

**SBA Form 104**

**Grant Contract Exhibits**

**EXHIBIT A-1**

**EXHIBIT A-2**

**EXHIBIT B**

**EXHIBIT C**

School Building Authority of West Virginia  
**PROJECT DESCRIPTION AND FINANCE PLAN**  
 EXHIBIT A-1

COUNTY \_\_\_\_\_

DATE OF GRANT \_\_\_\_\_

PROJECT NUMBER  
 SCHOOL FACILITY AND  
 ESTIMATED COST:

XX-XXX-XXX

\$0.00

DESCRIPTION OF PROJECT:

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REVENUE SOURCES:

	<u>Amount</u>	<u>Percentage</u>
School Construction Fund Allocations – FY ____	0.00	0.00%
School Construction Fund Allocation – FY _____	0.00	0.00%
Local Funds	<u>0.00</u>	<u>0.00%</u>
<b>TOTAL FINANCE PLAN</b>	<b><u>\$0.00</u></b>	<b><u>0.00%</u></b>

School Building Authority of West Virginia  
**PROJECT DEVELOPMENT SCHEDULE**  
 EXHIBIT A-2

High School /Design Build Schedule

Milestone	Timeframe (months)
1. Planning (1)	3
2. Schematic design	2.5
3. Design development & technology plan	5
4. Bidding documents	3.5
5. Bidding and contract award	1
6. Construction (2)	21
<b>Total Time</b>	<b>36</b>

Middle School/Design Build Schedule

Milestone	Timeframe (months)
1. Planning (1)	3
2. Schematic design	2.5
3. Design development & technology plan	5
4. Bidding documents	3.5
5. Bidding and contract award	1
6. Construction (2)	18
<b>Total Time</b>	<b>33</b>

Elementary School/Design Build Schedule

Milestone	Timeframe (months)
1. Planning (1)	3
2. Schematic design	2
3. Design development & technology plan	4
4. Bidding documents	3
5. Bidding and contract award	1
6. Construction (2)	14
<b>Total Time</b>	<b>27</b>

**Note (1)** The project development schedule begins with the SBA notice of grant award. It is imperative that the project move forward based on the schedule provided. To meet the critical timelines, you will be required to have all planning, design, and when applicable, construction management professionals under contract and the educational program of space completed within 90 days of the grant award notice. The scope and complexity of each project will be considered and the development schedule will be adjusted to reflect greater or less planning and design time as determined by the SBA. Submission requirements for items 1-4 are provided on SBA Form 176 A-E in the SBA Policy and Procedure Manual. If the project is delayed at any phase at the county level as a result of timelines not being met, the SBA will require the grant recipients to pay the delay costs based on the current annual construction inflation rate, prorated over the number of months the project is delayed. Design Build project schedules will be adjusted to comply with the requirements of code and SBA Design/Build Policy. Major addition and renovation project schedules will be established jointly with the grant recipient, project architect or design builder and the SBA based on the size and complexity of the project.

**Note (2)** Unless approved by the SBA, the construction timeline for a lump sum contract will be dictated by the completion days provided by the contractors within the bid. The construction timeframes indicated above are approximate.

School Building Authority of West Virginia  
**REQUISITION FORM**  
EXHIBIT B

COUNTY: \_\_\_\_\_ DATE: \_\_\_\_\_

SUBMIT TO:

United National Bank  
P.O. Box 393  
Charleston, WV 25392  
Attention: Kathy Smith

SUBMIT TO:

School Building Authority of West Virginia  
2300 Kanawha Boulevard, East  
Charleston, WV 25311-2306  
Attention: Garry Stewart

You are authorized to make the following disbursement from the School Building Authority of West Virginia Project Fund (the AFund@) maintained under that certain Depository Agreement dated February 15, 1990 by and between the School Building Authority of West Virginia and United National Bank, as Depository.

- (1) County Account: \_\_\_\_\_
- (2) Requisition Number: \_\_\_\_\_
- (3) Name of School: \_\_\_\_\_
- (4) SBA Project Number: \_\_\_\_\_
- (5) Name and Address of Payee:  
(Co. Bd. Of Ed. Or RESA) \_\_\_\_\_  
\_\_\_\_\_
- (6) Amount:  
(Total all invoices) \_\_\_\_\_

- A. The expense listed above has been incurred as a cost of a project identified in the Grant Contract, dated \_\_\_\_\_ by and between the School Building Authority of West Virginia and the undersigned county board.
- B. A copy of the invoice relating to this payment and a description of the work, materials or equipment is attached. Such materials are not subject to any lien or security interest and such funds will not be used to satisfy such lien or security interest.
- C. By affixing my signature, I certify that all requisitions from which payment was received the prior month have been paid to the vendor(s).

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

THE BOARD OF EDUCATION OF  
THE COUNTY OF \_\_\_\_\_

By \_\_\_\_\_  
County Superintendent

Note: Requisitions must be received by United National Bank and the Authority on or prior to the 5<sup>th</sup> day of the month in which payment is required. No facsimile requisitions will be accepted for issue of payment.

School Building Authority of West Virginia  
**PROJECT FINANCE PLAN AMENDMENT FORM**  
**EXHIBIT C**

COUNTY: \_\_\_\_\_

DATE: \_\_\_\_\_

PROJECT DESCRIPTION: \_\_\_\_\_

Amended Project Finance Plan       Final Project Finance Plan

Description of Funding Sources: _____	Date of Availability	Construction Budget As Previously Approved by SBA	Increase (Decrease) in Project Funds	Current Construction Budget As Proposed By County BOE	Percentage of Total Funding
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Original SBA Construction Fund Grant

Supplemental SBA Grants Awarded

Local Funding (Indicate Source): \_\_\_\_\_

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Other Funding (Indicate Source): \_\_\_\_\_

1. DOH Reimbursement
2. Federal Government Grant
- 3.
- 4.
- 5.

TOTAL PROJECT FINANCE PLAN	0.00	0.00	0.00	0.00%
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A. We certify to the best of our knowledge and belief that the above information is correct. A copy of the Board of Education minutes approving this project finance plan change is attached for your reference.

\_\_\_\_\_  
 County Board of Education President

\_\_\_\_\_  
 County Superintendent

**THIS FORM MUST BE UPDATED EACH TIME THE PROJECT FINANCE PLAN IS ALTERED AND THE FINAL PROJECT COST MUST BE RECORDED ON THIS FORM AND ACCOMPANY THE FINAL REQUEST FOR PROJECT CLOSEOUT FUNDS.**

Exhibit C  
 Revised 9/2015