

Return **three copies** with original signatures as needed to:

Office of Educational Facilities  
Florida Department of Education  
325 West Gaines Street  
1014 Turlington Building  
Tallahassee, Florida 32399-0400  
850-245-0494  
Fax : 850-245-9304

FLORIDA DEPARTMENT OF EDUCATION

**Office of Educational Facilities**

**REQUEST TO STATE BOARD OF EDUCATION  
FOR APPROVAL OF ORDER OF PRIORITY  
FOR EXPENDITURE OF STATE CAPITAL OUTLAY FUNDS  
(Florida College System)**

For OEF Use Only

\_\_\_\_\_  
Florida College System Institution Name

In accordance with the provisions of Section (9)(d), Article XII, of the Constitution of the State of Florida, as amended (referred to as the School Capital Outlay Amendment, “the Amendment”), and of rules of the State Board of Education 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 \_\_\_\_\_ College certifies that this list of projects and the order of priority assigned are based on (a) a survey as set forth in Section 1013.31, F.S., 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, the said Board proposes to implement these projects as nearly as practicable 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** - Once a Certificate of Final Inspection (OEF Form 209, “certificate”) has been issued or a project not requiring a certificate has been completed, the project is placed in the “completed” category. The project will be eligible for the expenditure of state capital outlay funds during the fiscal year in which the certificate was issued or the project completed, and for one additional fiscal year thereafter, after which it should not be listed unless there are outstanding encumbrances. Completed projects are identified only by the project priority list number and date of the certificate or completion date, whichever is applicable.
- II. **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 certificate is issued or the project is completed, whichever is applicable.
- III. **Planned** - 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** - 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 \_\_\_\_\_ College on \_\_\_\_\_ 20\_\_\_\_.  
(date)

ATTEST: \_\_\_\_\_  
(President)

(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, (2) under construction, (3) planned and (4) deleted. See cover sheet (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 SREF, Section 2.1(5)(e).
- 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, of the Constitution of the State of Florida, 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 SREF, Section 3.1.
  2. Projects must have a priority rating letter, as established by SREF, Section 2.1(5)(e).
  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. One or more “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. Projects assigned a “B” priority 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 SREF, Section 2.1(5)(d)3.
- D. Collegewide recommendations may be listed on the PPL as follows:
1. Lifesafety corrections, pursuant to SREF, Chapter 5 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, Florida Building Code, may be aggregated and listed as one project.
  4. Replacement or purchase of equipment for existing facilities, pursuant to SREF, Section 2.1(5)(e)1.b., may be aggregated and listed as one project.
  5. Provision of sanitation facilities, pursuant to Section 423.16, Florida Building Code, 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, Florida Building Code, may be aggregated and listed as one project, or may be included in individual projects.

**REQUEST TO STATE BOARD OF EDUCATION  
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ATTACHMENT: PROJECT PRIORITY LIST (PPL)**

College \_\_\_\_\_

Date \_\_\_\_\_

| (1)<br>Project<br>Number | (2)<br>Priority<br>Rating<br>Letter | (3)<br>Project<br>Description | (4)<br>Estimated<br>Cost |
|--------------------------|-------------------------------------|-------------------------------|--------------------------|
|                          |                                     |                               |                          |

Continue on additional sheets, as needed.

See instructions on page 2 of 3.

