

Furniture, Fixtures and Equipment (FF&E) Guidelines for the BEST Grant

Based on § 22-43.7 C.R.S., 1 CCR 303(1) Public School Facility Construction Guidelines and 1 CCR 303-3 Building Excellent Schools Today (BEST) Grant Program the following will be considered as Furniture, Fixtures and Equipment (FF&E) for purposes of the BEST grant.

The BEST program will fund FF&E for new construction and major renovation projects where budget has been identified in an awarded application. The FF&E budget intends to provide a district with startup furniture, fixtures and equipment necessary to provide a suitable educational environment for the occupants of the facility.

“FF&E is furniture, fixtures or other equipment that typically has no permanent connection to the structure of the building or facility utilities. The type of loose or stationary furnishings and equipment for a school should be selected **to support the educational curriculum and the function of the spaces for students within a facility**, but also provide flexibility for change and development in the future. The exact items and style may change from school to school.”¹

“Supplies” are defined as general purpose consumable (quickly expendable) items and instructional materials which commonly have a shorter life span (less than 1 year) than equipment and machines, and which are stocked for recurring use. Supplies would typically not meet the cost threshold for capital assets inventory. Supplies will not be considered FF&E.

Built-in items, such as lockers, sinks, fixed benches and cabinets are included in the cost of construction. These items may be included in a BEST grant, however should not be considered FF&E. The FF&E budget is not intended to augment public use of the facility or extra-curricular activities. Items such as batting cages for the baseball team, tackling sleds for the football team, and hurdles for the track team are not to be included as FF&E in a BEST grant.

It is required that all FF&E order summaries be submitted to the appropriate BEST technical assistant **PRIOR TO** the purchase of an item, group of items or major FF&E order. FF&E orders submitted without prior approval, may risk non-payment from the BEST grant. When submitting the FF&E orders, please include date of order, vendor, quantity, item description, cost per unit, total item cost, shipping costs, installation costs (if applicable) and total order cost. In addition to the noted information, photo specification and room layout sheets may be provided as supplemental information.

¹ Citation is from the “Wyoming School Facility Department, Furniture Fixtures and Equipment Guidelines, 9/24/09

If a district or charter school grantee would like additional FF&E, not clearly defined in this document, to be considered for inclusion in a grant application, please review with the appropriate BEST technical assistant prior to submitting in the application.

FF&E Guidelines

BEST requests that FF&E be purchased in bulk from a minimal number of vendors where possible. It is recommended to work with an FF&E supplier or consultant to establish quantities and assist in developing an FF&E plan. FF&E has a minimum threshold of \$5,000 with any one vendor. Items from the functional areas listed below may be bought individually or in a group with the total purchase order being greater than or equal to \$5,000, including shipping and other reasonable costs (installation and, if applicable, taxes). **ALL FF&E ORDERS MUST BE DELIVERED or INSTALLED and FUNDS COMMITTED or EXPENDED PRIOR TO THE DISTRICT OCCUPANCY OF A FACILITY. DELAYED DELIVERY, DAMAGED AND RETURNED GOODS MAY BE FUNDED THRU THE ORIGINAL GRANT FF&E. ADDITIONAL FF&E RELATED ITEMS THAT ARE REQUESTED AFTER OCCUPANCY OF THE FACILITY WILL NOT BE CONSIDERED.**

The grantee must retain documentation (such as packing slips, pick tickets, etc.) supporting any and all FF&E purchases, and their location in the facility.

The project team should consider the condition and ability to reuse existing furniture, fixtures and equipment in any given project.

Functional Area Inclusions & Exclusions

Site: Age appropriate fixed playground equipment, required fencing (if not included in the building construction), resilient surface under and around the playground, benches (movable not included in the building construction), storage units for the purpose of storing playground equipment. Exclusions: Site FF&E does not include sporting goods such as sports balls, jump ropes, etc., or extra-curricular sports equipment such as soccer goals, tackling sleds, hurdles, etc.

Classrooms including Specialized Classrooms (Science Labs/ Art Rooms/ Music Rooms/ Band Rooms/Auditoriums/Cafeteriums): Provide all the necessary equipment to support the intended educational program. Classroom furniture, fixtures, and equipment includes student and/or instructor furniture as defined by the classroom program, use and design, such as student/instructor desks, student/instructor chairs, storage units and bookcases used within the classroom, microscopes, kilns, stage curtains and stage lighting ensembles. Exclusions: Classroom FF&E does not include instructional material or equipment such as books, paint brushes, paint, clay, paper, beakers, musical instruments, pencil sharpeners, etc.

Computer Rooms: Furniture to support the use and design of the room. Technology equipment such as computer carts, computers to be utilized within the designated room, projectors, smart boards, racks, servers, switches or any other furniture, equipment can be considered FF&E if not included in the technology budget. Infrastructure for technology will be included in the construction of the facility to include devices (wall outlets, etc.), cabling, wire management etc.

Library/ Multimedia Center: Book racks, seating, computer furniture and equipment to support the intended use and design. Computers can be considered FF&E if not included in the technology budget. Exclusions: Books, literary materials etc.

Commercial Kitchen: May include cooking and refrigeration equipment, dry storage, washing equipment and any other equipment required to operate the kitchen as designed that has not been included in the construction project. Exclusions: Utensils, trays, glasses, cooking utensils, etc.

Cafeteria/ Multipurpose Room: May include a movable stage, tables, and chairs, etc., to provide the necessary seating for the defined use and design.

Gymnasium Spaces: May include sports equipment necessary to provide for the use and design of the gymnasium, i.e. sports specific equipment – climbing ropes, safety mats, wrestling mats, wrestling mat hoist, and scorer table. Climbing walls, volleyball sleeves, bleachers, and basketball hoops would typically be included in the construction of the facility. Exclusions: This does not include sporting goods such as basketballs, footballs, volleyballs, cones, or similar PE instructional items..

Weight Training: May include all equipment necessary to provide for the use and design of the room, i.e. wall mirrors, exercise machines including weights, rubber flooring, wall/floor mats, racked weights, etc. Exclusions: Sporting goods and light exercise equipment not racked or attached to the floor or walls such as exercise balls, jump ropes, stretch bands, etc.

Administration/ Nursing/ Conference/ Reception/ Building Support/ Work Rooms/ Break Rooms: May include all furniture, fixtures and equipment necessary to provide for the use, educational program and design of the room, i.e. Work Rooms may include copiers, fax machines etc. as necessary, Break Rooms may include refrigerators and microwaves. Built in equipment and fixtures are to be included in the construction of the facility.

Career and Technical Education: May include all furniture, fixtures and equipment necessary to provide for the educational use and design of the program such as welding booths, auto lift station, table saws, drill presses, other stationary electrical shop equipment, lockers, family and consumer science appliances, etc. These items would be considered FF&E if the expenses are not included in the building construction. Bulk purchases of hand-held tools in complete sets, including small power tools may be considered. Exclusions: Individually purchased small hand-held or power tools, and replacement blades and parts are considered instructional materials or supplies. For any unique item with a value of \$25,000 (twenty-five thousand dollars) or greater, specific approval from BEST is needed before item can be included in grant.

Custodial Closet Spaces: To include the necessary fixtures and equipment to maintain interior finishes of the funded facility (not to augment districtwide equipment) i.e., equipment necessary to maintain new floor materials such as floor polishers, vacuums etc. Exclusions: Paper products, cleaning liquids, hand held cleaning tools, other supplies.

Other items not included in the BEST FF&E Budget

Technology: May include infrastructure, equipment to support the infrastructure, projectors, Smart boards, etc. Technology is addressed in a separate section of the BEST project budget, and should not generally be considered FF&E, however technology may include hardware, devices, or equipment necessary for individual student learning and classroom instruction. This includes hardware, devices, or equipment to provide access to electronic instructional materials, or necessary for professional use by a

classroom teacher. Exclusions: Technology may not include instructional software, offsite training, extended warranties, or small accessories with short lifespans (supplies).

Moving expenses: New construction and major renovation projects often incur moving costs and the need for moving supplies. The FF&E expense line item is not intended for moving costs such as tape, boxes, or labels. Large storage containers or off-site storage units may be considered if required temporarily during construction. Only consumable, temporary, rented, or contracted moving expenses will be eligible. Exclusions: Purchases of non-disposable tape guns, durable plastic bins, road cases, document shredding, and document archiving etc. will not be reimbursed as moving expenses or FF&E. Please consult your Regional Program Manager for guidance.

Specialty Equipment: The BEST grant will not fund vehicles, grounds maintenance, or athletic field maintenance equipment. Any individual piece of equipment in any category in excess of \$25,000 is subject to additional review by CDE staff to verify alignment with identified grant scope.

The FF&E budget is not intended to augment public use of the facility or extra-curricular activities.

Statutory References

The following references are to the BEST program Statute, Rules and Construction Guidelines as referenced in C.R.S. 22-43.7 BEST as they relate to what is considered in FF&E within the BEST program.

§ 22-43.7 C.R.S., BEST

22-43.7-102 Legislative findings and declarations

- 1) The general assembly hereby finds and declares that:
 - a) Colorado school districts, boards of cooperative services, and charter schools have differing financial abilities to meet students' fundamental educational needs, including the need for new public schools and renovations or for controlled maintenance at existing public schools so that unsafe, deteriorating, or overcrowded facilities do not impair students' abilities to learn.
 - b) The establishment of a program to provide financial assistance to school districts, boards of cooperative services, and charter schools throughout the state that have difficulty financing new capital construction projects and renovating and maintaining existing facilities will help such districts, boards of cooperative services, and charter schools to meet students' fundamental educational needs.

§ 24-75-301 C.R.S.

Definitions

- (1) "**Capital construction**" means:
 - d. Purchase and installation of the fixed and movable equipment necessary for the operation of new, remodeled, or renovated buildings and other physical facilities and for the conduct of programs initially housed therein upon completion of the new construction, remodeling, or renovation;