

## Special Education LEA Capital Equipment & Construction Purchase Request Form

*Please fill in the left column, and or the Yes/No column, and leave the right column for the SDE.*

LEA Name: \_\_\_\_\_ LEA Number: \_\_\_\_\_

Person filling out the request:

\_\_\_\_\_

Contact number or email of person submitting request: \_\_\_\_\_

Superintendent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Additional Requirements:**

The request is approved with the condition that the LEA will submit additional information.

1. The LEA shall submit a copy of the approved **purchase order** showing that all required approval were collected according to the district policies and procedures for equipment purchase. This includes approvals from the Business Manager, Superintendent, School board, if applicable. At this point, the approval will be final.
2. After signature of the contract, the LEA should send a copy of the contract to the Funding and Accountability Coordinator with the timeline of the project completion.
3. Keep us informed of the work progress or any change.



## LEA Narrative for Capital Equipment or Construction

Equipment Purchase – LEA fills out	Yes	No	State Dept Comments
<p><b>Narrative Description/Plan:</b> For Part B, a <i>narrative description</i> of how the equipment or the construction will improve the program of special education and specifically benefit children with disabilities;</p>			



Purchase Details		
<p><b>Purchase details:</b> Supply needed details, to support the reasonableness and allowability of the expenditure under applicable IDEA and OMB Uniform Guidance provisions, including documentation supporting the specifications and cost (e.g. purchase requisition, quotes/price comparison, description of the equipment/construction and its capabilities). Description should support the reasonableness and allowability of the expenditure under applicable IDEA provisions and OMB Circular A-87, as codified in 2 CFR Part 225. See 20 U.S.C. 1404(a).</p>		<p>Under IDEA section 605 and 34 CFR 300.718, the State Department of education has determined that the request is reasonable and allowable. The LEA demonstrated the reasonableness of the expenses in the request.</p> <p>As soon as a vendor is selected, please submit a copy of contract, purchase order, school board approval as described in any applicable district policy and procedures.</p>
Equipment Maintenance & Security		
<p><b>Maintenance and Security:</b> A description of how the equipment or the construction will be secured and maintained, as well as how the program will ensure sole use (Part B) of the equipment or the facilities.</p>		<p>The equipment will be located on school property.</p> <p>How will Sole use of equipment be reinforced?</p>
<p><b>Equipment Assurances:</b></p> <p>For equipment, an assurance that the LEA/Entity will comply with all applicable requirements of the OMB Uniform Guidance, including but not limited to:</p> <ol style="list-style-type: none"> <li>1. Managing, maintaining and disposing of equipment as required by the OMB Uniform Guidance in 2 CFR §§ 200.313(a) and (b); and 200.439. Complying with 2 CFR § 200.317 regarding procurement;</li> </ol>		<p>According to district policy, quote solicitation should also be submitted to verify if the LEA own policy was followed.</p>



<p>2. Including in purchase orders or contracts for equipment any clauses required by Federal statutes and executive orders and their implementing regulations as required by EDGAR in 34 CFR §80.36(i); and</p> <p>3. Disposition of equipment as required by OMB Uniform Guidance 2 CFR § 200.313(b). LEA Confirms they will adhere to the above conditions:  <span style="background-color: yellow; display: inline-block; width: 200px; height: 15px;"></span></p>			
<b>Construction or Alteration of Facilities Only:</b>	Yes	No	State Contact Comments
<p>A description of the relationship of the proposed construction to and probable effect on any district, site, building, structure or object that is: (1) included in the National Register of Historic Places; or (2) eligible under criteria established by the Secretary of the Interior for inclusion in the National Register of Historic Places. See 34 CFR §§76.600(c) and 75.602. (Preservation of historic sites) and 75.605 (Approval of drawings and specifications). See 34 CFR §76.602(b).</p>			



<p>If construction or alteration of a facility is involved, comply with either (a) appendix A of part 36 of Title 28, Code of Federal Regulations (commonly known as the “Americans with Disabilities Accessibility Guidelines for Buildings and Facilities”); or (2) appendix A of subpart 101-19.6 of title 41, Code of Federal Regulations (commonly known as the “Uniform Federal Accessibility Standards”) (for nonresidential facilities). See 20 U.S.C. 1404(b).</p>			
<p>Comply with the additional rules on construction in EDGAR in 34 CFR §§75.600 through 75.617 (which are incorporated by reference in 34 CFR §76.600), including but not limited to, the requirements to – i. Have or obtain full title or other interest in the site, as provided in 34 CFR §75.603; ii. Prior to advertising construction or placing construction on the market for bidding, approve the final working drawings and specifications. See 34 CFR §75.605(b); iii. Comply with health and safety standards and Federal regulations regarding access by persons with disabilities. See 34 CFR §§75.609 and 75.610; and iv. Begin work within a reasonable time after a construction grant is made, and complete construction within a reasonable time. See 34 CFR §§75.605(a) and 75.606.</p>			