

ACTION REQUIRED FOR VARIOUS NON-REIMBURSABLE PROJECTS

TYPE OF PROJECT	PDE-3074 (a) PDE-3074 (b) PDE-3074 (c) APPROVAL REQUIRED?	UNDER \$4,000 SOLICIT 3 QUOTES OR ADVERTISE FOR BIDS?	\$4,000 - \$10,000 SOLICIT 3 QUOTES?	OVER \$10,000 ADVERTISE FOR BIDS?	MAINTENANCE PERSONNEL \$5,000 LIMIT?
CONSTRUCTION: Athletic stadiums or fields, auxiliary buildings for storage, maintenance, buses, etc.	YES	NO	YES	YES	YES
STRUCTURAL CHANGE: Moving or adding windows, doors, partitions; making additions or excavations.	YES	NO	YES	YES	YES
WORK WHICH MAY AFFECT SAFETY OR HEALTH: Construction, lighting, heating, ventilation, air conditioning, asbestos abatement, etc.	YES	NO	YES	YES	YES
WORK UNDER THE JURISDICTION OF ANOTHER AGENCY: Changes in existing water and sewage systems, kitchens, building use, exit, etc.	YES	NO	YES	YES	YES
ORDINARY REPAIR: Plastering, replacing floors, improvement of school grounds, repairing and providing walks, roads, retaining walls, etc.	YES over \$15,000	NO	YES	YES	YES
MAINTENANCE BY DISTRICT PERSONNEL: Care, cleaning, servicing, and refinishing surfaces, equipment, and property.	NO	NO	NO	NO	NO
MAINTENANCE BY CONTRACTORS: Care, cleaning, servicing, and refinishing surfaces, equipment, and property.	NO	NO	YES	YES	
SERVICE CONTRACTS: Equipment operation, normal maintenance.	NO*	NO	NO*	NO*	
EMERGENCY: Fire, flood, unexpected structural or mechanical failure.	YES	NO	YES	YES unless waived by PDE	YES
RELOCATABLE (MODULAR) UNIT: Lease /Purchase or Purchase	YES	NO	YES	YES	YES
RELOCATABLE (MODULAR) UNIT: Lease	YES	NO	NO	NO	YES
WORK CONTRACTED AND DIRECTLY FUNDED BY AN INSURANCE COMPANY	YES	NO	NO	NO	

Notes: A "YES" indicates action is required. All amounts refer to total value of labor and materials per building. *Equipment replacement requires bidding and PDE approval. Exercise caution with regard to contracting for services. Section 751(f) seems to imply that contracting for services requires advertisement.

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PDE Search <input type="text"/> <input type="button" value="Go"/>	Home >> Programs >> Programs S-Z >> School Construction and Facilities >> Non-Reimbursable Projects >> Frequently Asked Questions
<h2 style="text-align: center;">Frequently Asked Questions</h2>	
Log In Register Forgot Password Department Information Find an Institution Newsroom Access Services Offices State Board of Education Act 48 - Continuing Professional Education Certifications Codes and Regulations Data and Statistics Forms and Documents Grants and Subsidies Policies and Procedures Programs Programs S-Z School Construction and Facilities Non-Reimbursable Projects Forms and Instructions Frequently Asked Questions	<p>When must a district file a non-reimbursable application?</p> <p>Second, third and fourth class districts must file an application for any construction or reconstruction, and for ordinary repairs or maintenance work of a value greater than \$15,000. The application must be submitted <u>and</u> receive Departmental approval before the district enters into contract for the planned work.</p> <p>Which non-reimbursable application should be used?</p> <p>Use PDE-3074(a) for non-reimbursable work where the estimated cost is greater than \$10,000 and as such is subject to the legal requirements for advertising and bidding. Use PDE 3074(b) for non-reimbursable work which is estimated to cost between \$4,000-\$10,000 or for an emergency where the estimated cost is greater than \$10,000, and as such is exempt from advertising requirements, but still subject to bidding requirements. Use PDE-3074(c) for non-reimbursable work that is exempt from both advertising and bidding requirements, such as work paid for with funds from booster clubs, work contracted and directly funded by an insurance company, or the leasing of relocatable classrooms.</p> <p>When must a district advertise and bid a project?</p> <p>See Action Required for Various Non-Reimbursable Projects in the General Instructions (PDF - requires Acrobat Reader) for Non-Reimbursable Projects.</p> <p>What other paperwork must be submitted with a non-reimbursable application?</p> <p>Only the one-page self-certification application needs to be submitted to the Department. Any plans and specifications should be retained at the district.</p> <p>What is the purpose of filing a non-reimbursable application?</p> <p>By law, second, third and fourth class districts must receive Department of Education approval of plans and specifications for all public school construction or reconstruction, and for ordinary repairs or maintenance work of a value greater than \$15,000. The self-certification application process enables a district to comply with this legal requirement.</p> <p>What is an emergency?</p> <p>An emergency occurs when a school plant or any part thereof is unusable primarily as a result of a recent fire, flood, storm, or unforeseen mechanical or structural failure. Examples of justified emergencies: the roof blowing off during high wind conditions; citations by an agency, where the health and safety of occupants is critical, with or without a deadline to complete the work, i.e. fire alarm system, emergency generator, mold or fungal contamination. <u>Neediness or delay</u> on the part of the district or AVTS does not constitute an emergency.</p> <p>Can a district use just one contractor to complete the work stemming from an emergency?</p> <p>Based on the advice of our legal office, separate prime contracts are <u>not</u> required when specifying work stemming from an emergency. This means that in the case of an emergency, bids may be solicited from three prime or general contractors to complete all of the work necessary to restore a school facility to its original condition.</p> <p>Does Act 34 of 1973 apply to non-reimbursable projects?</p> <p>Act 34 of 1973, also known as the Taj Mahal Act, requires a public hearing prior to the construction of a new building or substantial addition <u>whether the project is reimbursable or not</u>. A building addition is considered "substantial" when its planned architectural area divided by the existing structure's architectural area is greater than 20%. The Act requires a second Act 34 hearing if bid costs exceed by eight percent or more the estimated costs presented at the first hearing. The Act further requires a referendum if certain costs for a new building or substantial addition exceed the calculated referendum limit for that project. Again, the requirements of Act 34 apply whether or not a project receives school construction funding from the Commonwealth.</p>
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NON-REIMBURSABLE WORK NOT SUBJECT TO ADVERTISING REQUIREMENTS☐ Emergency Projects >\$10,000 - Solicit 3 bids ☐ Projects \$4,000 - \$10,000 - Solicit 3 bids**INSTRUCTIONS:**

1. Prepare specifications/drawings as needed.
2. Complete one application for each set of bid documents.
3. Provide completed address mailing label for the board secretary.
4. Submit only the application form. Do not submit any other documentation such as the advertisement, plans, specifications or a completed specifications checklist.
5. Send the completed application to the Department of Education, Division of School Facilities, 333 Market Street, Harrisburg, PA 17126-0333. Any questions regarding the completion of this form should be directed to the Division at (717) 787-5480.

SELF-CERTIFICATION APPLICATION FOR NON-REIMBURSABLE CONSTRUCTION PROJECT

DISTRICT/AVTS: _____ COUNTY: _____

BUILDING/SITE NAME(S): _____

(Include all building(s) and/or site(s) on which work will be completed.)

The person to be contacted if there are any questions about this application is:

Contact person's name and position _____

Telephone Number (including extension) _____

WORK DESCRIPTION**TOTAL ESTIMATED COST:**
\$ _____

Check the construction codes and/or guidelines selected for this project:

BOCA _____ DRP _____ EPA _____ L&I _____ NEC _____ OSHA _____ PADOT _____ PA UCC _____ IBC _____
OTHER: _____**FOR EMERGENCY PROJECTS ONLY - For the definition of an emergency, see the instructions.**

This matter was discussed with PDE staff member _____ On _____ Date _____

If this is an emergency project, explain the nature of the emergency and the justification for waiving normal advertising requirements.

BOARD CERTIFICATION

The Board hereby applies to the Department of Education for approval of the plans and specifications for the work described above. The Board certifies that, to the best of its knowledge and belief, construction bid documents comply, or will comply, with applicable laws, regulations and policies, and the project will not pose a hazard to the health and safety of users. Specifications include all applicable statements set forth in the current PDE document entitled "Required Clauses for Specifications." Construction contracts will not be entered into prior to PDE approval. If the Board proceeds with this project, the lowest responsible bidder(s) will be selected. The Board also certifies that the above-described work will proceed whether or not additional on-site work that is subject to Act 34 of 1973 goes forward.

BOARD ACTION DATE: _____ VOTING: AYE _____ NAY _____ ABSTENTIONS _____ ABSENT _____

Signature, Board Secretary _____

Board Secretary's Name, Typed or Printed _____

Date _____

District/AVTS Address _____

PDE USE ONLY

Based on the Board's representation to the Department that (1) the requisite laws, regulations and standards have been met; and (2) this project will not present a danger to the health or safety of the users, the plans and specifications for the project are approved as meeting the requirements of the school laws of Pennsylvania and the policies and regulations of the State Board of Education.

PDE # _____

Approved by the PA Department of Education _____

Date _____

PDE USE ONLY