

# New Construction Eligibility Establishment (7/23)

SCHOOL DISTRICT	DISTRICT CODE*	
HSAA NAME	COUNTY	
DISTRICT CONTACT	PHONE	EMAIL

\*Enter the five-digit District Code and the two-digit High School Attendance Area (HSAA) number assigned by OPSC. If the school district only has one Districtwide HSAA, enter "00" for the HSAA number.

## GENERAL INSTRUCTIONS

The following checklist is designed to guide the school district through the process to establish School Facility Program (SFP) new construction eligibility either districtwide or within an HSAA. This is only a list of documents required, for more detailed information please contact your OPSC Project Manager. Applications to establish new construction eligibility are typically processed shortly before or conjunction with the processing of new construction funding applications. More information about the New Construction 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/Obtain-New-Construction-Funding\\_](https://www.dgs.ca.gov/OPSC/Services/Page-Content/Office-of-Public-School-Construction-Services-List-Folder/Obtain-New-Construction-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 district may submit required forms and supporting documents in pdf format via email to [OPSCApplicationReviewTeam@dgs.ca.gov](mailto:OPSCApplicationReviewTeam@dgs.ca.gov). Hard copy forms and documents are not required.

For additional instruction, please view [Eligibility Applications \(in OPSC Online\)](#) - March 26, 2021. The video is available online at [https://www.youtube.com/watch?v=rOQ9Gg1sXfk\\_](https://www.youtube.com/watch?v=rOQ9Gg1sXfk_)

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>.

## Establishing New Construction Eligibility

In order to establish new construction eligibility, the school district must submit three separate forms and any required supporting documentation. The forms are all available on the OPSC website at <https://www.dgs.ca.gov/OPSC/Resources/Page-Content/Office-of-Public-School-Construction-Resources-List-Folder/Online-Application-Links>:

- The *Enrollment Certification/Projection*, Form SAB 50-01, used to collect information about the school district's current and historical enrollment and to project that data five or ten years into the future;
- The *Existing School Building Capacity*, Form SAB 50-02. used to record all the teaching stations in the school district that are adequate to house students; and
- The *Eligibility Determination*, Form SAB 50-03, Used to compare the information from the first two forms and to determine if the school district is eligible for new construction or modernization grants.

### **Enrollment Certification/Projection, Form SAB 50-01** Check boxes and complete fields below as applicable.

**Form SAB 50-01:** The form offers several options for projecting enrollment. Depending on the chosen option, the school district will need to provide either 4, 8, or 18 years' worth of enrollment data. Please refer to the instructions on the Form SAB 50-01 for details on enrollment reporting. An enrollment projection calculator to calculate the enrollment projection is available on the OPSC website at <https://www.dgs.ca.gov/OPSC/Resources/Page-Content/Office-of-Public-School-Construction-Resources-List-Folder/Online-Application-Links>. Check a box to indicate the option selected:

- Standard fifth-year projection:** The school district must provide 4 years (the current year and the three previous years) worth of enrollment.
- Standard tenth-year projection:** The school district must provide 8 years, (the current year and the seven previous years) worth of enrollment.
- Modified or alternate weighting fifth-year projection:** The school district must provide a total of 18 years (the current year and the seventeen previous years) worth of enrollment. The form includes space for 8 years' worth of enrollment (the current year and the seven previous year), and the school district must provide the additional ten years on a separate attachment.

- Supplemental enrollment documentation:** For new construction updates submitted before the current year enrollment data is available on the California Department of Education's California Basic Educational Data System (CBEDS):
- If the enrollment data for the current year is not yet available on CBEDS, please submit a copy of the school district's California Longitudinal Pupil Achievement Data System (CALPADS) report for the school year.
- For fifth-year projections only, the school district may supplement the projections with some or all of the following:**
- Birth-Attendance Rate Adjustment:** The school district must provide either:
- The county birth rate by residence as reported by the Department of Health Services (DHS) for the current and previous eight years, or The births by residence as reported by the DHS for ZIP Codes served by the school district for the current and eight previous years. If the school district chooses to report births by zip code, it must report the zip codes on a separate page.
- Dwelling Unit Augmentation:** On a separate page or pages, the school district must provide the dates the local planning commission or approval authority approved each tract map, the number of dwelling units approved excluding *either* those dwelling units that have been occupied *or* those dwelling units for which construction permits have been pulled twelve months or more prior to the date the Form SAB 50-01 is submitted, and one of the following:
- An approved and valid tentative or final subdivision map for each tract reported with the local planning commission or approval authority stamp located on the map, or
  - An approved and valid tentative or final subdivision map for each tract reported with supporting documentation, or
  - A spreadsheet or the OPSC dwelling unit worksheet (available on the Forms page of the OPSC website at <https://www.dgs.ca.gov/OPSC/Forms>) listing all of the subdivisions reported on the Form SAB 50-01 that either has been signed and dated by a representative of the appropriate local planning commission or approval authority and includes contact information for that representative or is accompanied by a letter from a representative of the appropriate local planning commission or approval authority that references the attached spreadsheet.
- Student Yield Factor (for Dwelling Unit Augmentation):** The standard Student Yield Factor per dwelling unit is 0.5 students for an Elementary School District, 0.2 students for a High School District, and 0.7 for a Unified School District. If the school district reports any Student Yield Factor other than the standard for the type of district, the school district must submit a copy of a study that justifies the alternate Student Yield Factor based on the historical student generation rates of new residential units constructed during the previous five years that are of a similar type of unit to those anticipated to be constructed within the school district boundaries.

**Classroom Inventory Documentation** The following documentation is necessary and must be submitted with the application to establish new construction eligibility.

- A drawing of each school site within the boundaries of the school district or the high school attendance area (HSAA) or Super HSAA that identifies all permanent and portable classrooms on the site that are included in the gross classroom inventory pursuant to Section 1859.31
- A summary of each school site that identifies each classroom that qualifies for exclusion pursuant to Section 1859.32.
- A summary of all classrooms and exclusions for all sites within the school district, the HSAA or Super HSAA (as appropriate).

### **Existing School Building Capacity, Form SAB 50-02.**

- Form SAB 50-02:** The form records the number of permanent and portable classrooms by grade level for the entire school district or HSAA and calculates number of pupils that can be housed in the existing classrooms.
- Part I – Classroom Inventory:** For Lines 1-6, report those classrooms included in the inventory that meet the definition of portable as provided by subdivision (k) of Education Code Section 17070.15 as follows
1. Leased under the provisions of the State Relocatable Program. This includes portables approved for purchase, but with outstanding payments.
  2. Leased or lease-purchased for less than five years. Include interim housing portables lease-purchased for less than five years.
  3. Leased for interim housing purposes for less than five years.
  4. Leased for interim housing for five years or more.
  5. Leased or lease-purchased for five years or more. Include interim housing portables lease-purchased for five years or more.
  6. Owned, including those acquired under the State Relocatable Program (i.e., no outstanding payments). Include interim housing portables owned.
  7. Report the remaining classrooms in the inventory that do not meet the "Portable" definition that were reported on lines 1-6.

- Part II – Available Classrooms:** The school district must fill out both parts A and B. Unless specifically requested by the school district, the OPSC will use the “total” of Option A or Option B that minimizes the existing school building capacity of the school district, the HSAA or Super HSAA
- Option A: Report the classrooms in Part I as reported on lines 4, 5, 6 and 7. Enter the totals on line e for grades K-6, 7-8, 9-12, non-severe or severe
- Option B:
- Enter the totals of all classrooms reported in Part I, line 8 as either K-6, 7-8, 9-12, non-severe or severe.
  - Enter the total number of all portable classrooms reported in Part I, lines 1, 2, 5 and 6.
  - In the total column, report 25 percent of the total permanent class-rooms reported in Part I, line 7. Round up (i.e., 6.2 rounds up to 7).
  - Subtract the total of line c from the total of line b and assign the total portables as either K-6, 7-8, or 9-12, non-severe or severe. Assignment of classrooms must be proportionate to the portable classrooms reported on lines 1, 2, 5, and 6 of Part I for each grade group. Classrooms assigned at a grade group cannot exceed the classrooms reported for that grade group on line a.
  - Subtract line d from line a for grades K-6, 7-8, 9-12, non-severe or severe
- Part III – Determination of Existing School Building Capacity:**
- Line 1, Classroom capacity:** After determining the lesser of the totals on line e of Option A or Option B in Part II, multiply the K-6 classroom total by 25, the 7-8 and 9-12 classroom totals by 27, the non-severe classrooms by 13 and the severe classrooms by 9, for the option selected.
- Line 2, Substantial enrollment requirement (SER) adjustment:** Enter one of the following:
- 6 percent of the K-6 pupil capacity as reported on line 1, and 6 percent of the K-6 non-severe and severe classroom capacity for elementary and unified districts or elementary and unified districts filing on a HSAA or Super HSAA. The K-6 non-severe and severe classroom capacity shall be determined by applying a ratio of the K-6 classroom capacity reported on line 1 to the K-12 classroom capacity reported on line 1 multiplied by the non-severe and severe classroom capacity reported on line 1, Unified districts may allocate the 6 percent amount at any grade group.
  - Indicate zero (0) if the elementary or unified district meets the substantial enrollment requirement (SER) or if the school district qualifies for waiver of the SER authorized by Education Code Sections 17017.6 and 17017.7 (c).
  - Indicate zero (0) if applicant is a high school district
- Line 3, Total of lines 1 and 2:** Report the totals of grade groups K-6, 7-8, 9-12, non-severe and severe on line 3. This represents the “existing school building capacity” of the school district, the HSAA or Super HSAA
- Enter the totals of all classrooms reported in Part I, line 8 as either K-6, 7-8, 9-12, non-severe or severe.
  - Enter the total number of all portable classrooms reported in Part I, lines 1, 2, 5 and 6.
  - In the total column, report 25 percent of the total permanent class-rooms reported in Part I, line 7. Round up (i.e., 6.2 rounds up to 7).
  - Subtract the total of line c from the total of line b and assign the total portables as either K-6, 7-8, or 9-12, non-severe or severe. Assignment of classrooms must be proportionate to the portable classrooms reported on lines 1, 2, 5, and 6 of Part I for each grade group. Classrooms assigned at a grade group cannot exceed the classrooms reported for that grade group on line a.
  - Subtract line d from line a for grades K-6, 7-8, 9-12, non-severe or severe

**Eligibility Determination, Form SAB 50-03.** Check boxes and complete Parts I and II.

- Form SAB 50-03:** The form determines the initial baseline new construction eligibility. Fill in only Parts I and II; leave Part III blank. Please note that the date that a resolution or other appropriate documentation was adopted by the School District’s Governing Board is required for the Certification above the signature block.
- Part I – District Representative Information:** Fill in the name, telephone number, and email address for at least one individual who has been designated as district representative(s) by school board minutes or the designee of the Superintendent of Public Instruction.
- Part II – New Construction Eligibility Determination:** Check the appropriate box to indicate if this request is for a new or adjusted eligibility determination.
- Line 1,** enter the Projected Enrollment from Form SAB 50-01 Part I.
- Line 2,** enter the Existing School Building Capacity from Form SAB 50-02 Part III
- Line 3,** enter the result of Line 1 minus Line 2. This is the New Construction Baseline Eligibility.