District Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 District Institution ID Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**APPLICATION FOR FACILITY GRANT, 2013-14**

Please submit a separate application for each qualifying structure no later than February 15, 2014 in order to receive a 2013-14 grant for the structure. If you miss the February 15, 2013 deadline for a structure that qualifies for a 2013-14 grant, you may apply for a 2014-15 grant for that structure by filing a 2014-15 application by February 15, 2015. For more information on which structures qualify, please see Oregon Administrative Rule 581-023-0230.

1. Type of structure:

 New school building

 New building on an existing campus

 Addition to existing building

 Remodeled or converted structure not used for classrooms in the prior 5 years

 Pre-manufactured structure

1. School Institution ID Number issued by ODE. \_\_\_\_\_\_\_

1. Name of Facility and Address or Location of Structure:
2. Number of additional square feet the construction or acquisition adds:
3. Date structure first used primarily for the instruction of students:
4. Total construction or acquisition cost: (Exclude land cost and cost of equipment not intrinsic to the structure.

 Purchase price does not include interest. Rounded to the nearest whole dollar.)

1. Was a bond issued for the financing of this project? NO\_\_\_\_\_ YES\_\_\_\_\_

 If yes, for how much? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This application will not be accepted without documentation that substantiates the total construction or acquisition cost. Documents available may vary by district. Listed below are some of the documents that may be used to substantiate the cost.

1. Documenting Items from the architect/engineer:
	* 1. AIA agreement between owner and architect
		2. Project scope and work summary
		3. Picture, diagram or drawing of the new construction and/or remodeled areas
2. Documenting items from the school district:
	* 1. A cover letter stating the scope of the project or what was done.
		2. Summary breakdown of the costs (limited to one page).
3. Print outs from the Project Management Software Program documenting the expenditures.

Disclaimer: Further information regarding this application and application process will be released thru the business manager’s list service and news announcements on the SSF web site. The contact person and district official signing this document should subscribe to this list serve and review the news announcements regularly.

Subscribe to the list service here: <http://listsmart.osl.state.or.us/mailman/listinfo/busmgrs>

News Announcements may be viewed here: <http://www.ode.state.or.us/news/announcements/?=168>

I certify that this report is true, correct, and complete to the best of my knowledge.

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 Signature of District Official Phone Date

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 Contact person Phone E-mail address

**SEND APPLICATIONS TO:** Michael Elliott

 Oregon Department of Education

 Public Service Building

 255 Capitol Street NE

 Salem, OR 97310-0203