



**THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK**

Office of Facilities Planning, 89 Washington Avenue, Room 1060 Education Building Annex, Albany, NY 12234

Phone: (518) 474-3906

Website: <http://www.p12.nysed.gov/facplan/>

To: BOCES District Superintendents  
Superintendents of Schools  
Charter School Administrators

From: Office of Facilities Planning

Date: July 30, 2025

Subject: Transition to Electronic Submission of Paperwork – Addendum #1

To streamline electronic submissions and serve you faster, this addendum aims to clarify submission requirements and processes. Changes to the June 6, 2025, memo have been highlighted.

**When:** As of July 1, 2025, the Office of Facilities Planning is no longer accepting paper submission of paperwork/forms and change orders. Forms must be submitted to the designated electronic locations as PDF attachments. External links, USB sticks, and downloadable content will not be accepted.

**Project Submissions:** Final Submissions Forms Workbook and supporting documentation. Email all final project documents of SED paperwork to [OFPsubmissions@nysed.gov](mailto:OFPsubmissions@nysed.gov) :

- Paperwork should be submitted as a PDF attachment.
- Scan all SED paperwork as double-sided into a single file.
- SED project number (without dashes) must be the start of the filename (e.g. "123456789012345 District School.pdf")
- For submissions with multiple project numbers in a single package, create a separate PDF for each individual project number with its corresponding SED paperwork.
- Paperwork should be scanned and submitted in the order listed on the SED FP-CL form for each project number.
- When emailing project forms, use the subject: "<District name> SED Paperwork" (Please do not include the SED project control number in the subject line).
- The body of the email must include all SED project numbers associated with the submission using the full 15-digits.
- Ensure all SED project numbers are included so the appropriate project folders can be retrieved.
- Review numbers will be assigned upon receipt of the final workbook, drawings, and specifications.
- Include the method of submission for drawings and specifications in the email (paper or digital). Digital submissions are only accepted via Laserfiche. Specs and drawings cannot be submitted as email attachments.

**Change Orders:** Email all SED Change Orders to [ConstructionChangeOrders@nysed.gov](mailto:ConstructionChangeOrders@nysed.gov) :

- Only one Change Order may be submitted per email.
- Paperwork should be submitted as a PDF attachment.
- Include all documents (cover, supporting documents, SED certification page) in one PDF file.
- Use the subject: "<District name> Change Order/Allowance Authorization" (Please do not include the SED project control number in the subject line. Including the Change Order number is acceptable.)
- SED project number (without dashes) must be the start of the filename, followed by the district information, and Change Order number (e.g. "123456789012345 District School GC001.pdf")
- The maximum file size per email is 20MB.
- If a Change Order exceeds 20MB, divide it into multiple files and send as separate emails, noting such in the body of each email (i.e. Change Order GC001 part 1/3, Change Order GC001 part 2/3, Change Order GC001 part 3/3).
- If the change order cannot be divided to stay under 3 emails total, inquire with [ConstructionChangeOrders@nysed.gov](mailto:ConstructionChangeOrders@nysed.gov) for further instructions.
- The body of the email must include the full 15-digit SED project number
- The Facilities Planning / Fire Safety Business Portal cannot accommodate special characters or spaces in Change Order numbers (i.e. GC-001, EC-HS #101-1-04 become GC001, ECHS101104)



# THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK

Office of Facilities Planning, 89 Washington Avenue, Room 1060 Education Building Annex, Albany, NY 12234

Phone: (518) 474-3906

Website: <http://www.p12.nysed.gov/facplan/>

**Drawings and Specifications:** Submitters continue to have two options for submission of drawings, specifications, and equipment schedules: (1) mail paper copies, or (2) submit electronically through the vendor Dataflow's Laserfiche system: <https://www.godataflow.com/nysed/>

The table below shows the OFP submission requirements for various document types with the new requirements in **bold**.

| Document Type                                                     | Electronic or Hard Copy               | Submission Method                                                                                                                                                                                                            | PDF File Name Format                                     |
|-------------------------------------------------------------------|---------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|
| Addenda                                                           | Must match original submission method | Upload to <a href="#">Laserfiche</a> or mail to NYSED OFP. Laserfiche (must coordinate directly with Dataflow to open a post-permit addendum: <a href="mailto:nysedsupport@godataflow.com">nysedsupport@godataflow.com</a> ) | N/A                                                      |
| Certificates of Substantial Completion                            | <b>Electronic Only</b>                | Email to <a href="mailto:OFPSubmissions@nysed.gov">OFPSubmissions@nysed.gov</a>                                                                                                                                              | <SED Proj. No.><br><District> <School><br><FCSC or PCSC> |
| Change Orders                                                     | <b>Electronic Only</b>                | Email PDF to <a href="mailto:ConstructionChangeOrders@nysed.gov">ConstructionChangeOrders@nysed.gov</a>                                                                                                                      | <SED Proj. No.><br><District> <School> <CO No.>          |
| Early Aid Start Requests                                          | Electronic Only                       | Email PDF to <a href="mailto:OFPAccountants@nysed.gov">OFPAccountants@nysed.gov</a>                                                                                                                                          | <SED Proj. No.><br><District> <School> EASR              |
| Final Cost Reports                                                | <b>Electronic Only</b>                | Email PDF to the <b>Office of State Aid</b> at <a href="mailto:BuildingForms@nysed.gov">BuildingForms@nysed.gov</a>                                                                                                          | <SED Proj. No.><br><District> <School> FCR               |
| Final Submission Forms Workbook & All Supporting Documentation    | <b>Electronic Only</b>                | Email PDFs to <a href="mailto:OFPSubmissions@nysed.gov">OFPSubmissions@nysed.gov</a> .                                                                                                                                       | <SED Proj. No.><br><District> <School>                   |
| Fire Safety Reports / Fireworks Display Permit Application        | Electronic Only                       | Email PDF to <a href="mailto:FireSafety@nysed.gov">FireSafety@nysed.gov</a>                                                                                                                                                  | <SED Proj. No.><br><District> <School> FS                |
| Form A Application for Program Approval of BOCES Facility Project | <b>Electronic Only</b>                | Email to <a href="mailto:OFPSubmissions@nysed.gov">OFPSubmissions@nysed.gov</a> AND <a href="mailto:SEQA@nysed.gov">SEQA@nysed.gov</a>                                                                                       | <SED Proj. No.><br><District> <School> Form A            |
| FP-FI Request for Revision of Financial Information               | <b>Electronic Only</b>                | Email PDF to the district's Fiscal Associate. See <a href="#">Fiscal Associate List by District</a> .                                                                                                                        | <SED Proj. No.><br><District> <School> FP-FI             |
| New Project Request (formerly Letter of Intent)                   | Electronic Only                       | Facilities Planning - Fire Safety / Project Management Business Portal <a href="https://portal.nysed.gov/abp">https://portal.nysed.gov/abp</a> . See <a href="#">District User Guide</a> .                                   | NA                                                       |
| Preliminary Review / BAU Recalculation Submission                 | <b>Electronic Only</b>                | Email PDF to the district's Fiscal Associate. See <a href="#">Preliminary Review Checklist</a> and <a href="#">Fiscal Associate List by District</a> .                                                                       | <SED Proj. No.><br><District> <School> PR                |
| Project Drawings and Specifications                               | Either                                | Upload to <a href="#">Laserfiche</a> or mail to NYSED OFP. See <a href="#">Electronic Submission Paperwork Memo</a> .                                                                                                        | NA                                                       |

Thank you in advance for your support in helping us make this transition, and if you have any questions, please feel free to contact us at (518) 474-3906 or [EMSCFP@nysed.gov](mailto:EMSCFP@nysed.gov) .