

Massachusetts School Building Authority

Funding Affordable, Sustainable, and Efficient Schools in Partnership with Local Communities

SOI

Statement of Interest System

User Guide for School District Users For 2018

Massachusetts School Building Authority
Application User Guide

MSBA © January 2018

- Introduction3**
 - Disclaimer.....4
 - Statement of Interest Overview4
 - Finalizing your Submission.....6
 - Getting Help6
 - Images in this User Guide6
- Getting Started7**
 - Accessing the System.....7
 - Superintendent Access Request.....7
 - District User Management (Superintendents) and District User Access Request 12
 - New Statement of Interest or Pre-Populating22
 - Logging On to the Statement of Interest Application22
 - System Entry.....25
 - Navigating the System Hierarchy25
- Creating a New Statement of Interest28**
 - Beginning a New Statement of Interest28
 - Entering and Saving Data.....29
 - SOI Main Tab29
 - Priorities*..... 31
 - SOI Vote Requirement* 32
 - Scope* 32
 - Identify the District’s Priority SOI* 33
 - Remaining Questions in the SOI Main Tab* 33
 - General Description Tab.....33
 - Priorities Tab.....36
 - Vote Tab37
 - Signatures Tab.....38
 - Closed School Tab41
 - Submit SOI Tab41
- Other Required Information.....43**
 - Closed Schools43
- Pre-Populating Data.....46**
 - Pre-Populating Closed School and New Statement of Interest with Previously Submitted Data46

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 with electronic signatures using the online Statement of Interest System, and then the required vote documentation and any supporting documentation must be 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.

This year, districts do not need to mail a hard copy of the SOI. The district superintendent will obtain electronic signatures from the required signatories through the MSBA's online SOI System and will transmit the SOI electronically.

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

- 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, with an original signature of the Chair of the School Committee;
- other information and supporting documentation as indicated in the SOI or at the direction of the MSBA, including the third party reports that are required for districts that select SOI priorities 1 and 3 in the SOI.

**not applicable for Regional School Districts*

The necessary hardcopy documentation 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 hard copies** of the following documents to the MSBA in order for an SOI to be considered complete:

- 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;
- 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 a summary of the accreditation report focused on the deficiency as stated in the SOI

*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 the MSBA by calling 617.720.4466 or via email at SOI@MassSchoolBuildings.org.

Images in this User Guide

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

Getting Started

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

Accessing the System

The MSBA District User Management Application streamlines the district user access process and allows the Superintendent to provide access to and manage their access as well as access for other district users for the Statement of Interest Application. It is also here where the Superintendent can create users, review and submit access requests entered directly by District Users for the Statement of Interest Application.

Superintendents should request access to the MSBA District User Management System by completing the online District Access request process which can be accessed by the link provided on the MSBA's website.

District Users can request access to the Statement of Interest Application directly by completing the online request which can also be accessed by a link provided on the MSBA'S website.

Please note: all access requests submitted directly by the District User require electronic review and submission from the Superintendent. The request will pend until electronic review and submission from the Superintendent has been provided.

Superintendent Access Request

STEP ONE: Enter your information and click the "Review, Sign and Submit Request" button when you are finished providing the required information.

Sample shown below.



MSBA Systems

Request Access to District User Management

Fields marked with an asterisk * are required.

Step 1/3 - Enter Superintendent Details

District Name *

- Abington
- Acton-Boxborough
- Acushnet
- Adams-Cheshire
- Agawam
- Amesbury
- Amherst
- Amherst-Pelham



Title * Superintendent

First Name *

Middle Initial

Last Name *

Email Address *

Confirm Email Address *

Address 1 *

Address 2

City *

State MA

Zip *

Phone *

Extension

Fax

[Review, Sign, and Submit Request](#)

STEP TWO: Verify the information you provided and make any edits by selecting the “Edit Superintendent Details” button.

Sample shown below.

Request Access to District User Management

Step 2/3 - Review Superintendent Details

Field	Details
District Name	Sample
Title	Superintendent
Name	Sample Name
Email Address	Sample@Sample.com
Address	123 test test, MA 23232-3232
Phone	(223) 232-3233 Ext. 23232
Fax	(232) 323-2323

[Edit Superintendent Details](#)

STEP THREE: Once the information has been verified, print your name and provide an electronic signature in the box below using your mouse (or finger/stylus if using a touch screen), and then select the “Submit for MSBA Approval” button.

Sample shown below.

Step 3/3 - Print Name & Sign

Print Name

Signature

Click here to Sign

[Clear Signature](#)

[Submit for MSBA Approval](#)

Sample signature below:

Step 3/3 - Print Name & Sign

Print Name

test test

Signature



A sample signature shown. Click on the "Clear Signature" to clear and re-sign.

[Clear Signature](#)

[Submit for MSBA Approval](#)

Once the request has been submitted, you will receive a confirmation of the request. Please note, at this point your request has been submitted to the MSBA. There is **no need** to print or fax your request. You can view your request by selecting the District name.

Request Access to District User Management

Your request to access the District User Management Application for the District(s) of Agawam has been submitted successfully to the MSBA! Please click on the district name(s) below to download the submitted request for your record. There is no need to fax or email these forms to the MSBA.

[Agawam](#)

Click on this link to download the request for your own records.

Once the MSBA approves the access form to the application, an email with the user ID and password details will be sent.

Questions? Please email SOI@massschoolbuildings.org

System access will be granted upon the MSBA's receipt and review of your request. The login information, username and temporary password, will be sent in an email also containing a link to access the **MSBA Applications**. Enter those credentials as shown below:

MSBA System Login

Enter your username

Username:

Password:

Remember Me

[Forgot your username?](#) [Forgot your password?](#)

Enter your temporary or existing password

Only authorized users with a valid username and password issued by the Massachusetts School Building Authority may access and use this system. Passwords must be changed every 90 days. User accounts not utilized for 180 days will be deactivated. The user will need proper approval to regain access.

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

After logging in the first time with a temporary password, you will be prompted to create a password to be used going forward.

Set new password

Enter old password:

Enter new password:

Confirm the password:

Enter your temporary password here

Set a new password and confirm it

Password must follow these rules:

- Length between 8 and 20 characters
- Contains three of the following:
 - At least one upper case letter
 - At least one lower case letter
 - At least one digit(0-9)
 - At least one of these special characters(!@#%\$%)

After creating your password, you will be required to re-login using your newly created password.

To access the “District User Management” Application, which allows you to create and manage user requests, please select the “District User Management” Application from the Applications list.



MSBA Systems
Development

Test Abby, you are in: **MSBA System Home**

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

Applications
District User Management



Once in this system, the Superintendent can create his/her own user account in addition to other District user accounts.

Please make sure that your mail system does not block or filter out the MSBA system generated mail messages as spam.

District User Management (Superintendents) and District User Access Request

Once the Superintendent logs in with their Username 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. There are four tabs available in this application.

Sample screenshot shown below.

District User Management

Hello Superintendent,

Welcome to the Massachusetts School Building Authority's (MSBA) online District User Management. Here you can manage users who have access to MSBA's SOI Application.

If you have any questions, please contact the MSBA at 617.720.4466 (or) email SOI@MassSchoolBuildings.org

1 Create Users **2** Review User Requests **3** Submitted to MSBA **4** Approved by MSBA

Create Users

Here you can create yourself (or) others as SOI users for the district. All the requests will be submitted to the MSBA. Once MSBA approves the request and an email with the username and password details will be sent to the user's email provided.

[Create yourself as an SOI User](#) - Click on this link to create yourself as an SOI user.

[Create new SOI User](#) - Click on this link to create others as a new SOI District User.

1 - Create Users - Here you can create yourself (or) others as SOI users for the district.
2 - Review User Requests - Here you can see who requested access to SOI application. Sign and submit the form to MSBA
3 - Submitted to MSBA - Here you can see all the requests submitted to MSBA. The request can be downloaded as a PDF for each user.
4 - Approved by MSBA - Here you can see all the users who are approved by MSBA and who have access to SOI Application for your district.

1. **Create Users** - The Superintendent can create a new user by clicking on the "Create New User" link and completing the information requested on the form.

There are two options:

- Create yourself as an SOI User
- Create a new SOI User

Create yourself as an SOI User

Allows the Superintendent the ability to request access to the SOI Application. After completing the request, it will electronically be sent to MSBA for approval. This option will no longer appear once access is provided.

Samples shown below

Create Yourself as an SOI User

[Click here to go to Home Page](#)

Step 1 - Review User Details

User Details

District Name	Sample
Title	Superintendent
Name	Sample Name
Email Address	Sample@ample.com
Address	123 test test, MA 23232-3232
Phone	(232) 323-2323 Ext. 12323
Fax	(334) 343-4343



Step 2 - Check Primary Contact & Access Needed

Is Primary Contact

Access Requested



Step 3 - Print Name & Sign

Print Name

Signature

A rectangular signature field containing a horizontal line and the handwritten word "test" in black ink.

[Clear Signature](#)

Step 4 - Submit to MSBA

Once the MSBA has approved the request, you will receive an email which indicates the approval for access to the SOI Application. When entering MSBA Applications, you will now see "Statement of Interest" available in the list of Applications.



Applications
District User Management
Statement of Interest

District User Access Request / Create a New SOI User

District Users can either request access to the SOI Application directly using the link provided on the MSBA's website, or the Superintendent can create a new District User request for access to the SOI Application.

Please note: all access requests submitted directly by the District User require electronic review and submission from the Superintendent. The request will pend until electronic review and submission from the Superintendent has been provided.

After completing the request using either of the methods above, the request will electronically be sent to the MSBA for approval.

Samples shown below



MSBA Systems

Request Access to the Statement of Interest Application

Fields marked with an asterisk * are required.

Step 1/5 - Enter User Details

District Name *

- Abington
- Acton-Boxborough
- Acushnet
- Adams-Cheshire
- Agawam
- Amesbury
- Amherst
- Amherst-Pelham



Title *

First Name *

Middle Initial

Last Name *

Email Address *

Confirm Email Address *

Address 1 *

Address 2

City *

State MA

Zip *

Phone *

Extension

Fax

Primary Contact

Choose Schools for Which Access is Needed

After completing the above information, select the “Choose Schools for Which Access is Needed” option which will bring you to the next screen to select the School and access type.

Step 2/5 - Choose School and Access

Choose School & Access Needed

By default, District Users get access to all schools within the district. If you want access to a particular school : choose the 'School' and choose the 'Access Type' to add them. Otherwise, choose the 'Access Type' and continue to review. If you choose to add individual 'Schools', know that you can add more than one with different 'Access Types'. Once the "All Schools" option is added, this section will automatically disappear. If it was by mistake and you want to remove it, do so by clicking on the "Remove Button" in the above section.

*Fields marked with an asterisk * are required.*

School* ▼

Access Type* ▼

Step 3/5 - Proceed to Review & Submit Section

Request Access to the Statement of Interest Application

[Click here to go to Home Page](#)

Step 4/5 - Review User Details

User Details

District Name	Sample
Title	Accountant
Name	Sample Name
Email Address	Sample@Sample.co
Address	235 test, MA 34343-4343
Phone	(343) 434-3434 Ext. 34343
Fax	(343) 434-3434
Is Primary Contact	Yes

Access Requested To:

DistName	SchoolName	RoleName
Sample	All Schools	District Write

[Edit User Details](#)

Step 5/5 - Sign & Submit to MSBA for Approval

Print Name

Signature

[Clear Signature](#)

[Submit for MSBA Approval](#)

After selecting "Submit for MSBA Approval", you will receive the below confirmation message. At this point the request is pending with the MSBA. Once reviewed by the MSBA, an email will be sent to the user with the assigned login credentials.

Request Access to the Statement of Interest Application

[Click here to go to Home Page](#)

Your request to access the Statement of Interest Application for the District(s) of Abington has been successfully submitted to the MSBA.

Next Step - MSBA approves the request and an email with the user ID and password details will be provided.

You will find the Submitted Users in the "Submitted to MSBA" tab on your home page. You can download the User Access PDFs from there for your reference.

Questions? Please email SOI@massschoolbuildings.org

[Click here to go back to Home Page](#)

If a District User is requesting access directly, Step 5 will be slightly different as Superintendent review is also required. If there is **not** a Superintendent on file for the district elected with access in District User Management, an option will appear to enter the Superintendent's email address.

Step 5/5 - Submit to Superintendent for Approval

Enter Your
Superintendent's
Email Address *

Submit for Superintendent Approval

When "Submit for Superintendent Approval" is selected, the user will see the below confirmation and an email will be sent to the entered email address notifying the Superintendent an access request is pending for review. The Superintendent will need to request access, if they do not already have it, to be able to proceed and review the access request.



Request Access to the Statement of Interest Application

Your request to access the Statement of Interest Application for the District(s) of Barnstable has been successfully submitted to the Superintendent. This request will be pending approval from Superintendent until they have access to MSBA's District User Management.

Next Steps

Superintendent reviews and signs the request and submits to MSBA.

MSBA approves the request and an email with the username and password details will be provided.

At any point, please contact the Superintendent for the status of the request.

Please click on the district name(s) below to download the submitted request for your record. There is no need to fax or email these forms to the Superintendent or MSBA.

Once the Superintendent and MSBA approves the District user's access to the application, an email with the username and password details will be sent.

Questions? Please email SOI@massschoolbuildings.org

- 2. **Review User Requests** – Superintendents can create a District user or District Users can create a request for access. If the user creates and submits the request, it will be seen below by the Superintendent to review and submit to the MSBA for approval.

Sample shown below.

The screenshot shows a web interface with four tabs: 'Create Users', 'Review User Requests', 'Submitted to MSBA', and 'Approved by MSBA'. The 'Review User Requests' tab is active. Below the tabs, the heading 'Review District Users Requests' is displayed. Underneath, 'Step 1 - Review & Select Users' is shown with a paragraph of instructions: 'Please review all the District Users who have requested access to the SOI Application. Please select the requests you want to submit to MSBA. You can choose to do one or more requests at a time.' A table follows with columns: Name, User Name, Role, District, and Submitted Date. One row is visible with the name 'Test DistCello', user name 'TDistCello1', role 'District Write', district 'Abington', and submitted date '1/3/2018'. A callout box points to the checkbox in the first column of this row, stating 'Click on the check box here.' Below the table is 'Step 2 - Print Name & Sign' with instructions: 'Please Note this signature will be applied to all the selected requests. If you want to submit each request individually, you can do that too.' It includes a 'Print Name' text input field with the placeholder 'type your name', a 'Signature' text area, and a 'Clear Signature' link. A callout box points to the signature area, stating 'Sign here. Click on "Clear Signature" to clear your signature.' At the bottom is 'Step 3 - Submit Selected Requests to MSBA' with a button labeled 'Submit Selected Requests to MSBA'. A callout box points to this button, stating 'Click here to submit the Request to MSBA for approval.'

- 3. **Submitted to MSBA**- Here you can see all the requests submitted to the MSBA. The requests can be downloaded as a PDF for each user if needed.

Sample shown below.

[Create Users](#) [Review User Requests](#) **Submitted to MSBA** [Approved by MSBA](#)

Submitted to MSBA District Users Requests

Name	User Name	Role	District	Submitted Date	Reviewed Date	
Test DistAbby	TDistAbby1	District Write	Abington	1/3/2018	1/3/2018	

User Details

Title	Accountant
First Name	Test
Middle Name	T
Last Name	DistAbby
Username (Login ID)	TDistAbby1
Email	tDistAbby@test.com
Address1	235
Address2	test test
City	test
State	MA
Zip	34343-4343
Phone	(343) 434-3434 ext. 34343
Fax	(343) 434-3434

Hovering on the Name will display the "user Details" below as shown.
Click on the "PDF" Icon to download your submitted Access Request for the user.

4. **Approved by MSBA**- Here you can see all the users who are approved by MSBA and who have access to SOI Application for your district. The PDF of the request is available on this tab as well.

[Create Users](#) [Review User Requests](#) [Submitted to MSBA](#) **Approved by MSBA**

Approved District Users Requests

Name	User Name	Role	District	Submitted Date	Reviewed Date	Approved Date	
Test DistAbby	TDistAbby1	District Write	Abington	1/3/2018	1/3/2018	1/3/2018	

New Statement of Interest or Pre-Populating

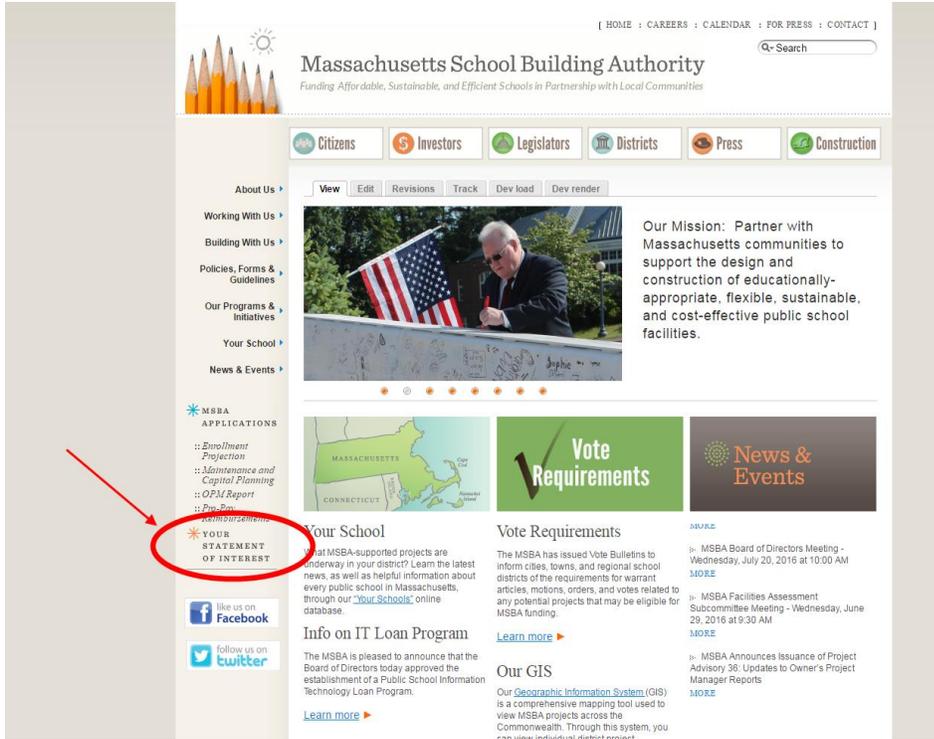
There are two options (*see the table below*) for the district to consider when beginning the SOI process.

<p>1. Does the district wish to start a new SOI from scratch?</p>	<p>Most districts will be submitting a new SOI. Follow the instructions in the “Creating a New Statement of Interest” section of this guide.</p>
<p>2. Does the district wish to submit a 2018 SOI for the same school for which it submitted a 2017 SOI?</p>	<p>You may want to pre-populate an SOI previously submitted in 2017. This process will copy the 2017 SOI so that the district can edit the fields that need to be changed and updated.</p> <p>For this option, please see the Pre-Populating Data</p> <p>Pre-Populating Closed School and New Statement of Interest with Previously Submitted Data section at the end of this guide.</p>

Logging On to the Statement of Interest Application

To log on to the Statement of Interest Application, 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.



Sample of the login page shown below.

MSBA System Login

Username:	<input type="text"/>
Password:	<input type="password"/>
<input type="checkbox"/> Remember Me	<input type="button" value="Login"/>

[Forgot your username?](#) [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. Passwords must be changed every 90 days. User accounts not utilized for 180 days will be deactivated. The user will need proper approval to regain access.

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

If you forget either your Username 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.



MSBA Systems

District User Amesbury, you are in: **MSBA System Home**

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

Applications
Statement of Interest

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, you are in: **Statement of Interest**

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

Home

- Region 01
 - Athol-Royalston
- Region 04
 - Acton-Boxborough
- Region 05

Introduction

Welcome to the Massachusetts School Building Authority's (MSBA) online Statement of Interest System! The Statement of Interest ("SOI") 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 SOI process.

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

Please note that a separate SOI must be submitted 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 submitted an SOI to the MSBA and received the MSBA's acceptance of that SOI 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 submits more than one SOI, then the district must identify its one priority SOI. Each district must prioritize **one** Statement of Interest from all of the Statements of Interest that the district has submitted, 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.

This year, districts do not need to mail a hard copy of the SOI. The district superintendent will obtain electronic signatures from the required signatories through the MSBA's online SOI System and will transmit the SOI electronically.

In addition to the electronic transmission, the district **must mail hard copies** of the following documents to the MSBA:

- 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, with an original signature of the Chair of the School Committee;
- other information and supporting documentation as indicated in the SOI or at the direction of the MSBA, including the third party reports that are required for districts that select SOI priorities 1 and 3 in the SOI.

***not applicable for Regional School Districts**

The SOI submission will not be considered complete until the MSBA receives the SOI electronically and all of the additional required information in a format acceptable to the MSBA.

The SOI is NOT an application for funding. Submission of the 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 or requirement upon the MSBA.

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 the district itself about potential problems that may exist in a local school facility. Communities 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.

NOTE: Most of the fields in this SOI 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.

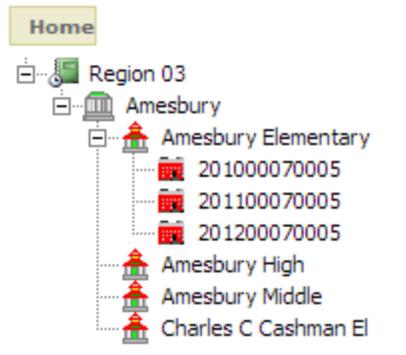
The MSBA reserves the right to modify the online Statement of Interest system and to request and obtain additional, follow-up information from the city, town or regional school district.

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.

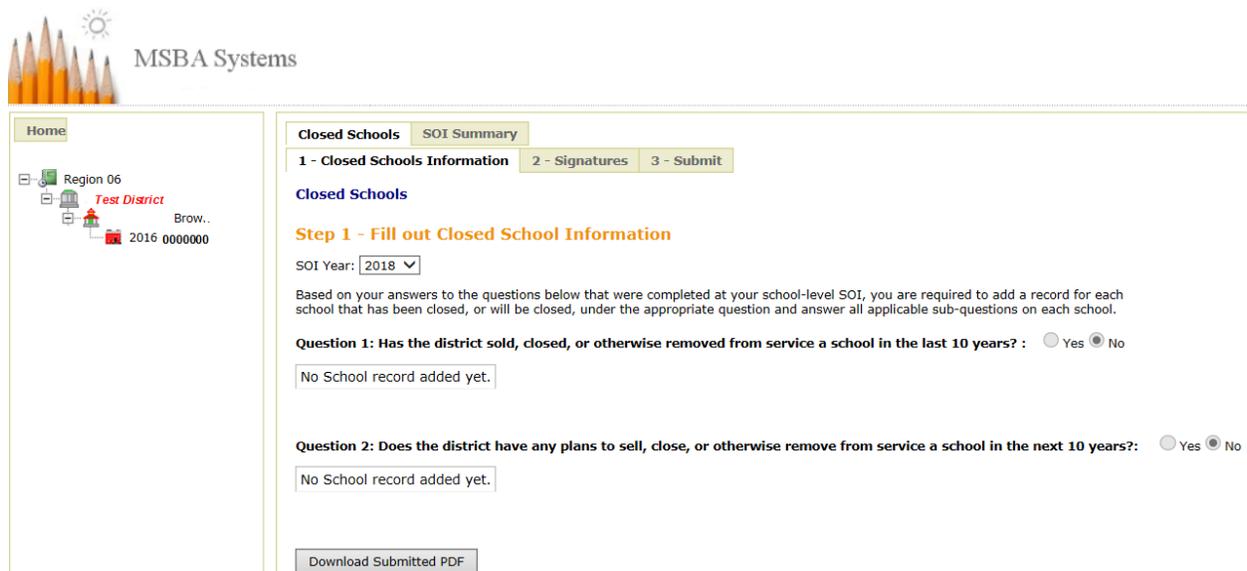
Region → District → School → SOI (represented by an MSBA ID number below)



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: Signatory information, Closed Schools information, and SOI Summary information (*all pictured below*).



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 below*). This level contains the “New SOI” tab 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.



New SOI

SOI Main | General Description | **Priorities** | Vote | Signatures | Closed School | Submit SOI

District:
School:
Address:

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

Priorities

- 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.
- 2. Elimination of existing severe overcrowding.
- 3. Prevention of the loss of accreditation.
- 4. Prevention of severe overcrowding expected to result from increased enrollments.
- 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 for a full range of programs consistent with state and approved local requirements.
- 8. Transition from court-ordered and approved racial balance school districts to walk-to, so-called, or other school districts.

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.

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 the MSBA (SOI@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 shown below.

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

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

Home

- Region 01
 - Agawam
 - Agawam ECC
 - Agawam High
 - 201100050505
 - 201200050505
 - 201300050505
 - 201400050505
 - Agawam Junior High
 - Agawam Middle School
 - Benjamin J Phelps
 - Clifford M Granger
 - James Clark School
 - Robinson Park
 - Athol-Royalston
- Region 03
- Region 04
- Region 05

New SOI

SOI Certification

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

<input type="checkbox"/>	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.
<input type="checkbox"/>	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.
<input type="checkbox"/>	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.
<input type="checkbox"/>	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.
<input type="checkbox"/>	After the district completes and submits this SOI electronically, the district must mail hard copies of the required documentation described under the "Vote" tab, on or before the deadline.
<input type="checkbox"/>	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.
<input type="checkbox"/>	Prior to the submission 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.
<input type="checkbox"/>	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.
<input type="checkbox"/>	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.
<input type="checkbox"/>	The district hereby acknowledges that this SOI submission will not be complete until the MSBA has received all of the required vote documentation in a format acceptable to the MSBA. If Priority 1 is selected, your SOI 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. If Priority 3 is selected, your SOI will not be considered complete unless and until you provide a summary of the accreditation report focused on the deficiency as stated in this SOI.

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 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.

New SOI

SOI Main **General Description** **Priorities** **Vote** **Signatures** **Closed School** **Submit SOI**

District:	
School:	
Address:	

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 checked="" 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.

Potential Project Scope: Accelerated Repair

Roof

Windows/ Doors

Boiler

Is this SOI the District Priority SOI? YES

School name of the District Priority SOI: Joseph Case High

Is this part of a larger facilities plan? NO

If "YES", please provide the following:

Facilities Plan Date:

Planning Firm:

Please provide a brief summary of the plan including 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

If "YES", please provide the following:

Please provide the author and date of the District's Master Educational Plan.(maximum of 500 characters)

Is there overcrowding at the school facility? 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

If "YES", how many teaching positions were affected?

At which schools in the district?

Please describe the types of teacher positions that were eliminated(e.g., art, math, science, physical education).

Has the district had any recent staff layoffs or reductions ? YES

If "YES", how many staff positions were affected? 2

At which schools in the district? Central Office in FY17; None in FY18

Please describe the types of staff positions that were eliminated(e.g., guidance, administrative, maintenance).

Please provide a description of the program modifications as a consequence of these teacher and/or staff reductions, including the impact on district class sizes and curriculum. If no recent teacher layoffs and/or staff reductions have occurred, please enter "Does Not Apply" (maximum of 1000 characters).

Please provide a description of the local budget approval process for a potential capital project with the MSBA. Include schedule information (i.e. Town Meeting dates, city council/town council meetings dates, regional school committee meeting dates). Provide, if applicable, the District's most recent budget approval process that resulted in a budget reduction and the impact of the reduction to the school district (staff reductions, discontinued programs, consolidation of facilities (maximum of 2000 characters).

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. If "Priority 3" is selected, your SOI will not be considered complete unless and until you provide a summary of the accreditation report focused on the deficiency as stated in this SOI.

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 shown on the next page.

New SOI						
SOI Main	General Description	Priorities	Vote	Signatures	Closed School	Submit SOI
District:						
School:						
Address:						

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 checked="" 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 6, 2018**.

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 16, 2018**.

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 shown below.

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

Each district must prioritize one Statement of Interest that the district has submitted or refreshed, including any SOIs that may be in the MSBA system. At any one time shall a district have 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

If "YES", please provide the following:
Please provide the author and date of the District's Master Educational Plan.(maximum of 500 characters)

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 shown below.

New SOI						
SOI Main	General Description	Priorities	Vote	Signatures	Closed School	Submit SOI

BRIEF BUILDING HISTORY: Please provide a detailed description of when the original building was built, and the date(s) and project scopes(s) of any additions and renovations (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).

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)

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).

Has there been a Major Repair or Replacement of the EXTERIOR WALLS? Yes No

Year of Last Major Repair or Replacement:(YYYY)

Description of Last Major Repair or Replacement:
(Maximum of 1500 characters)

[Roof Section](#)

Is the District seeking replacement of the Roof Section? Yes No

Area of Section (square feet)

Type of ROOF (e.g., PVC, EPDM, Shingle, Slate, Tar & Gravel, Other (please describe)) (Maximum of 250 characters)

Age of Section (number of years since the Roof was installed or replaced)

Description of repairs, if applicable, in the last three years. Include year of repair: (Maximum of 1500 characters)

Window Section

Is the District seeking replacement of the Windows Section? Yes No

Windows in Section (count)

Type of WINDOWS (e.g., Single Pane, Double Pane, Other (please describe)) (Maximum of 250 characters)

Age of Section (number of years since the Windows were installed or replaced)

Description of repairs, if applicable, in the last three years. Include year of repair: (Maximum of 1500 characters)

MECHANICAL and ELECTRICAL SYSTEMS: Please provide a detailed description of the current mechanical and electrical systems and any known problems or existing conditions (maximum of 5000 characters).

Boiler Section

Is the District seeking replacement of the Boiler? Yes No

Is there more than one boiler room in the School? Yes No

What percentage of the School is heated by the Boiler?

Type of heating fuel (e.g., Heating Oil, Natural Gas, Propane, Other) (Maximum of 250 characters)

Age of Boiler (number of years since the Boiler was installed or replaced)

Description of repairs, if applicable, in the last three years. Include year of repair: (Maximum of 1500 characters)

Has there been a Major Repair or Replacement of the HVAC SYSTEM? Yes No

Year of Last Major Repair or Replacement:(YYYY)

Description of Last Major Repair or Replacement: (Maximum of 1500 characters)

Has there been a Major Repair or Replacement of the ELECTRICAL SERVICES AND DISTRIBUTION SYSTEM? Yes No

Year of Last Major Repair or Replacement:(YYYY)

Description of Last Major Repair or Replacement: (Maximum of 1500 characters)

BUILDING INTERIOR: Please provide a detailed description of the current building interior including a description of the flooring systems, finishes, ceilings, lighting, etc. (maximum of 5000 characters).

PROGRAMS and OPERATIONS: Please provide a detailed description of the current grade structure and programs offered and indicate whether there are program components that cannot be offered due to facility constraints, operational constraints, etc. (maximum of 5000 characters).

Maximum of 5000 characters

EDUCATIONAL SPACES: Please provide a detailed description of the Educational Spaces within the facility, a description of the number and sizes (in square feet) of classrooms, a description of science rooms/labs including ages and most recent updates, a description of the cafeteria, gym and/or auditorium and a description of the media center/library (maximum of 5000 characters).

Maximum of 5000 characters

CAPACITY and UTILIZATION: Please provide the original design capacity and a detailed description of the current capacity and utilization of the school facility. If the school is overcrowded, please describe steps taken by the administration to address capacity issues. Please also describe in detail any spaces that have been converted from their intended use to be used as classroom space (maximum of 5000 characters).

Maximum of 5000 characters

MAINTENANCE and CAPITAL REPAIR: Please provide a detailed description of the district's current maintenance practices, its capital repair program, and the maintenance program in place at the facility that is the subject of this SOI. Please include specific examples of capital repair projects undertaken in the past, including any override or debt exclusion votes that were necessary (maximum of 5000 characters).

Maximum of 5000 characters

Save

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

The "Priorities" tab provides **up to eight sub-tabs**, numbered 1 through 8. Each of the 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 shown below.

School Details	New SOI			
SOI Main	General Description	Priorities	Vote	Submit SOI
1	2			

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/2018_SOIs

New SOI						
SOI Main	General Description	Priorities	Vote	Signatures	Closed School	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.

*** Current votes for each SOI submission are required.**

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 SOI submission 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 **in hard copy** to the MSBA as follows:

- 1) 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.
- 2) 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.

Signatures Tab

The “Signatures” tab has two sections, “Finalize your SOI Submission” and “Get Signatures from all the Signatories”.

When you have completed your SOI and are ready to submit this information to the MSBA, you can “finalize” the SOI and send it electronically to obtain the three required signatures. **If you need to make changes to the SOI information after it has been “finalized” but before it has been submitted to the MSBA, you can click on the “Make Changes” button.** Clicking on this button will clear any signatures that have been provided and allow you to make the necessary changes. If you make changes to the SOI information after initially obtaining signatures, you will be required to re-send the SOI to all three signatories for their signatures again.

New SOI					
SOI Main	General Description	Priorities	Vote	Signatures	Submit SOI

Finalize your SOI Submission

Once you have completed your SOI and you are ready to submit this information to the MSBA, you can “finalize” the SOI and send it electronically to the required signatories. Once all three of the required signatories sign, you will be prompted to submit the SOI to the MSBA.

If you need to make changes to the SOI information after it has been “finalized” but before it has been submitted to the MSBA, you can click on the “Make Changes” button. Please note, clicking on this button will clear any signatures that have been provided. If you make changes to the SOI information once it has been “finalized,” the system will require you to send the SOI to all three signatories for their signatures again.

- Click on the button below to Finalize your SOI submission.

Finalize your SOI Submission

Once the SOI is “finalized”, the “Get Signatures from all the Signatories” section will appear. Every district is required to fill out and obtain the necessary signatures prior to submitting their SOI. Please provide names and email addresses 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.

New SOI

SOI Main	General Description	Priorities	Vote	Signatures	Submit SOI
-----------------	----------------------------	-------------------	-------------	-------------------	-------------------

Finalize your SOI Submission

Once you have completed your SOI and you are ready to submit this information to the MSBA, you can "finalize" the SOI and send it electronically to the required signatories. Once all three of the required signatories sign, you will be prompted to submit the SOI to the MSBA.

If you need to make changes to the SOI information after it has been "finalized" but before it has been submitted to the MSBA, you can click on the "Make Changes" button. Please note, clicking on this button will clear any signatures that have been provided. If you make changes to the SOI information once it has been "finalized," the system will require you to send the SOI to all three signatories for their signatures again.

- Click on the button below to Undo Finalization your SOI submission.

Get Signatures from all the Signatories

Certification

The district must provide the names and titles of its local authorized signatories below. The names provided below will appear as the signatories on the two required Statement of Interest Certification forms, all of which are required to be signed electronically by the authorized signatories, and then transmitted to the MSBA through the online Statement of Interest System as part of the Statement of Interest submittal. Please note, in addition to the electronic transmission of the Statement of Interest, the district will need to mail the required votes and other documentation to the MSBA. The MSBA will not consider a Statement of Interest submission complete until

- 1) the electronically signed Closed School Information has been submitted through the MSBA's online Statement of Interest System;
- 2) the electronically signed Statement of Interest has been submitted through the MSBA's online Statement of Interest System;
- 3) the required local votes authorizing the Superintendent to submit the Statement of Interest have been received by the MSBA in hard copy form; and
- 4) any required third-party reports noted in in the Statement of Interest or other documentation has been received by the MSBA.

The definition of Local Chief Executive Officer:

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, that person should sign for both roles on each of the two Statement of Interest Certifications and on the Closed School Certification. The MSBA System will not allow the district to leave any signature lines blank.

School Committee Chair

Name *

Email *

Superintendent of Schools

Name *

Email *

Local Chief Executive Officer

Title

or

Name *

Email *

Once the names and emails have been entered, you can send an email to the Signatories by clicking on the "Send Email to Signatories" button. An email will be generated which contains a view of the SOI (or Closed School Certification) and allows the user to provide an electronic signature.

Once all three of the required signatories sign, you will be able to submit the SOI (or Closed School Certification) to the MSBA.

Closed School Tab

Closed School information needs to be filled out and submitted for each district that is submitting an SOI. Only one Closed School submission is required for the district even if multiple SOI's are being submitted. This page displays a link to the Closed School tab located at the District level. The Closed School submission is required before an SOI can be submitted.

Please see the "Closed Schools" section further down in this manual for additional information related to a "Closed Schools" submission.

New SOI						
SOI Main	General Description	Priorities	Vote	Signatures	Closed School	Submit SOI

Closed School Submission

Closed School information needs to be filled out and submitted for the district to be able to submit your SOI. Click on the link below to view/complete your Closed School Submission.

- *Please Note that only one Closed School Submission is required per district.*

[View/Complete Closed School Information](#)

Submit SOI Tab

When you have finished entering all of your information on the previous tabs and you have obtained the required electronic signatures, you will be directed to the "Submit SOI" tab, which will send the SOI electronically to the MSBA.

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 below*) 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.

New SOI						
SOI Main	General Description	Priorities	Vote	Signatures	Closed School	Submit SOI

Submit Statement of Interest(SOI)

District
Contact

Checked Priority

Lists all Priorities checked in SOI Main page.

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.

Checklist

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

- This Statement of Interest (SOI) is for one existing school in the district.
- After submitting this Statement of Interest electronically, we hereby agree to sign and submit the required documentation as described under the "Vote" tab.
- 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.
- 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.

Click on the "Vote" tab above for specific guidelines regarding the Form of Vote as it applies to cities, towns and regional school districts.

- 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.
- 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.
- 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.
- 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 the MSBA at (SOI@MassSchoolBuildings.org or 617.720.4466).

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

Submission Note

Submit SOI

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 and obtain 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.

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.

The screenshot shows the MSBA Statement of Interest System interface. On the left is a navigation menu with a 'Home' button and a tree view of regions: Region 01, Agawam, Athol-Royalston, Region 03, Region 04, and Region 05. The main content area has two tabs: 'Closed Schools' (selected) and 'SOI Summary'. Below the tabs are three sub-tabs: '1 - Closed Schools Information', '2 - Signatures', and '3 - Submit'. The '1 - Closed Schools Information' tab is active, displaying 'Closed Schools' and 'Step 1 - Fill out Closed School Information'. A dropdown menu for 'SOI Year' is set to '2018'. Below this is a paragraph: '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.' There are two questions: 'Question 1: Has the district sold, closed, or otherwise removed from service a school in the last 10 years?' with radio buttons for 'Yes' and 'No', and a 'No School record added yet.' button; and 'Question 2: Does the district have any plans to sell, close, or otherwise remove from service a school in the next 10 years?' with radio buttons for 'Yes' and 'No', and a 'No School record added yet.' button. Below each question is an 'Add Record' button (e.g., 'Add Record for Closed School (Question 1)'). At the bottom is a 'Preview Draft PDF' button.

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 information regarding state funding.

Sample shown below.

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

Closed Schools **SOI Summary**
1 - Closed Schools Information **2 - Signatures** **3 - Submit**

Closed Schools

Step 1 - Fill out Closed School Information

SOI Year: 2018 ▾

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.

Back To Summary

Please add a record for every school which has been sold, closed, or otherwise removed from service in the last 10 years.

Please provide the name and address of the school that has been sold, closed, or otherwise removed from service.

Name :
Address 1:
Address 2:
City:
State: MA ▾
Zip Code: -

Which of the following apply to the school?

- Sold
- Leased
- Other, Please explain:

Please provide the year the school was sold, closed, or otherwise removed from service.

Please provide the year the school was originally opened.

Please provide the age of the school when it was sold, closed, or otherwise removed from service.

Please provide a history of the use of the school, including grades served, any educational programs at the school, and any major renovation, addition, and/or repair projects at the school. (maximum of 2000 characters)

Once you have completed and finalized all of the required Closed Schools information and obtained the necessary online signatures, the “Submit” tab will be enabled. This page also has a place for the district to include a 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.

Pre-Populating Data

Pre-Populating Closed School and New Statement of Interest with Previously Submitted Data

To assist districts with re-filing an SOI that was previously submitted in 2017, the MSBA has provided a pre-populate functionality through which districts can click on a button for a specific school facility and pre-populate the new SOI with the data that was provided in the prior year. The district can then edit the information and update the SOI prior to submitting it for consideration in 2018. **This option is only available if the District had a 2017 Submission.**

Pre-Populating data is available for both the Closed School Information as well as for the SOI. Once the option has been selected, it will no longer appear.

The Pre-Populating functionality for Closed School Information is available at the District level “Closed School” tab, “1- Closed School Information” tab for those Districts that had a 2017 SOI Submission.

The screenshot shows the MSBA SOI system interface. At the top, there are tabs for 'Closed Schools' and 'SOI Summary'. Below these are three numbered steps: '1 - Closed Schools Information', '2 - Signatures', and '3 - Submit'. The 'Closed Schools' section is active, and 'Step 1 - Fill out Closed School Information' is highlighted. The 'SOI Year' is set to '2018'. A message states: '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. To Pre-Populate your Closed School with previous year's data. To assist districts with providing Closed School information, districts that submitted Closed School information to the MSBA last year can opt to recall the data that was previously submitted and pre-populate the new Closed School Certification with that data. You can then edit and update the information to reflect current conditions prior to submitting the current Closed School Certification.' A list of instructions follows: 'The pre-population option is available for the data that was provided in a district's previous year Closed School submission.', 'The district should update the information that is being pre-populated to reflect current conditions as necessary.', 'The District MUST meet all the MSBA's requirements for submitting an SOI for any SOI submission to be considered complete.', and 'Click on the button below to pre-populate your current Closed School information with the data that was submitted to the MSBA last year. This option is only available if the district submitted Closed School information last year.' A red arrow points to the 'Pre-Populate Previous Year's Closed School Data' button. Below this are two questions: 'Question 1: Has the district sold, closed, or otherwise removed from service a school in the last 10 years?' and 'Question 2: Does the district have any plans to sell, close, or otherwise remove from service a school in the next 10 years?'. Each question has a 'No School record added yet.' button and an 'Add Record' button. At the bottom, there is a 'Preview Draft PDF' button.

Clicking “Pre-Populate previous year’s Closed School data” will populate the data. Once, clicked, you will see the success message as shown below. Click ‘OK’ on the message and your data is populated.



The Closed School information has been successfully pre-populated with the prior year's data and is now available to be updated based on current conditions.

OK

The pre-populate functionality for SOI is available at "New SOI" tab --> "SOI Main" tab as shown below for those schools which have a 2017 SOI Submission.

New SOI					
SOI Main	General Description	Priorities	Vote	Signatures	Submit SOI
District:					
School:					
Address:					

To Pre-Populate your SOI with previous year's data.

To assist districts that are filing an SOI for a school facility that was subject of an SOI submitted last year, you can opt to recall the data that was previously submitted and pre-populate the new SOI with that data. You can then edit and update the information to reflect current conditions prior to submitting the new SOI for consideration.

- The pre-population option is available for the data that was provided in a district's previous year SOI submission.
- The district should update the information that is being pre-populated in its current year SOI as necessary.
- The district must take and submit new votes and provide current supplemental documentation as detailed in the SOI instructions.
- The district **MUST** meet all of the MSBA's requirements for submitting an SOI for any SOI submission to be considered complete.
- Click on the button below to pre-populate your current SOI with the data for this school that was submitted to the MSBA last year. This option is only available if the district submitted an SOI for the same school last year.



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.

Clicking on the button “Pre-Populate Previous Year’s SOI data” will populate the data. Once, clicked, you will see the success message as shown below. Click ‘OK’ on the message and your data is populated.



The SOI has been successfully pre-populated with the prior year's data and is now available to be updated based on current conditions. Please note, new local votes to support this SOI must be taken and submitted to the MSBA, as detailed in the SOI instructions.

OK