

School/Organization Sponsored Project (SSP)

Submission Guidelines

A School/Organization Sponsored Project Request for Approval (SSP) should be submitted when proposed improvements are sponsored, funded, and constructed by organizations outside of Harford County Public Schools (HCPS). Approval is required for any project that will alter an HCPS building or its grounds. Examples of projects requiring approval include, but are not limited to:

- Classroom or office renovations
- Permanent marquees, school signage, or murals
- Athletic facility improvements (field work, dugouts, batting cages, concession stands, scoreboards, storage containers, gym floor refinishing, etc.)
- Little Free Libraries
- Tree and shrub plantings
- Playground or blacktop installations/repairs
- Outdoor classrooms, walking trails, stream restoration, stormwater management improvements, and similar site enhancements

Submission Guidelines

- All SSP proposals must be supported by the school principal and fully funded, managed, and maintained by the sponsoring organization.
- Project sponsors should first present the proposal to the principal and request a letter of endorsement before beginning the online submission.
- Project details should clearly describe the full scope of work, including installation methods when applicable.
- Recreation Councils should submit their project request through Harford County Department of Parks & Recreation.

Review and Approval Process

- SSP requests will be circulated to the appropriate HCPS departments for review and evaluation.
- Supplies, materials, or equipment may not be purchased, and work may not begin, until approval has been issued.
- Projects with a total value exceeding \$100,000 require approval by the Board of Education following review by the appropriate central office departments.
- Projects involving memorials on school grounds require additional approvals in accordance with the Memorials on School Grounds Policy.
- The school principal and project sponsor will be notified of the approval status via email.

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Online Submission Process

All SSP submissions must be entered through the online SSP platform. All supporting documentation must be uploaded in PDF format.

- Internal users can access the SSP form via the OPS tile on the main HCPS tile page, under Building Ops
- External users can access the SSP form via the HCPS website under the Community Tab.

Please note:

- The online form does **not** allow you to save your progress and return later.

After you complete the form, you will be **required** to upload supporting documentation in **PDF format** prior to submission.

Requirement for all SSP submissions:

- Principal’s Letter of Endorsement
- Marked floor plan or site plan
- Quote for any work not being performed by volunteers

Upload if Applicable:

- Design Plan
- Quote for purchase of equipment to be installed

**TIMELINE FOR REVIEW AND APPROVAL OF
SCHOOL/ORGANIZATION SPONSORED PROJECTS**

ACTIVITY	TIME IN WEEKS					
	1	2	3	4	5	6
SUBMISSION RECEIPT & INITIAL REVIEW						
DEPARTMENT REVIEW & COMMENT						
FINAL REVIEW						
NOTIFICATION OF APPROVAL DECISION UNDER \$100K						
BOE APPROVAL \$100K CONSENT AGENDA ITEM						
NOTIFICATION OF APPROVAL DECISION OVER \$100K+						

If you have any questions or need a copy of the school’s floor or site plan, please contact Lauren.Guggenheimer@hcps.org or call 410.588.5256.