**Section 254.2082 Step III (Educational Specifications and Finance Program)**

a) Local educational agencies electing to continue the development of an area secondary vocational center make application for continued financial support of area vocational center planning activities, establish occupational advisory committees, select an architect, secure an option on a site, develop the Educational Specifications and Finance Program, and authorize the administrative agency to submit a Step III proposal to the State Board of Education. The Step III proposal shall include:

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

2) identification of participating districts together with a map indicating district locations;

3) complete and detailed educational specifications for each vocational education program and for the overall facility including –

A) program description,

B) emerging trends and occupational opportunities,

C) program objectives in terms of student performance objectives expressed in measurable terms,

D) instructional content in outline form based on program objectives,

E) methods of instruction appropriate to each program,

F) program organization including single session capacity, length and number of sessions daily, and staff requirements,

G) relationship between programs in terms of shared facilities, equipment, instruction, and experiences,

H) detailed space requirements for classroom, laboratories, offices, and storage,

I) special program facility requirements in terms of architectural, electrical, mechanical, environmental, and other needs,

J) identification of fixed and movable equipment needs by program and nonprogram areas in terms of quantity, description, electrical and mechanical data, and estimated costs,

K) specifications for nonprogram areas in terms of function, description, relationship to other areas, space requirements, and architectural, electrical, mechanical, environmental, and other needs,

L) summary sheets of program and nonprogram requirements and spatial relationships, and

M) general facility and site considerations;

4) itemized cost estimates;

5) a finance program setting forth an estimate of the federal, state, and local share of project costs as well as the amount to be provided by each participating district and including documentary evidence of available local funds, necessary referendums, and industrial support;

6) a time schedule of activities necessary to complete the project and ready the facility for operation;

7) a formal request for approval of the proposal by the State Board of Education, official area secondary vocational center designation, and authorization to proceed in the development of the area vocational center through the Step IV planning period;

8) 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

9) an appendix, including current certified copies of the joint agreement, community group endorsements, pertinent minutes of the governing board and/or council, referendum statements and results, and such other supportive information as may be pertinent.

b) Upon approval of the Educational Specifications and Finance Program by the State Board of Education, official designation as an area secondary vocational center is conferred, approved educational specifications are transmitted to the Capital Development Board by the State Board of Education, and the participating districts are authorized to proceed in the development of an area secondary vocational center through Step IV. If finance plans include the sale of bonds, the State Board of Education certifies that the project has been designated an area secondary vocational center and that each district's monies budgeted under the joint agreement do not exceed that district's proportionate share.