



Barre Unified Union School District

**Spaulding High School
Central Vermont Career Center
Barre City Elementary and Middle School
Barre Town Middle and Elementary School**

Chris Hennessey, M.Ed.
Superintendent of Schools

A rock solid education for a lifetime of discovery.

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MEMORANDUM

TO: **Barre Unified Union School District Finance Committee**
Sarah Pregent - Chair, Renee Badeau - V. Chair, Chris Parker, Gina Akley

DATE: October 2J, 2021

RE: BUUSD Finance Committee Meeting
November 2, 2021 @ 5:30 p.m.
In-Person Option: BUUSD Central Office, 120 Ayers Street, Barre
Remote Options: Google Meet - Meeting ID: meet.google.com/xsm-kaba-zzj
Phone Number: (US)+1 269-718-3149; PIN: 682 130 412#

Please Note: If you attend the meeting remotely you must state your name for the record to satisfy the Open Meeting Law

AGENDA

1. Call to Order
2. Additions/Changes to Agenda
3. Public Comment
4. Review/Approval of Meeting Minutes
 - 4.1. Meeting Minutes October 5, 2021
5. New Business
 - 5.1. FY23 Budget Development
 - 5.2. FY22 Expense Report
 - 5.3. FY21 Audit Update
 - 5.4. ARP ESSER Conceptual Applications
 - 5.5. Vermont Green Schools Initiatives - Phase I
6. Old Business
7. Other Business
8. Items for Future Agenda
9. Next Meeting Date: December 7, 2021 at 5:30 pm.
10. Adjournment

PARKING LOT OF FUTURE ITEMS

- Breakage Report
- Procedure Review

BOARD/COMMITTEE MEETING NORMS

- Keep the best interest of the school and children in mind, while balancing the needs of the taxpayers
- Make decisions based on clear information
- Honor the board's decisions
- Keep meetings short and on time
- Stick to the agenda
- Keep remarks short and to the point
- Everyone gets a chance to talk before people take a second turn
- Respect others and their ideas

DRAFT**BARRE UNIFIED UNION SCHOOL DISTRICT
FINANCE COMMITTEE MEETING**

BUUSD Central Office and Via Video Conference – Google Meet
October 5, 2021 - 5:30 p.m.

MINUTES**COMMITTEE MEMBERS PRESENT:**

Sarah Pregent (BC) - Chair
Renee Badeau (BT) – Vice Chair
Gina Akley (BT)
Chris Parker (BT)

COMMITTEE MEMBERS ABSENT:**OTHER BOARD MEMBERS PRESENT:**

Sonya Spaulding

ADMINISTRATORS PRESENT:

Chris Hennessey, Superintendent
Jody Emerson, Director Central Vermont Career Center
Lisa Perreault, Business Manager

PUBLIC MEMBERS PRESENT:

Dave Delcore – Times Argus Terry Reil

1. Call to Order

The Chair, Mrs. Pregent, called the Tuesday, October 5, 2021 BUUSD Finance Committee meeting to order at 5:31 p.m., which was held at the BUUSD Central Office and via video conference.

2. Additions and/or Deletions to the Agenda

Mrs. Perreault will provide an update on the e-Finance system under Other Business.

3. Public Comment

None.

4. Approval of Minutes**4.1 Meeting Minutes - September 7, 2021**

On a motion by Ms. Parker, seconded by Mrs. Akley, the Committee unanimously voted to approve the Minutes of the September 7, 2021 BUUSD Finance Committee meeting.

5. New Business**5.1FY23 Budget Development**

A document titled ‘FY23 BUUSD/CVCC Budget Development Considerations – October 5, 2021’ was distributed. Mrs. Perreault provided an overview of the ‘considerations’, noting that the first preview of the expense budget will occur in November. There are currently many unknowns, e.g. revenues and equalized pupil counts. There is much work going on behind the scenes, including many meetings with administrative teams and directors. More information should be available in December. It is hoped that the Board and the Finance Committee can share their perspectives, goals, and values. The Board may wish to integrate the Strategic Plan into their thoughts and goals regarding budget development. Regarding the CVCC Governance Transition, Mrs. Perreault advised of a recent article in the Times Argus (which provided a good outline of the plan). As in the past, two separate budgets will be presented to voters (CVCC and BUUSD). Ms. Emerson was lauded for her efforts in informing the community regarding the possible change in governance. Clarification was provided regarding voting on the CVCC budget. If a new governance structure is passed (in March) but the budget doesn’t pass, a revote would most likely be presented to all sending districts (rather than just Barre City and Barre Town). The Regional Advisory Board reviews the CVCC budget draft, and makes a recommendation to the BUUSD Board. Currently, the BUUSD Board approves a CVCC budget for presentation to voters (in Barre City and Barre Town only). Currently CVCC tuition is paid by sending schools, but there may be legislation that changes that system. Legislation would most likely have the tuition money ‘follow the students’, and be paid directly to the technical centers (from the State), rather than be paid by the sending schools. If the State approves a new governance model (the tech center being regionally controlled by the 18 sending towns), every sending school town will vote on whether or not to change to a regional governance model, and will also vote to

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elect four at-large Board Members (in the event the new model is voter approved). For FY23, the budget will still be voted on by only Barre City and Barre Town. If the new governance model is approved, the FY24 budget will be voted on by all 18 sending towns. As long as CVCC remains physically located in Barre, the District budget will need to include the lease and any contracted services (being provided by the BUUSD, e.g. payroll).

Mrs. Perreault advised regarding the consideration pertaining to the unaudited fund balance, noting that the auditors reminded the District that the District came into FY21 with a negative \$313,000 fund balance. That amount needs to be deducted from the FY21 year-end projected surplus. Mrs. Perreault advised that the Tax Stabilization Fund is \$900,000, and that negotiations are continuing with teachers and custodians. Additionally, the VSBA is providing resources relating to health care negotiations. It would be beneficial for Board Members to review the VSBA web page that contains this information. Two representatives from the employer commission have been invited to attend the VASBO meeting on Friday (10/08/21). Information relating to Act 173 is forthcoming daily. Act 173 goes into effect on 07/01/2022. The District is currently waiting for the Agency of Education to provide revenue projections, and provide additional information regarding what the new funding will look like. The District is also waiting to hear from the State regarding equalized pupil numbers. Mrs. Perreault reiterated that those working on budget development are looking forward to receiving input from the Board. Mrs. Spaulding believes Statewide Health Insurance negotiations will be discussed at the regional VSBA meeting. Mrs. Spaulding encourages Board Members to attend the Regional meeting on Thursday, 10/07/21. Mrs. Perreault provided a brief overview of Act 173, advising that the reimbursement formula is changing from a 'block grant' to a census based reimbursement. The District is waiting for additional information, including the possibility of weighting for districts with high poverty levels. Act 173 does allow more flexibility in the use of funds. Mrs. Perreault advised that the higher reimbursement for students who qualify as 'extraordinary' (expenses over \$60,000), will continue. In response to a query regarding the impact of not having allocated surplus funds, Mrs. Perreault advised that paying the current expense note (with surplus funds) would result in future savings (interest), and further noted that much planning work goes into large projects, and the preliminary work needs to be started in the near future to assure that the work can be performed in the summer of 2022. It was noted that the ESSER funds have a period of performance that ends 09/30/2024. It is hoped that after the public 'listening session', the Board will feel more comfortable making recommendations.

5.2 FY22 Financials

Copies of the BUUSD and CVCC FY22 Year-End Projection Reports (dated 10/05/21) were distributed. (BUUSD unaudited projected surplus: \$183,873, CVCC unaudited projected surplus: \$9,458).

Mrs. Perreault advised that she has created a projection, but it is very early in the year for projections. Mrs. Perreault has been very conservative with this projection. Most of the projected surplus is due to open/unfilled positions. As the year progresses, it will be possible to identify significant differences, and why they are occurring. Mrs. Akley wants it to be very clear that much of the surplus is due to open positions, which is not a position the District wants to be in. Mr. Hennessey noted that there are currently 17 open para-educator positions.

5.3 FY21 Audit

Mrs. Perreault advised that auditors will be at the Central Office this week, and that the audit is moving along well, with things looking good so far. There are no known findings at this time. Tyler Kimberly is working on the 'single' audit (for Federal Grants). It is anticipated that draft audits will be available by the end of October. The auditor did not make any recommendation on whether or not to allocate surplus funds.

6. Old Business

None.

7. Other Business

Mrs. Perreault reported that Secretary French and Bill Bates were invited to speak to the House Education Committee, where they announced that they are very disappointed with the eFinance software, which is not serving the needs of districts and is not adequate to perform the necessary functions. They do not recommend that any other districts convert to eFinance. The BUUSD will not be converting to the eFinance system. In the future, the District may explore some other innovative systems. As the State was funding the eFinance system, districts are asking the State what they might offer for financing of different systems.

8. Items for Future Agendas

Items for November include:

- FY23 Budget Development
- FY22 Year-end Projections
- FY21 Audit Draft

It was noted that auditor Tyler Kimberly should be invited to attend the December Board Meeting (for presentation of the Audit).

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9. Next Meeting Date

The next meeting is Tuesday, November 2, 2021 at 5:30 p.m., at the BUUSD Central Office and via video conference.

10. Adjournment

On a motion by Mrs. Akley, seconded by Ms. Parker, the Committee unanimously agreed to adjourn at 6:06 p.m.

Respectfully submitted,

Andrea Poulin

BUDGET DEVELOPMENT CONSIDERATIONS/HIGHLIGHTS - November 2, 2021

BUUSD FY23 DRAFT 1 BUDGET: \$46,941,657, 1.27% or \$589,156

CVCC FY23 DRAFT 1 BUDGET: \$3,489,727, 4.75% or \$158,285

- **Budget Development Schedule**
 - August-Board shares with administrators their values and goals for the FY23 spending plan.
 - Sept.-Business Manager /Superintendent meet with Administrators/Directors individually and in group meeting to review previous budgets to actuals, consider COVID-19 impact and ESSER funding, provide data for current planning to extent available (e.g. negotiations, projected enrollments, projected health insurance, assumptions and considerations).
 - Oct.-On-going administrative budget development meetings together and with individual admin. teams/directors. Board continues discussion regarding values, goals, process, highlights, salary/wages, health ins., technology, facility and community involvement.
 - **Nov.-Administration Share Draft 1 Expense Budget.**

- **How will this budget align with the Strategic Plan-Mission, Vision, Goals? BELIEFS:**
 - Students matter
 - Staff matter
 - Students and staff are invaluable to the community
 - All students and staff deserve a learning environment that fosters physical and emotional health
 - Environmental stewardship is a responsibility for all
 - The delivery of education resources should be student-focused to maintain a culture where every student can achieve
 - Every student has different needs and their needs should be met no matter where they are from or which school they attend
 - Students are most successful when there is mutual respect and active collaboration between students, teachers, parents, and the community

- Educators and families together inspire students to confidently advocate for and design growth experiences that help them define who they are and where they are headed as adults
 - Educators teach students transferable skills that enable them to become creative and resilient thinkers, to sustain their own sense of purpose and life path, and to balance academic and social emotional growth
 - All staff deserve deep investments in training, professional development, and support
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- Change in governance for CVCC-pending vote in March, budget status quo for FY23
 - Unaudited general fund balance, \$2,800,000+/-, less \$1,000,000 SEA expenses
 - Tax Stabilization fund balance, \$900,000+
 - Salary/Wages assumptions, negotiations pending
 - Teachers
 - Custodians
 - State-wide health insurance negotiations pending, effective January 1, 2023-2025-Arbitration Panel decision announced Dec. 15th, employer commission's goal is to bring balance to all, including, staff, employers, and taxpayers. The state-wide health plans remain very "rich." Premium increases in draft 1 at 10%
 - Act 173-Implementation, preliminary revenue estimate received-aligns closely with current revenues.
 - Equalized pupils, held harmless last year-what will it look like this year? Announced by AOE, Dec. 1...
 - Yield, announced by tax commissioner Dec. 1...
 - CLA, announced by VT Dept. of Taxes, early Dec.
 - **How can we maximize the additional grant funding:**
 - **Additions to SEA staffing/transportation to increase services to 7th and 8th graders**
 - **ESL instruction for SHS**

- **Behav. Specialist support at BCEMS**
- Development underway for formal process to integrate ESSER funded staff into local budget through attrition over the next 2 years
- Does the Finance committee have input...recommendations to administration/board

DISTRICT-WIDE, increase 1.27%, \$589,156

- 1) Salary/Wage increases, 3%-5%
- 2) Health Ins. premiums, 10% increase (VEHI reports this is a “safe” assumption) and adjustment for HRA/HSA based on actual utilization
- 3) Increase to wood chips/heating fuel based on market value
- 4) Increase permanent substitute positions across the district, this model has proven to be beneficial to students and staff
- 5) **Variances to salary/benefit lines based on actuals, included in these increases/decreases are teacher salary schedule placements, wages, and benefit plan options**

BARRE CITY ELEMENTARY & MIDDLE SCHOOL

- 1) Increased ESL teacher to full time, \$20,000
- 2) Reduced Reading Recovery teacher, \$35,000
- 3) Add 1 FTE Behavior Specialist, **using ESSER II**

BARRE TOWN MIDDLE & ELEMENTARY SCHOOL

- 1) No additions

SPAULDING HIGH SCHOOL

- 1) Add assistant coaches for all sports, \$199,000
- 2) Add .25 FTE ELL, based on student needs, **using ESSER II**
- 3) New kiln in art, \$10,000
- 4) Increase to full time support in Principal office, \$15,000
- 5) Add annual revitalization of Auditorium, \$10,000

SPECIAL EDUCATION/SEA

- 1) TBH 10 Paras, 3 BIs, 2 SLPS,
- 2) Use ESSER funding to expand services at SEA to 7th & 8th grade students-1 special educator, 1 counselor, 2 support staff, consider lease of a bus

CVCC

- 1) Misc. adjustments to supplies to accommodate clothing allowance in each program
- 2) Increase Supplies for Pre-tech \$20,000, Cosmo \$7,000, Digital Media 2 \$8,000, HVAC \$5,000, ACA&ASMT \$7,000

BARRE UNIFIED UNION SCHOOL DISTRICT - FY22 EXPENSE REPORT - November 2, 2021

Location	Account Number / Description	Adopted Budget	Y-T-D Expenses	Encumbrances	Year-end Projection	BALANCE
		7/1/2021 - 6/30/2022	10/24/2021	10/24/2021	10/24/2021	7/1/21-6/30/22
1	TOTAL 1020 BARRE TOWN SCHOOL	\$8,797,112	\$1,931,432	\$5,591,536	\$8,750,000	\$47,112
2	TOTAL 1276 SPAULDING HIGH SCHOOL	\$9,038,155	\$2,345,306	\$4,394,499	\$8,975,000	\$63,155
3	TOTAL 1381 BARRE CITY SCHOOL	\$9,258,390	\$2,161,612	\$5,636,489	\$9,220,000	\$38,390
4	TOTAL 3097 BUUSD CENTRAL SERV/SPEC. ED.	\$19,258,846	\$4,158,946	\$10,866,881	\$19,200,000	\$58,846
5	GRAND TOTAL	\$46,352,503	\$10,597,296	\$26,489,405	\$46,145,000	\$207,503

ARP ESSER HVAC Conceptual Applications have been submitted for:

SHS HVAC/Sprinkler Project-\$3,400,000

BCEMS HVAC Project-\$1,500,000

BTMES HVAC Project-\$1,000,000

Local Education Agencies (LEAs) that intend to use Federal funds including: ESSER I, ESSER II and ARP-ESSER (ESSER III) funds for construction or minor remodeling must also comply with all applicable Federal requirements. Uniform Guidance (2 CFR 200.439(b)(3)) requires LEAs to receive prior approval from the Vermont Agency of Education (AOE) for construction projects and minor remodeling projects.

The AOE requires LEAs to submit a two-part application consisting of Concept Approval and Project Approval. In addition, LEAs must have developed an LEA PLAN and must have documentation of meaningful consultation from stakeholders. Please note: the AOE strongly urges LEAs to submit the required materials and information in the Project Approval stage 30 days before the project is set to begin (break ground).

Below are the general steps for receiving approval for a project utilizing Federal funding. More detailed information and guidance is available in the Construction with Federal Funds Guidance document.

1. Project identification
2. Determine ownership of the property
3. Determine the source(s) of funding for the project
4. Determine the timeline (start and end date) for the project
5. Complete the requirements for Concept Approval in this GMS Application for Construction with Federal Funds (Project Narrative and Concept Approval Assurance Tabs) and submit
6. Apply for federal funds in grant application (Please note: all projects included in ARP ESSER must meet the Interim Final Rule requirements for meaningful consultation)
7. Complete plan development and obtain all required permits
8. Complete Project Approval requirements in this GMS Application for Construction with Federal Funds and submit as an amendment



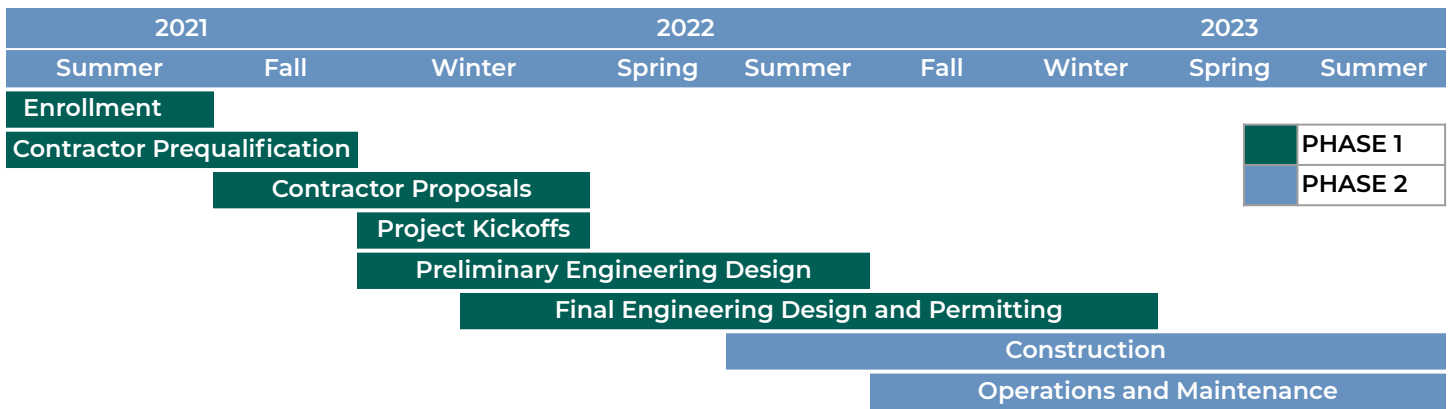
Vermont Green Schools Initiative

Soon, many Vermont public schools in the Lake Champlain and Lake Memphremagog watersheds will need to comply with the three-acre general stormwater permit. The **Vermont Green Schools Initiative** 1) helps impacted schools access funding to pay for **green stormwater infrastructure** design and permitting; 2) sets you up for future funding for construction; and 3) even maximizes learning opportunities for your students throughout the process.

A Simple Path to a Greener Campus

<p>1. Check your permit status. Check the draft list of schools to see if you are impacted by the new Three-Acre permit requirements.</p> <p>https://bit.ly/VGSI-List</p>	<p>2. Enroll in the program. Fill out a simple enrollment form and we'll be in touch within three business days to get you started.</p> <p>https://bit.ly/VGSI-Enroll</p>	<p>3. Know what to expect. Visit the program webpage to learn more about the program and register for an informational webinar.</p> <p>https://bit.ly/VGSI-Info</p>
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Vermont Green Schools Initiative Timeline



We are Here to Help at Every Step of the Way.

As Program Administrator, Greenprint Partners is here to help through every step of Phase 1. We will help you navigate your regulatory requirements and deadlines; secure a qualified contractor to plan, design, and permit your green stormwater infrastructure; and manage the contractors to ensure your needs, regulatory deadlines, and requirements are met. Contact Laura Kenney at laurakenney@greenprintpartners.com for further assistance.

Greenprint Partners is a green infrastructure delivery partner that helps cities build high-impact, community-driven green infrastructure at scale. We are a woman-owned B-Corp. Get in touch at GreenprintPartners.com.

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FREQUENTLY ASKED QUESTIONS

GENERAL INFORMATION

What will this program do for my school?

Greenprint Partners, as the program administrator, will:

1. Work with you to determine what regulatory deadlines apply to your school.
2. Secure a qualified technical assistance vendor to work with your school to plan, design and permit the necessary improvements to comply with the Three Acre General Permit. Greenprint will hold the contract with the vendor so that schools do not need to administer the contract.
3. Oversee the vendor to ensure your needs, regulatory deadlines, and requirements are being met.

ELIGIBILITY

Is my school eligible for assistance under the Green Schools Initiative?

Check the draft list of schools to see if you are impacted by the new Three Acre General Permit requirements at <https://bit.ly/VGSI-List>.

I think I might be eligible, but I'm not on the list. What do I do?

Contact Laura Kenney (laurakenney@greenprintpartners.com) with the name and address of your school. She will work with you and the appropriate regulatory staff to determine eligibility.

My school is on the list, but I don't think that the requirements apply to me. What should I do?

Enroll in the program by visiting <https://bit.ly/VGSI-Enroll>. Once you are enrolled, Greenprint will work with you and the appropriate regulatory staff to determine if your school is subject to the requirements of the Three Acre General Permit.

I represent multiple schools. Should I fill out an enrollment form for each individual school?

Yes, fill out one enrollment form for each school.

My school already has stormwater management systems in place. Do I still need to enroll?

Yes, please enroll in the program by visiting <https://bit.ly/VGSI-Enroll>. We will assess whether existing stormwater management systems meet the Three Acre General Permit requirements.

My school's total footprint of impervious surface is less than three acres; do I still need to file for a stormwater permit?

If your school is currently on the draft list of schools (<https://bit.ly/VGSI-List>) but you believe it has fewer than three acres of impervious surfaces, please reach out to Laura Kenney (laurakenney@greenprintpartners.com.) We will investigate the matter further and let you know whether your school is subject to the permit.

Does impervious surface includes roofs?

Yes. Impervious surface includes roofs and paved surfaces.

How was the draft list of impacted schools created?

The draft list is based primarily on GSI data from impervious surface mapping. Our team is available to help if you have a question about whether your school is subject to the Three Acre General Permit.

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FREQUENTLY ASKED QUESTIONS

ELIGIBILITY *(Continued)*

We are an independent school that is not on your list. Based on our small size (only our building would be an impervious surface, I think), can I assume this does not apply?

This grant program is only for public schools. Contact VT-DEC directly to confirm whether your school is subject to the Three Acre General Permit.

ENROLLMENT

How do I enroll?

Complete the Enrollment form at <https://bit.ly/VGSI-Enroll> and submit. You will be notified within three business days that your form has been received. Within two weeks Greenprint will review your information, confirm your eligibility along with a summary of deadlines for obtaining a permit for your site.

What happens after I am enrolled?

1. During the enrollment period, Greenprint will be working to pre-qualify technical assistance vendors for work on these projects.
2. Enrolled schools will then be placed into cohorts and proposals solicited from pre-qualified vendors.
3. Greenprint will contact you as the cohorts are being formed to collect additional information about your school that may be helpful to the technical assistance vendors as they prepare their proposals.
4. At this time, a more detailed project timeline will also be shared.
5. Once proposals have been received, the Green Schools Initiative team will review the proposals and select a technical assistance vendor for your school.

Should we be getting a feasibility study done ASAP?

The Feasibility study is part of the grant process that gets initiated after you enroll. Complete the Enrollment form at <https://bit.ly/VGSI-Enroll>.

VENDORS

What if I had a grant for design in the past? Can I use that design and apply for a construction grant in Phase 2?

If the previous design fully complies with the current Three-Acre General Permit requirements, you will be able to use that design and pursue Phase 2 grant funding when those details are released. Please still enroll in the Green Schools Initiative (<https://bit.ly/VGSI-Enroll>) so we can help determine whether the previous designs meet the current permit requirements.

What if I am already working with a design and engineering consultant or have a historical relationship that I would like to maintain?

If you have a preferred contractor that has been pre-qualified you can make this known to Greenprint after enrollment. If the preferred contractor's proposal is within 10% of the cost of the lowest proposal, they will be given the opportunity to match the low cost proposal and will be awarded the contract. Keep in mind that Watershed Organizations you have an existing relationship with may be considered vendors, so we encourage you to make them aware of the program.

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FREQUENTLY ASKED QUESTIONS

VENDORS *(Continued)*

What if I have already started working with a consultant, can I get reimbursed for the costs already incurred?

Because of the competitive requirements of this grant, reimbursements for cost already incurred is not possible.

What happens after a technical assistance contractor has been contracted for my site?

1. Greenprint will hold a kickoff meeting with the school and the selected contractor.
2. The contractor will work directly with school staff to develop Preliminary and Final stormwater management plans.
3. The contractor will assist the school in obtaining the required Notice of Intent for improvements to comply with the Three Acre General Permit.

Do you have a list of design and engineering consultants that are being considered for contracts?

Greenprint anticipates pre-qualifying a group of design and engineering contractors through an open RFQ process, then soliciting cost proposals for design services for individual schools. Interested firms and organizations may sign up to be notified about the upcoming RFQ by visiting <https://bit.ly/VGSI-RFQ>.

When selecting a contractor to do the work in *Phase 2 (Construction)* it sounds like the way a contractor is selected does not require us to follow VT State School Bid Laws for construction. Is that accurate?

The Phase 2 program is still in development and procurement processes for this work will be determined at a future time.

Will contractors be pre-qualified?

Yes, contractors will be pre-qualified through an RFQ process.

GRANT FUNDING

Does this grant pay for construction costs?

No. This grant is only for planning, engineering design, and permitting costs (Phase 1). VT-DEC is currently in the process of developing a grant for construction (Phase 2). Participants in this phase of the program will be notified of the construction grant opportunity when it becomes available. If you have already had Phase 1 completed using your own funds, you are still eligible to receive Phase 2 funding. Enroll in the program and check the box indicating that you are not interested in Phase 1 funding, but you would like to be considered for Phase 2 funds.

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FREQUENTLY ASKED QUESTIONS

GRANT FUNDING *(Continued)*

Does this grant pay for design of outdoor classrooms, nature based play areas, etc?

No. The grant is intended to pay for stormwater related improvements required to meet the requirements of the Three Acre General Permit. However, Greenprint does encourage the design of the required stormwater improvements in a way that is conducive to these types of enhancements that can be added at a later time or with a different funding source.

Is there a grant match expectation for schools?

No, there is no cost share requirement. However, schools are responsible for paying any applicable permit fees or impact fees.

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