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

**USING IVAQ GRANT FUNDS (Fund Code 209)**

**(may also include ESSER I, II, and/or III funds)**

All districts that received provisional approval of a construction or other facilities project at the time of the approval of an Improving Ventilation and Air Quality grant (IVAQ, Fund Code 209) required to submit this form once the project has been successfully procured pursuant to applicable federal, state, and local requirements.

Until a district receives written notice that this form and any accompanying documents have been approved by the Federal Grant Programs, districts may not seek reimbursement of project expenses.

**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 IVAQ facilities projects *not* including ESSER I, II, and/or III funds:**

(Skip to next section if a project includes any ESSER funds)

1. Short Title of Project: Project title.
2. Duration of project (planned start and finish dates): Expected start and end dates.
3. 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 your IVAQ budget from 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 IVAQ facilities projects including ESSER I, II, and/or III funds *that are not construction*:**

(Skip to next section if a project was determined to be construction)

1. During the ESSER approval process, DESE determined this project to be (check one):

Minor remodeling

Repair or maintenance

1. Short Title of Project: Project title.
2. Duration of project (Planned start and finish dates): Expected start and end dates.
3. Has the project changed since IVAQ funds were 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 IVAQ 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 your IVAQ budget from 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 3: For IVAQ facilities projects including ESSER I, II, and/or III funds *that are 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 IVAQ funds were 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 IVAQ 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 your IVAQ budget from 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), as applicable. 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 grants contributing to this project. 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

**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.**