

Building Tennessee's Tomorrow: Anticipating the State's Infrastructure Needs

July 2004 through June 2009

Appendix C: Inventory Forms

Two separate inventory forms were used to collect data for the July 2004 through June 2009 Public Infrastructure Needs Inventory on which this report was based. The General Inventory Form is used to record information about the need for new or improved infrastructure, including new schools. The Existing Schools Inventory Form is used to record additional information about the conditions and facility needs at existing public schools from kindergarten through high school.

Survey forms from the United States General Accounting Office (GAO) provided the original model for the forms used in the first inventory of infrastructure needs in Tennessee during 1997. Since that time, the inventory form has been further customized to best meet the requirements of Chapter 1101, Public Acts of 1998, and Chapter 672, Public Acts of 2000 (see Appendix A).

Staff from Tennessee's nine development districts use the inventory forms to gather information for the inventory from local government officials and agencies in each county. They include at a minimum

- ✓ *county executives,*
- ✓ *mayors,*
- ✓ *local planning commissions,*
- ✓ *local public building authorities,*
- ✓ *local education agencies,*
- ✓ *utility districts, and*
- ✓ *county road superintendents.*

TACIR has tried to strike a balance between requiring sufficient information to satisfy the intent of the law and creating an impediment to local officials reporting their needs. By law, the inventory is required of TACIR, but it is not required of local officials. Local officials may decline to participate without penalty; similarly, they may provide only partial information, making comparisons across jurisdictions difficult. But with each annual inventory, participants have become more familiar with the process, and more supportive of the program.

Extensive efforts are made to ensure that the information collected is accurate and meaningful. Development district staff work closely with local officials to make sure they are accurately capturing information. After development district staff enter information into the inventory database, there are extensive quality control programs run to make sure information is entered correctly and is internally consistent.

With each inventory, TACIR staff assesses the potential for over or underreporting by comparing reported needs to indicators of need, such as county size and population, and to factors related to ability to fund infrastructure, such as taxable property and sales.



State of Tennessee
Tennessee Advisory Commission on Intergovernmental Relations
General Public Infrastructure Needs Inventory Form
Includes K-12 New School Construction & System-wide Needs



Include projects needed to be in some stage of development at any time between July 1, 2004, and June 30, 2024.
 Record all information based on the project status as of July 1, 2004.

Each project must involve a cost of fifty thousand dollars (\$50,000) or greater to be included in this inventory.

1. Project Number: _____
 An eight-digit alphanumeric identifier that is auto generated by the development district during data entry.

2. Classify this project as one of the following options:
 _____ Infrastructure
 _____ Other Capital Project (e.g., CEDS)

3. Is this a regional project [i.e., serving more than one county]? Yes or No _____

4. Development District(s): _____
 The development district that serves this location.

5. County(ies): _____
 County where the project is located or multiple counties if this is a regional project.

6. City(ies): _____
 The city or cities in which this project is located. If outside a municipality, record as "unincorporated".

7. Entity(ies) responsible for the project: _____

 The entity that will oversee the implementation of the project.

8. Owner: _____
 The entity (e.g., agency, department, etc.) that will hold legal title to the capital facility or land asset upon **completion** of the project. If leased, record lessee entity here and note in Question 12 that this project involves a lease.

9. Level of government that will own the infrastructure:
 City Federal
 County Joint (multiple levels of government)
 State Other (utility district or public-private venture, etc.)

10. School System, if applicable
 School System Number: _____
 School System Name: _____

- 11. Type of Project:**
- List A (select no more than one)
- Business District Development
 - Community Development
 - Fire Protection
 - Housing
 - Industrial Sites & Parks
 - K-12 New School Construction
 - new school replacement
 - Law Enforcement
 - LEA System-wide Need
 - Libraries, Museums, & Historic Sites
 - Navigation
 - Non K-12 Education
 - Other Facilities
 - Public Buildings
 - Public Health Facilities
 - Recreation
 - Solid Waste

- List B (select no more than one)
- Other Utilities
 - Property Acquisition
 - Stormwater
 - Telecommunications
 - Transportation (select sub-type)
 - air bridge
 - rail road
 - other _____
 - Water & Wastewater
 - water supply wastewater

12. Project Name: _____

13. Project Description: _____

14a. What is the primary reason for this project?

- Economic Development Community Enhancement
- Population Growth Public Health or Safety
- Federal Mandate State Mandate
- Other _____
- Combination (check all that apply)

14b. If the primary reason for the project is mandate compliance, then list the applicable mandate(s): _____

15a. What is the estimated cost of this project? \$ _____

15b. Are sufficient funds available to complete this project? Yes or No _____

15c. List available dollars and funding sources (show all that apply)

- Local contribution \$ _____
- Local source (revenue source) _____
- State contribution \$ _____
- State source (agency) _____
- Federal contribution \$ _____
- Federal source (agency) _____
- Other contribution (private funds, etc.) \$ _____
- Other source (donor, etc.) _____

15d. If there are not sufficient funds to complete this needed project, how much additional funding will be needed? \$ _____

15. Does the cost of this project include a lease? Yes or No _____
 If yes, what is the annual cost? _____ What is the term of the lease? Begin date: _____ End date: _____

16. Fiscal Year in which project will begin: _____
 Fiscal year (July 1 to June 30) in which project costs will begin to be incurred

17. Fiscal Year in which project will end: _____
 Fiscal year (July 1 to June 30) in which the completed project will begin to provide the intended public benefit

Note: Fiscal years are identified by the year in which they end [e.g., July 1, 2004 is FY2005].

18. Stage of project development as of July 1, 2004:

- Conceptual: has an estimated cost, but not yet in planning & design
- Planning & Design: has specific engineering or architectural drawings
- Construction: design plans are being executed

If the project was reported in a prior survey, you may need to report the project stage as Complete or Canceled if work is no longer active.

- Completed: construction or acquisition is concluded and the capital facility or land asset is available to provide the intended public benefit.
- Canceled: terminated at any stage from conceptual through design or construction

19. If this project is now complete, provide the total square footage and the final cost.
 Square footage _____ Final cost \$ _____ Fiscal Year Completed _____

20. Is this project listed in a capital improvement program (CIP)? Yes or No _____

21a. Is this project linked to other projects in the inventory? Yes or No _____
 Projects are "linked" if two or more projects are required to achieve a functional result (e.g., a transportation project might be linked to an industrial site project or a utility project might be linked to a public building project, etc.).

21b. If this project is linked, provide the other project name(s) and project number(s).

Name of linked project	Project Number of linked project (The development district staff person can supply this information.)

22. Location of Project: _____

23. Identify the P.C. 1101 Growth Boundary in which this project will be located.

- | | |
|--|--|
| <ul style="list-style-type: none"> <input type="checkbox"/> Existing city limits of an incorporated area <input type="checkbox"/> Urban Growth Boundary of an incorporated area <input type="checkbox"/> Planned Growth Area established by the county <input type="checkbox"/> Rural Area designated by the county <input type="checkbox"/> Combination (check here and others that apply) | <ul style="list-style-type: none"> <input type="checkbox"/> This entity does not have an official growth plan.
(Only Hartsville-Trousdale, Lynchburg-Moore, and Nashville-Davidson) <input type="checkbox"/> Site location has not been determined—this option is valid only for projects in the conceptual stage. |
|--|--|

24. Respondent/Contact Person: _____
 The person who provided the answers to this form.

25. Contact Person's Title: _____

26. Contact Entity: _____

27. Contact Person's Telephone Number: _____

28. Surveyor: _____
 Contractor who interviewed respondent or otherwise gathered the data recorded in the inventory.

Surveyor's Notes:



State of Tennessee Tennessee Advisory Commission on Intergovernmental Relations Existing School Facility Needs Inventory Form



Include projects needed to be in some stage of development at any time between July 1, 2004, and June 30, 2024.
Record all information based on the condition or project status as of July 1, 2004.

Each component project at the school must involve a cost of fifty thousand dollars (\$50,000) or greater to be included in this inventory of needs.

A. SCHOOL IDENTIFICATION

A1. School Number: _____
A two part seven-digit number that is unique to each school. It is the same numbering system used by the TN Dept. of Education to identify each Local Education Agency (LEA) and school facility.

A3. County: _____
The county in which this school campus is located.

A2. Development District: _____
The development district that serves this school.

A4. School System Name: _____
The name of the school system that operates this school campus.

A5. School Name: _____
The legal name of the school

A6. School Status: _____ **Begin Date:** _____ **End Date:** _____
(e.g., Active, Inactive, Pending) Most recent activation date. Most recent inactivation date.

B. CAMPUS AND PROJECT INFORMATION

B1. Construction date of main campus building: _____
Indicate the year of construction for the main building on campus.

B2-a. Recent construction or renovations:
List each project that occurred within the last five years if its cost was equal to or greater than \$50,000. List projects by type (e.g., new school, classroom, science lab, auditorium, cafeteria, library and gym projects should be listed separately).

Project	Year Completed	Sq. Footage	Total Cost
			\$
			\$
			\$
			\$

B2-b. Will the school use leased space to meet its facility needs? Yes or No _____
If yes, list the annual cost: _____ What is the term of the lease? **Begin date:** _____ **End date:** _____

B3. Are any of this school's facilities shared with another educational institution? Yes or No: _____ If "yes", list the shared facility, the institution with which it is shared and the reason for sharing.

Shared Facility	Sharing Institution	Reason
Example: Gymnasium	ABC Middle School	The middle school does not have a gym

B4. Does this school conduct programs/classes off-campus because of inadequate facilities? Yes or No: _____ If "yes", list the program, the off-campus location, and the reason.

Program	Off-Campus Location	Reason
Library research class	XYZ Middle School	Our school's library is inadequate.

B5. Is there a plan to close this facility within the next five years? Yes or No: _____ If "yes", provide the date of closure and identify the replacement facility if applicable.

Date of Planned Closure	Name of the Replacement School	Project Number of the Replacement School

B6. Is there a plan to change the function of this facility within the next five years? Yes or No: _____ If "yes", provide the date of change and identify the new function.

Date of Planned Change in Function	New Function

B7. List all technology infrastructure needs at this facility. Technology infrastructure includes capital assets such as electronic devices and computers. For purposes of this inventory, technology does not include application software (e.g., Accelerated Reader, MS-Office) or telecommunication devices (e.g., telephones, radios). Technology infrastructure projects may be included regardless of cost. All other projects included in this inventory must involve a capital cost of not less than fifty thousand dollars (\$50,000).

Technology Infrastructure Need	Cost Estimate
	\$
	\$
	\$
	\$
	\$
	\$

B8. Record the costs this school will incur to comply with federal and state facility mandates. Federal and state mandates are any rule, regulation, or law originating from the federal or state government that result in a project to be implemented at the local level. Record a mandate project only if the entire project is the result of a mandate. Costs associated with the Education Improvement Act of 1992 (EIA) will be captured only in section C; therefore, do not report EIA costs in this table. If there are other federal or state mandates not shown in the table, then list the level of government, the mandate, the compliance need, and the cost in the blank rows of the table.

Level of Government	Mandate	Describe compliance need(s):	Cost of Compliance
Federal	Americans with Disabilities Act		\$
Federal	Asbestos		\$
Federal	Lead		\$
Federal	Underground Storage Tanks		\$
State	Fire Codes		\$
Check one ____ State ____ Federal			\$
Check one ____ State ____ Federal			\$
Check one ____ State ____ Federal			\$
Check one ____ State ____ Federal			\$

B9. Using the facility rating scale provided here, rate the condition of the various facility components at this school and estimate the cost to bring all components to a "Good" condition. (Do not include costs recorded in sections B 7, B 8 or section C.) Please enter general school-wide renovations in B10.

FACILITY RATING SCALE:
Excellent: can be maintained in a "like new" condition and continually meet all building code and functional requirements with only minimal routine maintenance.
Good: does not meet the definition of "excellent", but the structural integrity is sound and the facility can meet building code and functional requirements with only routine or preventive maintenance or minor repairs that do not hinder it's use.
Fair: structural integrity is sound, but the maintenance or repairs required to ensure that it meets building code or functional requirements hinder—but do not disrupt—the facility's use.
Poor: repairs required to keep the structural integrity sound or to ensure that it meets building code or functional requirements are costly and disrupt—or in the case of an individual component may prevent—the facility's use.

STAGE OF PROJECT: The current stage of development for a project recorded in the Public Infrastructure Needs Inventory should be recorded based on its status as of July 1, 2004, and it may be any one of the following:
Conceptual: identified as an infrastructure need with an estimated cost, but not yet in the process of being planned or designed.
Planning/Design: development of a set of specific drawings or activities necessary to complete a project identified as an infrastructure need.
Construction: actual execution of a plan or design developed to complete or acquire a project identified as an infrastructure need.
If the project was reported in a prior survey, you may need to report the project stage as Complete or Canceled if work is no longer active.
Completed: construction or acquisition is concluded and the capital facility or land asset is available to provide the intended public benefit.
Canceled: terminated at any stage from conceptual through design or construction; eliminated from consideration for any reason other than completion; to be removed from the Public Infrastructure Needs Inventory.

Component	Excellent	Good	Fair	Poor	Number of components to be upgraded	Overall stage of upgrade projects	Number of components to be replaced	Overall stage of replacement projects	Total cost to upgrade or replace components rated less than good (Must be ≥ \$50,000)
<i>Example:</i> Classrooms (Permanent)	2	10	6	2	6	Conceptual	2	Planning & design	\$250,000
Classrooms (Permanent)									\$
Classrooms (Portable)									\$
Specialized Science Classrooms									\$
Specialized Music Classrooms									\$
Specialized Vocational Classrooms									\$
Auditorium									\$
Cafeteria									\$
Library/Media Center									\$
Physical Education Facilities/ Gymnasium									\$
Administrative/Support Facilities									\$

B10. Does this school need to add any components or make general school-wide renovations (such as HVAC, new roof, energy efficient windows, etc.) in order to accommodate the needs of its students and teachers? (Do not include existing components listed in B9 or needs listed in response to other questions or those associated with the EIA; record those needs in Section C below.)

Yes or No ____ If "yes", complete the following table.

Component/General Renovation	Number	Description and Reason	Stage of Development	Estimated Cost
				\$
				\$
				\$

B11. Rate the overall condition of the entire school. Consider the ratings given to each of the various components in question B9 when evaluating the overall condition of the entire school, and then apply the definitions in the FACILITY RATING SCALE.

Excellent	Good	Fair	Poor

C. EDUCATION IMPROVEMENT ACT OF 1992 (EIA)

The EIA is a law enacted by the Tennessee General Assembly in 1992 that had the effect of, among other things, requiring additional teachers and therefore additional classrooms to be in place by the beginning of the 2002-03 school year. Record only EIA related costs here. Other costs related to facility condition (e.g., restrooms, libraries, etc.) should be reported in section B9.

C1. As of July 1, 2004, does this facility have enough classrooms to accommodate the EIA teacher-pupil ratio? Yes or No _____ If "yes", then skip to section D. If "no", continue.

C2. If there are not enough classrooms, then please explain how the teachers employed to meet the EIA requirement will be accommodated in school year 2004-05 (e.g., by using the stage in the gym).

C3. How many additional classrooms would this school need to comply with the EIA in school year 2004-05?

C4. Estimate the cost for each addition of classrooms (permanent or portable) necessary to comply with the EIA teacher-pupil ratio in school year 2004-05.

Count and description of project	Stage of Project	Cost
<i>Example: 10 Permanent Classrooms</i>	<i>Planning and Design</i>	<i>\$800,000</i>
		\$
		\$
		\$
		\$

D. RESPONDENT INFORMATION AND SURVEYOR IDENTIFICATION

D1. Respondent/Contact Person: _____
 Person who provided the answers recorded on this form.

D2. Contact Person's Title: _____

D3. Contact Entity: _____

D4. Contact Person's Telephone Number: _____

D5. Surveyor: _____
 Development District Staff Person(s)/ Interviewer (i.e., Contractor who gathers the data recorded in the inventory).