

DEPARTMENT OF ADMINISTRATIVE SERVICES
Office of School Construction Grants

INSTRUCTIONS

FORM SCG-042
REQUEST FOR REVIEW OF FINAL PLANS
(Rev. 9/15)

Form SCG-042 must accompany final plans and project manual (specifications) for each phase of the project.

PAGE 1 of 2: REQUEST FOR REVIEW OF FINAL PLANS

(This page of the form must be completed for **all** phases of multiphase projects.)

- Provide school district name, the name and address of facility where project is to take place, the project number assigned by the Office of School Construction Grants and the phase number in the appropriate boxes. The phase number should also indicate the number of phases approved by the school facilities unit (e.g. “1 of 3” or “2 of 2”).
- Indicate the dates you plan to begin and complete construction. Note that for all projects other than those exclusively for the correction of code violations, construction must begin within 2 years after the effective date of general assembly authorization to enter into a grant commitment.
- Certification of approval dates: Enter the dates of the official approvals by the local Board of Education, the School Building Committee and, if a site acquisition, the State Board of Education. Next, enter the date the final plans, project manual and professional cost estimate were certified as complete **as they appear on those documents**. Both signatures are necessary to complete this certification section.
- Provide the name and telephone number of the project architect.
- The Local Education Agency Superintendent shall sign the request for review and approval of final plans by the Office of School Construction Grants.
- **Attach all documents indicated in the narrative beside the box checked including the new requirement for a detailed project scope letter.**

PAGE 2 of 2:

- The LEA may submit a completed SCG Code Conformity Sheet in lieu of the certification of local approval on page 2 of 2 of Form SCG-042. Before obtaining the signatures of the local officials, fill in the blanks in the certification statements by entering the dates of the final plans and project manual as they appear on those documents.

If you have any questions, do not hesitate to contact Kermit Thompson at kermit.thompson@ct.gov or 860-713-6484.