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Executive Director

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**To:** School District Personnel  
**From:** Arizona School Facilities Board Staff  
**RE:** ACTION REQUIRED: Professional Services Planning for FY 2020

Building Renewal Grant projects are often unexpected but many school districts have a general idea of the types of BRGs they will likely need to apply for in the new fiscal year. With proper input from districts, the School Facilities Board has the expertise to offer valuable project procurement advice.

**If you expect your district's total expense from ALL construction projects in FY20, both SFB-funded and locally-funded, to be less than \$3.5 Million, you may disregard this message.**

If you expect your district's total expense from all construction projects, regardless of funding source, to be greater than \$3.5 Million, the SFB can assist in helping you quickly proceed with procurement when applying for a BRG. The SFB asks these districts to respond to this email with a letter (attach a PDF) providing any available information for FY 2020 regarding the following:

1. Amount of BRG funding you anticipate needing.
2. Types of BRG projects you expect to undertake.
3. When you plan to submit the BRG request.
4. If districts have a longer term plan, the same information for FY 21 and 22.

With this planning information, the SFB can help ensure districts comply with proper procurement methods and offer recommendations that keep BRGs on track. Let the SFB be your partner in a successful and timely project in FY 2020. **Please respond by August 1, 2019** and if you have any questions, contact your Liaison.

#### **About the Arizona School Facilities Board**

Created in 1998, the Arizona School Facilities Board (AZSFB) is a cabinet-level, state-government agency managing nearly \$300 Million in state funding appropriated for K-12 school district facilities. The 10-member board meets monthly to grant funding for new school construction and to renew existing school facilities. AZSFB staff is a partner and advocate for school districts in facilitating successful grant requests.