KDE has developed a web portal to upload construction documents, which will allow districts and other appropriate parties (Fiscal Agents and Architects) to submit required construction documents instantly and electronically to District Facilities Branch (DFB) for review and approval.

Beginning July 1, 2021, all construction documents except the BG-1 Project Application form, Contract, Purchase Order Form, Change Order Supplemental Information Form, BG-4 Contract Closeout Form, BG-5 Project Closeout Form must be submitted electronically in Portable Document Format (PDF) to the KDE Facilities SharePoint site FACPAC: https://staffkyschools.sharepoint.com/sites/dsapps/KDEConstruction.

Access is required to the SharePoint site to submit an uploaded construction document to Facilities SharePoint site. Initial access to the site will be automatically assigned to each district superintendent, finance officer and facilities director. Access will be limited to the district superintendent and assigned district personnel and consultants on a project-by-project basis.

Upon request by a district role (Superintendent, Finance Officer, Facility Director and assigned staff) to DFB, access will be provided to design professionals and other appropriate parties.

Note: Each construction document being submitted for upload, must be submitted individually and labeled accordingly. **Please do not scan all the construction documents together and upload as one document.**

To start, click on SharePoint link: https://staffkyschools.sharepoint.com/sites/dsapps/KDEConstruction. The home page will look like screen shot example below.
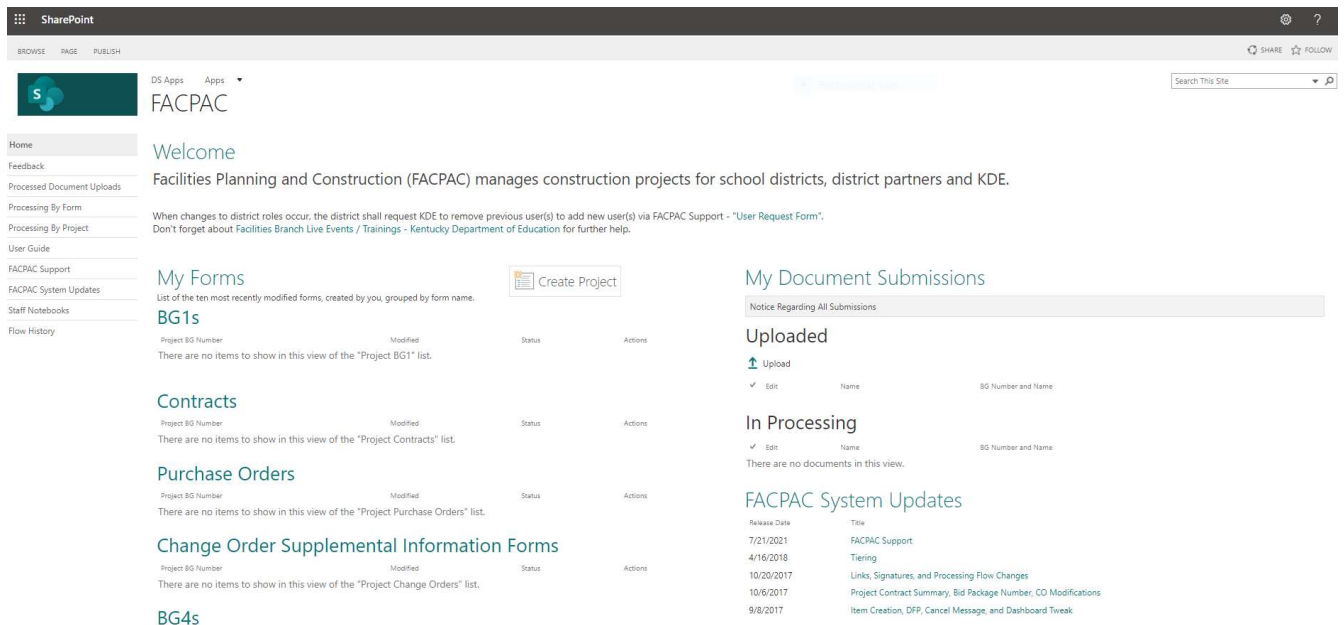
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Once you are at the site, and you are ready to upload a document, click the "Upload" button shown on the home page. Then select the browse button as shown in the screen shot example below, so a construction document can be selected for upload.
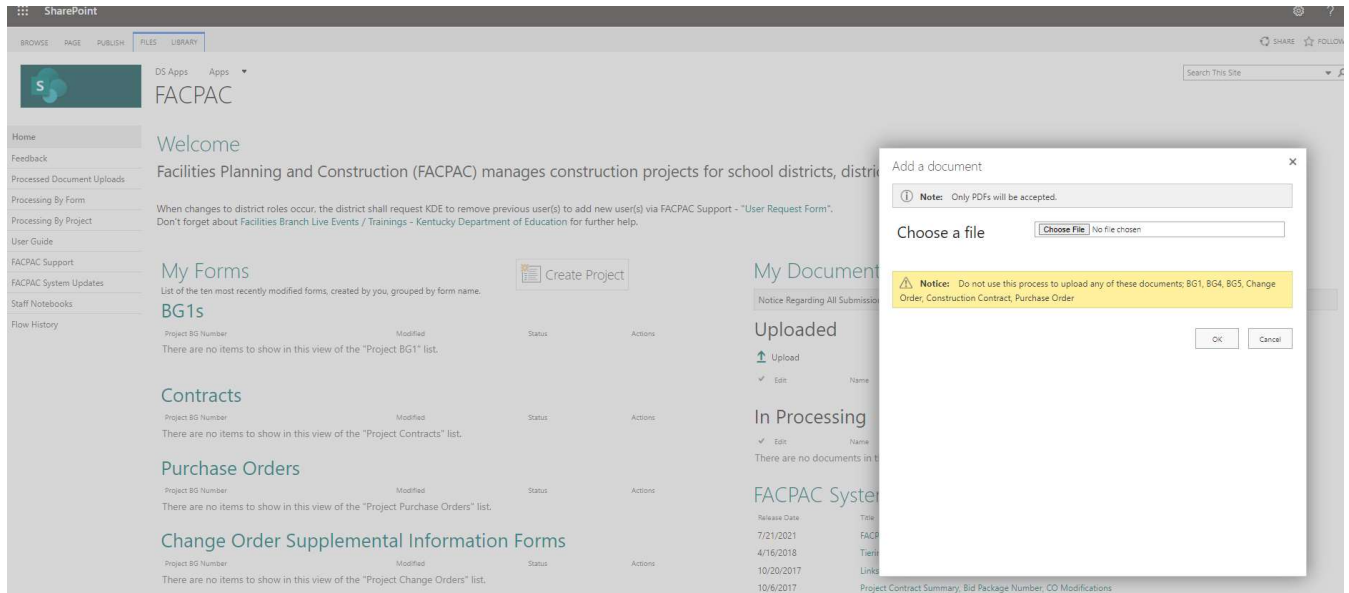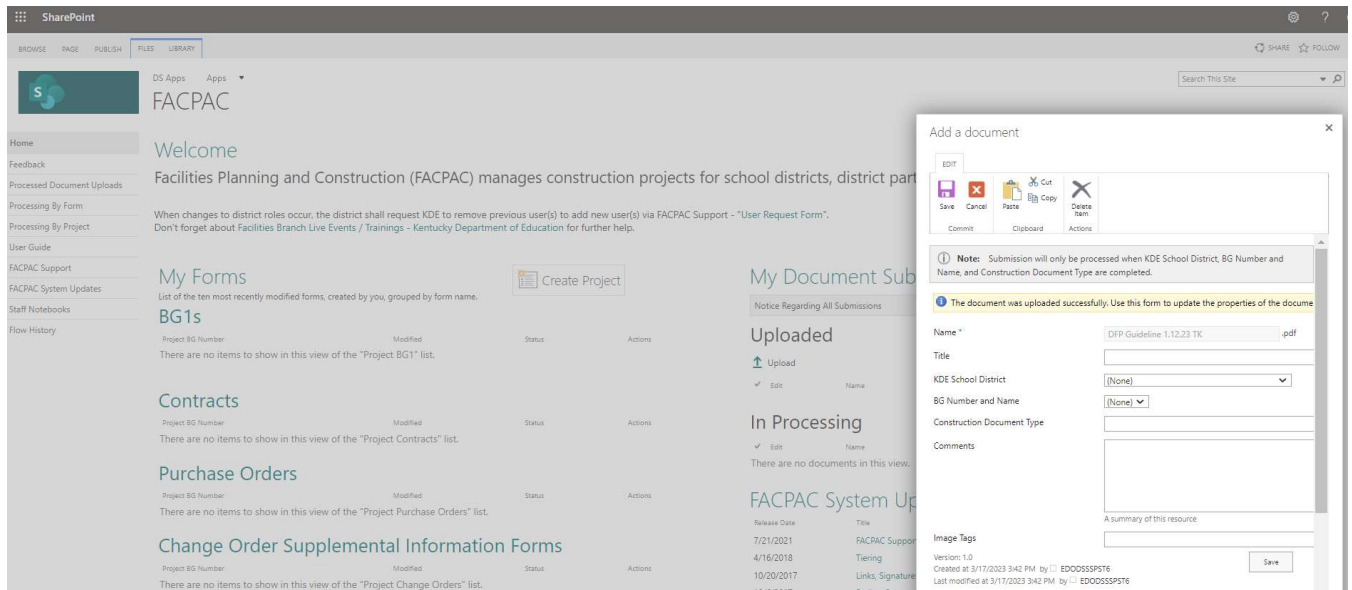

After the construction document has been uploaded, you will then be prompted to fill in some general information about the uploaded construction document, as shown in the screen shot example below. When you fill in the general information hit save and the document uploaded will be submitted to KDE Facilities SharePoint site for collection, review and approval.

To upload a document attachment to a form do **NOT** use "My Document Submissions" as discussed earlier. Please select "Edit Item" on the top left-hand corner of the page. This will populate the selection to attach documents. Remember to "Save" any changes to the forms.

Note: The following forms are completed in FACPAC not uploaded.

- BG-1 Project Application Form
- Contract Summary Form
- Purchase Order Form
- Change Order Supplemental Information Form
- BG-4 Contract Closeout Form
- BG-5 Project Closeout Form

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For assistance contact the following KDE staff

- General submission and status questions: Tanesha Keene (502) 564-4326, Ext. 4401
  Tanesha.keene@education.ky.gov

- Project specific questions, questions after BG-1 approval and the district assigned DFB Project
  Managers. Refer to the KDE District Facilities Branch Project Managers List and contact
  information on KDE School Facilities webpage at
  https://education.ky.gov/districts/fac/Pages/default.aspx

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