

Frequently Asked Questions

Project Information Worksheet

Q. *Do all [Fund Release Authorization \(Form SAB 50-05\)](#), [first annual Expenditure Report \(Form SAB 50-06\)](#); or [final Expenditure Report \(Form SAB 50-06\)](#) have to be submitted with the [Project Information Worksheet \(PIW\)](#)?*

No, a PIW is only required with all new construction projects (School Facility Program [New Construction](#), [Facility Hardship](#), Critically Overcrowded Schools, [Charter Schools](#), and Overcrowding Relief Grant programs) and [Modernization](#) projects with the High Performance Incentive (HPI) grant that have completed Part V of the Form SAB 50-05; or Form SAB 50-06 for all new construction and modernization projects with HPI projects that have received a fund release pursuant to Part V of the Form SAB 50-05.

Q. *Does the whole PIW need to be completed for [Modernization projects with the HPI grant](#)?*

No. For Modernization projects with HPI grant, only the last part of the PIW with the High Performance Incentive Grant Information needs to be completed. For more details on how to do it, please see the [PIW Instructions](#) posted on the Office of Public School Construction's (OPSC) PIW website.

Q. *Does a print out of the PIW hardcopy need to be submitted to the OPSC with the [Form SAB 50-05](#) or [Form SAB 50-06](#)?*

No, after a PIW has been submitted online using the automated system, only the hardcopy of the Confirmation Page must be submitted with the Form SAB 50-05 or Form SAB 50-06 to the OPSC.

Q. *If a school district/COE did not submit a PIW with their [Form SAB 50-05](#) or [Form SAB 50-06](#), how long do they have to submit the PIW?*

The OPSC will give a courtesy 24 hour call/email and, if necessary, send a 15-day letter to the school district/COE. The school district will have 24 hour or 15 days (respectively) from the date of the email/letter to submit their PIW to the OPSC.

Q. *How does a school district/COE log in to the PIW automated system online?*

To log in to the PIW, the school district/COE staff will use their district code and the password that they have been using to access projects with the old Project

Tracking Number (PTN). Once school district/COE staff has logged into the PIW, they will need to enter the OPSC Application Number to create a new PIW.

Q. *What if school district staff does not have their password? How do they get it?*

The school district needs to contact the OPSC's PIW administrators listed on the "Contact Us" page of the PIW automated system to request their password. The password will be sent via email from the OPSC directly to the District Representative recorded in the OPSC's database.

Q. *What date does a school district use when entering the "Date Completed" on the PIW?*

Enter the date the Form SAB 50-05 or 50-06 that the district is submitting in conjunction with the PIW was completed. Use the signature date on the completed Form SAB 50-05 or 50-06. This is not necessarily the same date the PIW was started, completed, or submitted to the OPSC.

Q. *Instead of the populated type, are there other categories that a district/COE can select to complete the "Project Type" and "School Type" in the PIW Project Information Section?*

Yes, there is a drop down menu for a school district/COE to identify its "Project Type" (New School, Classroom Addition, Other Addition, State Funded Joint-Use, Career Technical Education, and Other) and "School Type" (Elementary School, Middle School, Junior High School, High School, Continuation High School, Community School, Charter School, Special Education Severe, Special Education Non-Severe, and Other).

Q. *Can a school district edit its PIW online?*

A school district/COE can edit their online PIW as long as it has not been submitted and a confirmation number has not been generated by the automated system.

Q. *What if a school district would like to edit its PIW that has been submitted online?*

After the PIW is submitted by a school district/COE the district/COE cannot modify the submitted PIW. If a school district/COE would like to edit a PIW in this situation, the school district/COE needs to contact

the OPSC's PIW administrators listed on the "Contact Us" page of the PIW automated system.

Q. *How does a school district receive its confirmation number from the online PIW automated system?*

Once the school district clicks "Submit Project Information Worksheet" on the PIW Summary page, a confirmation page will appear and display the confirmation number.

Q. *What if I have questions or need help completing my PIW?*

Contact the OPSC's PIW administrators listed on the "Contact Us" page of the PIW automated system with any questions or if you need assistance completing your PIW.

Q. *Where is the PDF version of the PIW that used to be located on the OPSC website?*

The PDF version of the PIW was removed from the OPSC website on December 28, 2009. As of this date, PIWs are to be submitted online only (<https://www.webapps.dgs.ca.gov/OPSC/OPSCOnline/>); hardcopy PIWs will no longer be accepted.