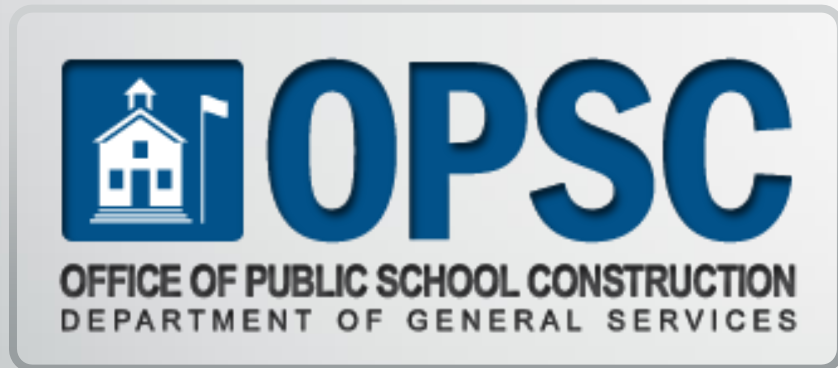


Office of Public School Construction



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

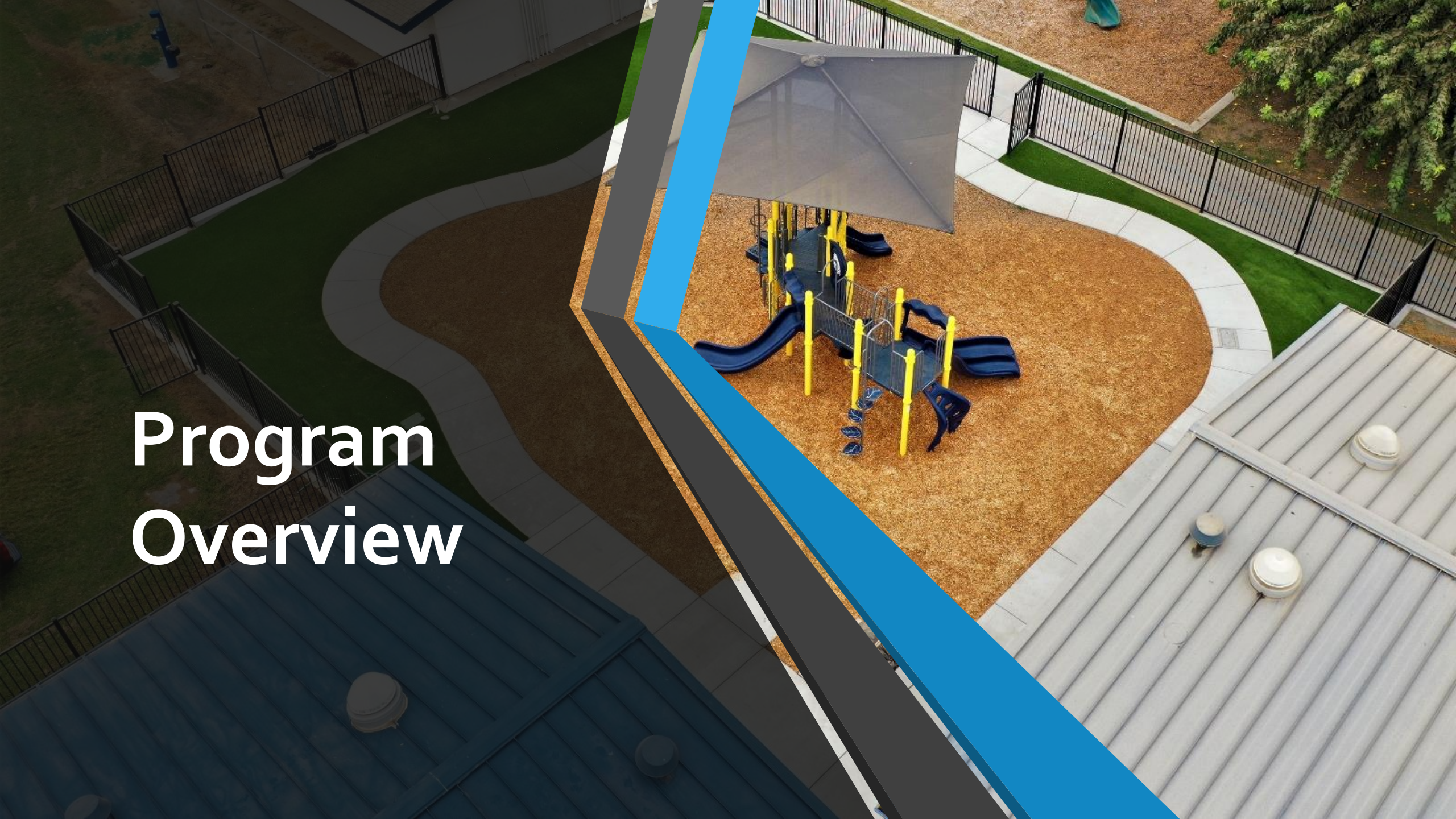



CALIFORNIA PRESCHOOL, TRANSITIONAL KINDERGARTEN AND FULL-DAY KINDERGARTEN FACILITIES GRANT PROGRAM

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.

1 st Grade	2 nd Grade	3 rd 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

Before project

Original
Kindergarten
CR #1
50 pupils:25
AM/25 PM

Original
Kindergarten
CR #2
50 pupils:
25 AM/25 PM

Original
Transitional
Kindergarten
CR #3
50 pupils:25
AM/25 PM



After Project

Original
Kindergarten
CR #1
25 pupils
(Full day)

Original
Kindergarten
CR #2
25 pupils
(Full day)

Original
Transitional
Kindergarten
CR #3
25 pupils
(Full day)

New
Kindergarten
CR #4
25 pupils
(Full day)

New
Kindergarten
CR #5
25 pupils
(Full day)

New
Transitional
Kindergarten
CR #6
25 pupils
(Full day)

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)

CA .GOV Share: [f](#) [t](#) [G+](#) [✉](#) [Careers](#) [Translate](#)

DGS **Office of Public School Construction** [SEARCH](#)

[DGS HOME](#) **HOME** [SERVICES](#) [MEETINGS](#) [CALENDARS](#) [FORMS](#) [RESOURCES](#) [NEWS](#) [ABOUT](#) [CONTACT](#)

School District Impacted by Statewide Fires

At the Office of Public School Construction (OPSC) the health and safety of our colleagues and clients are our top priority. OPSC recognizes that many school districts have closed temporarily as a result of fires statewide. We understand that this may impact a district's ability to respond to time sensitive information.

School districts that are unable to meet OPSC response deadlines and/or due dates as a result of statewide fires, the COVID-19 pandemic, or any State of Emergency declared by the Governor, may submit a request for time extensions. OPSC will work with ALL impacted school districts and can grant extensions due to the unforeseen closures. Please use this form to contact [OPSC](#) to request an extension.

School districts may be eligible for School Facility Program Facility Hardship funding for facilities damaged or destroyed by natural disasters, or if the condition of your facilities poses an imminent health and safety threat to pupils and staff? This includes any facilities damaged by wildfires, earthquakes, and floods, etc. To apply for Facility Hardship funding, please see the list of documents required for a complete Facility Hardship application by clicking [here](#). For more information about the Facility Hardship Program, please visit [OPSC's Facility Hardship webpage](#).

Office of Public School Construction's COVID-19 Update

As a result COVID-19, the Office of Public School Construction's (OPSC) staff are primarily teleworking. As a reminder, school districts can email all documents to one email address. All documents should be emailed to the Application Review Team (ART) at OPSCApplicationReviewTeam@dgs.ca.gov. ART will send an email acknowledgement of receipt for all submittals and ensure it is routed to the appropriate staff.

Staff are available to continue to conduct all business by means of distance efforts such as email, teleconference calls, Zoom and Microsoft Team meetings. In person meetings with school districts and consultants have been suspended until further notice.

State Allocation Board meetings will continue via Zoom meetings. Grant processing, grant agreements, fund release, and normal business operations will continue as OPSC's core mission.

If you have any questions, please contact your [Project Manager](#) or refer to [OPSC's Directory of Services](#).

Palm Springs Unified School District
Agua Caliente Elementary School
Photo Credit: BakerNowicki Design Studio

Office of Public School Construction

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

Access OPSC Online (OPSC Internet)

FEATURED SERVICES

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

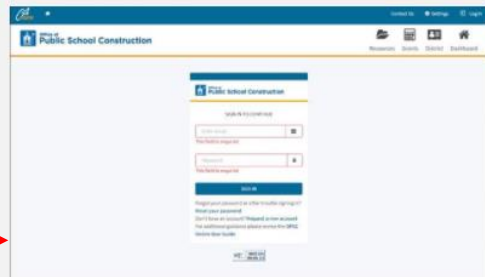
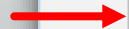
School districts that cannot provide all or a portion of their local share can locate opportunities under this service.

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.

MORE »

FEATURED LINKS



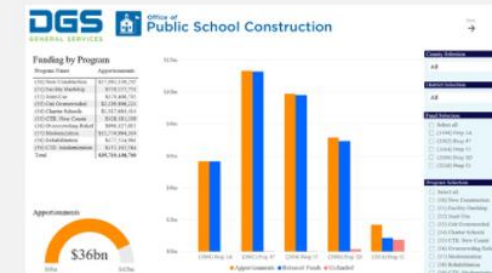
OPSC Online



OPSC Virtual Training Series








Sale of Surplus Site Sale Proceeds




Access OPSC Online

(OPSC Internet)

 Share:    

[Careers](#) [Translate](#)

 **Office of Public School Construction**

[SEARCH](#)

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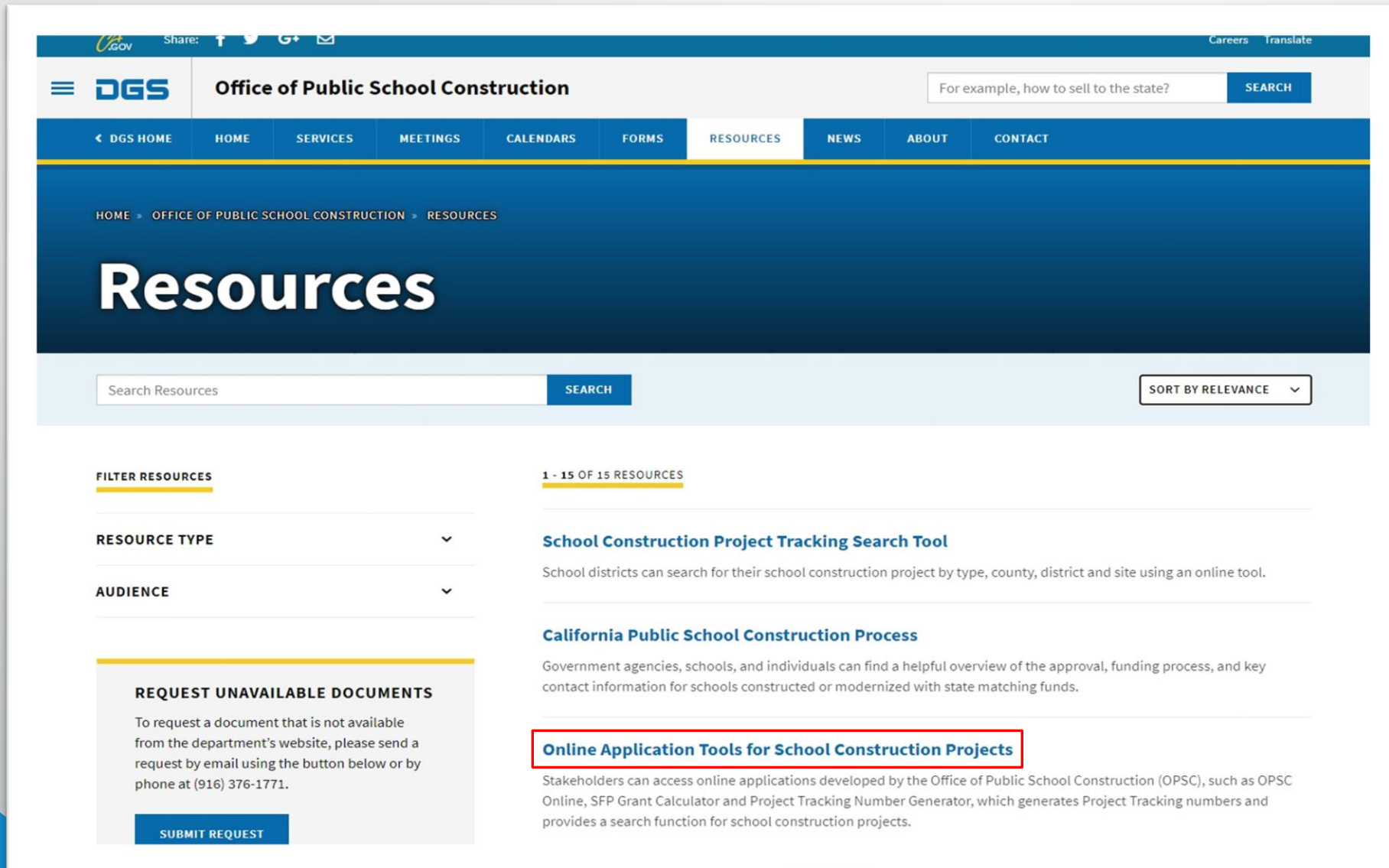
**Palm Springs Unified School District
Agua Caliente Elementary School**
Photo Credit: BakerNowicki Design Studio



Office of Public School Construction

As part of the Interagency Support Division, administers the state voter-approved school facilities construction bond program and is staff to the State Allocation Board.

Access OPSC Online (OPSC-Resource Page)



Office of Public School Construction

For example, how to sell to the state? **SEARCH**

RESOURCES

HOME > OFFICE OF PUBLIC SCHOOL CONSTRUCTION > RESOURCES

Resources

Search Resources **SEARCH** SORT BY RELEVANCE

FILTER RESOURCES

RESOURCE TYPE ▼

AUDIENCE ▼

REQUEST UNAVAILABLE DOCUMENTS

To request a document that is not available from the department's website, please send a request by email using the button below or by phone at (916) 376-1771.

SUBMIT REQUEST

1 - 15 OF 15 RESOURCES

School Construction Project Tracking Search Tool

School districts can search for their school construction project by type, county, district and site using an online tool.

California Public School Construction Process

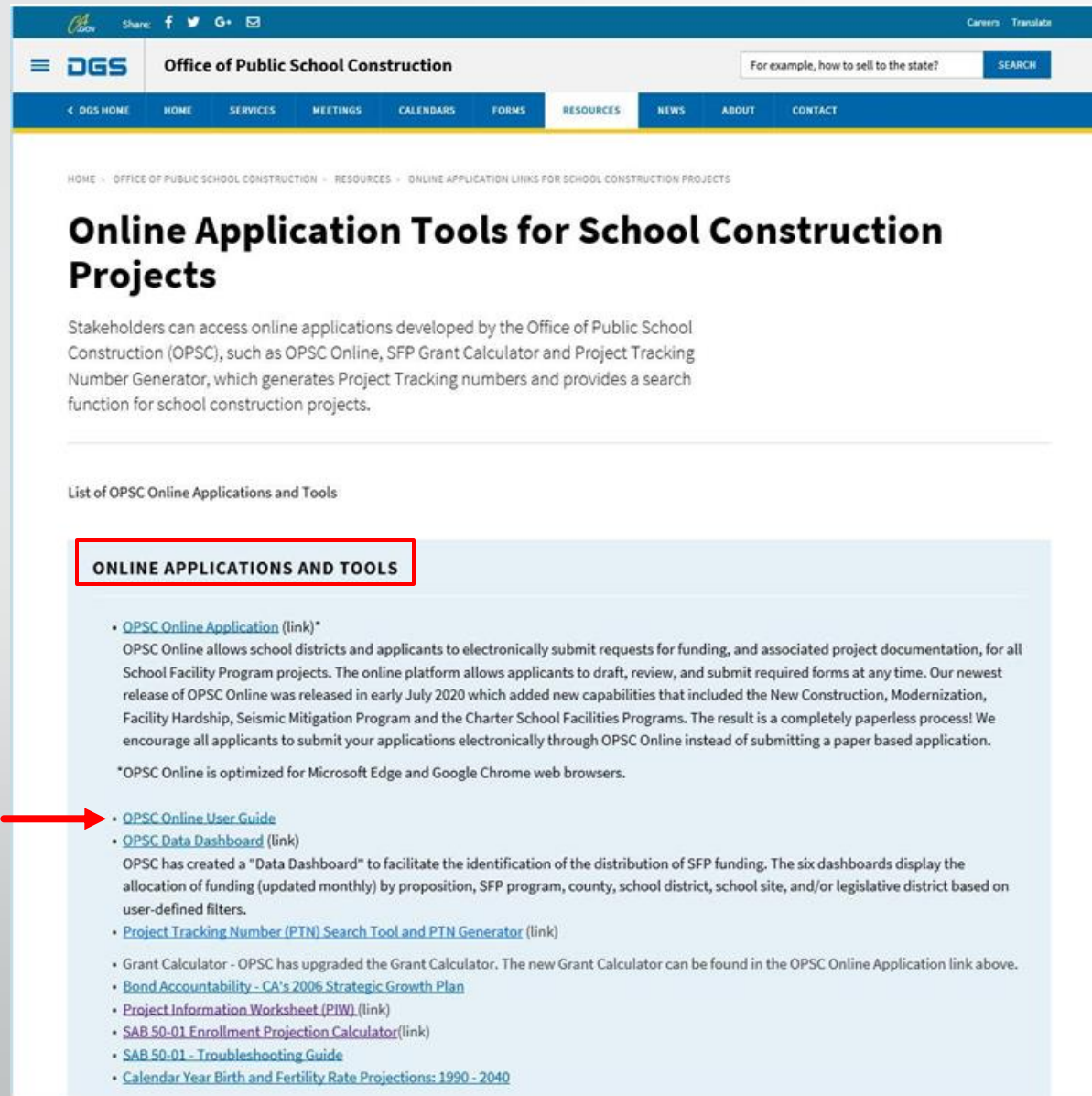
Government agencies, schools, and individuals can find a helpful overview of the approval, funding process, and key contact information for schools constructed or modernized with state matching funds.


Online Application Tools for School Construction Projects


Stakeholders can access online applications developed by the Office of Public School Construction (OPSC), such as OPSC Online, SFP Grant Calculator and Project Tracking Number Generator, which generates Project Tracking numbers and provides a search function for school construction projects.

Access OPSC Online

(OPSC-Resource Page)



 Share: [f](#) [t](#) [G+](#) [e](#) [Careers](#) [Translate](#)

 **Office of Public School Construction** [SEARCH](#)

[DGS HOME](#) [HOME](#) [SERVICES](#) [MEETINGS](#) [CALENDARS](#) [FORMS](#) [RESOURCES](#) [NEWS](#) [ABOUT](#) [CONTACT](#)

HOME > OFFICE OF PUBLIC SCHOOL CONSTRUCTION > RESOURCES > ONLINE APPLICATION LINKS FOR SCHOOL CONSTRUCTION PROJECTS

Online Application Tools for School Construction Projects

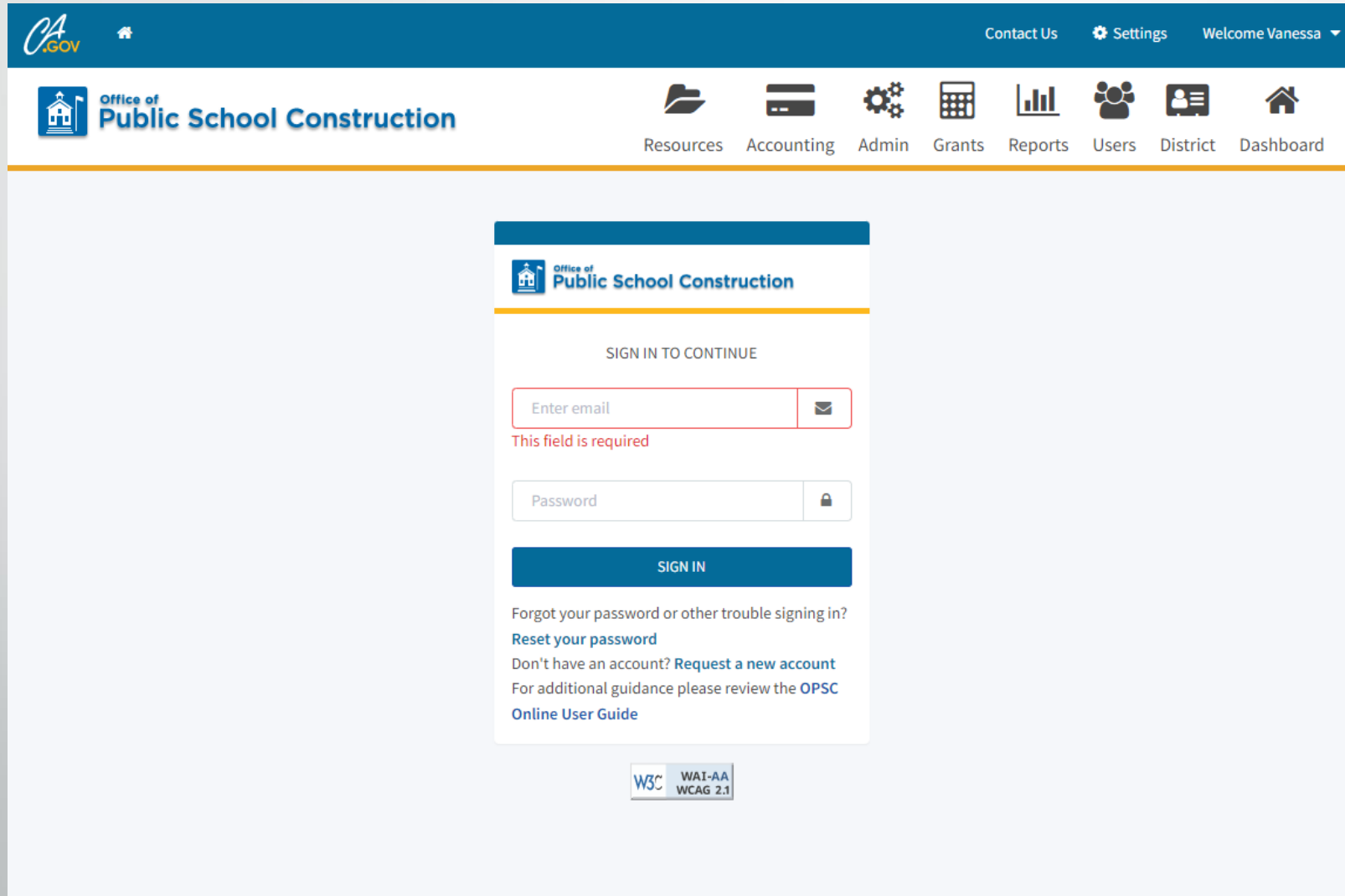
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List of OPSC Online Applications and Tools

ONLINE APPLICATIONS AND TOOLS

- [OPSC Online Application](#) (link)*
OPSC Online allows school districts and applicants to electronically submit requests for funding, and associated project documentation, for all School Facility Program projects. The online platform allows applicants to draft, review, and submit required forms at any time. Our newest release of OPSC Online was released in early July 2020 which added new capabilities that included the New Construction, Modernization, Facility Hardship, Seismic Mitigation Program and the Charter School Facilities Programs. The result is a completely paperless process! We encourage all applicants to submit your applications electronically through OPSC Online instead of submitting a paper based application.
*OPSC Online is optimized for Microsoft Edge and Google Chrome web browsers.
- [OPSC Online User Guide](#)
- [OPSC Data Dashboard](#) (link)
OPSC has created a "Data Dashboard" to facilitate the identification of the distribution of SFP funding. The six dashboards display the allocation of funding (updated monthly) by proposition, SFP program, county, school district, school site, and/or legislative district based on user-defined filters.
- [Project Tracking Number \(PTN\) Search Tool and PTN Generator](#) (link)
- Grant Calculator - OPSC has upgraded the Grant Calculator. The new Grant Calculator can be found in the OPSC Online Application link above.
- [Bond Accountability - CA's 2006 Strategic Growth Plan](#)
- [Project Information Worksheet \(PIW\)](#) (link)
- [SAB 50-01 Enrollment Projection Calculator](#) (link)
- [SAB 50-01 - Troubleshooting Guide](#)
- [Calendar Year Birth and Fertility Rate Projections: 1990 - 2040](#)

How to Submit an Application on OPSC Online



The screenshot shows the OPSC Online login interface. At the top, a blue header bar contains the CA.GOV logo, a home icon, and links for Contact Us, Settings, and a user greeting 'Welcome Vanessa'. Below this is a white navigation bar with the 'Office of Public School Construction' logo and a series of icons for Resources, Accounting, Admin, Grants, Reports, Users, District, and Dashboard. The main content area features a central login box with the OPSC logo, a 'SIGN IN TO CONTINUE' heading, and two input fields: 'Enter email' (with a red border and an error message 'This field is required') and 'Password'. A blue 'SIGN IN' button is positioned below the fields. At the bottom of the login box, there are links for 'Forgot your password or other trouble signing in?', 'Reset your password', 'Request a new account', and 'OPSC Online User Guide'. A W3C WAI-AA WCAG 2.1 accessibility logo is located at the very bottom center of the page.

CA.GOV

Contact Us Settings Welcome Vanessa

Office of Public School Construction

Resources Accounting Admin Grants Reports Users District Dashboard

Office of Public School Construction

SIGN IN TO CONTINUE

Enter email

This field is required


Password









SIGN IN

Forgot your password or other trouble signing in?
[Reset your password](#)
Don't have an account? [Request a new account](#)
For additional guidance please review the [OPSC Online User Guide](#)

W3C WAI-AA WCAG 2.1

How to Submit an Application on OPSC Online

 **Office of
Public School Construction**

ResourcesAccountingAdminGrantsReportsUsersDistrictDashboard

Funding Applications

Create New SFP Funding Application

Create New Preschool/TK/FDK Funding Application

DistrictHSAAProject # / Filter Any

Search All

Application Name ⌵	Project Type ⌵	Status ⌵	OPSC App # ⌵	School/Site ⌵	District ⌵	Project Tracking Number ⌵	OPSC Received ⌵	SAB Date ⌵	Last Updated ⌵
No data to display									

0 Apps Total

Items Per Page

25 ⌵

First

Prev

1

Next

Last

How to Submit an Application on OPSC Online (continued)

Create a New Preschool / Transitional Kindergarten [?] / Full-Day Kindergarten Application

Has the District submitted a previous Application for Funding for this application number?

Yes


No


Cancel

Continue




How to Submit an Application on OPSC Online (continued)

Select the District 


Select a funding Program Type 

Refer to [Section 1860.7](#) for the eligibility criteria

Please enter your primary Project Tracking Number (PTN #) first, followed by additional PTN #s 


-

+ PTN

 Press the Enter ↵ key to save

Please enter application nickname

Cancel

Continue 

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

Project Type

Pupil Grants Requested ⓘ

CA State Preschool

Transitional Kindergarten

Full-Day Kindergarten

Has the district converted from part-day to full-day? ⓘ

Yes	No
-----	----

If Yes, what enrollment year did the district begin offering Full-day Kindergarten?

Enrollment Year



Previous

Continue



Enrollment Data

Form SAB 70-01 Enrollment ?

	3rd prev.	2nd prev.	Prev.	Current
	18/19	19/20	20/21	21/22 ▼
Preschool				
TK				
K				
1				
2				
3				
4				

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

Preference Point

Preference Point ?

Project Funding Order ?

_____ of _____ projects

Are you seeking Preference Points for Financial Hardship Status? ?

Yes No

Please answer question

Does the District have current Financial Hardship Approval?

Yes No

Please answer question

Free and Reduced Price School Meal (FRPM) Percentage of School District (reported to one decimal place)

Enrollment Year of FRPM





Previous

Continue



Finding FRPM

https://data1.cde.ca.gov/dataquest/



DataQuest provides meaningful data and statistics about California's K-12 public educational system that supports a wide variety of informational, research, and policy needs. Summary and detailed data reports are available for multiple subject areas at the school, district, county, and state levels.

To create a report:

1. Select a report **Level**
2. Select a report **Subject**
3. Select **Submit**

Data Resources

- [What's NEW?](#) DataQuest Change Log
- [QuickQuest](#) lets you find answers fast!
- [Downloadable Data Files](#)
- [California School Dashboard](#)
- [CAASPP/ELPAC Test Results](#)
- [Data Requests](#)

Other CDE Resources

1. Select Level

District


2. Select Subject

Free and Reduced Price Meals

3. Select Submit

Submit

Reset



California DEPARTMENT OF EDUCATION

[CDE Home](#) » [DataQuest](#) » Select Criteria

Select Year of Data and Enter District Name

1) Determine a time frame.

☒ Single year -- select year:

2021-22

2) Type a portion of the name then press the "Submit" button.

Submit

Questions: [Data Reporting Office](#) | 916-327-0219

© California Department of Education

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 of 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

Project Progress

Has the District awarded construction contracts for this project 

Yes

No



Previous

Continue



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 #

i 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 ?

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, Transitional 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 acquisition costs. This cost estimate does not include site acquisition, 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, Transitional 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 acquisition 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 ?

The background image shows a children's library. Dark blue bookshelves are filled with books. On top of the shelves, there are some colorful children's books and a small white stuffed animal. In the foreground, there are several colorful armchairs in shades of green, blue, and orange. A large, stylized graphic consisting of several overlapping diagonal lines in blue, grey, and white is superimposed over the right side of the image.

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

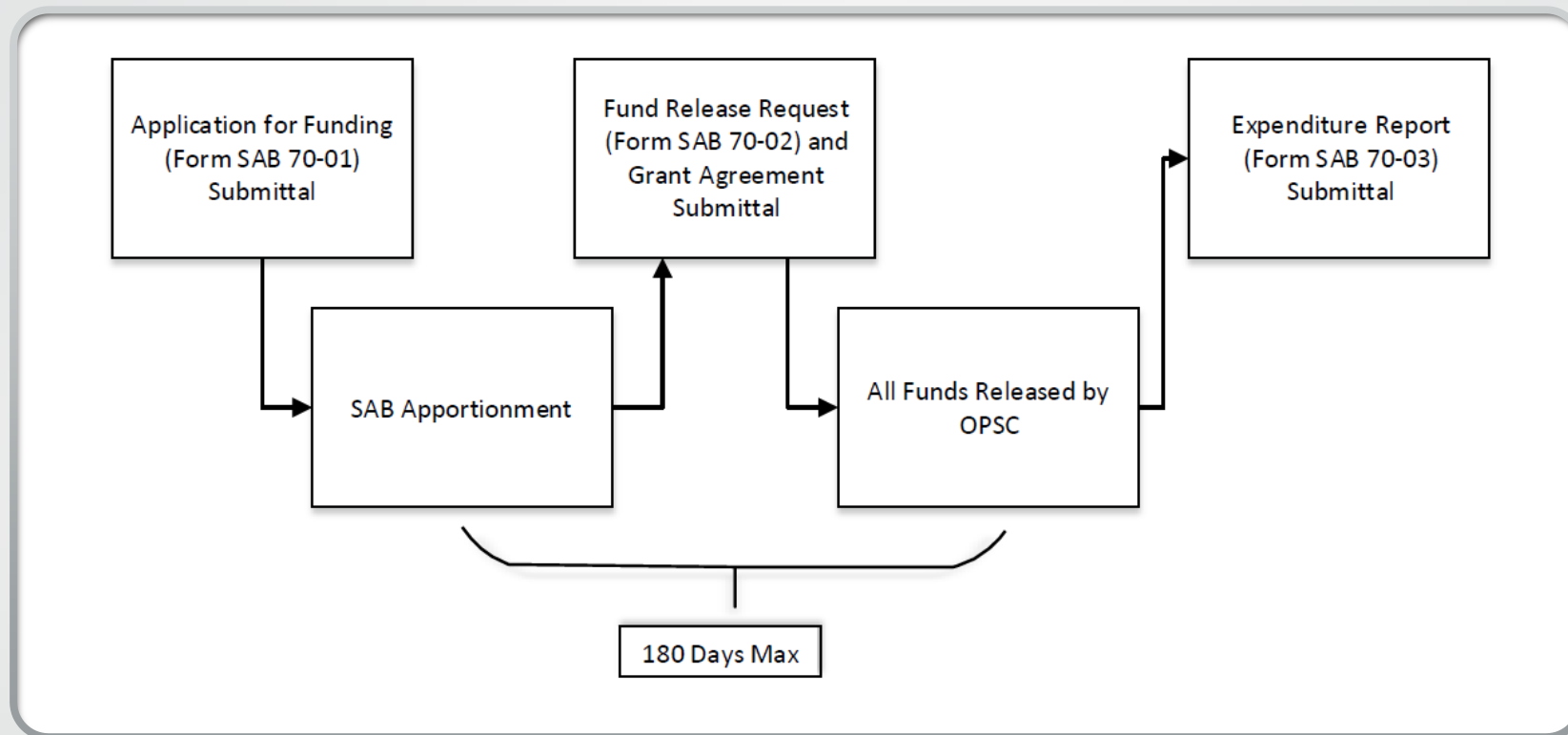
New Construction or Retrofit Grants without Advance

- 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

-
- 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

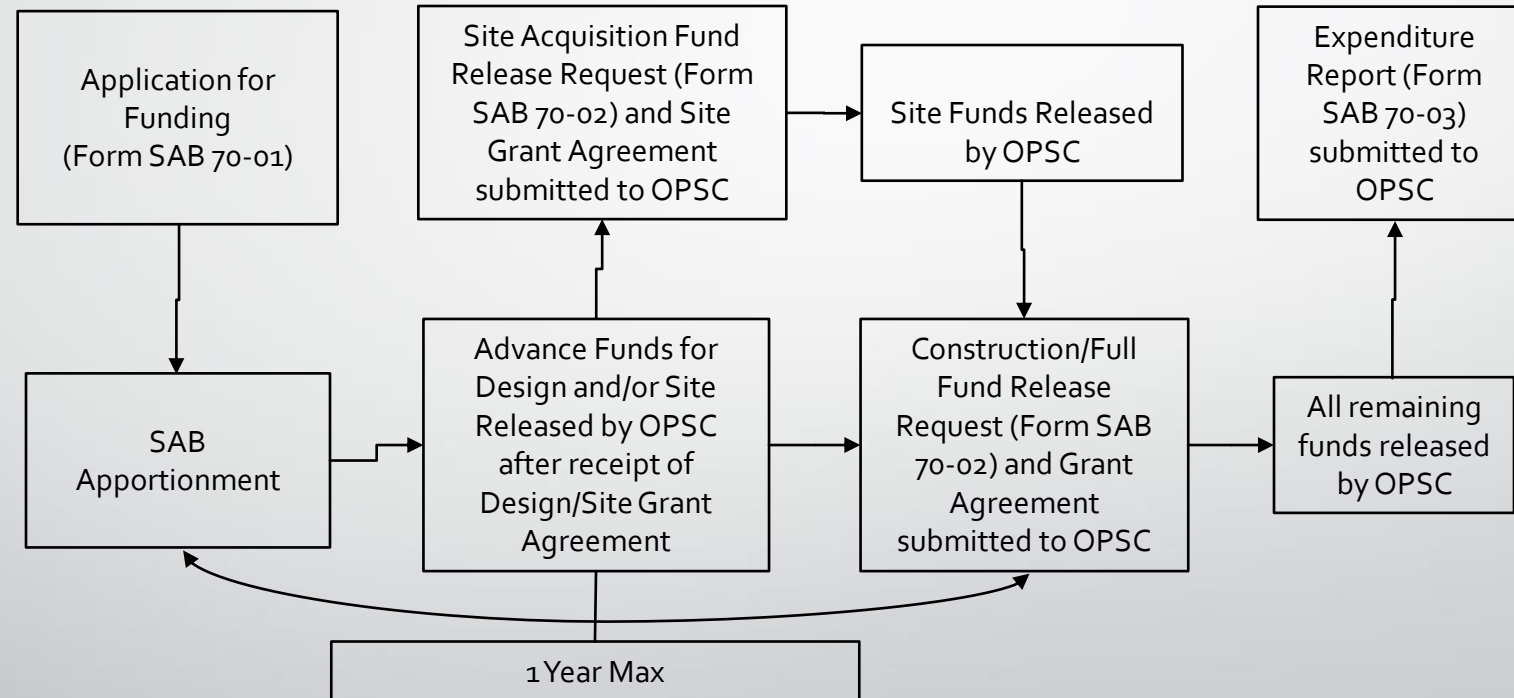


Sample Program Timeline

Projects without advance release of funds

Sample Program Timeline

Projects with 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/opsonline/>
- 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

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 #2
		\$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	Only one year of COP payments eligible as an encumbrance
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	
		\$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.

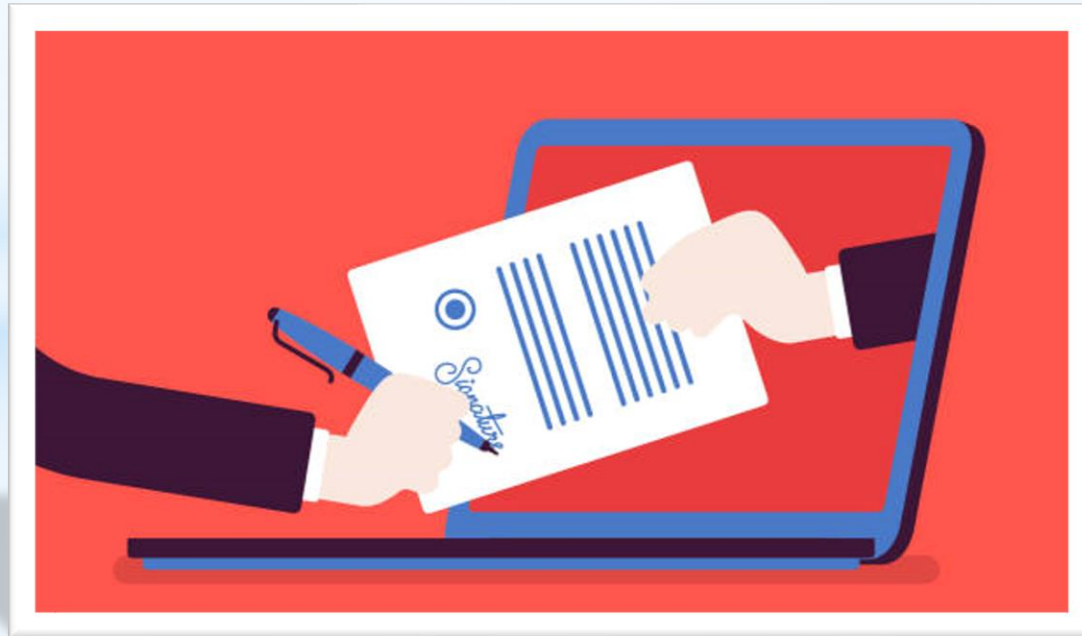
Review Process – Top Tips

- 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)

 Office of
Public School Construction

SIGN IN TO CONTINUE



This field is required

SIGN IN


Forgot your password or other trouble signing in?
[Reset your password](#)
Don't have an account? [Request a new account](#)
For additional guidance please review the [OPSC Online User Guide](#)









Access OPSC Online

(Click on District Tab)



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Dashboard

Funding Applications

Create New Preschool/Transitional Kindergarten/Full-Day Kindergarten Funding Application

Create New SFP Funding ApplicationCreate New Preschool/TK/FDK Funding Application

DistrictHSAAProject # / Filter AnySearch All

Application Name ▾	Project Type ▾	Status ▾	OPSC App # ▾	School/Site ▾	District ▾	Project Tracking Number ▾	OPSC Received ▾	SAB Date ▾	Last Updated ▾
No data to display									

0 Apps TotalItems Per Page25 ▾

FirstPrev1NextLast

Access OPSC Online

(Financial Hardship Checklists)

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Select A District



Show entries


District	Role	Company
0	OPSC Admin	
10017 Alameda County Office of Education	OPSC Admin	
10025 Alpine County Office of Education	OPSC Admin	
10033 Amador County Office of Education	OPSC Admin	
10041 Butte County Office of Education	OPSC Admin	
10058 Calaveras County Office of Education	OPSC Admin	
10066 Colusa County Office of Education	OPSC Admin	
10074 Contra Costa County Office of Education	OPSC Admin	









Access OPSC Online

(Financial Hardship Checklists)

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Dashboard / District


Select A District

Show entries

District 	Role 	Company 
67421 Robla Elementary	OPSC Admin	



1 Items Total


First Prev **1** Next Last












Access OPSC Online

(Financial Hardship Checklists)



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Dashboard / District

67421 Robla Elementary

Sacramento County

EligibilityManage SitesDistrict ContactsNotesDistrict Uploaded DocsFinancial Hardship

District Eligibility Applications

New Eligibility Application

Nickname ▾	Status ▾	Type ▾	Enrollment Year ▾	HSAA ▾	Site Name ▾	Received Date ▾	Updated ▾	▾
Main Avenue 50-03 E&o 1998-99	SAB Approved	Adj Mod	00/01	District-Wide	Main Avenue Elementary	02/10/2022	02/22/2022	
Main Avenue 50-03 E&o 1998-99	Superseded	Adj Mod	00/01	District-Wide	Main Avenue Elementary	01/21/2022	02/10/2022	

2 TotalItems Per Page25 ▾

FirstPrev1NextLast

View Baselines



Select a High School Attendance Area below for Eligibility Baseline information:

Type to filter the HSAA


(00) District-wide >

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67421 Robla Elementary

Sacramento County

EligibilityManage SitesDistrict ContactsNotesDistrict Uploaded DocsFinancial Hardship

Financial Hardship Requests - In Progress



New Financial Hardship Request

Type to filter...

Request Number	Phase I	Phase I Status	Phase II	Phase II Status	Date Submitted	Date Received	Status	OPSC Findings Letter Date	District Response Date	FH 180 Day Period Start	FH 180 Day Period End	Approval Letter Date	Re-Review
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Financial Hardship Approvals - Active









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(Financial Hardship Checklists)



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Dashboard / District / Financial Hardship

67421 Robla Elementary

Sacramento County

Eligibility Manage Sites District C

Financial Hardship Request

Type to filter...

Create a New Financial Hardship - Phase I Application

District: 67421 ROBLA ELEMENTARY

Financial Hardship Phase: Financial Hardship Phase I

Please enter application nickname: Robla Phase 1 FH Checklist 2023

Continue Cancel

New Financial Hardship Request

Request Number	Phase I	Phase I Status	Status	Submitted	Received	Findings Letter Date	Response Date	Day Period Start	Day Period End	Approval Letter Date	Re-Review
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

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Financial Hardship Approvals - Active









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Dashboard / Financial Hardship Package / Landing



Financial Hardship Package

Financial Hardship Checklist - Phase I

Information and Instruction



Financial Hardship submittal package:

All incomplete Financial Hardship packages will be returned. This Financial Hardship checklist and funding certification must be submitted in its original form and without any modifications or the district's Financial Hardship package will be marked incomplete and returned to the district.




Access OPSC Online

(Financial Hardship Checklists)



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Dashboard / Financial Hardship Package / Draft 1

Robla Phase 1 FH Checklist 2023

Financial Hardship Package • Financial Hardship Checklist - Phase I

District: 67421 Robla Elementary
County Name: Sacramento County
This is an FH package Re-review

Financial Hardship Checklist

- County Office of Education
- Section A.
- Section B.
- Review
- Submit

County Office of Education

Is this a new request or a renewal?

Is the school district a County Office of Education?

Continue

Is this a new request or a renewal?

Is the school district a County Office of Education?


Continue

Access OPSC Online

(Financial Hardship Checklists)

Financial Hardship Checklist

 County Office of Education

 **Section A.**

 Section B.

 Review

 Submit

Section A.

Section A.

1. Is the district levying developer fees at the maximum rate justified under law?

☒ Yes ☐ No

2. Is the district renewing their Financial Hardship status for a new construction project?

☒ Yes ☐ No

If yes, it must also show evidence of the appropriate level of developer fees assessed (i.e. Level I, Level II, or alternate fee determined by current needs analysis study). The district must have a current (dated within one year of the Financial Hardship request) Needs Analysis to justify its Level II fees.

3. Is a copy of the school board resolution implementing the current fees attached?

☒ Yes ☐ No

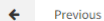
Please ensure to upload a copy of school board resolution that is implementing the current fees.

4. If the district is sharing developer fees with other school districts: has a copy of the agreement been submitted with the financial hardship package?
If a copy of the agreement will be uploaded with this application, select "Yes".

☐ Yes ☐ No ☒ N/A

5. If the district is not levying the maximum developer fees, does the district have a current (dated within 2 years of the financial hardship request) developer fee justification study showing a lesser amount to be collected? Is this justification study included in the financial hardship submittal?

☐ Yes ☐ No ☒ N/A

 Previous

 Continue 

Access OPSC Online

(Financial Hardship Checklists)

Financial Hardship Checklist

✓ County Office of Education

✓ Section A.

● Section B.

● Review

● Submit

Section B.

Section B.

1. Is the district's current outstanding bonded or school facility related indebtedness at least 60% of the total bonding capacity of the district? ⓘ

Yes No

What is the district's percentage of indebtedness?

65.7 %

If qualifying under this criteria, please submit the following:

A letter from County Audit-Controller certifying the district's current year assessed valuation has been submitted or will be uploaded with this application.

Yes No

A copy of the appropriate Bond booklets, COP booklets, or other documentation that verifies the district's level of bonded indebtedness has been submitted or will be uploaded with this application. ⓘ

Yes No

A copy of the last published annual audit report.

Yes No

2. Did the district have a successful registered voter bond election for at least the maximum amount allowed under Prop. 39 within the previous two years from the date of this financial hardship request?

Yes No

3. Is the district's total bonding capacity at the time of the request for Financial Hardship status \$5 million or less? ⓘ

Yes No

4. Is the district submitting under other evidence?

Yes No

← Previous

Continue →

Access OPSC Online

(Financial Hardship Checklists)

Financial Hardship Checklist

- ☒ County Office of Education
- ☒ Section A.
- ☒ Section B.
- ☒ Review
- ☐ Submit

Review

County Office of Education

Is this a new request or a renewal? ⓘ

New

Is the school district a County Office of Education?

No

Edit Page →

Section A.

Section A.

1. Is the district levying developer fees at the maximum rate justified under law?

Yes

2. Is the district renewing their Financial Hardship status for a new construction project? ⓘ

No

If yes, it must also show evidence of the appropriate level of developer fees assessed (i.e. Level I, Level II, or alternate fee determined by current needs analysis study). The district must have a current (dated within one year of the Financial Hardship request) Needs Analysis to justify its Level II fees.





Sections

County Office of Education

Section A.

Section B.

Options

-  Duplicate As New Draft
-  Upload file(s) for this application
-  Preview Form Financial Hardship Checklist
-  Manage Entire FH Package

Access OPSC Online

(Financial Hardship Checklists)

Section B.

Section B.

1. Is the district's current outstanding bonded or school facility related indebtedness at least 60% of the total bonding capacity of the district? ⓘ

Yes

What is the district's percentage of indebtedness?

65.7 %

If qualifying under this criteria, please submit the following:

A letter from County Audit-Controller certifying the district's current year assessed valuation has been submitted or will be uploaded with this application.

(required)

A copy of the appropriate Bond booklets, COP booklets, or other documentation that verifies the district's level of bonded indebtedness has been submitted or will be uploaded with this application. ⓘ

(required)

A copy of the last published annual audit report.

(required)

2. Did the district have a successful registered voter bond election for at least the maximum amount allowed under Prop. 39 within the previous two years from the date of this financial hardship request?

No

A copy of ballot issue/voter bond pamphlet.



(N/A)


Certification from Registrar of Voters


(N/A)

Access OPSC Online

(Financial Hardship Checklists)



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A copy of ballot issue/voter bond pamphlet. (N/A)

Certification from Registrar of Voters (N/A)


Documentation supporting date of election, amount of bond, purpose of bond, and percent of "Yes" vote on bond. (N/A)

3. Is the district's total bonding capacity at the time of the request for Financial Hardship status \$5 million or less? ⓘ No

A letter from County Auditor-Controller certifying the district's current year assessed valuation. (N/A)

4. Is the district submitting under other evidence? No

Please submit a School District Appeal Request (Form SAB 189) with information and documentation to support the request. (N/A)


 [Edit Page →](#)

[← Previous](#) [Continue →](#)


Access OPSC Online

(Financial Hardship Checklists)

Financial Hardship Checklist

 County Office of Education

 Section A.


 **Section B.**

 Review

 Submit

Section B.

Section B.

1. Is the district's current outstanding bonded or school facility related indebtedness at least 60% of the total bonding capacity of the district? 


What is the district's percentage of indebtedness?

This field is required

If qualifying under this criteria, please submit the following:

A letter from County Audit-Controller certifying the district's current year assessed valuation has been submitted or will be uploaded with this application.

Please answer question


A copy of the appropriate Bond booklets, COP booklets, or other documentation that verifies the district's level of bonded indebtedness has been submitted or will be uploaded with this application. 

Please answer question

A copy of the last published annual audit report.

Please answer question

2. Did the district have a successful registered voter bond election for at least the maximum amount allowed under Prop. 39 within the previous two years from the date of this financial hardship request?

3. Is the district's total bonding capacity at the time of the request for Financial Hardship status \$5 million or less? 

4. Is the district submitting under other evidence?

Access OPSC Online

(Financial Hardship Checklists)

Financial Hardship Checklist

✓ County Office of Education

✓ Section A.

● Section B.

! Review

● Submit

Section B.

Section B.

1. Is the district's current outstanding bonded or school facility related indebtedness at least 60% of the total bonding capacity of the district? ?

Yes No

What is the district's percentage of indebtedness?

65.7 %

If qualifying under this criteria, please submit the following:

A letter from County Audit-Controller certifying the district's current year assessed valuation has been submitted or will be uploaded with this application.

Yes No

A copy of the appropriate Bond booklets, COP booklets, or other documentation that verifies the district's level of bonded indebtedness has been submitted or will be uploaded with this application. ?

Yes No

A copy of the last published annual audit report.

Yes No

2. Did the district have a successful registered voter bond election for at least the maximum amount allowed under Prop. 39 within the previous two years from the date of this financial hardship request?

Yes No

3. Is the district's total bonding capacity at the time of the request for Financial Hardship status \$5 million or less? ?

Yes No

4. Is the district submitting under other evidence?


Yes No

← Previous

Continue →

Access OPSC Online


(Financial Hardship Checklists)

ResourcesAccountingAdminGrantsReportsUsersDistrictDashboard

✓

Section B.

Section B.

1. Is the district's current outstanding bonded or school facility related indebtedness at least 60% of the total bonding capacity of the district? 

Yes


What is the district's percentage of indebtedness?

65.7 %

If qualifying under this criteria, please submit the following:

A letter from County Audit-Controller certifying the district's current year assessed valuation has been submitted or will be uploaded with this application.

Yes

A copy of the appropriate Bond booklets, COP booklets, or other documentation that verifies the district's level of bonded indebtedness has been submitted or will be uploaded with this application. 

Yes

A copy of the last published annual audit report.

Yes

2. Did the district have a successful registered voter bond election for at least the maximum amount allowed under Prop. 39 within the previous two years from the date of this financial hardship request?

No

A copy of ballot issue/voter bond pamphlet.

(N/A)

Certification from Registrar of Voters

(N/A)

Access OPSC Online

(Financial Hardship Checklists)

from the date of this financial hardship request?

A copy of ballot issue/voter bond pamphlet.

(N/A)

Certification from Registrar of Voters

(N/A)

Documentation supporting date of election, amount of bond, purpose of bond, and percent of "Yes" vote on bond.

(N/A)

3. Is the district's total bonding capacity at the time of the request for Financial Hardship status \$5 million or less? 

No

A letter from County Auditor-Controller certifying the district's current year assessed valuation.

(N/A)

4. Is the district submitting under other evidence?

No

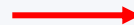
Please submit a School District Appeal Request (Form SAB 189) with information and documentation to support the request.

(N/A)

Edit Page →



Previous



Continue →

Access OPSC Online

(Financial Hardship Checklists)

Financial Hardship Checklist

- ✓ County Office of Education
- ✓ Section A.
- ✓ Section B.
- ✓ Review
- Submit

Submit

This request for Financial Hardship Determination is being submitted electronically via OPSC Online.

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☐ I have uploaded all required documents required on the [FH Eligibility Determination - Phase I Submittal Checklist](#).

[Upload file\(s\)](#)

All uploaded files for this application are always available on the [Financial Hardship Dashboard](#).

☐ I certify, as the School District Superintendent and/or Authorized School District Representative, that I have reviewed the request and that the information certified on this request is true and correct; and that I am the School District Superintendent and/or, Authorized School District Representative.

Preparer's Title

Preparer's Name

Preparer's Phone

Preparer's Email

District Representative / Superintendent Name

District Representative / Superintendent Phone Number

Access OPSC Online

(Financial Hardship Checklists)

The screenshot shows the 'Office of Public School Construction' website. The main navigation bar includes links for Accounting, Admin, Grants, Reports, Users, District, and Dashboard. The user is logged in as 'Welcome Jason'. The page title is 'Financial Hardship Package • Financial Hardship Checklist - Phase 1'. The left sidebar shows a progress bar with steps: County Office of Education, Section A, Section B, Review, and Submit (selected). The main content area is titled 'Submit' and contains a form for submitting a request. A modal window titled 'Upload Files' is open, showing a table of uploaded files. The table has columns: File Name, Description, Document Type, Created, and Last Modified. One file is listed: 'Robla SD - Financial Hardship Checklist - Phase 1.pdf' with a 'Remove' link. The modal also shows '1 total' files and a status message 'Please stay here until file upload(s) complete'. A red arrow points to the 'Upload Files' button in the modal.

CA GOV

Office of Public School Construction

Financial Hardship Package • Financial Hardship Checklist - Phase 1

Financial Hardship Checklist

- County Office of Education
- Section A.
- Section B.
- Review
- Submit**

Submit

This request for Financial Hardship Package is for the following:

- Requests for Financial Hardship Package submitted to OPSC Online
- signature for the request must be mailed to the County Office of Education
- Districts and School Districts must submit the request
- Once an approved request is received, the request will be processed

☐ I have uploaded the request to OPSC Online

☐ I certify, as the School District Superintendent and/or Authorized School District Representative, that I have reviewed the request and that the information certified on this request is true and correct; and that I am the School District Superintendent and/or, Authorized School District Representative.

Preparer's Title

Preparer's Name

Preparer's Phone

Upload Files

File Name	Description	Document Type	Created	Last Modified
Robla SD - Financial Hardship Checklist - Phase 1.pdf	Assessed Valuation	Assessed Valuation	12/13/2022	12/13/2022

1 total

Please stay here until file upload(s) complete

Cancel Upload Files

Back to Top Conditions of Use Privacy Policy Contact Us Register to Vote Governor

Access OPSC Online

(Financial Hardship Checklists)

The screenshot shows the 'Office of Public School Construction' website. The main navigation bar includes links for Accounting, Admin, Grants, Reports, Users, District, and Dashboard. The user is logged in as 'Welcome Jason'. The page title is 'Financial Hardship Package • Financial Hardship Checklist - Phase 1'. The left sidebar shows a progress bar with steps: County Office of Education, Section A, Section B, Review, and Submit (selected). The main content area is titled 'Submit' and contains a checklist of items to be submitted. An 'Upload Files' modal is open, showing a list of files. The modal has a 'Browse files' button at the top. Below it is a table with columns: File Name, Description, Document Type, Created, and Last Modified. The table contains one entry: 'Robla SD - Financial Hardship Checklist - Phase 1.pdf' with a description of 'Assessed Valuation' and a document type of 'Assessed Valuation'. The file was created and last modified on 12/13/2022. Below the table, it says '1 total'. At the bottom of the modal, there is a red arrow pointing to a 'Done' button and an 'Upload Files' button.

Upload Files

Browse files

File Name	Description	Document Type	Created	Last Modified
Robla SD - Financial Hardship Checklist - Phase 1.pdf	Assessed Valuation	Assessed Valuation	12/13/2022	12/13/2022

1 total

Please stay here until file upload(s) complete

Done Upload Files

Access OPSC Online

(Financial Hardship Checklists)

Financial Hardship Checklist

- ✓ County Office of Education
- ✓ Section A.
- ✓ Section B.
- ✓ Review
- **Submit**

Submit

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Preparer's Title

Preparer's Name

Preparer's Phone


Preparer's Email

District Representative / Superintendent Name

District Representative / Superintendent Phone Number

Access OPSC Online

(Financial Hardship Checklists)

 Office of
Public School Construction

ResourcesAccountingAdminGrantsReportsUsersDistrictDashboard

Section B.

Review

Submit

mailed to OPSC:

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Preparer's Title

Superintendent

Preparer's Name

Joe Montana

Preparer's Phone

(925) 847-1616

Preparer's Email

joe.montana@robla.org

District Representative / Superintendent Name

Joe Montana

District Representative / Superintendent Phone Number

(925) 847-1616

Phone Extension (optional)

Email Address

joe.montana@robla.org

Submit Paperless Application

Access OPSC Online

(Financial Hardship Checklists)

Financial Hardship Checklist

✓ County Office of Education

✓ Section A.

✓ Section B.

✓ Review

● Submit

Submit

✓ This paperless request for Financial Hardship Eligibility Determination was successfully submitted to OPSC.

Your Financial Hardship Request Package #: 001

Submittal Date: 12/13/2022

Preparer's Title: Superintendent

Preparer's Name: Joe Montana

Preparer's Phone: (925) 847-1616

Preparer's Email: joe.montana@robla.org

District Representative / Superintendent Name: Joe Montana

District Representative / Superintendent Phone Number: (925) 847-1616

Phone Extension (optional):

Email Address: joe.montana@robla.org

What's Next

Please review this package's uploaded documents on the [Financial Hardship Dashboard](#) to ensure all required documents are uploaded and properly named. If any documents are missing, OPSC will notify the District to upload the documents within 7 working days after the submittal date 2022-12-13 02:05 PM. If the District is unable to meet this requirement, it will lead to the request being rejected. The District will be allowed to submit a new package when they are ready with a complete application.

The completed checklist can be [downloaded here](#) at anytime for your records, but it is no longer necessary to be signed with a wet-signature and mailed in. Uploaded files for this application are always available via the [Financial Hardship Dashboard](#). A complete paperless submission is all OPSC will need to begin processing your request for Financial Hardship Eligibility Determination.

Application Options

Upload Remaining Files

Ensure your application is complete by uploading any remaining documents now.

Review Required Documents

Download Completed Form

Go To Financial Hardship Dashboard

Access OPSC Online

(Financial Hardship Checklists)

Dashboard / Financial Hardship Package

District: 67421 ROBLA ELEMENTARY
County: Sacramento

Financial Hardship Package

Request Number: 001

Package Status: **Submitted**

Update Overall Package Status

Robla Phase I FH Checklist 2023 **Submitted**

Request Number: 001

Financial Hardship Package • Financial Hardship Checklist - Phase I

Package Audit Dates:

Package Received Date: 12/13/2022 [Edit](#)

Approval Letter Date: [Add Approval Letter Date](#)

OPSC Findings Letter Date: [Add OPSC Findings Letter Date](#)

Received Date: 12/13/2022

District: 67421 Robla Elementary

County Name: Sacramento County

This is an FH package Re-review ☐

Hide

FH 180 Day Period Start: [Add FH 180 Day Period Start](#)

FH 180 Day Period End: [Add FH 180 Day Period End](#)

District Response Date: [Add District Response Date](#)

Signed Fund Worksheets Received Date: [Add Signed Fund Worksheets Received Date](#)

Update Overall Checklist Status

Submitted Versions

Name	Status	Version Received Date	Submitted By	Updated	
Version 1	Submitted	12/13/2022	Jason Hernandez	12/13/2022	Options

Drafts

No Drafts

New Blank Draft

Uploaded Files

Upload File

Activity

Notes

New Note

Phase 1

Robla Phase I FH Checklist 2023

Submitted

Financial Hardship Checklist - Phase I

Phase 2

Create Phase 2 Checklist

You may now complete
and submit a Phase 2 checklist form.

Associated Projects

View associated projects for this package

Access OPSC Online

(Financial Hardship Checklists)

Dashboard / Financial Hardship Package

District: 67421 ROBLA ELEMENTARY
County: Sacramento

Financial Hardship Package

Request Number: 001

Package Status: **Submitted**

[Update Overall Package Status](#)

Phase 1

Robla Phase I FH Checklist 2023



Submitted

Financial Hardship Checklist - Phase I

Phase 2

[Create Phase 2 Checklist](#)

You may now complete
and submit a Phase 2 checklist form.

Associated Projects



View associated projects for this package

Create Linked Application

District

67421 ROBLA ELEMENTARY

Financial Hardship Phase

Financial Hardship Phase II

Please enter checklist nickname

Robla Phase II FH Checklist 2023

[Cancel](#)

[Create Checklist](#)

Access OPSC Online

(Financial Hardship Checklists)

Dashboard / Financial Hardship Package

District: 67421 ROBLA ELEMENTARY
County: Sacramento

Financial Hardship Package

Request Number: 001
Package Status: **Submitted**

Update Overall Package Status ▾

Phase 1

Robla Phase I FH Checklist 2023

Submitted
Financial Hardship Checklist - Phase I

Phase 2

Robla Phase II FH Checklist 2023

Draft
Financial Hardship Checklist - Phase II

Associated Projects

Robla Phase I FH Checklist 2023 **Submitted**

Request Number: 001

Financial Hardship Package • Financial Hardship Checklist - Phase I ⓘ

Package Audit Dates:

Package Received Date: 12/13/2022 [Edit](#)
Approval Letter Date: [Add Approval Letter Date](#)
OPSC Findings Letter Date: [Add OPSC Findings Letter Date](#)

Received Date: 12/13/2022
District: 67421 Robla Elementary
County Name: Sacramento County
This is an FH package Re-review ☐
[Hide](#) ⌵

Package Received Date: 12/13/2022 [Edit](#)

Approval Letter Date: [Add Approval Letter Date](#)

OPSC Findings Letter Date: [Add OPSC Findings Letter Date](#)

FH 180 Day Period Start: [Add FH 180 Day Period Start](#)

FH 180 Day Period End: [Add FH 180 Day Period End](#)

District Response Date: [Add District Response Date](#)

Signed Fund Worksheets Received Date: [Add Signed Fund Worksheets Received Date](#)

Update Overall Checklist Status ▾

Submitted Versions

Name ▾	Status ▾	Version Received Date ▾	Submitted By ▾	Updated ▾	Options ▾
Version 1	Submitted	12/13/2022	Jason Hernandez	12/13/2022	Options ▾

Drafts

[New Blank Draft](#)

No Drafts

Uploaded Files

[Upload File](#) 

Activity

Notes

[New Note](#)

Assessed Valuation from County Audit

Jason Hernandez Submitted Version 1 12/13/2022

No Notes

Access OPSC Online

(Financial Hardship Checklists)

Dashboard / Financial Hardship Package

District: 67421 ROBLA ELEMENTARY
County: Sacramento

Financial Hardship Package

Robla Phase II FH Checklist 2023 Draft

Financial Hardship Package • Financial Hardship Checklist - Phase II

District: 67421 Robla Elementary
County Name: Sacramento County

This is an FH package Re-review ☐ Hide

Package Audit Dates:

Package Received Date: 01/03/2023 [Edit](#)
Approval Letter Date: [Add Approval Letter Date](#)
OPSC Findings Letter Date: [Add OPSC Findings Letter Date](#)

FH 180 Day Period Start: [Add FH 180 Day Period Start](#)
FH 180 Day Period End: [Add FH 180 Day Period End](#)
District Response Date: [Add District Response Date](#)
Signed Fund Worksheets Received Date: [Add Signed Fund Worksheets Received Date](#)

Add Package Name

Request Number: 001
Package Status: Submitted

[Update Overall Package Status](#)

Phase 1

Robla Phase 1 FH Checklist 2023

Submitted
Financial Hardship Checklist - Phase I

Phase 2

Robla Phase II FH Checklist 2023

Draft
Financial Hardship Checklist - Phase II

Submitted Versions

No Submitted Versions

Drafts

[New Blank Draft](#)

Name	Status	Created By	Last Edited By	Updated	
Draft 1	Draft	Jason Hernandez	Jason Hernandez	01/03/2023	Options

Uploaded Files

[Upload File](#)

No Files

Activity

Jason Hernandez Created Draft 1 01/03/2023

Notes


[New Note](#)

No Notes

Access OPSC Online

(Financial Hardship Checklists)

Robla Phase II FH Checklist 2023 Draft

Financial Hardship Package • Financial Hardship Checklist - Phase II 

District: 67421 Robla Elementary
County Name: Sacramento County

This is an FH package Re-review ☐

Financial Hardship Checklist

Funding Sources

Evidence Required

Review

Submittal

Funding Sources

Is this Phase II Checklist a new request or a renewal? 

☐ New ☐ Renewal

Funding Sources (Per Education Code Section 17075.15(c) & Regulation Section 1859.81(a))

NOTE: All fund sources that could be used for capital facility purposes need to be included in the Financial Hardship package, regardless of what fund the proceeds are deposited into.

A. Has the district issued any Certificates of Participation (COP) in the last three years?

Yes No

B. Will any Certificates of Participation (COP) be issued within the next 12 months from the date of the Financial Hardship submittal?

Yes No

C. Has the district passed any General Obligation Bonds (2/3, Proposition 39) or Mello Roos Bonds within the last three years?

Yes No

D. Does the district have any developer fee "In Lieu" agreement(s) in effect or pending that affects the amount of developer fees collected by the district?

Yes No

E. Does the district have any bonds that are authorized but unsold?

Yes No

F. Has the district received any proceeds from sale of surplus real property within the last three years?

Yes No

G. Has the district received any other source of funding within the last three years not previously listed that could be used for capital facility purposes?



Yes No

H. In the previous two fiscal years has the district made Inter-Fund transfers, in or out of

Yes No

Access OPSC Online

(Financial Hardship Checklists)

Public School Construction

Contact Us ⚙️ Settings Welcome Jason ▾

Project Reporting Resources Accounting Admin Grants Reports Users District Dashboard

☐ Submittal

A. Has the district issued any Certificates of Participation (COP) in the last three years?

Yes No

B. Will any Certificates of Participation (COP) be issued within the next 12 months from the date of the Financial Hardship submittal?

Yes No

C. Has the district passed any General Obligation Bonds (2/3, Proposition 39) or Mello Roos Bonds within the last three years?

Yes No

Please indicate the date(s) passed and the dollar amount(s):

	2nd Prior Year	Prior Year	Current Year
Year	<input type="text"/>	<input type="text"/>	<input type="text"/>
Amount	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>

Please indicate what Fund the proceeds were deposited into:

Please provide a trial balance and/or General Ledger detail evidencing the proceeds were deposited in that fund.

Enclosed

Please provide a copy of the bond book(s) and official copy of the ballot issue(s) as part of the Financial Hardship package.

☐ Yes ☐ No ☐ Previously Submitted

If no, the package will be returned

D. Does the district have any developer fee "In Lieu" agreement(s) in effect or pending that affects the amount of developer fees collected by the district?

Yes No

Access OPSC Online

(Financial Hardship Checklists)

Submittal

A. Has the district issued any Certificates of Participation (COP) in the last three years?

Yes No

B. Will any Certificates of Participation (COP) be issued within the next 12 months from the date of the Financial Hardship submittal?

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Yes No

Please indicate the date(s) passed and the dollar amount(s):

	2nd Prior Year	Prior Year	Current Year
Year	<input type="text"/>	2022	<input type="text"/>
Amount	\$ <input type="text"/>	\$ 10,000,000	\$ <input type="text"/>

Please indicate what Fund the proceeds were deposited into:

Fund 21

Please provide a trial balance and/or General Ledger detail evidencing the proceeds were deposited in that fund.

Enclosed

☒ Yes ☐ No ☐ Previously Submitted

Please provide a copy of the bond book(s) and official copy of the ballot issue(s) as part of the Financial Hardship package.



If no, the package will be returned

D. Does the district have any developer fee "In Lieu" agreement(s) in effect or pending that affects the amount of developer fees collected by the district?


Yes No

Access OPSC Online

(Financial Hardship Checklists)

Office of
Public School Construction

Contact Us  Settings Welcome Jason ▾

Project Reporting Resources Accounting Admin Grants Reports Users District Dashboard

E. Does the district have any bonds that are authorized but unsold?

Yes No

F. Has the district received any proceeds from sale of surplus real property within the last three years?

Yes No

G. Has the district received any other source of funding within the last three years not previously listed that could be used for capital facility purposes?

Yes No

H. In the previous two fiscal years has the district made Inter-Fund transfers, in or out of a fund which contains capital facility related proceeds?

Yes No

Enclosed

Please submit General Ledger detail which documents the transfers over the last two fiscal years.

☒ Yes ☐ No ☐ Previously Submitted

Please provide a schedule of all the Inter-Fund transfers, in or out of a fund which contains capital facility related proceeds that lists:

Enclosed

(1) the fund transferred from, (2) the fund transferred to, (3) describes the purpose of the transfer, and (4) the date of the transfer.

Yes No


If the district has done inter-fund or other borrowing to start the project, please provide a copy of the Board resolution passed prior to the transfer stating the fund borrowed from, the fund loaned to, and the requirement to repay the loan within six months of receiving State funds.

Continue →

Access OPSC Online

(Financial Hardship Checklists)

Robla Phase II FH Checklist 2023 Draft


Financial Hardship Package • Financial Hardship Checklist - Phase II 

District: 67421 Robla Elementary
County Name: Sacramento County

This is an FH package Re-review ☐

Financial Hardship Checklist

 Funding Sources

 Evidence Required

 Review

 Submittal


Evidence Required

A. Summary of why the district is requesting financial hardship. This can be a short paragraph summarizing how the district meets the financial hardship criteria.

Yes No

B. District's Capital Outlay Plan for the next 5 years. If not available, please submit explanation why.

☐ Yes ☐ No ☐ Previously
Submitted

C. "Financial Hardship Project Worksheet" for each project and each phase of a project the district is requesting Financial Hardship assistance for. 

Yes No

D. "Financial Hardship Fund Worksheet" submitted for each fund within the Capital Project Funds and/or each Fund that contains capital facility related proceeds. These summarized fund worksheets reflect the district's financial condition pursuant to data from the latest Independent Audit Report, along with subsequent transactions in column 2 of the worksheets to arrive at the current available funds. A separate worksheet must be submitted for each fund that contains capital facility related proceeds.

Yes No

E. Trial Balance for each financial hardship fund worksheet the district is submitting. The trial balance should reflect the balances through the date of the fund worksheets.

Yes No

F. General Ledger (GL) Detail Report for the information in Column 1 and Column 2 of each Financial Hardship Fund Worksheet submitted.

Yes No

For example: The district's Fund 25 worksheet has Column 1 information for the 2005/2006 Fiscal Year ending 6/30/06. The Column 2 information is dated as of 10/1/07, therefore it contains data from the 2006/2007 Fiscal Year ending 6/30/07 and 3 months of information (7/1/07 thru 10/1/07) from the 2007/2008 Fiscal Year. This would mean the district would submit 3 General Ledger detail reports for Fund 25: (1) 7/1/05 thru 6/30/06, (2) 7/1/06 thru 6/30/07, and (3) 7/1/07 thru 10/1/07.

Access OPSC Online

(Financial Hardship Checklists)

H. Identify the purpose and provide necessary documentation for any restrictions on funds within any Special Reserve Fund.

☒ Yes ☐ No ☐ Previously Submitted ☐ N/A

Enclosed:

I. Identify and list in a spreadsheet all projects the District has applied to OPSC for and not yet received an apportionment by the SAB.

☒ Yes ☐ No ☐ N/A

J. Funds Spent on Financial Hardship projects.

Report all funds spent (to date) on financial hardship project(s) requested on a detailed expenditure report. A separate expenditure report must be submitted for each Financial Hardship Project Worksheet.

☒ Yes ☐ No ☐ N/A

If no funds have been spent on the project(s), submit a written statement to that effect.

☐ Yes ☐ No ☒ N/A

K. Documentation supporting any encumbrances the district is claiming (i.e. contracts/payment schedules).

☒ Yes ☐ No ☐ Previously Submitted ☐ N/A

All material should be clearly cross referenced and identified to the contract and to the encumbrance(s).

L. Is the district requesting an "Interim Housing" deduction against funds that would otherwise be considered available to future Financial Hardship projects?

☐ Yes ☒ No

M. Complete copy of last two Independent Audit Reports.

☒ Yes ☐ No ☐ Previously Submitted

N. Is current Unused Site Certification already on file with OPSC?

☒ Yes ☐ No ☐ N/A

[← Previous](#)

[Continue →](#)

Access OPSC Online

(Financial Hardship Checklists)

Robla Phase II FH Checklist 2023

Financial Hardship Package • Financial Hardship Checklist - Phase II 

District: 67421 Robla Elementary
County Name: Sacramento County

This is an FH package Re-review ☐

Financial Hardship Checklist

 Funding Sources

 Evidence Required

 Review

 Submittal

Review

Funding Sources

Is this Phase II Checklist a new request or a renewal? 

New

Funding Sources (Per Education Code Section 17075.15(c) & Regulation Section 1859.81(a))

NOTE: All fund sources that could be used for capital facility purposes need to be included in the Financial Hardship package, regardless of what fund the proceeds are deposited into.

A. Has the district issued any Certificates of Participation (COP) in the last three years?

No

Please indicate the date(s) issued :

(N/A)

Please indicate the dollar amount(s):

(N/A)

Sections

Funding Sources

Evidence Required

Options

 Duplicate As New Draft

 Upload file(s) for this application

 Preview Form Financial Hardship Checklist

 Manage Entire FH Package

Access OPSC Online

(Financial Hardship Checklists)

L. Is the district requesting an "Interim Housing" deduction against funds that would otherwise be considered available to future Financial Hardship projects?

No

This allowance is only when the district is applying for new construction projects.

- (1) Current Enrollment Certification/Projection (Form SAB 50-01),
- (2) Existing School Building Capacity (Form SAB 50-02),
- (3) The district's written estimation of the Interim Housing deduction needed for the coming year.

(N/A)

M. Complete copy of last two Independent Audit Reports.

Yes


N. Is current Unused Site Certification already on file with OPSC?

Yes

If no, please provide listing of the district's unused site(s) and intended purpose(s) or a statement that the district has no unused site.

(N/A)

 [Edit Page](#) 


 [Previous](#)

 [Continue](#) 

Access OPSC Online

(Financial Hardship Checklists)

Robla Phase II FH Checklist 2023 Draft

Financial Hardship Package • Financial Hardship Checklist - Phase II 

District: 67421 Robla Elementary
County Name: Sacramento County

This is an FH package Re-review ☐

Financial Hardship Checklist

☒ Funding Sources

☒ Evidence Required

☒ Review

☒ Submittal

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Preparer's Title

Preparer's Name

Preparer's Phone

Preparer's Email

Access OPSC Online

(Financial Hardship Checklists)

The screenshot shows the 'Robla Phase II FH Checklist 2023' page. On the left, a 'Financial Hardship Checklist' sidebar shows steps: Funding Sources, Evidence Required, Review, and Submittal (selected). The main content area is titled 'Submittal' and includes a checklist of requirements. An 'Upload Files' modal is open in the center, displaying a table of uploaded files. A red arrow points to the 'Done' button in the modal's footer.

Upload Files

[Browse files](#)


File Name	Description	Document Type	Created	Last Modified
Robla SD - Financial Hardship Checklist - Phase 2.pdf	2021 Audited Fin	Audited Final	01/03/2023	01/03/2023
Successfully Uploaded				
1 total				

Please stay here until file upload(s) complete

[Done](#) [Upload Files](#)

Access OPSC Online (Financial Hardship Checklists)

Robla Phase II FH Checklist 2023 Draft

Financial Hardship Package • Financial Hardship Checklist - Phase II 

District: 67421 Robla Elementary
County Name: Sacramento County


This is an FH package Re-review ☐

Financial Hardship Checklist

 Funding Sources

 Evidence Required

 Review

 Submittal

Submittal


This request for Financial Hardship Determination is being submitted electronically via OPSC Online.

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Preparer's Title



Preparer's Name

Preparer's Phone


Preparer's Email

Access OPSC Online

(Financial Hardship Checklists)



Contact Us ⚙ Settings>Welcome Jason ▾

Office of
Public School Construction

Project ReportingResourcesAccountingAdminGrantsReportsUsersDistrictDashboard

● Submittal

- Once an application has uploaded a file, the file cannot be removed by the applicant.

☒

I have uploaded all required documents required on the **FH Eligibility Determination - Phase II Submittal Checklist**.

Upload file(s)

All uploaded files for this application are always available on the **Financial Hardship Dashboard**.

☒

I certify, as the School District Superintendent and/or Authorized School District Representative, that I have reviewed the request and that the information certified on this request is true and correct; and that I am the School District Superintendent and/or, Authorized School District Representative.

Preparer's Title

Superintendent

Preparer's Name

Joe Montana

Preparer's Phone

(925) 847-1616

Preparer's Email

joe.montana@robla.org

District Representative / Superintendent Name

Joe Montana


District Representative / Superintendent Phone Number


(925) 847-1616

Phone Extension (optional)

Email Address

joe.montana@robla.org



 Submit Paperless Application

Access OPSC Online

(Financial Hardship Checklists)

Financial Hardship Checklist

✓ Funding Sources

✓ Evidence Required

✓ Review

● Submittal

Submittal

✓ This paperless request for Financial Hardship Eligibility Determination was successfully submitted to OPSC.

Your Financial Hardship Request Package #: 001

Submittal Date: 01/03/2023

Preparer's Title: Superintendent

Preparer's Name: Joe Montana

Preparer's Phone: (925) 847-1616

Preparer's Email: joe.montana@robla.org

District Representative / Superintendent Name: Joe Montana

District Representative / Superintendent Phone Number: (925) 847-1616

Phone Extension (optional):

Email Address: joe.montana@robla.org

What's Next

Please review this package's uploaded documents on the [Financial Hardship Dashboard](#) to ensure all required documents are uploaded and properly named. If any documents are missing, OPSC will notify the District to upload the documents within 7 working days after the submittal date 2023-01-03 08:06 PM. If the District is unable to meet this requirement, it will lead to the request being rejected. The District will be allowed to submit a new package when they are ready with a complete application.

The completed checklist can be [downloaded here](#) at anytime for your records, but it is no longer necessary to be signed with a wet-signature and mailed in. Uploaded files for this application are always available via the [Financial Hardship Dashboard](#). A complete paperless submission is all OPSC will need to begin processing your request for Financial Hardship Eligibility Determination.

Application Options

Upload Remaining Files

Ensure your application is complete by uploading any remaining documents now.

Review Required Documents

Download Completed Form

Go To Financial Hardship Dashboard

Access OPSC Online

(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

Access OPSC Online

(Financial Hardship Checklists)

Financial Hardship Checklist

✓ Funding Sources

✓ Evidence Required

✓ Review

● Submittal

Submittal

✓ This paperless request for Financial Hardship Eligibility Determination was successfully submitted to OPSC.

Your Financial Hardship Request Package #: 001

Submittal Date: 01/03/2023

Preparer's Title: Superintendent

Preparer's Name: Joe Montana

Preparer's Phone: (925) 847-1616

Preparer's Email: joe.montana@robla.org

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Application Options

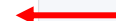
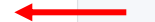
Upload Remaining Files

Ensure your application is complete by uploading any remaining documents now.

Review Required Documents

Download Completed Form

Go To Financial Hardship Dashboard



Access OPSC Online

(Financial Hardship Checklists)

Dashboard / Financial Hardship Package

District: 67421 ROBLA ELEMENTARY
County: Sacramento

Financial Hardship Package

Robla Phase II FH Checklist 2023 Submitted

Request Number: 001

Financial Hardship Package • Financial Hardship Checklist - Phase II

Received Date: 01/03/2023
District: 67421 Robla Elementary
County Name: Sacramento County

This is an FH package Re-review ☐
Hide

Add Package Name

Request Number: 001
Package Status: Submitted

Update Overall Package Status

Package Audit Dates:

Package Received Date: 01/03/2023 [Edit](#)
Approval Letter Date: [Add Approval Letter Date](#)
OPSC Findings Letter Date: [Add OPSC Findings Letter Date](#)

FH 180 Day Period Start: [Add FH 180 Day Period Start](#)
FH 180 Day Period End: [Add FH 180 Day Period End](#)
District Response Date: [Add District Response Date](#)
Signed Fund Worksheets Received Date: [Add Signed Fund Worksheets Received Date](#)

Phase 1

Robla Phase 1 FH Checklist 2023

Submitted

Financial Hardship Checklist - Phase I

Phase 2

Robla Phase II FH Checklist 2023

Submitted

Financial Hardship Checklist - Phase II

Update Overall Checklist Status

Submitted Versions

Name	Status	Version Received Date	Submitted By	Updated	
Version 1	Submitted	01/03/2023	Jason Hernandez	01/03/2023	Options

Drafts

New Blank Draft

No Drafts

Uploaded Files

Upload File

Activity

Notes






New Note

Audited Financial Statements


Jason Hernandez Submitted Version 1 01/03/2023

No Notes

OPSC Virtual Training

 Share:    

Careers Translate

 **Office of Public School Construction**

For example, how to sell to the state?

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HOME » OFFICE OF PUBLIC SCHOOL CONSTRUCTION » RESOURCES » OPSC VIRTUAL TRAINING SERIES

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

OPSC Virtual Training

The screenshot shows the YouTube channel page for OPSCYou. The browser address bar displays <https://www.youtube.com/user/opscopyou>. The channel banner features the text "Office of Public School Construction" in a green serif font, with "STAFF TO THE STATE ALLOCATION BOARD" in a smaller green sans-serif font below it. The channel logo, a blue square with "DGS" in white, is on the left, and "OPSCYou 122 subscribers" is to its right. A red "SUBSCRIBE" button is on the far right of the banner. Below the banner is a navigation bar with links for HOME, VIDEOS, PLAYLISTS, CHANNELS, and ABOUT. A search bar is also present. The left sidebar contains the YouTube logo, navigation links (Home, Explore, Subscriptions, Library, History), a sign-in prompt, and a "SIGN IN" button. Below the sidebar is a "BEST OF YOUTUBE" section with icons for Music, Sports, Gaming, Movies & Shows, News, Live, Fashion & Beauty, Learning, Spotlight, and 360° Video. The main content area shows a video titled "School Facility Program - Site Development Worksheets an..." with 57 views and posted 1 month ago. The video description states: "The Office of Public School Construction (OPSC) is conducted a free interactive workshop to provide School Districts, Local Educational Agencies, Architects, and other stakeholders with an overview and understanding on how to successfully complete a Site Development Worksheet for Additional Grants (SDWAG) as well as the Facility Hardship Cost Estimate (Form SAB 58-01). Topics included: READ MORE". Below the video is a section titled "OPSC Virtual Training Series" with a "PLAY ALL" button. The description for this series reads: "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." Below this is a row of video thumbnails with titles and durations: "K-12 School Facility Program (SFP) Audit Overview" (54:50), "Basics of State School Facility Program Funding" (34:14), "The Three 'Lists' and What it Means for Your Project" (22:07), "Facility Hardship and Seismic Mitigation" (34:53), "Overview of OPSC Online" (35:19), and "Funding Applications Dashboard" (46:45). The bottom of the page shows a row of video titles: "K-12 School Facility Program Audit Overview", "Basics of State School Facility Program Funding", "The Three 'Lists' and What it Means for Your Project", "Facility Hardship and Seismic Mitigation", "Overview of OPSC Online", and "OPSC Online - Submitting School Facility Program".

<https://www.youtube.com/user/opscopyou>

OPSCYou 122 subscribers

Office of Public School Construction
STAFF TO THE STATE ALLOCATION BOARD

School Facility Program - Site Development Worksheets an...
57 views • 1 month ago

The Office of Public School Construction (OPSC) is conducted a free interactive workshop to provide School Districts, Local Educational Agencies, Architects, and other stakeholders with an overview and understanding on how to successfully complete a Site Development Worksheet for Additional Grants (SDWAG) as well as the Facility Hardship Cost Estimate (Form SAB 58-01).
Topics included:
READ MORE

OPSC Virtual Training Series ▶ PLAY ALL

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.

K-12 School Facility Program (SFP) Audit Overview 54:50

Basics of State School Facility Program Funding 34:14

The Three "Lists" and What it Means for Your Project 22:07

Facility Hardship and Seismic Mitigation 34:53

Overview of OPSC Online 35:19

Funding Applications Dashboard 46:45

K-12 School Facility Program Audit Overview • **Basics of State School Facility Program Funding** • **The Three "Lists" and What it Means for Your Project** • **Facility Hardship and Seismic Mitigation** • **Overview of OPSC Online** • **OPSC Online - Submitting School Facility Program**

<https://www.youtube.com/user/opscopyou>

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 - Operations Manager, Fiscal
Services





QUESTIONS AND ANSWERS