Form SAB 50-05 *Fund Release Authorization* Submittal Checklist

Applicants must submit a complete Form SAB 50-05 *Fund Release Authorization* signed by an Authorized District Representative, with appropriate supporting documentation, to OPSC within 90 days of apportionment. Failure to do so will result in the application receiving an occurrence of non-participation in the Priority in Funding Process. The 90-day submittal window for Career Technical Education Facilities Program applications that are Reservation of Funds applications begins upon receipt of the DSA and CDE plan approval letters. The applicant has 12 months from the date of apportionment to provide these letters.

Please note that for most projects, the Form SAB 50-05 may be submitted electronically via OPSC Online. Please visit our website at https://www.dgs.ca.gov/OPSC/Resources/Page-Content/Office-of-Public-School-Construction-Resources-List-Folder/Online-Application-Links for more information on accessing and using OPSC Online.

Below is a checklist intended to assist applicants in submitting complete Form SAB 50-05 *Fund Release Authorization* packages to OPSC. The checklist is grouped by apportionment type.

For New Construction Apportionments, including Facility Hardship Replacement and Seismic Mitigation Program Replacement:

☐Current Form SAB 50-05, with Header, Parts VI, IX, XII, and XIII completed, and signed by an Authorized District Representative.

☐The district certifies that its applicable matching share has either been deposited in the County School Facility Fund, has already been expended by the district for the project, or will be expended by the district prior to the Notice of Completion for the project.

☐The district certifies that it has entered into binding contract(s) for at least 50 percent of the construction included in the plans and specifications applicable to the state funded project.

☐If not already submitted with the Form SAB 50-04 *Application for Funding*, the district must submit written confirmation from the district's career technical advisory committee 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

☐If not already submitted, a Grant Agreement for the project signed by an Authorized District Representative.

☐Construction contract pages, including the first page, the signature page(s) and page(s) clearly showing the construction contract amount, contract date, school site, and scope of work performed.

☐Notice(s) to Proceed

☐Accepted bid documents, including additive/deductive alternates, if applicable

☐If the construction contract(s) were awarded prior to January 1, 2012, and the project required a Labor Compliance Program (LCP) pursuant to Labor Code Section 1771.7, submit the following:

☐All school district and/or third-party provider Department of Industrial Relations approval letters (initial, extensions and/or final).

☐Third party contract(s)

☐A written finding that the district has initiated and enforced, or had contracted with a third party to initiate and enforce, an LCP pursuant to SFP Regulation Section 1859.97(a)

☐If the district is submitting the Form SAB 50-05 pursuant to Section 1859.90.2 on or after July 1, 2013, and if the district's LCP approval or contract date with an approved third party is subsequent to the construction contract date(s), the district must have submitted an LCP third party's report, pursuant to SFP Regulation Section 1859.97(b), at least 60 days prior to submitting the Form SAB 50-05.

☐If the construction contract(s) are applicable to multiple state funded applications, then a prorate and explanation of the prorate methodology must be submitted.

☐A Project Information Worksheet (PIW) must be completed prior to the submittal of the Form SAB 50-05. The PIW may be completed online at https://www.dgsapps.dgs.ca.gov/opsc/piw/

For New Construction – Site Acquisition Only Apportionments:

☐Current Form SAB 50-05, with Header, Parts VII, IX, and XIII completed, and signed by an Authorized District Representative.

☐The district certifies that it has entered escrow for the site

☐The district certifies that its applicable matching share has either been deposited in the County School Facility Fund, has already been expended by the district for the project, or will be expended by the district prior to the Notice of Completion for the project.

☐Escrow instructions for the site acquisition

☐If not already submitted, a Grant Agreement for the project signed by an Authorized District Representative.

☐A Project Information Worksheet (PIW) must be completed prior to the submittal of the Form SAB 50-05. The PIW may be completed online at https://www.dgsapps.dgs.ca.gov/opsc/piw/

For Modernization Apportionments, including Facility Hardship Rehabilitation:

☐Current Form SAB 50-05, with Header, Parts VI, IX, XII, and XIII completed, and signed by an Authorized District Representative.

☐The district certifies that its applicable matching share has either been deposited in the County School Facility Fund, has already been expended by the district for the project, or will be expended by the district prior to the Notice of Completion for the project.

☐The district certifies that it has entered into binding contract(s) for at least 50 percent of the construction included in the plans and specifications applicable to the state funded project.

☐If not already submitted with the Form SAB 50-04 *Application for Funding*, the district must submit written confirmation from the district's career technical advisory committee 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

☐If not already submitted, a Grant Agreement for the project signed by an Authorized District Representative.

☐Construction contract pages, including the first page, the signature page(s) and page(s) clearly showing the construction contract amount, contract date, school site, and scope of work performed.

☐Notice(s) to Proceed

☐If the construction contract(s) were awarded prior to January 1, 2012, and the project required a Labor Compliance Program (LCP) pursuant to Labor Code Section 1771.7, submit the following:

☐All school district and/or third-party provider Department of Industrial Relations approval letters (initial, extensions and/or final).

☐Third party contract(s)

☐A written finding that the district has initiated and enforced, or had contracted with a third party to initiate and enforce, an LCP pursuant to SFP Regulation Section 1859.97(a)

☐If the district is submitting this form pursuant to Section 1859.90.2 on or after July 1, 2013, and if the district's LCP approval or contract date with an approved third party is subsequent to the construction contract date(s), the district must have submitted an LCP third party's report, pursuant to SFP Regulation Section 1859.97(b), at least 60 days prior to submitting the Form SAB 50-05.

☐If the construction contract(s) are applicable to multiple state funded applications, then a prorate and explanation for the prorate methodology must be submitted.

For Career Technical Education Facilities Program Apportionments:

☐Current Form SAB 50-05, with Header, Parts IX, X, XI and XIII completed, and signed by an Authorized District Representative.

☐The district certifies that its applicable matching share has either been deposited in the County School Facility Fund, has already been expended by the district for the project, or will be expended by the district prior to the Notice of Completion for the project.

☐If the district requested a loan for its matching share pursuant to SFP Regulation Section 1859.194, the district certifies that it has entered into a loan agreement with the state.

☐If not already submitted, a Grant Agreement for the project signed by an Authorized District Representative.

For Charter School Facilities Program New Construction Apportionments:

☐Current Form SAB 50-05, with Header, Parts VI, IX, XII, and XIII completed, and signed by an Authorized District Representative.

☐The district certifies that its applicable matching share has either been deposited in the County School Facility Fund, has already been expended by the district for the project, or will be expended by the district prior to the Notice of Completion for the project.

☐The district certifies that it has entered into binding contract(s) for at least 50 percent of the construction included in the plans and specifications applicable to the state funded project.

☐If not already submitted with the Form SAB 50-04 *Application for Funding*, the district must submit written confirmation from the district's career technical advisory committee 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

☐If not already submitted, a Grant Agreement for the project signed by an Authorized District Representative.

☐Construction contract pages, including the first page, the signature page(s) and page(s) clearly showing the construction contract amount, contract date, school site, and scope of work performed.

☐Notice(s) to Proceed

☐Accepted bid documents, including additive/deductive alternates, if applicable

☐If the construction contract(s) were awarded prior to January 1, 2012, and the project required a Labor Compliance Program (LCP) pursuant to Labor Code Section 1771.7, submit the following:

☐All school district and/or third-party provider Department of Industrial Relations approval letters (Initial, extensions and/or final).

☐Third party contract(s)

☐A written finding that the district has initiated and enforced, or had contracted with a third party to initiate and enforce, an LCP pursuant to SFP Regulation Section 1859.97(a)

☐If the district is submitting the Form SAB 50-05 pursuant to Section 1859.90.2 on or after July 1, 2013, and if the district's LCP approval or contract date with an approved third party is subsequent to the construction contract date(s), the district must have submitted an LCP third party's report, pursuant to SFP Regulation Section 1859.97(b), at least 60 days prior to submitting the Form SAB 50-05.

☐If the construction contract(s) are applicable to multiple state funded applications, then a prorate and explanation for the prorate methodology must be submitted.

☐A Project Information Worksheet (PIW) must be completed prior to the submittal of the Form SAB 50-05. The PIW may be completed online at https://www.dgsapps.dgs.ca.gov/opsc/piw/

☐Charter School Agreements if not previously submitted or if since revised.

For Charter School Facilities Program Rehabilitation Apportionments:

☐Current Form SAB 50-05, with Header, Parts VI, IX, XII, and XIII completed, and signed by an Authorized District Representative.

☐The district certifies that its applicable matching share has either been deposited in the County School Facility Fund, has already been expended by the district for the project, or will be expended by the district prior to the Notice of Completion for the project.

☐The district certifies that it has entered into binding contract(s) for at least 50 percent of the construction included in the plans and specifications applicable to the state funded project.

☐If not already submitted with the Form SAB 50-04 *Application for Funding*, the district must submit written confirmation from the district's career technical advisory committee 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

☐If not already submitted, a Grant Agreement for the project signed by an Authorized District Representative.

☐Construction contract pages, including the first page, the signature page(s) and page(s) clearly showing the construction contract amount, contract date, school site, and scope of work performed.

☐Notice(s) to Proceed

☐If the construction contract(s) were awarded prior to January 1, 2012, and the project required a Labor Compliance Program (LCP) pursuant to Labor Code Section 1771.7, submit the following:

☐All school district and/or third-party provider Department of Industrial Relations approval letters (Initial, extensions and/or final).

☐Third party contract(s)

☐A written finding that the district has initiated and enforced, or had contracted with a third party to initiate and enforce, an LCP pursuant to SFP Regulation Section 1859.97(a)

☐If the district is submitting this form pursuant to Section 1859.90.2 on or after July 1, 2013, and if the district's LCP approval or contract date with an approved third party is subsequent to the construction contract date(s), the district must have submitted an LCP third party's report, pursuant to SFP Regulation Section 1859.97(b), at least 60 days prior to submitting the Form SAB 50-05.

☐If the construction contract(s) are applicable to multiple state funded applications, then a prorate and explanation for the prorate methodology must be submitted.

☐Charter School Agreements if not previously submitted or if since revised.

For Preliminary Charter School Apportionments – Design Only:

☐Current Form SAB 50-05, with Header, Parts II(A), IX, XII, and XIII completed, and signed by an Authorized District Representative.

☐The Charter School certifies that its applicable matching share has either been deposited in the County School Facility Fund, already been expended by the Charter School for the project, or will be expended by the Charter School prior to the Notice of Completion for the project.

☐The Charter School certifies it has current financial soundness status from the California School Finance Authority.

☐The Charter School certifies it has entered into the Charter School Agreements pursuant to Section 1859.164.2

☐If not already submitted, a Grant Agreement for the project signed by an Authorized District Representative.

☐Charter School Agreements if not previously submitted or if since revised.

For Preliminary Charter School Apportionments – Separate Site:

☐Current Form SAB 50-05, with Header, Parts II(B), IX, XII, and XIII completed, and signed by an Authorized District Representative.

☐The Charter School certifies the funds are needed to place on deposit in order to secure the site acquisition.

☐The Charter School certifies that its applicable matching share has either been deposited in the County School Facility Fund, already been expended by the Charter School for the project, or will be expended by the Charter School prior to the Notice of Completion for the project.

☐The Charter School certifies it has current financial soundness status from the California School Finance Authority.

☐The Charter School certifies it has entered into the Charter School Agreements pursuant to Section 1859.164.2

☐If not already submitted, a Grant Agreement for the project signed by an Authorized District Representative.

☐Charter School Agreements if not previously submitted or if since revised.

☐If the Charter School is approved to hold title to the site, an appraisal must be submitted (may be preliminary.)

☐If the Charter School is approved to hold title to the site, a California Department of Education Contingent Site Approval letter must be submitted.