

School Construction Non-Priority Grant Process

The following workflow shows the life cycle of non-priority school building project grants



01

Office of Grants Administration (OGA) Posts Non-Priority Event

Districts can submit applications other than Priority List applications between the 1st and 10th of each month for projects that fall into one of the 6 categories specified in 10-283(b).

[Non-Priority List Application and List of Items Needed for Submission](#)

02

OGA Reviews Applications

All applications received during a monthly event are reviewed by OGA during that month.

03

Communication With Districts

After review, OGA will notify applicants as to whether their application is complete or more information is required.

04

DAS Plan Review Approval

The District must receive DAS approval of final designs prior to any phase of a project being let out for bid through a Pre-Bid Conformance Review (PCR). Districts should contact Plan Review during early design stages or after receiving grant commitment.

[More information on Plan Review Process](#)

05

Construction Begins

Once Plan Review approves Phase 1 of the project, construction can begin. Per statute, construction must begin within 2 years of the grant commitment date.

06

Change Orders

Construction change orders must be submitted to the Plan Review team within 6 months of being approved in the field.

[More Information on Change Orders](#)

07

Estimated Payments

As work on the project moves forward, the District can submit estimated payment requests for reimbursement. For smaller projects, a District may opt to submit one final payment request in lieu of estimated payments.

[More Information on Estimated Payment Submissions](#)

09

Final Payment Request and Audit

Within 1 year after filing notice of project completion acceptance, the District must file a request for final payment. OGA then transmits the application to the DAS Audit Unit to conduct an in-depth audit of the project and financials.

[More Information on final payment request and audit](#)

08

Project Completion

Within 1 year after a certificate of occupancy has been issued for the project, the District must accept the project as complete and file notice of such acceptance with DAS.

10

Final Payment / Refund Due

Upon completion of the audit, OGA will process either a release of the final payment for the project, or, if the audit determines the project was overpaid, a notice of refund due to the State.

[More information on Final Payment Submissions](#)

11

Grant Complete

Once the final audit payment is issued or the refund is received by DAS, the grant is deemed complete and closed at DAS.

Contact Us

OGA
DAS.grantsadministration@ct.gov

Plan Review
DAS.planreviewschools@ct.gov

Audit
DAS.schoolconstructionaudit@ct.gov