Massachusetts School Building Authority

Funding Affordable, Sustainable, and Efficient Schools in Partnership with Local Communities

SOI

Statement of Interest System

User Guide for School District Users For 2026

Massachusetts School Building Authority
Application User Guide

MSBA © January 2026

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Introduction

This User Guide is intended to assist cities, towns, and regional school districts ("district") with filing a Statement of Interest ("SOI") with the Massachusetts School Building Authority ("MSBA"). The SOI is the first step for districts in expressing interest in the MSBA's grant program for school construction, renovation, and repair projects. All districts are welcome to submit an SOI, which identifies the perceived deficiencies in their school facilities. All SOIs must be transmitted to the MSBA with electronic signatures using the online SOI System. All vote documentation must be uploaded to the MSBA's online SOI system on the "Vote" tab. Please do not mail hard copies of the votes, the SOI, or the supplemental materials as noted below.

Please note, the district's submission is not yet complete if the district selected Statutory Priority 1 or Statutory Priority 3. Any supporting materials required and/or any supplemental material a district elects to submit with the SOI must be uploaded in the SOI system in order to submit an SOI. **Hard copies will no longer be accepted.**

- **If the district selects Statutory Priority 1:** Replacement or renovation of a building, which is structurally unsound or otherwise in a condition seriously jeopardizing the health and safety of the school children, where no alternative exists, the MSBA requires an electronic version of the engineering or other report detailing the nature and severity of the problem and a written professional opinion of how imminent the system failure is likely to manifest itself. The district must also submit photographs of the problematic building area or system to the MSBA electronically. The SOI will not be considered complete unless this information is uploaded as part of the SOI submission.
- **If the district selects Statutory Priority 3:** Prevention of a loss of accreditation, the SOI will not be considered complete unless an electronic summary of the accreditation report(s) focusing on the deficiencies as stated in the SOI is uploaded in the SOI system.

ADDITIONAL INFORMATION: In addition to the information required above, the district may also elect to provide reports, pictures, or other information that may give the MSBA a better understanding of the issues identified at the SOI facility. Any supplemental material a district elects to submit with the SOI must be uploaded in the SOI system. Hard copies will no longer be accepted.

An SOI must be submitted to the MSBA in order to participate in the MSBA's application process pursuant to M.G.L. c. 70B, the MSBA's regulations (963 CMR 2.00 et seq.), and the MSBA's policies. Any city, town, or regional school district that has not submitted an SOI to the MSBA for a particular year will not be eligible to participate in the MSBA's grant program for that year.

The process of completing an SOI should not be arduous. However, the MSBA suggests that sufficient time be allocated for the proper and thorough completion of the SOI, which includes compiling the required material, obtaining the requisite signatures and taking the required local votes.

The MSBA expects that an SOI can be completed at no cost to the city, town, or regional school district. The MSBA is interested in hearing from local districts about potential problems that may exist in a local school facility. Districts should not seek professional assistance to complete an SOI. The MSBA will NOT reimburse for any expenses that may be incurred in connection with the completion of an SOI.

Disclaimer

Information gathered through the SOI System is not an application for funding. Submission of this information in no way commits the MSBA to accept an application, approve an application, provide a grant or any other type of funding, or places any other obligation or requirement upon the MSBA.

Only authorized users should have access to this system. All users must ensure the security of their user ID and password and should not share their user ID and/or password with others. All data entered using an MSBA-authorized user ID will be the responsibility of the user to whom the user ID was originally assigned. Unauthorized access to the MSBA SOI System may result in processing delays or other issues.

The MSBA reserves the right to modify this Statement of Interest User Guide and the Statement of Interest System, in part or in its entirety, and to request and obtain additional follow-up information from the city, town, or regional school district.

Statement of Interest Overview

A district should submit a separate SOI for each school facility project for which the district seeks MSBA approval. However, an SOI for a school facility project should not be submitted unless the district has the ability to fund that project within the following two years.

The MSBA will review each SOI using the state and local project priority criteria established by M.G.L. c. 70B including, but not limited to, the criteria listed in M.G.L. c. 70B, §§, 6, 8, and 9(a). To assist in this process, an SOI for a proposed school facility project must identify and provide a brief description of each facility deficiency using the following Statutory Priorities. A district may select as many Statutory Priorities that apply to that particular school facility:

- **Statutory Priority 1**: Replacement or renovation of a building which is structurally unsound or otherwise in a condition seriously jeopardizing the health and safety of school children, where no alternative exists.
    - The MSBA requires an electronic version of the engineering or other report detailing the nature and severity of the problem and a written professional opinion of how imminent the system failure is likely to manifest itself. The district must also submit photographs of the problematic building area or system to the MSBA electronically. The SOI will not be considered complete unless this information is uploaded as part of the SOI submission, which caused the district to select Statutory Priority 1. Hard copies will no longer be accepted.
- **Statutory Priority 2**: Elimination of existing severe overcrowding.
- **Statutory Priority 3**: Prevention of the loss of accreditation.
    - The MSBA requires an electronic summary of the accreditation report(s) focusing on the deficiencies as stated in the SOI must be uploaded in the SOI system to submit an SOI. Hard copies will no longer be accepted.
- **Statutory Priority 4**: Prevention of severe overcrowding expected to result from increased enrollments, which must be substantiated.
- **Statutory Priority 5**: Replacement, renovation or modernization of school facility systems, such as roofs, windows, boilers, heating and ventilation systems, to increase energy conservation and decrease energy related costs in a school facility.
- **Statutory Priority 6**: Short term enrollment growth.
- **Statutory Priority 7**: Replacement of or addition to obsolete buildings in order to provide a full range of programs consistent with state and approved local requirements.

- **Statutory Priority 8**: Transition from court-ordered and approved racial balance school districts to walk-to, so-called, or other school districts.

Finalizing your Submission

In addition to the electronic submission, any supporting materials required and/or any supplemental material a district elects to submit with the SOI must be uploaded in the SOI system in order to submit an SOI. **Hard copies will no longer be accepted.**

If the district selects Statutory Priority 1: Replacement or renovation of a building, which is structurally unsound or otherwise in a condition seriously jeopardizing the health and safety of the school children, where no alternative exists, the MSBA requires an electronic version of the engineering or other report detailing the nature and severity of the problem and a written professional opinion of how imminent the system failure is likely to manifest itself. The district must also submit photographs of the problematic building area or system to the MSBA electronically. The SOI will not be considered complete unless this information is uploaded as part of the SOI submission. **Hard copies will no longer be accepted.**

If the district selects Statutory Priority 3: Prevention of a loss of accreditation, the SOI will not be considered complete unless an electronic summary of the accreditation report(s) focusing on the deficiencies as stated in the SOI must be uploaded in the SOI system in order to submit an SOI. **Hard copies will no longer be accepted.**

ADDITIONAL INFORMATION: In addition to the information required above, the district may also elect to provide reports, pictures, or other information that may give the MSBA a better understanding of the issues identified at the SOI facility. Any supplemental material a district elects to submit with the SOI must be uploaded in the SOI system. . **Hard copies will no longer be accepted.**

Please do NOT submit applications, design documents, plans, schematics, or drawings with the SOI.

Getting Help

Please direct any questions that you might have about the Statement of Interest process or system to the MSBA via email at SOI@MassSchoolBuildings.org.

Images in this User Guide

The images in this User Guide were developed using the MSBA website: Internet Explorer web browser. There may be some slight visual differences for users of Google Chrome, Firefox, or other web browsers.

Getting Started

District users should follow the procedures in this section to gain access to the SOI Application.

Accessing the System

The MSBA District User Management Application streamlines the district user access process and allows the superintendent to provide access to and manage their access as well as access for other district users for the SOI Application. It is also where the superintendent can create users, review and submit access requests entered directly by District Users for the SOI Application.

Superintendents should request access to the MSBA District User Management System by following the instructions via the online District Access request process which can be accessed by the link provided on the MSBA's website.

District Users can request access to the SOI Application directly by completing the online request form, which can also be accessed by a link provided on the MSBA'S website.

Please note: all access requests submitted directly by the District User require electronic review and submission from the superintendent. The request will be pending until electronic review and submission from the superintendent has been provided.

Superintendent Access Request

STEP ONE: Enter your information and click the "Review, Sign and Submit Request" button when you are finished providing the required information.

Sample shown below.



MSBA Systems

Request Access to District User Management

*Fields marked with an asterisk * are required.*

Step 1/4 - Enter Superintendent Details

District Name *

- Avon
- Ayer
- Ayer-Shirley
- Barnstable
- Bedford
- Belchertown
- Bellingham
- Belmont
- Berkley

Title *	Superintendent
First Name *	*first name*
Middle Initial	*middle initial*
Last Name *	*last name*
Email Address *	*email*
Confirm Email Address *	*confirm email*
Address 1 *	*address 1*
Address 2	*address 2*
City *	*city*
State	MA
Zip *	*zip code*
Phone *	*phone number*
Extension	*extension*
Fax	*fax number*

Review, Sign, and Submit Request

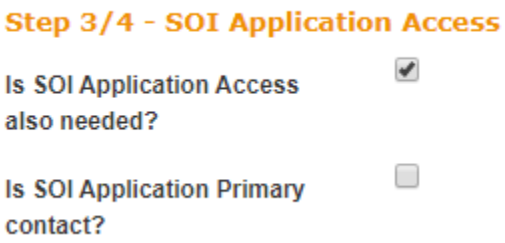
STEP TWO: Verify the information you provided and make any edits by selecting the “Edit Superintendent Details” button.

Sample shown below



STEP THREE: Click the check box(s) below if you want access to the SOI Application and are the primary contact for the SOI application.

Sample shown below



If you do not request access to the SOI application at this point, you can still request access for yourself following the steps taken to secure access for the District User Management application.

STEP FOUR: Once the information has been verified, print your name and provide an electronic signature in the box below using your mouse (or finger/stylus if using a touch screen), and then select the "Submit for MSBA Approval" button.

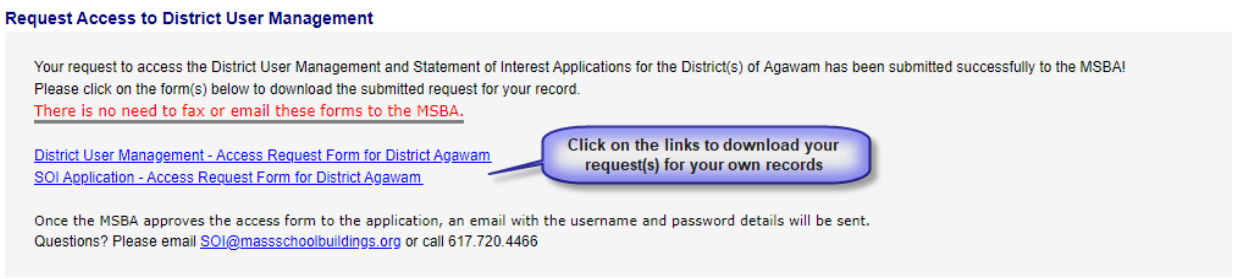
Sample shown below.



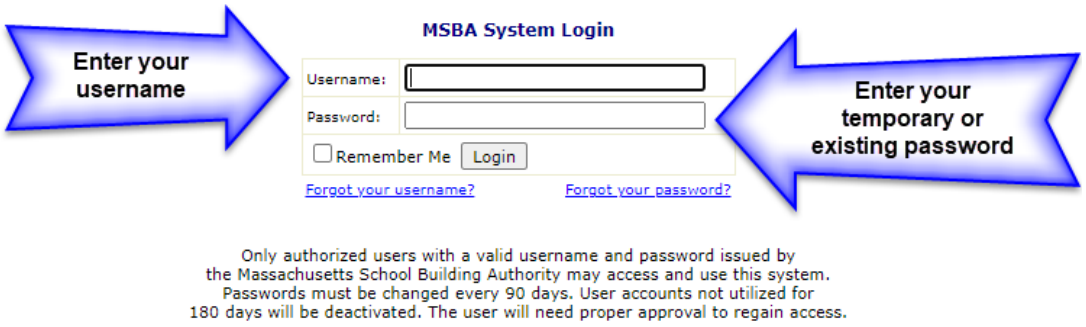
Sample shown below:



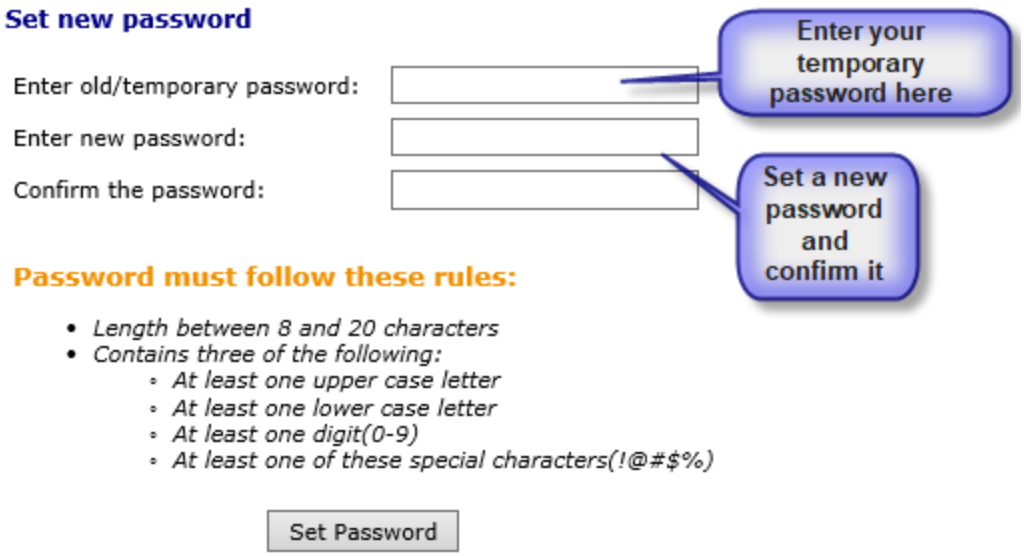
Once the request has been submitted, you will receive confirmation of your request. Please note, at this point your request has been submitted to the MSBA. There is **no need** to print or fax your request and issue it to the MSBA You can view your request by clicking on the link to the form.



System access will be granted upon the MSBA's receipt and review of your request. The login information, username and temporary password, will be sent in via a system email containing a link to access the **MSBA Applications.** Enter those credentials as shown below:



After logging into the system for the first time with your temporary password, you will be prompted to create a new password to be used going forward.



After creating your password, you will be required to re-login using your newly created password.

To access the “District User Management” Application, which allows you to create and manage District user requests, please select the “District User Management” Application from the Applications list.



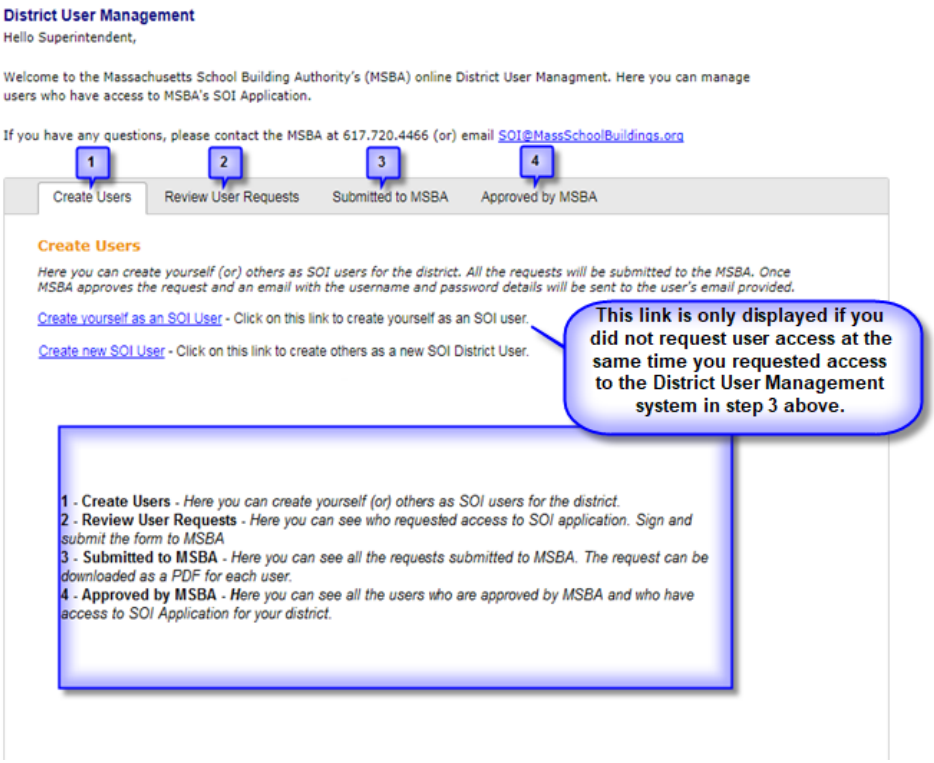
Once in this system, you can create your own user account in addition to other District User accounts

Please make sure that your email system does not block or filter out the MSBA system generated email messages as spam.

District User Management (Superintendents) and District User Access Request

Once the superintendent logs in with their username and password, the default page will appear. Superintendents can then create new users and submit user access requests to the MSBA for approval. There are four tabs available in this application.

Sample shown below.



1. **Create Users** - The superintendent can create a new user by clicking on the "Create New User" link and completing the information requested on the form.

There are two options:

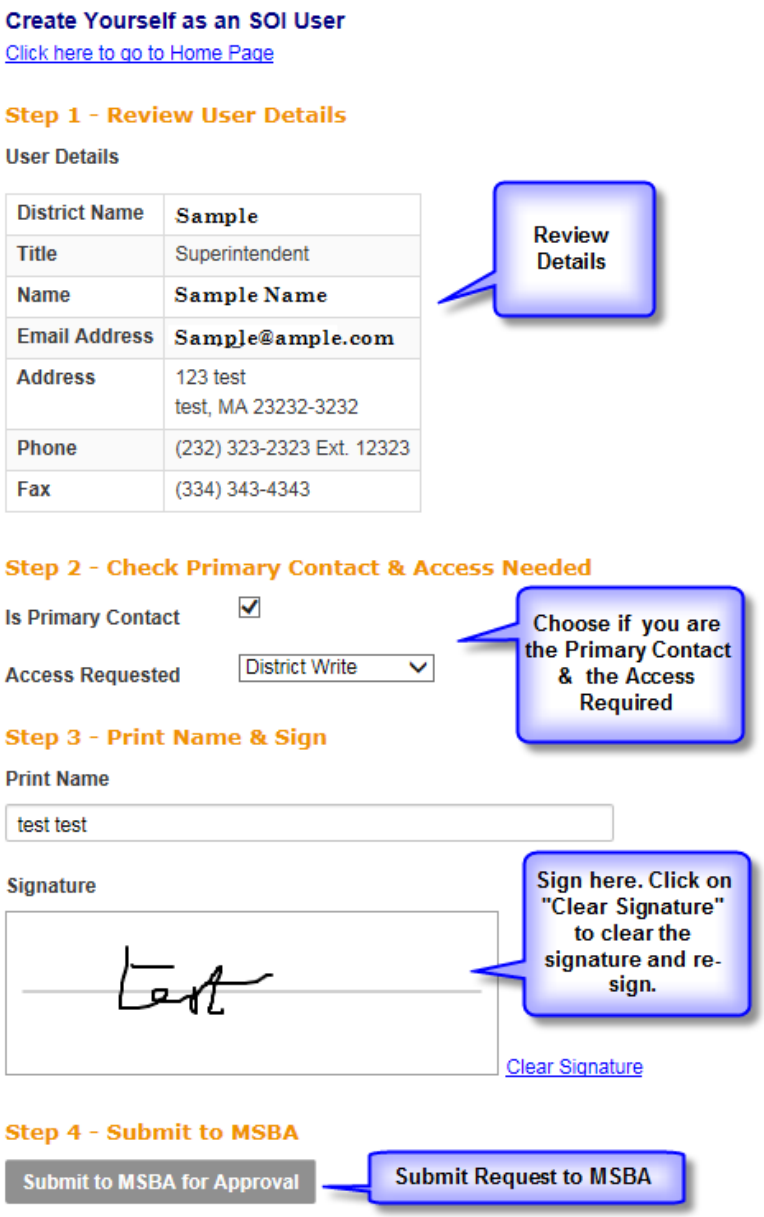
- Create yourself (superintendent) as an SOI User
- Create a new SOI User

Create yourself (superintendent) as an SOI User

Allows the superintendent the ability to request access to the SOI Application. After completing the request, it will electronically be sent to MSBA for approval. This option will no longer appear once access is provided.

Note: The Create Users link is only displayed if you (superintendent) did not request access to the SOI at the same time you (superintendent) requested District User Management in "Step 3" above.

Samples shown below



Once the MSBA has approved the request, you will receive an email which indicates the approval for access to the SOI Application and when entering MSBA Applications, you will now see “Statement of Interest” available in the list of Applications.



Applications
District User Management
Statement of Interest

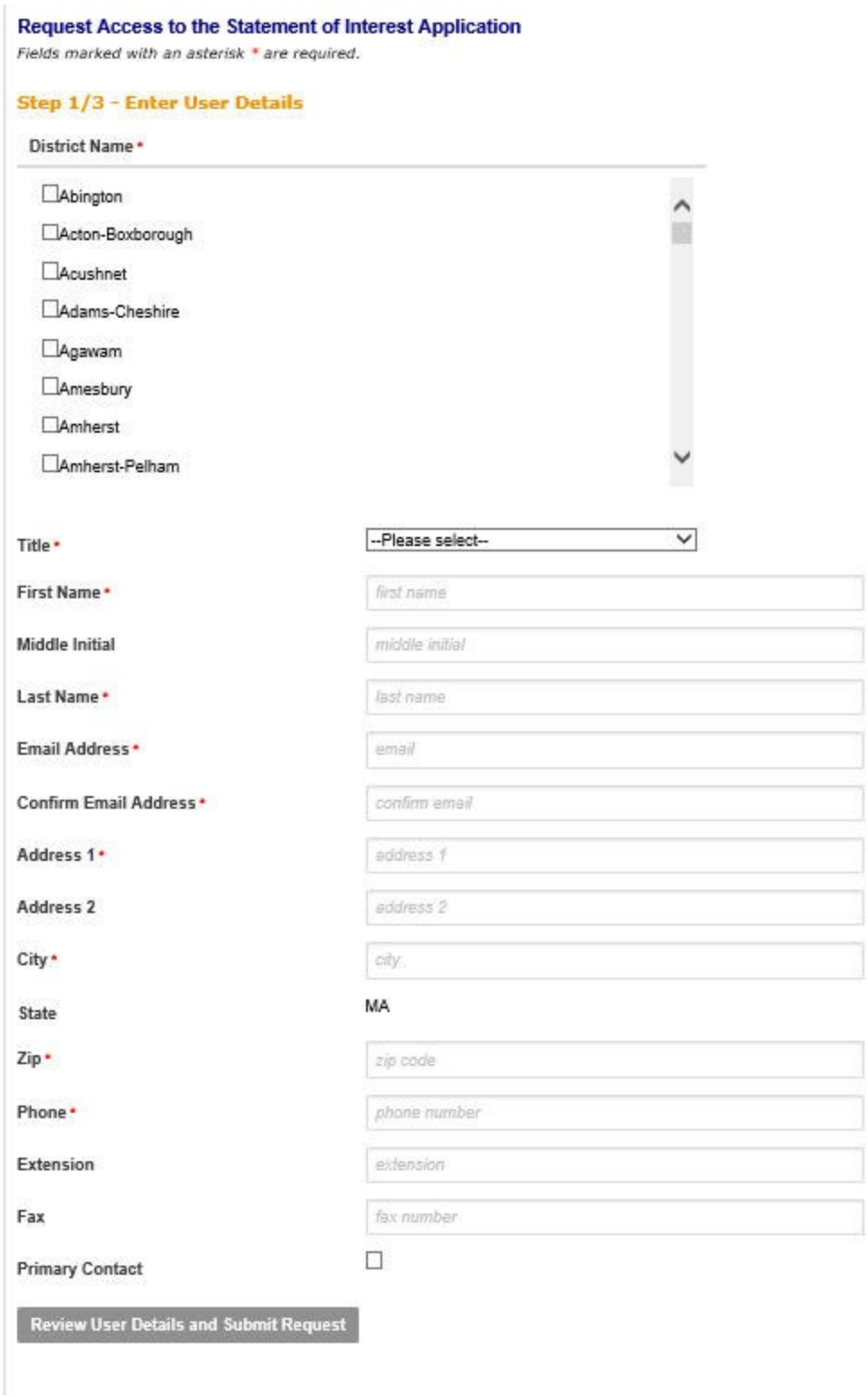
District User Access Request / Create a New SOI User

District Users can either request access to the SOI Application directly using the link provided on the MSBA's website, or the superintendent can create a new District User request for access to the SOI Application on your behalf.

Please note: all access requests submitted directly by the District User require electronic review and submission from the superintendent. The request will be pending electronic review and submission from the superintendent.

After completing the request using either of the methods above, the request will be electronically sent to the MSBA for approval.

Samples shown below



Request Access to the Statement of Interest Application

*Fields marked with an asterisk * are required.*

Step 1/3 - Enter User Details

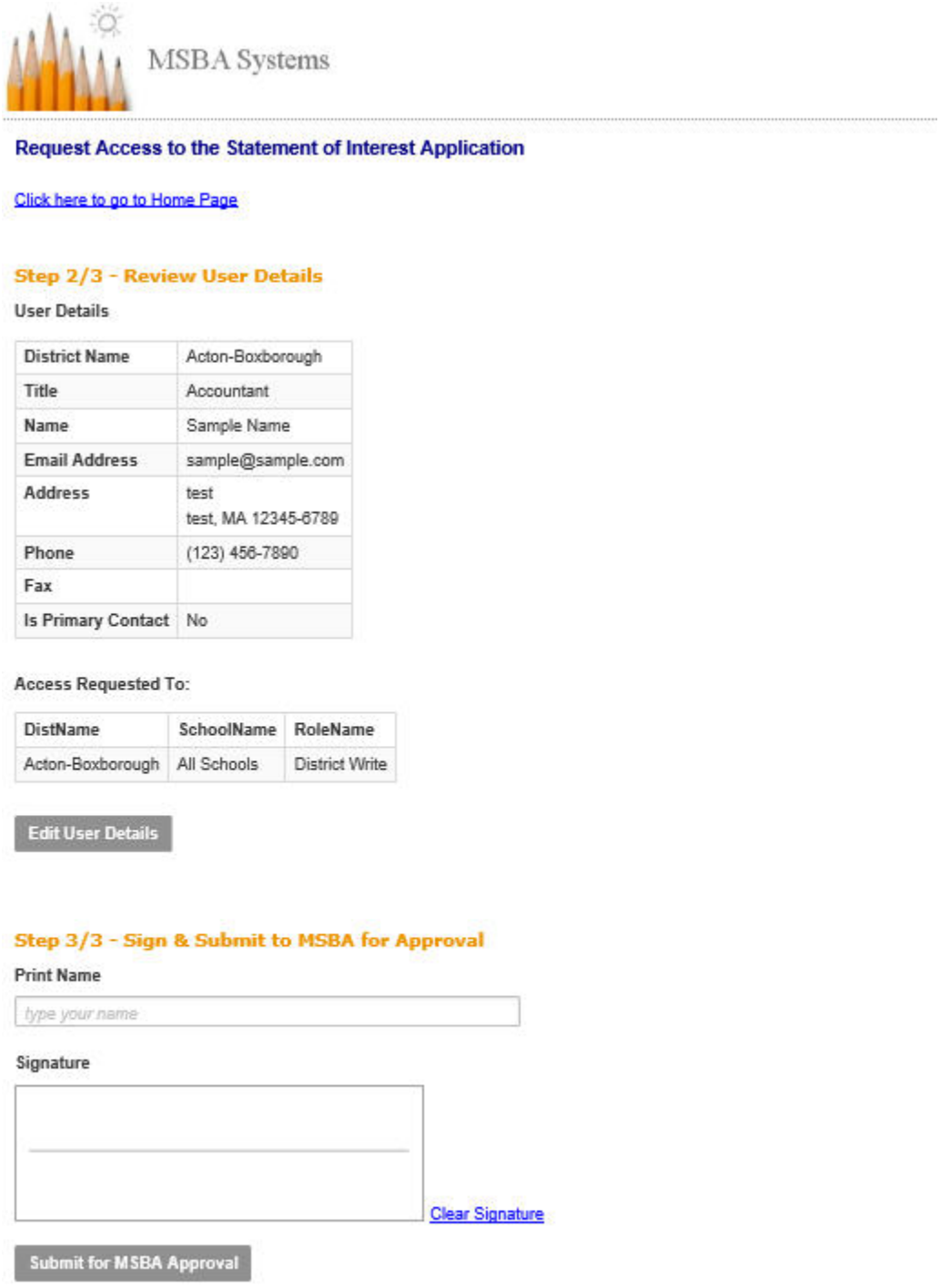
District Name *

- ☐ Abington
- ☐ Acton-Boxborough
- ☐ Acushnet
- ☐ Adams-Cheshire
- ☐ Agawam
- ☐ Amesbury
- ☐ Amherst
- ☐ Amherst-Pelham

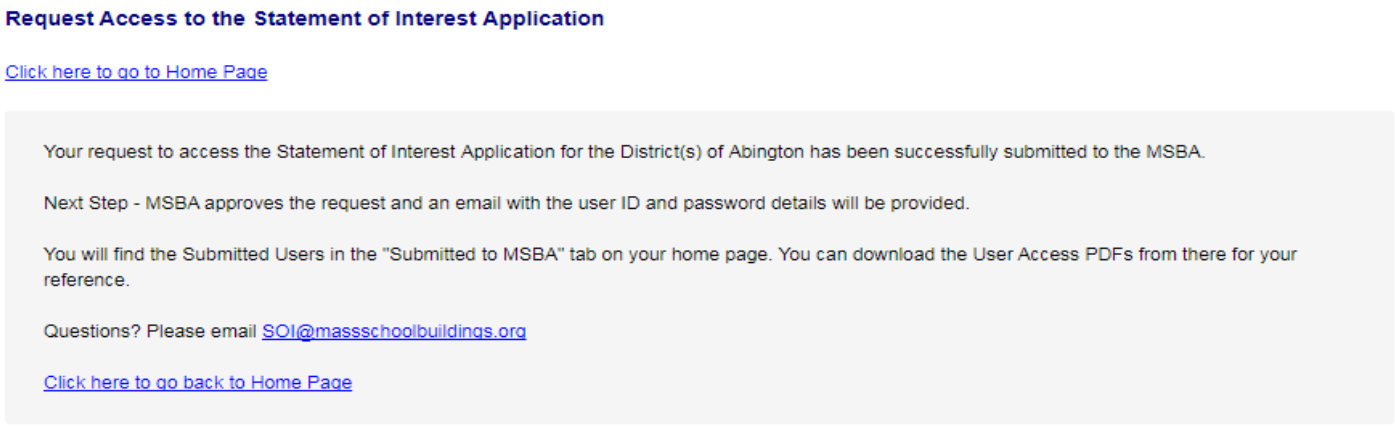
Title *	--Please select--
First Name *	first name
Middle Initial	middle initial
Last Name *	last name
Email Address *	email
Confirm Email Address *	confirm email
Address 1 *	address 1
Address 2	address 2
City *	city
State	MA
Zip *	zip code
Phone *	phone number
Extension	extension
Fax	fax number
Primary Contact	☐

Review User Details and Submit Request

After completing the above information, select the “Review User Detail and Submit Request “button to review user details. If no changes are needed print your name and electronically sign the form and click on the “Submit for MSBA Approval” button



After selecting “Submit for MSBA Approval”, you (superintendent) will receive the confirmation message below. At this point the request is pending with the MSBA. Once reviewed by the MSBA, an email will be sent to the user with the assigned login credentials included.



If a District User is requesting access directly, Step 3 will be slightly different as superintendent review is also required. If there is **not** a superintendent on file for the district an option will appear to enter the superintendent’s email address.



When “Submit for superintendent Approval” is selected, the user will see the below confirmation, and an email will be sent to the entered email address notifying the superintendent an access request is pending for review. The superintendent will need to request access, if they do not already have it, to be able to proceed and review the access request.

MSBA Systems

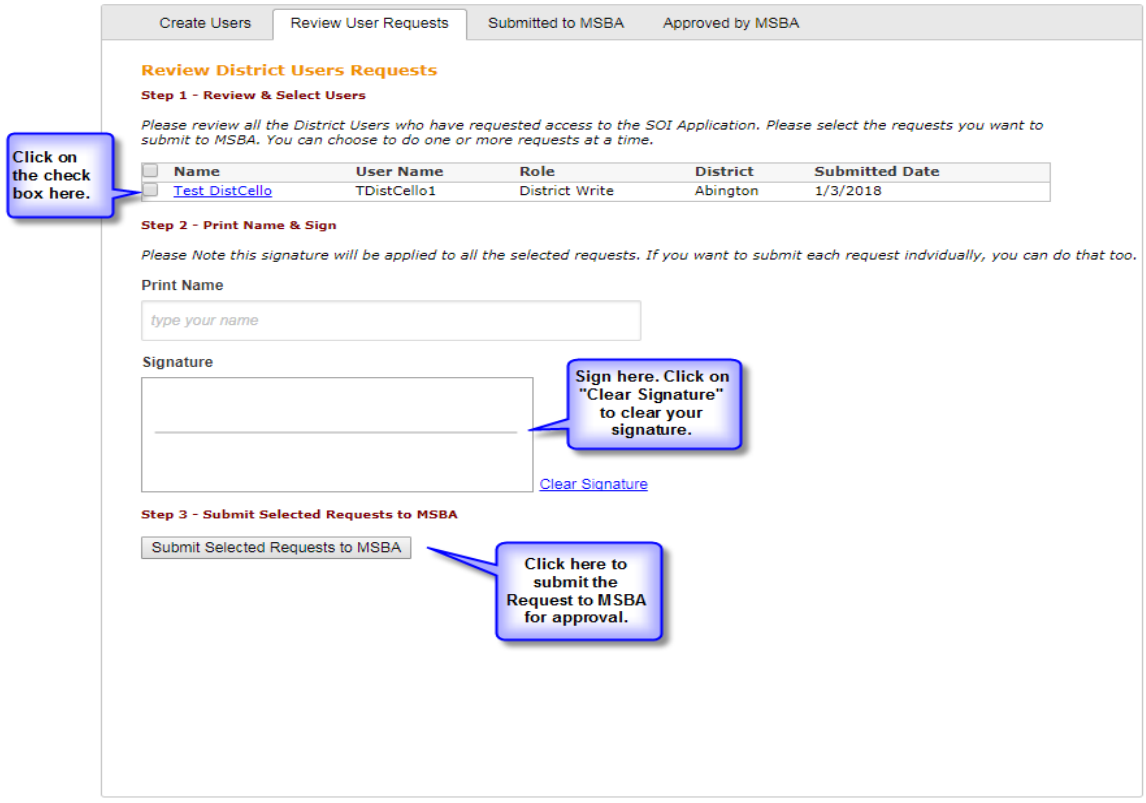
Request Access to the Statement of Interest Application

Your request to access the Statement of Interest Application for the District(s) of Barnstable has been successfully submitted to the Superintendent.
This request will be pending approval from Superintendent until they have access to MSBA's District User Management.
Next Steps
Superintendent reviews and signs the request and submits to MSBA.
MSBA approves the request and an email with the username and password details will be provided.
At any point, please contact the Superintendent for the status of the request.
Please click on the district name(s) below to download the submitted request for your record. There is no need to fax or email these forms to the Superintendent or MSBA.

Once the Superintendent and MSBA approves the District user's access to the application, an email with the username and password details will be sent.
Questions? Please email SOI@massschoolbuildings.org

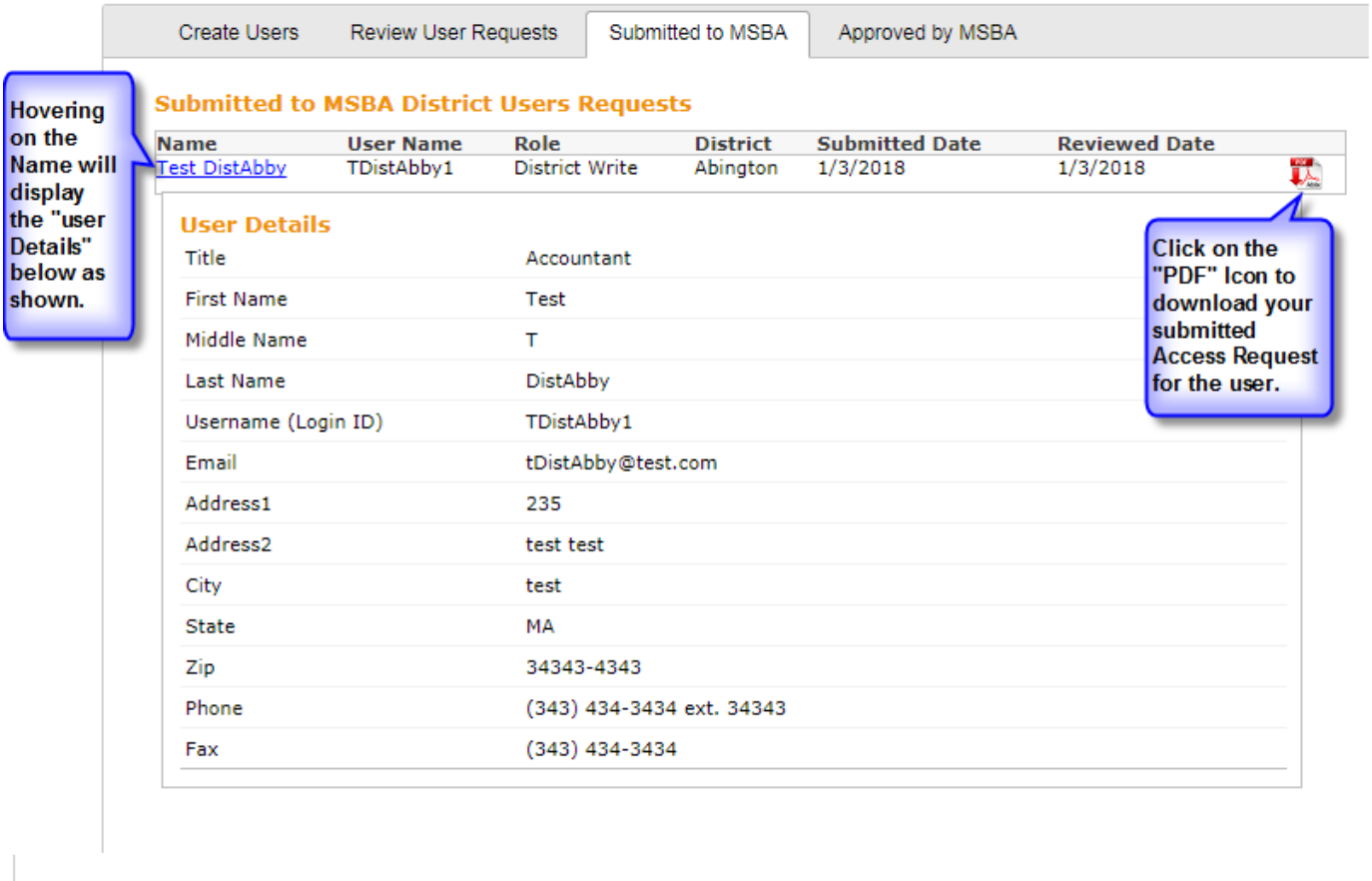
2. **Review User Requests** – Superintendents can create a District User or District Users can create a request for access. If the user creates and submits the request, it will be seen below by the superintendent to review and submit to the MSBA for approval.

Sample shown below.

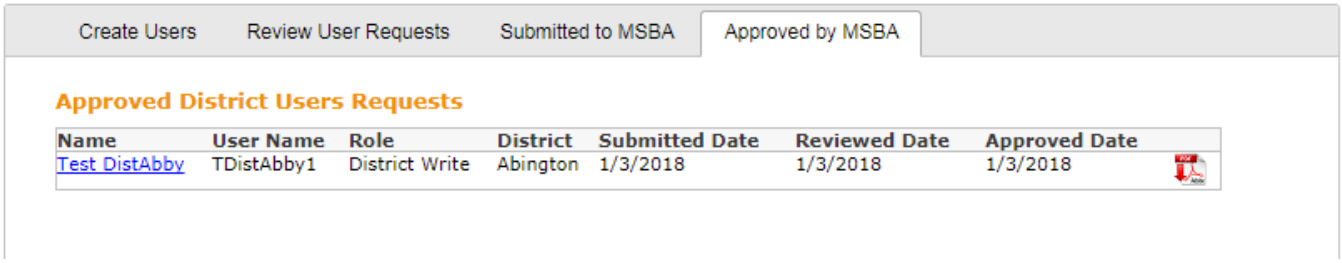


3. **Submitted to MSBA**- Here you can see all the requests submitted to the MSBA. The requests can be downloaded as a PDF for each user if needed.

Sample shown below



4. **Approved by MSBA**- Here you can see all the users who are approved by MSBA and who have access to the SOI Application for your district. The PDF of the request is available on this tab as well.



New Statement of Interest or Pre-Populating

There are two options (*table below*) for the district to consider when beginning the SOI process.

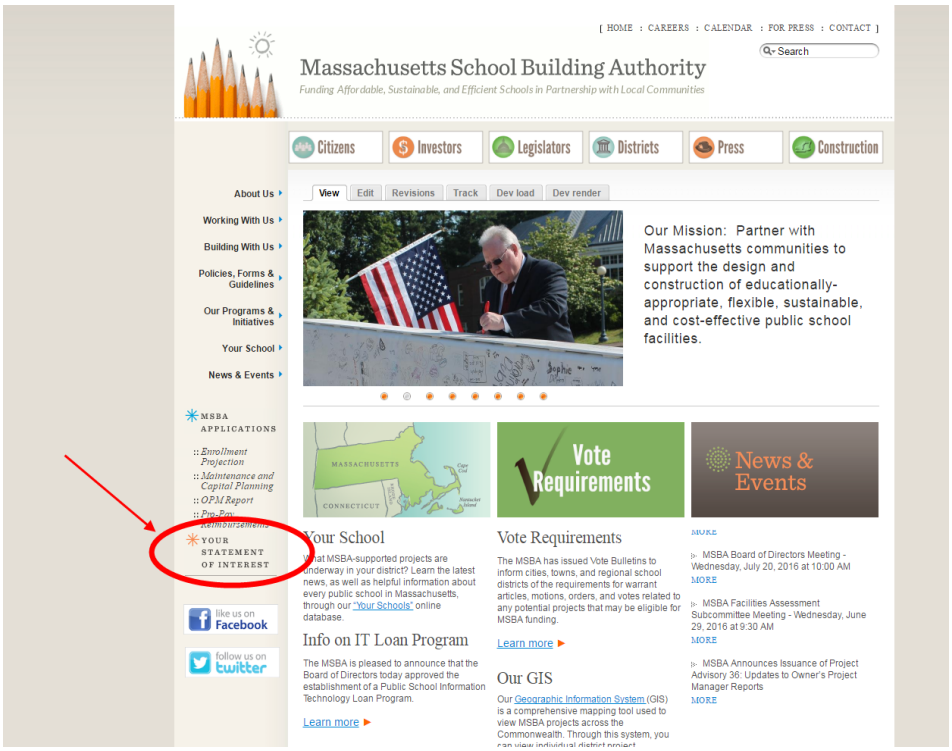
1. Does the district wish to start a new SOI from scratch?	Most districts will be submitting a **new** SOI. Follow the instructions in the "Creating a New Statement of Interest" section of this guide.
2. Does the district wish to submit a 2026 SOI for the same school for which it submitted a 2025 SOI?	You may want to **pre-populate** an SOI previously submitted in 2025. This process will copy the 2025 SOI so that the district can edit the fields that need to be changed and updated. For this option, please see the Pre-Populating Data Pre-Populating Closed School and New Statement of Interest(s) with Previously Submitted Data section at the end of this guide.

Logging on to the Statement of Interest Application

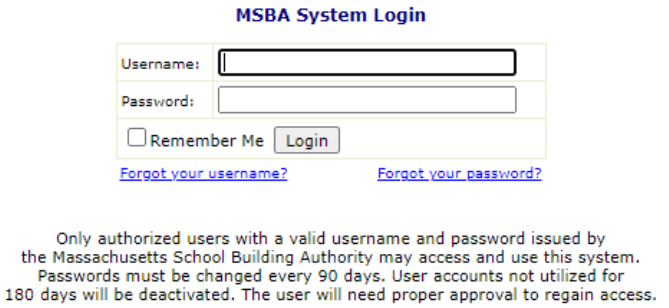
To log on to the SOI Application, click on the following link: https://www.massschoolbuildings.org/

Click the "Your Statement of Interest" button on the left-hand column of the MSBA website home page, which takes you to the login screen. You can save the MSBA homepage as a favorite to avoid having to retype the address each time you access the system..

Sample shown below



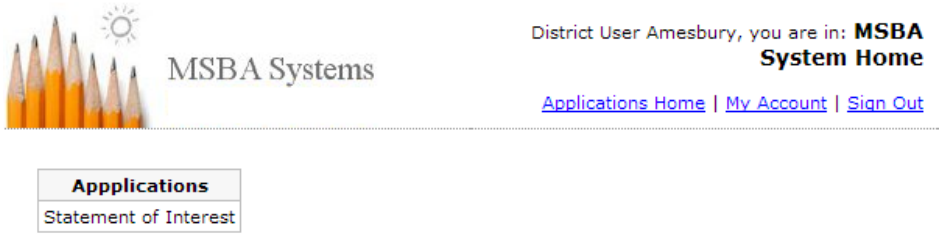
Sample of the login page shown below.



If you forget your username or your password, you can click on the links on this page, as seen in the sample above, to have them emailed to you.

Once you have logged in, you will see the list of the MSBA Systems to which you have access on your left.

Sample shown below

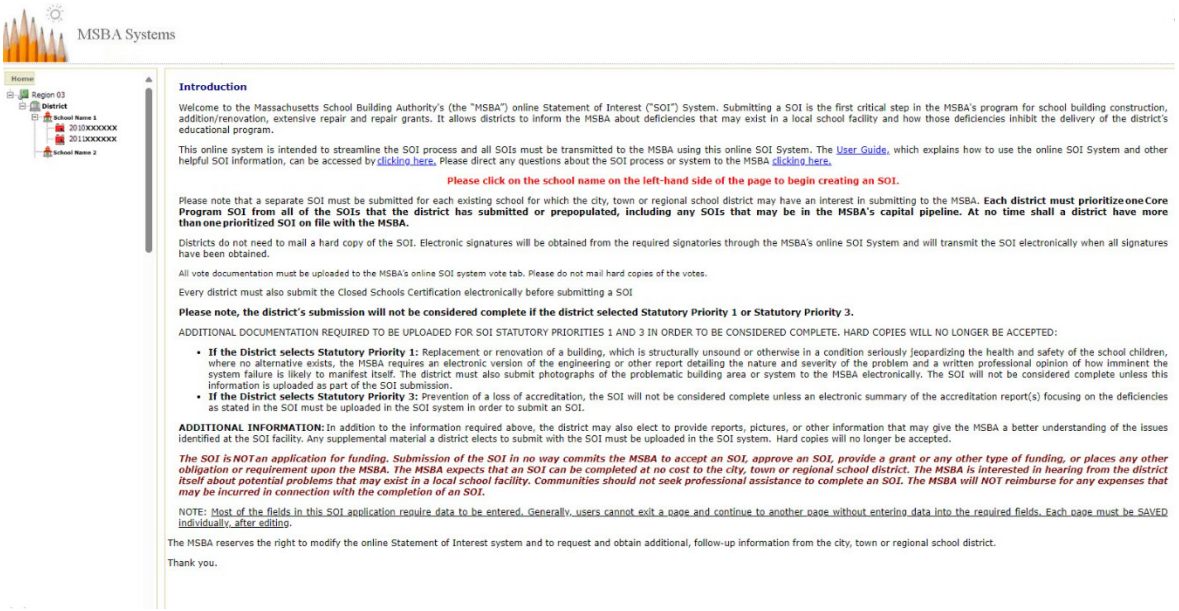


Select **Statement of Interest** from the list on the left to begin.

System Entry

When you have chosen the SOI System you will arrive on the System's Introduction page.

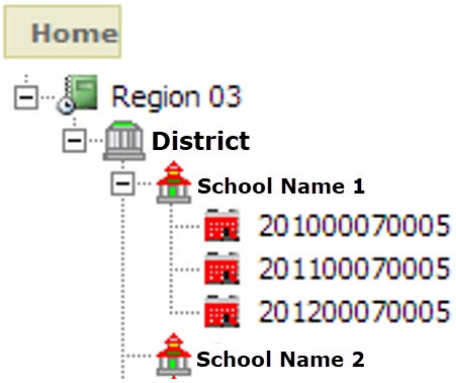
Sample shown below



Navigating the System Hierarchy

On the left-hand side of the screen is a navigation hierarchy, which opens to your specific district. You may move between schools in the district and Statements of Interest.

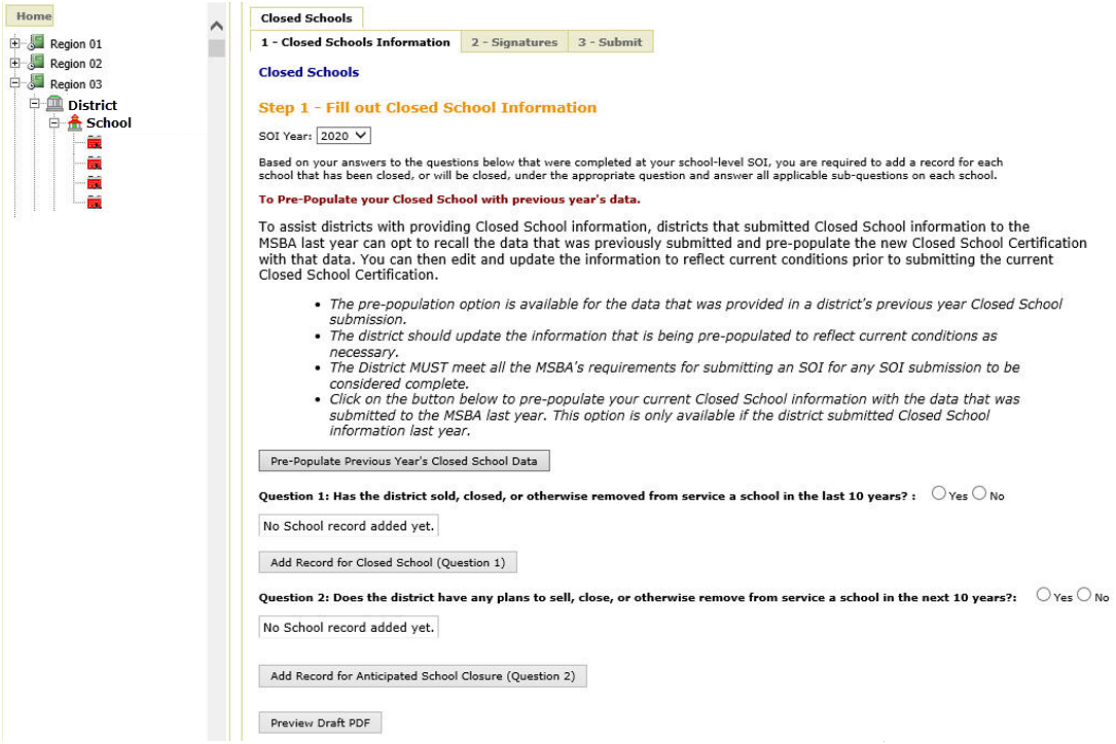
Region → District → School → SOI (represented by an MSBA ID number as seen in sample below)



Please note that this sample image does not reflect an actual district.

Region: The first level in the navigation hierarchy is the “Region” level. The MSBA has assigned every district to a region based on geographic location. This is the highest level or “Home” level. The SOI System will bring the district user right to its region.

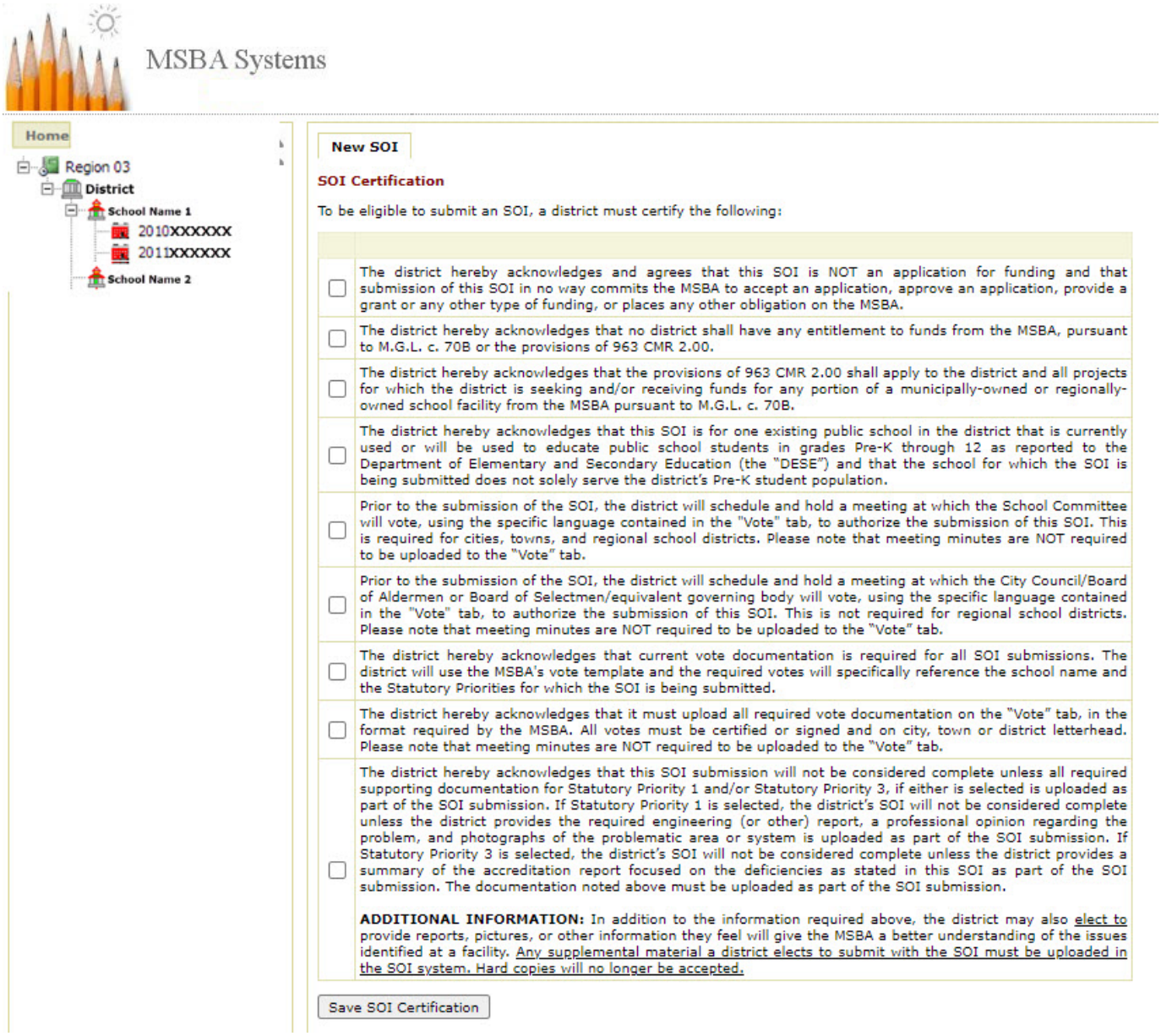
District: The second level in the navigation hierarchy is the “District” level. This level contains Closed Schools information.



The “Closed Schools” tab must be completed before the district submits an SOI. There is additional information regarding this tab in the “Other Required Information” section of this User Guide.

School: The next level in the navigation hierarchy is the “School” level (*sample shown below*). This level contains the “New SOI” tab where the district begins the process of submitting an SOI.

To view the list of all schools in a district, select the “+” located to the left of the district name. To collapse the list, select the “-” to the left of the district name.



Statement of Interest (represented by an MSBA ID number): The final level in the navigation hierarchy is populated with the submission of an SOIs on file.

To view a list of any previously submitted SOIs related to a school, select the “+” located to the left of the school name. To collapse the list, select the “-” to the left of the school name.

To view details from a previously submitted SOI, click on the SOI year in the navigation hierarchy.

Creating a New Statement of Interest

Only one SOI may be submitted to the MSBA for each school in a given year and each SOI must describe the perceived deficiencies of only one specific school.

For example, if a school needs repairs to its roof, windows, and boiler, only one SOI should be submitted for that school describing the needs in all three areas. Also, SOIs may only be submitted for existing schools. *Please contact the MSBA should you have questions about closed schools or school not noted in the system*

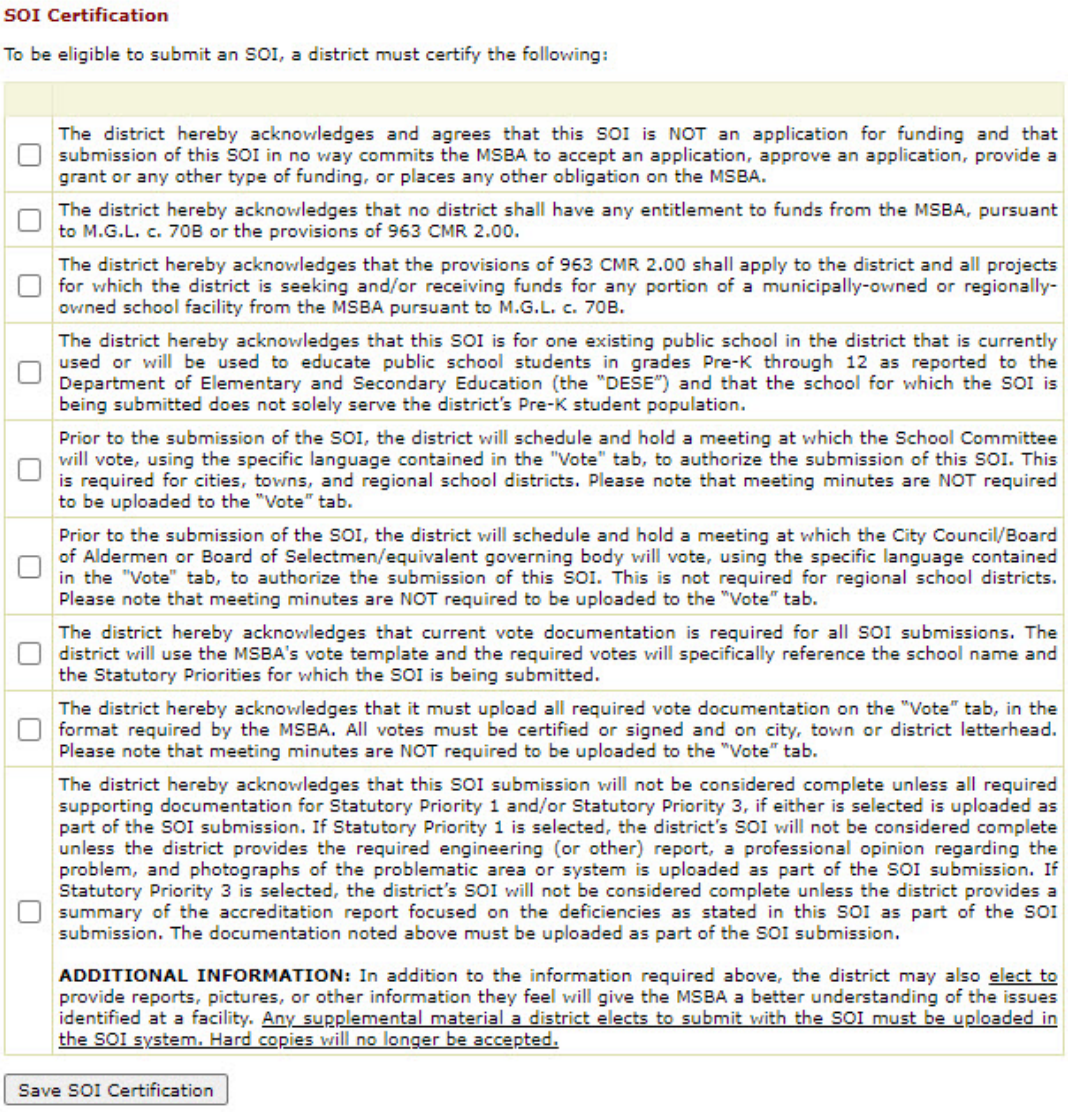
The Statement of Interest submission is final. Once submitted, further edits are not permitted. Errors and omissions in a submitted SOI should be reported to the MSBA (SOI@MassSchoolBuildings.org)

Beginning a New Statement of Interest

If you want to begin a new SOI, click on the school for which you would like to submit an SOI. Find the "New SOI" tab at the top of the page and click there. This will start a new SOI, or, if you have already begun an SOI for this year but have not submitted it yet, this will take you to the new SOI you are currently working on for that school, provided you have saved the draft SOI.

When you first click the "New SOI" tab you will see the "SOI Certification" page.

Sample shown below



SOI Certification

To be eligible to submit an SOI, a district must certify the following:

☐	The district hereby acknowledges and agrees that this SOI is NOT an application for funding and that submission of this SOI in no way commits the MSBA to accept an application, approve an application, provide a grant or any other type of funding, or places any other obligation on the MSBA.
☐	The district hereby acknowledges that no district shall have any entitlement to funds from the MSBA, pursuant to M.G.L. c. 70B or the provisions of 963 CMR 2.00.
☐	The district hereby acknowledges that the provisions of 963 CMR 2.00 shall apply to the district and all projects for which the district is seeking and/or receiving funds for any portion of a municipally-owned or regionally-owned school facility from the MSBA pursuant to M.G.L. c. 70B.
☐	The district hereby acknowledges that this SOI is for one existing public school in the district that is currently used or will be used to educate public school students in grades Pre-K through 12 as reported to the Department of Elementary and Secondary Education (the "DESE") and that the school for which the SOI is being submitted does not solely serve the district's Pre-K student population.
☐	Prior to the submission of the SOI, the district will schedule and hold a meeting at which the School Committee will vote, using the specific language contained in the "Vote" tab, to authorize the submission of this SOI. This is required for cities, towns, and regional school districts. Please note that meeting minutes are NOT required to be uploaded to the "Vote" tab.
☐	Prior to the submission of the SOI, the district will schedule and hold a meeting at which the City Council/Board of Aldermen or Board of Selectmen/equivalent governing body will vote, using the specific language contained in the "Vote" tab, to authorize the submission of this SOI. This is not required for regional school districts. Please note that meeting minutes are NOT required to be uploaded to the "Vote" tab.
☐	The district hereby acknowledges that current vote documentation is required for all SOI submissions. The district will use the MSBA's vote template and the required votes will specifically reference the school name and the Statutory Priorities for which the SOI is being submitted.
☐	The district hereby acknowledges that it must upload all required vote documentation on the "Vote" tab, in the format required by the MSBA. All votes must be certified or signed and on city, town or district letterhead. Please note that meeting minutes are NOT required to be uploaded to the "Vote" tab.
☐	The district hereby acknowledges that this SOI submission will not be considered complete unless all required supporting documentation for Statutory Priority 1 and/or Statutory Priority 3, if either is selected is uploaded as part of the SOI submission. If Statutory Priority 1 is selected, the district's SOI will not be considered complete unless the district provides the required engineering (or other) report, a professional opinion regarding the problem, and photographs of the problematic area or system is uploaded as part of the SOI submission. If Statutory Priority 3 is selected, the district's SOI will not be considered complete unless the district provides a summary of the accreditation report focused on the deficiencies as stated in this SOI as part of the SOI submission. The documentation noted above must be uploaded as part of the SOI submission. **ADDITIONAL INFORMATION:** In addition to the information required above, the district may also elect to provide reports, pictures, or other information they feel will give the MSBA a better understanding of the issues identified at a facility. Any supplemental material a district elects to submit with the SOI must be uploaded in the SOI system. Hard copies will no longer be accepted.

Save SOI Certification

The purpose of the SOI Certification page is to ensure district users fully understand the SOI process and are able to meet its requirements. To proceed from this page and continue with submission of an SOI, all boxes must be checked. By checking all boxes, the district is certifying that all the outlined conditions have been completed or will be completed within the required timeframe, and the district understands the information contained within each box.

Once you have checked all the boxes and clicked on the “Save SOI Certification” button at the bottom of the page, the rest of the SOI will open for editing.

Entering and Saving Data

You will be asked to enter data on every page of the SOI, and you will have to complete every field on a page to save your data.

Make sure you click on the "Save" button at the bottom of every page to save your changes. If you navigate away from the page before saving, your data will not be preserved, and you will have to re-enter your answers to every question.

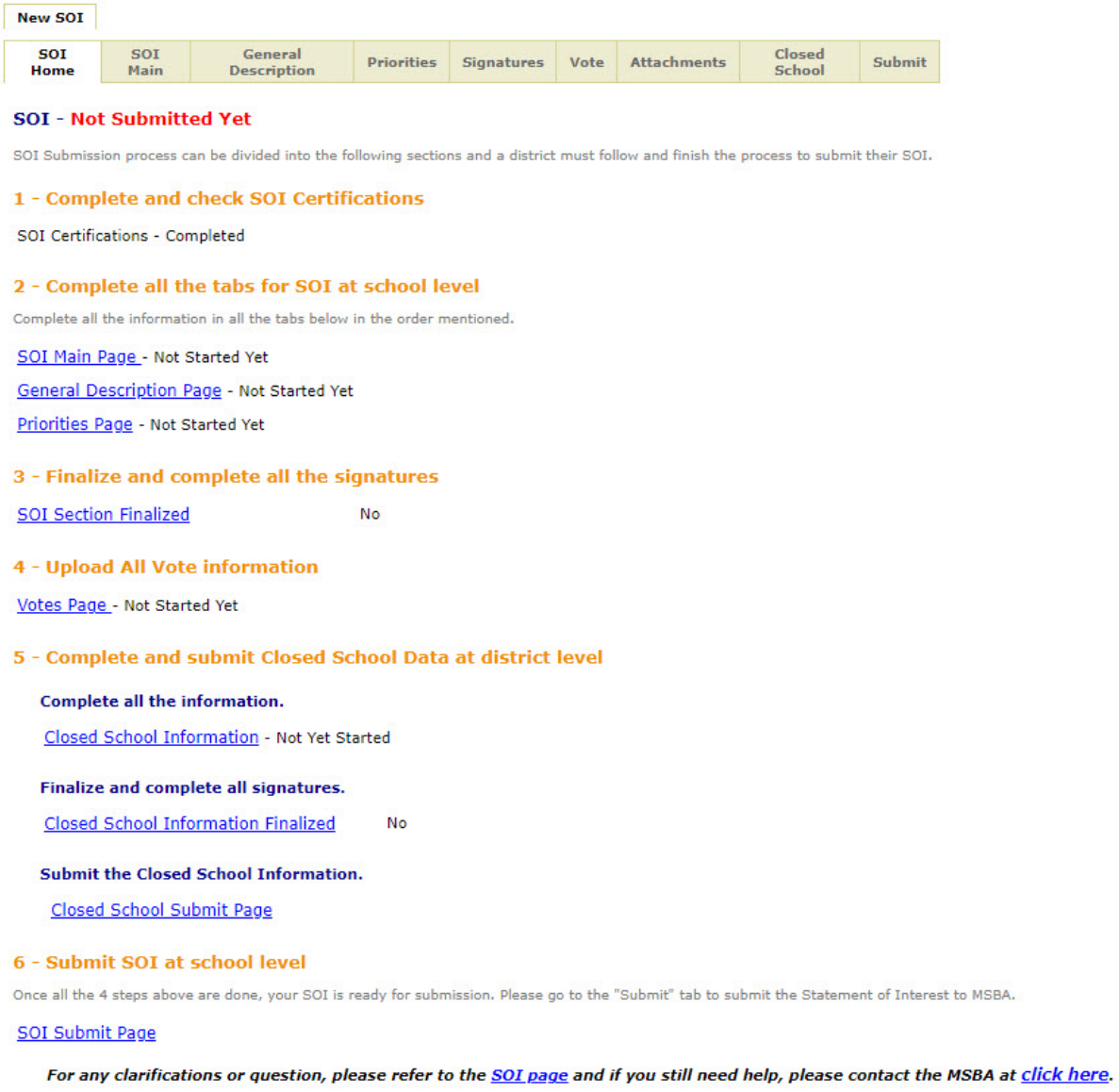
Statement of Interest Home Tab

The SOI Home page is a landing page for new and existing SOI applications. The SOI Home Page is view only and it summarizes the different steps needed to complete the SOI and gives the user a status of where they are in the process of filling out their SOI application.

Values for the different statuses are:

- Not Started Yet – did not start saving data
- In Process– tabs saved
- Finalized and ready for Submission
- Completed–For submitted SOIs

Sample shown below



Statement of Interest Main Tab

The second tab in the New SOI section is called “SOI Main” (*Sample shown below)*. Your answers to questions on this page will affect other pages in the SOI and possibly other SOIs submitted by your district, so please be thorough.

- Additional detail may be required if you answer “yes” to certain questions.
- If the District selects the Program Type as Accelerated Repair Program (“ARP”), only Statutory Priority 5 can be selected.

New SOI

SOI Home | SOI Main | General Description | Priorities | Signatures | Vote | Attachments | Closed School | Submit

District:
School:
Address:

Program Type: --Please select--

Potential Project Scope: --Please select--

Priorities

The following summary of the Statutory Priorities as set forth in M.G.L. c. 70B, § 8 have been included in the Statement of Interest (for the Core Program, select as many as are applicable):

- ☐ 1.Replacement or renovation of a building which is structurally unsound or otherwise in a condition seriously jeopardizing the health and safety of school children, where no alternative exists.
- ☐ 2.Elimination of existing severe overcrowding.
- ☐ 3.Prevention of the loss of accreditation.
- ☐ 4.Prevention of severe overcrowding expected to result from increased enrollment.
- ☐ 5. Replacement, renovation or modernization of school facility systems, such as roofs, windows, boilers, heating and ventilation systems, to increase energy conservation and decrease energy related costs in a school facility.
- ☐ 6.Short term enrollment growth.
- ☐ 7.Replacement of or addition to obsolete buildings in order to provide for a full range of programs consistent with state and approved local requirements.
- ☐ 8.Transition from court-ordered and approved racial balance school districts to walk-to, so-called, or other school districts.

SOI Vote Requirement

☐ I acknowledge that I have reviewed the MSBA's vote requirements for submitting an SOI, which are set forth in the Vote Tab of this SOI. I understand that the MSBA requires votes from specific governing bodies, in a format **using the language provided by the MSBA**. Further, I understand that the MSBA requires certified and signed vote documentation to be submitted with the SOI. I acknowledge that my SOI will not be considered complete and, therefore, will not be reviewed by the MSBA unless the required accompanying vote documentation is submitted in a form that is acceptable to the MSBA. All SOI vote documentation must be uploaded on the Vote Tab.

Each district must prioritize one Core Program Statement of Interest from all of the Statements of Interest that the district has submitted or prepopulated, including any SOIs that may be in the MSBA's capital pipeline. At no time shall a district have more than one prioritized SOI on file with the MSBA.

Is this SOI the District Priority SOI? ○ YES ○ NO

If No, please select the school name of the District Priority SOI: -Please Select-

Is this part of a larger Master Facilities Plan and/or Educational Plan within the past five years that includes facility goals for this building and all school buildings in the District? ○ YES ○ NO

If "YES", please provide the following:

Facilities Plan Date: mm/dd/yyyy

Planning Firm:

Please provide a brief summary of the plan(s) including its goals and how the school facility that is the subject of this SOI fits into that plan. (maximum of 5000 characters)

Has an energy and/or decarbonization study been completed within the past five years that includes facility goals for this building or all buildings in the District? ○ YES ○ NO

If "YES", please provide the following:

Energy/Decarbonization Study Date: mm/dd/yyyy

Study Firm:

Please provide a brief summary of the study(ies) including its goals and how the school facility that is the subject of this SOI fits into that plan:

Does the District have a dedicated sustainability officer or energy manager, employed either by the school department and/or the City/Town? ○ YES ○ NO

If "YES", please describe.

Does the District monitor energy usage at each of its facilities and/or work with local utilities to understand potential areas for improvement? ○ YES ○ NO

If "YES", please describe.

Does the District's transportation services currently include electric buses or does the District plan to switch to electric buses? ○ YES ○ NO

If "YES", please describe.

Provide, if applicable, the most recent budget approval process that resulted in an operating budget reduction and the impact of the reduction to the school district (staff reductions, discontinued programs, consolidation of facilities . Please provide a description of the program modifications as a consequence of these teacher and/or staff reductions, including the impact on district class sizes and curriculum. If no recent teacher layoffs and/or staff reductions have occurred, please enter "Does Not Apply" (maximum of 1000 characters).

Please provide a description of the local actions and approvals needed to secure both funding for a feasibility study and project funding for a potential building project with the MSBA. Please include schedule information for both funding actions (i.e. Town Meeting, City Council/Town Council meetings, Regional School Committee Meetings). (maximum of 2000 characters).

Save

Download Draft SOI

Statutory Priorities

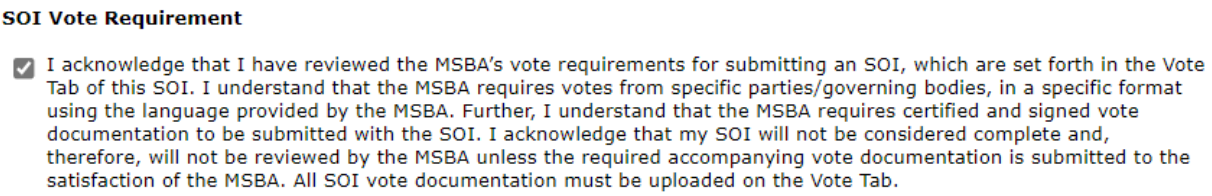
The SOI Main page displays the district name and school name followed by a list of the Statutory Priorities set forth in M.G.L. c. 70B, § 8. Statutory Priorities to be included in the SOI must be indicated by selecting the checkboxes associated with each priority. Select all priorities that you believe apply to the school.

Note that selecting "Statutory Priority 1" will require the district to produce a report from an independent source not under the control of the school district or the city/town stating the facility is structurally unsound or jeopardizes the health and safety of the students. This material must be submitted electronically as part of the SOI submission. If "Statutory Priority 3" is selected, the SOI will not be considered complete unless and until you provide a summary of the accreditation report focused on the deficiency(ies) as stated in this SOI. This material must be submitted electronically as part of the SOI submission. **Hard copies will no longer be accepted.**

SOI Vote Requirement

You must acknowledge you have reviewed the vote requirements displayed in the "Vote" tab within the system application.

Sample shown below



Scope

Districts must identify whether the potential project scope for this SOI should be a **Core Project:** *(see description below)* or an **ARP** *(see description below)* by selecting the appropriate project scope from the dropdown list.

The **Core Program** is intended for new construction, addition, and/or renovation projects.

The deadline for Core Program SOIs is **Friday, April 17, 2026**. For more information on the Core Program, please click this link.

The **ARP** is intended for roofs, windows/doors, and heat pump conversions in existing school facilities. **Please note, the ARP, which is intended for the partial or full replacement of roofs, windows/doors and heat pump conversions in existing school facilities, will again be accepting SOIs for consideration in January 2027, consistent with its biennial openings**.

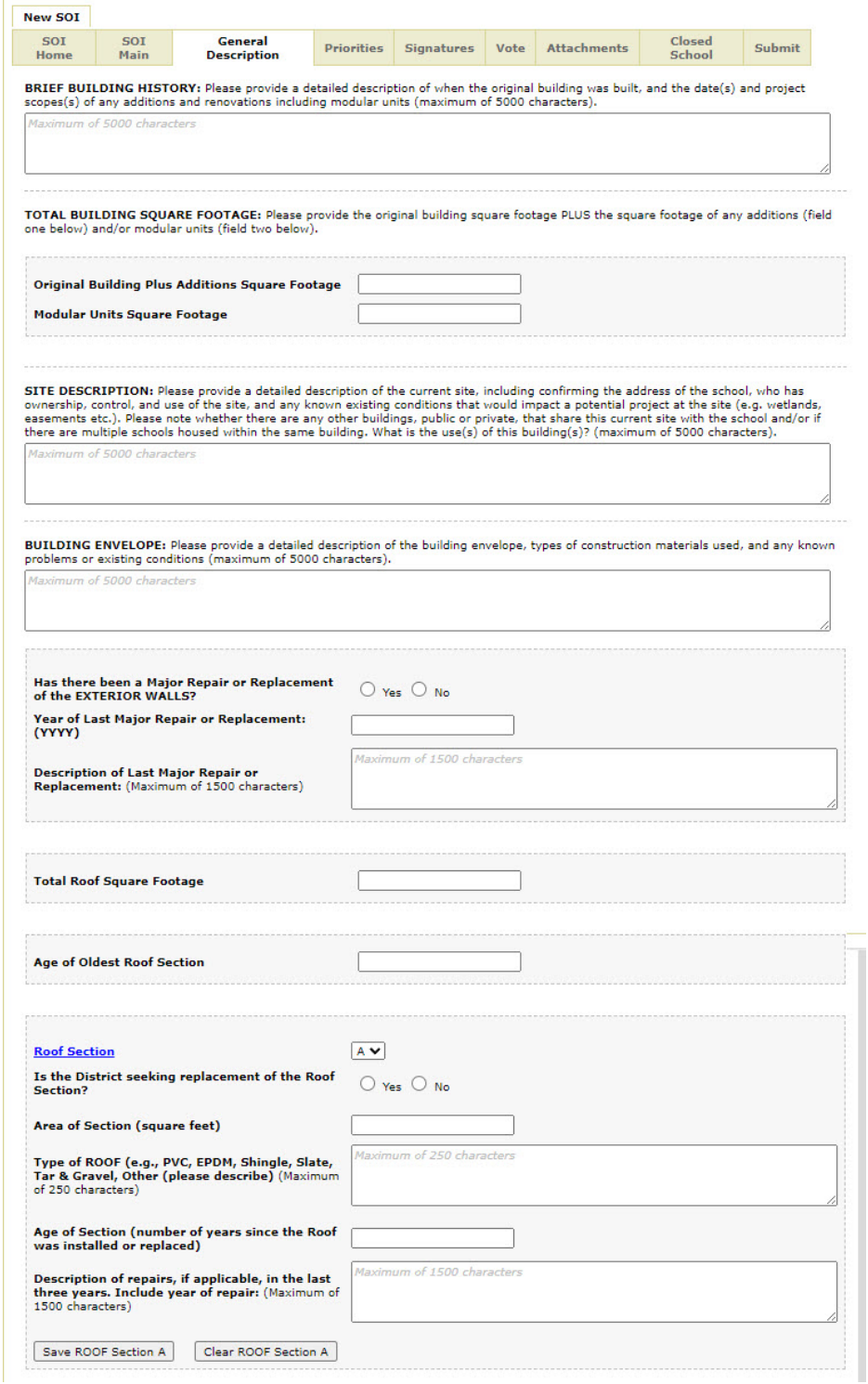
Identify the District's Priority SOI

Districts must identify/select <u>one</u> priority SOI among all SOIs submitted by the district in a given year If the current SOI is the priority, indicate this by selecting the "YES" radio button. If not, select the "NO" radio button and then select the district's priority SOI School from the dropdown list. Once a district submits a school as their priority SOI, the school associated with the priority will appear in the dropdown list with an asterisk (*)

General Description Tab

The "General Description" tab is where the city, town, or regional school district should provide detailed information about the site and building systems.

Subset Sample shown below.



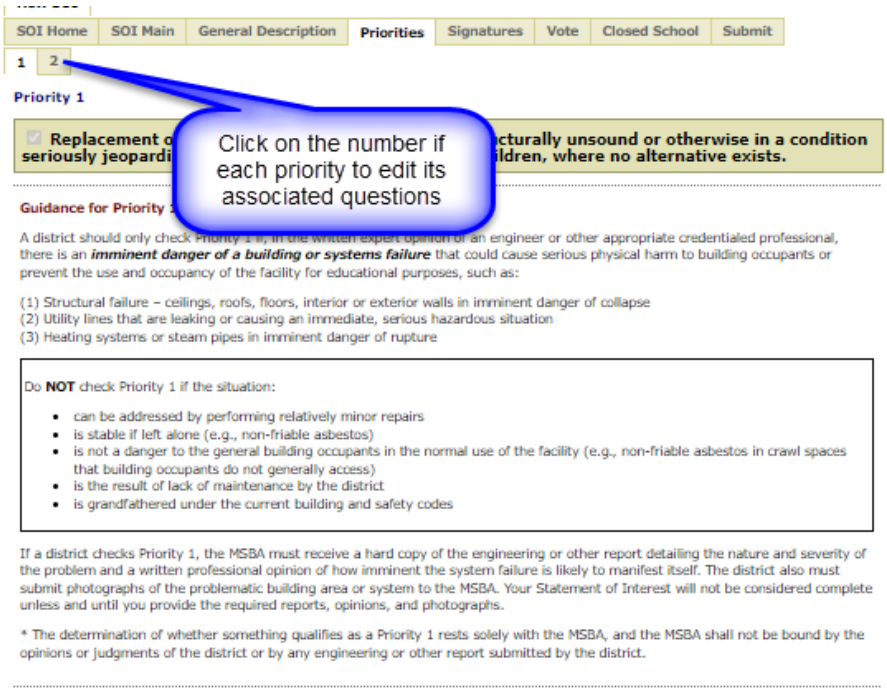
Statutory Priorities Tab

The “Priorities” tab provides **up to eight sub-tabs,** numbered 1 through 8. Each of the tabs is associated with the number assigned to one of the Statutory Priorities that were selected on the SOI Main tab. Detailed information related to each of the selected priorities will be entered via these tabs.

If a Statutory Priority was selected on the SOI Main tab, the associated “Priority” tab will be displayed and activated (as shown by the checkmark in the box associated with Statutory Priority 2, as seen in the sample below). If a desired tab is not displayed, return to the SOI Main tab and select the desired Statutory Priority by checking the appropriate box.

Click on the number of each Statutory Priority to respond to each questions found in the tab. Specific guidance is provided within each “Priority” tab.

Sample shown below.



In the example above, the district has selected Statutory Priorities 1 and 2. If you only select one Statutory Priority, only that number will be displayed in the sub-tabs.

There are three main questions to be completed before saving the “Priority” tab:

- Question 1 - a detailed description of the district’s perceived problem and how it fits within the Priority;
- Question 2 - a detailed description of mitigation steps taken by the district to address the problem identified; and
- Question 3 - the impact of the perceived problem on the district's educational program is required using specific examples of how the perceived problem limits the district’s ability to deliver its educational program.

A limited set of formatting controls are provided for the user’s convenience. Select the “+” located in the lower, right-hand corner of the answer to expand the size of the available window and, after expanding it, select the “-” to return it to its original size.

Statutory Priorities 1 through 6 include additional questions following the three main questions. For Statutory Priority 3, the questions are on the top of the page. Responses are required for all questions.

Please remember to SAVE your data! *You must fill in every field to save.*

Before transmitting an SOI to the MSBA, certain local votes must be taken authorizing the superintendent to submit the SOI and the vote(s) must be uploaded to the SOI system to submit the SOI.

The text of the required votes is displayed in the SOI System "Vote" tab and on the MSBA's website at https://www.massschoolbuildings.org/building/SOIs.

Signatures Tab

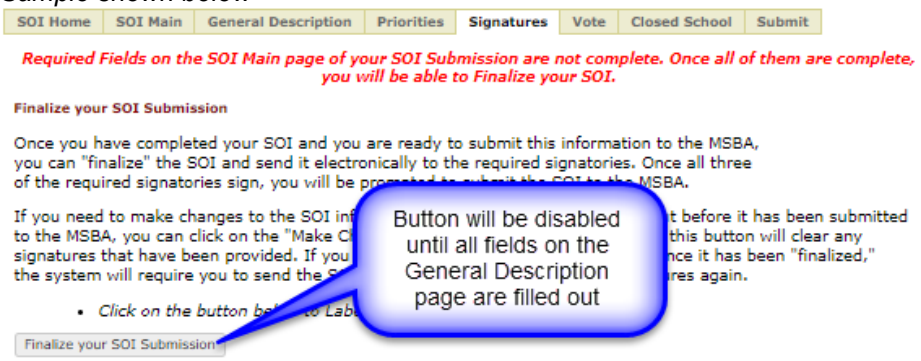
The “Signatures” tab has two sections, “Finalize your SOI Submission” and “Get Signatures from all the Signatories”.

When you have completed your SOI and are ready to submit this information to the MSBA, you can “finalize” the SOI and send it electronically to obtain the three required signatures.

If you need to make changes to the SOI information after it has been “finalized” but before it has been submitted to the MSBA, you can click on the "Make Changes” button. Clicking on this button will clear any signatures received and allows you to make the necessary changes. If you make changes to the SOI information after initially obtaining signatures, you will be required to re-send the SOI to all three signatories for their signatures again.

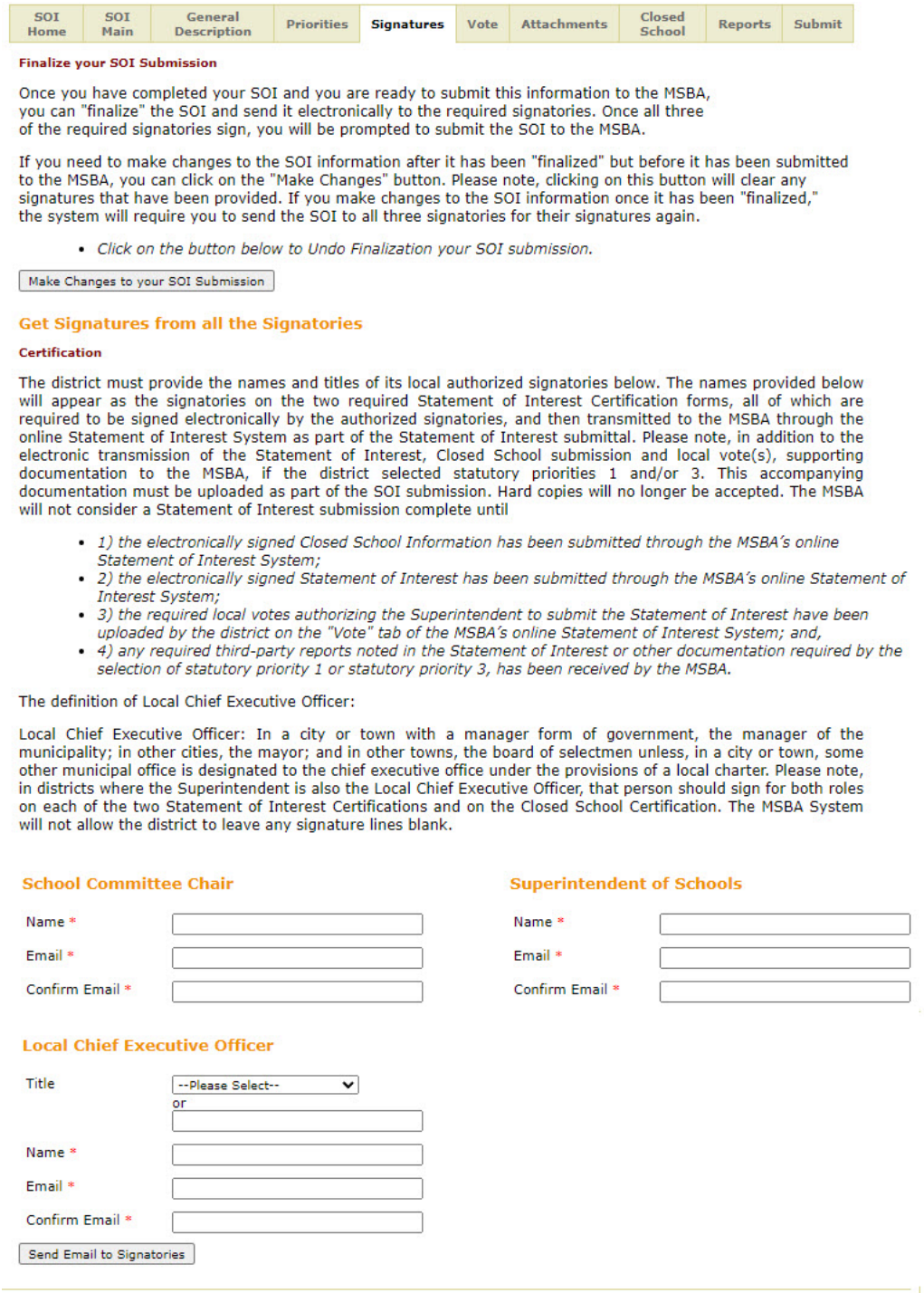
All required fields on the SOI Main, General Description and Statutory Priorities pages must be completed to finalize your submission. If a field is missing anywhere within the template the Finalize your SOI Submission button will be disabled.

Sample shown below



Once you have completed your SOI, you can finalize, submit and get the required signatures.

Sample shown below



Once the SOI is "finalized", the "Get Signatures from all the Signatories" section will appear. Every district is required to fill out and obtain the necessary signatures prior to submitting their SOI. Please provide names and email addresses for the three required signatories and the title of the Local Chief Executive Officer, all of which will appear on the SOI Certification forms and the Closed Schools Certification form.

Note: You can choose the exact title of the Local Chief Executive Officer by using the dropdown menu for titles, or type in the title if you cannot find the appropriate title in the list provided.

Once the names and emails have been entered, you can send an email to the Signatories by clicking on the “Send Email to Signatories” button. A system email will be generated which contains a view of the SOI (or Closed School Certification) and allows the person signing to provide an electronic signature.

Once all three of the required signatories sign, you (superintendent) will be able to submit the SOI and Closed School Certification to the MSBA.

Vote Tab

In the Vote Tab, the vote requirements for SOI are defined and the attachment section allows districts to upload SOI vote documents. Please see the next section for more details on attaching vote documentation.

SOI Home | SOI Main | General Description | Priorities | Signatures | **Vote** | Attachments | Closed School | Submit

REQUIRED VOTES

SOI VOTE REQUIREMENTS

- Current vote documentation is required with all SOI submissions.
- All required vote documentation must be uploaded in the SOI system in order to submit an SOI.
- Vote documentation should be in the format set forth below.

Cities and Towns must submit the following vote documentation:

1. Vote of the municipal governing body (i.e. City Council/Board of Aldermen/Board of Selectmen/equivalent governing body) authorizing the Superintendent of Schools to submit the SOI.
2. Vote of the School Committee authorizing the Superintendent of Schools to submit the SOI.

Regional School Districts must submit the following vote documentation:

1. Vote of the Regional School Committee authorizing the Superintendent of Schools to submit the SOI.

All SOI vote documentation must be uploaded on the Vote Tab

FORM OF VOTE

Please use the text below to prepare the required votes for the municipal governing body and the school committee.

Click **here** to access the Form of Vote in word format.

Resolved: Having convened in an open meeting on _____, prior to the SOI submission closing date, the __[City Council/Board of Aldermen, Board of Selectmen/Equivalent Governing Body / School Committee]____ of __[City/Town/District]__, in accordance with its charter, by-laws, and ordinances, has voted to authorize the Superintendent to submit to the Massachusetts School Building Authority the Statement of Interest Form dated _____ 2025 for the ___[Name of School]_____ located at ____[Address]_____ which describes and explains the following deficiencies and the priority category(s) for which an application may be submitted to the Massachusetts School Building Authority in the future _____[Insert a description of the priority(s) checked off on the Statement of Interest Form and a brief description of the deficiency described therein for each priority]_____
_____
_____; and hereby further specifically acknowledges that by submitting this Statement of Interest Form, the Massachusetts School Building Authority in no way guarantees the acceptance or the approval of an application, the awarding of a grant or any other funding commitment from the Massachusetts School Building Authority, or commits the City/Town/Regional School District to filing an application for funding with the Massachusetts School Building Authority.

DOCUMENTATION OF VOTE

Documentation of each vote must be **uploaded** separately as follows:

1) For the vote of the School Committee, a certification, including a copy of the text of the vote that was taken, must be submitted on school committee letterhead, **signed by the Chair of the School Committee**, with the date that the vote was taken.

2) For the vote of the City Council/Board of Aldermen/Board of Selectmen/equivalent governing body, a certification, including a copy of the text of the vote that was taken, must be submitted on letterhead **with the City/Town Clerk seal and signed by the City/Town Clerk** , with the date that the vote was taken.

ATTACHMENTS

Please attach the SOI votes below. **Before uploading, please make sure all vote requirements have been satisfied.**

1)The votes use the MSBA form of vote language.

2)The priorities listed in the votes match the priorities for which the SOI will be submitted.

3)The votes are on letterhead and certified by the appropriate individual.

To be Uploaded By District

Attachment 1 - School Committee Vote

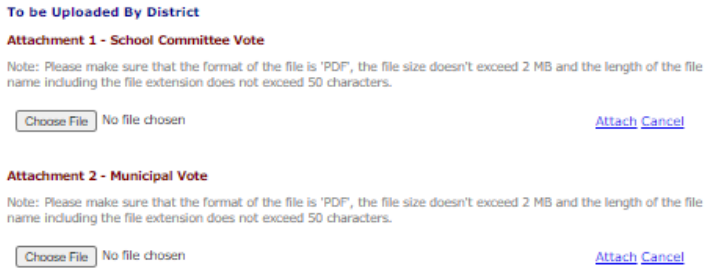
Note: Please make sure that the format of the file is 'PDF', the file size doesn't exceed 2 MB and the length of the file name including the file extension does not exceed 50 characters.

Choose File | No file chosen | Attach | Cancel

Attachment 2 - Municipal Vote

Note: Please make sure that the format of the file is 'PDF', the file size doesn't exceed 2 MB and the length of the file name including the file extension does not exceed 50 characters.

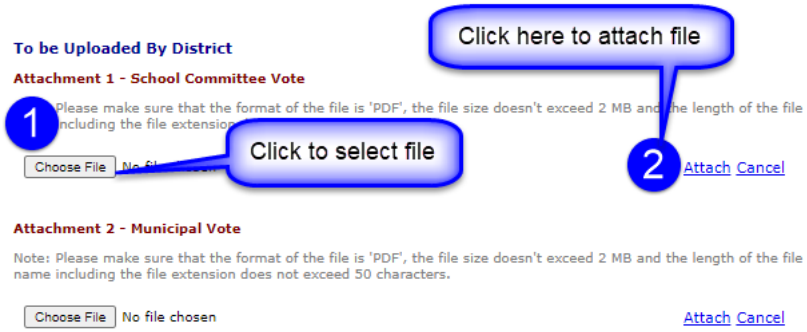
Choose File | No file chosen | Attach | Cancel



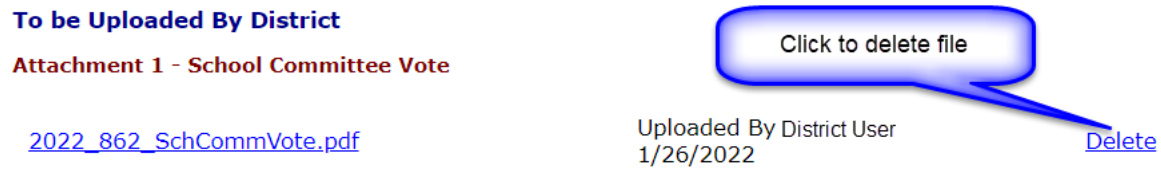
Vote Upload Information
In the “To be uploaded by District Section”, districts upload SOI vote documentation. The file type allowed for upload is PDF and the size must not exceed 2MB.

Please follow these instructions to upload

1. Click “Choose File”- browse to the file that you would like to upload
2. Click the “Attach” link to upload the document



Once successfully uploaded, the uploaded file will be displayed as a link as seen below. To download the file, click the link. If the user would like to delete the file and upload another document, click the “Delete” link.

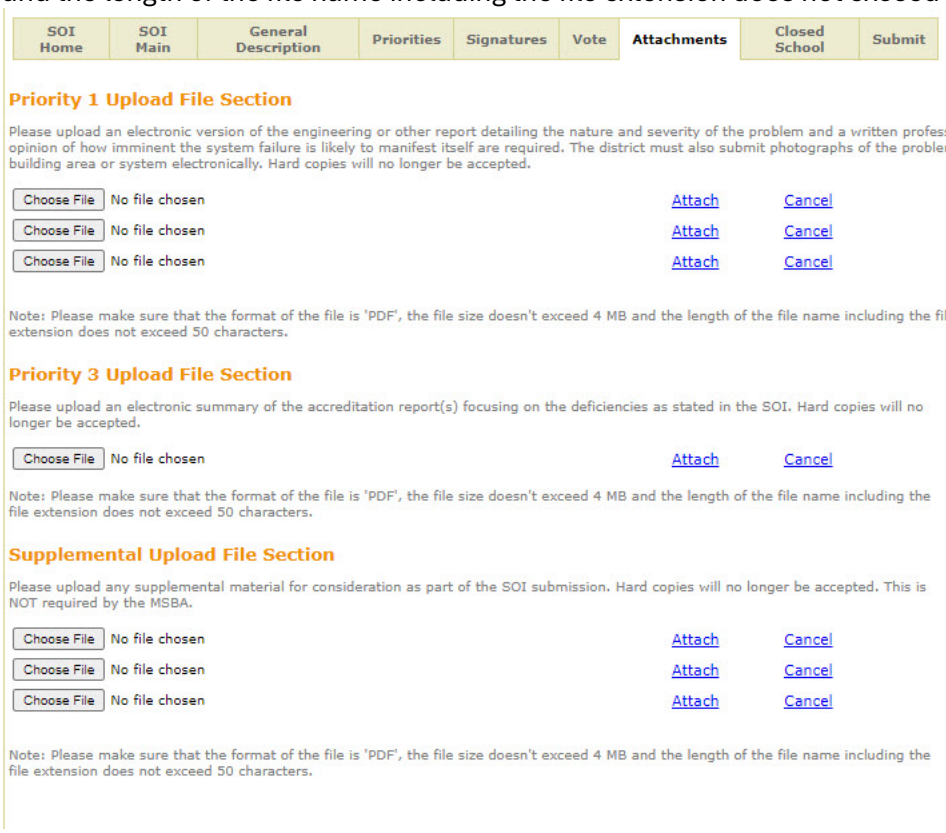


Attachment Tab

In the Attachment Tab, there are three sections.

- **Statutory Priority 1 Upload File Section** If the District selected Statutory Priority 1 supporting documentation can be uploaded here
- **Statutory Priority 3 Upload File Section** If the District selected or Statutory Priority 3, supporting documentation can be uploaded here.
- **Supplemental Upload File Section** The District can also provide any supplemental material for consideration as part of the SOI submission.

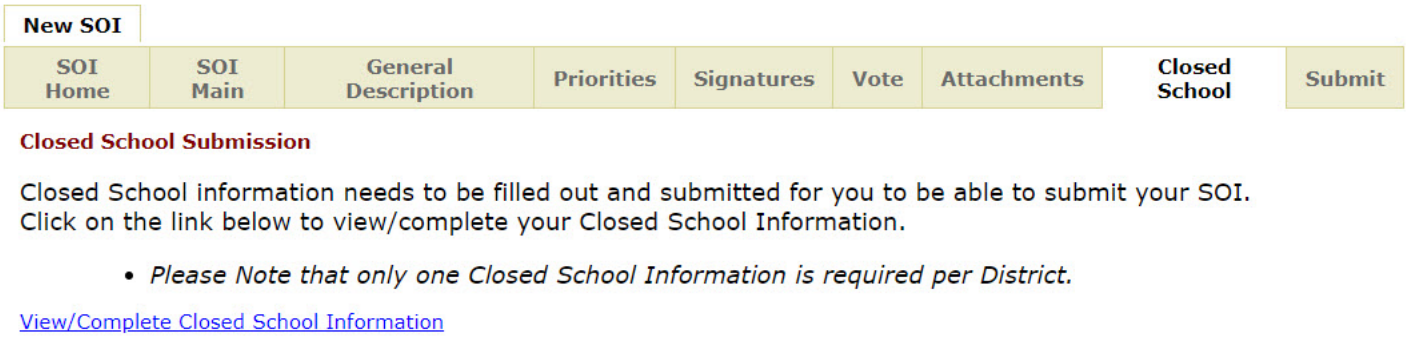
*Note: Please make sure that the format of the file is 'PDF', that the file size doesn't exceed 4 MB and the length of the file name including the file extension does not exceed 50 characters.



Closed School Tab

The Closed School information needs to be filled out and submitted for each district that is submitting an SOI. Only one Closed School submission is required for the district even if multiple SOI's are being submitted. This page displays a link to the Closed School tab located at the District level. The Closed School submission is required before an SOI can be submitted.

Please see the "Closed Schools" section further down in this manual for additional information related to a "Closed Schools" submission.



Submit Tab

When you have finished entering all your information on the previous tabs and you have obtained the required electronic signatures, you will be directed to the “Submit” tab, which will send the SOI electronically to the MSBA.

Before submitting your SOI to the MSBA, you must have answered the questions in the “Closed Schools” tab on the district level. See the “Closed Schools” section of this guide for assistance.

The “Checklist” (*shown below*) provides a final verification that all required conditions for submission of the SOI to the MSBA have been satisfied by the city, town, or regional school district. Each item must be checked before the SOI can be submitted. An optional field for any additional comments is also provided.

Once submitted, an SOI may not be modified.

Select “OK” to confirm that all information is correct and to complete the submittal procedure. Select “Cancel” to modify the SOI prior to submission.

It may take a few moments to process your SOI after you have pressed “OK.” A screen will appear saying that your SOI was successfully transmitted once all data has been received.

Sample shown below

SOI Home	SOI Main	General Description	Priorities	Signatures	Vote	Attachments	Closed School	Submit

Submit Statement of Interest(SOI)

District School

Contact

Checked Priority

Lists all Priorities checked in SOI Main page.

5.Replacement, renovation or modernization of school facility systems, such as roofs, windows, boilers, heating and ventilation systems, to increase energy conservation and decrease energy related costs in a school facility.

7.Replacement of or addition to obsolete buildings in order to provide for a full range of programs consistent with state and approved local requirements.

Checklist

Before submitting a Statement of Interest to the Massachusetts School Building Authority, PLEASE COMPLETE THIS CHECKLIST, CONFIRMING EACH OF THE FOLLOWING:

- [ ] This SOI is for one existing school in the City, Town or Regional School District.
- [ ] The School Committee and Local Governing Body have voted, using the specific language found under the "Vote" tab above, to authorize the submission of this SOI for this specific school and for the Statutory Priorities that have been identified. This/These vote(s) have been uploaded on the "Vote" tab. Please note that the Local Governing Body vote is not required for Regional School Districts.

Click on the "Vote" tab above for specific guidelines regarding the Form of Vote as it applies to Cities, Towns and Regional School Districts.

- [ ] The City, Town or Regional School District hereby acknowledges that the SOI submission will not be considered complete until the MSBA receives, electronically, all of the required vote documentation, required documentation for Statutory Priorities 1 and 3 and certification signatures in a format acceptable to the MSBA.
- [ ] The City, Town or Regional School District hereby acknowledges and agrees that this Statement of Interest is NOT an application for funding and submission of this Statement of Interest in no way commits the MSBA to accept an application, approve an application, provide a grant or any other type of funding, or places any other obligation or requirement upon the MSBA.
- [ ] **ADDITIONAL DOCUMENTATION REQUIRED TO BE UPLOADED FOR SOI STATUTORY PRIORITIES 1 AND 3 IN ORDER TO BE CONSIDERED COMPLETE. HARD COPIES WILL NO LONGER BE ACCEPTED:**

  - **If the District selects Statutory Priority 1:** Replacement or renovation of a building, which is structurally unsound or otherwise in a condition seriously jeopardizing the health and safety of the school children, where no alternative exists, the MSBA requires an electronic version of the engineering or other report detailing the nature and severity of the problem and a written professional opinion of how imminent the system failure is likely to manifest itself. The district must also submit photographs of the problematic building area or system to the MSBA electronically. The SOI will not be considered complete unless this information is uploaded as part of the SOI submission.
  - **If the District selects Statutory Priority 3:** Prevention of a loss of accreditation, the SOI will not be considered complete unless an electronic summary of the accreditation report(s) focusing on the deficiencies as stated in the SOI must be uploaded in the SOI system in order to submit an SOI.

ADDITIONAL INFORMATION: In addition to the information required above, the district may also elect to provide reports, pictures, or other information that may give the MSBA a better understanding of the issues identified at the SOI facility. Any supplemental material a district elects to submit with the SOI must be uploaded in the SOI system. Hard copies will no longer be accepted.

If you have any questions about the SOI process please click here.

Submission Note

Submit SOI

Other Required Information

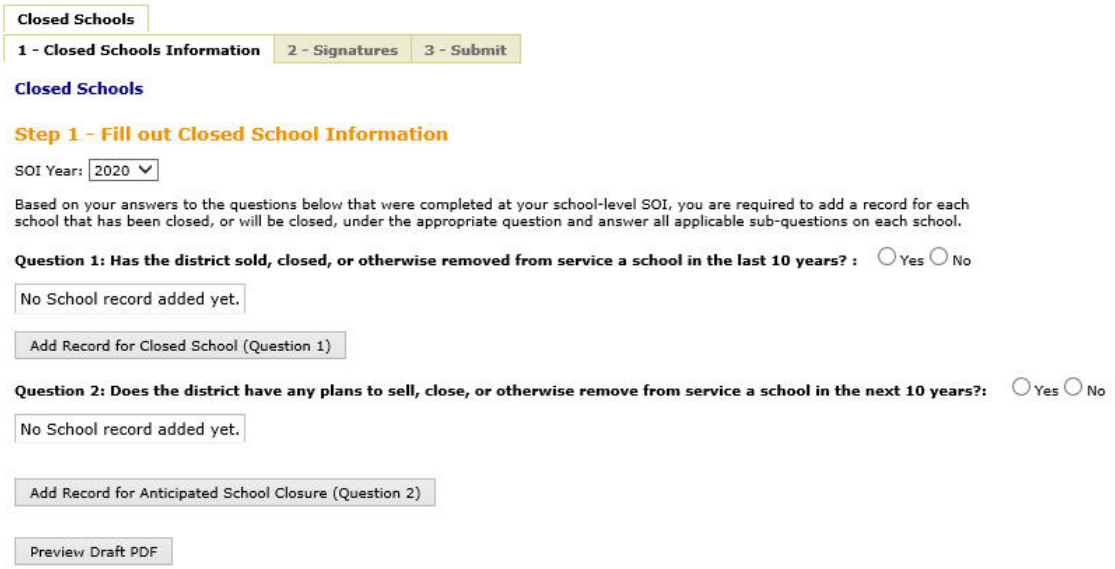
As a part of the SOI submittal process, the district will be required to supply additional information.

- **Every district** must enter the names and obtain three authorized SOI signatories before submitting their Closed Schools Information and their SOI.
- **Every district** must submit the Closed Schools Certification before submitting an SOI.
- If the district is filing an SOI with Statutory Priority 1 selected, the district must upload engineering or other report detailing the nature and severity of the problem and a written professional opinion of how imminent the system failure is likely to manifest itself are required. The district must also submit photographs of the problematic building area or system. (*See additional information in the Statutory Priority 1 tab*.)
- If the district is filing an SOI with Statutory Priority 3 selected, the district must upload summary of the accreditation report(s) focusing on the deficiencies as stated in the SOI. (*See additional information in the Statutory Priority 3 tab*.)

Closed Schools

Only one Closed Schools Certification is required per district, regardless of how many SOIs are submitted.

To access the Closed Schools Tab, click on your district in the SOI System.



As seen in the sample above, the Closed Schools tab is at the district level.

Clicking on the Closed Schools tab will display two questions about school closings. For each of the two questions, whether the district has closed schools or intends to close schools, the MSBA has requested additional detail on each school affected. By clicking on the “Add Record” buttons,

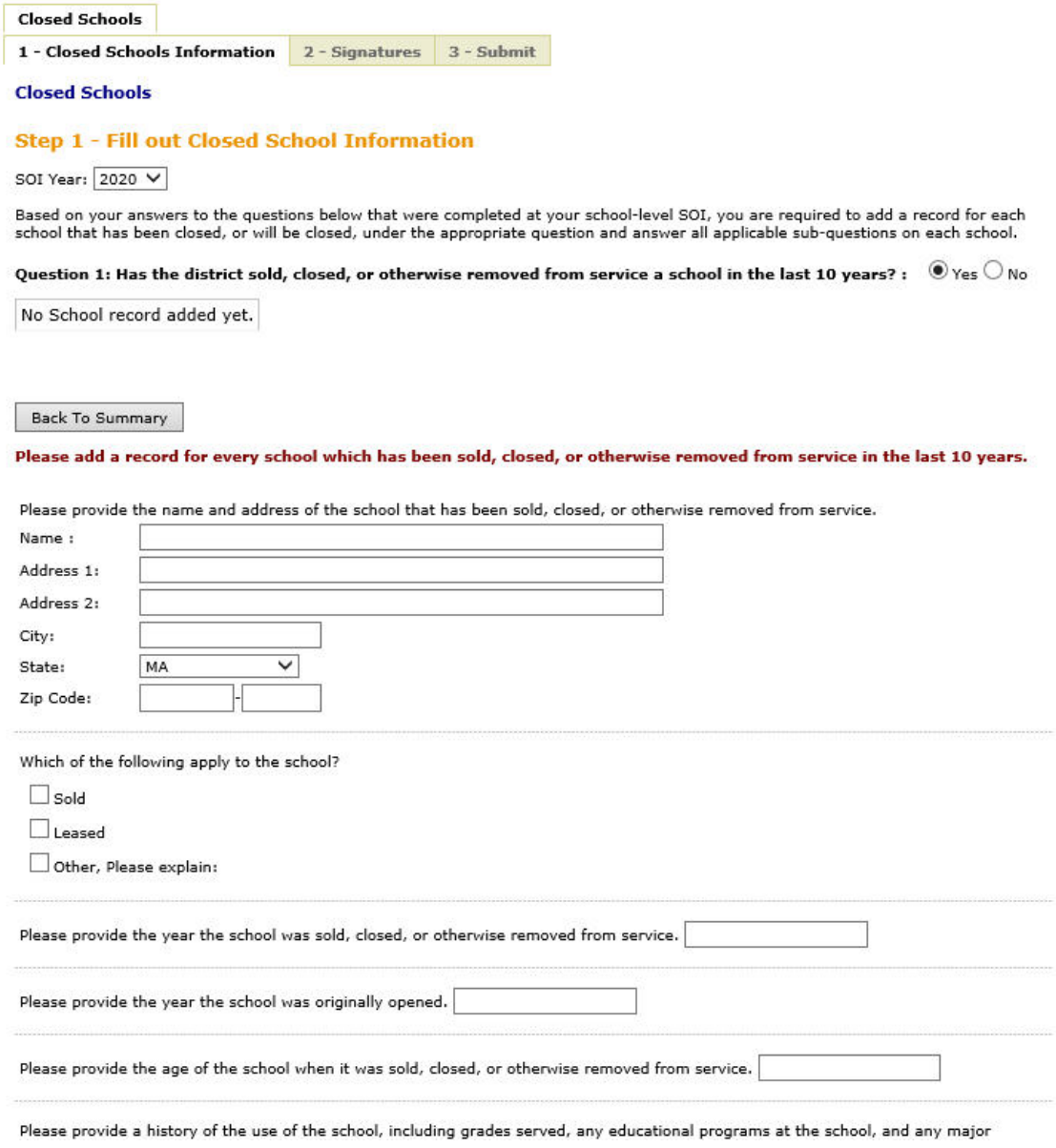
you will have the opportunity to provide an explanation that will help the MSBA understand the reasons for your district's decision to close one or more schools.

The finished Closed Schools Information may contain details for multiple schools. For example, if your district has closed two schools and intends to close a third, you will have two entries under the first question and one under the second question. Adding records for either question will bring you to similar pages on which you can provide details.

There are several follow-up questions, some of which are open-ended. They are all intended to provide information on the school's history and the district's reasoning for closing the school(s). Information requested on a school the district has closed or intends to close, includes the name and address of the school, the grades the school served when open, the reason for closing the school, details on relocation, and information regarding state funding.

Sample shown below.

Please remember to SAVE your data! You must fill in every field to save.



Once you have completed and finalized all the required Closed Schools information and obtained the necessary online signatures, the “Submit” tab will be enabled. This page also has a place for the district to include a submission note and a button that enables the district to preview the Draft PDF that you will see upon submission.

To transmit your information to the MSBA, press the “Submit Closed Schools Information” button.

Upon submission of the District level Closed Schools Information, you will be able to submit any SOIs that are otherwise complete.

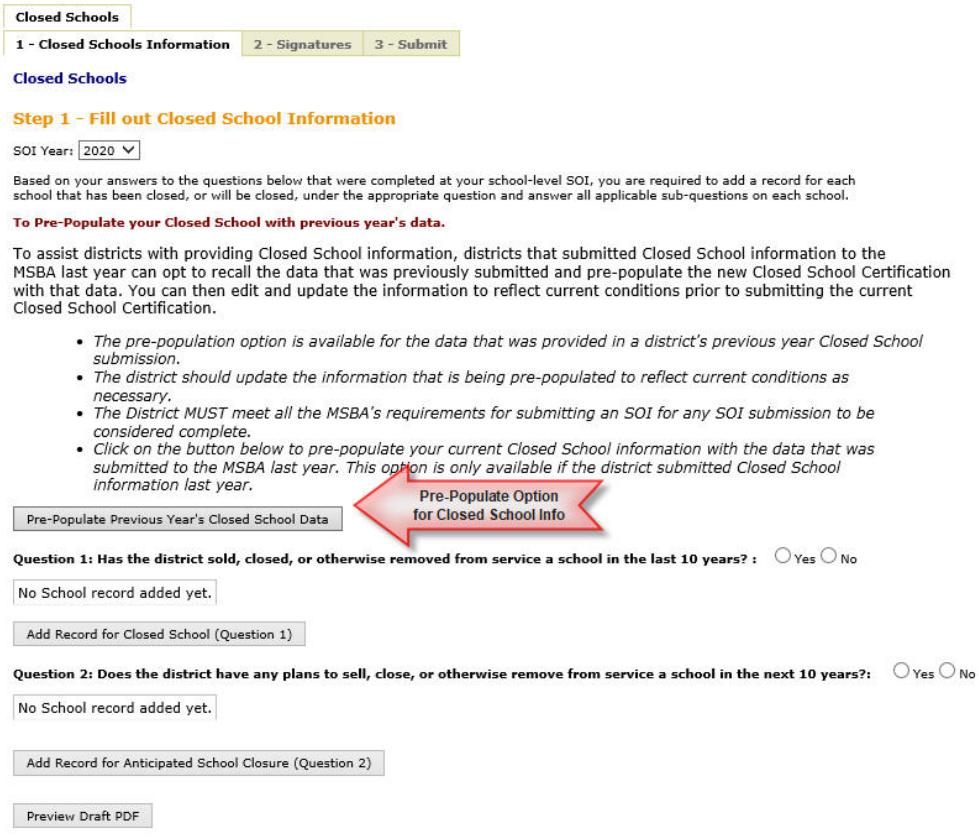
Pre-Populating Data

Pre-Populating Closed School and New Statement of Interest(s) with Previously Submitted Data

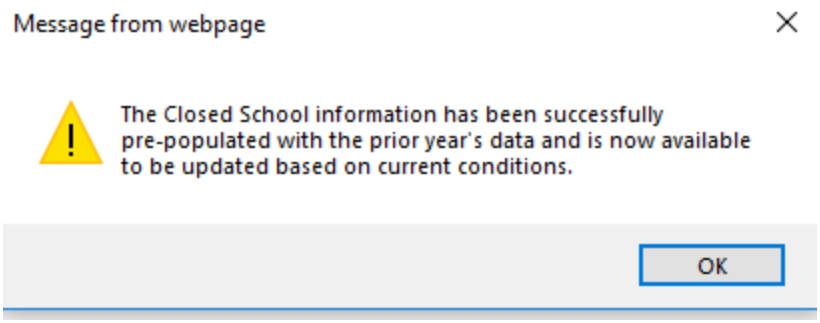
To assist districts with re-filing an SOI submitted in 2025, the MSBA has provided in 2026 a pre-populate functionality through which districts can click on a button for a specific school facility and pre-populate the new SOI and Closed School tab with the data that was provided in the prior year. The district can then edit the information and update the SOI prior to submitting it for consideration in 2026. **This option is only available if the district submitted an SOI in 2025.**

Once the pre-population option has been selected, it will no longer appear.

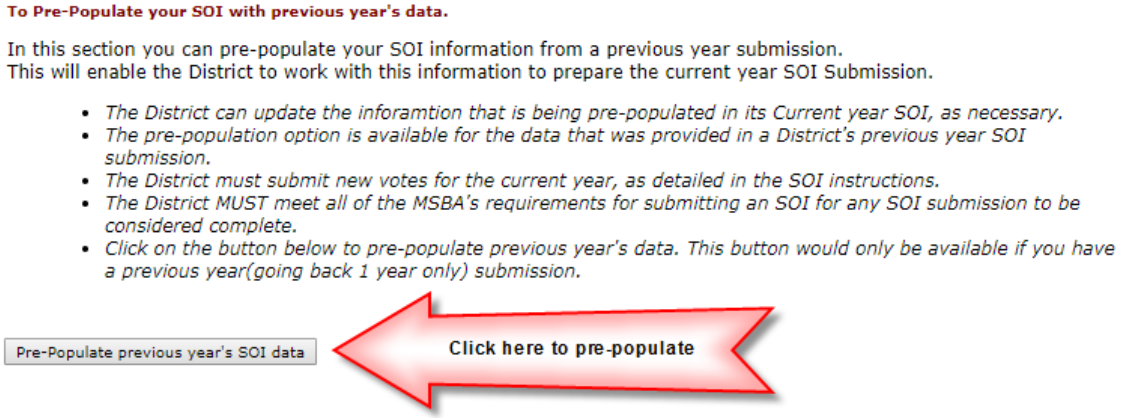
The Pre-Population functionality for Closed School Information is available at the district level "Closed School" tab, "1- Closed School Information" tab for those districts that had a 2025 SOI Submission, as seen in the sample below.



Clicking "Pre-Populate Previous Year's Closed School Data" will populate the data. Once clicked, you will see the success message as shown below. Click 'OK' on the message and the closed school data will be populated.



The Pre-Populate functionality for the SOI is available at the “New SOI” tab --> “SOI Main” tab as shown in the sample below for those schools that have a 2025 SOI submission on file.



Clicking on the button “Pre-Populate Previous Year’s SOI Data” will populate the data. Once clicked, you will see the success message as shown in the sample below. Click ‘OK’ on the message and the SOI data will be populated.

