



## Long-Term Facilities Maintenance (LTFM) – 2023 Guide for Fiscal Year (FY) 2025

**Note: The 2023 guide for FY 2025 is currently based on 2022 Minnesota Statutes. Should legislation be passed in the next several weeks that affect this program, a revised version of the guide and other documentation will be published and communicated to districts.**

Minnesota Statutes 2022, section 123B.595, establishes the Long-Term Facilities Maintenance Revenue program. It replaced three programs: Deferred Maintenance (Minn. Stat. 123B.591 [2022]), Alternative Facilities (Minn. Stat. 123B.59 [2022]), and Health and Safety (Minn. Stat. 123B.57 [2022]). The LTFM program offers a comprehensive program to fund a facility ten-year plan developed by a school district, intermediate school district, cooperative, and joint powers districts. The uses of revenue, or allowable expenditures, remain the same as under the three previous programs.

This guide provides detailed information about the LTFM program to assist school districts, intermediate school districts, school district cooperatives, and charter schools in meeting the LTFM program parameters and Minnesota Department of Education (MDE) expectations for submission of the LTFM plan documents. Information from this year's plan submission will be used to determine initial LTFM aids and levies for fiscal year (FY) 2025 and to adjust LTFM revenues for FY 2024 and FY 2025.

**School districts, intermediate school districts, and school district cooperatives (including joint powers districts) are required to annually update their LTFM ten-year plan and submit the board approved plan to the commissioner for approval by July 31.**

The plan submission process this year will be the same as what was used last year except that revisions to the spreadsheets, forms and instructions mean a district should download the most current documents available prior to preparing the plan submission in summer 2023. LTFM documents are located on the MDE website using the following path:

[MDE homepage](https://education.mn.gov/MDE/dse/schfin/fac/ltfm/) > Districts, Schools and Educators > Business and Finance > School Finance > Facilities and Technology > Long-Term Facilities Maintenance. (<https://education.mn.gov/MDE/dse/schfin/fac/ltfm/>).

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## Process and Timelines

### *Ten-Year Plan Overview*

To qualify for LTFM revenue, school districts, cooperatives and intermediate districts (not charter schools) must have a ten-year plan adopted by the school board and approved by the commissioner. For the 2023 payable 2024 property tax levy, the plan must be approved before the proposed levy is certified in September 2023. **All ten-year plan documentation is to be approved by the school board prior to submitting to MDE for commissioner approval. Submit board-approved ten-year plans to [LTFM staff](mailto:mde.facilities@state.mn.us) (mde.facilities@state.mn.us) by July 31, 2023.**

The plan must include provisions for implementing a health and safety program that complies with health, safety and environmental regulations and best practices, including indoor air quality management. The plan must be updated and submitted to the commissioner annually by July 31 for approval. The plan must indicate whether the district will issue bonds to finance the plan, levy on a pay-as-you-go basis, or a combination of the two. If bonds are issued to finance the plan, the plan must include a bond schedule demonstrating that the debt service revenue required to pay the principal and interest on the bonds each year will not exceed the projected LTFM revenue for that year. All documentation required by MDE is part of the ten-year plan to be approved by the school board and submitted to the commissioner.

The plan submitted to MDE must include the following LTFM components:

- *Ten-Year Expenditure Plan Application* (“original” Excel format, not pdf). This spreadsheet summarizes the total planned expenditures by category for each of the next ten years. Districts should update the spreadsheet and submit it as part of the ten-year plan. The spreadsheet is described in more detail in a separate section below.
- For districts with asbestos removal and encapsulation, fire safety, and indoor air quality projects costing \$100,000 or more per project, per site, per year for FY 2024 or FY 2025, a narrative is required

describing the scope and cost of each project in greater detail. Individual project approval is required as these projects generate more revenue. More detail on narrative requirements is included in the additional documentation section below.

- For districts with an approved voluntary prekindergarten (VPK) program under Minnesota Statutes 2022, section 124D.151, a narrative is required describing the scope and cost of the project to remodel existing instructional space to accommodate prekindergarten instruction. More detail on narrative requirements is included in the additional documentation section below.
- For districts with deferred maintenance projects for FY 2024 or FY 2025 costing \$2,000,000 or more per project, per site, per year a narrative is required describing the scope and cost of each project in greater detail. More information on this requirement is included in the additional documentation section below.
- *Ten-year Revenue Projection Excel Spreadsheet* (“original” Excel format, not pdf). The spreadsheet shows how the district plans to fund its proposed expenditures with LTFM revenue over the next ten years. The spreadsheet is described in more detail in a separate section below.
- If bonds are issued:
  - A table must be provided showing which projects are being funded with the bond issue.
  - A bond schedule must be included showing the interest and principal payments.
  - The annual principal and interest payments must be included in the revenue spreadsheet, documenting that the revenues are sufficient each year to fund the principal and interest payments.
  - If a bond issue includes a mix of projects eligible and not eligible for LTFM revenue, a breakdown must be provided showing the amounts attributable to LTFM projects and other projects. A separate breakdown is required for bonds issued for Health and Safety (H&S) projects costing \$100,000 or more generating additional LTFM revenue and bonds funded by LTFM per pupil formula revenue.
  - Districts are encouraged to issue bonds before levy certification if feasible, but may make a debt service levy based on a preliminary bond schedule before the bonds have been issued.
- A *Statement of Assurances* (SOA) that the district reviewed the allowable uses of LTFM revenue as outlined in state and federal law and in MDE guidelines, and that all expenditures included in the ten-year plan are eligible for revenue under Minnesota Statutes 2022, section 123B.595, Long-Term Facilities Maintenance Revenue.
- *Board Resolution*. (See page 20 below.)

In practice, each school district will maintain a detailed plan appropriate for the size and scope of the school district. The detailed plan is summarized for MDE submittal. The expenditure portion of the plan submitted to MDE is a summary by Uniform Financial Accounting and Reporting Standards (UFARS) finance code. The plan format is provided by MDE. A district will summarize its ten-year expenditure plan by finance code and enter the totals in the MDE spreadsheet. This facility plan must span at least a ten-year period to complete the MDE spreadsheet. Since MDE is to receive a summary of the district plan, a district can simplify its internal processes by identifying the district plan projects by UFARS finance code (finance code dimensions and descriptions are included in the *Long-Term Facilities Maintenance – Guide for Allowable Expenditures*). Projects in the district plan should each fit within a specific LTFM finance code to facilitate summarizing the total per finance code.

All required LTFM plan documentation must first be school board approved and then submitted to the MDE commissioner for approval. It is important for the school board to understand the ten-year plan. The school board is approving the inclusion of the costs for the plan summary in the district levy. The commissioner does not know project details but relies on the school board review and acceptance of the plan. After school board approval, the commissioner reviews the same summarized plan to provide approval.

### ***Intermediate School Districts, Cooperative Units, and Joint Powers Districts***

Upon approval through the adoption of a resolution by **each member district** school board of an intermediate district or other cooperative units under Minnesota Statutes 2022, section 123A.24, subd. 2, including joint powers districts, and the approval of the commissioner of education, a school district may include in its authority under this section a proportionate share of the long-term maintenance costs of the intermediate district or cooperative unit. The cooperative unit may issue bonds to finance the project costs or levy for the costs, using LTFM revenue transferred from member districts to make debt service payments or pay project costs. Authority under this subdivision is in addition to the authority for individual district projects.

The intermediate, cooperative, or joint powers board will approve the ten-year plan documents and submit to MDE along with a resolution adopted by **each member board** to levy for its proportionate share of the intermediate district, cooperative, or joint powers district levy. Intermediate districts, cooperatives, and joint powers districts submit the *Ten-Year Expenditure Plan* Excel spreadsheet (“original” format, not pdf), the *Cooperative Allocation Worksheet*, the *Statement of Assurances* signed by the superintendent, and resolutions/minutes of adoption by their board and all member boards (signed by the clerk). Additional documentation (narrative/bond schedule) is required for 1) issuance of bonds, 2) health and safety projects costing \$100,000 or more per project, per site, per year (asbestos removal and encapsulation, fire safety, and indoor air quality) and 3) single projects per site, per year costing \$2,000,000 or more. The ten-year plan submission to MDE must be complete to include all required school board approvals.

Under Minnesota Statutes 2022, section 123A.24, subd. 2, the following types of cooperatives are eligible:

- An education district organized under sections [123A.15](#) to [123A.19](#)
- A cooperative vocational center organized under section [123A.22](#)
- An intermediate district organized under chapter [136D](#)
- A service cooperative organized under section [123A.21](#)
- A regional management information center organized under section [123A.23](#) or as a joint powers district according to section [471.59](#)
- A special education cooperative organized under section [471.59](#)

**Note:** Under Minnesota Statutes 2023, section 123B.595, subd. 3(a), a joint powers district may pay the portion of lease costs attributable to the amortized costs of long-term facilities maintenance projects completed by the landlord.

Subdivision 3(b) – The joint powers districts resolution adopted under subdivision 3(a) may specify which member districts will share the project costs under this subdivision, except that debt service payments for bonds issued by a cooperative unit or joint powers district to finance long-term maintenance project costs **must be the responsibility of all member districts**.

To qualify for revenue, an eligible cooperative must submit the following to MDE:

1. A resolution adopted by each member school board (signed by the clerk) to levy for its proportionate share of the intermediate or cooperative levy.
2. A ten-year plan with the same information required for the school districts, including the Ten-Year Expenditure Plan Excel spreadsheet (“original” format, not pdf).

3. The *Cooperative Allocation Worksheet* showing the amount of debt service revenue and pay-as-you-go general fund revenue to be added to the LTFM revenue of each member school district. A spreadsheet template for reporting allocated revenues is posted to the [Long-Term Facilities Maintenance website](#).
4. The *Statement of Assurances* signed by the superintendent.
5. Additional documentation (narrative/bond schedule) is required for:
  - a. issuance of bonds.
  - b. health and safety projects costing \$100,000 or more per site, per year (asbestos removal and encapsulation, fire safety, and indoor air quality).
  - c. single projects per site, per year costing \$2,000,000 or more.

### **Charter Schools**

Charter schools are not required to submit a ten-year plan to MDE, and LTFM revenue may be used for any purpose related to the charter school. MDE will automatically calculate the aid entitlement for all charter schools and make payments through the Integrated Department of Education Aids System (IDEAS). The aid entitlement calculation is shown on the General Education Revenue for Charter Schools report found on the [Minnesota Funding Reports \(MFR\) webpage](#). The amount of revenue generated for FY 2023 and later is \$132 times adjusted pupil units.

## **Revenue Uses and Restrictions**

### ***Allowed Uses of Revenue (Minn. Stat. 123B.595, subd. 10)***

Long-term facilities maintenance revenue may be used for the following purposes:

- Deferred capital expenditures and maintenance projects necessary to prevent further erosion of facilities
- Increasing accessibility of school facilities
- Health and Safety projects under Minnesota Statutes 2022, section 123B.57, including health, safety and environmental management costs associated with implementing the district's health and safety program
- Remodeling or constructing a gender-neutral single-user restroom at each school site (**LTFM revenue effective for FY 2025 and later**)
- By board resolution, to transfer money from the general fund reserve for long-term facilities maintenance to the debt redemption fund to pay the amounts needed to meet, when due, principal and interest on general obligation bonds issued under Minnesota Statutes 2022, section 123B.595, subd. 5

**Note:** School districts with an approved voluntary prekindergarten program under section 124D.151 are eligible to increase LTFM revenue for the cost approved by the commissioner for remodeling existing instructional space to accommodate prekindergarten instruction.

A charter school may use revenue for any purpose related to the school.

For more detailed information, see the “*Long-Term Facilities Maintenance Revenue – Guide for Allowable Expenses*” document located on the [Long-Term Facilities Maintenance website](#).

### **LTFM Revenue Restrictions (Minn. Stat. 123B.595, subd. 11)**

LTFM funds may **not** be used:

- For construction of new facilities, remodeling of existing facilities or the purchase of portable classrooms, **except** for the costs associated with constructing or remodeling existing facilities to include at least one gender-neutral single-user restroom authorized under subdivision 10 (**LTFM revenue effective for FY 2025 and later**).
- To finance a lease purchase agreement, installment purchase agreement or other deferred payments agreement.
- For energy-efficiency projects under Minnesota Statutes 2022, section 123B.65, for a building or property or part of a building or property used for postsecondary instruction or administration or for a purpose unrelated to elementary and secondary education.
- For violence prevention and facility security, ergonomics or emergency communication devices.

### **Ten-Year Expenditure Plan Excel Spreadsheet**

The Ten-Year Expenditure Plan spreadsheet contains the school district's best estimate of project costs that will be incurred each fiscal year for 10 years. The expenditure plan reflects how the district is using available revenue to best meet the facility needs of the district. The detail level plan maintained by the district should be summarized by finance code and the numbers entered on the MDE-provided spreadsheet.

**Note: Bond proceeds** spent on projects are included on the Ten-Year Expenditure Plan spreadsheet (**bond principal and interest are not included**).

The LTFM statute states the **Ten-Year Plan must include provisions for implementing a health and safety program that complies with health, safety, and environmental regulations and best practices, including indoor air quality management**. The Ten-Year Expenditure Plan spreadsheet has separate sections for health and safety, accessibility and deferred maintenance projects.

The Ten-Year Expenditure Plan should show that the health and safety program is maintained, accessibility expenditures are reasonable, and that the school district is planning deferred maintenance project expenditures appropriate for the age and condition of the school district owned buildings.

Find the LTFM Ten-Year Expenditure Plan spreadsheet on the [MDE website](https://education.mn.gov/MDE/dse/schfin/fac/ltfm/) by going to Districts, Schools, and Educators > Business and Finance > School Finance > Facilities and Technology > Long-Term Facilities Maintenance (<https://education.mn.gov/MDE/dse/schfin/fac/ltfm/>). The Excel document is titled *Long-Term Facilities Maintenance Ten-Year Expenditure Plan Application*.

The expenditures included in the plan must be in accordance with Minnesota Statutes. The allowable expenditures are described in a document on the LTFM website titled *Long-Term Facilities Maintenance Revenue – Guide for Allowable Expenditures*. The guide describes parameters used for deferred maintenance projects, accessibility projects and lists Health and Safety allowed uses of revenue.

The expenditure ten-year spreadsheet summarizes the district's planned expenditures eligible for LTFM revenue for Fiscal Year FY 2023 (base year) – FY 2033 by UFARS finance code. As FY 2023 is a revised estimate for the ten-

year plan approved and levied for last year, districts should focus primarily on updating the planned expenditures for FY 2024 and FY 2025. Planned expenditures for FY 2026 through FY 2033 may be preliminary projected estimates. Data for FY 2023 may also be revised in the spreadsheet to reflect preliminary, actual expenditures. ***Each district should download the most current spreadsheet from the MDE website, make appropriate edits, and submit the completed “original” (not pdf) spreadsheet to MDE as part of the board-approved ten-year plan.***

The expenditures submitted to MDE should be only for eligible projects planned using LTFM revenue. Other capital projects from other revenue sources should not be included on the LTFM plan. The intent of the Ten-Year Expenditure Plan is to show how a district plans to spend the LTFM revenue available to it.

### ***Ten-Year Excel Expenditure Categories***

**Category 1: Health and Safety Expenditures by UFARS Finance Codes 347, 349, 352, 358, 363 and 366.** (This section excludes project costs of \$100,000 or more for which additional revenue is requested for Finance Codes 358, 363 and 366.)

A district enters estimated costs for the health and safety program. Focus on providing accuracy for anticipated projects for FY 2024 and FY 2025. The later years can be a rough estimate. Fiscal 2023 is an estimate of what the final UFARS expenditures will be. Once the FY 2023 audited financial data is complete and final UFARS data has been submitted, enter the actual FY 2023 H&S expenditures on the Health and Safety Data Submission system. Category 1 excludes projects costing \$100,000 or more for asbestos removal and encapsulation, fire safety and indoor air quality projects. Those projects will be entered under Category 2 as listed below. Also enter FY 2023, FY 2024 and FY 2025 totals per finance code in the [Health and Safety Data Submission system webpage](#) to ensure that plan expenditures changes are incorporated in the calculation of hold harmless revenue.

**Category 2: Health and Safety Expenditures by UFARS Finance Code for Asbestos Removal and Encapsulation, Fire Safety and Indoor Air Quality Projects Costing \$100,000 or more per Site, per Year.**

A district enters totals by finance code for individual projects that cost \$100,000 or more per site, per year for asbestos removal and encapsulation, fire safety, and indoor air quality as they generate additional revenue. Also, enter FY 2023, FY 2024 and FY 2025 H&S projects costing \$100,000 or more **on a separate line** in the Health and Safety Data Submission system on the MDE website. **(The project description must include the site name and whether it is financed by “pay-as-you-go” or bonded dollars.)**

**Category 3(a): Remodeling for Approved Voluntary Prekindergarten (VPK) Program**

If the district has an approved VPK program, include planned expenditures for remodeling projects

**Category 3(b): Remodeling or constructing a gender-neutral single-user restroom at each school site**

**Note:** LTFM revenue is effective for FY 2025 and later. UFARS coding is pending.

**Category 4: Americans with Disabilities Act (ADA) Accessibility Projects.** Enter approved project costs to increase accessibility to school facilities. The project shall conform to both the district’s Americans with Disabilities Act (ADA)/Section 504 disabled access transition plan and the current ADA Accessibility Guidelines

for Buildings and Facilities, as well as applicable state and local building and fire codes. **Category 5: Deferred Maintenance Projects by UFARS Finance Code.** Expenditures for deferred maintenance projects are broken into nine finance codes. The finance code breakdown is meaningful for comparing costs among school districts and to the Minnesota Legislature for assessing school facility costs and the ongoing need for facility funding.

### ***Additional Documentation***

For districts with asbestos removal and encapsulation, fire safety, and indoor air quality projects costing \$100,000 or more per project, per site, per year for FY 2024 or FY 2025 the ten-year plan includes a narrative describing the scope and cost of the project in greater detail. Individual project approval is required as these projects generate additional revenue.

- For asbestos removal and encapsulation projects, give a description of the type and amount of asbestos and the project scope including an engineer or contractor cost estimate.
- For fire safety projects, include a project description and a cost estimate from the project engineer. If a building permit has been pulled for other school construction projects, the building inspector has jurisdiction and may review and approve the fire suppression rework. If a building permit has not been pulled the fire suppression rework requires an order from the Office of the Minnesota State Fire Marshal. In either case, the Minnesota State Fire Marshal may be consulted for final review and approval.
- For indoor air quality projects, describe which American Society of Heating, Refrigerating, and Air-Conditioning Engineers (ASHRAE) Indoor Air Quality (IAQ) standards are not being met and indicate how the project will result in meeting ASHRAE standard 62.1. Include a project description and cost estimate from the project engineer. Also, include a floor plan/schematic to reflect classrooms affected and a report listing current cubic feet per minute (CFM) ratings and final ratings to meet ASHRAE standard 62.1.

For districts with an approved VPK program under Minnesota Statutes 2022, section 124D.151, include a narrative describing the project scope and cost to remodel existing instructional space to accommodate VPK instruction. In the narrative, describe the square footage and use of the existing instructional space, changes to be made to the facility, and the final square footage and features of the prekindergarten instructional space, for example, bathroom space, play area, and small group instruction space (include a schematic of the remodeled area). This narrative may be the same narrative submitted to MDE as part of the application to obtain approval for the VPK program.

**Effective for FY 2025:** For districts who budget for a remodeling project for a gender-neutral single user restroom at each school site, include a narrative describing the project scope and cost to remodel existing instructional space to accommodate a single-user restroom. In the narrative, describe the square footage and changes to be made to the facility, and the final square footage and features of the restroom space to include a schematic of the remodeled area.

For districts with deferred maintenance projects for FY 2024 or FY 2025 costing \$2,000,000 or more per project, per site, per year, include a narrative describing the scope and cost of each project. In the narrative, discuss the deferred capital and maintenance criteria that make the project eligible for LTFM revenue and the work necessary to prevent further erosion of facilities. Describe the scope of work in sufficient detail to indicate the change in condition of the facility and provide an indication of the improvement to useful life. Indicate the level



of deferred maintenance work needed for the facility before and after the project will be completed. Include an architect or consultant cost estimate detailing categories of work and associated cost including an estimate of fees.

### ***Updating the Health and Safety Database***

MDE will continue to use the existing health and safety database (located on the MDE website under MDE > Districts, Schools and Educators > Data Submissions, then select Health and Safety) as the statute requires the recalculation of old law Health and Safety revenue for the hold harmless component of the LTFM revenue formula. Districts enter summary data by finance code, consistent with the summary data for FY 2023, FY 2024 and FY 2025 included on their ten-year LTFM expenditure plan spreadsheet.

Detailed information by project will still be required for asbestos removal and encapsulation, fire safety, and indoor air quality projects costing \$100,000 or more per project, per site, per year since those generate additional revenue over and above the LTFM formula allowance. Do not enter information for deferred maintenance or accessibility finance codes. The health and safety amounts provide an accurate calculation of the hold harmless revenue estimate on the levy and aid entitlement reports, and either add to revenue or show complete information for persons who seek levy information.

When comfortable with data and assumptions, a district should **enter the total health and safety cost from the expenditure spreadsheet in the hold harmless section of the revenue spreadsheet into the Health and Safety Data Submission system.**

For FY 2023 – FY 2025, MDE is asking school districts to enter **H&S totals by finance code** from the expenditure spreadsheet into the **Health and Safety Data Submission system**. Instructions on how to enter H&S data on the data submissions website may be found on the [LTFM webpage](#) (MDE > Districts, Schools and Educators, Business and Finance > School Finance > Facilities and Technology > Long-Term Facilities Maintenance), then select ***Health and Safety Website Instructions***. (These instructions may also be found in the Health and Safety Data Submission system.)

MDE uses the submission system to load the old law H&S revenue amounts into the Levy Limitation and Certification system and LTFM Aid Entitlement system. Without this step, the levy shows zero in the H&S line under the old law revenue and the calculation is inaccurate. In the Health and Safety Data Submission system, enter the H&S finance totals, six in all (if all are included in the ten-year planned projects) from the expenditure spreadsheet plus separately enter each individual project (asbestos removal and encapsulation, fire safety, or indoor air quality) costing \$100,000 or more per project, per site, per year for H&S. Only H&S finance codes are entered in the Health and Safety Data Submission system; **no deferred maintenance finance codes should be entered**. Districts eligible for old law alternative facilities revenue have a separate process and optional calculation worksheet to assist in determining the amount of revenue needed to finance deferred maintenance projects funded on a pay-as-you-go basis.

**Note:** School Districts should continue to update H&S expenditures in the Health and Safety Data Submission system on a regular basis to accurately estimate cost decreases or increases for applicable fiscal years.

**Make sure to update the system for final, audited UFARS H&S financial data (For FY 2023, reference the 2022-23 UFARS Turnaround Report titled *Expenditure by Finance Code Report* on the Minnesota Funding Reports (MFR) webpage located at Data Center > Data Reports and Analytics, locate the School Finance Reports section, select Minnesota Funding Reports (MFR). Choose your school, View: All Reports, Category: UFARS Turnaround Reports, Year: 22-23, Report: All. Click List Reports.**

## Ten-Year Revenue Projection Excel Spreadsheet

The Ten-Year Revenue Projection spreadsheet is used to project the funding for completing the Ten-Year Expenditure Plan. The revenue spreadsheet calculates estimated revenue available to the district for 10 years and offers an interactive method to choose among various funding scenarios. The revenue plan is used in conjunction with the expenditure plan to show when there is need for work and how the funding will be provided. **Under the LTFM per pupil formula**, options include spending the annual revenue each year, saving for a future project (in the General Fund 01 reserve account), issuing bonds for large projects and paying principal and interest over time, or a combination of these options. A district could generate a deficit in the LTFM reserve in year one or two and cover the deficit in year three using the district's available cash until the deficit is funded with LTFM revenue.

Because LTFM revenue is largely based on a per pupil-driven formula, it affords districts more flexibility in funding projects than was allowed under the old H&S and Alternative Facilities programs. Please note that districts funded by old law hold harmless revenue do not have the same level of flexibility as the new law provides. If your district is receiving revenue under the hold harmless provision, revenue authority is based on expenditures (for H&S and Alternative Facilities) and will be reconciled each fiscal year to actual expenditures as reported on UFARS.

LTFM revenue is initially calculated based on projected pupil counts, average building ages, and project cost data. Aid and levy revenues are updated as newer estimates become available and are finalized after the revenue year is closed and all data used in the calculation are finalized. Levy adjustments will be made each year based first on updated estimates, then on finalized data. Aid entitlements will be recalculated periodically to update the IDEAS payments system.

The hold harmless revenue is also based on estimated project costs. LTFM revenue each year is the greater of the amount calculated under the new law or the old law. As estimates are refined and data is finalized, the hold harmless status could change with the final adjustment. The portion of hold harmless revenue based on the old H&S formula or old law pay-as-you-go Alternative Facilities revenue not spent in the fiscal year for which the revenue was received will generate a levy adjustment to return unused funds. Conversely, if new projects are added or actual costs exceed those estimated, positive levy adjustments may be generated. Also, additional revenue for an H&S project of \$100,000 or more must be used for the approved project. The UFARS expenditures must show that added revenue and hold harmless revenue are spent in the proper UFARS codes. In general, a district is not allowed to increase revenue by keeping excess funds remaining from projects generating additional revenue.

It is important to consider future levy adjustments when acquiring new buildings or selling or demolishing old buildings. A change in average building age from over 35 years to under 35 years can cause a significant levy

adjustment if not properly estimated in the initial levy year. For example, the Payable 2024 levy (FY 2025) uses the FY 2022 building age report (January 2023) plus two (2) years for levy calculations on the Levy Limitation and Certification report. A district planning to acquire a new building or demolish an existing building should contact [Sarah C. Miller](mailto:Sarah.C.Miller@state.mn.us) (Sarah.C.Miller@state.mn.us), 651-582-8370, for assistance in providing a more accurate estimate of the building age.

### ***Revenue Projection Spreadsheet Instructions***

The revenue spreadsheet emulates the levy system and the aid entitlement system calculations. Data is seeded by MDE to begin the revenue calculation process.

Each district should download the current spreadsheet from the MDE website, make appropriate edits, and submit the completed spreadsheet (original, not pdf) to MDE as part of its board-approved ten-year plan.

1. MDE has seeded the template with the districts' current estimates of Adjusted Pupil Units (APU), average building age, estimated 2022 Adjusted Net Tax Capacity (ANTC), and pre-existing debt service levies as of May 3, 2023. For the initial seeding, MDE has assumed that APU will remain constant at the estimated FY 2024 level for FY 2025 to FY 2033. The initial seeding also assumes that both the state total and each district's ANTC, excluding 50 percent of class 2a agricultural land ("Ag Modified ANTC"), will grow annually by 4 percent. Finally, the initial seeding assumes that each district's average building age will increase by one year each year for FY 2025-FY 2033. Districts can substitute updated estimates and the template will recalculate the projected revenues accordingly.
2. Lines 5-10, show the calculation of the initial formula revenue for each district. The initial formula revenue equals the product of the current year APU times the current year LTFM formula allowance times the building age factor for the district (lesser of 1 or uncapped average building age for the current fiscal year / 35 years). The LTFM formula allowance is \$380 for FY 2023 and later.
3. Lines 11-19 show the added revenue for eligible health and safety projects for asbestos removal and encapsulation, fire safety and indoor air quality costing \$100,000 or more per site.
4. Debt service costs for existing alternative facilities bonds for health and safety projects costing \$500,000 or more per site have been seeded based on data submitted earlier by districts.
  - a. In addition, districts should enter their pay-as-you-go and debt service costs for health and safety projects for indoor air quality, fire alarm and suppression and asbestos abatement costing \$100,000 or more per site in this section.
  - b. Finally, districts should enter into this portion of the spreadsheet the amount of revenue needed to pay their share of approved costs for intermediate school districts or other cooperatives.
5. Lines 6a, 20a, and 20b allow entry of approved VPK pupil units and revenue data into the spreadsheet.
6. Lines 21-28 show the amounts the district would have qualified for each year under the old formulas in effect for FY 2016, including alternative facilities debt service and pay as you go revenue for large districts (Minn. Stat. 2014 123B.59, subd. 1(a)), alternative facilities debt service and pay as you go revenue for health and safety projects of \$500,000 or more per site for other districts (Minn. Stat. 2014 123B.59, subd. 1(b)), health and safety (Minn. Stat. 2014 123B.57), and deferred maintenance (Minn. Stat. 2014 123B.591), based on the expenditure estimates included in the district's ten-year plan expenditure spreadsheet.
7. The hold harmless section of the spreadsheet is used to determine whether the district qualifies for more revenue under the old law formulas or the new law formulas, based on estimated data. Under the "hold harmless" provision in the new law, districts are guaranteed to receive the greater of the old

formula revenue or the new formula revenue. Calculations under both the old and new formulas will be revised periodically as data is updated. Final determination of which formula generates more revenue for each district will be based on actual year-end data.

8. MDE has seeded the old law deferred maintenance revenues for each year based on the pupil units and building ages used in section one above.
9. Districts should enter their old formula health and safety revenue for each year consistent with their Ten-Year Expenditure Plan and entries into the Health and Safety Data Submission system. Old law health and safety revenue for each fiscal year equals the estimated health and safety expenditures for each current year, excluding projects with a cost per site of \$500,000, which are included under old law alternative facilities and not under Health and Safety.
10. Districts should also enter their old law alternative facilities revenues by category for each year based on their Ten-Year Expenditure Plan and anticipated financing method (e.g., pay-as-you-go, bonding). Revenue estimates for pay-as-you-go levies should match expenditures by fiscal year; otherwise adjustments will result. A separate optional calculation spreadsheet will be made available to districts qualifying for old law Alternative Facilities revenue to help show the impact that changes in planned deferred maintenance expenditures will have on pay-as-you-go levies.
11. Lines 30-34 show the total projected LTFM revenue by fiscal year for individual district projects and the district's share of eligible cooperative/intermediate project costs.
12. Lines 35-47 show the breakdown of total proposed revenues into aids and levies. The spreadsheet will calculate this breakdown based on the information provided in the earlier sections of the spreadsheet.
13. Lines 48-62 show the breakdown of total aids and levies between the general fund and the debt service fund.

### ***Data and Assumptions to Consider***

Districts should review the following data in the Ten-Year Revenue Projection spreadsheet.

- Adjusted pupil units are calculated from ADM submitted by districts through the Average Daily Membership Web Estimates (ADM WE) system, out-year district projections are then held constant.
- Average building age is assumed to increase one year annually.
- Verify debt payments for prior alternative facilities or health and safety projects over \$500,000.
- MDE assumes the district will enter each year's health and safety cost in old formula health and safety revenue.

Adjusted Net Tax Capacity (ANTC) for equalization (excludes 50 percent of class two agricultural land) is assumed to grow 4 percent annually. Districts tailor the spreadsheet to their situation; not every line is used by each district. Each district does not use each line on the spreadsheet. Lines are available to encompass all school districts so use only the lines that apply to your district. Certain lines on the spreadsheet are designated 1(a) or 1(b) originating from the alternative facilities statute qualification language in Minnesota Statutes 2022, section 123B.59, subd. 1(a), and 123B.59, subd. 1(b). A significant aspect of the spreadsheet is to maintain separate calculations for former alternative facilities districts 1(a) and districts qualified for H&S projects of \$500,000 or more under Alternative Facilities 1(b).

Find the *LTFM Ten-Year Revenue Projection* spreadsheet on the [LTFM webpage](#) (MDE homepage > Districts, Schools and Educators > Business and Finance > School Finance > Facilities and Technology > Long-Term Facilities Maintenance).

**Download a current copy of the Excel spreadsheet each year.** Enter your district number in the upper left and press enter. The per pupil calculation section will show the formula revenue. Prior-issued bond schedules should be present within the correct category of the spreadsheet. Work your way down the spreadsheet filling in (blue) **shaded** lines that apply to your district. Verify other data as you go. The lower section of the spreadsheet should show an estimate of the aid and levy mix that will appear on the district levy for the debt service fund and the general fund.

Certain data is updated between the creation of the spreadsheet in early summer and the production of the Levy Limitation and Certification Report in the fall, so the levy may vary from the revenue spreadsheet. Two processes are taking place with a gap in time; the approval of the plan and the tax levy process. The revenue spreadsheet is part of the **approval process** to receive revenue. The **levy process** uses data from the same input sources used to seed the revenue spreadsheet, the ADMWE projection system, the Health and Safety Data Submission system, and the debt service portion of the Levy Information system, but at a different point in time so levy data may be different. Once approved to receive revenue, a district should focus on the establishment of accurate data in the levy process. The two processes should produce similar revenue amounts.

### ***Using the Revenue and Expenditure Spreadsheets Together***

The expenditure spreadsheet alone does not provide a complete plan and the revenue spreadsheet alone does not provide a complete plan. Using the two spreadsheets together creates a bridge between projects that need to be completed and the funding needed to cover the cost. Projects can be prioritized by year and revenue manipulated to develop the best plan for the district facilities (within funding limits). A variety of revenue options mean project expenditures become more flexible from year-to-year to speed up the process and issue bonds or delay the process and save for future needs. The revenue and expenditure total amounts do not need to match each year, but they may. The two spreadsheets together should reveal categories of expense where district priorities lie for facility maintenance and that revenue is available to fund those expenses.

The expenditure spreadsheet should show how the revenue will be spent. Unfunded projects should not be on the spreadsheet. Technically, projects that cannot be funded are deferred beyond the ten years shown. The MDE approval process is based on finance code summary amounts over a ten-year period. Revenue use should show that the district is avoiding financial difficulty. The revenue should not be overspent over time. A district can generate a deficit, but a district needs to have cash on hand from other sources to cover the cost until LTFM revenue catches up to expenditures. The plan should not show a chronic deficit. The spreadsheets should show the actual intent of the district at the time the plan is submitted. The plan can then change throughout the year with school board approval as district priorities may change. The spreadsheets, together, include revenue supporting project expenditures over time.

### **Statement of Assurances**

The Statement of Assurances (SOA) is signed by the superintendent. By signing, the superintendent provides a written commitment that the district will operate according to state and federal laws. MDE no longer reviews each facility project to determine if it is eligible for funding. The SOA signifies the district's ten-year plan includes eligible projects. The school district submits project cost information to MDE in a summarized format by UFARS

finance codes. Detailed project information remains locally with the school districts unless additional documentation (narratives/bond schedules) is required.

The superintendent attests that in the ten-year plan:

- Expenditures are for uses allowed by law.
- No expenditures are prohibited by law.

Within the reported UFARS expenditures:

- Expenditures are for uses allowed by law.
- No expenditures are prohibited by law.

The superintendent also attests:

- A description of each project is maintained.
- A compliant H&S program is maintained.

The statement of assurances incorporates much more language than is stated here so be sure to read it before signing. It is the responsibility of the school district to understand the eligible uses of revenue and provide compliance with applicable statutes.

Please note that the project details and cost data are subject to MDE audit under Minnesota Statutes 2022, section 127A.41, subd. 3. Districts must maintain records sufficient to permit an auditor to review project eligibility and verify actual project costs. Records are required to be maintained for each project for a minimum of three years.

## School Board Resolution

### ***School Board Resolution Adopting the LTFM Ten-Year Plan***

The school board resolution adopting the plan provides MDE with verification that the school board has taken responsibility for projects to be performed and for revenue to be placed on the levy. MDE no longer performs an individual project review process to grant authority to levy. It is important for the school board to have a knowledgeable understanding of the ten-year plan. The commissioner does not know project details, but relies on the school board adoption of the plan when reviewing the summary plan submitted to MDE. School board adoption of the plan attests that expenditures will be in accordance with the allowed uses of revenue in the document *Long-Term Facilities Maintenance Revenue – Guide for Allowable Expenditures* located on the [LTFM website](#). **All ten-year plan documentation required by MDE is first approved by the school board** and then submitted to the MDE commissioner for approval.

### ***School Board Approval Options (See Example Templates, pages 21 – 26)***

- Formal Resolution (available at meeting of adoption) – signed by the school board clerk
- Adopted minutes of a motion, second and vote (second meeting to adopt minutes) – signed by the school board clerk

- Notarized extract of minutes of a motion, second and vote (If there is not sufficient time for a second meeting to adopt minutes) – signed by the school board clerk

### ***Assembling Documentation for Board Approval***

The school board should approve each LTFM ten-year plan document that will be sent to MDE. The documents may be in paper form for the board meeting but not for MDE submittal (see “*Submitting Documentation to the Commissioner for Approval*” below). Four documents will be required for every school district, cooperative, and intermediate district. One or more of six additional documents may be required depending on the situation. The revenue projection is not used for cooperatives and intermediate districts and is replaced with the revenue allocation to districts sheet.

#### **Documents Include**

- Long-Term Facilities Maintenance Ten-Year Expenditure Plan (“original” Excel format, not pdf).
- Ten-Year Long-Term Facilities Maintenance Revenue Projection (“original” Excel format, not pdf).
- FY 2025 Long-Term Facilities Maintenance – Statement of Assurances (signed by the superintendent).
- School board resolution/minutes adopting the LTFM ten-year plan (three options available and signed by the clerk).

Intermediates and Cooperatives replace Ten-Year LTFM Revenue Projection with:

- Long-Term Facilities Maintenance Cooperative Allocation Worksheet.

#### **Additional documentation as appropriate**

- Narrative for H&S asbestos abatement project costing \$100,000 or more
- Narrative for H&S fire safety project costing \$100,000 or more
- Narrative for H&S indoor air quality project costing \$100,000 or more
- Separate bond schedule amounts for H&S projects costing \$100,000 or more
- Separate bond schedule amounts for projects funded with regular LTFM revenue
- Narrative for deferred maintenance project costing \$2,000,000 or more
- Narrative for school districts with an approved VPK program under section 124D.151 for the cost approved by the commissioner for remodeling existing instructional space to accommodate prekindergarten instruction

#### **Health and Safety Data Submissions System**

- For FY 2023, FY 2024 and FY 2025, enter totals by finance code (347, 349, 352, 358, 363, and 366) and on a separate line enter any projects costing \$100,000 or more in Finance Codes 358 – Asbestos Removal and Encapsulation 363 – Fire Safety and 366 – Indoor Air Quality.

### **Submitting Documentation to the Commissioner for Approval**

After the ten-year plan documents are approved by the school board, the plan is submitted to MDE, however a specific format is required by MDE. **Do not send forms by U.S. mail.** Send attachments by email to [LTFM staff](mailto:mde.facilities@state.mn.us) (mde.facilities@state.mn.us) by July 31, 2023. The Ten-Year Expenditure Plan, Ten-Year Revenue Projection and

Cooperative Allocation Worksheet **must be in the original Excel MDE spreadsheet format**. The remaining documents may be pdf attachments.

## Other LTFM Documents and Resources

Documents to assist with the LTFM program that are not submitted to MDE include:

- Long-Term Facilities Maintenance Revenue – Guide for Allowable Expenditures.
- School Business Bulletin No. 60.
- Health and Safety Website Instructions.
- Environmental H&S Management Model Plan.
- Safety in Science Laboratories Checklist.
- State Fire Marshal School Inspection.
- Health and Safety Management Assistance Program.

## FY 2023 LTFM Closeout/Expenditure Reconciliation

All pay-as-you-go categories of LTFM revenue authority based on actual costs will be reconciled to expenditures as reported on UFARS. These categories are approved costs for projects \$100,000 and over per project, per site per year, and for the hold harmless revenue calculations for Old Law Health and Safety and Old Law Alternative Facilities expenditures. For FY 2023, an LTFM Approved vs. UFARS Cost Reconciliation spreadsheet and Interim LTFM Aid Entitlement and memo will be sent to all school districts for review, requested additional documentation and final appeals (Review the [FY 2023 Closeout Timelines](#) on Page 16 of this document and reference MDE's [LTFM website](#) for memo and preliminary/finalized spreadsheets).

For FY 2023, the ***preliminary reconciliation process*** will begin in November 9, 2023, ahead of the last UFARS submission date. At this time, an initial LTFM Approved vs. UFARS Cost Reconciliation Report will be made available to districts that compares data from the approved revenue/costs to the UFARS expenditure data that has been submitted to date. Districts are encouraged to use this report as a tool to edit their UFARS data before final submissions are due. District staff may also review the *UFARS Expenditure by Finance Code Report* found in the UFARS Turnaround Reports section of the MDE [Minnesota Funding Reports \(MFR\) website](#). This report is updated each time the district submits UFARS data. Even after aligning UFARS expenditures and approved revenues/costs, districts with expenditures over \$2,000,000 per project (per site, per year) will still need to supply additional documentation for FY 2023 to receive revenue authority on a pay-as-you-go basis for these costs. (**Note:** A specific program code for LTFM expenditures over \$2,000,000 per project, per site, per year, is available to distinguish expenditures for Fund 6 projects financed with pay-as-you-go vs. bond financing. This alleviates the need for this extra additional documentation step.)



### ***FY 2023 Closeout Timelines***

**August 2023 through November 2023.** Districts review and reconcile FY 2023 approved revenue/costs with expenditure data reported by the district on UFARS.

**November 9, 2023. *First preliminary review*** – LTFM Approved vs. UFARS Cost Reconciliation Report will be issued to districts using submitted UFARS data and currently approved revenue and project costs.

**November 30, 2023.** Due date for Audited Final UFARS Data Submissions.

**December 7, 2023. *Second preliminary review*** – a revised LTFM Approved vs. UFARS Cost Reconciliation Report and FY 2023 LTFM Interim Aid Entitlement spreadsheet will be reissued to districts using final audited UFARS data and any updated revenue and approved project costs.

**December 15, 2023.**

- Last day for districts to modify approval of FY 2023 H&S projects. All projects identified after this date for work claimed in FY 2023 will not be honored and processed.
- ***Final Review notice*** sent for review and approvals of the FY 2023 LTFM Approved vs. UFARS Cost Reconciliation Report and LTFM Interim Aid Entitlement spreadsheet.

**January 5, 2024.** Last day for districts to submit additional information for FY 2023 LTFM reconciliation. By no later than January 5, 2024, complete, review and inform [MDE Facilities](mailto:mde.facilities@state.mn.us) (mde.facilities@state.mn.us) of one of the following:

- 1) Your school district has reviewed the FY 2023 LTFM reconciliation spreadsheets and agrees with the numbers, or
- 2) Your school district has reviewed the FY 2023 reconciliation spreadsheets but does not agree with the numbers and wishes to appeal (attach back-up documentation for appeal by the January 5, 2024 deadline).

### **Mid-Year Ten-Year Plan Revisions**

Once a ten-year plan is approved by MDE, a district is authorized to generate LTFM revenue and make eligible LTFM expenditures. A school district's priorities may change after the fiscal year plan is approved. With school board approval, eligible projects may be rearranged or substituted in the LTFM expenditure plan. Submit the revised ten-year LTFM expenditures Excel spreadsheet ("original" format, not pdf) and approved school board minutes to [LTFM staff](mailto:mde.facilities@state.mn.us) (mde.facilities@state.mn.us). If plan revisions cause a change in LTFM revenue, a district may submit a new ten-year plan, approved by the school board, for commissioner approval.

Reasons to submit a new plan include: issuance of bonds; adding a H&S project costing \$100,000 or more for asbestos, fire safety, or indoor air quality; a single project at a site costing \$2,000,000 or more; and major plan changes where a district would want to insure the plan can be approved before risking making the expenditures.

The following plan documents must be submitted to MDE when there is a mid-year revision in LTFM revenue:

1. Ten-Year Expenditure Excel spreadsheet (“original” format, not pdf)  
If applicable, additional documentation for:
  - a. Issuance of bonds – requires a preliminary bond schedule and commissioner approval
  - b. Health and Safety projects costing \$100,000 or more (per site, per year) – requires a narrative of the project scope and cost (Finance Codes 358, 363 and 366)
  - c. Deferred Maintenance projects (per site, per year) costing \$2,000,000 or more requires a narrative of the project scope and cost (Finance Codes 368, 369, 370, 379, 380, 381, 382, 383, 384)
  - d. Remodeling for approved VPK program under Minnesota Statutes 2022, section 124D.151 requires a narrative of project scope and cost (Finance Code 355)
2. Ten-year Revenue Projection Excel spreadsheet (“original” format, not pdf)
3. School Board Resolution adopting the LTFM ten-year plans and in the case of proposed bond sales, an intent resolution to sell bonds (signed by the school board clerk)
4. Statement of Assurances (SOA) signed by the superintendent.

## UFARS Code Dimensions

### *Fund Dimensions*

**Fund 01:** General Fund – all LTFM project expenditures except those coded in Fund 06

**Fund 06:** Building Construction Fund – **single** LTFM projects costing \$2,000,000 or more per project per site, per year financed by bonds and/or pay-as-you-go levy

### *Program Dimensions*

**Program Code 865:** includes project expenditures less than \$100,000 in all finance codes except those coded to Program Codes 866, 867 and 868 – **Fund 01 and/or Fund 06**

**Program Code 866:** **single** health and safety projects costing \$100,000–\$1,999,999.99 per project, per site, per year (asbestos removal and encapsulation, fire safety and indoor air quality – **Fund 01 and/or Fund 06**)

**Program Code 867:** **single** LTFM projects that are \$2,000,000 or more per project, per site, per year and financed by bonds (**Fund 06**)

**Program Code 868:** **single** LTFM projects that are \$2,000,000 or more per project, per site, per year financed on a pay-as-you-go basis (**Fund 06**)

***Finance Dimensions – Fund 01 and/or Fund 06***

**Finance Code 347** Physical Hazards

**Finance Code 349** Other Hazardous Materials

**Finance Code 352** Environmental Health and Safety Management

**Finance Code 355** Voluntary Prekindergarten Remodeling Costs

**Finance Code 358** Asbestos Removal and Encapsulation

**Finance Code 363** Fire Safety

**Finance Code 366** Indoor Air Quality

**Finance Code 367** Accessibility

**Finance Code 368** Building Envelope (excluding roof)

**Finance Code 369** Building Hardware and Equipment

**Finance Code 370** Electrical

**Finance Code 379** Interior Surfaces

**Finance Code 380** Mechanical Systems

**Finance Code 381** Plumbing

**Finance Code 382** Professional Services and Salary

**Finance Code 383** Roofing Systems

**Finance Code 384** Site Projects

***Source Dimensions***

**Source Code 001** Levy

**Source Code 317** Long Term Facilities Maintenance Aid

***Balance Sheet Accounts***

**Balance Sheet Account 467** Restricted/Reserved for Long-Term Facilities Maintenance (LTFM) (**Funds 01 and 06**)

## MDE Contacts for Further Information

Allowed uses of revenue, process and timelines, expenditure projection spreadsheet, health and safety data submissions, health and safety FY 2023 closeout: contact [Sarah C. Miller](mailto:Sarah.C.Miller@state.mn.us) (Sarah.C.Miller@state.mn.us) at 651-582-8370.

Revenue projection spreadsheet, LTFM levy adjustments, LTFM aid entitlement and levy calculations, and LTFM required debt: contact [Lonn Moe](mailto:Lonn.Moe@state.mn.us) (Lonn.Moe@state.mn.us) at 651-582-8569.

LTFM UFARS account coding questions contact [Sarah C. Miller](mailto:Sarah.C.Miller@state.mn.us) (Sarah.C.Miller@state.mn.us) at 651-582-8370 or contact [Deb Meier](mailto:debra.a.meier@state.mn.us) (debra.a.meier@state.mn.us) at 651-582-8656.

**EXAMPLE TEMPLATE (1)**

**EXTRACT OF SCHOOL BOARD MEETING MINUTES**  
**INDEPENDENT SCHOOL DISTRICT NO. \_\_\_\_\_**  
**\_\_\_\_\_ PUBLIC SCHOOLS**  
**STATE OF MINNESOTA**

Pursuant to due call and notice thereof, a School Board meeting of Independent School District No. \_\_\_\_\_, State of Minnesota, was held on \_\_\_\_\_, 2023 at \_\_\_\_\_ a.m. /p.m., for the purpose in part, of approving the District's Fiscal Year (FY) 25 Long-Term Facility Maintenance Ten-Year Plan as established in Minnesota Statutes 2022, section 123B.595.

School Board Member \_\_\_\_\_ introduced the following resolution and moved its adoption.

**RESOLUTION ADOPTING INDEPENDENT SCHOOL DISTRICT NO. \_\_\_\_\_**  
**FY 25 LONG-TERM FACILITIES MAINTENANCE TEN-YEAR PLAN**

**BE IT RESOLVED** that the School Board of Independent School District No. \_\_\_\_\_, State of Minnesota, approves the attached FY 25 Long-Term Facilities Maintenance Ten-Year Plan.

The motion for the adoption of the foregoing resolution was duly seconded by School Board Member \_\_\_\_\_ and, upon vote being thereon, the following voted in favor of the motion:

\_\_\_\_\_

And the following voted against \_\_\_\_\_.

**WHEREUPON** the resolution was declared duly passed and adopted the \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
**SCHOOL BOARD CLERK SIGNATURE**

**Disclaimer** – *This template is optional for school board use and does not constitute legal advice. For legal advice on school board resolutions and long-term facilities maintenance statutes, please consult your school district's attorney.*

**EXAMPLE TEMPLATE (2)**

**EXTRACT OF MEETING MINUTES INDEPENDENT SCHOOL DISTRICT NO. \_\_\_\_\_**

**\_\_\_\_\_ PUBLIC SCHOOLS**

**STATE OF MINNESOTA**

Pursuant to due call and notice thereof, a School Board meeting of Independent School District No. \_\_\_\_\_, State of Minnesota, was held on \_\_\_\_\_ (date), 2023 at \_\_\_\_\_ a.m. /p.m., for the purpose in part, of approving the District’s Fiscal Year (FY) 25 Long-Term Facility Maintenance Ten-Year Plan as established in Minnesota Statutes 2022, section 123B.595.

**School Board Agenda Item 10:** School Board approval of FY 25 Long-Term Facilities Maintenance Ten-Year plan in accordance with Minnesota Statutes 2022, section 123B.595.

School Board Member moved to approve the FY 25 Long-Term Facilities Maintenance Ten-Year and it was duly seconded by School Board Member \_\_\_\_\_ and, upon vote being thereon, the following voted in favor of the motion:

\_\_\_\_\_

And the following voted against \_\_\_\_\_.

I, \_\_\_\_\_, School Board Clerk, certify this to be a true and correct extract of a motion, second and vote of the from the school board minutes of the \_\_\_\_\_ (date) school board meeting of Independent School District (ISD) No. \_\_\_\_\_.

State of Minnesota

County of \_\_\_\_\_

This instrument was signed and sworn before me on this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_ (Notary Public Signature)

**STAMPED SEAL**

Notary Public for the State of Minnesota

Residing at \_\_\_\_\_ (County)

My Commissioner expires \_\_\_\_\_ (date)

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**EXAMPLE TEMPLATE (3)**

**SCHOOL BOARD RESOLUTION**  
**INDEPENDENT SCHOOL DISTRICT NO. \_\_\_\_\_**  
**ADOPTING THE SCHOOL DISTRICT’S FISCAL YEAR (FY) 25**  
**LONG-TERM FACILITIES MAINTENANCE TEN-YEAR PLAN**

**WHEREAS**, to qualify for Long-Term Facilities Maintenance revenue, Minnesota Statutes 2022, section 123B.595, subd. 4 states a school district or intermediate district must annually adopt and approve a ten-year LTFM facilities plan by July 31 for commissioner approval.

**WHEREAS**, the school district has developed a ten-year Long-Term Facilities Maintenance plan consistent with this law.

School Board Member \_\_\_\_\_ moved for the resolution adoption and the motion was duly seconded by School Board Member \_\_\_\_\_ and, upon vote being thereon, the following voted in favor of the motion:

---

And the following voted against \_\_\_\_\_.

**THEREFORE, BE IT RESOLVED THAT**, the School Board of Independent School District No. \_\_\_\_\_ approves and adopts the attached ten-year Long-Term Facilities Maintenance plan for FY 25 on the \_\_\_\_\_ of \_\_\_\_\_, 2023.

---

**SCHOOL BOARD CLERK SIGNATURE**

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**EXAMPLE TEMPLATE (4)****School District's Proportionate Share of LTFM  
Intermediates/Cooperative Units****EXTRACT OF MINUTES OF  
SCHOOL BOARD MEETING  
SCHOOL DISTRICT No. \_\_\_\_\_  
(Public School Name)  
STATE OF MINNESOTA**

Pursuant to due call and notice thereof, a School Board meeting of School District No., State of Minnesota, was held on \_\_\_\_\_ (date), at \_\_\_\_\_ (time) for the purpose, in part, of approving the FY 25 Long-Term Facility Maintenance budget and authorizing the inclusion of a proportionate share of Intermediate School District's long-term facility maintenance projects and related debt service payments in the district's application for long-term facility maintenance.

\_\_\_\_\_ introduced the following resolution and moved its adoption:

**RESOLUTION APPROVING LONG-TERM FACILITY MAINTENANCE PROGRAM BUDGET  
AND AUTHORIZING THE INCLUSION OF A PROPORTIONATE SHARE OF THOSE  
PROJECTS IN THE DISTRICT'S APPLICATION FOR FISCAL YEAR (FY) 2025 LONG-TERM  
FACILITY MAINTENANCE REVENUE**

**BE IT RESOLVED** by the School Board of, \_\_\_\_\_, State of Minnesota, as follows:

1. The School Board of \_\_\_\_\_ has approved a long-term facility maintenance program budget for its facilities for the 2024-2025 school year (FY 2025) in the amount of \$ \_\_\_\_\_ of which District Number's proportionate share is \$ \_\_\_\_\_ consisting of \$ \_\_\_\_\_ for pay as you go projects and \$ \_\_\_\_\_ for debt service payments on the \_\_\_\_\_ (bond series) Facilities Maintenance Bonds. The various components of this program budget are attached as Exhibit A hereto and are incorporated herein by reference. Said budget is hereby approved. (Exhibit A)
2. Minnesota Statutes 2022, section 123B.53, subd. 1, as amended, provides that if an intermediate school district's long-term facility maintenance budget is



approved by the school boards of each of the intermediate school district's member school districts, each member district may include its proportionate share of the costs of the intermediate school district program in its long-term facility maintenance revenue application.

- 3. The proportionate share of the costs of the intermediate school district's long-term facility maintenance program for each member school district to be included in its application shall be determined by multiplying the total cost of the intermediate school district long-term facility maintenance program times a three-year weighted average adjusted pupil units formula. For school year 2024-25 fiscal year 25), the long-term facility maintenance costs shall be funded through annual levy. The inclusion of this proportionate share in the district's long-term facility maintenance revenue application for FY 25 is hereby approved, subject to approval by the Commissioner of Education. Upon receipt of the proportionate share of long-term facility maintenance revenue attributable to the intermediate school district program, the district shall promptly pay to the intermediate school district the applicable aid or levy proceeds.
  
- 4. Pursuant to Minnesota Statutes 2022, section 123B.595, subd. 3, the intermediate district issued \$ \_\_\_\_\_ Facilities Maintenance Bonds, Series \_\_\_\_\_. Such bonds are payable from long-term maintenance revenue transferred by each member district. This district hereby covenants to adopt in each fiscal year during the term of such bonds, a resolution authorizing the inclusion in the application for long-term facilities maintenance revenue the District's proportionate share for such fiscal year of debt service on such bonds.

The motion for the adoption of the foregoing resolution was duly seconded by \_\_\_\_\_ and, upon vote being taken thereon, the following voted in favor

thereof:

\_\_\_\_\_  
\_\_\_\_\_

And the following voted against:

\_\_\_\_\_

**Whereupon** said resolution was approved and adopted by the school board of Independent School District No. \_\_\_\_\_.

STATE OF MINNESOTA      )  
  ) ss  
COUNTY OF                 )

I, the undersigned, being the duly qualified and acting Clerk of School District No. State of Minnesota, hereby certify that I have carefully compared the attached and foregoing extract of minutes of a meeting of School District No. \_\_\_\_\_, held on the date therein indicated, with the original of said minutes on file in my office, and the same is a full, true and complete transcript insofar as the same relates to the approval of Intermediate School District No.'s \_\_\_\_\_ long-term facility maintenance program budget and authorizing the inclusion of a proportionate share of the School District's long-term facility maintenance projects in the district's application for long-term facility maintenance revenue.

WITNESS MY HAND officially as such Clerk on \_\_\_\_\_, 2023.

School District \_\_\_\_\_

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