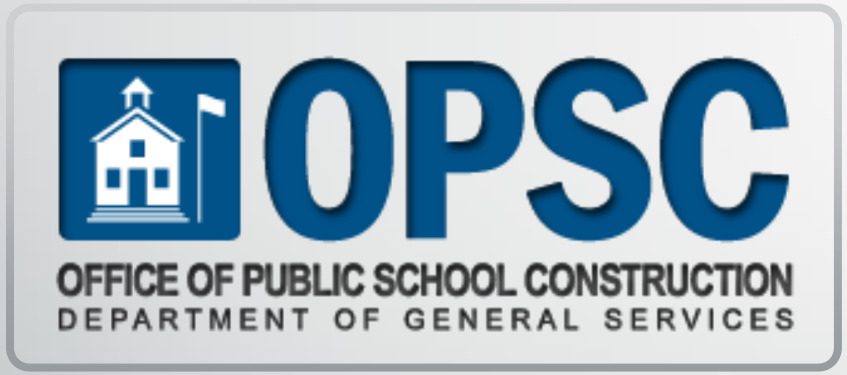
Office of Public School Construction



Lisa Silverman, *Executive Officer*

Barbara Kampmeinert, *Deputy Executive Officer*

Joshua Potter, *Operations Manager – Program Services*

Lindsey Walden, *Program Supervisor*

Office of Public School Construction

- Staff to the State Allocation Board on behalf of DGS
- Headquarters in The Ziggurat Building in West Sacramento
- Administer the $42 billion School Facility Program
- Administer $690 million California Preschool, Transitional Kindergarten, and Full-Day Kindergarten Program

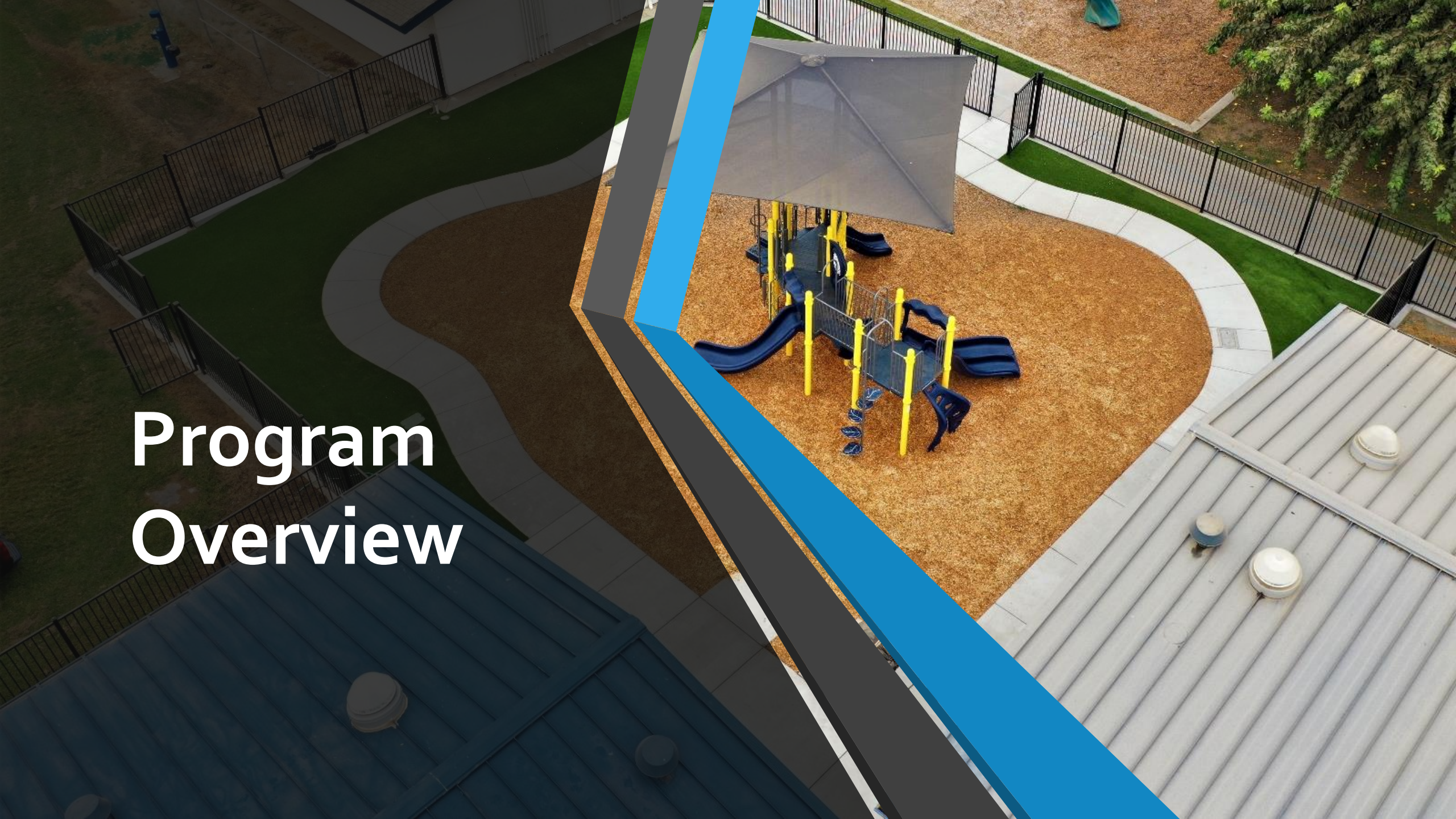
CALIFORNIA PRESCHOOL, TRANSITIONAL KINDERGARTEN AND FULL-DAY KINDERGARTEN FACILITIES GRANT PROGRAM

Presented by

Office of Public School Construction (OPSC)

January 18, 2023

Program Overview



California Preschool, Transitional Kindergarten and Full-Day Kindergarten Facilities Grant Program (Program)

- Established in June 2018, and expanded in July 2021 and July 2022
- One-time grants to increase the number of full-day classrooms by either:
  - Constructing new school facilities; or,
  - Retrofitting existing school facilities
- The Program now includes Preschool and Transitional Kindergarten

Application Submittal Funding Rounds

- Additional $590 million, less administrative costs will be split into two potential rounds

Round Dates
April 1, 2022 – April 30, 2022
February 1, 2023 – March 2, 2023

- $225 million was made available for the 2022 Round.
- The 2023 Round will include approximately $360 million
- Funding must be encumbered by June 30, 2024

Funding

- Program funding is provided as grants and does require a local matching share
  - Program matching share requirements, based on project type, will be provided in the next slide
- Grant amounts are based on a per pupil allocation
- Program base grants will use the most current School Facility Program (SFP) new construction and modernization K-6 pupil grant amount

Funding

Program	Program Status	New Construction or Retrofit Project?	State Share	District Share
Full Day Kindergarten	Existing	New Construction	50%	50%
Transitional Kindergarten Preschool Part-Day to Full Day Kindergarten	New/Existing New/Existing Converting	New Construction	75%	25%
Full Day Kindergarten	Existing	Retrofit	60%	40%
Transitional Kindergarten Preschool Part-Day to Full Day Kindergarten	New/Existing New/Existing Converting	Retrofit	75%	25%

Who Can Apply?

- Full-Day and Transitional Kindergarten Programs
  - Application site lacks adequate kindergarten designed classrooms
  - Only School Districts may apply for Program funding.
  - School district must hold title to the real property where the facilities will be located
  - Therefore, projects located on leased land are not eligible for Program funding

Who Can Apply?

- California Preschool Programs
  - Lacks the facilities to provide full-day instruction
  - School Districts, County Offices of Education, and Community Colleges may apply for preschool funding
  - Applicant must hold title to the real property where the facilities will be located.
  - Therefore, projects located on leased lands are not eligible for Program funding

Classroom Capacity

- Districts are considered lacking preschool, transitional kindergarten and full-day kindergarten facilities if:
  - Site's enrollment exceeds site's kindergarten compliant classroom capacity
  - Classrooms constructed as kindergarten classrooms or altered to house kindergarten students, regardless of current use, will be included when determining existing kindergarten classroom capacity
- Classrooms will be loaded in increments of 25 pupils

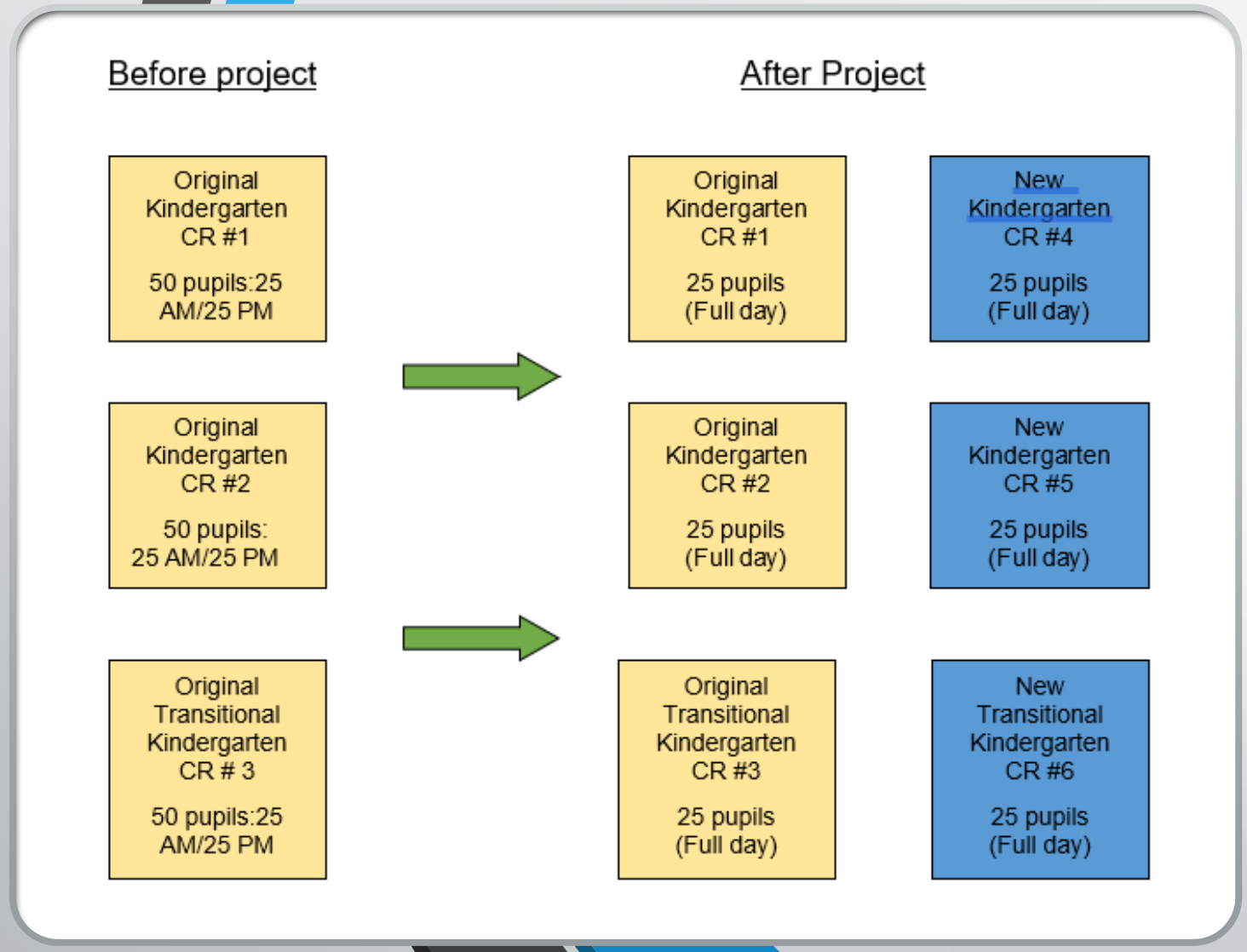
Determining Capacity Need

The following is an example of how this methodology will be used to determine Transitional Kindergarten or Preschool enrollment.

1st Grade	2nd Grade	3rd Grade	**3-Year Average**
70 pupils	65 Pupils	75 pupils	**70 pupils/year**

Preschool and Transitional Kindergarten (TK) Classroom Need

Preschool	TK
70 Pupils	70 pupils



Example of Eligible Full-Day Project

Types of Grants

New Construction

- Increase number of Program classrooms through an addition to an existing school site

Retrofit

- Increase number of program classrooms through retrofit of an existing facility

---

- OPSC will consult with California Department of Education (CDE) to determine if application will be limited to a retrofit project
- Districts must certify if there are any classrooms on the site that met kindergarten or preschool design requirements when they were built

Types of Grants (cont.)

Grants without Advance

- For school districts that have all required supporting documentation
  - Division of State Architect (DSA) plan approval
  - California Department of Education (CDE) final plan approval

Grants with Advance

- For school districts that have none or only a portion of required supporting documentation
- New Construction
  - Advance funding for design (40% of base grant)
  - Advance funding for site acquisition
- Retrofit
  - Advance funding for design (25% of base grant)

Types of Grants (cont.)

Base grants can be increased by additional grants

New Construction

- Site acquisition
- Hazardous waste removal
- Automatic fire detection/alarm system
- Automatic sprinkler system
- Site development (35%)
- Multilevel classroom construction (12%)
- Project assistance

Retrofit

- Automatic fire detection/alarm system
- Site development (35%)
- 50-year old utilities (15%)
- Project assistance

Application Process

What Makes a Complete Application?

- Items required for **all** application types:
  - *Application for Funding* (Form SAB 70-01)
  - School Board Resolution
  - Detailed site map must include:
    - Current use of all facilities on the site
    - Use of Preschool, Transitional Kindergarten and Kindergarten classrooms after project (i.e. part-day or full-day)
  - CALPADS documentation verifying district's overall enrollment at the site
    - Enrollment year application is submitted and the three immediately preceding enrollment years

What Makes a Complete Application? (cont.)

- Items required for **all** application types: (cont.)
  - Detailed narrative description of the proposed project must include:
    - Explanation of proposed project scope of work
    - Number of kindergarten classrooms before project to be funded
    - Number and use of Program funded classrooms after project completion
    - Explanation of if the site is currently offering a full-day program and the enrollment year the program began

What Makes a Complete Preschool Application? (cont.)

- Items required for **Preschool** applications
- Applications must include **all** items in the previous two slides
  - The district, COE or Community College must submit its county's most recent childcare needs assessments conducted by its regional local planning council for preschool age children
  - A current or future contract with the CDE to operate a preschool program

Reminder: School districts applying for Program funds for facilities for a California state preschool program, must build facilities that are not less than 1,350 square feet

OPSC Supporting Documentation

Additional Items for New Construction Applications

- New Construction Grant *without* advance release of funds
  - DSA application number
  - DSA final plan approval letter date
  - CDE final plan approval letter date
  - Access to Plans and Specifications (P&S) for the DSA-approved project
  - CDE final site approval letter (site acquisition only)
  - Appraisal of property that must be dated within six months prior to purchase of the site (site acquisition only)

OPSC Supporting Documentation

Additional Items for New Construction Applications (cont.)

- New Construction Grant *with* advance release of funds
  - CDE contingent site approval letter (site acquisition only)
  - Preliminary appraisal of property that must be dated within six months prior to received date of Form SAB 70-01 (site acquisition only)

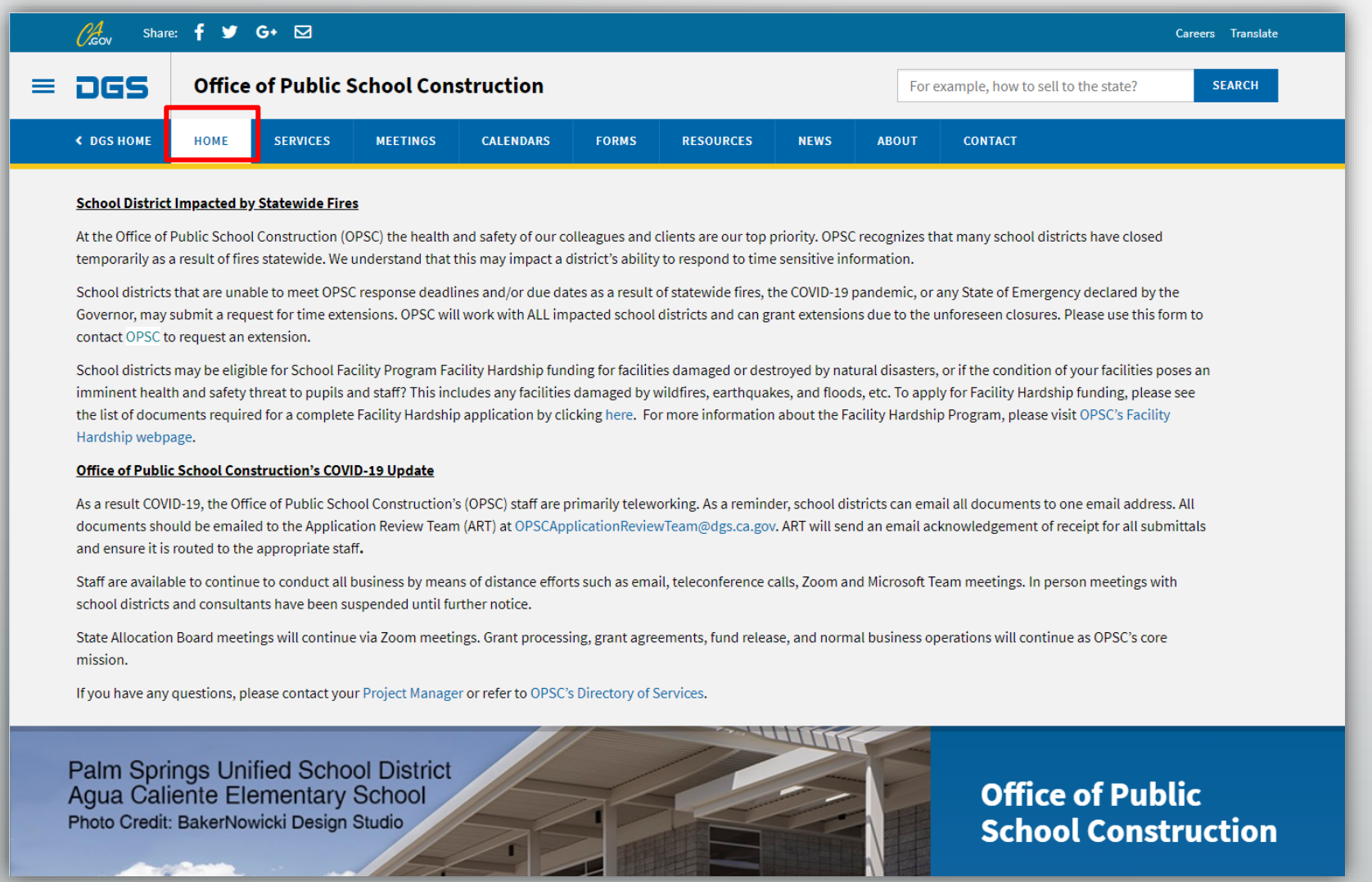
OPSC Supporting Documentation

Additional Items for Retrofit Applications

- Retrofit Grant *without* advance release of funds
  - DSA application number
  - DSA plan approval letter date
  - CDE final plan approval letter date
  - Access to P&S for the DSA-approved project
  - Identify facilities to be retrofitted and age of the building(s) on site map (50-year old utilities grant only)
- Retrofit Grant *with* advance release of funds
  - Identify facilities to be retrofitted and age of the building(s) on site map (50-year old utilities grant only)

How to Submit an Application on OPSC Online

Access OPSC Online
(OPSC Internet)



Link: https://www.dgs.ca.gov/OPSC

Access OPSC Online
(OPSC Internet)

FEATURED SERVICES

MORE »

Obtain OPSC Online Hands-On Assistance

OPSC Staff are available to provide hands-on assistance to all school districts and interested parties in the use of OPSC Online.

Access Financial Hardship Assistance for School Construction

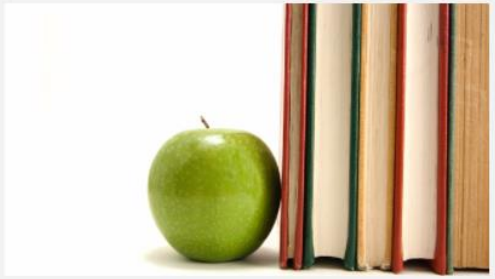
School districts that cannot provide all or a portion of their local share can locate opportunities under this service.

Access Charter School Facilities Funding

Applicants that have a need for new construction of charter school facilities or the rehabilitation of existing school district facilities for charter school use can locate funding opportunities under this service.

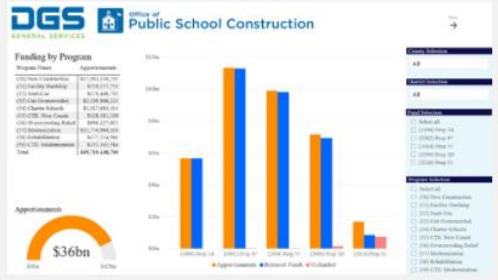
FEATURED LINKS

OPSC Online



OPSC Virtual Training Series

Sale of Surplus Site Sale Proceeds



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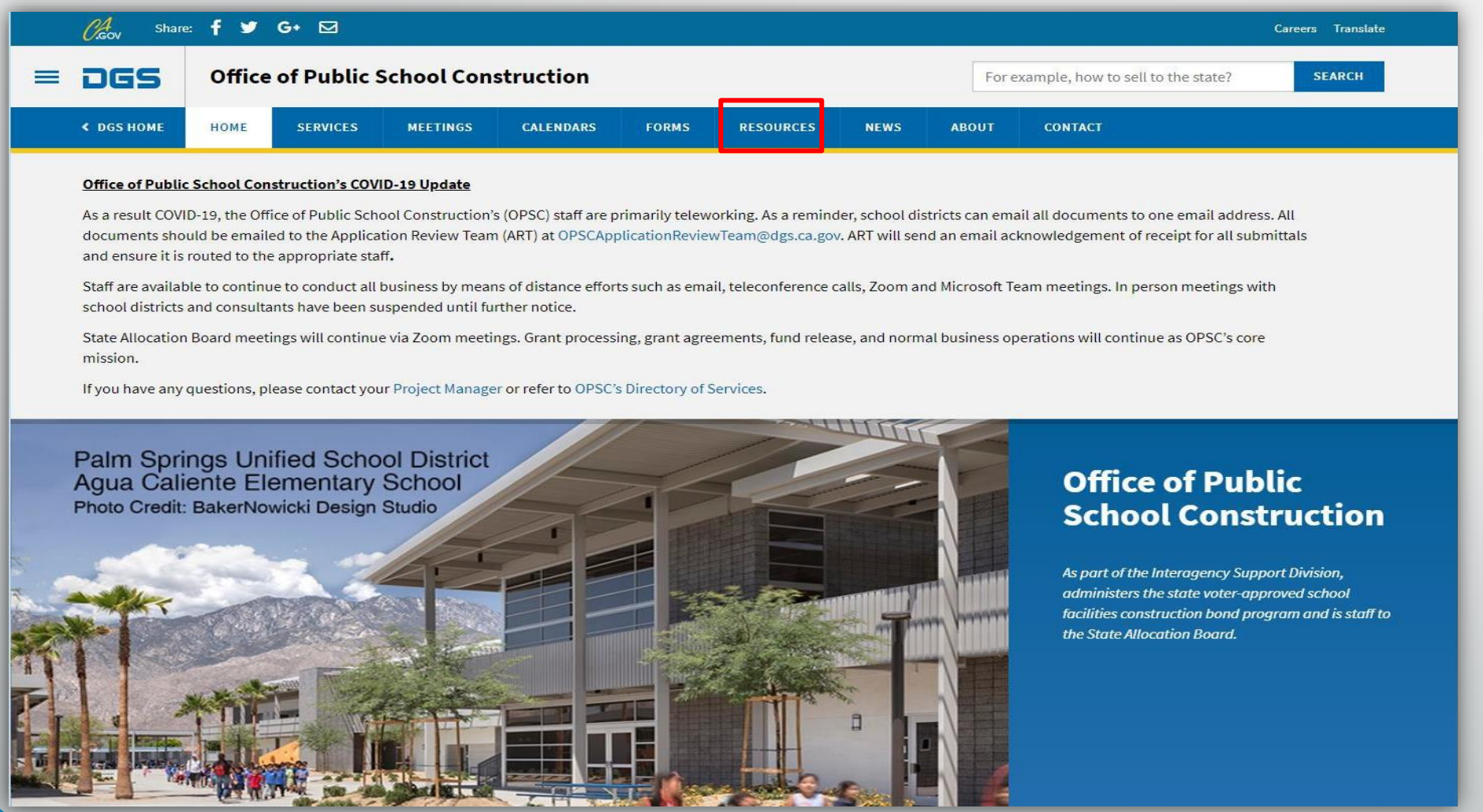
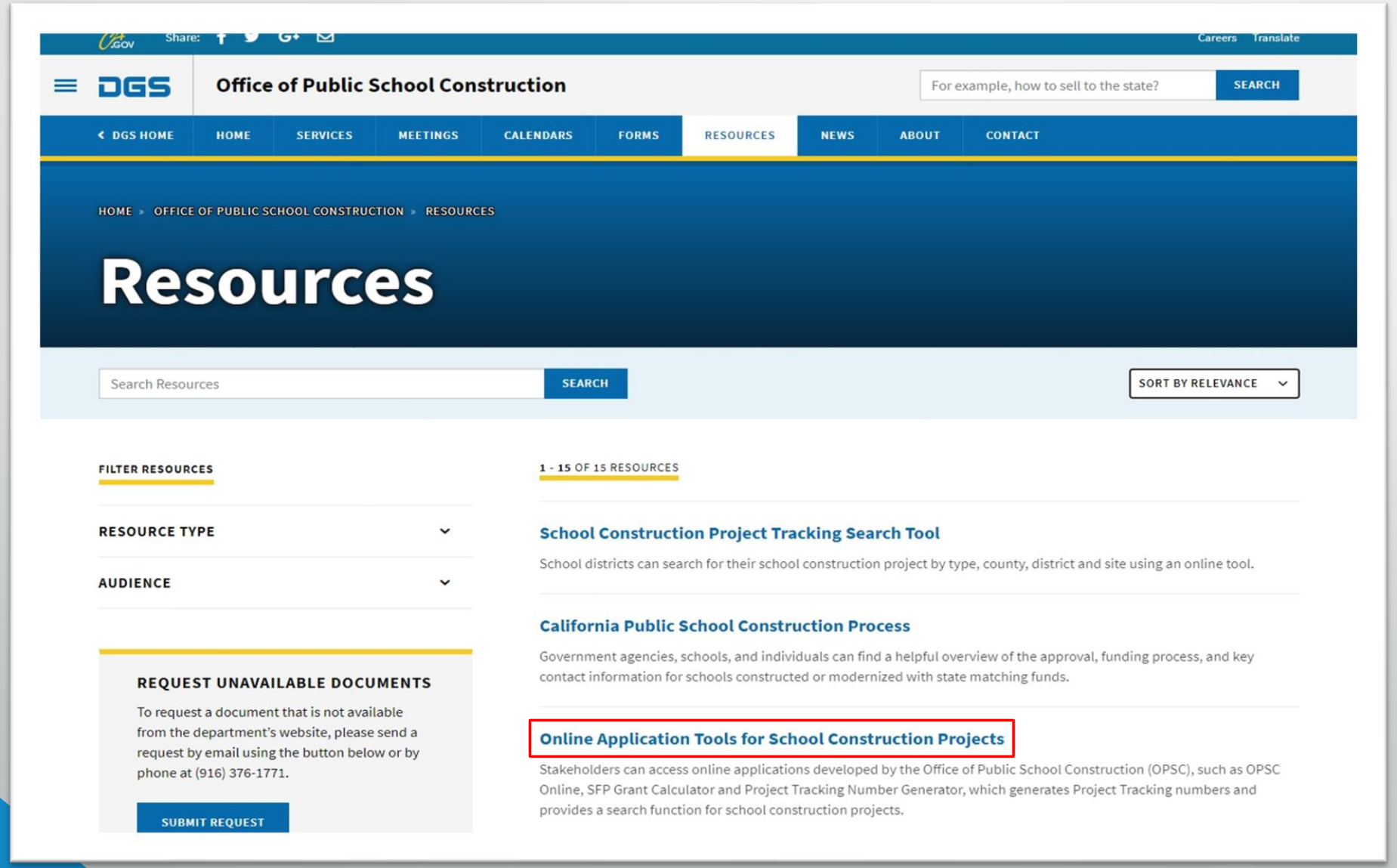
(OPSC Internet)



Access OPSC Online
(OPSC-Resource Page)



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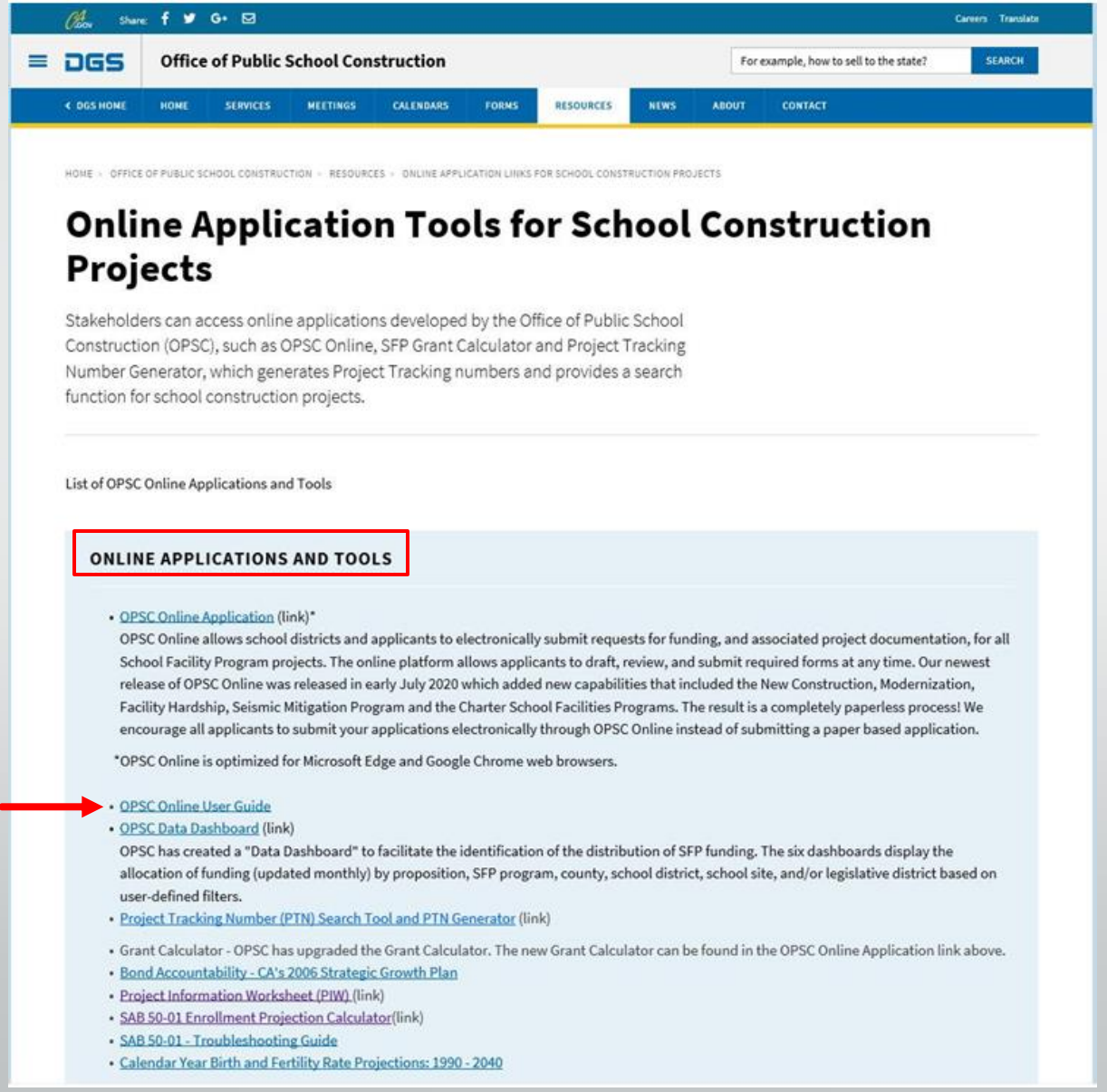
(OPSC-Resource Page)



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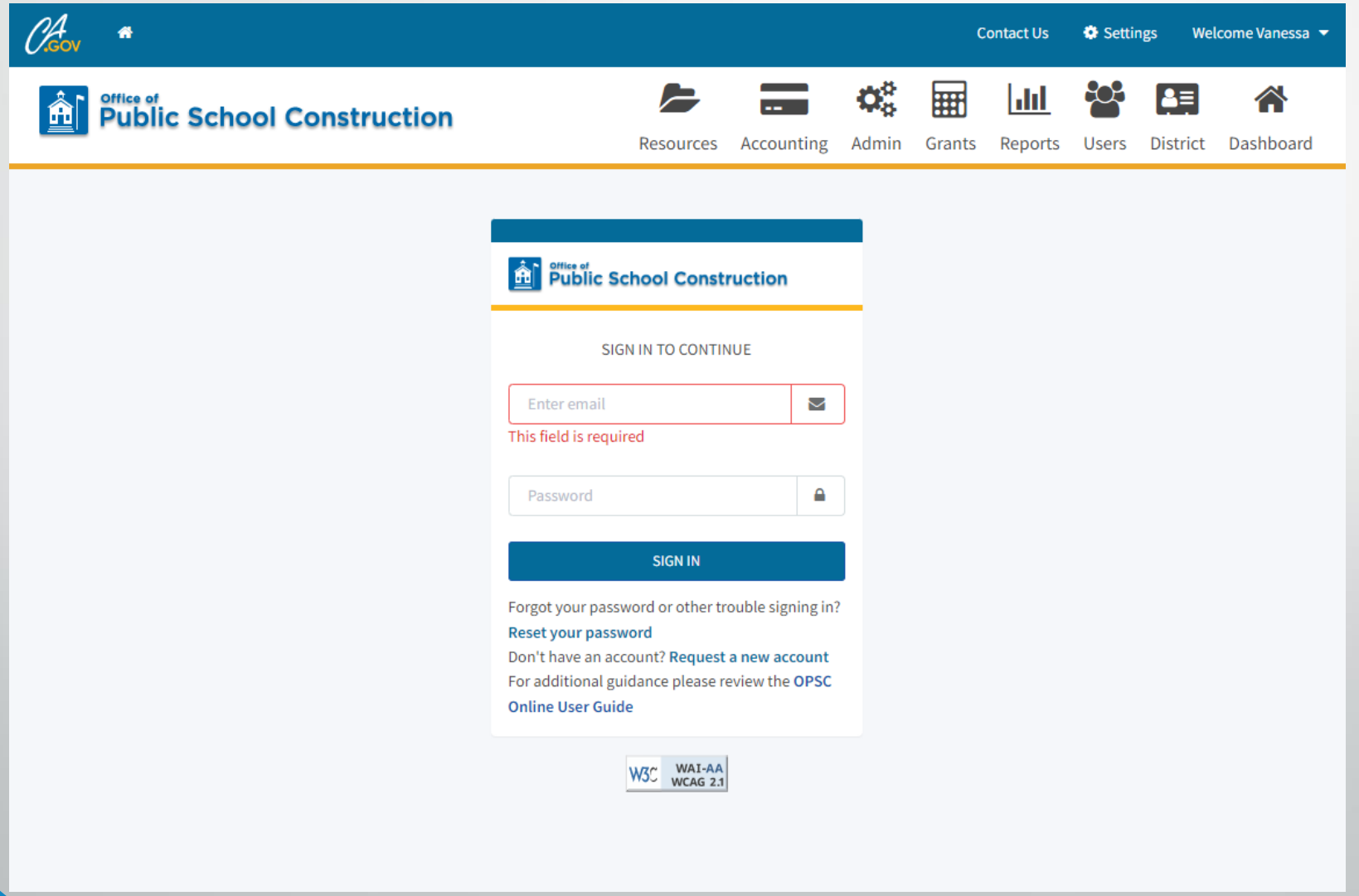
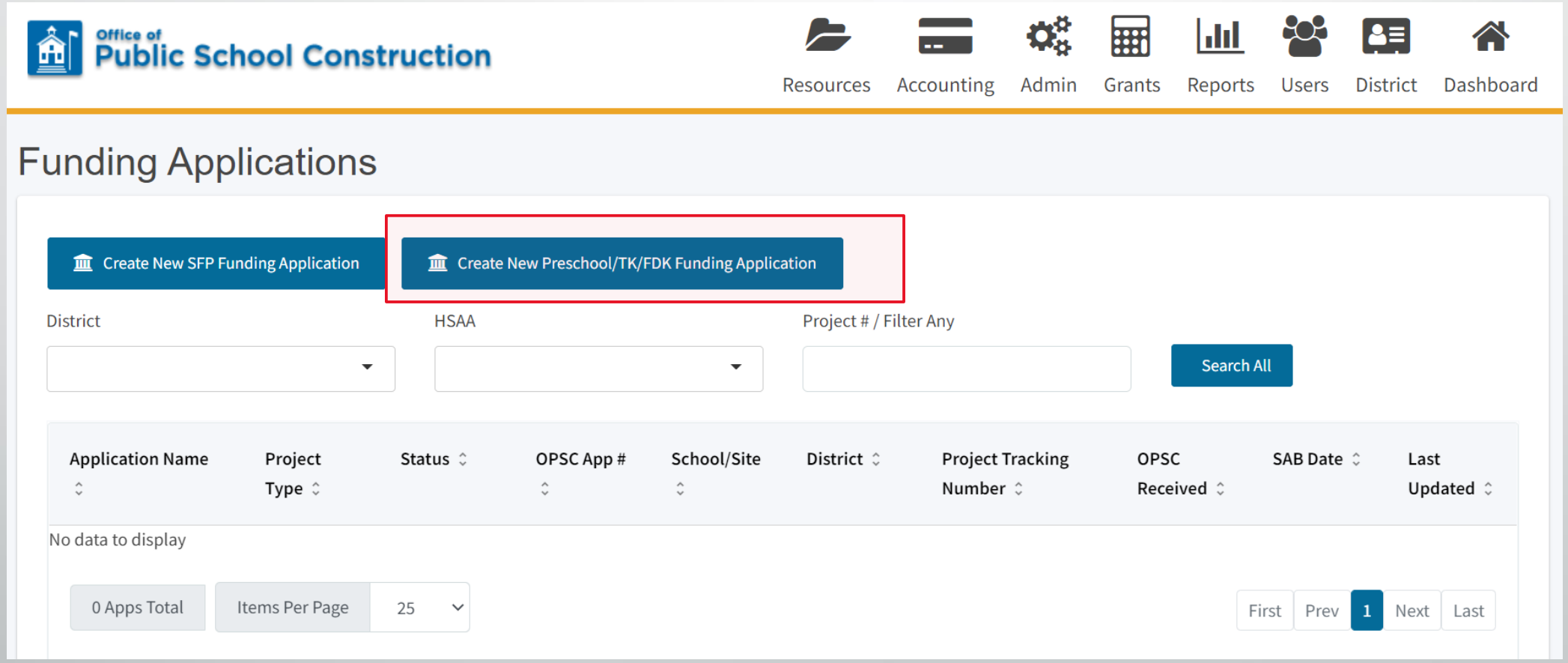
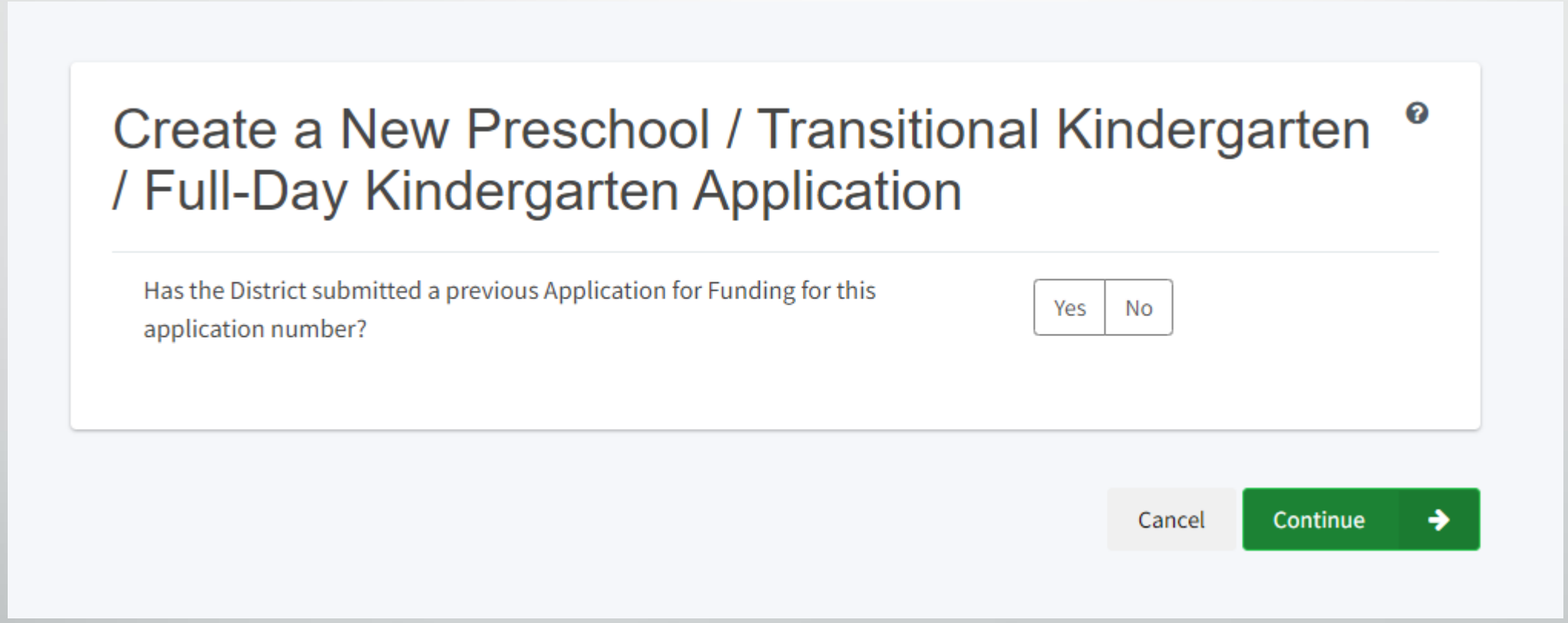


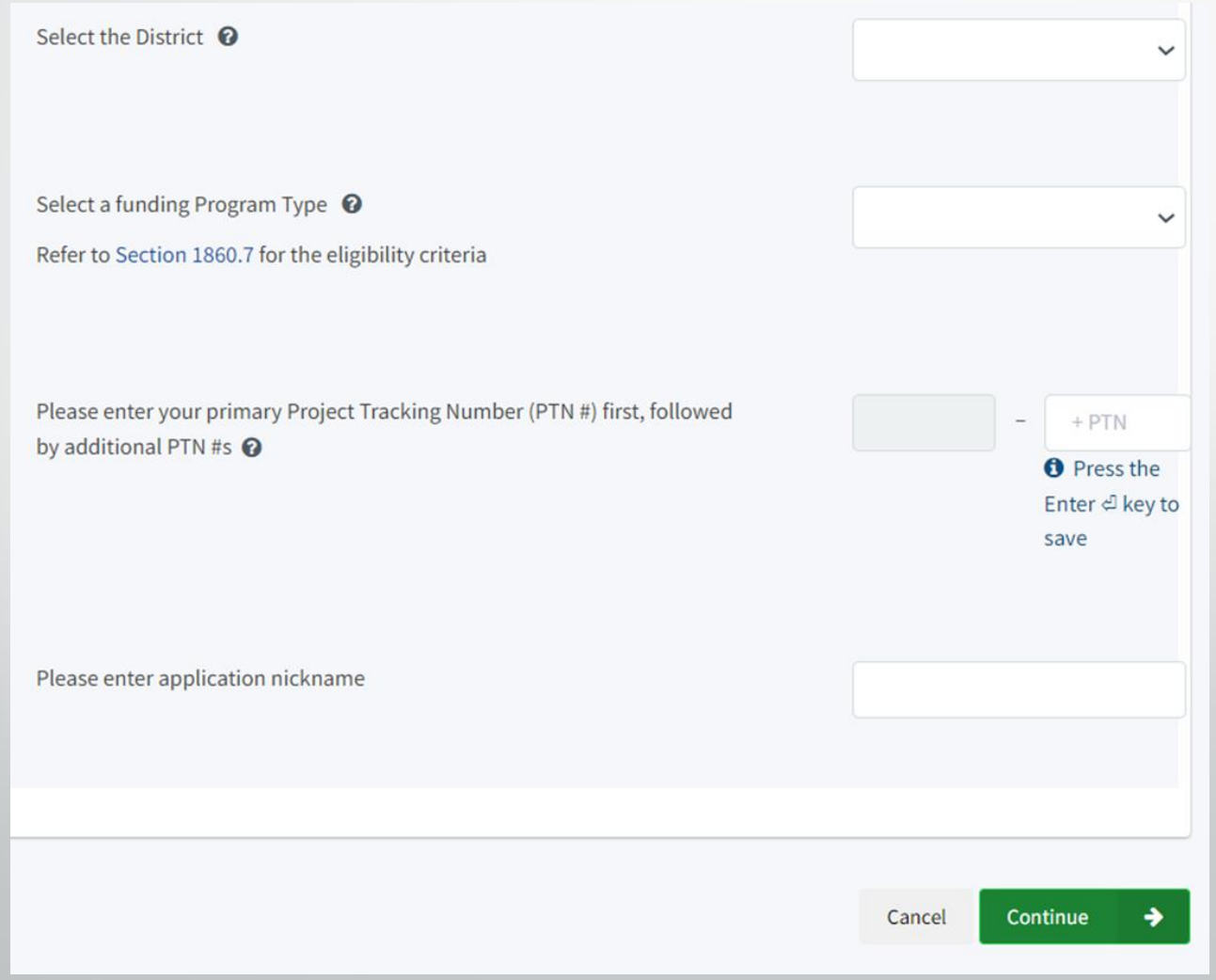
How to Submit an Application on OPSC Online



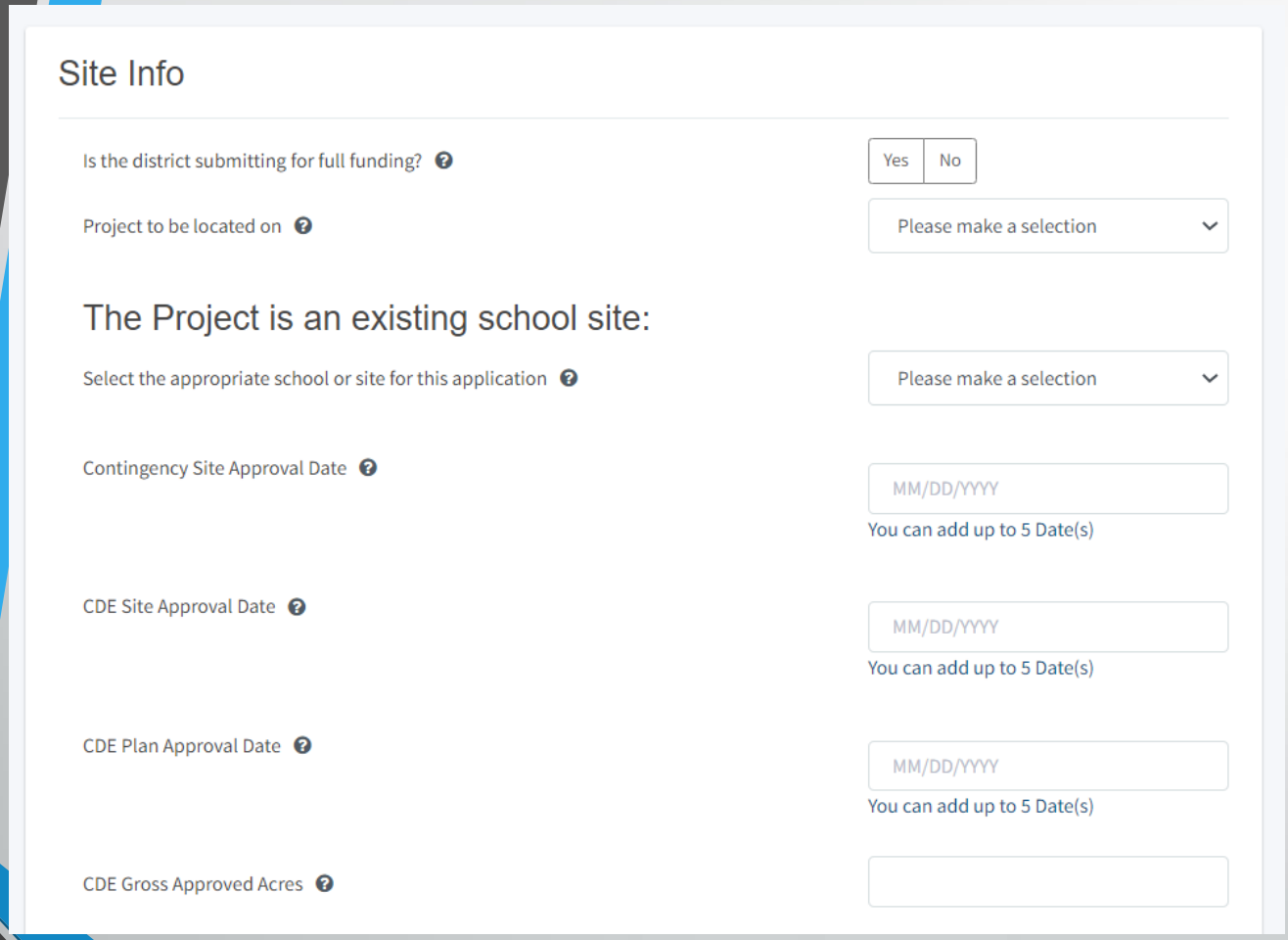
How to Submit an Application on OPSC Online (continued)

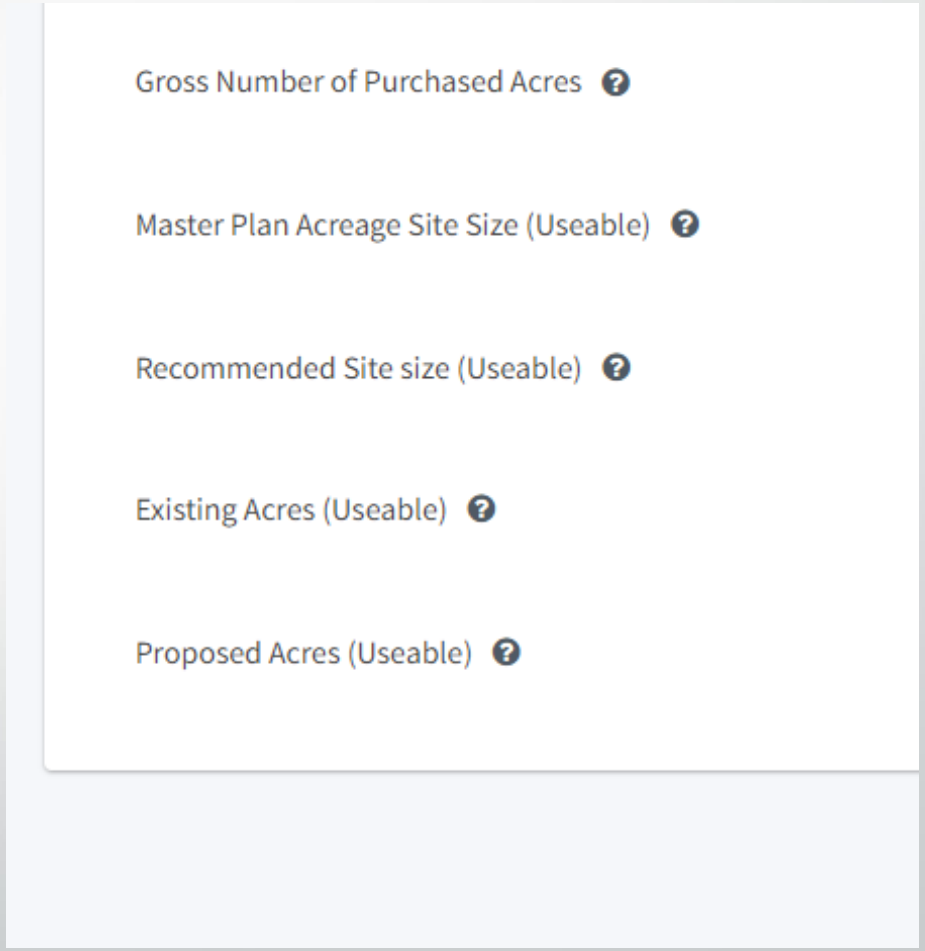


How to Submit an Application on OPSC Online (continued)

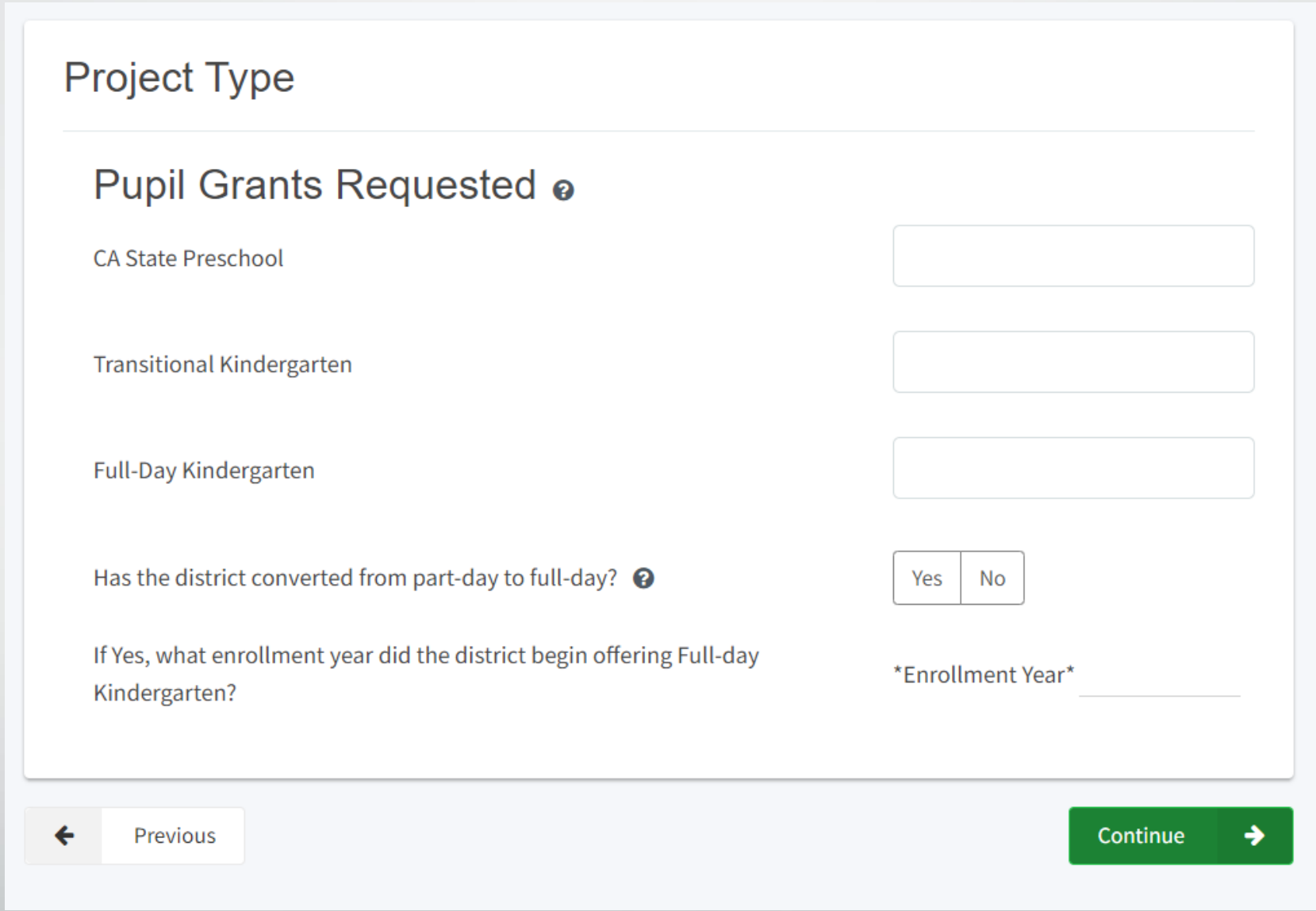


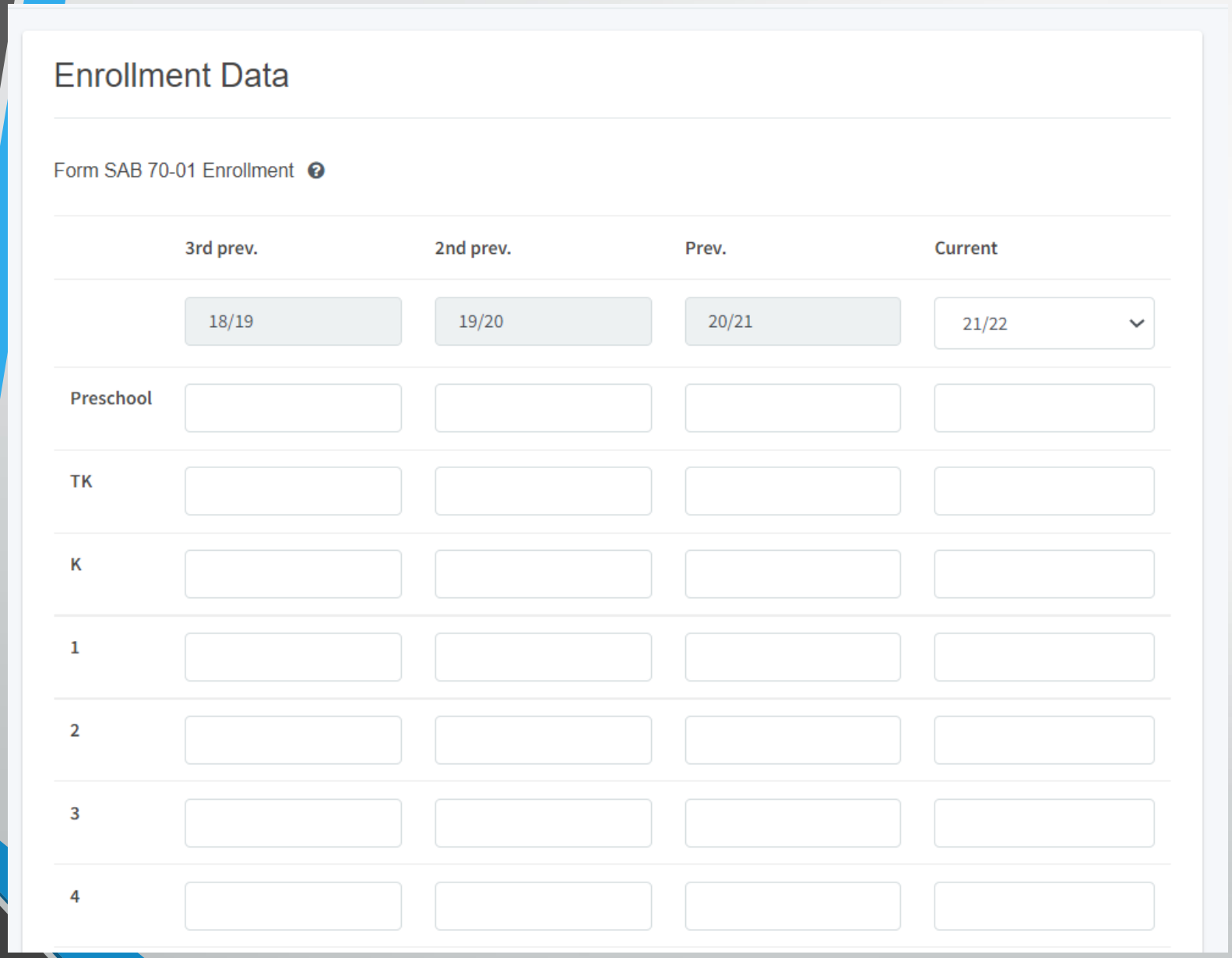
Site Info


Site Info
Is the district submitting for full funding?
Yes
No
Project to be located on
Please make a selection
The Project is an existing school site:
Select the appropriate school or site for this application
Please make a selection
Contingency Site Approval Date
MM/DD/YYYY
You can add up to 5 Date(s)
CDE Site Approval Date
MM/DD/YYYY
You can add up to 5 Date(s)
CDE Plan Approval Date
MM/DD/YYYY
You can add up to 5 Date(s)
CDE Gross Approved Acres


Gross Number of Purchased Acres
Master Plan Acreage Site Size (Useable)
Recommended Site size (Useable)
Existing Acres (Useable)
Proposed Acres (Useable)

Project Type





Enrollment Data

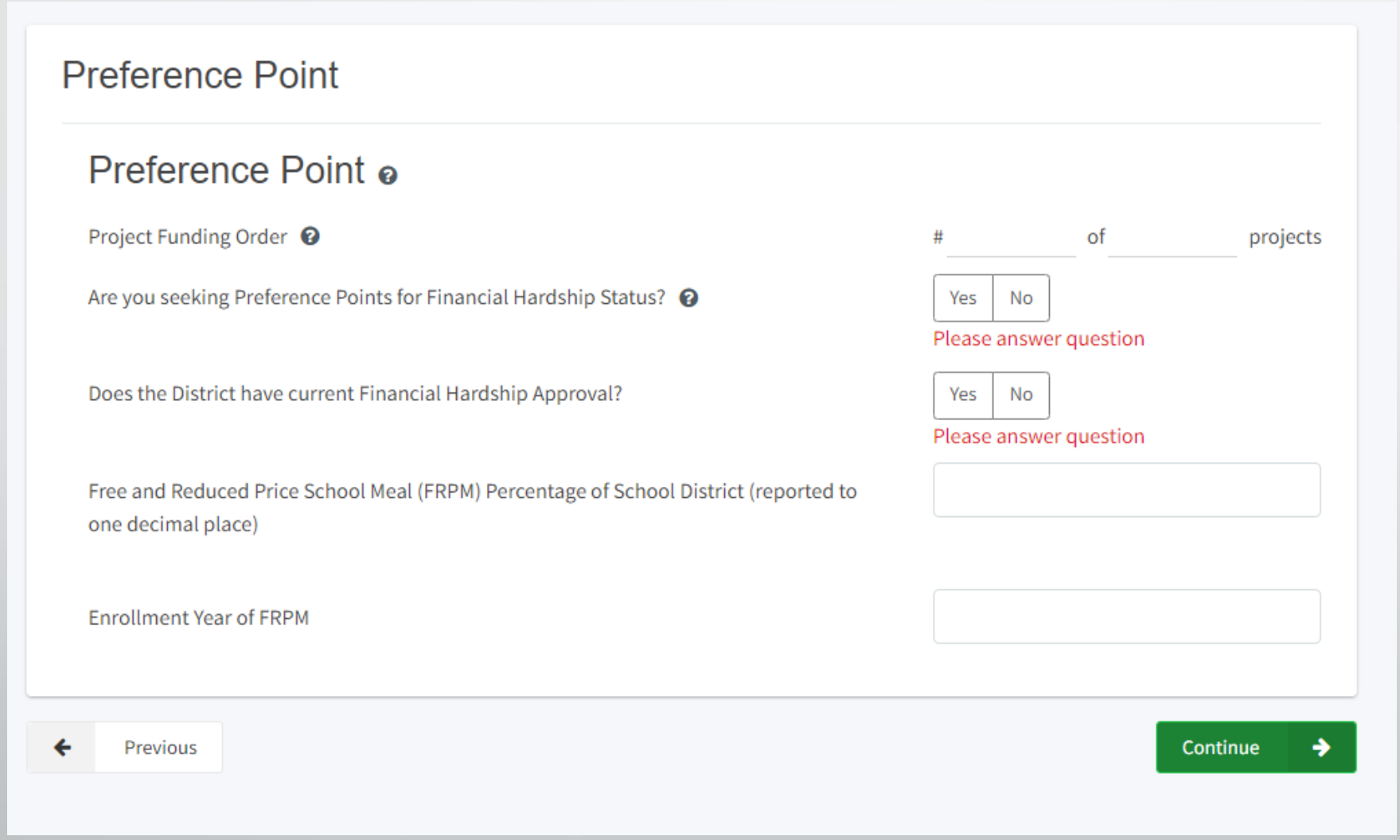
Calculating Transitional Kindergarten and Full Day Kindergarten Enrollment

- The CALPADS report 1.4 does not differentiate between Transitional Kindergarten and Full Day Kindergarten pupils

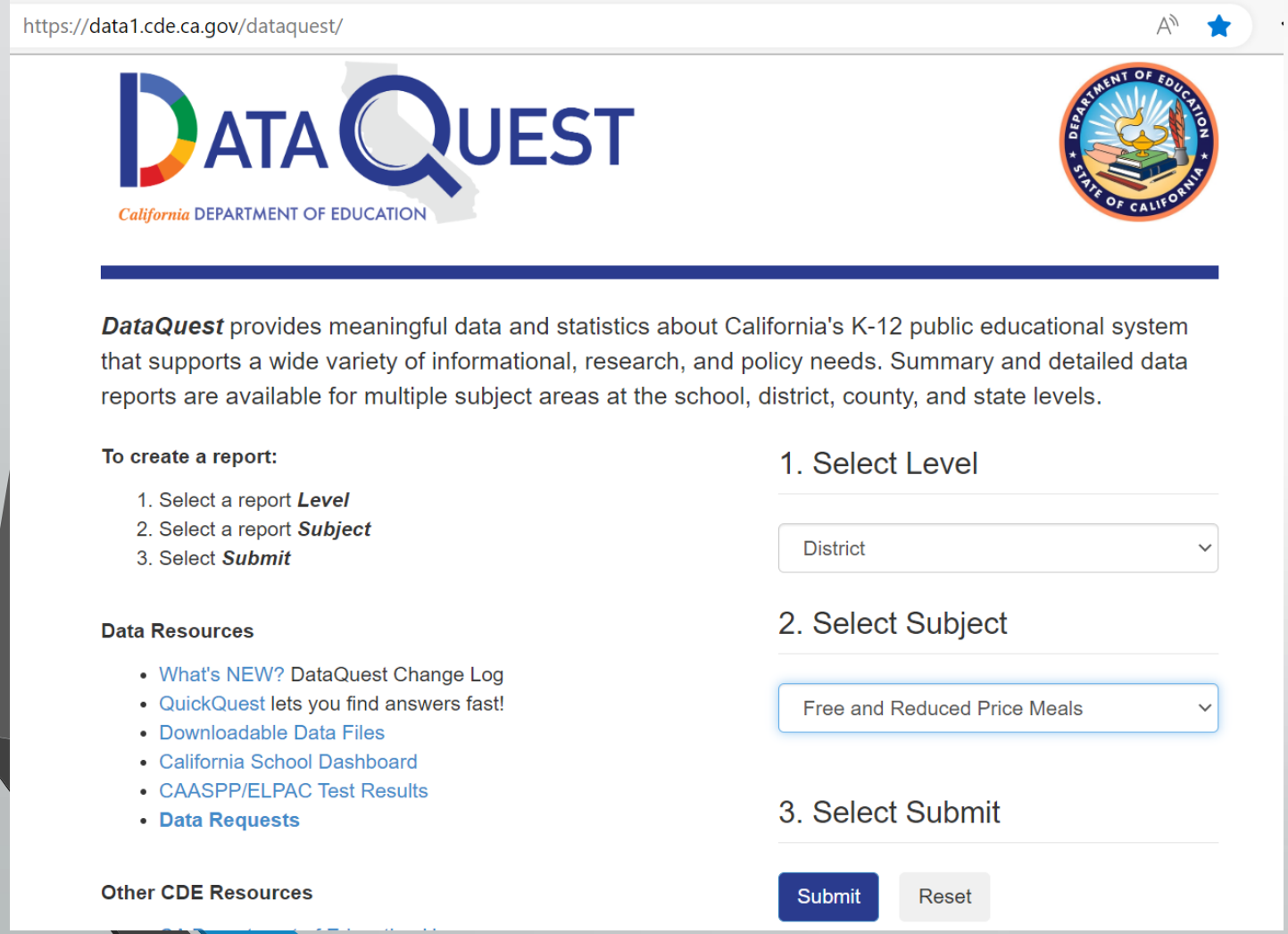
School Code	School Name	Grade	#
0	Sample Elementary	KN	62

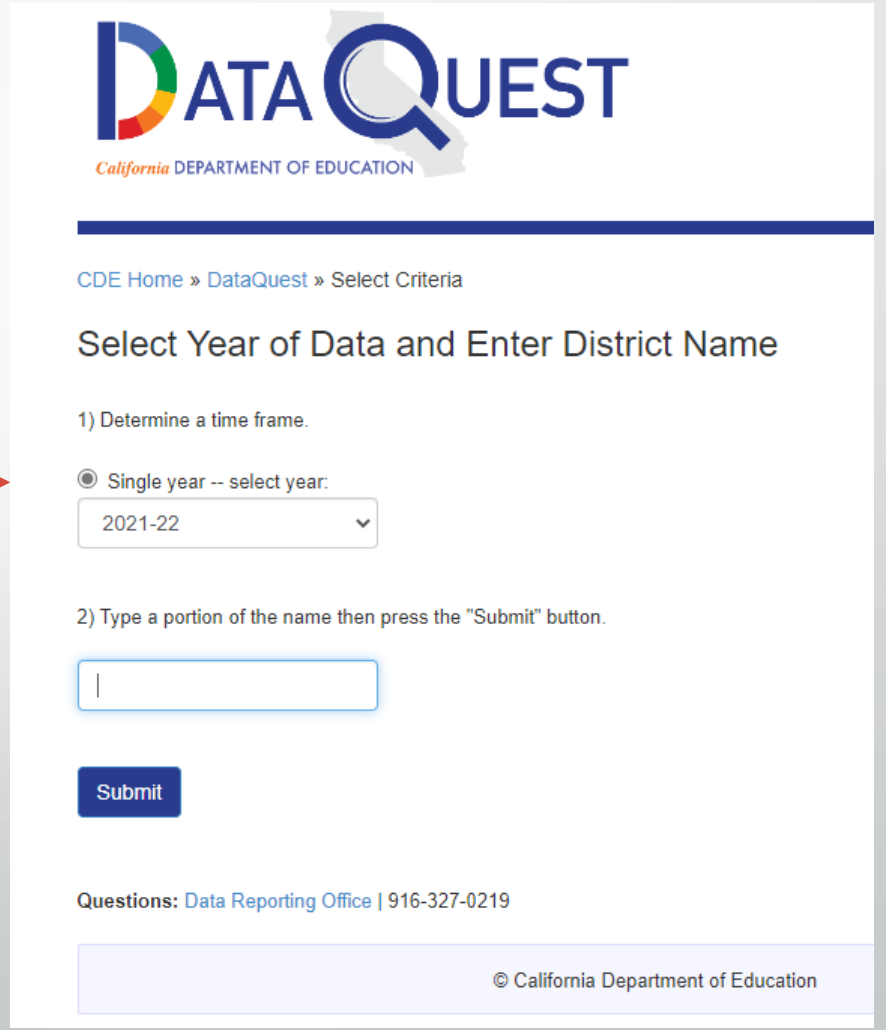
School Code	School Name	Transitional Kindergarten (185)
0	Sample Elementary	23

Preference Point



Finding FRPM





Additional Grant Request

Additional Grant Request

Total number of classroom(s) for which the District is requesting funding

Number of CA Preschool classrooms for which the District is requesting funding

Number of Transitional Kindergarten classrooms for which the District is requesting funding

Number or Full-day Kindergarten classrooms for which the District is requesting funding

Are you planning to build Multi Level classrooms? Yes No

Will you be requesting Project Assistance? Yes No

Site Acquisition

Is the district requesting the 2% grant? Yes No

50 percent Actual Cost $

50 percent Appraised Value $

50 percent actual DTSC Fee $

DTSC Fee 15 percent appraised value $

50 percent hazardous waste $

50 percent estimated hazardous waste removal $

Response Action (RA) Yes No

Site Development

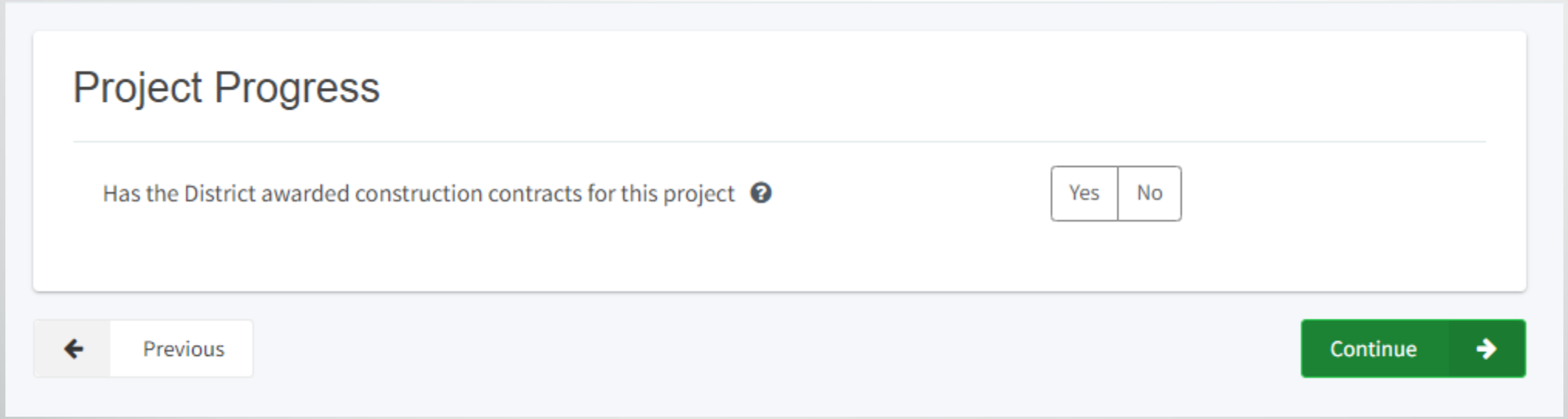
Are you requesting Site Development? Yes No

Fire Safety

Automatic Fire Detection/Alarm System Yes No

Automatic Fire Sprinkler System Yes No

Project Progress



Licensed Architect

Licensed Architect

I certify as the architect of record for the project or as a licensed architect that:

- The Plans and Specification for this project were submitted to the OPSC by electronic medium (i.e., CD-ROM, zip disk or diskette), or as an alternative, if the request is for a modernization Grant, the PS in hard copy to the OPSC.
- Any portion of the Plans and Specifications requiring review and approval by the Division of State Architect (DSA) were approved by DSA on (latest date): MM/DD/YYYY
  You can add up to 5 Date(s)
- Related DSA Application(s) + DSA App #
  Press the Enter ⏎ key to save
  You can add up to 5 Values(s)
- Any portion of the P&S not requiring review and approval by the DSA meets the requirements of the California Code of Regulations, Title 24, including any handicapped access and fire code requirements.

☐ I certify the information listed above is correct

☐ The architect on record for this project is no longer available for certification

Architect Name

Architect Signature Date MM/DD/YYYY

Certify

Licensed Design Consultant

Licensed Design Consultant

I certify as the architect of record for the project or the appropriate design professional, that:

- If the request is for a California Preschool, Transistional Kindergarten and Full-Day Kindergarten Facilities Grant Program new construction project, I have developed a cost estimate of the proposed project which indicates that the estimated construction cost of the work in the P&S including deferred items (if any) relating to the proposed project, is at least 60 percent of the total grant amount provided by the State and the School District's matching share, less site aquistion costs. This cost estimate does not include site aquisition, planning, tests, inspection, or furniture and equipment and is available at the School District for review by OPSC.
- If the request is for a California Preschool, Transistional Kindergarten and Full-Day Kindergarten Facilities Grant Program retrofit project, I have developed a cost estimate of the proposed project which indicates that the estimated construction cost of the work in the P&S including deferred items and interim housing (if any) relating to the proposed project, is at least 60 percent of the total grant amount provided by the State and the School District's matching share, less site aquistion costs. This cost estimate does not include planning, tests, inspection, or furniture and equipment and is available at the School District for review by OPSC.

☐ I certify the information listed above is correct

☐ The Design Consultant on record for this project is no longer available for certification

Design Consultant Name

Design Consultant Signature Date MM/DD/YYYY

Certify

Previous

Continue

Certifications

Certification

I certify, as the District Representative, that the information reported on this form is true and correct and that:

- The School District certifies that:
  - ☐ Full-day kindergarten instruction is not currently offered at the project site as of the date of this application; or,
  - ☐ Full-day kindergarten instruction is offered at the project site, and was adopted by the school district's governing board on, MM/DD/YYYY
- The statements set forth in this application and supporting documents are true and correct to the best of my knowledge and belief; and,

I verify, I have read and agree to the above terms and certification information — Yes | No

Date

District Representative / Superintendent Phone Number

Phone Extension (optional)

District Representative / Superintendent Name

Financial Hardship and Funding Order

Financial Hardship Process

- District submits funding application, checks box for financial hardship request
- OPSC will notify district when 70-01 is scheduled to be processed
- District submits financial hardship documents within 30 days
- Financial Hardship Approval and Funding Application processed concurrently

Reminder: If the district is planning to use Bridge Financing, please contact OPSC prior to beginning the process

Financial Hardship Eligibility

The School District is financially unable to provide all necessary matching funds for an eligible Program project; currently levying the maximum allowable developer fee; AND meet at least one of the following conditions:

- A current bonded debt that is 60% or more of district debt capacity
- Had a successful registered voter bond election for at least the maximum amount allowed under Proposition 39 within the previous two years from the date of request for financial hardship status
- A debt capacity of $5 million or less at the time of the request for financial hardship status
- It is a County Superintendent of Schools

What Happens After the Form SAB 70-01 is Submitted?

- After the Filing Round has closed, OPSC staff will review all applications submitted to validate preference points to determine the Funding Order (discussed in the next slides)
- OPSC will contact the district with any questions, requests for additional information, and/or necessary corrections to the Form SAB 70-01
- OPSC Financial Hardship staff will also contact the district, as necessary, if Financial Hardship is requested.

Funding Order

- Preference points are assigned to each application
  - 80 maximum points possible
  - Financial Hardship requirements met: 40 points (must qualify as a Financial Hardship District and be unable to contribute all or a portion of the matching share)
  - Low Income: Up to 40 points
  - Percentage of pupils within school district who are eligible for Free and Reduced-Price School Meals

Percentage Eligible for Free and Reduced Price School Meals	Preference Points Assigned
60-65%	4
66-70%	8
71-75%	15
76%	16
77%	17
78%	18
79%	19
80%	20
81%	21
82%	22
83%	23
84%	24
85%	25
86%	26
87%	27
88%	28
89%	29
90%	30
91%	31
92%	32
93%	33
94%	34
95%	35
96%	36
97%	37
98%	38
99%	39
100%	40

Funding Order (cont.)

- 1. Approved applications will be funded based on the district's total preference points and the application's priority order (assigned by the district on Section 4 of the Form SAB 70-01).
  - (A) Districts will have their first priority projects funded in order of total preference points until all districts have had their first priority project funded.

Funding Order (cont.)

- (B) School Districts with the same total preference points will be funded in order of the higher Low-Income percentage reported to one decimal place. The School District with the higher Low-Income percentage will be funded first.
- (C) If School Districts have the same total preference points and the same Low-Income percentage reported to one decimal place, projects will then be placed into a lottery system to determine the School District funding order.

Partial Funding Order

- If the Board does not have sufficient funding to fully apportion a district's project, that district may elect to either:
  - (A) Accept partial funding for the project; or
    - If partial funding is accepted, the Apportionment shall become full and final.
  - (B) Decline to accept funding for the project.
    - If partial funding is declined, the Board may offer partial funding to the next approved application, based on funding order described in the previous slides.

Fund Release and Reporting

Fund Release Process

New Construction or Retrofit Grants without Advance

- Must submit *Fund Release Authorization* (Form SAB 70-02) with all approvals within **180 days** of apportionment

New Construction or Retrofit Grants with Advance

- Must submit *Fund Release Authorization* (Form SAB 70-02) with all approvals within **12 months** of apportionment

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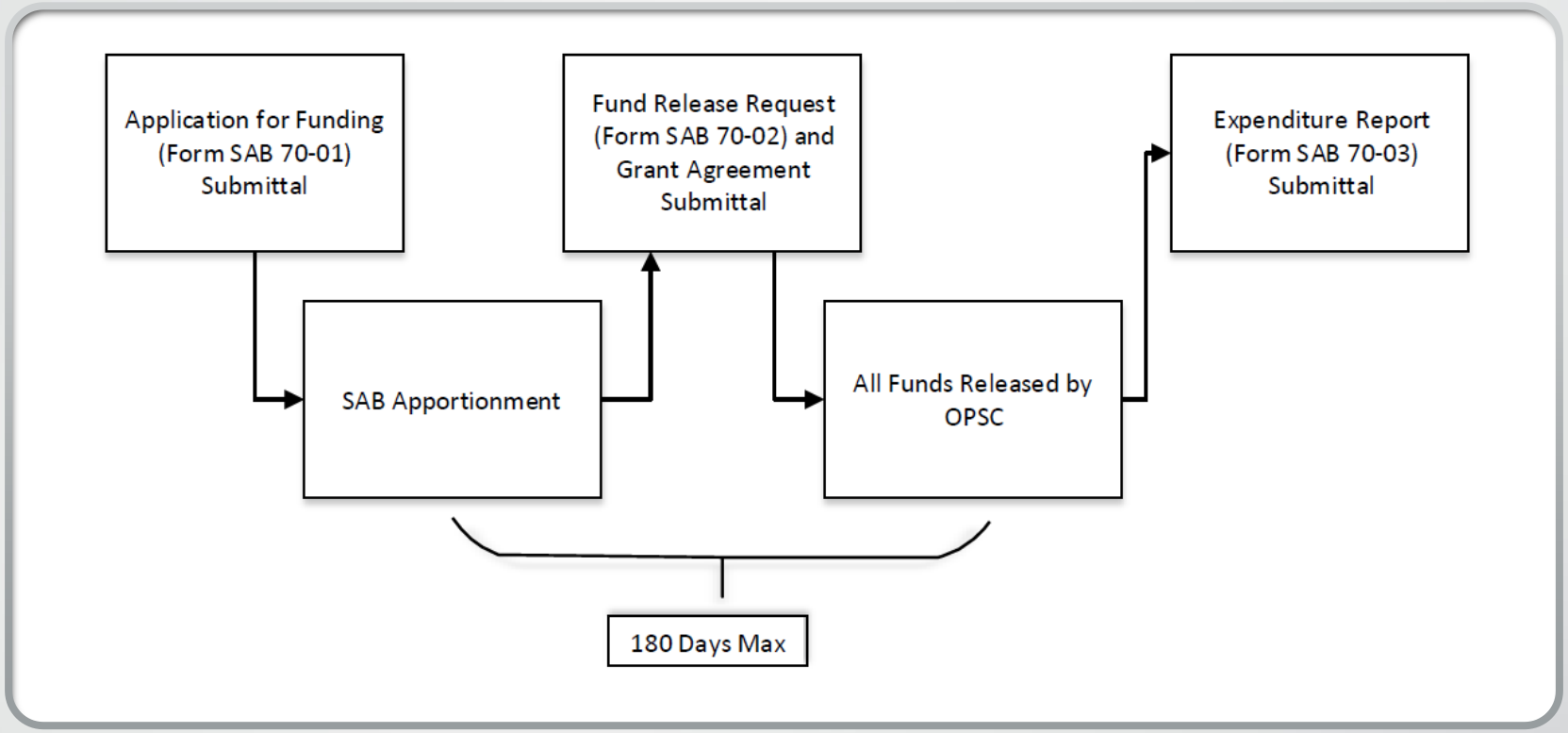
- Must execute and submit grant agreement before release of **any** funds
- Advance funds will be made available after apportionment and will be released upon receipt of a Grant Agreement

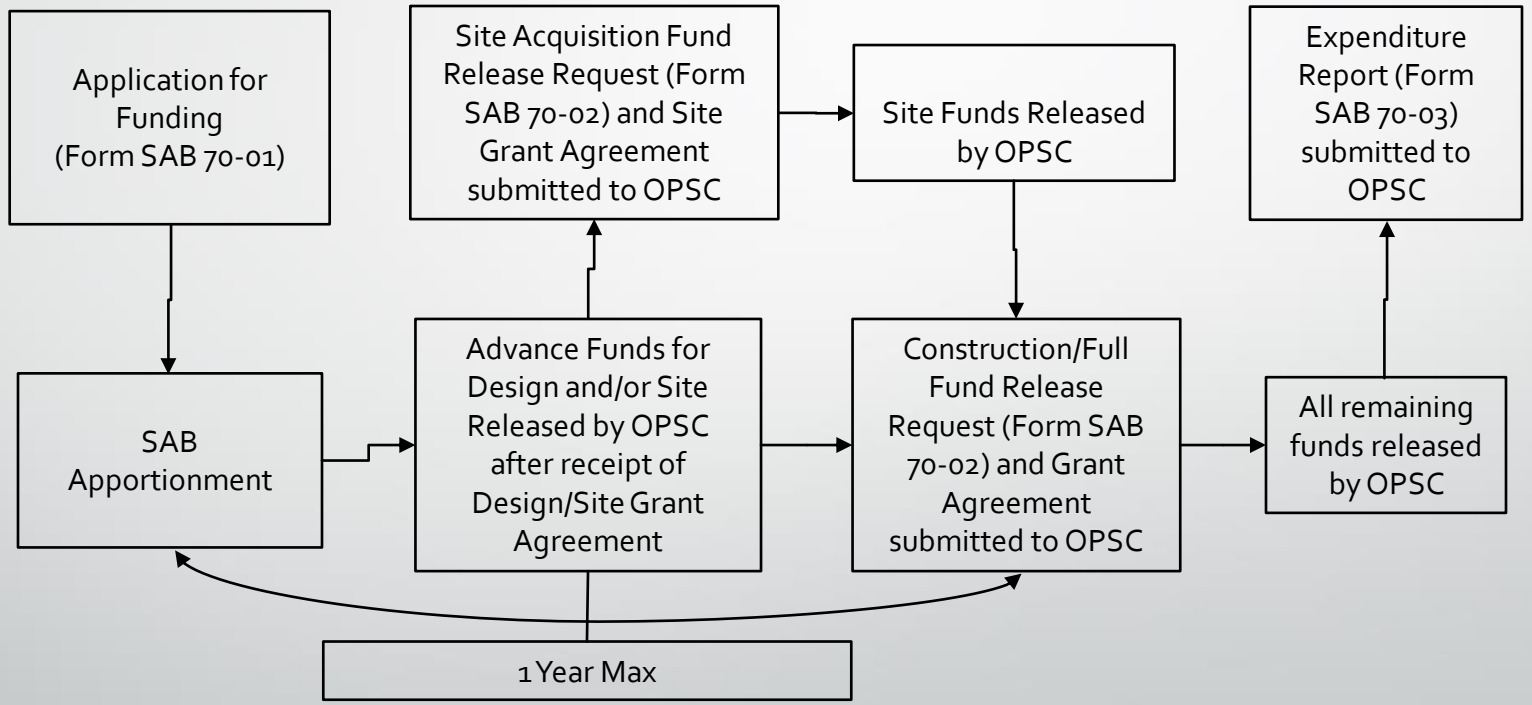


Sample Program Timeline

Projects <u>without</u> advance release of funds

Sample Program Timeline

Projects <u>with</u> advance release of funds



Program Reporting

- Must submit an *Expenditure Report* (Form SAB 70-03) at project completion
  - A project is complete when either of the following occur:
    - Notice of completion for the project has been filed; or
    - One year from the date of the final fund release
- Must report expenditure of project savings within one year from project completion
- All projects will be subject to a local audit

OPSC and Program Websites

- Program Website
  - https://www.dgs.ca.gov/OPSC/Services/Page-Content/Office-of-Public-School-Construction-Services-List-Folder/Access-Full-Day-Kindergarten-Facilities-Grant-Program-Funding#@ViewBag.JumpTo
- OPSC Online
  - https://www.webapps.dgs.ca.gov/opsc/opsconline/
- PTN Generator and Project Tracker
  - https://www.dgsapps.dgs.ca.gov/opsc/PT/Ptn/Default.aspx

Program Contacts

- Joshua Potter, *Program Services Operations Manager*
  - Joshua.Potter@dgs.ca.gov
  - (279) 946-8454
- Lindsey Walden, *Program Supervisor*
  - Lindsey.Walden@dgs.ca.gov
  - (279) 946-8458
- Jason Hernandez, *Financial Hardship Supervisor*
  - Jason.Hernandez@dgs.ca.gov
  - (279) 946-8449

Thank You

Presentation pictures from a 2019 Program Apportioned project, used with permission of Woodville Elementary

Financial Hardship and OPSC Online Process

Presented By: Jason Hernandez & Daniel Flanagan

January 18, 2023

Office of Public School Construction

Overview

- Financial Hardship process.
- How to submit the Financial Hardship Phase I & Phase II Checklists on OPSC Online.

Financial Hardship Process

- Financial Hardship Submittal.
- The process and requirements for determining district eligibility.
- The process for determining district available contribution.

Submittal Process

- District submits funding application (SAB Form 70-01), checks box for Financial Hardship request.

- OPSC notifies and requests documents from district prior to the district submitting documents.

- District submits Phase I and II Checklists and supporting documents through OPSC Online within **30** days of notification.
- Financial Hardship Approval and Funding Application processed concurrently.
- Findings Letter Issued Upon review Completion.
- Approval Letter Issued Upon District Concurrence with Findings

Submittal Process

- Two phases:
- OPSC Online submittal and uploading. (Will submit using this method.)

- Phase 1 – Determine District Eligibility (COE is automatically eligible but still submits Phase I checklist)
  - https://www.dgs.ca.gov/opsc/forms for Phase I Checklist

- Phase II – Determines Amount of District Funds Available for Contribution.
  - https://www.dgs.ca.gov/opsc/forms for Phase II Checklist
  - Available funds has two components: available funds and contribution due to expenditure

Review Process – Phase I

- District must be levying the maximum developer fee (2022 rate) justified under law **AND**

- Meet one of the following criteria:
  - Long-term debt of 60% or more of total bonding capacity
  - Successful voter bond election within past 2 years
  - Is a County office of Education (COE)
  - Total bonding capacity is $5 million or less, or

Review Process – Phase II

- OPSC reviews district capital facility related funds to determine amount of funds available for district match:
  - Facility related funds are typically funds 21 through 50
  - Review revenues and expenditures for up to past 3 years
  - Review transfers in and out of facility funds
  - May examine Special Reserve Funds for availability
  - Available funds may be reduced by eligible encumbrances
    - District must submit encumbrance schedule detailing all the requested encumbrances (See schedule on next slide)
  - Unsold bonds may be available unless the district is unable to sell them

Review Process – Encumbrance Schedule

XYD USD
June 2022 - FH Review
District Code: 12345

Fund 25 - Encumbrances

A	B	C	D	E	F	
Vendor	**Contract Date**	**Contract $**	**Expended to Date**	**Reported Remaining Encumbrance (C -D)**	**Audited Encumbrance Amount**	**Comments**
Bell Roof Company	8/10/2021	$820,000	$23,740	$796,260	$796,260	Bid No. 21-22-01 - Bid Package #1 and #:
		$0	$0	$0	$0	
		$0	$0	$0	$0	
			Total	$796,260	**$796,260**	

Fund XX - Encumbrances

Vendor	**Contract Date**	**Contract $**	**Expended**	**Reported Remaining Encumbrance (C -D)**	**Audited Encumbrance Amount**	**Comments**
San Marino Roof Company		$500,000	$450,000	$50,000	$45,000	$270,738 Encumbrance - **No Contract**
OpTerra Energy Services	1/26/2017	$4,021,153	$3,368,242	$652,911	$650,000	
Certificate of Participation (COP)		$3,500,000	$0	$3,500,000	$325,000	Only one year of COP payments eligible as an encumbrance
		$0	$0	$0	$0	
			Total	$4,202,911	**$1,020,000**	

Fund XX - Encumbrances

Vendor	**Contract Date**	**Contract $**	**Expended**	**Reported Remaining Encumbrance (C -D)**	**Audited Encumbrance Amount**	**Comments**
Desert Air	2/22/2019	$1,066,748	$1,019,882	$46,866	$46,866	
Premier Tile & Marble	2/22/2019	$224,773	$220,439	$4,335	$4,335	
So CA West Coast Electric, Inc.	2/22/2019	$445,106	$404,291	$40,815	$40,815	
Crew Inc.	2/22/2019	$1,129,611	$1,018,925	$110,686	$110,686	
Elljay Acoustics, Inc.	2/22/2019	$352,313	$311,498	$40,815	$35,000	
Iedesma & Meyer Const.		$0	$0	$0	$0	
		$0	$0	$0	$0	
		$0	$0	$0	$0	
			Total	$243,517	**$237,702**	

Review Process – Funding

- If the district's Financial Hardship (FH) need is greater than the available funds, then the district qualifies and the State will fund the difference between the district's FH need and the available funds
- COE/districts may request advanced funding for site and/or design funding prior to requesting full funding for FDK projects.
- FH approval is valid for 6 months from the date of the approval letter

Review Process – Benchmark Dates

- March 2, 2023 - The Program funding round ends.
- Week of March 6, 2023 – Financial Hardship Document Request sent out.
- Week of April 10, 2023 – FH Documents Due to OPSC
- Week of April 17, 2023 – OPSC will review FH requests to make sure they are complete.
- 5-day letter will be sent out seeking missing documents.
- After 5 days if documents are still missing the FH request will be sent back to the district as incomplete.

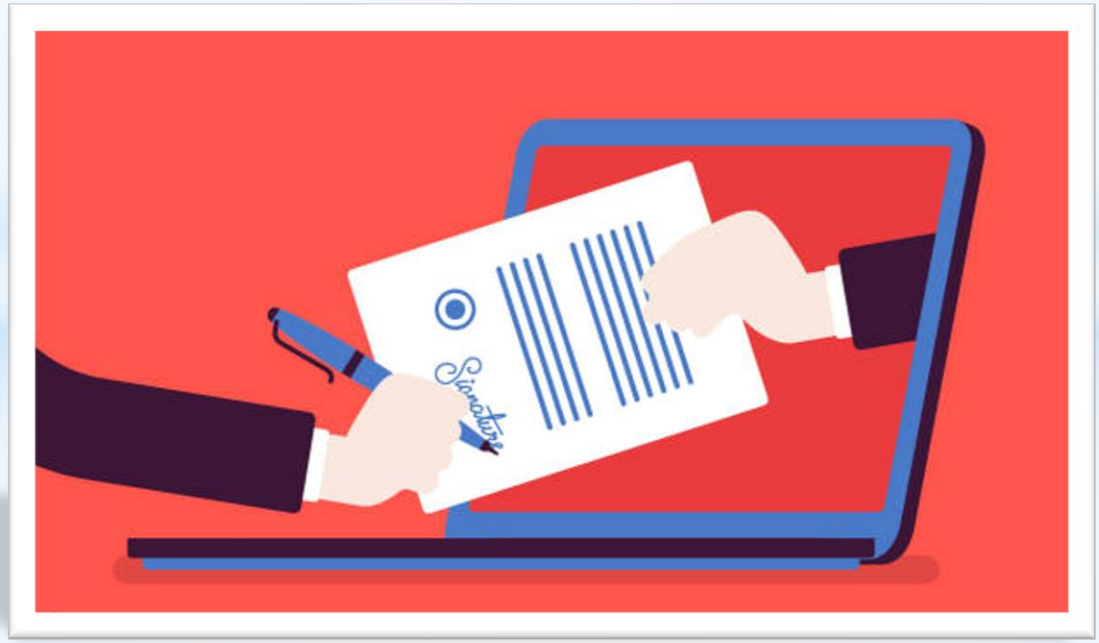
Review Process – Top Tips

- Review the amount of the district's available funds. If it exceeds the district's Financial Hardship (FH) need then consider applying as a non-FH project.
- Ensure your FH Phase I and Phase II checklist document package is complete. Incomplete packages will be returned to the district and not processed. Examples from last round include:
  - Missing Fund Worksheets
  - General Ledger detail report missing
  - Current School board resolution for developer fees
  - Expenditure report for expenditures made to date on the project or letter stating no expenditures have been made
  - Current assessed valuation from County Audit Controller – Aug. 2022
  - Copy of signed contracts for all requested encumbrances

Review Process – Top Tips

- Use the encumbrance schedule to report any requested encumbrances.
  - The total for each Fund in the schedule should match the total listed in each Fund Worksheet.

Submitting a Financial Hardship Phase I & Phase II Checklists Using OPSC Online

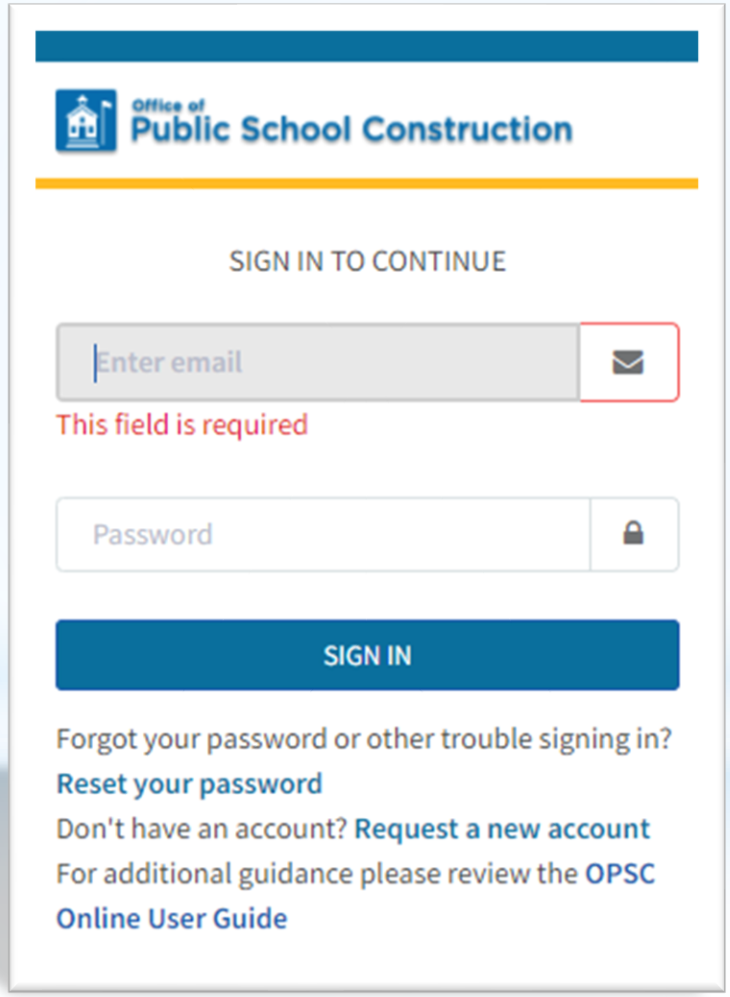


Financial Hardship Checklists and OPSC Online

- OPSC Online supports the submission of Financial Hardship Phase I and Phase II required documents.
- Preferred method of submission, as well as the simplest because it does not require the District to prepare or sign a letter.
- District Representative or Superintendent must be logged in to submit the request.
- The district must have been contacted by OPSC requesting the Phase I and Phase II Financial Hardship documents before submitting them in OPSC Online.

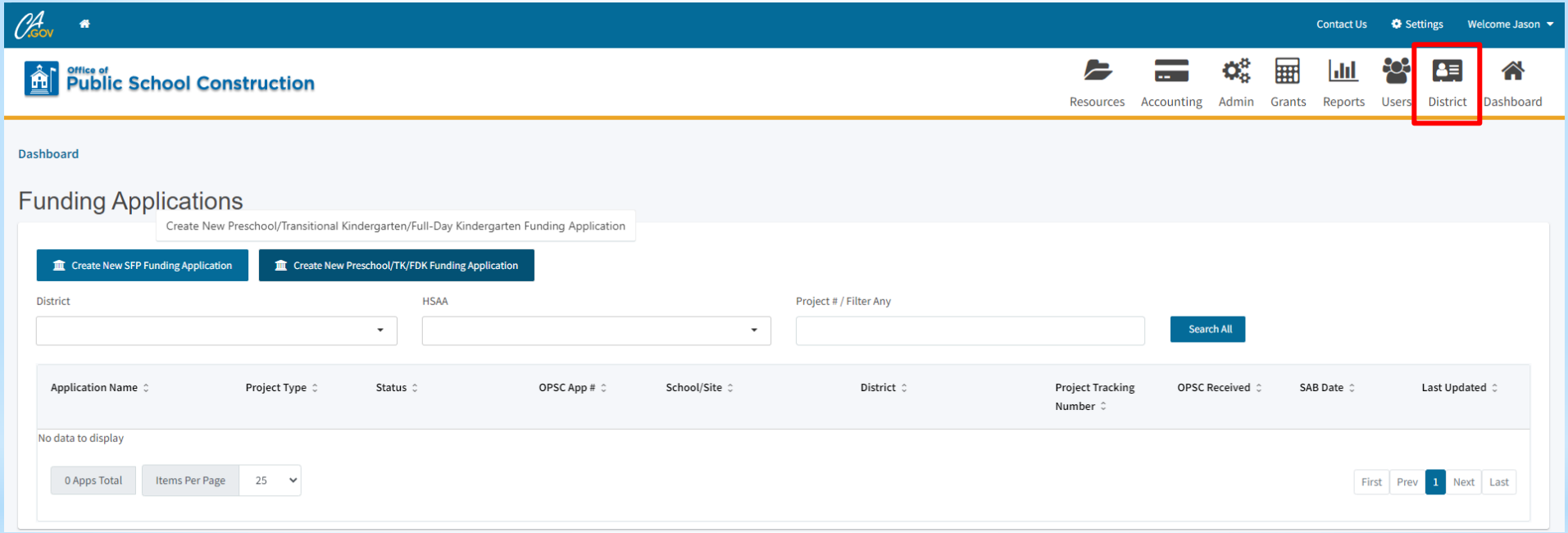
Access OPSC Online

(Log into OPSC Online)



Access OPSC Online

(Click on District Tab)



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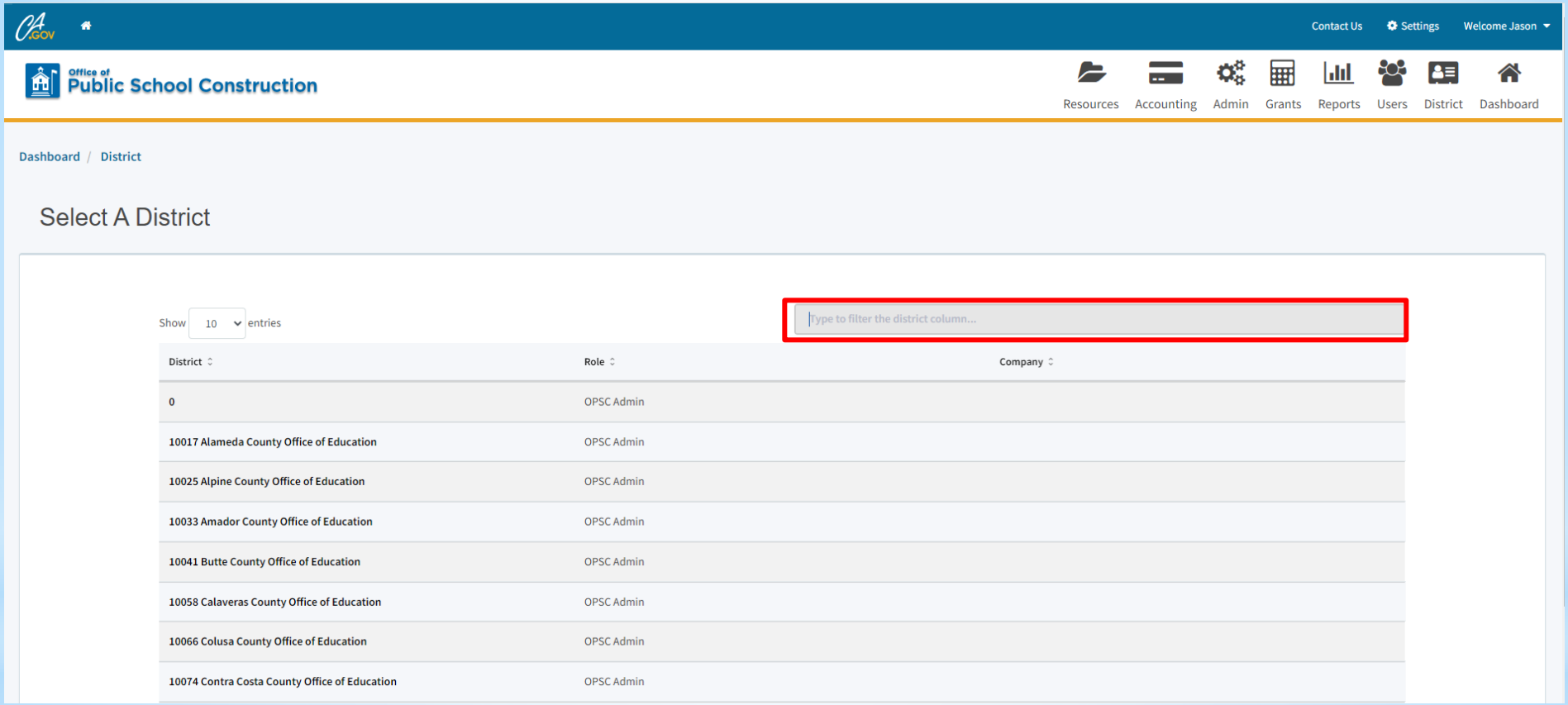

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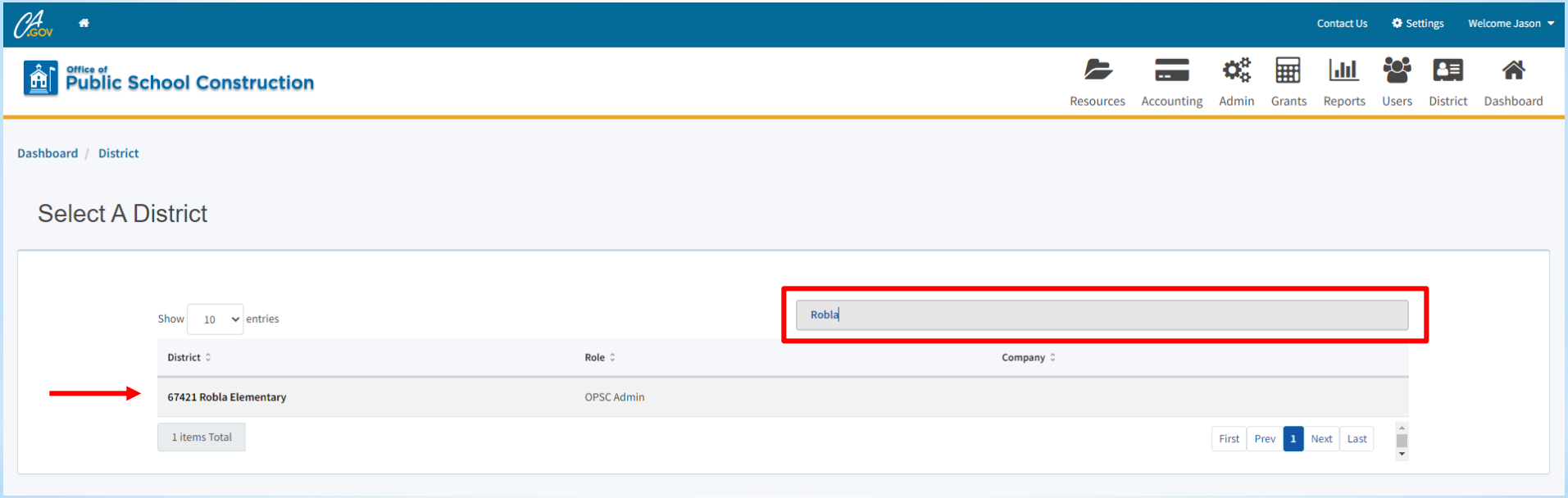

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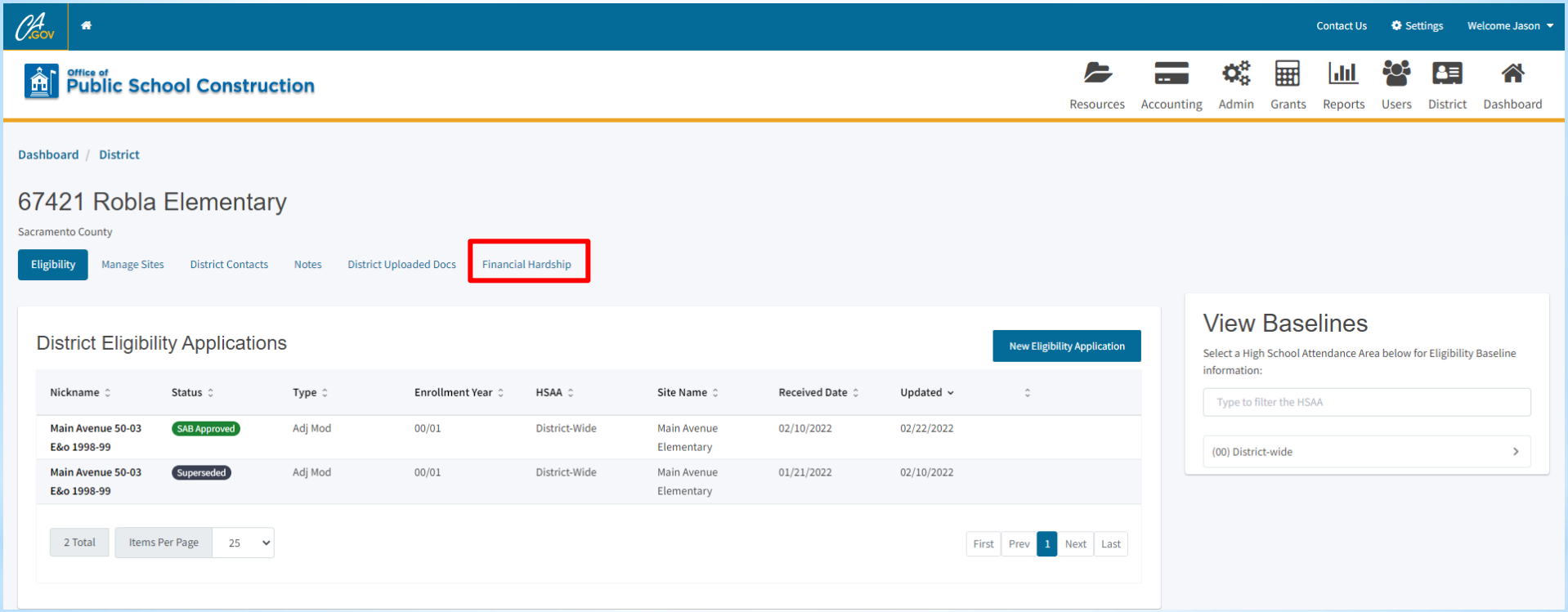

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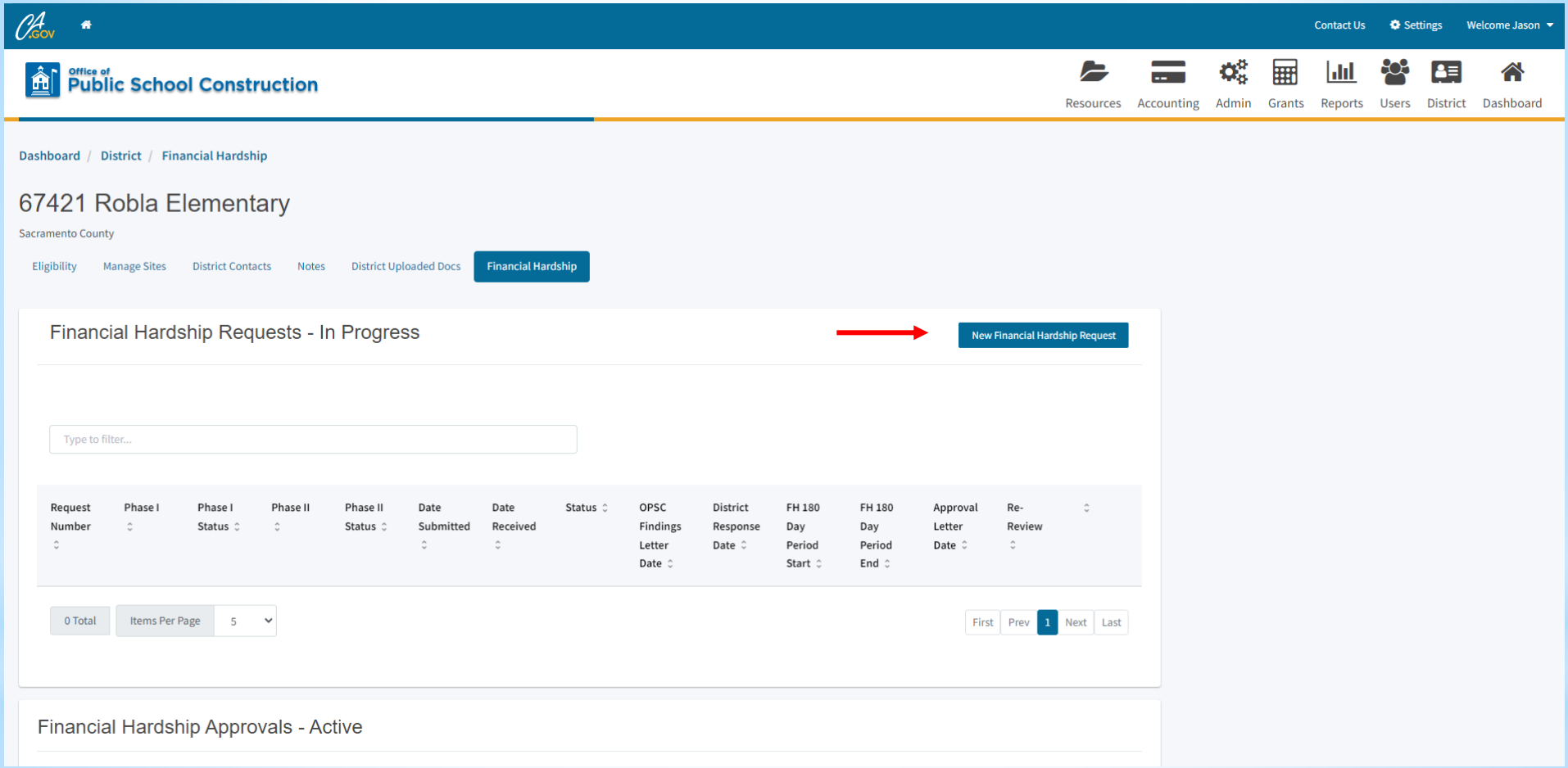

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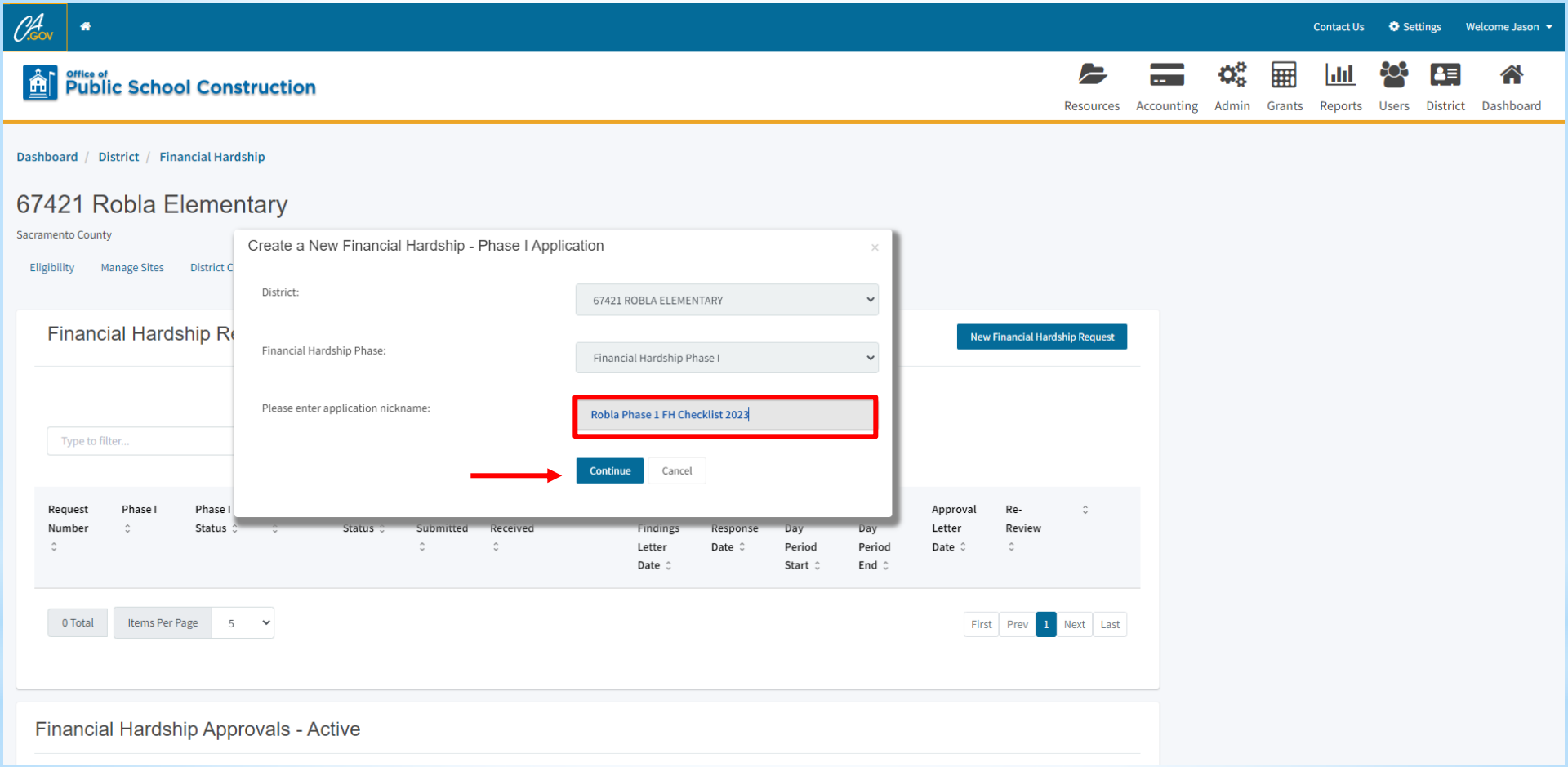

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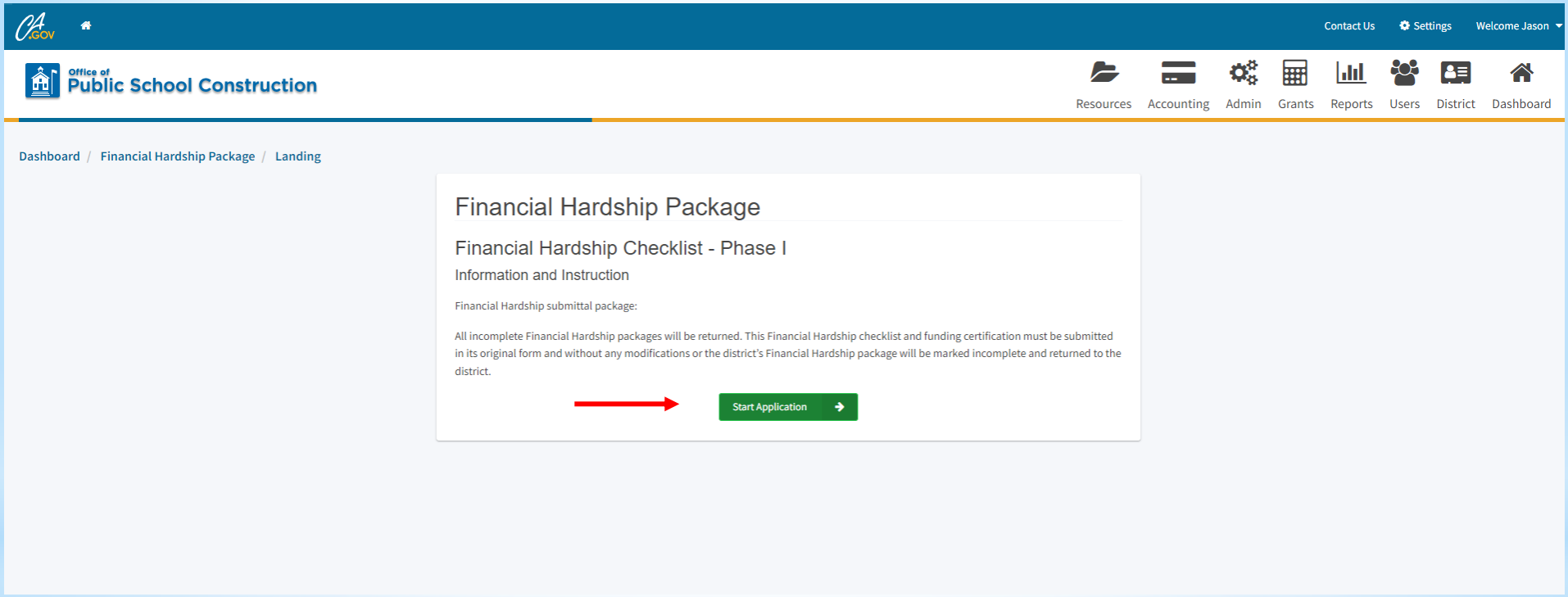

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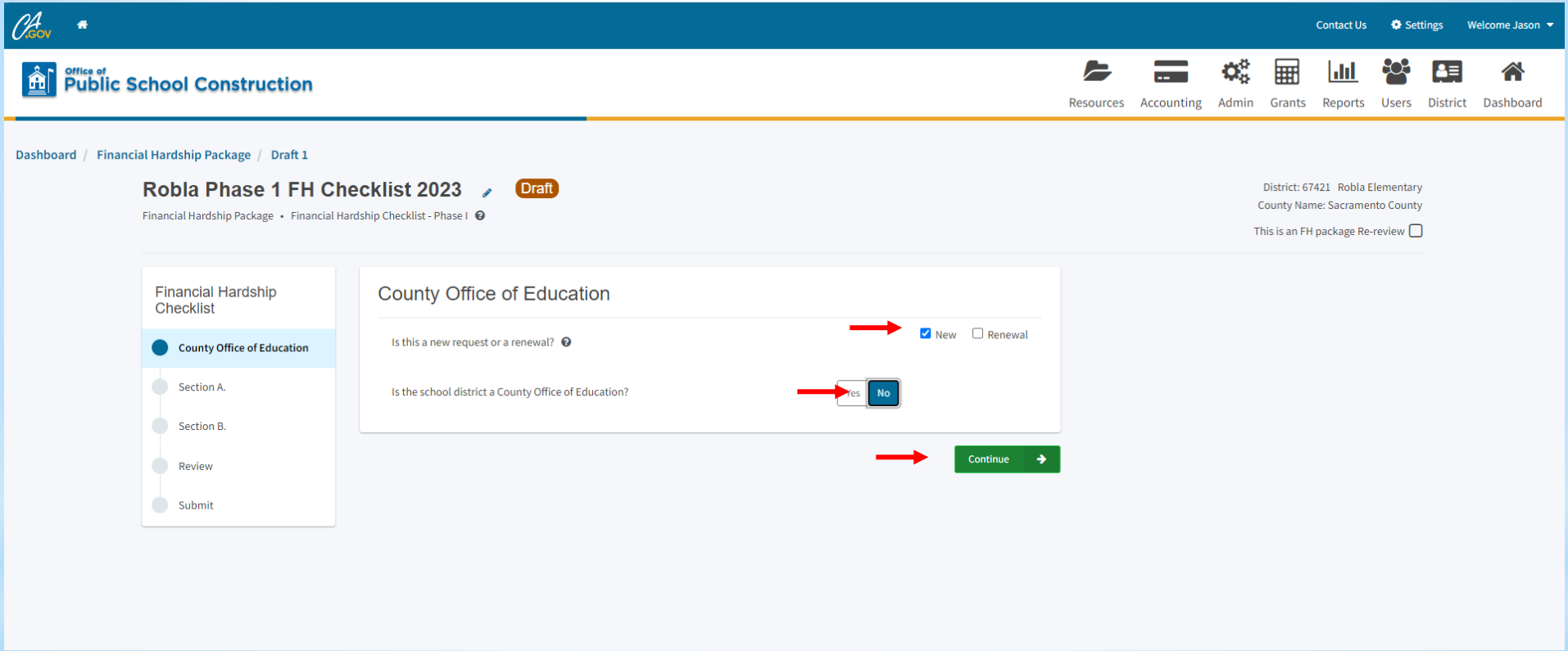

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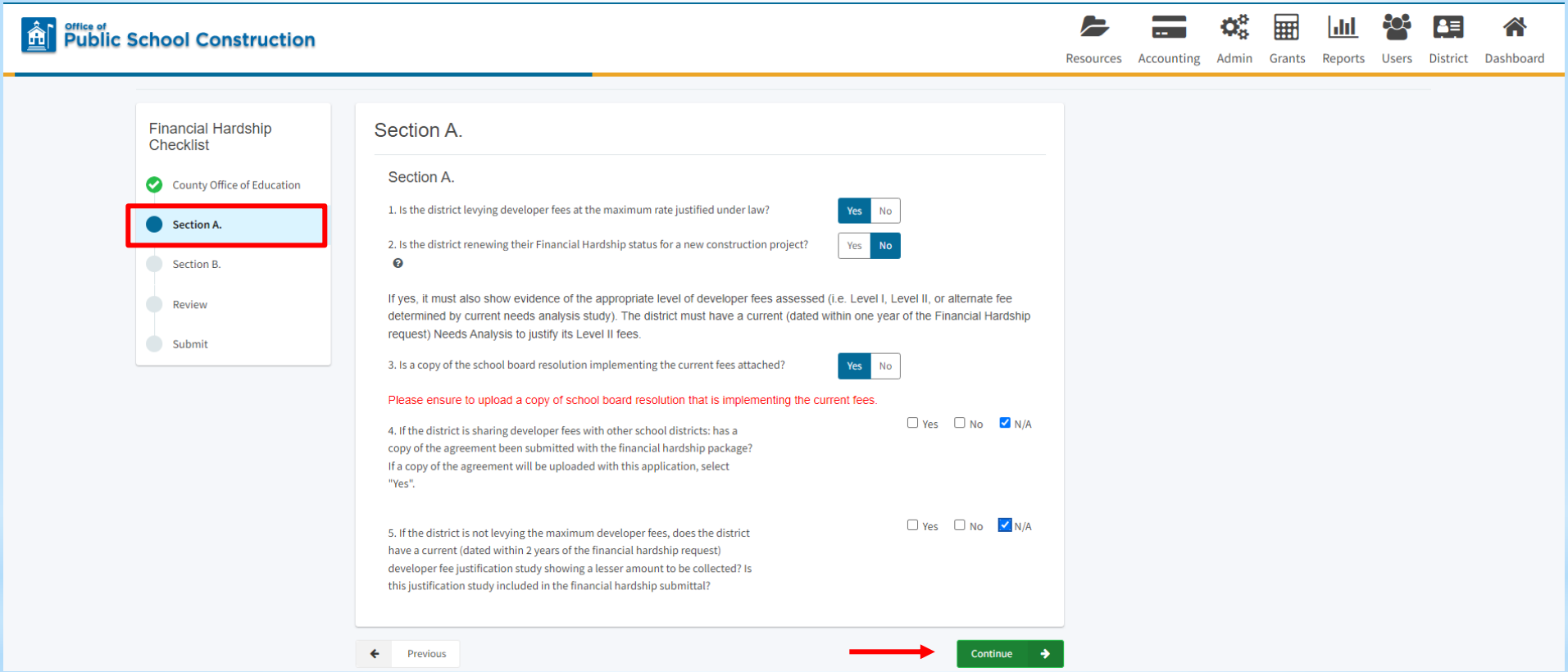

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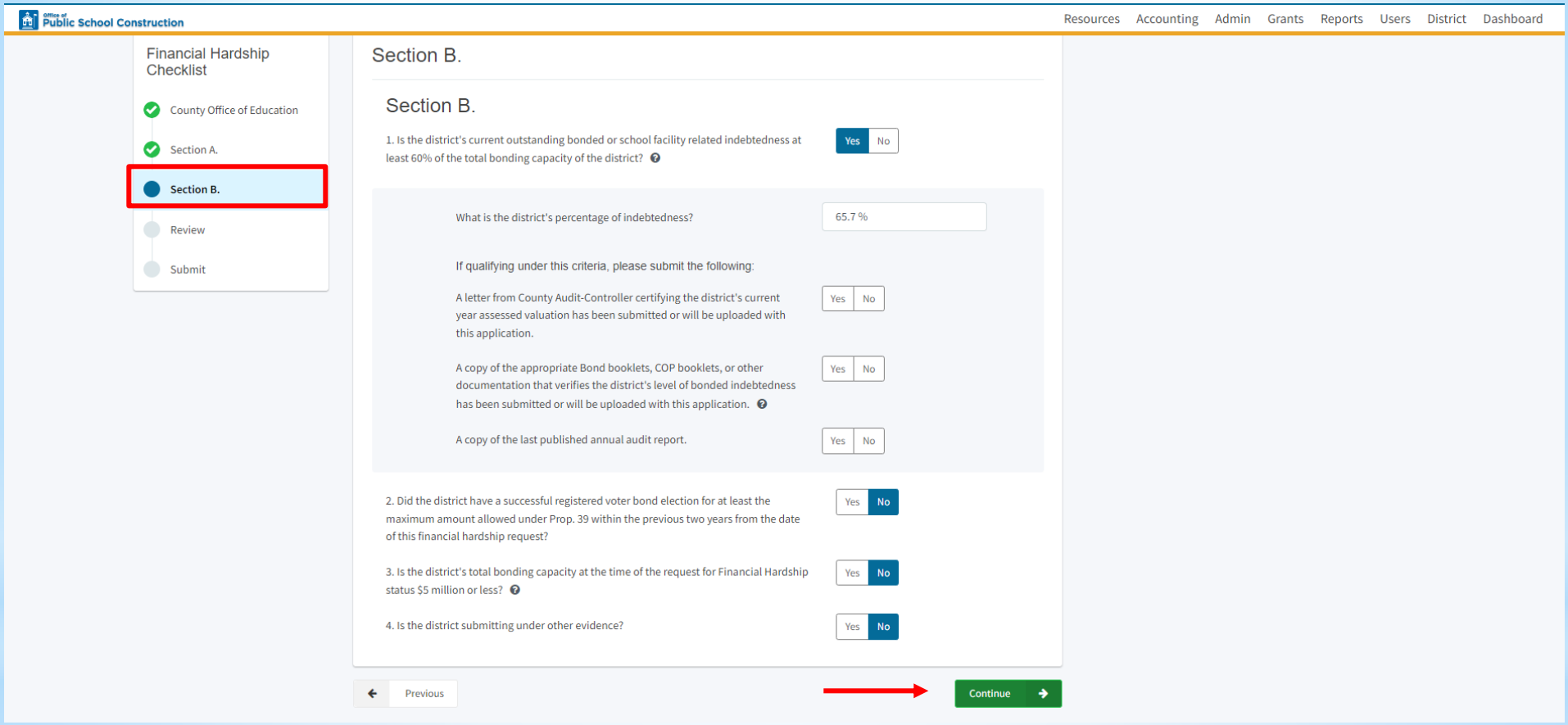

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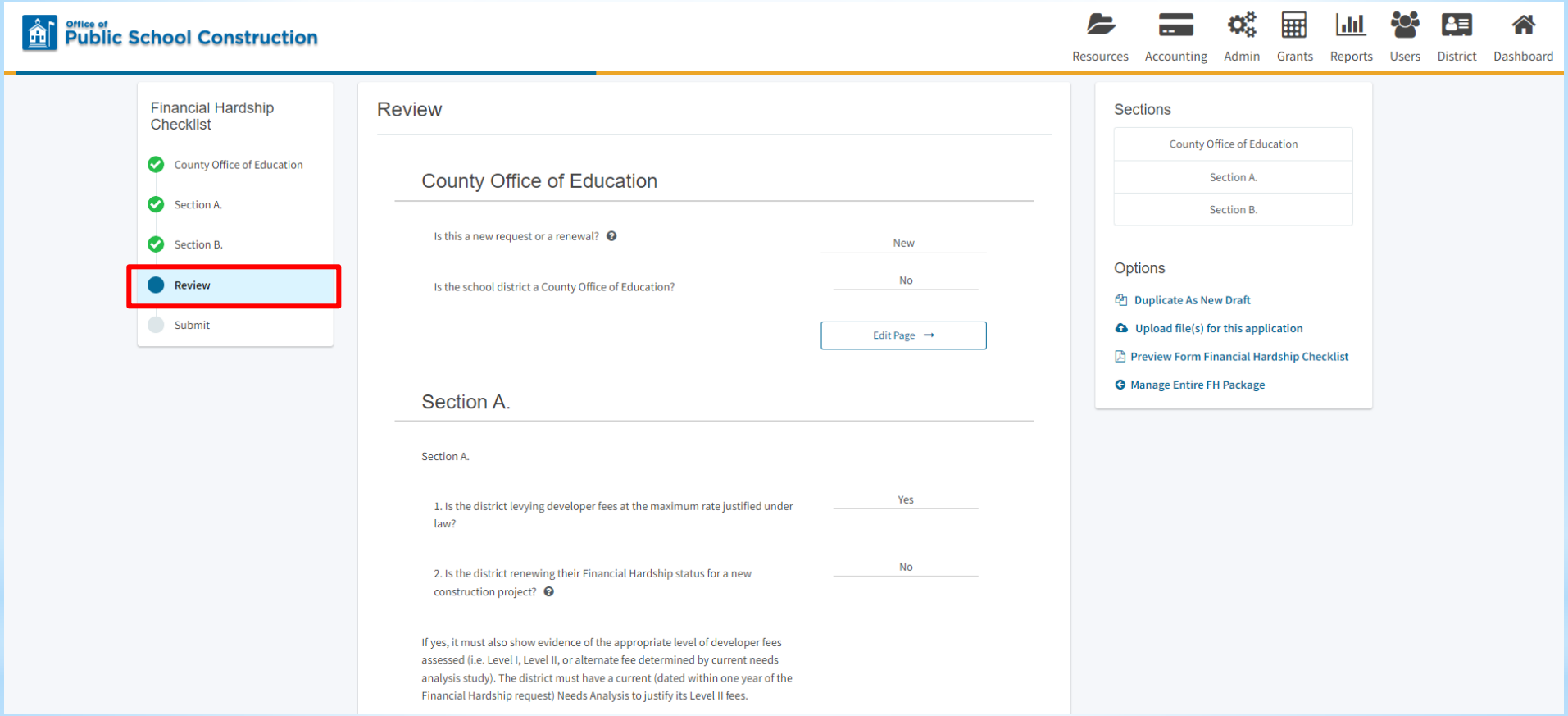

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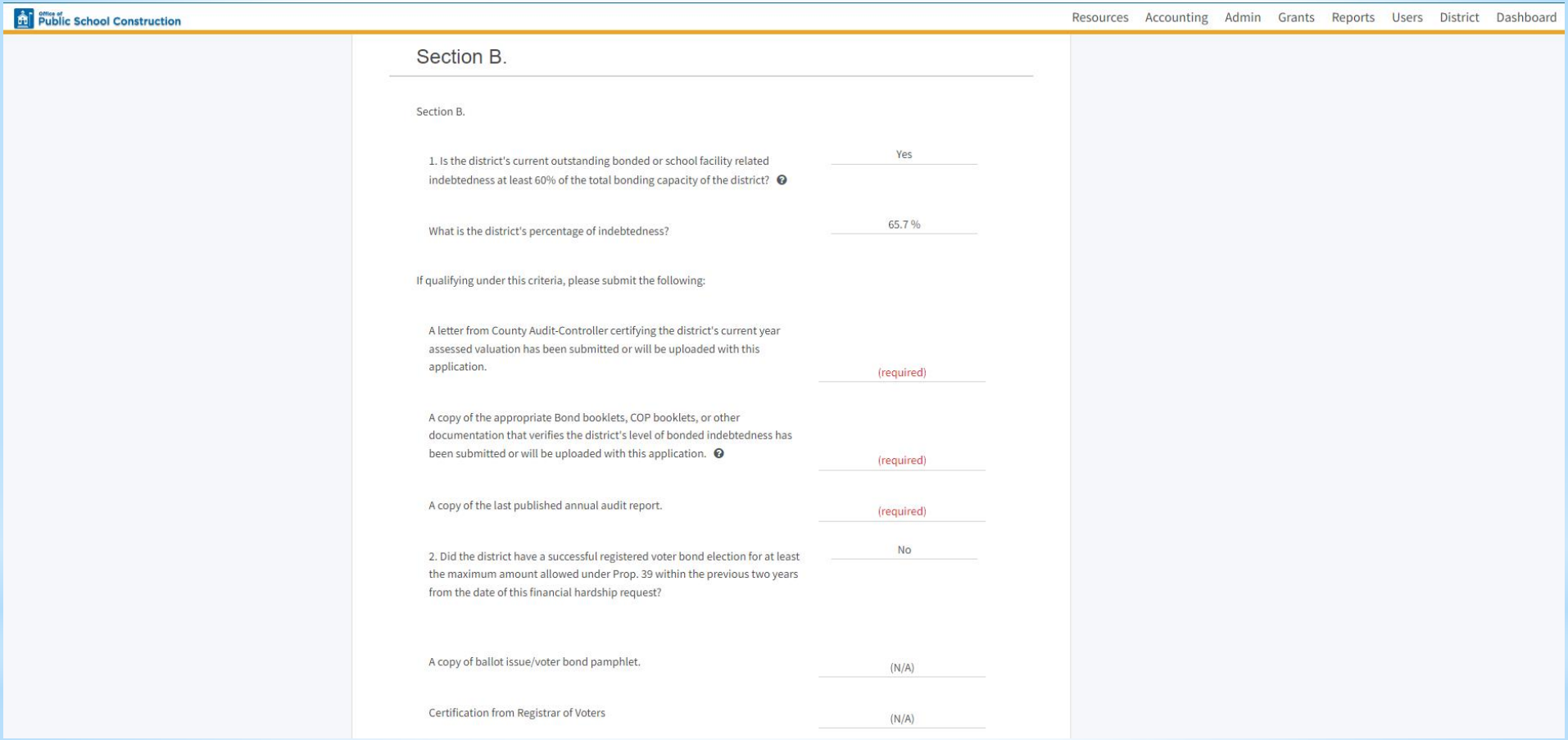

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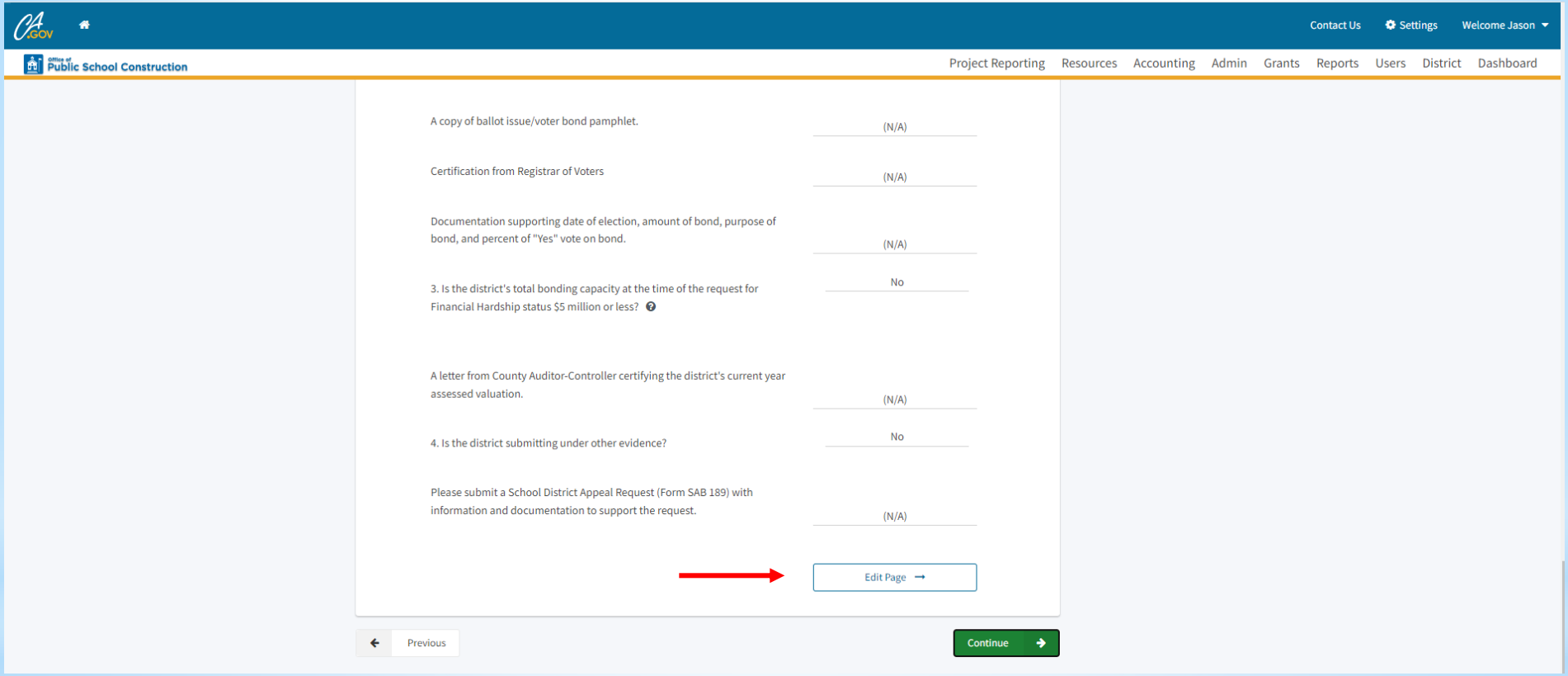

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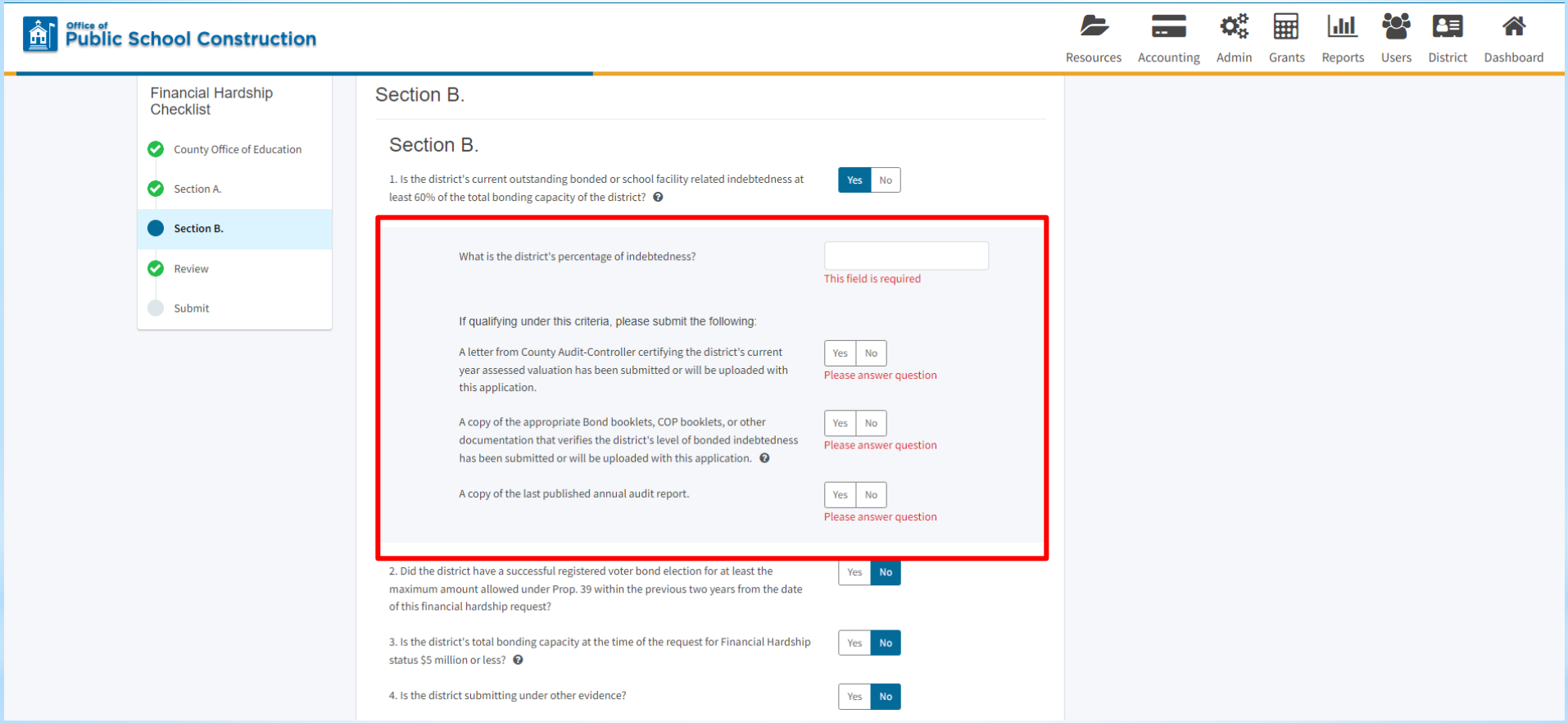

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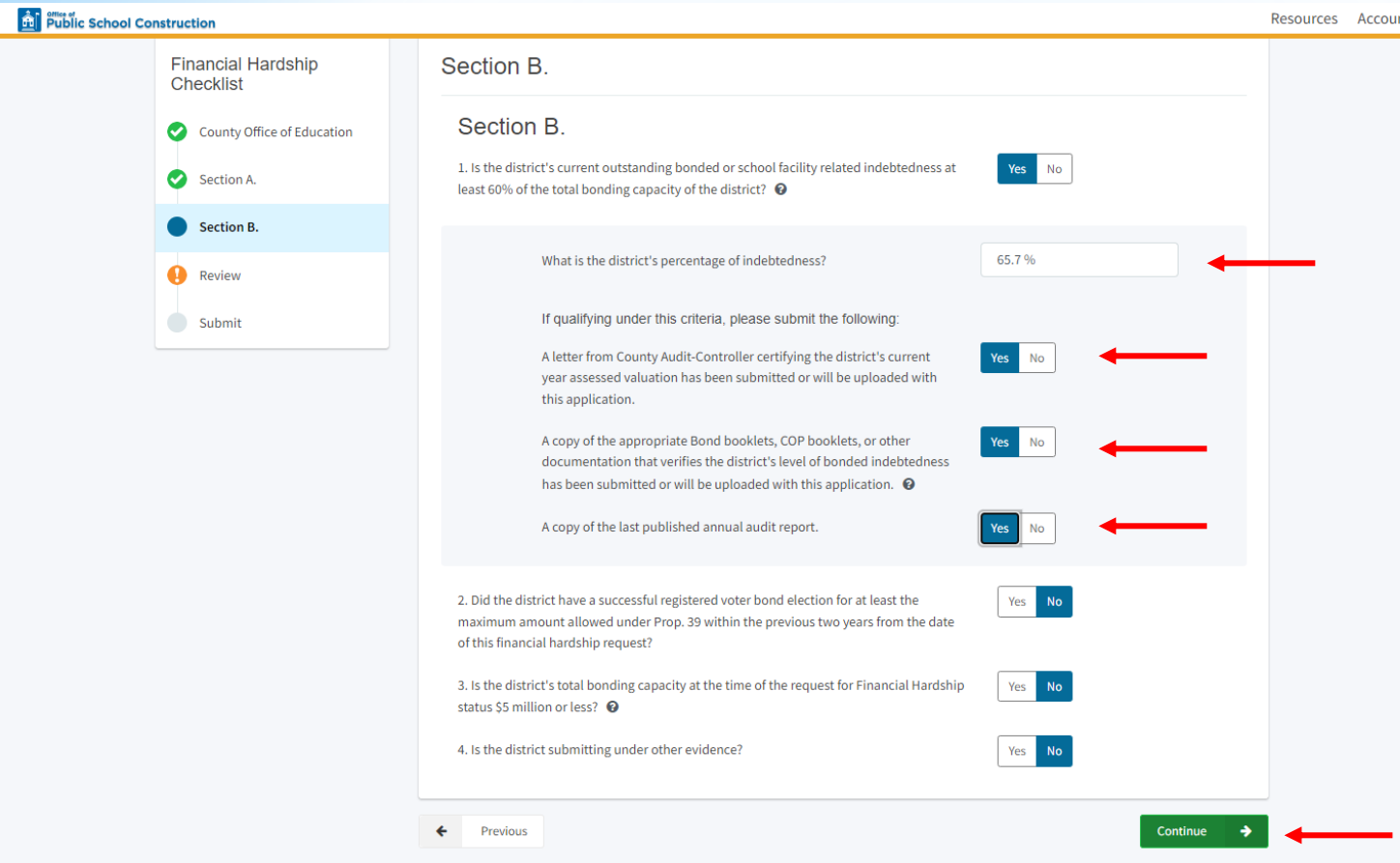

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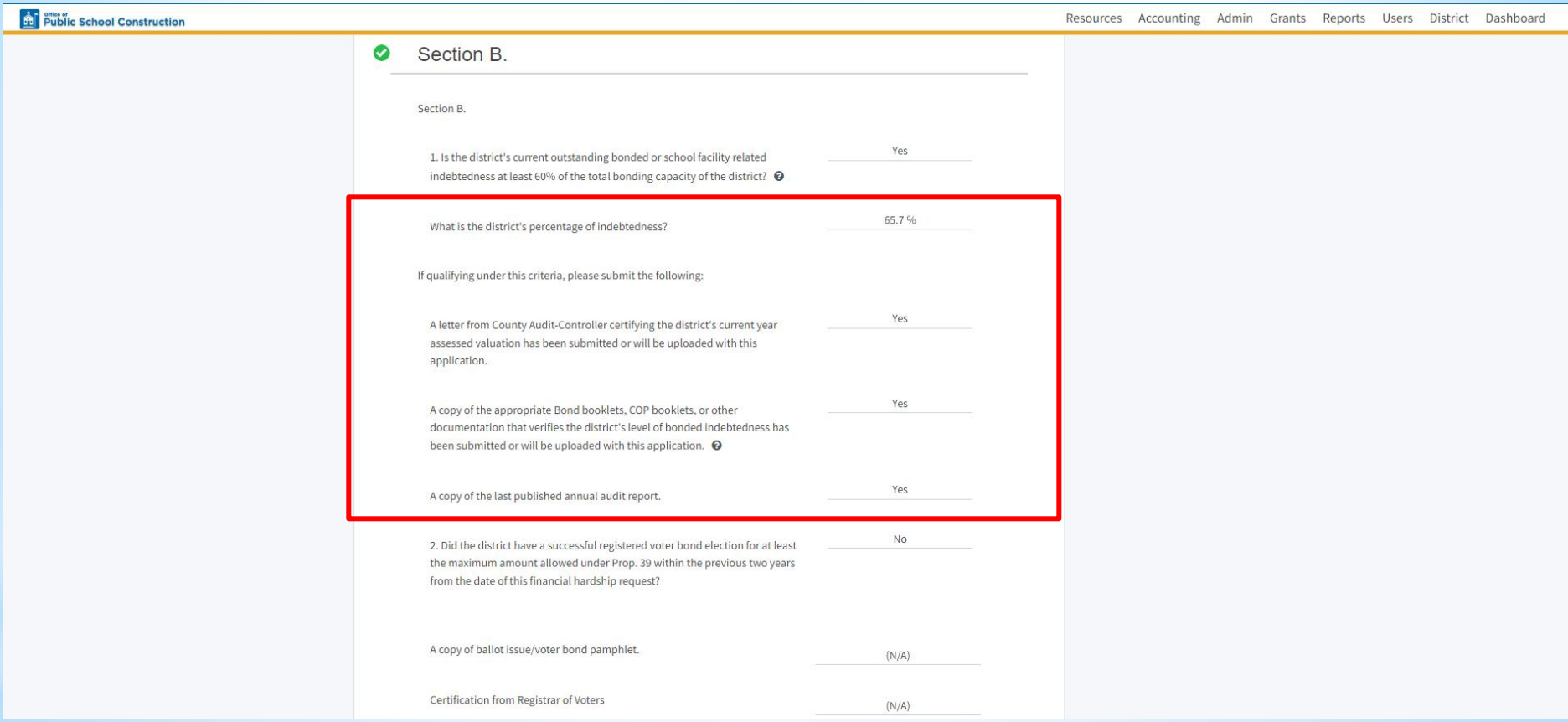

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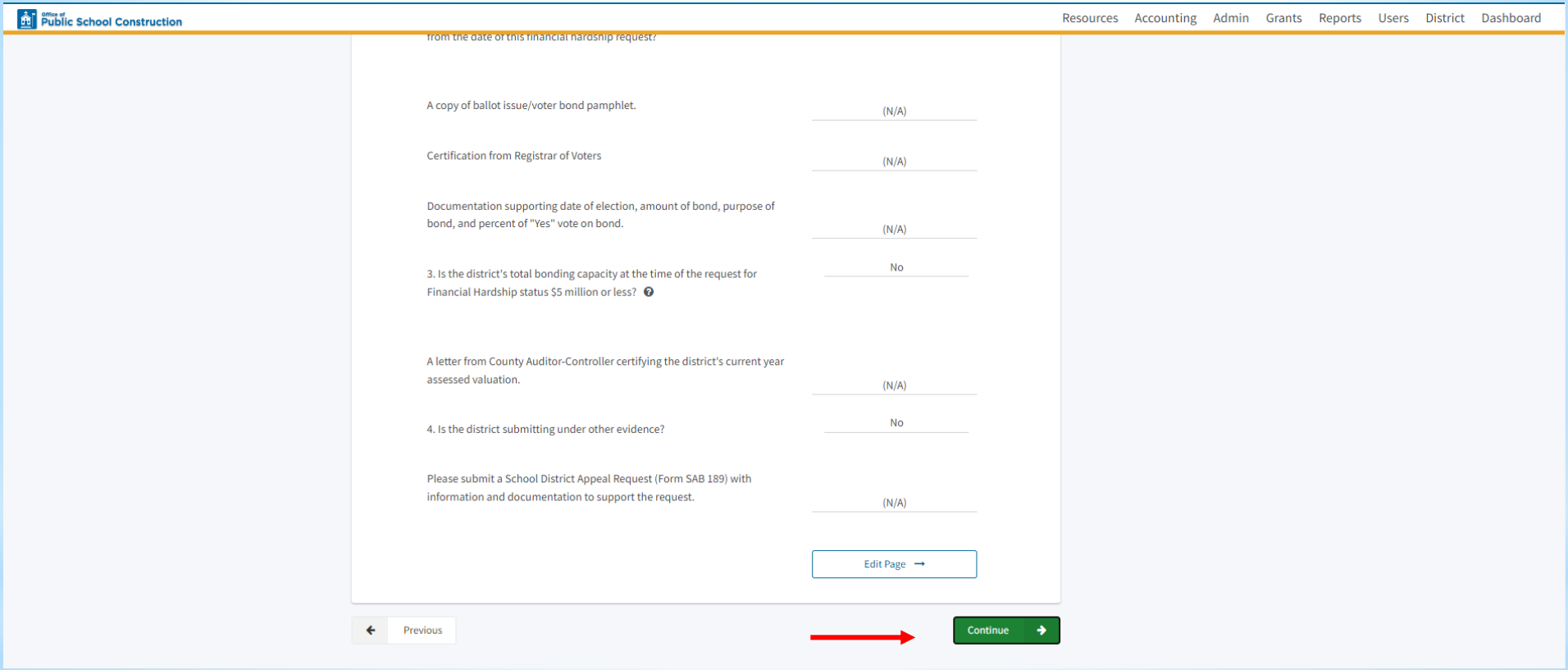

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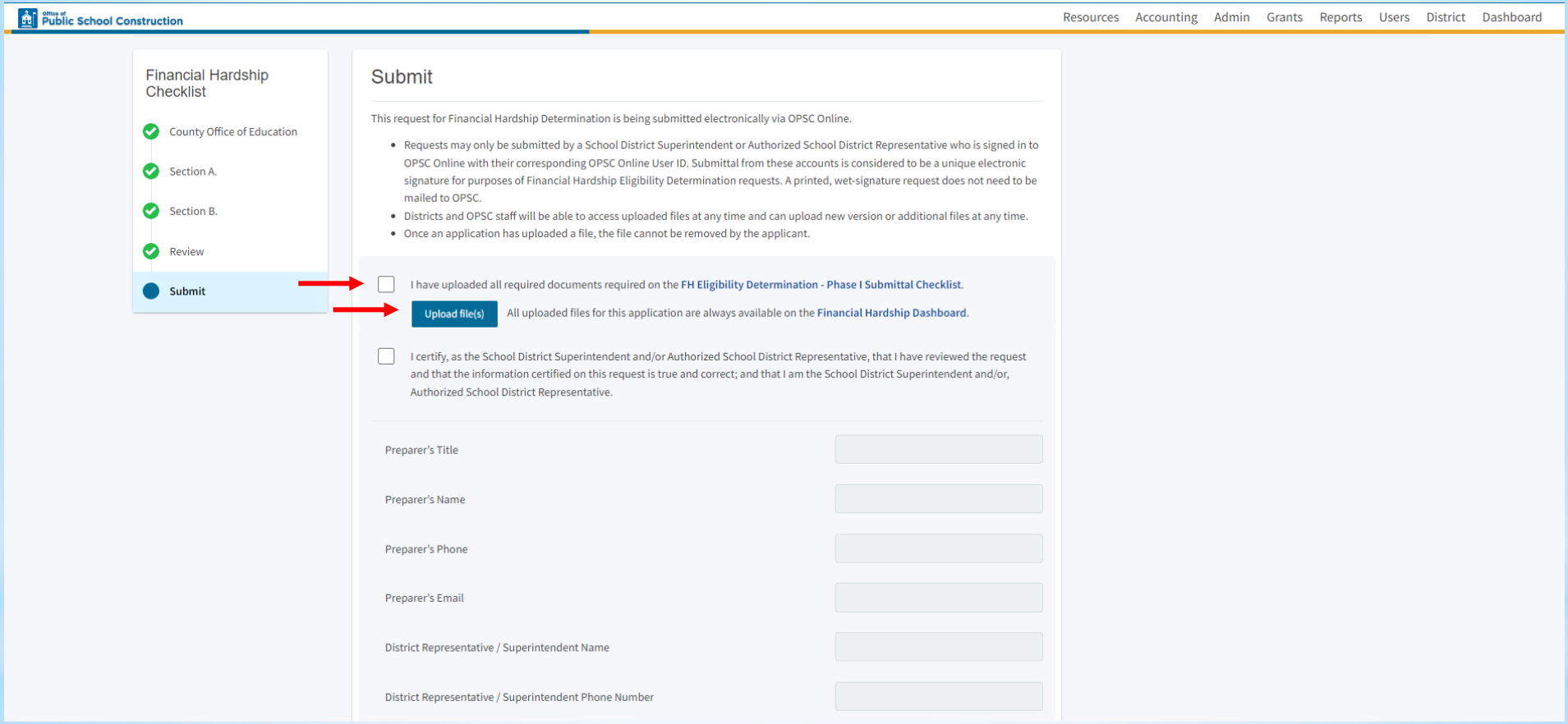

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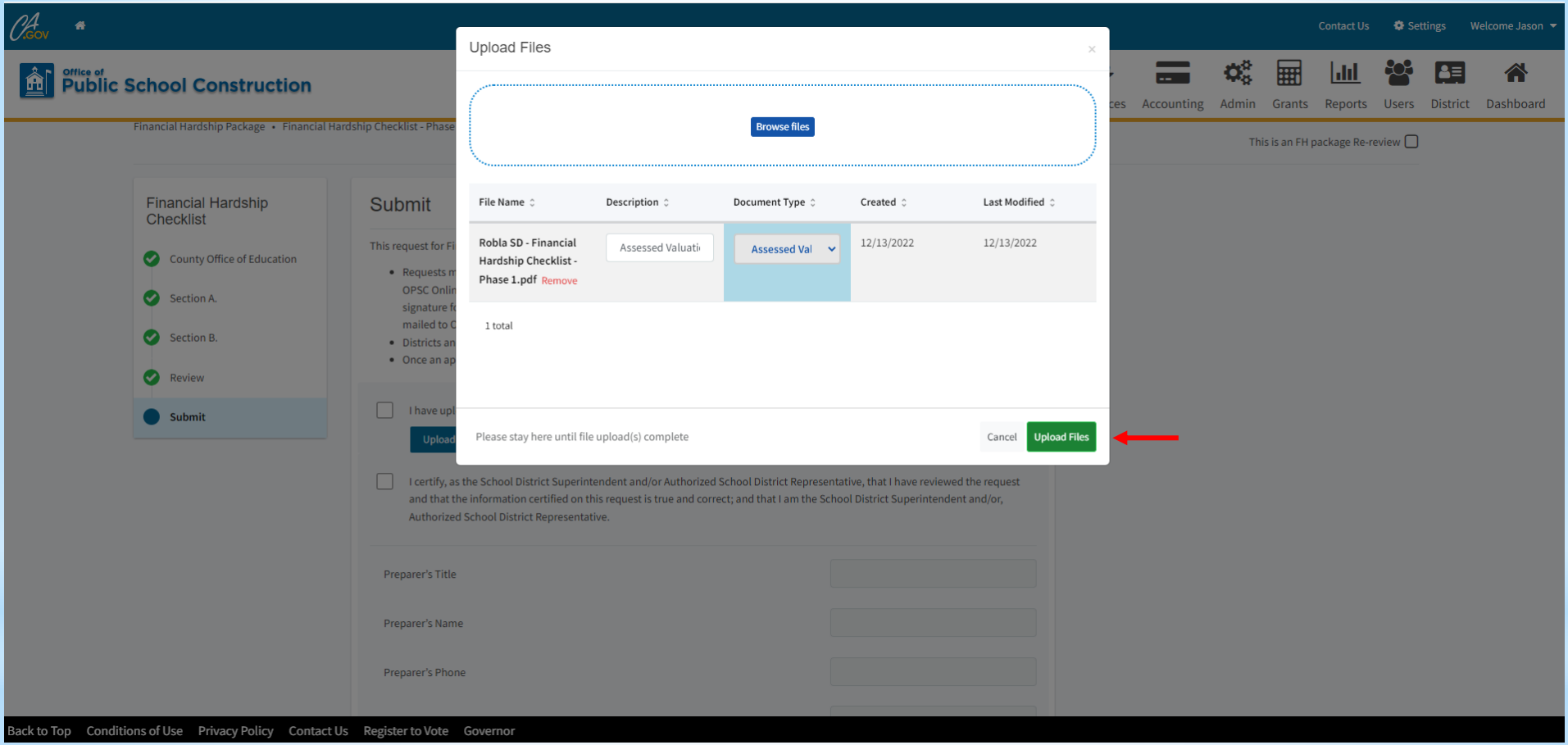

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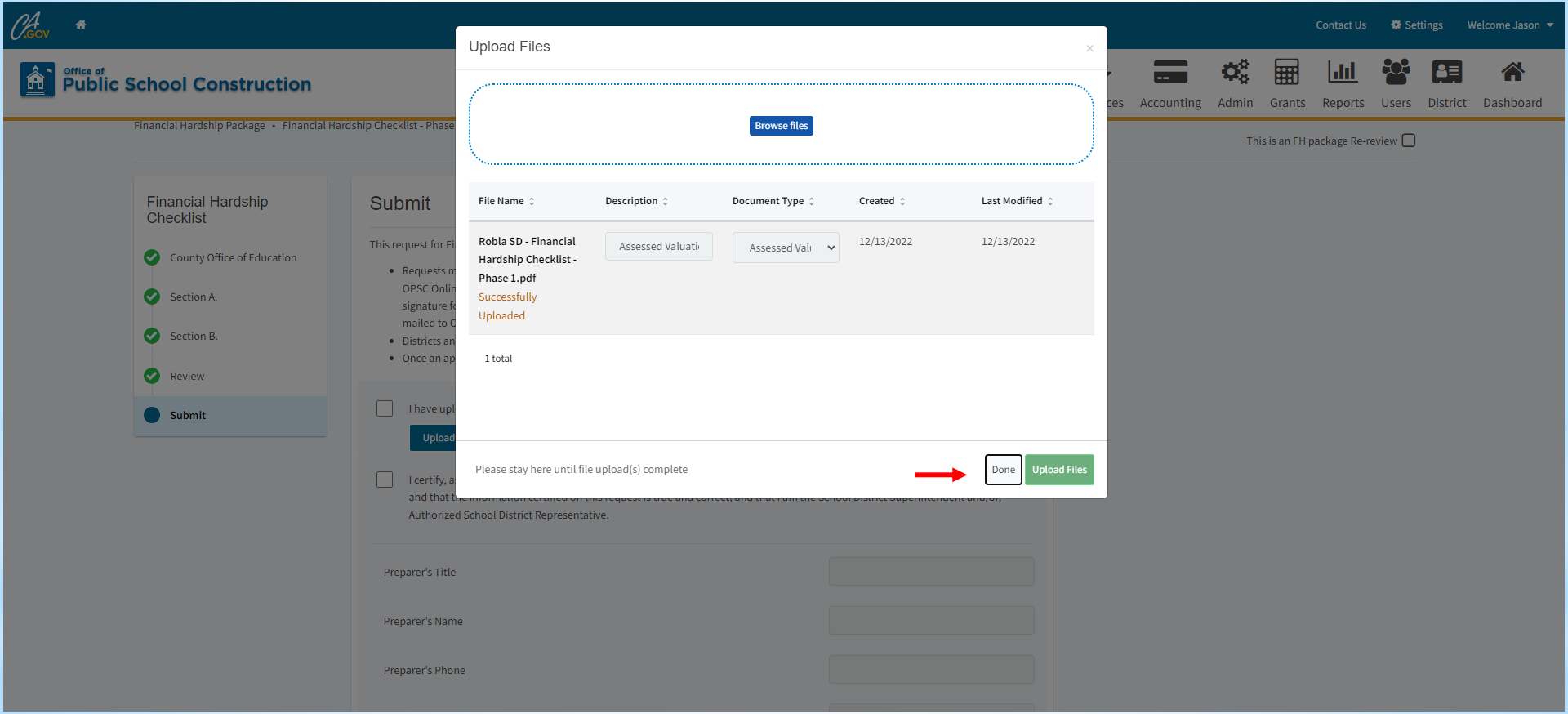

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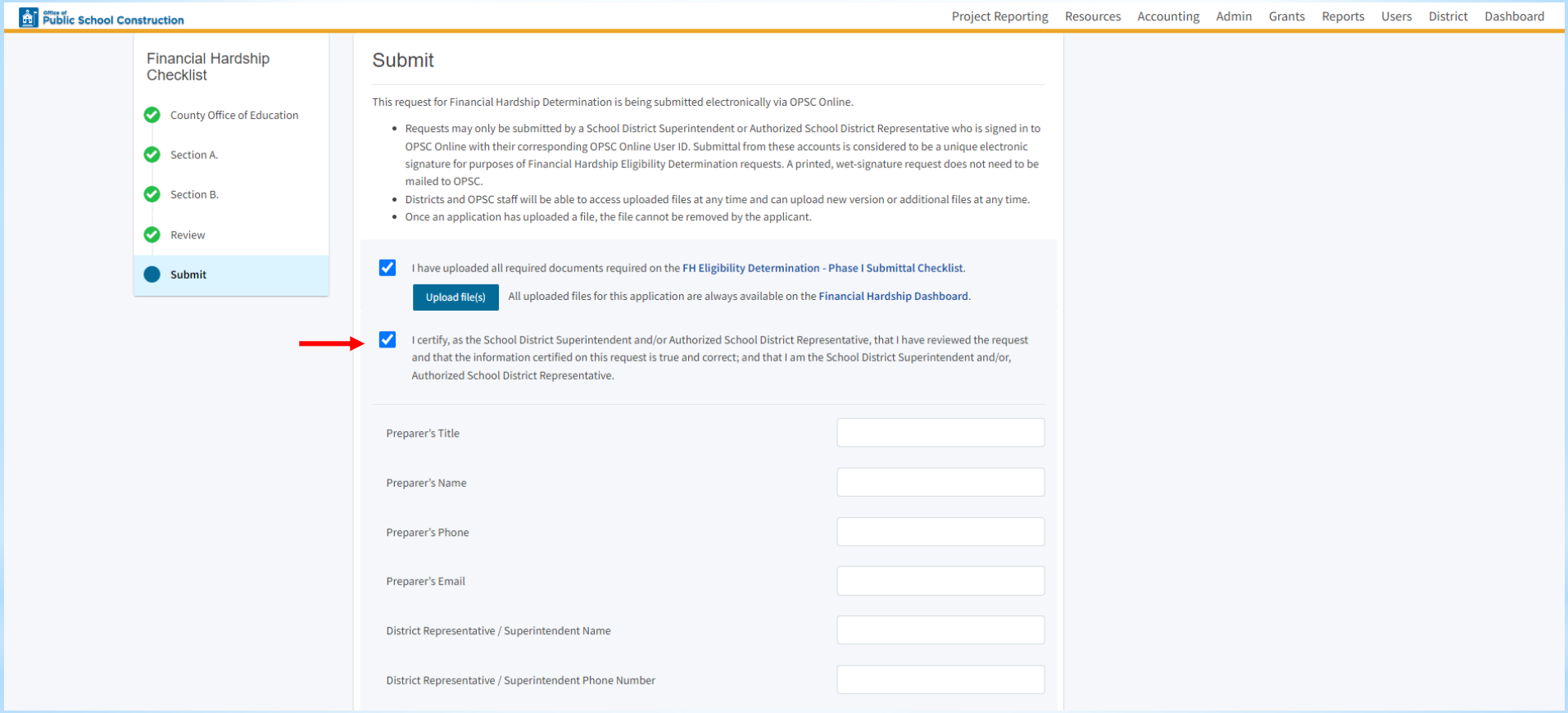

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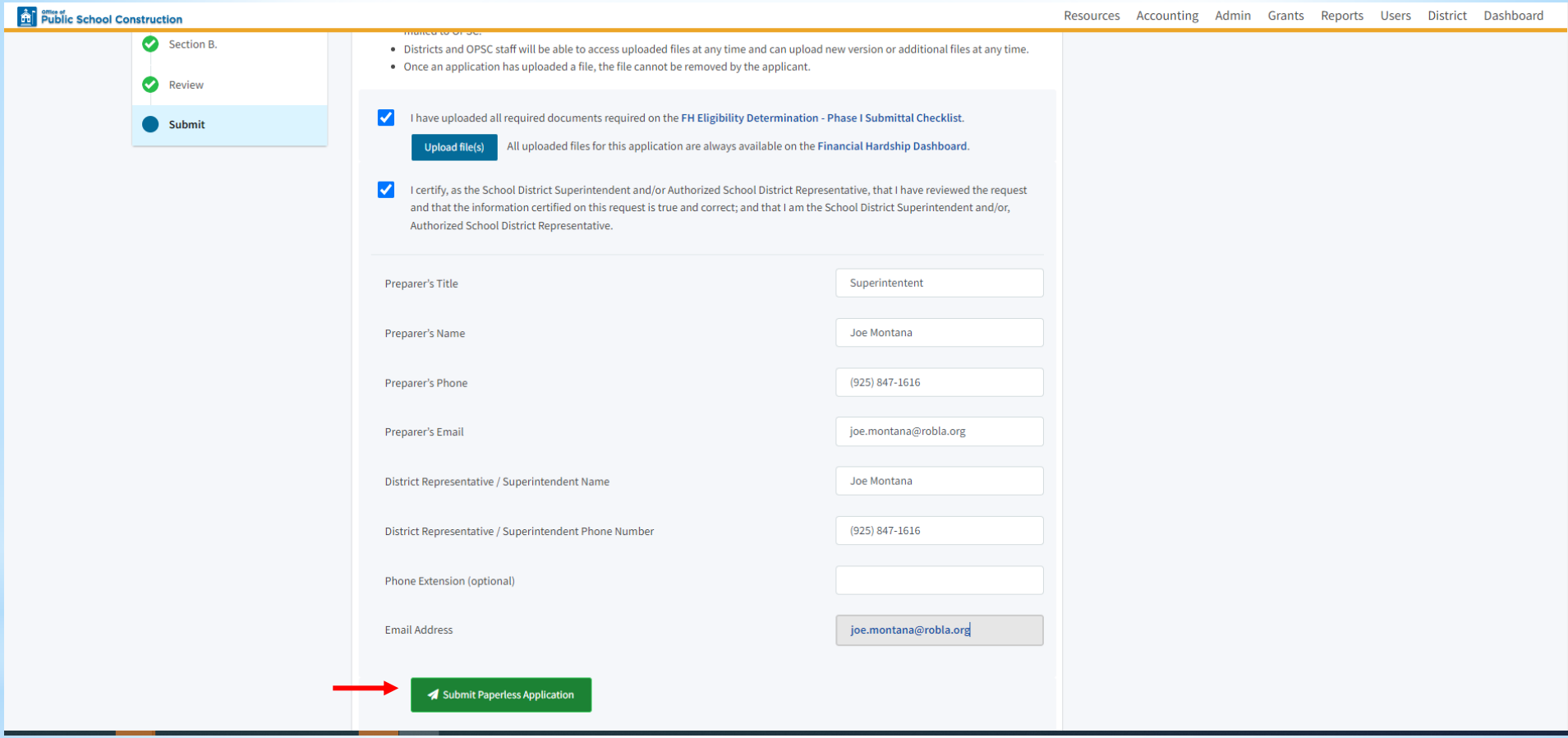

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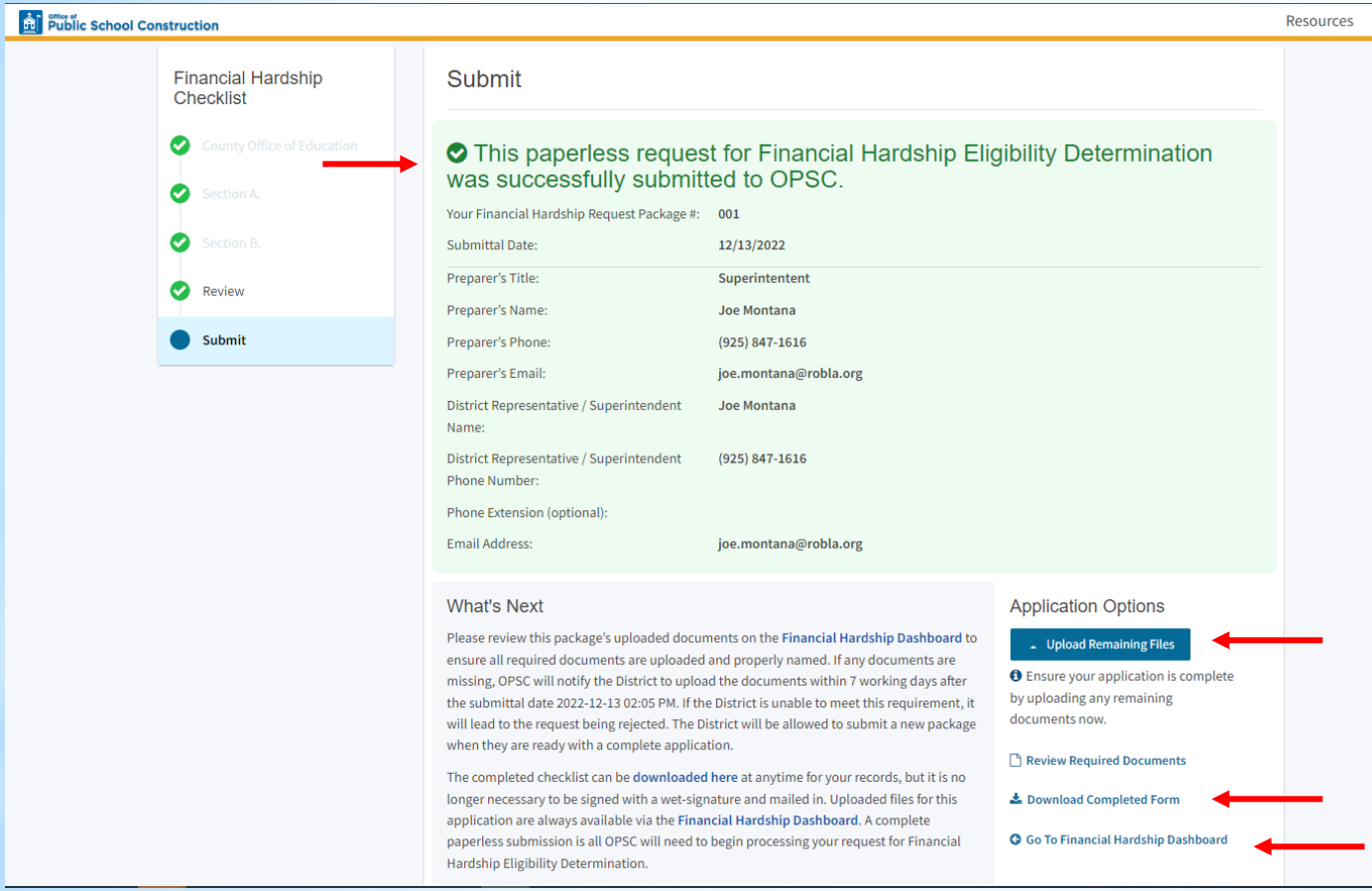

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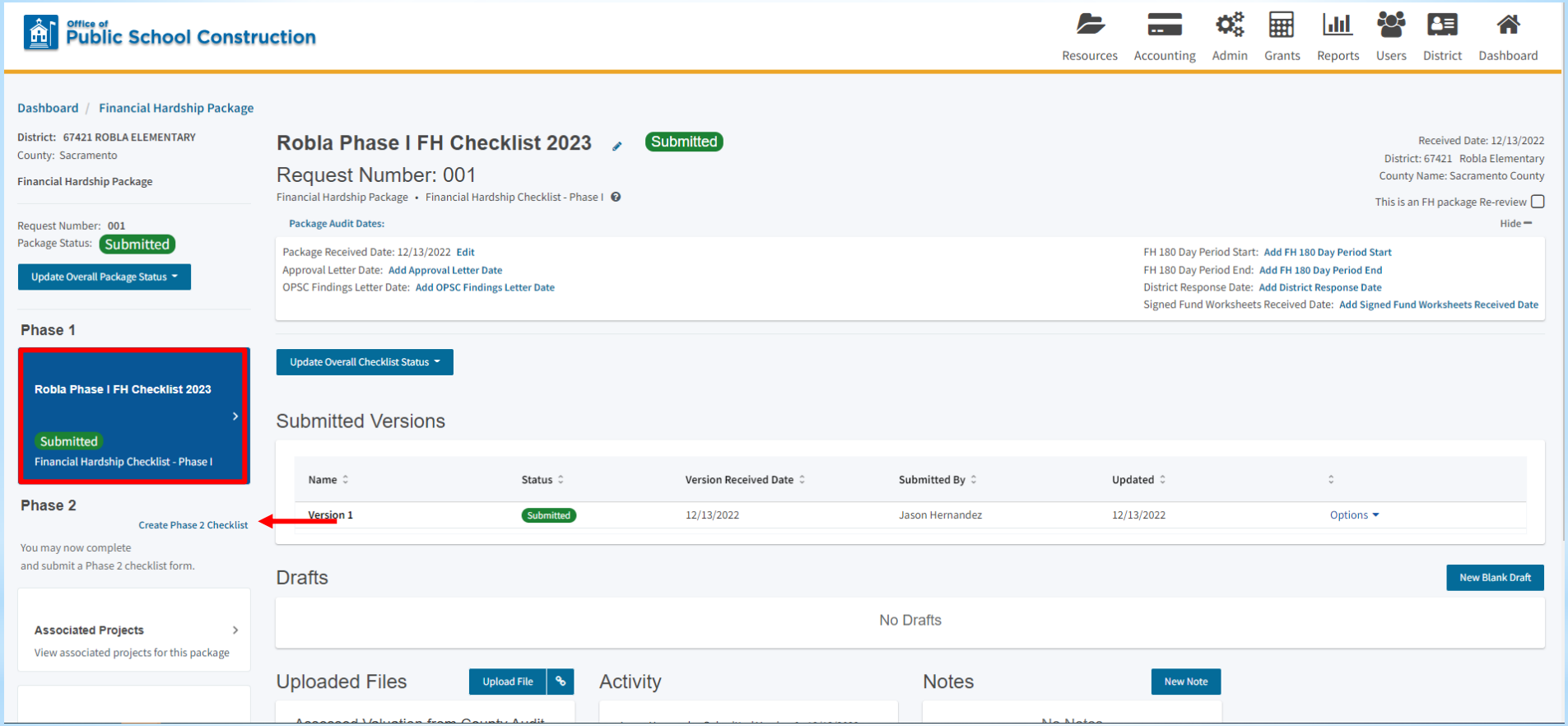

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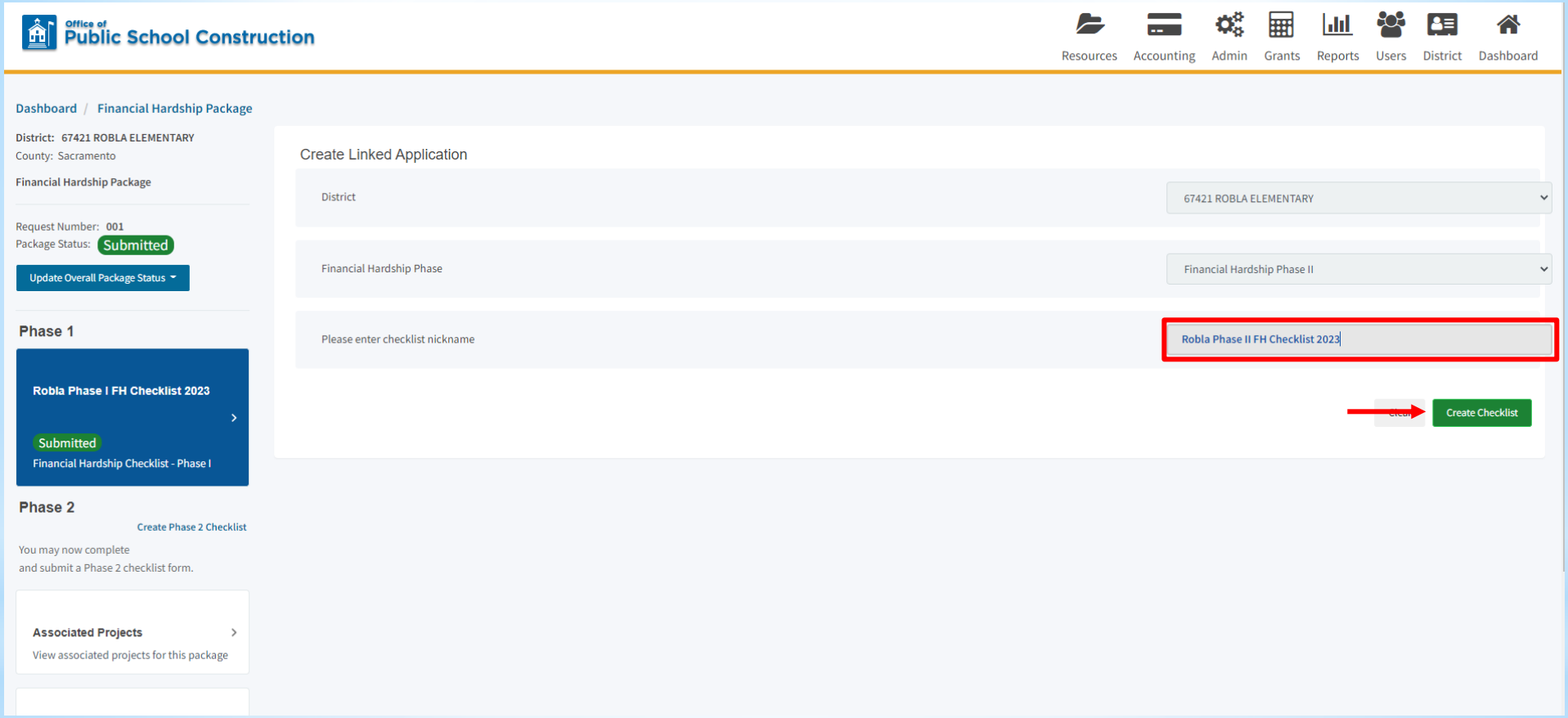

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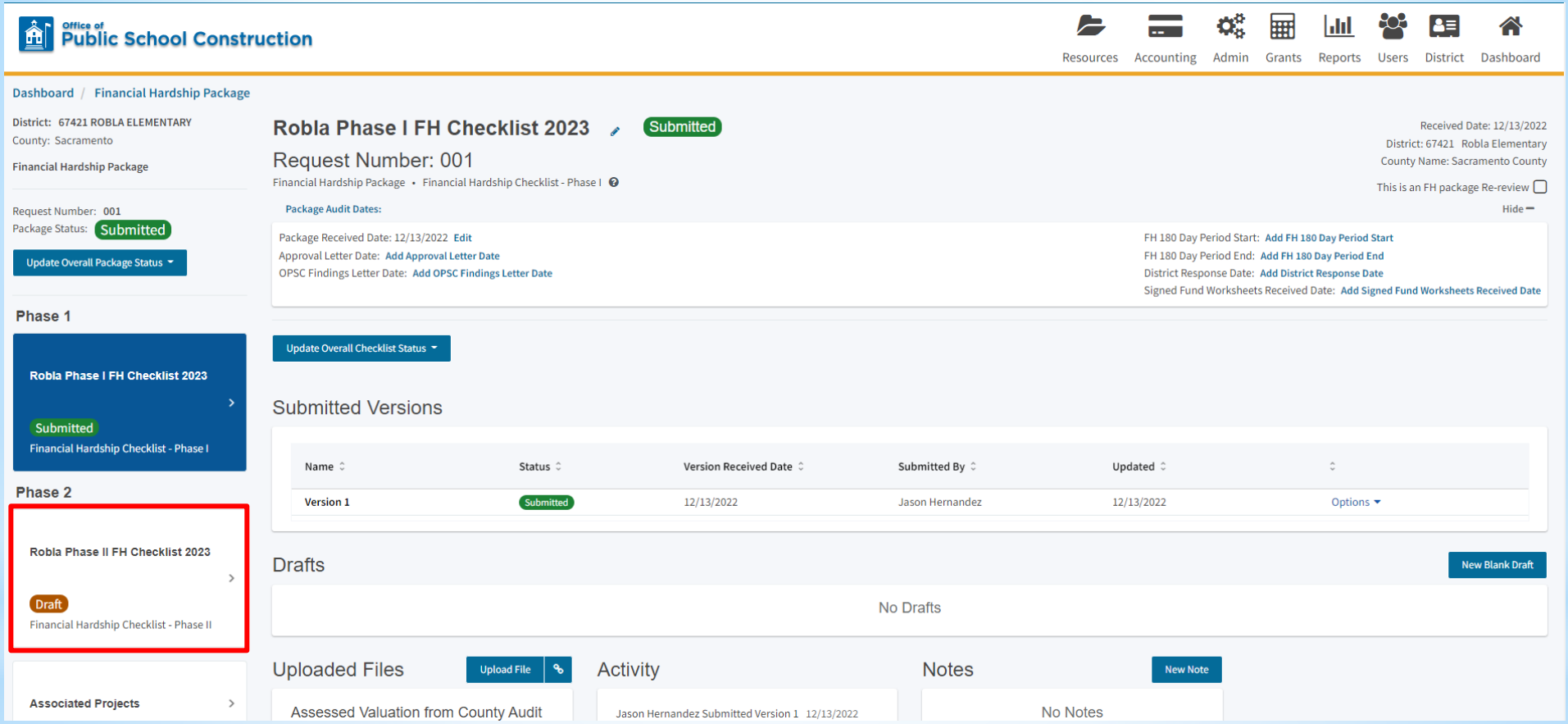

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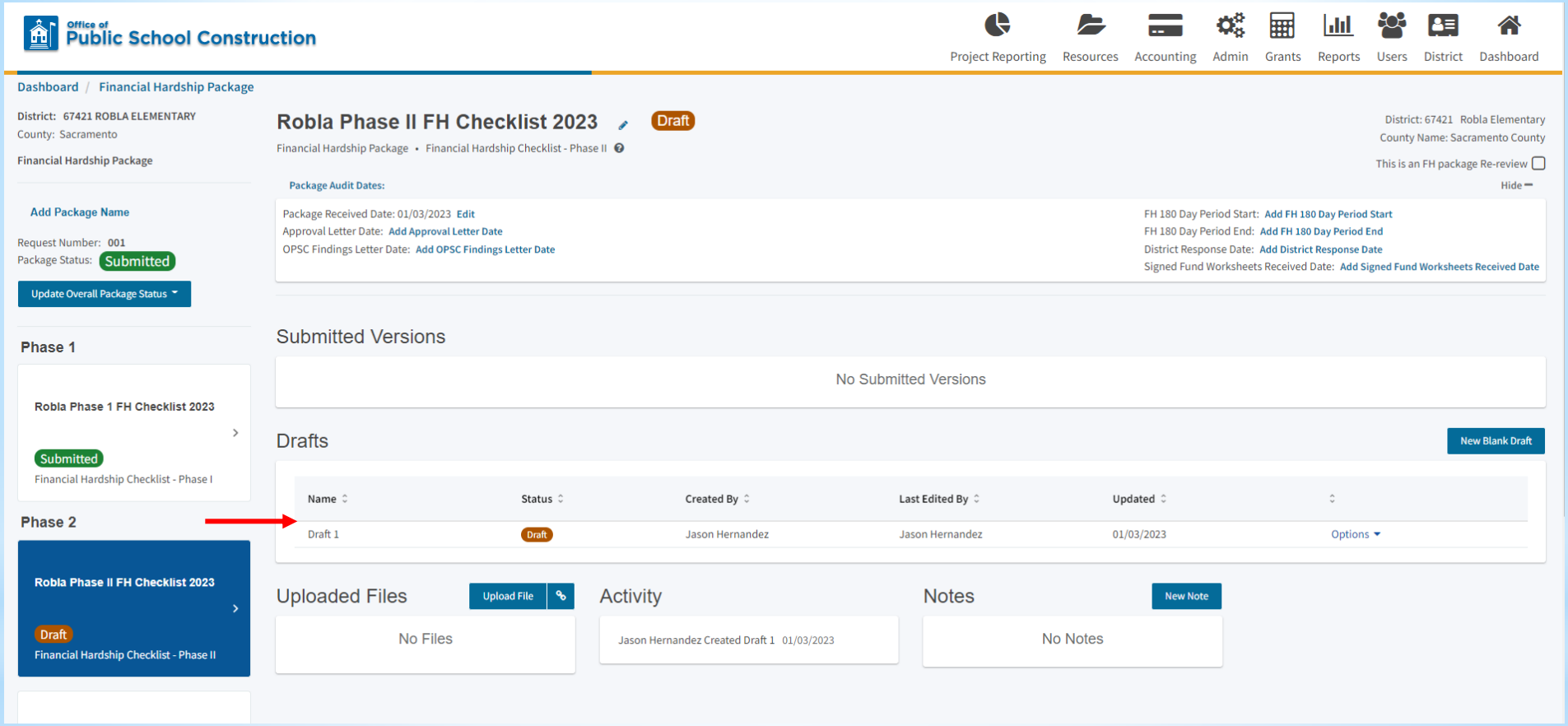

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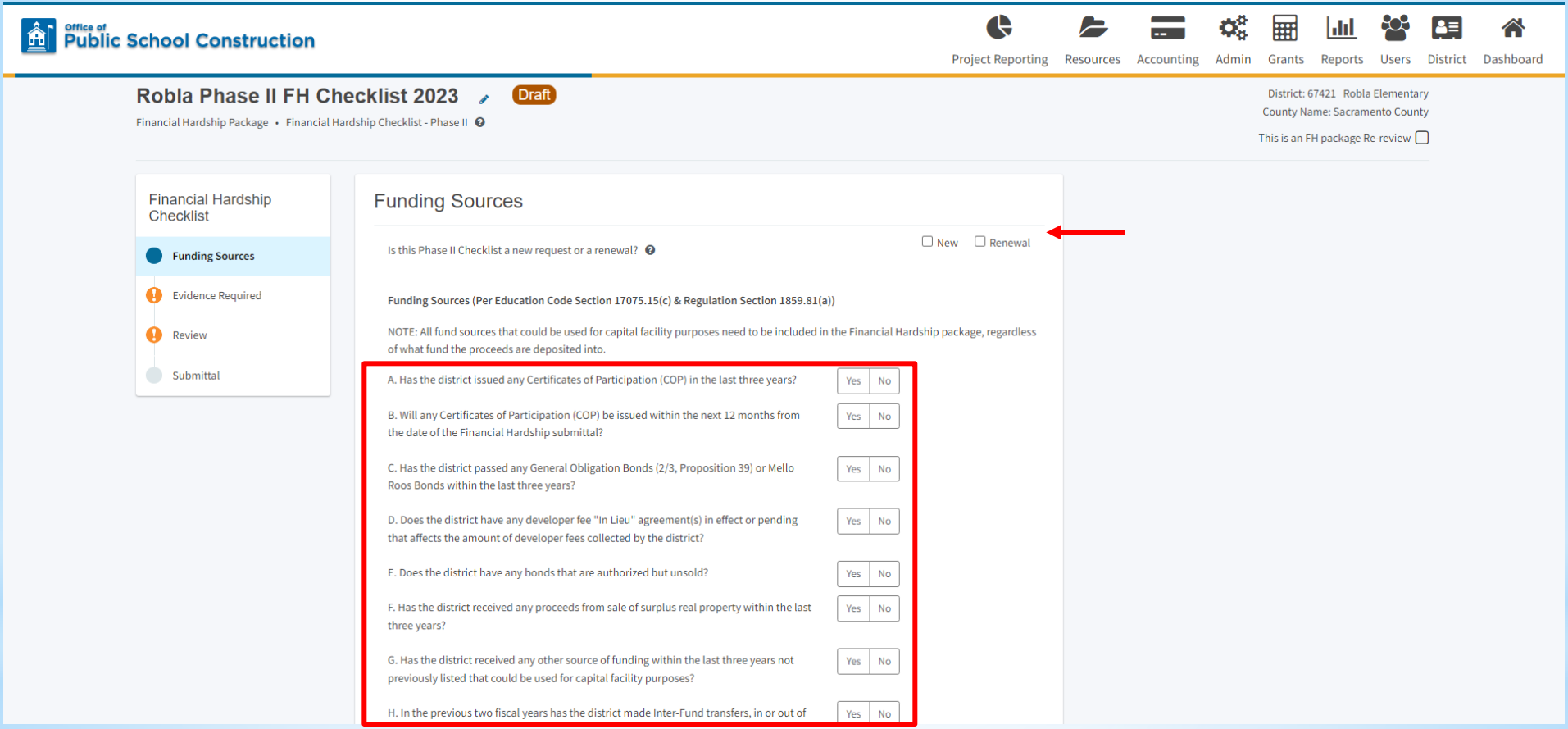

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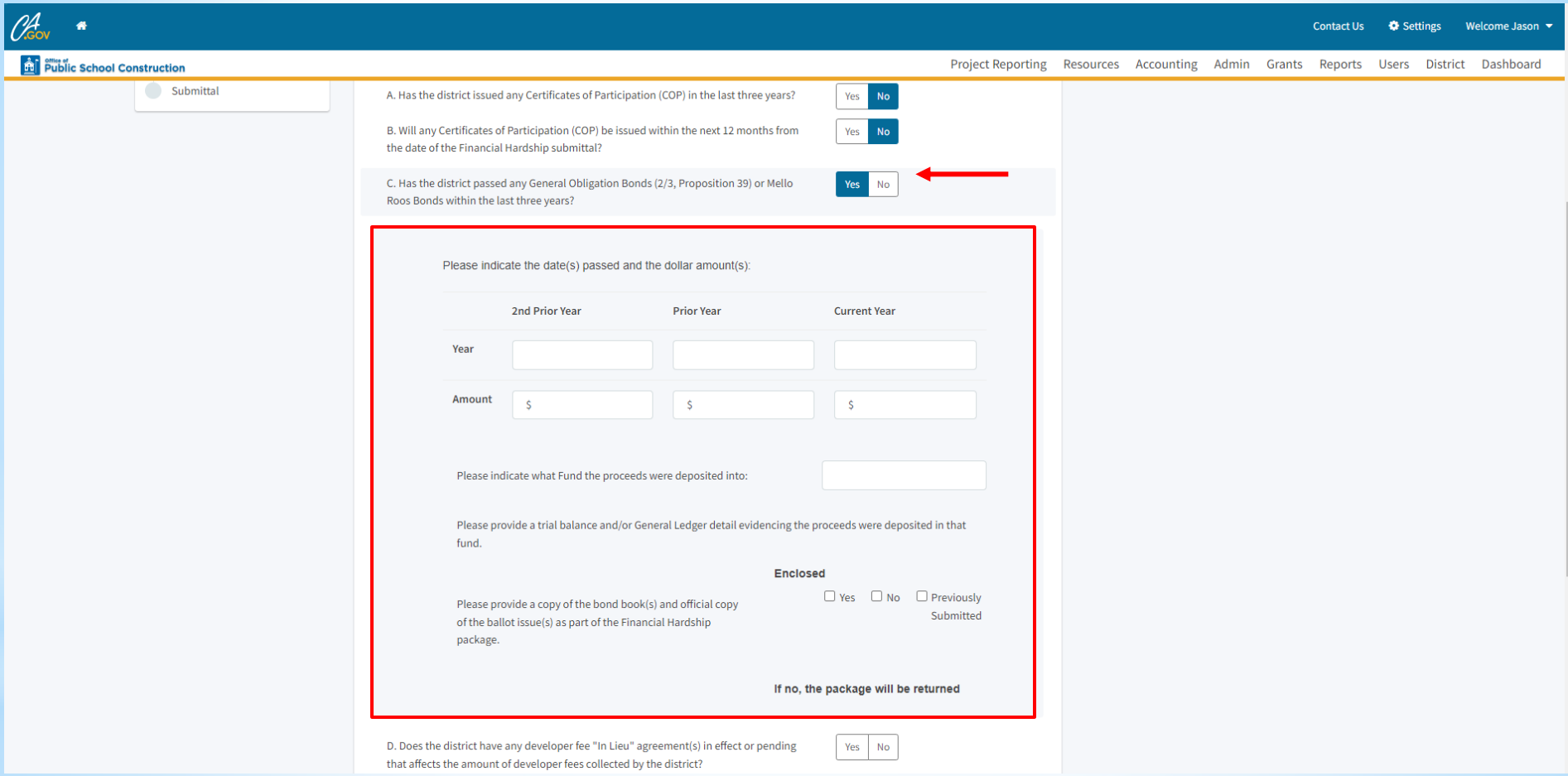

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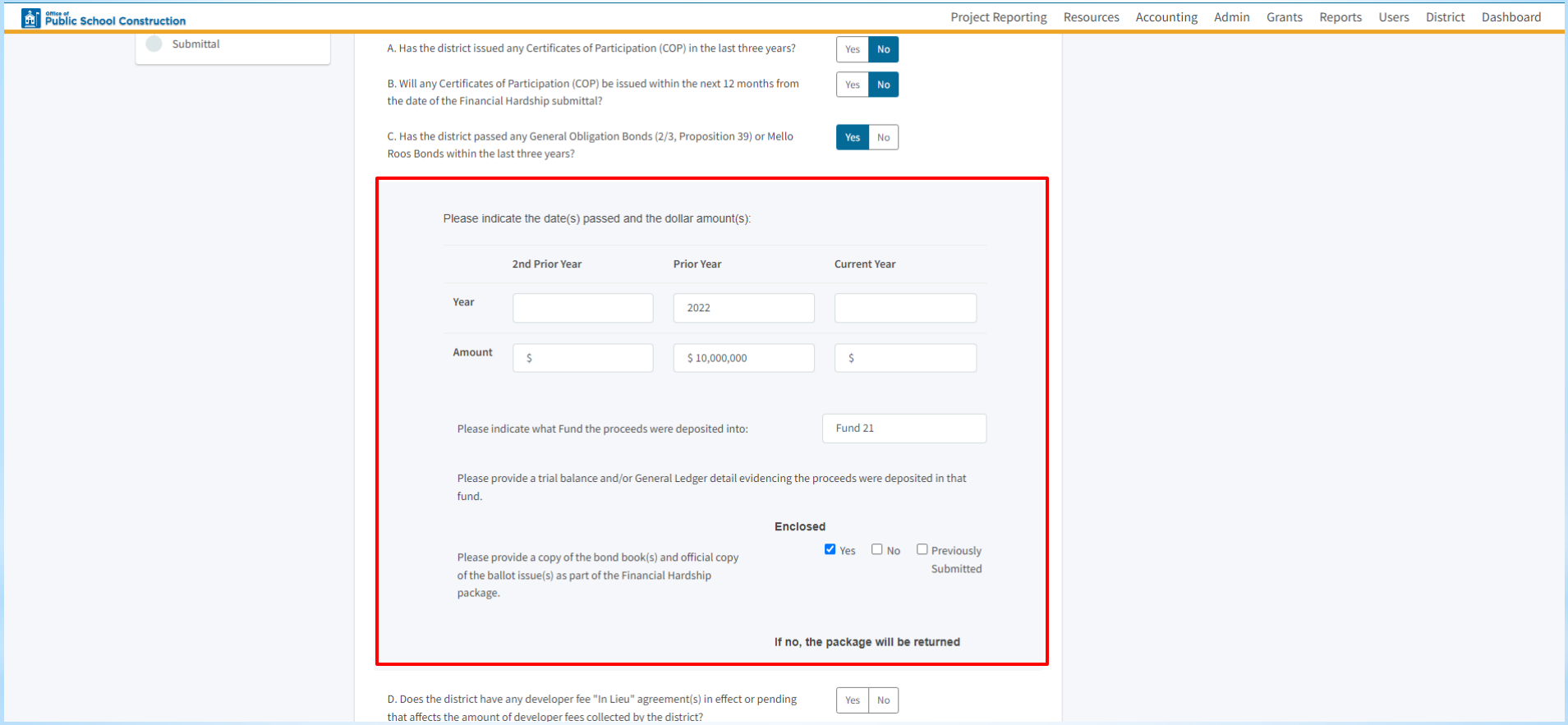

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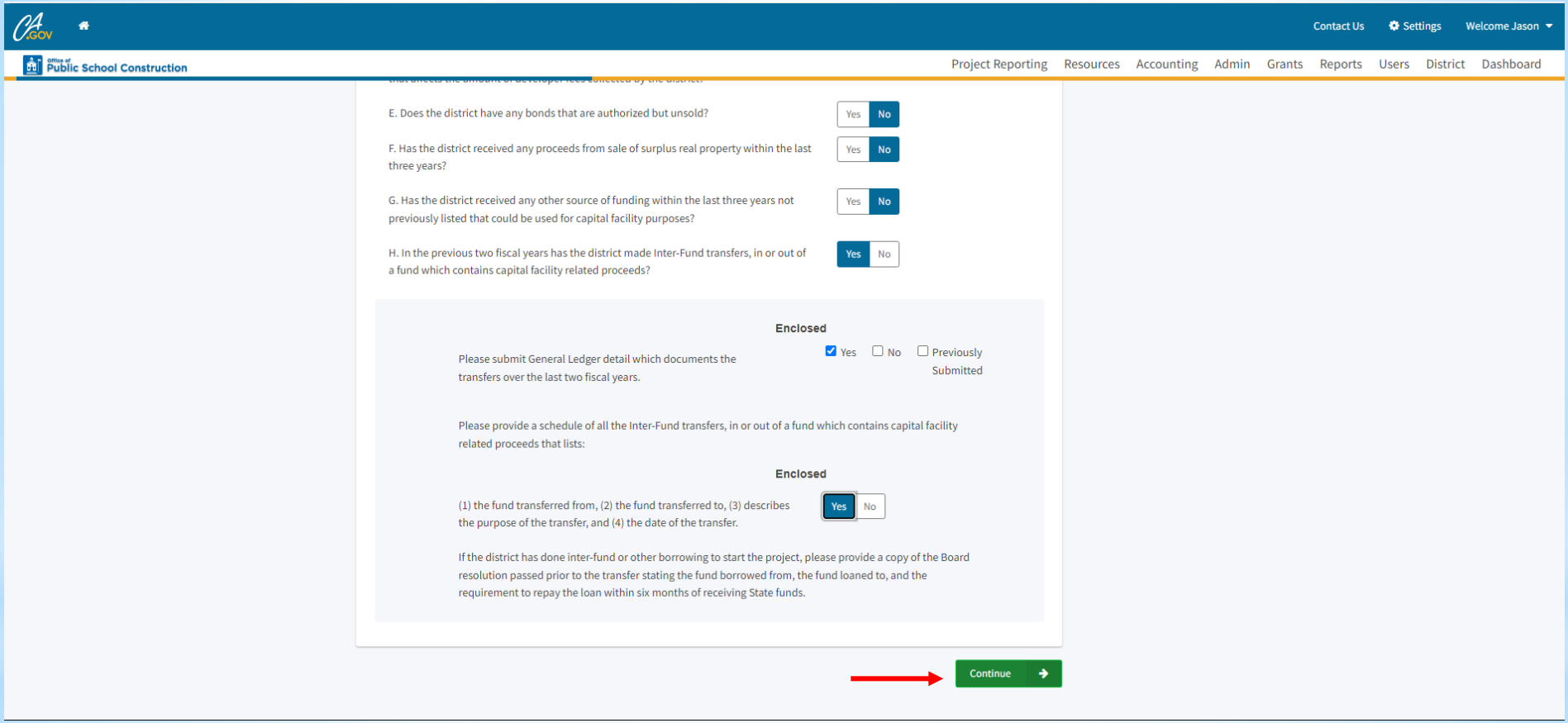

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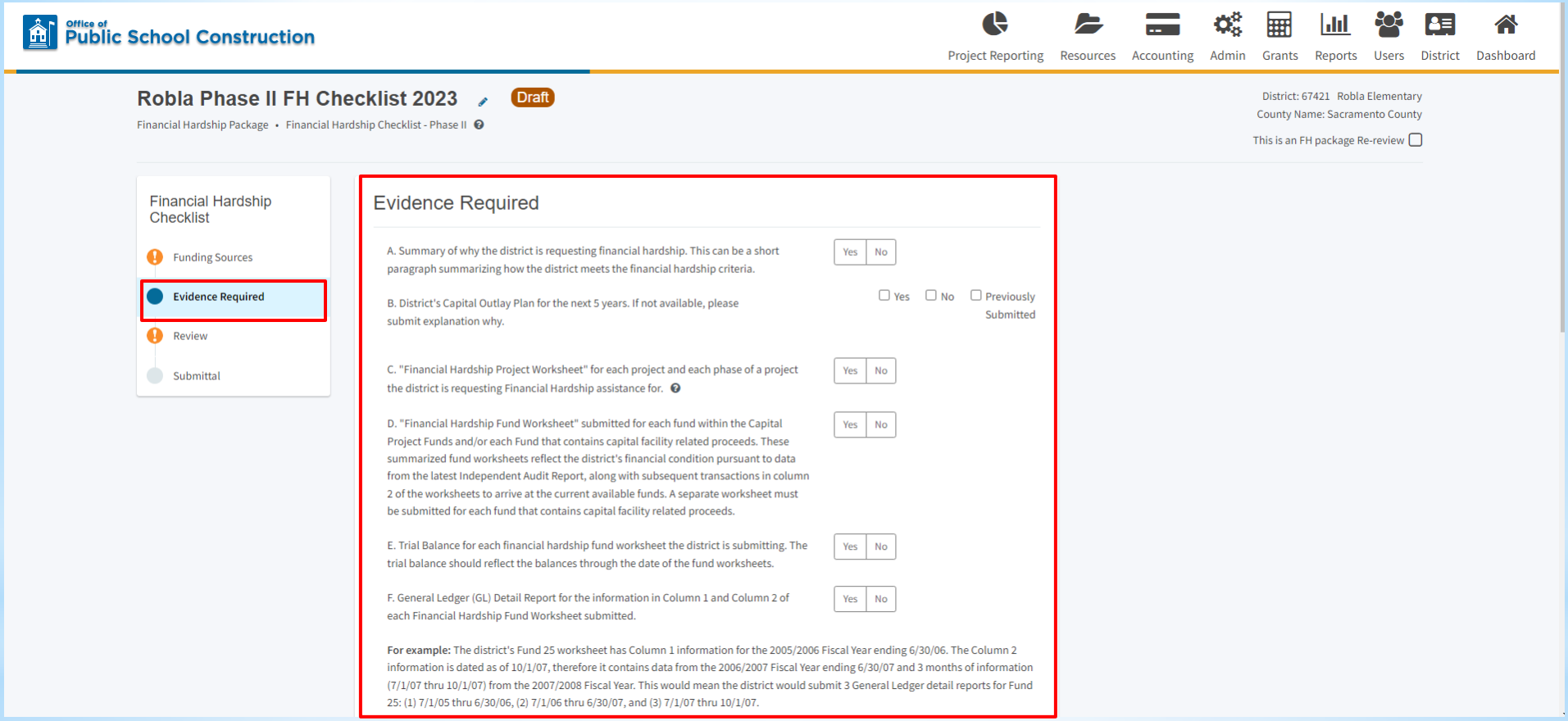

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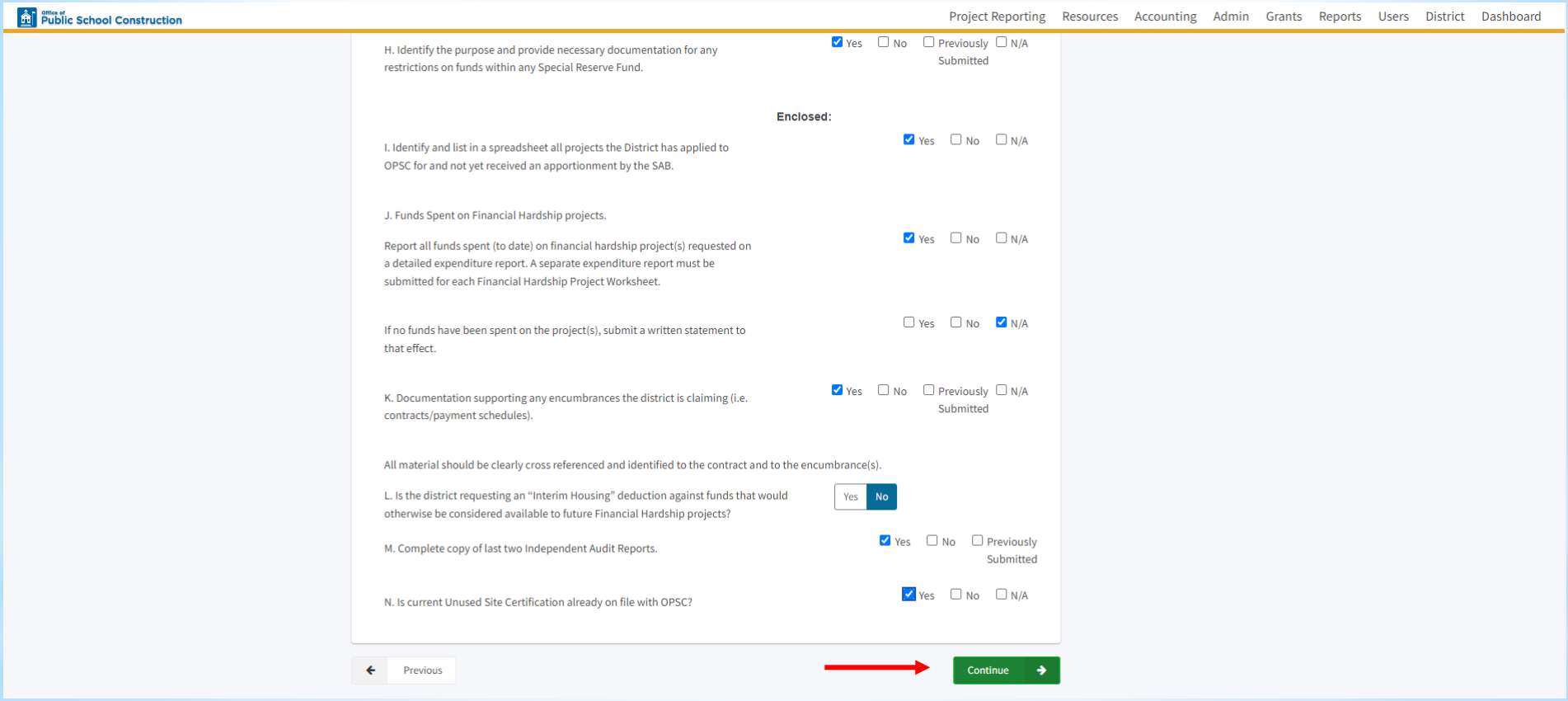

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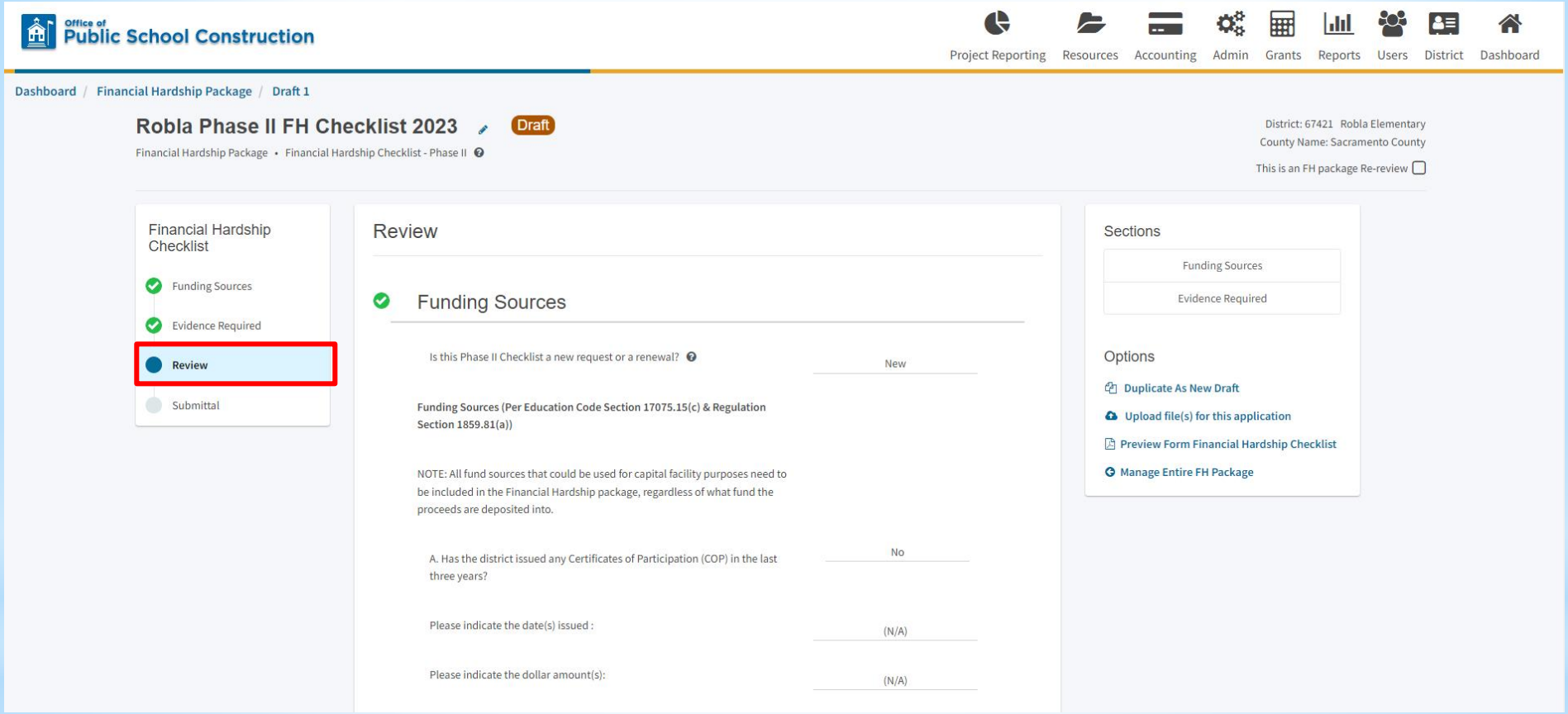

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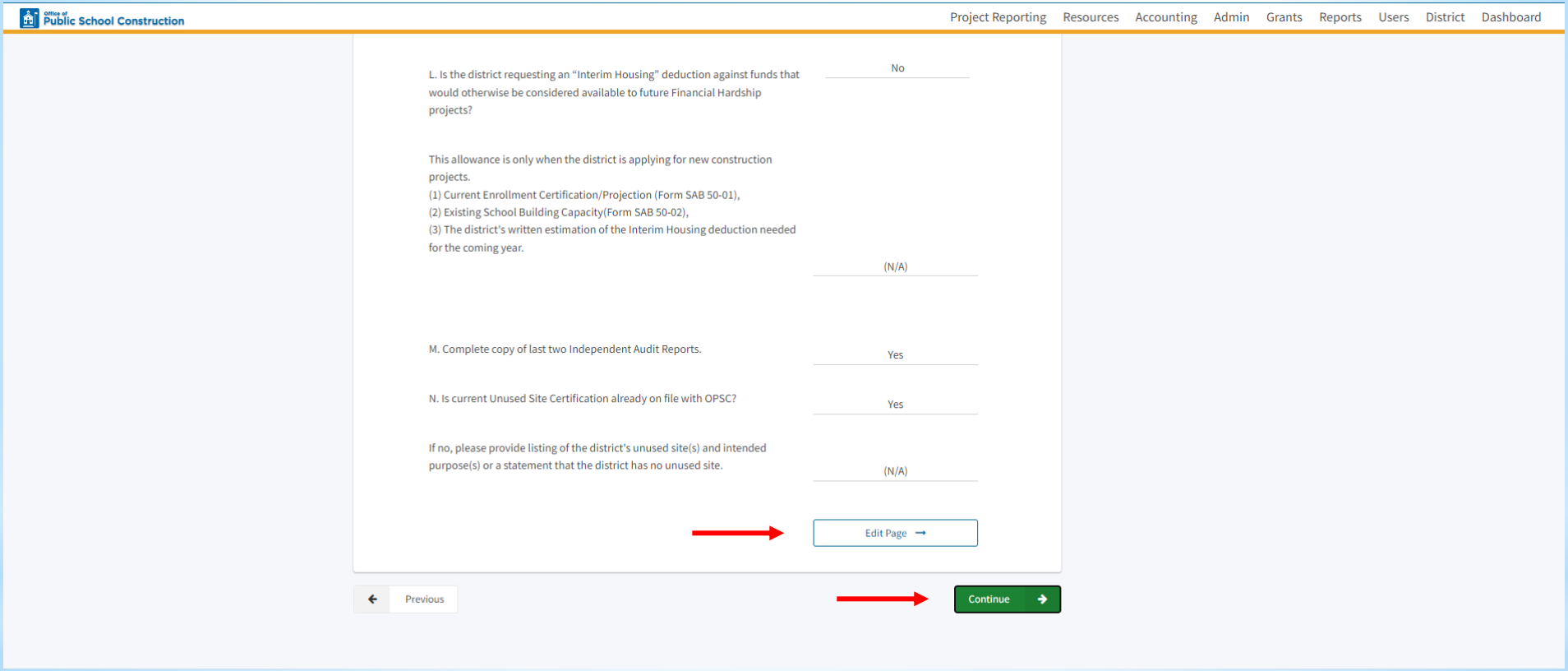

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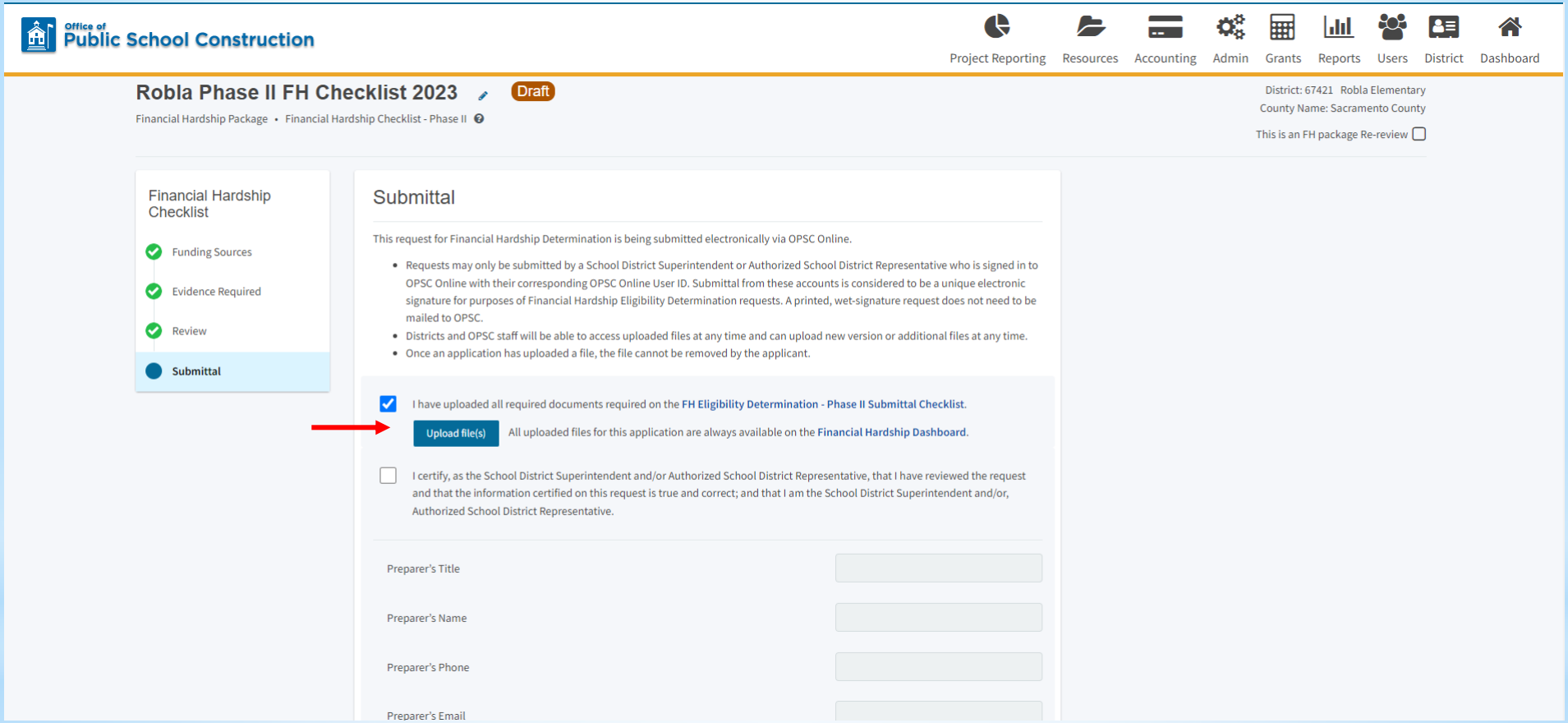
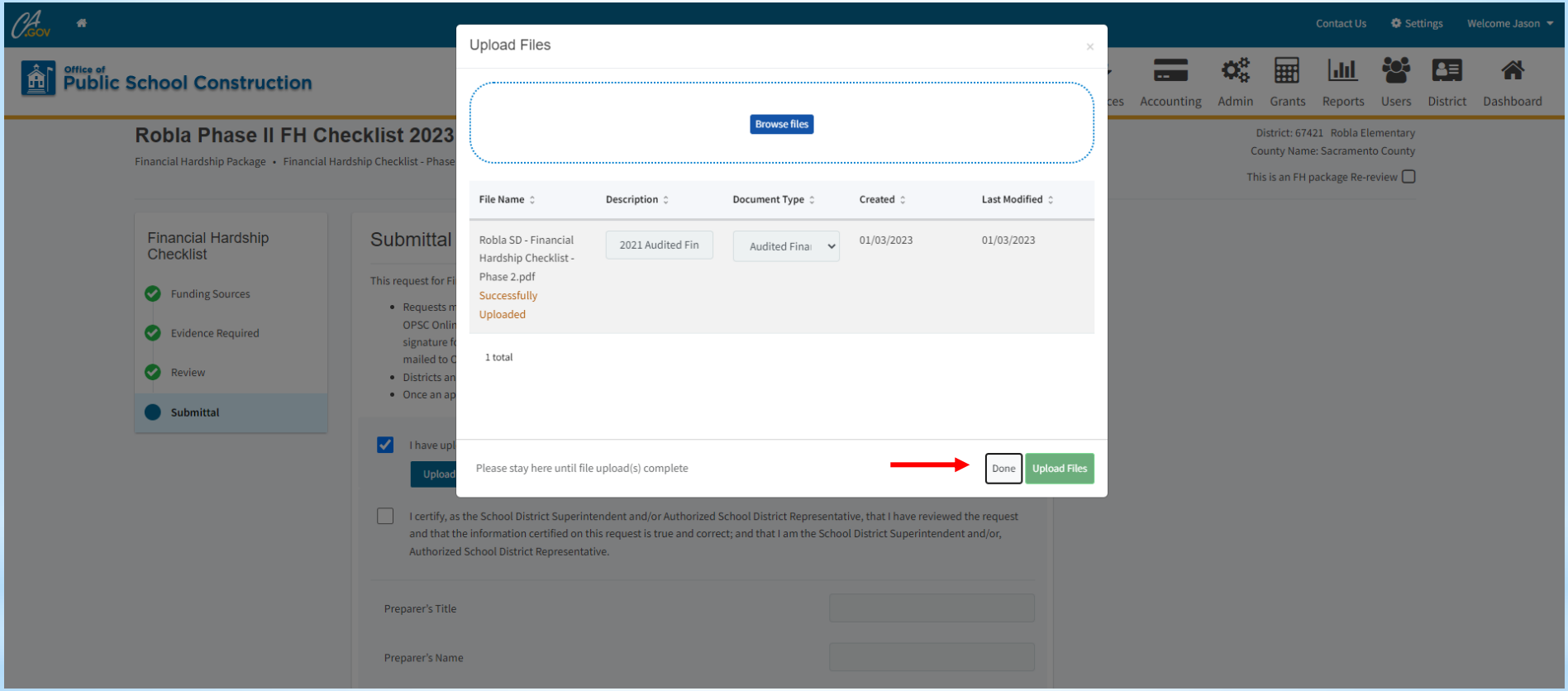


Access OPSC Online
(Financial Hardship Checklists)



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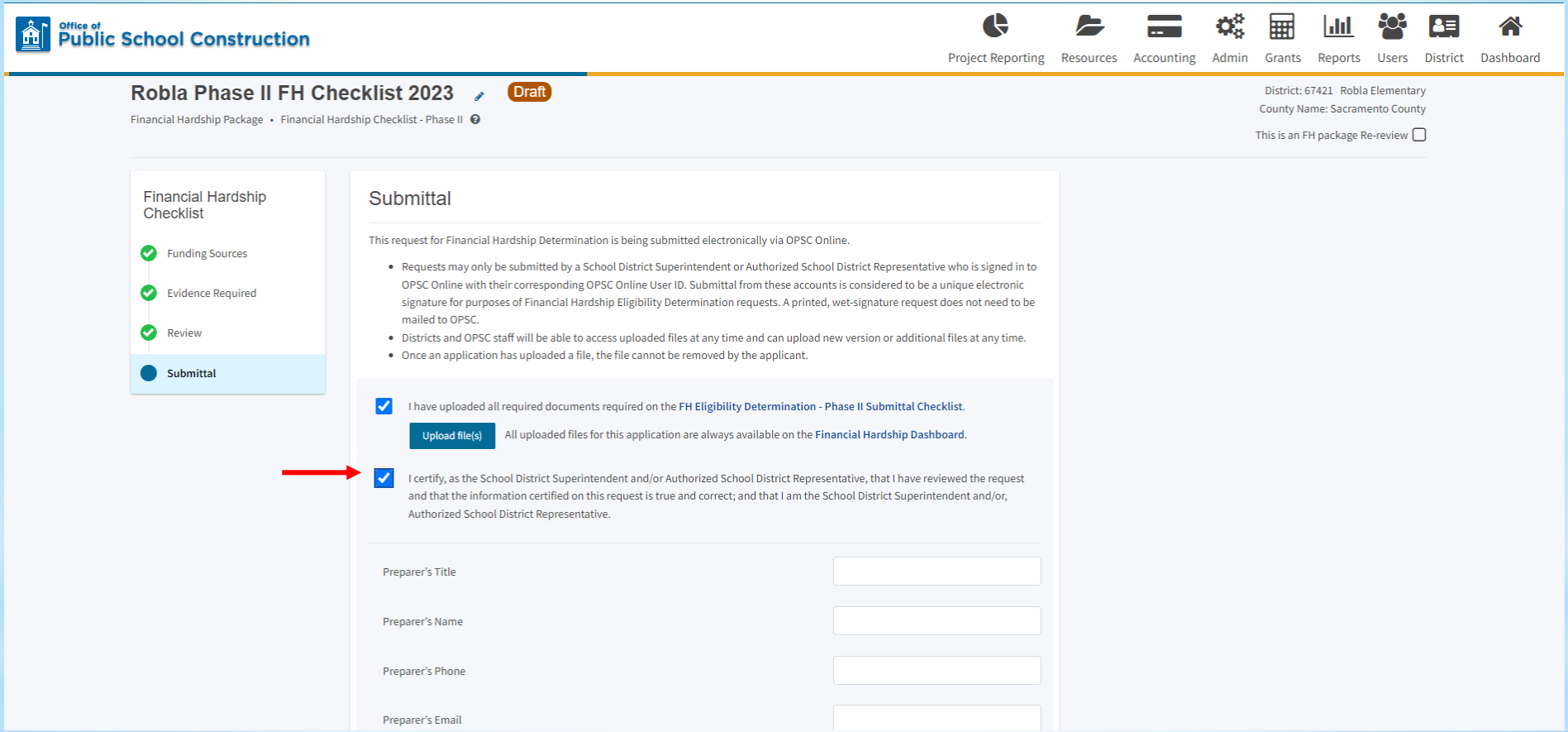

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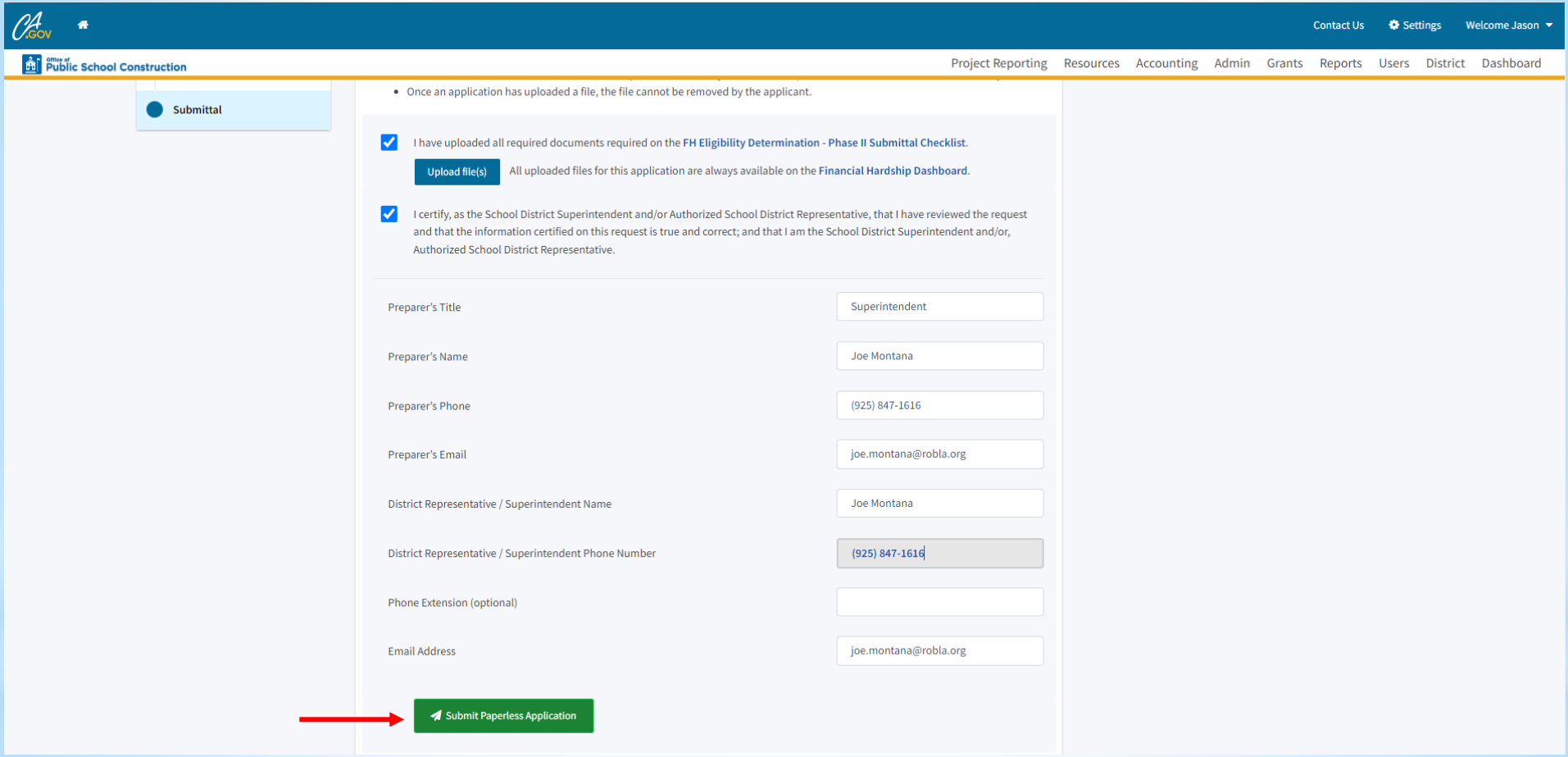

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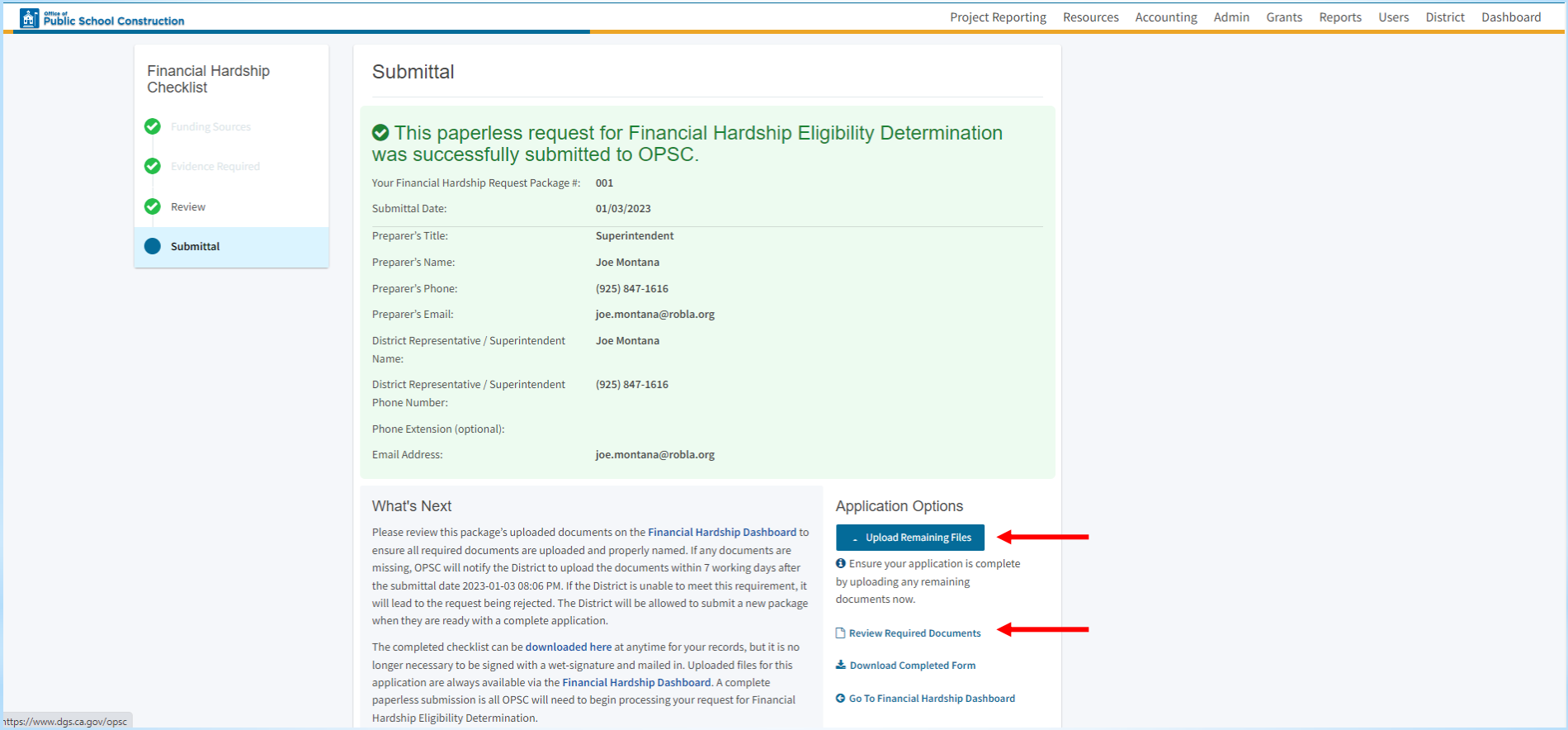

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(Financial Hardship Checklists)

Documents Required to Apply for Financial Hardship Assistance

Documents Required for Phase 2 Financial Hardship Submittal: School Districts & COE

Document	District/COE	Comments
Copy of Certificate of Participation (COP) Booklet	District & COE	Needed if COP Issued in last three years
Trial balance and/or General Ledger (GL) detail showing COP deposited proceeds	District & COE	Needed if COP Issued in last three years
Bond Booklet	District	Needed for any local school bond passed in the last three years. This includes General Obligation Bonds (Prop. 39 and 2/3) and Mello-Roos Bonds
Developer Fee "In Lieu" Agreement	District	For Districts with "In Lieu" agreements that effect the amount of fees collected
General Ledger Documenting Value of Developer Fees not Collected	District	The General Ledger Detail is to reflect asset value if District received any benefit, building, land, etc., in lieu of developer fees
Written explanation why unsold bonds cannot be sold at this time	District	Needed if District has unsold bonds that cannot be sold
Trial Balance or General Ledger documenting which Fund proceeds from sale of surplus property were deposited	District	For sale of surplus real property
Trial Balance or General Ledger documenting which Fund proceeds from "other funding sources" were deposited	District and COE	Any other funding source within the last three years not previously listed
Schedule of all inter-fund transfers	District	If District has done inter-fund transfers
Copy of board resolution for bridge financing or inter-fund borrowing	District and COE	When District uses bridge financing or inter-fund borrowing to move a FH project forward
Summary of why District is requesting Financial Hardship	District and COE	Can be a short paragraph
District's Capital Outlay Plan	District and COE	Plan for next 5 years
"Financial Hardship Project Worksheet(s)	District and COE	For each project and each phase of a project the District or COE is requesting FH

Documents Required to Apply for Financial Hardship Assistance

Document	District/COE	Comments
"Financial Hardship **Fund** Worksheet(s)"	District and COE	For each fund within the Capital Project Funds and each fund that have capital facility related proceeds. Fund 21, Fund 25, Fund 35, Fund 40, etc.
Trial Balance	District and COE	Needed for each "Financial Hardship Fund Worksheet" submitted
General Ledger (GL) Detail report	District and COE	Must be submitted for the information in each column of each "Financial Hardship Fund Worksheet" submitted. This would include the fiscal years for column 1, column 2, and column 3 if necessary
General Ledger (GL) Summary report	District and COE	For the Fund 35 Financial Hardship Fund Worksheet, fiscal years for column 1, column 2, and column 3 (if necessary)
Spreadsheet of all OPSC projects applied for and not yet received an apportionment	District and COE	
Expenditure Report (SAB 50-06 & Detailed Listing of Project Expenditures) of all funds spent to date on project(s)	District and COE	Must report all expenditures spend to date on all projects requesting Financial Hardship assistance.
Submit written statement if no funds have been spent on the project(s)	District and COE	
Documentation supporting encumbrances	District and COE	Contract, invoice, or anything else showing a legal obligation for the District or COE
Interim Housing Documents: (1) Current Enrollment Certification (Form SAB 50-01), (2) Existing school building capacity (Form SAB 50-02), and (3) District's written estimation of Interim Housing deduction needed	District and COE	Needed if Interim Housing deduction requested

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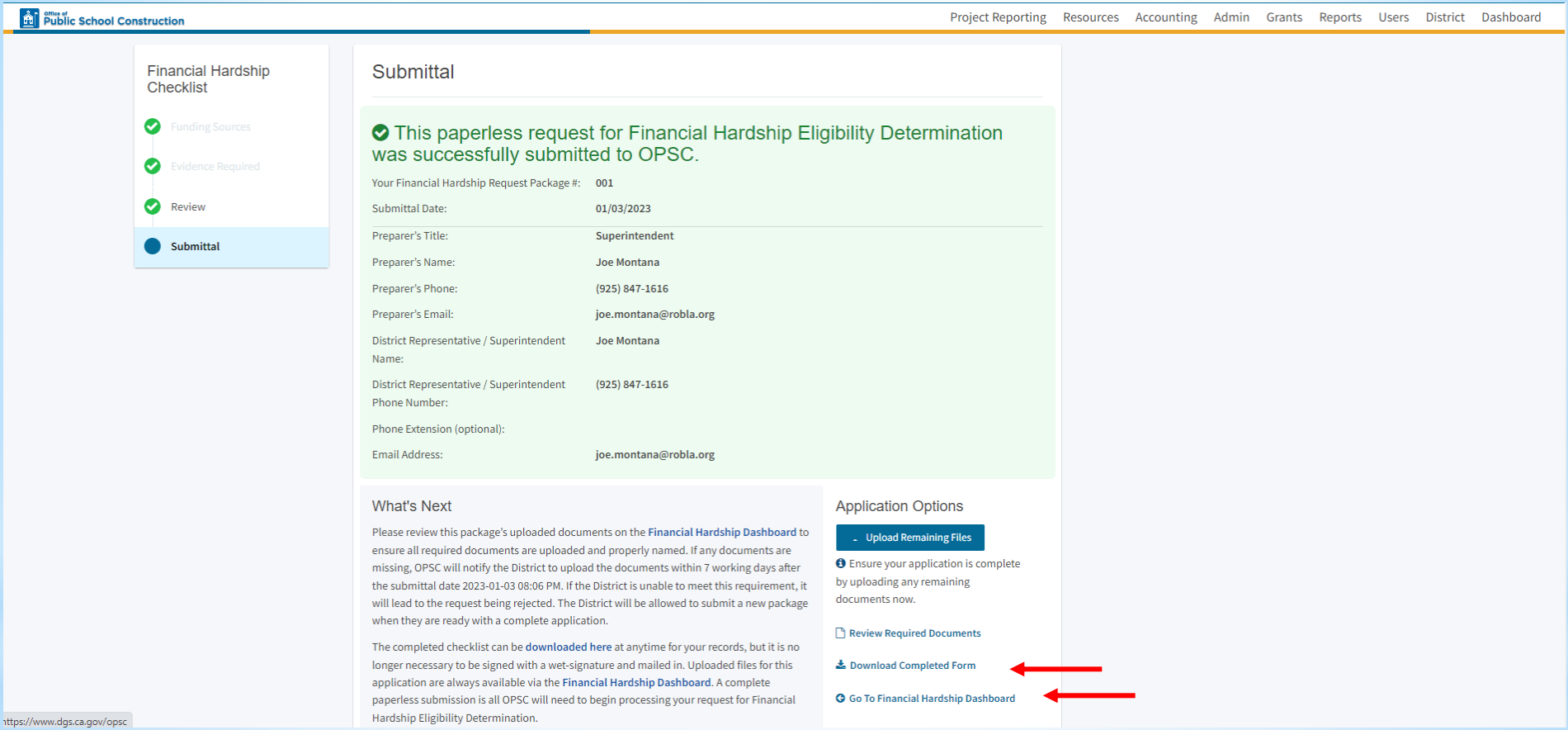

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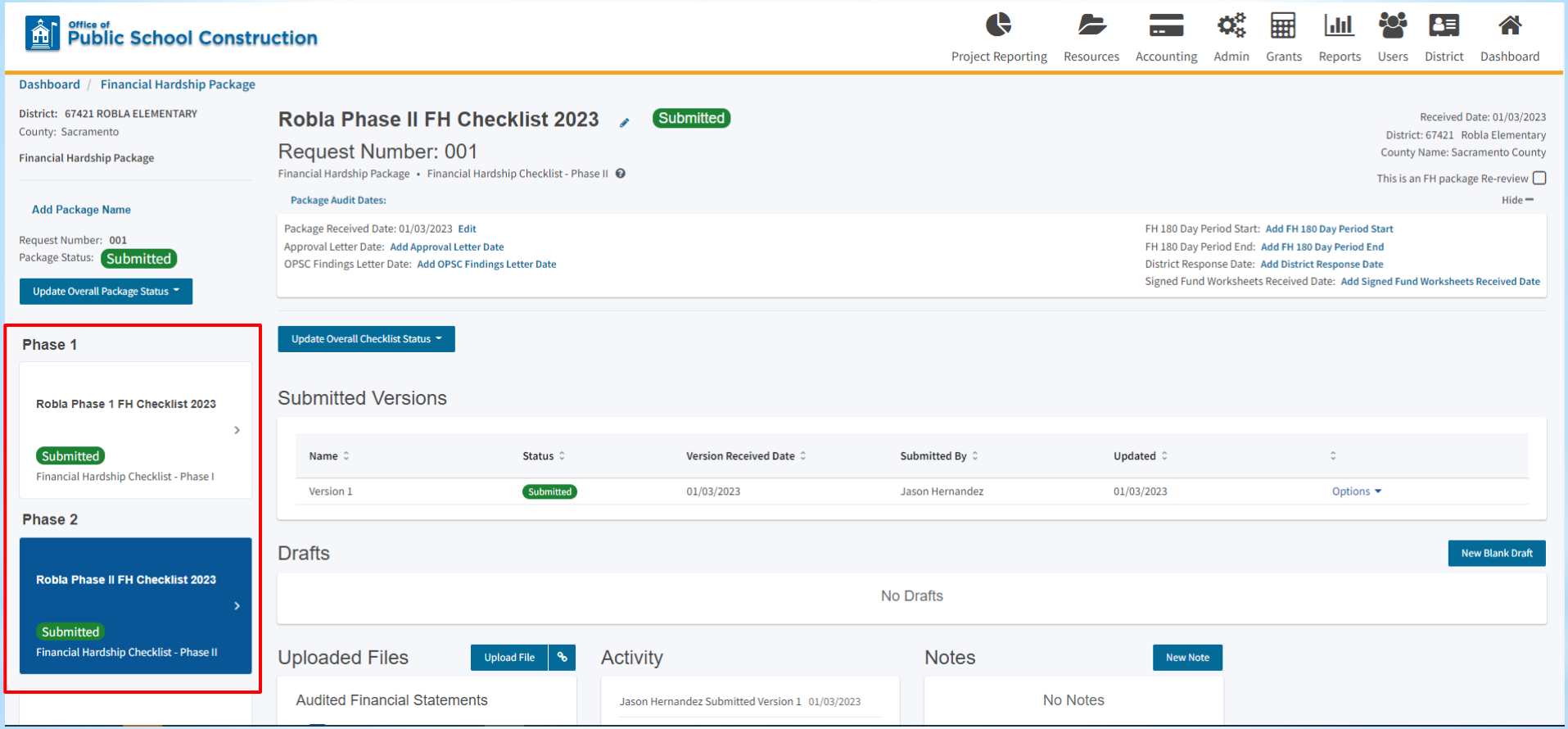
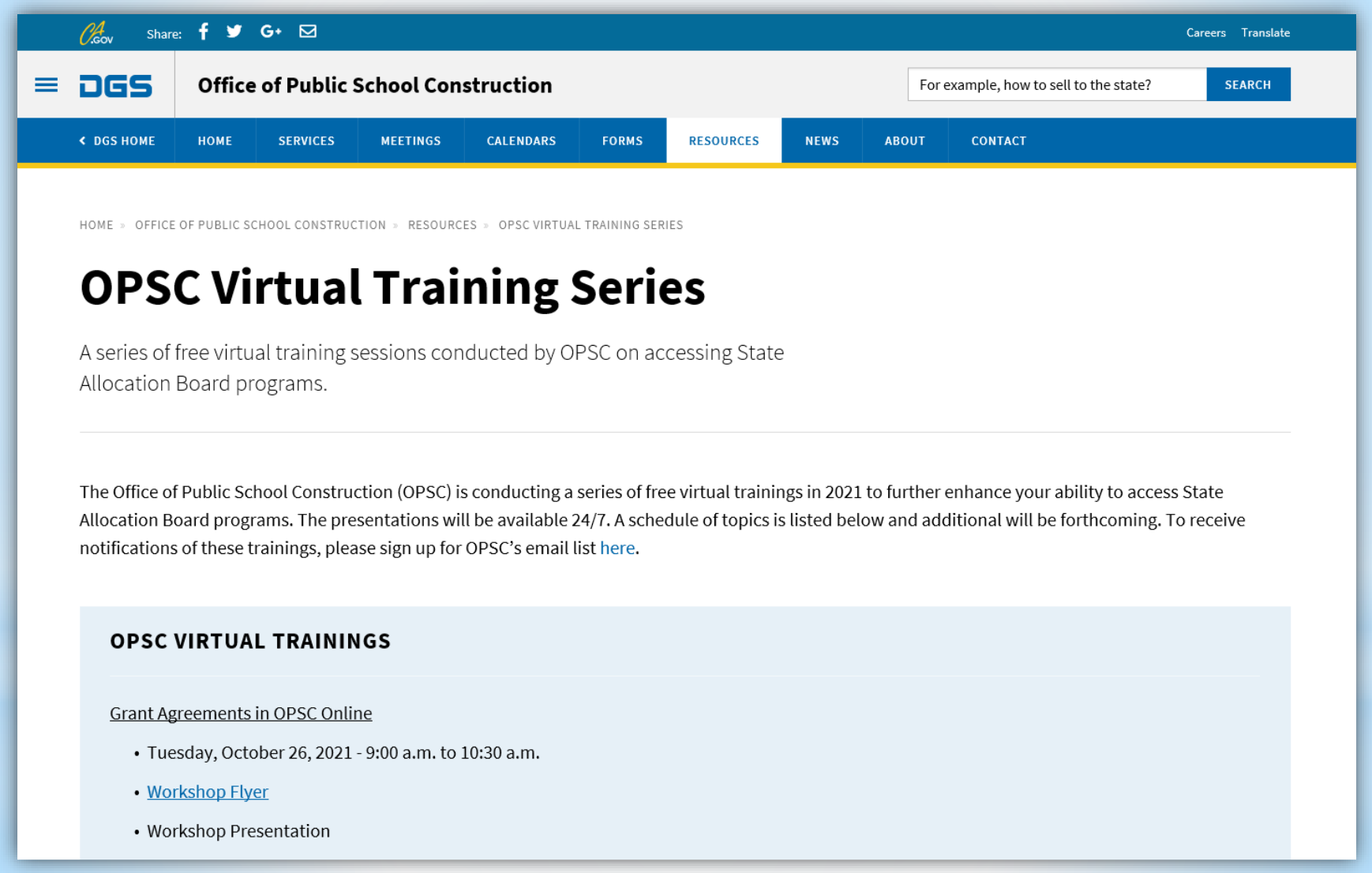


OPSC Virtual Training



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OPSC Virtual Training Series

A series of free virtual training sessions conducted by OPSC on accessing State Allocation Board programs.

The Office of Public School Construction (OPSC) is conducting a series of free virtual trainings in 2021 to further enhance your ability to access State Allocation Board programs. The presentations will be available 24/7. A schedule of topics is listed below and additional will be forthcoming. To receive notifications of these trainings, please sign up for OPSC's email list here.

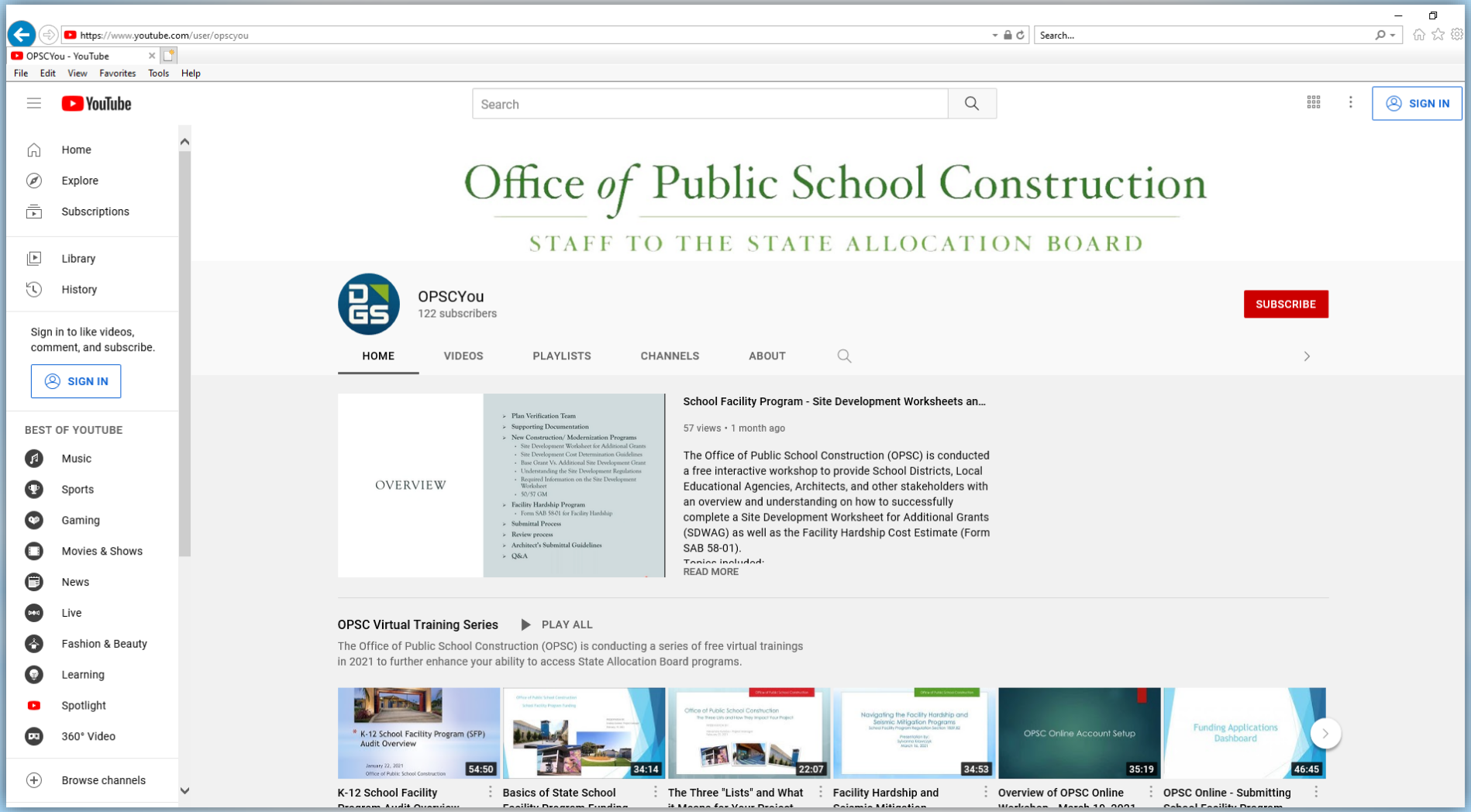
OPSC VIRTUAL TRAININGS

Grant Agreements in OPSC Online

- Tuesday, October 26, 2021 - 9:00 a.m. to 10:30 a.m.
- Workshop Flyer
- Workshop Presentation

https://www.dgs.ca.gov/OPSC/Resources/Page-Content/Office-of-Public-School-Construction-Resources-List-Folder/OPSC-Virtual-Training-Series

OPSC Virtual Training



https://www.youtube.com/user/opscyou

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QUESTIONS AND ANSWERS