



**STATE OF ALABAMA  
DEPARTMENT OF FINANCE  
REAL PROPERTY MANAGEMENT  
Division of Construction Management**



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December 14, 2020

**TO: PUBLIC SCHOOL AND COLLEGE AUTHORITY (PSCA) FUND RECIPIENTS (PUBLIC K-12 SCHOOLS, PUBLIC HIGHER EDUCATION INSTITUTIONS, AND PUBLIC EDUCATIONAL AGENCIES), ARCHITECTS, AND ENGINEERS**

**FROM: MICKEY ALLEN, ASSISTANT FINANCE DIRECTOR** *MA*  
**ALABAMA REAL PROPERTY MANAGEMENT (RPM)**

**FRANK BARNES, DIRECTOR** *Frank Barnes*  
**ALABAMA DIVISION OF CONSTRUCTION MANAGEMENT (DCM)**

**SUBJECT: UPDATED GUIDANCE ON PSCA PLAQUES AND PROJECT SIGNS**

DCM's October 1, 2001 memo concerning PSCA Plaque Design is superseded by this December 14, 2020 bulletin which includes updated references, terms, and details.

**PSCA Plaques**

1. PSCA plaques are installed as a permanent part of a building and are required on the following partially or fully PSCA-funded projects: Major renovations, renovations of four (4) or more rooms, and all new construction as follows: buildings, additions and athletic facilities. The Detail of PSCA Plaque (attached DCM Form 9-M) must be included in the project manual of such projects.
2. PSCA plaques are not required on the following partially or fully PSCA-funded projects: Sitework, paving, parking lots, utility work, re-roofing, and finishes (such as painting). The Detail of PSCA Plaque (DCM Form 9-M) should not be included in the project manual of such projects.

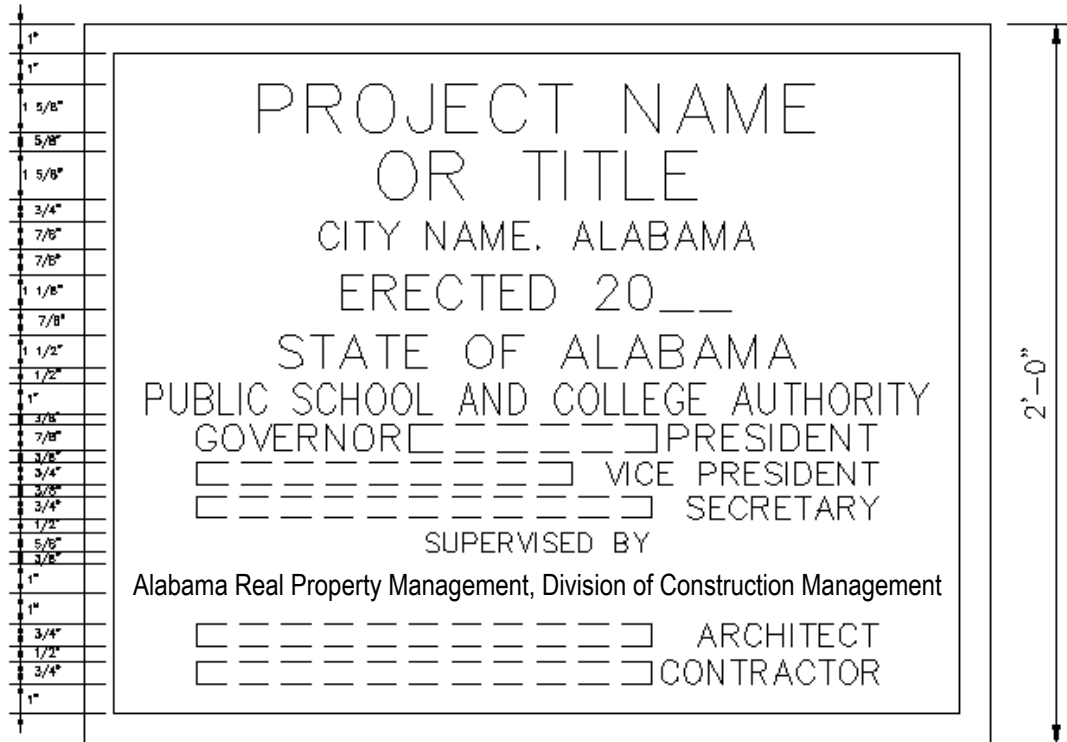
**PSCA Project Signs**

1. Project signs are temporarily placed on building grounds during construction to inform the public of the construction in progress, and in the case of PSCA projects to inform the public of the funding source. Project signs are required on all PSCA-funded projects, regardless of the project dollar amount, and regardless of whether or not a PSCA plaque is installed. The Detail of Project Sign (see attached DCM Form C-15) must be included in the project manual of all PSCA-funded projects.
2. "Alabama Public School and College Authority" as well as the local owner entity must be included as awarding authorities on the project sign of all PSCA-funded projects.

If you have any questions regarding whether or not a PSCA plaque is applicable, please contact DCM's Plan Review Division at 334-242-4082 or [planreview@realproperty.alabama.gov](mailto:planreview@realproperty.alabama.gov).

cc: Jimmy Baker, Chancellor, Alabama Community College System  
Perry Taylor, State School Architect, State Department of Education

### Detail of PSCA Plaque

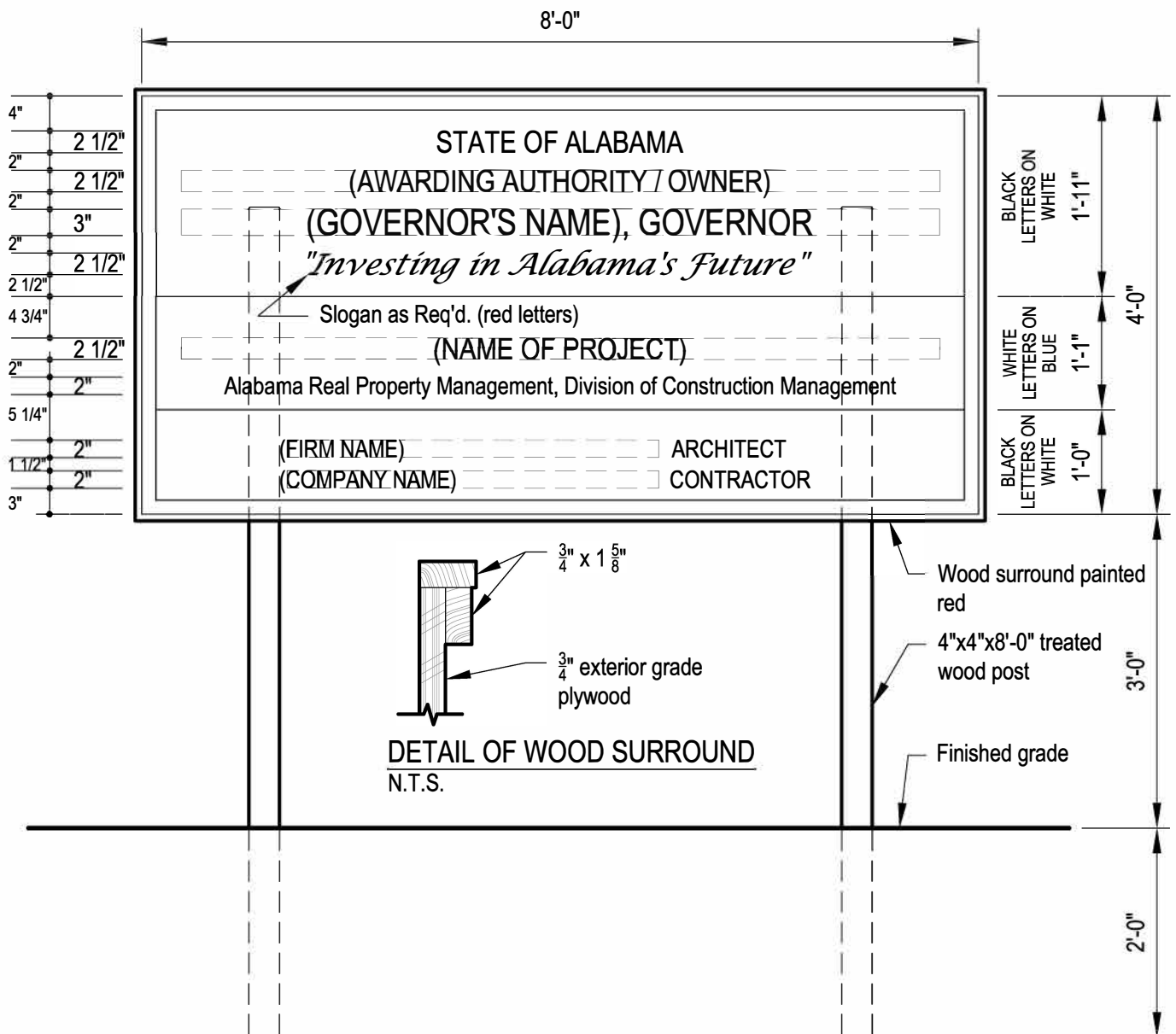


**Notes:**

1. PSCA plaques are installed as a permanent part of a building and are required on the following partially or fully PSCA-funded projects: Major renovations, renovations of four (4) or more rooms, and all new construction as follows: buildings, additions, and athletic facilities. DCM Form 9-M must be included in the project manual of such projects. Exception: Alabama Community College System (ACCS) PSCA-funded projects with Notice-To-Proceeds issued after July 31, 2021 are not submitted to DCM.
2. PSCA plaques are not required on the following partially or fully PSCA-funded projects: Sitework, paving, parking lots, utility work, re-roofing, and finishes (such as painting). DCM Form 9-M should not be included in the project manual of such projects.
3. The erection year is the year the project is completed.
4. Guidance for determining the names of PSCA officials:  
 The PSCA President is the current Governor of Alabama.  
 The PSCA Vice President is the current State Superintendent of Education.  
 The PSCA Secretary is the current Director of the Alabama Department of Finance.

## DETAIL OF PROJECT SIGN

N.T.S.



**Notes:**

1. Fully locally-funded State Agency and Public University projects: DCM Form C-15 must be included in the project manual regardless of expected bid amount. If the awarded contract sum is \$100,000.00 or more, Contractor shall furnish and erect a project sign.  
Fully locally-funded K-12 school projects: Project sign is not required unless requested by Owner, if project sign is requested by Owner, include DCM Form C-15 in the project manual.  
Partially or fully PSCA-funded projects: DCM Form C-15 must be included in the project manual. Contractor shall furnish and erect a project sign for all PSCA-funded projects, regardless of contract sum. "Alabama Public School and College Authority" as well as the local owner entity must be included as awarding authorities on the project sign of all PSCA-funded projects. Exception: Alabama Community College System (ACCS) PSCA-funded projects with Notice-To-Proceeds issued after July 31, 2021 are not submitted to DCM.  
Fully locally-funded ACCS projects with Notice-To-Proceeds issued prior to August 1, 2021: DCM Form C-15 must be included in the project manual regardless of expected bid amount. If the awarded contract sum is \$100,000.00 or more, Contractor shall furnish and erect a project sign.
2. Sign to be constructed of 3/4" exterior grade plywood.
3. Paint with two coats best grade exterior paint before letters are painted. Option: In lieu of painted lettering on plywood, a corrugated plastic sign (displaying the same lettering, layout and colors as above) may be secured directly to the unpainted exterior grade plywood.
4. Sign shall be placed in a prominent location and easily readable from existing street or roadway.
5. Sign shall be maintained in good condition until project completion.
6. Slogan: Act 2020-167's title "Investing In Alabama's Future" should be placed on the project signs of all PSCA-funded projects, otherwise the Awarding Authority/Owner's slogan, if any, should be used. If the Awarding Authority/Owner of a fully locally-funded project does not have a slogan, the project sign does not require a slogan.