INPUT
What do we need to do to accomplish this?
Vacant Future School Site
Public Interest in Leasing for Agricultural Purposes

ENABLERS
Who is involved in the process?
Long-range Planning Staff
REM Staff, DFM Director
Farmer/Tenant

GUIDES
What helps us know why, when, and how we do what we do?
Approved Educational Facilities Master Plan
MCPS BOE Policy
State and Local Laws

OUTPUT
What do we produce or deliver?
Executed Lease Agreement
Effective Use of Future School Sites at No Cost to MCPS

REM KEY PROCESSES
Quality Assurance
Workforce Excellence
Financial Monitoring
Customer Satisfaction

Triggering Event

End
Agricultural Leasing of Future School Sites

1. Site is identified as a future school site with no capital project
   - Staff prepares template Lease agreement with term, conditions
   - REM staff prepares newspaper advertisement
   - Newspaper advertises availability of site for agricultural leasing with deadline for submission of proposals
   - Application received from interested parties
   - REM Staff evaluates the application(s) and determines best Lessee
   - REM Staff notifies future Lessee of acceptance and returns application to candidates who were not selected

2. Does the property have a “Future School Site sign?”
   - YES
     - End
   - NO
     - Request that the Div of Maintenance install sign

3. Execution of lease agreement to Lessee
   - Prospective candidate completes Lease Agreement with proposed annual rent and remits check
   - Return an executed copy of lease agreement to Lessee
   - Reimburse Div of Maintenance for sign installation

End
**What do we need to do to accomplish this?**
- Interested cell provider
- Identified collocation site
- Engineering drawings for placement

**Cell Tower Process Collocation**

**What helps us know why, when, and how we do what we do?**
- Board Policy ECN, Federal and Local Laws, Montgomery County Executive Regulation 14-96, Mandatory Referral Process, Telecommunications Transmission Facility Coordination Group (TTFCG)

**What do we produce or deliver?**
- Signed lease
- Surety Bond or Security Deposit
- Minimum five year revenue stream

**Who is involved in the process?**
- REM Staff, School Staff, School Community, DFM Director, Board of Education, TELCO Company, School site with existing tower identified, M-NCPCC
Cities of Rockville and Gaithersburg have their own review process

TELCO Company Indicates interest in collocating on existing monopole

Arrange meeting with cell tower reps and principal (principal’s discretion whether to invite PTA representative). If it is a HS, first point of contact is the business manager.

Determine from School Principal if there is interest in collocation

Notify TELCO Company that there is no interest

Yes

If principal is still interested, direct TELCO reps to prepare A&E drawings

If Right of Entry is required for testing, prepare ROE (using ROE template) for execution by DFM director. Require TELCO to prepare exhibit

Review the A&E drawings to make sure they show exiting monopole, with all of present collocators. Jim Tokar in the DOC can review the architectural and engineering drawings.

TELCO co will make application to the Tower Committee. If project is approved. (Montgomery County policy is to collocate telecommunications equipment on monopoles whenever possible)

Prepare Lease Agreement. Make sure agreement includes language that should there be taxes assessed by State, responsibility for payment is Lessee’s.

Prepare notification letter to M-NCPPC Dept. of Planning. Cite previous Mandatory Referral approval and provide a copy. (Previous letters can be found in existing files.)

Collocation approval from primary provider (co-owner of the pole) is needed. Applicant should coordinate with primary provider. Have Molinaro review the approval acknowledgement.

Final signature is by the Superintendent, once everything is acceptable. Usually we get five original documents, two for MCPS, three for TELCO provider.
What do we need to do to accomplish this?

- Cell Tower Leases
- Rent Schedules
- Budgeted Funds

What do we produce or deliver?

- DFM Director revenue share request to Controller
- DFM Director memo to recipient schools

Who is involved in the process?

- REM Staff, DFM Director, Controller Staff, CPI Escalation Rate, Cell Tower at Schools, School Staff, Cluster/Consortia Schools
Fiscal Assistant reviews and updates rent schedule.

Fiscal Assistant prepares payout distribution schedule.

REM and Fiscal specialists review schedule for completeness and accuracy.

Payout distribution schedule is revised.

Payout distribution schedule is accurate (Y/N)?

Yes: Fiscal Assistant runs Funds Available Report in FMS.

No: Transfer additional funds into Revenue Share account.

Are there sufficient funds available to transfer (Y/N)?

Yes: Fiscal Specialist consults with REM Team Leader on need for supplemental appropriation.

No: Is Revenue Share account balance sufficient to make payments (Y/N)?

Yes: Prepare revenue share payment request memo to Controller’s Office; memo signed by DFM Director.

No: Supplemental Funds are deposited.

Fiscal Specialist prepares payment package for approval by:
- Fiscal Specialist
- REM Specialist
- REM Team Leader
- Dir DFM

Packet is approved; Memos are signed by DFM Director (Y/N)?

Yes: Prepare memos to school principals alerting them to payment; memo signed by DFM Director.

No: Revisions / Corrections are made and rerouted for approval.

Payments are processed by Controller’s Office and transmitted to schools.

Schools receive revenue share funds in the school IAF account.

Schools receive memo from DFM director alerting them to payment.

Schools receive revenue share funds in the school IAF account.

Fiscal Assistant prepares payment request memo to Controller, school principal payment memos, payout distribution schedule and funds available report.

1Package contains: payment request to Controller, school principal payment memos, payout distribution schedule and funds available report.
What do we need to do to accomplish this?
- Surplus space in school
- Principal requests child care program
- Qualified child care provider candidates
- Application Submission

What helps us know why, when, and how we do what we do?
- BOE Policy ECM And Regulation ECM-RA
- MSDE Licensing Requirements
- Fire Code Requirements

Who is involved in the process?
- MCPS School Staff, REM Staff, DFM Director
- PTA Members, Principals, School Community Members, Child Care Providers

What do we produce or deliver?
- Selected Child Care Provider
- Executed Lease

REM KEY PROCESSES
- Quality Assurance
- Workforce Excellence
- Financial Monitoring
- Customer Satisfaction
Joint Occupant Selection Process  
(Child Care)

DFM Long-range Planning identifies schools with surplus space.

REM contacts principals concerning program plans and desire for child care space.

Principals and PTA approve space for joint use Y/N.

Process Ends.

Yes → Principal provides any special requirements for school.

No → REM drafts RFP and advertises.

Selected applicant applies for licensing.

YES → Selected applicant is notified of selection. REM drafts agreement and sends to provider to sign.

Non-selected applicants receive notice.

Did interview result in selection? Yes/No.

NO → Non-selected applicants receive notice.

YES → Highest scoring applicants receive interviews.

Selection committee meets to rate application proposals.

Non-selected applicants receive notice.

Yes → Selected applicant applies for licensing.

NO → Tenant occupies space and provides a quality service to the school community.

END.

YES → Tenant occupies space and provides a quality service to the school community.

END.

NO → Tenant occupies space and provides a quality service to the school community.

END.
Real Estate Management

Joint Occupant Selection Process

<table>
<thead>
<tr>
<th>Review Date</th>
<th>Process Owner</th>
<th>Customers</th>
<th>Critical to Quality</th>
<th>Measures</th>
<th>Approximate Timeline</th>
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<tbody>
<tr>
<td>July 11, 2014</td>
<td>REM</td>
<td>Potential tenants</td>
<td>Clear and timely communications of expectations</td>
<td>Financial</td>
<td>8-12 months</td>
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</table>

Background:

1. DFM Long-range Planning staff and REM staff will schedule an annual meeting at the beginning of the budget process to identify potential surplus space in school facilities.
2. REM staff will visit the schools and discuss potential use for Childcare with the principal. If principal agrees to the proposed use, they will provide any special program requirements to REM staff.
3. REM will draft a request for proposal seeking interest for a Childcare use. RFP will be publicly advertised in the local newspaper, eMaryland Marketplace, and the REM webpage.
4. The school principal will appoint a selection team in accordance with established policies and procedures. REM’s Proposals will be rated according to the criteria contained in the RFP.
5. Interviews with the top rated offerors will be scheduled and determine a finalist. The interview process will also be rated.
6. The selection committee will make a recommendation to award. REM staff will send a Notice of Award to proposed provider.
7. REM staff will draft a lease and negotiate the lease terms and conditions with the proposed tenant.
8. Selected provider will be subject to all state, federal, and local licensing requirements and will be responsible for the costs of compliance.
9. Lease will be executed and tenant will occupy space.
What do we need to do to accomplish this?
- Identified School Site
- PTA/School Approval
- A&E drawings from TELCO representative

What do we produce or deliver?
- Board Approval for a tower at new site
- Signed lease
- Surety Bond or Security Deposit
- Minimum five year revenue stream

Who is involved in the process?
- REM Staff, School Staff, Community, DFM Director, Board of Education, Cell Tower Company, M-NCPDC

GUIDES
What helps us know why, when, and how we do what we do?
- MCPS Policy ECN, Federal Telecommunications laws, Montgomery County Executive Regulation 14-96, Special Exemption Process, Telecommunications Transmission Facility Coordination Group (TTFCG)

ENABLERS
Who is involved in the process?
- REM Staff, School Staff, Community, DFM Director, Board of Education, Cell Tower Company, M-NCPDC

REM KEY PROCESSES
- Quality Assurance
- Workforce Excellence
- Financial Monitoring
- Customer Satisfaction

Cell Tower Process
- New Cell Tower

OUTPUT
What do we produce or deliver?
- Board Approval for a tower at new site
- Signed lease
- Surety Bond or Security Deposit
- Minimum five year revenue stream

Triggering Event

End
1. TELCO Co. indicates interest in installing monopole

2. Does school principal have any interest in monopole installation? (Y/N)
   - YES: Arrange meeting meeting with cell tower reps and principal (Principal's discretion to invite PTA representative)
   - NO: Notify TELCO Co. that there is no interest

3. Notify TELCO Co. that there is no interest

4. YES: Arrange meeting meeting with cell tower reps and principal (Principal's discretion to invite PTA representative)
   - NO: Notify TELCO Co. that there is no interest

5. Is principal still interested? (Y/N)
   - YES: REM prepares memo for BOE notifying them of potential tower
   - NO: Is principal still interested? (Y/N)

6. TELCO Co. submits documents for DOC review

7. DOC identifies issues or constraints? (Y/N)
   - YES: REM prepares lease for BOE approval
   - NO: Application denied

8. REM prepares memo for BOE notifying them of potential tower
   - YES: Superintendent executes lease
   - NO: Application denied

9. Principal schedules meeting notifies community

10. Is Principal and community supportive? (Y/N)
    - YES: Superintendent executes lease
    - NO: Application denied

11. TELCO Co. begins committee process

12. REM sends TELCO letter of denial

13. All approvals received? (Y/N)
    - YES: Superintendent executes lease
    - NO: Application denied

14. Application denied

15. Superintendent executes lease

16. Lease approved? (Y/N)
    - YES: Superintendent executes lease
    - NO: Application denied

17. Superintendent executes lease
Real Estate Management  
Cell Tower New Approval Process

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<th>Review Date</th>
<th>Process Owner</th>
<th>Customers</th>
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<th>Measures</th>
<th>Approximate Timeline</th>
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<tbody>
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<td>July 7, 2014</td>
<td>REM</td>
<td>TELCO Provider Schools</td>
<td>Clear and timely communications of expectations</td>
<td>Financial</td>
<td>6-8 months</td>
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**Background:** The new cell tower approval process provides the necessary steps for approval in accordance with policy ECN, Telecommunications Transmission Facilities which establishes the criteria by which the Board of Education evaluates and makes decisions concerning the placement of private cell towers on Board of Education owned property.

1. TELCO Provider contacts REM and indicates interest in installing monopole. REM staff will direct the provider to the MCPS Policy ECN and explain the process. REM will also determine if previous requests for the site were denied.
2. REM staff will contact the principal to inquire if any interest in monopole installation.
3. Should the principal not be interested REM staff will contact TELCO Provider to inform them there is no interest.
4. If the principal is interested, REM staff will arrange meeting with cell tower reps and principal. It is the principal’s discretion to invite a PTA representative.
5. Is principal still interested? If no interest, REM staff will contact TELCO Provider to inform them of no interest. If interested, REM will direct provider to prepare schematic drawings.
6. TELCO Provider will provide schematic drawings showing the proposed tower location and associated equipment for DOC staff to review.
7. DOC staff to identify issues or constraints. If there are conflicts that cannot be resolved, REM staff will notify the TELCO Provider and principal the tower is not compatible for the site.
8. If issues can be resolved, REM prepares memo for BOE notifying them of the tower request.
9. The principal will schedule an informational meeting with the PTA. The principal will ensure members of the surrounding community, HOAs, and civic associations are invited.
10. Are the principal and community supportive?
11. If principal and community are not supportive the application is denied.
12. Public approvals received?
13. If not, application for monopole installation is denied and a letter is sent to provider notifying them of denial.
14. If yes, REM staff will prepare the lease for BOE approval.
What do we need to do to accomplish this?

Prospective Tenants
Vacant space in a closed, holding school, or other MCPS property

INPUT

What do we produce or deliver?

Board resolution approving lease
Signed lease agreement

OUTPUT

Who is involved in the process?

DFM Director, REM Staff
MCPS Maintenance Staff, MCPS SPO Staff
Group Interested in Leasing, Board of Education

ENABLERS

REM KEY PROCESSES

Quality Assurance
Workforce Excellence
Financial Monitoring
Customer Satisfaction

GUIDES

What helps us know why, when, and how we do what we do?

BOE Policy ECM
BOE Regulations ECM-RA
RFP Details
DFM/REM identify upcoming vacancies in closed schools or other MCPS space

Real Estate Management (REM) evaluates constraints (Timing, joint uses, neighborhood)

REM drafts RFP for space and advertises space for leasing

Proposals Received? Y/N

Yes

Proposals are evaluated by selection team

Top rated offerors are interviewed

No

REM continues efforts to secure tenants

No

Yes

Proposed tenant selected? Y/N

No

Yes

Proposed tenant selected?

Top rated offerors are interviewed

REM drafts lease and negotiates terms

Agreement reached? Y/N

No

Yes

Tenant occupies space

Tenant returns signed lease for BOE execution

REM forwards lease to tenant for signature

Agreement sent to BOE for approval

Yes

Space is prepped for occupancy

Division of Maintenance

School Plant Operations

Real Estate Management (REM)
Background: REM staff evaluates potential tenants to lease surplus space in holding or closed schools.

1. DFM Long-range Planning staff and REM staff will schedule an annual meeting at the beginning of the budget process to identify potential school closings and available space in holding schools.
2. REM staff will visit the available sites and determine constraints for potential uses. REM will also discuss timing and possible neighborhood issues associated with leasing with the DFM director, Long-Range Planning staff, and other stakeholders as required.
3. REM staff meets with SPO staff to discuss request for proposal and tenant support requirements.
4. REM will draft a request for proposal seeking interest for use of site. Priority will go to other government agencies, non-profit associations, and private educational programs. RFPs will be publicly advertised in the local newspaper, eMaryland Marketplace, and on the REM webpage.
5. Proposals received?
6. Rem staff will assemble a selection team and review proposals received. Proposals will be rated according to the criteria contained in the RFP.
7. REM staff will make a recommendation to award and issue a Notice of Intent to Award.
8. REM staff will schedule interviews with the top rated offerors and determine a finalist.
9. Proposed tenant selected?
10. REM staff will draft a lease and negotiate the lease terms and conditions with the proposed tenant.
11. Agreement reached?
12. REM staff will prepare the Board agenda item and draft lease for review by the BOE.
13. Upon approval, REM staff, working with the MCPS attorney, will finalize the lease for execution.
14. REM will schedule a meeting with SPO staff, Facilities Maintenance staff, and IT staff to coordinate work to allow for occupancy. Upon agreement, work will be completed.
15. REM staff arranges for DOM staff and SPO staff prepares space for tenant occupancy.
16. Tenant occupies the space and begins paying rent.