Improving Rhode Island's Public Schoolhouses with the School Building Authority at the RI Department of Education

INFORMATION AND INSTRUCTIONS

8/11/2015

The State of Rhode Island is committed to providing high quality educational opportunities for all public school students. School facilities provide more than a place for instruction. The physical learning environment contributes to the successful performance of educational programs. (RIGL 16-105-1)

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INTRODUCTION

The State of Rhode Island is committed to providing high quality educational opportunities for all public school students. School facilities provide more than a place for instruction. The physical learning environment contributes to the successful performance of educational programs.

The Fiscal Year 2016 Budget enacted by the General Assembly created the School Building Authority (SBA) within the Rhode Island Department of Education. The Council on Elementary and Secondary Education (CESE) has the responsibility for determining the need for all school housing projects. This review of school housing projects serves two purposes: (1) qualification of the project for reimbursement under the state aid for Housing Program or School Building Authority Capital Fund; and (2) certifying to the General Assembly that the project is needed should the district require enabling legislation for a bond.

Beginning July 1, 2015, the Council on Elementary and Secondary Education (CESE) shall approve new necessity of school construction applications on an annual basis, pursuant to Rhode Island General Law 16-7-41.1(d). The School Building Authority reviews and preliminarily approves a multi-stage application prior to presentation to the SBA Advisory Board (Advisory Board). Upon recommendation by the SBA Advisory Board, the SBA makes their recommendations to the CESE who have the final authority to approve or deny each application.

This document outlines the initial process of LEA participation in the SBA program, provides a Necessity of School Construction timeline, and contains guidelines for submitting a Letter of Intent. The SBA funding program for school construction is a competitive program, as the CESE approves funding based on need and urgency. Once the SBA invites LEAs to participate in the funding program, the district and the SBA work together in a collaborative process.

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NECESSITY OF SCHOOL CONSTRUCTION OVERVIEW

The School Building Authority has two distinct programs to assist LEAs as they fulfill their obligation to provide safe, healthy, and educationally appropriate school facilities for its students:

1. Fast Track Repair Program
2. Major Projects Program

- The multi-stage application process will follow the timeline and milestones below. **Because this is an annual process, any LEA that misses the outlined milestones or otherwise cannot keep to the timeline outlines will be delayed to the next fiscal year.**

<u>Fast Track Repair Program</u>

Step 1 – Letter of Intent (LOI)

- *LEA LOI due September 15th*
- *SBA invitation to submit Stage I*

Step 2 – STAGE I *

- *Due November 1st*
- *SBA authorization to proceed to Stage II*
- *Meeting with School Building Committee*

Step 3 – STAGE II

- *Due March 1st*
- *SBA issues preliminary approval*
- *SBA Advisory makes recommendation*
- *Commissioner recommends project to Council of Elementary and Secondary Education*

Step 4 – STAGE III

- *RIDE design reviews at SD, DD, and CD*

**Once Statewide Schoolhouse Assessment (to be conducted in FY16) is complete, LEAs that are applying to the Fast Track Repair Program can use assessment data for Stage I to expedite process and save money.*

<u>Major Projects Program</u>

Step 1 – Letter of Intent (LOI)

- *LEA LOI due October 1st*
- *SBA invitation to submit Stage I*
- *Meeting with School Building Committee*

Step 2 – STAGE I

- *Submittal schedule agreed upon between SBA and LEA*
- *SBA authorization to proceed to Stage II*
- *Meeting with School Building Committee*

Step 3 – STAGE II

- *Submittal schedule agreed upon between SBA and LEA*
- *SBA issues preliminary approval*
- *SBA Advisory makes recommendation*
- *Commissioner recommends project to Council of Elementary and Secondary Education*

Step 4 – STAGE III

- *RIDE design reviews at SD, DD, and CD*

- Please note that because applications are no longer accepted on a rolling basis, it is critical that the above listed deadlines are met. **Failure to meet the deadlines at any of the stages will result in projects not being approved that year.**

- Additional information can be attached to the application as deemed necessary.

- The necessity of construction process applies to all renovation projects, new additions, or new facilities, which are part of a five year Capital Improvement Plan.

- **STAGE I & STAGE II SUBMISSION INFORMATION** – please submit **an original and an electronic copy** of the application packages to:

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NECESSITY OF SCHOOL CONSTRUCTION PROCESS

LOCAL APPROVALS and SIGN OFFS

Letter of Intent/Statement of Interest – Stage I – Signed by Superintendent, School Committee, and Municipal Representative (Mayor/City Council)

Memorandum of Agreement – Signed by School Committee and Superintendent

School Building Committee – Composed of City and School representatives

Local Support – Stage II must include School Committee and City Council Approvals

STAGE I IDENTIFY NEED	STAGE II DEVELOP SOLUTION	Council Approval	MOA
SBA Stage I Preliminary Approval - Authorization to move forward with Stage II	**State Agency Reviews** – DOA Planning; RIHPHC; Commission on Disabilities **SBA Stage II Preliminary Approval –** Considered by SBA Advisory Board	**CESE Approval -** With recommendation from SBA Advisory Board, Commissioner makes recommendation to CESE	

RIDE and STATE APPROVALS and SIGN OFFS

FUNDING OPTIONS

SBA CAPITAL FUND -
Projects funded by School Building Authority Capital Fund receive progress payments during design and construction.

DESIGN	CONSTRUCTION	COMPLETION

HOUSING AID REIMBURSEMENT –
Projects funded by bonds or local capital reserves receive State reimbursement upon project completion

STEP 1 – LETTER OF INTENT

The intent of this step is to inform the SBA of the commencement of the planning process leading to a potential Stage I application and provide contact information. Each application, regardless of whether the project involves major construction or capital improvements, must file a letter of intent. This notification will start the collaborative, comprehensive planning between the district and the SBA.

The School Building Authority will annually invite all LEAs to submit Letters of Intent (LOI) for two programs:

- Fast Track Repair Program: This program is primarily for the repair and/or replacement of building system components, including but not limited to the building envelope (roof, windows, doors), HVAC, plumbing, electrical, fire alarm, fire protection, ADA, egress, energy efficiency, and hazardous material abatement. This Fast Track Repair Program focuses on the protection and preservation of existing schoolhouse assets. The program will also encourage energy efficiency initiatives that can result in operational savings for LEAs. In this program LEAs are required to adhere to accelerated scheduling and to appropriate funds accordingly.

- Major Projects Program: This program is primarily for major renovations, additions, and new construction.

Required Information:

1. Name of Local Education Agency (LEA)
2. Brief description of the proposed projects, identification of program selection (Fast Track or Major Projects), and anticipated order of magnitude of projects.
3. Contact Information for Point of Contact: Name, Address, Telephone Number, and Email Address.
4. Brief description of the comprehensive planning steps to be undertaken, the project type, and funding mechanism anticipated.
5. Planning Timeline – including design, reviews, bid, and construction.
6. Commitment to comply with School Construction Regulations, Northeast Collaborative for High Performance Schools protocol, and any applicable statutes, codes, and/or regulations.
7. Working list of School Building Committee members (use table on page 8).
8. ***For Major Projects Program***, provide description of educational facility planning process to be undertaken, timeline for procurement of design and planning team, and financing mechanism anticipated.
9. Signed by the Superintendent of Schools

School Building Committee Table:

	Member Name	Background	Committee Role – Alignment w/ RIDE 1.08-1 (2)
1.			Superintendent of Schools
2.			Member of School Committee
3.			Local official responsible for building maintenance
4.			Representative of the office or body authorized by law to construct school buildings in the municipality
5.			School principal
6.			Member who has knowledge of the educational mission and function of the facility
7.			Local budget official or member of the local finance committee
8.			Member of the community with architectural, engineering and/or construction experience