

STATE DEPARTMENT OF EDUCATION
APPLICATION AND CASH REQUIREMENTS FOR STATE FUNDS

County _____ District _____ Superintendent _____ Date _____

Project No. _____

1. **PROJECT** (Names, Locations and Type of Schools, Facilities or Properties)

Architect or Engineer _____ Contractor _____

2. **COST SUMMARY**

(Attach Contract or
Estimate to request)

- a. New Construction
- b. Renovation
- c. Repair
- d. Equipment
- e. Site Purchase
- f. Site Improvement
- g. A/E Fee (6%)
- h. Other_____

**TOTAL FUNDS
REQUESTED**

State Public School Building Funds	S.C. Education Improvement Act Funds (1984)	School Facilities Assistance Act (Barnwell Funds)	Other Funds (Local)	Total Cost of Construction

Prepared By: _____

E:Mail: _____

Date: _____ Tel No.: _____

District Supt.: _____

Date: _____

Chairman of Board: _____

Date: _____

3. **FUNDS RELEASE DATE**

Date Funds Needed	State Public School Building Funds	S.C. Education Improvement Act Funds (1984)	School Facilities Assistance Act (Barnwell Funds)

5. **APPROVAL**

Director: _____
SDE – OFFICE OF SCHOOL FACILITIES

Date:_____

4. **CERTIFICATION**

This is to certify that at least 50% of the allocated S.C. Education Improvement Act Funds will be used to reduce millage (unless waived or not required by the Act); that all other State and Federal Laws and Regulations have been met; the needs necessary for audit will be retained; that the schedule of cash requirements is true and correct to the best of my knowledge, and that obligation against these projects can be met provided the funds are received in the Office of the Treasurer by the dates specified herein.

INSTRUCTIONS FOR FORM A/D

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

1. Provide name and description of project. Project may be various work 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. Project No. will be assigned by Department of Education.

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 “A/D” if not previously submitted. Name contractor where applicable.

2. **Attach P.O.(s), contract(s) or formal estimate(s).** Prepare breakdown or summary of cost as shown. No portions of salaries, any consumable supplies, nor, “rolling equipment” such as buses, trucks, tractors and lawn mowers, nor furnishings shall be included. All indicated costs shall be expended in accordance with 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 Buildings 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 (land must be purchased in fee simple title). 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 1996-1997 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 four 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 of construction.

3. 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.
4. 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.
5. For SDE use only.