

Required for all projects seeking state school construction aid

**VERMONT DEPARTMENT OF EDUCATION
PRELIMINARY APPLICATION
AND
LETTER OF INTENT TO APPLY FOR CONSTRUCTION AID**

School Building: _____

School District: _____

The school directors of this district have determined that a need exists to undertake planning associated with new school construction OR major addition or renovations to existing school buildings. The anticipated construction project will serve pupils in grades _____ to _____.

Notice is hereby given of the intention of the school directors to make eventual application for all state financial assistance available to a project of this type.

The directors hereby request a pre-construction evaluation with a representative of the Department of Education to review requirements to be met in the planning of this project. The necessary documents to complete this preliminary application, as listed on the reverse of this page, are completed and enclosed and approved by the directors.

School Board Chair

Superintendent of Schools

Date Submitted

Contact for project details:

Name: _____

Phone: _____

Summary description of project (nature of project, timetable for completion, status of voter approval):

*Continued on reverse. Preliminary application not complete without required exhibits as listed.

EXHIBITS REQUIRED FOR PRELIMINARY CONSIDERATION

CHOOSE ONE OF TWO OPTIONS AS APPLICABLE

- A.** The following information must be enclosed for major projects, including new construction, additions, and substantial renovations as covered under 16 VSA §3448 (a)(3)(C):
1. Facility Analysis
 - 1- Documentation of existing building deficiencies; analysis of existing building systems, space, and infrastructure.
 - 2- History of maintenance efforts
 - 3- Existing floor plans with square footages and spaces identified by current use
 2. Enrollment Projections. If available, include calculations of existing building capacity or capacity as approved by the State Board of Education at time of last construction.
 3. In the case of a project which will add space, include an analysis of available space in neighboring schools (State Board of Education Rule 6116).
- B.** The following must be included for projects which extend the useful life of a building but do not constitute extensive additions or alterations, as covered under 16 VSA §3448(a)(3)(B):
1. Detailed description of the nature and scope of the project and the need it fulfills.
 2. Energy conservation or retrofit projects (State Board of Education Rule 6145) shall submit a life cycle cost analysis.

NOTE: After the commissioner has approved a preliminary application, a Final Application for state aid must be submitted and approved by the State Board of Education before construction may begin. All application materials and exhibits are submitted through the School Construction Workgroup.

**VERMONT DEPARTMENT OF EDUCATION
CONSTRUCTION AID APPLICATION
V.S.A., Title 16, §3448, as amended**

Dept. use only:	
Project:	_____
Funding %	_____

This application and all applicable exhibits must be submitted to the Department and approved by the State Board of Education before construction begins.

School District: _____

Application is hereby made for state assistance for the project described below:

Name and location of school building: _____

TYPE OF PROJECT:

- | | |
|---|---|
| <input type="checkbox"/> New construction | <input type="checkbox"/> Major addition |
| <input type="checkbox"/> Renovations or alterations | <input type="checkbox"/> Site development |
| <input type="checkbox"/> Code Compliance | <input type="checkbox"/> Relocatable Unit |
| <input type="checkbox"/> Other (explain) | |

DESCRIBE PROJECT:

Total estimated project cost: \$ _____

Funds or bond issued and voted: \$ _____ Vote Date: _____

Grades to be housed: _____ Student capacity of building after completion: _____

Pre-Existing Sq. Footage of building: _____

Usable number of acres in site: _____ Square foot area of this project: _____

Total Square Footage of Building Including New Addition: _____

Architect/Engineer: _____

(continued on reverse)

CONSTRUCTION AID APPLICATION / EXHIBITS REQUIRED

- A. Approved Educational Specifications.
- B. Certified copy of resolution of legislative branch of school district stating that the public interest or necessity demands the school building improvements applied for as required by Title 24, V.S.A. § 1755.
- C. Certified copy of warning voted upon by the school district and the recorded vote.
- D. Summary of project budget.
- E. Agreement to provide high school instruction to students attending high school from such areas as may be prescribed by board of education and list such areas.
- F. Statement of qualifications for person who will supervise actual construction.
- G. Evidence of bidding procedures followed, Title 16, V.S.A §559:
 - 1- documentation of pre-qualification, when required
 - 2- advertisement and/or list of invited bidders
 - 3- bid summary, indicating chosen bid(s).
- H. Statement that a Commissioning Report will be provided.
- I. Final blueprints of the proposed construction project.
- J. Statement of approval of the plans from the Agency for Historic Preservation. (where applicable)
- K. Statement of approval of the plans (evidence of all required permits) from the Agency of Natural Resources.
- L. Act 250 Permit, where required.
- M. Statement of approval of the plans by the Department of Public Safety; construction permit.
- N. Evidence of a performance bond or irrevocable letter of credit for general contractor or construction manager.
- O. Proof of adequate builder’s risk insurance and professional liability insurance.
- P. Copy of title in fee simple or a permanent deeded easement or right-of-way for land. (when applicable)
- Q. Renewable Energy – Life cycle cost analysis as per State Board Rule 6145.

A signed application acknowledges:

1. The state is not obligated to pay its share of the approved costs of construction until state funds are available. State funding may not be available at the time that the project would otherwise be eligible for payment. The applicant is solely responsible for the costs associated with any borrowing done in anticipation of state aid.
2. Agreement by school district to refund to the State a percentage of the sale price equal to the percentage of construction aid received, or actual grant, whichever is less upon sale of any item or building for which aid was awarded, Title 16, V.S.A. §3448 (b).
3. This project complies with the applicable provisions of State Board of Education Rules 6100 et seq.

Signatures:

School Board Members

School Board Members

VERMONT DEPARTMENT OF EDUCATION TYPE II CONSTRUCTION AID APPLICATION

Dept. use only:	
Project:	_____
Funding %	_____

Type II projects are projects that extend the useful life of a building but do not increase the building's size or capacity. Examples of projects under this subdivision are replacement, addition or repair to utilities, projects which address environmental quality issues, replacement of a roof, or replacement or upgrading of mechanical equipment.

This application and all applicable exhibits must be submitted to the Department and approved by the State Board of Education before construction begins.

School District: _____

Application is hereby made for state assistance for the project described below:

Name and location of construction project: _____

DESCRIBE PROJECT:

ESTIMATED COST FIGURES:

Total estimated cost: \$ _____

Funds or bond issued and voted: \$ _____ Vote Date: _____

Grades housed: _____ Current enrollment: _____

Square foot area of this project: _____

Total square footage of building: _____

Architect/Engineer: _____

Address: _____

(continued on reverse)

EXHIBITS REQUIRED TYPE II

- A. Certified copy of resolution of legislative branch of school district stating that the public interest or necessity demands the school building improvements applied for as required by Title 24, V.S.A. §1755.
- B. Certified copy of warning voted upon by the school district and the recorded vote.
- C. Summary of project budget.
- D. Statement of qualifications for person who will supervise actual construction.
- E. Evidence of bidding procedures followed, Title 16, V.S.A §559:
 - 1- documentation of pre-qualification, when required
 - 2- advertisement and/or list of invited bidders
 - 3- bid summary, indicating chosen bid(s).
- F. Statement that a Commissioning Report will be provided. (when necessary)
- G. Blueprints or engineering specifications of the proposed construction project.
- H. Statement of approval of access roads by the Department of Transportation. (where applicable)
- I. Statement of approval of the plans from the Agency for Historic Preservation. (where applicable)
- J. Statement of approval of the plans (evidence of all required permits) from the Agency of Natural Resources. (where applicable)
- K. Act 250 Permit (where applicable)
- L. Statement of approval of the plans by the Department of Public Safety; construction permit.
- M. Evidence of a performance bond or irrevocable letter of credit for contractor or construction manager.
- N. Proof of adequate builder’s risk insurance and professional liability insurance.
- O. Renewable Energy – Life cycle cost analysis as per State Board rule 6145.

A signed application acknowledges:

1. The state is not obligated to pay its share of the approved costs of construction until state funds are available. State funding may not be available at the time that the project would otherwise be eligible for payment. The applicant is solely responsible for the costs associated with any borrowing done in anticipation of state aid.
2. Agreement by school district to refund to the State a percentage of the sale price equal to the percentage of construction aid received, or actual grant, whichever is less upon sale of any item or building for which aid was awarded, Title 16, V.S.A. §3448 (b).
3. This project complies with the applicable provisions of State Board of Education Rules 6100 et seq.

Signatures:

School Board Members

School Board Members

**VERMONT DEPARTMENT OF EDUCATION
EMERGENCY CONSTRUCTION
AID APPLICATION**

**For Construction Projects Under \$100,000
that are necessary to address health and safety threats to students
and employees created by unanticipated circumstances or events.**

Title 16, V.S.A. §3448 (d), as amended
State Board of Education Rule Series 6129

Date: _____ School District: _____

Application is hereby made for state assistance for the emergency project described below:

Name and location of construction project: _____

ESTIMATED COST FIGURES:

Total estimated project cost: \$ _____

Source of Funds: \$ _____

Architect/Engineer: _____

Address: _____

A signed application acknowledges:

1. The state is not obligated to pay its share of the approved costs of construction until state funds are available. State funding may not be available at the time that the project would otherwise be eligible for payment. The applicant is solely responsible for the costs associated with any borrowing done in anticipation of state aid.
2. Agreement by school district to refund to the State a percentage of the sale price equal to the percentage of construction aid received, or actual grant, whichever is less upon sale of any item or building for which aid was awarded,. Title 16, V.S.A. §3 448 (b).
3. This project complies with the applicable provisions of State Board of Education Rules 6100 et seq.

Superintendent of Schools

School Board Chair

EXHIBITS REQUIRED:

- Information on how the project will be funded.
- Summary of Project Budget.
- Detailed description of the nature and extent of health and safety hazards that exist and the extent they would be alleviated by the project or certification by an independent and qualified authority that a health and safety hazard exists to occupants unless the emergency work is completed.
- The estimated cost of the emergency construction with documentation where feasible by two or more independent qualified estimators.
- Approval from all applicable state agencies.

**VERMONT DEPARTMENT OF EDUCATION
ACQUISITION OF PRE-EXISTING BUILDINGS
and SCHOOL FACILITIES**

Construction Aid Application V.S.A., Title 16, 3448, as amended.

School District: _____ Building Cost Exclusive of Site \$ _____

Building Dimensions: _____ Number of Rooms: _____

Grades to be Housed: _____ Building Constructed In: _____ Year

Building to be purchased from (current owner): _____

Planned Use of this Building: _____

Exhibits Required:

- A. Certified copy of resolution of legislative branch of school district stating that the public interest or necessity demands the school building improvements applied for as required by V.S.A. Title 24, §1755.
- B. Certified copy of warning voted upon by the school district and the recorded vote.
- C. Statement of bidding procedures to be followed V.S.A. Title 16, §559 (where applicable).
- D. Detailed description of building purchased or complete detailed plans and specifications for relocatable unit. Statement of assessment of building to be acquired. (at least two). Statement of assessment of site, separate from building.
- E. Statement of approval of access roads by the Department of Transportation. (where applicable)
- F. Statement of approval of the plans from the Agency for Historic Preservation. (where applicable)
- G. Statement of approval of the site from the Department of Agriculture. (where applicable)
- H. Statement of approval of the plans from the Agency of Natural Resources. (where applicable)
- I. Act 250 Permit (where applicable)
- J. Statement of approval of the plans by the Department of Public Safety; construction permit.
- K. Evidence of a performance bond or irrevocable letter of credit for general contractor or construction manager.

A signed application acknowledges:

1. The state is not obligated to pay its share of the approved costs of construction until state funds are available. State funding may not be available at the time that the project would otherwise be eligible for payment. The applicant is solely responsible for the costs associated with any borrowing done in anticipation of state aid.
2. Agreement by school district to refund to the State a percentage of the sale price equal to the percentage of construction aid received, or actual grant, whichever is less upon sale of any item or building for which aid was awarded,. Title 16, V.S.A. §3448 (b).
3. This project complies with the applicable provisions of State Board of Education Rules 6100 et seq

Signatures:

Chairperson

Superintendent of Schools

