



---

## EXCEPTIONAL NEEDS PROGRAM GUIDELINES

---

**Subject:** Program Guidelines  
**Approval:** Commission Resolution 11-105

**Originally Issued:** February 1999  
**Revised:** March 2000; July 2001; July 2002;  
July 2003; September 2004; June 2005; June  
2006; August 2007, November 2010,  
September 2011

---

### APPLIES TO

---

Exceptional Needs Program (ENP)

---

### GUIDELINES

---

The Exceptional Needs Program (ENP) provides funding to school districts with a compelling need for immediate classroom facilities assistance. Under Chapter 3318.37 of the Ohio Revised Code, the Commission may provide funding to districts with unsafe school conditions. Qualifying districts receive state funds to address critical health and safety needs due to inadequate facilities.

ENP is designed to identify buildings from among eligible applicants that have the most severe facility problems. ENP will co-fund a master plan that provides classroom facilities for a selected applicant building. ENP does not fund facility repair or renovation unless a portion of the applicant building is suitable for renovation and that renovation will serve to satisfy the facilities needs of the district. School districts served by ENP remain eligible for funding assistance in CFAP and may also participate in ELPP to complete the balance of their facility needs. However, districts that have executed a construction contract for work under an approved ELPP Agreement will be considered ineligible for ENP participation.

CFAP policies, procedures, and guidelines apply to the Exceptional Needs Program unless waived by the Commission.

#### **School District Eligibility Criteria and Exceptions**

Applicant districts must meet the following five criteria\*:

1. Be ranked below the seventy fifth percentile on the school facility ranking list or have a district land area greater than 300 square miles; and
2. Not be a previous or current participant in the Expedited Local Partnership Program (ELPP) that has an executed construction contract for work under an ELPP Agreement; and
3. Not having received CFAP funding within the last 20 years, or any prior CFAP project within the last 20 years was one for which the electors did not approve a levy; and
4. Demonstrate the need for complete or significant replacement of the applicant building or in the case of building overcrowding, demonstrate the need for a building replacement, addition, or additional building.

\* *H.B. 95 of the 125<sup>th</sup> General Assembly passed in June 2003 created an exception for ELPP pilot districts with a district resolution in place prior to September 14, 2000 to apply for ENP. H.B. 153 of the 129<sup>th</sup> General Assembly removed the prohibition regarding districts expected to be served under the Classroom Facilities Assistance Program within three years.*

---

## Applications

School districts that become eligible will be notified and may submit an application in the year in which they become eligible.

School districts must submit a separate application for each facility (identified by an IRN number) to be considered for the Exceptional Needs Program. In circumstances where the IRN identifies two combined structures, it should be so noted for possible separate ENP evaluations to be determined by OSFC. If a district applies for the program to address building overcrowding, it should submit one application and provide district-wide information as instructed in the application. Applications must contain written and photographic documentation identifying the facility's exceptional needs that affect the health and safety of students.

Applications received by the deadline set by the Commission will receive program consideration in the next annual selection process.

## Evaluation/Selection

Applications are scored and ranked according to degree of severity in the following six major categories: Health, Life Safety, Structure, Heating & Ventilation, Electrical and Overcrowding. The Commission reserves the right to consider other categories that, in the Commission's discretion, would demonstrate an exceptional need for immediate classroom facilities assistance. Such situations will be considered on a case-by-case basis and must meet eligibility criteria pursuant to Ohio Revised Code Chapter 3318.37.

The following major steps are involved in the ENP evaluation and selection process:

**Step 1** Architectural and engineering professionals selected by the OSFC review and evaluate applications in each category.

**Step 2** A short list of applicants determined to have an exceptional need for facility assistance is developed.

**Step 3** On-site visits of short-listed applicants are conducted and scored in six categories. The application and on-site assessment of ENP applicant buildings are then compared to the assessments for facilities in the districts locked into the "Next 10" list for CFAP funding. If an ENP applicant does not demonstrate a greater need than the "Next 10" districts, their project will not be selected for funding.

**Step 4** An independent Evaluation Committee appointed by the OSFC Executive Director reviews and evaluates the information provided by the architectural and engineering professionals and prioritizes the applicant buildings.

**Step 5** Master plans are developed for school districts prioritized by the Evaluation Committee as having buildings with the most exceptional need for assistance.

**Step 6** The Executive Director recommends program funding for the current fiscal year to the Commission based upon Evaluation Committee recommendations, funding availability and other OSFC programs to be funded in the fiscal year.

## Inquiries

Please direct questions regarding the Exceptional Needs Program to the Ohio School Facilities Commission, phone: (614) 466-6290 or e-mail: [program.info@osfc.ohio.gov](mailto:program.info@osfc.ohio.gov).