



New Hampshire

Department of Education

Bureau of School Safety and Facility Management

101 Pleasant Street, Concord, NH 03301-3852

Telephone: (603) 271-3037

School Building Aid Process



Timeline	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, 2020	School submits a Letter of Intent to apply for building aid January through July: DOE visits site and discusses application
By Jul 1, 2020	School submits a detailed application with preliminary drawings, design specs, and condition evaluation form July through December: DOE contacts the school and schedules a site visit to verify ranking.
By Dec 1, 2020	DOE presents ranking decision to the School Building Authority. School Building Authority reviews and verifies DOE’s ranking. School Building Authority submits ranking to the State Board of Education.
By Jan 15, 2021	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 2021	District votes on project, secures local funding needed.
Jan - Jun 2021	DOE approves project and issues an intent to fund letter.
By Jul 1, 2021	State budget approved for next biennium: July 1, 2021 – June 30, 2023
Jul 1, 2021 - Jun 30, 2023	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 dispenses final building aid award (20% less any items deemed ineligible).

Download forms at: https://www.education.nh.gov/program/school_approval/index.htm

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