



# Delaware

## Department of Education

### Certificate of Necessity Application – Renovations / Replacement

#### 1. Project Name:

Project Description:

Grade Levels Served:

Priority of Projects:

#### Facility Data

##### Present:

<i>Address</i>	
<i>Gross # square feet</i>	
<i>Age of building</i>	
<i>Age of additions</i>	
<i>Year of last renovations</i>	
<i>Enrollment</i>	
<i>Capacity</i>	

##### Proposed:

<i>Address</i>	
<i>Gross # square feet</i>	
<i>Estimated start time of project</i>	
<i>Estimated completion date</i>	
<i>Estimated date of occupancy</i>	
<i>Capacity</i>	

#### 2. Project Details:

- a. The DOE decision-making process is based on a priority legend, with the highest priorities being the following:
  - i. Capacity and future enrollment
  - ii. Project corrects facility life, health or safety issues
  - iii. Building aesthetics and programming
  
- b. Renovations/Additions:

- i. Provide a specific description for each of the schools to be renovated and/or expanded.
- ii. Provide details on the last time the school was renovated.
- iii. If needed because of overcrowding, please provide details of overcrowding issues.
- iv. Which schools?  
What are the relief/redistribution plans?  
What are the patterns of population and student growth in the district?
- v. Explain how these renovations and/or additions align with the priority order.
- vi. Has the school district obtained all the necessary district Board of Education approvals?  Yes;  No
- vii. Can the renovations or additions happen during the school year?  Yes;  No

Please address the urgency of each project or your request in general.  
What would happen if the CN is not approved this year?

### 3. Request Deadline:

Complete Board approved capital requests, accompanied by all completed submission documentation must be submitted to DOE by no later than August 31<sup>st</sup> of each State fiscal year for the next year's capital budget submission to the attention of:

Education Associate, Capital Project Management  
Delaware Department of Education  
401 Federal Street, Suite 2  
Dover, DE 19901

### 4. Attachments:

- District Board approved minutes (draft is acceptable)
  - Building Professional (i.e. Architectural/Engineering firm) supporting documentation
  - Office of State Planning Coordination approval letter (if applicable)
  - Equity Statement on district letterhead (required)
- (14 DE Admin. Code 401 Major Capital Improvement Program)