Smart Schools Bond Act Office of Facilities Planning Process for Review

District submits Smart School Bond Act Letter of Intent (LOI) and Detail Page to Office of Facilities Planning (OFP)	→	OFP reviews LOI for eligibility	→	OFP determines if it is to be streamlined, or requires a full project submission. OFP issues Project Number	→	District submits SSIP with required Project Number(s) on SED Business Portal
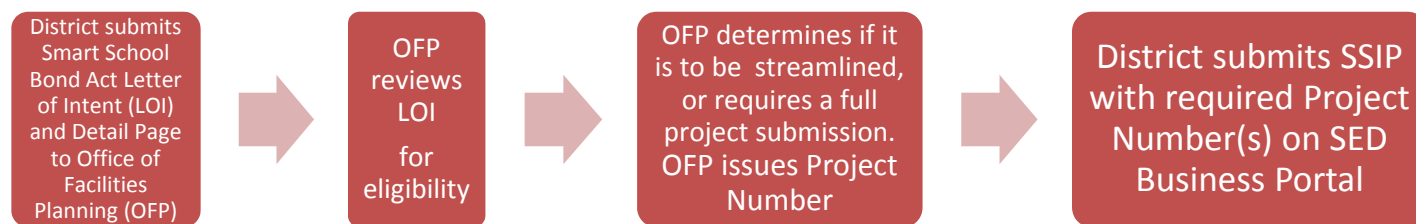
Step One: The district reviews the Smart Schools Bond Act (SSBA) guidance to determine the type of projects that are allowable SSBA categories and which ones will require a Project Number. Check the link: http://www.p12.nysed.gov/mgtserv/smart_schools/

These SSBA categories require a Project Number to be entered on the Smart Schools Investment Plan:
- **School Connectivity** - Install high-speed broadband or wireless internet connectivity for schools.
- **Pre-Kindergarten Classrooms** – Construct, enhance, and modernize educational facilities to accommodate Pre-Kindergarten programs.
- **Replace Transportable Classrooms** – Construct, enhance, and modernize educational facilities to replace classroom trailers.
- **High-Tech Security** – Install high tech security features in school buildings and on school campuses, including but not limited to video surveillance, emergency notification systems, and physical access controls.

Before the district submits its Smart School Investment Plan (SSIP), it must submit any projects to the Office of Facilities Planning for which Project Numbers are needed. **Do Not Include Classroom Learning Technology (Equipment) or Community Connectivity categories.

➡ **District must submit Smart Schools Letter of Intent (LOI)**
and Detail Page(s)
in order to receive Project Number(s)

Step Two: The Office of Facilities Planning project management staff will review the proposed SSBA LOI and the required DETAIL PAGE(S) for capital project compliance with allowable SSBA categories.
- Project will be identified as SSBA appropriate and not in need of a Building Permit.
- Project will be identified as SSBA appropriate and not in need of a Building Permit and is eligible for a streamlined review process (similar to New York Safe Act projects).
- Project will be identified as SSBA appropriate and requiring a review which will lead to a Building Permit.

➡ **Office of Facilities Planning Reviews LOI and Detail Page(s)**

Step Three: The Office of Facilities Planning will issue Project Number(s) based on the review of the scope of the submitted LOI.

➡ **Office of Facilities Planning issues a Project Number(s)**

Step Four: District prepares Smart Schools Investment Plan with appropriate project numbers.

➡ **District submits SSIP on the Business Portal**
with Project Number(s)