

1957

A Guide to Financing School Construction in the State of Washington

Lee Allen Colby
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**A GUIDE TO FINANCING SCHOOL CONSTRUCTION
IN THE STATE OF WASHINGTON**

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A Thesis

Presented to

the Graduate Faculty

Central Washington College of Education

Ellensburg, Washington

In Partial Fulfillment

of the Requirements for the Degree

Master of Education

by

Lee Allen Colby

June 1957

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APPROVED FOR THE GRADUATE FACULTY

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CHAPTER I

INTRODUCTION AND STATEMENT OF THE PROBLEM

I. INTRODUCTION

The State of Washington is currently an area of tremendous school growth. Normal enrollment patterns of this young state have been accelerated by immigration from older states and by the results of the increased birth rate that has been typical of most of America for the past several years.

Schools, like all other services, must meet the needs of this sudden and continuing population pressure. For the public schools to meet this growth need involves more teachers, more equipment, more books, more supplies, more school busses, more sites and more buildings.

To many existing districts this is a novel experience, since they have more or less adequately housed youngsters in buildings that have given service for many years. Other school districts have been formed recently to care for school children from new housing developments where only farm lands and sparse populations existed a short time ago.

In both old and new districts there are both experienced and inexperienced school superintendents and school

directors who have never before had to cope with a building program. Now, many of these people are not only confronted with building programs but they also must arrange for financing under the stress and pressure of emergency conditions. Consequently, when a building program is initiated there is frequently much misdirected energy and lost impetus in solving the financial aspects of the problem. This study was undertaken primarily to be of service to those school administrators who find themselves on the brink of a school building program, but who have had no experience in financing such a venture in this state.

II. THE PROBLEM

Statement of the problem. The purpose of this study was to search for all information pertinent to the financing of school buildings in the State of Washington. Once accumulated from the several possible sources, the material was put together in chronological order. It was not the intention of the writer to convey the impression that such material was not available nor that there was necessarily a scarcity of such information. However, to anyone embarking on a school building venture there is a problem involved in accumulating instructions from various sources. Furthermore, there is the problem of how to proceed a step at a time and take the steps in proper sequence.

The problem involved in this study was one of gathering information and of editing, interpreting, and compiling it. It was hoped that the study would be a brief, concise, authoritative and usable guide in the area under discussion.

Importance of the study. Article IX, the State Constitution of Washington, says:

It is the paramount duty of the State to make ample provision for the education of all children residing within its borders, without distinction of preference on account of race, color, caste, or sex.¹

Millions of dollars have been spent and will continue to be expended to carry out the school housing implications of this mandate. Many of the buildings have been or will be inaugurated by school administrators who have never previously had any experience in financing a school building program. The writer felt that a usable guide in this area would be an important contribution to all those interested in financing school construction in the State of Washington.

Sources of data and methods of procedure. The writer used a combination of the normative survey and the historical method in his approach to the problem. Some aspects of the normative survey method were personal interviews with and personal letters interchanged with such officials as the

¹Maurice J. Thomas, The Thomas Code of Public Education State of Washington (Seattle: Lowman & Hanford Co., 1952), p. 38.

Superintendent of Public Instruction, the State Attorney General, the County Prosecuting Attorney, and the County School Superintendent. Under the historical method were the review and selection of data from law books, Attorney Generals' rulings, bulletins and instructions from the State Board of Education, the State Superintendent of Public Instruction, and acts of past legislatures. From all data available, from whatever source and by whatever approach secured, there had to be discarded that which was obsolete, retaining that which was relevant. The usable material was arranged in a readable and utilitarian form to comprise a concise and accurate guide to the steps to be followed in consecutive order when a school district contemplates financing a building program.

III. DEFINITIONS OF TERMS USED

Terms and terminology used in this study were such as are in common use by those who write about or work in the field of education. All reference or mention of school officers, regulations, districts, school functions, powers, duties, legal status, construction, and schools themselves referred to public schools only and to those within the boundaries of the State of Washington.

School Construction. School construction referred to any and all kinds of building that may be financed by a school district.

School District. The term "School District" was used in reference to the territory under the jurisdiction of a single governing board. It constituted a body corporate and possessed all the usual powers of a corporation for public purposes and was recognized as such under Washington law.

School Board. The School Board was considered to be the duly elected or appointed officials governing a school district.

State Board. The term "State Board" referred to the State Board of Education.

First-Class School District. A first-class school district was any school district having ten thousand or more population.²

Second-Class School District. A second-class school district referred to any district, other than first class, maintaining a fully accredited high school or containing

²Ibid., pp. 234-35.

a city of the third or fourth class or an area of one square mile having a population of at least three hundred.³

Third-Class School District. A third-class school district referred to all school districts that were not of the first or second class.⁴

³Ibid.

⁴Ibid.

CHAPTER II

AN APPROACH TO THE PROBLEM OF FINANCING SCHOOL CONSTRUCTION

For the purpose of this study it was assumed that the school district involved was a public school district in the State of Washington. It was further assumed, since the primary concern was with financing, that the directors of said district had been instructed and authorized by their school patrons to embark on a specific building program for school purposes.

It then becomes the problem of the board of directors of the school district to accomplish the goal set by the patrons. Among the many problems the board would face in attempting to execute the mandate of the people would be that of actually financing construction.

There are many ways by which school construction may be financed in the State of Washington. However, regardless of the method used for financing, the district should have a Building Fund. Legally, in the State of Washington, new construction and major plant improvements should be financed from and through the school district Building Fund.

The Building Fund includes all funds set aside for the erection of buildings, purchase of sites, and purchase of equipment for new buildings. Ordinarily sources of revenue for the Building Fund are:--

- A. Special Levies:--Revenues derived from excess school district property tax levies authorized by a vote of the people for school building purposes.
- B. Levy pursuant to Chapter 183, Laws of 1937:-- The Board of Directors of a school district may, at the time of preparing the annual budget for the ensuing year, allocate to the Building Fund one-fifth of the regular maximum School District levy allowable without a vote of the people.
- C. Sale of bonds:--All receipts from the sale of bonds.
- D. Federal Funds:--Grants received from the Federal Government.
- E. Miscellaneous Sources:--All receipts from donations, interest on investments, and all revenues not classified above.¹

The simplest way for a school district to build is to accept a completed project from a philanthropist as a donation. This is a very rare thing in public education. The writer saw this happen once in twenty-seven years in the profession in this state. Since it is unusual and happens infrequently, it is worthy only of mention in passing.

Furthermore, if the district does not need either state or federal aid in financing, providing moneys for construction is further simplified in that applications for grants and inspection by and collaboration with officials from outside the school district is minimized, if not eliminated. This is not to say that valuable aid and advice

¹Pearl A. Wanamaker, Standard Accounting Practices in School Administration (Olympia: Washington State Superintendent of Public Instruction, 1948), p. 59.

could not be secured from higher levels, but that many procedural steps could be bypassed.

The directors may elect to create a building fund as described by Pearl A. Wanamaker.² By this method the directors may have one-fifth of the regular maximum school district levy deposited in the school building fund each year. In 1956-57 in Yakima County that amounted to one-fifth times 12.15 mills times the assessed valuation of the school district. The multiplier would then be 2.43 mills and would raise \$2,430.00 per million dollars of assessed valuation. By this method a small amount could be raised annually and a building fund could be created for a specific purpose. This method is at present very unpopular because such a plan takes money from the school general fund which in most school districts is considered a bare minimum to maintain and support current educational standards.³

In First-Class Districts it is possible for the directors to secure funds for capital outlay purposes, within certain limits, without a vote of the people. This

²Ibid.

³A. W. Allen, County School Superintendent, Yakima County, Washington, and Carl Focht, Deputy County Prosecuting Attorney, Yakima County, Washington, personal interview, February 26, 1957.

process is usually reserved for securing funds for payment of interest on bonds or other indebtedness. Limits on this method of fund raising are:

The following provisions limit the capital outlay expenditures that may be made by directors of first class districts without a vote of the people for the purchase of school sites and the erection of buildings:

1. In cities having a population of fifty thousand or less, a sum not to exceed fifty thousand dollars.
2. In cities having a population greater than fifty thousand and less than one hundred thousand, a sum not exceeding one hundred thousand dollars.
3. In cities having a population greater than one hundred thousand and not exceeding two hundred thousand, a sum not exceeding two hundred thousand dollars.
4. For every additional fifty thousand of population beyond two hundred thousand, a further sum of fifty thousand dollars. When a greater expenditure is required in any current school year, the question shall be submitted to a vote of the electors in the district. When this method is used to raise capital outlay funds the county commissioners are required to levy taxes to raise the funds requested.⁴

Also schools not needing or not qualifying for state or federal aid in financing construction may vote special levies or may vote bonded indebtedness to acquire money for a building fund. However, whether or not the building program is to be a local or a cooperatively financed venture, there are certain legal procedural steps that must be taken in this state to vote either a special levy or the sale of bonds.

⁴Pearl A. Wanamaker, State Manual of Washington, Fourteenth Edition (Olympia: Washington State Superintendent of Public Instruction, 1947), pp. 99-100.

CHAPTER III

AUTHORIZATION OF BOND ISSUES

There are three general prerequisites to the authorization of a school district bond issue. It should be noted here that it is inadvisable to take any steps toward this end without legal counsel. In all instances the County Prosecuting Attorney is available to school districts for legal advice at no cost to the district. Many districts prefer to secure the services of a firm that has had much success and experience in this area. This is allowable, and is paid for out of school district funds. There are several firms of bonding attorneys in this state that specialize in this work. The importance of having everything done in a legal manner is that a mistake in any one of the several steps to be taken will invalidate the entire bond election.

The first step to be taken is that of adopting the proper resolution by the board of directors of the school district. The next step is the publication and posting of the proper election notice. The third step is the use of the correct ballot form.¹

¹Pearl A. Wanamaker, Authorization and Sale of Bond Issues and Authorization of Excess Tax Levies by School Districts (Olympia: Washington State Superintendent of Public Instruction, 1950), p. 4.

In order to meet the requirements governing the authorization of bond issues under Chapter 161, Laws of 1949, school districts are classified into three groups. Included in Group I are all districts except those located in King, Pierce, and Spokane Counties--Class A and First Class Counties. Group II includes school districts in Class A and First Class Counties when the election is to be held on the date of the regular school election. Group III includes school districts in Class A and First Class Counties when the election is to be held on a date other than the date of the regular school election.²

There are certain regulations that must be followed in order to conform with the law in each of the three groups. In Group I the school district authorities must notify the County Auditor of their intent to hold a bond election at least forty-five days prior to the date of the election. Secondly, the board must adopt a resolution providing for an election on the authorization of a bond issue. If the election is not to be held on a regular school election date, there must be an emergency clause in the resolution. Thirdly, unless the election is held in conjunction with an election over which the County Auditor has charge, as in state primary or general elections, the local school

²Ibid., pp. 4-5.

district authorities must make all of the arrangements for the election. This includes the arrangement for ballots, polling places, election officials, and official canvass of the votes.³

In Group II the County Auditor as supervisor of elections must make all arrangements for the election. In this group, also, the Auditor must have at least a forty-five day notice prior to the election date.⁴

In Group III no election may be held on any date other than the regular school election date unless the County Auditor upon receipt of a request from the Board of Directors finds that an emergency exists and calls a special election. Thereafter the procedure is the same as in Group II.⁵

Model Bond Issue Resolution Forms are included in Appendix A. These forms were corrected and brought up to date by the State Department of Education on January 4, 1954, as attested to by the letter in Appendix A.

³Ibid., p. 4

⁴Ibid., p. 5

⁵Ibid.

CHAPTER IV

SALE OF A SCHOOL DISTRICT BOND ISSUE

After the voters of a school district have approved the sale of a bond issue there still remains much work to be done before the bonds may be actually sold and the funds therefrom made available for expending. All of this work is of a precise and exact legal nature and consists of several steps. Again the County Prosecuting Attorney or bond attorneys retained by the district must guide each step to see that all legal technicalities are met.

First, the board of directors of the school district must adopt a resolution directing the County Treasurer to advertise the bonds for sale and to forward a copy of the call for bids to the State Finance Committee, Olympia, Washington. A model form for this purpose is in Appendix B.

Secondly, the board of directors must meet with the County Treasurer at the time and place of the bid opening to consider the bids offered. The board will act on the bids.

Third, the school district must prepare a transcript of all the proceedings involved in the authorization and sale of the bonds. The bonds may be sold at any time within two years of the date of authorization.¹

¹Maurice J. Thomas, The Thomas Code of Public Education State of Washington (Seattle: Lowman & Hanford Co., 1952), p. 406.

The successful bidder will require that the aforementioned transcript be approved by his attorneys before he will pay any money for the bonds. All exhibits must be true and correct copies, if taken from context. If it is a ballot, an advertisement from a paper, or a similar item, then an exact copy or clipping must be furnished. In Appendix C a listing may be found of exhibits that must be supplied from the records of the school district, from the records of the County Auditor, from the records of the County Treasurer and from the records of the County Superintendent of Schools.

CHAPTER V

EXCESS TAX LEVY

In many instances school patrons and directors prefer to raise funds for capital outlay by voting a special or excess levy rather than by bonding the district. This method has an advantage as the financial effort is completed in one or two years. Its chief disadvantage is that usually, if a large amount is to be raised, the burden is too great to be borne by the taxpayers in one or two years. To add a thirty or forty mill special or excess levy on top of the forty mills already being paid by the taxpayers in this state places too much financial strain on property holders in a given year.. However, many districts have elected to use the excess levy route and to take the shock in a short period of time rather than to prolong the payment period over a term of years. When funds are raised by the excess levy method the interest cost is eliminated. Furthermore, at times the bonding capacity of a district may have been completely utilized and the only method left to procure additional funds is by the excess levy process.

If a district elects to raise money by the excess levy route, it will be governed by Chapter 161, Laws of 1949, just as is the case when the proposal is to raise

money by floating a bond issue.¹ The legal requirements in respect to calling and conducting the election and in publishing and posting of notices is the same as previously described in connection with selling a bond issue.

As in the case of bond issues, districts are again classified in three different groups on the basis of the content of the excess tax levy resolution that must be adopted by the board of directors. In Appendix D may be found model forms for the excess tax levy resolution.

Appendix E contains sample forms for notice of a special school district election for either a bond issue or an excess levy.

In either a special levy or a bond issue election the proposal must pass by a three-fifths majority of those voting and the total number of persons voting must be forty per cent of the number that voted in the last preceding general election in such district.²

¹Pearl A. Wanamaker, Authorization and Sale of Bond Issues and Authorization of Excess Tax Levies by School Districts (Olympia: Washington State Superintendent of Public Instruction, 1950), p. 29.

²Pearl A. Wanamaker, Laws Enacted by the Washington Legislature at the Regular and Extraordinary Sessions, 1955, Pertaining to Education (Olympia: Washington State Superintendent of Public Instruction, 1955), p. 25.

CHAPTER VI

STATE FINANCIAL ASSISTANCE

In the State of Washington the legislature in an extraordinary session in 1955 placed certain moneys in the hands of the School Emergency Construction Commission to be used in assisting local districts with capital outlay in connection with construction. However, as a prerequisite to obtaining aid under this program, a school district must show that it has or is making adequate effort on its own to solve its housing problem. The current yardstick to measure this is that the school district must be indebted either through bond issues or special levies to the extent of ten per cent of its assessed valuation.¹ If a district has satisfied this measure of need and the School Emergency Construction Commission feels that a special state of emergency exists, the Commission may go to as high as ninety per cent of the total cost of the needed project.²

In discussing the amount of assistance that the state may advance and how that amount is determined, both

¹Pearl A. Wanamaker, Laws Enacted by the Washington Legislature at the Regular and Extraordinary Sessions, 1955, Pertaining to Education (Olympia: Washington State Superintendent of Public Instruction, 1955), p. 176.

²Ibid., p. 177.

clarity and brevity may be attained by quoting directly from the law passed in the extraordinary session in 1955:

The amount of state assistance to a school district in financing a school plant project shall be determined in the following manner:

(1) The board of directors of the district shall determine the total cost of the proposed project, which cost may include the cost of acquiring and preparing the site, the cost of constructing the building or of acquiring a building and preparing the same for school use, the cost of necessary equipment, taxes chargeable to the project, necessary architect's fees, and a reasonable amount for contingencies and for other necessary incidental expenses: Provided, That the total cost of the project shall be subject to review and approval by the state board of education.

(2) The superintendent of public instruction shall (a) ascertain the assessed valuation of the district adjusted to fifty per cent of the true and fair value in money of the taxable property in the district in accordance with the ratio of assessed valuation to actual valuation fixed by the state board of equalization for the county to which the district belongs; and (b) compute the ratio of the aforesaid assessed valuation of the district to the number of educational units approved for allotment to the district of current state school funds: Provided, That this number of units may be increased by the aforesaid officer for the use thereof specified in this chapter, upon the finding by said officer that completion of the proposed project will provide facilities for additional units and that such additional units will be needed to serve the school population of the district: Provided further, That in the case of union high school districts the number of units shall include those of the member grade school districts in addition to the actual number of units in the union high school.

(3) The ratio of the assessed valuation of the district to the number of educational units thereof, computed in the manner hereinabove provided for, shall then be used in determining the percentage of state assistance for the district in accordance with the following table:

Ratio of assessed valuation to number of educational units	Percentage of state assistance
\$28,570 or less to 1.....	75.0%
30,000 to 1.....	73.9
35,000 to 1.....	70.2
40,000 to 1.....	66.7
45,000 to 1.....	63.3
50,000 to 1.....	60.0
55,000 to 1.....	56.9
60,000 to 1.....	53.8
65,000 to 1.....	50.9
70,000 to 1.....	48.1
75,000 to 1.....	45.5
80,000 to 1.....	42.9
85,000 to 1.....	40.4
90,000 to 1.....	37.9
95,000 to 1.....	35.6
100,000 to 1.....	33.3
105,000 to 1.....	31.1
110,000 to 1.....	29.0
115,000 to 1.....	27.0
120,000 to 1.....	25.0
130,000 to 1.....	21.2
140,000 to 1.....	17.6
150,000 to 1.....	14.3
160,000 to 1.....	11.1
170,000 to 1.....	8.1
180,000 to 1.....	5.3
190,000 to 1.....	2.6
200,000 to 1.....	...

(4) The approved cost of the project determined in the manner herein prescribed times the percentage of state assistance derived as provided for herein shall be the amount of state assistance to the district for the financing of the project: Provided, That need therefor has been established to the satisfaction of the superintendent of public instruction: Provided further, That additional state assistance may be allowed if it is found by the superintendent of public instruction that such assistance is necessary in order to meet (a) a school housing emergency resulting from the destruction of a school building by fire, the condemnation of a school building by properly constituted authorities, a sudden and excessive past or clearly foreseeable future increase in school population, and other conditions similarly emergent in nature; or (b) a special school housing burden imposed by virtue of the admission of

nonresident students into parental schools or into educational programs established, maintained and operated in conformity with the requirements of law; or (c) a deficiency in the capital funds of the district resulting from financing, subsequent to April 1, 1955, and without benefit of the state assistance provided for in RCW 28.47.050 to 28.47.120, inclusive, the construction of a needed school building project or projects approved in conformity with the requirements of chapter 28.47, after having first applied for and been denied state assistance because of the inadequacy of state funds available for the purpose; or (d) conditions similar to those defined under (a), (b), and (c) hereinabove, creating a like emergency.³

Since the effective date of the law in 1947, state aid for school building construction has been allocated on an emergency basis. These funds are distributed according to policies set up by the State Board of Education in its meeting of July 24, 1947.

Following are the criteria adopted by the Board and subsequently adopted by the School Emergency Construction Commission:

1. Extent to which double shifting is now in operation in the district or will be in the near future.
2. Extent to which pupils in the districts are now housed in substandard facilities--basements, corridors, attics and other undesirable space.
3. Extent to which there is overcrowding in existing classrooms as indicated by a distribution table showing number of rooms with fewer than 30 pupils, number with 30 to 34 pupils, 35 to 40 pupils, 40 to 45 pupils, over 45 pupils.
4. Prospective immediate increase in school population.
5. Extent to which certain special-purpose of auxiliary facilities are lacking or extremely inadequate--lunch-rooms, toilet rooms, libraries, etc.⁴

³Ibid., pp. 179-81.

⁴Pearl A. Wanamaker, Forty-third Biennial Report of the Superintendent of Public Instruction for the Period July 1, 1954 to June 30, 1956 (Olympia: State Printing Plant, 1957), p. 60.

The School Emergency Construction Commission is composed of five members--the Superintendent of Public Instruction, a representative of the State Board of Education, and three members appointed by the Governor. All allocations from the School Emergency Construction Fund are made by the Commission through the State Board of Education.⁵

It was stated heretofore that at times the state will participate up to ninety per cent of the cost of construction where an extraordinary emergency exists. In order for a district to qualify for funds over and above the matching ratio listed on page 20, the State Emergency Construction Commission adopted the following:

In order for a district to qualify for an additional allotment of funds as provided for in the Act and outlined in the preceding paragraph, the School Emergency Construction Commission adopted the following regulations:

1. Have a minimum increase in school enrollment of 20 per cent for grades one through twelve during a three-year period which shall include the last year for which enrollment data are available. In determining such increase, the number of pupils for whom school housing has been provided as a result of grants from the Federal Government shall be deducted.
2. Have net bonded indebtedness or currently collectible and/or authorized excess tax levies for the building fund, or a combination of the foregoing, equivalent to 10 per cent of the current assessed valuation.
3. Have currently collectible and/or authorized excess tax levies for the building and the bond redemption funds in the amount of 15 mills in excess of any levy necessary to meet requirement No. 2.⁶

⁵Ibid., p. 60.

⁶Ibid., p. 62.

In November of 1951 the State Board of Education established a ceiling on square foot construction costs beyond which the state would not go in participating in the cost of construction. Any costs in excess of the established ceiling had to be borne entirely by the school district. This action came as the result of a study of all the buildings cooperatively financed between August of 1950 and November of 1951. On the basis of this study and its outcome, the Board in order to get more housing for the money expended took this action:

(1) established \$13.00 a square foot as the upper limit for matching local district funds under the statutory formula (costs in excess thereof, if any, to be borne by the local district); (2) provided for a quarterly adjustment of this ceiling cost to correspond with increases or decreases in construction costs in the State as measured by the Boeckh index of construction costs; (3) provided for consideration of extraordinary costs caused by geographical isolation, peculiar site conditions, or other unusual factors; and (4) required that the construction contract provide for completion of all facilities in conformity with plans and specifications approved for allocation of State funds.⁷

In pursuit of its expressed policy of making a new study each quarter and revising the ceiling upward or downward as necessary, the Board has made many changes in the ceiling for state participation. In June, 1956, the new ceiling for square foot costs that the State Board would match was established at \$13.14 per square foot.⁸

⁷Ibid., p. 63.

⁸Ibid., p. 64.

The Thirty-Fifth Regular Session of the Legislature of the State of Washington passed Senate Bill Number 311 providing for \$52,000,000.00 for State Aid in providing school plant facilities by a bond issue at the state level. These funds would be allocated by the State Board of Education, according to stipulations within the law. Further, the State Board of Education was given the authority to prescribe further rules and regulations for the administration, control, and disbursement of the funds.

Under the new law districts must still be ten per cent in debt in order to participate. However, the state would now match up to ninety per cent of the cost of a plant whereas under the ratio in operation under the old law, as previously given in this paper, the limit for state participation was seventy-five per cent.

The State Emergency Construction Commission would have no part in allocating the moneys from the 1957 appropriation. However, there were still seven millions of dollars in the old appropriation which had not been spent at the time this study was made. If and when these funds were expended the Emergency Construction Commission would cease to exist. Until that time the Commission would exercise authority over the funds entrusted to it.⁹ To have

⁹Personal interview with Dr. Arnold Tjomsland, Building Consultant, State Board of Education, Olympia, Washington, March 25, 1957.

the new set of ratios incorporated herein four more steps should be added to the top of the table given previously. It must be borne in mind that this table was, at this writing, still the governing ratio under existing funds as mentioned above. The new steps to be added are:

\$10,520 or less to 1.....	90.0%
15,000 to 1.....	86.0
20,000 to 1.....	81.0
25,000 to 1.....	77.7 ¹⁰

In order that the new act may be available for ready reference, the bill is included in its entirety in Appendix H.

¹⁰Senators Hess, Washington, and Knoblauch, Senate Bill Number 311, State of Washington, Thirty-Fifth Regular Session (Olympia: Washington State Legislature, 1957), p. 4. (Mimeographed.)

CHAPTER VII

PARTICIPATIVE FINANCING BY HIGH AND NON-HIGH SCHOOL DISTRICTS

In discussing the financing of construction of high school facilities by a high school district where students from a non-high school district are serviced, it should be stated that it is possible for a school district to receive financial help from one or more non-high school districts. In fact the law has been interpreted by the State Board of Education that it is mandatory for such elementary school districts to participate financially before state aid in financing a new high school will be given. While this source of income is not too common when districts are casting about for sources of revenue for capital outlay, it is worthy of mentioning in the total listing of resources that might become available to districts seeking construction funds.¹ However, 141 schools have been built under this program since 1953.²

¹Senators Hess, Washington, and Knoblauch, Senate Bill Number 311, State of Washington, Thirty-Fifth Regular Session (Olympia: Washington State Legislature, 1957), p. 57.

²Statement by Tillman Peterson of the Washington State Department of Public Instruction to a conference of public school superintendents at Olympia, Washington, on March 25, 1957.

CHAPTER VIII

APPLICATION FOR STATE AID

From the material presented thus far it is apparent that for the many districts which can qualify the School Emergency Construction Fund is an important source of aid. In order to participate in these funds it is necessary for the district that is making application to follow certain well defined procedures. These procedures have been set forth in the form of a bulletin by the State Superintendent of Public Instruction. Since the material contained in this bulletin is so important, and since it is already condensed into a brief outline form, it is included here in its entirety.

Procedures established for State aid to school districts from the School Emergency Construction Fund are outlined below for the information and guidance of school authorities. Projects submitted for consideration by the State Board of Education and the School Emergency Construction Commission are required to be in conformance with these procedures.

A. Application Procedure

The following procedure concerning applications for State assistance from the School Emergency Construction Fund has been adopted by the School Emergency Construction Commission:

1. In order to obtain consideration for State aid for school building construction, the district applying must meet the requirements set forth in Chapter 3, Laws of 1955 Extraordinary Session.
2. All applications for State aid for school building construction must be made through the office of the

State Superintendent of Public Instruction to the State Board of Education.

3. After the State Board of Education has approved an application for consideration for State aid, the application will be referred to the School Emergency Construction Commission for its approval or disapproval. The application, if approved by the Commission, will then be returned to the State Board of Education for processing. If the application is not approved by the Commission, it will be returned to the State Board of Education with reasons for the denial.

4. A school district whose application for emergency funds is rejected by the State Board of Education is entitled to submit its case directly to the School Emergency Construction Commission.

5. Applications approved for processing will continue the routine followed heretofore for completion.

B. Procedural Steps to be Followed by School Districts

1. Preliminary to Filing of Application for State Funds

Notify the State Superintendent of Public Instruction of the need for school facilities and arrange for a cooperative study by local district and State Office of the school facilities problems of the district.

2. Filing of Application for State Funds

File one copy of application with the State Superintendent based upon findings of above-mentioned study.

Application to be made on Form B-3, "Application for State Assistance for School Building Construction," and Form B-3 Supplement, "Preliminary Statement of Bonded Indebtedness," furnished by the State Superintendent of Public Instruction.¹

3. Preliminary Plan and Basic Specifications

a. Following notification from the State Superintendent on Form B-4² that the application meets the requirements

¹Copies of Form B-3 and Form B-3 Supplement are in Appendix F.

²A copy of Form B-4 is in Appendix F.

for consideration for State participation in financing, proceed with preparation of sketches and preliminary plan and basic specifications.

b. Copies of Form B-5, "Preliminary Plan and Basic Specifications for a School Building Project," Form B-5 Supplement, "Certification by County Treasurer of Bonded Indebtedness" and "Instructions to Architects" will be transmitted to the district with Form B-4. Form B-5, when completed by the district, will contain the general description, outline of specifications and estimated cost of the project. Form B-5 Supplement is to provide a financial statement relating to bonded indebtedness of the district. Submit to the State Superintendent one copy of completed Form B-5, one copy of Form B-5 Supplement and one copy of preliminary plan together with a brief statement by the architect substantiating the square foot cost estimate shown on Form B-5.³

4. Final Plan and Specifications

a. Following notification from the State Superintendent on Form B-6⁴ of a preliminary commitment of funds and that preliminary plan and basic specifications have been approved in accordance with requirements for State participation in financing, proceed with preparation of final plan and specifications.

b. Submit to the State Superintendent one copy of final plan and specifications and one copy of Form B-6 Supplement,⁵ architect's certification that plans and specifications comply with code requirements and wage schedule applicable to jurisdictional areas.

5. Advertising for Bids

a. Following notification from the State Superintendent on Form B-7⁶ that final plan and specifications have been approved, proceed with advertising for bids.

b. Form B-7 Supplement, "Transmittal of Bids Received, Statement of Cost of Project, and Recommendations for

³Copies of these forms are in Appendix F.

⁴A copy of Form B-6 is in Appendix F.

⁵A copy of Form B-6 Supplement is in Appendix F.

⁶A copy of Form B-7 is in Appendix F.

Awarding of Contracts,"⁷ which has been developed for the convenience of the district in submitting necessary data and cost of construction based on bids received, will be transmitted with Form B-7. In preparing call for bids, note specific data required on Form B-7 Supplement.

6. Bid Data and Documents to be Submitted to the State Superintendent

After the opening of bids and action by the board of directors of the district, the following data and documents are to be submitted to the State Superintendent of Public Instruction:

- a. One completed Form B-7 Supplement.
- b. One certified copy of each advertisement for bids.
- c. One certified copy of the tabulation of all bids received.
- d. One signed copy of architect's contract.
- e. One signed copy of recommendation of the board of directors of the district for the awarding of contract or contracts on the basis of bids received.
- f. One signed statement from each low bidder certifying amount of tax-exempt work.
- g. One certified statement of local funds available.
- h. One certified statement of analysis of square foot area and square foot cost.

7. Awarding of Contracts

a. Following notification from the State Superintendent on Form B-8⁸ of a final allotment of State Funds and authorization to award contracts, the board of directors of the district may proceed to award contracts. Form B-8 will set forth the amount of State and local district funds for financing the project.

b. One copy of each construction contract entered into by the district on the project is to be forwarded to the State Superintendent immediately after the awarding of contracts.

⁷ A copy of Form B-7 Supplement is in Appendix F.

⁸ A copy of Form B-8 is in Appendix F.

8. Payment of State Funds

Procedures for the payment of State funds have been established in conformity with provisions of statute and regulations of the State Auditor, and special vouchers⁹ have been developed for use of contractors in submitting claims.¹⁰

In October of 1954 the Superintendent of Public Instruction, State of Washington, issued a bulletin entitled, "General Information Concerning Payment of Claims from School Emergency Construction Projects Cooperatively Financed by Local School District and State Funds Under Chapter 7, Laws of 1953, Extraordinary Session." This bulletin gives instruction on the order of disbursement of state and local funds, rules governing change orders, final payment procedure, disposition of state warrants and contract documents, and may be found in its entirety in Appendix G. In the same appendix is a copy of the legal regulations governing the retainage required on contracts by any municipal body in this state, as well as a copy of the affidavit of wages paid that must be attached to each claim submitted by contractors.

This chapter on State Aid in Financing Construction should not be concluded without the statement that there

⁹Copies of these forms are in Appendix F.

¹⁰Pearl A. Wanamaker, Procedural Steps for State Aid from School Emergency Construction Fund (Olympia: State Superintendent of Public Instruction, 1955), pp. 1-4.

is a very fine liaison and cooperation between the State Department of Education, the State Board of Education, and the School Emergency Construction Commission. These may all be reached through the services of the State Department of Education. These organizations should be brought into the picture, when they are to participate, early in the planning stage. Districts which do this will find that the skilled personnel, bulletins of instructions and directive procedures, and other available free aids from these departments are of inestimable value. What may seem to be a thorny path beset with many obstacles, after reading the foregoing, will in reality be an orderly approach to the problem with the guidance and counsel of experienced and skilled persons who are eager to help.

CHAPTER IX

FEDERAL AID

As this was being written, a bill was being considered by the national congress for giving financial assistance to the several states for aid in the construction of schools. A similar bill failed in the previous congress. This source of possible federal aid is mentioned here simply to point out the possibility of relief in financing school construction by the federal government either on a per capita basis or upon a demonstrated financial need basis. It is worthwhile for school administrators to follow the course of this legislation and to be prepared to utilize any resources that might be made available at the national level.

However, there is at this time federal assistance available to school districts which are suffering from the impact of federal activities. Under Public Law Number 815, the 81st Congress, 1950, and as amended in 1953 and 1956, the federal government set up the machinery to provide for federal financial assistance in school construction in certain areas. The purpose of the act was to provide assistance in the construction of urgently needed buildings so that at least minimum school facilities would be provided in areas where schools had had a substantial increase in

membership as a result of new or increased federal activities. There are many federal bulletins governing application under this act. Cut-off dates for applications have been made from time to time during the past several years. The most recent extension of time is as established for the fiscal years 1957-58. These new dates are June 24, 1957, for Title III applications and up to the spring of 1958 for Title IV applications (a permanent and definite cut-off date was to be established prior to that time).¹ At this writing, the United States Congress had appropriated money to keep Public Law Number 815 in operation until July of 1958.

Eligibility under Public Law Number 815 is determined by several different calculations. Some of them are:

1. If a district has children living on federal property whose parents work on federal property and the number of children in that category represents a gain of twenty in the category over the previous year and also a gain of five per cent in average daily membership, the district is eligible.

2. If a district has children whose parents work on federal property or for a contractor working for the

¹United States Department of Health, Education, and Welfare, Bulletin Number 53 (Washington, D. C.: Office of Education, 1957), pp. 1-2.

federal government and such children represent a gain of twenty over the children in the same category of the previous term and also a gain of twenty per cent in average daily enrollment, it is eligible.

3. A district may become eligible if it has children of parents in the armed forces, if such parent left his place of residence in the district to enter the armed forces or was transferred from such residence by the armed forces.

4. Children residing in housing that has recently changed from federal to non-federal status may cause a district to become eligible.

Rules governing all of the categories of children are very specific and are spelled out in detail for those who are interested in exploring the possibility of securing federal help in construction under this law. All applications under Public Law Number 815 are now handled through the State Superintendent of Public Instruction. School people interested in this area should address inquiries to the Assistant Superintendent of Public Instruction in Charge of Special Services. This would also include children referred to in Public Laws Number 815 and Number 874.

In Appendix I may be found the most recent bulletins pertaining to Public Law Number 815 as well as complete instructions for applying for aid under this law. Samples of application blanks and complete instructions for completing same will also be found in this appendix.

CHAPTER X

SUMMARY

At the outset the writer proposed to create a brief and concise guide for those who plan to finance public school construction in the State of Washington. The foregoing pages have been an attempt to accomplish the stated objective. In order to achieve this, definitions of terms were given with legal citations for their meanings. Instructions were given for the creation of a school building fund. Creation of a building fund through bonds, special levies, school board resolution, and by transfer from the normal operating levy was explained. The legal steps as to advertising, legal counsel, elections, et cetera for the selling of bonds or the passing of a special levy were discussed. This discussion was presented for districts of counties in Groups I, II and III.

The complete legal status of previously existing and new Washington State appropriations for assistance to local school districts in building construction was given. All steps for qualifying and the exact procedural steps for applying and securing funds from this source were given. This was current up to and through the action of the legislative session of 1957.

For school districts that may qualify, the qualifying measurements for Public Law Number 815 were stated. A brief discussion of this law and information as current as the date of writing was included.

In addition to the foregoing, several appendixes were included which furnish information and exhibits including model bond issue and resolution forms, model forms for school board resolution directing the County Treasurer to advertise bonds for sale, sample payment schedule for amortization of bond issue, model bond indenture form, model exhibits needed in support of sale of a bond issue, samples of model excess tax levy resolution forms, special school district election notices, samples of all state forms used in applying for aid under the state appropriation to assist needy schools, voucher forms for claiming such funds, and complete current instructions on qualifying for federal assistance under Public Law Number 815, with application forms and instructions for completing them.

In conclusion it should be said that the foregoing pages should give an interested reader a brief view of procedures, methods, and sources of revenue pertaining to the financial aspects of public school construction. The succeeding pages in the appendixes give a complete exhibit of all the laws, forms, models, application blanks and instruction sheets necessary to secure funds through any

and all of the several different sources of public school funds that were discussed.

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APPENDIX A

MODEL BOND ISSUE RESOLUTION FORMS

Bond Issue Resolution Form for Districts in Group I

The following form will suffice for all school districts except those located in Class A and first-class counties (King, Pierce, and Spokane). Forms for use by school districts located in these three counties appear on later pages of this manual.

RESOLUTION NO. ____

(Assign a number to this resolution only in case other resolutions are adopted on the same date.)

CAUTION: If the special election is not to be held on the date of the regular school election, this resolution must be introduced with an "emergency statement" describing briefly the conditions which make such action advisable. This statement should follow the model set forth below, with adaptations to meet the prevailing local situation. Then proceed with the resolution as it appears below the dotted line across this page. In case the election is to be held on the date of the regular school election, ignore everything above the dotted line.

WHEREAS, The increase in school enrollment in the _____ School District No. _____, _____ County, Washington, has resulted in overcrowded existing school building facilities, thereby making it impossible for the district to make proper provision for the education of persons of school age residing within its borders; and

WHEREAS, The aforesaid school district lacks sufficient funds with which to provide the additional school building facilities needed to correct the conditions described above; and

WHEREAS, The conditions and situation hereinbefore set forth create an emergency which requires the holding of a special election in the district; therefore

BE IT RESOLVED by the Board of Directors of the _____ School District No. _____, _____ County, State of Washington:

1. That a special school election be held in the aforesaid school district between the hours of _____ m. and _____ m. on the _____ day of _____, 19____, for the purpose

of submitting to the electors of said school district, for their approval or rejection, the question of whether or not general obligation serial bonds of the district shall be issued in the amount of \$_____, or such lesser amount as can be legally issued under the statute governing the limitation of indebtedness 1/ and the proceeds thereof expended to pay the cost of

Insert here a statement relating to the proposed use of the proceeds of the bond issue. This statement may be adapted to the situation prevailing in the school district. If a final decision has been reached respecting each and every project for which the proceeds of the bond issue are to be used, and it is the intent of the board to have the expenditure, if authorized, limited exclusively to such projects, some such language as the following should be inserted: constructing and equipping (a) a new elementary school building on the site of the existing "X" school building, and (b) an addition to the existing "Y" high school building, (Continue with the words following the asterisk "*" below.) If, on the other hand, latitude in meeting such future schoolhousing problems as may arise is determined by the board to be necessary in view of changing conditions and of uncertainties respecting future needs, designate specific projects insofar as they can be determined at the time, using language similar to that underlined above; then, generalize in some such terms as the following: and otherwise improving and extending school facilities in the district, (Continue with the words following the asterisk "*" below). Attorneys who are called upon to approve authorized bond issues prior to consummation of their sale look with disfavor upon statements of "purpose" which do not specify particular projects proposed to be constructed.

*the funds derived from the sale of the aforesaid bond issue to be used, either with or without additional funds now available or hereafter available to the district,

1/ Constitutional and statutory provisions governing limitation of indebtedness apply to the amount of bonds that may be "authorized." It is possible, therefore, to authorize an amount in anticipation of an increase in taxable valuation prior to the sale of the bonds.

for capital purposes exclusively; to-wit, improving the school facilities of said district as provided for in this resolution, (the aforesaid improvements or any portion or portions thereof to be made insofar as is practicable with the capital funds available and in such order of time as shall be deemed advisable by the Board of Directors of the district). 2/

2. That the aforesaid bonds shall bear interest at a rate not to exceed _____ 3/ per cent per annum, payable (annually 4/ _____ 5/ (semi-annually; shall mature in from two to _____ 5/ years from date of issue, the life of the improvements to be acquired by the issue of said bonds being at least _____ 6/ years; shall, as nearly as practicable, mature in such amounts annually as will, together with interest on outstanding bonds, be met by equal annual tax levies for the payment of said bonds and interest; shall be redeemable--any part or all of them--by the school district at par and accrued interest, at the option of the district and in inverse numerical order, upon any interest payment date on or after _____ 7/ years from the date thereof; shall be paid by an annual tax levy sufficient in amount to pay both principal and interest when due, which annual tax levy shall be made in excess of any

- 2/ Words in parentheses are not necessary but should be included if latitude in meeting the situation is deemed advisable. Delete the brackets if the words are included.
- 3/ Maximum rate is 6 per cent; it is customary, however, to insert a rate only slightly higher than the prevailing interest rate.
- 4/ The board should determine if interest is to be paid annually or semi-annually; annual payment is preferable.
- 5/ Twenty-three years is the maximum number of years permissible in second- and third-class districts; 40 years in first-class districts. It has become common practice to make the over-all life of a bond issue as short as is consistent with ability to make the required annual payment.
- 6/ Enter here the number of years inserted in the last blank preceding.
- 7/ Five years usually specified; any shorter period is said to affect the interest rate on the bonds.

statutory or constitutional tax-levy limitations during the term of said bonds; shall be payable, both principal and interest, at the office of the Treasurer of _____ County, Washington, in the city of _____ or at such other place as may be designated in the bonds; and shall be issued and sold at such times and in such amounts as shall be required for the purposes for which said bonds are to be issued.

- 3. That the form of the aforesaid bonds shall be in conformity with the "Bond Indenture" form attached hereto. 8/
- 4. That the "ballot title" of the aforesaid proposition to issue bonds shall be as follows:

Shall general obligation serial bonds of the _____ School District No. _____, _____ County, Washington, be issued in the amount of \$ _____, or such lesser amount as can be legally issued under the statute governing the limitation of indebtedness, said bonds to bear interest at not to exceed _____% per annum and to mature in from two to _____ years from date of issue, and the proceeds thereof expended to pay the cost of _____,

_____ 9/
the principal and interest on said bonds to be paid by an annual tax levy made in excess of any statutory or constitutional tax-levy limitations during the term of said bonds, all as more specifically provided for in Resolution No. _____ adopted by the Board of Directors of the school district on the _____ day of _____, 19____.

BONDS YES

BONDS NO

8/ This "bond indenture" form will be found on page 58. A copy of this form should be attached to the resolution and incorporated into the board minutes.

9/ Insert here a statement relative to the proposed use of the proceeds of the bond issue as it appears in section 1 of this resolution.

5. That the (Clerk 10/ / Secretary) of the aforesaid school district is directed (a) to notify the County Auditor of _____ County regarding the date of the special election provided for herein in sufficient time to permit said officer to close the registration files as required by law, and (b) to perform such other duties as are necessary and/or required by law to the end that the question of whether or not bonds shall be issued as herein provided for shall be submitted to the voters of the school district at the aforesaid election.
6. That the voting places for the aforesaid school election shall be as follows:

	Place	Address
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____

The foregoing resolution was adopted at a ~~(regular or special)~~ meeting of the Board of Directors of the aforesaid school district on the _____ day of _____, 19____, all of said directors being present and voting.

Attest:

 (Clerk
 (Secretary _____

Board of Directors, _____

School District No. _____

School District No. _____

_____ County, Washington

_____ County, Washington

10/ Use the word "secretary" in the case of first-class districts; "clerk" in all other districts.

Bond Issue Resolution Form for Districts in Group II

Form for use in King, Pierce, and Spokane counties if the special election is to be held on the date of the regular school election in the district.

RESOLUTION NO. ____

(Assign a number to this resolution only in case other resolutions are adopted on the same date.)

BE IT RESOLVED by the Board of Directors of the _____ School District No. _____, _____ County, State of Washington:

- 1.)
 - 2.)
 - 3.)
 - 4.)
- (Insert here sections 1, 2, 3, and 4 as they appear in the Form for Districts in Group I beginning on page 44.)

(clerk

5. That the (secretary of the aforesaid school district is directed (a) to certify to the County Auditor of _____ County, ex officio supervisor of elections of said county, at least forty-five days prior to the date of the special election provided for herein, a copy of this resolution and the adoption of said resolution by this Board of Directors; and (b) to perform such other duties as are necessary and/or required by law to the end that the question of whether or not bonds shall be issued as herein provided for shall be submitted to the voters of the school district at the aforesaid election.

The foregoing resolution was adopted etc. (Complete this by using the content and form found at the end of the Form for Districts in Group I--page 48.)

Bond Issue Resolution Form for Districts in Group III

Form for use in King, Pierce, and Spokane counties if the election is to be held on a date other than the date of the regular school election.

RESOLUTION NO. _____

(Assign a number to this resolution only in case other resolutions are adopted on the same date.)

CAUTION: This resolution must be introduced by an "emergency statement" comparable in form and content to the one set forth at the beginning of the Form for Districts in Group I--page 44.

(Insert "emergency statement" here; then proceed with the resolution as it appears below.)

BE IT RESOLVED by the Board of Directors of the _____
School District No. _____, _____ County, State of
Washington:

1. That the County Auditor, ex officio supervisor of elections of _____ County, Washington, be requested to find and declare the existence of an emergency and to call and conduct a special school election etc. (Complete this section by inserting the content on section 1, Form for Districts in Group I, beginning with the words "in the aforesaid school district" which appear in line 1 of said section--page 44.)
- 2.)
- 3.) (Insert here sections 2, 3, and 4 as they appear in
- 4.) the Form for Districts in Group I beginning on page 46.)
(Clerk
5. That the (Secretary of the aforesaid school district is directed (a) to certify to the aforesaid County Auditor of _____ County, at least forty-five days prior to the date of the aforesaid special election, a copy of this resolution and the adoption of said resolution by this Board of Directors; (b) to transmit to said officer a letter requesting him to find and declare

an emergency as aforesaid and to call and conduct a special election to be held at the time and for the purpose specified in this resolution; and (c) to perform such other duties as are necessary and/or required by law to the end that the question of whether or not bonds shall be issued as herein provided for shall be submitted to the voters of the school district at the aforesaid election.

The foregoing resolution was adopted, etc. (Complete this by using the form and content found at the end of the Form for Districts in Group I--page 48.)

C O P Y

SUPERINTENDENT OF PUBLIC INSTRUCTION
STATE OF WASHINGTON
OLYMPIA

52

January 4, 1954

Mr. Lee Colby, Assistant Superintendent
Sunnyside School District No. 201
Box 599
Corner 6th and Jackson
Sunnyside, Washington

Dear Mr. Colby:

We have been forced to hold up for a few days your request for a copy of our manual entitled "Authorization and Sale of Bond Issues and Authorization of Excess Tax Levies by School Districts," because we deemed it advisable to change the wording of a number of pages. You will note that these pages are in typed form whereas the other pages of the manual are mimeographed.

Your attention is directed particularly to the paragraph on page (45) relating to the proposed use of the proceeds of a bond issue. Heretofore some school districts have experienced difficulty in securing approval of their proceedings by attorneys for investors because they did not particularize to any extent with respect to the facilities proposed to be provided from the proceeds of the bond issue. In short, they used the following words only: "improving and extending the school facilities of the district." Investors' attorneys look askance at a statement of purpose which is no more specific than this.

Sincerely yours,

Pearl A. Wanamaker
State Superintendent
of Public Instruction

/s/ ELMER L. BRECKNER
Elmer L. Breckner
Assistant Superintendent
in Charge of Administration
and Finance

ELB:wb
Enclosure

APPENDIX B

MODEL FORM FOR SCHOOL BOARD RESOLUTION DIRECTING
COUNTY TREASURER TO ADVERTISE BONDS FOR SALE

Minutes of Meeting of the Board of Directors of _____
School District No. _____, _____ County, Washington,
Held on the _____ day of _____, 19____.

RESOLUTION

BE IT RESOLVED by the Board of Directors of the _____
School District No. _____, _____ County, State of
Washington:

1. That the County Treasurer of _____ County, Washington,
is hereby directed to advertise for sale, pursuant to the
provisions of Laws of 1919, page 217, section 13, general
obligation serial bonds of the aforesaid school district
in the amount of \$_____; and that said County Treasurer
is requested to forward a copy of the aforesaid advertise-
ment for bids, as published, to the State Finance Committee,
Olympia, Washington, at least three weeks prior to the
date upon which bids are to be opened, as required by
the provisions of Laws of 1923, page 488, section 3.
2. That information regarding the aforesaid serial bonds
of the school district and the terms, conditions, and
other pertinent matters pertaining to bids for the pur-
chase of said bonds, shall be incorporated into the
NOTICE OF BOND SALE hereinafter set forth; and that the
clerk of the aforesaid school district is hereby directed
to transmit to the County Treasurer of _____ County,
Washington, a copy of this resolution, together with a
letter asking him to proceed as directed therein.

Notice of Bond Sale

_____ School District No. _____, _____ County,
Washington. General Obligation Bonds \$_____.

NOTICE IS HEREBY GIVEN that _____ School District
No. _____, _____ County, Washington, proposes to issue
as of date of _____, 19____, 1/ its general
(Month) (Day)

1/ Specify a date far enough in advance to permit consumma-
tion of the sale of the bonds.

obligation serial bonds in the principal sum of \$ _____ payable both principal and interest in lawful money of the United States of America at the office of the Treasurer of _____ County in _____, Washington. Said bonds will be in denominations of \$1,000 each, will be numbered from 1 to _____ inclusive, will bear interest at a rate not to exceed _____% per annum payable annually or semi-annually on the _____ day of _____ and the _____ day of _____ of each year, 2/ and will mature in order of their numbers as follows:

(Enter here a schedule of payment of the bonds showing years of payment and amount of bonds to be retired each year, beginning with the second year following the date of issue and ending with the year that the final installment is due: 21 payments in case of 22-year bonds; 19 payments in case of 20-year bonds; 14 payments for 15-year bonds, etc. In preparing said schedule bear in mind the statutory requirements that "the bonds shall, as nearly as practicable, mature in such amounts annually as will, together with interest on outstanding bonds, be met by equal annual tax levies for the payments of said bonds and interest thereon." See page 57 for a model schedule for a \$100,000 bond issue sold in 1950 to be retired in twenty annual payments, with interest at 2% payable annually.)

The school district (a) has reserved the right to redeem any or all of said bonds at par in inverse numerical order on any interest payment date on and after five years from date thereof; and (b) has, by resolution of its Board of Directors and by vote of the electors therein in the manner required by law, irrevocably pledged itself to make annual levies of taxes without limitation as to rate or amount upon all the taxable property within the district in an amount sufficient to pay the principal of said bonds when due and interest thereon as the same shall accrue.

NOTICE IS FURTHER GIVEN that sealed bids for the purchase of said bonds will be received by the County Treasurer of _____ County, Washington, and the directors of _____ said school district at the office of the said County

2/ If interest is payable annually, this notice should so indicate and should specify a single date and month for such payment.

Model Form for School Board Resolution Directing
County Treasurer to Advertise Bonds for Sale

56

Treasurer in the courthouse of _____ County, Washington,
until _____ o'clock _____ m. on the _____ day of _____, 19____,
at which time all bids received will be publicly opened by
the Treasurer and said Board of Directors.

The bids submitted shall specify either (a) the lowest rate
or rates of interest and premium, if any, above par at which
bidder will purchase said bonds, or (b) the lowest rate or
rates of interest at which the bidder will purchase said
bonds at par.

All bids shall be sealed and, except that of the State of
Washington, shall be accompanied by a deposit of five per
cent (5%) of the amount of the bid, either in cash or by
certified check, which shall be returned if the bid is
not accepted.

If the successful bidder shall fail or neglect to complete
the purchase of said bonds within thirty days following
the acceptance of his bid, the amount of this deposit shall
be forfeited to said school district.

The school district reserves the right to reject any and
all bids submitted.

DATED at _____, Washington, this _____ day of _____,
19____.

Treasurer of _____ County, Washington

Schedule of Payment of Principal of a School District
 Bond Issue of \$100,000 Sold in 1950 To Be Retired
 in 20 Annual Payments, With Interest at 2%
 Payable Annually

This payment schedule will meet the statutory requirement that "the bonds shall, as nearly as practicable, mature in such amounts annually as will, together with interest on outstanding bonds, be met by equal annual tax levies for the payment of said bonds and interest thereon." Note that payments on the principal increase at intervals throughout the life of the bond issue to compensate for an annual decrease in the amount required to meet interest payments.

<u>Year</u>	<u>Amount</u>				
1952	\$ 4,000	1959	\$ 5,000	1966	\$ 6,000
1953	4,000	1960	5,000	1967	6,000
1954	4,000	1961	5,000	1968	6,000
1955	4,000	1962	5,000	1969	6,000
1956	4,000	1963	5,000	1970	6,000
1957	4,000	1964	5,000	1971	6,000
1958	5,000	1965	5,000	<u>Total</u>	<u>\$100,000</u>

MODEL BOND INDENTURE FORM

This form is referred to in the board resolution providing for the submission of the bond issue to a vote of the electors. A copy should be attached to the aforesaid resolution and thereby incorporated into the minutes of the board. No entries in the blanks are necessary at that time.

Since the school district is responsible for printing and delivering the bonds to the successful bidder, this form, with proper entries in the blanks, should be used for the purpose. Only slight adaptations will be necessary to meet the particular situation, among them being adjustments based upon (a) annual or semi-annual interest payments, (b) whether or not the State of Washington is the successful bidder, and (c) the use of original or facsimile signatures on the interest coupons. Original signatures of the school district officials must be used in signing each bond; facsimile signatures may be used in signing interest coupons.

Bonds in \$1000 denominations are used almost exclusively; only one bond, if any, should be fractional.

(Bond Indenture)

No. _____ \$ _____

_____ SCHOOL DISTRICT NO. _____

_____ County, Washington

General Obligation Bond

19 _____

KNOW ALL MEN BY THESE PRESENTS:

That _____ School District No. _____,
County, Washington, is justly indebted and for value received
hereby promises to pay to bearer on the _____ day of
_____, 19____, the principal sum of

_____ DOLLARS

with interest thereon at the rate of _____ per annum payable (semi-annually on the _____ (days of _____ and _____ (annually on the _____ (day of _____ and _____ of each year, upon presentation and surrender of the attached interest coupons as they severally mature up to the bond maturity date and with full obligation on the part of the school district to pay interest at the same rate, from and after the bond maturity date, in the absence of interest coupons, until this bond with interest is paid in full. Both principal and interest of this bond are payable in lawful money of the United States of America at the office of the Treasurer of _____ County in _____, Washington, or at the fiscal agency of the State of Washington in the city of New York, at the option of the holder. 1/

This bond is one of a total issue of \$ _____ of general obligation bonds of _____ School District No. _____ of _____ County, Washington, and is issued for capital purposes pursuant to an election authorizing the same under and in accordance with the provisions of an act of the Legislature of the State of Washington entitled "Code of Public Instruction for the State of Washington" approved March 11, 1909, as amended, and resolutions duly adopted by the board of directors of said school district.

Said school district hereby irrevocably covenants that it will levy taxes annually upon all the taxable property within said school district without limitation as to rate or amount, in an amount sufficient to pay the principal and interest of said bonds as the same shall accrue, and for the prompt payment of said principal and interest the full faith, credit and resources of said school district are hereby irrevocably pledged.

Said school district has reserved the right to redeem any or all of said bonds in inverse numerical order on any interest paying date on and after _____ years from the date of issue.

It is hereby certified that all acts, conditions and things required to be done precedent to and in the issuance of this bond have happened, been done and performed as

1/ Reference to the "fiscal agency of the State" may be included in this bond form when the resolution is adopted by the board. Then if the State purchases the bonds these words will be retained when the bonds are printed; otherwise, they will be deleted.

required by law, and that the total indebtedness of the school district, including this bond, does not exceed any constitutional or statutory limitation.

IN WITNESS WHEREOF, _____ School District No. ____, of _____ County, Washington, has caused this bond to be signed by its Board of Directors and attested by the (secretary of said Board, and the interest coupons attached (clerk 2/ _____ (facsimile hereto to be signed with the (original signatures of said officials this _____ day of _____, 19____.

_____ School District No. _____
_____ County, Washington

By _____
President of its Board of Directors

Attest:

(Clerk _____ of said Board
(Secretary _____

On the _____ Day of _____
_____ SCHOOL DISTRICT NO. _____
_____ County, Washington,
will pay to the bearer at the
office of the Treasurer of
_____ County in _____,
Washington (or at the fiscal
agency of the State of Washington
in the city of New York, at the
option of the holder) the sum of
_____ DOLLARS
said sum being the (semi-annual
(annual
interest due that date on its
general obligation bonds dated
_____, 19____ and
numbered
_____ SCHOOL DISTRICT
NO. _____, _____ COUNTY,
WASHINGTON.

19 _____

\$ _____

_____ Coupon No.

Attest: By President of its Board of Directors

(Clerk of said Board
(Secretary

(Treasurer's Certificate)

I, _____, Treasurer of _____
 County, Washington, do hereby certify that the within bond,
 being one of an issue of \$ _____ of general obligation
 bonds dated _____, 19____, of _____
 School District No. _____, _____ County, Washington,
 known as " _____ School District No. _____,
 County, Washington, General Obligation Bonds, 19____," has
 been duly registered in my office, as required by law; that
 all the signatures on said bonds are the genuine signatures
 of the legal officers of said district, and that all bonds
 of said issue have been sold to _____.

By _____
 Treasurer _____ County,
 Washington.

APPENDIX C

EXHIBITS FROM RECORDS OF THE SCHOOL DISTRICT

(Items "1-a" through "1-d" are applicable to all districts.)

1. Certified copies from the records of the school district showing the following:
 - (a) The resolution of the board of directors providing for the authorization of the bond issue.
 - (b) Notice to the county treasurer of the results of the bond election. (This notice must be in the possession of the county treasurer at the time he is directed to call for bids on the bond issue. It is advisable to transmit the notice to the aforesaid county officer shortly after the results of the election have been determined.)
 - (c) The resolution adopted by the board of directors directing the county treasurer to advertise the bonds for sale pursuant to the provisions of Laws of 1919, page 217, section 13 (R.R.S., section 4943); and requesting said county treasurer to forward a copy of the call for bids, as published, to the State Finance Committee, Olympia, at least three weeks prior to the date upon which bids are to be opened, as required by Laws of 1923, page 488, section 3 (R.R.S. section 5583-3). See page 53 for form of the aforesaid resolution; note that this resolution contains the "Notice of Bond Sale" to be published by the county treasurer.
 - (d) The resolution adopted by the board indicating action taken by the board and the county treasurer when bids on the bonds were opened. This resolution should list all bids received and should indicate which bid, if any, was accepted (R.R.S., section 4944; Thomas Code, section 801).

(Items "2-a" through "2-d" are applicable to all districts located outside of King, Pierce, and Spokane Counties-- Class A and first-class counties. In the case of districts located in the aforesaid counties, comparable exhibits must be furnished by the county auditor.)

2. Certified copies from the records of the school district showing the following:

- (a) That due notice of the election was given by publication and posting as required by law (publication "for two successive weeks" prior to the date of the election, one such publication to be "not more than ten days nor less than three days" before the election; and posting "at least two weeks" prior thereto at each polling place and at additional public places, if necessary, to make a total of three notices). Establish these facts by a certificate of publication from the newspaper that published the notice, which certificate must show the dates of the issues that carried the notice; and by a certificate from the person who posted the notice, stating the date and the places of posting and declaring that, to the best of his knowledge and belief, said notices remained posted until the date of the election. A copy of the election notice must be attached to the certificate in each of the foregoing cases.
- (b) That the election officials took and subscribed to the oath required by law. This fact may be established by including in the transcript the official form E-8 of the Superintendent of Public Instruction, with all blanks properly filled.
- (c) That the proper form of ballot was used at the election. Establish this fact by submitting a certified copy of the ballot.
- (d) That the board of directors canvassed the vote cast at the election and found that the total number of votes cast was equal to or in excess of 40 per cent of the total vote certified by the county auditor to have been cast in the school district at the last preceding general state election, and that 60 per cent or more of said votes were favorable to the issuance of bonds.

Exhibits from the Records of the County Auditor

(Items 1, 2, and 3 are applicable to all districts.)

1. A certificate to the effect that the county auditor received from the board of school directors notice of the contemplated election and that pursuant thereto he gave notice of the closing of the registration files and

subsequently closed said files as required by law. Notice of the closing of registration files may be established by a certificate of publication from the newspaper that published the notice, which certificate must have attached thereto a copy of the notice and must show the date of the issue that carried the notice.

2. A certificate identifying by name the county superintendent of schools and the county treasurer, and showing the beginning and ending date of the term of office for which each such officer was elected or appointed.
3. A certificate as to the total number of votes cast in the school district at the last preceding general state election.

(Items 4 and "5-a" through "5-e" are applicable to districts located in King, Pierce, and Spokane Counties.)

4. (Required only in case the election was held on a date other than the date of the regular school election)
A certificate that the county auditor as ex officio supervisor of elections received from the board of school directors a request to call a special election on a date as aforesaid; and that subsequent thereto, and upon the finding of an "emergency" by said officer, such election was called (specify date of the election).
5. Certified copies from the records of the county auditor, ex officio supervisor of elections, showing the following:
 - (a) That due notice of the election was given by publication and posting as required by law. Establish these facts by a certificate of publication from the newspaper that published the notice, which certificate must show the dates of the issues that carried the notice; and by a certificate from the person who posted the notice, stating the date and the places of posting and declaring that, to the best of his knowledge and belief, said notices remained posted until the date of the election. A copy of the election notice must be attached to the certificate in each of the foregoing cases.
 - (b) That the election officials took and subscribed to the oath required by law (submit a certified copy of the oath).

- (c) That the proper form of ballot was used at the election. Establish this fact by submitting a certified copy of the ballot.
- (d) That the County Canvassing Board of Election Returns canvassed the vote cast at the election and found the total number of votes cast was equal to or in excess of 40 per cent of the total vote cast in the school district at the last preceding general state election and that 60 per cent or more of said votes were favorable to the issuance of bonds.
- (e) That the results of the election as determined by the aforesaid canvass of votes was certified to the board of directors of the school district.

Exhibits from the Records of the County Treasurer

1. A copy of the county treasurer's call for bids for the sale of the bonds. The copy should be attached to a certificate of publication from the newspaper that published the call; this certificate must show the dates of the issues that carried the notice.
2. A certified statement showing the financial condition of the district as of the nearest date possible to the date of issuance of the bonds. Such statement must show:
 - (a) The actual equalized valuation of all taxable real and personal property in the district.
 - (b) The assessed valuation of all such taxable property.
 - (c) The percentage of assessed to full valuation.
 - (d) Par value of general obligation bonds outstanding against the district on the reporting date.
 - (e) Total of general fund warrants outstanding on the reporting date.
 - (f) Cash on hand in the general fund on the above-mentioned date. Cash on hand in the bond fund on the above-mentioned date.

- (g) Total taxes levied, taxes collected, and uncollected taxes for each of the above-named funds for each of the five tax-collection years next preceding the year that the bonds are offered for sale.
- (h) Total liabilities by adding the bonds and the warrants outstanding.
- (i) Total assets by adding the cash in all funds and the uncollected taxes for all funds for the five-year period hereinbefore specified.
- (j) Net assets or liabilities, as the case may be, by subtracting the lesser of the two items just mentioned from the greater of the two.

Exhibits from the Records of the
County Superintendent of Schools

1. A certificate (a) identifying by name each member of the board of directors of the school district who held office at any time during the process of authorizing and selling the bonds, and (b) showing the beginning and ending date of the term of office for which each such board member was elected or appointed.
2. A certificate showing that the district is a legally constituted public corporation. Refer to the order of the county superintendent establishing the district (a) indicating the date of such order and the class of the school district at the present time, and (b) stating whether or not said school district is now or has been a component of a union high school district.
3. An outline map of the district showing its exact territorial limits. Attach thereto or enter thereon a statement identifying the map and certifying that it is a correct map of the district.

APPENDIX D

MODEL EXCESS TAX LEVY RESOLUTION FORMS

Tax Levy Resolution Form for Districts in Group I

This form will suffice for all school districts except those located in Class A and first-class counties (King, Pierce, and Spokane). Forms for use by school districts located in these three counties appear on later pages of this manual. As already indicated, this form has been prepared for use in submitting an excess levy for the building fund. With proper adaptations it may be used in submitting an excess general fund levy.

RESOLUTION NO. ____

(Assign a number to this resolution only in case other resolutions are adopted on the same date.)

CAUTION: If the special election is not to be held on the date of the regular school election, this resolution must be introduced with an "emergency statement" describing briefly the conditions which make such action advisable. This statement should follow the model set forth below, with adaptations to meet the prevailing local situation. Then proceed with the resolution as it appears below the dotted line across the page. In case the election is to be held on the date of the regular school election, ignore everything above the dotted line.

WHEREAS, The increase in school enrollment in the _____ School District No. _____, _____ County, Washington, has resulted in overcrowding existing school building facilities, thereby making it impossible for the district to make proper provisions for the education of persons of school age residing within its borders; and

WHEREAS, The aforesaid school district lacks sufficient funds with which to provide the additional school building facilities needed to correct the conditions described above; and

WHEREAS, the conditions and situation hereinbefore set forth create an emergency which requires the holding of a special election in the district; therefore

BE IT RESOLVED by the Board of Directors of the _____ School District No. _____, _____ County, State of Washington:

1. That a special school election be held in the aforesaid school district between the hours of ____ m. and ____ m. on the ____ day of _____, 19____, for the purpose of submitting to the electors of said school district, for their approval or rejection, the question of whether or not a tax levy of _____ mills in excess of the maximum tax levy specified by law for school districts shall be made on the assessed valuation of the aforesaid district and the proceeds thereof amounting to approximately \$ _____ used, immediately through incurring an indebtedness against the district by the issuance of warrants against the building fund of the district, 1/ to pay the cost of

Insert here a statement relating to the proposed use of the proceeds of the tax levy. This statement may be adapted to the situation prevailing in the school district. If a final decision has been reached respecting each and every project for which the proceeds of the tax levy are to be used, and it is the intent of the board to have the expenditure, if authorized, limited unmistakably to such projects, some such language as the following should be inserted: constructing and equipping (a) a new elementary school building on the site of the existing "X" school building, and (b) an addition to the existing "Y" high school building, (comma). If, on the other hand, latitude in meeting such future schoolhousing problems as may arise is determined by the board to be wise in view of changing conditions and of uncertainties respecting future needs, some such language as the following should be inserted: improving and extending school facilities in the district through (a) the alteration of existing school buildings, (b) constructing and equipping additions to existing school buildings and/or new school buildings on existing school sites or on new sites, and/or (c) acquiring additional land for school uses, (comma). It is also permissible to name one or more specific projects

- 1/ This statement relating to incurring an indebtedness through the issuance of building fund warrants should be included in the resolution, the election notice, and the ballot only in case it may be necessary to expend the funds prior to the time the tax levy will be made: namely, October following the date of the election.

and then to generalize in such a manner as to secure the flexibility necessary to meet conditions that are not now determinable.

the proceeds of the aforesaid tax levy to be used either with or without additional funds now available or hereafter available to the district for the purposes hereinabove stated, (and the aforesaid improvements or any portion or portions thereof to be made insofar as is practicable with the capital funds available and in such order of time as shall be deemed advisable by the Board of Directors of the district). 2/

- 2. That the "ballot title" of the aforesaid proposition shall be as follows:

Shall a tax levy of _____ mills in excess of the maximum tax levy provided for by law be made on the assessed valuation of the _____ School District No. _____ and the proceeds thereof amounting to approximately \$ _____ used, immediately through incurring an indebtedness against the district by the issuance of warrants against the building fund of the district, 3/ to pay the cost of improving the school facilities of said district, all as more specifically provided for in Resolution No. _____ adopted by the Board of Directors of the school district on the _____ day of _____, 19____.

TAX LEVY YES

TAX LEVY NO

- 3. That the (clerk (secretary of the aforesaid school district is hereby directed to (a) notify the County Auditor of _____ County regarding the date of the special election provided for herein in sufficient time to permit said officer to close the registration files as provided by law; and (b) to perform such other duties

2/ Words in brackets are not necessary but should be included if latitude in meeting the situation is deemed advisable. Delete the brackets if the words are included.

3/ See note on page 71 about incurring an indebtedness.

as are necessary and/or required by law to the end that the question of whether or not an excess tax levy shall be made as herein provided for shall be submitted to the voters of the school district at the aforesaid election.

4. That the voting places for the aforesaid school election shall be as follows:

	Place	Address
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____

The foregoing resolution was adopted at a _____ (regular or special) meeting of the Board of Directors of the aforesaid school district on the ____ day of _____, 19____, all of said directors being present and voting.

Attest: _____

(Clerk
(Secretary _____
School District No. _____
_____ County, Washington

Board of Directors _____
School District No. _____
_____ County, Washington

Tax Levy Resolution Form for Districts in Group II

Form for use in King, Pierce, and Spokane Counties if the election is to be held on the date of the regular school election in the district. Although this form has been prepared for use in submitting an excess levy for the building fund, it may, with proper adaptations, be used in submitting an excess general fund levy.

RESOLUTION NO. ____

(Assign a number to this resolution only in case other resolutions are adopted on the same date.)

BE IT RESOLVED by the Board of Directors of the _____ School District No. ____, _____ County, State of Washington:

- 1) (Insert here sections 1 and 2 from the Tax Levy Resolu-
- 2) tion Form for Districts in Group I beginning on page 71.)
(clerk
- 3. That the (secretary of the aforesaid school district is directed (a) to certify to the County Auditor of _____ County, ex officio supervisor of elections of said county, at least forty-five days prior to the date of the special election provided for herein, a copy of this resolution and the adoption of said resolution by this Board of Directors; and (b) to perform such other duties as are necessary and/or required by law to the end that the question of whether or not an excess tax levy shall be made as herein provided for shall be submitted to the voters of the school district at the aforesaid election.

The foregoing resolution was adopted etc. (Complete this by using the content and form found at the end of the Form for Districts in Group I--page 73.)

Tax Levy Resolution Form for Districts in Group III

Form for use in King, Pierce, and Spokane Counties if the election is to be held on a date other than the date of the regular school election. With proper adaptations this form may also be used in submitting an excess levy for the general fund.

RESOLUTION NO. ____

(Assign a number to this resolution only in case other resolutions are adopted on the same date.)

CAUTION: This resolution must be introduced by an "emergency statement" comparable in form and content to the one set forth at the beginning of the Form for Districts in Group I--page 70.

(Insert "emergency statement" here; then proceed with the resolution as it appears below.)

BE IT RESOLVED by the Board of Directors of the _____ School District No. ____, _____ County, State of Washington:

1. That the County Auditor, ex officio supervisor of elections of _____ County, Washington, be requested to find and declare the existence of an emergency and to call and conduct a special school election etc. (Complete this section by inserting the content of section 1, Tax Levy Resolution Form for Districts in Group I, page 71, beginning with the words "in the aforesaid school district" which appear in line 1 of said section.)
2. (Insert here section 2 of the Tax Levy Resolution Form for Districts in Group I--page 72.)
(clerk
3. That the (secretary of the aforesaid school district is directed (a) to certify to the aforesaid County Auditor of _____ County, at least forty-five days prior to the date of the aforesaid special election, a copy of this resolution and the adoption of said resolution by this Board of Directors; (b) to transmit to the aforesaid officer a letter requesting him to find and declare an emergency as aforesaid and to call and conduct a special election to be held at the time and for the purpose specified in this resolution; and (c) to perform such other duties as are necessary and/or

required by law to the end that the question of whether or not an excess tax levy shall be made as herein provided for shall be submitted to the voters of the school district at the aforesaid election.

The foregoing resolution was adopted etc. (Complete this by using the content and form found at the end of the Form for Districts in Group I, beginning on page 70.)

APPENDIX E

NOTICE OF SPECIAL SCHOOL DISTRICT ELECTION

(Use this form of notice of an election to vote on a proposition for a school bond issue and/or for an excess tax levy, irrespective of the county in which the election is to be held or the class of school district involved or the date of the election; but note instructions at the end of the notice regarding signatures necessary to meet different statutory requirements.)

Notice is hereby given that a special school election will be held in the _____ School District No. _____, _____ County, Washington, between the hours of _____ o'clock _____ m. and _____ o'clock _____ m., on the _____ day of _____, 19____, for the purpose of submitting to the electors of said school district, for their approval or rejection, the (proposition hereinafter stated. (propositions

The voting places for the aforesaid election will be as follows:

	Place	Address
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____

PROPOSITION NO. _____

(Number this proposition only in case other propositions are submitted at this election.)

Shall general obligation serial bonds of the _____ School District No. _____, _____ County, Washington, be issued in the amount of \$ _____ or such lesser amount as can be legally issued under the statute governing the limitation of indebtedness, and the proceeds thereof expended to pay the cost of

(Insert here a statement relative to the proposed use of the proceeds of the bond issue as it appears in the "ballot title" of the resolution adopted by the Board of Directors of the school district.)

the aforesaid improvements or any portion or portions thereof to be made insofar as is practicable with the capital funds available and in such order of time as shall be deemed advisable by the Board of Directors of the district; 1/ the aforesaid bonds if issued (a) to bear interest at a rate not to exceed ____ per cent per annum, (b) to mature in from two to ____ years from date of issue and, as nearly as practicable, in such amounts annually as will, together with interest on outstanding bonds, be met by equal annual tax levies for the payment of principal and interest, (c) to be redeemable--any part or all of them--by the school district at par and accrued interest, at the option of the district in inverse order of number, upon any interest payment date on or after five years from the date thereof, (d) to be issued at such times and in such amounts as shall be required for the purpose for which the bonds are to be issued, and (e) to be paid by an annual tax levy sufficient in amount to pay both principal and interest when due, which annual tax levy shall be made in excess of any statutory and/or constitutional tax levy limitations during the term of said bonds, all as more specifically provided for in a resolution adopted by the Board of Directors of the school district on the ____ day of _____, 19____.

BONDS YES

BONDS NO

PROPOSITION NO. ____

(If a proposition for an excess levy for the building fund or for the general fund or for any other purpose is to be submitted to the voters at this election, it should be stated here. Such proposition should, if it is an excess levy proposal, state in question form the substantial content of section 1 of the tax levy resolution forms heretofore shown.)

The election will be by ballot. Those in favor of any proposition hereinbefore stated will vote "YES" on such proposition; those opposed will vote "NO".

1/ Words relating to piecemeal construction and to timing of construction to be included only in case they are included in the resolution adopted by the board of directors.

(The following concluding statement must be used in all counties except King, Pierce, and Spokane.) 2/

By order of the Board of Directors of _____ School District No. _____, _____ County, Washington.

Signed

Dated this _____ day of _____, 19____.

Clerk or Secretary, _____
School District No. _____
_____ County, Washington

(For use in King, Pierce, and Spokane Counties only)

By order of the County Auditor as ex officio supervisor of elections of _____ County, Washington.

Signed

Dated this _____ day of _____, 19____.

County Auditor, _____
County, Washington

OFFICIAL BALLOT

Special School District Election _____ School District No. _____, _____ County, Washington.

(_____ 19 _____)
(Month) (Day) (Year)

Instructions to Voters: Those in favor of the proposition stated below will vote "BONDS - YES"; those opposed will vote "BONDS - NO".

2/ If the special school election is held in conjunction with any election over which the county auditor has jurisdiction, both the county auditor and the clerk or secretary of the district should sign the election notice.

PROPOSITION NO. ____

(Number this proposition only in case other propositions are submitted at this election.)

INSERT HERE THE "BALLOT TITLE" AS IT APPEARS IN
SECTION 4 OF THE RESOLUTION ADOPTED BY THE BOARD
(PAGE 47 OF THIS MANUAL).

APPENDIX F

STATE OF WASHINGTON
 SUPERINTENDENT OF PUBLIC INSTRUCTION
 OLYMPIA

APPLICATION FOR STATE ASSISTANCE FOR SCHOOL BUILDING CONSTRUCTION
 UNDER THE PROVISIONS OF CHAPTER 3, LAWS OF 1955
 EXTRAORDINARY SESSION

A separate application must be submitted for each project. Forward to the Superintendent of Public Instruction one copy of the completed and signed application. A copy should be retained in the files of the school district.

It is important that complete and accurate information be furnished. Attention is directed to sections of the form relating (a) to excess tax levies and bond issues for the building fund and (b) to increases in school enrollment. The former is a measure of local effort; the latter is a significant measure of need for facilities. Both of these factors are clearly specified in the Act as bases for determining allotments. The information furnished on this form should be consistent with official records, including the records of county officials.

TO THE SUPERINTENDENT OF PUBLIC INSTRUCTION:

Pursuant to a resolution adopted and entered into its records by the Board of Directors of.....

..... School District No. of County,

Washington, on the day of, 19....., application is hereby made for State assistance under the provisions of Chapter 3, Laws of 1955 Extraordinary Session, for financing the school building project hereinbelow described.

A. Name, type, and brief description of proposed project; that is, new building or addition to old building, number of general and special purpose classrooms, and list of major special purpose facilities. (It is understood that this entry merely indicates the type of project contemplated at this time but does not establish with finality the nature and extent of the facilities that will be included if and when the project is approved for cooperative financing.)

B. 1. Assessed valuation of district (October, 19.....) \$.....

2. Assessed valuation of district per child in average daily attendance (October, 19.....) .. \$.....
 (October immediately preceding the date of this application)

C. Excess building fund levies voted since June 30, 1950

School Year	Mills	School Year	Mills	School Year	Mills
1950-51.....		1953-54.....		1956-57.....	
1951-52.....		1954-55.....		1957-58.....	
1952-53.....		1955-56.....		1958-59.....	

D. Bonded Indebtedness (See Form B-3 Supplement)

1. Amount on current date (.....) \$.....
 (Date)

~~(Outstanding bonded indebtedness plus bonds authorized but unsold)~~

Term (5 years, 10 years, etc.) Years

Percent of current assessed valuation. (This percentage must be supported by a certification of the county treasurer attached to this form.) %

E. Funds available for financing the project. (Include only such funds as are to be used for financing this project.)

1. Local funds obtained from excess tax levies and/or bond issues to be serviced by excess levies \$

2. Other funds, if any; such as, payments from insurance companies, Federal forest funds, Federal grants for school building construction, and any others; specify sources. (Do not include State grants.)

(a) \$

(b) \$

(c) \$ \$

Total \$

DESCRIPTION OF PROPOSED FACILITIES

<i>Description</i>	<i>Number</i>	<i>Description</i>	<i>Number</i>
A. General Classrooms	C. Other Special Purposes Facilities: (Include lunchrooms, libraries, multipurpose rooms, physical education facilities, health units, etc.)
B. Special Purpose Classrooms: (Include all laboratories, shops, homemaking rooms and all other classrooms designed for group study)
.....
.....
.....
.....
.....
.....
.....
.....

D. School levels to be housed in proposed building and approximate enrollment at each level:

Elementary.....; Junior High.....; High.....; Extended Secondary.....

URGENCY OF NEED FOR THE PROPOSED FACILITIES

(Items on this page apply to this specific project; if necessary, use a separate sheet for more extended report.)

A. General statement of need. (Brief statement indicating need for proposed facilities as evidenced by the condition and/or inadequacies of present facilities in view of current and foreseeable future school population.)

1. General and special purpose classrooms.
2. Special purpose facilities.

B. Statement of need in relation to possible changes in school district organization, in school levels to be operated, and to nonresident attendance.

C. Contemplated use or disposition of existing facilities if replaced by proposed construction.

DESCRIPTION OF EXISTING FACILITIES

List below by individual building the number of all classrooms and/or teaching stations with capacities of each building. (Compute capacities as follows: 30 for elementary classrooms; 25.2 for junior high school and 20 for high school teaching stations. List all substandard facilities separately in space provided.)

Date _____

A. Standard Facilities

Date	Name of Building	No. of Classrooms and/or Teaching Stations	Capacity
1900-00			
1900-01			
1900-02			
1900-03			
1900-04			
1900-05			
1900-06			
1900-07			
1900-08			
1900-09			
1900-10			
1900-11			
1900-12			
1900-13			
1900-14			
1900-15			
1900-16			
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1900-99			
1900-00			

B. Substandard Facilities

Date	Name of Building	No. of Classrooms and/or Teaching Stations	Capacity
1900-00			
1900-01			
1900-02			
1900-03			
1900-04			
1900-05			
1900-06			
1900-07			
1900-08			
1900-09			
1900-10			
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1900-99			

ENROLLMENT

(Show total enrollment for each school year. If the boundaries of the district have been extended during the period covered by this report, include data for the annexed territory prior to the date of the change.)

School Years	ENROLLMENT														Grand Total ^①	Total A. D. A. ①	
	Kgn.	1	2	3	4	5	6	7	8	9	10	11	12	Un- graded			
1940-41																	
1941-42																	
1942-43																	
1943-44																	
1944-45																	
1945-46																	
1946-47																	
1947-48																	
1948-49																	
1949-50																	
1950-51																	
1951-52																	
1952-53																	
1953-54																	
1954-55																	
1955-56																	
1956-57																	
1957-58																	
1958-59																	
1959-60																	

^① The totals reported in these columns must be limited to kindergarten through grade twelve because enrollment above grade twelve creates a situation calling for special consideration.

We, the undersigned authorized representatives of the aforesaid school district, hereby certify that the information submitted herewith is, to the best of our knowledge and belief, correct and complete.

Date.....

.....
President of the Board

Date.....

.....
Superintendent of Schools

FORM B-3 SUPPLEMENT

State of Washington
 SUPERINTENDENT OF PUBLIC INSTRUCTION
 Olympia

PRELIMINARY STATEMENT OF BONDED INDEBTEDNESS OF SCHOOL DISTRICT
 APPLYING FOR STATE ASSISTANCE FOR SCHOOL BUILDING CONSTRUCTION
 UNDER THE PROVISIONS OF CHAPTER 3, LAWS OF 1955, EXTRAORDINARY SESSION

(Form B-3 Supplement is to be attached to Form B-3, Application for State Assistance, and supplants "Item D. Bonded Indebtedness" on page 1 of Form B-3.)

School District _____
 (Name) (No.) (County)

- 1. Total amount of bonds outstanding (bonds issued but not redeemed) \$ _____
- 2. Cash balance in the bond redemption fund..... _____
- 3. Uncollected taxes due the bond redemption fund
 for the current tax collection year..... _____
- 4. Net bonded indebtedness (item 1 minus the sum of items 2 and 3) _____
- 5. Amount of bonds authorized but not issued..... _____
- 6. Amount of additional bond issue to be authorized..... _____
 Election date _____
- 7. Grand total (sum of items 4, 5 and 6)..... _____
- 8. Assessed valuation for current tax collection year..... _____
- 9. Per cent item 7 is of item 8..... _____

Date _____

Signed _____
 Superintendent of Schools

or

Signed _____
 County Superintendent of Schools

Note: In the case of first- and second-class districts, this form should be signed by the district superintendent; the county superintendent should sign for third-class districts.

STATE OF WASHINGTON
SUPERINTENDENT OF PUBLIC INSTRUCTION
OLYMPIA

Acknowledgment of Application and Request to Submit Preliminary Plan and Basic Specifications for School Building Construction in Accordance with the Provisions of Chapter 3, Laws of 1955, Extraordinary Session

To.....
.....
.....

An application submitted by the Board of Directors of the above-named school district for the following school building project has been received by the Superintendent of Public Instruction:

The board of directors of the above-mentioned school district is hereby requested to submit preliminary plan and basic specifications for the project described above in accordance with the instructions set forth in Form B-5 and the instructions to architect which are forwarded herewith.

It is understood that this acknowledgment of application for State assistance and request for preliminary plan and basic specifications does not constitute a commitment of State funds.

Attention is called to the policies and regulations of the State Board of Education and the School Emergency Construction Commission governing the administration of State funds for school building construction under provisions of Chapter 3, Laws of 1955, Extraordinary Session (copy attached).

Application for State assistance will be considered by the State Board of Education and the School Emergency Construction Commission following approval of preliminary plan and basic specifications and determination of estimated total cost. Allocation of State funds will be contingent upon the degree of emergency need for school facilities and the availability of funds for school building construction through allotments made to the State Board of Education at the direction of the School Emergency Construction Commission.

.....
PEARL A. WANAMAKER
Superintendent of Public Instruction
State of Washington

Date.....



STATE OF WASHINGTON
SUPERINTENDENT OF PUBLIC INSTRUCTION
OLYMPIA

**Instructions to Architect for Preparation of Preliminary Plans
For a School Building Project**

These instructions should be followed by the architect in preparing the preliminary drawings to accompany Form B-5, Preliminary Plans and Specifications for a School Building Project.

I. SITE PLAN

- A. Prepare a site plan, using a scale suitable to show the entire site and vicinity. Show thereon the following:
1. Name and number of the school district, the name and type of the project, the scale used, point of compass, and the date.
 2. The size and shape of the entire site, with overall dimensions and possible future extensions of the site.
 3. Area of site in acres and fractions thereof.
 4. Adjoining streets, highways, sidewalks, railroads, power lines, water service, trunk sewers, parks, etc. (Distinguish between main traffic arteries and secondary roads and streets.)
 5. Natural barriers, if any, such as rocks, cliffs, streams, etc.
 6. A complete layout of the site showing (a) contour lines, (b) existing buildings to remain on site, (c) proposed new buildings to be constructed immediately, (d) probable future buildings for complete site development, (e) distances between buildings and from property lines, (f) sidewalks, (g) driveways, (h) paved areas, (i) playground areas, (j) provisions for safety in loading and unloading school buses, (k) provisions for water supply and sewage disposal if located on site, and (l) existing shrubbery or trees.
- B. Attach to the site plan a descriptive statement covering the following items:
Elevation in relation to surrounding area, drainage, and maximum anticipated enrollment to be served by existing and proposed new buildings on this site.

II. FLOOR PLAN

Prepare a floor plan for each story at $\frac{1}{8}'' = 1'$, showing thereon the name and number of the school district, the name and type of project, the date, and the following items:

- A. Give length and width of each type of classroom, showing cabinet work, chalk board, tackboard, etc.
- B. Give length and width of all other rooms used for classroom purposes or other purposes.
- C. Show on plans of all rooms such items as cabinets, sinks, lavatories, toilet facilities, drinking fountains, electric light outlets, convenience outlets, etc.

(OVER)

D. In general, these plans shall show accurately throughout the building all items that are to be included in the completed drawings, giving dimensions and other information that will be useful in checking the drawings. In case of lunchrooms and auditorium, the seating capacity shall be given.

III. TYPICAL CROSS-SECTION OF THE BUILDING

Show typical cross-section of the building through classrooms and corridors, library, lunchroom, auditorium, and gymnasium (minimum scale $\frac{1}{8}'' = 1'$). Include on each section (a) the identification of the school district, the name and type of the project, identification of the cross-section, scale used, and date; (b) approximate ceiling heights; (c) approximate height of window sills from floor; (d) approximate heights of windows including clerestory windows; (e) measurement between window heads and ceiling; (f) approximate ceiling heights of corridors and covered passages; (g) clear widths of corridors; (h) approximate heights of finished floors from finished grades; and (i) concrete slab (thickness of) or floor joists (width of).

FORM B-5

STATE OF WASHINGTON
SUPERINTENDENT OF PUBLIC INSTRUCTION
OLYMPIA

PRELIMINARY PLAN AND BASIC SPECIFICATIONS FOR A
SCHOOL BUILDING PROJECT

School District.....,
(Name) (Number) (County)

TO THE SUPERINTENDENT OF PUBLIC INSTRUCTION:

Submitted herewith are the general description, outline specifications and the following preliminary drawings:

1. Site plan;
2. Floor plan of each story, scale 1/8", showing complete arrangement of all rooms, indicating cabinet work; arrangement of a general classroom and of each special room or facility, such as physical education facilities, lunchroom, kitchen, music room, etc., and the capacity of each, where applicable; and
3. Typical cross-section of the building for the following school building project:

.....
(Name and type of project—elementary, junior or senior high school building, etc.)

.....
Superintendent of Schools

The following information is to be furnished by architect.

I. ESTIMATED COST OF PROJECT

1. Preliminary expense—advertising, survey, etc. \$
2. Cost of land, right of way, easements. \$
3. Administrative costs, if any. \$
4. Landscaping cost. \$
5. Equipment cost. \$
6. Construction cost. \$
7. Architect's fee at..... per cent. \$
8. Sales tax. \$
- Total cost for construction, architect's fee and sales tax. \$
- TOTAL. \$
9. Unit cost: (See page 4 for instructions on computation of area of building)
Area of building—
 Total number square feet. Cost per square foot. \$
- (Based on construction cost,
 architect's fee and sales tax only.)
10. Description of unusual factors affecting the cost:
 - (a) Local building codes.
 - (b) Availability of materials locally.
 - (c) Transportation and/or subsistence of workmen not available locally.
 - (d) Unusual problems presented by the site.
 - (e) Unusual problems presented by water supply or sewage disposal.
 - (f) Peculiarities of the construction involved.
 - (g) Use of certain kinds of materials.

II. GENERAL DESCRIPTION OF THE PROJECT

1. New building or addition
2. Number of stories
3. Type of construction (frame, concrete, solid brick, brick veneer, etc.)
4. Pupil capacity of new construction
5. Grades to be housed

III. OUTLINE OF SPECIFICATIONS

- A. Type of roofing
- B. Type of windows
- C. Type of window shades
- D. Interior finishes:
 1. Floor coverings for—
 - (a) General classrooms
 - (b) Corridors
 - (c) General toilet rooms
 - (d) Library
 - (e) Lunchroom
 - (f) Science laboratories
 - (g) Cooking laboratory
 - (h) Multi-purpose room
 - (i) Physical education facilities
 - (j) Music room

2. Walls, ceilings and wainscots: (Specify type of finish, for example: sand plaster, smooth finish plaster, fibreboard, etc.)

Facilities	Walls	Ceilings	Wainscots
(a) Classrooms (general and special)
(b) Corridors
(c) Toilet rooms
(d) Library
(e) Lunchroom
(f) Multi-purpose room
(g) Physical education facilities
(h) Music room

3. Paint or surface finish schedule: (Specify type of paint or other finish to be used)

Facilities	Walls	Ceilings	Wainscots	Millwork
(a) Classrooms (general and special)
(b) Corridors
(c) Toilet rooms
(d) Library
(e) Lunchroom
(f) Multi-purpose room
(g) Physical education facilities
(h) Music room

4. Acoustical treatment:

Where Applied	Kind
.....
.....
.....
.....

5. Insulation:

Where Applied	Kind
.....
.....
.....
.....

E. Heating system:

1. Kind (steam, hot water, etc.)
2. Fuel to be used
3. Type of firing
4. Method of heating domestic water
5. Type of heating units
6. Method of room temperature control
7. Extent of zoning
8. Provision for expansion

F. Ventilating system: (Put check mark in proper space)

	<i>Mechanical</i>		<i>Gravity</i>	<i>None</i>
	<i>Supply</i>	<i>Exhaust</i>		
1. Wardrobes and lockers				
2. Kitchens				
3. Lunchroom				
4. Laboratories				
5. Multi-purpose room				
6. Physical education facilities				
7. Locker and dressing rooms				
8. Toilet room				

Briefly describe scope of mechanical systems.

G. Plumbing system:

1. Sewage disposal (city sewer, septic tank, etc.)
2. Rain water disposal
3. Code to be followed
4. Source of water supply
5. Fire protection
6. Provision for expansion

H. Electrical systems:

1. Underground or overhead service
2. Type of raceway
3. Location and type of main distribution
4. Provision for expansion

5. Lighting system:

<i>Facilities</i>	<i>Incandescent or Fluorescent</i>	<i>Fixtures: Direct, Indirect, Etc.</i>	<i>Estimated Foot Candle Intensity</i>
(a) Classrooms (general and special)			
(b) Corridors			
(c) Offices			
(d) Library			
(e) Lunchroom			
(f) Multi-purpose room			
(g) Physical education facilities			
(h) Music room			

6. Special electrical items:	Conduit Only	Conduit and Wiring	Complete With Equipment
(a) Audio-visual aids			
(b) Fire alarm system			
(c) Inter-phone system			
(d) Photo-cell control			
(e) Program clock system			
(f) Program bell system			
(g) Public address system			
(h) Public telephone service			
(i) Stage lights			

I. Fire control and pupil safety:

(Describe specifically proposed provisions for fire walls, doors, exits, hose, and extinguishers; sprinkling system in boiler room, storage rooms, etc.; protection of stairways; panic bolts, separate circuit for exit lights, etc.)

.....
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IV. ANALYSIS OF PROPOSED FLOOR SPACE ALLOTMENT

Type of Rooms	Square Feet	AREA	Per Cent
1. General classrooms			
2. Special purpose classrooms ^①			
3. Administrative offices			
4. Toilets			
5. Storage			
6. Service systems			
7. Corridors			
8. Multi-purpose room			
9. Physical education facilities			
10. Music room			
11. Other special purpose facilities ^②			
Total			

^① Include laboratories, shops, homemaking rooms and all other classrooms that are specially designed for a particular use.
^② Exclusive of facilities included under items 8, 9, and 10.

COMPUTATION OF AREA OF BUILDING

The square foot area shall include the area of all floors enclosed by outside dimensions of exterior walls of the building. This area shall include heating plant, transformer vaults and mechanical rooms. It shall not include tunnels, unused space under the building, and open playcourts. In computing the area to be included for determination of square foot costs, basement playrooms, playsheds, basement or mezzanine storage rooms, and mechanical rooms shall be figured at 1/2 their actual area; covered walks or open corridors at 1/3 their actual area; porches at 1/4 their actual area.

To the best of my knowledge the preliminary plan submitted herewith complies with applicable local code requirements and/or the Uniform Building Code of the Pacific Coast Building Officials Conference (latest edition and revisions) and to the best of my knowledge the information submitted is correct and complete.

Date.....

.....
Architect

FORM B-5 SUPPLEMENT

State of Washington
STATE BOARD OF EDUCATION
Olympia

CERTIFICATION BY COUNTY TREASURER OF BONDED INDEBTEDNESS STATUS OF SCHOOL DISTRICT APPLYING FOR STATE ASSISTANCE FOR SCHOOL BUILDING CONSTRUCTION UNDER THE PROVISIONS OF CHAPTER 3, LAWS OF 1955, EXTRAORDINARY SESSION

(Form B-5 Supplement is to be attached to Form B-5 submitted by the school district.)

TO THE STATE BOARD OF EDUCATION:

School District _____
(Name) (No.) (County)

- 1. Total amount of bonds outstanding (bonds issued but not redeemed) \$ _____
- 2. Cash balance in the bond redemption fund _____
- 3. Uncollected taxes due the bond redemption fund for the current tax collection year _____
- 4. Net bonded indebtedness (item 1 minus the sum of items 2 and 3).. _____
- 5. Assessed valuation for current tax collection year _____
- 6. Per cent item 4 is of item 5 _____
- 7. Amount of bonds authorized but not issued _____

I, the undersigned, hereby certify that the information submitted herewith is, to the best of my knowledge and belief, correct and complete.

Date _____

Signed _____
Treasurer

_____ County
State of Washington

STATE OF WASHINGTON
SUPERINTENDENT OF PUBLIC INSTRUCTION
OLYMPIA

Approval of Preliminary Plan, Preliminary Allotment of State Funds and Authorization to Prepare Final Plan and Specifications for School Building Construction in Accordance with the Provisions of Chapter 3, Laws of 1955 Extraordinary Session

To.....
.....
.....

Preliminary plan for the following school building project submitted by the above-named school district has been approved by the Superintendent of Public Instruction:

The estimated over-all cost of this project, as shown on the reverse side of this form, is \$..... The percentage of State assistance to be applied in financing this project in accordance with the provisions of Chapter 3, Laws of 1955, Extraordinary Session, is%. The plan for financing the project is as follows:

Local district funds for:	<i>Architect's Estimate of Cost</i>	<i>Total Commitment by Agencies</i>
Matching%	\$	\$
Ineligible items and/or excess areas
Excess of ceiling cost
State funds for:		
Matching%
Other funds:		
.....
Total estimated cost of project	\$	\$

A maximum contribution in the amount set forth below, or so much thereof as shall be found necessary, is hereby guaranteed by the State of Washington to assist the above-named school district in financing the project designated above. This amount will be disbursed out of the funds allotted to the State Board of Education at the direction of the School Emergency Construction Commission under Chapter 3, Laws of 1955, Extraordinary Session, and in conformity with regulations prescribed by the State Board of Education and the School Emergency Construction Commission pursuant to the provisions of said act:

Project No..... \$

The board of directors of the district is hereby authorized to proceed with the preparation of final plan and specifications for the construction of this project, which plan and specifications, when completed, are to be submitted to the Superintendent of Public Instruction for review and approval. Final plan and specifications must be prepared in accordance with the requirements stated on the reverse side of this form.

It is understood that any part of the aforesaid allotment not required for completion of the project in accordance with bids received on approved final plan and specifications shall revert to the State fund from which the allotment is made.

PEARL A. WANAMAKER
Superintendent of Public Instruction
STATE OF WASHINGTON

Date.....

Estimated Cost of the Project

Construction cost \$

Architect's fee at%

Sales tax

Total \$

Computation of Percentage of State Assistance

Assessed valuation \$

Assessment ratio for the county

Adjusted valuation (A) \$

Number of educational units for prior school year

Additional educational units contemplated

Number of educational units allowed (B)

Percentage of State Assistance } $\frac{200,000 \times (B) - (A)}{200,000 \times (B) + (A)}$ =%

Regulations for Preparation of Final Plan and Specifications

1. Final plan and specifications for a project must be so drawn as to exclude from construction contracts all movable and readily detachable equipment and furnishings except items which definitely merge into and/or become a part of the building. Among the detachable items to be excluded are (a) lunchroom-kitchen and cooking laboratory equipment, such as refrigerators, dishwashers, ranges (except in case of built-in installations), and all other specialized stock items; and (b) science laboratory and demonstration tables. Window shades, though readily detachable, are usually custom made and may be included in the general contract.
2. Whenever the estimated cost of a project exceeds \$100,000, final plan and specifications must be so drawn that separate bids may be received and separate contracts awarded for general construction, mechanical work, and electrical work.
3. The general conditions incorporated in the specifications shall provide that the school district and/or the contractor shall effect and maintain fire insurance coverage on the structure under contract equal to one hundred per cent of the insurable value thereof; materials in place or on the premises for use in the construction shall be included.

FORM B-6 SUPPLEMENT

STATE OF WASHINGTON
SUPERINTENDENT OF PUBLIC INSTRUCTION
OLYMPIA

Project No.

(This Form for Certification by Architect Is to be Submitted to the Superintendent of Public Instruction with the Final Plan and Specifications for a School Building)

TO THE SUPERINTENDENT OF PUBLIC INSTRUCTION:

To the best of my knowledge, the final plan and specifications for the project hereinbelow designated comply with applicable code requirements and/or the Uniform Building Code of the Pacific Coast Officials Conference (latest edition and revisions).

Plan and site development proposals have been approved by Fire Marshal, Health Department and other legally constituted agencies having jurisdiction such as Planning Commission.

Structural details of the plan have been checked and approved by a structural engineer licensed to practice in the State of Washington, whose name and seal appear on the plan.

School District (Name) (Number) (County)

Brief description of project; also location and name, if any:

..... (Date)

..... (Architect)

STATE OF WASHINGTON
SUPERINTENDENT OF PUBLIC INSTRUCTION
OLYMPIA

Project No.

**Approval of Final Plan and Specifications and Authorization to Advertise for Bids for
School Building Construction in Accordance with the Provisions of Chapter 3,
Laws of 1955, Extraordinary Session**

To:

.....

.....

Final plan and specifications for the following school building project submitted by the above-named school district have been approved by the Superintendent of Public Instruction:

[Faint, illegible text, likely bleed-through from the reverse side of the form]

The board of directors of the school district is hereby authorized to advertise for bids on this project in accordance with the approved final plan and specifications now on file in the office of the Superintendent of Public Instruction and in conformity with the requirements stated on the reverse side of this form.

After bids have been opened, the school district authorities must submit the following to the Superintendent of Public Instruction:

1. A certified copy of each advertisement for bids;
2. A certified copy of a tabulated statement of all bids received including bids on alternates, if any. Each alternate listed in this tabulation must be designated by number and descriptive title conforming to the number and title set forth in the specifications. Complete names and addresses of bidders must be shown. The aforesaid statement must bear the certification of the architect or a representative of the school district;
3. A statement showing the total cost of the project by individual items. (Form B-7 Supplement);
4. A signed copy of recommendations of the board of directors of the district for the awarding of a contract or contracts on the basis of bids received;
5. Signed statement from each low bidder certifying the amount of tax-exempt work;
6. Certified statement of local funds available;
7. Signed copy of analysis of square foot area and square foot cost; and
8. A signed copy of the architect's contract.

A contract or contracts for construction of this project may not be entered into by the school district until approval therefor has been received from the Superintendent of Public Instruction.

Date.....

.....
PEARL A. WANAMAKER
Superintendent of Public Instruction
STATE OF WASHINGTON

ADVERTISING FOR BIDS

1. An advertisement for bids on any project must be published three times in a journal of general circulation, such as, THE JOURNAL OF COMMERCE or THE PACIFIC BUILDER, and a like number of times in some publication circulated throughout the local area.
2. In advertising for bids on a project, all movable and readily detachable equipment and furnishings must be excluded except items which definitely merge into and/or become a part of the building. Among the detachable items to be excluded are (a) lunchroom-kitchen and cooking laboratory equipment, such as refrigerators, dishwashers, ranges (except in case of built-in installations), and all other specialized stock items; and (b) science laboratory and demonstration tables. Window shades, though readily detachable, are usually custom made and may be included in the general contract.
3. Whenever the estimated cost of a project exceeds \$100,000, separate bids must be received for general construction, mechanical work, and electrical work. In addition, combined bid for all of the above-mentioned work may be received. Separate contracts or a contract for construction of the entire project may be awarded, depending upon which procedure is most advantageous to the school district and to the State.

STATE OF WASHINGTON
 SUPERINTENDENT OF PUBLIC INSTRUCTION
 OLYMPIA

Project No.

**TRANSMITTAL OF BIDS RECEIVED, STATEMENT OF COST OF PROJECT, AND
 RECOMMENDATIONS FOR THE AWARDING OF CONTRACTS FOR
 SCHOOL BUILDING CONSTRUCTION**

School District
(Name) (Number) (County)

TO THE SUPERINTENDENT OF PUBLIC INSTRUCTION:

Submitted herewith are a statement of the total cost of the school building project described below, the total cost of items not eligible for State financing, and the following documents:

1. A certified copy of the advertisement for bids;
2. A certified copy of a tabulated statement of all bids received including alternates, if any. (Complete names and addresses of bidders must be shown);
3. A signed copy of the architect's contract;
4. A signed copy of the recommendation of the board of directors for the awarding of contracts on the basis of bids received. (Recommendation must include all alternates accepted);
5. Signed statement from each low bidder certifying amount of tax-exempt work;
6. Certified statement of local funds available; and
7. Signed copy of analysis of square foot area and square foot cost.

Description of Project

.....

Statement of Cost of Project by Individual Items

General construction—basic bid	\$
Additions and/or deductions	\$
Total general contract	\$
Mechanical work—basic bid	\$
Additions and/or deductions	\$
Total mechanical contract	\$
Electrical work—basic bid	\$
Additions and/or deductions	\$
Total electrical contract	\$
TOTAL ALL CONTRACTS	\$
General	\$
Tax-exempt work Mechanical	\$
Electrical	\$
Amount subject to state sales tax	\$
State sales tax on taxable portion of contracts	\$
Architect's fee at per cent	\$
TOTAL COST OF PROJECT	\$

TOTAL COST OF PROJECT (Brought forward from page 1) \$

Items Not Eligible for Cooperative Financing
(List all items separately)

..... \$
..... \$
..... \$
..... \$
..... \$
..... \$
..... \$
..... \$
..... \$
..... \$
..... \$
..... \$
..... \$
..... \$
..... \$

Total contract price of all ineligible items \$

State sales tax on all ineligible items \$

Architect's fee at..... per cent on all ineligible items \$

Total cost of all ineligible items \$

Total cost of project \$

Less total cost of ineligible items \$

AMOUNT OF COST OF ELIGIBLE CONSTRUCTION : \$

.....
President of the Board

Date....., 19.....

.....
Superintendent of Schools

.....

STATE OF WASHINGTON
SUPERINTENDENT OF PUBLIC INSTRUCTION
OLYMPIA

Project No.

**Final Allotment of State Funds for School Building Construction Based on Bids Received
on Final Plan and Specifications and Authorization to Award Construction
Contracts Pursuant to the Provisions of Chapter 3, Laws
of 1955, Extraordinary Session**

To:
.....
.....

An allotment in the amount of \$..... is hereby made by the State Board of Education to the above-named school district to be applied in financing the following building project and to be disbursed out of funds allotted to the State Board at the direction of the School Emergency Construction Commission:

The board of directors of the above-named school district is hereby authorized to award a contract or contracts for this project. Said contract or contracts shall be in accordance with the bids on approved plan and specifications for this project as set forth on the reverse side of this form and shall be awarded as follows:

General construction: To \$
Mechanical work: To \$
Electrical work: To \$
Total \$

The over-all cost of this project and of the various items thereof are indicated on the reverse side of this form. State and local district participation in financing the cost of the project on the basis of bids received shall be as described below:

	<i>Architect's Estimate of Cost</i>	<i>Total Cost of Project</i>	<i>Total Commitment by Agencies</i>
Local district funds for:			
Matching%	\$	\$	\$
Ineligible items and/or excess area
Excess of ceiling cost
State funds for:			
Matching%
Other funds:
Total Cost of Project	\$	\$	\$

State funds will be applied in payment of construction costs, architects' fees, and sales taxes only. Payments will be made on architects' certification of work completed and in conformity with the procedures stated on the reverse side of this form. A sum equal to 15 per cent of each contractor's estimate shall be retained until the aggregate of such previous estimates equals or exceeds \$200,000; thereafter but 10 per cent shall be retained on each contractor's estimate pending completion of the project and receipt from the State Tax Commission and Department of Labor and Industries of notice that all State taxes and premiums have been paid in full. All other funds required to finance the project shall be provided by the local school district.

Copies of contracts must be sent to the Superintendent of Public Instruction immediately after the contracts have been signed by the parties thereto. Said contracts must state the date of the contract and give the complete address of the contractor. The amount of tax-exempt work must be stipulated in each contract.

Date

PEARL A. WANAMAKER
Superintendent of Public Instruction
STATE OF WASHINGTON

Analysis of Bids Upon Which Contracts Are To Be Awarded

General Construction:

Basic bid \$.....

Additions and/or deductions:

..... \$.....

.....

.....

Total \$.....

Mechanical Work:

Basic bid \$.....

Additions and/or deductions:

..... \$.....

.....

.....

Total \$.....

Electrical Work:

Basic bid \$.....

Additions and/or deductions:

..... \$.....

.....

.....

Total \$.....

Total Cost of Project

Construction cost \$.....

Architect's fee at..... per cent.

Sales tax (computed on taxable items in the amount of \$.....)

Tax-exempt items:

General Construction \$.....

Mechanical Work

Electrical Work

Total Cost of Project \$.....

**Procedures Governing Payment of Funds Allotted to School Districts Pursuant
To the Provisions of Chapter 3, Laws of 1955 Extraordinary Session**

1. The claimant must sign and deliver to the board of directors of the school district three copies of the **State voucher form furnished for the purpose** after having entered thereon or attached thereto a statement clearly describing the nature of his claim and showing the amount thereof. If claimant is a contractor, the architect's certification of work completed must be attached to each copy of the voucher.
2. School district authorities, the chairman or secretary of the board and the superintendent, must sign all

FORM B-8a
 STATE OF WASHINGTON
 SUPERINTENDENT OF PUBLIC INSTRUCTION
 OLYMPIA

Project No.

Approval of Revised Project Costs and/or Financing

To:

.....

.....

Increase } of \$ is hereby made by the State Board of Education at the direction of
 Decrease }
 the School Emergency Construction Commission in the allotment of State funds to the above-named school district to be applied in the financing of the following building project:

Approval is hereby given to the Board of Directors of the above-named school district for the following project revisions:

- 1. Change in plan and specifications of the above-described school building project as set forth on reverse side of this form.
- 2. Increase } in the contract sum or sums for the above-described school building project
 Decrease } in accordance with the architect's certified statement and in amount or amounts as set forth on reverse side of this form.
- 3.

The overall cost of the project after revisions is as follows:

Construction cost \$.....

Architect's fee at per cent.

Sales tax (computed on taxable items in the amount of \$.....)

Tax exempt items:
 General Construction \$.....
 Mechanical Work... ..
 Electrical Work.....

Total Cost of Project..... \$.....

State and local participation in financing the cost of the project as revised shall be as follows:

Local district funds for:	<i>Previous Allotment</i>	<i>Allotment After Adjustment</i>	<i>Total Commitment by Agencies</i>
Matching%	\$.....	\$.....	\$.....
Ineligible items and/or excess area
Excess of ceiling cost.....
State funds for:			
Matching%
Other funds:			
.....
Total Cost of Project.....	\$.....	\$.....	\$.....

Payments under this authorization are subject to the same regulations as described on the Form B-8 previously issued to the above-named school district.

Date.....

PEARL A. WANAMAKER
 Superintendent of Public Instruction
 State of Washington

CHANGES

General Construction—

Changes:

Contractor..... Amount of contract prior to
revision \$.....
..... INCREASE } due to changes in plan
..... DECREASE } and specifications \$.....
..... NET AMOUNT OF CONTRACT including
revision \$.....

Mechanical Work—

Changes:

Contractor..... Amount of contract prior to
revision \$.....
..... INCREASE } due to changes in plan
..... DECREASE } and specifications \$.....
..... NET AMOUNT OF CONTRACT including
revision \$.....

Electrical Work—

Changes:

Contractor..... Amount of contract prior to
revision \$.....
..... INCREASE } due to changes in plan
..... DECREASE } and specifications \$.....
..... NET AMOUNT OF CONTRACT including
revision \$.....

APPENDIX G

State of Washington
SUPERINTENDENT OF PUBLIC INSTRUCTION
Olympia

96

October, 1954

GENERAL INFORMATION CONCERNING PAYMENT OF CLAIMS FROM SCHOOL
EMERGENCY CONSTRUCTION FUND ON SCHOOL CONSTRUCTION PROJECTS
COOPERATIVELY FINANCED BY LOCAL SCHOOL DISTRICT AND STATE
FUNDS UNDER CHAPTER 7, LAWS OF 1953, EXTRAORDINARY SESSION

Disbursement of Local Funds

1. Order of Disbursement of Local School District and State Funds

Payments to contractors and architects on all school construction projects cooperatively financed by local school district and State funds will be made as follows:

- a. Payments will be made by the local school district on all claims submitted until such time as the total amount of local school district funds obligated by the district for its share of the cost of the construction have been expended.
- b. When local funds as above described have been fully expended, all subsequent claims shall be paid from State funds committed by the State for its share of the cost of the construction.

2. Change Orders

All change orders on contracts for the construction of school building projects approved by the State Board of Education for State assistance must be financed entirely by local district funds. Change orders need not be approved by the Office of the Superintendent of Public Instruction unless the proposed changes affect in any way the quality, efficiency or proposed use of the building. However, copies of all change orders should be submitted to the Superintendent of Public Instruction in order that a complete file can be maintained for each project. Since changes often are unavoidable, it is recommended that the local school authorities provide for such contingencies by setting aside funds for this purpose.

A sum equal to 15 per cent of each contractor's estimate shall be retained until the aggregate of such previous estimates equals or exceeds \$200,000; thereafter but 10 per cent shall be retained on each contractor's estimate. (See attached copy of sec. 1, Chapter 166, Laws of 1921.)

4. Notification of Local District Payments

At the time of each payment by the local school district to contractors and architects, notification of the payment shall be sent to the Superintendent of Public Instruction. (Forms for this purpose will be provided by the State Superintendent.)

Disbursement of State Funds

Expenditure of State funds, committed by the State for its share of the cost of the project, will be made at such time as local school district funds, obligated by the district for its share of the cost of the project, have been fully expended.

1. Certification of Local Funds Expended

- a. Second- and third-class school districts shall submit to the Superintendent of Public Instruction the county auditor's certified statement of expenditures from local district funds, which shall include all payments to each contractor and architect.
- b. First-class school districts shall submit a statement as described above, certified to by the designated local school district officer.

2. Monthly Payment Procedures

The original and one copy of the following documents are to be sent to the Superintendent of Public Instruction, Olympia, Washington:

- a. State voucher.
- b. Architect's certificate.
- c. Contractor's itemized estimate.
- d. Affidavit of wages paid.

The above documents should be submitted at the earliest possible date after the first of each month for the preceding month, in order to avoid delay in processing applications for payment.

Vouchers should be prepared in accordance with attached sample form. Vouchers, contractor's estimates, architect's certificates and affidavits of wages paid should be prepared in triplicate. (Original and duplicate copies will be sent to the State Superintendent of Public Instruction; the third copies may be retained for school district files.) All copies of State voucher must be signed by the claimant. (Sign in space "Sign Here.") All copies of State voucher must be certified to by school district authorities--secretary or chairman of board and superintendent.

State voucher forms will be provided by the Superintendent of Public Instruction.

3. Final Payment Procedure

The original and one copy of the following documents shall be submitted to the Superintendent of Public Instruction at time of filing applications for final payment on each contract:

- a. State voucher.
- b. Contractor's final estimate.
- c. Architect's final certificate.
- d. Architect's letter of inspection and acceptance of satisfactory completion of work performed by the contractor. (Separate letters are to be written for each contractor. Both copies of each letter must be signed by the architect.)
- e. Letter of acceptance by the school board. (Both copies of such letter must be signed by members of school board or must be certified to by the secretary or chairman of the board.)
- f. Affidavit of Wages Paid.

All of the above documents are to be forwarded to the Superintendent of Public Instruction at the earliest possible date following date of official acceptance of the building by the local school board. Upon receipt of the above-mentioned documents, the Superintendent of Public Instruction will notify the State Tax Commission and Department of Labor and Industries as to the completion of each construction contract.

- g. Certification by county auditor and by school district that no liens have been filed. If liens have been filed, a certified list of all valid liens must be submitted.

Above-described certification to be prepared and forwarded to the Superintendent of Public Instruction at the earliest possible

date after 30 days have elapsed following date of official acceptance of the building by the school board.

4. Disposition of State Warrants

State warrants must be drawn payable to the claimant named in the contract and will be mailed direct to claimant. However, upon request, warrants may be sent direct to the local school district for disposition. The State Auditor does not recognize assignments.

All final payment warrants are to be sent direct to the school district for disposition.

5. Contract Documents

A signed copy of each construction contract must be forwarded to the Superintendent of Public Instruction following the award of each such contract.

85221

10320. CONTRACTS--RESERVE FUND--
LIEN FOR LABOR OR SUPPLIES

That contracts for public improvements or work by the state, or any county, city, town, district, board, or other public body, shall provide, and there shall be reserved from the moneys earned by the contractor on estimates during the progress of the improvement or work, a sum equal to fifteen per cent (15%) of such estimates, said sum to be retained by the state, county, city, town, district, board, or other public body, as a trust fund for the protection and payment of any person or persons, mechanic, subcontractor or materialman who shall perform any labor upon such contract or the doing of said work, and all persons who shall supply such person or persons or subcontractors with provisions and supplies for the carrying on of such work. Said fund shall be retained for a period of thirty (30) days following the final acceptance of said improvement or work as completed, and every person performing labor or furnishing supplies towards the completion of said improvement or work shall have a lien upon said fund so reserved, provided such notice of the lien of such claimant shall be given in the manner and within the time provided in section 1161 of this Code as now existing and in accordance with any amendments that may hereafter be made thereto: Provided, however, that where in any improvement or work the contract price shall exceed two hundred thousand dollars (\$200,000), but ten per cent (10%) shall be reserved on estimates in excess of said sum or where the aggregate of previous estimates equals or exceeds said amount. The provisions of this act shall be deemed exclusive and shall supersede all provisions and regulations in conflict herewith. (L. '21, p. 657, #1)

AFFIDAVIT OF WAGES PAID

Project No. _____

State of Washington)) ss
County of _____)

In compliance with Chapter 63, Laws of 1945, under penalty of perjury I _____ certify that the following rate of hourly wage has been paid each classification of laborer, workman, or mechanic employed, to wit:

CLASSIFICATION OF LABOR	RATE OF HOURLY PAY	CLASSIFICATION OF LABOR	RATE OF HOURLY PAY

That no laborer, workman, or mechanic employed by me upon the _____ public work project has been paid less than the prevailing rate of wages as defined in Chapter 63, Laws of 1945, or less than the minimum rate of wages specified in the contract.

I further certify that I have read the above statement and certificate, and know the contents hereof, and that the same is true to my knowledge.

(Sign here) _____
Contractor or Subcontractor

Subscribed and sworn to me this _____ day of _____

19 _____ A.D.

Notary Public or Deputy County Auditor

STATE OF WASHINGTON
STATE BOARD OF EDUCATION

DUPLICATE

200 Old Capitol Building
OLYMPIA, WASHINGTON

SAMPLE
(Initial Payment) 102

Use this voucher in presenting claims to be paid from State funds allotted to school districts for building construction.

Claimant XYZ Construction Company
Address 5000 Main Street
City Olympia State Washington

Project No. _____
School Dist. _____
(Name) (No.)
County _____

	<u>CONTRACT AMOUNT</u>	<u>PREVIOUS ESTIMATES</u>	<u>THIS ESTIMATE</u>	<u>UNPAID BALANCE</u>
Original Contract	100,000.00	- - - - -	25,000.00	75,000.00
3-1/3% Sales Tax	<u>3,333.33</u>	<u>- - - - -</u>	<u>833.33</u>	<u>2,500.00</u>
	103,333.33	- - - - -	25,833.33	77,500.00
15% Retainage	<u>- - - - -</u>	<u>- - - - -</u>	<u>3,875.00</u>	<u>3,875.00</u>
Total Obligation.....	103,333.33			
Previous Payments.....	- - - - -			
TO BE PAID BY STATE THIS VOUCHER.....			21,958.33	21,958.33
Unpaid Balance.....			81,375.00	

SAMPLE

I, (We), the undersigned, do hereby certify that the above claim of \$ 21,958.33, is correct; that the materials or services have been received and are properly chargeable to Project No. _____

(Secretary or chairman)

(Superintendent)

Warrant No. _____
I, the undersigned, do hereby certify under penalty of perjury, that the material furnished, service rendered, expense incurred, or other item of indebtedness as charged on the foregoing bill is a true and correct charge against the State of Washington; that the claim is just and due; that no part of same has been paid and that I am authorized to sign for the payee.
Subscribed this _____ day of _____, 195____, at _____ Wash.
SIGN HERE _____
(Title)
For XYZ CONSTRUCTION COMPANY
(Corporation or firm—Please type plainly)

Total \$ _____
Corrected \$ _____
Approved and allowed in the above amount or as corrected.
Date _____
Deputy State Auditor.

PAID FOR \$ _____
AVAILABLE TO THE APPROPRIATION

I certify that I have examined properly executed documents evidencing that the above specified materials or services have been received; and that this claim is authorized.

State Superintendent of Public Instruction.

ACCOUNTS—

Total Amount
Primary
Accounts

75. Specific purposes..... \$.....

AUDITOR'S OFFICE

Warrant No.

Amount \$

To

Account of Appropriation for

LAW GOVERNING STATE AUDITOR AS TO VOUCHERS

Sec. 5512, Rem. Comp. Stat.; Sec. 6618, Pierce's Code, provide that all state officers and persons charged with the disbursement of public moneys shall take fully itemized vouchers for such disbursements in duplicate, one to be filed with the State Auditor and the other to be retained by the officer making the disbursement. Said vouchers to contain a certificate by the disbursing officer certifying on honor that the material, labor or service has been actually delivered, rendered or performed.

Chap. 77, Laws 1945: It shall not be necessary, in filing any claim for services, materials or merchandise furnished the State of Washington or any of its political subdivisions that the claim shall be signed and sworn to before a notary public: *Provided*, That no such claim shall be filed or paid unless the claimant shall sign a statement that the services, materials or merchandise has been furnished and that the claim is just, due and unpaid. Any person signing such statement which is false or untrue shall be deemed guilty of second degree perjury.

IMPORTANT INSTRUCTIONS

Make your claim on this form.

Prepare in triplicate.

Vouchers must show in detail nature and amount of claim.

Supporting data should be supplied in triplicate.

Claimant must sign three copies of voucher.

Vouchers must be certified by school district authorities—Secretary or Chairman of Board and Superintendent.

Original and one copy of properly executed voucher should be sent to Superintendent of Public Instruction, Olympia, Washington.

STATE OF WASHINGTON
STATE BOARD OF EDUCATION

S A M P L E

DUPLICATE

200 Old Capitol Building
OLYMPIA, WASHINGTON

(Following Payment) 103

Use this voucher in presenting claims to be paid from State funds allotted to school districts for building construction.

Claimant XYZ Construction Company
Address 5000 Main Street
City Olympia State Washington

Project No. _____
School Dist. _____ (Name) (No.)
County _____

	<u>CONTRACT AMOUNT</u>	<u>PREVIOUS ESTIMATES</u>	<u>THIS ESTIMATE</u>	<u>UNPAID BALANCE</u>
Original Contract	100,000.00	25,000.00	25,000.00	50,000.00
3-1/3% Sales Tax	<u>3,333.33</u>	<u>833.33</u>	<u>833.33</u>	<u>1,666.67</u>
	103,333.33	25,833.33	25,833.33	51,666.67
15% Retainage	<u>-----</u>	<u>3,875.00</u>	<u>3,875.00</u>	<u>7,750.00</u>
Total Obligation.....	103,333.33			
Previous Payments.....		21,958.33		
TO BE PAID BY STATE THIS VOUCHER.....			21,958.33	
Unpaid Balance.....				59,416.67

21,958 33

S A M P L E

21,958.33

I, (We), the undersigned, do hereby certify that the above claim of \$ _____, is correct; that the materials or services have been received and are properly chargeable to Project No. _____

(Secretary or chairman)

(Superintendent)

Warrant No. _____

I, the undersigned, do hereby certify under penalty of perjury, that the material furnished, service rendered, expense incurred, or other item of indebtedness as charged the foregoing bill is a true and correct charge against the State of Washington; that the claim is just and due; that no part of same has been paid and that I am authorized to sign for the payee.

Total \$ _____

Corrected \$ _____

Approved and allowed in the above amount or as corrected.

Subscribed this _____ day of _____, 195____, at _____ Wash.

Date _____

SIGN HERE _____ (Title)

XYZ CONSTRUCTION COMPANY

For _____
(Corporation or firm—Please type plainly)

Deputy State Auditor.

APPROVED FOR \$ _____
CHARGEABLE TO THE APPROPRIATION

I certify that I have examined properly executed documents evidencing that the above specified materials or services have been received; and that this claim is authorized.

State Superintendent of Public Instruction.

ACCOUNTS—

Total Amount
Primary
Accounts

75. Specific purposes..... \$.....

AUDITOR'S OFFICE

Warrant No.....

Amount \$.....

To.....

Account of Appropriation for

LAW GOVERNING STATE AUDITOR AS TO VOUCHERS

Sec. 5512, Rem. Comp. Stat.; Sec. 6618, Pierce's Code, provide that all state officers and persons charged with the disbursement of public moneys shall take fully itemized vouchers for such disbursements in duplicate, one to be filed with the State Auditor and the other to be retained by the officer making the disbursement. Said vouchers to contain a certificate by the disbursing officer certifying on honor that the material, labor or service has been actually delivered, rendered or performed.

Chap. 77, Laws 1945: It shall not be necessary, in filing any claim for services, materials or merchandise furnished the State of Washington or any of its political subdivisions that the claim shall be signed and sworn to before a notary public: *Provided*, That no such claim shall be filed or paid unless the claimant shall sign a statement that the services, materials or merchandise has been furnished and that the claim is just, due and unpaid. Any person signing such statement which is false or untrue shall be deemed guilty of second degree perjury.

IMPORTANT INSTRUCTIONS

- Make your claim on this form.
- Prepare in triplicate.
- Vouchers must show in detail nature and amount of claim.
- Supporting data should be supplied in triplicate.
- Claimant must sign three copies of voucher.
- Vouchers must be certified by school district authorities—Secretary or Chairman of Board and Superintendent.
- Original and one copy of properly executed voucher should be sent to Superintendent of Public Instruction, Olympia, Washington.

STATE OF WASHINGTON
STATE BOARD OF EDUCATION

S A M P L E

DUPLICATE

200 Old Capitol Building (With Tax-Exempt Items)
OLYMPIA, WASHINGTON

104

Use this voucher in presenting claims to be paid from State funds allotted to school districts for building construction.

Claimant XYZ Construction Company
Address 5000 Main Street
City Olympia State Washington

Project No. _____
School Dist. _____ (Name) (No.)
County _____

	<u>CONTRACT AMOUNT</u>	<u>PREVIOUS ESTIMATES</u>	<u>THIS ESTIMATE</u>	<u>UNPAID BALANCE</u>	
Original Contract	100,000.00	25,000.00	25,000.00	50,000.00	
3-1/3% Sales Tax	*3,166.67	**800.00	***766.67	1,600.00	
	<u>103,166.67</u>	<u>25,800.00</u>	<u>25,766.67</u>	<u>51,600.00</u>	
15% Retainage	- - - -	<u>3,870.00</u>	<u>3,865.00</u>	<u>7,735.00</u>	
Total Obligation.....	103,166.67				
Previous Payments.....		21,930.00			
TO BE PAID BY STATE THIS VOUCHER.....			21,901.67		21,901 67
Unpaid Balance.....				59,335.00	

*5,000.00 Tax-Exempt Total Contract
**1,000.00 Tax-Exempt Previous Estimates
***2,000.00 Tax-Exempt This Estimate

21,901.67

I, (We), the undersigned, do hereby certify that the above claim of \$..... is correct; that the materials or services have been received and are properly chargeable to Project No.....


.....
(Secretary or chairman)

.....
(Superintendent)

Warrant No.

I, the undersigned, do hereby certify under penalty of perjury, that the material furnished, service rendered, expense incurred, or other item of indebtedness as charged on the foregoing bill is a true and correct charge against the State of Washington; that the claim is just and due; that no part of same has been paid and that I am authorized to sign for the payee.

Subscribed this.....day of....., 195....., at.....Wash.

SIGN HERE 
(Title)
XYZ CONSTRUCTION COMPANY
For.....
(Corporation or firm—Please type plainly)

Total \$.....

Corrected \$.....

Approved and allowed in the above amount or as corrected.

Date.....

.....
Deputy State Auditor.

APPROVED FOR \$.....
CHARGEABLE TO THE APPROPRIATION

I certify that I have examined properly executed documents evidencing that the above specified materials or services have been received; and that this claim is authorized.

S A M P L E

ACCOUNTS—

Total Amount
Primary
Accounts

75. Specific purposes..... \$.....

AUDITOR'S OFFICE

Warrant No.....

Amount \$.....

To.....

Account of Appropriation for

LAW GOVERNING STATE AUDITOR AS TO VOUCHERS

Sec. 5512, Rem. Comp. Stat.; Sec. 6618, Pierce's Code, provide that all state officers and persons charged with the disbursement of public moneys shall take fully itemized vouchers for such disbursements in duplicate, one to be filed with the State Auditor and the other to be retained by the officer making the disbursement. Said vouchers to contain a certificate by the disbursing officer certifying on honor that the material, labor or service has been actually delivered, rendered or performed.

Chap. 77, Laws 1945: It shall not be necessary, in filing any claim for services, materials or merchandise furnished the State of Washington or any of its political subdivisions that the claim shall be signed and sworn to before a notary public: *Provided*, That no such claim shall be filed or paid unless the claimant shall sign a statement that the services, materials or merchandise has been furnished and that the claim is just, due and unpaid. Any person signing such statement which is false or untrue shall be deemed guilty of second degree perjury.

IMPORTANT INSTRUCTIONS

Make your claim on this form.

Prepare in triplicate.

Vouchers must show in detail nature and amount of claim.

Supporting data should be supplied in triplicate.

Claimant must sign three copies of voucher.

Vouchers must be certified by school district authorities—Secretary or Chairman of Board and Superintendent.

Original and one copy of properly executed voucher should be sent to Superintendent of Public Instruction, Olympia, Washington.

STATE OF WASHINGTON
STATE BOARD OF EDUCATION

S A M P L E

DUPLICATE

200 Old Capitol Building
OLYMPIA, WASHINGTON

(Split Payment)

105

Use this voucher in presenting claims to be paid from State funds allotted to school districts for building construction.

Claimant XYZ Construction Company
Address 5000 Main Street
City Olympia State Washington

Project No. _____
School Dist. _____ (Name) (No.)
County _____

	<u>CONTRACT AMOUNT</u>	<u>PREVIOUS ESTIMATES</u>	<u>THIS ESTIMATE</u>	<u>UNPAID BALANCE</u>	
Original Contract	100,000.00	25,000.00	25,000.00	50,000.00	
3-1/3% Sales Tax	3,333.33	833.33	833.33	1,666.67	
	<u>103,333.33</u>	<u>25,833.33</u>	<u>25,833.33</u>	<u>51,666.67</u>	
15% Retainage	- - - -	3,875.00	3,875.00	7,750.00	
Total Obligation.....	103,333.33				
Previous Payments.....		21,958.33			
Amount Due This Estimate.....			21,958.33		
To Be Paid By School District.....			<u>10,000.00</u>		
TO BE PAID BY STATE THIS VOUCHER.....			11,958.33		11,958 33
Unpaid Balance.....				59,416.67	

S A M P L E

11,958.33

I, (We), the undersigned, do hereby certify that the above claim of \$ _____ is correct; that the materials or services have been received and are properly chargeable to Project No. _____

(Secretary or chairman)

(Superintendent)

Warrant No. _____

I, the undersigned, do hereby certify under penalty of perjury, that the material furnished, service rendered, expense incurred, or other item of indebtedness as charged on the foregoing bill is a true and correct charge against the State of Washington; that the claim is just and due; that no part of same has been paid and that I am authorized to sign for the payee.

Subscribed this _____ day of _____, 195____, at _____ Wash.

SIGN HERE  _____ (Title)
XYZ CONSTRUCTION COMPANY
For _____ (Corporation or firm—Please type plainly)

Total \$ _____

Corrected \$ _____

Approved and allowed in the above amount or as corrected.

Date _____

Deputy State Auditor.

MOVED FOR \$ _____
CHARGEABLE TO THE APPROPRIATION

I certify that I have examined properly executed documents evidencing that the above specified materials or services have been received; and that this claim is authorized.

State Superintendent of Public Instruction.

ACCOUNTS—

Total Amount
Primary
Accounts

75. Specific purposes..... \$.....

AUDITOR'S OFFICE

Warrant No.....

Amount \$.....

To.....

Account of Appropriation for

LAW GOVERNING STATE AUDITOR AS TO VOUCHERS

Sec. 5512, Rem. Comp. Stat.; Sec. 6618, Pierce's Code, provide that all state officers and persons charged with the disbursement of public moneys shall take fully itemized vouchers for such disbursements in duplicate, one to be filed with the State Auditor and the other to be retained by the officer making the disbursement. Said vouchers to contain a certificate by the disbursing officer certifying on honor that the material, labor or service has been actually delivered, rendered or performed.

Chap. 77, Laws 1945: It shall not be necessary, in filing any claim for services, materials or merchandise furnished the State of Washington or any of its political subdivisions that the claim shall be signed and sworn to before a notary public: *Provided*, That no such claim shall be filed or paid unless the claimant shall sign a statement that the services, materials or merchandise has been furnished and that the claim is just, due and unpaid. Any person signing such statement which is false or untrue shall be deemed guilty of second degree perjury.

IMPORTANT INSTRUCTIONS

Make your claim on this form.

Prepare in triplicate.

Vouchers must show in detail nature and amount of claim.

Supporting data should be supplied in triplicate.

Claimant must sign three copies of voucher.

Vouchers must be certified by school district authorities—Secretary or Chairman of Board and Superintendent.

Original and one copy of properly executed voucher should be sent to Superintendent of Public Instruction, Olympia, Washington.

STATE OF WASHINGTON
STATE BOARD OF EDUCATION

S A M P L E

DUPLICATE

200 Old Capitol Building (With Additions or Deductions)
OLYMPIA, WASHINGTON 106

Use this voucher in presenting claims to be paid from State funds allotted to school districts for building construction.

Claimant XYZ Construction Company
Address 5000 Main Street
Olympia Washington
City State

Project No. _____
School Dist. _____ (Name) (No.)
County _____

	<u>CONTRACT</u> <u>AMOUNT</u>	<u>PREVIOUS</u> <u>ESTIMATES</u>	<u>THIS</u> <u>ESTIMATE</u>	<u>UNPAID</u> <u>BALANCE</u>
Original Contract	100,000.00			
Additions	<u>2,000.00</u>			
Total Contract	102,000.00	25,000.00	25,000.00	52,000.00
3-1/3% Sales Tax	<u>3,400.00</u>	<u>833.33</u>	<u>833.33</u>	<u>1,733.34</u>
	105,400.00	25,833.33	25,833.33	53,733.34
15% Retainage	- - - -	<u>3,875.00</u>	<u>3,875.00</u>	<u>7,750.00</u>
Total Obligation.....	105,400.00			
Previous Payments.....		21,958.33		
TO BE PAID BY STATE THIS VOUCHER			21,958.33	21,958.33
Unpaid Balance.....				61,483.34

S A M P L E

21,958.33

I, (We), the undersigned, do hereby certify that the above claim of \$....., is correct; that the materials or services have been received and are properly chargeable to Project No.....


(Secretary or chairman)

(Superintendent)

Warrant No.....

I, the undersigned, do hereby certify under penalty of perjury, that the material furnished, service rendered, expense incurred, or other item of indebtedness as charged on the foregoing bill is a true and correct charge against the State of Washington; that the claim is just and due; that no part of same has been paid and that I am authorized to sign for the payee.

Subscribed this.....day of....., 195....., at.....Wash.

SIGN HERE ..... (Title)

For..... (Corporation or firm—Please type plainly)

Total \$.....

Corrected \$.....

Approved and allowed in the above amount or as corrected.

Date.....

Deputy State Auditor.

APPROVED FOR \$.....
CHARGEABLE TO THE APPROPRIATION

I certify that I have examined properly executed documents evidencing that the above specified materials or services have been received; and that this claim is authorized.

State Superintendent of Public Instruction.

ACCOUNTS—

Total Amount
Primary
Accounts

75. Specific purposes..... \$

AUDITOR'S OFFICE

Warrant No.....

Amount \$

To.....

Account of Appropriation for

LAW GOVERNING STATE AUDITOR AS TO VOUCHERS

Sec. 5512, Rem. Comp. Stat.; Sec. 6618, Pierce's Code, provide that all state officers and persons charged with the disbursement of public moneys shall take fully itemized vouchers for such disbursements in duplicate, one to be filed with the State Auditor and the other, to be retained by the officer making the disbursement. Said vouchers to contain a certificate by the disbursing officer certifying on honor that the material, labor or service has been actually delivered, rendered or performed.

Chap. 77, Laws 1945: It shall not be necessary, in filing any claim for services, materials or merchandise furnished the State of Washington or any of its political subdivisions that the claim shall be signed and sworn to before a notary public: *Provided*, That no such claim shall be filed or paid unless the claimant shall sign a statement that the services, materials or merchandise has been furnished and that the claim is just, due and unpaid. Any person signing such statement which is false or untrue shall be deemed guilty of second degree perjury.

IMPORTANT INSTRUCTIONS

Make your claim on this form.

Prepare in triplicate.

Vouchers must show in detail nature and amount of claim.

Supporting data should be supplied in triplicate.

Claimant must sign three copies of voucher.

Vouchers must be certified by school district authorities—Secretary or Chairman of Board and Superintendent.

Original and one copy of properly executed voucher should be sent to Superintendent of Public Instruction, Olympia, Washington.

STATE OF WASHINGTON
STATE BOARD OF EDUCATION

200 Old Capitol Building
OLYMPIA, WASHINGTON

A M P L E

DUPLICATE

(Final Payment)

107

Use this voucher in presenting claims to be paid from State funds allotted to school districts for building construction.

XYZ Construction Company
Claimant
5000 Main Street
Address
Olympia Washington
City State

Project No.
School Dist. (Name) (No.)
County

	<u>CONTRACT AMOUNT</u>	<u>PREVIOUS ESTIMATES</u>	<u>THIS ESTIMATE</u>	<u>UNPAID BALANCE</u>
Original Contract	100,000.00			
Additions	2,000.00			
Total Contract	102,000.00	102,000.00	- - - - -	- - - - -
3-1/3% Sales Tax	3,400.00	3,400.00	- - - - -	- - - - -
	105,400.00	105,400.00	- - - - -	- - - - -
15% Retainage	- - - - -	15,810.00	15,810.00	- - - - -
Total Obligation.....	105,400.00			
Previous Payments.....	89,590.00			
TO BE PAID BY STATE THIS VOUCHER.....	15,810.00			15,810 00
Unpaid Balances.....	- - - - -			

S A M P L E

15,810.00

I, (We), the undersigned, do hereby certify that the above claim of \$....., is correct; that the materials or services have been received and are properly chargeable to Project No.....

(Secretary or chairman)

(Superintendent)

Warrant No.....

I, the undersigned, do hereby certify under penalty of perjury, that the material furnished, service rendered, expense incurred, or other item of indebtedness as charged on the foregoing bill is a true and correct charge against the State of Washington; that the claim is just and due; that no part of same has been paid and that I am authorized to sign for the payee.

Subscribed this.....day of....., 195....., at.....Wash.

SIGN HERE .....
XYZ CONSTRUCTION COMPANY (Title)
For.....
(Corporation or firm—Please type plainly)

Total \$.....

Corrected \$.....

Approved and allowed in the above amount or as corrected.

Date.....

Deputy State Auditor.

APPROVED FOR \$.....
CHARGEABLE TO THE APPROPRIATION

I certify that I have examined properly executed documents evidencing that the above specified materials or services have been received; and that this claim is authorized.

State Superintendent of Public Instruction.

ACCOUNTS—

Total Amount
Primary
Accounts

75. Specific purposes..... \$.....

AUDITOR'S OFFICE

Warrant No.....

Amount \$.....

To.....

Account of Appropriation for

LAW GOVERNING STATE AUDITOR AS TO VOUCHERS

Sec. 5512, Rem. Comp. Stat.; Sec. 6618, Pierce's Code, provide that all state officers and persons charged with the disbursement of public moneys shall take fully itemized vouchers for such disbursements in duplicate, one to be filed with the State Auditor and the other to be retained by the officer making the disbursement. Said vouchers to contain a certificate by the disbursing officer certifying on honor that the material, labor or service has been actually delivered, rendered or performed.

Chap. 77, Laws 1945: It shall not be necessary, in filing any claim for services, materials or merchandise furnished the State of Washington or any of its political subdivisions that the claim shall be signed and sworn to before a notary public: *Provided*, That no such claim shall be filed or paid unless the claimant shall sign a statement that the services, materials or merchandise has been furnished and that the claim is just, due and unpaid. Any person signing such statement which is false or untrue shall be deemed guilty of second degree perjury.

IMPORTANT INSTRUCTIONS

Make your claim on this form.

Prepare in triplicate.

Vouchers must show in detail nature and amount of claim.

Supporting data should be supplied in triplicate,

Claimant must sign three copies of voucher.

Vouchers must be certified by school district authorities—Secretary or Chairman of Board and Superintendent.

Original and one copy of properly executed voucher should be sent to Superintendent of Public Instruction, Olympia, Washington.

APPENDIX H

By Senators Hess, Washington
and Knoblauch.

SENATE BILL NO. 311

STATE OF WASHINGTON, THIRTY-FIFTH REGULAR SESSION.

A N A C T

Relating to education; providing funds for the construction of public school plant facilities; authorizing the issuance and sale of limited obligation bonds of the state and providing ways and means to pay said bonds; continuing the imposition of taxes; prescribing the powers and duties of certain officers; making an appropriation; and declaring an emergency.

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF WASHINGTON:

SECTION 1. For the purpose of furnishing funds for state assistance in providing public school plant facilities, there shall be issued and sold, at any time prior to April 1, 1961, limited obligation bonds of the state of Washington in the sum of fifty-two million dollars to be paid and discharged not more than thirty years after the date of issuance. The issuance, sale, and retirement of said bonds shall be under the general supervision and control of the state finance committee.

The state finance committee is authorized to prescribe the forms of such bonds; the provisions of sale of all or any portion or portions of such bonds; the terms, provisions, and covenants of said bonds; and the sale, issuance, and redemption thereof. None of the bonds herein authorized shall be sold for less than the par value thereof, nor shall they bear interest at a rate in excess of four percent per annum. Such bonds shall state distinctly that they shall not be a general obligation of the state of Washington, but shall be payable in the manner and from the proceeds of motor vehicle excise taxes and excise taxes upon the sale, use, consumption, handling or distribution of cigarettes as in this act provided. As a part of the contract of sale of the aforesaid bonds, the state undertakes to continue to levy the taxes referred to herein and to fix and maintain said taxes in such amounts as will provide sufficient funds to pay said bonds and interest thereon until all such obligations have been paid in full.

The committee may provide that the bonds, or any of them, may be called prior to the maturity date thereof under such terms, conditions, and provisions as it may determine and may authorize the use of facsimile signatures in the issuance of such bonds and upon any coupons attached thereto. Such bonds shall be payable at such places as the state finance committee may provide.

SEC. 2. The proceeds from the sale of the bonds authorized herein shall be deposited in the public school building construction account of the general fund.

SEC. 3. The state finance committee shall, on or before June thirtieth of each year, certify to the state treasurer the amount needed in the ensuing twelve

months to meet interest payments on and retirement of bonds authorized by this act. The state treasurer shall thereupon deposit in the public school building bond redemption fund--1957, a fund hereby created in the state treasury as the depository for revenues provided by this act to meet interest payments on and retirement of bonds authorized by this act, the sum of two million two hundred fifty thousand dollars from that portion of receipts from the motor vehicle excise tax allocable to the state school equalization fund under RCW 82.44.150 which is not required to meet interest payments on and retirement of bonds heretofore issued. The amount certified to the state treasurer by the state finance committee as aforesaid shall be a first and prior charge, subject only to amounts previously pledged for the payment of interest on and retirement of bonds heretofore issued, against all motor vehicle excise tax revenues of the state allocable to the state equalization fund, which amounts so allocable shall never be less than seventy percent of said excise tax revenues. In addition, the state treasurer shall transfer to the bond redemption fund created by this act all revenues accruing to the public schools building bond redemption fund in conformity with the requirements of RCW 28.47.440 enacted by the 1955 legislature whenever such revenues from all sources during any one year exceed two million two hundred fifty thousand dollars, said sum being the amount required to be retained in the aforesaid public schools building bond redemption fund under the provisions of RCW 28.47.440. The amounts so deposited in and transferred to the bond redemption fund created by this act shall be devoted exclusively to the payment of interest on and to the retirement of bonds authorized by this act: PROVIDED, That whenever the receipts into said bond redemption fund from all sources during any one year exceed the amount needed during that year to meet interest payments on and retirement of bonds authorized by this act, all receipts above said amount shall be transferred by the state treasurer to the state general fund.

SEC. 4. The legislature may provide additional means for raising funds for the payment of the interest and principal of the bonds authorized by this act and this act shall not be deemed to provide an exclusive method for such payment. The power given to the legislature by this section is permissive and shall not be construed to constitute a pledge of the general credit of the state of Washington.

SEC. 5. The bonds herein authorized shall be fully negotiable instruments and shall be legal investment for all state funds or for funds under state control and all funds of municipal corporations, and shall be legal security for all state, county, and municipal deposits.

SEC. 6. The sum of fifty-two million dollars, or so much thereof as may be necessary, is appropriated from the public school building construction fund to the state finance committee to be expended by the committee for the payment of expenses incident to the sale and issuance of the bonds authorized herein and through allotments made to the state board of education at the direction of the state board of education for the purpose of carrying out the provision of this act: PROVIDED, That no part of the aforesaid fifty-two million dollars shall be allotted to a school district for the purpose aforesaid until such district has provided funds for school building construction purposes through the issuance of bonds or through the authorization of excess tax levies or both in an amount equivalent to ten percent of its taxable valuation plus such further amount as may be required by the state board of education: PROVIDED, FURTHER, That the state

board of education shall prescribe and make effective such rules and regulations as are necessary to equate insofar as possible the efforts made by school districts to provide capital funds by the means aforesaid.

SEC. 7. In allotting the state funds provided by this act, the state board of education shall:

(1) Prescribe rules and regulations governing the administration, control, terms, conditions, and disbursement of allotments to school districts to assist them in providing school plant facilities;

(2) Approve, whenever the board deems such action advisable, allotments to districts that apply for state assistance;

(3) Authorize the payment of approved allotments by warrant of the state auditor; and

(4) In the event that the amount of state assistance applied for pursuant to the provisions hereof exceeds the funds available for such assistance during any biennium, make allotments on the basis of the urgency of need for school facilities in the districts that apply for assistance or prorate allotments among such districts in conformity with procedures and regulations applicable thereto which shall be established by the board.

SEC. 8. Allocations to school districts of state funds provided by this act shall be made by the state board of education and the amount of state assistance to a school district in financing a school plant project shall be determined in the following manner:

(1) The board of directors of the district shall determine the total cost of the proposed project, which cost may include the cost of acquiring and preparing the site, the cost of constructing the building or of acquiring a building and preparing the same for school use, the cost of necessary equipment, taxes chargeable to the project, necessary architect's fees, and a reasonable amount for contingencies and for other necessary incidental expenses: PROVIDED, That the total cost of the project shall be subject to review and approval by the state board of education.

(2) The state board of education shall compute the ratio of the assessed valuation of the district, adjusted in accordance with the ratio of assessed valuation to actual valuation fixed by the state board of equalization for the county to which the district belongs, to the number of educational units approved for allotment to the district of current state school funds: PROVIDED, That this number of units may be increased by the state board of education for the use thereof specified in this act, upon the finding by said board that completion of the proposed project will provide facilities for additional units and that such additional units will be needed to serve the school population of the district.

(3) The ratio of the adjusted valuation of the district to the number of educational units thereof, computed in the manner hereinabove provided for, shall then be used in determining the percentage of state assistance for the district in accordance with the following table:

Ratio of adjusted valuation to number of educational units	Percentage of state assistance
\$10,520 or less to 1	90.0%
15,000 to 1	86.0
20,000 to 1	81.8
25,000 to 1	77.7
28,570 to 1	75.0
30,000 to 1	73.9
35,000 to 1	70.2
40,000 to 1	66.7
45,000 to 1	63.3
50,000 to 1	60.0
55,000 to 1	56.9
60,000 to 1	53.8
65,000 to 1	50.9
70,000 to 1	48.1
75,000 to 1	45.5
80,000 to 1	42.9
85,000 to 1	40.4
90,000 to 1	37.9
95,000 to 1	35.6
100,000 to 1	33.3
105,000 to 1	31.1
110,000 to 1	29.0
115,000 to 1	27.0
120,000 to 1	25.0
130,000 to 1	21.2
140,000 to 1	17.6
150,000 to 1	14.3
160,000 to 1	11.1
170,000 to 1	8.1
180,000 to 1	5.3
190,000 to 1	2.6
200,000 to 1

(4) The approved cost of the project determined in the manner herein prescribed times the percentage of state assistance derived as provided for herein shall be the amount of state assistance to the district for the financing of the project: PROVIDED, That need therefor has been established to the satisfaction of the state board of education: PROVIDED, FURTHER, That additional state assistance may be allowed if it is found by the state board of education that such assistance is necessary in order to meet (a) a school housing emergency resulting from the destruction of a school building by fire, the condemnation of a school building by properly constituted authorities, a sudden and excessive past or clearly foreseeable future increase in school population, or other conditions similarly emergent in nature; or (b) a special school housing burden imposed by virtue of the admission of nonresident students into educational programs established, maintained and operated in conformity with the requirements of law; or (c) a deficiency in the capital funds of the district resulting from financing, subsequent to

April 1, 1957, and without benefit of the state assistance provided by prior state assistance programs, the construction of a needed school building project or projects approved in conformity with the requirements of such programs, after having first applied for and been denied state assistance because of the inadequacy of state funds available for the purpose; or (d) conditions similar to those defined under (a), (b), and (c) hereinabove, creating a like emergency: PROVIDED FURTHER, That, in the event that federal assistance in an amount in excess of six million dollars is made available to the state of Washington to be allocated to school districts by the state board of education for public school construction purposes during the 1957-59 biennium, the minimum percentage of state assistance to any district eligible under provisions of this act shall not be less than fifteen percent.

SEC. 9. If a school district which has qualified for an allotment of state funds under the provisions of this act for school building construction is found by the state board of education to have a school housing emergency requiring an allotment of state funds in excess of the amount allocable under section 8 of this act, an additional allotment may be made to such district: PROVIDED, That the total amount allotted shall not exceed ninety percent of the total cost of the project which may include the cost of the site and equipment. At any time thereafter when the state board of education finds that the financial position of such school district has improved through an increase in its taxable valuation or through retirement of bonded indebtedness or through a reduction in school housing requirements or for any of these reasons, the amount of such additional allotment, or any part of such amount as the state board of education determines, shall be deducted, under terms and conditions prescribed by the board, from any state school building construction funds which might otherwise be provided to such district.

SEC. 10. In determining the eligibility of a union high school district for state assistance in providing high school facilities and facilities for the operation of thirteenth- and fourteenth-year programs authorized by RCW 28.84.120 through 28.84.150, the requirements of this act respecting the amount of funds to be provided by a school district in order to qualify for an allotment of state funds shall be deemed to have been met if the total amount of funds provided by the union high school district and by the elementary school district components thereof for school building construction purposes is equivalent to ten percent of the taxable valuation of the union high school district plus such further amount as may be required by the state board of education: PROVIDED, That nothing herein shall relieve any such school district from compliance with the provisions of section 8 of this act. For the purpose of providing funds for financing the construction and equipment of facilities of the type hereinbefore designated the board of directors of the union high school district and the board of directors of each elementary school district component thereof may submit to the voters of the district a proposal or proposals for providing capital funds through the issuance of bonds or through authorization of an excess tax levy. The proceeds of any such bond issue or excess tax levy shall be credited to the building fund of the union high school district and shall be expended to pay the cost of constructing and equipping facilities of the type aforesaid and not otherwise.

An elementary school district component of a union high school district shall be deemed to have met the requirements of this act, if such elementary school

district has provided funds for both union high school district and elementary school district construction purposes in an amount equivalent to ten percent of its taxable valuation plus such further amount as may be required by the state board of education.

SEC. 11. Whenever in the judgment of the state board of education economies may be effected without impairing the usefulness and adequacy of school buildings, said board may prescribe rules and regulations and establish procedures governing the preparation and use of modifiable basic or standard plans for school building construction projects for which state assistance funds provided by this act are allocated.

SEC. 12. If any section, paragraph, sentence, clause, phrase or word of this act should be held to be invalid or unconstitutional, such act shall not affect or impair the validity or constitutionality of any other section, paragraph, sentence, clause, phrase or word of this act. It is hereby declared that had any section, paragraph, sentence, clause, phrase or word as to which this act is declared invalid been eliminated from the act at the time the same was considered, the act would have nevertheless been enacted with such portions eliminated.

SEC. 13. This act is necessary for the immediate preservation of the public peace, health and safety, and for the support of state government and its existing public institutions, and shall take effect immediately.

APPENDIX I

U. S. DEPARTMENT OF
HEALTH, EDUCATION, AND WELFARE
Office of Education
Washington 25, D.C.

SCHOOL ASSISTANCE IN
FEDERALLY AFFECTED AREAS BULLETIN NO. 39 (Revised) August 10, 1956

TO: State Representatives for School Assistance
 in Federally Affected Areas

 Field Representatives, OE, School Assistance Program

 Prospective Applicants for School Construction Assistance
 in Federally Affected Areas under P.L. 815 (81st Cong.)
 as Amended During School Years 1956-57 and 1957-58

FROM: Rall I. Grigsby, Director, Division of School Assistance
 in Federally Affected Areas *Rall I. Grigsby*

SUBJECT: Preliminary Information for Prospective Applicants for
 Federal Assistance for School Construction in Federally
 Affected Areas under P.L. 815, as Amended by the 84th
 Congress, Approved August 3, 1956.

I. PURPOSE OF THE BULLETIN

Public Law 815 states that it is the policy of the United States Government to provide financial assistance to local educational agencies for the construction of minimum school facilities for the federally caused increases in school membership.

It is the purpose of this bulletin to explain to interested parties how the benefits of this Act can be obtained by eligible school districts; who may be eligible for assistance, where to apply, how to apply and the various provisions of the Act which govern eligibility.

II. PERIOD OF TIME TO WHICH P.L. 815 (84th Cong.) IS APPLICABLE

The Act which extends P.L. 815, as amended (Title III and Title IV) applies only to school districts in which Federal impacts will occur during the school year 1956-57 and the school year 1957-58. This means that after July 1, 1956, until June 30, 1958, in order for any new applications to be considered, complete new applications, Parts I and II must be filed.

III. WHO MAY BE ELIGIBLE FOR ASSISTANCE

A. Eligibility under Title III

A local educational agency providing elementary or secondary school education at public expense under public supervision and direction

and without tuition charge to parents, pursuant to the laws of the State in which such agency is located and in an area affected by Federal activities and any State agency which directly operates and maintains facilities for providing free public education or which has responsibility for the provision of such facilities may apply for Federal assistance under the Act, if the requirements of one or more of the following sections are met:

1. Under Section 305(a)(1) of the above-mentioned law an applicant may be eligible for payment with respect to children who reside on Federal property with a parent employed on Federal property, part or all of which is in the same State or within a reasonable commuting distance thereof, if all other conditions of such section are met and if the estimated number of such children who will be in membership in the applicant's schools at the close of the regular school year 1957-58 is at least 20 more than the estimated number of such children who were in average daily membership during the regular school year 1955-56 and such increase is at least 5% of all children in average daily membership at the applicant's schools during 1955-56.

(It should be noted that under the foregoing provision the children to be counted must both reside on Federal property and have a parent employed on Federal property.)

2. Under Section 305(a)(2) an applicant may be eligible with respect to children who reside on Federal property, or who reside with a parent employed on Federal property, part or all of which is situated in the State in which the applicant is situated or within reasonable commuting distance from the applicant, if all other conditions of such section are met, and if the estimated number of such children who will be in membership in the applicant's schools at the close of the regular school year 1957-58 is at least 20 more than the estimated number of such children who were in average daily membership during the regular school year 1955-56 and such increase is at least 5% of all children in average daily membership at the applicant's schools during 1955-56.

(It should be noted that to be eligible under this provision children must either reside on Federal property or reside with a parent employed on Federal property situated in the same State or within reasonable commuting distance thereof of the applicant district.)

3. Under Section 305(a)(3) an applicant may be eligible for payment with respect to children whose attendance results directly from activities of the United States (carried on either directly or through a contractor) if all other conditions of such section are met and if (a) the estimated number of such

children who will be in membership in the applicant's schools at the close of the regular school year 1957-58 is at least 20 more than the estimated number of such children who were in average daily membership during the regular school year 1955-56 and if such increase is at least 10% of all children in average daily attendance at the applicant's schools during 1955-56, (b) the construction of additional minimum school facilities for the number of children in such increase will, in the judgment of the Commissioner of Education, impose an undue financial burden on the taxing and borrowing authority of the educational agency, and (c) part or all of the applicant school district is located within an area declared eligible by the President. The law provides that areas may be declared eligible when the President finds that the area is one in which the construction, reactivation, or expansion of defense plants or military installations causes a substantial immigration of defense workers or military personnel for whose children minimum school facilities are not available. If the Presidential finding is not made within 90 days after receipt of the application it is to be presumed that the finding is in the affirmative.

(If two or more of the above provisions (1, 2, or 3) apply to a child, the applicant shall elect which of such provisions shall apply to such child. In other words he may count such children in whatever lower category will be the most advantageous.)

B. New Provisions under Section 305 made by P.L. 949

1. Children whose parents are employed by Flight Training Schools operated under contract with the Air Force on property owned by the State or a political sub-division thereof. Under the Act such children may be counted under Section 305(a)(1) or 305(a)(2), as children of parents residing or working on Federal property for the purposes of the Act because such schools are defined as Federal property.
2. Children of members of the Armed Forces assigned overseas or elsewhere. Under this provision a local educational agency may continue to count such children under Section 305(a)(1) or Section 305(a)(2) for eligibility and payment after their parents have ceased to be employed on Federal property in the same State or within a reasonable commuting distance of the school district by reason of their assignment overseas or elsewhere, so long as the children continue to reside in or near the district and the parent continues to be on active duty with the Armed Forces. Only children of parents who commenced their residence in or near such school while the parent was on active duty with the Armed Services may be

counted under this special provision of the Act. Such children should be reported in the applicable tables in the application as federally connected.

3. Children Residing in Housing that Changed from Federal to non-Federal Property. This amendment provides that children who live in Federal housing that is transferred to private ownership or relinquished to a local jurisdiction shall be removed from the count of federally connected children in the base year 1955-56 from which the increase for eligibility in the increase period is computed. The children so removed shall be counted as non-federally connected children in both the base year and for the increase period, and cannot be counted as an increase in federally connected children in determining eligibility.

C. Limitations under Section 305(a)(1), (2), and (3)

1. If the membership of the non-federally connected children in June 1958 is less than 107% of the average daily membership of such children in 1955-56, the amount of the difference must be deducted from the total number of all children for whom an applicant otherwise would be eligible under the above Sections 305(a)(1), (2), and (3).
2. No funds may be approved under Title III unless there is a need for minimum school facilities to house children deemed to be without school facilities at the close of the school year 1957-58 as determined by the provisions of the Act and regulations prescribed by the Commissioner of Education. This means that no funds may be allocated to any school district unless it has or will have unhoused pupils as of the end of such school year.

For purposes of Title III, the number of unhoused pupils is obtained by subtracting the total normal capacity of all available buildings from the estimated membership in June 1958.

In determining the normal capacity of "all available buildings" the Act provides that all existing usable buildings including any buildings for which funds have been previously set aside under P.L. 815 shall be considered as available. It also requires that the capacity of all buildings for which contracts have been let prior to the "date" on which the Commissioner establishes the filing date for applications with reference to which any application is filed, must be considered as available. Capacity of buildings contracted subsequent to the Commissioner's action with regard to the filing "date" will not be considered when the application is processed or approved for payment.

D. Where the Effect of Federal Activities will be Temporary

Section 309 enables the Commissioner to make available temporary school facilities to take care of federally affected attendance which

will be of a temporary duration only. Prospective applicants under this Section should consult with both the State Representative and the Office of Education Field Representative before filing an application. The same application forms and information required for applications under Section 305(a)(1), (2), and (3) will be used.

E. Where no Local or State Agency can Educate Children Living on Federal Property (In Most Cases Schools on Military Installations)

Section 310 authorizes the Commissioner to make arrangements for constructing or otherwise providing school facilities as necessary for children who reside on Federal property in those cases where no State or local tax revenues may be expended for free public education of such children or no local educational agency is able to provide suitable free public education for such children. Applications under this section should be submitted by the Federal agency in whose jurisdiction the property lies. Local educational agencies may not apply under this section. The application must originate with some Federal agency.

F. Eligibility under Title IV (In most cases children residing on Indian Lands)

1. Section 401

An applicant may be eligible under Section 401 for payment with respect to children who reside on Federal property, if all other conditions of such section are met and if--

a. Such children have not formed and will not form the basis for payments under other titles of this Act, and if the total number of such children represents a "substantial percentage" of the total number of children for whom free public education is provided. An application will be considered as meeting the "substantial percentage" requirement if -

(1) the estimated membership of the children who reside or will reside on Federal property as of June 1958, and whose membership in the applicant's school which has not formed and will not form the basis for payments under other sections of the Act, is in excess of 15 and is at least 10% of the total number of children for whom such agency is providing free public education at the time the application is submitted; or,

(2) the applicant is providing free public education for at least 100 or more children who reside on Indian lands outside of the applicant school district.

- b. The immunity of such Federal property to taxation by the applicant has created a substantial and continuing impairment of its ability to finance needed school facilities. (This provision may be waived if the applicant is providing free public education for children who reside on Indian lands located outside its school district.)
- c. Such applicant is making a reasonable tax effort and is exercising due diligence in availing itself of State and other financial assistance available for this purpose.
- d. Such agency does not have sufficient funds from all other sources to provide the needed minimum school facilities.

2. Limitations under Section 401, Title IV

The Commissioner may provide assistance for the construction of minimum facilities to a local educational agency which is providing or will provide free public education to children residing on Federal property if the local agency meets all of the criteria in the preceding paragraph, only to the extent that he estimates the cost of such assistance is attributable to children who reside on Federal property and which has not been or is not to be recovered by the agency from any other source, including payments by the United States under any other provisions of this Act or any other law.

IV. APPLICATION FORMS, WHERE TO PROCURE THEM

If a local educational agency appears to be eligible for Federal assistance under one or more of the preceding provisions, the officials of such agency may obtain application forms from the chief State school officer of the State in which the school district is located. Application forms will also be available from the Office of Education and from its field representatives.

(A complete application consists of both Part I and Part II, Form RSF-2 (Revised). No funds may be approved for any applicant unless both Part I and Part II, properly executed have been filed before the appropriate cut-off date set by the Commissioner.)

V. ASSISTANCE IN MAKING APPLICATION

A. State Educational Agency.

In every State the chief State school officer has been asked to designate a member of his staff to act as a liaison agent between the Office of Education and the local school officials. This State representative will supply forms, instruction sheets and assistance in completing applications and verifying statistical data of a State-wide nature.

B. Office of Education Field Representatives.

Regional field representatives will be available to assist the State educational agencies and through them the local educational agencies.

VI. PRIORITY REGULATIONS

The Act provides, in Section 303, for the establishment of cut-off dates from time to time by the Commissioner of Education by which dates applications for construction projects must be filed. In the event the amount of funds required for the Federal contribution on all projects duly filed by any cut-off date exceeds the funds available by appropriation approval of projects for payment under Title III, and Title IV will be made on priorities established by regulations issued by the Commissioner based on relative urgency of need.

Therefore, since it is quite likely that cut-off dates soon will be established, (the first of which probably will fall on or about December 3, 1956), it is important that all prospective applicants initiate the preliminary action to determine their eligibility such as surveys to identify federally connected pupils, Federal property, etc., and preliminary project planning, in order that complete applications (Part I and Part II, RSF-2) may be filed on or before the cut-off date. The State representative will be notified as soon as the cut-off date has been established by the Commissioner of Education and prospective applicants can secure this information from their State educational agency.

VII. RESPONSIBILITY FOR FILING BEFORE CUT-OFF DATE

Since this Office has no way of knowing who may be prospective applicants, the responsibility for filing prior to any announced cut-off date must be assumed by the applicant.

Sufficient quantities of this bulletin and the application forms, Form RSF-2, Parts I and II, with instructions therefor will be supplied to the State educational agencies in every State. State representatives are requested to make sure that they are made available to all prospective applicants.

VIII. INITIAL PAYMENT AND FINAL PLANS

The Commissioner will promptly notify the local educational agency with a sufficiently high priority regarding the approval of each application and will certify a 10% payment on the approved amount so that final drawings and specifications can be prepared if not already completed.

Final drawings and specifications shall be submitted through established channels for approval by the Commissioner before the local educational agency enters into contracts for the construction of a project. After contracts have been let additional payments will be certified as authorized by regulations. Detailed instructions regarding procedures will be issued to applicants at the time projects are approved.

IX. INSPECTIONS OF CONSTRUCTION OPERATIONS

No agency or employee of the Federal Government will exercise any control over the personnel, curriculum, or program of instruction of any school agency included under this program, but sufficient inspection of construction operations will be made to insure compliance with the Federal Act and the approved construction applications.

U. S. DEPARTMENT OF
HEALTH, EDUCATION, AND WELFARE
Office of Education
Washington 25, D.C.

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SCHOOL ASSISTANCE IN
FEDERALLY AFFECTED AREAS BULLETIN NO. 52 AUGUST 21, 1956

TO: State Representatives for School Assistance
 in Federally Affected Areas

Field Representatives, OE, School Assistance Program

Applicants for School Assistance for School
Construction Under Public Law 815, as Amended

FROM: Rall I. Grigsby, Director, School Assistance in
 Federally Affected Areas

SUBJECT: Order of Certification of Payments for School Construction
 Projects, First Cutoff Date for Filing Applications,
 Criteria for Waivers and Additional Payments, Advance
 Approval and Payment on Certain Applications Under
 Public Law 815 (81st Cong.), as Amended, for Fiscal
 Year 1957 (This supersedes SAFA Bulletins Nos. 42, 44,
 and 48.)

I. PURPOSE

The purpose of this bulletin is to inform State and local educational agencies of the date on or before which all applications by local educational agencies under Public Law 815, as amended, must be filed in order to be considered for payment from funds to be made available for school year 1956-1957 with respect to the first application date and to set forth the method of determining the order in which such applications will be approved and certified for payment.

It is requested that the State representatives distribute copies of this bulletin to all local educational agencies which might be eligible for assistance under Title III and Title IV of Public Law 815, as amended by Public Law 949.

II. CUTOFF DATES FOR FILING APPLICATIONS

A. Title III and Title IV. In the regulations with respect to the administration of Public Law 815, as amended, the Commissioner of Education has set December 3, 1956, as the cutoff date on or before which all complete applications must be filed for payments to which an applicant may be entitled under Title III and Title IV from funds which may be made available for applications filed prior to that date. This date also applies to requests for waivers of percentages under

subsection 305(e) and for additional payments under section 308, Public Law 815, as amended.

It is expected that the Commissioner will by regulation duly published in the Federal Register set other cutoff dates during the two-year period 1956-1958. Announcements concerning any additional cutoff dates will be released well in advance thereof.

B. New applications to be filed. The Act which extends Public Law 815, as amended, applies only to school districts in which increases in federally connected children will occur during the school year 1956-1957 and the school year 1957-1958 (Title III) and to those districts which meet the criteria of section 401 (Title IV). This means that for consideration under the Act as amended by Public Law 949, a new complete application must be filed before the cutoff date of December 3, 1956, for both Title III and Title IV.

C. Definition of a "complete application". Where an applicant submits only one construction project, a complete application consists of both Part I and Part II of the application (Form RSF-2) prescribed by the Commissioner for use under this Act, properly completed and executed, together with all documents, amendments, and communications in support thereof. Where an applicant submits more than one construction project, the complete application consists of the Part I form and a separate Part II form for each project, together with all documents, amendments, and communications in support thereof. Where more than one Part II application is submitted by an applicant, the applicant shall indicate the order in which its project applications are to be considered by the Commissioner. It should be noted that the total amount which may be approved for an applicant cannot exceed the total amount requested in the Part II project requests as of the cutoff date under consideration.

D. Definition of a "project application". A "project application" means Form RSF-2, Part II, properly completed and executed, making application for Federal assistance in the construction of new school buildings, or the addition to or modification of existing school buildings, upon a single site.

III. ORDER OF CERTIFICATION OF PROJECTS, TITLE III AND TITLE IV

The method of determining the order in which certifications will be made for applications by local educational agencies under Title III and Title IV as set forth in the regulations, is as follows:

A. A priority index will be determined for the first or number one construction project for each applicant by adding (a) the percentage that the estimated membership of the federally connected children for whom the applicant is eligible for payment under the Act is of the total estimated membership of all children to (b) the percentage of the estimated school membership within the same jurisdictional area

which is without minimum school facilities under the definition given below, provided that in no case shall the total of the two percentages used in determining the priority index exceed twice the (a) percentage. No priority shall be established for any application under section 305 having less than 20 unboxed children.

B. In those cases where an applicant has filed more than one project application, the priority index for the second project considered for certification will be determined by: (a) dividing the normal capacity of the first project by the total estimated membership; (b) reducing the applicant's priority index for the second project considered by twice the percentage obtained in (a). Where more than two project applications have been filed, the applicant's priority index for each succeeding projection considered for certification shall be reduced by the cumulative total capacity, as provided in the first sentence of this paragraph, of all the approved projects of the applicant agency.

C. For the purpose of determining the priority indices of construction projects children will be deemed to be without school facilities who are in excess of 100 percent of the normal one-session-per-day capacity of the usable school facilities presently available, except that where kindergartens are conducted on a two-sessions-per-day basis, the capacity of rooms used for that purpose shall be doubled.

D. Localization (Title III only). In those cases where the jurisdictional area of the applicant with respect to which the application is made comprises an extensive territory and the Federal activity is localized within the area served by one or more attendance centers, and the other attendance centers within the district are substantially unavailable to meet the needs of such attendance centers affected by Federal activities, then, in such case, the percentages described in paragraphs (A) and (B) above will be determined with respect to the federally affected attendance areas, and not with respect to the entire school district or jurisdiction. (Localization applies only to school districts (primarily county units) that meet all eligibility requirements of the Act and is for the purpose of increasing the priority index. Districts other than county units having large Federal housing projects or other large housing projects constructed for defense workers, or military personnel which have overburdened one or more attendance centers to such an extent that additional school facilities are required to house the children may be approved as a localization.)

IV. AVAILABLE OR USABLE SCHOOL FACILITIES FOR DETERMINING UNHOUSED CHILDREN

The following facilities shall be counted as usable or available in determining "unboxed children" for the purpose of the priority indices and maximum payments to be made for construction projects:

A. Under sections 305 and 401--EXISTING FACILITIES. All facilities

which were constructed as school buildings and which have been used continuously for classroom purposes shall be considered as available or usable, unless such buildings have been abandoned or must be abandoned during the current year. Basement rooms, hallways, or other space, the use of which for school purposes in view of their character, inaccessibility or other equally cogent reason, seriously prejudice the educational objective, or have impaired or will impair the health or safety of the school children, shall be excluded. These criteria shall apply to all buildings owned by other Federal agencies which are available or which may be made available for the education of children counted by applicants under Title IV.

B. Under section 305--FACILITIES UNDER CONTRACT. All facilities for the construction of which contracts have been let as of the "date" on which the Commissioner established the cutoff date or filing date for applications with reference to which any application is filed and all facilities reserved on approval under Public Law 815, as amended, are considered available. This date will be referred to as the "contracts-let date" and for all section 305 applications filed on or before the first cutoff date of December 3, 1956, the "contracts-let date" will be August 13, 1956. This means that all facilities for which contracts were let on or before August 13, 1956, shall be considered as available in processing such applications. By the same token, facilities for which contracts are let after that date will not be considered regardless of when such applications are approved for payment.

For applications filed for subsequent "cutoff dates" during the 1956-1958 two-year period the date fixed for the inclusion or exclusion of facilities under contract will be the "contracts-let date", i.e., the dates on which the Commissioner sets such subsequent "cutoff dates."

C. Under section 401--POTENTIAL FACILITIES. All minimum facilities which, with full utilization of the financial resources practically available to the applicant could be provided from local, State, or other Federal sources, shall be considered as available in determining the priority index for construction projects under Title IV. The capacity of such facilities which could be so provided shall be determined by dividing the sum of such resources by the cost per pupil of providing minimum facilities in the applicant school district.

V. LIMITATIONS ON FEDERAL FUNDS FOR PRIORITY PROJECTS

Certification of funds for priority projects will be restricted to the cost of providing minimum school facilities for the children deemed to be without such facilities in accordance with the criteria set forth in the preceding sections of this bulletin. The term "minimum facilities" is understood to mean those instructional and auxiliary rooms (and initial equipment) necessary to operate a school program on a one-session-per-day basis in accordance with the laws and

customs of a State, exclusive of single-purpose auditoriums, single-purpose gymnasiums and any built-in spectator space. Nothing contained in this bulletin shall be deemed to bar the State or the applicant, with the approval of the State educational agency, from using for an approved project, in addition to the Federal grant, other funds to provide a higher type of, or a larger facility. The applicant will be required to show in such cases that the added cost is being thus independently met.

VI. WHAT AN APPLICANT MUST FILE UNDER SUBSECTION 305(e) REQUEST FOR WAIVER (TITLE III ONLY)

Only applicants having jurisdiction over county-wide school districts or school districts of comparable area with a Federal impact confined to a part of the area will be considered for waivers under subsection 305(e).

In addition to the regular Part I and Part II of Form RSF-2, containing the data for the whole jurisdictional area, the applicant must file the same data (with some exceptions noted later) for the federally impacted attendance area. In order to accomplish this the applicant should fill out an original and three copies of Form RSF-2, Part I (excepting tables 2A and 2B on page 3, table 6 on page 8, and table 7 on page 9) based on the data from the "federally impacted attendance area" considered as though it was the applicant district for this purpose. The four copies should be plainly marked on the first page, at the top of the page, as follows: "Application for Waiver Under Subsection 305(e)." The applicant should study Section VII below, "Criteria for Waivers," to determine whether or not he is eligible to file under subsection 305(e), Title III, and should include in his application a detailed description of the area claimed as a federally impacted attendance area. The description should cover both the boundaries of the area and the character of the community, i.e., whether urban or rural, industrial, commercial, or residential.

VII. CRITERIA FOR WAIVER UNDER SUBSECTION 305(e) TITLE III, PUBLIC LAW 815, AS AMENDED

A. The Commissioner's authority in subsection 305(e) of the Act to waive or reduce the percentage requirement or requirements in subsection 305(c), to waive the requirement contained in the first sentence of subsection 305(d) thereof, or to reduce the percentage specified in clause (2) of such sentence will not be exercised unless:

1. The applicant meets all conditions of eligibility under Title III or, on the basis of the authorized waiver or reduction of one or more of the requirements, would meet such conditions;

2. The applicant specifically states the extent to which it desires the Commissioner to exercise his authority to waive or reduce one or more of such requirements and makes appropriate requests therefor;

agreeing that if such a request is granted in whole or in part, in computing maximum payment under Title III only membership of children within the federally impacted attendance area shall be considered;

3. The applicant has two or more attendance centers, and its jurisdictional area is county-wide or is sufficiently extensive as to be reasonably analogous to a county-wide school system;

4. There has been an unusually large Federal impact from the close of the regular school year 1955-1956 to the close of the regular school year 1957-1958 in an attendance area affecting one or more attendance centers;

5. It would not be practicable to transport students in the federally impacted attendance area to other available school facilities of the applicant because of distance, topography, or other equally cogent reasons; and

6. The Commissioner of Education determines that other exceptional circumstances exist which in his judgment require such waiver or reduction to avoid inequity and to avoid defeating the purposes of Title III.

B. If the Commissioner, on the basis of the minimum criteria above set forth, determines, under subsection 305(e), to exercise his authority to waive or reduce one or more of the specified requirements:

1. He shall determine which requirement or requirements he will waive, or reduce, and if the latter, the extent of such reduction;

2. He shall determine the geographical area of the applicant which shall be considered as constituting the "federally impacted attendance area"; and

3. The application otherwise will be processed under Title III and this part, taking into consideration only the established "federally impacted attendance area" but in no case shall payments hereunder exceed the amounts computable on the basis of the district as a whole taking into consideration the waivers or reductions approved by the Commissioner.

VIII. CRITERIA FOR GRANTS UNDER SECTION 308 (TITLE III ONLY)

Additional payments under section 308 of the Act. Pursuant to the authority vested in the Commissioner by section 308 of the Act:

A. Not to exceed 10 percent of any amount appropriated under Title III (exclusive of any sums appropriated for administration) is reserved and may be used by the Commissioner to make grants to applicants under Title III when (1) the application would be approved under the title but for the applicant's inability, unless aided by such grant, to

finance the non-Federal share of the cost of a project, or (2) after the approval of the application the project cannot, without such grant, be completed because of flood, fire, or similar emergency affecting either the work on the project or the applicant's ability to finance the non-Federal share of the cost of the project.

B. Under the authority of paragraph (a)(1) of this section, a complete application under section 305 (except an application with respect to which the Commissioner has waived or reduced eligibility requirements under subsection 305(e) of the Act and section 112.5 of the Regulations) may be considered for payment of part or all of the non-Federal share of the cost of any project which does not include more than minimum facilities for unhoused children, provided: (1) that the application contains a request for payment under section 308; (2) that the estimated number of children countable for payment equals or exceeds the number obtained by taking 10 percent of the average daily membership of the applicant district for the school year 1955-1956; (3) that the applicant has exhausted all fiscal resources, including State aid, bonding authority, and Federal aid, which are practically available to it and is unable to pay the non-Federal share of the cost of the project; (4) that it has been reached on the priority indices established for section 305; and (5) that Federal monies reserved under paragraph (A) above are available. The additional payment to the applicant under this provision shall not exceed the non-Federal share of the cost of the project less all financial resources practically available to the applicant; nor shall it exceed the difference between (1) the actual cost of providing minimum school facilities for the federally connected pupils eligible for payment under the Act, or the average cost per pupil in the State of providing such facilities, whichever is the lesser, and (2) the Federal funds made available to the school district under section 305 of the Act.

C. Under the authority of paragraph (a)(2) of this section, a request by the applicant may be considered for the additional payment of part or all of the funds required to complete a project (to the extent that the completed project will not provide more than minimum school facilities for unhoused children) for which a project application under Title III has been approved, provided: (1) Federal monies reserved under paragraph (a) of this section are available; (2) the applicant cannot complete the project because of flood, fire, or similar emergency affecting either the work on the project or the applicant's ability to finance the non-Federal share of the cost of the project; and (3) that the applicant has exhausted all financial resources available to it, including State aid, bonding authority and Federal aid. The payment to be made under this paragraph shall not exceed the amount required to pay the additional cost caused by the emergency less any financial resources of the applicant available for such purposes, including the proceeds of any insurance.

IX. ADVANCE APPROVAL AND PAYMENT ON CERTAIN APPLICATIONS

Section 306 of the Act has been amended to allow the Commissioner

to approve any application for payment under section 305 at any time after it is filed and before any priority is established under section 303 if he determines that

- A. on the basis of information in his possession, it is likely that the urgency of the need of the local educational agency is such that it would have a priority under section 303 which would qualify it for payments under this title when such priorities are established, and
- B. the number of children in the increase under subsection 305(a) is in a large measure attributable to children who reside or will reside in housing newly constructed on Federal property.

Applicants who meet these criteria should plan to file applications at an early date in order that they can be processed and approved without delay. The applicant should write on the face of page 1, Part I, RSF-2 "ADVANCE APPROVAL REQUESTED".

X. RESPONSIBILITY OF APPLICANT AND FIELD REPRESENTATIVE IN PRIORITY DETERMINATIONS

The applicant must submit as a part of its complete application all facts and circumstances in each case which are pertinent to an accurate determination of priority status. The field representative shall be primarily responsible for designating and determining differentiated attendance centers under paragraph 4 of section III of this bulletin (Localization under Title III).

XI. PRIORITY AND CERTIFICATION CONDITIONED ON READINESS TO PROCEED WITH CONSTRUCTION

Certification and transfer of funds with respect to any project application described herein will be subject to postponement in the event the applicant is not ready to proceed with construction within 135 days after a reservation of funds has been made, or within such reasonable time thereafter as may be determined by the Commissioner, and may be subordinated by reason thereof to other project applications of lower rank or forfeit its priority in the discretion of the Commissioner.

U.S. DEPARTMENT OF
HEALTH, EDUCATION, AND WELFARE
Office of Education
Washington 25, D.C.

SCHOOL ASSISTANCE IN
FEDERALLY AFFECTED AREAS

BULLETIN NO. 50

OCTOBER 15, 1956

TO: State Representatives for School Assistance
in Federally Affected Areas

Field Representatives, OE, School Assistance Program

Applicants under P.L. 874 and P.L. 815 (81st Cong.) as amended, and
others interested in the school assistance program.

FROM: Rall I. Grigsby, Director, School Assistance
in Federally Affected Areas

SUBJECT: Explanation of Changes in Provisions of Public Law 874 and Public Law 815,
as Amended, as Provided by Public Law 949, 84th Congress, 2d Session,
and Related Legislation of That Session.

I. Purpose:

On August 3, 1956, the President signed H.R. 11695 which became Public Law 949. This Act makes a number of changes in Public Laws 874 and 815, as amended. Both Acts are extended by these amendments and several changes are made in the eligibility and formula provisions. The purpose of this bulletin is to explain in general terms and nature of these changes, as well as changes made by certain other related legislation, for the information of State representatives and applicants. Detailed changes in procedures and regulations will be issued as necessary.

II. Amendments to Public Law 874:

A. Extends Public Law 874 for 1 additional year.--Public Law 874, as amended, was scheduled to expire at the close of fiscal year 1957. The Act is extended through June 30, 1958.

B. Eliminates the 3-percent absorption requirement from the law.--Public Law 248, enacted by the 83d Congress, required that beginning with fiscal year 1955 each applicant school district would absorb without any payment under section 3 of the law a number of federally connected children equal to 3 percent of the non-Federal attendance in the preceding school year. This requirement which was originally scheduled to take effect in fiscal year 1955 has been postponed each year by the Congress.

This so-called absorption requirement is removed from the law completely, and therefore is not scheduled to take effect in either fiscal year 1957 or fiscal year 1958. The effective eligibility requirements under section 3 for fiscal year 1957 and 1958 provide that the subsection 3(a) and/or subsection 3(b) average daily attendance must be at least 10 and equal to 3 percent of all resident pupils in average daily attendance with no provision for waiver of the requirement of 10. If both subsections 3(a) and 3(b) apply to a child, the local educational agency shall elect which subsection shall apply to the child.

C. Reverts to use of current year's attendance for Section 3 entitlements.--- For the first 4 years of the program authorized by P.L. 874, entitlements for pupils claimed under section 3 of the law were computed in terms of the current year's average daily attendance. Beginning with fiscal year 1955 and continuing through fiscal year 1956, the provisions of the law were changed to compute entitlement on the average daily attendance of pupils in the preceding fiscal year. This change was made in the hope that payments could be made earlier in the school year and also to ease the problem of establishing more firm data on the numbers of pupils in average daily attendance for estimating budget requirements. However, it worked to the disadvantage of those school districts which had increases in average daily attendance of section 3 pupils in the current year for which payments could not be made under subsection 4(a), first-year assistance.

The amendment provides that for fiscal years 1957 and 1958 entitlement under section 3 will be computed on a current-year attendance basis.

D. Requires estimates of whether or not percentage eligibility requirements will be met under section 3.---In order to avoid penalizing districts which are deemed to be eligible prior to the close of the fiscal year only to discover at the end of the year that they did not quite meet the eligibility requirements, the law requires the Commissioner to determine, prior to the close of the fiscal year, whether the local educational agency has met the percentage requirements for eligibility under subsections 3(c) 2, 3, and 4. An underestimate by the Commissioner shall not deprive such agency of its entitlement to any payments under section 3 to which it would be entitled had the estimate been accurate.

This provision is comparable to that which has applied to subsection 4(a) for the past 2 years, requiring the Commissioner to determine before the close of the fiscal year whether applicants for first-year assistance thereunder meet the percentage eligibility requirement.

E. Changes counting of pupils under subsection 4(a) of Public Law 874.---In fiscal year 1956 an applicant district could submit a claim under subsection 4(a) of P.L. 874 for an increase in average daily attendance of pupils in the current fiscal year whose ADA could be counted under section 3 in the next fiscal year.

The shift to current year's attendance for section 3 entitlement eliminates this type of claim under subsection 4(a). In fiscal year 1957 and fiscal year 1958 a district may submit for inclusion under subsection 4(a) of the Act only those pupils whose parents have come into the area as a result of Federal contract activities but who do not reside or work on Federal property, and also section 3 pupils where they are insufficient in number to meet the eligibility requirement of section 3 of the law and are otherwise eligible under subsection 4(a). Other eligibility factors under subsection 4(a) are not changed.

F. Provides entitlement in case of certain sudden decreases in Federal activity.---The amendment also restores to section 3 of P.L. 874 a provision which enables the Commissioner to increase the entitlement for subsections 3(a) and 3(b) pupils in those cases where in the judgment of the Commissioner a local agency had made preparation to educate section 3 pupils who could reasonably be expected to be in attendance during the year in which the application was made. The amount of the

payment would be the entitlement computed for those children who it was reasonable to expect would be in attendance, minus any saving in cost that the applicant made or reasonably could have been expected to have made after determining that the expected increase in school attendance would not develop or after the sudden cessation of Federal activities.

G. Permits eligibility of children of members of the Armed Forces assigned overseas or elsewhere.--Under the Act, which was in effect up to the end of the 1956 fiscal year, a school district could count for eligibility and entitlement purposes children of parents who migrated into a school district on military orders and lived in a taxable home and were employed on non-taxable Federal property located in the same State or within reasonable commuting distance. However, if the parent were transferred overseas or to a distant base and the family remained behind in the school district to which they had originally migrated, the children could no longer be counted under P.L. 874.

The amendment changes this situation and provides that a child of a parent in the military service who has come into or near a school district on assignment to a Federal property and remained behind in the applicant school district after the parent in the armed services has been transferred overseas or to a distant base may still be considered as residing with a parent employed on eligible Federal property so long as the pupil remains in the school district and the parent is assigned elsewhere under military orders.

H. Provides new minimum rate for section 3 entitlements.--A new alternative minimum rate is established for purposes of determining the amount of a school district's entitlement under section 3 of the Act. Under the Act as it has operated in the past, a school district could select for determining the amount of its entitlement comparable school districts in the same State or a minimum local contribution rate equal to one-half the State average per capita cost for all pupils in average daily attendance in the second preceding fiscal year. Both the rate in comparable school districts and this minimum rate of one-half of the State average per capita cost are retained in the law. In addition, a new alternative minimum rate is computed by the Commissioner by dividing the aggregate gross entitlements under subsection 3(c)(1) for the second preceding fiscal year by the average daily attendance of pupils used in computing such entitlements under this subsection. However, the local contribution rate determined by this new national minimum may not exceed for applicants in a given State the State average per pupil expenditure in the second preceding year.

I. Extends eligibility of public housing property sold or transferred by the Federal Government.--Pupils who reside in federally owned public housing projects have been eligible to be counted for eligibility and entitlement purposes under P.L. 874 only so long as the housing project in which they lived was federally owned.

Under this amendment a school district may continue to count for eligibility purposes pupils who reside in such housing projects for one fiscal year following the fiscal year in which the Federal housing project is sold to a private owner or transferred to a State or local instrumentality.

J. Defines flight training schools as Federal property.--The definition of Federal property which is contained in P.L. 874 is amended to include flight training schools on airports which are owned by a State or a political subdivision thereof on which flight training is conducted for Air Force cadets under contractual arrangements by the Air Force with a private company. School districts educating children who live on or whose parent is employed on such school premises in connection with the flight training program may count those children under the applicable provisions of section 3 of P.L. 874.

III. Amendments to Public Law 815:

A. Extends Titles III and IV for 2 additional years.--The provisions of Titles III and IV of P.L. 815 are extended for 2 additional fiscal years to expire at the close of fiscal year 1958. The authorization contained in P.L. 815 for appropriations for Title IV is increased from \$20 million to \$40 million.

B. Defines flight training schools as Federal property.--The definition of Federal property is amended to include any school which is providing flight training to members of the Air Force under contractual arrangements with that Department if the training is provided at an airport owned by a State or a political subdivision of a State. Under the amendment a local agency may count for eligibility and payment under subsections 305(a)(1) or (2) the increase between 1956 and 1958 in the membership of children of persons who reside on or are employed on any such school in connection with the flight training program.

C. Permits counting of children of members of Armed Forces assigned elsewhere.--This amendment to P.L. 815 permits a district to continue to count for eligibility purposes under subsections 305(a)(1) or (2) pupils who have moved into or near the district with a parent serviceman assigned to a Federal property in the area after the parent has been transferred elsewhere. The district may continue to count these children in the appropriate category so long as they remain in membership and the parent continues on active duty with the Armed Forces.

D. Ninety-day limitation on Presidential finding with respect to defense area.--A requirement in connection with claims filed under subsection 305(a)(3) of P.L. 815 has been that in addition to other eligibility requirements the district making application must be located partially or wholly within an area which, by Presidential finding, meets the 3 criteria of defense activity, defense-caused immigration of labor or military personnel, and lack of minimum school facilities because of such immigration.

In order to expedite the making of this finding, the law was amended to require that if the Presidential finding is not completed within 90 days of the date of application by the school district, (assuming the application is complete in all other respects), such finding would be presumed to be in the affirmative. This means that the requirement of the critical-area findings of the President will be considered to be met if they are not completed within the 90-day period.

E. Changes counting of children living in public housing projects sold or transferred by the United States.--Under this amendment federally connected pupils living in Federal housing projects sold or transferred prior to June 30, 1958, shall be removed from the count of federally connected pupils in the base year as well as in the increase period.

F. Reduces percentage requirement relating to increases in non-federally connected children.--This amendment changes the percentage of deduction for non-Federal growth from 10 percent to 7 percent. It provides that if the estimated membership of the non-federally connected children at the end of the school year 1957-58 is less than 107 percent of the 1955-56 ADM of such children, the amount of the difference must be deducted from the increase of the federally connected children during the same period.

G. Expedites action on certain application.--Section 304 has been amended to permit the Commissioner to approve an application in advance of the cut-off date when he determines that (1) it appears that its priority will be high enough to qualify for funds when priorities are established, and (2) when the increase in federally connected children is due in a large measure to children who reside or will reside in housing newly constructed on Federal property. Such action to expedite these applications is to be taken without impairing the priority system established by law.

H. Permits children to be transferred from a Government-owned school to a locally owned school.--Section 305 was amended to provide for Federal payments in certain situations to aid a local educational agency in constructing an off-base school to house children currently attending a school operated by the agency but owned by the Federal Government. Such payments would be conditioned upon a finding by the Commissioner of Education that the Government-owned school which the children are attending could more appropriately be used for other purposes or that the school facility is no longer available for use by the local educational agency which has been operating it. The applicant must submit with its application a project to build a school for the pupils to be transferred from the federally owned school they formerly attended, and may count all such federally connected children as an increase in school membership for purposes of eligibility and payment.

I. Fixes date to be used in determining "available school facilities."--Section 304 is amended to fix the date the Commissioner takes official action to set a cut-off date, rather than the cut-off date itself, as the date as of which determinations of available school facilities are to be made with respect to applications filed on or before the cut-off date or dates set in such action.

IV. Legislation Related to SAFA Program:

A. Includes Guam under provisions of Public Law 874 and Public Law 815.--Public Law 896 (84th Cong.), signed August 1, 1956, which revised and brought up to date the Organic Act of Guam, included this Territory in the definition of "state" in P.L. 874 and P.L. 815, thus making the Acts applicable to Guam in fiscal years 1957 and 1958.

B. Amends the National Housing Act.--Amendments to this Housing Act by P.L. 1020 give consent to State or local taxing authorities to tax as to leasehold interest Wherry housing projects located on Federal property, but provide that the value of services provided to the Wherry housing projects at Federal expense shall be considered in determining the amount of the tax to be paid. This will affect the amount of deductions from gross entitlements to be made under P.L. 874.

Also, the amendments provide for the acquisition by the Secretary of Defense of Wherry housing units and requires such acquisition by purchase or condemnation where new Title VIII (Capehart) units are programmed for a military installation at or for which Wherry housing units have been built.

In addition, the following amendments are made to the military housing program authorized by Title VIII of the National Housing Act (Capehart Housing Units):

1. Extends the cut-off date for FHA commitments to insure mortgages from September 30, 1956, to June 30, 1958; and,

2. Increases the amount of principal mortgage obligations from \$1,363,500,000 to \$2,300,000,000, which in effect increases the total number of authorized units from approximately 100,000 to 150,000.

V. Additional Materials to be issued:

A. The following materials will be issued in quantity by this Office in the near future and will be available to applicants and interested persons from the State educational agency.

1. Revised Form RSF-1 for making application under P.L. 874 and instructions therefor;

2. Revised Form RSF-2, Parts I and II, for making application under P.L. 815 and instructions therefor;

3. Compilation of P.L. 874 (81st Cong.), as amended to date.

4. Compilation of P.L. 815 (81st Cong.), as amended to date.

5. Regulations of Commissioner of Education applicable to the Administration of P.L. 874 (81st Cong.), as amended to date.

6. Regulations of Commissioner of Education applicable to the Administration of P.L. 815 (81st Cong.), as amended to date.

7. Revised SAFA Bulletin No. 2 on "Request for information and data on Cost of School Construction, School Year 1955-56."

8. Revised SAFA Bulletin No. 19 on "Minimum school facilities for purposes of P.L. 815 (81st Cong.), as amended.

9. Revised SAFA Bulletin No. 25 on "Payments under sections 2, 3, and 4 of P.L. 874 (81st Cong.), as amended, for school year 1956-57."

10. SAFA Bulletin No. 51 on "Counting ADA and eligibility records under P.L. 874 (81st Cong.), as amended.

11. Revised SAFA Bulletin No. 39 on "How to Apply" under P.L. 815 (81st Cong.), as amended.

12. Revised SAFA Bulletin No. 44 on "Order of Certification, Cut-off Date, etc.,--P.L. 815 (81st Cong.), as amended."

UNITED STATES
DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE
Office of Education
Washington 25, D.C.

Form approved
Budget Bureau No. 51-R178.5

INSTRUCTIONS FOR PREPARATION OF FORM RSF-2, PART I (1956-1958),
APPLICATION FOR FINANCIAL ASSISTANCE FOR PUBLIC SCHOOL CONSTRUCTION
IN AREAS AFFECTED BY FEDERAL ACTIVITIES UNDER TITLE III
AND/OR TITLE IV OF PUBLIC LAW 815, (81st CONG.), AS AMENDED*

PURPOSE OF THE ACT

The Congress, in recognition of the impact which certain Federal activities have had or will have on the school construction needs in the areas in which such Federal activities are being or will be carried on, has declared it to be the policy of the Federal Government to provide assistance (a) under Title III for the construction or urgently needed minimum school facilities in school districts which, since the school year 1955-56, have had substantial increases in school membership as a result of new or increased Federal activities and (b) under Title IV for the construction of minimum school facilities in financially distressed school districts in which the membership of the children who reside on Federal property represents a substantial percentage of the total membership and such children have not and will not form the basis for payments under other provisions of the Act. (The word "Act" refers to P.L. 815 (81st Cong.), as amended. Applications may no longer be filed under Title II.)

LOCAL EDUCATIONAL AGENCIES ELIGIBLE TO RECEIVE PAYMENTS UNDER PUBLIC LAW 815, AS AMENDED

Eligibility under Title III

Section 305(a)(1)

An applicant may be eligible under Section 305(a)(1) for payment with respect to children who reside on Federal property with a parent employed on Federal property, part or all of which is situated in the State in which the applicant is situated or within reasonable commuting distance from the applicant, if all other conditions of such section are met and if the estimated number of such children who will be in membership in the applicant's schools at the close of the regular school year 1957-58 is at least 20 more than the estimated number of such children who were in average daily membership during the regular school year 1955-56 and that such increase is at least 5 percent of all children in average daily membership at the applicant's schools during 1955-56.

Section 305(a)(2)

An applicant may be eligible under Section 305(a)(2) with respect to children who reside on Federal property, or who reside with a parent employed on Federal property, part or all of which is situated in the State in which the applicant is situated or within reasonable commuting distance from the applicant, if all other conditions of such section are met and if the estimated number of such children who will be in membership in the applicant's schools at the close of the regular school year 1957-58 is at least 20 more than the estimated number of such children who were in average daily membership during the regular school year 1955-56 and

*The complete legal citation to the Act is: Public Law 815 (81st Cong.), as amended, (20 U.S.C., Ch. 14), as most recently further amended by the Act of August 1, 1956, 70 stat. 908, (P.L. 896, 84th Cong.) and the Act of August 3, 1956, 70 stat. 968, (P.L. 949, 84th Cong.)

if such increase is at least 5 percent of all children in average daily membership at the applicant's schools during 1955-56.

Section 305(a)(3)

An applicant may be eligible under Section 305(a)(3) for payment with respect to children whose membership results directly from activities of the United States (carried on either directly or through a contractor) if all other conditions of such section are met and if (a) the estimated number of such children who will be in membership in the applicant's schools at the close of the regular school year 1957-58 is at least 20 more than the estimated membership of such children who were in average daily membership during the regular school year 1955-56 and if such increase is at least 10 percent of all children in average daily membership at the applicant's schools during 1955-56, (b) the construction of additional minimum school facilities for the number of children in such increase will, in the judgement of the U.S. Commissioner of Education, impose an undue financial burden on the taxing and borrowing authority of the educational agency, and (c) part or all of the applicant school district is located within an area with respect to which the President has made the necessary findings within 90 days after the receipt of the application in accordance with the provisions of this section.

Special Situations under Section 305

The second session of the 84th Congress passed Public Law 949 which made provision for eligibility for some special situations under Section 305. They are as follows:

(1) Children whose parents are employed by Flight Training Schools operated under contract with the Air Force on property owned by the State or a political sub-division thereof. Under the amendment such children may be counted under Section 305(a)(1) or 305(a)(2), as children of parents residing on and/or working on Federal property for the determination of eligibility and payments under those sections and should be carried in applicable tables, 4A and 4B, as the case may be as though the airport school was Federal property. "Flight Training School" should be entered in the Federal property columns.

(2) Children of members of the Armed Forces assigned overseas or elsewhere. Under this amendment a local educational agency may continue to count such children under Section 305(a)(1) or Section 305(a)(2) for eligibility and payment after their parents have ceased to be employed on Federal property in the same State or within a reasonable commuting distance of the school district by reason of their assignment overseas or elsewhere, so long as the children continue to reside in or near the district and the parent continues to be on active duty with the Armed Forces. Only children of parents who commenced their residence in or near such school while the parent was on active duty with the Armed Services may be counted under this special provision of the Act. Such children should be reported as "Armed Forces overseas, or elsewhere", in the Federal property column in tables 4A and 4B.

(3) Children residing in Housing that changed from Federal to non-Federal property. This amendment provides that children who live in Federal housing that is transferred to private ownership or relinquished to a local jurisdiction shall be removed from the count of federally connected children in the base year 1955-56 from which the increase for eligibility in the increase period is computed. The children so removed shall be counted as non-federally connected children in both the base year and for the increase period, and cannot be counted as an increase in federally connected children in determining eligibility.

Limitations under Sections 305(a)(1), (2), and (3).

(1) If the estimated membership of the non-federally connected children in June 1958 is less than 107 percent of the average daily membership of such children in 1955-56, the amount of the difference must be deducted from the total number of all children for whom an applicant otherwise would be eligible under the above Sections 305(a)(1), (2), and (3).

(2) No applications may be approved under this section unless there is a need for minimum school facilities to house children deemed to be without school facilities at the close of the school year 1957-58 as determined by the provisions of the Act and the regulations prescribed by the U.S. Commissioner of Education.

Section 309

If the Commissioner determines that the membership of some or all of the children otherwise includable in computing the maximum payments under Section 305 will be of temporary duration only, he may make available temporary school facilities or may make a payment for use in constructing school facilities in accordance with the conditions and limitations of said section.

Eligibility under Title IV

Section 401

An applicant may be eligible under Section 401 for payment with respect to children who reside on Federal property, if all other conditions of such section are met and if (1) such children have not formed and will not form the basis for payments under other titles of this Act, and if the total number of such children represents a "substantial percentage" of the total number of children for whom free public education is provided, (2) the immunity of such Federal property to taxation by the applicant has created a substantial and continuing impairment of its ability to finance needed school facilities (This provision may be waived if the applicant is providing free public education for children who reside on Indian lands located outside its school district), (3) such applicant is making a reasonable tax effort and is exercising due diligence in availing itself of State and other financial assistance available for this purpose, and (4) such agency does not have sufficient funds from all other sources to provide the needed minimum school facilities. An application will be considered as meeting the "substantial percentage" requirement (a) if the estimated membership of the children who reside on Federal property as of June 1958 and whose membership in the applicant's school has not formed and will not form the basis for payments under other sections of the Act, is in excess of 15 and is at least 10 percent of the total number of children for whom such agency is providing free public education at the time the application is submitted, or (b) if the applicant is providing free public education for at least 100 children who reside on Indian lands outside of the applicant school district.

Except as may otherwise be provided by regulation "minimum school facilities" shall be understood to mean those instructional and auxiliary rooms (and initial equipment) necessary to operate a school program on a one-session-per-day basis in accordance with the laws or customs of a State, exclusive of single purpose auditorium, single purpose gymnasium and any built-in spectator space.

PURPOSE OF PART I OF THE APPLICATION

Form RSF-2 is divided into two parts, Part I and Part II. Part I is designed primarily to elicit sufficient information to enable the Commissioner to determine the maximum amount which an applicant may receive under Sections 305, 309, and 401 of the Act. Part II is designed primarily to obtain information with respect to the specific construction project and will be governed by separate instructions.

No local educational agency shall be entitled to payment of any funds under the Act unless both parts (Part I and Part II) are submitted before the established filing date. Project applications (Part II) may be submitted simultaneously with Part I if the applicant is in a position to do so. A separate Part II will be required for each construction project.

Part I of the application is intended to provide sufficient information so that the determination can be made by the U.S. Commissioner of Education respecting the applicant's

eligibility. It will also supply information to be used by the Commissioner if it becomes necessary, because of insufficient funds, to determine priority with respect to project applications. The application will be subject to regulations, policy statements, and interpretations of the Act issued by the Office of Education. Such information ordinarily will be distributed to State educational agencies and may be obtained there upon request.

WHO MAY SUBMIT PART I OF THE APPLICATION

A local educational agency providing free public education under public supervision and direction pursuant to the laws of the State in which such agency is located, and any State agency which directly operates and maintains facilities for providing free public education or which has responsibility for the provision of such facilities believing itself eligible may apply for Federal assistance under the Act.

PREPARATION AND SUBMISSION OF PART I OF THE APPLICATION

Since most of the facts essential to a determination of eligibility for, and the amount of, any Federal payments under the Act are peculiarly within the knowledge of the local educational agency or susceptible of procurement by it, the responsibility rests with the applicant to procure and produce the facts needed. Any benefits provided in the Act will be available only upon specific application therefor.

The applicant should obtain necessary advice from the State educational agency and assistance in supplying State-wide statistics, and in verifying historical information pertaining to the applicant.

A representative of the U.S. Commissioner of Education will be available to assist the State educational agencies and, through them, the local educational agencies in explaining the provisions of the application.

An original and three copies of Part I of the application should be prepared. Applicant should retain one copy and transmit the original and two copies to the appropriate State educational agency. After review and certification, the State educational agency will retain one copy and transmit the original to the U.S. Commissioner of Education, Department of Health, Education, and Welfare, Washington 25, D.C., Attention: Division of School Assistance in Federally Affected Areas, and one copy to the appropriate Field Representative of the Office of Education.

In filing before any specified or cut-off date the applicant should mail the copies to the State educational agency in plenty of time to permit that agency to complete its review and certification. To be considered filed as of a given date the application must be post-marked out of that office prior to midnight of the specified date.

DETAILED INSTRUCTIONS FOR COMPLETING PART I OF THE APPLICATION

Complete, accurate information on each item is essential. No spaces should be left blank, and when the answer is "0", "none", or "not applicable", the appropriate entry should be made. If answers require additional space, information may be placed on separate sheets, securely attached to each copy of the application with the same page number of the application to which it is an addendum with the letter of the alphabet added, such as 2a, 2b, 2c, 4a, 4b, 4c, etc.

Instructions given below should aid in the preparation of Part I of the application.

Page 1. Identification, Legal Information and Certification

The application number in the upper right corner will be assigned in Washington and will be forwarded to the applicant on the acknowledgement of the receipt of the application.

For applicants who have previously filed applications, this number will be the number assigned to those applications. (For example: 54-C-3 will now become 58-C-3.) Thereafter, this number should be prominently displayed on all correspondence with reference thereto. The exact legal corporate name of the school district should be entered and the correct address.

Check in the proper square whether or not your district has ever applied under Public Law 815 before.

The applicant should indicate by a check mark in the spaces provided therefor, at the close of the first paragraph, the Title or Titles under which it believes it is eligible for Federal assistance. It is suggested that the applicant will be in a better position to check appropriate blanks after a review of the Act and all the items of Part I of the application form.

Items 2 and 3. These blanks should be filled out accurately from a legal standpoint. The applicant may need to request assistance from its legal counsel in supplying the required information. If specific authority under the laws of the State cannot be furnished, the applicant should indicate its general authority. In such event, the State educational agency should be requested to secure an opinion from the State Attorney General concerning the applicant's legal power to accept and disburse Federal funds to aid in financing school building construction. A copy of the opinion should be submitted with the original copy of the application. Failure to submit required legal information may substantially delay processing of the application.

Item 4. The governing body at an official meeting should take formal action to authorize the filing of Part I of the application and designate the person to file same on its behalf and otherwise to act as its authorized representative in connection with the application. The date of such action should be inserted in the blank therefor.

Authorized Representative. Insert the name of the authorized representative of the applicant in the blank provided.

Execution of Part I of the Application. In the execution of Part I of the application, particular care should be given to entering properly the date, place, and correct legal name of the applicant; i.e., the legal name of the governing authority of the school district, in the blanks provided therefor. If the applicant has a seal, the imprint of same should be made where indicated. The signature of the authorized representative makes the representative responsible for the accuracy of the application.

Certification of State Educational Agency. After the State agency has verified all information for accuracy so far as is possible, this blank should be signed by the appropriate representative. Comments and recommendations will be appreciated.

GENERAL INFORMATION UNDER SECTIONS 305 AND 309

Page 2, Table 1. Information Concerning School Attendance and Membership Since 1953.

All information submitted should be verified from official county or State records. Where the boundaries of the applicant's school district have been changed through division, consolidation, or annexation the data for all years must be based on present boundaries. If exact data are not available, the applicant will indicate the method used in arriving at an estimate.

Tuition Pupils - If there is an approved agreement between two districts in accordance with Section 210(5), the tuition pupils shall be counted by the receiving district. In the absence of such agreement they shall be counted by the sending district. If counted, such pupils should be included in all appropriate tables and the applicant should list on an attached sheet the districts involved showing the number of elementary pupils and the number of high school

pupils for each district for whom tuition is to be paid. Copies of any such agreements should be attached to the application.

Record in columns 2, 3, 4, and 5 of the enrollment, attendance, and membership^{1/} in kindergarten, elementary school, high school, and junior college only if these are integral parts of the applicant's free public school system in accordance with State law.

Column 2. Enter the total annual (cumulative) enrollment, that is, the total number of different pupils attending applicant's school during the year.

Column 3. Enter the average daily attendance, as determined in accordance with State law.

Column 4. Enter the average daily membership as determined in accordance with State law. If not governed by State law or regulations, the following definition shall apply:

Membership, average daily. -- In a given school year, the average daily membership for a given school is the aggregate days' membership of the school divided by the number of days school was actually in session. Only days on which pupils were under the guidance and direction of teachers in the teaching process should be considered as days in session. The average daily membership for groups of schools having varying lengths of terms is the sum of the average daily memberships obtained for the individual schools.

Page 2, Table 1A. Increase in Membership Since School Year 1955-56

The estimated membership at close of school year 1957-58 is of importance since this is a factor used in determining eligibility and in computing the funds for which an applicant qualifies. The applicant must explain and justify the basis of this estimate if there is an increase over the actual membership at the beginning of the current school year. In addition to giving a narrative justification for such an increase, Table 1B should be filled in.

Page 2, Table 1B.

List all family housing developments of 25 or more units. If the development is composed of trailer units, please indicate by writing in "Trailer Units" in Column 1.

Page 3, Financial Information on the Construction of Additional School Facilities.

The data to be entered on this page, to be supplied by all applicants, will furnish a portion of the information needed to establish the claim of the applicant under Section 305(a) (3) that the construction of additional school facilities to take care of the children whose attendance results from direct activities of the United States (carried on either directly or through a contractor) will impose an undue financial burden on the taxing and borrowing authority of the applicant, or establish the financial need requirements under Sections 308 and 401.

Table 2A. The purpose of this table is to secure data on funds available or which can be made available for the construction of school facilities.

1/ Membership. Unless governed by State law or regulation, a pupil is a member of a class or school from the date he presents himself at school and is placed on the current roll until he permanently leaves the class or school for one of the causes recognized as sufficient by the State. The date of permanent withdrawal should be the date on which it is officially known that the pupil has left school, and not necessarily the first day after the date of last attendance. Membership is obtained by adding the total original entries and the total reentries and subtracting the total withdrawals; it may also be obtained by adding the total number present and the total number absent. This term is also known as the number belonging.

Table 2B. Do not complete Table 2B unless the applicant is requesting assistance under Sections 305(a)(3), 308, or 401.

Page 4. Information on Available School Facilities.

The information requested on this page will show the buildings which are available to house pupils in the applicant's school district.

Since Titles III and IV of the Act provide a limitation on payments for any applicant based on the cost of constructing minimum school facilities needed to house the estimated number of children in membership deemed to be without such facilities, it is essential that Tables 3A and 3B be filled in accurately and completely. The number of unhoused pupils is obtained by subtracting the total normal capacity of all available buildings from the estimated membership in June 1958. The Act provides that all buildings for which contracts are let as of the date on which the Commissioner sets a cut-off date for filing applications and all buildings for which funds have been set aside under Public Law 815 shall be considered as available.

Table 3A. List of Buildings Being Used for School Purposes.

All buildings now being used for school purposes should be listed in this table. If the data given in this table for any building are not the same as given in previous application submitted under Public Law 815, such change should be explained on an attached sheet. Rooms constructed for school purposes and which will not be abandoned by June 30, 1958, should be included in column 2, 3, or 4.

Column 1. If name of building does not indicate whether such building is "Elementary", "Junior High", or "Senior High", please indicate by appropriate abbreviation "El.", "Jr. Hi.", or "Sr. Hi." after name.

Column 2. Count as regular classrooms those usually called "recitation" or "lecture" rooms. Kindergarten rooms should be included in this column.

Column 3. Include science laboratories, shops, music, art and visual education rooms, commerce and domestic science rooms in this column.

Column 4. Include in this column any usable rooms not listed in columns 2 and 3.

Column 5. Rooms provided in hallways, basements, or other space, the use of which for school purposes in view of their character, inaccessibility or equally cogent reasons, should be only on a temporary basis, and all rooms in unsafe buildings which are being abandoned during the current school year should be included in this column.

Column 6. The "normal capacity" of a room is the number of pupil stations which the room accommodates under ordinary conditions in accordance with the customs of that State. For example: if the elementary classrooms in a school district are of uniform size and under normal conditions would be used to house 30 pupils per room in accordance with State and local customs, such rooms should be counted at 30 each even though unusual conditions have caused the school authorities to house more or less than 30 pupils in such rooms. Any variation from the preceding criterion should be fully explained.

Column 7. Self-explanatory. Be sure to indicate YES or NO.

When kindergarten programs may be operated on half-day sessions, the full membership of kindergarten pupils is to be counted in the membership, and the capacity is to include both groups of pupils. In other words, count full kindergarten membership and double the capacity of the room where kindergarten programs may be operated on half-day sessions.

Table 3B. List of Buildings Which Will be Available.

List all buildings which are under construction, or for which contracts have been let, including buildings completed but not occupied. Buildings for which funds have been approved under P.L. 815 as amended should be listed even though a contract for the construction of such building has not been let.

The directions for columns 1, 2, and 3 are the same as the directions for the corresponding columns in Table 3A. The directions for column 4 are the same as column 6 in Table 3A.

Column 6. Enter in this column the date that the contract for the construction of the building was let or funds were reserved under P.L. 815, as amended.

Page 5. Federal Properties.

Federal Property Report - Form RSF-5.

No Federal property report - Form RSF-5 - is to be submitted with this application. The Field Representative of the Office of Education or the State educational agency will request applicants to furnish Form RSF-5 for specific properties. Ordinarily, the district in which a property is located will be requested to furnish the Form RSF-5. Each applicant should respond promptly to such requests, if any.

Table 4A. Pupils Residing on Federal Properties.

Column 1. List by official names with the address of each all Federal properties on which pupils reside who are attending or will attend schools in applicant district during the 1956-58 school years.

Column 1-A. Where the property claimed is Federal Housing, list the number of individual family units included in each housing project.

Columns 2 to 7 inclusive. Include on the line opposite each property the average daily membership 1955-56, the actual membership to date, giving the date the survey was made, and the estimated membership June 1958 as requested in the respective columns. If the estimated membership for June 1958 shows an increase over the membership "actual to date", give a complete narrative justification for such increase.

Table 4B. Pupils Whose Parents Are Employed on Federal Properties.

Column 1. List by official names, with the address of each, all Federal properties on which parents of pupils who attend or will attend schools in applicant district during 1956-58 school years are employed. Give information requested below this table for any Federal property located in another State. In order for children located on such property to be eligible, the property must be located within a reasonable commuting distance from the applicant school district.

Columns 2 to 7 inclusive. (See columns 2 to 7 inclusive, Table 4A, above.)

Page 6. Pupils Whose Membership Results Directly from Federal Activities.

Table 4C. Pupils Claimed under Section 305(a)(3).

No eligibility can be established under Section 305(a)(3) unless the school district is partly or wholly situated within an area with respect to which for the purpose of this Act the President, within 90 days after the filing of the application, finds: (1) that a new defense plant or installation has been or is to be provided therein or an existing defense plant or

installation therein has been or is to be reactivated or its operation substantially expanded; (2) that substantial immigration of defense workers or military personnel is required to carry out activities at such plant or installation; (3) after consultation with the Commissioner that the minimum school facilities required for the free public education of the children of such defense workers or military personnel are not available. Applicants in an area with respect to which they believe the President should make such a finding should fill out the data with respect to Section 305(a)(3). The exact address and location of each plant or installation should be included. Do not use general terms such as "Westinghouse", "General Motors". Identify each separate plant.

Column 1. List all industries or installations engaged in Federal activities directly or through a contractor, in which parents of pupils who attend or will attend school during the 1956-57 and 1957-58 school years are employed.

Column 2. List the goods or materials produced in the plant which qualifies it as a defense plant.

Column 3. State whether or not the listed plant is within the boundaries of your school district. This item will save much time in processing applications.

Column 4 to 6 inclusive. Include on the line opposite each plant or installation the average daily membership for 1955-56, the actual membership to date, (fill in the date when the survey was made in the heading of column 5) the estimated membership for June 1958 as requested in the respective columns. If column 6 minus column 5 shows an increase, a narrative justification must be given for each such increase.

Page 7, Table 5A. Pupils Eligible to be Counted under Section 305(a)(1), (2), and (3) of Public Law 815, as Amended.

A pupil may be counted only once in any category of this table. Since the data entered in this table form the basis of the determination of maximum funds payable to an applicant, it is important that all entries be accurate and that certain children be included or excluded as indicated in note to the table.

It is essential that a local educational agency applying under either subsection (a)(1), (2), or (3) of Section 305 shall prepare and maintain a card or similar record for each pupil for which Federal payment is claimed under this section when such pupil is actually in membership and that this record be available for inspection at all times. The residence and employment of the parent or parents should be verified by the parents, by the local educational agency, or by the appropriate officer having control of the Federal property or industry on which the parent resides or is employed. Such records on all pupils and adequate recorded data supporting estimates will facilitate counting by the applicant, and will enable the State educational agency and the Commissioner of Education to verify the facts and process applications with a minimum of delay, and should be continuously maintained by the applicant and be available at all times for inspection by any authorized official of the State or Federal Government. No record forms for this purpose will be prescribed by the central office.

Tuition Pupils - If tuition pupils are included in Table 5A, please list on an attached page the districts to which or from which tuition is being paid or received and the number of such pupils by categories for each district.

Page 5, 6, and 7. Tables 4A, 4B, 4C and 5A. Relationship between Tables 4A, 4B, 4C, and Table 5A.

The total for column 2 in Table 4A and Table 4B is the same and should be transferred to Table 5A, line 1, column 2.

The total for column 3 in Table 4A and Table 4B is the same and should be transferred to Table 5A, line 1, column 3.

The total for column 4 in Table 4A and Table 4B is the same and should be transferred to Table 5A, line 1, column 5.

The total for column 5 in Table 4A should be transferred to Table 5A, line 2, column 2. The total of column 6, Table 4A should be transferred to Table 5A, line 2, column 3. The total of column 7 in Table 4A should be transferred to Table 5A, line 2, column 5.

The total for column 5 in Table 4B should be transferred to Table 5A, line 3, column 2. The total of column 6 in Table 4B should be transferred to Table 5A, line 3, column 3. The total of column 7 in Table 4B should be transferred to Table 5A, line 3, column 5.

The totals for columns 4, 5, and 6 in Table 4C should be transferred to the respective columns in line 4, Table 5A.

Page 7, Table 5B. Applicant's Election of Subsections in Which Pupils Shall be Counted for Computation of Maximum Grant.

Section 305 (b) of the Act provides that if two or more of subsections 305(a)(1), (2), or (3) apply to a pupil, the applicant shall elect which of such subsections shall apply to such a pupil. A pupil eligible under subsection 305(a)(1) may be counted under subsection 305(a)(2) or (a)(3); a pupil eligible under subsection 305(a)(2) may be counted under subsection 305(a)(3). Pupils can be moved down from one subsection to another but cannot be moved up. The entries in this table are the applicant's election as to how the eligible pupils shall be counted for computation of maximum grant. A pupil may be counted only once in this table. Refer to footnote No. 1 of Table 5B for information concerning the total number of pupils eligible to be counted for maximum grant.

The applicant may not be able to count in their original group, for computing the maximum grant possible, all pupils found to be eligible in Table 5A, due to the provision of Public Law 815 as amended that each group under 1, 2, and 3 is limited by a minimum percentage and minimum number. The applicant therefore should make adjustments in Table 5B to meet these requirements.

If the applicant finds that minimum requirements are not met in a given category of Table 5A, he may move pupils in this category down, (but never up), and by so doing he may be able to count them as eligible in such lower category.

Page 8. Information Regarding Attendance Judged to be Temporary

This page of the application should be completed by all applicants requesting aid under Section 309 of the Act. Section 309 of the Act provides that payments cannot be made under Section 305 for the membership of children considered to be of temporary during only. A complete narrative, describing the circumstances of the situation, should be attached as a basis for the Commissioner to determine whether or not the effect of the Federal activity is temporary. Such narrative should state, where available, the scheduled or expected completion date of the Federal activity, should give the period of time during which it is expected that the increased ADM caused by the Federal activity will continue, and should set forth any other pertinent information.

Table 6. Pupils Eligible to be Counted under Section 309.

(Table 6 - self-explanatory) Be sure to fill in items 1 to 4 inclusive under Table 6.

Table 9. Additional Information to be Supplied by Applicants under Section 401.

In addition to the information requested in preceding tables in this application, applicants under Section 401 should furnish all of the information requested on page 9.

Table 7.

Lines 1 to 4 inclusive. The membership requested in these lines should be the membership as of the date on which the survey for the collection of these data was made.

Line 7. Give the number of the children included in line 5 who live on Indian lands outside applicant's district.

Line 8. All buildings belonging to the Bureau of Indian Affairs that may be used by the applicant should be included in the capacity of the present facilities.

Line 10. If living quarters must be furnished for teachers and employees, the estimated cost of such facilities should be included in this item and a narrative description should be attached.

Page 9. Item 1 (Below Table 7).

A complete narrative justification for items 1(a), 1(b), and 1(c) should be attached to the application.

UNITED STATES
DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE
OFFICE OF EDUCATION
WASHINGTON 25, D.C.

Application No. _____
(To be filled in by Office of Education)

School District _____
(Legal Name of School District)

(City or Town) _____

(County) _____ (State) _____

Have you ever applied under
Public Law 815 before? NO YES

Note: Prepare original and three (3) copies in
accordance with instructions.

THE APPLICANT HEREINBELOW DESIGNATED hereby applies to the United States of America for financial assistance for
school construction pursuant to Title III, and/or Title IV, Public Law 815 (81st Cong.) as amended, and at this time submits
this Part I of the application. The applicant has examined the provisions of the above mentioned law and
believes that it is eligible for Federal assistance under (check one or both).....TITLE III

(THIS APPLICATION IS NOT COMPLETE UNTIL A PART II IS FILED)

TITLE IV

THE APPLICANT HEREBY GIVES ASSURANCE TO THE COMMISSIONER OF EDUCATION THAT:

1. It is a local educational agency having administrative control and direction of free public education in the ap-
plicant school district; or a State agency which has the responsibility for providing school facilities.

2. The applicant is a local educational agency classified as _____,
(Legal classification)

created and authorized to construct and maintain school buildings under the following Constitutional, statutory or charter
provisions: _____
(Citations)

3. The applicant may accept and disburse Federal funds to aid in financing the cost of constructing school buildings
in accordance with the following Constitutional, statutory or charter provisions: _____
(Citations)

4. The filing of this Part I of the application has been duly authorized by the legally constituted governing au-
thority of said school district; the undersigned representative has been duly authorized by formal action of said governing
authority to file this Part I of the application for and in behalf of said applicant, and otherwise to act as the authorized
representative of the applicant in connection with this Part I of the application. Said authorization was passed in an offi-
cial meeting of the governing authority held on _____, 195____, and made a part of the minutes of said meeting.

I, _____, the duly authorized representative of the applicant, do hereby certify
that all of the facts, figures, and representations made in this application and the attachments hereto, which are hereby
made a part of this application, are true and correct to the best of my knowledge and belief.

IN WITNESS WHEREOF the applicant has caused this Part I of the application to be duly executed by its undersigned
representative and has caused its official seal (if one has been adopted) to be hereunto affixed on this _____ day of
_____, 195____, at _____, county of _____, State of _____.

(Legal name of governing authority of school district)

By _____
(Signature of authorized representative)

(S E A L)

(Representative's title)

(Mailing address)

CERTIFICATION OF STATE EDUCATIONAL AGENCY

I have examined this application and find that: (1) all information submitted herein which is verifiable from records
on file in the State educational agency is consistent with such records; and (2) all information submitted herein which is
not so verifiable is, to the best of my knowledge, correct and complete.

STATE EDUCATIONAL AGENCY

By _____

Title _____

Date: _____

TABLE 1. INFORMATION CONCERNING SCHOOL ATTENDANCE AND MEMBERSHIP SINCE 1953
(To be completed by all applicants)

School Year	Total Annual Enrolment	Average Daily Attendance	Average Daily Membership ^{3/}	Grade Levels Maintained ^{1/}
(1)	(2)	(3)	(4)	(5)
1953				
1954				
1954				
1955				
1956				
2/ 1956				
1957				
2/ 1957				
1958				

Kindergarten through grade 12 is indicated K-12; first grade through grade 8 by 1-8; etc.
These figures will be an estimate, except for Column 5.
See instructions, p. 6.

TABLE 1A. INCREASE IN MEMBERSHIP SINCE SCHOOL YEAR 1955-56
(To be completed by all applicants)

1. Actual membership end of school year 1955-56	
2. Actual membership beginning of current school year	
3. Estimated membership close of current school year	
4. Estimated membership close of school year 1957-58	
5. Average daily membership school year 1955-56 (from column 4, Table 1)	
6. Increase in membership (line 4 minus line 5)	

IF AN INCREASE IS REPORTED IN ITEM 3 AND/OR ITEM 4, TABLE 1B MUST BE COMPLETED AND NARRATIVE JUSTIFICATION OF THE ESTIMATED INCREASE ATTACHED WHICH SHOULD EXPLAIN IN DETAIL HOW THE ESTIMATED INCREASE IS DETERMINED FOR EACH YEAR.

TABLE 1B. INFORMATION ON FAMILY HOUSING TO BE PROVIDED AND OCCUPIED BEFORE CLOSE OF SCHOOL YEAR 1957-58
(To be completed by all applicants)

Name or Description of Project Give Application Number if Federal (1)	Ownership (2)	Number of Family Units (3)	Date of Completion	
			First Unit (4)	Last Unit (5)

Note: Do not include any housing units already occupied.

TABLE 2A. FUNDS AVAILABLE FOR SCHOOL BUILDING CONSTRUCTION
(To be completed by all applicants)

137

Exclude cash obligated for buildings under construction which are listed in Table 3B

1. Cash on hand for building construction	\$
2. Bond issues authorized	
3. State aid to which applicant is entitled	
4. Other usable building funds (attach explanation)	
5. Total remaining borrowing capacity for school construction:	
a. By authority of applicant	
b. By authority other than applicant	
TOTAL	\$

TABLE 2B. FINANCIAL DATA

(To be completed by applicants requesting assistance under either Sections 305(a)(3), 308, or 401)

Item (1)	1956-1957 School Year (2)	1957-1958 School Year (3)
1. Total assessed valuation on which taxes will be levied	XXXXX	
2. Total assessed valuation on which taxes were levied		XXXXX
3. Percent assessed valuation is of true value	XXXXX	
4. Percent assessed valuation was of true value		XXXXX
5. Net building bonds outstanding at close of year <u>1/</u>		XXXXX
6. Other indebtedness for buildings at close of year		XXXXX
7. Tax rate for debt service <u>2/</u>		
8. Tax rate for current capital outlay <u>2/</u>		
9. Tax rate for current expense <u>2/</u>		
10. Tax rate for all school purposes <u>2/</u>		

1/ Report building bonds less sinking fund.

2/ Report the rate in mills per \$1.00 of assessed valuation.

Funds expended for the construction of school buildings completed since June 30, 1956 (Include Table 3B buildings)

\$	\$	\$	\$	\$	
Local	County	State	Federal	Total Cost	Total Pupil Capacity

TABLE 4A. LIST OF FEDERAL PROPERTIES ON WHICH PUPILS RESIDE
(To be completed by all applicants)

Official Name and Location of Federal Property on Which Pupils Reside	Number of Housing Units	Pupils Residing on Federal Property					
		With Parent Employed on Federal Property			With Parent Not Employed on Federal Property		
		Average Daily Membership 1955-56	Actual Membership Date ² /	Estimated Membership June 1958	Average Daily Membership 1955-56	Actual Membership Date ² /	Estimated Membership June 1958
(1)	(1-A)	(2)	(3)	(4)	(5)	(6)	(7)
	TOTAL						

See footnotes below Table 4B.

TABLE 4B. LIST OF FEDERAL PROPERTIES ON WHICH PUPILS' PARENTS ARE EMPLOYED
(To be completed by all applicants)

Official Name and Location of Federal Property on Which Pupils' Parents Are Employed ¹ /	Pupils Whose Parents Are Employed on Federal Property					
	Who Also Reside on Federal Property			Who Do Not Reside on Federal Property		
	Average Daily Membership 1955-56	Actual Membership Date ² /	Estimated Membership June 1958	Average Daily Membership 1955-56	Actual Membership Date ² /	Estimated Membership June 1958
(1)	(2)	(3)	(4)	(5)	(6)	(7)
	TOTAL					

Number the Federal properties separately. Whenever an estimated increase in membership for June 1958 over "actual-to-date" is shown, a complete justification (narrative) must be given for each line item in Tables 4A and 4B.

- ¹/ Give the following information for any property located in another State:
 1. Approximate distance from school district to such Federal property _____ miles.
 2. What percent of the parents of such pupils go from their homes to the property and return daily? _____%.
- ²/ Enter the date on which the survey for the collection of these data was made.

PUPILS WHOSE MEMBERSHIP RESULTS DIRECTLY FROM ACTIVITIES OF THE UNITED STATES

TABLE 4C. PUPILS CLAIMED UNDER SUBSECTION 305(a)(3)

Name and <u>Address</u> of Each Plant and/or Installation Engaged in Federal Activities Directly or Through a Contractor <u>1/</u>	Goods or Materials Produced in Plant for U.S. Defense	Is Plant in Your School District? YES or NO	Pupils Whose Parents Are Employed in These Plants		
			Average Daily Membership 1955-56	Actual Membership Date <u>2/</u>	Estimated Membership June 1958
(1)	(2)	(3)	(4)	(5)	(6)
TOTAL					

1/ Give the correct name, the exact street address and name of city or town in which located. If no street address, locate by some other means; verify the name and address with official in charge of plant.

2/ Enter the date on which the survey for the collection of these data was made.

Category	Average Daily Membership 1955-56	Actual Membership Data ^{1/}	Estimated Membership End of Current School Year	Estimated Membership June 1958	Increase June 1958 over 1955-56 (Col. 5 - Col. 2)
(1)	(2)	(3)	(4)	(5)	(6)
1. Pupils residing on Federal property with a parent employed on Federal property in same State or within reasonable commuting distance thereof. (Subsection 305(a)(1))					
2. Pupils residing on Federal property who do not have a parent employed on Federal property. (Subsection 305(a)(2))					
3. Pupils not residing on Federal property who have a parent employed on Federal property any part of which is in same State or within reasonable commuting distance thereof. (Subsection 305(a)(2))					
4. Pupils residing in a school district any part of which is in a defense area and whose membership results from activities of the United States carried on directly or by a contractor. (Subsection 305(a)(3))					
5. All other pupils (non-Federally connected)					
TOTAL					

Note: Are tuition pupils to or from other districts included in above table? Yes No. (See pages 5 and 9 of Instructions.)

^{1/} Enter date when survey was made.

TABLE 5B. APPLICANT'S ELECTION OF SUBSECTIONS IN WHICH PUPILS SHALL BE COUNTED UNDER SECTION 305 ^{1/}

(Do not include pupils whose attendance will be reported as temporary under Section 309)

Category	Increase in Membership Since 1955-56 to June 1958	Percent Increase is of 1955-56 ADM	Reserved for Office of Education	
			Increase	Percentage
(1)	(2)	(3)	(4)	(5)
1. Pupils to be counted under Subsection 305(a)(1)				
2. Pupils to be counted under Subsection 305(a)(2)				
3. Pupils to be counted under Subsection 305(a)(3)				
TOTAL ^{1/}		XXX		XXX

^{1/} Limitations of Subsection 305(d): If the membership of the non-Federally connected children in June 1958 is less than 107 percent of the ADM of such children in 1955-56, the amount of the difference must be deducted from the total increase in membership of the Federally connected children from 1955-56 to June 1958.

INFORMATION REGARDING ATTENDANCE JUDGED TO BE TEMPORARY, SECTION 309

TABLE 6. PUPILS ELIGIBLE TO BE COUNTED UNDER SECTION 309

Category (1)	1956-1958 Estimated Membership Judged to be Temporary (2)
1. Children to be counted under Subsection 305(a)(1)	
2. Children to be counted under Subsection 305(a)(2)	
3. Children to be counted under Subsection 305(a)(3)	
TOTAL	

1. Attach a complete narrative statement of any school situation in which a part or all of the school attendance will be of temporary duration. Describe the nature and extent of any facilities which will be required to take care of the children whose attendance will be of temporary duration.

2. State the period of time for which it is anticipated such school attendance of temporary duration due to Federal activities will continue: _____.

3. State the estimated square feet of facilities required for such children: _____.

4. a. Does the applicant have minimum school facilities available for such school attendance? Yes _____ No _____. If the answer is "Yes", the questions below need not be answered.

b. If the answer to (a) is "No", does the applicant request the Commissioner to make available temporary school facilities for such school attendance? Yes _____ No _____.

If answer is "Yes", it will not be necessary for the applicant to furnish Part II of Form RSF-2. It is anticipated that the data supplied by the applicant as required by Part I of Form RSF-2 will be sufficient to enable the Commissioner to proceed with the consideration of providing temporary facilities.

c. If the answer to (b) is "No", does the applicant request the Commissioner to pay to the applicant for use in constructing permanent school facilities an amount estimated to be necessary to make available facilities for school attendance? Yes _____.

Note: If it is desired that the Commissioner shall make a payment in lieu of providing temporary facilities, it will be necessary for the applicant to submit Part II of Form RSF-2. In addition, it will be necessary that the applicant assure the Commissioner that minimum school facilities will be provided to take care of the Federally connected children in temporary attendance.

TABLE 7. DATA SHOWING MEMBERSHIP, ESTIMATED MEMBERSHIP, NUMBER OF UNHOUSED PUPILS AND ESTIMATED COST OF PROVIDING MINIMUM FACILITIES, 1956-1958

Item (1)	School Age Children		
	Living on Federal Property (2)	Living Off Federal Property (3)	Total (4)
1. Present membership in public schools as of _____ (give date)			
2. Present membership in schools operated by Bureau of Indian Affairs			
3. Present membership in other schools			
4. Present number not in school			
5. Total children of school age (Items 1 to 4)			
6. Estimated membership in applicant schools if school facilities were available on June 30, 1958			
7. Number of children residing on Indian lands <u>outside</u> applicant's district			
8. Capacity of present facilities ^{1/}			
9. Number of unhoused children (Item 6 minus Item 8)			
10. Estimated cost of providing needed minimum facilities ^{2/}			
11. Amount of funds in Item 10 that can be supplied from local and State sources			
12. Amount of Federal funds available for construction under any other law ^{3/}			
13. Total funds available (line 11 plus line 12)			
14. Federal funds needed under this section (line 10 minus line 13)			

^{1/} Include capacity of buildings owned by the Bureau of Indian Affairs that may be used by the applicant.

^{2/} Include cost of living quarters if such must be provided.

^{3/} List sources of such funds.

1. Attach a complete narrative justification of the following:

- a. Any increase in membership as shown in Item 6 over Item 1.
- b. Why the Federal property in this school district has created a substantial and continuing impairment of the district's ability to finance needed school facilities.
- c. That the applicant is making a reasonable tax effort and is availing itself of State and other financial assistance available for this purpose.

INSTRUCTIONS FOR PREPARATION OF FORM RSF-2, PART II (1956-1958)
APPLICATION FOR FINANCIAL ASSISTANCE FOR PUBLIC SCHOOL CONSTRUCTION IN AREAS AFFECTED BY FEDERAL ACTIVITIES UNDER TITLE III AND/OR TITLE IV OF PUBLIC LAW 815, (81st CONG.), AS AMENDED*

Applicants submitting Part II of the application are referred to the Instructions for Part I and to Public Law 815 (81st Cong.) as amended, for details as to the purpose of the Act and the eligibility requirements contained therein.

WHO MAY SUBMIT PART II OF APPLICATION

A local educational agency providing free public education under public supervision and direction (without tuition charge to parents), pursuant to the laws of the State in which such agency is located, and any State agency which directly operates and maintains facilities for providing free public education or which has responsibility for the provision of such facilities believing itself eligible may apply for assistance under the Act.

Any applicant who has submitted Part I of the application may submit Part II. Since the funds for which an applicant may qualify cannot be determined until both Part I and Part II have been received, it is essential that the Part II applications be submitted with the Part I or soon thereafter. Both parts must be filed before the applicable filing date in order to receive consideration for payment out of funds then available.

PURPOSE OF PART II OF APPLICATION

Part II of the application is intended primarily to provide information with respect to a specific construction project.

No local educational agency shall be entitled to payment of any part of the maximum amount established for such agency by the formula contained in Section 305 or under Section 309 or Section 401 of the Act, except upon making application therefor. For this purpose no application can be considered for certification and payment under Section 307 of the Act until Part I of the application has been supplemented by a specific project application under Part II. A separate Part II will be required for each project, but it will not be necessary to submit a new Part I of the application for each project. It will be necessary to file a project application under Part II in addition to Part I before any filing date established by the Commissioner in order to participate in any funds available on such date.

SUBMISSION OF PART II OF APPLICATION

Part II of the application form may be obtained from the State representatives for School Assistance in Federally Affected Areas, or from the Field Representatives of the Office of Education.

*The complete legal citation to the Act is: Public Law 815 (81st Cong.), as amended, (20 U.S.C., Ch. 14), as most recently further amended by the Act of August 1, 1956, 70 stat. 908, (P.L. 896, 84th Cong.) and the Act of August 3, 1956, 70 stat. 968, (P.L. 949, 84th Cong.)

Part II of the application may include a request for Federal funds in the total amount of the maximum for which the district may qualify or for any portion of such maximum. A separate application must be submitted for each construction project that is to be located on a single site except in those cases where two or more additions to present buildings may be grouped together in a single application. In such case, a detailed cost breakdown with a floor plan of each addition should be included in the same project application.

Since most of the information and data essential to a construction project application are peculiarly within the knowledge of the local educational agency or susceptible of procurement by it, the responsibility rests with the applicant to procure and submit the facts called for in the application form.

The applicant should obtain advice and assistance from the State educational agency in regard to Federal and State requirements, applicable standards, and existing practices within the State, and should ascertain that the project is not inconsistent with over-all State plans for the construction of school facilities.

An original and five (5) copies of each Part II application should be prepared. Applicant should retain one copy and transmit the original and four copies to the appropriate State educational agency. After review and certification, the State educational agency should retain one copy and transmit the original and one copy to the U.S. Commissioner of Education, Department of Health, Education, and Welfare, Washington 25, D.C., Attention: Division of School Assistance in Federally Affected Areas, and the remaining two copies to the appropriate Field Representative of the Office of Education, who should transmit one copy to the Field Office of the Community Facilities Service, Housing and Home Finance Agency. It is essential that the routing of applications outlined herein be followed in all cases. This also applies to revisions and amendments or any correspondence which will result in any change in the Part II as originally filed.

INFORMATION CONCERNING ADMINISTRATION AND INTERPRETATION OF ACT

If it becomes necessary because of insufficient funds to determine the relative urgency of need with respect to project applications, a cut-off date for the submission of applications will be established by the Commissioner and published in the Federal Register. Known applicants and State educational agencies will receive notice thereof.

The applicant will be subject to regulations, policy statements, and interpretations of the Act issued by the Office of Education. Such information ordinarily will be distributed to State educational agencies and may be obtained there upon request.

A representative of the Commissioner of Education will be available to assist the State educational agencies and, through them, the local educational agencies in explaining the provisions of Part II of the application. No expense incurred prior to the date of project approval will be paid from Federal funds.

DETAILED INSTRUCTIONS FOR COMPLETING PART II OF APPLICATION

Complete, accurate information on each item is essential. No space should be left blank and when the answer is "none" or "not applicable," the appropriate entry should be made. If answers require additional space, information may be placed on separate sheets, securely attached to each copy of the application with the same page number of the application to which it is an addendum with the letter of the alphabet added, such as 2a, 2b, 2c, 4a, 4b, 4c, etc.

Instructions given below should aid in the preparation of Part II of the application.

Page 1. Identification and General Data.

Part I. Spaces in the upper right corner require the same information as entered on Form RSF. Project number will be assigned and entered by the Office of Education in Washington.

Item 1. Enter the amount of Federal assistance requested in the current project application.

Item 2. Enter the total maximum Federal funds estimated by the applicant to be payable under the appropriate sections of the Act.

The blank space in the first paragraph following Item 2 should be filled in with the amount shown in Item 1.

Insert the name of the applicant's legally constituted governing authority; e.g., Board of Education, in the blank space provided therefor in the second paragraph.

Execution of Part II of the Application. The "Applicant" is the legally constituted governing authority of the school district. In execution of Part II of the application, particular care should be given to entering properly the date, place, and correct legal name of the applicant in the blanks provided therefor. The authorized representative of the applicant should sign his name in the blank provided therefor. If the applicant has a seal, the imprint of same should be made where indicated. Space has also been provided for the signature and title of the applicant's attesting officer.

Item 3. Enter total normal capacity of the proposed facilities as they are determined in accordance with State standards. (Enter the number of pupils per classroom upon which above capacity was based.)

Item 4. Self-explanatory

Item 5. Data on proposed facilities

- (a) Self-explanatory
- (b) Self-explanatory

Item 6. Attach narrative justification as indicated for facilities proposed in this application.

- (a) Describe the present housing conditions of children who are to be housed in the proposed facilities.
- (b) Describe the effect, if any, the proposed facilities will have in housing the federally connected children.
- (c) Justification for major facilities such as an auditorium, gymnasium, lunchroom, shop, etc., should include any multiple use contemplated and the educational balance which these facilities may provide to the school program.

Item 7. If contract cannot be awarded within 90 days after approval by the Commissioner the applicant should attach an explanation giving time required and reasons therefor.

APPLICATION DATA

Item 8. Enter the name, title, address and telephone number of the representative of the applicant who has been legally authorized to act for the applicant in connection with the application.

Item 9. Enter the name and address, and the State license number, if any, of the architect, engineer or consultant who will be responsible for the plan preparation and supervision of construction. If an architectural or engineering firm is to be responsible, give the full name and address of the firm. If no architect or consultant has been selected, so state.

Most States require the licensing of architects and engineers under prescribed rules and regulations. In those States which require such licenses, it is expected that the State law will be observed.

Item 10. Enter a description of the school facilities proposed. In order that the reasonableness of the estimated cost may be determined, the description must be in sufficient detail to indicate the size, capacity and type of the school building. For example, the shape and over-all dimensions, including the number of classrooms and the number of stories should be given. Attach copy of any preliminary sketches, reports and other pertinent data. Attach a copy of the floor plan and plot plan of the proposed facility to each copy of the Part II. These should be drawn to scale and the size of the drawing sheets should be of dimensions which permit folding for a letter-size file. These plans should be properly identified with the appropriate project application, showing the location of the building, area in square feet and date plans were drawn. (These details are important! Please do not omit any of them.)

Item 11.

a. Indicate by check mark whether the applicant has or will have fee simple title, or other interest in the site. If "Other Interest" is checked, specify the nature of the interest therein.

b. If title is not yet in applicant's name, but applicant intends to acquire fee simple title, indicate by check mark whether option has or has not been acquired. Enter the approximate date title was cleared or will be cleared.

c. If applicant will have less than fee simple title, give complete legal description of its interest in the property and when acquisition will be completed.

d. (1) Give adequate information regarding location of school site, including streets bordering the site or name of road on which located and miles distant and direction from a town if a rural school is being constructed.

(2) Give size of the school site in acres.

(3) Give cost of school site and site improvements.

Item 12. Enter an estimate of the cost of constructing the proposed facilities in detail as shown on the application form. If more detail is available attach a statement. Since the funds to be approved will be based primarily on this estimate, it is important that it be prepared as carefully as possible from and accompanied by available preliminary plans sketches, or other information. Where the estimate of cost is unusually high or low, a statement to justify the estimate should accompany the application.

Special attention is directed to the responsibility of the applicant to insure the development of a set of plans and specifications for the proposed work which are in keeping with its financial ability and probable Federal assistance. The applicant's architect and/or consultant must be fully instructed as to this responsibility.

Item 13. The total in this item should be the same as the total in Item 12.

Item 14. Indicate in sub-item a(1) the legal classification of the applicant as to grade level; e.g., whether it is an elementary, secondary, or other class of school district. Enter in sub-item a(2) the applicant's classification as to organization; e.g., whether it is a city, independent, or other type of district. Enter in sub-item b the date of any reorganization of applicant involving changes in territory or administrative controls since June 30, 1951. This date may be of particular importance in cases where consolidation or changes in administrative control have taken place. Indicate in sub-item c whether or not applicant is the legally constituted local school authority having administrative control and direction of free public education in the area served by the project. Indicate in sub-item d if the applicant has the basic authority to plan, construct, finance, maintain and operate the proposed educational facilities. Give specific citations to basic legal authority. Although similar information has been furnished in Part I of the application, it must be shown here in order to expedite processing of Part II of the application.

a. State "yes" or "no" whether the applicant has the financial ability to finance the non-Federal portion of the cost of the proposed facilities. The non-Federal portion is that amount required to complete construction and equipment of facilities which is not requested from the Federal Government.

b. State in terms of days, the estimated length of time it will require the applicant to complete financial arrangements to meet the non-Federal portion of the cost of proposed facilities.

c. Copy of the latest financial statement of applicant must be attached to the application. Schedule of bond and interest payments must be included. Detail of operating expenses other than by summation is not required.

d. State the presently contemplated sources of funds and the amount from each source with which the applicant expects to finance construction of the facilities proposed in Part II of the application. Item 15(d)(1) would include the amount of cash from all sources (other than funds derived from other listed sources) which the applicant reasonably expects to have which would be applied against the cost of the facilities proposed in Part II of the application. Specify in an attachment the sources of anticipated cash (i.e., building fund, etc.).

e. Give pertinent data relating to the financial ability of applicant, as follows:

(1) State the amount of latest official assessed valuation of property within the agency boundaries for tax purposes. State the percentage this assessed valuation bears to the current market value of property.

(2) State the latest tax levy in mills per \$1.00 of assessed value of property of applicant. Give the present legal tax levy limit in mills per \$1.00 of assessed value of property within boundaries of the applicant.

(3) State the present limit of amount in dollars of bonds which the applicant is legally authorized to issue for school building purposes. This amount would include bonds outstanding.

(4) State the amount in dollars of outstanding bonds issued for school building purposes.

(5) State the amount in dollars (such as amount of sinking funds, cash on hand for bond payment, etc.) which the applicant may legally deduct from outstanding gross debt created for school building purposes.

(6) From the amount of outstanding present gross debt, as stated under (4), subtract the amount of legally allowable deductions as stated under (5) to give the outstanding net present debt of the applicant for school building purposes.

(7) From the amount of the total debt which the applicant is permitted to create, as stated under (3), deduct the present net debt as stated under (6), to give the remaining amount of debt which the applicant is empowered to create for school construction.

(8) State the amount of funds which may be raised from any special building fund levy (do not include funds received from bond levies).

ASSURANCES: Careful attention should be given to the assurances give by the applicant since they constitute an integral part of the application and are required by the provisions of the Act. The signature of the applicant's authorized representative should be placed below assurances.

Certification of State Educational Agency

After the State agency has verified all information for accuracy so far as is possible, and in conformity to State standards, this blank should be signed by the appropriate representative. Comments and recommendations will be appreciated.

Resolution and Certificate of Recording Officer

Attached to Part II of the application form is a "Suggested Form of Resolution" of the governing body of the applicant authorizing the application and designating the person authorized to file the application on behalf of the applicant and to act as the authorized representative of the applicant in connection with the application.

Following the proposed Resolution form is a "Suggested Form of Certificate of the Recording Officer" certifying that the Resolution was legally adopted by the governing body of the applicant. This latter form may be used in connection with either type of application.

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UNITED STATES
DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE
OFFICE OF EDUCATION

Form approved
Budget Bureau No. 51-R179.7

APPLICATION FOR FINANCIAL ASSISTANCE
FOR PUBLIC SCHOOL CONSTRUCTION IN
AREAS AFFECTED BY FEDERAL ACTIVITIES UNDER
TITLE III, AND/OR TITLE IV, P.L. 815,
(81st CONG.), AS AMENDED

Application
Number _____
(To be filled in by Office of Education)

School District _____

(City or Town) _____

(County) _____ (State) _____

If filing more than one project
indicate rank order of prefer-
ence, as Project A, B, C, etc. PROJECT

PART II. APPLICATION FOR PROJECT ASSISTANCE

Note: Prepare original and five (5) copies,
including five (5) copies of floor
plans. Identify all attachments.

NOTE: Be sure to read the instructions before preparing this application.

GENERAL DATA

1. Amount of Federal funds requested in this project application.....\$ _____
2. Estimated maximum Federal amount claimed by the applicant.....\$ _____

THE APPLICANT HEREINBELOW DESIGNATED makes application to the United States of America for payment of
\$ _____, under the provisions of Public Law 815, 81st Congress, as amended, for use in constructing
school facilities in conformity with the provisions of the Act.

The Applicant represents that the data in support of this application are correct and complete; that the filing of
this application has been duly authorized by the _____

(Legally constituted governing authority)
of the school district; that the undersigned officer has been duly authorized by formal action of said governing authority
to file this application for and in behalf of said Applicant, to provide to the United States such additional information
and documents as may be required and otherwise to act as the authorized representative of the Applicant in connection with
this application; and that a certified copy of the official action granting such authority is hereby made a part of this
application.

IN WITNESS WHEREOF the Applicant has caused this application to be duly executed in its name by its undersigned
officer and its official seal (if one has been adopted) to be hereunto affixed and attested by its proper officer on this

_____ day of _____, 195____, at _____
County of _____, State of _____.

(S E A L)

(Legal name of governing authority of school district)

by _____
(Signature of Authorized Representative)

Attest:

(Signature of Attesting Officer)

(Title)

(Title)

3. Normal capacity of proposed facilities in accordance with State standards: _____ . (See page 7 of Instructions for Part I application.) (Based upon _____ pupils per classroom.)

4. Total number of children to be housed in or served by proposed facilities: The data reported in the following tabulation should be based upon the number of children estimated or actually to be housed or served by proposed facilities, assuming that other school facilities within the district are used to maximum capacity. This will reflect the degree of utilization of proposed facilities.

- a. Insert in the blank spaces above the columns the grade classification which is used in Applicant's school system for columns 3, 4, and 5.
- b. Insert in columns 2 to 6 inclusive the number of pupils in the grades indicated to be housed in this proposed project.
- c. Childr to be housed in proposed facilities:

Item	Kindergarten ^{1/}	Elementary	Junior High	Senior High	Junior Col.	Total Capacity Proposed Building
		Grades	Grades	Grades	13th and 14th Grades	
		One to _____	_____ to _____	_____ to _____		
(1)	(2)	(3)	(4)	(5)	(6)	(7)
Number of pupils in each classification						

^{1/} Will kindergarten be a double-session basis? Yes _____; No _____.

5. Data on proposed facilities:

- a. The proposed facilities will comprise a separate school building _____; an addition _____; or a supplementary facility to be used in conjunction with an existing building _____. (Check which.)
- b. Give the total square feet of floor area in the proposed facilities _____.
(Note: Total square feet of floor area means the sum of the square feet of each usable floor, including partitions and exterior walls, within the perimeter at the respective floor levels. Compute covered passageways with one or more sides open at one-half value. Mark this item on each copy of floor plans.)

6. Attach narrative justification under the following major headings for facilities proposed in this application.

- a. How are the children to be housed in the proposed facilities presently housed?
- b. How will the proposed facilities be utilized to educate federally connected children?
- c. If the facilities include an auditorium, gymnasium, or lunchroom, describe briefly. Single-purpose auditoriums and gymnasiums are not minimum facilities. Applicant must cover cost of such facilities from own funds when they are included.

7. Readiness to proceed with construction. Can contract award be made within 90 days from date of approval? Yes _____; No _____. (Check one) If answer is "No", give approximate date with reasons. Projects involving Federal contribution must be ready to proceed without delay and may not be approved unless contract can be awarded within 90 days from date of approval, or within such additional time as may be determined by the Commissioner.

APPLICATION DATA

8. Name of Applicant's authorized representative _____
(This item must be the name of the person signing on page 1 and page 5.) (The Office of Education should be notified promptly of any change in the authorized representative, together with a copy of the resolution of appointment.)

Title and Address _____

Telephone number of authorized representative _____

9. Name of Applicant's architect _____

Address _____ State License No. _____

10. Description of proposed facilities. (This must be a narrative description giving type of school, i.e., elementary, high school, etc.); no. of stories; no. and type of rooms; auxiliary spaces; shops; clinics; administrative spaces; etc.)

11. Site data:

a. Applicant has _____ or will have _____ (check one); _____ Fee simple title; _____ Other interest (specify).

b. If Applicant will have fee simple title: (1) Has option been acquired? _____ Yes _____ No. (2) Approximate date title cleared or to be cleared _____, 195____.

c. If Applicant will not have a fee simple title, give description of the legal interest the Applicant will have in the title and date it will be acquired. (Attach.)

d. Site description:

(1) Location. Give the name of each street or boulevard, road or highway which borders the site. If in open country also give name, mileage and direction to the nearest city or town.

(2) Size. Give the size of the site in acres _____.

(3) Cost. State the cost of site \$_____. Site improvement \$_____.
(Actual or estimated)

Note: Cost of site acquisition and off-site improvements are not chargeable to Federal funds.

12. Estimated cost of proposed facilities:

a. Construction.....\$_____

b. On-site utilities connections....\$_____

c. On-site improvements.....\$_____

d. Equipment.....\$_____

e. Plan preparation and supervision of construction.....\$_____

f. Legal and administrative.....\$_____

g. Miscellaneous.....\$_____

h. Total.....\$_____

13. Proposed plan of financing constructions

a. Non-Federal funds

(1) State \$_____

(2) Local \$_____

(3) Other \$_____ \$_____

b. Federal funds requested

(1) Sec. 305 \$_____

(2) Sec. 308 \$_____

(3) Sec. 401 \$_____ \$_____

c. Total Cost of Project \$_____

14. Legal data:

- a. Classification of Applicant (1) as to grade levels (e.g., elementary, secondary, etc.) _____;
(2) as to organization (e.g., city, independent, consolidated, county unit, etc.) _____.
- b. Date of any reorganization of applicant involving changes in territory or administrative controls since June 30, 1951 _____.
- c. Is the Applicant the legally constituted local school authority having administrative control and direction of free public education in the area served by this project? Yes; No.
- d. Does the Applicant have the specific authority to plan, construct, finance, maintain, and operate the proposed educational facilities? Yes _____; No _____. Give citations to specific legal authority. If the answer is "No", state who does have such specific authority. _____

APPLICANTS REQUESTING GRANTS UNDER SECTIONS 305(a)(3), 308, 309, AND 401 MUST FILL IN THE REMAINDER OF THIS PAGE.

15. Ability of Applicant to finance its portion of cost of proposed facility.

- a. Does Applicant have the financial ability to pay its portion of cost of proposed facilities? Yes _____; No _____. (Check one.)
- b. If Applicant has financial ability to pay its portion of cost of proposed facilities, how long a period of time will be required to complete finance arrangements? _____ days.
- c. Attach copy of latest financial statement of Applicant (including schedule of bond and interest payments).
- d. Indicate the presently contemplated source of funds for this project and amount from each source to finance construction of the proposed facilities:

(1) Anticipated cash*.....	\$ _____
(2) Bonds for school purposes:	
(a) Authorized.....	\$ _____
(b) To be authorized.....	\$ _____
(3) State aid.....	\$ _____
(4) Cash on hand.....	\$ _____
(5) Other sources (specify):	
(a) _____\$ _____
(b) _____\$ _____
Total non-Federal funds.....	
\$ _____	

*Attach a statement regarding sources of anticipated cash (i.e., building fund, etc.)

e. Financial data:

- (1) Total assessed valuation \$ _____. Percent assessed to actual valuation _____ %
- (2) Present tax rate in mills per \$1.00, \$ _____. Present legal tax limit in mills per \$1.00, \$ _____
- (3) Bonded debt limit for school building purposes.....\$ _____
- (4) Outstanding present gross bonded debt.....\$ _____
- (5) Allowable deductions (sinking fund, etc.).....\$ _____
- (6) Net present bonded debt (item 4 minus item 5).....\$ _____
- (7) Bonded debt capacity not used (item 3 minus item 6).....\$ _____
- (8) Building fund levy other than bond retirement.....\$ _____

ASSURANCES

THE APPLICANT HEREBY GIVES ASSURANCE TO THE COMMISSIONER OF EDUCATION THAT:

1. The Applicant has or will have title to the site, or the right to construct upon such site the school facilities specified in this Part II of the application and to maintain such school facilities on such site for a period of not less than 20 years after the completion of the construction;
2. The Applicant has legal authority to undertake the construction of the project and to finance the proposed non-Federal share of the cost thereof, and adequate funds to defray any such non-Federal share will be available when needed;
3. The Applicant will from time to time prior to the completion of the project submit such reports relating to the project as the Commissioner may reasonably require;
4. The Applicant's school facilities will be available to the children for whose education contributions are provided in Title III, and/or Title IV of Public Law 815, as amended, on the same terms, in accordance with the laws of the State in which Applicant is situated, as they are available to other children in Applicant's school district;
5. The Applicant will cause work on the project to be commenced within a reasonable time after receipt of notification from the Commissioner of Education that funds have been allotted, and to be prosecuted to completion with reasonable diligence; and
6. The rates of pay for laborers and mechanics engaged in the construction will be not less than the prevailing local wage rates for similar work as determined in accordance with Public Law Numbered 403 of the 74th Congress, approved August 30, 1935, as amended, under standards, regulations and procedures prescribed by the Secretary of Labor.

Applicant's Authorized Representative

CERTIFICATION OF STATE EDUCATIONAL AGENCY

I have examined this Part II of the application and I find: (1) that the project is not inconsistent with over-all State plans for the construction of school facilities; (2) that all information submitted herein, which is verifiable from records on file in the State educational agency, is consistent with such records; and (3) that all information submitted herein, which is not so verifiable, is, to the best of my knowledge, correct and complete.

Comments and recommendations:

STATE EDUCATIONAL AGENCY

By _____

Title _____

State _____

Date: _____

(SUGGESTED) FORM OF RESOLUTION

Authorizing application to the United States of America for financial assistance for school construction under Title III and/or Title IV of Public Law 815 (81st Cong.) as amended.)

BE IT RESOLVED BY _____ 1/;
(Title of governing authority of school district)

That the construction of _____ 2/;
(Describe school facility construction of which is proposed)

is necessary and in the public interest should be provided at an early date; and
That for the construction of the aforesaid facility it is desired to obtain financial assistance from the United States of America under Title III and/or Title IV of Public Law 815 (81st Cong.) as amended; and

That _____ is hereby authorized to file on behalf of
(Fill in name of person)
_____ 1/
(Legal name of governing authority of school district) an application in the form required by the Commissioner of Education under Public Law 815 requesting payment by the United States of America of funds to assist said school district in meeting the cost of constructing said school facilities; and

That the cost of such school facilities being estimated to amount to approximately \$ _____, and application to the United States for the amount of \$ _____, being authorized, \$ _____ 3/
shall be raised by _____ 1/ through _____
(Legal name of governing authority of school district)

_____ 4/; and
That _____ is hereby designated as the authorized representative of _____ 1/
(Legal name of governing authority of school district) for the purpose of furnishing to the United States of America such information, data, and documents pertaining to the application for funds as may be necessary, and otherwise to act as the authorized representative of _____ 1/
(Legal name of governing authority of school district) in connection with such application; and

That certified copies of this resolution be included as a part of the application for funds to be submitted to the United States of America.

1/ E.g., The Board of Education of Common School District No. 1, Far View, New Jersey.
2/ E.g., a ten-room elementary school building.
3/ Insert amount of local funds to be supplied, if any.
4/ Insert method by which local funds, if any, are to be raised. If the entire cost of the project is to be paid from Federal funds, or the necessary local funds are already available, modify this paragraph accordingly.

(SUGGESTED) FORM OF CERTIFICATE OF RECORDING OFFICER

I, the undersigned, the duly qualified and acting _____ of the _____ (Title of Officer) and custodian of the records of _____ (Legal name of governing authority of school district) _____ (Legal name of governing authority of school district)

_____, including the journal of proceedings of the _____ (Governing authority of school district), do hereby certify:

1. That the attached resolution is a true and correct copy of a resolution as finally adopted at a meeting of the _____ (Governing authority of school district) held on the _____ day of _____, 195____, and duly recorded in my office;

2. That said meeting was duly convened and held in all respects in accordance with law and to the extent required by law due and proper notice of such meeting was given; that a legal quorum was present throughout the meeting, and a legally sufficient number of members of the _____ (Governing authority of school district) voted in the proper manner for the adoption of said resolution; that all other requirements and proceedings under the law incident to the proper adoption or passage of said resolution, including publication, if required, have been duly fulfilled, carried out, and otherwise observed; and that I am authorized to execute this certificate:

3. 1/ That the seal affixed below constitutes the official seal of the _____ (Governing authority of school district) and this certificate is hereby executed under such official seal;

4. 2/ That the _____ (Governing authority of school district) does not have an official seal.

IN WITNESS WHEREOF, I have hereunto set my hand this _____ day of _____, 195____.

(Signature of Officer)

(If _____ has an official seal, impress here.)

(Type or print name of Officer)

(S E A L)

1/ If an impression of a seal has been affixed below, delete paragraph 4.
2/ If no seal has been affixed, delete paragraph 3.

- o o o -