**REQUEST FOR FINAL APPROVAL OF CONSTRUCTION OR FACILITIES PROJECT USING ESSER II, III and/or IVAQ GRANT FUNDS**

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

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 this project.

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

**District contact for this project (name, phone number, email address):** Enter district contact information.

**Non-Construction: For facilities projects not considered construction (maintenance, repairs, minor remodeling)** (Skip to [next section](#Construction) if yours is a construction project)

1. Our project was determined to be (check one):

Minor remodeling

Repair or maintenance

1. Brief Description of Project (include facility name where project will take place): Project description and building/grounds.
2. What is the total, final amount for this project being requested from grant funds: Total final grant request for this project
3. How much funding for this project is coming from each grant source (these amounts should total the amount in Line 3)?:

|  |  |  |  |
| --- | --- | --- | --- |
| **Grant** | **Amount** | **Amount being requested with this form (answer Question 5 if less than the full amount in Line 3)** | **What amount was approved with your initial Capital Expenditure Form? (Answer Question 6 if different from Line 3)** |
| **ESSER II** |  |  |  |
| **ESSER III** |  |  |  |
| **IVAQ** |  |  |  |

1. If you are not requesting the final amount listed in Line 3, explain why and what this request will pay for: Explain if partial payment request and what part of the project is being paid for.
2. Has the project changed since initially approved (per your Capital Expenditure form) by DESE? Yes or No.

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

If the budget has changed, you must request an amendment to the affected ESSER grants (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. Duration of project (Planned start and finish dates): Expected start and end dates.
2. Have you provided the following documentation as part of your district’s request for final approval of this project?
3. Request for Final Approval form (signed)
4. Final bid/quote/purchase order with signatures of all parties

(Unsigned proposals are not sufficient to meet this requirement)

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

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

**Construction: For facilities projects considered construction**

1. 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. Brief Description of Project (include facility name where project will take place): Project description and building/grounds.
3. Duration of project (Planned start and finish dates): Expected start and end dates.
4. What is the total, final amount for this project being requested from grant funds: Total final grant request for this project
5. How much funding for this project is coming from each grant source (these amounts should total the amount in Line 4)?:

|  |  |  |  |
| --- | --- | --- | --- |
| **Grant** | **Amount** | **Amount being requested with this form (answer Question 6 if less than the full amount in Line 4)** | **What amount was approved with your initial Capital Expenditure Form? (Answer Question 7 if different from Line 4)** |
| **ESSER II** |  |  |  |
| **ESSER III** |  |  |  |
| **IVAQ** |  |  |  |

1. If you are not requesting the final amount listed in Line 3, explain why and what this request will pay for: Explain if partial payment request and what part of the project is being paid for
2. Has the project changed since initially approved (per your Capital Expenditure form) by DESE? Yes or No.

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

If the budget has changed, you must request an amendment to the affected ESSER grants (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

(Unsigned proposals are not sufficient to meet this requirement)

1. Plan(s) demonstrating all required approvals, certifications, and signoffs
2. 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.

**Assurances** (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 will continue to follow all federal, state, and local laws, regulations and policies governing this project, including but not limited to Davis-Bacon prevailing wage requirements (federal); 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.
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 III (through September 30, 2024)). We will timely apply for late liquidation if services related to our project will not be received by November 29, 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

**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 \_\_ MB (submitting several emails is acceptable).**