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Commissioner of Education and Chief Learner

KENTUCKY DEPARTMENT OF EDUCATION
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MEMORANDUM No. 52

**TO: Kentucky School District Finance and Facility Directors
Architects, Engineers, Construction Managers and Fiscal Agents serving K-12 Public Schools**

FROM: Greg Dunbar, Manager, District Facilities Branch greg.dunbar@education.ky.gov

DATE: June 17, 2022

RE: Procedures During Current FACPAC Maintenance

As most of you are aware, the Facilities Planning and Construction (FACPAC) system has not been fully operational since May 20. Work to replace workflow software continues. Unfortunately, a date of restored functionality cannot be determined.

Please employ the "User Request Form" - Item 3 in the Table of Contents of the FACPAC System User Guide. Identify the BG number, specific form being addressed and a detailed description of the issue. This will provide users with immediate feedback and allow KDE to collectively review the project issue.

Please contact KDE's staff architect assigned to the district regarding BG-1's that propose SFCC and/or ESSER funds and bond sales of any fund source.

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John.Gilbert@education.ky.gov
Marcus.Highland@education.ky.gov
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Please contact our RMA II with technical FACPAC questions.

Tanesha.Keene@education.ky.gov

Ec: District Finance Officers, District Facility Directors, Architect, Engineers, Construction Managers and Fiscal Agents