



# Office of School Facilities

## TECHNICAL ASSISTANCE PROGRAM (TAP)

### GRANT APPLICATION FOR **LONG-RANGE FACILITY PLAN**

For program information please visit the [Office of School Facilities Website](#).  
(All application form fields are mandatory.)

#### APPLICANT INFORMATION

1. School District:
2. School District ID:
3. Last time District conducted a Long-Range Facility Plan:
4. Last time District passed a general obligation bond:

#### POINT OF CONTACT FOR APPLICATION

First Name:	Last Name:
Title:	Department:
Phone:	Email:

#### PERSON AUTHORIZED TO SIGN CONTRACTS ON BEHALF OF DISTRICT

First Name:	Last Name:
Title:	Department:
Phone:	Email:

#### APPLICANT CERTIFICATION

By submitting this application, the person authorized to sign contracts on behalf of the District identified above:

- Understands the district will receive reimbursement for the long-range facility plan, not to exceed \$25,000 as stated in ORS 326.125;
- Will provide the Oregon Department of Education (ODE) a copy of the final plan; per OAR 581-027-0030(21);
- Understands that this project will be subject to all applicable federal, state or local laws regarding contracting, auditing, and payment;
- Understands a grant agreement must be executed prior to approval and fund disbursement;
- Agrees to update the data in the ODE Facilities database as a condition of the grant agreement; and
- Certifies that the information provided in the District's application is accurate.

#### APPLICANT SIGNATURE

By submitting this application, I, \_\_\_\_\_ (enter name & title) represent and warrant that I am the person identified as the District Authorized Person. In this application, I have full right and authority to submit this Application on behalf of the District, to make the representations contained in the Application and to legally bind the District to the terms and conditions set forth in this Application. It is the responsibility of the District to ensure that this Application and any accompanying materials are actually received by the Oregon Department of Education. ODE is not responsible for any delay or errors in submission of an Application due to internet, software compatibility or other problems that may prevent or delay receipt of an accurate, complete and readable Application by ODE, including any accompanying materials, on the date it is first submitted.

[End of Application]



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**INSTRUCTIONS FOR LONG-RANGE FACILITY PLAN GRANT APPLICATION**

**Application Acceptance Period:** Tuesday, January 15, 2019 8:00 a.m.

**Final Date to Submit Applications:** Friday, February 15, 2019 at 5:00 p.m.

**General Instructions:**

- Each district shall submit one application for each type of assessment:
  - Facilities Assessment (\$20,000)
  - Long-Range Facility Plan (\$25,000)
  - Seismic Assessment (\$25,000)
  - Environmental Hazards Assessment (\$25,000)
- All applications must be fully completed.
- Please sign applications electronically by typing your name and title in the provided box. For example, John Smith, Business Manager.
- Districts must submit the application electronically to [ODE.schoolfacilities@state.or.us](mailto:ODE.schoolfacilities@state.or.us).

**Note:** Please be sure to review the [Technical Assistance Program's Frequently Asked Questions \(FAQs\)](#) which further describe the grant application process and preference point system used by ODE to rank grant applications. ODE will calculate the preference points regarding ADMr and poverty based on State School Fund data to ensure accuracy and facilitate the application process for school districts.

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**Question 1:** Please provide your school district's official name.

**Question 2:** Please enter your school district's 4-digit Identification number.

**Question 3:** Please provide the date (Example: Month/Day/Year) the district last had a Long-Range Facility plan completed.

**Question 4:** Please provide the date (Example: Month/Day/Year) the district last passed a general obligation bond.