

IX. Building Renewal Grant Fund

Per ARS §41-1091 B: This substantive policy statement is advisory only. A substantive policy statement does not include internal procedural documents that only affect the internal procedures of the agency and does not impose additional requirements or penalties on regulated parties or include confidential information or rules made in accordance with the Arizona Administrative Procedure Act. If you believe that this substantive policy statement does impose additional requirements or penalties on regulated parties you may petition the agency under ARS §41-1033 for a review of the statement.

A. Eligibility

Pursuant to ARS §15-2032 (2008 Arizona Session Laws, 2nd Regular Session, Ch. 287, §27(effective September 26, 2008), Building Renewal Grant Funds are only available to correct existing deficiencies in academic buildings that have received preventative maintenance. To be considered for funding, a district must submit an application as outlined below.

B. Applications

A school district may submit a request for monies from the Building Renewal Grant Fund to SFB staff. The request shall be on an application developed by SFB staff (See *Exhibit IX. A.*) and provide at least the following information:

Contact Information

- District Name
- Superintendent Name
- Contact Person
- Contact Number
- Contact Email Address

Justification

- Description of the problem
- Any completed professional studies
- Any citations or reports from government entities
- Recommended solution
- Estimated cost including backup documentation

Funding

- Planned expenditures of building renewal funds for the balance of the current fiscal year
- Amount of local funding the district plans to use for this specific project
- Associated insurance coverage including why insurance cannot cover the expense

Preventative Maintenance

The school district will provide a report of the preventative maintenance activities completed over the prior 12 months at the school district building for which the monies are being requested.

If the school district is unable to provide the required information, the school district may submit an incomplete application and ask SFB staff for assistance in developing the information required.

SFB staff must receive complete applications at least two weeks before the next Board meeting to be considered at that Board meeting. Applications received after that date will be held until the next Board meeting.

C. Investigation

If the Executive Director determines that the circumstances described by the school district in its application require professional evaluation to determine either the scope of the problem or potential solutions, the Executive Director may authorize expenditures not to exceed \$30,000 for the required evaluation. If the Executive Director authorizes an evaluation, the Executive Director will present the application for approval at the next regularly scheduled Board meeting. If the Board votes to not authorize funding, the Executive Director will not authorize any additional expenditures.

The Board may authorize additional investigation funds as necessary.

School district expenditures for investigations or corrections completed prior to the submittal of the application to SFB staff are not eligible for reimbursement from the Board.

D. Funding

Once the investigation is complete, SFB staff will present a recommended solution and an estimated project cost to the Board for approval.

SFB staff shall establish a project number and account for the project. The school district shall submit requests for funding with appropriate invoices to receive awarded funds. If there are any unspent funds at the conclusion of the project, these funds shall be remitted to the Building Renewal Grant Fund.

E. Insufficient Funds

Grant funds will be awarded on a monthly basis. If the Board receives qualifying applications in a particular month that are in excess of remaining grant funds, the Board will prioritize the applications based on the level of local contributions and the level of compliance with the Preventative Maintenance Program.