

District: _____

School: _____

Scope: _____

Project ID: _____

Schematic Design Deliverables:

Applicable to roof projects:
Solar ready scope includes analysis, description, and budget for identified roof area(s) to be constructed as solar ready. The Schematic Design Project Narrative includes overview of the solar ready approach and solution. Analysis includes an evaluation of structural impact, code issues, main electrical system capacity, and electrical conduit runs/locations (including roof penetrations if needed). Schematic Design Drawings identify the roof area(s) and associated square footage(s) to be made solar ready. Cost Estimate and Construction Budget include all costs needed to construct the solar ready scope.

OPM	District	
☐	☐	Project Narrative: - Existing conditions analysis (hazardous materials, structural, etc.) - Explanation of proposed solution - Designer statement that the proposed solution meets the Massachusetts Stretch Energy Code and/or the International Energy Conservation Code
☐	☐	Code Analysis
☐	☐	Schematic Design Drawings
☐	☐	Cost Estimate (CSI Format) - Include all Proposed Alternates
☐	☐	Form 3011 – Total Project Budget
☐	☐	Project Cash Flow (cumulative line chart illustrating Total Project Budget)



☐	☐	Project Schedule (Gantt Chart)
☐	☐	Accelerated Repair Program Reimbursement Rate Certification signed by the District
☐	☐	Proposed project scope and budget vote language in compliance with MSBA standard vote language

Program Guidelines and Project Funding Agreement:

OPM	District	
☐	☐	MSBA Board of Directors authorization to execute a Project Funding Agreement is tied to the specific project scope and budget presented in the Schematic Design.
☐	☐	The portion of the Construction Contingency potentially eligible for reimbursement is set at 5% of the total estimated eligible construction costs as included in the PFA's Total Project Budget and is intended for hard costs only. The MSBA will complete one Change Order review per district in which the MSBA will review Change Orders for eligibility not validity. All ineligible costs will not be reimbursed.
☐	☐	The portion of the Owner's Contingency potentially eligible for reimbursement is set at 0.5% of the total estimated eligible construction costs as included in the PFA's Total Project Budget and is intended for soft costs only. All ineligible costs will not be reimbursed.
☐	☐	Prior to securing project funding, the district will draft proposed project scope and budget vote language in compliance with MSBA standard vote language and will provide the vote language to the MSBA for review and approval prior to taking the vote.
☐	☐	After bids have been received and actual construction costs are established, the district's potential Project Funding Agreement must be revised to reflect the actual construction costs in accordance with paragraph 2.3 of the Project Funding Agreement. If there are bid savings, the MSBA shares in the cost savings by reducing the maximum facilities grant to reflect reimbursable costs. If there is a bid overage, construction contingency is transferred to the construction budget to reflect the additional costs and is deemed ineligible. The transfer of construction contingency due to the bid overage results in a reduction to the maximum facilities grant.



☐	☐	MSBA's standardized Schedule of Values will be used by the district to ensure that all budget entries in the MSBA's ProPay system mirror the Total Project Budget Form 3011 following the PFA Bid Amendment. The MSBA will only reimburse eligible costs if they are entered to the correct cost codes in the Total Project Budget.
☐	☐	Budget Revision Requests will be submitted by the district in a timely manner to reflect changes to the Total Project Budget. After a Budget Revision Request is executed, the district will enter the Budget Revision Request into the ProPay system for approval by the MSBA.
☐	☐	MSBA's Audit Department will review requests for reimbursement in the ProPay system of $50,000 or more. All reimbursement requests which are less than $50,000 will be returned to the district without review. All districts are encouraged to attend ProPay training conducted by the Audit Department following the execution of a Project Funding Agreement.
☐	☐	OPM monthly reporting begins when the OPM contract is executed and continues until the project receives Board of Directors approval of the final audit. Failure to submit timely and complete reports may impact district reimbursement review and payment. OPM monthly reporting supports MSBA review of reimbursement requests.

I certify, as evidenced by the boxes set forth under the heading, "Schematic Design Deliverables," which I have checked above, that I have fulfilled all requirements described in Section 8.2 of the MSBA Standard Contract for Project Management Services (Accelerated Repair Program) by submitting the listed deliverables by the established deadline to the MSBA. I further certify, as evidenced by the boxes set forth under the heading, "Program Guidelines and Project Funding Agreement," which I have checked above, that I have explained the Program Guidelines and Project Funding Agreement to the district.

I understand that if a conflict is created between this form and the Project Funding Agreement, the Project Funding Agreement is the controlling document. I also understand that if a conflict is created between this form and the MSBA Standard Contract for Project Management Services (Accelerated Repair Program), the MSBA Standard Contract is the controlling document. I further recognize that the purpose of this form is to further understand the Project Funding Agreement and the MSBA Standard Contract for Project Management Services (Accelerated Repair Program).

_____

Title: Project Director, Owner's Project Manager
Firm:
Date:



I certify, as evidenced by the boxes set forth under the heading, "Program Guidelines and Project Funding Agreement," which I have checked above, that I have read and understand the Program Guidelines and Project Funding Agreement. I certify, as evidenced by the boxes set forth under the heading, "Schematic Design Deliverables," which I have checked above, that I have reviewed the enumerated deliverables within the Schematic Design Submittal with the Owner's Project Manager and Designer. I further certify, as evidenced by the boxes set forth under the heading, "Schematic Design Deliverables," which I have checked above, that the OPM has explained to me the OPM's responsibilities as described in Section 8.2 of the MSBA Standard Contract for Project Management Services (Accelerated Repair Program) to submit the designer's deliverables listed above.

I understand that if a conflict is created between this form and the Project Funding Agreement, the Project Funding Agreement is the controlling document. I also understand that if a conflict is created between this form and the MSBA Standard Contract for Project Management Services (Accelerated Repair Program), the MSBA Standard Contract is the controlling document. I further recognize that the purpose of this form is to further understand the Project Funding Agreement and the MSBA Standard Contract for Project Management Services (Accelerated Repair Program).

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Title: Superintendent of Schools
Date: