



Career Technical Education Facilities Program

Joint Agency Webinar
May 22, 2025

Presented by:

- California Department of Education (CDE)
- Office of Public School Construction (OPSC)
- Division of the State Architect (DSA)

Agenda

Presentations from:

- California Department of Education (CDE)
- Office of Public School Construction (OPSC)
- Division of the State Architect (DSA)

Question and Answer Session



CALIFORNIA DEPARTMENT OF EDUCATION
Tony Thurmond, State Superintendent of Public Instruction

Career Technical Education Facilities Program Prop 2

*David Kinst, Education Program Consultant
Career and College Transition Division*

*Angel Doughty, Field Representative
School Facilities and Transportation Services Division*

Proposition 2

- Continues commitment to Career Technical Education
- This Funding Cycle will allocate the first \$300 Million under Prop 2
- State Match Amounts
 - \$3 million state match for new construction
 - \$1.5 million state match for modernization



CTEFP in a Nutshell

- CDE review/scores CTEFP apps
- One industry sector per application
- Apps scoring 105 or above “considered” for funding
- Districts must submit documents to OPSC
- Applications selected for funding are based on score and school locale
- CDE and DSA plan approval required

Eligible CTE Projects per Education Code 17078.72

- New construction projects – comprehensive high schools
 - *Education Code* sections 51224, 51225.3, and 51228
- Modernization/reconfigurations –comprehensive high schools and joint powers authorities (JPAs) currently operating CTE programs
- Equipment must have 10 year lifespan



What is Career Technical Education?

- A program of study that involves a multiyear sequence of courses that integrates core academic knowledge with technical and occupational knowledge to provide students with a pathway to postsecondary education and careers.



Twelve Elements of a High Quality CTE Program

1. Student-Centered Delivery of Services
2. Student Equity
3. Access
4. Leadership at All Levels
5. High-Quality, Integrated Curriculum and Instruction
6. Skilled Instruction and Educational Leadership, informed by Professional Learning
7. Career Exploration and Student Supports
8. Appropriate Use of Data and Continuous Improvement
9. Cross-System Alignment
10. Intentional Recruitment and Marketing (Promotion, Outreach, and Communication)
11. Sustained Investments and Funding through Mutual Agreements
12. Strong Partnerships with Industry



Career Technical Education 15 Industry Sectors

- Agriculture and Natural Resources
- Arts, Media, and Entertainment
- Building and Construction Trade
- Business and Finance
- Education, Child Development, and Family Services
- Energy, Environment and Utilities
- Engineering and Architecture
- Fashion and Interior Design
- Health Science and Medical Technology
- Hospitality, Tourism, and Recreation
- Information and Communication Technologies
- Manufacturing and Product Development
- Marketing, Sales, and Services
- Public Services
- Transportation

Parts of the CTE Facilities Program Application

PARTS		POINTS POSSIBLE
1	Career Technical Education Plan	30
2	Projections of Student Enrollment	18
3	Identification of Feeder Schools and Partners	12
4	The Accountability Plan	18
5	Educational Specifications and Equipment/Space Requirements	24
6	Budget Justification/Detail Sheet (Form B)	42
7	Unique Conditions (If Applicable)	3
	Total	147
• Minimum Score for Funding Consideration: <u>105 points</u>		

Application Submittal Requirements

- Cover Page (See Form A)
- Table of Contents
- Project Abstract (1 page maximum)
- 7 Parts of the CTEFP application (Narrative 12 pages maximum)
- Appendices/Forms NOT counted as part of 12 page maximum

Cover Page – Form A

- LEAs name, contacts, address
- Project details
- Board approval
- Certifications
- LEA Superintendent/Designee signature

Project Abstract

- Complete a one-page abstract that includes a heading and brief summary of the Career Technical Education facilities/equipment request. The summary should describe the project's goals and objectives as they relate to enhancing the Career Technical Education opportunities for students. (1 page maximum)

Part 1: Career Technical Education Plan (30 Points)

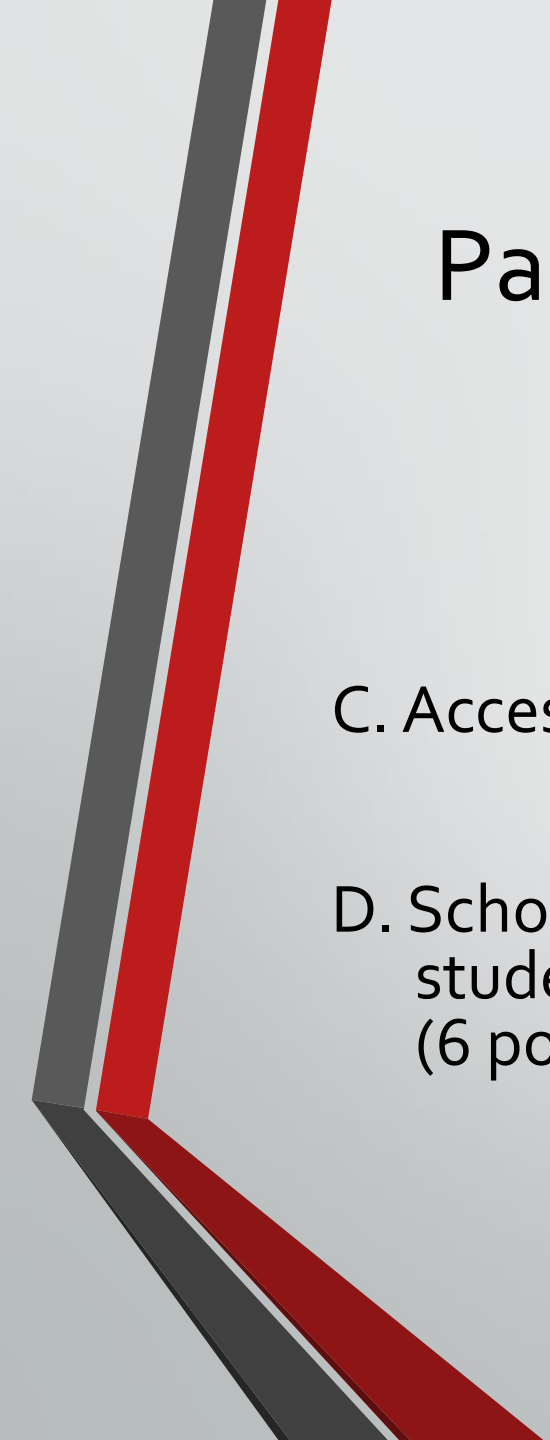
A. Describe the labor market demand for highly qualified technical employees in the selected industry sector. Outline the geographic proximity of similar CTE programs in your area. Describe how the proposed CTE project would complement, enhance or differ from the existing CTE offerings available in your area.* (12 points)

Part 1: Career Technical Education Plan (30 Points)

B. Description of CTE plan (6 points)

- Industry sector and pathway(s)
- Course sequence
- CTE credentialed instructor
- Labor market demands
- Rationale for construction project and/or equipment purchase
- CTE Advisory Committee

☐ Appendix A



Part 1: Career Technical Education Plan (30 Points)

C. Access for all students (6 points)

D. School's commitment to CTE to all students as well as CTE teachers (6 points)



Part 2: Projections of Student Enrollment (18 Points)

- A. Identify total annual number of pupils expected to attend the CTE program* (12 points)
- B. Describe procedures in place to ensure projected student enrollment is met (6 points)

Part 3: Identification of Feeder Schools & Partners (12 Points)

A. List participants in the development, review and approval of the CTE plan* (12 points):

- feeder schools
 - students, parents and counselors
 - ROCPs
 - industry partners
 - community colleges
 - other postsecondary schools
-
- Appendix B

Part 4: Accountability Plan (18 Points)

A. Describe the accountability plan for CTE enrollments and outcomes* (12 points):

- Certificates
- Related employment
- Postsecondary education
- Data collection

B. Describe how the school will meet/ exceed obligations pursuant to *Education Code* Section 51228(b) (6 points)

Part 5: Educational Specification & Equipment/Space Requirements (24 Points)

A. Project Description (2 points)

- ☐ What is scope of construction project? Is it a conversion? An expansion? HVAC upgrade?

B. School Site Plan (2 points)

C. Schematic Drawing (2 points)




Part 5: Educational Specification & Equipment/Space Requirements (24 Points)

D. Space Requirements (6 points)


E. Planning Process (6 points)

F. Program & Space Justification (6 points)



Part 6: Budget Justification/Detail Sheet – Form B (42 points)

- A. Provide the estimated capital cost per pupil and rationale/method used* (12 points)
- B. Describe financial participation of industry partners* (12 points)
- C. Industry collaboration with equipment needs (6 points)



Part 6: Budget Justification/Detail Sheet – Form B (42 points)

D. Describe the process used to evaluate expenditures (i.e., life expectancy, warranty, safety, maintenance, upkeep, etc.) (6 points)

E. Maintenance/upkeep commitment
(6 points)

CAREER TECHNICAL EDUCATION FACILITIES PROGRAM APPLICATION

FORM B – BUDGET JUSTIFICATION/DETAIL SHEET (Rev. 3/18)

Local Education Agency: _____

Name of Industry Sector: _____

Name of Pathway(s): _____

Facilities Description and Cost

****For Equipment Expenditures:** On a separate piece of 8/12 by 11 paper, list each equipment item using the following format:

Equipment Description	Make	Model	Quantity	Price	Subtotal

Estimated Total Cost of Project: _____

Part 7: Unique Conditions (3 points)

A. Describe unique conditions that may affect the application:

1. Rural or isolated schools
2. Unique partnership arrangements
3. Unique costs and expense issues
4. Unique physical plant

Helpful Hints

- Successful applicants:
 - Provided clear, concise and complete answers
 - Answered questions in the order asked
 - Restated the question in the answer
 - Made sure equipment had 10-year life span
 - Provided all required information

Appeal Process

- Submit a letter to CDE from Superintendent/CEO
- Appeal limited to the grounds that the CDE failed to correctly apply the process for reviewing the application as specified in this RFA
- No new information will be accepted
- Additional information including timelines will be outlined in the score letter.

Application Submission

- LEAs must upload applications via CDEBox. Please visit <https://www.cde.ca.gov/ls/fa/sf/careertech.asp> to submit your application. This is a multi-step process. Please plan accordingly. The online portal will be available starting November 1, 2025.

NOTE: Submissions will only be accepted electronically. **No submissions will be accepted after 5PM on Monday, December 1, 2025**



Questions? Contact Information

Application, FAQs, etc.:

<http://www.cde.ca.gov/ls/fa/sf/careertech.asp>

Prop2CTEprogram@cde.ca.gov

Angel Doughty – Facilities/Application Submission

(916) 445-5666

adoughty@cde.ca.gov

SCHOOL FACILITY PROGRAM

Jonathan Bernstein, Program Services Supervisor

CAREER TECHNICAL EDUCATION FACILITIES PROGRAM





CTEFP OVERVIEW

- Purpose
- Application Process
- Grants & Project Funding
- Funding Order
- Required Documents
- Priority Funding Process
- 5 Year Master Plan Requirement



Purpose of CTEFP

Established in 2006, CTEFP provides funding to School Districts, County Offices of Education (COE) and Joint Powers Authorities (JPA) for:

- Construction of new CTE facilities
- Modernization/Reconfiguration of existing CTE facilities
- Purchase of CTE equipment (with an average 10-year useful life expectancy)

ELIGIBLE APPLICANTS

New Construction

- School District/COE operating a comprehensive high school
- Has an active career technical advisory committee (EC 8070)

Modernization

- School District/COE operating a comprehensive high school
- Joint Powers Authority (JPA) operating career technical education programs as of May 20, 2006
- Has an active career technical advisory committee (EC 8070)

SFP Eligibility

- New Construction or Modernization eligibility is NOT required

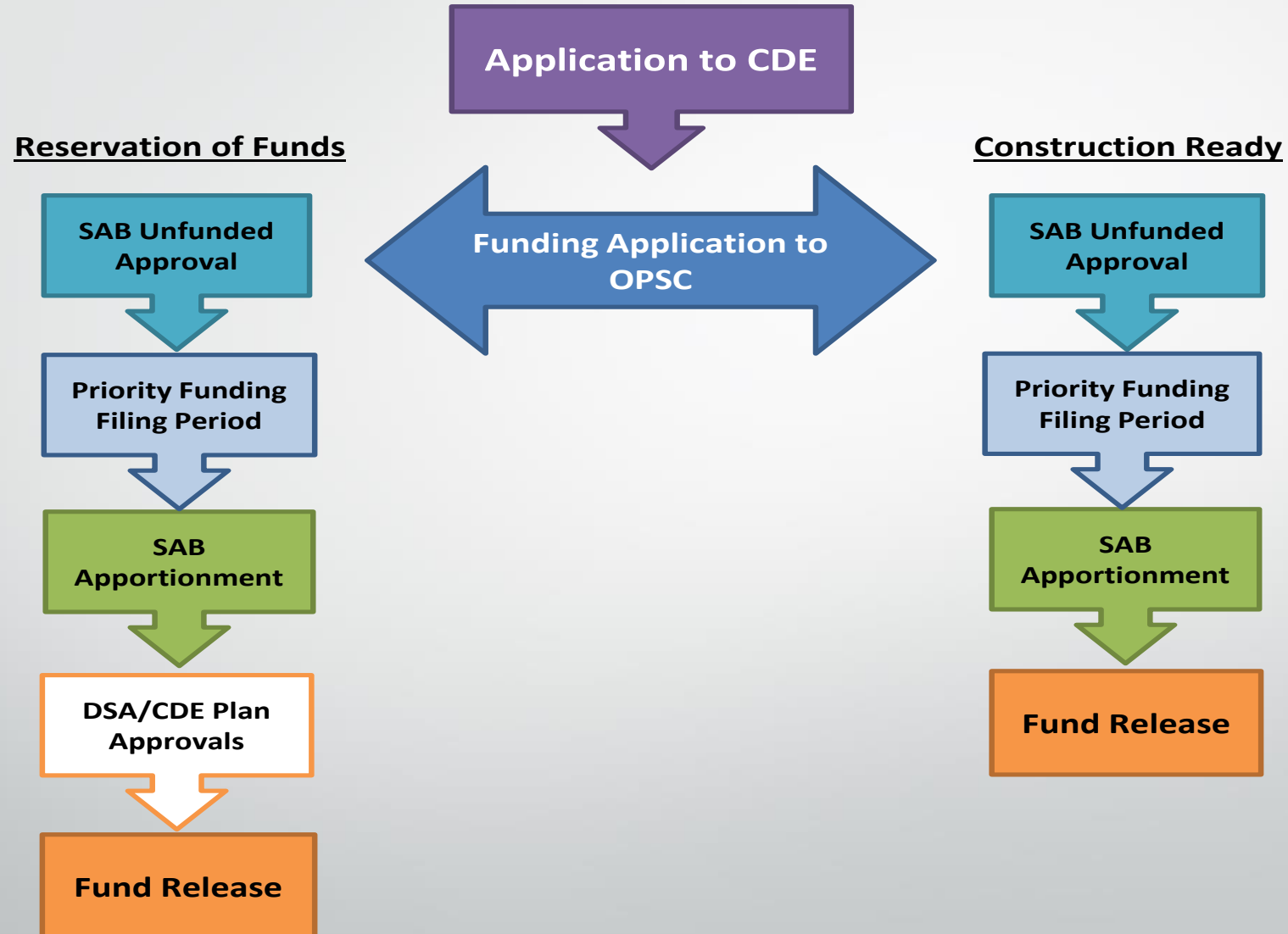


APPLICATION PROCESS

To be considered for funding:

- ✓ Applicants first submit a CTEFP grant application to the CDE
- ✓ CDE reviews and scores the grant application
- ✓ Achieve minimum score of 105 points
- ✓ Current CDE Score Letter (2025 or after).

CTEFP FUNDING PROCESS



GRANT AMOUNTS

New Construction

\$3 Million Maximum

Modernization

\$1.5 Million Maximum

“PERINDUSTRYSECTOR/PATHWAYPROJECT
PERSCHOOLSITE”

Allows for multiple projects at a single school site.



Eligible Projects

New Construction:

CTE Facilities newly constructed and occupied on or after May 20, 2006 may be eligible.

Modernization:

Existing CTE facilities Modernized projects may be eligible if the contract for the work was executed on or after May 20, 2006

Sites that previously received CTEFP funds are eligible – IF that industry sector/pathway project did not receive the maximum funding limits.

GRANT DETERMINATION

- Based on cost of equipment, construction and site development of CTE facilities in the project.
- Costs Furnished by applicant
 - ✓ Subject to verification
- Project may consist entirely of eligible equipment



MATCHING SHARE REQUIREMENT

- **Dollar for Dollar (50% - 50%)**
 - ✓ New Construction and Modernization
- **Applicant's Share Potential Sources**
 - ✓ Private industry groups, School District, COE or JPA
 - ✓ Program Loan - no Financial Hardship
- **Exceptions** - other State and federal CTE grant program funds cannot be used as the local match, such as:
 - ✓ CTE Incentive Grant Program
 - ✓ CTE Initiative Program
 - ✓ Perkins Federal CTE Grant Program

CTEFP LOAN

- **Program Loan Option**
 - ✓ 10-year repayment with interest
 - ✓ Loan rate is based on the Pooled Money Investment Account Rate
 - ✓ Interest begins to accrue on fund release date
- **Required Documents with Funding Application**
 - ✓ Loan Request
 - ✓ CTEFP Fund Availability Worksheet



CTEFP FUNDING OPTIONS

1. CTEFP with an SFP Project
2. Stand-Alone New Construction project
3. Modernization project

If not construction-ready, CTEFP funds can be reserved for 12 months.

CTEFP with an SFP PROJECT

CTEFP Project combined with an SFP application:

- ✓ Submit CTE application concurrently or after the SFP NC or Mod project.
- ✓ Deduction for classroom funding included in SFP NC project to determine CTEFP grant.
- ✓ Site development grants are included on the SFP NC application.

If SFP application was already submitted, the application must meet the following:

- ✓ CTEFP facilities were included in the original DSA-approved plans and specifications for the SFP application.
- ✓ New CTE classrooms were occupied on or after May 20, 2006.

CTEFP w/ SFP NEW CONSTRUCTION

A

50% Cost of Construction

plus

B

50% Cost of Equipment

minus

C

SFP Allowance per Classroom

(50% Current Replacement Cost x 960 sq.
ft.)

* Site development costs are included in SFP
New Construction application.

Example #1 – CTEFP w/ SFP NC

District applies for CTE funds and also requests 27 SFP New Construction pupil grants for one CTE classroom.

Project Cost Category	Eligible Costs @ 100%	Eligible Costs @ 50%
Construction	\$5,000,000	\$2,500,000
Equipment	\$2,000,000	\$1,000,000
Site Development (N/A)	0	0
2025 Current Replacement Cost \$517 x 960 sq ft per classroom	(\$496,320)	(\$248,160)
	\$6,503,680	\$3,251,840

Grant is lesser of \$3,251,840 or \$3,000,000

Grant = \$3,000,000

STAND ALONE CTE NC PROJECT

A
plus = 50% Cost of Construction

B
plus = 50% Cost of Equipment

C
= 50% Site Development Cost

Example #2

Stand-Alone CTE New Construction Project

Project Cost Category	Eligible Costs @ 100%	Eligible Costs @ 50%
Construction	\$2,000,000	\$1,000,000
Equipment	\$1,000,000	\$500,000
Site Development	\$350,000	\$175,000
	\$3,350,000	\$1,675,000

Grant is lesser of \$1,675,000 or \$3,000,000

Grant = \$1,675,000



CTEFP MODERNIZATION PROJECT

A = 50% Cost of Construction

plus

B = 50% Cost of Equipment

*Includes remodeling/reconfiguration of existing building within current confines and/or limited expansion the existing square footage building.

*If a minimum essential facility is displaced, applicant must replace it in the same project using only local funds.

Example #3

Application for Modernization of CTE Facilities

Project Cost Category	Eligible Costs @ 100%	Eligible Costs @ 50%
Construction	\$ 2,000,000	\$ 1,000,000
Equipment	\$ 2,000,000	\$ 1,000,000
	\$ 4,000,000	\$ 2,000,000

Grant is lesser of \$2,000,000 or \$1,500,000

Grant = \$1,500,000

REQUIRED DOCUMENTS

Full Funding

- ✓ *Application for Career Technical Education Facilities Funding* (Form SAB 50-10)
- ✓ CDE CTE grant application Approval Letter with score
- ✓ CDE grant application – Copy submitted
- ✓ Itemized Equipment List with cost & quantity
- ✓ Facility Plan Approval letter from CDE (if applicable)
- ✓ DSA-approved Plans and Specifications (if applicable)
- ✓ Detailed Construction Cost Estimate (if applicable)
- ✓ If Loan - completed CTEFP Funding Availability Worksheet

REQUIRED DOCUMENTS

(Continued)

Reservation of Funds

- ✓ *Application for Career Technical Education Facilities Funding*
(Form SAB 50-10)
- ✓ CDE CTE grant application Approval Letter with score
- ✓ Copy of the submitted CDE grant application
- ✓ Itemized Equipment List with cost & quantity
- ✓ Detailed Construction Cost Estimate (if applicable)
- ✓ If Loan - completed CTEFP Funding Availability Worksheet

Application for Career Technical Education Facilities Program (Form SAB 50-10)

STATE OF CALIFORNIA

APPLICATION FOR CAREER TECHNICAL EDUCATION FACILITIES FUNDING SCHOOL FACILITY PROGRAM

SAB 50-10 (REV 10/14)

STATE ALLOCATION BOARD
OFFICE OF PUBLIC SCHOOL CONSTRUCTION

Page 1 of 4

GENERAL INFORMATION

This form is to be used by a school district/joint powers authority (JPA) to request a Career Technical Education Facilities Program (CTEFP) grant. Requests for funding may be made as follows:

New Construction or Modernization project pursuant to Regulation Section 1859.190. The following documents must be submitted with this form for purposes of this apportionment:

- California Department of Education's (CDE) Career Technical Education (CTE) score letter.
- A copy of the submitted CTEFP application that complies with the requirements of Education Code Section 17078.72.
- If applicable, Plan Approval letter from the CDE School Facilities Planning Division.
- If applicable, Plans and Specifications (P&S) for the project that were approved by the Division of the State Architect (DSA) and the DSA Approval letter. Submittal of plans may be on CD-ROM or "Zip Drive" readable in AutoCAD 14. The specifications may be provided on a diskette that is IBM compatible.
- Detailed cost estimate of proposed site development, if requesting site development funding.
- Detailed construction cost estimate, if requesting construction funding.
- Itemized list of equipment including cost, if requesting equipment funding.
- If requesting a loan, the applicant must attach the completed CTEFP Funding Availability Worksheet.

SPECIFIC INSTRUCTIONS

A Project Tracking Number must be assigned by the applicant for all applications submitted to the OPSC, the DSA, or the CDE. This number may be obtained from the OPSC Web site at www.dgs.ca.gov/opsc or the DSA or the CDE Web sites under "Project Tracking Number Generator." The locale must be entered for all CTE applications submitted to the OPSC. If the district is amending its High Performance Incentive (HPI) grant request, complete sections 1 and 14 only.

1. Type of Application

Check the box that indicates the type of CTEFP funding requested. Refer to Section 1859.192 for the eligibility criteria.

2. CTE Industry Sector and Pathway(s)

Enter the name of the Industry Sector and Pathway(s).

3. Reservation of Funds


Check the box "Yes" if requesting a reservation of funds pursuant to Section 1859.193(d). Otherwise, check the box "No."


4. Loan Request

Check the box "Yes" if requesting a loan pursuant to Section 1859.194. Otherwise, check the box "No."

Application for CTEFP (Form SAB 50-10); OPSC Online

**See OPSC Online User Guide at login for additional guidance*

Sample 50-10 OPSC Online  **Draft**

Application for Career Technical Education Facilities Funding • Career Technical Education Facilities Program (CTEFP) - Form SAB 50-10 

Career Technical Education (CTE): New Construction

SAB 50-10 Form

● Application Details

● Sectors and Pathways

● School Facility Program (SF ...)

● Score and Classrooms

● Reservation of Funds

● Project Costs

● Loan Request


● Certification

● Review

● Submit


Application Details



Locale

Select the applicable Locale for this Career Technical Education Facilities Program (CTEFP) Project: 


Please enter your Division of State Architect number (if applicable)

Approval Date(s)

Please make a selection 

+ DSA App #
 Press the Enter  key to save
You can add up to 5 Values(s)

MM/DD/YYYY
You can add up to 5 Date(s)

Continue 

FUNDING ORDER

Funding order is determined by score and locale.

The 3 projects with the highest score in each locale are ranked 1, 2, 3.
Then the next 3 projects with the highest score in each locale are ranked 4, 5, 6.

Urban

Suburban

Rural

This process continues until the applications or funds are exhausted.

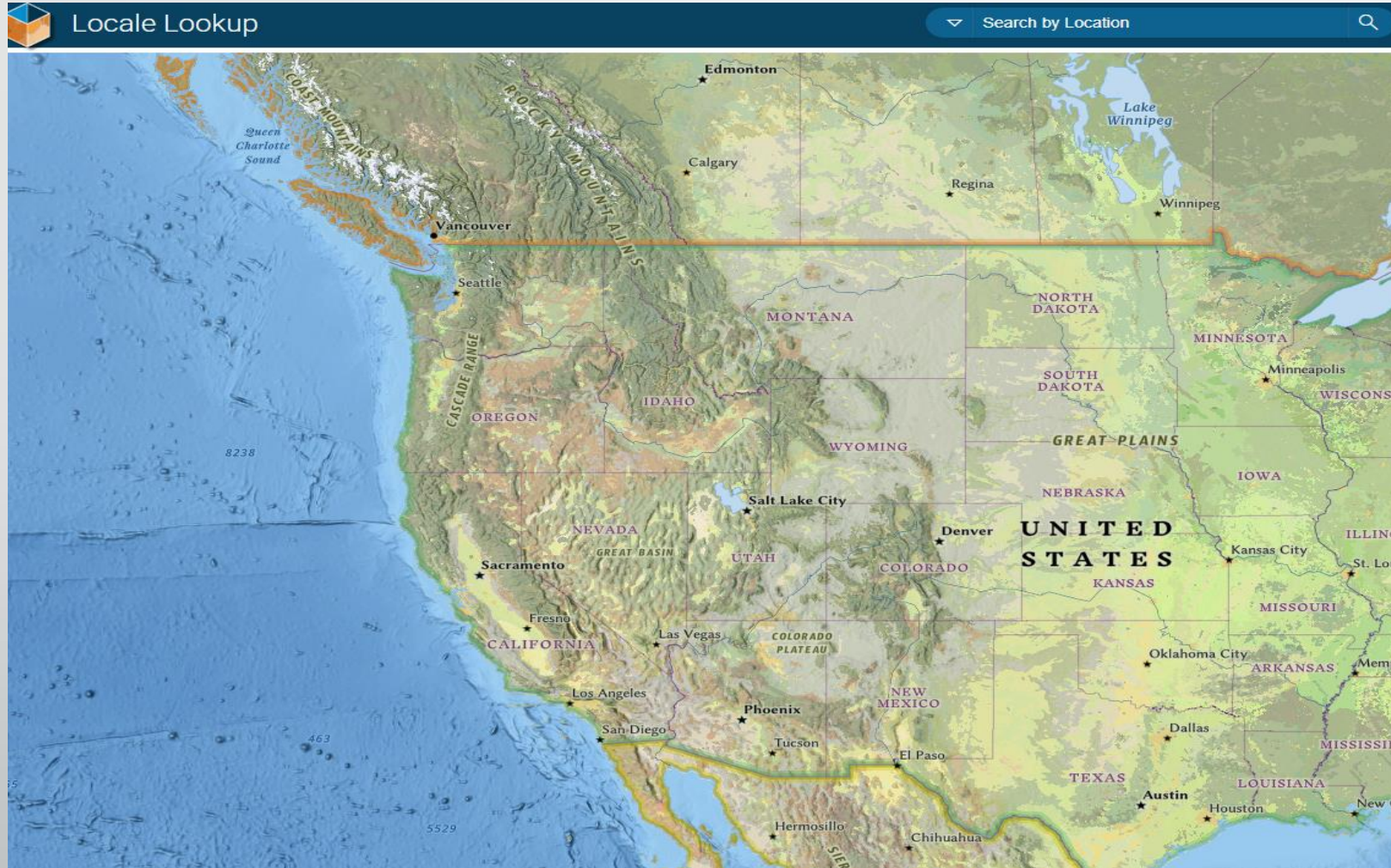
*Please note that town locales are considered rural.

Locale Determination:

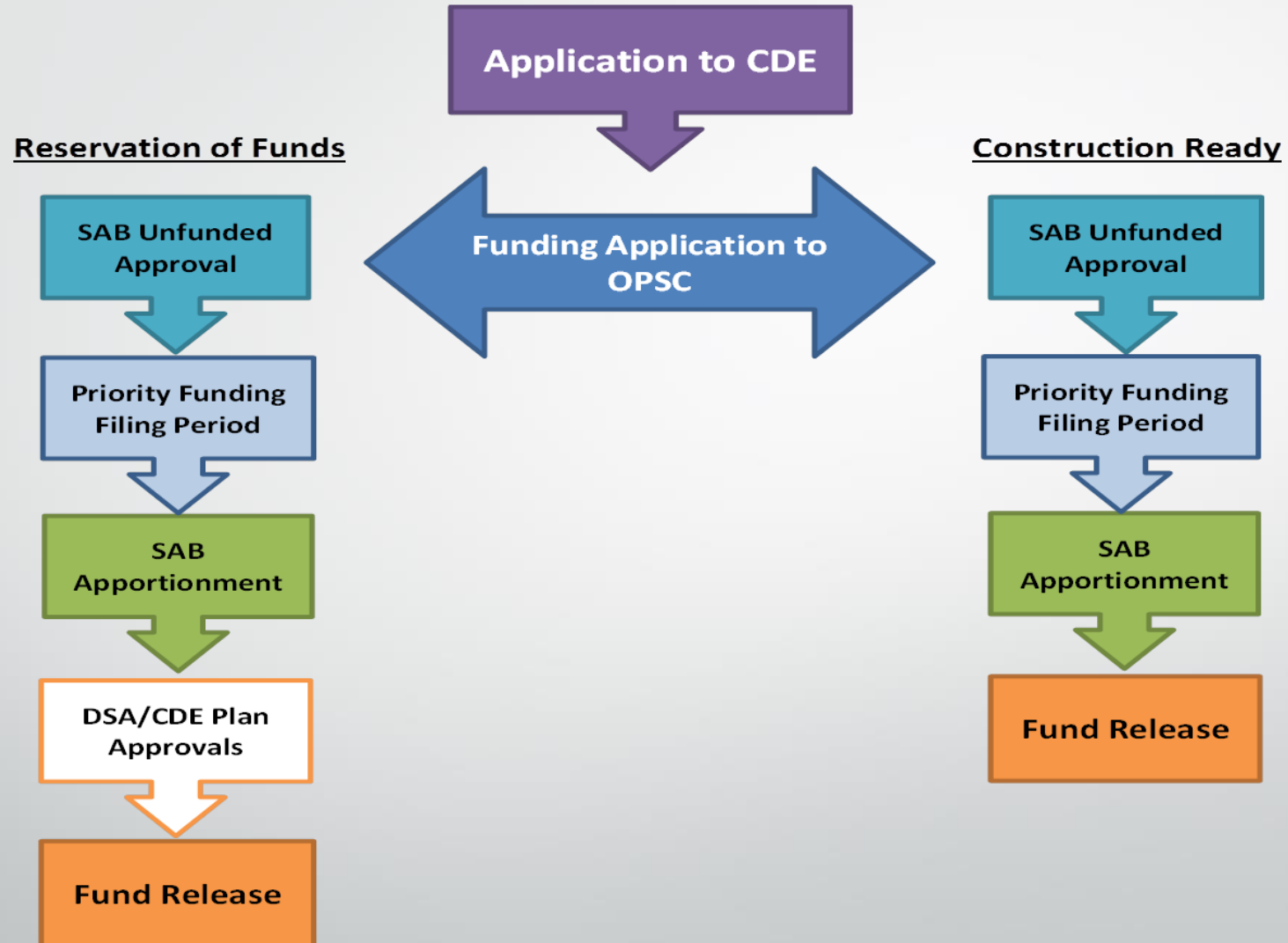
National Center for Education Statistics

Locale Lookup (<https://nces.ed.gov/programs/maped/LocaleLookup/>)

NCES Locale Lookup



CTEFP FUNDING PROCESS



PRIORITY FUNDING PROCESS

Full Funding

Applicant must submit a valid *Fund Release Authorization* (Form SAB 50-05) within 90 days of Apportionment, which includes a signed Grant Agreement.



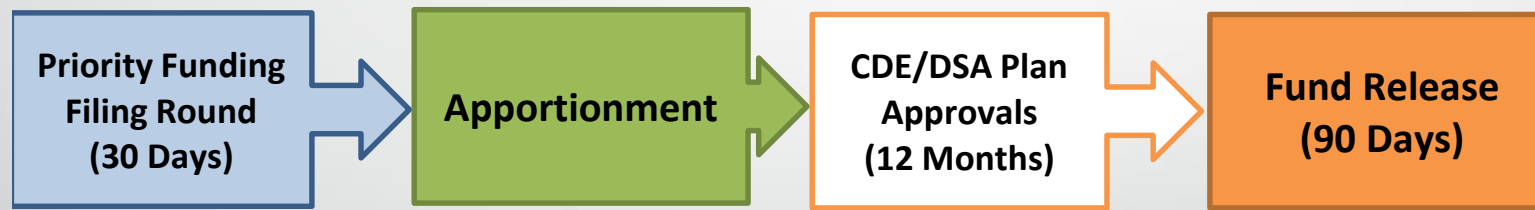
➤ Loan for entire local match

If approved for a loan for the entire local matching, 10% of the CTEFP grant will be released within 30 calendar days of Apportionment depending on availability of funds.

PRIORITY FUNDING PROCESS

Reservation of Funds

- **12 Months** from Apportionment to submit the CDE plan approval and/or DSA approved plans and specifications
- **90 Days** from OPSC received date of the CDE plan approval & DSA approved plans/specs to submit a Form SAB 50-05



➤ **Loan for entire local match**

If approved for a loan for the entire local match, 10% of the CTEFP grant will be released within 30 calendar days of Apportionment depending on availability of funds.

PROGRAM ACCOUNTABILITY

- **All applications that receive funding are subject to:**
 - ✓ 5-Year Master Plan
 - ✓ Substantial Progress Reporting
 - ✓ Annual Reporting of Expenditures until Notice of Completion is submitted or 4 years.
 - ✓ Grant Agreements
 - ✓ Accountability Expenditure Audit
- **Not subject to 60% commensurate requirement**

Five Year Master Plan Requirement

If the application receives an apportionment, the applicant must submit a 5-year School Facilities Master Plan with the Substantial Progress Certification for construction of the project or the 100% complete *Expenditure Report* (Form SAB 50-06), whichever occurs first pursuant to EC Section 17070.54.

APPLICATION SUBMITTAL DEADLINES

7th Cycle - \$300 Million

CDE – December 1, 2025

OPSC – June 30, 2026

**Subsequent
funding cycles
will be
scheduled in the
future**

OPSC CONTACTS

Joshua Potter, Manager (279) 946-8454

Joshua.Potter@dgs.ca.gov

Jonathan Bernstein, Supervisor (279) 946-8453

Jonathan.Bernstein@dgs.ca.gov

Kelsie Muramoto, Project Manager (279) 946-7869

Kelsie.Muramoto@dgs.ca.gov

Nikolaus Sutton, Project Manager (279) 799-4036

Nikolaus.Sutton@dgs.ca.gov

CTEFP RESOURCES

OPSC CTEFP Program Forms & FAQ:

[Access Career Technical Education Facilities
Funding](#)

CDE Career Technical Education
Page/Resources:

<https://www.cde.ca.gov/ls/fa/sf/careertech.asp>



Career Technical Education Facilities DSA Process

DSA Regions

Oakland Regional Office Manager:

Chris Morton, Principal Structural Engineer

Sacramento Regional Office Manager:

Harlan Reymont, Principal Architect

Los Angeles Regional Office Manager:

Douglas Humphrey, Principal Architect

San Diego Regional Office Manager:

Ron LaPlante, Principal Structural Engineer



DSA Authority

Plan Approval and Construction Support: Schools

- DSA does not issue Certificates of Occupancy. DSA issues Certification.
- Certification indicates that schools meet the requirements of the Field Act, all applicable codes, and that Project Inspectors have provided the necessary continuous inspection and testing, resulting in documentation to support compliance.
- Schools have “beneficial occupancy.” They can occupy schools without certification, but the governing board is personally responsible for building safety until certification is issued by DSA.

Projects Requiring DSA Approval

- New Construction
- Additions
- Alterations to existing certified school buildings and facilities
- Relocation of Modular Buildings
- Reconstruction
 - Repair to existing certified school building
- Rehabilitation
 - Improvements of an existing non-conforming building to current code and Field Act requirements

Exemption Based on Project Cost

IR A-22: Construction Projects Exempt from DSA Review

- Exemption threshold raised to \$128,342 for all disciplines
- Exemption Raised to \$288,769 when:
 - ✓ There is no structural work
 - ✓ Project contains no access compliance work
 - ✓ Project contains no work that triggers Path of Travel improvements
 - ✓ Project meets all fire & life safety standards
- Exempt projects must comply with all design, construction and inspection requirements of the CBC
- School District is responsible for compliance with all code requirements
- Exemption is only applicable to alterations to DSA certified structures

Exemption Based on Project Scope

Applies to “maintenance” work, defined as

- Ordinary upkeep and repair
- Replacement in kind
- Repainting
- Re-plastering
- Reroofing
 - Limited to one additional application
 - Need to examine for deterioration prior to reroofing

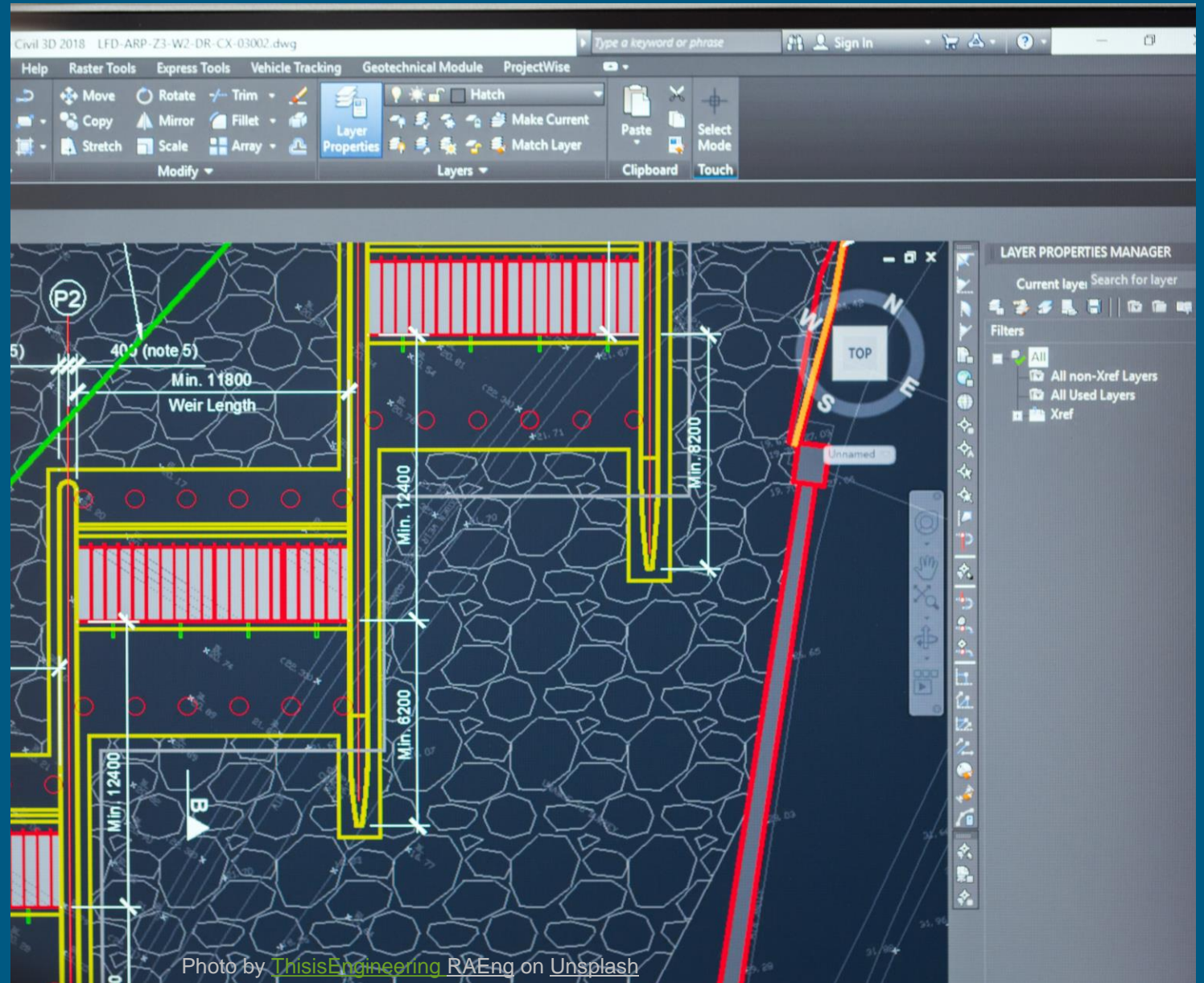
Maintenance does **not** include:

- Work on structural framing or reinforcement other than repainting
- Replacement of large mechanical, electrical, or plumbing systems

- Highly recommended, not required.
- Meet early in design development.
- Use appropriate DSA Regional Office form to schedule.....
DSA 91, 92, 93, 94
- Design team and school district representatives should attend.
- Identify and resolve problems prior to completion of plans – *saves time!*



All Services
Electronic
Including
Backcheck

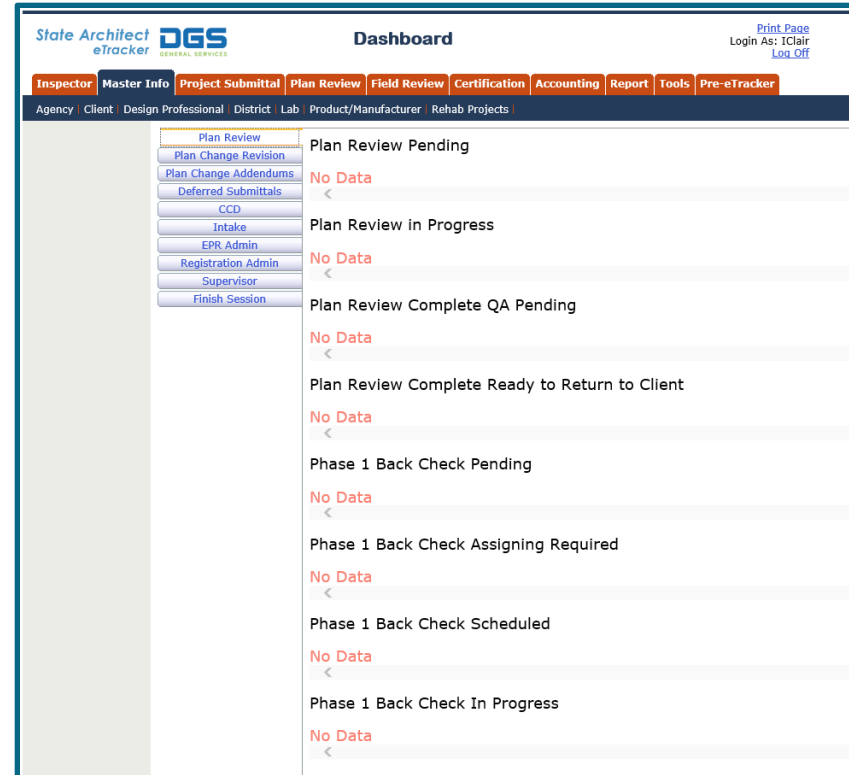


DSA

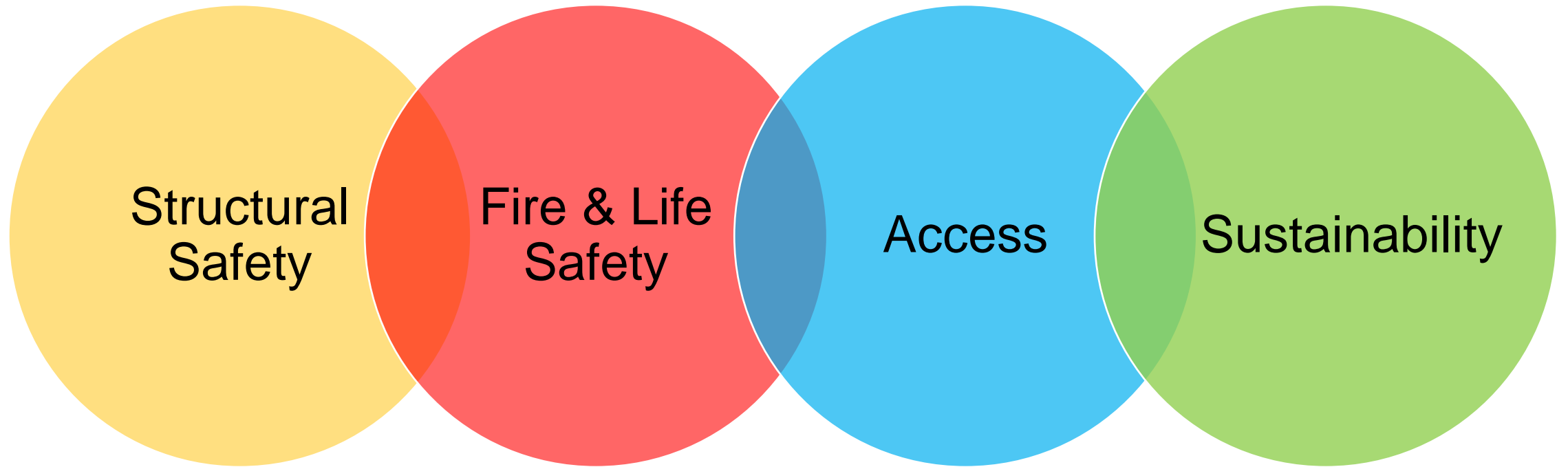
DSAbbox

DSAbbox is a secure cloud based collaborative solution that allows DSA staff and external stakeholders to share, view and collaborate in real time in one location online.

E-Tracker



E-Tracker allows DSA staff and external staff to view project approval progress.



DSA Review Focuses on Safety

Construction documents must show all work
(including mechanical, electrical, and plumbing)




Sustainability Plan Review

- DSA provides review for inclusion of requirements.
- DSA does not provide comprehensive review.
- Relies on design professional certification that design complies with CALGreen requirements.

Checklist **DSA 403-C** to be submitted with each project.

Intended to be used as a guide for submitting complete documents that incorporate the current CALGreen requirements for DSA adopted mandatory measures.

**403-C**

CALGREEN CODE SUBMITTAL CHECKLIST

PURPOSE

K-12 schools and community college projects submitted to the Division of the State Architect (DSA) for review, as a single project or as increments, and Pre-checked (PC) applications, must comply with the Title 24, Part 11, California Green Building Standards Code (CALGreen). This form is intended to be used as a guide for submitting complete documents that incorporate the current CALGreen requirements for DSA adopted mandatory measures. Adopted DSA-SS CALGreen regulatory requirements consists of compliance with the scoping requirements in CALGreen Chapter 3, Section 301.4 and the Nonresidential Mandatory Measures adopted by DSA-SS in Chapter 5. Refer to the Chapter 5 Matrix Adoption Tables for each Division for the specific Mandatory Measures adopted by DSA-SS.

CALGreen Section 306 Voluntary Measures encourages building practices that improve public health, safety, and general welfare by promoting the use of building concepts which minimize the building's impact on the environment and promote a more sustainable design. Chapter 5 Nonresidential Mandatory Measures that are not adopted as mandatory measures by DSA-SS are voluntary measures. Voluntary measures are recommended and encouraged for the design, construction, verification, and maintenance of non-energy systems. CALGreen Code Appendix A5, Divisions A5.1 through A5.5 outline means of achieving enhanced sustainable design and construction by incorporating voluntary measures that exceed the mandatory measures.

INSTRUCTIONS

For project submission, verify the CALGreen Mandatory Measures that are applicable to, and incorporated in, the project, submit the completed form DSA 403-C with the project documents.

All fields must be filled with either a sheet number and/or a specification section number indicating the location where required items are included in the submittal or "N/A" indicating items not applicable to the scope of work. If the scope of the project would not require compliance with CALGreen mandatory measures (i.e., strictly an interior alteration to an existing facility not including new site work or an addition) enter N/A in all fields.

It is recommended that the form DSA 403-C be reviewed by the design professional at the time the project or PC is registered to allow adequate time to verify that all applicable items have been completed and coordinated prior to submittal. Any questions related to the applicability of a listed item to the specific project scope should be clarified with DSA staff at the time the project is registered, and the progress drawings are uploaded to DSA Box.

Review will not commence until this checklist indicating where the compliant elements are indicated in the plans, specifications or N/A is entered into each section.

APPLICABILITY

CALGreen scoping sections for the mandatory measures for public schools and community colleges are found in section 301.4. These mandatory measures are applicable to new building construction and site work on a new or existing campus as required by 301.4.1 – 301.4.3.

All building and site construction on a new site, as well as newly constructed site work and newly constructed buildings on an existing site, must comply with all Chapter 5 DSA-SS adopted sections. Newly constructed buildings on an existing site must also provide a rehabilitated landscape area per section 301.4.3. Additions to existing buildings are only required to provide a rehabilitated landscape area per 301.4.3.

403-C (Issued 11/30/23)
DIVISION OF THE STATE ARCHITECT

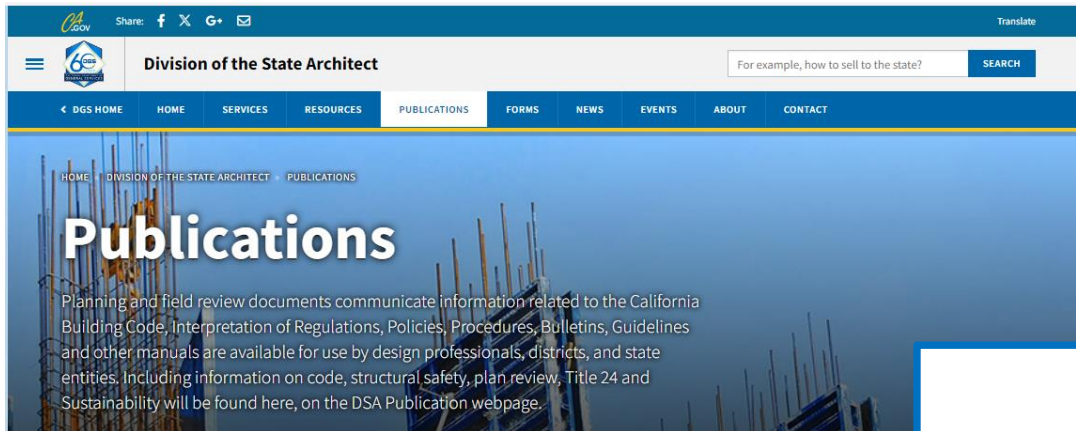
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DEPARTMENT OF GENERAL SERVICES
STATE OF CALIFORNIA



Mandatory Measures for Schools

- Bicycle parking
- Electric vehicle charging
- Light pollution reduction
- Grading to manage surface water flow
- Shade trees
- Water conserving plumbing fixtures
- Outdoor potable water use in landscape areas
- Water resistance and moisture management
- Building Reuse
- Construction waste disposal and recycling
- Recycling by occupants
- Pollutant control during construction
- Finish material pollutant control
- MERV-13 filters
- CO2 monitoring in classrooms
- Acoustical control and exterior noise transmission
- HVAC refrigerants without chlorofluorocarbons and halons
- Embodied Carbon of Materials

DSA Publications



- Bulletins (BU)
- Guidelines (GL)
- Interpretations of Regulations (IR)
- Policies (PL)
- Procedures (PR)

Submittal Process

- Projects registered 6 – 8 weeks in advance utilizing form [DSA 1-REG](#).
- DSA opens a project box, issues project application number & notifies clients
- Within 1 week of appointment upload to box “scope definition drawings” to help define project
- Submit fees and complete submittal package on the date requested – late submittal will be rejected and returned.
- Ensure documentation is formatted per DSA requirements. [See PR 17-03](#).



Submittal Process

Additional documentation required:

- Geologic Hazards Report and Soils Report (if applicable, see [IR A-4.](#))
- Structural Calculations.
- Fire and Life Safety Site Conditions: [DSA 810.](#)
- Accessibility Path of Travel Improvements.
- Energy Compliance Documentation and [DSA 403 A or B.](#)
- CALGreen Compliance checklist [DSA 403-C.](#)
- [DSA 3](#) – Project Submittal Checklist.
- Plan review fees.



Intake Process

- Drawing review for completeness begins within 5 working days of receipt of complete submittal package.
- DSA verifies that plans are complete for review and all required documentation has been submitted.
- District and Architect notified by email “Notice of Progress” indicating:
 - Project’s Application number (previously assigned)
 - Date of plan review start
 - Referral to E-TRACKER (on website) for monitoring project status

Review Process

- Concurrent thorough review of structural safety, fire and life safety, and accessibility requirements to current code.
- DSA notifies Architect when review of all three disciplines is complete, and comments are ready for response.
- Client can check Etracker for progress.

Response Process

- Architect coordinates Design Professional Team review of DSA comments.
- Design Professional Team makes needed revisions to plans and supporting documents.
- Architect schedules a “backcheck” appointment at DSA Regional Office when all comments have been addressed, and drawings have been uploaded.
- DSA ensures all comments have been addressed and confirms appointment.

Backcheck Process

- DSA reviews drawings and comment responses in a Phase I “desk backcheck.” If comments are cleared, project receives approval.
- If Phase I backcheck has comments that are unresolved, DSA returns drawings to the design team to address comments outstanding. When design team has made corrections, the Architect schedules an in-person backcheck at the DSA office, known as Phase II backcheck.
- Comments outstanding are resolved at the Phase II backcheck, and project receives approval.

Plan Approval

- When backcheck is done, DSA Structural Safety (SS), Fire and Life Safety (FLS), and Access Compliance (AC) plan reviewers initial & date the DSA Identification Stamp on the drawings.
- Approved and stamped electronic drawings are released to Architect & DSA issues an Approval Letter.
- The date of the Approval Letter is the official DSA plan approval date.

Construction Oversight: PI

- DSA Certified Project Inspector (PI)
 - DSA certifies the PI through its certification program.
 - Project Inspector retained by governing board provides continuous inspection of all work. PI is responsible to governing board, and accountable to DSA.
 - DSA approves the PI the District selects for each project to ensure workload capacity aligns with required supervision of construction.
 - Contractors must use a DSA approved testing laboratory.
 - Project Inspector enforces all work shown on plans.

Construction Oversight: DSE

- DSA District Structural Engineer (DSE) periodically visits the site to ensure PI is providing continuous supervision and is producing and maintaining DSA required documentation.
- DSE reviews post-approval documents. If a construction change occurs from the approved documents is needed, it must be reviewed and approved by DSA prior to being implemented.
- Project Inspector files periodic reports with DSA indicating that construction complies with approved plans and specifications.
- The design professional and contractor file reports with DSA indicating compliance of the work to approved plans and specifications.

Certification

Certification starts when construction begins!

- Verified Reports are the basis for certification. Verified Reports indicate that the work has been performed in compliance with the DSA-approved construction documents and are provided by the PI, Architect/Engineers, Testing Laboratory, and Contractor.
- Certification Letter is issued, signed by the State Architect, which states:

“This project is in compliance with California State regulations as to the safety of design and construction of public schools, and for the accommodation of persons with disabilities.”

SUBSCRIBE TO OUR MAILING LIST!



A screenshot of the Division of the State Architect (DSA) website. The header includes the DSA logo, social media links, and a search bar. The main navigation menu lists: DGS HOME, HOME, SERVICES, FORMS, RESOURCES, PUBLICATIONS, NEWS, ABOUT, and CONTACT. The featured article is titled "Sustainability for California Schools" and includes a sub-headline: "Learn DSA's role in helping California schools create sustainable educational facilities and how it supports sustainability efforts through the adoption of guidelines and technical resources." The bottom section contains contact information for the Division of the State Architect, including the name Ida A. Clair, FAIA, State Architect, and the address 1102 Q Street, Suite 5100, Sacramento, CA 95811. It also provides a phone number (916) 445-8100, an email address DSA-Feedback@dgs.ca.gov, and a link to Report a Website Problem. The right side of the bottom section features social media links for Facebook, Twitter, YouTube, and LinkedIn, followed by a section titled "SUBSCRIBE TO DSA'S MAILING LISTS" with a "SUBSCRIBE NOW" button.



DSA