

1. Goals of the Rules

a. Authority/Requirements. A.R.S. 41-5731:

K. In addition to establishing a project eligibility assessment under section 41-5702, subsection A, paragraph 5, subdivision (b), the division shall adopt rules regarding both of the following:

1. The approval of building renewal grants pursuant to this section.

2. Time frames for the division regarding all of the following with respect to this section:

(a) Approving or denying grant requests for critical projects.

(b) Notifying an applicant if the applicant's application is incomplete.

(c) Providing regular updates to applicants regarding completed applications.

(d) Distributing monies from the building renewal grant fund.

2. Draft Rules:

TITLE 7. EDUCATION

CHAPTER 6. DIVISION OF SCHOOL FACILITIES

ARTICLE 8. BUILDING RENEWAL GRANTS

R7-6-801. Application

A. A school district's building is eligible to apply for Building Renewal Grant funding under A.R.S. § 41-5731. if all of the following requirements are met:

1. The buildings are listed in the Division building inventory and are owned by the school district;
2. The buildings are used for student instruction or other academic purposes to meet the minimum adequacy guidelines for student capacity; and,
3. The buildings have received preventative maintenance.

B. Application Requirements. A school district shall submit a complete and accurate application on a form developed by the Division that includes the following:

1. Contact Information including:
 - i. District Name
 - ii. Superintendent Name
 - iii. Contact Person
 - iv. Contact Phone Number
 - v. Contact Email Address
 - vi. School and Building Information

2. Justification including:
 - i. Detailed description of the Minimum Adequacy Guideline deficiency to be corrected;
 - ii. Any completed professional studies;
 - iii. Any citations or reports from government entities;
 - iv. The school district's recommended solution;
 - v. Expected cost in the form of vendor bids, quotes and/or proposals;
 - vi. Project Category; and,
 - vii. Funding requested
 3. Annual Preventative Maintenance Report. The school district shall be current on the annual reporting of the preventative maintenance activities completed over the prior twelve (12) months at the school district building for which the monies are being requested to meet the definition of Primary Building Renewal Project, as reflected by having a current Annual Preventative Maintenance Report on file with the Division.
- B. Technical Assistance. A school district may seek technical assistance from the Division on the process to submit a complete and accurate application.
- C. Application Process Time Frames.
- Overall Time Frame for approving or denying a complete and accurate Building Renewal Grant Application. When determining whether to approve or deny either a critical or non-critical Building Renewal Grant Application, the Division shall issue a decision within fifteen (15) business days of receiving a complete application.
1. Application Status Updates. The Division shall provide status updates to the school districts through the grants management system. Within 15 days of receipt of an application, the Division shall notify the school district through the grants management system if its application is incomplete.
 2. Distribution of funding. The Division shall distribute Building Renewal Grant funding within twenty (20) days of receipt and acceptance by the district's assigned liaison or Division Administrator of complete and accurate Financial Reports in the grants management system.
- D. Denial of Building Renewal Grant Application. The Division may deny an application if the Division issues one of the following, and does not receive a response prior to the expiration of sixty (60) days:
- i. A written notice of deficiencies; or,
 - ii. A written request for additional information.