

MEMORANDUM No. 34

TO: Kentucky School Architects

FROM: Greg Dunbar, AIA, Manager
District Facilities Branch

DATE: January 6, 2015

RE: **New Electronic Submission Process for BG-1 Project Application Form (BG-1)
and BG-5 Project Closeout Form (BG-5)**

Effective January 15, 2015:

- *BG-1 Forms will only be accepted when submitted electronically to BG1ProjectApp@education.ky.gov*
- *BG-1 Forms will only be accepted when submitted electronically to BG1ProjectApp@education.ky.gov*

How to submit a BG-1 Project Application Form (BG-1)

The BG-1 (both pages) must be submitted electronically through an e-mail to the District Facilities Branch at BG1ProjectApp@education.ky.gov. When submitting a BG-1 indicate “District Name – BG-1 Initial – Board Approval Date” or “District Name – BG-1 Revised BG# – Board Approval Date” in the subject line of the e-mail and attached a signed copy of the BG-1 Form as a pdf document. The district’s Superintendent, Finance Officer and Local Board Chair by signing the form certify the accuracy and completeness of the BG-1 Project Application Form.

Note: When submitting a revised BG-1 form, provide the reason for the revision. (i.e. change in project scope, update cost estimate during design, reconcile with bids, increase contingency, reconcile with project closeout, change in fund source, or etc.)

How to submit a BG-5 Project Closeout Form (BG-5)

The BG-5 must be submitted electronically through an e-mail to the District Facilities Branch at BG5ProjectCloseout@education.ky.gov. When submitting a BG-5 indicate “District Name – BG-5 BG# – Board Approval Date” in the subject line of the e-mail and attached a signed copy of the BG-5 Form as a pdf document. The district’s Local Board of Education designee by signing the form is certifying the accuracy and completeness of the BG-5 Project Closeout Form.

Resources

For additional information on how to complete the BG-1 and BG-5 forms, please refer to the [Financial Aspects of 702 KAR 4:160 Construction Process](#) and [Guidelines of Best Practices](#) documents available on the Facilities Construction webpage at <http://education.ky.gov/districts/fac/Pages/Construction.aspx>.

702 KAR 4:160 Capital Construction Process forms incorporated by reference are available on the Facilities Construction webpage at <http://education.ky.gov/districts/fac/Pages/Construction.aspx>.

For assistance contact the following KDE staff

For BG-1 and BG-5 related questions:

- General submission and status questions: Sherri Craig at sherri.craig@education.ky.gov or (502) 564-3846, extension 4426.
- Project specific questions, after a BG-1 has been approved and assigned a project number: the district assigned District Facilities Branch Project Manager. Refer to the [KDE District Facilities Branch Project Managers List](#) and contact information on KDE School Facilities webpage at <http://education.ky.gov/districts/fac/Pages/default.aspx>;

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