**Section 254.2080 Step II (Program and Facility Needs Plan)**

a) Local educational agencies electing to continue the development of an area secondary vocational center involve State Board of Education staff in the total planning process, make application for area vocational education planning funds, employ a planning director, expand the participation agreement into a formal joint agreement, develop the Program and Facility Needs Plan, and authorize the administrative agency of the joint agreement to submit a Step II proposal to the State Board of Education. The Step II proposal shall include:

1) an introduction including the educational philosophy, rationale, and goals for the proposed area vocational center and a summary of activities prior to and following Step I approval;

2) a detailed geographic and demographic description of the area to be served;

3) a detailed description of employment and training needs in the area, with copies of surveys and other instruments used in determining such needs;

4) the proposed programs of instruction, with projected program enrollments in each of the first two years of operation, plans for meeting the needs of potential students, and plans for articulation of programs with community colleges in the area;

5) tentative plans for new facilities and/or for renovation or additions to existing facilities;

6) an administrative and operational plan describing the administrative structure and including an organizational chart and a description of the function of boards, administrative staff, and advisory committees;

7) financial information describing the financial capabilities of all participating districts in terms of maximum and current tax rate, assessed valuation, bonding power and indebtedness, and an estimate of each participating district's proportionate share of anticipated expenditures;

8) a timetable for completion of principal activities necessary for completion of the project and preparing the facility for operation;

9) a formal request for approval of the proposal by the State Board of Education and authorization to proceed in the development of the area vocational center through the Step III planning period;

10) a statement, dated and signed by the president and secretary of the board of the administrative agency, that the board has authorized submission of the proposal; and

11) an appendix, including copies of the joint agreement duly authorized and certified by each participating district, the membership of all advisory committees, and such other supportive information as may be pertinent.

b) Upon approval of the Program and Facility Needs Plan by the State Board of Education, the rate of reimbursement for continued planning and for movable instructional equipment and the state participation rate for construction, fixed equipment, and related costs are established, and the participating districts are authorized to proceed in the development of an area secondary vocational center through Step III.