

Excerpt taken from:

**Instruction Guide for Public School Districts and BOCES:**

**Tracking Capital Construction at the District Level: Pages 5 and 6**

We strongly recommend that the district set up a system for tracking their capital projects from the beginning (the LOI form) to the end (the final cost report). It is imperative that someone at the district level be held accountable for the filing of all documents relative to each project in such a manner that the district will always be able to trace the action taken on each capital project and be able to determine the status of each project at any particular point in time.

The key to tracking these projects is the 15-digit project control number that we assign to each project. The first 8 digits of this numbering system represent what we call the BEDS (Basic Educational Data Systems) code. Those 8 digits are broken up in pairs of 2 digits each and identify the district itself. The first 2 digits represent the county in which the district is located, and the other 6 digits serve to identify the specific district or BOCES (i.e., each district has its own unique set of these first 8 digits).

The next 4 digits (that is, digits 9 through 12 of the 15-digit project control number) represent the number that our Fire Safety Unit has assigned to a particular building. The first digit of this sequence is set out by itself so we can easily determine the type of building involved. For example, a “zero” represents an instructional facility, a “one” represents an administrative facility, a “five” represents a bus garage, etc. Every building owned or used by a district has its own 4-digit code and this appears on the Certificate of Occupancy for the building as well as on the annual fire inspection reports. (Example: If the number 0002 was assigned to a building it would be shown as -0-002- in the 15-digit project control number; the -0- would identify the building as an instructional facility and the -002- would mean it was building #2.)

The last three digits of the project control number (digits 13 through 15) represent the specific project set up for the proposed work. In addition, project numbers are usually assigned in sequential order. For example, if that number is shown as -003, it would most likely mean that this was the third project set up for work to be done at that particular building since we began our Project Management Information System of tracking projects.

While a district may be confident that the architect or engineer hired to design the work of a capital project (i.e., the plans and specifications) is fully competent, it is usually a serious mistake for a Board of Education and/or Superintendent of Schools to rely solely on that consultant to handle all of the paperwork required to get the project done properly.

Based on our experience, we firmly believe that the business official of the district should always be involved with the Application for Examination and Approval of Final Plans and Specifications (form FP-F) prior to submitting it to our office to assure that the financial information on the form (such as the source of funding to be used and the date those funds were authorized) is accurate. Since the information on this form will be used as the basis for the initial Notification of Building Project form (SA-4) that is sent by the Office of State Aid to the district and will be used for calculating Building Aid, it is imperative that this information be correct at the outset.

As a final word of caution, the Board of Education may delegate the various activities, and the commensurate authority needed to carry out those activities, for a successful capital project to anyone they choose. However, the responsibility to assure that proper procedures are followed throughout the entire capital project ultimately remains with the Board of Education.

[www.emsc.nysed.gov/facplan/publicat/bp\\_instruction\\_guide.doc](http://www.emsc.nysed.gov/facplan/publicat/bp_instruction_guide.doc)

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