



**Office of Facilities Planning
Project Management Information System**

District's User Guide

May 2025

Project Management Information System – District’s User Guide

Introduction

The New York State Education Department (NYSED) Office of Facilities Planning (OFP) is excited to announce the merger of the Fire Safety Application within the NYSED Application Business Portal with our existing internal Project Management Information System (PMIS). The integrated application has been renamed "Facilities Planning – Fire Safety / Project Management" and will continue to support Fire Safety functions while also introducing new capabilities, including:

- Linking building information between the current Fire Safety system and PMIS;
- Accepting New Project requests (previously Letter of Intent) and automatically assigning Building Project Numbers; and
- Updating project status on the public-facing page in real time.

Document Content

The instructions below illustrate how a School District can:

- Log into the Facilities Planning – Fire Safety / Project Management system. Page. 3
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 - Regional Cost Factor

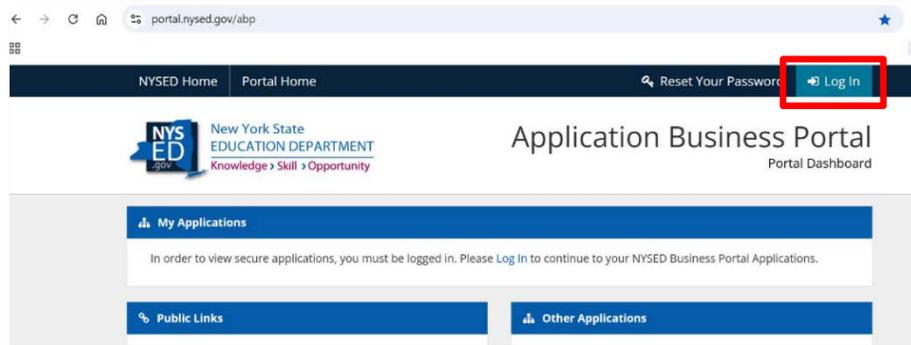
If you have any questions or require any help with the steps documented in this report, please send an email to our mailbox FPMS@nysed.gov

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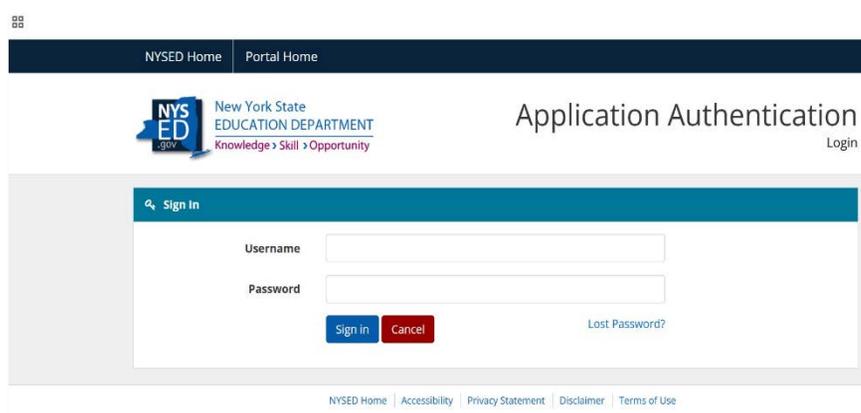
PMIS Application Login

Access to the “Facilities Planning - Fire Safety / Project Management” application is available through the NYSED Business Portal. Access to the NYSED Business Portal is controlled at the School Superintendent level. It is important to note that NYSED staff are not permitted to grant access or manage rights within the Business Portal. This can only be complete at the school district level.

Go to the NYSED Business Portal by clicking this link. <https://portal.nysed.gov/abp>



Next enter your valid credentials.



If unable to sign in please reset your password or contact the appropriate district personnel to confirm appropriate privileges have been granted.

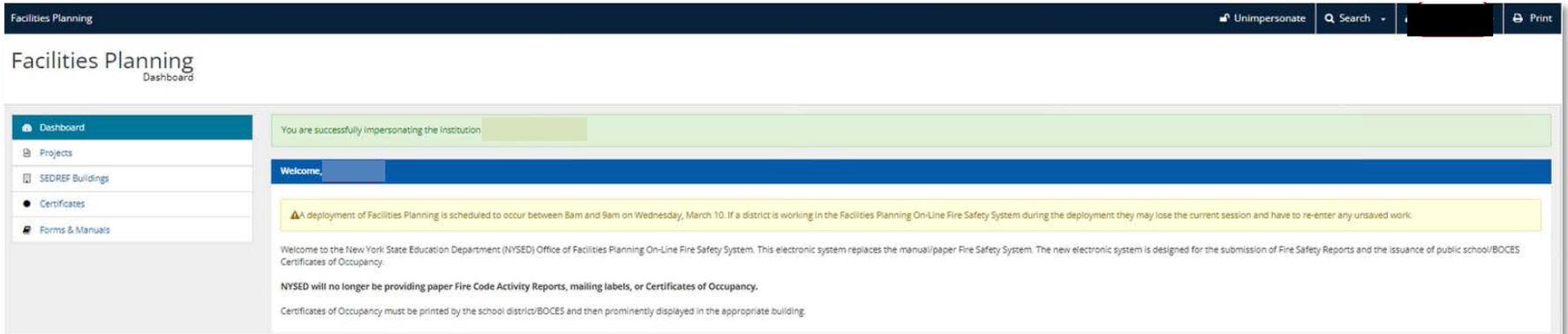
Facilities Planning will be unable to assist in resetting your password or assigning access to individuals.

Please email fpms@nysed.gov if additional assistance is required.

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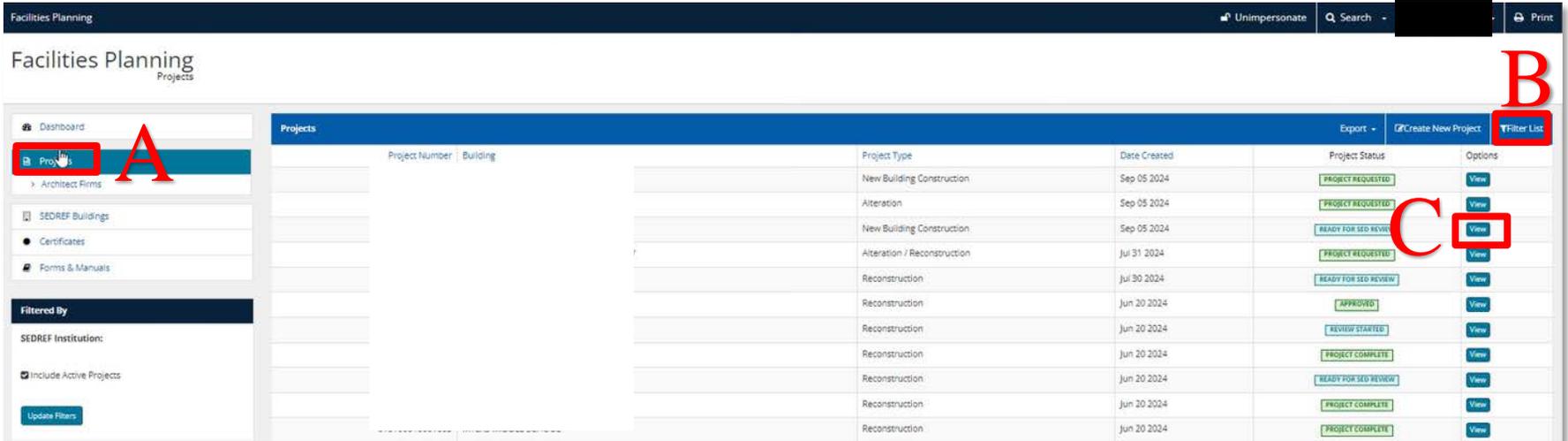
School District User Dashboard Page

Once you enter your credentials, your landing page will be your dashboard, as shown in the below screenshot.



Navigation tools:

- A. Click on the Projects tab on the left side menu to see a list of district projects.
- B. Select “Filter List” on the right side menu to filter / search for a specific project.
- C. Select the “View” on the right side menu of any project to see project-specific information.



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Submit a New Project request

1. Prior to placing a New Project request, please confirm the Building Type (use) in the Fire Safety portion of the system for the subject building is accurate. To do this, select the SEDREF Buildings tab on the left side menu and select view on the far right for the subject building.

The screenshot shows the 'Facilities Planning' interface for 'SEDREF Buildings'. On the left is a navigation menu with 'SEDREF Buildings' and 'Building Change Requests' highlighted in red. The main area displays a table with columns: ID, Building Name, Insp. Due Date, Insp. Status, Building Status, and Options. The 'Options' column contains 'View' buttons, one of which is highlighted in red.

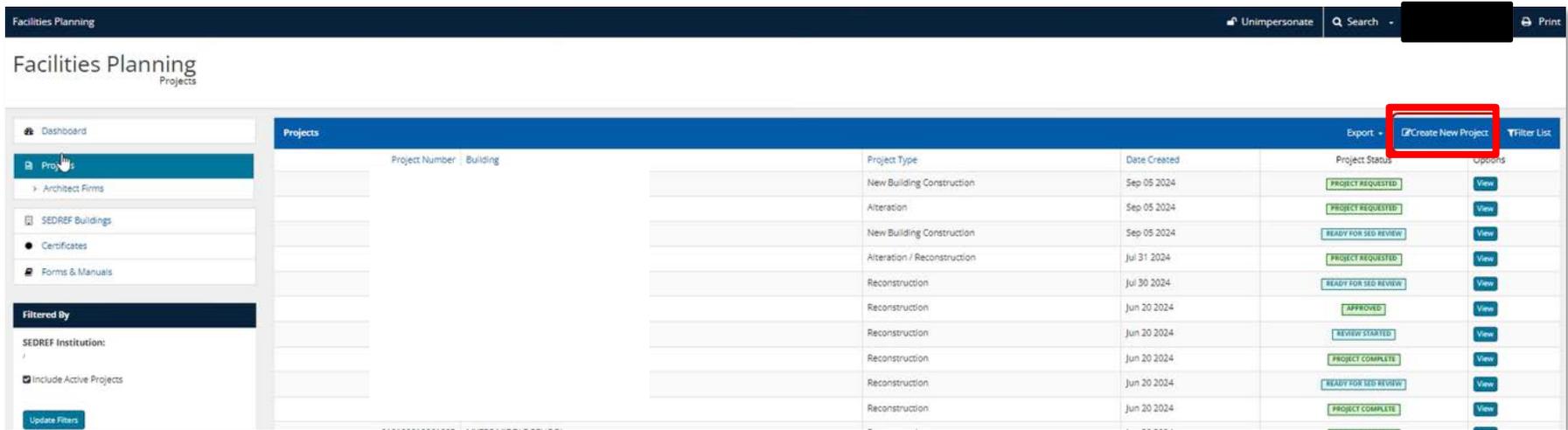
ID	Building Name	Insp. Due Date	Insp. Status	Building Status	Options
		Oct 1, 2024	Certificate of Occupancy	Not Set	View
		Oct 1, 2024	Certificate of Occupancy	Not Set	View
		Oct 1, 2024	Certificate of Occupancy	Not Set	View
		Oct 1, 2024	Certificate of Occupancy	Not Set	View
		Oct 1, 2024	Certificate of Occupancy	Not Set	View

The screenshot shows the 'Building Overview' form. The 'Building Type' field is highlighted in red and contains the value 'INSTRUCTIONAL'. Other fields include ID, District / Institution, Name & Address, Year of Construction, Total Square feet, Average Age, Status, Date Created, and Created By.

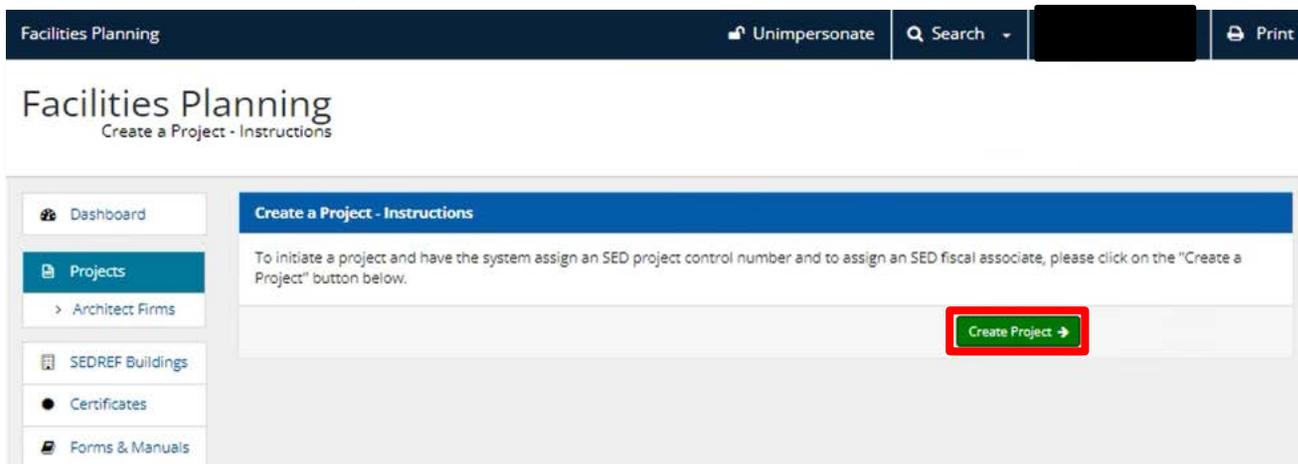
Confirm on this screen that the Building Type is accurate to the building’s current use. If a change is needed, please select the Building Change Request option below the SEDREF Buildings tab on the left side menu.

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2. Click on the ‘Create New Project’ link located on the right side of the page:



3. Click on the ‘Create Project’ button:



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4. From the available selections on the following pages, **select** the applicable project information being requested, and press **Continue**. For each selection, there will be subsequent different corresponding questions that are required to be answered. Questions will be asked regarding if the project involves Smart Schools Bond Act (SSBA) funding, what building is associated with the project, and what the scope of the work is. Sample of the question screens below:

The screenshot displays the 'Facilities Planning' application interface. The top navigation bar includes 'Unimpersonate', 'Search', and 'Print' options. A left sidebar contains menu items: 'Projects', 'Architect Firms', 'SEDREF Buildings', 'Certificates', and 'Forms & Manuals'. The main content area is titled 'Project Type' and contains the following text: 'Intent to request a project' and '*Select the type of project you intend to request. Once the selection has been made it will bring you to the next page populating the screen with the fields from the project type chosen.' Below this text is a list of radio button options: 'New Building Construction (New Construction on District Owned Property)', 'New Building Acquisition (Building and land acquired by purchase or donation)', 'Discovered Building', 'Leased Building', 'Addition / Alteration / Reconstruction' (which is selected and highlighted with a red box), 'District Wide', 'Demolish Building', 'Mobile Instructional Unit', and 'Smart Bond - Streamlined'. A 'Continue' button is located at the bottom right of the form area, also highlighted with a red box.

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- The Review Page will display all your responses before submitting the request to NYSED. Scroll down and review all information. Check the box to activate the ‘Submit Project’ button if all responses are accurate. Then, click on the ‘Submit Project’ button. If the responses are not accurate, click on the ‘Edit Project’ button to make any required changes.

Additions / Alterations / Reconstruction

This form is used for an existing building undergoing an addition, alteration and/or reconstruction project.

*Please select the building for the project.

*Type of Work: (Select all that apply). *Athletic Field Lighting, Windows, Flooring*

*Select the type of work that will be performed (Check all that apply). *Reconstruction (Replace existing element)*

*Is this addition a manufactured building? *No*

*Does this involve land acquisition? *No*

Confirm Your Project Information

After reviewing, if you need to make any changes, click the EDIT button at the bottom of this page. This will bring you back to the first page to review and edit information already entered and saved.

By checking the box you activate the submit project information button. Clicking on that button will submit the project and you will no longer be able to make changes to the information.

[Edit Project](#) [Submit Project](#)

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6. Once the request is submitted, the SED Project Control Number and the “Project Response Letter” are created.

The screenshot displays the 'Facilities Planning' interface. At the top, there is a navigation bar with 'Facilities Planning', 'Unimpersonate', 'Search', and 'Print' options. Below this, the main header reads 'Facilities Planning View a Project'. A left-hand sidebar contains navigation links for 'Dashboard', 'Projects', 'SEDEF Buildings', 'Certificates', and 'Forms & Manuals'. A green notification banner at the top of the main content area states: 'An SED Project Control Number has been created successfully. To view or print the Project Requests' Project Response Letter, please go to the "Instructions" section below and click on the "View" button for the Project Response Letter.' Below the notification is the 'Project Overview' section, which includes buttons for 'Update Project' and 'View Project Request'. The project details are as follows:

- ID: 101321
- Project Number:** 010100010002003
- Project Status: PROJECT REQUESTED
- Project Institution:
- Building Name:
- Project Type: Reconstruction
- Date Created: 09/26/2024 09:18AM
- Created By:
- Architect Firm: None assigned.
- Emergency Project: No
- Expedited Project: No

At the bottom, there is a section for 'Project Submissions/Reviews' with a table header:

Type	Status	Date Updated	Review Number	Submission Options
------	--------	--------------	---------------	--------------------

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7. Review the Project Contacts shown below for accuracy as they relate to the District and this specific project. Use the “Assign/Create Contacts” button to add necessary project contacts.
8. Scroll down to the ‘Instructions’ section, click on the ‘View’ button to view the ‘Project Response Letter.’ A copy of this letter can also be printed.

Building Aid Unit	Project Number Assigned	Sep 26 2024		History/Comments
Final	Project Number Assigned	Sep 26 2024		History/Comments
Smart Bond Funded	Received	Sep 26 2024		History/Comments

3 items found, displaying all items.

Project Contacts [Assign/Create Contact](#)

Type	Establishment	Name	Phone Number	Email	Options
Superintendent					
NYSED Fiscal Associate	New York State Education Department				

2 items found, displaying all items.

Change Orders

Change Order #	Contracting Co.	Date Received	Date Approved	Amount	Disapproved	Disallowed Amount	Options
Nothing found to display.							

Instructions

Instruction	Options
Project Response Letter	View

One item found.

Project Buildings

Building name	Building address	Building type	Options
	DATA MIGRATED DATA MIGRATED, NY 00000	INSTRUCTIONAL	View

One item found.

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Facilities Planning

Unimpersonate Search laime Byron Print

Project Response Letter

 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
Tel. (518) 474-3906
Website: <http://www.p12.nysed.gov/facplan/>

In response to your 09/26/2024 contact, _____ has been assigned as Fiscal Associate for this project at the _____
_____. The project control number for this project is _____. All forms or documents submitted for this
project must bear this identification.

This project includes the following scope of work: Athletic Field Lighting, Windows, Flooring

Project approval may be obtained by submitting documents for review and approval as outlined in the document INSTRUCTION
GUIDE FOR PUBLIC SCHOOL DISTRICTS AND BOCES OBTAINING BUILDING PERMITS FOR CAPITAL CONSTRUCTION PROJECTS. This
document can be found on the Office of Facilities Planning web site at
http://www.p12.nysed.gov/facplan/publicat/BP_instruction_guide.PDF.

Copies of all forms are available on the Office of Facilities Planning web site at www.p12.nysed.gov/facplan/SubInfo.htm.

If you have further questions, please contact your Fiscal Associate at 518-473-5260.

Print

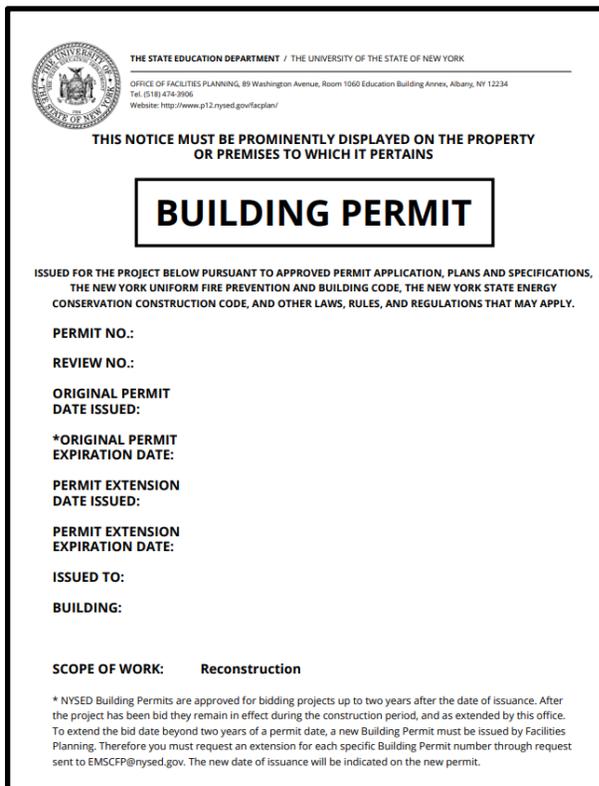
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Printing a Permit

Follow steps on page 4 of this manual to “view” the subject project. Scroll down to the ‘Instructions’ section, click on the ‘View’ button to view the ‘Final Approval Documents.’

Instructions	
Instruction	Options
Project Response Letter	View
Final Approval Documents	View

2 items found, displaying all items.



A copy of the permit and accompanying documents can then be downloaded or printed.

It must be noted that the permits now contain a listed expiration date. Thus, a descriptor is now present at the bottom of the permit that reads: “NYSED Building Permits are approved for bidding projects up to two years after the date of issuance. After the project has been bid they remain in effect during the construction period, and as extended by this office. To extend the bid date beyond two years of a permit date, a new Building Permit must be issued by Facilities Planning. Therefore, you must request an extension for each specific Building Permit number through request sent to EMSCFP@nysed.gov. The new date of issuance will be indicated on the new permit.” This is not a new requirement, but rather a clearer description of a long standing one.

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Project Status - <https://eservices.nysed.gov/facilities/public/reports/project-status>

Below is displayed the most current project status information.

Project Status											Export -	Filter List
District Number	District	Review Number	Building Name	Project Scope	Building Number	Project Number	SED Approval	Fiscal Associate Approval Status	Architect Approval Status	Engineer Approval Status	Project Reque	
				Reconstruction	0001	001	Feb 25 1995	Awaiting Review	Review Complete	Review Complete	Mar 27 2025	
				Reconstruction	0001	002	Jul 23 2001	Awaiting Review	Review Complete	Review Complete	Mar 27 2025	
				Reconstruction	0001	003	Project Canceled	Awaiting Review	Awaiting Review	Awaiting Review	Mar 27 2025	
				Reconstruction	0002	001	Aug 13 2003	Awaiting Review	Review Complete	Review Complete	Mar 27 2025	
				Leased Building	8002	001	Aug 30 2024	Review Complete	Review Complete	Review Complete	Apr 25 2025	
				Leased Building	8001	001		Review Started	Review Complete	Review Complete	Apr 25 2025	
				Discovered Building	0002	001	Feb 26 2024	Awaiting Review	Review Complete	Review Complete	Apr 25 2025	
				Leased Building	8001	001	Jul 10 2019	Review Complete	Review Complete	Review Complete	Apr 25 2025	
				Leased Building	8001	002	Aug 6 2020	Review Complete	Review Complete	Review Complete	Apr 25 2025	
				Leased Building	8001	003	Jun 1 2021	Review Complete	Review Complete	Review Complete	Apr 25 2025	

85,964 items found, displaying 1 to 10.

Fiscal Associate List - <https://eservices.nysed.gov/facilities/public/reports/project-manager>

Below is displayed the most current fiscal associate information.

Fiscal Associates		Export -	Filter List
District	Fiscal Associate		
	John J Hart		
	Wendy Clark		
	John J Hart		
	Wendy Clark		
	Wendy Clark		
	Wendy Clark		

426 items found, displaying 1 to 10.

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Regional Cost Factor - <https://eservices.nysed.gov/facilities/public/reports/cost-factor>

County Code	County	Index	Regional Cost Factor	School Year
01	ALBANY	1.0881	1.0881	2023-2024
02	ALLEGANY	0.9377	1.0000	2023-2024
03	BROOME	0.9737	1.0000	2023-2024
04	CATTARAUGUS	0.9432	1.0000	2023-2024
05	CAYUGA	0.9740	1.0000	2023-2024
06	CHAUTAUQUA	0.9432	1.0000	2023-2024
07	CHEMUNG	0.9736	1.0000	2023-2024
08	CHENANGO	0.9976	1.0000	2023-2024
09	CLINTON	0.9784	1.0000	2023-2024
10	COLUMBIA	1.1552	1.1552	2023-2024
11	CORTLAND	0.9972	1.0000	2023-2024
12	DELAWARE	0.9976	1.0000	2023-2024
13	DUTCHESS	1.3156	1.3156	2023-2024
14	ERIE	1.0338	1.0338	2023-2024
15	ESSEX	0.9835	1.0000	2023-2024
16	FRANKLIN	0.9835	1.0000	2023-2024
17	FULTON	1.0881	1.0881	2023-2024
18	GENESEE	0.9655	1.0000	2023-2024
19	GREENE	1.0881	1.0881	2023-2024
20	HAMILTON	1.0593	1.0593	2023-2024

58 items found, displaying 1 to 20.

First 1 2 3 Last