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## **Priority One and Emergency Projects**

### **Part I: Applicant Information**

- A. School Administrative Unit: \_\_\_\_\_
- B. SAU Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- C. School Name: \_\_\_\_\_
- D. Project Contact Name and Title: \_\_\_\_\_  
\_\_\_\_\_
- E. Project Contact Phone: (207) \_\_\_\_\_
- F. Project Contact Email Address: \_\_\_\_\_

I have read and understand the "SRRF Process" and the "Information for SRRF Applicants" documents. I agree to comply with the SRRF program requirements and all applicable statutory regulations. I understand that failure to comply will result in cancellation of any SRRF award. I hereby certify that the information contained herein is accurate and true to the best of my knowledge.

\_\_\_\_\_  
Superintendent's Signature

\_\_\_\_\_  
Date

The School Board approves the proposed project and this application to the School Revolving Renovation Fund.

\_\_\_\_\_  
School Board Chair's Signature

\_\_\_\_\_  
Date

## **Part II: Type of Application:**

**CHECK ONE BOX ONLY.** *Submit a separate application for each individual project.*

### **Priority 1 Health, Safety and Compliance Renovations**

- ☐ Roof Renovations (structural only)      ☐ ADA Compliance
- ☐ Indoor Air Quality (IAQ)      ☐ Hazardous Materials Abatement or Removal
- ☐ Other (please list and explain):

### **Emergency (see part IV (F))**

- ☐ Please describe:

## **Part III: Facility Information:**

- A. Year of original construction: \_\_\_\_\_
- B. Dates of major additions and/or major renovations: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_
- C. Grade levels served in this facility: \_\_\_\_\_
- D. Current enrollment in this facility: \_\_\_\_\_
- E. Enrollment capacity in this facility: \_\_\_\_\_
- F. List the number of students using the affected area(s) each day: \_\_\_\_\_
- G. For non-roof projects:  
Total building floor space square footage: \_\_\_\_\_ sq. ft.  
Square footage of area affected by the problem: \_\_\_\_\_ sq. ft.
- H. For roof projects:  
Total roof area of building: \_\_\_\_\_ sq. ft.  
Square footage of roof area affected: \_\_\_\_\_ sq. ft.

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

- A. Do you have a facilities maintenance plan? Summarize plan but do not attach plan.
- B. Do you have a 10 year capital improvement plan? Summarize plan but do not attach plan.
- C. Describe how this facility and project support your district's long-range facility plan.
- D. Detail the scope and impact of the problem in narrative form.
  - 1. Describe the problem, all affected areas related to the problem, its cause and its severity.
  - 2. Describe any corrective actions already attempted.
  - 3. Describe related health and safety deficiencies.
  - 4. Describe any specific code violations. Provide the specific code violation, the name of the authority who cited the violation, and attach documentation of the violation.
  - 5. Can the affected area of the building be used at this time? Specify yes, yes with adjustments, no, or not applicable.
  - 6. Describe any structural damage or deterioration.
  - 7. In addition to your narrative, inclusion of supporting documentation, such as photos showing the problem, copies of complaints by staff, students or parents referencing the problem, or any other evidence substantiating the problem, is encouraged to justify the need for this project.
- 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.
- G. Awards are expected to be made approximately January 31, 2026.  
 If this project application is approved for a SRRF loan, what is your projected date for a public referendum to receive local voter approval for the project and SRRF loan?  
 \_\_\_\_\_
- H. Anticipated project start and completion dates: (mm/yy)  
 Start: \_\_\_\_/\_\_\_\_ Complete: \_\_\_\_/\_\_\_\_ Phased: YES/NO

**Part V: Required Attachments: Check applicable boxes.**

The following required documents are attached to this application:

☐ **Project Budget** developed by a qualified individual or firm (for example: licensed architect, professional engineer or industrial hygienist) is required. See *Appendix A: SRRF Project Budget*.

☐ **Technical Supporting Documentation** developed by a qualified individual or firm (for example: licensed architect, professional engineer or industrial hygienist) detailing the problem and the need for the project. See *Appendix B: Technical Supporting Documentation*.

### Submission Instructions

Please review your application materials carefully. **INCOMPLETE OR NON RESPONSIVE APPLICATIONS WILL BE INELIGIBLE FOR FUNDING.**

- **Email an electronic copy of completed application to:** [ann.pinnette@maine.gov](mailto:ann.pinnette@maine.gov)
- **Mail one hard copy of completed application to:**  
Maine Department of Education  
Office of School Facilities - SRRF  
23 State House Station  
Augusta, ME 04333-0023

**Both an electronic and a hard copy of the application must be received at the Department by 5 p.m. October 31, 2025.**

## Appendix A

### SRRF Project Budget

		State/Local*	Local Only**	Total
<b>A</b>	<b>CONSTRUCTION &amp; RENOVATION</b>			
1				\$ -
2				\$ -
3				\$ -
4				\$ -
5				\$ -
6				\$ -
7				\$ -
8				\$ -
9				\$ -
10	Subtotal	\$ -	\$ -	\$ -
<b>B</b>	<b>ADMINISTRATIVE COST &amp; RESERVE</b>			
11	Advertising			\$ -
12	Insurance			\$ -
13	Legal			\$ -
14	Bid Contingency (5% of line 10)			\$ -
15	Construction Contingency (10% of line 10)			\$ -
16				\$ -
17				\$ -
18				\$ -
19				\$ -
20	Subtotal	\$ -	\$ -	\$ -
<b>C</b>	<b>FEES AND SERVICES</b>			
21	Architect/Engineer***			\$ -
22	A/E Reimbursable			\$ -
23				\$ -
24				\$ -
25				\$ -
26				\$ -
27				\$ -
28				\$ -
29				\$ -
30	Subtotal	\$ -	\$ -	\$ -
	<b>TOTAL PROJECT COST</b>			\$ -

\* State/Local amounts represent the SRRF requested loan amount

\*\* Local Only amounts represent additional local funds for the project

\*\*\* Fees must be within the State of Maine Recommended Fee Schedule for Architectural / Engineering Projects

## Appendix B

### Technical Supporting Documentation

Applicants must submit reports from a qualified individual or firm (for example: licensed architects, professional engineers or industrial hygienists) to substantiate the problem, the proposed solution, and the project budget.

☐ **Roof Structural Renovations** - Written reports that detail structural upgrades necessary to comply with currently applicable building codes or that detail how the current roof is a Priority One health and safety issue. The applicant should cite the current roof code(s) for the building and how the current roof situation is not in compliance with the relevant code(s). Re-roofing projects are the responsibility of the school administrative unit under their capital renewal program.

☐ **Indoor Air Quality (IAQ)** - Written reports that substantiate the exact cause of any indoor air problems, the severity and extent of the problem, the air sampling conducted to quantify the problem, and the parameters and criteria by which the professional determined the magnitude and scope of the problem.

☐ **Hazardous Material Abatement or Removal** - Written reports that substantiate the health hazard of the hazardous materials to building occupants. Asbestos must be presenting an airborne risk to building occupants according to currently adopted asbestos standards or be scheduled to be removed because of another Priority One health, safety, and compliance renovation project.

☐ **ADA Compliance** - Written reports that demonstrate that the project will correct ADA deficiencies of higher priority such as access to a building from sidewalks, parking, or public transportation, access to various school programs, and access to a restroom. School administrative units must have a long-range ADA compliance strategy to bring their facilities into compliance.

☐ **Other** - Written reports that demonstrate a need in terms of immediate health, safety, and compliance concerns in a school building. Examples of immediate concerns that may qualify under this category include the lack of fire safety warning devices and contaminated well water.