

## LOCAL FACILITIES PLAN (LFP) DEVELOPMENT PROCESS

**ALL WORK WILL BE DONE IN VERSION 2 IN COPS PLANNING UNLESS YOU ARE NOTIFIED OTHERWISE BY THE FACILITIES CONSULTANT.**

**FACILITY PLANS ARE DEVELOPED BY BUILDING, BY FACILITY, BY DISTRICT.**

### 1. June

- A. Recommend resolution to BOE requesting assistance from DOE in preparing new local facilities plan (LFP). Resolution is provided by Facilities Consultant.
- B. Provide BOE with information regarding process.
- C. Ensure an agreement is in place for architectural services, and that expectations to meet schedule deadlines are clearly communicated.
- D. Ensure that the architect is included by district for access to COPS (Directions previously provided.).
- E. Begin to define likely projects for next five years, and how to best involve the BOE in decision making. Is there new construction to be considered; buildings and/or facilities to be phased out? Will Modernization be a funding source for which the district will seek to qualify? What is the likely priority by which projects will be initiated?

Note: Not a part of the LFP process, but to be considered. Does the district plan to make application for FY 18 Entitlement funds in July?

### 2. July

Contact Architect.

- A. Schedule a date for review of all facilities including walk-through to occur in July.
- B. Inform architect of any projects or improvements considered for initiation in the next five years. Ask that they be included in cost estimates regardless of funding source. This would include facilities for administration, athletics, transportation, furniture, technology, and any other regardless of eligibility for Entitlement funding. Architect will enter all cost estimates into COPS software. **Most often the activities that delay completion of the new LFP are the review and entry of needs by the architect into COPS Planning.**

- C. Arrange for all floor plans to be reviewed, updated, and provided in PDF format to the Facilities Consultant if there are changes. Existing floor plans are available in COPS Planning (inventory/docs/1).

### 3. August

#### District Contact

Begin the process of correlating floor plans to inventory in COPS Planning noting any changes that have occurred in past four years. Do not ask school-level personnel to complete this task without guidance from district contact. Inventory should reflect for what the space was constructed originally which may not necessarily be present use. Example, a 750 SF classroom constructed for K-3 space may now house a Parent Coordinator. In the inventory, it should be listed as a K-3 classroom. Do not change numbering system already in inventory regardless of decisions made at the building level. In most instances, changes to the existing inventories of facilities are not necessary. Consider if any modifications and/or new construction has occurred in the past four years. If so, verify that inventories reflect changes.

Note: Existing inventories to be checked against floor plans can be printed from COPS (LFP Report/Inventory Summary by Facility/Run Report). The district contact can make changes, or they can be communicated to the Facilities Consultant for change.

### 4. September

#### District Contact

Complete inventory correlation to floor plans. Notify Facilities Consultant for review. Once the inventory has been reviewed by the Facilities Consultant, the Atlanta office will be notified. A PDF of each floor plan will be reviewed by a second employee of the DOE Facilities Unit for correlation to the inventory in COPS as a quality control measure.

### 5. October

#### Architect

All cost estimates completed and entered into COPS.

#### District Contact

All information under Plan Overview tab in COPS Planning should be reviewed and necessary updates and/or changes completed. Changes can be made by clicking Edit, making changes, clicking Save. Needs should be assessed and priorities established for inclusion under the Total Need tab in COPS Planning.

6. November

Prior to the Thanksgiving holidays and after a thorough review, the superintendent should certify a draft copy of the new LFP. This is done in COPS (Certification/check all boxes, click Submit/notify Facilities Consultant), and puts into motion a thorough review of the draft LFP in the Atlanta office. Once the review is completed, the draft plan is certified by the Atlanta office.

Note: It is assumed that during the course of the development of the new LFP the superintendent is informing the BOE of on-going planning, seeking input as needed, and including the BOE in identifying needs.

7. December

After receiving the approved plan from DOE, the superintendent and Facilities Consultant shall identify a date, time, and place for hosting a Survey Team to review the new LFP.

8. January

The Facilities Consultant organizes a review of the plan by a survey team. The survey team, usually composed of four district-level administrators from area districts, reviews the LFP offering comments and considering recommending approval to the district's BOE.

9. February

The superintendent recommends the new LFP to the BOE for approval. Once approved, the plan in hard copy form is provided to the Director of the DOE Facilities Unit who will at a subsequent State BOE meeting recommend approval.

10. July 1, 2017

Effective date for new LFP that will be in effect until June 30, 2021. It can be amended, or a new plan can be requested at any time.