

## ***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, 2<sup>nd</sup> 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 provided by the fund. 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.

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.

### \*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. Executive Authority** (Adopted October 2, 2008, Modified August 6, 2014)

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.

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

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.

If the Executive Director determines that a Building Renewal Grant request requires immediate action so that the school district can immediately begin to correct the deficiency, the Executive Director may authorize expenditures not to exceed \$50,000 for the required correction. The Executive Director shall present the district's request 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 project funds as necessary.

Districts expenditures for investigations or corrections completed prior to the application submittal, unless the SFB had pre-authorized the school district to proceed, are not eligible for reimbursement from the SFB.

**D. Funding** (Modified August 6, 2014)

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** (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.

**F. 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.