

REQUEST FOR BUILDING PROJECT DATA

(SA-139)

(Instructions on next page)

The University of the State of New York

THE STATE EDUCATION DEPARTMENT

Office of Management Services/State Aid Unit
West Hall # 507, Education Building, Albany, NY 12234

District Code: _____ District Name: _____ Building Name: _____ Project Description: _____ Facility Code and Project No.: _____ (seven digits)	Signature: _____ Name (Print): _____ Title: _____ Date: _____ Phone: _____
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TO:
FROM: Andrea Hyary - Bureau Chief, State Aid Unit

We have received notification that final plans have been approved for the school building project referenced above. Building aid is available* for this project, subject to a cost allowance maximum computed by this office based on data submitted on this form. Please complete and return one copy of this form to this office immediately after signing contracts.

ATTENTION: PLEASE READ IMPORTANT NEW NOTE ON INSTRUCTION PAGE

DATE GENERAL CONSTRUCTION CONTRACT WAS SIGNED: _____ (036)

METHOD OF FINANCING	
BORROWING (Bonds/BANS/Capital Notes) (Line 26 >0, complete Line 31)	(026)
Energy Performance Contract	(054)
Budgetary Appropriations	(027)
Capital Reserves	(037)
Other/Grants/Insurance Recovery	(028)
Specify	(029)
Gifts/Donations	(030)
EXCEL	(276)
<input type="checkbox"/> Supplement to Building Aid <input type="checkbox"/> In Lieu of Building Aid \$ _____	
TOTAL FUNDING FOR THIS PROJECT	

CONSTRUCTION COSTS	
NEW/ADDITION	ALT/RECON
General Construction	General Construction
Heating & Ventilation	Heating & Ventilation
Plumbing	Plumbing
Electrical	Electrical
Other (Specify)	Other (Specify)
Total New/Add Construction Costs (032)	Total Alt/Recon Construction Costs (033)

TOTAL BORROWING (031)
Enter the total amount that is providing part or all of funds for this project
*If your district is subject to reorganization under the Master Plan, no building aid payments will be made without a Certificate of Apportionment from the Commissioner of Education. Under Department regulations, it is the responsibility of the local board of education to initiate the request for such certification.

INCIDENTAL COSTS	
NEW/ADDITION	ALT/RECON
Site Purchase	Site Purchase
Other estimated incidental costs (fees, equipment, etc.)	Other estimated incidental costs (fees, equipment, etc.)
Total New/Add Incidental Costs (034)	Total Alt/Recon Incidental Costs (035)

About the SA-139 . . .

The SA-139 should be filed as soon as the project's general construction contract is signed. No aid payments can be calculated or generated without this financing and cost information.

Please be aware of the importance of a timely, complete and accurate submission of the SA-139 forms. The "SA-139 receive date" is the date the SA-139 submission is considered complete and accurate and able to be entered on our State Aid system. This date is extremely important because it can affect when aid payments begin on prospective projects. There is statutory precedent for deferral of initial aid payments on prospective projects based on the SA-139 receive date.

Complete all the areas.

Enter the 6-digit district code and district name, the name of the building, a brief description of the project, and the 7-digit project number (e.g., 0001-007, 5003-001) which contains the four digit Facility Code and three digit Project Number. Be sure to sign and date the form.

The **DATE GENERAL CONSTRUCTION CONTRACT WAS SIGNED** must be entered. This provides verification that the Commissioner's approval was secured prior to contract signature and that work has begun on this project.

METHOD OF FINANCING

The method of financing reported on the SA-139 must match the method of financing reported on the SA-4. If different, the district must submit a FPMI (Request for Revision of Financial Information). You can find a FPMI form on the last page of the Final Building Project Report booklet.

BORROWING - If bonds, BANS, or capital notes are the source of funds for the project, enter the total amount of borrowed funds allocated to this project. If the project is being funded exclusively with borrowed funds, this should equal the sum of the total construction costs and total incidental costs reported on this form.

ENTER any other sources of funds for this project:

ENERGY PERFORMANCE CONTRACT (EPC) – If an EPC is the source of funds for the project, enter the total amount for the EPC allocated to this project. This expense should no longer be entered in the Other/Grants/Insurance Recovery category.

Budgetary Appropriations (Capital Outlay) - Cash allocated to a project from the school district's approved budget. Funds in this category cannot be borrowed monies.

Capital Reserves - District monies that have been set aside for potential use on capital projects. Designations to and expenditures from Capital Reserves must be approved by the voters.

Other/Grants/Insurance Recovery - Enter the amount of project funding from these sources.

Specify - Use this field to define the *source of funds* reported under 'Other/Grants/Insurance Recovery.'

Gifts/Donations - Cash only (not labor and/or materials).

EXCEL – Indicate the amount of money to be used for this project from the district's maximum additional apportionment (MAA) under EXCEL (Expanding Our Children's Education and Learning). Indicate whether EXCEL funds will be used as a **Supplement to Building Aid** or **In Lieu of Building Aid** by checking off the appropriate box.

TOTAL FUNDING FOR THIS PROJECT must equal the sum of total construction costs and total incidental costs reported on this form.

TOTAL BORROWING

Enter the **total amount of the bond, BAN, or capital note** that is providing *part or all* of the funds for this project. This associates the project with the correct borrowing.

CONSTRUCTION AND INCIDENTAL PROJECT COSTS

All costs reported here should equal **TOTAL FUNDING FOR THIS PROJECT** (under METHOD OF FINANCING). Enter itemized project construction and incidental costs under NEW/ADDITION and/or ALT/RECON. Make sure that all costs are recorded in the appropriate categories based on contract signing and that they match the SA-4 categories. If costs differ from the SA-4 approval, you must submit a FPMI (Request for Revision of Financial Information) form to Facilities Planning.