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School Finance: School Building Assistance

Administrative Advisory 02-2

May 31, 2002

Vote to Proceed with Construction

As previously reported, most projects on the waiting list can expect significant delays before receiving a grant. As part of the application process, districts must indicate whether they plan to begin construction in advance of receiving their grant. Districts which plan to start construction in advance of receiving their grant must submit a resolution voted by any one of the following: town meeting, city council, town council, board of selectmen, or school committee. The resolution should state:

- the name of the project;
- that the municipality [or regional school district] intends to start construction on the project prior to receiving its state grant;
- that the municipality [or regional school district] has been advised by the Commissioner of Education that it may not receive the state grant within the time period allowed by statute for temporary borrowing; and
- that the municipality [or regional school district] is legally authorized to issue long-term bonds for this project prior to receipt of the state grant.

The copy of the resolution submitted to the Department should be certified by the secretary, clerk, or other appropriate official, and should indicate the date of vote. Projects placed on the waiting list will not receive an authorization to proceed with construction without this submission.

Deferred Construction

Applicants who will be deferring the start of construction until at least the end of the next fiscal year may delay the submission of their final working construction documents and bid specifications (item 29 on the SBA application checklist) by requesting deferred final design status. The following procedures will apply:

1. Applicants must submit a letter with their application materials requesting deferred final design status. For current (FY02) applicants, this means that you will not be starting construction until FY04 at the earliest.
2. Applicants requesting deferred final design status need not submit final working construction documents and bid specifications at this time. In addition, any required local approvals under item 24 and architect certifications under item 27 which require final plans and specifications also may be deferred.
3. Educational specifications, site plans, and building schematics will still be required. In addition, it is expected that sufficient design work will be completed to provide accurate project cost estimates.
4. Applications for deferred final design status which meet all other program requirements and are approved by the Commissioner will be placed on the waiting list. However, authorization to proceed with construction will be withheld.
5. All deferred items must be submitted to the Department no later than 120 days prior to the solicitation of bids for the general contract. Construction may not begin until such items have been approved by the Department and the applicant has been authorized to proceed with construction.
6. It is expected that the final plans and specifications will conform substantially to the

preliminary plans, and that the architects will so certify. Any significant deviations in scope, size, or cost of the project will require additional review, and may result in the project being removed from the waiting list and treated as a new application.

Initial grant payment amounts will not be adjusted to reflect increases in project costs due to the delay in construction. Any such adjustments allowable under program regulations will be made following completion of construction and submission and review of audit material.

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