

# Instructions for the Site Development Worksheet for Additional Grants

Office of Public School Construction

[Go To Estimate Detail](#)

## General Instructions:

### What is the Site Development Worksheet for Additional Grants?

The *Site Development Worksheet for Additional Grants* (SDWAG) is intended to provide school districts and design professionals with a uniform format to record eligible costs for site development based on School Facility Program (SFP) Regulations. The SDWAG also serves as a checklist of eligible costs that may be funded as additional grants. It is important to be familiar with SFP Regulations Section 1859.76, which lists the site development and design costs that are eligible for funding as additional grants. SFP Regulations can be found at:

[http://www.documents.dgs.ca.gov/opsc/Regulations/SFP\\_Regs.pdf](http://www.documents.dgs.ca.gov/opsc/Regulations/SFP_Regs.pdf)

### Why Use the Electronic Format of the SDWAG?

The OPSC is now using an electronic version of the SDWAG, which can be emailed directly to OPSC. There are many advantages to using the electronic format of the SDWAG, including:

- The ability to send cost estimates back and forth via email attachments
- Eliminates the need for labor-intensive manual data entry
- Allows the District to spend more time responding to issues with site development costs
- Faster turnaround times for OPSC Plan Verification Team reviews
- Furthers the goal of moving towards a “green” paperless system

### How to Submit the Electronic SDWAG to OPSC

When submitting a funding application to OPSC, email the completed SDWAG to OPSC’s Application Review Team at: [OPSC-Cost-Estimates@dgs.ca.gov](mailto:OPSC-Cost-Estimates@dgs.ca.gov)

- Only the orange cells can be modified on the cost estimate worksheet. All other cells are protected.
- When printing a copy of the SDWAG, please use the “Print District Copy” button near the top right hand corner of the form.
- In the funding application submittal letter, include a notation that the cost estimate has been emailed to the OPSC Application Review Team.
- After it is reviewed by the OPSC Plan Verification Team, the SDWAG will be emailed back to the District by the Project Manager.
- If there are revisions to be made to the cost estimate during the 15-day process, the District will make them and then email the revised SDWAG to the Project Manager for the Plan Verification Team’s final review.

### What information is required on the SDWAG?

In order to maximize funding, reduce review time, and simplify reviews, please provide the following on all new construction cost estimates:

- Reference the plan page number where the requested work can be found.

- Reference the Construction Specifications Institute (CSI) number, as found in the Current Construction Costs by Sierra West Group, for the work requested. If a construction activity is not found in the Current Construction Costs by Sierra West Group, then provide additional information in the "Remarks" section to explain where the requested cost amount was obtained.
- Provide detailed calculations for grading and complete the "Remarks" section, rather than only providing quantities and unit costs for requested work.
- Provide comments in the "Remarks" section of the cost estimate to clarify any requested costs that may need further explanation.
- Provide back up documentation when submitting a cost estimate, including the geotechnical report and any applicable utility company connection fee information to support requested costs. This information can be submitted by email along with the SDWAG or it can be included with the District's submitted application.

If you have any questions about developing a cost estimate or submitting the SDWAG to OPSC please feel free to contact your OPSC Project Manager:

<http://www.dgs.ca.gov/opsc/AboutUs/PMList.aspx>

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