

APPLICATION FOR NATURAL DISASTER ASSISTANCE CHECKLIST

New 08/2025

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SCHOOL DISTRICT		APPLICATION NUMBER
SCHOOL NAME		PROJECT TRACKING NUMBER
COUNTY	DISTRICT REPRESENTATIVE'S E-MAIL ADDRESS	HIGH SCHOOL ATTENDANCE AREA (HSAA) OR SUPER HSAA (IF APPLICABLE)

* Enter the Application Number that has been assigned to this project by OPSC. Leave blank if this is the first request related to this project.

GENERAL INSTRUCTIONS

The following checklist is designed to guide districts through the process of requesting interim housing and/or other assistance following a natural disaster on the *Application for Natural Disaster Assistance* (Form SAB 195), and provide direction on what is typically required in a complete submittal. School districts are encouraged to use this checklist to request approval by the State Allocation Board (SAB) for applications requesting interim housing and/or other assistance following a natural disaster.

Include all supporting documentation with your submittal to OPSC. Requests for SAB consideration are a top priority and are processed to the SAB upon receipt by OPSC of all required documentation and upon completion of a thorough analysis by OPSC.

Interim Housing Assistance Following a Natural Disaster Requests

- ☐ Section 1 –
 - ☐ Check that the applicable box to indicate whether the application is a “New” application or an “Amended” application (Section a)
 - ☐ Check the applicable box to indicate the application is a request for “Interim Housing” (Section b)
 - ☐ Check the applicable boxes and indicate the number and grade level of portable classrooms for lease and/or purchase, and the type of ancillary facilities for lease and/or purchase (Section c)
 - ☐ Indicate whether the requested portable classrooms and/or ancillary facilities exist on the site at the time of application submittal. If so, enter the applicable date(s) the facilities were leased/purchased, placed on site, and/or removed (Section d).
 - ☐ If the district is requesting interim housing assistance, the district must indicate the grade level of classrooms on the impacted site that are identified as destroyed or rendered unsafe to occupy in addition to any ancillary facilities identified as destroyed or unsafe to occupy (Section e).
- ☐ Section 2 – Check the applicable boxes and provide application numbers for any applications related to the impacted site that are currently on the OPSC Workload or Applications Received Beyond Bond Authority lists.
- ☐ Section 3 – Enter any prior School Facility Program (SFP) application numbers specific to the impacted site for which the district received SAB approval since the time of the natural disaster.
- ☐ Section 4 – Enter information related to the state of emergency the Governor declared for the natural disaster for which the district is requesting assistance.
- ☐ Section 5 – Check the applicable box to indicate if the district is requesting financial hardship assistance.
- ☐ Section 6 – Enter this information so that OPSC can determine the local funding adjustment grant and calculate the district’s matching share requirement.
- ☐ Section 7 – Enter applicable information for Division of the State Architect (DSA) Approval(s) related to the project. See additional information below.
- ☐ Section 8 – See the “Supporting Documentation” component of this checklist for detailed requirements.

Other Assistance Following a Natural Disaster Requests

- ☐ Section 1 –
 - ☐ Check that the applicable box to indicate whether the application is a “New” application requesting either a separate design apportionment or a full grant, or an “Amended” application if requesting a full adjusted grant for an application that previously received a separate design apportionment (Section a)
 - ☐ Check the applicable box to indicate the application is a request for “Other assistance following a natural disaster pursuant to Section 1859.84.2” and specify the type of assistance requested. Check the applicable box if the district is requesting a separate design apportionment (Section b)

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- ☐ Section 2 – Check the applicable boxes and provide application numbers for any applications related to the impacted site that are currently on the OPSC Workload or Applications Received Beyond Bond Authority lists.
- ☐ Section 3 – Enter any prior SFP applications specific to the impacted site for which the district received SAB approval since the time of the natural disaster.
- ☐ Section 4 – Enter information related to the state of emergency the Governor declared for the natural disaster for which the district is requesting other assistance.
- ☐ Section 5 – Check the applicable box to indicate if the district is requesting financial hardship assistance.
- ☐ Section 6 – Enter this information so that OPSC can determine the local funding adjustment grant and calculate the district's matching share requirement.
- ☐ Section 7 – Enter applicable information for DSA Approval(s) related to the project. If the District is requesting a separate design apportionment under Section 1b of the Form SAB 195 and has selected "New" under Section 1a, the District shall leave this section blank. See additional information below.
- ☐ Section 9 – See the "Supporting Documentation" component of this checklist for detailed requirements.

Section 7

Indicate whether there are any DSA plan approvals associated with the district's plans and specifications for the project. If so, enter the DSA Approval date and submit a copy of the relevant DSA approvals. If DSA plan approval(s) are pending review, or if the district has an exemption, please indicate so within the applicable narrative. If the application shares plans and specifications with at least one additional SFP application, check the applicable box and provide the additional documentation outlined on the Form SAB 195.

Section 8 (Interim Housing) and Section 9 (Other Assistance) Narratives

Include a chronological narrative of circumstances and any other information relevant to the district's request.

SUPPORTING DOCUMENTATION

Interim Housing Assistance Following a Natural Disaster Narrative

Although unique circumstances may affect what documentation is sufficient to support an interim housing request, typically required information and documentation is listed below for your reference. For any unavailable documentation, please add a brief explanation as to why the documentation does not apply. Other substantiating documentation may be attached as necessary to support the district's request.

Have affected facilities been vacated? ☐ Yes ☐ No

If Yes, describe how students are currently being housed:

Estimated project cost (100%): \$ _____

☐ Insurance Proceeds

Is the district eligible for insurance compensation for interim housing related to the conditions at the site? ☐ Yes ☐ No

If Yes, indicate estimated amount the district may receive, or has received from insurance coverage related to interim housing: _____

☐ Other Government Disaster Assistance

Has the district applied for any other government disaster assistance for interim housing related to the conditions at the site? ☐ Yes ☐ No

If Yes, indicate estimated amount the district may receive, or has received from other government disaster assistance related to interim housing: _____

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When possible, include a copy of the insurance policy. If the district has not received insurance proceeds or other government disaster assistance attributable to costs of interim housing, the district must provide an estimate of insurance proceeds and/or any other government disaster assistance the school district reasonably expects to receive for interim housing expenses, a narrative indicating the necessity for interim housing assistance prior to the receipt of insurance proceeds or any other government disaster assistance for this purpose, and acknowledgement of the reporting requirement and potential future adjustment to any Apportionment pursuant to SFP Regulation Section 1859.84.1(c).

The district should include the background and circumstances that prompted the district's request for funding, inclusive of the following:

- Information relevant to the request, such as the amount requested, the anticipated duration of any interim facilities lease, and whether the request includes the design, placement, site development, and/or equipment costs associated with the leased or purchased facilities.
- A statement explaining why the SAB should grant the district's request based on law, regulation, or another basis.

☐ **Actual Costs or Detailed Cost Estimate to Lease/Purchase Portables**

This documentation should include the actual costs of the portable classroom(s) and/or ancillary facilities, including but not limited to invoices, lease agreements, or purchase agreements. If actual costs are not available, districts may provide bid proposals, quotes, or other documentation that supports the amount of the funding request. This documentation, if possible, should include, but is not limited to any work associated with placing the portable classroom(s) and/or ancillary facilities on site.

Other Assistance Following a Natural Disaster Narrative

The narrative is intended to explain the natural disaster for which the Governor declared a state of emergency, as well as provide substantive documentation and information to justify the district's request. Although unique circumstances may affect what documentation is sufficient to support these requests, typically required information and documentation is listed below for your reference. For any unavailable documentation, please add a brief explanation as to why the documentation does not apply. Other substantiating documentation may be attached as necessary to support the district's request.

Have affected facilities been vacated? ☐ Yes ☐ No

If Yes, describe how students are currently being housed:

Estimated project cost (100%): \$ _____

☐ **Insurance Proceeds**

Is the district eligible for insurance compensation for the same purpose or scope of work in the request, related to the conditions at the site? ☐ Yes ☐ No

If Yes, indicate the actual amount or estimated amount the district may receive, or has received from insurance coverage related to the same purpose or scope of work in the request: _____

☐ **Other Government Disaster Assistance**

Has the district applied for any other government disaster assistance for the same purpose or scope of work in the request, related to the conditions at the site? ☐ Yes ☐ No

If Yes, indicate estimated amount the district may receive, or has received from other government disaster assistance related to the same purpose or scope of work in the request: _____

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When possible, include a copy of the insurance policy. If the district has not received insurance proceeds or other government disaster assistance for the same purpose or scope of work in the request, the district must provide an estimate of insurance proceeds and/or any other government disaster assistance the school district reasonably expects to receive for the same purpose or scope of work in the request. Additionally, the district must provide a narrative indicating the necessity for the requested assistance prior to the receipt of insurance proceeds or any other government disaster assistance for this purpose, and acknowledgement of the reporting requirement and potential future adjustment to any Apportionment pursuant to SFP Regulation Section 1859.84.2(f).

The district should include the background and circumstances that prompted the district's request for funding, inclusive of the following:

- Information relevant to the request, such as the amount requested and information that demonstrates funding from insurance proceeds and other government disaster assistance is insufficient to rehabilitate or reconstruct school facilities that existed at the time of the natural disaster.
- A statement explaining why the SAB should grant the district's request based on law, regulation, or another basis.
- Justification if the application requests funding in lieu of an application pursuant to Sections 1859.82.1 or 1859.70.

☐ **Previous Applications (Submitted/Approved)**

If the district indicated any applications under Sections 2 or 3, the district must elaborate in the narrative how the current request is related to the previous applications and the reason the current request is necessary.

☐ **Actual Costs**

This documentation should include the actual costs of the associated project, including but not limited to invoices. If actual costs are not available, districts may provide bid proposals, quotes, or other documentation that supports the amount of the funding request.

SIGNATURE OF DISTRICT REPRESENTATIVE

DATE