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DAS School Building Projects Grant Program

Grants, Plan Review, and Audit Teams

DAS School Building Projects Grant Program Process

- Pre-Filing
- Application
- Priority/Non-Priority List
- Plan Approval
- Grant Award
- Post-Grant
- Audit



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The Teams



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Office of Grants Administration

Team Members

- Director: Ella Sun
- Education Consultant: Michelle Dixon
- Grants & Contracts Specialist: Heather Petit
- Education Services Assistant: Tom Reault
- Accounting Specialist: Robert Ficeto
- Accountant: Taimur Ejaz



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Roles and Responsibilities–Grants (OGA)

Application Reviews

- Priority (annual)
- Non-priority (monthly)
- HVAC (special program)

Determine Application Outcome

- Grant commitment letters & Denial Letters
- FY2024 - about 160 grant commitment letters were issued to date

Grant Setup

- Set up each grant in financial system

Progress Payments & Final Payments

- Review and Approve payments
- FY2024 - reviewed & processed \$372M worth of payments to date
- Currently, 23 pending payment requests worth a total of \$105M



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Roles and Responsibilities–Grants (OGA)

Grant Management

- Process security roles in Core-CT for LEAs
- Review & process project cost increase requests (DAS-1049S)
- Misc. requests that require the DAS Commissioner's approval (i.e. emergency status requests)
- Process final audit payments/refunds once projects are audited
- Calculate school construction reimbursement rates annually for LEAs (DAS-1060)



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More info-Grants (OGA)

- Website:
https://portal.ct.gov/das/grants?language=en_US
- Contact us at:
das.grantsadministration@ct.gov



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School Construction Plan Review

Team Members

- Director: Nicholas Ross
- Administrator: Angela Gelineau
- Architect: Andrea Boyle
- Architect: Bob Celmer
- Architect: Barbara Fabiani
- Architect: Kermit Thompson



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Roles and Responsibilities–Plan Review

Approval of Site

- Site acquisitions seeking reimbursement
- School construction projects seeking reimbursement on a new site

Design Conference (PCR)

- Prepare all required forms and construction documents
- Finalize proposed work eligible for reimbursement
- Confirm review and approval by Local Officials

Final Plan Review and Approval

- DAS approval per CGS Section 10-291
- References statutory public bidding requirements
- Lists change order submittal requirements

Change Order Review

- Significant backup required
- Eligibility based on original project scope and DAS written policy



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Assistance and Questions

Plan Review

- Eligibility of Construction Costs
 - Per Project Type
 - Design Aspects
 - Change Orders
- Approval to Go to Bid
 - Documentation Required
 - Scheduling of PCR



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More info-Plan Review

- Website:

https://portal.ct.gov/das/grants/plan-review?language=en_US

- Contact us*:

DAS.planreviewschools@ct.gov

*After grant commitment



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School Construction Audit

Team Members

- Director: Brian Green
- Assistant Director: Yadira Gonzalez
- Associate Accounts Examiner: George Evans
- Accounts Examiner: Frederick Bruce
- Accounts Examiner: Le'Nyce Patrick
- Accounts Examiner: Anthony Bennett



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Roles and Responsibilities – Audit

Project Transmittal from OGA

- Project files are officially "transmitted" from OGA to Audit.
- Examiner validates that all necessary files are present.

Engagement with District

- An official Engagement Letter is sent to the District.
- Letter outlines date of expected audit start and other expectations.
- Letter contains the Accounts Examiner's name and all contact information.

Audit Purpose

- To determine compliance with laws, rules, and regulations governing the grant.
- Verify grant expenditures submitted for reimbursement are supported by proper documentation.
- Ensure costs are allowable pursuant to laws, rules, and regulations governing the grant program.

Audit Process

- Audit/Review procedures are based upon the dollar amount of the grant.
- Audit/Review is performed in accordance with Chapter 173.
- Constant communication with the District to ensure accuracy and fairness of the audit.
- Draft audit report is completed and sent to the District for review/concurrence.
- Final signed audit report is issued with OGA copied so that they may perform project closing procedures.



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More Info – Audit

- Website:

[Closure & Audit Procedures \(ct.gov\)](#)

- Contact us:

DAS.SchoolConstructionAudit@ct.gov



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Roles and Responsibilities

Municipal responsibilities

- **Local Needs Assessment**
- **Project Parameters**
- **Vendor Selection**
- **Procurement and Bid Process**

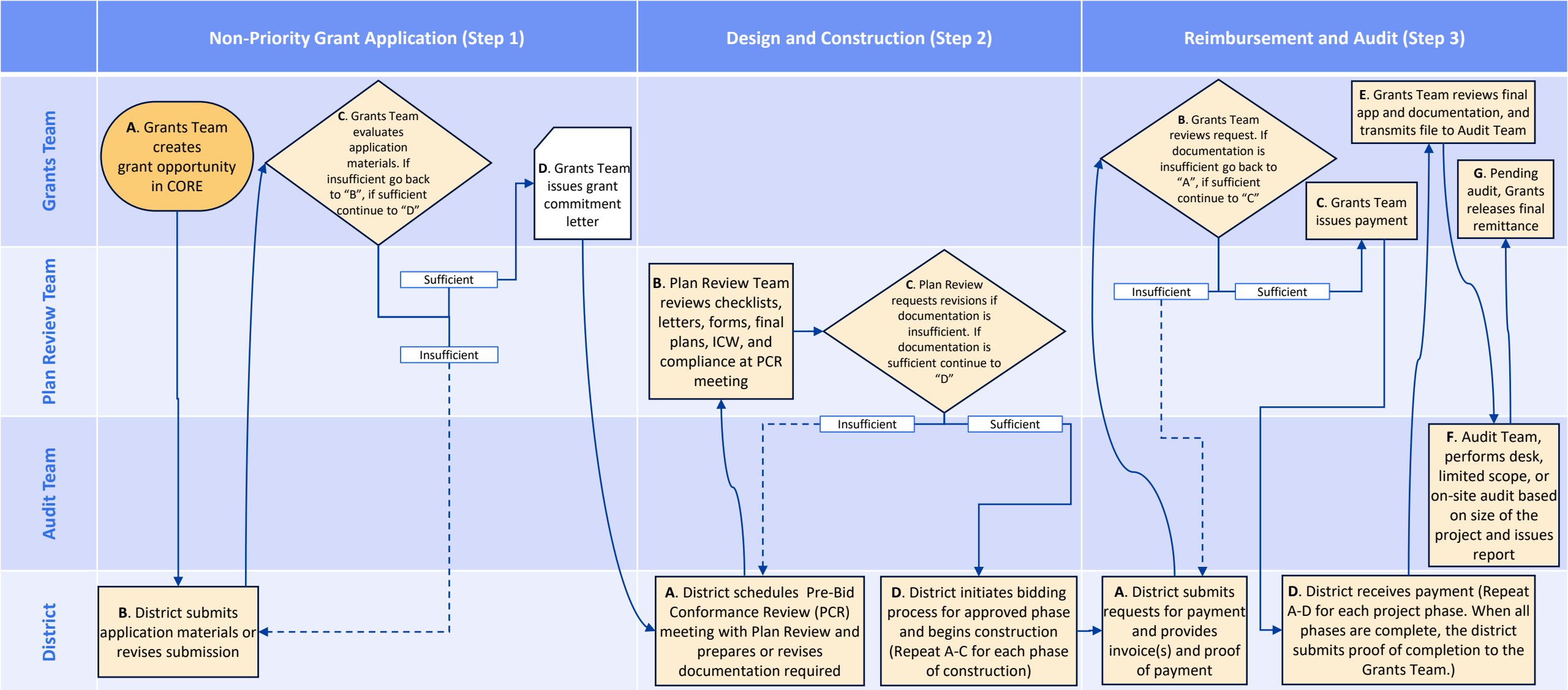


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For 2024 legislative changes, please see the Office of Grants Administration's [August 2024 Legislative Update](#).



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*Priority List Projects follow a similar workflow, but the legislature must authorize the projects via the "Priority List" after DAS evaluates applications for completeness and before DAS may send out grant commitment letters.



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