



Part I: Application Information

A. School Administrative Unit: _____

B. SAU Address: _____

C. School Name: _____

D. Project Contact Person and Title: _____

E. Project Contact Phone: (207) _____

E-mail Address: _____

I hereby certify that the information contained herein is accurate and true to the best of my knowledge.

Superintendent's Signature Date

Submit Completed Application to:
Maine Department of Education
School Facilities Services - SRRF
23 State House Station
Augusta, ME 04333-0023

For assistance contact:
Ed Antz
Phone: (207) 624-6886
Fax: (207) 624-6841
Email: ed.antz@maine.gov

OR

Ann Pinnette
Phone: (207) 624-6885
Fax: (207) 624-6841
Email: ann.pinnette@maine.gov

Part II: Type of Application:

CHECK ONE BOX - Submit a separate application for each checked item below

Priority One: Health, Safety and Compliance Renovations

- | | |
|---|---|
| <input type="checkbox"/> Indoor Air Quality (IAQ) | <input type="checkbox"/> Asbestos Abatement |
| <input type="checkbox"/> Roof Renovations | <input type="checkbox"/> ADA Compliance |
| <input type="checkbox"/> Other (please list and explain): | |
-

Emergency (please list and explain):

Other (please list and explain):

Part III: Facility Information:

- A. Year of original construction: _____
- B. Dates of major additions and/or major renovations: _____, _____, _____
- C. Total number of educational facilities in the district: _____
- D. Grade levels served in this facility: _____
- E. Current enrollment: District: _____ This facility: _____
- F. Enrollment capacity: District: _____ This facility: _____
- G. List the number of students using the affected area(s) each day: _____
- H. Total building floor space square footage: _____ sq. ft.
- I. Square footage of area affected by the problem: _____ sq. ft.
- J. For roof projects: Total roof area of building: _____ sq. ft.
Square footage of roof area affected: _____ sq. ft.
- K. Anticipated or actual project start and completion dates: (mm/yy)
Start: ____/____ Complete: ____/____ Phased: YES/NO ?

Part IV: Project Information: *Answer questions on a separate sheet and attach*

- A. Describe how this facility and project support your district's long-range facility plan.
- B. Do you have a Facilities Maintenance Plan? Explain.
- C. Do you have a Capital Asset Management Plan? Explain.
- D. Detail the scope and impact of the problem. Describe the problem, all affected areas related to the problem, its cause, its severity, and any corrective actions already attempted; describe related health and safety deficiencies and specific code violations; and describe any structural damage or deterioration. Inclusion of supporting documentation, such as photos showing the problem, copies of complaints by staff, students or parents referencing the problem, or inspection reports, developed by a certified firm or individual is strongly advised to substantiate need.
- E. Provide a description of possible solutions being considered and the one solution identified as the most appropriate.
- F. If applying as an emergency, describe the date and nature of the emergency. NOTE: Conditions caused by age or lack of timely maintenance do not constitute an emergency. The criteria used to confirm an emergency include whether the project has resulted from an unanticipated and sudden natural or human disaster, whether the facility has been declared uninhabitable by an authorized local, state, or federal agency, and whether the situation poses an imminent danger to the health and safety of students and staff.

Part V: Required Attachments:

The following documents are required to be submitted with your application:

- Project Budget** developed by a qualified individual or firm (Note: Cost projections derived from the Department's capital asset management database are not acceptable. A professional estimate is required.) *See Appendix A: Project Budget Worksheet.*
- Technical Supporting Documentation** developed by a qualified individual or firm detailing the problem and the need for the project. *See Appendix B: Required Supporting Documentation.*
- School Board/Committee vote** authorizing both the project and this SRRF application. *See Appendix C: Sample School Board Approval.*