Breaking Ground

Necessity of School Construction Approval Process and Timeline

LOCAL approvals

Identify your team
Pull together a School Building Committee, composed of city and school representatives

Letter of Intent
Send a statement of interest signed by Superintendent, School Committee, and municipal representative
Spring Approval: August / Fall Approval: January

Stage I: Identify Need

SBA Stage I Preliminary Approval
Authorization to move forward with Stage II
Spring Approval: September / Fall Approval: February

Stage II: Develop Solution

State Agency Reviews
DOA Planning, RIHPC, Commission on Disabilities

Local Support
Stage II must include School Committee and City Council approvals
Spring Approval: February / Fall Approval: September

Approvals and Beyond...

Memorandum of Agreement
Signed by School Committee and Superintendent

Voter Approval
For bonds, unless the municipality has a public building authority
6 months maximum

Enabling Legislation
For projects that are using bonds or other forms of indebtedness

Council Approval
With recommendation from SBA Advisory Board, Commissioner makes recommendation to CESE
Spring Approval: May / Fall Approval: November

STATE approvals

- LOCAL approvals
- STATE approvals
Under Construction
Seeing School Projects From Design Through Completion

LOCAL to-dos

Schematic Design Review
Stage III must include the project’s major components, including engineering

Construction Documents Review
Finalize the development of the project

Progress Reports
On the 12th of every month, OPMs provide a project progress report

LEA Bids
LEA goes out to bid and shares responses with SBA

Project Complete
For that year’s cycle, projects must complete by June 30

Housing Aid
LEAs submit Housing Aid forms by July 15

Stage III: Design Reviews

Stage IV: Construction

SBA Approvals
The SBA must review and approve each of these components: schematic design, design development, and construction documents.

State to-dos

R.I. requires LEAs to submit Housing Aid forms

September 15 & March 15
R.I.D.E. makes Housing Aid payments twice annually for projects completed by June 30