



## **Asset Protection Plan/Maintenance Reporting User Manual**

In June 2018, the General Assembly passed, and the Governor signed, a State budget that includes substantial changes to the oversight, management, and funding of public school construction. These changes follow the first of its kind, objective statewide assessment of the current condition of Rhode Island's 306 public school buildings issued in September 2017, ensuring that buildings will be properly maintained.

With the passage of Article 9 from the State Budget, beginning in FY 2019, LEAs' annual maintenance expenditures must meet one of three requirements:

- a) A minimum of 3% of the operating budget. This amount will be phased in over a five year period
  - 1% for FY 2019
  - 1.5% for FY 2020
  - 2% for FY 2021
  - 2.5% for FY 2022
  - 3.0% for FY2023 and beyond
- b) A minimum of 3% of the replacement value. This amount will be phased in over a five year period
  - 1% for FY 2019
  - 1.5% for FY 2020
  - 2% for FY 2021
  - 2.5% for FY 2022
  - 3.0% for FY2023 and beyond
- c) A minimum of \$3, subject to inflation, per square foot of building space.

To streamline the reporting process of this information, the School Building Authority (SBA) at RIDE has modified the existing Asset Protection Plan reporting system on ERIDE to focus on maintenance. LEAs are now required to submit detailed maintenance expenditure information instead of detailed capital improvement information. The data submitted as part of Asset Protection/Maintenance Reporting must match and provide detail to the new Maintenance Expenditure Housing Aid form (F-107).

Submission of the Asset Protection Plan satisfies both the annual requirement to update Asset Protection Plans (RIGL 16-105-5), but also provides details to the Maintenance Expenditure Housing Aid form (RIGL 16-7-23).

## Accessing the Asset Protection Plan

Step 1. Login in at [www.eride.ri.gov](http://www.eride.ri.gov)

Step 2. Click on the red “Asset Protection Plan” Icon

The screenshot shows the eRIDE portal interface. At the top, there is a logo for the Rhode Island Department of Elementary and Secondary Education. Below the logo, the page title is "Information Services". On the left side, there is a sidebar with a blue background containing user information (Mario Carreno) and navigation links for "eRIDE Home", "DATA COLLECTIONS" (including Data Dictionary, Data Calendar, eRIDE Messages), "DATA REPORTING" (including Report Cards, School & District Profiles, Frequently Requested Education Data (FRED), Statistical Reports), "DIRECTORIES" (including Schools Directory, RIDE Staff), and "RESOURCES" (including Trainings/Workshops, RIDE Web Site, RIDE Help Desk). There is also a "Logout" link. The main content area has a white background. It starts with a "Welcome to eRIDE!" message and a "User Profile (mcar00)" section where the user's name, email, phone number, and district office are listed. There are "Edit my Profile" and "Change Password" links. Below this is a section titled "YOUR eRIDE portal for Rhode Island Department of Elementary and Secondary Education" which states: "You have been given special access to the following database applications for your district/school. Simply click on the application icon to submit, update and manage your data." Under this section, there are two icons: one for "Asset Protection Plan" (a house icon) and one for "RIDE IT Surplus" (a pencil icon).

If you do not have access to ERIDE or do not have access to the Asset Protection Plan icon, please contact Mario Carreno at 222-8030 or [Mario.Carreno@ride.ri.gov](mailto:Mario.Carreno@ride.ri.gov).

## Building Information

The first screen on the asset protection website is the **Building Information** screen. This screen provides an overview of the schools located within your district. Schools are listed in alphabetical order along with facility rating, building square feet, building value, current enrollment, and school capacity.

Figure 1: Example of Building Information Screen

South Kingstown | [Log Out](#)

### 2019 South Kingstown district asset protection

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School Name	Facility Rating	Bldg Square Feet	Bldg Value	Current Enrollment	Capacity	Tools for School
Broad Rock Middle School	1	77781	\$15,436,500	450	672	N
Curtis Corner Middle School	2	96697	\$12,346,100	489	729	N
Matunuck School	2	43532	\$6,193,800	181	400	N
Peace Dale School	2	81298	\$14,471,500	427	560	N
South Kingstown High	2	215634	\$27,658,200	940	1703	N
Wakefield School	2	34004	\$4,278,400	176	326	N
West Kingston School	2	43522	\$6,091,600	297	376	N

\* Facility Condition Rating Definition  
1. Building in good condition  
2. Building generally in good condition, some systems needs  
3. Building in fair to poor condition  
4. Building in poor condition, major renovation or replacement

If you have any questions or need to change any locked data, please contact the School Construction Program.

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This information has been prefilled based on past asset protection plan submissions. This information is locked due to the infrequency in which change will occur. A definition key is located at the bottom of the screen.

After reviewing the information on the Building Information screen, click on “**Current Year Expenditures**” at the top of the screen. Users can go back and forth between pages, until the information is submitted on the last screen.

If any information on the **Building Information** screen needs to be changed or updated, click on “please contact the School Building Authority @RIDE” at the bottom of the page. A pop up box will appear which allows a user to indicate what information should be changed and the reasoning behind the request.

## Definitions

*Facility Rating:* A rating between 1 (best) and 4 (worst), which indicates the condition of the school building. Detailed definitions are provided at the bottom of the building information screen.

*Bldg SF:* Building square footage

*Bldg Value:* Assessed building value

*Current Enrollment:* October 1<sup>st</sup> enrollment data reported to RIDE

*School Capacity:* Amount of students the building can accommodate

*Tools for Schools:* Resolution by the district requiring participation in an indoor environmental management plan.

## **Current Year Expenditures**

On the **Current Expenditures** screen, schools are listed with expenditures from the previous three years. Only changes to the current fiscal year are permitted. This screen will be updated annually so that the most recent completed fiscal year will be editable while the two previous years will not. Data for each school has been prefilled using past asset protection plans. This screen will be updated annually so that the current fiscal year is the first column on the screen.

The current expenditures screen requests two types of information: Capital Improvements and Maintenance. Capital improvement projects include long range repairs and upgrades such as replacing a roof, installing new windows and updating bathrooms. LEAs are only required to provide the subtotals for Capital Improvement projects. Rhode Island General Law 16-7-36(11) "Maintenance expenditures" means amounts spent for repairs or replacements for the purpose of keeping a school facility open and safe for use, including repairs, maintenance, and replacements to a school facility's heating, lighting, ventilation, security and other fixtures to keep the facility or fixtures in effective working condition.

Maintenance **shall not** include contracted or direct custodial or janitorial services, expenditures for the cleaning of a school facility or its fixtures, the care and upkeep of grounds, recreational facilities, or parking lots, or the cleaning of or repairs and replacements to movable furnishings or equipment. Additional guidance on maintenance expenditures can be found by [clicking here](#).

**Important:** Beginning in FY 2019, LEAs are required to provide detailed maintenance information for each school. This information serves as the backup for the new Maintenance Expenditure Housing Aid form and the maintenance total at the bottom of the screen must match the signed Housing Aid form.

In the event that a district does not meet its minimum expenditure requirement in a given year, the state shall direct state housing aid paid pursuant to RIGL 16-7-41 or 16-105-5, in an amount equal to the shortfall, to a restricted fund created by the district and dedicated solely to meeting maintenance requirements.

Figure 2: Example of Current Year Expenditures Screen

		<a href="#">Building information</a>	<a href="#">Current Year Expenditure</a>	<a href="#">Future Year Expenditure</a>	<a href="#">Sign and Submit</a>
School Name	Project	Past Expenditure	FY_2017	FY_2018	FY_2019
Broad Rock Middle School (32114)	Capital Improvement Subtotal	21,000	0	<u>25,000</u>	
	Maintenance Subtotal	81,272	85,537	<u>103,889</u>	
	Grand Total	102,272	85,537	128,889	
Curtis Corner Middle School (32110)	Capital Improvement Subtotal	8,680	53,116	<u>9</u>	
	Maintenance Subtotal	100,971	106,269	<u>129,134</u>	
	Grand Total	109,651	159,385	129,134	
Matunuck School (32113)	Capital Improvement Subtotal	412,597	36,589	<u>1,053,000</u>	
	Maintenance Subtotal	45,463	47,849	<u>58,154</u>	
	Grand Total	458,060	84,438	1,111,154	
Peace Dale School (32107)	Capital Improvement Subtotal	0	0	<u>0</u>	
	Maintenance Subtotal	84,925	89,381	<u>108,562</u>	
	Grand Total	84,925	89,381	108,562	
South Kingstown High (32108)	Capital Improvement Subtotal	14,817	0	<u>686,000</u>	
	Maintenance Subtotal	225,227	262,046	<u>338,011</u>	
	Grand Total	240,044	262,046	1,024,011	
Wakefield School (32103)	Capital Improvement Subtotal	206,666	0	<u>0</u>	
	Maintenance Subtotal	35,548	37,414	<u>45,350</u>	
	Grand Total	242,214	37,414	45,350	
West Kingston School (32112)	Capital Improvement Subtotal	412,597	36,589	<u>0</u>	
	Maintenance Subtotal	45,463	47,849	<u>58,152</u>	
	Grand Total	458,060	84,438	58,152	
		<b>Sum of Maintenance</b>	618,869	676,345	841,252

To change an amount, click on a number that is blue and underlined. A pop up box will appear allowing a new value to be inserted. Once a new value is added, press update and the change will be reflected on the screen.

Figure 2: Example of Updating Current Year Expenditures Screen

DISTRICT ASSET PROTECTION PLAN SUMMARY      Welcome Tan LU

Home Admin

SCHOOL LIST      Choose District: Burrillville ▾

School Name	Past Expenditures
Austin T. Levy School	FY_2009 FY_2010 FY_2011
Burrillville High School	FY_2009 FY_2010 FY_2011
William L. Callahan School	FY_2009 FY_2010 FY_2011

**Change Burrillville High School's 2011 Maintenance:**

Original value \$500  
New value \$500

First 1 Last      Please reference the [School Housing Aid Invoice for School Construction \(F-105\)](#) for category descriptions.      Previous Next

Once information for the current fiscal year is updated, please click “**Future Year Expenditures**” on the top of the screen. Users can go back and forth between pages, until the information is submitted on the last screen.

## Future Expenditures

The **Future Expenditures** screen prompts users to input Capital Improvement and Maintenance subtotals for the current fiscal year and four subsequent years. Information has been prefilled using an average obtained from previous asset protection plans.

Figure 4: Example of Future Expenditures Screen

2019 South Kingstown district asset protection							
		Building information		Current Year Expenditure		Future Year Expenditure	Sign and Submit
School Name		Future Expenditure					
	Project	FY_2020	FY_2021	FY_2022	FY_2023	FY_2024	
Broad Rock Middle School (32114)	Capital Improvement Subtotal	0	0	0	0	0	
	Maintenance Subtotal	107,370	105,099	108,899	125,998	0	
	Grand Total	107,370	105,099	108,899	125,998	0	
Curtis Corner Middle School (32110)	Capital Improvement Subtotal	697,000	0	225,000	0	0	
	Maintenance Subtotal	133,460	130,636	135,359	156,615	0	
	Grand Total	830,460	130,636	360,359	156,615	0	
Matunuck School (32113)	Capital Improvement Subtotal	0	0	300,000	200,000	0	
	Maintenance Subtotal	60,103	58,832	60,959	70,529	0	
	Grand Total	60,103	58,832	360,959	270,529	0	
Peace Dale School (32107)	Capital Improvement Subtotal	0	0	0	500,000	0	
	Maintenance Subtotal	112,200	109,825	113,795	131,652	0	
	Grand Total	112,200	109,825	113,795	631,652	0	
South Kingstown High (32108)	Capital Improvement Subtotal	0	500,000	200,000	350,000	0	
	Maintenance Subtotal	317,661	291,365	301,899	365,301	0	
	Grand Total	317,661	791,365	501,899	715,301	0	
Wakefield School (32103)	Capital Improvement Subtotal	68,200	499,000	0	0	0	
	Maintenance Subtotal	46,869	45,873	47,532	55,004	0	
	Grand Total	115,069	544,873	47,532	55,004	0	
West Kingston School (32112)	Capital Improvement Subtotal	1,053,000	0	0	350,000	0	
	Maintenance Subtotal	60,101	58,831	60,958	70,526	0	
	Grand Total	1,113,101	58,831	60,958	420,526	0	

To change an amount, click on a number that has been underlined and in blue. A pop up box will appear allowing a new value to be inserted. Once a new value is added, press update and the change will be reflected on the screen.

Once capital improvement and maintenance information has been entered in every fiscal year for every school, click on “Sign and Submit” on the top of the screen. Users can go back and forth between pages, until the information is submitted on the last screen.

## Sign and Submit

Once the building information is verified and expenditures updated, users arrive to the final screen. Unlike previous asset protection plans which required four signatures, the electronic version only requires one. Users must certify that the information they are providing is correct to the best of their knowledge. Clicking sign and submit electronically signs the asset protection plan and no other changes will be permitted that fiscal year. **Please note: the maintenance total for the current fiscal year must match the information provided on the F-107 Housing Aid form.**

### 2019 South Kingstown district asset protection

[Building information](#)

[Current Expenditure](#)

[Future Expenditure](#)

[Sign and Submit](#)

I certify that this information is correct to the best of my knowledge and belief.

By clicking the "Sign and Submit" button, you will electronically sign the [Asset Protection Plan](#) and will no longer be allowed to make any changes this fiscal year.

[Sign and Submit](#)

For more information, please contact Dr. Joseph da Silva at 401-222-4294 or at  
[Joseph.dasilva@ride.ri.gov](mailto:Joseph.dasilva@ride.ri.gov)