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