

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) new construction *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 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>.

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 New Construction *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 new construction 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.
- California Department of Education (CDE) Final Site Approval Letter** If the new construction project contains Site Acquisition, CDE must approve the plans and the Final Site Approval letter must accompany the funding application.
- Division of the State Architect (DSA) Approval Letter** All new construction 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 new construction 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 new construction projects.
- Cost Estimate – Site Development** A complete, detailed cost estimate utilizing the most current annual Sierra West Current Construction Cost publication is required if the school district is requesting additional grants for site development in its new construction funding application. The OPSC site development worksheet template can be found using the "Resources" tab in OPSC Online at: <https://www.webapps.dgs.ca.gov/OPSC/OPSCOnline/resources>.
- Site Acquisition** If the District is requesting site acquisition, these documents may apply:
 - Appraisal of Property to be Acquired** – Site Acquisition only.
 - CDE Final Site Approval letter** – Site Acquisition only.
 - Escrow Closing Statement or Court Order** – Site Acquisition only.

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- Cost Benefit Analysis pursuant to SFP Regulation Section 1859.74.6** – Only if District-Owned Site.
 - CDE Contingent Site Approval** – Site Only Advance Funding.
 - Preliminary Appraisal of Property to be Acquired** – Site Only Advance Funding. Must be dated within 6 months of application submittal.
 - Conditional Requests** If the District is requesting a Conditional Request, these documents may apply:
 - Approval Letter from DTSC** – Only if using DTSC cleanup.
 - DTSC Fee(s): Invoices paid to DTSC** – Only if hazardous waste removal was necessary.
 - Special District/Utility Connection Fees** – Only if requesting Utilities and/or Off-Site work costs in site development.
 - Geotechnical (Soil) Report** – If applicable. Used to determine various grants in site development and/or hazardous cleanup.
 - Invoices for Department of Toxic Substances Control** – Only if required by DTSC.
 - Local Authority Approval of Off-Site Plans** – Only if applicable, and if requesting off-site development costs.
 - Offsite Plans** – Only if requesting off-site development costs.
 - Narrative Document for District signature in lieu of architect record** – Only if the original architect of record is not available for signing an updated form.
 - Relocation Cost Documents** – Only if requesting relocation costs.
 - Site Development Worksheet** – Only if requesting site development 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>.
 - School Board Resolution – Use of Grants (UOG)** Only applicable for new construction projects requesting a UOG to divert pupil grants to construct a minimum essential facility (multi-purpose, gymnasium, etc.) or to construct classrooms at a different grade level. The District must adopt a school board resolution that has been discussed at a public hearing that includes the following:
 - An acknowledgement that funds for the purposes of housing the excess pupils are being diverted to another project.
 - An acknowledgement that the State has satisfied its obligation to house the pupils receiving grants in the project.
 - A plan outlined in the resolution that identifies how the district has housed or will house the pupils receiving grants in the project in school buildings.
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