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 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.

15. STATEMENT OF SPECIAL INSPECTIONS AND TESTS - Form FP-SSI

   a. Fully executed