

IX. Building Renewal Grant Fund

Per A.R.S. §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 A.R.S. §41-1033 for a review of the statement.

A. Eligibility (Modified August 6, 2014)

Pursuant to A.R.S. §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 are owned by the school district and are required to meet the minimum adequacy guidelines for student capacity and have received preventative maintenance. Project requests shall be prioritized by the Board, with priority given to school districts that have provided routine preventative maintenance on the facility, and to school districts that can provide a match of monies.

The Board has determined that priority will be given to school districts that provide matching funds of 50% of the total project cost provided by the fund to meet the minimum school adequacy guidelines, not for upgrades. This does not preclude the higher level prioritization of Critical/Non-Critical projects.

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To be considered for funding, a school district must submit an application as outlined below.

B. Applications (Adopted October 2, 2008, Modified August 6, 2014)

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 and provide at least the following information:

Contact Information

- District Name
- Superintendent Name
- Contact Person
- Contact Phone Number
- Contact Email Address
- School and Building Information

Justification

- Detailed description of the problem
- Any completed professional studies
- Any citations or reports from government entities
- Recommended solution

- Estimated cost including backup documentation
- Project Category

Funding

- Is the requested project in a building, or part of a building, that is being leased to another entity, ~~including a charter school that is sponsored by a school district pursuant to A.R.S. §15-183?~~
- 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 to meet the definition of Primary Building Renewal Project.

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. The application will not be considered complete until all necessary information is submitted.

*Routine Preventative Maintenance

Pursuant to A.R.S. §15-2032.F.2, routine maintenance is the recurring need to keep in good repair building systems or components, and is synonymous with routine preventative maintenance. These items are performed on a regular schedule, at intervals ranging from four times per year to once every three years, or on the schedule of services recommended by the manufacturer of the specific building system or equipment, that are intended to extend the useful life of the building system and reduce the need for major repairs. Examples include: roofing and flashing repair, routine replacement of cooler pads and filters; replacement of light bulbs and ballasts; replacement of drive belts; replacement of ceiling tiles; routine lubrication; routine interior painting schedules; routine elevator maintenance, etc.

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. UNFORSEEN CONDITIONS

The District shall notify SFB staff if any unforeseen conditions arise during project implementation. SFB staff will direct the District on how to proceed. The District must submit a Change Order which includes the signature of the District Representative, Architect, and Builder prior to receiving written approval from SFB staff to proceed. Any work associated with the Change Order will also indicate any changes to the contract value, contract schedule, or contract scope. No work shall proceed without a fully executed Change Order that includes SFB staff signature.

D. LOCAL FUNDS

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.

EH. Insufficient Funds (Adopted October 2, 2008)

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.

Additionally, when the Board determines there are limited available funds, the Board may make funding decisions on needs-based criteria (critical/non-critical). Needs-based criteria may include impact on daily operations of the school such as safety, building closure and imperiled operations. Staff will indicate on the agenda under Supplemental, Construction and Design those items that are critical/non-critical and group the requests by PM Category (Roofing, HVAC, Electrical, etc.). The agenda item may include language similar to the following:
Funding for this project will be made available when sufficient legislative appropriation to the Building Renewal Grant Fund is made.

I. Project Awards and Pre-Award Meetings

SFB staff will participate in a pre-award meeting to review with the responsive bidders and determine that all scope of work defined by the construction documents are included and adhered to in the bid proposals. This is a condition that must be met prior to the release of funds.
Any award based on an estimate is subject to SFB staff approval of the procurement process and award of the bid or quote as applicable prior to distribution of funds to the district.

FJ. Reporting (Modified August 6, 2014)

Pursuant to A.R.S. §15-2002.A.2, by September 1, each school district must report to the SFB all renovations completed in the previous fiscal year for the purpose of database calculations to the adjusted age of the building. The SFB may review, audit or both to confirm the information submitted by the school district and then adjust the age of a building that has been upgraded or remodeled.

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