First Act 34 Hearing: Draft Advertisement & Booklet

Review Checklist

District/AVTS: Project No.:

School Name: PDE Reviewer:

Contacts: Review Date:

# Hearing Advertisement:

[ ]  Made part of hearing booklet.

[ ]  Hearing date and time (not on Saturday, Sunday, Holiday).

[ ]  Identify as a hearing and not as a meeting/debate.

[ ]  Hearing location including street address.

[ ]  Type of facility to be constructed.

[ ]  Maximum Project Cost (MPC) matches Board Resolution and D03 form.

[ ]  Maximum Building Construction Cost (MBCC) matches Board Resolution and D20 form.

[ ]  Publish in local newspaper at least 20 calendar days prior to date of hearing.

[ ]  Hearing booklet available at least 20 calendar days prior to date of hearing.

[ ]  Manner by which an interested party can gain agenda time at hearing.

[ ]  Public comment procedures at hearing (in-person and/or online formats?).

[ ]  Procedure for submitting written comments after hearing.

[ ]  Provide at least 30 calendar days after hearing to submit written comments. (30th day not a Saturday, Sunday, Holiday)

# Hearing Booklet:

[ ]  Hearing agenda and public comment procedures (in-person and/or online formats?).

[ ]  Act 34 laws and regulations causing need for hearing.

[ ]  Narrative describing need for project.

[ ]  Summary of buildings/sites owned by district/avts (A09 matching Part 1’s info).

[ ]  Options considered/evaluated (project one of these options & why chose this option).

[ ]  Narrative describing project and project building’s features.

[ ]  Project’s site plan (may omit if security concerns).

[ ]  Project building’s floor plan (may omit if security concerns).

[ ]  Project costs (D02, D03, D04, D20).

[ ]  Project’s Act 34 referendum calculation (recommended)(D21, D22, D23).

[ ]  Financing alternatives with cost analysis.

[ ]  Financing alternative chosen & why.

[ ]  Financing cost and millage impact.

[ ]  State reimbursement estimate and impact on financing costs.

[ ]  Financing indirect costs and millage impact (staff, operation, transportation).

[ ]  Financing direct & indirect cost’s net effect on millage impact (must provide value of mill)

[ ]  Debt service schedule(s)(must be original issue/not refunding)(connect to D03 info).

[ ]  Signed/dated Board Resolution (must authorize MPC & MBCC).

[ ]  Booklet to news media for their “14 day prior to hearing” release?

[ ]  Booklet’s pagination ok and match Table of Contents page?

# General:

[ ]  Relevant Code Sections (7-701.1, 21.53, 21.62, 349.1, 349.12, 349.13)

[ ]  Items mentioned in multiple places, say same thing?

[ ]  Consistent with Part I architectural review conference info?

[ ]  Issue review memo