

# School Construction Policy Report

## November 7, 2014

Issue/action
Improvements to the site analysis process.

The ED053 “Site Analysis for School Building Projects” form and the process of which it is a part, involve the environmental review and approval required for school construction projects to go forward. Prior to the consolidation of the Bureau of School Facilities and the Division of Construction Services, the ED053 form asked for information that was not related to an environmental analysis and was captured on other forms. In addition, the site selection process was disjointed from the process of reviewing school construction designs as part of the school construction grant process. These factors had resulted in site issues emerging well after the design process started. Now, districts are highly encouraged to make use of DCS environmental planning services prior to site selection and submitting an ED053, creating a more proactive process.

### **Background**

The environmental review process examines the suitability of a specific site for a proposed school construction project. The process considers issues such as floodplain and coastal hazards, wetlands and habitat impact, historical use and possible contaminations, consistency with state planning, utility services, and a Phase I Environmental Site Assessment and Remediation Action Plan (if necessary). Completing the ED053 involves reviewing existing documentation and a site visit. Site approval, when required, can be conditional, providing that certain stipulations are met.

As outlined in the regulations, the site analysis consists of an outline of the space needs for the proposed school construction project and, in the case of a proposed new school, a listing of other comparative sites, along with the site size, environmental characteristics, accessibility, proximity to utility services, and estimated costs. In addition, DAS/DCS can reject proposed site plans when health and safety issues are not addressed or cannot be mitigated.

### **Previous Standard**

Prior to recent changes, the ED053 required districts to submit information which was immaterial to the environmental site analysis process and captured on other required forms. Evaluations and sign-offs were required of the project architect, engineer, land-use planner, representatives from each of the boards and committees and a representative from the DCS with expertise in project site analysis. Additionally, the form included a comparative scoring system based at least in part on preferences rather than ultimately focusing on the question of whether a site met the standards of various environmental regulations.

The ED053 form was only completed for projects seeking land acquisition reimbursement. Additionally, site plan approval would typically occur only after a school construction grant had been authorized for a project.

### **Revision of the ED053 form and improvements to the process**

Authorization to provide process improvement analyses was provided by P.J. Bud Salemi, Deputy Commissioner DAS/DCS and Chair of the School Building Projects Advisory Council.



The process and form were streamlined and updated by Jeffrey Bolton, Supervising Environmental Analyst with DAS/DCS, Craig Russell, Director of the Office of School Facilities with DAS/DCS, and Jenna Padula, Staff Attorney.

The revised ED053 form clearly prompts school districts to respond regarding whether there are various issues or conditions that could be of concern. Added to the form are resources and checklists from the Federal Emergency Management Agency (FEMA) regarding flood plains; Connecticut Environmental and Coastal Hazards maps; and the Office of Policy and Management (OPM) Conservation and Development Guide Map of protected land and conservation areas. These new resources are readily accessible to the districts, making data collection more efficient.

The form has been streamlined. The number of required signatures on the form has been reduced to one. This provides a more focused contact point in the process and a direct line of communication to the districts regarding what is required to achieve compliance and approval.

The Office of School Facilities will now include the DAS/DCS Supervising Environmental Analyst in its PREP meetings with school districts. The updated process now requires that districts complete Form ED053 for a site analysis for **all School Construction projects** where previously it was required solely for site acquisition grants or expansions or major alterations requiring additional land. Form ED053 was updated to recommend that districts schedule a site plan review meeting prior to submitting an application for a school construction grant.

Comprehensive site plan reviews will afford districts an opportunity to become better informed on state and federal agency regulatory requirements and possible site constraints that could impede their construction schedule and cause costly delays. Site analysis prior to the submission of a grant application is consistent with the new standards set forth by the School Safety Infrastructure Council, which require that all new and renovate as new projects complete a uniform “all hazards” school facility assessment before deciding how to comply with the safety standards.

Completion of the ED053 form and site analysis should be required as part of the School Construction Grant Application (part of the grant application checklist) and that site analysis should be vetted (ED053 reviewed and approved) prior to grant authorization.

## **Efficiencies achieved**

### **Reduction in Unexpected, Unforeseen Issues**

These modifications will enable school districts to assess potential problems in their building and site designs at earlier stages in project development. This approach will allow school districts to consider the impact of challenges they might face before committing significant resources. A comprehensive and effective planning process identifies schedule threats, quantifies budget threats and seeks to preserve options as far into the project as possible in an effort to deliver the project’s objectives while avoiding unexpected hurdles later in the project that can change costs and timetables significantly as the options to respond narrow.

### **Reduction in time for approval**

A measurable improvement will be the significant decrease in time between when a site visit occurs and site approval. While it would be difficult to quantify the budgetary savings achieved by these changes, this is clearly an improved and updated a part of the school construction process, and serves as a model for improving other areas in this process.



Appendix A. Old ED053 Form.

Rev. 6/07

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CONNECTICUT STATE DEPARTMENT OF EDUCATION  
Finance and Internal Operations  
Bureau of School Facilities

Instructions

Site Analysis Form (ED-053)

General Instructions

This form must be submitted whenever the local school district is acquiring land for the purpose of a new school construction project or expansion of existing facility. When additional land is added to an existing site, the grand total area indicates area after the purchase is completed.

No school building project for which state assistance is sought shall be undertaken except according to a plan and on a site approved by the State Department of Education, the town or regional board of education and by the building committee of such town or district.

Note:

The Site Analysis form can be a valuable tool for planning your facility space needs. Try to use the most accurate data available when filling out this form.

If you have any questions regarding this form, please contact George Semeneć at george.semenec@ct.gov or (860) 713-6485.

School District Information

Fill in the required information.

(1) Enrollment

Initial – Provide the anticipated student enrollment for the facility in its first year of occupancy.

Design – Provide the highest projected enrollment of the facility in the next 8 years.

(2) Space Needs

Provide the square footage needs of the school district for the following areas (existing and/or proposed):

- A. Building footprint area (including greenhouses for Vo-Ag Centers)
- B. Physical Education (outdoor)
- C. Outdoor Laboratories (experimental gardens or fields)
- D. Community Recreation Facilities
- E. Parking
- F. Walks, Drives, Planting, etc.
- G. Other areas (unused or for future use)

(3) Site Comparisons

Provide the names of site locations considered. Also indicate the new acreage and total acreage (existing and new) as well as an estimated cost for purchasing the site.



ED-053 Instructions  
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- (4) Provide the name and title of the person completing the form. Also provide signature, telephone number and date the form was signed.
- (5) Provide the name, signature, telephone number, and the date signed of the local board of education chairperson.
- (6) Provide the name, signature, telephone number, and the date signed by the school building committee chairperson.
- (7) Provide the name, signature, telephone number, and the date signed by the Superintendent of Schools.

These must be original signatures. We do not accept photocopied signatures.

(8) Site Evaluation

This table provides areas to be considered by the local school district in weighing the appropriateness and feasibility of a site or sites considered for acquisition. The four areas of Size and Shape, Environment, Accessibility and Services are generally accepted architectural and design considerations when purchasing land. The points assigned to any one category, while arbitrary, should be consistently applied to all the sites considered. The Total Points provide an overall assessment of the site being considered.

(9) Costs

Provide the best estimated costs available at the time for the site or sites with regard to:  
Purchase Price  
Development Costs  
Maintenance Costs (on an annual basis)  
Transportation Costs for bussing (on an annual basis)

(10) Chosen Site

Indicate the site chosen by the school district (A, B, C or D).

(11) Site Evaluators

Indicate the names of the persons participating in the site evaluation.

(12) Subsoil Tests

Indicate the results of subsoil test, if applicable, conducted by the State Department of Health or other laboratory. Also, indicate the date of approval.

(13) Site Approval

Indicate the dates in which the local board of education and the local building committee approved the site acquisition.



ED053 Rev. 04/07  
 Statutory Ref.: CGS 10-286d, 10-291

STATE OF CONNECTICUT  
 Department of Education  
 Bureau of School Facilities  
 165 Capitol Avenue  
 Hartford CT 06106-1630

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**SITE ANALYSIS FORM**

DISTRICT NAME:		FACILITY NAME AND ADDRESS:										STATE PROJECT NUMBER:					
CONTACT PERSON & TELEPHONE NUMBER																	
(1)	Enrollment	Initial	PK	K	1	2	3	4	5	6	7	8	9	10	11	12	Total Enrollment
		Design															
Square Feet																	
A. Building Area On Site (footprint)																	
B. Physical Education Facilities Needed:																	
Square Feet																	
Square Feet																	
Kindergarten Play Area																	
Volleyball Courts																	
Primary Play Area																	
Soccer Fields																	
Intermediate Play Area																	
Unassigned Play Areas																	
Apparatus Area																	
Other (Specify)																	
Softball Fields																	
Other (Specify)																	
Basketball Courts																	
Other (Specify)																	
Total Physical Education Areas																	
(2)	Space Needs	C. Outdoor Laboratories Needed: (List Types)															
		1.															
		2.															
D. Community Recreation Facilities Needed: (List Types)																	
		1.															
		2.															
E. Parking Needs:																	
Square Feet																	
Square Feet																	
Staff Cars																	
Buses																	
Student Cars																	
Cars of Community Gatherings																	
Visitors Cars																	
Other (Specify)																	
Total Area for Parking																	
Subtotal Area For Facility (A through E)																	
F. Walks, Drives, Planting, Setting, etc. (an additional 10% of total facility area is suggested)																	
Grand Total Area Needed:																	
Grand Total Acreage Needed:																	
(3)	Site Comparisons	Names of Principal Site Locations Considered		New Purchase in Acres				Total Acres				Estimated Cost					
		A.										\$					
		B.										\$					
		C.										\$					
		D.										\$					
(4)	Name and Title of Person Completing Form			Signature				Phone				Date Signed					
(5)	Name of Local Board of Education Chairperson			Signature				Phone				Date Signed					
(6)	Name of School Building Committee Chairperson			Signature				Phone				Date Signed					
(7)	Name of Superintendent of Schools			Signature				Phone				Date Signed					



Note: Point values assigned for Site Evaluation, while arbitrary, are based upon experience and have been used for a number of years with generally satisfactory results.

(8)	Site Evaluation	Max. Points	Site A.	Site B	Site C	Site D
Size	Amount of Usable Land	15				
And	Adaptability to Needs	10				
Shape	Elevation and Drainage	10				
(40 points)	Character of Soil	5				
Environment (25 points)	Cleanliness and Quietness	12				
	Freedom from Hazards	8				
	Attractiveness	5				
Accessibility (20 points)	Safety and Convenience of Approach	10				
	Centrality to Area Served	6				
	Convenience to Community	4				
Services (15 points)	Electricity	8				
	Public Water Supply	4				
	Public Sewer System	2				
	Nearby Fire Department	1				
	<b>Total Points</b>	<b>100</b>				
(9)	Estimated Purchase price:	\$	A	B	C	D
	Estimated Development Costs	\$				
	Estimated Annual Maintenance Costs	\$				
	Estimated Annual Transportation costs	\$				
(10)	Chosen Site	Site (A, B, C, D) has been chosen for this project		Site:		
(11)	Site Evaluators	List names of specialists participating in site evaluation	Architect:		Engineer:	
			Land-Use Planner:		Other:	
(12)	Subsoil Tests	Selected site approved for sewage disposal by State Dept. of Health (Omit response if public sewer system is available)			Date Approved	Mo. Day Yr.
		Indicate results of other than State Dept. of Health Subsoil Tests			Tests:	
(13)	Site Approval	Date site choice approved by:	Local Board of Education	Mo. Day Yr.	Local Building Committee	Mo. Day Yr.
			Date:	/ /	Date:	/ /

(14) FOR STATE DEPARTMENT OF EDUCATION USE ONLY

(a) Comments: \_\_\_\_\_

(b) Reviewed By: \_\_\_\_\_ (Signature) \_\_\_\_\_ (Date)

(c) Data Entered: \_\_\_\_\_ (Date) By: \_\_\_\_\_ (Signature)



**Appendix B. New ED053 Form.**

 <b>STATE OF CONNECTICUT</b> DIVISION OF CONSTRUCTION SERVICES Technical Services - Environmental Planning 165 Capitol Avenue, Room 482 Hartford, Connecticut 06106		<b>ED053</b> <b>SITE ANALYSIS FOR</b> <b>SCHOOL BUILDING PROJECTS</b> <small>C.G.S. Secs. 10-286d &amp; 10-291</small>
<b>INSTRUCTIONS</b>		
<p>Submittal of Form ED053 is required for all School Building Projects. The district should arrange for a planning meeting <i>prior</i> to submitting a State grant-in-aid application for a School Building Project involving new construction, expansion, replacement, and/or site acquisition.</p> <p>For new construction, expansion, or replacement projects (even within new areas of an existing school property and/or site improvements), the district must complete all Parts of Form ED053 except Part III. For an acquisition grant, the district must complete all parts of Form ED053. For all other types of projects complete applicable sections of Parts I and IV.</p> <p><i>Prior</i> to submitting an ED053 Form or seeking DAS Site Approval, the district's representative or the district's municipal planning department will need to assess whether the project would directly or indirectly impact environmental resources. Review the following environmental mapping websites and the noted resources and document the findings on Form ED053.</p> <ul style="list-style-type: none"> <li>• <b>FEMA:</b> <a href="https://msc.fema.gov">https://msc.fema.gov</a></li> <li>• <b>Environmental Conditions Online</b> <a href="http://ctecoapp1.uconn.edu/advancedviewer">http://ctecoapp1.uconn.edu/advancedviewer</a></li> <li>• <b>Coastal Hazards Viewer</b> <a href="http://ctecoapp1.uconn.edu/ctcoastal hazards">http://ctecoapp1.uconn.edu/ctcoastal hazards</a></li> <li>• <b>State Plan of Conservation and Development Locational Guide Map</b> <a href="http://www.dir.ct.gov/opm/igp/lgm/index.html">http://www.dir.ct.gov/opm/igp/lgm/index.html</a></li> </ul> <p>Additional information listed at the end of this form must be submitted with the completed Form ED053.</p>		
<b>PART I: PROJECT INFORMATION</b>		
DISTRICT NAME:	FACILITY NAME AND ADDRESS:	STATE OSF PROJECT NUMBER:
CONTACT PERSON & TELEPHONE NUMBER:	PROJECT DESCRIPTION ( <i>new construction, expansion, replacement, site acquisition grant, square footage, etc.</i> ): <input type="checkbox"/> NEW CONSTRUCTION <input type="checkbox"/> EXPANSION <input type="checkbox"/> REPLACEMENT <input type="checkbox"/> SITE ACQUISITION <input type="checkbox"/> OTHER	
IS THIS A REVISED SITE ANALYSIS? <input type="checkbox"/> YES <input type="checkbox"/> NO	ARE MULTIPLE SITES BEING CONSIDERED? <input type="checkbox"/> YES <input type="checkbox"/> NO	HAS THE SUBJECT SITE BEEN APPROVED BY THE STATE UNDER A SEPARATE SCHOOL BUILDING PROJECT? <input type="checkbox"/> YES <input type="checkbox"/> NO
IF YES, PROVIDE THE NUMBER OF SITES:	IF YES, DATE OF APPROVAL:	HAS ANY STATE BONDING BEEN APPROVED: <input type="checkbox"/> YES <input type="checkbox"/> NO
EXISTING STUDENT ENROLLMENT:	EXISTING PARKING SPACES:	
PROJECTED STUDENT ENROLLMENT:	PROPOSED NEW PARKING SPACES:	
EXISTING GROSS SQUARE FOOTAGE:	TOTAL PARCEL/SITE SIZE (AC.):	
PROPOSED DEMOLITION:	PROPOSED AREA FOR PROJECT (AC.):	
PROPOSED NEW GROSS SQUARE FOOTAGE:	DEVELOPABLE AREA (AC.):	
<b>PART II: SITE INFORMATION (check all that apply)</b>		
<b>FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) ISSUED FLOOD MAPS (<a href="https://msc.fema.gov">https://msc.fema.gov</a>)</b>		
100-YR Floodplain:	<input type="checkbox"/> Direct Impact <input type="checkbox"/> Indirect Impact <input type="checkbox"/> No Impact	
500-YR Floodplain:	<input type="checkbox"/> Direct Impact <input type="checkbox"/> Indirect Impact <input type="checkbox"/> No Impact	
Floodway:	<input type="checkbox"/> Direct Impact <input type="checkbox"/> Indirect Impact <input type="checkbox"/> No Impact	
Coastal Hazard Zones:	<input type="checkbox"/> Direct Impact <input type="checkbox"/> Indirect Impact <input type="checkbox"/> No Impact	



**CONNECTICUT COASTAL HAZARDS VIEWER (UCONN-CLEAR)** (<http://ctecoapp1.uconn.edu/ctcoastal hazards>)

Hurricane Surge Inundation:  Direct Impact  Indirect Impact  No Impact List the Highest Zone:  
 Erosion Susceptibility Sites:  Direct Impact  Indirect Impact  No Impact  
 Mean High Water (MHW) Inundation  Direct Impact  Indirect Impact  No Impact  
 MHW Inundation + 6 in  Direct Impact  Indirect Impact  No Impact  
 MHW Inundation + 12 in  Direct Impact  Indirect Impact  No Impact  
 MHW Inundation + 18 in  Direct Impact  Indirect Impact  No Impact  
 MHW Inundation + 24 in  Direct Impact  Indirect Impact  No Impact  
 MHW Inundation + 36 in  Direct Impact  Indirect Impact  No Impact  
 MHW Inundation + 60 in  Direct Impact  Indirect Impact  No Impact  
 MHW Inundation + 79 in  Direct Impact  Indirect Impact  No Impact

**STATE PLAN OF CONSERVATION AND DEVELOPMENT LOCATIONAL GUIDE MAP (OPM)** (<http://www.dir.ct.gov/opm/igp/lgm/index.html>)

Protected Lands:  Direct Impact  Indirect Impact  No Impact  
 Local Historic Districts:  Direct Impact  Indirect Impact  No Impact  
 Undesignated Lands:  Direct Impact  Indirect Impact  No Impact  
 Priority Funding Areas:  Direct Impact  Indirect Impact  No Impact  
 Conservation Areas:  Direct Impact  Indirect Impact  No Impact

MUNICIPAL OWNED PROPERTY  DEVELOPED  OTHER RESOURCES:  
 PRIVATE PROPERTY  VACANT  OTHER RESOURCES:  
 NEW SITE  COASTAL BOUNDARY  OTHER RESOURCES:

EXISTING LAND USE: SURROUNDING LAND USES:

CURRENT LOCAL ZONING CLASSIFICATION: IS A ZONE CHANGE REQUIRED FOR THE PROJECT:  YES  NO

IS THE PROXIMITY TO OTHER EXISTING SCHOOL FACILITIES ADEQUATE?  YES  NO  UNDETERMINED

IS THE SIZE AND SHAPE ADEQUATE TO SUPPORT THE PROPOSED SCHOOL FACILITIES?  YES  NO  UNDETERMINED

IS THE ACCESSIBILITY TO THE SITE ADEQUATE?  YES  NO  UNDETERMINED

HAS THE PROJECT CONSIDERED DEMOGRAPHIC AND POPULATION TRENDS?  YES  NO  UNDETERMINED

UTILITY SERVICES	AVAILABLE?	ADEQUATE?	COMMENTS
Water			
Sanitary Sewers			
Electricity			
Fire services			



PART III: LIST COSTS (include other sites being considered):						
Site Name:						
Acquisition (Purchase Price):						
Est. Development Costs:						
Est. Annual Maintenance Costs:						
Est. Annual Transportation Costs:						
<b>TOTAL:</b>						

List the Selected Site:

Date Site Selection Approved: Local Board of Education                      Local Building Committee

**Comments:**

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**PART IV: AUTHORIZED SIGNATURE:**

By signing this form, the district (grant applicant) acknowledges it has provided the above information using the best available information and any undetermined or unknown information will be obtained and provided to DCS prior to site approval. Furthermore, should any of the above information change during the grant process; the district (grant applicant) shall submit a revised page to DCS Environmental Planning. Based upon revised information, previous site approval may be withdrawn by DCS, pending a revised site approval analysis.

**AUTHORIZED DISTRICT SIGNATURE:** \_\_\_\_\_ *(Signature)*                      **DATE:** \_\_\_\_\_

**PRINT NAME:** \_\_\_\_\_                      **PHONE NUMBER:** \_\_\_\_\_

Submit the following information in digital format (PDF):

- \_\_\_ Completed ED053 Form
- \_\_\_ Environmental Site Assessment(s) (Phase I, II, or III)
- \_\_\_ 8.5x11 parcel map of property(ies) to be acquired
- \_\_\_ Proposed Site Plan (if available)
- \_\_\_ FEMA issued Flood Map for the subject site
- \_\_\_ Print out of the site from Connecticut Environmental Conditions Online
- \_\_\_ Print out of the site from Connecticut Coastal Hazards Viewer (if applicable)
- \_\_\_ Print out of the site from State Plan of Conservation and Development Locational Guide Map



Send to: Jeff Bolton, Supervising Environmental Analyst  
DAS - Division of Construction Services  
Environmental Planning  
165 Capitol Avenue, Room 482  
Hartford, Connecticut 06106  
[jeffrey.bolton@ct.gov](mailto:jeffrey.bolton@ct.gov)

**DCS USE ONLY**

<b>DATE OF SITE VISIT:</b> _____	
<b>COMMENTS:</b>          	
<b>SITE VISIT CONDUCTED BY:</b> _____	<b>DATE ENTERED IN SCGMS:</b> _____