

SAMPLE LETTER OF INTENT FOR PSCOC CAPITAL FUNDING OUTLINE

Dear Public School Capital Outlay Council,

Introduction

Explain which PSCOC capital funding program (Standards-based, Systems-based, Pre-K, or Pilot Teacher Housing) and which school the district is applying for.

Eligibility

Verify that the applicant school is eligible for PSCOC capital funding, per the eligibility requirements. Include details regarding the school's ranking, wNMCI score, etc.

Application Request and Project Scope

Provide a brief description of the application request and project.

Explain the reasoning and need for the requested project.

Provide a description of the project scope.

- For a **standards-based** application:
 - Explain the need and request for a new school, replacement school, addition, or renovation.
 - What will be included (full school, specific buildings, etc.)?
- For a **systems-based** application:
 - Explain which eligible systems the district is applying for and why.
 - Explain the extent of system replacement or upgrade.
 - Which buildings to be included in the project scope?
- For a **pre-kindergarten facility** application:
 - Explain the need and request (new school, addition, or renovation).
- For a **Pilot Teacher Housing** application:
 - Explain the need and request (school location, number of housing units, etc.).

Estimated Costs

Provide estimated costs for the potential project.

- Cost per square foot
- Total project cost

Funding

Confirm the current local match for the district, and if the district does or does not have sufficient available funding to support to the local match for the application request and potential project.

Indicate if the district will request and require a local match reduction

Signed,
School District