

This bulletin clarifies DAS policy and changes to the public school building projects grants program.

1. **Allowances:** Project allowances may result in an additional cost (add), or a cost deduction (credit) to a project, depending on whether they are fully expended. Refer to FORM SCG-3050 for additional information relating to the use and accounting of project allowances.
 - a. All allowances are considered ineligible until used. If project allowances are used on **eligible items** during the project, those allowances then become eligible for reimbursement.
 - b. If project allowances are used on **ineligible items** during the project, such as for the payment of overtime, rework, or off-site improvements, the allowances remain ineligible.
 - c. If project allowances are **not used** during the project, the unused allowance, or portion thereof, is ineligible for reimbursement.
 - d. Using allowances tied to specific work and pre-defined unit prices streamlines the DAS eligibility review process. General dollar allowances often require additional supporting documentation and can delay review turnaround.
2. **Artificial Turf:** The purchase and/or installation of artificial turf on a school construction project for any reason or at any location is ineligible for reimbursement. Refer to Ineligible Costs for additional information.
3. **Bidding and Procurement:**
 - a. **Use of Manufacturer-Specific Bid Specifications**

Chapter 173 of the Connecticut General Statutes (CGS) does not prohibit bid specifications from identifying a specific manufacturer or requiring experience with the installation of specific brand-name equipment. However, to be eligible for reimbursement, expenses must be procured through contracts or orders that comply with CGS § [10-287\(b\)](#), as well as any applicable municipal procurement rules or requirements established by the applicant's chartering body. Note: There is no waiver or exemption process for these requirements. Verification of compliance may be requested during the audit process.
 - b. **Public Bidding Requirements**

In accordance with CGS § [10-287\(b\)\(1\)](#), construction contracts or orders typically must be awarded to the lowest responsible qualified bidder only after a public invitation to bid, unless an exception applies. Refer to the statutory language for additional detail.
 - c. **Use of State Contracts**

Under CGS § [10-287\(b\)\(1\)\(A\)](#), public bidding is not required when a town or regional school district uses a state of CT DAS contract pursuant to CGS § [10-292\(d\)](#). To explore available contracts, visit the [CTsource Contract Board](#) and filter the Status to "Active" and Type to "DAS Contract". Each contract includes Contract Administrator contact information on the first page.
4. **Bidder Prequalification:** School construction projects receiving state grant assistance are subject to Chapter 60, CGS § [4b-91\(a\)](#). Under this statute, any contract estimated to cost over \$1,000,000 must be awarded to a bidder prequalified pursuant to CGS § [4a-100](#). If a trade package is estimated under \$1,000,000, but the actual bid exceeds \$1,000,000, the trade contractor must be prequalified with DAS in order to perform work on the project. It is the actual contracted value, not the initial estimate, that determines whether the bidder prequalification is required under the law.

For questions regarding the DAS prequalification process, applicants may contact:
DAS.prequalification@ct.gov.

5. **Board of Education (BOE) Space:** Refer to CGS § [10-286\(a\)\(5\)](#) for details on how reimbursement percentages may be affected.
6. **Building Size Increase:** Under CGS § [10-286\(c\)\(1\)](#), the computation of grants for any school building project authorized by the General Assembly pursuant to section [10-283\(1\)](#) after January 1, 1993, any maximum square footage per pupil limit established pursuant to this chapter or any regulation adopted by the State Board of Education or the Department of Administrative Services pursuant to this chapter shall be **increased by twenty-five per cent** for a building constructed prior to 1959.
7. **Building Size Increase:** Under CGS § [10-286\(c\)\(2\)](#), after January 1, 2004, any maximum square footage per pupil limit established pursuant to this chapter or any regulation adopted by the Department of Administrative Services pursuant to this chapter shall **be increased by up to one per cent** to accommodate a heating, ventilation or air conditioning system, **if needed**.
8. **Change Orders:**
 - a. **FORM SCG-042.CO:** All state change orders (SCOs) must be submitted using FORM SCG-042.CO, available on the Plan Review website. Submissions must be fully executed and complete, including name and contact information of the individual submitting the SCO.
 - b. **FORM SCG-043.CO:** All SCOs must include a completed FORM SCG-043.CO excel spreadsheet for cost breakdown and tracking.
 - c. **Six-Month Submission Provision:** Pursuant to CGS § [10-286\(d\)](#), all construction project change orders must be submitted within six (6) months of the date of issuance. Refer to FORM SCG-3050 for additional guidance.
 - d. **Lump Sum Cost Proposals:** Construction Managers and district personnel are encouraged to avoid lump-sum pricing for project change orders submitted for reimbursement. Lump-sum change orders may be subject to a 20% percent reduction in reimbursement.
 - e. **Back-Up Documentation:** The most common reason SCOs are determined to be ineligible is missing back-up documentation. A clear explanation of the reason and an explanation of how the change order amount was calculated is critical to establishing eligibility.
 - f. **Project Cost Credits:** Credits work not completed or unused allowances must be recorded in the ELIGIBLE ITEMS section on page 2 of FORM SCG-042.CO.
9. **Cleaning:** Plan Review receives numerous change orders for cleaning both the building and the site during the construction process.
 - a. **Progress Cleaning:** Progress cleaning of the construction site is typically a requirement of the trade contractors. In this case, SCOs related to progress cleaning are ineligible for reimbursement. If a project requires a CM to provide progress cleaning with their own forces due to a trade contractor's failure to provide progress cleaning, the cost of this work is to be shown as a back charge to the trade contractor or contractors, with no impact to the GMP.
 - b. **Special Cleaning:** If a project requires special cleaning, the costs relating to this work are reviewed on a case by case basis and may be deemed ineligible for reimbursement. Examples of special cleaning include: cleaning of a kitchen at the request of the local Health Department prior to opening, or additional cleaning of a portion of the building and/or site for an "Open-house" event prior to substantial completion.
 - c. **Final Cleaning:** Final cleaning of the entire Project is typically included in the construction contract, often as an allowance. Any changes to the allowance must be reported through the SCO process. Overtime costs associated with final cleaning is typically ineligible for reimbursement.
 - d. **Supplemental Cleaning after Final Cleaning (Re-cleaning):** Supplemental cleaning following substantial completion and final cleaning is typically ineligible for reimbursement, except in

extraordinary circumstances. The project's CM, Owner's Rep, or district personnel should contact Plan Review at the first indication that supplemental cleaning may be required.

10. Cost Estimates - Reconciliation to Grant Commitment: Plan Review relies on accurate final cost estimates to establish school construction project costs. These final cost estimates must be less than or equal to the grant commitment amount. If a project's cost estimate is greater than the grant commitment amount, contact Plan Review at DAS.planreviewschools@ct.gov. Do not wait until a Plan Review meeting to present this issue.

11. Education Training Fee on construction permits: All projects must complete the DAS Division of Construction Service's **Education Training Fee** Remittance Report [State Educational Training Fee](#). The amount of this fee must be shown on line 54 of the Ineligible Costs and Limited Eligible Costs worksheet FORM SCG-4000 as an ineligible cost to the project. This fee is required to be collected, even when the building permit fee is waived (i.e. municipal, religious, non-profit projects) by the municipality.

12. Elevators and Vertical Transportation: Plan Review has developed standards regarding the maximum allowable square footage that a district can add to an existing school building for the purpose of providing vertical handicapped accessibility without impact to the existing Space Standards of a particular school. Those standards are:

ELEVATOR:

- Existing building floor plan does not realistically allow for installation of a new elevator without significant impact to existing structural, mechanical or electrical systems.
- The proposed new elevator hoistway enclosure does not exceed 100 square feet maximum measured on the exterior face of the finished construction.
- The proposed new elevator lobby does not exceed 160 square feet maximum measured to the interior face of the finished construction.
- The proposed new elevator machine room (if required) does not exceed 50 square feet maximum measured to the interior face of the finished construction.
- The total final cost of proposed exterior site work required to achieve accessibility to or from the new elevator shall be limited to a maximum of ten percent (10%) of the total project cost.
- Final construction documents are presented to Plan Review staff which clearly delineate all project requirements.

LIMITED-USE, LIMITED-ACCESS (LULA) ELEVATOR:

- Existing building floor plan does not realistically allow for installation of a new LULA without significant negative impact to existing structural, mechanical or electrical systems.
- The proposed new LULA enclosure does not exceed 50 square feet maximum measured on the exterior face of the finished construction.
- The proposed new LULA lobby does not exceed 100 square feet maximum measured to the interior face of the finished construction.
- The total final cost of proposed exterior site work (if required) to achieve accessibility to or from the new LULA shall be limited to a maximum of five percent (5%) of the total project cost.
- Final construction documents are presented to Plan Review staff which clearly delineate all project requirements.

13. Elevators - Square Footage calculations for elevators: A square footage for grant calculation purposes for a building floor plan that includes an elevator or elevators is the inside face of elevator shaft wall to inside face of elevator shaft wall on a single floor level only, irrespective of total number of floors served by the elevator. Similarly, for a building with multiple elevators, it is the sum of the area of the total inside face of shaft to inside face of shaft for all of the elevators on a single level only.

14. **Forms:** Only the latest State forms available on the website will be accepted for a Plan Review submission. If you need assistance in completing any of the required forms, contact Plan Review at DAS.planreviewschools@ct.gov.
15. **Grant Staff Shared Email Inbox:** DAS.GrantsAdministration@ct.gov.
16. **Ineligible costs:** The Regulations of Connecticut State Agencies Section [10-287c-15\(d\)](#) Ineligible Costs serve as the basis of FORM SCG-4000, the Ineligible and Limited Eligible Costs Worksheet. These costs include, but are not limited to:
- a. feasibility studies;
 - b. textbooks and supplies;
 - c. computer software, except computer operating systems;
 - d. lease of facilities;
 - e. service, equipment or maintenance contracts;
 - f. salaries of "in-house" administration or educational staff employed by the local board of education or municipality;
 - g. site regrading, ordinary resurfacing or reseeding;
 - h. relocation of facilities within site;
 - i. repair of site improvements;
 - j. athletic facility lighting, athletic facility parking, artificial turf;
 - k. off-site town improvements and utility extensions;
 - l. moving of existing facilities on-site or to another site (except where necessary for a new school plant or extension);
 - m. ordinary building and built-in equipment maintenance, repair, repainting, redecoration; repair to movable equipment and furniture;
 - n. ordinary repairs to or replacements of boilers, combustion equipment, or fuel storage equipment;
 - o. ordinary roof repairs or replacements not specifically eligible under subdivision (6) of subsection (a) of section [10-286](#) of the Connecticut General Statutes;
 - p. ordinary window or glass replacements;
 - q. and other ordinary repairs and replacements.
17. **Out Buildings:** Plan Review often receives requests to provide reimbursement for Out Buildings, defined as structures separate and independent from the primary school building. Plan Review has developed guidelines and policies relating to Out Building eligibility. Generally, Out Buildings are ineligible for grant reimbursement unless specifically noted in the project's Educational Specifications (Ed Specs) and required for programmatic or functional reasons. Out Buildings generally fall into five categories:
- a. **Storage Buildings:** Used to store building maintenance equipment and lawn equipment. Storage buildings are only reviewed for eligibility if approved by plan review staff during the original PCR for the main building project. Storage buildings are typically ineligible if constructed via a change order.
 - b. **Concession Stands and "Snack Shacks":** Typically ineligible for reimbursement.
 - c. **Toilet Facilities for Outdoor Athletic Facilities:** Under certain circumstances, toilet facilities may be eligible if provided for accessibility compliance. These buildings require special review. Indicate to Plan Review whether a project includes this type of facility.
 - d. **Water Filtration / Pump House Structures:** Water well pump house structures and water storage and/or filtration facilities are reviewed on a case-by-case basis, and may be eligible for reimbursement.

- e. **Field House:** These types of buildings are required to be included in the original grant application, and need special review. Under certain circumstances, field house facilities may be eligible for reimbursement. The requesting district justify the reason for requesting reimbursement.

18. **Permit Fees:** Construction permit fees paid to a municipality are ineligible for grant reimbursement, except that under certain circumstances. If the project owner is a Regional Education Service Center (RESC), construction permit fees paid to a municipality may be eligible for reimbursement. Ineligible construction permit fees are to be shown on line 55 of the ICW, FORM SCG-4000. Note that construction permit fees differ from the Education Training Fee on Construction Permits, which are ineligible, irrespective of the filing entity.

19. **Renovation Designation:** Consistent with the statutory definition, to qualify for Renovation (RNV) designation, a project must meet all the following:

- a. The completed facility must have useful life comparable to new construction
- b. At least 55% of the completed project's square footage must be fully renovated
- c. At least 75% of the building being renovated must be 20 years old or older
- d. The facility must not have been renovated within the past 20 years

20. **Roof Replacement Projects:** Final drawings for Roof Replacement (RR) designated project must include a partial site plan or sketch, at a scale large enough to allow Plan Review to review the necessary information.

21. **Roof Warranties and Warranty Fees for Grant Reimbursement:** Statutes require that school building projects involving new roof construction or total replacement of an existing roof provide a minimum 20-year unlimited warranty covering material and workmanship for the entire roofing system. Applicants must submit a copy of the issued roofing warranty as supporting documentation.

To determine the date of completed installation, DAS typically relies on the certificate of substantial completion from the prior roofing project. Reasonable warranty costs for a 20-year warranty are eligible for reimbursement. However, if an applicant requests or requires an extended warranty from the manufacturer, the prorated portion of the warranty extending beyond 20 years may be ineligible for reimbursement.

22. **Sales Tax on School Construction Projects:** All school construction projects receiving a grant from the State of Connecticut receive a sales tax exemption certificate. Therefore, sales tax on school construction projects is a non-reimbursable expense.

23. **Sales Tax on Rental Equipment:** the State of Connecticut does not reimburse sales tax on school construction projects for any reason. Refer to Sales Tax on School Construction Projects.

24. **Security During Construction and Temporary Security:** Subject to DAS review, reasonable security measures required by the applicant's builder's risk insurance (such as fencing, cameras, or on-site security guards) are eligible for reimbursement if demonstrated as necessary to comply with the policy. Typically, traffic control for construction activities (such as paving operations or utility tie-ins.) is provided by local police personnel. The associated costs should be included in the GMP or listed as a separate allowance.

25. **State Standard Space Specifications (Space Standards):** The Space Standards establish the maximum allowable square footage for school building projects. If a project exceeds this limit,

reimbursement is reduced proportionally. The maximum allowable square footage is calculated using the table provided in the Regulations of Connecticut State Agencies, Section [10-287c-15](#). To ensure consistency, the Program uses the International Building Code's (IBC) definition of *Building Area*, which includes the total area of all floor levels within the building's exterior walls. Design drawings must include a building information summary (typically used for code analysis) that clearly identifies the total Building Area. Architects should be well-versed in accurately calculating the Building Area.

For buildings that include ancillary uses (such as BOE offices or other municipal functions), applicants must provide color-coded plans that indicate the function and square footage of each space. The cost associated with ancillary uses will be determined on a pro-rata per-square-foot basis and may be deemed ineligible for reimbursement.

26. **Space Compilation – Connecticut School Construction Standards and Guidelines:** A project's square footage developed using the Chapter 5 Compilation of Space spreadsheet neither replaces nor supersedes any regulatory space standard specification or calculation. The spreadsheet is provided as a preliminary planning tool and should be used accordingly.
27. **Stairwells and Stair Towers Building Area:** Consistent with the International Building Code (IBC), stairwells and stair towers are included in the Building Area calculation on each floor they occupy. The area is based on the floor-level footprint of the stairwell, measured to the inside face of the exterior or enclosing walls (not calculated by counting each stair tread, riser, or total vertical run). For buildings with multiple stairwells, the total Building Area includes the sum of stairwell areas on all floors.
28. **Temporary Numbers on Grant Applications:** Projects must have been assigned a permanent DAS project number to schedule a Final Design Review (PCR) meeting with the Plan Review staff.
29. **Window Film Acknowledgement Letter: FORM SCG-9011** Effective 7/1/2018 the submission of FORM SCG-9011 is required for any project installing window film on **new** glass or glazing. Projects installing window film at existing windows and doors locations in which the warranty period has expired are not subject to the requirements of FORM SCG-9011.
30. **Window Film:** The application of after-market film products on new glass and glazing can impact manufacturer's warranties. Plan Review has developed guidelines regarding the additional documentation that must be provided when applying a third-party manufacturer's film to new windows and doors. Refer Window Film Acknowledgement Letter: FORM SCG-9011.
 - a. 100 percent (100%) of the prorated project costs of the repairs, replacement or maintenance work specific to the windows and doors receiving a third-party after-market window film product will be the responsibility of the town and/or school district.
 - b. Districts are encouraged to discuss SSIC requirements and School Safety measures with their design professionals during the design process and specify glass and glazing products that consist of integral safety features.
31. **Window Installation labor costs:** Effective 7/1/2018 the labor cost portion of window installations may be eligible for reimbursement.
32. **Window Treatments:** Window treatment refers to blinds, shades, shutters, and curtains. Plan Review has developed guidelines regarding the eligibility of window treatments for reimbursement. Window treatment may be considered eligible for reimbursement when all the following conditions are met:
 - a. New or replacement windows (not interior lites) are included in the construction project;

- b. Existing window treatments are within the project's scope of work and must be modified or replaced as a result of eligible construction activity; and
- c. The window treatments are clearly defined or noted in the original Ed Specs.

When these conditions are met, new or replacement window treatments may be eligible for reimbursement if they are integral to the project and represent a reasonable solution at a reasonable cost. For example, motorized window treatments should only be used when functionally necessary, such as for high, hard-to-reach windows or due to the weight of the materials.

Ineligible costs include:

- d. Replacement of window treatments solely due to age or wear;
- e. Window treatments installed on interior glazing or lites (e.g., horizontal blinds on interior windows in offices, media centers, or labs).

Note: Applied window film is not considered a window treatment. (Refer to "Window Film" item in this document)