School district reviews the Smart Schools Bond Act (SSBA) guidance to determine the type of projects that are allowable under the SSBA categories.

The District prepares a plan in one or several of the categories above to present to their community. The District identifies whether their projects need to be submitted to the Office of Facilities Planning.

District submits Smart School Bond Act Letter of Intent (LOI) to the Office of Facilities Planning.

The Office of Facilities Planning project management staff will review the proposed SSBA LOI for capital project compliance with allowable SSBA categories.

The project will be identified as SSBA appropriate, not in need of a building permit and eligible for a streamlined review process (similar to New York Safe Act projects).

The project will be identified as SSBA appropriate and require a review which will lead to a building permit.

The project will be identified as SSBA appropriate and not in need of a building permit.

Office of Facilities Planning does not need to be involved in any further processes.

The Office of Facilities Planning issues a project number based off the review of the scope of the submitted LOI.

The district completes its SSIP including the Overview and each category section that it is submitting plans for and submits the plan to Educational Management program office.

Educational Management program office reviews the submitted plan to confirm accuracy, consistency and completion.

The Educational Management program office sends the SSIP to the appropriate program area (Facilities, Ed. Tech, and/or Early Learning) for review.

The program areas review and return the SSIP to the Educational Management program office.

NYSED Senior Management reviews the plan.

NYSED Senior Management recommends approval and sends the SSIP to the Review Board.

The Review Board reviews and approves the SSIP.

The district is notified that their SSIP has been approved.

The district can begin making approved expenditures.

The district will begin filing their claim(s) for reimbursement on the SED Business Portal.