



Approval Request Form for Construction Project

NEBRASKA DEPARTMENT OF EDUCATION

Required of all Nebraska school districts that intend to utilize ESSER funds for Capital Assets for Construction Projects. Multiple projects can be placed on one form; however, all information should be provided for each of the projects.

Per [34 CFR § 76.600](#) construction projects must be approved by the NDE prior to bidding.

Federal requirements under, [2 CFR 200.319\(a\)](#) states “all procurement transactions must be conducted in a manner providing full and open competition consistent with the standards of this section.” In general, [2 CFR 200.320](#) outlines the five methods of procurement based on the acquisition threshold: micro-purchases, small purchases, sealed bids, competitive proposals, and noncompetitive (sole source) proposals. Federal requirements specifically related to contracts over the Simplified Acquisition Threshold established in the FAR (Federal Acquisition Regulation) currently set at \$250,000.

Complete this form and return to:

Rhonda Wredt at rhonda.wredt@nebraska.gov

If you have questions about completing the form or the components of the form, contact

Tom Goeschel, Director of Grants Compliance tom.goeschel@nebraska.gov or

Beth Wooster Administrator, Office of ESEA Programs Beth.Wooster@nebraska.gov

Name of School District:

School District Number:

School District Superintendent:

Superintendent Email:

Superintendent Signature: _____
Required

Date:

Purpose

In order for the Nebraska Department of Education (NDE) to determine if a construction project proposed to be funded under the terms of ESSER funding is allowable, the District shall provide the information as requested on this form.

Our District _____ plans to utilize

(check one):

☐ ESSER II

☐ ESSER III

For a construction project(s) that aligns to (check one or two):

☐ #14

☐ #15

Procurement

1. Describe the procurement process the district will utilize in completing the project. For a construction project, both engineering/architectural services and construction phase services will likely be procured separately.

2. If the district will be using an existing procurement agreement that was entered into prior to receiving notification of its ESSER allocation please provide a description of the process used and both the effective dates and scope of the contract. ***The district will need to keep copies of any documents that support the method of procurement used and a copy of the executed contract. This will be reviewed when the district is audited by NDE.***

Description of the Proposed Construction

3A. Provide a detailed description of the proposed construction project(s). The description should identify those components of the project that the district believes are in direct response to COVID-19. Such examples of direct response components may include those related to air quality improvements, repair or replacement of windows and/or doors. **(Please attach detailed description on district letterhead if more space is needed.)**

3B. Identify those components of the project that would not be considered in direct response to COVID-19. Such examples of indirect project components may include the provision of temporary classrooms due to construction activities, components mandated by code requirements due to the construction of the direct components (i.e., ADA improvements, fire code related upgrades, etc.).

3C. Provide a general cost estimate related to each component of the construction project(s).
(Attaching a budget would also be appropriate.)

Prevailing Wage Compliance

4. Provide a description of how the district will meet its prevailing wage (i.e, Davis-Bacon) compliance requirements for the construction project. For example, 1) the district staff will be responsible for the implementation and management of these requirements, or 2) the district will contract with an engineering/architectural firm to manage the construction activities to ensure compliance.

If the district hires an architectural firm and/or a project manager, ultimately the responsibility to ensure compliance with prevailing wages, supervision, and all Federal requirements falls to the district. Remember to always check that the district is following this requirement.

Supervision and Inspection by the District

5. Describe how the district will meet the requirements of [34 CFR §75.612](#) requiring the district to maintain competent architectural engineering supervision and inspection at the construction site to ensure the work conforms to the approved drawings and specifications.

Email Form to rhonda.wredt@nebraska.gov

FOR NDE USE ONLY:

Federal Programs Administrator Signature:

Date:

Once signed by the Federal Programs Administrator, this form will be returned as a PDF document to the District Superintendent to attach to the Capital Assets page on the GMS Application for ESSER.