



CHECKLIST FOR FEASIBILITY STUDY WAIVER REQUEST TO MSDE & IAC

Date:
School System:
School Name:
Project Type:
PSC # (If any):

FEASIBILITY STUDY WAIVER PROCESS

A Feasibility Study (FS) for the replacement of over 50% of an existing school is required per [COMAR 14.39.02.03](#) and the [IAC Administrative Procedures Guide](#) (APG) 203 & Appendix 203.

If it is determined that no option can be provided that retains 50% of the existing facility without major educational program deficiencies and/or overriding limitations that preclude the use of the existing building or site, a Feasibility Study Waiver can be requested. Consideration will be given if it can be shown that the school serves a large, particularly vulnerable population of students who would not be able to receive an adequate education during a multi-phase renovation project. Allow at least 30 days for review and presentation to the Designees of the Interagency Commission for School Construction (IAC).

SEND FS WAIVER REQUEST SUBMISSION & CHECKLIST TO:

Email to: osfsubmissions.msde@maryland.gov and iac.pscp@maryland.gov

Address to:

Jillian Storms, AIA
Acting Director, Office of School Facilities
IAC Maryland State Dept of Education Section
200 West Baltimore Street, Baltimore MD 21201

PDF FORMATTING

PDF file shall be named per the file name convention of:

- LEA name, School Project, (PSC #), Phase, Date Submission

Example:

- AACPS Hillsmere ES REPL (02.084) FSW 2022.12.20

Feasibility Study PDF document shall be indexed for ease of finding required materials.

- Index should indicate items shown in the checklist under “INCLUDE IN A SINGLE PDF” subject heading on the following page.
- All the main items mentioned in the Index shall be bookmarked. Examples of applicable bookmarks would be: **Transmittal checklist, Request Letter, Existing Site Plan**, and so on.

See next page for Feasibility Study Waiver Checklist to be included with the submission.



MSDE/IAC FEASIBILITY STUDY WAIVER REQUEST CHECKLIST

INCLUDE IN A SINGLE PDF:

Note The PDF should have optical character recognition. If the signed letter prevents this, it can be a separate pdf.

- Transmittal with completed Submission Checklist
- Request letter to include:
 - Salient reasons why a renovation/addition is not viable, which may include capacity issues, structural concerns, envelope limitations, floor height limitations, accessibility, and other factors.
 - Proposed Budget & Project Schedule for proposed changes to school. If unknown, provide at least the target budget and date for school occupation and project completion.
 - Proposed Program Description - Include proposed grade bands, proposed design capacity, summary info on any special programs or student populations to be served (alternative/special education, English-learners, FARMS, magnet programs, CTE, etc.) and Community Schools/Cooperative Use needs.
- Any documents that apply to support those reasons, check all that apply:
 - Assessment of the existing condition of site and building deficiencies, including photographs that document major problem areas that may prohibit an easy renovation solution. Include facility condition assessment and local condition ratings, if available.
 - Enrollment projections for the subject and adjacent schools if capacity is a factor in the feasibility study waiver request.
 - Information on the vulnerable body of students, such as data on student achievement or type and percentage of special needs students.
- Existing Site plan or aerial image with indications of site boundaries with simple labels indicating front entrance, bus and vehicular zones, student play areas, service area, and any problematic site features that may limit solutions.
- Existing floor plans of the existing building showing building use as well as ages of major building construction.
- If older than 1960, determination of historical significance by Maryland Historical Trust.
- Proposed Program Space Summary and Educational Specifications (if not a prior submission). In some cases, complete Educational Specifications can be waived for this appeal.