

FORM SCG-1001

**DEPARTMENT OF ADMINISTRATIVE SERVICES
OFFICE OF SCHOOL CONSTRUCTION GRANTS
AND REVIEW**

General Improvements to Alliance Districts' School Buildings Grant Program Application Package

January 18, 2017

**APPLICATIONS DUE:
March 31, 2017
May 30, 2017**



Melody A. Currey, Commissioner
DEPARTMENT OF ADMINISTRATIVE SERVICES



Melody A. Currey
Commissioner

STATE OF CONNECTICUT
Department of Administrative Services

Telephone: (860) 713-5100
Fax: (860) 713-7481
Melody.Currey@ct.gov

Dear Alliance District Superintendent:

With the signing of Public Act 15-1 of the June 2015 Special Session, Governor Malloy has committed \$50 million in fiscal years 2016 and 2017 to help maintain or repair school buildings in Alliance Districts. Specifically, the Governor revived and amended a grant program that had not been funded since 2002 to help districts that are not be able to keep up with the ongoing demands of maintaining and updating their facilities. The intent of this program was to fund projects that would not otherwise qualify as school construction grant projects under chapter 173 of the Connecticut General Statutes. Eligible projects, for example, will include replacements and upgrades.

Fifty million dollars was allocated in 2016. However, in the mid-year adjustments for the 2016/17 fiscal year the amount to be distributed was reduced to thirty million dollars. As a result, we redistributed the grant adhering to the statutory requirement that the five largest towns receive two million dollars each and the balance of the funds distributed to the remaining twenty-five Alliance districts.

I know all too well that as municipal budgets shrink, these types of projects can fall by the wayside. I applaud the Governor's commitment to our state's school buildings. The staff of the Office of School Construction Grants & Review stands ready to work with any district that chooses to participate.

Sincerely,

A handwritten signature in blue ink that reads "Melody A. Currey".

Melody A. Currey
Commissioner

Program Description:

Public Act 15-1 of the June Special Session revived and amended a grant to provide new funds to Connecticut's Alliance School Districts to improve the condition of the schools in greatest need of improvements **that are not generally eligible for funding or previously authorized under a school building project pursuant to Chapter 173 of the Connecticut General Statutes.**

Questions about a project's eligibility under Chapter 173 should be directed to Tom Reault, or Kosta Diamantis at the Office of School Construction and Grants, at (860) 713-6480.

Examples of Eligible Projects:

C.G.S. Section 10-265h, which is included in this package, dictates the types of projects eligible for grant funding. These dollars are targeted for the types of repair and replacement work and other general improvements not covered by the existing school construction grants program.

Eligible improvement projects include:

- 1) Replacing windows and doors,
- 2) Replacing boilers and other heating and ventilation components,
- 3) Replacing internal communication and technology systems,
- 4) Replacing lockers,
- 5) Replacing cafeteria equipment,
- 6) Upgrading and replacing ceiling and floor coverings,
- 7) Upgrading restrooms, including new fixtures and water fountains and related water supplies and drainage,
- 8) Upgrading or replacing lighting fixtures, including energy efficient measures,
- 9) Upgrading entryways, driveways, parking areas, play areas and athletic fields,
- 10) Upgrading equipment,
- 11) Installing or upgrading security systems, including but not limited to video surveillance devices and fencing, and
- 12) Other similar work approved by the **Commissioner of Administrative Services.**

Ineligible projects include:

- 1) Routine building maintenance and maintenance supplies,
- 2) Cleaning, and
- 3) Salaries of in-house maintenance staff and other school staff.

Note: Direct labor charges for overtime, or newly hired staff, to work exclusively on specific eligible projects with the **prior approval of the Department may be permitted.** Questions about a project's eligibility under Chapter 173 should be directed to Tom Reault, or Kosta Diamantis of the Office of School Construction Grants and Review, at (860) 713-6480.

Eligible Districts:

Ansonia	Hartford	Norwich
Bloomfield	Killingly	Putnam
Bridgeport	Manchester	Stamford
Bristol	Meriden	Vernon
Danbury	Middletown	Waterbury
Derby	Naugatuck	West Haven
East Hartford	New Britain	Winchester
East Haven	New Haven	Windham
East Windsor	New London	Windsor
Hamden	Norwalk	Windsor Locks

Management of the Program:

The grantee has complete management control of this grant. While DAS staff may be consulted for their expertise, they will not be directly responsible for the selection of sub-grantees or vendors, nor will they be directly involved in the expenditure and payment of funds.

Deadline for Applications:

For administrative purposes, applications shall be filed prior to the two periods of review: March 31, 2017; and May 30, 2017. Consideration for grant commitment will occur within 30 days of submittal for each period. Only applications with the original signatures will be accepted as timely filed. Preference in approving applications and awarding grants will be given to those applicants that submit complete application packages, including a life-cycle stewardship plan, on time. An approved life-cycle cost analysis worksheet, [Life Cycle Cost Analysis Determination Request \(Form 3020\)](#), may satisfy the life-cycle stewardship plan requirement. All funds are available for the 2017 fiscal year, however, all funds are to be spent by June 30, 2018.

A complete application consists of a) one signed copy of the Program Proposal; b) one signed District Certification; and c) one Project Description Form for **each facility**.

The mailing address is:

Department of Administrative Services
Office of School Construction Grants and Review
450 Columbus Blvd., Suite 1503
Hartford, CT 06103

Questions regarding the application process should be directed to Tom Reault, or Kosta Diamantis, Office of School Construction Grants and Review, at (860) 713-6480.

Applicants should not ask for approval of projects expressly denied in the statutory language to include school construction. Artificial Turf is an example of an item that is not an allowable expense. Questions about the eligibility of a project not clearly excluded should be referred to Tom Reault. When a clear determination cannot be made quickly, you will be instructed to include the project in your application rather than delay submitting the entire application package.

Once a formal determination is made, your application can be amended as necessary. We recommend that in applying for one or more projects with questionable eligibility, you also submit alternate work that is clearly eligible. In the event your first choice is deemed unacceptable, you will already have an approved alternate in place. Be sure that any projects intended as alternates are clearly labeled as such.

FUNDING IS CONTINGENT UPON APPROVAL OF THE BOND COMMISSION.

Review and Approval:

The Department of Administrative Services expects that complete applications received by March 31, 2017 and May 30, 2017 will be reviewed, negotiated and accepted, with modifications if necessary, within 30 days of receipt. Funding of grants shall be awarded as identified in the chart titled: **Alliance District Grants by Student Population**.

This is a two-year grant cycle for expenditure purposes and shall include a final expenditure report with each project. Reports are due June 30, 2018, or upon completion of the project.

CONNECTICUT GENERAL STATUTES SECTION 10-265h
Grants for General Improvements to Alliance School Buildings

(a) The Commissioner of Administrative Services, in consultation with the Commissioner of Education, shall establish, within available bond authorizations, a grant program to assist alliance districts, as defined in section 10-262u, in paying for general improvements to school buildings. For purposes of this section "general improvements to school buildings" means work that (1) is generally not eligible for reimbursement pursuant to chapter 173, and (2) is to (A) replace windows, doors, boilers and other heating and ventilation system components, internal communications and technology systems, lockers, floors, cafeteria equipment and ceilings, including the installation of new drop ceilings, (B) upgrade restrooms including the replacement of fixtures and related water supplies and drainage, (C) upgrade and replace lighting, including energy efficient upgrades to lighting systems and controls to increase efficiency, and reduce consumption levels and cost, (D) upgrade entryways, driveways, parking areas, play areas and athletic fields, (E) upgrade equipment, (F) repair roofs, including the installation of energy efficient fixtures and systems and environmental enhancements, or (G) install or upgrade security equipment that is consistent with the school safety infrastructure standards, developed by the School Safety Infrastructure Council pursuant to section 10-292r, including, but not limited to, video surveillance devices and fencing, provided "general improvements to school buildings" may include work not specified in this subdivision if the alliance district provides justification for such work acceptable to the Commissioner of Administrative Services, but shall not include routine maintenance such as painting, cleaning, equipment repair or other minor repairs or work done at the administrative facilities of a board of education.

(b) Eligibility for grants pursuant to this section shall be determined for a five-year period based on a school district's designation as an alliance district in the initial year of designation as an alliance district. Grant awards shall be made annually contingent upon the filing of an application and a satisfactory annual evaluation. Priority shall be given to an alliance district that includes a life-cycle stewardship plan with such alliance district's application. The life-cycle stewardship plan shall describe the investments and other efforts that have been and will be made by the alliance district to extend the life cycle of its facilities and equipment. Alliance districts shall apply for grants pursuant to this section at such time and in such manner as the commissioner prescribes. Grant awards made to an alliance district that is one of the alliance districts with the five largest populations, based on the 2010 federal census, shall be in an amount equal to or greater than two million dollars.

(c) No funds received by an alliance district pursuant to this section shall be used to supplant local matching requirements for federal or state funding otherwise received by such alliance district for improvements to school buildings.

(d) Each alliance district that receives funds pursuant to this section shall file expenditure reports with the Department of Administrative Services as requested by the Commissioner of Administrative Services. Each alliance district shall refund (1) any unexpended amounts at the close of the project for which the grants are awarded and (2) any amounts not expended in accordance with the approved grant application.

(e) General improvements for which grants are awarded in any year shall be completed by the end of the succeeding fiscal year.

DEPARTMENT OF ADMINISTRATIVE SERVICES

Office of School Construction
Grants and Review
450 Columbus Blvd, Suite 1503
Hartford, Connecticut 06103

**General Improvements to Alliance Districts' School Buildings, 2017-2018
Program Proposal**

Town/District Name	Completed by	Phone	Date
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As the Superintendent of Schools, I do hereby certify and assure the following:

1. The application has been approved by the local board of education at its meeting of _____.
2. If funded, there will not be a decrease in the local share of financial support for schools.
3. The application is coordinated with other on-going operations and improvement strategies in the school district.
4. If funded, the district agrees:
 - to expend the grant funds on activities in the approved proposal and according to the approved budget and, if necessary, to request amendments prior to any project or budget changes;
 - to use appropriate fiscal control and accounting procedures to ensure proper disbursement of all awards;
 - to manage the project in compliance with all applicable state and federal laws and with the regulations, other policies and administrative directives of the Connecticut State Board of Education;
 - to submit the minutes of the Board of Education's acceptance of the completed project within 60 days of the completion of the project; and
 - to submit an itemized final expenditure report, with all paid invoices, requisitions, or purchase orders supporting the itemized amounts.
5. The application and expenditure reports are subject to a DAS audit.

Further, I certify that in the performance of this proposal, the district will not discriminate against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, sexual orientation, sex, mental retardation*, or physical disability, including, but not limited to, blindness, unless it is shown by such applicant that such disability prevents performance of work involved in any manner and further agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission concerning the employment practices and procedures of the applicant as related to the provisions of this section. (Connecticut General Statutes Sections 4a-60 and 4a-60a, *including mental disability: Article first, State Constitution)

Superintendent's Name (print or type)	Superintendent's Signature	Date
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Note: DAS reserves the right to use and/or publish any part or parts of any summary, abstract, reports, publications, records and materials resulting from this project and this grant.

DEPARTMENT OF ADMINISTRATIVE SERVICES
General Improvements to Alliance Districts' School Buildings, 2017-2018
District Certification

School District: _____

Address: _____

Superintendent of Schools: _____ Phone: _____

Certification that a current Affirmative Action packet is on file

I the undersigned authorized official, hereby certify that the applying organization/agency has a current affirmative action packet on file with the Connecticut State Department of Education. The affirmative action packet is, by reference, part of this application.

Certification that a current Standard Statement of Assurances Grant Program is on file

I the undersigned authorized official, hereby certify that the applying organization/agency has a current Standard Statement of Assurances Grant Program on file with the Connecticut State Department of Education. The Standard Statement of Assurances Grant Program is, by reference, part of this application/RFP.

Signature of Superintendent

Date

Print Name

DEPARTMENT OF ADMINISTRATIVE SERVICES
General Improvements to Alliance Districts' School Buildings, 2017-2018
Expenditure Report Cover Page

School District: _____
Project Name: _____

Total Grant Award: _____

Project Status: Complete In-Process Anticipated completion date: _____

Total Project Cost: _____
Amount Spent: _____
Balance Remaining: _____

I hereby certify that the attached Expenditure Report, including any attachments thereto, is accurate and complete, and lists all of the expenditures on the above-mentioned Project.

Superintendent—print name

Superintendent—sign name

Date

PLEASE BE ADVISED THAT PURSUANT TO CONN. GEN. STAT. SECTION 10-265h, EACH ALLIANCE DISTRICT THAT RECEIVES FUNDS PURSUANT TO THIS SECTION SHALL FILE EXPENDITURE REPORTS WITH THE DEPARTMENT OF ADMINISTRATIVE SERVICES AS REQUESTED BY THE COMMISSIONER OF ADMINISTRATIVE SERVICES. EACH ALLIANCE DISTRICT SHALL REFUND (1) ANY UNEXPENDED AMOUNTS AT THE CLOSE OF THE PROJECT FOR WHICH THE GRANTS ARE AWARDED AND (2) ANY AMOUNTS NOT EXPENDED IN ACCORDANCE WITH THE APPROVED GRANT APPLICATION.

Alliance District Grants by Student Population¹

Group 1: Districts with 15,000 students or more include: Bridgeport, New Haven, Hartford, Stamford and Waterbury.

Group 2: Districts with 5,000 students, but less than 15,000 students, include: Norwalk, Danbury, New Britain, Hamden, Meriden, Bristol, Manchester, West Haven, East Hartford, Middletown, and Naugatuck.

Group 3: Districts with less than 5,000 students include: East Haven, Vernon, Windsor, New London, Windham, Bloomfield, Ansonia, Killingly, Derby, Windsor Locks, Winchester, East Windsor, Norwich and Putnam.

Total grant awards for districts in Group 1 shall not exceed \$2,000,000 per district; for districts in Group 2 shall not exceed \$1,080,000 per district; and for districts in Group 3 shall not exceed \$580,000 per district. Total grant awards for each district may be spread across more than one project and more than one application deadline.

¹ Based on the School Strategic Plans on SDE Web site (2012/13)