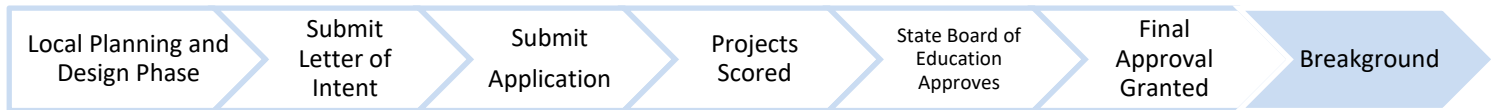




Bureau of School Safety and Facility Management
 101 Pleasant Street, Concord, NH 03301-3852
 Telephone: (603) 271-3037

School Building Aid Process For construction between July 1, 2023 and June 30, 2025



Timeline Example	Actions
1 – 2 years prior	School determines need based on problems identified, appropriates planning money, appoints building committee, hires a design team, evaluates existing conditions, considers alternatives with 20-yr life cycle, creates a conceptual design, appropriates money for design & planning, and applies for building aid.
By Jan 1, 2022	School submits a Letter of Intent to apply for building aid
By Jul 1, 2022	School submits a application, including preliminary drawings, enrolment projections, & condition evaluation form July through December: DOE contacts the school and schedules a site visit to verify ranking.
By Dec 1, 2022	DOE presents their ranking decision to the School Building Authority. School Building Authority verifies DOE’s ranking School Building Authority submits ranking to the State Board of Education.
By Jan 15, 2023	State Board publishes ranked list. If funding approved in State budget, it will be offered in the order of the published list and per RSA 198:15.
Mar/Apr 2023	District votes on project, secures local funding needed
Jan - Jun 2023	DOE approves project and issues an intent to fund letter.
By Jul 1, 2023	State budget approved for next biennium: July 1, 2023 – June 30, 2023
Jul 1, 2023 - Jun 30, 2025	DOE grants 80% of the State Building Aid award based upon published ranked list and final DOE approval. Payment contingent upon successful town vote, signed contract with contractor, and availability of building aid. School breaks ground after final approval.
Throughout Project	Owners Project Manager (OPM) manages project from start to finish
Upon Completion	School submits a request for final payment to DOE. Upon verification, DOE disperses final building aid award (20% less any items deemed ineligible).

Download forms at: <https://www.education.nh.gov/who-we-are/division-educator-and-analytic-resources/school-safety-and-facility-management-bureau>

Questions? Contact Amy C. Clark, administrator of the School Safety and Facility Management Bureau: amy.c.clark@doe.nh.gov or (603) 271-2037

Last revised September 7, 2021