



**STATE OF NEW HAMPSHIRE
OFFICE OF THE GOVERNOR**

CHRISTOPHER T. SUNUNU
Governor

Public School Infrastructure Fund – Process Outline

- (1) Once the project is complete, submit the *“Completion of Project and Request for Payment Form”*.
- (2) Unspent funds awarded to schools shall come back to the Public School Infrastructure Commission for recommendation. An applicant may at any time withdraw their application thereby relinquishing their rights to the award.
- (3) Subject to (4) below, a project that is approved that requires a vote or any other approval for matching funds shall have until **April 1, 2019** to obtain the necessary approvals. Schools that require a town meeting vote from a town that holds their town meeting in April or May, the school shall have until the date of their April or May town meeting to obtain approval.
- (4) If the project requires a vote and that vote fails after the approval date of this process, the school shall notify the Department of Education **within business 10 days** of the failed vote and will forfeit and relinquish any right to the award.
- (5) By **April 1, 2019**, schools that have received an award that have not requested payment must request that the Department of Education encumber the funds for the next biennium FY20/FY21. In order to request an encumbrance, the school must demonstrate that any necessary local or other matching funds have been fully approved and are encumbered and will be available in the next biennium.
- (6) If an encumbrance request is not made by **April 1, 2019**, the school will forfeit and relinquish any rights to the award. For schools that require a town meeting vote from a town that holds their town meeting in April or May, if an encumbrance request is not made **within 10 business days** after the date of their April or May town meeting, the school will forfeit and relinquish any rights to the award.
- (7) Any unencumbered or unspent funds remaining will come back to the Public School Infrastructure Commission for recommendation. Any award that is made after **April 1, 2019** must demonstrate that any necessary local or other matching funds have been fully approved and are encumbered and will be available in the next biennium.
- (8) For any awards approved after April 1, 2019, the Governor’s Office should request approval from fiscal committee and executive council with an automatic request to encumber funds for the following biennium.

(9) Schools that have not submitted a complete "Completion of Project and Request for Payment Form" by **December 31, 2020** shall forfeit and relinquish any right to the award.

(10) A select number of projects will be audited.

Approved by the Governor's Office: Clint T. Sununu

Date: May 21, 2018