**REQUEST FOR FINAL APPROVAL OF CONSTRUCTION OR FACILITIES PROJECT OR REAL ESTATE PURCHASE**

**USING ESSER I, II, III, and/or IVAQ GRANT FUNDS**

All districts that received provisional approval of a construction or other facilities project or the purchase of real estate at the time of the approval of an ESSER I, II, III, or IVAQ grant application are required to submit this form once the project has been successfully procured pursuant to federal, state, and local requirements.

**For construction projects**: Until a district receives written notice that this form and accompanying documents have been approved by the Federal Grant Programs office of the Department of Elementary and Secondary Education (DESE), districts may not seek reimbursement of project expenses for its construction project.

**District Name: Enter District Name District Code: Enter 4-digit district code**

**District contact for this project (name, phone number, address, email address):** Example: Jane Doe, 781-338-0000, 75 Pleasant Street, Malden, MA 02138, jdoe@mass.gov

**Section 1: For Non-Construction expenses: For facilities projects *not* considered construction as well as real estate purchases**

(Skip to [next section](#Construction) if a construction project)

1. DESE determined this project to be (check one):

Minor remodeling

Repair or maintenance

Real estate purchase

1. Short Title of Project: Project title.
2. Duration of project (Planned start and finish dates): Expected start and end dates.
3. Amount of expense for which you seek approval: Dollar amount to be approved
4. Is this the final expense for the project being funded through ESSER or IVAQ grants? Yes or No.

If not, please explain why you are seeking partial approval for a project: Explain partial expense :

1. Has the project changed in scope since initially approved by DESE? Yes or No.

If yes, explain changes: Explain any material changes to size, scope, or type of project.

1. Has the estimated cost budgeted for this project in your grant application/EdGrants changed since initially approved by DESE? Yes or No.

If yes, explain cost changes: Explain any material changes to cost of project.

If the budget has changed, you must request an amendment to the affected ESSER grants (Fund Code 113 for ESSER I, Fund Code 115 for ESSER II, and/or Fund Code 119 for ESSER III (ARP)) from your district’s [Federal Grants liaison](https://www.doe.mass.edu/federalgrants/liaisons.xlsx).

1. Have you provided the following documentation as part of your district’s request for final approval of this project?
2. Request for Final Approval form
3. Final bid/quote/purchase order

If these documents are not being provided or you are providing additional documents, please explain: Explain any omitted or extra documents.

Please skip to [**Assurances**](#Assurances) section of this form.

**Section 2: For Construction expenses: For facilities projects considered construction**

1. Primary contact for this project (Facilities Manager, Engineer, Architect, or Owner’s Project Manager (OPM) for this project) (name, phone number, email address): Provide person(s) in charge of the project and contact information.
2. Short Title of Project : Brief Title
3. Duration of project (Planned start and finish dates): Expected start and end dates.
4. Has the project changed since initially approved by DESE? Yes or No.

If yes, explain changes: Explain any material changes to size, scope, or type of project.

1. Has the estimated cost budgeted for this project in your grant application/EdGrants changed since initially approved by DESE? Yes or No.

If yes, explain cost changes: Explain any material changes to cost of project.

If the budget has changed, you must request an amendment to the affected ESSER grants (Fund Code 113 for ESSER I, Fund Code 115 for ESSER II, and/or Fund Code 119 for ESSER III (ARP)) from your district’s [Federal Grants liaison](https://www.doe.mass.edu/federalgrants/liaisons.xlsx).

1. Have you provided the following required documentation as part of your district’s request for final approval of this project?
2. Request for Final Approval form
3. Final bid/quote/purchase order
4. plan(s) demonstrating all required approvals, certifications, and signoffs
5. Building permits

If any of these documents are not being provided or you are providing additional documents, please explain: Explain any omitted or extra documents.

**Section 3: Assurances: For all districts**:

1. The district through its undersigned authorized representative certifies that the district has followed all required federal, state, and local procurement laws, regulations, and policies in the procurement of contractual and purchased goods and services for this project; Yes or No.
2. The district through its undersigned authorized representative certifies that it has and will continue to follow all federal, state, and local laws, regulations and policies governing this project, including but not limited to Education Department General Education Requirements (EDGAR) and the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance) found in the Code of Federal Regulations at [2 CFR Part 200](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200?toc=1) and [Appendix II](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/appendix-Appendix%20II%20to%20Part%20200) (contracting provisions). Yes or No or N/A.
3. The district through its undersigned authorized representative certifies that if there are any material changes to the scope, timeline, or cost of this project from the design/plans/description/bid documents provided with this form, the district through its representative will promptly notify the district’s Federal Grant liaison and request any required amendments to grant budgets prior to incurring additional costs. Yes or No.
4. The district acknowledges that all federal-grant-funded activities associated with this project must be obligated within the period of availability of the federal ESSER grants contributing to this project (ESSER I (through September 30, 2022), ESSER II (through September 30, 2023), and ESSER III (through September 30, 2024)). Yes or No.

*Districts are advised to plan for sufficient alternative sources of funding to complete the project in the event of cost or timeline overruns.*

**Signature of Superintendent or Charter School Leader:**

**Name of Superintendent or Charter School Leader**: Typed Name of Signatory

**Date**: Enter date signed

**Note:**  *Any documents (e.g., contracts, purchase orders, final bid documents) submitted to DESE with Requests for Final approval or as follow-up to a Capital Expenditure approval are being reviewed verify that the scope and cost of the project that was approved as part of the initial budget approval process.  Compliance with all other statutory and regulatory requirements associated with the project remain the responsibility of the district and will be reviewed as part of the monitoring/audit process.*

**Instructions for Submission: Please send this form and copies of all requested forms to your Federal Grants liaison by email. Note for larger submissions, please ensure no email is larger than 10 MB (submitting several emails is acceptable). Contact your liaison if any file is greater than 10MB to determine the best way to send.**