



MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION  
 OFFICE OF COLLEGE AND CAREER READINESS  
**AREA CAREER CENTER CONSTRUCTION PROJECT SURVEY**

SCHOOL DISTRICT NAME	COUNTY-DISTRICT CODE
DISTRICT CAREER EDUCATION CONTACT	FORM DUE DATE

**DIRECTIONS**

1. The survey should be mailed to: Coordinator, Career Education, Office of College and Career Readiness, Department of Elementary and Secondary Education, P.O. Box 480, Jefferson City, Missouri 65102-0480.
2. Questions regarding the construction or renovation of career education facilities should be forwarded to: Coordinator, Career Education, Office of College and Career Readiness, Department of Elementary and Secondary Education, P.O. Box 480, Jefferson City, MO 65102-0480, or (573) 751-3500.
3. The survey, reimbursement, and other forms are available on the Department's website at [dese.mo.gov/divcareered/forms.htm](http://dese.mo.gov/divcareered/forms.htm). These forms will be available as Microsoft Word or PDF documents.

**Type of Construction Request:**

- New Facility
- Addition to Existing Facility
- Renovation of Existing Facility
- Other (Explain)

**Letters of Legislative Support:**

- Representative
- Senator

**Fiscal Year (FY) Construction/Renovation Begins**

**FY**

**Fiscal Year (FY) Construction/Renovation Completed**

**FY**

**CONSTRUCTION/RENOVATION COSTS**

	<b>FY</b>	<b>FY</b>	<b>FY</b>
<b>Site Acquisition</b>			
<b>Site Development</b>			
<b>Architectural Fees</b>			
<b>Construction Costs</b>			
<b>Equipment Costs</b>			
<b>Other Costs (Describe)</b>			
<b>Total Cost</b>			
<b>Total State Funds Requested</b>			

**Rationale:** Provide a written description of existing facilities and the limitations of these facilities for the current delivery of career education services in the district/community college. Explain how the new construction, additional facilities, or renovation will improve the delivery of career education services.

**Description:** Provide a complete description of the new/additional facilities or renovation proposed for funding. Include the career education programs housed in the facility, square footage, and a detailed floor plan. Description should also include the type of construction, number of classrooms or shops, parking, utilities, roads, etc.

**Funding:** Detail how the district will provide fifty percent (50%) of the total construction costs. Acceptable sources of matching funds are:

- A bond issue specifically worded to include the area career center construction project; or
- Existing district reserves specifically designated by the local board of education or curators; or
- Other local donations, such as business and industry; or
- Other: Please describe in detail

Please describe the details of matching fund sources in the space provided below.

**Local Approval:** I hereby certify that the construction project described herein has been approved by the governing board of the district/community college and assure to the State that matching funds of fifty percent (50%) of the total construction costs will be provided from local sources. The district agrees that funds for this construction project are contingent upon the authorization by the Missouri legislature and approval of the Governor.

Signature of Chief Administrator	Date

## Area Career Center Construction

The Department of Elementary and Secondary Education has the authority to request funds for the construction or renovation of area career centers. Construction authorized under this authority includes the building of new facilities and additions to or renovation of existing facilities. Construction projects may also include equipment that is built into or permanently attached to the facility.

The process for area career center construction is as follows:

Initial Notice: The Office of College and Career Readiness will formally request area career center project surveys from school districts and appropriate community colleges at least once annually.

Area Career Center Construction Surveys: Each school district or appropriate community college must complete an *Area Career Center Construction Project Survey* and return it to the Office of College and Career Readiness. The survey describes the nature of the construction request, the funding required, and assurances that the district or appropriate community college has the required fifty percent (50%) local matching funds.

State Notification: The *Area Career Center Construction Projects Survey* is reviewed by appropriate Department staff. An official notification will be forwarded to the school district or appropriate community college. The notification means the Department of Elementary and Secondary Education will include the request in the budget cycle for the next fiscal year.

Budget Process: The request must go through the legislative process and funds must be appropriated. This process includes:

- Inclusion in the Governor's recommendations.
- Introduced and passed by the House of Representatives.
- Introduced and passed by the Senate.
- Truly Agreed To and Finally Passed version of the bill signed by the Governor.
- Funds available July 1 of the next fiscal year.

The Department of Elementary and Secondary Education is responsible for the disbursement of funds. This disbursement is usually done twice during the fiscal year, September and January, with the school payments. School districts or appropriate community colleges should submit only one *Area Career Center Construction Projects Survey* each fiscal year.

Final payment for the construction project must include a Construction Form 3, which details all of the project expenditures, including invoice and check numbers. The final determination on matching funds will be based on this document and the district or community college annual compliance audit conducted by an independent auditor.

All equipment purchased with State funds meeting the \$1,000 unit cost requirement for inventory purposes must be incorporated into the school district or appropriate community college inventory system for 3 years.

When the school district or community college ceases using an existing facility for providing career education under the terms of the original construction of the facility, the district or community college must depreciate the facility following State established guidelines. Funds realized from the depreciation of the old career education facility will be reduced from the State share of the construction project.



**AGREEMENT COVERING CONSTRUCTION OF AN AREA  
 CAREER EDUCATIONAL FACILITY**

CONSTRUCTION 1

FISCAL YEAR ENDING JUNE 30, _____	CO. DISTRICT CODE	LOCAL EDUCATION AGENCY (LEA)	
AREA CAREER CENTER CONSTRUCTION	PROJECT CODE	MAILING ADDRESS	
AREA SCHOOL NAME		CITY	ZIP CODE

The above named LEA has been designated as an area career education center school by the State Board of Education and having thereby established eligibility for state and/or federal funds provided for the construction of area career education center school facilities and having officially applied for such funds to be used to share in the cost of a facility to be used for area career education purposes, makes the following representations and agreements.

1. Sufficient funds are available or have been approved by the electorate of the LEA to meet the local share of the cost of the facility.
2. The LEA has, or shall obtain, a fee simple or such other estate or interest in the site, including access thereto, as is sufficient to assure undisturbed use and possession of the facilities for not less than the useful life of the facilities.
3. The acquisition of land and buildings is the responsibility of the LEA. The LEA shall designate three appraisers to make a recommendation to the local unit on utility and purchase price of the land and/or building(s). The LEA shall submit the final proposal to the Department for approval.
4. The LEA shall adhere to all state regulations governing construction of public facilities and shall include all applicable state requirements concerning labor standards according to the Labor Laws of the State of Missouri in all construction contracts.
5. The LEA shall submit reasonable and necessary documentation requested by the Department to the Coordinator, Career Education.
6. The LEA shall submit to the Coordinator, Career Education, for approval of any changes that materially alter the scope or cost of the project, use of space, or functional layout.
7. If federal career education funds are to be expended on the project, the LEA shall:
  - a. Comply with all rules and regulations of the Act, and
  - b. Cooperate with the Department in the preparation of the application for the acquisition of project approval from the United States Department of Education.
8. If federal career education funds are not available for the project, but other federal funds are available, the LEA shall:
  - a. Comply with all rules and regulations governing the available funds, and
  - b. Cooperate with the Department in the preparation of the application for the acquisition of the available federal funds.
9. It is understood that this agreement is void if the construction contract(s) is not awarded or the purchase agreement(s) is not entered into by June 30, \_\_\_\_\_.

10. The Department of Elementary and Secondary Education hereby agrees to provide funds in the amount as shown in item 12, but not to exceed 50% of the actual cost of the project.

11. The estimated project expenditures and allotments of state and/or federal funds are to be as follows:

**TO BE COMPLETED BY SCHOOL DISTRICT**

**Estimated Expenditures**

Construction of New Building(s)	\$
Expansion Remodeling or Alteration of Existing Building(s)	\$
Acquisition of Land	\$
Site Grading and Improvement	\$
Architect and Engineering Fees, etc.	\$
Equipment Included in Project (separate approval required)	\$
<b>Total Estimated Expenditures</b>	<b>\$</b>

**FOR STATE USE ONLY**

**Source of Funds**

Federal - Career Education	\$
Federal - Other	\$
State	\$
Local	\$
<b>TOTAL</b>	<b>\$</b>

CHIEF ADMINISTRATOR		DATE
<b>APPROVED</b> ▶	COORDINATOR, CAREER EDUCATION	DATE



STATE OF MISSOURI  
 DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION  
 OFFICE OF COLLEGE AND CAREER READINESS  
 P.O. BOX 480, JEFFERSON CITY, MISSOURI 65102-0480

60-110-006  
 (10-11)  
 CONSTRUCTION FV-2

**REQUEST FOR FUNDS FOR CONSTRUCTION**

FISCAL YEAR ENDING JUNE 30 _____	CO. DISTRICT CODE	LOCAL EDUCATION AGENCY (LEA)	
AREA CAREER CENTER CONSTRUCTION	PROJECT CODE	MAILING ADDRESS	
AREA SCHOOL NAME		CITY	ZIP CODE

The above named LEA hereby requests a payment of funds allocated to it for the purpose of construction of a career education facility.

It is understood that all expenditures relating to this project will be properly accounted for and maintained by the LEA. Invoices are only to be submitted if instructional equipment is purchased.

**INSTRUCTIONAL EQUIPMENT ITEMS FOR WHICH REIMBURSEMENT IS CLAIMED**

DATE PURCHASED	FROM WHOM PURCHASED	DESCRIPTION OF ITEM (PLEASE ATTACH INVOICES)	EXPENDITURE	CHECK NO.
			\$	
			\$	

1. PROJECT EXPENDITURES OR PAYMENTS TO DATE	
2. PREVIOUS REIMBURSEMENT PAYMENTS FROM STATE OFFICE TO DATE	
3. FUNDS TO BE PAID ON THIS REQUEST	

**CERTIFICATION**

I hereby certify that the information reported herein is correct to the best of our knowledge and belief.

CHIEF ADMINISTRATOR'S SIGNATURE	DATE
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**FOR STATE OFFICE USE ONLY**

DISTRICT CODE	SEC. CODE	SCH. CODE	PROGRAM CODE	AREA CODE	YEAR PAID	YEAR CHG.	PUR-POSE	SOURCE	STATE AMOUNT	FEDERAL AMOUNT	EXPENDITURE	REIMBURSEMENT
										PAYMENT NO. ____ OF ____	APPROVED	



**REQUEST FOR FINAL PAYMENT OF FUNDS FOR CONSTRUCTION**

**INSTRUCTIONS:**  
 Submit one copy to Coordinator, Career Education.

FISCAL YEAR ENDING JUNE 30, _____	CO. DISTRICT CODE	LOCAL EDUCATION AGENCY (LEA)	
AREA CAREER CENTER CONSTRUCTION	PROJECT CODE	MAILING ADDRESS	
AREA CAREER CENTER NAME		CITY	ZIP CODE

**SUMMARY OF EXPENDITURES**

PURPOSE (Report Detailed Expenditures on Following Pages and Summarize Below)	AMOUNT EXPENDED
Building Construction Costs (from page 2)	\$
Acquisition of Land (from page 3)	\$
Site Grading and Improvement (from page 3)	\$
Architect, Engineering Fees, etc. (from page 3)	\$
Equipment (from page 4)	\$
<b>Total Cost of this Project</b>	<b>\$</b>

**CERTIFICATION**

I hereby certify that the information reported herein is correct to the best of our knowledge and belief.

CHIEF ADMINISTRATOR SIGNATURE	DATE
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**REIMBURSEMENT SUMMARY - FOR STATE USE ONLY**

State Amount Approved	\$
Previous Payment to School District	\$
Final Payment Due School District	\$

**FOR STATE OFFICE USE ONLY**

COUNTY DISTRICT	SECTION CODE	SCHOOL CODE	PROGRAM CODE	AREA CODE	YEAR PAID	YEAR CHG.	PURPOSE	SOURCE	STATE AMOUNT	FEDERAL AMOUNT	EXPENDITURE	REIMBURSEMENT
									\$	\$	\$	\$
									\$	\$	\$	\$
									\$	\$	\$	\$
									\$	\$	\$	\$
									\$	\$	\$	\$
									\$	\$	\$	\$

APPROVED BY \_\_\_\_\_



NAME OF CONTRACTOR	DATE PAID	VOU. NO. OR REF.	CHECK NUMBER	AMOUNT PAID
<b>TOTAL ▶</b>				<b>\$</b>

TO WHOM PAID	DATE PAID	VOU. NO. OR REF.	CHECK NUMBER	AMOUNT PAID
ACQUISITION OF LAND				
<b>TOTAL ▶</b>				<b>\$</b>
SITE GRADING AND IMPROVEMENT				
<b>TOTAL ▶</b>				<b>\$</b>
ARCHITECT, ENGINEERING FEES, ETC.				
<b>TOTAL ▶</b>				<b>\$</b>

DATE PURCHASED	NAME OF VENDOR	DATE PAID	VOU. NO. OR REF.	CHECK NUMBER	AMOUNT PAID
				TOTAL ▶	\$