



## **APPLICATION DEVELOPMENT**

Before an application may be submitted for a project, a local school system shall have a Local Facilities Plan approved by the local and state boards of education and the project must be identified in the approved facilities plan as a need. School systems eligible to submit a capital outlay application should be guided by the following steps:

- have title to the property for the project location
- identify cost estimates in the local facilities plan adjusted to current construction costs as necessary
- identify type of application according to eligibility (Regular, Regular Advanced, Growth, Low Wealth)
- coordinate with the instructional program to determine if adjustments should be made in the facilities plan and revise program pages if needed
- determine state funds, required local funds, and additional funds to cover the cost of the project
- select level of funding for participation
- secure local board approval and appropriate signatures; date and submit to the State Department of Education – Facilities Section for review