



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK

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**PRE-SCREENING CHECKLIST – SED PAPERWORK**

**1. GENERAL:**

- a. Date Stamp all documents received.
- b. Staple all multi-page forms if received as individual pages.
- c. Forms should be organized in order listed below.
- d. If corrections are received, the original gets a **red line** diagonally across it and the corrected document is stapled to the top of the original.
- e. If correspondence is received, place on top of paperwork, most current on top.

**2. CHECKLIST from A/E FIRM – Form FP-CL**

**3. APPLICATION for APPROVAL of FINAL PLANS and SPECIFICATIONS - Form FP-F**

- a. Date of proper authorization
- b. Source of funding
- c. Signatures and A/E Seal
- d. Estimated cost of project
- e. Documentation for voter authorization such as Budget Brochure, Proposition to voters, Popular budget Page, etc. (Staple the documents to FP-F Form along with Vote Tally.)
- f. Clerk certification of vote tally and date matches FP-F (not needed for an Emergency project or a project 100% funded by Smart Schools Bond Act monies).
- g. If the work scope includes an addition, the New/Addition column must be completed on Page 2.
- j. If Site Purchase, need APPLICATION for SITE APPROVAL – Form EFP-S.

**4. EVALUATION of EXISTING BUILDING - Form FP-EEB (*Not applicable for new buildings or non-instructional buildings*)**

- a. Completed for Instructional Buildings only.
- b. For district-wide projects (building number “7999” projects), complete a FP-EEB for each instructional building.
- c. Each line must be completed.
- d. No double selection of C, NC, NA options (in lines 9 thru 47).
- e. Seal and Signature of Architect/Engineer (A/E)

## 5. SCOPE of PROPOSED PROJECT - Form FP-SC

- a. Must be submitted for each project.
- b. All questions must be completed (page 1 & page 2).
- c. Q 10: Date & Type
- d. Q 10: If Type II, a copy of the Board of Education resolution noting the SEQRA determination (signed & dated by District Clerk) must be attached.
- e. Q 10: If a Negative Declaration or Statement of Findings was issued by the district, a copy must be attached.
- f. Q 11: confirm Type of Facility and enrollment for instructional buildings.
- g. Board President & Superintendent signatures
- h. If there is an additional/new building or work on a separate building identified in the scope, it must be submitted as a separate project. Examples: Press boxes, Concession Stand, Dug Out, Field House, Fire Pump Station Building, Shed, etc.
- i. Attach the "Detailed Project Description", if submitted, to the FP-SC.

## 6. SHPO NOTIFICATION

- a. Confirm that one of the three options is selected.
- b. Confirm the Certification box is checked.
- c. Staple the SHPO notification behind FP-SC Form and SEQRA Resolution.
- d. Confirm the form is signed, name printed and license number is completed.

## 7. SMART GROWTH PUBLIC INFRASTRUCTURE IMPACT STATEMENT – Form FP-SGIS

- a. At least one box is checked.
- b. Page 2: An explanation must be entered in top box.
- c. District signature & date

## 8. HIGHWAY OFFICIAL NOTIFICATION

- a. Confirm all of the following are included in letter:
  - Permanent entrances and exits;
  - Temporary entrances and exits; and
  - Storm drainage plans

## 9. ASBESTOS CERTIFICATION LETTER

- a. "No new asbestos containing building materials (ACBM) shall be used in construction."
- b. Either:
  - "Work will not involve known ACBM as evidenced by bulk or destruct testing."
  - OR-
  - "Work will involve known or suspected ACBM, and will be done in accordance with Industrial Code Rule #56."

- Include copy of the current NYS Department of Labor License (with picture) bearing the designation "I" for Asbestos Project Designer and confirm the expiration date has not lapsed.
- Staple Asbestos Letter and Asbestos Design License together.

**10. CERTIFICATION of FINAL BUILDING PLANS – Form FP-CFP** *(New buildings or additions only)*

**11. FLOODPLAIN INFORMATION** *(Required for new buildings, additions, scoreboards/signs, and the associated site work for them, or any work that will block/redirect flow of water on a site.)*

- a. If floodplains are not located on the district property:
  - Submit on an 8½"x 11" paper the nearest floodplain at an appropriate scale. Show the district property on the floodplain plan. A certification by the architect or engineer must accompany the plan stating there is no floodplain on the district property.
- b. If floodplains are located on the district property:
  - Submit an overlay of the floodplain information on the survey site plan. Include contours, elevations, projected 100-year flood elevations, and flooding boundaries. This must be accompanied by a copy of the appropriate correspondence to the local authority for a floodplain permit.

**12. APPLICATION for APPORTIONMENT of BUILDING AID - Form FP-AP** *(ONLY if applicable)*

- a. FP-AP is required for districts designated as Reorganization group #1, #2 or #3 (refer to Reorganization List).
- b. FP-AP is not required for Reorganization group #4 or #5.
- c. For Reorganization group 1, the BOCES District Superintendent's certification/signature is required.

**13. EXECUTIVE SUMMARY of 5-YEAR CAPITAL FACILITIES PLAN**

**14. CODE COMPLIANCE CHECKLIST - Form FP-CCC**

- a. Fully executed
- b. Signature and A/E Seal on Structural Responsibility Checklist and Certification.