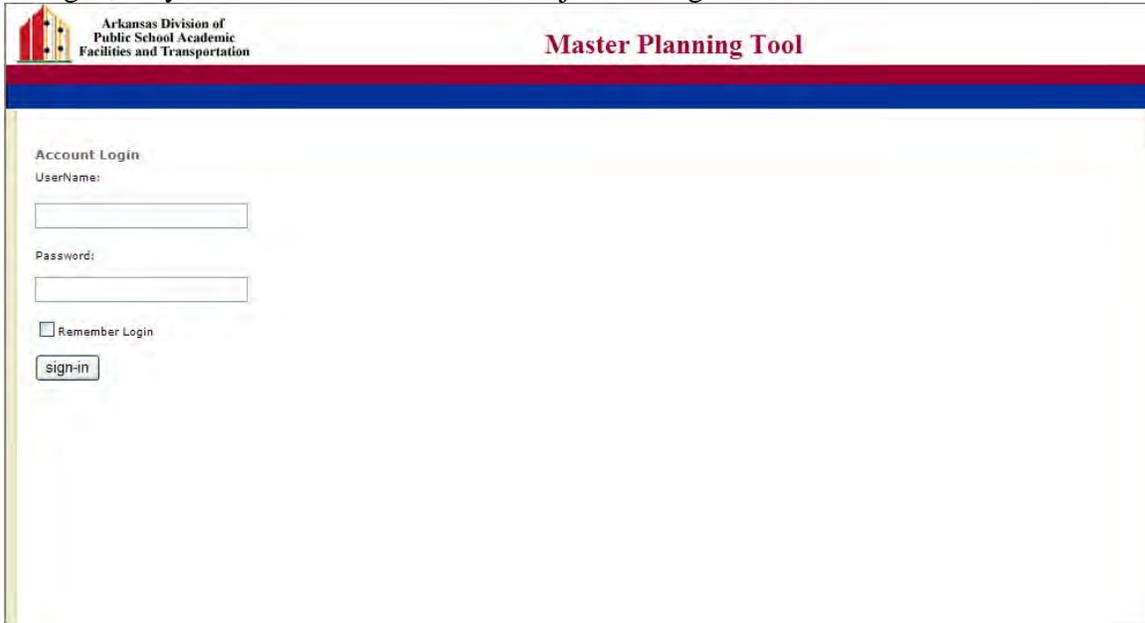
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Log in

To Log in to the Arkansas Master Planning Tool, go to the Division web site at <http://masterplan.arkansasfacilities.arkansas.gov/> Enter the appropriate credentials in the 'UserName' and 'Password' fields and click the  button.

Area Project Managers can 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.



The screenshot shows the login interface for the Master Planning Tool. At the top left is the logo for the Arkansas Division of Public School Academic Facilities and Transportation. To the right of the logo, the text "Arkansas Division of Public School Academic Facilities and Transportation" is displayed. Further right, the title "Master Planning Tool" is shown in a red serif font. Below the title is a horizontal bar with a blue top half and a red bottom half. The main content area is titled "Account Login" and contains the following elements: a "UserName:" label followed by a text input field; a "Password:" label followed by a text input field; a checkbox labeled "Remember Login"; and a "sign-in" button.

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

Organization

Arkansas Division of Public School Academic Facilities and Transportation

Master Planning Tool

Log Off

New Item **Changed Item** **Marked for Deletion**

Depreciated Building Value

- 9999 - Demo District
 - General Information (Tab 1)
 - Deficiencies
 - Insurance Coverage (Tab 7)
 - Custodial and Maintenance (Tabs 9/10/11)
 - Projected Replacement Schedule (Tab 12)
 - District Projects (Tabs 13 & 14)
 - Master Plan Documents (Tabs 1-15)
 - District-Level Docs
 - Partnership Program Applications

Master Plan

February 3, 2014 6-Year Master Plan Submission
 March 3, 2014 Partnership Program Applications for 2015-2017 Funding Biennium

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

Web Based Tool is available to Districts for purpose of preparing District Master Plan and Application submission.

PLEASE NOTE: Inclusion of projects in the Master Plan does NOT submit the project for Partnership Program funding. Districts must complete the on-line project application and mark the project for submission.

Please see 2014 Master Plan/Partnership Program guidelines and rules for more complete information.

The following link may be useful:

- [2014 Master Plan/Partnership Program \(Guidelines\)](#)

Partnership Program Project Applications

Districts must submit Partnership Program project applications using the web-based tool.

Applications must be completed by March 3, 2014.

Signoff Status	Responsible Party	Help
Close Date	By	
Tab 1		
Tab 2		
Tab 3		
Tab 4		
Tab 5		

The Information Pane

Arkansas Division of Public School Academic Facilities and Transportation

Master Planning Tool

Organization Reports Log Off

New Item **Changed Item** **Marked for Deletion**
 (#/#) Depreciated Building Value

- 9999 - Demo District
 - General Information (Tab 1)
 - Deficiencies
 - Insurance Coverage (Tab 7)
 - Custodial and Maintenance (Tabs 9/10/11)
 - Projected Replacement Schedule (Tab 12)
 - District Projects (Tabs 13 & 14)
 - Master Plan Documents (Tabs 1-15)
 - District-Level Docs
 - Partnership Program Applications

Signoff Status Responsible Party Help

Tab	Close Date	By	Sign
Tab 1			Sign
Tab 2			Sign
Tab 3			Sign
Tab 4			Sign
Tab 5			Sign

Master Plan

February 3, 2014 6-Year Master Plan Submission
 March 3, 2014 Partnership Program Applications for 2015-2017 Funding Biennium

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

Web Based Tool is available to Districts for purpose of preparing District Master Plan and Application submission.

PLEASE NOTE: Inclusion of projects in the Master Plan does NOT submit the project for Partnership Program funding. Districts must complete the on-line project application and mark the project for submission.

Please see 2014 Master Plan/Partnership Program guidelines and rules for more complete information.

The following link may be useful:

- [2014 Master Plan/Partnership Program \(Guidelines\)](#)

Partnership Program Project Applications

Districts must submit Partnership Program project applications using the web-based tool.

Applications must be completed by March 3, 2014.

The Sign-off Status, Responsible Party and Help Pane

Arkansas Division of Public School Academic Facilities and Transportation

Master Planning Tool

Organization Reports Log Off

New Item **Changed Item** **Marked for Deletion**
 (#/#) Depreciated Building Value

- 9999 - Demo District
 - General Information (Tab 1)
 - Deficiencies
 - Insurance Coverage (Tab 7)
 - Custodial and Maintenance (Tabs 9/10/11)
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Signoff Status Responsible Party Help

Tab	Close Date	By	Sign
Tab 1			Sign
Tab 2			Sign
Tab 3			Sign
Tab 4			Sign
Tab 5			Sign

Master Plan

February 3, 2014 6-Year Master Plan Submission
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Partnership Program Project Applications

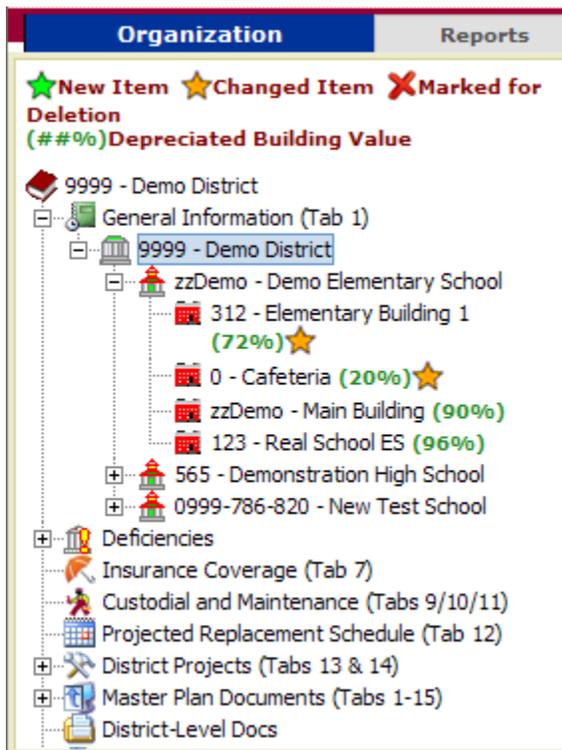
Districts must submit Partnership Program project applications using the web-based tool.

Applications must be completed by March 3, 2014.

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, Projected Replacement Schedule, Master Plan Documents, and Partnership Program Applications.

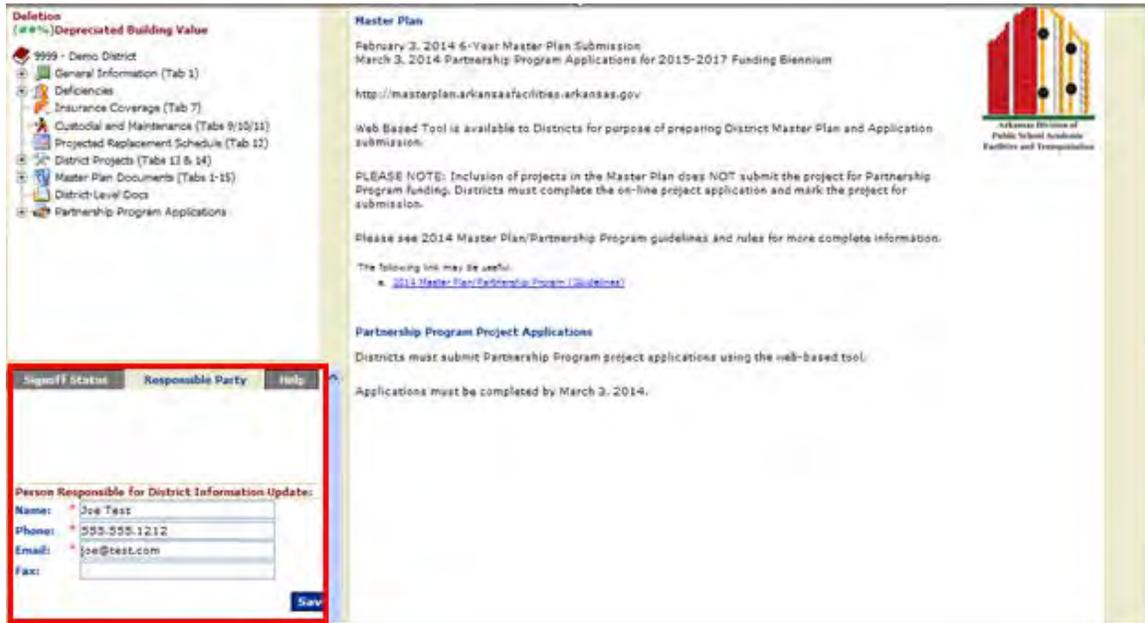
Click on the '+' or '-' to either expand or collapse the General Information or Deficiencies levels of the tree.



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 '+' symbol to expand that level and the Building Values % for each building will appear. 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.



In the 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 **General Information (Tab 1)** button then the **9999 - Demo District** button. Click the **Update Info** button as depicted in the following image:

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

Update Info
New School

District Contact Detail

District Web Site: 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.

The screenshot shows a web browser window titled "School Update - Windows Internet Explorer". The address bar contains the URL: <http://masterplan.arkansasfacilities.com/Update/UpdateSchool.aspx?&districtid=638&schoolid=0&waschoolid=0&update=new>. The page header includes the logo for the Arkansas Department of Education and the text: "301 Woodlawn St., Suite 505, Little Rock, AR 72201, ph: (501) 662-4261, fax: (501) 663-1200". The main content area is titled "Update School Information" and shows "School: ★-New School-". Below this are two sections: "School Detail Information" and "Principal". The "School Detail Information" section contains text boxes for "Number:", "Short Name:", "Long Name:", "Type:" (a dropdown menu), "Year opened:", "Enrollment:", "Grades:", "Staff:", and "Local Number:". The "Principal" section contains text boxes for "Salutation:", "Principal Name:", "Street Address 1:", "City:", "State:", "Zip:", "Phone:", "Fax:", "Email:", and "Website:". Below these is a "Notes" section with a "Delete School:" checkbox and a "Change Note:" text area. At the bottom right of the form are "Save" and "Cancel" buttons. The browser status bar at the bottom shows "Done" and "Internet" with a 100% zoom level.

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.

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:

The screenshot displays the 'Master Planning Tool' interface. The top navigation bar includes 'Organization', 'Reports', and 'Log Off'. The left sidebar shows a tree view of the organization structure, with '1701000 - Alma School District' expanded to show various school levels. The main content area is titled 'District: 1701000 - Alma School District' and 'School: 1701002 - 1701 - Alma High School'. It shows 'Local Number: 1701002' and 'Building Area (GSF): 368,333'. Below this, a table titled 'School Deficiencies (4)' lists four deficiencies with columns for System, Deficiency, ID, Priority, Qty, UoM, Repair Cost, Status, and Edit. The deficiencies are: 1) HVAC (Computer room lacks independent AC), 2) Specialties (School lacks an appropriate surveillance system), 3) Site (ADA - Handicap parking spaces are not fully compliant), and 4) Site (ADA - Existing curb ramps are not fully compliant). At the bottom, there is a 'Signoff Status' table with columns for 'Close Date' and 'By', and a 'Partnership' section.

System	Deficiency	ID	Priority	Qty	UoM	Repair Cost	Status	Edit
HVAC	Computer room lacks independent AC.	110382	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:

Master Planning Tool

Organization: 1701004 - 1701 - Alma Primary
 District: 1701000 - Alma School District
 School: 1701002 - 1701 - Alma High School
 Building: 170100204 - Senior High School
 Use: Combination of Uses
 Type: Permanent
 Year: 1962
 Area (GSF): 90502
 Floors: 1

Building Deficiencies (17)

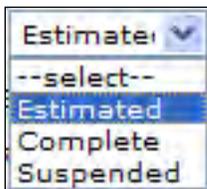
Room	System	Deficiency	Assess ID	Priority	Qty.	UoM	Repair Cost	Status	Edit
Fire & Safety	End of Life: Emergency Lighting - Standby Battery	Lighting System requires replacement	203678	1	50	Ea.	\$17,200	Estimated	
HVAC	End of Life: Cooling Packaged Units - Roof Top	Units require replacement	309427	2	90502	SF	\$648,887	Estimated	
Specialties	End of Life: Public Address and Intercom -	Communications require replacement	289683	2	80502	SF	\$77,247	Estimated	
Electrical	GFI Receptacle	requires replacement	64602	1	80	Ea.	\$9,272	Estimated	
Exterior	ADA - Accessible Doorways	are not fully compliant	313718	2	1	LS	\$14,480	Estimated	
Fire & Safety	Emergency Lighting (Fluorescent - 2'x4')	is missing and is needed	64603	1	20	Ea.	\$7,946	Estimated	
Fire & Safety	Security System	is missing and is needed	64606	2	90502	SF	\$106,214	Estimated	
Interior	ADA - Door Hardware	is not fully compliant	313721	2	1	LS	\$1,448	Estimated	
Interior	ADA - Accessible toilet rooms	are not fully compliant	313725	2	1	LS	\$2,896	Estimated	
Interior	ADA - Room dimension to create accessible toilet	room is not fully compliant	325909	2	1	LS	\$18,100	Estimated	
Plumbing	ADA - Lavatory	is not fully compliant	317760	2	1	LS	\$1,158	Estimated	
Plumbing	ADA - Shower Stall	is not fully compliant	317771	2	1	LS	\$1,250	Estimated	
Specialties	ADA - Grab Bars	are not fully compliant	313728	2	1	LS	\$579	Estimated	
B3	Interior	Classroom door lacks appropriate hardware.	196206	2	1	Ea.	\$375	Estimated	
B4	Technology	Room lacks telephone wiring.	165462	4	1	Ea.	\$143	Estimated	
B3	Specialties	Room lacks the appropriate DA equipment.	173436	4	1	Ea.	\$518	Estimated	

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

Building Deficiencies (19)

Room	System	Deficiency	Assess ID	Priority	Qty.	UoM	Repair Cost	Status	Edit
Exterior		Joint Sealant requires replacement	83047	2	360	LF	\$1,520	Estimate:	
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:



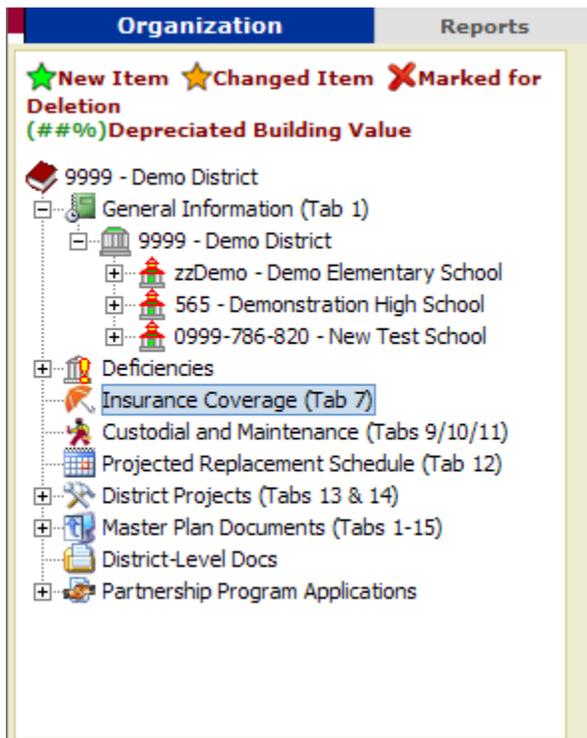
At this point the user may change the deficiency status to either Complete or Suspended. Once the status has been changed, the user would click the button to save the change.

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 the edit, the user can click the  button.

Insurance Coverage

To complete the Insurance Coverage information required for Tab 7, select the Insurance Coverage item in the tree.



The current insurance information will be displayed in the list to the Information Pane.

Edit All

To edit this data, click the  button. The Update Insurance Coverage form will appear as seen in the following screen



Update Insurance Coverage

9999 - Demo District

Insurance Coverage (7)

Item	Description	Recommended Minimum	Amount
4.03.1	Extra Expense	\$2,000,000 per occurrence	<input type="text" value="0"/>
4.03.2	Law and Ordinance (Code Upgrade)	\$1,000,000 per occurrence	<input type="text" value="0"/>
4.03.3	Property in Transit	\$100,000 per occurrence	<input type="text" value="0"/>
4.03.4	Money and Securities	\$5,000 per occurrence	<input type="text" value="0"/>
4.03.5	Newly Acquired Buildings and Structures for 90 days	\$1,000,000 per occurrence	<input type="text" value="0"/>
4.03.6	Newly Acquired Business Personal Property for 90 days	\$500,000 per occurrence	<input type="text" value="0"/>
4.03.7	Boiler and Machinery	Broad Form	<input type="radio"/> Yes <input checked="" type="radio"/> No

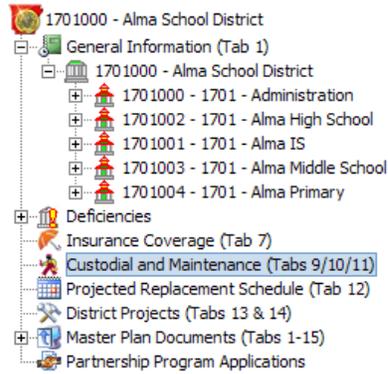
Enter the appropriate insurance information for each item and click the button to save the data entered.

It is also required districts upload a copy of their insurance policy with statement of values and all riders.

Custodial and Maintenance

To complete the Custodial and Maintenance information required for Tabs 9, 10 and 11, select the Custodial and Maintenance item in the tree.

★ New Item ★ Changed Item ✖ Marked for Deletion



The current Custodial and Maintenance information will be displayed in the Information Pane broken down by the specific Tabs. Press the **Update Info** button to edit the data. The Custodial and Maintenance Update form will appear.

FTE boxes require entries.

Master Planning Tool

District: 9999 - Demo District
Abbreviation: zzDemo District
Planning Area: 18
Web Site:

Statement of Assurance Form **Update Info**

★ District Data Changed

Tab 9 - Custodial Maintenance
Tab 10 - Maintenance
Tab 11 - Preventative Maintenance

Tab 9 - District Custodial Staffing (FTE): 150.00
Tab 9/10/11 - District Maintenance/Preventative Maintenance Staffing (FTE): 250.00

Tab 10 and Tab 11

The district should download and complete the Statement of Assurance regarding the district's participation in the state-level computerized maintenance management system to track work orders and preventative maintenance work.

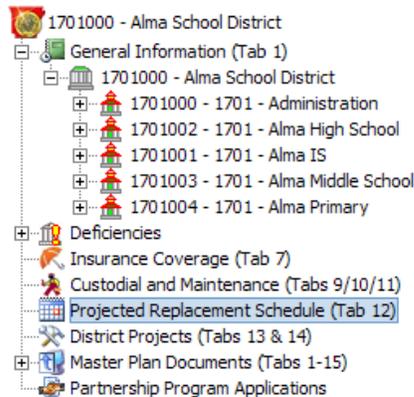
The district should upload the completed form to the Tab 10 Master Plan Documents folder.

To complete Tabs 10 and 11, districts need to download and complete the Statement of Assurance, then upload the Statement of Assurance to the Master Plan Documents section, Tab 10. An original superintendent's signature is required on this form.

Projected Replacement Schedule

To complete the Projected Replacement Schedule information required for Tab12, select the Projected Replacement Schedule item in the tree.

★ New Item ★ Changed Item ✖ Marked for Deletion



The current Replacement Schedule information will be displayed in the Information Pane broken down by the specific Tabs. Press the **Edit All** button to edit the data. The Update Replacement Schedule form will appear.

Update Replacement Schedule

1701000 - Alma School District

School Deficiencies (25)

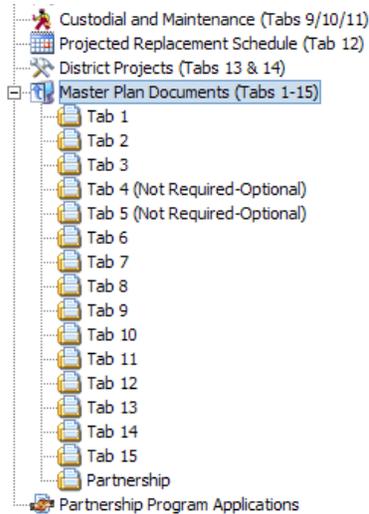
School Name	Facility/Building Name	Building Number	Year of Scheduled Replacement				
			HVAC	Roof	Plumbing	Electrical	Structural
1701 - Administration	Administrative	170100001	2015	2020	2020	2020	2030
1701 - Administration	Administrative Annex	170100004					
1701 - Administration	Maint/Storage	170100002	2015	2020	2020	2020	2030
1701 - Administration	New Warehouse	170100003					
1701 - Alma High School	Alma High School Addition	170100211	2015	2020	2020	2020	2050
1701 - Alma High School	G Wing	170100201	2015	2020	2020	2020	2030
1701 - Alma High School	Gymnasium	170100205	2015	2020	2020	2020	2020
1701 - Alma High School	Home Economics	170100203	2015	2020	2020	2020	2020
1701 - Alma High School	Music/Band	170100206	2015	2020	2020	2020	2030
1701 - Alma High School	Performing Arts	170100210	2015	2020	2020	2020	2050
1701 - Alma High School	Physical Education	170100207	2015	2020	2020	2020	2030
1701 - Alma High School	Press Box	170100208	2015	2020	2020	2020	2020
1701 - Alma High School	Senior High School	170100204	2015	2020	2020	2020	2030
1701 - Alma High School	Title 1 Reading	170100202	2015	2020	2020	2020	2020
1701 - Alma High School	Visitor's Field House	170100209	2015	2020	2020	2020	2030

Save **Cancel**

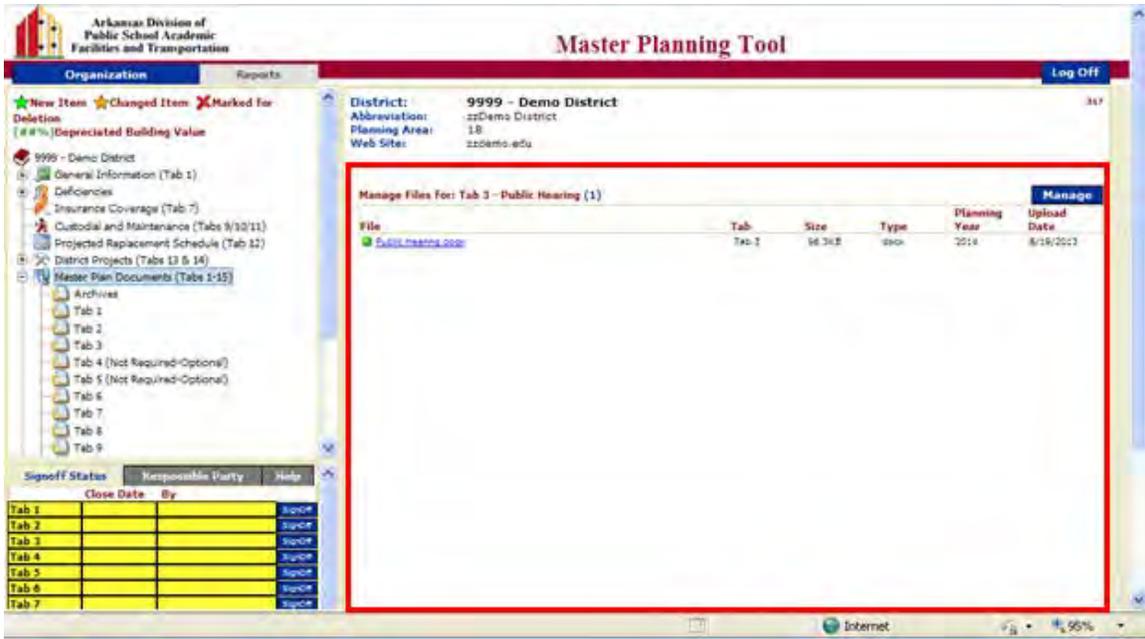
Provide or update the year of schedule for each building within the district and press Save to complete data entry.

Master Plan Documents Upload

The **Master Plan Documents (Tabs 1-15)** heading will allow you to upload documents pertaining to each Tab associated with the submittal process. These documents can include required and supporting documents associated with a particular Tab's submittal requirements.



By selecting an individual tab below the **Master Plan Documents (Tabs 1-15)** heading, you will see a list of documents uploaded for the tab, including the information related to when it was uploaded.



Press the **Manage** button to bring up the Manage Document form, which will allow you to select a document from a location on your computer or network and upload it to the Master Planning web tool.

Arkansas Division of
Public School Academic
Facilities and Transportation

District Info: 9999 - zzDemo District
 Tab: Tab 3 - Public Hearing
 New Document Location: Documents\2014\9999\Tab 3\

Upload File:

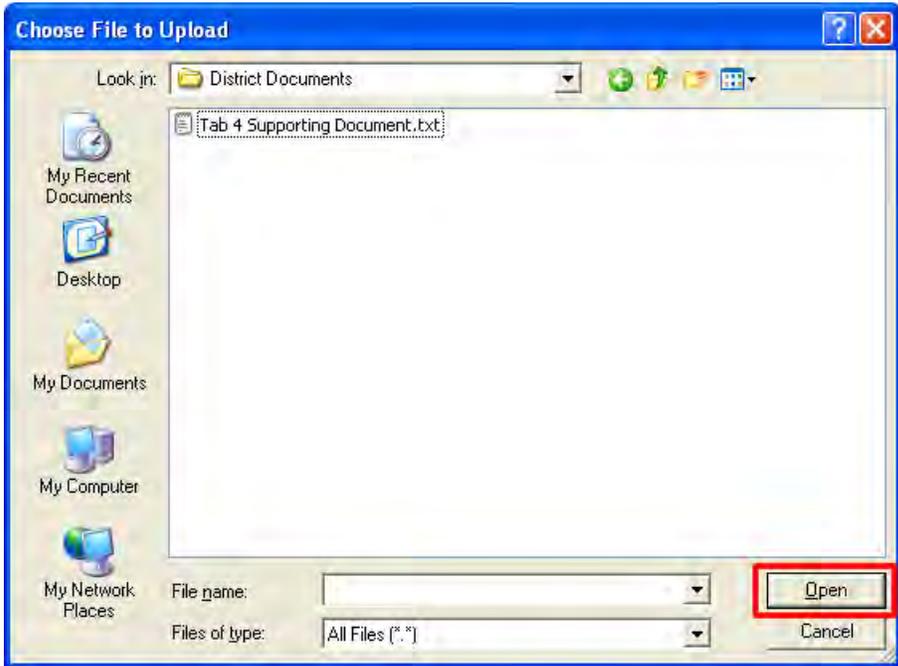
File Name	Size	Type	Phase	Upload Info	Planning Year	Delete
Public Hearing.docx	96.3KB	docx	Tab 3	By Demo User on 8/19/2013	2014	X

Close

User: Demo User © Arkansas Division of Public Schools, Academic Facilities and Transportation by JACOBS 2013 All Rights Reserved

Press the button to bring up the windows file system form, and navigate to the directory containing the file you wish to upload. Select the file by either double-clicking

on the file in this window or select it and press .



When you are done uploading documents, press close to return to the main form.

Note: You will only be able to delete documents from the current planning year. Documents from previous years can be downloaded and updated locally, but they will be uploaded as a NEW document for the current planning year and not a replacement to the previous year's document.

District Projects

The **District Projects (Tabs 13 & 14)** 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 previously entered projects in the Information Pane.

Arkansas Division of Public School Academic Facilities and Transportation

Master Planning Tool Log Off

Organization Reports

★ New Item
 ★ Changed Item
 ✖ Marked for Deletion
 (##%) Depreciated Building Value

9999 - Demo District
 General Information (Tab 1)
 Deficiencies
 Insurance Coverage (Tab 7)
 Custodial and Maintenance (Tabs 9/10/11)
 Projected Replacement Schedule (Tab 12)
District Projects (Tabs 13 & 14)
 Master Plan Documents (Tabs 1-15)
 District-Level Docs
 Partnership Program Applications

District: 9999 - Demo District
Division: zzDemo District
Planning Area: 18
Site: zzdemo.edu

District Project List - All Projects Filter: ALL

Project Number	Status	School	Project Name	Partnership
1314-9999-021		-- Multiple Schools--	Demonstration School	Yes
1415-9999-555	Complete		New ES	Yes
1516-9999-001	Committed	New Test School	Demonstration ES	Yes
1516-9999-002	Planned	-- Not Specified--	New HS Band Building	Yes
1516-9999-016			New Demonstration K4	Yes
1516-9999-020		-- Not Specified--	Demonstration New Primary 3-5	Yes
1516-9999-123	Planned	-- Not Specified--	test mb	Yes
1516-9999-222			Marks Dup Test	Yes
1314-9999-301	Committed	Demo Elementary School	test	Yes
1516-9999-312	Planned	Demo Elementary School	new project test	Yes
1314-9999-002	Planned	Demonstration High School	High School HVAC	Yes
1314-9999-111	Planned	-- NEW SCHOOL--	New HS	Yes
1314-9999-123	Committed	Demonstration High School	HS Roof Replacement	
1314-9999-125			High School Roof Renovatinos	Yes

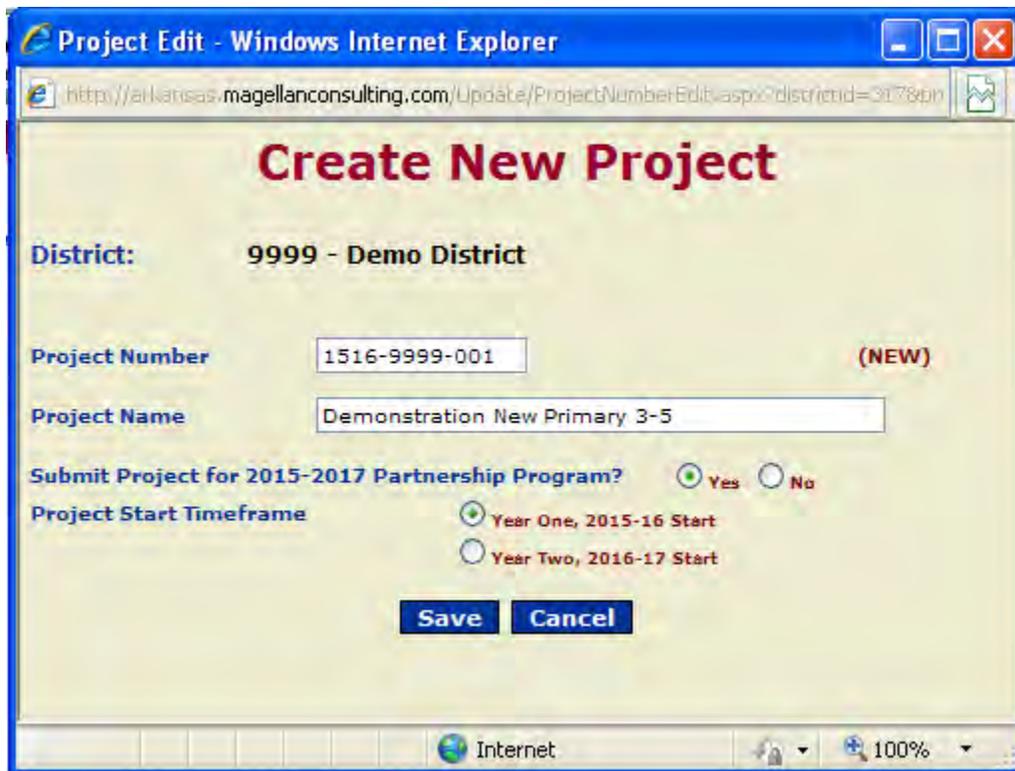
Signoff Status Responsible Party Help
 Close Date By

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

Beginning with the 2013 – 2015 biennium, Master Plan submissions as well as Partnership Program project applications have been incorporated into the division web tool. This change was made to reduce paperwork for districts, as well as duplication of information on the Master Plan and the Partnership Program applications.

Instructions are on the following pages.

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 screenshot shows a web browser window titled "Project Edit - Windows Internet Explorer". The address bar contains the URL: <http://arkansas.magellanconsulting.com/Update/ProjectNumberEdit.aspx?districtid=3178&pn>. The main content area is titled "Create New Project" in large red font. Below the title, the form displays the following fields and options:

- District:** 9999 - Demo District
- Project Number:** 1516-9999-001 (NEW)
- Project Name:** Demonstration New Primary 3-5
- Submit Project for 2015-2017 Partnership Program?** Yes No
- Project Start Timeframe:** Year One, 2015-16 Start Year Two, 2016-17 Start

At the bottom of the form are two buttons: **Save** and **Cancel**. The browser's status bar at the bottom shows "Internet" and a zoom level of "100%".

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, 1516 refers to a project that will begin in fiscal year 2016-2017 (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. Locally Funded facilities projects should begin numbering at y1y2-LEAx-701. Sample project numbers are 1516-0901-004 and 1617-7401-702.

Project Name should be a short description of project.

If project is being submitted for the funding biennium 2015-2017, click the "Yes" button, and select "Year One" or "Year Two". Additional tabs become visible, allowing the district to complete (with the exception of resolution, schematics, PORs and other supporting documents) the Partnership Application on-line.

****NOTE: TO ACTIVATE A PROJECT ENTERED BEFORE 09/01/2011 AS A PARTNERSHIP PROJECT, USER WILL NEED TO CLICK ON THE PENCIL NEXT TO THE PROJECT (EDIT). WHEN THE PROJECT IS ON THE SCREEN, CLICK ON “EDIT PROJECT NUMBER”. THIS WILL BRING UP THE ABOVE “CREATE NEW PROJECT” SCREEN. IF THE PROJECT FUNDING YEARS ARE CORRECT, INDICATE THE PROJECT IS FOR PARTNERSHIP SUBMITTAL. REMAINDER OF APPLICATION SCREENS WILL PRESENT THEMSELVES FOR DISTRICT COMPLETION AND SUBMITTAL*****

****NOTE: IF A PROJECT HAS BEEN SUBMITTED FOR PARTNERSHIP PROGRAM FUNDING PREVIOUSLY, NO CHANGES MAY BE MADE.**

Arkansas Division of Public School Academic Facilities and Transportation

District: 9999 - Demo District
 Project Number: 1516-9999-020
 Project Name: Demonstration New Pri
 Submit for 2015-2017 Partnership Program
 Funding Year: Year One; 2015-16 Start

17221 [Edit Project Number](#)

Project Type	Project Scope	Detail	Cost	Partnership - Funding	Partnership - Additional Info	Partnership - Documents	Partnership - Submission
<p>Funding Code</p> <p><input type="radio"/> Partnership</p> <p><input type="radio"/> Local</p> <p>Primary Type</p> <p><input type="radio"/> Space</p> <p><input type="radio"/> Warm/Safe/Dry Space Replacement (Building Replacement)</p> <p><input type="radio"/> Warm/Safe/Dry System Replacement (System Replacement)</p> <p>Project Category</p> <p><input type="radio"/> Enrollment Growth</p> <p><input type="radio"/> Suitability (School too small for current enrollment)</p> <p><input type="radio"/> Condition - Current</p> <p><input type="radio"/> Condition - Life Cycle</p> <p>Select a Funding Code Select a Primary Type Select a Project Category</p>							

[Save Tab Data](#) [Print Project](#) [Cancel Tab Entry](#) [Close Project](#)

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 on each campus. 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 2015-2016 is a project that is

anticipated to be approved, the project agreement signed, and design begun during the period July 1, 2015 – June 30, 2016.

Project Type screen requires one type to be selected that best suits the project being created. If the user selects **Partnership** under the **Funding Code** heading and **Space** under the **Primary Type** heading, the user should proceed to the **Secondary Type** to make a selection. If the user selects **New School Campus** the user should answer **Does new school replace existing school?** **Yes** **No** question as seen in the following screen.

Arkansas Division of
Public School Academic
Facilities and Transportation

District: 9999 - Demo District
Project Number: 1516-9999-020
Project Name: Demonstration New Primary 3-5
Submit for 2015-2017 Partnership Program
Funding Year: Year One: 2015-16 Start

17229
Edit Project Number

Project Type | Project Scope | Detail | Cost | Partnership - Funding | Partnership - Additional Info | Partnership - Documents | Partnership - Submission

Funding Code
 Partnership
 Local

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

Does new school replace existing school? Yes No

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

The user should follow and answer all the applicable questions related to the project.

If the **New Building on Existing Campus** is selected the user will be asked to identify the **School Number and Name** and answer the question **Does new building replace existing building?** **Yes** **No** as seen in the following screen.

NOTE: THE USER SHOULD CLICK THE **Save Tab Data BUTTON AFTER ALL DATA IS ENTERED INTO EACH SCREEN.**

If the  **Conversion of Space to Different Use** is selected the user will be asked to identify the **School Number and Name**, **Building Number and Name** and what the building is converting from and to, as seen in the following screen.

Arkansas Division of Public School Academic Facilities and Transportation

District: 9999 - Demo District 17229
 Project Number: 1516-9999-020 Edit Project Number
 Project Name: Demonstration New Primary 3-5
 Submit for 2015-2017 Partnership Program
 Funding Year: Year One; 2015-16 Start

Project Type | Project Scope | Detail | Cost | Partnership - Funding | Partnership - Additional Info | Partnership - Documents | Partnership - Submission

Funding Code
 Partnership
 Local

Primary Type
 Space
 Warm/Safe/Dry Space Replacement (Building Replacement or Total Renovation)
 Warm/Safe/Dry System Replacement (System Replacement 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: --Select School--
 Building Number and Name: --Select Building--

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

Convert From	To	SqFt	Note
There are no records available.			
Dining room	4 classrooms	4,000	Need more classrooms

Save Cancel Records: 0 - 0 of 0

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

Save Tab Data Print Project Cancel Tab Entry Close Project

If the **Addition to Existing Building** is selected the user will be asked to identify the **School Number and Name** and **Building Number and Name** as seen in the following screen.

Arkansas Division of Public School Academic Facilities and Transportation

District: 9999 - Demo District 17229
 Project Number: 1516-9999-020 Edit Project Number
 Project Name: Demonstration New Primary 3-5
 Submit for 2015-2017 Partnership Program
 Funding Year: Year One; 2015-16 Start

Project Type | Project Scope | Detail | Cost | Partnership - Funding | Partnership - Additional Info | Partnership - Documents | Partnership - Submission

Funding Code
 Partnership
 Local

Primary Type
 Space
 Warm/Safe/Dry Space Replacement (Building Replacement or Total Renovation)
 Warm/Safe/Dry System Replacement (System Replacement 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: --Select School--
 Building Number and Name: --Select Building--

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

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

Save Tab Data Print Project Cancel Tab Entry Close Project

If the **Conversion + Addition** is selected the user will be asked to identify the **School Number and Name**, **Building Number and Name** and what the building is converting from and to, as seen in the following screen.

After selecting the **Secondary Type** the user should select the **Project Category** that best describes the project: **Enrollment Growth** or **Suitability (School too small for current enrollment)**.

The user has two additionally categories under the **Primary Type** heading:

Warm/SAFE/Dry Space Replacement (Building Replacement or Total Renovation) and **Warm/SAFE/Dry System Replacement (System Replacement Only)**.

If the user selects **Warm/SAFE/Dry Space Replacement (Building Replacement or Total Renovation)** the user will be asked to identify the **Schools or Buildings to be Replaced or Renovated** by clicking on the **Select** button in the upper right corner. The user will select which school or buildings are applicable to this project and **click on the Save button in the upper right corner** to save the data entered as seen in the following screen.



District: 9999 - Demo District

Project Number: 1516-9999-020

17229

Edit Project Number

Project Name: Demonstration New Primary 3-5

Submit for 2015-2017 Partnership Program

Funding Year: Year One; 2015-16 Start

Project Type | Project Scope | Detail | Cost | Partnership - Funding | Partnership - Additional Info | Partnership - Documents | Partnership - Submission

Funding Code

Partnership

Local

Primary Type

Space

Warm/SAFE/Dry Space Replacement (Building Replacement or Total Renovation)

Warm/SAFE/Dry System Replacement (System Replacement Only)

Project Category

Building Replacement

Total Renovation

Schools or Buildings to be Replaced or Renovated

Select

- 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



District: 9999 - Demo District

Project Number: 1516-9999-020

17229

Edit Project Number

Project Name: Demonstration New Primary 3-5

Submit for 2015-2017 Partnership Program

Funding Year: Year One; 2015-16 Start

Project Type | Project Scope | Detail | Cost | Partnership - Funding | Partnership - Additional Info | Partnership - Documents | Partnership - Submission

Funding Code

Partnership

Local

Primary Type

Space

Warm/SAFE/Dry Space Replacement (Building Replacement or Total Renovation)

Warm/SAFE/Dry System Replacement (System Replacement Only)

Project Category

Building Replacement

Total Renovation

System Inventory

- 9999 - Demo District
 - 0999-786-820 - New Test School
 - 123456789 - New Building Test
 - 565 - Demonstration High School
 - 111 - Main Building
 - 125 - Gymnasium
 - 999 - Cafeteria
 - zzDemo - Demo Elementary School
 - 0 - Cafeteria
 - 123 - Real School ES
 - 312 - Elementary School building 1
 - zzDemo - Main Building

Save | Cancel

Partnership - Submission

Renovated

Select

-

Select a Funding Code | Select a Primary Type

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

If the user selects **Warm/ Safe / Dry System Replacement (System Replacement Only)** the user should identify all major **Building Systems** that will be affected by the project being entered. Those systems highlighted may be eligible for Partnership Program funding. The user should click **Select** button to identify the **Schools and Buildings included in Project** and **Save** button in the upper right corner to save the data entered as seen in the following screen.

After the user has selected the **Primary Type** the user should select the appropriate **Project Category** : **Condition - Current** or **Condition - Life Cycle** . The user should click **Save Tab Data** to save the data entered.

If the district has indicated “Yes” for “Submit Project for 2015-2017 Partnership Program, an additional three tabs will be revealed. If the district is not applying for Partnership Program Funding in Fiscal Years 2015 -2017, only the **Project Type** tab, the **Project Scope** tab, **Detail** tab and the **Cost** tab need to be completed. (See the following instructions)

If the user selects **Funding Code** under the **Project Type** screen is **Local** the user will follow the aforementioned instructions for creating **Partnership** projects.

The user will proceed to the **Project Scope** screen. The user will provide a **Detailed Project Scope** (Include description and quantities.) and **Project Justification:** as seen in the following screen.

Arkansas Division of
Public School Academic
Facilities and Transportation

District: 9999 - Demo District
Project Number: 1516-9999-020
Project Name: Demonstration New Primary 3-5
Submit for 2015-2017 Partnership Program
Funding Year: Year One; 2015-16 Start

17221
Edit Project Number

Project Type	Project Scope	Detail	Cost	Partnership - Funding	Partnership - Additional Info	Partnership - Documents	Partnership - Submission
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Detailed Project Scope
(Include description and quantities.)

Project Justification:

A project scope is required | Please provide justification for partnership program

Save Tab Data Print Project Cancel Tab Entry Close Project

Project Scope must be complete and must provide sufficient information so the Division can determine state financial participation. Scope, Schematic and, if space project, POR MUST match.

The user will proceed to the **Detail** screen.

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. District indicates whether there is a demolition/repurposing of the existing facility and the justification for demolition. District also indicates whether the project involves a grade configuration, and if so what schools and grade levels are affected as seen in the following screen.

Status is a drop-down menu where the user must 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. If you wish to no longer track a project, you may set its status to Deleted.

Status

--select--

--select--

Planned

Committed

Complete

Deleted

Area (GSF) allows the user to input the square footage of the project as seen in the following screen. 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.

Arkansas Division of Public School Academic Facilities and Transportation

District: 9999 - Demo District 17221

Project Number: 1516-9999-020 [Edit Project Number](#)

Project Name: Demonstration New Primary 3-5

Submit for 2015-2017 Partnership Program

Funding Year: Year One; 2015-16 Start

Project Type	Project Scope	Detail	Cost	Partnership - Funding	Partnership - Additional Info	Partnership - Documents	Partnership - Submission
Design Start Date					Does this Project include demolition/repurposing of existing facility?		<input type="radio"/> Yes <input checked="" type="radio"/> No
Construction Start Date					If yes, what is the justification for the demolition/repurposing?		
Completion Date							
Status		--select--			Does this Project involve grade reconfiguration?		<input type="radio"/> Yes <input checked="" type="radio"/> No
Area (GSF)		5000			If yes, please describe grade reconfiguration in effected schools?		
Facility Type		--select--					
Planning Year		2014					
Created		2014					
Changed							

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

[Save Tab Data](#) [Print Project](#) [Cancel Tab Entry](#) [Close Project](#)

Facility Type allows the user to designate the type of facility affected by the project (Academic or Non-Academic) as seen in the following screen.

Arkansas Division of
Public School Academic
Facilities and Transportation

District: **9999 - Demo District** 17221
 Project Number: 1516-9999-020 [Edit Project Number](#)
 Project Name: Demonstration New Primary 3-5
 Submit for 2015-2017 Partnership Program
 Funding Year: Year One; 2015-16 Start

Project Type	Project Scope	Detail	Cost	Partnership - Funding	Partnership - Additional Info	Partnership - Documents	Partnership - Submission
Design Start Date							
Construction Start Date							
Completion Date							
Status	--select--						
Area (GSF)	5000						
Facility Type	Academic						
Planning Year	2014						
Created	2014						
Changed	2014						

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

[Save Tab Data](#) [Print Project](#) [Cancel Tab Entry](#) [Close Project](#)

District: 9999 - Demo District 17221
 Project Number: 1516-9999-020 [Edit Project Number](#)
 Project Name: Demonstration New Primary 3-5
 Submit for 2015-2017 Partnership Program
 Funding Year: Year One; 2015-16 Start

Project Type	Project Scope	Detail	Cost	Partnership - Funding	Partnership - Additional Info	Partnership - Documents	Partnership - Submission
Expected Annual Cost for this Project							
Pre-2014	<input type="text" value="0"/>	...		If total less than \$150,000, Number of Students: <input type="text"/>			
2014-2015	<input type="text"/>			\$300 per student cost: <input type="text"/>			
2015-2016	<input type="text"/>						
2016-2017	<input type="text"/>						
2017-2018	<input type="text"/>						
2018-2019	<input type="text"/>						
2019-2020	<input type="text"/>						
2020-2021	<input type="text"/>						
2021-2022	<input type="text"/>						
2022-2023	<input type="text"/>						
Total Cost	<input type="text" value="0"/>						
C.3. Does the new construction project include work that could be classified as maintenance, repair, and renovation (and does not qualify for state financial participation)? <input type="radio"/> Yes <input checked="" type="radio"/> No							

[Save Tab Data](#) [Print Project](#) [Cancel Tab Entry](#) [Close Project](#)

The user should proceed to the **Cost** screen. The **Total Cost** is for the **total** estimated budget for the project, and will self-calculate after expected yearly expenditures are listed. Should the project fall in the \$300.00 per student funding minimum, insert the number of students using on the campus where indicated. The minimum funding level will then be displayed

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. Pre 2014 expenditures, if any, should be added to the appropriate box (shaded).

If project contains work that could be classified as maintenance, repair, or renovation, which does not qualify for Partnership Program funding, indicate "Yes" on item C.3 and enter the approximate amount of non-fundable work as seen in the following screen.



District: 9999 - Demo District

Project Number: 1516-9999-020

17221

[Edit Project Number](#)

Project Name: Demonstration New Primary 3-5

Submit for 2015-2017 Partnership Program

Funding Year: Year One; 2015-16 Start

Project Type	Project Scope	Detail	Cost	Partnership - Funding	Partnership - Additional Info	Partnership - Documents	Partnership - Submission
Expected Annual Cost for this Project							
Pre-2014	<input type="text" value="0"/>	...		If total less than \$150,000, Number of Students:			
2014-2015	<input type="text"/>			<input type="text"/>			
2015-2016	<input type="text"/>			\$300 per student cost:			
2016-2017	<input type="text"/>			<input type="text"/>			
2017-2018	<input type="text"/>						
2018-2019	<input type="text"/>						
2019-2020	<input type="text"/>						
2020-2021	<input type="text"/>						
2021-2022	<input type="text"/>						
2022-2023	<input type="text"/>						
Total Cost	<input type="text" value="0"/>						
	<input type="text" value="0"/>	<-----		C.3. Does the new construction project include work that could be classified as maintenance, repair, and renovation (and does not qualify for state financial participation)? <input checked="" type="radio"/> Yes <input type="radio"/> No			
	<input type="text" value="0"/>	<-----		If yes, please provide the allocation of project costs between new construction activities and maintenance, repair, and renovation activities below:			
				Total Maintenance, Repair, Renovation Costs contained in Total Cost (These costs ARE NOT eligible for state financial participation)			
				Total New Construction Costs contained in Total Cost (These costs ARE eligible for state financial participation)			

[Save Tab Data](#) [Print Project](#) [Cancel Tab Entry](#) [Close Project](#)

District: **9999 - Demo District** 17221 [Edit Project Number](#)

Project Number: 1516-9999-020
Project Name: Demonstration New Primary 3-5

Submit for 2015-2017 Partnership Program
Funding Year: Year One; 2015-16 Start

Project Type	Project Scope	Detail	Cost	Partnership - Funding	Partnership - Additional Info	Partnership - Documents	Partnership - Submission
<p>For New School or New Building, Green building incentive to be sought (Percentage of state financial participation)</p> <p><input type="radio"/> None</p> <p><input type="radio"/> 1% LEED - Silver; Green Globes - 2</p> <p><input type="radio"/> 1.5% LEED - Gold; Green Globes - 3</p> <p><input type="radio"/> 2% LEED - Platinum; Green Globes - 4</p> <p>C.2. Indicate how the school district intends to fund their share of the partnership program: Note: If more than one source of district funds it to be used, indicate what percentage of the district's share of each type of funds will support the project.</p> <p>A. District share to be funded through existing operational fund balances: <input type="radio"/> Yes <input type="radio"/> No <input type="text" value="0"/> %</p> <p>B. District share to be funded through any State or Federal grant: <input type="radio"/> Yes <input type="radio"/> No <input type="text" value="0"/> %</p> <p>C. District share to be funded through bond already secured: <input type="radio"/> Yes <input type="radio"/> No <input type="text" value="0"/> %</p> <p>D. District share to be funded through bonds to be secured in an election during the course of the project: <input type="radio"/> Yes <input type="radio"/> No <input type="text" value="0"/> %</p> <p>E. Indicate the FY in which you intend to apply for permission to sell bonds to support this project: FY <input type="text" value="0"/></p> <p><small>At least one Green building item should be checked Please check 'Yes' or 'No' for question C.2.A Please check 'Yes' or 'No' for question C.2.B Please check 'Yes' or 'No' for question C.2.C Please check 'Yes' or 'No' for question C.2.D</small></p>							

[Save Tab Data](#) [Print Project](#) [Cancel Tab Entry](#) [Close Project](#)

Partnership - Funding

On the **Partnership - Funding** screen districts indicate whether they are applying for LEED or Green Globes certification, and if so what level. Item C.2 A-E should be answered Yes or No to indicate how district will fund the district share of the project. The district should allocate the corresponding percentages(%) for each district share funding item. The percentage totals should equal 100%. Note that C.2.E requires districts to indicate what fiscal year the district plans to apply for permission to sell bonds to support the project (if any).



District: 9999 - Demo District

Project Number: 1516-9999-020

17221

[Edit Project Number](#)

Project Name: Demonstration New Primary 3-5

Submit for 2015-2017 Partnership Program

Funding Year: Year One; 2015-16 Start

Project Type	Project Scope	Detail	Cost	Partnership - Funding	Partnership - Additional Info	Partnership - Documents	Partnership - Submission
<p>C.6. Discuss how this new construction project conforms with sound educational practices. Does the project improve practices of the entire district, several schools, or only one school?</p> <input type="text"/>							
<p>C.7. Discuss the new construction project's compliance with current academic facilities standards as contained in the Arkansas School Facility Manual, including, without limitation, appropriate space utilization of existing academic facilities in the district.</p> <input type="text"/>							
<p>C.8. Discuss how the new construction project supports the prudent and resourceful expenditure of state funds and improves the school district's ability to deliver an adequate and equitable education to the public school students in the district.</p> <input type="text"/>							
<p>Question C.6 must be answered Question C.7 must be answered Question C.8 must be answered</p>							
<p>Save Tab Data Print Project Cancel Tab Entry Close Project</p>							

Partnership - Additional Info

“On the **Partnership - Additional Info** screen items C.6 – C.8 need to be completed in sufficient detail to adequately address the required discussion.



District: 9999 - Demo District 17221 [Edit Project Number](#)

Project Number: 1516-9999-020

Project Name: Demonstration New Primary 3-5

Submit for 2015-2017 Partnership Program

Funding Year: Year One; 2015-16 Start

Project Type	Project Scope	Detail	Cost	Partnership - Funding	Partnership - Additional Info	Partnership - Documents	Partnership - Submission
District Info:	9999 - zzDemo District						
Project:	1516-9999-020						
Document Location:	Documents\2014\9999\1516-9999-020\						
Upload File:	<input type="text"/> Browse...					Save	Clear
File Name	Size	Type	Phase	Upload Info	Planning Year	Delete	

[Save Tab Data](#)
[Print Project](#)
[Cancel Tab Entry](#)
[Close Project](#)

The **Partnership - Documents** page is where the district will upload required supporting Partnership Program project documents such as:

Schematics that meet requirements of Partnership Program rule Sections 3.30 and 7.02(i) must be uploaded. As indicated in rule 3.30 and 7.02(i), the schematic must indicate the gross sq. ft. of the project. Addition or conversion space project schematics must include labeled interior spaces with sq. ft. of each space. Warm, Safe, Dry (system) schematics must include gross sq. ft. of project and sufficient detail to evaluate the project and must include major system components and their placement. See above noted Partnership Program rules for further detail.

Upload completed POR (s), resolutions, schematics, etc. for space projects as noted in these guidelines.

IMPORTANT NOTE: FAILURE TO FULLY AND ACCURATELY COMPLETE ALL PARTS OF THE PARTNERSHIP PROGRAM APPLICATION INCLUDING WEB BASED PORTIONS AND DOCUMENT REQUIREMENTS MAY RESULT IN APPLICATION BEING DISQUALIFIED AS AN “INCOMPLETE APPLICATION”.

Arkansas Division of
Public School Academic
Facilities and Transportation

District: 9999 - Demo District 17221
Project Number: 1516-9999-020 [Edit Project Number](#)
Project Name: Demonstration New Primary 3-5
Submit for 2015-2017 Partnership Program
Funding Year: Year One; 2015-16 Start

Project Type	Project Scope	Detail	Cost	Partnership - Funding	Partnership - Additional Info	Partnership - Documents	Partnership - Submission
See Partnership Program Applications in tree for additional instructions							
Application Items to Complete: Project Type - Secondary type is not selected Project Scope - Scope is not specified Project Scope - Project justification is not specified Detail - Design Start Date is not specified Detail - Construction Start Date is not specified Detail - Completion Date is not specified Detail - Status is not specified Detail - Facility Type is not specified Partnership Funding - Green building incentive not specified Partnership Funding - C.2.A Yes or No not specified Partnership Funding - C.2.B Yes or No not specified Partnership Funding - C.2.C Yes or No not specified Partnership Funding - C.2.D Yes or No not specified Partnership Additional Info - Question C.6 requires an answer Partnership Additional Info - Question C.7 requires an answer Partnership Additional Info - Question C.8 requires an answer Partnership Documents - Required supporting documents are missing				Submitted applications are subject to Division review to verify all required information was submitted and is complete. Application Completed by: <input type="text"/> Completed Date: 8/9/2013			

[Save Tab Data](#) [Print Project](#) [Cancel Tab Entry](#) [Close Project](#)

This page above will list items that have no data entered and/or alert the user if NO uploads have been accepted. Projects may require multiple uploads, which will not be reflected on this screen if one upload has been accepted.

Upon clicking the [Save](#) button, the project input is complete. Project application, less uploads, can be printed by clicking on the [Print Project](#) button. If the user wishes to print uploads from the Web Tool, they must be printed separately. The user should also complete the [Application Completed by:](#) and the [Completed Date:](#) entries.

The district web tool main page will list all projects entered. Those with the ‘hands shaking’ icon (🤝) indicate a current Partnership Program application. The user can edit any projects that have been created, but not submitted, by clicking on the 🖋 button associated with that particular project entry until 03/01/2014. If an entered project is no longer needed, the user can return to the “Detail” screen and change the status to Deleted”. Deleted projects will remain on the district projects screen, but will be marked as Deleted.

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:

Tab 1			SignOff
Tab 2			SignOff
Tab 3			SignOff
Tab 4			SignOff
Tab 5			SignOff
Tab 6			SignOff
Tab 7			SignOff
Tab 8			SignOff
Tab 9			SignOff
Tab 10			SignOff
Tab 11			SignOff
Tab 12			SignOff
Tab 13			SignOff
Tab 14			SignOff
Tab 15			SignOff
Legacy Partnership			SignOff
District-Level Docs			SignOff

After Signing Off:

The screenshot displays a software interface with a table and contact information. The table has columns for 'Signoff Status', 'Close Date', and 'By'. The first row, 'Tab 1', is highlighted in green and shows a close date of '11/10/2008' and 'Alma District User' as the responsible party. Subsequent rows (Tab 2 through Tab 15) are highlighted in yellow and have empty cells for the date and party, but each has a 'SignOff' button in the right margin. A 'Partnership' row is at the bottom. To the right of the table is a vertical list of contact fields: City, State, Zip, Phone, Fax, and Email. At the bottom left, there is a checkbox for 'Full Tab Text' and a status bar showing 'User: Alma District User'.

Signoff Status	Close Date	By	
Tab 1	11/10/2008	Alma District User	
Tab 2			SignOff
Tab 3			SignOff
Tab 4			SignOff
Tab 5			SignOff
Tab 6			SignOff
Tab 7			SignOff
Tab 8			SignOff
Tab 9			SignOff
Tab 10			SignOff
Tab 11			SignOff
Tab 12			SignOff
Tab 13			SignOff
Tab 14			SignOff
Tab 15			SignOff
Partnership			SignOff

Full Tab Text

User: Alma District User

City:
State:
Zip:
Phone:
Fax:
Email:

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