

## FORMS – SBA Policy and Procedures Handbook

FORM NUMBER	FORM DESCRIPTION
SBA 104	Exhibit A-1 Project Description & Finance Plan Exhibit A-2 Project Development Schedule Exhibit B Requisition Form Exhibit C Project Finance Plan Amendment Form
SBA 105	Contractor’s Qualification Statement
SBA 106	CEFP Application for Amendment
SBA 113	Construction Observation Report
SBA/WVDE 116	Facility Classification Form
SBA 120	Construction Fund Project “Needs” Executive Summary
SBA 123	List of Proposed Subcontractors Equipment/Material Suppliers
SBA 124	Contractor Evaluation Form
SBA 131	Economy of Scale Waiver Request
SBA 132	Instructions & HS Attendance Area/Feeder School Summary
SBA 134	Facility Evaluation Form (General, Site, Facility Spaces, School Improvement Cost Summary)
SBA 138	Architect/Engineer Evaluation Form
SBA 139	Certificate of Contract Completion for Multiple Prime Projects
SBA 141	Area Space Allocation (Worksheet #2)
SBA 142	Summary of Spaces (Worksheet #1)
SBA 143	Maintenance & Custodial Care Site Visit Report
SBA 145 a&b	MIP Annual Update
SBA 146	SBA Occupancy Report
SBA 147	Translating Educational Needs Into Facility Needs & Building Improvement Cost Summary
SBA 148	Proposed Building Use and Capital Improvements
SBA 149	Evaluation of Previous Ten Year CEFP
SBA 150	Evaluation of Completed Project from the Previous Ten Year CEFP
SBA 152	Abandoned Schools Report
SBA 156	Building Program Utilization Worksheet
SBA 157	Bid Certification Form
SBA 158	Technology Infrastructure Review
SBA 159	Verification of HVAC Training
SBA 160	School Access Safety Repair & Renovation Schedule (Annual Update)
SBA 161	School Access Safety Audit
SBA 162	Executive Summary – CEFP (Annual Update)
SBA 163	CEFP Progress Report #1
SBA 164	CEFP Progress Report #2
SBA 165	Major Improvement Project – Executive Summary
SBA 166	SBA Maximum Gross Building Square Footage Allowance
SBA 167	SBA Maximum Class Sizes
SBA 168	SBA Job Sign (Needs Project)

SBA 169	SBA Job Sign (MIP Project)
SBA 170	SBA Building Plaque
SBA 171	Design Build Services
SBA 172	Design Build – Educational Facilities Planner
SBA 173	Design Build – Performance Criteria Developer
SBA 174	Anti-Bullying Audit
SBA 175	SBA Architectural/Engineering Fee Schedule
SBA 176a	SBA Project Submission Form: Planning Phase
SBA 176b	SBA Project Submission Form: Schematic Design Phase
SBA 176c	SBA Project Submission Form: Design Development Phase
SBA 176d	SBA Project Submission Form: Bidding Document Submission
SBA 176e	SBA Project Submission Form: American Recovery and Reinvestment Act Funds
SBA 177	Affidavit of Debt Paid
SBA 178	Project Closeout Procedures
SBA 179	Annual Energy Usage
WVDE P-1	Application for Project Approval
WVDE BP-13A	Certificate of Project Completion
SBA 180	Certification of Worker Verification
SBA 181	Prime Contractor’s Certification of Worker Compliance with WV Code and SBA Policy
SBA 182	Subcontractor’s Certification of Worker Compliance with WV Code and SBA Policy
SBA 183	SBA Bid Checklist
SBA 184	Certification of Receipt of Addenda
SBA 185	State of West Virginia Purchasing Affidavit
SBA 186	Monthly Anticipated Adverse Weather Delays
SBA 187	School Building Authority Construction (CPM) Schedule
SBA 188	Drug Free Workplace Affidavit
SBA 189	Contract Services Responsibilities Matrix
SBA 190	Building Information Modeling (BIM) Guidelines and Standards for Architects, Engineers, and Contractors
SBA 191	Building Information Modeling (BIM) Execution Plan
SBA 192	Construction Manager Evaluation Form
SBA 193	List Of Proposed Third-Tier Subcontractors Equipment/Material Suppliers