



ELIGIBILITY CHECKLIST
Building Renewal Grant
 School Facilities Board

Date: _____ School District: _____
 BRG ID: _____ School: _____
 Project#: _____ Building#(s): _____

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.

Phase	Activity	Responsible	Required	Compliance
		<small>(lead author)</small>	<small>(check if appropriate)</small>	<small>Date (date approved)</small>
General	Building Inventory is up to date	District		
	Submit annual Preventative Maintenance Reporting Statement	District		
	Report all renovations completed in the previous fiscal year in the Annual Reporting documents	District		
	Submit Application with all required information <i>Fill in all the fields required on the BRG application</i>	District		
	The application is to correct a "primary building renewal project" as defined in A.R.S. 15-2032	District		
	The application is to meet the minimum adequacy guidelines	District		
	The application is for a building that generates capacity for the school district	District		
	District contribution to the project	District		
	Outline any associated insurance coverage and why this issue is not covered by insurance.	District		
	Is there any funding participation from insurance claims?	District		
Assessment	<i>Review the submitted Application make recommendations, and report findings</i>	SFB		
	<i>If professional assessment is required, the assessment should comply with the Assessment Report Minimum Requirements</i>	District		
	<i>If professional assessment is not required, the assigned Liaison should provide a written statement of observations and expert opinion.</i>	SFB		
	Submit proposal for assessment services including:			
	<i>Scope of work</i>	District		
	<i>SFB Building number specific</i>	District		
	<i>Fees</i>	District		
	<i>Certified AHERA building consulting</i>	District		
	Provide the Assessment Report (<i>per the Assessment Report Minimum Requirements</i>)	District		
	Submit photos and supporting documentation for review	District		

Design	<i>Review the submitted Supplemental request documents, make recommendations and report findings</i>	SFB		
	Submit proposal for design services including:			
	<i>Scope of work</i>	District		
	<i>Fees</i>	District		
	<i>Engineering subconsultants</i>	District		
	<i>Estimate of the probable construction cost</i>	District		
	Excluding:			
	<i>Construction Administration</i>	District		
	<i>Quality Assurance/Quality Control</i>	District		
	Procurement Assistance Proposal (if needed/and in addition to services provided by A/E)			
	<i>Scope of Work</i>	District		
<i>Fees</i>	District			
Procurement	<i>Review the submitted Supplemental request documents, make recommendations, and report findings</i>	SFB		
	Procurement Guidelines established by the SFB Board			
	<\$10,000 must provide at least (1) Written Quote	District		
	>\$10,000 and <\$100,000 must provide at least (3) Written Quotes	District		
	>\$100,000 must solicit a publicly advertised bid	District		
	<i>Arizona State Job Order Contracts (AZJOC)</i> Use of AZJOC must be justified using the Procurement Decision Matrix (review with SFB Liaison)	District SFB		
	Procurement Assistance Proposal (if needed/and in addition to services provided by A/E)			
	<i>Scope of work</i>	District		
	<i>Fees</i>	District		
	<i>Timeframe</i>	District		
	<i>Advertisement strategies</i>	District		
	<i>Pre-bid walk-through</i>	District		
	<i>Pre-bid sign-in documents</i>	District		
	<i>Addendums</i>	District		
	<i>Pre-award meeting</i>	District SFB		
Provide Tally of all bids, quotes, etc.	District			
Construction	<i>Review the submitted Supplemental request documentation, make recommendations, and report findings</i>	SFB		
	Design consultant to submit a proposal for construction administration	District		
	Provide Bid Tally of all bids received	District		
	<i>Schedule and participate in a pre-award meeting</i>	District SFB		
	Provide the contracts for the scope of work	District		
	Submit payment applications including: <i>Contractors proposal and breakout of costs</i> <i>A/E/District/SFB approval of any Change Order(s)</i> <i>Indicate available funding/existing contract amount/proposed contract amount</i> <i>Waivers of Lien</i>	District		
	Provide commissioning reports	District		
	Provide close-out documentation from Contractor (Refer to Closeout Checklist for requirements)	District		
	Provide final SFB Closeout Form	District		