

Office of Facilities Planning Project Management Information System

District's User Guide

May 2025

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
- Navigate the Dashboard and search for information on their projects.Page. 4
- Submit a New Project request (previously referred to as the Letter of Intent) Page. 5
- Print a Permit Page. 12
- Access Public Reports......Page. 13
 - o Cost Index
 - Change Orders
 - Project Status
 - o Fiscal Associate List
 - 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 <u>FPMS@nysed.gov</u>

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. <u>https://portal.nysed.gov/abp</u>

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			NYSED Home	Portal Home	🍳 Reset Your Passwort 🛛 🕘 Log In
				w York State UCATION DEPARTMENT wledge > Skill > Opportunity	Application Business Portal Portal Dashboard
			h My Applicatio	ons r secure applications, you must be logg	ed in. Please Log In to continue to your NYSED Business Portal Applications.
			% Public Links		ala Other Applications

Next enter your valid credentials.

NYSED Home	Portal Home	2		
Rev EDU Kno	w York State JCATION DEP wledge > Skill > C	ARTMENT	Application Authen	tication
ୟ Sign In				
	Username			
	Password			
		Sign in Cancel	Lost Password?	

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 reseting your password or assigning access to individuals.

Please email <u>fpms@nysed.gov</u> if additional assistance is required.

School District User Dashboard Page

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

Facilities Planning	■ ^C Unimpersonate Q Search - A Print
Facilities Planning	
Dashboard	You are successfully impersonating the institution
Projects	
SEDREF Buildings	Welcome,
Certificates	A 3 declaration of Sci (1) in Sci (2) in Sci
🖉 Forms & Manuals	
	Welcome to the New York State Education Department (NYSED) Office of Facilities Planning On-Line Fire Safety System. This electronic system replaces the manual/paper Fire Safety System. The new electronic system is designed for the submission of Fire Safety Reports and the issuance of public school/BOCES Certificates of Occupancy.
	NYSED will no longer be providing paper Fire Code Activity Reports, mailing labels, or Certificates of Occupancy.
	Certificates of Occupancy must be printed by the school district/BOCES and then prominently displayed in the appropriate building.

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.

Facilities Planning			🖍 Unimpersonate	Q Search -		Print
Facilities Planning						B
2 Deshboard	Projects			Export +	Create New Project	T Filter List
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III SEDEE Buildings		Alteration	Sep 05 2024	PROJECT REQUESTED		
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Forms & Manuals		Reconstruction	Jul 30 2024	READY FOR SED REVIE	Wiew	I.
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		Reconstruction	Jun 20 2024	PROJECT COMPLETE		1
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		Reconstruction	jun 20 2024	PROJECT COMPLETE	View	1
		Reconstruction	Jun 20 2024	PROJECT COMPLETE	. View	í i

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.

Facilities Planning SEDREF Buildings				
Dashboard	SEDREF Buildings			Export 🗸 🛛 🕇
Public Reports	ID Building Name	Insp. Due Date	Insp. Status	Building Status Options
SEDREF Buildings		Oct 1, 2024	Certificate of Occupancy	Not Set
 Building Change Requests 		Oct 1, 2024	Certificate of Occupancy	Not Set View
Certificates		Oct 1, 2024	Certificate of Occupancy	Not Set View
Forms & Manuals		Oct 1, 2024	Certificate of Occupancy	Not Set View
		Oct 1, 2024	Certificate of Occupancy	Not Set View

Buildin	g Overview		
	ID:		
	District / Institution:		
	Building Type:	INSTRUCTIONAL	
	Name & Address:		
	Year of Construction:		
	Total Square feet:		
	Average Age:		
	Status:		
	Date Created:		
	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.

2. Click on the '**Create New Project**' link located on the right side of the page:

Facilities Planning			Unimpersonate	Q Search -	🖨 Print
Facilities Planning Projects					
& Dashboard	Projects			Export + Project	TRiter List
Proves	Project Number Building	Project Type	Date Created	Project Status Opoc	ons
> Architect Firms		New Building Construction	Sep 05 2024	PROJECT REQUESTED	1
ED CERDEE Building		Alteration	Sep 05 2024	View View	1
Cartification		New Building Construction	Sep 05 2024	READY FOR SED REVIEW	1
Ce dicades		Alteration / Reconstruction	Jul 31 2024	PROJECT REQUESTED	1
Forms & Manuals		Reconstruction	Jul 30 2024	BEADY FOR SLO REVIEW	1
Filtered By		Reconstruction	Jun 20 2024	AFFROVED	1
SEDREF Institution:		Reconstruction	Jun 20 2024	NEWEW STARTED	1
/		Reconstruction	Jun 20 2024	PROJECT COMPLETE	1
Include Active Projects		Reconstruction	Jun 20 2024	HADY FOR SED REVEW	1
Update Filters		Reconstruction	Jun 20 2024		

3. Click on the 'Create Project' button:

Facilit	ies Planning		Unimpersonate	Q Search +		🖨 Print
Fa	Cilities Pla Create a Project	anning				
æ	Dashboard	Create a Project - Instructions				
8	Projects	To initiate a project and have the system assign an SED project of Project" button below.	control number and to assign	an SED fiscal associa	te, please click on the "Cre	ate a
>	Architect Firms			Create Pro	iject 🗲	
	SEDREF Buildings					
٠	Certificates					
	Forms & Manuals					

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:

Facili	ties Planning	∎ Unimpersonate Q Search +	•	🖨 Print
8	Projects	0%		
>	Architect Firms			
	SEDREF Buildings	Project Type		
•	Certificates	Intent to request a project		
8	Forms & Manuais	 *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 the fields from the project type chosen. 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 District Wide Demolish Building Mobile Instructional Unit Smart Bond - Streamlined 	escree	en with
			Con	tinue

5. 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.

This form is used for an existing building undergo	ping 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 and edit information already entered and saved.	s, click the EDIT button at the bottom of this page. This will bring you back to the first page to r
By checking the box you activate the submit pe able to make changes to the information.	roject information button. Clicking on that button will submit the project and you will no longe

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

acilities Planning			🗗 Unimpersonate	Q Search -	🖨 Pr
acilities Pla	anning _{View a Project}				
Dashboard	An SED Project Control Number has	been created successfully. To	view or print the Project Re	quests' Project Respons	se Letter, please go to the
Projects	"Instructions" section below and clici	k on the "View" button for the	Project Response Letter.		
SEDREF Buildings	Project Overview			Liodate P	View Project Pequet
Certificates	Projectoverview			Opdater	New Project Request
Forms & Manuals	ID: Project Number:	101321			
	Project Status:	PROJECT REQUESTED			
	Project Institution:	indjeer negoes ieb			
	Building Name:				
	Project Type:	Reconstruction			
	Date Created:	09/26/2024 09:18AM			
	Created By:				
	Architect Firm:	None assigned.			
	Emergency Project:	No			
	Expedited Project:	No			
	Project Submissions/Reviews				
	Туре	Status	Date Updated	Review Number	Submission Options

- 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	1	Project Number Assigned	Sep 26 202	•		History/Comments	
Final	1	Project Number Assigned	Sep 26 2024	+		History/Comments	
Smart Bond Funde	d [Received	Sep 26 2024	4		History/Comments	
3 items found, di	playing all items.						
Project Contacts						QAssign/Create	e Contac
Туре	Establishme	nt	Name	Phone Nur	mber Email		Option
Superintendent							
NYSED Fiscal Assoc	iate New York St	ate Education Departmer	nt				
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NYSED Fiscal Assoc 2 items found, dis Change Orders Change Order # Nothing found to c Instructions Instruction Project Response L One item found.	iate New York St splaying all items. Contracting Co. isplay.	Date Received	Date Approved Proje Buildi	Amount Disap	proved Di Building address DATA MIGRATED DATA MIGRATED, NY 00000	sallowed Amount Building type INSTRUCTIONAL	Options Optior View

Facilities Planning	_		🚽 Un	impersonate	Q Search -	👗 laime	e Byron 🕞	🖨 Print
	Project Respo	nse Letter				×	o/Comments	
		THE STATE EDUCATION DEPART OFFICE OF FACILITIES PLANNING, Tel. (518) 474-3906 Website: http://www.p12.nysed.go	MENT / THE UNIVERSITY OF THE STA 89 Washington Avenue, Room 1060 ov/facplan/	TE OF NEW YORK Education Building	Annex, Albany, NY 1223	 ➡ Print) Assign/Creat	te Contact
							r.k12.ny.us	options
	In response to your 09/. project must bear this ic	26/2024 contact, ha '. The project control number f dentification.	as been assigned as Fiscal Assoc for this project is	iate for this proj All forms or	ect at the documents submitt	ed for this	sed.gov	
	This project includes the	e following scope of work: Athle	tic Field Lighting, Windows, Floo	oring				1
	Project approval may be GUIDE FOR PUBLIC SCH document can be found http://www.p12.nysed.g	e obtained by submitting docun OOL DISTRICTS AND BOCES OB I on the Office of Facilities Plann ov/facplan/publicat/BP_instruct	nents for review and approval a TAINING BUILDING PERMITS FO ning web site at tion_guide.PDF,	is outlined in the DR CAPITAL CON	document INSTRUC STRUCTION PROJECT	TION 'S. This	ved Amount	Options
	Copies of all forms are a	available on the Office of Faciliti	ies Planning web site at www.p1	12.nysed.gov/facp	blan/SubInfo.htm.			
	lf you have further ques	tions, please contact your Fisca	al Associate at 518-473-5260.					
							ilding type	Options

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.	

THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK
OFFICE OF FACLITES PLANNING 89 Washington Avenue, Room 1969 Education Building Arner, Albany, NI 1234 Tel, 1518 474-3906 Website: http://www.p12.nyoed.gov/facjaar/
THIS NOTICE MUST BE PROMINENTLY DISPLAYED ON THE PROPERTY OR PREMISES TO WHICH IT PERTAINS
BUILDING PERMIT
ISSUED FOR THE PROJECT BELOW PURSUANT TO APPROVED PERMIT APPLICATION, PLANS AND SPECIFICATIONS, THE NEW YORK UNIFORM FIRE PREVENTION AND BUILDING CODE, THE NEW YORK STATE ENERGY CONSERVATION CONSTRUCTION CODE, AND OTHER LAWS, RULES, AND REGULATIONS THAT MAY APPLY.
PERMIT NO.:
REVIEW NO.:
ORIGINAL PERMIT DATE ISSUED:
*ORIGINAL PERMIT EXPIRATION DATE:
PERMIT EXTENSION DATE ISSUED:
PERMIT EXTENSION EXPIRATION DATE:
ISSUED TO:
BUILDING:
SCOPE OF WORK: Reconstruction
* 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 Dispective permit of the permit date. A permit date, and the permit must be issued by Facilities.

sent to EMSCFP@nysed.gov. The new date of issuance will be indicated on the new permit

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.

Accessing Public Reports

Select the "Public Reports" tab on the left side menu and then select which report you are seeking. Images below show the various reports **available through the portal and also accessible to the public through the website links included below without having to log in**. Please note an export function exists on some reports for your convenience. A "Filter List" button at the top right is also useful for narrowing down to a specific project.

Cost Index - https://eservices.nysed.gov/facilities/public/reports/cost-index

B Dashboard	The Construction Below is display	n Project Cost Index va	lues are used for e	estimates only. Whe	en using to develop	cost allowances for	r actual construction	on projects, please i	review these cost in table	dices carefully an	d confirm with your	fiscal associate at t	he Office of Facilit	ies Planning.			
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> Cost Index	Construction Pr	roject Cost Index														Export •	2025 🛩
Change Orders Project Status	2025			PREK-6			7-9			7-12		SP E	D-A detached		SPI	D-8 attached	
 Fiscal Associates 	Month	Index	Constr	Incid	Total	Constr	Incid	Total	Constr	Incid	Total	Constr	Incid	Total	Constr	Incid	Total
> Regional Cost Factor	Mar	242.6	15,466	3.093	18.559	21,652	5,413	27,065	23.199	5,800	28.999	30.932	7.733	38,665	46.397	11,599	57.996
-	Feb	242.6	15,466	3.093	18.559	21,652	5.413	27,065	23,199	5.800	28.999	30,932	7.733	38.665	46.397	11,599	57,996
SEDREF Buildings	Jan	242.6	15,466	3.093	18,559	21.652	5.413	27.065	23.199	5,800	28,999	30.932	7,733	38.665	46,397	11,599	57.996
 Certificates 																	
Forms & Manuals																	

Change Orders - https://eservices.nysed.gov/facilities/public/reports/change-order

B Dashboard	Below is displayed the most current status in	formation. To view other districts, projects	or buildings please select the choices you	wish to see from the filters.								
Public Reports	Change Order Status										Export •	TFilter List
 Cost Index 	and the second se										the second second	
> Change Orders	District	Project Review Number	Building Name	Project Scope	Project Approval	C.O. Number	C.O. Received	C.O. Approved	Amount	Disallowed Cont	ractor	
> Project Status												
 Fiscal Associates 												
 Regional Cost Factor 												
SEDREF Buildings												
Certificates												
Forms & Manuals												
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0 Project Status District Numbe District Numbe <th>& Dashboard</th> <th>Below is displayed the most current project</th> <th>t status information.</th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th>	& Dashboard	Below is displayed the most current project	t status information.								
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Reconstruction Reconstructio	 Regional Cost Factor 			Reconstruction	0001	003	Project Canceled	Awaiting Review	Awaiting Review	Awaiting Review	Mar 27 2025
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Filtered By Leased Building 801 01 jul 10 2019 Review Complete Review Com	-			L Discovered Building	0002	001	Feb 26 2024	Awaiting Review	Review Complete	Review Complete	Apr 25 2025
Leased Building 8001 002 Aug 5 2020 Review Complete Review Complete Review Complete	Filtered By			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	Update Faters			Leased Building	8001	003	Jun 1 2021	Review Complete	Review Complete	Review Complete	Apr 25 2025
85.964 items found, displaying 1 to 10.		85,964 items found. displaying 1 to 10.							free	1 2 3 4 5 6	7 8 Last

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

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

Fiscal Associates District fiscal Associates District fiscal Associates Image: Signed Signe	Fiscal Associates District Fiscal Associate John J Hart John J Hart Image: Second Se	Dashboard	
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Image: Section	Add terms found, displaying 1 to 10.		
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Wendy Clark	426 items found, displaying 1 to 10.		
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	426 items found, displaying 1 to 10.		

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

Regional	lost Factors			Export -	2023-2024 🗸
County Coo	e 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 12	CORTLAND	0.9972	1.0000	2023-2024	
11 12 13	DELAWARE	0.9976	1.0000	2023-2024	
11 12 13 14 15	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	