

TIMELINE FOR RESIDENT-VOTER APPROVED CAPITAL PROJECTS



TIMELINE FOR VOTER APPROVED PROJECTS: CAPITAL AND CAPITAL RESERVES

BEFORE THE VOTE:

A Letter of Intent to do a Capital Project is sent from the District to Facilities Planning at the State Education Department (SED). Facilities Planning assigns a project number and project manager to each project submitted.

The District's architect performs a Historic Preservation Review and State Environmental Quality Review Act (SEQRA) process. Type II projects do not impact the environment. Type I projects impact the environment.

The Architect obtains approval of Preliminary Plans from Facilities Planning. The Board of Education approves the projects and voters authorize the spending.



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AFTER THE VOTE:

The District obtains approval of Final Plans and Specifications and Building Permits from Facilities Planning (this process can take up to one year)

State Aid sends a “Notification of Building Project” (SA-4) to the District confirming costs

The District obtains construction bids

The Board of Education approves the award of construction bids

The District submits paperwork to State Aid as soon as contracts are signed



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Work is scheduled to begin when students and staff will not be affected (e.g., during the summer or holiday breaks).

Once the work is completed the District and the architect submit a Certificate of Substantial Completion to Facilities Planning. Facilities Planning issues a Certificate of Occupancy to the District.

The District submits a Final Project Cost Report to Facilities Planning. The project is now eligible for State Aid within the next 18 months.

