

Modernization Application Submittal Requirements

January 2010

The following items are necessary for the application package to be deemed complete by the Office of Public School Construction (OPSC). Please remember before completing any form to check for the most current version, as older versions will not be accepted:

Eligibility Application

If the district has not previously submitted an application for modernization baseline eligibility, all of the following documents/information are required:

Modernization Baseline Eligibility

Eligibility Determination – Form SAB 50-03

Site Diagram of the School

Option A (number and ages of classrooms): The diagram must show the number and ages* of all classrooms in accordance with the Gross Classroom Inventory per Regulations Section 1859.31.

Option B (square footage choice): Site diagram must indicate ages* and approximate square footage and/or dimensions of all buildings on the site.

Adjustment/Amendment

Eligibility Determination – Form SAB 50-03

- ***If the district is requesting an update for new facilities that have come of age***, a new site diagram indicating eligible square footage or buildings is necessary.

**For purposes of modernization eligibility only, the starting date to determine the age of a classroom or square footage is the date the plans were approved by DSA plus 12 months. If the classroom was previously modernized with State funds or rehabilitated under the Charter School Facilities Program, the 25/20 year period shall begin on the date of its previous apportionment. The age of the classroom is the date of its previous State modernization apportionment.*

Funding Application

If the district has not previously submitted an application for modernization eligibility, all of the Eligibility Application documents/information listed are required in addition to those listed below:

Completed Application for Funding - Form SAB 50-04

- ***If requesting funding for 50-year-old buildings***, a site diagram or fire drill map of the applicable school. The diagram/map must show the ages* and number of all classrooms in accordance with the Gross Classroom Inventory, Regulation Section 1859.31. If Option B square footage choice is selected, the diagram/map must show the ages* and dimensions or square footage of all buildings on the site.
- ***If the district has not split out classrooms for Special Day Class Pupils***, a completed Form SAB 50-03 must accompany the funding application. The classrooms reported on the Form SAB 50-03 must be equal to the total number of the classrooms reported on the Form SAB 50-03 when the district originally established its baseline eligibility. The California Basic Education Data System (CBEDS) enrollment data must also be the same as when the district originally established eligibility.
- ***If the district wishes to update its eligibility with the latest CBEDS enrollment data***, a completed Form SAB 50-03 must accompany the funding application.
- ***If requesting funding for an elevator***, a letter from the Division of the State Architect (DSA) certifying that the elevator(s) are necessary for handicapped/access compliance.
- ***If requesting funding for excessive cost grants for accessibility and fire code requirements***, a copy of the DSA approved list that shows the minimum work necessary for accessibility and fire code requirements.

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Funding Application continued...

- ***If requesting funding for 50-Year-Old Buildings Additional Grant for Site Utilities***, a cost estimate for utility site development which reflects 100 percent of the proposed work. Districts are encouraged to use the Site Development Worksheet for Additional Grants (Section C—Utility Service) available at the OPSC Web site.
- ***If requesting an Additional Grant for High Performance Incentive pursuant to Section 1859.70.4***, a signed DSA Compliance Review Verification Form HPI-1.

Written confirmation from the district's career technical education advisory committee (CTEAC)

Documentation indicating that the need for vocational and career technical facilities is being adequately met within the district consistent with Education Code Sections 51224, 51225.3(b), 51228(b), and 52336.1. Documentation may include any of the following:

- Minutes from a public meeting by the school district's governing board documenting the discussion with the local Career Technical Education Advisory Committee (CTEAC) regarding the local CTE facility needs assessment. The minutes must specify the recommendation by the CTEAC and that the need for CTE facilities is being adequately met by the school district. The minutes must also reference the new construction or modernization project(s) for which the school district is requesting funding.
- Minutes from the meeting with the local CTEAC regarding the local CTE facility needs assessment. The minutes must specify the recommendation by the CTEAC and that the need for CTE facilities is being adequately met within the school district. The meeting notes must also reference the new construction or modernization project(s) for which the school district is requesting funding.
- Letter from the local CTEAC that identifies the local CTE facility needs assessment and that the need for CTE facilities is being adequately met by the school district, relative to the project(s) for which the school district is requesting funding.

The provisions of EC Section 17070.955 may not be applicable to some school districts, such as elementary school districts. These districts must supply a written certification from the District Representative that the provisions of EC Section 17070.955 do not apply to their school district. It is recommended that these school districts consult with their legal counsel before making this determination."

Final plan approval from the California Department of Education

Complete Set of Final DSA Approved Plans,

Specifications and Project Addendum

Plans, specifications and addendum must be currently valid (i.e., approval has not expired) either in hard copy or in AutoCAD format. TIF, JPG or other type of files will not be accepted. Specifications submitted in electronic file and plans submitted in AutoCAD format must include a drawing index of file names corresponding to plan sheets and a photocopy of the DSA-signed stamp from approved plans, specifications and addendum is required.

DSA Final Plan Approval Letter

Detailed Cost Estimate

- Provide detailed itemization of quantities and cost that can be verified in the plans.
- All direct construction costs should be summarized into a cost breakdown summary sheet and to be broken down either by Trade or by CSI Master Format. All indirect construction costs such as general requirements, overhead and profit and fees shall be listed separately.

If requesting Financial Hardship assistance, a copy of the current Financial Hardship approval.