**DEPARTMENT OF ADMINISTRATIVE SERVICES (DAS)**



OFFICE OF SCHOOL CONSTRUCTION GRANTS & REVIEW (OSCG&R)

**FORM SCG-4000 INST**

**Ineligible Costs and Limited Eligible Costs Worksheet (ICW)**

**INSTRUCTIONS**

This form was revised on 12/1/2018

**Only one (1) FORM SCG-4000** Ineligible Costs and Limited Eligible Costs Worksheet (ICW) shall be submitted and used for each project with a State Project Number. Revise form as project progresses.

**Ineligible costs for** **a single project only** shall be submitted on this form. Each project with a different State Project Number must each be reported and tracked separately, even when part of the same construction contract (e.g. combined School and Board of Education projects).

**Types of costs** generally ineligible for school construction reimbursement payments include: costs incurred for routine building repair, maintenance and replacement work; costs unrelated to the approved project scope; or project costs that are not appropriate for inclusion in the bond funding. Typical ineligible items are listed on FORM SCG-4000. Some of the cost for an item may be partially eligible and partially ineligible. Ineligible costs shall include both material and labor. The ineligible portion of overhead and profit (OH&P) and other soft costs such as Construction Manager (CM) fees, Owner’s program manager fees, and Architectural/Engineering (A/E) fees shall be pro-rated and listed as ineligible at the same percentage as the ineligible construction items relate to the overall construction cost. The pro-rated OH&P and fees are to be reported on line 60 of the ICW.

**The initial estimate** shall be submitted prior to Design Development Review (DDR), or for limited scope projects with no DDR meeting, at the Pre-Bid Conformance Review (PCR) meeting. The first column, labeled “Initial Estimate” is completed by entering the date at the top and the ineligible amount following on the appropriate lines. If an item is fully eligible, or not applicable to the project, indicate a zero dollar amount, **do not leave blank**. The ICW shall represent all ineligible costs for the entire project, including the combined cost of all phases of multiple-phase projects. The amounts shown shall correlate with the ineligible amounts shown on FORM SCG-2000, the BizNet UNIFORMAT II cost estimate required to accompany the ICW. All Ineligible items, as well as items shown as eligible but whose eligibility may be questioned, should be explained in the Architect’s project scope letter submitted with the ICW.

**Acceptance by the Local Education Agency (LEA) or Regional Education Service Center (RESC):** a representative of the LEA or RESC shall acknowledge acceptance of the ineligible amounts by signing or initialing the ICW in the space labeled District Sign-off. Indicate date signed or initialed.

**All allowances and contingencies are ineligible** until expended and documented by a change order. The total value of all allowance costs (refer to FORMS SCG-3050 and SCG-3055) and CM / Trade contractor contingency cost totals included in the construction project are to be listed, as well as separately identified general contingency costs (Owner Contingencies) held by the LEA or RESC.

**Revised Estimates** are to be submitted when there is any significant change in ineligible amounts, whether an increase or decrease. Each revised estimate shall be provided by indicating values in the next adjacent column to the right, while retaining and showing all of the previously completed columns.

**Significant changes** in the values shown on the ICW shall be explained by a written narrative explanation, which shall accompany each revised ICW submitted.

**Questions** regarding completion of the ICW **FORM SCG-4000** should be directed to the Office of School Construction Grants and Review at (860) 713-6490.