Division of School Facilities BRG Glossary

Abandonment of Project- Statutory definition of an abandoned BRG project is defined by an award for which the district has not issued a purchase order within 40 days.

Activity Report- One of quarterly activity reports documenting the progress of an awarded BRG project. Upload deliverables of the funded project here, including assessment reports, design drawings and project manuals, QAQC reports, punch lists, meeting agendas, etc. Activity reports are automatically scheduled quarterly, however they can be submitted anytime.

Architect-Professional designer meeting the requirements to practice in the architecture profession. Architects typically provide guidance, plans, drawings, and assist with bids and construction administration activities.

Application- The official process of districts applying for Building Renewal Grants to fund eligible projects, or phases of projects. An application must be complete and demonstrate meeting BRG eligibility requirements to qualify for award.

Assessment- The activity of assessing and documenting a Minimum Adequacy Guideline deficiency. Some building systems have professional qualifications standards. The Minimum Assessment Requirements policy is used.

Assessment Report- The deliverable as a result of assessment of a building system suspected of having a deficiency. The assessment report has requirements defined in the Minimum Assessment Requirements.

Attachments- Required and supporting documents to complete an application, change order, financial activity, or grant amendment. Referenced processes are incomplete without required documents and may result in applications returned to draft status, or financial reports or grant amendments into changes requested status. Examples include quotes, reports, drawings, invoices, change order forms, pictures, etc.

Base Costs- Term used for construction costs in District Access and the PayAppinator.

Budget- Proposed costs for a project with specific line items.

Building Information Page- The district access webpage directed to in the BRG application to select the building numbers included in the project. The product of this activity is the generated ESS ID Number. The building number(s) selected on the building information page should be

the same as for the application questions related to the project buildings, and the proposals or quotes for the work plans. Generally, the buildings selected should remain consistent throughout the project phases of assessment, design, and construction to validate the scope of the project.

Building Inventory Report- A required district annual report to capture any changes to the building inventory throughout the previous year. These changes may include additions, retirement, grade configurations, demolition, leases, and sales of district property. Current status of this report is requirement for BRG funding eligibility. Some building configuration changes require Division notification before completion. See building information page.

Building System- A building system is one specific category of general facilities building systems. Examples are Roofing, HVAC, plumbing, special systems, electrical, etc. Applicants are asked to identify which building system is the focus of the BRG project. Generally, there is one building system addressed per project per campus. Differs from Minimum Adequacy Guideline categories, although some terms/categories are shared.

Change Order- A change in the scope of an awarded project. Must be as a result of unforeseen consequences in construction. May also include changes in schedule, or costs. Is initiated by a change order form that must be reviewed by the district's assigned liaison. If approved, it is executed by a grant amendment.

Changes Requested- Financial report or grant amendment status asking for corrections, or additional information or documentation. The financial report or grant amendment is returned to the district to make requested changes. The district may resubmit after requested changes are made.

Closeout- This is the final financial activity of the district which notifies the finance unit the project is ready to be closed out.

Commissioning- This is a third party quality assurance service for HVAC systems to verify the system is placed according to industry standards..

Construction- Any paid activity associated with vendors' physical work of the project bringing the building system into MAG compliance. Includes costs associated with building, repair, restoration, QAQC, construction administration, and HCM abatement work.

Construction Administration- A third party design service usually provided by the architect to complete progress billing and to ensure the construction follows design. Often referred to as "C.A.".

Contract- Contracts are held directly between the district and vendors completing BRG services. Purchase orders are the contracts.

Cost Share- The district shared cost portion of the project

Deficiency- A buildinging system not meeting the minimum adequacy standards set in Arizona administrative code. A documented MAG deficiency is a requirement for building renewal funds.

Denied- An application determined to be ineligible for BRG funding is denied. Frequently on account of completely excluded spaces, or because the application has been submitted in the wrong solicitation.

Design- 1) Professional services (architectural, structural engineering, hazardous materials testing, construction administration, etc.). 2) Used in reference to architectural drawings, the product of design services.

Design Review- Division of School Facilities review of architectural drawings and project manuals in compliance with SFOB performance specifications and scope verification reviews. This should be done before procurement of the project is begun in order to avoid rebid.

Designer- The design professional(s) procured by a district to complete design services of a BRG project. Architects, engineers, assessors, HCM testing, and quality assurance and quality control professionals are all examples of this category of design professionals. They do no do hands-on work of the project.

Drawings- Architectural drawings that are the product of the design phase of a project.

eCivis- The grant management platform adopted by the state of Arizona for Building Renewal Grants. All solicitations are housed in eCivis. Districts apply to applications in eCivis through *the Portal*. This platform is used for post award activities including required activity reports, financial reports, grant amendments, and closeout. Deliverables are also housed in applicable activity reports to acknowledge successful BRG completion.

ECivis Budget- The project budget in the BRG application. This populates the project budget for post award financial activities.

ESS ID Number- Unique identifier generated for a specific set of criteria including building selections, instructional and excluded spaces by square footage and the date and time for which an application is made. Each application requires a unique ESS ID Number. You may not re-use ESS ID Numbers for different projects or different phases of the same project.

Estimate- A preliminary, malleable quote-like document open to change. Estimates are not eligible for BRG applications. Quotes or bids are needed instead.

Excluded Space- Square footage spaces not eligible for BRG funding. In excess of 10% to 99% triggers a district cost share to BRG projects. The cost share is broken out in the SFB Budget Worksheet based on the buildings selected on the Building Information Page.

Final Financial Report- A Closeout process denoted by selecting a final financial report tab, alerting the finance unit that the project is ready to be permanently closed out after final financial report is processed.

Financial Report- District eCivis process to submit BRG project invoices for payment from project account. Occurs after the final acceptance and after vendor services are completed and invoiced.

Grant Amendment- Executes an approved change order by making a request to modify a budget.

HCM- Abbreviation for Hazardous Materials testing or abatement services. Commonly awarded in design phase for testing, and in construction for abatement activities.

Invoice- Document serving as billing for work completed by vendors. This is a required document for financial reports. Invoice date must be within the project performance period to be valid.

Invitation for Bid- Preferred method of procurement for projects over $100,000.

JIRA Ticket- Proprietary term for information technology ticket, a request for technical assistance in either district access, or eCivis. Access denoted by

Leased Space- A category of building inventory space excluded from instructional space on account of districts leasing space to external entities for commercial gain. Leased space is not eligible for BRG funding.

Letter of recommendation- An official letter from designers or procurement specialists communicating the lowest responsive bid from an Invitation to Bid (IFB). This is a required document for construction BRG applications completing an IFB.

Line item- Refers to budget categories for specific purposes such as construction, design, HCM, Assessment, QAQC, etc.

Minimum Adequacy Guidelines-Minimum Adequacy Guidelines in Arizona Administrative Code serve as standards for instructional space. Applies to all building systems referenced, New School Construction, and building inventory.

Pay App- A payment application for to draw funds from project account in the Pay appinator system housed in District Access rather than eCivis.

Payappinator- Payment Application system preceding the transition to eCivis. This is the portal where districts used to submit invoices to be paid. Only legacy projects remain in the system. Since 2020 all BRG applications and grant management activities occur in eCivis.(see eCivis)

Pending Review- Application status denoting submission yet to be reviewed.

Pending Approval- Application status denoting it is in the process of being reviewed, sometimes in a sequence of multiple reviewers. At least one reviewer has approved it, but not all have approved it yet.

Pending Acceptance- Status denoting the project has been awarded and the district is in the process of formally accepting the award. This step involves signing and returning the terms and conditions.

Performance Period- The one year period that a district has to complete a BRG project. All projects funded under this program must be completed within twelve (12) consecutive months per A.R.S. 15-2032 (B)

Performance Specifications- Division adopted design standards for applicable building systems. Division has adopted performance standards for roofing, and fire alarms. Therefore, designs for roofing and fire alarms must be reviewed for alignment to these performance standards before proceeding with procurement. Performance specifications are contract documents.

PreDesign Award Meeting- Project stakeholder meeting required before design plans are begun in order to complete common understanding of project scope to correct MAG deficiencies.

Primary Building Renewal Project- Defined in statute as …

Preventive Maintenance- Routine district activities to prolong the integrity of a building system as required by statute. Referred to as “PM”. Not eligible for Building Renewal Grant funds.

Preventive Maintenance Plan- A statutory required annual report documenting the building systems on each campus.

Preventive Maintenance Annual Reporting Statement- A statutory required annual report for district self-reports documentation of the numbers of preventive maintenance activities by building systems on each campus in order to demonstrate effort to prolong the viability of building systems on each campus. This annual report is an eligibility requirement for BRG funding.

Professional Services- professional services (architectural, structural engineering, hazardous materials testing, construction administration, etc.). Used synonymously with "design services".

Project-1) used for the building renewal project funded by the solicitation award. 2) The overall project from beginning to end including all phases funded and completed by building renewal projects.

Project Manual- An architectural design document outlining the project specifications. Usually in tandem with architectural drawings for the purpose of project and bid requirements.

Project number- eCivis generated project number is generated after approval. It begins with BRG, and will show the solicitation/phase of the project followed by a 5 digit number.

Project Schedule- The time from start to finish for work, including deliverables such as reports, completed design, or construction inclusive of punch list, warranties and other deliverables, It could be as simple as an email with start and end dates, or as complex as a chart created by software.

Project Title-1) The project title given by the district at the time of application. Should include the district name, building system deficiency, and solicitation. The project title should match the title of the ESS ID Number generated on the building information page. 2) the project name generated after award denoting the information above and the ESS ID Number, and solicitation type, and quarter for which it is scheduled for funding.

Proposal- Fees for professional design services based on project scope deliverables. Typically for assessment, design, procurement services, or testing services.

Purchase Order- Generally the district contract with selected vendor(s) to complete BRG funded work.

Quote- Vendors costs to provide repair, replacement, or construction work under 100 thousand dollars.

QAQC- Acronym for Quality Assurance Quality Control. Third party services to ensure roofing or weatherization systems are installed according to contract documents and manufacturers standards in order to achieve warranty status required by the Division. Does not generally apply

to other building systems. Differs from construction administration services mainly as an objective third party. QAQC focuses mainly on construction milestones, i.e., QAQC site visits are scheduled for observation of significant milestones and reports defects. Warranty, punchlists, and regular QAQC reports are the products of QAQC services.

Rejected-Refers to a financial report, grant amendment, or activity report that does meet criteria for approved status, generally because requests are not within the project performance period, or have not been amended in response to changes requested within a reasonable time. Note.. interchangeable with denied.

Renovation Report- Annual district report required by statute to report all renovation projects by dollar amount regardless of funding source. Renovation reports must be current as an eligibility requirement for BRG funding.

Scope- Generally, the activity, cost, and schedule to complete a BRG project to bring a building system into MAG compliance. Often based on quotes, assessment reports, design, and bids. The scope of the project should meet and not exceed the requirements Minimum Adequacy Guidelines and Division Performance specifications for applicable building systems.

SFB Budget Worksheet- An Excel BRG Grant Application Worksheet needed to break out shared costs incurred for excluded space exceeding 11% in any BRG project. This worksheet is not needed for any project having 10% or less excluded space.

Solicitation-Public announcement of grant opportunities. Refers to the types of BRG applications open for funding requests , i.e., Assessment BRG, Design BRG, Construction BRG.

Status- see post award manual…

Terms and Conditions-Legal agreement between districts and the Division on acceptance on use of BRG funds. Sent with award notice and require the signature of the governing board president, superintendent, and the business manager. They are unique to each project award. They are submitted by a district to accept the award. Final Award is made after Terms and Conditions are accepted by the Division.

Vendors- External entities providing services to districts related to assessment, design, procurement, or construction services. Any entity for which a district would issue a purchase order.

Weather Related Incident- Any deficiency caused by weather, typically damage as a result of hail, flooding, heavy rain, lightning.Projects addressing damage caused by weather related incidences are initiated by insurance claims.

Weatherization- Building system keeping weather conditions external to the inside of the building envelope. Typically refers to roofing, sealing of external walls, windows, doors, and certain types of drainage projects.

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