

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.

Dashboard

Funding Applications

[Create New SFP Funding Application](#)
[Create New Preschool/TK/FDK Funding Application](#)

Application Name	Project Type	Status	OPSC App #	School/Site	District	Project Tracking Number	OPSC Received	Last Updated
Expenditure Report #1 - 100%	Exp Report	Audit Approved	50/67439-00-004	Kit Carson Middle	Sacramento City Unified	67439-332	12/15/2021	12/15/2021
50/67439-00-004	Fund Release Auth	50-05/70-02 Approved	50/67439-00-004	Kit Carson Middle	Sacramento City Unified	67439-332	11/18/2020	11/18/2020
Kit Carson Middle PF Request	PIF - SFP	SAB Approved	50/67439-00-004	Kit Carson Middle	Sacramento City Unified	67439-332	07/14/2020	10/19/2020
50/67439-00-004	NC	SAB Approved	50/67439-00-004	Kit Carson Middle	Sacramento City Unified	67439-332	08/30/2017	05/22/2020

Dashboard / Application

50/67439-00-004

New Construction 50/67439-00-004 [SAB Approved](#)

50 / 67439 - 00 - 004
Application For Funding • Form SAB 50-04
New Construction • Full Grant

50-04 Create Linked 50-04

50/67439-00-004

[SAB Approved](#)

NC

PIF Create Linked PIF Cert

Kit Carson Middle PF Request

[SAB Approved](#)

PIF - SFP

Submitted Versions

Name	Status	Version Received Date
Version 3	SAB Approved	05/22/2020
Version 2	Superseded	04/01/2020
Version 1	Superseded	

Drafts

Name	Status	Created By
Draft 1	Draft	ProjectTypeMigrate

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.

Project Information Worksheet (PIW)

[Create Linked PIW](#)

You may now complete and submit a Project Information Worksheet

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

Dashboard / Application

50/67439-00-004
New Construction

50-04
Create Linked 50-04

50/67439-00-004
SAB Approved
NC

PIF
Create Linked PIF Cert

Create Linked Application

Select a linked application type Project Information Worksheet (PIW)

Select at least one submitted funding application phase to link to the Project Information Worksheet (PIW) Please select an option

Please enter application nickname

Clear Create Linked App

Select the correct version of the PIW, enter a nickname for the PIW then click the [Create Linked App](#) button.

Please select an option

- Please select an option
- Fund Release Authorization (Form SAB 50-05)
- First Expenditure Report (Form SAB 50-06)
- Final Expenditure Report (Form SAB 50-06)

First PIW for 50/67439-00-004

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

PIW

Project Information Worksheet

Information and Instruction

The information collected using this 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 projects.

This worksheet is to be completed and submitted with the first and final Expenditure Reports (Form SAB 50-06) for all new construction projects.

Start Application →

Click on Start Application → button. This will bring you to the first page of the PIW wizard.

First PIW for 50/67439-00-004
Draft

PIW • Project Information Worksheet
Fund Release Authorization (Form SAB 50-05)

Project Info. Worksheet

- Project Funding**
- Project Cost
- Component Type - Page 1
- Component Type - Page 2
- Component Type - Page 3
- Additional Information
- Review
- Submit

Project Funding

Project Percent Complete ?

1. Is this a Financial Hardship Project? ?

2. Funds Available ?

a. Total Amount of State Apportionment(s)	<input style="width: 100%;" type="text" value="\$ 1,875,959"/>	<input checked="" type="checkbox"/> Actual
1. Project ?	<input style="width: 100%;" type="text"/>	<input type="checkbox"/> Estimate <input type="checkbox"/> Actual
2. Joint Use (if applicable) ?	<input style="width: 100%;" type="text"/>	<input type="checkbox"/> Estimate <input type="checkbox"/> Actual

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

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

Page 6 of 9



Note: You will need to click on the **Continue** button at the bottom of each page for the entered information to be saved.

c. Total District Match ?	_____	<input type="checkbox"/> Estimate (Please check at least one box)
1. Project ?	(required)	<input type="checkbox"/> Actual (Please check at least one box)
2. Joint Use (if applicable) ?	(not answered)	<input type="checkbox"/> Estimate <input type="checkbox"/> Actual
d. Additional Local Funds Necessary to Complete State Funded Project ?	(not answered)	<input type="checkbox"/> Estimate <input type="checkbox"/> Actual

[Edit Page →](#)

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.

Project Info. Worksheet

- Project Funding
- Project Cost
- Component Type - Page 1
- Component Type - Page 2
- Component Type - Page 3
- Additional Information
- Review
- Submit**

Submit

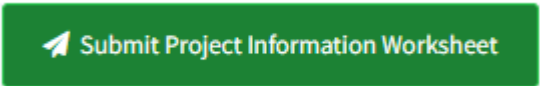
By submitting a Project Information Worksheet (PIW), you are providing necessary information collected in order to conduct an analysis of the relationship between the per-unhoused-pupil grant provided in School Facility Program projects and the per-pupil cost of new school construction for grades TK-12, pursuant to California Education Code Section 17072.11. The information is also used to meet requirements for bond accountability, and to inform on the status of the bid climate for California school construction projects.

The PIW is completed and submitted with the Fund Release Authorization (Form SAB 50-05), and with the first and final Expenditure Reports (Form SAB 50-06) for all new construction projects that have received a fund release pursuant to Part V of the Form SAB 50-05.

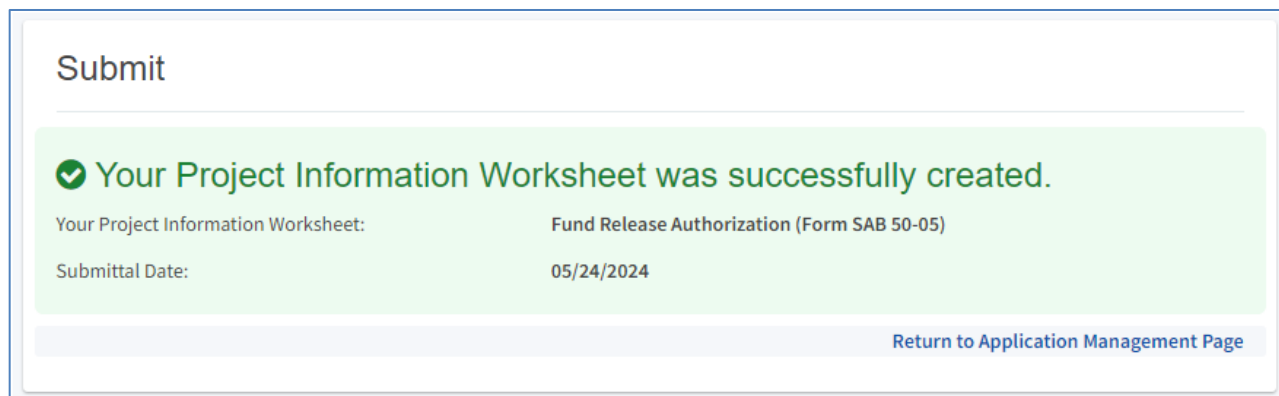
Please upload any accepted bid documents including additive and/or deductive alternates.

[Submit Project Information Worksheet](#)

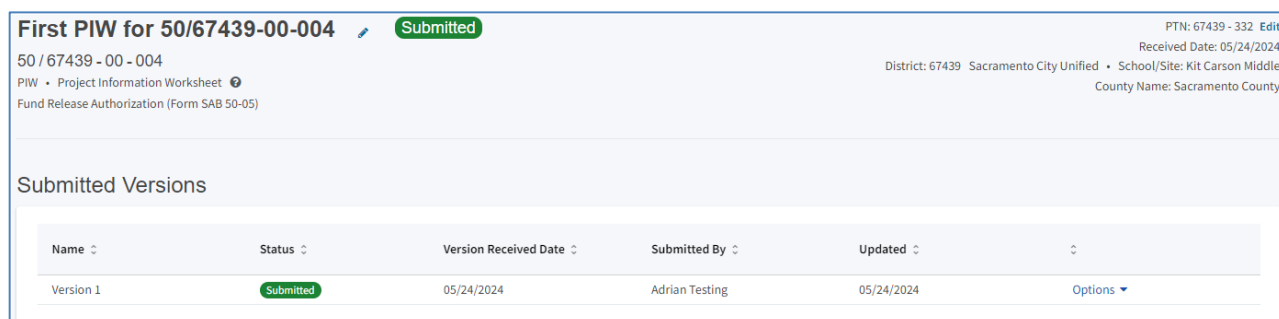
[← Previous](#)



Click on **Submit Project Information Worksheet** button.



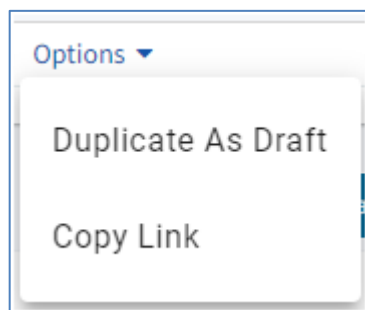
Clicking on “Return to Application Management Page” is optional and will bring you to the main page for the application, which will show the created PIW.



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.

First PIW for 50/67439-00-004 Submitted

50 / 67439 - 00 - 004 District: 67439 Sacramento City Unified • Sch
 PIW • Project Information Worksheet County h
 Fund Release Authorization (Form SAB 50-05)

Submitted Versions

Name	Status	Version Received Date	Submitted By	Updated	
Version 1	Submitted	05/24/2024	Adrian Testing	05/24/2024	Options

Drafts

Name	Status	Created By	Last Edited By	Updated	
Draft 1	Draft	Adrian Testing	Adrian Testing	05/24/2024	Options

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.