



## **Facilities Section**

### **HOW TO REQUEST STATE FUNDS FOR CAPITAL OUTLAY PROJECTS (DOE)**

Enclosed are DOE forms and checklists that pertain to the reimbursement of state funds for school construction projects. The attached *Document Checklist for Payment* identifies each document that is needed for payment of state funds.

#### **Cover Letters**

Reimbursement request(s) mailed by the local school system should include a cover letter that identifies the following information: the name of the facility (as identified in the grant application), the state DOE project number(s), the facility code number, and the total amount requested. Also, the total amount requested should be identified in these broad categories: Architectural, Construction, Geo-Technical and Other.

#### **Architectural Contracts**

A copy of the state DOE architectural contract (DE FORM 0576, Oct. 1984) may be used, OR, the school system may use another architectural contract with the attachment entitled *Mandatory Addendum for Projects Funded With Capital Outlay Funds*.

#### **Construction Pay Requests**

Construction pay requests must include the *Certificate of the Contractor (DE FORM 0263)* and all supporting documents (AIA or similar) and include the following a schedule of values, a listing of material stored, and a listing of executed change orders.

#### **Closing a Project**

DOE reimburses 90% of state funds for eligible expenses; the final 10% retainage is paid after all of the following documents are received: *Certificate of the BOE, Architect's Final Certification, Asbestos Certification, and the Project Certification Form (DE0089)*.

Please duplicate the attached documents as needed. Also, grants forms may be downloaded from our Facilities Section web page. For additional assistance, please contact the Facilities Section staff at 404-656-2454.