MEMORANDUM

TO: Board of Directors, Massachusetts School Building Authority
FROM: James A. MacDonald, First Deputy Treasurer, Chief Executive Officer
John K. McCarthy, Executive Director/Deputy Chief Executive Officer
DATE: December 5, 2018
RE: Statement of Interest for Core Program – 2018
Recommendations for Invitations to Eligibility Period

The Massachusetts School Building Authority (the "MSBA") opened the 2018 Statement of Interest (the "SOI") filing period on January 5, 2018. The filing deadline for the Core Program was April 6, 2018, with 70 SOIs submitted for consideration.[1] Of the 70 SOIs submitted, 43 were designated as the priority school by the District. Beginning April 2018, the MSBA conducted its due diligence on the SOIs that were submitted for the Core Program, as outlined in **Attachment A**, "SOI Process Overview for Core Program", and as noted below:

- Review SOI submissions for completeness – votes, signatures and support documentation;
- Review SOI submissions and accompanying documents for content; and,
- Conduct senior study visits, if necessary.

As discussed with the Board during the process and most recently at the November 14, 2018 Facilities Assessment Subcommittee meeting, the MSBA has now concluded its due diligence for the 2018 SOIs and is recommending that the Board vote to invite the 12 Districts and schools listed below and found in **Attachment B** into the Eligibility Period.

Upon approval by the Board, each District and school is invited into the 270-day Eligibility Period with a specified effective date for commencement and any approval of a potential grant for the scope of work as identified herein will not be made before July 1, 2021. As part of its due diligence, MSBA staff has discussed the Eligibility Period requirements and the specific funding timelines with Districts. The Districts are aware of the effective dates for commencement of Eligibility Period as found below and the dates for potential grant approval.

Attachment C of this memorandum lists the names of the remaining 49 Districts and 58 schools that submitted an SOI in 2018 but are not being considered for an invitation into the MSBA's grant program.

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[1]The filing deadline for the Accelerated Repair Program (the "ARP") was February 16, 2018 with 60 SOIs submitted. Invitations into the ARP were concluded at the June 27, 2018 Board of Directors meeting and 23 districts, representing 34 projects were invited into the ARP.

Recommended Invitation for Commencement of Eligibility Period on April 1, 2019

District	School	Age of Existing Building	Grade Configuration
Hull	Hull Memorial Middle School	1948	6-8
Peabody	William A. Welch Elementary School	1973	PK-5
Walpole	Bird Middle School	1961	6-8

Recommended Invitation for Commencement of Eligibility Period on May 1, 2019

District	School	Age of Existing Building	Grade Configuration
Norwood	Dr. Philip O. Coakley Middle School	1974	6-8
Stoneham	Stoneham High School	1968	9-12
Westfield	Franklin Avenue Elementary School	1955	K-4

Recommended Invitation for Commencement of Eligibility Period on June 3, 2019

District	School	Age of Existing Building	Grade Configuration
Brookline	John R. Pierce School	1859/1974	K-8
Haverhill	Dr. Albert B. Consentino School	1969	3-8
Tyngsborough	Tyngsborough Middle School	1968	6-8

Recommended Invitation for Commencement of Eligibility Period on July 3, 2019

District	School	Age of Existing Building	Grade Configuration
Revere	Revere High School	1974	9-12
Spencer-East Brookfield Regional School District	David Prouty High School	1966	9-12
Webster	Bartlett Junior/Senior High School	1979	9-12

Attachment A – 2018 Statement of Interest Board Memo

Core Program Statement of Interest Process Overview

Introduction

The Massachusetts School Building Authority's (the "MSBA's") grant program is a non-entitlement, competitive program, and its grants are distributed by the MSBA Board of Directors based on need and urgency, as expressed by the district and validated by the MSBA. The MSBA completes an extensive review of available information for districts that submit a Statement of Interest ("SOI") for the Core Program each year. The goals of this review include:

- To determine those schools that are the most urgent and needy relative to the pool of SOI submittals filed in that year. The MSBA considers many factors when looking at the totality of the SOIs including, but not limited to, the age of the building, the amount of space per student, the current and projected enrollment, the condition of the major systems of the school, the general environment of the building and the appropriateness of the building to the educational mission;
- To collaborate with districts on the potential project that they have identified as the priority SOI if they are filing more than one SOI for that given year;
- To understand if the MSBA is currently partnering with the district on another Core Program project already underway; and,
- To understand the range of options each district faces when planning for district-wide educational facilities.

The following information provides an overview of the SOI process from initial opening of the SOI period each January until the Board of Directors votes to authorize invitations to the MSBA's grant program at a subsequent Board meeting.

The SOI Filing Period

The MSBA opens its Statement of Interest System annually for districts to file one or more SOIs for either the Core Program or the Accelerated Repair Program. The SOI is the tool districts use to identify the deficiencies and/or programmatic issues that exist in their facilities. Districts should submit one SOI per school for each school that they believe requires a project. An SOI should only be filed for a facility where a district has the ability to fund a project in the next two years. Over the last several years, the SOI system has opened in early January. SOIs are typically due for the Accelerated Repair Program in early February and for the Core Program in early April.

The MSBA has received approximately 100 to 125 SOIs for the Core Program annually. The number of invitations that the Board is able to authorize each year varies, and is contingent on a number of factors. The MSBA has to operate within its annual statutory budget cap. The number of invitations varies based on the characteristics of the pool of applicants, including the number of elementary, middle or high schools that file, total square footage of the schools, and the reimbursement rates of the districts that are invited to participate in the MSBA's grant program.

Thus, applying for an MSBA grant is competitive, and not every SOI can be invited into the grant program.

The Funding Cap

The Commonwealth irrevocably dedicated a 1% statewide sales tax, known as the School Modernization Trust fund ("SMART Fund"), to the MSBA's capital program. The state sales tax collections inform the amount of annual funding the MSBA can commit for projects. The MSBA's enabling legislation limits increases or decreases annually thereafter by the lesser of four and one half percent (4.5%) of the limit for the prior fiscal year or the percentage increase or decrease of the dedicated sales tax revenue amount over the prior fiscal year.

The SOI Due Diligence Process

The SOI process involves the district filing an electronic version of an SOI with the MSBA by the dates established. MSBA staff is readily available to address concerns, questions, and issues during the filing period. Once the filing period has closed, MSBA staff commences the due diligence process for all SOIs. This is a 4-phase process, which includes:

1. Review SOI submissions for completeness;
2. Review SOI submissions and accompanying documents for content;
3. Conduct senior study visits, if required; and
4. Recommend SOIs for invitation into Eligibility Period.

During this process, the MSBA may seek to obtain additional or clarifying information from districts. As the MSBA reviews the entire cohort of SOIs received, it will determine the appropriate level of due diligence that will be required for each SOI and will notify districts of next steps accordingly.

1. Review SOI submission for completeness:

Once the SOI system has closed, MSBA staff reviews each submission to check that all of the required materials have been received. The MSBA works with districts throughout the filing period to ensure that the SOI is complete. For all SOI submissions, the district needs to provide:

- An electronic version of the SOI with the required electronic signatures; there are two separate certifications in each SOI where district officials need to sign;
- An electronic version of the Closed Schools Certification with the required electronic signatures;
- Hard copies of the required local vote documentation that is detailed in the SOI; and
- Any supporting materials required to be submitted with the SOI.

Districts are expected to submit materials and have them post-marked on or before the due date for the Program submission deadline. The district and the MSBA should discuss in advance of the filing date any extenuating circumstances or requests for exceptions to receipt of the hard copy material.

2. Review each SOI submission and accompanying documents for content:

Once an SOI is determined to be complete, MSBA staff review the information and any additional documents submitted by the district. MSBA staff then compiles the data necessary to assess which SOIs filed in that year may be categorized as the most urgent and needy. In determining the most urgent and needy SOIs, MSBA staff relies on many different data sources. MSBA staff use over 50 data points that include the SOI, the MSBA project management system, the MSBA's enrollment tool, the MSBA's 2016 Needs Survey, and information from the Department of Elementary and Secondary Education ("DESE"). There are many factors that can impact the assessment of urgency and need in an SOI, such as increasing enrollment, overcrowding, building condition, general environment, and program deficiencies. As such, it is important to assemble as much data as possible so that staff may gain as complete of a picture of the submitted SOI as possible.

Due to the volume of SOIs submitted for the Core Program, the MSBA requests that each district identify a priority SOI for consideration. This enables the district and the MSBA to focus financial and staff resources on completing a project and ensures that an opportunity for a grant is possible for as many districts as possible. This narrows down the pool of potential projects if districts have submitted multiple schools within the district for consideration.

With its focus on the district identified SOI priority, MSBA staff then looks at this smaller pool of submitted SOIs to assess urgency and need focusing on:

- 2016 School Survey rating of building condition;
- 2016 School Survey rating of general environment;
- Previous or ongoing project activity with the MSBA; and,
- Section 8 of the MSBA's statute.

Consideration of these factors produces a smaller subset of the priority SOIs that appear to be more urgent and needy than the other SOIs submitted that year. With this assessment, a group of SOIs are identified for further consideration. This further review may or may not require a senior study visit. If the MSBA is familiar with the school facility identified in the SOI or if the SOI has already received a senior study visit within the previous two years, a senior study visit may not be needed for that SOI. If the MSBA may choose to re-visit a school within this two-year window if the SOI contains new information since the last visit.

3. Conduct Senior Study Visits, if required:

If MSBA staff determines that a senior study visit is needed to complete the due diligence process, MSBA staff, accompanied by its technical consultant, will visit the SOI facility. The senior study visit lasts approximately two hours and is an opportunity for the MSBA to further understand the issues identified in the district's SOI. MSBA staff requests that the district have someone familiar with the facilities and systems present, as well as someone who is familiar with the curriculum as it relates to the program offered. The district is requested to provide a copy of the school's floor plans (emergency/evacuation plans are sufficient) ahead of the MSBA's visit.

The senior study visit starts with a meeting to review the SOI, the MSBA process, and to hear district concerns. The discussion is followed by a tour of the main areas of the school, as well as typical general classrooms and specialty spaces.

Dependent upon the number of senior study visits that are required, this phase can take approximately 8 to 10 weeks, with visits typically scheduled from September through November.

4. Recommend SOIs for Invitation into Eligibility Period:

Once the content review and senior study visits have been completed, MSBA staff once again review the factors that can impact the assessment of urgency and need in an SOI (e.g., increasing enrollment, evidence of overcrowding, building condition, general environment and program deficiencies), to understand the total impact of all of the factors on the overall need expressed in the SOI. As the number of invitations that the MSBA can issue varies each year, and the number of SOIs received each year exceeds the MSBA's annual cap expenditure, MSBA staff compares the SOIs that were selected for further review to each other to determine a degree of urgency and need, ranging from minor to major, for each of the SOIs. MSBA staff then provide their findings to the Chief Executive Officer, Executive Director/Deputy Chief Executive Officer, the MSBA's Facilities Assessment Subcommittee, and the Board of Directors. Once the recommendations have been accepted, MSBA staff works with the districts to determine the optimum Board meeting for the district to receive an invitation into Eligibility Period from the Board of Directors.

Attachment B - 2018 Statement of Interest Board Memo

District	School Name	Year Built	Current Grade Configuration	School Type	2017-2018 DESE Enrollment	Building Gross SF	MSBA Check Section 8 Priorities
Brookline	John R. Pierce School	1859/1974	K-8	K-8	859	197,675	2,4,5,7
Revere	Revere High School	1974	9-12	HS	1,991	324,375	2,4,5,7
Haverhill	Dr. Albert B. Consentino School	1969	3-8	MS	976	108,300	2,5,7
Norwood	Dr. Philip O. Coakley Middle School	1974	6-8	MS	737	128,100	2,5,7
Stoneham	Stoneham High School	1968	9-12	HS	676	211,000	3,5,7
Peabody	William A. Welch Elementary School	1973	PK-5	ES	360	58,080	4,5,7
Walpole	Bird Middle School	1961	6-8	MS	491	88,500	4,5,7
Hull	Hull Memorial Middle School	1948	6-8	MS	188	67,546	5
Spencer-East Brookfield Regional School District	David Prouty High School	1966	9-12	HS	293	100,000	5,7
Tyngsborough	Tyngsborough Middle School	1968	6-8	MS	409	80,000	5,7
Webster	Bartlett Junior/Senior High School	1979	9-12	C-HS	439	186,000	5,7
Westfield	Franklin Avenue Elementary School	1955	K-4	ES	248	33,804	5,7

Attachment C - 2018 Statement of Interest Board Memo

District	School Name	MSBA Check Section 8 Priorities	MSBA Due Diligence Findings
Acton-Boxborough Regional School District	Gates Elementary School	5,7	Not district priority, SOI under consideration by district consolidation, active MSBA CORE project, high School Survey score
Acton-Boxborough Regional School District	Luther Conant Elementary School	5,7	Not district priority, SOI under consideration by district consolidation, active MSBA CORE project, high School Survey score
Adams-Cheshire Regional School District	Plunkett Elementary School	5,7	District not ready to proceed
Amherst	Fort River Elementary School	5,7	Deficiencies not among highest within cohort of most urgent/needy
Amherst	Wildwood Elementary School	5,7	Not district priority, other district SOI in FRR category, high School Survey score
Andover	Andover High School	2,5,7	Not district priority, active MSBA CORE project, high School Survey score
Bedford	John Glenn Middle School	4,7	District has short term solution
Berkshire Hills Regional School District	Monument Mountain Regional High School	5,7	Deficiencies not among highest within cohort of most urgent/needy
Blackstone-Millville Regional School District	Blackstone-Millville Regional High School	5,7	Active MSBA ARP projects, high School Survey score
Braintree	Braintree High School	3,5,7	Not district priority, active MSBA CORE projects, high School Survey score
Brookline	Michael Driscoll Elementary School	2,4,5,7	Not district priority, deficiencies not among highest within cohort of most urgent/needy
Burlington	Burlington High School	5, 7	Deficiencies not among highest within cohort of most urgent/needy
Canton	William H. Galvin Middle School	4,5,7	Deficiencies not among highest within cohort of most urgent/needy
Chelmsford	Chelmsford High School	5,7	Deficiencies not among highest within cohort of most urgent/needy
Clinton	Clinton Middle School	5,7	Deficiencies not among highest within cohort of most urgent/needy
Concord	Concord Middle School	5,7	Deficiencies not among highest within cohort of most urgent/needy
Dennis-Yarmouth Regional School District	Marguerite E. Small Elementary School	5	Not district priority, active MSBA CORE project
Dracut	Joseph A. Campbell Elementary School	5,7	Deficiencies not among highest within cohort of most urgent/needy
Dracut	Brookside Elementary School	5,7	Not district priority, other district SOI in FRR category, high School Survey score
Dracut	George H. Englesby Elementary School	5	Not district priority, other district SOI in FRR category, high School Survey score
East Longmeadow	East Longmeadow High School	5	Active MSBA ARP project, high School Survey score

Attachment C - 2018 Statement of Interest Board Memo

District	School Name	MSBA Check Section 8 Priorities	MSBA Due Diligence Findings
Everett	Everett High School	2,4	Not district priority, active MSBA CORE project, high School Survey score
Freetown-Lakeville Regional School District	Assawompset Elementary School	5	Deficiencies not among highest within cohort of most urgent/needy
Greater Lawrence Regional Vocational Technical School District	Greater Lawrence Regional Vocational Technical High School	5,7	A high School Survey score
Hamilton-Wenham Regional School District	Cutler Elementary School	5,7	Deficiencies not among highest within cohort of most urgent/needy
Hingham	William L. Foster Elementary School	5,7	Deficiencies not among highest within cohort of most urgent/needy
Hopkinton	Elmwood Elementary School	2,4,5,7	Not district priority, active MSBA CORE project, high School Survey score
Hull	Hull High School	5	Not district priority, other district SOI in FRR category, high School Survey score
Longmeadow	Glennbrook Middle School	5,7	Deficiencies not among highest within cohort of most urgent/needy
Longmeadow	Williams Middle School	5,7	Not district priority, other district SOI in FRR category, high School Survey score
Lynn	Pickering Middle School	2,4,5,7	District would benefit from additional time
Martha's Vineyard Regional School District	Martha's Vineyard Regional High School	5,7	Deficiencies not among highest within cohort of most urgent/needy
Maynard	Green Meadow Elementary School	5,7	Deficiencies not among highest within cohort of most urgent/needy
Medford	Medford High School	5	Deficiencies not among highest within cohort of most urgent/needy
Nashoba Regional School District	Nashoba Regional High School	5,7	Deficiencies not among highest within cohort of most urgent/needy
Newton	Lincoln-Eliot Elementary School	2,5,7	Not district priority, active MSBA ARP projects, active MSBA CORE project
North Adams	Greylock Elementary School	5,7	Deficiencies not among highest within cohort of most urgent/needy
North Andover	North Andover Middle School	2,4,7	Deficiencies not among highest within cohort of most urgent/needy
North Attleborough	North Attleborough High School	2,3,5,7	Deficiencies not among highest within cohort of most urgent/needy
Peabody	Center Elementary School	2,4,5,7	Not district priority, deficiencies not among highest within cohort of most urgent/needy
Quincy	Squantum Elementary School	5,7	Not district priority, active MSBA ARP projects, active MSBA CORE project, high School Survey score
Salem	Salem High School	5,7	A high School Survey score
South Hadley	Mosier Elementary School	5	Deficiencies not among highest within cohort of most urgent/needy

Attachment C - 2018 Statement of Interest Board Memo

District	School Name	MSBA Check Section 8 Priorities	MSBA Due Diligence Findings
South Shore Regional Vocational Technical School District	South Shore Regional Vocational Technical High School	5	Deficiencies not among highest within cohort of most urgent/needy
Stoughton	South Elementary School	5,7	Not district priority, active MSBA CORE project
Swampscott	Clarke Elementary School	5,7	Not district priority, SOI under consideration by district consolidation, active MSBA CORE project, high School Survey score
Swampscott	Stanley Elementary School	5,7	Not district priority, SOI under consideration by district consolidation, active MSBA CORE project, high School Survey score
Taunton	Edward F. Leddy Preschool	5	Not district priority, active MSBA ARP project, active MSBA CORE project
Tri-County Regional Vocational Technical School District	Tri-County Regional Vocational Technical High School	5,7	Deficiencies not among highest within cohort of most urgent/needy
Wakefield	Wakefield Memorial High School	3,5,7	Deficiencies not among highest within cohort of most urgent/needy
Walpole	Eleanor N. Johnson Middle School	4,5,7	Not district priority, deficiencies not among highest within cohort of most urgent/needy
Walpole	Walpole High School	5,7	Not district priority, other district SOI in FRR category, high School Survey score
Westfield	Westfield Technical Academy	7	Not district priority, other district SOI in FRR category
Whittier Regional Vocational Technical School District	Whittier Regional Vocational Technical High School	5,7	Deficiencies not among highest within cohort of most urgent/needy
Winchester	Lynch Elementary School	4,5,7	Deficiencies not among highest within cohort of most urgent/needy
Winchester	Muraco Elementary School	2,4,5,7	Not district priority, other district SOI in FRR category, high School Survey score
Worcester	Burncoat Senior High School	3,5,7	Not district priority, active MSBA ARP projects, active MSBA CORE project
Worcester	Worcester East Middle School	5	Not district priority, active MSBA ARP projects, active MSBA CORE project

[1]Exhibit A

2018 SOI Invitations to Eligibility Period

District	School	Age of Existing Building	Current Grade Configuration	2017-2018 DESE Enrollment	Existing Square Footage	Eligibility Period Commencement Date
Brookline	John R. Pierce School	1859/1974	K-8	859	197,675	June 3, 2019
Haverhill	Dr. Albert B. Consentino School	1969	3-8	976	108,300	June 3, 2019
[2]Hull	Hull Memorial Middle School	1948	6-8	188	67,546	April 1, 2019
Norwood	Dr. Philip O. Coakley Middle School	1974	6-8	737	128,100	May 1, 2019
Peabody	William A. Welch Elementary School	1973	PK-5	360	58,080	April 1, 2019
[3]Revere	Revere High School	1974	9-12	1,991	324,375	July 1, 2019
Spencer-East Brookfield Regional School District	David Prouty High School	1966	9-12	293	100,000	July 1, 2019
Stoneham	Stoneham High School	1968	9-12	676	211,000	May 1, 2019
Tyngsborough	Tyngsborough Middle School	1968	6-8	409	80,000	June 3, 2019
[4]Walpole	Bird Middle School	1961	6-8	491	88,500	April 1, 2019
Webster	Bartlett Junior/Senior High School	1979	9-12	439	186,000	July 1, 2019
Westfield	Franklin Avenue Elementary School	1955	K-4	248	33,804	May 1, 2019

[1]Any approval of a potential grant for a scope of work as identified herein will not be made before July 1, 2021

[2]The MSBA's invitation is specific to the deficiencies as identified by the Town of Hull in the SOI for the Memorial Middle School only and related to HVAC, windows, doors, masonry, and envelope issues

[3]The MSBA's invitation is specific to the deficiencies as identified by the City of Revere in the SOI for the Revere High School student enrollment for grades 9-12 only

[4]The MSBA's invitation is specific to the deficiencies as identified by the Town of Walpole in the SOI for the Bird Middle School and includes the study of a potential consolidation for the total student enrollment for grades 6-8 only