Office of Facilities Planning Room 1060 Education Building Annex 89 Washington Ave. Albany, NY 12234 Tel: (518) 474-3906

Email: emscfp@nysed.gov
Website: www.nysed.gov/facplan

BUILDING PERMIT

ISSUED PURSUANT TO APPROVAL OF PLANS AND SPECIFICATIONS FOR THE PROJECT BELOW:

PERMIT NO.:

21-1315

DATE ISSUED: 09/08/22

DISTRICT:

Deer Park UFSD

BUILDING:

Abraham Lincoln Elementary

ADDRESS:

300 Park Avenue

Deer Park, N.Y. 11729

(POST IN CONSPICUOUS PLACE ON PREMISES OF WORKSITE)



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Room 1060 Education Building Annex
89 Washington Ave.
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September 9, 2022

Mr. James Cummings Superintendent of Schools Deer Park UFSD 1881 Deer Park Avenue Deer Park, N.Y. 11729

CERTIFICATE OF APPROVAL OF PLANS AND SPECIFICATIONS

Building: Abraham Lincoln Elementary

Fa	cilitie	s P	lanni	ing F	roje	ect C	ontr	ol Nı	umb	er																
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Plans and specifications for the project listed above have been duly reviewed by the Office of Facilities Planning and are hereby approved. The district may bid these plans and specifications as approved or as modified by any addenda subsequently approved by Facilities Planning for this project. Approved Plans and Specifications are retained by the Office of Facilities Planning for three (3) years. The school district must obtain a duplicate set of plans and specifications, including all addenda, from their architect or engineer of record for permanent retention with this approval letter.

Commissioner's approval signifies only that plans and specifications meet the requirements of Sections 408 and 409 of the Education Law, and Commissioner's Regulations and Education Department policies and procedures relating to educational requirements, heating, ventilation and health, and fire and accident protection, and that the site meets the minimum requirements of Section 408. It does not signify approval of architectural or structural design, nor choice of building materials, nor of any contracts which may be awarded or executed, nor of any features which go beyond the aforesaid minimum requirements, nor does this certificate give assurance that this project qualifies for State aid for education, in accordance with the provisions of Section 3602 of the Education Law.

Please note that courts have held that schools are <u>not</u> wholly immune or fully exempt from all municipal zoning regulations. As such, it is suggested that schools consult with their attorneys and with local municipalities to address any potential local zoning issues.

During Construction - Supervision by the architect or engineer (A/E) during construction is required by Subdivision 3 of Section 7209 of the Education Law and includes ensuring that construction work is in accordance with the construction contract documents. Detailed Supervision Guidelines describing the elements of this on-site supervision are available on the Office of Facilities

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Construction Inspections – Title 19 (NYCRR) Chapter 32, Part 1203, paragraph 1203.3b mandates construction inspections at such times as will permit the observation of the foundation, and building elements and utilities prior to final inspection. The purpose of such inspections is to ensure work in accordance with the construction contract documents and compliance with the Building Code of New York State. Therefore, it is incumbent on the A/E to make such periodic observations as are necessary for the A/E to execute the Certification of Substantial Completion Form (see below).

To assist in developing essential records of the construction inspection activities, two different forms are attached: #1, a Capital Project Inspection Report for each <u>individual</u> inspection (reproduce necessary additional copies) and #2, a Capital Project Summary of Inspections. These forms (or something essentially equivalent) shall be delivered by the A/E to the school district at the time of Substantial Completion and shall be retained by the district as part of the official project record, available for review by the Commissioner on request.

Certification of Substantial Completion - When the construction work is nearing completion, the Architect/Engineer (A/E) (who is supervising the construction work pursuant to the provisions of Subdivision 3 of Section 7209 of the Education Law) must execute a "Partial Certification of Substantial Completion", form FP-PCSC, or a "Final Certification of Substantial Completion", form FP-FCSC, when it is appropriate to do so. A copy of each form is enclosed. Carefully retain these documents for future use.

Note that "Substantial Completion" is a specific condition at a specific time. Definitions of the American Institute of Architects (AIA), The National Society of Professional Engineers, The American Consulting Engineers Council, and the Construction Specification Institute are essentially the same. The AIA definition is, "The date of substantial completion of work or designated portion thereof is the date certified by the architect when construction is sufficiently complete, in accordance with the contract documents, so the owner can occupy or utilize the work or designated portion thereof for the use for which it is intended."

Assurances - Various assurances are printed on the reverse side of Form FP-CSC. The A/E shall sign those assurances relating to change orders; supervision pursuant to Education Law, Section 7209 and the contract with the school district; and construction inspections pursuant to Title 19 (NYCRR) Chapter 32, Part 1203, paragraph 1203.3b.

The Superintendent of Schools shall sign those assurances relating to proper monitoring of the project by a Construction Manager (if any); and a Clerk of the Works (if any) pursuant to contracts with the school district, (the usual duties of a Construction Manager and Clerk of the Works are included in the detailed Supervision Guidelines referenced above); and (if applicable) acknowledgement of the need of a Certificate of Occupancy prior to occupancy of any new building or addition (if applicable). In the case of reconstruction projects, Final Certification of Substantial Completion, form FP-FCSC, should not be submitted until the entire project is substantially complete (i.e., there should be no qualifications on the form). In the case of a new building or an addition, where parts of a project may be occupied initially, use Partial Certification of Substantial Completion, form FP-PCSC and designate which portions of the project are <u>not</u> substantially complete. Subsequently occupied portions shall be certified when substantially complete. Final Certification of Substantial Completion, form FP-FCSC must be submitted when the entire project is substantially complete.

Fire Safety Inspection and Report - A fire safety inspection and report thereof is required for new buildings and additions. Immediately subsequent to the determination by the A/E that the work is substantially complete for the use of which it is intended, the school district shall cause a fire/safety inspection to be made of the <u>whole</u> occupied portion of the building. This inspection shall use the Fire Safety Report form. The Fire Safety Report form is available on the Office of Facilities Planning web site. If you have questions about completing this form please call the Fire/Safety Unit at (518) 474-3906. Carefully retain the form until needed at the time of substantial completion. See "Occupancy", below.

Occupancy - No building or portion thereof shall be occupied unless a valid Certificate of Occupancy (CO) has been issued by the Commissioner (Commissioner's Regulation 155.8(e). To obtain a CO, send either a Partial Certification of Substantial Completion (form FP-PCSC) if a portion of the new space is being occupied, or a Final Certification of Substantial Completion (form FP-FCSC) if the entire new space is being occupied, together with the Fire/Safety Report form, to the Office of Facilities Planning. Upon submission of a satisfactory Fire/Safety Report, a Certificate of Occupancy will be issued which will "bridge" to the date of the regular annual fire/safety inspection process. In the case of occupancy of an addition, if the "Building Project" Fire Safety Report and the annual Fire Safety Report are due at essentially the same time, contact your project manager.

Final Building Project Report - A Final Building Project Report is required for every project for which a building permit is issued.

A copy of the Final Building Project Report form is available on the Office of Facilities Planning web site at www.p12.nysed.gov/facplan/ under Finance/QZAB/QSCB, Final Cost Report Workbook. All sources of funds and expenditures, regardless of cost, shall be reported, however, the report must not be filed until all bills are paid and the capital account has been closed.

Record the Project Control Number on the top of the form and return it directly to the State Aid Office soon after the construction work is complete and paid for.

If this project involves both additions and alterations, expenses must be submitted under each of these categories. Building aid eligibility, as determined pursuant to Section 3602 of the Education Law, is calculated <u>separately</u> for additions and for alterations. Careful attention to submitting the report with proper breakdown will eliminate much delay and confusion in processing building aid applications and will assure that the district receives proper allocation of building aid.

Sincerely,

Betty A. Rosa

Commissioner of Education



Office of Facilities Planning Room 1060 Education Building Annex 89 Washington Ave. Albany, NY 12234 (518) 474-3906

Email: emscfp@nysed.gov Website: www.nysed.gov/facplan

FP-CSC 2003

CERTIFICATION OF SUBSTANTIAL COMPLETION

A school district capital construction project approved by the Commissioner of Education shall be constructed in accordance with plans and specifications which incorporate applicable provisions of the New York State Uniform Fire Prevention and Building Code, the New York State Energy Conservation Construction Code, and Education Department construction standards.

At the time of Substantial Completion of a project, the architect or engineer and superintendent of schools shall execute three (3) copies of this form including the assurances on the reverse side. Distribution: Facilities Planning,

School	District, A	Archite	ct or E	engine	er.																							
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		County				Suff																						
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In the case of a new building or addition(s) use space below to designate specific portions of the project which are NOT included in this certification. Submit subsequent certification(s) when any of these portions are adjudged to be substantially complete.

Phone

Date

-OVER-



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Assurances by Architect or Engineer

The undersigned architect or engineer makes the following assurances:

- 1) This public works project has been supervised pursuant to Subdivision 3 of Section 7209 of the Education Law and pursuant to contract with the school district for professional services.
- 2) Construction inspections pursuant to 19NYCRR444.3d have been performed on this project. Records for each individual inspection and a complete report of all individual inspections have been delivered to the school district.
- 3) All change orders on this project have been submitted to the Commissioner for review.

Date:		Signature:
C		☐ Architect ☐ Engineer
Assur	ances o	f Superintendent of Schools
The ur	ndersign	ned superintendent of schools makes the following assurances:
	1)	In the case of the project having a Clerk of the Works, the Clerk of the Works (Name) , has properly monitored the project pursuant to
		contract with the school district for services.
	2)	In the case of the project having a Construction Manager, the Construction Manager (Name), has properly monitored the project pursuant to contract with the school district for services.
	3)	In the case of a new building or addition, the need of a Certificate of Occupancy prior to occupancy or used is acknowledged.
	4)	If none of the above are applicable, check here:
Date:	-	Signature:



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THE UNIVERSITY OF THE STATE OF NEW YORK

New York State Education Department Facilities and Management Services Room 1060 - Education Building Annex Albany, NY 12234

REQUEST FOR REVISION OF FINANCIAL **INFORMATION** (Use This Form to Revise SA-4)

Use this form when it is necessary to request a revision of the financial information previously submitted to Facilities Planning on the Application for Examination and Approval of Final Plans and Specifications (Form FP-F), such as immediately after construction contracts are signed or when the Final Building Expenditure Report for the project is filed.

Each request that increases the total amount allocated to a particular project must be accompanied by proof of authorization of funding

Approved by:

for that project.														
 Please read the instructions on the ba 	ck of this form bef	ore comp	letin	g it.										
Name of District: Deer Park UFSD						2. (Cour	ıty o	f Dist	rict:	Sufi	folk		
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OR EDUCATION DEPARTMENT USE ON	LY:													14

Date:

Instructions

A. General

Two copies of this form, properly executed, shall be submitted to the Facilities Planning when the total of approved sources of funds must be increased to be equal to, or greater than, expenditures for the project.

This circumstance may not occur at all, but could occur on a maximum of two occasions: 1) When Form SA-139 is submitted to the Division of Finance immediately subsequent to signing construction contracts, and/or 2) When the Final Building Project Report is sent to Facilities Planning.

B. Relating to filing Form SA-139, Request for Building Data, with the General Aids and Services Office:

- 1) This Request for Revision of Financial Information shall be submitted prior to submitting form SA-139:
 - a) If the total project cost to be reported on the SA-139 exceeds the sum of lines 1-4, which are reported on the form SA-4, and/or
 - b) If there is any change in the method(s) or amount(s) of financing as reported on form SA-4.
- 2) The total project costs cannot legally exceed the approved authorization. Any additional funds required must be properly authorized by the voters of a non-city district or the board of education of a city district.

Each necessary additional authorization shall be properly documented. This documentation shall be a copy of the board resolution if a city district, or, if a non-city district, a copy of the actual language of the resolution which was placed before the voters at a special referendum; or a copy of the Popular Budget, and a copy of the SBM-1, if the approval occurred at the annual meeting.

C. Relating to filing the Final Building Project Report to Facilities Planning at the completion of the work.

- 1) A Request for Revision of Financial Information shall be submitted together with the Final Building Project Report:
 - a) If the Grand Total of revenues (line "v" of page 21 of the Final Building Project Report) is less than the Grand Total of expenses (line "u" of page 22), and/or
 - b) If there is any change in the method(s) or amount(s) of financing as reported on form SA-4 (See A, above).
- Each necessary additional authorization shall be properly documented. This documentation shall be a copy of the board of resolution if a city district; or, if a non-city district, a copy of the actual language of the resolution which was placed before the voters at a special referendum; or a copy of the Popular Budget, and a copy of the SBM-1, if the approval occurred at the annual meeting.

D. <u>Instructions for Completing Items #1 through #6 and Column A, B, and C:</u> (Copy the information exactly as it appeared on the SA-4, which was sent to the district at the beginning of the project).

#1, #2, #3		Record the district's popular name, county of location, and name of building being reported.
#4		Enter the 27-digit number which appears as item #4 on forms SA-4.
Column A	-	Record the amounts on lines #1 - #12 exactly as they appear on the SA-4.
Column B	- - 1	Items $#1-5$: Report new and/or additional methods of financing by entering the
		appropriate dollar amounts which are being added.
		Items #6 - 12: Report new project costs by entering the appropriate dollar amounts which
		are being added.
Column C		Items $#1 - 12$: Enter the new totals obtained by adding the figures in Column A and
		Column B.
#5		Enter the name and telephone number of the person in the district that should be contacted
		concerning questions about this project.
#6		The President of the Board of Education and Superintendent of Schools must sign and date
		this form
		TAAAO AOAAA

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CAPITAL PROJECT SUMMARY OF INSPECTION



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CAPITAL PROJECT INSPECTION REPORT

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Email: emscfp@nysed.gov Website: www.nysed.gov/facplan

BUILDING PERMIT

ISSUED PURSUANT TO APPROVAL OF PLANS AND SPECIFICATIONS FOR THE PROJECT BELOW:

PERMIT NO.:

21-1316

DATE ISSUED: 09/08/22

DISTRICT:

Deer Park UFSD

BUILDING:

JF Kennedy Junior High

ADDRESS:

101 Lake Avenue

Deer Park, N.Y. 11729

(POST IN CONSPICUOUS PLACE ON PREMISES OF WORKSITE)



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September 9, 2022

Mr. James Cummings Superintendent of Schools Deer Park UFSD 1881 Deer Park Avenue Deer Park, N.Y. 11729

CERTIFICATE OF APPROVAL OF PLANS AND SPECIFICATIONS

Building: JF Kennedy Junior High

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Commissioner's approval signifies only that plans and specifications meet the requirements of Sections 408 and 409 of the Education Law, and Commissioner's Regulations and Education Department policies and procedures relating to educational requirements, heating, ventilation and health, and fire and accident protection, and that the site meets the minimum requirements of Section 408. It does not signify approval of architectural or structural design, nor choice of building materials, nor of any contracts which may be awarded or executed, nor of any features which go beyond the aforesaid minimum requirements, nor does this certificate give assurance that this project qualifies for State aid for education, in accordance with the provisions of Section 3602 of the Education Law.

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The Superintendent of Schools shall sign those assurances relating to proper monitoring of the project by a Construction Manager (if any); and a Clerk of the Works (if any) pursuant to contracts with the school district, (the usual duties of a Construction Manager and Clerk of the Works are included in the detailed Supervision Guidelines referenced above); and (if applicable) acknowledgement of the need of a Certificate of Occupancy prior to occupancy of any new building or addition (if applicable). In the case of reconstruction projects, Final Certification of Substantial Completion, form FP-FCSC, should not be submitted until the entire project is substantially complete (i.e., there should be no qualifications on the form). In the case of a new building or an addition, where parts of a project may be occupied initially, use Partial Certification of Substantial Completion, form FP-PCSC and designate which portions of the project are not substantially complete. Subsequently occupied portions shall be certified when substantially complete. Final Certification of Substantial Completion, form FP-FCSC must be submitted when the entire project is substantially complete.

Fire Safety Inspection and Report - A fire safety inspection and report thereof is required for new buildings and additions. Immediately subsequent to the determination by the A/E that the work is substantially complete for the use of which it is intended, the school district shall cause a fire/safety inspection to be made of the whole occupied portion of the building. This inspection shall use the Fire Safety Report form. The Fire Safety Report form is available on the Office of Facilities Planning web site. If you have questions about completing this form please call the Fire/Safety Unit at (518) 474-3906. Carefully retain the form until needed at the time of substantial completion. See "Occupancy", below.

Occupancy - No building or portion thereof shall be occupied unless a valid Certificate of Occupancy (CO) has been issued by the Commissioner (Commissioner's Regulation 155.8(e). To obtain a CO, send either a Partial Certification of Substantial Completion (form FP-PCSC) if a portion of the new space is being occupied, or a Final Certification of Substantial Completion (form FP-FCSC) if the entire new space is being occupied, together with the Fire/Safety Report form, to the Office of Facilities Planning. Upon submission of a satisfactory Fire/Safety Report, a Certificate of Occupancy will be issued which will "bridge" to the date of the regular annual fire/safety inspection process. In the case of occupancy of an addition, if the "Building Project" Fire Safety Report and the annual Fire Safety Report are due at essentially the same time, contact your project manager.

Final Building Project Report - A Final Building Project Report is required for every project for which a building permit is issued.

A copy of the Final Building Project Report form is available on the Office of Facilities Planning web site at www.p12.nysed.gov/facplan/ under Finance/QZAB/QSCB, Final Cost Report Workbook. All sources of funds and expenditures, regardless of cost, shall be reported, however, the report must not be filed until all bills are paid and the capital account has been closed.

Record the Project Control Number on the top of the form and return it directly to the State Aid Office soon after the construction work is complete and paid for.

If this project involves both additions and alterations, expenses must be submitted under each of these categories. Building aid eligibility, as determined pursuant to Section 3602 of the Education Law, is calculated <u>separately</u> for additions and for alterations. Careful attention to submitting the report with proper breakdown will eliminate much delay and confusion in processing building aid applications and will assure that the district receives proper allocation of building aid.

Sincerely,

Betty A. Rosa

Commissioner of Education



Office of Facilities Planning Room 1060 Education Building Annex 89 Washington Ave. Albany, NY 12234 Tel: (518) 474-3906

Email: emscfp@nysed.gov Website: www.nysed.gov/facplan

Name of District:

County of District:

FP-CSC 2003

1.

2.

CERTIFICATION OF SUBSTANTIAL COMPLETION

A school district capital construction project approved by the Commissioner of Education shall be constructed in accordance with plans and specifications which incorporate applicable provisions of the New York State Uniform Fire Prevention and Building Code, the New York State Energy Conservation Construction Code, and Education Department construction standards.

At the time of Substantial Completion of a project, the architect or engineer and superintendent of schools shall execute three (3) copies of this form including the assurances on the reverse side. Distribution: Facilities Planning, School District, Architect or Engineer.

Facilities Planning Project Control Number 5 8 0 1 0 7 0 3 0 0 0 2 0 4 1 2 1 1 3 1 6 0 9 0 8 2 2	8 0 1 0 7 0 3 0 0 0 2 0 4 1 2 1 1 3 1 6 0 9 0 8	
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Deer Park UFSD

Suffolk

I, the undersigned [Architect] [Engineer] certify on the basis of an inspection ______ [date] that work performed on this project, except portions thereof designated below, has been reviewed and found to be substantially complete, and that the Date of Substantial Completion of the Project, as defined below, is _____.

Definition: Date of Substantial Completion of the Project, is the date certified by the architect or engineer when the construction is substantially complete in accordance with the Contract Documents so the school district can occupy or utilize the project, except designated portions thereof, for the use for which it is intended.

	1	Signature	□ [Architect]	☐ [Engineer]
		Firm		
		Address		
	J			
Seal of Architect or Eng	ineer			
		Date	Phon	e

In the case of a new building or addition(s) use space below to designate specific portions of the project which are NOT included in this certification. Submit subsequent certification(s) when any of these portions are adjudged to be substantially complete.

-OVER-



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Assurances by Architect or Engineer

The undersigned architect or engineer makes the following assurances:

- 1) This public works project has been supervised pursuant to Subdivision 3 of Section 7209 of the Education Law and pursuant to contract with the school district for professional services.
- 2) Construction inspections pursuant to 19NYCRR444.3d have been performed on this project. Records for each individual inspection and a complete report of all individual inspections have been delivered to the school district.
- 3) All change orders on this project have been submitted to the Commissioner for review.

Date:		Signature:		16
Date:		Signature.	☐ Architect	Engineer

Assur	ances of	Superintendent of Schools		
The ur	ndersign	ed superintendent of schools makes the follo	wing assurances:	
	1)	In the case of the project having a Clerk of t		of the Works (Name) tored the project pursuant to
		contract with the school district for services		tored the project pursuant to
	2)	In the case of the project having a Construct	tion Manager, the Cor _, has properly monit	nstruction Manager (Name) tored the project pursuant to
		contract with the school district for services		9
	3)	In the case of a new building or addition, occupancy or used is acknowledged.	, the need of a Certif	ficate of Occupancy prior to
	4)	If none of the above are applicable, check h	ere:	
Date:	3-	Signature:		
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THE UNIVERSITY OF THE STATE OF NEW YORK

New York State Education Department Facilities and Management Services Room 1060 – Education Building Annex Albany, NY 12234

REQUEST FOR REVISION OF FINANCIAL INFORMATION (Use This Form to Revise SA-4)

Use this form when it is necessary to request a revision of the financial information previously submitted to Facilities Planning on the Application for Examination and Approval of Final Plans and Specifications (Form FP-F), such as immediately after construction contracts are signed or when the Final Building Expenditure Report for the project is filed.

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Instructions

A. General

Two copies of this form, properly executed, shall be submitted to the Facilities Planning when the total of approved sources of funds must be increased to be equal to, or greater than, expenditures for the project.

This circumstance may not occur at all, but could occur on a maximum of two occasions: 1) When Form SA-139 is submitted to the Division of Finance immediately subsequent to signing construction contracts, and/or 2) When the Final Building Project Report is sent to Facilities Planning.

B. Relating to filing Form SA-139, Request for Building Data, with the General Aids and Services Office:

- 1) This Request for Revision of Financial Information shall be submitted prior to submitting form SA-139:
 - a) If the total project cost to be reported on the SA-139 exceeds the sum of lines 1-4, which are reported on the form SA-4, and/or
 - b) If there is any change in the method(s) or amount(s) of financing as reported on form SA-4.
- 2) The total project costs cannot legally exceed the approved authorization. Any additional funds required must be properly authorized by the voters of a non-city district or the board of education of a city district.

Each necessary additional authorization shall be properly documented. This documentation shall be a copy of the board resolution if a city district, or, if a non-city district, a copy of the actual language of the resolution which was placed before the voters at a special referendum; or a copy of the Popular Budget, and a copy of the SBM-1, if the approval occurred at the annual meeting.

C. Relating to filing the Final Building Project Report to Facilities Planning at the completion of the work.

- 1) A Request for Revision of Financial Information shall be submitted together with the Final Building Project Report:
 - a) If the Grand Total of revenues (line "v" of page 21 of the Final Building Project Report) is less than the Grand Total of expenses (line "u" of page 22), and/or
 - b) If there is any change in the method(s) or amount(s) of financing as reported on form SA-4 (See A, above).
- Each necessary additional authorization shall be properly documented. This documentation shall be a copy of the board of resolution if a city district; or, if a non-city district, a copy of the actual language of the resolution which was placed before the voters at a special referendum; or a copy of the Popular Budget, and a copy of the SBM-1, if the approval occurred at the annual meeting.

D. <u>Instructions for Completing Items #1 through #6 and Column A, B, and C:</u> (Copy the information exactly as it appeared on the SA-4, which was sent to the district at the beginning of the project).

#1, #2, #3		Record the district's popular name, county of location, and name of building being
		reported.
#4	(***)	Enter the 27-digit number which appears as item #4 on forms SA-4.
Column A	***	Record the amounts on lines #1 - #12 exactly as they appear on the SA-4.
Column B	***	Items $#1-5$: Report new and/or additional methods of financing by entering the
		appropriate dollar amounts which are being added.
		Items #6 - 12: Report new project costs by entering the appropriate dollar amounts which
		are being added.
Column C	: ** :	Items $#1 - 12$: Enter the new totals obtained by adding the figures in Column A and
		Column B.
#5		Enter the name and telephone number of the person in the district that should be contacted
		concerning questions about this project.
#6	1999	The President of the Board of Education and Superintendent of Schools must sign and date
		this form



Office of Facilities Planning Room 1060 Education Building Annex 89 Washington Ave. Albany, NY 12234 Tel: (518) 474-3906

Email: emscfp@nysed.gov
Website: www.nysed.gov/facplan

CAPITAL PROJECT SUMMARY OF INSPECTION

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CAPITAL PROJECT INSPECTION REPORT

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Email: emscfp@nysed.gov Website: www.nysed.gov/facplan

BUILDING PERMIT

ISSUED PURSUANT TO APPROVAL OF PLANS AND SPECIFICATIONS FOR THE PROJECT BELOW:

PERMIT NO.:

21-1317

DATE ISSUED: 09/08/22

DISTRICT:

Deer Park UFSD

BUILDING:

Memorial Elementary

ADDRESS:

41 Homer Avenue

Deer Park, N.Y. 11729

(POST IN CONSPICUOUS PLACE ON PREMISES OF WORKSITE)



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Room 1060 Education Building Annex
89 Washington Ave.
Albany, NY 12234
Tel: (518) 474-3906
Email: emscfp@nysed.gov

Website: www.nysed.gov/facplan

September 9, 2022

Mr. James Cummings Superintendent of Schools Deer Park UFSD 1881 Deer Park Avenue Deer Park, N.Y. 11729

CERTIFICATE OF APPROVAL OF PLANS AND SPECIFICATIONS

Building: Memorial Elementary

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Plans and specifications for the project listed above have been duly reviewed by the Office of Facilities Planning and are hereby approved. The district may bid these plans and specifications as approved or as modified by any addenda subsequently approved by Facilities Planning for this project. Approved Plans and Specifications are retained by the Office of Facilities Planning for three (3) years. The school district must obtain a duplicate set of plans and specifications, including all addenda, from their architect or engineer of record for permanent retention with this approval letter.

Commissioner's approval signifies only that plans and specifications meet the requirements of Sections 408 and 409 of the Education Law, and Commissioner's Regulations and Education Department policies and procedures relating to educational requirements, heating, ventilation and health, and fire and accident protection, and that the site meets the minimum requirements of Section 408. It does not signify approval of architectural or structural design, nor choice of building materials, nor of any contracts which may be awarded or executed, nor of any features which go beyond the aforesaid minimum requirements, nor does this certificate give assurance that this project qualifies for State aid for education, in accordance with the provisions of Section 3602 of the Education Law.

Please note that courts have held that schools are <u>not</u> wholly immune or fully exempt from all municipal zoning regulations. As such, it is suggested that schools consult with their attorneys and with local municipalities to address any potential local zoning issues.

During Construction - Supervision by the architect or engineer (A/E) during construction is required by Subdivision 3 of Section 7209 of the Education Law and includes ensuring that construction work is in accordance with the construction contract documents. Detailed Supervision Guidelines describing the elements of this on-site supervision are available on the Office of Facilities

Planning web site.

Construction Inspections – Title 19 (NYCRR) Chapter 32, Part 1203, paragraph 1203.3b mandates construction inspections at such times as will permit the observation of the foundation, and building elements and utilities prior to final inspection. The purpose of such inspections is to ensure work in accordance with the construction contract documents and compliance with the Building Code of New York State. Therefore, it is incumbent on the A/E to make such periodic observations as are necessary for the A/E to execute the Certification of Substantial Completion Form (see below).

To assist in developing essential records of the construction inspection activities, two different forms are attached: #1, a Capital Project Inspection Report for each <u>individual</u> inspection (reproduce necessary additional copies) and #2, a Capital Project Summary of Inspections. These forms (or something essentially equivalent) shall be delivered by the A/E to the school district at the time of Substantial Completion and shall be retained by the district as part of the official project record, available for review by the Commissioner on request.

Certification of Substantial Completion - When the construction work is nearing completion, the Architect/Engineer (A/E) (who is supervising the construction work pursuant to the provisions of Subdivision 3 of Section 7209 of the Education Law) must execute a "Partial Certification of Substantial Completion", form FP-PCSC, or a "Final Certification of Substantial Completion", form FP-FCSC, when it is appropriate to do so. A copy of each form is enclosed. Carefully retain these documents for future use.

Note that "Substantial Completion" is a specific condition at a specific time. Definitions of the American Institute of Architects (AIA), The National Society of Professional Engineers, The American Consulting Engineers Council, and the Construction Specification Institute are essentially the same. The AIA definition is, "The date of substantial completion of work or designated portion thereof is the date certified by the architect when construction is sufficiently complete, in accordance with the contract documents, so the owner can occupy or utilize the work or designated portion thereof for the use for which it is intended."

Assurances - Various assurances are printed on the reverse side of Form FP-CSC. The A/E shall sign those assurances relating to change orders; supervision pursuant to Education Law, Section 7209 and the contract with the school district; and construction inspections pursuant to Title 19 (NYCRR) Chapter 32, Part 1203, paragraph 1203.3b.

The Superintendent of Schools shall sign those assurances relating to proper monitoring of the project by a Construction Manager (if any); and a Clerk of the Works (if any) pursuant to contracts with the school district, (the usual duties of a Construction Manager and Clerk of the Works are included in the detailed Supervision Guidelines referenced above); and (if applicable) acknowledgement of the need of a Certificate of Occupancy prior to occupancy of any new building or addition (if applicable). In the case of reconstruction projects, Final Certification of Substantial Completion, form FP-FCSC, should not be submitted until the entire project is substantially complete (i.e., there should be no qualifications on the form). In the case of a new building or an addition, where parts of a project may be occupied initially, use Partial Certification of Substantial Completion, form FP-PCSC and designate which portions of the project are <u>not</u> substantially complete. Subsequently occupied portions shall be certified when substantially complete. Final Certification of Substantial Completion, form FP-FCSC must be submitted when the entire project is substantially complete.

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Record the Project Control Number on the top of the form and return it directly to the State Aid Office soon after the construction work is complete and paid for.

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Sincerely,

Betty A. Rosa

Commissioner of Education



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FP-CSC 2003

CERTIFICATION OF SUBSTANTIAL COMPLETION

A school district capital construction project approved by the Commissioner of Education shall be constructed in accordance with plans and specifications which incorporate applicable provisions of the New York State Uniform Fire Prevention and Building Code, the New York State Energy Conservation Construction Code, and Education Department construction standards.

At the time of Substantial Completion of a project, the architect or engineer and superintendent of schools shall execute three (3) copies of this form including the assurances on the reverse side. Distribution: Facilities Planning, School District, Architect or Engineer.

	1.	Name of Dis	unci: D	eer Park UFSD													
	2.	County of D	istrict: S	uffolk													
	3.	Name of Bui	lding: M	lemorial Elemen	tary												
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In the case of a new building or addition(s) use space below to designate specific portions of the project which are NOT included in this certification. Submit subsequent certification(s) when any of these portions are adjudged to be substantially complete.

Date



Office of Facilities Planning Room 1060 Education Building Annex 89 Washington Ave. Albany, NY 12234 Tel: (518) 474-3906

Email: emscfp@nysed.gov Website: www.nysed.gov/facplan

Assurances by Architect or Engineer

The undersigned architect or engineer makes the following assurances:

- 1) This public works project has been supervised pursuant to Subdivision 3 of Section 7209 of the Education Law and pursuant to contract with the school district for professional services.
- 2) Construction inspections pursuant to 19NYCRR444.3d have been performed on this project. Records for each individual inspection and a complete report of all individual inspections have been delivered to the school district.
- 3) All change orders on this project have been submitted to the Commissioner for review.

Date:		Signature:
		☐ Architect ☐ Engineer
Assur	ances (of Superintendent of Schools
The un	dersig	ned superintendent of schools makes the following assurances:
	1)	In the case of the project having a Clerk of the Works, the Clerk of the Works (Name) , has properly monitored the project pursuant to
		contract with the school district for services.
	2)	In the case of the project having a Construction Manager, the Construction Manager (Name) , has properly monitored the project pursuant to
		contract with the school district for services.
	3)	In the case of a new building or addition, the need of a Certificate of Occupancy prior to occupancy or used is acknowledged.
	4)	If none of the above are applicable, check here:
Date:	× i	Signature:



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THE UNIVERSITY OF THE STATE OF NEW YORK

New York State Education Department Facilities and Management Services Room 1060 - Education Building Annex

FOR EDUCATION DEPARTMENT USE ONLY:

Approved by:

REQUEST FOR REVISION OF FINANCIAL INFORMATION (Use This Form to Revise SA-4)

Albany, NY 12234

*	Use this form when it is necessary to Application for Examination and Application for Examination and Application to the Final Contracts are signed or when the Final Contrac	proval of Final Plans I Building Expenditu	and Specific re Report for	ations (Form FP- oject is file	F), such ed.	as im	mediately	after con	struction
•	Each request that increases the total a	mount allocated to a	particular pr	oject m	ust be acc	ompani	ied by	proof of au	thorizati	on of fundi
	for that project.									
٠	Please read the instructions on the ba	ck of this form before	e completing	it.						
1.	Name of District: Deer Park UFSD	None on town			2.	Count	y of D	istrict: Su	ffolk	
3.	Name (or type) of building: Memorial E Facilities Planning Project Control Num									
4.		0 0 0 3 0	0 9	2 1	1 3	1	7 0	9 0	8 2	2
	District BEDS Code		Project No.		eview Num		- -	Approva		
	*	0			0				0/24/19	
	Amounts of larger bond issue or line item:	Bonds	Bu	idget Ap	propriatio	n		Date of Ori	g. Author	rization
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	METHOD OF FINANCING	COLUM	N A		COLUN	IN B		CC	DLUM	N C
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2.	Budgetary Appropriation		0							
3.	Capital Reserve Fund	1	0							
a.	Other (specify) ENR P C		172,022							
b.	Other (specify)		0							
c.	Other (specify)		0							
TO	AL FINANCING (Total of Items 1-4)		172,022							
	PROJECT COSTS	COLUM			COLUN	IN B		CO	OLUM	N C
	Construction (New Building/Addition)		0							
	Construction (Alteration/Reconstruction)		163,830	(6)						
	Incidental (New Building/Addition)		0							
	Incidental (Alteration/Reconstruction)		8,192							
	Total (New Building/Addition)	,	0				- 2			
	Total (Alteration/Reconstruction)		172,022							
TO.	AL PROJECT (Total of Items 5-10)		172,022							
_								()		
5.	Contact person for Question Regardi	ing this Form (PLEA	SE PRINT)					*	Phone N	lumber
6.	PRINT: President, Board of 1	Education	Sig	nature o	of Board P	residen	ıt.		·	Date
-	i Mari. Flesident, Board of I		515		, Doma i				•	
7.	PRINT: Superintendent of S	chools	Sig	nature o	of Superin	tendent			.:	Date

Date:

Instructions

A. General

114 110 110

Two copies of this form, properly executed, shall be submitted to the Facilities Planning when the total of approved sources of funds must be increased to be equal to, or greater than, expenditures for the project.

This circumstance may not occur at all, but could occur on a maximum of two occasions: 1) When Form SA-139 is submitted to the Division of Finance immediately subsequent to signing construction contracts, and/or 2) When the Final Building Project Report is sent to Facilities Planning.

B. Relating to filing Form SA-139, Request for Building Data, with the General Aids and Services Office:

- 1) This Request for Revision of Financial Information shall be submitted prior to submitting form SA-139:
 - a) If the total project cost to be reported on the SA-139 exceeds the sum of lines 1-4, which are reported on the form SA-4, and/or
 - b) If there is any change in the method(s) or amount(s) of financing as reported on form SA-4.
- 2) The total project costs cannot legally exceed the approved authorization. Any additional funds required must be properly authorized by the voters of a non-city district or the board of education of a city district.

Each necessary additional authorization shall be properly documented. This documentation shall be a copy of the board resolution if a city district, or, if a non-city district, a copy of the actual language of the resolution which was placed before the voters at a special referendum; or a copy of the Popular Budget, and a copy of the SBM-1, if the approval occurred at the annual meeting.

C. Relating to filing the Final Building Project Report to Facilities Planning at the completion of the work.

- 1) A Request for Revision of Financial Information shall be submitted together with the Final Building Project Report:
 - a) If the Grand Total of revenues (line "v" of page 21 of the Final Building Project Report) is less than the Grand Total of expenses (line "u" of page 22), and/or
 - b) If there is any change in the method(s) or amount(s) of financing as reported on form SA-4 (See A, above).
- Each necessary additional authorization shall be properly documented. This documentation shall be a copy of the board of resolution if a city district; or, if a non-city district, a copy of the actual language of the resolution which was placed before the voters at a special referendum; or a copy of the Popular Budget, and a copy of the SBM-1, if the approval occurred at the annual meeting.

D. <u>Instructions for Completing Items #1 through #6 and Column A, B, and C:</u> (Copy the information exactly as it appeared on the SA-4, which was sent to the district at the beginning of the project).

#1, #2, #3	2500	Record the district's popular name, county of location, and name of building being
		reported.
#4	-	Enter the 27-digit number which appears as item #4 on forms SA-4.
Column A	***	Record the amounts on lines #1 - #12 exactly as they appear on the SA-4.
Column B	int.	Items $#1-5$: Report new and/or additional methods of financing by entering the
		appropriate dollar amounts which are being <u>added</u> .
	120	Items #6 - 12: Report new project costs by entering the appropriate dollar amounts which
		are being added.
Column C	388	Items $#1 - 12$: Enter the new totals obtained by adding the figures in Column A and
		Column B.
#5	i st	Enter the name and telephone number of the person in the district that should be contacted
		concerning questions about this project.
#6	***	The President of the Board of Education and Superintendent of Schools must sign and date
•		this form



Office of Facilities Planning Room 1060 Education Building Annex 89 Washington Ave. Albany, NY 12234 Tel: (518) 474-3906

Email: emscfp@nysed.gov Website: www.nysed.gov/facplan

CAPITAL PROJECT SUMMARY OF INSPECTION

	F	acil	ties	Plann	ing Pr	oject	Con	trol	Num	ber		110										- 111				
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CAPITAL PROJECT INSPECTION REPORT

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Date:

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Email: emscfp@nysed.gov
Website: www.nysed.gov/facplan

BUILDING PERMIT

ISSUED PURSUANT TO APPROVAL OF PLANS AND SPECIFICATIONS FOR THE PROJECT BELOW:

PERMIT NO.:

21-1318

DATE ISSUED: 09/08/22

DISTRICT:

Deer Park UFSD

BUILDING:

May Moore Elementary School

ADDRESS:

239 Central Avenue

Deer Park, N.Y. 11729

(POST IN CONSPICUOUS PLACE ON PREMISES OF WORKSITE)



Office of Facilities Planning
Room 1060 Education Building Annex
89 Washington Ave.
Albany, NY 12234
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Email: emscfp@nysed.gov
Website: www.nysed.gov/facplan

September 9, 2022

Mr. James Cummings Superintendent of Schools Deer Park UFSD 1881 Deer Park Avenue Deer Park, N.Y. 11729

CERTIFICATE OF APPROVAL OF PLANS AND SPECIFICATIONS

Building: May Moore Elementary School

Fac	cilitie	s Pl	lanni	ng F	roje	ct C	ontr	ol N	umb	er																
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Plans and specifications for the project listed above have been duly reviewed by the Office of Facilities Planning and are hereby approved. The district may bid these plans and specifications as approved or as modified by any addenda subsequently approved by Facilities Planning for this project. Approved Plans and Specifications are retained by the Office of Facilities Planning for three (3) years. The school district must obtain a duplicate set of plans and specifications, including all addenda, from their architect or engineer of record for permanent retention with this approval letter.

Commissioner's approval signifies only that plans and specifications meet the requirements of Sections 408 and 409 of the Education Law, and Commissioner's Regulations and Education Department policies and procedures relating to educational requirements, heating, ventilation and health, and fire and accident protection, and that the site meets the minimum requirements of Section 408. It does not signify approval of architectural or structural design, nor choice of building materials, nor of any contracts which may be awarded or executed, nor of any features which go beyond the aforesaid minimum requirements, nor does this certificate give assurance that this project qualifies for State aid for education, in accordance with the provisions of Section 3602 of the Education Law.

Please note that courts have held that schools are <u>not</u> wholly immune or fully exempt from all municipal zoning regulations. As such, it is suggested that schools consult with their attorneys and with local municipalities to address any potential local zoning issues.

During Construction - Supervision by the architect or engineer (A/E) during construction is required by Subdivision 3 of Section 7209 of the Education Law and includes ensuring that construction work is in accordance with the construction contract documents. Detailed Supervision Guidelines describing the elements of this on-site supervision are available on the Office of Facilities

Planning web site.

Construction Inspections – Title 19 (NYCRR) Chapter 32, Part 1203, paragraph 1203.3b mandates construction inspections at such times as will permit the observation of the foundation, and building elements and utilities prior to final inspection. The purpose of such inspections is to ensure work in accordance with the construction contract documents and compliance with the Building Code of New York State. Therefore, it is incumbent on the A/E to make such periodic observations as are necessary for the A/E to execute the Certification of Substantial Completion Form (see below).

To assist in developing essential records of the construction inspection activities, two different forms are attached: #1, a Capital Project Inspection Report for each <u>individual</u> inspection (reproduce necessary additional copies) and #2, a Capital Project Summary of Inspections. These forms (or something essentially equivalent) shall be delivered by the A/E to the school district at the time of Substantial Completion and shall be retained by the district as part of the official project record, available for review by the Commissioner on request.

Certification of Substantial Completion - When the construction work is nearing completion, the Architect/Engineer (A/E) (who is supervising the construction work pursuant to the provisions of Subdivision 3 of Section 7209 of the Education Law) must execute a "Partial Certification of Substantial Completion", form FP-PCSC, or a "Final Certification of Substantial Completion", form FP-FCSC, when it is appropriate to do so. A copy of each form is enclosed. Carefully retain these documents for future use.

Note that "Substantial Completion" is a specific condition at a specific time. Definitions of the American Institute of Architects (AIA), The National Society of Professional Engineers, The American Consulting Engineers Council, and the Construction Specification Institute are essentially the same. The AIA definition is, "The date of substantial completion of work or designated portion thereof is the date certified by the architect when construction is sufficiently complete, in accordance with the contract documents, so the owner can occupy or utilize the work or designated portion thereof for the use for which it is intended."

Assurances - Various assurances are printed on the reverse side of Form FP-CSC. The A/E shall sign those assurances relating to change orders; supervision pursuant to Education Law, Section 7209 and the contract with the school district; and construction inspections pursuant to Title 19 (NYCRR) Chapter 32, Part 1203, paragraph 1203.3b.

The Superintendent of Schools shall sign those assurances relating to proper monitoring of the project by a Construction Manager (if any); and a Clerk of the Works (if any) pursuant to contracts with the school district, (the usual duties of a Construction Manager and Clerk of the Works are included in the detailed Supervision Guidelines referenced above); and (if applicable) acknowledgement of the need of a Certificate of Occupancy prior to occupancy of any new building or addition (if applicable). In the case of reconstruction projects, Final Certification of Substantial Completion, form FP-FCSC, should not be submitted until the entire project is substantially complete (i.e., there should be no qualifications on the form). In the case of a new building or an addition, where parts of a project may be occupied initially, use Partial Certification of Substantial Completion, form FP-PCSC and designate which portions of the project are not substantially complete. Subsequently occupied portions shall be certified when substantially complete. Final Certification of Substantial Completion, form FP-FCSC must be submitted when the entire project is substantially complete.

Fire Safety Inspection and Report - A fire safety inspection and report thereof is required for new buildings and additions. Immediately subsequent to the determination by the A/E that the work is substantially complete for the use of which it is intended, the school district shall cause a fire/safety inspection to be made of the <u>whole</u> occupied portion of the building. This inspection shall use the Fire Safety Report form. The Fire Safety Report form is available on the Office of Facilities Planning web site. If you have questions about completing this form please call the Fire/Safety Unit at (518) 474-3906. Carefully retain the form until needed at the time of substantial completion. See "Occupancy", below.

Occupancy - No building or portion thereof shall be occupied unless a valid Certificate of Occupancy (CO) has been issued by the Commissioner (Commissioner's Regulation 155.8(e). To obtain a CO, send either a Partial Certification of Substantial Completion (form FP-PCSC) if a portion of the new space is being occupied, or a Final Certification of Substantial Completion (form FP-FCSC) if the entire new space is being occupied, together with the Fire/Safety Report form, to the Office of Facilities Planning. Upon submission of a satisfactory Fire/Safety Report, a Certificate of Occupancy will be issued which will "bridge" to the date of the regular annual fire/safety inspection process. In the case of occupancy of an addition, if the "Building Project" Fire Safety Report and the annual Fire Safety Report are due at essentially the same time, contact your project manager.

Final Building Project Report - A Final Building Project Report is required for every project for which a building permit is issued.

A copy of the Final Building Project Report form is available on the Office of Facilities Planning web site at www.p12.nysed.gov/facplan/ under Finance/QZAB/QSCB, Final Cost Report Workbook. All sources of funds and expenditures, regardless of cost, shall be reported, however, the report must not be filed until all bills are paid and the capital account has been closed.

Record the Project Control Number on the top of the form and return it directly to the State Aid Office soon after the construction work is complete and paid for.

If this project involves both additions and alterations, expenses must be submitted under each of these categories. Building aid eligibility, as determined pursuant to Section 3602 of the Education Law, is calculated separately for additions and for alterations. Careful attention to submitting the report with proper breakdown will eliminate much delay and confusion in processing building aid applications and will assure that the district receives proper allocation of building aid.

Sincerely,

Betty A. Rosa

Commissioner of Education



Office of Facilities Planning Room 1060 Education Building Annex 89 Washington Ave. Albany, NY 12234 Tel: (518) 474-3906

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FP-CSC 2003

CERTIFICATION OF SUBSTANTIAL COMPLETION

A school district capital construction project approved by the Commissioner of Education shall be constructed in accordance with plans and specifications which incorporate applicable provisions of the New York State Uniform Fire Prevention and Building Code, the New York State Energy Conservation Construction Code, and Education Department construction standards.

At the time of Substantial Completion of a project, the architect or engineer and superintendent of schools shall execute three (3) copies of this form including the assurances on the reverse side. Distribution: Facilities Planning, School District, Architect or Engineer.

	1.	Name of Di	strict:	Ι	Deer F	Park U	JFSI	D															
	2.	County of D	istrict:	S	uffol	k																	
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In the case of a new building or addition(s) use space below to designate specific portions of the project which are NOT included in this certification. Submit subsequent certification(s) when any of these portions are adjudged to be substantially complete.

Phone

Date



Office of Facilities Planning Room 1060 Education Building Annex 89 Washington Ave. Albany, NY 12234 Tel: (518) 474-3906

Email: emscfp@nysed.gov Website: www.nysed.gov/facplan

Assurances by Architect or Engineer

The undersigned architect or engineer makes the following assurances:

- 1) This public works project has been supervised pursuant to Subdivision 3 of Section 7209 of the Education Law and pursuant to contract with the school district for professional services.
- 2) Construction inspections pursuant to 19NYCRR444.3d have been performed on this project. Records for each individual inspection and a complete report of all individual inspections have been delivered to the school district.
- 3) All change orders on this project have been submitted to the Commissioner for review.

Date:		Signature:		**
Date.		Signaturo.	☐ Architect	Engineer Engineer
Assur	ances o	f Superintendent of Schools	**************************************	
The un	dersign	ned superintendent of schools makes the following	wing assurances:	
	1)	In the case of the project having a Clerk of contract with the school district for services	_, has properly mon	of the Works (Name) nitored the project pursuant to
	2)	In the case of the project having a Construct contract with the school district for services	_, has properly mon	onstruction Manager (Name) itored the project pursuant to
	3)	In the case of a new building or addition occupancy or used is acknowledged.	, the need of a Cert	ificate of Occupancy prior to
	4)	If none of the above are applicable, check h	ere:	
				8
Date:	-	Signature:		



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THE UNIVERSITY OF THE STATE OF NEW YORK

New York State Education Department Facilities and Management Services Room 1060 - Education Building Annex Albany, NY 12234

FOR EDUCATION DEPARTMENT USE ONLY:

Approved by:

REQUEST FOR REVISION OF FINANCIAL INFORMATION (Use This Form to Revise SA-4)

Use this form when it is necessary to request a revision of the financial information previously submitted to Facilities Planning on the Application for Examination and Approval of Final Plans and Specifications (Form FP-F), such as immediately after construction contracts are signed or when the Final Building Expenditure Report for the project is filed.

Each request that increases the total amount allocated to a particular project must be accompanied by proof of authorization of funding for that project. Please read the instructions on the back of this form before completing it. 2. County of District: Suffolk Name of District: Deer Park UFSD Name (or type) of building: May Moore Elementary School Facilities Planning Project Control Number 8 0 8 2 2 8 2 3 0 3 0 1 0 7 0 0 Approval Date Project No. Review Number Facility Code District BEDS Code 0 09/24/19 0 Date of Orig. Authorization **Budget Appropriation** Amounts of larger bond Bonds issue or line item: 0 0 Date of Supplemental Other Capital Reserve Authorization **COLUMN C COLUMN B COLUMN A** METHOD OF FINANCING Bonds/BANS/Capital Notes 0 1. 0 **Budgetary Appropriation** 2. 0 3. Capital Reserve Fund Other (specify) ENR P C 722,783 4a. 4b. Other (specify) 0 0 Other (specify) 4c. 722,783 **TOTAL FINANCING (Total of Items 1-4) COLUMN C COLUMN B COLUMN A** PROJECT COSTS Construction (New Building/Addition) 0 Construction (Alteration/Reconstruction) 688,365 6. Incidental (New Building/Addition) 0 7. Incidental (Alteration/Reconstruction) 34,418 8. 0 Total (New Building/Addition) 10. Total (Alteration/Reconstruction) 722,783 722,783 **TOTAL PROJECT (Total of Items 5-10)** 5. Phone Number Contact person for Question Regarding this Form (PLEASE PRINT) 6. Date President, Board of Education Signature of Board President PRINT: 7. Date Signature of Superintendent PRINT: Superintendent of Schools

Date:

Instructions

A. General

Two copies of this form, properly executed, shall be submitted to the Facilities Planning when the total of approved sources of funds must be increased to be equal to, or greater than, expenditures for the project.

This circumstance may not occur at all, but could occur on a maximum of two occasions: 1) When Form SA-139 is submitted to the Division of Finance immediately subsequent to signing construction contracts, and/or 2) When the Final Building Project Report is sent to Facilities Planning.

B. Relating to filing Form SA-139, Request for Building Data, with the General Aids and Services Office:

- 1) This Request for Revision of Financial Information shall be submitted prior to submitting form SA-139:
 - a) If the total project cost to be reported on the SA-139 exceeds the sum of lines 1-4, which are reported on the form SA-4, and/or
 - b) If there is <u>any</u> change in the method(s) or amount(s) of financing as reported on form SA-4.
- 2) The total project costs cannot legally exceed the approved authorization. Any additional funds required must be properly authorized by the voters of a non-city district or the board of education of a city district.

Each necessary additional authorization shall be properly documented. This documentation shall be a copy of the board resolution if a city district, or, if a non-city district, a copy of the actual language of the resolution which was placed before the voters at a special referendum; or a copy of the Popular Budget, and a copy of the SBM-1, if the approval occurred at the annual meeting.

C. Relating to filing the Final Building Project Report to Facilities Planning at the completion of the work.

- 1) A Request for Revision of Financial Information shall be submitted together with the Final Building Project Report:
 - a) If the Grand Total of revenues (line "v" of page 21 of the Final Building Project Report) is less than the Grand Total of expenses (line "u" of page 22), and/or
 - b) If there is any change in the method(s) or amount(s) of financing as reported on form SA-4 (See A, above).
- 2) Each necessary additional authorization shall be properly documented. This documentation shall be a copy of the board of resolution if a city district; or, if a non-city district, a copy of the actual language of the resolution which was placed before the voters at a special referendum; or a copy of the Popular Budget, and a copy of the SBM-1, if the approval occurred at the annual meeting.

D. <u>Instructions for Completing Items #1 through #6 and Column A, B, and C:</u> (Copy the information exactly as it appeared on the SA-4, which was sent to the district at the beginning of the project).

#1, #2, #3		Record the district's popular name, county of location, and name of building being reported.
#4		Enter the 27-digit number which appears as item #4 on forms SA-4.
Column A	144	Record the amounts on lines #1 - #12 exactly as they appear on the SA-4.
Column B	944	Items $#1 - 5$: Report new and/or additional methods of financing by entering the
		appropriate dollar amounts which are being added.
	24	Items #6 - 12: Report new project costs by entering the appropriate dollar amounts which
		are being added.
Column C	22	Items $#1 - 12$: Enter the new totals obtained by adding the figures in Column A and
		Column B.
#5	44	Enter the name and telephone number of the person in the district that should be contacted
		concerning questions about this project.
#6	5446	The President of the Board of Education and Superintendent of Schools must sign and date
		this form



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Facilities Planning Project Control Number

CAPITAL PROJECT SUMMARY OF INSPECTION

5 8 0 1 0 7 0 3 0 0 0 4 0 3 8 2 1 1 3 1 8 0 9 0 8 2
District BEDS Code Facility Code Project No. Review Number Approval Date
School District: Deer Park UFSD
Project Name: May Moore Elementary School, Reconstruction
List the dates of each individual inspection below.
Retain this report on file as part of the official project record, and available for review by the Commissioner on request.
□ foundations dates:
□ structural elements dates:
□ electrical inspections dates:
☐ heating, ventilation and air conditions systems dates:
□ plumbing systems dates:
☐ fire protection and detection systems dates:
□ exiting features dates:
□ other (describe) dates:
□ other (describe) dates:
□ other (describe) dates:



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CAPITAL PROJECT INSPECTION REPORT

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Date:

Albany, NY 12234
Tel: (518) 474-3906
Email: emscfp@nysed.gov
Website: www.nysed.gov/facplan

BUILDING PERMIT

ISSUED PURSUANT TO APPROVAL OF PLANS AND SPECIFICATIONS FOR THE PROJECT BELOW:

PERMIT NO.:

21-1319

DATE ISSUED: 09/08/22

DISTRICT:

Deer Park UFSD

BUILDING:

Senior High School

ADDRESS:

1 Falcon Place

Deer Park, N.Y. 11729

(POST IN CONSPICUOUS PLACE ON PREMISES OF WORKSITE)



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Website: www.nysed.gov/facplan

September 9, 2022

Mr. James Cummings Superintendent of Schools Deer Park UFSD 1881 Deer Park Avenue Deer Park, N.Y. 11729

CERTIFICATE OF APPROVAL OF PLANS AND SPECIFICATIONS

Building: Senior High School

Fa	cilitie	s Pl	anni	ng F	roje	ct C	ontr	ol Ni	umb	er																
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_	District BEDS Code Facility Code P										Pr	oiect	No.		Rev	view	Num	ber		Α	ррго	val [ate			

Plans and specifications for the project listed above have been duly reviewed by the Office of Facilities Planning and are hereby approved. The district may bid these plans and specifications as approved or as modified by any addenda subsequently approved by Facilities Planning for this project. Approved Plans and Specifications are retained by the Office of Facilities Planning for three (3) years. The school district must obtain a duplicate set of plans and specifications, including all addenda, from their architect or engineer of record for permanent retention with this approval letter.

Commissioner's approval signifies only that plans and specifications meet the requirements of Sections 408 and 409 of the Education Law, and Commissioner's Regulations and Education Department policies and procedures relating to educational requirements, heating, ventilation and health, and fire and accident protection, and that the site meets the minimum requirements of Section 408. It does not signify approval of architectural or structural design, nor choice of building materials, nor of any contracts which may be awarded or executed, nor of any features which go beyond the aforesaid minimum requirements, nor does this certificate give assurance that this project qualifies for State aid for education, in accordance with the provisions of Section 3602 of the Education Law.

Please note that courts have held that schools are <u>not</u> wholly immune or fully exempt from all municipal zoning regulations. As such, it is suggested that schools consult with their attorneys and with local municipalities to address any potential local zoning issues.

During Construction - Supervision by the architect or engineer (A/E) during construction is required by Subdivision 3 of Section 7209 of the Education Law and includes ensuring that construction work is in accordance with the construction contract documents. Detailed Supervision Guidelines describing the elements of this on-site supervision are available on the Office of Facilities

Planning web site.

Construction Inspections – Title 19 (NYCRR) Chapter 32, Part 1203, paragraph 1203.3b mandates construction inspections at such times as will permit the observation of the foundation, and building elements and utilities prior to final inspection. The purpose of such inspections is to ensure work in accordance with the construction contract documents and compliance with the Building Code of New York State. Therefore, it is incumbent on the A/E to make such periodic observations as are necessary for the A/E to execute the Certification of Substantial Completion Form (see below).

To assist in developing essential records of the construction inspection activities, two different forms are attached: #1, a Capital Project Inspection Report for each <u>individual</u> inspection (reproduce necessary additional copies) and #2, a Capital Project Summary of Inspections. These forms (or something essentially equivalent) shall be delivered by the A/E to the school district at the time of Substantial Completion and shall be retained by the district as part of the official project record, available for review by the Commissioner on request.

Certification of Substantial Completion - When the construction work is nearing completion, the Architect/Engineer (A/E) (who is supervising the construction work pursuant to the provisions of Subdivision 3 of Section 7209 of the Education Law) must execute a "Partial Certification of Substantial Completion", form FP-PCSC, or a "Final Certification of Substantial Completion", form FP-FCSC, when it is appropriate to do so. A copy of each form is enclosed. Carefully retain these documents for future use.

Note that "Substantial Completion" is a specific condition at a specific time. Definitions of the American Institute of Architects (AIA), The National Society of Professional Engineers, The American Consulting Engineers Council, and the Construction Specification Institute are essentially the same. The AIA definition is, "The date of substantial completion of work or designated portion thereof is the date certified by the architect when construction is sufficiently complete, in accordance with the contract documents, so the owner can occupy or utilize the work or designated portion thereof for the use for which it is intended."

Assurances - Various assurances are printed on the reverse side of Form FP-CSC. The A/E shall sign those assurances relating to change orders; supervision pursuant to Education Law, Section 7209 and the contract with the school district; and construction inspections pursuant to Title 19 (NYCRR) Chapter 32, Part 1203, paragraph 1203.3b.

The Superintendent of Schools shall sign those assurances relating to proper monitoring of the project by a Construction Manager (if any); and a Clerk of the Works (if any) pursuant to contracts with the school district, (the usual duties of a Construction Manager and Clerk of the Works are included in the detailed Supervision Guidelines referenced above); and (if applicable) acknowledgement of the need of a Certificate of Occupancy prior to occupancy of any new building or addition (if applicable). In the case of reconstruction projects, Final Certification of Substantial Completion, form FP-FCSC, should not be submitted until the entire project is substantially complete (i.e., there should be no qualifications on the form). In the case of a new building or an addition, where parts of a project may be occupied initially, use Partial Certification of Substantial Completion, form FP-PCSC and designate which portions of the project are not substantially complete. Subsequently occupied portions shall be certified when substantially complete. Final Certification of Substantial Completion, form FP-FCSC must be submitted when the entire project is substantially complete.

Fire Safety Inspection and Report - A fire safety inspection and report thereof is required for new buildings and additions. Immediately subsequent to the determination by the A/E that the work is substantially complete for the use of which it is intended, the school district shall cause a fire/safety inspection to be made of the whole occupied portion of the building. This inspection shall use the Fire Safety Report form. The Fire Safety Report form is available on the Office of Facilities Planning web site. If you have questions about completing this form please call the Fire/Safety Unit at (518) 474-3906. Carefully retain the form until needed at the time of substantial completion. See "Occupancy", below.

Occupancy - No building or portion thereof shall be occupied unless a valid Certificate of Occupancy (CO) has been issued by the Commissioner (Commissioner's Regulation 155.8(e). To obtain a CO, send either a Partial Certification of Substantial Completion (form FP-PCSC) if a portion of the new space is being occupied, or a Final Certification of Substantial Completion (form FP-FCSC) if the entire new space is being occupied, together with the Fire/Safety Report form, to the Office of Facilities Planning. Upon submission of a satisfactory Fire/Safety Report, a Certificate of Occupancy will be issued which will "bridge" to the date of the regular annual fire/safety inspection process. In the case of occupancy of an addition, if the "Building Project" Fire Safety Report and the annual Fire Safety Report are due at essentially the same time, contact your project manager.

Final Building Project Report - A Final Building Project Report is required for every project for which a building permit is issued.

A copy of the Final Building Project Report form is available on the Office of Facilities Planning web site at www.p12.nysed.gov/facplan/ under Finance/QZAB/QSCB, Final Cost Report Workbook. All sources of funds and expenditures, regardless of cost, shall be reported, however, the report must not be filed until all bills are paid and the capital account has been closed.

Record the Project Control Number on the top of the form and return it directly to the State Aid Office soon after the construction work is complete and paid for.

If this project involves both additions and alterations, expenses must be submitted under each of these categories. Building aid eligibility, as determined pursuant to Section 3602 of the Education Law, is calculated <u>separately</u> for additions and for alterations. Careful attention to submitting the report with proper breakdown will eliminate much delay and confusion in processing building aid applications and will assure that the district receives proper allocation of building aid.

Sincerely,

Betty A. Rosa

Commissioner of Education



Seal of Architect or Engineer

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

Office of Facilities Planning Room 1060 Education Building Annex 89 Washington Ave. Albany, NY 12234 Tel: (518) 474-3906

Email: emscfp@nysed.gov
Website: www.nysed.gov/facplan

FP-CSC 2003

CERTIFICATION OF SUBSTANTIAL COMPLETION

A school district capital construction project approved by the Commissioner of Education shall be constructed in accordance with plans and specifications which incorporate applicable provisions of the New York State Uniform Fire Prevention and Building Code, the New York State Energy Conservation Construction Code, and Education Department construction standards.

At the time of Substantial Completion of a project, the architect or engineer and superintendent of schools shall execute three (3) copies of this form including the assurances on the reverse side. Distribution: Facilities Planning, School District, Architect or Engineer.

	1.	Name of Dist	trict:	Deer F	ark UFS	^{5}D															
	2.	County of Di	strict:	Suffol	k																
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In the case of a new building or addition(s) use space below to designate specific portions of the project which are NOT included in this certification. Submit subsequent certification(s) when any of these portions are adjudged to be substantially complete.

Phone

Date

-OVER-



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Assurances by Architect or Engineer

The undersigned architect or engineer makes the following assurances:

- 1) This public works project has been supervised pursuant to Subdivision 3 of Section 7209 of the Education Law and pursuant to contract with the school district for professional services.
- 2) Construction inspections pursuant to 19NYCRR444.3d have been performed on this project. Records for each individual inspection and a complete report of all individual inspections have been delivered to the school district.
- 3) All change orders on this project have been submitted to the Commissioner for review.

Date:		Signature: Architect Engineer
Assura	ances	of Superintendent of Schools
The un	ndersig	ned superintendent of schools makes the following assurances:
	1)	In the case of the project having a Clerk of the Works, the Clerk of the Works (Name) , has properly monitored the project pursuant to
		contract with the school district for services.
	2)	In the case of the project having a Construction Manager, the Construction Manager (Name) , has properly monitored the project pursuant to contract with the school district for services.
	3)	In the case of a new building or addition, the need of a Certificate of Occupancy prior to occupancy or used is acknowledged.
	4)	If none of the above are applicable, check here:
Date:		Signature:



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REQUEST FOR REVISION OF FINANCIAL INFORMATION (Use This Form to Revise SA-4)

New York State Education Department Facilities and Management Services Room 1060 - Education Building Annex Albany, NY 12234

Approved by:

•	Use this form when it is necessary to request a revision of the financial information previously submitted to Facilities Planning on the
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Each request that increases the total amount allocated to a particular project must be accompanied by proof of authorization of funding

for that p	roject.				

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Date:

Instructions

A. General

Two copies of this form, properly executed, shall be submitted to the Facilities Planning when the total of approved sources of funds must be increased to be equal to, or greater than, expenditures for the project.

This circumstance may not occur at all, but could occur on a maximum of two occasions: 1) When Form SA-139 is submitted to the Division of Finance immediately subsequent to signing construction contracts, and/or 2) When the Final Building Project Report is sent to Facilities Planning.

B. Relating to filing Form SA-139, Request for Building Data, with the General Aids and Services Office:

- 1) This Request for Revision of Financial Information shall be submitted prior to submitting form SA-139:
 - a) If the total project cost to be reported on the SA-139 exceeds the sum of lines 1-4, which are reported on the form SA-4, and/or
 - b) If there is <u>any</u> change in the method(s) or amount(s) of financing as reported on form SA-4.
- 2) The total project costs cannot legally exceed the approved authorization. Any additional funds required must be properly authorized by the voters of a non-city district or the board of education of a city district.

Each necessary additional authorization shall be properly documented. This documentation shall be a copy of the board resolution if a city district, or, if a non-city district, a copy of the actual language of the resolution which was placed before the voters at a special referendum; or a copy of the Popular Budget, and a copy of the SBM-1, if the approval occurred at the annual meeting.

C. Relating to filing the Final Building Project Report to Facilities Planning at the completion of the work.

- 1) A Request for Revision of Financial Information shall be submitted together with the Final Building Project Report:
 - a) If the Grand Total of revenues (line "v" of page 21 of the Final Building Project Report) is less than the Grand Total of expenses (line "u" of page 22), and/or
 - b) If there is any change in the method(s) or amount(s) of financing as reported on form SA-4 (See A, above).
- Each necessary additional authorization shall be properly documented. This documentation shall be a copy of the board of resolution if a city district, or, if a non-city district, a copy of the actual language of the resolution which was placed before the voters at a special referendum; or a copy of the Popular Budget, and a copy of the SBM-1, if the approval occurred at the annual meeting.

D. <u>Instructions for Completing Items #1 through #6 and Column A, B, and C:</u> (Copy the information exactly as it appeared on the SA-4, which was sent to the district at the beginning of the project).

#1, #2, #3	9 22 8	Record the district's popular name, county of location, and name of building being
		reported.
#4	-	Enter the 27-digit number which appears as item #4 on forms SA-4.
Column A	-	Record the amounts on lines #1 - #12 exactly as they appear on the SA-4.
Column B	100	Items $#1-5$: Report new and/or additional methods of financing by entering the
		appropriate dollar amounts which are being added.
₩ 5		Items #6 - 12: Report new project costs by entering the appropriate dollar amounts which
		are being added.
Column C	-	Items $#1 - 12$: Enter the new totals obtained by adding the figures in Column A and
		Column B.
#5	92127	Enter the name and telephone number of the person in the district that should be contacted
		concerning questions about this project.
#6	122	The President of the Board of Education and Superintendent of Schools must sign and date
		this form



Office of Facilities Planning Room 1060 Education Building Annex 89 Washington Ave. Albany, NY 12234 Tel: (518) 474-3906

Email: emscfp@nysed.gov Website: www.nysed.gov/facplan

CAPITAL PROJECT SUMMARY OF INSPECTION

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CAPITAL PROJECT INSPECTION REPORT

Facilities Planning Project	Control 1	Number			E.										
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District BEDS Code		Facilit	y Code	Proje	ct No.		Reviev	v Numb	рег	10		Appr	roval	Date	
		1.5													
School District: Deer Park Ul	FSD														
Project Name: Senior High S	School, R	Reconstr	uction												
in.		,	Date	of Inspe	ction	•									
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Retain this report on file as p on request. Type(s) of Inspection (check			l projec	t record,	and a	avail	lable fo	or revi	ew ł	y th	ne C	omm	iissi	oner	
☐ foundations			□ pl	umbing	syste	ms									
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			12												
Name and Title of Inspector:	•		Sign	ature of	Inspe	ctor	:								

Date:

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Email: emscfp@nysed.gov
Website: www.nysed.gov/facplan

BUILDING PERMIT

ISSUED PURSUANT TO APPROVAL OF PLANS AND SPECIFICATIONS FOR THE PROJECT BELOW:

PERMIT NO.:

21-1320

DATE ISSUED: 09/08/22

DISTRICT:

Deer Park UFSD

BUILDING:

John Q. Adams Elementary

ADDRESS:

172 Old Country Road

Deer Park, N.Y. 11729

(POST IN CONSPICUOUS PLACE ON PREMISES OF WORKSITE)



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September 9, 2022

Mr. James Cummings Superintendent of Schools Deer Park UFSD 1881 Deer Park Avenue Deer Park, N.Y. 11729

CERTIFICATE OF APPROVAL OF PLANS AND SPECIFICATIONS

Building: John Q. Adams Elementary

Fac	cilitie	s P	lanni	ng F	roje	ct C	ontr	ol Nu	umb	ег														-		
5	8	0	1	0	7	0	3	0	0	0	7	0	3	1	2	1	1	3	2	0	0	9	0	8	2	2
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Plans and specifications for the project listed above have been duly reviewed by the Office of Facilities Planning and are hereby approved. The district may bid these plans and specifications as approved or as modified by any addenda subsequently approved by Facilities Planning for this project. Approved Plans and Specifications are retained by the Office of Facilities Planning for three (3) years. The school district must obtain a duplicate set of plans and specifications, including all addenda, from their architect or engineer of record for permanent retention with this approval letter.

Commissioner's approval signifies only that plans and specifications meet the requirements of Sections 408 and 409 of the Education Law, and Commissioner's Regulations and Education Department policies and procedures relating to educational requirements, heating, ventilation and health, and fire and accident protection, and that the site meets the minimum requirements of Section 408. It does not signify approval of architectural or structural design, nor choice of building materials, nor of any contracts which may be awarded or executed, nor of any features which go beyond the aforesaid minimum requirements, nor does this certificate give assurance that this project qualifies for State aid for education, in accordance with the provisions of Section 3602 of the Education Law.

Please note that courts have held that schools are <u>not</u> wholly immune or fully exempt from all municipal zoning regulations. As such, it is suggested that schools consult with their attorneys and with local municipalities to address any potential local zoning issues.

During Construction - Supervision by the architect or engineer (A/E) during construction is required by Subdivision 3 of Section 7209 of the Education Law and includes ensuring that construction work is in accordance with the construction contract documents. Detailed Supervision Guidelines describing the elements of this on-site supervision are available on the Office of Facilities

Planning web site.

Construction Inspections – Title 19 (NYCRR) Chapter 32, Part 1203, paragraph 1203.3b mandates construction inspections at such times as will permit the observation of the foundation, and building elements and utilities prior to final inspection. The purpose of such inspections is to ensure work in accordance with the construction contract documents and compliance with the Building Code of New York State. Therefore, it is incumbent on the A/E to make such periodic observations as are necessary for the A/E to execute the Certification of Substantial Completion Form (see below).

To assist in developing essential records of the construction inspection activities, two different forms are attached: #1, a Capital Project Inspection Report for each <u>individual</u> inspection (reproduce necessary additional copies) and #2, a Capital Project Summary of Inspections. These forms (or something essentially equivalent) shall be delivered by the A/E to the school district at the time of Substantial Completion and shall be retained by the district as part of the official project record, available for review by the Commissioner on request.

Certification of Substantial Completion - When the construction work is nearing completion, the Architect/Engineer (A/E) (who is supervising the construction work pursuant to the provisions of Subdivision 3 of Section 7209 of the Education Law) must execute a "Partial Certification of Substantial Completion", form FP-PCSC, or a "Final Certification of Substantial Completion", form FP-FCSC, when it is appropriate to do so. A copy of each form is enclosed. Carefully retain these documents for future use.

Note that "Substantial Completion" is a specific condition at a specific time. Definitions of the American Institute of Architects (AIA), The National Society of Professional Engineers, The American Consulting Engineers Council, and the Construction Specification Institute are essentially the same. The AIA definition is, "The date of substantial completion of work or designated portion thereof is the date certified by the architect when construction is sufficiently complete, in accordance with the contract documents, so the owner can occupy or utilize the work or designated portion thereof for the use for which it is intended."

Assurances - Various assurances are printed on the reverse side of Form FP-CSC. The A/E shall sign those assurances relating to change orders; supervision pursuant to Education Law, Section 7209 and the contract with the school district; and construction inspections pursuant to Title 19 (NYCRR) Chapter 32, Part 1203, paragraph 1203.3b.

The Superintendent of Schools shall sign those assurances relating to proper monitoring of the project by a Construction Manager (if any); and a Clerk of the Works (if any) pursuant to contracts with the school district, (the usual duties of a Construction Manager and Clerk of the Works are included in the detailed Supervision Guidelines referenced above); and (if applicable) acknowledgement of the need of a Certificate of Occupancy prior to occupancy of any new building or addition (if applicable). In the case of reconstruction projects, Final Certification of Substantial Completion, form FP-FCSC, should not be submitted until the entire project is substantially complete (i.e., there should be no qualifications on the form). In the case of a new building or an addition, where parts of a project may be occupied initially, use Partial Certification of Substantial Completion, form FP-PCSC and designate which portions of the project are not substantially complete. Subsequently occupied portions shall be certified when substantially complete. Final Certification of Substantial Completion, form FP-FCSC must be submitted when the entire project is substantially complete.

Fire Safety Inspection and Report - A fire safety inspection and report thereof is required for new buildings and additions. Immediately subsequent to the determination by the A/E that the work is substantially complete for the use of which it is intended, the school district shall cause a fire/safety inspection to be made of the <u>whole</u> occupied portion of the building. This inspection shall use the Fire Safety Report form. The Fire Safety Report form is available on the Office of Facilities Planning web site. If you have questions about completing this form please call the Fire/Safety Unit at (518) 474-3906. Carefully retain the form until needed at the time of substantial completion. See "Occupancy", below.

Occupancy - No building or portion thereof shall be occupied unless a valid Certificate of Occupancy (CO) has been issued by the Commissioner (Commissioner's Regulation 155.8(e). To obtain a CO, send either a Partial Certification of Substantial Completion (form FP-PCSC) if a portion of the new space is being occupied, or a Final Certification of Substantial Completion (form FP-FCSC) if the entire new space is being occupied, together with the Fire/Safety Report form, to the Office of Facilities Planning. Upon submission of a satisfactory Fire/Safety Report, a Certificate of Occupancy will be issued which will "bridge" to the date of the regular annual fire/safety inspection process. In the case of occupancy of an addition, if the "Building Project" Fire Safety Report and the annual Fire Safety Report are due at essentially the same time, contact your project manager.

Final Building Project Report - A Final Building Project Report is required for every project for which a building permit is issued.

A copy of the Final Building Project Report form is available on the Office of Facilities Planning web site at www.p12.nysed.gov/facplan/ under Finance/QZAB/QSCB, Final Cost Report Workbook. All sources of funds and expenditures, regardless of cost, shall be reported, however, the report must not be filed until all bills are paid and the capital account has been closed.

Record the Project Control Number on the top of the form and return it directly to the State Aid Office soon after the construction work is complete and paid for.

If this project involves both additions and alterations, expenses must be submitted under each of these categories. Building aid eligibility, as determined pursuant to Section 3602 of the Education Law, is calculated <u>separately</u> for additions and for alterations. Careful attention to submitting the report with proper breakdown will eliminate much delay and confusion in processing building aid applications and will assure that the district receives proper allocation of building aid.

Sincerely.

Betty A. Rosa

Commissioner of Education



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Email: emscfp@nysed.gov Website: www.nysed.gov/facplan

FP-CSC 2003

CERTIFICATION OF SUBSTANTIAL COMPLETION

A school district capital construction project approved by the Commissioner of Education shall be constructed in accordance with plans and specifications which incorporate applicable provisions of the New York State Uniform Fire Prevention and Building Code, the New York State Energy Conservation Construction Code, and Education Department construction standards.

At the time of Substantial Completion of a project, the architect or engineer and superintendent of schools shall execute three (3) copies of this form including the assurances on the reverse side. Distribution: Facilities Planning, School District, Architect or Engineer.

1. Name of District:	Deer Park UFSD			
2. County of District:	Suffolk			
3. Name of Building:	John Q. Adams Elementa	ary		
Facilities Planning Project Con	trol Number			
5 8 0 1 0 7 0 3 0	0 0 0 7 0 3 1	2 1 1 3 2	0 0 9 0	8 2 2
District BEDS Code	Facility Code Project No.	Review Number	Approval	Date
I, the undersigned [Architect] []	Engineer] certify on the basi	s of an inspection_	[da	te] that work
performed on this project, except portion	ons thereof designated below	v, has been review	ed and found to be	substantially
complete, and that the Date of Substantia	al Completion of the Project,	as defined below, is	s	
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Definition: Date of Substantial the construction is substantially complet				
utilize the project, except designated por				an occupy or
utilize the project, except designated por	tions thereof, for the use for			71
г	Signature			
		Architect]	☐ [Engineer]	
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L Seal of Architect or Engineer	Address			

In the case of a new building or addition(s) use space below to designate specific portions of the project which are NOT included in this certification. Submit subsequent certification(s) when any of these portions are adjudged to be substantially complete.

Phone

Date



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Assurances by Architect or Engineer

The undersigned architect or engineer makes the following assurances:

- 1) This public works project has been supervised pursuant to Subdivision 3 of Section 7209 of the Education Law and pursuant to contract with the school district for professional services.
- 2) Construction inspections pursuant to 19NYCRR444.3d have been performed on this project. Records for each individual inspection and a complete report of all individual inspections have been delivered to the school district.
- 3) All change orders on this project have been submitted to the Commissioner for review.

SIT			42	
Date:		Signature:		
			☐ Architect	☐ Engineer
				*
Assura	ances o	f Superintendent of Schools		
The un	dersign	ed superintendent of schools makes the follo	wing assurances:	
	1)	In the case of the project having a Clerk of t		of the Works (Name) tored the project pursuant to
		contract with the school district for services		
	2)	In the case of the project having a Construct		nstruction Manager (Name) tored the project pursuant to
		contract with the school district for services		
	3)	In the case of a new building or addition occupancy or used is acknowledged.	, the need of a Certi	ficate of Occupancy prior to
	4)	If none of the above are applicable, check h	ere:	
Date:	.=	Signature:		×



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New York State Education Department Facilities and Management Services Room 1060 – Education Building Annex Albany, NY 12234

REQUEST FOR REVISION OF FINANCIAL **INFORMATION** (Use This Form to Revise SA-4)

- Use this form when it is necessary to request a revision of the financial information previously submitted to Facilities Planning on the Application for Examination and Approval of Final Plans and Specifications (Form FP-F), such as immediately after construction contracts are signed or when the Final Building Expenditure Report for the project is filed.
- Each request that increases the total amount allocated to a particular project must be accompanied by proof of authorization of funding

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Instructions

A. General

Two copies of this form, properly executed, shall be submitted to the Facilities Planning when the total of approved sources of funds must be increased to be equal to, or greater than, expenditures for the project.

This circumstance may not occur at all, but could occur on a maximum of two occasions: 1) When Form SA-139 is submitted to the Division of Finance immediately subsequent to signing construction contracts, and/or 2) When the Final Building Project Report is sent to Facilities Planning.

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- D. <u>Instructions for Completing Items #1 through #6 and Column A, B, and C:</u> (Copy the information exactly as it appeared on the SA-4, which was sent to the district at the beginning of the project).

#1, #2, #3	 Record the district's popular name, county of location, and name of building being reported.
#4	 Enter the 27-digit number which appears as item #4 on forms SA-4.
Column A	 Record the amounts on lines #1 - #12 exactly as they appear on the SA-4.
Column B	 Items $#1 - 5$: Report new and/or additional methods of financing by entering the
	appropriate dollar amounts which are being added.
	 Items #6 - 12: Report new project costs by entering the appropriate dollar amounts which
ь.	are being added.
Column C	 Items $#1 - 12$: Enter the new totals obtained by adding the figures in Column A and
	Column B.
#5	 Enter the name and telephone number of the person in the district that should be contacted
)5	concerning questions about this project.
#6	 The President of the Board of Education and Superintendent of Schools must sign and date
	this form



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CAPITAL PROJECT SUMMARY OF INSPECTION

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Office of Facilities Planning Room 1060 Education Building Annex 89 Washington Ave. Albany, NY 12234 Tel: (518) 474-3906

Email: emscfp@nysed.gov Website: www.nysed.gov/facplan

CAPITAL PROJECT INSPECTION REPORT

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BUILDING PERMIT

ISSUED PURSUANT TO APPROVAL OF PLANS AND SPECIFICATIONS FOR THE PROJECT BELOW:

PERMIT NO.:

21-1321

DATE ISSUED: 09/08/22

DISTRICT:

Deer Park UFSD

BUILDING:

Robert Frost Junior High

ADDRESS:

450 Half Hollow Road

Deer Park, N.Y. 11729

(POST IN CONSPICUOUS PLACE ON PREMISES OF WORKSITE)



Office of Facilities Planning
Room 1060 Education Building Annex
89 Washington Ave.
Albany, NY 12234
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Email: emscfp@nysed.gov

Website: www.nysed.gov/facplan

September 9, 2022

Mr. James Cummings Superintendent of Schools Deer Park UFSD 1881 Deer Park Avenue Deer Park, N.Y. 11729

CERTIFICATE OF APPROVAL OF PLANS AND SPECIFICATIONS

Building: Robert Frost Junior High

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Plans and specifications for the project listed above have been duly reviewed by the Office of Facilities Planning and are hereby approved. The district may bid these plans and specifications as approved or as modified by any addenda subsequently approved by Facilities Planning for this project. Approved Plans and Specifications are retained by the Office of Facilities Planning for three (3) years. The school district must obtain a duplicate set of plans and specifications, including all addenda, from their architect or engineer of record for permanent retention with this approval letter.

Commissioner's approval signifies only that plans and specifications meet the requirements of Sections 408 and 409 of the Education Law, and Commissioner's Regulations and Education Department policies and procedures relating to educational requirements, heating, ventilation and health, and fire and accident protection, and that the site meets the minimum requirements of Section 408. It does not signify approval of architectural or structural design, nor choice of building materials, nor of any contracts which may be awarded or executed, nor of any features which go beyond the aforesaid minimum requirements, nor does this certificate give assurance that this project qualifies for State aid for education, in accordance with the provisions of Section 3602 of the Education Law.

Please note that courts have held that schools are <u>not</u> wholly immune or fully exempt from all municipal zoning regulations. As such, it is suggested that schools consult with their attorneys and with local municipalities to address any potential local zoning issues.

During Construction - Supervision by the architect or engineer (A/E) during construction is required by Subdivision 3 of Section 7209 of the Education Law and includes ensuring that construction work is in accordance with the construction contract documents. Detailed Supervision Guidelines describing the elements of this on-site supervision are available on the Office of Facilities

Planning web site.

Construction Inspections – Title 19 (NYCRR) Chapter 32, Part 1203, paragraph 1203.3b mandates construction inspections at such times as will permit the observation of the foundation, and building elements and utilities prior to final inspection. The purpose of such inspections is to ensure work in accordance with the construction contract documents and compliance with the Building Code of New York State. Therefore, it is incumbent on the A/E to make such periodic observations as are necessary for the A/E to execute the Certification of Substantial Completion Form (see below).

To assist in developing essential records of the construction inspection activities, two different forms are attached: #1, a Capital Project Inspection Report for each <u>individual</u> inspection (reproduce necessary additional copies) and #2, a Capital Project Summary of Inspections. These forms (or something essentially equivalent) shall be delivered by the A/E to the school district at the time of Substantial Completion and shall be retained by the district as part of the official project record, available for review by the Commissioner on request.

Certification of Substantial Completion - When the construction work is nearing completion, the Architect/Engineer (A/E) (who is supervising the construction work pursuant to the provisions of Subdivision 3 of Section 7209 of the Education Law) must execute a "Partial Certification of Substantial Completion", form FP-PCSC, or a "Final Certification of Substantial Completion", form FP-FCSC, when it is appropriate to do so. A copy of each form is enclosed. Carefully retain these documents for future use.

Note that "Substantial Completion" is a specific condition at a specific time. Definitions of the American Institute of Architects (AIA), The National Society of Professional Engineers, The American Consulting Engineers Council, and the Construction Specification Institute are essentially the same. The AIA definition is, "The date of substantial completion of work or designated portion thereof is the date certified by the architect when construction is sufficiently complete, in accordance with the contract documents, so the owner can occupy or utilize the work or designated portion thereof for the use for which it is intended."

Assurances - Various assurances are printed on the reverse side of Form FP-CSC. The A/E shall sign those assurances relating to change orders; supervision pursuant to Education Law, Section 7209 and the contract with the school district; and construction inspections pursuant to Title 19 (NYCRR) Chapter 32, Part 1203, paragraph 1203.3b.

The Superintendent of Schools shall sign those assurances relating to proper monitoring of the project by a Construction Manager (if any); and a Clerk of the Works (if any) pursuant to contracts with the school district, (the usual duties of a Construction Manager and Clerk of the Works are included in the detailed Supervision Guidelines referenced above); and (if applicable) acknowledgement of the need of a Certificate of Occupancy prior to occupancy of any new building or addition (if applicable). In the case of reconstruction projects, Final Certification of Substantial Completion, form FP-FCSC, should not be submitted until the entire project is substantially complete (i.e., there should be no qualifications on the form). In the case of a new building or an addition, where parts of a project may be occupied initially, use Partial Certification of Substantial Completion, form FP-PCSC and designate which portions of the project are not substantially complete. Subsequently occupied portions shall be certified when substantially complete. Final Certification of Substantial Completion, form FP-FCSC must be submitted when the entire project is substantially complete.

Fire Safety Inspection and Report - A fire safety inspection and report thereof is required for new buildings and additions. Immediately subsequent to the determination by the A/E that the work is substantially complete for the use of which it is intended, the school district shall cause a fire/safety inspection to be made of the whole occupied portion of the building. This inspection shall use the Fire Safety Report form. The Fire Safety Report form is available on the Office of Facilities Planning web site. If you have questions about completing this form please call the Fire/Safety Unit at (518) 474-3906. Carefully retain the form until needed at the time of substantial completion. See "Occupancy", below.

Occupancy - No building or portion thereof shall be occupied unless a valid Certificate of Occupancy (CO) has been issued by the Commissioner (Commissioner's Regulation 155.8(e). To obtain a CO, send either a Partial Certification of Substantial Completion (form FP-PCSC) if a portion of the new space is being occupied, or a Final Certification of Substantial Completion (form FP-FCSC) if the entire new space is being occupied, together with the Fire/Safety Report form, to the Office of Facilities Planning. Upon submission of a satisfactory Fire/Safety Report, a Certificate of Occupancy will be issued which will "bridge" to the date of the regular annual fire/safety inspection process. In the case of occupancy of an addition, if the "Building Project" Fire Safety Report and the annual Fire Safety Report are due at essentially the same time, contact your project manager.

Final Building Project Report - A Final Building Project Report is required for every project for which a building permit is issued.

A copy of the Final Building Project Report form is available on the Office of Facilities Planning web site at www.p12.nysed.gov/facplan/ under Finance/QZAB/QSCB, Final Cost Report Workbook. All sources of funds and expenditures, regardless of cost, shall be reported, however, the report must not be filed until all bills are paid and the capital account has been closed.

Record the Project Control Number on the top of the form and return it directly to the State Aid Office soon after the construction work is complete and paid for.

If this project involves both additions and alterations, expenses must be submitted under each of these categories. Building aid eligibility, as determined pursuant to Section 3602 of the Education Law, is calculated <u>separately</u> for additions and for alterations. Careful attention to submitting the report with proper breakdown will eliminate much delay and confusion in processing building aid applications and will assure that the district receives proper allocation of building aid.

Sincerely,

Betty A. Rosa

Commissioner of Education



Office of Facilities Planning Room 1060 Education Building Annex 89 Washington Ave. Albany, NY 12234 Tel: (518) 474-3906

Email: emscfp@nysed.gov
Website: www.nysed.gov/facplan

FP-CSC 2003

CERTIFICATION OF SUBSTANTIAL COMPLETION

A school district capital construction project approved by the Commissioner of Education shall be constructed in accordance with plans and specifications which incorporate applicable provisions of the New York State Uniform Fire Prevention and Building Code, the New York State Energy Conservation Construction Code, and Education Department construction standards.

At the time of Substantial Completion of a project, the architect or engineer and superintendent of schools shall execute three (3) copies of this form including the assurances on the reverse side. Distribution: Facilities Planning, School District, Architect or Engineer.

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In the case of a new building or addition(s) use space below to designate specific portions of the project which are NOT included in this certification. Submit subsequent certification(s) when any of these portions are adjudged to be substantially complete.



Office of Facilities Planning Room 1060 Education Building Annex 89 Washington Ave. Albany, NY 12234 Tel: (518) 474-3906

Email: emscfp@nysed.gov Website: www.nysed.gov/facplan

Assurances by Architect or Engineer

The undersigned architect or engineer makes the following assurances:

- 1) This public works project has been supervised pursuant to Subdivision 3 of Section 7209 of the Education Law and pursuant to contract with the school district for professional services.
- 2) Construction inspections pursuant to 19NYCRR444.3d have been performed on this project. Records for each individual inspection and a complete report of all individual inspections have been delivered to the school district.
- 3) All change orders on this project have been submitted to the Commissioner for review.

Date:		Signature:	2)	
Date.		Signature.	☐ Architect	Engineer
Assura	inces o	f Superintendent of Schools		
The un	dersign	ed superintendent of schools makes the follo	wing assurances:	
	1)	In the case of the project having a Clerk of t		of the Works (Name) tored the project pursuant to
		contract with the school district for services.		
	2)	In the case of the project having a Construct contract with the school district for services	, has properly monit	nstruction Manager (Name) tored the project pursuant to
	3)	In the case of a new building or addition, occupancy or used is acknowledged.	the need of a Certin	ficate of Occupancy prior to
7 -	4)	If none of the above are applicable, check h	ere:	
Date:	-	Signature:	3	



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REQUEST FOR REVISION OF FINANCIAL INFORMATION (Use This Form to Revise SA-4)

New York State Education Department Facilities and Management Services Room 1060 - Education Building Annex Albany, NY 12234

FOR EDUCATION DEPARTMENT USE ONLY:

Approved by:

*	Use this form when it is necessary to request a revision of the financial information previously submitted to Facilities Planning on the
	Application for Examination and Approval of Final Plans and Specifications (Form FP-F), such as immediately after construction
	contracts are signed or when the Final Building Expenditure Report for the project is filed.

•	for that project.		14							5 1				
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Instructions

A. General

Two copies of this form, properly executed, shall be submitted to the Facilities Planning when the total of approved sources of funds must be increased to be equal to, or greater than, expenditures for the project.

This circumstance may not occur at all, but could occur on a maximum of two occasions: 1) When Form SA-139 is submitted to the Division of Finance immediately subsequent to signing construction contracts, and/or 2) When the Finance in Building Project Report is sent to Facilities Planning.

B. Relating to filing Form SA-139, Request for Building Data, with the General Aids and Services Office:

- 1) This Request for Revision of Financial Information shall be submitted prior to submitting form SA-139:
 - a) If the total project cost to be reported on the SA-139 exceeds the sum of lines 1-4, which are reported on the form SA-4, and/or
 - b) If there is any change in the method(s) or amount(s) of financing as reported on form SA-4.
- 2) The total project costs cannot legally exceed the approved authorization. Any additional funds required must be properly authorized by the voters of a non-city district or the board of education of a city district.

Each necessary additional authorization shall be properly documented. This documentation shall be a copy of the board resolution if a city district, or, if a non-city district, a copy of the actual language of the resolution which was placed before the voters at a special referendum; or a copy of the Popular Budget, and a copy of the SBM-1, if the approval occurred at the annual meeting.

C. Relating to filing the Final Building Project Report to Facilities Planning at the completion of the work.

- 1) A Request for Revision of Financial Information shall be submitted together with the Final Building Project Report:
 - a) If the Grand Total of revenues (line "v" of page 21 of the Final Building Project Report) is less than the Grand Total of expenses (line "u" of page 22), and/or
 - b) If there is any change in the method(s) or amount(s) of financing as reported on form SA-4 (See A, above).
- Each necessary additional authorization shall be properly documented. This documentation shall be a copy of the board of resolution if a city district; or, if a non-city district, a copy of the actual language of the resolution which was placed before the voters at a special referendum; or a copy of the Popular Budget, and a copy of the SBM-1, if the approval occurred at the annual meeting.

D. <u>Instructions for Completing Items #1 through #6 and Column A, B, and C:</u> (Copy the information exactly as it appeared on the SA-4, which was sent to the district at the beginning of the project).

#1, #2, #3		Record the district's popular name, county of location, and name of building being reported.
#4		Enter the 27-digit number which appears as item #4 on forms SA-4.
Column A		Record the amounts on lines #1 - #12 exactly as they appear on the SA-4.
Column B	5 <u></u>	Items $#1 - 5$: Report new and/or additional methods of financing by entering the
		appropriate dollar amounts which are being added.
		Items #6 - 12: Report new project costs by entering the appropriate dollar amounts which
		are being added.
Column C		Items $#1 - 12$: Enter the new totals obtained by adding the figures in Column A and
		Column B.
#5		Enter the name and telephone number of the person in the district that should be contacted
		concerning questions about this project.
#6		The President of the Board of Education and Superintendent of Schools must sign and date
		this form



Email: emscfp@nysed.gov
Website: www.nysed.gov/facplan

CAPITAL PROJECT SUMMARY OF INSPECTION

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CAPITAL PROJECT INSPECTION REPORT

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Email: emscfp@nysed.gov Website: www.nysed.gov/facplan

BUILDING PERMIT

ISSUED PURSUANT TO APPROVAL OF PLANS AND SPECIFICATIONS FOR THE PROJECT BELOW:

PERMIT NO.:

21-1322

DATE ISSUED: 09/08/22

DISTRICT:

Deer Park UFSD

BUILDING:

Trans Annex(Fuel-Buses only)

ADDRESS:

Lake Ave.

Deer Park, N.Y. 11729

(POST IN CONSPICUOUS PLACE ON PREMISES OF WORKSITE)



Office of Facilities Planning Room 1060 Education Building Annex 89 Washington Ave. Albany, NY 12234 Tel: (518) 474-3906

Email: emscfp@nysed.gov Website: www.nysed.gov/facplan

September 9, 2022

Mr. James Cummings Superintendent of Schools Deer Park UFSD 1881 Deer Park Avenue Deer Park, N.Y. 11729

CERTIFICATE OF APPROVAL OF PLANS AND SPECIFICATIONS

Building: Trans Annex(Fuel-Buses only)

 Facilities Planning Project Control Number

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 District BEDS Code
 Facility Code
 Project No.
 Review Number
 Approval Date

Plans and specifications for the project listed above have been duly reviewed by the Office of Facilities Planning and are hereby approved. The district may bid these plans and specifications as approved or as modified by any addenda subsequently approved by Facilities Planning for this project. Approved Plans and Specifications are retained by the Office of Facilities Planning for three (3) years. The school district must obtain a duplicate set of plans and specifications, including all addenda, from their architect or engineer of record for permanent retention with this approval letter.

Commissioner's approval signifies only that plans and specifications meet the requirements of Sections 408 and 409 of the Education Law, and Commissioner's Regulations and Education Department policies and procedures relating to educational requirements, heating, ventilation and health, and fire and accident protection, and that the site meets the minimum requirements of Section 408. It does not signify approval of architectural or structural design, nor choice of building materials, nor of any contracts which may be awarded or executed, nor of any features which go beyond the aforesaid minimum requirements, nor does this certificate give assurance that this project qualifies for State aid for education, in accordance with the provisions of Section 3602 of the Education Law.

Please note that courts have held that schools are <u>not</u> wholly immune or fully exempt from all municipal zoning regulations. As such, it is suggested that schools consult with their attorneys and with local municipalities to address any potential local zoning issues.

During Construction - Supervision by the architect or engineer (A/E) during construction is required by Subdivision 3 of Section 7209 of the Education Law and includes ensuring that construction work is in accordance with the construction contract documents. Detailed Supervision Guidelines describing the elements of this on-site supervision are available on the Office of Facilities

Planning web site.

Construction Inspections – Title 19 (NYCRR) Chapter 32, Part 1203, paragraph 1203.3b mandates construction inspections at such times as will permit the observation of the foundation, and building elements and utilities prior to final inspection. The purpose of such inspections is to ensure work in accordance with the construction contract documents and compliance with the Building Code of New York State. Therefore, it is incumbent on the A/E to make such periodic observations as are necessary for the A/E to execute the Certification of Substantial Completion Form (see below).

To assist in developing essential records of the construction inspection activities, two different forms are attached: #1, a Capital Project Inspection Report for each <u>individual</u> inspection (reproduce necessary additional copies) and #2, a Capital Project Summary of Inspections. These forms (or something essentially equivalent) shall be delivered by the A/E to the school district at the time of Substantial Completion and shall be retained by the district as part of the official project record, available for review by the Commissioner on request.

Certification of Substantial Completion - When the construction work is nearing completion, the Architect/Engineer (A/E) (who is supervising the construction work pursuant to the provisions of Subdivision 3 of Section 7209 of the Education Law) must execute a "Partial Certification of Substantial Completion", form FP-PCSC, or a "Final Certification of Substantial Completion", form FP-FCSC, when it is appropriate to do so. A copy of each form is enclosed. Carefully retain these documents for future use.

Note that "Substantial Completion" is a specific condition at a specific time. Definitions of the American Institute of Architects (AIA), The National Society of Professional Engineers, The American Consulting Engineers Council, and the Construction Specification Institute are essentially the same. The AIA definition is, "The date of substantial completion of work or designated portion thereof is the date certified by the architect when construction is sufficiently complete, in accordance with the contract documents, so the owner can occupy or utilize the work or designated portion thereof for the use for which it is intended."

Assurances - Various assurances are printed on the reverse side of Form FP-CSC. The A/E shall sign those assurances relating to change orders; supervision pursuant to Education Law, Section 7209 and the contract with the school district; and construction inspections pursuant to Title 19 (NYCRR) Chapter 32, Part 1203, paragraph 1203.3b.

The Superintendent of Schools shall sign those assurances relating to proper monitoring of the project by a Construction Manager (if any); and a Clerk of the Works (if any) pursuant to contracts with the school district, (the usual duties of a Construction Manager and Clerk of the Works are included in the detailed Supervision Guidelines referenced above); and (if applicable) acknowledgement of the need of a Certificate of Occupancy prior to occupancy of any new building or addition (if applicable). In the case of reconstruction projects, Final Certification of Substantial Completion, form FP-FCSC, should not be submitted until the entire project is substantially complete (i.e., there should be no qualifications on the form). In the case of a new building or an addition, where parts of a project may be occupied initially, use Partial Certification of Substantial Completion, form FP-PCSC and designate which portions of the project are not substantially complete. Subsequently occupied portions shall be certified when substantially complete. Final Certification of Substantial Completion, form FP-FCSC must be submitted when the entire project is substantially complete.

Fire Safety Inspection and Report - A fire safety inspection and report thereof is required for new buildings and additions. Immediately subsequent to the determination by the A/E that the work is substantially complete for the use of which it is intended, the school district shall cause a fire/safety inspection to be made of the whole occupied portion of the building. This inspection shall use the Fire Safety Report form. The Fire Safety Report form is available on the Office of Facilities Planning web site. If you have questions about completing this form please call the Fire/Safety Unit at (518) 474-3906. Carefully retain the form until needed at the time of substantial completion. See "Occupancy", below.

Occupancy - No building or portion thereof shall be occupied unless a valid Certificate of Occupancy (CO) has been issued by the Commissioner (Commissioner's Regulation 155.8(e). To obtain a CO, send either a Partial Certification of Substantial Completion (form FP-PCSC) if a portion of the new space is being occupied, or a Final Certification of Substantial Completion (form FP-FCSC) if the entire new space is being occupied, together with the Fire/Safety Report form, to the Office of Facilities Planning. Upon submission of a satisfactory Fire/Safety Report, a Certificate of Occupancy will be issued which will "bridge" to the date of the regular annual fire/safety inspection process. In the case of occupancy of an addition, if the "Building Project" Fire Safety Report and the annual Fire Safety Report are due at essentially the same time, contact your project manager.

Final Building Project Report - A Final Building Project Report is required for every project for which a building permit is issued.

A copy of the Final Building Project Report form is available on the Office of Facilities Planning web site at www.p12.nysed.gov/facplan/ under Finance/QZAB/QSCB, Final Cost Report Workbook. All sources of funds and expenditures, regardless of cost, shall be reported, however, the report must not be filed until all bills are paid and the capital account has been closed.

Record the Project Control Number on the top of the form and return it directly to the State Aid Office soon after the construction work is complete and paid for.

If this project involves both additions and alterations, expenses must be submitted under each of these categories. Building aid eligibility, as determined pursuant to Section 3602 of the Education Law, is calculated <u>separately</u> for additions and for alterations. Careful attention to submitting the report with proper breakdown will eliminate much delay and confusion in processing building aid applications and will assure that the district receives proper allocation of building aid.

Sincerely,

Betty A. Rosa

Commissioner of Education



Office of Facilities Planning Room 1060 Education Building Annex 89 Washington Ave. Albany, NY 12234 Tel: (518) 474-3906

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FP-CSC 2003

CERTIFICATION OF SUBSTANTIAL COMPLETION

A school district capital construction project approved by the Commissioner of Education shall be constructed in accordance with plans and specifications which incorporate applicable provisions of the New York State Uniform Fire Prevention and Building Code, the New York State Energy Conservation Construction Code, and Education Department construction standards.

At the time of Substantial Completion of a project, the architect or engineer and superintendent of schools shall execute three (3) copies of this form including the assurances on the reverse side. Distribution: Facilities Planning, School District, Architect or Engineer.

School I	District, Architect or Engineer	•						
2	 Name of District: County of District: 	Deer Park UFSD Suffolk	- D					
	3. Name of Building:	Trans Annex(Fuel	-Buses only)					
Fa	acilities Planning Project Co			T . T . T .				
5	8 0 1 0 7 0 3 District BEDS Code		0 4 2 1 oject No.	1 3 2 Review Number	2 0	9 0 8 Approval I		2
performe complete the cons	I, the undersigned [Architect] ed on this project, except por e, and that the Date of Substant Definition: Date of Substantia truction is substantially complate project, except designated p	rtions thereof designate atial Completion of the I al Completion of the Pr lete in accordance with	ed below, has Project, as defined the Contract I	been reviewed ined below, is note certified be documents so	y the arc	ound to be	substa gineer	ntially when
Г	٦	Signature	□ [Architect]		□ [Engir	neer]		
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		Address						
L	Seal of Architect or Engineer							
		Date		Phone				

In the case of a new building or addition(s) use space below to designate specific portions of the project which are NOT included in this certification. Submit subsequent certification(s) when any of these portions are adjudged to be substantially complete.



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Assurances by Architect or Engineer

The undersigned architect or engineer makes the following assurances:

- 1) This public works project has been supervised pursuant to Subdivision 3 of Section 7209 of the Education Law and pursuant to contract with the school district for professional services.
- 2) Construction inspections pursuant to 19NYCRR444.3d have been performed on this project. Records for each individual inspection and a complete report of all individual inspections have been delivered to the school district.
- 3) All change orders on this project have been submitted to the Commissioner for review.

Date:		Signature:
Date:	-	Architect Engineer
Assur	ances o	f Superintendent of Schools
The ur	ndersign	ned superintendent of schools makes the following assurances:
	1)	In the case of the project having a Clerk of the Works, the Clerk of the Works (Name) , has properly monitored the project pursuant to contract with the school district for services.
	2)	In the case of the project having a Construction Manager, the Construction Manager (Name) , has properly monitored the project pursuant to contract with the school district for services.
	3)	In the case of a new building or addition, the need of a Certificate of Occupancy prior to occupancy or used is acknowledged.
	4)	If none of the above are applicable, check here: \Box
Date:		Signature:



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REQUEST FOR REVISION OF FINANCIAL INFORMATION (Use This Form to Revise SA-4)

New York State Education Department Facilities and Management Services Room 1060 - Education Building Annex Albany, NY 12234

Approved by:

Use this form when it is necessary to request a revision of the financial information previously submitted to Facilities Planning on the Application for Examination and Approval of Final Plans and Specifications (Form FP-F), such as immediately after construction contracts are signed or when the Final Building Expenditure Report for the project is filed.

Each request that increases the total amount allocated to a particular project must be accompanied by proof of authorization of funding

 P 	lease read t	the instruct	ons on the	back of this	form bef	ore completing it.
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Facilities Planning Project C								
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Incidental (Alteration/Reconstru	iction)		1,149					
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Total (Alteration/Reconstruction	n)		24,134					
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PRINT: Superin	ntendent of	Schools	Signa	ature of Superin	ntendent			Date

Instructions

A. General

Two copies of this form, properly executed, shall be submitted to the Facilities Planning when the total of approved sources of funds must be increased to be equal to, or greater than, expenditures for the project.

This circumstance may not occur at all, but could occur on a maximum of two occasions: 1) When Form SA-139 is submitted to the Division of Finance immediately subsequent to signing construction contracts, and/or 2) When the Final Building Project Report is sent to Facilities Planning.

- B. Relating to filing Form SA-139, Request for Building Data, with the General Aids and Services Office:
 - 1) This Request for Revision of Financial Information shall be submitted prior to submitting form SA-139:
 - a) If the total project cost to be reported on the SA-139 exceeds the sum of lines 1-4, which are reported on the form SA-4, and/or
 - b) If there is <u>any</u> change in the method(s) or amount(s) of financing as reported on form SA-4.
 - 2) The total project costs cannot legally exceed the approved authorization. Any additional funds required must be properly authorized by the voters of a non-city district or the board of education of a city district.

Each necessary additional authorization shall be properly documented. This documentation shall be a copy of the board resolution if a city district, or, if a non-city district, a copy of the actual language of the resolution which was placed before the voters at a special referendum; or a copy of the Popular Budget, and a copy of the SBM-1, if the approval occurred at the annual meeting.

- C. Relating to filing the Final Building Project Report to Facilities Planning at the completion of the work.
 - 1) A Request for Revision of Financial Information shall be submitted together with the Final Building Project Report:
 - a) If the Grand Total of revenues (line "v" of page 21 of the Final Building Project Report) is less than the Grand Total of expenses (line "u" of page 22), and/or
 - b) If there is any change in the method(s) or amount(s) of financing as reported on form SA-4 (See A, above).
 - Each necessary additional authorization shall be properly documented. This documentation shall be a copy of the board of resolution if a city district; or, if a non-city district, a copy of the actual language of the resolution which was placed before the voters at a special referendum; or a copy of the Popular Budget, and a copy of the SBM-1, if the approval occurred at the annual meeting.
- D. <u>Instructions for Completing Items #1 through #6 and Column A, B, and C:</u> (Copy the information exactly as it appeared on the SA-4, which was sent to the district at the beginning of the project).

#1, #2, #3		22	Record the district's popular name, county of location, and name of building being reported.
#4			Enter the 27-digit number which appears as item #4 on forms SA-4.
Column A			Record the amounts on lines #1 - #12 exactly as they appear on the SA-4.
Column B			Items $#1 - 5$: Report new and/or additional methods of financing by entering the
			appropriate dollar amounts which are being added.
			Items #6 - 12: Report new project costs by entering the appropriate dollar amounts which
			are being added.
Column C	€		Items $#1 - 12$: Enter the new totals obtained by adding the figures in Column A and
			Column B.
#5		22	Enter the name and telephone number of the person in the district that should be contacted
			concerning questions about this project.
#6		1200	The President of the Board of Education and Superintendent of Schools must sign and date

this form



Email: emscfp@nysed.gov
Website: www.nysed.gov/facplan

CAPITAL PROJECT SUMMARY OF INSPECTION

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CAPITAL PROJECT INSPECTION REPORT

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