

Facilities Planning

Newsletter 86 – April 2007

Final Building Project Reports (AKA Final Cost Reports):

Joyce Giordiano has received a promotion and has moved to another position within SED. While we are happy for Joyce, we are sad to announce her departure. Should you have questions regarding any aspect of completing your Final Building Project Report, you may contact your SED Project Manager at the Office of Facilities Planning at 518-474-3906.

The due date of JUNE 30, 2007 for all Final Cost Reports (FCR) that were substantially complete in 2005 is quickly approaching.

The Legislature set up this schedule to "close the books" for previous years. If districts have completed construction projects, we can't say it strong enough - Don't delay! Please send in the FCR as soon as possible so building aid can be reconciled.

Capital Construction Projects Final Cost Report Status:

It is the Districts responsibility to make sure all FCRs are submitted on time. Failure to submit your report by the established due date will result in the total loss of building aid for that project, including the repayment of any aid which may already have been received by the district. Extensions may be granted for extenuating circumstances, such as litigation. If needed, please submit a written request to Facilities Planning as soon as possible. Final cost reports for new projects are due 6 months after the submission of the final Certificate of Substantial Completion form. The law allows a 1 year extension to the 6 months or a total of 18 months to submit.

Final Building Project Report Info:

https://www.p12.nysed.gov/facplan/What'sNewItems/FCR_DueDates.html

Helpful Hints for Completing Final Building Project Reports (FCR):

In order to alleviate a large backlog of FCRs in the Office of Facilities Planning, we have come up with a short list of the most common problems with these filings. Following these helpful hints will result in our being able to process your report in a timely manner.

1. Attach a copy of the Certificate of Substantial Completion for each project in question to the FCR regardless of whether or not it had already been submitted. The report cannot be processed until this form is received. Make sure both pages are attached.
2. Change Orders - Final Cost Reports cannot be processed unless all Change Orders are submitted and approved. However the lack of approved change orders is not a viable reason for filing your FCR late. Please check the web site;
<https://www.p12.nysed.gov/facplan/CHANGOR1.HTM> to determine if all Change Orders associated

with a project are listed and approved. If not, then be sure to submit a complete Change Order including Certification pages for approval with your FCR.

3. FPII - Check the SA-4 amounts on all projects to make sure the total allocation for each project has not been exceeded. Each project is reviewed individually. If totals have been exceeded, please attach completed Form FPII to each report, along with proper supporting documentation. This documentation can be school board authorization to expend the extra funds on the project or voter authorization, including a project by project breakdown demonstrating that the total of all projects combined associated with a particular authorization did not exceed the total authorization.

4. Site Work is incidental to construction and must be reported as such on the Final Cost Report. If this is included in the General Construction Costs, it must be broken out and recorded on page 16.

5. The total on page 21 "Source of Funds" must match the total on page 22 "Summary of Expenditures". The total amounts listed on pages 3-20 must match the amounts listed on page 22.

6. Only one copy of the FCR is required. Please submit only those pages that are completed. It is not necessary to submit the blank pages.

2006 Uniform Fire Prevention and Building Code:

The New York State Fire Prevention and Building Code Council has adopted the 2003 I-Codes with New York State modifications. The updated codes are based on the 2003 "International Building, Residential, Fire, Plumbing, Mechanical, Property Maintenance, Fuel Gas, Existing Building and Energy Conservation Codes". This was the last formal action in the adoption process after the documents underwent a required public comment period that ended March 12. It is anticipated the new codes will go into effect August 1. Keep an eye on the ICC web site for the new 2006 New York State code books which will go on sale once printing is underway.

<http://www.iccsafe.org/e/prodcat.html?catid=C-A&pcats=ICCSafe,C> Remember, there will be an additional code book entitled "Existing Building Code of New York State". Everyone will need this book.

An Index of our Newsletters is available on our web site at

<https://www.p12.nysed.gov/facplan/NewsLetters.htm>.

If you would like to have this Newsletter sent directly to you by e-mail, please send your e-mail address to Joe Levy at jlevy@mail.nysed.gov.

Please continue to send in your comments and requests. If you have a subject you would like addressed, feedback on the material you read, input or general comments we are happy to hear from you.