

# District Effort Recognition Program Project Allocation List

## Instructions for Completion of Project List

### General Instructions:

1. Each school district must complete the attached form prior to the approval of an encumbrance authorization request and the subsequent disbursement of funds for the District Effort Recognition Program.
2. The District School Board is required to approve the project list.
3. Approval of the project list is attested to by the District School Board Chairman and the Superintendent.
4. The approved project list should be attached to the Board certification document and returned to:

Administrator  
Office of Educational Facilities Budgeting  
325 West Gaines Street, Suite 1004  
Tallahassee, Florida 32399-0400  
Fax: (850) 245-9243

### Specific Instructions:

- Column A:** The name of the school where the project is located. This should also be provided on the Encumbrance Authorization Request (OEF Form 352).
- Column B:** The name of the project, or if more applicable, a description of the project. Indicate the applicable grade levels. This should also be provided on the Encumbrance Authorization Request (OEF Form 352).
- Column C:** Indicate whether the project is the construction of a new school, an addition to an existing school, or the remodeling/renovation of existing space.
- Column D:** The number of student stations added by the project.
- Column E:** Indicate the amount of funds allocated to the specific project. The total of this column should equal the district's allocation for the District Effort Recognition Program.
- Column F:** Indicate whether the project is included in the 2002-2003 five-year work program of the district.