Project Information Worksheet (PIW) User Guide for OPSC Online

Department of General Services Office of Public School Construction

May 2024

General Information

The information collected using the PIW online form is necessary in order to conduct an analysis of the relationship between the per-unhoused-pupil grant eligibility and the per-pupil cost of new school construction for grades K-12 pursuant to Education Code Section 17072.11, to meet the requirements for bond accountability, and the status of the bid climate.

This worksheet is to be completed and submitted with the *Fund Release Authorization* (Form SAB 50-05) for all new construction and modernization with High Performance Incentive (HPI) grant projects that are completing Part V of the Form 50-05.

This worksheet is to be completed and submitted with the first and final *Expenditure Report* (Form SAB 50-06) for all new construction and modernization with HPI grant projects that have received a fund release pursuant to Part V of the Fund Release Authorization.

Upload to this form the accepted bid documents including additive/deductive alternates.

Authorized Use Permission

The PIW system is available to Superintendents, District Representative, Delegates/Consultants and Charter Schools Representatives, who must login into OPSC Online system to add or update information for PIWs.

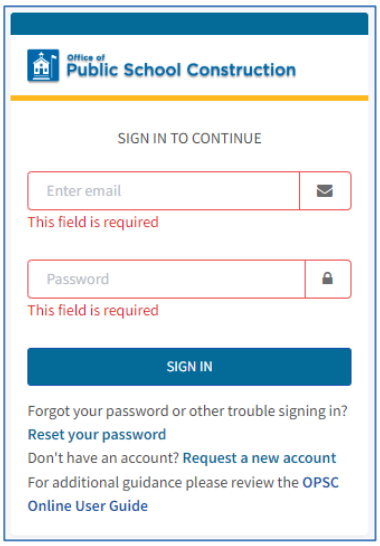
Points of Contact

For additional information, please contact your OPSC project manager, found in OPSC's Directory of Services, in OPSC Online on the Resources page:

https://www.webapps.dgs.ca.gov/OPSC/OPSCOnline/resources or email OPSC's Application Review Team at OPSCApplicationReviewTeam@dgs.ca.gov.

1. Login

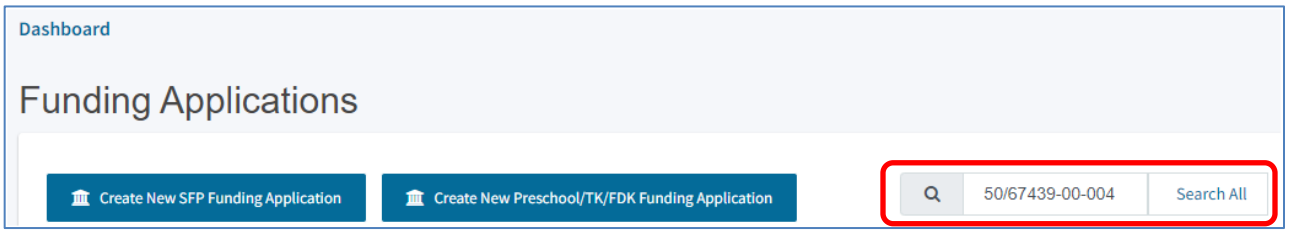
By logging in to OPSC Online you will be allowed to create and modify existing records.
OPSC Online login page: https://www.webapps.dgs.ca.gov/OPSC/OPSCOnline/userm/login



Note: *If you do not have an OPSC Online account, please contact the OPSC Online Support* OPSCOnlineSupport@dgs.ca.gov *to create one for you.*

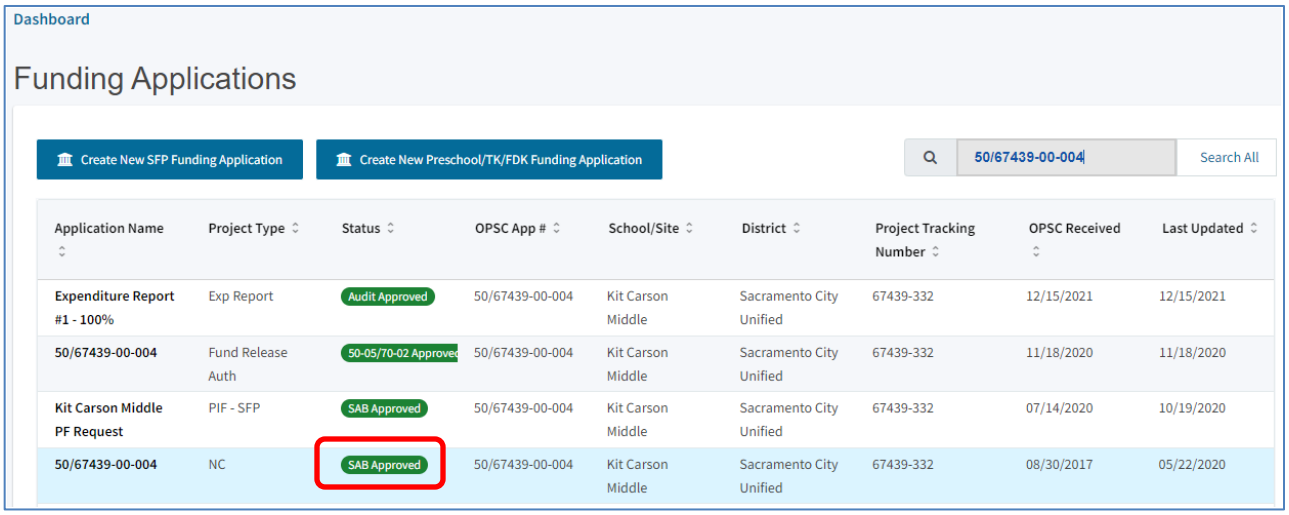
2. View the SFP Funding application which needs a PIW

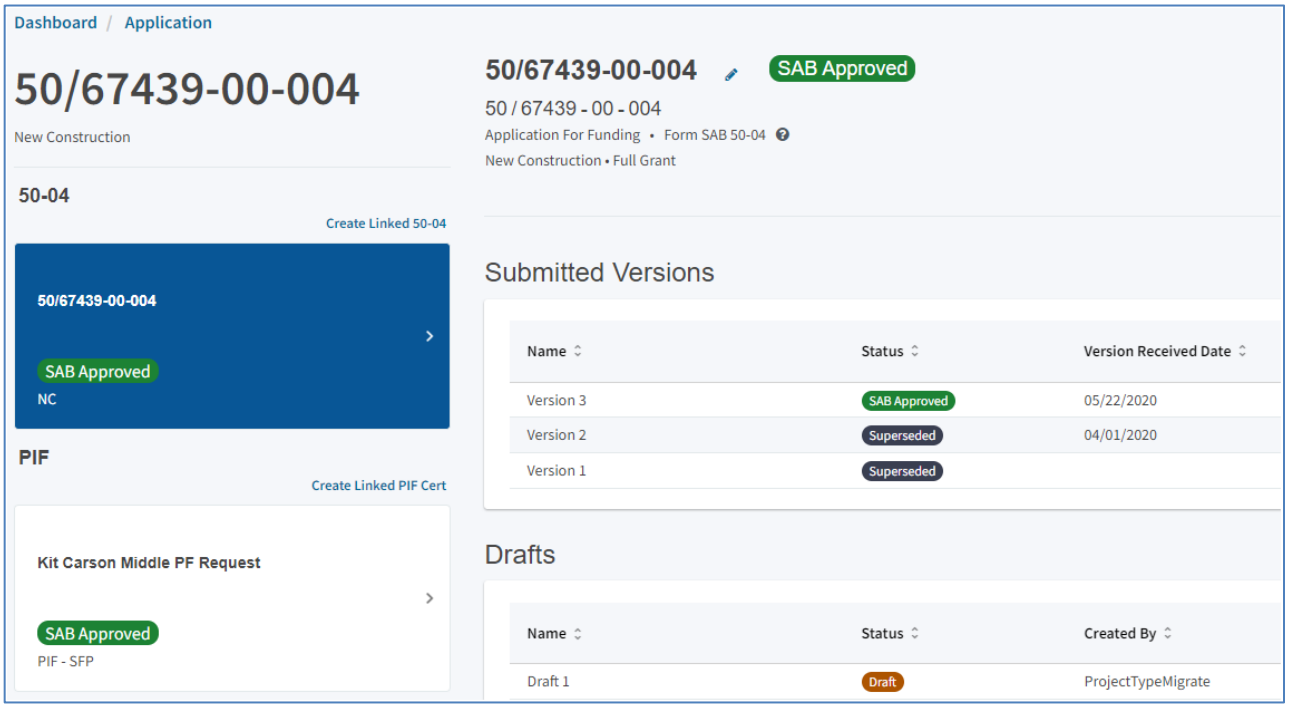
After logging in your OPSC Online account, type the application number into the Search box on your Dashboard and click the "Search All" button:



After the search function finds the application, you can click on any of its phases as they will all take you to the application's page.

Note: If the application does not reflect a "SAB Approved" phase of the application, you will not be able to create a PIW.

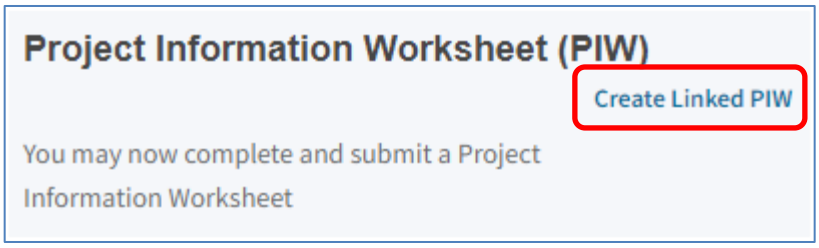




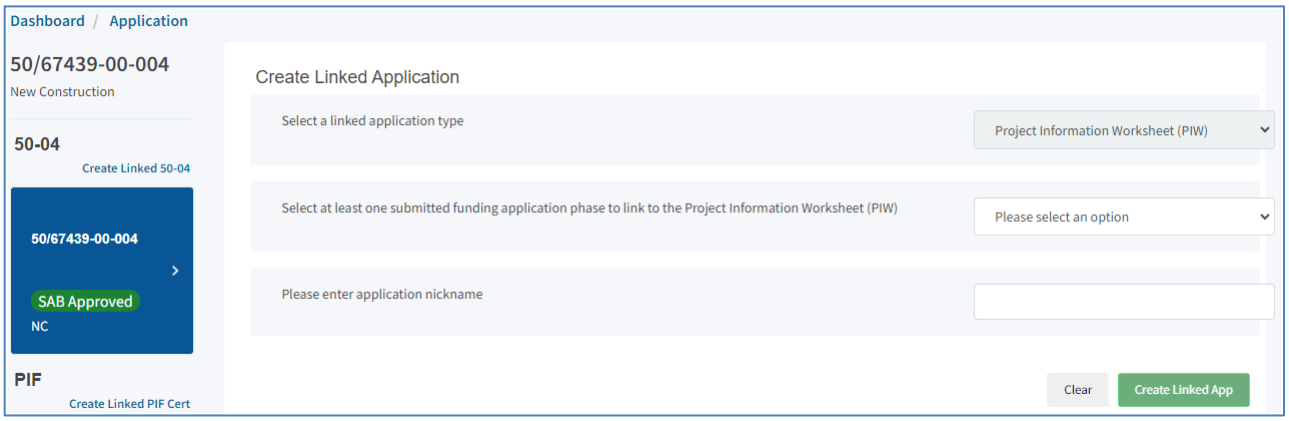
3. Add new PIW

If the application has been “SAB Approved” and there are at most two previous PIWs created, you will see a “Create Linked PIW” link on the left side of the screen, under Project Information Worksheet (PIW) section.

Note: If a PIW was already created for each phase of the application (Fund Release, First Expenditure Report and Last Expenditure Report submittals) you will not be able to create a fourth PIW.

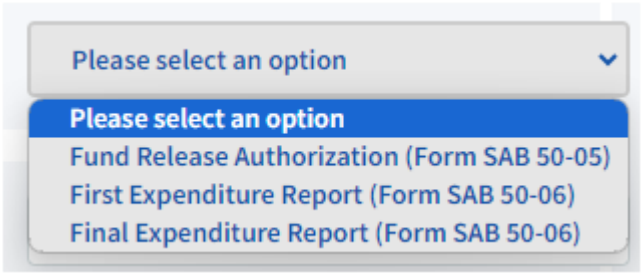


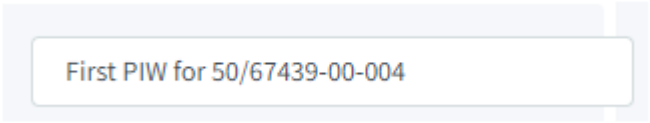
Click on the link then scroll the page up to see prerequisite information you'll need to enter before creating the blank PIW.



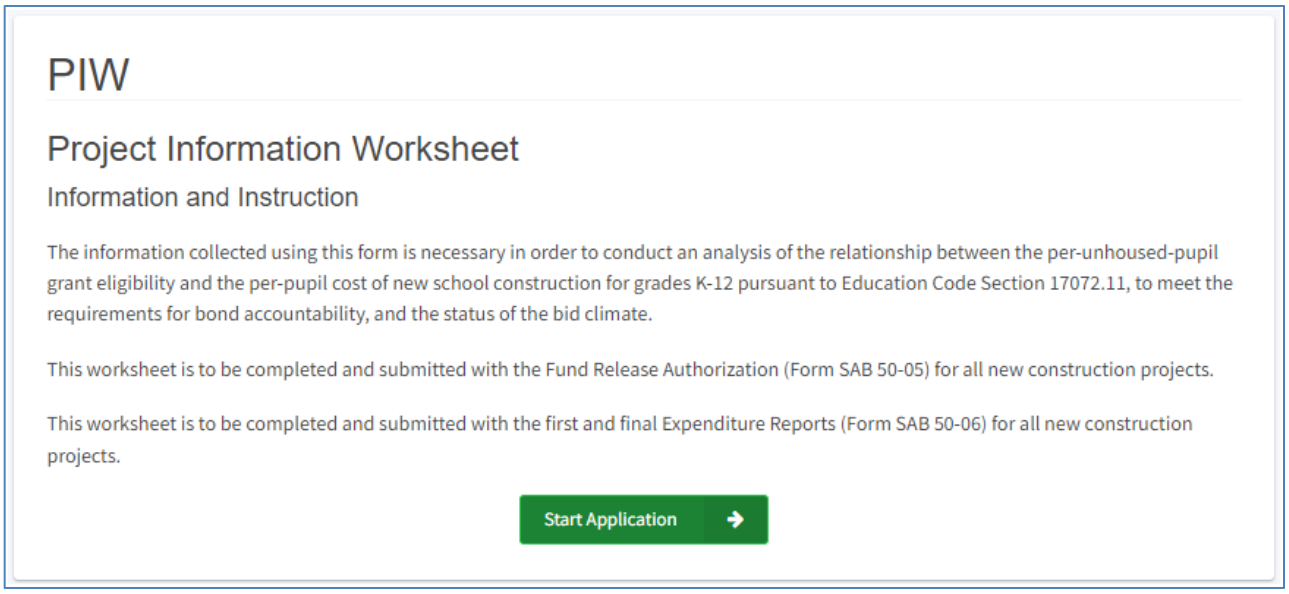
Select the correct version of the PIW, enter a nickname for the PIW then click the

button.



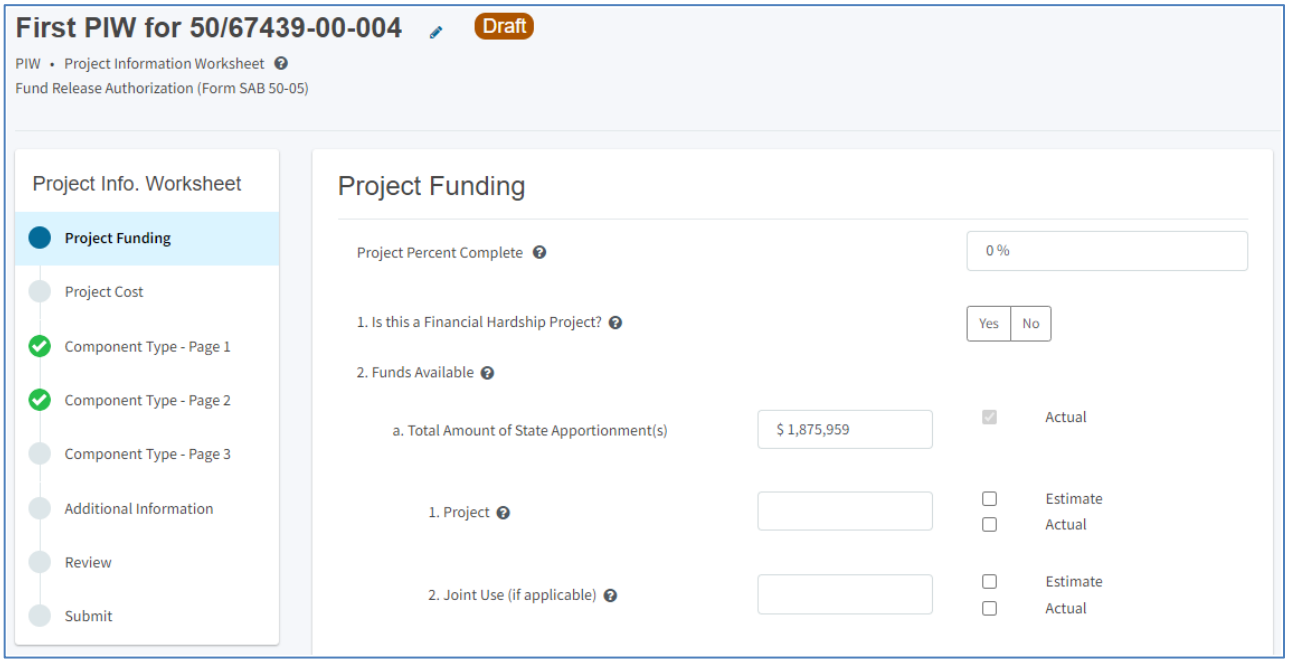


This will bring you to the Information and Instruction page of the new PIW.



Click on

button. This will bring you to the first page of the PIW wizard.

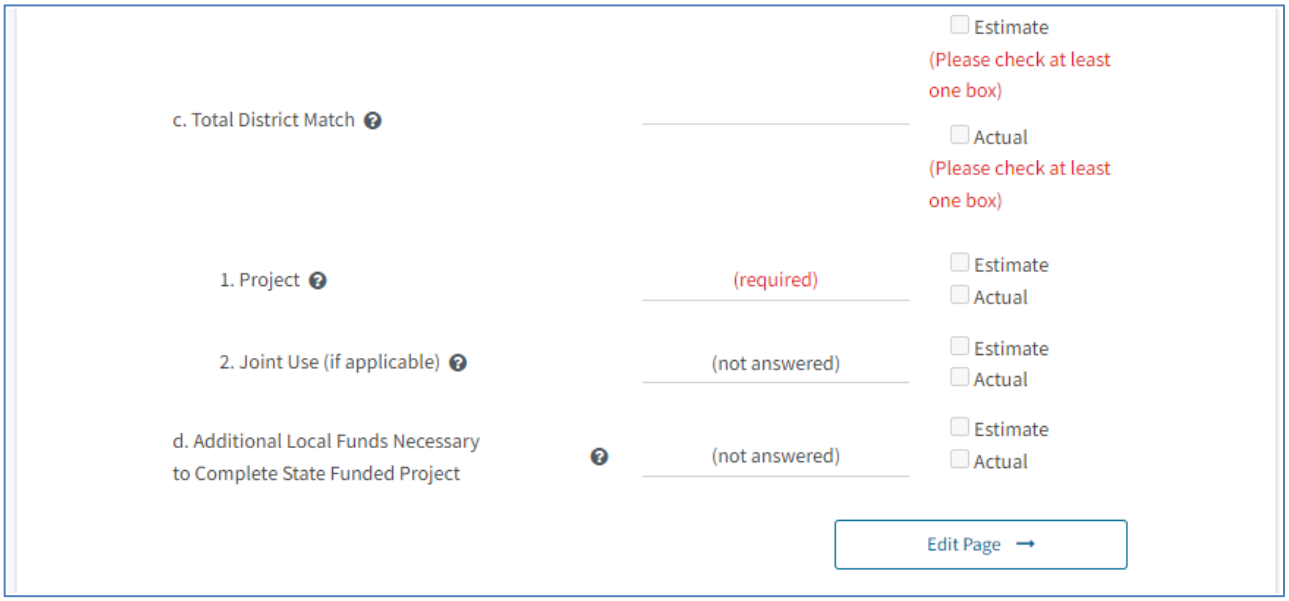


Complete all pages of the wizard, and continue all the way to the Review page. If any mandatory information is missing, this page will highlight it for you in red. Click on the

button at the bottom of the section to bring you to the page which needs more information.

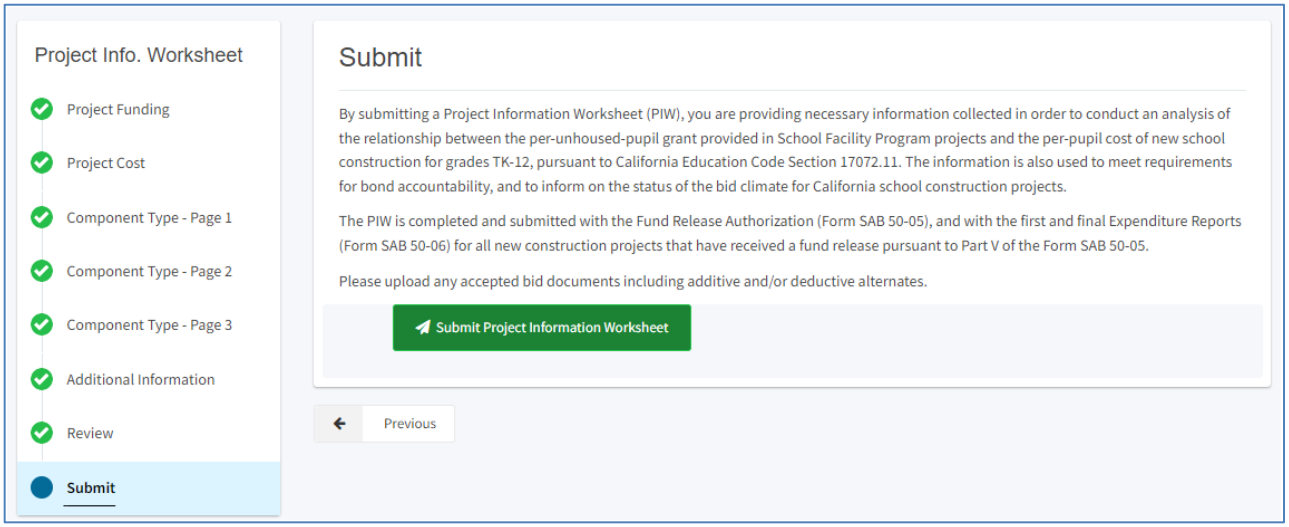
Note: You will need to click on the

button at the bottom of each page for the entered information to be saved.



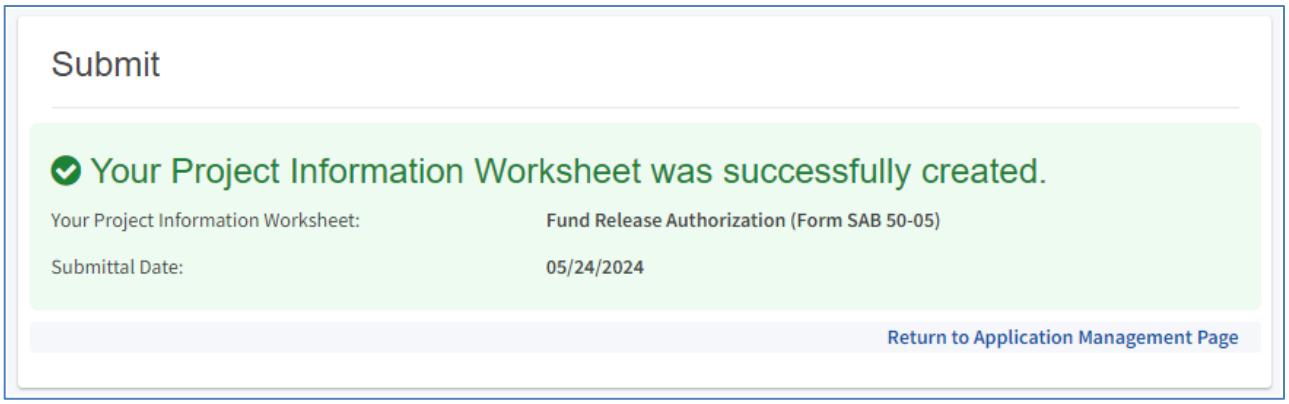
If you need help or more information on items on the wizard, you can either click on individual "?" marks next to them, or look up the PIW instructions here: https://www.dgs.ca.gov/-/media/Divisions/OPSC/Resources/PIW_Instructions.pdf

When all pages have the required information, you will be able to view the Submit page.

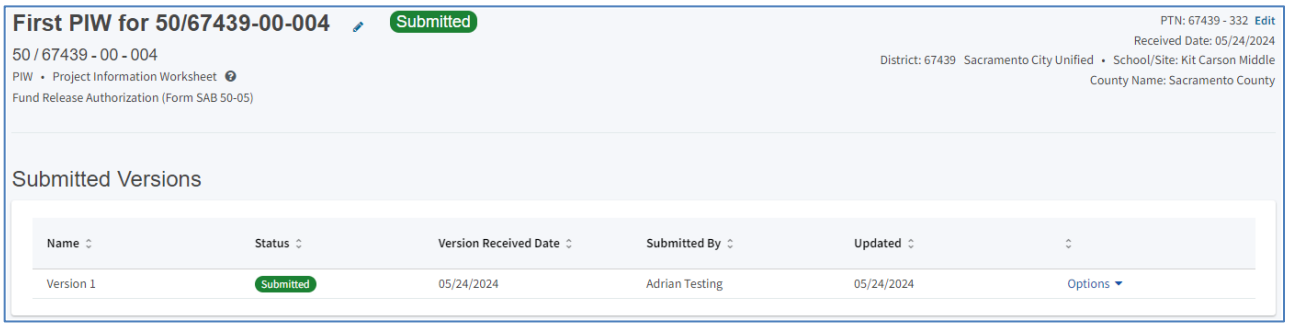


Click on

button.



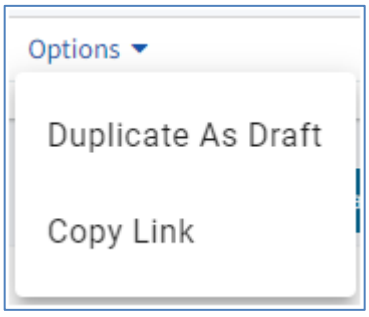
Clicking on “Return to Application Management Page” is optional and will bring you to the main page for the application, which will show the created PIW.



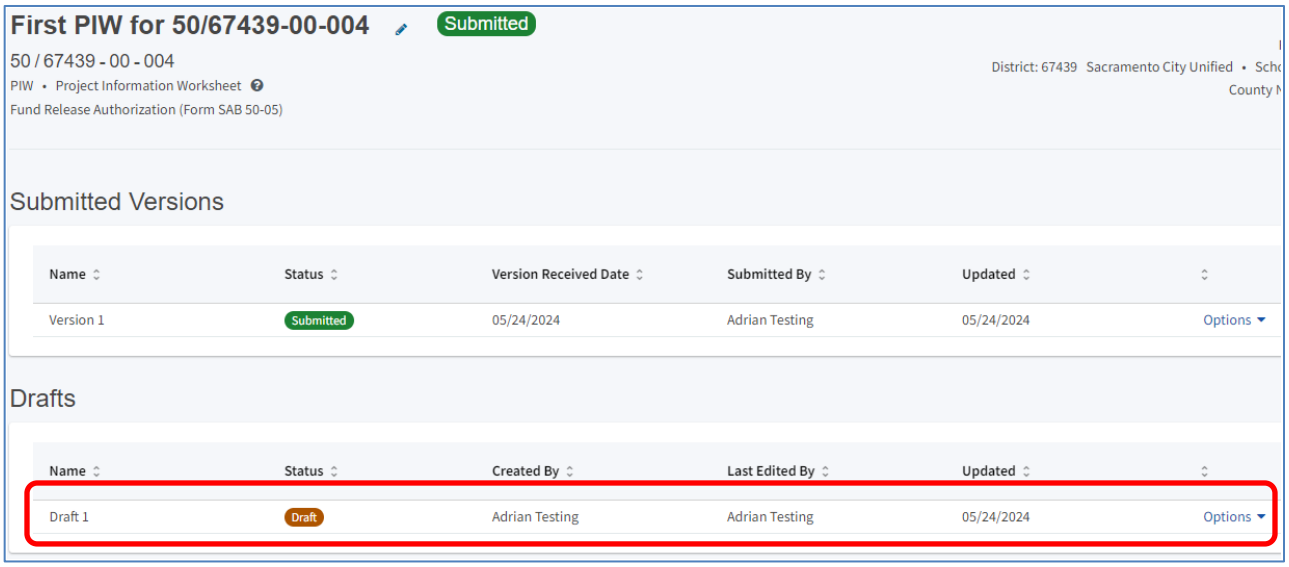
Note: Submitted PIWs cannot be edited.

4. Modify a PIW

If you need to make changes, click on “Options” then “Duplicate as Draft”



This will create a copy of the PIW in the Drafts section, with all the information already entered.



Click on it, make necessary edits, then Submit it when done. A new Version of the PIW will appear in the Submitted Versions section. OPSC staff will check and Approve or Revoke as necessary.

Note: The subsequent versions are for the same phase of the PIW (e.g. Fund Release submittal). For a new phase (e.g. First Expenditure Report submittal) you'll need to use the Create Linked PIW on the left-hand side of the screen, then follow the same procedure as described above in step 3.