Second 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.

[ ]  Purpose of the hearing (informing the public about the difference between estimated project costs and costs based upon the desired bid award).

[ ]  Maximum Project Cost based on desired bid award (G03 form, Line I).

[ ]  Maximum Building Construction Cost based on desired bid award (G12 form, Line C).

[ ]  First hearing’s date, time, location.

[ ]  Publish in local newspaper prior to date of hearing.

[ ]  Hearing booklet available 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. (no Saturday, Sunday, Holiday deadlines).

# Hearing Booklet:

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

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

[ ]  Brief description of the project and changes, if any, since first hearing.

[ ]  Update/explanation of all project costs, including but not limited to, inclusion of the G02 – 4, G12 – 13 forms.

[ ]  Explanation of the differences between the estimated project costs and costs based on desired bid award.

[ ]  Update/explanation on how increased project costs (based on desired bid award) effect:

[ ]  Financing alternatives.

[ ]  Financing alternative chosen & why.

[ ]  Financing costs and millage impact.

[ ]  Debt service schedule(s).

[ ]  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

[ ]  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 2 architectural review conference info?

[ ]  Issue review memo