



EDUCATIONAL SPECIFICATIONS SUBMISSION TO MSDE & IAC

Date: _____ (Original Submission Date, if this is a Revision: _____)

Project Type: New ; Replacement ; Addition ; Reno ; Limited Reno ;

Other _____

School Name: _____ Grade Level: _____

School System: _____ PSC # (If any): _____

EDUCATIONAL SPECIFICATIONS PROCESS

Authority: *Maryland Education Article §2-303(f)* as regulated by *COMAR 13A.01.02.03* and the *IAC Administrative Procedures Guide* (APG) Section 202 & Appendix 202.

Purpose: Process for the Local Educational Agency (LEA) to request the Maryland State Department of Education (MSDE) State Superintendent's approval of the Educational Specifications (Ed Specs) of a facility to serve to educate public school students.

Applies to: Educational Specifications are required on a project whenever the interior space of a school is being altered or created and the estimated construction cost will be \$1,000,000 or more. It is important for MSDE to understand what are the space requirements, the desired spatial arrangements/adjacencies, and the needed staff and programs to serve the population of students at the school in order to evaluate both funding needs and the architectural design when developed. The Interagency Commission for School Construction (IAC) staff may also provide review input to those projects utilizing State funds. Educational Specifications are required for each new, replacement, renovation, and addition project, but are not required for charter schools, or limited-renovation or pre-K or K addition projects.

SEND ED SPECS 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
Maryland State Dept of Education
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 E. REPL (02.084) Ed Spec 2022.12.20

Ed Spec PDF document shall be indexed for ease of finding required materials.

- PDF should be bookmarked/indexed for each item shown in Checklist on the following page.
- All the main items mentioned in the Index shall be bookmarked. Examples of applicable bookmarks would be: **Transmittal checklist, Local Board of Education Action, Ed Spec, Program Space Summary, TCO**, and so on.

EDUCATIONAL SPECIFICATIONS SUBMISSION CHECKLIST

See next page for Ed Specs Checklist to be included with the submission.

Use the Appropriate Checklist in Left or Middle Column below:

LOCAL = Locally-Funded (Project will only be funded locally with no intention to receive State funds)

STATE = State-Supported (Project has IAC Approval of Local Planning or Funding)

OR Forward-Funded (Project will be or has been requested for CIP or BTL approval by IAC)

NA = Not Applies

<u>LOCAL</u>	<u>STATE</u>	<u>ITEM DESCRIPTION (INCLUDE IN A SINGLE PDF)</u>
<input type="checkbox"/>	<input type="checkbox"/>	Transmittal including this Checklist
<input type="checkbox"/>	<input type="checkbox"/>	Educational Specifications – Should have a Table of Contents and be paginated <ul style="list-style-type: none"> ● Include intended Local Design Capacity of the school once the project complete (ie. number of students the school can accommodate) and Capacity of Core, if greater (Core spaces can include Cafeteria, Gym, Media Center, and Health Suite). ● Provide a narrative description of each space in the program ● Indicate if there are any critical program adjacencies required. Clarify if it is simply a physical adjacency, an adjacency that allows visual observation between spaces, or an adjacency that allows direct access between spaces. ● Provide a description of any special populations serve, examples: Community School, high FARMS population; English-language learners, Alternative Education, magnet programs drawing students outside of the home district.
<input type="checkbox"/>	<input type="checkbox"/>	Project Schedule with target dates for SD, DD, & CD submissions, Bid, Award, Occupancy, and Project Completion. If unknown, then at least the estimated date for when the next phase (feasibility study or schematic design) is to begin
<input type="checkbox"/>	<input type="checkbox"/>	Net Square Feet (NSF) Summary of Program Spaces (PROVIDE ALSO IN EXCEL) <ul style="list-style-type: none"> ● Include NSF Total, GSF Total, and desired NSF/GSF efficiency %. ● Please review the definitions on pages 1 & 2 of the Facilities Planning Guide for Maryland Public Schools to determine what to include in the NET versus what is part of the TARE that makes up the total Gross Area. ● The NSF areas for Cooperative Use Spaces should also be totaled separately and include their GSF Total based on a 70% efficiency. ● GSF estimated totals for projected new construction, renovation, and demolition areas, if those exist or are known for the project. ● Include column indicating # of Teaching Stations to be counted as part of the State Rated Capacity per Appendix 102B in the IAC Administrative Procedures Guide.
<input type="checkbox"/>	<input type="checkbox"/>	Estimated budget for the construction of the project
	<input type="checkbox"/>	Total Cost of Ownership calculator (TCO) if a new, replacement, or totally renovated school. (Excludes co-located or specialized or 21c City Schools.) NA: <input type="checkbox"/>
	<input type="checkbox"/>	Notice of Intent to use CMA, CMR, DB, JOC if applicable NA: <input type="checkbox"/>
	<input type="checkbox"/>	High-Performance evaluation standard & target goal, if replaced or new school NA: <input type="checkbox"/>

EDUCATIONAL SPECIFICATIONS SUBMISSION CHECKLIST

<input type="checkbox"/>	<input type="checkbox"/>	SRC & CUS Colored Key Legend (Fill out the legend, plans not needed at this phase)
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LOCAL	STATE	TAB 2 - SUPPORT MATERIALS
	<input type="checkbox"/>	Cooperative Use Space (CUS) Info - If the project will be requesting additional State funds to support up to 3,000 gsf in CUS area, indicate who will be partnering agencies or community organizations if known. (A draft MOU required by SD submission) NA: <input type="checkbox"/>
	<input type="checkbox"/>	Regional Special Education (SE) - If the project has Regional SE program(s), include the name of the program(s) and what SE issues are trying to be addressed. (If the program(s) are new or will change in size or program delivery if existing, an approval letter from MSDE Division of Early Intervention/Special Education Services will be required at Schematic Design submission.) NA: <input type="checkbox"/>
	<input type="checkbox"/>	Career and Technical Education (CTE) - If this is a high school, clarify if any CTE courses are being offered and if they will be part of an accredited program. (If they are new or will increase in size from existing, an approval letter from MSDE Office of Career & College Pathways will be required at Schematic Design Submission.) NA: <input type="checkbox"/>

LOCAL	STATE	SEPARATE FILES IN EXCEL
<input type="checkbox"/>	<input type="checkbox"/>	Net Square Feet (NSF) Summary of Program Spaces in Excel file
	<input type="checkbox"/>	Total Cost of Ownership calculator (TCO) if a new, replacement, or totally renovated school. (Excludes co-located or special schools (CTE, SE, etc) and 21c City Schools.) Download and complete NA: <input type="checkbox"/>