

Return **three copies** with original signatures as needed to:
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FLORIDA DEPARTMENT OF EDUCATION
Office of Educational Facilities

For OEF Use Only

**REQUEST TO STATE BOARD OF EDUCATION FOR APPROVAL OF ORDER
OF PRIORITY FOR EXPENDITURE OF STATE CAPITAL OUTLAY FUNDS**

Community/Junior College Name

In accordance with the provisions of the School Capital Outlay Amendment, Section (9)(d), Article XII, State Constitution, as amended, and of rules contained in Section 2.1(4), State Requirements for Educational Facilities (SREF), based thereon and relating to the order of priority of capital outlay projects financed from funds derived under the Amendment, approval of the State Board of Education is hereby requested for the attached project priority list of college capital outlay projects.

The District Board of Trustees of _____ Community/Junior College certifies that this list of projects and the order of priority assigned are based on (a) the current educational plant survey conducted in accordance with Section 1013.31(1), Florida Statutes, and Section 3.1, SREF, dated _____, as amended; (b) rules of the Florida Administrative Code relating to priority of projects, as set forth in Section 2.1(5), SREF; and (c) other pertinent information relating to capital outlay needs of the college.

As said funds become available, said Board proposes to implement these projects in the order given, subject to changes made by state law and the Florida Administrative Code.

Projects are placed in the proper category according to the following:

- I. Completed Projects - Once a Certificate of Final Inspection (CFI) has been issued or a project not requiring a CFI has been completed, the project is placed in the "completed" category. It is eligible for the expenditure of state capital outlay funds during the fiscal year in which the CFI was issued or the project completed, and for one additional fiscal year thereafter. After that, the project is no longer listed unless there are outstanding encumbrances. Completed projects are identified only by the project number and CFI or completion date, whichever is applicable.
- II. Projects Under Construction - Once a contract or purchase order has been executed for a project, the project is placed in the "under construction" category. It remains there until the CFI is issued or the project is completed, whichever is applicable.
- III. Planned Projects - While a project is in the planning stage and State Board of Education approval is being requested for the expenditure of state capital outlay funds, the project is placed in the "planned" category. It remains there until a contract or purchase order is executed for the project.
- IV. Deleted Projects - When no contract or purchase order has been executed for a project at the beginning of a new five-year educational plant survey or the Board of Trustees no longer wants to construct a project, the project is placed in the "deleted" category. Deleted projects are identified only by project number.

Adopted by the District Board of Trustees of _____ Community/Junior College on _____ 20_____.

ATTEST: _____

(See instructions on reverse)

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INSTRUCTIONS FOR PROJECT PRIORITY LIST (PPL)

- A. Project categories are listed in the following order: (1) Completed Projects, (2) Projects Under Construction, (3) Planned Projects, and (4) Deleted Projects. See cover sheet (DOE Page 1 of 3) for definitions of categories.
- B. Columns contain the following information:
- Column (1): Project Number – As designated by the college. Once a project has been completed or deleted, its number cannot be reused within a five-year period.
- Column (2): Priority Rating Letter – Assigned in accordance with Section 2.1(5)(e), SREF.
- Column (3): Project Description – Including site number and name, based on one or more current educational plant survey recommendations, including custodial and sanitation facilities, as needed. The recommendations, which comprise a project, are cited verbatim, from the survey report, in the project description. It is helpful to include the recommendation numbers as well.
- Column (4): Estimated Cost – As figured by the college.
- C. All projects included on the PPL are paid for partially or completely by funds accruing under the provisions of Section 9(d), Article XII, State Constitution, as amended. Such funds are referred to by various terms, often used interchangeably: (a) “COBI” – capital outlay bond issue funds, (b) “CO&DS” – capital outlay and debt service funds, (c) “SBE” – State Board of Education bond funds, and (d) “SCOA” – School Capital Outlay Amendment funds.
1. Projects must be recommended by the current educational plant survey, conducted in accordance with Section 1013.31(1), F.S., and Section 3.1, SREF.
 2. Projects must have a priority rating letter, as established by Section 2.1(5)(e), SREF.
 3. All “A” priority projects, which have first priority in eligibility for expenditure of funds, as named above, must be listed before any “B” priority projects are listed. “B” priority recommendation items may be included in an “A” priority project, providing the project includes a majority of “A” type facilities and is constructed under a single contract.
 4. “B” priority projects are eligible for expenditure of funds, as named above, after all “A” projects recommended in the current survey are under contract.
 5. Exceptions to priority requirements are explained in Section 2.1(5)(d)3., SREF.
- D. College-wide recommendations may be listed on the PPL as follows:
1. Life-Safety Corrections, pursuant to Chapter 5, SREF, may be aggregated and listed as one project.
 2. Modifications for Accessibility by Handicapped Persons, pursuant to Sections 553.501-553.513, F.S., may be aggregated and listed as one project.
 3. Replacement of Roofs and Membranes, pursuant to Section 423.12, FBC, may be aggregated and listed as one project.
 4. Replacement or Purchase of Equipment for Existing Facilities, pursuant to Section 2.1(5)(e)1.b., SREF, may be aggregated and listed as one project.
 5. Provision of Sanitation Facilities, pursuant to Section 423.16, FBC, may be aggregated and listed as one project, or may be included in individual projects.
 6. Provision of Custodial Facilities, pursuant to Section 423.20, FBC, may be aggregated and listed as one project, or may be included in individual projects..

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 ATTACHMENT: PROJECT PRIORITY LIST (PPL)

College _____

Date _____

(1) Project Number	(2) Priority Rating Letter	(3) Project Description	(4) Estimated Cost

Continue on additional sheets, as needed.
 OEF 217-CC (CO-4)

See instructions on DOE Page 2 of 3.
 DOE Page 3 of 3

College Page ___ of ___