



DEPARTMENT OF ADMINISTRATIVE SERVICES
Office of School Construction Grants

**Grant Application and Executive Summary of
Educational Specifications for a School Building Project
(SCG-049)**

General Instructions

Before completing this application be sure you have all of the required attachments.

FACE SHEET

- Provide in the appropriate boxes, the school district name, the name and telephone number of the contact person for the project application, and the name and address of the facility where the project is to take place.
- **Type of facility:** Indicate the type of facility (one only) by placing an “X” in the space provided. If you need assistance in making this determination, call 860-713-6490 for guidance.

Special instructions for regional vocational agriculture and regional special education projects:
First contact the Associate Commissioner of the Division of Educational Programs and Services to obtain written approval of the project and to request, if applicable and giving reasons, a waiver of the space standard requirements for this project. Include copies of the responses when filing your grant application.

Please note: If the facility includes more than one type of program space (i.e. standard school program space and offices of the Board of Education) and the construction project encompasses more than one type of program space, a SEPARATE application for each type of space is needed.

- **Type of Project:** Indicate with an “X”, all types of construction that apply to the project. The schedules required to be completed are indicated to the right for each type of construction. Do not, however, file more than one of each schedule.

Please note: If this project includes a roof replacement, complete schedule 7 to ascertain project cost eligibility before completing schedules 1 and 2.

Special instructions for renovation projects pursuant to CGS Section 10-286
Carefully read the *Guidelines For Determining Eligibility Of School Construction Projects For Status As Renovations* as defined in Section, 10-282 (18)* of the Connecticut General Statutes to ascertain the materials which will be needed by this office in order to determine eligibility. Where possible, these materials should be submitted with form SCG-049. Note that there are actually two parts to requirement #2. These are (1) evidence that the applicant has gone through a formal process of evaluating the proposed project vis-à-vis a new facility, and (2) professional estimates to document that significant cost savings will result. Please be sure that requirement #2 can be met before spending time and funds on meeting the other requirements.

* If you do not have a copy of the guidelines, one may be obtained by calling 860-713-6490.

- **Additional Reimbursement:** Only complete this section if the project has been approved for one or more of the programs indicated. Attach a copy of the grant commitment letter or other correspondence from the SCG program manager evidencing such approval. Indicate with an “X”, all types that apply.
- **Certification** must contain the superintendent’s actual signature; photocopied or “FAX” copies will not be accepted.

Specific Form Instructions

SCHEDULE 1: General Project Data

- a. C.G.S. Section 10-220(a), as amended, requires that each local or regional board of education shall make a continuing study of the need for school facilities and of a long-term school building program and shall advise the Commissioner of Education of the relationship between any individual school building project pursuant to Chapter 173 and such long-term school building program. Summarize this relationship or, if this project is not included in, or in accordance with such plan, or if you do not have a long-term school building plan, explain in the space provided.
- b. If the district currently has no future plans to change the educational use associated with the type of facility identified on the face sheet, check “YES”. If there are plans to abandon, sell, lease, demolish or redirect the use of the facility check “NO” and explain in the space provided.
- c. Indicate all reasons applicable to this project, giving additional detail where requested.
- d. Identify and provide reasons for any work in the areas listed. If this project includes no work in any of the listed areas, the “not applicable” box must be checked. Do not leave this section blank.
- e. Check YES or NO, do not leave blank. If YES, use one of the keywords - abandoned, sold, leased, demolished or redirected use in the brief explanation. (Examples: “Redirected use of John Smith High School to Board of Finance offices July 1, 1996.”; or “Leased Frank James Middle School to Acme Storage Co. Sept. 30, 1995.”)

SCHEDULE 2: Estimated Project Costs and Financing

- a. Part A – Eligible Auditorium Seating Area. If the construction project includes construction of an auditorium, complete this section prior to completing Part C. Please note that auditorium seating capacity does not mean the actual number of seats, but the number the auditorium has the capacity to hold. Please note also that if the construction project includes the replacement or refurbishment of existing auditorium seats, these costs should be reported as ineligible construction in Part C.
- b. Part B - Project Financing. Estimate the sources and amounts of funding for this project. If you have estimated the state school construction grant, you may report this amount separately from General Fund financing in the space provided.
- c. Part C – Estimated Project Costs. Provide estimated eligible, limited eligible, and ineligible costs for the project. Ineligible costs may be estimated using the Ineligible and Limited Eligible Costs Worksheet as a guide to which project components are ineligible. Ineligible costs should be completed even if renovation status is being requested pursuant to CGS Section 10-286.

Note that the total project financing must equal the total estimated project costs.

SCHEDULE 3: Site and Facility Purchase Data

- a. Check all boxes that apply. If two independent appraisals have been obtained, please submit both with the application. A copy of the purchase agreement needs to be submitted to the Office of School Construction Grants when executed. If appraisals have not yet been obtained, submit prior to requesting grant payments for the purchase(s).
- b. through d. Complete site acreage data for site purchases only.

SCHEDULE 4: Educational Technology Infrastructure

- a. through c. Complete educational technology questions as appropriate for the project.
- d. If the needs of educational technology are not addressed by this project, an explanation must be given. If not already addressed for the entire facility, an example of an "Other" explanation would be: "Being addressed by project # 100-010 EA".

SCHEDULE 5: Codes

Indicate the general categories of code work being addressed by this project by check-marks in the appropriate boxes. Check all that apply.

Within each category, enter a check-mark in each appropriate space.

Use the space provided in the Other category to describe work for which no box or space has been provided. Include general category and/or detail.

SCHEDULE 6: Space Standards Data

Item a - Year of Original Construction. Report the year of original construction for the facility. If a facility was constructed at different times, report the year of original construction for the oldest section of the building. Please note: If the year entered here is 1949 or earlier, item g must also be completed.

Items b through e. Report the amount of square footage as appropriate for each item.

Item g – Portion of the total facility area...constructed prior to 1950. Report the amount of square footage constructed prior to 1950.

Item h – Highest projected enrollment. Report the highest projected enrollment for the facility over the eight-year period beginning with the next October 1 following the date of this application.

Item I – Circle all grades in the facility during the eight-year projection period (see item h above).

SCHEDULE 7: Roof Replacement

- a. To be eligible for a grant for the total replacement of a roof or roof section, all materials must be replaced down to, or including the deck (i.e. vertical replacement). Work which constitutes less than a total replacement of such materials is considered a repair and is not eligible for a grant pursuant to Chapter 173 of the Connecticut General Statutes. Patchwork replacement of parts of a roof are not eligible for a grant.
- b. and c. Complete these items as appropriate for the roof replacement.
- d. Age of roof area determines whether the roof replacement is eligible for a grant and, if eligible for a grant, how much of the project costs might be eligible for a grant.
 - (a) If the roof or roof section(s) which is being replaced is less than 20 years old, and full roof replacement costs are to be considered for grant payments, **both** certifications must be signed.
 1. The certification of improper design or improper construction must be signed by **either** a registered architect **or** a registered engineer.
 2. Enter the amount recovered or recoverable in the space provided. If none, enter zero, do not leave blank. The certification must be signed by **either** the town attorney **or** the board attorney.
 - (b) If the roof or roof section(s) which is being replaced is 15 years or older and less than 20 years old, reduced roof replacement costs are eligible for grant payments. The project costs percentage reduction is shown in the table. Complete the table as appropriate based upon the age of the roof section(s) to be replaced.

SCHEDULE 8: Extension and Alteration Detail.

- a. Extension Projects – Indicate type of additional floor space to be added for the project.
- b. Alteration Projects – Indicate and describe the type of alteration to be done for the project.

SCHEDULE 9: Supplemental Data for School Building Projects Involving Bonus Programs Pursuant to C.G.S. Section 10-285a, subsections (e) through (h).

Indicate those programs for which you are requesting bonus reimbursement percentage points. Check all that apply.

Complete the information requested in the appropriate section.