

# SOI

## Statement of Interest System

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### User Guide for School District Users For 2016

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**Massachusetts School Building Authority**  
System User Guide

MSBA © January 2016

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# 1. Introduction

This User Guide is intended to assist cities, towns, and regional school districts with filing a Statement of Interest with the Massachusetts School Building Authority (MSBA). The Statement of Interest (SOI) is the first step for districts in expressing interest in the MSBA's grant program for school construction, renovation, and repair projects. All districts are welcome to submit an SOI which identifies the perceived deficiencies in their school facilities. All SOIs must be transmitted to the MSBA using the online Statement of Interest System, and then submitted in hard copy format.

A Statement of Interest must be submitted to the MSBA in order to participate in the MSBA's application process pursuant to M.G.L. c. 70B, the MSBA's regulations (963 CMR 2.00 et seq.), and the MSBA's policies. Any city, town, or regional school district that has not submitted an SOI to the MSBA for a particular year will not be eligible to participate in the application process for the MSBA's grant program for that year.

The process of completing an SOI should not be arduous. However, since it might take some time for districts to compile the required material, obtain the requisite signatures, and take the required local votes, the MSBA suggests that sufficient time be allocated for the proper and thorough completion of the SOI.

*The MSBA expects that an SOI can be completed at no cost to the city, town, or regional school district. The MSBA is interested in hearing from local districts themselves about potential problems that may exist in a local school facility. Districts should not seek professional assistance to complete an SOI. The MSBA will NOT reimburse for any expenses that may be incurred in connection with the completion of an SOI.*

**The SOI Submission process has two parts before the SOI is considered complete:**

- (1) an electronic submission, and
- (2) a hardcopy submission.

The electronic submission is completed through the MSBA's online Statement of Interest System. The hardcopy submission is printed by the district after the SOI is submitted electronically. The district can then obtain the requisite local signatures and send the hardcopy to the MSBA with the required local vote documentation and other required supporting documentation. The hardcopy should be sent to the MSBA offices at 40 Broad Street, Suite 500, Boston, MA 02109.

## ***Disclaimer***

Information gathered through the Statement of Interest System is not an application for funding. Submission of this information in no way commits the MSBA to accept an application, approve an application, provide a grant or any other type of funding, or places any other obligation or requirement upon the MSBA.

Only authorized users should have access to this system. All users must ensure the security of their user ID and password and should not share their user ID and/or password with others. All data entered using an MSBA-authorized user ID will be the responsibility of the user to whom the user ID was originally assigned. Unauthorized access to the MSBA Statement of Interest System may result in processing delays or other issues.

The MSBA reserves the right to modify this Statement of Interest User Guide and the Statement of Interest System, in part or in its entirety, and to request and obtain additional, follow-up information from the city, town, or regional school district.

## ***Statement of Interest Overview***

A district should submit a separate Statement of Interest (“SOI”) for each school facility project for which the district seeks MSBA approval. However, an SOI for a school facility project should not be submitted unless the district has the ability to fund that project within the following two years.

The MSBA will review each SOI using the state and local project priority criteria established by M.G.L. c. 70B including, but not limited to, the criteria listed in M.G.L. c. 70B, §§, 6, 8, and 9(a). To assist in this process, an SOI for a proposed facility project must identify and provide a brief description of each deficiency of the facility using the following list. A district may select as many categories that apply to that particular school facility:

1. Replacement or renovation of a building which is structurally unsound or otherwise in a condition seriously jeopardizing the health and safety of school children, where no alternative exists. If a district selects this priority, the MSBA must receive a hard copy of the engineering or other professional report detailing the nature and severity of the problem and a written professional opinion of how imminent the system failure is likely to manifest itself. The report must be from an independent source that is not under the control of the school district or the city/town. In addition to the independent report, the district must submit photographs of the conditions which caused the district to select Priority #1;
2. Elimination of existing severe overcrowding;
3. Prevention of the loss of accreditation;
4. Prevention of severe overcrowding expected to result from increased enrollments, which must be substantiated;
5. Replacement, renovation or modernization of school facility systems, such as roofs, windows, boilers, heating and ventilation systems, to increase energy conservation and decrease energy related costs in a school facility;
6. Short term enrollment growth;
7. Replacement of or addition to obsolete buildings in order to provide a full range of programs consistent with state and approved local requirements; and
8. Transition from court-ordered and approved racial balance school districts to walk-to, so-called, or other school districts.

## ***Finalizing your Submission***

In addition to the electronic submission, the district must mail the following documents to the MSBA in order for an SOI to be considered complete:

- a hard copy of the SOI including the two signed certification pages with original signatures;
- the certified vote of the applicable governing body (e.g., City Council, Board of Aldermen, Board of Selectmen)\*;
- a copy of the minutes from the School Committee meeting (which must include the text of the vote) during which time the Committee voted to authorize the submission of the SOI, signed by the Chair of the School Committee;
- the Closed Schools Information (available on the Closed Schools tab that is accessible when you click on your district's name) along with the printed Closed Schools Certification with original signatures;
- for districts that have selected Priority #1 (replacement or renovation of a building which is structurally unsound or otherwise in a condition seriously jeopardizing the health and safety of the school children, where no alternative exists), the district will need to provide a hard copy of the engineering or other professional report detailing the nature and severity of the problem, a written professional opinion of how imminent the system failure is likely to manifest itself, and photographs of the conditions that caused the district to select Priority #1; and
- for districts that have selected Priority #3 (prevention of a loss of accreditation), the district will need to mail any supporting correspondence between the district and the accrediting entity.

\*not applicable for Regional School Districts

Please note that the required votes must be in the Form of Vote set forth under the "Vote" tab in the Statement of Interest System, with specific reference to the school and priorities for which the SOI is being authorized. Please do NOT submit applications, design documents, plans, schematics, or drawings with the SOI.

## ***Getting Help***

Please direct any questions that you might have about the Statement of Interest process or system to Diane Sullivan at the MSBA. She can be reached by calling 617.720.4466 or via email at [Diane.Sullivan@MassSchoolBuildings.org](mailto:Diane.Sullivan@MassSchoolBuildings.org).

## ***Images in this User Guide***

The images in this User Guide were created by visiting the MSBA website using the Google Chrome web browser. There may be some slight visual differences for users of Internet Explorer, Firefox, or other browsers.

## 2. Getting Started

District users should follow the procedures in this section to gain access to the Statement of Interest System.

### ***Accessing the System***

The MSBA District User Management System streamlines the district user access process and allows the district Superintendent to provide access to and manage access for other district users in the Statement of Interest System.

Existing Superintendents who received access last year for their district and have remained in the same district can directly log in with their existing credentials at the following link:

[https://systems.massschoolbuildings.org/District\\_Access\\_Form/Login.aspx](https://systems.massschoolbuildings.org/District_Access_Form/Login.aspx)

Superintendents who did not have system access last year, and Superintendents who had access but moved to a different district, should request access to the MSBA District User Management System by filling out the District Access Form which is located on the MSBA website, or accessed directly through this link: [https://systems.massschoolbuildings.org/District\\_Access\\_Form/pub/](https://systems.massschoolbuildings.org/District_Access_Form/pub/).

### **For Superintendents With Existing Credentials from 2015**

**STEP ONE:** Try logging in with your existing credentials. If you still have your past credentials and are able to log in to the system, you can skip “Step Two” and “Step Three”.

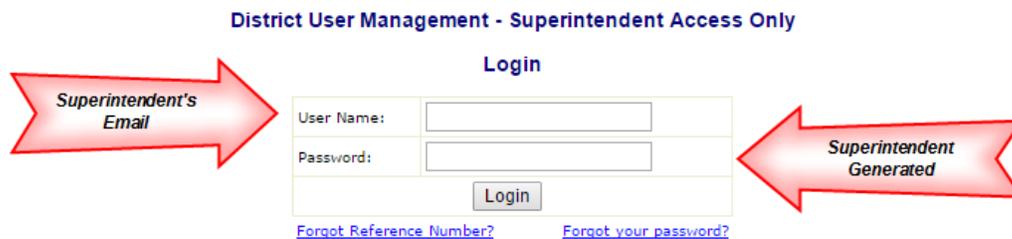
*Sample form shown below.*

**District User Management - Superintendent Access Only**

**Login**

User Name:	<input type="text"/>
Password:	<input type="password"/>
<input type="button" value="Login"/>	

[Forgot Reference Number?](#)      [Forgot your password?](#)



Only authorized users with a valid username and password issued by the Massachusetts School Building Authority may access and use this system.

**MSBA Systems will be unavailable between 12:00 noon and 1:00 PM on Thursdays for scheduled maintenance. Please plan accordingly.**

**STEP TWO:** If you are not able to log in, please click on the “Forgot Password” link. You are then taken to a new page where you need to enter the following:

- User Name – Your email ID which is your User Name, and
- Reference Number – The unique Reference Number associated with your User Name can be found in the email sent to you when the User Name was originally submitted for access to the SOI System. Please try looking for it in your email or you can try retrieving it through the "Forgot Reference Number" link on the login page.

Sample form shown below.

**Forgot Your Password?**

User Name:

[Reference Number:](#)

The unique Reference Number associated with your User Name can be found in the email sent to you when the User Name was originally submitted for access to the SOI System. Please try looking for it in your email or you can try retrieving it through the "Forgot Reference Number" link on the login page.

**STEP THREE:** If you are not able to find your Reference Number, click on the "Forgot Reference Number" link. You are taken to a new page where you need to enter the following:

- District – Select your district,
- Username – Your email ID which is your User Name, and
- Then click on the "Get Reference Number from MSBA" button.
  - If you see a red message that states *"The selected district and User Name do not match. If you have moved on to a new district, please create a new User Name for that district. Please contact Diane Sullivan at the MSBA for any further information,"* then you are not the current Superintendent for said district in our records, please try creating a new ID for the district and/or check to see if there are any typos or spaces in your User Name, rectify them and try again.
  - If you see a blue message that states *"Your request to receive a Reference Number has been submitted. The MSBA will validate the request and send you the information soon. Please contact Diane Sullivan at the MSBA for any further information,"* your request was successfully submitted and the MSBA will respond shortly. You will also receive an email confirming your request.

Sample form shown below.

**Forgot Your Reference Number?**

The unique Reference Number associated with your User Name can be found in the email sent to you when the User Name was originally submitted for access to the SOI System. Please try looking for it in your email (or) submit your request to the MSBA for your unique "Reference Number".

District:

User Name:

## For Superintendents Who Did Not Have System Access Last Year or Superintendents Who Have Moved to a New District

**STEP ONE:** Enter your information and click the “Continue” button when you are finished providing the required information.

Sample form shown below.



**District Access Form (Step 1/3: Fill out form)**

Superintendent Details

District Name*	Arlington ▼	
Title	Superintendent	
First Name*	John	
Middle Initial	W	
Last Name*	Doe	
Email Address*	jdoe@testbogus.com	
Address1*	123 Sample Drive	
Address2	Testing	
City*	test	
State	MA	
Zip*	12345	
Phone*	(123) 123-1234	ext. 123
Fax	(123) 123-1234	

**STEP TWO:** Verify the information you provided and then click the “Submit this access form to MSBA” button.

Sample form shown below.



**District Access Form (Step 2/3: Verify Information)**

Superintendent Details

District Name	Arlington
Title	Superintendent
Name	John W. Doe
Email Address	jdoe@testbogus.com
Address	123 Sample Drive test, MA 12345
Phone	(123) 123-1234 Ext. 123
Fax	(123) 123-1234

**STEP THREE:** Select the “Download this form” button and then print and sign the document. Email or fax the document to:

Email: [Diane.Sullivan@MassSchoolBuildings.org](mailto:Diane.Sullivan@MassSchoolBuildings.org) / Fax: 617-720-5260 or 617-720-8460.

Sample form shown below.



**District Access Form (Step 3/3: Sign and return)**

**Superintendent Details**

District Name	Arlington
Title	Superintendent
Name	John W. Doe
Email Address	jdoe@testbogus.com
Address	123 Sample Drive test, MA 12345
Phone	(123) 123-1234 Ext. 123
Fax	(123) 123-1234

**District Authorization**

I, John W. Doe, the Superintendent of Schools for the Town/City/Regional School District of Arlington (the "District") hereby request access to the MSBA District User Management System.

I, on behalf of the District, hereby acknowledge and understand that, as part of being given access to the MSBA District User Management System, I may authorize other employees and agents of the District to access the MSBA's Statement of Interest System, as I deem necessary and appropriate. I acknowledge and understand that, as part of this authorization, I may request that either read access or write access be given to said employees and agents as I deem necessary and appropriate.

I, on behalf of the District, further acknowledge and understand that the District shall be responsible for the security of any access codes, login ID's and passwords provided to the District and that may be further provided to employees and agents of the District. The District shall also be responsible for the security of any data and the disclosure of any data that may be accessed by the use of said access codes, login ID's and passwords. I, on behalf of the District, will take appropriate steps to ensure the security of any access codes, login ID's and passwords in the possession of the District, its employees and agents and to prevent unauthorized access to, and the unauthorized disclosure of, data in the MSBA District User Management System or Statement of Interest System.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Please fax the completed form or email a PDF of the completed form to Diane Sullivan at the MSBA.

Fax: 617-720-5260 or 617-720-8460. Email: [Diane.Sullivan@MassSchoolBuildings.org](mailto:Diane.Sullivan@MassSchoolBuildings.org)

If approved by the MSBA, you will receive an email notifying you that your request has been accepted and that you have been assigned a user name with a temporary password. Please login to the MSBA District User Management System and proceed to the page where you can add users or remove them and apply permissions to your district.

**Reference number: MSBA0017**

You can come back to this page any time with the URL

[https://systems.massschoolbuildings.org/district\\_access\\_form/pub/Default.aspx?referencenumber=MSBA001&ProvidedEmail=John.Doe@test.test.bogus.com](https://systems.massschoolbuildings.org/district_access_form/pub/Default.aspx?referencenumber=MSBA001&ProvidedEmail=John.Doe@test.test.bogus.com)

**STEP FOUR:** System access will be granted upon the MSBA’s receipt of the signed document. The access information will be sent in email to the Superintendent and contain a link to the **District User Management System**. Once in the management system, the Superintendent will create his/her own user account in addition to other local user accounts.

*Please make sure that your mail system does not block or filter out the MSBA system generated mail messages as spam. Also, please record your reference number.*

**STEP FIVE:** Once the Superintendent logs in with their User Name and password, the default page will appear. Superintendents then have the ability to create new users and submit user access requests to the MSBA for approval.

*Sample screenshot shown below.*

**District User Access Management**

Here you can add, edit or delete users for your respective district. Also, you can assign permissions for each user.

[Create New User](#)

Requests Type :  Unsubmitted  Waiting for Approval  Approved  All Users

<input type="checkbox"/>	First Name	M.	Last Name	User Name	Role	Is SOI Contact?	Created Date		
<input type="checkbox"/>	John	E	Doe		District Write	<input checked="" type="checkbox"/>	1/8/2015	<a href="#">View</a>	<a href="#">Edit</a>
<input type="checkbox"/>	Brian		Chambers	BChambers		<input type="checkbox"/>	2/22/2013	<a href="#">View</a>	<a href="#">Edit</a>

**STEP SIX:** The Superintendent can create a new user by clicking on the “Create New User” link and completing the information requested on the form. Clicking on the “Submit for MSBA Approval” button will submit the user information to the MSBA for approval.

*Sample form shown below.*

**Create New User**

Title: Acting Town Administrator

First Name \*: John

Middle Name: E

Last Name \*: Doe

Email \*: John.Doe@test.com

Address1\*: testing drive

Address2: test

City\*: testing

State: MA

Zip\*: 12345

Phone\*: (123) 123-1233 ext. 123

Fax: (123) 123-1234

Primary SOI Contact ?

Role :\*: District Write

Schools to be given access to :\*

- All Schools
- Boston Teachers Union School
- Dorchester Academy
- Edison K-8
- Higginson/Lewis K-8
- King K-8
- Lyon Upper 9-12

Submit for MSBA Approval Save Cancel

*Please note, saving a request is not submitting a request. It only saves your work so you can review it later for submission.*

**STEP SEVEN:** Superintendents can check on the status of a request on the default page by checking “Waiting for Approval” or simply by looking at all status updates by clicking “All Users.”

Sample form shown below.

The screenshot shows a web browser window with the URL [https://systems.massschoolbuildings.org/District\\_Access\\_Form/District/DistrictUserV](https://systems.massschoolbuildings.org/District_Access_Form/District/DistrictUserV). The page title is "MSBA Systems". Below the header, there is a section titled "District User Access Management" with a sub-header "District User Access Management". The text below reads: "Here you can add, edit or delete users for your respective district. Also, you can assign permissions for each user." There is a link "Create New User". Below that, there are radio buttons for "Requests Type": Unsubmitted, Waiting for Approval, Approved, and All Users (selected). The "UnSubmitted Requests" section has a button "Submit Selected for MSBA Approval" and a table with the following data:

<input type="checkbox"/>	First Name	M.	Last Name	User Name	Role	Is SOI Contact?	Created Date		
<input type="checkbox"/>	John	E	Doe		District Write	<input checked="" type="checkbox"/>	1/8/2015	<a href="#">View</a>	<a href="#">Edit</a>
<input type="checkbox"/>	Brian		Chambers	BChambers		<input type="checkbox"/>	2/22/2013	<a href="#">View</a>	<a href="#">Edit</a>

Below the table, there is a section titled "Submitted Requests" with a message: "No users present for the current selection." Below that, there is a section titled "Approved Requests" with a table with the following data:

First Name	M.	Last Name	User Name	Role	Is SOI Contact?	Approved Date	
Test district	E	Test	test	District Write	<input type="checkbox"/>	1/8/2015	<a href="#">View</a>
Mae	D	Mallory	MMallory	District Write	<input type="checkbox"/>	1/8/2015	<a href="#">View</a>

**STEP EIGHT:** Once the MSBA approves a request, an email goes out to the individual user with their credentials to log in to the Statement of Interest System.

Sample form shown below.

The screenshot shows a web browser window with the URL [https://systems.massschoolbuildings.org/District\\_Access\\_Form/District/DistrictUserV](https://systems.massschoolbuildings.org/District_Access_Form/District/DistrictUserV). The page title is "MSBA Systems". Below the header, there is a section titled "District User Access Management" with a sub-header "District User Access Management". The text below reads: "Here you can add, edit or delete users for your respective district. Also, you can assign permissions for each user." There is a link "Create New User". Below that, there are radio buttons for "Requests Type": Unsubmitted, Waiting for Approval, Approved (selected), and All Users. Below that, there is a table with the following data:

First Name	M.	Last Name	User Name	Role	Is SOI Contact?	Approved Date	
Test district	E	Test	test	District Write	<input type="checkbox"/>	1/8/2015	<a href="#">View</a>
Mae	D	Mallory	MMallory	District Write	<input type="checkbox"/>	1/8/2015	<a href="#">View</a>

At any time, the Superintendent can view a user's details by clicking on the "View" link.

**View User Details**

Title: Acting Town Administrator

First Name \*: John

Middle Name: E

Last Name \*: Doe

Email \*: John.Doe@test.com

Address1 \*: testing drive

Address2: test

City \*: testing

State: MA

Zip \*: 12345

Phone \*: (123) 123-1233 ext. 123

Fax: (123) 123-1234

Primary SOI Contact ?

Role :\*: District Write

Schools to be given access to :\*

- All Schools
- Boston Teachers Union School
- Dorchester Academy
- Edison K-8
- Higginson/Lewis K-8
- King K-8
- Lyon Upper 9-12

## New Statement of Interest or Pre-Populating

There are two options (see the table below) for the district to consider when beginning the SOI process.

<p>1. Does the district wish to start a new SOI from scratch?</p>	<p>Most districts will be submitting a <b>new</b> SOI. Follow the instructions in the "<a href="#">Creating a New Statement of Interest</a>" section of this guide.</p>
<p>2. Does the district wish to submit a 2016 SOI for the same school for which it submitted a 2015 SOI?</p>	<p>You may want to <b>pre-populate</b> an SOI previously submitted in 2015. This process will copy the 2015 SOI so that the district can edit the fields that need to be changed and updated. For this option, please see the "<a href="#">Pre-Populating a New Statement of Interest with Previously Submitted Data</a>" section at the end of this guide.</p>

## Logging On

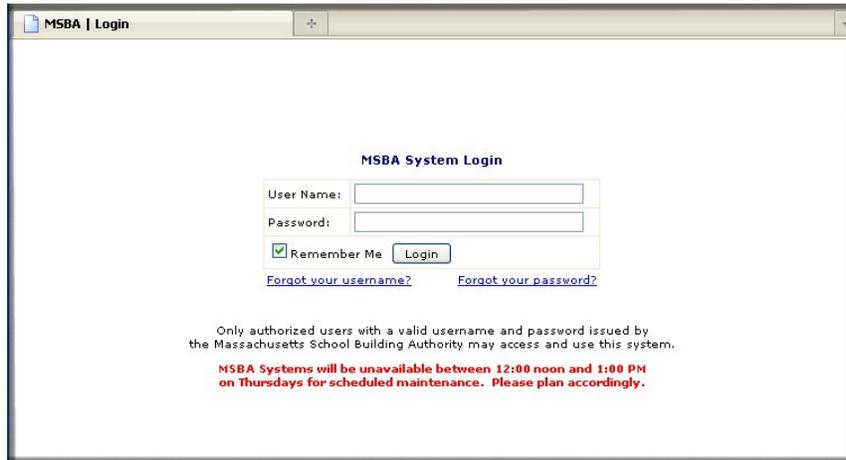
To log on to the Statement of Interest System, click on the following link:

<http://www.massschoolbuildings.org/>

Click the "Your Statement of Interest" button on the left-hand column of the MSBA website home page to take you to the login screen. You can save the MSBA homepage as a favorite to avoid having to retype the address each time access to the system is required.

The screenshot shows the MSBA website home page. At the top, there is a navigation bar with links for HOME, CAREERS, CALENDAR, FOR PRESS, and CONTACT. Below this is the MSBA logo and tagline: "Funding Affordable, Sustainable, and Efficient Schools in Partnership with Local Communities". The main content area features a large graphic stating "\$11.8 BILLION in PAYMENTS MADE" and "Our Mission: Partner with Massachusetts communities to support the design and construction of educationally-appropriate, flexible, sustainable, and cost-effective public school facilities." Below this, there are several news items, including "2016 Statement of Interest Submission Period" and "MSBA Issues a Request For Qualifications (RFQ) to Provide Prototypical School Designs for the Model School Program". On the left-hand side, there is a vertical navigation menu with various links. A red arrow points to the "YOUR STATEMENT OF INTEREST" link, which is highlighted with a red circle.

Sample of the login page shown below.



If you forget either your User Name or your password, you can click on the links on this page to have them emailed to you.

Once you have logged on, you will see the list of the MSBA Systems to which you have access on your left.



Select **Statement of Interest** from the list on the left to begin.

## System Entry

When you have chosen the Statement of Interest System you will arrive on the System's home page.

District User Amesbury, you are in: **Statement of Interest**

[Applications Home](#) | [My Account](#) | [Sign Out](#)

### Introduction

Welcome to the Massachusetts School Building Authority's (MSBA) online Statement of Interest System! The Statement of Interest is the first step in the MSBA's process for the new program for school construction and renovation grants. This online system is intended to streamline the Statement of Interest process.

All districts are welcome to transmit a Statement of Interest to the MSBA, identifying the perceived deficiencies in their school facilities. All Statements of Interest must be transmitted to the MSBA using the online Statement of Interest System. The User Guide, which explains how to use the SOI online system, and other helpful SOI information can be accessed by [clicking here](#), explains how to use this online system. Please direct any questions that you might have about the Statement of Interest process or system to Brian McLaughlin or Diane Sullivan at the MSBA. They can be reached by calling 617.720.4466 or via email at [Brian.McLaughlin@MassSchoolBuildings.org](mailto:Brian.McLaughlin@MassSchoolBuildings.org) and [Diane.Sullivan@MassSchoolBuildings.org](mailto:Diane.Sullivan@MassSchoolBuildings.org)

Please note that a separate Statement of Interest must be transmitted for each existing school for which the city, town or regional school district may have an interest in applying to the MSBA for a grant. Any city, town, or regional school district that has not transmitted a Statement of Interest to the MSBA and received the MSBA's acceptance of that Statement of Interest for a particular year will not be eligible to participate in the process for the MSBA's grant program for that year. If a district transmits more than one Statement of Interest, then the district must identify its one priority Statement of Interest. Each district must prioritize one Statement of Interest from all of the Statements of Interest that the district has submitted or refreshed, including any SOIs that may be in the MSBA's capital pipeline. At no time shall a district have more than one prioritized SOI on file with the MSBA.

In addition to the electronic transmission, the district must mail the following documents to the MSBA:

- a hard copy of the Statement of Interest including the two signed certification pages with original signatures;
- the certified vote of the applicable governing body (e.g., City Council, Board of Aldermen, Board of Selectmen);\*
- a copy of the minutes of the School Committee meeting (which must include the text of the vote) at which the Committee voted to authorize the submission of the Statement of Interest, signed by the Chair of the School Committee;
- the Closed Schools report available on the Closed Schools tab that is accessible when you click on your district's name; and
- other information as indicated within the Statement of Interest system or at the direction of the MSBA.

\*not applicable for Regional School Districts

The SOI transmission will not be considered complete until the MSBA receives this information in a format acceptable to the MSBA.

The Statement of Interest is **NOT** an application for funding. Transmission of the Statement of Interest in no way commits the MSBA to accept an application, approve an application, provide a grant or any other type of funding, or places any other obligation or requirement upon the MSBA.

The MSBA expects that a Statement of Interest can be completed at no cost to the city, town or regional school district. The MSBA is interested in hearing from the district itself about potential problems that may exist in a local school facility. Communities should not seek professional assistance to complete a Statement of Interest. The MSBA will NOT reimburse for any expenses that may be incurred in connection with the completion of a Statement of Interest.

NOTE: Most of the fields in this application require data to be entered. Generally, users cannot exit a page and continue to another page without entering data into the required fields. Each page must be SAVED individually, after editing.

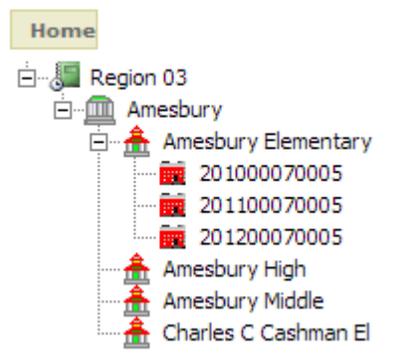
The MSBA reserves the right to modify the online Statement of Interest system and to request and obtain additional, follow-up information from the city, town or regional school district.

Thank you.

## Navigating the System Hierarchy

On the left-hand side of the screen is a navigation hierarchy, which opens to your specific district. You may move between schools in the district and Statements of Interest.

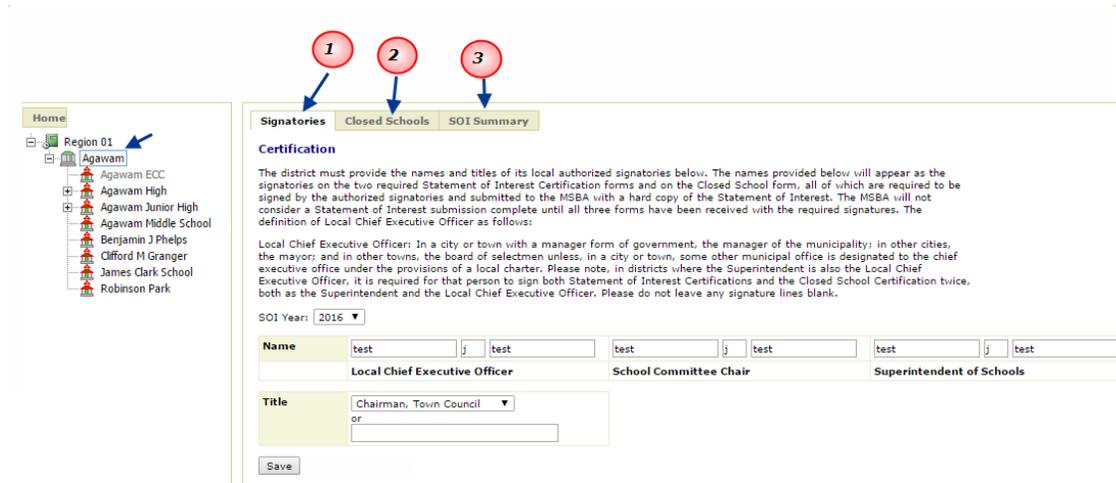
Region → District → School → SOI (represented by an MSBA ID number below)



Please note that this sample image does not reflect the actual district of Amesbury.

**Region:** The first level in the navigation hierarchy is the region level. The MSBA has assigned every district to a region based on geographic location. This is the highest level or “Home” level. The SOI System will bring the district user right to its region.

**District:** The second level in the navigation hierarchy is the “District” level. This level contains three tabs: (1) Signatory information, (2) Closed Schools information, and (3) SOI Summary information (*all pictured below*).



The “Signatories” tab must be completed by the district prior to submitting an SOI. The information provided here will appear on the two SOI Certification forms and on the Closed Schools Certification. Please provide names for the three required signatories (Local Chief Executive Officer, School Committee Chair, Superintendent) and the title of the Local Chief Executive Officer. There is additional information regarding this tab in the [“Other Required Information”](#) section of this user guide.

The “Closed Schools” tab must be completed before the district submits an SOI. There is additional information regarding this tab in the [“Other Required Information”](#) section of this user guide.

The “SOI Summary” tab contains a summary of the district’s SOI history, including the School Name, Year, and SOI Status for each of the district’s previously submitted SOIs.

**School:** The next level in the navigation hierarchy is the “School” level (*pictured on the next page*). This level contains two tabs (1) School Details and (2) New SOI.

The “School Details” tab contains the basic information about the school and the contact details of the officials.

“The New SOI” tab is where the district begins the process of submitting an SOI.

To view the list of all schools in a district, select the “+” located to the left of the district name. To collapse the list, select the “-” to the left of the district name.

The screenshot shows the MSBA Statement of Interest System interface. On the left is a navigation tree under 'Home' with 'Region 01' expanded to show schools like 'Agavam High'. The main content area has tabs for 'School Details' and 'New SOI'. Two red circles with numbers '1' and '2' are placed above the 'School Details' and 'New SOI' tabs respectively, with blue arrows pointing to them. Below the tabs, there are sections for 'School Officials' (a table with columns Name, Title, City, Phone, View), 'School Information' (a table with fields like District Name, School Name, Address, etc.), and a 'View' button.

**Statement of Interest** (represented by an MSBA ID number): The final level in the navigation hierarchy is populated with the submission of an SOI.

To view a list of any previously submitted SOIs related to a school, select the “+” located to the left of the school name. To collapse the list, select the “-” to the left of the school name.

**To view details from a previously submitted SOI, click on the SOI year in the navigation hierarchy.**

### 3. Creating a New Statement of Interest

Only one SOI may be submitted to the MSBA for each school in a given year and each SOI must describe the perceived deficiencies of only one specific school.

For example, if a school needs repairs to its roof, windows, and boiler, only one SOI should be submitted for that school describing the needs in all three areas. Also, SOIs may only be submitted for existing schools.

The Statement of Interest submission is final. Once submitted, further edits are not permitted. Errors and omissions in a submitted SOI should be reported to Diane Sullivan ([Diane.Sullivan@MassSchoolBuildings.org](mailto:Diane.Sullivan@MassSchoolBuildings.org))

#### Beginning a New Statement of Interest

If you want to begin a new SOI, click on the school for which you would like to submit an SOI. Find the “New SOI” tab at the top of the page, and click there. This will start a new SOI, or, if you have already begun an SOI for this year but have not submitted it yet, this will take you to the new SOI you are currently working on for that school, provided you have saved the draft SOI.

When you first click the “New SOI” tab you will see the “SOI Certification” page.

Sample form shown below.

School Details **New SOI**

**SOI Certification**

To be eligible to submit a Statement of Interest (SOI), a district must certify the following:

- The district hereby acknowledges and agrees that this SOI is NOT an application for funding and that submission of this SOI in no way commits the MSBA to accept an application, approve an application, provide a grant or any other type of funding, or places any other obligation on the MSBA.
- The district hereby acknowledges that no district shall have any entitlement to funds from the MSBA, pursuant to M.G.L. c. 70B or the provisions of 963 CMR 2.00.
- The district hereby acknowledges that the provisions of 963 CMR 2.00 shall apply to the district and all projects for which the district is seeking and/or receiving funds for any portion of a municipally-owned or regionally-owned school facility from the MSBA pursuant to M.G.L. c. 70B.
- The district hereby acknowledges that this SOI is for one existing municipally-owned or regionally-owned public school facility in the district that is currently used or will be used to educate public PreK-12 students and that the facility for which the SOI is being submitted does not serve a solely early childhood or Pre-K student population.
- After the district completes and submits this SOI electronically, the district must sign the required certifications and submit one signed original hard copy of the SOI to the MSBA, with all of the required documentation described under the "Vote" tab, on or before the deadline.
- The district will schedule and hold a meeting at which the School Committee will vote, using the specific language contained in the "Vote" tab, to authorize the submission of this SOI. This is required for cities, towns, and regional school districts.
- Prior to the submission of the hard copy of the SOI, the district will schedule and hold a meeting at which the City Council/Board of Aldermen or Board of Selectmen/equivalent governing body will vote, using the specific language contained in the "Vote" tab, to authorize the submission of this SOI. This is not required for regional school districts.
- On or before the SOI deadline, the district will submit the minutes of the meeting at which the School Committee votes to authorize the Superintendent to submit this SOI. The District will use the MSBA's vote template and the vote will specifically reference the school and the priorities for which the SOI is being submitted. The minutes will be signed by the School Committee Chair. This is required for cities, towns, and regional school districts.
- The district has arranged with the City/Town Clerk to certify the vote of the City Council/Board of Aldermen or Board of Selectmen/equivalent governing body to authorize the Superintendent to submit this SOI. The district will use the MSBA's vote template and submit the full text of this vote, which will specifically reference the school and the priorities for which the SOI is being submitted, to the MSBA on or before the SOI deadline. This is not required for regional school districts.
- The district hereby acknowledges that this SOI submission will not be complete until the MSBA has received all of the required vote documentation and certification signatures in a format acceptable to the MSBA.

The purpose of the SOI Certification page is to ensure that district users fully understand the SOI process and are able to meet its requirements. In order to proceed from this page and continue with submission of an SOI, all boxes must be checked. By checking all boxes, you are certifying that all of the outlined conditions have been completed or will be completed within the required timeframe, and that you understand the information contained within each box.

Once you have checked all of the boxes and clicked on the “Save SOI Certification” button at the bottom of the page, the rest of the SOI will open for editing.

## ***Entering and Saving Data***

You will be asked to enter data on every page of the SOI, and you will have to complete every field on a page in order to save your data.

**Make sure that you click on the “Save” button at the bottom of every page** in order to save your changes. **If you navigate away from the page before saving, your data will not be preserved and you will have to re-enter your answers to every question.**

## **SOI Main Tab**

The first tab in the New SOI section is called “SOI Main.” Your answers to questions on this page will affect other pages in the SOI and possibly other SOIs submitted by your district, so please be thorough.

### ***Priorities***

The SOI Main page displays the district name and school name followed by a list of the statutory priorities set forth in M.G.L. c. 70B, § 8. Priorities to be included in the SOI must be indicated by selecting the checkboxes associated with each priority. Select all priorities that you believe apply to the school. Note that selecting “Priority 1” will require that the district produce a report from an independent source that is not under the control of the school district or the city/town stating that the facility is structurally unsound or jeopardizes the health and safety of the students.

### ***SOI Vote Requirement***

You must acknowledge that you have reviewed the vote requirements that are displayed in the “Vote” tab in the system application.

*Sample form shown on the next page.*

School Details		New SOI		
SOI Main	General Description	Priorities	Vote	Submit SOI
District:	Sample District			
School:	Sample School			

Please check the priorities for which you are submitting this Statement of Interest.

**Priorities**

<input type="checkbox"/>	1. Replacement or renovation of a building which is structurally unsound or otherwise in a condition seriously jeopardizing the health and safety of school children, where no alternative exists.
<input type="checkbox"/>	2. Elimination of existing severe overcrowding.
<input type="checkbox"/>	3. Prevention of the loss of accreditation.
<input type="checkbox"/>	4. Prevention of severe overcrowding expected to result from increased enrollments.
<input type="checkbox"/>	5. Replacement, renovation or modernization of school facility systems, such as roofs, windows, boilers, heating and ventilation systems, to increase energy conservation and decrease energy related costs in a school facility.
<input type="checkbox"/>	6. Short term enrollment growth.
<input type="checkbox"/>	7. Replacement of or addition to obsolete buildings in order to provide for a full range of programs consistent with state and approved local requirements.
<input type="checkbox"/>	8. Transition from court-ordered and approved racial balance school districts to walk-to, so-called, or other school districts.

**SOI Vote Requirement**

I acknowledge that I have reviewed the MSBA’s vote requirements for submitting an SOI which are set forth in the Vote Tab of this SOI. I understand that the MSBA requires votes from specific parties/governing bodies, in a specific format using the language provided by the MSBA. Further, I understand that the MSBA requires certified and signed vote documentation to be submitted with the SOI. I acknowledge that my SOI will not be considered complete and, therefore, will not be reviewed by the MSBA unless the required accompanying vote documentation is submitted to the satisfaction of the MSBA.

**Scope**

Districts must identify whether the potential project scope for this SOI would be a **Core Project**: (see description below) or an **Accelerated Repair Project** (see description below) by selecting the appropriate project scope from the dropdown list.

The **Core Program** is primarily for projects beyond the scope of the Accelerated Repair Program, including extensive repairs, renovations, addition/renovations, and new school construction. The deadline for Core Program SOIs is **Friday, April 8, 2016**.

The **Accelerated Repair Program** is primarily for the repair and/or replacement of windows, roofs, and/or boilers in an otherwise structurally sound facility. The deadline for Accelerated Repair Program SOIs is **Friday, February 12, 2016**.

**Identify the District’s Priority SOI**

Districts must identify/select one priority SOI among all SOIs submitted by the district. If the current SOI is that priority, indicate this by selecting the “YES” radio button. If not, select the “NO” radio button and then select the district’s priority SOI School from the dropdown list. Once a district submits a school as their priority SOI, the school associated with the priority will appear in the dropdown list with an asterisk (\*).

**Remaining Questions in the SOI Main Tab**

The district must answer the remaining questions in the tab as displayed in the image above. Additional detail may be required, if you answer “yes” to certain questions.

Sample form shown below.

**Potential Project Scope:**  --Please select--  
--Please select--  
Accelerated Repair  
Potential New School  
Renovation/ Addition  
Repair Project

Each district must prioritize **one** Statement of Interest (SOI) of the Statements of Interest that the district has submitted or refreshed, including any SOIs that are currently in the MSBA Statement of Interest pipeline. At no time shall a district has more than **one** prioritized SOI on file with the MSBA.

**Is this SOI the District Priority SOI?**  YES  NO

**Is this part of a larger facilities plan?**  YES  NO  
If "YES", please provide the following:

Facilities Plan Date:

Planning Firm:

Please provide an overview of the plan including as much detail as necessary to describe the plan, its goals, and how the school facility that is the subject of this SOI fits into that plan (maximum of 5000 characters).

Please provide the current student to teacher ratios at the school facility that is the subject of this SOI  students per teacher

Please provide the originally planned student to teacher ratios at the school facility that is the subject of this SOI  students per teacher

**Does the District have a Master Educational Plan that includes facility goals for this building and all school buildings in District?**  YES  NO

**Is there overcrowding at the school facility?**  YES  NO  
If "YES", please describe in detail, including specific examples of the overcrowding (maximum of 5000 characters).

**Has the district had any recent teacher layoffs or reductions?**  YES  NO

## General Description Tab

The "General Description" tab is where the city, town, or regional school district should provide detailed information about the site and building. All fields are required.

Sample form shown below.

School Details **New SOI**

SOI Main **General Description** Priorities Vote Submit SOI

**BRIEF BUILDING HISTORY:** Please provide a detailed description of when the original building was built, and the date(s) and project scope(s) of any additions and renovations (maximum of 5000 characters).  
*Maximum of 5000 characters*

---

**TOTAL BUILDING SQUARE FOOTAGE:** Please provide the original building square footage PLUS the square footage of any additions.

---

**SITE DESCRIPTION:** Please provide a detailed description of the current site and any known existing conditions that would impact a potential project at the site. Please note whether there are any other buildings, public or private, that share this current site with the school facility. What is the use(s) of this building(s)? (maximum of 5000 characters).  
*Maximum of 5000 characters*

---

**ADDRESS OF FACILITY:** Please type address, including number, street name and city/town, if available, or describe the location of the site. (Maximum of 300 characters)  
*Maximum of 300 characters*

---

**BUILDING ENVELOPE:** Please provide a detailed description of the building envelope, types of construction materials used, and any known problems or existing conditions (maximum of 5000 characters).  
*Maximum of 5000 characters*

**Please remember to SAVE your data!** You must fill in every field in order to save.

## Priorities Tab

The “Priorities” tab provides up to eight sub-tabs, numbered 1 through 8. Each of these tabs is associated with the number assigned to one of the statutory priorities that were selected on the SOI Main tab. Detailed information related to each of the selected priorities will be entered via these tabs.

If a priority was selected on the SOI Main tab, the associated priority tab will be displayed and activated (as shown by the checkmark in the box associated with Priority 2 in the following image). If a desired tab is not displayed, return to the SOI Main tab and select the desired priority by checking the appropriate box.

Click on the number of each priority to edit its associated questions. Specific guidance is provided with each priority.

Sample form shown below.

School Details	<b>New SOI</b>			
SOI Main	General Description	<b>Priorities</b>	Vote	Submit SOI
1	<b>2</b>			

**Priority 2**

**Elimination of existing severe overcrowding.**

---

**Guidance for Priority 2**

Any district that chooses to select Priorities 2, 4, or 6 will participate in enrollment discussions with the MSBA prior to being invited into the Capital Pipeline. Specifically, much of the enrollment projection collaboration now occurs when the district is invited into the MSBA's Eligibility Period.

The MSBA has published in its regulations and guidelines space standards for new schools. These space standards may not necessarily be applicable to reconstruction, renovation, or repair projects and should not be used for assessing safety standards or educational adequacy of existing facilities that were constructed in accordance with the standards and guidelines that prevailed at the time of construction. **Districts should not check Priorities 2, 4, or 6 for overcrowding if the basis for their selection is solely a comparison of their current educational space versus the MSBA's space standards for new facilities.**

\* The determination of whether something qualifies as a Priority 2 rests solely with the MSBA, and the MSBA shall not be bound by the opinions or judgments of the district.

In the example above, the district has selected Priorities 1 and 2. If you only select one Priority, only that number will be displayed in the sub-tabs.

Every Priority sub-tab follows the same layout shown above. General guidance is provided. For each Priority that has been selected on the SOI Main tab for submission, the associated sub-tab will be available for edit.

There are three main questions that need to be completed before saving the Priority:

- Question 1 - a detailed description of the district’s perceived problem and how it fits within the Priority;
- Question 2 - a detailed description of mitigation steps taken by the district to address the problem identified; and
- Question 3 - the impact of the perceived problem on the district's educational program should be addressed using specific examples of how the perceived problem limits the district's ability to deliver its educational program.

A limited set of formatting controls are provided for the user's convenience. Select the "+" located in the lower, right-hand corner of the answer to expand the size of the available window and, after expanding it, select the "-" to return it to its original size.

Priorities 1 through 6 include additional questions following the three main questions. For Priority 3, the questions are on the top of the page. Responses are required for all questions.

**Please remember to SAVE your data!** You must fill in every field in order to save.

## Vote Tab

Before transmitting an SOI to the MSBA, certain local votes must be taken authorizing the Superintendent to submit the SOI.

The text of the required votes is displayed in the SOI System "Vote" tab and on the MSBA's website at [http://www.MassSchoolBuildings.org/building/2016\\_SOIs](http://www.MassSchoolBuildings.org/building/2016_SOIs)

School Details	<b>New SOI</b>			
SOI Main	General Description	Priorities	<b>Vote</b>	Submit SOI

**REQUIRED VOTES**

If the SOI is being submitted by a City or Town, a vote in the following form is required from both the City Council/Board of Aldermen **OR** the Board of Selectmen/equivalent governing body **AND** the School Committee.

If the SOI is being submitted by a regional school district, a vote in the following form is required from the Regional School Committee only.

**FORM OF VOTE**

Please use the text below to prepare your City's, Town's or District's required vote(s).

Click [here](#) to access the Form of Vote in word format.

Resolved: Having convened in an open meeting on \_\_\_\_\_, prior to the closing date, the \_\_[City Council/Board of Aldermen, Board of Selectmen/Equivalent Governing Body / School Committee]\_\_\_\_ of \_\_[City/Town]\_\_, in accordance with its charter, by-laws, and ordinances, has voted to authorize the Superintendent to submit to the Massachusetts School Building Authority the Statement of Interest Form dated \_\_\_\_\_ for the \_\_[Name of School]\_\_\_\_ located at \_\_[Address]\_\_\_\_ which describes and explains the following deficiencies and the priority category(s) for which an application may be submitted to the Massachusetts School Building Authority in the future \_\_\_\_\_[Insert a description of the priority(s) checked off on the Statement of Interest Form and a brief description of the deficiency described therein for each priority]\_\_\_\_\_

\_\_\_\_\_ ; and hereby further specifically acknowledges that by submitting this Statement of Interest Form, the Massachusetts School Building Authority in no way guarantees the acceptance or the approval of an application, the awarding of a grant or any other funding commitment from the Massachusetts School Building Authority, or commits the City/Town/Regional School District to filing an application for funding with the Massachusetts School Building Authority.

**DOCUMENTATION OF VOTE**

Documentation of each vote must be submitted as follows:

For the vote of the City Council/Board of Aldermen or Board of Selectmen/equivalent governing body, a copy of the text of the vote must be submitted with a certification of the City/Town Clerk that the vote was duly recorded and the date of the vote must be provided.

For the vote of the School Committee, Minutes of the School Committee meeting at which the vote was taken must be submitted with the original signature of the Committee Chairperson.

## Submit SOI Tab

When you have finished entering all of your information on the previous tabs you will be directed to the “Submit SOI” tab, which will send the SOI electronically to the MSBA.

School Details	<b>New SOI</b>			
SOI Main	General Description	Priorities	Vote	<b>Submit SOI</b>

<b>District:</b>	Sample District
<b>School:</b>	Sample School
<b>Contact:</b>	John Doe 123 sample drive testing test, MA 12334 (233) 343-4343

**Checked Priority**

**Checklist**

**Before submitting a Statement of Interest to the Massachusetts School Building Authority, PLEASE COMPLETE THIS CHECKLIST, CONFIRMING EACH OF THE FOLLOWING:**

<input type="checkbox"/>	This Statement of Interest (SOI) is for one existing school in the district.
<input type="checkbox"/>	After submitting this Statement of Interest electronically, we hereby agree to sign the required Certifications and submit one (1), signed hard copy of the Statement of Interest to the MSBA with all of the required documentation as described under the "Vote" tab. The certifications and signed SOI must be received by the MSBA on or before the deadline for submission of new SOIs. (Note: once you select the "Submit" button, a pdf version of the Statement of Interest will be generated for you to print, sign and submit).
<input type="checkbox"/>	The School Committee has voted, using the specific language found under the "Vote" tab above, to authorize the submission of this Statement of Interest for this specific school and for the priorities that have been identified.
<input type="checkbox"/>	The City Council/Board of Aldermen or the Board of Selectmen/equivalent governing body has voted, using the specific language found under the "Vote" tab above, to authorize the submission of this Statement of Interest.
<b>Click on the "Vote" tab above for specific guidelines regarding the Form of Vote as it applies to cities, towns and regional school districts.</b>	
<input type="checkbox"/>	The City/Town Clerk has certified a copy of the vote of the City Council/Board of Aldermen or Board of Selectmen/equivalent governing body, and we hereby agree to submit a copy of the full text of the certified vote to the MSBA. This certified text of the vote must be received by MSBA on or before the deadline for submission of new SOIs.
<input type="checkbox"/>	The minutes of the meeting at which the school committee voted to authorize the Superintendent to submit this Statement of Interest reflect the vote, with specific references to the school and the priorities for which the Statement of Interest is being submitted, and we hereby agree to promptly submit a copy of these approved school committee minutes, signed by the Chairperson of the School Committee, to the MSBA. This set of minutes must be received by MSBA on or before the deadline for submission of new SOIs.
<input type="checkbox"/>	The City, Town or Regional School District hereby acknowledges that the Statement of Interest submission will not be considered complete until the MSBA receives all of the required vote documentation and certification signatures in a format acceptable to the MSBA. If Priority 1 is selected, your Statement of Interest will not be considered complete unless and until you provide the required engineering (or other) report, a professional opinion regarding the problem, and photographs of the problematic area or system.
<input type="checkbox"/>	The City, Town or Regional School District hereby acknowledges and agrees that this Statement of Interest is NOT an application for funding and submission of this Statement of Interest in no way commits the MSBA to accept an application, approve an application, provide a grant or any other type of funding, or places any other obligation or requirement upon the MSBA.

NOTE. Please direct any question(s) that you might have about the Statement of Interest in general or about this checklist in particular to Diane Sullivan at the MSBA (Diane.Sullivan@MassSchoolBuildings.org or 617.720.4466).

All submissions should be mailed to:  
**Massachusetts School Building Authority**  
**40 Broad Street, Suite 500**  
**Boston, MA 02109**  
**Attn: Statement of Interest**

**Submission Note**

Before submitting your SOI to the MSBA, you must have answered the questions in the “Closed Schools” tab on the District level. See the “[Closed Schools](#)” section of this guide for assistance.

The “Checklist” (*shown above*) provides a final verification that all required conditions for submission of the SOI to the MSBA have been satisfied by the city, town, or regional school district. Each item must be checked before the SOI can be submitted. An optional field for any additional comments is also provided.

**Once submitted, an SOI may not be modified.**

Select “OK” to confirm that all information is correct and to complete the submittal procedure. Select “Cancel” to modify the SOI prior to submission.

It may take a few moments to process your SOI after you have pressed “OK.” A screen will appear saying that your SOI was successfully transmitted once all data has been received.

## ***Printing your SOI***

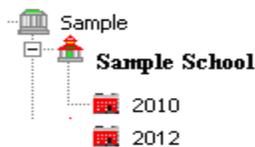
Click on the “Download Draft SOI” button on the SOI Main page to generate a preview of the SOI at any time before submitting the SOI. The SOI may only be previewed from the SOI Main tab.

**After you have submitted your SOI to the MSBA, you are required to print and mail a signed original copy** along with the required documentation that is listed in the Introduction section of this guide. Please make sure that you print the hard copy SOI **after** it has been submitted electronically. The hard copy that is submitted to the MSBA should not be a draft.

There are two ways for you to print your SOI after it has been submitted.

- 1) You can print immediately after submission by clicking on the “Download SOI (PDF)” button. This will download a document to your computer that you can then open and print.
- 2) You can go to the “SOI Main” page of the SOI that you submitted and click on the “Download the Submitted SOI (PDF)” button found at the bottom of that page.

**Your new SOI will begin with 2016** and should be visible beneath the school name, as 2010 and 2012 are visible in the following image:



If it is not visible, you may have to reload the page. You can click on the “Return to SOI Main” button on the submission confirmation screen. You can also click the F5 key or the refresh button in your browser.

Your submitted SOI will now appear underneath the name of the school with which it is associated.

If you have any questions, please contact Diane Sullivan ([Diane.Sullivan@MassSchoolBuildings.org](mailto:Diane.Sullivan@MassSchoolBuildings.org)) at 617.720.4466.

## 4. Other Required Information

As a part of the SOI submittal process, the district will be required to supply additional information.

- **Every district** must enter the names of three authorized SOI Signatories before submitting their Closed Schools Information and their SOI.
- **Every district** must submit the Closed Schools Certification before submitting an SOI.
- If the district is filing an SOI that is based on Priority 1, the district will have to submit a report from an independent source that is not under the control of the school district or the city/town stating that the facility is structurally unsound or jeopardizes the health and safety of the students. *(See additional information in the Priority 1 tab.)*
- If the district is filing an SOI that is based on Priority 3, the MSBA requires the district to mail any supporting correspondence between the district and the accrediting entity.

### Signatories

Every district is required to fill out the Signatories page prior to submitting their SOI. Please provide names for the three required signatories and the title of the Local Chief Executive Officer, all of which will appear on the SOI Certification forms and the Closed Schools Certification form.

Note: You can choose the exact title of the Local Chief Executive Officer by using the dropdown menu for titles, or type in the title if you cannot find the appropriate title in the list provided. **This is not an electronic signature. You must still sign the two SOI Certifications and the Closed Schools Certification form that you send via mail to the MSBA.**

Signatories   Closed Schools   SOI Summary

**Certification**

The names provided below will appear as the signatories on the two required Statement of Interest Certification forms and on the Closed School form, all of which are required to be signed by the authorized signatories and submitted to the MSBA with a hard copy of the Statement of Interest. The MSBA will not consider a Statement of Interest submission complete until all three forms have been received with the required signatures. The definition of Local Chief Executive Officer as follows:

Local Chief Executive Officer: In a city or town with a manager form of government, the manager of the municipality; in other cities, the mayor; and in other towns, the board of selectmen unless, in a city or town, some other municipal office is designated to the chief executive office under the provisions of a local charter. Please note, in districts where the Superintendent is also the Local Chief Executive Officer, it is required for the same person to sign the Statement of Interest Certifications twice. Please do not leave any signature lines blank.

SOI Year: 2014

<b>Name</b>	Sample First	Sample Last	Sample First	Sample Last	Sample First	Sample Last
	Local Chief Executive Officer		School Committee Chair		Superintendent of Schools	

**Title**

Mayor

or

Save

### Closed Schools

Only one Closed Schools Certification is required per district, regardless of how many SOIs are being submitted.

To access the Closed Schools Tab, click on your district in the Statement of Interest System.

Signatories Closed Schools SOI Summary

SOI Year: 2014

Based on your answers to the questions below that were completed at your school-level SOI, you are required to add a record for each school that has been closed, or will be closed, under the appropriate question and answer all applicable sub-questions on each school.

Question 1: Has the district sold, closed, or otherwise removed from service a school in the last 10 years?:  Yes  No

No School record added yet.

Add Record for Closed School (Question 1)

Question 2: Does the district have any plans to sell, close, or otherwise remove from service a school in the next 10 years?:  Yes  No

No School record added yet.

Add Record for Anticipated School Closure (Question 2)

Preview Draft PDF

As you can see from the screenshot above, the Closed Schools tab is district level information.

Clicking on the Closed Schools tab will display two questions about school closings. For each of the two questions – whether the district has closed schools or intends to close schools – the MSBA has requested additional detail on each school affected. By clicking on the “Add Record” buttons, you will have the opportunity to provide an explanation that will help the MSBA understand the reasons for your district’s decision to close one or more schools.

The finished Closed Schools Information may contain details for multiple schools. For example, if your district has closed two schools and intends to close a third, you will have two entries under the first question and one under the second question. Adding records for either question will bring you to similar pages on which you can provide details.

There are several follow-up questions, some of which are open-ended. They are all intended to provide information on the school’s history and the district’s reasoning for closing the school(s). Information requested on a school the district has closed or intends to close, includes the name and address of the school, the grades the school served when open, the reason for closing the school, details on relocation, and state grant money.

*Sample form shown on the next page.*

**Please remember to SAVE your data!** You must fill in every field in order to save.

Signatories **Closed Schools** SOI Summary

SOI Year: 2014

Based on your answers to the questions below that were completed at your school-level SOI, you are required to add a record for each school that has been closed, or will be closed, under the appropriate question and answer all applicable sub-questions on each school.

Question 1: Has the district sold, closed, or otherwise removed from service a school in the last 10 years? :  Yes  No

School Name	School Status	Closed School Date	Originally Opened Date		
Sample School	Sold	2010	1989	Edit	Delete

Add Record for Closed School (Question 1)

Question 2: Does the district have any plans to sell, close, or otherwise remove from service a school in the next 10 years?:  Yes  No

No School record added yet.

Add Record for Anticipated School Closure (Question 2)

**Submission**

Submit Closed Schools Information

Preview Draft PDF

Once you have completed all of the required Closed Schools Information, the “Submit Closed Schools Information” button will be enabled on the Summary page. This page also has a place for the district to include submission note and a button that enables the district to preview the Draft PDF that you will see upon submission.

To transmit your information to the MSBA, press the “Submit Closed Schools Information” button.

Upon submission of the District level Closed Schools Information, you will be able to submit any SOIs that are otherwise complete.

*Sample form shown below.*

Signatories **Closed Schools** SOI Summary

SOI Year: 2014

Based on your answers to the questions below that were completed at your school-level SOI, you are required to add a record for each school that has been closed, or will be closed, under the appropriate question and answer all applicable sub-questions on each school.

Question 1: Has the district sold, closed, or otherwise removed from service a school in the last 10 years? :  Yes  No

School Name	School Status	Closed School Date	Originally Opened Date		
Sample School	Sold	2010	1989	Edit	Delete

Add Record for Closed School (Question 1)

Question 2: Does the district have any plans to sell, close, or otherwise remove from service a school in the next 10 years?:  Yes  No

No School record added yet.

Download Submitted PDF

**You must include a signed original of the Closed Schools Certification with your mailed SOI.**

Look for the “Downloaded Submitted PDF” button after you have submitted your information.

## 5. Pre-Populating a New Statement of Interest with Previously Submitted Data

To assist districts with **re-filing an SOI previously submitted in 2015**, the MSBA can recall data that was provided in the 2015 SOI submission for a specific school facility and pre-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 2016. To request that the MSBA pre-populate a 2016 SOI template with data that was previously provided, please complete and submit the MSBA Pre-Population Form, which is available on the MSBA's website:

- [2016 SOI Pre-Population Form](#)