

FORM B/D

INSTRUCTIONS

Forward original and one copy of this Form to Office of School Facilities, South Carolina Department of Education, 1429 Senate Street, Room 1114B, Columbia, South Carolina 29201. This replaces the previous B/D Form. Prepare additional copies as required by the District.

1. Provide name and description of project. Project name, description and project number should be identical as set forth on original project Form "A/D." Project may be various works on a single facility or work of a like nature on multiple facilities. Description should be concise and brief but adequately describe project. Attach additional information if necessary.

Professional services of a firm registered to practice architecture or engineering in South Carolina are required for all projects except repair work and projects of very small nature. If the district feels that professional services are not needed on a small project, Form F-1 "Request for Waiver of Professional Services" shall be submitted along with Form "B/D" if not previously submitted. Name contractor where applicable.

2. Furnish details of additional costs and data related back to approved Form "A/D" number. No portion of salaries of district personnel, any consumable supplies, nor "rolling equipment" such as buses, trucks, tractors and lawn mowers shall be included in cost of project. Materials even though installed by district personnel may be included in project. All indicated costs shall be expended in accordance with the District's approved procurement code, and in accordance with the rules set forth in the "South Carolina School Facilities Planning and Construction Guide."

State Public School Building Funds may only be used for "Capital Improvement" defined as the cost of constructing, improving, equipping, renovating and repairing school buildings or other school facilities or the cost of acquisition of land whereon to construct or establish school facilities or when all construction needs are met, funds may be applied to debt service.

The South Carolina Education Improvement Act of 1984 funds may not be used for any purposes other than those enumerated in Section 1, Sub-Part 1, Sub-Division G of the Act. This section restricts use of these funds to (1) the renovation, capital improvement, or repair of classrooms, libraries, laboratories, and other instructional facilities including music rooms, or (2) to reduce millage required to pay principal and interest on bonds issued for such purposes. (Use Form "C/D" for Debt Service Funds.) Education Improvement Act Funds must be expended or contractually committed within 48 months of the appropriation of the funds.

The Public School Facilities Assistance Act of 1996 funds may only be used for permanent school instructional facilities and fixed equipment including the costs for construction, improvement, enlargement, or renovation of public school facilities. The district may use its fiscal year 1996-97 allocation for payment of debt service if it relates to school facilities as defined herein. After all construction and renovation needs identified in a district's school facilities improvement plan have been met, the district may request to use its allocation for payment of debt service if it relates to school facilities as defined herein. School facilities only includes facilities necessary for instructional and related purposes including, but not limited to, classrooms, libraries, media centers, laboratories, cafeterias, physical education spaces, related interior and exterior facilities, conduit, wiring, and powering of hardware installations for classroom computers or for network systems. School facilities do not include real property; district administration facilities, portable classrooms, or other facilities, including those normally identified with interscholastic sports activities. For fiscal year 1996-97 only, school facilities include portables.

Request for any of the three funds cannot exceed the unencumbered balance in the respective funds as allocated to the District. Architectural and/or Engineering Fees can only be reimbursed up to a maximum of 6% of the cost construction.

3. Furnish Summary of funding changes.
4. Provide date or dates funds must be available, and from what fund they are to be drawn. Total amounts for each fund should equal the total amounts set forth in Section 3, Summary Funding Changes, for each fund.
5. Provide signatures of persons who are legally authorized to request approval of Public School Building Funds under the Authority of Law. Those signing this document are certifying that the information provided is true and correct to the best of their knowledge.
6. For SDE use only.