

SBA Policy and Procedures  
**APPENDIX D**

School Building Authority of West Virginia  
**EMERGENCY FUND**  
**APPENDIX D**

I. Eligibility Criteria

- A. The emergency situation must have been generated by an Act of God, i.e., fire, wind, flood, storm, earthquake, etc.
- B. Federal, state and local funds for emergency repair/replacement must have been identified and exhausted.
- C. All insurance claims must have been filed and amount of settlements determined. Insurance should be at the cost of replacement level.

II. Application Process

A. Immediate Notification

- 1. If it is anticipated that SBA funds will be requested, immediate notification and involvement of the SBA staff is required.
- 2. Within 10 days of the emergency, the county must submit to the SBA a detailed report to describe:
  - a. the extent of the damages,
  - b. the effect of the damages on the educational program, and
  - c. the temporary measures taken to provide services to students.

B. Formal Application Process

- 1. The county must submit to the SBA documentation to verify the eligibility of the project based on the eligibility criteria above.
- 2. A facility plan designed to repair or replace the damaged properties must be submitted to the SBA. The facility plan must include data regarding:
  - a. enrollments, present and 8<sup>th</sup> year projection,
  - b. economies to be implemented by the project,
  - c. effect of the project on the educational plan, and
  - d. detailed description of work to be completed.

3. A Finance Plan for the project must be submitted to the SBA. The plan is to include:
  - a. Amount and description of local funds committed to the project,
  - b. Amount and description of federal funds available for the project,
  - c. Amount of any insurance settlement from the damages,
  - d. Amount of funds available from all other sources, and
  - e. Amount requested from the SBA. Support data must be provided to verify estimates of costs.
4. All data must be submitted at least one month prior to the quarterly SBA meeting at which the request will be made. This will provide time for staff review and visitation.
5. Any grant from the SBA Emergency Fund is subject to the approval of the Authority and shall not exceed two million dollars (\$2,000,000). The county superintendent must appear before the SBA with a formal proposal presentation regarding the request for funds. Presentation is to be limited to ten minutes.
6. Emergency Fund Grants are subject to the usual guidelines and regulations of the SBA regarding the expenditure of funds, including the economies of scale. Any project proposed for funding from the SBA Emergency Fund must be included in the county and regional CEFP.

SBA Policy and Procedures  
**APPENDIX E**

School Building Authority of West Virginia  
**PLANNING GRANTS**  
**APPENDIX E**

The SBA may make available funds to assist each county in contracting for the services of a professional planner to develop the ten year CEFP that is to be completed and approved based on the schedule provided by the SBA. These funds shall not exceed 50% of the actual planning contract amount. The SBA will determine the amount of available funding to be provided prior to each ten year planning cycle. The CEFP shall be developed in accordance with State Board Policy 6200 and the attached SBA procedural flow chart.

In order to receive these funds, the county must utilize the following procedures:

1. Appropriate application shall be made to the SBA for the funds in advance of advertising for consulting firms to assist with the development of the CEFP.
2. The county will utilize an SBA approved Request for Proposal (RFP) for selection of Professional Services and select a team in accordance with the procedures defined in WV Code 5G-1-3. The team shall consist of qualified educational planners (REFP) as well as a qualified architect-licensed in the State of West Virginia. To encourage consistency in demographics and enrollment projections throughout each plan, the SBA may provide a demographer to perform demographics and school enrollment projections.

The RFP shall define the scope of work to be performed in the development of the CEFP. The SBA will monitor the progress of the plan development at various stages and upon request the county will adjust the process to comply with SBA requirements.

3. A list of all firms responding to the RFP will be submitted to the SBA for review and approval of each firm's qualifications.
4. Upon completion of the selection process and successful negotiations with the highest qualified professional firm, a copy of the contractual agreement shall be provided to and approved by the SBA. Any changes in the scope of work or change order to the contracted amount must be approved by the SBA to attain state reimbursement for the expenditure.
5. Upon completion of CEFP Progress Reports #1 (SBA Form 163) and #2 (SBA Form 164) and the submission of a draft copy of the completed data with Progress Report #2, the county may submit a request for payment to the SBA for review and consideration. If all expenses are deemed appropriate, a payment shall be made to the county equivalent to 50% of the total planning grant contracted fee or an amount not to exceed 50% of the SBA Planning Grant amount. The SBA will remit the balance of the planning grant upon completion of the CEFP and its approval by the SBE and the SBA.

SBA Policy and Procedures  
**APPENDIX F**

School Building Authority of West Virginia  
**PROCEDURES FOR DEVELOPMENT AND REVIEW OF  
CONSTRUCTION FUND PROJECTS**  
(Needs Funding)  
**APPENDIX F**

The SBA staff will utilize the following approach to review the projects submitted by each county for competitive school construction funding.

Each county in West Virginia who has an approved CEFP is eligible for capital improvement funds from the SBA based on the needs of the facilities in their district. The project, for which SBA school construction funds are being requested, must be part of the approved CEFP to be eligible for funding consideration.

Each county shall work with the SBA staff to evaluate the needs of the facilities as indicated in the CEFP.

Each county is responsible for determining in their facilities plan the specific project(s) for which SBA school construction funds will be requested. This individual project will be fully developed by the county working with the SBA staff, in regard to the issues indicated in Section 1.1 of the SBA Policy and Procedures Handbook and have a SBA School Construction Fund Project Summary Report completed.

Proposals for school construction fund projects must be part of an approved CEFP, and submitted at the request of the Authority based upon the availability of funds for distribution. Provide two (2) hard bound copies and one (1) electronic PDF file.

The Authority will review and evaluate the projects based upon criteria set forth in Section 1.1 of the SBA Policy and Procedures Handbook. A prioritized list of projects to be funded equal to the amount of the funds available during the specific funding cycle will be developed by the Authority.

The Authority reserves the right to request review of any or all projects submitted to them that they feel has special merit or extenuating circumstances.

1. Development of the Competitive School Construction Fund Project.
  - a. Each county shall work with the SBA staff to evaluate the needs of the county's facilities based on the conditions described in the CEFP. Discussions should focus on the projects impact on the county's preventative maintenance plan, as well as, the impact on county's efforts to operate more efficiently.
  - b. The proposed project, whether it is a new facility or an addition/renovation, should focus on improving efficiencies within the

school district and shall be developed with integral involvement of the SBA staff.

- (1) If the proposed project is to be the construction of a new facility, SBA funding will be determined on the SBA funding formula. Should the county desire additional square footage above the SBA funding formula or to utilize property with abnormal site conditions, additional local funds may be needed to complete the desired increase in project scope. Should design professionals and/or cost estimating professionals be needed to assist in determining the additional scope of work or potential additional funds needed to complete the desired project, the SBA staff will assist in the advertisement and hiring process for the necessary services.
- (2) Should the proposed project be an addition, renovations or mechanical/electrical system upgrade to an existing facility, the SBA staff shall assist in developing an understanding of the desired scope of work prior to the involvement of design professionals. Once the scope of work is defined, the SBA staff will assist in the advertisement and hiring process of the appropriate professional services and together the final scope of work will be determined.

- c. Once an understanding of the proposed project scope has been developed, the SBA staff will assist with the completion of the required documentation to ensure an accurate representation of the proposed project is submitted for SBA funding consideration.

## 2. Review of the competitive school construction fund projects

- a. The SBA staff will evaluate the school construction fund projects in accordance with WV Code 18-9D-16 as well as the mission and goals of the Authority as in 18-9D-15.
- b. This review will utilize the following criteria to evaluate and make recommendations concerning merit for school construction funding.
  - (1) Health and safety
  - (2) Economies of Scale
  - (3) Travel Time and Demographics
  - (4) Multi-county/Regional Aspects
  - (5) Curriculum Improvement
  - (6) Educational Innovations
  - (7) Adequate Space for Projected Enrollment
  - (8) History of local funding efforts  
(to the extent constitutionally permissible)
  - (9) Effective and Efficient Use of Funding



3. Verification of Evaluations of Existing Facilities – School Construction Fund Projects
  - c. An on-site evaluation report will be prepared by the SBA staff for all school construction fund projects throughout the state as identified by the Authority. This report will:
    - (1) Verify the scope of the project
    - (2) Assess cost estimates of proposed facilities
    - (3) Evaluate the feasibility of the project
    - (4) Consider the option of new vs. renovation
    - (5) Address transportation and demographic issues
  - d. During the on-site review and prior to the Superintendent interview, the SBA staff will assist in developing the presentation to be used in an effort to provide the Authority Members a thorough understanding of the proposed project.
4. The on-site evaluation report will be provided to the Authority for consideration in their deliberation and final selection of projects to be funded from the construction funds account.
5. Administrative Interview

Before the Authority determines the statewide prioritized list, members will identify projects where specific questions or clarifications are needed in order to consider the project for funding. Superintendents and county board presidents will be asked to appear before the Authority to make presentations regarding their individual projects and to answer questions of the Authority members.

Upon a majority affirmative vote of the members present, the interviews may be held in Executive Session in accordance with WV Code 6-9A-4 (9) which provides that such session may be held for: “matters involving or affecting the purchase, sale or lease of property, advance construction planning, the investment of public funds or other matters involving competition which, if made public, might adversely affect the financial or other interest of the state or any political subdivision.”

- a. Purpose of the Interviews
  - (1) To provide an opportunity for the local board of education to express the importance of the project to the school system and its impact on the students who will attend the school;
  - (2) To clarify any issue or question regarding the project;
  - (3) To familiarize the SBA Members with individual projects and provide opportunity for questions prior to funding deliberations.
- b. Interview Format