

# **MASSACHUSETTS SCHOOL BUILDING AUTHORITY (MSBA) PROCESS**

**AMESBURY ELEMENTARY SCHOOL**

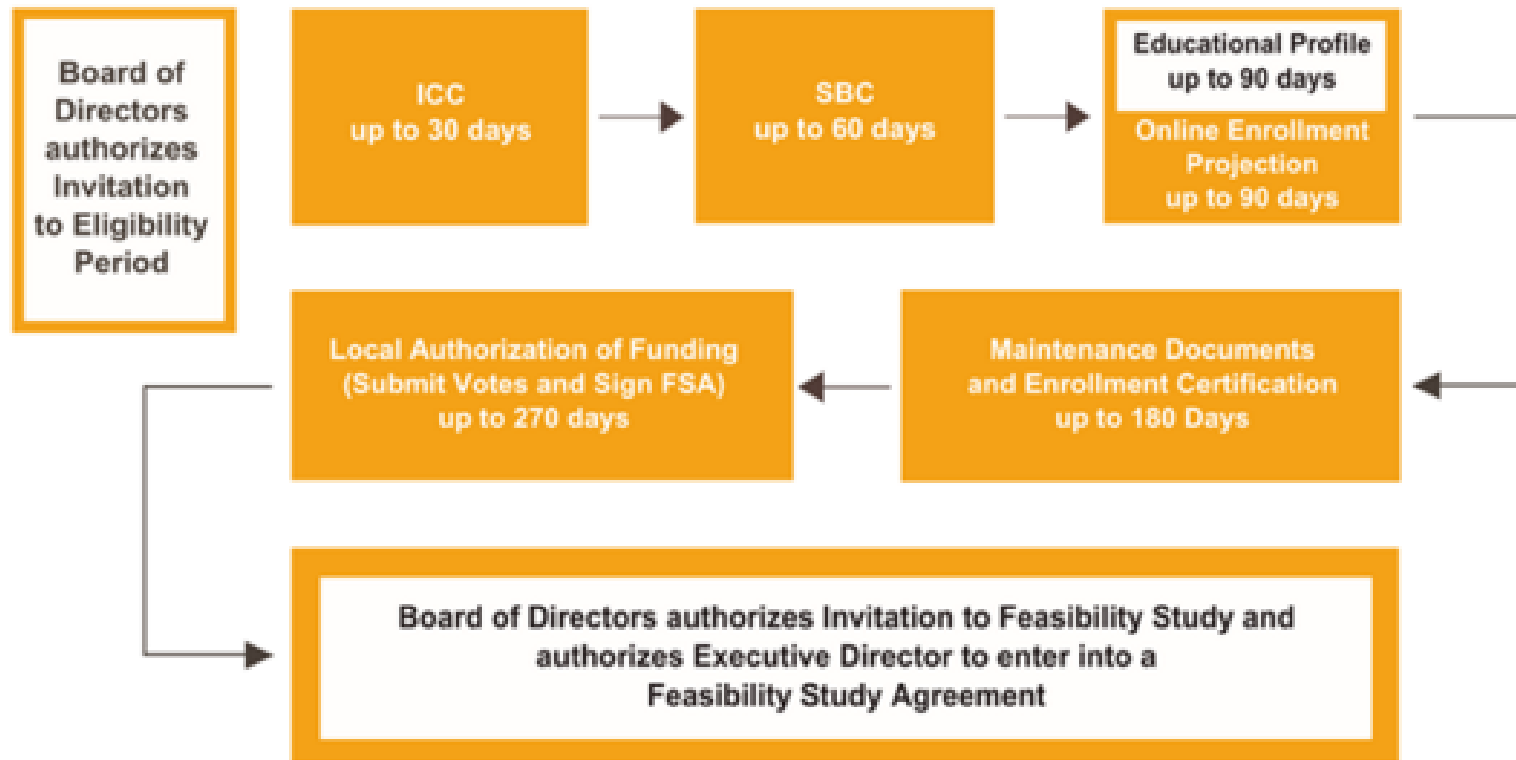


# PHASES OF BUILDING PROJECT

- **STATEMENT OF INTEREST (SOI)**
- **ELIGIBILITY**
- **FEASIBILITY STUDY**
- **SCHEMATIC DESIGN**
- **FUNDING THE PROJECT**
- **DETAILED DESIGN**
- **CONSTRUCTION**

# Eligibility Period

Up to 270 Days



Upon Invite to Eligibility Period, Districts complete defined requirements within the timeframes listed above

# **ICC (INITIAL COMPLIANCE CERTIFICATION) UP TO 30 DAYS**

- **CERTIFICATION OF DISTRICT'S UNDERSTANDING OF THE GRANT PROGRAM**
- **EXECUTION OF AN INITIAL COMPLIANCE CERTIFICATION**

# **SBC (SCHOOL BUILDING COMMITTEE) UP TO 60 DAYS**

- **FORMATION OF SCHOOL BUILDING COMMITTEE AND SUBMISSION OF MEMBERSHIP TO MSBA FOR ACCEPTANCE**
- **MEMBERSHIP MUST INCLUDE:**
  - **MEMBER WHO IS MCPPO CERTIFIED**
  - **LOCAL CHIEF EXECUTIVE OFFICER**
  - **ADMINISTRATOR OR MANAGER**
  - **SCHOOL COMMITTEE MEMBER**
  - **SUPERINTENDENT OF SCHOOLS**
  - **LOCAL OFFICIAL RESPONSIBLE FOR BUILDING MAINTENANCE**
  - **REPRESENTATIVE OF OFFICE AUTHORIZED BY LAW TO BUILD SCHOOL BUILDINGS**
  - **MEMBER KNOWLEDGEABLE IN EDUCATIONAL MISSION AND FUNCTION OF FACILITY**
  - **LOCAL BUDGET OFFICIAL OR MEMBER OF FINANCE COMMITTEE**
  - **SCHOOL PRINCIPAL**
  - **MEMBER OF COMMUNITY WITH ARCHITECTURE, ENGINEERING AND/OR CONSTRUCTION EXPERIENCE**

# **EDUCATIONAL PROFILE UP TO 90 DAYS**

- **COMPLETION OF AN EDUCATIONAL PROFILE QUESTIONNAIRE**
- **INFORMS THE MSBA'S UNDERSTANDING OF CURRENT AND FUTURE EDUCATIONAL FACILITIES, TEACHING METHODOLOGY, GRADE CONFIGURATIONS AND PROGRAM OFFERINGS**



# **MAINTENANCE DOCUMENT AND ENROLLMENT CERTIFICATION UP TO 180 DAYS**

- **SUMMARY OF DISTRICT'S EXISTING MAINTENANCE PRACTICES**
  - **MAINTENANCE AND CAPITAL PLANNING RECORD THROUGH MSBA**
  - **CAN RECEIVE ADDITIONAL POINTS OF REIMBURSEMENT FOR ELIGIBLE PROJECTS**
- **CERTIFICATION OF DESIGN ENROLLMENT FOR THE PROPOSED PROJECT AGREED UPON WITH THE MSBA**

# **LOCAL AUTHORIZATION OF FUNDING UP TO 270 DAYS**

- **CONFIRMATION OF COMMUNITY AUTHORIZATION AND FUNDING TO PROCEED**
  - **VOTE BY THE SCHOOL COMMITTEE AND CITY COUNCIL TO APPROPRIATE THE FULL FUNDS FOR THE FEASIBILITY STUDY**
- **EXECUTION OF MSBA'S STANDARD FEASIBILITY STUDY AGREEMENT**
  - **ESTABLISHES A PROCESS FOR THE DISTRICT TO BE REIMBURSED FOR ELIGIBLE EXPENSES**



# NEXT STEPS

- **DISTRICTS THAT SUCCESSFULLY COMPLETE ALL ASPECTS OF ELIGIBILITY WITHIN 270 DAY PERIOD**
  - ***ELIGIBLE* TO RECEIVE INVITATION INTO FEASIBILITY PERIOD**
- **DISTRICTS THAT DO NOT SUCCESSFULLY COMPLETE THE PRELIMINARY REQUIREMENTS WITHIN THE 270-DAY PERIOD WILL HAVE TO RE-FILE AN SOI DURING THE NEXT SOI FILING PERIOD**