



School Building Authority of West Virginia



Ben Ashley, Assistant Director of Planning & Construction

“Investing in West Virginia’s Future”

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Welcome

This site has been created to provide technical information regarding guidelines and procedures that help our educators, architects, and contractors navigate through the various phases of SBA projects. Read a welcome message from David Sneed, SBA Exec. Director by [clicking Here](#).

Project Spotlight

Capital Planning - Fayette County

Information regarding the Capital Improvement Planning Process to develop a long range solution for Fayette County Schools.

Project Development Process Changes

The Authority has charged the SBA Staff to revise project development and delivery strategies to allow the staff to be more involved in the development and management of projects.

Project Photo Galleries

Check out our photos and follow us on Flickr and Instagram!



Press Releases

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How Do I ...

- [Submit a Project for Funding Consideration?](#)
- [File a CEFP Annual Update?](#)
- [Apply for a CEFP Amendment?](#)
- [Hire a Consultant? - A/E, CA, CM, Clerk](#)

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Resources

- [Funding Allowance Information](#)
- [Bidding Information - Dates & Forms](#)
- [Requisition Information](#)
- [Safe School Design Guidelines](#)

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Discussion Items for Today

- ❖ Project Selection
- ❖ Project Development
- ❖ Securing Funding
- ❖ Post-Funding Partnership
- ❖ Questions & Input from You



School Building Authority Staff

David Sneed – Executive Director

Tamela Brewer – Executive Secretary

Scott Raines – Director of School Planning & Construction

Mike Hall – Assistant Director of School Planning & Construction

Joyce VanGilder – Assistant Director of School Planning & Construction

Ben Ashley – Assistant Director of School Planning & Construction

Dana Womack – Assistant Director of School Planning & Construction

Angie Bradley – Technical Assistant

Garry Stewart – Director of Finance

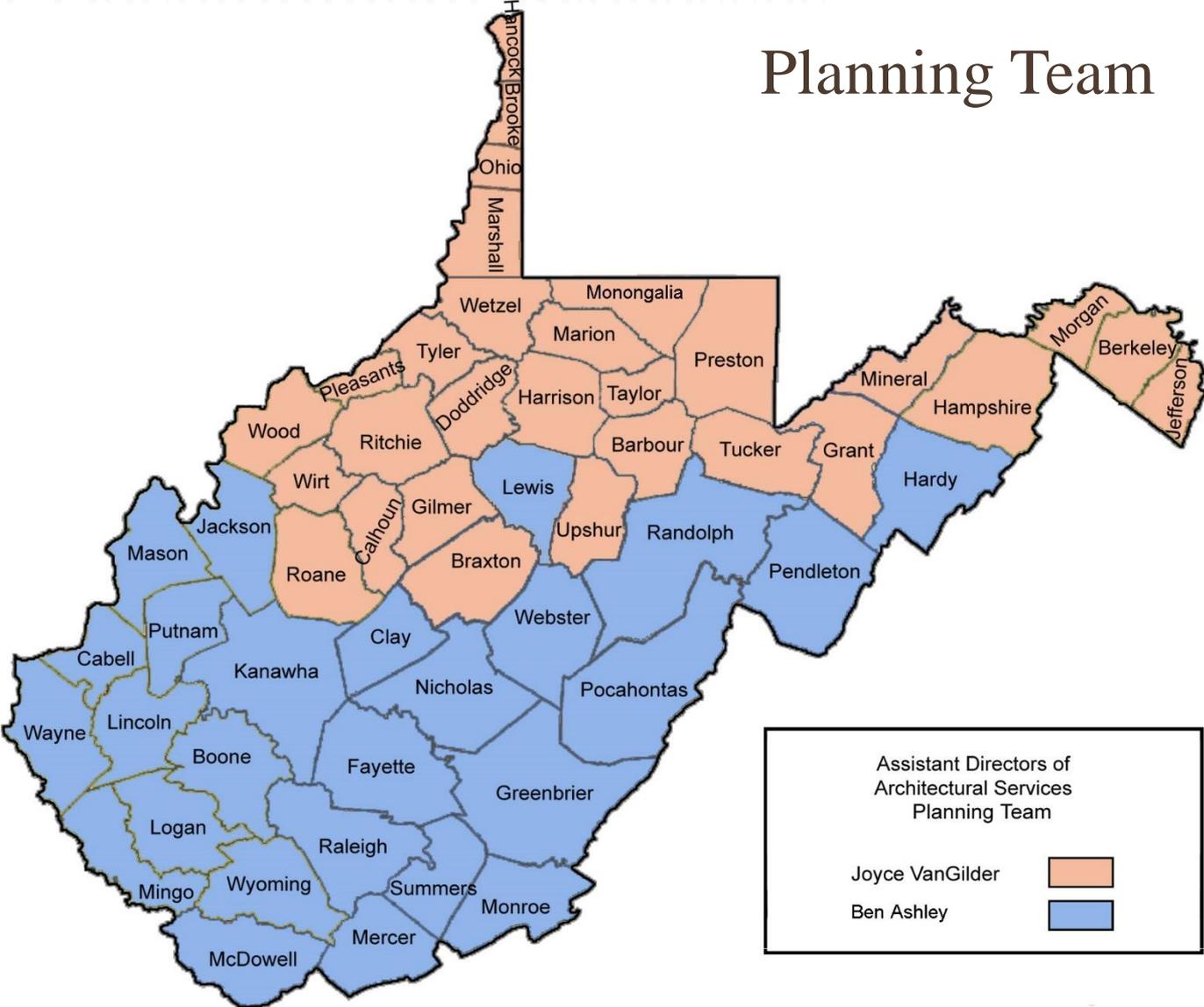
Stella Gill – Director of Administration

Karen Courtney – Financial Assistant

SBA.WV.GOV

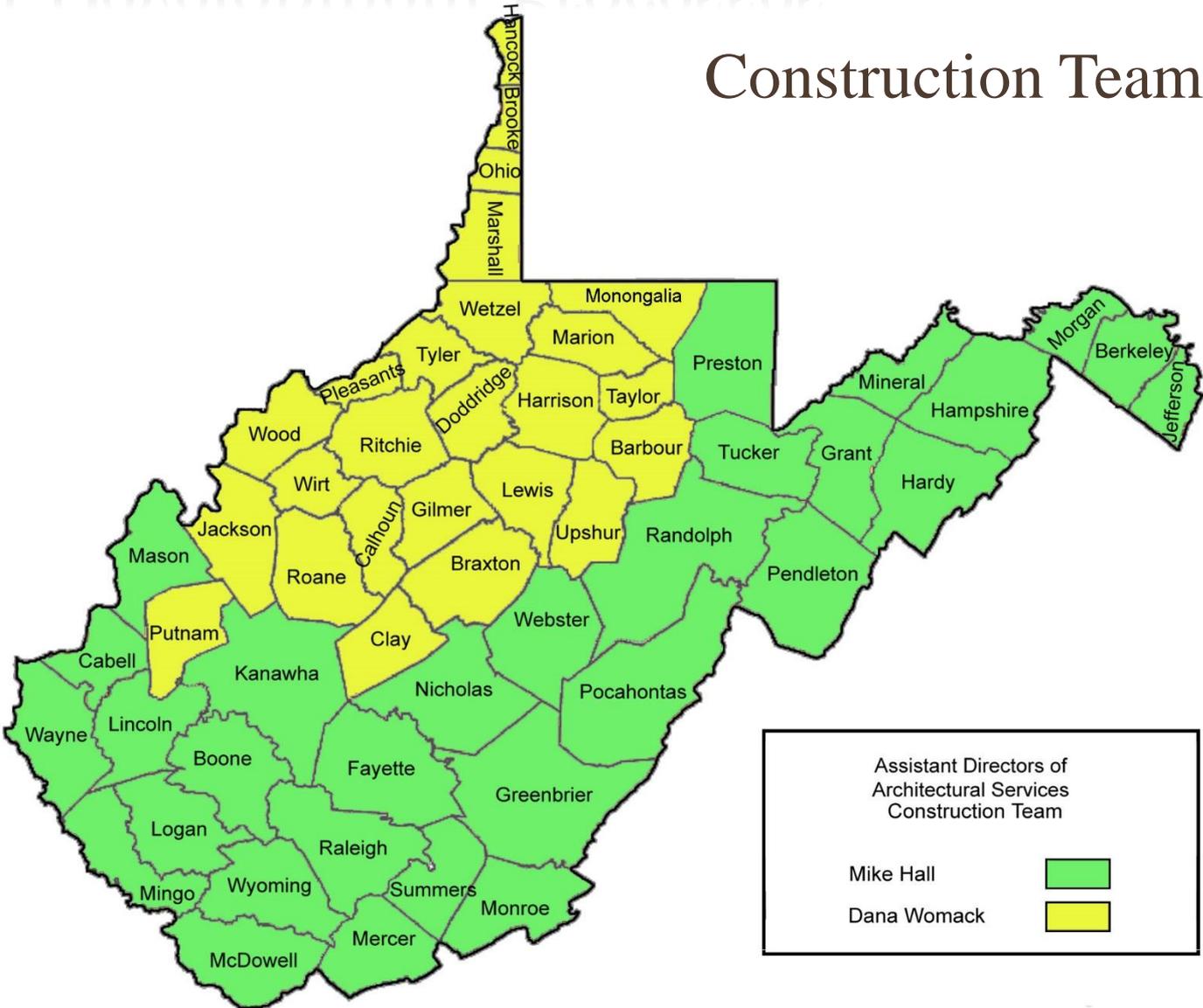
Project Development Processes

Planning Team

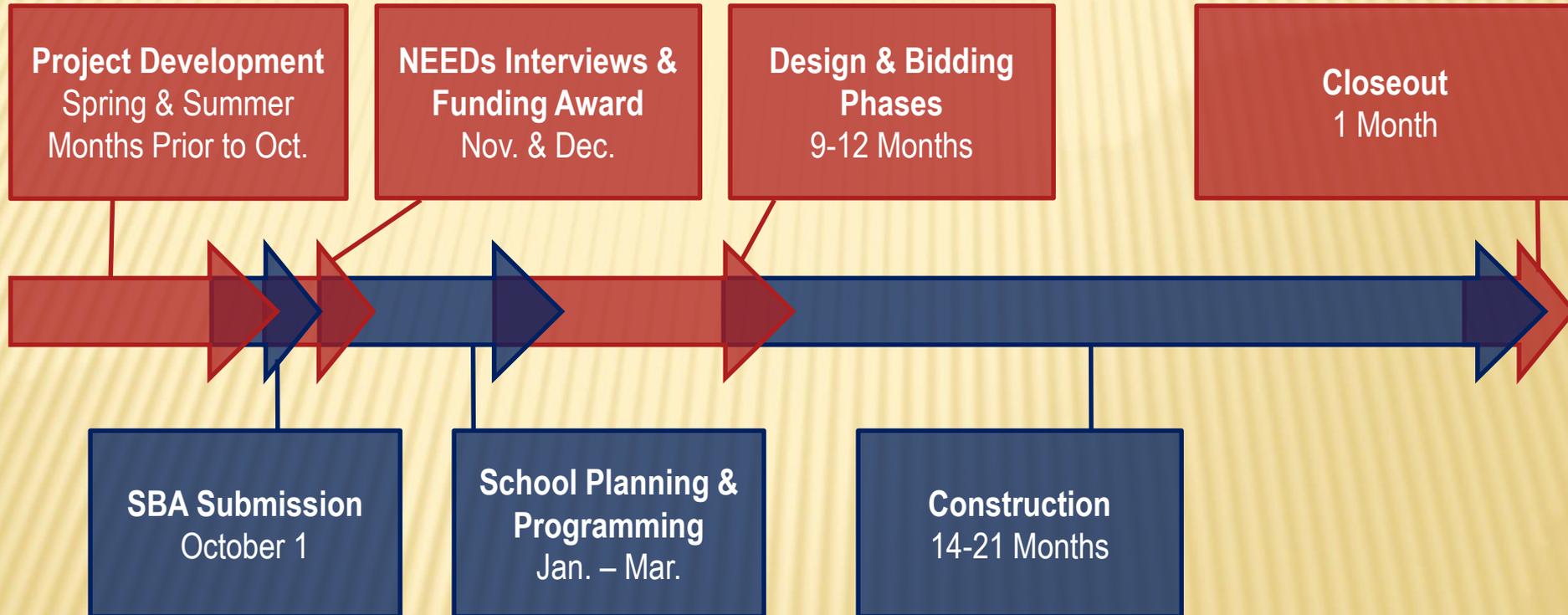


Project Development Processes

Construction Team



SBA NEEDs Project Timeline



Project Development Processes

Since 2015, the SBA has changed the Project Development Process

- ❖ SBA now working with Counties *up front* on Project Development

Call Us *First*: (304) 558-2541

Project Development Processes

- ❖ Identify County Needs – Look at County Operations:
 - ❖ Evaluate Overall Goals of the CEFPP
 - ❖ Examine Educational Plan & Course Offerings
 - ❖ Review Staffing, Operation, Maintenance, Energy Costs
 - ❖ Confirm Past & Projected Enrollments, Attendance Areas
 - ❖ Note Fire Marshal & BRIM Citations

- ❖ Identify *Deficiencies & Areas for Improvement*

Project Development Processes

❖ Complete NEEDs Project Preliminary Submission Form

❖ Send to *Joyce* or *Ben*

Joyce.A.VanGilder@wv.gov

Benjamin.S.Ashley@wv.gov

School Building Authority of West Virginia
NEEDS PROJECT PRELIMINARY SUBMISSION FORM

In accordance with SBA's Project Development Procedures, please provide to the SBA the following data regarding your capital improvement project you plan to submit to the SBA for funding consideration. You may present several projects for the SBA to review and advise you with regards to the best project to submit for funding consideration.

COUNTY: _____ FUNDING CYCLE YEAR: _____

Proposed project(s) and/or area of need:

Possible permanent capital improvement solutions to address this area of need:

If the proposed project is a new and/or consolidated school, how do these proposed capital improvement solutions fit within the overall need of the county/region?

Is the proposed project the most economical solution to resolve the proposed need? Have you considered cross-county regionalization to address this area of need?

Has this project or a similar project been submitted to the SBA for funding consideration in the past?

Does the current CEFP address this area of need? Or, will this project require an amendment to the current CEFP?

List the activities that have occurred to date in the preparation for submission of this project.

Date

County Superintendent

Project Development Processes

- ❖ Select projects with a single focus.
- ❖ Consider projects that have united support from the local board.
- ❖ Consider the funding limits of the SBA and the maximum local funding available to achieve project completion.
- ❖ Caution: Good projects may be scored low if sufficient information is not provided to the review team.

Project Development Processes

- ❖ Work with your SBA staff representative first and consider possible options early in the process
- ❖ Proposed project must be in your Comprehensive Educational Facilities Plan.
 - ❖ *Amendment will be required if the project is not in your CEFP*
- ❖ Projects should address as many of the evaluation criteria as possible.

Developing the Project Submission



Developing the Project Submission

- ❖ The basic elements of a well-prepared project address:
 - ❖ Effective & Efficient Use of Funds
 - ❖ Health & Safety
 - ❖ Curriculum & Instruction
 - ❖ Adequate Space for Project Enrollment
 - ❖ Economies of Scale
 - ❖ Travel Time and Demographics
 - ❖ Multi-County/Regional Aspects
 - ❖ Educational Innovations
 - ❖ West Virginia Code §18-9D-16 also requires the SBA to consider the history of the county's effort to support their plan with local bonds or levies.

Developing the Project Submission

- ❖ Discuss the Project(s) with the SBA representative.
- ❖ Develop an understanding of the Scope of the project with the SBA.
- ❖ Determine the type of professional services needed.
- ❖ Establish project financing
 - ❖ New School
 - ❖ Addition & Renovation
 - ❖ Funding Sources

Developing the Project Submission

❖ Complete Grant Application
SBA Form 120

❖ Due October 1

❖ Send to *Angie Bradley*

Angela.L.Bradley@wv.gov

NEEDS

School Building Authority of West Virginia
CONSTRUCTION FUND PROJECT "NEEDS"
EXECUTIVE SUMMARY
SBA FORM 120

PROJECT _____
COUNTY _____ PROJECT COST \$ _____

IMPLEMENTING TOTAL CEFP		FUNDING SOURCE - THIS PROJECT	
SBA NEEDS	\$ _____	SBA	\$ _____
SBA MIP	\$ _____		
LOCAL	\$ _____	LOCAL	\$ _____
FEDERAL	\$ _____	FEDERAL	\$ _____
OTHER	\$ _____	OTHER	\$ _____
TOTAL	\$ _____	TOTAL	\$ _____

Bonding Capacity \$ _____ Available Bonding Capacity \$ _____
Excess Levy Capacity \$ _____ Remaining Levy Capacity \$ _____

If you have an excess levy:
What percentage are you currently collecting? _____ %
What amount of the excess levy is dedicated to capital improvements annually? \$ _____
What is the expiration date of your levy? _____

PROJECT DESCRIPTION:

PROJECT STATUS

Site Selected Yes _____ No _____ New Site _____
Geotechnical Yes _____ No _____
Existing Board Owned Property Yes _____ No _____
Survey Performed _____
Programming/Preliminary Design Completed – Describe: _____

SCHOOL CLOSURE STATUS

School Closure Required	Yes _____	No _____
County Hearing Done	Yes _____	No _____
County BOE Approved	Yes _____	No _____
WV BOE Approved	Yes _____	No _____

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Securing Funding



Securing Funding

- ❖ SBA representative will help you prepare for your interview
- ❖ Submission Interview with SBA Authority Members
 - ❖ Presentation and Q&A
 - ❖ What will the Authority ask?
- ❖ Post-interview follow-up assistance
- ❖ SBA Staff provides recommendations to the Authority regarding projects that best meet the funding criteria

Post-Funding Partnership



Post-Funding Partnership

- ❖ SBA Staff will assist with Educational Programming
 - ❖ Specifically, how do you intend to use this new space?
 - ❖ Specifically, what do we tell the Architect to design?

- ❖ Project Planning Team Meetings
 - ❖ Determine Stakeholders & Responsibilities
 - ❖ Establish & Charge Committees
 - ❖ Curriculum & Technology
 - ❖ Physical Plant
 - ❖ Food Service, etc.

- ❖ Educational specification will be approved by the County and turned over to the Design Firm

Post-Funding Partnership

- ❖ The SBA Staff will determine early on if a Construction Manager will be used for your project.
- ❖ The CM is hired by the SBA and assigned to specific projects.
- ❖ The responsibilities of the CM include (but not limited to):
 - ❖ Constructability Reviews
 - ❖ Budget Estimating
 - ❖ Formulation of the Construction Schedule
 - ❖ Bidding & Procurement Administration
 - ❖ Construction Oversight & Reporting

Post-Funding Partnership

- ❖ Design Phase Submissions & Meetings – 9-12 Months
- ❖ Transition from SBA Planning Team (*Ben* or *Joyce*) to Construction Team (*Dana* or *Mike*)
- ❖ Bidding & Construction – 14-21 Months
- ❖ Post-Occupancy Project Evaluation

Questions & Input from You

- ❖ We're with the Government and we're here to help!



Ben Ashley, AAIA, MBA

(304) 558-2541

Benjamin.S.Ashley@WV.gov