Investment Plan Process - Checklist*

☑ Complete NYSED Instructional Technology Survey
☑ Submit to MORIC for Review and Certification
☑ MORIC Certifies and Submits Survey to NYSED
☑ District Receives Approval Letter from NYSED
☑ Post NYSED Tech Survey or Technology Plan on Website
☑ Engage in a Strategic Planning Process Prior to Smart Schools
  ☑ Define a Vision, Plan, and Goals for Educational Technology
  ☑ Conduct Reviews of Technical IT, Instructional IT, and Security (aligned with goals)
☑ Develop Draft Preliminary Smart Schools Investment Plan (SSIP)
  ☑ Plan must include overview, connectivity criteria, plan goals in alignment with NYSED Tech Survey, detailed purchase plan, professional development plan, sustainability, and implementation timeline.
  ☑ The planning process must include consultation with parents, teachers, students, community members
  ☑ Contact SUNY via the template letter or other method
  ☑ Contact non-public schools within your district
☐ Contact the Office of Facilities Planning if the SSIP includes infrastructure, security, and/or K-12 classrooms. A Letter of Intent must submitted to the Office of Facilities Planning and a project number will be assigned
☐ Contact a licensed architect, as required in the SSIP guidance, to review and certify infrastructure projects
☐ Superintendents will certify in their submissions of Smart Schools Investment Plans that the required stakeholder engagement has occurred
☑ Post Plan on District Website 30 Days Prior to Public Hearing
☐ Provide Notice to Public Regarding Hearing Date Two Weeks Prior to Public Hearing
☐ Host Public Hearing (May be an agenda item at the regular monthly BOE meeting)
Investment Plan Process - Checklist*

☐ Revise and Finalize SSIP Based on Feedback (as needed)
☐ Receive Approval from the Board of Education for the SSIP
☐ Submit SSIP through Smart Schools Bond Act application within the SEDDAS Business Portal
  ☐ Superintendents will be required to certify the accuracy of the plan and that the required public engagement process has occurred.
☐ Receive Approval from Appropriate NYSED Offices as Needed
☐ Receive Approval from Smart Schools Review Board
☐ Post Approved SSIP to District Website
☐ Begin Purchase and Implementation Process
  ☐ Please note that this is done through a reimbursement model. In most cases, districts will receive monies approximately 90 days after they submit and are approved for reimbursement.
  ☐ Districts can be reimbursed on an ongoing basis as they expend the funds. It will not be necessary to expend the entire allocation before receiving reimbursement.
☐ Resubmit Additional SSIPs for Approval as Needed
  ☐ Districts can be reimbursed in phases. It is not be necessary to expend the entire allocation before receiving reimbursement.

For the NYSED's Complete SSIP Guidance, navigate to: http://www.p12.nysed.gov/mgtserv/smart_schools/
*Please note that these processes may change pending release of further guidance. Updated 2/3/2017