

OFFICE OF SCHOOL CONSTRUCTION GRANTS
GRANT APPLICATION (FORM SCG-049) SUBMISSION CHECKLIST
Revised September 2015

All documentation listed below must be included in the grant application package for the application to be considered complete. Although Form SCG-049 is required to be submitted electronically via the School Construction Grant Management System (SCGMS), the supplemental documentation listed below is required to complete the electronic application.

1. Form SCG-049 electronically submitted via SCGMS at www.csde.state.ct.us.
2. Certified copy of resolutions from the local legislative body (*not* the Board of Education):
 - (i) establishing a building committee;
 - (ii) authorizing at least the preparation of schematic drawings and outline specifications; and
 - (iii) authorizing the filing of the grant application.
3. Complete educational specifications for the project.
4. Board of Education's written approval of educational specifications.
5. Documentation of locally authorized funding (i.e. certified referendum language and vote count; budget page(s) containing funding for the project and date budget was passed) in an amount sufficient to cover the local share. Where locally authorized funding references more than one project, a cover letter providing an allocation of the funding needs to be provided.
6. Enrollment projection in support of the highest eight-year projected enrollment for all projects *except* code violation, roof replacement, Board of Education space, vocational agriculture equipment-only, and certified indoor air quality emergency projects.
7. Vo-Ag equipment list, if applicable.
8. Formal approval from the appropriate SDE programmatic office for vo-ag projects (equipment and/or construction), interdistrict magnet projects, and regional special education center projects.
9. Diversity Schools, if applicable. Evidence (i.e. minutes, town-wide notice) supporting the development of policies to make residents aware that enrollment is open to all eligible resident students. **(new)**
10. Renovation Projects, if applicable. A copy of the written approval from the Commissioner of the DAS awarding Renovation Status as defined under C.G.S. 10-282 (18). **(new)**
11. Roof Projects, if applicable. Roof sketch and key consistent with education specifications and labeled with programmatic areas. **(new)**
12. Completed cost estimating worksheet in accordance with the ASTM Standard # E1557 Classification of Building Elements & Related Sitework UNIFORMAT II. **(new)**
13. Completed cost estimating worksheet Part B for any project in excess of \$2 million (SCG-049)
The total authorized cost for the initial cost estimate submission in both Unifomat II and Worksheet B must balance to be considered complete.
14. This checklist signed by contact person listed on Form SCG-049.

Contact Person's Name

Signature

Phone

Notes: *For Priority List (PL) projects, the local resolutions and Board of Education (BOE) approval of educational specifications need to be executed prior to the June 30 deadline.*
For Non PL projects, local resolutions and BOE approval of education specifications can be submitted at any time for Commissioner review and authorization.
Locally authorized funding needs to be secured in accordance with C.G.S Section 10-283 (d)
Incomplete grant applications will only be assigned a temporary project number.
No state grant commitments can be given for grant applications with temporary project numbers.