

# Preliminary Review (PR) (BAU Calculations) Requirements

March 1, 2024

Updated: November 19, 2025

Page #	Topic
2	Addition of <u>only</u> a STEAM/STEM Classroom and/or Secure Vestibule
3	Addition of <u>only</u> a Cafeteria, Gym, and/or Auditorium
4	Building Aid Unit (BAU) Recalculation
5	New Instructional Building
6	Classroom Addition
7	New Bus Garage or Bus Garage Addition
8	Document Information

## Submission Packages

All PR submission packages must be emailed to the Fiscal Associate for the school district. Hard copies may be requested.

## New Project Requests

New Project Requests 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. 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 Fiscal Associate Email Addresses:

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## **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: 6<sup>th</sup> 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: 6<sup>th</sup> 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
Existing	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: 6<sup>th</sup> 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.nysed.gov/sites/default/files/programs/facilities-planning/building-aid-guidelines.pdf>

*Preliminary Submission Forms Workbook*

<https://www.nysed.gov/sites/default/files/programs/facilities-planning/prelim-submission-forms-workbook.xlsx>

*Facilities Needs Assessment*

<https://www.nysed.gov/sites/default/files/programs/facilities-planning/facilities-needs-assessment-summary.pdf>

*Enrollment Projections*

[https://www.nysed.gov/sites/default/files/programs/facilities-planning/enrollment\\_projections.pdf](https://www.nysed.gov/sites/default/files/programs/facilities-planning/enrollment_projections.pdf)

*Instructional Space Review Form*

<https://www.nysed.gov/sites/default/files/programs/facilities-planning/instructional-space-review-form.docx>

*School Sites Reference Guide*

<https://www.nysed.gov/sites/default/files/programs/facilities-planning/school-site-reference-guide.pdf>