

June 1, 2021

Dear California School Superintendents:

As part of the California [Assembly Bill 86 COVID-19 relief package](#) for In-Person Instruction and Elementary and Secondary School Relief (ESSER I) and ESSER II Federal Funding distribution, many schools are planning to improve or update ventilation systems and/or undertake other facility improvements to their school facilities due to emergency response needs of COVID-19.

School administrators considering Heating, ventilation, and air conditioning (HVAC) projects, among other ventilation improvements and upgrades, should review and consider the following process and resources available as they propose their budgets of the use of funds:

- Review the California Division of the State Architect (DSA) [Bulletin 20-01: Assistance During the COVID-19 Pandemic for Emergency School Facilities](#), to learn more information about DSA prioritizing requests for HVAC equipment changes and facility improvements related to school re-opening.
- Review the California Department of Education's (CDE) [ESSER Fund II Frequently Asked Questions](#) that lists the following allowable use of funds:
 - School facility repairs and improvements to reduce the risk of virus transmission and to support students' health needs.
 - Inspection, testing, maintenance, repair, replacement, and upgrade projects to improve the indoor air quality in school facilities, including mechanical and non-mechanical HVAC systems, filtering, purification, and other air cleaning, fans, control systems, and window and door repair and replacement.
- Reach out to the local DSA [Regional Office Manager](#) to discuss scope of work and determine additional work which may be needed for code compliance as part of the project, in addition to requesting prioritization for your project by indicating that the work is related to school re-opening.
- **Ensure extra funds are allotted for code compliance work and plan review fees.** AB 86, ESSER I and ESSER II funds will cover these fees, however it is important to budget into your proposal.

Each project is different, which is why reaching out to DSA prior to making an appointment to submit drawings is essential to a prioritized review. DSA anticipates a significant number of projects to be submitted; therefore, scheduling your plan submittal appointment and meeting plan submittal deadlines is critical for timely review and approval of your project.

For technical assistance on ventilation systems for school facilities, school districts can [submit a TA Request](#) through the [California Safe Schools for All](#) website.

Sincerely,



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State Architect