School Building Authority of West Virginia

# PROJECT NOMINATION & FUNDING PROCEDURES

Proposed June 17, 2019

For the purpose of establishing procedures that are clear and understandable for Authority members, as well as guests in attendance, the SBA staff has proposed the following steps for the nomination and funding process of SBA grant awards.

1. The SBA Architectural Staff will provide a brief explanation and recommendation of each project proposal to the Authority, per the requirements of WV Code §18-9D-16.

2. The Chair will ask the Authority if there is a nomination to accept, and fund the projects as recommended by the SBA staff. A motion, second, and a majority vote is required. If accepted, the process is complete and the projects "above the line" are awarded grants.

3. If the motion to approve the projects as recommended by the Staff does not carry, the Chair will recognize individual Authority members in an open nomination process. The SBA Finance Staff will provide an ongoing total amount of SBA requested funds that are nominated.

    a. Members ask to be recognized by the Chair. Upon recognition, an Authority member may nominate **one** project.

        i. Members are recognized in the order as determined by the Chair, **regardless** of seniority. WVBE members may not serve a term of more than two years at a time, and therefore, are unable to achieve a high seniority rank.

        ii. Members may ask the SBA staff if a reduction in a project's scope could lead to a recommended reduction in a grant fund request if feasible. The Staff may provide a reduced amount. Members should not ask county personnel for a voluntary increase in local share to reduce the amount of funds nominated.

    b. An Authority member does not have to nominate a project and may choose not to be recognized during the open nomination process.

    c. Authority members may nominate a second project only if the amount of funds available has not been exceeded by the total amount of requested funds that are nominated and every other member has had a chance to nominate a project.

4. After all nominations have been made, the Chair shall entertain a motion to close the nominations. If the total amount of requested funds associated with the projects nominated does not exceed the total funds available, the Authority shall vote to award all nominated projects.

5. If the total amount of requested funds associated with the projects nominated exceeds the total funds available, the Authority shall vote to approve projects individually in the order of nomination. Projects must receive a majority vote to be awarded a grant.

6. Once the total of grants awarded exceeds the amount of funds available, no other nominated project shall be voted upon.