

January 3, 2013

The MSBA is Accepting Fiscal Year 2013 Statements of Interest

Dear Superintendent:

The Massachusetts School Building Authority (“MSBA”) is pleased to announce that we will begin accepting Statements of Interest (“SOIs”) for consideration in Fiscal Year 2013 on Wednesday, January 9, 2013. The submission process will extend through Wednesday, April 10, 2013.

Submitting an SOI is the critical first step in the MSBA’s program for school building construction, addition/renovation, and repair grants. It allows districts to inform us about deficiencies that may exist in a local school facility and how those deficiencies inhibit the delivery of the district’s educational program.

Submitting an SOI should not be difficult and districts **do not** need to seek professional assistance to complete an SOI. **The process of completing and submitting an SOI will, however, require dedicated time from the district to comply with the submission requirements, especially the local vote requirements.** We recommend that districts plan ahead and allocate sufficient time to answer the questions posed in the SOI, compile the requested material and information, secure the appropriate signatures, and take the required local votes.

SUBMITTING AN SOI

To submit an SOI, the district should complete the attached MSBA System Access Request Form to receive a username and password to log into our SOI system and submit the SOI and any applicable closed schools data electronically. **Please note, if you received a username and password from us for previous SOI filing periods, they are no longer active.**

To assist districts with filing a previously submitted SOI, we can recall data that was provided in a previous SOI submission for a school facility and populate a new SOI with that data. The district can then edit the information and update the SOI prior to submitting it for consideration in FY 2013. To request that we pre-populate an FY 2013 SOI template with data that was previously provided, please complete the necessary information on the attached MSBA System Access Request Form. **Please note, we require that districts take new local votes authorizing**

the district to submit an FY 2013 SOI even if an SOI for the same school facility was submitted in a previous year.

For **all** SOI submissions, the district will need to provide:

- (1) a hard copy of the SOI with the required signatures;
- (2) hard copies of the required local vote documentation that is detailed in the SOI; and
- (3) any supporting materials that are required to be submitted with the SOI.

We strongly urge districts to review the dates of the SOI submission period and schedule the necessary votes as soon as possible in order to meet the April 10, 2013 filing deadline.

PRIORITIZING SOIs

Districts should submit one SOI per school for each school they believe requires a project. However, an SOI should only be filed for a facility where a district has the ability to fund a project in the next two years. Any district that submits multiple SOIs will be required to select one SOI as its “district priority SOI” for consideration and due diligence efforts by the MSBA. If the district already has an SOI in our capital pipeline, that SOI is the district’s priority for FY 2013 and will continue to be considered the district’s priority SOI until the time of project completion. With each FY 2013 SOI that is submitted online, the district will need to designate its “district priority SOI” among the schools in its district. Please note that a district may apply simultaneously for multiple facilities that it feels may be candidates for the Accelerated Repair Program (generally projects for the repair and/or replacement of windows, roofs, and/or boilers), but the district should still designate one SOI as its district priority.

We encourage districts to assess current, near-term, and long-term facility needs and plan SOI submissions accordingly. If a district has an upcoming need that it does not wish to address for several years, the district should consider waiting to submit an SOI for that facility until such time as the district is ready to move forward to address the issue.

SOI DEADLINE AND MSBA REVIEW

A properly completed SOI and all the required documentation, including the required votes of the municipal governing body and school committee, a signed copy of the SOI, and all applicable closed schools data, must be postmarked no later than April 10, 2013. **The MSBA will not consider any potential projects for funding without a properly completed and submitted SOI.**

Once the completed SOI is submitted, we will work with districts to verify the problem identified in the district priority SOI and determine the appropriate level of due diligence that may be

required. When reviewing potential repair projects, we may designate some SOIs for consideration in the Accelerated Repair Program, which is primarily for the repair and/or replacement of windows, roofs, and/or boilers. SOIs that are being considered under the Accelerated Repair Program may be required to use pre-qualified OPMs and designers and adhere to other requirements that are unique to this program, such as implementing an accelerated project schedule.

If you are considering submitting an SOI and have any questions about the FY 2013 SOI process, please see the SOI Frequently Asked Questions on the MSBA's website (www.massschoolbuildings.org/2013_SOI_FAQs) or contact Brian McLaughlin, Capital Program Manager, by e-mail at Brian.McLaughlin@MassSchoolBuildings.org or by phone at 617-720-4466.

Sincerely,

A handwritten signature in black ink that reads "John K. McCarthy". The signature is written in a cursive, slightly slanted style.

John K. McCarthy
Executive Director

**MSBA SYSTEM ACCESS REQUEST FORM
DISTRICT USER**

PLEASE PRINT CLEARLY.

TODAY'S DATE: _____

TITLE: _____ PHONE: _____

NAME: _____

E-MAIL ADDRESS: _____

ADDRESS: _____ CITY: _____ ZIP: _____

DISTRICT NAME: _____

SYSTEM ACCESS REQUESTED:

STATEMENT OF INTEREST

- District Staff
- Please also check here if this user is designated as the District's Primary SOI Contact

I, _____, the Superintendent of Schools for the Town/City/Regional School District of _____, hereby authorize the above-named individual to access and use the MSBA online database(s) as requested above. I understand that, should the above-named individual be granted access to this/these database(s), he/she will be solely responsible for access to the database(s) on behalf of Town/City/Regional School District of _____, using the login ID and password provided by the MSBA.

Signed: _____, Superintendent of Schools Dated: _____

MSBA Use Only

APPROVED BY: _____ DATE _____

COMPLETED BY: _____ DATE _____

**Please fax the completed form or e-mail a PDF of the completed form to Brian McLaughlin at the MSBA.
Facsimile: 617-720-5260 or 617-720-8460 / E-mail: Brian.McLaughlin@MassSchoolBuildings.org**

DISTRICT REQUEST TO PRE-POPULATE DATA FROM A PREVIOUSLY SUBMITTED SOI

If the District is resubmitting a Statement of Interest ("SOI") that has previously been submitted to the MSBA, the MSBA can set up a Fiscal Year 2013 SOI for that particular school with pre-populated data from the previously submitted SOI. This will enable the District to work with this information to prepare its FY2013 SOI. The MSBA can also pre-populate Closed Schools information that was submitted by the district with their latest SOI.

PLEASE NOTE:

- The District can update the information that is being pre-populated in its FY2013 SOI, as necessary.
- The District **MUST** submit new votes, as detailed in the SOI instructions.
- The District **MUST** print and submit a hard copy of the SOI with the required signatures to the MSBA for the SOI submission to be considered complete.
- The District **MUST** meet **ALL** of the MSBA's requirements for submitting an SOI for any SOI submission to be considered complete.

If the District would like the MSBA to set up a Fiscal Year 2013 SOI(s) for the District with pre-populated data from a previously submitted SOI, please complete and submit the form below to the MSBA with the MSBA System Access Request Form. Please also indicate whether the district would like the MSBA to pre-populate the Closed Schools information that was submitted by the district with its latest SOI(s).

DISTRICT NAME: _____

PRE-POPULATE CLOSED SCHOOLS DATA FOR THE DISTRICT? (YES or NO) _____

PLEASE INDICATE THE SCHOOLS THAT THE DISTRICT WOULD LIKE TO PRE-POPULATE FOR ITS FY2013 SOI, INCLUDING THE YEAR FROM WHICH THE DATA SHOULD BE PREPOPULATED. Please indicate if this was a Green Repair submission (e.g., Lincoln Elementary School, 2011G).

SCHOOL NAME: _____	YEAR: _____
SCHOOL NAME: _____	YEAR: _____
SCHOOL NAME: _____	YEAR: _____
SCHOOL NAME: _____	YEAR: _____

I, _____, the Superintendent of Schools for the Town/City/Regional School District of _____, hereby request that the MSBA pre-populate the FY2013 Statements of Interest for the school(s) listed above with the data from the Fiscal Year SOI(s) listed above that was previously submitted to the MSBA. I understand that the District must update the information that is being submitted in its FY2013 SOI. Further, I understand that the District must submit new votes, as detailed in the SOI, with the refreshed SOI. Further, I understand that the District must print and submit a hard copy of the SOI with the required signatures to the MSBA and meet all of the MSBA's other requirements for submitting an SOI for the SOI submission to be considered complete.

Signed: _____, Superintendent of Schools Dated: _____

MSBA Use Only

APPROVED BY: _____ **DATE** _____

COMPLETED BY: _____ **DATE** _____

**Please fax the completed form or e-mail a PDF of the completed form to Brian McLaughlin at the MSBA.
Facsimile: 617-720-5260 or 617-720-8460 / E-mail: Brian.McLaughlin@MassSchoolBuildings.org**