



# Massachusetts School Building Authority

**Steven Grossman**  
*Chairman, State Treasurer*

**John K. McCarthy**  
*Interim Executive Director*

## MEMORANDUM

To: Board of Directors, Massachusetts School Building Authority  
From: John K. McCarthy, Interim Executive Director  
Date: January 18, 2012  
Subject: Status and Recommendations for Local Clearance and Eligibility Period

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Pursuant to discussions at the September and November Board of Directors (“Board”) meetings, the MSBA has formalized and streamlined the beginning of its grant process with the establishment of an Eligibility Period, outlined in Attachment A. The Eligibility Period will assist the MSBA with managing its financial resources by identifying early in the process whether a district is ready to manage and fund a capital project. It will also assist districts locally by providing a definitive schedule and identifying needs for planning and budgeting.

As requested by the Board of Directors, MSBA staff have been reviewing the status of the preliminary requirements for each of the districts in the early phases of the Capital Pipeline and communicating with each district to assess their readiness to complete these requirements within the 270-day timeframe established for the Eligibility Period.

### Status and Recommendations for Local Clearance and Eligibility Period

At the November Board meeting, the Board authorized the removal of the Statement of Interest (“SOI”) for the Crocker Elementary School in Fitchburg, leaving a total of 15 districts within the Local Clearance phase of the Capital Pipeline. Since the November Board meeting, staff has communicated with each of these districts and has reviewed the preliminary requirements for districts in the Consultant Selection phase. Based on this review, staff provides the following status and recommendations:

- Four districts have completed the preliminary requirements, appropriated funding, and moved to the Consultant Selection, OPM phase of the Capital Pipeline as shown in Chart A;
- Seven districts are recommended for re-categorization by the Board into the Eligibility Period as shown in Chart B;
- Four districts are recommended to remain in Local Clearance pending further communication within the district and with the MSBA for a recommended course of action at the March Board meeting; and
- One district, Northeast Metropolitan Regional, is to be removed from the Capital Pipeline, as a signed Declaration of Removal Certification has been received by

the MSBA confirming the District's inability to proceed with a potential building project at this time.

**CHART A: Districts that have completed preliminary requirements, appropriated funding, and moved to the Consultant Selection, OPM phase of the Capital Pipeline**

<b>District</b>	<b>School</b>	<b>Invite Date</b>
Athol-Royalston	Riverbend Elementary School	September 30, 2009
Harwich-Chatham	Monomoy Regional High School	November 17, 2010
Lynn	Thurgood Marshall Middle School	March 31, 2010
Oxford	Oxford Middle School	November 28, 2007

**CHART B: Districts that are recommended for re-categorization by the Board into the Eligibility Period**

<b>District</b>	<b>School</b>	<b>Invite Date</b>
Abington	Frolio Junior High School	September 29, 2008
Chelsea	Clark Avenue Middle School	November 28, 2007
Gloucester	West Parish Elementary School	November 19, 2009
Holbrook	Holbrook Junior/Senior High School	November 28, 2007
Lunenburg	Lunenburg High School	November 18, 2009
Minuteman Regional	Minuteman Career and Technical High School	July 29, 2009
Westborough	Sarah W. Gibbons Middle School	September 30, 2009

**CHART C: Districts that are recommended to remain in Local Clearance until the March 2012 Board meeting pending further communication within the district and with the MSBA**

<b>District</b>	<b>School</b>	<b>Invite Date</b>
Boston	Dearborn Middle School	January 27, 2010
Greater Lawrence Regional	Greater Lawrence RVT High School	July 27, 2011
Northampton	Northampton Smith Voc and Agri High School	July 9, 2009
Orange	Dexter Park Intermediate School	September 30, 2009

## ATTACHMENT A

### Module 1 – ELIGIBILITY PERIOD

To further maximize resources, the MSBA is formalizing and streamlining the beginning of its grant process with the establishment of an **Eligibility Period**, which will result in several benefits to the District and the MSBA. The **Eligibility Period** will assist the MSBA with managing its financial resources by identifying early in the process whether a District is ready to manage and fund a capital project and helping determine a District's financial and community readiness to enter the capital pipeline. It will also assist Districts locally by providing a definitive schedule and identifying needs for planning and budgeting.

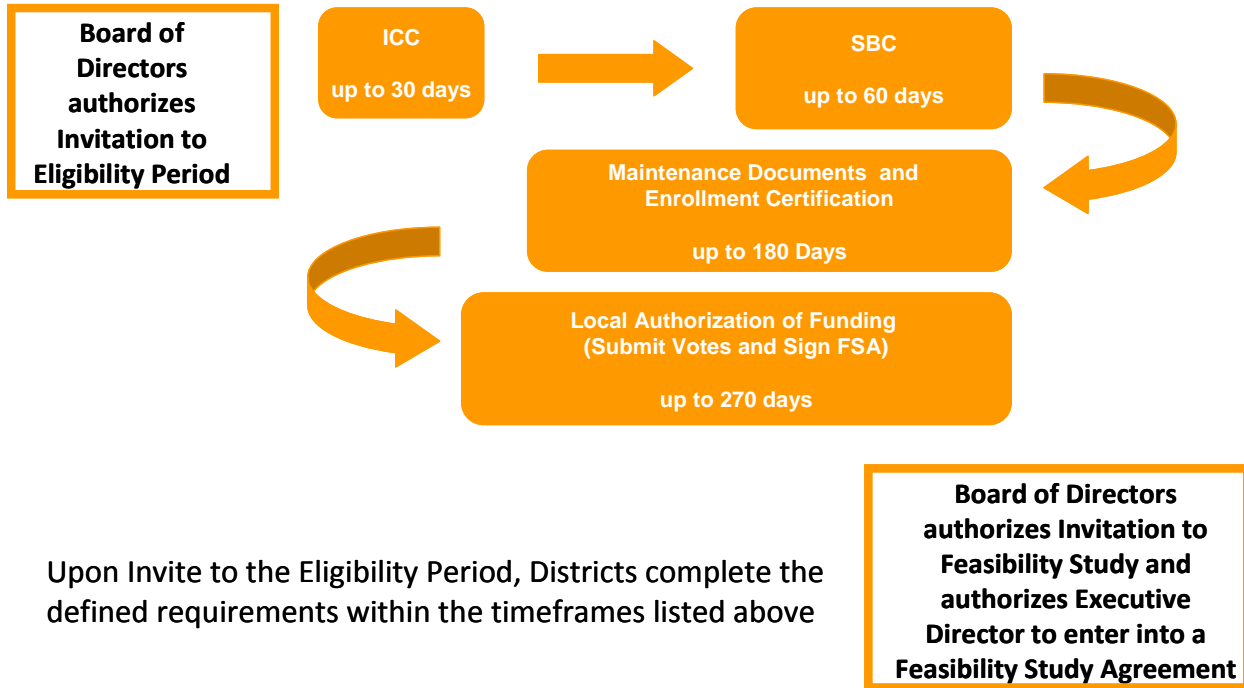
A vote of the MSBA Board of Directors to invite a District into the **Eligibility Period** is based on a review of the District's Statement of Interest ("SOI") and staff due diligence and recommendation. The vote initiates a 270-day period for the District to complete certain preliminary requirements that include: 1) within the first 30 days, certification of the District's understanding of the grant program rules by executing an Initial Compliance Certification; 2) within the first 60 days, formation of a School Building Committee and submission of the membership to the MSBA for acceptance; 3) within the first 180 days, submission of the required maintenance documents; 4) within the first 180 days, certification of a design enrollment for the proposed project agreed upon by the MSBA (may not be applicable for repair projects depending on the proposed scope of work); and 5) within the 270-day period, confirmation of community authorization and funding to proceed; and, 6) within the 270-day period, execution by the District of the MSBA's standard Feasibility Study Agreement.

Districts that successfully complete the preliminary requirements to the satisfaction of the MSBA within the 270-day **Eligibility Period** are eligible to receive an invitation from the MSBA Board of Directors to the Feasibility Study phase. This phase involves the District utilizing MSBA-specific procurement processes and standard Request for Services ("RFS") templates and contracts to procure a team of professionals to work with the District as a proposed project advances through the MSBA grant process as defined in Module 2 ([www.massschoolbuildings.org/building/team](http://www.massschoolbuildings.org/building/team)).

Districts that are able to successfully complete the preliminary requirements in less than 270 days may receive an invitation earlier than 270 days, as determined by the MSBA. An invitation to the **Eligibility Period** is not an invitation to Feasibility Study and it does not guarantee an invitation to the MSBA's Capital Pipeline. Districts that do not successfully complete the preliminary requirements within the 270-day period will have to re-file an SOI during the next SOI open period.

The MSBA's program for school building construction and renovation grants is a non-entitlement competitive grant program. Grants are distributed by the MSBA's Board of Directors based on need and urgency, as expressed by the District and validated by the MSBA. Submitting an SOI is the critical first step in the MSBA's program for school building construction and renovation grants.

# Eligibility Period – Up to 270 Days



Upon Invite to the Eligibility Period, Districts complete the defined requirements within the timeframes listed above

# 2012 Eligibility Period Status

Not Completed Task
  Partial Task Completed
  Completed Task

Actual Completed Date

**Example**
 Board Meeting
  2 / 8
  2 / 27
  3 / 9
  SBC
  4 / 8
  Maint Doc
  7 / 3
  8 / 6
  Enroll Certification
  11 / 4
  Local Authorization / FAS

District	Jan	Feb	Mar	April	May	June	July	Aug	Sep	Oct	Nov	Dec
	1 3 5 7 9 11 13 15 17 19 21 23 25 27 29 31	1 3 5 7 9 11 13 15 17 19 21 23 25 27 29	1 3 5 7 9 11 13 15 17 19 21 23 25 27 29 31	1 3 5 7 9 11 13 15 17 19 21 23 25 27 29 30 31	1 3 5 7 9 11 13 15 17 19 21 23 25 27 29 30 31	1 3 5 7 9 11 13 15 17 19 21 23 25 27 29 31	1 3 5 7 9 11 13 15 17 19 21 23 25 27 29 30 31	1 3 5 7 9 11 13 15 17 19 21 23 25 27 29 31	1 3 5 7 9 11 13 15 17 19 21 23 25 27 29 30 31	1 3 5 7 9 11 13 15 17 19 21 23 25 27 29 30 31	1 3 5 7 9 11 13 15 17 19 21 23 25 27 29 30 31	1 3 5 7 9 11 13 15 17 19 21 23 25 27 29 30 31
<b>Abington Frolio Jr HS</b>	Board Meeting 1 / 25	2 / 8 ICC (30 days)	3 / 9 SBC (60 days)	4 / 8 Maint Docs / Enroll Certification (180 days)				8 / 6 Local Authorization / FSA (270 days)				11 / 4
<b>Bellingham Macy ES</b>		ICC (30 days)	SBC (60 days)	Maint Docs / Enroll Certification (180 days)				Local Authorization / FSA (270 days)				
<b>Chelsea (R) Clark Avenue MS</b>		ICC (30 days)	SBC (60 days)	Maint Docs / Enroll Certification (180 days)				Local Authorization / FSA (270 days)				
<b>Gloucester West Parish ES</b>		ICC (30 days)	SBC (60 days)	Maint Docs / Enroll Certification (180 days)				Local Authorization / FSA (270 days)				
<b>Haverhill Hunking MS</b>		ICC (30 days)	SBC (60 days)	Maint Docs / Enroll Certification (180 days)				Local Authorization / FSA (270 days)				
<b>Holbrook Holbrook Jr/Sr HS</b>		ICC (30 days)	SBC (60 days)	Maint Docs / Enroll Certification (180 days)				Local Authorization	FSA (270 days)			
<b>Lunenburg Lunenburg High School</b>		ICC (30 days)	SBC (60 days)	Maint Docs / Enroll Certification (180 days)				Local Authorization / FSA (270 days)				
<b>Milford Woodland ES</b>		ICC (30 days)	SBC (60 days)	Maint Docs / Enroll Certification (180 days)				Local Authorization / FSA (270 days)				
<b>Minuteman Regional Minutemen RVT</b>		ICC (30 days)	SBC (60 days)	Enroll Certification	Maint Docs (180 days)			Local Authorization	FSA (270 days)			
<b>Newton Angler ES</b>		ICC (30 days)	SBC (60 days)	Maint Docs / Enroll Certification (180 days)				Local Authorization / FSA (270 days)				
<b>Northborough Lincoln ES</b>		ICC (30 days)	SBC (60 days)	Maint Docs / Enroll Certification (180 days)				Local Authorization / FSA (270 days)				
<b>North Middlesex North Middlesex Regional HS</b>		ICC (30 days)	SBC (60 days)	Maint Docs / Enroll Certification (180 days)				Local Authorization / FSA (270 days)				
<b>Swampscott Hadley ES</b>		ICC (30 days)	SBC (60 days)	Maint Docs / Enroll Certification (180 days)				Local Authorization / FSA (270 days)				
<b>Wareham Minot Forest ES</b>		ICC (30 days)	SBC (60 days)	Maint Docs / Enroll Certification (180 days)				Local Authorization / FSA (270 days)				
<b>Westborough (R) Sarah W Gibbons MS</b>		ICC (30 days)	SBC (60 days)	Maint Docs / Enroll Certification (180 days)				Local Authorization / FSA (270 days)				