



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY,  
NY 12234

Office of Facilities Planning, Room 1060 Education Building Annex  
Tel. (518) 474-3906  
Fax (518) 486-5918  
Website: <http://www.p12.nysed.gov/facplan/>

November 9, 2012

To all school districts impacted by Hurricane Sandy:

The State Office of Emergency Management has identified the attached schedule for applicant briefings. Please note that in Nassau County, the actual times of the three identified sessions have not been set by the Nassau County Emergency Manager. Contact Tom Delaney at 516-573-0636 in Nassau County for specific times. The applicant briefing process will identify the details by which all school districts will apply to FEMA for reimbursement of eligible expenses.

This is the preliminary schedule for local governments, school districts, etc. to apply for FEMA assistance. Representatives from school districts which sustained damage in the FEMA declared counties (Nassau, Suffolk, Rockland, Westchester, NYC) must attend an applicant briefing to initiate the FEMA process. It may be helpful for your consultants to attend with you. The two keys to this entire process are careful documentation and record keeping.

For more information on "Sandy", see: <http://www.fema.gov/sandy>. For more information on the FEMA Public Assistance process - <http://www.fema.gov/public-assistance-local-state-tribal-and-non-profit>.

It is likely that there will be multiple funding streams for most districts to access. They will primarily be: 1) insurance, 2) FEMA, and 3) State funds. State funds may be provided through the State Office of Emergency Management or as necessary, through building aid.

#### When is a building permit needed?

Facilities Planning at the State Education Department remains the code enforcement jurisdiction for the approval of work and the issuance of building permits *if necessary*:

- 1) If entire facilities are beyond repair and must be replaced or are unusable for extended periods of time, districts must seek alternate space as soon as possible. If other district school facilities are available, and have current Certificates of Occupancy, those facilities may be used immediately. If they need new fire inspections prior to CO's, please provide them and they will be expedited. If alternate space can be located in closed parochial schools or other suitable locations, please provide Form FP-AU, fire inspections and local CO's and we will expedite the approval of that space. In some cases, temporary modular space may be available through FEMA or other resources. Please work with your architects to identify these temporary spaces, and we will work with you to approve them with a minimal submission package.
- 2) If the corrective work is limited to replacement in kind, i.e. burner for burner, roofing for roofing, etc, and damage will be covered by insurance and/or FEMA, building permits are not necessary, and districts should proceed immediately. Boards of Education should declare emergencies, and contractors can be hired directly (without competitive bidding) to complete the work within available budget resources. Long term borrowing cannot be done without voter authorization.
- 3) If specific building systems are damaged to the point that they must be replaced instead of repaired, the replacement of those systems must be compliant with the current code, and will require review and approval by Facilities Planning. In these cases, Facilities Planning should be contacted to initiate the typical process, but districts should still work with consultants to proceed as soon as possible. It may be necessary for districts to proceed prior to SED approval and we will work with districts to manage the approval as necessary to ensure any available aid is not lost by the district. Letters of Intent should be submitted, project numbers will be provided, and plans and specifications will be submitted, reviewed and approved. Most project submittal paperwork will be waived for projects limited to specific building systems.

4) Building replacements are long term activities that will require a full SED submission process, voter authorization, as well as a more complex review process and approval through FEMA. Building replacements will likely be done in conjunction with alternate space as identified in item 1 above.

In summary, all hurricane related matters will be handled in an expedited manner. Please contact Facilities Planning at (518) 474-3906 with any additional questions you may have.

Carl T. Thurnau, PE

Director of Facilities Planning