



**School Building Authority of West Virginia**  
**David A. Sneed, Executive Director**

---

2300 Kanawha Boulevard, East • Charleston, West Virginia 25311-2306 • Office (304) 558-2541 • Fax (304) 558-2539

---

**MEMORANDUM**

**TO:** County Superintendents & Other SBA Grant Participants

**FROM:** Mr. David Sneed, Executive Director

**SUBJECT:** MIP and 3% Project Deadline Extension

**DATE:** December 3, 2015

To provide sufficient time for all counties to develop their MIP and 3% Projects, we are extending the MIP and 3% Project submission deadline to February 1, 2016. This will enable the counties to contact and work with our SBA staff to fully develop your projects. This process was used during the Needs Project submissions and was very beneficial to the SBA and the counties that requested our assistance. However, if you have completed your project submission data and want to submit your project prior to February 1, 2016, please do so and we will begin our review process as soon as we receive your project.

Thank you for your cooperation and if you have any questions, please contact our office.

DS:ab