MSBA Pre-Closeout Questionnaire

MASSACHUSETTS SCHOOL BUILDING AUTHORITY PUBLIC SCHOOL DISTRICT SCHOOL PROJECT # MASSACHUSETTS SCHOOL BUILDING AUTHORITY

MASSACHUSETTS SCHOOL BUILDING AUTHORITY CLOSEOUT QUESTIONNAIRE

(for New Construction and Addition/Renovation projects)

Please complete this questionnaire ASAP to provide us information that will help us understand the optimal timing for the closeout of the subject project and facilitate the final grant payment to the District/Community. The first step in the closeout process is the develop the final project audit. To initiate the final audit, the District must submit 100% of the project costs to the MSBA via the MSBA's web-based Pro-Pay system. The completion of this questionnaire will help us schedule the final audit. Please note that the MSBA will not reimburse the last 50 fit be grant until the audit is complete, the District/Community accepts the audit and the District/Community has completed and submitted the required closeout documents. In the meantime, please complete the following questionnaire ASAP and return it to the MSBA, Attir. Sarah Young.

1.)	Before the MSBA can make the final grant payment to the District, the District has to have paid 100% of
	the project costs and have submitted invoices for those costs to the MSBA.

- Has the District paid 100% of the project costs? yes no
- Has the District submitted all the projects costs to the MSBA through Pro-Pay? yes
- Was the final payment request marked "F"? \ \text{yes} \ \ \text{no}
- If all of the invoices have been provided, please explain any difference between the budget and the final project costs.

If all the project costs have been submitted, please move to Question 4.

2.) Please indicate the amounts left to pay on the contract and the reasons:

Remaining contract balance	Value: \$	Please indicate the anticipated timing of the payment of these costs.
Punchlist	Value: \$	Please provide a detailed breakdown:
Owner claims against the contractor	Value: \$	Please explain:
Other pending project costs	Value: \$	Please explain:
Other pending project costs	Value: \$	Please explain:
Other pending project costs	Value: \$	Please explain:

4) Is there any ne	nding or on-going litigation related to	this project? Dves	no If so, please
describe.	numg of on-going intigation related to	ши ргојест. Шуса	по то, рыше
5 \ A == 4l= == /e=:11	there be any liquidated damages or bac	1. 1.	41
contractors?		charges assessed on	the general or other
yes	no If yes, please describe:		
6.) Were there any	other sources of revenue to the project	17	
	al Settlements	□ves	□no
Gra		l ves	no
	irance Proceeds	□ yes	no
	dits		
	pates	∐yes	□no
		yes	∐no
	ntal Revenues	∟ yes	no
Oth	er Third Party Sources of Revenue	∐yes	∟no
22		2 12 2	
 If so, p 	lease provide details and amounts, and	attach documentation	that substantiates the source
Completed and subr	nitted by:		
compreted and saor	miles by.		
Type name:		Date:	
-71			

10/2015

DCAMM Contractor Evaluation

Division of Capital Asset Management and Maintenance



STANDARD CONTRACTOR EVALUATION FORM for PUBLIC BUILDING PROJECTS

(Revised: 10/16/2013)

INSTRUCTIONS for PUBLIC AWARDING AUTHORITIES:

This Evaluation form is for use *only* by Public Awarding Authorities and their representatives in evaluating the performance of both prime/general contractors and filed sub-bid contractors on Massachusetts Public Building Projects bid under M.G.L. c. 149A and c. 149, Sections 44A and 44F.

Completion, Signing and Submission of this Form for FINAL Evaluations

(1) WHO COMPLETES THE FORM?

- (a) For contracts estimated to cost \$1,500,000 or more (requiring an Owner's Project Manager "OPM"), the OPM must complete this form. See M.G.L. c. 149, Sec. 44A 1/2; M.G.L. c. 149, Sec. 44D(7); 810 CMR 8.02(3)(a)); 810 CMR 8.09(2)(a).
- (b) For contracts estimated to cost less than \$1,500,000 (not requiring an Owner's Project Manager - "OPM"), an official from the Awarding Authority, architect/designer representing the Awarding Authority or any other party responsible for oversight of the project must complete this form. See M.G.L. c. 149, Sec. 44D(7); 810 CMR 8.02(3)(b); 810 CMR 8.09(2)(b).

NOTE: Per 810 CMR 8.09(2)(b), "An Awarding Authority or Owner's Project Manager may seek input from the general contractor in evaluating a *sub-bidder*'s performance of a Building Project, however, the Awarding Authority or their representative must complete and sign the Standard Contractor Evaluation Form."

(2) WHEN MUST IT BE COMPLETED and SUBMITTED?

- (a) For Prime/General Contractors: This form must be completed and submitted within 70 calendar days from completion of the project, or from the earlier termination of a contractor. See 810 CMR 8.02(1).
- (b) For Sub-bidders: This form must be completed and submitted within 90 calendar days from completion of the project, or from the earlier termination of the Sub-bidder. See 810 CMR 8.09(1).

NOTE: A project is deemed "complete" upon use and/or occupancy, or upon issuance of a certificate of use and/or occupancy, or termination of a Building Project, whichever is earlier. See 810 CMR 4.01.

(3) WHO MUST SIGN IT?

All Evaluations Require Two Signatures, as follows:

- (a) For contracts estimated to cost \$1,500,000 or more (requiring an Owner's Project Manager "OPM"): (i) the OPM must sign as required under M.G.L. Ch. 149, Sec. 44D(7); 810 CMR 8.02(3)(a); and 810 CMR 8.09(2)(a); and the Awarding Authority must sign as required under M.G.L. Ch. 149, Sec. 44D(7), 810 CMR 8.02(4) and 810 CMR 8.09(3).
- (b) For contracts estimated to cost less than \$1,500,000 (not requiring an Owner's Project Manager "OPM"): (i) an official from the Awarding Authority, architect/designer representing the Awarding Authority, or any other party responsible for the oversight of the project must sign as required under M.G.L. Ch. 149, Sec. 44D(7); 810 CMR 8.09(2)(b); and (ii) the Awarding Authority must sign as required under M.G.L. Ch. 149, Sec. 44D(7), 810 CMR 8.09(2).

NOTE: In accordance with M.G.L. c. 149, Sec. 44D (7), "No person shall be liable for any injury or loss to a contractor as a result of the completion of a contractor evaluation form as required by this section unless the individual completing the form has been found by a court of competent jurisdiction to have acted in a willful, wanton or reckless manner."

(4) WHERE MUST THE FORM BE SUBMITTED?

- (a) This completed form must be submitted by mail to Commonwealth of Massachusetts, DCAMM – 15th Floor, ATTN.: Contractor Certification Office, One Ashburton Place, Boston, MA 02108; or by fax to (617) 727-8284; or by email to certeval.dcammi@state.ma.us
- (b) Pursuant to M.G.L. c. 149, Sec. 44D (7), a copy of this form must be sent by the Awarding Authority to the contractor. The contractor shall, within 30 days of receipt of same, be entitled (but not obligated) to submit a written response to DCAMM disputing any information contained in the evaluation and setting forth any additional information concerning the building project or the oversight of the contract by the public agency that may be relevant to the evaluation of the contactor's performance.

2

MASSACHUSETTS SCHOOL BUILDING AUTHORITY

otification of Total Point Standard Contract Awarding Authority Project Name:	ctor Evaluation I				
* Please check (<) if this is a:	☐ Preliminary Evaluation (50% Complete)		☐ Final Evaluation (once use/ occupancy is achieved)		
	Firm	C=Contractor/ S=Subcontractor	Rating	Submitted to DCAM (yes or no)	

The Ratings set forth in this notification form represent the total number of points already entered by or on behalf of the District for each contractor and subcontractor (filed sub-bidders only) in Section III of the DCAM Standard Contractor Evaluation Form for this Project, as required by the provisions of M.G.L. c. 149, § 44D(7). The District acknowledges that the complete DCAM Standard Contractor Evaluation Forms for the Project, along with any contractor and subcontractor responses, are on file with the District and are being maintained in accordance with the provisions of M.G.L. c. 149, § 44D(7) and all other applicable law.

MSBA FORM for DCAMM Contractor Evaluation

Preliminary Evaluation (after 50% Completion)

Final Evaluation (after Substantial Completion)

Index of Final Audit Closeout Materials

Index of Final Audit Closeout Material

(issue date: 4.15.14)

Non-Repairs (New, Add/Reno, SLI projects)

Name of District: Longmeadow

Name of School: Longmeadow High School

Project #: 200801590505

The following lists all of the actions and/or documents necessary for the final closeout audit of the referenced project. A box with an "x" indicates the MSBA has received the documentation; "R" means that the documents are required; "NA" means that the documents are not applicable. The MSBA forms can be found on the MSBA website or by clicking on the following link: http://www.massschoolbuildings.org/building/completing. Please note that final payment cannot be made until the MSBA receives these documents.

		R = Required
		NA = not required
		X = received by MSBA.
For MS	BA use	
		PFA Bid Budget Entered in ProPay
	R	Payment of 100% of project costs and submission of the final request for reimbursement via Pro-Pay
	R	MSBA Pre-Closeout Questionnaire
	R	MSBA form for Final Request and Certificate for Reimbursement
	R	MSBA form for Commissioning Certificate of Completion-for projects having a 10 month re-inspection
	R	MSBA Certification of Sustainable School Achievement (for Non-Repairs or Add/Reno projects)
	R	MSBA Milestone Schedule
		Designer's Contract and Amendments (if not already on file)
	R	Certificate of Substantial Completion
		Construction Contract and Change Orders (if not already on file)
		OPM's Contract and Amendments (if not already on file)
	R	Permanent Certificate of Occupancy
	R	MSBA Audit Report Acceptance/Non-Acceptance Form (will be sent under separate cover with the Final Audit)
	R	MSBA Sources and Uses Form (will be sent under separate cover with the Final Audit)
		Other (as deemed necessary)

MSBA FORM for Certification of Sustainable School Achievement

MSBA FORM for Final Request and Certificate for Reimbursement

MSBA FORM for Commissioning Certificate of Completion

MSBA FORM for Milestone Schedule

MSBA FORM for Sources and Uses

MASSACHUSETTS SCHOOL BUILDING AUTHORITY SCHOOL DISTRICT SCHOOL PROJECT #____ MILESTONE SCHEDULE

Please complete the following milestone dates (retroactively or prospectively). Fill in "N/A" for milestones that do no apply. Fill out multiple sheets for projects with more than one phase and indicate the phase on each sheet.

	Scheduled	Actual
DPM Selected / Contracted		
Designer Selected / Contracted		
Project Scope & Budget Agreement Executed		
Project Funding Agreement Executed		
CM@Risk Award (if applicable)		
Bids Received		
Date of Executed GMP (if applicable)		
Notice to Proceed (General Contractor)	: =	
Project Substantial Completion		-
Permanent Certificate of Occupancy		
Student Move-In		=
Demolition of Building and Associated Sitework Complete		
GC Release Retainage / Punch List Complete		
GC Contract Final Completion		<u></u>
Completed and Submitted by:		
Title:	Date	e:

MSBA FORM for Certification of Sustainable School Achievement

MSBA FORM for Final Request and Certificate for Reimbursement

MSBA FORM for Commissioning Certificate of Completion

MSBA FORM for Milestone Schedule

MSBA FORM for Sources and Uses

MASSACHUSETTS SCHOOL BUILDING AUTHORITY SCHOOL DISTRICT SCHOOL PROJECT # CERTIFICATE OF SUSTAINABLE SCHOOL ACHIEVEMENT

We hereby certify that the above noted school project has completed all requirements stated in MSBA Sustainable Schools policy as stated in the March 31, 2010 MSBA Board meeting memo, the Project Scope and Budget Agreement and complies with the MSBA Green School Program as follows:

1.	Additional reimbursement goals stated in th MSBA Green School Program (check one): a. 0.0% b. 1.5% (applicable only for projects regis c. 2.0%	
2.	Project type (check one): a.	
3.	Check one of the following as applicable: (nCHPS prior to July 1, 2010)	tote that 2006 MA-CHPS is only applicable for projects registered with
	b. Using 2006 MA-CHPS, for 1.5% addit d. Using 2006 MA-CHPS, for 2.0% addit d. Using 2009 MA-CHPS, for no addition new construction, 35 points for renovation. Using 2009 LEED-S, for no additional (including a minimum of 5 points in EA Cr. f. Using 2009 MA-CHPS, for 2% addition new construction, 45 points for renovation.	nal reimbursement, the project achieved a level of Leader / 50 points fo I reimbursement, the project achieved a level of Silver / 50 points
4.	Final level of achieved points.	
5.	Attached as a part of this certification as certification letter from CHPS or USGBC control of the control of the certification letter from CHPS or USGBC control of the certification as a part of this certification as	re the final MA-CHPS or LEED-S scorecard and the onfirming that achievement.
Design	ner signature:	OPM signature:
Firm:		Firm:
Type n	ame:	Type name:
Title: _		Title:
Date:		Date:

MSBA FORM for Certification of Sustainable School Achievement

MSBA FORM for Final Request and Certificate for Reimbursement

MSBA FORM for Commissioning Certificate of Completion

> MSBA FORM for Milestone Schedule

MSBA FORM for Sources and Uses

Certificate of Sustainable School Achievement

A/E REVIEW

Contractor Data

OPM Data

Owner Data

Cx Data

SUBMIT FOR SUSTAINABILITY

CERTIFICATION

MSBA Form for Certificate of Sustainable School Achievement

SCHOOL DISTRICT SCHOOL PROJECT #_ FINAL REQUEST AND CERTIFICATE FOR REIMBURSEMENT

-Page 1 of 2-

The undersigned hereby certifies to the best of his/her knowledge and belief that the _____School Project has been completed and constructed in accordance with the Construction Contract Documents. Certified: Owner's Project Manager (sign) Type Name: ____ Title: Firm: Date: The undersigned hereby certifies to the best of his/her knowledge and belief that the _____ School Project has been completed and constructed in accordance with the Construction Contract Documents and all applicable building codes and safety codes in effect at the time of construction; and that the Project was constructed in accordance with the applicable MSBA sustainability requirements. Certified: Designer (sign) Type Name: ____ Title: Firm: Date:

MSBA FORM for Final Request for Reimbursement

SCHOOL DISTRICT SCHOOL FINAL REQUEST AND CERTIFICATE FOR REIMBURSEMENT

-Page 2 of 2-

The undersigned	hereby	further	certifies	to the	heet o	f hie/her	knowledge a	nd belief	that

· all of the terms and conditions of the Project Funding Agreement for the _____ School Project, all other agreements between the _____ District and the MSBA, and all applicable regulations and guidelines of the MSBA have been satisfied. The undersigned further certifies that any construction related liens have been released. • the _____ School District shall maintain the _____ School and all elements of the project as delivered to the District in a good, safe and habitable condition in all respects, except for normal wear and tear, and in full compliance with M.G.L c. 70B, 963 CMR 2.00 et seq., and all applicable laws, ordinances, covenants and rules and regulations set forth by any government authority with jurisdiction over matters concerning the condition and the use of this facility. The District hereby acknowledges and agrees that it shall spend at least 50% of the sum of the school district's calculated foundation budget amounts for the purposes of foundation utility and ordinary maintenance expenses, and extraordinary maintenance allotment as defined in M.G.L. c. 70, for said . The District has received all warranties, vendor materials and training as required by the contract • the School District has completed the DCAM evaluations of General Contractor, Designer and Subcontractors1 as required and submitted these evaluations to DCAM on the referenced MSBA funded project. Certified: Chief Executive Officer (sign) Superintendent (sign) School Committee Chair (sign) Name: Name: Title: Title: _____ Date: Date: Date:

December 2011

¹ The term "subcontractor" shall mean all filed sub-bidders as defined in M.G.L. c. 149, \$44F

Final Request and Certificate for Reimbursement

FINANCIAL RECONCILIATION

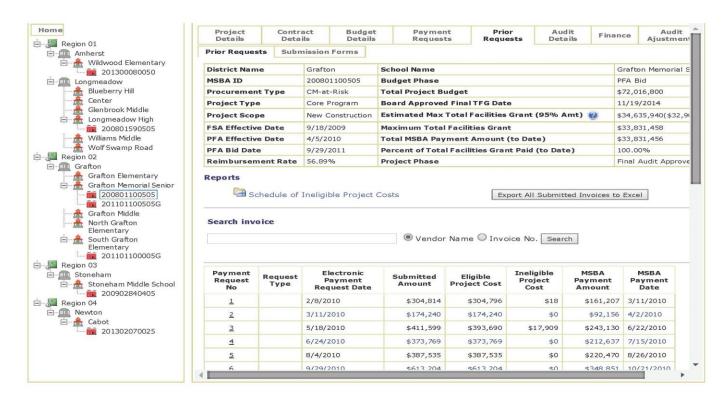
FINAL RECLASSIFICATION / RESUBMISSION

PROPAY FINAL REQUEST FOR REIMBURSEMENT

Certificate of Sustainable School Achievement

MSBA Form for Final Request and Certificate for Reimbursement

Financial Reconciliation



Ineligible Costs

Pro Pay Schedule



Export to Excel

	Payment Request	Sweaker No.		Clessification Code	Checification Name	Highlie And	terficile rest	Primary Resona Code	Comments	Proviously	Writing Name	Description	Tuberitied A
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MSBA FORM for Commissioning Certificate of Completion

MASSACHUSETTS SCHOOL BUILDING AUTHORITY SCHOOL DISTRICT

SCHOOL PROJECT #

COMMISSIONING CERTIFICATE OF COMPLETION

(for Projects having a 10 month re-inspection)

(Page 1 of 2)

The undersigned Commissioning Consultant hereby certifies that all requirements for commissioning have been completed in accordance with the Master Commissioning Services Agreement dated ____and Work Order No. ____dated ___between the Commissioning Consultant and the MSBA.

Building Envelope

Roofing Systems HVAC Systems Plumbing Systems Electrical Power Systems Voice, Data and Video Systems Life Safety Systems

Commissioned	Systems:

Applicable

00000000

Applicable

			Building Automation and Control Systems						
1.	Functional perf executed and se	ormance tests for atisfactory perfo	or each sub-system and system as established by the Commissioning Plan have been rmance has been achieved.						
2.	All items listed on the Issues Log have been appropriately resolved.								
3.	The Post Commissioning site visit (10-months after Substantial Completion) and Project review (if applicable) have been completed.								
4.	A Final Commissioning Report has been submitted to the MSBA and the Owner.								
C	ertified: Commis	sioning Consult	ant (sign)						
F	irm:								
T	ype name:								
T	itle:								
D	ate:								
0	wner's Project M	lanager acknow	wledges:						
1.	Functional perf executed and sa	ormance tests for atisfactory perfo	or each sub-system and system as established by the Commissioning Plan have been rmance has been achieved.						
2.	All items listed	on the Issues L	og have been appropriately resolved.						
3.	The Post Components	nissioning site v	isit (10-months after Substantial Completion) and Project review (if applicable) have been						
4.	A Final Commi	issioning Report	t has been submitted to the MSBA and the Owner.						
Ac	knowledged: Ow	ner's Project M	anager (sign)						
Fir	m:								
Ту	pe name:								
Tit	le		Date						

COMMISSIONING CERTIFICATE OF COMPLETION

(for Projects having a 10 month re-inspection)

(page 2 of 2)

For Completion by the Owner:

Please describe any "callbacks" warranty period.	during the 10 month commission	ing corrective period or the one year
Were the issues resolved If no, please explain:	I to the Owner's satisfaction? □y	ves 🔲 no
Were the consultants res If no, please explain:	sponsive to the resolution of the is	sues? _yesno
Certified:		
Chief Executive Officer (sign)	Superintendent (sign)	School Committee Chair (sign)
Name:	Name:	Name:
Title:	Title:	Title:
Date:	Date:	Date:

January 2014 January 2014

Commissioning Certificate of Completion

SUBSTANTIAL COMPLETION

Punch list / C of O

Financial Reconciliation

Sustainability Certification

Cx 10 MONTH WARRANTY REVIEW

MSBA Form for Commissioning Certificate of Completion

MASSACHUSETTS SCHOOL BUILDING AUTHORITY SCHOOL DISTRICT

SCHOOL PROJECT

SOURCES AND USES FORM

(To be submitted after receipt of the MSBA Final Audit)

Uses of Funds:	
Total Project Budget	\$
Sources of Funds:	
MSBA Grant (per the MSBA Final Audit)	\$
Cash Contribution by the District	\$
General Obligation Bonds issued by the District	\$
General Obligation Bonds to be issued by the District	\$
Legal Settlement *	s
Insurance Proceeds *	\$
Rebates*	s
Surety Payments*	\$
Rental Revenue*	\$
All Other Sources - Please list (e.g., other grants)*	\$

Certified:		
Chief Executive Officer (sign)	Superintendent (sign)	School Committee Chair (sign)
Name:	Name:	Name:
Title:	Title:	Title:
Date:	Date:	Date:

MSBA FORM for Certification of Sustainable School Achievement

MSBA FORM for Final Request and Certificate for Reimbursement

MSBA FORM for Commissioning Certificate of Completion

MSBA FORM for Milestone Schedule

MSBA FORM for Sources and Uses

^{*} Please provide a detailed explanation if applicable:

Massachusetts School Building Authority

Deborah B. Goldberg Chairman, State Treasurer

Maureen G. Valente Chief Executive Officer John K. McCarthy
Executive Director, Deputy CEO



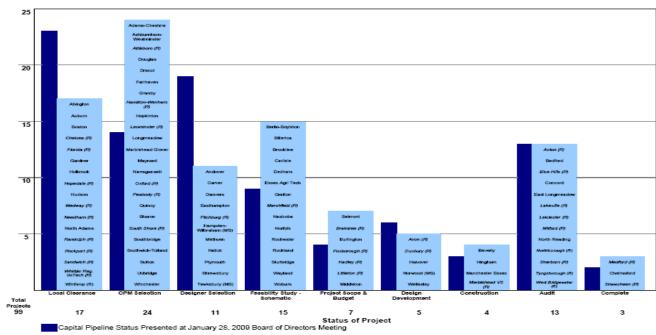
Construction Closeout

OPM Roundtable January 21, 2016



Closeout - Capital Pipeline

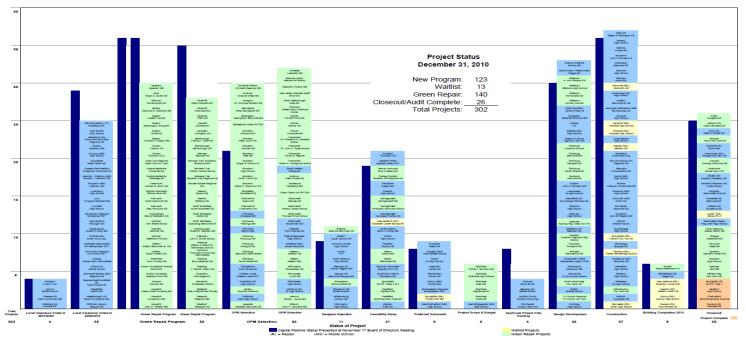
Volume (March 2009)





Closeout - Capital Pipeline

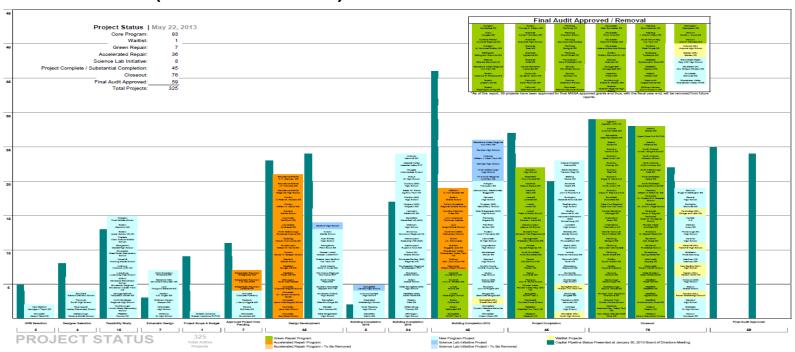
Volume (January 2011)





Closeout – Capital Pipeline

Volume (June 2013)

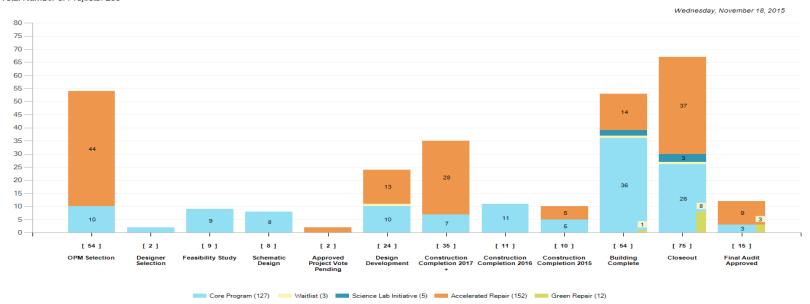




Closeout – November 2015

PROJECT STATUS





Number less than 3 is not shown in the chart



Closeout - Invitations & Audit Approvals

Green / Accelerated Repair Program

Fiscal Year	Invited In	Final Audit Approved
2010	- 189 Green	0
2011		5 Green
2012	36 ARP	28 Green
2013	45 ARP	61 Green
2014	51 ARP	57 Green 4 ARP
2015	44 ARP	28 Green 16 ARP
2016	TBD	3 Green 17 ARP
Total	189 Green 176 ARP	182 Green 37 ARP



Closeout - Invitations & Audit Approvals

Core Program

Fiscal Year	Invited In	Final Audit Approved
2009	59	14 (2 Add/Reno; 12 Repair)
2010	16	5
2011	4	9
2012	16	8
2013	16	6
2014	19	9
2015	15	28 (includes 21 Core, 3 SLI, 4 WL)
2016	TBD	8 (6 Core, 1 SLI, 1 WL)
Total	145	87



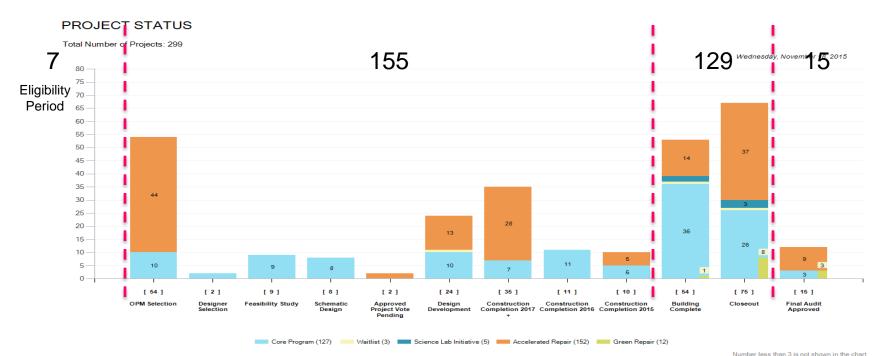
Closeout – Construction Deliverables

- Final Change Order Review
- Final GMP Review
- BRR
- Commissioning Certificate
- Sustainable Certificate
- 100% DCAMM Evaluation



Closeout – November 2015

- 54% of active projects in the Capital Pipeline are in OPM Selection Construction
- 46% of active projects in the Capital Pipeline are in Building Complete Closeout



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Executive Director, Deputy CEO



Project Closeouts

OPM Roundtable January 21, 2016



Background

As of January 15, 2016 the MSBA has:

- Completed final audits of 1,105 projects totaling approximately \$18 billion in submitted costs;
- Audited approximately \$4 billion in costs for the 220 projects currently submitting monthly requests for reimbursement; and
- Achieved audit savings of over \$1.4 billion.



When does Closeout Begin?

 Closeout consists of the Final Audit of the project and begins with the G.C.'s first application for payment

 A well mapped SOV is critical to the review and approval of applications for payment and reimbursements to the District



Importance of the SOV to Closeout

- A good Closeout depends on a good SOV:
 - SOV is mapped correctly to the Divisions
 - Use MSBA standard classification codes
 - Refer to Module 7 for a link to the MSBA SOV template
 - All submitted costs must tie to the SOV on each application and the final application
 - Change Orders are kept current



Communication

Communication of SOV modifications is critical!!

- Changes to the SOV may have an impact on the eligible basis and must be reconciled with the budget
- Reconciliation of the SOV and the approved budget facilitates a smooth closeout



Key Steps in the Closeout

 Final change orders and BRRs have been processed and the use of GMP contingency (if applicable to the project) has been reconciled with the MSBA

 The work has been declared substantially complete by the Designer and the Contractor is completing the punch list and demobilizing site



When does Closeout Begin?

- The 10 month commissioning site visit (if applicable to the project) is nearing completion
- The submittals to achieve CHPS/LEED certification are in process (if applicable to the project)
- The MSBA has paid 95% of the project costs and will not pay the final 5% of the grant until the Project is closed out and approved by the MSBA Board of Directors



Key Steps in the Closeout

- BRRs are entered to reconcile the Project Budget to reflect any changes in the SOV from the final GC payment application
- The Project Budget and all executed PFA amendments have been entered in the Pro-Pay system and match the approved budget in the MSBA Project Funding Agreement (Attachment A)



The Closeout Audit

- The Closeout Final Audit begins when the District submits its final request for reimbursement (100% of the designer, contractor and OPM costs have been paid)
- An auditor is assigned to preparing the final audit
- The audit gets an internal review prior to issuance to the District
- The District submits the required closeout forms



Closeout Audit Documents

The District submits the required closeout forms

- MSBA <u>Pre-Closeout Questionnaire</u> (New or Add/Reno projects)
- MSBA Closeout Questionnaire (All Repair Projects)
- MSBA <u>Final Request and Certificate for Reimbursement</u> (All Projects)
- MSBA <u>Commissioning Certificate of Completion</u> Non-Repairs (for Projects having a 10 mo. Cx re-inspection)
- MSBA Commissioning Certificate of Completion Accelerated/Green Repairs (for Projects NOT having a 10 mo. Cx re-inspection)
- MSBA <u>Certificate of Sustainable School Achievement</u> (For Projects pursuing MA CHPS or LEED designation)
- MSBA <u>Milestone Schedule</u> (New or Add/Reno projects)
- MSBA <u>Sources and Uses Form</u> (May be submitted after receipt of final audit)
- CP has received the <u>100% DCAMM Notification of Evaluation</u> from the District



Completion of the Closeout Process

- Projects go to the Board only if certain Closeout Documents have been submitted.
- Board Approval of Final Audit and Final Payment to the District.
- Final Grant Payment is made to the District if all the requisite Closeout Documents have been submitted.

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Executive Director, Deputy CEO



Questions?

Contact: ProPay Hotline

Audit Staff 8:45 – 5:00

617-720-4466

Closeout Managers:

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Kristine.McAndrews@massschoolbuildings.org