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Executive Director

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To: School District Personnel
From: Arizona School Facilities Board Staff
RE: How to Track Open BRG Applications

With the many changes to the SFB website, it's now easier than ever for school districts to track their open Building Renewal Grant (BRG) applications. The tracking system has been available to districts for some time but, as a reminder, here are the steps to track progress of any BRG application:

1. Go to www.azsfb.gov and click DISTRICT ACCESS
2. Under MAIN, login and choose your district
3. Under GRANTS, click BRG APPLICATION
4. Click on any open BRG application (status listed as "Submitted", "Resubmitted", or "Information Requested from District" only)

Once you click on an open BRG application you will see (at the bottom of the page) your Liaison, Liaison's requests for required information yet to be provided, status history, and any documents attached to the application. Contact your Liaison immediately with any questions.

Once the application is "Approved" and becomes an actual BRG Project, from that same screen you will be able to click on VIEW PROJECT ACCOUNT to find the total funding awarded (listed under the word 'budget'), payments made from the award, and the award's remaining balance.

If your BRG application status is "NOT Submitted" this generally means your application is saved but not complete or ready for SFB review. Contact your Liaison for input on how to proceed.

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 correct deficiencies at existing school facilities. AZSFB staff is a partner and advocate for school districts in facilitating successful grant requests.