

State Requirements for Educational Facilities 2005

Volume I –Process and Rule

New Sections.

Section 2.1 – Educational Facilities Finance

Section 2.1 (2) (c) Financial information required to be submitted. Financial information required to be submitted to the Office of Educational Facilities includes:

1. Prior to October 1 of each year, each district school board shall assure the first year of their Five-Year District Facilities Work Plan conforms to the current year school board approved Capital Outlay Budget.
2. Prior to March 1 of each year, all public school districts and community colleges shall provide construction cost information of educational facilities that were completed during the previous calendar year.
3. Prior to receiving fixed capital outlay funding pursuant to Section 1013.62, F.S. for any fiscal year, a district shall submit a Charter School Capital Outlay Plan for each eligible charter school.
4. On or before the third business day at the end of each month, all education agencies shall submit a monthly cash disbursement request for estimated project expenditures that will occur during the subsequent 30 days. Prior to the disbursement of funds, an encumbrance authorization request shall be submitted by the education agency and approved by the Department of Education.
5. Prior to February 15 and August 15 of each year, districts that have received Public Education Capital Outlay funding for Special Facility Construction projects pursuant to Section 1013.64 (2)(a), F.S., shall submit a reconciliation identifying the local funds available for the project.
6. Prior to February 1 of each year, all education agencies shall certify to the Department of Education that fixed capital outlay appropriations that became effective 31 months previously are under contract pursuant to Section 216.301(3), F.S. If appropriations are not under contract or committed, the affected education agencies shall provide a justification for exemption from the reversion of these funds. Justifications shall be in compliance with guidelines established by the Executive Office of the Governor.
7. Upon request annually, affected education agencies shall provide the Department of Education a justification for unexpended fixed capital outlay appropriation balances that were received more than three fiscal years previously. This justification should indicate why the funds are still needed by the education agency and why they have not been requested from the Department for disbursement to the agency.

Section 4.3 – Documents and submittals

Section 4.3 (1) (c) Construction projects of \$200,000 or more. For each construction project of \$200,000 or more, school districts and community colleges shall provide the following information to the Office of Educational Facilities:

- a. Prior to the completion of Phase III Construction Documents, information regarding the design firms for the project, plan review entity to be used for plan review, building official, construction techniques to be used to manage and construct the project, cost of construction, number of student stations, and building area.
- b. At the completion of the project the intended date of occupancy, certification of architect's and/or engineers inspection of the construction project, inspectors and building official's certification of inspection, information about the contractor and threshold inspector (if applicable), and construction cost information.