



Massachusetts School Building Authority

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Module 5 Funding the Project

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INTRODUCTION

Module 5 – Funding the Project:

MSBA Modules 1 through 4 define the process utilized to collaborate with the MSBA to determine the most cost effective and educationally appropriate solution and provide the documentation needed to clearly describe the project scope, budget and schedule upon which the MSBA Board of Directors approves a proposed project. Once the MSBA Board of Directors has authorized the MSBA Executive Director to enter into a Project Scope and Budget Agreement and a Project Funding Agreement with the District, the District needs to complete the steps necessary to secure community authorization and financial support for the proposed project.

Module 5 – Funding the Project is one of eight MSBA modules intended to provide a guide to the procedures and approvals needed to work collaboratively with the MSBA. (The Program Overview and listing of eight modules is provided in Appendix 5A for reference.)

Welcome to Module 5 – Funding the Project

Approval of a project by the MSBA Board of Directors, at the conclusion of Module 4 – Schematic Design, establishes the MSBA's participation in the proposed project, as documented by an executed Project Scope and Budget Agreement, its Exhibits and the Schematic Design submission. Once the District secures local authorization and financial support for the proposed project and has provided the required verification to the MSBA, the MSBA and the District may enter into a Project Funding Agreement and then submit the agreed upon budget into the MSBA's ProPay System.

The tasks performed in Module 5 may begin prior to completion of Module 4 – Schematic Design and conclude when the District and the MSBA complete an updated project budget in the ProPay system. See this Module for additional detail.

Primary participants include:

- **The School Building Committee** as submitted by the District and approved by the MSBA in its School Building Committee Approval form.
- **The City/Town/Regional School District** individual or governmental body that is authorized on behalf of the City/Town/Regional School District to enter into a legal and binding agreement.
- **The MSBA**, through the assigned MSBA Project Manager and Field Coordinator.

Supporting Participants may include:

- **The Owner's Project Manager** as submitted by the District and approved by the MSBA in accordance with MSBA regulations and policies may provide.

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- **The Designer** as selected locally by the District and approved by the MSBA for projects under \$5 million or as selected through the MSBA's Designer Selection Panel for projects over \$5 million.

Documentation Submittal Procedures

All documents and materials submitted to the MSBA during the course of this module should be returned directly to the MSBA assigned legal representative and field coordinator by the individual or official designated by the District.

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5.0 Project Scope and Budget and Project Funding Agreements

The Project Scope and Budget and Project Funding Agreements memorialize the parameters of the Approved Project for which the Massachusetts School Building Authority ("MSBA") will reimburse a portion of the District's eligible incurred costs. The Project Scope and Budget Agreement represents the MSBA's commitment to reimburse the District for an Approved Project with a particular scope and budget provided that the District has met all applicable prerequisites and has secured local funding. The Project Funding Agreement, once executed, allows the District to submit requests for reimbursements for Project costs as they are incurred.

5.1 Project Scope and Budget Agreement

The purpose of the Project Scope and Budget Agreement is to memorialize the parameters of the Approved Project. The Project Scope and Budget Agreement is not a funding agreement and no reimbursements will be made for costs incurred beyond Feasibility Study until the MSBA and the District have executed a Project Funding Agreement. The Project Scope and Budget Agreement and its Exhibits set forth the MSBA's and the District's understanding of the substantive details of the Project, including the following:

5.1.1 Total Project Budget – Exhibit A

During Schematic Design and as referred to in Module 4, the District, working with its professional team, will develop and submit a complete and full enumeration of all costs, including Owner's Project Manager fees, Designer fees, construction costs, contingencies and any other costs that the District reasonably estimates will be incurred during the planning, development, design, bidding, construction and completion of the Project. The Total Project Budget will become part of the Project Scope and Budget Agreement as Exhibit A.

The Total Project Budget, which includes, and is not in addition to, the Feasibility Study costs, consists of an itemized listing of eligible costs as well as scope exclusions and other costs that have been deemed ineligible for reimbursement. The MSBA's regulations and policies may limit or prohibit reimbursement for specific categories of costs. Notably, the MSBA caps its participation in project-associated site costs at eight percent (8%) of the total construction costs, as established at schematic design. To the extent possible, the MSBA will work with the District to identify scope exclusions and other ineligible costs prior to or during the Project Scope and Budget Conference. However, it is not possible to identify all ineligible costs upfront and additional ineligible costs are likely to be discovered during audit. For a listing of some of the most common ineligible costs, the District should refer to the MSBA's Regulations on Audit Procedures, 963 CMR 2.16(5)(a)-(aa). A copy of the regulations may be found on the MSBA's website (www.MassSchoolBuildings.org).

The Total Project Budget, less scope exclusions and other clearly ineligible costs equals the Basis of Grant.

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5.1.2 Reimbursement Rates

The Project Scope and Budget Agreement sets forth the District's reimbursement rate including any incentive points for which the District may be eligible. Some incentive points, such as those for Energy Efficiency – Green Schools or Construction Manager at Risk, are awarded provisionally and are subject to the MSBA's final determination regarding the District's eligibility to receive them.

The District will be required to submit a signed Project Scope and Budget Agreement Reimbursement Rate Certification to evidence the District's understanding and acceptance of the Reimbursement Rate and applicable incentive points that will be used to calculate the maximum Total Facilities Grant. The Certification must be signed by the Local Chief Executive Officer, the Chair of the School Committee and the Superintendent of Schools and will become Exhibit "H" of the Project Scope and Budget Agreement.

5.1.3 Total Facilities Grant

The Total Facilities Grant, as memorialized in Exhibit A and Section 3.1 of the Project Scope and Budget Agreement, represents the maximum amount of funding that the District may receive from the MSBA for the Project. The Total Facilities Grant is calculated by multiplying the Basis of Grant by the District's reimbursement rate, including incentive points. The funding associated with provisionally-awarded incentive points, such as Construction Manager at Risk and Green Schools – Energy Efficiency is included in the maximum Total Facilities Grant.

The Total Facilities Grant will not be increased, but certain events may trigger a reduction in the amount of MSBA reimbursements. In particular, should the MSBA determine that the District did not meet the eligibility requirements for receipt of any provisionally assigned incentive points, the Reimbursement Rate will be reduced and the Total Facilities Grant will be subject to decrease.

Also, in the event that the lowest, responsible construction bid accepted by the District for the Project is lower than the estimate set forth in the Total Project Budget, the MSBA will reduce the Total Facilities Grant accordingly. On the other hand, if the lowest, responsible construction bid accepted by the District exceeds the estimate set forth in the Total Project Budget, the MSBA will not make any adjustments to the Total Facilities Grant.

Finally, as stated in Section 5.1.1 above, additional ineligible costs may be identified during the MSBA's review and audit of the District's invoices so that the Total Facilities Grant may be less than the amount stated in the Project Scope and Budget and Project Funding Agreements.

5.1.4 Project Scope – Exhibit B

Exhibit B of the Project Scope and Budget Agreement contains a detailed description of the scope of the Project that has been mutually agreed upon by the MSBA and the District and that has been approved by the MSBA's Board of Directors. Reimbursement

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for Project costs is contingent upon the District adhering to this scope. Any changes to the Project scope, including enlargements and reductions, require the written approval of the MSBA and may require additional authorization of the Board of Directors.

5.1.5 Project Schedule – Exhibit C

The District, working with its professional team, will be required to submit a detailed Project schedule, in a form acceptable to the Authority, that includes an estimated timeline for completion of design, bidding and construction milestones through completion and close-out. This schedule, which will become Exhibit C of the Project Scope and Budget Agreement, must be updated at least monthly pursuant to the OPM's contractual obligation to submit progress reports to the MSBA. The MSBA will continually monitor the schedule for significant deviations, and the OPM monthly report must provide a detailed explanation for any material alterations in the schedule.

5.1.6 Project Cash Flow – Exhibit D

The District, working with its professional team, will be required to submit a detailed accounting of the projected amount of funding that the District expects to receive and expend each month throughout the course of the Project. The cash flow, which will become Exhibit D of the Project Scope and Budget Agreement, must be updated at least monthly pursuant to the OPM's contractual obligation to submit progress reports to the MSBA. The MSBA will continually monitor the cash flow, and the OPM monthly report must provide a detailed explanation for any material alterations in the projected cash flow.

5.1.7. Project Site – Exhibit E

The Project Scope and Budget Agreement identifies the site where the Project is located. The District and its consultant team should provide submittals that delineate the site and provide the siting analysis, boring locations and other geotechnical information as may be relevant, surveys and other site plans as needed to properly identify the limits and ownership of the site for the Proposed Project. Also, the District must have all requisite legal power and authority to own, or to control in accordance with the provisions of 963 CMR 2.05(1), and to operate the Assisted Facility and Project Site for the useful life of the Assisted Facility, and the MSBA may request proof of such ownership or control.

The MSBA caps its participation in project-associated site costs at eight percent (8%) of the building construction costs. Please refer to the MSBA's Site Work Policy for a more detailed explanation of this policy.

5.1.8. Furnishings, Fixtures and Equipment – Exhibit F

The District will be required to submit a listing of all furniture, fixtures and equipment (FF&E) that it expects to buy, lease, acquire or receive in connection with the Project. Some costs associated with FF&E may not be eligible for reimbursement. The MSBA has established a maximum \$1,200.00 per student (as per the agreed-upon enrollment) reimbursement for eligible FF&E and \$1,200.00 per student for eligible technology for a total FF&E reimbursement of \$2,400.00 per student (as per the agreed-upon

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enrollment). All costs for FF&E that are: a) in excess of these funding levels; b),not identified by the District in the Project Scope and Budget Agreement; and/or c) determined by the MSBA to be ineligible pursuant to its regulations, Audit Guidelines, or any other applicable policy, rule or guideline, will be ineligible for reimbursement.

5.1.9 Insurance – Exhibit G

The Project Scope and Budget Agreement sets forth in detail the types and amounts of insurance coverage that the District, the Contractor or the Construction Manager is required to have and maintain throughout the course of the Project. The District should pay close attention to the amounts, types of coverage and term limits that are required by the MSBA for the Project. The coverage limits expressed in the Project Scope and Budget Agreement are minimum requirements and the District may wish to increase coverage limits depending on the nature and value of the Project. The District must consult with the MSBA prior to making any changes to the insurance requirements of the agreement.

5.1.10 Prerequisites to MSBA Execution of Project Scope and Budget Agreement

The District's assigned MSBA Project Field Coordinator will provide electronic and hard copies of the Project Scope and Budget Agreement, all Exhibits, the Certification of Legal Counsel, and a detailed cover letter describing the steps the District must take to execute the Agreement. Before the MSBA's Executive Director will sign the Project Scope and Budget Agreement, the District must submit:

- Two (2) **original** signed Certifications of Legal Counsel, which requires the District's legal counsel to certify which local public official or governmental body has the full legal authority to execute the Project Scope and Budget Agreement on behalf of the District and to bind the District to its terms. The District should consult its legal counsel before signing the Project Scope and Budget Agreement to ensure that the appropriate individual or body is executing the Agreement. Improperly executed Agreements will be returned to the District and will result in delays. A template Certification of Legal Counsel is included in the Appendix of this Module.
- A copy of the vote of the Local Governing Body authorizing the District to enter into and be bound by the Project Scope and Budget Agreement where required by local charters, ordinances or by-laws. The District should consult its legal counsel to determine if such a vote is required.
- Three (3) **original** signed Project Scope and Budget Agreements, one of which will be returned to the District after the Executive Director has signed the Project Scope and Budget Agreement. The District is not required to resubmit a copy of the Exhibits to the MSBA.

Once all required documentation has been submitted to the MSBA and the Board of Directors has authorized the Executive Director to sign the Project Scope and Budget Agreement, the Agreement will be fully executed.

5.2 Local Authorization and Financial Support

The Project Scope and Budget Agreement sets out the maximum Total Facilities Grant that the District can expect to receive from the MSBA. The District is responsible for financing the remainder of the Project's costs. The Massachusetts Department of Revenue requires that the District appropriate and authorize the total Project cost, including both the District's and the MSBA's share; however, the District will only have to borrow for its portion. Costs associated with the borrowing, including any interest costs, are not eligible for reimbursement by the MSBA. In most cases, the District will need the approval of Town Meeting, a Regional School Committee and/or City Council as well as passage of a Proposition two and one-half, so-called, ballot question in order to secure local funding.

5.2.1 Sources of Funding

The District must identify all funding from third parties, other than the MSBA, including but not limited to rebates, monetary settlements, grants, donations, surety bond payments and insurance proceeds, that the District intends to pursue, has received or expects to receive in connection with the Approved Project. Funding from third parties, if known at the time of the Project Scope and Budget Conference, will be deducted from the Total Project Budget and the MSBA will adjust its Basis of Grant accordingly. In addition, in accordance with Section 5.1 of the Project Funding Agreement, each request for reimbursement shall include a written certification signed by a duly authorized representative of the District stating that the District has not received and is not expecting to receive any rebates, monetary settlements, grants, donations, surety bond payments, insurance proceeds, or any other funding from a third party, other than the Authority, in connection with the Project that is the subject of the request for reimbursement.

5.2.2 Timing

After the MSBA Board of Directors has approved the Project and authorized the Executive Director to enter into Project Scope and Budget and Project Funding Agreements with the District, the District must secure local funding within 120 days. It is the District's responsibility to know and meet all state and local deadlines for the submission of warrant articles, vote language and ballot questions. If the District thinks that it cannot secure funding within 120 days because of reasonable scheduling or other logistical factors, a written request for an extension containing a brief explanation of the circumstances and a specific date by which the District believes funding can be secured, should be submitted as part of the District's Schematic Design Submittal or at least 7 days prior to scheduled vote of the MSBA Board of Directors to approve the Project. The 120-day deadline exists to ensure that the MSBA's limited capital funds are directed toward Districts who are ready and able to make the necessary financial commitment and move forward in a timely manner. Therefore, the MSBA will carefully review extension requests and will only allow extensions beyond a few weeks for unusual circumstances.

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Only those Districts who have been invited by the MSBA to enter into a Project Scope and Budget Agreement should vote to authorize a project, and that vote should not occur until the MSBA has approved the project's scope and budget and the District's vote language. The MSBA recognizes that Annual Town Meeting schedules and other factors may prompt a request from the District to vote ahead of the Board of Directors' approval for a Project. Whenever possible, the MSBA will work to coordinate the Board of Directors' approval process with the timing of Town Meetings, City Council sessions and/or local elections. Districts who vote prior to approval by the Board of Directors do so at their own risk and may be required to revote if the Project scope or budget changes.

5.2.3 Vote Language

The MSBA has developed specific language for articles, motions, resolutions, orders, votes and Proposition two and one-half ballot questions (collectively "Votes") related to the approval, funding, and/or debt authorization for a Project that Districts must use in order to qualify for MSBA funding. Districts are urged to contact the MSBA prior to finalizing any Vote language to ensure that the language conforms with the MSBA's requirements and to determine if additional language may apply to the particulars of your Project. In addition, all Votes must be separate, stand-alone Votes, solely for the purpose of the one Project and must not be bundled with any other school or municipal project.

Districts should also consult with their local counsel and bond counsel to ensure that all Votes comply with municipal finance law and all other applicable laws, regulations, local bylaws and ordinances.

5.2.4 Failed Votes

In the event that the local funding Vote fails, the District must, within 10 business days of the failed Vote, submit a plan to the MSBA that 1) presents the Vote results; 2) explains the District's understanding of why the Vote failed; and 3) sets forth the District's plan to remedy the failed Vote and a suggested timeline for such a remedy.

The MSBA will review the plan and determine whether it can continue to set aside funds for the Project. In the event that the MSBA Board of Directors votes to remove the Project from the Capital Pipeline as a result of a failed vote, the District would then be required to submit a new Statement of Interest for the Project and await a second invitation from the MSBA to conduct a Feasibility Study.

For more information, please see the MSBA's Policy Statement Regarding the Failing Local vote at <http://www.massschoolbuildings.org/guidelines/votes>.

5.2.5 Amendments to Project Scope and Budget

The MSBA Board of Directors approves a Project with a specific scope and budget. The District is expected to vote to fund a Project with that scope and budget. Changes to the scope and budget, such as amendments during Town Meeting, are strongly discouraged. If the District believes that the Project scope and budget must be modified in order to

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secure funding, the District should notify the MSBA prior to any funding Vote and submit a detailed written explanation of the proposed changes. The MSBA will make every effort to evaluate and respond to the District's proposed changes in time to support the Town Meeting or election schedule. However, depending on the complexity of the proposed changes, MSBA staff may require 10 or more business days to complete its review. If the MSBA determines that the proposed modifications substantively alter the scope approved by the MSBA Board of Directors, another Project Scope and Budget Conference will need to occur, and the revised Project will likely need to be presented to the Board of Directors for reconsideration. The Project Scope and Budget Agreement will be amended as necessary.

5.2.6 Local Funding Documentation

The District must submit certified copies of any Vote related to the approval, funding and or/debt authorization for the Project before the Executive Director will execute a Project Funding Agreement. Photocopies, electronic copies or facsimiles will not be accepted.

A Regional School District should submit certified copies of funding Votes from each of its member communities. In the case of a District whose regional agreement allows its member communities to approve the Vote of a Regional School Committee by taking no action, the District should submit a letter from each member community stating that it was properly notified of the School Committee's vote to fund the Project and that it chose to take no action.

5.3 Project Funding Agreement

The Project Funding Agreement is the final expression of the scope, budget, schedule and maximum MSBA reimbursement for the Project. Once a Project Funding Agreement has been executed by the District and the MSBA, the District may begin to submit requests for reimbursement of Project costs beyond Feasibility Study. Like the Project Scope and Budget Agreement, the Project Funding Agreement also includes detailed Exhibits regarding the Project budget, scope, schedule, estimated monthly cash flow, site conditions, Furniture, Fixtures and Equipment, insurance requirements, etc. Once executed, the Project Funding Agreement and its Exhibits may only be modified upon written agreement of the Authority with the understanding that any substantive changes may require a vote of the Board of Directors.

5.3.1 Prerequisites to MSBA Execution of Project Funding Agreement

The District's assigned MSBA Project Field Coordinator will provide electronic and hard copies of the Project Funding Agreement, all Exhibits, the Certification of Legal Counsel, and a detailed cover letter describing the steps the District must take to execute the Agreement. Before the MSBA's Executive Director will sign the Project Funding Agreement, the District must submit:

- Two (2) **original** signed Certifications of Legal Counsel, which requires the District's legal counsel to certify which local public official or governmental body

has the full legal authority to execute the Project Funding Agreement on behalf of the District and to bind the District to its terms. Please note that the Certification of Legal Counsel for the Project Funding Agreement is different from and in addition to the Certification of Legal Counsel that the District is required to submit for the Project Scope and Budget Agreement. The District should consult its legal counsel before signing the Project Funding Agreement to ensure that the appropriate individual or body is executing the Agreement. Improperly executed Agreements will be returned to the District and will result in delays. A template Certification of Legal Counsel is included in the Appendix of this Module.

- **Certified copies** of all local Votes authorizing funding for the Project.
- A copy of the vote of the Local Governing Body authorizing the District to enter into and be bound by the Project Funding Agreement where required by local charters, ordinances or by-laws. The District should consult its legal counsel to determine if such a vote is required.
- Three (3) **original** signed Project Funding Agreements, one of which will be returned to the District after the Executive Director has signed the Project Funding Agreement. The District is not required to resubmit a copy of the Exhibits to the MSBA.

After all required documentation has been submitted to the MSBA, the Executive Director will execute the Agreement. Once the Project Funding Agreement has been fully executed by the District and the MSBA, the Total Project Budget will be entered into the MSBA's ProPay System. The District must complete its budget entry and have the budget accepted by the MSBA prior to submitting any reimbursement requests for the budget established in the Project Funding Agreement.

5.4 ProPay System Budget Update

In order to initiate the reimbursement process for eligible incurred costs beyond those associated with the Feasibility Study Agreement, Districts are required to enter project budgets associated with the Project Funding Agreement ("PFA") into the Pro Pay System. The process is similar to that used to enter the Feasibility Study Agreement Budgets, only there are more budget line items to enter. The individual line item budgets are included in the Total Project Budget Template for PFA Budget Entry", which reflects the District's Total Project Budget contained in "Exhibit A" of the PFA. These values are what must be submitted through ProPay System at this time.

The User Guide for the ProPay System, "ProPay User Guide V3 7/10" is available on the MSBA website www.massschoolbuildings.org. To access the user guide place your cursor over "Policies & Guidelines", click on "System User Guides & Access Request Forms", then "ProPay User Guide".

MSBA will not reimburse for eligible incurred costs that exceed the budget for each line item within Exhibit A of the executed Project Funding Agreement ("PFA"). If an individual budget line item needs to be adjusted during the course of the project, the

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District must complete and submit a "Project Funding Agreement Budget Revision Request Form", which is also available on the MSBA website www.massschoolbuildings.org. Place cursor over "Building With Us", click on "Project Advisories", then "Project Advisories, 5-8, June 2010", then scroll down to "Advisory 8" to access a word version of the form.

5.5 Conclusion of Module 5

The District should maintain the following checklist throughout this phase of the project as each step is submitted, reviewed, completed. Upon notification that the Project Funding Agreement Budget updates have been processed by the MSBA the District should sign the checklist as noted on the form, submit the signed checklist to MSBA and prepare to proceed to Design Development, Construction Documentation & Bidding (Module 6).

APPENDIX 5A

Program Overview

(Bold denotes current module)

Program Overview

The Massachusetts School Building Authority's ("MSBA") grant program for school building construction and renovation projects is a non-entitlement competitive program based on need. The MSBA's Board of Directors (the "Board") approves grants based on need and urgency, as expressed by the City, Town, Regional School District, or independent agricultural and technical school ("District") and validated by the MSBA. Once the MSBA Board of Directors invites a District to participate in the MSBA's grant program, the collaborative process includes the following eight Modules:

Module 1 – Pre-Requisites: Before a District can progress in the MSBA's grant approval process, it must complete the following Pre-Requisites: certification of the District's understanding of the grant program rules; a summary of the District's funding capacities; a summary of the District's existing maintenance practices; certification of a design enrollment for the proposed project agreed upon by the MSBA (may not be applicable for Repair Assessments depending on the proposed scope of work); confirmation of community authorization and funding to proceed; and, execution of the MSBA's standard Feasibility Study Agreement, which establishes a process for the District to be reimbursed for eligible expenses.

Module 2 – Forming the Project Team: Once all of the Pre-Requisites have been completed to the satisfaction of the MSBA, the District procures the team of professionals utilizing MSBA specific procurement processes and standard Request for Services ("RFS") templates and Contracts to work with the District as the proposed project advances through the MSBA's grant process.

Module 3 – Feasibility Study: The District and its team collaborate with the MSBA to generate an initial space summary, document existing conditions, establish design parameters, develop and evaluate alternatives, and recommend the most cost effective and educationally appropriate solution to the MSBA Board of Directors. Approval by the MSBA Board of Directors is required for all projects in order to advance the preferred schematic into schematic design.

Module 4 – Schematic Design: The District and its team develop a final design program and robust schematic design of sufficient detail to establish the scope, budget and schedule for the Proposed Project.

Module 5 – Funding the Project: Once the MSBA Board of Directors has authorized the MSBA Executive Director to enter into a Project Scope and Budget Agreement and a Project Funding Agreement with the District, the District completes the steps necessary to secure community authorization and financial support for the proposed project and enters into a Project Funding Agreement with the MSBA. With an executed Project Funding

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Agreement, the District engages OPM and Designer services and updates project budgets in ProPay. *See this Module for additional detail.*

Module 6 – Design Development, Construction Documentation & Bidding: The District and its team advance the design, generate construction documentation, procure bids and award a construction contract in accordance with the agreed upon project scope, budget and schedule as documented in the Project Funding Agreement, and the requirements contained in the MSBA's standard contracts for Owner's Project Management and Designer Services. The MSBA continues to monitor the project to ensure it remains on track and meets the expectation of both the District and the MSBA as defined in the Project Funding Agreement

Module 7 – Construction Administration: The MSBA continues to monitor progress of the project to confirm that it remains on track and meets the expectation of both the District and the MSBA as defined in the Project Funding Agreement.

Module 8 – Project Closeout: The MSBA performs final audit to determine final total grant amounts and make final payment.

Appendix 5G
 Module 5 – Funding the Project Completion Checklist
 Project Scope and Budget and Project Funding Agreements

Submittal	Submittal Date	Review Comments Addressed
5.1 Detailed breakdown of Total Project Budget		
5.1 Detailed Project Scope Description.		
5.1 Signed Reimbursement Rate Certification		
5.1 Updated Project Schedule through completion.		
5.1 Updated estimated Project Cash Flow through completion.		
5.1. Project Site Information		
5.1 Furnishings, Fixtures & Equipment list		
5.1 Two (2) original Certifications of Legal Counsel for Project Scope and Budget Agreement		
5.1 Copy of vote authorizing District to enter into and be bound by terms of Project Scope and Budget Agreement, when applicable		
5.1 Three (3) original signed Project Scope and Budget Agreements		
5.3 Two(2) original Certifications of Legal Counsel for Project Funding Agreement		
5.3 Copy of vote authorizing District to enter into and be bound by terms of Project Funding Agreement, when applicable.		
5.3 Certified copies of all local funding votes, including Town Meeting votes, City Council votes, ballot questions and regional school committee votes.		
5.3 No-action letters from Regional School District member communities, when applicable.		

By signing this Project Scope and Budget Agreement and Project Funding Agreement Checklist, I hereby certify that I have read and understand the checklist and further certify that the information supplied by the District in the tables is true, accurate and complete.

By signing this Project Scope and Budget Agreement and Project Funding Agreement Checklist, I hereby certify that I have read and understand the checklist and further certify that the information supplied by the District in the tables is true, accurate and complete.

By signing this Project Scope and Budget Agreement and Project Funding Agreement Checklist, I hereby certify that I have read and understand the checklist and further certify that the information supplied by the District in the tables is true, accurate and complete.

By:
Title: Chief Executive Officer
Date:

By:
Title: Supt of Schools
Date:

By:
Title: Chair, School Committee
Date: