

SCHOOL DISTRICT	APPLICATION NUMBER
SCHOOL NAME	PROJECT TRACKING NUMBER
COUNTY	DISTRICT REPRESENTATIVE NAME/EMAIL ADDRESS
	HIGH SCHOOL ATTENDANCE AREA (HSAA) (IF APPLICABLE)

GENERAL INSTRUCTIONS

The following checklist is designed to guide the school district through the process of submitting a School Facility Program (SFP) modernization *Application for Funding* (Form SAB 50-04). This is only a list of documents required, for more detailed information please contact your OPSC Project Manager. Additionally, more information about the Modernization Funding Program, including eligibility, can be found at:

<https://www.dgs.ca.gov/OPSC/Services/Page-Content/Office-of-Public-School-Construction-Services-List-Folder/Apply-for-Modernization-Funding>.

The school district is encouraged to use the OPSC Online System to submit all forms and to upload any required supporting documentation. OPSC advises the district to have these documents available in digital format when they are ready to submit the application in OPSC Online so they can be uploaded with the application. Additional information and access to the OPSC Online System is available on the OPSC Online Application Tools for School Construction Projects page at: <https://www.dgs.ca.gov/OPSC/Resources/Page-Content/Office-of-Public-School-Construction-Resources-List-Folder/Online-Application-Links>. Alternately, school districts may submit required forms and supporting documents in pdf format via email to OPSCApplicationReviewTeam@dgs.ca.gov. Hard copy forms and documents are not required, and electronic signatures are acceptable.

If you have questions, please contact your OPSC Project Manager. Contact information for OPSC Project Managers is available on the OPSC website at <https://www.dgs.ca.gov/OPSC/Contact>.

Required Documents to Submit for a Modernization *Application for Funding* (Form SAB 50-04)

Check boxes and complete fields below as applicable.

- Project Tracking Number (PTN)** A PTN is required for all projects filed with OPSC. The PTN is a number that will be utilized by OPSC, the California Department of Education (CDE) and the Division of the State Architect (DSA). Each PTN is generated using the "Project Tracking Number Generator," which can be found at: <https://www.dgsapps.dgs.ca.gov/opsc/PT/PTn/Default.aspx>.
- California Department of Education (CDE) Final Plan Approval Letter** CDE must approve the plans for modernization projects and the Final Plan Approval letter must accompany the funding application. Advance funding for site and/or design are not required to submit a CDE Final Plan Approval letter.
- Division of the State Architect (DSA) Approval Letter** All modernization plans and specifications must be approved by DSA. DSA approval must be current and valid at the time the funding application is submitted to OPSC. Advance funding for site and/or design are not required to submit a DSA Approval letter.
- Career Technical Education Advisory Committee (CTEAC) Letter** All projects submitted for modernization funding must comply with the vocational and career technical education facilities requirements as outlined in Education Code (EC) 17070.955. Advance funding for site and/or design are not required to submit a CTEAC letter.
- Cost Estimate** A complete, detailed construction cost estimate signed by the architect or design professional is required for modernization projects.
- Conditional Requests** If the District is requesting a Conditional Request, these documents may apply:
 - Site Diagram/Fire Drill map to show the ages of classrooms** – Only if requesting 50 years or older building funding.
 - Site Development Worksheet for 50-year-old Buildings** – Only if requesting 50 years or older building Utilities funding.
 - Cost Estimate for Accessibility/Fire Code** – Only if requesting 60 percent of minimum work for Accessibility/Fire Code grants.
 - DSA Approved Accessibility/Fire Code Checklist** – Only if requesting 60 percent of costs for Accessibility/Fire Code grants.
- School Board Resolution – Applications Received Beyond Bond Authority (ARBBA)** Currently, all funding applications submitted to OPSC are placed on the ARBBA list in the order of date received and must include a school board resolution that includes several acknowledgements, as specified in Regulation Section 1859.95.1. A sample school board resolution may be found on the OPSC website here: <https://www.dgs.ca.gov/-/media/Divisions/OPSC/Resources/Applications-Received-Beyond-Bond-Authority/ApplicationsReceivedBeyondBondAuthoritySampleResolution-ADA.pdf?la=en&hash=FE1E17C8E67F20EC5EADA1DB3287CF16CCAA4FF3>.