

### SRRF Process

The following steps take you through the School Revolving Renovation Fund process from application submittal to project completion:

1. School Administrative Units (SAUs) procure a qualified individual or firm (for example: licensed architects, professional engineers, or industrial hygienists) to provide project budget and technical supporting documentation for applications.
2. School Administrative Units (SAUs) submit completed applications to the Maine Department of Education (DOE).
3. DOE reviews and rates applications.
4. DOE conducts a technical and cost review. The review addresses three areas:
  - Has the SAU conducted a thorough evaluation of the issue(s) to be able to identify the cause(s) and other associated issues?
  - Has the SAU identified and considered potential solutions and selected the one most appropriate for that facility and the SAU?
  - Is the cost of the solution reasonable?
5. DOE communicates with SAUs or their consultants to clarify details, request further documentation, or conduct a site visit.
6. DOE prepares a funding priority list which funds as many eligible projects as resources allow.
7. DOE provides Eligibility Certificates to SAUs with projects on the priority list.
8. SAUs contact the Maine Municipal Bond Bank (MMBB) within 30 days of award notification to begin the loan application process. The loan closing must be completed within 6 months of the date on the Eligibility Certificate or the award will be forfeited. SAUs should plan well in advance for any necessary local votes.
9. SAUs procure construction services through a competitive process.
10. SAUs may contact DOE with questions regarding procurement of professional, architectural, and engineering services; review of plans, specifications, contractor procurement and contracts; and other technical issues.
11. As projects proceed, SAUs submit requisitions for disbursement of loan proceeds and copies of paid project invoices to the MMBB. The MMBB forwards requisitions and invoices to DOE for authorization of payment.
12. All project work is completed and all requisitions for payment are submitted within 20 months of the date on the eligibility certificate. Requisitions submitted after the 20 month deadline will not be approved for payment.