

## SUMMARY OF QSCB PROCESS

1. School board approves QSCB loan documents.
2. School board executes documents and submits documents to Mr. Warren Craig Pouncey, Assistant State Superintendent. Each system shall remit fee payment directly to legal entity.
3. Superintendent **submits letter** to School Architect's Office identifying project name and outlining detailed scope of project. (per project basis)
4. School system must include **Control Number** on all contract and draw request submittals.
5. School system submits plans and contracts to School Architect's Office and plans to Alabama Building Commission (same procedure as for **locally funded project**).
6. School system must comply with the requirements of the **Design and Construction Guidelines** provided.
7. **Attachment A** must be included with all contracts.
8. School system must comply with the **Public Works Law** and maintain documentation with respect to the **Davis-Bacon Act**.
9. School system submits **Form A – (PSCA 2009-D) Periodic Draw Request** on a monthly basis.

Mailing Address:

Mr. Warren Craig Pouncey  
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State Department of Education  
P. O. Box 302101  
Montgomery, AL 36130-2101

Shipping Address:

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