

Master Plan Welcome Screen

February 1, 2024, Master Plan Update

Master Plan Update / Preliminary Master Plan Instructions

The web tool contains help screens/instructions to assist districts in completing the district's Master Plan Report Master Plan Update / Preliminary Master Plan.

The following Master Plan tabs must be addressed with required information entered and/or uploaded (as instructed). Expand planning tree (*top left portion of district web tool screen*).

The web tool contains help screens to assist districts in completing the district's Master Plan Report.

- Tab 1 Update District information, update school information, update building information, update condition survey for campus and buildings. (Web Tool Entry – If changed) Master Plan Rule 5.02.3 and 6.02. NOTE: As of February 1, 2024, much of the “Building Overview” / “School Overview” tabs are locked. Any further changes to building information must be made by the division after a formal request from the district superintendent and division verification/approval. Districts may still change Utilization, add Utilization Note, mark buildings/campuses for deletion, and enter new buildings/additions. Non-facility information such as principals, e-mails, etc. will still be available for district editing as will the condition surveys. All additions to buildings/campuses should be listed individually. Check and correct/update all building uses, square feet, etc.

Per Act 935 of 2017, District must also include *"An update in a format prescribed by the division of any new public school facilities, as defined in 6-21-803, constructed since the last master plan submission, including individual room types and sizes."* A room data spreadsheet is located on the "Rooms" tab of each addition and must be completed for any new construction since the last master plan submission unless previously submitted as part of the plan review. Please e-mail the completed Excel spreadsheet to the appropriate Area Project Manager - Planning and Construction.

Per Act 542 of 2017, districts must indicate utilization of facilities. See [Commission for Arkansas Public School Academic Facilities and Transportation Rules Governing Right to Access to Unused or Underutilized Public School Facilities and the Sale or Lease of Public School Facilities](#) (12/31/18). Utilization is noted at the campus, building and addition level.

- Tab 2. Board Resolution approving master plan (Web Tool Upload) Master Plan Rule 4.02.1
- Tab 3. Public hearing report with public comments and public sign in sheet (Required Web Tool Upload) Master Plan Rule 4.05.1
- Tab 4 District Enrollment (*Optional Web Tool Upload - Required only if district does not agree with division enrollment projections and is submitting district generated enrollment projections for consideration*). Districts wishing to submit enrollment projections different from the Division's projections must provide factual justification and must complete district generated enrollment projections for K-12 over the next 10 years. Please contact Division for assistance. District enrollment projections are subject to division review and acceptance. Master Plan Rule 5.02.2
- Tab 5 Community and District Profile Report (*Optional Web Tool Upload*) Master Plan Rule 5.02.3

- Tab 6 Narrative Summary and Building Fund Balance (*Required Web Tool Upload*) per Master Plan Rule 4.03.10, 4.04.2, et al.
- Tab 7 Insurance Coverage (*Required Web Tool Entry for insurance minimums **AND** Required Statement of Values Web Tool Upload*). SOV must clearly state at a minimum of at least 90% replacement coverage for any facilities eligible to receive facilities assistance per Property Insurance Rule 3.05. **It is very important to ensure that SOV and district report lists are in agreement and square footage is accurate.**
- Tab 8 Identification of Access Issues (ADA) (*Required Web Tool Upload*) Master Plan Rule 4.03.6 By February 1, 2024, all public schools will include in the master plan an assessment of all public school facilities with respect to compliance with ADA Act of 1990, with an emphasis on school buildings constructed before 2004. The assessment may include a transition plan (if non-accessibility issue is found) establishing steps necessary to ensure ADA compliance. ACT 987 became law 7/28/21
- Tab 9. Custodial Scheduled Activities (Required Web Tool Entry AND Upload) Master Plan Rule 4.03.1
- Tab 10. Maintenance, Renovation, Repair Scheduled Activities, upload Statement of Assurance (Required Web Tool Entry AND Upload) Master Plan Rule 4.03.2. Per Act 933 of 2019, school district use of CMMS shall include without limitation 1) Entering/tracking all reactive/preventative work orders; 2) Entering preventative maintenance schedules; 3) Documenting reactive/preventative work; 4) Scheduling state mandated inspections.
- Tab 11. Preventative Maintenance (Required Web Tool Entry AND Upload) Master Plan Rule 4.03.3
- Tab 12 Project Replacement Schedule for WSD Systems (*Required Web Tool Entry Condition Surveys*). Report can be generated upon completion of the site, building condition, and addition surveys per Master Plan Rule 4.03.5.
- Tab 13 Committed Projects (*Required Web Tool Entry - Update Status of All District Projects*), Master Plan Rule 4.03.7.
- Tab 14 Planned New Construction Projects (*Required Web Tool Entry - Add Facility Projects as needed*) per Master Plan Rule 4.03.9.
- Tab 15. Annual Expenditures for Maintenance/Repair and Capital Outlay (Required Web Tool Upload. Document must distinguish between academic and non-academic expenditures.) Master Plan Rule 4.03.4

Notes: To assist districts in capital planning, a building/site survey has replaced the Tab 12 system replacement date input screen. A site level survey is accessed by selecting a school campus, then clicking on the "Condition - Site" tab. A building level survey is accessed by selecting each building addition within a school campus and clicking the "Condition - Building" tab. Selecting the question mark next to a system provides guidance on assessing condition for that item.

Districts are reminded to review Act 542 of 2017 when preparing the district's master plan (*Underutilized/Unused Buildings*). The notes section should explain the underutilization, what the building is currently being used for, whether the building is listed in the master plan and project to be demolished as part of a project, etc. All underutilized/unused buildings must be indicated as such in the district's master plan. Act 542 of 2017 also provides requirements for disposing of any public school facility (leasing, demolishing, selling, etc.).

Partnership Program Funding Applications


1. From the master planning tree, click on District Projects (Tabs 13 & 14)
2. Click on the pencil icon to the right of the existing project (to submit existing projects or select 'New Project'.
3. Select "Submit as Partnership Project"
4. Complete ALL fields of ALL tabs
5. Upload ALL required documentation.

Projects to be submitted in 2024 for Partnership Program funding MUST include ALL required PORs, schematics, resolutions and other documents as required by rule. (New, planned projects are entered by selecting "District Projects". Selecting the Submit for Partnership Program button reveals additional tabs which MUST be fully completed. Upload required supporting documents to the "Documents" tab within the project application screens) See Partnership Program Rules for complete, detailed information.

Applications must be completed by 4:30 PM Central Time March 1, 2024

**Refer to Master Plan Rules and Partnership Program Rules for details. Districts are encouraged to call the Division offices with any questions or concerns.

The web tool contains help screens to assist districts in completing the district's Master Plan Report and Partnership Project applications. Districts are also encouraged to call the district's Area Project Manager for additional assistance, if needed.

Help screens are present in the lower-left pane of the main web interface, or wherever there is an  icon