

PROJECT APPLICATION FORM

FACILITY MODIFICATION THROUGH EXTERNAL PARTNERS

KEY QUESTIONS CHECKLIST

Requests for all facility modifications through external partners will follow a formal process due to project complexity.

- The Project Application Form outlines the steps necessary to assure full compliance for a site funded project.
- All projects have a financial impact not only for the planning, design, and construction phases, but also for the extraneous maintenance and custodial services involved after the modification has been completed.
- Due to economic conditions which affect the budget of the District, any modification projects initiated for the current facility must be financed outside of the Clark County School District (CCSD) budget.
- While donations from outside “partners” are appreciated, it is important to note that all building code compliance must be met and compliance with zoning ordinances and/or Memorandums of Understanding (MOU) must be observed.
- For projects that involve mechanical, electrical, plumbing, or structural modifications to a building, only licensed professionals approved by the CCSD Facilities Division will be permitted to oversee the planning, design, and construction of the modifications after Cabinet Committee has granted approval to move forward with the project. Volunteers can assist with facility modification projects, as long as the project does not require a permit. Principals must check with their Operations Manager (OM) to inquire if the project needs a permit or not.
- Any project modification must have all funding procured prior to the project commencement.

School Name: _____ Performance Zone: _____

Principal's Name: _____

School Phone Number: _____ Date of application: _____

Directions: Complete each of these questions in detail. Attach all supporting documents in steps 1-6 for submission to your school associate superintendent. **Exception: If this request is for a school garden refer to number seven.**

1. Project Information

- Describe the project modification proposal in full detail.

2. Financial Commitment

Full funding must be obtained before commencement of the facility modification project.

- What is the cost of the entire project from planning and design to project completion?
- What is the plan for this modification to be sustained/maintained over time?
- How will the money be raised for this project?

3. Project Accountability

- Will this project align with the current Board of School Trustees' Policies and Regulations?
- What percentage of students will be utilizing the result of this project?
- Does this project have a useful life of five years or less?
- What are the risk factors involved? liabilities?
- Do you intend to use volunteers to perform work on any part of the project? (Volunteer waiver required.)
- Is the modification to accommodate furniture, fixtures, and equipment, such as drapes, books, computers, or smartboards, etc., provided by an outside entity?

4. Partnerships/Support Groups

- Is there a government/private sector involvement?
- Will there be a joint use agreement?
- Will the partnership help with the maintenance?
- Is there a defined written commitment from the agency involved?
- Has the agency placed in writing their commitment to the funding?
- As a capital renewal project and for maintenance of projects, is there evidence of an endowment to help over the long term?
- Is there evidence from the outside agency for long term sustainability?

5. Future Leadership

- With a change in the leadership at a school, will this project easily allow the new leadership to take the responsibility for this project and/or its maintenance?

6. Site-funded Projects: The Facilities Division must review the development, planning, design, and cost estimating of the projects.

- The project must be presented to, and discussed with, the Region Superintendent and School Associate Superintendent (SAS) for the school.
- Principal must complete items 1-5 in CCF-414, Project Application Form, and notify their Operations Manager (OM) about the project.
- The OM will initiate the review process by the Facilities Division. After review by Facilities Division staff, the OM will provide comments so that the principal can complete their CCF-414 for final review and approval by Cabinet member.
- Once the project is approved by Cabinet, the principal must alert the OM of this approval and the project can begin.

7. School Garden Process (Will take up to 60 days for approval):

Garden Request Items	Responsible Dept.	Approval Signature	Date of approval
School principal requests a CCF 414 Project Application Form from Community Engagement Unit (CEU) to build a garden	Community Engagement Unit		
<p>CEU sends CCF-414 Project Application Form to school principal for submission of the following documents:</p> <ol style="list-style-type: none"> 1. Map or exhibit depicting the location on the school site where the garden area will be located in relation to the existing school facilities. 2. A site plan, to scale, depicting the extent of the garden area indicating the placement, type, number, and dimensions of components to be installed. Please note that the components must cover approximately 85 percent of the total proposed garden area. <ul style="list-style-type: none"> • Raised beds/planters • Fruit trees • Outdoor classroom area • Shade structure(s) • Outdoor benches/furniture • Storage shed • Fencing • Walkway pavers or other materials used to define pathways through the garden area. • Other component to be installed 3. A complete listing of the materials and quantities to be used/installed in the garden area. <ul style="list-style-type: none"> • Linear feet of board and/or number of blocks to be used in raised beds/planters. • Number of fruit trees. • Cubic yards and/or tons gravel/rock mulch, organic mulch, and planting soil. • Type, number, and size of components to be installed in the outdoor classroom area. • Type, number, and size of storage shed(s). • Type and dimensions of fencing to be installed. • Type, number, and size of walkway pavers or other material(s) to be used for pathways. • Diameter and length of water pipelines to be installed. • Number and type of irrigation controller(s). <p><i>Cell continued on next pg</i></p>	school principal		

<p>4. Identify what the funding source(s) to be used in garden materials and construction.</p> <ul style="list-style-type: none"> • Private funding. • Federal or State grant. • Southern Nevada Water Authority conservation rebate. <p>5. Identify the contractor(s) to be used to construct the garden and if they are a private, public, or 501 C-3 nonprofit organization.</p> <p>6. Identify how the garden will be incorporated into the school curriculum and how the produce and/or fruit produced will be used.</p> <ul style="list-style-type: none"> • Where will the produce/fruit be sold at? • Identify what, if any, school meal/program the produce/fruit will be used for. <p>7. Verify that any income generated from the sale of produce/fruit grown in the garden area will only be used to support the garden and its maintenance of the specific school from which produce/fruit were derived, and that those monies will not be comingled with the school's budget. The monies generated must be deposited into a separate account in order to be accounted for separately in the schools' budget.</p> <p>8. Identify that the garden will be open to all students.</p>	<p>school principal</p>		
<p>Principal submits Project Application Form with documents to CEU to start routing process *No work may begin until all approvals are secured*</p>	<p>Community Engagement Unit</p>		
<p>CEU routes Project Application Form to school associate superintendent for review and approval</p>	<p>School Associate Superintendent</p>		
<p>CEU routes Project Application Form to Operations Manager</p>	<p>Operations Manager</p>		
<p>CEU routes Project Application Form to Landscaping and Grounds Department for review</p>	<p>Landscaping and Grounds Department</p>		
<p>CEU routes Project Application Form to Real Property Management (RPM) for review</p> <ul style="list-style-type: none"> • Is the school located on Bureau of Land Management (BLM) Property? • Is the school located on Non Bureau of Land Management Property? • Are there any restrictions to the school property? • If the school is on BLM property, was approval granted? • Is the school applying for a water rebate? • If a school would like to participate in the rebate program, CEU notifies SNWA • The request must come from the CEU, not an outside entity. • CEU notifies Southern Nevada Water Authority (SNWA) to begin the application process. • SNWA will forward the application to CEU for review. CEU will return the application to SNWA. <p><i>Cell continued on next pg</i></p>	<p>Real Property Management</p>		

<ul style="list-style-type: none"> • Once SNWA receives the application from CEU, SNWA will contact the school within ten (10) business days to schedule a mandatory pre-conversion site inspection. • Once the conversion is complete, CEU contacts SNWA for a final inspection. • Once the final inspection is approved by SNWA, SNWA will forward RPM the square footage of the area converted, rebate amount and exhibits for the rebate agreement. CEU will ensure the application is signed. • RPM will draft the rebate agreement and send to General Counsel for approval. Once approved, RPM will schedule for the Board of School Trustees meeting for consideration. • If the rebate agreement is approved by the Board, the rebate agreement is returned to RPM. • RPM will have SNWA execute the rebate agreement. • Once the approved rebate agreement has been fully executed, SNWA will record the conservation easement with the Clark County Assessor's Office, if the school is not located on BLM property. • Notification of water rebate from SNWA provided to Business and Finance Unit. • After the conservation easement is recorded, SNWA will deliver checks to Facilities and Bond Fund Financial Management, Peggy Moon. Facilities Bond Fund Financial Management will complete the required CCF-375 form and forward the checks with the form to Accounts Payable, Denise Zimmardi. SNWA may require up to four (4) weeks to issue the rebate. • Accounts Payable will issue a check to the school for the amount of the rebate. • Principal submits invoice via shopping cart to Purchasing for payment 	<p>Real Property Management</p>		
<p>CEU routes application to Office of the General Counsel</p> <ul style="list-style-type: none"> • What requirements are necessary to build the garden? • Is there an MOU with the vendor? • Does the MOU state a financial commitment? • Does the contractor building the garden have a valid Nevada Contractors License? 	<p>Office of the General Counsel</p>		
<p>CEU routes Project Application Form to Food Service Department</p> <ul style="list-style-type: none"> • Will the garden require a cooking demonstration? • Will the garden items be sold at a Farmers Market? 	<p>Food Service Department</p>		
<p>CEU routes Project Application Form to Risk Management Department</p> <ul style="list-style-type: none"> • Does the vendor have insurance? • Will they be utilizing volunteers on campus? (Volunteer waiver forms completed) • What other requests are needed i.e. in regards to liability? • Copy of MOU or agreement • Review other liability issues 	<p>Risk Management Department</p>		
<p>Copy of approved Project Application Form submitted to School Principal</p>	<p>Community Engagement Unit</p>		

8. Project Approval

Date of Cabinet Approval _____

Printed Name (Cabinet Member)

Signature

Notes:

- There will be no sustained commitment of the District over time.
- If a project is funded by an external source and later becomes a standard for the schools, no extra money will be given to the schools which funded the project on their own.