 **DEPARTMENT OF ADMINISTRATIVE SERVICES (DAS)**

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

**Guidelines for School Construction Eligibility**

* **Renovate as New (RNV) status**
* **New (N) as an Alternative to Renovation**

**FORM SCG-3500**

**REIMBURSEMENT RATE -** per Connecticut General Statutes (C.G.S.)

**Sec. 10-285a Percentage determination for school building project grants**.

…pursuant to subsection (b) of section 10-283 for which application is made on or after July 1, 2011,

1. each town shall be ranked in descending order from one to one hundred sixty-nine according to such town's adjusted equalized net grand list per capita, as defined in section 10-261, and

(B) based upon such ranking,

(i) a percentage of not less than ten nor more than seventy shall be determined for new construction or replacement of a school building for each town on a continuous scale, and

(ii) a percentage of not less than twenty nor more than eighty shall be determined for renovations, extensions, code violations, roof replacements and major alterations of an existing school building and the new construction or replacement of a school building when a town or regional school district can demonstrate that a new construction or replacement is less expensive than a renovation, extension or major alteration of an existing school building for each town on a continuous scale.

**RENOVATION STATUS -** per Connecticut General Statutes (C.G.S.)

**Section 10-282 (18) “Renovation” means a school building project to totally refurbish an existing building,**

1. which results in the renovated facility taking on a useful life comparable to that of a new facility and which will cost less than building a new facility as determined by the Department of Administrative Services, provided the school district may submit a feasibility study and cost analysis of the project prepared by an independent licensed architect to the department prior to final plan approval,

1. which was not renovated in accordance with this subdivision during the twenty-year period ending on the date of application, and

(C) of which not less than seventy-five per cent of the facility to be renovated is at least thirty years old.

**PURPOSE -** Renovation Status

The purpose of the above referenced statutes are to support local decisions to renovate, build new, or replace existing schools based on the cost effectiveness of a project. To acquire “Renovation” status designation, or to demonstrate that “New” or “Replacement” construction will cost less than renovation and, therefore, qualify for the increased reimbursement rate, a school district must prepare a feasibility study and a detailed cost estimate for an existing school facility and submit the findings to the department prior to final plan approval.

**GUIDELINES FOR ELIGIBILITY -** Renovation Status

The items noted below must be submitted to the OSCG&R prior to the submission of a school construction grant application. This will allow our office to accurately establish:

the total project cost

the amount of local funding required for the application

the amount of the state share for the project

ineligible project costs prior to the start of construction

Note: **Applicant must complete and submit** **FORM SCG-3520 Renovate-as-New checklist**

For a project to achieve “Renovation” (RNV) status, the following conditions must be met:

1. Provide a written letter of request, signed by the Superintendent of Schools for “Renovation” designation as defined under [C.G.S. 10-282 (18)](https://www.cga.ct.gov/2015/pub/chap_173.htm#sec_10-282).
2. Provide a completed FORM SCG-3045 “Cost Analysis for Proposed Renovation Projects” signed by both the Design Professional and the Superintendent of Schools. Cost and square footage values indicated on FORM SCG-3045 must match the most recent on file with the OSCG&R.
3. The applicant must go through a process of evaluating the proposed project cost for a new vs. renovation facility:
4. Documentation that the applicant has gone through a process of evaluating the proposed project compared to a new facility, including a professional feasibility study with cost estimates.
5. Provide a professional cost estimate from an independent licensed architect documenting that the renovated facility will cost less than building a new facility as determined by the DAS. Include soft costs, temporary provisions, phasing costs, escalation, etc. The total cost of a new construction project is the product of the base standard maximum cost per square foot as established by DAS, presently $450 a square foot, multiplied by the State Standard Space Specification for a school construction project as defined under the Regulations of the School Construction Grant Program, Section 10-287c-15 (a).

1. Provide a written statement that the entire facility will be brought into one-hundred percent (100%) compliance with all applicable codes, including handicapped accessibility, upon completion. Partial renovations of an entire facility, or complete renovations of a wing or of partial areas of a facility do not qualify for “Renovation” status.

1. Provide a written statement the renovated facility will incorporate education technology throughout the facility, as recommended in the *Guidelines for Technology Infrastructure in Connecticut Schools,* the Connecticut State Department of Education (SDE) [*Technology Education Standards*](http://www.sde.ct.gov/sde/lib/sde/pdf/deps/career/TE_Standards_12_14.pdf), or other current Technology Infrastructure standards.
2. Provide a written statement, signed and sealed by a Connecticut licensed structural engineer that the structural integrity of the original building has not been compromised, and that upon completion, the renovated facility will have a useful life for continued occupancy comparable to that of a new facility (greater than 50 years).
3. Provide a detailed report on all existing building systems including finishes, roofing, plumbing, water supply, fire protection, heating, ventilating and air conditioning (HVAC), electrical systems, energy monitoring, communications and security systems.
4. Provide signed and sealed professional opinions that all proposed systems will have a useful life of 20 years (or that comparable to a new system if less than 20 years) following project completion.
5. All new and replacement windows must be energy efficient.
6. The applicable sections of the High Performance Building regulations. Refer to [DCS form CT DAS 0450](http://spdas.ct.gov/webteam/Website%20Documents/Office%20of%20School%20Construction%20Grants/Doc%20Files/high_performance_buildings_guidelines.pdf).
7. Provide a written statement signed by the Superintendent of Schools that the site of the existing facility to be renovated is central to the area served and adequate and appropriate to provide the educational programs offered. Refer to FORM SCG-9009.
8. Any other analysis deemed necessary by the Department to properly evaluate the request must be provided.

Note: Statements of compliance for the requirements of items 3 - 10 must be signed and stamped by the project’s design professionals. The original Request for Renovation Status letter (item No.1) and statement of compliance (item No. 11) must be signed by the Superintendent of Schools.

**DETERMINATION OF ELIGIBILITY -** Renovate as New project

Upon review of the materials submitted, the OSCG&R will make a recommendation to the Commissioner of the Department of Administrative Services as to the project’s eligibility for renovation status (allow 30 days).

The school district shall be notified in writing of the Commissioner’s determination.

**ROOF REPLACEMENT** **-** Renovate as New project

The roof on a RNV project must have a warranty of at least 20 years. If a RNV project has a roof or a portion of a roof that has been replaced as part of another school construction project and is not being fully replaced, the district must show that the roof has a life of 20 years either through testing or through an extended warranty. If the district decides to replace the roof in its entirety, the district must conduct a cost analysis to show whether it is less expensive to repair the roof sufficient to obtain a 20-year warranty or replace the roof. The lesser option will be the total amount eligible for reimbursement.

**GUIDELINES FOR ELIGIBILITY -** New as an Alternative to Renovation

To qualify for the increased reimbursement rate for a “New” or “Replacement” project, the district must show that the “New” or “Replacement” project is a less expensive alternative to “Renovation,” by meeting the following conditions:

1. The project applicant must write a formal letter of request for:
2. Demonstrating “New” construction is less expensive, as defined under C.G.S. 10-285a (B) (ii), than renovation, when renovation may be a viable option.
3. The site of the proposed “New” facility must be central to the area served and adequate to provide the educational programs offered. Refer to FORM SCG-9009: Site Central Location Letter.
4. The applicant must go through a process of evaluating the proposed project cost for a new vs. renovation facility by:
5. Providing a feasibility study and cost analysis.
6. Providing cost estimates from an independent licensed architect that document significant cost savings.
7. Providing a detailed report on all existing building systems including finishes, roofing, plumbing, water supply, fire protection, heating, ventilating and air conditioning (HVAC) systems, electrical systems, energy monitoring, communications and security systems. If the project is to be designated as a “Renovation” project, then the project applicant must provide signed professional opinions that all systems will have a useful life of 20 years (or that comparable to a new system if less than 20 years) following construction project completion.
8. Any other analysis deemed necessary by the Department to properly evaluate the request must be provided.