



QZAB (Qualified Zone Academy Bonds) PROCESS

1. MCPS will receive notification of approved funding from the State of Maryland.
2. MCPS contract office staff will identify potential school projects in priority of need. Staff will then determine if the project qualifies for QZAB funds.
 - Does the school have at least 35 % FARMS (Free and Reduced Price Meals System) students?
 - Does the building have a 60% utilization rate?
 - Are the items being considered for replacement at least 16 years old?
3. If answers to the above questions are yes, then the project would qualify.
4. The MCPS project manager will develop a cost estimate for the project based on current bids and historical data.
5. The MCPS project manager developments a project list that is within the State approved allocation
6. The school principal must be notified of the potential project and cooperation secured.
7. The school will solicit the PTA, community members or local businesses to donate the equivalent of 10% of the project value in services, equipment, or cash.
8. The school must obtain a commitment letter from the private sector for the 10% contribution before the project can move forward.
9. An application will be developed for each project which includes the qualifying information and the letter of participation.
10. The application will be submitted to the Superintendent of Schools for review and approval.
11. The Department of Facilities management will submit applications to the Maryland State Department of Education (MSDE) and the Public School Construction Program (IAC) within the submittal deadline.
12. The State will issue a project number for approved projects.
13. MCPS will request forward funding from the county for the work.
14. The school and DFM project managers will be notified of State approval.

15. The contract office in the Division of Maintenance will develop bid documents and/or unit prices to perform the work.
16. When the state approves a project, they also issue a design review category number of 1, 2, 3 or 4. A 1 will require and complete construction design review. Category 2 and 3 require lesser submittals and category 4 require no State review.
17. The State will review and comment on the bid documents.
18. Any necessary revisions based on State comments will be made to the bid documents.
19. A Notice to Contractors will be issued and a bid received on the notified date.
20. The lowest responsible bidder for the project will be issued a Notice to Proceed.
21. There will be a kick-off meeting at the school to advise them of the time line of the project as well as the area of disturbance in order to coordinate with school activities.
22. The contract office will inspect the project as required.
23. The contractor completes the contract work.
24. Documentation is submitted to the State for reimbursement.
25. DFM to collect documentation of private sector commitment fulfillment; bi-annual reminders are sent to schools that have not yet fulfilled commitments.
 - DFM acknowledges schools/private sector partners of fulfillment.
 - DFM holds fulfilled commitment documentation and completed state forms until requested by the State.

IGOE

