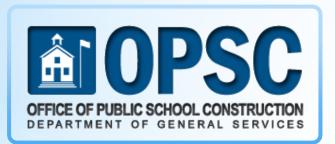
### Office of Public School Construction



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

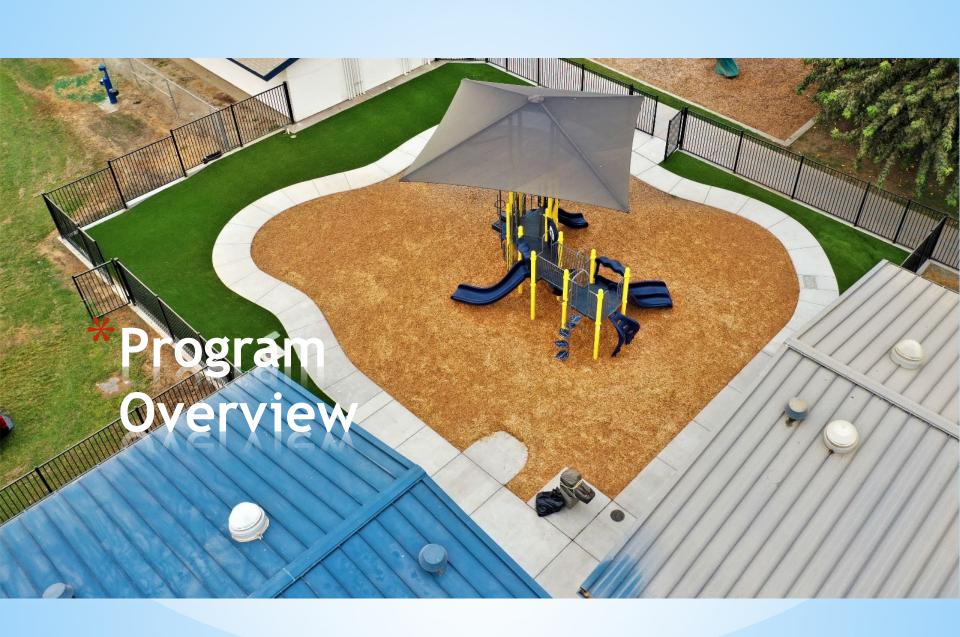


### CALIFORNIA PRESCHOOL, TRANSITIONAL KINDERGARTEN AND FULL-DAY KINDERGARTEN FACILITIES GRANT PROGRAM

Presented by

Office of Public School Construction (OPSC)

January 18, 2023





## \*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

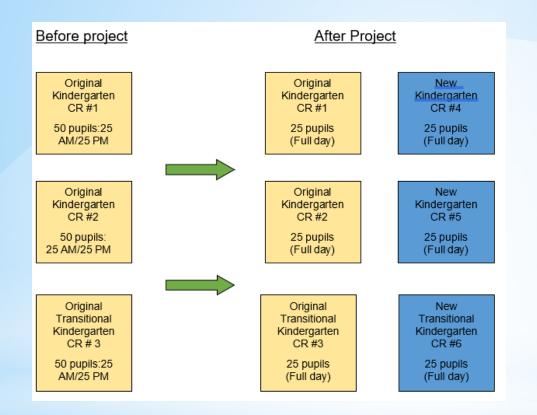
- \* Districts are considered lacking preschool, transitional kindergarten and full-day kindergarten facilities if:
  - \* Site's enrollment exceeds site's kindergarten compliant classroom capacity
  - \* Classrooms constructed as kindergarten classrooms or altered to house kindergarten students, regardless 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 <sup>st</sup> Grade	e 2 <sup>nd</sup> Grade	3 <sup>rd</sup> Grad	e 3-Year Average						
70 pupils	65 Pupils	75 pupil	s <b>70 pupils/year</b>						
Preschool	Preschool and Transitional Kindergarten (TK) Classroom Need								
	Preschool	TK							
	70 Pupils	70 pupils							





## \* Example of Eligible Full-Day Project

## \* Types of Grants

### **New Construction**

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

### Retrofit

\* Increase number of program classrooms through retrofit of an existing facility

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

## \* Types of Grants (cont.)

### Grants without Advance

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

### Grants with Advance

\* For school districts that have none or only a portion of required supporting documentation

### \* New Construction

- \* Advance funding for design (40% of base grant)
- \* Advance funding for site acquisition

### \* Retrofit

\* Advance funding for design (25% of base grant)

## \* Types of Grants (cont.)

# Base grants can be increased by additional<br/>grantsRetrofit

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

### \* Automatic fire detection/alarm system

- \* Site development (35%)
- \* 50-year old utilities (15%)
- \* Project assistance



### \* What Makes a Complete Application?

### \* Items required for <u>all</u> application types:

- \* Application for Funding (Form SAB 70-01)
- \* School Board Resolution
- \* Detailed site map must include:
  - \* Current use of <u>all</u> 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 <u>all</u> 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 <u>all</u> 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 <u>without</u> 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 <u>with</u> 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

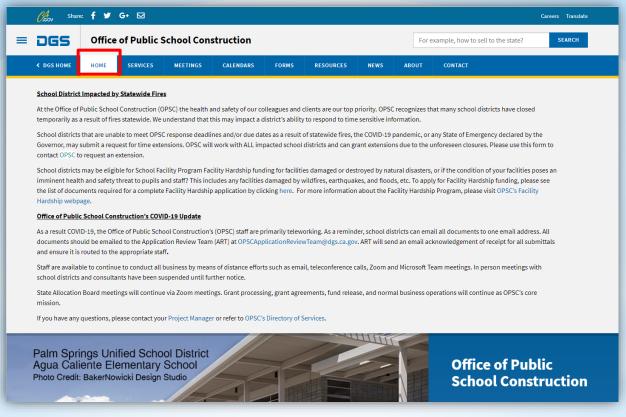
### Additional Items for Retrofit Applications

- \* Retrofit Grant <u>without</u> 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 <u>with</u> 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

What he a los Mill m

### Access OPSC Online (OPSC Internet)



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.







**OPSC Virtual Training Series** 



Sale of Surplus Site Sale Proceeds

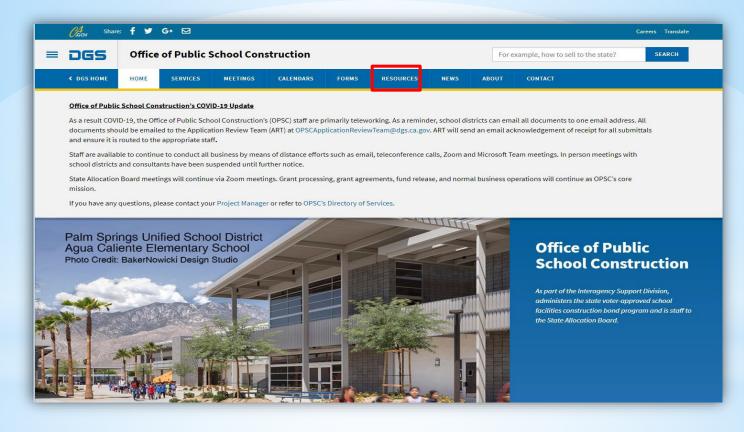




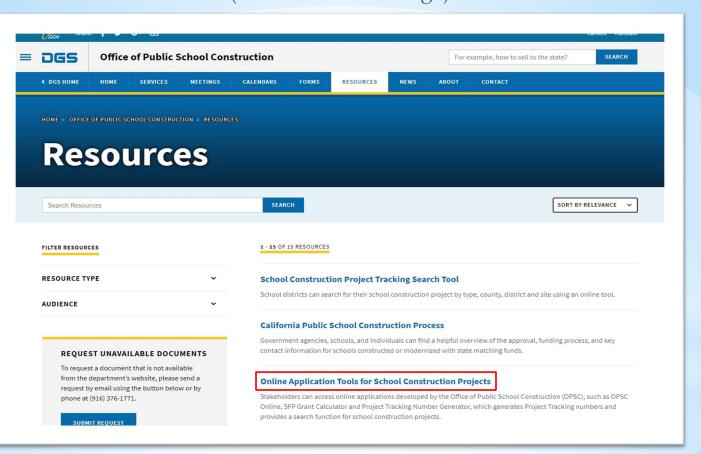


MORE »

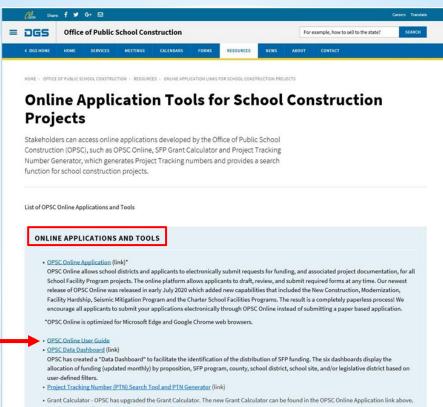
### Access OPSC Online (OPSC Internet)



### Access OPSC Online (OPSC-Resource Page)



### Access OPSC Online (OPSC-Resource Page)



- 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

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Public School Construction			$\mathbf{Q}_{0}^{0}$		<u>lılı</u>	<b>*2*</b>	₽≡	Â
	Resources	Accounting	Admin	Grants	Reports	Users	District	Dashboard
	Public School Constr	ruction						
	SIGN IN TO CONTIN	IUE						
	Enter email		ן					
	This field is required							
	Password	<b>A</b>						
	SIGN IN							
	Forgot your password or other tro Reset your password Don't have an account? Request For additional guidance please re Online User Guide	a new account	2					
	W3C WAI-AA WCAG 2.1							

### \* How to Submit an Application on OPSC Online

Public Sc	chool Cons	struction			Resources		<b>O</b>	Grants	Reports	<b>U</b> sers	District	A Dashboard
Funding Ap	olications	6			Resources	Accounting	Admin	Grants	Reports	03613	District	Dashboard
â Create New SFP			New Preschool/TK/	FDK Funding Applic	ation							
District		HSAA			Project # /	Filter Any			Course A			
	•			•					Search Al			
Application Name ≎	Project Type ≎	Status 🗘	OPSC App # ≎	School/Site ≎	District 🗘	Project 1 Number	-	OPS0 Rece	: ived ≎	SAB Date		st dated ≎
No data to display											_	
0 Apps Total	Items Per Page	25 ~							Fii	rst Prev	1 Next	Last

### \* How to Submit an Application on OPSC Online (continued)

## Create a New Preschool / Transitional Kindergarten <sup> •</sup> / 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 <b>@</b> Refer to Section 1860.7 for the eligibility criteria	~
Please enter your primary Project Tracking Number (PTN #) first, followed by additional PTN #s 🕢	- +PTN I Press the Enter ଏ key to save
Please enter application nickname	
	Cancel Continue >

## \* Site Info

Site Info		Gross Number of Purchased Acres 👔
Is the district submitting for full funding?	Yes No	
Project to be located on 🚱	Please make a selection	Master Plan Acreage Site Size (Useable) 🔞
The Project is an existing school site:		
Select the appropriate school or site for this application $  \Theta $	Please make a selection	Recommended Site size (Useable)
Contingency Site Approval Date 🔞	MM/DD/YYYY	
	You can add up to 5 Date(s)	Existing Acres (Useable) 🔞
CDE Site Approval Date 🕢	MM/DD/YYYY	Proposed Acres (Useable)
	You can add up to 5 Date(s)	rioposed Acres (oscable)
CDE Plan Approval Date 😧	MM/DD/YYYY	
	You can add up to 5 Date(s)	
CDE Gross Approved Acres 🛛 🕢		

### 

## \* Project Type

Pupil Grants Requested o	
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*



Enrollment Data								
Form SAB 70-01 Enrollment 📀								
	3rd prev.	2nd prev.	Prev.	Current				
	18/19	19/20	20/21	21/22 ~				
Preschool								
тк								
к								
1								
2								
3								
1								

## \* 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			Transitional Kindergarten (185)	
0	Sample Elementary	Sample Elementary		

## \* Preference Point

Ę

Preference Point @			
Project Funding Order 🔞	#	of	project
Are you seeking Preference Points for Financial Hardship Status? 🔞	Yes No Please ans	wer question	
Does the District have current Financial Hardship Approval?	Yes No Please ans	wer question	
Free and Reduced Price School Meal (FRPM) Percentage of School District (reported to one decimal place)			
Enrollment Year of FRPM			

### \* Finding FRPM

۲ŵ \*

#### 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) Determine a time frame. Single year -- select year 1. Select Level 2021-22 ×  $\sim$ 2) Type a portion of the name then press the "Submit" button. 2. Select Subject Free and Reduced Price Meals  $\sim$ Submit

**DATA**QUEST

Select Year of Data and Enter District Name

California DEPARTMENT OF EDUCATION

CDE Home » DataQuest » Select Criteria

Questions: Data Reporting Office | 916-327-0219

3. Select Submit

Submit Reset

District



## \* Additional Grant Request

Additional Grant	Request		50 percent actual DTSC Fee 🔞	\$	
Total number of classroom	(s) for which the District is requesting funding		DTSC Fee 15 percent appraised value 🔞	\$	
Number of CA Preschool cl	assrooms for which the District is requesting funding		50 percent hazardous waste 😨	\$	
Number of Transitional Kir funding	ndergarten classrooms for which the District is requesting		50 percent estimated hazardous waste removal 🔞	\$	
Number or Full-day Kinder	garten classrooms for which the District is requesting funding		Response Action (RA) 😨	Yes	No
Are you planning to build N	Aulti Level classrooms?	Yes No			
Will you be requesting Pro	iect Assistance? 🔞	Yes No	Site Development		
Site Acquisition	n		Are you requesting Site Development? 🔞	Yes	No
Is the district requesting th	e 2% grant?	Yes No	Fire Sefety		
			Fire Safety		
50 percent Actual Cost 💡		\$	Automatic Fire Detection/Alarm System 🔞	Yes	No
			Automatic Fire Sprinkler System	Yes	No
50 percent Appraised Value		\$		les	NU



## \* Project Progress

Project Progress	
Has the District awarded construction contracts for this project 🚱	
← Previous	Continue 🔶

#### Licensed Architect

I certify as the architect of record for the project or as a licensed architect that: 0

- 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)

+ DSA App #

MM/DD/YYYY

Certify

O 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 🔞

Related DSA Application(s)



#### Licensed Design Consultant

 $\Box$ 

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

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

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

Previous	Continue	÷
	Certify	
Design Consultant Signature Date 🔞	MM/DD/YYYY	
Design Consultant Name 🔞		

\* Licensed Design Consultant

#### 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 No Yes Date District Representative / Superintendent Phone Number Phone Extension (optional)

District Representative / Superintendent Name 🔞

## \* Certifications

## \*Financial Hardship and Funding Order

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#### \* 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

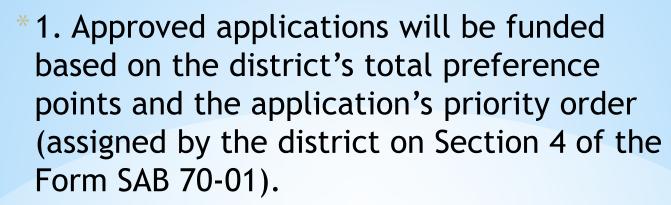
- \* After the Filing Round has closed, OPSC staff will review all applications submitted to validate preference points to determine the Funding Order (discussed in the next slides)
- \* OPSC will contact the district with any questions, requests for additional information, and/or necessary corrections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

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

### \* Funding Order

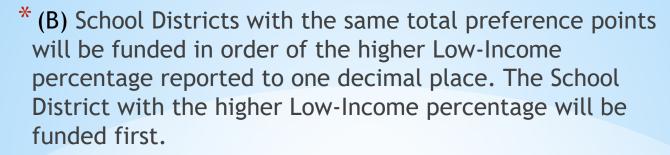
- Preference points are assigned to each application
  - \* 80 maximum points possible
  - \* Financial Hardship requirements met: 40 points (must qualify as a Financial Hardship District and be unable to contribute all or a portion of the matching share)
  - \* Low Income: Up to 40 points
  - Percentage 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



\* (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.)



\* (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.

# \*Funding Order (cont.)



\* 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.

# \*Partial Funding Order

## Release and Reporting

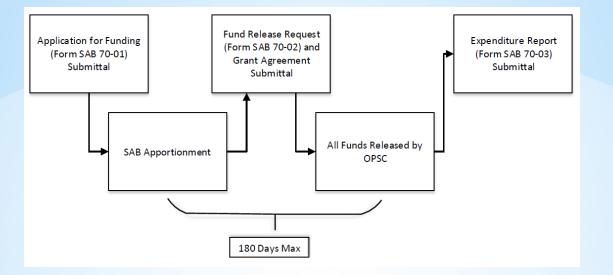
### \* Fund Release Process

New Construction or RetrofitNew Construction or RetrofitGrants withoutAdvanceGrants withAdvanceGrants withAdvance

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

- \* Must submit *Fund Release Authorization* (Form SAB 70-02) with all approvals within <u>12</u> <u>months</u> of apportionment
- Must execute and submit grant agreement before release of <u>any</u> funds
- Advance funds will be made available after apportionment and will be released upon receipt of a Grant Agreement





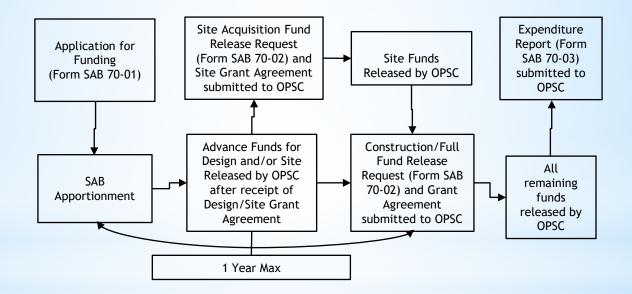
### \* Sample Program Timeline

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

\* <u>https://www.dgs.ca.gov/OPSC/Services/Page-</u> <u>Content/Office-of-Public-School-Construction-</u> <u>Services-List-Folder/Access-Full-Day-Kindergarten-</u> <u>Facilities-Grant-Program-Funding#@ViewBag.JumpTo</u>

#### \* OPSC Online

\* https://www.webapps.dgs.ca.gov/opsc/opsconline/

#### \* PTN Generator and Project Tracker

\* <u>https://www.dgsapps.dgs.ca.gov/opsc/PT/Ptn/Defau</u> <u>lt.aspx</u>

### \* 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

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project, used with permission of Woodville

## **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)
  - <u>https://dgs.ca.gov/opsc/forms</u> for Phase I Checklist
- Phase II Determines Amount of District Funds Available for Contribution.
  - <u>https://dgs.ca.gov/opsc/forms</u> for Phase II Checklist
  - Available funds has two components: available funds and contribution due to expenditure

#### Ē

#### **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						
А	В	С	D	E	F	
					Audited	
				Reported Remaining	Encumbrance	
Vendor	Contract Date	Contract \$	Expended to Date	Encumbrance (C -D)	Amount	Comments
Bell Roof Company	8/10/2021	\$820.000	\$23,740	\$796,260		Bid No. 21-22-01 - Bid Package #1 and #2
Denritoer company	0/10/2021	\$020,000	\$0	+	\$0	Diarto. 2122 of Diar ackage # faila #
		\$0	\$0	• •	\$0	
		40	ψυ	ψυ	ψυ	
			Total	\$796.260	\$796,260	
			Total	ψ130,200	\$150,200	
Fund XX - Encumbrances						
Fullu AA - Eliculibralices						
					A could be at	
				Description of the second second	Audited	
		0	<b>F 1 1 1</b>	Reported Remaining	Encumbrance	<b>0</b>
Vendor	Contract Date	Contract \$	Expended	Encumbrance (C -D)	Amount	Comments
San Marino Roof Company		\$500,000	\$450,000	\$50,000		\$270,738 Encumbrance - No Contract
OpTerra Energy Services	1/26/2017	\$4,021,153	\$3,368,242	\$652,911	\$650,000	
						Only one year of COP payments eligible
Certificate of Participation (COP)		\$3,500,000	\$0	+ -	+	as an encumbrance
		\$0	\$0	\$0	\$0	
			Total	\$4,202,911	\$1,020,000	
Fund XX - Encumbrances						
					Audited	
				Reported Remaining	Encumbrance	
Vendor	Contract Date	Contract \$	Expended	Encumbrance (C -D)	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	
ledesma & Meyer Const.		\$0	\$0	\$0	\$0	
		\$0	\$0	\$0	\$0	
		\$0	\$0	\$0	\$0	
		••	•••	•••		
			Total	\$243,517	\$237,702	
4						



### **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)

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SIGN IN TO CONTINUE	
Enter email	
This field is required	
Password	
SIGN IN	
Forgot your password or other trouble sig	gning in
Reset your password	
Don't have an account? Request a new ac	
For additional guidance please review the	e OPSC
Online User Guide	

### Access OPSC Online (Click on District Tab)

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	Financial Hardship Package							
	Financial Hardship Checklist - Phase I							
	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.							
	Start Application							

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	Section A.	Is the school district a County Office of Education?	res No								
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Public School Construction		Resources	 Accounting	Admin	Grants	Reports	Users	<b>≧</b> ≡ District	<b>A</b> Dashboard
Financial Hardship Checklist County Office of Education Section A. Section B. Review Submit	Section A.  Section A.  I. Is the district levying developer fees at the maximum rate justified under law?  I. Is the district renewing their Financial Hardship status for a new construction project?  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.  I. Is a copy of the school board resolution implementing the current fees attached?  Person Place ensure to upload a copy of school board resolution that is implementing the current fees at current fees.  I. If the district is sharing developer fees with other school districts: has a copy of the agreement will be uploaded with this application, select "ves".  I. 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 fees justification study showing a lesser amount to be collected? Is this justification study included in the financial hardship submittal?  Perious  Provious								

Public School Cor	nstruction		Resources	Accounting	Admin	Grants	Reports	Users	District	Dashboard
	Financial Hardship Checklist	Section B.								
	County Office of Education	Section B.								
	Section A.	1. Is the district's current outstanding bonded or school facility related indebtedness at least 60% of the total bonding capacity of the district?								
	Section B.									
	Review	What is the district's percentage of indebtedness? 65.7 %								
	Submit	If qualifying under this criteria, please submit the following:								
		A letter from County Audit-Controller certifying the district's current Yes No year assessed valuation has been submitted or will be uploaded with this application.								
		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.								
		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?								
		3. Is the district's total bonding capacity at the time of the request for Financial Hardship Yes No status \$5 million or less?								
		4. Is the district submitting under other evidence? Yes No								
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Public School Construction				sers District Dashboard					
Financial Hardship Checklist	Review		Sections County Office of Education						
County Office of Education	County Office of Education								
Section A.	Is this a new request or a renewal?	New	Section B.						
Review     Submit	Is the school district a County Office of Education?	No	Options						
		Edit Page →	Preview Form Financial Hardship Checklist     Manage Entire FH Package						
	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.								

		Resources	Accounting	Admin	Grants	Reports	Users	District	Dashboard
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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)								

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n Public School Construction			Project Reporting	Resources	Accounting	Admin	Grants	Reports	Users D	istrict	Dashboard
	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? $oldsymbol{\Theta}$	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)									
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Financial Hardship Checklist	Section B.		Resources	Accounting	Admin	Grants	Reports	Users	District	Dashboard
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Section A.	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								
Section B.										
C Review	What is the district's percentage of indebtedness?	This field is required								
Submit	this application. A copy of the appropriate Bond booklets, COP booklets, or other	Yes     No       Please answer question       Yes     No       Please answer question								
	has been submitted or will be uploaded with this application. ④ A copy of the last published annual audit report.	Yes No 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?	Yes No								
	3. Is the district's total bonding capacity at the time of the request for Financial Hardship status $55$ million or less? $\odot$	Yes No								
	4. Is the district submitting under other evidence?	Yes No								

Public School Cons	struction			Resources	Accounting	Admin	Grants	Reports	Users	District	Dashboar
	Financial Hardship Checklist	Section B.									
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	Section A.	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								
	Section B.										
	😲 Review	What is the district's percentage of indebtedness?	65.7 %								
	Submit	If qualifying under this criteria, please submit the following:									
		year assessed valuation has been submitted or will be uploaded with this application. 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								
		<ol> <li>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?</li> <li>Is the district's total bonding capacity at the time of the request for Financial Hardship</li> </ol>	Yes No								
		status \$5 million or less? 😧									
		4. Is the district submitting under other evidence?	Yes No								
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Different School Construction				F	Resources	Accounting	Admin	Grants	Reports	Users	District	Dashboard
	0	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)									

Public School Construction			R	lesources	Accounting	Admin	Grants	Reports	Users	District	Dashboard
	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)									
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💼 ິ Public School Construction			Resources	Accounting	Admin	Grants	Reports	Users	District	Dashboard
Financial Hardship Checklist Checklist Checklist Section A. Section B. Review Submit	Submit         This request for Financial Hardship Determination is being submitted electronically via OPSC Online.         • Requests may only be submitted by a School District Superintendent or Authorized School District Representative who is signed OPSC Online with their corresponding OPSC Online User ID. Submittal from these accounts is considered to be a unique electron signature for purposes of Financial Hardship Eligibility Determination requests. A printed, wet-signature request does not need mainted to OPSC.         • Districts and OPSC staff will be able to access uploaded files at any time and can upload new version or additional files at any time on the applicant.         • Once an application has uploaded a file, the file cannot be removed by the applicant.         • Upload file(s)       All uploaded files for this application are always available on the Financial Hardship Dashboard.         • Upload file(s)       All uploaded files for this application are always available on the Financial Hardship Dashboard.         • Certify, as the School District Superintendent and/or Authorized School District Representative, that I have reviewed the reque 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 Superintendent and/or, Authorized School District Superintendent and/or, Preparer's Name         Preparer's Name	in to nic o be ne.	Resources	Accounting	Admin	Grants	Reports	Users	District	Dashboard
	Preparer's Email District Representative / Superintendent Name District Representative / Superintendent Phone Number									

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		and that the		endent and/or Authorized S is request is true and corre- ve.											
		Preparer's Title													
		Preparer's Name													
		Preparer's Phone													
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Financial Hardship Package • Financial Hardship Check	P hase Browse files		Th	iis is an FH	package Re-r	eview 🗋		
<ul> <li>Section A.</li> <li>Section B.</li> <li>Review</li> </ul>								
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Financial Hardship Checklist	Submit									
<ul> <li>County Office of Education</li> <li>Section A.</li> <li>Section B.</li> <li>Review</li> </ul>	<ul> <li>This request for Financial Hardship Determination is being submitted electronically via OPSC O</li> <li>Requests may only be submitted by a School District Superintendent or Authorized School OPSC Online with their corresponding OPSC Online User ID. Submittal from these accousignature for purposes of Financial Hardship Eligibility Determination requests. A printemailed to OPSC.</li> <li>Districts and OPSC staff will be able to access uploaded files at any time and can upload</li> <li>Once an application has uploaded a file, the file cannot be removed by the applicant.</li> </ul>	ool District Representative who is signed in to ints is considered to be a unique electronic d, wet-signature request does not need to be								
Submit	I have uploaded all required documents required on the FH Eligibility Determination -     Upload file(s) All uploaded files for this application are always available on the F									
	I certify, as the School District Superintendent and/or Authorized School District Repre- and that the information certified on this request is true and correct; and that I am the 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									

			Resources	Accounting	Admin	Grants	Reports	Users	District	Dashboard
Section B.	<ul> <li>Districts and OPSC staff will be able to access uploaded files at any time and can upload n</li> <li>Once an application has uploaded a file, the file cannot be removed by the applicant.</li> </ul>	ew version or additional files at any time.								
Submit	<ul> <li>I have uploaded all required documents required on the FH Eligibility Determination - F</li> <li>Upload file(s)</li> <li>All uploaded files for this application are always available on the Fir</li> </ul>									
	I certify, as the School District Superintendent and/or Authorized School District Represe and that the information certified on this request is true and correct; and that I am the S Authorized School District Representative.									
	Preparer's Title	Superintentent								
	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	Jermontania@iopravig								

Public School Co	nstruction				Resources	Accounting	Admin	Grants	Reports	Users	District	Dashboard
	Financial Hardship Checklist	Submit										
	County Office of Education		st for Financial Hardship Eli	gibility Determination								
	Section A.	Was successfully submit										
	Section B.	Submittal Date:	12/13/2022									
	Review	Preparer's Title:	Superintentent Joe Montana									
	Submit	Preparer's Name: 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		Application Options								
		ensure all required documents are uploaded missing, OPSC will notify the District to uplo the submittal date 2022-12-13 02:05 PM. If th	ad the documents within 7 working days after ne District is unable to meet this requirement, it District will be allowed to submit a new package	Upload Remaining Files     Ensure your application is complete     by uploading any remaining     documents now.								
		longer necessary to be signed with a wet-sig	· · · · · · · · · · · · · · · · · · ·	C Review Required Documents  Download Completed Form								
		application are always available via the Fina paperless submission is all OPSC will need t Hardship Eligibility Determination.	ncial Hardship Dashboard. A complete o begin processing your request for Financial	G Go To Financial Hardship Dashboard								

Public School Constru		Resources	 Accounting	Admin	Grants	Reports	Users	District	A Dashboard				
Dashboard / Financial Hardship Package District: 67421 ROBLA ELEMENTARY County: Sacramento Financial Hardship Package	Robla Phase I FH Request Number: ( Financial Hardship Package • Finan	001		bmitted							County	t: 67421 Ro Name: Saci	Date: 12/13/2022 obla Elementary ramento County ge Re-review
Request Number: 001 Package Status: Submitted Update Overall Package Status •	Package Audit Dates: Package Received Date: 12/13/2022 Approval Letter Date: Add Approva OPSC Findings Letter Date: Add OP	l Letter Date		FH 180 Day F FH 180 Day F District Resp Signed Fund	Period End: onse Date:	Add FH 180 Add Distric	Day Period I t Response D	End Date	d Worksheet	Hide — s Received Date			
Phase 1 Robla Phase I FH Checklist 2023	Update Overall Checklist Status ~ Submitted Versions	I											
Submitted Financial Hardship Checklist - Phase I Phase 2 Create Phase 2 Checklist	Name 0 Version 1	Status 0		Version Received Date 0	Submitted By 🗘 Jason Hernandez		odated 0			0 Options	5 🔻		
and submit a Phase 2 checklist form.  Associated Projects > View associated projects for this package	Drafts				No Drafts							N	ew Blank Draft
Indented projects to this package	Uploaded Files	Upload File 🗞	Activity		Notes	No Notoo	New Not	e					

Public School Constru		Resources	 Accounting	Admin	Grants	Reports	Users	District	A Dashboard								
Dashboard / Financial Hardship Package District: 67421 ROBLA ELEMENTARY	ct: 67421 ROBLA ELEMENTARY																
County: Sacramento	Create Linked Application																
Financial Hardship Package	District				67421 ROBLA ELEMENTARY												
Request Number: 001 Package Status: Submitted Update Overall Package Status ~	Financial Hardship Phase				Fina	ncial Hards	hip Phase I	I				~					
Phase 1	Please enter checklist nickname					Robl	a Phase II F	H Checklis	t 2023								
Robla Phase I FH Checklist 2023  Submitted Financial Hardship Checklist - Phase I									-	cicar	Create	e Checklist					
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																	

Public School Const		Resources	 Accounting	Admin	Grants	Reports	Users	District	<b>À</b> Dashboard								
Dashboard / Financial Hardship Packag	e																
District: 67421 ROBLA ELEMENTARY County: Sacramento	Robla Phase I FH		Submitted		Received District: 67421												
Financial Hardship Package	Request Number: Financial Hardship Package • Fina		0		County Name: Sacram This is an FH package R												
Request Number: 001	Package Audit Dates:																
Package Status: Submitted Update Overall Package Status -	Package Received Date: 12/13/202 Approval Letter Date: Add Approva OPSC Findings Letter Date: Add O	al Letter Date			FH 180 Day F FH 180 Day F District Resp Signed Fund	Period End: onse Date:	Add FH 180 Add Distric	Day Period t Response D	End Date	d Worksheets	s Received Date						
Phase 1						-				-							
Robla Phase I FH Checklist 2023	Update Overall Checklist Status - Submitted Versions																
Financial Hardship Checklist - Phase I	Name 🗘	Status 🗘	Version Received Date 🗘	Submitted By $\Diamond$	U	odated 🗘			\$ *								
Phase 2	Version 1	Submitted	12/13/2022	Jason Hernandez	12	/13/2022			Options	s 🔻							
Robla Phase II FH Checklist 2023	Drafts									Ne	ew Blank Draft						
Draft Financial Hardship Checklist - Phase II				No Drafts													
	Uploaded Files	Upload File 💊	Activity	Notes		New Not	e										
Associated Projects >	Assessed Valuation fro	22	No Notes														

Public School Constru	ic School Construction							Admin	Grants	Reports	Users	District	A Dashboard		
Dashboard / Financial Hardship Package															
District: 67421 ROBLA ELEMENTARY County: Sacramento Financial Hardship Package	Robla Phase II FF Financial Hardship Package • Fina Package Audit Dates:				District: 67421 County Name: Sr This is an FH pack										
Add Package Name Request Number: 001 Package Status: Submitted	Package Received Date: 01/03/202 Approval Letter Date: Add Approva OPSC Findings Letter Date: Add O	al Letter Date					FH 180 Day F FH 180 Day F District Resp Signed Fund	Period End: onse Date:	Add FH 180 Add Distric	Day Period I t Response D	End ate	l Worksheets	Received Date		
Update Overall Package Status 👻															
Phase 1	Submitted Versions	5													
Robla Phase 1 FH Checklist 2023				No Submitted	No Submitted Versions										
Submitted	Drafts											Ne	ew Blank Draft		
Financial Hardship Checklist - Phase I	Name 🗘	Status 🗘	Created By $\hat{~}$	Last Ec	lited By $\hat{}$	Up	dated 🗘			~ ~					
Phase 2	Draft 1	Draft	Jason Hernandez	Jason I	Hernandez	01,	/03/2023			Options	-				
Robla Phase II FH Checklist 2023	Uploaded Files	Upload File 💊	Activity	Ν	lotes		New Not	e							
Draft Financial Hardship Checklist - Phase II	No File	25	1/03/2023	N	o Notes										

Public S	School Construction		<b>P</b> roject Reporting	Resources	 Accounting	Admin	Grants	Reports	Users	District	A Dashboard
	Robla Phase II FH C	······································					County Na	67421 Robla ame: Sacram H package R	ento Coun	nty	
	Financial Hardship Checklist	Funding Sources									
	Funding Sources	Is this Phase II Checklist a new request or a renewal? 😧	🗌 New 🗌 Renewal								
	Evidence Required	Funding Sources (Per Education Code Section 17075.15(c) & Regulation Section 1859.81	(a))								
	Review	NOTE: All fund sources that could be used for capital facility purposes need to be included of what fund the proceeds are deposited into.	in the Financial Hardship package, regardless								
	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								
		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								

Choov *					Contact Us	Settings	Welcome Jason 🔻
Displace School Construction		Project Reporting	Resources Accounting	Admin Grants	Reports	Users Distri	ct Dashboard
Public School Construction  Submittal	A. Has the district issued any Certificates of Participation (COP) in the last three years? B. Will any Certificates of Participation (COP) be issued within the next 12 months from the date of the Financial Hardship submittal? C. Has the district passed any General Obligation Bonds (2/3, Proposition 39) or Mello Roos Bonds within the last three years?	Yes No Yes No	Resources Accounting	Admin Grants	Reports	Users Distri	u Dasnooard
	Please indicate the date(s) passed and the dollar amount(s):       2nd Prior Year       Year       Amount       \$	Current Year					
	Please indicate what Fund the proceeds were deposited into: Please provide a trial balance and/or General Ledger detail evidencing the pr fund.	roceeds were deposited in that					
	of the ballot issue(s) as part of the Financial Hardship package.	Yes No Previously Submitted					
	If no, the 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					

Public School Construction					Project Reporting	Resources	Accounting	Admin	Grants	Reports	Users	District	Dashboard
Submittal A. Has	the district issued	any Certificates of Participatio	on (COP) in the last three years?	Yes No									
		f Participation (COP) be issued Hardship submittal?	within the next 12 months from	Yes No									
	the district passed onds within the la	d any General Obligation Bond ast three years?											
	Please indic	cate the date(s) passed and											
		2nd Prior Year	Prior Year	Current Year									
	Year		2022										
	Amount	\$	\$ 10,000,000	\$									
	Please inc	licate what Fund the proceeds	were deposited into:	Fund 21									
	Please pro fund.	ovide a trial balance and/or Ge	neral Ledger detail evidencing the	proceeds were deposited	in that								
			Enclos	sed									
		ovide a copy of the bond book lot issue(s) as part of the Finan		✔ Yes □ No □ F S	Previously Submitted								
			lf no, t	he package will be retu	rned								
		any developer fee "In Lieu" ag of developer fees collected by	greement(s) in effect or pending the district?	Yes No									

Cheon *							Contact Us	🗘 Sett	tings \	Welcome Jason 🔻
💼 Public School Construction		Project Reporting	Resources	Accounting	Admin	Grants	Reports	Users	District	Dashboard
	E. Does the district have any bonds that are authorized but unsold?       Yes         F. Has the district received any proceeds from sale of surplus real property within the last three years?       Yes         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         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								
	Please submit General Ledger detail which documents the transfers over the last two fiscal years. Please provide a schedule of all the Inter-Fund transfers, in or out of a fund which con related proceeds that lists: Enclosed	No de a copy of the Board								

School Construction		Pro	Dject Reporting	Resources	 Admin	Grants	Reports	Users	District	<b>A</b> Dashboar
Robla Phase II FH Che						County Na	7421 Robla me: Sacram H package R	ento Count	ty	
Financial Hardship Checklist	Evidence Required			]						
Funding Sources	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.	No								
dence Required	B. District's Capital Outlay Plan for the next 5 years. If not available, please submit explanation why.	🗌 Yes 🗌 No	Previously Submitted							
submittal	C. "Financial Hardship Project Worksheet" for each project and each phase of a project the district is requesting Financial Hardship assistance for.	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.	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.	No								
	F. General Ledger (GL) Detail Report for the information in Column 1 and Column 2 of each Financial Hardship Fund Worksheet submitted.	No								
	For example: The district's Fund 25 worksheet has Column 1 information for the 2005/2006 Fiscal Ye information is dated as of 10/1/07, therefore it contains data from the 2006/2007 Fiscal Year ending (7/1/07 thru 10/1/07) from the 2007/2008 Fiscal Year. This would mean the district would submit 3 G 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.	6/30/07 and 3 months	of information							

Public School Construction		Project Reporting	Resources	Accounting	Admin	Grants	Reports	Users	District	Dashboard	
	H. Identify the purpose and provide necessary documentation for any restrictions on funds within any Special Reserve Fund.	🗹 Yes 🗌 No 🗌	Previously 🗌 N/A Submitted								
	Enclo	osed:									
	<ol> <li>Identify and list in a spreadsheet all projects the District has applied to OPSC for and not yet received an apportionment by the SAB.</li> </ol>	Ves	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.	C Yes	s □ No 🗹 N/A								
	K. Documentation supporting any encumbrances the district is claiming (i.e. contracts/payment schedules).	🗹 Yes 🗌 No 🗌	Previously 🗌 N/A Submitted								
	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	$\longrightarrow$	Continue 🔶								

Public School Construction		<b>P</b> roject Reporting	Resources	 Accounting	Admin	Grants	Reports	Users	District	A Dashboard
Dashboard / Financial Hardship Package / Draft 1 Robla Phase II FH Che Financial Hardship Package • Financial Hard						County Na	7421 Robla me: Sacram H package Ro	ento Coun	ity	
Financial Hardship Checklist Funding Sources Evidence Required Review Submittal	Review Funding Sources Is this Phase II Checklist a new request or a 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?	New	Op 43 D		or this appl	ed ication rdship Che	cklist			
	Please indicate the date(s) issued : Please indicate the dollar amount(s):	(N/A) (N/A)								

Public School Construction			Project Reporting	Resources	Accounting	Admin	Grants	Reports	Users	District	Dashboard
	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	$\longrightarrow$	Continue 🔶								

Public School Construction		<b>Project Reporting</b>	Resources	 Accounting	Admin	Grants	Reports	Users	District	<b>A</b> Dashboard
Robla Phase II FH Ch Financial Hardship Package • Financial H						County Na	7421 Robla me: Sacram H package R	ento Count	ty	
Financial Hardship Checklist Funding Sources Fuidence Required Review Submittal	Submittal         This request for Financial Hardship Determination is being submitted electronical         • Requests may only be submitted by a School District Superintendent or Aut OPSC Online with their corresponding OPSC Online User ID. Submittal from signature for purposes of Financial Hardship Eligibility Determination requirailed to OPSC.         • Districts and OPSC staff will be able to access uploaded files at any time and         • Once an application has uploaded a file, the file cannot be removed by the         I have uploaded all required documents required on the FH Eligibility Determination are always avail         I certify, as the School District Superintendent and/or Authorized School District Representative.         Preparer's Title         Preparer's Name         Preparer's Phone         Preparer's Email	thorized School District Representative who is signed in to thorized School District Representative who is signed in to these accounts is considered to be a unique electronic tests. A printed, wet-signature request does not need to be d can upload new version or additional files at any time. applicant. termination - Phase II Submittal Checklist. lable on the Financial Hardship Dashboard. District Representative, that I have reviewed the request								

O.Gov #		Upload Files								1	Contact Us	Settir	ngs W	elcome Jason 🔻
Public School Construction							× ces	Accounting	<b>C</b> Admin	Grants	LIII Reports	Users	District	<b>A</b> Dashboard
Robla Phase II FH Ch Financial Hardship Package • Financial H				Browse files					Co	ounty Name	21 Robla Ele :: Sacramento ackage Re-re	County		
Financial Hardship Checklist Funding Sources Evidence Required Review Submittal	Submittal This request or Fi • Requests m OPSC Onlin signature fi malled to C • Districts an • Once an ap	File Name © Robla SD - Financial Hardship Checklist - Phase 2.pdf Successfully Uploaded 1 total	Description 0	Document Type 🗧	Created 0	Last Modified 0								
	and that th		tendent and/or Authorized his request is true and corre											

Public School Construction		Project Reporting	Resources	 Admin	Grants	Reports	Users	District	A Dashboard
Robla Phase II FH Che Financial Hardship Package • Financial Har					County Na	7421 Robla me: Sacram H package R	ento Cour	ity	
Financial Hardship Checklist Funding Sources Evidence Required Review Submittal	Submittal         This request for Financial Hardship Determination is being submitted electronically via OPSC OF         • Requests may only be submitted by a School District Superintendent or Authorized Sch OPSC Online with their corresponding OPSC Online User ID. Submittal from these accorsignature for purposes of Financial Hardship Eligibility Determination requests. A printer mailed to OPSC.         • Districts and OPSC staff will be able to access uploaded files at any time and can upload         • 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         Upload file(s)       All uploaded files for this application are always available on the FH         I certify, as the School District Superintendent and/or Authorized School District Representative.         Preparer's Title         Preparer's Name         Preparer's Phone	ool District Representative who is signed in to unts is considered to be a unique electronic ed, wet-signature request does not need to be d new version or additional files at any time. • Phase II Submittal Checklist. Financial Hardship Dashboard. esentative, that I have reviewed the request							
	Preparer's Email								

Creov *									Contact Us	Settings	Welcom	ne Jason 🔻
	nstruction		Proje	ect Reporting	Resources	Accounting	Admin	Grants	Reports	Users Dist	rict Das	shboard
	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 - F     Upload file(s) All uploaded files for this application are always available on the Fin										
		I certify, as the School District Superintendent and/or Authorized School District Represe and that the information certified on this request is true and correct; and that I am the S 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										

🟦 Public School Construction			Project Reporting	Resources	Accounting	Admin	Grants	Reports	Users	District	Dashboard
Financial Hardship Checklist	Submittal										
<ul> <li>Funding Sources</li> <li>Evidence Required</li> <li>Review</li> </ul>	C This paperless reque was successfully submi Your Financial Hardship Request Package # Submittal Date: Preparer's Title:		gibility Determination								
Submittal	Preparer's Name: Preparer's Phone: Preparer's Email: District Representative / Superintendent Name: District Representative / Superintendent Phone Number: Phone Extension (optional): Email Address:	Joe Montana (925) 847-1616 joe.montana@robla.org Joe Montana (925) 847-1616 joe.montana@robla.org									
nttps://www.dgs.ca.gov/opsc	ensure all required documents are uploade missing, OPSC will notify the District to uple the submittal date 2023-01-03 08:06 PM. If will lead to the request being rejected. The when they are ready with a complete applic The completed checklist can be <b>downloade</b> longer necessary to be signed with a wet-si application are always available via the Fin	ed here at anytime for your records, but it is no gnature and mailed in. Uploaded files for this	Application Options  Upload Remaining Files  Characteristics  Characterist	_							

Documents Required to Apply for Financial Hardship Assistance

#### 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	District & COE	Needed if COP Issued in last
Participation (COP) Booklet	Bioline & OOE	three years
Trial balance and/or General	District & COE	Needed if COP Issued in last
Ledger (GL) detail showing	District & OOL	three years
COP deposited proceeds		unee years
Bond Booklet	District	Needed for any local school
Bolid Booldor	District	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"	District	For Districts with "In Lieu"
Agreement		agreements that effect the
5		amount of fees collected
General Ledger Documenting	District	The General Ledger Detail is
Value of Developer Fees not		to reflect asset value if
Collected		District received any benefit,
		building, land, etc., in lieu of
		developer fees
Written explanation why	District	Needed if District has unsold
unsold bonds cannot be sold		bonds that cannot be sold
at this time		
Trial Balance or General	District	For sale of surplus real
Ledger documenting which		property
Fund proceeds from sale of		
surplus property were		
deposited	<b>B</b> 1 · 1 · 1 · 1 · 0 · 0 · 0	
Trial Balance or General	District and COE	Any other funding source
Ledger documenting which		within the last three years not
Fund proceeds from "other		previously listed
funding sources" were		
deposited Schedule of all inter-fund	District	If District has done inter-fund
	District	
transfers Copy of board resolution for	District and COE	transfers When District uses bridge
bridge financing or inter-fund	District and COE	financing or inter-fund
bridge financing or inter-fund		borrowing to move a FH
borrowing		project forward
Summary of why District is	District and COE	Can be a short paragraph
requesting Financial	District and OOL	oun os a snort paragraph
Hardship		
District's Capital Outlay Plan	District and COE	Plan for next 5 years
"Financial Hardship Project	District and COE	For each project and each
Worksheet(s)	2.2.2.2.4.4.4.4.4.4.4.4.4.4.4.4.4.4.4.4	phase of a project the District
		or COE is requesting FH
		g
	1	1

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 o 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

Diversion Construction		Project Reporting	Resources	Accounting	Admin	Grants	Reports	Users	District	Dashboard
Financial Hardship Checklist	Submittal									
<ul> <li>Funding Sources</li> <li>Evidence Required</li> <li>Review</li> <li>Submittal</li> </ul>	Chis paperless request for Financial Hardship 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         Phone Number:       (925) 847-1616         Phone Extension (optional):       Email Address:	Eligibility Determination								
1ttps://www.dgs.ca.gov/opsc	What's Next Please review this package's uploaded documents on the Financial Hardship Dashboard 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 afte the submittal date 2023-01-03 08:06 PM. If the District is unable to meet this requirement will lead to the request being rejected. The District will be allowed to submit a new packa 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.	Copied reinfaming rifes     Ensure your application is complete     by uploading any remaining     documents now.     Review Required Documents     & Download Completed Form		-						

Public School Constru	uction					<b>Project Reporting</b>	Resources		<b>Č</b>	Grants	Reports	Users	District	A Dashboard
Dashboard / Financial Hardship Package														
District: 67421 ROBLA ELEMENTARY County: Sacramento Financial Hardship Package	Robla Phase II FH Request Number: O Financial Hardship Package • Finance	01		ubmitted								Distric County	t: 67421 Ro Name: Sacr	oate: 01/03/2023 obla Elementary ramento County ge Re-review 🔲
Add Package Name	Package Audit Dates:													Hide 🗕
Request Number: 001 Package Status: Submitted Update Overall Package Status -	Package Received Date: 01/03/2023 Approval Letter Date: Add Approval L OPSC Findings Letter Date: Add OPS	etter Date						FH 180 Day F FH 180 Day F District Resp Signed Fund	Period End: onse Date:	Add FH 180 Add Distric	Day Period I t Response D	End ate	Worksheets	s Received Date
Phase 1	Update Overall Checklist Status 👻													
Robla Phase 1 FH Checklist 2023	Submitted Versions													
> Submitted Financial Hardship Checklist - Phase I	Name 0	Status 🗘		Version Received Date 0		omitted By ¢		dated \$			¢			
Phase 2	Version 1	Submitted		01/03/2023	Jas	on Hernandez	01	/03/2023			Options	•		
Robla Phase II FH Checklist 2023	Drafts												Ne	ew Blank Draft
>					No Di	rafts								
Submitted Financial Hardship Checklist - Phase II	Uploaded Files	Upload File 💊	Activity			Notes		New Not	e					
	Audited Financial Statem	ients	Jason Hern	andez Submitted Version 1 01/03/2023		N	o Notes							

# **OPSC** Virtual Training

Careers Translate Careers Translate														
Image: Second construction       For example, how to sell to the state?       SEARCH														
< DGS HOME	номе	SERVICES	MEETINGS	CALENDARS	FORMS	RESOURCES	NEWS	ABOUT	CONTACT					

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

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

# **OPSC** Virtual Training

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<ul> <li>Live</li> <li>Fashion &amp; Beauty</li> <li>Learning</li> <li>Spotlight</li> <li>360° Video</li> <li>Browse channels</li> </ul>	OPSC Virtual Training Series       PLAY ALL         The Office of Public School Construction (OPSC) is conducting as in 2021 to further enhance your ability to access State Allocation E         Image: Construction (Image: Constructi	Board programs.	

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

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# QUESTIONS AND ANSWERS