## DEPARTMENT OF ADMINISTRATIVE SERVICES (DAS)

 **Office of School Construction Grants & Review (OSCG&R)**

 **REQUEST FOR REVIEW OF FINAL PLANS**

**FORM SCG-042 INST**

#

 **INSTRUCTIONS**

**FORM SCG-042 must accompany final plans and specifications for each phase of the project.**

Page 1 of 2 must be completed at each phase of multi-phase projects. Original signatures are required.

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* Provide:
	+ The School District name.
	+ The name and address of facility where project is to take place, including zip code.
	+ The project number assigned by the Office of School Construction Grants & Review.
	+ The phase number in the appropriate boxes. The Phase number must show the total number of phases per FORM SCG-9003 Phasing Letter and approved by the OSCG&R (e.g. “1 of 4”).
	+ The estimated date that construction is expected to begin.
	+ The estimated date construction is expected to be substantially complete.

Note: 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 date of the official approvals by the local Board of Education.
	+ Enter the date of the official approvals by the School Building Committee.
	+ If a Site Approval is required for your project, enter date site approval letter was received.
	+ Enter the date the final plans, project manual and professional cost estimate were certified as complete **as they appear on those documents**.
* Contact Information:
	+ For the Town or Regional Board of Education:

Chairperson’s Name, Signature, and the Date FORM SCG-042 was signed

* + For the School Building Committee:

Chairperson’s Name, Signature, and the Date FORM SCG-042 was signed

* + For the Project Architect / Engineering Firm:

Provide the Firm Name, Signature, and telephone number of the person signing the form

* + For the Superintendent of the Local Education Agency (LEA):

Superintendent’s Name, Signature, and the Date FORM SCG-042 was signed

Note: for a Regional Education Service Center (RESC) project, the Executive Director or Director shall be substituted for Superintendent’s Name, Signature and Date.

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* 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.

Note: the LEA or RESC may submit a completed FORM SCG-3030 Code Conformity Certification in lieu of Certifications of Local Approval (Page 2 of 2 of FORM SCG-042)

If you have questions, contact the Office of School Construction Grants & Review at:

* angela.gelineau@ct.gov
* (860) 713-6480