

DEFERRED MAINTENANCE GRANT PROGRAM

During the 2019 Regular legislative session, lawmakers passed Act 2019-403 (SB199) that included funding a four million dollar (\$4 million) Deferred Maintenance Program. The administration of these funds was placed with the Alabama Commission on Higher Education (ACHE). The description of the program included in Act 2019-403 is as follows:

The above appropriation is to be deposited into a separate fund to be allocated for a grant program for the public and state-related colleges and universities in the state. Of the above appropriation, not more than \$750,000 may be allocated to any one institution. The grants are to be allocated for deferred maintenance on existing structures and cannot be utilized for new construction. The grant program shall be administered by ACHE, and ACHE shall establish rules for the implementation of the grant program, the application process for the grants, and the awarding of the grants. The program shall require a dollar-for-dollar match to be paid by the institution receiving the grant. Grants shall be awarded based on demonstrated needs, and ACHE shall develop and implement a scoring process to evaluate each grant application and to certify compliance with grant award following project completion. ACHE shall submit an annual report to the Governor, the Chairs of the Senate Finance and Taxation-Education Committee and the House Ways and Means-Education Committee, the Director of Finance and the Director of the Legislative Services Agency within 30 days after September 30, 2020. The report shall include the recipient, amount, and approved use of each grant issued. Notwithstanding any other provision of law to the contrary, any of the above funds which remain unexpended on September 30, 2020, shall not revert, but shall be reappropriated in the fiscal year beginning October 1, 2020, to be expended for the grant program.

Definitions

Funds are for deferred maintenance projects only. Maintenance involves projects that are, or should be, preventable, not curative. These projects would be classified as repairs. The Association of Higher Education Facilities Officers/APPA uses the following definitions:

Normal/Routine/Preventive Maintenance and Minor Repairs

Cyclical, planned work activities funded through the annual budget cycle, done to continue or achieve either the originally anticipated life of a fixed asset (i.e., buildings and fixed equipment), or an established suitable level of performance. Normal/routine maintenance is performed on capital assets such as buildings and fixed equipment to help them reach their originally anticipated life. Deficiency items are low in cost to correct and are normally accomplished as part of the annual operation and maintenance (O&M) funds. Normal/routine maintenance excludes activities that expand the capacity of an asset, or otherwise upgrade the asset to serve needs greater than, or different from those originally intended.

Deferred Maintenance

Maintenance repairs and required replacements not accomplished when they should have been, not funded in the current fiscal year or otherwise delayed to the future.

Projects that may be considered as deferred maintenance include those associated with the upkeep of the facilities including, but not limited to, roof or roofing replacement short of complete replacement of membrane or structure, repainting of interior or exterior surfaces, resurfacing of floors, repair or replacement of glass and hardware, repair or replacement of electrical and plumbing systems, equipment,

and fixtures, traffic control devices, lighting, repair and replacements of gutters and downspouts, repair or resurfacing of parking lots, roads, and walkways, and central heating and cooling equipment.

Matching Funds

Institutions must submit proof in the form of the Verification of Matching Funds form stating that they have the funds available to match what is being requested from the Deferred Maintenance Grant Program prior to the distribution of funds.

Application Process

This is a competitive grant and priority for funding projects will be based upon documented need as identified in the project application form. The information included in the application and any additional documentation will be used by the evaluation committee to score projects and determine the amount of and order in which funds are distributed.

Applications for grant funds shall be made on the prescribed forms developed by ACHE and must be submitted by the respective institution's Office of the President/Chancellor to ACHE by the announced submission deadline.

If an institution submits a request for more than one project, projects must be prioritized. Institutions may consolidate multiple deferred maintenance projects into single project descriptions, if the projects involve a single building or the projects are similar in nature, i.e. painting of multiple buildings. If projects are consolidated detail must still be given on each part of the consolidated project.

The Application Package must be submitted in full by the indicated deadline.

Priority consideration may be given to projects that can be completed before the end of the FY 2019-2020 fiscal year (September 30, 2020).

ACHE staff shall review the applications for compliance with the application and eligibility requirements. ACHE staff may request additional documentation, if it believes it necessary, or if it finds the application is incomplete, or not in sufficient detail in order to provide an understanding of the proposed project.

After the review is complete, ACHE shall provide written notification to the institution indicating whether the application is in compliance.

An evaluation committee (the Committee) made up of Alabama Commission on Higher Education Commissioners and staff, and other members, if it is deemed necessary by ACHE, will be convened to review the project applications. Once the applications have been ranked by the individual committee members, and cumulatively scored, the Committee will have discussion on the proposed funding decisions.

The Committee may reject applications and not all applications may be funded.

After a decision has been made on the projects to receive funds, notification will be sent to those institutions from the Executive Director of ACHE.

Once the grant awards have been approved no modifications may be made to the project's scope, financial investment, or other pertinent details without informing ACHE.

Grant funds shall not be used for operational and administrative expenses or for services or goods not directly associated with the eligible deferred maintenance project.

Grant funds will be released to the institution in a manner prescribed by ACHE.

Should there be funds left after the initial round of applications have been processed, an announcement

will be made requesting the institutions submit additional projects for consideration.

Interim & Final Report

Each institution awarded a grant must submit quarterly progress reports that include a brief synopsis of the project and a financial overview of the project expenses to date. Upon completion of the project an institution will submit a final report showing how all of the funds were spent and evidence that the project was completed.

All grant funds remaining after the institution has reported the project to be finished shall be returned to ACHE within 45 days.

Projects should to be completed within six (6) months of distribution of funds.

Summary of Documentation and Reporting Requirements

Before funds will be distributed the following must be submitted to and accepted by the Alabama Commission on Higher Education:

- Completed Application Form
- Verification of Matching Funds Form
- Project Budget

Additional project progress and completion reports must be submitted to the Alabama Commission on Higher Education upon request.

ALABAMA COMMISSION ON HIGHER EDUCATION
APPLICATION FORM
DEFERRED MAINTENANCE GRANT
DEADLINE FOR SUBMISSION SEPTEMBER 30, 2019

This form must be completed in full and submitted to the Alabama Commission on Higher Education (ACHE) before an institution will be considered for Differed Maintenance Grant funds.

Name of Institution:

Project Title:

Contact Name:

Contact Title:

Contact Address:

(Street)

(City)

(ZIP code)

Contact Phone Number:

Email Address:

Date of Submission:

Provide a brief description of the project for which funds are being requested. Only Deferred Maintenance projects will be considered. Additional information describing the project may be attached to this form.

Amount Being Requested

Total Amount of Project

Location of Project (Building Name, Campus)

Projected Start Date of Project

Projected Completion Date of Project
(Projects should be completed within six (6) months of distribution of funds)

Are there known code or health and safety concerns that will be corrected by this project? If yes, please check all of the following categories that are applicable and provide an explanation? Additional sheets may be attached if needed.

Indoor Air Quality

Compliance with all applicable requirements of local, state, and/or federal agencies

Mold

Asbestos or other Hazardous Material

Waste Management

Lighting/Emergency Power Systems

Fire Protection Systems

Security

Visibility

Other (Provide Explanation):

Does this project require approval of the Board of Trustees and/or Institution Administration?

Yes No

If yes, has approval been granted? Yes No

Is the institution submitting grant applications for more than one project? Yes No

If so, projects must be prioritized, what is the Priority number of this project?

Facilities Category of Project (Pick the 1 category that categorizes the main use of the facility)

Classroom/ Instructional Related (Laboratory/Shop/Library, etc.)

Administration

Student Center

Utility Plant

Medical Center/Hospital (only include projects that are related to instructional usage)

Residence

Dormitory

Vehicle Storage/Parking Deck

Other (Provide Explanation)

Type of project (check no more than two)

Roof Maintenance	Exterior Doors/Windows painting, caulking, etc.	Exterior Walls Painting/Brick repair/gutters, etc.
Ease of Accessibility	Elevators & Conveying Systems	Interior Doors/Windows painting, caulking, etc.
Interior Painting	Floor Coverings	HVAC Equipment/Controls/Distribution (ductwork, grills, etc.)
Plumbing Fixtures (sinks, lavatories, drinking fountains, etc.)	Hot Water Heaters (Boilers)	Lighting (exterior, interior, emergency)
Fire Protection Systems (sprinklers, fire alarms, etc.)	Repair of sidewalks, walkways, curbs, gutters, etc.	Paving roadways and parking lots, etc.
Central heating and cooling plant equipment (boilers, chillers, cooling towers, etc.)	Energy Efficiency	
Other (Provide Explanation)		

Basis of Need for Project (check one)

Hazardous safety building or site conditions that jeopardize people, programs, and/or equipment

Required for compliance with local, state, and/or federal agencies

Required so as to not lead to loss or suspension of facility use

Required to prevent serious facilities deterioration

Required to support functional activities

Required to avoid substantial increases in cost of project

Required to increase energy conservation

Required or will lead to major facility damage

Required or may hamper program activities

Not completed because of inadequate funding or other economic reasons

Needed for proper functioning and suitable appearance of facility

Needed for standard preventive/routine maintenance

Was project included on Facilities Master Plan and Capital Projects Request Form A submitted October 2018? (Not to be completed by Tuskegee University) Yes No

If submitted on an earlier Facilities Master Plan and Capital Project Request Form, please state date of submission. (Not to be completed by Tuskegee University)

Yes No Submitted Different Year

If Yes, was project included in the Deferred Maintenance/Facilities Renewal category?

Yes No

What was the Priority Number on Facilities Master Plan?

If No, please explain

Please attach a detailed projected budget for this project and provide a summary of costs here. Break out costs for materials, labor, equipment, etc. Include information on all of the funding sources for the total cost of the project.

Project Name	Start Date	Completion Date
Description of Cost (Labor, Material, Equipment, etc.)		Cost
Total Cost of Project		

This program requires a dollar-for-dollar match be paid by the institution receiving grant funds. If a decision is made to award grant funds to this project, the President/Chancellor or Chief Financial Officer of the Institution will be required to sign a statement verifying the funds are available and the source of funds. A copy of a bank statement or other documentation showing that the funds have been set aside strictly for the use of this project will be required prior to the distribution of funds. Does the institution agree to comply with this requirement?

Yes No

ACHE is required to certify compliance with the grant award following project completion and to submit an annual report to the Governor and various members of the Legislature. The institution will be required to provide progress reports to ACHE, and to provide a final report upon completion of the project. Does the institution agree to comply with these requirements?

Yes No

Are additional attachments included to this application Yes No

Signature

Title

Date

Mail this form and all pertinent documents to:

Standard Address:

Alabama Commission on Higher Education
Susan Cagle
P.O. Box 302000
Montgomery, AL 36130-2000

Express/Overnight Mail:

Alabama Commission on Higher Education
Susan Cagle
100 N. Union Street, Suite 782
Montgomery, Al. 36104

Electronic Transmission:

susan.cagle@ache.edu

Verification of Matching Funds

Institution Name

Project Name

Project Award Amount

The sources and amounts of matching share will be:

Sources of Match	Amount
Total	\$

As the President/Chancellor or Chief Financial Officer for the above identified institution, I hereby certify that the matching resources are available for the project referenced above and will be used to fund the identified project.

Signature

Printed Name

Title

Name of Institution

Date