

Steps to Proceed with an Implementation Grant

The following steps summarize the 'Terms and Conditions' the district is required to sign to receive development grant funds. A few steps have been added to clarify the process. The district shall coordinate with its SFB Liaison to proceed with the project.

Step I: The district signs the 'Terms and Conditions' and sends a copy to the SFB.

Step II: The district provides a project timeline to the SFB Liaison.

Step III: The district submits the bid documents to the SFB for review and approval prior to posting/issuance. Once approved, the district may issue the bid documents according to the district's procurement rules.

Note: The district shall not change the project scope from what was submitted to the SFB in the original grant application.

Step IV: If the district has committed funds beyond the grant funds requested, the district shall submit the board resolution of the actual cost committed in the original application.

Note:

1. If the actual project cost is higher than the grant awarded, the district shall supplement the cost.
2. If the actual project cost is lower than the grant awarded, the SFB shall only fund the actual cost.
3. If the actual project cost is lower than the total estimate in a project with committed district funds, the savings will be divided evenly between the grant funds and the district funds by a percentage of funds committed.
4. The district shall fund the cost of change orders that may arise during construction.

Step V: The district submits the contract documents to the SFB for review and approval prior to signing. Once approved, the district may sign the contract documents and issue a Notice to Proceed to the contractor /vendor.

Note: The district shall sign a contract within four months of SFB's approval of the grant award. The award was approved on May 1, 2008.

Step VI: As the contractor/vendor submits progress payments, the district shall forward the invoices to the SFB for payment. The SFB will make progress payments as per the contract. If the district has supplemented the project cost beyond grant funding, the SFB will pay a portion of each pay application based on the percentage of funding.

Note: The SFB will not send any grant funds in advance.

Step VII: The SFB will inspect the work during and after construction.

Step VIII: The district shall submit energy usage reports to the SFB 6 months and 12 months after projection completion.