CONNECTICUT
Administrative Services

School Construction Priority List Grant Process

The following workflow shows the life cycle of Priority List school building project grants

01 Office of Grants Administration (OGA) Posts Priority Event

Districts can submit Priority List applications between July 1st and the following June 30.

Priority List Application and Items Needed for Submission

02 Priority List Event Closes

Each event closes at 8PM on June 30th.

03 OGA Reviews Applications

All applications received during the event are reviewed by OGA between July and November following the event's close.

04 Communication With Districts

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

05 DAS Submits the Priority List

DAS submits the Priority List, containing a list of all complete applications, to the Governor, OPM Secretary and the CT General Assembly (CGA).

06 Legislative Review and Authorization

The Appropriations, Finance and Education Committees review the Priority List and submit the approved or modified list to the Governor and the CGA prior to February 1. Grant Commitments are authorized when the CGA votes in favor of the bill and the Governor signs (typically around June).

07 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 Conference (PCR). Districts should contact Plan Review during early design stages or after receiving grant commitment.

More information on Plan Review Process

08 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.

09 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

10 Estimated Payments

As work on the project moves forward, the District can submit estimated payment requests for reimbursement.

More Information on Estimated Payment Submissions

11 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.

12 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

13 Final Payment / Refund Notice

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.

14 Grant Complete

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

Contact Us

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