Appendix C: Inventory Forms

Two separate inventory forms were used to collect data for the July 2003 through June 2008 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 more meet the requirements of Public Chapter 1101, Acts of 1998, and Public Chapter 672, 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.

Participation by local officials is voluntary.
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, 2003, and June 30, 2023.
Record all information based on the project status as of July 1, 2003.

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. Local Education Agency (LEA), if applicable
    LEA Number: __________
    LEA 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
    ___ Law Enforcement
    ___ LEA System-wide Need
    ___ Libraries & Museums
    ___ 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?

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? $

Appendix C: Inventory Forms
15e. 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.

18. Stage of project development as of July 1, 2003:

___ 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).

<table>
<thead>
<tr>
<th>Name of linked project</th>
<th>Project Number of linked project</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(The development district staff person can supply this information.)</td>
</tr>
</tbody>
</table>

22. Location of Project:  ________________________________

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

___ Existing city limits of an incorporated area  ______ This entity does not have an official growth plan.

___ Urban Growth Boundary of an incorporated area  ______ Site location has not been determined—this option is valid only for projects in the conceptual stage.

___ Planned Growth Area established by the county  ______ Site location has not been determined—this option is valid only for projects in the conceptual stage.

___ Rural Area designated by the county  ______ Site location has not been determined—this option is valid only for projects in the conceptual stage.

___ Combination (check here and others that apply)  ______ 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.
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, 2003, and June 30, 2023.
Record all information based on the condition or project status as of July 1, 2003.
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.

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

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

A4. LEA 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).

<table>
<thead>
<tr>
<th>Project</th>
<th>Year Completed</th>
<th>Sq. Footage</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>$</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Shared Facility</th>
<th>Sharing Institution</th>
<th>Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example: Gymnasium</td>
<td>ABC Middle School</td>
<td>The middle school does not have a gym</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Program</th>
<th>Off-Campus Location</th>
<th>Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>Library research class</td>
<td>XYZ Middle School</td>
<td>Our school’s library is inadequate.</td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>Date of Planned Closure</th>
<th>Name of the Replacement School</th>
<th>Project Number of the Replacement School</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Date of Planned Change in Function</th>
<th>New Function</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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).

<table>
<thead>
<tr>
<th>Technology Infrastructure Need</th>
<th>Cost Estimate</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>$</td>
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<tr>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Level of Government</th>
<th>Mandate</th>
<th>Describe compliance need(s):</th>
<th>Cost of Compliance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal</td>
<td>Americans with Disabilities Act</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Federal</td>
<td>Asbestos</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Federal</td>
<td>Lead</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Federal</td>
<td>Radon</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Federal</td>
<td>Special Education</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Federal</td>
<td>Underground Storage Tanks</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>State</td>
<td>Fire Codes</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Check one State</td>
<td>Federal</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Check one State</td>
<td>Federal</td>
<td>$</td>
<td></td>
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<tr>
<td>Check one State</td>
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<td>Check one State</td>
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<td></td>
</tr>
<tr>
<td>Check one State</td>
<td>Federal</td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

2 of 4
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.)

<table>
<thead>
<tr>
<th>Component</th>
<th>Excellent</th>
<th>Good</th>
<th>Fair</th>
<th>Poor</th>
<th>Number of components to be upgraded</th>
<th>Overall stage of upgrade projects</th>
<th>Number of components to be replaced</th>
<th>Overall stage of replacement projects</th>
<th>Total cost to upgrade or replace components rated less than good (Must be ≥ $50,000)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example:</td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Classrooms (Permanent)</td>
<td>2</td>
<td>10</td>
<td>6</td>
<td>2</td>
<td>6</td>
<td>Conceptual</td>
<td>2</td>
<td>Planning &amp; design</td>
<td>$250,000</td>
</tr>
<tr>
<td>Classrooms (Portable)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Science Labs</td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Auditorium</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cafeteria</td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
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<tr>
<td>Library/Media Center</td>
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<tr>
<td>Indoor Physical Ed.</td>
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<td></td>
<td></td>
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<tr>
<td>Facilities/ Gymnasium</td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

**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 its 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, 2001, 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.
B10. 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.

<table>
<thead>
<tr>
<th>Excellent</th>
<th>Good</th>
<th>Fair</th>
<th>Poor</th>
</tr>
</thead>
</table>

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, 2003, 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 2003-04 (e.g., by using the stage in the gym).

C3. How many additional classrooms will this school need to comply with the EIA in school year 2003-04?

C4. Estimate the cost for each addition of classrooms (permanent or portable) necessary to comply with the EIA teacher-pupil ratio in school year 2003-04.

<table>
<thead>
<tr>
<th>Count and description of project</th>
<th>Stage of Project</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example: 10 Permanent Classrooms</td>
<td>Planning and Design</td>
<td>$800,000</td>
</tr>
</tbody>
</table>

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).