

Preliminary Review (PR) (BAU Calculations) Requirements

March 1, 2024

Updated: October 29, 2024

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Submission Packages

All PR submission packages must be mailed to our office in order to receive a review #. Please also email a PDF copy of the submission package and the EXCEL document with the room list to your Fiscal Associate.

Letter of Intent

LOI's must be submitted prior to the submission of a preliminary review or BAU recalculation. The project # assigned to this PR will be used on the ISR and floorplans.

Prescreening

All preliminary review submissions will be prescreened to ensure a complete package has been received. A review number will not be assigned, and the PR submission will not be put in the PR review queue until all the items on the check list are received and deemed complete.

Office of Facilities Planning Mailing Address

NYS State Education Department
Office of Facilities Planning
Room 1060 EBA
89 Washington Avenue
Albany, New York 12234

Addition of only a STEAM/STEM Classroom and/or Secure Vestibule

*This does not need to be submitted as a PR but can be submitted at the time of the final submission.
(BAUs are one-time only)*

- ☐ Facility Needs Assessment (on district letterhead)
- ☐ Existing floor plans
- ☐ Proposed floor plans (certified and labeled w/ room #, usage & square footage)
Highlight or color code new footprint

STEAM/STEM Additions

NYSED allows one STEAM/STEM classroom per instructional building to receive building aid units (BAUs). These BAUs are one-time only and do not carry forward.

Elementary School: 27 grade K-6 BAUs for a STEAM/STEM classroom addition

Secondary School: 24 grade 7-9 or 7-12 BAUs for a STEAM/STEM classroom addition

Secure Vestibule

A secure vestibule addition must be a main entrance and the addition to create the actual vestibule in order to be eligible for building aid

NYSED allows BAUs for a secure vestibule addition at an instructional building or bus garage main entrance. These BAUs are one-time only and do not carry forward.

Elementary School: 20 grade K-6 BAUs for a secure vestibule addition

Secondary School: 15 grade 7-9 or 7-12 BAUs for a secure vestibule addition

Addition of only a Cafeteria, Gym, and/or Auditorium

- ☐ Facility Needs Assessment (on district letterhead)
- ☐ Site Map
- ☐ Existing floor plans
- ☐ Proposed floor plans (certified and labeled w/ room #, usage & square footage)
Highlight or color code new footprint
- ☐ Enrollment Projections by building, by grade, by year
 - 5 years out for grades PK-6
 - 8 years out for grades 7-8
 - 10 years out for grades 9-12
- ☐ Full enrollment study showing the method used in the enrollment projections via email to your Fiscal Associate
- ☐ Form FP-P-Application for Examination and Approval of Preliminary Plans
- ☐ FP-SC- Scope of Proposed Project
- ☐ Undersized acreage? FP-S Application for Examination and Approval of a School Site
- ☐ Cafeteria- How many servings per day?

Building Aid Unit (BAU) Recalculation

(No addition, no grade reconfigurations)

- ☐ List of all school district buildings (leased and owned) and their current usage
- ☐ Floor plans (certified and labeled w/ room #, usage & square footage)
 - Highlight or color code *special education spaces* and include classroom ratios
 - Library*- include reading room SF
 - Grades PK-6*- include the classroom grade level in label (ex: 6th grade classroom)
 - Science*- include the subject (earth, biology, chemistry, physics, etc.)
- ☐ Enrollment Projections by building, by grade, by year
 - 5 years out for grades PK-6
 - 8 years out for grades 7-8
 - 10 years out for grades 9-12
- ☐ Full enrollment study showing the method used in the enrollment projections via email to your Fiscal Associate
- ☐ Is pre-k and kindergarten full or half day?
- ☐ Instructional Space Review Form (ISR)- completed and signed by all
- ☐ EXCEL document emailed to the Fiscal Associate with the following information for each room on the proposed floor plans:
 1. New (addition) or Existing Space
 2. Floor #
 3. Room #
 4. Classroom Usage Label
 5. Square Footage

Example:

New/Existing	Floor #	Room #	Label	Square Footage
Existing	First	101	Math	770

New Instructional Building

- ☐ Facility Needs Assessment (on district letterhead)
- ☐ List of all school district buildings (leased and owned) and their current usage
- ☐ Site Map
- ☐ Proposed floor plans (certified and labeled w/ room #, usage & square footage)
 - Highlight or color code *new footprint*
 - Highlight or color code *special education spaces* and include classroom ratios
 - Library*- include reading room SF
 - Grades PK-6*- include the classroom grade level in label (ex: 6th grade classroom)
 - Science*- include the subject (earth, biology, chemistry, physics, etc.)
- ☐ If there are other ES/MS/HS buildings in the district with similar levels, we require those floor plans
- ☐ Enrollment Projections by building, by grade, by year
 - 5 years out for grades PK-6
 - 8 years out for grades 7-8
 - 10 years out for grades 9-12
- ☐ Full enrollment study showing the method used in the enrollment projections via email to your Fiscal Associate
- ☐ Is pre-k and kindergarten full or half day?
- ☐ Instructional Space Review Form (ISR)- completed and signed by all
- ☐ Form FP-P-Application for Examination and Approval of Preliminary Plans
- ☐ FP-SC- Scope of Proposed Project
- ☐ Undersized acreage? FP-S Application for Examination and Approval of a School Site
- ☐ EXCEL document emailed to the Fiscal Associate with the following information for each room on the proposed floor plans:
 6. New (addition) or Existing Space
 7. Floor #
 8. Room #
 9. Classroom Usage Label
 10. Square Footage

Example:

New/Existing	Floor #	Room #	Label	Square Footage
Exisiting	First	101	Math	770

Classroom Addition

- ☐ Facility Needs Assessment (on district letterhead)
- ☐ List of all school district buildings (leased and owned) and their current usage
- ☐ Site Map
- ☐ Existing floor plans
- ☐ Proposed floor plans (certified and labeled w/ room #, usage & square footage)
 - Highlight or color code *new footprint*
 - Highlight or color code *special education spaces* and include classroom ratios
 - Library*- include reading room SF
 - Grades PK-6*- include the classroom grade level in label (ex: 6th grade classroom)
 - Science*- include the subject (earth, biology, chemistry, physics, etc.)
- ☐ If there are other ES/MS/HS buildings in the district with similar levels, we require those floor plans
- ☐ Enrollment Projections by building, by grade, by year
 - 5 years out for grades PK-6
 - 8 years out for grades 7-8
 - 10 years out for grades 9-12
- ☐ Full enrollment study showing the method used in the enrollment projections via email to your Fiscal Associate
- ☐ Is pre-k and kindergarten full or half day?
- ☐ Instructional Space Review Form (ISR)- completed and signed by all
- ☐ Form FP-P-Application for Examination and Approval of Preliminary Plans
- ☐ FP-SC- Scope of Proposed Project
- ☐ Undersized acreage? FP-S Application for Examination and Approval of a School Site
- ☐ EXCEL document emailed to the Fiscal Associate with the following information for each room on the proposed floor plans:
 - 11. New (addition) or Existing Space
 - 12. Floor #
 - 13. Room #
 - 14. Classroom Usage Label
 - 15. Square Footage

Example:

New/Existing	Floor #	Room #	Label	Square Footage
Existing	First	101	Math	770

New Bus Garage or Bus Garage Addition

- ☐ Site Map
- ☐ A visual exterior concept of all sides of the proposed building
- ☐ Basic floorplan of existing building
- ☐ Proposed floor plans (certified and labeled w/ room #, usage & square footage)
Highlight or color code new footprint
- ☐ Form FP-P-Application for Examination and Approval of Preliminary Plans
- ☐ FP-SC- Scope of Proposed Project
- ☐ Information on Shared Services
- ☐ Information on multiple uses of building (B&G, IT, Food Services, etc.)
- ☐ A Facility Needs Assessment (on district letterhead), including but not limited to:
 1. An explanation of the need
 2. # of district owned buses by size
 3. # of bus drivers (full-time and part-time)
 4. # of bus runs/routes per day
 5. # of mechanics (full-time and part-time)
 6. # of daily miles driven
 7. # of bays and use thereof (mechanical, storage, etc.)
 8. Office, driver, and restroom spaces
 9. Number of buses stored indoors
 10. Number of buses stored outdoors
- ☐ Answers to the following questions:
 1. Will there be a Shared Services agreement with another district or municipality?
 2. Will the Transportation Center/Bus Garage be used exclusively for student transportation purposes?
 3. Will there be any other use of the facility: Buildings and Grounds, IT, meeting, etc.? If so, please describe.
 4. Estimated costs to renovate the existing Transportation Center/Bus Garage/Trans Office buildings.
 5. Will any of the transportation costs be funded via Transportation Aid?
 6. What will the existing bus garage be used for if the proposed is a new bus garage?

Document Information

State Building Aid for Public School Districts and BOCES Guidance Document

https://www.p12.nysed.gov/facplan/documents/building_aid_guidelines_072804.pdf

Letter of Intent

https://www.p12.nysed.gov/facplan/documents/LOI_Forms_Workbook.xls

Preliminary Submission Forms Workbook

https://www.p12.nysed.gov/facplan/documents/Prelim_Submission_Forms_Workbook.xls

Facilities Needs Assessment

<https://www.p12.nysed.gov/facplan/documents/ASSESSMENT.pdf>

Enrollment Projections

https://www.p12.nysed.gov/facplan/documents/enrollment_projections.pdf

Instructional Space Review Form

<https://www.p12.nysed.gov/facplan/documents/instructional-space-review-form.docx>

School Sites Reference Guide

<https://www.p12.nysed.gov/facplan/documents/SchoolSitePkg.PDF>

Fiscal Associate Assignments

https://www.p12.nysed.gov/facplan/documents/PMbyDistrict_001.htm