

**RULES AND REGULATIONS OF THE SCHOOL FACILITIES  
COMMISSION**

**CHAPTER 5  
FIVE-YEAR PLANS AND UPDATES,  
FORMAT AND GUIDELINES**

**Section 1. Authority; Scope.**

(a) This chapter is promulgated pursuant to W.S. 21-15-114(a)(xiv) (general rulemaking authority) and W.S. 21-15-116, which requires the commission to adopt rules and regulations to (i) specify the form and format of the long-range comprehensive school building and facility five year plan / update, and (ii) provide guidelines on a district's development of its five-year plan / update.

(b) The format for the five year plan / update is intended to assist districts in collecting data, identifying needs, developing and assessing alternative solutions, and developing plans to implement approved solutions.

**Section 2. Format for Five-Year Plan / Update.**

(a) On or before July 1, of each year, all districts shall prepare their five year plan and subsequent updates in a format consistent with, and on forms outlined in chapter 4 of these rules and regulations. Each five year plan / update shall include the following:

- (i) A general description of the community served by the district;
- (ii) A general description of the district;
- (iii) A map of the district, showing the location of all school buildings and facilities (by inset where appropriate to the scale) and the boundaries of the taxable area of the district;
- (iv) A descriptive inventory of each and every school building and facility located in, owned, leased, operated, or otherwise used for educational purposes by the district;
- (v) A description of the manner and extent of the community's involvement in the district's operations and planning process;
- (vi) For each school building or facility identified in the inventory, the educational capacity and utilization of the school building or facility;
- (vii) A detailed description (including appropriate tables and charts) of the enrollment projected in the district for all grades and ages served by the district, providing the bases for all demographic and other assumptions made in rendering such projections;
- (viii) Development of the five year plan / update outlining:

(A) Changes in the educational capacity due to enrollment growth or decline;

(B) Current and projected structural condition of each school building or facility identified in the district's inventory;

(C) Current and projected educational suitability of each school building or facility identified in the district's inventory;

(D) Current and projected technological readiness of each school building or facility identified in the district's inventory;

(E) Current and projected ADA compliance/accessibility of each school building or facility identified in the district's inventory;

(F) Current and requested site improvements for each school building or facility identified in the district's inventory;

(ix) For each capital construction project requested in the five year plan/ update:

(A) Identification of the particular remedy or remedies required;

(B) Land requirements, including the status and means of site identification, suitability, and selection;

(C) Cost estimates, including details of any construction addendums, bid solicitations, design work, bid prices; and breakout for labor and materials including a schedule of values;

(D) A detailed timeline for commencing and completing the project;

(x) District summary;

(xi) Five-year summary;

(xii) District facilities improvement history;

(xiii) Such other information the district determines to be relevant for the commission's understanding of the district's needs and projections.

(xiv) Such other information required by the commission.

(xv) All information submitted in the five year plan/update shall be certified by the district superintendent.

(b) A plan shall not be considered to be complete unless and until the district has provided all of the information and other materials required under this section.

(c) The commission shall designate a member of the commission or its staff to assist a district in preparing its plans and shall inform each district of the name and contact information of the person so designated. Such persons may assist more than one district and is not an exclusive representative or agent of or to the district.

### **Section 3. Review and Approval.**

(a) A district shall submit only complete plans and annual updates to the commission. Should the commission determine that a submission is incomplete; the district shall be informed promptly of the deficiencies needing correction so that the submission can be completed. The district shall have fourteen (14) days following notification to resubmit their plan or annual update.

(b) The commission will not review, modify, or reject any incomplete submission.

(c) If a submission is complete and received by the commission on or before the applicable deadline, the commission shall review the submission. If the commission accepts a completed submission without modification, it shall so inform the district in writing. If the commission rejects a completed submission without modification, it shall inform the district in writing, identifying reasons for the rejection. The district shall have sixty (60) days from the date of rejection to submit a modified plan. If the modified plan is not submitted or is not acceptable, the commission shall modify the plan in accordance with its review. The district shall have the right to request a hearing before the commission within thirty (30) days of receipt of the commission's modified plan.

(d) If the commission determines that a completed submission requires modification, it shall notify the district of the proposed modifications and afford the district an opportunity to be heard on whether the modifications are consistent with the commission rules and regulations. The notice shall inform the district that it may request a hearing within thirty (30) days of receipt of the notice. If the district has not submitted a written request for a hearing within the 30-day period, the district's plan shall be deemed to have been modified in all respects proposed by the commission.

(e) If a district submits a written request for a hearing within the 30-day period, the hearing shall be scheduled for the earliest opportunity consistent with chapter 3 of these rules and regulations.