

# OPSC ONLINE USER GUIDE



*Office of Public School Construction*

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Review

Submit

Delete Site

Certification

Review

Submit

Basic Aid District

Certification

Review

Submit

Waive Fee

Certification

Review

Submit

Reduce Fee

Certification

Review

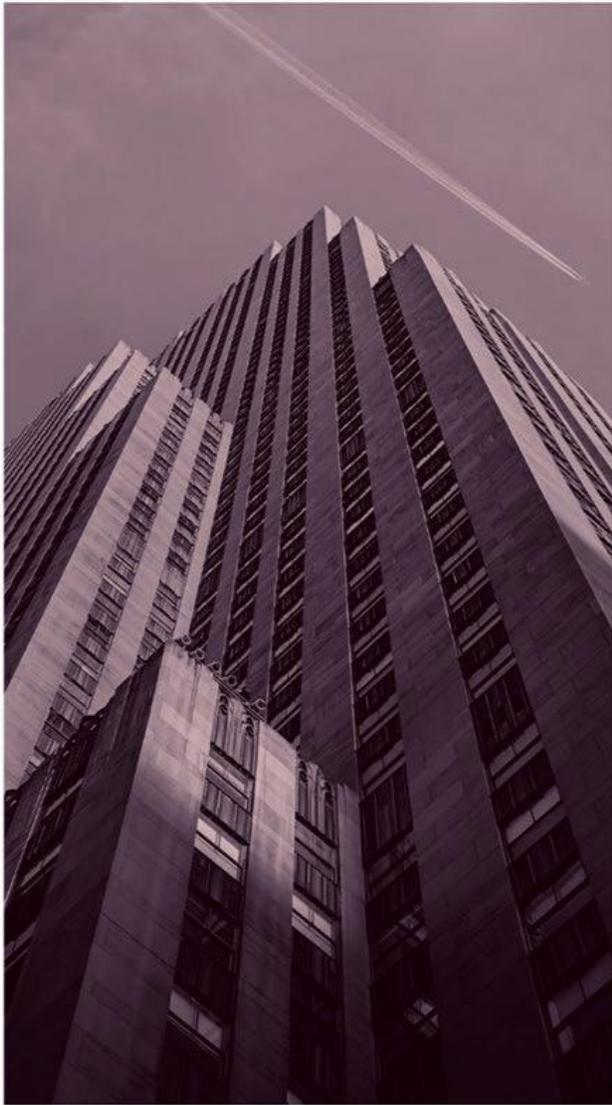
Submit

Form SAB 423

Certification

Review

Submit



# OPSC ONLINE USER GUIDE



Introduction to OPSC Online

## **Introduction**

OPSC Online is the Office of Public School Construction's (OPSC) paperless online application system where applicants can electronically submit all School Facility Program (SFP) eligibility, funding, and expenditure report documents.

Key Functionality includes:

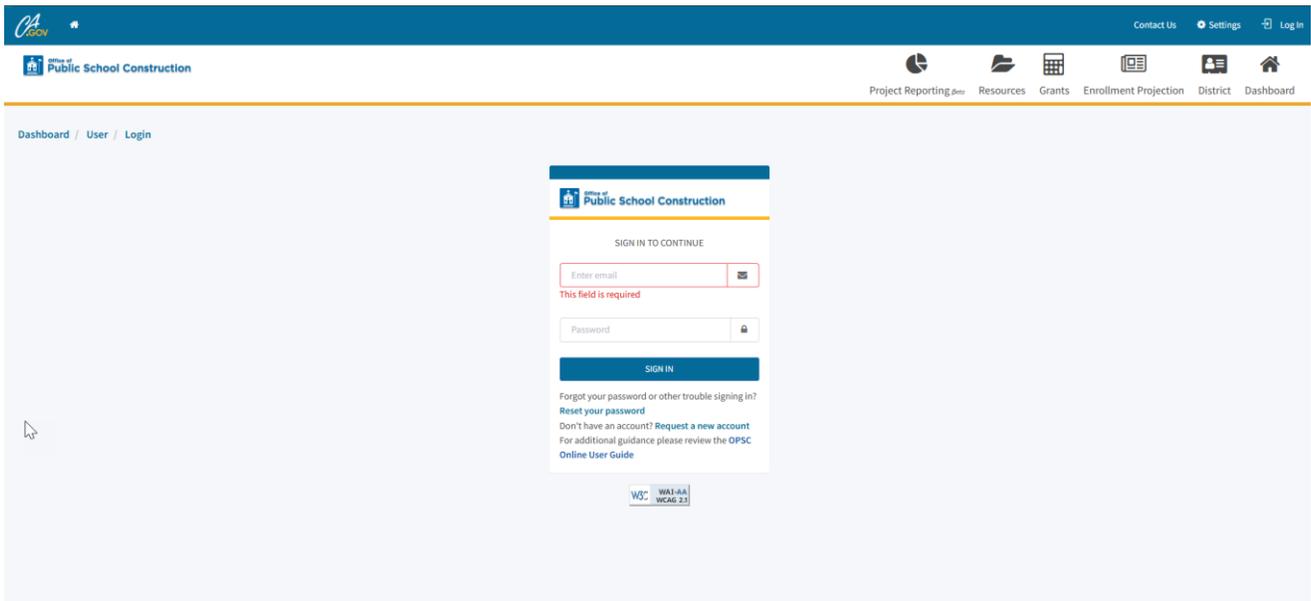
- Paperless submittals of SFP Forms
- Electronic Signatures
- Document Uploads
- Authorized User Designation
- Online Drafts
- Online Grant Calculator

## **Accessing OPSC Online:**

OPSC Online is optimized for Google Chrome. However, Microsoft Edge and Firefox can be used when accessing this platform. OPSC Online can be found under *Online Application Tools for School Construction Projects* on OPSC's services page or by clicking on the link below:

<https://www.webapps.dgs.ca.gov/OPSC/OPSCOnline/userm/login?originalurl=%2Fdashboard>

OPSC Online Login Page:



The screenshot displays the OPSC Online login interface. At the top, there is a blue navigation bar with the 'CA' logo on the left and 'Contact Us', 'Settings', and 'Log In' links on the right. Below this is a white header with the 'Office of Public School Construction' logo and a series of navigation icons: Project Reporting, Resources, Grants, Enrollment Projection, District, and Dashboard. The main content area has a breadcrumb trail 'Dashboard / User / Login'. The central focus is a white login card with the OPSC logo and the heading 'SIGN IN TO CONTINUE'. It features two input fields: 'Enter email' (with a red border and the message 'This field is required') and 'Password'. A blue 'SIGN IN' button is positioned below the fields. At the bottom of the card, there are links for 'Forgot your password or other trouble signing in?', 'Reset your password', 'Don't have an account? Request a new account', and 'For additional guidance please review the OPSC Online User Guide'. A small accessibility icon is visible at the bottom of the card.

## Login Information

OPSC login information is based on each user's unique email address. All School District Representatives and District Superintendents on record with OPSC (as of December 10, 2018) automatically have a user account in OPSC Online. If you do not have an account, send a request by emailing [OPSCOnlineSupport@dgs.ca.gov](mailto:OPSCOnlineSupport@dgs.ca.gov).

School District Representatives authorized to submit applications to OPSC on behalf of their school district must attach a copy of a school board resolution to the email request. School District Superintendents require no additional paperwork.

All other users must submit a request directly to the Superintendent or Authorized School District Representative for access. If you need assistance, please contact OPSC.

## Dashboard

Upon login the user is directed to the *Dashboard*. The Dashboard displays all applications created by authorized users of the district. All district specific projects can be reviewed by District Representatives/District Superintendents. School District Delegates are able to view any school districts they have been authorized to act on behalf of.

The Dashboard allows users to create new SFP funding applications and Preschool/TK/FDK funding applications by clicking on *Create New Funding Application* or *Create New Preschool/TK/FDK Funding Application*, check on the status of an application, view drafted applications not yet submitted, and sort applications by clicking on any column header. Users can search by entering in the full application number (including "/" and "-" where applicable) in the search section and clicking *Search All*. \* Users can also export all results from their dashboard to a Microsoft Excel spreadsheet by clicking on the *Export to Excel* button in the bottom right corner.

\*Note: OPSC Online currently details for applications submitted and processed after July 5, 2016. Applications received or processed prior to this date will have minimal historical data.

*Dashboard Screen:*

The screenshot displays the OPSC Online Dashboard for Public School Construction. The top navigation bar includes links for Project Reporting, Resources, Grants, Enrollment Projection, Users, District, and Dashboard. The main content area is titled "Funding Applications" and features two buttons: "Create New SFP Funding Application" and "Create New Preschool/TK/FDK Funding Application". A search bar is located on the right, with the placeholder text "Filter 200 applications...". Below the search bar is a table with the following columns: Application Name, Project Type, Status, OPSC App #, School/Site, District, DSA Number, Project Tracking Number, OPSC Received, and Last Updated. The table contains five rows of data, with the first four rows having a status of "Archived" and the fifth row having a status of "SAB Approved". At the bottom of the table, there is a pagination control showing "200 Apps Total" and "Items Per Page: 5". A "Export To Excel" button is located in the bottom right corner of the table area.

Application Name	Project Type	Status	OPSC App #	School/Site	District	DSA Number	Project Tracking Number	OPSC Received	Last Updated
50/67439-00-001	Adjusted Grant	Archived	50/67439-00-001	Freepoint Elem. (Aka Capitol Collegiate Acad.)	Sacramento City Unified			03/01/2004	04/07/2006
50/67439-00-001	Exp Report	Archived	50/67439-00-001	Freepoint Elem. (Aka Capitol Collegiate Acad.)	Sacramento City Unified			03/30/2006	04/07/2006
50/67439-00-002	Adjusted Grant	Archived	50/67439-00-002	Small High School (Genesis High)	Sacramento City Unified			01/25/2007	06/22/2012
50/67439-00-002	Exp Report	Archived	50/67439-00-002	Small High School (Genesis High)	Sacramento City Unified			03/27/2012	06/22/2012
50/67439-00-002	NC	SAB Approved	50/67439-00-002	Small High School (Genesis High)	Sacramento City Unified	67439-85		11/19/2004	11/01/2005

On the top right corner of the *Dashboard* there are seven main buttons: *Dashboard*, *District*, *Users*, *Enrollment Projection*, *Grants*, *Resources*, and *Project Reporting*.

*Dashboard Screen:*

The screenshot shows the top navigation bar with icons for Project Reporting, Resources, Grants, Enrollment Projection, Users, District, and Dashboard. Below the navigation bar, the main content area is titled "Funding Applications" and contains a table with the following data:

Application Name	Project Type	Status	OPSC App #	School/Site	District	DSA Number	Project Tracking Number	OPSC Received	Last Updated
50/67439-00-001	Adjusted Grant	Archived	50/67439-00-001	Freeport Elem. (Aka Capitol Collegiate Acad.)	Sacramento City Unified			03/01/2004	04/07/2006
50/67439-00-001	Exp Report	Archived	50/67439-00-001	Freeport Elem. (Aka Capitol Collegiate Acad.)	Sacramento City Unified			03/30/2006	04/07/2006
50/67439-00-002	Adjusted Grant	Archived	50/67439-00-002	Small High School (Genesis High)	Sacramento City Unified			01/25/2007	06/22/2012
50/67439-00-002	Exp Report	Archived	50/67439-00-002	Small High School (Genesis High)	Sacramento City Unified			03/27/2012	06/22/2012
50/67439-00-002	NC	SAB Approved	50/67439-00-002	Small High School (Genesis High)	Sacramento City Unified	67439-85		11/19/2004	11/01/2005

At the bottom of the table, there is a pagination control showing "200 Apps Total", "Items Per Page" set to 5, and a page navigation bar with buttons for First, Prev, 1, 2, 3, 4, 5, Next, and Last. An "Export To Excel" button is located at the bottom right of the table area.



Dashboard

Redirects users to the Dashboard screen from any page.



District

Allows users to review District Eligibility for modernization and new construction.



Users

Provides the District with the ability to manage District Representatives and Delegates with the power to create and delete users.



Grants

Calculates an estimate for the potential funding a District may receive for its application. Limitations apply.



Resources

Access to the Form SAB 50-01, 50-02, 50-03 Combined Excel Worksheet and Site Development Worksheet.



Enrollment Projection

Allows users the ability to project enrollment using different scenarios to help determine the most viable option.



Project Reporting

Allows users to search for a specific project or Fund Release Report using more specified criteria.

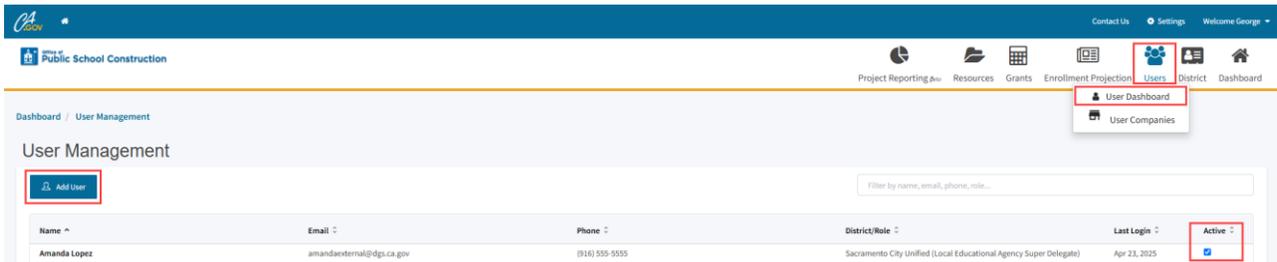
Additionally, by clicking on the *Welcome* button users can update their own profile information.

## User Management

The User Management page allows District Superintendents/Representatives to grant authorization to new users\*. Doing so allows users to complete applications and submit documents on the Districts behalf; however, only the authorized District Representative/Superintendent can submit the application.

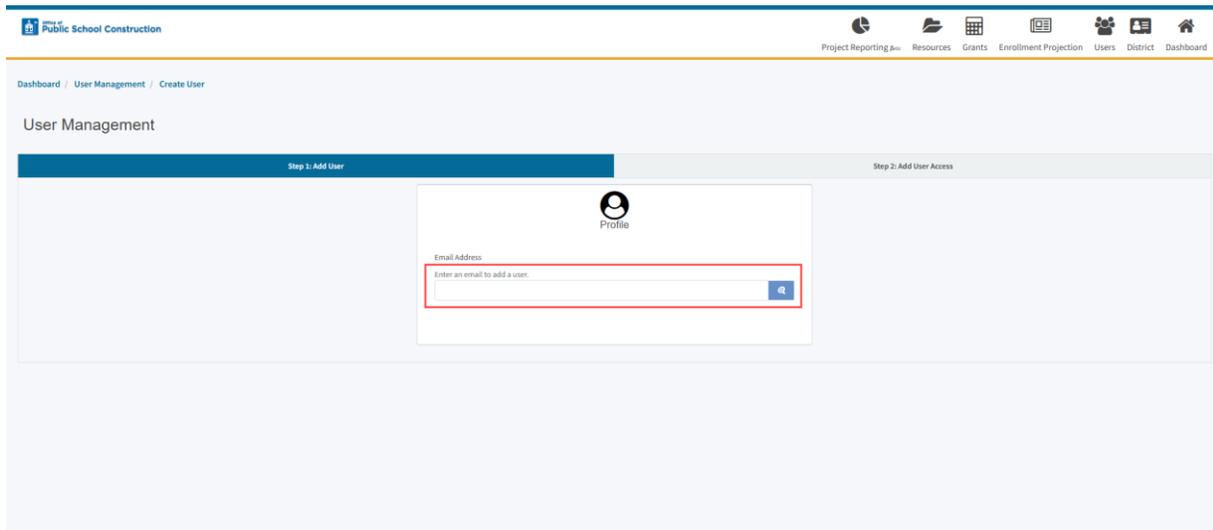
District Representatives/Superintendents can access the User Management screen by clicking and/or hovering the *Users* button from any screen, and then clicking the User Dashboard option

*User Management Screen:*



Along with the option to activate and deactivate users accounts at any time, District Representatives/Superintendents can create a new user, by clicking on *Add User*. You will first be prompted to enter in the email of the User you intend to add to see if they already exist in the system. Once the email is accurately entered, click the search icon to see if any results appear.

*Add User Screen:*



If the search does not return results, you will be prompted to enter in the rest of the delegate's information. Once the required information is entered, click the Save & Continue button at the bottom right to go to the Add User Access section.

The screenshot displays the 'User Management' section of the OPSC online system. The breadcrumb trail is 'Dashboard / User Management / Create User'. The page is divided into two steps: 'Step 1: Add User' and 'Step 2: Add User Access'. The 'Add User' form is centered and includes the following fields:

- Email Address:** A text input field.
- Username Field:** A red error message states 'Username Field is required' and 'Will be the Username'.
- Title:** A dropdown menu with the placeholder text 'Please select a title'.
- First Name:** A text input field.
- Last Name:** A text input field.
- Office Phone:** A text input field followed by an 'Ext:' label and another text input field.
- Cell Phone:** A text input field.
- Secondary Email:** A text input field with 'optional' written above it.
- Street Address:** A text input field.
- City:** A text input field.
- State:** A text input field.
- Zip Code:** A text input field.

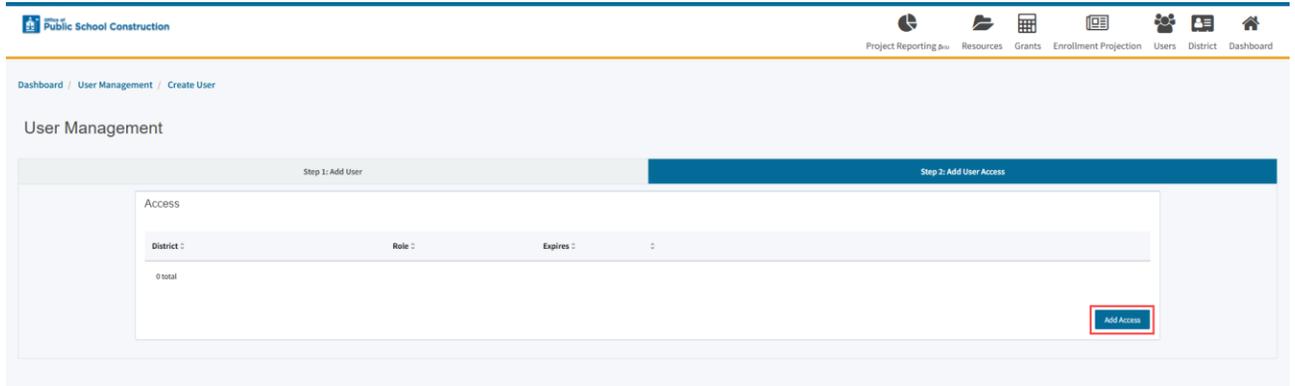
At the bottom of the form, there are two buttons: a 'Cancel' button and a 'Save & Continue' button with a green arrow icon.

Once the user account is created in OPSC online, the delegated user will check their email for a confirmation email. Upon confirmation, the user will be prompted to create a password for their account. The email used to create the users account will be their username.

\*Note: Currently, if a user is already assigned to a school district, the Superintendent or District Representative will need to contact OPSC staff to add access for the user to their school districts.

Once in the Add User Access section, the District's Authorized Representative/Superintendent can grant access by clicking on *Add Access*.

*Create User Screen:*



Once selected, access can be granted by choosing a District and Role from the drop downs and clicking save. An expiration on the user's access can also be put in place, disabling the user from accessing any of the District's information on OPSC Online after the expiration date.

*Add/Edit Access Screen:*



A Delegate’s access will be limited to the Type of Role assigned to their user account.

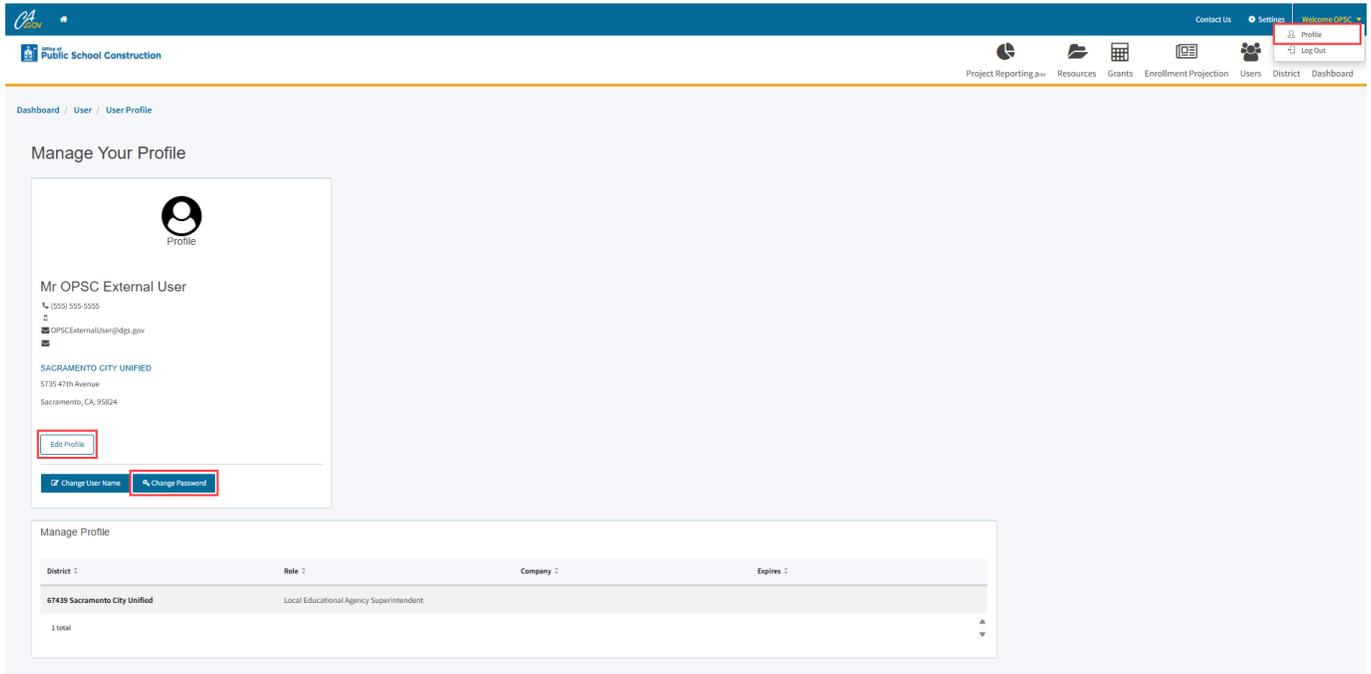
The table below shows the level of access and authorization abilities of different role types that will be assigned by either the Superintendent or District Representative(s) on file:

Type of Role	Authorization
Architect	Can create draft applications and review/certify cost estimates meet 60% construction commensurate requirement.
Delegate (Consultant)	Granted all access except the ability to submit applications or to review cost estimates.
Superintendent/Representative	Granted all access and are the only users that can submit applications.

Once an account has been created, a user can update their information at any time by clicking on or hovering over their name located at the top right-hand side of their screen and clicking on *Profile*. Once on the *Manage Your Profile* page, click on *Edit Profile*.

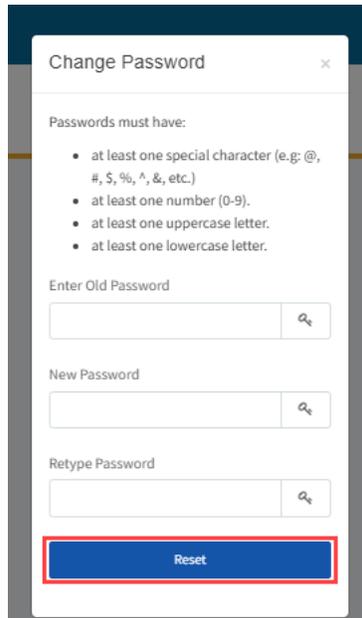
Users can change their password by clicking on *Change Password*.

*Manage Your Profile Page:*



A new password will need to be entered in and confirmed when changing or creating your password. Passwords require at least one special character, one number, and an uppercase and lowercase letter. Click on reset to confirm your password change.

Change Password Screen:

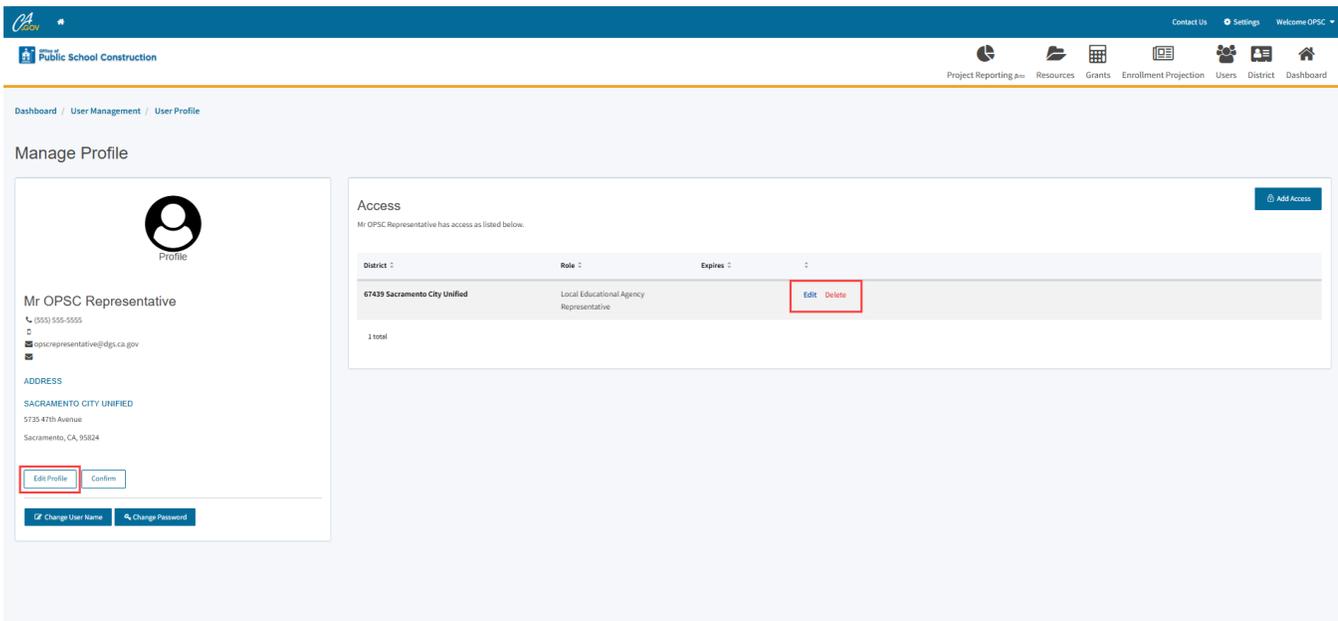


The image shows a 'Change Password' modal window. It contains a list of password requirements: at least one special character (e.g., @, #, \$, %, ^, &, etc.), at least one number (0-9), at least one uppercase letter, and at least one lowercase letter. Below the requirements are three input fields: 'Enter Old Password', 'New Password', and 'Retype Password'. Each field has a small eye icon to toggle visibility. At the bottom of the modal is a blue 'Reset' button, which is highlighted with a red border.

District Superintendents/District Representatives can update another user's information by clicking on *User*, selecting the user's name they wish to update and clicking on the *Edit Profile* option.

The option to edit and delete a Delegate's access will also be available under Manage Profile through the User Dashboard.

Manage Profile Screen:



The image shows the 'Manage Profile' screen in a web application. The page has a blue header with the 'OPSC' logo and navigation links like 'Contact Us', 'Settings', and 'Welcome OPSC'. Below the header is a navigation bar with icons for 'Project Reporting', 'Resources', 'Grants', 'Enrollment Projection', 'Users', 'District', and 'Dashboard'. The main content area is titled 'Manage Profile' and is divided into two sections. The left section shows the user's profile information for 'Mr OPSC Representative', including contact details and address. It features an 'Edit Profile' button (highlighted with a red border) and a 'Confirm' button. The right section is titled 'Access' and shows a table of access records. The table has columns for 'District', 'Role', and 'Expires'. One record is listed for '67439 Sacramento City Unified' with the role 'Local Educational Agency Representative'. The 'Edit' and 'Delete' buttons for this record are highlighted with a red border. There is also an 'Add Access' button in the top right of the 'Access' section.



# OPSC ONLINE USER GUIDE



## Section 1. Eligibility for Modernization Funding

# Modernization Program Eligibility

## Introduction – Eligibility Determination (Form SAB 50-03)

The Form SAB 50-03 is submitted using the Office of Public School Construction (OPSC) Online System by school districts and is used to calculate the District's eligibility for modernization funding under the School Facility Program (SFP).

## Modernization Eligibility Establishment and Adjustment

Before a district can submit a funding application for the SFP modernization program, they must submit an application to determine eligibility for funding. For modernization purposes, each school site has its own site-specific eligibility. Authorized users will have the capability to create, review, and submit eligibility establishments and adjustment updates. Additionally, authorized users will have access to existing baseline ledgers, showing the history of the district's site-specific eligibility activities. Eligibility forms include the *Eligibility Determination (Form SAB 50-03)*.

The purpose of having Districts submit eligibility forms online is to capture the data and enrollment so that future functionality prepopulates enrollment for prior years. OPSC Online does not calculate enrollment projections, it is designed to capture the eligibility form data.

## Accessing a District's Eligibility in OPSC Online

To access a district's eligibility, click on "District" and select a district name.

District Screen:



The screenshot shows the OPSC Online dashboard. At the top, there is a navigation bar with the CA.GOV logo on the left and 'Contact Us', 'Settings', and 'Welcome Test' on the right. Below this is a secondary navigation bar with the 'Office of Public School Construction' logo on the left and several menu items: 'Project Reporting', 'Resources', 'Grants', 'Enrollment Projection', 'Users', 'District', and 'Dashboard'. The 'District' menu item is highlighted with a red box, and a red arrow points to it from the right. Below the navigation bar, the main content area is titled 'Dashboard' and 'Funding Applications'. There are two buttons at the top: 'Create New SFP Funding Application' and 'Create New Preschool/TK/FDK Funding Application'. A search bar is present with the text 'Filter 200 applications...' and a 'Search All' button. Below the search bar is a table with the following columns: 'Application Name', 'Project Type', 'Status', 'OPSC App #', 'School/Site', 'District', 'Project Tracking Number', 'OPSC Received', and 'Last Updated'. The table contains several rows of data, including 'Test Application', 'Expenditure Report #1 - 48%', 'West Campus HS Mod', 'American Legion HS Mod', and 'GA-57/67439-00-078'.

Application Name	Project Type	Status	OPSC App #	School/Site	District	Project Tracking Number	OPSC Received	Last Updated
Test Application	MOD	Draft			Sacramento City Unified	67439-123		08/02/2024
Expenditure Report #1 - 48%	Exp Report	OPSC Reviewing	54/67439-00-007	St. Hope Public School 7	Sacramento City Unified	67439-342	07/18/2024	07/19/2024
Expenditure Report #1 - 48%	Exp Report	OPSC Reviewing	54/67439-00-008	St. Hope Public School 7	Sacramento City Unified	67439-343	07/18/2024	07/18/2024
West Campus HS Mod	Fund Release Auth	50-05/70-02 Approved	57/67439-00-078	West Campus (Aka Hiram Johnson West High)	Sacramento City Unified	67439-339	07/26/2023	07/26/2023
American Legion HS Mod	Fund Release Auth	50-05/70-02 Approved	57/67439-00-077	American Legion High	Sacramento City Unified	67439-347	07/26/2023	07/26/2023
GA-57/67439-00-078	Grant Agreement	SAB Approved	57/67439-00-078	West Campus (Aka	Sacramento City	67439-339	07/06/2023	07/06/2023

District Screen:

The screenshot shows the 'Select A District' interface. At the top, there is a navigation bar with the CA.GOV logo, 'Office of Public School Construction', and user links: 'Contact Us', 'Settings', and 'Welcome Test'. Below this is a secondary navigation bar with icons for 'Project Reporting', 'Resources', 'Grants', 'Enrollment Projection', 'Users', 'District', and 'Dashboard'. The main content area has a breadcrumb 'Dashboard / District' and a heading 'Select A District'. A search filter is applied, showing a table with one item: '67439 Sacramento City Unified' with the role 'Local Educational Agency Representative'. The table has columns for 'District', 'Role', and 'Company'. Navigation controls include '1 Items Total' and 'First', 'Prev', 'Next', 'Last' buttons. At the bottom, there is a footer with links: 'Back to Top', 'Conditions of Use', 'Privacy Policy', 'Contact Us', 'Register to Vote', and 'Governor', along with the copyright notice 'Copyright © 2024 - State of California'.

Once a district is selected, users may review eligibility establishments and updates which have been drafted, submitted, or approved by OPSC.

District Eligibility Applications Screen:

The screenshot displays the 'District Eligibility Applications' screen for '67439 Sacramento City Unified' in Sacramento County. The top navigation bar is identical to the previous screen. Below the breadcrumb 'Dashboard / District', the district name '67439 Sacramento City Unified' and 'Sacramento County' are shown. A horizontal menu includes 'Eligibility' (selected), 'Manage Sites', 'District Contacts', 'District Uploaded Docs', 'Financial Hardship', 'Unused Sites', and 'Project Tracking Number'. The main content area features a table titled 'District Eligibility Applications' with a 'New Eligibility Application' button. The table has columns: Nickname, Status, Type, Enrollment Year, HSAA, Site Name, Received Date, and Updated. Three rows are visible: '50-03 Facilities Update' (Submitted), 'Cmp Capitol Campus Establishment' (SAB Approved), and 'Sacramento City 19-20' (SAB Approved). To the right, a 'View Baselines' panel prompts the user to 'Select a High School Attendance Area below for Eligibility Baseline information:' and provides a search input and a list of options: '(00) District-wide' and '(01) Rosemont'.

# Submitting an Establishment or Adjustment Form SAB 50-03 in OPSC Online

Once the user is on the district's Eligibility Page, they may review the following application types: *Draft*, *Submitted*, *In Review by OPSC*, or *SAB Approved Forms SAB 50-03*.

*District Eligibility Applications Screen:*

Nickname	Status	Type	Enrollment Year	HSAA	Site Name	Received Date	Updated
50-03 Facilities Update	Submitted	Adj Mod	22/23	District-Wide	C. K. Mcclatchy High	08/01/2024	08/01/2024
Cmp Capitol Campus Establishment	SAB Approved	Est Mod	20/21	District-Wide	California Montessori Project - Capitol Campus	10/07/2022	10/12/2022
Sacramento City 19-20 Cbeds	SAB Approved	Adj Nc	19/20	District-Wide		05/06/2020	12/30/2020
67439	SAB Approved	Adj Mod	13/14	District-Wide	John H. Still	11/27/2019	12/24/2020
Leonardo Da Vinci	SAB Approved	Adj Mod	13/14	District-Wide	Da Vinci (Leonardo) Elementary	12/02/2019	12/24/2020

To submit a new Form SAB 50-03, the district may click on “New Eligibility Application”. Users are then directed to the *Eligibilitywizard* page, where they may create new applications for eligibility establishments and updates.

*District Eligibility Applications Screen:*

67439 Sacramento City Unified

Sacramento County

Eligibility | Manage Sites | District Contacts | District Uploaded Docs | Financial Hardship | Unused Sites | Project Tracking Number

Nickname	Status	Type	Enrollment Year	HSAA	Site Name	Received Date	Updated
50-03 Facilities Update	Submitted	Adj Mod	22/23	District-Wide	C. K. Mcclatchy High	08/01/2024	08/01/2024
Cmp Capitol Campus Establishment	SAB Approved	Est Mod	20/21	District-Wide	California Montessori Project - Capitol	10/07/2022	10/12/2022

The *Eligibilitywizard* guides users through the application to fill out information for an eligibility establishment (Est) or adjustment (Adj). The user will need to ensure that the correct District is selected.

Form SAB 50-03 Eligibilitywizard – Establish or Adjust District Eligibility:

The screenshot shows a web application interface for the Office of Public School Construction. The main heading is "Establish or Adjust District Eligibility". The form contains the following fields:

- District Selected: A dropdown menu with "Sacramento City Unified" selected.
- Select Eligibility Application Type: A dropdown menu with "Please select an option" displayed.
- Select High School Attendance Area: A dropdown menu with "Please select an option" displayed.
- Select Enrollment Year: A dropdown menu with "Please select an option" displayed.
- Enter An Application Nickname: A text input field.

At the bottom of the form are two buttons: "Cancel" and "Continue".

The page header includes the "Office of Public School Construction" logo and navigation links: "Project Reporting", "Resources", "Grants", "Enrollment Projection", "Users", "District", and "Dashboard". The footer contains links for "Back to Top", "Conditions of Use", "Privacy Policy", "Contact Us", "Register to Vote", and "Governor", along with the copyright notice "Copyright © 2024 - State of California".

If the user is establishing modernization eligibility, they may select “Est Mod”.

Form SAB 50-03 Eligibilitywizard – Establish or Adjust District Eligibility:

**Establish or Adjust District Eligibility**

District Selected

Select Eligibility Application Type

Select High School Attendance Area

Select School/Site   
This field is required

Select Enrollment Year

Enter An Application Nickname

If the user is adjusting modernization eligibility, they may select “Adj Mod”.

*Form SAB 50-03 Eligibilitywizard – Establish or Adjust District Eligibility:*

This screenshot highlights the dropdown section of the Eligibility Wizard in which the user would select what type of application they are choosing to create. For purposes of this application, the user will be selecting “Adj Mod”.

### Establish or Adjust District Eligibility

District Selected	Sacramento City Unified
Select Eligibility Application Type	Adj Mod
Select High School Attendance Area	Please select an option
Select School/Site	Please select an option
Select Enrollment Year	Please select an option
Enter An Application Nickname	

Cancel × Continue →

Then, the user should select the appropriate attendance area (if applicable) for which the application is applicable. In this case, Districtwide (00) is selected.

*Form SAB 50-03 Eligibilitywizard – Establish or Adjust District Eligibility:*

## Establish or Adjust District Eligibility

District Selected	Sacramento City Unified
Select Eligibility Application Type	Adj Mod
Select High School Attendance Area	Please select an option
Select School/Site	Please select an option
Select Enrollment Year	Please select an option
Enter An Application Nickname	

Next, the user will select the School/Site with which the application is associated.

*Form SAB 50-03 Eligibilitywizard – Establish or Adjust District Eligibility:*

The screenshot shows the 'Establish or Adjust District Eligibility' form with a dropdown menu open for the 'Select School/Site' field. The dropdown menu lists various schools and sites, with 'C. K. McClatchy High' highlighted. A red arrow points to this selection. The 'Select School/Site' field is also highlighted with a red box, and a red box around the dropdown menu indicates it is required.

District Selected	
Select Eligibility Application Type	
Select High School Attendance Area	
Select School/Site	Please select an option
Select Enrollment Year	Please select an option
Enter An Application Nickname	

Cancel x Continue →

Then, the user will select the enrollment year being used. For instance, if a Modernization adjustment is for the 2023/2024 enrollment year, the user would select 2023/2024.

*Form SAB 50-03 Eligibilitywizard – Establish or Adjust District Eligibility:*

The screenshot shows a web form with the following fields and options:

- District Selected:** Sacramento City Unified
- Select Eligibility Application Type:** Please select an option
- Select High School Attendance Area:** Please select an option
- Select School/Site:** Please select an option
- Select Enrollment Year:** A dropdown menu is open, showing a list of years from 2006 - 2007 to 2024 - 2025. The year 2023 - 2024 is highlighted. Below the dropdown, the text "Please select an option" is visible, and the field is marked as required with the text "This field is required".
- Enter An Application Nickname:** An empty text input field, marked as required with the text "This field is required".

At the bottom of the form, there are three buttons: "Cancel", a close button (x), and "Continue" with a right-pointing arrow.

Finally, the user will go to the field for *Enter An Application Nickname*. The nickname should distinguish the adjustment from others. For instance, an appropriate nickname for a Form SAB 50-03 would be “Form SAB 50-03 – (Submittal Date broken out to xx-xx-20xx)”. Please note that backslashes will not populate in the Application Nickname. The user also has the option to edit the Application Nickname once the user selects “Continue”.

Form SAB 50-03 Eligibilitywizard – Establish or Adjust District Eligibility:

### Establish or Adjust District Eligibility

District Selected	Sacramento City Unified
Select Eligibility Application Type	Adj Mod
Select High School Attendance Area	Please select an option
Select School/Site	C. K. Mcclatchy High
Select Enrollment Year	2023 - 2024
Enter An Application Nickname	50-03 Facilities Update 23-24

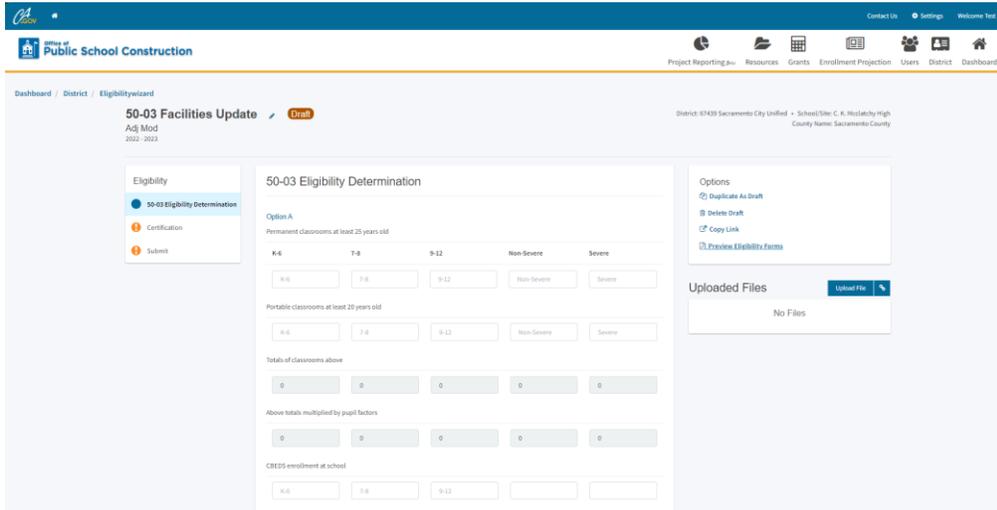
The user may select “Continue” and will be directed to a draft Form SAB 50-03.

Form SAB 50-03 Eligibilitywizard – Establish or Adjust District Eligibility:

Establish or Adjust District Eligibility	
District Selected	Sacramento City Unified
Select Eligibility Application Type	Adj Mod
Select High School Attendance Area	Please select an option
Select School/Site	C. K. Mcclatchy High
Select Enrollment Year	2023 - 2024
Enter An Application Nickname	50-03 Facilities Update 23-24
Cancel	Continue

Once the user selects “Continue”, they will be directed to the Form SAB 50-03 *Eligibilitywizard*.

Form SAB 50-03 *Eligibilitywizard*:



Once the *Eligibility Determination* (Form SAB 50-03) *Eligibilitywizard* loads, the user will then input data in the fields for both *Option A* and *Option B* in accordance with the Form SAB 50-03 instructions.

Form SAB 50-03 *Eligibilitywizard*:

50-03 Eligibility Determination !

**Option A**

Permanent classrooms at least 25 years old

K-6	7-8	9-12	Non-Severe	Severe
0	0	20	2	0

Portable classrooms at least 20 years old

K-6	7-8	9-12	Non-Severe	Severe
0	0	5	2	0

Totals of classrooms above

K-6	7-8	9-12	Non-Severe	Severe
0	0	25	4	0

Above totals multiplied by pupil factors

K-6	7-8	9-12	Non-Severe	Severe
0	0	675	52	0

CBEDS enrollment at school

K-6	7-8	9-12	Non-Severe	Severe
0	0	2,400	20	27

Option A: Modernization Eligibility

K-6	7-8	9-12	Non-Severe	Severe
0	0	675	20	0

Form SAB 50-03 Eligibilitywizard:

**Option B**

Permanent space at least 25 years old (report by classroom or square footage)	22
Portable space at least 20 years old	7
Total	29
Remaining permanent and portable space (report by classroom or square footage)	0
Total	29
Percentage (between totals)	100.00 %

CBEDS enrollment at school

K-6	7-8	9-12	Non-Severe	Severe
0	0	2,400	20	27

Option B: Modernization Eligibility

0	0	2,400	20	27
---	---	-------	----	----

Note that fields left blank under *Option A* will register in the system as “0”. Under *Option B*, all fields must be entered to proceed.

Once all relevant fields have been entered, the user must select from the dropdown the preferred Modernization Eligibility option. This will highlight the selected Option (A or B) in green.

Form SAB 50-03 Eligibilitywizard:

Select preferred Modernization Eligibility option

Please select an option

**Modernization Eligibility Summary**

Option A:

0	0	540	20	0
---	---	-----	----	---

Option B:

0	2,400	0	0	0
---	-------	---	---	---

Continue →

After selecting the appropriate option and reviewing the accuracy of the entered data, the user may then select “Continue”.

Form SAB 50-03 Eligibilitywizard:

The screenshot displays a web form for 'Form SAB 50-03 Eligibilitywizard'. At the top, there are five input fields with values: 0, 2,400, 0, 0, and 0. Below these is a section for 'Option B: Modernization Eligibility' with a green checkmark and the text 'Selected Eligibility Option'. This section contains five green input fields with the same values: 0, 2,400, 0, 0, and 0. A dropdown menu labeled 'Select preferred Modernization Eligibility option' is set to 'Option B'. Below this is a 'Modernization Eligibility Summary' box. It shows 'Option A:' with five grey input fields containing 0, 0, 540, 20, and 0. Below that, 'Option B:' is marked as the 'Selected Eligibility Option' with a green checkmark and five green input fields containing 0, 2,400, 0, 0, and 0. At the bottom right of the form is a green 'Continue' button with a right-pointing arrow.

Once the user selects “Continue”, the entered data for the *Eligibilitywizard* will be saved as the user is directed to the *Certification* page. The District Superintendent/Representative will complete the *Certification* page once all information has been verified. Users will be unable to move forward unless all sections have been completed and show a green check mark. An orange exclamation point next to a section name indicates an incomplete page. To return to a page, click on the section name or user the *Previous* tab until the desired page is found.

Form SAB 50-03 Eligibilitywizard – Certification Page:

Dashboard / District / Eligibilitywizard

**50-03 Facilities Update** Draft

Adj Mod  
2022 - 2023

District: 67439 Sacramento City Unified • School/Site: C. K. McClatchy High  
County Name: Sacramento County

Eligibility

- ✔ 50-03 Eligibility Determination
- ! Certification
- Submit

**Certification** !

I certify, as the District Representative, that the information reported on this form and, when applicable, the High School Attendance Area Residency Reporting Worksheet attached, is true and correct and that:

- I am designated as an authorized district representative by the governing board of the district.
- if the district is requesting an augmentation in the enrollment projection pursuant to Regulation Section 1859.42.1 (a), the local planning commission or approval authority has approved the tentative subdivision map used for augmentation of the enrollment and the district has identified dwelling units in that map to be contracted. All subdivision maps used for augmentation of enrollment are available at the district for review by the Office of Public School Construction (OPSC).
- A resolution or other appropriate documentation supporting this application under Chapter 12.5, Part 10, Division 1, commencing with Section 17070.10, et seq., of the Education Code was adopted by the School District's Governing Board or the designee of the Superintendent of Public Instruction on  This field is required
- This form is an exact duplicate (verbatim) of the form provided by the Office of Public School Construction. In the event a conflict should exist, then the language in the OPSC form will prevail.

I verify, I have read and agree to the above terms and certification information

Please Certify application

District Representative or Superintendent Name  This field is required

District Representative or Superintendent Email  This field is required

District Representative or Superintendent Phone Number  This field is required

Options

- ↺ Duplicate As Draft
- ✖ Delete Draft
- 🔗 Copy Link
- 📄 Preview Eligibility Forms

Uploaded Files Upload File 📎

No Files

The user must indicate the date a resolution or other appropriate documentation supporting this application under Charter 12.5, Part 10, Division 1, commencing with Section 17070.10, et seq., of the Education Code, was adopted by the School District's Governing Board or the designee of the Superintendent of Public Instruction.

Form SAB 50-03 Eligibilitywizard – Certification Page:

Dashboard / District / Eligibilitywizard

**50-03 Facilities Update** Draft

Adj Mod  
2022 - 2023

District: 67439 Sacramento City Unified • School/Site: C. K. McClatchy High  
County Name: Sacramento County

Eligibility

- ✔ 50-03 Eligibility Determination
- ! Certification
- Submit

**Certification** !

I certify, as the District Representative, that the information reported on this form and, when applicable, the High School Attendance Area Residency Reporting Worksheet attached, is true and correct and that:

- I am designated as an authorized district representative by the governing board of the district.
- if the district is requesting an augmentation in the enrollment projection pursuant to Regulation Section 1859.42.1 (a), the local planning commission or approval authority has approved the tentative subdivision map used for augmentation of the enrollment and the district has identified dwelling units in that map to be contracted. All subdivision maps used for augmentation of enrollment are available at the district for review by the Office of Public School Construction (OPSC).
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I verify, I have read and agree to the above terms and certification information

Please Certify application

District Representative or Superintendent Name  This field is required

District Representative or Superintendent Email  This field is required

District Representative or Superintendent Phone Number  This field is required

Options

- ↺ Duplicate As Draft
- ✖ Delete Draft
- 🔗 Copy Link
- 📄 Preview Eligibility Forms

Uploaded Files Upload File 📎

No Files

## Certification

I certify, as the District Representative, that the information reported on this form and, when applicable, the High School Attendance Area Residency Reporting Worksheet attached, is true and correct and that:

- I am designated as an authorized district representative by the governing board of the district.
- If the district is requesting an augmentation in the enrollment projection pursuant to Regulation Section 1859.42.1 (a), the local planning commission or approval authority has approved the tentative subdivision map used for augmentation of the enrollment and the district has identified dwelling units in that map to be contracted. All subdivision maps used for augmentation of enrollment are available at the district for review by the Office of Public School Construction (OPSC).
- A resolution or other appropriate documentation supporting this application under Chapter 12.5, Part 10, Division 1, commencing with Section 17070.10, et seq., of the Education Code was adopted by the School District's Governing Board or the designee of the Superintendent of Public Instruction on
- This form is an exact duplicate (verbatim) of the form provided by the Office of Public School Construction. In the event a conflict should exist, then the language in the OPSC form will prevail.

I verify, I have read and agree to the above terms and certification information

 Yes  No

Please Certify application

District Representative or Superintendent Name

This field is required

District Representative or Superintendent Email

This field is required

District Representative or Superintendent Phone Number

This field is required

Phone Extension (optional)

Date

The user may then select “Yes” after reading and agreeing to the listed terms and certification information.

Form SAB 50-03 Eligibilitywizard - Certification Page:

## Certification

I certify, as the District Representative, that the information reported on this form and, when applicable, the High School Attendance Area Residency Reporting Worksheet attached, is true and correct and that:

- I am designated as an authorized district representative by the governing board of the district.
- If the district is requesting an augmentation in the enrollment projection pursuant to Regulation Section 1859.42.1 (a), the local planning commission or approval authority has approved the tentative subdivision map used for augmentation of the enrollment and the district has identified dwelling units in that map to be contracted. All subdivision maps used for augmentation of enrollment are available at the district for review by the Office of Public School Construction (OPSC).
- A resolution or other appropriate documentation supporting this application under Chapter 12.5, Part 10, Division 1, commencing with Section 17070.10, et seq., of the Education Code was adopted by the School District’s Governing Board or the designee of the Superintendent of Public Instruction on
- This form is an exact duplicate (verbatim) of the form provided by the Office of Public School Construction. In the event a conflict should exist, then the language in the OPSC form will prevail.

I verify, I have read and agree to the above terms and certification information

 Yes  No

District Representative or Superintendent Name

This field is required

District Representative or Superintendent Email

This field is required

District Representative or Superintendent Phone Number

This field is required

Phone Extension (optional)

Date

This field is required

After selecting “Yes”, the user may then enter their authorized district representative information (name, e-mail, and phone number).

Form SAB 50-03 Eligibilitywizard – Certification Page:

Form SAB 50-03 Eligibilitywizard – Certification Page:

**Certification** !

I certify, as the District Representative, that the information reported on this form and, when applicable, the High School Attendance Area Residency Reporting Worksheet attached, is true and correct and that:

- I am designated as an authorized district representative by the governing board of the district.
- If the district is requesting an augmentation in the enrollment projection pursuant to Regulation Section 1859.42.1 (a), the local planning commission or approval authority has approved the tentative subdivision map used for augmentation of the enrollment and the district has identified dwelling units in that map to be contracted. All subdivision maps used for augmentation of enrollment are available at the district for review by the Office of Public School Construction (OPSC).
- A resolution or other appropriate documentation supporting this application under Chapter 12.5, Part 10, Division 1, commencing with Section 17070.10, et seq., of the Education Code was adopted by the School District's Governing Board or the designee of the Superintendent of Public Instruction on
- This form is an exact duplicate (verbatim) of the form provided by the Office of Public School Construction. In the event a conflict should exist, then the language in the OPSC form will prevail.

I verify, I have read and agree to the above terms and certification information

Yes  No

District Representative or Superintendent Name

Delegate Name

---

delegate@example.com

---

(123) 456-7890

District Representative or Superintendent Email

District Representative or Superintendent Phone Number

Phone Extension (optional)

Date

This field is required

Once the district representative's name, e-mail, and phone number have been entered, the user will then enter the date of which they are certifying this information. For instance, if the user was entering this application into the eligibility wizard on 8/08/2024, they would enter 8/08/2024.

Form SAB 50-03 Eligibilitywizard – Certification Page:

## Certification

I certify, as the District Representative, that the information reported on this form and, when applicable, the High School Attendance Area Residency Reporting Worksheet attached, is true and correct and that:

- I am designated as an authorized district representative by the governing board of the district.
- If the district is requesting an augmentation in the enrollment projection pursuant to Regulation Section 1859.42.1 (a), the local planning commission or approval authority has approved the tentative subdivision map used for augmentation of the enrollment and the district has identified dwelling units in that map to be contracted. All subdivision maps used for augmentation of enrollment are available at the district for review by the Office of Public School Construction (OPSC).
- A resolution or other appropriate documentation supporting this application under Chapter 12.5, Part 10, Division 1, commencing with Section 17070.10, et seq., of the Education Code was adopted by the School District's Governing Board or the designee of the Superintendent of Public Instruction on
- This form is an exact duplicate (verbatim) of the form provided by the Office of Public School Construction. In the event a conflict should exist, then the language in the OPSC form will prevail.

I verify, I have read and agree to the above terms and certification information

Yes  No

District Representative or Superintendent Name

District Representative or Superintendent Email

District Representative or Superintendent Phone Number

Phone Extension (optional)

Date

The user also has a list of *Options* on the *Certification* page to Duplicate the Form SAB 50-03 as a Draft, Delete the Draft, Copy a Link, and Preview Eligibility Forms.

Form SAB 50-03 Eligibilitywizard - Certification Page:

From this page, the user has the option to select “Duplicate As Draft” within OPSC Online. This creates a duplicate version of the currently entered Form SAB 50-03.

Form SAB 50-03 – Eligibilitywizard

- Options
- Duplicate As Draft
  - Delete Draft
  - Copy Link
  - Preview Eligibility Forms

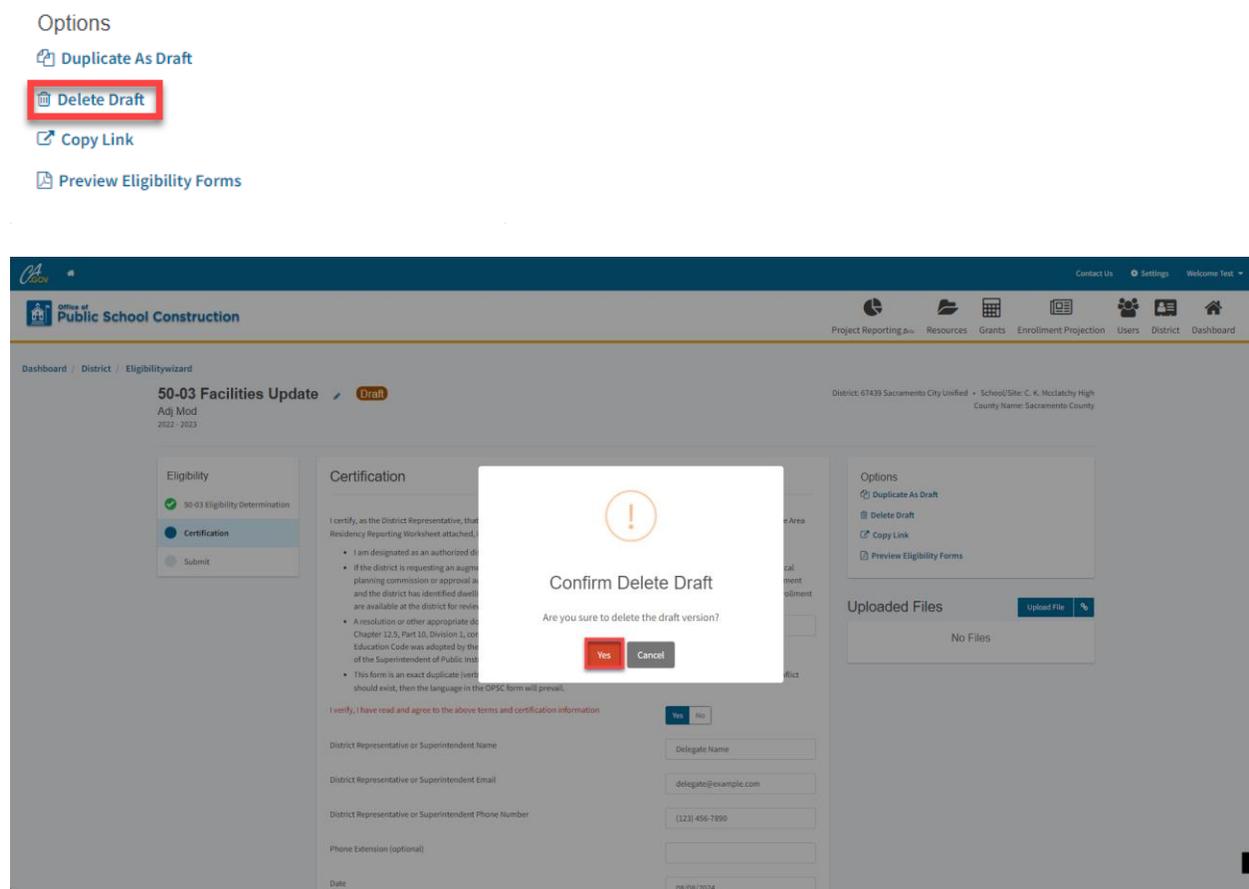
Form SAB 50-03 – Eligibility Page:

District Eligibility Applications New Eligibility Application

Nickname	Status	Type	Enrollment Year	HSAA	Site Name	Received Date	Updated	
50-03 Facilities Update	Draft	Adj Mod	22/23	District-Wide	C. K. Mcclatchy High		08/15/2024	Options
50-03 Facilities Update	Submitted	Adj Mod	22/23	District-Wide	C. K. Mcclatchy High	08/01/2024	08/01/2024	
Cmp Capitol Campus Establishment	SAB Approved	Est Mod	20/21	District-Wide	California Montessori Project - Capitol Campus	10/07/2022	10/12/2022	
Sacramento City 19-20 Cbeds	SAB Approved	Adj Nc	19/20	District-Wide		05/06/2020	12/30/2020	
67439	SAB Approved	Adj Mod	13/14	District-Wide	John H. Still	11/27/2019	12/24/2020	
Leonardo Da Vinci	SAB Approved	Adj Mod	13/14	District-Wide	Da Vinci (Leonardo) Elementary	12/02/2019	12/24/2020	

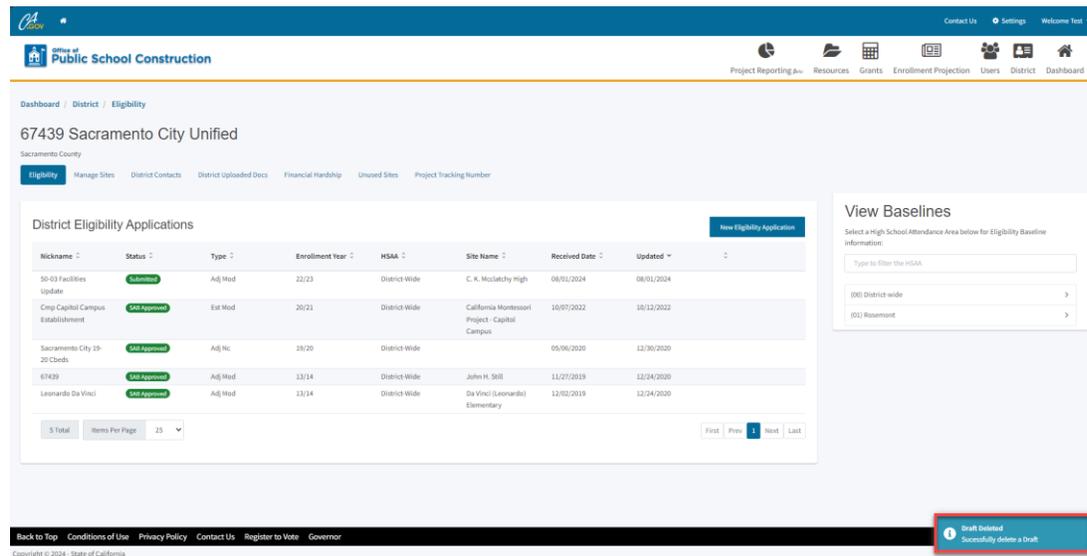
6 Total    Items Per Page: 25    First    Prev    1    Next    Last

The user also has the option to select “Delete Draft”, which deletes the currently entered Form SAB 50-03 from the *Eligibility* page. To do so, the user may select “Delete Draft”. When prompted to confirm, select “Yes”.



The user will then be directed to the District’s *Eligibility* page.

Form SAB 50-03 – Eligibility Page:



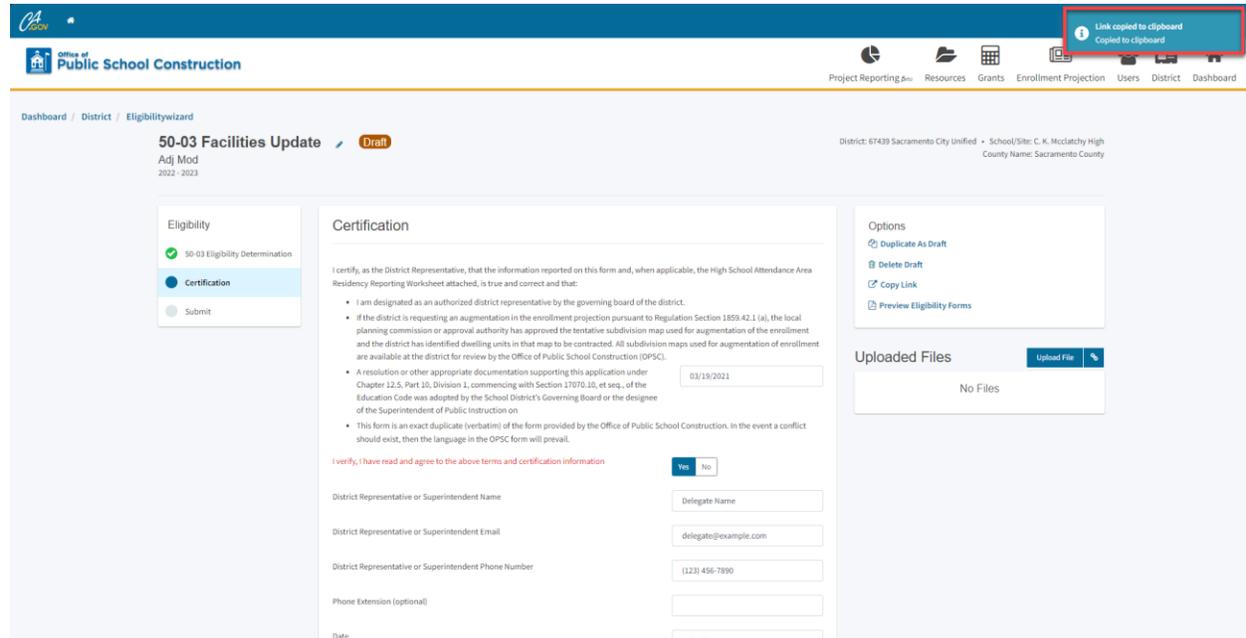
The user may also select “Copy Link”, which copies a hyperlink that will allow other authorized users to access the Form SAB 50-03.

Form SAB 50-03 – Eligibilitywizard:



The user may verify that the link has been copied by means of a text box populating in the upper right-hand corner.

Form SAB 50-03 – Eligibilitywizard:



The user can also click on “Preview Eligibility Forms” to obtain a hard copy of the Form SAB 50-03 along with general information and form instructions.

Finally, the user may click “Upload File” to upload applicable Form SAB 50-03 documents (i.e., a site diagram, a classroom inventory, Form SAB 50-03 PDF, etc.). Further guidance on uploading documents will follow the *Certification* page.

Form SAB 50-03 Eligibilitywizard – Certification Page:

The screenshot shows the 'Certification' page of the Eligibilitywizard. On the left, a sidebar shows 'Eligibility' with '50-03 Eligibility Determination' and 'Certification' (highlighted) and 'Submit'. The main content area includes a certification statement, a list of bullet points, a date field (03/19/2021), a 'Yes/No' confirmation, and several text input fields for contact information. A 'Continue' button is at the bottom right.

Finally, the user may select “Continue” to proceed to the submittal page. The left-hand side of the *Eligibilitywizard* should at this point have two green check boxes.

Form SAB 50-03 Eligibilitywizard – Submittal Page:

The screenshot shows the 'Submittal' page of the Eligibilitywizard. On the left, a sidebar shows 'Eligibility' with '50-03 Eligibility Determination' and 'Certification' (both highlighted with green checkmarks) and 'Submit'. The main content area includes a submittal statement, a list of bullet points, a 'Submit Paperless Application' button, and an 'Upload file(s)' button. The right sidebar shows 'Options' and 'Uploaded Files'.

Note that the *Eligibilitywizard* will not allow the user to continue if all information has not been entered.

The user may now upload file(s) on the submittal page by clicking the “Upload file(s)” button. Please note that even after submission, the user may upload documents after submittal.

Form SAB 50-03 Eligibilitywizard - Submittal Page:

Dashboard / District / Eligibilitywizard

**50-03 Facilities Update** Draft

Adj Mod  
2022 - 2023

District: 67439 Sacramento City Unified • School/Site: C. K. McClatchy High  
County Name: Sacramento County

**Eligibility**

- ✔ 50-03 Eligibility Determination
- ✔ Certification
- Submit

**Submittal**

OPSC now accepts State Allocation Board School Facility Program forms to be submitted electronically via OPSC Online. School districts must upload copies of all required documents within 7 calendar days or the submittal will be revoked.

- Applications may only be submitted by a District Superintendent or Authorized District Representative who is signed in OPSC Online with their corresponding OPSC Online User ID. Submittal from these authorized accounts is considered to be a unique electronic signature for purposes of application submittal. A printed, wet-signature form does not need to be mailed to OPSC.
- All required and supporting application documents must be uploaded prior to submitting a new funding application. Mailing in documents is no longer necessary.
- Districts and OPSC staff will be able to access uploaded files at any time and can upload new versions or additional files at any time. Once a school district has uploaded a file, the file cannot be removed.

I have uploaded all required documents

Upload file(s)

I certify, as the Representative for the School District, that I have reviewed the application and that the information reported on this form is true and correct and that: I am the authorized representative of the District as authorized by the governing board of the district.

Submit Paperless Application

**Options**

- ↺ Duplicate As Draft
- ✖ Delete Draft
- 🔗 Copy Link
- 📄 Preview Eligibility Forms

**Uploaded Files** Upload File

No Files

← Previous

Copyright © 2024 - State of California

After the “Upload file(s)” button has been selected, a box will populate that will allow the user to browse their computer for files.

Form SAB 50-03 Eligibilitywizard – Submittal Page:

**Upload Files** ✕

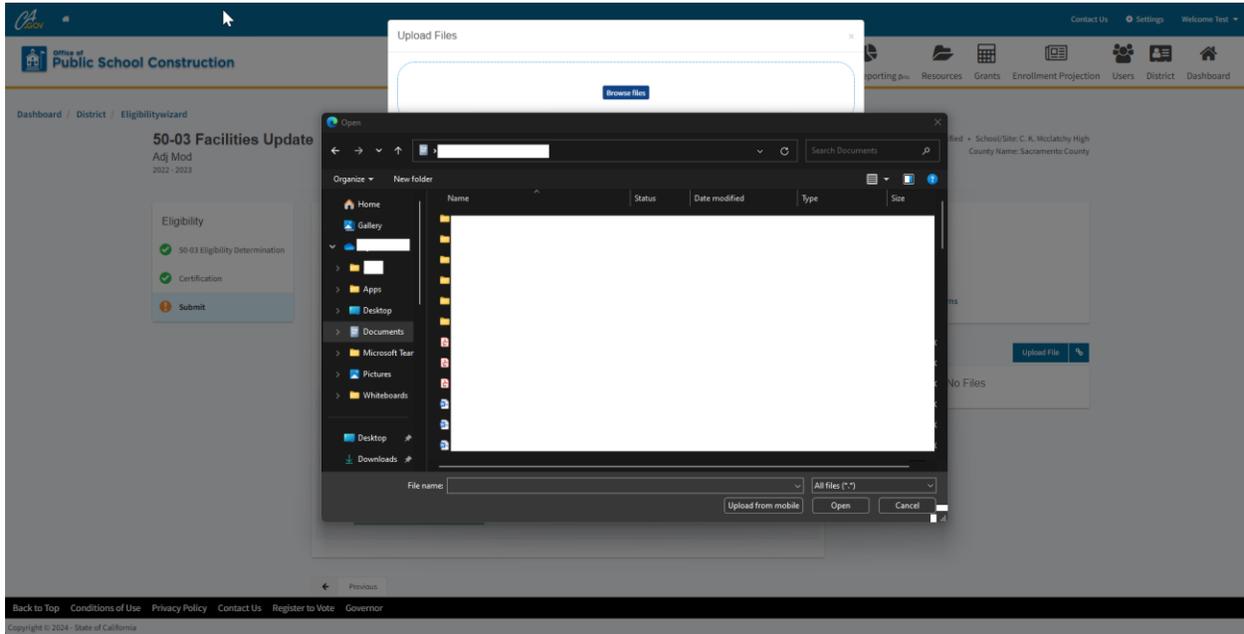
Browse files

File Name	Description	Document Type	Created	Last Modified
0 total				

Cancel
Upload Files

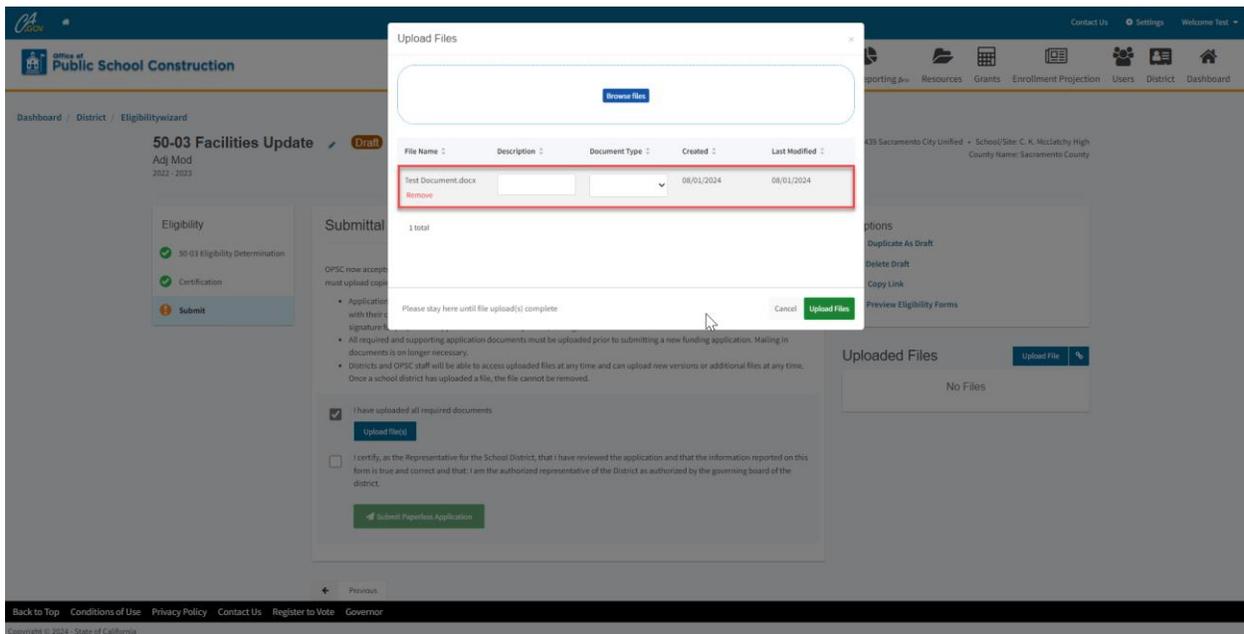
Please stay here until file upload(s) complete

Form SAB 50-03 Eligibilitywizard – Submittal Page:



Once the user selects “Upload File(s)”, then their File Explorer will populate, and they may select the appropriate file(s) they wish to upload. Note that multiple files may be selected. Once the file is selected, the user must enter in a “Description” in addition to selecting the appropriate “Document Type”.

Form SAB 50-03 Eligibilitywizard Submittal Page:



Form SAB 50-03 Eligibilitywizard Submittal Page:

Upload Files

Browse files

File Name	1 Description	2 Document Type	Created	Last Modified
Test Document.docx Remove	Test Document	<input type="text" value=""/>	08/29/2024	08/29/2024

1 total

Please stay here until file upload(s) complete

Upload file(s)

ertify, as the Representative for the School District, that ha  
ported on this form is true and correct and that: I am the au  
verning board of the district.

Submit Paperless Application

Please make a selection

- Other
- Appraisal of Property to be Acquired
- Approval Letter from Department of Toxic Substances Control
- CDE Contingent Site Approval
- CDE Final Site Approval
- CDE Letter: Final Plan Approval
- CDE Site Approval
- Cost Benefit Analysis
- Cost Estimate
- CTE Letter: High Schools or Unified Districts
- DSA Approval letter
- DSA Approved Accessibility/Fire Code Checklist
- DSA Project Application Approval Letter (Phase 4)
- DTSC Fee(s): Invoices paid to DTSC
- Eligibility Evaluation Report (Phase 1)
- Eligibility Reports (Phase 1) Concurrence
- Escrow closing statement or court order
- General Site –Documents
- Geotechnical (Soil) report

Once the “Description” and “Document Type” is entered, the user will then select “Upload Files”.

Form SAB 50-03 Eligibilitywizard – Submittal Page:

Upload Files

Browse files

File Name	Description	Document Type	Created	Last Modified
Test Document.docx Remove	Test Document	Site Map	08/29/2024	08/29/2024

1 total

Please stay here until file upload(s) complete

Cancel Upload Files

Once all documents have been uploaded, the user will see a *Successfully Uploaded* text appear under the File Name of each document. Note that if there is an error in uploading the file that the *Upload Files* button will remain green, and text underneath the document's *File Name* will indicate that the document failed to upload.

Form SAB 50-03 Eligibilitywizard – Submittal Page

Upload Files ×

[Browse files](#)

File Name	Description	Document Type	Created	Last Modified
Test Document.docx <span style="color: orange; font-weight: bold;">Successfully Uploaded</span>	Test Document	Site Map	08/29/2024	08/29/2024

1 total

Please stay here until file upload(s) complete Done [Upload Files](#)

The user may return to the *Submittal* page by clicking “X” at the top right of the box.

Form SAB 50-03 Eligibilitywizard – Submittal Page:

Upload Files → ×

[Browse files](#)

File Name	Description	Document Type	Created	Last Modified
Test Document.docx <span style="color: orange; font-weight: bold;">Successfully Uploaded</span>	Test Document	Site Map	08/29/2024	08/29/2024

1 total

Please stay here until file upload(s) complete Done [Upload Files](#)

Alternatively, the user may select “Done” and return to the *Submittal* page.

Form SAB 50-03 Eligibilitywizard – Submittal Page:

The screenshot shows a window titled "Upload Files" with a close button (x) in the top right. Below the title bar is a large rounded rectangle containing a blue "Browse files" button. Underneath is a table with the following columns: "File Name", "Description", "Document Type", "Created", and "Last Modified". The table contains one row for "Test Document.docx" with a description of "Test Document", a "Document Type" of "Site Map" (indicated by a dropdown arrow), and creation/modification dates of "08/29/2024". Below the table, it says "1 total".

Please stay here until file upload(s) complete



The user then will click the check box that indicates “I have uploaded all required documents” after verifying that the files uploaded populate on the right-hand navigation box for “Uploaded Files”.

Form SAB 50-03 Eligibilitywizard – Submittal Page:

The screenshot shows the "Submittal" page. It contains a heading "Submittal" and a paragraph of instructions: "OPSC now accepts State Allocation Board School Facility Program forms to be submitted electronically via OPSC Online. School districts must upload copies of all required documents within 7 calendars days or the submittal will be revoked." Below this is a bulleted list of requirements. At the bottom, there is a form with two checkboxes. The first checkbox is checked and is enclosed in a red box; it is labeled "I have uploaded all required documents" and has an "Upload file(s)" button below it. The second checkbox is unchecked and is labeled with a certification statement. At the very bottom is a green "Submit Paperless Application" button.

The user will then click the check box that certifies, as an authorized district representative, that they have reviewed this application and that the information reported on this form is true and correct and that they are an authorized representative of the district, authorized by the governing board of the district.

Form SAB 50-03 Eligibilitywizard – Submittal Page:

Submittal

---

OPSC now accepts State Allocation Board School Facility Program forms to be submitted electronically via OPSC Online. School districts must upload copies of all required documents within 7 calendars days or the submittal will be revoked.

- Applications may only be submitted by a District Superintendent or Authorized District Representative who is signed in OPSC Online with their corresponding OPSC Online User ID. Submittal from these authorized accounts is considered to be a unique electronic signature for purposes of application submittal. A printed, wet-signature form does not need to be mailed to OPSC.
- All required and supporting application documents must be uploaded prior to submitting a new funding application. Mailing in documents is on longer necessary.
- Districts and OPSC staff will be able to access uploaded files at any time and can upload new versions or additional files at any time. Once a school district has uploaded a file, the file cannot be removed.

I have uploaded all required documents

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

I certify, as the Representative for the School District, that I have reviewed the application and that the information reported on this form is true and correct and that: I am the authorized representative of the District as authorized by the governing board of the district.

[Submit Paperless Application](#)

Once all information has been verified and reviewed, the District Superintendent/Representative will click “Submit Paperless Application”.

Form SAB 50-03 Eligibilitywizard – Submittal Page:

Submittal

---

OPSC now accepts State Allocation Board School Facility Program forms to be submitted electronically via OPSC Online. School districts must upload copies of all required documents within 7 calendars days or the submittal will be revoked.

- Applications may only be submitted by a District Superintendent or Authorized District Representative who is signed in OPSC Online with their corresponding OPSC Online User ID. Submittal from these authorized accounts is considered to be a unique electronic signature for purposes of application submittal. A printed, wet-signature form does not need to be mailed to OPSC.
- All required and supporting application documents must be uploaded prior to submitting a new funding application. Mailing in documents is on longer necessary.
- Districts and OPSC staff will be able to access uploaded files at any time and can upload new versions or additional files at any time. Once a school district has uploaded a file, the file cannot be removed.

I have uploaded all required documents

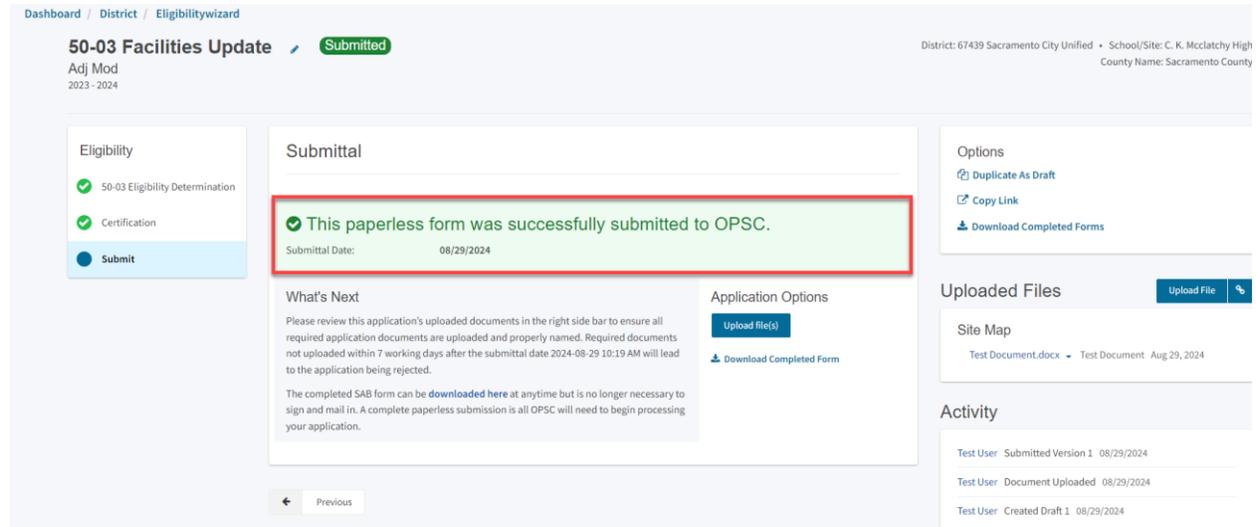
[Upload file\(s\)](#)

I certify, as the Representative for the School District, that I have reviewed the application and that the information reported on this form is true and correct and that: I am the authorized representative of the District as authorized by the governing board of the district.

[Submit Paperless Application](#)

After the submitting the application, the *Submittal* page will populate with text noting that “This paperless form was successfully submitted to OPSC” and will also confirm the submittal date.

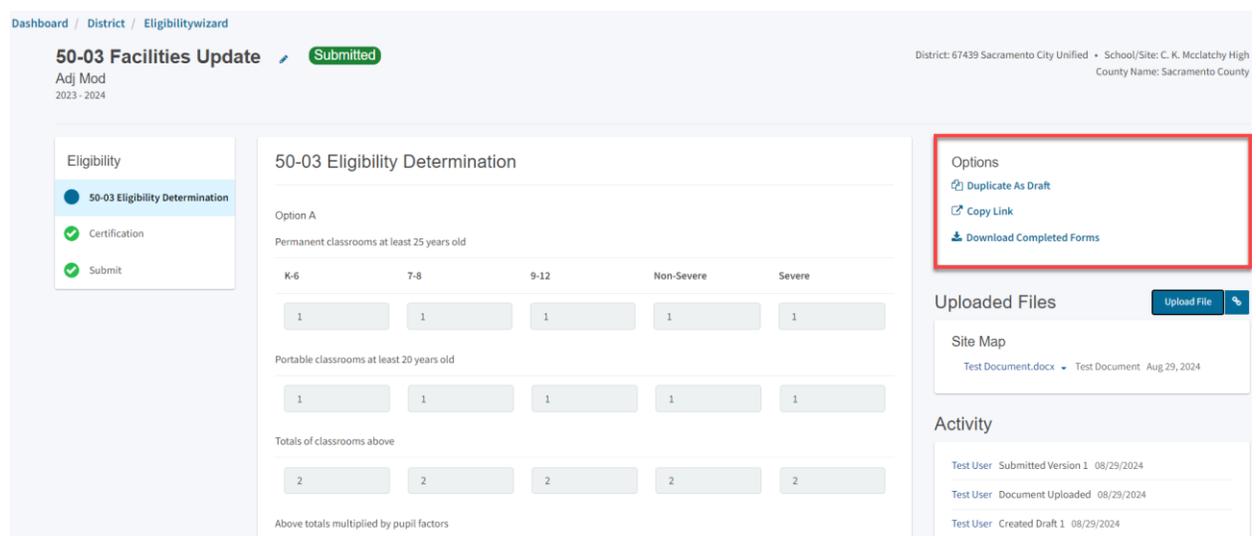
Form SAB 50-03 Eligibilitywizard – Submittal Page:



Once an application is submitted, the District may return to the District Eligibility Page to see *Draft*, *Submitted*, *In Review*, or *Approved* eligibility applications. This submitted application will also show any uploaded files relevant to the application, any activity conducted on the application by an OPSC Online user, and any notes relevant to the application.

After receiving confirmation that “This paperless form was successfully submitted to OPSC”, the user may download the completed forms for the user’s records from the *Options* section of the *Eligibilitywizard*.

Form SAB 50-03 Eligibilitywizard – Submittal Page:



Once the user selects “Download Completed Forms”, a ZIP file will populate.

Form SAB 50-03 Eligibilitywizard – Submittal Page:

Options

- [Duplicate As Draft](#)
- [Copy Link](#)
- [Processing...](#)

### Uploaded Files

Upload File

Site Map

Test Document.docx ▾ Test Document Aug 29, 2024

### Activity

- [Test User](#) Submitted Version 1 08/29/2024

---

- [Test User](#) Document Uploaded 08/29/2024

---

- [Test User](#) Created Draft 1 08/29/2024

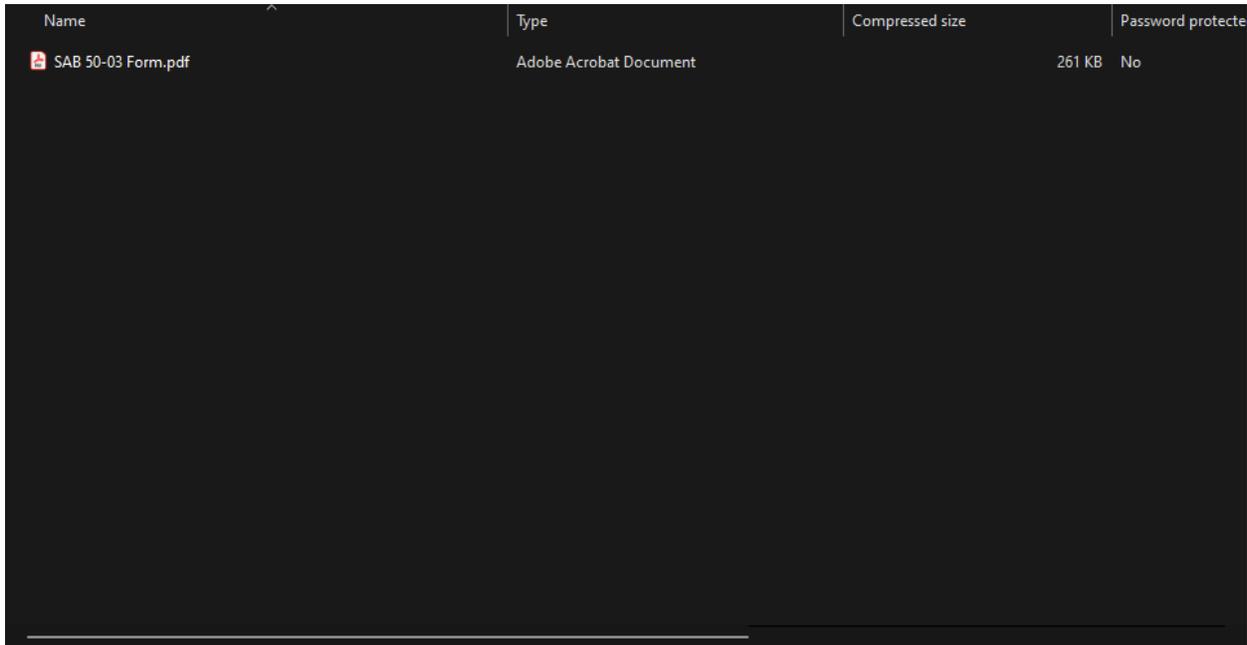
Once the *Download Completed Forms* link is selected, a ZIP file will populate in the user’s internal file system under Downloads.

Form SAB 50-03 Eligibilitywizard – Submittal Page:

The screenshot shows the 'Eligibilitywizard' interface. At the top, there is a navigation bar with the 'Office of Public School Construction' logo and user information: 'District: 67439 Sacramento City Unified • School/Site: C. K. McClatchy High County Name: Sacramento County'. The main content area is titled '50-03 Facilities Update' with a 'Submitted' status. On the right side, there is a 'Downloads' window showing a file named 'OPSC-SABELIG (19).zip' with a 'Open file' option. The interface includes sections for 'Eligibility' (with '50-03 Eligibility Determination' selected), '50-03 Eligibility Determination' (with 'Option A' and various classroom type buttons), 'Options' (with 'Download Completed Forms' highlighted), 'Uploaded Files' (with 'Test Document.docx'), 'Activity' (with a list of user actions), and 'Notes' (with 'No Notes').

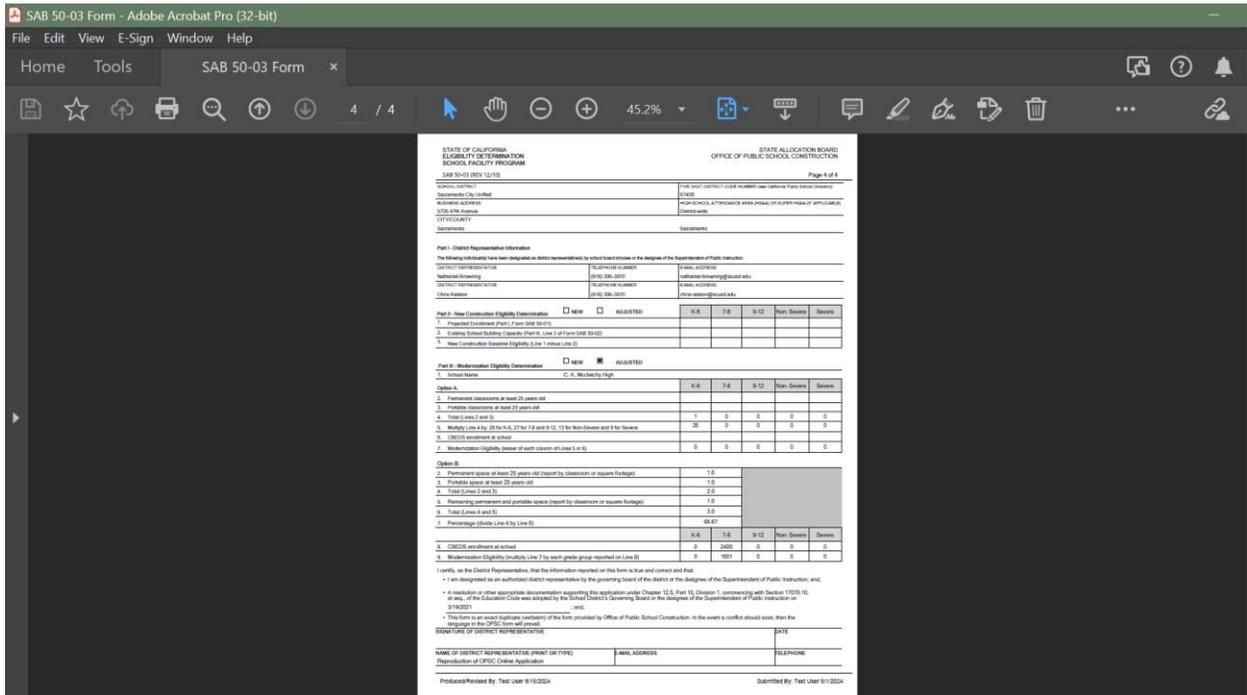
Once the user selects the populated ZIP file, the submitted Form SAB 50-03 will appear in the user's internal file system as an Adobe PDF.

Form SAB 50-03 Eligibilitywizard – Submittal Page:



Once the user selects the SAB 50-03 Form, the Form SAB 50-03 as submitted in OPSC Online will appear as a PDF.

Form SAB 50-03 Eligibilitywizard – Submittal Page:



## District Eligibility Page

The *Eligibility* page allows users to view their District's modernization baselines under the *View Baselines* menu. The District will have to select a High School Attendance Area (HSAA) below to view the sites associated with each respective HSAA.

*District Eligibility Page:*

Dashboard / District

### 67439 Sacramento City Unified

Sacramento County

**Eligibility** Manage Sites District Contacts District Uploaded Docs Financial Hardship Unused Sites Project Tracking Number

#### District Eligibility Applications

[New Eligibility Application](#)

Nickname	Status	Type	Enrollment Year	HSAA	Site Name	Received Date	Updated
50-03 Facilities Update	Submitted	Adj Mod	23/24	District-Wide	C. K. Mcclatchy High	08/29/2024	08/29/2024
50-03 Facilities Update	Submitted	Adj Mod	22/23	District-Wide	C. K. Mcclatchy High	08/01/2024	08/01/2024
Cmp Capitol Campus Establishment	SAB Approved	Est Mod	20/21	District-Wide	California Montessori Project - Capitol	10/07/2022	10/12/2022

#### View Baselines

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

- (00) District-wide >
- (01) Rosemont >

*District Eligibility Page:*

Dashboard / District

### 67439 Sacramento City Unified

Sacramento County

**Eligibility** Manage Sites District Contacts District Uploaded Docs Financial Hardship Unused Sites Project Tracking Number

#### District Eligibility Applications

[New Eligibility Application](#)

Nickname	Status	Type	Enrollment Year	HSAA	Site Name	Received Date	Updated
50-03 Facilities Update	Submitted	Adj Mod	23/24	District-Wide	C. K. Mcclatchy High	08/29/2024	08/29/2024
50-03 Facilities Update	Submitted	Adj Mod	22/23	District-Wide	C. K. Mcclatchy High	08/01/2024	08/01/2024
Cmp Capitol Campus Establishment	SAB Approved	Est Mod	20/21	District-Wide	California Montessori Project - Capitol	10/07/2022	10/12/2022

#### View Baselines

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

- (00) District-wide >**
- (01) Rosemont >

Once the appropriate HSAA has been selected, the user will then be able to navigate to a specific site's baseline by searching for or clicking on the site name.

District Eligibility Page:

< Entire District
New Eligibility Application

### Eligibility Applications

Nickname	Status	Enrollment Year	Site Name	HSAA	Received Date	Type	Updated
50-03 Facilities Update	Submitted	2024	C. K. McClatchy High	District-Wide	08/29/2024	Adj Mod	08/29/2024
50-03 Facilities Update	Submitted	2023	C. K. McClatchy High	District-Wide	08/01/2024	Adj Mod	08/01/2024
Cmp Capitol Campus Establishment	SAB Approved	2021	California Montessori Project - Capitol Campus	District-Wide	10/07/2022	Est Mod	10/12/2022
Sacramento City 19-20 Cbeds	SAB Approved	2020		District-Wide	05/06/2020	Adj Nc	12/30/2020
67439	SAB Approved	2014	John H. Still	District-Wide	11/27/2019	Adj Mod	12/24/2020
Leonardo Da Vinci	SAB Approved	2014	Da Vinci (Leonardo) Elementary	District-Wide	12/02/2019	Adj Mod	12/24/2020

6 Total
Items Per Page: 25
First Prev 1 Next Last

#### Baselines

View the District's New Construction baseline and adjustments:

Or, select a site below to view its Modernization baseline:

- 1619 N Street >
- A Warren Mcclasky Ad Ed >
- A. M. Winn Elementary >
- A. Warren Mcclasky Adult Educ >
- Abraham Lincoln Elementary >
- Albert Einstein Middle >
- Alice Birney >
- Alice Birney Waldorf-Inspired >
- American Legion High >
- Argonaut High >

District Eligibility Page:

< Entire District
New Eligibility Application

### Eligibility Applications

Nickname	Status	Enrollment Year	Site Name	HSAA	Received Date	Type	Updated
50-03 Facilities Update	Submitted	2024	C. K. McClatchy High	District-Wide	08/29/2024	Adj Mod	08/29/2024
50-03 Facilities Update	Submitted	2023	C. K. McClatchy High	District-Wide	08/01/2024	Adj Mod	08/01/2024
Cmp Capitol Campus Establishment	SAB Approved	2021	California Montessori Project - Capitol Campus	District-Wide	10/07/2022	Est Mod	10/12/2022
Sacramento City 19-20 Cbeds	SAB Approved	2020		District-Wide	05/06/2020	Adj Nc	12/30/2020
67439	SAB Approved	2014	John H. Still	District-Wide	11/27/2019	Adj Mod	12/24/2020
Leonardo Da Vinci	SAB Approved	2014	Da Vinci (Leonardo) Elementary	District-Wide	12/02/2019	Adj Mod	12/24/2020

6 Total
Items Per Page: 25
First Prev 1 Next Last

#### Baselines

View the District's New Construction baseline and adjustments:

Or, select a site below to view its Modernization baseline:

- Bowling Green Elementary >
- Bret Harte Elementary >
- C. K. McClatchy High >
- Caleb Greenwood Elementary >
- Calif Middle >
- Calif. Montessori Project-capitol Campus >
- California Montessori Project - Capitol Campus >
- Camellia Basic Elementary >

Districts will be able to view the current eligibility, and all adjustments completed with State Allocation Board (SAB) approval. Pending adjustments will appear under the *Pending Baseline Adjustments* header located near the bottom of the page. The status of the adjustment will allow districts to see what stage application adjustments are at during OPSC's review. The user can also see what the estimated baseline will be once pending adjustments are approved.

**District Eligibility Page Baseline:**

Dashboard / District / Eligibility

67439 Sacramento City Unified : (00) District-wide : 3435419 C. K. McClatchy High  
 3066 Freeport Blvd. , Sacramento , CA 95818  
 Sacramento County

Eligibility Manage Sites District Contacts District Uploaded Docs Financial Hardship Unused Sites Project Tracking Number

< Return to Districtwide/HSA

### Mod Baseline Adjustment

Established Baseline:

K-6	7-8	9-12	Non-Severe	Severe
0	0	2455	0	0

Type to filter...

K-6	7-8	9-12	Non-Severe	Severe	Adjustment Type	App#/Desc.	Received	Approved By	Justification	Enrollment	SAB Date
0	0	-287	0	0	a - Reduced by SFP Funding Items	57/67439-00-076	04/24/2018	Jennifer Maestretti	03/29/2021	03/04	05/26/2021
0	0	9	0	0	d1 - Additional 20/25 year old facilities		08/24/2009	Brian.lapask@dgs.	08/12/2009	08/09	03/24/2010

The baseline will show grade category pupil grant transactions on the first four columns.

**District Eligibility Page Baseline:**

**Mod Baseline Adjustment**

Established Baseline:

K-6	7-8	9-12	Non-Severe	Severe
0	0	2455	0	0

Type to filter...

K-6	7-8	9-12	Non-Severe	Severe	Adjustment Type	App#/Desc.	Received	Approved By	Justification	Enrollment	SAB Date
0	0	-287	0	0	a - Reduced by SFP Funding Items	57/67439-00-076	04/24/2018	Jennifer Maestretti	03/29/2021	03/04	05/26/2021
0	0	9	0	0	d1 - Additional		08/24/2009	Brian.lapask@	08/12/2009	08/09	03/24/2010

The *Adjustment Type* column will indicate what type of adjustment each transaction is on the district's baseline.

District Eligibility Page Baseline:

Mod Baseline Adjustment

Established Baseline:

K-6	7-8	9-12	Non-Severe	Severe
0	0	2455	0	0

Type to filter...

K-6	7-8	9-12	Non-Severe	Severe	Adjustment Type	App#/Desc.	Received	Approved By	Justification	Enrollment	SAB Date
0	0	-287	0	0	a - Reduced by SFP Funding Items	57/67439- 00-076	04/24/2018	Jennifer Maestretti	03/29/2021	03/04	05/26/2021
0	0	9	0	0	d1 - Additional		08/24/2009	Brian.lapask@	08/12/2009	08/09	03/24/2010

The *App#/Desc.* Column will indicate an associated application number with each transaction on the district’s baseline.

District Eligibility Page Baseline:

Mod Baseline Adjustment

Established Baseline:

K-6	7-8	9-12	Non-Severe	Severe
0	0	2455	0	0

Type to filter...

K-6	7-8	9-12	Non-Severe	Severe	Adjustment Type	App#/Desc.	Received	Approved By	Justification	Enrollment	SAB Date
0	0	-287	0	0	a - Reduced by SFP Funding Items	57/67439- 00-076	04/24/2018	Jennifer Maestretti	03/29/2021	03/04	05/26/2021
0	0	9	0	0	d1 - Additional		08/24/2009	Brian.lapask@	08/12/2009	08/09	03/24/2010

The *Received* column will demonstrate the date OPSC received the application for which the adjustments are associated. For instance, if it is an adjustment associated with a “C” adjustment (Enrollment Increase), the date listed would reference the date OPSC received the Eligibility Application associated with this adjustment.

District Eligibility Page Baseline:

Mod Baseline Adjustment

Established Baseline:

K-6	7-8	9-12	Non-Severe	Severe
0	0	2455	0	0

Type to filter...

K-6	7-8	9-12	Non-Severe	Severe	Adjustment Type	App#/Desc.	Received	Approved By	Justification	Enrollment	SAB Date
0	0	-287	0	0	a - Reduced by SFP Funding Items	57/67439-00-076	04/24/2018	Jennifer Maestretti	03/29/2021	03/04	05/26/2021
0	0	9	0	0	d1 - Additional		08/24/2009	Brian.lapask@	08/12/2009	08/09	03/24/2010

The *Approved By* column indicates OPSC staff that has approved a transaction.

District Eligibility Page Baseline:

Mod Baseline Adjustment

Established Baseline:

K-6	7-8	9-12	Non-Severe	Severe
0	0	2455	0	0

Type to filter...

K-6	7-8	9-12	Non-Severe	Severe	Adjustment Type	App#/Desc.	Received	Approved By	Justification	Enrollment	SAB Date
0	0	-287	0	0	a - Reduced by SFP Funding Items	57/67439-00-076	04/24/2018	Jennifer Maestretti	03/29/2021	03/04	05/26/2021
0	0	9	0	0	d1 - Additional		08/24/2009	Brian.lapask@	08/12/2009	08/09	03/24/2010

The *Justification* column indicates a date for either of the following:

- The date that an authorized District Representative signed and certified a Form SAB 50-01 or Form SAB 50-03, specific to eligibility applications.
- The State Allocation Board (SAB) Approval date for when an associated Form SAB 50-04 was approved.

District Eligibility Page Baseline:

Mod Baseline Adjustment

Established Baseline:

K-6	7-8	9-12	Non-Severe	Severe
0	0	2455	0	0

Type to filter...

K-6	7-8	9-12	Non-Severe	Severe	Adjustment Type	App#/Desc.	Received	Approved By	Justification	Enrollment	SAB Date
0	0	-287	0	0	a - Reduced by SFP Funding Items	57/67439-00-076	04/24/2018	Jennifer Maestretti	03/29/2021	03/04	05/26/2021
0	0	9	0	0	d1 - Additional		08/24/2009	Brian.lapask@	08/12/2009	08/09	03/24/2010

The *Enrollment* column indicates the associated enrollment year for the application.

District Eligibility Page Baseline:

Mod Baseline Adjustment

Established Baseline:

K-6	7-8	9-12	Non-Severe	Severe
0	0	2455	0	0

Type to filter...

K-6	7-8	9-12	Non-Severe	Severe	Adjustment Type	App#/Desc.	Received	Approved By	Justification	Enrollment	SAB Date
0	0	-287	0	0	a - Reduced by SFP Funding Items	57/67439-00-076	04/24/2018	Jennifer Maestretti	03/29/2021	03/04	05/26/2021
0	0	9	0	0	d1 - Additional		08/24/2009	Brian.lapask@	08/12/2009	08/09	03/24/2010

The *SAB Date* column indicates the date the SAB approved the application.

*District Eligibility Page Baseline:*

Mod Baseline Adjustment

Established Baseline:

K-6	7-8	9-12	Non-Severe	Severe
0	0	2455	0	0

Type to filter...

K-6	7-8	9-12	Non-Severe	Severe	Adjustment Type	App#/Desc.	Received	Approved By	Justification	Enrollment	SAB Date
0	0	-287	0	0	a - Reduced by SFP Funding Items	57/67439-00-076	04/24/2018	Jennifer Maestretti	03/29/2021	03/04	05/26/2021
0	0	9	0	0	d1 - Additional		08/24/2009	Brian.lapask@	08/12/2009	08/09	03/24/2010

The *Established Baseline* is what was previously processed as the District's Establishment and starting point from which all future eligibility and funding applications are to be adjusted.

*District Eligibility Page Baseline:*

Mod Baseline Adjustment

Established Baseline:

K-6	7-8	9-12	Non-Severe	Severe
0	0	2455	0	0

Type to filter...

K-6	7-8	9-12	Non-Severe	Severe	Adjustment Type	App#/Desc.	Received	Approved By	Justification	Enrollment	SAB Date
0	0	-287	0	0	a - Reduced by SFP Funding Items	57/67439-00-076	04/24/2018	Jennifer Maestretti	03/29/2021	03/04	05/26/2021
0	0	9	0	0	d1 - Additional		08/24/2009	Brian.lapask@	08/12/2009	08/09	03/24/2010

The user may view the *SAB Approved Baseline* by scrolling down. This baseline represents currently available pupil grants based upon all SAB approved transactions on the district's baseline.

District Eligibility Page Baseline:

0	0	-110	50	56	g - For non-severe and severe SDC regs changes	07/29/2004	Steve.paul@d	07/27/2004	03/04	10/27/2004
0	0	32	13	-33	c - Enrollment Increase	07/29/2004	Steve.paul@d	07/27/2004	03/04	10/27/2004

First Prev **1** 2 Next Last

SAB Approved Baseline:

K-6	7-8	9-12	Non-Severe	Severe
0	0	0	0	0

Under the *Pending Baseline Adjustment(s)* section, the user will see an *Estimated Baseline*. This demonstrates, based upon any pending adjustments entered, what the district's baseline is estimated to be.

District Eligibility Page Baseline:

0	0	-287	0	0	a - Reduced by SFP Funding Items	57/67439-00-076	04/24/2018	Jennifer Maestretti	03/29/2021	03/04	05/26/2021
0	0	9	0	0	d1 - Additional 20/25 year old facilities		08/24/2009	Brian.lapask@dgs.ca	08/12/2009	08/09	03/24/2010
0	0	-2099	-63	-23	a - Reduced by SFP Funding Items	57/67439-00-070	06/30/2005	Steve.paul@dgs.ca		04/05	10/26/2005
0	0	-110	50	56	g - For non-severe and severe SDC regs changes		07/29/2004	Steve.paul@dgs.ca	07/27/2004	03/04	10/27/2004
0	0	32	13	-33	c - Enrollment Increase		07/29/2004	Steve.paul@dgs.ca	07/27/2004	03/04	10/27/2004

First Prev **1** 2 Next Last

SAB Approved Baseline:

K-6	7-8	9-12	Non-Severe	Severe
0	0	0	0	0

Pending Baseline Adjustment(s)

No Pending Adjustments

Estimated Baseline:

K-6	7-8	9-12	Non-Severe	Severe
0	0	0	0	0

The user may also navigate back to the *Eligibility* page by selecting *Return to Districtwide/HSAA*.

**District Eligibility Page:**

Dashboard / District / Eligibility

67439 Sacramento City Unified : (00) District-wide : 3435419 C. K. Mcclatchy High  
3066 Freepport Blvd. , Sacramento , CA 95818  
Sacramento County

Eligibility Manage Sites District Contacts District Uploaded Docs Financial Hardship Unused Sites Project Tracking Number

[Return to Districtwide/HSAA](#)

Mod Baseline Adjustment

Established Baseline:

K-6 7-8 9-12 Non-Severe Severe

0 0 2455 0 0

Type to filter...

K-6	7-8	9-12	Non-Severe	Severe	Adjustment	App#/Desc.	Received	Approved By	Justification	Enrollment	SAB Date
-----	-----	------	------------	--------	------------	------------	----------	-------------	---------------	------------	----------

Within the *Eligibility* page, there is a header with several options above the *District Eligibility Applications*.

**District Eligibility Page:**

CA COV

Office of Public School Construction

Project Reporting

Dashboard / District

67439 Sacramento City Unified  
Sacramento County

Eligibility Manage Sites District Contacts District Uploaded Docs Financial Hardship Unused Sites Project Tracking Number

District Eligibility Applications [New Eligibility Application](#)

Nickname	Status	Type	Enrollment Year	HSAA	Site Name	Received Date	Updated
50-03 Facilities Update	Submitted	Adj Mod	22/23	District-Wide	C. K. Mcclatchy High	08/01/2024	08/01/2024
Cmp Capitol Campus Establishment	SAB Approved	Est Mod	20/21	District-Wide	California Montessori Project - Capitol Campus	10/07/2022	10/12/2022
Sacramento City 19-20 Cbeds	SAB Approved	Adj Nc	19/20	District-Wide		05/06/2020	12/30/2020
67439	SAB Approved	Adj Mod	13/14	District-Wide	John H. Still	11/27/2019	12/24/2020
Leonardo Da Vinci	SAB Approved	Adj Mod	13/14	District-Wide	Da Vinci (Leonardo) Elementary	12/02/2019	12/24/2020

5 Total Items Per Page 25

First Prev 1 Next Last

The user may also review all historical uploaded documents pertaining to the District by selecting *District Uploaded Docs*.

District Uploaded Docs:

Dashboard / District / Notes

## 67439 Sacramento City Unified

Sacramento County

Eligibility   Manage Sites   District Contacts   **District Uploaded Docs**   Financial Hardship   Unused Sites   Project Tracking Number

### Uploaded Documents

Master File Type	
All	3
General Correspondence	0
Modernization Eligibility	1
New Construction Eligibility	0
Site Diagrams	2
Financial Hardship	0
SAB Approval	0

Enter filter text... Filter Table

File Name	OPSC App#	Nickname	App Type	HSA	Description	Created	Site	Master File Type
OPSC Site Data worksheet.xlsx	57/67439-00-00	CMP Capitol Campus Es	Est Mod	District-Wide	OPSC Site Data Wor	Oct 7, 2022	California Montessori Project - C	Site Diagrams
(CMP Capitol Campus) Mod Site Di	57/67439-00-00	CMP Capitol Campus Es	Est Mod	District-Wide	Mod Site Diagram	Oct 7, 2022	California Montessori Project - C	Site Diagrams
Form SAB 50-03 (CMP Capitol Carr	57/67439-00-00	CMP Capitol Campus Es	Est Mod	District-Wide	Form SAB 50-03 10	Oct 7, 2022	California Montessori Project - C	Modernization Eligibilit

First   Prev   1   Next   List



# OPSC ONLINE USER GUIDE



## Section 2. Modernization Funding

# Modernization Program Funding

## Introduction - Application for Funding (Form SAB 50-04)

Once School Districts and County Offices of Education (COE) meet all program eligibility requirements and are ready to seek funding, they will submit the Form SAB 50-04 using the Office of Public School Construction (OPSC) Online System.

All District Representatives and Superintendents on record with OPSC automatically have a user account in OPSC Online. If you do not have a user account, you can request one by clicking "Request a new account" at the login screen and follow the prompts.

Any OPSC Online user with access may draft an application and upload supporting documents. However, only an authorized District Representative can **submit** the application for funding in OPSC Online. By submitting the application, the District Representative has electronically signed the Form.

## Creating a Modernization Funding Application (Form SAB 50-04) – Full Grant Phase in OPSC Online

To create a Form SAB 50-04, select "Create New SFP Funding Application" on the *Dashboard* page.

*Note – Users with delegate access can prepare the Funding Application. However, only an Architect can certify it, and only the District Representative can submit an application.*

The screenshot shows the OPSC Online Dashboard. At the top, there is a navigation bar with the CA.gov logo, 'Office of Public School Construction', and user information 'Welcome Jane'. Below the navigation bar are icons for 'Project Reporting', 'Resources', 'Grants', 'Enrollment Projection', 'Users', 'District', and 'Dashboard'. The main content area is titled 'Dashboard' and 'Funding Applications'. There are two buttons: 'Create New SFP Funding Application' (highlighted with a red box) and 'Create New Preschool/TK/FDK Funding Application'. A search bar contains 'Filter 200 applications...' and a 'Search All' button. Below is a table with columns: Application Name, Project Type, Status, OPSC App #, School/Site, District, Project Tracking Number, OPSC Received, and Last Updated. The table contains five rows of application data. At the bottom, there is a pagination control showing '200 Apps Total', 'Items Per Page' set to 5, and a page navigation bar with buttons for 'First', 'Prev', '1', '2', '3', '4', '5', 'Next', and 'Last'.

Application Name	Project Type	Status	OPSC App #	School/Site	District	Project Tracking Number	OPSC Received	Last Updated
58/67439-00-003	Adjusted Grant	Archived	58/67439-00-003	Yav Pem Suab Academy	Sacramento City Unified			12/12/2022
58/67439-00-003	Fund Release Auth	50-05/70-02 Approved	58/67439-00-003	Yav Pem Suab Academy	Sacramento City Unified	67439-375	10/27/2021	11/09/2021
58/67439-00-003 PF Request	PIF - SFP	SAB Approved	58/67439-00-003	Yav Pem Suab Academy	Sacramento City Unified	67439-375	05/12/2021	10/27/2021
Expenditure Report #1 - 100%	Exp Report	Audit In Review	58/67439-00-003	Yav Pem Suab Academy	Sacramento City Unified	67439-375	12/09/2022	03/07/2023
Yav Pem Suab Academy	PH - Rehab CP	Superseded	58/67439-00-003	Yav Pem Suab Academy	Sacramento City Unified	67439-375	10/12/2020	10/12/2020

Once selected, the application system will ask the user if the district has applied for advanced funding for Site Acquisition and/or Design or a Charter School Facilities Program Preliminary Apportionment for this project/application.

## Create New Application



Has the Applicant applied for advanced funding for Site Acquisition and/or Design, or a Charter School Facilities Program Preliminary Apportionment for this project/application?

Yes	No
-----	----

Cancel	Continue →
--------	------------

If the user selects "Yes", they will be directed to return to the OPSC Online *Dashboard* and select the project from the list of existing program applications to create a linked application for the construction phase. For more information, click the link for the OPSC Help Guide.

## Create New Application



Has the Applicant applied for advanced funding for Site Acquisition and/or Design, or a Charter School Facilities Program Preliminary Apportionment for this project/application?

Yes	No
-----	----

### Please Use The Existing Application

You have selected "Yes" because a separate site and/or design or Charter School Facilities Program (CSFP) Preliminary Apportionment has previously been requested for this project. You must return to your OPSC Online [Dashboard](#) and select this project from the list of existing applications in order to create an application for funding for the construction phase or a CSFP Final Apportionment. For more information, please see the [Help Guide](#).

If the user selects "No", they will be prompted to continue entering the required information for a new Form SAB 50-04.

## Create New Application



Has the Applicant applied for advanced funding for Site Acquisition and/or Design, or a Charter School Facilities Program Preliminary Apportionment for this project/application?

 Yes  No

You have selected "No" because this is a brand-new application for a project that has never requested a prior separate site and/or design funding approval or Charter School Facilities Preliminary Apportionment.

On this first screen, please select the District name, Program Type (e.g. New Construction, Modernization), High School Attendance Area (if applicable), enter the Project Tracking Number, and enter a nickname for the application. The nickname is used to help you with differentiating this from other projects in your Dashboard.

As the user continues, the system will ask for the following information:

- Select the applicable School District or COE from the list of options.
- Select "Modernization" as the Funding Program Type from the list of options.

*Note – If this is a combined project (e.g., Modernization and New Construction /Rehabilitation), a new application must be created for each program/funding source. Combined projects are visible from the application dashboard for applications with a common PTN.*

## Create New Application ?

Has the Applicant applied for advanced funding for Site Acquisition and/or Design, or a Charter School Facilities Program Preliminary Apportionment for this project/application?  Yes  No

?

You have selected "No" because this is a brand-new application for a project that has never requested a prior separate site and/or design funding approval or Charter School Facilities Preliminary Apportionment.

On this first screen, please select the District name, Program Type (e.g. New Construction, Modernization), High School Attendance Area (if applicable), enter the Project Tracking Number, and enter a nickname for the application. The nickname is used to help you with differentiating this from other projects in your Dashboard.

Select the District ?

Select a funding Program Type ?

Refer to [Section 1859.192](#) for the eligibility criteria

As the user continues, the system will ask for the following information:

- Select the High School Attendance Area (if applicable).
- Enter the required Project Tracking Number (PTN). The PTN is used by the Division of the State Architect (DSA), California Department of Education (CDE), and OPSC to identify a project. The user will not be able to proceed without entering the PTN. Instructions for generating a PTN can be found in the *PTN User Guide* under the *Resources* tab.
- Enter an application nickname. The nickname could represent the funding phase of the application, site name, and program type (e.g., Design Only, Site Only, Design & Site, Full Grant, Amended Full Grant), or other identifying names of the applicant's choice.
- Click "Continue" to enter additional application information.

The screenshot shows a web form with the following elements:

- A dropdown menu labeled "Select High School Attendance Area" with the selected value "(00) District-wide".
- A text input field for the primary Project Tracking Number (PTN #) containing "67439".
- A text input field for additional PTN #s containing "1234".
- A "+ PTN" button below the additional PTN #s field.
- An information tooltip below the "+ PTN" button that says "Press the Enter key to save".
- A text input field for the application nickname containing "Mod Full Grant School Site".
- At the bottom right, there are two buttons: "Cancel" and "Continue" with a right-pointing arrow.

Next, the application system will ask the user if the district is applying for Financial Hardship assistance.

## Create New Application

Does the district want to apply for Financial Hardship assistance?

Two buttons labeled "Yes" and "No" are shown side-by-side.

Then, the user will be asked to select the type of funding application from a list of options (e.g., *Full Funding: Modernization* or *Advanced Funding: Design Only, Schools for Deaf & Blind, Design – Schools for Deaf & Blind*).

*Note – The district may contact the Financial Hardship Team for assistance if a project includes a request for financial hardship assistance.*

*Financial hardship status will allow the project to start with advanced approval for separate site and/or design funding if plans have not been drawn up. Requests for "Advanced Funding for Evaluation and RA" may be requested by districts with or without financial hardship status.*

Then click "Continue" to begin the application process.

## Create New Application

Does the district want to apply for Financial Hardship assistance?  Yes  No

Select the type of funding application:

**?**

If the project will include a request for financial hardship assistance, please contact the Financial Hardship Team at OPSC for assistance. Receiving financial hardship approval will allow the project to start with an advanced approval for separate site and/or design funding if plans have not been drawn up.

Requests for "Advanced funding for Evaluation and RA" may be requested by both financial hardship assisted districts and districts that do not qualify for financial hardship.

[← Previous](#) [Cancel](#) [Continue →](#)

Next, the user will advance to the application landing page. The user will click the "Start Application" button to begin.

Dashboard / Application [Landing](#)

### Application For Funding

Form SAB 50-04  
Information and Instruction

A district and their delegates may enter the information required for the Application for Funding (Form SAB 50-04) using this online system. Upon completion of all of the required information, the completed Form SAB 50-04 can only be submitted by the Authorized District Representative or District Superintendent.

If applicable, all supporting documentation required as part of your funding request must be uploaded to OPSC Online prior to, or concurrently with the application submittal.

[Start Application →](#)

## Site Information

The Form SAB 50-04 comprises of eleven sections (as listed on the navigation pane on the left-hand side of the screen).

## SAB 50-04 Form

### Site Info

Project Type

Additional Grant Request

Excessive Cost Hardship

Adjust Eligibility / Joint Use

Project Progress

Licensed Architect

Licensed Design Consultant

Certification

Review

Submit

The first section of the application is *Site Info*. If the district has Financial Hardship status, select "Yes" and then specify the type of Financial Hardship request from the list of options.

## Mod Full Grant School Site Draft

Application For Funding • Form SAB 50-04 ⓘ  
Modernization • Full Grant

SAB 50-04 Form

- Site Info
- Project Type

### Site Info

Does the District have current Financial Hardship Approval? Yes No

Type of Financial Hardship Request Submittal with a school board res ▼

If the district does not have Financial Hardship status, select "No" and enter the required information.

Next, the user will specify where the project will be located from the list of available options:

- **Leased Site:** The project is on a school site not owned by the District and meets the requirements outlined in School Facility Program (SFP) Regulation Section 1859.22.
  - When selecting this option, the school or site field on the *Site Info* page must be completed.
- **Existing Site with Additional Acreage Acquired:** The project will include acquiring additional land to the existing school site.
  - When selecting this option, all fields on the *Site Info* page must be completed using information from the most recent CDE Site and Plan Approval letter(s).
- **Existing Site without Additional Acreage Acquired:** The project will not include acquiring additional land to the existing school site.
  - When this option is selected, the school or site field on the *Site Info* page must be completed using the most recent CDE Plan Approval letter(s) information.

### Site Info

Does the District have current Financial Hardship Approval? Yes No

Project to be located on Existing Site without Addit ▼

Next, the user will select a school site from the dropdown menu. All projects must select a school site from the list of options. If a specific site is not listed, please email [OPSCApplicationReviewTeam@dgs.ca.gov](mailto:OPSCApplicationReviewTeam@dgs.ca.gov) to request to add the site to the application system.

The project is at an existing school site. Select the appropriate school or site for this application

### Site Detail

School/Site Name: Sutter Middle  
CDS (county-district-school) Code: 6066690  
Grade-Level:  
Street Address: 3150 I ST.  
City: SACRAMENTO  
State: CA  
Zip Code: 95816

The application system then requires the user to enter the California Department of Education (CDE) Plan Approval Date.

Then, the user will enter the available existing school site information from the CDE Plan Approval letter in the fields as shown in the example below:

California Department of Education (CDE) Plan Approval Date ?	<input type="text" value="09/15/2018"/>
	<input type="text" value="MM/DD/YYYY"/>
	You can add up to 5 Date(s)
Recommended Site Size ?	<input type="text" value="16.80"/>
Existing Acres (Useable) ?	<input type="text" value="9.00"/>
Total number of classroom(s) on the Division of State Architect (DSA) Approved plans	<input type="text"/>

*Note – The last section for “Total Number of Classroom(s) on the Division of the State Architect (DSA) Approved plans” relates to New Construction projects only, for Modernization projects this section must be left blank.*

Once the *Site Info* section is completed, the user may select "Continue" to proceed to the next section of the funding application.

### Project Type

In this section, the user will select the type of project from the drop-down menu that best represents this application request.

Next, enter the total number of pupil grants assigned to the project for each grade group.

*Note – The amount entered cannot exceed the modernization eligibility available at the site as of the received date of the funding application.*

Dashboard / Application / Draft 1

### Mod Full Grant School Site Draft

Application For Funding • Form SAB 50-04  
Modernization • Full Grant

#### SAB 50-04 Form

- Site Info
- Project Type**
- Additional Grant Request
- Excessive Cost Hardship
- Adjust Eligibility / Joint Use
- Project Progress
- Licensed Architect
- Licensed Design Consultant
- Certification

#### Project Type

Select project type: ? Middle School

#### Pupil Grants Requested ?

Pupil Grants Requested: ?

K-6	<input type="text" value="50"/>
7-8	<input type="text" value="54"/>
9-12	<input type="text"/>
Non-Severe	<input type="text"/>
Severe	<input type="text"/>

If the application is eligible for funding for 50 year or older permanent buildings, the user will check the box and indicate:

- The total number of eligible classrooms or the total eligible square footage building area at the site.
  - Refer to SFP Regulation Section 1859.78.6(b)(1)(A) or (b)(2)(A).
- The total number of permanent classrooms or the total permanent square footage building area that is at least 50 years old and not been previously modernized with state funds.
  - Refer to SFP Regulation Section 1859.78.6 (b)(1)(B) or (b)(2)(B).
- The greater percentage as calculated under SFP Regulation Section 1859.78.6(b)(1)(C) or (b)(2)(C).
  - Divide the classrooms or square footage that are at least 50 years old by the total classrooms or square footage eligible for modernization. Round up to the nearest one tenth of one percent.

## 50 years or older building funding ⓘ

Total Eligible Classrooms/Square Footage

18.00

Classroom/Square footage at least 50 years old

12.00

Ratio of 50 years old classrooms/square footage

66.7 %

Next, the user will indicate if the project includes eligible 50 year or older pupil grants:

- Enter the appropriate number of 50 year or older pupil grants assigned to the project for each grade group.

*Note – The number of pupils entered cannot exceed the site's available 50 year or older permanent buildings pupil grants and cannot exceed the pupil grants requested in the previous section.*

## From above, how many are 50 year or older pupil grants? ⓘ

K-6

34

7-8

37

9-12

Non-Severe

Severe

Are you a 6-8 school?

Yes

No



Previous

Continue



Lastly, the user will select whether the site is a 6-8 school by choosing "Yes" or "No".

Once the *Project Type* section is completed, the user may click "Continue" to proceed with the next section of the funding application.

## Additional Grant Request

In the *Additional Grant Request* section, the user will answer “Yes” or “No” to request additional grants. For any additional fields for grants that are not requested, leave these blank.

The screenshot shows the 'Additional Grant Request' section of the 'Mod Full Grant School Site' application. The left sidebar lists the form sections: Site Info, Project Type, Additional Grant Request (highlighted), Excessive Cost Hardship, Adjust Eligibility / Joint Use, Project Progress, Licensed Architect, Licensed Design Consultant, and Certification. The main content area contains the following questions and input fields:

- Is the current district enrollment 2,500 pupils or less?  Yes  No
- Will the District be requesting the Project Assistance grant?  Yes  No
- Is the District requesting Site Development for upgrading existing utilities for 50-year old buildings?  Yes  No
- Enter 60 percent of the eligible utilities cost for the 50 year old buildings in the project\*:
- Is the District requesting the Automatic Fire Detection / Alarm System Grant for the modernization of the site and/or alarm system in the Division of State Architect (DSA) approved plans?  Yes  No

Navigation buttons for 'Previous' and 'Continue' are visible at the bottom.

Below is an example for each Additional Grant Request.

### Project Assistance

- Check “Yes” if the District’s total enrollment is less than 2,500 pupils.
- Check “Yes” if the District would like to request the Project Assistance grant.

Is the current district enrollment 2,500 pupils or less?  Yes  No

Will the District be requesting the Project Assistance grant?  Yes  No

### Site Development (60 percent Utilities) – 50 Years or Older Permanent Buildings

- Check “Yes” if the District requests an additional grant for site development utility costs necessary for the modernization of 50 years or older permanent building(s).
- Enter 60 percent of the eligible cost allowable for the 50 year old buildings in the project pursuant to SFP Regulation Section 1859.78.7(a).

Is the District requesting Site Development for upgrading existing utilities for 50-year old buildings?  Yes  No

Enter 60 percent of the eligible utilities cost for the 50 year old buildings in the project\*:

\$ 1,699,334

Note – A 50 Year Old Utilities Worksheet must be submitted with this request. Please utilize the “SFP Modernization – 50YO Utilities Template” found under the “Resources” tab. Complete the worksheet per the instructions found in the worksheet.

### Automatic Fire Detection / Alarm System Grant

- Check “Yes” if the District requests and *the project qualifies* for additional funding for fire code requirements authorized in SFP Regulation Section 1859.78.4.

Is the District requesting the Automatic Fire Detection / Alarm System Grant for the modernization of the site and/or alarm system in the Division of State Architect (DSA) approved plans?

Yes  No

← Previous Continue →

Once the *Additional Grant Request* section is completed, the user may select "Continue" to proceed to the next section of the funding application.

### Excessive Cost Hardship

In the *Excessive Cost Hardship* section, state funding is available to supplement modernization grants for excess costs associated with the project.

Dashboard / Application / Draft 1

### Mod Full Grant School Site Draft

Application For Funding • Form SAB 50-04 ?  
Modernization • Full Grant

SAB 50-04 Form

- Site Info
- Project Type
- Additional Grant Request
- Excessive Cost Hardship
- Adjust Eligibility / Joint Use
- Project Progress
- Licensed Architect
- Licensed Design Consultant
- Certification

### Excessive Cost Hardship

Is the District requesting Geographic Percent Factor increase ?  
See Geographical Percent Factor list by county ?  Yes  No

Accessibility / Fire Code: ?

#### Accessible Fire Code

3% Base Grant

Enter 100% of the costs for the Fire Life Safety and Access Compliance minimum work

Will the project include any new two-stop elevator(s) required by the Division of the State Architect? ?  Yes  No

The District qualifies for Small Size Project. Does the District wish to request this grant?  Yes  No

Is the District requesting the Urban/Security/Impacted Site grant? ?  Yes  No

- SFP Regulation Section 1859.83(d)(2)(A) - Useable Acres 60% or less of CDE Recommended Site Size

Below is an example for each Excessive Cost Hardship Grant Request.

### Geographic Percent Factor

- Check “Yes” if the project is located in a designated geographic area and the District requests the grant.
  - Enter the geographic percentage amount.
- Refer to SFP Regulation Section 1859.83(a).

*Note – To assist in determining the geographic percentage amount, click on the link labeled “Geographic Percent Factor”.*

Is the District requesting Geographic Percent Factor increase ?  
[See Geographical Percent Factor list by county](#)

Yes No

Enter the Percent Factor

5 %

### Accessibility / Fire Code

There are two options to request the accessibility/fire code excessive cost hardship grant, 3% of the base grant or 60% of the minimum work.

- Check the box for 3% Base Grant, or
  - If the 3% option is selected, the grant amount will be 3% of the total per-pupil modernization grant amount and a Division of the State Architect (DSA) approved checklist will not be required.
- Check the box for 60% Minimum Work
  - Enter 100% of the costs for the Fire Life Safety and Access Compliance minimum work.
  - If the 60% option is selected, a DSA approved checklist is required. This checklist is available under the “Resources” tab, titled “SFP Modernization – Access Compliance, Fire and Life Safety Worksheet”
- Refer to SFP Regulation Section 1859.83(e).

Accessibility / Fire Code: ?

Accessible Fire Code

3% Base Grant

Enter 100% of the costs for the Fire Life Safety and Access Compliance minimum work

Enter the amount

\$ 202,824

*Note – For more information on this grant and help determining the grant amount, refer to the “?” for the help text.*

## Two-Stop Elevator

- Check “Yes” if the project will include any new two-stop elevator(s) required by the Division of the State Architect (DSA).
  - Enter the number of two-stop elevators.
- Check “Yes” if there will any additional stops.
  - Enter the number of additional stops.

Will the project include any new two-stop elevator(s) required by the Division of the State Architect? 

 Yes  No

Enter the number of two-stop elevators

Will there be additional stops?

 Yes  No

Enter the number of Additional Stops

*Note – A letter from the DSA confirming that the two-stop elevators are required must accompany the funding application submittal if the request is for more than one two-stop elevator.*

## Small Size Project

- Check “Yes” if the project qualifies for the Small Size Project supplemental grant.
  - Select 12% from the dropdown menu if the pupil grant request is less than 101 pupils.
  - Select 4% from the dropdown menu if the pupil grant request is more than 101 pupils but less than 200 pupils.
- Check “Yes” if it is a minimum pupil grant request pursuant to Section 1859.79.3(a)(1) or (a)(2).
- Refer to SFP Regulation Section 1859.83(b).

The District qualifies for Small Size Project. Does the District wish to request this grant?

 Yes  No

Select the percentage appropriate to the project

Is this a minimum pupil grant request pursuant to Section 1859.79.3 (a)(1) or (a)(2)?

 Yes  No

## Urban/Security/Impacted Site

- Check "Yes" if the useable acres of the site for the project are 60 percent or less of the California Department of Education (CDE) recommended site size.
- Refer to SFP Regulation Section 1859.83(d).

Is the District requesting the Urban/Security/Impacted Site grant? 

Yes  No

• SFP Regulation Section 1859.83(d)(2)(A) - Useable Acres 60% or less of CDE Recommended Site Size

[← Previous](#) [Continue →](#)

Once the *Excessive Cost Hardship* section is completed, the user may select "Continue" to proceed to the next section of the funding application.

## Adjust Eligibility/Joint-Use

In the *New Construction Eligibility Adjustment – Added Capacity* section, the user will click "Yes" or "No" if any classrooms were added or replaced by the district in locally funded projects outside of SFP funding. If the user selects "Yes", indicate the number of classrooms by grade level under the *Additional* or *Replacement* columns.

Dashboard / Application / Draft 1

### Mod Full Grant School Site Draft

Application For Funding • Form SAB 50-04   
Modernization • Full Grant

SAB 50-04 Form

- ✓ Site Info
- ✓ Project Type
- ✓ Additional Grant Request
- ✓ Excessive Cost Hardship
- Adjust Eligibility / Joint Use**
- Project Progress
- Licensed Architect
- Licensed Design Consultant

#### Adjust Eligibility / Joint Use

##### New Construction Eligibility Adjustment - Added Capacity

Has the District added any classrooms that were not SFP Funded?  Yes  No

##### Joint-Use Facility/Leased Property

Joint-Use Facility  Yes  No

Leased Facility  Yes  No

##### Career Technical Education Funds Request

Will Career Technical Education (CTE) Funds be requested for classroom(s) included in the plans and specifications for this project  Yes  No

Below is a zoomed in example.

## New Construction Eligibility Adjustment - Added Capacity

Has the District added any classrooms that were not SFP Funded?

 Yes  No

### Adjustment to New Construction Baseline Eligibility ?

Classroom(s) provided

Additional ?

K-6

2

7-8

9-12

Non-Severe

Severe

Replacement ?

K-6

7-8

9-12

Non-Severe

Severe

2

In the Joint-Use/CTE sections, the user will indicate if:

- The facilities will be for joint-use with other governmental agencies.
- The project is located on a leased site.
- The project has classrooms requesting funding for Career Technical Education Facilities Program (CTEFP) grants. If applicable, click "Yes", then enter the number of CTEFP-specific classrooms in the project.

### Joint-Use Facility/Leased Property

Joint-Use Facility

 Yes  No

Leased Property

 Yes  No

### Career Technical Education Funds Request

Will Career Technical Education (CTE) Funds be requested for classroom(s) included in the plans and specifications for this project

 Yes  No

Number of Career Technical Education (CTE) classroom(s)

 Previous

Continue 

Once the *Adjust Eligibility/Joint-Use* section is completed, the user may select "Continue" to proceed to the next section of the funding application.

## Project Progress

In this section, the user will indicate if construction contracts have been awarded for the project.

Dashboard / Application / Draft 1

### Mod Full Grant School Site Draft

Application For Funding • Form SAB 50-04  
Modernization • Full Grant

#### SAB 50-04 Form

- Site Info
- Project Type
- Additional Grant Request
- Excessive Cost Hardship
- Adjust Eligibility / Joint Use
- Project Progress**

#### Project Progress

Has the District awarded construction contracts for this project ?  Yes  No

← Previous Continue →

Click "Yes" if the district has awarded construction contracts. Once "Yes" is selected, an additional field will appear. The user can then click "Add/Edit Contracts" to enter the contract information.

#### Project Progress

Has the District awarded construction contracts for this project ?  Yes  No

Enter the date(s) of the construction contract(s) awarded for this project Add/Edit Contracts

Show  entries

Contractor Name	Contract Type	Amount	Award	Prevailing Wage	Notice to Proceed	Const. Del. Method
0 total						

Note: Prevailing Wage only applies to contracts with an Award Date between 1/1/2012 and 6/19/2014

← Previous Continue →

Once "Add/Edit Contracts" is selected, a pop-up box will appear, the user can then enter all known fields, such as the contractor names, contract award dates, contract types, contract amounts, Notice to Proceed (NTP) dates, construction delivery method, and related DSA Application number(s). If the district has not yet issued an NTP the user may leave this field blank. The user can add as many contracts as applicable for the project by selecting "Add Contract".

Add/Edit Contract×

---

### Add New Contract

Contractor Name	<input type="text" value="X, Y &amp; Z Construction, Inc."/>
Contract Award Date	<input style="border: 2px solid red;" type="text" value="04/28/2020"/>
Contract Type	<input style="border-bottom: 1px solid #ccc;" type="text" value="General Construction"/>
Contract Amount	<input type="text" value="\$ 132,997"/>
Notice to Proceed Issued Date	<input type="text" value="05/28/2020"/>
Construction Delivery Method	<input style="border-bottom: 1px solid #ccc;" type="text" value="Lease Lease Back"/>
Related DSA Application Numbers	<div style="display: flex; align-items: center;"><div style="background-color: #007bff; color: white; padding: 2px 5px; border-radius: 3px; margin-right: 5px;">01-123456 ×</div><input style="border: 1px solid #ccc; padding: 2px 5px;" type="text" value="+ DSA App #"/></div> <p style="font-size: 0.8em; margin-top: 5px;"><b>i</b> Press the Enter ↵ key to save You can add up to 5 Values(s)</p>

Add Contract

After the last contract has been entered, the user may close the "Add/Edit Contract" section by clicking the "x" in the upper right-hand corner.

Add/Edit Contract



## Add New Contract

Contractor Name

Contract Award Date

Contract Type

Contract Amount

Notice to Proceed Issued Date

Construction Delivery Method

Related DSA Application Numbers

**i** Press the Enter key to save  
You can add up to 5 Values(s)

**Add Contract**

## Added Contracts

Show  entries

Type to filter the name column...

Award ↕	Prevailing Wage ↕	Notice to Proceed ↕	Const. Del. Method ↕	↕
04/28/2020		05/28/2020	Lease Lease Back	<b>Edit</b> <b>Delete</b>
07/14/2020		07/28/2020	Design-Bid-Build	<b>Edit</b> <b>Delete</b>

Then, the user will return to the *Project Progress* section, and the user can review the contract entries that are accurately reported for the application.

Below is a zoomed-in example.

## Project Progress

Has the District awarded construction contracts for this project ?

Enter the date(s) of the construction contract(s) awarded for this project Add/Edit Contracts

Show  entries

Contractor Name	Contract Type	Amount	Award	Prevailing Wage	Notice to Proceed	Const. Del. Method
X, Y & Z Construction, Inc.	General Construction	\$132,997.00	04/28/2020		05/28/2020	Lease Lease Back
A to Z Construction	Other Construction		07/14/2020		07/28/2020	Design-Bid-Build

2 total

Note: Prevailing Wage only applies to contracts with an Award Date between 1/1/2012 and 6/19/2014

Once the *Project Progress* section is completed, the user may select "Continue" to proceed to the next section of the funding application.

SAB 50-04 Form

- Site Info
- Project Type
- Additional Grant Request
- Excessive Cost Hardship
- Adjust Eligibility / Joint Use
- Project Progress**
- Licensed Architect
- Licensed Design Consultant
- Certification
- Review
- Submit

### Project Progress

Has the District awarded construction contracts for this project ?

Enter the date(s) of the construction contract(s) awarded for this project Add/Edit Contracts

Show  entries

Contractor Name	Contract Type	Amount	Award	Prevailing Wage	Notice to Proceed	Const. Del. Method
X, Y & Z Construction, Inc.	General Construction	\$132,997.00	04/28/2020		05/28/2020	Lease Lease Back
A to Z Construction	Other Construction		07/14/2020		07/28/2020	Design-Bid-Build

2 total

Note: Prevailing Wage only applies to contracts with an Award Date between 1/1/2012 and 6/19/2014

## Licensed Architect

Once the user has entered the necessary information for their funding application, they will request the District's Licensed Architect to review the draft funding application and complete the required certification in this section.

*Note – Until this section is certified by the Licensed Architect, the left-hand navigation pane will display an orange exclamation point, as shown in the screenshot below.*

Below is a zoomed-in example.

### SAB 50-04 Form

- ✓ Site Info
- ✓ Project Type
- ✓ Additional Grant Request
- ✓ Excessive Cost Hardship
- ✓ Alternative Developer Fe ...
- ✓ Joint Use / Career Techni ...
- ✓ Project Progress
- ! Licensed Architect

The Licensed Architect must log in to enter the DSA approval date and application number to certify that the plans and specifications (P&S) meet the requirements of Title 24.

Below is an example of the OPSC Online Licensed Architect page.

Dashboard / Application / Draft 1

## Mod Full Grant School Site Draft

Application For Funding • Form SAB 50-04  
Modernization • Full Grant

### SAB 50-04 Form

- Site Info
- Project Type
- Additional Grant Request
- Excessive Cost Hardship
- Adjust Eligibility / Joint Use
- Project Progress
- Licensed Architect**

### Licensed Architect

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

- The Plans and Specifications 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 were submitted in hard copy to 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):
- Related DSA Application Number:

MM/DD/YYYY  
You can add up to 5 Date(s)

DSA App #

*Note - Other users may enter the architect's full name and date. However, only the architect may click the blue "Certify" button to sign the required certification electronically, as shown in the screenshot below.*

- Any portion of the Plans and Specifications (P&S) not requiring review and approval by the Division of State Architect (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 ?

Once the *Licensed Architect* section is completed, proceed to the next section by clicking "Continue".

- Any portion of the Plans and Specifications (P&S) not requiring review and approval by the Division of State Architect (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 ?

John Smith · Nov 18, 2024

*Note – If the Licensed Architect is no longer available for certification, the District Representative may certify the application on their behalf, provided a certification letter is included with the application submission.*

- Any portion of the Plans and Specifications (P&S) not requiring review and approval by the Division of State Architect (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 ?

Below is a zoomed-in example.

- Any portion of the Plans and Specifications (P&S) not requiring review and approval by the Division of State Architect (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 

Jane Smith

Architect Signature Date 

11/18/2024

Certified 

Jane Smith · Nov 18, 2024



Previous

Continue



## Licensed Design Consultant

Like the *Licensed Architect* section, the District's Licensed Design Consultant will review the draft funding application and complete the required certification.

*Note – Until this section is certified by the Licensed Design Consultant, the left-hand navigation will display an orange exclamation point, as shown in the screenshot below.*

Below is a zoomed-in example.

### SAB 50-04 Form



Site Info



Project Type



Additional Grant Request



Excessive Cost Hardship



Adjust Eligibility / Joint Use



Project Progress



Licensed Architect



Licensed Design Consultant

The Licensed Design Consultant must log in to certify that the P&S meets the requirements of Title 24.

## Licensed Design Consultant

---

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

- If the request is for a New Construction Grant, not including the Overcrowding Relief Grant (ORG) , I have developed a cost estimate of the proposed project which indicates that the estimated construction cost of the work in the Plans and Specifications (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 district's matching share, less site acquisition costs and the High Performance Base Incentive Grant. This cost estimate does not include site acquisition, planning, tests, inspection, or furniture and equipment and is available at the district for review by the OPSC.
- If the request is for a Modernization or Charter School Facilities Program Rehabilitation Grant, I have developed a cost estimate of the proposed project which indicates that the estimated construction cost of the work in the Plans and Specifications (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 district's matching share, less the High Performance Base Incentive Grant. This cost estimate does not include planning, tests, inspection or furniture and equipment and is available at the district for review by the OPSC.

**Note – Other users may enter the Licensed Design Consultant's full name and date. However, only the Licensed Design Consultant may click the blue "Certify" button to sign the required certification electronically, as shown in the screenshot below.**

- If the request is for a Modernization or Charter School Facilities Program Rehabilitation Grant, I have developed a cost estimate of the proposed project which indicates that the estimated construction cost of the work in the Plans and Specifications (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 district's matching share, less the High Performance Base Incentive Grant. This cost estimate does not include planning, tests, inspection or furniture and equipment and is available at the district for review by the OPSC.



I certify the information listed above is correct 



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

Design Consultant Name 

John Smith

Design Consultant Signature Date 

11/18/2024

Certify

Once the *Licensed Design Consultant* section is completed, proceed to the next section by clicking "Continue".

- If the request is for a Modernization or Charter School Facilities Program Rehabilitation Grant, I have developed a cost estimate of the proposed project which indicates that the estimated construction cost of the work in the Plans and Specifications (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 district's matching share, less the High Performance Base Incentive Grant. This cost estimate does not include planning, tests, inspection or furniture and equipment and is available at the district for review by the OPSC.

I certify the information listed above is correct 

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

Design Consultant Name 

John Smith

Design Consultant Signature Date 

11/18/2024

Certified 

John Smith · Nov 18, 2024

 Previous

Continue 

**Note – If the Licensed Design Consultant is no longer available for certification, the District Representative may certify the application on their behalf, provided a certification letter is included with the application submission.**

- If the request is for a Modernization or Charter School Facilities Program Rehabilitation Grant, I have developed a cost estimate of the proposed project which indicates that the estimated construction cost of the work in the Plans and Specifications (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 district's matching share, less the High Performance Base Incentive Grant. This cost estimate does not include planning, tests, inspection or furniture and equipment and is available at the district for review by the OPSC.

I certify the information listed above is correct 

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

Design Consultant Name 

Jane Smith

Design Consultant Signature Date 

11/18/2024

Certify

Below is a zoomed-in example.

- If the request is for a Modernization or Charter School Facilities Program Rehabilitation Grant, I have developed a cost estimate of the proposed project which indicates that the estimated construction cost of the work in the Plans and Specifications (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 district's matching share, less the High Performance Base Incentive Grant. This cost estimate does not include planning, tests, inspection or furniture and equipment and is available at the district for review by the OPSC.

I certify the information listed above is correct 

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

Design Consultant Name 

Jane Smith

Design Consultant Signature Date 

11/18/2024

Certified 

Jane Smith · Nov 18, 2024

 Previous

Continue 

## Certification

Only the authorized District Representative/Superintendent may complete the *Certification* section. The user must ensure they have only entered the information that applies to the specific project.

### Certification

I certify, as the District Representative, that the information reported on this form, with the exception of items 22 and 23, is true and correct and that:

- I am an authorized representative of the district as authorized by the governing board of the district; and,
- A resolution or other appropriate documentation supporting this application under Chapter 12.5, Part 10, Division 1, commencing with Section 17070.10, et. seq., of the Education Code was adopted by the school district's governing board or the designee of the Superintendent of Public Instruction on,
- The district has established a "Restricted Maintenance Account" for exclusive purpose of providing ongoing and major maintenance of school buildings and has developed an ongoing and major maintenance plan that complies with and is implemented under the provisions of Education Code Section 17070.75 and 17070.77 (refer to Sections 1859.100 through 1859.102); and,
- The district has considered the feasibility of the joint use of land and facilities with other governmental agencies in order to minimize school facility costs; and

Below is a zoomed-in example.

## Certification

I certify, as the District Representative, that the information reported on this form, with the exception of items 22 and 23, is true and correct and that:

- A resolution or other appropriate documentation supporting this application under Chapter 12.5, Part 10, Division 1, commencing with Section 17070.10, et. seq., of the Education Code was adopted by the school district's governing board or the designee of the Superintendent of Public Instruction on,
- The district has established a "Restricted Maintenance Account" for exclusive purpose of providing ongoing and major maintenance of school buildings and has developed an ongoing and major maintenance plan that complies with and is implemented under the provisions of Education Code Section 17070.75 and 17070.77 (refer to Sections 1859.100 through 1859.102); and,
- The district has considered the feasibility of the joint use of land and facilities with other governmental agencies in order to minimize school facility costs; and,
- If this funding request is for the modernization of portable classrooms eligible for an additional

**Note – The user must review the entire Certification section using the scroll bar and enter all applicable entry fields before completing the required certification.**

Below is a zoomed-in example.

## Certification

I certify, as the District Representative, that the information reported on this form, with the exception of items 22 and 23, is true and correct and that:

- light and indoor air quality, the use of recycled materials and materials that emit a minimum of toxic substances, the use of acoustics conducive to teaching and learning, and the other characteristics of high performance schools; and,
- If the district is requesting an additional grant for high performance incentive funding, the school district governing board must have a resolution on file that demonstrates support for the high performance incentive grant request and the intent to incorporate high performance features in future facilities projects; and,
- If this application is submitted when there is Insufficient Bond Authority, the district has adopted a school board resolution pursuant to Section 1859.95.1; and,
- The district will comply with all laws pertaining to the construction or modernization of its school building.

Once the user has completed reviewing and entering all the required fields, the user may click "Yes" to agree to the terms of the certification and enter district representative information such as phone number, full name, and signature date.

The user will select "Continue" to proceed to the *Review* section.

I verify, I have read and agree to the above terms and certification information	<input checked="" type="radio"/> Yes <input type="radio"/> No
Date	<input type="text" value="11/18/2024"/>
District Representative / Superintendent Phone Number	<input type="text" value="(555) 123-4567"/>
Phone Extension (optional)	<input type="text"/>
District Representative / Superintendent Name	<input type="text" value="Jane Smith"/>

---

## Review

After completing the *Certification* section, the user will review all previous sections and make any final edits.

Any incomplete sections will be flagged with an orange exclamation point, and the missing required fields will display with red text as **(required)**.

SAB 50-04 Form

- Site Info
- Project Type
- Additional Grant Request
- Excessive Cost Hardship
- Adjust Eligibility / Joint Use
- Project Progress
- Licensed Architect
- Licensed Design Consultant
- Certification
- Review
- Submit

Below is a zoomed-in example.

## Review

---

### Site Info

---

Does the District have current Financial Hardship Approval? No

Type of Financial Hardship Request (N/A)

Project to be located on (required)

The project is at an existing school site. Select the appropriate school or site for this application Bear Flag Elementary

California Department of Education (CDE) Plan Approval Date  11/13/2024

Recommended Site Size  36.00

Existing Acres (Useable)  18.40

Total number of classroom(s) on the Division of State Architect (DSA) Approved plans (not answered)

[Edit Page →](#)

Once all required entries are completed, the left navigation will display only green checkmarks, and the user will click "Continue" to proceed to the *Submit* section.

Dashboard / Application / Draft 1

### Mod Full Grant School Site Draft

Application For Funding • Form SAB 50-04  
Modernization • Full Grant

#### SAB 50-04 Form

- Site Info
- Project Type
- Additional Grant Request
- Excessive Cost Hardship
- Adjust Eligibility / Joint Use
- Project Progress
- Licensed Architect
- Licensed Design Consultant
- Certification
- Review**
- Submit

#### Review

##### Site Info

Does the District have current Financial Hardship Approval?	No
Type of Financial Hardship Request	(N/A)
Project to be located on	Existing Site without Additional Acreage
The project is at an existing school site. Select the appropriate school or site for this application	Sutter Middle
California Department of Education (CDE) Plan Approval Date	11/13/2024
Recommended Site Size	36.00

Below is a zoomed-in example.

I verify, I have read and agree to the above terms and certification information	Yes
District Representative / Superintendent Name	Jane Smith
District Representative / Superintendent Phone Number	(555) 123-4567
Phone Extension (optional)	(not answered)
Date	11/18/2024

[Edit Page →](#)

[← Previous](#) [Continue →](#)

## Submit and Upload Documents

Next, the user will continue to the *Submit* page. The user will complete the final certification and upload all supporting documents in this section. The user may click the blue "Upload file(s)" button to upload any supporting files for this application.

Dashboard / Application / Draft 1

### Mod Full Grant School Site Draft

Application For Funding • Form SAB 50-04   
Modernization • Full Grant

#### SAB 50-04 Form

- ✓ Site Info
- ✓ Project Type
- ✓ Additional Grant Request
- ✓ Excessive Cost Hardship
- ✓ Adjust Eligibility / Joint Use
- ✓ Project Progress
- ✓ Licensed Architect
- ✓ Licensed Design Consultant
- ✓ Certification
- ✓ Review
- Submit**

### Submit

This State Allocation Board School Facility Program Application for Funding is being submitted electronically via OPSC Online.

- Requests may only be submitted by a School District Superintendent, Authorized School District Representative, Charter School Representative, or Joint Power Authority (JPA) Representative who is signed in to OPSC Online with their corresponding OPSC Online User ID. Submittal from these accounts is considered to be a unique electronic signature for purposes of Application for Funding submittals. A printed, wet-signature request does not need to be mailed 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.
- Once an applicant has upload a file, the file cannot be removed by the applicant.

I have uploaded all required documents required on the Application for Funding [OPSC Application Submittal Checklist](#).

**Upload file(s)** All uploaded files for this application are always available on the [Application Dashboard](#).

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

[Submit Paperless Application](#)

[← Previous](#)

Once the documents have been uploaded, the text **Successfully Uploaded** will display underneath the document file name. After all documents have been uploaded, the user will close the *Upload Files* section by clicking "Done".

## Upload Files



[Browse files](#)

File Name	Document Type	Description	Uploaded Date
CDE Final Plan Approval.pdf <b>Successfully Uploaded</b>	California Department	Final Plan Approval Le	11/12/2024
CTE Letter.pdf <b>Successfully Uploaded</b>	CTE Compliance (EC 1	CTE Compliance Lette	11/12/2024
ARBBA Resolution.pdf <b>Successfully Uploaded</b>	Local Board Resolutio	Beyond Bond Authorit	11/12/2024
Construction Contract.pdf <b>Successfully Uploaded</b>	Contracts	Construction Contract	11/12/2024

4 total

Please stay here until file upload(s) complete

DoneUpload Files

Next, the user will mark both checked boxes as completed and click "Submit Paperless Application".

Dashboard / Application / Draft 1

## Mod Full Grant School Site Draft

Application For Funding • Form SAB 50-04  
Modernization • Full Grant

### SAB 50-04 Form

- Site Info
- Project Type
- Additional Grant Request
- Excessive Cost Hardship
- Adjust Eligibility / Joint Use
- Project Progress
- Licensed Architect
- Licensed Design Consultant
- Certification
- Review
- Submit**

### Submit

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- Requests may only be submitted by a School District Superintendent, Authorized School District Representative, Charter School Representative, or Joint Power Authority (JPA) Representative who is signed in to OPSC Online with their corresponding OPSC Online User ID. Submittal from these accounts is considered to be a unique electronic signature for purposes of Application for Funding submittals. A printed, wet-signature request does not need to be mailed 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.
- Once an applicant has upload a file, the file cannot be removed by the applicant.

I have uploaded all required documents required on the Application for Funding [OPSC Application Submittal Checklist](#).  
[Upload file\(s\)](#) All uploaded files for this application are always available on the [Application Dashboard](#).

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

[Submit Paperless Application](#)

[Previous](#)

*Note – Only an Authorized District Representative can submit the application.*

After submittal, the user will proceed to a confirmation page displaying the assigned application number for the project. The user may notate the application number and nickname from the main dashboard for future access.

**Mod Full Grant School Site** Submitted

57 / 67439 - 00 - 080  
Application For Funding • Form SAB 50-04  
Modernization • Full Grant

### SAB 50-04 Form

- Site Info
- Project Type
- Additional Grant Request
- Excessive Cost Hardship
- Adjust Eligibility / Joint Use
- Project Progress
- Licensed Architect
- Licensed Design Consultant
- Certification
- Review
- Submit**

### Submit

✔ This paperless application was successfully submitted to OPSC.

Your Application #:	57/67439-00-080
Submittal Date:	12/04/2024

#### What's Next

Please review this application's uploaded documents on the [Application Dashboard](#) to ensure all required application documents are uploaded and properly named. Required documents not uploaded within 7 working days after the submittal date 2024-12-04 08:22 AM will lead to the application being rejected.

The completed State Allocation Board form can be [downloaded here](#) at anytime but is no longer necessary to sign and mail in. A complete paperless submission is all OPSC will need to begin processing your funding application.

#### Application Options

- [Upload Remaining Files](#)
- Ensure your application is complete by uploading any remaining documents now.
- [Review Required Documents](#)
- [Download Completed Form](#)
- [Go To Application Dashboard](#)

[← Previous](#)

Additionally, the user can upload additional documents after the submittal by clicking "Upload Remaining Files".

## Submit

✔ This paperless application was successfully submitted to OPSC.

Your Application #: 57/67439-00-080

Submittal Date: 12/04/2024

### What's Next

Please review this application's uploaded documents on the [Application Dashboard](#) to ensure all required application documents are uploaded and properly named. Required documents not uploaded within 7 working days after the submittal date 2024-12-04 08:22 AM will lead to the application being rejected.

The completed State Allocation Board form can be [downloaded here](#) at anytime but is no longer necessary to sign and mail in. A complete paperless submission is all OPSC will need to begin processing your funding application.

### Application Options

📄 Upload Remaining Files

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

📄 Review Required Documents

📄 Download Completed Form

🏠 Go To Application Dashboard

Or the user can review and upload additional documents by opening the application from the dashboard.

## Submit

✔ This paperless application was successfully submitted to OPSC.

Your Application #: 57/67439-00-080

Submittal Date: 12/04/2024

### What's Next

Please review this application's uploaded documents on the [Application Dashboard](#) to ensure all required application documents are uploaded and properly named. Required documents not uploaded within 7 working days after the submittal date 2024-12-04 08:22 AM will lead to the application being rejected.

The completed State Allocation Board form can be [downloaded here](#) at anytime but is no longer necessary to sign and mail in. A complete paperless submission is all OPSC will need to begin processing your funding application.

### Application Options

📄 Upload Remaining Files

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

📄 Review Required Documents

📄 Download Completed Form

🏠 Go To Application Dashboard

Once the application is displayed, the user will click "Upload File".

**Mod Full Grant School Site** Submitted

57 / 67439 - 00 - 081  
Application For Funding • Form SAB 50-04  
Modernization • Full Grant

PTN: 67439 - 1234 [Edit](#)  
Received Date: 12/04/2024  
District: 67439 Sacramento City Unified • School/Site: Sutter Middle  
County Name: Sacramento County

### Submitted Versions

Name	Status	Version Received Date	Submitted By	Updated	
Version 1	Submitted	12/04/2024	Jane Smith	12/04/2024	Options

**Drafts** New Blank Draft

No Drafts

**Uploaded Files** Upload File

After the documents have been uploaded, the text **Successfully Uploaded** will display underneath the document file name. After all documents have been uploaded, the user will close the *Upload Files* section by clicking "Done".

### Upload Files

[Browse files](#)

File Name	Document Type	Description	Uploaded Date
Notice to Proceed.pdf <b>Successfully Uploaded</b>	Contracts	Notice to Proceed (NT)	11/12/2024

1 total

Please stay here until file upload(s) complete

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

## Adjusted Full Grant Funding Application

If the district had previously received an advance design grant and would like to request the remaining funds, they must submit an updated Form SAB 50-04. The user should **not** create a new version of the existing Form SAB 50-04.

Instead, the user should create a linked 50-04 from the application page of the original advance design application. After making the linked 50-04, the Form SAB 50-04 should be uploaded as an additional document under the *Uploaded Files* section.

To create a linked 50-04, the user selects "Create Linked 50-04" on the left-hand navigation on the design application's dashboard, as shown below.

*Please note that users with delegate access can prepare the Funding Application. However, only the District Representative can submit an application.*

The screenshot shows the application dashboard for 'Mod Design Only School Site'. The application ID is 57/67439-00-082. The status is 'Submitted'. The dashboard includes a sidebar with a 'Create Linked 50-04' button highlighted in red. The main content area shows 'Submitted Versions' with a table containing one entry: Version 1, Status Submitted, Version Received Date 12/04/2024, Submitted By Jane Smith, and Updated 12/04/2024. There is also a 'Drafts' section with 'No Drafts' and a 'New Blank Draft' button.

Once selected, the application system will ask the user for more information.

*Please note that the first question, "Select a linked application type", will auto-populate with "Funding Phase 50-04", as shown below.*

- Does the district want to apply for Financial Hardship assistance?
- Select *Modernization* as the Funding Program Type from the list of options.
- Enter an application nickname. The nickname may include the funding phase of the application, site name, and program type (e.g., Design Only, Site Only, Design & Site, Full Grant, Amended Full Grant).

Once all fields are completed, click "Create Linked App" to begin the application process.

The screenshot shows the 'Create Linked Application' form. The 'Select a linked application type' dropdown is set to 'Funding Phase 50-04'. The question 'Does the district want to apply for Financial Hardship assistance?' has 'Yes' selected. The 'Select the type of funding application:' dropdown is set to 'Modernization'. The 'Please enter application nickname' field contains 'Mod Full Grant School Site'. The 'Create Linked App' button is highlighted in red.

A blue pop-up box will be displayed in the lower right-hand corner notifying the user that the linked application has been successfully created and a linked application component will appear on the left-hand side of the application's dashboard, located below the *Mod Design Only* tile.

Dashboard / Application

57/67439-00-082 **Mod Design Only School Site** Submitted PTN: 67439 - 1234 Edit  
 Modernization 57 / 67439 - 00 - 082 Received Date: 12/04/2024  
 Application For Funding • Form SAB 50-04 District: 67439 Sacramento City Unified • School/Site: New Tech High  
 Modernization • Design Only (Sep Apprt) County Name: Sacramento County

50-04 Create Linked 50-04

**Submitted**  
MOD Design

**Draft**  
MOD

**Submitted Versions**

Name	Status	Version Received Date	Submitted By	Updated	
Version 1	Submitted	12/04/2024	Jane Smith	12/04/2024	Options

**Drafts** New Blank Draft

No Drafts

**Application Created**  
Successfully created linked application

Then click the "Draft" to begin the application process.

57/67439-00-082 **Mod Full Grant School Site** Draft PTN: 67439 - 1234 Edit  
 Modernization 57 / 67439 - 00 - 082 Received Date: 12/04/2024  
 Application For Funding • Form SAB 50-04 District: 67439 Sacramento City Unified • School/Site: New Tech High  
 Modernization • Full Grant County Name: Sacramento County

50-04 Create Linked 50-04

**Submitted**  
MOD Design

**Draft**  
MOD

**Submitted Versions**

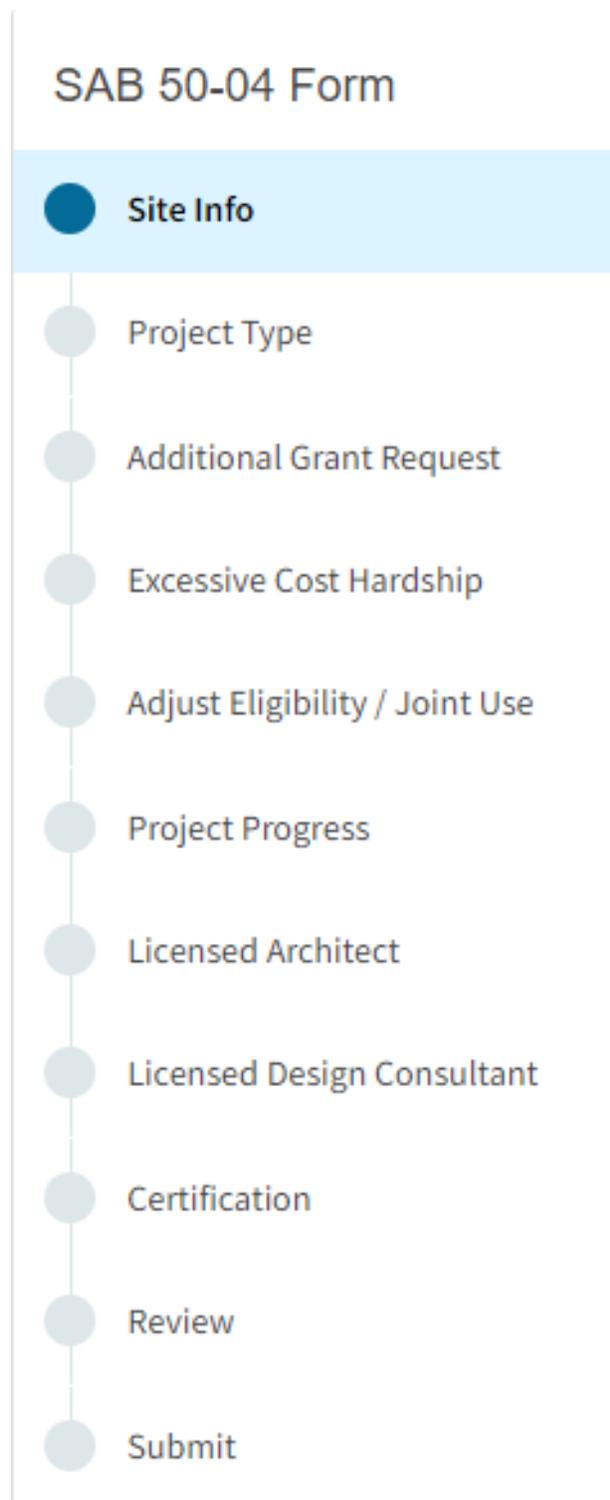
No Submitted Versions

**Drafts** New Blank Draft

Name	Status	Created By	Last Edited By	Updated	
Draft 1	Draft	Jane Smith	Jane Smith	12/04/2024	Options

## Site Information

The Form SAB 50-04 comprises of eleven sections (as listed on the navigation pane on the left-hand side of the screen).



The first section of the application is *Site Info*. If the district has Financial Hardship status, select "Yes" and then specify the type of Financial Hardship request from the list of options.

Dashboard / Application / Draft 1

### Mod Full Grant School Site Draft

Application For Funding • Form SAB 50-04  
Modernization • Full Grant

SAB 50-04 Form

- Site Info
- Project Type

#### Site Info

Does the District have current Financial Hardship Approval? Yes No

Type of Financial Hardship Request Submittal with a school board res

If the district does not have Financial Hardship status, select "No" and enter the required information.

Next, the user will specify where the project will be located from the list of available options:

- **Leased Site:** The project is on a school site not owned by the District and meets the requirements outlined in School Facility Program (SFP) Regulation Section 1859.22.
  - When selecting this option, the school or site field on the *Site Info* page must be completed.
- **Existing Site with Additional Acreage Acquired:** The project will include acquiring additional land to the existing school site.
  - When selecting this option, all fields on the *Site Info* page must be completed using information from the most recent CDE Site and Plan Approval letter(s).
- **Existing Site without Additional Acreage Acquired:** The project will not include acquiring additional land to the existing school site.
  - When this option is selected, the school or site field on the *Site Info* page must be completed using the most recent CDE Plan Approval letter(s) information.

### Site Info

Does the District have current Financial Hardship Approval? Yes No

Project to be located on Existing Site without Addit

Next, the user will select a school site from the dropdown menu. All projects must select a school site from the list of options. If a specific site is not listed, please email [OPSCApplicationReviewTeam@dgs.ca.gov](mailto:OPSCApplicationReviewTeam@dgs.ca.gov) to request to add the site to the application system.

The project is at an existing school site. Select the appropriate school or site for this application

### Site Detail

School/Site Name:	Sutter Middle
CDS (county-district-school) Code:	6066690
Grade-Level:	
Street Address:	3150 I ST.
City:	SACRAMENTO
State:	CA
Zip Code:	95816

The application system then requires the user to enter the California Department of Education (CDE) Plan Approval Date.

Then, the user will enter the available existing school site information from the CDE Plan Approval letter in the fields as shown in the example below:

California Department of Education (CDE) Plan Approval Date	<input type="text" value="09/15/2018"/>
	<input type="text" value="MM/DD/YYYY"/>
	You can add up to 5 Date(s)
Recommended Site Size	<input type="text" value="16.80"/>
Existing Acres (Useable)	<input type="text" value="9.00"/>
Total number of classroom(s) on the Division of State Architect (DSA) Approved plans	<input type="text"/>

*Note – The last section for “Total Number of Classroom(s) on the Division of the State Architect (DSA) Approved plans” relates to New Construction projects only, for Modernization projects this section must be left blank.*

Once the *Site Info* section is completed, the user may select "Continue" to proceed to the next section of the funding application.

## Project Type

In this section, the user will select the type of project from the drop-down menu that best represents this application request.

Next, enter the total number of pupil grants assigned to the project for each grade group.

*Note – The amount entered cannot exceed the modernization eligibility available at the site as of the received date of the funding application.*

Dashboard / Application / Draft 1

**Mod Full Grant School Site** Draft

Application For Funding • Form SAB 50-04  
Modernization • Full Grant

SAB 50-04 Form

- Site Info
- Project Type**
- Additional Grant Request
- Excessive Cost Hardship
- Adjust Eligibility / Joint Use
- Project Progress
- Licensed Architect
- Licensed Design Consultant
- Certification

**Project Type**

Select project type:

**Pupil Grants Requested**

Pupil Grants Requested:

K-6	<input type="text" value="50"/>
7-8	<input type="text" value="54"/>
9-12	<input type="text"/>
Non-Severe	<input type="text"/>
Severe	<input type="text"/>

If the application is eligible for funding for 50 year or older permanent buildings, the user will check the box and indicate:

- The total number of eligible classrooms or the total eligible square footage building area at the site.
  - Refer to SFP Regulation Section 1859.78.6(b)(1)(A) or (b)(2)(A).
- The total number of permanent classrooms or the total permanent square footage building area that is at least 50 years old and not been previously modernized with state funds.
  - Refer to SFP Regulation Section 1859.78.6 (b)(1)(B) or (b)(2)(B).
- The greater percentage as calculated under SFP Regulation Section 1859.78.6(b)(1)(C) or (b)(2)(C).
  - Divide the classrooms or square footage that are at least 50 years old by the total classrooms or square footage eligible for modernization. Round up to the nearest one tenth of one percent.

## 50 years or older building funding ⓘ

Total Eligible Classrooms/Square Footage

Classroom/Square footage at least 50 years old

Ratio of 50 years old classrooms/square footage

Next, the user will indicate if the project includes eligible 50 year or older pupil grants:

- Enter the appropriate number of 50 year or older pupil grants assigned to the project for each grade group.

*Note – The number of pupils entered cannot exceed the site's available 50 year or older permanent buildings pupil grants and cannot exceed the pupil grants requested in the previous section.*

## From above, how many are 50 year or older pupil grants? ⓘ

K-6

7-8

9-12

Non-Severe

Severe

Are you a 6-8 school?



Previous

Continue



Lastly, the user will select whether the site is a 6-8 school by choosing "Yes" or "No".

Once the *Project Type* section is completed, the user may click "Continue" to proceed with the next section of the funding application.

## Additional Grant Request

In the Additional Grant Request section, the user will answer “Yes” or “No” to request additional grants. For any additional fields for grants that are not requested, leave these blank.

The screenshot shows the 'Additional Grant Request' section of the 'Mod Full Grant School Site' application. The left sidebar lists the form sections: Site Info, Project Type, Additional Grant Request (highlighted), Excessive Cost Hardship, Adjust Eligibility / Joint Use, Project Progress, Licensed Architect, Licensed Design Consultant, and Certification. The main content area contains the following questions and input fields:

- Is the current district enrollment 2,500 pupils or less?  Yes  No
- Will the District be requesting the Project Assistance grant?  Yes  No
- Is the District requesting Site Development for upgrading existing utilities for 50-year old buildings?  Yes  No
- Enter 60 percent of the eligible utilities cost for the 50 year old buildings in the project\*:
- Is the District requesting the Automatic Fire Detection / Alarm System Grant for the modernization of the site and/or alarm system in the Division of State Architect (DSA) approved plans?  Yes  No

Navigation buttons for 'Previous' and 'Continue' are visible at the bottom.

Below is an example for each Additional Grant Request.

### Project Assistance

- Check “Yes” if the District’s total enrollment is less than 2,500 pupils.
- Check “Yes” if the District would like to request the Project Assistance grant.

Is the current district enrollment 2,500 pupils or less?  Yes  No

Will the District be requesting the Project Assistance grant?  Yes  No

### Site Development (60 percent Utilities) – 50 Years or Older Permanent Buildings

- Check “Yes” if the District requests an additional grant for site development utility costs necessary for the modernization of 50 years or older permanent building(s).
- Enter 60 percent of the eligible cost allowable for the 50 year old buildings in the project pursuant to SFP Regulation Section 1859.78.7(a).

Is the District requesting Site Development for upgrading existing utilities for 50-year old buildings?  Yes  No

Enter 60 percent of the eligible utilities cost for the 50 year old buildings in the project\*:

\$ 1,699,334

*Note – A 50 Year Old Utilities Worksheet must be submitted with this request. Please utilize the “SFP Modernization – 50YO Utilities Template” found under the “Resources” tab. Complete the worksheet per the instructions found in the worksheet. For more information on how to access the “Resources” tab, please refer to the “General Navigation in OPSC Online” section in this document.*

### Automatic Fire Detection / Alarm System Grant

- Check “Yes” if the District requests and **the project qualifies for** additional funding for fire code requirements authorized in SFP Regulation Section 1859.78.4.

Is the District requesting the Automatic Fire Detection / Alarm System Grant for the modernization of the site and/or alarm system in the Division of State Architect (DSA) approved plans?

Yes  No

← Previous Continue →

Once the *Additional Grant Request* section is completed, the user may select "Continue" to proceed to the next section of the funding application.

### Excessive Cost Hardship

In the *Excessive Cost Hardship* section, state funding is available to supplement modernization grants for excess costs associated with the project.

Dashboard / Application / Draft 1

**Mod Full Grant School Site** Draft

Application For Funding • Form SAB 50-04 🔍  
 Modernization • Full Grant

SAB 50-04 Form

- ✔ Site Info
- ✔ Project Type
- ✔ Additional Grant Request
- Excessive Cost Hardship
- Adjust Eligibility / Joint Use
- Project Progress
- Licensed Architect
- Licensed Design Consultant
- Certification

#### Excessive Cost Hardship

Is the District requesting Geographic Percent Factor increase 🔍  
 See [Geographical Percent Factor list by county](#)  Yes  No

Accessibility / Fire Code: 🔍

Accessible Fire Code

3% Base Grant

Enter 100% of the costs for the Fire Life Safety and Access Compliance minimum work

Will the project include any new two-stop elevator(s) required by the Division of the State Architect? 🔍  Yes  No

The District qualifies for Small Size Project. Does the District wish to request this grant?  Yes  No

Is the District requesting the Urban/Security/Impacted Site grant? 🔍  Yes  No

- SFP Regulation Section 1859.83(d)(2)(A) - Useable Acres 60% or less of CDE Recommended Site Size

Below is an example for each Excessive Cost Hardship Grant Request.

### Geographic Percent Factor

- Check “Yes” if the project is located in a designated geographic area and the District requests the grant.
  - Enter the geographic percentage amount.
- Refer to SFP Regulation Section 1859.83(a).

*Note – To assist in determining the geographic percentage amount, click on the link labeled “Geographic Percent Factor”.*

Is the District requesting Geographic Percent Factor increase ?  
[See Geographical Percent Factor list by county](#)  Yes  No

Enter the Percent Factor

### Accessibility / Fire Code

There are two options to request the accessibility/fire code excessive cost hardship grant, 3% of the base grant or 60% of the minimum work.

- Check the box for 3% Base Grant, or
  - If the 3% option is selected, the grant amount will be 3% of the total per-pupil modernization grant amount and a Division of the State Architect (DSA) approved checklist will not be required.
- Check the box for 60% Minimum Work
  - Enter 100% of the costs for the Fire Life Safety and Access Compliance minimum work.
  - If the 60% option is selected, a DSA approved checklist is required. This checklist is available under the “Resources” tab, titled “SFP Modernization – Access Compliance, Fire and Life Safety Worksheet”. For more information on how to access the “Resources” tab, please refer to the “General Navigation in OPSC Online” section in this document.
- Refer to SFP Regulation Section 1859.83(e).

Accessibility / Fire Code: ?

Accessible Fire Code

3% Base Grant

Enter 100% of the costs for the Fire Life Safety and Access Compliance minimum work

Enter the amount

*Note – For more information on this grant and help determining the grant amount, refer to the “?” for the help text.*

## Two-Stop Elevator

- Check “Yes” if the project will include any new two-stop elevator(s) required by the Division of the State Architect (DSA).
  - Enter the number of two-stop elevators.
- Check “Yes” if there will any additional stops.
  - Enter the number of additional stops.

Will the project include any new two-stop elevator(s) required by the Division of the State Architect? 

 Yes  No

Enter the number of two-stop elevators

Will there be additional stops?

 Yes  No

Enter the number of Additional Stops

*Note – A letter from the DSA confirming that the two-stop elevators are required must accompany the funding application submittal if the request is for more than one two-stop elevator.*

## Small Size Project

- Check “Yes” if the project qualifies for the Small Size Project supplemental grant.
  - Select 12% from the dropdown menu if the pupil grant request is less than 101 pupils.
  - Select 4% from the dropdown menu if the pupil grant request is more than 101 pupils but less than 200 pupils.
- Check “Yes” if it is a minimum pupil grant request pursuant to Section 1859.79.3(a)(1) or (a)(2).
- Refer to SFP Regulation Section 1859.83(b).

The District qualifies for Small Size Project. Does the District wish to request this grant?

 Yes  No

Select the percentage appropriate to the project

Is this a minimum pupil grant request pursuant to Section 1859.79.3 (a)(1) or (a)(2)?

 Yes  No

## Urban/Security/Impacted Site

- Check "Yes" if the useable acres of the site for the project are 60 percent or less of the California Department of Education (CDE) recommended site size.
- Refer to SFP Regulation Section 1859.83(d).

Is the District requesting the Urban/Security/Impacted Site grant? 

Yes  No

SFP Regulation Section 1859.83(d)(2)(A) - Useable Acres 60% or less of CDE Recommended Site Size

Once the *Excessive Cost Hardship* section is completed, the user may select "Continue" to proceed to the next section of the funding application.

## Adjust Eligibility/Joint-Use

In the *New Construction Eligibility Adjustment – Added Capacity* section, the user will click "Yes" or "No" if any classrooms were added or replaced by the district in locally funded projects outside of SFP funding.

Dashboard / Application / Draft 1

### Mod Full Grant School Site Draft

Application For Funding • Form SAB 50-04   
Modernization • Full Grant

SAB 50-04 Form

- Site Info
- Project Type
- Additional Grant Request
- Excessive Cost Hardship
- Adjust Eligibility / Joint ...**
- Project Progress
- Licensed Architect
- Licensed Design Consultant

### Adjust Eligibility / Joint Use

#### New Construction Eligibility Adjustment - Added Capacity

Has the District added any classrooms that were not SFP Funded?  Yes  No

#### Joint-Use Facility/Leased Property

Joint-Use Facility  Yes  No

Leased Facility  Yes  No

#### Career Technical Education Funds Request

Will Career Technical Education (CTE) Funds be requested for classroom(s) included in the plans and specifications for this project  Yes  No

If the user selects "Yes", indicate the number of classrooms by grade level under the *Additional* or *Replacement* columns.

Below is a zoomed in example.

## New Construction Eligibility Adjustment - Added Capacity

Has the District added any classrooms that were not SFP Funded?

 Yes  No

### Adjustment to New Construction Baseline Eligibility ?

Classroom(s) provided

Additional ?

Replacement ?

K-6

2

K-6

2

7-8

7-8

9-12

9-12

Non-Severe

Non-Severe

Severe

Severe

In the "Joint-Use/CTE" sections, the user will indicate if:

- The facilities will be for joint-use with other governmental agencies.
- The project is located on a leased site.
- The project has classrooms requesting funding for Career Technical Education Facilities Program (CTEFP) grants. If applicable, click "Yes", then enter the number of CTEFP-specific classrooms in the project.

### Joint-Use Facility/Leased Property

Joint-Use Facility

 Yes  No

Leased Property

 Yes  No

### Career Technical Education Funds Request

Will Career Technical Education (CTE) Funds be requested for classroom(s) included in the plans and specifications for this project

 Yes  No

Number of Career Technical Education (CTE) classroom(s)

1.00

 Previous

Continue 

Once the *Adjust Eligibility/Joint-Use* section is completed, the user may select "Continue" to proceed to the next section of the funding application.

## Project Progress

In this section, the user will indicate if construction contracts have been awarded for the project.

Dashboard / Application / Draft 1

### Mod Full Grant School Site Draft

Application For Funding • Form SAB 50-04  
Modernization • Full Grant

#### SAB 50-04 Form

- Site Info
- Project Type
- Additional Grant Request
- Excessive Cost Hardship
- Adjust Eligibility / Joint Use
- Project Progress**

### Project Progress

Has the District awarded construction contracts for this project ?  Yes  No

← Previous Continue →

Click "Yes" if the district has awarded construction contracts. Once "Yes" is selected, an additional field will appear. The user can then click "Add/Edit Contracts" to enter the contract information.

### Project Progress

Has the District awarded construction contracts for this project ?  Yes  No

Enter the date(s) of the construction contract(s) awarded for this project Add/Edit Contracts

Show  entries

Contractor Name	Contract Type	Amount	Award	Prevailing Wage	Notice to Proceed	Const. Del. Method
0 total						

Note: Prevailing Wage only applies to contracts with an Award Date between 1/1/2012 and 6/19/2014

← Previous Continue →

Once "Add/Edit Contracts" is selected, a pop-up box will appear, the user can then enter all known fields, such as the contractor names, contract award dates, contract types, contract amounts, Notice to Proceed (NTP) dates, construction delivery method, and related DSA Application number(s). If the district has not yet issued an NTP the user may leave this field blank. The user can add as many contracts as applicable for the project by selecting "Add Contract".

Add/Edit Contract×

---

### Add New Contract

Contractor Name	<input type="text" value="X, Y &amp; Z Construction, Inc."/>
Contract Award Date	<input style="border: 2px solid red;" type="text" value="04/28/2020"/>
Contract Type	<input style="border-bottom: 1px solid #ccc;" type="text" value="General Construction"/>
Contract Amount	<input type="text" value="\$ 132,997"/>
Notice to Proceed Issued Date	<input type="text" value="05/28/2020"/>
Construction Delivery Method	<input style="border-bottom: 1px solid #ccc;" type="text" value="Lease Lease Back"/>
Related DSA Application Numbers	<div style="display: flex; align-items: center;"><div style="background-color: #007bff; color: white; padding: 2px 5px; border-radius: 3px; margin-right: 5px;">01-123456 ×</div><div style="border: 1px solid #ccc; padding: 2px 5px; margin-right: 5px;">+ DSA App #</div></div> <p><small>📘 Press the Enter ↵ key to save You can add up to 5 Values(s)</small></p>

Add Contract

After the last contract has been entered, the user may close the "Add/Edit Contract" section by clicking the "x" in the upper right-hand corner.

Add/Edit Contract



## Add New Contract

Contractor Name

Contract Award Date

Contract Type

Contract Amount

Notice to Proceed Issued Date

Construction Delivery Method

Related DSA Application Numbers

**i** Press the Enter key to save  
You can add up to 5 Values(s)

**Add Contract**

## Added Contracts

Show  entries

Type to filter the name column...

Award ↕	Prevailing Wage ↕	Notice to Proceed ↕	Const. Del. Method ↕	↕
04/28/2020		05/28/2020	Lease Lease Back	<b>Edit</b> <b>Delete</b>
07/14/2020		07/28/2020	Design-Bid-Build	<b>Edit</b> <b>Delete</b>

Then, the user will return to the *Project Progress* section, and the user can review the contract entries that are accurately reported for the application.

Below is a zoomed-in example.

## Project Progress

Has the District awarded construction contracts for this project ?

Enter the date(s) of the construction contract(s) awarded for this project Add/Edit Contracts

Show  entries

Contractor Name	Contract Type	Amount	Award	Prevailing Wage	Notice to Proceed	Const. Del. Method
X, Y & Z Construction, Inc.	General Construction	\$132,997.00	04/28/2020		05/28/2020	Lease Lease Back
A to Z Construction	Other Construction		07/14/2020		07/28/2020	Design-Bid-Build

2 total

Note: Prevailing Wage only applies to contracts with an Award Date between 1/1/2012 and 6/19/2014

Once the *Project Progress* section is completed, the user may select "Continue" to proceed to the next section of the funding application.

SAB 50-04 Form

- Site Info
- Project Type
- Additional Grant Request
- Excessive Cost Hardship
- Adjust Eligibility / Joint Use
- Project Progress**
- Licensed Architect
- Licensed Design Consultant
- Certification
- Review
- Submit

### Project Progress

Has the District awarded construction contracts for this project ?

Enter the date(s) of the construction contract(s) awarded for this project Add/Edit Contracts

Show  entries

Contractor Name	Contract Type	Amount	Award	Prevailing Wage	Notice to Proceed	Const. Del. Method
X, Y & Z Construction, Inc.	General Construction	\$132,997.00	04/28/2020		05/28/2020	Lease Lease Back
A to Z Construction	Other Construction		07/14/2020		07/28/2020	Design-Bid-Build

2 total

Note: Prevailing Wage only applies to contracts with an Award Date between 1/1/2012 and 6/19/2014

## Licensed Architect

Once the user has entered the necessary information for their funding application, they will request the District's Licensed Architect to review the draft funding application and complete the required certification in this section.

*Note – Until this section is certified by the Licensed Architect, the left-hand navigation pane will display an orange exclamation point, as shown in the screenshot below.*

Below is a zoomed-in example.

### SAB 50-04 Form

-  Site Info
-  Project Type
-  Additional Grant Request
-  Excessive Cost Hardship
-  Alternative Developer Fe ...
-  Joint Use / Career Techni ...
-  Project Progress
-  Licensed Architect

The Licensed Architect must log in to enter the DSA approval date and application number to certify that the plans and specifications (P&S) meet the requirements of Title 24.

Below is an example of the OPSC Online Licensed Architect page.

*Note - Other users may enter the architect's full name and date. However, only the architect may click the blue "Certify" button to sign the required certification electronically, as shown in the screenshot below.*

- Any portion of the Plans and Specifications (P&S) not requiring review and approval by the Division of State Architect (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 ?

John Smith

Architect Signature Date ?

11/12/2024

Certify

Once the *Licensed Architect* section is completed, proceed to the next section by clicking "Continue".

- Any portion of the Plans and Specifications (P&S) not requiring review and approval by the Division of State Architect (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 ?

John Smith · Nov 18, 2024

*Note – If the Licensed Architect is no longer available for certification, the District Representative may certify the application on their behalf, provided a certification letter is included with the application submission.*

- Any portion of the Plans and Specifications (P&S) not requiring review and approval by the Division of State Architect (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 ?

Below is a zoomed-in example.

- Any portion of the Plans and Specifications (P&S) not requiring review and approval by the Division of State Architect (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 ?

Jane Smith

Architect Signature Date ?

11/18/2024

Certified ✓

Jane Smith · Nov 18, 2024



Previous

Continue



## Licensed Design Consultant

Like the *Licensed Architect* section, the District's Licensed Design Consultant will review the draft funding application and complete the required certification.

*Note – Until this section is certified by the Licensed Design Consultant, the left-hand navigation will display an orange exclamation point, as shown in the screenshot below.*

Below is a zoomed-in example.

### SAB 50-04 Form



Site Info



Project Type



Additional Grant Request



Excessive Cost Hardship



Adjust Eligibility / Joint Use



Project Progress



Licensed Architect



Licensed Design Consultant

The Licensed Design Consultant must log in to certify that the P&S meets the requirements of Title 24.

## Licensed Design Consultant

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

- If the request is for a New Construction Grant, not including the Overcrowding Relief Grant (ORG), I have developed a cost estimate of the proposed project which indicates that the estimated construction cost of the work in the Plans and Specifications (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 district's matching share, less site acquisition costs and the High Performance Base Incentive Grant. This cost estimate does not include site acquisition, planning, tests, inspection, or furniture and equipment and is available at the district for review by the OPSC.
- If the request is for a Modernization or Charter School Facilities Program Rehabilitation Grant, I have developed a cost estimate of the proposed project which indicates that the estimated construction cost of the work in the Plans and Specifications (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 district's matching share, less the High Performance Base Incentive Grant. This cost estimate does not include planning, tests, inspection or furniture and equipment and is available at the district for review by the OPSC.

**Note – Other users may enter the Licensed Design Consultant's full name and date. However, only the Licensed Design Consultant may click the blue "Certify" button to sign the required certification electronically, as shown in the screenshot below.**

- If the request is for a Modernization or Charter School Facilities Program Rehabilitation Grant, I have developed a cost estimate of the proposed project which indicates that the estimated construction cost of the work in the Plans and Specifications (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 district's matching share, less the High Performance Base Incentive Grant. This cost estimate does not include planning, tests, inspection or furniture and equipment and is available at the district for review by the OPSC.



I certify the information listed above is correct 



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

Design Consultant Name 

John Smith

Design Consultant Signature Date 

11/18/2024

Certify

Once the *Licensed Design Consultant* section is completed, proceed to the next section by clicking "Continue".

- If the request is for a Modernization or Charter School Facilities Program Rehabilitation Grant, I have developed a cost estimate of the proposed project which indicates that the estimated construction cost of the work in the Plans and Specifications (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 district's matching share, less the High Performance Base Incentive Grant. This cost estimate does not include planning, tests, inspection or furniture and equipment and is available at the district for review by the OPSC.

I certify the information listed above is correct 

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

Design Consultant Name 

John Smith

Design Consultant Signature Date 

11/18/2024

Certified 

John Smith · Nov 18, 2024

 Previous

Continue 

**Note – If the Licensed Design Consultant is no longer available for certification, the District Representative may certify the application on their behalf, provided a certification letter is included with the application submission.**

- If the request is for a Modernization or Charter School Facilities Program Rehabilitation Grant, I have developed a cost estimate of the proposed project which indicates that the estimated construction cost of the work in the Plans and Specifications (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 district's matching share, less the High Performance Base Incentive Grant. This cost estimate does not include planning, tests, inspection or furniture and equipment and is available at the district for review by the OPSC.

I certify the information listed above is correct 

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

Design Consultant Name 

Jane Smith

Design Consultant Signature Date 

11/18/2024

Certify

Below is a zoomed-in example.

- If the request is for a Modernization or Charter School Facilities Program Rehabilitation Grant, I have developed a cost estimate of the proposed project which indicates that the estimated construction cost of the work in the Plans and Specifications (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 district's matching share, less the High Performance Base Incentive Grant. This cost estimate does not include planning, tests, inspection or furniture and equipment and is available at the district for review by the OPSC.

I certify the information listed above is correct 

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

Design Consultant Name 

Jane Smith

Design Consultant Signature Date 

11/18/2024

Certified 

Jane Smith · Nov 18, 2024

 Previous

Continue 

## Certification

Only the authorized District Representative/Superintendent may complete the *Certification* section. The user must ensure they have only entered the information that applies to the specific project.

### Certification

I certify, as the District Representative, that the information reported on this form, with the exception of items 22 and 23, is true and correct and that:

- I am an authorized representative of the district as authorized by the governing board of the district; and,
- A resolution or other appropriate documentation supporting this application under Chapter 12.5, Part 10, Division 1, commencing with Section 17070.10, et. seq., of the Education Code was adopted by the school district's governing board or the designee of the Superintendent of Public Instruction on,
- The district has established a "Restricted Maintenance Account" for exclusive purpose of providing ongoing and major maintenance of school buildings and has developed an ongoing and major maintenance plan that complies with and is implemented under the provisions of Education Code Section 17070.75 and 17070.77 (refer to Sections 1859.100 through 1859.102); and,
- The district has considered the feasibility of the joint use of land and facilities with other governmental agencies in order to minimize school facility costs; and

Below is a zoomed-in example.

## Certification

I certify, as the District Representative, that the information reported on this form, with the exception of items 22 and 23, is true and correct and that:

- A resolution or other appropriate documentation supporting this application under Chapter 12.5, Part 10, Division 1, commencing with Section 17070.10, et. seq., of the Education Code was adopted by the school district's governing board or the designee of the Superintendent of Public Instruction on,
- The district has established a "Restricted Maintenance Account" for exclusive purpose of providing ongoing and major maintenance of school buildings and has developed an ongoing and major maintenance plan that complies with and is implemented under the provisions of Education Code Section 17070.75 and 17070.77 (refer to Sections 1859.100 through 1859.102); and,
- The district has considered the feasibility of the joint use of land and facilities with other governmental agencies in order to minimize school facility costs; and,
- If this funding request is for the modernization of portable classrooms eligible for an additional

**Note – The user must review the entire Certification section using the scroll bar and enter all applicable entry fields before completing the required certification.**

Below is a zoomed-in example.

## Certification

I certify, as the District Representative, that the information reported on this form, with the exception of items 22 and 23, is true and correct and that:

- light and indoor air quality, the use of recycled materials and materials that emit a minimum of toxic substances, the use of acoustics conducive to teaching and learning, and the other characteristics of high performance schools; and,
- If the district is requesting an additional grant for high performance incentive funding, the school district governing board must have a resolution on file that demonstrates support for the high performance incentive grant request and the intent to incorporate high performance features in future facilities projects; and,
- If this application is submitted when there is Insufficient Bond Authority, the district has adopted a school board resolution pursuant to Section 1859.95.1; and,
- The district will comply with all laws pertaining to the construction or modernization of its school building.

Once the user has completed reviewing and entering all the required fields, the user may click "Yes" to agree to the terms of the certification and enter district representative information such as phone number, full name, and signature date.

The user will select "Continue" to proceed to the *Review* section.

I verify, I have read and agree to the above terms and certification information	<input checked="" type="radio"/> Yes <input type="radio"/> No
Date	<input type="text" value="11/18/2024"/>
District Representative / Superintendent Phone Number	<input type="text" value="(555) 123-4567"/>
Phone Extension (optional)	<input type="text"/>
District Representative / Superintendent Name	<input type="text" value="Jane Smith"/>

← Previous Continue →

## Review

After completing the *Certification* section, the user will review all previous sections and make any final edits.

Any incomplete sections will be flagged with an orange exclamation point, and the missing required fields will display with red text as **(required)**.

SAB 50-04 Form

- Site Info
- Project Type
- Additional Grant Request
- Excessive Cost Hardship
- Adjust Eligibility / Joint Use
- Project Progress
- Licensed Architect
- Licensed Design Consultant
- Certification
- Review
- Submit

Below is a zoomed-in example.

# Review

## Site Info

Does the District have current Financial Hardship Approval? No

Type of Financial Hardship Request (N/A)

Project to be located on (required)

The project is at an existing school site. Select the appropriate school or site for this application Bear Flag Elementary

California Department of Education (CDE) Plan Approval Date ⓘ 11/13/2024

Recommended Site Size ⓘ 36.00

Existing Acres (Useable) ⓘ 18.40

Total number of classroom(s) on the Division of State Architect (DSA) Approved plans (not answered)

[Edit Page →](#)

Once all required entries are completed, the left navigation will display only green checkmarks, and the user will click "Continue" to proceed to the *Submit* section.

Dashboard / Application / Draft 1

### Mod Full Grant School Site Draft

Application For Funding • Form SAB 50-04  
Modernization • Full Grant

#### SAB 50-04 Form

- Site Info
- Project Type
- Additional Grant Request
- Excessive Cost Hardship
- Adjust Eligibility / Joint Use
- Project Progress
- Licensed Architect
- Licensed Design Consultant
- Certification
- Review**
- Submit

#### Review

##### Site Info

Does the District have current Financial Hardship Approval?	No
Type of Financial Hardship Request	(N/A)
Project to be located on	Existing Site without Additional Acreage
The project is at an existing school site. Select the appropriate school or site for this application	Sutter Middle
California Department of Education (CDE) Plan Approval Date	11/13/2024
Recommended Site Size	36.00

Below is a zoomed-in example.

I verify, I have read and agree to the above terms and certification information	Yes
District Representative / Superintendent Name	Jane Smith
District Representative / Superintendent Phone Number	(555) 123-4567
Phone Extension (optional)	(not answered)
Date	11/18/2024

[Edit Page →](#)

[← Previous](#) [Continue →](#)

## Submit and Upload Documents

Next, the user will continue to the *Submit* page. The user will complete the final certification and upload all supporting documents in this section. The user may click the blue "Upload file(s)" button to upload any supporting files for this application.

Dashboard / Application / Draft 1

### Mod Full Grant School Site Draft

Application For Funding • Form SAB 50-04   
Modernization • Full Grant

#### SAB 50-04 Form

- ✓ Site Info
- ✓ Project Type
- ✓ Additional Grant Request
- ✓ Excessive Cost Hardship
- ✓ Adjust Eligibility / Joint Use
- ✓ Project Progress
- ✓ Licensed Architect
- ✓ Licensed Design Consultant
- ✓ Certification
- ✓ Review
- Submit**

### Submit

This State Allocation Board School Facility Program Application for Funding is being submitted electronically via OPSC Online.

- Requests may only be submitted by a School District Superintendent, Authorized School District Representative, Charter School Representative, or Joint Power Authority (JPA) Representative who is signed in to OPSC Online with their corresponding OPSC Online User ID. Submittal from these accounts is considered to be a unique electronic signature for purposes of Application for Funding submittals. A printed, wet-signature request does not need to be mailed 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.
- Once an applicant has upload a file, the file cannot be removed by the applicant.

I have uploaded all required documents required on the Application for Funding [OPSC Application Submittal Checklist](#).

**Upload file(s)** All uploaded files for this application are always available on the [Application Dashboard](#).

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

[Submit Paperless Application](#)

[← Previous](#)

Once the documents have been uploaded, the text **Successfully Uploaded** will display underneath the document file name. After all documents have been uploaded, the user will close the *Upload Files* section by clicking "Done".

## Upload Files



[Browse files](#)

File Name	Document Type	Description	Uploaded Date
CDE Final Plan Approval.pdf <b>Successfully Uploaded</b>	California Department	Final Plan Approval Le	11/12/2024
CTE Letter.pdf <b>Successfully Uploaded</b>	CTE Compliance (EC 1	CTE Compliance Lette	11/12/2024
ARBBA Resolution.pdf <b>Successfully Uploaded</b>	Local Board Resolutio	Beyond Bond Authorit	11/12/2024
Construction Contract.pdf <b>Successfully Uploaded</b>	Contracts	Construction Contract	11/12/2024

4 total

Please stay here until file upload(s) complete

DoneUpload Files

Next, the user will mark both checked boxes as completed and click "Submit Paperless Application".

Dashboard / Application / Draft 1

## Mod Full Grant School Site Draft

Application For Funding • Form SAB 50-04 ?  
Modernization • Full Grant

### SAB 50-04 Form

- ✓ Site Info
- ✓ Project Type
- ✓ Additional Grant Request
- ✓ Excessive Cost Hardship
- ✓ Adjust Eligibility / Joint Use
- ✓ Project Progress
- ✓ Licensed Architect
- ✓ Licensed Design Consultant
- ✓ Certification
- ✓ Review
- Submit**

### Submit

This State Allocation Board School Facility Program Application for Funding is being submitted electronically via OPSC Online.

- Requests may only be submitted by a School District Superintendent, Authorized School District Representative, Charter School Representative, or Joint Power Authority (JPA) Representative who is signed in to OPSC Online with their corresponding OPSC Online User ID. Submittal from these accounts is considered to be a unique electronic signature for purposes of Application for Funding submittals. A printed, wet-signature request does not need to be mailed 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.
- Once an applicant has upload a file, the file cannot be removed by the applicant.

I have uploaded all required documents required on the Application for Funding [OPSC Application Submittal Checklist](#).  
 All uploaded files for this application are always available on the [Application Dashboard](#).

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

*Note – Only an Authorized District Representative can submit the application.*

After submittal, the user will proceed to a confirmation page displaying the assigned application number for the project. The user may notate the application number and nickname from the main dashboard for future access.

The screenshot shows a web interface for a grant application. At the top, the site name 'Mod Full Grant School Site' is highlighted with a red box, next to a 'Submitted' status button. Below this, the application ID '57 / 67439 - 00 - 080' and the form type 'Application For Funding • Form SAB 50-04' are displayed. A sidebar on the left lists the steps of the application process, with 'Submit' selected. The main content area is titled 'Submit' and features a green success message: 'This paperless application was successfully submitted to OPSC.' Below this message, the application number '57/67439-00-080' and the submittal date '12/04/2024' are shown. A 'What's Next' section provides instructions on reviewing documents and downloading the completed form. An 'Application Options' section includes buttons for 'Upload Remaining Files', 'Review Required Documents', 'Download Completed Form', and 'Go To Application Dashboard'. A 'Previous' button is located at the bottom left of the main content area.

**Mod Full Grant School Site** Submitted

57 / 67439 - 00 - 080  
Application For Funding • Form SAB 50-04  
Modernization • Full Grant

SAB 50-04 Form

- Site Info
- Project Type
- Additional Grant Request
- Excessive Cost Hardship
- Adjust Eligibility / Joint Use
- Project Progress
- Licensed Architect
- Licensed Design Consultant
- Certification
- Review
- Submit**

### Submit

✔ This paperless application was successfully submitted to OPSC.

Your Application #: 57/67439-00-080  
Submittal Date: 12/04/2024

#### What's Next

Please review this application's uploaded documents on the [Application Dashboard](#) to ensure all required application documents are uploaded and properly named. Required documents not uploaded within 7 working days after the submittal date 2024-12-04 08:22 AM will lead to the application being rejected.

The completed State Allocation Board form can be [downloaded here](#) at anytime but is no longer necessary to sign and mail in. A complete paperless submission is all OPSC will need to begin processing your funding application.

#### Application Options

- Upload Remaining Files
- Ensure your application is complete by uploading any remaining documents now.
- Review Required Documents
- Download Completed Form
- Go To Application Dashboard

← Previous

Additionally, the user can upload additional documents after the submittal by clicking "Upload Remaining Files".

## Submit

✔ This paperless application was successfully submitted to OPSC.

Your Application #: 57/67439-00-080

Submittal Date: 12/04/2024

### What's Next

Please review this application's uploaded documents on the [Application Dashboard](#) to ensure all required application documents are uploaded and properly named. Required documents not uploaded within 7 working days after the submittal date 2024-12-04 08:22 AM will lead to the application being rejected.

The completed State Allocation Board form can be [downloaded here](#) at anytime but is no longer necessary to sign and mail in. A complete paperless submission is all OPSC will need to begin processing your funding application.

### Application Options

⌵ Upload Remaining Files

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

📄 Review Required Documents

📄 Download Completed Form

🏠 Go To Application Dashboard

Or the user can review and upload additional documents by opening the application from the dashboard.

## Submit

✔ This paperless application was successfully submitted to OPSC.

Your Application #: 57/67439-00-080

Submittal Date: 12/04/2024

### What's Next

Please review this application's uploaded documents on the [Application Dashboard](#) to ensure all required application documents are uploaded and properly named. Required documents not uploaded within 7 working days after the submittal date 2024-12-04 08:22 AM will lead to the application being rejected.

The completed State Allocation Board form can be [downloaded here](#) at anytime but is no longer necessary to sign and mail in. A complete paperless submission is all OPSC will need to begin processing your funding application.

### Application Options

⌵ Upload Remaining Files

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

📄 Review Required Documents

📄 Download Completed Form

🏠 Go To Application Dashboard

Once the application is displayed, the user will click "Upload File".

**Mod Full Grant School Site** Submitted

57 / 67439 - 00 - 081  
Application For Funding • Form SAB 50-04  
Modernization • Full Grant

PTN: 67439 - 1234 [Edit](#)  
Received Date: 12/04/2024  
District: 67439 Sacramento City Unified • School/Site: Sutter Middle  
County Name: Sacramento County

### Submitted Versions

Name	Status	Version Received Date	Submitted By	Updated	
Version 1	Submitted	12/04/2024	Jane Smith	12/04/2024	Options

**Drafts** New Blank Draft

No Drafts

**Uploaded Files** Upload File

After the documents have been uploaded, the text **Successfully Uploaded** will display underneath the document file name. After all documents have been uploaded, the user will close the *Upload Files* section by clicking "Done".

### Upload Files

[Browse files](#)

File Name	Document Type	Description	Uploaded Date
Notice to Proceed.pdf <b>Successfully Uploaded</b>	Contracts	Notice to Proceed (NT)	11/12/2024

1 total

Please stay here until file upload(s) complete

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

## Revising a Form SAB 50-04

After submitting a Form SAB 50-04, a user may request or be requested by OPSC staff to submit a revised Form SAB 50-04. The user creates a new draft from the existing funding application page.

## Create a New Draft

From the *Dashboard*, the user can view all existing applications.

Below is an example of the OPSC Online application page.

The screenshot shows the OPSC Online application dashboard. At the top, there is a navigation bar with the CA.gov logo, "Office of Public School Construction", and a "Dashboard" link highlighted in a red box. Below the navigation bar, there are several icons for "Project Reporting", "Resources", "Grants", "Enrollment Projection", "Users", "District", and "Dashboard". The main content area is titled "Funding Applications" and features two buttons: "Create New SFP Funding Application" and "Create New Preschool/TK/FDK Funding Application". A search bar is present with the text "Filter 200 applications...". Below the search bar is a table with the following columns: Application Name, Project Type, Status, OPSC App #, School/Site, District, Project Tracking Number, OPSC Received, and Last Updated. The table contains five rows of data. At the bottom of the table, there are pagination controls showing "200 Apps Total" and "Items Per Page" set to 5. A red box highlights the search bar and the "Dashboard" link in the navigation bar.

Application Name	Project Type	Status	OPSC App #	School/Site	District	Project Tracking Number	OPSC Received	Last Updated
Yav Pem Suab Academy	FH - Rehab CP	Superseded	58/67439-00-003	Yav Pem Suab Academy	Sacramento City Unified	67439-375	10/12/2020	10/12/2020
NC Site & Design Only School Site	NC Site & Design	Submitted	50/67439-00-008	New Tech High	Sacramento City Unified	67439-1234	11/18/2024	11/18/2024
NC Full Grant School Site	NC	Submitted	50/67439-00-007	New Tech High	Sacramento City Unified	67439-1234	11/13/2024	11/13/2024
Mod Design Only School Site	MOD Design	Submitted	57/67439-00-082	New Tech High	Sacramento City Unified	67439-1234	12/04/2024	12/04/2024
Mod Design Only School Site	MOD	Submitted	57/67439-00-081	Sutter Middle	Sacramento City Unified	67439-1234	12/04/2024	12/04/2024

If the user cannot locate a specific application, they may use the search toolbar by entering the application number or nickname.

This screenshot shows the same OPSC Online application dashboard as the previous one, but with a search filter applied. The search bar now contains the text "57/67439-00-081". The table below the search bar now only displays one row of data, which is highlighted with a red box. The pagination controls at the bottom show "1 Apps Total". A red box highlights the search bar and the "Dashboard" link in the navigation bar.

Application Name	Project Type	Status	OPSC App #	School/Site	District	Project Tracking Number	OPSC Received	Last Updated
Mod Full Grant School Site	MOD	Submitted	57/67439-00-081	Sutter Middle	Sacramento City Unified	67439-1234	12/04/2024	12/04/2024

To create a new draft of an application, the user will click the "New Blank Draft" on the application's home page. This action will create a new draft while maintaining the assigned application number.

Below is an example of the OPSC Online application page.

**Mod Full Grant School Site**  **Submitted** PTN: 67439 - 1234 [Edit](#)

57 / 67439 - 00 - 081 Received Date: 12/04/2024

Application For Funding • Form SAB 50-04  District: 67439 Sacramento City Unified • School/Site: Sutter Middle

Modernization • Full Grant County Name: Sacramento County

---

Submitted Versions

Name	Status	Version Received Date	Submitted By	Updated	
Version 1	Submitted	12/04/2024	Jane Smith	12/04/2024	Options

Drafts [New Blank Draft](#)

No Drafts

The new draft will appear under the *Drafts* section of the application landing page.

**Mod Full Grant School Site**  **Submitted** PTN: 67439 - 1234 [Edit](#)

57 / 67439 - 00 - 081 Received Date: 12/04/2024

Application For Funding • Form SAB 50-04  District: 67439 Sacramento City Unified • School/Site: Sutter Middle

Modernization • Full Grant County Name: Sacramento County

---

Submitted Versions

Name	Status	Version Received Date	Submitted By	Updated	
Version 1	Submitted	12/04/2024	Jane Smith	12/04/2024	Options

Drafts [New Blank Draft](#)

Name	Status	Created By	Last Edited By	Updated	
Draft 1	Draft	Jane Smith	Jane Smith	12/04/2024	Options

Alternatively, creating a duplicate draft may be more beneficial if the user wishes to maintain the existing entries and only needs to modify a few fields. There are two methods for creating a duplicate draft in OPSC Online.

Method 1:

Click "Options" on the application's home page and select "Duplicate as Draft" on the list of options.

**Mod Full Grant School Site** Submitted PTN: 67439 - 1234 [Edit](#)  
57 / 67439 - 00 - 081 Received Date: 12/04/2024  
Application For Funding • Form SAB 50-04 District: 67439 Sacramento City Unified • School/Site: Sutter Middle  
Modernization • Full Grant County Name: Sacramento County

**Submitted Versions**

Name	Status	Version Received Date	Submitted By	Updated	Options
Version 1	Submitted	12/04/2024	Jane Smith	12/04/2024	<a href="#">Duplicate As Draft</a> <a href="#">Copy Link</a>

**Drafts**  
No Drafts

Method 2:

Open the existing application and select "Duplicate as New Draft" under "Options" on the right-hand navigation pane.

[Dashboard](#) / [Application](#) / [Version 1](#)

**Mod Full Grant School Site** Submitted PTN: 67439 - 1234 [Edit](#)  
57 / 67439 - 00 - 081 Version Received Date: 12/04/2024  
Application For Funding • Form SAB 50-04 District: 67439 Sacramento City Unified • School/Site: Sutter Middle  
Modernization • Full Grant County Name: Sacramento County

**SAB 50-04 Form**

- Site Info
- Project Type
- Additional Grant Request
- Excessive Cost Hardship
- Adjust Eligibility / Joint Use
- Project Progress
- Licensed Architect
- Licensed Design Consultant

**Review**

**Site Info**

Does the District have current Financial Hardship Approval?

Type of Financial Hardship Request

Project to be located on

The project is at an existing school site. Select the appropriate school or site for this application

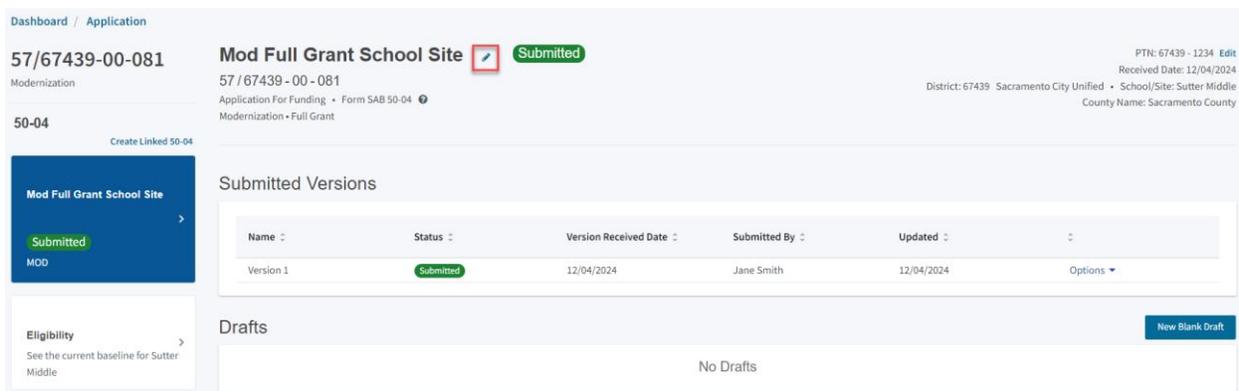
**Options**

- [Duplicate As New Draft](#)
- [Upload file\(s\) for this application](#)
- [View Grants Calculator](#)
- [Download Completed Form](#)
- [Manage Entire Application](#)

Both methods generate an identical draft of the existing application, allowing users to change existing entries and add new information. Once all revisions have been made, the user will resubmit the new draft following the above steps.

## Updating the Application Nickname

From the application dashboard, the user can update the application nickname by clicking the pencil icon located to the right of the application nickname.

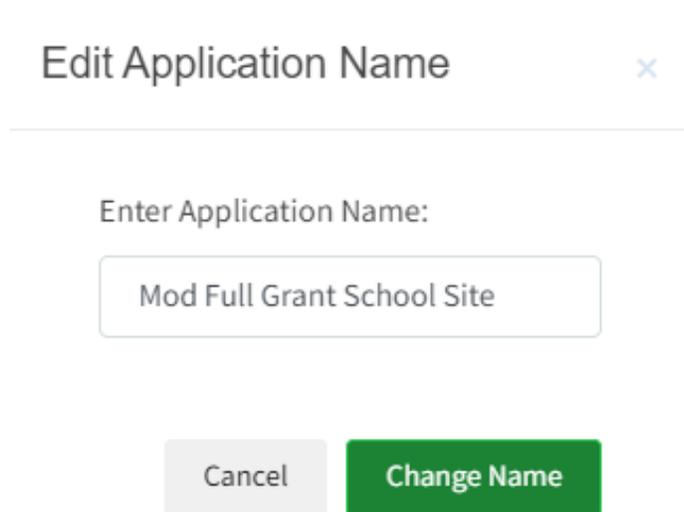


The screenshot shows the application dashboard for 'Mod Full Grant School Site'. The application is in a 'Submitted' status. The 'Submitted Versions' table lists one version: Version 1, Submitted by Jane Smith, on 12/04/2024. The 'Drafts' section shows 'No Drafts' and a 'New Blank Draft' button.

Name	Status	Version Received Date	Submitted By	Updated	Options
Version 1	Submitted	12/04/2024	Jane Smith	12/04/2024	Options

A section will open, and the user can edit and save the application nickname.

Below is a zoomed-in example.



The dialog box is titled 'Edit Application Name' and contains a text input field with the current name 'Mod Full Grant School Site'. Below the input field are two buttons: 'Cancel' and 'Change Name'.

## Reviewing the Application Status

After submitting a Form SAB 50-04, OPSC staff will process applications by the date order of submission, and the user may monitor the processing of its application by reviewing the application status. For instance, the application may have the status of submitted, Application Received Beyond Bond Authority (ARBBA), 15-Day Letter, 4-Day Letter, and SAB Approved.

There are two ways a user can review the status of the funding application. The first way to review the application status would be to sort the main dashboard by clicking the "OPSC App #" category, locating the specific application number, and reviewing the label "Status".

Below is an example of the OPSC Online Funding Applications page.

Dashboard

### Funding Applications

[Create New SFP Funding Application](#)
[Create New Preschool/TK/FDK Funding Application](#)

Filter 200 applications... Search All

Application Name	Project Type	Status	OPSC App #	School/Site	District	Project Tracking Number	OPSC Received	Last Updated
54/67439-00-005	Charter NC	SAB Approved	54/67439-00-005	The Language Academy Of Sacramento	Sacramento City Unified	67439-4176	09/28/2009	07/25/2011
NC Full Grant School Site	NC	Submitted	50/67439-00-006	Sutter Middle	Sacramento City Unified	67439-1234	11/12/2024	11/12/2024
NC Full Grant School Site	NC	Submitted	50/67439-00-007	New Tech High	Sacramento City Unified	67439-1234	11/13/2024	11/13/2024
NC Site & Design Only School Site	NC Site & Design	Submitted	50/67439-00-007	New Tech High	Sacramento City Unified	67439-1234	11/12/2024	11/12/2024
Nicholas Reconstruction -NC	NC	ARBA	50/67439-00-005	Nicholas Elementary	Sacramento City Unified	67439-432	10/30/2024	11/04/2024

200 Apps Total Items Per Page 5

First Prev 1 2 3 4 5 Next Last

Alternatively, the user may open a specific application to review the status in the application management section. The application status will be indicated in the header to the right of the application nickname.

*Note – If multiple application phases exist, such as a Design Only and an Adjusted Full Grant, these will also be listed in the left navigation pane with a status label.*

Dashboard / Application

57/67439-00-082 **Mod Design Only School Site** 15-Day Letter

Modernization

50-04

PTN: 67439 - 1234 Edit  
Received Date: 12/04/2024  
District: 67439 Sacramento City Unified • School/Site: New Tech High  
County Name: Sacramento County

Create Linked 50-04

Update Overall App Status

Submitted Versions Generate Funding Shell Review Grants

Name	Status	Version Received Date	Submitted By	Updated	Options
Version 1	15-Day Letter	12/04/2024	Jane Smith	12/04/2024	Options

Drafts New Blank Draft

No Drafts

Grant Agreement

## Navigation to Application Components and Program Modules

From the *Dashboard*, access links to various application components such as separate apportionments, grant agreements, *Fund Release Authorization* (Form SAB 50-05), and *Expenditure Report* (Form SAB 50-06) in the left navigation pane.

Below is an example of the OPSC Online application page.

The screenshot displays the OPSC Online application interface. At the top, there is a blue header with the CA.GOV logo and navigation links for Contact Us, Settings, and a user profile (Welcome Jane). Below the header is a navigation bar with icons for Project Reporting, Resources, Grants, Enrollment Projection (highlighted), Users, District, and Dashboard. The main content area is titled 'Dashboard / Application' and shows details for application 57/67439-00-001, which is 'SAB Approved'. The application is for 'Modernization' and is a 'Full Grant'. A sidebar on the left, highlighted with a red box, contains navigation options: '50-04' (with a 'Create Linked 50-04' link), 'Grant Agreement' (with a 'Draft' status), and 'PIF'. The main content area includes a 'Submitted Versions' table with one entry: 'Version 1' with status 'SAB Approved', received date '02/09/1999', submitted by 'lauri.ponzelli@dgs.ca.gov', and updated on '01/19/2001'. Below this is a 'Drafts' section with 'No Drafts' and an 'Uploaded Files' section with an 'Upload File' button.

Dashboard / Application

57/67439-00-001  
Modernization

57/67439-00-001 **SAB Approved**

Application For Funding • Form SAB 50-04  
Modernization • Full Grant

PTN: 67439 - 332 Edit  
Received Date: 02/09/1999  
District: 67439 Sacramento City Unified • School/Site: Sutter Middle  
County Name: Sacramento County

50-04  
Create Linked 50-04

57/67439-00-001  
**SAB Approved**  
MOD

Grant Agreement  
Modernization Full ...  
Draft  
Grant Agreement

PIF

Submitted Versions

Name	Status	Version Received Date	Submitted By	Updated	
Version 1	<b>SAB Approved</b>	02/09/1999	lauri.ponzelli@dgs.ca.gov	01/19/2001	Options

Drafts  
No Drafts

Uploaded Files  
Upload File

Below is a zoomed-in example.

Dashboard / Application

**57/67439-00-001**  
Modernization

---

**50-04**  
[Create Linked 50-04](#)

**57/67439-00-001** >

**SAB Approved**

MOD

**Grant Agreement**

Modernization Full ... >

**Draft**

Grant Agreement

**PIF**  
[Create Linked PIF Cert](#)

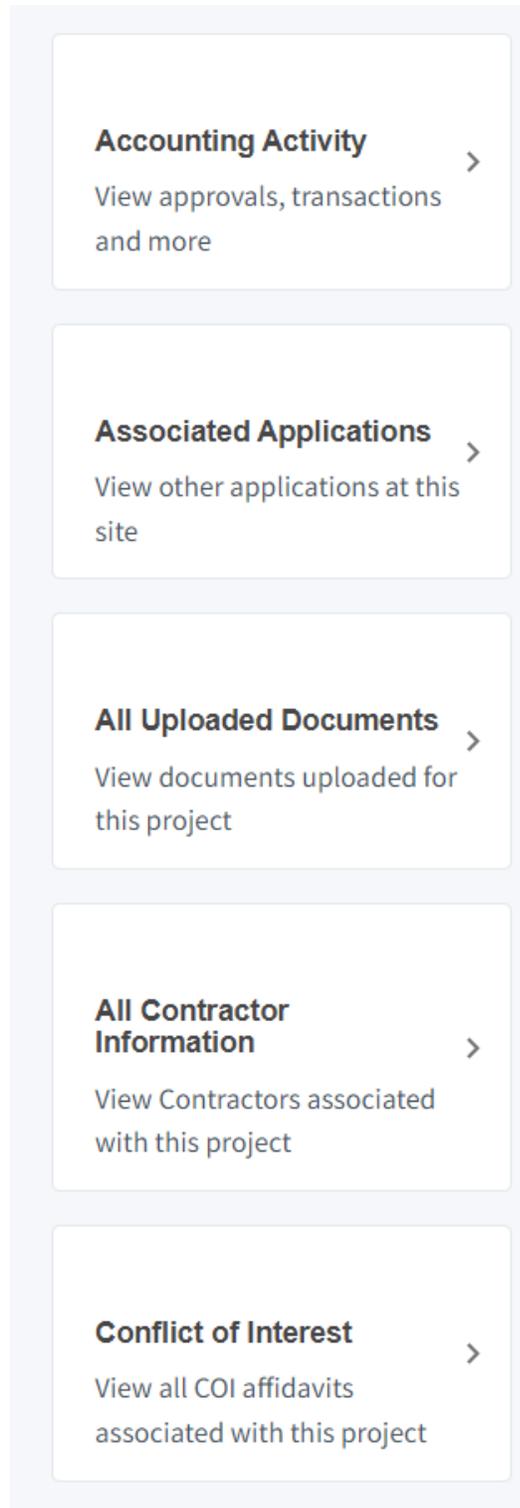
Modernization Full ... >

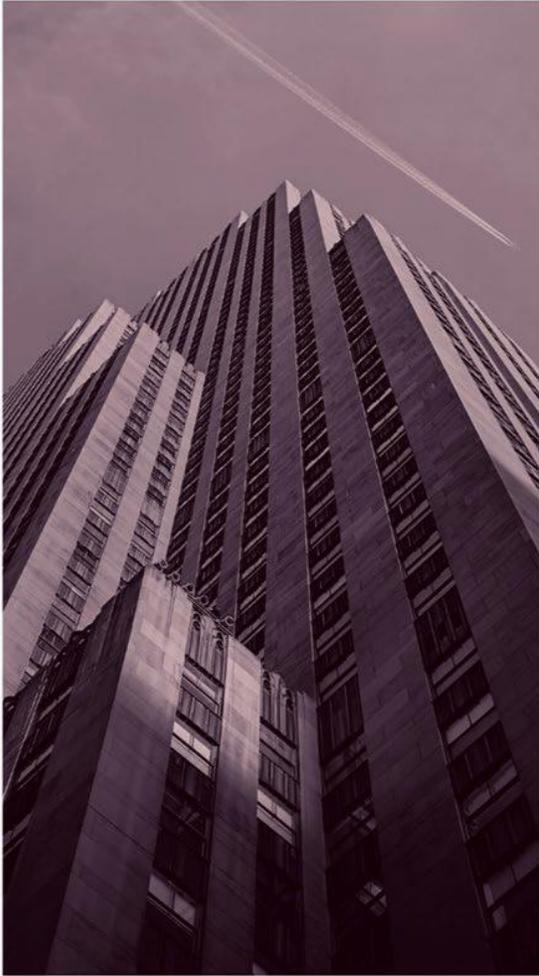
**Draft**

PIF - SFP

Additionally, the user will find links to the various program modules, such as eligibility, accounting activity, associated applications, all uploaded documents, and all contractor information.

Below are zoomed-in examples.





# OPSC ONLINE USER GUIDE



## Section 3. Enrollment Projection Calculator

# Enrollment Projection Calculator

## Introduction

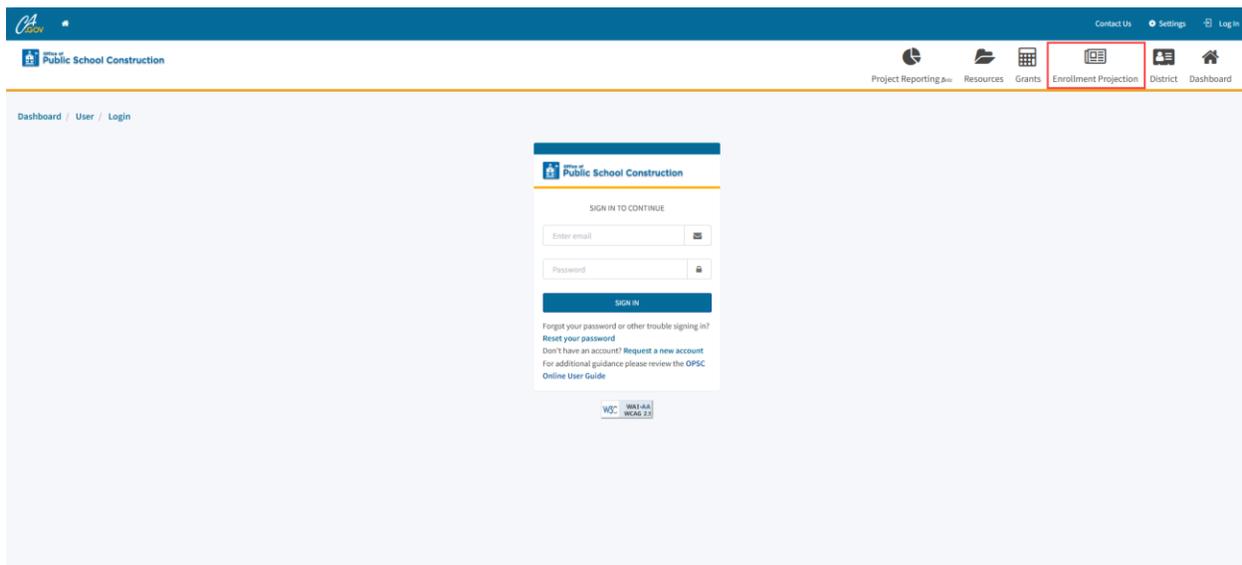
The Enrollment Projection Calculator is an OPSC Online tool that allows the user to determine a district's eligibility projection for the New Construction program. The calculator functions as a scenario tester that allows the user to enter values with different conditions to determine which combination of modifiers is the most advantageous, prior to the submission of a Form SAB 50-01.

## General Notes

Prior to using the Enrollment Projection Calculator, the User should have the Enrollment Data for the District readily available, including the appropriate amount of data needed based on modifications selected. The District should also have information on county birth data and dwelling units if they intend to utilize those modifiers as well. Additionally, please note, the User should aim to fill out the calculator to completion as they will not be able to save and complete it later without starting over.

## Enrollment Projection Calculator

The Enrollment Projection Calculator does not require the User to log-in to use it. From the login screen, click on the Enrollment Projection button at the top right to access the online calculator, as shown below.



After clicking the Enrollment Projection button, you will be prompted to begin by first entering the required District Information. The User can click on the help text icons next to applicable prompts for further detail relating to a specific field.

- The help text icon is indicated with a “?”

After filling out all required sections, click Continue to move onto the next section.

Enrolment Projection screen 1:

The screenshot shows a web form titled "Enrolment Projection screen 1". At the top, there are three numbered steps: 1. District Information, 2. Enrollment Projection Data, and 3. (unlabeled). The "District Information" section includes the following fields:

- District Name (with a help icon)
- High School Attendance Area (HSAA) or Super HSAA (if applicable) (with a help icon)
- District Representative Name
- District Representative Phone Number
- District Representative Email Address

The "Enrollment Projection Data" section includes:

- Select District (dropdown menu)
- Three empty input fields

A green "Continue" button with a right arrow is located at the bottom right of the form.

The User will need to fill out this section with the appropriate conditions based on the scenario to be utilized or tested by selecting the applicable items from the dropdowns in each prompt.

The screenshot shows a web form with two main sections: 'District Information' (step 1) and 'Enrollment Projection Data' (step 2). The 'Enrollment Projection Data' section contains six dropdown menus, each with the text 'Please select an option' and a red error message 'This field is required' below it. The dropdown menus are:
 

- District Type
- Districtwide/HSAA Reporting Type
- Grade Levels Served
- Enrollment Projection
- Enrollment Year (with the value 'Nov 2025 - Oct2026' selected)
- Weighting Method

 A red box highlights the right side of these dropdown menus. At the bottom left is a 'Previous' button with a left arrow, and at the bottom right is a green 'Continue' button with a right arrow. A red box also highlights the 'Continue' button.

Selecting a response for the Grade Levels Served and Enrollment Projection Prompt will lead to the next part of this section which involves filling out the following fields:

- Part A: Pupil Data
- Part B: Pupils Attending Schools Chartered By Another District
- Part C: Continuation High School
  - o Only available if *School District* is selected for *District Type*, and High School pupils are served by the District which are indicated as K-12, 7-12, or 9-12 from the Grade Levels Served prompt
- Part D: Special Day Class Pupils (District or County Superintendent of Schools)
- Part E: Special Day Class Pupils (County Superintendent of Schools Only)
  - o Only available if *County Office of Education* is selected for *District Type*
- Part F: Birth Data
- Part G: Number of New Dwelling Units
- Part H: District Student Yield Factor

After filling out all necessary fields and prompts, click Continue at the bottom to move to the next section.

**Part A: K-12 Pupil Data**

	17th prev.	16th prev.	15th prev.	14th prev.	13th prev.	12th prev.	11th prev.	10th prev.	9th prev.	8th prev.	7th prev.	6th prev.
	08/09	09/10	10/11	11/12	12/13	13/14	14/15	15/16	16/17	17/18	18/19	19/20
K												
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
<b>Total</b>	0	0	0	0	0	0	0	0	0	0	0	0

**Part B: Pupils Attending Schools Chartered By Another District**

	17th prev.	16th prev.	15th prev.	14th prev.	13th prev.	12th prev.	11th prev.	10th prev.	9th prev.	8th prev.	7th prev.	6th prev.	5th prev.
	08/09	09/10	10/11	11/12	12/13	13/14	14/15	15/16	16/17	17/18	18/19	19/20	20/21

**Part C: Continuation High School Pupils (District Only)**

	17th prev.	16th prev.	15th prev.	14th prev.	13th prev.	12th prev.	11th prev.	10th prev.	9th prev.	8th prev.	7th prev.	6th prev.	5th prev.
	08/09	09/10	10/11	11/12	12/13	13/14	14/15	15/16	16/17	17/18	18/19	19/20	20/21
9													
10													
11													
12													
<b>Total</b>	0	0	0	0	0	0	0	0	0	0	0	0	0

**Part D: Special Day Class Pupils (District or County Superintendent of Schools)**

	Elementary	Secondary	Total
Non-Severe	<input type="text" value="This field is required"/>	<input type="text" value="This field is required"/>	0
Severe	<input type="text" value="This field is required"/>	<input type="text" value="This field is required"/>	0
<b>Total</b>	0	0	0

**Part E: Birth Data (District can agree up to one option max.)**

County Birth Data  Yes  No This field is required

Birth Data by District ZIP Codes?  Yes  No This field is required

Estimate 2nd Previous Year     Estimate Previous Year     Estimate Current Year

8th prev.	7th prev.	6th prev.	5th prev.	4th prev.	3rd prev.	2nd prev.	Prev.	Current
17/18	18/19	19/20	20/21	21/22	22/23	23/24	24/25	25/26

**Part G: Number of New Dwelling Units**

Number of New Dwelling Units

**Part H: District Student Yield Factor**

District Student Yield Factor

Use Default Yield Factor

On this screen the User should see the projected enrollment based on the criteria selected, and data previously entered, as well as the option to download the Form SAB 50-01 as a PDF or Excel file. Additionally, the District can also click the *Previous* button at the bottom left to navigate back to the previous page and make changes to their selected criteria and modifiers, as well as fix any errors in data entry.

1 District Information      2 Enrollment Projection Data      3

Thank you for using the SFP Enrollment Certification/Projection Calculator.

### Projected Fifth-Year Enrollment

Enrollment/Residency (except Special Day Class pupils)

K-6	7-8	9-12	TOTAL
0	0	0	0

Special Day Class pupils only - Enrollment/Residency

Severity	Elementary	Secondary	TOTAL
Non-Severe	0	0	0
Severe	0	0	0
TOTAL	0	0	0

[← Previous](#)  
[Download Form SAB 50-01 as PDF](#)  
[Download Form SAB 50-01 as Excel](#)

Once the desired options and modifiers are selected, the District can utilize this information to fill out and submit a Form SAB 50-01 through OPSC Online.



# OPSC ONLINE USER GUIDE



## Section 4. New Construction Eligibility

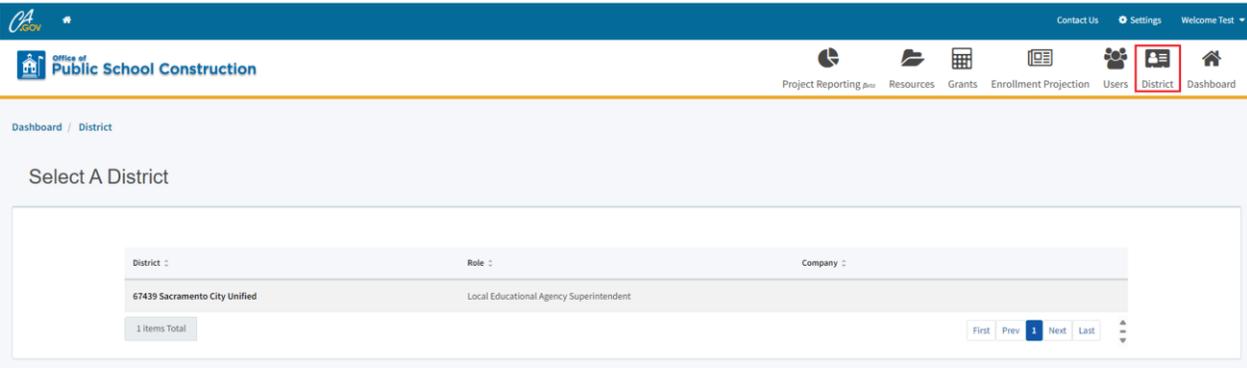
# New Construction Eligibility

## New Construction Eligibility Establishment

Before a district can submit a funding application for the School Facilities Program’s (SFP) New Construction Program, the district must submit an application to determine new construction eligibility. New construction eligibility is normally determined on either a district-wide basis, or sometimes based off of High School Attendance Areas (HSAA). Authorized users will have the capability to create, review, and submit eligibility establishments/updates and will have access to review existing ledgers showing the history of the district’s eligibility activity. This will allow users to see the historical eligibility and remaining eligibility details for their district. Eligibility forms include the Enrollment Certification/Projection (Form SAB 50-01), Existing School Building Capacity (Form 50-02), and Eligibility Determination (Form SAB 50-03).

To access Eligibility, click on “District” and select a District Name.

District Screen:



Once a District has been selected, users can review eligibility establishments/updates which have been drafted or submitted.

By clicking on “New Eligibility Application” users are directed to the Eligibility Wizard page, where users can create new applications for eligibility establishments and updates.

District Eligibility Applications Screen:

Dashboard / District

67439 Sacramento City Unified

Sacramento County

Eligibility Manage Sites District Contacts District Uploaded Docs Financial Hardship Project Tracking Number

District Eligibility Applications

New Eligibility Application

Nickname	Status	Type	Enrollment Year	HSAA	Site Name	Received Date	Updated
Cmp Capitol Campus Establishment	SAB Approved	Est Mod	20/21	District-Wide	California Montessori Project - Capitol Campus	10/07/2022	10/12/2022
Sacramento City 19-20 Cbeds	SAB Approved	Adj Nc	19/20	District-Wide		05/06/2020	12/30/2020
67439	SAB Approved	Adj Mod	13/14	District-Wide	John H. Still	11/27/2019	12/24/2020
Leonardo Da Vinci	SAB Approved	Adj Mod	13/14	District-Wide	Da Vinci (Leonardo) Elementary	12/02/2019	12/24/2020

4 Total Items Per Page 25

First Prev 1 Next Last

View Baselines

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

Type to filter the HSAA

(00) District-wide

(01) Rosemont

The Eligibility Wizard guides users through the application to fill out information for establishment (Est) or adjustment (Adj) users wish to complete. The user will need to select the district, the type of application, the Attendance Area involved (if applicable), and the enrollment year being used. An Application Nickname is required prior to clicking "Continue".

Form SAB 50-01 Eligibility Wizard:

Dashboard / District / Eligibilitywizard

Establish or Adjust District Eligibility

District Selected: Anaheim Union High

Select Eligibility Application Type: Please select an option

Select High School Attendance Area: Please select an option

Select Enrollment Year: Please select an option

Enter An Application Nickname: [Red Box]

Cancel Continue

Please note that for New Construction eligibility establishments, the user will provide the data for the Forms SAB 50-01, 50-02, and 50-03.

## Form SAB 50-01 Enrollment Certification Projection

Once the Form SAB 50-01 Enrollment Eligibility wizard loads, the user will select whether the application is for a Fifth-Year or a Tenth-Year projection by selecting the applicable option as the type of Enrollment Projection. Next, the user will select the type of HSAA Residency Reporting, if applicable. If so, the user will select between Attendance and Residency. Lastly, the user will select the type of weighting. There are three types of weighting options: Standard, Alternate, and Modified (please note that Alternate and Modified weighting options are only available for Fifth-Year Projections).

Form SAB 50-01 Eligibility Wizard:

Eligibility

- 50-01 Initial Enrollment
- 50-02 School Building Capacity
- 50-03 Eligibility Determination
- Certification
- Submit

### Form SAB 50-01 Enrollment

Select the Enrollment Projection

Please select HSAA Residency Reporting (HSAA Districts Only)

Select a Weighting

Part A, K-12 Pupil Data

	7th prev.	6th prev.	5th prev.	4th prev.	3rd prev.	2nd prev.	Prev.	Current
	16/17	17/18	18/19	19/20	20/21	21/22	22/23	23/24
K								
1								
2								
3								
4								

Options

- Duplicate As Draft
- Delete Draft
- Copy Link
- Preview Eligibility Forms

Uploaded Files

No Files

The user will input the K-12 Pupil Data in Part A per the Form SAB 50-01 instructions. Please note that the Form SAB 50-01 instructions for Part A have been included below for reference.

Form SAB 50-01 Eligibility Wizard:

Eligibility

- 50-01 Initial Enrollment
- 50-02 School Building Capacity
- 50-03 Eligibility Determination
- Certification
- Submit

### Form SAB 50-01 Enrollment

Select the Enrollment Projection

Please select HSAA Residency Reporting (HSAA Districts Only)

Select a Weighting

Part A, K-12 Pupil Data

	7th prev.	6th prev.	5th prev.	4th prev.	3rd prev.	2nd prev.	Prev.	Current
	16/17	17/18	18/19	19/20	20/21	21/22	22/23	23/24
K								
1								
2								
3								
4								

Options

- Duplicate As Draft
- Delete Draft
- Copy Link
- Preview Eligibility Forms

Uploaded Files

No Files

Once the pupil data in Part A is filled out, the user will be able to check the grand total by school year of the K-12 Pupil Data in Part A by reviewing the Total row located under grade 12.

Form SAB 50-01 Eligibility Wizard:

3	295	294	303	311	289	226	303	333
4	267	289	306	296	288	320	245	302
5	290	275	289	308	295	277	302	296
6	245	249	262	263	288	276	240	300
7	230	235	259	258	251	285	274	229
8	242	245	255	270	250	250	289	269
9	242	233	233	230	265	256	255	294
10	228	207	238	245	230	254	243	247
11	190	207	228	245	230	250	247	247
12	186	189	202	197	202	200	230	212
<b>Total</b>	3,310	3,354	3,456	3,443	3,501	3,443	3,383	3,540

Part B: Pupils Attending Schools Chartered By Another District

7th prev. 6th prev. 5th prev. 4th prev. 3rd prev. 2nd prev. Prev. Current

Please note that some districts do not house every grade level. In those instances, the user will key a zero into the rows for the corresponding grade level, as the system requires a number be entered into all fields.

Once the data in Section A is complete, the user will continue to Part B: Pupils Attending Schools Chartered by Another District and complete that section per the Form SAB 50-01 instructions.

Form SAB 50-01 Eligibility Wizard:

7	230	235	259	258	251	285	274	229
8	242	245	255	270	250	250	289	269
9	242	233	233	230	265	256	255	294
10	228	207	238	245	230	254	243	247
11	190	207	228	245	230	250	247	247
12	186	189	202	197	202	200	230	212
<b>Total</b>	3,310	3,354	3,456	3,443	3,501	3,443	3,383	3,540

Part B: Pupils Attending Schools Chartered By Another District

7th prev.	6th prev.	5th prev.	4th prev.	3rd prev.	2nd prev.	Prev.	Current

Part C: Continuation High School Pupils (District Only)

7th prev. 6th prev. 5th prev. 4th prev. 3rd prev. 2nd prev. Prev. Current

9

If the user does not have data to incorporate for Part B, the user will input a zero into the corresponding cells.

Once Part B is confirmed, the user will continue to Part C: Continuation High School Pupils (District Only). In this Part, the user will enter the 9-12 Continuation High School Pupil data per the Form SAB 50-01 instructions.

Form SAB 50-01 Eligibility Wizard:

	12	11	10	9	8	7	6	5
Total	3,310	3,354	3,456	3,443	3,501	3,443	3,383	3,540

Part B: Pupils Attending Schools Chartered By Another District

	7th prev.	6th prev.	5th prev.	4th prev.	3rd prev.	2nd prev.	Prev.	Current
	<input type="text"/>							

Part C: Continuation High School Pupils (District Only)

	7th prev.	6th prev.	5th prev.	4th prev.	3rd prev.	2nd prev.	Prev.	Current
9	<input type="text"/>							
10	<input type="text"/>							
11	<input type="text"/>							
12	<input type="text"/>							
Total	0	0	0	0	0	0	0	0

Part D: Special Day Class Pupils (District or County Superintendent of Schools)

In some instances, districts do not have data for Continuation High School Pupils to input. In this situation, the user will input a zero into the corresponding fields, as the system requires a number to be entered into all fields.

Once Part C is completed, the user will continue to *Part D: Special Day Class Pupils (District or County Superintendent of Schools)*.

In Part D, the user will have two columns to input which Special Day Class pupils are for Elementary and which are for Secondary. The Elementary and Secondary columns are separated into two rows for Non-Severe and Severe Special Day Class Pupils.

Form SAB 50-01 Eligibility Wizard:

11

12

Total

Part D: Special Day Class Pupils (District or County Superintendent of Schools)

	Elementary	Secondary	Total
Non-Severe	<input type="text"/> <small>This field is required</small>	<input type="text"/> <small>This field is required</small>	<input type="text"/>
Severe	<input type="text"/> <small>This field is required</small>	<input type="text"/> <small>This field is required</small>	<input type="text"/>
Total	<input type="text"/>	<input type="text"/>	<input type="text"/>

Part E: Special Day Class Pupils (County Superintendent of Schools Only)

7th prev.	6th prev.	5th prev.	4th prev.	3rd prev.	2nd prev.	Prev.	Current
16/17	17/18	18/19	19/20	20/21	21/22	22/23	23/24
<input type="text"/>							

Once Part D is completed, the user will continue to Part E: Special Day Class Pupils (County Superintendent of Schools Only), if applicable.

In Part E, there will be one row of cells to complete by enrollment year. If Part E is not applicable, the user will input a zero into the corresponding fields.

Form SAB 50-01 Eligibility Wizard:

Total

Part D: Special Day Class Pupils (District or County Superintendent of Schools)

	Elementary	Secondary	Total
Non-Severe	<input type="text"/> <small>This field is required</small>	<input type="text"/> <small>This field is required</small>	<input type="text"/>
Severe	<input type="text"/> <small>This field is required</small>	<input type="text"/> <small>This field is required</small>	<input type="text"/>
Total	<input type="text"/>	<input type="text"/>	<input type="text"/>

Part E: Special Day Class Pupils (County Superintendent of Schools Only)

7th prev.	6th prev.	5th prev.	4th prev.	3rd prev.	2nd prev.	Prev.	Current
16/17	17/18	18/19	19/20	20/21	21/22	22/23	23/24
<input type="text"/>							

Part F: Projected Enrollment

Please calculate the following totals via the OPSC online calculator then enter the results below.  
Enrollment/Residency (except Special Day Class Pupils)

Once Part E is completed, the user will continue to Part F: Birth Data (District can agree up to one option max).

In Part F: Birth Data, the user will input the birth data, by county or ZIP Code, if applicable, per the Form SAB 50-01 instructions. There is the ability for the system to estimate the current and previous two years of birth rate data if necessary. This can be done by checking the applicable "Estimated" boxes.

Form SAB 50-01 Eligibility Wizard:

Part F: Birth Data (District can agree up to one option max.)

County Birth Data

Birth Data by District ZIP Codes?

8th prev.	7th prev.	6th prev.	5th prev.	4th prev.	3rd prev.	2nd prev.	Prev.	Current
<input type="text"/>								
<input type="checkbox"/>								
Estimated	Estimated	Estimated						

Part G: Number of New Dwelling Units

Part H: District Student Yield Factor

Part I: Projected Enrollment

Please calculate the following totals via the OPSC online calculator then enter the results below.

Enrollment/Residency (except Special Day Class Pupils)

K-6	7-8	9-12	Total
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Next, if applicable, the user will input the number of new Dwelling Units in Part G: Number of New Dwelling Units and the District Student Yield Factor in Part H: District Student Yield Factor. Please refer to the Form SAB 50-01 instructions for more information regarding these two sections. Once completed, the user will proceed to Part I: Projected Enrollment.

Form SAB 50-01 Eligibility Wizard:

Birth Data by District ZIP Codes?

8th prev.	7th prev.	6th prev.	5th prev.	4th prev.	3rd prev.	2nd prev.	Prev.	Current
<input type="text"/>								
<input type="checkbox"/>								
Estimated	Estimated	Estimated						

Part G: Number of New Dwelling Units

Part H: District Student Yield Factor

Part I: Projected Enrollment

Please calculate the following totals via the OPSC online calculator then enter the results below.

Enrollment/Residency (except Special Day Class Pupils)

K-6	7-8	9-12	Total
<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Special Day Class Pupils Only - Enrollment/Residency

	Elementary	Secondary	Total
Non-Severe	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Severe	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

In Part I, the user will input the projected K-6, 7-8, and 9-12 enrollment calculated via the OPSC Online Enrollment Projection Calculator. Part I also has a second section for the projected Special Day Class Pupil Only – Enrollment/Residency. In this section, the user will also input the SDC enrollment projected via the OPSC Online Enrollment Projection Calculator for the columns labeled Elementary and Secondary, which are broken down into two rows, Non-Severe and Severe.

Form SAB 50-01 Eligibility Wizard:

The screenshot displays the 'Form SAB 50-01 Eligibility Wizard' interface. At the top, there are eight year selection buttons: 16/17, 17/18, 18/19, 19/20, 20/21, 21/22, 22/23, and 23/24. Below these are eight empty input boxes. The main section is titled 'Part I: Projected Enrollment' and includes instructions: 'Please calculate the following totals via the OPSC online calculator then enter the results below.' It specifies 'Enrollment/Residency (except Special Day Class Pupils)'.

The first table has columns for 'K-6', '7-8', '9-12', and 'Total'. The 'Total' column shows a value of '0'. The input fields for 'K-6', '7-8', and '9-12' are highlighted with a red border and labeled 'This field is required'.

The second section is titled 'Special Day Class Pupils Only - Enrollment/Residency' and has columns for 'Elementary', 'Secondary', and 'Total'. It is divided into two rows: 'Non-Severe' and 'Severe'. The 'Total' column for both rows shows a value of '0'. The input fields for 'Elementary' and 'Secondary' in both rows are highlighted with a red border and labeled 'This field is required'.

At the bottom right, there is a green 'Continue' button with a right-pointing arrow.

Once Part I is completed, the user can save the entered information and proceed to the Form SAB 50-02 wizard by clicking the green “Continue” icon.

## Form SAB 50-02 School Building Capacity

In the *Existing School Building Capacity* (Form SAB 50-02), there are three parts to complete. The three sections to complete are *Part 1: Class Inventory*, *Part 2: Available Classrooms*, and *Part 3: Determination of Existing School Building Capacity*. Please note that in this form there are greyed out boxes that will automatically populate; the user will only need to key in the fields that have white backgrounds.

For Part 1: Class Inventory, there are seven total lines the user must fill out. Each line has a description of what information is to be entered into the pertaining line. For additional information on completing this section, please refer to the Form SAB 50-02 instructions.

Form SAB 50-02 Eligibility Wizard:

The screenshot shows the '50-02 School Building Capacity' form. The 'Part 1: Class Inventory' section is highlighted with a red box. It contains the following data:

Line	Category	K-6	7-8	9-12	Non-Severe	Severe	Total
Line 1	Leased State Relocatable Classrooms	0	0	0	0	0	0
Line 2	Portable Classrooms leased less than 5 years	58	3	8	0	0	69
Line 3	Interim Housing Portables leased less than 5 years	0	0	0	0	0	0
Line 4	Interim Housing Portables leased at least 5 years	0	0	0	0	0	0
Line 5	Portable Classrooms leased at least 5 years	53	10	21	0	0	84
Line 6	Portable Classrooms owned by the District	7	3	2	0	0	12
Line 7	Permanent Classrooms	160	69	168	0	0	397
Line 8	Total (Lines 1 through 7)	278	85	199	0	0	562

Once the user has completed Lines 1 through 7, Line 8 will automatically populate the total numbers per each column.

Form SAB 50-02 Eligibility Wizard:

The screenshot shows the 'Part 2: Available Classrooms' section of the form. The 'Line 8: Total' row is highlighted with a red box. It contains the following data:

Line	Category	K-6	7-8	9-12	Non-Severe	Severe	Total
Line 2	Portable Classrooms leased less than 5 years	58	3	8	0	0	69
Line 3	Interim Housing Portables leased less than 5 years	0	0	0	0	0	0
Line 4	Interim Housing Portables leased at least 5 years	0	0	0	0	0	0
Line 5	Portable Classrooms leased at least 5 years	53	10	21	0	0	84
Line 6	Portable Classrooms owned by the District	7	3	2	Non-Severe	Severe	12
Line 7	Permanent Classrooms	160	69	168	Non-Severe	Severe	397
Line 8	Total (Lines 1 through 7)	278	85	199	0	0	562

Once the user confirms that the totals are accurate in Line 8, continue to *Part 2: Available Classrooms*. In Part 2, there are two sections labeled *Option A* and *Option B*. Please note that for Option A, the totals will automatically populate according to what was entered in Part 1.

Form SAB 50-02 Eligibility Wizard:

In Option B, Lines a, b, and c will automatically populate. The user will only need to key Line d (if applicable) or enter a zero if the number is a negative. For more information on how to complete this section, please refer to the Form SAB 50-02 instructions.

Form SAB 50-02 Eligibility Wizard:

Once confirmed that the total in Line e is accurate, the user can continue to Part 3. Determination of Existing School Building Capacity. Please note: Part 3, Line 1 Classroom Capacity will automatically populate. Then the user will select either “Yes” or “No” to the question of if the District qualifies for a waiver/exemption from the Substantial Enrollment Requirement (SER) adjustment.

Form SAB 50-02 Eligibility Wizard:

Part 3. Determination of Existing School Building Capacity

Line 1. Classroom Capacity

K-6	7-8	9-12	Non-Severe	Severe	Total
0	0	0	0	0	0

Do you qualify for a waiver/exemption from the Substantial Enrollment Requirement (SER) adjustment?  Yes  No

Line 2. SER Adjustment

K-6	7-8	9-12	Non-Severe	Severe	Total
0	0	0	0	0	0

Line 3. Total of lines 1 and 2

K-6	7-8	9-12	Non-Severe	Severe	Total
0	0	0	0	0	0

Select preferred New Construction Eligibility option  This field is required

New Construction Eligibility Summary

Option A:

K-6	7-8	9-12	Non-Severe	Severe	Total
220	82	191	0	0	493

Option B:

If the user selects “Yes” another box will populate that asks to “Enter the CDE Waiver and Review Committee Approval Date.” The user will input the corresponding date in the provided box.

Form SAB 50-02 Eligibility Wizard:

Part 3. Determination of Existing School Building Capacity

Line 1. Classroom Capacity

K-6	7-8	9-12	Non-Severe	Severe	Total
0	0	0	0	0	0

Do you qualify for a waiver/exemption from the Substantial Enrollment Requirement (SER) adjustment?  Yes  No

Enter the CDE Waiver and Review Committee Approval Date:  MM/DD/YYYY

Line 2. SER Adjustment

K-6	7-8	9-12	Non-Severe	Severe	Total
0	0	0	0	0	0

Line 3. Total of lines 1 and 2

K-6	7-8	9-12	Non-Severe	Severe	Total
0	0	0	0	0	0

Select preferred New Construction Eligibility option  This field is required

New Construction Eligibility Summary

Option A:

K-6	7-8	9-12	Non-Severe	Severe	Total
220	82	191	0	0	493

Option B:

Continue to Line 2 *SER Adjustment*. The user will input the Substantial Enrollment Requirement (SER) Adjustment data. If the District qualifies for the waiver, the user can enter all zeroes into Line 2. For information on how to calculate the SER Adjustment, please refer to the Form SAB 50-02 instructions.

Form SAB 50-02 Eligibility Wizard:

The screenshot shows the 'Part 3. Determination of Existing School Building Capacity' section. Line 1, 'Classroom Capacity', has input fields for K-6, 7-8, 9-12, Non-Severe, Severe, and Total, with values 0, 0, 0, 0, 0, and 0 respectively. A question 'Do you qualify for a waiver/exemption from the Substantial Enrollment Requirement (SER) adjustment?' has 'Yes' selected. Line 2, 'SER Adjustment', has input fields for K-6, 7-8, 9-12, Non-Severe, Severe, and Total, with values 330, 0, 0, 0, 0, and 330. Line 3, 'Total of lines 1 and 2', has input fields for K-6, 7-8, 9-12, Non-Severe, Severe, and Total, with values 330, 0, 0, 0, 0, and 330. A dropdown menu for 'Select preferred New Construction Eligibility option' is set to 'Option A'. Below, the 'New Construction Eligibility Summary' shows Option A with values 220, 82, 191, 0, 0, and 493. Option B is currently empty.

In Line Three, the total of Lines 1 and 2 will automatically populate. The user will have the option to select the preferred New Construction Eligibility option that best suits the District. The user will be able to accomplish this by clicking on the drop-down menu and selecting between “Option A” and “Option B”.

Form SAB 50-02 Eligibility Wizard:

This screenshot is identical to the previous one, but with a red box highlighting the dropdown menu for 'Select preferred New Construction Eligibility option'. The dropdown is open, showing the text 'Please select an option' and two options: 'Option A' and 'Option B'.

Once the preferred option is selected, the user can save the entered information and proceed by selecting the green “continue” icon. The user will proceed to the *Eligibility Determination* (Form SAB 50-03).

## Form SAB 50-03 Eligibility Determination

The last form necessary to complete a New Construction Establishment is the Eligibility Determination (Form SAB 50-03). The Form SAB 50-03 has three lines that automatically populate from the submitted SAB 50-01 and SAB 50-02 forms. The three lines are the Projected Enrollment, Existing School Building Capacity, and New Construction Baseline Eligibility.

Form SAB 50-03 Eligibility Wizard:

Dashboard / District / Eligibilitywizard

**Test Establishment** Draft

Est NC  
2023 - 2024 • District-wide

District: 67430 Sacramento City Unified  
County Name: Sacramento County

**50-03 Eligibility Determination**

**New Construction Eligibility**

1. Projected Enrollment (Part 1 of Form SAB 50-02) Edit projected enrollment

K-6	7-8	9-12	Non-Severe	Severe
<input type="text"/>				

2. Existing School Building Capacity (Part 3, Line 3 of Form SAB 50-02) Edit existing capacity

<input type="text"/>				
----------------------	----------------------	----------------------	----------------------	----------------------

3. New Construction Baseline Eligibility (Line 1 minus Line 2)

<input type="text"/>				
----------------------	----------------------	----------------------	----------------------	----------------------

Options

- Duplicate As Draft
- Delete Draft
- Copy Link
- Preview Eligibility Forms

Uploaded Files Upload File

No Files

Previous Continue

Once all lines are complete, the user can proceed by clicking the green “Continue” icon at the bottom right hand of the wizard. The user will proceed to the Certification screen. wizard.

The District Superintendent/Representative will complete the certification page once all information has been verified. The District Superintendent/Representative will input the date that the District’s governing board adopted a resolution or other appropriate documentation supporting this application under Section 12.5, Part 10, Division 1, commencing with Section 17070.10, et seq., of the Education Code into the corresponding date box.

Form SAB 50-03 Eligibility Wizard - Certification Page

The screenshot shows the 'Certification' page of the SAB 50-03 Eligibility Wizard. The left sidebar has a 'Certification' tab selected. The main content area is titled 'Certification' and contains a red box around the date field (MM/DD/YYYY) and a 'Yes' button in the 'I verify, I have read and agree to the above terms and certification information' section. The right sidebar includes 'Options' and 'Uploaded Files' sections.

After the user has read and agreed to the above terms and certification information, the user will select “Yes” to the “I verify, I have read and agree to the above terms and certification information” box.

Form SAB 50-03 Eligibility Wizard - Certification Page

The screenshot shows the 'Certification' page of the SAB 50-03 Eligibility Wizard. The left sidebar has a 'Certification' tab selected. The main content area is titled 'Certification' and contains a red box around the 'Yes' button in the 'I verify, I have read and agree to the above terms and certification information' section. The right sidebar includes 'Options' and 'Uploaded Files' sections.

Next the District Superintendent/Representative will input their name, email address, phone number, and date the form was completed into the applicable fields.

## Form SAB 50-03 Eligibility Wizard - Certification Page

Eligibility

- 50-01 Initial Enrollment
- 50-02 School Building Capacity
- 50-03 Eligibility Determination
- Certification**
- Submit

**Certification**

I certify, as the District Representative, that the information reported on this form and, when applicable, the High School Attendance Area Residency Reporting Worksheet attached, is true and correct and that:

- I am designated as an authorized district representative by the governing board of the district.
- If the district is requesting an augmentation in the enrollment projection pursuant to Regulation Section 1859.42.1 (a), the local planning commission or approval authority has approved the tentative subdivision map used for augmentation of the enrollment and the district has identified dwelling units in that map to be contracted. All subdivision maps used for augmentation of enrollment are available at the district for review by the Office of Public School Construction (OPSC).
- A resolution or other appropriate documentation supporting this application under Chapter 12.5, Part 10, Division 1, commencing with Section 17070.10, et seq., of the Education Code was adopted by the School District's Governing Board or the designee of the Superintendent of Public Instruction on
- This form is an exact duplicate (verbatim) of the form provided by the Office of Public School Construction. In the event a conflict should exist, then the language in the OPSC form will prevail.

I verify, I have read and agree to the above terms and certification information  Yes  No  
Please Certify application

District Representative or Superintendent Name

District Representative or Superintendent Email

District Representative or Superintendent Phone Number

Phone Extension (optional)

Date

Options

- Duplicate As Draft
- Delete Draft
- Copy Link
- Preview Eligibility Forms

Uploaded Files  No Files

Previous

Users will be unable to continue to the submittal page unless all sections have been completed and show a green check mark. An orange exclamation point next to a section name indicates an incomplete page. To return to a page, click on the section name or use the “Previous” tab until the desired page is found. If all sections are complete, the user can proceed by clicking the green “Continue” icon at the bottom right hand of the wizard. The user will proceed to the submittal page.

## Form SAB 50-03 Eligibility Wizard - Certification Page

Eligibility

- 50-01 Initial Enrollment
- 50-02 School Building Capacity
- 50-03 Eligibility Determination
- Certification**
- Submit

**Certification**

I certify, as the District Representative, that the information reported on this form and, when applicable, the High School Attendance Area Residency Reporting Worksheet attached, is true and correct and that:

- I am designated as an authorized district representative by the governing board of the district.
- If the district is requesting an augmentation in the enrollment projection pursuant to Regulation Section 1859.42.1 (a), the local planning commission or approval authority has approved the tentative subdivision map used for augmentation of the enrollment and the district has identified dwelling units in that map to be contracted. All subdivision maps used for augmentation of enrollment are available at the district for review by the Office of Public School Construction (OPSC).
- A resolution or other appropriate documentation supporting this application under Chapter 12.5, Part 10, Division 1, commencing with Section 17070.10, et seq., of the Education Code was adopted by the School District's Governing Board or the designee of the Superintendent of Public Instruction on
- This form is an exact duplicate (verbatim) of the form provided by the Office of Public School Construction. In the event a conflict should exist, then the language in the OPSC form will prevail.

I verify, I have read and agree to the above terms and certification information  Yes  No  
Please Certify application

District Representative or Superintendent Name

District Representative or Superintendent Email

District Representative or Superintendent Phone Number

Phone Extension (optional)

Date

Options

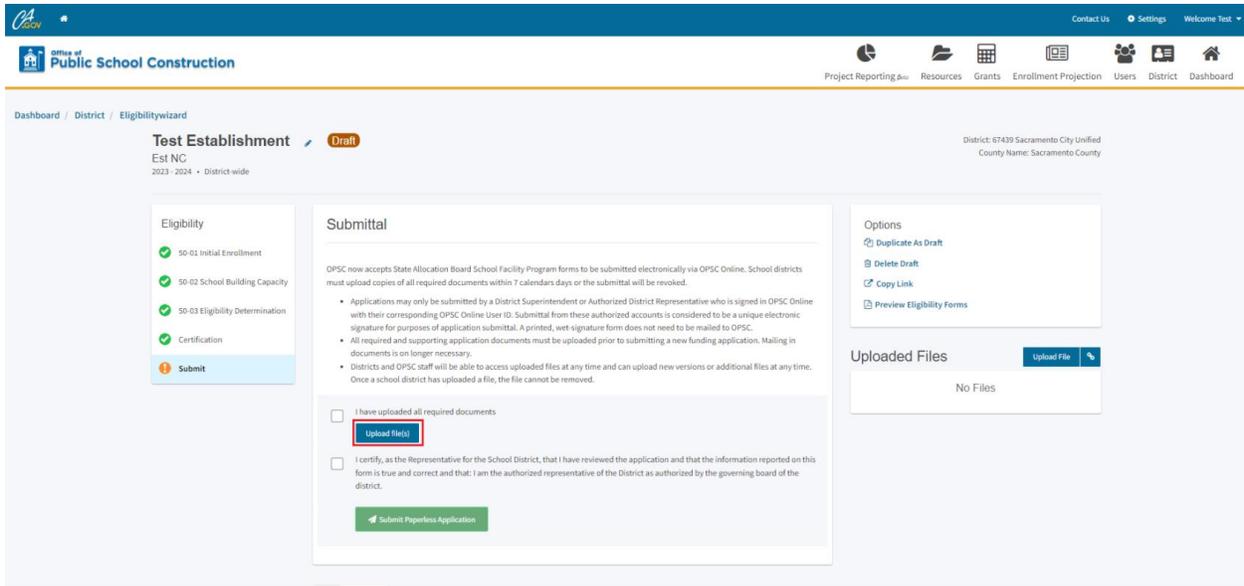
- Duplicate As Draft
- Delete Draft
- Copy Link
- Preview Eligibility Forms

Uploaded Files  No Files

Previous

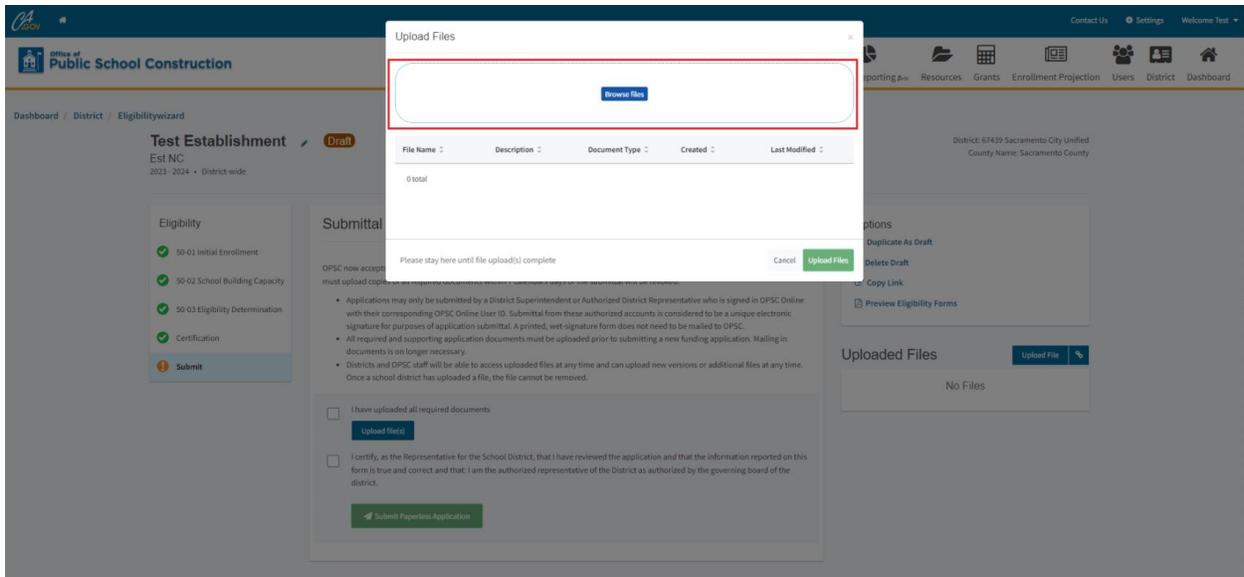
On the Submittal page, the user will click on the blue “Upload file(s)” button, located on the right-hand side of the wizard, to upload all required documents.

Form SAB 50-03 Eligibility Wizard - Submittal Page:



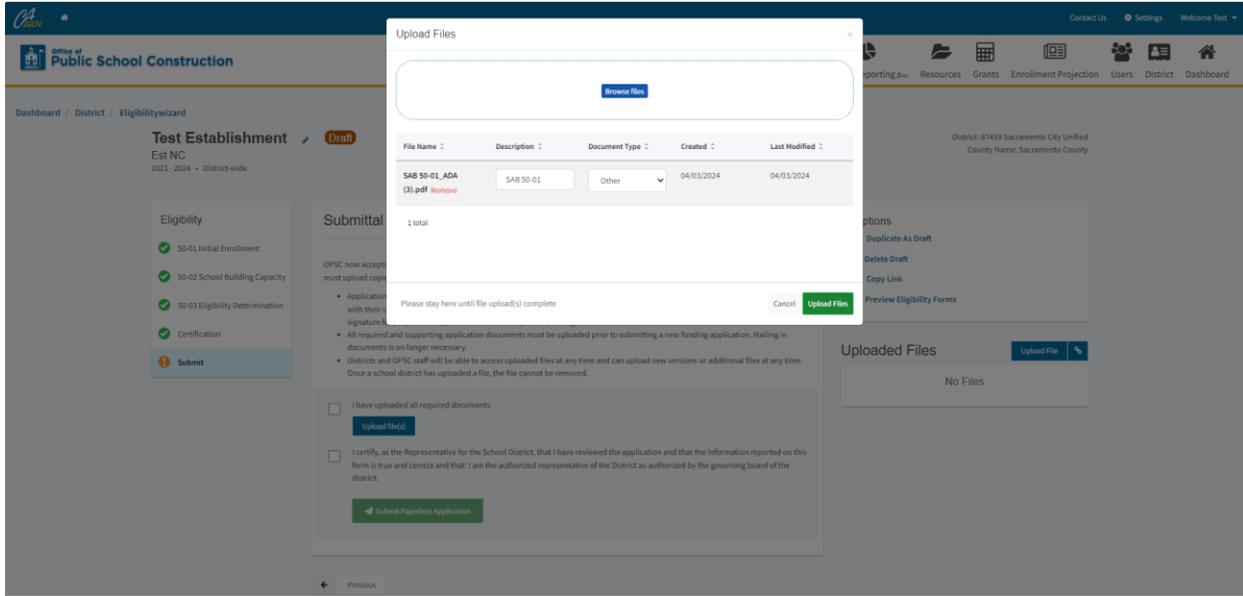
When the blue "Upload file(s)" button is selected, an upload files box will appear, and the user will have the option to either drag and drop the file into the Browse files box or select the "Browse files" button to search file explorer for a document.

Form SAB 50-03 Eligibility Wizard - Submittal Page:



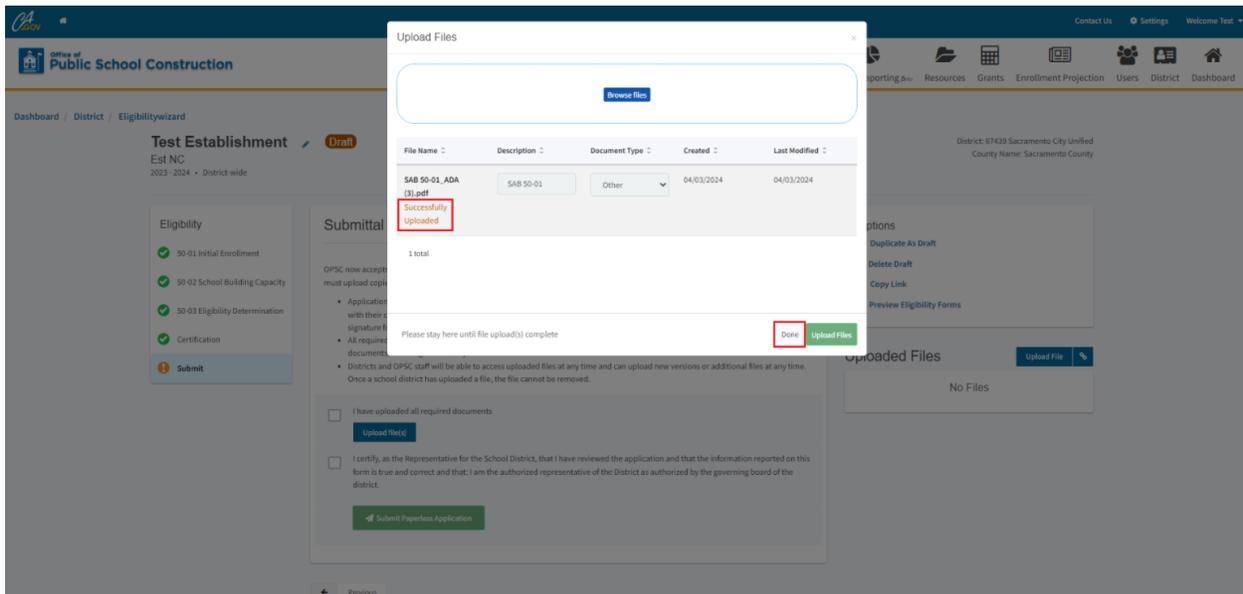
Once the file has been selected, the file will be located under the "Browse files" button. Next to the file, the user will have a description box to fill out and a Document Type to select from the scroll down menu. In the scroll down menu, select what type of document is being uploaded so it can be categorized. Please note that if the user does not see the type of document type you uploaded in the menu, the user can select "Other" for the document.

Form SAB 50-03 Eligibility Wizard - Submittal Page:



Once the required documents have been selected and the description and document type entered, the user will select the green “Upload Files” button to proceed. The user will see the file being uploaded to OPSC Online and a message will populate under the file that says, “Successfully Uploaded.” Additionally, a grey “Done” button will appear on the bottom right of the Upload Files box. The user can click “Done” to finish the upload process.

Form SAB 50-03 Eligibility Wizard - Submittal Page:



Successfully uploaded documents appear under the Uploaded Files section on the right-hand side of the page.

**Form SAB 50-01 Enrollment**

Select the Enrollment Projection: Fifth-Year

Please select HSA Residency Reporting (HSA Districts Only):

Select a Weighting: Standard

Part A: K-12 Pupil Data

	3rd prev.	2nd prev.	Prev.	Current
	20/21	21/22	22/23	23/24
K	867	835	917	958
1	852	847	837	836
2	949	867	877	890
3	913	971	913	946
4	875	947	1,019	977
5	899	906	975	1,066

**Options:** Update Status, Adjust Eligibility, Duplicate As Draft, Copy Link, Download Completed Forms

**Uploaded Files:** Form SAB 50-01, Update Rec. 03-15-2024

**Activity:** Kevin Fok PM Supervisor Approved Version 1 04/30/2024, Isael Silva PM Completed Version 1 03/25/2024, Isael Silva began PM Reviewing Version 1 03/25/2024, Isael Silva Updated Received Date 03/25/2024, Isael Silva Application Submitted Version 1 03/25/2024

After the user has submitted all applicable documents, the user will check the first box on the submittal page certifying that all required documents have been uploaded. Additionally, the user will be required to check another box that certifies that the District Representative has reviewed the application, the information reported on the forms is true and correct, and that the user is an authorized representative of the District as authorized by the governing board of the District.

Form SAB 50-03 Eligibility Wizard - Certification Page:

**Test Establishment** Draft

District: 67439 Sacramento City Unified  
County Name: Sacramento County

**Submittal**

OPSC now accepts State Allocation Board School Facility Program forms to be submitted electronically via OPSC Online. School districts must upload copies of all required documents within 7 calendar days or the submittal will be revoked.

- Applications may only be submitted by a District Superintendent or Authorized District Representative who is signed in OPSC Online with their corresponding OPSC Online User ID. Submittal from these authorized accounts is considered to be a unique electronic signature for purposes of application submittal. A printed, wet signature form does not need to be mailed to OPSC.
- All required and supporting application documents must be uploaded prior to submitting a new funding application. Mailing in documents is no longer necessary.
- Districts and OPSC staff will be able to access uploaded files at any time and can upload new versions or additional files at any time. Once a school district has uploaded a file, the file cannot be removed.

I have uploaded all required documents  
[Upload File\(s\)](#)

I certify, as the Representative for the School District, that I have reviewed the application and that the information reported on this form is true and correct and that I am the authorized representative of the District as authorized by the governing board of the district.

[Submit Paperless Application](#)

**Options:** Duplicate As Draft, Delete Draft, Copy Link, Preview Eligibility Forms

**Uploaded Files:** SAB 50-01\_ADA (3).pdf, SAB 50-01 Apr 3, 2024

Once all the information has been verified and reviewed and the two required boxes have been checked, the “Submit Paperless Application” button can be selected. Once the user is ready to submit the application, the District Superintendent/Representative will click “Submit Paperless Application”. The user will receive a message that their application was submitted successfully.

Form SAB 50-03 Eligibility Wizard - Certification Page:

The screenshot displays the 'Test Establishment' certification page. At the top, the header includes the CA.gov logo, 'Office of Public School Construction', and navigation links for 'Project Reporting', 'Resources', 'Grants', 'Enrollment Projection', 'Users', 'District', and 'Dashboard'. The page title is 'Test Establishment' with a 'Submitted' status indicator. Below the title, it shows 'Est NC' and '2023 - 2024 - District-wide'. On the right, it identifies the 'District: 67439 Sacramento City Unified' and 'County Name: Sacramento County'.

The main content area is divided into several sections:

- Eligibility:** A list of four criteria, all marked with green checkmarks: '50-01 Initial Enrollment', '50-02 School Building Capacity', '50-03 Eligibility Determination', and 'Certification'. A 'Submit' button is at the bottom of this list.
- Submittal:** A central section with a green banner stating 'This paperless form was successfully submitted to OPSC.' Below this, it includes a 'Submittal Date:' field and a 'What's Next' section with instructions to review uploaded documents.
- Application Options:** A section with two buttons: 'Upload File(s)' and 'Download Completed Form'.
- Options:** A section with three buttons: 'Duplicate As Draft', 'Copy Link', and 'Download Completed Forms'.
- Uploaded Files:** A section with an 'Upload File' button and a list of 'Additional Files' including 'SAB 50-01\_ADA (3).pdf' and 'SAB 50-01 Apr 3, 2024'.
- Activity:** A section showing a log of actions: 'Test User Document Uploaded 04/03/2024' and 'Test User Created Draft 1 04/03/2024'.
- Notes:** A section with a 'New Note' button and the text 'No Notes'.

At the bottom left, there is a 'Previous' button and a copyright notice: 'Copyright © 2024 - State of California'.

# Submitting New Construction Eligibility Updates

## How to submit a New Construction Eligibility Adjustment

Once the District has established their new construction eligibility baseline, users can continue submitting new construction eligibility adjustments to keep the district's eligibility current. The user will include the Form SAB 50-01 with the most current enrollment information for the appropriate enrollment year and any supporting documents.

To access Eligibility, click on "District" and select a District Name.

*District Screen:*

The screenshot shows the 'District' selection interface. At the top, there is a navigation bar with the 'CA.gov' logo and links for 'Contact Us', 'Settings', and 'Welcome Test'. Below this is the 'Office of Public School Construction' header. A secondary navigation bar contains icons for 'Project Reporting', 'Resources', 'Grants', 'Enrollment Projection', 'Users', 'District' (highlighted with a red box), and 'Dashboard'. The main content area is titled 'Dashboard / District' and 'Select A District'. It features a table with columns for 'District', 'Role', and 'Company'. One row is visible with the following data: District: 67439 Sacramento City Unified, Role: Local Educational Agency Superintendent, and Company: (blank). Below the table, it indicates '1 items Total' and includes pagination controls: 'First', 'Prev', '1', 'Next', 'Last', and a dropdown arrow.

Once a district has been selected, users can review eligibility establishments/updates which have been drafted or submitted.

By clicking on "New Eligibility Application", users are directed to the Eligibility Wizard page, where users can create new applications for eligibility establishments and updates.

District Eligibility Applications Screen:

CA.gov Office of Public School Construction

Dashboard / District

### 67439 Sacramento City Unified

Sacramento County

Eligibility | Manage Sites | District Contacts | District Uploaded Docs | Financial Hardship | Project Tracking Number

**District Eligibility Applications** New Eligibility Application

Nickname	Status	Type	Enrollment Year	HSAA	Site Name	Received Date	Updated
Cmp Capitol Campus Establishment	SAB Approved	Est Mod	20/21	District-Wide	California Montessori Project - Capitol Campus	10/07/2022	10/12/2022
Sacramento City 19-20 Cheds	SAB Approved	Adj Nc	19/20	District-Wide		05/06/2020	12/30/2020
67439	SAB Approved	Adj Mod	13/14	District-Wide	John H. Still	11/27/2019	12/24/2020
Leonardo Da Vinci	SAB Approved	Adj Mod	13/14	District-Wide	Da Vinci (Leonardo) Elementary	12/02/2019	12/24/2020

4 Total | Items Per Page: 25 | First | Prev | 1 | Next | Last

**View Baselines**

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

Type to filter the HSAA

- (00) District-wide
- (01) Rosemont

The Eligibility Wizard guides users through the application to fill out information for the establishment (Est) or adjustment (Adj) users wish to submit. Users will need to select the district, the type of application, the Attendance Area involved (if applicable), and the enrollment year being used. An Application Nickname is required prior to clicking "Continue".

Form SAB 50-01 Eligibility Wizard – Establish or Adjust District Eligibility:

CA.gov Office of Public School Construction

Dashboard / District / Eligibilitywizard

**Establish or Adjust District Eligibility**

District Selected: Anaheim Union High

Select Eligibility Application Type: Please select an option

Select High School Attendance Area: Please select an option

Select Enrollment Year: Please select an option

Enter An Application Nickname:

## Form SAB 50-01 Enrollment Certification Projection

Once the Form SAB 50-01 Enrollment Eligibility wizard loads, the user will select whether the application is for a Fifth-Year or a Tenth-Year projection by selecting the applicable option as the type of Enrollment Projection. Next, the user will select the type of HSAA Residency Reporting, if applicable. If so, the user will select between Attendance and Residency. Lastly, the user will select the type of weighting. There are three types of weighting options: Standard, Alternate, and Modified (please note that Alternate and Modified weighting options are only available for Fifth-Year Projections).

Form SAB 50-01 Eligibility Wizard:

Form SAB 50-01 Enrollment

Select the Enrollment Projection

Please select HSAA Residency Reporting (HSAA Districts Only)

Select a Weighting

Part A: K-12 Pupil Data

	7th prev.	6th prev.	5th prev.	4th prev.	3rd prev.	2nd prev.	Prev.	Current
16/17								
17/18								
18/19								
19/20								
20/21								
21/22								
22/23								
23/24								
K								
1								
2								
3								
4								

Then the user will input the K-12 Pupil Data in *Part A* per the Form SAB 50-01 instructions.

Form SAB 50-01 Eligibility Wizard:

Form SAB 50-01 Enrollment

Select the Enrollment Projection

Please select HSAA Residency Reporting (HSAA Districts Only)

Select a Weighting

Part A: K-12 Pupil Data

	7th prev.	6th prev.	5th prev.	4th prev.	3rd prev.	2nd prev.	Prev.	Current
16/17								
17/18								
18/19								
19/20								
20/21								
21/22								
22/23								
23/24								
K								
1								
2								
3								
4								

Once the pupil data in Part A is filled out, the user will be able to check the grand total by school year of the K-12 Pupil Data in Part A by reviewing the *Total* row located

under grade 12.

Form SAB 50-01 Eligibility Wizard:

3	295	294	303	311	289	226	303	333
4	267	289	306	296	288	320	245	302
5	290	275	289	308	295	277	302	296
6	245	249	262	263	288	276	240	300
7	230	235	259	258	251	285	274	229
8	242	245	255	270	250	250	289	269
9	242	233	233	230	265	256	255	294
10	228	207	238	245	230	254	243	247
11	190	207	228	245	230	250	247	247
12	186	189	202	197	202	200	230	212
Total	3,310	3,354	3,456	3,443	3,501	3,443	3,383	3,540

Part B: Pupils Attending Schools Chartered By Another District

	7th prev.	6th prev.	5th prev.	4th prev.	3rd prev.	2nd prev.	Prev.	Current

Please note that some districts do not house every grade level. In those instances, the user will key a zero into the rows for the corresponding grade level, as the system requires that a number be entered into all fields.

Once the data in Part A is complete, the user will continue to Part B: Pupils Attending Schools Chartered by Another District and complete that section per the Form SAB 50-01 instructions.

Form SAB 50-01 Eligibility Wizard:

7	230	235	259	258	251	285	274	229
8	242	245	255	270	250	250	289	269
9	242	233	233	230	265	256	255	294
10	228	207	238	245	230	254	243	247
11	190	207	228	245	230	250	247	247
12	186	189	202	197	202	200	230	212
Total	3,310	3,354	3,456	3,443	3,501	3,443	3,383	3,540

Part B: Pupils Attending Schools Chartered By Another District

	7th prev.	6th prev.	5th prev.	4th prev.	3rd prev.	2nd prev.	Prev.	Current

Part C: Continuation High School Pupils (District Only)

	7th prev.	6th prev.	5th prev.	4th prev.	3rd prev.	2nd prev.	Prev.	Current
9								

If the user does not have data to incorporate for Part B, the user will input a zero into the corresponding cells.

Once Part B is confirmed, continue to Part C: Continuation High School Pupils (District Only). In this Part, the user will enter the 9-12 Continuation High School Pupil data per the Form SAB 50-01 instructions.

*Form SAB 50-01 Eligibility Wizard:*

	7th prev.	6th prev.	5th prev.	4th prev.	3rd prev.	2nd prev.	Prev.	Current
9	<input type="text"/>							
10	<input type="text"/>							
11	<input type="text"/>							
12	<input type="text"/>							
Total	0	0	0	0	0	0	0	0

In some instances, districts do not have data for Continuation High School Pupils to input. In this situation, users will input a zero into the corresponding fields, as the system requires a number to be entered into all fields. Once Part C is completed, continue to Part D: Special Day Class Pupils (District or County Superintendent of Schools).

In Part D, the user will have two columns to input which are for Elementary and Secondary. The Elementary and Secondary columns are separated into two rows for Non-Severe and Severe Special Day Class Pupils.

Form SAB 50-01 Eligibility Wizard:

The screenshot shows the 'Form SAB 50-01 Eligibility Wizard' interface. At the top, there is a navigation bar with 'CA.gov' and 'Public School Construction' logos, and a menu with 'Project Reporting', 'Resources', 'Grants', 'Enrollment Projection', 'District', and 'Dashboard'. Below the navigation bar, there are several input fields for data entry. The main section is titled 'Part D: Special Day Class Pupils (District or County Superintendent of Schools)'. It contains a table with columns for 'Elementary' and 'Secondary', and rows for 'Non-Severe' and 'Severe'. Each cell in this table has an input field and a 'Total' column. A red box highlights the input fields for 'Non-Severe' and 'Severe' under both 'Elementary' and 'Secondary' columns, with a red error message 'This field is required' below each. Below Part D, there is 'Part E: Special Day Class Pupils (County Superintendent of Schools Only)'. It features a table with columns for enrollment years: '7th prev.', '6th prev.', '5th prev.', '4th prev.', '3rd prev.', '2nd prev.', 'Prev.', and 'Current'. The rows show enrollment data for years 16/17 through 23/24, with a red box highlighting the input fields for the 'Prev.' and 'Current' columns.

Once Part D is completed, the user will continue to Part E: Special Day Class Pupils (County Superintendent of Schools Only), if applicable.

In Part E, there will be one row of cells to complete by enrollment year. If Part E is not applicable, the user will input a zero into the corresponding fields.

Form SAB 50-01 Eligibility Wizard:

The screenshot shows the 'Form SAB 50-01 Eligibility Wizard' interface, similar to the previous one. It shows 'Part D: Special Day Class Pupils (District or County Superintendent of Schools)' and 'Part E: Special Day Class Pupils (County Superintendent of Schools Only)'. The table for Part E has columns for enrollment years from 16/17 to 23/24. A red box highlights the input fields for the 'Prev.' and 'Current' columns. Below Part E, there is 'Part F: Projected Enrollment'. It includes instructions: 'Please calculate the following totals via the GPSC online calculator then enter the results below. Enrollment/Residency (except Special Day Class Pupils)'. The screenshot also shows the navigation bar at the top with 'CA.gov' and 'Public School Construction' logos, and a menu with 'Project Reporting', 'Resources', 'Grants', 'Enrollment Projection', 'District', and 'Dashboard'.

Once Part E is completed, the user will continue to Part F: Birth Data (District can agree up to one option max).

In Part F: Birth Data, the user will input the birth data, by county or ZIP Code, if applicable, per the Form SAB 50-01 instructions. There is the ability for the system to estimate the current and previous two years of birth rate data if necessary. This can be done by checking the applicable “Estimated” boxes.

Form SAB 50-01 Eligibility Wizard:

Part F: Birth Data (District can agree up to one option max.)

County Birth Data  Yes  No

Birth Data by District ZIP Codes?  Yes  No

8th prev.	7th prev.	6th prev.	5th prev.	4th prev.	3rd prev.	2nd prev.	Prev.	Current
<input type="text"/>	<input type="text"/>	<input type="text"/>						
						<input type="checkbox"/> Estimated	<input type="checkbox"/> Estimated	<input type="checkbox"/> Estimated

Part G: Number of New Dwelling Units

Part H: District Student Yield Factor

Part I: Projected Enrollment

Please calculate the following totals via the OPSC online calculator then enter the results below.

Enrollment/Residency (except Special Day Class Pupils)

K-6	7-8	9-12	Total
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

If applicable, the user will input the number of new Dwelling Units in Part G: Number of New Dwelling Units and the District Student Yield Factor in Part H: District Student Yield Factor. Please refer to the Form SAB 50-01 instructions for more information regarding these two sections. Once completed, the user will proceed to Part I: Projected Enrollment.

Form SAB 50-01 Eligibility Wizard:

Birth Data by District ZIP Codes?  Yes  No

8th prev.	7th prev.	6th prev.	5th prev.	4th prev.	3rd prev.	2nd prev.	Prev.	Current
<input type="text"/>	<input type="text"/>	<input type="text"/>						
						<input type="checkbox"/> Estimated	<input type="checkbox"/> Estimated	<input type="checkbox"/> Estimated

Part G: Number of New Dwelling Units

Part H: District Student Yield Factor

Part I: Projected Enrollment

Please calculate the following totals via the OPSC online calculator then enter the results below.

Enrollment/Residency (except Special Day Class Pupils)

K-6	7-8	9-12	Total
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Special Day Class Pupils Only - Enrollment/Residency

	Elementary	Secondary	Total
Non-Severe	<input type="text"/>	<input type="text"/>	<input type="text"/>
Severe	<input type="text"/>	<input type="text"/>	<input type="text"/>

In Part I, input the projected K-6, 7-8, and 9-12 enrollment calculated via the OPSC Online

Enrollment Projection Calculator. Part I also has a second section for the projected Special Day Class Pupil enrollment. In this section, the user will also input the SDC enrollment projected via the OPSC Online Enrollment Projection Calculator for the columns labeled Elementary and Secondary, which are further broken down into Non-Severe and Severe rows.

Form SAB 50-01 Eligibility Wizard:

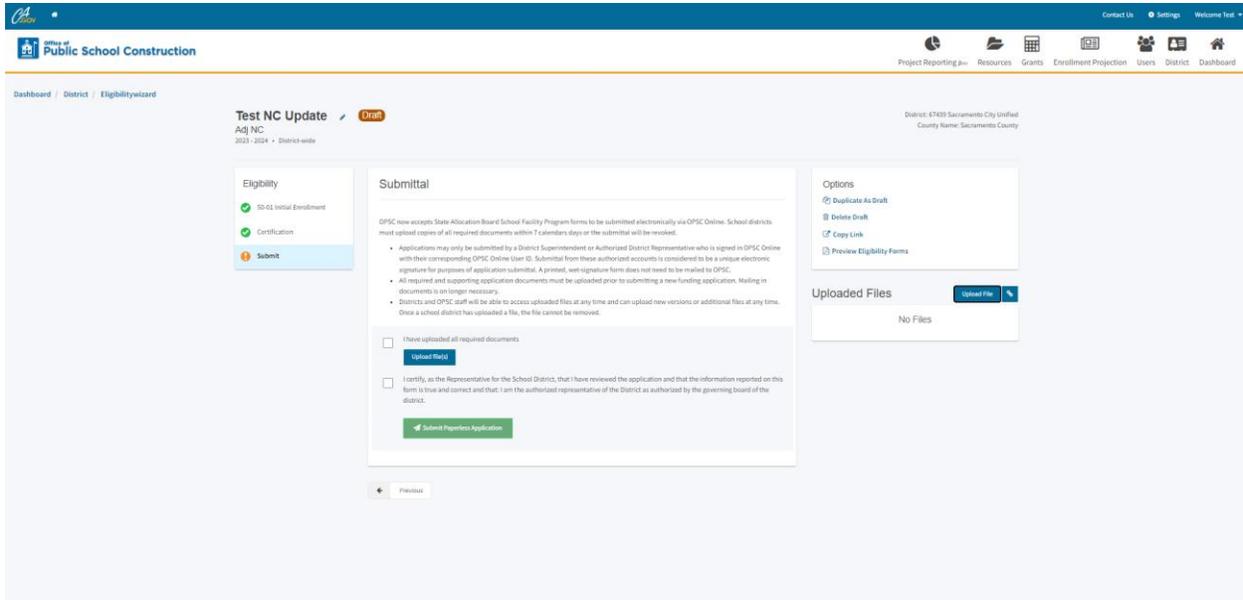
Once Part I is completed, the user can save the entered information and proceed to the certification screen by clicking the green “Continue” icon.

In the certification wizard the user will have a “Yes” box to select indicating that they have verified and have read and agreed to the terms and conditions. Next the user will fill out the information for the District Representative/Superintendent. The information includes the name, email address, phone number and date the form was submitted electronically. Once everything has been completed the user can save the information entered and proceed by clicking the green “Continue” icon.

Form SAB 50-01 Eligibility Wizard - Certification Page:

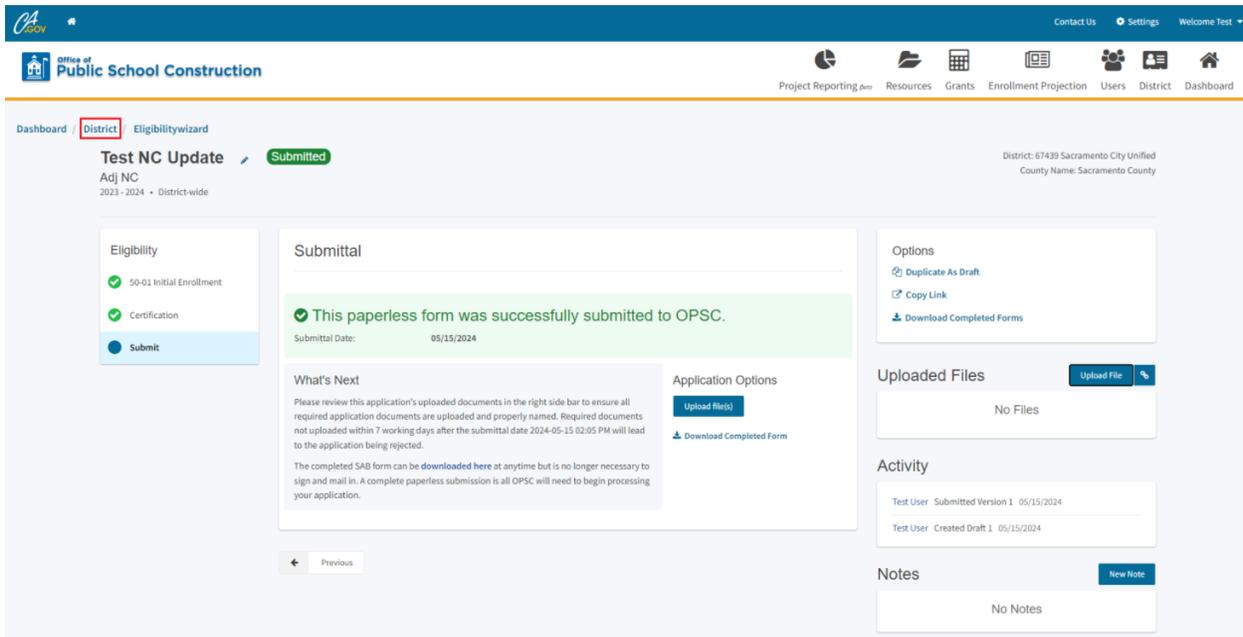
In the submittal wizard the user can upload the Form SAB 50-01 and any supporting documentation. Once everything is verified, the required documents are uploaded, and both boxes have been checked, the District Superintendent/Representative will proceed by clicking the green “Submit Paperless Application” button.

**Form SAB 50-01 Eligibility Wizard - Certification Page:**



The user will be taken to a page that confirms the successful submittal of the application. The user will proceed back to the District section by clicking on the District link located in the top left corner.

**Form SAB 50-01 Eligibility Wizard – Submit Page:**



## How to Supersede a Form SAB 50-01

When the District needs to submit a revised Enrollment Certification Projection (Form SAB 50-01), users can supersede previous versions submitted into OPSC Online by following the steps provided below.

To access Eligibility, click on District and select a District Name.

*District Screen:*

The screenshot shows the 'District' selection screen. At the top, there is a navigation bar with the 'Office of Public School Construction' logo and various menu items like 'Project Reporting', 'Resources', 'Grants', 'Enrollment Projection', 'Users', 'District', and 'Dashboard'. The 'District' menu item is highlighted with a red box. Below the navigation bar, the page title is 'Dashboard / District'. The main content area is titled 'Select A District' and contains a search form with three dropdown menus: 'District', 'Role', and 'Company'. The 'District' dropdown is currently set to '67439 Sacramento City Unified'. Below the search form, there is a table with one row showing the selected district and its role. The table has pagination controls at the bottom right, including 'First', 'Prev', 'Next', and 'Last' buttons.

Once a District has been selected, the user can review eligibility updates which have been drafted or submitted.

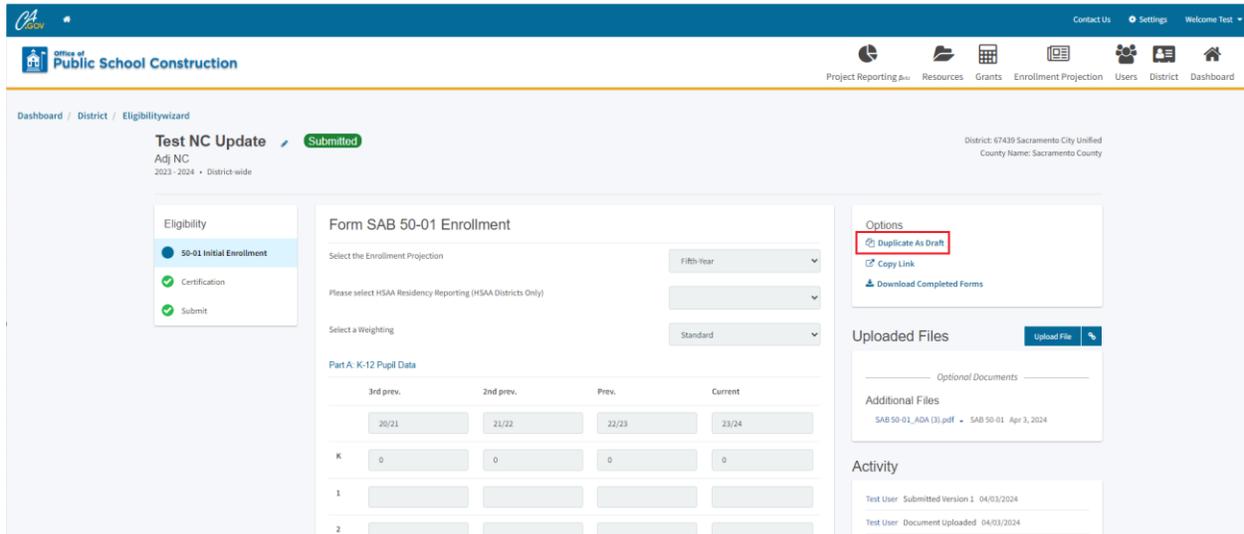
Under *District Eligibility Applications*, select the application that the user would like to supersede.

*District Eligibility Applications Screen:*

The screenshot shows the 'District Eligibility Applications' screen. The page title is '67439 Sacramento City Unified'. Below the title, there is a navigation bar with the 'Office of Public School Construction' logo and various menu items like 'Project Reporting', 'Resources', 'Grants', 'Enrollment Projection', 'Users', 'District', and 'Dashboard'. The 'District' menu item is highlighted with a red box. Below the navigation bar, the page title is 'Dashboard / District'. The main content area is titled '67439 Sacramento City Unified' and contains a sub-navigation bar with 'Eligibility', 'Manage Sites', 'District Contacts', 'District Uploaded Docs', 'Financial Hardship', and 'Project Tracking Number'. The 'Eligibility' menu item is highlighted with a blue box. Below the sub-navigation bar, there is a table titled 'District Eligibility Applications' with columns: Nickname, Status, Type, Enrollment Year, HSAA, Site Name, Received Date, and Updated. The first row, 'Test Nc Update', is highlighted with a red box. To the right of the table, there is a 'View Baselines' section with a search bar and a list of HSAA options: '(00) District-wide' and '(01) Rosemont'. The table has pagination controls at the bottom right, including 'First', 'Prev', 'Next', and 'Last' buttons.

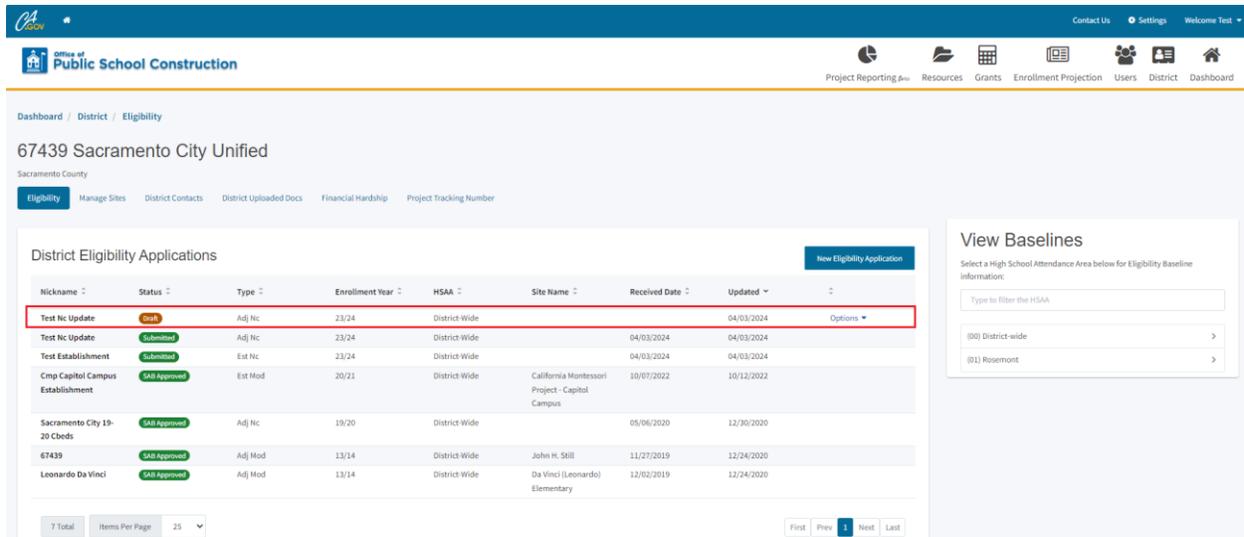
Once in the Eligibility wizard, under the Options box the user will click on the “Duplicate As Draft” link.

Form SAB 50-01 Eligibility Wizard



The user will automatically be returned to the District Eligibility section wizard and a draft application will be created to make the necessary revisions. The user will click on the draft application to proceed.

Form SAB 50-01 Eligibility Wizard



Once the necessary revisions are completed, the user can proceed by clicking on the green “Continue” icon. This will take you to the certification section. wizard.

Form SAB 50-01 Eligibility Wizard

The screenshot shows the 'Part I: Projected Enrollment' section of the wizard. It includes a table for 'Enrollment/Residency (except Special Day Class Pupils)' with columns for K-6, 7-8, 9-12, and Total. The values are 1,448, 470, 1,043, and 2,961 respectively. Below this is a table for 'Special Day Class Pupils Only - Enrollment/Residency' with columns for Elementary, Secondary, and Total. The values are 40, 7, and 47 respectively. A green 'Continue' button is at the bottom right.

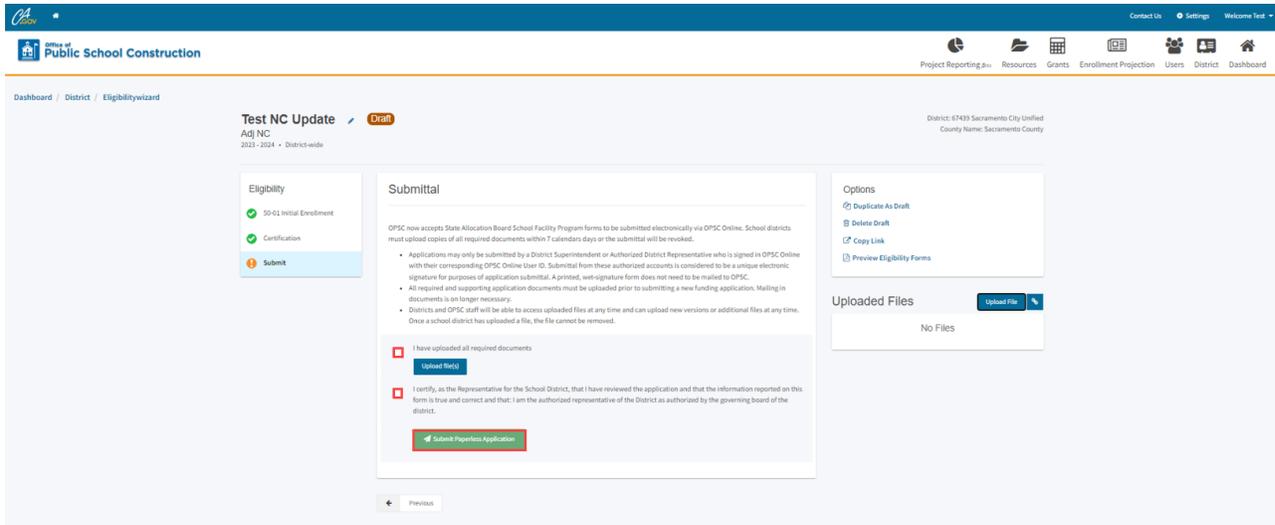
In the certification section wizard, the user will have a “Yes” box to select indicating that they verify and have read and agree to terms and conditions. Next the user will fill out the information for the District Representative/Superintendent. The information includes the name, email address, phone number and date the application is being submitted electronically. Once everything has been completed the user can save the information entered and proceed by clicking the green “Continue” icon.

Form SAB 50-01 Eligibility Wizard – Certification Page:

The screenshot shows the 'Certification' page. On the left is a sidebar with 'Eligibility' (50-01 Initial Enrollment) and 'Certification' (selected). The main area contains a certification statement, a 'Yes/No' selection box, and form fields for District Representative or Superintendent Name, Email, Phone Number, and Date. On the right, there are 'Options' (Duplicate As Draft, Delete Draft, Copy Link, Preview Eligibility Forms) and 'Uploaded Files' (No Files). A green 'Continue' button is at the bottom right.

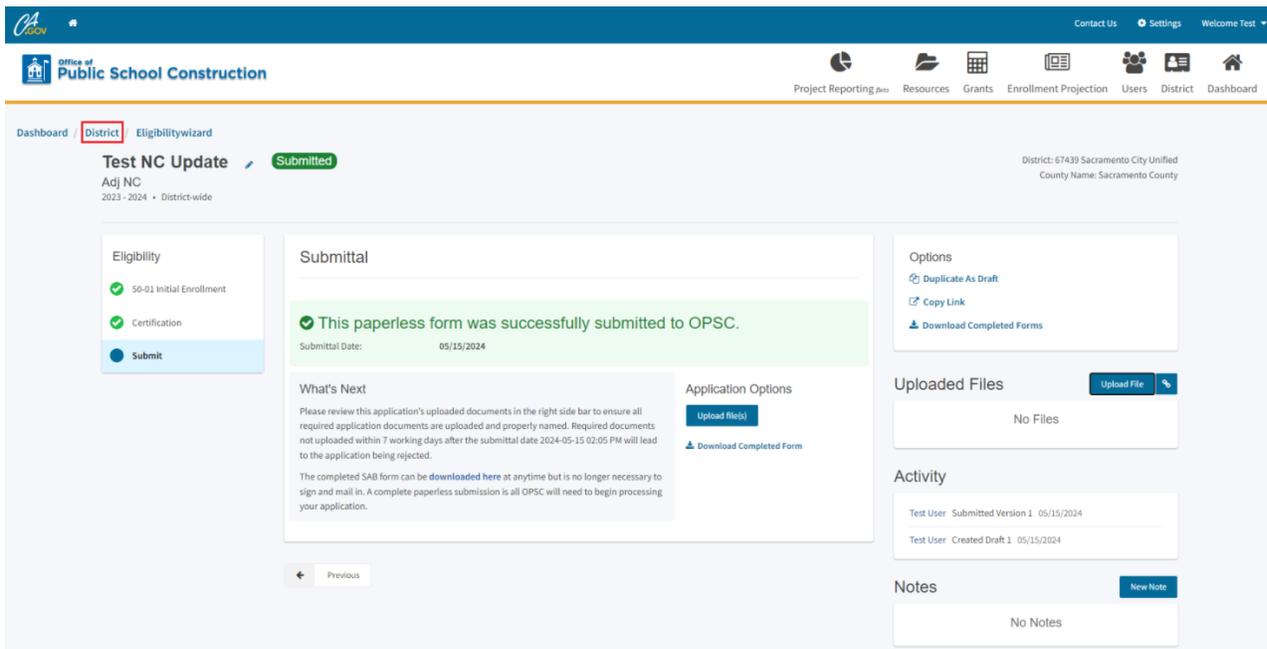
In the submittal section wizard, the user can upload the revised Form SAB 50-01 and any supporting documentation. Once everything is verified, the required documents are uploaded, and both boxes have been checked, the Superintendent/District Representative will proceed by clicking the green “Submit Paperless Application” button.

*Form SAB 50-01 Eligibility Wizard – Certification Page:*



The user will be taken to a page that confirms the successful submittal of the application. The user will proceed back to the District section wizard by clicking on the District link located in the top left corner.

*Form SAB 50-01 Eligibility Wizard:*

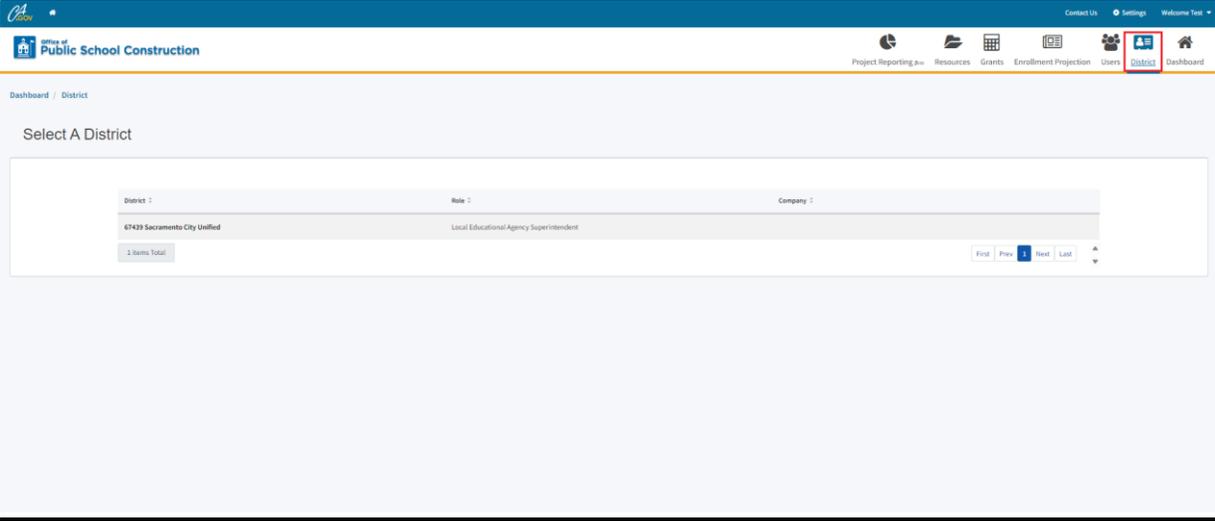


# New Construction Eligibility Baseline

## How to check the New Construction Eligibility Baseline

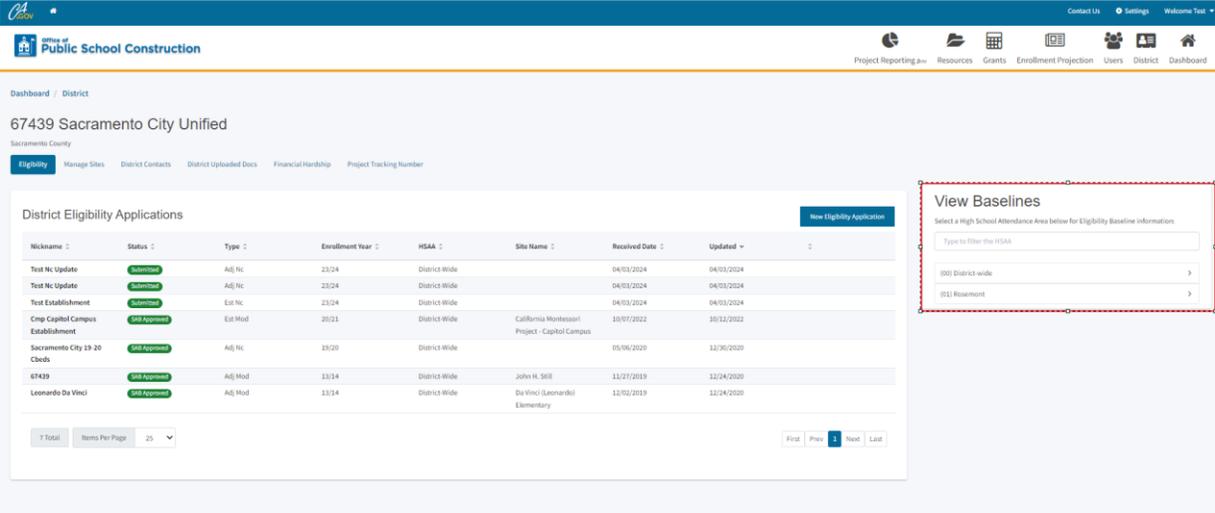
To access the Eligibility baseline, click on *District* and select a District Name.

*District Screen:*



The Eligibility screen allows users to view the District’s new construction baselines under the View Baselines menu on the right-hand side. In the View Baselines menu, the user will select between District-wide or the High School Attendance Area as applicable.

*District Eligibility Applications Screen:*



Once the corresponding baseline has been selected, the View baseline menu will change to include a button for new construction. The user will proceed by clicking the “New Construction” button.

District Eligibility Applications Screen:

Dashboard / District / Eligibility

67439 Sacramento City Unified : (00) District-wide

Eligibility Manage Sites District Contacts District Uploaded Docs Financial Handship Project Tracking Number

Entire District

### Eligibility Applications

[New Eligibility Application](#)

Nickname	Status	Enrollment Year	Site Name	HSA	Received Date	Type	Updated
Test Nc Update	Submitted	2024		District Wide	04/03/2024	Adj. Nc	04/03/2024
Test Nc Update	Submitted	2024		District Wide	04/03/2024	Adj. Nc	04/03/2024
Test Establishment	Submitted	2024		District Wide	04/03/2024	Ext. Nc	04/03/2024
Cmp Capitol Campus Establishment	Site Approved	2021	California Montessori Project - Capitol Campus	District Wide	10/07/2022	Ext. Mod	10/12/2022
Sacramento City 19-20 Cbods	Site Approved	2020		District Wide	05/06/2020	Adj. Nc	12/30/2020
67439	Site Approved	2014	John H. Still	District Wide	11/27/2019	Adj. Mod	12/24/2020
Leonardo Da Vinci	Site Approved	2014	Da Vinci (Leonardo) Elementary	District Wide	12/02/2019	Adj. Mod	12/24/2020

7 Total Items Per Page 25

Baselines

View the District's New Construction baseline and adjustments:

[New Construction](#)

OK, select a site below to view its Modernization baseline:

Type to Filter the Sites

- 1829 N Street
- A Warren McCluskey Ad Ed
- A. M. Winn Elementary
- A. Warren McCluskey Adult Educ
- Abraham Lincoln Elementary
- Albert Einstein Middle
- Alice Birney
- Alice Birney Waldorf-inspired
- American Legion High
- Argonaut High
- Aspire Capitol Heights Academy

In the new construction baseline, there are two types of baseline adjustment categories: “NC Baseline Adjustment” and “Pending Baseline Adjustment(s).” To check the District’s current new construction eligibility, the user can refer to what is shown on the SAB Approved Baseline.

District New Construction Eligibility Screen:

Return to Districtwide/HSA

### NC Baseline Adjustment

Established Baseline:

K-6: 2972 | 7-8: 3002 | 9-12: 5625 | Non-Severe: 489 | Severe: 405

Type to Filter...

K-6	7-8	9-12	Non-Severe	Severe	Adjustment Type	Appr./Desc.	Received	Approved By	Justification	Enrollment	SAB Date
0	0	0	0	0	a - Reduced by SFP Funding Items	54/67439-00-008	08/08/2022	Barbara Kampmeier	10/28/2022	16/17	11/29/2022
911	138	109	167	323	e - Enrollment changes		03/10/2020	Joshua Potter	04/21/2020	19/20	06/24/2020
0	0	54	0	0	c - Reduced by additional classrooms in a SFP Mod Project	57/67439-00-077	10/17/2019	Caribae Ly	05/25/2023	19/20	06/26/2023
0	0	135	0	0	c - Reduced by additional classrooms in a SFP Mod Project	57/67439-00-078	10/17/2019	Caribae Ly	05/12/2023	18/19	06/26/2023
0	54	54	0	0	a - Reduced by SFP Funding Items	55/67439-00-004	08/20/2017	Joshua Potter	09/23/2017	19/20	06/24/2020

SAB Approved Baseline:

K-6: 4419 | 7-8: 394 | 9-12: 408 | Non-Severe: 290 | Severe: 855

Please note, if there are any pending baseline adjustments, the *Estimated Baseline* will show what the SAB Approved baseline will look like once the pending adjustments are approved.

*District New Construction Eligibility Screen:*

The screenshot displays the District New Construction Eligibility Screen. At the top, there is a navigation bar with the logo and menu items: Project Reporting, Resources, Grants, Enrollment Projection, Users, District, and Dashboard. Below the navigation bar is a table of items with the following data:

Items	03/10/2020	04/21/2020	19/20	06/24/2020
-911	138	-109	167	323
a - Enrollment changes				
0	0	-54	0	0
c - Reduced by additional classrooms in a SFP Mod Project				
0	0	-135	0	0
c - Reduced by additional classrooms in a SFP Mod Project				
0	-54	-54	0	0
a - Reduced by SFP Funding Items				

Below the table, there is a pagination control with buttons for First, Prev, 1, 2, 3, 4, 5, Next, and Last. The '1' button is highlighted.

The screen also displays the following baseline information:

**SAB Approved Baseline:**

K-6	7-8	9-12	Non-Severe	Severe
4419	394	408	290	855

**Pending Baseline Adjustment(s):**

No Pending Adjustments

**Estimated Baseline:**

K-6	7-8	9-12	Non-Severe	Severe
4419	394	408	290	855



# OPSC ONLINE USER GUIDE



## Section 5. New Construction Funding, Part 1

## Creating a New Construction Funding Application (Form SAB 50-04) – Full Grant Phase in OPSC Online

To create a Form SAB 50-04, select "Create New SFP Funding Application" on the *Dashboard* page.

*Please note that users with delegate access can prepare the Funding Application. However, only an Architect can certify it, and only the District Representative can submit an application.*

Dashboard

### Funding Applications

[Create New SFP Funding Application](#) [Create New Preschool/TK/FDK Funding Application](#)

Application Name	Project Type	Status	OPSC App #	School/Site	District	Project Tracking Number	OPSC Received	Last Updated
58/67439-00-003	Adjusted Grant	Archived	58/67439-00-003	Yav Pem Suab Academy	Sacramento City Unified			12/12/2022
58/67439-00-003	Fund Release Auth	50-05/70-02 Approved	58/67439-00-003	Yav Pem Suab Academy	Sacramento City Unified	67439-375	10/27/2021	11/09/2021
58/67439-00-003 PF Request	PIF - SFP	SAB Approved	58/67439-00-003	Yav Pem Suab Academy	Sacramento City Unified	67439-375	05/12/2021	10/27/2021
Expenditure Report #1 - 100%	Exp Report	Audit In Review	58/67439-00-003	Yav Pem Suab Academy	Sacramento City Unified	67439-375	12/09/2022	03/07/2023
Yav Pem Suab Academy	FH - Rehab CP	Superseded	58/67439-00-003	Yav Pem Suab Academy	Sacramento City Unified	67439-375	10/12/2020	10/12/2020

200 Apps Total | Items Per Page: 5 |

Once selected, the application system will ask the user if the district has applied for advanced funding for Site Acquisition and/or Design or a Charter School Facilities Program Preliminary Apportionment for this project/application.

## Create New Application

Has the Applicant applied for advanced funding for Site Acquisition and/or Design, or a Charter School Facilities Program Preliminary Apportionment for this project/application?

If the user selects "Yes," they will be directed to return to the OPSC Online Dashboard and select the project from the list of existing program applications to create a linked application for the construction phase.

Below is a zoomed-in example.

## Create New Application ?

Has the Applicant applied for advanced funding for Site Acquisition and/or Design, or a Charter School Facilities Program Preliminary Apportionment for this project/application?

 Yes  No

### Please Use The Existing Application

You have selected "Yes" because a separate site and/or design or Charter School Facilities Program (CSFP) Preliminary Apportionment has previously been requested for this project. You must return to your OPSC Online [Dashboard](#) and select this project from the list of existing applications in order to create an application for funding for the construction phase or a CSFP Final Apportionment. For more information, please see the [Help Guide](#).

If the user selects "No," they will be prompted to continue entering the required information for a new Form SAB 50-04.

## Create New Application ?

Has the Applicant applied for advanced funding for Site Acquisition and/or Design, or a Charter School Facilities Program Preliminary Apportionment for this project/application?

 Yes  No

You have selected "No" because this is a brand-new application for a project that has never requested a prior separate site and/or design funding approval or Charter School Facilities Preliminary Apportionment. On this first screen, please select the District name, Program Type (e.g. New Construction, Modernization), High School Attendance Area (if applicable), enter the Project Tracking Number, and enter a nickname for the application. The nickname is used to help you with differentiating this from other projects in your Dashboard.

As the user continues, the system will ask for the following information:

- Select the applicable School District or COE from the list of options.
- Select "New Construction" as the Funding Program Type from the list of options.

*Please note that if this is a combined project (e.g., New Construction and Modernization/Rehabilitation), a new application must be created for each program/funding source. Combined projects are visible from the application dashboard for applications with a common PTN.*

Below is a zoomed-in example.

## Create New Application ?

Has the Applicant applied for advanced funding for Site Acquisition and/or Design, or a Charter School Facilities Program Preliminary Apportionment for this project/application?

Yes No



You have selected "No" because this is a brand-new application for a project that has never requested a prior separate site and/or design funding approval or Charter School Facilities Preliminary Apportionment.

On this first screen, please select the District name, Program Type (e.g. New Construction, Modernization), High School Attendance Area (if applicable), enter the Project Tracking Number, and enter a nickname for the application. The nickname is used to help you with differentiating this from other projects in your Dashboard.

Select the District ?

Sacramento City Unified v

Select a funding Program Type ?

New Construction v

Refer to [Section 1859.192](#) for the eligibility criteria

As the user continues, the system will ask for the following information:

- Select the High School Attendance Area if applicable.
- Enter the required PTN. The PTN is used by the Division of the State Architect (DSA), California Department of Education (CDE), and OPSC to identify a project. The user will not be able to proceed without entering the PTN. Instructions for generating a PTN can be found in the PTN User Guide under the Resources tab.
- Enter an application nickname. The nickname could represent the funding phase of the application, site name, and program type (e.g., Design Only, Site Only, Design & Site, Full Grant, Amended Full Grant), or other identifying names of the applicant's choice.
- Click "Continue" to enter additional application information.

Below is a zoomed-in example.

Select High School Attendance Area (00) District-wide

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

67439 - 1234

+ PTN

Press the Enter key to save

Please enter application nickname NC Full Grant School Site

Cancel Continue →

Next, the application system will ask the user if the district is applying for Financial Hardship assistance.

## Create New Application

Does the district want to apply for Financial Hardship assistance?

Yes No

Then, the user will be asked to select the type of funding application from a list of options (e.g., *Site Only*, *Site Only – District Owned*, *Site Only – Environmental Hardship*, *Design Only*, *Advance Funding for Evaluation & Response Action [RA]*, *Site & Design Only*).

*Please note that the district may contact the Financial Hardship Team for assistance if a project includes a request for financial hardship assistance.*

*Financial hardship status will allow the project to start with advanced approval for separate site and/or design funding if plans have not been drawn up. Requests for "Advanced Funding for Evaluation and RA" may be requested by districts with or without financial hardship status.*

Then click "Continue" to begin the application process.

## Create New Application

Does the district want to apply for Financial Hardship assistance?  Yes  No

Select the type of funding application:

**?**

If the project will include a request for financial hardship assistance, please contact the Financial Hardship Team at OPSC for assistance. Receiving financial hardship approval will allow the project to start with an advanced approval for separate site and/or design funding if plans have not been drawn up.

Requests for "Advanced funding for Evaluation and RA" may be requested by both financial hardship assisted districts and districts that do not qualify for financial hardship.

[← Previous](#) [Cancel](#) [Continue →](#)

Next, the user will advance to the application landing page. The user will click the "Start Application" button to begin.

[Dashboard](#) / [Application](#) / [Landing](#)

### Application For Funding

#### Form SAB 50-04

#### Information and Instruction

A district and their delegates may enter the information required for the Application for Funding (Form SAB 50-04) using this online system. Upon completion of all of the required information, the completed Form SAB 50-04 can only be submitted by the Authorized District Representative or District Superintendent.

If applicable, all supporting documentation required as part of your funding request must be uploaded to OPSC Online prior to, or concurrently with the application submittal.

[Start Application →](#)

## Site Information

The Form SAB 50-04 comprises of twelve sections (as listed on the navigation pane on the left-hand side of the screen).

Below is a zoomed-in example.

## SAB 50-04 Form



The first section of the application is for *Site Info*. If the district has Financial Hardship status, select "Yes" and then specify the type of Financial Hardship request from the list of options.

Dashboard / Application / Draft 1

## NC Full Grant School Site Draft

Application For Funding • Form SAB 50-04  
New Construction • Full Grant

SAB 50-04 Form

- Site Info
- Project Type

### Site Info

Does the District have current Financial Hardship Approval?  Yes  No

Type of Financial Hardship Request: Submittal with a school board

If the district does not have Financial Hardship status, select "No" and enter the required information.

Next, the user will specify where the project will be located from the list of available options:

- **Leased Site:** The project is on a school site not owned by the District and meets the requirements outlined in School Facility Program (SFP) Regulation Section 1859.22.
  - When selecting this option, the school or site field on the Site Info page must be completed.
- **New Site:** The project will be on a new school with no pre-existing buildings. School sites with buildings and classrooms that have been completely demolished are not considered new sites.
  - When selecting this option, all fields on the Site Info page must be completed using information from the CDE Site and Plan Approval letters.
- **Existing Site with Additional Acreage Acquired:** The project will include acquiring additional land to the existing school site.
  - When selecting this option, all fields on the Site Info page must be completed using information from the most recent CDE Site and Plan Approval letter(s).
- **Existing Site with No Additional Acreage Acquired:** The project will not include acquiring additional land to the existing school site.
  - When this option is selected, the school or site field on the Site Info page must be completed using the most recent CDE Plan Approval letter(s) information.

All projects must select a school site from the list of options. If a specific site is not listed, please email [OPSCApplicationReviewTeam@dgs.ca.gov](mailto:OPSCApplicationReviewTeam@dgs.ca.gov) to request to add the site to the application system.

Below is a zoomed-in example.

Project to be located on 

Existing Site with Additional A 

The Project is at an existing school site:

Select the appropriate school or site for this application 

Sutter Middle 

### Site Detail

School/Site Name:	Sutter Middle
CDS (county-district-school) Code:	6066690
Grade-Level:	
Street Address:	3150 I ST.
City:	SACRAMENTO
State:	CA
Zip Code:	95816

The application system requires the user to enter the approval date and application number of the DSA and the CDE.

Enter the available existing school site information in the fields as shown in the example below:

Once the "Site Info" section is completed, click "Continue" to proceed to the next navigation section of the funding application.

On the next page there is a zoomed-in example.

California Department of Education (CDE) Site Approval Date 	<input type="text" value="09/15/2018"/> 
	<input type="text" value="MM/DD/YYYY"/>
	You can add up to 5 Date(s)
California Department of Education (CDE) Plan Approval Date 	<input type="text" value="10/25/2020"/> 
	<input type="text" value="MM/DD/YYYY"/>
	You can add up to 5 Date(s)
California Department of Education (CDE) Gross Approved Acres 	<input type="text"/>
Gross Number of Purchased Acres 	<input type="text" value="7.80"/>
Existing Total Acres	<input type="text" value="9.00"/>
Master Plan Acreage site Size (Useable) 	<input type="text" value="20.50"/>
Recommended Site size 	<input type="text" value="16.80"/>
Existing Acres (Useable) 	<input type="text" value="9.00"/>
Proposed Acres (Useable) 	<input type="text" value="7.80"/>

---



### Project Type

In this section, select the type of project from the drop-down menu that best represents this application request.

Next, enter the total number of pupil grants assigned to the project for each grade group. The pupils reported should be less than or equal to the net classroom capacity.

On the next page there is an example of the OPSC Online application.

## NC Full Grant School Site Draft

Application For Funding • Form SAB 50-04  
New Construction • Full Grant

### SAB 50-04 Form

- ✔ Site Info
- Project Type
- Additional Grant Request
- Excessive Cost Hardship
- Alternative Developer Fe ...
- Joint Use / Career Techni ...
- Project Progress
- Licensed Architect
- Licensed Design Consult

### Project Type

Select project type ? Middle School

### Pupil Grants Requested ?

K-6	<input type="text" value="50"/>
7-8	<input type="text" value="54"/>
9-12	<input type="text"/>
Non-Severe	<input type="text"/>
Severe	<input type="text"/>

Then, the user must answer the questions listed.

When the user clicks "Yes" to any of the questions, the user will be prompted to enter additional information, as shown below.

Once the "Project Type" section is completed, the user may click "Continue" to proceed with the next section of the funding application.

Did the District use an Alternative Enrollment Projection to determine eligibility for the application ? Yes No

Please enter Alternative Enrollment Projection information

K-6	<input type="text" value="50"/>
7-8	<input type="text" value="54"/>
9-12	<input type="text"/>
Non-Severe	<input type="text"/>
Severe	<input type="text"/>

On the next page there is a zoomed-in example.

Is this a 6-8 school? 

 Yes  No

How many K-6 pupils reported above are sixth graders?

Is this an Alternative Education School? 

 Yes  No

Is this an application to use the pupil grants requested above to build classrooms at alternative grade level or minimum essential facilities instead or in addition to classrooms?

 Yes  No

This application is in accordance with [Section 1859.77.3\(a\)](#), which allows Districts to build minimum Essential Facilities rather than classrooms

 Yes  No

Facilities to be constructed

- Gym
- Multi Purpose Room
- Library
- Administration
- Hybrid Gym/Multi Purpose Room
- Counseling Office
- Conference Room

This application is in accordance with [Section 1859.77.3\(b\)](#), which allows Districts to use their requested grants to build classrooms for grade levels other than the level of pupil grants requested 

 Yes  No

## Additional Grant Request

In the Additional Grant Request section, enter the number of new classrooms in the DSA-approved plans for the project.

The user will then answer yes or no to request additional grants or enter the requested amount. For any grant fields that are not requested, leave these blank.

Once the "Additional Grant Request" section is completed, the user may select "Continue" to proceed to the next section of the funding application.

On the next page there is an example of the OPSC Online application.

## NC Full Grant School Site Draft

Application For Funding • Form SAB 50-04   
New Construction • Full Grant

### SAB 50-04 Form

- Site Info
- Project Type

### Additional Grant Request

Total number of classroom(s) on the Division of State Architect (DSA) Approved plans

Below is a zoomed-in example.

Are you planning to build Multi Level classrooms? 

Yes  No

Pupil Grants Requested		Number of Multi Level Classrooms on the Division of State Architect (DSA) approved plan	Number of pupils housed in Multi Level buildings
K-6	<input type="text" value="50"/>	<input type="text"/>	<input type="text"/>
7-8	<input type="text" value="54"/>	<input type="text" value="2"/>	<input type="text"/>
9-12	<input type="text"/>	<input type="text"/>	<input type="text"/>
Non-Severe	<input type="text"/>	<input type="text"/>	<input type="text"/>
Severe	<input type="text"/>	<input type="text"/>	<input type="text"/>

Are you selecting additional grant for Multi-Level Construction in Pursuant Section 1859.73?

Yes  No

Next, the user will specify where the site acquisition project information as follows:

- **Actual Cost** – This cost is the price the District/COE paid for the site.
- **Appraised Value** – This cost is based on a valid appraisal with a valuation date within six months of the OPSC received date for the application. See Regulation Section 1859.74.1 for what constitutes a valid appraisal.

- Relocation cost. This cost pertains to displaced businesses and residents when the site is acquired through eminent domain or for the relocation of a district facility that will be displaced by a district-owned site application. The cost must conform to Title 25, California Code of Regulations, Section 6000, et seq.
- 2 percent. Provides funding for appraisal, escrow, survey, site testing, CDE review/approvals, and the preparation of the POESA and the PEA.
- Department of Toxic Substances Control (DTSC) Fee: Fees paid for the DTSC for review, approval, and oversight of the Phase One Environmental Site Assessment (POESA) and Preliminary Endangerment Assessment (PEA).
- Hazardous Waste: This grant is provided to a district when hazardous materials/waste removal and/or remediation work is required by DTSC and was completed for the project. Eligible amounts provided for hazardous waste costs cannot exceed 150% of the state-funded site acquisition amount.
- Response Action (RA): Indicates an RA was required by DTSC.

Below is a zoomed-in example.

### Site Acquisition

Is the district requesting the 2% grant?	<input checked="" type="radio"/> Yes <input type="radio"/> No
50 percent Actual Cost 	<input type="text" value="\$ 925,000"/>
50 percent Appraised Value 	<input type="text" value="\$ 900,000"/>
50 percent Relocation Cost 	<input type="text" value="\$ 0"/>
2 percent (min. \$25,000) 	<input type="text" value="\$ 36,000"/>
Total	<input type="text" value="\$ 936,000.00"/>
50 percent Department of Toxic Substances Control (DTSC) Fee 	<input type="text" value="\$ 6,000"/>
50 percent hazardous waste 	<input type="text" value="\$ 0"/>
Response Action (RA)	<input checked="" type="radio"/> Yes <input type="radio"/> No

Below are zoomed-in examples.

## Site Development

50 percent Service-Site ?

\$ 7,000,000

50 percent Off-Site ?

\$ 2,000,000

50 percent Utilities ?

\$ 1,000,000

General Site ?

Yes No

## Fire Safety

Automatic Fire Detection/Alarm System ?

Yes No

Automatic Fire Sprinkler System ?

Yes No

← Previous

Continue →

## Excessive Cost Hardship

In the *Excessive Cost Hardship* section, state funding is available to supplement new construction grants for excess costs associated with the project.

Once the *Excessive Cost Hardship* section is completed, the user may select "Continue" to proceed to the next section of the funding application.

Dashboard / Application / Draft 1

### NC Full Grant School Site Draft

Application For Funding • Form SAB 50-04 ?

New Construction • Full Grant

#### SAB 50-04 Form

- ✓ Site Info
- ✓ Project Type
- ✓ Additional Grant Request
- Excessive Cost Hardship
- Alternative Developer Fe ...

#### Excessive Cost Hardship

Is the District requesting Geographic Percent Factor increase ?  
See Geographical Percent Factor list by county?

Yes No

Geographic Percent Factor

5

New School Project Section 1859.83(c)(2) ?

Yes No

Enter amount

\$ 0

Below is a zoomed-in example.

The District qualifies for Small Size Project. Does the District wish to accept? ?

The number of pupils housed  ▼

Are you requesting Urban/Security/Impacted Site grant ?

- SFP Regulation Section 1859.83(d)(2)(A) - Useable Acres 60% or less of California Department of Education (CDE) Recommended Site Size
- SFP Regulation Section 1859.83(d)(2)(B) - At least 60% of the classrooms in the construction plans are multistory facilities
- SFP Regulation Section 1859.83(d)(2)(C) - Value of the site being acquired is at least \$750,000 per Useable Acre

*For additions to existing sites, with or without additional acreage acquired, enter \$750,000.*

Per Useable Acre [Section 1859.83\(d\)\(2\)\(c\)](#)

## Alternative Developer Fee/Adjust Eligibility

In the Alternative Developer section, the user may indicate that State funds are unavailable for new construction; therefore, the district can collect Level 3 developer fees pursuant to Government Code Section 65995.7. If applicable, please enter the amount being collected. If not applicable, this field may be left blank.

Dashboard / Application / Draft 1

### NC Full Grant School Site ✎ Draft

Application For Funding • Form SAB 50-04 ?  
New Construction • Full Grant

SAB 50-04 Form

- ✓ Site Info
- ✓ Project Type
- ✓ Additional Grant Request
- ✓ Excessive Cost Hardship
- **Alternative Developer F** ...
- Joint Use / Career Techni ...

#### Alternative Developer Fee / Adjust Eligibility

Alternative developer fee collection and reportable pursuant to Regulation ?   
Section 1859.77

#### New Construction Eligibility Adjustment - Added Capacity

Has the District added any classrooms that were not SFP Funded?

#### Pending Reorganization Election ?

Is there a pending reorganization election that will result in a loss of eligibility for this project?

Next, the user will click "Yes" or "No" if any classrooms were added or replaced by the district in locally funded projects outside of SFP funding. If the user selects "Yes," indicate the number of classrooms by grade level under the *Additional* or *Replacement* columns.

## New Construction Eligibility Adjustment - Added Capacity

Has the District added any classrooms that were not SFP Funded?

 Yes  No

### Adjustment to New Construction Baseline Eligibility ?

Classroom(s) provided

Additional ?		Replacement ?	
K-6	<input type="text" value="2"/>	K-6	<input type="text" value="2"/>
7-8	<input type="text"/>	7-8	<input type="text"/>
9-12	<input type="text"/>	9-12	<input type="text"/>
Non-Severe	<input type="text"/>	Non-Severe	<input type="text"/>
Severe	<input type="text"/>	Severe	<input type="text"/>

Lastly, the user will click "Yes" if there is a pending reorganization that will result in a loss of eligibility for this project. If there is one, then the district will need to submit an adjustment to the district's new construction baseline eligibility. Please refer to the SFP Regulation Section 1859.51 for more information on pending reorganization.

Once the *Alternative Developer Fee/Adjust Eligibility* section is completed, the user may select "Continue" to proceed to the next section of the funding application.

## Pending Reorganization Election ?

Is there a pending reorganization election that will result in a loss of eligibility for this project?

 Yes  No

## Joint Use/Career Technical Education (CTE)

In the Joint Use/CTE section, the user will indicate if:

- The facilities will be for joint use with other governmental agencies.
- The project is located on a leased site.
- The project has classrooms requesting funding for Career Technical Education Facilities Program (CTEFP) grants. If applicable, click "Yes," then enter the number of CTEFP-specific classrooms in the project.

Dashboard / Application / Draft 1

### NC Full Grant School Site Draft

Application For Funding • Form SAB 50-04  
New Construction • Full Grant

#### SAB 50-04 Form

- Site Info
- Project Type
- Additional Grant Request
- Excessive Cost Hardship
- Alternative Developer Fe ...

#### Joint Use / Career Technical Education (CTE)

##### Joint-Use Facility/Leased Property

Joint-Use Facility  Yes  No

Leased Property  Yes  No

##### Career Technical Education Funds Request

Will Career Technical Education (CTE) Funds be requested for classroom(s) included in the plans and specifications for this project  Yes  No

Once the "Joint Use/CTE" section is completed, the user may select "Continue" to proceed to the next section of the funding application.

## Joint Use / Career Technical Education (CTE)

### Joint-Use Facility/Leased Property

Joint-Use Facility  Yes  No

Leased Property  Yes  No

### Career Technical Education Funds Request

Will Career Technical Education (CTE) Funds be requested for classroom(s) included in the plans and specifications for this project  Yes  No

Number of Career Technical Education (CTE) classroom(s)

← Previous

Continue →

## Project Progress

In this section, the user indicates if construction contracts have been awarded for the project. Click "Yes" if the district has awarded construction contracts.

Dashboard / Application / Draft 1

### NC Full Grant School Site Draft

Application For Funding • Form SAB 50-04  
New Construction • Full Grant

#### SAB 50-04 Form

- Site Info
- Project Type
- Additional Grant Request
- Excessive Cost Hardship
- Alternative Developer Fe ...
- Joint Use / Career Techni ...
- Project Progress**

#### Project Progress

Has the District awarded construction contracts for this project ?

Yes  No

← Previous Continue →

Then, the user will click "Add/Edit Contacts" to enter all known fields, such as the contract names, contract types, contract amounts, contract date, NTP dates, construction delivery method, and related DSA Application number(s). The user may leave this field blank if the district has not yet issued an NTP. The user can add as many contracts as applicable for the project by selecting "Add Contract."

Add/Edit Contract ×

#### Add New Contract

Contractor Name	<input type="text" value="X, Y &amp; Z Construction, Inc."/>
Contract Award Date	<input type="text" value="04/28/2020"/>
Contract Type	<input type="text" value="General Construction"/>
Contract Amount	<input type="text" value="\$ 132,997"/>
Notice to Proceed Issued Date	<input type="text" value="05/28/2020"/>
Construction Delivery Method	<input type="text" value="Lease Lease Back"/>
Related DSA Application Numbers	<input type="text" value="01-123456"/> <input type="text" value="+ DSA App #"/>

? Press the Enter ↵ key to save  
You can add up to 5 Values(s)

After the last contract has been entered, the user may close the "Add/Edit Contract" section by clicking the "x" in the upper right corner.

Add/Edit Contract



## Add New Contract

Contractor Name	<input type="text" value="A to Z Construction"/>
Contract Award Date	<input type="text" value="07/14/2020"/>
Contract Type	<input type="text" value="Other Construction"/>
Contract Amount	<input type="text"/>
Notice to Proceed Issued Date	<input type="text" value="07/28/2020"/>
Construction Delivery Method	<input type="text" value="Design-Bid-Build"/>
Related DSA Application Numbers	<input type="text" value="01-123456"/> <input type="text" value="+ DSA App #"/>

**i** Press the Enter ↵ key to save  
You can add up to 5 Values(s)

## Added Contracts

Show  entries

Award ↕	Prevailing Wage ↕	Notice to Proceed ↕	Const. Del. Method ↕	
04/28/2020		05/28/2020	Lease Lease Back	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
07/14/2020		07/28/2020	Design-Bid-Build	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

Then, the user will return to the "Project Progress" section, and the user can review the contract entries that are accurately reported for the application.

## Project Progress

Has the District awarded construction contracts for this project ?

Enter the date(s) of the construction contract(s) awarded for this project

Show  entries

Contractor Name	Contract Type	Amount	Award	Prevailing Wage	Notice to Proceed	Const. Del. Method
X, Y & Z Construction, Inc.	General Construction	\$132,997.00	04/28/2020		05/28/2020	Lease Lease Back
A to Z Construction	Other Construction		07/14/2020		07/28/2020	Design-Bid-Build

2 total

Note: Prevailing Wage only applies to contracts with an Award Date between 1/1/2012 and 6/19/2014

Once the "Project Progress" section is completed, the user may select "Continue" to proceed to the next section of the funding application.

Dashboard / Application / Draft 1

### NC Full Grant School Site Draft

Application For Funding • Form SAB 50-04 ?  
New Construction • Full Grant

#### SAB 50-04 Form

- Site Info
- Project Type
- Additional Grant Request
- Excessive Cost Hardship
- Alternative Developer Fe ...
- Joint Use / Career Techni ...
- Project Progress**

#### Project Progress

Has the District awarded construction contracts for this project ?

## Licensed Architect

Once the user has entered the necessary information for their funding application, they will request the District's Licensed Architect to review the draft funding application and complete the required certification in this section.

*Please note that until this section is certified by the Licensed Architect, the left-hand navigation pane will display an orange exclamation point, as shown in the screenshot below.*

Below is a zoomed-in example.

### SAB 50-04 Form

- ✓ Site Info
- ✓ Project Type
- ✓ Additional Grant Request
- ✓ Excessive Cost Hardship
- ✓ Alternative Developer Fe ...
- ✓ Joint Use / Career Techni ...
- ✓ Project Progress
- ! Licensed Architect

The Licensed Architect must log in to enter the DSA approval date and application number to certify that the plans and specifications (P&S) meet the requirements of Title 24.

Below is an example of the OPSC Online application page.

Dashboard / Application / Draft 1

## NC Full Grant School Site Draft

Application For Funding • Form SAB 50-04  
New Construction • Full Grant

### SAB 50-04 Form

- Site Info
- Project Type
- Additional Grant Request
- Excessive Cost Hardship
- Alternative Developer Fe ...
- Joint Use / Career Techni ...
- Project Progress
- Licensed Architect**

### Licensed Architect

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

- The Plans and Specification for this project were submitted to the OPSC by electronic medium (i.e., CD-ROM, zip disk or diskette) or as an alternative, if the request is for a modernization Grant, the Plans and Specifications (P&S) were submitted in hard copy to the OPSC.
- Any portion of the Plans and Specifications requiring review and approval by the Division of State Architect (DSA) were approved by DSA on (latest date):  
  
MM/DD/YYYY  
You can add up to 5 Date(s)
- Related Division of State Architect (DSA) Application(s)  
  
+ DSA App #  
Press the Enter key to save  
You can add up to 5 Values(s)

**Note - other users may enter the architect's full name and date. However, only the architect may click the blue "Certify" button to sign the required certification electronically, as shown in the screenshot below.**

- Any portion of the Plans and Specifications (P&S) not requiring review and approval by the Division of State Architect (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

Once the *Licensed Architect* Section is completed, proceed to the next section by clicking "Continue."

Below is a zoomed-in example.

- Any portion of the Plans and Specifications (P&S) not requiring review and approval by the Division of State Architect (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 ?

John Smith · Nov 18, 2024

Suppose the Licensed Architect is no longer available for certification. In that case, the District Representative may certify the application on their behalf, provided a certification letter is included with the application submission.

- Any portion of the Plans and Specifications (P&S) not requiring review and approval by the Division of State Architect (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 ?

Below is a zoomed-in example.

- Any portion of the Plans and Specifications (P&S) not requiring review and approval by the Division of State Architect (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 ?

Jane Smith

Architect Signature Date ?

11/18/2024

Certified ✓

Jane Smith · Nov 18, 2024



Previous

Continue



## Licensed Design Consultant

Like the *Licensed Architect* section, the District's Licensed Design Consultant will review the draft funding application and complete the required certification.

*Please note that until this section is certified by the Licensed Design Consultant, the left-hand navigation will display an orange exclamation point, as shown in the screenshot below.*

Below is a zoomed-in example.

SAB 50-04 Form



Site Info



Project Type



Additional Grant Request



Excessive Cost Hardship



Alternative Developer Fe ...



Joint Use / Career Techni ...



Project Progress



Licensed Architect



Licensed Design Consult ...

The Licensed Design Consultant must log in to certify that the P&S meets the requirements of Title 24.

Below is a zoomed-in example.

## Licensed Design Consultant

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

- If the request is for a New Construction Grant, not including the Overcrowding Relief Grant (ORG) , I have developed a cost estimate of the proposed project which indicates that the estimated construction cost of the work in the Plans and Specifications (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 district's matching share, less site acquisition costs and the High Performance Base Incentive Grant. This cost estimate does not include site acquisition, planning, tests, inspection, or furniture and equipment and is available at the district for review by the OPSC.
- If the request is for a Modernization or Charter School Facilities Program Rehabilitation Grant, I have developed a cost estimate of the proposed project which indicates that the estimated construction cost of the work in the Plans and Specifications (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 district's matching share, less the High Performance Base Incentive Grant. This cost estimate does not include planning, tests, inspection or furniture and equipment and is available at the district for review by the OPSC.

*Please note other users may enter the architect's full name and date. However, only the Licensed Design Consultant may click the blue "Certify" button to sign the required certification electronically, as shown in the screenshot below.*

- If the request is for a Modernization or Charter School Facilities Program Rehabilitation Grant, I have developed a cost estimate of the proposed project which indicates that the estimated construction cost of the work in the Plans and Specifications (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 district's matching share, less the High Performance Base Incentive Grant. This cost estimate does not include planning, tests, inspection or furniture and equipment and is available at the district for review by the OPSC.



I certify the information listed above is correct 



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

Design Consultant Name 

John Smith

Design Consultant Signature Date 

11/18/2024

Certify

Once the *Licensed Design Consultant* section is completed, proceed to the next section by clicking "Continue."

Below is a zoomed-in example.

- If the request is for a Modernization or Charter School Facilities Program Rehabilitation Grant, I have developed a cost estimate of the proposed project which indicates that the estimated construction cost of the work in the Plans and Specifications (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 district's matching share, less the High Performance Base Incentive Grant. This cost estimate does not include planning, tests, inspection or furniture and equipment and is available at the district for review by the OPSC.



I certify the information listed above is correct 



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

Design Consultant Name 

John Smith

Design Consultant Signature Date 

11/18/2024

Certified 

John Smith · Nov 18, 2024



Previous

Continue 

Suppose the Licensed Architect is no longer available for certification. In that case, the District Representative may certify the application on their behalf, provided a certification letter is included with the application submission.

- If the request is for a Modernization or Charter School Facilities Program Rehabilitation Grant, I have developed a cost estimate of the proposed project which indicates that the estimated construction cost of the work in the Plans and Specifications (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 district's matching share, less the High Performance Base Incentive Grant. This cost estimate does not include planning, tests, inspection or furniture and equipment and is available at the district for review by the OPSC.



I certify the information listed above is correct 



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

Design Consultant Name 

Jane Smith

Design Consultant Signature Date 

11/18/2024

Certify

Below is a zoomed-in example.

- If the request is for a Modernization or Charter School Facilities Program Rehabilitation Grant, I have developed a cost estimate of the proposed project which indicates that the estimated construction cost of the work in the Plans and Specifications (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 district's matching share, less the High Performance Base Incentive Grant. This cost estimate does not include planning, tests, inspection or furniture and equipment and is available at the district for review by the OPSC.

I certify the information listed above is correct 

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

Design Consultant Name 

Jane Smith

Design Consultant Signature Date 

11/18/2024

Certified 

Jane Smith · Nov 18, 2024

 Previous

Continue 

## Certification

Only the authorized District Representative/Superintendent may complete the certification section. The user must ensure they have only entered the information that applies to the specific project.

### Certification

I certify, as the District Representative, that the information reported on this form, with the exception of items 22 and 23, is true and correct and that:

- I am an authorized representative of the district as authorized by the governing board of the district; and,
- A resolution or other appropriate documentation supporting this application under Chapter 12.5, Part 10, Division 1, commencing with Section 17070.10, et. seq., of the Education Code was adopted by the school district's governing board or the designee of the Superintendent of Public Instruction on,
- The district has established a "Restricted Maintenance Account" for exclusive purpose of providing ongoing and major maintenance of school buildings and has developed an ongoing and major maintenance plan that complies with and is implemented under the provisions of Education Code Section 17070.75 and 17070.77 (refer to Sections 1859.100 through 1859.102); and,
- The district has considered the feasibility of the joint use of land and facilities with other governmental agencies in order to minimize school facility costs; and

Below are zoomed-in examples.

## Certification

I certify, as the District Representative, that the information reported on this form, with the exception of items 22 and 23, is true and correct and that:

- ▼ If the application contains a “Use of New Construction Grant” request, the district has adopted a school board resolution and housing plan at a public hearing at a regularly scheduled meeting of the governing board on:
  
- as specified in Sections 1859.77.2, or 1859.77.3, as appropriate. The district’s approved housing plan is as indicated (check all that apply):
  - 1. The district will construct or acquire facilities for housing the pupils with funding not otherwise available to the SFP as a district match within five years of project approval by the SAB and the district must identify the source of the funds. [Applicable for Sections 1859.77.2(a) and (b) and 1859.77.3(a) and (b)]
  
  - 2. The district will utilize higher district loading standards providing the loading

*Please note the user must review the entire Certification section using the scroll bar and enter all applicable entry fields before completing the required certification.*

Below is a zoomed-in example.

## Certification

I certify, as the District Representative, that the information reported on this form, with the exception of items 22 and 23, is true and correct and that:

- light and indoor air quality, the use of recycled materials and materials that emit a minimum of toxic substances, the use of acoustics conducive to teaching and learning, and the other characteristics of high performance schools; and,
  
- If the district is requesting an additional grant for high performance incentive funding, the school district governing board must have a resolution on file that demonstrates support for the high performance incentive grant request and the intent to incorporate high performance features in future facilities projects; and,
  
- If this application is submitted when there is Insufficient Bond Authority, the district has adopted a school board resolution pursuant to Section 1859.95.1; and,
  
- The district will comply with all laws pertaining to the construction or modernization of its school building.

Once the user has completed reviewing and entering all the required fields, the user may click "Yes" to agree to the terms of the certification and enter district representative information such as phone number, full name, and signature date. The user will select "Continue" to proceed to the *Review* section.

I verify, I have read and agree to the above terms and certification information	<input checked="" type="radio"/> Yes <input type="radio"/> No
Date	<input type="text" value="11/18/2024"/>
District Representative / Superintendent Phone Number	<input type="text" value="(555) 123-456"/>
Phone Extension (optional)	<input type="text"/>
District Representative / Superintendent Name	<input type="text" value="Jane Smith"/>

---

## Review

After completing the certification section, the user will review all previous sections and make any final edits.

Any incomplete sections will be flagged with an orange exclamation point, and the missing required fields will display with red text as **(required)**. Please see the examples below.

Below is a zoomed-in example.

## Review

---

### Site Info

---

Does the District have current Financial Hardship Approval? No

Type of Financial Hardship Request (N/A)

Project to be located on  (required)

The Project is at an existing school site:

Select the appropriate school or site for this application  Sutter Middle

California Department of Education (CDE) Site Approval Date  (not answered)

California Department of Education (CDE) Plan Approval Date  (not answered)

California Department of Education (CDE) Gross Approved Acres  (not answered)

Gross Number of Purchased Acres  (not answered)

Existing Total Acres (N/A)

Master Plan Acreage site Size (Useable)  (not answered)

Recommended Site size  (not answered)

Existing Acres (Useable)  (not answered)

Proposed Acres (Useable)  (not answered)

[Edit Page →](#)

Once all required entries are completed, the left navigation will display only green checkmarks, and the user will click "Continue" to proceed to the Submit section.

Dashboard / Application / Draft 1

## NC Full Grant School Site Draft

Application For Funding • Form SAB 50-04 ⓘ  
New Construction • Full Grant

### SAB 50-04 Form

- ✓ Site Info
- ✓ Project Type
- ✓ Additional Grant Request
- ✓ Excessive Cost Hardship
- ✓ Alternative Developer Fe ...
- ✓ Joint Use / Career Techni ...
- ✓ Project Progress
- ✓ Licensed Architect
- ✓ Licensed Design Consult ...
- ✓ Certification
- Review**
- Submit

### Review

#### ✓ Site Info

Does the District have current Financial Hardship Approval?	Yes
Type of Financial Hardship Request	Submittal with a school board resolution, pursuant to Section 1859.95.1(Insufficient Bond Authority)
Project to be located on ⓘ	Existing Site with Additional Acreage Acquired
The Project is at an existing school site:	
Select the appropriate school or site for this application ⓘ	Sutter Middle
California Department of Education (CDE) Site Approval Date ⓘ	09/15/2018

Below is a zoomed-in example.

I verify, I have read and agree to the above terms and certification information	Yes
District Representative / Superintendent Name	Jane Smith
District Representative / Superintendent Phone Number	(555) 123-4567
Phone Extension (optional)	(not answered)
Date	11/18/2024

[Edit Page →](#)

---

[← Previous](#)

[Continue →](#)

## Submit and Upload Documents

Next, the user will continue to the *Submit* page. The user will complete the final certification and upload all supporting documents in this section. The user may click the blue "Upload file(s)" button to upload any supporting files for this application.

[Dashboard](#) / [Application](#) / [Draft 1](#)

### NC Full Grant School Site Draft

Application For Funding • Form SAB 50-04 ⓘ  
New Construction • Full Grant

#### SAB 50-04 Form

- ✓ Site Info
- ✓ Project Type
- ✓ Additional Grant Request
- ✓ Excessive Cost Hardship
- ✓ Alternative Developer Fe ...
- ✓ Joint Use / Career Techni ...
- ✓ Project Progress
- ✓ Licensed Architect
- ✓ Licensed Design Consult ...
- ✓ Certification
- ✓ Review
- Submit**

#### Submit

This State Allocation Board School Facility Program Application for Funding is being submitted electronically via OPSC Online.

- Requests may only be submitted by a School District Superintendent, Authorized School District Representative, Charter School Representative, or Joint Power Authority (JPA) Representative who is signed in to OPSC Online with their corresponding OPSC Online User ID. Submittal from these accounts is considered to be a unique electronic signature for purposes of Application for Funding submittals. A printed, wet-signature request does not need to be mailed 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.
- Once an applicant has upload a file, the file cannot be removed by the applicant.

I have uploaded all required documents required on the Application for Funding [OPSC Application Submittal Checklist](#).

[Upload file\(s\)](#) All uploaded files for this application are always available on the [Application Dashboard](#).

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

[Submit Paperless Application](#)

[← Previous](#)

Once the documents have been uploaded, the text **Successfully Uploaded** will display underneath the document file name. After all documents have been uploaded, the user will close the *Upload Files* section by clicking "Done."

Below is a zoomed-in example.

Upload Files
×

Browse files

File Name ↕	Document Type ↕	Description ↕	Uploaded Date ↕
CDE Final Plan Approval.pdf <span style="color: #00aaff;">Successfully Uploaded</span>	California Department ▼	Final Plan Approval Le ▼	11/12/2024
CTE Letter.pdf <span style="color: #00aaff;">Successfully Uploaded</span>	CTE Compliance (EC 1) ▼	CTE Compliance Lette ▼	11/12/2024
ARBBA Resolution.pdf <span style="color: #00aaff;">Successfully Uploaded</span>	Local Board Resolutio ▼	Beyond Bond Authorit ▼	11/12/2024
Construction Contract.pdf <span style="color: #00aaff;">Successfully Uploaded</span>	Contracts ▼	Construction Contract ▼	11/12/2024

4 total

Please stay here until file upload(s) complete

Done
Upload Files

Next, the user will mark both checked boxes as completed and click "Submit Paperless Application."

*Reminder: only an Authorized District Representative can submit the application.*

Below is an example of the OPSC Online application page.

Dashboard / Application / Draft 1

## NC Full Grant School Site Draft

Application For Funding • Form SAB 50-04  
New Construction • Full Grant

### SAB 50-04 Form

- Site Info
- Project Type
- Additional Grant Request
- Excessive Cost Hardship
- Alternative Developer Fe ...
- Joint Use / Career Techni ...
- Project Progress
- Licensed Architect
- Licensed Design Consult ...
- Certification
- Review
- Submit**

### Submit

This State Allocation Board School Facility Program Application for Funding is being submitted electronically via OPSC Online.

- Requests may only be submitted by a School District Superintendent, Authorized School District Representative, Charter School Representative, or Joint Power Authority (JPA) Representative who is signed in to OPSC Online with their corresponding OPSC Online User ID. Submittal from these accounts is considered to be a unique electronic signature for purposes of Application for Funding submittals. A printed, wet-signature request does not need to be mailed 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.
- Once an applicant has upload a file, the file cannot be removed by the applicant.

I have uploaded all required documents required on the Application for Funding [OPSC Application Submittal Checklist](#).

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

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

After submittal, the user will proceed to a confirmation page displaying the assigned application number for the project. The user may notate the application number and nickname from the main dashboard for future access.

Below is an example of the OPSC Online application page.

Dashboard / Application / Draft 1

**NC Full Grant School Site**  **Submitted**

50 / 67439 - 00 - 006  
Application For Funding • Form SAB 50-04 ⓘ  
New Construction • Full Grant

---

SAB 50-04 Form

- ✓ Site Info
- ✓ Project Type
- ✓ Additional Grant Request
- ✓ Excessive Cost Hardship
- ✓ Alternative Developer Fe ...
- ✓ Joint Use / Career Techni ...
- ✓ Project Progress
- ✓ Licensed Architect
- ✓ Licensed Design Consult ...
- ✓ Certification
- ✓ Review
- **Submit**

### Submit

✓ This paperless application was successfully submitted to OPSC.

Your Application #: **50/67439-00-006**  
Submittal Date: 11/12/2024

#### What's Next

Please review this application's uploaded documents on the [Application Dashboard](#) to ensure all required application documents are uploaded and properly named. Required documents not uploaded within 7 working days after the submittal date 2024-11-12 11:53 AM will lead to the application being rejected.

The completed State Allocation Board form can be [downloaded here](#) at anytime but is no longer necessary to sign and mail in. A complete paperless submission is all OPSC will need to begin processing your funding application.

← Previous

#### Application Options

- Upload Remaining Files**
- ⓘ Ensure your application is complete by uploading any remaining documents now.
- [Review Required Documents](#)
- [Download Completed Form](#)
- [Go To Application Dashboard](#)

Additionally, the user can upload additional documents after the submittal by clicking "Upload Remaining Files."

Below is a zoomed-in example.

## Submit

✔ This paperless application was successfully submitted to OPSC.

Your Application #: 50/67439-00-006

Submittal Date: 11/12/2024

### What's Next

Please review this application's uploaded documents on the [Application Dashboard](#) to ensure all required application documents are uploaded and properly named. Required documents not uploaded within 7 working days after the submittal date 2024-11-12 11:53 AM will lead to the application being rejected.

The completed State Allocation Board form can be [downloaded here](#) at anytime but is no longer necessary to sign and mail in. A complete paperless submission is all OPSC will need to begin processing your funding application.

### Application Options

📁 Upload Remaining Files

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

📄 Review Required Documents

📄 Download Completed Form

🏠 Go To Application Dashboard

Or the user can review and upload additional documents by opening the application from the dashboard.

## Submit

✔ This paperless application was successfully submitted to OPSC.

Your Application #: 50/67439-00-006

Submittal Date: 11/12/2024

### What's Next

Please review this application's uploaded documents on the [Application Dashboard](#) to ensure all required application documents are uploaded and properly named. Required documents not uploaded within 7 working days after the submittal date 2024-11-12 11:53 AM will lead to the application being rejected.

The completed State Allocation Board form can be [downloaded here](#) at anytime but is no longer necessary to sign and mail in. A complete paperless submission is all OPSC will need to begin processing your funding application.

### Application Options

📁 Upload Remaining Files

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

📄 Review Required Documents

📄 Download Completed Form

🏠 Go To Application Dashboard

Once the application is displayed, the user will click "Upload File."

**NC Full Grant School Site** Submitted

50 / 67439 - 00 - 006  
Application For Funding • Form SAB 50-04  
New Construction • Full Grant

PTN: 67439 - 1234 [Edit](#)  
Received Date: 11/12/2024  
District: 67439 Sacramento City Unified • School/Site: Sutter Middle  
County Name: Sacramento County

### Submitted Versions

Name	Status	Version Received Date	Submitted By	Updated	
Version 1	Submitted	11/12/2024	Harry Potter	11/12/2024	Options

### Drafts

No Drafts [New Blank Draft](#)

### Uploaded Files

[Upload File](#)

After the documents have been uploaded, the text **Successfully Uploaded** will display underneath the document file name. After all documents have been uploaded, the user will close the *Upload Files* section by clicking "Done."

### Upload Files

[Browse files](#)

File Name	Document Type	Description	Uploaded Date
Notice to Proceed.pdf <b>Successfully Uploaded</b>	Contracts	Notice to Proceed (NT)	11/12/2024

1 total

Please stay here until file upload(s) complete

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

## Adjusted Full Grant Funding Application

If the district had previously received an advance design grant and would like to request the remaining funds, they must submit an updated Form SAB 50-04. The user should **not** create a new version of the existing Form SAB 50-04.

Instead, the user should create a linked 50-04 from the application page. After making the linked 50-04, the Form SAB 50-04 should be uploaded as an additional document under the *Uploaded Files* section.

To create a linked 50-04, the user selects "Create Linked 50-04" on the left-hand navigation on the design application's dashboard, as shown below.

*Please note that users with delegate access can prepare the Funding Application. However, only the District Representative can submit an application.*

The screenshot shows a dashboard for an application. On the left, there is a navigation menu with a button labeled "Create Linked 50-04" highlighted in red. The main content area shows the application details for "NC Site & Design Only School Site" with a status of "Submitted". Below this, there is a table titled "Submitted Versions" with one entry: "Version 1" with a status of "Submitted", received on 11/12/2024, submitted by "Harry Potter", and updated on 11/12/2024. There is also a "Drafts" section showing "No Drafts" and a "New Blank Draft" button.

Name	Status	Version Received Date	Submitted By	Updated	Options
Version 1	Submitted	11/12/2024	Harry Potter	11/12/2024	Options

Once selected, the application system will ask the user for more information.

*Please note that the first question, "Select a linked application type," will auto-populate with "Funding Phase 50-04," as shown below.*

- Does the district want to apply for Financial Hardship assistance?
- Select *New Construction* as the Funding Program Type from the list of options.
- Enter an application nickname. The nickname may include the funding phase of the application, site name, and program type (e.g., Design Only, Site Only, Design & Site, Full Grant, Amended Full Grant).

Once all fields are completed, click "Create Linked App" to begin the application process.

Below is an example of the OPSC application page.

The screenshot shows the 'Create Linked Application' form. On the left sidebar, the 'NC Site & Design Only' tile is highlighted with a 'Submitted' status, and the 'NC Full Grant School Site' tile is highlighted with a 'Draft' status. The main form area contains the following fields:

- 'Select a linked application type' dropdown menu.
- 'Funding Phase 50-04' dropdown menu.
- 'Does the district want to apply for Financial Hardship assistance?' with 'Yes' and 'No' radio buttons.
- 'Select the type of funding application:' dropdown menu with 'New Construction' selected.
- 'Please enter application nickname' text input field with 'NC Full Grant School Site' entered.
- 'Clear' and 'Create Linked App' buttons.

The text **Successfully Created** will be displayed, and a linked application component will appear on the left-hand side of the application's dashboard, located below the *NC Design Only* tile.

The screenshot shows the application dashboard for 'NC Site & Design Only School Site'. The application is in a 'Submitted' state. The left sidebar shows the 'NC Site & Design Only' tile as 'Submitted' and the 'NC Full Grant School Site' tile as 'Draft'. The main content area includes:

- 'Submitted Versions' table with one entry: Version 1, Status Submitted, Version Received Date 11/12/2024, Submitted By Harry Potter, Updated 11/12/2024.
- 'Drafts' section with 'No Drafts' and a 'New Blank Draft' button.

Then click the "Draft" to begin the application process.

The screenshot shows the application dashboard for 'NC Full Grant School Site'. The application is in a 'Draft' state. The left sidebar shows the 'NC Site & Design Only' tile as 'Submitted' and the 'NC Full Grant School Site' tile as 'Draft'. The main content area includes:

- 'Submitted Versions' section with 'No Submitted Versions'.
- 'Drafts' table with one entry: Draft 1, Status Draft, Created By Harry Potter, Last Edited By Harry Potter, Updated 11/12/2024.
- 'Uploaded Files' section with an 'Upload File' button.

## Site Information

The Form SAB 50-04 comprises of twelve sections (as listed on the navigation pane on the left-hand side of the screen).

Below is a zoomed-in example.



The first section of the application is for *Site Info*. If the district has Financial Hardship status, select "Yes" and then specify the type of Financial Hardship request from the list of options.

## Site Info

Does the District have current Financial Hardship Approval?  Yes  No

Type of Financial Hardship Request: Submittal with a school board ▼

If the district does not have Financial Hardship status, select "No" and enter the required information.

Next, the user will specify where the project will be located from the list of available options:

- **Leased Site:** The project is on a school site not owned by the District and meets the requirements outlined in School Facility Program (SFP) Regulation Section 1859.22.
  - When selecting this option, the school or site field on the Site Info page must be completed.
- **New Site:** The project will be on a new school with no pre-existing buildings. School sites with buildings and classrooms that have been completely demolished are not considered new sites.
  - When selecting this option, all fields on the Site Info page must be completed using information from the CDE Site and Plan Approval letters.
- **Existing Site with Additional Acreage Acquired:** The project will include acquiring additional land to the existing school site.
  - When selecting this option, all fields on the Site Info page must be completed using information from the most recent CDE Site and Plan Approval letter(s).
- **Existing Site with No Additional Acreage Acquired:** The project will not include acquiring additional land to the existing school site.
  - When this option is selected, the school or site field on the Site Info page must be completed using the most recent CDE Plan Approval letter(s) information.

## Site Info

Does the District have current Financial Hardship Approval?  Yes  No

Project to be located on ⓘ: New Site ▼

All projects must select a school site from the list of options. If a specific site is not listed, please email [OPSCApplicationReviewTeam@dgs.ca.gov](mailto:OPSCApplicationReviewTeam@dgs.ca.gov) to request to add the site to the application system.

Below is a zoomed-in example.

## The Project is at an existing school site:

Select the appropriate school or site for this application 

Site Detail	
School/Site Name:	New Tech High
CDS (county-district-school) Code:	9821000
Grade-Level:	
Street Address:	
City:	
State:	
Zip Code:	

Enter the available existing school site information in the fields as shown in the example below.

*Please note the application system requires the user to enter the approval date and application number of the DSA and the CDE.*

Once the *Site Info* section is completed, click "Continue" to proceed to the next navigation section of the funding application.

Below is a zoomed-in example.

California Department of Education (CDE) Site Approval Date ?	<input type="text" value="01/26/2021"/>
	<input type="text" value="MM/DD/YYYY"/>
	You can add up to 5 Date(s)
California Department of Education (CDE) Plan Approval Date ?	<input type="text" value="04/02/2021"/>
	<input type="text" value="MM/DD/YYYY"/>
	You can add up to 5 Date(s)
California Department of Education (CDE) Gross Approved Acres ?	<input type="text" value="12.93"/>
Gross Number of Purchased Acres ?	<input type="text" value="12.93"/>
Master Plan Acreage site Size (Useable) ?	<input type="text" value="14.40"/>
Recommended Site size ?	<input type="text" value="10.70"/>
Existing Acres (Useable) ?	<input type="text" value="0.00"/>
Proposed Acres (Useable) ?	<input type="text" value="12.64"/>

→

## Project Type

In this section, select the type of project from the drop-down menu that best represents this application request.

Next, enter the total number of pupil grants assigned to the project for each grade group. The pupils reported should be less than or equal to the net classroom capacity.

Below is an example of the OPSC Online application page.

Dashboard / Application / Draft 1

### NC Full Grant School Site Draft

Application For Funding • Form SAB 50-04  
New Construction • Full Grant

#### SAB 50-04 Form

- Site Info
- Project Type**
- Additional Grant Request
- Excessive Cost Hardship
- Alternative Developer Fe ...
- Joint Use / Career Techni ...
- Project Progress**
- Licensed Architect
- Licensed Design Consult

#### Project Type

Select project type ?

#### Pupil Grants Requested ?

K-6	<input type="text"/>
7-8	<input type="text"/>
9-12	<input type="text" value="810"/>
Non-Severe	<input type="text" value="13"/>
Severe	<input type="text" value="9"/>

Then, the user must answer the questions listed.

When the user clicks "Yes" to any of the questions, the user will be prompted to enter additional information, as shown below.

Did the District use an Alternative Enrollment Projection to determine eligibility for the application ?

Please enter Alternative Enrollment Projection information

K-6	<input type="text"/>
7-8	<input type="text"/>
9-12	<input type="text" value="810"/>
Non-Severe	<input type="text" value="13"/>
Severe	<input type="text" value="9"/>

Below is a zoomed-in example.

Is this an Alternative Education School? 

 Yes  No

Is this an application to use the pupil grants requested above to build classrooms at alternative grade level or minimum essential facilities instead or in addition to classrooms?

 Yes  No

Once the *Project Type* section is completed, the user may click "Continue" to proceed with the next section of the funding application.

This application is in accordance with [Section 1859.77.3\(a\)](#), which allows Districts to build minimum Essential Facilities rather than classrooms

 Yes  No

Facilities to be constructed

- Gym
- Multi Purpose Room
- Library
- Administration
- Hybrid Gym/Multi Purpose Room
- Counseling Office
- Conference Room

This application is in accordance with [Section 1859.77.3\(b\)](#), which allows Districts to use their requested grants to build classrooms for grade levels other than the level of pupil grants requested 

 Yes  No

## Additional Grant Request

In the *Additional Grant Request* section, the user will answer yes or no to request additional grants or enter the requested amount.

Below is an example of the OPSC Online application page.

The screenshot shows the 'Additional Grant Request' section of the application. On the left is a sidebar with a navigation menu for the 'SAB 50-04 Form', including 'Site Info', 'Project Type', 'Additional Grant Request' (selected), 'Excessive Cost Hardship', 'Alternative Developer Fe...', and 'Joint Use / Career Techni...'. The main content area is titled 'Additional Grant Request' and contains the following fields:

- A question: 'Does project include construction of Therapy area to serve severe SDC pupils?' with a 'Yes' button selected and a 'No' button.
- A text block: 'The district may request funding for therapy area, not to exceed 3,000 square feet, plus 750 square feet per additional Special Day Class classroom needed for Severely Disabled Individuals with Exceptional Needs. The total combined funding for Therapy Grant – Other and Therapy Grant – Toilet may not exceed the maximum square footage allowed in SFP Regulation Section 1859.72.'
- A text input field for 'Other (sq. ft.)' with the value '0.00'.
- A text input field for 'Toilets (sq. ft.)' with the value '757.00'.

Then, the user will enter the number of new classrooms in the DSA-approved plans for the project. For any grant fields that are not, leave them blank.

This section contains three form fields:

- A text input field for 'Total number of classroom(s) on the Division of State Architect (DSA) Approved plans' with the value '32'.
- A question: 'Is the current district enrollment 2,500 pupils or less?' with a 'Yes' button selected and a 'No' button.
- A question: 'Will you be requesting Project Assistance?' with a 'Yes' button selected and a 'No' button.

Next, the user will specify where the site acquisition project information as follows:

- Actual Cost – This cost is the price the District/COE paid for the site.
- Appraised Value – This cost is based on a valid appraisal with a valuation date within six months of the OPSC received date for the application. See Regulation Section 1859.74.1 for what constitutes a valid appraisal.
- Relocation cost. This cost pertains to displaced businesses and residents when the site is acquired through eminent domain or for the relocation of a district facility that will be displaced by a district-owned site application. The cost must conform to Title 25, California Code of Regulations, Section 6000, et seq.
- 2 percent. Provides funding for appraisal, escrow, survey, site testing, CDE review/approvals, and the preparation of the POESA and the PEA.
- Department of Toxic Substances Control (DTSC) Fee: Fees paid for the DTSC for review, approval, and oversight of the Phase One Environmental Site Assessment (POESA) and Preliminary Endangerment Assessment (PEA).

- **Hazardous Waste:** This grant is provided to a district when hazardous materials/waste removal and/or remediation work is required by DTSC and was completed for the project. Eligible amounts provided for hazardous waste costs cannot exceed 150% of the state-funded site acquisition amount.
- **Response Action (RA):** Indicates an RA was required by DTSC.

## Site Acquisition

Is the district requesting the 2% grant?

 Yes  No

50 percent Actual Cost 

\$ 884,702

50 percent Appraised Value 

\$ 1,415,000

50 percent Relocation Cost 

\$ 0

2 percent (min. \$25,000) 

\$ 35,388.08

Total

\$ 920,090.08

50 percent Department of Toxic Substances Control (DTSC) Fee 

\$ 6,135.75

50 percent hazardous waste 

\$ 0

Response Action (RA)

 Yes  No

Once the *Additional Grant Request* section is completed, the user may select "Continue" to proceed to the next section of the funding application.

Below is a zoomed-in example.

## Site Development

50 percent Service-Site 

\$ 785,891

50 percent Off-Site 

\$ 40,692

50 percent Utilities 

\$ 17,055

General Site 

Yes No

Is the District replacing existing classrooms with Multi-Level classrooms pursuant to [Section 1859.73.2?](#) 

Yes No

Toilet (sq. ft.)

0.00

Other (sq. ft.)

757.00

## Fire Safety

Automatic Fire Detection/Alarm System 

Yes No

Automatic Fire Sprinkler System 

Yes No

 Previous

Continue 

## Excessive Cost Hardship

In the *Excessive Cost Hardship* section, state funding is available to supplement new construction grants for excess costs associated with the project.

Once the *Excessive Cost Hardship* section is completed, the user may select "Continue" to proceed to the next section of the funding application.

Below is an example of the OPSC Online application page.

Dashboard / Application / Draft 1

## NC Full Grant School Site Draft

Application For Funding • Form SAB 50-04  
New Construction • Full Grant

SAB 50-04 Form

- Site Info
- Project Type
- Additional Grant Request
- Excessive Cost Hardship**

### Excessive Cost Hardship

Is the District requesting Geographic Percent Factor increase?  
See Geographical Percent Factor list by county?

Yes No

Geographic Percent Factor

5

New School Project Section 1859.83(c)(1)

Yes No

Below is a zoomed-in example.

New School Project Section 1859.83(c)(2)

Yes No

Enter amount

\$ 0

Are you requesting Urban/Security/Impacted Site grant?

Yes No

- SFP Regulation Section 1859.83(d)(2)(A) - Useable Acres 60% or less of California Department of Education (CDE) Recommended Site Size
- SFP Regulation Section 1859.83(d)(2)(B) - At least 60% of the classrooms in the construction plans are multistory facilities
- SFP Regulation Section 1859.83(d)(2)(C) - Value of the site being acquired is at least \$750,000 per Useable Acre

*For additions to existing sites, with or without additional acreage acquired, enter \$750,000.*

Per Useable Acre Section 1859.83(d)(2)(c)

Previous Continue

### Alternative Developer Fee/Adjust Eligibility

In the Alternative Developer section, the user may indicate that State funds are unavailable for new construction; therefore, the district can collect Level 3 developer fees pursuant to Government Code Section 65995.7. If applicable, please enter the amount being collected. If not applicable, this field may be left blank.

Below is an example of the OPSC Online application page.

Dashboard / Application / Draft 1

## NC Full Grant School Site Draft

Application For Funding • Form SAB 50-04  
New Construction • Full Grant

SAB 50-04 Form

- Site Info
- Project Type
- Additional Grant Request
- Excessive Cost Hardship
- Alternative Developer F ...**
- Joint Use / Career Techni ...

### Alternative Developer Fee / Adjust Eligibility

Alternative developer fee collection and reportable pursuant to Regulation Section 1859.77

New Construction Eligibility Adjustment - Added Capacity

Has the District added any classrooms that were not SFP Funded?

Pending Reorganization Election

Is there a pending reorganization election that will result in a loss of eligibility for this project?

Next, the user will click "Yes" or "No" if any classrooms were added or replaced by the district in locally funded projects outside of SFP funding. If the user selects "Yes," indicate the number of classrooms by grade level under the *Additional* or *Replacement* columns.

### New Construction Eligibility Adjustment - Added Capacity

Has the District added any classrooms that were not SFP Funded?

### Adjustment to New Construction Baseline Eligibility

Classroom(s) provided

Additional

Replacement

K-6

K-6

7-8

7-8

9-12

9-12

Non-Severe

Non-Severe

Severe

Severe

Lastly, the user will click "Yes" if there is a pending reorganization that will result in a loss of eligibility for this project.

Once the *Alternative Developer Fee/Adjust Eligibility* section is completed, the user may select "Continue" to proceed to the next section of the funding application.

## Pending Reorganization Election

Is there a pending reorganization election that will result in a loss of eligibility for this project?

Yes	No
-----	----

← Previous Continue →

## Joint Use/Career Technical Education (CTE)

In the Joint Use/CTE section, the user will indicate if:

- The facilities will be for joint use with other governmental agencies.
- The project is located on a leased site.
- The project has classrooms requesting funding for Career Technical Education Facilities Program (CTEFP) grants. If applicable, click "Yes," then enter the number of CTEFP-specific classrooms in the project.

Dashboard / Application / Draft 1

### NC Full Grant School Site Draft

Application For Funding • Form SAB 50-04   
New Construction • Full Grant

#### SAB 50-04 Form

- Site Info
- Project Type
- Additional Grant Request
- Excessive Cost Hardship
- Alternative Developer Fe ...
- Joint Use / Career Techn ...

### Joint Use / Career Technical Education (CTE)

#### Joint-Use Facility/Leased Property

Joint-Use Facility  Yes  No

Leased Property  Yes  No

#### Career Technical Education Funds Request

Will Career Technical Education (CTE) Funds be requested for classroom(s) included in the plans and specifications for this project  Yes  No

Once the *Joint Use/CTE* section is completed, the user may select "Continue" to proceed to the next section of the funding application.

Below is a zoomed-in example.

## Joint Use / Career Technical Education (CTE)

### Joint-Use Facility/Leased Property ⓘ

Joint-Use Facility

Yes No

Leased Property

Yes No

### Career Technical Education Funds Request ⓘ

Will Career Technical Education (CTE) Funds be requested for classroom(s) included in the plans and specifications for this project

Yes No

Number of Career Technical Education (CTE) classroom(s)

1.00

← Previous

Continue →

## Project Progress

In this section, the user will indicate if construction contracts have been awarded for the project.

Dashboard / Application / Draft 1

### NC Full Grant School Site ✎ Draft

Application For Funding • Form SAB 50-04 ⓘ  
New Construction • Full Grant

#### SAB 50-04 Form

- ✓ Site Info
- ✓ Project Type
- ✓ Additional Grant Request
- ✓ Excessive Cost Hardship
- ✓ Alternative Developer Fe ...
- ✓ Joint Use / Career Techni ...
- Project Progress

#### Project Progress

Has the District awarded construction contracts for this project ⓘ

Yes No

← Previous

Continue →

Click "Yes" if the district has awarded construction contracts.

Then, the user will click "Add/Edit Contacts" to enter all known fields, such as the contract names, contract types, contract amounts, contract date, Notice to Proceed dates, construction

delivery method, and related DSA Application number(s). The user may leave this field blank if the district has not yet issued a Notice to Proceed. The user can add as many contracts as applicable for the project by selecting "Add Contract."

Add/Edit Contract

×

## Add New Contract

Contractor Name	<input type="text" value="X, Y &amp; Z Construction, Inc."/>
Contract Award Date	<input type="text" value="04/28/2020"/>
Contract Type	<input type="text" value="General Construction"/>
Contract Amount	<input type="text" value="\$ 132,997"/>
Notice to Proceed Issued Date	<input type="text" value="05/28/2020"/>
Construction Delivery Method	<input type="text" value="Lease Lease Back"/>
Related DSA Application Numbers	<input type="text" value="01-123456"/> <input type="text" value="+ DSA App #"/>

**01-123456** ×

**i** Press the Enter ↵ key to save  
You can add up to 5 Values(s)

**Add Contract**

After the last contract has been entered, the user may close the *Add/Edit Contract* section by clicking the "x" in the upper right corner. Then, the user will return to the "Project Progress" section, and the user can review the contract(s) entries that are accurately reported for the application.

Below is an example of the OPSC application page.

Add/Edit Contract



## Add New Contract

Contractor Name	<input type="text" value="A to Z Construction"/>
Contract Award Date	<input type="text" value="07/14/2020"/>
Contract Type	<input type="text" value="Other Construction"/>
Contract Amount	<input type="text"/>
Notice to Proceed Issued Date	<input type="text" value="07/28/2020"/>
Construction Delivery Method	<input type="text" value="Design-Bid-Build"/>
Related DSA Application Numbers	<input type="text" value="01-123456"/> <input type="text" value="+ DSA App #"/>

**i** Press the Enter ↵ key to save  
You can add up to 5 Values(s)

## Added Contracts

Show  entries

Award	Prevailing Wage	Notice to Proceed	Const. Del. Method	
04/28/2020		05/28/2020	Lease Lease Back	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
07/14/2020		07/28/2020	Design-Bid-Build	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

2 total

Below is a zoomed-in example.

## Project Progress

Has the District awarded construction contracts for this project ?

Enter the date(s) of the construction contract(s) awarded for this project

Show  entries

Contractor Name	Contract Type	Amount	Award	Prevailing Wage	Notice to Proceed	Const. Del. Method
X, Y & Z Construction, Inc.	General Construction	\$132,997.00	04/28/2020		05/28/2020	Lease Lease Back
A to Z Construction	Other Construction		07/14/2020		07/28/2020	Design-Bid-Build

2 total

Note: Prevailing Wage only applies to contracts with an Award Date between 1/1/2012 and 6/19/2014

Once the *Project Progress* section is completed, the user may select "Continue" to proceed to the next section of the funding application.

SAB 50-04 Form

- Site Info
- Project Type
- Additional Grant Request**
- Excessive Cost Hardship
- Alternative Developer Fe ...
- Joint Use / Career Techni ...
- Project Progress**
- Licensed Architect
- Licensed Design Consult ...
- Certification
- Review
- Submit

Project Progress

Has the District awarded construction contracts for this project ?

Enter the date(s) of the construction contract(s) awarded for this project

Show  entries

Contractor Name	Contract Type	Amount	Award	Prevailing Wage	Notice to Proceed	Const. Del. Method
X, Y & Z Construction, Inc.	General Construction	\$132,997.00	04/28/2020		05/28/2020	Lease Lease Back
A to Z Construction	Other Construction		07/14/2020		07/28/2020	Design-Bid-Build

2 total

Note: Prevailing Wage only applies to contracts with an Award Date between 1/1/2012 and 6/19/2014

## Licensed Architect

Once the user has entered the necessary information for their funding application, they will request the District's Licensed Architect to review the draft funding application and complete the required certification in this section.

*Please note that until this section is certified by the Licensed Architect, the left-hand navigation will display an orange exclamation point, as shown in the screenshot below.*

Below is a zoomed-in example.



The Licensed Architect must log in to enter the DSA approval date and application number to certify that the P&S meets the requirements of Title 24.

Below is an example of the OPSC Online application page.

Dashboard / Application / Draft 1

## NC Full Grant School Site Draft

Application For Funding • Form SAB 50-04  
New Construction • Full Grant

### SAB 50-04 Form

- Site Info
- Project Type
- Additional Grant Request
- Excessive Cost Hardship
- Alternative Developer Fe ...
- Joint Use / Career Techni ...
- Project Progress
- Licensed Architect**

### Licensed Architect

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

- The Plans and Specification for this project were submitted to the OPSC by electronic medium (i.e., CD-ROM, zip disk or diskette) or as an alternative, if the request is for a modernization Grant, the Plans and Specifications (P&S) were submitted 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):  
  
  
You can add up to 5 Date(s)
- Related Division of State Architect (DSA) Application(s)  
  
  
Press the Enter key to save  
You can add up to 5 Values(s)

*Please note other users may enter the architect's full name and date. However, only the architect may click the blue "Certify" button to sign the required certification electronically, as shown in the screenshots below.*

- Any portion of the Plans and Specifications (P&S) not requiring review and approval by the Division of State Architect (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

John Smith

Architect Signature Date

11/18/2024

Certify

Once the *Licensed Architect* Section is completed, proceed to the next section by clicking "Continue."

Below is a zoomed-in example.

- Any portion of the Plans and Specifications (P&S) not requiring review and approval by the Division of State Architect (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 ?

John Smith

Architect Signature Date ?

11/18/2024

Certified ✓

John Smith · Nov 18, 2024

← Previous

Continue →

Suppose the Licensed Architect is no longer available for certification. In that case, the District Representative may certify the application on their behalf, provided a certification letter is included with the application submission.

- Any portion of the Plans and Specifications (P&S) not requiring review and approval by the Division of State Architect (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 ?

Jane Smith

Architect Signature Date ?

11/18/2024

Certify

Below is a zoomed-in example.

- Any portion of the Plans and Specifications (P&S) not requiring review and approval by the Division of State Architect (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 ?

Jane Smith

Architect Signature Date ?

11/18/2024

Certified ✓

Jane Smith · Nov 18, 2024



Previous

Continue



## Licensed Design Consultant

Like the *Licensed Architect* section, the District's Licensed Design Consultant will review the draft funding application and complete the required certification.

*Please note that until this section is certified by the Licensed Design Consultant, the left-hand navigation will display an orange exclamation point, as shown in the screenshot below.*

Below is a zoomed-in example.

## SAB 50-04 Form

- ✓ Site Info
- ✓ Project Type
- ✓ Additional Grant Request
- ✓ Excessive Cost Hardship
- ✓ Alternative Developer Fe ...
- ✓ Joint Use / Career Techni ...
- ✓ Project Progress
- ✓ Licensed Architect
- ! Licensed Design Consult ...

The Licensed Design Consultant must log in to certify that the plans and specifications (P&S) meet the requirements of Title 24.

Below is a zoomed-in example.

## Licensed Design Consultant

---

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

- If the request is for a New Construction Grant, not including the Overcrowding Relief Grant (ORG) , I have developed a cost estimate of the proposed project which indicates that the estimated construction cost of the work in the Plans and Specifications (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 district's matching share, less site acquisition costs and the High Performance Base Incentive Grant. This cost estimate does not include site acquisition, planning, tests, inspection, or furniture and equipment and is available at the district for review by the OPSC.
- If the request is for a Modernization or Charter School Facilities Program Rehabilitation Grant, I have developed a cost estimate of the proposed project which indicates that the estimated construction cost of the work in the Plans and Specifications (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 district's matching share, less the High Performance Base Incentive Grant. This cost estimate does not include planning, tests, inspection or furniture and equipment and is available at the district for review by the OPSC.

*Please note other users may enter the architect's full name and date. However, only the licensed design consultant may click the blue "Certify" button to sign the required certification electronically, as shown in the screenshot below.*

- If the request is for a Modernization or Charter School Facilities Program Rehabilitation Grant, I have developed a cost estimate of the proposed project which indicates that the estimated construction cost of the work in the Plans and Specifications (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 district's matching share, less the High Performance Base Incentive Grant. This cost estimate does not include planning, tests, inspection or furniture and equipment and is available at the district for review by the OPSC.



I certify the information listed above is correct 



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

Design Consultant Name 

John Smith

Design Consultant Signature Date 

11/18/2024

Certify

Once the *Licensed Design Consultant* section is completed, proceed to the next section by clicking "Continue."

Below is a zoomed-in example.

- If the request is for a Modernization or Charter School Facilities Program Rehabilitation Grant, I have developed a cost estimate of the proposed project which indicates that the estimated construction cost of the work in the Plans and Specifications (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 district's matching share, less the High Performance Base Incentive Grant. This cost estimate does not include planning, tests, inspection or furniture and equipment and is available at the district for review by the OPSC.

I certify the information listed above is correct 

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

Design Consultant Name 

John Smith

Design Consultant Signature Date 

11/18/2024

Certified 

John Smith · Nov 18, 2024

 Previous

Continue 

Suppose the Licensed Architect is no longer available for certification. In that case, the District Representative may certify the application on their behalf, provided a certification letter is included with the application submission.

- If the request is for a Modernization or Charter School Facilities Program Rehabilitation Grant, I have developed a cost estimate of the proposed project which indicates that the estimated construction cost of the work in the Plans and Specifications (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 district's matching share, less the High Performance Base Incentive Grant. This cost estimate does not include planning, tests, inspection or furniture and equipment and is available at the district for review by the OPSC.

I certify the information listed above is correct 

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

Design Consultant Name 

Jane Smith

Design Consultant Signature Date 

11/18/2024

Certify

Below is a zoomed in example.

- If the request is for a Modernization or Charter School Facilities Program Rehabilitation Grant, I have developed a cost estimate of the proposed project which indicates that the estimated construction cost of the work in the Plans and Specifications (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 district's matching share, less the High Performance Base Incentive Grant. This cost estimate does not include planning, tests, inspection or furniture and equipment and is available at the district for review by the OPSC.

I certify the information listed above is correct 

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

Design Consultant Name 

Jane Smith

Design Consultant Signature Date 

11/18/2024

Certified 

Jane Smith · Nov 18, 2024

 Previous

Continue 

## Certification

Only the authorized District Representative/Superintendent may complete the *Certification* section. The user must ensure they have only entered the information that applies to the specific project.

Below are zoomed-in examples.

## Certification

I certify, as the District Representative, that the information reported on this form, with the exception of items 22 and 23, is true and correct and that:

- I am an authorized representative of the district as authorized by the governing board of the district; and,
- A resolution or other appropriate documentation supporting this application under Chapter 12.5, Part 10, Division 1, commencing with Section 17070.10, et. seq., of the Education Code was adopted by the school district's governing board or the designee of the Superintendent of Public Instruction on,
- The district has established a "Restricted Maintenance Account" for exclusive purpose of providing ongoing and major maintenance of school buildings and has developed an ongoing and major maintenance plan that complies with and is implemented under the provisions of Education Code Section 17070.75 and 17070.77 (refer to Sections 1859.100 through 1859.102); and,
- The district has considered the feasibility of the joint use of land and facilities with other governmental agencies in order to minimize school facility costs; and

## Certification

I certify, as the District Representative, that the information reported on this form, with the exception of items 22 and 23, is true and correct and that:

- and,
- A resolution or other appropriate documentation supporting this application under Chapter 12.5, Part 10, Division 1, commencing with Section 17070.10, et. seq., of the Education Code was adopted by the school district's governing board or the designee of the Superintendent of Public Instruction on,
- The district has established a "Restricted Maintenance Account" for exclusive purpose of providing ongoing and major maintenance of school buildings and has developed an ongoing and major maintenance plan that complies with and is implemented under the provisions of Education Code Section 17070.75 and 17070.77 (refer to Sections 1859.100 through 1859.102); and,
- The district has considered the feasibility of the joint use of land and facilities with other governmental agencies in order to minimize school facility costs; and,
- If this funding request is for the modernization of portable classrooms eligible for an additional

***Please note the user must review the entire certification section using the scroll bar and enter all applicable entry fields before completing the required certification.***

Below is a zoomed-in example.

## Certification

I certify, as the District Representative, that the information reported on this form, with the exception of items 22 and 23, is true and correct and that:

light and indoor air quality, the use of recycled materials and materials that emit a minimum of toxic substances, the use of acoustics conducive to teaching and learning, and the other characteristics of high performance schools; and,

- If the district is requesting an additional grant for high performance incentive funding, the school district governing board must have a resolution on file that demonstrates support for the high performance incentive grant request and the intent to incorporate high performance features in future facilities projects; and,
- If this application is submitted when there is Insufficient Bond Authority, the district has adopted a school board resolution pursuant to Section 1859.95.1; and,
- The district will comply with all laws pertaining to the construction or modernization of its school building.

Once the user has completed reviewing and entering all of the required fields, the user may click "Yes" to agree to the terms of the certification and enter district representative information such as phone number, full name, and signature date. The user will select "Continue" to proceed to the *Review* section.

I verify, I have read and agree to the above terms and certification information	<input checked="" type="radio"/> Yes <input type="radio"/> No
Date	<input type="text" value="11/18/2024"/>
District Representative / Superintendent Phone Number	<input type="text" value="(555) 123-4567"/>
Phone Extension (optional)	<input type="text"/>
District Representative / Superintendent Name	<input type="text" value="Jane Smith"/>

← Previous Continue →

## Review

After completing the certification section, the user will review all previous sections and make any final edits.

Any incomplete sections will be flagged with an orange exclamation point, and the missing required fields will display with red text as **(required)**. Please see the examples below.

Below is a zoomed-in example.

Review

---

 Site Info

---

Does the District have current Financial Hardship Approval?	No
Type of Financial Hardship Request	(N/A)
Project to be located on 	(required)

The Project is at an existing school site:

Select the appropriate school or site for this application 	Sutter Middle
California Department of Education (CDE) Site Approval Date 	(not answered)
California Department of Education (CDE) Plan Approval Date 	(not answered)
California Department of Education (CDE) Gross Approved Acres 	(not answered)
Gross Number of Purchased Acres 	(not answered)
Existing Total Acres:	(N/A)
Master Plan Acreage site Size (Useable) 	(not answered)
Recommended Site size 	(not answered)
Existing Acres (Useable) 	(not answered)
Proposed Acres (Useable) 	(not answered)

[Edit Page →](#)

Once all required entries are completed, the left navigation will display only green checkmarks, and the user will click "Continue" to proceed to the *Submit* section.

Below is a zoomed-out example.

Dashboard / Application / Draft 1

## NC Full Grant School Site Draft

Application For Funding • Form SAB 50-04  
New Construction • Full Grant

### SAB 50-04 Form

- Site Info
- Project Type
- Additional Grant Request
- Excessive Cost Hardship
- Alternative Developer Fe ...
- Joint Use / Career Techni ...
- Project Progress
- Licensed Architect
- Licensed Design Consult ...
- Certification
- Review**
- Submit

### Review

#### Site Info

Does the District have current Financial Hardship Approval?	Yes
Type of Financial Hardship Request	Submittal with a school board resolution, pursuant to Section 1859.95.1 (Insufficient Bond Authority)
Project to be located on ?	New Site
The Project is at an existing school site: Select the appropriate school or site for this application ?	New Tech High
California Department of Education (CDE) Site Approval Date ?	01/26/2021

Below is a zoomed-in example.

I verify, I have read and agree to the above terms and certification information	Yes
District Representative / Superintendent Name	Jane Smith
District Representative / Superintendent Phone Number	(555) 123-4567
Phone Extension (optional)	(not answered)
Date	11/18/2024

[Edit Page →](#)

← Previous Continue →

## Submit and Upload Documents

Next, the user will continue to the *Submit* page. The user will complete the final certification and upload all supporting documents in this section. The user may click the blue "Upload file(s)" button to upload any supporting files for this application.

Below is an example of the OPSC Online application page.

The screenshot shows a web interface for submitting an application. At the top, there is a breadcrumb trail: "Dashboard / Application / Draft 1". Below this, the application title "NC Full Grant School Site" is displayed with a pencil icon and a "Draft" badge. Underneath, it specifies "Application For Funding • Form SAB 50-04" and "New Construction • Full Grant".

On the left side, there is a vertical menu titled "SAB 50-04 Form" with a list of steps, each marked with a green checkmark: "Site Info", "Project Type", "Additional Grant Request", "Excessive Cost Hardship", "Alternative Developer Fe...", "Joint Use / Career Techni...", "Project Progress", "Licensed Architect", "Licensed Design Consult...", "Certification", "Review", and "Submit".

The main content area is titled "Submit". It contains the following text: "This State Allocation Board School Facility Program Application for Funding is being submitted electronically via OPSC Online." Below this is a bulleted list of instructions: "Requests may only be submitted by a School District Superintendent, Authorized School District Representative, Charter School Representative, or Joint Power Authority (JPA) Representative who is signed in to OPSC Online with their corresponding OPSC Online User ID. Submittal from these accounts is considered to be a unique electronic signature for purposes of Application for Funding submittals. A printed, wet-signature request does not need to be mailed 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.", and "Once an applicant has upload a file, the file cannot be removed by the applicant."

Below the instructions are two checkboxes with associated text: "I have uploaded all required documents required on the Application for Funding OPSC Application Submittal Checklist." (with a red box around the "Upload file(s)" button) and "I certify, as the School District Superintendent, Authorized School District Representative, Charter School Representative, or Joint Power Authority Representative, that I have reviewed the request and that the information certified on this request is true and correct; and that I am the School District Superintendent, Authorized School District Representative, Charter School Representative, or Joint Power Authority Representative." Below these is a green button labeled "Submit Paperless Application".

At the bottom, a green banner displays a green checkmark and the text: "This paperless application was successfully submitted to OPSC." Below this banner, it shows "Your Application #: 50/67439-00-007" and "Submittal Date:".

Once the documents have been uploaded, the text **Successfully Uploaded** will display underneath the document file name. After all documents have been uploaded, the user will close the upload file section by clicking "Done."

Below is a zoomed-in example.

Upload Files ×

[Browse files](#)

File Name <small>↕</small>	Document Type <small>↕</small>	Description <small>↕</small>	Uploaded Date <small>↕</small>
CDE Site Approval.pdf <span style="color: #a52a2a;">Successfully Uploaded</span>	California Department <small>▼</small>	Final Site Approval Let <small>▼</small>	11/13/2024
CDE Final Plan Approval.pdf <span style="color: #a52a2a;">Successfully Uploaded</span>	California Department <small>▼</small>	Final Plan Approval Le <small>▼</small>	11/13/2024
CTE Letter.pdf <span style="color: #a52a2a;">Successfully Uploaded</span>	CTE Compliance (EC 1 <small>▼</small>	CTE Compliance Lette <small>▼</small>	11/13/2024
ARBBA Resolution.pdf <span style="color: #a52a2a;">Successfully Uploaded</span>	Local Board Resolutio <small>▼</small>	Beyond Bond Authorit <small>▼</small>	11/13/2024
Construction Contract.pdf <span style="color: #a52a2a;">Successfully Uploaded</span>	Contracts <small>▼</small>	Construction Contract <small>▼</small>	11/13/2024

5 total

---

Please stay here until file upload(s) complete

Done Upload Files

Next, the user will mark both checked boxes as completed and click the "Submit Paperless Application."

*Reminder, only an authorized district representative can submit the application.*

Below is an example of the OPSC Online application page.

Dashboard / Application / Draft 1

## NC Full Grant School Site Draft

Application For Funding • Form SAB 50-04  
New Construction • Full Grant

### SAB 50-04 Form

- Site Info
- Project Type
- Additional Grant Request
- Excessive Cost Hardship
- Alternative Developer Fe ...
- Joint Use / Career Techni ...
- Project Progress
- Licensed Architect
- Licensed Design Consult ...
- Certification
- Review
- Submit**

### Submit

This State Allocation Board School Facility Program Application for Funding is being submitted electronically via OPSC Online.

- Requests may only be submitted by a School District Superintendent, Authorized School District Representative, Charter School Representative, or Joint Power Authority (JPA) Representative who is signed in to OPSC Online with their corresponding OPSC Online User ID. Submittal from these accounts is considered to be a unique electronic signature for purposes of Application for Funding submittals. A printed, wet-signature request does not need to be mailed 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.
- Once an applicant has upload a file, the file cannot be removed by the applicant.

I have uploaded all required documents required on the Application for Funding [OPSC Application Submittal Checklist](#).  
 All uploaded files for this application are always available on the [Application Dashboard](#).

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

**✔ This paperless application was successfully submitted to OPSC.**

Your Application #: 50/67439-00-007

Submittal Date:

After submittal, the user will proceed to a confirmation page displaying that the application was successfully submitted to OPSC. The application number and nickname will be the same as the Design Only application.

Below is an example of the OPSC Online application page.

Dashboard / Application / Draft 1

**NC Full Grant School Site**  **Submitted**

50 / 67439 - 00 - 007  
Application For Funding • Form SAB 50-04 ⓘ  
New Construction • Full Grant

---

**SAB 50-04 Form**

- ✓ Site Info
- ✓ Project Type
- ✓ Additional Grant Request
- ✓ Excessive Cost Hardship
- ✓ Alternative Developer Fe ...
- ✓ Joint Use / Career Techni ...
- ✓ Project Progress
- ✓ Licensed Architect
- ✓ Licensed Design Consult ...
- ✓ Certification
- ✓ Review
- Submit**

**Submit**

✓ This paperless application was successfully submitted to OPSC.

Your Application #: **50/67439-00-007**  
Submittal Date: 11/13/2024

**What's Next**

Please review this application's uploaded documents on the [Application Dashboard](#) to ensure all required application documents are uploaded and properly named. Required documents not uploaded within 7 working days after the submittal date 2024-11-13 08:48 AM will lead to the application being rejected.

The completed State Allocation Board form can be [downloaded here](#) at anytime but is no longer necessary to sign and mail in. A complete paperless submission is all OPSC will need to begin processing your funding application.

**Application Options**

- [Upload Remaining Files](#)
- ⓘ Ensure your application is complete by uploading any remaining documents now.
- [Review Required Documents](#)
- [Download Completed Form](#)
- [Go To Application Dashboard](#)

← Previous

Additionally, the user can upload additional documents after the submittal by clicking "Upload Remaining Files."

Below is a zoomed-in example.

Submit

---

✔ This paperless application was successfully submitted to OPSC.

Your Application #: 50/67439-00-007

Submittal Date: 11/13/2024

### What's Next

Please review this application's uploaded documents on the [Application Dashboard](#) to ensure all required application documents are uploaded and properly named. Required documents not uploaded within 7 working days after the submittal date 2024-11-13 08:48 AM will lead to the application being rejected.

The completed State Allocation Board form can be [downloaded here](#) at anytime but is no longer necessary to sign and mail in. A complete paperless submission is all OPSC will need to begin processing your funding application.

### Application Options

- [Upload Remaining Files](#)
- 📌 Ensure your application is complete by uploading any remaining documents now.
- [Review Required Documents](#)
- [Download Completed Form](#)
- [Go To Application Dashboard](#)

Or the user can review and upload additional documents by opening the application from the dashboard.

Below is a zoomed-in example.

Submit

---

✔ This paperless application was successfully submitted to OPSC.

Your Application #: 50/67439-00-007

Submittal Date: 11/13/2024

### What's Next

Please review this application's uploaded documents on the [Application Dashboard](#) to ensure all required application documents are uploaded and properly named. Required documents not uploaded within 7 working days after the submittal date 2024-11-13 08:48 AM will lead to the application being rejected.

The completed State Allocation Board form can be [downloaded here](#) at anytime but is no longer necessary to sign and mail in. A complete paperless submission is all OPSC will need to begin processing your funding application.

### Application Options

- [Upload Remaining Files](#)
- 📌 Ensure your application is complete by uploading any remaining documents now.
- [Review Required Documents](#)
- [Download Completed Form](#)
- [Go To Application Dashboard](#)

Once the application is displayed, the user will click "Upload Files."

The screenshot shows a dashboard for an application titled "NC Full Grant School Site" with a status of "Submitted". The application ID is "50/67439-00-007". The dashboard includes a sidebar with navigation options like "NC Site & Design Only ..." and "NC Full Grant School Site". The main content area has three sections: "Submitted Versions" with a table showing one version submitted by Harry Potter on 11/13/2024; "Drafts" with a "No Drafts" message and a "New Blank Draft" button; and "Uploaded Files" with an "Upload File" button and a list of files including "Local Board Resolution" (ARBBA Resolution.pdf).

After the documents have been uploaded, the text **Successfully Uploaded** will display underneath the document file name. After all documents have been uploaded, the user will close the upload file section by clicking "Done."

Below is a zoomed-in example.

The zoomed-in view shows the "Upload Files" modal. It features a "Browse files" button in a dashed blue box. Below is a table with the following data:

File Name	Document Type	Description	Uploaded Date
Notice to Proceed.pdf <b>Successfully Uploaded</b>	Contracts	Notice to Proceed (NT)	11/13/2024

Below the table, it says "1 total". At the bottom of the modal, there are two buttons: "Done" and "Upload Files".

## Revising a Form SAB 50-04

After submitting a Form SAB 50-04, a user may request or be requested by OPSC staff to submit a revised Form SAB 50-04. The user creates a new draft from the existing funding application page.

## Create a New Draft

From the main dashboard, the user can view all existing applications.

Below is an example of the OPSC Online application page.

The screenshot shows the OPSC Online application page dashboard. At the top, there is a navigation bar with the CA.gov logo, a search icon, and links for Contact Us, Settings, and Welcome Harry. Below this is a secondary navigation bar with icons for Project Reporting, Resources, Grants, Enrollment Projection, Users, District, and Dashboard. The main content area is titled "Funding Applications" and features two buttons: "Create New SFP Funding Application" and "Create New Preschool/TK/FDK Funding Application". A search bar is present with the text "Filter 200 applications..." and a "Search All" button. Below the search bar is a table with the following columns: Application Name, Project Type, Status, OPSC App #, School/Site, District, Project Tracking Number, OPSC Received, and Last Updated. The table contains five rows of data. The first row is "Yav Pem Suab Academy" with status "Superseded". The second row is "NC Full Grant School Site" with status "Submitted". The third row is "NC Site & Design Only School Site" with status "Submitted". The fourth row is "NC Full Grant School Site" with status "Submitted". The fifth row is "GA-57/67439-00-078" with status "SAB Approved". At the bottom of the table, there is a pagination bar showing "200 Apps Total", "Items Per Page" set to 5, and a page navigation bar with buttons for First, Prev, 1, 2, 3, 4, 5, Next, and Last.

Application Name	Project Type	Status	OPSC App #	School/Site	District	Project Tracking Number	OPSC Received	Last Updated
Yav Pem Suab Academy	FH - Rehab CP	Superseded	58/67439-00-003	Yav Pem Suab Academy	Sacramento City Unified	67439-375	10/12/2020	10/12/2020
NC Full Grant School Site	NC	Submitted	50/67439-00-007	New Tech High	Sacramento City Unified	67439-1234	11/13/2024	11/13/2024
NC Site & Design Only School Site	NC Site & Design	Submitted	50/67439-00-007	New Tech High	Sacramento City Unified	67439-1234	11/12/2024	11/12/2024
NC Full Grant School Site	NC	Submitted	50/67439-00-006	Sutter Middle	Sacramento City Unified	67439-1234	11/12/2024	11/12/2024
GA-57/67439-00-078	Grant Agreement	SAB Approved	57/67439-00-078	West Campus (Aka Hiram Johnson West High)	Sacramento City Unified	67439-339	07/06/2023	07/06/2023

If the user cannot locate a specific application, they may use the search toolbar by entering the application number or nickname.

The screenshot shows the OPSC Online application page dashboard with a search filter applied. The search bar at the top right contains the text "50/67439-00-007" and the "Search All" button. The table below shows the results of the search, with the first row highlighted in red. The table has the same columns as the previous screenshot. The first row is "NC Full Grant School Site" with status "Submitted". The second row is "NC Site & Design Only School Site" with status "Submitted". The pagination bar at the bottom shows "200 Apps Total", "Items Per Page" set to 5, and a page navigation bar with buttons for First, Prev, 1, Next, and Last.

Application Name	Project Type	Status	OPSC App #	School/Site	District	Project Tracking Number	OPSC Received	Last Updated
NC Full Grant School Site	NC	Submitted	50/67439-00-007	New Tech High	Sacramento City Unified	67439-1234	11/13/2024	11/13/2024
NC Site & Design Only School Site	NC Site & Design	Submitted	50/67439-00-007	New Tech High	Sacramento City Unified	67439-1234	11/12/2024	11/12/2024

To create a new draft of an application, the user will click the "New Blank Draft" on the application's home page. This action will create a new draft while maintaining the assigned application number.

Below is an example of the OPSC Online application page.

The screenshot shows the application page for "NC Full Grant School Site" with a status of "Submitted". The header includes the application number "50 / 67439 - 00 - 007", the form type "Application For Funding • Form SAB 50-04", and the project type "New Construction • Full Grant". On the right, it lists "PTN: 67439 - 1234", "Received Date: 11/13/2024", "District: 67439 Sacramento City Unified", "School/Site: New Tech High", and "County Name: Sacramento County".

The "Submitted Versions" section contains a table with the following data:

Name	Status	Version Received Date	Submitted By	Updated	
Version 1	Submitted	11/13/2024	Harry Potter	11/13/2024	Options

The "Drafts" section shows "No Drafts" and a "New Blank Draft" button.

The new draft will appear under the *Drafts* section of the application landing page.

This screenshot is similar to the previous one but shows a new draft in the "Drafts" section. The "Submitted Versions" table remains the same.

The "Drafts" section now contains a table with the following data:

Name	Status	Created By	Last Edited By	Updated	
Draft 1	Draft	Harry Potter	Harry Potter	11/13/2024	Options

The "Draft 1" row is highlighted with a red border, and the "Options" dropdown menu is visible.

Alternatively, creating a duplicate draft may be more beneficial if the user wishes to maintain the existing entries and only needs to modify a few fields. There are two methods for creating a duplicate draft in OPSC Online.

Method 1-

Click "Options" on the application's home page and select "Duplicate as Draft" on the list of options.

Below is an example of the OPSC Online application page.

**NC Full Grant School Site** Submitted

50 / 67439 - 00 - 007  
Application For Funding • Form SAB 50-04  
New Construction • Full Grant

PTN: 67439 - 1234 [Edit](#)  
Received Date: 11/13/2024  
District: 67439 Sacramento City Unified • School/Site: New Tech High  
County Name: Sacramento County

### Submitted Versions

Name	Status	Version Received Date	Submitted By	Updated	Options
Version 1	Submitted	11/13/2024	Harry Potter	11/13/2024	<a href="#">Duplicate As Draft</a> <a href="#">Copy Link</a>

### Drafts

No Drafts

## Method 2-

Open the existing application and select "Duplicate as a New Draft" under Options on the right-hand navigation pane.

Dashboard / Application / Version 1

**NC Full Grant School Site** Submitted

50 / 67439 - 00 - 007  
Application For Funding • Form SAB 50-04  
New Construction • Full Grant

PTN: 67439 - 1234 [Edit](#)  
Version Received Date: 11/13/2024  
District: 67439 Sacramento City Unified • School/Site: New Tech High  
County Name: Sacramento County

### SAB 50-04 Form

- Site Info
- Project Type
- Additional Grant Request
- Excessive Cost Hardship
- Alternative Developer Fe
- Joint Use / Career Techni
- Project Progress
- Licensed Architect
- Licensed Design Consult
- Certification
- Review**
- Submit

### Review

#### Site Info

Does the District have current Financial Hardship Approval?	Yes
Type of Financial Hardship Request	Submittal with a school board resolution, pursuant to Section 1859.95.1(Insufficient Bond Authority)
Project to be located on	New Site
The Project is at an existing school site:	
Select the appropriate school or site for this application	New Tech High
California Department of Education (CDE) Site Approval Date	01/26/2021

### Options

- [Duplicate As New Draft](#)
- Upload file(s) for this application
- View Grants Calculator
- Download Completed Form
- Manage Entire Application

Both methods generate an identical draft of the existing application, allowing users to change existing entries and add new information. Once all revisions have been made, the user will resubmit the new draft following the above steps.

## Updating the Application Nickname

From the application dashboard, the user can update the application nickname by clicking the pencil icon located to the right of the application nickname.

The screenshot shows the application dashboard for 'NC Full Grant School Site'. The application is in a 'Submitted' status. The 'Submitted Versions' table lists one version: 'Version 1', which was submitted by 'Harry Potter' on '11/13/2024'. The 'Drafts' section shows 'No Drafts'. The sidebar on the left contains navigation options for 'NC Site & Design Only ...' and 'NC Full Grant School Site', both marked as 'Submitted'.

Name	Status	Version Received Date	Submitted By	Updated	
Version 1	Submitted	11/13/2024	Harry Potter	11/13/2024	Options

A section will open, and the user can edit and save the application nickname.

Below is a zoomed-in example.

The 'Edit Application Name' dialog box is shown. It has a title bar with a close button. The main text says 'Enter Application Name:'. Below this is a text input field containing 'NC Full Grant New Tech High'. At the bottom, there are two buttons: 'Cancel' and 'Change Name'.

## Reviewing the Application Status

After submitting a Form SAB 50-04, OPSC staff will process applications by the date order of submission, and the user may monitor the processing of its application by reviewing the application status. For instance, the application may have the status of submitted, Application Received Beyond Bond Authority (ARBBA), 15-Day Letter, 4-Day Letter, and SAB Approved.

There are two ways a user can review the status of the funding application. The first way to review the application status would be to sort the main dashboard by clicking the "OPSC App #" category, locating the specific application number, and reviewing the label "Status."

Below is an example of the OPSC Online login page.

Dashboard

### Funding Applications

[Create New SFP Funding Application](#)
[Create New Preschool/TK/FDK Funding Application](#)

Application Name	Project Type	Status	OPSC App #	School/Site	District	Project Tracking Number	OPSC Received	Last Updated
54/67439-00-005	Charter NC	SAB Approved	54/67439-00-005	The Language Academy Of Sacramento	Sacramento City Unified	67439-4176	09/28/2009	07/25/2011
NC Full Grant School Site	NC	Submitted	50/67439-00-006	Sutter Middle	Sacramento City Unified	67439-1234	11/12/2024	11/12/2024
NC Full Grant School Site	NC	Submitted	50/67439-00-007	New Tech High	Sacramento City Unified	67439-1234	11/13/2024	11/13/2024
NC Site & Design Only School Site	NC Site & Design	Submitted	50/67439-00-007	New Tech High	Sacramento City Unified	67439-1234	11/12/2024	11/12/2024
Nicholas Reconstruction -NC	NC	ARBBA	50/67439-00-005	Nicholas Elementary	Sacramento City Unified	67439-432	10/30/2024	11/04/2024

200 Apps Total

Alternatively, the user may open a specific application to review the status in the application management section. The application status will be indicated in the header to the right of the application nickname.

*Please note that if multiple application phases exist, such as a design only and an adjusted full grant, these will also be listed in the left navigation pane with a status label.*

Dashboard / Application

## 50/67439-00-007

New Construction

### NC Site & Design Only School Site

15-Day Letter

PTN: 67439 - 1234 Edit  
 Received Date: 11/12/2024  
 District: 67439 Sacramento City Unified • School/Site: New Tech High  
 County Name: Sacramento County

50-04 [Create Linked 50-04](#)

NC Site & Design Only ...

15-Day Letter

NC Site & Design

NC Full Grant School Site

Submitted

NC

#### Submitted Versions

Name	Status	Version Received Date	Submitted By	Updated	
Version 1	<span>15-Day Letter</span>	11/12/2024	Harry Potter	11/12/2024	Options

#### Drafts

No Drafts

[New Blank Draft](#)

## Navigation to Application Components and Program Modules

From the dashboard, access links to various application components such as separate apportionments, grant agreements, *Fund Release Authorization* (Form SAB 50-05), and *Expenditure Report* (Form SAB 50-06) in the left navigation pane.

Below is an example of the OPSC Online application page.

The screenshot displays the OPSC Online application interface. At the top, there is a navigation bar with the CA.gov logo and user information (Welcome Harry). Below this is a secondary navigation bar with icons for Project Reporting, Resources, Grants, Enrollment Projection, Users, District, and Dashboard. The main content area is titled 'Dashboard / Application' and features a large header for application '50/67439-00-004' with a 'SAB Approved' status. To the left is a sidebar with a red box highlighting the '50-04' section, which includes a 'Grant Agreement' and 'Full New Construction ...' card. The main content area also includes a 'Submitted Versions' table and a 'Drafts' section.

**50/67439-00-004** SAB Approved

50 / 67439 - 00 - 004  
Application For Funding • Form SAB 50-04  
New Construction • Full Grant

PTN: 67439 - 332 [Edit](#)  
Received Date: 08/30/2017  
District: 67439 Sacramento City Unified • School/Site: Kit Carson Middle  
County Name: Sacramento County

[OPSC Reviewers](#)

### Submitted Versions

Name	Status	Version Received Date	Submitted By	Updated	
Version 3	SAB Approved	05/22/2020	Allison Loomis	05/22/2020	<a href="#">Options</a>
Version 2	Superseded	04/01/2020	Allison Loomis	04/01/2020	<a href="#">Options</a>
Version 1	Superseded		liz.cheyne@dgs.ca.gov	05/22/2020	<a href="#">Options</a>

### Drafts

No Drafts

Below are zoomed-in examples.

Dashboard / Application

# 50/67439-00-004

New Construction

---

## 50-04

Create Linked 50-04

50/67439-00-004

SAB Approved

NC

### Grant Agreement

Full New Construction ...

Draft

Grant Agreement

### PIF

Create Linked PIF Cert

Kit Carson Middle PF R...

Kit Carson School

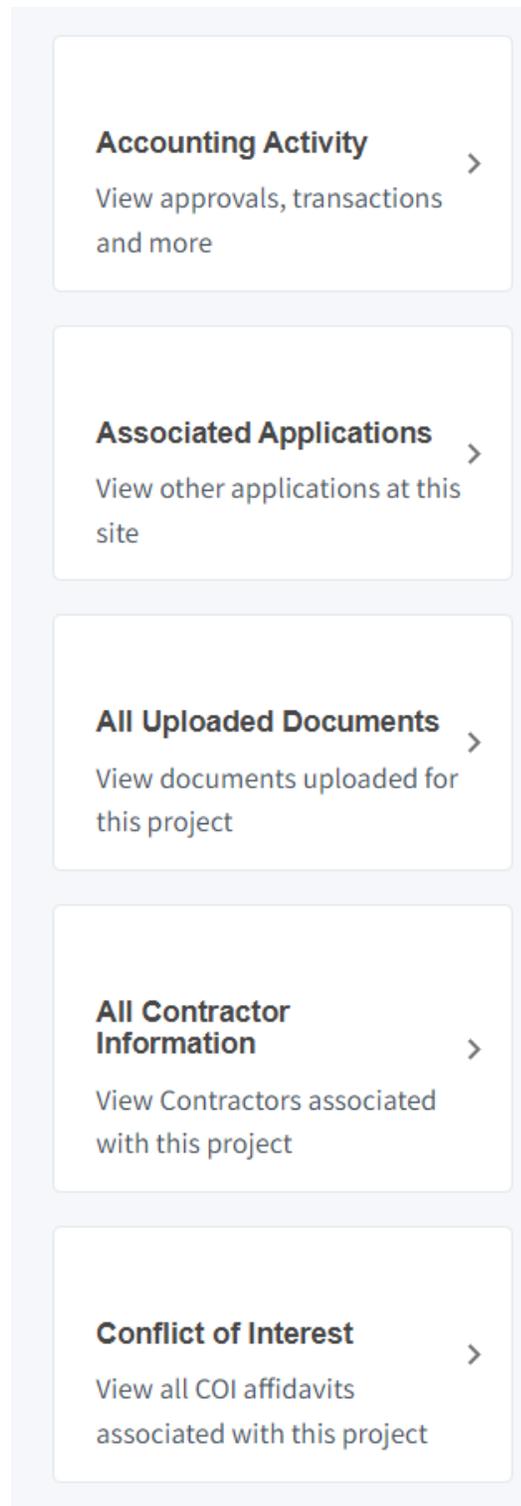
OPSC Reviewing

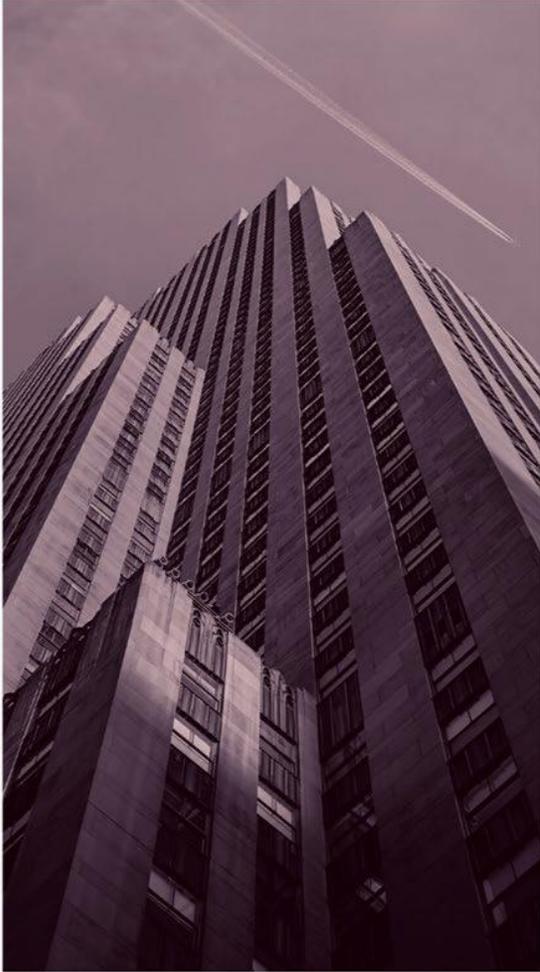
Eligibility

See the current baseline for Sacramento City Unified

Additionally, the user will find links to the various program modules, such as eligibility, accounting activity, associated applications, all uploaded documents, and all contractor information.

Below are zoomed-in examples.





# OPSC ONLINE USER GUIDE



## Section 5. New Construction Funding, Part 2

## Creating Site or Design Funding Applications (Form SAB 50-04) – Separate Site or Design Phase in OPSC Online

If the district qualifies for financial hardship assistance, it may apply for a separate apportionment for design or site acquisition costs. Design-only funding provides a portion of the per-pupil base grant in advance to allow school districts to hire an architect and prepare the project plans for the Division of the State Architect (DSA) approval.

Site funding provides funding for districts to acquire a site for their project. Once the project plans are completed and approved by the DSA, the district may apply for the remaining balance of any eligible new construction funding. This adjusted grant will be offset by the previous advance grant provided for design or site costs for the project.

If the Department of Toxic Substances Control (DTSC) certifies by letter that the time necessary to complete the remediation or removal of hazardous waste on the site to be acquired will exceed 180 days, then the district may qualify for separate site funding without financial hardship status to receive environmental hardship funding.

### Advance Site Funding Application

To create a Form SAB 50-04, select "Create New SFP Funding Application" on the *Dashboard* page.

*Please note that users with delegate access can prepare the Funding Application. However, only an Architect can certify it, and only the District Representative can submit an application.*

The screenshot shows the OPSC Online Dashboard. At the top, there is a navigation bar with the CA logo and user information. Below that is a secondary navigation bar with icons for Project Reporting, Resources, Grants, Enrollment Projection, Users, District, and Dashboard. The main content area is titled 'Funding Applications' and features two buttons: 'Create New SFP Funding Application' (highlighted with a red box) and 'Create New Preschool/TK/FDK Funding Application'. Below the buttons is a search bar and a table of funding applications.

Application Name	Project Type	Status	OPSC App #	School/Site	District	Project Tracking Number	OPSC Received	Last Updated
58/67439-00-003	Adjusted Grant	Archived	58/67439-00-003	Yav Pem Suab Academy	Sacramento City Unified			12/12/2022
58/67439-00-003	Fund Release Auth	50-05/70-02 Approved	58/67439-00-003	Yav Pem Suab Academy	Sacramento City Unified	67439-375	10/27/2021	11/09/2021
58/67439-00-003 PF Request	PIF - SFP	SAB Approved	58/67439-00-003	Yav Pem Suab Academy	Sacramento City Unified	67439-375	05/12/2021	10/27/2021
Expenditure Report #1 - 100%	Exp Report	Audit In Review	58/67439-00-003	Yav Pem Suab Academy	Sacramento City Unified	67439-375	12/09/2022	03/07/2023
Yav Pem Suab Academy	FH - Rehab CP	Superseded	58/67439-00-003	Yav Pem Suab Academy	Sacramento City Unified	67439-375	10/12/2020	10/12/2020

Once selected, the application system will ask the user if the district has applied for advanced funding for Site Acquisition and/or Design, or a Charter School Facilities Program Preliminary Apportionment for this project/application.

## Create New Application



Has the Applicant applied for advanced funding for Site Acquisition and/or Design, or a Charter School Facilities Program Preliminary Apportionment for this project/application?

Yes	No
-----	----

Cancel

Continue



If the user selects "Yes," they will be directed to return to the OPSC Online Dashboard and select the project from the list of existing program applications to create a linked application for the construction phase.

Below is a zoomed-in example.

## Create New Application



Has the Applicant applied for advanced funding for Site Acquisition and/or Design, or a Charter School Facilities Program Preliminary Apportionment for this project/application?

Yes	No
-----	----

### Please Use The Existing Application

You have selected "Yes" because a separate site and/or design or Charter School Facilities Program (CSFP) Preliminary Apportionment has previously been requested for this project. You must return to your OPSC Online [Dashboard](#) and select this project from the list of existing applications in order to create an application for funding for the construction phase or a CSFP Final Apportionment. For more information, please see the [Help Guide](#).

If the user selects "No," they will be prompted to continue entering the required information for a new Form SAB 50-04.

# Create New Application



Has the Applicant applied for advanced funding for Site Acquisition and/or Design, or a Charter School Facilities Program Preliminary Apportionment for this project/application?

Yes  No



You have selected "No" because this is a brand-new application for a project that has never requested a prior separate site and/or design funding approval or Charter School Facilities Preliminary Apportionment.

On this first screen, please select the District name, Program Type (e.g. New Construction, Modernization), High School Attendance Area (if applicable), enter the Project Tracking Number, and enter a nickname for the application. The nickname is used to help you with differentiating this from other projects in your Dashboard.

As the user continues, the system will ask for the following information:

- Select the applicable School District or COE from the list of options.
- Select "New Construction" as the Funding Program Type from the list of options.

*Please note that if this is a combined project (e.g., New Construction and Modernization/Rehabilitation), a new application must be created for each program/funding source. Combined projects are visible from the application dashboard for applications with a common PTN.*

Below is a zoomed-in example.

## Create New Application ?

Has the Applicant applied for advanced funding for Site Acquisition and/or Design, or a Charter School Facilities Program Preliminary Apportionment for this project/application?

Yes No



You have selected "No" because this is a brand-new application for a project that has never requested a prior separate site and/or design funding approval or Charter School Facilities Preliminary Apportionment.

On this first screen, please select the District name, Program Type (e.g. New Construction, Modernization), High School Attendance Area (if applicable), enter the Project Tracking Number, and enter a nickname for the application. The nickname is used to help you with differentiating this from other projects in your Dashboard.

Select the District ?

Sacramento City Unified v

Select a funding Program Type ?

New Construction v

Refer to [Section 1859.192](#) for the eligibility criteria

As the user continues, the system will ask for the following information:

- Select the High School Attendance Area if applicable.
- Enter the required PTN. The PTN is used by the Division of the State Architect (DSA), California Department of Education (CDE), and OPSC to identify a project. The user will not be able to proceed without entering the PTN. Instructions for generating a PTN can be found in the PTN User Guide under the Resources tab.
- Enter an application nickname. The nickname could represent the funding phase of the application, site name, and program type (e.g., Design Only, Site Only, Design & Site, Full Grant, Amended Full Grant), or other identifying names of the applicant's choice.
- Click "Continue" to enter additional application information.

Below is a zoomed-in example.

Select High School Attendance Area (00) District-wide

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

67439 - 1234

+ PTN

Press the Enter key to save

Please enter application nickname NC Advance Site

Cancel Continue

Next, the application system will ask the user if the district is applying for Financial Hardship assistance.

## Create New Application

Does the district want to apply for Financial Hardship assistance?

Yes No

Then, the user will be asked to select the type of funding application from a list of options (e.g., *Site Only*, *Site Only – District Owned*, *Site Only – Environmental Hardship*, *Design Only*, *Advance Funding for Evaluation & Response Action [RA]*, *Site & Design Only*).

*Please note that the district may contact the Financial Hardship Team for assistance if a project includes a request for financial hardship assistance.*

*Financial hardship status will allow the project to start with advanced approval for separate site and/or design funding if plans have not been drawn up. Requests for "Advanced Funding for Evaluation and RA" may be requested by districts with or without financial hardship status.*

Then click "Continue" to begin the application process.

**Create New Application**

Does the district want to apply for Financial Hardship assistance?  Yes  No

Select the type of funding application: Site Only (Sep Apprt) ▾

**?**

If the project will include a request for financial hardship assistance, please contact the Financial Hardship Team at OPSC for assistance. Receiving financial hardship approval will allow the project to start with an advanced approval for separate site and/or design funding if plans have not been drawn up.

Requests for "Advanced funding for Evaluation and RA" may be requested by both financial hardship assisted districts and districts that do not qualify for financial hardship.

← Previous Cancel Continue →

Next, the user will advance to the application landing page. The user will click the "Start Application" button to begin.

Dashboard / Application / **Landing**

## Application For Funding

### Form SAB 50-04 Information and Instruction

A district and their delegates may enter the information required for the Application for Funding (Form SAB 50-04) using this online system. Upon completion of all of the required information, the completed Form SAB 50-04 can only be submitted by the Authorized District Representative or District Superintendent.

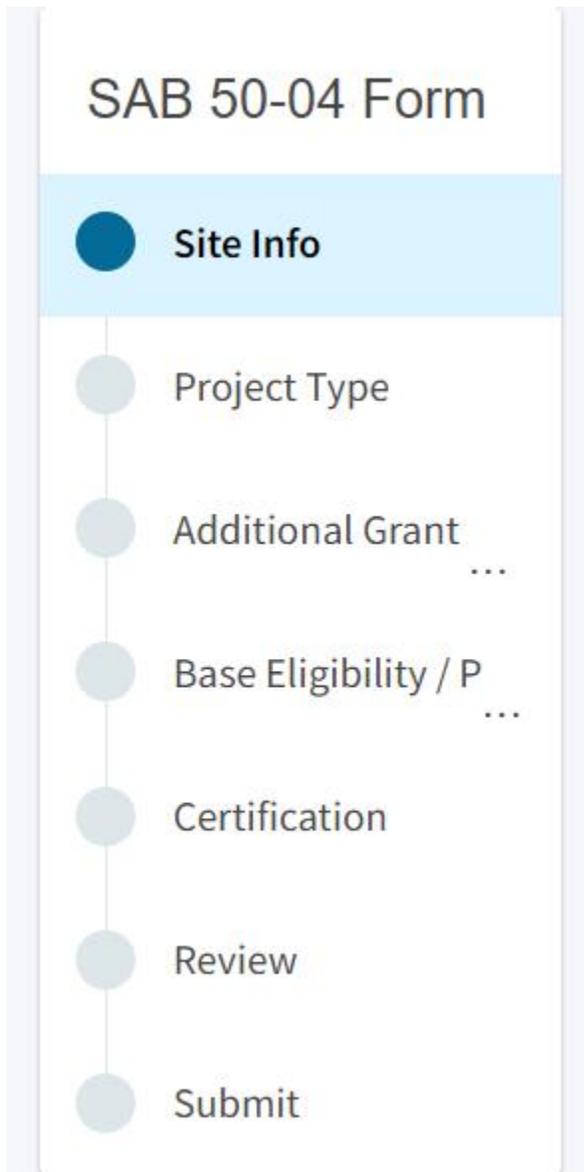
If applicable, all supporting documentation required as part of your funding request must be uploaded to OPSC Online prior to, or concurrently with the application submittal.

Start Application →

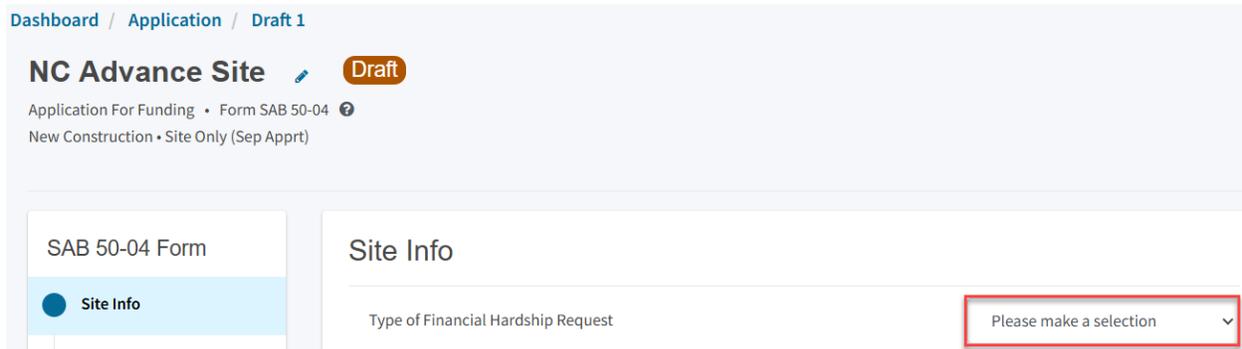
## Site Information

The Form SAB 50-04 for a site-only project comprises of seven sections (as listed on the navigation pane on the left-hand side of the screen).

Below is a zoomed-in example.



The first section of the application is for *Site Info*. The district must specify the type of Financial Hardship request from the list of options.



Next, the user will specify where the project will be located from the list of options:

- *New Site*: The project will be on a new school with no pre-existing buildings. School sites with buildings and classrooms that have been completely demolished are not considered new sites.
- *Existing Site with Additional Acreage Acquired*: The project will include acquiring additional land to the existing school site.

All projects must select a school site from the list of options. If a specific site is not listed, please email [OPSCApplicationReviewTeam@dgs.ca.gov](mailto:OPSCApplicationReviewTeam@dgs.ca.gov) to request to add the site to the application system.

Below is a zoomed-in example.

Project to be located on 

The Project is at an existing school site:

Select the appropriate school or site for this application 

### Site Detail

School/Site Name:	New Unnamed High
CDS (county-district-school) Code:	9702797
Grade-Level:	
Street Address:	22-67439-00-02
City:	
State:	
Zip Code:	

The application system requires the user to enter the approval date of the CDE Approval Letter.

Enter the available existing school site information in the fields as shown in the example below:

Once the *Site Info* section is completed, click "Continue" to proceed to the next section of the funding application.

On the next page there is a zoomed-in example.

California Department of Education (CDE) Site Approval Date ?

09/15/2018

MM/DD/YYYY

You can add up to 5 Date(s)

California Department of Education (CDE) Contingent Site Approval Date ?

MM/DD/YYYY

You can add up to 5 Date(s)

California Department of Education (CDE) Gross Approved Acres ?

Gross Number of Purchased Acres ?

7.80

Master Plan Acreage site Size (Useable) ?

20.50

Recommended Site size ?

16.80

Existing Acres (Useable) ?

Proposed Acres (Useable) ?

7.80

Continue

## Project Type

In this section, select the type of project from the drop-down menu that best represents this application request.

Dashboard / Application / Draft 1

NC Advance Site

Draft

Application For Funding • Form SAB 50-04 ?

New Construction • Site Only (Sep Apprt)

District

SAB 50-04 Form

Site Info

Project Type

Additional Grant Request

Project Type

Select project type ?

High School

Previous

Continue

Once the *Project Type* section is completed, the user may click "Continue" to proceed with the next section of the funding application.

## Additional Grant Request

In the *Additional Grant Request* section, the user will need to answer yes or no to request the 2% grant.

The screenshot shows a web application interface for 'NC Advance Site'. At the top, it says 'Application For Funding • Form SAB 50-04' and 'New Construction • Site Only (Sep Apprt)'. The main content area is divided into two columns. The left column, titled 'SAB 50-04 Form', has three items: 'Site Info' (checked), 'Project Type' (checked), and 'Additional Grant Request' (selected). The right column, titled 'Additional Grant Request', has a sub-section 'Site Acquisition'. It contains the question 'Is the district requesting the 2% grant?' with 'Yes' and 'No' radio buttons. Below this is a field for '50 percent Actual Cost' with a help icon.

The user will then need to complete the applicable items to request additional grants with each amount that pertains to the project, as shown in the screenshot below. For any fields that do not apply to the project, enter \$0.

Additional Grant options for Site Acquisition include:

- Enter 50% of the cost to relocate displaced businesses and residents when the site is acquired through eminent domain or through district-owned site. See *Real Estate/Site Acquisition* section for more information.
- 2 percent. If purchasing a new site or additional acreage to an existing site, select "Yes". See *Real Estate/Site Acquisition* section for more information.
- DTSC Fee. If DTSC Fees are associated with the project, please enter 50% of the costs. See *Real Estate/Site Acquisition* section for more information.
- Hazardous Waste: If hazardous waste removal is associated with the project, please enter 50% of the costs. Districts are advised that the amount provided for site acquisition costs cannot exceed 150% of the state-funded site acquisition amount. See *Real Estate/Site Acquisition* section for more information.
- RA: If RA is associated with the project, please click "Yes." Districts are advised that the amount provided for site acquisition costs cannot exceed 150% of the state-funded site acquisition amount. See *Real Estate/Site Acquisition* section for more information.

Below is a zoomed-in example.

Is the district requesting the 2% grant?	<input checked="" type="radio"/> Yes <input type="radio"/> No
50 percent Actual Cost	<input type="text" value="\$ 950,000"/>
50 percent Appraised Value	<input type="text" value="\$ 490,000"/>
50 percent Relocation Cost	<input type="text" value="\$ 0"/>
2 percent (min. \$25,000)	<input type="text" value="\$ 25,000"/>
<b>Total</b>	<input type="text" value="\$ 515,000.00"/>
50 percent Department of Toxic Substances Control (DTSC) Fee	<input type="text" value="\$ 0"/>
50 percent hazardous waste	<input type="text" value="\$ 0"/>
Response Action (RA)	<input type="radio"/> Yes <input checked="" type="radio"/> No

Once the *Additional Grant Request* section is completed, the user may select "Continue" to proceed to the next section of the funding application.

### Base Eligibility/Pending Reorganization

In the *Base Eligibility/Pending Reorganization* section, the district will click "Yes" or "No" if any classrooms were added or replaced by the district in locally funded projects outside of SFP funding. If the user selects "Yes," indicate the number of classrooms by grade level under the *Additional* or *Replacement* columns.

Below is a zoomed-in example.

## Base Eligibility / Pending Re-Organization

### New Construction Eligibility Adjustment - Added Capacity

Has the District added any classrooms that were not SFP Funded?

Yes No

#### Adjustment to New Construction Baseline Eligibility ?

Classroom(s) provided

Additional ?

Replacement ?

K-6

K-6

7-8

7-8

9-12

9-12

Non-Severe

Non-Severe

Severe

Severe

Next, the district will answer yes or no if there is a pending reorganization that will result in a loss of eligibility for this project. And lastly, the district will answer yes or no if Career Technical Education (CTE) Funds will be requested. If the user selects "yes," indicate the number of CTE classrooms the district's project includes in the plans and specifications.

Once the *Base Eligibility/Pending Reorganization* section is completed, the user may select "Continue" to proceed to the next section of the funding application.

Below is a zoomed-in example.

**Pending Reorganization Election** ⓘ

Is there a pending reorganization election that will result in a loss of eligibility for this project?  Yes  No

**Career Technical Education Funds Request** ⓘ

Will Career Technical Education (CTE) Funds be requested for classroom(s) included in the plans and specifications for this project?  Yes  No

Number of Career Technical Education (CTE) classroom(s)

## Certification

Only the authorized District Representative/Superintendent may complete the certification section. The user must ensure they have only entered the information that applies to the specific project.

## Certification

I certify, as the District Representative, that the information reported on this form, with the exception of items 22 and 23, is true and correct and that:

- I am an authorized representative of the district as authorized by the governing board of the district; and,
- A resolution or other appropriate documentation supporting this application under Chapter 12.5, Part 10, Division 1, commencing with Section 17070.10, et. seq., of the Education Code was adopted by the school district's governing board or the designee of the Superintendent of Public Instruction on,
- The district has established a "Restricted Maintenance Account" for exclusive purpose of providing ongoing and major maintenance of school buildings and has developed an ongoing and major maintenance plan that complies with and is implemented under the provisions of Education Code Section 17070.75 and 17070.77 (refer to Sections 1859.100 through 1859.102); and,
- The district has considered the feasibility of the joint use of land and facilities with other governmental agencies in order to minimize school facility costs: and.

Scroll to bottom to Certify app.

*Please note the user must review the entire Certification section using the scroll bar and enter all applicable entry fields before completing the required certification.*

Below is a zoomed-in example.

## Certification

I certify, as the District Representative, that the information reported on this form, with the exception of items 22 and 23, is true and correct and that:

light and indoor air quality, the use of recycled materials and materials that emit a minimum of toxic substances, the use of acoustics conducive to teaching and learning, and the other characteristics of high performance schools; and,

- If the district is requesting an additional grant for high performance incentive funding, the school district governing board must have a resolution on file that demonstrates support for the high performance incentive grant request and the intent to incorporate high performance features in future facilities projects; and,
- If this application is submitted when there is Insufficient Bond Authority, the district has adopted a school board resolution pursuant to Section 1859.95.1; and,
- The district will comply with all laws pertaining to the construction or modernization of its school building.

Once the user has completed reviewing and entering all the required fields, the user may click "Yes" to agree to the terms of the certification and enter district representative information such as phone number, full name, and signature date. The user will select "Continue" to proceed to the *Review* section.

I verify, I have read and agree to the above terms and certification information	<input checked="" type="radio"/> Yes <input type="radio"/> No
Date	<input type="text" value="11/18/2024"/>
District Representative / Superintendent Phone Number	<input type="text" value="(916) 123-4567"/>
Phone Extension (optional)	<input type="text"/>
District Representative / Superintendent Name	<input type="text" value="John Smith"/>

← Previous Continue →

## Review

After completing the *Certification* section, the user will review all previous sections and make any final edits.

Any incomplete sections will be flagged with an orange exclamation point, and the missing required fields will display with red text as **(required)**. Please see the example below.

Below is a zoomed-in example.

## Review

### Site Info

Type of Financial Hardship Request

Submittal with a school board resolution, pursuant to Section 1859.95.1(Insufficient Bond Authority)

Project to be located on 

**(required)**

The Project is at an existing school site:

Select the appropriate school or site for this application 

New Unnamed High

California Department of Education (CDE) Site Approval Date 

09/15/2018

Once all required entries are completed, the left navigation pane will display only green checkmarks, and the user will click "Continue" to proceed to the *Submit* section.

## NC Advance Site Draft

Application For Funding • Form SAB 50-04 ⓘ  
New Construction • Site Only (Sep Apprt)

### SAB 50-04 Form

- Site Info
- Project Type
- Additional Grant Request
- Base Eligibility / Pending Re- ...
- Certification
- Review**
- Submit

### Review

#### Site Info

Type of Financial Hardship Request	Submittal with a school board resolution, pursuant to Section 1859.95.1(Insufficient Bond Authority)
Project to be located on ⓘ	New Site
The Project is at an existing school site:	
Select the appropriate school or site for this application ⓘ	New Unnamed High

Below is a zoomed-in example.

I verify, I have read and agree to the above terms and certification information

Yes

District Representative / Superintendent Name

John Smith

District Representative / Superintendent Phone Number

(916) 123-4567

Phone Extension (optional)

(not answered)

Date

11/18/2024

[Edit Page](#) →

← Previous

Continue →

## Submit and Upload Documents

Next, the user will continue to the *Submit* page. The district will complete the final certification and upload all supporting documents in this section. The user may click the blue "Upload file(s)" button to upload files of any supporting documentation for this application.

## NC Advance Site Draft

Application For Funding • Form SAB 50-04  
New Construction • Site Only (Sep Apprt)

### SAB 50-04 Form

- ✓ Site Info
- ✓ Project Type
- ✓ Additional Grant Request
- ✓ Base Eligibility / Pending Re- ...
- ✓ Certification
- ✓ Review
- **Submit**

### Submit

This State Allocation Board School Facility Program Application for Funding is being submitted electronically via OPSC Online.

- Requests may only be submitted by a School District Superintendent, Authorized School District Representative, Charter School Representative, or Joint Power Authority (JPA) Representative who is signed in to OPSC Online with their corresponding OPSC Online User ID. Submittal from these accounts is considered to be a unique electronic signature for purposes of Application for Funding submittals. A printed, wet-signature request does not need to be mailed 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.
- Once an applicant has upload a file, the file cannot be removed by the applicant.

I have uploaded all required documents required on the Application for Funding [OPSC Application Submittal Checklist](#).

**Upload file(s)** All uploaded files for this application are always available on the [Application Dashboard](#).

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

[Submit Paperless Application](#)

← Previous

Once the documents have been uploaded, the text **Successfully Uploaded** will display underneath the document file name. After all documents have been uploaded, the user will close the *Upload Files* section by clicking "Done."

Below is a zoomed-in example.

Upload Files ×

[Browse files](#)

File Name <small>↕</small>	Document Type <small>↕</small>	Description <small>↕</small>	Uploaded Date <small>↕</small>
<b>CDE Site Approval.pdf</b> <span style="color: #a52a2a;">Successfully Uploaded</span>	California Departmen <small>▼</small>	Final Site Approval Le <small>▼</small>	01/14/2025
<b>ARBBA Resolution.pdf</b> <span style="color: #a52a2a;">Successfully Uploaded</span>	Local Board Resolutio <small>▼</small>	Beyond Bond Authori <small>▼</small>	01/14/2025
<b>Appraisal.pdf</b> <span style="color: #a52a2a;">Successfully Uploaded</span>	Site Acquisition <small>▼</small>	Appraisal of Property <small>▼</small>	01/14/2025

3 total

---

Please stay here until file upload(s) complete

Done Upload Files

Next, the user will mark both checked boxes as completed and click "Submit Paperless Application."

*Reminder: only an Authorized District Representative can submit the application.*

Below is an example of the OPSC Online application page.

Dashboard / Application / Draft 1

## NC Advance Site Draft

Application For Funding • Form SAB 50-04  
New Construction • Site Only (Sep Apprt)

### SAB 50-04 Form

- Site Info
- Project Type
- Additional Grant Request
- Base Eligibility / Pending Re-...
- Certification
- Review
- Submit**

### Submit

This State Allocation Board School Facility Program Application for Funding is being submitted electronically via OPSC Online.

- Requests may only be submitted by a School District Superintendent, Authorized School District Representative, Charter School Representative, or Joint Power Authority (JPA) Representative who is signed in to OPSC Online with their corresponding OPSC Online User ID. Submittal from these accounts is considered to be a unique electronic signature for purposes of Application for Funding submittals. A printed, wet-signature request does not need to be mailed 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.
- Once an applicant has upload a file, the file cannot be removed by the applicant.

I have uploaded all required documents required on the Application for Funding **OPSC Application Submittal Checklist**.

[Upload file\(s\)](#) All uploaded files for this application are always available on the **Application Dashboard**.

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

[Submit Paperless Application](#)

[Previous](#)

After submittal, the user will proceed to a confirmation page displaying the assigned application number for the project. The user may notate the application number and nickname from the main dashboard for future access.

Below is an example of the OPSC Online application page.

The screenshot displays the OPSC Online application interface. At the top, the breadcrumb navigation reads "Dashboard / Application / Draft 1". The application title "NC Advance Site" is highlighted with a red box, and a green "Submitted" button is visible to its right. Below the title, the application ID "50 / 67439 - 00 - 006" is shown, along with the application type "Application For Funding" and form details "Form SAB 50-04" and "New Construction • Site Only (Sep Apprt)".

On the left side, a vertical progress bar titled "SAB 50-04 Form" lists the following steps, each with a green checkmark: "Site Info", "Project Type", "Additional Grant Request", "Base Eligibility / Pending Re...", "Certification", and "Review". The "Submit" step is currently selected and highlighted in blue.

The main content area is titled "Submit" and features a large green success message: "This paperless application was successfully submitted to OPSC." Below this message, the application ID "50/67439-00-006" and the "Submittal Date: 01/14/2025" are displayed, with the application ID also highlighted by a red box.

Under the "Submit" heading, there is a "What's Next" section. It contains two paragraphs of text: "Please review this application's uploaded documents on the Application Dashboard to ensure all required application documents are uploaded and properly named. Required documents not uploaded within 7 working days after the submittal date 2025-01-14 04:09 PM will lead to the application being rejected." and "The completed State Allocation Board form can be downloaded here at anytime but is no longer necessary to sign and mail in. A complete paperless submission is all OPSC will need to begin processing your funding application."

To the right of the "What's Next" section is the "Application Options" area, which includes four buttons: "Upload Remaining Files", "Review Required Documents", "Download Completed Form", and "Go To Application Dashboard".

At the bottom of the page, there is a "Previous" button with a left-pointing arrow.

Additionally, the user can upload additional documents after the submittal by clicking "Upload Remaining Files."

Below is a zoomed-in example.

## Submit

✔ This paperless application was successfully submitted to OPSC.

Your Application #: 50/67439-00-006

Submittal Date: 01/14/2025

### What's Next

Please review this application's uploaded documents on the [Application Dashboard](#) to ensure all required application documents are uploaded and properly named. Required documents not uploaded within 7 working days after the submittal date 2025-01-14 04:09 PM will lead to the application being rejected.

The completed State Allocation Board form can be [downloaded here](#) at anytime but is no longer necessary to sign and mail in. A complete paperless submission is all OPSC will need to begin processing your funding application.

### Application Options

▲ Upload Remaining Files

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

📄 Review Required Documents

📄 Download Completed Form

🏠 Go To Application Dashboard

Or the user can review and upload additional documents by opening the application from the dashboard.

## Submit

✔ This paperless application was successfully submitted to OPSC.

Your Application #: 50/67439-00-006

Submittal Date: 01/14/2025

### What's Next

Please review this application's uploaded documents on the [Application Dashboard](#) to ensure all required application documents are uploaded and properly named. Required documents not uploaded within 7 working days after the submittal date 2025-01-14 04:09 PM will lead to the application being rejected.

The completed State Allocation Board form can be [downloaded here](#) at anytime but is no longer necessary to sign and mail in. A complete paperless submission is all OPSC will need to begin processing your funding application.

### Application Options

▲ Upload Remaining Files

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

📄 Review Required Documents

📄 Download Completed Form

🏠 Go To Application Dashboard

Once the application is displayed, the user will click "Upload File."

**NC Advance Site** Submitted PTN: 67439 - 1234 [Edit](#)  
50 / 67439 - 00 - 006 Dsa Number:  
Received Date: 01/14/2025  
Application For Funding • Form SAB 50-04 [🔒](#) District: 67439 Sacramento City Unified • School/Site: New Unnamed High  
County Name: Sacramento County  
New Construction • Site Only (Sep Apprt)

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Submitted Versions

Name	Status	Version Received Date	Submitted By	Updated	
Version 1	Submitted	01/14/2025	John Smith	01/14/2025	<a href="#">Options</a>

Drafts New Blank Draft

No Drafts

Uploaded Files Upload File

After the documents have been uploaded, the text **Successfully Uploaded** will display underneath the document file name. After all documents have been uploaded, the user will close the *Upload Files* section by clicking "Done."

Upload Files ×

Browse files

File Name	Document Type	Description	Uploaded Date
CTE Letter.pdf <span style="color: #0070C0; font-weight: bold;">Successfully Uploaded</span>	CTE Compliance (EC 1)	CTE Compliance Lette	01/14/2025

1 total

---

Please stay here until file upload(s) complete

Done Upload Files

# Advance Site (District Owned) Funding Application

To create a Form SAB 50-04, select "Create New SFP Funding Application" on the *Dashboard* page.

*Please note that users with delegate access can prepare the Funding Application. However, only an Architect can certify it, and only the District Representative can submit an application.*

Application Name	Project Type	Status	OPSC App #	School/Site	District	Project Tracking Number	OPSC Received	Last Updated
58/67439-00-003	Adjusted Grant	Archived	58/67439-00-003	Yav Pem Suab Academy	Sacramento City Unified			12/12/2022
58/67439-00-003	Fund Release Auth	50-05/70-02 Approved	58/67439-00-003	Yav Pem Suab Academy	Sacramento City Unified	67439-375	10/27/2021	11/09/2021
58/67439-00-003 PF Request	PIF - SFP	SAB Approved	58/67439-00-003	Yav Pem Suab Academy	Sacramento City Unified	67439-375	05/12/2021	10/27/2021
Expenditure Report #1 - 100%	Exp Report	Audit In Review	58/67439-00-003	Yav Pem Suab Academy	Sacramento City Unified	67439-375	12/09/2022	03/07/2023
Yav Pem Suab Academy	FH - Rehab CP	Suspended	58/67439-00-003	Yav Pem Suab Academy	Sacramento City Unified	67439-375	10/12/2020	10/12/2020

Once selected, the application system will ask the user if the district has applied for advanced funding for Site Acquisition and/or Design or a Charter School Facilities Program Preliminary Apportionment for this project/application.

## Create New Application

Has the Applicant applied for advanced funding for Site Acquisition and/or Design, or a Charter School Facilities Program Preliminary Apportionment for this project/application?

Yes No

Cancel

Continue →

If the user selects "Yes," they will be directed to return to the OPSC Online Dashboard and select the project from the list of existing program applications to create a linked application for the construction phase.

Below is a zoomed-in example.

## Create New Application ?

Has the Applicant applied for advanced funding for Site Acquisition and/or Design, or a Charter School Facilities Program Preliminary Apportionment for this project/application?

 Yes  No

### Please Use The Existing Application

You have selected "Yes" because a separate site and/or design or Charter School Facilities Program (CSFP) Preliminary Apportionment has previously been requested for this project. You must return to your OPSC Online [Dashboard](#) and select this project from the list of existing applications in order to create an application for funding for the construction phase or a CSFP Final Apportionment. For more information, please see the [Help Guide](#).

If the user selects "No," they will be prompted to continue entering the required information for a new Form SAB 50-04.

## Create New Application ?

Has the Applicant applied for advanced funding for Site Acquisition and/or Design, or a Charter School Facilities Program Preliminary Apportionment for this project/application?

 Yes  No

You have selected "No" because this is a brand-new application for a project that has never requested a prior separate site and/or design funding approval or Charter School Facilities Preliminary Apportionment. On this first screen, please select the District name, Program Type (e.g. New Construction, Modernization), High School Attendance Area (if applicable), enter the Project Tracking Number, and enter a nickname for the application. The nickname is used to help you with differentiating this from other projects in your Dashboard.

As the user continues, the system will ask for the following information:

- Select the applicable School District or COE from the list of options.
- Select "New Construction" as the Funding Program Type from the list of options.

*Please note that if this is a combined project (e.g., New Construction and Modernization/Rehabilitation), a new application must be created for each program/funding source. Combined projects are visible from the application dashboard for applications with a common PTN.*

Below is a zoomed-in example.

## Create New Application ?

Has the Applicant applied for advanced funding for Site Acquisition and/or Design, or a Charter School Facilities Program Preliminary Apportionment for this project/application?

Yes No



You have selected "No" because this is a brand-new application for a project that has never requested a prior separate site and/or design funding approval or Charter School Facilities Preliminary Apportionment.

On this first screen, please select the District name, Program Type (e.g. New Construction, Modernization), High School Attendance Area (if applicable), enter the Project Tracking Number, and enter a nickname for the application. The nickname is used to help you with differentiating this from other projects in your Dashboard.

Select the District ?

Sacramento City Unified v

Select a funding Program Type ?

New Construction v

Refer to [Section 1859.192](#) for the eligibility criteria

As the user continues, the system will ask for the following information:

- Select the High School Attendance Area if applicable.
- Enter the required PTN. The PTN is used by the Division of the State Architect (DSA), California Department of Education (CDE), and OPSC to identify a project. The user will not be able to proceed without entering the PTN. Instructions for generating a PTN can be found in the PTN User Guide under the Resources tab.
- Enter an application nickname. The nickname could represent the funding phase of the application, site name, and program type (e.g., Design Only, Site Only, Design & Site, Full Grant, Amended Full Grant), or other identifying names of the applicant's choice.
- Click "Continue" to enter additional application information.

Below is a zoomed-in example.

Select High School Attendance Area (00) District-wide

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

67439 - 2345

+ PTN

Press the Enter key to save

Please enter application nickname

NC Advance Site (District Owned)

Cancel Continue

Next, the application system will ask the user if the district is applying for Financial Hardship assistance.

## Create New Application

Does the district want to apply for Financial Hardship assistance?

Yes No

Then, the user will be asked to select the type of funding application from a list of options (e.g., *Site Only*, *Site Only – District Owned*, *Site Only – Environmental Hardship*, *Design Only*, *Advance Funding for Evaluation & Response Action [RA]*, *Site & Design Only*).

*Please note that the district may contact the Financial Hardship Team for assistance if a project includes a request for financial hardship assistance.*

*Financial hardship status will allow the project to start with advanced approval for separate site and/or design funding if plans have not been drawn up. Requests for "Advanced Funding for Evaluation and RA" may be requested by districts with or without financial hardship status.*

Then click "Continue" to begin the application process.

## Create New Application

Does the district want to apply for Financial Hardship assistance? Yes No

Select the type of funding application: Site Only - District Owned (Sep: ▾)

**?**

If the project will include a request for financial hardship assistance, please contact the Financial Hardship Team at OPSC for assistance. Receiving financial hardship approval will allow the project to start with an advanced approval for separate site and/or design funding if plans have not been drawn up.

Requests for "Advanced funding for Evaluation and RA" may be requested by both financial hardship assisted districts and districts that do not qualify for financial hardship.

← Previous Cancel Continue →

Next, the user will advance to the application landing page. The user will click the "Start Application" button to begin.

Dashboard / Application / **Landing**

### Application For Funding

#### Form SAB 50-04

#### Information and Instruction

A district and their delegates may enter the information required for the Application for Funding (Form SAB 50-04) using this online system. Upon completion of all of the required information, the completed Form SAB 50-04 can only be submitted by the Authorized District Representative or District Superintendent.

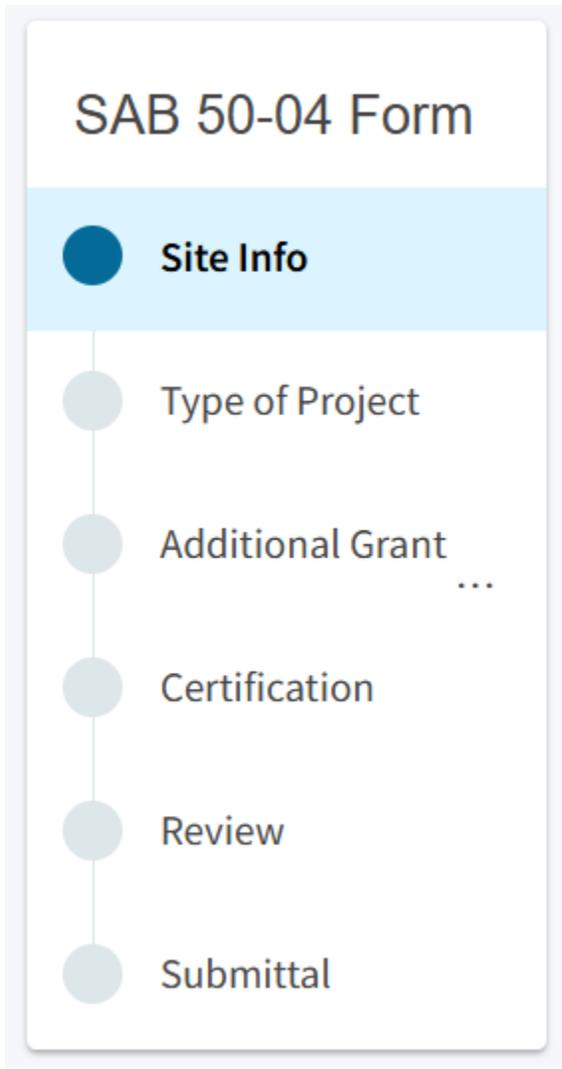
If applicable, all supporting documentation required as part of your funding request must be uploaded to OPSC Online prior to, or concurrently with the application submittal.

Start Application →

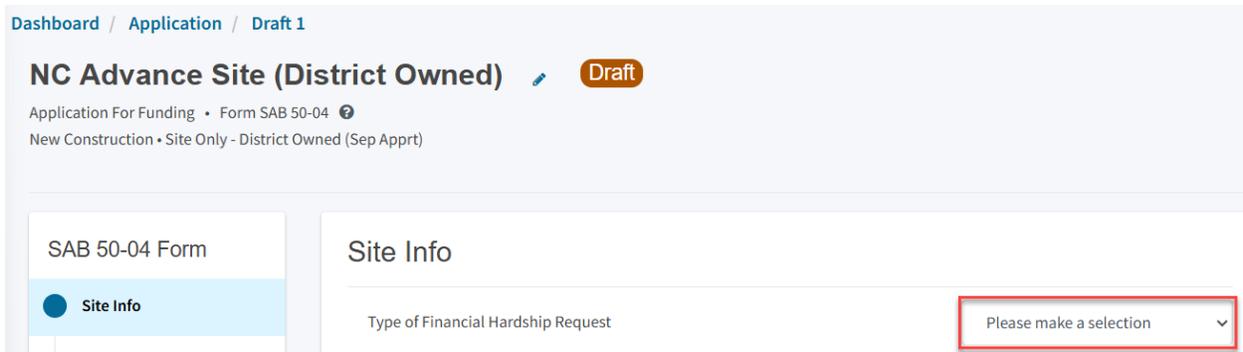
## Site Information

The Form SAB 50-04 for a site-only district owned project comprises of six sections (as listed on the navigation pane on the left-hand side of the screen).

Below is a zoomed-in example.



The first section of the application is for *Site Info*. The district must specify the type of Financial Hardship request from the list of options.



Next, the user will specify where the project will be located from the list of options:

- *New Site*: The project will be on a new school with no pre-existing buildings. School sites with buildings and classrooms that have been completely demolished are not considered new sites.
- *Existing Site with Additional Acreage Acquired*: The project will include acquiring additional land to the existing school site.

All projects must select a school site from the list of options. If a specific site is not listed, please email [OPSCApplicationReviewTeam@dgs.ca.gov](mailto:OPSCApplicationReviewTeam@dgs.ca.gov) to request to add the site to the application system.

Project to be located on 

## The Project is at an existing school site:

Select the appropriate school or site for this application 

### Site Detail

School/Site Name:	New Unnamed High
CDS (county-district-school) Code:	9702797
Grade-Level:	
Street Address:	22-67439-00-02
City:	
State:	
Zip Code:	

The application system requires the user to enter the approval date of the CDE Approval Letter.

Enter the available existing school site information in the fields as shown in the example below:

Once the *Site Info* section is completed, click "Continue" to proceed to the next section of the funding application.

On the next page there is a zoomed-in example.

California Department of Education (CDE) Site Approval Date ?

09/15/2018

MM/DD/YYYY

You can add up to 5 Date(s)

California Department of Education (CDE) Contingent Site Approval Date ?

MM/DD/YYYY

You can add up to 5 Date(s)

California Department of Education (CDE) Gross Approved Acres ?

Gross Number of Purchased Acres ?

7.80

Master Plan Acreage site Size (Useable) ?

20.50

Recommended Site size ?

16.80

Existing Acres (Useable) ?

Proposed Acres (Useable) ?

7.80

Continue

## Project Type

In this section, select the type of project from the drop-down menu that best represents this application request.

Dashboard / Application / Draft 1

### NC Advance Site (District Owned)

Draft

Application For Funding • Form SAB 50-04 ?

New Construction • Site Only - District Owned (Sep Apprt)

District:

SAB 50-04 Form

Site Info

Type of Project

Additional Grant Request

### Type of Project

Select project type ?

High School

Previous

Continue

Once the *Project Type* section is completed, the user may click "Continue" to proceed with the next section of the funding application.

## Additional Grant Request

In the *Additional Grant Request* section, the user will need to answer yes or no to request the 2% grant.

The screenshot shows the 'NC Advance Site (District Owned)' form in a 'Draft' state. The breadcrumb trail includes 'Application For Funding', 'Form SAB 50-04', and 'New Construction - Site Only - District Owned (Sep Apprt)'. The left sidebar shows three sections: 'SAB 50-04 Form' with 'Site Info' and 'Type of Project' marked as complete, and 'Additional Grant Request' which is the active section. The main content area is titled 'Additional Grant Request' and contains a sub-section 'Site Acquisition'. It asks 'Is the district requesting the 2% grant?' with 'Yes' and 'No' radio buttons. Below this is a field for '50 percent Actual Cost' with a help icon.

The user will then need to complete the applicable items to request additional grants with each amount that pertains to the project, as shown in the screenshot below. For any fields that do not apply to the project, enter \$0.

Additional Grant options for Site Acquisition include:

- Enter 50% of the cost to relocate displaced businesses and residents when the site is acquired through eminent domain or through district-owned site. See *Real Estate/Site Acquisition* section for more information.
- 2 percent. If purchasing a new site or additional acreage to an existing site, select "Yes". See *Real Estate/Site Acquisition* section for more information.
- DTSC Fee. If DTSC Fees are associated with the project, please enter 50% of the costs. See *Real Estate/Site Acquisition* section for more information.
- Hazardous Waste: If hazardous waste removal is associated with the project, please enter 50% of the costs. Districts are advised that the amount provided for site acquisition costs cannot exceed 150% of the state-funded site acquisition amount. See *Real Estate/Site Acquisition* section for more information.
- RA: If RA is associated with the project, please click "Yes." Districts are advised that the amount provided for site acquisition costs cannot exceed 150% of the state-funded site acquisition amount. See *Real Estate/Site Acquisition* section for more information.

Lastly, the district will click "Yes" and indicate the number of classrooms the district's project includes if the district received CTE program funding.

Below is a zoomed-in example.

Is the district requesting the 2% grant?	<input checked="" type="radio"/> Yes <input type="radio"/> No
50 percent Actual Cost <a href="#">?</a>	<input type="text" value="\$ 950,000"/>
50 percent Appraised Value <a href="#">?</a>	<input type="text" value="\$ 490,000"/>
50 percent Relocation Cost <a href="#">?</a>	<input type="text" value="\$ 0"/>
2 percent (min. \$25,000) <a href="#">?</a>	<input type="text" value="\$ 25,000"/>
<b>Total</b>	<input type="text" value="\$ 515,000.00"/>
50 percent Department of Toxic Substances Control (DTSC) Fee <a href="#">?</a>	<input type="text" value="\$ 0"/>
50 percent hazardous waste <a href="#">?</a>	<input type="text" value="\$ 0"/>
Response Action (RA)	<input type="radio"/> Yes <input checked="" type="radio"/> No
<b>Career Technical Education Funds Request <a href="#">?</a></b>	
Will Career Technical Education (CTE) Funds be requested for classroom(s) included in the plans and specifications for this project	<input type="radio"/> Yes <input checked="" type="radio"/> No



Once the *Additional Grant Request* section is completed, the user may select "Continue" to proceed to the next section of the funding application.

## Certification

Only the authorized District Representative/Superintendent may complete the certification section. The user must ensure they have only entered the information that applies to the specific project.

## Certification

---

I certify, as the District Representative, that the information reported on this form, with the exception of items 22 and 23, is true and correct and that:

- I am an authorized representative of the district as authorized by the governing board of the district; and,
- A resolution or other appropriate documentation supporting this application under Chapter 12.5, Part 10, Division 1, commencing with Section 17070.10, et. seq., of the Education Code was adopted by the school district's governing board or the designee of the Superintendent of Public Instruction on,
- The district has established a "Restricted Maintenance Account" for exclusive purpose of providing ongoing and major maintenance of school buildings and has developed an ongoing and major maintenance plan that complies with and is implemented under the provisions of Education Code Section 17070.75 and 17070.77 (refer to Sections 1859.100 through 1859.102); and,
- The district has considered the feasibility of the joint use of land and facilities with other governmental agencies in order to minimize school facility costs; and.

*Scroll to bottom to Certify app.*

*Please note the user must review the entire Certification section using the scroll bar and enter all applicable entry fields before completing the required certification.*

Below is a zoomed-in example.

## Certification

I certify, as the District Representative, that the information reported on this form, with the exception of items 22 and 23, is true and correct and that:

light and indoor air quality, the use of recycled materials and materials that emit a minimum of toxic substances, the use of acoustics conducive to teaching and learning, and the other characteristics of high performance schools; and,

- If the district is requesting an additional grant for high performance incentive funding, the school district governing board must have a resolution on file that demonstrates support for the high performance incentive grant request and the intent to incorporate high performance features in future facilities projects; and,
- If this application is submitted when there is Insufficient Bond Authority, the district has adopted a school board resolution pursuant to Section 1859.95.1; and,
- The district will comply with all laws pertaining to the construction or modernization of its school building.

Once the user has completed reviewing and entering all the required fields, the user may click "Yes" to agree to the terms of the certification and enter district representative information such as phone number, full name, and signature date. The user will select "Continue" to proceed to the *Review* section.

I verify, I have read and agree to the above terms and certification information	<input checked="" type="radio"/> Yes <input type="radio"/> No
Date	<input type="text" value="11/18/2024"/>
District Representative / Superintendent Phone Number	<input type="text" value="(916) 123-4567"/>
Phone Extension (optional)	<input type="text"/>
District Representative / Superintendent Name	<input type="text" value="John Smith"/>

← Previous Continue →

## Review

After completing the *Certification* section, the user will review all previous sections and make any final edits.

Any incomplete sections will be flagged with an orange exclamation point, and the missing required fields will display with red text as **(required)**. Please see the example below.

Below is a zoomed-in example.

## Review

### Site Info

Type of Financial Hardship Request

Submittal with a school board resolution, pursuant to Section 1859.95.1(Insufficient Bond Authority)

Project to be located on 

**(required)**

The Project is at an existing school site:

Select the appropriate school or site for this application 

New Unnamed High

California Department of Education (CDE) Site Approval Date 

09/15/2018

Once all required entries are completed, the left navigation pane will display only green checkmarks, and the user will click "Continue" to proceed to the *Submit* section.

## NC Advance Site (District Owned) Draft

Application For Funding • Form SAB 50-04  
New Construction • Site Only - District Owned (Sep Apprt)

### SAB 50-04 Form

- Site Info
- Type of Project
- Additional Grant Request
- Certification
- Review**
- Submittal

### Review

Site Info

Type of Financial Hardship Request	Submittal with a school board resolution, pursuant to Section 1859.95.1(Insufficient Bond Authority)
Project to be located on	New Site
The Project is at an existing school site:	
Select the appropriate school or site for this application	New Unnamed High

Below is a zoomed-in example.

I verify, I have read and agree to the above terms and certification information	Yes
District Representative / Superintendent Name	John Smith
District Representative / Superintendent Phone Number	(916) 123-4567
Phone Extension (optional)	(not answered)
Date	11/18/2024
	<a href="#">Edit Page →</a>

[← Previous](#) [Continue →](#)

## Submit and Upload Documents

Next, the user will continue to the *Submit* page. The district will complete the final certification and upload all supporting documents in this section. The user may click the blue "Upload file(s)" button to upload files of any supporting documentation for this application.

## NC Advance Site (District Owned) Draft

Application For Funding • Form SAB 50-04  
New Construction • Site Only - District Owned (Sep Appt)

### SAB 50-04 Form

- Site Info
- Type of Project
- Additional Grant Request
- Certification
- Review
- Submittal**

### Submittal

This State Allocation Board School Facility Program Application for Funding is being submitted electronically via OPSC Online.

- Requests may only be submitted by a School District Superintendent, Authorized School District Representative, Charter School Representative, or Joint Power Authority (JPA) Representative who is signed in to OPSC Online with their corresponding OPSC Online User ID. Submittal from these accounts is considered to be a unique electronic signature for purposes of Application for Funding submittals. A printed, wet-signature request does not need to be mailed 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.
- Once an applicant has upload a file, the file cannot be removed by the applicant.

I have uploaded all required documents required on the Application for Funding [OPSC Application Submittal Checklist](#).

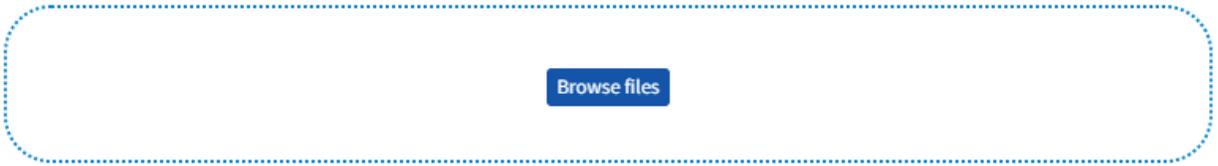
All uploaded files for this application are always available on the [Application Dashboard](#).

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

Once the documents have been uploaded, the text **Successfully Uploaded** will display underneath the document file name. After all documents have been uploaded, the user will close the *Upload Files* section by clicking "Done."

On the next page is a zoomed-in example.

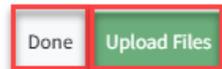
## Upload Files



File Name	Document Type	Description	Uploaded Date
<b>CDE Site Approval.pdf</b> Successfully Uploaded	California Departmen	Final Site Approval Le	01/14/2025
<b>ARBBA Resolution.pdf</b> Successfully Uploaded	Local Board Resolutio	Beyond Bond Authori	01/14/2025
<b>Appraisal.pdf</b> Successfully Uploaded	Site Acquisition	Appraisal of Property	01/14/2025

3 total

Please stay here until file upload(s) complete



Next, the user will mark both checked boxes as completed and click "Submit Paperless Application."

*Reminder: only an Authorized District Representative can submit the application.*

Below is an example of the OPSC Online application page.

## NC Advance Site Draft

Application For Funding • Form SAB 50-04  
New Construction • Site Only (Sep Apprt)

### SAB 50-04 Form

- ✓ Site Info
- ✓ Project Type
- ✓ Additional Grant Request
- ✓ Base Eligibility / Pending Re...
- ✓ Certification
- ✓ Review
- **Submit**

### Submit

This State Allocation Board School Facility Program Application for Funding is being submitted electronically via OPSC Online.

- Requests may only be submitted by a School District Superintendent, Authorized School District Representative, Charter School Representative, or Joint Power Authority (JPA) Representative who is signed in to OPSC Online with their corresponding OPSC Online User ID. Submittal from these accounts is considered to be a unique electronic signature for purposes of Application for Funding submittals. A printed, wet-signature request does not need to be mailed 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.
- Once an applicant has upload a file, the file cannot be removed by the applicant.

I have uploaded all required documents required on the Application for Funding [OPSC Application Submittal Checklist](#).

[Upload file\(s\)](#) All uploaded files for this application are always available on the [Application Dashboard](#).

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

[Submit Paperless Application](#)

← Previous

After submittal, the user will proceed to a confirmation page displaying the assigned application number for the project. The user may notate the application number and nickname from the main dashboard for future access.

Below is an example of the OPSC Online application page.

## NC Advance Site (District Owned) Submitted

50 / 67439 - 00 - 006  
Application For Funding • Form SAB 50-04  
New Construction • Site Only - District Owned (Sep Apprt)

### SAB 50-04 Form

- ✓ Site Info
- ✓ Type of Project
- ✓ Additional Grant Request
- ✓ Certification
- ✓ Review
- **Submittal**

### Submittal

✓ **This paperless application was successfully submitted to OPSC.**

Your Application #: **50/67439-00-006**

Submittal Date: 01/27/2025

#### What's Next

Please review this application's uploaded documents on the [Application Dashboard](#) to ensure all required application documents are uploaded and properly named. Required documents not uploaded within 7 working days after the submittal date 2025-01-27 08:55 AM will lead to the application being rejected.

The completed State Allocation Board form can be [downloaded here](#) anytime but is no longer necessary to sign and mail in. A complete paperless submission is all OPSC will need to begin processing your funding application.

#### Application Options

[Upload Remaining Files](#)

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

[Review Required Documents](#)

[Download Completed Form](#)

[Go To Application Dashboard](#)

← Previous

Additionally, the user can upload additional documents after the submittal by clicking "Upload Remaining Files."

Below is a zoomed-in example.

## Submittal

✔ This paperless application was successfully submitted to OPSC.

Your Application #: 50/67439-00-006

Submittal Date: 01/27/2025

### What's Next

Please review this application's uploaded documents on the [Application Dashboard](#) to ensure all required application documents are uploaded and properly named. Required documents not uploaded within 7 working days after the submittal date 2025-01-27 08:55 AM will lead to the application being rejected.

The completed State Allocation Board form can be [downloaded here](#) at anytime but is no longer necessary to sign and mail in. A complete paperless submission is all OPSC will need to begin processing your funding application.

### Application Options

[Upload Remaining Files](#)

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

[Review Required Documents](#)

[Download Completed Form](#)

[Go To Application Dashboard](#)

Or the user can review and upload additional documents by opening the application from the dashboard.

# Submittal

✔ This paperless application was successfully submitted to OPSC.

Your Application #: 50/67439-00-006

Submittal Date: 01/27/2025

## What's Next

Please review this application's uploaded documents on the [Application Dashboard](#) to ensure all required application documents are uploaded and properly named. Required documents not uploaded within 7 working days after the submittal date 2025-01-27 08:55 AM will lead to the application being rejected.

The completed State Allocation Board form can be [downloaded here](#) at anytime but is no longer necessary to sign and mail in. A complete paperless submission is all OPSC will need to begin processing your funding application.

## Application Options

Upload Remaining Files

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

📄 Review Required Documents

📄 Download Completed Form

🏠 Go To Application Dashboard

Once the application is displayed, the user will click "Upload File."

**NC Advance Site (District Owned)** Submitted PTN: 67439 - 456 Edit  
50 / 67439 - 00 - 006 DSA Number:  
Application For Funding • Form SAB 50-04 Received Date: 01/27/2025  
New Construction • Site Only - District Owned (Sep Apprt) District: 67439 Sacramento City Unified • School/Site: New Unnamed High  
County Name: Sacramento County

### Submitted Versions

Name	Status	Version Received Date	Submitted By	Updated	
Version 1	Submitted	01/27/2025	Jane Smith	01/27/2025	Options

Drafts New Blank Draft

No Drafts

Uploaded Files Upload File

After the documents have been uploaded, the text **Successfully Uploaded** will display underneath the document file name. After all documents have been uploaded, the user will close the *Upload Files* section by clicking "Done."

Upload Files



[Browse files](#)

File Name	Document Type	Description	Uploaded Date
CTE Letter.pdf Successfully Uploaded	CTE Compliance (EC 1)	CTE Compliance Lette	01/14/2025

1 total

Please stay here until file upload(s) complete

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

# Advance Site (Environmental Hardship) Funding Application

To create a Form SAB 50-04, select "Create New SFP Funding Application" on the *Dashboard* page.

*Please note that users with delegate access can prepare the Funding Application. However, only an Architect can certify it, and only the District Representative can submit an application.*

Application Name	Project Type	Status	OPSC App #	School/Site	District	Project Tracking Number	OPSC Received	Last Updated
58/67439-00-003	Adjusted Grant	Archived	58/67439-00-003	Yav Pem Suab Academy	Sacramento City Unified			12/12/2022
58/67439-00-003	Fund Release Auth	50-05/70-02 Approved	58/67439-00-003	Yav Pem Suab Academy	Sacramento City Unified	67439-375	10/27/2021	11/09/2021
58/67439-00-003 PF Request	PIF - SFP	SAB Approved	58/67439-00-003	Yav Pem Suab Academy	Sacramento City Unified	67439-375	05/12/2021	10/27/2021
Expenditure Report #1 - 100%	Exp Report	Audit In Review	58/67439-00-003	Yav Pem Suab Academy	Sacramento City Unified	67439-375	12/09/2022	03/07/2023
Yav Pem Suab Academy	FH - Rehab CP	Suspended	58/67439-00-003	Yav Pem Suab Academy	Sacramento City Unified	67439-375	10/12/2020	10/12/2020

Once selected, the application system will ask the user if the district has applied for advanced funding for Site Acquisition and/or Design, or a Charter School Facilities Program Preliminary Apportionment for this project/application.

## Create New Application

Has the Applicant applied for advanced funding for Site Acquisition and/or Design, or a Charter School Facilities Program Preliminary Apportionment for this project/application?

Yes No

Cancel

Continue →

If the user selects "Yes," they will be directed to return to the OPSC Online Dashboard and select the project from the list of existing program applications to create a linked application for the construction phase.

Below is a zoomed-in example.

## Create New Application ?

Has the Applicant applied for advanced funding for Site Acquisition and/or Design, or a Charter School Facilities Program Preliminary Apportionment for this project/application?

Yes  No

### Please Use The Existing Application

You have selected "Yes" because a separate site and/or design or Charter School Facilities Program (CSFP) Preliminary Apportionment has previously been requested for this project. You must return to your OPSC Online [Dashboard](#) and select this project from the list of existing applications in order to create an application for funding for the construction phase or a CSFP Final Apportionment. For more information, please see the [Help Guide](#).

If the user selects "No," they will be prompted to continue entering the required information for a new Form SAB 50-04.

## Create New Application ?

Has the Applicant applied for advanced funding for Site Acquisition and/or Design, or a Charter School Facilities Program Preliminary Apportionment for this project/application?

Yes  No



You have selected "No" because this is a brand-new application for a project that has never requested a prior separate site and/or design funding approval or Charter School Facilities Preliminary Apportionment. On this first screen, please select the District name, Program Type (e.g. New Construction, Modernization), High School Attendance Area (if applicable), enter the Project Tracking Number, and enter a nickname for the application. The nickname is used to help you with differentiating this from other projects in your Dashboard.

As the user continues, the system will ask for the following information:

- Select the applicable School District or COE from the list of options.
- Select "New Construction" as the Funding Program Type from the list of options.

*Please note that if this is a combined project (e.g., New Construction and Modernization/Rehabilitation), a new application must be created for each program/funding source. Combined projects are visible from the application dashboard for applications with a common PTN.*

# Create New Application



Has the Applicant applied for advanced funding for Site Acquisition and/or Design, or a Charter School Facilities Program Preliminary Apportionment for this project/application?

Yes No



You have selected "No" because this is a brand-new application for a project that has never requested a prior separate site and/or design funding approval or Charter School Facilities Preliminary Apportionment.

On this first screen, please select the District name, Program Type (e.g. New Construction, Modernization), High School Attendance Area (if applicable), enter the Project Tracking Number, and enter a nickname for the application. The nickname is used to help you with differentiating this from other projects in your Dashboard.

Select the District

Sacramento City Unified

Select a funding Program Type

New Construction

Refer to [Section 1859.192](#) for the eligibility criteria

As the user continues, the system will ask for the following information:

- Select the High School Attendance Area if applicable.
- Enter the required PTN. The PTN is used by the Division of the State Architect (DSA), California Department of Education (CDE), and OPSC to identify a project. The user will not be able to proceed without entering the PTN. Instructions for generating a PTN can be found in the PTN User Guide under the Resources tab.
- Enter an application nickname. The nickname could represent the funding phase of the application, site name, and program type (e.g., Design Only, Site Only, Design & Site, Full Grant, Amended Full Grant), or other identifying names of the applicant's choice.
- Click "Continue" to enter additional application information.

Below is a zoomed-in example.

Select High School Attendance Area (00) District-wide

Please enter your primary Project Tracking Number (PTN #) first, followed by additional PTN #'s ? 67439 - 123 X +PTN

Press the Enter ↵ key to save

Please enter application nickname NC Advance Site (Environm...)

Cancel Continue →

Next, the application system will ask the user if the district is applying for Financial Hardship assistance.

## Create New Application

Does the district want to apply for Financial Hardship assistance?

Yes No

Then, the user will be asked to select the type of funding application from a list of options (e.g., *Site Only*, *Site Only – District Owned*, *Site Only – Environmental Hardship*, *Design Only*, *Advance Funding for Evaluation & Response Action [RA]*, *Site & Design Only*).

*Please note that the district may contact the Financial Hardship Team for assistance if a project includes a request for financial hardship assistance.*

*Financial hardship status will allow the project to start with advanced approval for separate site and/or design funding if plans have not been drawn up. Requests for "Advanced Funding for Evaluation and RA" may be requested by districts with or without financial hardship status.*

Then click "Continue" to begin the application process

**Create New Application**

Does the district want to apply for Financial Hardship assistance?  Yes  No

Select the type of funding application: Site Only - Environmental Harc

**?**

If the project will include a request for financial hardship assistance, please contact the Financial Hardship Team at OPSC for assistance. Receiving financial hardship approval will allow the project to start with an advanced approval for separate site and/or design funding if plans have not been drawn up.

Requests for "Advanced funding for Evaluation and RA" may be requested by both financial hardship assisted districts and districts that do not qualify for financial hardship.

[← Previous](#) [Cancel](#) [Continue →](#)

Next, the user will advance to the application landing page. The user will click the "Start Application" button to begin.

Dashboard / Application / **Landing**

## Application For Funding

### Form SAB 50-04 Information and Instruction

A district and their delegates may enter the information required for the Application for Funding (Form SAB 50-04) using this online system. Upon completion of all of the required information, the completed Form SAB 50-04 can only be submitted by the Authorized District Representative or District Superintendent.

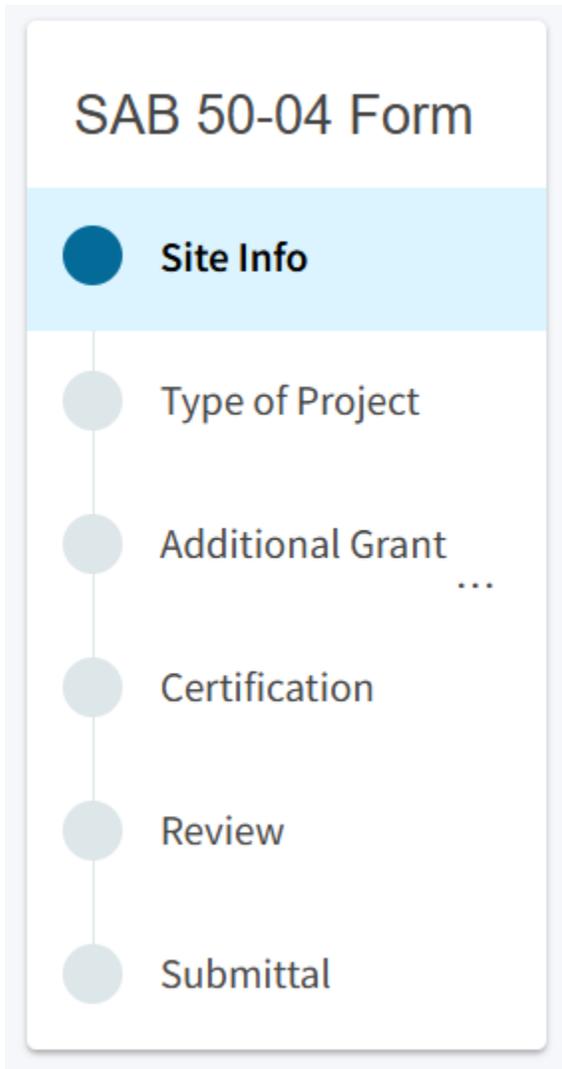
If applicable, all supporting documentation required as part of your funding request must be uploaded to OPSC Online prior to, or concurrently with the application submittal.

[Start Application →](#)

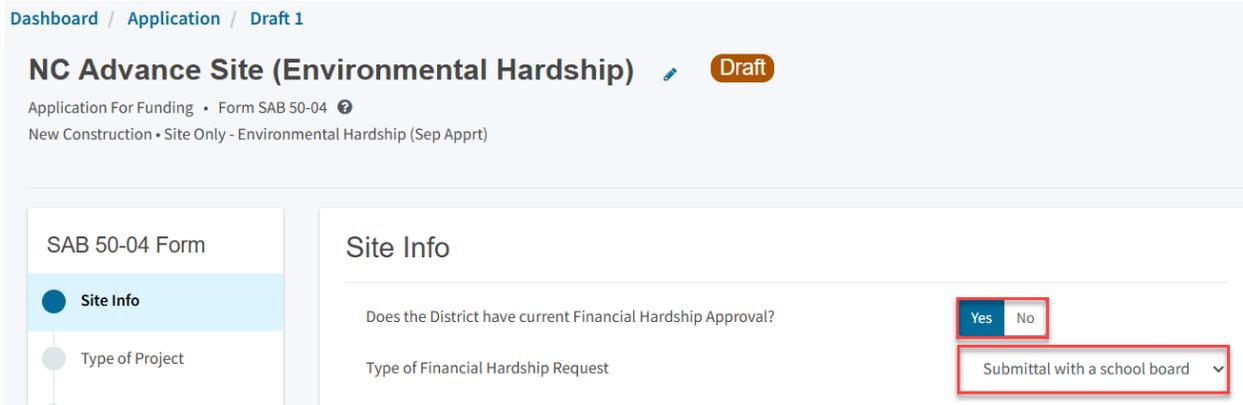
## Site Information

The Form SAB 50-04 for a site-only environmental hardship project comprises of six sections (as listed on the navigation pane on the left-hand side of the screen).

Below is a zoomed-in example.



The first section of the application is for *Site Info*. If the district has Financial Hardship status, select "Yes" and then specify the type of Financial Hardship request from the list of options.



If the district does not have Financial Hardship status, select "No" and enter the required information.

Next, the user will specify where the project will be located from the list of options:

- *New Site*: The project will be on a new school with no pre-existing buildings. School sites with buildings and classrooms that have been completely demolished are not considered new sites.
- *Existing Site with Additional Acreage Acquired*: The project will include acquiring additional land to the existing school site.

All projects must select a school site from the list of options. If a specific site is not listed, please email [OPSCApplicationReviewTeam@dgs.ca.gov](mailto:OPSCApplicationReviewTeam@dgs.ca.gov) to request to add the site to the application system.

Project to be located on 

## The Project is at an existing school site:

Select the appropriate school or site for this application 

### Site Detail

School/Site Name:	New Unnamed High
CDS (county-district-school) Code:	9702797
Grade-Level:	
Street Address:	22-67439-00-02
City:	
State:	
Zip Code:	

The application system requires the user to enter the approval date of the CDE Approval Letter.

Enter the available existing school site information in the fields as shown in the example below:

Once the *Site Info* section is completed, click "Continue" to proceed to the next section of the funding application.

On the next page there is a zoomed-in example.

California Department of Education (CDE) Site Approval Date ?

09/15/2018

MM/DD/YYYY

You can add up to 5 Date(s)

California Department of Education (CDE) Contingent Site Approval Date ?

MM/DD/YYYY

You can add up to 5 Date(s)

California Department of Education (CDE) Gross Approved Acres ?

Gross Number of Purchased Acres ?

7.80

Master Plan Acreage site Size (Useable) ?

20.50

Recommended Site size ?

16.80

Existing Acres (Useable) ?

Proposed Acres (Useable) ?

7.80

Continue

## Project Type

In this section, select the type of project from the drop-down menu that best represents this application request.

Dashboard / Application / Draft 1

### NC Advance Site (Environmental Hardship)

Draft

Application For Funding • Form SAB 50-04

New Construction • Site Only - Environmental Hardship (Sep Appt)

District

SAB 50-04 Form

Site Info

Type of Project

Additional Grant Request

### Type of Project

Select project type

High School

Previous

Continue

Once the *Project Type* section is completed, the user may click "Continue" to proceed with the next section of the funding application.

## Additional Grant Request

In the *Additional Grant Request* section, the user will need to answer yes or no to request the 2% grant.

Dashboard / Application / Draft 1

### NC Advance Site (Environmental Hardship) Draft

Application For Funding • Form SAB 50-04 ⓘ  
New Construction • Site Only - Environmental Hardship (Sep Apprt) Dis

#### SAB 50-04 Form

- ✓ Site Info
- ✓ Type of Project
- Additional Grant Request

#### Additional Grant Request

##### Site Acquisition

Is the district requesting the 2% grant?  Yes  No

50 percent Actual Cost ⓘ

The user will then need to complete the applicable items to request additional grants with each amount that pertains to the project, as shown in the screenshot below. For any fields that do not apply to the project, enter \$0.

Additional Grant options for Site Acquisition include:

- Relocation cost. Enter 50% of the cost to relocate displaced businesses and residents when the site is acquired through eminent domain or through district-owned site. See *Real Estate/Site Acquisition* section for more information.
- 2 percent. If purchasing a new site or additional acreage to an existing site, select "Yes". See *Real Estate/Site Acquisition* section for more information.
- DTSC Fee: If DTSC Fees are associated with the project, please enter 50% of the costs. See *Real Estate/Site Acquisition* section for more information.
- Hazardous Waste: If hazardous waste removal is associated with the project, please enter 50% of the costs. Districts are advised that the amount provided for site acquisition costs cannot exceed 150% of the state-funded site acquisition amount. See *Real Estate/Site Acquisition* section for more information.
- RA: If RA is associated with the project, please click "Yes." Districts are advised that the amount provided for site acquisition costs cannot exceed 150% of the state-funded site acquisition amount. See *Real Estate/Site Acquisition* section for more information.

Lastly, the district will click "Yes" and indicate the number of classrooms the district's project includes if the district received CTE program funding.

Below is a zoomed-in example.

Is the district requesting the 2% grant?	<input checked="" type="radio"/> Yes <input type="radio"/> No
50 percent Actual Cost <a href="#">?</a>	<input type="text" value="\$ 950,000"/>
50 percent Appraised Value <a href="#">?</a>	<input type="text" value="\$ 490,000"/>
50 percent Relocation Cost <a href="#">?</a>	<input type="text" value="\$ 0"/>
2 percent (min. \$25,000) <a href="#">?</a>	<input type="text" value="\$ 25,000"/>
<b>Total</b>	<input type="text" value="\$ 515,000.00"/>
50 percent Department of Toxic Substances Control (DTSC) Fee <a href="#">?</a>	<input type="text" value="\$ 0"/>
50 percent hazardous waste <a href="#">?</a>	<input type="text" value="\$ 0"/>
Response Action (RA)	<input type="radio"/> Yes <input checked="" type="radio"/> No
<b>Career Technical Education Funds Request <a href="#">?</a></b>	
Will Career Technical Education (CTE) Funds be requested for classroom(s) included in the plans and specifications for this project	<input type="radio"/> Yes <input checked="" type="radio"/> No



Once the *Additional Grant Request* section is completed, the user may select "Continue" to proceed to the next section of the funding application.

## Certification

Only the authorized District Representative/Superintendent may complete the certification section. The user must ensure they have only entered the information that applies to the specific project.

## Certification

I certify, as the District Representative, that the information reported on this form, with the exception of items 22 and 23, is true and correct and that:

- I am an authorized representative of the district as authorized by the governing board of the district; and,
- A resolution or other appropriate documentation supporting this application under Chapter 12.5, Part 10, Division 1, commencing with Section 17070.10, et. seq., of the Education Code was adopted by the school district's governing board or the designee of the Superintendent of Public Instruction on,
- The district has established a "Restricted Maintenance Account" for exclusive purpose of providing ongoing and major maintenance of school buildings and has developed an ongoing and major maintenance plan that complies with and is implemented under the provisions of Education Code Section 17070.75 and 17070.77 (refer to Sections 1859.100 through 1859.102); and,
- The district has considered the feasibility of the joint use of land and facilities with other governmental agencies in order to minimize school facility costs; and.

*Scroll to bottom to Certify app.*

*Please note the user must review the entire Certification section using the scroll bar and enter all applicable entry fields before completing the required certification.*

Below is a zoomed-in example.

## Certification

I certify, as the District Representative, that the information reported on this form, with the exception of items 22 and 23, is true and correct and that:

light and indoor air quality, the use of recycled materials and materials that emit a minimum of toxic substances, the use of acoustics conducive to teaching and learning, and the other characteristics of high performance schools; and,

- If the district is requesting an additional grant for high performance incentive funding, the school district governing board must have a resolution on file that demonstrates support for the high performance incentive grant request and the intent to incorporate high performance features in future facilities projects; and,
- If this application is submitted when there is Insufficient Bond Authority, the district has adopted a school board resolution pursuant to Section 1859.95.1; and,
- The district will comply with all laws pertaining to the construction or modernization of its school building.

Once the user has completed reviewing and entering all the required fields, the user may click "Yes" to agree to the terms of the certification and enter district representative information such as phone number, full name, and signature date. The user will select "Continue" to proceed to the *Review* section.

I verify, I have read and agree to the above terms and certification information	<input checked="" type="radio"/> Yes <input type="radio"/> No
Date	<input type="text" value="11/18/2024"/>
District Representative / Superintendent Phone Number	<input type="text" value="(916) 123-4567"/>
Phone Extension (optional)	<input type="text"/>
District Representative / Superintendent Name	<input type="text" value="Jane Smith"/>

## Review

After completing the *Certification* section, the user will review all previous sections and make any final edits.

Any incomplete sections will be flagged with an orange exclamation point, and the missing required fields will display with red text as **(required)**. Please see the example below.

Below is a zoomed-in example.

## Review

### Site Info

Type of Financial Hardship Request

Submittal with a school  
board resolution, pursuant  
to Section  
1859.95.1(Insufficient Bond  
Authority)

Project to be located on 

**(required)**

The Project is at an existing school site:

Select the appropriate school or site for this application 

New Unnamed High

California Department of Education (CDE) Site Approval Date 

09/15/2018

Once all required entries are completed, the left navigation pane will display only green checkmarks, and the user will click "Continue" to proceed to the *Submit* section.

## NC Advance Site (Environmental Hardship)

Draft

Application For Funding • Form SAB 50-04 

New Construction • Site Only - Environmental Hardship (Sep Apprt)

### SAB 50-04 Form

- Site Info
- Type of Project
- Additional Grant Request
- Certification
- Review**
- Submittal

### Review

#### Site Info

Does the District have current Financial Hardship Approval?	Yes
Type of Financial Hardship Request	Submittal with a school board resolution, pursuant to Section 1859.95.1(Insufficient Bond Authority)

Below is a zoomed-in example.

I verify, I have read and agree to the above terms and certification information	Yes
District Representative / Superintendent Name	Jane Smith
District Representative / Superintendent Phone Number	(916) 123-4567
Phone Extension (optional)	(not answered)
Date	11/18/2024

[Edit Page](#) →

← Previous **Continue** →

## Submit and Upload Documents

Next, the user will continue to the *Submit* page. The district will complete the final certification and upload all supporting documents in this section. The user may click the blue "Upload file(s)" button to upload files of any supporting documentation for this application.

## NC Advance Site (Environmental Hardship) Draft

Application For Funding • Form SAB 50-04  
New Construction • Site Only - Environmental Hardship (Sep Apprt)

### SAB 50-04 Form

- Site Info
- Type of Project
- Additional Grant Request
- Certification
- Review
- Submittal**

### Submittal

This State Allocation Board School Facility Program Application for Funding is being submitted electronically via OPSC Online.

- Requests may only be submitted by a School District Superintendent, Authorized School District Representative, Charter School Representative, or Joint Power Authority (JPA) Representative who is signed in to OPSC Online with their corresponding OPSC Online User ID. Submittal from these accounts is considered to be a unique electronic signature for purposes of Application for Funding submittals. A printed, wet-signature request does not need to be mailed 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.
- Once an applicant has upload a file, the file cannot be removed by the applicant.

I have uploaded all required documents required on the Application for Funding [OPSC Application Submittal Checklist](#).

**Upload file(s)** All uploaded files for this application are always available on the [Application Dashboard](#).

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

[Submit Paperless Application](#)

Once the documents have been uploaded, the text **Successfully Uploaded** will display underneath the document file name. After all documents have been uploaded, the user will close the *Upload Files* section by clicking "Done."

Below is a zoomed-in example.

Upload Files ×

[Browse files](#)

File Name <small>↕</small>	Document Type <small>↕</small>	Description <small>↕</small>	Uploaded Date <small>↕</small>
<b>CDE Site Approval.pdf</b> <span style="color: #c07040;">Successfully Uploaded</span>	California Departmen <small>▼</small>	Final Site Approval Le <small>▼</small>	01/14/2025
<b>ARBBA Resolution.pdf</b> <span style="color: #c07040;">Successfully Uploaded</span>	Local Board Resolutio <small>▼</small>	Beyond Bond Authori <small>▼</small>	01/14/2025
<b>Appraisal.pdf</b> <span style="color: #c07040;">Successfully Uploaded</span>	Site Acquisition <small>▼</small>	Appraisal of Property <small>▼</small>	01/14/2025

3 total

---

Please stay here until file upload(s) complete

Done Upload Files

Next, the user will mark both checked boxes as completed and click "Submit Paperless Application."

*Reminder: only an Authorized District Representative can submit the application*

Below is an example of the OPSC Online application page.

Dashboard / Application / Draft 1

## NC Advance Site (Environmental Hardship) Draft

Application For Funding • Form SAB 50-04  
New Construction • Site Only - Environmental Hardship (Sep Apprt)

SAB 50-04 Form

- Site Info
- Type of Project
- Additional Grant Request
- Certification
- Review
- Submittal**

### Submittal

This State Allocation Board School Facility Program Application for Funding is being submitted electronically via OPSC Online.

- Requests may only be submitted by a School District Superintendent, Authorized School District Representative, Charter School Representative, or Joint Power Authority (JPA) Representative who is signed in to OPSC Online with their corresponding OPSC Online User ID. Submittal from these accounts is considered to be a unique electronic signature for purposes of Application for Funding submittals. A printed, wet-signature request does not need to be mailed 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.
- Once an applicant has upload a file, the file cannot be removed by the applicant.

I have uploaded all required documents required on the Application for Funding [OPSC Application Submittal Checklist](#).

[Upload file\(s\)](#) All uploaded files for this application are always available on the [Application Dashboard](#).

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

[Submit Paperless Application](#)

After submittal, the user will proceed to a confirmation page displaying the assigned application number for the project. The user may notate the application number and nickname from the main dashboard for future access.

Below is an example of the OPSC Online application page.

Dashboard / Application / Draft 1

## NC Advance Site (Environmental Hardship) Submitted

50 / 67439 - 00 - 007  
Application For Funding • Form SAB 50-04  
New Construction • Site Only - Environmental Hardship (Sep Apprt)

SAB 50-04 Form

- Site Info
- Type of Project
- Additional Grant Request
- Certification
- Review
- Submittal**

### Submittal

**✓ This paperless application was successfully submitted to OPSC.**

Your Application #: **50/67439-00-007**

Submittal Date: 01/27/2025

#### What's Next

Please review this application's uploaded documents on the [Application Dashboard](#) to ensure all required application documents are uploaded and properly named. Required documents not uploaded within 7 working days after the submittal date 2025-01-27 10:22 AM will lead to the application being rejected.

The completed State Allocation Board form can be [downloaded here](#) at anytime but is no longer necessary to sign and mail in. A complete paperless submission is all OPSC will need to begin processing your funding application.

#### Application Options

- [Upload Remaining Files](#)
- Ensure your application is complete by uploading any remaining documents now.
- [Review Required Documents](#)
- [Download Completed Form](#)
- [Go To Application Dashboard](#)

[← Previous](#)

Additionally, the user can upload additional documents after the submittal by clicking "Upload Remaining Files."

Below is a zoomed-in example.

## Submittal

✔ This paperless application was successfully submitted to OPSC.

Your Application #: 50/67439-00-007

Submittal Date: 01/27/2025

### What's Next

Please review this application's uploaded documents on the [Application Dashboard](#) to ensure all required application documents are uploaded and properly named. Required documents not uploaded within 7 working days after the submittal date 2025-01-27 10:22 AM will lead to the application being rejected.

The completed State Allocation Board form can be [downloaded here](#) at anytime but is no longer necessary to sign and mail in. A complete paperless submission is all OPSC will need to begin processing your funding application.

### Application Options

↑ [Upload Remaining Files](#)

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

📄 [Review Required Documents](#)

📄 [Download Completed Form](#)

🏠 [Go To Application Dashboard](#)

Or the user can review and upload additional documents by opening the application from the dashboard.

# Submittal

✔ This paperless application was successfully submitted to OPSC.

Your Application #: 50/67439-00-007

Submittal Date: 01/27/2025

## What's Next

Please review this application's uploaded documents on the [Application Dashboard](#) to ensure all required application documents are uploaded and properly named. Required documents not uploaded within 7 working days after the submittal date 2025-01-27 10:22 AM will lead to the application being rejected.

The completed State Allocation Board form can be [downloaded here](#) at anytime but is no longer necessary to sign and mail in. A complete paperless submission is all OPSC will need to begin processing your funding application.

## Application Options

[Upload Remaining Files](#)

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

[Review Required Documents](#)

[Download Completed Form](#)

[Go To Application Dashboard](#)

Once the application is displayed, the user will click "Upload File."

**NC Advance Site (Environmental Hardship)** Submitted

50 / 67439 - 00 - 007

Application For Funding • Form SAB 50-04

New Construction • Site Only - Environmental Hardship (Sep Apprt)

PTN: 67439 - 123 [Edit](#)  
DSA Number:  
Received Date: 01/27/2025  
District: 67439 Sacramento City Unified • School/Site: New Unnamed High  
County Name: Sacramento County

### Submitted Versions

Name	Status	Version Received Date	Submitted By	Updated	
Version 1	Submitted	01/27/2025	Jane Smith	01/27/2025	Options

### Drafts

No Drafts [New Blank Draft](#)

Uploaded Files [Upload File](#)

After the documents have been uploaded, the text **Successfully Uploaded** will display underneath the document file name. After all documents have been uploaded, the user will close the *Upload Files* section by clicking "Done."

Upload Files



[Browse files](#)

File Name	Document Type	Description	Uploaded Date
CTE Letter.pdf Successfully Uploaded	CTE Compliance (EC 1)	CTE Compliance Lette	01/14/2025

1 total

Please stay here until file upload(s) complete

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

# Advance Design Funding Application

To create a Form SAB 50-04, select "Create New SFP Funding Application" on the *Dashboard* page.

*Please note that users with delegate access can prepare the Funding Application. However, only an Architect can certify it, and only the District Representative can submit an application.*

Application Name	Project Type	Status	OPSC App #	School/Site	District	Project Tracking Number	OPSC Received	Last Updated
58/67439-00-003	Adjusted Grant	Archived	58/67439-00-003	Yav Pem Suab Academy	Sacramento City Unified			12/12/2022
58/67439-00-003	Fund Release Auth	50-05/70-02 Approved	58/67439-00-003	Yav Pem Suab Academy	Sacramento City Unified	67439-375	10/27/2021	11/09/2021
58/67439-00-003 PF Request	PIF - SFP	SAB Approved	58/67439-00-003	Yav Pem Suab Academy	Sacramento City Unified	67439-375	05/12/2021	10/27/2021
Expenditure Report #1 - 100%	Exp Report	Audit In Review	58/67439-00-003	Yav Pem Suab Academy	Sacramento City Unified	67439-375	12/09/2022	03/07/2023
Yav Pem Suab Academy	FH - Rehab CP	Superseded	58/67439-00-003	Yav Pem Suab Academy	Sacramento City Unified	67439-375	10/12/2020	10/12/2020

Once selected, the application system will ask the user if the district has applied for advanced funding for Site Acquisition and/or Design, or a Charter School Facilities Program Preliminary Apportionment for this project/application.

## Create New Application

Has the Applicant applied for advanced funding for Site Acquisition and/or Design, or a Charter School Facilities Program Preliminary Apportionment for this project/application?

Yes No

Cancel

Continue →

If the user selects "Yes," they will be directed to return to the OPSC Online Dashboard and select the project from the list of existing program applications to create a linked application for the construction phase.

Below is a zoomed-in example.

## Create New Application ?

Has the Applicant applied for advanced funding for Site Acquisition and/or Design, or a Charter School Facilities Program Preliminary Apportionment for this project/application?

 Yes  No

### Please Use The Existing Application

You have selected "Yes" because a separate site and/or design or Charter School Facilities Program (CSFP) Preliminary Apportionment has previously been requested for this project. You must return to your OPSC Online [Dashboard](#) and select this project from the list of existing applications in order to create an application for funding for the construction phase or a CSFP Final Apportionment. For more information, please see the [Help Guide](#).

If the user selects "No," they will be prompted to continue entering the required information for a new Form SAB 50-04.

## Create New Application ?

Has the Applicant applied for advanced funding for Site Acquisition and/or Design, or a Charter School Facilities Program Preliminary Apportionment for this project/application?

 Yes  No

You have selected "No" because this is a brand-new application for a project that has never requested a prior separate site and/or design funding approval or Charter School Facilities Preliminary Apportionment. On this first screen, please select the District name, Program Type (e.g. New Construction, Modernization), High School Attendance Area (if applicable), enter the Project Tracking Number, and enter a nickname for the application. The nickname is used to help you with differentiating this from other projects in your Dashboard.

As the user continues, the system will ask for the following information:

- Select the applicable School District or COE from the list of options.
- Select "New Construction" as the Funding Program Type from the list of options.

*Please note that if this is a combined project (e.g., New Construction and Modernization/Rehabilitation), a new application must be created for each program/funding source. Combined projects are visible from the application dashboard for applications with a common PTN.*

Below is a zoomed-in example.

## Create New Application ?

Has the Applicant applied for advanced funding for Site Acquisition and/or Design, or a Charter School Facilities Program Preliminary Apportionment for this project/application?

Yes No



You have selected "No" because this is a brand-new application for a project that has never requested a prior separate site and/or design funding approval or Charter School Facilities Preliminary Apportionment.

On this first screen, please select the District name, Program Type (e.g. New Construction, Modernization), High School Attendance Area (if applicable), enter the Project Tracking Number, and enter a nickname for the application. The nickname is used to help you with differentiating this from other projects in your Dashboard.

Select the District ?

Sacramento City Unified v

Select a funding Program Type ?

New Construction v

Refer to [Section 1859.192](#) for the eligibility criteria

As the user continues, the system will ask for the following information:

- Select the High School Attendance Area if applicable.
- Enter the required PTN. The PTN is used by the Division of the State Architect (DSA), California Department of Education (CDE), and OPSC to identify a project. The user will not be able to proceed without entering the PTN. Instructions for generating a PTN can be found in the PTN User Guide under the Resources tab.
- Enter an application nickname. The nickname could represent the funding phase of the application, site name, and program type (e.g., Design Only, Site Only, Design & Site, Full Grant, Amended Full Grant), or other identifying names of the applicant's choice.
- Click "Continue" to enter additional application information.

Below is a zoomed-in example.

Select High School Attendance Area (00) District-wide

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

67439 - 1234

+ PTN

Press the Enter key to save

Please enter application nickname NC Design Only

Cancel Continue

Next, the application system will ask the user if the district is applying for Financial Hardship assistance.

## Create New Application

Does the district want to apply for Financial Hardship assistance?

Yes No

Then, the user will be asked to select the type of funding application from a list of options (e.g., *Site Only*, *Site Only – District Owned*, *Site Only – Environmental Hardship*, *Design Only*, *Advance Funding for Evaluation & Response Action [RA]*, *Site & Design Only*).

*Please note that the district may contact the Financial Hardship Team for assistance if a project includes a request for financial hardship assistance.*

*Financial hardship status will allow the project to start with advanced approval for separate site and/or design funding if plans have not been drawn up. Requests for "Advanced Funding for Evaluation and RA" may be requested by districts with or without financial hardship status.*

Then click "Continue" to begin the application process.

## Create New Application

Does the district want to apply for Financial Hardship assistance?  Yes  No

Select the type of funding application:

**?**

If the project will include a request for financial hardship assistance, please contact the Financial Hardship Team at OPSC for assistance. Receiving financial hardship approval will allow the project to start with an advanced approval for separate site and/or design funding if plans have not been drawn up.

Requests for "Advanced funding for Evaluation and RA" may be requested by both financial hardship assisted districts and districts that do not qualify for financial hardship.

[← Previous](#) [Cancel](#) [Continue →](#)

Next, the user will advance to the application landing page. The user will click the "Start Application" button to begin.

[Dashboard](#) / [Application](#) / [Landing](#)

## Application For Funding

### Form SAB 50-04

#### Information and Instruction

A district and their delegates may enter the information required for the Application for Funding (Form SAB 50-04) using this online system. Upon completion of all of the required information, the completed Form SAB 50-04 can only be submitted by the Authorized District Representative or District Superintendent.

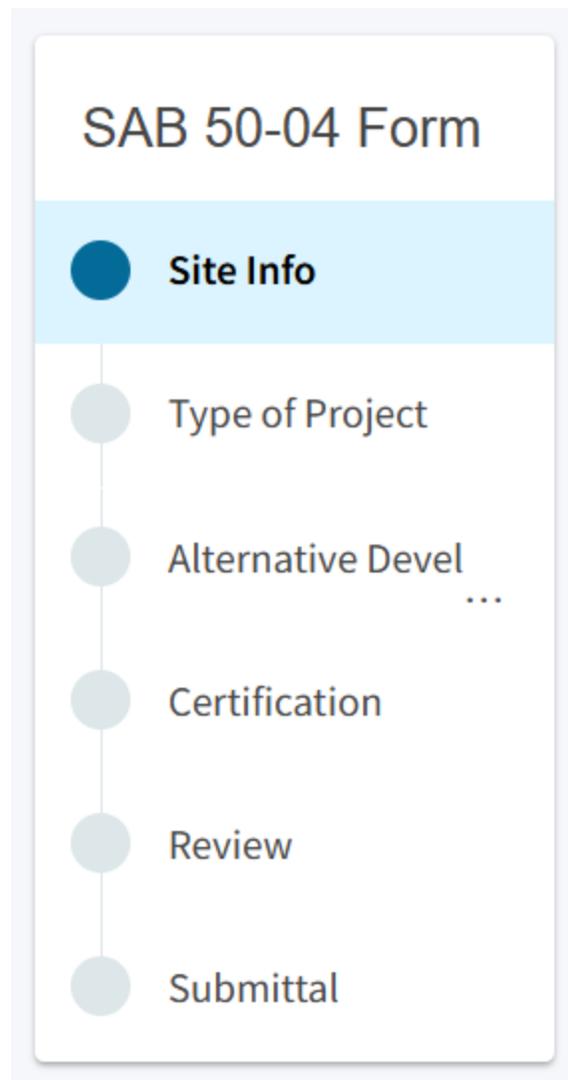
If applicable, all supporting documentation required as part of your funding request must be uploaded to OPSC Online prior to, or concurrently with the application submittal.

[Start Application →](#)

## Site Information

The Form SAB 50-04 for a design-only project comprises of six sections (as listed on the navigation pane on the left-hand side of the screen).

Below is a zoomed-in example.



The first section of the application is for *Site Info*. The district must specify the type of Financial Hardship request from the list of options.

## NC Design Only

Draft

Application For Funding • Form SAB 50-04

New Construction • Design Only (Sep Apprt)

SAB 50-04 Form

Site Info

Site Info

Type of Financial Hardship Request

Please make a selection

Next, the user will specify where the project will be located from the list of available options:

- **Leased Site:** The project is on a school site not owned by the District and meets the requirements outlined in School Facility Program (SFP) Regulation Section 1859.22.
  - When selecting this option, the school or site field on the Site Info page must be completed.
- **New Site:** The project will be on a new school with no pre-existing buildings. School sites with buildings and classrooms that have been completely demolished are not considered new sites.
  - When selecting this option, all fields on the Site Info page must be completed using information from the CDE Site and Plan Approval letters.
- **Existing Site with Additional Acreage Acquired:** The project will include acquiring additional land to the existing school site.
  - When selecting this option, all fields on the Site Info page must be completed using information from the most recent CDE Site and Plan Approval letter(s).
- **Existing Site with No Additional Acreage Acquired:** The project will not include acquiring additional land to the existing school site.
  - When this option is selected, the school or site field on the Site Info page must be completed using the most recent CDE Plan Approval letter(s) information.

All projects must select a school site from the list of options. If a specific site is not listed, please email [OPSCApplicationReviewTeam@dgs.ca.gov](mailto:OPSCApplicationReviewTeam@dgs.ca.gov) to request to add the site to the application system.

Below is a zoomed-in example.

Project to be located on 

Existing Site with Additional A 

The Project is at an existing school site:

Select the appropriate school or site for this application 

Sutter Middle 

### Site Detail

School/Site Name:	Sutter Middle
CDS (county-district-school) Code:	6066690
Grade-Level:	
Street Address:	3150 I ST.
City:	SACRAMENTO
State:	CA
Zip Code:	95816

Once the *Site Info* section is completed, click "Continue" to proceed to the next section of the funding application.

### Project Type

In this section, select the type of project from the drop-down menu that best represents this application request.

Next, enter the total number of pupil grants assigned to the project for each grade group. The pupils reported should be less than or equal to the net classroom capacity.

On the next page there is an example of the OPSC Online application.

## NC Design Only Draft

Application For Funding • Form SAB 50-04  
New Construction • Design Only (Sep Apprt)

SAB 50-04 Form

- Site Info
- Type of Project**
- Alternative Developer Fee / ...
- Certification
- Review
- Submittal

### Type of Project

Select project type ? Middle School

### Pupil Grants Requested ?

K-6	<input type="text"/>
7-8	<input type="text" value="54"/>
9-12	<input type="text"/>
Non-Severe	<input type="text"/>
Severe	<input type="text"/>

Then, the user must answer the questions listed.

When the user clicks "Yes" to any of the questions, the user will be prompted to enter additional information, as shown below.

Once the *Project Type* section is completed, the user may click "Continue" to proceed with the next section of the funding application.

Did the District use an Alternative Enrollment Projection to determine eligibility for the application ? Yes No

Please enter Alternative Enrollment Projection information

K-6	<input type="text"/>
7-8	<input type="text" value="54"/>
9-12	<input type="text"/>
Non-Severe	<input type="text"/>
Severe	<input type="text"/>

On the next page there is a zoomed-in example.

Is this a 6-8 school? 

 Yes  No

How many K-6 pupils reported above are sixth graders?

Is this an Alternative Education School? 

 Yes  No

Is this an application to use the pupil grants requested above to build classrooms at alternative grade level or minimum essential facilities instead or in addition to classrooms?

 Yes  No

This application is in accordance with [Section 1859.77.3\(a\)](#), which allows Districts to build minimum Essential Facilities rather than classrooms

 Yes  No

Facilities to be constructed

- Gym
- Multi Purpose Room
- Library
- Administration
- Hybrid Gym/Multi Purpose Room
- Counseling Office
- Conference Room

This application is in accordance with [Section 1859.77.3\(b\)](#), which allows Districts to use their requested grants to build classrooms for grade levels other than the level of pupil grants requested 

 Yes  No

## Alternative Developer Fee/Adjust Eligibility

In the Alternative Developer section, the user will click "Yes" or "No" if any classrooms were added or replaced by the district in locally funded projects outside of SFP funding. If the user selects "Yes," indicate the number of classrooms by grade level under the *Additional* or *Replacement* columns.

### New Construction Eligibility Adjustment - Added Capacity

Has the District added any classrooms that were not SFP Funded?

 Yes  No

#### Adjustment to New Construction Baseline Eligibility ?

Classroom(s) provided

Additional ?

Replacement ?

K-6

K-6

7-8

7-8

9-12

9-12

Non-Severe

Non-Severe

Severe

Severe

Next, the user will click "Yes" if there is a pending reorganization that will result in a loss of eligibility for this project. If there is one, then the district will need to submit an adjustment to the district's new construction baseline eligibility. Please refer to the SFP Regulation Section 1859.51 for more information on pending reorganization.

Lastly, the district will click "Yes" and indicate the number of classrooms the district's project includes if the district received CTE program funding.

Once the *Alternative Developer Fee/Adjust Eligibility* section is completed, the user may select "Continue" to proceed to the next section of the funding application.

Below is a zoomed-in example.

**Pending Reorganization Election** ⓘ

Is there a pending reorganization election that will result in a loss of eligibility for this project?  Yes  No

**Career Technical Education Funds Request** ⓘ

Will Career Technical Education (CTE) Funds be requested for classroom(s) included in the plans and specifications for this project?  Yes  No

← Previous Continue →

## Certification

Only the authorized District Representative/Superintendent may complete the certification section. The user must ensure they have only entered the information that applies to the specific project.

### Certification

I certify, as the District Representative, that the information reported on this form, with the exception of items 22 and 23, is true and correct and that:

- I am an authorized representative of the district as authorized by the governing board of the district; and,
- A resolution or other appropriate documentation supporting this application under Chapter 12.5, Part 10, Division 1, commencing with Section 17070.10, et. seq., of the Education Code was adopted by the school district's governing board or the designee of the Superintendent of Public Instruction on,
- The district has established a "Restricted Maintenance Account" for exclusive purpose of providing ongoing and major maintenance of school buildings and has developed an ongoing and major maintenance plan that complies with and is implemented under the provisions of Education Code Section 17070.75 and 17070.77 (refer to Sections 1859.100 through 1859.102); and,
- The district has considered the feasibility of the joint use of land and facilities with other governmental agencies in order to minimize school facility costs; and.

Scroll to bottom to Certify app.

*Please note the user must review the entire Certification section using the scroll bar and enter all applicable entry fields before completing the required certification.*

Below is a zoomed-in example.

## Certification

I certify, as the District Representative, that the information reported on this form, with the exception of items 22 and 23, is true and correct and that:

light and indoor air quality, the use of recycled materials and materials that emit a minimum of toxic substances, the use of acoustics conducive to teaching and learning, and the other characteristics of high performance schools; and,

- If the district is requesting an additional grant for high performance incentive funding, the school district governing board must have a resolution on file that demonstrates support for the high performance incentive grant request and the intent to incorporate high performance features in future facilities projects; and,
- If this application is submitted when there is Insufficient Bond Authority, the district has adopted a school board resolution pursuant to Section 1859.95.1; and,
- The district will comply with all laws pertaining to the construction or modernization of its school building.

Once the user has completed reviewing and entering all the required fields, the user may click "Yes" to agree to the terms of the certification and enter district representative information such as phone number, full name, and signature date. The user will select "Continue" to proceed to the *Review* section.

I verify, I have read and agree to the above terms and certification information	<input checked="" type="radio"/> Yes <input type="radio"/> No
Date	<input type="text" value="11/18/2024"/>
District Representative / Superintendent Phone Number	<input type="text" value="(916) 123-4567"/>
Phone Extension (optional)	<input type="text"/>
District Representative / Superintendent Name	<input type="text" value="Jane Smith"/>

← Previous Continue →

## Review

After completing the *Certification* section, the user will review all previous sections and make any final edits.

Any incomplete sections will be flagged with an orange exclamation point, and the missing required fields will display with red text as (required). Please see the example below.

Below is a zoomed-in example.

 **Site Info**

---

Type of Financial Hardship Request	Submittal with a school board resolution, pursuant to Section 1859.95.1(Insufficient Bond Authority)
Project to be located on 	(required)

The Project is at an existing school site:

Select the appropriate school or site for this application 	Sutter Middle
--	---------------

Once all required entries are completed, the left navigation pane will display only green checkmarks, and the user will click "Continue" to proceed to the *Submit* section.

Dashboard / Application / Draft 1

**NC Design Only**  **Draft**

Application For Funding • Form SAB 50-04   
New Construction • Design Only (Sep Apprt)

SAB 50-04 Form

-  Site Info
-  Type of Project
-  Alternative Developer Fe ...
-  Certification
-  **Review**
-  Submittal

**Review**

---

 **Site Info**

---

Type of Financial Hardship Request	Submittal with a school board resolution, pursuant to Section 1859.95.1(Insufficient Bond Authority)
Project to be located on 	Existing Site without Additional Acreage

Below is a zoomed-in example.

I verify, I have read and agree to the above terms and certification information	Yes
District Representative / Superintendent Name	Jane Smith
District Representative / Superintendent Phone Number	(916) 123-4567
Phone Extension (optional)	(not answered)
Date	11/18/2024

[Edit Page](#) →

---

← Previous [Continue](#) →

## Submit and Upload Documents

Next, the user will continue to the *Submit* page. The district will complete the final certification and upload all supporting documents in this section. The user may click the blue "Upload file(s)" button to upload files of any supporting documentation for this application.

Dashboard / Application / Draft 1

### NC Design Only Draft

Application For Funding • Form SAB 50-04 ⓘ  
New Construction • Design Only (Sep Apprt)

#### SAB 50-04 Form

- Site Info
- Type of Project
- Alternative Developer Fee / ...
- Certification
- Review
- Submittal**

### Submittal

This State Allocation Board School Facility Program Application for Funding is being submitted electronically via OPSC Online.

- Requests may only be submitted by a School District Superintendent, Authorized School District Representative, Charter School Representative, or Joint Power Authority (JPA) Representative who is signed in to OPSC Online with their corresponding OPSC Online User ID. Submittal from these accounts is considered to be a unique electronic signature for purposes of Application for Funding submittals. A printed, wet-signature request does not need to be mailed 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.
- Once an applicant has upload a file, the file cannot be removed by the applicant.

I have uploaded all required documents required on the Application for Funding **OPSC Application Submittal Checklist**.  
[Upload file\(s\)](#) All uploaded files for this application are always available on the **Application Dashboard**.

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

[Submit Paperless Application](#)

Once the documents have been uploaded, the text **Successfully Uploaded** will display underneath the document file name. After all documents have been uploaded, the user will close the *Upload Files* section by clicking "Done."

Below is a zoomed-in example.

Upload Files ×

[Browse files](#)

File Name <span>⌵</span>	Document Type <span>⌵</span>	Description <span>⌵</span>	Uploaded Date <span>⌵</span>
CTE Letter.pdf <span style="color: #0056b3;">Successfully Uploaded</span>	CTE Compliance (EC 1) <span>⌵</span>	CTE Compliance Lette <span>⌵</span>	01/27/2025
ARBBA Resolution.pdf <span style="color: #0056b3;">Successfully Uploaded</span>	Local Board Resolutio <span>⌵</span>	Beyond Bond Authorit <span>⌵</span>	01/27/2025

2 total

---

Please stay here until file upload(s) complete

Done Upload Files

Next, the user will mark both checked boxes as completed and click "Submit Paperless Application."

*Reminder: only an Authorized District Representative can submit the application.*

Below is an example of the OPSC Online application page.

Dashboard / Application / Draft 1

## NC Design Only Draft

Application For Funding • Form SAB 50-04  
New Construction • Design Only (Sep Apprt)

### SAB 50-04 Form

- Site Info
- Type of Project
- Alternative Developer Fee / ...
- Certification
- Review
- Submittal**

### Submittal

This State Allocation Board School Facility Program Application for Funding is being submitted electronically via OPSC Online.

- Requests may only be submitted by a School District Superintendent, Authorized School District Representative, Charter School Representative, or Joint Power Authority (JPA) Representative who is signed in to OPSC Online with their corresponding OPSC Online User ID. Submittal from these accounts is considered to be a unique electronic signature for purposes of Application for Funding submittals. A printed, wet-signature request does not need to be mailed 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.
- Once an applicant has upload a file, the file cannot be removed by the applicant.

I have uploaded all required documents required on the Application for Funding **OPSC Application Submittal Checklist**.  
 All uploaded files for this application are always available on the **Application Dashboard**.

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

After submittal, the user will proceed to a confirmation page displaying the assigned application number for the project. The user may notate the application number and nickname from the main dashboard for future access.

Below is an example of the OPSC Online application page.

Dashboard / Application / Draft 1

**NC Design Only**  **Submitted**

50 / 67439 - 00 - 008  
Application For Funding • Form SAB 50-04 ⓘ  
New Construction • Design Only (Sep Apprt)

---

**SAB 50-04 Form**

- ✓ Site Info
- ✓ Type of Project
- ✓ Alternative Developer Fee / ...
- ✓ Certification
- ✓ Review
- Submittal**

**Submittal**

✓ This paperless application was successfully submitted to OPSC.

Your Application #: 50/67439-00-008  
Submittal Date: 01/27/2025

**What's Next**

Please review this application's uploaded documents on the [Application Dashboard](#) to ensure all required application documents are uploaded and properly named. Required documents not uploaded within 7 working days after the submittal date 2025-01-27 12:33 PM will lead to the application being rejected.

The completed State Allocation Board form can be [downloaded here](#) at anytime but is no longer necessary to sign and mail in. A complete paperless submission is all OPSC will need to begin processing your funding application.

**Application Options**

- [Upload Remaining Files](#)
- ⓘ Ensure your application is complete by uploading any remaining documents now.
- [Review Required Documents](#)
- [Download Completed Form](#)
- [Go To Application Dashboard](#)

← Previous

Additionally, the user can upload additional documents after the submittal by clicking "Upload Remaining Files."

Below is a zoomed-in example.

## Submittal

✔ This paperless application was successfully submitted to OPSC.

Your Application #: 50/67439-00-008

Submittal Date: 01/27/2025

### What's Next

Please review this application's uploaded documents on the [Application Dashboard](#) to ensure all required application documents are uploaded and properly named. Required documents not uploaded within 7 working days after the submittal date 2025-01-27 12:33 PM will lead to the application being rejected.

The completed State Allocation Board form can be [downloaded here](#) at anytime but is no longer necessary to sign and mail in. A complete paperless submission is all OPSC will need to begin processing your funding application.

### Application Options

↑ Upload Remaining Files

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

📄 Review Required Documents

📄 Download Completed Form

🏠 Go To Application Dashboard

Or the user can review and upload additional documents by opening the application from the dashboard.

## Submittal

✔ This paperless application was successfully submitted to OPSC.

Your Application #: 50/67439-00-008

Submittal Date: 01/27/2025

### What's Next

Please review this application's uploaded documents on the [Application Dashboard](#) to ensure all required application documents are uploaded and properly named. Required documents not uploaded within 7 working days after the submittal date 2025-01-27 12:33 PM will lead to the application being rejected.

The completed State Allocation Board form can be [downloaded here](#) at anytime but is no longer necessary to sign and mail in. A complete paperless submission is all OPSC will need to begin processing your funding application.

### Application Options

↑ Upload Remaining Files

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

📄 Review Required Documents

📄 Download Completed Form

🏠 Go To Application Dashboard

Once the application is displayed, the user will click "Upload File."

**NC Design Only** Submitted

50 / 67439 - 00 - 008

Application For Funding • Form SAB 50-04  
New Construction • Design Only (Sep Apprt)

PTN: 67439 - 1234 [Edit](#)  
DSA Number:  
Received Date: 01/27/2025  
District: 67439 Sacramento City Unified • School/Site: Sutter Middle  
County Name: Sacramento County

---

Submitted Versions

No Submitted Versions

Drafts New Blank Draft

Name	Status	Created By	Last Edited By	Updated	
Draft 1	Draft	Jane Smith	Jane Smith	01/27/2025	Options ▾

Uploaded Files Upload File

After the documents have been uploaded, the text **Successfully Uploaded** will display underneath the document file name. After all documents have been uploaded, the user will close the *Upload Files* section by clicking "Done."

Upload Files ×

Browse files

File Name	Document Type	Description	Uploaded Date
CTE Letter.pdf <span style="color: #0056b3; font-weight: bold;">Successfully Uploaded</span>	CTE Compliance (EC 1 ▾)	CTE Compliance Lette ▾	01/14/2025

1 total

---

Please stay here until file upload(s) complete

Done Upload Files

# Advance Site and Design Funding Application

To create a Form SAB 50-04, select "Create New SFP Funding Application" on the *Dashboard* page.

*Please note that users with delegate access can prepare the Funding Application. However, only an Architect can certify it, and only the District Representative can submit an application.*

Application Name	Project Type	Status	OPSC App #	School/Site	District	Project Tracking Number	OPSC Received	Last Updated
58/67439-00-003	Adjusted Grant	Archived	58/67439-00-003	Yav Pem Suab Academy	Sacramento City Unified			12/12/2022
58/67439-00-003	Fund Release Auth	50-05/70-02 Approved	58/67439-00-003	Yav Pem Suab Academy	Sacramento City Unified	67439-375	10/27/2021	11/09/2021
58/67439-00-003 PF Request	PIF - SFP	SAB Approved	58/67439-00-003	Yav Pem Suab Academy	Sacramento City Unified	67439-375	05/12/2021	10/27/2021
Expenditure Report #1 - 100%	Exp Report	Audit In Review	58/67439-00-003	Yav Pem Suab Academy	Sacramento City Unified	67439-375	12/09/2022	03/07/2023
Yav Pem Suab Academy	FH - Rehab CP	Superseded	58/67439-00-003	Yav Pem Suab Academy	Sacramento City Unified	67439-375	10/12/2020	10/12/2020

Once selected, the application system will ask the user if the district has applied for advanced funding for Site Acquisition and/or Design, or a Charter School Facilities Program Preliminary Apportionment for this project/application.

## Create New Application

Has the Applicant applied for advanced funding for Site Acquisition and/or Design, or a Charter School Facilities Program Preliminary Apportionment for this project/application?

Yes No

Cancel

Continue →

If the user selects "Yes," they will be directed to return to the OPSC Online Dashboard and select the project from the list of existing program applications to create a linked application for the construction phase.

Below is a zoomed-in example.

## Create New Application ?

Has the Applicant applied for advanced funding for Site Acquisition and/or Design, or a Charter School Facilities Program Preliminary Apportionment for this project/application?

 Yes  No

### Please Use The Existing Application

You have selected "Yes" because a separate site and/or design or Charter School Facilities Program (CSFP) Preliminary Apportionment has previously been requested for this project. You must return to your OPSC Online [Dashboard](#) and select this project from the list of existing applications in order to create an application for funding for the construction phase or a CSFP Final Apportionment. For more information, please see the [Help Guide](#).

If the user selects "No," they will be prompted to continue entering the required information for a new Form SAB 50-04.

## Create New Application ?

Has the Applicant applied for advanced funding for Site Acquisition and/or Design, or a Charter School Facilities Program Preliminary Apportionment for this project/application?

 Yes  No

You have selected "No" because this is a brand-new application for a project that has never requested a prior separate site and/or design funding approval or Charter School Facilities Preliminary Apportionment. On this first screen, please select the District name, Program Type (e.g. New Construction, Modernization), High School Attendance Area (if applicable), enter the Project Tracking Number, and enter a nickname for the application. The nickname is used to help you with differentiating this from other projects in your Dashboard.

As the user continues, the system will ask for the following information:

- Select the applicable School District or COE from the list of options.
- Select "New Construction" as the Funding Program Type from the list of options.

*Please note that if this is a combined project (e.g., New Construction and Modernization/Rehabilitation), a new application must be created for each program/funding source. Combined projects are visible from the application dashboard for applications with a common PTN.*

Below is a zoomed-in example.

## Create New Application ?

Has the Applicant applied for advanced funding for Site Acquisition and/or Design, or a Charter School Facilities Program Preliminary Apportionment for this project/application?

Yes No



You have selected "No" because this is a brand-new application for a project that has never requested a prior separate site and/or design funding approval or Charter School Facilities Preliminary Apportionment.

On this first screen, please select the District name, Program Type (e.g. New Construction, Modernization), High School Attendance Area (if applicable), enter the Project Tracking Number, and enter a nickname for the application. The nickname is used to help you with differentiating this from other projects in your Dashboard.

Select the District ?

Sacramento City Unified v

Select a funding Program Type ?

New Construction v

Refer to [Section 1859.192](#) for the eligibility criteria

As the user continues, the system will ask for the following information:

- Select the High School Attendance Area if applicable.
- Enter the required PTN. The PTN is used by the Division of the State Architect (DSA), California Department of Education (CDE), and OPSC to identify a project. The user will not be able to proceed without entering the PTN. Instructions for generating a PTN can be found in the PTN User Guide under the Resources tab.
- Enter an application nickname. The nickname could represent the funding phase of the application, site name, and program type (e.g., Design Only, Site Only, Design & Site, Full Grant, Amended Full Grant), or other identifying names of the applicant's choice.
- Click "Continue" to enter additional application information.

Below is a zoomed-in example.

Select High School Attendance Area (00) District-wide

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

67439 - 1234

+ PTN

Press the Enter key to save

Please enter application nickname NC Site & Design Only

Cancel Continue

Next, the application system will ask the user if the district is applying for Financial Hardship assistance.

## Create New Application

Does the district want to apply for Financial Hardship assistance?

Yes No

Then, the user will be asked to select the type of funding application from a list of options (e.g., *Site Only*, *Site Only – District Owned*, *Site Only – Environmental Hardship*, *Design Only*, *Advance Funding for Evaluation & Response Action [RA]*, *Site & Design Only*).

*Please note that the district may contact the Financial Hardship Team for assistance if a project includes a request for financial hardship assistance.*

*Financial hardship status will allow the project to start with advanced approval for separate site and/or design funding if plans have not been drawn up. Requests for "Advanced Funding for Evaluation and RA" may be requested by districts with or without financial hardship status.*

Then click "Continue" to begin the application process.

## Create New Application

Does the district want to apply for Financial Hardship assistance?

Yes No

Select the type of funding application:

Site & Design Only (Sep Apprt) ▾



If the project will include a request for financial hardship assistance, please contact the Financial Hardship Team at OPSC for assistance. Receiving financial hardship approval will allow the project to start with an advanced approval for separate site and/or design funding if plans have not been drawn up.

Requests for "Advanced funding for Evaluation and RA" may be requested by both financial hardship assisted districts and districts that do not qualify for financial hardship.

← Previous

Cancel

Continue →

Next, the user will advance to the application landing page. The user will click the "Start Application" button to begin.

Dashboard / Application / **Landing**

### Application For Funding

#### Form SAB 50-04

##### Information and Instruction

A district and their delegates may enter the information required for the Application for Funding (Form SAB 50-04) using this online system. Upon completion of all of the required information, the completed Form SAB 50-04 can only be submitted by the Authorized District Representative or District Superintendent.

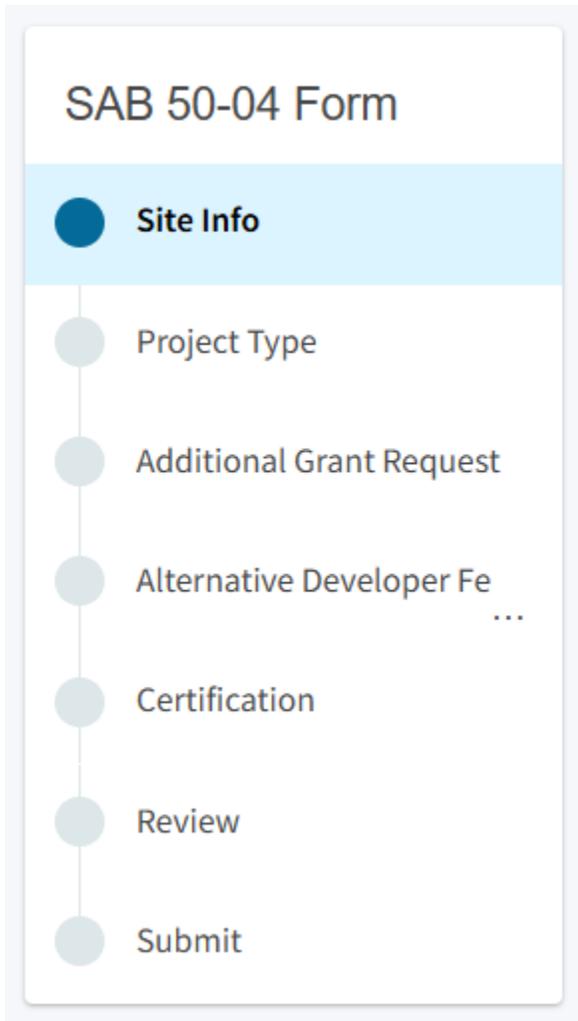
If applicable, all supporting documentation required as part of your funding request must be uploaded to OPSC Online prior to, or concurrently with the application submittal.

Start Application →

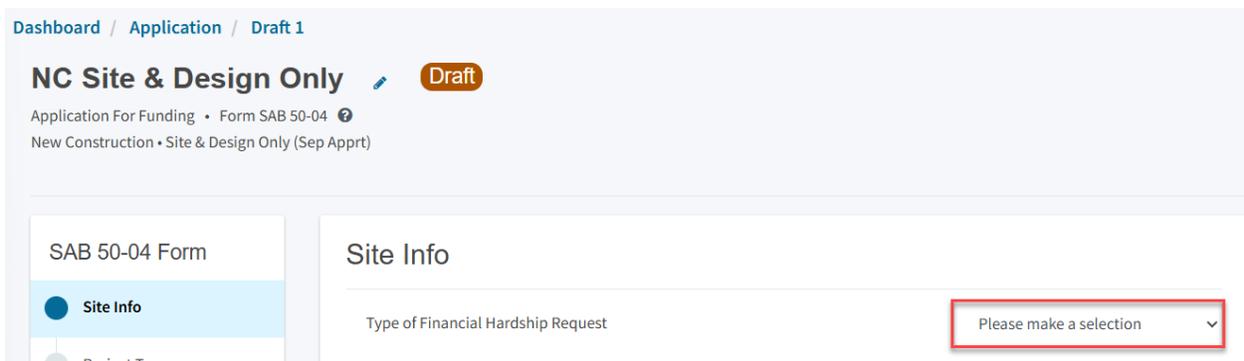
## Site Information

The Form SAB 50-04 for a site-only project comprises of seven sections (as listed on the navigation pane on the left-hand side of the screen).

Below is a zoomed-in example.



The first section of the application is for *Site Info*. The district must specify the type of Financial Hardship request from the list of options.



Next, the user will specify where the project will be located from the list of options:

- *New Site*: The project will be on a new school with no pre-existing buildings. School sites with buildings and classrooms that have been completely demolished are not considered new sites.
- *Existing Site with Additional Acreage Acquired*: The project will include acquiring additional land to the existing school site.

All projects must select a school site from the list of options. If a specific site is not listed, please email [OPSCApplicationReviewTeam@dgs.ca.gov](mailto:OPSCApplicationReviewTeam@dgs.ca.gov) to request to add the site to the application system.

Project to be located on 

### The Project is at an existing school site:

Select the appropriate school or site for this application 

#### Site Detail

School/Site Name:	New Unnamed High
CDS (county-district-school) Code:	9702797
Grade-Level:	
Street Address:	22-67439-00-02
City:	
State:	
Zip Code:	

The application system requires the user to enter the approval date of the CDE Approval Letter.

Enter the available existing school site information in the fields as shown in the example below:

Once the *Site Info* section is completed, click "Continue" to proceed to the next section of the funding application.

On the next page there is a zoomed-in example.

California Department of Education (CDE) Site Approval Date 	<div style="border: 1px solid #ccc; background-color: #007bff; color: white; padding: 2px; display: inline-block;">09/15/2018 </div> <div style="border: 1px solid #ccc; padding: 2px; margin-top: 5px; color: #ccc;">MM/DD/YYYY</div> <p style="font-size: 0.8em; margin-top: 5px;">You can add up to 5 Date(s)</p>
California Department of Education (CDE) Contingent Site Approval Date 	<div style="border: 1px solid #ccc; padding: 2px; margin-top: 5px; color: #ccc;">MM/DD/YYYY</div> <p style="font-size: 0.8em; margin-top: 5px;">You can add up to 5 Date(s)</p>
California Department of Education (CDE) Plan Approval Date 	<div style="border: 1px solid #ccc; padding: 2px; margin-top: 5px; color: #ccc;">MM/DD/YYYY</div> <p style="font-size: 0.8em; margin-top: 5px;">You can add up to 5 Date(s)</p>
California Department of Education (CDE) Gross Approved Acres 	<div style="border: 1px solid #ccc; padding: 2px; margin-top: 5px;">7.80</div>
Gross Number of Purchased Acres 	<div style="border: 1px solid #ccc; padding: 2px; margin-top: 5px;">20.50</div>
Master Plan Acreage site Size (Useable) 	<div style="border: 1px solid #ccc; padding: 2px; margin-top: 5px;">16.80</div>
Recommended Site size 	<div style="border: 1px solid #ccc; padding: 2px; margin-top: 5px; height: 20px;"></div>
Existing Acres (Useable) 	<div style="border: 1px solid #ccc; padding: 2px; margin-top: 5px; height: 20px;"></div>
Proposed Acres (Useable) 	<div style="border: 1px solid #ccc; padding: 2px; margin-top: 5px;">7.80</div>

Continue 

### Project Type

In this section, select the type of project from the drop-down menu that best represents this application request.

In this section, select the type of project from the drop-down menu that best represents this application request.

Next, enter the total number of pupil grants assigned to the project for each grade group. The pupils reported should be less than or equal to the net classroom capacity.

On the next page there is an example of the OPSC Online application.

## NC Site & Design Only

Draft

Application For Funding • Form SAB 50-04  
New Construction • Site & Design Only (Sep Apprt)

### SAB 50-04 Form

Site Info

**Project Type**

Additional Grant Request

Alternative Developer Fee / ...

Certification

Review

Submit

### Project Type

Select project type

High School

### Pupil Grants Requested

K-6

7-8

9-12

Non-Severe

Severe

Then, the user must answer the questions listed.

When the user clicks "Yes" to any of the questions, the user will be prompted to enter additional information, as shown below.

Once the "Project Type" section is completed, the user may click "Continue" to proceed with the next section of the funding application.

Did the District use an Alternative Enrollment Projection to determine eligibility for the application

Please enter Alternative Enrollment Projection information

K-6

7-8

9-12

54

Non-Severe

Severe

On the next page there is a zoomed-in example.

Is this an Alternative Education School?

Yes No

Is this an application to use the pupil grants requested above to build classrooms at alternative grade level or minimum essential facilities instead or in addition to classrooms?

Yes No

This application is in accordance with [Section 1859.77.3\(a\)](#), which allows Districts to build minimum Essential Facilities rather than classrooms

Yes No

Facilities to be constructed

- Gym
- Multi Purpose Room
- Library
- Administration
- Hybrid Gym/Multi Purpose Room
- Counseling Office
- Conference Room

This application is in accordance with [Section 1859.77.3\(b\)](#), which allows Districts to use their requested grants to build classrooms for grade levels other than the level of pupil grants requested

Yes No

Previous

Continue

## Additional Grant Request

In the *Additional Grant Request* section, the user will need to answer yes or no to request the 2% grant.

[Dashboard](#) / [Application](#) / [Draft 1](#)

### NC Site & Design Only Draft

Application For Funding • Form SAB 50-04   
New Construction • Site & Design Only (Sep Apprt)

Dis

#### SAB 50-04 Form

- Site Info
- Project Type
- Additional Grant Request**

#### Additional Grant Request

##### Site Acquisition

Is the district requesting the 2% grant?

Yes No

50 percent Actual Cost

The user will then need to complete the applicable items to request additional grants with each amount that pertains to the project, as shown in the screenshot below. For any fields that do not apply to the project, enter \$0.

Additional Grant options for Site Acquisition include:

- Enter 50% of the cost to relocate displaced businesses and residents when the site is acquired through eminent domain or through district-owned site. See *Real Estate/Site Acquisition* section for more information.
- 2 percent. If purchasing a new site or additional acreage to an existing site, select "Yes". See *Real Estate/Site Acquisition* section for more information.
- DTSC Fee. If DTSC Fees are associated with the project, please enter 50% of the costs. See *Real Estate/Site Acquisition* section for more information.
- Hazardous Waste: If hazardous waste removal is associated with the project, please enter 50% of the costs. Districts are advised that the amount provided for site acquisition costs cannot exceed 150% of the state-funded site acquisition amount. See *Real Estate/Site Acquisition* section for more information.
- RA: If RA is associated with the project, please click "Yes." Districts are advised that the amount provided for site acquisition costs cannot exceed 150% of the state-funded site acquisition amount. See *Real Estate/Site Acquisition* section for more information.

Below is a zoomed-in example.

Is the district requesting the 2% grant?	<input checked="" type="radio"/> Yes <input type="radio"/> No
50 percent Actual Cost	<input type="text" value="\$ 950,000"/>
50 percent Appraised Value	<input type="text" value="\$ 490,000"/>
50 percent Relocation Cost	<input type="text" value="\$ 0"/>
2 percent (min. \$25,000)	<input type="text" value="\$ 25,000"/>
	<b>Total</b> <input type="text" value="\$ 515,000.00"/>
50 percent Department of Toxic Substances Control (DTSC) Fee	<input type="text" value="\$ 0"/>
50 percent hazardous waste	<input type="text" value="\$ 0"/>
Response Action (RA)	<input type="radio"/> Yes <input checked="" type="radio"/> No

Once the *Additional Grant Request* section is completed, the user may select "Continue" to proceed to the next section of the funding application.

### Alternative Developer Fee/Adjust Eligibility

In the Alternative Developer section, the user may indicate that State funds are unavailable for new construction; therefore, the district can collect Level 3 developer fees pursuant to Government Code Section 65995.7. If applicable, please enter the amount being collected. If not applicable, this field may be left blank.

## NC Site & Design Only

Draft

Application For Funding • Form SAB 50-04  
New Construction • Site & Design Only (Sep Apprt)

### SAB 50-04 Form

- Site Info
- Project Type
- Additional Grant Request
- Alternative Developer Fee / ...**
- Certification
- Review
- Submit

### Alternative Developer Fee / Adjust Eligibility

Alternative developer fee collection and reportable pursuant to Regulation Section 1859.77

### New Construction Eligibility Adjustment - Added Capacity

Has the District added any classrooms that were not SFP Funded?

Yes	No
-----	----

### Pending Reorganization Election

Is there a pending reorganization election that will result in a loss of eligibility for this project?

Yes	No
-----	----

### Career Technical Education Funds Request

Will Career Technical Education (CTE) Funds be requested for classroom(s) included in the plans and specifications for this project

Yes	No
-----	----

Next, the user will click "Yes" or "No" if any classrooms were added or replaced by the district in locally funded projects outside of SFP funding. If the user selects "Yes," indicate the number of classrooms by grade level under the *Additional* or *Replacement* columns.

## New Construction Eligibility Adjustment - Added Capacity

Has the District added any classrooms that were not SFP Funded?

 Yes  No

### Adjustment to New Construction Baseline Eligibility

Classroom(s) provided

Additional 

Replacement 

K-6

K-6

7-8

7-8

9-12

9-12

Non-Severe

Non-Severe

Severe

Severe

Next, the user will click "Yes" if there is a pending reorganization that will result in a loss of eligibility for this project. If there is one, then the district will need to submit an adjustment to the district's new construction baseline eligibility. Please refer to the SFP Regulation Section 1859.51 for more information on pending reorganization.

Lastly, the district will click "Yes" and indicate the number of classrooms the district's project includes if the district received CTE program funding.

Once the *Alternative Developer Fee/Adjust Eligibility* section is completed, the user may select "Continue" to proceed to the next section of the funding application.

Below is a zoomed-in example.

**Pending Reorganization Election** ⓘ

Is there a pending reorganization election that will result in a loss of eligibility for this project?  Yes  No

**Career Technical Education Funds Request** ⓘ

Will Career Technical Education (CTE) Funds be requested for classroom(s) included in the plans and specifications for this project?  Yes  No

← Previous Continue →

## Certification

Only the authorized District Representative/Superintendent may complete the certification section. The user must ensure they have only entered the information that applies to the specific project.

### Certification

I certify, as the District Representative, that the information reported on this form, with the exception of items 22 and 23, is true and correct and that:

- I am an authorized representative of the district as authorized by the governing board of the district; and,
- A resolution or other appropriate documentation supporting this application under Chapter 12.5, Part 10, Division 1, commencing with Section 17070.10, et. seq., of the Education Code was adopted by the school district's governing board or the designee of the Superintendent of Public Instruction on,
- The district has established a "Restricted Maintenance Account" for exclusive purpose of providing ongoing and major maintenance of school buildings and has developed an ongoing and major maintenance plan that complies with and is implemented under the provisions of Education Code Section 17070.75 and 17070.77 (refer to Sections 1859.100 through 1859.102); and,
- The district has considered the feasibility of the joint use of land and facilities with other governmental agencies in order to minimize school facility costs; and.

Scroll to bottom to Certify app.

*Please note the user must review the entire Certification section using the scroll bar and enter all applicable entry fields before completing the required certification.*

Below is a zoomed-in example.

## Certification

I certify, as the District Representative, that the information reported on this form, with the exception of items 22 and 23, is true and correct and that:

light and indoor air quality, the use of recycled materials and materials that emit a minimum of toxic substances, the use of acoustics conducive to teaching and learning, and the other characteristics of high performance schools; and,

- If the district is requesting an additional grant for high performance incentive funding, the school district governing board must have a resolution on file that demonstrates support for the high performance incentive grant request and the intent to incorporate high performance features in future facilities projects; and,
- If this application is submitted when there is Insufficient Bond Authority, the district has adopted a school board resolution pursuant to Section 1859.95.1; and,
- The district will comply with all laws pertaining to the construction or modernization of its school building.

Once the user has completed reviewing and entering all the required fields, the user may click "Yes" to agree to the terms of the certification and enter district representative information such as phone number, full name, and signature date. The user will select "Continue" to proceed to the *Review* section.

I verify, I have read and agree to the above terms and certification information	<input checked="" type="radio"/> Yes <input type="radio"/> No
Date	<input type="text" value="11/18/2024"/>
District Representative / Superintendent Phone Number	<input type="text" value="(916) 123-4567"/>
Phone Extension (optional)	<input type="text"/>
District Representative / Superintendent Name	<input type="text" value="Jane Smith"/>

← Previous Continue →

## Review

After completing the *Certification* section, the user will review all previous sections and make any final edits.

Any incomplete sections will be flagged with an orange exclamation point, and the missing required fields will display with red text as **(required)**. Please see the example below.

### Site Info

Type of Financial Hardship Request

Submittal with a school board resolution, pursuant to Section 1859.95.1(Insufficient Bond Authority)

Project to be located on 

**(required)**

The Project is at an existing school site:

Select the appropriate school or site for this application 

New Unnamed High

Once all required entries are completed, the left navigation pane will display only green checkmarks, and the user will click "Continue" to proceed to the *Submit* section.

Dashboard / Application / Draft 1

### NC Site & Design Only Draft

Application For Funding • Form SAB 50-04   
New Construction • Site & Design Only (Sep Apprt)

#### SAB 50-04 Form

-  Site Info
-  Project Type
-  Additional Grant Request
-  Alternative Developer Fe ...
-  Certification
-  **Review**
-  Submit

#### Review

##### Site Info

Type of Financial Hardship Request

Submittal with a school board resolution, pursuant to Section 1859.95.1(Insufficient Bond Authority)

Project to be located on 

New Site

The Project is at an existing school site:

Below is a zoomed-in example.

I verify, I have read and agree to the above terms and certification information	Yes
District Representative / Superintendent Name	Jane Smith
District Representative / Superintendent Phone Number	(916) 123-4567
Phone Extension (optional)	(not answered)
Date	11/18/2024

[Edit Page](#) →

---

← Previous [Continue](#) →

## Submit and Upload Documents

Next, the user will continue to the *Submit* page. The district will complete the final certification and upload all supporting documents in this section. The user may click the blue "Upload file(s)" button to upload files of any supporting documentation for this application.

Dashboard / Application / Draft 1

### NC Site & Design Only Draft

Application For Funding • Form SAB 50-04 ⓘ  
New Construction • Site & Design Only (Sep Apprt)

#### SAB 50-04 Form

- ✓ Site Info
- ✓ Project Type
- ✓ Additional Grant Request
- ✓ Alternative Developer Fee / ...
- ✓ Certification
- ✓ Review
- Submit**

#### Submit

This State Allocation Board School Facility Program Application for Funding is being submitted electronically via OPSC Online.

- Requests may only be submitted by a School District Superintendent, Authorized School District Representative, Charter School Representative, or Joint Power Authority (JPA) Representative who is signed in to OPSC Online with their corresponding OPSC Online User ID. Submittal from these accounts is considered to be a unique electronic signature for purposes of Application for Funding submittals. A printed, wet-signature request does not need to be mailed 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.
- Once an applicant has upload a file, the file cannot be removed by the applicant.

I have uploaded all required documents required on the Application for Funding [OPSC Application Submittal Checklist](#).

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

[Upload file\(s\)](#) All uploaded files for this application are always available on the [Application Dashboard](#).

[Submit Paperless Application](#)

Once the documents have been uploaded, the text **Successfully Uploaded** will display underneath the document file name. After all documents have been uploaded, the user will close the *Upload Files* section by clicking "Done."

Below is a zoomed-in example.

Upload Files ×

[Browse files](#)

File Name <span>⌵</span>	Document Type <span>⌵</span>	Description <span>⌵</span>	Uploaded Date <span>⌵</span>
CTE Letter.pdf <span style="color: #0056b3;">Successfully Uploaded</span>	CTE Compliance (EC 1) <span>⌵</span>	CTE Compliance Lette <span>⌵</span>	01/27/2025
ARBBA Resolution.pdf <span style="color: #0056b3;">Successfully Uploaded</span>	Local Board Resolutio <span>⌵</span>	Beyond Bond Authorit <span>⌵</span>	01/27/2025

2 total

---

Please stay here until file upload(s) complete

Done Upload Files

Next, the user will mark both checked boxes as completed and click "Submit Paperless Application."

*Reminder: only an Authorized District Representative can submit the application.*

Below is an example of the OPSC Online application page.

Dashboard / Application / Draft 1

## NC Site & Design Only Draft

Application For Funding • Form SAB 50-04  
New Construction • Site & Design Only (Sep Apprt)

### SAB 50-04 Form

- Site Info
- Project Type
- Additional Grant Request
- Alternative Developer Fee / ...
- Certification
- Review
- Submit**

### Submit

This State Allocation Board School Facility Program Application for Funding is being submitted electronically via OPSC Online.

- Requests may only be submitted by a School District Superintendent, Authorized School District Representative, Charter School Representative, or Joint Power Authority (JPA) Representative who is signed in to OPSC Online with their corresponding OPSC Online User ID. Submittal from these accounts is considered to be a unique electronic signature for purposes of Application for Funding submittals. A printed, wet-signature request does not need to be mailed 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.
- Once an applicant has upload a file, the file cannot be removed by the applicant.

I have uploaded all required documents required on the Application for Funding **OPSC Application Submittal Checklist**.

[Upload file\(s\)](#) All uploaded files for this application are always available on the [Application Dashboard](#).

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

[Submit Paperless Application](#)

After submittal, the user will proceed to a confirmation page displaying the assigned application number for the project. The user may notate the application number and nickname from the main dashboard for future access.

Below is an example of the OPSC Online application page.

Dashboard / Application / Draft 1

**NC Site & Design Only** Submitted

50 / 67439 - 00 - 009  
Application For Funding • Form SAB 50-04  
New Construction • Site & Design Only (Sep Apprt)

SAB 50-04 Form

- Site Info
- Project Type
- Additional Grant Request
- Alternative Developer Fee / ...
- Certification
- Review
- Submit**

Submit

✔ This paperless application was successfully submitted to OPSC.

Your Application #: 50/67439-00-009  
Submittal Date: 01/27/2025

What's Next

Please review this application's uploaded documents on the [Application Dashboard](#) to ensure all required application documents are uploaded and properly named. Required documents not uploaded within 7 working days after the submittal date 2025-01-27 02:39 PM will lead to the application being rejected.

The completed State Allocation Board form can be [downloaded here](#) at anytime but is no longer necessary to sign and mail in. A complete paperless submission is all OPSC will need to begin processing your funding application.

Application Options

- Upload Remaining Files**
- Ensure your application is complete by uploading any remaining documents now.
- Review Required Documents
- Download Completed Form
- Go To Application Dashboard

← Previous

Additionally, the user can upload additional documents after the submittal by clicking "Upload Remaining Files."

Below is a zoomed-in example.

## Submit

✔ This paperless application was successfully submitted to OPSC.

Your Application #: 50/67439-00-009

Submittal Date: 01/27/2025

### What's Next

Please review this application's uploaded documents on the [Application Dashboard](#) to ensure all required application documents are uploaded and properly named. Required documents not uploaded within 7 working days after the submittal date 2025-01-27 02:39 PM will lead to the application being rejected.

The completed State Allocation Board form can be [downloaded here](#) at anytime but is no longer necessary to sign and mail in. A complete paperless submission is all OPSC will need to begin processing your funding application.

### Application Options

**Upload Remaining Files**

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

Review Required Documents

Download Completed Form

Go To Application Dashboard

Or the user can review and upload additional documents by opening the application from the dashboard.

## Submit

✔ This paperless application was successfully submitted to OPSC.

Your Application #: 50/67439-00-009

Submittal Date: 01/27/2025

### What's Next

Please review this application's uploaded documents on the [Application Dashboard](#) to ensure all required application documents are uploaded and properly named. Required documents not uploaded within 7 working days after the submittal date 2025-01-27 02:39 PM will lead to the application being rejected.

The completed State Allocation Board form can be [downloaded here](#) at anytime but is no longer necessary to sign and mail in. A complete paperless submission is all OPSC will need to begin processing your funding application.

### Application Options

↑ Upload Remaining Files

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

📄 Review Required Documents

↓ Download Completed Form

🏠 Go To Application Dashboard

Once the application is displayed, the user will click "Upload File."

### NC Site & Design Only

Submitted

50 / 67439 - 00 - 009

Application For Funding • Form SAB 50-04

New Construction • Site & Design Only (Sep Apprt)

PTN: 67439 - 1234 [Edit](#)

DSA Number:

Received Date: 01/27/2025

District: 67439 Sacramento City Unified • School/Site: New

Unnamed High

County Name: Sacramento County

### Submitted Versions

Name	Status	Version	Received Date	Submitted By	Updated	
Version 1	Submitted		01/27/2025	Jane Smith	01/27/2025	Options

### Drafts

New Blank Draft

No Drafts

### Uploaded Files

Upload File

After the documents have been uploaded, the text **Successfully Uploaded** will display underneath the document file name. After all documents have been uploaded, the user will close the *Upload Files* section by clicking "Done."

Upload Files



[Browse files](#)

File Name	Document Type	Description	Uploaded Date
CTE Letter.pdf <i>Successfully Uploaded</i>	CTE Compliance (EC 1)	CTE Compliance Lette	01/14/2025

1 total

Please stay here until file upload(s) complete

Done Upload Files

# Advance Funding Application for Evaluation and Response Action

To create a Form SAB 50-04, select "Create New SFP Funding Application" on the *Dashboard* page.

*Please note that users with delegate access can prepare the Funding Application. However, only an Architect can certify it, and only the District Representative can submit an application.*

Application Name	Project Type	Status	OPSC App #	School/Site	District	Project Tracking Number	OPSC Received	Last Updated
58/67439-00-003	Adjusted Grant	Archived	58/67439-00-003	Yav Pem Suab Academy	Sacramento City Unified			12/12/2022
58/67439-00-003	Fund Release Auth	50-05/70-02 Approved	58/67439-00-003	Yav Pem Suab Academy	Sacramento City Unified	67439-375	10/27/2021	11/09/2021
58/67439-00-003 PF Request	PIF - SFP	SAB Approved	58/67439-00-003	Yav Pem Suab Academy	Sacramento City Unified	67439-375	05/12/2021	10/27/2021
Expenditure Report #1 - 100%	Exp Report	Audit In Review	58/67439-00-003	Yav Pem Suab Academy	Sacramento City Unified	67439-375	12/09/2022	03/07/2023
Yav Pem Suab Academy	FH - Rehab CP	Suspended	58/67439-00-003	Yav Pem Suab Academy	Sacramento City Unified	67439-375	10/12/2020	10/12/2020

Once selected, the application system will ask the user if the district has applied for advanced funding for Site Acquisition and/or Design, or a Charter School Facilities Program Preliminary Apportionment for this project/application.

## Create New Application

Has the Applicant applied for advanced funding for Site Acquisition and/or Design, or a Charter School Facilities Program Preliminary Apportionment for this project/application?

Yes No

Cancel

Continue →

If the user selects "Yes," they will be directed to return to the OPSC Online Dashboard and select the project from the list of existing program applications to create a linked application for the construction phase.

Below is a zoomed-in example.

## Create New Application ?

Has the Applicant applied for advanced funding for Site Acquisition and/or Design, or a Charter School Facilities Program Preliminary Apportionment for this project/application?

Yes  No

### Please Use The Existing Application

You have selected "Yes" because a separate site and/or design or Charter School Facilities Program (CSFP) Preliminary Apportionment has previously been requested for this project. You must return to your OPSC Online [Dashboard](#) and select this project from the list of existing applications in order to create an application for funding for the construction phase or a CSFP Final Apportionment. For more information, please see the [Help Guide](#).

If the user selects "No," they will be prompted to continue entering the required information for a new Form SAB 50-04.

## Create New Application ?

Has the Applicant applied for advanced funding for Site Acquisition and/or Design, or a Charter School Facilities Program Preliminary Apportionment for this project/application?

Yes  No



You have selected "No" because this is a brand-new application for a project that has never requested a prior separate site and/or design funding approval or Charter School Facilities Preliminary Apportionment. On this first screen, please select the District name, Program Type (e.g. New Construction, Modernization), High School Attendance Area (if applicable), enter the Project Tracking Number, and enter a nickname for the application. The nickname is used to help you with differentiating this from other projects in your Dashboard.

As the user continues, the system will ask for the following information:

- Select the applicable School District or COE from the list of options.
- Select "New Construction" as the Funding Program Type from the list of options.

*Please note that if this is a combined project (e.g., New Construction and Modernization/Rehabilitation), a new application must be created for each program/funding source. Combined projects are visible from the application dashboard for applications with a common PTN.*

# Create New Application



Has the Applicant applied for advanced funding for Site Acquisition and/or Design, or a Charter School Facilities Program Preliminary Apportionment for this project/application?

Yes No



You have selected "No" because this is a brand-new application for a project that has never requested a prior separate site and/or design funding approval or Charter School Facilities Preliminary Apportionment.

On this first screen, please select the District name, Program Type (e.g. New Construction, Modernization), High School Attendance Area (if applicable), enter the Project Tracking Number, and enter a nickname for the application. The nickname is used to help you with differentiating this from other projects in your Dashboard.

Select the District

Sacramento City Unified

Select a funding Program Type

New Construction

Refer to [Section 1859.192](#) for the eligibility criteria

As the user continues, the system will ask for the following information:

- Select the High School Attendance Area if applicable.
- Enter the required PTN. The PTN is used by the Division of the State Architect (DSA), California Department of Education (CDE), and OPSC to identify a project. The user will not be able to proceed without entering the PTN. Instructions for generating a PTN can be found in the PTN User Guide under the Resources tab.
- Enter an application nickname. The nickname could represent the funding phase of the application, site name, and program type (e.g., Design Only, Site Only, Design & Site, Full Grant, Amended Full Grant), or other identifying names of the applicant's choice.
- Click "Continue" to enter additional application information.

Below is a zoomed-in example.

Select High School Attendance Area (00) District-wide

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

67439 - 1234 X

+ PTN

Press the Enter key to save

Please enter application nickname NC Advance for Evaluation &

Cancel Continue

Next, the application system will ask the user if the district is applying for Financial Hardship assistance.

## Create New Application

Does the district want to apply for Financial Hardship assistance?

Yes No

Then, the user will be asked to select the type of funding application from a list of options (e.g., *Site Only*, *Site Only – District Owned*, *Site Only – Environmental Hardship*, *Design Only*, *Advance Funding for Evaluation & Response Action [RA]*, *Site & Design Only*).

*Please note that the district may contact the Financial Hardship Team for assistance if a project includes a request for financial hardship assistance.*

*Financial hardship status will allow the project to start with advanced approval for separate site and/or design funding if plans have not been drawn up. Requests for "Advanced Funding for Evaluation and RA" may be requested by districts with or without financial hardship status.*

Then click "Continue" to begin the application process

**Create New Application**

Does the district want to apply for Financial Hardship assistance?  Yes  No

Select the type of funding application: Advance Funding for Evaluation & F

**?**

If the project will include a request for financial hardship assistance, please contact the Financial Hardship Team at OPSC for assistance. Receiving financial hardship approval will allow the project to start with an advanced approval for separate site and/or design funding if plans have not been drawn up.

Requests for "Advanced funding for Evaluation and RA" may be requested by both financial hardship assisted districts and districts that do not qualify for financial hardship.

[← Previous](#) [Cancel](#) [Continue →](#)

Next, the user will advance to the application landing page. The user will click the "Start Application" button to begin.

[Dashboard](#) / [Application](#) / [Landing](#)

## Application For Funding

### Form SAB 50-04 Information and Instruction

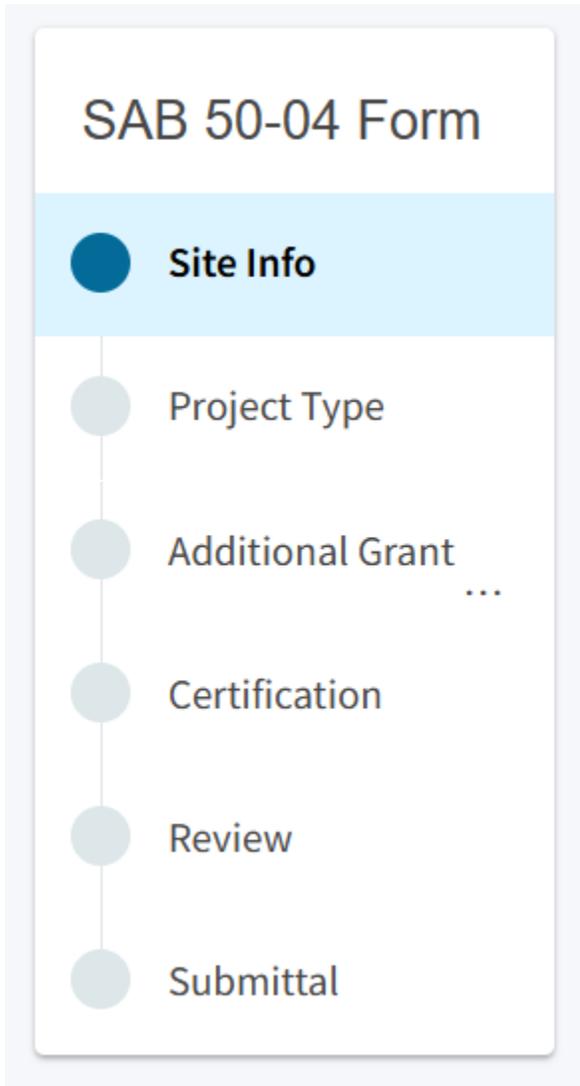
A district and their delegates may enter the information required for the Application for Funding (Form SAB 50-04) using this online system. Upon completion of all of the required information, the completed Form SAB 50-04 can only be submitted by the Authorized District Representative or District Superintendent.

If applicable, all supporting documentation required as part of your funding request must be uploaded to OPSC Online prior to, or concurrently with the application submittal.

[Start Application →](#)

## Site Information

The Form SAB 50-04 for a evaluation and RA project comprises of six sections (as listed on the navigation pane on the left-hand side of the screen).



The first section of the application is for *Site Info*. If the district has Financial Hardship status, select "Yes" and then specify the type of Financial Hardship request from the list of options.

Dashboard / Application / Draft 1

**NC Advance for Evaluation & RA** ✎ Draft

Application For Funding • Form SAB 50-04 ⓘ  
 New Construction • Advance Funding for Evaluation & RA (Sep Apprt)

---

SAB 50-04 Form

- Site Info
- Project Type

### Site Info

Does the District have current Financial Hardship Approval? Yes No

Type of Financial Hardship Request Submittal with a school board ▼

If the district does not have Financial Hardship status, select "No" and enter the required information.

Next, the user will specify where the project will be located from the list of options:

- Existing Site with Additional Acreage Acquired: The project will include acquiring additional land to the existing school site.
  - When selecting this option, all fields on the Site Info page must be completed using information from the most recent CDE Site and Plan Approval letter(s).
- Existing Site with No Additional Acreage Acquired: The project will not include acquiring additional land to the existing school site.
  - When this option is selected, the school or site field on the Site Info page must be completed using the most recent CDE Plan Approval letter(s) information.

All projects must select a school site from the list of options. If a specific site is not listed, please email [OPSCApplicationReviewTeam@dgs.ca.gov](mailto:OPSCApplicationReviewTeam@dgs.ca.gov) to request to add the site to the application system.

Project to be located on 

The Project is at an existing school site:

Select the appropriate school or site for this application 

### Site Detail

School/Site Name:	Sutter Middle
CDS (county-district-school) Code:	6066690
Grade-Level:	
Street Address:	3150 I ST.
City:	SACRAMENTO
State:	CA
Zip Code:	95816

The application system requires the user to enter the approval date of the CDE Approval Letter. Enter the available existing school site information in the fields as shown in the example below:

Once the *Site Info* section is completed, click "Continue" to proceed to the next section of the funding application.

On the next page there is a zoomed-in example.

California Department of Education (CDE) Site Approval Date <span>?</span>	<div style="border: 1px solid #ccc; background-color: #007bff; color: white; padding: 2px; display: inline-block;">09/15/2018 <span style="float: right;">✕</span></div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px; width: 100%;">MM/DD/YYYY</div> <p style="font-size: small; color: #007bff;">You can add up to 5 Date(s)</p>
California Department of Education (CDE) Plan Approval Date <span>?</span>	<div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px; width: 100%;">MM/DD/YYYY</div> <p style="font-size: small; color: #007bff;">You can add up to 5 Date(s)</p>
Master Plan Acreage site Size (Useable) <span>?</span>	<div style="border: 1px solid #ccc; background-color: #e6f2ff; padding: 5px; margin-top: 5px; width: 100%;">20.50</div>
Recommended Site size <span>?</span>	<div style="border: 1px solid #ccc; background-color: #e6f2ff; padding: 5px; margin-top: 5px; width: 100%;">16.80</div>
Existing Acres (Useable) <span>?</span>	<div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px; width: 100%; height: 20px;"></div>
Proposed Acres (Useable) <span>?</span>	<div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px; width: 100%;">7.80</div>

Continue →

## Project Type

In this section, select the type of project from the drop-down menu that best represents this application request.

Dashboard / Application / Draft 1

### NC Advance for Evaluation & RA Draft

Application For Funding • Form SAB 50-04 ?  
New Construction • Advance Funding for Evaluation & RA (Sep Apprt)

SAB 50-04 Form

- ✓ Site Info
- Project Type
- Additional Grant Request

### Project Type

Select project type ?

Middle School ▼

← Previous
Continue →

Once the *Project Type* section is completed, the user may click "Continue" to proceed with the next section of the funding application.

## Additional Grant Request

In the *Additional Grant Request* section, the user will need to complete the applicable items to request additional grants with each amount that pertains to the project, as shown in the screenshot below. For any fields that do not apply to the project, enter \$0.

Additional Grant options for Site Acquisition include:

- **DTSC Fee:** If DTSC Fees are associated with the project, please enter 50% of the costs. See *Real Estate/Site Acquisition* section for more information.
- **Hazardous Waste:** If hazardous waste removal is associated with the project, please enter 50% of the costs. Districts are advised that the amount provided for site acquisition costs cannot exceed 150% of the state-funded site acquisition amount. See *Real Estate/Site Acquisition* section for more information.
- **RA:** If RA is associated with the project, please click "Yes." Districts are advised that the amount provided for site acquisition costs cannot exceed 150% of the state-funded site acquisition amount. See *Real Estate/Site Acquisition* section for more information.

Lastly, the district will click "Yes" and indicate the number of classrooms the district's project includes if the district received CTE program funding.

Below is a zoomed-in example.

The screenshot shows a form titled "Additional Grant Request". It contains three input fields:

- "50 percent Department of Toxic Substances Control (DTSC) Fee" with a value of "\$ 0".
- "50 percent hazardous waste" with a value of "\$ 0".
- "Response Action (RA)" with radio buttons for "Yes" and "No", where "No" is selected.

Below these is a section titled "Career Technical Education Funds Request" with a question: "Will Career Technical Education (CTE) Funds be requested for classroom(s) included in the plans and specifications for this project". It has "Yes" and "No" radio buttons, where "No" is selected.

At the bottom, there is a "Previous" button with a left arrow and a "Continue" button with a right arrow. The "Continue" button is highlighted with a red border.

Once the *Additional Grant Request* section is completed, the user may select "Continue" to proceed to the next section of the funding application.

## Certification

Only the authorized District Representative/Superintendent may complete the certification section. The user must ensure they have only entered the information that applies to the specific project.

### Certification

I certify, as the District Representative, that the information reported on this form, with the exception of items 22 and 23, is true and correct and that:

- I am an authorized representative of the district as authorized by the governing board of the district; and,
- A resolution or other appropriate documentation supporting this application under Chapter 12.5, Part 10, Division 1, commencing with Section 17070.10, et. seq., of the Education Code was adopted by the school district's governing board or the designee of the Superintendent of Public Instruction on,
- The district has established a "Restricted Maintenance Account" for exclusive purpose of providing ongoing and major maintenance of school buildings and has developed an ongoing and major maintenance plan that complies with and is implemented under the provisions of Education Code Section 17070.75 and 17070.77 (refer to Sections 1859.100 through 1859.102); and,
- The district has considered the feasibility of the joint use of land and facilities with other governmental agencies in order to minimize school facility costs: and.

*Scroll to bottom to Certify app.*

*Please note the user must review the entire Certification section using the scroll bar and enter all applicable entry fields before completing the required certification.*

Below is a zoomed-in example.

## Certification

I certify, as the District Representative, that the information reported on this form, with the exception of items 22 and 23, is true and correct and that:

light and indoor air quality, the use of recycled materials and materials that emit a minimum of toxic substances, the use of acoustics conducive to teaching and learning, and the other characteristics of high performance schools; and,

- If the district is requesting an additional grant for high performance incentive funding, the school district governing board must have a resolution on file that demonstrates support for the high performance incentive grant request and the intent to incorporate high performance features in future facilities projects; and,
- If this application is submitted when there is Insufficient Bond Authority, the district has adopted a school board resolution pursuant to Section 1859.95.1; and,
- The district will comply with all laws pertaining to the construction or modernization of its school building.

Once the user has completed reviewing and entering all the required fields, the user may click "Yes" to agree to the terms of the certification and enter district representative information such as phone number, full name, and signature date. The user will select "Continue" to proceed to the *Review* section.

I verify, I have read and agree to the above terms and certification information	<input checked="" type="radio"/> Yes <input type="radio"/> No
Date	<input type="text" value="11/18/2024"/>
District Representative / Superintendent Phone Number	<input type="text" value="(916) 123-4567"/>
Phone Extension (optional)	<input type="text"/>
District Representative / Superintendent Name	<input type="text" value="Jane Smith"/>

## Review

After completing the *Certification* section, the user will review all previous sections and make any final edits.

Any incomplete sections will be flagged with an orange exclamation point, and the missing required fields will display with red text as **(required)**. Please see the example below.

Below is a zoomed-in example.

## Review

---

### Site Info

---

Does the District have current Financial Hardship Approval?

Yes

Type of Financial Hardship Request

Submittal with a school board resolution, pursuant to Section 1859.95.1 (Insufficient Bond Authority)

Project to be located on 

**(required)**

The Project is at an existing school site:

Select the appropriate school or site for this application 

Sutter Middle

Once all required entries are completed, the left navigation pane will display only green checkmarks, and the user will click "Continue" to proceed to the *Submit* section.

## NC Advance for Evaluation & RA Draft

Application For Funding • Form SAB 50-04  
New Construction • Advance Funding for Evaluation & RA (Sep Apprt)

### SAB 50-04 Form

- Site Info
- Project Type
- Additional Grant Request
- Certification
- Review**
- Submittal

### Review

#### Site Info

Does the District have current Financial Hardship Approval?	Yes
Type of Financial Hardship Request	Submittal with a school board resolution, pursuant to Section 1859.95.1 (Insufficient Bond Authority)

Below is a zoomed-in example.

I verify, I have read and agree to the above terms and certification information	Yes
District Representative / Superintendent Name	Jane Smith
District Representative / Superintendent Phone Number	(916) 123-4567
Phone Extension (optional)	(not answered)
Date	11/18/2024

[Edit Page](#) →

← Previous

Continue →

## Submit and Upload Documents

Next, the user will continue to the *Submittal* page. The district will complete the final certification and upload all supporting documents in this section. The user may click the blue "Upload file(s)" button to upload files of any supporting documentation for this application.

## NC Advance for Evaluation & RA Draft

Application For Funding • Form SAB 50-04  
New Construction • Advance Funding for Evaluation & RA (Sep Apprt)

### SAB 50-04 Form

- Site Info
- Project Type
- Additional Grant Request
- Certification
- Review
- Submittal**

### Submittal

This State Allocation Board School Facility Program Application for Funding is being submitted electronically via OPSC Online.

- Requests may only be submitted by a School District Superintendent, Authorized School District Representative, Charter School Representative, or Joint Power Authority (JPA) Representative who is signed in to OPSC Online with their corresponding OPSC Online User ID. Submittal from these accounts is considered to be a unique electronic signature for purposes of Application for Funding submittals. A printed, wet-signature request does not need to be mailed 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.
- Once an applicant has upload a file, the file cannot be removed by the applicant.

I have uploaded all required documents required on the Application for Funding [OPSC Application Submittal Checklist](#).

**Upload file(s)** All uploaded files for this application are always available on the [Application Dashboard](#).

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

Once the documents have been uploaded, the text **Successfully Uploaded** will display underneath the document file name. After all documents have been uploaded, the user will close the *Upload Files* section by clicking "Done."

Below is a zoomed-in example.

Upload Files ×

[Browse files](#)

File Name <small>↕</small>	Document Type <small>↕</small>	Description <small>↕</small>	Uploaded Date <small>↕</small>
<b>CDE Site Approval.pdf</b> <span style="color: #c00000;">Successfully Uploaded</span>	California Departmen <small>▼</small>	Final Site Approval Le <small>▼</small>	01/14/2025
<b>ARBBA Resolution.pdf</b> <span style="color: #c00000;">Successfully Uploaded</span>	Local Board Resolutio <small>▼</small>	Beyond Bond Authori <small>▼</small>	01/14/2025
<b>Appraisal.pdf</b> <span style="color: #c00000;">Successfully Uploaded</span>	Site Acquisition <small>▼</small>	Appraisal of Property <small>▼</small>	01/14/2025

3 total

---

Please stay here until file upload(s) complete

Done Upload Files

Next, the user will mark both checked boxes as completed and click "Submit Paperless Application."

*Reminder: only an Authorized District Representative can submit the application*

Below is an example of the OPSC Online application page.

The screenshot shows the 'Draft' stage of an application. The breadcrumb trail is 'Dashboard / Application / Draft 1'. The application title is 'NC Advance for Evaluation & RA' with a 'Draft' badge. Below the title, it says 'Application For Funding • Form SAB 50-04' and 'New Construction • Advance Funding for Evaluation & RA (Sep Apprt)'. On the left, a vertical progress bar for 'SAB 50-04 Form' shows steps: Site Info, Project Type, Additional Grant Request, Certification, Review, and Submittal (highlighted). The main content area is titled 'Submittal' and contains the following text: 'This State Allocation Board School Facility Program Application for Funding is being submitted electronically via OPSC Online.' It lists three bullet points: 1) Requests may only be submitted by a School District Superintendent, Authorized School District Representative, Charter School Representative, or Joint Power Authority (JPA) Representative who is signed in to OPSC Online with their corresponding OPSC Online User ID. Submittal from these accounts is considered to be a unique electronic signature for purposes of Application for Funding submittals. A printed, wet-signature request does not need to be mailed to OPSC. 2) 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. 3) Once an applicant has upload a file, the file cannot be removed by the applicant. Below this text are two checklist items, both marked with a red checkmark: 1) 'I have uploaded all required documents required on the Application for Funding OPSC Application Submittal Checklist.' with an 'Upload file(s)' button and the note 'All uploaded files for this application are always available on the Application Dashboard.' 2) 'I certify, as the School District Superintendent, Authorized School District Representative, Charter School Representative, or Joint Power Authority Representative, that I have reviewed the request and that the information certified on this request is true and correct; and that I am the School District Superintendent, Authorized School District Representative, Charter School Representative, or Joint Power Authority Representative.' At the bottom of the checklist is a green button labeled 'Submit Paperless Application'.

After submittal, the user will proceed to a confirmation page displaying the assigned application number for the project. The user may notate the application number and nickname from the main dashboard for future access.

Below is an example of the OPSC Online application page.

The screenshot shows the 'Submitted' stage of an application. The breadcrumb trail is 'Dashboard / Application / Draft 1'. The application title is 'NC Advance for Evaluation & RA' with a 'Submitted' badge. Below the title, it says '50 / 67439 - 00 - 010' and 'Application For Funding • Form SAB 50-04' and 'New Construction • Advance Funding for Evaluation & RA (Sep Apprt)'. On the left, a vertical progress bar for 'SAB 50-04 Form' shows steps: Site Info, Project Type, Additional Grant Request, Certification, Review, and Submittal (highlighted). The main content area is titled 'Submittal' and features a green confirmation banner: 'This paperless application was successfully submitted to OPSC.' Below the banner, it displays 'Your Application #: 50/67439-00-010' and 'Submittal Date: 01/28/2025'. The 'What's Next' section contains two paragraphs: 'Please review this application's uploaded documents on the Application Dashboard to ensure all required application documents are uploaded and properly named. Required documents not uploaded within 7 working days after the submittal date 2025-01-28 07:26 AM will lead to the application being rejected.' and 'The completed State Allocation Board form can be downloaded here at anytime but is no longer necessary to sign and mail in. A complete paperless submission is all OPSC will need to begin processing your funding application.' The 'Application Options' section includes: 'Upload Remaining Files' button, 'Ensure your application is complete by uploading any remaining documents now.', 'Review Required Documents' button, 'Download Completed Form' button, and 'Go To Application Dashboard' button. At the bottom left, there is a 'Previous' button with a left arrow.

Additionally, the user can upload additional documents after the submittal by clicking "Upload Remaining Files."

Below is a zoomed-in example.

## Submittal

✔ This paperless application was successfully submitted to OPSC.

Your Application #: 50/67439-00-010

Submittal Date: 01/28/2025

### What's Next

Please review this application's uploaded documents on the [Application Dashboard](#) to ensure all required application documents are uploaded and properly named. Required documents not uploaded within 7 working days after the submittal date 2025-01-28 07:26 AM will lead to the application being rejected.

The completed State Allocation Board form can be [downloaded here](#) at anytime but is no longer necessary to sign and mail in. A complete paperless submission is all OPSC will need to begin processing your funding application.

### Application Options

↑ [Upload Remaining Files](#)

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

📄 [Review Required Documents](#)

📄 [Download Completed Form](#)

🏠 [Go To Application Dashboard](#)

Or the user can review and upload additional documents by opening the application from the dashboard.

## Submittal

✔ This paperless application was successfully submitted to OPSC.

Your Application #: 50/67439-00-010

Submittal Date: 01/28/2025

### What's Next

Please review this application's uploaded documents on the [Application Dashboard](#) to ensure all required application documents are uploaded and properly named. Required documents not uploaded within 7 working days after the submittal date 2025-01-28 07:26 AM will lead to the application being rejected.

The completed State Allocation Board form can be [downloaded here](#) at anytime but is no longer necessary to sign and mail in. A complete paperless submission is all OPSC will need to begin processing your funding application.

### Application Options

↑ Upload Remaining Files

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

📄 Review Required Documents

📄 Download Completed Form

➔ Go To Application Dashboard

Once the application is displayed, the user will click "Upload File."

**NC Advance for Evaluation & RA** Submitted

50 / 67439 - 00 - 010 PTN: 67439 - 1234 Edit  
Application For Funding • Form SAB 50-04 DSA Number:  
New Construction • Advance Funding for Evaluation & RA (Sep Apprt) Received Date: 01/28/2025  
District: 67439 Sacramento City Unified • School/Site: Sutter Middle County Name: Sacramento County

#### Submitted Versions

Name	Status	Version Received Date	Submitted By	Updated	
Version 1	Submitted	01/28/2025	Jane Smith	01/28/2025	Options

#### Drafts

No Drafts New Blank Draft

#### Uploaded Files

Upload File

After the documents have been uploaded, the text **Successfully Uploaded** will display underneath the document file name. After all documents have been uploaded, the user will close the *Upload Files* section by clicking "Done."

[Browse files](#)

File Name ↕	Document Type ↕	Description ↕	Uploaded Date ↕
CTE Letter.pdf <span style="color: orange;">Successfully Uploaded</span>	CTE Compliance (EC 1) ▾	CTE Compliance Lette ▾	01/14/2025

1 total

Please stay here until file upload(s) complete

Done
Upload Files

## Real Estate/Site Acquisition

- Actual Cost – This cost is the price the District/COE paid for the site.
- Appraised Value – This cost is based on a valid appraisal with a valuation date within six months of the OPSC received date for the application. See Regulation Section 1859.74.1 for what constitutes a valid appraisal.
- Relocation cost. This cost pertains to displaced businesses and residents when the site is acquired through eminent domain or for the relocation of a district facility that will be displaced by a district-owned site application. The cost must conform to Title 25, California Code of Regulations, Section 6000, et seq.
- 2 percent. Provides funding for appraisal, escrow, survey, site testing, CDE review/approvals and the preparation of the POESA and the PEA.
- Department of Toxic Substances Control (DTSC) Fee: Fees paid for the DTSC for review, approval, and oversight of the Phase One Environmental Site Assessment (POESA) and Preliminary Endangerment Assessment (PEA).
- Hazardous Waste: This grant is provided to a district when hazardous materials/waste removal and/or remediation work is required by DTSC and was completed for the project. Eligible amount provided for hazardous waste costs cannot exceed 150% of the state-funded site acquisition amount.
- Response Action (RA): Indicates a RA was required by DTSC.



# OPSC ONLINE USER GUIDE



Section 6: Pre-K, TK and Full-Day Kindergarten Program

# California Preschool, Transitional Kindergarten and Full-Day Kindergarten Program Forms

## Application for Funding (Form SAB 70-01)

The Application for Funding (Form SAB 70-01) is submitted using OPSC Online by School Districts, County Offices of Education (COE), and Community Colleges if they are looking to expand the number of preschool, transitional kindergarten and full-day kindergarten classrooms by constructing new school facilities or retrofitting existing school facilities.

## Creating New Funding Application

To create a Form SAB 70-01 Application for Funding, select “Create New Preschool/TK/FDK Funding Application”.

CA.GOV \* Contact Us Settings Welcome Lindsey

Office of Public School Construction Audits Project Reporting Resources Accounting Admin Grants Enrollment Projection Reports Users District Dashboard

Dashboard

### Funding Applications

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

District School/Site Name OPSC App # Keyword Search Search All

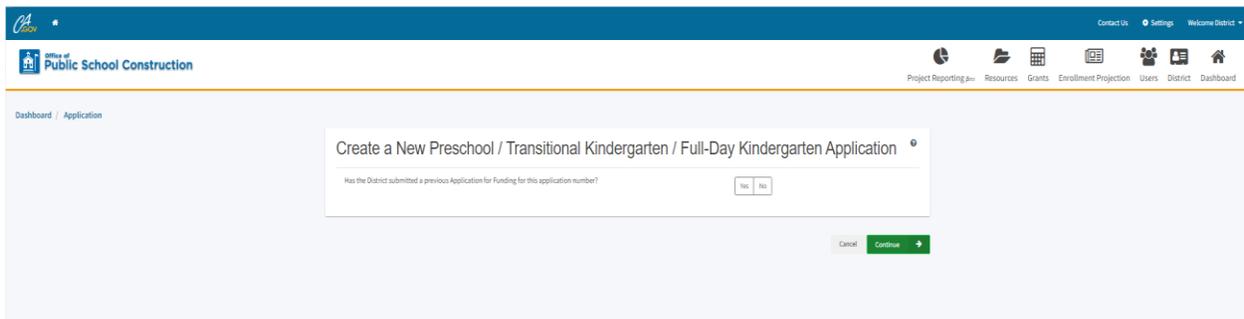
Application Name	Project Type	Status	OPSC App #	School/Site	District	DSA Number	Project Tracking Number	OPSC Received	SAB Date	Last Update
No data to display										

0 Apps Total Items Per Page 25 First Prev 1 Next Last Export To Excel

Once selected, a dialog box opens asking if the district has submitted a previous Application for Funding for this application number.

If the user selects “Yes”, they will be directed to return to your OPSC Online Dashboard and select the project from the list of existing program applications in order to create an amended Form SAB 70-01.

If the user selects “No”, they will be prompted to continue entering information for a brand new Application for Funding (Form SAB 70-01) that has never been submitted to OPSC before under the current filing round.



The screenshot shows the OPSC Online Dashboard interface. At the top, there is a blue header with the logo and navigation links like 'Contact Us', 'Settings', and 'Welcome District'. Below the header, there is a navigation bar with icons for 'Project Reporting', 'Resources', 'Grants', 'Enrollment Projection', 'Users', 'District', and 'Dashboard'. The main content area displays a dialog box titled 'Create a New Preschool / Transitional Kindergarten / Full-Day Kindergarten Application'. The dialog box contains the question 'Has the District submitted a previous Application for Funding for this application number?' with 'Yes' and 'No' buttons. At the bottom of the dialog box, there are 'Cancel' and 'Continue' buttons.

A dialogue box will appear, the user enters the following information:

- Selects the applicable School District, County Office of Education or Community College (preschool only) from the dropdown menu.
- Select the applicable Funding Program Type from the drop down menu: New Construction, Retrofit or New Construction/Retrofit if it is a combined or hybrid project.
- Enter a valid Project Tracking Number (PTN) is required for application submittal. A PTN is a universal number used by the Division of the State Architect, California Department of Education and Office of Public School Construction to identify a project. The user will not be able to proceed without entering the PTN. Instructions for generating a PTN can be found under the Resources Tab.
- Enter an application nickname. The nickname should consist of the site name, type of project (NC, Retro or Hybrid) and program type requested. For example, *A.M. Winn ES NC TK* or something similar.
- Select “Continue” to enter additional application information.

## Site Information

The Form SAB 70-01 consists of eleven sections. The first section of the application is Site Info. If the district is submitting an application for an advance, select “No” and then specify what kind of advance funding is being requested. Generally, districts that are seeking for an advance, request for a Design advance. Site advances are available to districts seeking site acquisition.

### Site Info

Is the district submitting for full funding?	Yes <input type="radio"/> No <input checked="" type="radio"/>
Select the type of advance funding requested	Design Advance
Project to be located on	Existing Site without Additional A

If the district is submitting an application for full funding, select “Yes”. The district must already have construction plan approval from the Division of State Architect (DSA) and the California Department of Education (CDE).

All projects must select a school site from the drop down menu. If your site is not listed, please email [OPSCApplicationReviewTeam@dgs.ca.gov](mailto:OPSCApplicationReviewTeam@dgs.ca.gov) to add the new site.

In this example, the applicant has selected Design Advance for the type of funding requested. When selecting this funding type, the remaining questions on this page may be left blank. In addition, a Licensed Architect Certification is not required. Therefore, the boxes next to Licensed Architect and Design Professional are automatically generated as green check marks.

Enter the existing school site information in the fields as shown below:

**SAB 70-01 Form**

- Site Info
- Project Type
- Enrollment Data
- Preference Point
- Additional Grant Request
- Project Progress
- Licensed Architect
- Licensed Design Consultant
- Certification
- Review
- Submittal

### Site Info

Is the district submitting for full funding?  Yes  No

Select the type of advance funding requested

Project to be located on

**The Project is an existing school site:**

Select the appropriate school or site for this application

Contingency Site Approval Date   
You can add up to 5 Date(s)

CDE Site Approval Date   
You can add up to 5 Date(s)

CDE Plan Approval Date   
You can add up to 5 Date(s)

CDE Gross Approved Acres

Gross Number of Purchased Acres

Master Plan Acreage Site Size (Useable)

Recommended Site size (Useable)

Existing Acres (Useable)

Proposed Acres (Useable)

**Continue** →

## Project Type

The second section of the Form SAB 70-01 is the Project Type. In this section, enter the number of pupil grants being requested in each program type to be used for this application, in increments of 25 pupils per classroom in the project.

Select “Yes” if the project site did not have a full-day kindergarten program prior to July 1, 2018. The enrollment year that the District began offering full-day kindergarten should correspond with the date that will be entered in the certification section at the end of the application. The year is used to determine the District/State share for full-day kindergarten classrooms. If full-day kindergarten was offered after July 1, 2018, select “No” and continue to the Enrollment Data page.

Sample Project Type screenshot:

The screenshot shows the 'Project Type' section of the SAB 70-01 Form. On the left is a vertical navigation menu with steps: Site Info (checked), Project Type (selected), Enrollment Data, Preference Point, Additional Grant Request, Project Progress, Licensed Architect (checked), Licensed Design Consultant (checked), Certification, Review, and Submittal. The main content area is titled 'Project Type' and contains the following fields:

- Pupil Grants Requested** (with a help icon):
  - 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\* 2000

Navigation buttons at the bottom include 'Previous' (left arrow) and 'Continue' (right arrow).

## Enrollment Data

In the Enrollment Data section of the application the district must include the enrollment data for all grades served at the school site for the current and prior three school years. If the site does not offer a listed grade level, the district should input “0” for those grade levels.

The district must accurately record the breakout of transitional kindergarten and full-day kindergarten enrollment, as reported to CDE in the California Longitudinal Pupil Achievement Data System (CALPADS).

Sample Enrollment Data screenshot:

**SAB 70-01 Form**

- Site Info
- Project Type
- Enrollment Data
- Preference Point
- Additional Grant Request
- Project Progress
- Licensed Architect
- Licensed Design Consultant
- Certification
- Review
- Submittal

Form SAB 70-01 Enrollment 🔍

	3rd prev.	2nd prev.	Prev.	Current
	20/21	21/22	22/23	23/24 <span style="font-size: 0.8em;">▼</span>
Preschool	0	0	0	0
TK	0	0	0	22
K	59	45	51	38
1	40	44	39	38
2	41	48	45	37
3	44	41	45	39
4	41	43	38	51
5	47	44	47	36
6	45	44	40	56
7	25	37	36	39
8	38	24	29	33
9	0	0	0	0
10	0	0	0	0
11	0	0	0	0
12	0	0	0	0
<b>Total</b>	<b>380</b>	<b>370</b>	<b>370</b>	<b>389</b>

← Previous
Continue →

California Longitudinal Pupil Achievement Data System (CALPADS)

CALPADS groups full-day kindergarten and transitional kindergarten students into one category of kindergarten pupils. Most districts submit CALPADS 1.4 and 5.1 data reports to substantiate their enrollment data. CALPADS 1.4 data report displays the enrollment for all grade levels and the 5.1 data report displays the enrollment for various subgroups, including transitional kindergarten pupils.



If the district is submitting multiple applications, the priority order in which the district would prefer the projects be funded must be identified. If the district is only submitting one application, enter “1” out of “1” projects.

Districts seeking Financial Hardship approval should select “Yes”, select “No” if they are not seeking Financial Hardship approval.

If the district has current and valid Financial Hardship approval, select “Yes”, select “No” if they do not have valid Financial Hardship approval.

Free and Reduced Price School Meal (FRPM) Percentage must be district-wide (not site specific) and must be for the current enrollment year at the time of application submittal. For Community Colleges that are applying for preschool classroom funding should enter the local school district’s FRPM percentage. Information on how to find the FRPM percentage will be displayed below.

The screenshot shows the 'Preference Point' section of the SAB 70-01 Form. On the left is a vertical navigation menu with steps: Site Info, Project Type, Enrollment Data, Preference Point (highlighted), Additional Grant Request, Project Progress, Licensed Architect, Licensed Design Consultant, Certification, Review, and Submittal. The main content area is titled 'Preference Point' and includes: 'Project Funding Order' set to '# 1 of 1 projects'; a question 'Are you seeking Preference Points for Financial Hardship Status?' with 'Yes' and 'No' radio buttons; a question 'Does the District have current Financial Hardship Approval?' with 'Yes' and 'No' radio buttons; a text input field for 'Free and Reduced Price School Meal (FRPM) Percentage of School District (reported to one decimal place)' containing '68.90'; and a text input field for 'Enrollment Year of FRPM' containing '2023/2024'. At the bottom are 'Previous' and 'Continue' buttons.

## DataQuest

Districts can find the FRPM percentage by following this the link to CDE’s Dataquest website [DataQuest \(CA Dept. of Education\)](#). When navigating to the main page, select “District” and “Free and Reduced Price Meals” in the appropriate drop down boxes and click “submit”. The district will then be directed to another page that prompts users to select the appropriate enrollment year and enter the name of the District. The FRPM percentage is automatically generated on the next page.

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**

- CA Department of Education Home
- California School Directory
- Data & Statistics

**1. Select Level**

**2. Select Subject**

**3. Select Submit**

CDE Home » DataQuest » Select Criteria

Select Year of Data and Enter District Name

1. Select The Year of Data:

2. Type a portion of the District Name then press the "Submit" button:



Questions: Data Reporting Office | 916-327-0219

© California Department of Education

## Additional Grant Request

In the Additional Grant section, enter the number of new construction or retrofitted preschool, transitional kindergarten and/or full-day kindergarten classrooms for which the district is requesting funding.

### Additional Grant Request

Total number of classroom(s) for which the District is requesting funding

3

Number of CA Preschool classrooms for which the District is requesting funding

1

Number of Transitional Kindergarten classrooms for which the District is requesting funding

1

Number of Full-day Kindergarten classrooms for which the District is requesting funding

1

For a New Construction project with Site Acquisition, the district will need to complete the respective items, providing the dollar amounts that pertain to the project. The 50 percent of the Actual Cost and 50 percent of the Appraised Value will both need to be entered and the funding is provided as the lesser of the two. For Relocation or Hazardous Waste removal, estimates may be used if the actuals are not yet known.

The District will select "Yes" for Response Action (RA) if they are stating that the removal of hazardous materials and solid waste, the removal of hazardous substances, and other remedial actions in connection with hazardous substances will take place at the site.

To request all other additional grants, the district checks the appropriate box(es) selecting a “Yes” to request the grant or “No” to decline the grant as shown below.

Are you planning to build Multi Level classrooms?

Yes	No
-----	----

Will you be requesting Project Assistance? [?](#)

Yes	No
-----	----

## Site Acquisition

Is the district requesting the 2% grant? [?](#)

Yes	No
-----	----

50 percent Actual Cost [?](#)

50 percent Appraised Value [?](#)

50 percent actual Relocation Cost [?](#)

50 percent estimated Relocation Cost [?](#)

2 percent (min. \$25,000) [?](#)

Total

50 percent actual DTSC Fee [?](#)

DTSC Fee 15 percent appraised value [?](#)

50 percent hazardous waste [?](#)

50 percent estimated hazardous waste removal [?](#)

Response Action (RA) [?](#)

Yes	No
-----	----

## Site Development

Are you requesting Site Development? [?](#)

Yes	No
-----	----

## Fire Safety

Automatic Fire Detection/Alarm System [?](#)

Yes	No
-----	----

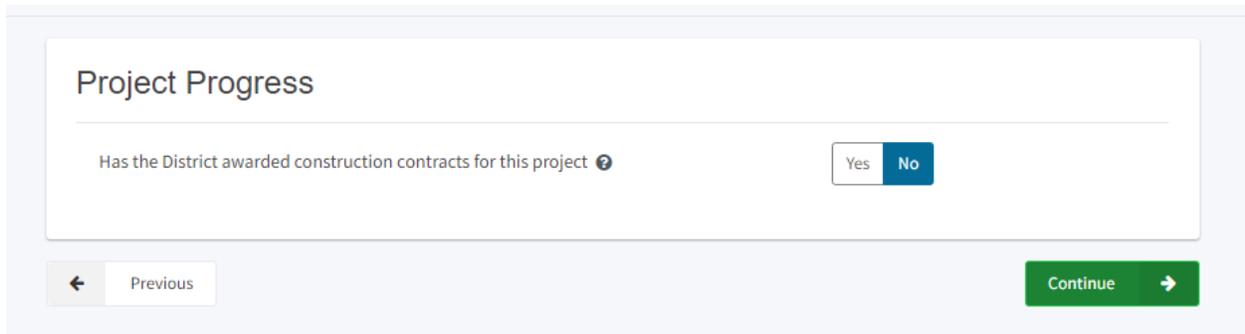
Automatic Fire Sprinkler System [?](#)

Yes	No
-----	----

Once the District has completed the “Additional Grants Request” page, the user may continue onto the “Project Progress” page.

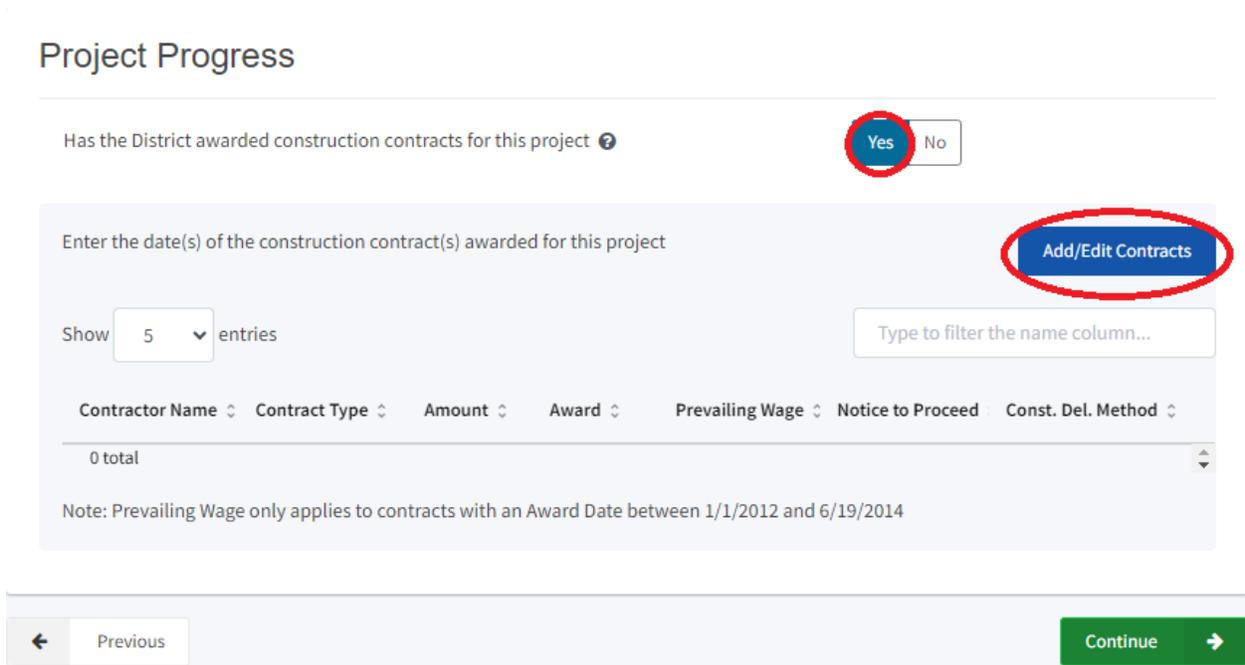
## Project Progress

If the user is submitting an application for a design advance, select “No.”



The screenshot shows the "Project Progress" section of a web form. The title "Project Progress" is at the top left. Below it is a question: "Has the District awarded construction contracts for this project ?". To the right of the question are two radio buttons: "Yes" and "No". The "No" button is selected and highlighted in blue. At the bottom left is a "Previous" button with a left arrow, and at the bottom right is a green "Continue" button with a right arrow.

However, if the user is submitting an application for full funding and has awarded construction contracts, select, “Yes.”



The screenshot shows the "Project Progress" section of a web form for a full funding application. The title "Project Progress" is at the top left. Below it is a question: "Has the District awarded construction contracts for this project ?". To the right of the question are two radio buttons: "Yes" and "No". The "Yes" button is selected and highlighted with a red circle. Below the question is a text input field: "Enter the date(s) of the construction contract(s) awarded for this project". To the right of this field is a blue button labeled "Add/Edit Contracts", which is also highlighted with a red circle. Below the text input field is a "Show" dropdown menu set to "5" and the text "entries". To the right of this is a search box with the placeholder text "Type to filter the name column...". Below these elements is a table header with columns: "Contractor Name", "Contract Type", "Amount", "Award", "Prevailing Wage", "Notice to Proceed", and "Const. Del. Method". Below the header is a row with "0 total". At the bottom of the table area is a note: "Note: Prevailing Wage only applies to contracts with an Award Date between 1/1/2012 and 6/19/2014". At the bottom left is a "Previous" button with a left arrow, and at the bottom right is a green "Continue" button with a right arrow.

Once the user has selected “Yes”, the system generates fields to enter construction contract information. Select, “Add/Edit Contracts” to enter the contract details. A pop-up window opens, as shown below.

Complete all the known fields. If the district has not issued a Notice to Proceed, the user may leave that field blank. Review entries and select “Add Contract.” The user can add as many contracts as applicable to the project by selecting “Add Contract” for each new entry. When the last contract has been entered, close out to the window by selecting the x in the upper right corner of the popup window to be redirected to the Project Progress page where you can confirm that the contract(s) has been successfully added to the application as shown below in the next two screenshots.

Add/Edit Contract 

---

### Add New Contract

Contractor Name	<input type="text" value="ABC Construction Inc."/>
Contract Award Date	<input type="text" value="03/01/2024"/>
Contract Type	<input style="border-bottom: 1px solid #ccc;" type="text" value="General Construction"/>
Contract Amount	<input type="text" value="\$ 1,000,000"/>
Notice to Proceed Issued Date	<input type="text" value="MM/DD/YYYY"/>
Construction Delivery Method	<input style="border-bottom: 1px solid #ccc;" type="text" value="Design-Bid-Build"/>
Related DSA Application Numbers	<input style="background-color: #007bff; color: white; border: none;" type="text" value="02-123456"/> <input type="text" value="+ DSA App #"/>

 Press the Enter  key to save  
You can add up to 5 Values(s)



## Project Progress

Has the District awarded construction contracts for this project ?

Enter the date(s) of the construction contract(s) awarded for this project

Show  entries

Contractor Name	Contract Type	Amount	Award	Prevailing Wage	Notice to Proceed	Const. Del. Method
ABC Construction Inc.	General Construction	\$1,000,000.00	03/01/2024			Design-Bid-Build

1 total

Note: Prevailing Wage only applies to contracts with an Award Date between 1/1/2012 and 6/19/2014

Once all construction contracts have been added, proceed to the next section by clicking, “Continue”.

### Licensed Architect

Once the user has entered the necessary information for their funding application, the user should then request the District’s Licensed Architect and Licensed Design Consultant to go into the drafted funding application and make the necessary certifications in this section.

If the user selected a Design Advance on “Site Info” page of the application, the left-hand navigation should automatically generate a green checkmark for the “Licensed Architect” and “Licensed Design Consultant” pages as shown below. The user may leave this page blank and select “Continue.”

**SAB 70-01 Form**

- Site Info
- Project Type
- Enrollment Data
- Preference Point
- Additional Grant Request
- Project Progress
- Licensed Architect**
- Licensed Design Consultant
- Certification
- Review
- Submittal

### Licensed Architect

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

- The Plans and Specification for this project were submitted to the OPSC by electronic medium (i.e., CD-ROM, zip disk or diskette), or as an alternative, if the request is for a modernization Grant, the PS in hard copy to the OPSC.
- Any portion of the Plans and Specifications requiring review and approval by the Division of State Architect (DSA) were approved by DSA on (latest date):   
You can add up to 5 Date(s)
- Related DSA Application(s)   
Press the Enter key to save  
You can add up to 5 Values(s)
- Any portion of the P&S not requiring review and approval by the DSA meets the requirements of the California Code of Regulations, Title 24, including any handicapped access and fire code requirements.
  - I certify the information listed above is correct
  - The architect on record for this project is no longer available for certification

Architect Name

Architect Signature Date

**Certify**

**Continue**

If this is an application for full funding, the left-hand navigation will display an orange exclamation point as shown below.

Once the authorized user has inputted the DSA plan approval date and DSA application number, the user should then request the District’s Licensed Architect to go into the drafted funding application and make the necessary certifications. The Licensed Architect needs to enter their name, the date and then click “Certify”. Note, the architect must click the blue “Certify” button before they may continue to the next page.

SAB 70-01 Form

- ✔ Site Info
- ✔ Project Type
- ✔ Enrollment Data
- ✔ Preference Point
- ✔ Additional Grant Request
- ✔ Project Progress
- Licensed Architect
- ! Licensed Design Consultant
- Certification
- ! Review
- Submittal

## Licensed Architect

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

- The Plans and Specification for this project were submitted to the OPSC by electronic medium (i.e., CD-ROM, zip disk or diskette), or as an alternative, if the request is for a modernization Grant, the PS in hard copy to the OPSC.
- Any portion of the Plans and Specifications requiring review and approval by the Division of State Architect (DSA) were approved by DSA on (latest date):   
You can add up to 5 Date(s)
- Related DSA Application(s)   
! Press the Enter ↵ key to save  
You can add up to 5 Values(s)
- Any portion of the P&S not requiring review and approval by the DSA meets the requirements of the California Code of Regulations, Title 24, including any handicapped access and fire code requirements.

I certify the information listed above is correct

The architect on record for this project is no longer available for certification

Architect Name ?

Architect Signature Date ?

Certify ←

← Previous
Continue →

Below is a demonstration of what this section should look like once it is complete and certified. Only the licensed architect will have the ability to certify this section. Once all fields have been completed, proceed to the next section by clicking, "Continue".

## Licensed Architect

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

- The Plans and Specification for this project were submitted to the OPSC by electronic medium (i.e., CD-ROM, zip disk or diskette), or as an alternative, if the request is for a modernization Grant, the PS in hard copy to the OPSC.

- Any portion of the Plans and Specifications requiring review and approval by the Division of State Architect (DSA) were approved by DSA on (latest date):

12/25/2023

MM/DD/YYYY

You can add up to 5 Date(s)

- Related DSA Application(s)

01-123456 ×

+ DSA App #

 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 

Frank L. Wright

Architect Signature Date 

03/14/2024

Certified 

Frank L. Wright · Apr 22, 2024



Previous

Continue 

## Licensed Design Consultant

Similarly, if the user selected a Design Advance on “Site Info” page of the application, the left-hand navigation should automatically generate a green checkmark for the “Licensed Design Consultant” page. The user may leave this page blank and select “Continue.”

**SAB 70-01 Form**

- Site Info
- Project Type
- Enrollment Data
- Preference Point
- Additional Grant Request
- Project Progress
- Licensed Architect**
- Licensed Design Consultant**
- Certification
- Review
- Submittal

### Licensed Design Consultant

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

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

I certify the information listed above is correct <sup>?</sup>

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

Design Consultant Name <sup>?</sup>

Design Consultant Signature Date <sup>?</sup>

However, if the user is submitting an application for full funding, the left-hand navigation will display an orange exclamation point as shown below.

SAB 70-01 Form

- ✔ Site Info
- ✔ Project Type
- ✔ Enrollment Data
- ✔ Preference Point
- ✔ Additional Grant Request
- ✔ Project Progress
- ! Licensed Architect
- Licensed Design Consultant
- Certification
- ! Review
- Submittal

## Licensed Design Consultant

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

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

I certify the information listed above is correct ?

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

Design Consultant Name ?

Design Consultant Signature Date ?

Certify

← Previous
Continue →

This section must only be completed and certified by the licensed design consultant. The licensed design consultant needs to check the certification box, enter their name, the date and then click “Certify”. Note, the licensed design consultant must click the blue “Certify” button before they may continue to the next page.

Below is a demonstration of what this section should look like once it is complete and certified. Only the licensed design consultant will have the ability to certify this section. Once all fields have been completed, proceed to the next section by clicking, “Continue”.

## Licensed Design Consultant

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

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



I certify the information listed above is correct 



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

Design Consultant Name 

Frank L. Wright

Design Consultant Signature Date 

03/14/2024

Certified 

Frank L. Wright · Apr 22, 2024



Previous

Continue



## Certification

Only the authorized District Representative/Superintendent may complete the certifications, however, not all certifications are required for all Program applications. The user must ensure that they only select and enter information that is applicable to the current application. Use the scroll bar to view and navigate all the certifications.

### Certification

I certify, as the District Representative, that the information reported on this form is true and correct and that:

- I am an authorized representative of the School District as authorized by the governing board of the School District; and
- The School District will comply with all laws pertaining to the construction or retrofit of its school building; and,
- A resolution or other appropriate documentation supporting this application under Chapter 3, Part 10.5, Division 1, commencing with Section 17375, et. seq., of the Education Code was adopted by the school district's governing board or the designee of the Superintendent of Public Instruction on,
- The School District has established a "Restricted Maintenance Account" for exclusive purpose of providing ongoing and major maintenance of any identified lead; and,
- The School District has received as applicable, approval of the site and the plans from CDE. Plan approval with [Scroll to bottom to Certify app.](#)

I verify, I have read and agree to the above terms and certification information

Date

District Representative / Superintendent Phone Number

Phone Extension (optional)

District Representative / Superintendent Name

Using the scroll box, the user can view and access all applicable certifications. This includes preschool resolution date for preschool applications, transitional kindergarten resolution dates

for transitional kindergarten applications, and full-day kindergarten resolution dates for full-day kindergarten applications.

Below are screenshots of fields all applicants must complete, regardless of the project type.

The first field is the date of the school board resolution that granted the District authority to submit an application

## Certification

I certify, as the District Representative, that the information reported on this form is true and correct and that:

- I am an authorized representative of the School District as authorized by the governing board of the School District; and
- The School District will comply with all laws pertaining to the construction or retrofit of its school building; and,
- A resolution or other appropriate documentation supporting this application under Chapter 3, Part 10.5, Division 1, commencing with Section 17375, et. seq., of the Education Code was adopted by the school district's governing board or the designee of the Superintendent of Public Instruction on,
- The School District has established a "Restricted Maintenance Account" for exclusive purpose of providing ongoing and major maintenance of any identified lead; and,
- The School District has received as applicable, approval of the site and the plans from CDE. Plan approval with



In the next field, indicate the number of kindergarten classrooms at the project site. Note, the user must include any classroom that was constructed or previously altered to meet to the requirements for a kindergarten classroom, **at the time of construction**. Please include any kindergarten classroom that meets this criterion, even if they do not meet current Title 5 standards.

### 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  classrooms were constructed or previously altered to meet the requirements for a kindergarten classroom.

Does the project site currently offer full-day kindergarten instruction? If no, select the first checkbox. If yes, select the second checkbox and enter the date when the site first adopted full-day kindergarten instruction. For some districts, this date may have been years before the current administration. If an exact date is unknown, provide an estimation.

### 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,
- The statements set forth in this application and supporting documents are true and correct to the best of my knowledge and belief; and,
- This form is an exact duplicate (verbatim) of the form provided by OPSC. In the event a conflict should exist,

Once the user has verified that all required fields have been completed, the user should select “yes” to agree to the terms and certifications above and complete the remaining fields below with the district representative’s information. The user will select “Continue” to proceed to the Review page.

### Certification

I certify, as the District Representative, that the information reported on this form is true and correct and that:

- I am an authorized representative of the School District as authorized by the governing board of the School District; and
- The School District will comply with all laws pertaining to the construction or retrofit of its school building; and,
- A resolution or other appropriate documentation supporting this application under Chapter 3, Part 10.5, Division 1, commencing with Section 17375, et. seq., of the Education Code was adopted by the school district's governing board or the designee of the Superintendent of Public Instruction on,
- The School District has established a “Restricted Maintenance Account” for exclusive purpose of providing ongoing and major maintenance of any identified lead; and,
- The School District has received as applicable, approval of the site and the plans from CDE. Plan approval with this application submittal is not required if the request is for apportionment with advance; and,

I verify, I have read and agree to the above terms and certification information  Yes  No

Date

District Representative / Superintendent Phone Number

Phone Extension (optional)

District Representative / Superintendent Name

## Review

After completing the certifications, the user will be directed to the Review page where they will have the opportunity to review all sections and make any final edits. Any incomplete sections will flag with an orange exclamation point and the missing required fields will populate with the text, (required) in red.

SAB 70-01 Form

- ! Site Info
- ✓ Project Type
- ✓ Enrollment Data
- ✓ Preference Point
- ✓ Additional Grant Request
- ✓ Project Progress
- ✓ Licensed Architect
- ✓ Licensed Design Consultant
- ✓ Certification
- Review
- Submittal

## Review

---

! **Site Info**

Is the district submitting for full funding? ? (required)

---

Select the type of advance funding requested ? (N/A)

---

Project to be located on ? (required)

---

The Project is an existing school site:

Select the appropriate school or site for this application ? (required)

---

Contingency Site Approval Date ? (not answered)

---

CDE Site Approval Date ? (not answered)

---

CDE Plan Approval Date ? (not answered)

---

If everything appears correct, the left-hand navigation will display all green checkmarks, and the user can select "Continue" to proceed to the Submittal page.

### SAB 70-01 Form

- ✔ Site Info
- ✔ Project Type
- ✔ Enrollment Data
- ✔ Preference Point
- ✔ Additional Grant Request
- ✔ Project Progress
- ✔ Licensed Architect
- ✔ Licensed Design Consultant
- ✔ Certification
- Review**
- Submittal

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, (not answered)

Full-day kindergarten instruction is offered at the project site, and was adopted by the school district's governing board on, (not answered)

(not answered)

The statements set forth in this application and supporting documents are true and correct to the best of my knowledge and belief; and,

This form is an exact duplicate (verbatim) of the form provided by OPSC. In the event a conflict should exist, the language in OPSC's form will prevail.

I verify, I have read and agree to the above terms and certification information Yes

Date 03/13/2024

District Representative / Superintendent Phone Number (916) 555-5555

Phone Extension (optional) (not answered)

District Representative / Superintendent Name District Representative

[Edit Page](#) →

### Options

- [Duplicate As New Draft](#)
- [Upload file\(s\) for this application](#)
- [View Grants Calculator](#)
- [Preview Form SAB 70-01](#)
- [Manage Entire Application](#)

← [Previous](#)

[Continue](#) →

## Submittal

The user can continue to the submittal page. Here, the District will complete their final certification and upload all relevant documents.

### Upload Files ✕

[Browse files](#)

File Name	Description	Document Type	Created	Last Modified
1.4 CALPADS 2019-2023_Redacted.pdf <a href="#" style="color: red; font-size: small;">Remove</a>	1.4 Calpads Enro	Other	04/22/2024	04/22/2024
CalPads 1.1 Report_Redacted.pdf <a href="#" style="color: red; font-size: small;">Remove</a>	1.1 Calpads	Other	04/22/2024	04/22/2024
NARRATIVE_Redacted.pc <a href="#" style="color: red; font-size: small;">Remove</a>	Narrative	Other	04/22/2024	04/22/2024
RESOLUTION Redacted.pdf <a href="#" style="color: red; font-size: small;">Remove</a>	TK Resolution	Other	04/22/2024	04/22/2024
SITE MAP_Redacted.pdf <a href="#" style="color: red; font-size: small;">Remove</a>	Site Map	Site Map	04/22/2024	04/22/2024

5 total

Please stay here until file upload(s) complete

[Cancel](#) [Upload Files](#)

Once the documents have been uploaded, the user will see the text **Successfully Uploaded** appear underneath the document file name.

The screenshot shows a web interface titled "Upload Files" with a close button (x) in the top right corner. A blue dashed box highlights a "Browse files" button. Below this is a table with the following columns: File Name, Description, Document Type, Created, and Last Modified. The table contains five rows of data, each representing an uploaded file. The status "Successfully Uploaded" is displayed in orange text below the file name in each row. At the bottom of the table, it says "5 total". Below the table, there is a message "Please stay here until file upload(s) complete" and two buttons: "Done" and "Upload Files".

File Name	Description	Document Type	Created	Last Modified
CalPads 1.1 Report_Redacted.pdf	1.1 Calpads	Other	04/22/2024	04/22/2024
RESOLUTION Redacted.pdf	TK Resolution	Other	04/22/2024	04/22/2024
SITE MAP_Redacted.pdf	Site Map	Site Map	04/22/2024	04/22/2024
1.4 CALPADS 2019-2023_Redacted.pdf	1.4 Calpads	Other	04/22/2024	04/22/2024
NARRATIVE_Redacted.pdf	Narrative	Other	04/22/2024	04/22/2024

5 total

Please stay here until file upload(s) complete

Done Upload Files

After all documents have been uploaded, the user will close out of the pop-up window by clicking “Done” and may submit their final application. Note, only an authorized District representative will be able to submit the application itself. After submittal, the user will be redirected to a confirmation page which shows the application has been successfully submitted and an application number has been assigned. The user may save this application number for quick access when searching for the application.

The screenshot shows a web interface for a 'Sample' application, which is marked as 'Submitted'. The application ID is '70 / 67439 - 00 - 001' and it is for 'Form SAB 70-01'. The district is '67439'. The application type is 'Preschool / Transitional Kindergarten / Full-Day Kindergarten - New Construction • Full Grant'. On the left, a vertical progress bar for 'SAB 70-01 Form' shows steps from 'Site Info' to 'Submittal', with 'Submittal' being the current and highlighted step. The main content area is titled 'Submittal' and features a green success message: 'This paperless application was successfully submitted to OPSC.' Below this, it lists 'Your Application #: 70/67439-00-001' and 'Submittal Date: 04/22/2024'. A 'What's Next' section provides instructions to review documents on the 'Application Dashboard' and notes that a 7-day deadline for uploading missing documents applies. It also states that the completed form can be downloaded. To the right, under 'Application Options', there are three buttons: 'Upload Remaining Files', 'Review Required Documents', and 'Download Completed Form'. At the bottom left, there is a 'Previous' button.

The user can review which documents have been uploaded when they return to the application’s home page. They can also upload additional documents directly to the application’s home page or after the application has been submitted.

Office of Public School Construction

Project Reporting Resources Grants Enrollment Projection Users District Dashboard

Dashboard / Application

**70/67439-00-001**  
New Construction

70-01 [Create Linked 70-01](#)

**Submitted**

Accounting Activity  
View approvals, transactions and more

Associated Applications  
View other applications at this site

OPSC File Room Records  
Manage Project Documentation

All Uploaded Documents  
View documents uploaded for this project

**Sample** Submitted

70 / 67439 - 00 - 001  
Application For Funding - Form SAB 70-01  
Preschool / Transitional Kindergarten / Full Day Kindergarten - New Construction - Full Grant

PTN: 67439-123-688  
Received Date: 03/13/2024  
District: 67439 - Sacramento City Unified • School/Site: A. M. Winn Elementary  
County Name: Sacramento County

[Review Grants](#)

Name	Status	Version Received Date	Submitted By	Updated	
Version 1	Submitted	03/13/2024	Kim Kandashian	03/13/2024	Options

**Drafts** [New Blank Draft](#)

No Drafts

**Uploaded Files** [Upload File](#)

**Site Map**  
SITE MAP\_Redacted.pdf • Site Map Mar 13, 2024  
Optional Documents

**Additional Files**  
NARRATIVE\_Redacted.pdf • Project Narrative Mar 13, 2024  
Sample CALPADS 1.4 18-19.xlsx • K-6 CALPADS Mar 13, 2024  
RESOLUTION\_Redacted.pdf • School Board Resolution Mar 13, 2024  
Sample CALPADS 5.1 18-19.xlsx • TK CALPADS Mar 13, 2024

## Revising an Application for Funding (Form SAB 70-01)

After submitting an Application for Funding (Form SAB 70-01), a user may request or be requested by OPSC staff to submit a revised Form SAB 70-01. To do so, the user creates a new draft on the existing funding application page.

## Create a New Draft

From the main dashboard, the user can view all existing applications.

Application Name	Project Type	Status	OPSC App #	School/Site	District	Project Tracking Number	OPSC Received	Last Updated
Sample	FDK NC	Submitted	70/67439-00-001	A. M. Winn Elementary	Sacramento City Unified	67439-1	04/22/2024	04/22/2024
West Campus HS Mod	Fund Release Auth	SO-05/70-02 Approved	57/67439-00-078	West Campus (Aka Hiram Johnson West High)	Sacramento City Unified	67439-339	07/26/2023	07/26/2023
American Legion HS Mod	Fund Release Auth	SO-05/70-02 Approved	57/67439-00-077	American Legion High	Sacramento City Unified	67439-347	07/26/2023	07/26/2023
GA-57/67439-00-078	Grant Agreement	SAB Approved	57/67439-00-078	West Campus (Aka Hiram Johnson West High)	Sacramento City Unified	67439-339	07/06/2023	07/06/2023
GA 57/67439-00-077	Grant Agreement	SAB Approved	57/67439-00-077	American Legion High	Sacramento City Unified	67439-347	07/06/2023	07/06/2023
St. Hope CSFP Rehab, Final	Fund Release Auth	SO-05/70-02 Approved	54/67439-00-007	St. Hope Public School 7	Sacramento City Unified	67439-342	06/26/2023	06/26/2023
St Hope P57 CSFP NC	Fund Release Auth	SO-05/70-02 Approved	54/67439-00-008	St. Hope Public School 7	Sacramento City Unified	67439-343	06/26/2023	06/26/2023
West Campus High	MOD	SAB Approved	57/67439-00-078	West Campus (Aka Hiram Johnson West High)	Sacramento City Unified	67439-339	10/17/2019	05/22/2023
American Legion High	MOD	SAB Approved	57/67439-00-077	American Legion High	Sacramento City Unified	67439-347	10/17/2019	05/22/2023
54/67439-00-008 PF Request	PIF - Charter	SAB Approved	54/67439-00-008	St. Hope Public School 7	Sacramento City Unified	67439-343	11/23/2022	02/13/2023
54/67439-00-007 PF Request	PIF - Charter	SAB Approved	54/67439-00-007	St. Hope Public School 7	Sacramento City Unified	67439-342	11/23/2022	02/13/2023
Expenditure Report #1 - 100%	Exp Report	Audit In Review	58/67439-00-003	Yav Pem Suab Academy	Sacramento City Unified	67439-375	12/09/2022	12/14/2022
Expenditure Report #1 - 100%	Exp Report	Audit In Review	57/67439-00-076	C. K. McClatchy High	Sacramento City Unified	67439-326	12/09/2022	12/13/2022
St. Hope Public School 7 Elementary	Final Charter Rehab	SAB Approved	54/67439-00-007	St. Hope Public School 7	Sacramento City Unified	67439-342	08/08/2022	11/01/2022
St. Hope Public School 7	Final Charter NC	SAB Approved	54/67439-00-008	St. Hope Public School 7	Sacramento City Unified	67439-343	08/08/2022	11/01/2022
California Montessori Project - Capitol Campus	Charter Rehab	SAB Approved	54/67439-00-009	California Montessori Project - Capitol Campus	Sacramento City Unified	67439-415	06/03/2022	10/25/2022

If the user cannot locate the desired application, they may utilize the search tool bar to find the application by application number or application nickname.

Search Interface:

District:

School/Site Name:

OPSC App #:

Keyword Search:

Application Name	Project Type	Status	OPSC App #	School/Site	District	DSA Number	Project Tracking Number	OPSC Received	SAB Date	Last Updated
Sample App	FDK NC	Submitted	70/67439-00-001	A. M. Winn Elementary	Sacramento City Unified		67439-123	05/28/2025		05/28/2025

1 Apps Total | Items Per Page: 25 |

In order to create a new draft of an application, the user should click the “New Blank Draft” on the application’s home page. This will create an entirely new draft, while still maintaining the assigned application number.

Office of Public School Construction

Project Reporting Resources Grants Enrollment Projection Users District Dashboard

Dashboard / Application

70/67439-00-001

New Construction

70-01

Submitted

Accounting Activity

Associated Applications

OPSC File Room Records

All Uploaded Documents

Submitted Versions

Name	Status	Version Received Date	Submitted By	Updated	
Version 1	Submitted	03/13/2024	Kim Kandashian	03/13/2024	Options

Drafts

No Drafts

Uploaded Files

Site Map

Additional Files

Review Grants

New Blank Draft

The new draft will appear under the Drafts section of the application landing page.

Office of Public School Construction

Project Reporting Resources Grants Enrollment Projection Users District Dashboard

Dashboard / Application

70/67439-00-001

New Construction

70-01

Submitted

Accounting Activity

Associated Applications

OPSC File Room Records

All Uploaded Documents

All Contractor Information

Submitted Versions

Name	Status	Version Received Date	Submitted By	Updated	
Version 1	Submitted	03/13/2024	Kim Kandashian	03/13/2024	Options

Drafts

Name	Status	Created By	Last Edited By	Updated	
Draft 1	Draft	Kim Kandashian	Kim Kandashian	03/13/2024	Options

Uploaded Files

Site Map

Additional Files

Review Grants

New Blank Draft

Alternatively, if the user wishes to maintain the existing entries and only needs to modify a few fields, it may be more beneficial to create a duplicate draft. There are two methods for creating a duplicate draft on OPSC Online.

Method 1-

Click on "Options" on the application's home page and select "Duplicate as Draft" on the drop-down menu.

The screenshot shows the dashboard for application 70/67439-00-001. The application is in a 'Submitted' state. Below the application details, there is a 'Submitted Versions' table with one entry: 'Version 1' submitted by Kim Kandashian on 03/13/2024. A dropdown menu is open over the 'Submitted' status of this version, with 'Duplicate As Draft' highlighted by a red circle. Other options in the menu include 'Copy Link' and 'Review Grants'.

## Method 2 –

Enter into the existing application wizard and selecting, “Duplicate as a New Draft” under Options of the right-hand navigation panel.

The screenshot shows the 'Review' stage of the application wizard. On the left, a sidebar lists the steps: Site Info, Project Type, Enrollment Data, Preference Point, Additional Grant Request, Project Progress, Licensed Architect, Licensed Design Consultant, Certification, Review (selected), and Submittal. The main area is titled 'Review' and contains a 'Site Info' section with several questions and answers:
 

- Is the district submitting for full funding? Yes
- Select the type of advance funding requested (N/A)
- Project to be located on Existing Site with Additional Acreage Acquired
- The Project is an existing school site: Select the appropriate school or site for this application A. M. Winn Elementary
- Contingency Site Approval Date (not answered)
- CDE Site Approval Date (not answered)

 On the right, an 'Options' panel is visible with 'Duplicate As New Draft' highlighted by a red circle. Other options include 'Upload file(s) for this application', 'View Grants Calculator', 'Download Completed Form', and 'Manage Entire Application'.

Both methods generate an identical draft of the existing application, but now allows the user to change existing entries and add new information. Once all revisions have been made, the user will resubmit the new draft following the previously outlined steps.

## Amendments to Funding After Apportionment

If there is change in scope after the project has received an apportionment from the State Allocation Board, the applicant must submit a revised Form SAB 70-01. Changes in project scope include, but are not limited to, removal of automatic sprinklers or reduction in number of classrooms. In these instances, the user will create a “Linked 70-01” to request an amendment to the previously authorized funding/project scope.

## Creating a linked 70-01

Under the left-hand navigation of the application’s home page, the user selects “Create a New Linked 70-01.”

The screenshot shows the application dashboard for 'Office of Public School Construction'. The main header includes navigation icons for Project Reporting, Resources, Grants, Enrollment Projection, Users, District, and Dashboard. The dashboard displays the application ID '70/67439-00-001' and its status 'SAB Approved'. A sidebar on the left contains navigation options for 70-01, 70-02, and 70-03. The '70-01' option is highlighted, and a red circle is drawn around the 'Create Linked 70-01' button. The main content area shows 'Submitted Versions' with a table containing one entry: 'Version 1' with status 'SAB Approved', received date '03/13/2024', and submitted by 'Kim Kambachan'. Below this is a 'Drafts' section with 'No Drafts' and an 'Uploaded Files' section with a table of files including 'SITE MAP\_Redacted.pdf' and 'NARRATIVE\_Redacted.pdf'.

The user then selects the type of funding application from the drop-down menu and enters an application nickname. The application nickname should include “Amended” in the title. The user should then click “Create Linked App”

The screenshot shows the 'Create Linked Application' form. The form includes a dropdown menu for 'Select a linked application type' with 'Funding Phase 70-01' selected. Below this is a checkbox for 'Does the district want to apply for Financial Hardship assistance?' with 'No' selected. Another dropdown menu for 'Select the type of funding application' has 'New Construction' selected. A text input field for 'Please enter application nickname' contains 'Amended 70-01 Sample App'. A red circle is drawn around the 'Create Linked App' button at the bottom right of the form.

Once the user has created the linked app, the wizard navigates back to the application home page. The user clicks on the draft 70-01 to complete the amended application for funding.

The screenshot shows the 'Amended 70-01 Sample App' page in a 'Draft' state. The 'Drafts' table contains the following entry:

Name	Status	Created By	Last Edited By	Updated	Options
Draft 1	Draft	District Representative	District Representative	03/14/2024	Options

The screenshot shows the 'Submitted' state of the application. The 'Submittal' section contains the following information:

- Message:** This paperless application was successfully submitted to OPSC.
- Your Application #:** 70/67439-00-001
- Submittal Date:** 03/14/2024

The 'What's Next' section includes instructions: "Please review this application's uploaded documents on the Application Dashboard to ensure all required application documents are uploaded and properly named. Required documents not uploaded within 7 working days after the submittal date 2024-03-14 09:46 AM will lead to the application being rejected." It also states: "The completed State Allocation Board form can be downloaded here at anytime but is no longer necessary to sign and mail in. A complete paperless submission is all OPSC will need to begin processing your funding application."

The 'Application Options' section includes:

- Upload Remaining Files
- Ensure your application is complete by uploading any remaining documents now.
- Review Required Documents
- Download Completed Form
- Go To Application Dashboard

## 70-01's for Full Funding Requests

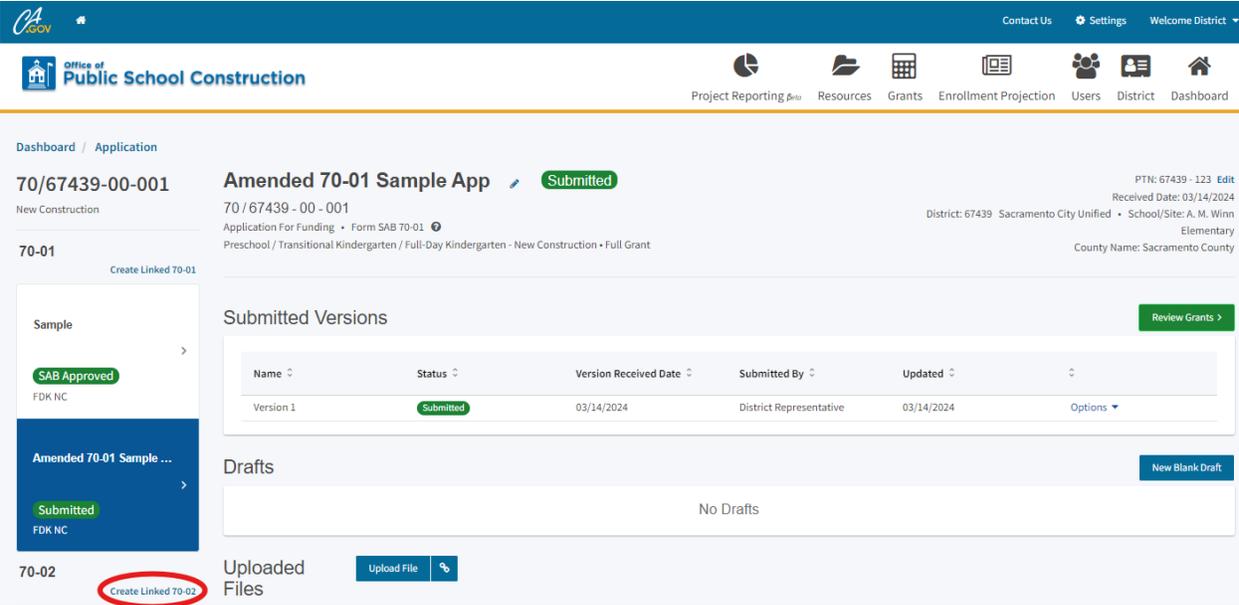
If the District had previously received an advance design grant and would like to request the remaining funds, they must submit an updated 70-01 as part of their Request for Fund Release submittal. The 70-01 should be uploaded as an additional document under the uploaded files section. The user should **not** create a new version of the existing 70-01 or linked 70-01. More detailed instructions on how to submit a Request for Fund Release on OPSC Online can be found in the next section.

# Fund Release Authorization (Form SAB 70-02)

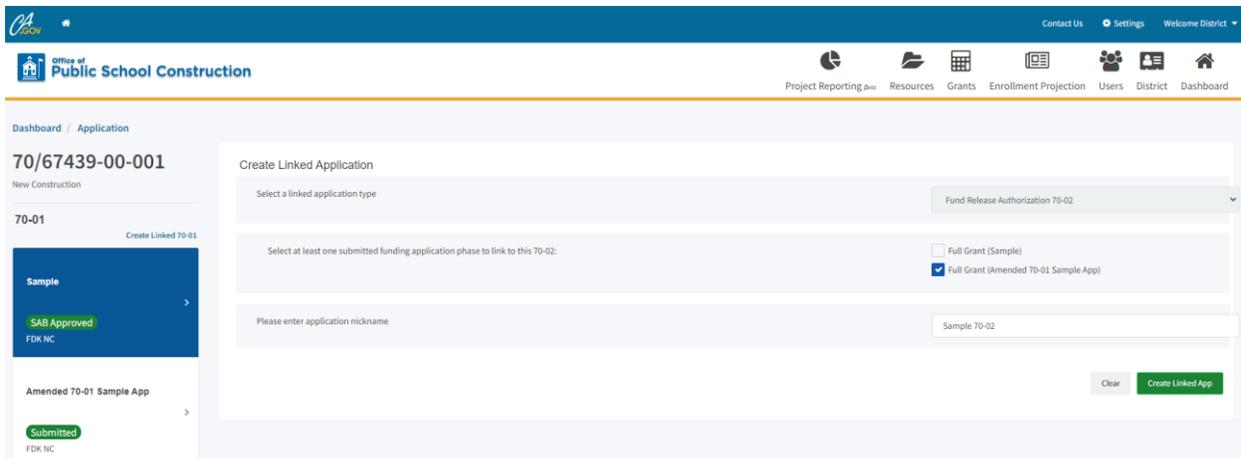
## Creating a linked Form SAB 70-02

To create a linked Form SAB 70-02, the user will use the left-hand navigation on the application’s dashboard and select the most recent Form 70-01. If the original Form 70-01 was amended, the Nickname typically includes the word *Amended*.

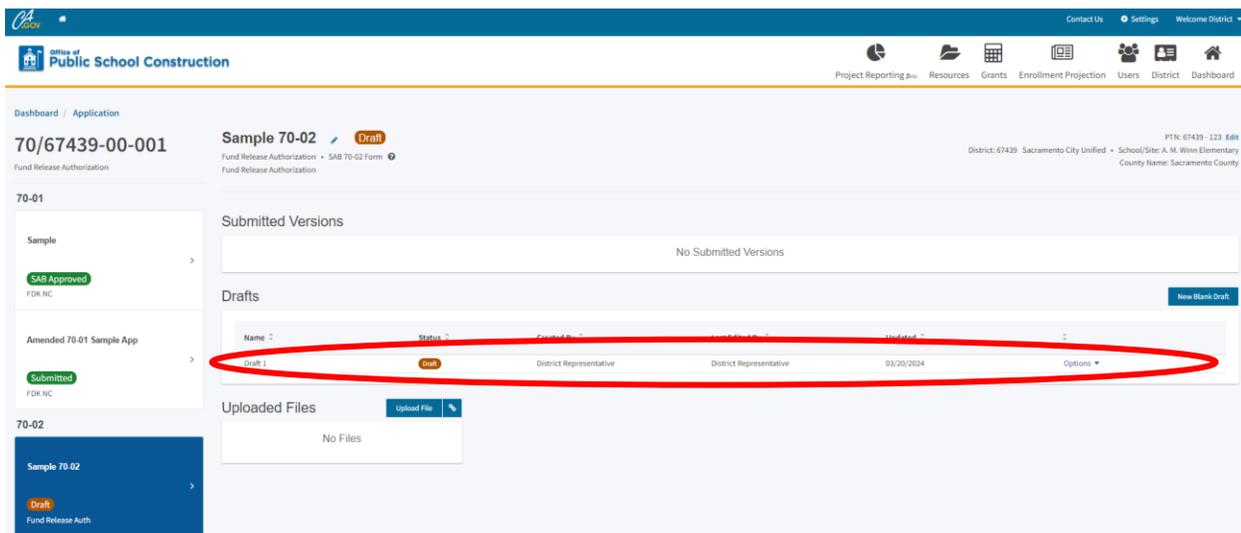
From the most recent 70-01 page, find and select the link for “Create Linked 70-02”.



The application wizard appears and the user enters an application nickname for the Form SAB 70-02. Once all fields are completed, select “Create Linked App” to generate a draft.



The draft will be visible in the left-hand navigation bar. To complete the Form, the selects the Draft and is redirected to the application dashboard for the Fund Release Authorization. To complete the Form, select anywhere in the Draft 1 line to begin to complete the fund release authorization form.



## Completing the Form SAB 70-02

### Part I. New Construction – Site Acquisition Only

The user completes portion only if the project includes Site Acquisition. The user answers the questions in this section with a “Yes” or “No” and uploads the required document(s) at the end when prompted to do so before submitting the application.

If the project does not include Site Acquisition, the user will click “N/A” and then click “Continue” to Part II. All following questions will automatically revert to “N/A”.

## Part II. New Construction/Retrofit

The user answers the questions at the beginning of this section by selecting “Yes” or “No”. Next, the user enters the DSA approval date, DSA application number, CDE approval date and Contract Awarded date in the appropriate fields. The CDE site approval date is only required if the project included site acquisition. Once complete, click “Continue” to Part III.

Below are zoomed-in examples

## Part II. New Construction/Retrofit

This page is applicable / not applicable  N/A

District must be able to confirm "Yes" to the following:

The School District certifies that its applicable matching share has already been deposited or expended by the School District for the project, unless the School District meets the requirements for financial hardship pursuant to Section 17375(b)(2)(A)  Yes  No

The School District certifies it has entered into a binding contract(s) for the completion of the project   Yes  No

The School District certifies the plans and specifications applicable to the state funded project, received written DSA approval on

 Press the Enter  key to save  
You can add up to 5 Values(s)

Related DSA Application(s) 

CDE Plan Approval Date 

 Press the Enter  key to save  
You can add up to 5 Values(s)

Contract Awarded Date:  
(If the space provided is not sufficient for all applicable contract dates, please list all dates on a separate attachment to this form.) 

 Press the Enter  key to save  
You can add up to 5 Values(s)

CDE Site Approval Date:  
If the project includes site acquisition, the School District certifies the site received written CDE final approval and that it has entered escrow for the site (attach copy of escrow instructions and updated appraisal)

- Subject to available funding, site acquisition funds shall be adjusted based on actual costs
- OPSC will verify that the School District has included plans for multilevel classrooms in the plans for the project

N/A

### Part III. Construction Delivery Method

If the user is submitting an application for full funding and has awarded construction contracts, select, "Yes."

The screenshot shows a web form titled "Project Progress". At the top, there is a question: "Has the District awarded construction contracts for this project?". To the right of this question are two radio buttons: "Yes" and "No". The "Yes" radio button is selected and highlighted with a red circle. Below the question, there is a text input field for "Enter the date(s) of the construction contract(s) awarded for this project" and a blue button labeled "Add/Edit Contracts". To the left of the date field is a "Show" dropdown menu set to "5" entries. To the right is a search box with the placeholder text "Type to filter the name column...". Below these elements is a table header with columns: "Contractor Name", "Contract Type", "Amount", "Award", "Prevailing Wage", "Notice to Proceed", and "Const. Del. Method". The table body shows "0 total" entries. At the bottom of the form, there is a "Note: Prevailing Wage only applies to contracts with an Award Date between 1/1/2012 and 6/19/2014". At the very bottom of the page, there are two navigation buttons: "Previous" with a left arrow and "Continue" with a right arrow.

Once the user has selected "Yes", the wizard generates fields to enter construction contract information. Select, "Add/Edit Contracts" to enter the contract details. A pop-up window opens, as shown below.

Add/Edit Contract
×

---

### Add New Contract

Contractor Name

Contract Award Date

Contract Type

General Construction ▾

Contract Amount

Notice to Proceed Issued Date

Construction Delivery Method

Design-Bid-Build ▾

Related DSA Application Numbers

02-123456 ×

ⓘ Press the Enter ↵ key to save  
 You can add up to 5 Values(s)

Add Contract

---

### Added Contracts

Show  entries

Contractor Name ▾	Contract Type ▾	Amount ▾	Award ▾	Prevailing Wage ▾
0 total				

Complete all the known fields. If the district has not issued a Notice to Proceed, the user may leave that field blank. Review entries and select “Add Contract.” The user can add as many contracts as applicable to the project by selecting “Add Contract” for each new entry. When the last contract has been entered, close out to the window by selecting the x in the upper right corner of the popup window to be redirected to the Project Progress page where you can confirm that the contract(s) has been successfully added to the application.

## Project Progress

Has the District awarded construction contracts for this project ?

Enter the date(s) of the construction contract(s) awarded for this project

Add/Edit Contracts

Show 5 entries

Type to filter the name column...

Contractor Name	Contract Type	Amount	Award	Prevailing Wage	Notice to Proceed	Const. Del. Method
ABC Construction	General Construction	\$1,000,000.00	03/01/2024			Design-Bid-Build

1 total

Note: Prevailing Wage only applies to contracts with an Award Date between 1/1/2012 and 6/19/2014

← Previous

Continue →

## Part IV. Signed Grant Agreement

The user answers the following Grant Agreement questions correctly by selecting “Yes” or “No” and click “Continue” to the Certification page.

CA.gov

Contact Us Settings Welcome District

Office of Public School Construction

Project Reporting Resources Grants Enrollment Projection Users District Dashboard

Dashboard / Application / Draft 1

Sample 70-02 Draft

Fund Release Authorization • SAB 70-02 Form

PTN: 67439 - 123 Edit

District: 67439 Sacramento City Unified • School/Site: A. M. Winn Elementary

County Name: Sacramento County

SAB 70-02 Form

Complete Parts I through IV as applicable to the project

- Part I. New Construction - Si
- Part II. New Construction/Re
- Part III. Construction Deliver
- Part IV. Signed Grant Agree**
- Certification
- Review
- Submit

### Part IV. Signed Grant Agreement

The district has already submitted the signed Grant Agreement for this project.

The signed Grant Agreement for this project accompanies this Form.

The signed Grant Agreement with amended costs (i.e. as automatic fire detection/alarm system, site acquisition, or multilevel classroom construction) for this project accompanies this Form.

← Previous Continue →

## Certification

On the Certification page, the authorized *District Representative/Superintendent* user reviews all terms and certifications and completes all applicable fields. If all information appears correct, the user selects “Continue” to proceed to the Review page.

The screenshot shows the 'Certification' step of the SAB 70-02 Form process. On the left, a sidebar lists the steps: Part I. New Construction - Site Acquisition Only, Part II. New Construction/Rehabilitation, Part III. Construction Delivery, Part IV. Signed Grant Agreement, Certification (highlighted), Review, and Submit. The main content area is titled 'Certification' and contains the following text: 'I certify, as the District Representative, that the information reported on this form is true and correct and that:'. Below this is a list of seven certification points. At the bottom, there is a 'Yes/No' checkbox (set to 'Yes'), a 'Date' field (03/20/2024), and fields for 'Name of District Representative' (James Smith), 'Phone of District Representative' (916) 919-9199, and 'Phone Extension (optional)'. A 'Continue' button is at the bottom right.

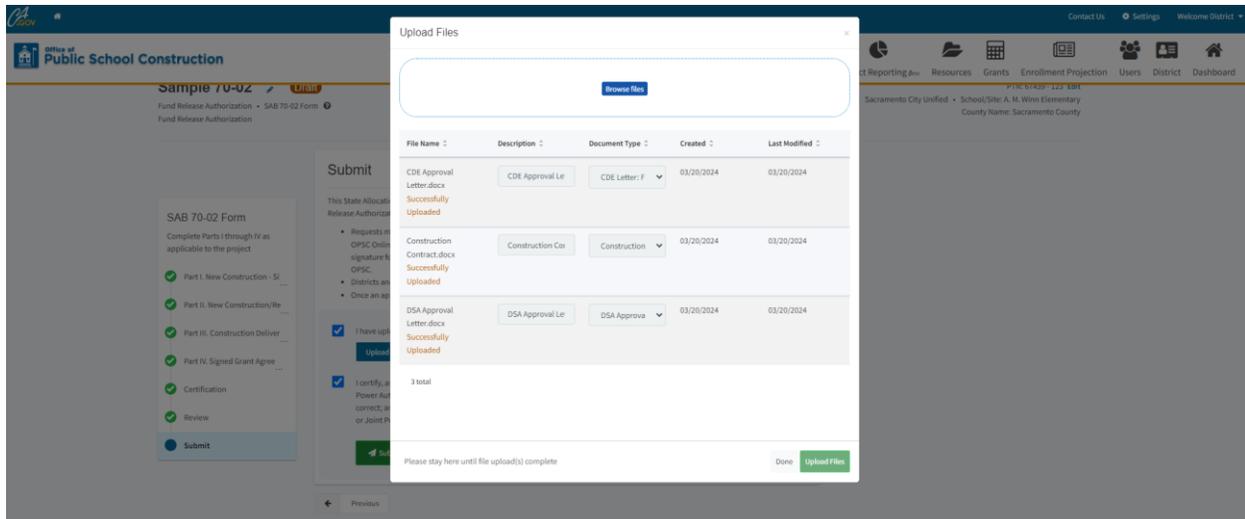
On the Review page, the user reviews/verifies all inputted information for accuracy and completion and then click “Continue” to proceed to the Submittal page. Select “Edit Page” to change information as needed.

The screenshot shows the 'Review' step of the SAB 70-02 Form process. The sidebar on the left is the same as in the previous screenshot, but 'Review' is now highlighted. The main content area is titled 'Review' and shows 'Part I. New Construction - Site Acquisition Only' with a green checkmark. Below this, there are several text fields with corresponding 'Not Applicable' status indicators: 'This page is applicable / not applicable', 'The district certifies it has entered escrow for the site (attach copy of escrow instructions)', 'The School District certifies that there has been a final appraisal (attach copy of final appraisal)', 'The School District certifies that they have received a COE Contingent Site Approval Letter (attach COE approval letter)', and 'The School District certifies that it has received COE Final Site Approval Letter (attach Final Site Approval Letter)'. An 'Edit Page' button is at the bottom. On the right, an 'Options' panel includes: 'Duplicate As New Draft', 'Upload file(s) for this application', 'Preview Form SAB 70-02', and 'Manage Entire Application'. The top navigation bar shows 'Dashboard / Application / Draft 1' and 'Sample 70-02' with a 'Draft' status. The top right corner displays contact information: 'PTN: 67439 - 123 648', 'District: 67439 Sacramento City Unified', 'School/Site: A. M. Wien Elementary', and 'County Name: Sacramento County'.

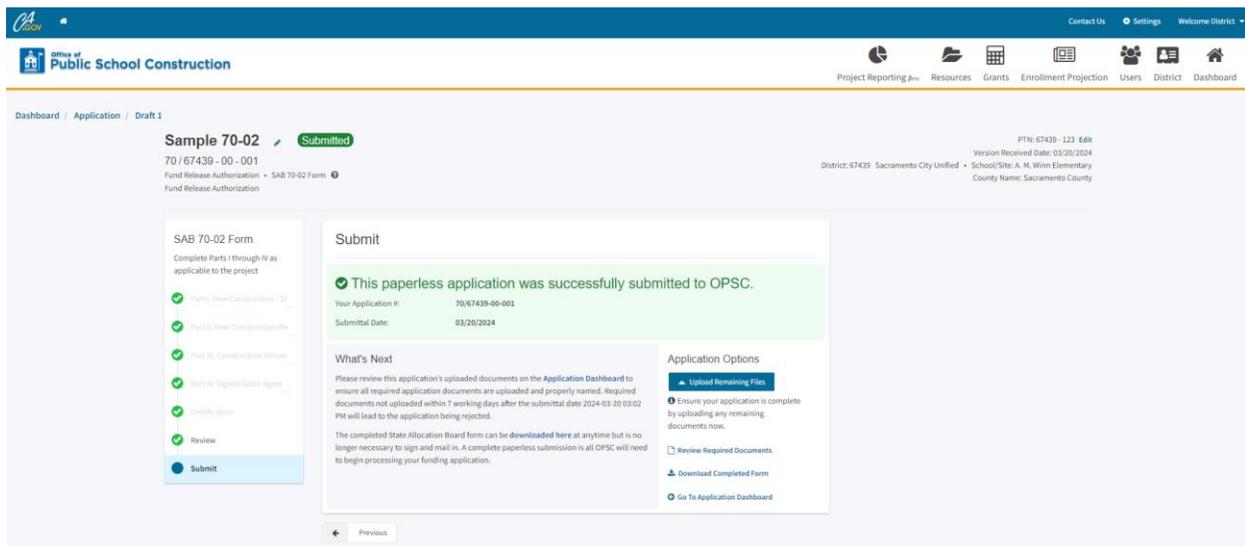
## Upload Files and Submit

On the submittal page, the user uploads all required documents, which includes, but is not limited to DSA approval letter, CDE final plan approval letter and construction contract(s). The Description field is open entry while the Document Type is selected from a drop down menu.

Note – Documents may be uploaded before or after submittal of the Form.



Once all documents have been successfully uploaded, the user exit out of the pop-up box, check all certifications, and submit the paperless application. The user will see a confirmation page upon the successful submittal.



The user will be able to view their submitted 70-02 on the main application dashboard with the status, "Submitted."

The screenshot displays the dashboard for the Office of Public School Construction. The main header includes the logo and navigation links for Project Reporting, Resources, Grants, Enrollment Projection, Users, District, and Dashboard. The user is logged in as District Representative.

The dashboard shows the following application details:

- Application ID:** 70/67439-00-001
- Application Name:** Sample 70-02 (Submitted)
- Version:** 70/67439-00-001
- Status:** Submitted
- Submitted Date:** 03/20/2024
- Submitted By:** District Representative
- Updated:** 03/20/2024

The dashboard also shows a list of Submitted Versions and Drafts. The Submitted Versions table is as follows:

Name	Status	Version Received Date	Submitted By	Updated	Options
Version 1	Submitted	03/20/2024	District Representative	03/20/2024	Options

The Drafts section shows "No Drafts" and a "New Blank Draft" button.

The Uploaded Files section shows the following files:

- CDE Letter: Final Plan Approval
  - CDE Approval Letter.docx
  - CDE Approval Letter Mar 20, 2024
- Construction Contract
  - Construction Contract.docx
  - Construction Contract

# Expenditure Report (Form SAB 70-03)

## Creating a linked 70-03

To create a linked 70-03, the user selects the link for “Create Linked 70-03” on the left-hand navigation on the application’s dashboard as shown below.

Office of Public School Construction

Project Reporting, Resources, Grants, Enrollment Projection, Users, District, Dashboard

Dashboard / Application

70/67439-00-001 Amended 70-01 Sample App Submitted

70/67439-00-001  
Application for Funding - Form SAB 70-01  
Preschool / Transitional Kindergarten / Full-Day Kindergarten - New Construction - Full Grant

PTN: 67439-123 KMR  
Received Date: 03/14/2024  
District: 67439 - Sacramento City Unified - School: Site A, H. Winn Elementary  
County Name: Sacramento County

70-01 Create Linked 70-01

Submitted Versions Review Grants

Name	Status	Version Received Date	Submitted By	Updated
Version 1	Submitted	03/14/2024	District Representative	03/14/2024

Drafts New Draft

No Drafts

Uploaded Files Upload File

No Files

70-02 Create Linked 70-02  
You may now complete and submit on SAB 70-02 form.

70-03 Create Linked 70-03  
You may now complete and submit on SAB 70-03 form.

The user selects the most recently approved 70-01, if applicable, and assign an application nickname for the Expenditure Report Form SAB 70-03. Once all fields are completed, select “Create Linked App” to generate a draft.

Office of Public School Construction

Project Reporting, Resources, Grants, Enrollment Projection, Users, District, Dashboard

Dashboard / Application

70/67439-00-001

New Construction

70-01 Create Linked 70-01

Amended 70-01 Sample App Submitted

Sample SAB Approved

Create Linked Application

Select a linked application type: SAB 70-03 Expenditure Report

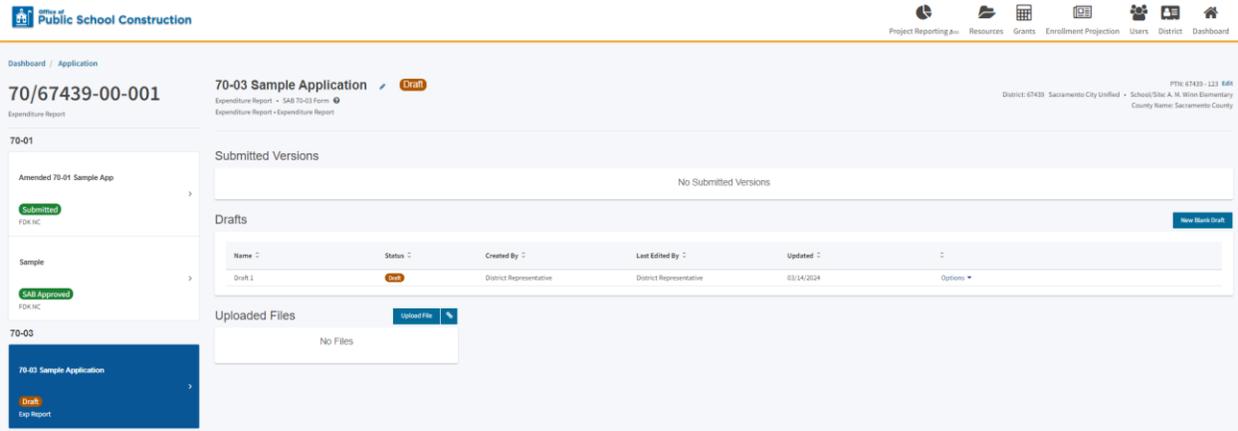
Select at least one submitted funding application phase to link to this 70-03:

Full Grant (Amended 70-01 Sample App)  
 Full Grant (Sample)

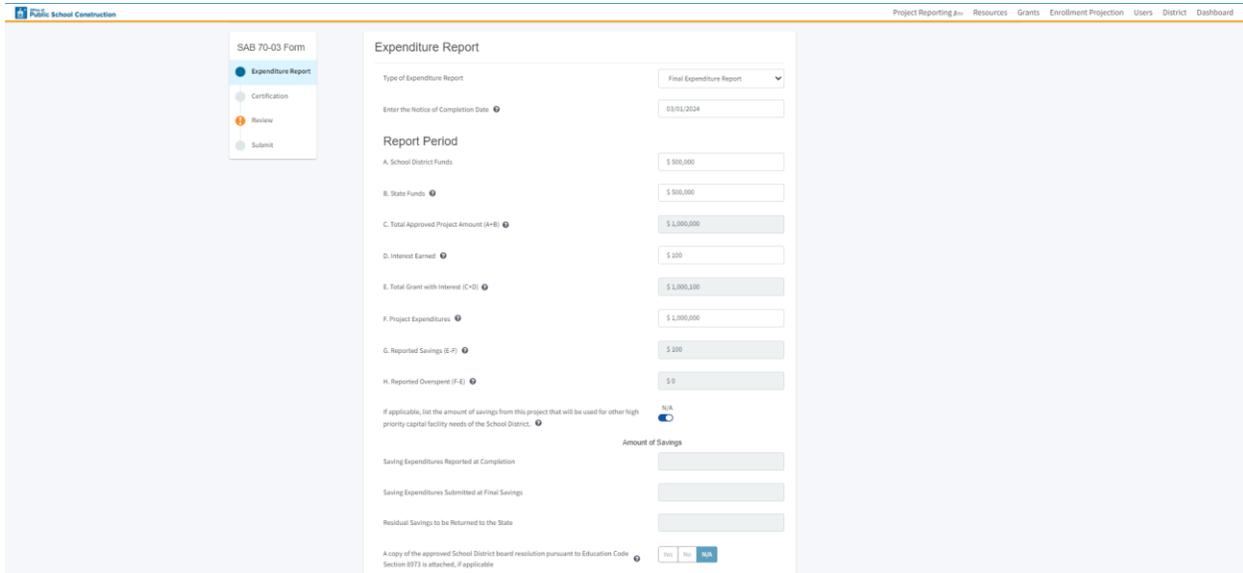
Please enter application nickname: 70-03 Sample App

Clear Create Linked App

The draft will be visible in the left-hand navigation. The user can click on the draft and will be redirected the application dashboard for the expenditure report.



The user clicks on the draft to begin completing the expenditure report.



Below is a zoomed-in example

The screenshot shows the 'Expenditure Report' form. On the left, a sidebar contains a progress indicator with four steps: 'Expenditure Report' (selected), 'Certification', 'Review', and 'Submit'. The main form area is titled 'Expenditure Report' and contains the following fields:

- Type of Expenditure Report: Final Expenditure Report (dropdown menu)
- Enter the Notice of Completion Date: 03/01/2025
- Report Period section:
  - A. School District Funds: \$ 500,000
  - B. State Funds: \$ 500,000
  - C. Total Approved Project Amount (A+B): \$ 1,000,000
  - D. Interest Earned: \$ 100
  - E. Total Grant with Interest (C+D): \$ 1,000,100
  - F. Project Expenditures: \$ 1,000,000
  - G. Reported Savings (E-F): \$ 100
  - H. Reported Overspent (F-E): \$ 0

For type of expenditure report, if the user is submitting the initial expenditure report (due three years after original apportionment), select, “Final Expenditure Report.” If the user is submitting a savings report (due one year after their final expenditure report), select “Savings Report.”

This screenshot shows the same 'Expenditure Report' form, but with 'Savings Report' selected in the 'Type of Expenditure Report' dropdown menu. The dropdown menu is highlighted with a red oval. The 'Notice of Completion Date' is now 03/01/2024, and 'A. School District Funds' is \$ 500,000. The top of the page shows '70-03 Sample Application' in 'Draft' status and provides metadata: District: 67439 Sacramento City Unified, School/Site: A. M. Winn Elementary, County Name: Sacramento County, and PTN: 67439 - 123.

Once all required fields are complete, the user may proceed to the Certification page by clicking the green “Continue” icon at the bottom right hand of the wizard.

**Office of Public School Construction**

Project Reporting > Resources > Grants > Enrollment Projection > Users > District > Dashboard

**SAB 70-03 Form**

- Expenditure Report
- Certification**
- Review
- Submit

**Certification**

I certify, as the District Representative, that the information reported on this form is true and correct and that:

- I am designated as an authorized district representative by the governing board of the district and,
- under penalty of perjury, under the laws of the State of California, the foregoing statements are true and correct, and that the Public Contract Code was adhered to in the construction of this project; and,
- The school district has satisfied the supplement, not supplement requirement as specified in Education Code Section 173750) and,
- This form is an exact duplicate (verbatim) of the form provided by DPSIC. In the event a conflict should exist, then the language in DPSIC's form will prevail.
- If the project did not receive Financial Hardship Funding, any savings not spent on the high priority capital facility needs of the School District within one year of project completion or within one year of the Final Expenditure Report, must be returned to the state.
- Pursuant to Regulation Section 2860.22(a), any savings not spent on other high priority capital facility needs of the School District, within one year of project completion or within one year of the Final Expenditure Report, must be returned to the state.
- Pursuant to Regulation Section 2860.22(b), any savings not spent on professional development or instructional materials to build capacity for the implementation of the full-day kindergarten program, or other high priority capital facility needs of the School District, within one year of project completion or within one year of the Final Expenditure Report, must be returned to the state.

I verify, I have read and agreed to the above terms and certification information  Yes  No

Preparer's Name:

Preparer's Title:

Preparer's Email:

Preparer's Phone:

District Representative / Superintendent Name:

District Representative / Superintendent Phone Number:

Phone Extension (optional):

Date:

[Previous](#) [Continue](#)

Once on the Certification page, the *District Representative/Superintendent User* reviews all terms and certifications and complete all applicable fields. If a Preparer was not used, the user may leave those fields blank. If all information appears correct, the user clicks on Continue to proceed.

**Office of Public School Construction**

Project Reporting > Resources > Grants > Enrollment Projection > Users > District > Dashboard

Dashboard / Application / Draft 1

**70-03 Sample Application**

Expenditure Report > SAB 70-03 Form > Expenditure Report > Expenditure Report

**SAB 70-03 Form**

- Expenditure Report
- Certification
- Review
- Submit**

**Submit**

This State Allowable Report Form (SAB 70-03) is required for all projects.

Appointments:

- Reports to DPSIC O&A signature document
- District Representative and/or Superintendent signature document
- Once an applicant has uploaded a file, the file cannot be removed by the applicant.
- Failure to attach the Detailed Listing of Project Expenditures (DLPE) will render the expenditure report incomplete and unacceptable.

I have uploaded all required documents required on the Expenditure Report Form SAB 70-03 Checklist.

[Upload Files](#) All uploaded files for this application are always available on the Application Dashboard

I certify, as the School District Superintendent, Authorized School District Representative, Charter School Representative, or Joint Power Authority Representative, that I have reviewed the report and that the information certified on this report is true and correct, and that I am the School District Superintendent, Authorized School District Representative, Charter School Representative, or Joint Power Authority Representative.

[Submit Expenditure Application](#)

[Previous](#)

Zoomed-in example below

Upload Files

Browse files

File Name	Document Type	Description	Uploaded Date
SAB 70-03 Alta Vista 1.19.2022.pdf Successfully Uploaded	Other	Other	05/28/2025

1 total

Please stay here until file upload(s) complete

Done Upload Files

On the submittal page, the user uploads all relevant documents as part of their project completion submittal, including but not limited to, the Detailed Listing of Project Expenditures (DLOPE).

Public School Construction

Dashboard / Application / Draft 1

70-03 Sample Application Submitted

70 / 67439 - 00 - 001  
Expenditure Report • SAB 70-03 Form  
Expenditure Report • Expenditure Report

District: 67439 Sacramento City Unified • School/Site: A. N. Wilson Elementary  
County Name: Sacramento County

PT% 67439 - (2) 688  
Version Received Date: 03/14/2024

SAB 70-03 Form

- Expenditure Report
- Verification
- Review
- Submit

Submit

✔ This paperless application was successfully submitted to OPSC.

Your Application #: 70/67439-00-001  
Submittal Date: 05/14/2024

What's Next

Please review this application's uploaded documents on the Application Dashboard to ensure all required application documents are uploaded and properly named. Required documents not uploaded within 7 working days after the submittal date 2024-05-14 08:26 PM will lead to the application being rejected.

The completed State Allocation Board form can be downloaded here at anytime but is no longer necessary to sign and mail in. A complete paperless submission is all OPSC will need to begin processing your funding application.

Application Options

- Upload Remaining Files
- Ensure your application is complete by uploading any remaining documents now.
- Review Required Documents
- Download Completed Form
- Go To Application Dashboard

Previous

Once all documents have been successfully uploaded, the user exits out of the pop-up box, check all certifications, and submit the paperless application. A confirmation page appears upon the successful submittal.

Dashboard / Application

### 70/67439-00-001

Expenditure Report

### 70-03 Sample Application

70/67439-00-001  
Expenditure Report > 648 70-03 Form  
Expenditure Report > Expenditure Report

Submitted

PTN: 67439-122-848  
Received Date: 03/24/2024  
District: 67439 - Sacramento City Unified - School: Site A. M. Wilson Elementary  
County Name: Sacramento County

#### 70-01

Amended 70-01 Sample App  
Submitted  
FDK, HC

Sample  
SAB Approved  
FDK, HC

#### 70-03

70-03 Sample Application  
Submitted  
Exp Report

#### Submitted Versions

Name	Status	Version Received Date	Submitted By	Updated	
Version 1	Submitted	03/24/2024	District Representative	03/24/2024	Options

#### Drafts

No Drafts

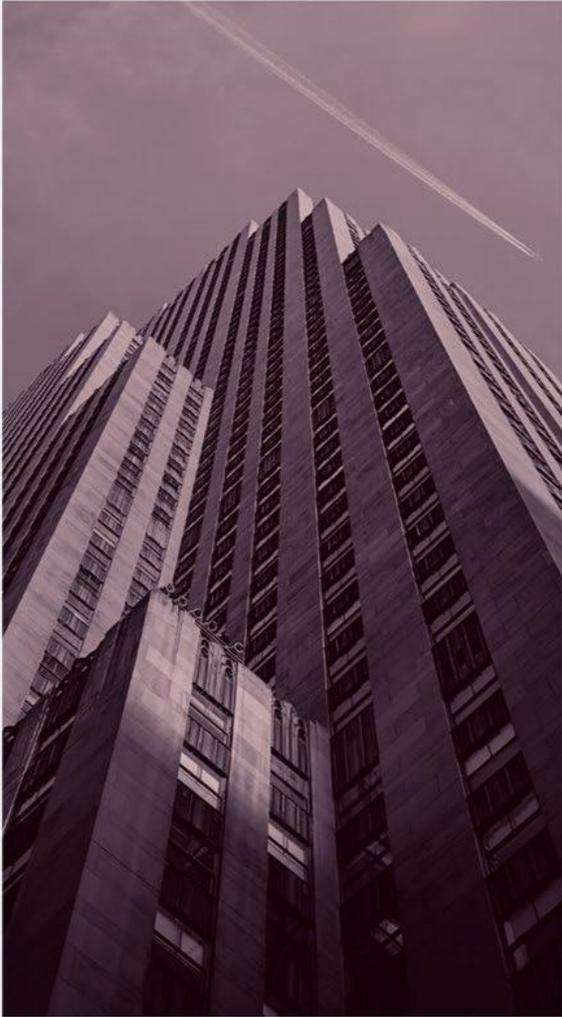
New Draft

#### Uploaded Files

Upload File

- Detailed Listing of Project Expenditures (DLOPE)  
Expenditure Worksheet, JCALation
- Detailed Listing of Project Expenditures: Mar 14, 2024

The user will be able to view the submitted 70-03 on the main application dashboard with the status, "Submitted."



# OPSC ONLINE USER GUIDE



Section 7. Charter School Facilities Program Funding

## Introduction

Submitting an *Application for Charter Preliminary Apportionment* (Form SAB 50-09) is the first step in applying for funding under the Charter School Facilities Program (CSFP.) The Form SAB 50-09 is submitted during specified CSFP filing rounds by an authorized Charter Representative (charter school applicants) or District Representative/Superintendent (district applicants.) The Form SAB 50-09 is submitted using the Office of Public School Construction (OPSC) Online System.

After an *Application for Charter Preliminary Apportionment* (Form SAB 50-09) is submitted and all program requirements are met to convert a preliminary apportionment to a final apportionment, the applicant will submit an *Application for Funding* (Form SAB 50-04) using the Office of Public School Construction (OPSC) Online System. The deadline to submit a Form SAB 50-04 is four years from the date the preliminary apportionment is approved by the State Allocation Board. Applicants may request a one-time, one-year extension to this deadline. Note that the Form SAB 50-04 must be submitted prior to the occupancy of any classrooms in the project for new construction projects. The submittal of the Form SAB 50-09 does not meet this requirement.

## Creating an Application for Charter Preliminary Apportionment (Form SAB 50-09) in OPSC Online – New Construction

### User Dashboard

Upon login, the user is directed to the user dashboard. The user dashboard displays all applications created by authorized users. The District Representative and Superintendent can review all district-specific applications. District Delegates can view applications for all school districts they are authorized to access. The Charter School Representative and Charter School Delegates can view CSFP applications for all school districts they are authorized to access.

Users can create a Form SAB 50-09, check existing applications' statuses, and view drafted applications not yet submitted from the user dashboard. Note that once a Form SAB 50-09 has been created, any revisions to the form should be made on the application dashboard for the specific Form SAB 50-09. Additionally, new Form SAB 50-09s should not be created unless they are for new applications.

To sort applications, click on any column header. Users can search for an application by entering the application number in the search field and clicking "Search All." All Forms (funding, grant agreement, fund release, or expenditure report) submitted for that application will appear. Note that Form SAB 50-04s are not created from the user dashboard; they are created from the application dashboard of the applicable, submitted Form SAB 50-09.

Below is an example of the user dashboard. Refer to Section 1 of this user manual for more information on navigating the user dashboard.

The screenshot shows the CA.gov Public School Construction dashboard. At the top, there is a navigation bar with 'CA.gov' logo, 'Public School Construction' title, and user information 'Welcome Jane'. A secondary navigation bar contains icons for 'Project Reporting', 'Resources', 'Grants', 'Enrollment Projection', 'Users', 'District', and 'Dashboard'. The main content area is titled 'Funding Applications' and features two buttons: 'Create New SFP Funding Application' and 'Create New Preschool/TK/FDK Funding Application'. Below these buttons is a search bar with the text 'Filter 19 applications...' and a 'Search All' button. A table displays a list of applications with columns for Application Name, Project Type, Status, OPSC App #, School/Site, District, Project Tracking Number, OPSC Received, and Last Updated.

Application Name	Project Type	Status	OPSC App #	School/Site	District	Project Tracking Number	OPSC Received	Last Updated
Example Charter NC (50-09)	Charter NC	Draft			Sacramento City Unified	67439-1		11/27/2024
Test Charter	Charter NC	Draft		Calif Middle	Sacramento City Unified	67439-1		11/27/2024
Number One Charter	Charter NC	Draft			Sacramento City Unified	67439-1		11/18/2024

## Create New Application

This section collects information necessary to create the application, such as the type of application (new construction or rehabilitation) and the district where the project will be located. The district selected will determine the county the project is located in, which will determine the Region classification for the application. Regions are defined in School Facility Program (SFP) Regulations, Section 1859.2, under *Region One*, *Region Two*, *Region Three*, and *Region Four*.

1. To create a Form SAB 50-09, click "Create New SFP Funding Application" on the main user dashboard page. This will take the user to the *Create New Application page*.

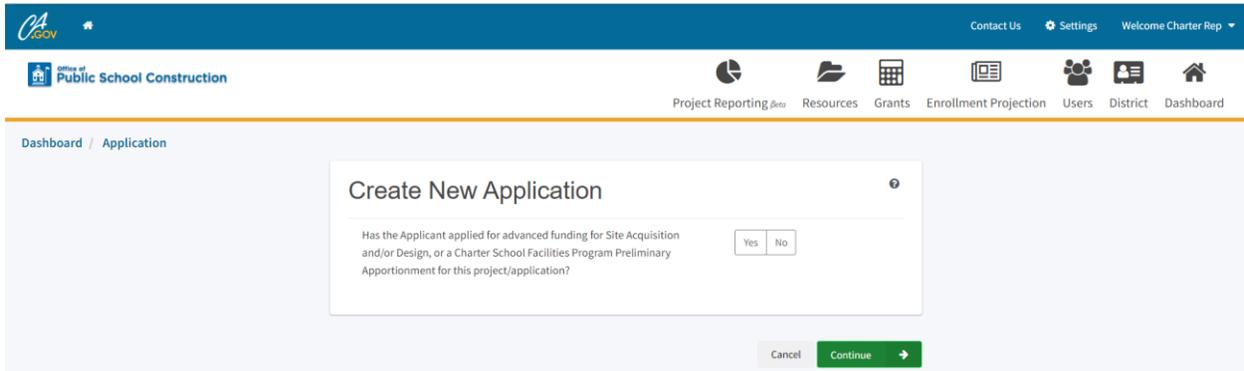
Note that users with delegate access can prepare the application. However, only the Charter Representative (charter school applicants) or District Representative/Superintendent (district applicants) can *submit* an application.

Below is a zoomed-in example.

This zoomed-in screenshot shows the 'Funding Applications' section of the dashboard. Two buttons are visible: 'Create New SFP Funding Application' and 'Create New Preschool/TK/FDK Funding Application'. The 'Create New SFP Funding Application' button is highlighted with a red border. Below the buttons is a table with columns for Application Name, Project Type, Status, OPSC App #, and School/Site. The first row shows 'Example Charter NC (50-09)' with 'Charter NC' as the Project Type and 'Draft' as the Status.

Application Name	Project Type	Status	OPSC App #	School/Site
Example Charter NC (50-09)	Charter NC	Draft		

2. Click "No" to indicate the applicant has not applied for or a Charter School Facilities Program Preliminary Apportionment for this project/application.



If the user selects "Yes," they will be directed to return to the OPSC Online Dashboard and select the project from the list of existing program applications to either create a draft of the previously submitted Form SAB 50-09 or create a linked application to convert the preliminary apportionment to a final apportionment.

If the user selects "No," they will be prompted to continue entering the required information for a new Form SAB 50-09.

Below are zoomed-in examples.

## Create New Application

Has the Applicant applied for advanced funding for Site Acquisition and/or Design, or a Charter School Facilities Program Preliminary Apportionment for this project/application?

### Please Use The Existing Application

You have selected "Yes" because a separate site and/or design or Charter School Facilities Program (CSFP) Preliminary Apportionment has previously been requested for this project. You must return to your OPSC Online [Dashboard](#) and select this project from the list of existing applications in order to create an application for funding for the construction phase or a CSFP Final Apportionment. For more information, please see the [Help Guide](#).

Below is a zoomed-in example.

# Create New Application



Has the Applicant applied for advanced funding for Site Acquisition and/or Design, or a Charter School Facilities Program Preliminary Apportionment for this project/application?

Yes  No



You have selected "No" because this is a brand-new application for a project that has never requested a prior separate site and/or design funding approval or Charter School Facilities Preliminary Apportionment.

On this first screen, please select the District name, Program Type (e.g. New Construction, Modernization), High School Attendance Area (if applicable), enter the Project Tracking Number, and enter a nickname for the application. The nickname is used to help you with differentiating this from other projects in your Dashboard.

3. Select the applicable School District or COE from the list of options. The applicable School District or COE serves the same grade level that will be housed in the CSFP project and is where the project will be physically located. The selected District/COE may be different than the charter authorizer.
4. Select "Charter Preliminary Apportionment" as the Funding Program Type from the list of options.

Note that if this is a combined project (e.g., New Construction and Rehabilitation), or if this project is not located in a Unified School District and includes grade levels served by multiple districts (i.e., an elementary and high school district), a separate application must be created for each project type and/or district. Combined projects and projects submitted under multiple districts are visible from the user dashboard and are identified by a common Project Tracking Number (PTN) and school/site location.

Below is a zoomed-in example.

# Create New Application



Has the Applicant applied for advanced funding for Site Acquisition and/or Design, or a Charter School Facilities Program Preliminary Apportionment for this project/application?

Yes No



You have selected "No" because this is a brand-new application for a project that has never requested a prior separate site and/or design funding approval or Charter School Facilities Preliminary Apportionment.

On this first screen, please select the District name, Program Type (e.g. New Construction, Modernization), High School Attendance Area (if applicable), enter the Project Tracking Number, and enter a nickname for the application. The nickname is used to help you with differentiating this from other projects in your Dashboard.

Select the District

Sacramento City Unified (67439)

Select a funding Program Type

Charter - Preliminary Apportionment

Refer to [Section 1859.192](#) for the eligibility criteria

5. Select the High School Attendance Area (HSAA), if applicable. Charter school applicants may need to verify with the district if an HSAA should be used and which HSAA the charter school site is located in.
6. Enter the required PTN. The PTN is used by the Division of the State Architect (DSA), California Department of Education (CDE), and OPSC to identify a project. The user will not be able to proceed without entering the PTN. Instructions for generating a PTN can be found in the PTN User Guide under the Resources tab.
7. Enter an application nickname. The nickname can be any identifying name of the applicant's choice.
8. Click "Continue" to enter additional application information.

Below is a zoomed-in example.

Select High School Attendance Area ?

(00) District-wide

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

67439 - 326

+ PTN

**i** Press the Enter ↵ key to save

Please enter application nickname

Example Charter NC (50-09)

Cancel Continue →

9. Select the type of funding application from a list of options (e.g., *New Construction*, *Rehabilitation*.)

CA 2020

Contact Us Settings Welcome Charter Rep

Office of Public School Construction

Project Reporting Resources Grants Enrollment Projection Users District Dashboard

Dashboard / Application

Create New Application

Select the type of funding application ?

← Previous Cancel Continue →

10. Click "New Construction," then click "Continue" to advance to the *Information and Instruction* page.

Below is a zoomed-in example.

## Create New Application

Select the type of funding application: ⓘ

New Construction



Previous

Cancel

Continue



11. From the *Information and Instruction* page, click "Start Application" to advance to the application.

## Application For Charter School Preliminary Apportionment

### Form SAB 50-09

#### Information and Instruction

Please enter all required information and have the Authorized Charter School or District Representative electronically sign the Charter School Preliminary Apportionment (Form SAB 50-09). Upon completion, ensure all required documents are uploaded and submit the completed Form SAB 50-09 on-line. A list of all required documents can be found [here](#). Once the Form SAB 50-09 is complete, a hard copy can be generated and printed for your records. If submitted online, the hard copy Form SAB 50-09 does not need to be mailed in. When uploading documents that are larger than 20 MB, please either resize to less than 20 MB or submit in multiple parts that are less than 20 MB.

If your project will contain both rehabilitation and new construction work, you will need to submit two separate applications: one for the rehabilitation portion and one for the new construction portion.

Start Application



### Application Details

The Form SAB 50-09 is comprised of 11 sections (as listed on the navigation pane on the left-hand side of the screen).

Below is a zoomed-in example.

## SAB 50-09 Form

- Application Details
- Preference Points
- Funding Matrix Criteria
- Project Capacity
- Site Information
- Project Costs
- California School Finance Au ...
- ✓ Project Progress
- Certification
- Review
- Submit

The first section of the application is *Application Details*. This section identifies the applicant, provides the petition approval date, and indicates if this is a combination application (new construction and rehabilitation; multiple districts). Note that a separate application must be submitted for the combination application.

New construction applications that are a combination project with a rehabilitation application will receive the 40 points generated by the rehabilitation application, provided in SFP Regulations, Section 1859.164.1(d). Rehabilitation applications that are a combination project with a new construction application will receive any points the new construction application is eligible to receive for relieving overcrowding in an overcrowded district, provided in SFP Regulations,

Section 1859.164.1(d). An application that qualifies for preference points for relieving overcrowding in an overcrowded district may receive between 4-40 points.

The screenshot shows a web application interface for 'Example Charter NC (50-09)'. The page title is 'Application For Charter School Preliminary Apportionment • Form SAB 50-09' and the subtitle is 'Charter - Preliminary Apportionment • New Construction'. The main content area is titled 'Application Details' and contains three input fields:

- A dropdown menu for 'School District Applying on Behalf of Charter School or Charter School Applying On its Behalf?' with the placeholder text 'Please make a selection'.
- A date input field for 'Please enter the most current approval date for the petition, material revision or petition renewal for the charter school this application references.' with the placeholder text 'MM/DD/YYYY'.
- A radio button selection for 'Is this application associated with another CSFP application in the current filing round, such as a combination rehabilitation and new construction project?' with options 'Yes' and 'No'.

A 'Continue' button with a right-pointing arrow is located at the bottom right of the form.

1. Indicate if the charter school is the applicant or if a school district is applying on behalf of the applicant. Districts may only submit applications for projects that will be physically located within their district boundaries and that will serve the same grade level the district is approved to serve. The district must be the applicant for a non-autonomous (district dependent) Charter School.
2. If the charter school is the applicant, provide the legal name of the applicant. This will be the name of the entity that will appear on program agreements and fund release warrants. This may be the individual charter school or the charter school organization operating the charter school.
3. Enter the most recent date the petition was approved, revised or renewed.
4. Indicate if this is a combined application (new construction and rehabilitation; a separate application must be submitted for the new construction portion.) New construction applications that are combination projects with a rehabilitation application will receive the 40 points generated by the rehabilitation application. Rehabilitation applications that are combination projects with a new construction application will receive any points the new construction application is eligible to receive for relieving overcrowding in an overcrowded district.  
  
If the applicant indicates this is a combined application, an additional box will appear for the additional application number. Provide the additional application number, if available. The application number field may be left blank and provided on a later application version if the applicant does not have the additional application number.
5. Click “Continue” to proceed to the next section of the funding application.

Below is a zoomed-in example.

## Application Details

School District Applying on Behalf of Charter School or Charter School Applying On Its Behalf?

Charter

Legal Name of Applicant

Example Charter Schools INC.

Please enter the most current approval date for the petition, material revision or petition renewal for the charter school this application references.

06/16/2022

Is this application associated with another CSFP application in the current filing round, such as a combination rehabilitation and new construction project?

Yes No

Enter Application number if available

Continue

## Preference Points

In this section, the applicant will provide the information necessary to assign the preference points for Non-Profit Entity, provided in SFP Regulations, Section 1859.164.1 (c), and Low Income, provided in SFP Regulations, Section 1859.164.1 (a). Non-Profit Entity is defined in SFP Regulations, Section 1859.2.

### Example Charter NC (50-09) Draft

Application For Charter School Preliminary Apportionment • Form SAB 50-09   
Charter - Preliminary Apportionment • New Construction

#### SAB 50-09 Form

Application Details

Preference Points

Funding Matrix Criteria

Project Capacity

Site Information

Project Costs

#### Preference Points

Does the entity operating the Charter School meet the School Facility Program (SFP) definition of a Non-Profit Entity?

Yes No

Free and reduced priced meal percentage

Select the percentage the applicant is using

Please make a selection

Previous

Continue

1. Indicate if the entity operating the charter school meets the definition of a Non-Profit Entity, which is defined in School Facility Program (SFP) Regulation Section 1859.2 as an entity that is organized and operated for purposes of not making a profit under the provisions of the federal Internal Revenue Code Section 501(c)(3), or is organized as/operated by a

nonprofit public benefit corporation, pursuant to State Corporations Code, Title 1, Division 2, Part 2, Section 5110, et seq.

2. Enter the most current Free and Reduced Price Meals percentage approved by the California Department of Education (CDE) and published on their [DataQuest website](#) as of the application deadline for the CSFP funding round. Applicants may use the highest percentage that belongs to either the charter school, the school district where the charter school is or will be located, or another public school located within the Charter School General Location. The Charter School General Location is defined in SFP Regulation Section 1859.2 as a minimum of a one-mile radius to a maximum of a three-mile radius from the present or proposed location of the Charter School project as identified in the chartering agreement.
3. Indicate if the entered Free and Reduced Priced Meal percentage belongs to the charter school, school district, or another public school located within the Charter School General Location.

If the Free and Reduced Priced Meal Percentage belongs to another public school, enter the school's name and address.

4. Click "Continue" to proceed to the next section of the funding application.

Below is a zoomed-in example.

### Preference Points

Does the entity operating the Charter School meet the School Facility Program (SFP) definition of a Non-Profit Entity?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Free and reduced priced meal percentage ?	98.00
Select the percentage the applicant is using	School within 3 miles
School Name ?	Freeport Elementary
School Address	2118 Meadowview Road
City	Sacramento
Zip Code	95832

[← Previous](#) [Continue →](#)

## Funding Matrix Criteria

In this section, the applicant will provide the information necessary to assign the urban, suburban, or rural locale, charter school size, and charter school grade level funding matrix categories. *Urban Locale*, *Suburban Locale* and *Rural Locale*, and *Small Charter School*, *Medium Charter School*, and *Large Charter School* are defined in SFP Regulations, Section 1859.2.

**Example Charter NC (50-09)** Draft

Application For Charter School Preliminary Apportionment • Form SAB 50-09  
Charter - Preliminary Apportionment • New Construction

**SAB 50-09 Form**

- Application Details
- Preference Points
- Funding Matrix Criteria**
- Project Capacity
- Site Information
- Project Costs
- California School Finance Au
- Project Progress

### Funding Matrix Criteria

#### School Information

Select the Locale for the Charter School ?

Current charter school enrollment ?

#### Type of Project ?

What is the highest grade level the charter school may serve, as approved by the petition?

← Previous Continue →

1. Select the locale for the charter school. Locale is determined by the locale code classified by the National Center for Education Statistics (NCES) on their website: [Search for Public Schools \(ed.gov\)](#).
  - Rural: NCES codes 31, 32, 33, 41, 42, and 43.
  - Suburban: NCES codes 21, 22, and 23.
  - Urban: NCES codes 11, 12 and 13.
2. Enter the charter school's current enrollment listed on the California Department of Education's [DataQuest website](#) as of the application deadline for the CSFP funding round.
3. Enter the highest grade level the charter school is approved to serve in the most recently approved petition, regardless of the grade levels included in the project.
4. Click "Continue" to proceed to the next section of the funding application.

Below is a zoomed-in example.

### Funding Matrix Criteria

---

#### School Information

Select the Locale for the Charter School ?

Current charter school enrollment ?

#### Type of Project ?

What is the highest grade level the charter school may serve, as approved by the petition?

[← Previous](#) [Continue →](#)

### Project Capacity

In this section, the applicant will indicate the number of pupils that will be housed by the project and the number of classrooms that will be constructed in the project. The pupils reported will be used to calculate the new construction base grant portion of the preliminary apportionment. This section will also indicate if any of the pupils that will be housed by this project will be district unhoused pupils, which is part of the process to determine if a project qualifies for additional preference points for relieving overcrowding in an overcrowded district.

SAB 50-09 Form

- Application Details
- Preference Points
- Funding Matrix Criteria
- Project Capacity
- Site Information
- Project Costs
- California School Finance A ...
- Project Progress
- Certification
- Review
- Submit

### Project Capacity

Enter project capacity ⓘ

K-6

7-8

9-12

Non-Severe

Severe

Is this a 6-8 school? ⓘ  Yes  No

How many new classrooms by grade level will be constructed? ⓘ

K-6

7-8

9-12

Non-Severe

Severe

Number of Classrooms

Will any district unhoused pupils be housed by this project? ⓘ  Yes  No

← Previous
Continue →

1. Enter the total number of pupils housed in the project for each grade group listed. The pupils reported should be less than or equal to the number of pupils that will be housed by the classrooms that will be constructed in the project, using the following classroom loading standards:
  - 25 pupils in each K-6 classroom
  - 27 pupils in each 7-12 classroom
  - 13 pupils in each non-severe Special Day Class (SDC) classroom
  - 9 pupils in each severe SDC classroom
  
2. Indicate if this is a 6-8 school. If this is a 6-8 school, indicate that all K-6 pupils requested are 6<sup>th</sup> graders.

Below is a zoomed-in example.

## Project Capacity

Enter project capacity ⓘ

K-6

50

7-8

54

9-12

54

Non-Severe

13

Severe

9

Is this a 6-8 school? ⓘ

Yes

No

How many K-6 pupils reported above are sixth graders?

50

3. Enter the number of classrooms that will be constructed in the project by the grade levels specified.

Below is a zoomed-in example.

How many new classrooms by grade level will be constructed? ⓘ

K-6

2

7-8

2

9-12

2

Non-Severe

1

Severe

1

Number of Classrooms

8

4. Indicate if the district has certified that district unhoused pupils will be housed by the charter school project and enter the certified number of pupils by grade level, if applicable. If the user does not know if the district will certify that district unhoused pupils will be housed by

the charter school project, click "Yes" and leave the pupil section blank. The answer to this question can be changed to "No" or the district unhoused pupil amount can be provided when it is available on a revised application.

5. Click "Continue" to proceed to the next section of the funding application.

Below is a zoomed-in example.

Will any district unhoused pupils be housed by this project?

Yes  No

How many district unhoused pupils will be housed by the project?

K-6	<input type="text" value="25"/>
7-8	<input type="text" value="27"/>
9-12	<input type="text"/>
Non-Severe	<input type="text"/>
Severe	<input type="text"/>

## Site Information

In this section, the applicant will provide information about where the project will be located and will indicate if the amount reserved for the preliminary apportionment will be increased for costs associated with site acquisition.

## Example Charter NC (50-09) ✎ Draft

Application For Charter School Preliminary Apportionment • Form SAB 50-09 ⓘ  
Charter – Preliminary Apportionment • New Construction

SAB 50-09 Form

- ✔ Application Details
- ✔ Preference Points
- ✔ Funding Matrix Criteria
- ✔ Project Capacity
- **Site Information**
- Project Costs
- California School Finance Au ...
- ✔ Project Progress
- Certification
- ! Review
- Submit

### Site Information

California Department of Education recommended acreage ⓘ

Proposed Project Name

Select the school site where the Charter School will be physically located ⓘ 

Please make a selection ▼

Existing acres available to the charter school at the site ⓘ

### Site Acquisition

Does the project include site acquisition?

Will the project have relocation or Department of Toxic Substances Control (DTSC) costs?

Will the project have hazardous material clean-up?

Request for 2% Grant?

← PreviousContinue →

1. Enter the recommended acreage as it appears in the California Department of Education recommended site size letter.
2. Enter the charter school name as it appears in the most recently approved petition for the Proposed Project Name.
3. Select the site where the project will be located. All projects must select a school site from the list of options. If the exact site where the project will be located is not listed, please email [OPSCApplicationReviewTeam@dgs.ca.gov](mailto:OPSCApplicationReviewTeam@dgs.ca.gov) to request to add the site to the application system.
4. If this is an addition to an existing site, enter the acreage for the existing site. If this is a new site, indicate there are zero existing acres. Note that at the preliminary phase, the existing acreage information is provided by the applicant. When this application is converted to a final apportionment, the existing acres will be provided in the CDE Final Site Approval Letter.

Below is a zoomed-in example.

## Site Information

California Department of Education recommended acreage ⓘ

10.00

Proposed Project Name

Example Charter

Select the school site where the Charter School will be physically located ⓘ

Example Charter ▼

### Site Detail

School/Site Name:	Example Charter
CDS (county-district-school) Code:	90113000
Grade-Level:	6-8
Street Address:	123 Education Street
City:	Sacramento
State:	CA
Zip Code:	12345

Existing acres available to the charter school at the site ⓘ

0.00

5. Indicate if the project includes a request for site acquisition funding.
6. If the project includes the acquisition of additional acreage, enter the proposed usable acres to be acquired. Note that at the preliminary phase, the proposed acreage information is provided by the applicant. When this application is converted to a final apportionment, the proposed usable acres will be provided in the CDE Final Site Approval Letter.
7. Enter 50 percent of the appraised value for the proposed property on which the project will take place, or 50 percent of the median cost valuation. The appraised value is based on a valid appraisal with a valuation date within six months of the OPSC received date for the application. See Regulation Section 1859.74.1 for what constitutes a valid appraisal. The median cost valuation is calculated by determining a median cost per acre and multiplying it by the proposed acres. See Regulation Section 1859.163.2 for requirements for calculating the median cost valuation.
8. If 50 percent of the median cost valuation was entered, enter the street intersection that was used to calculate the median cost valuation. Leave this section blank if 50 percent of the appraised value was entered.

Below is a zoomed-in example.

## Site Acquisition

Does the project include site acquisition?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Proposed Acres (Usable)	5.00
50 percent appraised value or median cost 	\$ 5,000,000
Nearest street intersection to the Charter School General Location if determined by median cost	Alhambra Blvd. and Capitol Ave.

9. Indicate if the project includes a request for relocation and/or Department of Toxic Substances Control (DTSC) costs. Relocation costs are incurred when sites are acquired through condemnation/eminent domain. They are not costs to relocate the charter school to a new site.
10. If the user indicated the project includes a request for relocation and/or DTSC costs, indicate if the applicant is requesting these costs be calculated as 15 percent of the new construction base grant or off specific or historical costs.
11. If specific or historical costs are selected, enter 50 percent of the specific or historical amount. The specific or historical documentation must be submitted to support the costs.
12. Indicate if the applicant is requesting the 2 percent grant, which provides funding for costs involved in the real estate transaction, such as costs for appraisal, escrow, survey, site testing, and CDE review/approvals.
13. Click "Continue" to proceed to the next section of the funding application.

Below is a zoomed-in example.

Will the project have relocation or Department of Toxic Substances Control (DTSC) costs?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Select the Department of Toxic Substances Control (DTSC) cost percent	50 percent of specific or histor <input type="text"/>
50 percent of specific or historical cost	\$ 7,500 <input type="text"/>
Will the project have hazardous material clean-up?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Hazardous material clean-up cost	\$ 50,000 <input type="text"/>
Request for 2% Grant?	<input checked="" type="radio"/> Yes <input type="radio"/> No

## Project Costs

In this section, the user will indicate if the project includes certain elements that may increase the amount reserved for the preliminary apportionment.

**Example Charter NC (50-09)** **Draft**

Application For Charter School Preliminary Apportionment • Form SAB 50-09   
Charter – Preliminary Apportionment • New Construction

<b>SAB 50-09 Form</b>	<b>Project Costs</b>
<input checked="" type="checkbox"/> Application Details	<b>Increase in Preliminary Apportionment</b>
<input checked="" type="checkbox"/> Preference Points	Multi-Level <input type="radio"/> Yes <input type="radio"/> No
<input checked="" type="checkbox"/> Funding Matrix Criteria	<b>Site Development</b>
<input checked="" type="checkbox"/> Project Capacity	Select the requested site development amount <input type="text" value="Please make a selection"/>
<input checked="" type="checkbox"/> Site Information	General Site <input type="radio"/> Yes <input type="radio"/> No
<input checked="" type="checkbox"/> <b>Project Costs</b>	Will the project be located in a geographic area designated in the Geographic Percentage Chart in SFP Regulation Section 1859.83(a)? <input type="radio"/> Yes <input type="radio"/> No
<input type="checkbox"/> California School Finance Au ...	What percentage factor does the project qualify for? <input type="text"/>
<input checked="" type="checkbox"/> Project Progress	Does the applicant qualify for the Small Size Project grant and wish to request? <input type="radio"/> Yes <input type="radio"/> No
<input type="checkbox"/> Certification	
<input type="checkbox"/> Review	
<input type="checkbox"/> Submit	

1. Indicate if the project includes a request to increase the preliminary apportionment for costs associated with multi-level construction. To qualify for multi-level funding at the preliminary apportionment phase, the project will include multilevel construction and will be located on a site that is less than 75 percent of the previously provided CDE recommended site size. Note that when this application is converted to a final apportionment, the project will need to be located on a site that is less than 75 percent of the site size recommended by the CDE for the master planned project capacity. This recommended acreage amount will be provided in the CDE Final Plan Approval Letter.
2. If the project will include multi-level construction, indicate if the project includes a request to increase the preliminary apportionment for costs associated with urban/security/impacted site costs. To qualify for urban/security/impacted site funding at the preliminary apportionment phase, the project will be located on a site that is less than 60 percent of the previously provided CDE recommended acreage amount, the project will include multi-level construction, and, if acquiring a site, the value of the site is at least \$750,000 per acre. Note that when this application is converted to a final apportionment, at least 60% of the classrooms in the project will need to be multistory facilities and the project will need to be located on a site with Useable Acres that are 60 percent or less of the CDE recommended site size. The Usable acres and recommended site size will be provided in CDE Final Plan Approval Letter.

Below is a zoomed-in example.

## Project Costs

### Increase in Preliminary Apportionment

Multi-Level

Yes	No
-----	----

Does the applicant qualify for the Urban/Security/Impacted Site grant and wish to request?



Yes	No
-----	----

3. Indicate if the project includes a request to increase the preliminary apportionment for site development costs.
4. If site development costs are requested, indicate if the applicant is requesting these costs be provided using the calculation of \$70,000 per proposed acre for new sites, \$70,000 per existing acres that are included in the project for additions to existing sites, or based on specific or historical costs.
5. If specific or historical costs are selected, enter 50 percent of the specific or historical amount. The specific or historical documentation must be submitted to support the costs.
6. If the project includes proposed acreage, indicate if the project includes a request to increase the preliminary apportionment for general site costs.

7. Indicate if the project will be located in a designated geographic area and the project includes a request to increase the preliminary apportionment for increased construction costs due to the geographical location. To assist in determining the geographic percentage amount, please see the [Geographical Percent Factor](#) list by county.
8. If the project qualifies for the Small Size Project grant, indicate if the project includes a request to include this grant to increase the preliminary apportionment to help with economy of scale cost escalation in a smaller sized project. To qualify for this grant, the project must house less than 201 pupils. The number of pupils housed in a project is determined by the number of classrooms that will be constructed in the project and their grade level and loading standard, provided below. Combined projects should include the pupils housed in both applications when determining if the project qualifies for this grant.

If the Small Size Project grant is requested, indicate the percentage requested based on the number of pupils that will be housed in the project, using the classrooms that will be constructed and the following classroom loading standards:

- 25 pupils in each K-6 classroom
- 27 pupils in each 7-12 classroom
- 13 pupils in each non-severe Special Day Class (SDC) classroom
- 9 pupils in each severe SDC classroom

The Small Size grant will be 12 percent of the new construction base grant for projects that house 100 pupils or less, and 4 percent of the new construction base grant for projects that house between 101 and 200 pupils.

9. Click “Continue” to proceed to the next section of the funding application.

Below is a zoomed-in example.

### Site Development

Select the requested site development amount 50 percent of specific or historical ▾

Enter the 50 percent 150,000.00

General Site Yes No

Will the project be located in a geographic area designated in the Geographic Percentage Chart in SFP Regulation Section 1859.83(a)? Yes No

What percentage factor does the project qualify for?

Does the applicant qualify for the Small Size Project grant and wish to request? Yes No

The number of pupils housed 4% (101 - 200 pupils) ▾

← Previous
Continue →

## California School Finance Authority Lease

The project information entered in the previous sections is used to calculate the State grant portion of the preliminary apportionment that will be reserved for this project. Applicants are required to match the State grant with either a cash contribution, loan or a combination of the two. In this section, the user will indicate if the applicant anticipates requesting a loan for all or a portion of the applicant match for this project. The request for a loan and the amount requested may be modified on revised applications during the OPSC application review process, and is not finalized until the applicant completes the financial soundness process with the California School Finance Authority.

**Example Charter NC (50-09)** Draft

Application For Charter School Preliminary Apportionment • Form SAB 50-09 ⓘ  
Charter – Preliminary Apportionment • New Construction

SAB 50-09 Form

- ✓ Application Details
- ✓ Preference Points
- ✓ Funding Matrix Criteria
- ✓ Project Capacity
- ✓ Site Information
- ✓ Project Costs
- California School Finance A ...

### California School Finance Authority Lease

At this time, does the applicant anticipate requesting a loan? ⓘ

Yes No

← Previous Continue →

1. If the applicant will not be requesting a loan and will be providing a cash contribution for the entire matching share, click “No” and then click “Continue” to proceed to the next navigation section of the funding application.

Below is a zoomed-in example.

### California School Finance Authority Lease

At this time, does the applicant anticipate requesting a loan? ⓘ

Yes No

← Previous Continue →

2. If the applicant will be requesting a loan for all or a portion of their matching share, click “Yes.”
3. After “Yes” is selected, a link will appear. To determine the amount to enter for the loan, the user may see the estimated preliminary apportionment State grant that was calculated based on the information that was previously provided by clicking the highlighted word, “[here](#).”

Below is a zoomed in example.

The screenshot shows a web form titled "California School Finance Authority Lease". It contains three main sections: a question "At this time, does the applicant anticipate requesting a loan?" with "Yes" and "No" radio buttons; a question "Applicant is anticipating loan in the amount of" followed by an empty text input field; and a statement "The current, estimated state grant for the project can be found here." where "here." is a blue hyperlink. At the bottom of the form, there are two buttons: "Previous" with a left arrow and "Continue" with a right arrow.

4. The amount listed as the *Total Grant Amount* will be the State grant that needs to be matched by the applicant. The applicant may request a loan for all or a portion of this amount. If the applicant does not request a loan or requests a loan for only a portion of the amount, the applicant will be required to provide a cash contribution for the remaining amount.

Note that the Total Grant Amount reflects the total amount of bond authority that will be reserved for the project. The Total Grant Amount must be reviewed prior to entering an amount for the loan for it to reflect the State grant amount. If an amount is entered for a loan, it will be included in the Total Grant Amount.

Below is a zoomed-in example.

The screenshot shows the "OPSC Grants Calculator" interface. It includes a breadcrumb "Dashboard / Grants Calculator" and a sub-header "OPSC Grants Calculator". A disclaimer states: "The calculations provided above are an estimate for the potential funding of that may be associated with a complete application that has the total amount of eligibility available to request for potential increase to funding based on eligibility for Financial Hardship assistance." Below this is a button "See the entire application". The calculator has two dropdown menus: "Select CCI Grant Year" set to "2024" and "Select Program Type" set to "(50-09) Charter - Preliminary". On the right, a red-bordered box highlights the "Total Grant Amount: \$8,125,403.00" and "Effective Date of Grant Calculation: 12/10/2024".

5. Enter the amount the applicant would like to request for the loan.
6. Click "Continue" to proceed to the next section of the funding application.

Below is a zoomed-in example.

California School Finance Authority Lease

At this time, does the applicant anticipate requesting a loan? [?](#)  Yes  No

Applicant is anticipating loan in the amount of [?](#)

The current, estimated state grant for the project can be found [here](#).

## Project Progress

In this section, the user indicates if construction contracts have been awarded for the project.

**Example Charter NC (50-09)** [✎](#) Draft

Application For Charter School Preliminary Apportionment • Form SAB 50-09 [?](#)  
Charter – Preliminary Apportionment • New Construction

SAB 50-09 Form

- Application Details
- Preference Points
- Funding Matrix Criteria
- Project Capacity
- Site Information
- Project Costs
- California School Finance Au ...
- Project Progress

Project Progress

Have construction contract(s) been awarded for this project? [?](#)  Yes  No

1. Click “No” if the applicant has not awarded construction contracts, then, click “Continue” to proceed to the next section of the funding application.

Below is a zoomed-in example.

Project Progress

Have construction contract(s) been awarded for this project? [?](#)  Yes  No

1. Click "Yes" if the applicant has awarded construction contracts.
2. Click "Add/Edit Contracts" to enter the contract information.

Below is a zoomed-in example.

## Project Progress

Have construction contract(s) been awarded for this project? ? Yes No

Enter the date(s) of the construction contract(s) awarded for this project Add/Edit Contracts

Show  entries

Contractor Name	Contract Type	Amount	Award	Prevailing Wage	Notice to Proceed	Const. Del. Method
0 total						

Note: Prevailing Wage only applies to contracts with an Award Date between 1/1/2012 and 6/19/2014

← Previous Continue →

3. Enter all known fields, such as the contract name, award date, type, and amount. The contract award date and construction delivery method must be entered for the contract information to save.

The user can add as many contracts as applicable for the project by clicking "Add Contract" after a contract is saved.

Below is a zoomed-in example.

## Add/Edit Contract

---

### Add New Contract

Contractor Name	<input type="text" value="XYZ Construction INC."/>
Contract Award Date	<input type="text" value="11/18/2024"/>
Contract Type	<input type="text" value="Demolition"/>
Contract Amount	<input type="text" value="\$ 300,000"/>
Notice to Proceed Issued Date	<input type="text" value="11/22/2024"/>
Construction Delivery Method	<input type="text" value="Design-Bid-Build"/>
Related DSA Application Numbers	<input type="text" value="01-111111"/> <input type="text" value="+ DSA App #"/>

**01-111111**

**Press the Enter key to save**  
You can add up to 5 Values(s)

4. After the last contract has been entered, the user may close the "Add/Edit Contract" section by clicking the "x" in the upper right corner.

Below is a zoomed-in example.

Add/Edit Contract ×

---

### Add New Contract

Contractor Name

Contract Award Date

Contract Type

Contract Amount

Notice to Proceed Issued Date

Construction Delivery Method

Related DSA Application Numbers

**i** Press the Enter <sup>↵</sup> key to save  
You can add up to 5 Values(s)

5. The user will be returned to the *Project Progress* section, and the user can review that the contract entries are accurately reported for the application.
6. Once the *Project Progress* section is completed, click "Continue" to proceed to the next section of the funding application.

Below is a zoomed-in example.

### Project Progress

Have construction contract(s) been awarded for this project? ?  Yes  No

Enter the date(s) of the construction contract(s) awarded for this project Add/Edit Contracts

Show  entries

Contractor Name	Contract Type	Amount	Award	Prevailing Wage	Notice to Proceed	Const. Del. Method
XYZ Construction INC.	Demolition	\$300,000.00	11/18/2024		11/22/2024	Design-Bid-Build

1 total

Note: Prevailing Wage only applies to contracts with an Award Date between 1/1/2012 and 6/19/2014

← Previous Continue →

## Certification

In this final section of the application, the designated representative of the applicant will certify to the requirements for submitting a Form SAB 50-09. Only the authorized Charter Representative (charter applicants) or District Representative/Superintendent (district applicants) may complete the certification section.

# Example Charter NC (50-09) Draft

Application For Charter School Preliminary Apportionment • Form SAB 50-09 ⓘ  
Charter – Preliminary Apportionment • New Construction

SAB 50-09 Form

- ✓ Application Details
- ✓ Preference Points
- ✓ Funding Matrix Criteria
- ✓ Project Capacity
- ✓ Site Information
- ✓ Project Costs
- ✓ California School Finance Au ...
- ✓ Project Progress
- Certification

## Certification

I certify that the information reported on this form is true and correct and that:

- I am an authorized representative of the Charter School designated by the governing board or equivalent authority of the Charter School and have notified both the Superintendent and the governing board of the school district in writing, at least 30 days prior to the date of this application, of our intent to submit a preliminary application (complete Part A below); or,
- A resolution or other appropriate documentation supporting this application under Article 12, Chapter 12.5, Part 10, Division 1, Title 2, commencing with Section 17078.50, et. seq., of the Education Code was adopted by the School District's governing Board or the governing board or other equivalent authority of the Charter School on,
- Prior to submitting this application the Charter School and school district have considered existing facilities in accordance with Education Code Section 17078.53(e); and,
- For a Charter School applying for a new construction Preliminary Apportionment on its own behalf, the Charter School and school district have complied with Section 1859.162.1 pertaining to the certification of the number of unboxed students the project will

1. Enter the date a resolution or other appropriate documentation supporting this application under Article 12, Chapter 12.5, Part 10, Division 1, Title 2, commencing with Section 17078.50, et. seq., of the Education Code was adopted by the School District's governing Board or the governing board or other equivalent authority of the Charter School. This date must be prior to the submittal date of the application.

Below are zoomed-in examples.

Charter school applicant certification:

## Certification

I certify that the information reported on this form is true and correct and that:

- I am an authorized representative of the Charter School designated by the governing board or equivalent authority of the Charter School and have notified both the Superintendent and the governing board of the school district in writing, at least 30 days prior to the date of this application, of our intent to submit a preliminary application (complete Part A below); or,
- A resolution or other appropriate documentation supporting this application under Article 12, Chapter 12.5, Part 10, Division 1, Title 2, commencing with Section 17078.50, et. seq., of the Education Code was adopted by the School District's governing Board or the governing board or other equivalent authority of the Charter School on,
- Prior to submitting this application the Charter School and school district have considered existing facilities in accordance with Education Code Section 17078.53(e); and,
- For a Charter School applying for a new construction Preliminary Apportionment on its own behalf, the Charter School and school district have complied with Section 1859.162.1 pertaining to the certification of the number of unboxed students the project will

District applicant certification:

## Certification

---

I certify that the information reported on this form is true and correct and that:

- I am an authorized school district representative submitting this application on behalf of a Charter School pursuant to Education Code Section 17078.53 (c)(1). The following certifications shall apply to the District
- A resolution or other appropriate documentation supporting this application under Article 12, Chapter 12.5, Part 10, Division 1, Title 2, commencing with Section 17078.50, et. seq., of the Education Code was adopted by the School District's governing Board or the governing board or other equivalent authority of the Charter School on, 11/07/2024

2. Read all certifications and click "Yes" to indicate the certifications have been read and the applicant agrees to the terms and certification information.
3. Enter the representative's information.
4. Click "Continue" to proceed to the *Review* section.

Below are zoomed-in examples.

Charter school applicant information:

I verify, I have read and agree to the above terms and certification information	<input checked="" type="radio"/> Yes <input type="radio"/> No
Charter School Representative Name	Jane Smith
Charter School Representative Title	CEO
Charter School Representative Business Mailing Address	123 Education Way
City	Sacramento
State	CA
Zip Code	12345
Phone Number	(111) 111-1111
Email	jsmith@examplecharter.com
Date	11/26/2024

[← Previous](#) [Continue →](#)

### School district applicant information:

- This form is an exact duplicate (verbatim) of the form provided by the OPSC. In the event a conflict should exist, then the language in the OPSC form will prevail; and,
- The applicant has initiated and enforced an Labor Compliance Program that has been approved by the Department of Industrial Relations (DIR), pursuant to Labor Code Section 1771.7, if the project is funded from Propositions 47 or 55 and the Notice to Proceed for the construction phase of the project is issued on or after April 1, 2003, and before January 1, 2012; and,
- The applicant has contracted with the Department of Industrial Relations (DIR) for prevailing wage monitoring and enforcement, pursuant to Labor Code section 1771.3(a) in effect on January 1, 2012 through June 19, 2014, if the construction contract was awarded on January 1, 2012 through June 19, 2014 and the applicant has not obtained a waiver for the requirement, pursuant to Labor Code Section 1771.3(b) in effect on January 1, 2012 through June 19, 2014. The applicant understands that if it fails to meet this requirement, it will be required to repay all state bond funds received including interest; and,
- Beginning with the 2005/2006 fiscal year, the applicant has complied with Education Code Section 17070.75(e) by establishing a facilities inspection system to ensure that each of its schools is maintained in good repair.

I verify, I have read and agree to the above terms and certification information

 Yes  No

District Representative or Superintendent Name

Sam Test

Date

11/26/2024

← Previous

Continue →

### Review

After completing the certification section, the user will review all previous sections and make any final edits. Any incomplete sections will be flagged with an orange exclamation point, and the missing required fields will display with red text as (required).

Below is a zoomed-in example.

**Example Charter NC (50-09)** Draft

Application For Charter School Preliminary Apportionment • Form SAB 50-09  
Charter – Preliminary Apportionment • New Construction

SAB 50-09 Form

- Application Details
- Preference Points
- Funding Matrix Criteria
- Project Capacity
- Site Information
- Project Costs
- California School Finance Au ...
- Project Progress
- Certification
- Review
- Submit

### Review

#### Application Details

School District Applying on Behalf of Charter School or Charter School Applying On Its Behalf? ?

Legal Name of Applicant ?

Please enter the most current approval date for the petition, material revision or petition renewal for the charter school this application references. ?

Is this application associated with another CSFP application in the current filing round, such as a combination rehabilitation and new construction project?

Enter Application number if available ?

[Edit Page →](#)

1. Go to the first page with missing information.
2. Click “Edit Page” at the bottom of the page.

Below is a zoomed-in example.

## Review

---

### Application Details

---

School District Applying on Behalf of Charter School or Charter School Applying On Its Behalf? 	<u>Charter</u>
Legal Name of Applicant 	<u>(required)</u>
Please enter the most current approval date for the petition, material revision or petition renewal for the charter school this application references. 	<u>06/16/2022</u>
Is this application associated with another CSFP application in the current filing round, such as a combination rehabilitation and new construction project?	<u>Yes</u>
Enter Application number if available 	<u>(not answered)</u>

[Edit Page →](#)

1. Enter any missing information.
2. Click “Continue” to save the information.

Below is a zoomed-in example.

### Application Details

School District Applying on Behalf of Charter School or Charter School Applying On Its Behalf? ⓘ

Legal Name of Applicant ⓘ

Please enter the most current approval date for the petition, material revision or petition renewal for the charter school this application references. ⓘ

Is this application associated with another CSFP application in the current filing round, such as a combination rehabilitation and new construction project?  Yes  No

Enter Application number if available ⓘ

[Continue](#) →

- Once all required entries are completed, the left navigation will display only green checkmarks.

### SAB 50-09 Form

- Application Details
- Preference Points
- Funding Matrix Criteria
- Project Capacity
- Site Information
- Project Costs
- California School Finance Au ...
- Project Progress
- Certification
- Review

### Review

Application Details

School District Applying on Behalf of Charter School or Charter School Applying On Its Behalf? ⓘ

Legal Name of Applicant ⓘ

Please enter the most current approval date for the petition, material revision or petition renewal for the charter school this application references. ⓘ

Is this application associated with another CSFP application in the current filing round, such as a combination rehabilitation and new construction project?

- If the authorized Charter School Representative (charter school applicants) or District Representative (district applicants) is entering the application information, at this point they may click “Submit” on the left navigation screen. This will take them back to the certification page where they can click “Continue” to proceed to the *Submit* section.

Below are zoomed-in examples.

SAB 50-09 Form

- Application Details
- Preference Points
- Funding Matrix Criteria
- Project Capacity
- Site Information
- Project Costs
- California School Financ ...
- Project Progress
- Certification
- Review**
- Submit

### Review

#### Application Details

School District Applying on Behalf of Charter School or Charter School Applying On Its Behalf?

Legal Name of Applicant

Please enter the most current approval date for the petition, material revision or petition renewal for the charter school this application references.

Is this application associated with another CSFP application in the current filing round, such as a combination rehabilitation and new construction project?

Enter Application number if available

I verify, I have read and agree to the above terms and certification information  Yes  No

Charter School Representative Name

Charter School Representative Title

Charter School Representative Business Mailing Address

City

State

Zip Code

Phone Number

Email

Date

5. If a delegate to the charter school or district is entering the application, they may click “Submit” on the left navigation screen to proceed to the *Submit* section, but they will not be able to submit the application. The buttons used to indicate the required documents have been uploaded, upload documents, and to certify and submit the paperless application will be deactivated.

Delegates may upload the required documents from the Application Dashboard and copy a link to send to the representative so they may submit the application. To get to the Application Dashboard, click “Application” in the top left corner or “Application Dashboard” in the bottom right corner. For instructions on how to upload documents and copy a link from the Application Dashboard, refer to the “Application Dashboard” section further down in this manual.

Below is a zoomed-in example.

Dashboard / **Application** / Draft 1

### Example Charter Rehab (50-09) Draft

Application For Charter School Preliminary Apportionment • Form SAB 50-09  
Charter - Preliminary Apportionment • Rehabilitation

**SAB 50-09 Form**

- Application Details
- Preference Points
- Funding Matrix Criteria
- Project Capacity
- Site Information
- Project Costs
- California School Finance Au ...
- Project Progress
- Certification
- Review
- Submit**

#### Submit

This State Allocation Board School Facility Program Application for Funding is being submitted electronically via OPSC Online.

- Requests may only be submitted by a School District Superintendent, Authorized School District Representative, Charter School Representative, or Joint Power Authority (JPA) Representative who is signed in to OPSC Online with their corresponding OPSC Online User ID. Submittal from these accounts is considered to be a unique electronic signature for purposes of Application for Funding submittals. A printed, wet-signature request does not need to be mailed 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.
- Once an applicant has upload a file, the file cannot be removed by the applicant.

I have uploaded all required documents required on the Application for Funding [OPSC Application Submittal Checklist](#).

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

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

## Submit and Upload Documents

In this section, the authorized Charter School Representative or District Representative/Superintendent will upload all supporting documents, complete the final certification, and submit the paperless application.

## Example Charter NC (50-09) Draft

Application For Charter School Preliminary Apportionment • Form SAB 50-09 ⓘ  
Charter - Preliminary Apportionment • New Construction

### SAB 50-09 Form

- Application Details
- Preference Points
- Funding Matrix Criteria
- Project Capacity
- Site Information
- Project Costs
- California School Finance Au ...
- Project Progress
- Certification
- Review
- Submit**

### Submit

This State Allocation Board School Facility Program Application for Funding is being submitted electronically via OPSC Online.

- Requests may only be submitted by a School District Superintendent, Authorized School District Representative, Charter School Representative, or Joint Power Authority (JPA) Representative who is signed in to OPSC Online with their corresponding OPSC Online User ID. Submittal from these accounts is considered to be a unique electronic signature for purposes of Application for Funding submittals. A printed, wet-signature request does not need to be mailed 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.
- Once an applicant has upload a file, the file cannot be removed by the applicant.

I have uploaded all required documents required on the Application for Funding [OPSC Application Submittal Checklist](#).

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

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

1. Click the blue "Upload file(s)" button to upload any supporting files for this application. Below is a zoomed-in example.

### Submit

This State Allocation Board School Facility Program Application for Funding is being submitted electronically via OPSC Online.

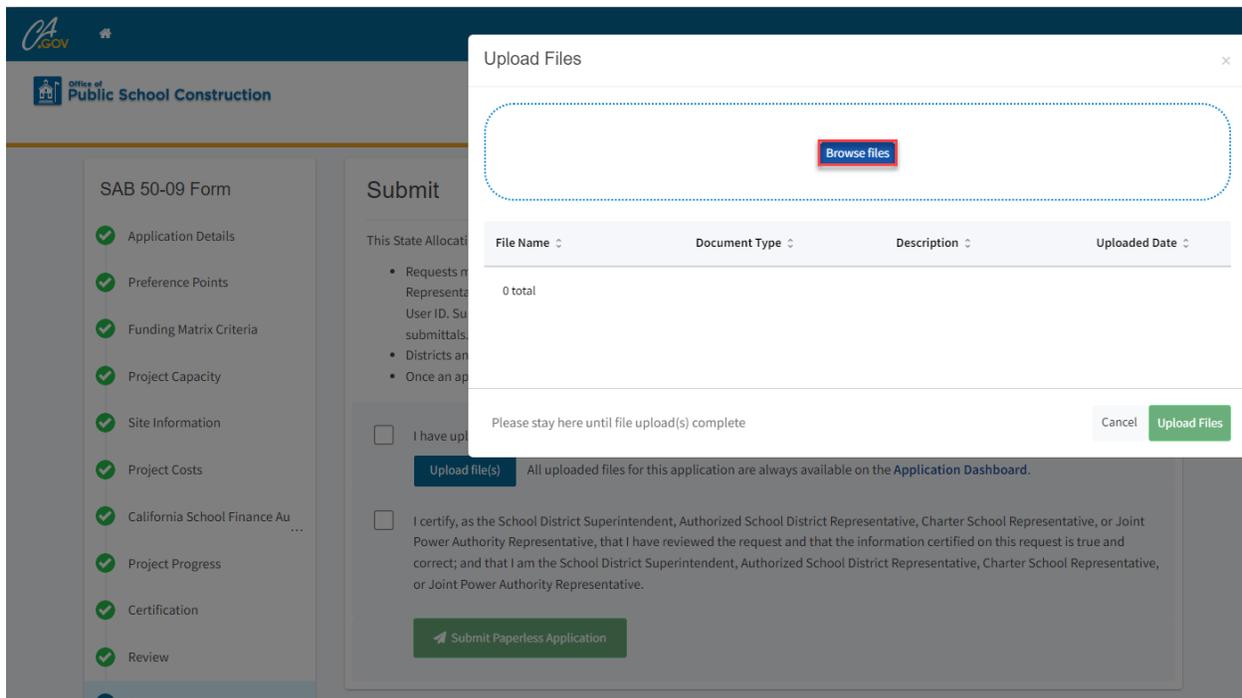
- Requests may only be submitted by a School District Superintendent, Authorized School District Representative, Charter School Representative, or Joint Power Authority (JPA) Representative who is signed in to OPSC Online with their corresponding OPSC Online User ID. Submittal from these accounts is considered to be a unique electronic signature for purposes of Application for Funding submittals. A printed, wet-signature request does not need to be mailed 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.
- Once an applicant has upload a file, the file cannot be removed by the applicant.

I have uploaded all required documents required on the Application for Funding [OPSC Application Submittal Checklist](#).

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

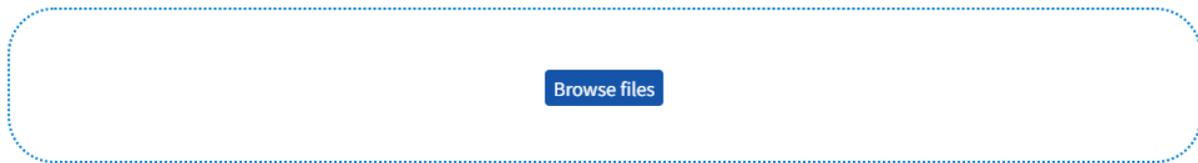
I certify, as the School District Superintendent, Authorized School District Representative, Charter School Representative, or Joint Power Authority Representative, that I have reviewed the request and that the information certified on this request is true and correct; and that I am the School District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

2. Click “Browse Files” to locate the documents. Prior to uploading any documents, review the file names for accuracy. Once documents are uploaded, applicants cannot edit file names. When uploading documents that are larger than 20 MB, please either resize to less than 20 MB or submit in multiple parts that are less than 20 MB.



3. After a document has been selected, it will be listed under the File Name column. Select a *Document Type and Description* from the drop-down box. If there is no *Document Type and Description* listed that accurately identifies the document, click “Other” in both fields.
4. After all files have been selected and identified, click “Upload Files” to upload the files to the application.
5. If a file was selected in error and needs to be removed, click “Remove” next to the file name to remove the file prior to uploading. If “Upload Files” has been clicked, but the file has not been identified as uploaded, click “Cancel” and the upload process will be cancelled, and the file can be removed. Once a file has been uploaded, the user will not be able to remove it.

Below is a zoomed in example.



File Name	Document Type	Description	Uploaded Date
Appraisal Report.pdf <span>Remove</span>	Site Acquisition	Appraisal of Property	11/26/2024
CDE Recommended Site Size Letter.pdf <span>Remove</span>	Other	Other	11/26/2024
Charter Petition 2020-2025.pdf <span>Remove</span>	Other	Other	11/26/2024
Project Narrative.docx <span>Remove</span>	Other	Other	11/26/2024

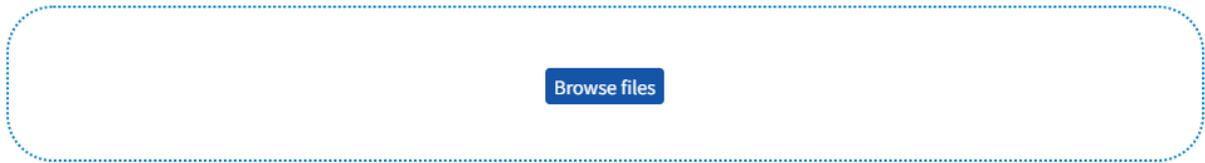
4 total

Please stay here until file upload(s) complete



- Once the documents have been uploaded, the text **Successfully Uploaded** will display underneath the document file name. After all documents have been uploaded, close the *Upload Files* section by clicking "Done."

Below is a zoomed-in example.



File Name	Document Type	Description	Uploaded Date
Appraisal Report.pdf Successfully Uploaded	Site Acquisition	Appraisal of Property	11/26/2024
CDE Recommended Site Size Letter.pdf Successfully Uploaded	Other	Other	11/26/2024
Charter Petition 2020-2025.pdf Successfully Uploaded	Other	Other	11/26/2024
Project Narative.docx Successfully Uploaded	Other	Other	11/26/2024

4 total

Please stay here until file upload(s) complete



7. After the documents have been uploaded, click the box indicating all required documents have been uploaded.
8. Next, click the final certification box then click "Submit Paperless Application" to submit the application.

*Reminder: only an Authorized District Representative or Charter School Representative can submit the application.*

Below is a zoomed-in example.

## Submit

This State Allocation Board School Facility Program Application for Funding is being submitted electronically via OPSC Online.

- Requests may only be submitted by a School District Superintendent, Authorized School District Representative, Charter School Representative, or Joint Power Authority (JPA) Representative who is signed in to OPSC Online with their corresponding OPSC Online User ID. Submittal from these accounts is considered to be a unique electronic signature for purposes of Application for Funding submittals. A printed, wet-signature request does not need to be mailed 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.
- Once an applicant has upload a file, the file cannot be removed by the applicant.

I have uploaded all required documents required on the Application for Funding [OPSC Application Submittal Checklist](#).

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

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

9. After submittal, the user will proceed to a confirmation page displaying the assigned application number for the project. The user may notate the application number, submittal date and nickname for future access.

Below is a zoomed-in example.

**Example Charter NC (50-09)** Submitted

54 / 67439 - 00 - 010

Application For Charter School Preliminary Apportionment • Form SAB 50-09

Charter – Preliminary Apportionment • New Construction

### SAB 50-09 Form

- Application Details
- Preference Points
- Funding Matrix Criteria
- Project Capacity
- Site Information
- Project Costs
- California School Finance Au ...
- Project Progress
- Certification
- Review
- Submit**

### Submit

✔ This paperless application was successfully submitted to OPSC.

Your Application #:	54/67439-00-010
Submittal Date:	11/26/2024

#### What's Next

Please review this application's uploaded documents on the [Application Dashboard](#) to ensure all required application documents are uploaded and properly named. Required documents not uploaded within 7 working days after the submittal date 2024-11-26 09:29 AM will lead to the application being rejected.

The completed State Allocation Board form can be [downloaded here](#) at anytime but is no longer necessary to sign and mail in. A complete paperless submission is all OPSC will need to begin processing your funding application.

#### Application Options

- [Upload Remaining Files](#)
- Ensure your application is complete by uploading any remaining documents now.
- [Review Required Documents](#)
- [Download Completed Form](#)
- [Go To Application Dashboard](#)

← Previous

10. At the confirmation page, the user may do the following:

- Upload additional documents after the submittal by clicking "Upload Remaining Files"
- View a list of required documents by clicking "Review Required Documents"
- Download a PDF version of the online application by clicking on "Download Completed Form."
- Go to the dashboard for this application by clicking "Go to Application Dashboard."

Below is a zoomed in example.

The screenshot shows a confirmation page titled "Submit". A green banner at the top contains a checkmark icon and the text: "This paperless application was successfully submitted to OPSC." Below this, two fields are displayed: "Your Application #: 54/67439-00-010" and "Submittal Date: 11/26/2024".

The page is divided into two main sections:

- What's Next:** A light blue box containing instructions to review documents on the [Application Dashboard](#) and a warning that documents not uploaded within 7 working days will lead to rejection. It also states that the completed State Allocation Board form can be [downloaded here](#).
- Application Options:** A white box containing three buttons: "Upload Remaining Files" (highlighted with a red box), "Review Required Documents" (highlighted with a red box), and "Go To Application Dashboard" (highlighted with a red box). An information icon and text below the first button state: "Ensure your application is complete by uploading any remaining documents now."

11. At this point, the application submittal process is complete. To go to the dashboard for this application, click "Go to Application Dashboard."

## Creating an Application for Charter Preliminary Apportionment (Form SAB 50-09) in OPSC Online – Rehabilitation

### User Dashboard

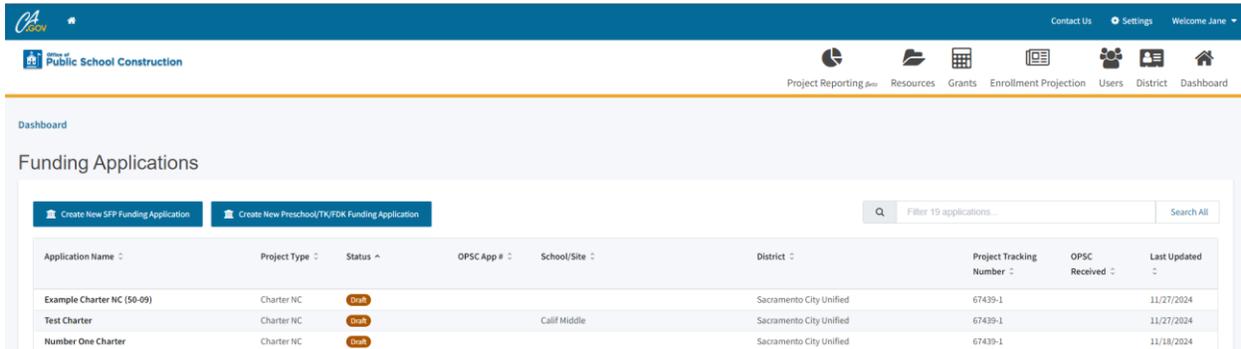
Upon login, the user is directed to the user dashboard. The user dashboard displays all applications created by authorized users. The District Representative and Superintendent can review all district-specific applications. District Delegates can view applications for all school districts they are authorized to access. The Charter School Representative and Charter School Delegates can view CSFP applications for all school districts they are authorized to access.

Users can create a Form SAB 50-09, check existing applications' statuses, and view drafted applications not yet submitted from the user dashboard. Note that once a Form SAB 50-09 has been created, any revisions to the Form should be made on the application dashboard for the specific Form SAB 50-09. Additional, new Form SAB 50-09s should not be created unless they are for new applications.

To sort applications, click on any column header. Users can search for an application by entering the application number in the search field and clicking "Search All." All Forms (funding,

grant agreement, fund release, or expenditure report) submitted for that application will appear. Note that Form SAB 50-04s are not created from the user dashboard; they are created from the application dashboard of the applicable, submitted Form SAB 50-09.

Below is an example of the user dashboard. Refer to Section 1 of this user manual for more information on navigating the user dashboard.



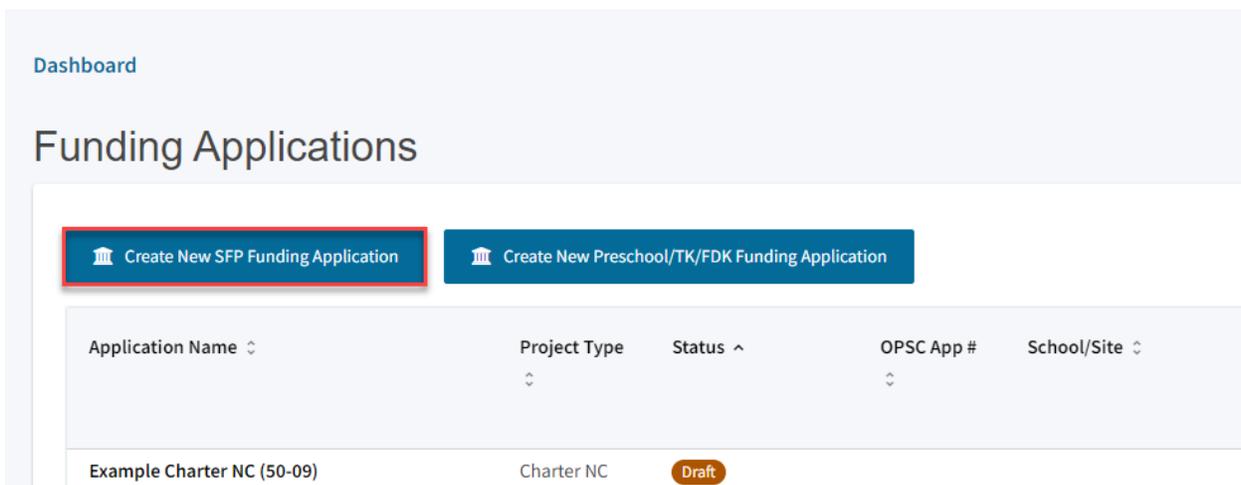
## Create New Application

This section collects information necessary to create the application, such as the type of application (new construction or rehabilitation) and the district where the project will be located. The district selected will determine the county the project is located in, which will determine the Region classification for the application. Regions are defined in School Facility Program (SFP) Regulations, Section 1859.2, under *Region One*, *Region Two*, *Region Three*, and *Region Four*.

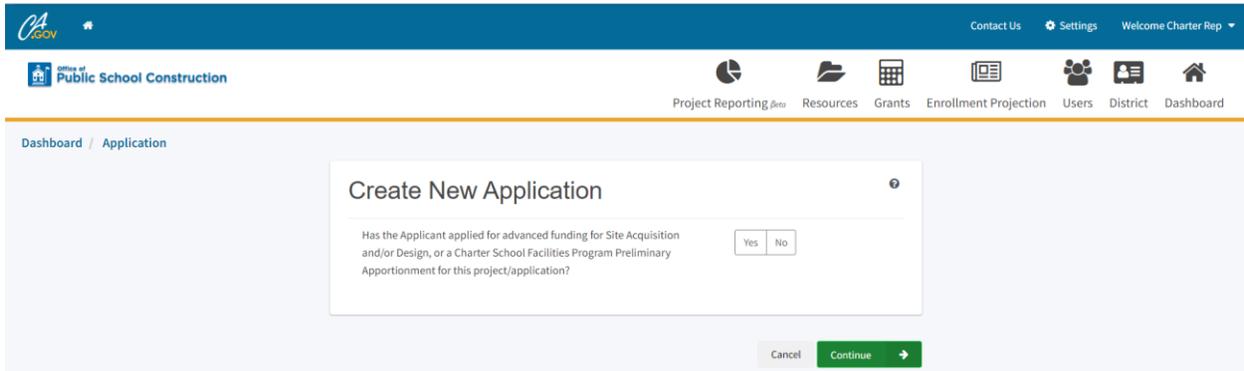
1. To create a Form SAB 50-09, click "Create New SFP Funding Application" on the main user dashboard page. This will take the user to the *Create New Application page*.

Note that users with delegate access can prepare the application. However, only the Charter Representative (charter school applicants) or District Representative/Superintendent (district applicants) can *submit* an application.

Below is a zoomed-in example.



2. Click "No" to indicate the applicant has not applied for or a Charter School Facilities Program Preliminary Apportionment for this project/application.



If the user selects "Yes," they will be directed to return to the OPSC Online Dashboard and select the project from the list of existing program applications to either create a draft of the previously submitted Form SAB 50-09 or create a linked application to convert the preliminary apportionment to a final apportionment.

If the user selects "No," they will be prompted to continue entering the required information for a new Form SAB 50-09.

Below are zoomed-in examples.

## Create New Application

Has the Applicant applied for advanced funding for Site Acquisition and/or Design, or a Charter School Facilities Program Preliminary Apportionment for this project/application?

Yes  No

### Please Use The Existing Application

You have selected "Yes" because a separate site and/or design or Charter School Facilities Program (CSFP) Preliminary Apportionment has previously been requested for this project. You must return to your OPSC Online [Dashboard](#) and select this project from the list of existing applications in order to create an application for funding for the construction phase or a CSFP Final Apportionment. For more information, please see the [Help Guide](#).

Below is a zoomed-in example.

## Create New Application



Has the Applicant applied for advanced funding for Site Acquisition and/or Design, or a Charter School Facilities Program Preliminary Apportionment for this project/application?

 Yes  No

You have selected "No" because this is a brand-new application for a project that has never requested a prior separate site and/or design funding approval or Charter School Facilities Preliminary Apportionment.

On this first screen, please select the District name, Program Type (e.g. New Construction, Modernization), High School Attendance Area (if applicable), enter the Project Tracking Number, and enter a nickname for the application. The nickname is used to help you with differentiating this from other projects in your Dashboard.

3. Select the applicable School District or COE from the list of options. The applicable School District or COE serves the same grade level that will be housed in the CSFP project and is where the project will be physically located. The selected District/COE may be different than the charter authorizer.
4. Select "Charter Preliminary Apportionment" as the Funding Program Type from the list of options.

Note that if this is a combined project (e.g., New Construction and Rehabilitation), or if this project is not located in a Unified School District and includes grade levels served by multiple districts (i.e., an elementary and high school district), a separate application must be created for each project type and/or district. Combined projects and projects submitted under multiple districts are visible from the user dashboard and are identified by a common Project Tracking Number (PTN) and school/site location.

Below is a zoomed-in example.

## Create New Application



Has the Applicant applied for advanced funding for Site Acquisition and/or Design, or a Charter School Facilities Program Preliminary Apportionment for this project/application?



Yes No



You have selected "No" because this is a brand-new application for a project that has never requested a prior separate site and/or design funding approval or Charter School Facilities Preliminary Apportionment.

On this first screen, please select the District name, Program Type (e.g. New Construction, Modernization), High School Attendance Area (if applicable), enter the Project Tracking Number, and enter a nickname for the application. The nickname is used to help you with differentiating this from other projects in your Dashboard.

Select the District

Sacramento City Unified (67439)

Select a funding Program Type

Charter - Preliminary Apportionment

Refer to [Section 1859.192](#) for the eligibility criteria

5. Select the High School Attendance Area (HSAA), if applicable. Charter school applicants may need to verify with the district if an HSAA should be used and which HSAA the charter school site is located in.
6. Enter the required PTN. The PTN is used by the Division of the State Architect (DSA), California Department of Education (CDE), and OPSC to identify a project. The user will not be able to proceed without entering the PTN. Instructions for generating a PTN can be found in the PTN User Guide under the Resources tab.
7. Enter an application nickname. The nickname can be any identifying name of the applicant's choice.
8. Click "Continue" to enter additional application information.

Below is a zoomed-in example.

Select High School Attendance Area ? (00) District-wide

Please enter your primary Project Tracking Number (PTN #) first, followed by additional PTN #s ? 67439 - 326 X + PTN

Press the Enter key to save

Please enter application nickname Example Charter Rehab (50-09)

Cancel Continue →

9. Select the type of funding application from a list of options (e.g., *New Construction*, *Rehabilitation*.)

CA ROCK

Contact Us Settings Welcome Charter Rep

City of Public School Construction

Project Reporting Resources Grants Enrollment Projection Users District Dashboard

Dashboard / Application

Create New Application

Select the type of funding application: [dropdown]

← Previous Cancel Continue →

10. Click "Rehabilitation," then click "Continue" to advance to the *Information and Instruction* page.

Below is a zoomed in example.

Create New Application

Select the type of funding application: ?

Rehabilitation

← Previous

Cancel

Continue →

11. From the *Information and Instruction* page, click "Start Application" to advance to the application.

Application For Charter School Preliminary Apportionment

Form SAB 50-09

Information and Instruction

Please enter all required information and have the Authorized Charter School or District Representative electronically sign the Charter School Preliminary Apportionment (Form SAB 50-09). Upon completion, ensure all required documents are uploaded and submit the completed Form SAB 50-09 on-line. A list of all required documents can be found [here](#). Once the Form SAB 50-09 is complete, a hard copy can be generated and printed for your records. If submitted online, the hard copy Form SAB 50-09 does not need to be mailed in. When uploading documents that are larger than 20 MB, please either resize to less than 20 MB or submit in multiple parts that are less than 20 MB.

If your project will contain both rehabilitation and new construction work, you will need to submit two separate applications: one for the rehabilitation portion and one for the new construction portion.

Start Application →

## Application Details

The Form SAB 50-09 is comprised of 11 sections (as listed on the navigation pane on the left-hand side of the screen).

Below is a zoomed-in example.

SAB 50-09 Form

- Application Details
- Preference Points
- Funding Matrix Criteria
- Project Capacity
- Site Information
- Project Costs
- California School Finance Au ...
- Project Progress
- Certification
- Review
- Submit

The first section of the application is *Application Details*. This section identifies the applicant, provides the petition approval date, and indicates if this is a combination application (new construction and rehabilitation; multiple districts). Note that a separate application must be submitted for the combination application.

New construction applications that are a combination project with a rehabilitation application will receive the 40 points generated by the rehabilitation application, provided in SFP Regulations, Section 1859.164.1(d). Rehabilitation applications that are a combination project with a new

construction application will receive any points the new construction application is eligible to receive for relieving overcrowding in an overcrowded district, provided in SFP Regulations, Section 1859.164.1(d). An application that qualifies for preference points for relieving overcrowding in an overcrowded district may receive between 4-40 points.

### Example Charter Rehab (50-09) ✎ Draft

Application For Charter School Preliminary Apportionment • Form SAB 50-09 ?

Charter - Preliminary Apportionment • Rehabilitation

SAB 50-09 Form

**Application Details**

Preference Points

Funding Matrix Criteria

Project Capacity

Site Information

Project Costs

California School Finance Au ...

### Application Details

School District Applying on Behalf of Charter School or Charter School Applying On Its Behalf? ?

Please enter the most current approval date for the petition, material revision or petition renewal for the charter school this application references. ?

Is this application associated with another CSFP application in the current filing round, such as a combination rehabilitation and new construction project?  Yes  No

**Continue** →

1. Indicate if the charter school is the applicant or if a school district is applying on behalf of the applicant. Districts may only submit applications for projects that will be physically located within their district boundaries and that will serve the same grade level the district is approved to serve. The district must be the applicant for a non-autonomous (district dependent) Charter School.
2. If the charter school is the applicant, provide the legal name of the applicant. This will be the name of the entity that will appear on program agreements and fund release warrants. This may be the individual charter school or the charter school organization operating the charter school.
3. Enter the most recent date the petition was approved, revised or renewed.
4. Indicate if this is a combined application (new construction and rehabilitation; a separate application must be submitted for the new construction portion.) New construction applications that are combination projects with a rehabilitation application will receive the 40 points generated by the rehabilitation application. Rehabilitation applications that are combination projects with a new construction application will receive any points the new construction application is eligible to receive for relieving overcrowding in an overcrowded district.

If the applicant indicates this is a combined application, an additional box will appear for the additional application number. Provide the additional application number, if available. The application number field may be left blank and provided on a later application version if the applicant does not have the additional application number.

5. Click “Continue” to proceed to the next section of the funding application.

Below is a zoomed-in example.

### Application Details

School District Applying on Behalf of Charter School or Charter School Applying On Its Behalf?	<input type="text" value="Charter"/>
Legal Name of Applicant	<input type="text" value="Example Charter Schools INC."/>
Please enter the most current approval date for the petition, material revision or petition renewal for the charter school this application references.	<input type="text" value="06/16/2022"/>
Is this application associated with another CSFP application in the current filing round, such as a combination rehabilitation and new construction project?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Enter Application number if available	<input type="text"/>

## Preference Points

In this section, the applicant will provide the information necessary to assign the preference points for Non-Profit Entity, provided in SFP Regulations, Section 1859.164.1(c), and Low Income, provided in SFP Regulations, Section 1859.164.1(a). Non-Profit Entity is defined in SFP Regulations, Section 1859.2.

### Example Charter Rehab (50-09) Draft

Application For Charter School Preliminary Apportionment • Form SAB 50-09   
Charter - Preliminary Apportionment • Rehabilitation

SAB 50-09 Form

- Application Details
- Preference Points**
- Funding Matrix Criteria
- Project Capacity
- Site Information
- Project Costs

### Preference Points

Does the entity operating the Charter School meet the School Facility Program (SFP) definition of a Non-Profit Entity?  Yes  No

Free and reduced priced meal percentage

Select the percentage the applicant is using

1. Indicate if the entity operating the charter school meets the definition of a Non-Profit Entity, which is defined in School Facility Program (SFP) Regulation Section 1859.2 as an entity that is organized and operated for purposes of not making a profit under the provisions of the federal Internal Revenue Code Section 501(c)(3), or is organized as/operated by a

nonprofit public benefit corporation, pursuant to State Corporations Code, Title 1, Division 2, Part 2, Section 5110, et seq.

2. Enter the most current Free and Reduced Price Meals percentage approved by the California Department of Education (CDE) and published on their [DataQuest website](#) as of the application deadline for the CSFP funding round. Applicants may use the highest percentage that belongs to either the charter school, the school district where the charter school is or will be located, or another public school located within the Charter School General Location. The Charter School General Location is defined in SFP Regulation Section 1859.2 as a minimum of a one-mile radius to a maximum of a three-mile radius from the present or proposed location of the Charter School project as identified in the chartering agreement.
3. Indicate if the entered Free and Reduced Priced Meal percentage belongs to the charter school, school district, or another public school located within the Charter School General Location.

If the Free and Reduced Priced Meal Percentage belongs to another public school, enter the school's name and address.

4. Click "Continue" to proceed to the next section of the funding application.

Below is a zoomed-in example.

### Preference Points

Does the entity operating the Charter School meet the School Facility Program (SFP) definition of a Non-Profit Entity?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Free and reduced priced meal percentage ?	98.00
Select the percentage the applicant is using	School within 3 miles
School Name ?	Freeport Elementary
School Address	2118 Meadowview Road
City	Sacramento
Zip Code	95832

[← Previous](#) [Continue →](#)

## Funding Matrix Criteria

In this section, the applicant will provide the information necessary to assign the urban, suburban, or rural locale, charter school size, and charter school grade level funding matrix categories. *Urban Locale*, *Suburban Locale* and *Rural Locale*, and *Small Charter School*, *Medium Charter School*, and *Large Charter School* are defined in SFP Regulations, Section 1859.2.

The screenshot shows a web application interface for the 'SAB 50-09 Form'. The title is 'Example Charter Rehab (50-09)' with a 'Draft' status. Below the title, it says 'Application For Charter School Preliminary Apportionment • Form SAB 50-09' and 'Charter - Preliminary Apportionment • Rehabilitation'. The main content area is titled 'Funding Matrix Criteria' and contains three sections: 'School Information', 'Type of Project', and 'Project Progress'. The 'School Information' section has a dropdown menu for 'Select the Locale for the Charter School' with the text 'Please make a selection'. The 'Type of Project' section has a dropdown menu for 'What is the highest grade level the charter school may serve, as approved by the petition?' with the text 'Please make a selection'. The 'Project Progress' section is at the bottom and has a 'Continue' button. On the left side, there is a navigation menu with items: 'SAB 50-09 Form', 'Application Details', 'Preference Points', 'Funding Matrix Criteria' (highlighted), 'Project Capacity', 'Site Information', 'Project Costs', 'California School Finance Au...', and 'Project Progress'.

1. Select the locale for the charter school. Locale is determined by the locale code classified by the National Center for Education Statistics (NCES) on their website: [Search for Public Schools \(ed.gov\)](#).
  - Rural: NCES codes 31, 32, 33, 41, 42, and 43.
  - Suburban: NCES codes 21, 22, and 23.
  - Urban: NCES codes 11, 12 and 13.
2. Enter the charter school's current enrollment listed on the California Department of Education's [DataQuest website](#) as of the application deadline for the CSFP funding round.
3. Enter the highest grade level the charter school is approved to serve in the most recently approved petition, regardless of the grade levels included in the project.
4. Click "Continue" to proceed to the next section of the funding application.

Below is a zoomed-in example.

### Funding Matrix Criteria

---

#### School Information

Select the Locale for the Charter School 

Urban 

Current charter school enrollment 

121

#### Type of Project

What is the highest grade level the charter school may serve, as approved by the petition?

12 

### Project Capacity

In this section, the applicant will indicate the number of classrooms that will be rehabilitated in the project. The classrooms reported will be used to calculate the project capacity cap to the rehabilitation base grant portion of the preliminary apportionment. The project capacity cap is required per SFP Regulations, Section 1859.163.5(a).

## Example Charter Rehab (50-09) Draft

Application For Charter School Preliminary Apportionment • Form SAB 50-09  
Charter – Preliminary Apportionment • Rehabilitation

SAB 50-09 Form

- Application Details
- Preference Points
- Funding Matrix Criteria
- Project Capacity**
- Site Information
- Project Costs
- California School Finance A ...
- Project Progress
- Certification
- Review
- Submit

### Project Capacity

How many eligible classrooms will be rehabilitated by grade level? ?

K-6	<input type="text"/>
7-8	<input type="text"/>
9-12	<input type="text"/>
Non-Severe	<input type="text"/>
Severe	<input type="text"/>

Number of Classrooms

Is this a 6-8 school? ?

[← Previous](#)[Continue →](#)

1. Enter the total number of eligible classrooms by grade level that will be rehabilitated in the project. To be eligible, a classroom must be at least 15 years of age or older as of the date the application is received by OPSC. An eligible rehabilitation project must contain at least one classroom.
2. Indicate if this is a 6-8 school. If this is a 6-8 school, indicate that all K-6 classrooms house 6<sup>th</sup> graders.
3. Click “Continue” to proceed to the next section of the funding application.

Below is a zoomed-in example.

### Project Capacity

How many eligible classrooms will be rehabilitated by grade level? ⓘ

K-6	<input type="text" value="1"/>
7-8	<input type="text" value="2"/>
9-12	<input type="text"/>
Non-Severe	<input type="text" value="1"/>
Severe	<input type="text"/>

Number of Classrooms

Is this a 6-8 school? ⓘ  Yes  No

How many K-6 classrooms reported above house sixth graders?

[← Previous](#) [Continue →](#)

## Site Information

In this section, the applicant will provide information about where the project will be located.

### Example Charter Rehab (50-09) Draft

Application For Charter School Preliminary Apportionment • Form SAB 50-09 ⓘ  
Charter - Preliminary Apportionment • Rehabilitation

### SAB 50-09 Form

- Application Details
- Preference Points
- Funding Matrix Criteria
- Project Capacity
- Site Information**
- Project Costs
- California School Finance Au ...
- Project Progress

### Site Information

California Department of Education recommended acreage ⓘ

Proposed Project Name

Existing acres available to the charter school at the site ⓘ

Proposed Acres (Usable) (Combination Project) ⓘ

Select the school site where the Charter School will be physically located ⓘ

[← Previous](#) [Continue →](#)

1. Enter the recommended acreage as it appears in the California Department of Education (CDE) recommended site size letter.
2. Enter the charter school name as it appears in the most recently approved petition for the Proposed Project Name.
3. Enter the existing acres available to the charter school at the district owned site. Note that at the preliminary phase, the existing acreage information is provided by the applicant. When this application is converted to a final apportionment, the existing acres will be provided in the CDE Final Plan Approval Letter.
4. If this application is combined with a new construction application that includes site acquisition, enter the proposed usable acres that will be acquired. Note that at the preliminary phase, the proposed acreage information is provided by the applicant. When this application is converted to a final apportionment, the proposed acres will be provided in the CDE Final Site Approval Letter.
5. Select the site where the project will be located. All projects must select a school site from the list of options. If the exact site where the project will be located is not listed, please email [OPSCApplicationReviewTeam@dgs.ca.gov](mailto:OPSCApplicationReviewTeam@dgs.ca.gov) to request to add the site to the application system.
6. Click "Continue" to proceed to the next section of the funding application.

Below is a zoomed-in example.

### Site Information

California Department of Education recommended acreage 	<input type="text" value="10.00"/>
Proposed Project Name	<input type="text" value="Example Charter"/>
Existing acres available to the charter school at the site 	<input type="text" value="1.00"/>
Proposed Acres (Usable) (Combination Project) 	<input type="text" value="5.00"/>
Select the school site where the Charter School will be physically located 	<input type="text" value="Example Charter"/> 

### Site Detail

School/Site Name:	Example Charter
CDS (county-district-school) Code:	90113000
Grade-Level:	6-8
Street Address:	123 Education Street
City:	Sacramento
State:	CA
Zip Code:	12345

[← Previous](#) [Continue →](#)

## Project Costs

In this section, the user will provide the eligible square footage that will be rehabilitated and indicate if the project includes certain elements that may increase the amount reserved for the preliminary apportionment.

## Example Charter Rehab (50-09) Draft

Application For Charter School Preliminary Apportionment • Form SAB 50-09  
Charter – Preliminary Apportionment • Rehabilitation

SAB 50-09 Form

- Application Details
- Preference Points
- Funding Matrix Criteria
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- California School Finance Au ...
- Project Progress
- Certification
- Review
- Submit

### Project Costs

Enter the eligible non-toilet sqft

Enter the eligible toilet sqft

#### Increase in Preliminary Apportionment

Will the project be located in a geographic area designated in the Geographic Percentage Chart in SFP Regulation Section 1859.83(a)? Yes No

What percentage factor does the project qualify for?

Does the applicant qualify for the Small Size Project grant and wish to request? Yes No

Does the applicant qualify for the Urban/Security/Impacted Site grant and wish to request? Yes No

Will the project include any new two-stop elevator(s) required by the Division of the State Architect? Yes No

← Previous Continue →

1. Enter the eligible non-toilet and toilet area that will be rehabilitated in the project. To be eligible, the area entered is at least 15 years of age or older as of the date the application is received by OPSC. For purposes of the Preliminary Charter School Rehabilitation Apportionment, eligible square footage is defined as the total enclosed exterior square footage of the school buildings. For multilevel buildings, include the square footage at each level.

Below is a zoomed in example.

### Project Costs

Enter the eligible non-toilet sqft

Enter the eligible toilet sqft

2. Indicate if the project will be located in a designated geographic area and if the project includes a request to increase the preliminary apportionment for increased construction costs due to the geographical location. To assist in determining the geographic percentage amount, please see the [Geographical Percent Factor](#) list by county.
3. If the project qualifies for the Small Size Project grant, indicate if the project includes a request to include this grant to increase the preliminary apportionment to help with economy

of scale cost escalation in a smaller sized project. To qualify for this grant, the project must house less than 201 pupils. The number of pupils housed in a project is determined by the number of classrooms that will be rehabilitated in the project and their grade level and loading standard, provided below. Combined projects should include the pupils housed in both applications when determining if the project qualifies for this grant.

If the Small Size Project grant is requested, indicate the percentage requested based on the number of pupils that will be housed in the project, using the classrooms that will be rehabilitated and the following classroom loading standards:

- 25 pupils in each K-6 classroom
- 27 pupils in each 7-12 classroom
- 13 pupils in each non-severe Special Day Class (SDC) classroom
- 9 pupils in each severe SDC classroom

The Small Size grant will be 12 percent of the rehabilitation base grant for projects that house 100 pupils or less, and 4 percent of the rehabilitation base grant for projects that house between 101 and 200 pupils.

Below is a zoomed-in example.

The screenshot shows a form section titled "Increase in Preliminary Apportionment". It contains four questions with corresponding input fields:

- Question 1: "Will the project be located in a geographic area designated in the Geographic Percentage Chart in SFP Regulation Section 1859.83(a)?" with a "Yes" (selected) and "No" button.
- Question 2: "What percentage factor does the project qualify for?" with an empty text input field.
- Question 3: "Does the applicant qualify for the Small Size Project grant and wish to request?" with a "Yes" (selected) and "No" button.
- Question 4: "The number of pupils housed" with a dropdown menu showing "4% (101 - 200 pupils)".

4. Indicate if the project includes a request to increase the preliminary apportionment for costs associated with urban/security/impacted site costs. To qualify for urban/security/impacted site funding at the preliminary apportionment phase, the project will be located on a site that is less than 60 percent of the previously provided CDE recommended acreage amount. Note that when this application is converted to a final apportionment, the project will need to be located on a site with Useable Acres that are 60 percent or less of the CDE recommended site size. The Usable acres and recommended site size will be provided in CDE Final Plan Approval Letter.
5. Indicate if the project will include any new two-stop elevator(s) required to be included in the project by the Division of the State Architect (DSA) and indicate how many will be included.
6. If the project will include any new two stop elevator(s), indicate if the two-stop elevator(s) will have an additional stop and indicate the number of additional stops.
7. Click "Continue" to proceed to the next section of the funding application.

Below is a zoomed-in example.

Does the applicant qualify for the Urban/Security/Impacted Site grant and wish to request?  Yes  No

Will the project include any new two-stop elevator(s) required by the Division of the State Architect?  Yes  No

Enter the number of two-stop elevator(s)

Will there be additional stops?  Yes  No

Enter the number of Additional Stops

[← Previous](#) [Continue →](#)

## California School Finance Authority Lease

The project information entered in the previous sections is used to calculate the State grant portion of the preliminary apportionment that will be reserved for this project. Applicants are required to match the State grant with either a cash contribution, loan or a combination of the two. In this section, the user will indicate if the applicant anticipates requesting a loan for all or a portion of the applicant match for this project. The request for a loan and the amount requested may be modified on revised applications during the OPSC application review process and is not finalized until the applicant completes the financial soundness process with the California School Finance Authority.

**Example Charter Rehab (50-09)** Draft

Application For Charter School Preliminary Apportionment • Form SAB 50-09

Charter – Preliminary Apportionment • Rehabilitation

SAB 50-09 Form

- Application Details
- Preference Points
- Funding Matrix Criteria
- Project Capacity
- Site Information
- Project Costs
- California School Finance A**

### California School Finance Authority Lease

At this time, does the applicant anticipate requesting a loan?  Yes  No

[← Previous](#) [Continue →](#)

1. If the applicant will not be requesting a loan and will be providing a cash contribution for the entire matching share, click “No” and then click “Continue” to proceed to the next navigation section of the funding application.

Below is a zoomed-in example.

California School Finance Authority Lease

At this time, does the applicant anticipate requesting a loan?

Yes  No

2. If the applicant will be requesting a loan for all or a portion of their matching share, click “Yes.”
3. After “Yes” is selected, a link will appear. To determine the amount to enter for the loan, the user may see the estimated preliminary apportionment State grant that was calculated based on the information that was previously provided by clicking the highlighted word, “[here.](#)”

Below is a zoomed in example.

California School Finance Authority Lease

At this time, does the applicant anticipate requesting a loan?

Yes  No

Applicant is anticipating loan in the amount of

The current, estimated state grant for the project can be found [here.](#)

4. The amount listed as the *Total Grant Amount* will be the State grant that needs to be matched by the applicant. The applicant may request a loan for all or a portion of this amount. If the applicant does not request a loan or requests a loan for only a portion of the amount, the applicant will be required to provide a cash contribution for the remaining amount.

Note that the Total Grant Amount reflects the total amount of bond authority that will be reserved for the project. The Total Grant Amount must be reviewed prior to entering an amount for the loan for it to reflect the State grant amount. If an amount is entered for a loan, it will be included in the Total Grant Amount.

Below is a zoomed-in example.

### OPSC Grants Calculator

The calculations provided above are an estimate for the potential funding of that may be associated with a complete application that has the total amount of eligibility available to request for the potential increase to funding based on eligibility for Financial Hardship assistance.

[See the entire application](#)

Select CCI Grant Year: 2024

Select Program Type: (50-09) Charter - Preliminary

Total Grant Amount: **\$2,445,895.00**

Effective Date of Grant Calculation: 12/10/2024

5. Enter the amount the applicant would like to request for the loan.
6. Click "Continue" to proceed to the next section of the funding application.

Below is a zoomed-in example.

### California School Finance Authority Lease

At this time, does the applicant anticipate requesting a loan?  Yes  No

Applicant is anticipating loan in the amount of

The current, estimated state grant for the project can be found [here](#).

[← Previous](#) [Continue →](#)

## Project Progress

In this section, the user indicates if construction contracts have been awarded for the project.

### Example Charter Rehab (50-09) Draft

Application For Charter School Preliminary Apportionment • Form SAB 50-09

Charter - Preliminary Apportionment • Rehabilitation

#### SAB 50-09 Form

- Application Details
- Preference Points
- Funding Matrix Criteria
- Project Capacity
- Site Information
- Project Costs
- California School Finance Au ...
- Project Progress**

### Project Progress

Have construction contract(s) been awarded for this project?  Yes  No

[← Previous](#) [Continue →](#)

1. Click "No" if the applicant has not awarded construction contracts, then, click "Continue" to proceed to the next section of the funding application.

Below is a zoomed-in example.

The screenshot shows the 'Project Progress' section. At the top, the title 'Project Progress' is displayed. Below it, a question asks: 'Have construction contract(s) been awarded for this project?'. To the right of the question is a toggle switch with 'Yes' and 'No' options. Below the question and toggle switch, there are two navigation buttons: 'Previous' on the left and 'Continue' on the right. The 'Continue' button is highlighted with a red border.

2. Click "Yes" if the applicant has awarded construction contracts.

3. Click "Add/Edit Contracts" to enter the contract information.

Below is a zoomed-in example.

The screenshot shows the 'Project Progress' section with a question about awarded construction contracts. Below the question, there is a section for entering contract information. It includes a text input field for the date(s) of the construction contract(s) awarded for this project, and an 'Add/Edit Contracts' button. Below this, there is a 'Show 5 entries' dropdown and a search filter 'Type to filter the name column...'. A table with columns: Contractor Name, Contract Type, Amount, Award, Prevailing Wage, Notice to Proceed, and Const. Del. Method is shown. The table currently displays '0 total'. A note at the bottom states: 'Note: Prevailing Wage only applies to contracts with an Award Date between 1/1/2012 and 6/19/2014'. At the bottom of the form, there are 'Previous' and 'Continue' navigation buttons. The 'Add/Edit Contracts' button is highlighted with a red border.

4. Enter all known fields, such as the contract name, award date, type and amount. The contract award date and construction delivery method must be entered for the contract information to save.

The user can add as many contracts as applicable for the project by clicking "Add Contract" after a contract is saved.

Below is a zoomed-in example.

## Add/Edit Contract

---

### Add New Contract

Contractor Name	<input type="text" value="XYZ Construction INC."/>
Contract Award Date	<input type="text" value="11/18/2024"/>
Contract Type	<input type="text" value="Demolition"/>
Contract Amount	<input type="text" value="\$ 300,000"/>
Notice to Proceed Issued Date	<input type="text" value="11/22/2024"/>
Construction Delivery Method	<input type="text" value="Design-Bid-Build"/>
Related DSA Application Numbers	<input type="text" value="01-111111"/> <input type="text" value="+ DSA App #"/>

**Press the Enter key to save**  
You can add up to 5 Values(s)

5. After the last contract has been entered, close the "Add/Edit Contract" section by clicking the "x" in the upper right corner.

Below is a zoomed-in example.

Add/Edit Contract ×

---

### Add New Contract

Contractor Name	<input type="text"/>
Contract Award Date	<input type="text" value="MM/DD/YYYY"/>
Contract Type	<input type="text" value="▼"/>
Contract Amount	<input type="text"/>
Notice to Proceed Issued Date	<input type="text" value="MM/DD/YYYY"/>
Construction Delivery Method	<input type="text" value="Please select an option ▼"/>
Related DSA Application Numbers	<input type="text" value="+ DSA App #"/>

**i** Press the Enter  key to save  
You can add up to 5 Values(s)

6. The user will then be returned to the *Project Progress* section, and the user can review that the contract entries are accurately reported for the application.
7. Once the *Project Progress* section is completed, click "Continue" to proceed to the next section of the funding application.

Below is a zoomed-in example.

### Project Progress

Have construction contract(s) been awarded for this project? Yes No

Enter the date(s) of the construction contract(s) awarded for this project Add/Edit Contracts

Show  entries

Contractor Name	Contract Type	Amount	Award	Prevailing Wage	Notice to Proceed	Const. Del. Method
XYZ Construction INC.	Demolition	\$300,000.00	11/18/2024		11/22/2024	Design-Bid-Build

1 total

Note: Prevailing Wage only applies to contracts with an Award Date between 1/1/2012 and 6/19/2014

← Previous Continue →

## Certification

In this final section of the application, the designated representative of the applicant will certify to the requirements for submitting a Form SAB 50-09. Only the authorized Charter Representative (charter applicants) or District Representative/Superintendent (district applicants) may complete the certification section.

## Example Charter Rehab (50-09) Draft

Application For Charter School Preliminary Apportionment • Form SAB 50-09  
Charter – Preliminary Apportionment • Rehabilitation

### SAB 50-09 Form

- Application Details
- Preference Points
- Funding Matrix Criteria
- Project Capacity
- Site Information
- Project Costs
- California School Finance Au ...
- Project Progress
- Certification

### Certification

I certify that the information reported on this form is true and correct and that:

- I am an authorized representative of the Charter School designated by the governing board or equivalent authority of the Charter School and have notified both the Superintendent and the governing board of the school district in writing, at least 30 days prior to the date of this application, of our intent to submit a preliminary application (complete Part A below); or,
- A resolution or other appropriate documentation supporting this application under  Article 12, Chapter 12.5, Part 10, Division 1, Title 2, commencing with Section 17078.50, et. seq., of the Education Code was adopted by the School District's governing Board or the governing board or other equivalent authority of the Charter School on,
- Prior to submitting this application the Charter School and school district have considered existing facilities in accordance with Education Code Section 17078.53(e); and,
- For a Charter School applying for a rehabilitation Preliminary Apportionment on its own behalf, the Charter School and school district have entered into an agreement to rehabilitate school district existing facilities and the agreement has been discussed and approved at a regularly scheduled school board meeting; and,
- The applicant has or will establish a "Restricted Maintenance Account" for exclusive purpose of providing ongoing and major

1. Enter the date a resolution or other appropriate documentation supporting this application under Article 12, Chapter 12.5, Part 10, Division 1, Title 2, commencing with Section 17078.50, et. seq., of the Education Code was adopted by the School District's governing Board or the governing board or other equivalent authority of the Charter School. This date must be prior to the submittal date of the application.

Below are zoomed-in examples.

Charter school applicant certification:

### Certification

I certify that the information reported on this form is true and correct and that:

- I am an authorized representative of the Charter School designated by the governing board or equivalent authority of the Charter School and have notified both the Superintendent and the governing board of the school district in writing, at least 30 days prior to the date of this application, of our intent to submit a preliminary application (complete Part A below); or,
- A resolution or other appropriate documentation supporting this application under  Article 12, Chapter 12.5, Part 10, Division 1, Title 2, commencing with Section 17078.50, et. seq., of the Education Code was adopted by the School District's governing Board or the governing board or other equivalent authority of the Charter School on,
- Prior to submitting this application the Charter School and school district have considered existing facilities in accordance with Education Code Section 17078.53(e); and,
- For a Charter School applying for a new construction Preliminary Apportionment on its own behalf, the Charter School and school district have complied with Section 1859.162.1 pertaining to the certification of the number of unhoused students the project will

District applicant certification:

## Certification

---

I certify that the information reported on this form is true and correct and that:

- I am an authorized school district representative submitting this application on behalf of a Charter School pursuant to Education Code Section 17078.53 (c)(1). The following certifications shall apply to the District
- A resolution or other appropriate documentation supporting this application under Article 12, Chapter 12.5, Part 10, Division 1, Title 2, commencing with Section 17078.50, et. seq., of the Education Code was adopted by the School District's governing Board or the governing board or other equivalent authority of the Charter School on, 11/07/2024

2. Read all certifications and click "Yes" to indicate the certifications have been read and the applicant agrees to the terms and certification information.
3. Enter the representative's information.
4. Click "Continue" to proceed to the *Review* section.

Below are zoomed-in examples.

Charter school applicant information:

I verify, I have read and agree to the above terms and certification information	<input checked="" type="radio"/> Yes <input type="radio"/> No
Charter School Representative Name	Jane Smith
Charter School Representative Title	CEO
Charter School Representative Business Mailing Address	123 Education Way
City	Sacramento
State	CA
Zip Code	12345
Phone Number	(111) 111-1111
Email	jsmith@examplecharter.com
Date	11/26/2024

[← Previous](#) [Continue →](#)

### School district applicant information:

- This form is an exact duplicate (verbatim) of the form provided by the OPSC. In the event a conflict should exist, then the language in the OPSC form will prevail; and,
- The applicant has initiated and enforced an Labor Compliance Program that has been approved by the Department of Industrial Relations (DIR), pursuant to Labor Code Section 1771.7, if the project is funded from Propositions 47 or 55 and the Notice to Proceed for the construction phase of the project is issued on or after April 1, 2003, and before January 1, 2012; and,
- The applicant has contracted with the Department of Industrial Relations (DIR) for prevailing wage monitoring and enforcement, pursuant to Labor Code section 1771.3(a) in effect on January 1, 2012 through June 19, 2014, if the construction contract was awarded on January 1, 2012 through June 19, 2014 and the applicant has not obtained a waiver for the requirement, pursuant to Labor Code Section 1771.3(b) in effect on January 1, 2012 through June 19, 2014. The applicant understands that if it fails to meet this requirement, it will be required to repay all state bond funds received including interest; and,
- Beginning with the 2005/2006 fiscal year, the applicant has complied with Education Code Section 17070.75(e) by establishing a facilities inspection system to ensure that each of its schools is maintained in good repair.

I verify, I have read and agree to the above terms and certification information

Yes  No

District Representative or Superintendent Name

Sam Test

Date

11/26/2024

[← Previous](#)

[Continue →](#)

### Review

After completing the certification section, the user will review all previous sections and make any final edits. Any incomplete sections will be flagged with an orange exclamation point, and the missing required fields will display with red text as **(required)**.

Below is a zoomed-in example.

## Example Charter Rehab (50-09) Draft

Application For Charter School Preliminary Apportionment • Form SAB 50-09  
Charter – Preliminary Apportionment • Rehabilitation

SAB 50-09 Form

- Application Details
- Preference Points
- Funding Matrix Criteria
- Project Capacity
- Site Information
- Project Costs
- California School Finance Au ...
- Project Progress
- Certification
- Review
- Submit

### Review

#### Application Details

School District Applying on Behalf of Charter School or Charter School Applying On Its Behalf? ?  
Charter

Legal Name of Applicant ?  
(required)

Please enter the most current approval date for the petition, material revision or petition renewal for the charter school this application references. ?  
06/16/2022

Is this application associated with another CSFP application in the current filing round, such as a combination rehabilitation and new construction project?  
Yes

Enter Application number if available ?  
(not answered)

[Edit Page →](#)

1. Go to the first page with missing information.
2. Click “Edit Page.”

Below is a zoomed-in example.

## Review

---

### Application Details

---

School District Applying on Behalf of Charter School or Charter School Applying On Its Behalf? 

Legal Name of Applicant 

Please enter the most current approval date for the petition, material revision or petition renewal for the charter school this application references. 

Is this application associated with another CSFP application in the current filing round, such as a combination rehabilitation and new construction project?

Enter Application number if available 

[Edit Page →](#)

3. Enter any missing information.

4. After all missing information has been entered, click “Continue” to save the information.

Below is a zoomed-in example.

### Application Details

School District Applying on Behalf of Charter School or Charter School Applying On Its Behalf? ⓘ

Legal Name of Applicant ⓘ

Please enter the most current approval date for the petition, material revision or petition renewal for the charter school this application references. ⓘ

Is this application associated with another CSFP application in the current filing round, such as a combination rehabilitation and new construction project?  Yes  No

Enter Application number if available ⓘ

[Continue](#) →

5. Once all required entries are completed, the left navigation will display only green checkmarks.

### SAB 50-09 Form

- ✓ Application Details
- ✓ Preference Points
- ✓ Funding Matrix Criteria
- ✓ Project Capacity
- ✓ Site Information
- ✓ Project Costs
- ✓ California School Finance Au ...
- ✓ Project Progress
- ✓ Certification
- Review

### Review

✓ Application Details

School District Applying on Behalf of Charter School or Charter School Applying On Its Behalf? ⓘ

Legal Name of Applicant ⓘ

Please enter the most current approval date for the petition, material revision or petition renewal for the charter school this application references. ⓘ

Is this application associated with another CSFP application in the current filing round, such as a combination rehabilitation and new construction project?

6. If the authorized Charter School Representative (charter school applicants) or District Representative (district applicants) is entering the application information, at this point they may click “Submit” on the left navigation screen. This will take them back to the certification page where they can click “Continue” to proceed to the *Submit* section.

Below are zoomed-in examples.

SAB 50-09 Form

- Application Details
- Preference Points
- Funding Matrix Criteria
- Project Capacity
- Site Information
- Project Costs
- California School Financ ...
- Project Progress
- Certification
- Review**
- Submit

### Review

#### Application Details

School District Applying on Behalf of Charter School or Charter School Applying On Its Behalf?

Legal Name of Applicant

Please enter the most current approval date for the petition, material revision or petition renewal for the charter school this application references.

Is this application associated with another CSFP application in the current filing round, such as a combination rehabilitation and new construction project?

Enter Application number if available

I verify, I have read and agree to the above terms and certification information

Charter School Representative Name

Charter School Representative Title

Charter School Representative Business Mailing Address

City

State

Zip Code

Phone Number

Email

Date

← Previous Continue →

7. If a delegate to the charter school or district is entering the application, they may click “Submit” on the left navigation screen to proceed to the *Submit* section, but they will not be able to submit the application. The buttons used to indicate the required documents have been uploaded, upload documents, and to certify and submit the paperless application will be deactivated.

Delegates may upload the required documents from the Application Dashboard and copy a link to send to the representative so they may submit the application. To get to the Application Dashboard, click “Application” in the top left corner or “Application Dashboard” in the bottom right corner. For instructions on how to upload documents and copy a link from the Application Dashboard, refer to the “Application Dashboard” section further down in this manual.

Below is a zoomed-in example.

Dashboard / **Application** / Draft 1

### Example Charter Rehab (50-09) Draft

Application For Charter School Preliminary Apportionment • Form SAB 50-09  
Charter - Preliminary Apportionment • Rehabilitation

**SAB 50-09 Form**

- ✓ Application Details
- ✓ Preference Points
- ✓ Funding Matrix Criteria
- ✓ Project Capacity
- ✓ Site Information
- ✓ Project Costs
- ✓ California School Finance Au ...
- ✓ Project Progress
- ✓ Certification
- ✓ Review
- Submit**

### Submit

This State Allocation Board School Facility Program Application for Funding is being submitted electronically via OPSC Online.

- Requests may only be submitted by a School District Superintendent, Authorized School District Representative, Charter School Representative, or Joint Power Authority (JPA) Representative who is signed in to OPSC Online with their corresponding OPSC Online User ID. Submittal from these accounts is considered to be a unique electronic signature for purposes of Application for Funding submittals. A printed, wet-signature request does not need to be mailed 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.
- Once an applicant has upload a file, the file cannot be removed by the applicant.

I have uploaded all required documents required on the Application for Funding [OPSC Application Submittal Checklist](#).

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

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

## Submit and Upload Documents

In this section, the authorized Charter School Representative or District Representative/Superintendent will upload all supporting documents, complete the final certification, and submit the paperless application.

## Example Charter Rehab (50-09) Draft

Application For Charter School Preliminary Apportionment • Form SAB 50-09  
Charter – Preliminary Apportionment • Rehabilitation

### SAB 50-09 Form

- Application Details
- Preference Points
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- 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.
- Once an applicant has upload a file, the file cannot be removed by the applicant.

I have uploaded all required documents required on the Application for Funding [OPSC Application Submittal Checklist](#).

Upload file(s) All uploaded files for this application are always available on the [Application Dashboard](#).

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

Submit Paperless Application

← Previous

1. Click the blue "Upload file(s)" button to upload any supporting files for this application.

Below is a zoomed-in example.

### Submit

This State Allocation Board School Facility Program Application for Funding is being submitted electronically via OPSC Online.

- Requests may only be submitted by a School District Superintendent, Authorized School District Representative, Charter School Representative, or Joint Power Authority (JPA) Representative who is signed in to OPSC Online with their corresponding OPSC Online User ID. Submittal from these accounts is considered to be a unique electronic signature for purposes of Application for Funding submittals. A printed, wet-signature request does not need to be mailed 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.
- Once an applicant has upload a file, the file cannot be removed by the applicant.

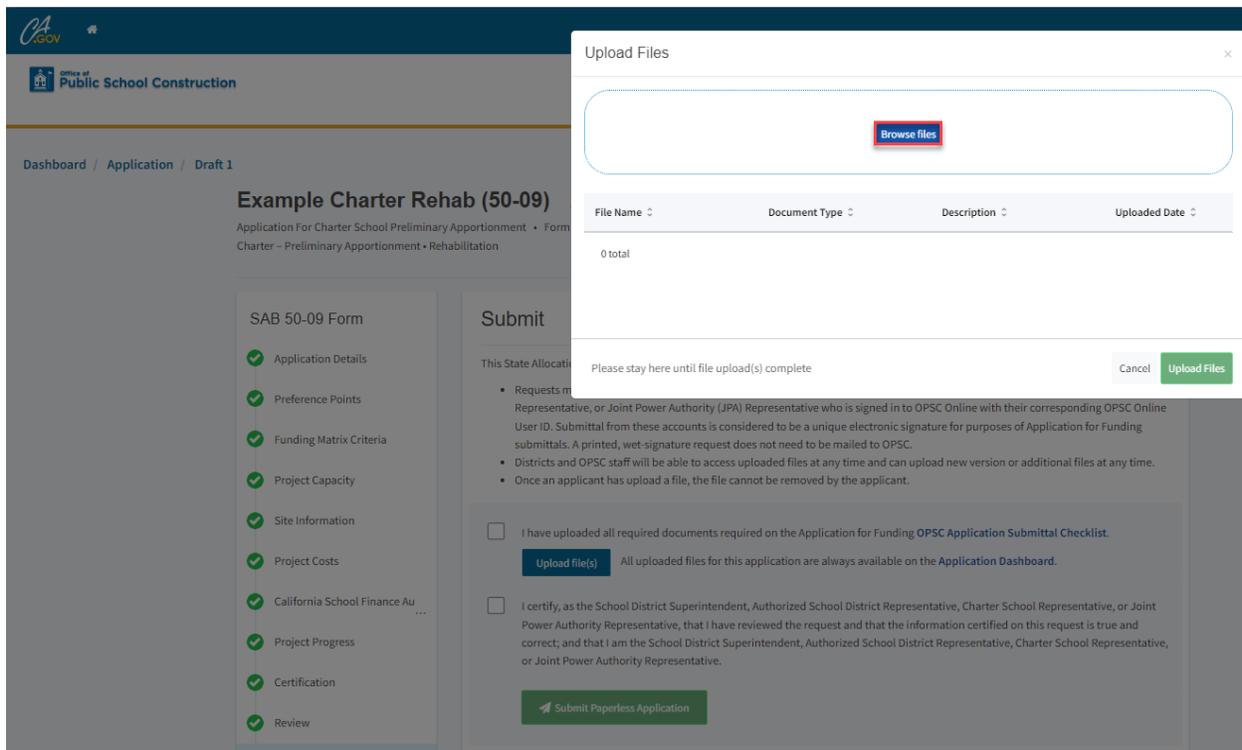
I have uploaded all required documents required on the Application for Funding [OPSC Application Submittal Checklist](#).

Upload file(s) All uploaded files for this application are always available on the [Application Dashboard](#).

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

Submit Paperless Application

2. Click “Browse Files” to locate the documents. Prior to uploading any documents, review the file names for accuracy. Once documents are uploaded, applicants cannot edit file names. When uploading documents that are larger than 20 MB, please either resize to less than 20 MB or submit in multiple parts that are less than 20 MB.



3. After a document has been selected, it will be listed under the File Name column. Select a *Document Type and Description* from the drop-down box. If there is no *Document Type and Description* listed that accurately identifies the document, click “Other” in both fields.
4. After all files have been selected and identified, click “Upload Files” to upload the files to the application.
5. If a file was selected in error and needs to be removed, click “Remove” next to the file name to remove the file prior to uploading. If “Upload Files” has been clicked, but the file has not been identified as uploaded, click “Cancel” and the upload process will be cancelled, and the file can be removed. Once a file has been uploaded, the user will not be able to remove it.

Below is a zoomed in example.

Upload Files ×

[Browse files](#)

File Name <small>↕</small>	Document Type <small>↕</small>	Description <small>↕</small>	Uploaded Date <small>↕</small>
CDE Recomendated Site Size Letter.pdf <a href="#" style="color: red; font-size: small;">Remove</a>	Other <small>▼</small>	Other <small>▼</small>	11/27/2024
Charter Petition 2020-2025.pdf <a href="#" style="color: red; font-size: small;">Remove</a>	Other <small>▼</small>	Other <small>▼</small>	11/27/2024

2 total

---

Please stay here until file upload(s) complete

[Cancel](#) [Upload Files](#)

6. Once the documents have been uploaded, the text **Successfully Uploaded** will display underneath the document file name. After all documents have been uploaded, close the *Upload Files* section by clicking "Done."

Below is a zoomed-in example.

Upload Files ×

[Browse files](#)

File Name ↕	Document Type ↕	Description ↕	Uploaded Date ↕
CDE Recomendend Site Size Letter.pdf <span style="color: #c07040;">Successfully Uploaded</span>	Other ▼	Other ▼	11/27/2024
Charter Petition 2020-2025.pdf <span style="color: #c07040;">Successfully Uploaded</span>	Other ▼	Other ▼	11/27/2024

2 total

---

Please stay here until file upload(s) complete Done Upload Files

7. After the documents have been uploaded, click the box indicating all required documents have been uploaded.
  8. Next, click the final certification box then click “Submit Paperless Application” to submit the application.
- Reminder: only an Authorized District Representative or Charter Representative can submit the application.*

Below is a zoomed-in example.

## Submit

This State Allocation Board School Facility Program Application for Funding is being submitted electronically via OPSC Online.

- Requests may only be submitted by a School District Superintendent, Authorized School District Representative, Charter School Representative, or Joint Power Authority (JPA) Representative who is signed in to OPSC Online with their corresponding OPSC Online User ID. Submittal from these accounts is considered to be a unique electronic signature for purposes of Application for Funding submittals. A printed, wet-signature request does not need to be mailed 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.
- Once an applicant has upload a file, the file cannot be removed by the applicant.

I have uploaded all required documents required on the Application for Funding [OPSC Application Submittal Checklist](#).

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

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

9. After submittal, the user will proceed to a confirmation page displaying the assigned application number for the project. The user may notate the application number and nickname from the main dashboard for future access.

Below is a zoomed-in example.

**Example Charter Rehab (50-09)** Submitted

54 / 67439 - 00 - 011

Application For Charter School Preliminary Apportionment • Form SAB 50-09  
Charter - Preliminary Apportionment • Rehabilitation

SAB 50-09 Form

- Application Details
- Preference Points
- Funding Matrix Criteria
- Project Capacity
- Site Information
- Project Costs
- California School Finance Au ...
- Project Progress
- Certification
- Review
- Submit**

### Submit

✓ This paperless application was successfully submitted to OPSC.

Your Application #:	54/67439-00-011
Submittal Date:	11/27/2024

#### What's Next

Please review this application's uploaded documents on the [Application Dashboard](#) to ensure all required application documents are uploaded and properly named. Required documents not uploaded within 7 working days after the submittal date 2024-11-27 08:28 AM will lead to the application being rejected.

The completed State Allocation Board form can be [downloaded here](#) at anytime but is no longer necessary to sign and mail in. A complete paperless submission is all OPSC will need to begin processing your funding application.

#### Application Options

- [Upload Remaining Files](#)
- Ensure your application is complete by uploading any remaining documents now.
- [Review Required Documents](#)
- [Download Completed Form](#)
- [Go To Application Dashboard](#)

← Previous

10. At the confirmation page, the user may do the following:

- Upload additional documents after the submittal by clicking "Upload Remaining Files"
- View a list of required documents by clicking "Review Required Documents"
- Download a PDF version of the online application by clicking on "Download Completed Form."
- Go to the dashboard for this application by clicking "Go to Application Dashboard."

Below is a zoomed in example.

**Submit**

✓ **This paperless application was successfully submitted to OPSC.**

Your Application #: 54/67439-00-010

Submittal Date: 11/26/2024

**What's Next**

Please review this application's uploaded documents on the [Application Dashboard](#) to ensure all required application documents are uploaded and properly named. Required documents not uploaded within 7 working days after the submittal date 2024-11-26 09:29 AM will lead to the application being rejected.

The completed State Allocation Board form can be [downloaded here](#) at anytime but is no longer necessary to sign and mail in. A complete paperless submission is all OPSC will need to begin processing your funding application.

**Application Options**

- Upload Remaining Files
- Ensure your application is complete by uploading any remaining documents now.
- Review Required Documents
- Download Completed Form
- Go To Application Dashboard

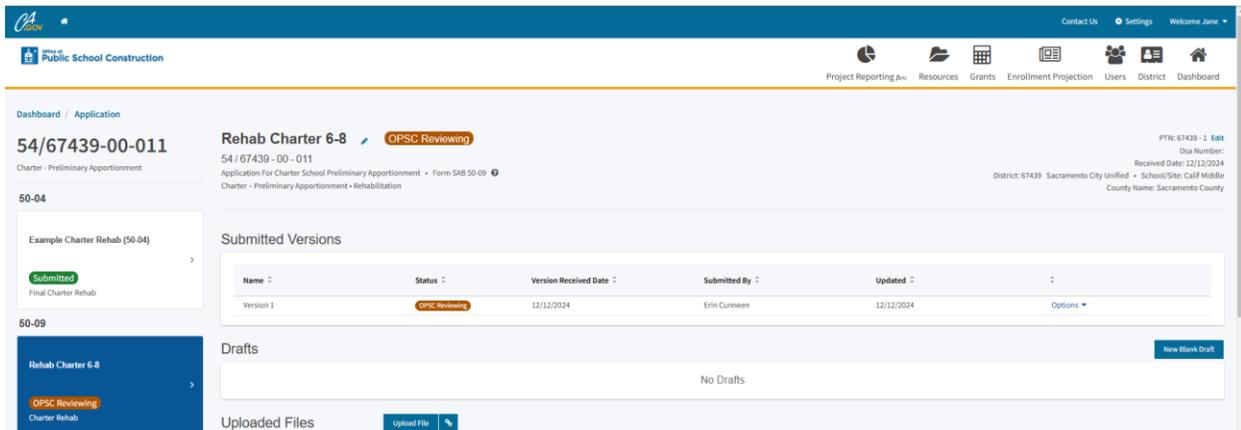
11. At this point, the application submittal process is complete. To go to the dashboard for this application, click "Go to Application Dashboard."

## Revising a Form SAB 50-09

After a Form SAB 50-09 is submitted it will go through the OPSC review process. As part of this process, OPSC often requests revisions be made to the Form SAB 50-09. Revisions should be made to the most recent Form SAB 50-09 that was submitted.

## Application Dashboard

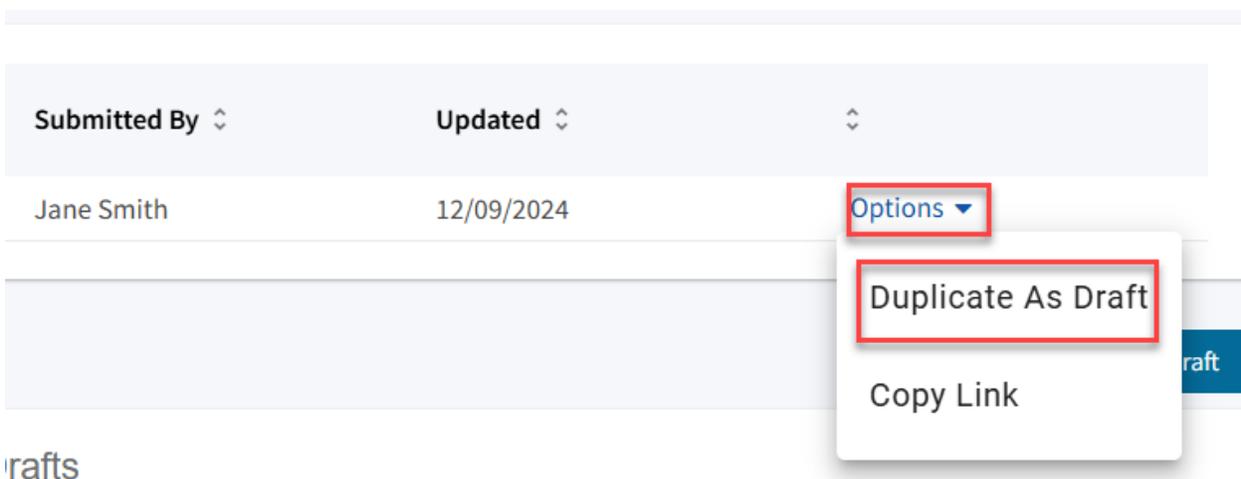
The Application Dashboard will have all application versions and uploaded documents for a specific application. From the application dashboard, users can upload additional documents, create drafts of the submitted application for revisions, and edit the application nickname and PTN.



## Create a Duplicate Draft

1. Click “Options” next to the most recent version of the Form in the *Submitted Versions* box on the *Application Dashboard*.
2. Click “Duplicate As Draft.”

Below is a zoomed in example.



rafts

3. The draft will appear below in a *Drafts* box.
4. Click anywhere in the white area of the created draft to open the new draft.

Below is a zoomed in example.

## Submitted Versions

Name	Status	Version Received Date	Submitted By
Version 1	OPSC Reviewing	11/27/2024	Jane Smith

## Drafts

Name	Status	Created By	Last Edited By
Draft 1	Draft	Jane Smith	Jane Smith

5. All information from the previously submitted Form will be on the draft, except for the certifications. Click edit at the bottom of the section your need to edit, make your edits and then re-certify and submit the application. Refer to the *Certification, Review, and Submit and Upload Documents* sections for directions on this process.

Below is a zoomed in example

### Example Charter NC (50-09)

Draft

Application For Charter School Preliminary Apportionment • Form SAB 50-09  
Charter - Preliminary Apportionment • New Construction

#### SAB 50-09 Form

- Application Details
- Preference Points
- Funding Matrix Criteria
- Project Capacity
- Site Information
- Project Costs
- California School Finance Au ...
- Project Progress
- Certification
- Review**
- Submit

### Review

#### Application Details

School District Applying on Behalf of Charter School or Charter School Applying On Its Behalf?

Legal Name of Applicant

Please enter the most current approval date for the petition, material revision or petition renewal for the charter school this application references.

Is this application associated with another CSFP application in the current filing round, such as a combination rehabilitation and new construction project?

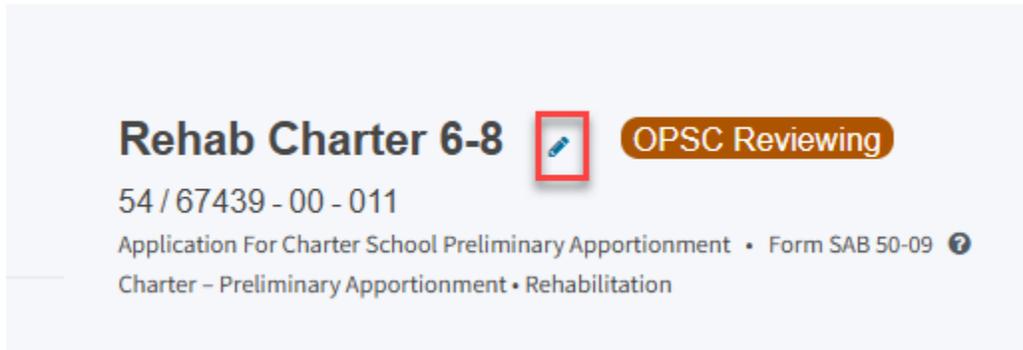
Enter Application number if available

[Edit Page](#)

## Updating the Application Nickname

1. Click on the pencil icon next to the current nickname on the *Application Dashboard*.
2. Type in the new nickname.
3. Click “Change Name.”

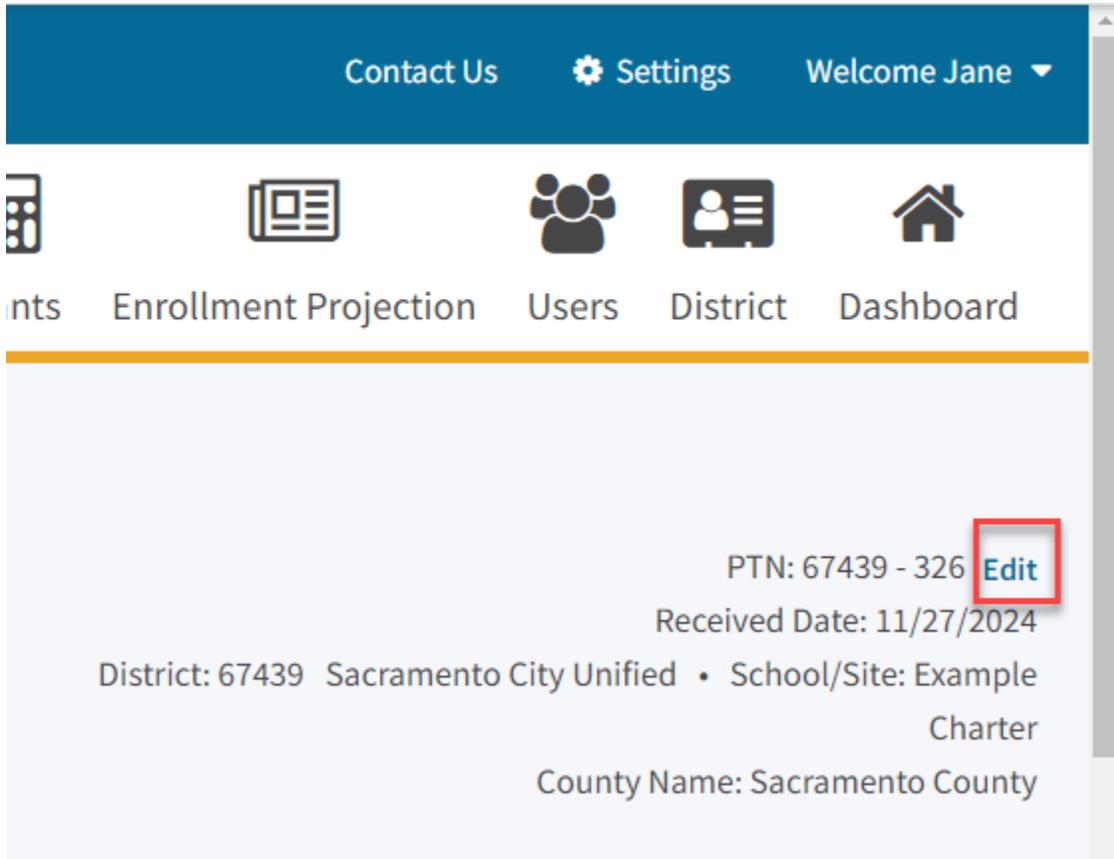
Below is a zoomed in example.



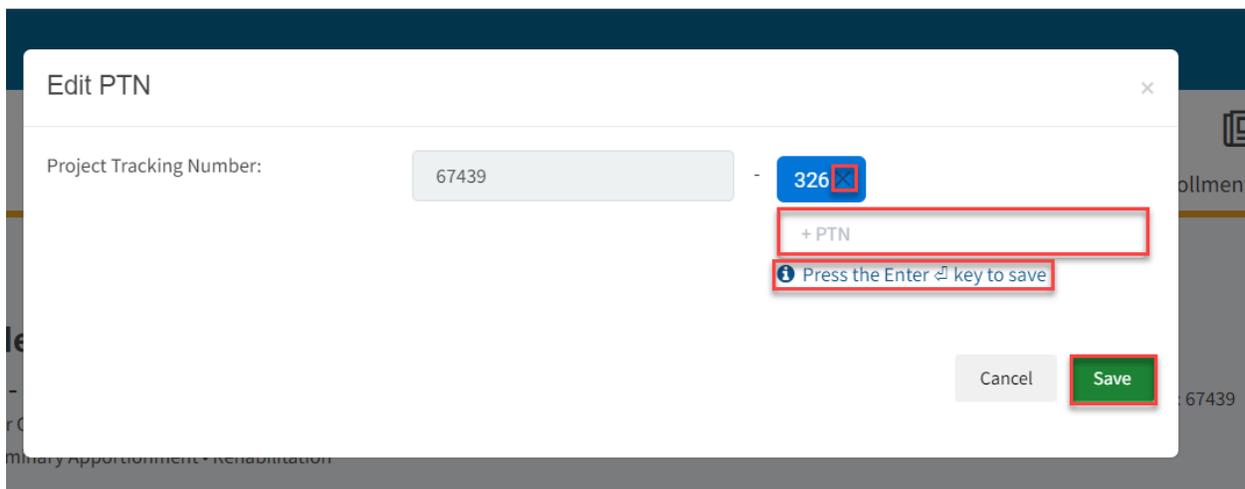
## Updating the PTN

1. Click the pencil icon next to the current PTN on the *Application Dashboard*.

Below is a zoomed in example.



1. Click on the “X” next to the current PTN to delete it. If applicable
2. Next, type in the new or additional PTN and press the Enter key to save it.
3. Click “Save” to save all changes and close the box.



## Upload Additional Documents

Users can upload additional documents by clicking “Upload File” from the *Application Dashboard* and following the steps that were previously provided for uploading documents.

Below is a zoomed in example.

The screenshot shows the 'Application Dashboard' for '54/67439-00-011' with the status 'Rehab Charter 6-8' and 'OPSC Reviewing'. It features sections for 'Submitted Versions' (showing 'Version 1' with status 'OPSC Reviewing' and date '12/12/2024'), 'Drafts' (empty), and 'Uploaded Files' (empty). A red box highlights the 'Upload File' button in the 'Uploaded Files' section.

## Copy Application Link

Users can copy a link to the application by clicking on “Options” and then clicking “Copy Link” on the *Application Dashboard*. The link can then be sent to the Charter School or District Representative. The Representative can then access the application through the link.

Below is a zoomed in example.

The screenshot shows a table with columns: 'Version Received Date', 'Submitted By', 'Updated', and 'Options'. A row shows '12/09/2024', 'Jane Smith', and '12/09/2024'. The 'Options' dropdown menu is open, showing 'Duplicate As Draft' and 'Copy Link' options, both highlighted with red boxes.

Version Received Date	Submitted By	Updated	Options
12/09/2024	Jane Smith	12/09/2024	Options Duplicate As Draft Copy Link

## Reviewing the Application Status

After submitting a Form SAB 50-04, OPSC staff will process applications by the date order of submission, and the user may monitor the processing of its application by reviewing the application status. For instance, the application may have the status of Submitted, 15-Day Letter, 4-Day Letter, and SAB Approved.

The status for an application can be found in the *Status* column on the User Dashboard or on the *Application Dashboard* for the specific application.

Below is an example of the User Dashboard.

The screenshot shows a 'Dashboard' page with a 'Funding Applications' section. At the top, there are two buttons: 'Create New SFP Funding Application' and 'Create New Preschool/TK/FDK Funding Application'. Below these is a table with the following data:

Application Name	Project Type	Status	OPSC App #
Example Charter Rehab (50-04)	Final Charter Rehab	Submitted	54/67439-00-011
Rehab Charter 6-8	Charter Rehab	OPSC Reviewing	54/67439-00-011

Below is an example of the *Application Dashboard*.

The screenshot shows the 'Application Dashboard' for 'Rehab Charter 6-8'. The application ID is '54/67439-00-011'. The status is 'Submitted'. Below the application details, there is a 'Submitted Versions' table:

Name	Status	Version Received Date
Version 1	Submitted	12/12/2024

## Creating a Charter Application for Funding (Form SAB 50-04) in OPSC Online – New Construction

### Introduction

If an applicant previously submitted an *Application for Preliminary Apportionment* (Form SAB 50-09) and meets all program requirements to convert a preliminary apportionment to a final apportionment, the applicant may submit an *Application for Funding* (Form SAB 50-04.) Note that a Form SAB 50-04 must be submitted prior to the occupancy of any classrooms in a new construction project, per SFP Regulations, Section 1859.70 (a).

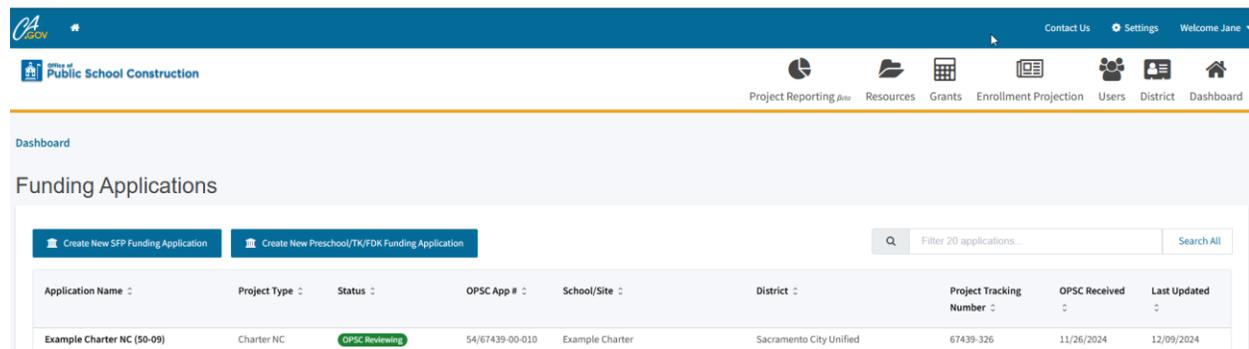
## User Dashboard

Upon login, the user is directed to the user dashboard. The user dashboard displays all applications created by authorized users. The District Representative and Superintendent can review all district-specific applications. District Delegates can view applications for all school districts they are authorized to access. The Charter School Representative and Charter School Delegates can view CSFP applications for all school districts they are authorized to access.

Users can create a Form SAB 50-04 to convert a preliminary apportionment to a final apportionment, check existing applications' statuses, and view drafted applications not yet submitted from the user dashboard.

To sort applications, click on any column header. Users can search for an application by entering the application number in the search field and clicking "Search All." All Forms (funding, grant agreement, fund release, or expenditure report) submitted for that application will appear. Note that Form SAB 50-04s for CSFP applications are not created from the user dashboard; they are created from the application dashboard of the applicable, submitted Form SAB 50-09.

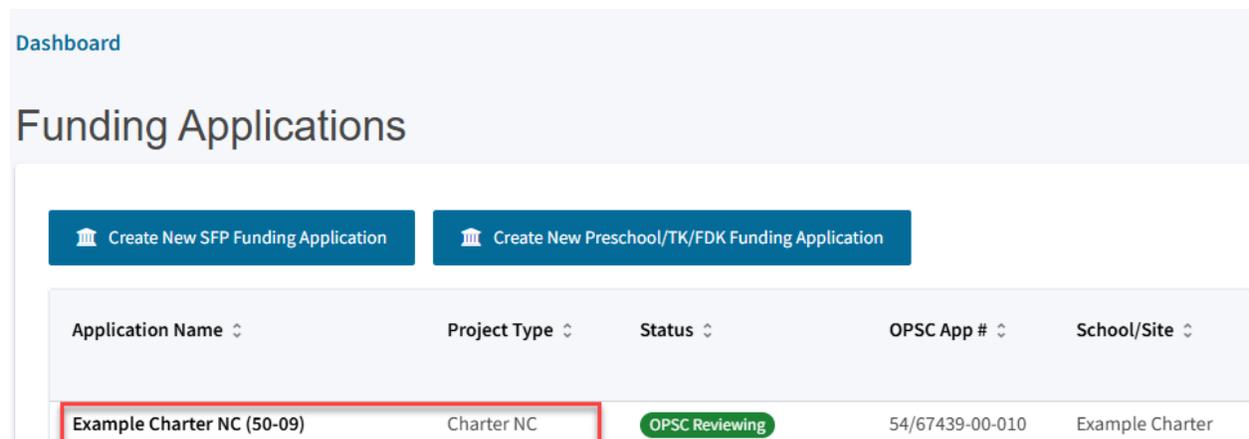
Below is an example of the user dashboard. Refer to Section 1 of this user manual for more information on navigating the user dashboard.



The screenshot shows the user dashboard for Public School Construction. At the top, there is a navigation bar with the CA.GOV logo, a search bar, and links for Contact Us, Settings, and Welcome Jane. Below the navigation bar, there are icons for Project Reporting, Resources, Grants, Enrollment Projection, Users, District, and Dashboard. The main content area is titled "Dashboard" and "Funding Applications". There are two buttons: "Create New SFP Funding Application" and "Create New Preschool/TK/FDK Funding Application". A search bar contains the text "Filter 20 applications" and a "Search All" button. Below the search bar is a table with the following columns: Application Name, Project Type, Status, OPSC App #, School/Site, District, Project Tracking Number, OPSC Received, and Last Updated. The table contains one row: Example Charter NC (50-09), Charter NC, OPSC Reviewing, 54/67439-00-010, Example Charter, Sacramento City Unified, 67439-326, 11/26/2024, 12/09/2024.

1. To create a Form SAB 50-04 for a CSFP project, click on the Form SAB 50-09 application for the charter school from the listed applications. The Project Type for a New Construction Form SAB 50-09 will be *Charter NC*. The Project Type for a New Construction Form SAB 50-04 will be *Final Charter NC*.

Below is a zoomed-in example.



The zoomed-in screenshot shows the "Funding Applications" section of the dashboard. It features two buttons: "Create New SFP Funding Application" and "Create New Preschool/TK/FDK Funding Application". Below the buttons is a table with the following columns: Application Name, Project Type, Status, OPSC App #, and School/Site. The table contains one row: Example Charter NC (50-09), Charter NC, OPSC Reviewing, 54/67439-00-010, Example Charter. The "Application Name" and "Project Type" cells are highlighted with a red border.

2. This will take you to the application dashboard for the application.

CA.gov | Contact Us | Settings | Welcome Jane

State of California Public School Construction

Project Reporting Resources Grants Enrollment Projection Users District Dashboard

Dashboard / Application

54/67439-00-010  
Charter - Preliminary Apportionment

**Example Charter NC (50-09)** OPSC Reviewing

PTN: 67439 - 326 Edit  
Received Date: 11/26/2024  
District: 67439 Sacramento City Unified • School/Site: Example Charter  
County Name: Sacramento County

50-09  
Create Linked Final Charter

Submitted Versions

Name	Status	Version Received Date	Submitted By	Updated	
Version 1	OPSC Reviewing	11/26/2024	Charter Rep Charter Rep	11/26/2024	Options

## Create Linked 50-04

1. To create a linked Form SAB 50-04, click on "Create Linked Final Charter" on the left-hand navigation on the preliminary apportionment's application dashboard.

Below is a zoomed-in example.

Dashboard / Application

**54/67439-00-010**  
Charter - Preliminary Apportionment

**50-09**

**Create Linked Final Charter**

**Example Charter NC (50-09)**

OPSC Reviewing  
Charter NC

**Example Charter NC (50-09)**  
54 / 67439 - 00 - 010  
Application For Charter School Preliminary A  
Charter – Preliminary Apportionment • New C

Submitted Versions

Name
Version 1

*Please note that users with delegate access can prepare the Funding Application. However, only the Charter Representative (charter school applicants) or District Representative Superintendent (district applicants) can submit an application.*

- Once selected, the application system will ask the user for the funding application type and application nickname. Note that the field, *Select a linked application type* will auto-populate with *Funding Phase 50-04 Charter* as shown below.

- Select "New Construction" as the type of funding application.
- Enter an application nickname. The nickname can be any identifying name the applicant chooses.
- Once all fields are completed, click "Create Linked App" to begin the application process.

Below is a zoomed-in example.

- The text **Successfully Created** will be displayed, and another application component will appear on the left-hand side of the application's dashboard, located above the 50-09 tile.

Name	Status	Version Received Date	Submitted By	Updated	
Version 1	OPSC Reviewing	11/26/2024	Charter Rep Charter Rep	11/26/2024	Options

7. Click anywhere in the white box area that says "Draft" to access the Form SAB 50-04 Application Dashboard. This will take you to the application dashboard for the Form SAB 50-04. The box under the text "50-04" that was previously white will now be blue.

Below is a zoomed-in example.

The screenshot shows a dashboard with the following elements:

- Dashboard / Application** (Breadcrumbs)
- 54/67439-00-010** (Main ID)
- Charter - Preliminary Apportionment (Sub-category)
- 50-04** (Section Header)
- A white box containing:
  - Example Charter NC (50...** (Title)
  - Draft** (Status)
  - Final Charter NC (Description)
  - > (Arrow)
- 50-09** (Section Header)
- Example Charter N** (Section Header)
- 54 / 67439 - 00 - 010 (ID)
- Application For Charter School Prelim (Text)
- Charter - Preliminary Apportionment (Text)
- Submitted Versions** (Section Header)
- Name** (Dropdown menu)
- Version 1 (Text)

- Click anywhere in the white row in the center of the page that says "Draft" to begin the application process.

CA.gov Office of Public School Construction

Project Reporting Beta Resources Grants Enrollment Projection Users District Dashboard

Dashboard / Application

54/67439-00-010 Example Charter NC (50-04) **Draft**

Charter - Final Apportionment Application For Funding • Form SAB 50-04 **Draft** PTN: 67439 - 326 Edit  
 District: 67439 Sacramento City Unified • School/Site: Example Charter  
 Charter - Final Apportionment • New Construction County Name: Sacramento County

Submitted Versions

No Submitted Versions

Drafts New Blank Draft

Name	Status	Created By	Last Edited By	Updated	Options
Draft 1	<b>Draft</b>	Jane Smith	Jane Smith	12/09/2024	Options

Below is a zoomed-in example.

Name	Status	Created By	Last Edited By	Updated
Draft 1	<b>Draft</b>	Jane Smith	Jane Smith	12/09/2024

## Site Info

The Form SAB 50-04 is comprised of 12 sections (as listed on the navigation pane on the left-hand side of the screen).

Below is a zoomed-in example.



The first section of the application is *Site Info*. This section provides information about where the project is located and California Department of Education (CDE) approval dates.

# Example Charter NC (50-04) Draft

Application For Funding • Form SAB 50-04  
Charter - Final Apportionment • New Construction

### SAB 50-04 Form

- Site Info**
- Project Type
- Additional Grant Request
- Excessive Cost Hardship
- Alternative Developer Fee / ...
- Joint Use / Career Technical ...
- Project Progress
- Licensed Architect
- Licensed Design Consultant
- Certification
- Review
- Submittal

### Site Info

Project to be located on ?

**The Project is at an existing school site:**

Select the appropriate school or site for this application ?

California Department of Education (CDE) Site Approval Date ?   
You can add up to 5 Date(s)

California Department of Education (CDE) Plan Approval Date ?   
You can add up to 5 Date(s)

Master Plan Acreage site Size (Useable) ?

Recommended Site size ?

Existing Acres (Useable) ?

Proposed Acres (Useable) ?

[Continue](#)

1. Click "Edit Page" to enter information.

Below is a zoomed in example.

## Review

---

### Site Info

---

Project to be located on 

(required)

The Project is at an existing school site:

Select the appropriate school or site for this application 

Example Charter

California Department of Education (CDE) Site Approval Date 

(not answered)

California Department of Education (CDE) Plan Approval Date 

(not answered)

Master Plan Acreage site Size (Useable) 

(not answered)

Recommended Site size 

(not answered)

Existing Acres (Useable) 

(not answered)

Proposed Acres (Useable) 

(not answered)

[Edit Page →](#)

Indicate where the project will be located from the list of available options:

- *Leased Site*: The project is on a district site that is not owned by the district and meets the requirements outlined in School Facility Program (SFP) Regulation Section 1859.22. Do not select leased site if the charter school is leasing a site from a district and the site is owned by the district.
- *New Site*: The project will be on a new school with no pre-existing buildings. School sites with buildings and classrooms that have been completely demolished are not considered new sites.
- *Existing Site with Additional Acreage Acquired*: The project will include acquiring additional land to the existing school site.
- *Existing Site with No Additional Acreage Acquired*: The project will not include acquiring additional land to the existing school site.

Note that the field, "Select the appropriate school or site for this application" will auto-populate with the school or site that was selected on the Form SAB 50-09. If the site listed is incorrect, please email [OPSCApplicationReviewTeam@dgs.ca.gov](mailto:OPSCApplicationReviewTeam@dgs.ca.gov) to request to add or correct the site in the application system.

Below is a zoomed in example.

### Site Info

Project to be located on  New Site 

The Project is at an existing school site:

Select the appropriate school or site for this application  Example Charter 

#### Site Detail

School/Site Name:	Example Charter
CDS (county-district-school) Code:	90113000
Grade-Level:	6-8
Street Address:	123 Education Street
City:	Sacramento
State:	CA
Zip Code:	12345

2. If this application includes site acquisition, enter the date of the CDE final site approval letter.
3. Enter the date of the CDE final plan approval letter.
4. Enter the CDE recommended acres for the master plan capacity of the site and the CDE recommended site size provided in the CDE final plan approval letter.
5. Enter the existing acres:
  - If this is an addition to an existing site without additional acreage acquired, enter the existing acres provided in the CDE final plan approval letter.
  - If this is an addition to an existing site with additional acreage acquired, enter the existing acres at the site prior to acquiring the additional acres provided in the CDE final site approval letter. Do not include the additional acres acquired.
  - If this is a new construction project on a new site, enter zero (0) existing acres.
6. If this application includes site acquisition, enter the Proposed Useable Acres (not Gross Acres) that were approved by CDE for acquisition. The Proposed Useable Acres can be located in the CDE final site approval letter.
7. Once the “Site Info” section is completed, click “Continue” to proceed to the next section of the funding application.

Below is a zoomed in example.

California Department of Education (CDE) Site Approval Date <span>?</span>	<div style="border: 1px solid red; background-color: #007bff; color: white; padding: 2px; display: inline-block;">11/01/2023 <span style="float: right; color: white;">✕</span></div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px; display: inline-block;">MM/DD/YYYY</div> <p style="font-size: small; margin-top: 5px;">You can add up to 5 Date(s)</p>
California Department of Education (CDE) Plan Approval Date <span>?</span>	<div style="border: 1px solid red; background-color: #007bff; color: white; padding: 2px; display: inline-block;">12/02/2024 <span style="float: right; color: white;">✕</span></div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px; display: inline-block;">MM/DD/YYYY</div> <p style="font-size: small; margin-top: 5px;">You can add up to 5 Date(s)</p>
Master Plan Acreage site Size (Useable) <span>?</span>	<div style="border: 1px solid red; padding: 5px; display: inline-block; width: 150px;">10.00</div>
Recommended Site size <span>?</span>	<div style="border: 1px solid red; padding: 5px; display: inline-block; width: 150px;">10.00</div>
Existing Acres (Useable) <span>?</span>	<div style="border: 1px solid red; padding: 5px; display: inline-block; width: 150px;">0.00</div>
Proposed Acres (Useable) <span>?</span>	<div style="border: 1px solid red; padding: 5px; display: inline-block; width: 150px;">5.00</div>

Continue ➔

## Project Type

This section identifies if the project is for an elementary, middle or high school charter and indicates the number of pupil grants requested for funding.

SAB 50-04 Form

- Site Info
- Project Type**
- Additional Grant Request
- Excessive Cost Hardship
- Alternative Developer Fee / ...
- Joint Use / Career Technical ...
- Project Progress
- Licensed Architect
- Licensed Design Consultant
- Certification
- Review
- Submittal

### Project Type

Select project type

50-09 Pupil Grants Requested		Pupil Grants Requested	
K-6	<input type="text" value="50"/>	K-6	<input type="text"/>
7-8	<input type="text" value="54"/>	7-8	<input type="text"/>
9-12	<input type="text"/>	9-12	<input type="text"/>
Non-Severe	<input type="text"/>	Non-Severe	<input type="text"/>
Severe	<input type="text"/>	Severe	<input type="text"/>

Is this an Alternative Education School?

1. Indicate if the project type is for an elementary, middle or high school charter based on the highest grade level the charter school was approved to serve in the petition that was submitted with the Form SAB 50-09, using the following grade configurations:
  - K-6 Elementary School
  - 7-8 Middle School
  - 9-12 High SchoolThe project type selected should be the same as the project type that was selected on the approved Form SAB 50-09.
2. Indicate the number of pupil grants that are being requested. The number of pupil grants requested may be equal to or less than the grants requested by grade level on the Form SAB 50-09. The applicant may not request more pupil grants, even if they were reserved on the Form SAB 50-09, than will be housed by the classrooms constructed in the new construction project, using the following classroom loading standards:
  - K-6 25 pupil grants per classroom
  - 7-12 27 pupil grants per classroom
  - Special Day Class Non-Severe 13 pupil grants per classroom
  - Special Day Class Severe 9 pupil grants per classroom
3. Indicate if this is a 6-8 school.
4. If this is a 6-8 school, indicate that all K-6 pupils requested are 6<sup>th</sup> graders.
5. Indicate if this is an Alternative Education School. An alternative education school is a community day, a county community, a county community day, or a continuation high school as defined in SFP Regulation Section 1859.2.
6. Once the "Project Type" section is completed, click "Continue" to proceed to the next section of the funding application.

Below is a zoomed in example.

## Project Type

Select project type ? Middle School ▼

50-09 Pupil Grants Requested		Pupil Grants Requested <span>?</span>	
K-6	<input type="text" value="50"/>	K-6	<input type="text" value="50"/>
7-8	<input type="text" value="54"/>	7-8	<input type="text" value="54"/>
9-12	<input type="text"/>	9-12	<input type="text"/>
Non-Severe	<input type="text"/>	Non-Severe	<input type="text"/>
Severe	<input type="text"/>	Severe	<input type="text"/>

Is this a 6-8 school? ? Yes No

How many K-6 pupils reported above are sixth graders?

Is this an Alternative Education School? ? Yes No

← Previous Continue →

## Additional Grant Request

In this section, the user will indicate if the project includes certain elements that qualify for additional grants to increase the amount of funding provided at the final apportionment.

1. Indicate the number of classrooms in the Division of the State Architect (DSA) approved plans.
2. Next, indicate if the project will include the construction of multi-level classrooms meeting the requirements in SFP Regulation Section 1859.73. If you select yes, an additional data entry screen will appear.
3. If multi-level classrooms will be constructed, indicate number of multi-level classrooms constructed by grade level and the number of pupils that will be housed in the multi-level classrooms by grade level. The number of pupils housed cannot be more than the number

of pupil grants requested by grade level. Enter zero for any grade level that does not include multilevel classrooms.

- Next, if multi-level classrooms will be constructed, indicate if the applicant is requesting the additional grant for multilevel construction
- Click “No” to the question regarding district enrollment. CSFP applications are not eligible to receive this grant.

Below is a zoomed in example.

### Additional Grant Request

Total number of classroom(s) on the Division of State Architect (DSA) Approved plans

Are you planning to build Multi Level classrooms?  Yes  No

Pupil Grants Requested		Number of Multi Level Classrooms on the Division of State Architect (DSA) approved plan	Number of pupils housed in Multi Level buildings
K-6	<input type="text" value="50"/>	<input type="text" value="2"/>	<input type="text" value="50"/>
7-8	<input type="text" value="54"/>	<input type="text" value="2"/>	<input type="text" value="54"/>
9-12	<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Non-Severe	<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Severe	<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Are you selecting additional grant for Multi-Level Construction in Pursuant Section 1859.73?  Yes  No

Is the current district enrollment 2,500 pupils or less?  Yes  No

- Next, indicate if the project will include site acquisition.
- If no, enter zero for the *50 Percent Actual Cost*, *Appraised Value* and *Relocation Cost*.
- If yes, enter the following 50 percent values:
  - Actual Cost* – This cost is the price the applicant paid for the site and is usually listed as the Sales Price of Total Consideration. Do not include in the purchase price additional costs that are funded by the two percent grant, such as title charges and escrow fees on

the subject property. Site acquisition funding will be based on the lesser of the actual cost or the appraised value.

- *Appraised Value* – This cost is based on a valid appraisal with a valuation date within six months of the OPSC received date for the application. See Regulation Section 1859.74.1 for what constitutes a valid appraisal. Site acquisition funding will be based on the lesser of the actual cost or the appraised value.
- *Relocation cost* – This cost pertains to displaced businesses and residents when the site is acquired through eminent domain or for the relocation of a district facility that will be displaced by a district-owned site application. The cost must conform to Title 25, California Code of Regulations, Section 6000, et seq. If the project does not qualify for relocation costs, enter zero.

9. An amount equal to two percent of the lesser of the full actual cost or the appraised value (100 percent value) will auto populate for the 2 percent grant, which provides funding for appraisal, escrow, survey, site testing, CDE review/approvals, and the preparation of the Phase One Environmental Site Assessment (POESA) and the Preliminary Environmental Assessment (PEA.)
10. Next enter 50 percent of fees paid to the Department of Toxic Substances (DTSC) Control for DTSC review, approval, and oversight of the POESA and PEA. Do not enter any fees paid to DTSC for review and oversight of the preparation and implementation of the Response Action (RA). If no costs were incurred, enter zero.
11. Enter 50 percent of any hazardous waste removal costs that were required in a RA by DTSC. Include in this amount, any fees paid to DTSC for review and oversight of the preparation and implementation of the RA. The costs may not include continuous operational and maintenance costs associated with the RA. If no costs were incurred, enter zero.
12. If hazardous waste removal costs were incurred, indicate if they were required as part of a RA by DTSC.

Below is a zoomed in example.

## Site Acquisition

Is the district requesting the 2% grant?	<input checked="" type="radio"/> Yes <input type="radio"/> No
50 percent Actual Cost <a href="#">?</a>	<input type="text" value="\$ 5,000,000"/>
50 percent Appraised Value <a href="#">?</a>	<input type="text" value="\$ 5,000,000"/>
50 percent Relocation Cost <a href="#">?</a>	<input type="text" value="\$ 0"/>
2 percent (min. \$25,000) <a href="#">?</a>	<input type="text" value="\$ 200,000"/>
Total	
	<input type="text" value="\$ 5,200,000.00"/>
50 percent Department of Toxic Substances Control (DTSC) Fee <a href="#">?</a>	<input type="text" value="\$ 7,500"/>
50 percent hazardous waste <a href="#">?</a>	<input type="text" value="\$ 4,500"/>
Response Action (RA)	<input checked="" type="radio"/> Yes <input type="radio"/> No

13. Enter 50 percent of all eligible service site development costs, within school property lines.
14. Enter 50 percent of all eligible off-site development costs, on up to two immediately adjacent sides of the site.
15. Enter 50 percent of all eligible utilities' installation costs for the following:
  - Water
  - Sewage
  - Gas
  - Electric
  - Communication systems
16. If the project includes site acquisition, indicate if the applicant is requesting additional funding for general site development costs, which include items within school property lines such as finish grading, on-site walkways, driveways, outdoor instructional play facilities, athletic fields, landscaping, etc.
17. If the project qualifies for fire detection/alarm system, click "Yes" to request the grant.
18. If the project qualifies for automatic fire sprinkler system, click "Yes" to request the grant.

Below is a zoomed in example.

**Site Development**

50 percent Service-Site

50 percent Off-Site

50 percent Utilities

General Site  Yes  No

**Fire Safety**

Automatic Fire Detection/Alarm System  Yes  No

Automatic Fire Sprinkler System  Yes  No

## Excessive Cost Hardship

In this section, the user will indicate if the project includes certain elements that qualify for excessive grants to increase the amount of funding provided at the final apportionment.

SAB 50-04 Form

- Site Info
- Project Type
- Additional Grant Request
- Excessive Cost Hardship**
- Alternative Developer Fee / ...
- Joint Use / Career Technical ...
- Project Progress
- Licensed Architect
- Licensed Design Consultant
- Certification
- Review

**Excessive Cost Hardship**

Is the District requesting Geographic Percent Factor increase? See [Geographical Percent Factor list by county](#)  Yes  No

Geographic Percent Factor

New School Project Section 1859.83(c)(1)  Yes  No

The District qualifies for Small Size Project. Does the District wish to accept?  Yes  No

Are you requesting Urban/Security/Impacted Site grant?  Yes  No

- SFP Regulation Section 1859.83(d)(2)(A) - Useable Acres 60% or less of California Department of Education (CDE) Recommended Site Size
- SFP Regulation Section 1859.83(d)(2)(B) - At least 60% of the classrooms in the construction plans are multistory facilities
- SFP Regulation Section 1859.83(d)(2)(C) - Value of the site being acquired is at least \$750,000 per Useable Acre

Per Useable Acre Section 1859.83(d)(2)(c)

1. Indicate if the applicant is requesting a Geographic Percent Factor increase for construction costs due to the project's geographical location. To qualify for this increase, the project must

be located in a designated geographic area. To assist in determining the geographic percentage amount, please see the [Geographical Percent Factor](#) list by county.

2. If the applicant requested the Geographic Percent Factor increase, indicate the percentage for which the project qualifies.
3. Click “No” to the question regarding New School Project. CSFP applications are not eligible to receive this grant.
4. If the project qualifies for the Small Size Project grant, indicate if the project includes a request to include this grant to increase the final apportionment to help with economy of scale cost escalation in a smaller sized project. To qualify for this grant, the project must house less than 201 pupils. The number of pupils housed in a project is determined by the number of classrooms that will be constructed in the project and their grade level and loading standard, provided below. Combined projects should include the pupils housed in both applications when determining if the project qualifies for this grant.

If the Small Size Project grant is requested, indicate the percentage requested based on the number of pupils that will be housed in the project, using the classrooms that will be rehabilitated and the following classroom loading standards:

- 25 pupils in each K-6 classroom
- 27 pupils in each 7-12 classroom
- 13 pupils in each non-severe Special Day Class (SDC) classroom
- 9 pupils in each severe SDC classroom

The Small Size grant will be 12 percent of the new construction base grant for projects that house 100 pupils or less, and 4 percent of the new construction base grant for projects that house between 101 and 200 pupils.

4. Indicate if the project qualifies for the Urban/Security/Impacted Site grant and the applicant is requesting the grant. If the Urban/Security/Impacted Site is selected, enter the cost per usable acre received for site acquisition. For additions to existing sites, with or without additional acreage acquired, enter \$750,000.00.
5. Click “Continue” to proceed to the next section of the funding application.

Below is a zoomed in example.

### Excessive Cost Hardship

Is the District requesting Geographic Percent Factor increase <sup>?</sup>  
See [Geographical Percent Factor list by county](#)

Geographic Percent Factor

New School Project [Section 1859.83\(c\)\(1\)](#) <sup>?</sup>

The District qualifies for Small Size Project. Does the District wish to accept <sup>?</sup>

The number of pupils housed

Are you requesting Urban/Security/Impacted Site grant <sup>?</sup>

- SFP Regulation Section 1859.83(d)(2)(A) - Useable Acres 60% or less of California Department of Education (CDE) Recommended Site Size
- SFP Regulation Section 1859.83(d)(2)(B) - At least 60% of the classrooms in the construction plans are multistory facilities
- SFP Regulation Section 1859.83(d)(2)(C) - Value of the site being acquired is at least \$750,000 per Useable Acre

*For additions to existing sites, with or without additional acreage acquired, enter \$750,000.*

Per Useable Acre [Section 1859.83\(d\)\(2\)\(c\)](#)

Previous

Continue

### Alternative Developer Fees/Adjust Eligibility

In the *Alternative Developer Fees/Adjust Eligibility* section, districts indicate that State funds are unavailable for new construction; therefore, the district can collect Level 3 developer fees pursuant to Government Code Section 65995.7. Districts can also indicate if an adjustment is needed to their new construction eligibility baseline for classrooms added after the baseline was established and if the district has a pending reorganization election.

## Example Charter NC (50-04) Draft

Application For Funding • Form SAB 50-04  
Charter - Final Apportionment • New Construction

SAB 50-04 Form

- Site Info
- Project Type
- Additional Grant Request
- Excessive Cost Hardship
- Alternative Developer Fee / ...**
- Joint Use / Career Technical ...
- Project Progress
- Licensed Architect

### Alternative Developer Fee / Adjust Eligibility

Alternative developer fee collection and reportable pursuant to Regulation Section 1859.77

### New Construction Eligibility Adjustment - Added Capacity

Has the District added any classrooms that were not SFP Funded?

### Pending Reorganization Election

Is there a pending reorganization election that will result in a loss of eligibility for this project?

[← Previous](#) [Continue →](#)

1. Charter school applicants should leave the first question blank and answer "No" to the remaining questions.
2. District applicants enter the amount of level three developer fees being collected, if applicable. If not applicable, leave this field blank.
3. District applicants, click "Yes" or "No" if any classrooms were added or replaced by the district in locally funded projects outside of an SFP application. If "Yes" is selected, indicate the number of classrooms by grade level under the *Additional* or *Replacement* columns.
4. District applicants click "Yes" if there is a pending reorganization.
5. Once the *Alternative Developer Fee/Adjust Eligibility* section is completed, click "Continue" to proceed to the next section of the funding application.

Below are two zoomed in examples

## Alternative Developer Fee / Adjust Eligibility

Alternative developer fee collection and reportable pursuant to Regulation  
Section 1859.77



\$ 250,000

## New Construction Eligibility Adjustment - Added Capacity

Has the District added any classrooms that were not SFP Funded?

Yes No

### Adjustment to New Construction Baseline Eligibility

Classroom(s) provided

Additional

Replacement

K-6

2

K-6

2

7-8

7-8

9-12

9-12

Non-Severe

Non-Severe

Severe

Severe

### Pending Reorganization Election

Is there a pending reorganization election that will result in a loss of eligibility for this project?

Yes No



Previous

Continue



## Alternative Developer Fee / Adjust Eligibility

Alternative developer fee collection and reportable pursuant to Regulation  
Section 1859.77 ?

## New Construction Eligibility Adjustment - Added Capacity

Has the District added any classrooms that were not SFP Funded?

## Pending Reorganization Election ?

Is there a pending reorganization election that will result in a loss of eligibility for this project?

[← Previous](#)

[Continue →](#)

## Joint Use/Career Technical Education (CTE)

In the Joint Use/CTE section, the user will indicate if:

- The facilities will be for joint use with other governmental agencies.
- The project is located on a district site that the district leases (leased site.)
- The plans for the project also include classrooms that will be funded by Career Technical Education Facilities Program (CTEFP) grants. These would be classrooms not included in this CSFP application.

### Example Charter NC (50-04) Draft

Application For Funding • Form SAB 50-04 ?

Dis

Charter - Final Apportionment • New Construction

#### SAB 50-04 Form

- Site Info
- Project Type
- Additional Grant Request
- Excessive Cost Hardship
- Alternative Developer Fe ...
- Joint Use / Career Techn ...**
- Project Progress

## Joint Use / Career Technical Education (CTE)

### Joint-Use Facility/Leased Property ?

Joint-Use Facility

Leased Property

### Career Technical Education Funds Request? ?

Will Career Technical Education (CTE) Funds be requested for classroom(s) included in the plans and specifications for this project

[← Previous](#)

[Continue →](#)

1. Indicate if the project includes a Joint Use Facility
2. Indicate if the project is located on a district site that is leased to the district.
3. Indicate if the plans for the project also include classrooms that will be funded by CTEFP grants.
4. If classrooms will be funded by CTEFP grants, enter the number of CTEFP-specific classrooms in the plans.
5. Once the "Joint Use/CTE" section is completed, click "Continue" to proceed to the next section of the funding application.

Below is a zoomed in example.

### Joint Use / Career Technical Education (CTE)

---

#### Joint-Use Facility/Leased Property

Joint-Use Facility  Yes  No

Leased Property  Yes  No

#### Career Technical Education Funds Request?

Will Career Technical Education (CTE) Funds be requested for classroom(s) included in the plans and specifications for this project  Yes  No

[← Previous](#) [Continue →](#)

## Project Progress

In this section, the user indicates if construction contracts have been awarded for the project.

SAB 50-04 Form

- ✔ Site Info
- ✔ Project Type
- ✔ Additional Grant Request
- ✔ Excessive Cost Hardship
- ✔ Alternative Developer Fe ...
- ✔ Joint Use / Career Techni ...
- Project Progress

### Project Progress

---

Has the District awarded construction contracts for this project ⓘ Yes No

← PreviousContinue →

1. Click "No" if the applicant has not awarded construction contracts.
2. Click "Continue" to proceed to the next section of the funding application.

Below is a zoomed-in example.

### Project Progress

---

Have construction contract(s) been awarded for this project? ⓘ Yes No

← PreviousContinue →

3. Click "Yes" if the applicant has awarded construction contracts.
4. Click "Add/Edit Contacts" to enter the contract information.

Below is a zoomed-in example.

### Project Progress

Have construction contract(s) been awarded for this project? ? Yes No

Enter the date(s) of the construction contract(s) awarded for this project Add/Edit Contracts

Show  entries

Contractor Name	Contract Type	Amount	Award	Prevailing Wage	Notice to Proceed	Const. Del. Method
0 total						

Note: Prevailing Wage only applies to contracts with an Award Date between 1/1/2012 and 6/19/2014

← Previous Continue →

5. Enter all known fields, such as the contract name, award date, type and amount. The contract award date and construction delivery method must be entered for the contract to save.

The user can add as many contracts as applicable for the project by clicking "Add Contract" after a contract is saved.

Below is a zoomed-in example.

## Add/Edit Contract

### Add New Contract

Contractor Name	<input type="text" value="XYZ Construction INC."/>
Contract Award Date	<input type="text" value="11/18/2024"/>
Contract Type	<input type="text" value="Demolition"/>
Contract Amount	<input type="text" value="\$ 300,000"/>
Notice to Proceed Issued Date	<input type="text" value="11/22/2024"/>
Construction Delivery Method	<input type="text" value="Design-Bid-Build"/>
Related DSA Application Numbers	<input type="text" value="01-111111"/> <input type="text" value="+ DSA App #"/>

**01-111111**

**i** Press the Enter  key to save  
You can add up to 5 Values(s)

6. After the last contract has been entered, the user may close the *Add/Edit Contract* section by clicking the "x" in the upper right corner.

Below is a zoomed-in example.

Add/Edit Contract ×

---

### Add New Contract

Contractor Name

Contract Award Date

Contract Type

Contract Amount

Notice to Proceed Issued Date

Construction Delivery Method

Related DSA Application Numbers

**i** Press the Enter  key to save  
You can add up to 5 Values(s)

**Add Contract**

7. The user will be returned to the *Project Progress* section, and the user can review that the contract entries were accurately reported for the application.
8. Once the *Project Progress* section is completed, click "Continue" to proceed to the next section of the funding application.

Below is a zoomed-in example.

### Project Progress

Have construction contract(s) been awarded for this project? Yes No

Enter the date(s) of the construction contract(s) awarded for this project Add/Edit Contracts

Show  entries

Contractor Name	Contract Type	Amount	Award	Prevailing Wage	Notice to Proceed	Const. Del. Method
XYZ Construction INC.	Demolition	\$300,000.00	11/18/2024		11/22/2024	Design-Bid-Build

1 total

Note: Prevailing Wage only applies to contracts with an Award Date between 1/1/2012 and 6/19/2014

← Previous Continue →

### Licensed Architect

Once the user has entered the necessary information for the funding application, they will request the applicant's Licensed Architect to review the draft funding application and complete the required certification in this section. The Licensed Architect must log in to enter the DSA approval date and DSA application number to certify that any portion of the plans and specifications (P&S) requiring review and approval by DSA were approved by DSA and meet the requirements of the California Code of Regulations, Title 24, including any access compliance and fire code requirements.

SAB 50-04 Form

- ✔ Site Info
- ✔ Project Type
- ✔ Additional Grant Request
- ✔ Excessive Cost Hardship
- ✔ Alternative Developer Fee / ...
- ✔ Joint Use / Career Technical ...
- ✔ Project Progress
- Licensed Architect
- Licensed Design Consultant
- Certification
- ! Review
- Submittal

### Licensed Architect

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

- The Plans and Specification for this project were submitted to the OPSC by electronic medium (i.e., CD-ROM, zip disk or diskette) or as an alternative, if the request is for a modernization Grant, the Plans and Specifications (P&S) were submitted 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):   
You can add up to 5 Date(s)
- Related Division of State Architect (DSA) Application(s)   
Press the Enter key to save  
You can add up to 5 Values(s)
- Any portion of the Plans and Specifications (P&S) not requiring review and approval by the Division of State Architect (DSA) meets the requirements of the California Code of Regulations, Title 24, including any handicapped access and fire code requirements.

I certify the information listed above is correct

The architect on record for this project is no longer available for certification

Architect Name ?

Architect Signature Date ?

Certify

← PreviousContinue →

1. The Licensed Architect will enter the date of DSA plan approval. This is the date in the DSA approval letter. Multiple approval dates may be entered.
  
2. The Licensed Architect will enter the related DSA application numbers. The application number can be found in the DSA approval letter. Multiple application numbers may be entered.

Below is a zoomed in example.

## Licensed Architect

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

- The Plans and Specification for this project were submitted to the OPSC by electronic medium (i.e., CD-ROM, zip disk or diskette) or as an alternative, if the request is for a modernization Grant, the Plans and Specifications (P&S) were submitted 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):

11/01/2024 

11/29/2024 

MM/DD/YYYY

You can add up to 5 Date(s)

- Related Division of State Architect (DSA) Application(s)

01-111111  01-111112 

+ DSA App #

 Press the Enter  key to save  
You can add up to 5 Values(s)

3. The Licensed Architect will then click the box to certify the information listed above is correct.
4. The Licensed Architect will enter the architect's full name and signature date.
5. The Licensed Architect will click "Certify" to sign the form.

*Note - other users may enter the architect's full name and date. However, only the architect may click the blue "Certify" button to sign the required certification electronically, as shown in the screenshot below.*

● Any portion of the Plans and Specifications (P&S) not requiring review and approval by the Division of State Architect (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 ?

Please Certify Application

6. Once the *Licensed Architect* Section is completed, proceed to the next section by clicking "Continue."

Below is a zoomed in example.

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 ?

John Smith · Dec 9, 2024

7. If the Licensed Architect is no longer available for certification, the District Representative may enter the DSA approval dates(s) and application numbers(s) and certify the application on their behalf, provided a certification letter is included with the application submission.

Below is a zoomed in example.

- Any portion of the Plans and Specifications (P&S) not requiring review and approval by the Division of State Architect (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 

Jane Smith

Architect Signature Date 

12/09/2024

Certify

Please Certify Application

- Once the *Licensed Architect* Section is completed, proceed to the next section by clicking "Continue."

Below is a zoomed in example.

- Any portion of the Plans and Specifications (P&S) not requiring review and approval by the Division of State Architect (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 

Jane Smith

Architect Signature Date 

12/09/2024

Certified 

Jane Smith · Dec 9, 2024

 Previous

Continue 

## Licensed Design Consultant

Like the Licensed Architect section, the District's Licensed Design Consultant will review the draft funding application and complete the required certification that the P&S meets the requirements of Title 24.

*Please note that until this section is certified by the Licensed Design Consultant, the left-hand navigation will display an orange exclamation point, as shown in the screenshot below.*

Below is a zoomed-in example.

### Licensed Design Consultant

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

- If the request is for a New Construction Grant, not including the Overcrowding Relief Grant (Overcrowding Relief Grant (ORG) ) , I have developed a cost estimate of the proposed project which indicates that the estimated construction cost of the work in the Plans and Specifications (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 district's matching share, less site acquisition costs and the High Performance Base Incentive Grant. This cost estimate does not include site acquisition, planning, tests, inspection, or furniture and equipment and is available at the district for review by the OPSC.
- If the request is for a Modernization or Charter School Facilities Program Rehabilitation Grant, I have developed a cost estimate of the proposed project which indicates that the estimated construction cost of the work in the Plans and Specifications (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 district's matching share, less the High Performance Base Incentive Grant. This cost estimate does not include planning, tests, inspection or furniture and equipment and is available at the district for review by the OPSC.

I certify the information listed above is correct 

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

Design Consultant Name 

Design Consultant Signature Date 

*Please note other users may enter the licensed design consultant's full name and date. However, only the Licensed Design Consultant may click the blue "Certify" button to sign the required certification electronically, as shown in the screenshot below.*

9. The Licensed Design Consultant will click the box to certify the information listed above is correct.

10. The Licensed Design Consultant will enter their full name and signature date.

11. The Licensed Design Consultant will click "Certify" to sign the form.

Below is a zoomed in example.

- If the request is for a Modernization or Charter School Facilities Program Rehabilitation Grant, I have developed a cost estimate of the proposed project which indicates that the estimated construction cost of the work in the Plans and Specifications (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 district's matching share, less the High Performance Base Incentive Grant. This cost estimate does not include planning, tests, inspection or furniture and equipment and is available at the district for review by the OPSC.

I certify the information listed above is correct 

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

Design Consultant Name 

Design Consultant Signature Date 

12. Once the *Licensed Design Consultant* section is completed, proceed to the next section by clicking "Continue."

Below is a zoomed-in example.

I certify the information listed above is correct 

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

Design Consultant Name 

Design Consultant Signature Date 

John Smith · Dec 9, 2024

13. If the Licensed Design Consultant is no longer available for certification, the District Representative may certify the application on their behalf, provided a certification letter is included with the application submission.

Below is a zoomed-in example.

- If the request is for a Modernization or Charter School Facilities Program Rehabilitation Grant, I have developed a cost estimate of the proposed project which indicates that the estimated construction cost of the work in the Plans and Specifications (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 district's matching share, less the High Performance Base Incentive Grant. This cost estimate does not include planning, tests, inspection or furniture and equipment and is available at the district for review by the OPSC.

I certify the information listed above is correct ?

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

Design Consultant Name ?

Design Consultant Signature Date ?

14. Once the *Licensed Design Consultant* section is completed, proceed to the next section by clicking "Continue."

Below is a zoomed-in example.

- If the request is for a Modernization or Charter School Facilities Program Rehabilitation Grant, I have developed a cost estimate of the proposed project which indicates that the estimated construction cost of the work in the Plans and Specifications (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 district's matching share, less the High Performance Base Incentive Grant. This cost estimate does not include planning, tests, inspection or furniture and equipment and is available at the district for review by the OPSC.

I certify the information listed above is correct ?

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

Design Consultant Name ?

Design Consultant Signature Date ?

Jane Smith · Nov 18, 2024

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## Certification

In this final section of the application, the designated representative of the applicant will certify to the requirements for submitting a Form SAB 50-04. Only the authorized Charter Representative (charter applicants) or District Representative/Superintendent (district applicants) may complete the certification section.

### Example Charter NC (50-04) Draft

Application For Funding • Form SAB 50-04  
Charter - Final Apportionment • New Construction

#### SAB 50-04 Form

- Site Info
- Project Type
- Additional Grant Request
- Excessive Cost Hardship
- Alternative Developer Fee / ...
- Joint Use / Career Technical ...
- Project Progress
- Licensed Architect
- Licensed Design Consultant
- Certification**

#### Certification

I certify, as the District Representative, that the information reported on this form, with the exception of items 22 and 23, is 1 and correct and that:

- I am an authorized representative of the district as authorized by the governing board of the district; and,
- A resolution or other appropriate documentation supporting this application under Chapter 12.5, Part 10, Division 1, commencing with Section 17070.10, et. seq., of the Education Code was adopted by the school district's governing board or the designee of the Superintendent of Public Instruction on,
- The district has established a "Restricted Maintenance Account" for exclusive purpose of providing ongoing and major maintenance of school buildings and has developed an ongoing and major maintenance plan that complies with and is implemented under the provisions of Education Code Section 17070.75 and 17070.77 (refer to Sections 1859.100 through 1859.102); and,
- The district has considered the feasibility of the joint use of land and facilities with other governmental agencies in order to minimize school facility costs; and,

Scroll to bottom to Certify app.

1. Enter the date a resolution or other appropriate documentation supporting this application under Article 12.5, Part 10, Division 1, commencing with Section 17070.10, et. seq., of the Education Code was adopted by the School District's governing Board or the governing board or other equivalent authority of the Charter School. This date must be prior to the submittal date of the application.

Note that the certification on the 50-04 will not indicate if the certification is by a charter school representative or district representative, like the Form SAB 50-09. "District Representative" on the 50-04 certification means the authorized representative of the applicant.

Below is a zoomed in example.

## Certification

I certify, as the District Representative, that the information reported on this form, with the exception of items 22 and 23, is 1 and correct and that:

- I am an authorized representative of the district as authorized by the governing board of the district; and,
- A resolution or other appropriate documentation supporting this application under Chapter 12.5, Part 10, Division 1, commencing with Section 17070.10, et. seq., of the Education Code was adopted by the school district's governing board or the designee of the Superintendent of Public Instruction on,

11/07/2024

2. The user must review the entire Certification section using the scroll bar.

Below is a zoomed-in example.

## Certification

I certify, as the District Representative, that the information reported on this form, with the exception of items 22 and 23, is 1 and correct and that:

- I am an authorized representative of the district as authorized by the governing board of the district; and,
- A resolution or other appropriate documentation supporting this application under Chapter 12.5, Part 10, Division 1, commencing with Section 17070.10, et. seq., of the Education Code was adopted by the school district's governing board or the designee of the Superintendent of Public Instruction on,
- The district has established a "Restricted Maintenance Account" for exclusive purpose of providing ongoing and major maintenance of school buildings and has developed an ongoing and major maintenance plan that complies with and is implemented under the provisions of Education Code Section 17070.75 and 17070.77 (refer to Sections 1859.100 through 1859.102); and,
- The district has considered the feasibility of the joint use of land and facilities with other governmental agencies in order to minimize school facility costs; and,

11/07/2024

Scroll to bottom to Certify app.

3. Once the designated representative has completed reviewing and entering all the required fields, click "Yes" to agree to the terms of the certification.

4. Enter charter school or district representative's information such as phone number, full name, and signature date.

5. Click "Continue" to proceed to the *Review* section.

Below is a zoomed in example.

I verify, I have read and agree to the above terms and certification information  Yes  No

Date

District Representative / Superintendent Phone Number

Phone Extension (optional)

District Representative / Superintendent Name

[← Previous](#) [Continue →](#)

## Review

After completing the certification section, the user will review all previous sections and make any final edits. Any incomplete sections will be flagged with an orange exclamation point.

1. Click on the section with an orange exclamation point to see what information is missing.

Below is a zoomed in example

Dashboard / Application / Draft 1

### Example Charter NC (50-04) Draft

Application For Funding • Form SAB 50-04 ⓘ  
Charter - Final Apportionment • New Construction

SAB 50-04 Form

- ✓ Site Info
- ✓ Project Type
- ! Additional Grant Request
- ✓ Excessive Cost Hardship

#### Review

✓ Site Info

Project to be located on ⓘ

The Project is at an existing school site:

2. Click "Edit Page."
3. The missing required fields will display with red text as (required).

Below is a zoomed in example.

SAB 50-04 Form

- Site Info
- Project Type
- Additional Grant Request**
- Excessive Cost Hardship
- Alternative Developer Fee / ...
- Joint Use / Career Technical ...
- Project Progress
- Licensed Architect
- Licensed Design Consultant
- Certification
- Review
- Submittal

### Additional Grant Request

Total number of classroom(s) on the Division of State Architect (DSA) Approved plans

Are you planning to build Multi Level classrooms?  Yes  No

Pupil Grants Requested		Number of Multi Level Classrooms on the Division of State Architect (DSA) approved plan	Number of pupils housed in Multi Level buildings
K-6	<input type="text" value="50"/>	<input type="text" value="2"/>	<input type="text" value="50"/>
7-8	<input type="text" value="54"/>	<input type="text" value="2"/>	<input type="text" value="54"/>
9-12	<input type="text" value="54"/>	<input type="text" value="2"/>	<input type="text" value="54"/>
Non-Severe	<input type="text" value="26"/>	<input type="text" value="2"/>	<input type="text" value="26"/>
Severe	<input type="text" value="18"/>	<input type="text" value="2"/>	<input type="text" value="18"/>

Are you selecting additional grant for Multi-Level Construction in Pursuant Section 1859.73?  Yes  No

Is the current district enrollment 2,500 pupils or less?  Yes  No

### Site Acquisition

Is the district requesting the 2% grant?  Yes  No  
**Please answer question**

50 percent Actual Cost

[Edit Page →](#)

4. Enter the missing information.
5. Click "Continue" to save the information.

Below is a zoomed in examples.

## Site Acquisition

Is the district requesting the 2% grant?

Yes No

50 percent Actual Cost ?

\$ 5,000,000

50 percent Appraised Value ?

\$ 5,000,000

50 percent Relocation Cost ?

\$ 0

2 percent (min. \$25,000) ?

\$ 200,000

Total

\$ 5,200,000.00

← Previous

Continue →

6. Once all required entries are completed, the left navigation will display only green checkmarks.

7. Click “Submittal” to continue with submitting the application.

Below is a zoomed-in example.

SAB 50-04 Form

- Site Info
- Project Type
- Additional Grant Request
- Excessive Cost Hardship
- Alternative Developer Fee / ...
- Joint Use / Career Technical ...
- Project Progress
- Licensed Architect
- Licensed Design Consultant
- Certification
- Review**
- Submittal

### Review

#### Site Info

Project to be located on ?	New Site
The Project is at an existing school site:	
Select the appropriate school or site for this application ?	Example Charter
California Department of Education (CDE) Site Approval Date ?	11/01/2023
California Department of Education (CDE) Plan Approval Date ?	11/29/2024
Master Plan Acreage site Size (Useable) ?	10.00
Recommended Site size ?	10.00
Existing Acres (Useable) ?	0.00

8. The user may also scroll to the bottom of the screen and click “Continue” to continue with submitting the application.

Below is a zoomed-in example.

I verify, I have read and agree to the above terms and certification information	<input type="text" value="Yes"/>
District Representative / Superintendent Name	<input type="text" value="Jane Smith"/>
District Representative / Superintendent Phone Number	<input type="text" value="(111) 111-1111"/>
Phone Extension (optional)	<input type="text" value="(not answered)"/>
Date	<input type="text" value="12/09/2024"/>

[Edit Page](#) →

← Previous **Continue** →

## Submittal

In this section, the authorized Charter School Representative or District Representative/Superintendent will upload all supporting documents, complete the final certification, and submit the paperless application.

**Example Charter NC (50-04)** ✎ Draft

Application For Funding • Form SAB 50-04 ⓘ  
Charter - Final Apportionment • New Construction

### SAB 50-04 Form

- Site Info
- Project Type
- Additional Grant Request
- Excessive Cost Hardship
- Alternative Developer Fee / ...
- Joint Use / Career Technical ...
- Project Progress
- Licensed Architect
- Licensed Design Consultant
- Certification
- Review
- Submittal**

### Submittal

This State Allocation Board School Facility Program Application for Funding is being submitted electronically via OPSC Online.

- Requests may only be submitted by a School District Superintendent, Authorized School District Representative, Charter School Representative, or Joint Power Authority (JPA) Representative who is signed in to OPSC Online with their corresponding OPSC Online User ID. Submittal from these accounts is considered to be a unique electronic signature for purposes of Application for Funding submittals. A printed, wet-signature request does not need to be mailed 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.
- Once an applicant has upload a file, the file cannot be removed by the applicant.

I have uploaded all required documents required on the Application for Funding [OPSC Application Submittal Checklist](#).

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

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

← Previous

1. Click the blue "Upload file(s)" button to upload any supporting files for this application.

Below is a zoomed-in example.

## Submit

This State Allocation Board School Facility Program Application for Funding is being submitted electronically via OPSC Online.

- Requests may only be submitted by a School District Superintendent, Authorized School District Representative, Charter School Representative, or Joint Power Authority (JPA) Representative who is signed in to OPSC Online with their corresponding OPSC Online User ID. Submittal from these accounts is considered to be a unique electronic signature for purposes of Application for Funding submittals. A printed, wet-signature request does not need to be mailed 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.
- Once an applicant has upload a file, the file cannot be removed by the applicant.

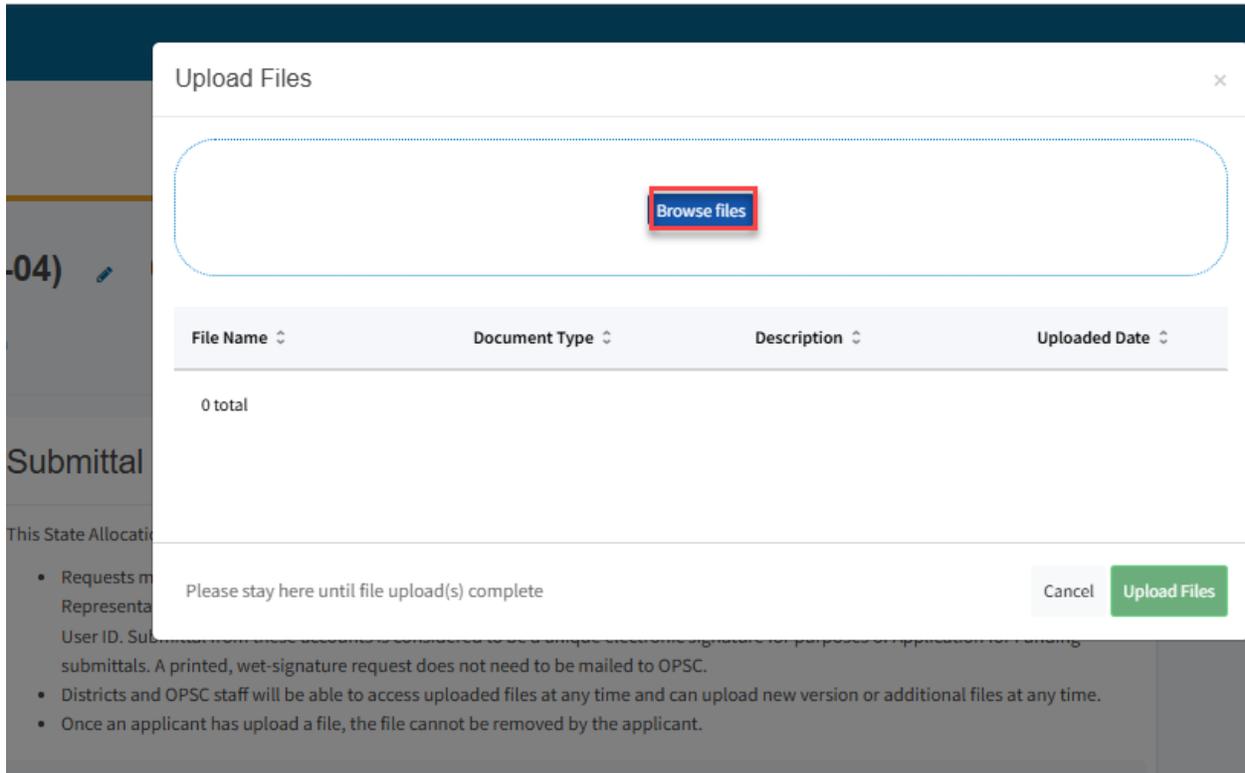
- I have uploaded all required documents required on the Application for Funding [OPSC Application Submittal Checklist](#).
- I certify, as the School District Superintendent, Authorized School District Representative, Charter School Representative, or Joint Power Authority Representative, that I have reviewed the request and that the information certified on this request is true and correct; and that I am the School District Superintendent, Authorized School District Representative, Charter School Representative, or Joint Power Authority Representative.

[Upload file\(s\)](#) All uploaded files for this application are always available on the [Application Dashboard](#).

[Submit Paperless Application](#)

2. Click "Browse Files" to locate the documents. Prior to uploading any documents, ensure file names clearly identify the document type. When uploading documents that are larger than 20 MB, please either resize to less than 20 MB or submit in multiple parts that are less than 20 MB.

Below is a zoomed-in example.



3. After a document has been selected, it will be listed under the File Name column. Select a Document Type and Description from the drop-down box. If there is no Document Type and Description listed that accurately identifies the document, click "Other" in both fields.
4. After all files have been selected and identified, click "Upload Files" to upload the files to the application.

Below is a zoomed-in example.

Upload Files ×

[Browse files](#)

File Name ↕	Document Type ↕	Description ↕	Uploaded Date ↕
DSA Plan Approval Letter.pdf <a href="#" style="color: red; font-size: small;">Remove</a>	Division of the State A ▾	DSA Plan Approval Le ▾	12/09/2024
Site Purchase Document.pdf <a href="#" style="color: red; font-size: small;">Remove</a>	Site Acquisition ▾	Escrow Closing staten ▾	12/09/2024
Appraisal.pdf <a href="#" style="color: red; font-size: small;">Remove</a>	Site Acquisition ▾	Appraisal of Property ▾	12/09/2024
CDE Site Approval Letter.pdf <a href="#" style="color: red; font-size: small;">Remove</a>	California Departmen ▾	Final Site Approval Le ▾	12/09/2024
CDE Plan Approval Letter.pdf <a href="#" style="color: red; font-size: small;">Remove</a>	California Departmen ▾	Final Plan Approval Le ▾	12/09/2024

5 total

Please stay here until file upload(s) complete

[Cancel](#) [Upload Files](#)

5. If a file was selected in error and needs to be removed, click “**Remove**” next to the file name to remove the file prior to uploading.

Below is a zoomed in example.

Upload Files ×

[Browse files](#)

File Name ↕	Document Type ↕	Description ↕	Uploaded Date ↕
DSA Plan Approval Letter.pdf <span style="border: 1px solid red; padding: 2px;">Remove</span>	Division of the State A ▾	DSA Plan Approval Le ▾	12/09/2024
Site Purchase Document.pdf Remove	Site Acquisition ▾	Escrow Closing staten ▾	12/09/2024
Appraisal.pdf Remove	Site Acquisition ▾	Appraisal of Property ▾	12/09/2024
CDE Site Approval Letter.pdf Remove	California Departmen ▾	Final Site Approval Le ▾	12/09/2024
CDE Plan Approval Letter.pdf Remove	California Departmen ▾	Final Plan Approval Le ▾	12/09/2024

5 total

---

Please stay here until file upload(s) complete [Cancel](#) [Upload Files](#)

6. If “Upload Files” has been clicked, but the file has not been identified as uploaded, click “Cancel” and the upload process will be cancelled, and the file can be removed. Once a file has been uploaded, the user will not be able to remove it.

Below is a zoomed in example.

Upload Files ×

[Browse files](#)

File Name ↕	Document Type ↕	Description ↕	Uploaded Date ↕
DSA Plan Approval Letter.pdf <div style="background-color: #0056b3; color: white; padding: 2px 5px; display: inline-block;">71</div>	Division of the State A ▾	DSA Plan Approval Le ▾	12/09/2024
Site Purchase Document.pdf <div style="background-color: #0056b3; color: white; padding: 2px 5px; display: inline-block;">71</div>	Site Acquisition ▾	Escrow Closing staten ▾	12/09/2024
Appraisal.pdf <div style="background-color: #0056b3; color: white; padding: 2px 5px; display: inline-block;">24</div>	Site Acquisition ▾	Appraisal of Property ▾	12/09/2024
CDE Site Approval Letter.pdf <div style="background-color: #0056b3; color: white; padding: 2px 5px; display: inline-block;">35</div>	California Departmen ▾	Final Site Approval Le ▾	12/09/2024
CDE Plan Approval Letter.pdf <div style="background-color: #0056b3; color: white; padding: 2px 5px; display: inline-block;">35</div>	California Departmen ▾	Final Plan Approval L ▾	12/09/2024

5 total

---

Please stay here until file upload(s) complete

Cancel

Saving...

- Once the documents have been uploaded, the text **Successfully Uploaded** will display underneath the document file name. After all documents have been uploaded, close the *Upload Files* section by clicking "Done."

Below is a zoomed-in example.

Upload Files ×

[Browse files](#)

File Name ↕	Document Type ↕	Description ↕	Uploaded Date ↕
DSA Plan Approval Letter.pdf <span style="border: 1px solid red; padding: 2px;">Successfully Uploaded</span>	Division of the State # ▾	DSA Plan Approval Le ▾	12/09/2024
Site Purchase Document.pdf <span style="border: 1px solid red; padding: 2px;">Successfully Uploaded</span>	Site Acquisition ▾	Escrow Closing staten ▾	12/09/2024
Appraisal.pdf <span style="border: 1px solid red; padding: 2px;">Successfully Uploaded</span>	Site Acquisition ▾	Appraisal of Property ▾	12/09/2024
CDE Site Approval Letter.pdf <span style="border: 1px solid red; padding: 2px;">Successfully Uploaded</span>	California Departmen ▾	Final Site Approval Le ▾	12/09/2024
CDE Plan Approval Letter.pdf <span style="border: 1px solid red; padding: 2px;">Successfully Uploaded</span>	California Departmen ▾	Final Plan Approval Le ▾	12/09/2024

5 total

Please stay here until file upload(s) complete

Done Upload Files

8. After the documents have been uploaded, click the box indicating all required documents have been uploaded.
9. Next, click the final certification box then click “Submit Paperless Application” to submit the application.

*Reminder: only an Authorized District Representative or Charter Representative can submit the application.*

Below is a zoomed-in example.

## Submit

This State Allocation Board School Facility Program Application for Funding is being submitted electronically via OPSC Online.

- Requests may only be submitted by a School District Superintendent, Authorized School District Representative, Charter School Representative, or Joint Power Authority (JPA) Representative who is signed in to OPSC Online with their corresponding OPSC Online User ID. Submittal from these accounts is considered to be a unique electronic signature for purposes of Application for Funding submittals. A printed, wet-signature request does not need to be mailed 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.
- Once an applicant has upload a file, the file cannot be removed by the applicant.



I have uploaded all required documents required on the Application for Funding [OPSC Application Submittal Checklist](#).

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

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



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

[Submit Paperless Application](#)

1. After submittal, the user will proceed to a confirmation page displaying the assigned application number for the project.

## Example Charter NC (50-04) Submitted

54 / 67439 - 00 - 010

Application For Funding • Form SAB 50-04

Charter - Final Apportionment • New Construction

### SAB 50-04 Form

- ✓ Site info
- ✓ Project Type
- ✓ Additional Grant Request
- ✓ Excessive Cost Hardship
- ✓ Alternative Developer Fee / ...
- ✓ Joint Use / Career Technical ...
- ✓ Project Progress
- ✓ Licensed Architect
- ✓ Licensed Design Consultant
- ✓ Certification
- ✓ Review
- **Submittal**

### Submittal

✓ This paperless application was successfully submitted to OPSC.

Your Application #: 54/67439-00-010

Submittal Date: 12/09/2024

#### What's Next

Please review this application's uploaded documents on the [Application Dashboard](#) to ensure all required application documents are uploaded and properly named. Required documents not uploaded within 7 working days after the submittal date 2024-12-09 04:47 PM will lead to the application being rejected.

The completed State Allocation Board form can be [downloaded here](#) at anytime but is no longer necessary to sign and mail in. A complete paperless submission is all OPSC will need to begin processing your funding application.

#### Application Options

[Upload Remaining Files](#)

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

[Review Required Documents](#)

[Download Completed Form](#)

[Go To Application Dashboard](#)

[← Previous](#)

- The user may note the application number and nickname from the main dashboard for future access.

Below is a zoomed in example.

### Submittal

✓ This paperless application was successfully submitted to OPSC.

Your Application #: 54/67439-00-010

Submittal Date: 12/09/2024

#### What's Next

Please review this application's uploaded documents on the [Application Dashboard](#) to ensure all required application documents are uploaded and properly named. Required documents not uploaded within 7 working days after the submittal date 2024-12-09 04:47 PM will lead to the application being rejected.

The completed State Allocation Board form can be [downloaded here](#) at anytime but is no longer necessary to sign and mail in. A complete paperless submission is all OPSC will need to begin processing your funding application.

#### Application Options

[Upload Remaining Files](#)

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

[Review Required Documents](#)

[Download Completed Form](#)

[Go To Application Dashboard](#)

- At the confirmation page, the user may do the following:
  - Upload additional documents after the submittal by clicking "Upload Remaining Files"
  - View a list of required documents by clicking "Review Required Documents"
  - Download a PDF version of the online application by clicking on "Download Completed Form."
  - Go to the dashboard for this application by clicking "Go to Application Dashboard."

Below is a zoomed in example.

**Submittal**

✔ This paperless application was successfully submitted to OPSC.

Your Application #: 54/67439-00-010  
Submittal Date: 12/09/2024

**What's Next**

Please review this application's uploaded documents on the [Application Dashboard](#) to ensure all required application documents are uploaded and properly named. Required documents not uploaded within 7 working days after the submittal date 2024-12-09 04:47 PM will lead to the application being rejected.

The completed State Allocation Board form can be [downloaded here](#) at anytime but is no longer necessary to sign and mail in. A complete paperless submission is all OPSC will need to begin processing your funding application.

**Application Options**

- Upload Remaining Files
- Ensure your application is complete by uploading any remaining documents now.
- Review Required Documents
- Download Completed Form
- Go To Application Dashboard

- At this point, the application submittal process is complete. To go to the dashboard for this application, click "Go to Application Dashboard."

## Creating a Charter Application for Funding (Form SAB 50-04) in OPSC Online – Rehabilitation

### Introduction

If an applicant previously submitted an *Application for Preliminary Apportionment* (Form SAB 50-09) and meets all program requirements to convert a preliminary apportionment to a final apportionment, the applicant may submit an *Application for Funding* (Form SAB 50-04.)

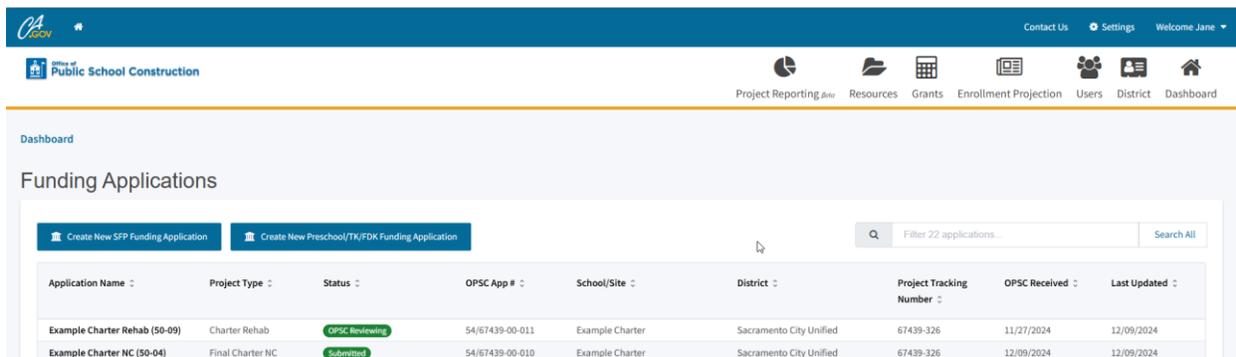
### User Dashboard

Upon login, the user is directed to the user dashboard. The user dashboard displays all applications created by authorized users. The District Representative and Superintendent can review all district-specific applications. District Delegates can view applications for all school districts they are authorized to access. The Charter School Representative and Charter School Delegates can view CSFP applications for all school districts they are authorized to access.

Users can create a Form SAB 50-09 during specified filing rounds, check existing applications' statuses, and view drafted applications not yet submitted from the user dashboard.

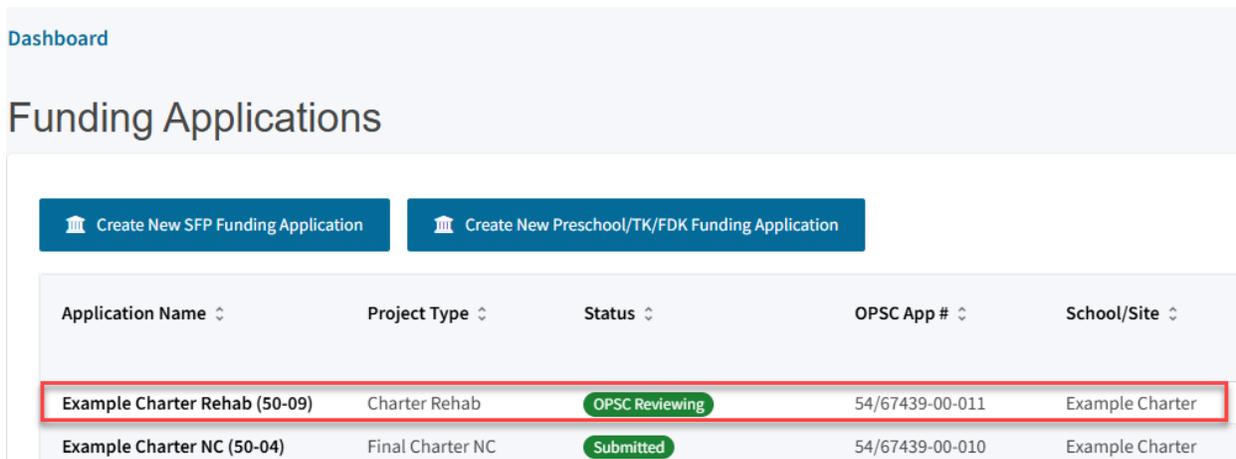
To sort applications, click on any column header. Users can search for an application by entering the application number in the search field and clicking "Search All." All Forms (funding, grant agreement, fund release, or expenditure report) submitted for that application will appear. Note that Form SAB 50-04s for CSFP applications are not created from the user dashboard; they are created from the application dashboard of the applicable submitted Form SAB 50-09.

Below is an example of the user dashboard. Refer to Section 1 of this user manual for more information on navigating the user dashboard.



1. To create a Form SAB 50-04 for a CSFP project, click on the Form SAB 50-09 application for the charter school from the listed applications. The Project Type for a Rehabilitation Form SAB 50-09 will be *Charter Rehab*. The Project Type for a Rehabilitation Form SAB 50-04 will be *Final Charter Rehab*.

Below is a zoomed-in example.



2. This will take you to the application dashboard for the application.

CA.gov Public School Construction

Project Reporting Resources Grants Enrollment Projection Users District Dashboard

Dashboard / Application

54/67439-00-011 Example Charter Rehab (50-09) OPSC Reviewing

Charter - Preliminary Apportionment

54 / 67439 - 00 - 011

Application For Charter School Preliminary Apportionment • Form SAB 50-09

Charter - Preliminary Apportionment • Rehabilitation

PTN: 67439 - 326 Edit  
Received Date: 11/27/2024  
District: 67439 - Sacramento City Unified • School/Site: Example Charter  
County Name: Sacramento County

50-09 Create Linked Final Charter

Submitted Versions

Name	Status	Version Received Date	Submitted By	Updated	
Version 1	OPSC Reviewing	11/27/2024	Jane Smith	11/27/2024	Options

## Create Linked 50-04

1. To create a linked Form SAB 50-04, click on "Create Linked Final Charter" on the left-hand navigation on the preliminary apportionment's application dashboard.

Below is a zoomed-in example.

Dashboard / Application

54/67439-00-011 Example Charter Rehab (50-09) OPSC Reviewing

Charter - Preliminary Apportionment

50-09

Create Linked Final Charter

Example Charter Rehab... OPSC Reviewing Charter Rehab

Submitted

Name
Version 1

*Please note that users with delegate access can prepare the Funding Application. However, only the Charter Representative (charter school applicants) or District Representative/Superintendent (district applicants) can submit an application.*

- Once selected, the application system will ask the user for the funding application type and application nickname. Note that the field, *Select a linked application type* will auto-populate with *Funding Phase 50-04 Charter* as shown below.

Dashboard / Application

54/67439-00-011  
Charter - Preliminary Apportionment

50-09  
Create Linked Final Charter

Example Charter Rehab...  
OPSC Reviewing  
Charter Rehab

Create Linked Application

Select a linked application type: Funding Phase 50-04 Charter

Select the type of funding application: ?

Please enter application nickname

Clear Create Linked App

- Select *Rehabilitation* as the type of funding application.
- Enter an application nickname. The nickname can be any identifying name the applicant chooses.
- Once all fields are completed, click "Create Linked App" to begin the application process.

Below is a zoomed-in example.

Create Linked Application

Select a linked application type: Funding Phase 50-04 Charter

Select the type of funding application: ? Rehabilitation

Please enter application nickname: Example Charter Rehab (50-04)

Clear Create Linked App

- The text **Successfully Created** will be displayed, and another application component will appear on the left-hand side of the application's dashboard, located above the 50-09 tile.

Dashboard / Application

54/67439-00-011  
Charter - Preliminary Apportionment

50-04

Example Charter Rehab...  
Draft  
Final Charter Rehab

50-09

Example Charter Rehab...  
OPSC Reviewing  
Charter Rehab

**Example Charter Rehab (50-09)** OPSC Reviewing

PTN: 67439 - 326 Edit  
Received Date: 11/27/2024  
District: 67439 Sacramento City Unified • School/Site: Example  
Charter  
County Name: Sacramento County

54 / 67439 - 00 - 011  
Application For Charter School Preliminary Apportionment • Form SAB 50-09 ?  
Charter - Preliminary Apportionment • Rehabilitation

Submitted Versions

Name	Status	Version Received Date	Submitted By	Updated	
Version 1	OPSC Reviewing	11/27/2024	Jane Smith	11/27/2024	Options

Drafts

No Drafts

New Blank Draft

Application Created  
Successfully created linked application

7. Click anywhere in the white box area that says "Draft" to access the Form SAB 50-04 *Application Dashboard*. This will take you to the application dashboard for the Form SAB 50-04. The box under the text "50-04" that was previously white will now be blue.

Below is a zoomed-in example.

The screenshot shows a dashboard interface with a light blue header containing the text "Dashboard / Application". Below the header, the main content area is divided into two columns. The left column displays the identifier "54/67439-00-011" followed by "Charter - Preliminary Apportionment". Below this, the form type "50-04" is shown. A white card with a red border is highlighted, containing the text "Example Charter Rehab..." with a right-pointing chevron, a brown "Draft" button, and "Final Charter Rehab". Below the card, the form type "50-09" is visible. The right column shows the word "Example" in large font, followed by "54 / 67439 - 00" and "Application For Cha". Below this, "Charter - Prelimina" is partially visible. Further down, the word "Submitted" is shown in large font. At the bottom right, a dropdown menu is open, showing "Name" with a chevron icon and "Version 1" below it.

8. Click anywhere in the white row in the center of the page that says "Draft" to begin the application process.

The screenshot shows a dashboard for 'Example Charter Rehab (50-04)'. The page is in 'Draft' status. On the left, there is a navigation pane with a blue button labeled 'Example Charter Rehab...' and a 'Draft' tag. The main content area has a 'Submitted Versions' section with 'No Submitted Versions' and a 'Drafts' section. The 'Drafts' section contains a table with one row: 'Draft 1', 'Draft', 'Jane Smith', 'Jane Smith', '12/09/2024', and an 'Options' dropdown menu. A 'New Blank Draft' button is also visible.

Name	Status	Created By	Last Edited By	Updated	
Draft 1	Draft	Jane Smith	Jane Smith	12/09/2024	Options

Below is a zoomed-in example.

A zoomed-in view of the draft table row, showing the following data:

Name	Status	Created By	Last Edited By	Updated
Draft 1	Draft	Jane Smith	Jane Smith	12/09/2024

## Site Info

The Form SAB 50-04 is comprised of 11 sections (as listed on the navigation pane on the left-hand side of the screen).

Below is a zoomed-in example.

## SAB 50-04 Form

- ! Site Info
- Project Type
- Excessive Cost Hardship
- Alternative Developer Fee / ...
- Joint Use / Career Technical ...
- Project Progress
- Licensed Architect
- Licensed Design Consultant
- Certification
- Review**
- Submittal

The first section of the application is *Site Info*. This section provides information about where the project is located and California Department of Education (CDE) approval dates.

# Example Charter Rehab (50-04) Draft

Application For Funding • Form SAB 50-04  
Charter - Final Apportionment • Rehabilitation

SAB 50-04 Form

- Site Info
- Project Type
- Excessive Cost Hardship
- Alternative Developer Fee / ...
- Joint Use / Career Technical ...
- Project Progress
- Licensed Architect
- Licensed Design Consultant
- Certification
- Review**
- Submittal

## Review

### Site Info

Project to be located on	(required)
The Project is at an existing school site:	
Select the appropriate school or site for this application	Example Charter
California Department of Education (CDE) Plan Approval Date	(not answered)
Recommended Site size	(not answered)
Existing Acres (Useable)	(not answered)
Total number of classroom(s) on the Division of State Architect (DSA) Approved plans	(not answered)

Edit Page →

1. Click “Edit Page” to enter information.

Below is a zoomed in example.

---

**!** Site Info

---

Project to be located on ?	(required)
The Project is at an existing school site:	
Select the appropriate school or site for this application ?	Example Charter
California Department of Education (CDE) Plan Approval Date ?	(not answered)
Recommended Site size ?	(not answered)
Existing Acres (Useable) ?	(not answered)
Total number of classroom(s) on the Division of State Architect (DSA) Approved plans	(not answered)

[Edit Page →](#)

2. Indicate where the project will be located from the list of available options:

- **Leased Site:** The project is on a district site that is not owned by the district and meets the requirements outlined in School Facility Program (SFP) Regulation Section 1859.22. Do not select leased site if the charter school is leasing a site from a district and the site is owned by the district.
- **Existing Site with No Additional Acreage Acquired:** The rehabilitation project will not include acquiring additional land to the existing school site. Note that if this project is combined with a new construction project that includes the acquisition of additional acreage, this should be indicated on the new construction application.

Note that the field, *Select the appropriate school or site for this application* will auto-populate with the school or site that was selected on the Form SAB 50-09. If the site listed is incorrect, please email [OPSCApplicationReviewTeam@dgs.ca.gov](mailto:OPSCApplicationReviewTeam@dgs.ca.gov) to request to add or correct the site in the application system.

Below is a zoomed in example.

## Site Info

Project to be located on 

Existing Site without Additional A 

The Project is at an existing school site:

Select the appropriate school or site for this application 

Example Charter 

### Site Detail

School/Site Name:	Example Charter
CDS (county-district-school) Code:	90113000
Grade-Level:	6-8
Street Address:	123 Education Street
City:	Sacramento
State:	CA
Zip Code:	12345

3. Enter the date of the CDE final plan approval letter.
4. Enter the CDE recommended site size provided in the CDE final plan approval letter.
5. Enter the existing acres provided in the CDE final plan approval letter.
6. Once the *Site Info* section is completed, click “Continue” to proceed to the next section of the funding application.

Below is a zoomed in example.

California Department of Education (CDE) Plan Approval Date	<input type="text" value="11/01/2024"/>
	<input type="text" value="MM/DD/YYYY"/>
	You can add up to 5 Date(s)
Recommended Site size	<input type="text" value="10.00"/>
Existing Acres (Useable)	<input type="text" value="5.00"/>
Total number of classroom(s) on the Division of State Architect (DSA) Approved plans	<input type="text" value="7"/>

[Continue](#)

## Project Type

This section identifies if the project is for an elementary, middle or high school charter and indicates the amount of eligible square footage requested for funding.

SAB 50-04 Form

- Site Info
- Project Type**
- Excessive Cost Hardship
- Alternative Developer Fee / ...
- Joint Use / Career Technical ...
- Project Progress
- Licensed Architect
- Licensed Design Consultant
- Certification
- Review
- Submittal

### Project Type

Select project type

How many classrooms will be rehabilitated by grade level?

K-6	<input type="text"/>
7-8	<input type="text"/>
9-12	<input type="text"/>
Non-Severe	<input type="text"/>
Severe	<input type="text"/>

Is this an Alternative Education School?

<input type="checkbox"/> Yes	<input type="checkbox"/> No
------------------------------	-----------------------------

Charter School Facilities Program Rehabilitation Request

<input type="checkbox"/> Yes	<input type="checkbox"/> No
------------------------------	-----------------------------

1. Indicate if the project type is for an elementary, middle or high school charter based on the highest grade level the charter school was approved to serve in the petition that was submitted with the Form SAB 50-09, using the following grade configurations:
  - K-6 Elementary School
  - 7-8 Middle School

- 9-12 High School

The project type selected should be the same as the project type that was selected on the approved Form SAB 50-09.

2. Indicate the number of eligible classrooms by grade level that will be rehabilitated in the project. To be eligible, a classroom is at least 15 years of age or older, at the time the Form SAB 50-09 was submitted. An eligible rehabilitation project must contain at least one classroom.

Below is a zoomed in example.

The screenshot shows a form titled "Project Type". At the top, there is a label "Select project type" with a help icon. To its right is a dropdown menu showing "High School". Below this is a section titled "How many classrooms will be rehabilitated by grade level?". This section contains five rows, each with a label on the left and an input field on the right. The labels are "K-6", "7-8", "9-12", "Non-Severe", and "Severe". The input fields contain the numbers "1", "2", "4", and are empty for "Non-Severe" and "Severe".

Grade Level	Number of Classrooms
K-6	1
7-8	2
9-12	4
Non-Severe	
Severe	

3. Indicate if this is an Alternative Education School. An alternative education school is a community day, a county community, a county community day, or a continuation high school.
4. Click "Yes" to indicate this is a Charter School Facilities Program Rehabilitation request.
5. Enter the eligible toilet and non-toilet square footage amounts. To be eligible, the square footage must have been approved as part of the Form SAB 50-09 submittal. The amount of square footage requested on the Form SAB 50-04 may be equal to or less than the square footage requested on the Form SAB 50-09.
6. Once the *Project Type* section is completed, click "Continue" to proceed to the next section of the funding application.

Below is a zoomed in example.

Is this an Alternative Education School? ?  Yes  No

Charter School Facilities Program Rehabilitation Request  Yes  No

Toilets (sq. ft.)

Other (sq. ft.)

## Excessive Cost Hardship

In this section, the user will indicate if the project includes certain elements that qualify for additional funding due to excessive costs associated with the project.

SAB 50-04 Form

- Site Info
- Project Type
- Excessive Cost Hardship**
- Alternative Developer Fee / ...
- Joint Use / Career Technical ...
- Project Progress
- Licensed Architect
- Licensed Design Consultant
- Certification
- Review
- Submittal

### Excessive Cost Hardship

Are you requesting an increase for Geographic Location? ?  Yes  No  
See [Geographical Percent Factor](#) list by county

Geographic Percent Factor

If the District is requesting the following grants please complete the below:

Accessible Fire Code  3% of Base Grant  
 50% of minimum work

Number of 2-Stops Elevators required by Division of State Architect (DSA) in the project

Number of Additional Stops

Are you requesting an increase for Small Size Project? ?  Yes  No

Is the District requesting the Urban/Security/Impacted Site grant? ?  Yes  No

SFP Regulation Section 1859.167.3(c) - Useable Acres 60% or less of CDE Recommended Site Size

1. Indicate if the applicant is requesting a Geographic Percent Factor increase for construction costs due to the project's geographical location. To qualify for this increase, the project must be located in a designated geographic area. To assist in determining the geographic percentage amount, please see the [Geographical Percent Factor](#) list by county.
2. If the applicant requested the Geographic Percent Factor increase, indicate the percentage for which the project qualifies.

3. Next, indicate if the applicant is requesting the grant for accessibility/fire code. This funding is available to all rehabilitation projects for accessibility and fire code requirements.
4. If the applicant requested the grant for accessibility/fire code, indicate if the applicant is requesting the grant be calculated as 3 percent of the base grant or 50 percent of the minimum work required by DSA.
5. If the applicant chose 50 percent of the minimum work, enter 100 percent of the costs for the Fire Life Safety and Access Compliance minimum work. Note that if the 50 percent option is selected, a DSA approved checklist is required. This checklist is available under the “Resources” tab, titled “SFP Modernization – Access Compliance, Fire and Life Safety Worksheet”

Below is a zoomed in example.

### Excessive Cost Hardship

Are you requesting an increase for Geographic Location? ?  
 See [Geographical Percent Factor](#) list by county

Yes  No

Geographic Percent Factor

5

If the District is requesting the following grants please complete the below:

Accessible Fire Code

3% of Base Grant  
 50% of minimum work

[Empty Input Field]

6. If the project will include any new two-stop elevator(s) required by DSA, enter the number of two-stop elevators.
7. If the elevators will include additional stops, enter the number of additional stopes.
8. If the project qualifies for the Small Size Project grant, indicate if the project includes a request to include this grant to increase the preliminary apportionment to help with economy of scale cost escalation in a smaller sized project. To qualify for this grant, the project must house less than 201 pupils. The number of pupils housed in a project is determined by the number of classrooms that will be rehabilitated in the project and their grade level and loading standard, provided below. Combined projects should include the pupils housed in both applications when determining if the project qualifies for this grant.
9. If the Small Size Project grant is requested, indicate the percentage requested based on the number of pupils that will be housed in the project, using the classrooms that will be rehabilitated and the following classroom loading standards:
  - 25 pupils in each K-6 classroom
  - 27 pupils in each 7-12 classroom

- 13 pupils in each non-severe Special Day Class (SDC) classroom
- 9 pupils in each severe SDC classroom

The Small Size grant will be 12 percent of the rehabilitation base grant for projects that house 100 pupils or less, and 4 percent of the rehabilitation base grant for projects that house between 101 and 200 pupils.

10. Indicate if the project qualifies for the Urban/Security/Impacted Site grant.
11. Click “Continue” to proceed to the next section of the funding application.

Below is a zoomed in example.

Number of 2-Stops Elevators required by Division of State Architect (DSA) in the project

Number of Additional Stops

Are you requesting an increase for Small Size Project?  Yes  No

The number of pupils housed

Is the District requesting the Urban/Security/Impacted Site grant?  Yes  No

- SFP Regulation Section 1859.167.3(c) - Useable Acres 60% or less of CDE Recommended Site Size

← Previous Continue →

## Alternative Developer Fees/Adjust Eligibility

In the *Alternative Developer Fees/Adjust Eligibility* section, districts indicate if an adjustment is needed to their new construction eligibility baseline for classrooms added after the baseline was established.

Dashboard / Application / Draft 1

**Example Charter Rehab (50-04)** Draft

Application For Funding • Form SAB 50-04 ⓘ  
Charter - Final Apportionment • Rehabilitation

SAB 50-04 Form

- Site Info
- Project Type
- Excessive Cost Hardship
- Alternative Developer Fee / ...

### Alternative Developer Fee / Adjust Eligibility

---

#### New Construction Eligibility Adjustment - Added Capacity

Has the District added any classrooms that were not SFP Funded?  Yes  No

← Previous Continue →

1. Charter School applicants, click "No" to the question regarding added capacity.
2. District applicants, click "Yes" or "No" if any classrooms were added or replaced by the district in locally funded projects outside of an SFP application. If "Yes" is selected, indicate the number of classrooms by grade level under the *Additional* or *Replacement* columns.
3. Once the *Alternative Developer Fee/Adjust Eligibility* section is completed, click "Continue" to proceed to the next section of the funding application.

Below are two zoomed in examples.

### Alternative Developer Fee / Adjust Eligibility

---

#### New Construction Eligibility Adjustment - Added Capacity

Has the District added any classrooms that were not SFP Funded? Yes No

#### Adjustment to New Construction Baseline Eligibility ?

Classroom(s) provided

Additional <span style="float: right;">?</span>	Replacement <span style="float: right;">?</span>
K-6 <input style="width: 80px; border: 1px solid #ccc; text-align: center; margin-left: 10px;" type="text" value="2"/>	K-6 <input style="width: 80px; border: 1px solid #ccc; text-align: center; margin-left: 10px;" type="text" value="2"/>
7-8 <input style="width: 80px; border: 1px solid #ccc; margin-left: 10px;" type="text"/>	7-8 <input style="width: 80px; border: 1px solid #ccc; margin-left: 10px;" type="text"/>
9-12 <input style="width: 80px; border: 1px solid #ccc; margin-left: 10px;" type="text"/>	9-12 <input style="width: 80px; border: 1px solid #ccc; margin-left: 10px;" type="text"/>
Non-Severe <input style="width: 80px; border: 1px solid #ccc; margin-left: 10px;" type="text"/>	Non-Severe <input style="width: 80px; border: 1px solid #ccc; margin-left: 10px;" type="text"/>
Severe <input style="width: 80px; border: 1px solid #ccc; margin-left: 10px;" type="text"/>	Severe <input style="width: 80px; border: 1px solid #ccc; margin-left: 10px;" type="text"/>

← Previous
Continue →

## Alternative Developer Fee / Adjust Eligibility

### New Construction Eligibility Adjustment - Added Capacity

Has the District added any classrooms that were not SFP Funded?

Yes No

← Previous

Continue →

## Joint Use/Career Technical Education (CTE)

In the Joint Use/CTE section, the user will indicate if:

- The facilities will be for joint use with other governmental agencies.
- The project is located on a district site that the district leases (leased site).
- The plans for the project also include classrooms that will be funded by Career Technical Education Facilities Program (CTEFP) grants. These would be classrooms not included in this CSFP application.

### Example Charter Rehab (50-04) Draft

Application For Funding • Form SAB 50-04

Charter - Final Apportionment • Rehabilitation

The screenshot shows the 'SAB 50-04 Form' progress bar on the left with steps: Site Info, Project Type, Excessive Cost Hardship, Alternative Developer Fee / Adjust Eligibility, **Joint Use / Career Technical**, Project Progress, and Licensed Architect. The main content area is titled 'Joint Use / Career Technical Education (CTE)'. It contains three sections: 'Joint-Use Facility/Leased Property' with 'Joint-Use Facility' and 'Leased Property' each having 'Yes' and 'No' buttons; 'Career Technical Education Funds Request?' with a description and 'Yes' and 'No' buttons; and navigation buttons 'Previous' and 'Continue' at the bottom.

1. Indicate if the project includes a Joint Use Facility
2. Indicate if the project is located on a district site that is leased to the district.
3. Indicate if the plans for the project also include classrooms that will be funded by CTEFP grants.
4. If classrooms will be funded by CTEFP grants, enter the number of CTEFP-specific classrooms in the plans.
5. Once the "Joint Use/CTE" section is completed, click "Continue" to proceed to the next section of the funding application.

Below is a zoomed in example.

**Joint Use / Career Technical Education (CTE)**

**Joint-Use Facility/Leased Property** ⓘ

Joint-Use Facility  Yes  No

Leased Property  Yes  No

**Career Technical Education Funds Request?** ⓘ

Will Career Technical Education (CTE) Funds be requested for classroom(s) included in the plans and specifications for this project  Yes  No

[← Previous](#) [Continue →](#)

## Project Progress

In this section, the user indicates if construction contracts have been awarded for the project.

Dashboard / Application / Draft 1

**Example Charter Rehab (50-04)** Draft

Application For Funding • Form SAB 50-04 ⓘ  
Charter - Final Apportionment • Rehabilitation

**SAB 50-04 Form**

- ✓ Site Info
- ✓ Project Type
- ✓ Excessive Cost Hardship
- ✓ Alternative Developer Fee / ...
- ✓ Joint Use / Career Technical ...
- **Project Progress**

**Project Progress**

Have construction contracts been awarded for this project? ⓘ  Yes  No

[← Previous](#) [Continue →](#)

1. Click “No” if the applicant has not awarded construction contracts.
2. Click “Continue” to proceed to the next section of the funding application.

Below is a zoomed-in example.

## Project Progress

Have construction contract(s) been awarded for this project? 

Yes No

 Previous

Continue 

3. Click "Yes" if the applicant has awarded construction contracts.
4. Click "Add/Edit Contracts" to enter the contract information.

Below is a zoomed-in example.

## Project Progress

Have construction contract(s) been awarded for this project? 

Yes No

Enter the date(s) of the construction contract(s) awarded for this project

Add/Edit Contracts

Show 5 entries

Type to filter the name column...

Contractor Name	Contract Type	Amount	Award	Prevailing Wage	Notice to Proceed	Const. Del. Method
-----------------	---------------	--------	-------	-----------------	-------------------	--------------------

0 total

Note: Prevailing Wage only applies to contracts with an Award Date between 1/1/2012 and 6/19/2014

 Previous

Continue 

5. Enter all known fields, such as the contract name, award date, type and amount. The contract award date and construction delivery method must be entered for the contract to save.

The user can add as many contracts as applicable for the project by clicking "Add Contract" after a contract is saved.

Below is a zoomed-in example.

## Add/Edit Contract

### Add New Contract

Contractor Name	<input type="text" value="XYZ Construction INC."/>
Contract Award Date	<input type="text" value="11/18/2024"/>
Contract Type	<input type="text" value="Demolition"/>
Contract Amount	<input type="text" value="\$ 300,000"/>
Notice to Proceed Issued Date	<input type="text" value="11/22/2024"/>
Construction Delivery Method	<input type="text" value="Design-Bid-Build"/>
Related DSA Application Numbers	<input type="text" value="01-111111"/> <input type="text" value="+ DSA App #"/>

**01-111111**

**i** Press the Enter  key to save  
You can add up to 5 Values(s)

6. After the last contract has been entered, the user may close the *Add/Edit Contract* section by clicking the "x" in the upper right corner.

Below is a zoomed-in example.

Add/Edit Contract ×

---

### Add New Contract

Contractor Name	<input type="text"/>
Contract Award Date	<input type="text" value="MM/DD/YYYY"/>
Contract Type	<input type="text" value="▼"/>
Contract Amount	<input type="text"/>
Notice to Proceed Issued Date	<input type="text" value="MM/DD/YYYY"/>
Construction Delivery Method	<input type="text" value="Please select an option ▼"/>
Related DSA Application Numbers	<input type="text" value="+ DSA App #"/>

**i** Press the Enter  key to save  
You can add up to 5 Values(s)

7. Then, the user will be returned to the *Project Progress* section, and the user can review that the contract entries were accurately reported for the application.
8. Once the *Project Progress* section is completed, click "Continue" to proceed to the next section of the funding application.

Below is a zoomed-in example.

### Project Progress

Have construction contract(s) been awarded for this project? Yes No

Enter the date(s) of the construction contract(s) awarded for this project Add/Edit Contracts

Show  entries

Contractor Name	Contract Type	Amount	Award	Prevailing Wage	Notice to Proceed	Const. Del. Method
XYZ Construction INC.	Demolition	\$300,000.00	11/18/2024		11/22/2024	Design-Bid-Build

1 total

Note: Prevailing Wage only applies to contracts with an Award Date between 1/1/2012 and 6/19/2014

← Previous Continue →

### Licensed Architect

Once the user has entered the necessary information for the funding application, they will request the applicant's Licensed Architect to review the draft funding application and complete the required certification in this section. The Licensed Architect must log in to enter the DSA approval date and DSA application number to certify that any portion of the plans and specifications (P&S) requiring review and approval by DSA were approved by DSA and meet the requirements of the California Code of Regulations, Title 24, including any access compliance and fire code requirements.

**SAB 50-04 Form**

- ✔ Site Info
- ✔ Project Type
- ✔ Excessive Cost Hardship
- ✔ Alternative Developer Fee / ...
- ✔ Joint Use / Career Technical ...
- ✔ Project Progress
- Licensed Architect**
- Licensed Design Consultant
- Certification
- ! Review
- Submittal

## Licensed Architect

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

- The Plans and Specification for this project were submitted to the OPSC by electronic medium (i.e., CD-ROM, zip disk or diskette) or as an alternative, if the request is for a modernization Grant, the Plans and Specifications (P&S) were submitted 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): 

You can add up to 5 Date(s)
- Related Division of State Architect (DSA) Application(s) 

Press the Enter key to save  
You can add up to 5 Values(s)
- Any portion of the Plans and Specifications (P&S) not requiring review and approval by the Division of State Architect (DSA) meets the requirements of the California Code of Regulations, Title 24, including any handicapped access and fire code requirements.
- If the request is for a Modernization or Charter School Facilities Program Rehabilitation Grant, the Plans and Specifications (P&S) include the demolition of more classrooms than those to be constructed in the project, the difference is classroom(s). 

(Leave blank if there are none.)
- If the request is for a Modernization or Charter School Facilities Program Rehabilitation Grant, the Plans and Specifications (P&S) include the construction of more classrooms than those to be demolished in the project, the difference is classroom(s). 

(Leave blank if there are none.)

I certify the information listed above is correct  
 The architect on record for this project is no longer available for certification

Architect Name ?

Architect Signature Date ?

Certify

← Previous
Continue →

1. The Licensed Architect will enter the date of DSA plan approval. This is the date in the DSA approval letter. Multiple approval dates may be entered.
2. The Licensed Architect will enter the related DSA application numbers. The application number can be found in the DSA approval letter. Multiple application numbers may be entered.

Below is a zoomed in example.

## Licensed Architect

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

- The Plans and Specification for this project were submitted to the OPSC by electronic medium (i.e., CD-ROM, zip disk or diskette) or as an alternative, if the request is for a modernization Grant, the Plans and Specifications (P&S) were submitted 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):

11/01/2024 

11/29/2024 

MM/DD/YYYY

You can add up to 5 Date(s)

- Related Division of State Architect (DSA) Application(s)

01-111111 

01-111112 

+ DSA App #

 Press the Enter  key to save

You can add up to 5 Values(s)

3. The Licensed Architect will indicate if the project includes the demolition of more classrooms than will be constructed, or the construction of more classrooms than those to be demolished.

Below is a zoomed in example.

- Any portion of the Plans and Specifications (P&S) not requiring review and approval by the Division of State Architect (DSA) meets the requirements of the California Code of Regulations, Title 24, including any handicapped access and fire code requirements.
- If the request is for a Modernization or Charter School Facilities Program Rehabilitation Grant, the Plans and Specifications (P&S) include the demolition of more classrooms than those to be constructed in the project, the difference is classroom(s).  
(Leave blank if there are none.)
- If the request is for a Modernization or Charter School Facilities Program Rehabilitation Grant, the Plans and Specifications (P&S) include the construction of more classrooms than those to be demolished in the project, the difference is classroom(s).  
(Leave blank if there are none.)

1

4. The Licensed Architect will click the box to certify the information listed above is correct.
5. The Licensed Architect will enter the architect's full name and signature date.
6. The Licensed Architect will click "Certify" to sign the form.

Note - other users may enter the architect's full name and date. However, only the Licensed Architect may click the blue "Certify" button to sign the required certification electronically, as shown in the screenshot below.

The screenshot shows a web form for certification. At the top, there are two radio button options: the first is selected and highlighted with a red box, and the second is unselected. Below these are two input fields: 'Architect Name' containing 'John Smith' and 'Architect Signature Date' containing '12/09/2024', both highlighted with red boxes. A blue 'Certify' button is also highlighted with a red box, with the text 'Please Certify Application' below it. At the bottom of the form, there are 'Previous' and 'Continue' navigation buttons.

7. Once the *Licensed Architect* Section is completed, proceed to the next section by clicking "Continue."

Below is a zoomed in example.

This zoomed-in screenshot shows the same certification form. The 'Certify' button is now a green button with the text 'Certified' and a checkmark. Below the button, the text 'John Smith · Dec 9, 2024' is displayed. The 'Continue' button at the bottom right is highlighted with a red box.

If the Licensed Architect is no longer available for certification, the District Representative may enter the DSA approval dates) and application numbers(s) and certify the application on their behalf, provided a certification letter is included with the application submission.

Below is a zoomed in example.

- Any portion of the Plans and Specifications (P&S) not requiring review and approval by the Division of State Architect (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 

Jane Smith

Architect Signature Date 

12/09/2024

Certify

Please Certify Application

- Once the *Licensed Architect* Section is completed, proceed to the next section by clicking "Continue."

Below is a zoomed-in example.

- Any portion of the Plans and Specifications (P&S) not requiring review and approval by the Division of State Architect (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 

Jane Smith

Architect Signature Date 

12/09/2024

Certified 

Jane Smith · Dec 9, 2024

 Previous

Continue 

## Licensed Design Consultant

Like the Licensed Architect section, the District's Licensed Design Consultant will review the draft funding application and complete the required certification that the P&S meets the requirements of Title 24.

*Please note that until this section is certified by the Licensed Design Consultant, the left-hand navigation will display an orange exclamation point, as shown in the screenshot below.*

Below is a zoomed-in example.

**Licensed Design Consultant**

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

- If the request is for a New Construction Grant, not including the Overcrowding Relief Grant (Overcrowding Relief Grant (ORG)) , I have developed a cost estimate of the proposed project which indicates that the estimated construction cost of the work in the Plans and Specifications (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 district's matching share, less site acquisition costs and the High Performance Base Incentive Grant. This cost estimate does not include site acquisition, planning, tests, inspection, or furniture and equipment and is available at the district for review by the OPSC.
- If the request is for a Modernization or Charter School Facilities Program Rehabilitation Grant, I have developed a cost estimate of the proposed project which indicates that the estimated construction cost of the work in the Plans and Specifications (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 district's matching share, less the High Performance Base Incentive Grant. This cost estimate does not include planning, tests, inspection or furniture and equipment and is available at the district for review by the OPSC.

I certify the information listed above is correct

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

Design Consultant Name

Design Consultant Signature Date

**Certify**

Previous

*Please note other users may enter the licensed design consultant's full name and date. However, only the Licensed Design Consultant may click the blue "Certify" button to sign the required certification electronically, as shown in the screenshot below.*

1. The Licensed Design Consultant will click the box to certify the information listed above is correct.
2. The Licensed Design Consultant will enter their full name and signature date.
3. The Licensed Design Consultant will click "Certify" to sign the form.

Below is a zoomed in example.

- If the request is for a Modernization or Charter School Facilities Program Rehabilitation Grant, I have developed a cost estimate of the proposed project which indicates that the estimated construction cost of the work in the Plans and Specifications (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 district's matching share, less the High Performance Base Incentive Grant. This cost estimate does not include planning, tests, inspection or furniture and equipment and is available at the district for review by the OPSC.

I certify the information listed above is correct 

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

Design Consultant Name 

Design Consultant Signature Date 

4. Once the *Licensed Design Consultant* section is completed, proceed to the next section by clicking "Continue."

Below is a zoomed-in example.

I certify the information listed above is correct 

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

Design Consultant Name 

Design Consultant Signature Date 

John Smith · Dec 9, 2024

5. If the Licensed Design Consultant is no longer available for certification, the District Representative may certify the application on their behalf, provided a certification letter is included with the application submission.

Below is a zoomed-in example.

- If the request is for a Modernization or Charter School Facilities Program Rehabilitation Grant, I have developed a cost estimate of the proposed project which indicates that the estimated construction cost of the work in the Plans and Specifications (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 district's matching share, less the High Performance Base Incentive Grant. This cost estimate does not include planning, tests, inspection or furniture and equipment and is available at the district for review by the OPSC.

I certify the information listed above is correct 

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

Design Consultant Name 

Jane Smith

Design Consultant Signature Date 

12/09/2024

Certify

6. Once the *Licensed Design Consultant* section is completed, proceed to the next section by clicking "Continue."

Below is a zoomed-in example.

- If the request is for a Modernization or Charter School Facilities Program Rehabilitation Grant, I have developed a cost estimate of the proposed project which indicates that the estimated construction cost of the work in the Plans and Specifications (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 district's matching share, less the High Performance Base Incentive Grant. This cost estimate does not include planning, tests, inspection or furniture and equipment and is available at the district for review by the OPSC.

I certify the information listed above is correct 

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

Design Consultant Name 

Jane Smith

Design Consultant Signature Date 

11/18/2024

Certified 

Jane Smith · Nov 18, 2024

 Previous

Continue 

## Certification

In this final section of the application, the designated representative of the applicant will certify to the requirements for submitting a Form SAB 50-04. Only the authorized Charter Representative (charter applicants) or District Representative/Superintendent (district applicants) may complete the certification section.

### Example Charter NC (50-04) Draft

Application For Funding • Form SAB 50-04  
Charter - Final Apportionment • New Construction

#### SAB 50-04 Form

- Site Info
- Project Type
- Additional Grant Request
- Excessive Cost Hardship
- Alternative Developer Fee / ...
- Joint Use / Career Technical ...
- Project Progress
- Licensed Architect
- Licensed Design Consultant
- Certification**

#### Certification

I certify, as the District Representative, that the information reported on this form, with the exception of items 22 and 23, is 1 and correct and that:

- I am an authorized representative of the district as authorized by the governing board of the district; and,
- A resolution or other appropriate documentation supporting this application under Chapter 12.5, Part 10, Division 1, commencing with Section 17070.10, et. seq., of the Education Code was adopted by the school district's governing board or the designee of the Superintendent of Public Instruction on,
- The district has established a "Restricted Maintenance Account" for exclusive purpose of providing ongoing and major maintenance of school buildings and has developed an ongoing and major maintenance plan that complies with and is implemented under the provisions of Education Code Section 17070.75 and 17070.77 (refer to Sections 1859.100 through 1859.102); and,
- The district has considered the feasibility of the joint use of land and facilities with other governmental agencies in order to minimize school facility costs; and,

Scroll to bottom to Certify app.

1. Enter the date a resolution or other appropriate documentation supporting this application under Article 12.5, Part 10, Division 1, commencing with Section 17070.10, et. seq., of the Education Code was adopted by the School District's governing Board or the governing board or other equivalent authority of the Charter School. This date must be prior to the submittal date of the application.

The certification on the 50-04 will not indicate if the certification is by a charter school representative or district representative, like the Form SAB 50-09. "District Representative" on the 50-04 certification means the authorized representative of the applicant.

Below is a zoomed in example.

## Certification

I certify, as the District Representative, that the information reported on this form, with the exception of items 22 and 23, is 1 and correct and that:

- I am an authorized representative of the district as authorized by the governing board of the district; and,
- A resolution or other appropriate documentation supporting this application under Chapter 12.5, Part 10, Division 1, commencing with Section 17070.10, et. seq., of the Education Code was adopted by the school district's governing board or the designee of the Superintendent of Public Instruction on,

11/07/2024

2. The user must review the entire Certification section using the scroll bar.

Below is a zoomed-in example.

## Certification

I certify, as the District Representative, that the information reported on this form, with the exception of items 22 and 23, is 1 and correct and that:

- I am an authorized representative of the district as authorized by the governing board of the district; and,
- A resolution or other appropriate documentation supporting this application under Chapter 12.5, Part 10, Division 1, commencing with Section 17070.10, et. seq., of the Education Code was adopted by the school district's governing board or the designee of the Superintendent of Public Instruction on,
- The district has established a "Restricted Maintenance Account" for exclusive purpose of providing ongoing and major maintenance of school buildings and has developed an ongoing and major maintenance plan that complies with and is implemented under the provisions of Education Code Section 17070.75 and 17070.77 (refer to Sections 1859.100 through 1859.102); and,
- The district has considered the feasibility of the joint use of land and facilities with other governmental agencies in order to minimize school facility costs; and,

11/07/2024

Scroll to bottom to Certify app.

3. Once the designated representative has completed reviewing and entering all the required fields, click "Yes" to agree to the terms of the certification.

4. Enter charter school or district representative's information such as phone number, full name, and signature date.

5. Click "Continue" to proceed to the *Review* section.

Below is a zoomed in example.

I verify, I have read and agree to the above terms and certification information	<input type="checkbox"/> Yes <input type="checkbox"/> No
Date	12/09/2024
District Representative / Superintendent Phone Number	(111) 111-1111
Phone Extension (optional)	
District Representative / Superintendent Name	Jane Smith

[← Previous](#) [Continue →](#)

## Review

After completing the certification section, the user will review all previous sections and make any final edits. Any incomplete sections will be flagged with an orange exclamation point.

1. Click on the section with an orange exclamation point to see what information is missing.

Below is a zoomed in example.

**Example Charter Rehab (50-04)** Draft

Application For Funding • Form SAB 50-04  
Charter - Final Apportionment • Rehabilitation

<b>SAB 50-04 Form</b>	<b>Review</b>
<input checked="" type="checkbox"/> Site Info	<input checked="" type="checkbox"/> <b>Site Info</b>
<input checked="" type="checkbox"/> Project Type	
<input checked="" type="checkbox"/> Excessive Cost Hardship	
<input checked="" type="checkbox"/> Alternative Developer Fee / ...	
<input checked="" type="checkbox"/> Joint Use / Career Technical ...	
<input checked="" type="checkbox"/> Project Progress	
<input checked="" type="checkbox"/> Licensed Architect	
<input checked="" type="checkbox"/> Licensed Design Consultant	
<input checked="" type="checkbox"/> Certification	
<input checked="" type="checkbox"/> <b>Review</b>	
<input type="checkbox"/> Submittal	

Project to be located on	Existing Site without Additional Acreage
The Project is at an existing school site:	
Select the appropriate school or site for this application	Example Charter
California Department of Education (CDE) Plan Approval Date	11/01/2024
Recommended Site size	10.00
Existing Acres (Useable)	5.00
Total number of classroom(s) on the Division of State Architect (DSA) Approved plans	7

2. Click “Edit Page.”
3. The missing required fields will display with red text as (required).

Below is a zoomed in example.

4. Enter the missing information.
5. Click “Continue” to save the information.

Below are zoomed in examples.

6. Once all required entries are completed, the left navigation will display only green checkmarks.
7. Click “Submittal” to continue with submitting the application.

Below is a zoomed-in example.

SAB 50-04 Form

- Site Info
- Project Type
- Excessive Cost Hardship
- Alternative Developer Fee / ...
- Joint Use / Career Technical ...
- Project Progress
- Licensed Architect
- Licensed Design Consultant
- Certification
- Review**
- Submittal

### Review

#### Site Info

Project to be located on	Existing Site without Additional Acreage
The Project is at an existing school site:	
Select the appropriate school or site for this application	Example Charter
California Department of Education (CDE) Plan Approval Date	11/01/2024
Recommended Site size	10.00
Existing Acres (Useable)	5.00
Total number of classroom(s) on the Division of State Architect (DSA) Approved plans	7

8. The user may also scroll to the bottom of the screen and click “Continue” to continue with submitting the application.

Below is a zoomed-in example.

I verify, I have read and agree to the above terms and certification information

District Representative / Superintendent Name

District Representative / Superintendent Phone Number

Phone Extension (optional)

Date

[Edit Page →](#)

[← Previous](#) [Continue →](#)

## Submittal

In this section, the authorized Charter School Representative or District Representative/Superintendent will upload all supporting documents, complete the final certification, and submit the paperless application.

## Example Charter Rehab (50-04) Draft

Application For Funding • Form SAB 50-04  
Charter - Final Apportionment • Rehabilitation

### SAB 50-04 Form

- Site Info
- Project Type
- Excessive Cost Hardship
- Alternative Developer Fee / ...
- Joint Use / Career Technical ...
- Project Progress
- Licensed Architect
- Licensed Design Consultant
- Certification
- Review

### Submittal

This State Allocation Board School Facility Program Application for Funding is being submitted electronically via OPSC Online.

- Requests may only be submitted by a School District Superintendent, Authorized School District Representative, Charter School Representative, or Joint Power Authority (JPA) Representative who is signed in to OPSC Online with their corresponding OPSC Online User ID. Submittal from these accounts is considered to be a unique electronic signature for purposes of Application for Funding submittals. A printed, wet-signature request does not need to be mailed 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.
- Once an applicant has upload a file, the file cannot be removed by the applicant.

I have uploaded all required documents required on the Application for Funding [OPSC Application Submittal Checklist](#).  

**Upload file(s)**

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

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

**Submit Paperless Application**

1. Click the blue "Upload file(s)" button to upload any supporting files for this application.

Below is a zoomed-in example.

### Submit

This State Allocation Board School Facility Program Application for Funding is being submitted electronically via OPSC Online.

- Requests may only be submitted by a School District Superintendent, Authorized School District Representative, Charter School Representative, or Joint Power Authority (JPA) Representative who is signed in to OPSC Online with their corresponding OPSC Online User ID. Submittal from these accounts is considered to be a unique electronic signature for purposes of Application for Funding submittals. A printed, wet-signature request does not need to be mailed 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.
- Once an applicant has upload a file, the file cannot be removed by the applicant.

I have uploaded all required documents required on the Application for Funding [OPSC Application Submittal Checklist](#).  

**Upload file(s)**

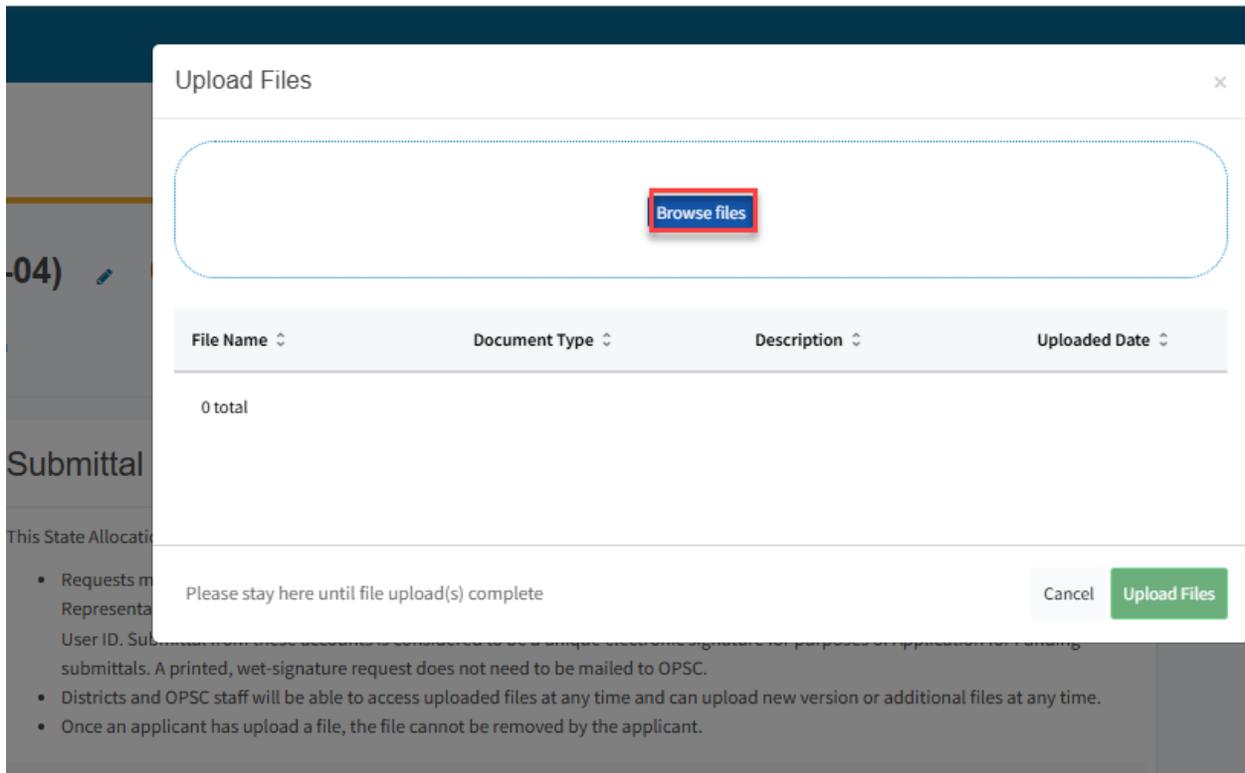
All uploaded files for this application are always available on the [Application Dashboard](#).

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

**Submit Paperless Application**

2. Click "Browse Files" to locate the documents. Prior to uploading any documents, ensure file names clearly identify the document type. When uploading documents that are larger than

20 MB, please either resize to less than 20 MB or submit in multiple parts that are less than 20 MB.



3. After a document has been selected, it will be listed under the *File Name* column. Select a *Document Type* and *Description* from the drop-down box. If there is no *Document Type* and *Description* listed that accurately identifies the document, click "Other" in both fields.
4. After all files have been selected and identified, click "Upload Files" to upload the files to the application.

Below is a zoomed in example.

Upload Files ×

[Browse files](#)

File Name <small>↕</small>	Document Type <small>↕</small>	Description <small>↕</small>	Uploaded Date <small>↕</small>
DSA Plan Approval Letter.pdf <a href="#" style="color: red; font-size: small;">Remove</a>	Division of the State A <small>▼</small>	DSA Plan Approval Le <small>▼</small>	12/09/2024
CDE Plan Approval Letter.pdf <a href="#" style="color: red; font-size: small;">Remove</a>	California Departmen <small>▼</small>	Final Plan Approval L <sup>e</sup> <small>▼</small>	12/09/2024

2 total

---

Please stay here until file upload(s) complete [Cancel](#) [Upload Files](#)

5. If a file was selected in error and needs to be removed, click “Remove” next to the file name to remove the file prior to uploading.

Below is a zoomed in example.

### Upload Files ×

[Browse files](#)

File Name <small>↕</small>	Document Type <small>↕</small>	Description <small>↕</small>	Uploaded Date <small>↕</small>
DSA Plan Approval Letter.pdf <span style="border: 1px solid red; padding: 2px;">Remove</span>	Division of the State A <small>▼</small>	DSA Plan Approval Le <small>▼</small>	12/09/2024
CDE Plan Approval Letter.pdf <span style="color: red;">Remove</span>	California Departmen <small>▼</small>	Final Plan Approval Le <small>▼</small>	12/09/2024

2 total

Please stay here until file upload(s) complete

CancelUpload Files

- If "Upload Files" has been clicked, but the file has not been identified as uploaded, click "Cancel" and the upload process will be cancelled, and the file can be removed. Once a file has been uploaded, the user will not be able to remove it.

Below is a zoomed in example.

Upload Files ×

[Browse files](#)

File Name <small>↕</small>	Document Type <small>↕</small>	Description <small>↕</small>	Uploaded Date <small>↕</small>
DSA Plan Approval Letter.pdf <div style="background-color: #0056b3; color: white; padding: 2px 5px; display: inline-block;">50 </div>	Division of the State A <small>▼</small>	DSA Plan Approval Le <small>▼</small>	12/09/2024
CDE Plan Approval Letter.pdf <div style="background-color: #0056b3; color: white; padding: 2px 5px; display: inline-block;">50 </div>	California Departmen <small>▼</small>	Final Plan Approval Le <small>▼</small>	12/09/2024

2 total

---

Please stay here until file upload(s) complete

Cancel

  
 Saving...

- Once the documents have been uploaded, the text **Successfully Uploaded** will display underneath the document file name. After all documents have been uploaded, close the *Upload Files* section by clicking "Done."

Below is a zoomed-in example.

### Upload Files x

[Browse files](#)

File Name <span>⌵</span>	Document Type <span>⌵</span>	Description <span>⌵</span>	Uploaded Date <span>⌵</span>
DSA Plan Approval Letter.pdf <span style="border: 1px solid red; padding: 2px;">Successfully Uploaded</span>	Division of the State A <span>⌵</span>	DSA Plan Approval Le <span>⌵</span>	12/09/2024
CDE Plan Approval Letter.pdf <span style="border: 1px solid red; padding: 2px;">Successfully Uploaded</span>	California Departmen <span>⌵</span>	Final Plan Approval L€ <span>⌵</span>	12/09/2024

2 total

---

Please stay here until file upload(s) complete

Done Upload Files

8. After the documents have been uploaded, click the box indicating all required documents have been uploaded.
9. Next, click the final certification box then click “Submit Paperless Application” to submit the application.

*Reminder: only an Authorized District Representative can submit the application.*

Below is a zoomed-in example.

## Submit

This State Allocation Board School Facility Program Application for Funding is being submitted electronically via OPSC Online.

- Requests may only be submitted by a School District Superintendent, Authorized School District Representative, Charter School Representative, or Joint Power Authority (JPA) Representative who is signed in to OPSC Online with their corresponding OPSC Online User ID. Submittal from these accounts is considered to be a unique electronic signature for purposes of Application for Funding submittals. A printed, wet-signature request does not need to be mailed 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.
- Once an applicant has upload a file, the file cannot be removed by the applicant.

I have uploaded all required documents required on the Application for Funding [OPSC Application Submittal Checklist](#).

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

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

10. After submittal, the user will proceed to a confirmation page displaying the assigned application number for the project.

## Example Charter Rehab (50-04) Submitted

54 / 67439 - 00 - 011

Application For Funding • Form SAB 50-04

Charter - Final Apportionment • Rehabilitation

### SAB 50-04 Form

- Site Info
- Project Type
- Excessive Cost Hardship
- Alternative Developer Fee / ...
- Joint Use / Career Technical ...
- Project Progress
- Licensed Architect
- Licensed Design Consultant
- Certification
- Review
- Submittal**

### Submittal

**✓ This paperless application was successfully submitted to OPSC.**

Your Application #: 54/67439-00-011  
Submittal Date: 12/09/2024

#### What's Next

Please review this application's uploaded documents on the [Application Dashboard](#) to ensure all required application documents are uploaded and properly named. Required documents not uploaded within 7 working days after the submittal date 2024-12-09 09:02 PM will lead to the application being rejected.

The completed State Allocation Board form can be [downloaded here](#) at anytime but is no longer necessary to sign and mail in. A complete paperless submission is all OPSC will need to begin processing your funding application.

#### Application Options

- [Upload Remaining Files](#)
- Ensure your application is complete by uploading any remaining documents now.
- [Review Required Documents](#)
- [Download Completed Form](#)
- [Go To Application Dashboard](#)

[← Previous](#)

11. The user may note the application number and nickname from the main dashboard for future access.

Below is a zoomed in example.

### Submittal

**✓ This paperless application was successfully submitted to OPSC.**

Your Application #:	54/67439-00-011
Submittal Date:	12/09/2024

#### What's Next

Please review this application's uploaded documents on the [Application Dashboard](#) to ensure all required application documents are uploaded and properly named. Required documents not uploaded within 7 working days after the submittal date 2024-12-09 09:02 PM will lead to the application being rejected.

The completed State Allocation Board form can be [downloaded here](#) at anytime but is no longer necessary to sign and mail in. A complete paperless submission is all OPSC will need to begin processing your funding application.

#### Application Options

- [Upload Remaining Files](#)
- Ensure your application is complete by uploading any remaining documents now.
- [Review Required Documents](#)
- [Download Completed Form](#)
- [Go To Application Dashboard](#)

12. At the confirmation page, the user may do the following:

- Upload additional documents after the submittal by clicking "Upload Remaining Files"
- View a list of required documents by clicking "Review Required Documents"
- Download a PDF version of the online application by clicking on "Download Completed Form."
- Go to the dashboard for this application by clicking "Go to Application Dashboard."

Below is a zoomed in example.

## Submittal

✓ This paperless application was successfully submitted to OPSC.

Your Application #: 54/67439-00-011

Submittal Date: 12/09/2024

### What's Next

Please review this application's uploaded documents on the [Application Dashboard](#) to ensure all required application documents are uploaded and properly named. Required documents not uploaded within 7 working days after the submittal date 2024-12-09 09:02 PM will lead to the application being rejected.

The completed State Allocation Board form can be [downloaded here](#) at anytime but is no longer necessary to sign and mail in. A complete paperless submission is all OPSC will need to begin processing your funding application.

### Application Options

- Upload Remaining Files
- Ensure your application is complete by uploading any remaining documents now.
- Review Required Documents
- Download Completed Form
- Go To Application Dashboard

13. At this point, the application submittal process is complete. To go to the dashboard for this application, click "Go to Application Dashboard."

## Revising a Form SAB 50-04

After a Form SAB 50-04 is submitted it will go through the OPSC review process. As part of this process, OPSC often requests revisions be made to the Form SAB 50-04. Revisions should be made to the most recent Form SAB 50-04 that was submitted.

## Application Dashboard

The Application Dashboard will have all application versions and uploaded documents for a specific application. From the application dashboard, users can upload additional documents, create drafts of the submitted application for revisions, and edit the application nickname and PTN.

The screenshot shows the 'Submitted Versions' table for the application 'Example Charter Rehab (50-04)'. The table has columns for Name, Status, Version Received Date, Submitted By, Updated, and Options. The first row shows 'Version 1' with a status of 'Submitted', received on '12/09/2024', submitted by 'Jane Smith', and updated on '12/09/2024'. An 'Options' dropdown menu is visible at the end of the row.

Name	Status	Version Received Date	Submitted By	Updated	Options
Version 1	Submitted	12/09/2024	Jane Smith	12/09/2024	Options

## Create a Duplicate Draft

3. Click “Options” next to the most recent version of the Form in the *Submitted Versions* box on the *Application Dashboard*.
4. Click “Duplicate As Draft.”

Below is a zoomed in example.

This zoomed-in view shows the 'Submitted By' and 'Updated' columns of the table. The 'Submitted By' column contains 'Jane Smith' and the 'Updated' column contains '12/09/2024'. An 'Options' dropdown menu is open, showing three options: 'Options', 'Duplicate As Draft', and 'Copy Link'. The 'Duplicate As Draft' option is highlighted with a red box.

Submitted By	Updated	Options
Jane Smith	12/09/2024	Options Duplicate As Draft Copy Link

rafts

6. The draft will appear below in a *Drafts* box.
7. Click anywhere in the white area of the created draft to open the new draft.

Below is a zoomed in example.

## Submitted Versions

Name	Status	Version Received Date	Submitted By
Version 1	OPSC Reviewing	11/27/2024	Jane Smith

## Drafts

Name	Status	Created By	Last Edited By
Draft 1	Draft	Jane Smith	Jane Smith

8. All information from the previously submitted Form will be on the draft, except for the certifications. Click edit at the bottom of the section your need to edit, make your edits and then re-certify and submit the application. Refer to the *Certification, Review, and Submit and Upload Documents* sections for directions on this process.

## Updating the Application Nickname

4. Click on the pencil icon next to the current nickname on the *Application Dashboard*.
5. Type in the new nickname.
6. Click "Change Name."

Below is a zoomed in example.

Dashboard / Application

**54/67439-00-011**  
Charter - Final Apportionment

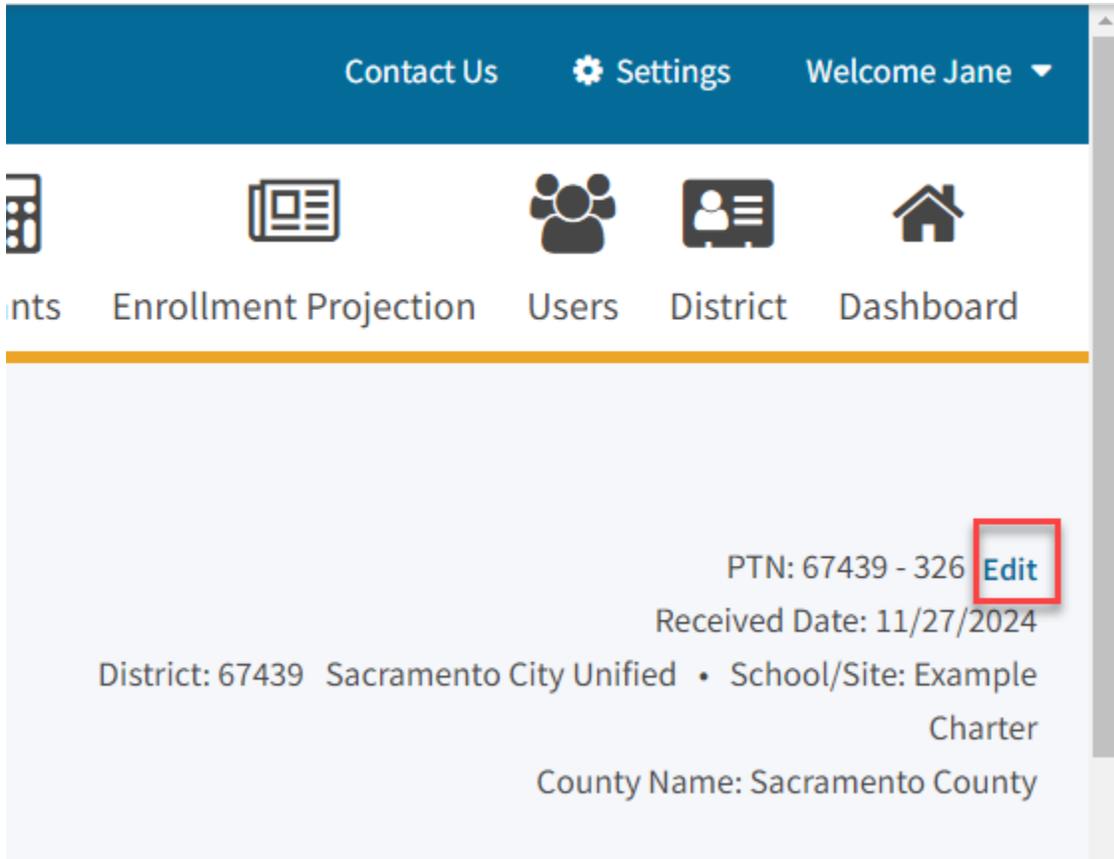
**Example Charter Rehab (50-04)**  **Submitted**

54 / 67439 - 00 - 011  
Application For Funding • Form SAB 50-04 ⓘ  
Charter - Final Apportionment • Rehabilitation

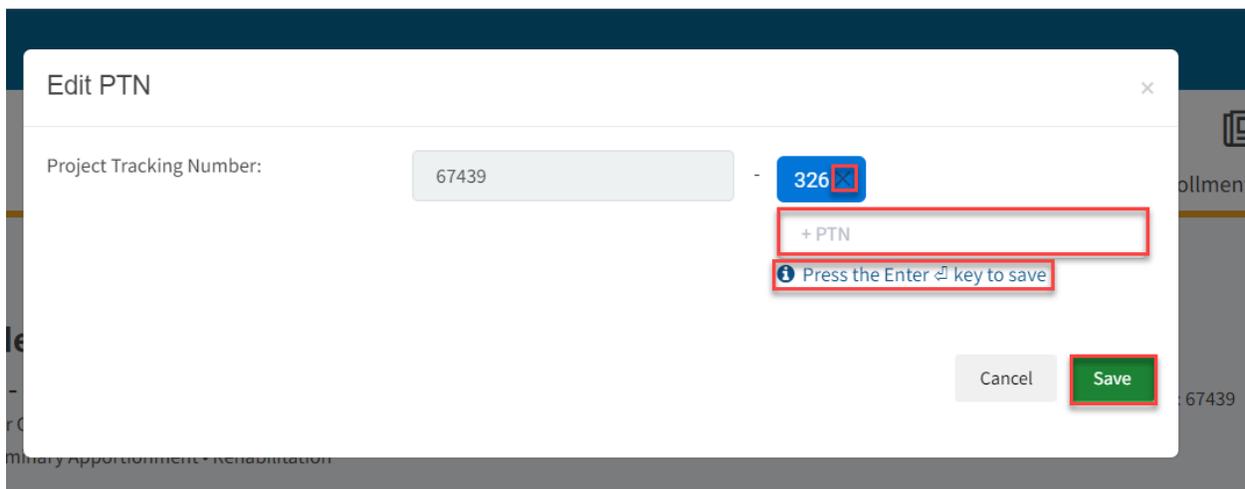
## Updating the PTN

2. Click the pencil icon next to the current PTN on the *Application Dashboard*.

Below is a zoomed in example.



4. Click on the “X” next to the current PTN to delete it, if applicable
5. Next, type in the new or additional PTN and press the Enter key to save it.
6. Click “Save” to save all changes and close the box.



## Upload Additional Documents

Users can upload additional documents by clicking “Upload File” from the *Application Dashboard* and following the steps that were previously provided for when Charter School and District Representatives are uploading documents and submitting an application.

Below is a zoomed in example.

**54/67439-00-011**  
Charter - Final Apportionment

**50-04**

**Example Charter Rehab (50-04)**  
Submitted  
Final Charter Rehab

**Eligibility**  
See the current baseline for Sacramento City Unified

**Accounting Activity**

**Example Charter Rehab (50-04)**  
54 / 67439 - 00 - 011  
Application For Funding • Form SAB 50-04  
Charter - Final Apportionment • Rehabilitation

**Submitted Versions**

Name	Status
Version 1	Submitted

**Drafts**

**Uploaded Files** Upload File

## Copy Application Link

Users can copy a link to the application by clicking on “Options” and then clicking “Copy Link” on the *Application Dashboard*. The link can then be sent to the Charter School or District Representative. The Representative can then access the application through the link.

Below is a zoomed in example.

Version Received Date	Submitted By	Updated	Options
12/09/2024	Jane Smith	12/09/2024	Duplicate As Draft Copy Link

## Reviewing the Application Status

After submitting a Form SAB 50-04, OPSC staff will process applications by the date order of submission, and the user may monitor the processing of its application by reviewing the application status. For instance, the application may have the status of Submitted, 15-Day Letter, 4-Day Letter, and SAB Approved.

The status for an application can be found in the *Status* column on the User Dashboard or on the *Application Dashboard* for the specific application.

Below is an example of status on the User Dashboard.

### Dashboard

## Funding Applications

 Create New SFP Funding Application	 Create New Preschool/TK/FDK Funding Application		
Application Name ↕	Project Type ↕	Status ↕	OPSC App # ↕
Example Charter Rehab (50-04)	Final Charter Rehab	Submitted	54/67439-00-011
Rehab Charter 6-8	Charter Rehab	OPSC Reviewing	54/67439-00-011

Below is an example of status on the *Application Dashboard*.

Dashboard / Application

# 54/67439-00-011

Charter - Final Apportionment

## 50-04

Example Charter Rehab (50-04)

Submitted

Final Charter Rehab

### Example Charter Rehab (50-04)

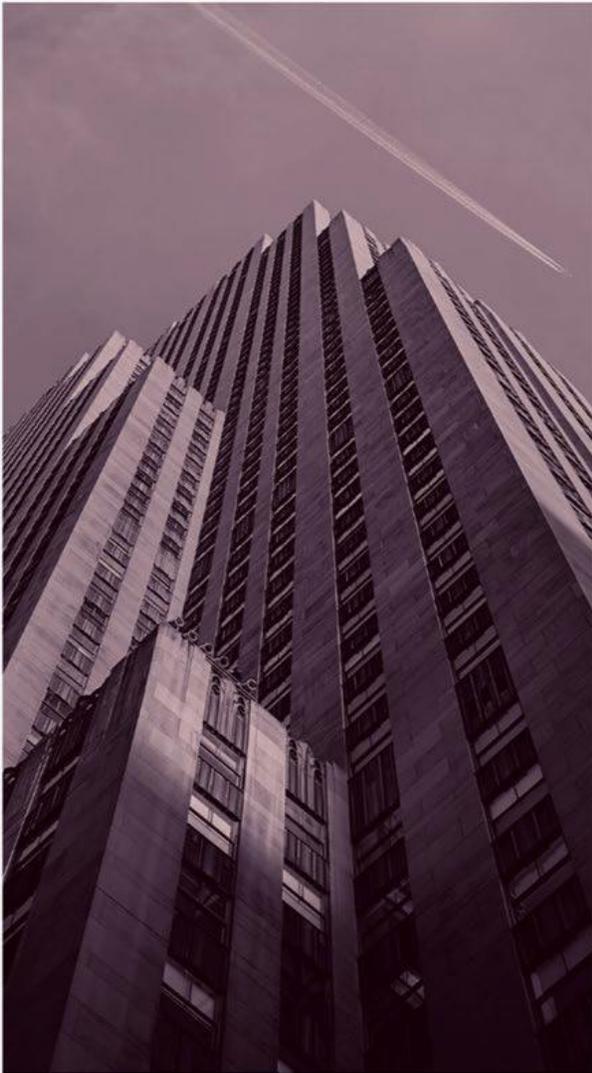
54 / 67439 - 00 - 011

Application For Funding • Form SAB 50-04 ⓘ

Charter - Final Apportionment • Rehabilitation

#### Submitted Versions

Name	Status	Version Received Date
Version 1	Submitted	12/12/2024



# OPSC ONLINE USER GUIDE

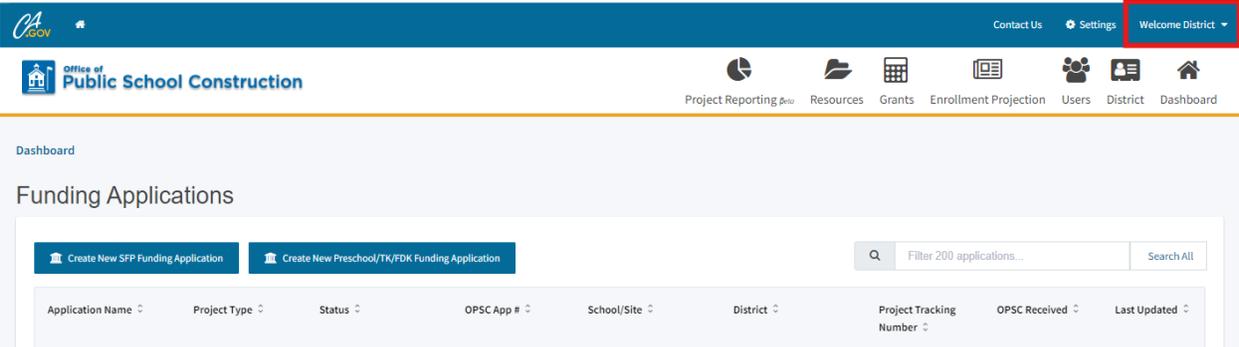


## Section 8. Facility Hardship and Seismic Mitigation Program

# Facility Hardship Program and Seismic Mitigation Program Funding

## Introduction

The OPSC Online process to apply for either the Facility Hardship Program (FHP) or the Seismic Mitigation Program (SMP) is substantially similar. For both programs, a district may apply for replacement funding to replace either a full school or one or more buildings on a school site, or it may apply for rehabilitation funding to rehabilitate one or more buildings or required components on a school site.

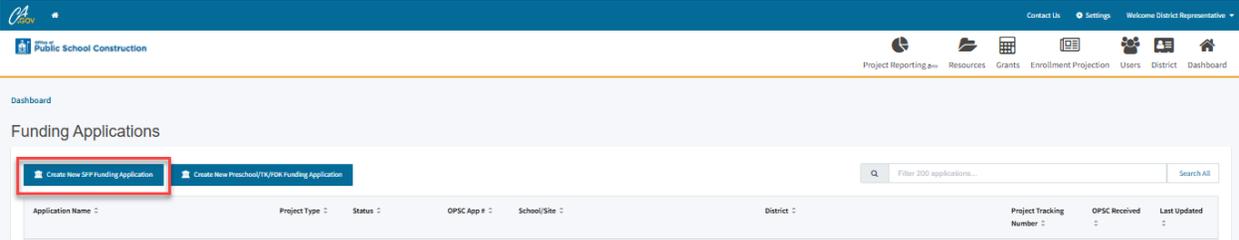


## Application for Facility Hardship or Seismic Mitigation Program Replacement Funding

### Chapter 1: Creating a new *Application for Funding*, Form SAB 50-04, for Full Grant Replacement Funding

The instructions that follow are for an application for full funding only. Design and site are addressed separately. To create a Form SAB 50-04, select "Create New SFP Funding Application" on the Dashboard page.

*Please note that users with delegate access can prepare the Funding Application. However, only an Architect/Licensed Design Professional can make the required certifications regarding the plans and specifications, and only the Superintendent or a District Representative can submit an application.*



Once selected, the application system will ask the user if the district has applied for and received SAB approval for advanced funding for Site Acquisition, Design, Charter School

Facilities Program Preliminary Apportionment, Facility Hardship Program Conceptual Approval, or Seismic Mitigation Program Conceptual Approval for this project/application, as shown below. Note that Charter School Facilities Program Preliminary Apportionment does not apply for FHP or SMP applications.

## Create New Application ?

If the Applicant applied for advanced funding for this project/application for any of the following, select Yes:

- Site Acquisition
- Design
- Charter School Facilities Program Preliminary Apportionment
- Facility Hardship Program Conceptual Approval
- Seismic Mitigation Program Conceptual Approval

If the Applicant has not, select No.

Yes No

If the user selects "Yes," they will be directed to return to the OPSC Online Dashboard and select the project from the list of existing program applications to create a linked application for the construction phase as shown below. Instructions for creating a linked application are included in Chapter 2.

## Create New Application ?

If the Applicant applied for advanced funding for this project/application for any of the following, select Yes:

- Site Acquisition
- Design
- Charter School Facilities Program Preliminary Apportionment
- Facility Hardship Program Conceptual Approval
- Seismic Mitigation Program Conceptual Approval

If the Applicant has not, select No.

Yes No

**Please Use The Existing Application**

You have selected "Yes" because an Apportionment for a separate site and/or design, Charter School Facilities Program (CSFP) Preliminary Apportionment, or Conceptual Approval of a Facility Hardship or Seismic Mitigation Program has previously been approved for this project. You must return to your OPSC Online [Dashboard](#) and select this project from the list of existing applications in order to create an application for funding for the next phase of funding. For more information, please see the [Help Guide](#).

If the user selects "No," they will be prompted to continue entering the required information listed below for a new Form SAB 50-04 and shown in the screen shot that follows:

- Select the applicable School District or COE from the list of options.
- Select Facility Hardship Replacement (including Seismic Mitigation) as the Funding Program Type from the list of options.
- Select the High School Attendance Area.
- Enter the required PTN. The PTN is used by the DSA, CDE, and OPSC to identify a project. The user will not be able to proceed without entering the PTN. Instructions for generating a PTN can be found under the Resources Tab.
- Enter an application nickname. The nickname should include the funding phase of the application, site name, and program type (e.g., FHP or SMP Replacement Design Only, Site Only, Site & Design, Full Grant, Amended Full Grant).

## Create New Application ?

If the Applicant applied for advanced funding for this project/application for any of the following, select Yes:

- Site Acquisition
- Design
- Charter School Facilities Program Preliminary Apportionment
- Facility Hardship Program Conceptual Approval
- Seismic Mitigation Program Conceptual Approval

If the Applicant has not, select No.

**Yes No**

**?**

You have selected "No" because this is a brand-new application for a project that has never requested a prior separate site and/or design funding approval or Charter School Facilities Preliminary Apportionment.

On this first screen, please select the District name, Program Type (e.g. New Construction, Modernization), High School Attendance Area (if applicable), enter the Project Tracking Number, and enter a nickname for the application. The nickname is used to help you with differentiating this from other projects in your Dashboard.

Select the District  Sacramento City Unified (€ 

Select a funding Program Type   
Refer to [Section 1859.192](#) for the eligibility criteria Facility Hardship - Replace 

Select High School Attendance Area (00) District-wide 

Please enter your primary Project Tracking Number (PTN #) first, followed by additional PTN #s  67439 004   
+ PTN  
 Press the Enter  key to save

Please enter application nickname Full Grant FHP Replacement J

Cancel Continue 

Click "Continue" to proceed.

The application system will ask the user if the district is applying for Financial Hardship assistance. If the user selects “Yes,” the user will then select the type of funding application from a list of options for either “Full Funding” or for “Advance Funding (Separate Apportionment).”

The screenshot shows the 'Create New Application' form. At the top, the question 'Does the district want to apply for Financial Hardship assistance?' is followed by 'Yes' and 'No' buttons. The 'Yes' button is highlighted with a red box. Below this, a dropdown menu is open, showing options under 'Full Funding' and 'Advance Funding (Separate apportionment)'. The 'Full Funding' options are 'Facility Hardship - Replacement (including Seismic Mitigation)' and 'Facility Hardship - Replacement (including Seismic Mitigation) Conceptual Approval'. The 'Advance Funding' options are 'Design Only', 'Site Only', and 'Site & Design Only'. The 'Facility Hardship - Replacement (including Seismic Mitigation)' option is highlighted with a red box. At the bottom of the form, there are 'Previous', 'Cancel', and 'Continue' buttons.

*Please note that the district may contact the Financial Hardship Team for assistance if a project includes a request for financial hardship assistance.*

If the District selects “No,” for Financial Hardship, only Full Funding options will be available.

The screenshot shows the 'Create New Application' form. At the top, the question 'Does the district want to apply for Financial Hardship assistance?' is followed by 'Yes' and 'No' buttons. The 'No' button is highlighted with a red box. Below this, a dropdown menu is open, showing options under 'Full Funding' and 'Advance Funding (Separate apportionment)'. The 'Full Funding' options are 'Facility Hardship - Replacement (including Seismic Mitigation)' and 'Facility Hardship - Replacement (including Seismic Mitigation) Conceptual Approval'. The 'Advance Funding' options are 'Design Only', 'Site Only', and 'Site & Design Only'. The 'Facility Hardship - Replacement (including Seismic Mitigation)' option is highlighted with a red box. At the bottom of the form, there are 'Previous', 'Cancel', and 'Continue' buttons.

For A full funding application, regardless of whether or not the district is applying for Financial Hardship assistance, the user must select “Facility Hardship – Replacement (including Seismic Mitigation)” as shown below.

Create New Application

Does the district want to apply for Financial Hardship assistance?  Yes  No

Select the type of funding application: Facility Hardship - Replacement (including Seisr)

?

If the project will include a request for financial hardship assistance, please contact the Financial Hardship Team at OPSC for assistance. Receiving financial hardship approval will allow the project to start with an advanced approval for separate site and/or design funding if plans have not been drawn up.

Requests for "Advanced funding for Evaluation and RA" may be requested by both financial hardship assisted districts and districts that do not qualify for financial hardship.

← Previous Cancel Continue →

Click "Continue" to proceed.

Application For Funding

Form SAB 50-04

Information and Instruction

A district and their delegates may enter the information required for the Application for Funding (Form SAB 50-04) using this online system. Upon completion of all of the required information, the completed Form SAB 50-04 can only be submitted by the Authorized District Representative or District Superintendent.

If applicable, all supporting documentation required as part of your funding request must be uploaded to OPSC Online prior to, or concurrently with the application submittal.

**Start Application** →

Click on "Start Application" to begin the application process

The OPSC Online Form SAB 50-04 for the Facility Hardship or Seismic Mitigation Program comprises thirteen sections (as listed on the navigation pane on the left hand side of the screen). Once a section is successfully completed, the system will show a green checkmark next to the section name in the navigation pane.

## Application Type

The district must first select the application type, either "Seismic Mitigation," or "Facility Hardship," and then select the type of funding application, either "Replacement School," or "Replacement Buildings."

Options for application type:

The screenshot shows a form titled "Application Type". It has two dropdown menus. The first dropdown menu, labeled "Select the application type", is open and shows three options: "Facility Hardship" (highlighted in blue), "Please make a selection", and "Seismic Mitigation". The second dropdown menu, labeled "Select the type of funding application", is currently closed and shows "Facility Hardship". A green "Continue" button with a right-pointing arrow is located at the bottom right of the form.

Options for type of funding application:

The screenshot shows the same "Application Type" form. The first dropdown menu is now closed and shows "Facility Hardship". The second dropdown menu, labeled "Select the type of funding application", is open and shows five options: "Please make a selection" (highlighted in blue), "Replacement School", "Replacement Buildings", "Replacement School - Lost or Destroyed", and "Replacement Facilities - Lost or Destroyed". The green "Continue" button remains at the bottom right.

If the user selects "Replacement School," the funding will be based on eligible number of pupil grants pursuant to SFP Regulations Section 1859.82.1(b)(4)(A) for FHP or 1859.82.2(b)(4)(A) for SMP.

If the user selects "Replacement Buildings," the funding will be based on the square footage eligible for replacement pursuant to SFP Regulations Section 1859.82.1(b)(4)(B) for FHP or 1859.82.2(b)(4)(B) for SMP.

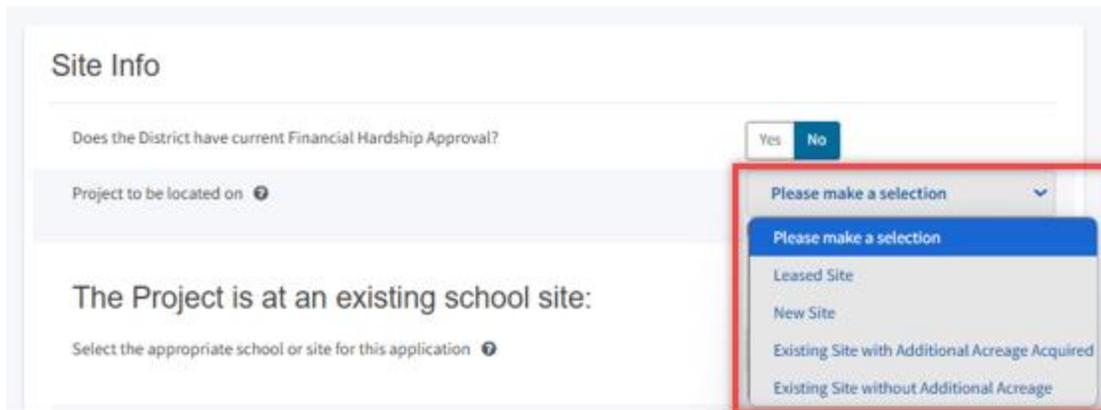
The screenshot shows the "Application Type" form with both dropdown menus closed. The first dropdown menu shows "Facility Hardship" and the second dropdown menu shows "Replacement Buildings". The green "Continue" button is at the bottom right.

Click "Continue" to proceed.

## Site Information

For a full grant funding application, the first question is “Does the District have current Financial Hardship Approval.” If the district has Financial Hardship status, select "Yes" and then specify the type of Financial Hardship request from the list of options.

Next, the user will specify the type of site on which the project will be located from the list of available options (“Leased Site,” “New Site,” “Existing Site with Additional Acreage acquired,” or “Existing Site with No Additional Acreage Acquired”).



The screenshot shows a web form titled "Site Info". The first question is "Does the District have current Financial Hardship Approval?" with "Yes" and "No" buttons. Below this is a field for "Project to be located on" with a dropdown menu. The dropdown menu is open, showing options: "Please make a selection", "Leased Site", "New Site", "Existing Site with Additional Acreage Acquired", and "Existing Site without Additional Acreage". Below the dropdown, there is a section titled "The Project is at an existing school site:" with a sub-instruction "Select the appropriate school or site for this application".

The district then selects the school site from a dropdown list of sites within the district.

Finally, enter the available existing school site information from the California Department of Education (CDE) site and/or plan approval letters in the fields as shown in the following examples.

Here is an image of the upper portion of the “Site Info” screen for an application for funding on a New Site. Please note that all information required for a New Site is also required for an Existing

## Site with Additional Acreage.

### Site Info

Does the District have current Financial Hardship Approval? Yes **No**

Project to be located on ? New Site ▼

The Project is at an existing school site:

Select the appropriate school or site for this application ? Unnamed Project ▼

#### Site Detail

School/Site Name:	Unnamed Project
CDS (county-district-school) Code:	9700221
Grade-Level:	
Street Address:	PROJECT# 22-40501
City:	
State:	
Zip Code:	

If the specific site is not listed, the message shown below will pop up. Please email [OPSCApplicationReviewTeam@dgs.ca.gov](mailto:OPSCApplicationReviewTeam@dgs.ca.gov) to request to add the site to the application system.

### The Project is at an existing school site:

Select the appropriate school or site for this application ?

Not Listed ▼

Please email [OPSCApplicationReviewTeam@dgs.ca.gov](mailto:OPSCApplicationReviewTeam@dgs.ca.gov) to add a new site. In your email include the District Name, School Name, County-District-Site (CDS) Code, Grade Level, and Complete School Address. You will be able to complete the application but not submit it until the site name is selected. Once the site is added, OPSC will email you a confirmation and you will be able to submit the application.

If the district has selected either “New Site” or “Existing Site with Additional Acreage,” both the California Department of Education (CDE) Site Approval and Plan Approval Dates and all acreage fields must be completed as shown below.

California Department of Education (CDE) Site Approval Date <span>?</span>	10/15/2024 <span>✕</span>
	MM/DD/YYYY
	You can add up to 5 Date(s)
California Department of Education (CDE) Plan Approval Date <span>?</span>	11/01/2024 <span>✕</span>
	MM/DD/YYYY
	You can add up to 5 Date(s)
California Department of Education (CDE) Gross Approved Acres	49.00
Gross Number of Purchased Acres	49.00
Master Plan Acreage site Size (Useable) <span>?</span>	53.00
Recommended Site size <span>?</span>	50.00
Proposed Acres (Useable)	49.00

If the district has selected “Existing Site Without Additional Acreage,” only the fields for “California Department of Education (CDE) Plan Approval Date,” “Master Plan Acreage Site Size (usable),” Recommended Site Size,” and “Existing Acres (Usable)” are required.

The “California Department of Education (CDE) Gross Approved Acres,” “Gross Number of Purchased Acres,” and “Proposed Acres (Usable,” fields should be left blank as shown below.

SAB 50-04 Form

- ✔ Application Type
- Site Info
- Project Type
- Additional Grant Request
- Excessive Cost Hardship
- Alternative Developer Fee / ...
- Joint Use / Career Technical ...
- Project Progress
- Licensed Architect
- Licensed Design Consultant
- Certification
- Review
- Submit

### Site Info

Does the District have current Financial Hardship Approval? Yes **No**

Project to be located on Existing Site without Additional ▼

**The Project is at an existing school site:**

Select the appropriate school or site for this application Hiram W. Johnson High ▼

#### Site Detail

School/Site Name:	Hiram W. Johnson High
CDS (county-district-school) Code:	3434636
Grade-Level:	
Street Address:	6879 14TH AVE.
City:	SACRAMENTO
State:	CA
Zip Code:	95820

California Department of Education (CDE) Plan Approval Date 11/23/2024 ✕

MM/DD/YYYY

You can add up to 5 Date(s)

California Department of Education (CDE) Gross Approved Acres Leave Blank

Gross Number of Purchased Acres Leave Blank

Master Plan Acreage site Size (Useable) 53.00

Recommended Site size 50.00

Existing Acres (Useable) 49.00

Proposed Acres (Useable) Leave Blank

← Previous
Continue →

Click "Continue" to move to the next screen.

## Project Type

The user will first select the appropriate project type (Elementary, Middle, or High School).

For projects that replace all of the buildings on an existing campus or replace the school on a new site, the user will enter the eligible number of pupil grants pursuant to SFP Regulations Section 1859.82.1(b)(4)(A) for FHP or 1859.82.2(b)(4)(A) for SMP.

For projects that replace one or more buildings on a campus but not the full school, leave the Pupil Grants Requested fields blank.

Then, the user must answer the following questions:

- Did the District use an Alternative Enrollment Projection to determine eligibility for the application? The answer should always be “No” for FHP or SMP applications.
- Is this a 6-8 school? (Only for full school replacement projects with “Middle School selected for the project type.) Select no if the middle school site serves only grades 7 and 8 or if it serves grades other than 6, 7 or 8 (i.e. grades 5-8 or 7-9); yes if the site serves grades 6, 7 and 8 only. The district will then be required to note the number of K-6 pupils reported above that are 6<sup>th</sup> graders.
- Is this an Alternative Education School?
- Is this an application to use the pupil grants requested above to build classrooms at alternative grade level or minimum essential facilities instead of or in addition to classrooms? The answer should always be “No” for FHP or SMP applications.

Here is an example of the Project Type page for a full school replacement project:

### Project Type

Select project type 

High School 

### Pupil Grants Requested

K-6	<input type="text"/>
7-8	<input type="text"/>
9-12	2,200
Non-Severe	56
Severe	12

Did the District use an Alternative Enrollment Projection to determine eligibility for the application 

Yes  No

Is this an Alternative Education School? 

Yes  No

Is this an application to use the pupil grants requested above to build classrooms at alternative grade level or minimum essential facilities instead or in addition to classrooms?

Yes  No

Here is an example of the Project Type page for a full school replacement project for a Middle School that serves grades 6, 7 and 8:

### Project Type

Select project type 

Middle School 

### Pupil Grants Requested

K-6

7-8

9-12

Non-Severe

Severe

Did the District use an Alternative Enrollment Projection to determine eligibility for the application 

Yes No

Is this a 6-8 school? 

Yes No

How many K-6 pupils reported above are sixth graders?

Is this an Alternative Education School? 

Yes No

Is this an application to use the pupil grants requested above to build classrooms at alternative grade level or minimum essential facilities instead or in addition to classrooms?

Yes No

Here is an example of the Project Type page for a project that replaces one or more buildings on a campus:

SAB 50-04 Form

- Application Type
- Site Info
- Project Type**
- Additional Grant Request
- Excessive Cost Hardship
- Alternative Developer Fee / ...
- Joint Use / Career Technical ...
- Project Progress
- Licensed Architect
- Licensed Design Consultant
- Certification
- Review
- Submit

### Project Type

Select project type High School

#### Pupil Grants Requested

K-6

7-8

9-12

Non-Severe

Severe

Did the District use an Alternative Enrollment Projection to determine eligibility for the application?  Yes  No

Is this an Alternative Education School?  Yes  No

[← Previous](#) [Continue →](#)

Click "Continue" to proceed.

## Additional Grant Request

In the Additional Grant Request section, enter the number of new classrooms (if any) for the project. The district will need to complete the applicable items to request additional grants with each amount that pertains to the project, as shown in the screenshots below. For any fields that do not apply to the project, select "No," or enter \$0.

The options for this section will depend on whether the project is located on either a New Site or an Existing Site with Additional Acreage Acquired or on an Existing Site without Additional Acreage.

Potential Additional Grant requests include:

- Additional grant for the construction of Therapy area to serve Severe Special Day Class (SDC) pupils. This is available for both projects located on either a New Site or an Existing Site with Additional Acreage Acquired or on an Existing Site without Additional Acreage. If the user selects "Yes," the user will need to include the "Other" and "Toilet" square footage being constructed to serve as Therapy area as shown below:

Does project include construction of Therapy area to serve severe SDC pupils?  Yes  No

Other (sq. ft.)

Toilets (sq. ft.)

- If the user selects “Yes,” for “Is the current enrollment 2,500 pupils or less,” it may request an additional grant for Project Assistance. This is available for both applications located on either a New Site or an Existing Site with Additional Acreage Acquired or on an Existing Site without Additional Acreage. Once the user selects “Yes,” a second question, “Will you be requesting Project Assistance?” will pop up as shown below:

Is the current district enrollment 2,500 pupils or less?  Yes  No

Will you be requesting Project Assistance  Yes  No

Please answer question

- Additional grants for Site Acquisition. These are available only for applications that are on a New Site or an Existing Site with Additional Acreage Acquired. The user will select “Yes” or “No” for the 2 percent grant and fill out all dollar amount fields as shown below:

### Site Acquisition

Is the district requesting the 2% grant?  Yes  No

50 percent Actual Cost

50 percent Appraised Value

50 percent Relocation Cost

2 percent (min. \$25,000)

Total

- Additional grant for “50 percent Hazardous Waste.” This is available only for applications that are on a new site or an existing site with additional acreage acquired. The user will enter the dollar amount for the Hazardous Waste costs (even if it is zero) as shown below:

50 percent hazardous waste

- Additional grant for “Response Action (RA).” This is available only for applications that are on a new site or an existing site with additional acreage acquired. The user will select “Yes,” or “No,” as shown below:

Response Action (RA)  Yes  No

- Additional grant for “General Site.” This is available only for applications that are on a new site or an existing site with additional acreage acquired. The user will select “Yes,” or “No,” as shown below:

General Site 

Yes  No

- For projects to replace one or buildings, the user will answer “Yes” to “Is this a Facility Hardship/SMP Replacement project (Section 1859.82.1(b)(4)(B)/ 1859.82.2(b)(4)(B),” and then fill in the appropriate Toilet and Other square footage as shown below:

Is this a Facility Hardship/SMP Replacement project? (Section 1859.82.1(b)(4)(B)/1859.82.2(b)(4)(B))

Yes  No

Total Toilet (sq. ft.)	<input type="text" value="520.00"/>
Total Other (sq. ft.)	<input type="text" value="7,010.00"/>

- For projects to replace one or more portable buildings, the user will answer “Yes” to “Is any of the area reported above portable building space,” and then fill in the appropriate Toilet and Other square footage as shown below:

Is any of the area reported above portable building space?

Yes  No

Portable Replacement Grant - Toilet (sq. ft.) 	<input type="text" value="0.00"/>
Portable Replacement Grant - Other (sq. ft.) 	<input type="text" value="1,920.00"/>

- Additional grant for “Multi Level Construction, ”or Multi-Story classrooms.” This grant is available for both full school replacement projects and projects that replace one or more buildings. The user will select “Yes,” or “No,” as shown below, and then fill in the appropriate Toilet and Other square footage as shown below:

Is the District replacing existing classrooms with Multi-Story classrooms pursuant to Section 1859.73.2? 

Yes  No

Toilet (sq. ft.)	<input type="text" value="350.00"/>
Other (sq. ft.)	<input type="text" value="4,000.00"/>

This is an image of the Additional Grant Request screen for a full school replacement on a new site:

### Additional Grant Request

Does project include construction of Therapy area to serve severe SDC pupils ?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Other (sq. ft.)	<input type="text" value="1,200.00"/>
Toilets (sq. ft.)	<input type="text" value="500.00"/>
Total number of classroom(s) on the Division of State Architect (DSA) Approved plans	<input type="text" value="89"/>
Is the current district enrollment 2,500 pupils or less? ?	<input type="radio"/> Yes <input checked="" type="radio"/> No
<h3>Site Acquisition</h3>	
Is the district requesting the 2% grant?	<input checked="" type="radio"/> Yes <input type="radio"/> No
50 percent Actual Cost ?	<input type="text" value="\$ 1,200,000"/>
50 percent Appraised Value ?	<input type="text" value="\$ 1,300,000"/>
50 percent Relocation Cost ?	<input type="text" value="\$ 0"/>
2 percent (min. \$25,000) ?	<input type="text" value="\$ 48,000"/>
<b>Total</b>	<input type="text" value="\$ 1,248,000.00"/>

50 percent Department of Toxic Substances Control (DTSC) Fee 

\$ 2,500

50 percent hazardous waste 

\$ 7,000

Response Action (RA)

Yes  No

## Site Development

50 percent Service-Site 

\$ 520,693

50 percent Off-Site 

\$ 150,000

50 percent Utilities 

\$ 5,629

General Site 

Yes  No

Facility Hardship Section 1859.82 (a) or (b)

Yes  No

Is the District replacing existing classrooms with Multi-Story classrooms pursuant to [Section 1859.73.2?](#) 

Yes  No

Toilet (sq. ft.)

960.00

Other (sq. ft.)

4,000.00

This is an image of the Additional Grant Request screen for a full school replacement on an existing site without additional square footage:

### Additional Grant Request

Does project include construction of Therapy area to serve severe SDC pupils? [?](#)  Yes  No

Total number of classroom(s) on the Division of State Architect (DSA) Approved plans

Is the current district enrollment 2,500 pupils or less? [?](#)  Yes  No

50 percent Department of Toxic Substances Control (DTSC) Fee [?](#)

Response Action (RA)  Yes  No

### Site Development

50 percent Service-Site [?](#)

50 percent Off-Site [?](#)

50 percent Utilities [?](#)

Facility Hardship Section 1859.82 (a) or (b)  Yes  No

Toilets (sq. ft.)

Other (sq. ft.)

Is the District replacing existing classrooms with Multi-Story classrooms pursuant to Section 1859.73.2? [?](#)  Yes  No

Toilet (sq. ft.)

Other (sq. ft.)

### Fire Safety

Automatic Fire Detection/Alarm System [?](#)  Yes  No

Automatic Fire Sprinkler System [?](#)  Yes  No

This is an image of the Additional Grant Request screen for a project to replace one or more buildings:

**SAB 50-04 Form**

- Application Type
- Site Info
- Project Type
- Additional Grant Request**
- Excessive Cost Hardship
- Alternative Developer Fee / ...
- Joint Use / Career Technical ...
- Project Progress
- Licensed Architect
- Licensed Design Consultant
- Certification
- Review
- Submit

### Additional Grant Request

Does project include construction of Therapy area to serve severe SDC pupils?  Yes  No

The district may request funding for therapy area, not to exceed 3,000 square feet, plus 750 square feet per additional Special Day Class classroom needed for Severely Disabled Individuals with Exceptional Needs. The total combined funding for Therapy Grant – Other and Therapy Grant – Toilet may not exceed the maximum square footage allowed in SFP Regulation Section 1859.72.

Other (sq. ft.)

Toilets (sq. ft.)

Total number of classroom(s) on the Division of State Architect (DSA) Approved plans

Is the current district enrollment 2,500 pupils or less?  Yes  No

50 percent Department of Toxic Substances Control (DTSC) Fee

Response Action (RA)  Yes  No

### Site Development

50 percent Service-Site

50 percent Off-Site

50 percent Utilities

Is this a Facility Hardship/SMP Replacement project? (Section 1859.82.1(b)(4)(B)/1859.82.2(b)(4)(B))  Yes  No

Total Toilet (sq. ft.)

Total Other (sq. ft.)

Is any of the area reported above portable building space?  Yes  No

Is the District replacing existing classrooms with Multi-Story classrooms pursuant to Section 1859.73.2?  Yes  No

Click "Continue" to proceed.

## Excessive Cost Hardship

In the Excessive Cost Hardship section, state funding is available to supplement FHP or SMP grants for excess costs associated with the project.

Excessive Cost Hardship grants include:

- **Geographic Percent Factor:** If the location of the project qualifies, the user selects "Yes," and enters the percentage as a whole number. The correct percentages for each eligible location may be located via the "Geographical Percent Factor" link shown below:

Is the District requesting Geographic Percent Factor increase <sup>?</sup>  
[See Geographical Percent Factor list by county](#)

Yes No

Geographic Percent Factor

5

- **New School Project Grant:** This is available for full school replacement projects only.
- **Small Size Project:** If the District qualifies for a small project, click "Yes," to request this grant and select the appropriate percentage for the project from the options shown below:

Is the District requesting Small Size Project <sup>?</sup>

Yes No

Select the percentage appropriate to the project

Is this a minimum pupil grant request pursuant to Section 1859.79.3 (a)(1) or (a)(2)?

Please make a selection

- 12% (less than 101 pupils)
- 4% (101 - 200 pupils)

- **Urban/Security/Impacted Site:** This is available only for applications submitted October 30, 2024 or earlier.

SAB 50-04 Form

- Application Type
- Site Info
- Project Type
- Additional Grant Request
- Excessive Cost Hardship**
- Alternative Developer Fee / ...
- Joint Use / Career Technical ...
- Project Progress
- Licensed Architect
- Licensed Design Consultant
- Certification
- Review
- Submit

### Excessive Cost Hardship

Is the District requesting Geographic Percent Factor increase <sup>?</sup>  
[See Geographical Percent Factor list by county](#)

Yes No

Geographic Percent Factor

New School Project Section 1859.83(c)(1) <sup>?</sup>

Yes No

Is the District requesting Small Size Project <sup>?</sup>

Yes No

Select the percentage appropriate to the project

4% (101 - 200 pupils)

Is this a minimum pupil grant request pursuant to Section 1859.79.3 (a)(1) or (a)(2)?

Yes No

Are you requesting Urban/Security/Impacted Site grant <sup>?</sup>

Yes No

- SFP Regulation Section 1859.83(d)(2)(A) - Useable Acres 60% or less of CDE Recommended Site Size
- SFP Regulation Section 1859.83(d)(2)(B) - At least 60% of the classrooms in the construction plans are multistory facilities
- SFP Regulation Section 1859.83(d)(2)(C) - Value of the site being acquired is at least \$750,000 per Useable Acre

*For additions to existing sites, with or without additional acreage acquired, enter \$750,000.*

Per Useable Acre Section 1859.83(d)(2)(c)

Previous Continue

Click "Continue" to proceed.

## Alternative Developer Fee/Adjust Eligibility

If applicable, please enter the amount being collected. If not applicable, this field may be left blank.

The user will next select "Yes" or "No" for "New Construction Eligibility Adjustment." If any classrooms were added or replaced by the district in locally funded projects outside of SFP funding the user selects "Yes," and indicates the number of classrooms by grade level under the "Additional" or "Replacement" columns.

For "Pending Reorganization Election," the user should select "No," because FHP and SMP funding is not based on eligibility.

The screenshot displays the 'SAB 50-04 Form' interface. On the left is a vertical navigation menu with steps: Application Type, Site Info, Project Type, Additional Grant Request, Excessive Cost Hardship, Alt. Dev Fee / Adj. Elig. (highlighted), Joint Use / Career Technical, Project Progress, Licensed Architect, Licensed Design Consultant, Certification, Review, and Submit. The main content area is titled 'Alt. Dev Fee / Adj. Elig.' and contains a text input field for 'Alternative developer fee collection and reportable pursuant to Regulation Section 1859.77'. Below this are two sections: 'New Construction Eligibility Adjustment - Added Capacity' with a question 'Has the District added any classrooms that were not SFP Funded?' and 'Pending Reorganization Election' with a question 'Is there a pending reorganization election that will result in a loss of eligibility for this project?'. Both questions have 'Yes' and 'No' radio button options. At the bottom of the form are 'Previous' and 'Continue' buttons.

Click "Continue" to proceed.

## Joint Use/Career Technical Education (CTE)

In the Joint Use/CTE section, the user will indicate "Yes" or "No" for the following:

- The facilities will be for joint use with other governmental agencies.
- The project is located on a leased site.
- The project includes classrooms requesting funding for Career Technical Education Facilities Program (CTEFP) grants. If applicable, click "Yes," then enter the number of CTEFP-specific classrooms in the project as shown below:

## Career Technical Education Funds Request

Will Career Technical Education (CTE) Funds be requested for classroom(s) included in the plans and specifications for this project

Number of Career Technical Education (CTE) classroom(s)

### SAB 50-04 Form

- ✓ Application Type
- ✓ Site Info
- ✓ Project Type
- ✓ Additional Grant Request
- ✓ Excessive Cost Hardship
- ✓ Alternative Developer Fee / ...
- Joint Use / Career Technica ...**
- Project Progress
- Licensed Architect
- Licensed Design Consultant
- Certification
- Review
- Submit

### Joint Use / Career Technical Education (CTE)

#### Joint-Use Facility/Leased Property

Joint-Use Facility

Leased Property

#### Career Technical Education Funds Request

Will CTE Funds be requested for classroom(s) included in the plans and specifications for this project

← Previous

Continue →

Click "Continue" to proceed.

## Project Progress

In this section the user will indicate if construction contracts have been awarded for the project. If the district has awarded construction contracts, click "Yes" and then click on "Add/Edit Contracts."

### Project Progress

Has the District awarded construction contracts for this project ?  Yes  No

Enter the date(s) of the construction contract(s) awarded for this project

Show  entries

Contractor Name	Contract Type	Amount	Award	Prevailing Wage	Notice to Proceed	Const. Del. Method
0 total						

Note: Prevailing Wage only applies to contracts with an Award Date between 1/1/2012 and 6/19/2014

Next, the user will enter all known fields, such as the contract names, contract types, contract amounts, contract date, Notice to Proceed (NTP) date (leave blank if a NTP has not yet been issued), construction delivery method, and related DSA Application number(s). All fields other than the contract and NTP dates may remain blank if unknown. The user can add as many contracts as applicable for the project by selecting "Add Contract."

Add/Edit Contract
→ ×

---

### Add New Contract

Contractor Name

Contract Award Date

Contract Type

▼

Contract Amount

Notice to Proceed Issued Date

Construction Delivery Method

▼

Related DSA Application Numbers

i Press the Enter ↵ key to save  
 You can add up to 5 Values(s)

Add Contract

---

### Added Contracts

Show  entries

Type to filter the name column...

Contractor Name <span style="font-size: 0.8em;">↕</span>	Contract Type <span style="font-size: 0.8em;">↕</span>	Amount <span style="font-size: 0.8em;">↕</span>	Award <span style="font-size: 0.8em;">↕</span>	Prevailing Wage <span style="font-size: 0.8em;">↕</span>	!
0 total					

After the last contract has been entered, the user may close the "Add/Edit Contract" section by clicking the "x" in the upper right corner. Then, the user will return to the "Project Progress" section, and the user can review the contract(s) entries to ensure they are accurately reported for the application.

SAB 50-04 Form

- Application Type
- Site Info
- Project Type
- Additional Grant Request
- Excessive Cost Hardship
- Alt. Dev Fee / Adj. Elig.
- Joint Use / Career Technical ...
- Project Progress**
- Licensed Architect
- Licensed Design Consultant
- Certification
- Review
- Submit

### Project Progress

Has the District awarded construction contracts for this project?

Enter the date(s) of the construction contract(s) awarded for this project

Show  entries

Contractor Name	Contract Type	Amount	Award	Prevailing Wage	Notice to Proceed	Const. Del. Method
CJC Construcion	General Construction	\$950,000.00	09/16/2024		09/18/2024	Design-Bid-Build
1 total						

Note: Prevailing Wage only applies to contracts with an Award Date between 1/1/2012 and 6/19/2014

Click "Continue" to proceed.

## Licensed Architect

Once the user has entered the necessary information for the funding application, they will request the District's Licensed Architect to review the draft funding application and complete the required certification in this section.

*Please note that until this section is certified by the Licensed Architect, the left-hand navigation pane will display an orange exclamation point, as shown in the screenshot below.*

SAB 50-04 Form

- Site Info
- Project Type
- Additional Grant Request
- Excessive Cost Hardship
- Alternative Developer Fee / ...
- Joint Use / Career Technical ...
- Project Progress
- ! Licensed Architect**

The Licensed Architect must log in to enter the DSA approval date and application number to certify that the plans and specifications (P&S) meet the requirements of Title 24. Please note other users may enter the architect's full name and date. However, only the architect may click the blue "Certify" button to sign the required certification electronically, as shown in the screenshot below.

**SAB 50-04 Form**

- Application Type
- Site Info
- Project Type
- Additional Grant Request
- Excessive Cost Hardship
- Alternative Developer Fee / ...
- Joint Use / Career Technical ...
- Project Progress
- Licensed Architect**
- Licensed Design Consultant
- Certification
- Review
- Submit

### Licensed Architect

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

- The Plans and Specification for this project were submitted to the OPSC by electronic medium (i.e., CD-ROM, zip disk or diskette) or as an alternative, if the request is for a modernization Grant, the PS were submitted 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):    
You can add up to 5 Date(s)
- Related DSA Application(s)    
Press the Enter key to save  
You can add up to 5 Values(s)
- Any portion of the Plans and Specifications (P&S) not requiring review and approval by the DSA meets the requirements of the California Code of Regulations, Title 24, including any handicapped access and fire code requirements.

I certify the information listed above is correct

The architect on record for this project is no longer available for certification

Architect Name

Architect Signature Date

**Certify**

Previous Continue

Click "Continue" to move to the next screen.

*Please note that the user may continue to fill out the other sections of the application but the application may not be submitted until the before the architect has reviewed and certified this section, as shown below.*

SAB 50-04 Form

- Application Type
- Site Info
- Project Type
- Additional Grant Request
- Excessive Cost Hardship
- Alternative Developer Fee / ...
- Joint Use / Career Technical ...
- Project Progress
- Licensed Architect**
- Licensed Design Consultant
- Certification
- Review
- Submit

### Licensed Architect

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

- The Plans and Specification for this project were submitted to the OPSC by electronic medium (i.e., CD-ROM, zip disk or diskette) or as an alternative, if the request is for a modernization Grant, the PS were submitted in hard copy to the OPSC.    
MM/DD/YYYY   
You can add up to 5 Date(s)
- 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):    
Press the Enter key to save   
You can add up to 5 Values(s)
- Related DSA Application(s)
- Any portion of the Plans and Specifications (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

**Certified** ✓   
Angela Architect - Dec 11, 2024

← Previous Continue →

## Licensed Design Consultant

Similar to the "Licensed Architect" section, the District's licensed Architect or Design Consultant will review the draft funding application and complete the required certification.

*Please note that until this section is certified by the Licensed Design Consultant, the left-hand navigation will display an orange exclamation point, as shown in the following screenshot.*

SAB 50-04 Form

- Site Info
- Project Type
- Additional Grant Request
- Excessive Cost Hardship
- Alternative Developer Fee / ...
- Joint Use / Career Technical ...
- Project Progress
- Licensed Architect**
- Licensed Design Consultant**

The Architect or Licensed Design Consultant must log in to certify that the P&S meet the requirements of Title 24. Please note other users may enter the architect's full name and date. However, only the Architect or Licensed Design Consultant may click the blue "Certify" button to sign the required certification electronically, as shown in the screenshot below.

SAB 50-04 Form

- Application Type
- Site Info
- Project Type
- Additional Grant Request
- Excessive Cost Hardship
- Alternative Developer Fee / ...
- Joint Use / Career Technical ...
- Project Progress
- Licensed Architect
- Licensed Design Consultant**
- Certification
- Review
- Submit

### Licensed Design Consultant

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

- If the request is for a New Construction Grant, not including the ORG, 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 district's matching share, less site acquisition costs and the High Performance Base Incentive Grant. This cost estimate does not include site acquisition, planning, tests, inspection, or furniture and equipment and is available at the district for review by the OPSC.
- If the request is for a Modernization or Charter School Facilities Program Rehabilitation Grant, 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 district's matching share, less the High Performance Base Incentive Grant. This cost estimate does not include planning, tests, inspection or furniture and equipment and is available at the district for review by the OPSC.

I certify the information listed above is correct [?](#)

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

Design Consultant Name [?](#)

Design Consultant Signature Date [?](#)

**Certify**

[← Previous](#) [Continue →](#)

Click "Continue" to move to the next screen.

*Please note that the user may continue to fill out the other sections of the application but the application may not be submitted until the before the Licensed Design Consultant has reviewed and certified this section, as shown below.*

SAB 50-04 Form

- ✓ Application Type
- ✓ Site Info
- ✓ Project Type
- ✓ Additional Grant Request
- ✓ Excessive Cost Hardship
- ✓ Alternative Developer Fee / ...
- ✓ Joint Use / Career Technical ...
- ✓ Project Progress
- ✓ Licensed Architect
- Licensed Design Consultant**
- Certification
- ! Review
- Submit

### Licensed Design Consultant

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

- If the request is for a New Construction Grant, not including the ORG, 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 district's matching share, less site acquisition costs and the High Performance Base Incentive Grant. This cost estimate does not include site acquisition, planning, tests, inspection, or furniture and equipment and is available at the district for review by the OPSC.
- If the request is for a Modernization or Charter School Facilities Program Rehabilitation Grant, 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 district's matching share, less the High Performance Base Incentive Grant. This cost estimate does not include planning, tests, inspection or furniture and equipment and is available at the district for review by the OPSC.

I certify the information listed above is correct

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

Design Consultant Name

Design Consultant Signature Date

Certified ✓  
Angela Architect - Dec 11, 2024

[← Previous](#) [Continue →](#)

## Certification

Only the Superintendent or an authorized District Representative may complete the certification section. The user must ensure they have only entered the information that applies to the specific project.

The user must enter the date that the district's governing board or the designee of the Superintendent of Public Instruction adopted a resolution supporting the application.

### Certification

I certify, as the District Representative, that the information reported on this form, with the exception of items 22 and 23, is true and correct and that:

- I am an authorized representative of the district as authorized by the governing board of the district; and,
- A resolution or other appropriate documentation supporting this application under Chapter 12.5, Part 10, Division 1, commencing with Section 17070.10, et. seq., of the Education Code was adopted by the school district's governing board or the designee of the Superintendent of Public Instruction on,
- The district has established a "Restricted Maintenance Account" for exclusive purpose of providing ongoing and major maintenance of school buildings and has developed an ongoing and major maintenance plan that complies with and is implemented under the provisions of Education Code Section 17070.75 and 17070.77 (refer to Sections 1859.100 through 1859.102); and,
- The district has considered the feasibility of the joint use of land and facilities with other governmental agencies in order to minimize school facility costs; and,

[Scroll to bottom to Certify app.](#)

Next, then review the entire Certification section using the scroll bar and enter all applicable fields.

Once the user has completed reviewing and entering all of the required fields, the user may click "Yes" to agree to the terms of the certification and enter district representative information including the phone number, full name, and signature date.

SAB 50-04 Form

- Application Type
- Site Info
- Project Type
- Additional Grant Request
- Excessive Cost Hardship
- Alternative Developer Fee / ...
- Joint Use / Career Technical ...
- Project Progress
- Licensed Architect
- Licensed Design Consultant
- Certification**
- Review
- Submit

### Certification

I certify, as the District Representative, that the information reported on this form, with the exception of items 22 and 23, is true and correct and that:

- The district has considered the feasibility of using designs and materials for the new construction or modernization project that promote the efficient use of energy and water, maximum use of natural light and indoor air quality, the use of recycled materials and materials that emit a minimum of toxic substances, the use of acoustics conducive to teaching and learning, and the other characteristics of high performance schools; and,
- If the district is requesting an additional grant for high performance incentive funding, the school district governing board must have a resolution on file that demonstrates support for the high performance incentive grant request and the intent to incorporate high performance features in future facilities projects; and,
- If this application is submitted when there is Insufficient Bond Authority, the district has adopted a school board resolution pursuant to Section 1859.95.1; and,
- The district will comply with all laws pertaining to the construction or modernization of its school building.

I verify, I have read and agree to the above terms and certification information

Yes No

Date: 12/11/2024

District Representative / Superintendent Phone Number: (111) 222-3333

Phone Extension (optional):

District Representative / Superintendent Name: District Representative

Previous Continue

Click "Continue" to move to the next screen.

## Review

After completing the certification section, the user will review all previous sections and make any final edits. Any incomplete sections will be flagged with an orange exclamation point, and the missing required fields will display with red text as **(required)**. Please see the example below.

Is the district requesting the 2% grant?	Yes
50 percent Actual Cost	(required)
	Enter valid value between 0 - 999,000,000.00
50 percent Appraised Value	\$504,000.00
50 percent Relocation Cost	\$0.00
2 percent (min. \$25,000)	\$25,000.00
50 percent Department of Toxic Substances Control (DTSC) Fee	\$0.00
50 percent hazardous waste	\$0.00
Response Action (RA)	No

Site Development

Options

- Upload file(s) for this application
- View Grants Calculator
- Preview Form SAB 50-04
- Manage Entire Application

Once all required entries are completed, the left navigation will display only green checkmarks, and the user will click "Continue" to proceed to the final section.

*Please note the "Options" box to the right where the user can click to upload files for the application, view the Grant Calculator, preview the Form SAB 50-04, or manage the entire application.*

## Submit and Upload Documents

Next, the user will continue to the "Submittal" page. The district will complete the final certification and upload any remaining supporting documents in this section. The user may click the blue "Upload file(s)" button to upload any remaining supporting files for this application.

**Submit**

This State Allocation Board School Facility Program Application for Funding is being submitted electronically via OPSC Online.

- Requests may only be submitted by a School District Superintendent, Authorized School District Representative, Charter School Representative, or Joint Power Authority (JPA) Representative who is signed in to OPSC Online with their corresponding OPSC Online User ID. Submittal from these accounts is considered to be a unique electronic signature for purposes of Application for Funding submittals. A printed, wet-signature request does not need to be mailed 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.
- Once an applicant has upload a file, the file cannot be removed by the applicant.

I have uploaded all required documents required on the Application for Funding **OPSC Application Submittal Checklist**.

**Upload file(s)** All uploaded files for this application are always available on the **Application Dashboard**.

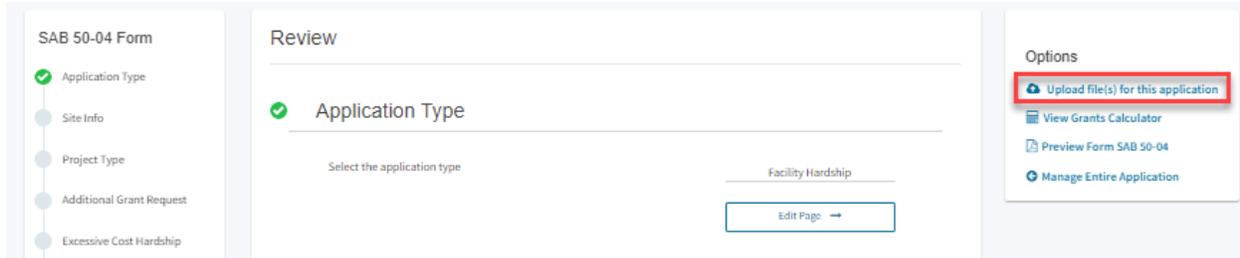
I certify, as the School District Superintendent, Authorized School District Representative, Charter School Representative, or Joint Power Authority Representative, that I have reviewed the request and that the information certified on this request is true and correct; and that I am the School District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

[Submit Paperless Application](#)

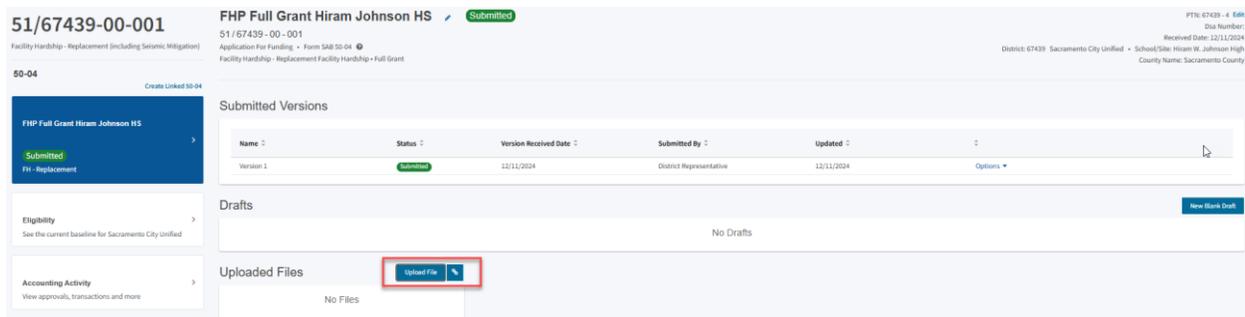
[Previous](#)

In addition to the buttons on the “Submit” screen and confirmation page, the OPSC Online Form SAB 50-04 allows the user to upload documents at any point in the application process.

As the user is entering the information for the Form SAB 50-04, there is an “Upload file(s) for this application” link to upload files in the “Options” box that shows to the right of each section throughout the form.



The user can also find an “Upload File” button on the application management page.



From any of these locations, when you click on the link or the button, an “Upload Files” menu will open that will allow you to either browse or to drag and drop files in to the box. The user will then select one of eighteen listed document types for each file, and one of the listed description types associated with the selected document type.

Upload Files ×

[Browse files](#)

File Name <span>↕</span>	Document Type <span>↕</span>	Description <span>↕</span>	Created <span>↕</span>
Industry Specialist Report.pdf <a href="#">Remove</a>	<input type="text"/>	<input type="text"/>	10/25/2024

1 total

Please stay here until file upload(s) complete [Cancel](#) [Upload Files](#)

Once the documents have been uploaded, the text **Successfully Uploaded** will display underneath the document file name.

**Upload Files** ×

Browse files

File Name <span style="font-size: small;">↕</span>	Document Type <span style="font-size: small;">↕</span>	Description <span style="font-size: small;">↕</span>	Uploaded Date <span style="font-size: small;">↕</span>
CDE Plan Approval Letter.pdf <span style="color: #0056b3; font-weight: bold;">Successfully Uploaded</span>	California Departm <span style="font-size: small;">▼</span>	Final Plan Approva <span style="font-size: small;">▼</span>	11/19/2024
Cost Benefit Analysis.pdf <span style="color: #0056b3; font-weight: bold;">Successfully Uploaded</span>	Facility Hardship & <span style="font-size: small;">▼</span>	Cost Benefit Analy: <span style="font-size: small;">▼</span>	11/19/2024
CTE Letter.pdf <span style="color: #0056b3; font-weight: bold;">Successfully Uploaded</span>	CTE Compliance (E <span style="font-size: small;">▼</span>	CTE Compliance Lt <span style="font-size: small;">▼</span>	11/19/2024
DSA Plan Approval Letter.pdf <span style="color: #0056b3; font-weight: bold;">Successfully Uploaded</span>	Division of the Stat <span style="font-size: small;">▼</span>	DSA Plan Approval <span style="font-size: small;">▼</span>	11/19/2024
Editable Excel SDW.xlsx <span style="color: #0056b3; font-weight: bold;">Successfully Uploaded</span>	Site Development <span style="font-size: small;">▼</span>	Site Development! <span style="font-size: small;">▼</span>	11/19/2024
Excel Copy of FHP Cost Estimate, Form SAB 58-01.xls <span style="color: #0056b3; font-weight: bold;">Successfully Uploaded</span>	Facility Hardship & <span style="font-size: small;">▼</span>	Facility Hardship C <span style="font-size: small;">▼</span>	11/19/2024
Facility Hardship Request Checklist.pdf <span style="color: #0056b3; font-weight: bold;">Successfully Uploaded</span>	Facility Hardship & <span style="font-size: small;">▼</span>	Facility Hardship R <span style="font-size: small;">▼</span>	11/19/2024
Governmental Concurrence Letter.pdf <span style="color: #0056b3; font-weight: bold;">Successfully Uploaded</span>	Facility Hardship & <span style="font-size: small;">▼</span>	Governmental Con <span style="font-size: small;">▼</span>	11/19/2024
Industry Specialist Report.pdf <span style="color: #0056b3; font-weight: bold;">Successfully Uploaded</span>	Facility Hardship & <span style="font-size: small;">▼</span>	Industry Specialist <span style="font-size: small;">▼</span>	11/19/2024
Photos of Health and Safety Issue.pdf <span style="color: #0056b3; font-weight: bold;">Successfully Uploaded</span>	Other <span style="font-size: small;">▼</span>	Other <span style="font-size: small;">▼</span>	11/19/2024
Signed PDF of FHP Cost Estimate, SAB Form 58-01.pdf <span style="color: #0056b3; font-weight: bold;">Successfully Uploaded</span>	Facility Hardship & <span style="font-size: small;">▼</span>	Facility Hardship C <span style="font-size: small;">▼</span>	11/19/2024
Site Diagram Noting Affected Building(s).pdf <span style="color: #0056b3; font-weight: bold;">Successfully Uploaded</span>	Facility Hardship & <span style="font-size: small;">▼</span>	Site Maps <span style="font-size: small;">▼</span>	11/19/2024

12 total

Please stay here until file upload(s) complete

Done
Upload Files

Once all documents have been uploaded, the user may click “Done” to close the upload window.

After remaining documents have been uploaded, the user will close the upload file section by clicking "Done." Next, the user will mark both checked boxes as completed and click the "Submit Paperless Application." Only a Superintendent or an authorized District Representative can submit the application.

SAB 50-04 Form

- Application Type
- Site Info
- Project Type
- Additional Grant Request
- Excessive Cost Hardship
- Alternative Developer Fee / ...
- Joint Use / Career Technical ...
- Project Progress
- Licensed Architect
- Licensed Design Consultant
- Certification
- Review
- Submit**

### Submit

This State Allocation Board School Facility Program Application for Funding is being submitted electronically via OPSC Online.

- Requests may only be submitted by a School District Superintendent, Authorized School District Representative, Charter School Representative, or Joint Power Authority (JPA) Representative who is signed in to OPSC Online with their corresponding OPSC Online User ID. Submittal from these accounts is considered to be a unique electronic signature for purposes of Application for Funding submittals. A printed, wet-signature request does not need to be mailed 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.
- Once an applicant has upload a file, the file cannot be removed by the applicant.

I have uploaded all required documents required on the Application for Funding [OPSC Application Submittal Checklist](#).

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

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

After submittal, the user will proceed to a confirmation page displaying the assigned application number for the project. The user may notate the application number and nickname from the main dashboard for future access. Additionally, the user can upload documents by clicking "Upload Remaining Files."

- SAB 50-04 Form
- ✓ Application Type
  - ✓ Site Info
  - ✓ Project Type
  - ✓ Additional Grant Request
  - ✓ Excessive Cost Hardship
  - ✓ Alternative Developer Fee / ...
  - ✓ Joint Use / Career Technical ...
  - ✓ Project Progress
  - ✓ Licensed Architect
  - ✓ Licensed Design Consultant
  - ✓ Certification
  - ✓ Review
  - **Submit**

### Submit

✓ This paperless application was successfully submitted to OPSC.

Your Application #: 51/67439-00-001  
 Submittal Date: 12/11/2024

#### What's Next

Please review this application's uploaded documents on the [Application Dashboard](#) to ensure all required application documents are uploaded and properly named. Required documents not uploaded within 7 working days after the submittal date 2024-12-11 11:13 AM will lead to the application being rejected.

The completed State Allocation Board form can be [downloaded here](#) at anytime but is no longer necessary to sign and mail in. A complete paperless submission is all OPSC will need to begin processing your funding application.

#### Application Options

- [Upload Remaining Files](#)
- ⓘ Ensure your application is complete by uploading any remaining documents now.
- Review Required Documents
- [Download Completed Form](#)
- [Go To Application Dashboard](#)

← Previous

## Revising an existing *Application for Funding, Form SAB 50-04*

After submitting a Form SAB 50-04, a user may request or be requested by OPSC staff to submit a revised Form SAB 50-04. The user creates a new draft from the existing funding application page.

### Create a New Draft

From the main dashboard, the user can view all existing applications.

Dashboard

Funding Applications

[Create New SFP Funding Application](#)
[Create New Preschool/TK/FDK Funding Application](#)

Application Name	Project Type	Status	OPSC App #	School/Site	District	Project Tracking Number	OPSC Received	Last Updated
Full Grant FHP Replacement Johnson High	FH - Replacement	15-Day Letter	51/67439-00-001	Hiram W. Johnson High	Sacramento City Unified	67439-4	11/15/2024	12/05/2024
Design Only FHP Replacement Einstein Middle	FH Replacement - Design	OPSC Reviewing	51/67439-00-003	Albert Einstein Middle	Sacramento City Unified	67439-6	11/20/2024	12/05/2024
Site Only	NC Site	Draft		Caill Middle	Sacramento City Unified	67439-1		12/05/2024
Modernization Full Grant	PHF - SFP	Draft		Sutter Middle	Sacramento City Unified			12/05/2024
Modernization Full Grant - Grant Agreement	Grant Agreement	Draft		Sutter Middle	Sacramento City Unified			12/05/2024
Site & Design FHP Replacement Fruitridge ES	FH Replacement - Site & Design	SAB Approved	51/67439-00-004	Fruit Ridge Elementary	Sacramento City Unified	67439-8	12/05/2024	12/05/2024
Mod Design Only School Site	MOD Design	15-Day Letter	57/67439-00-062	New Tech High	Sacramento City Unified	67439-1234	12/04/2024	12/05/2024

If the user cannot locate the desired application, they may use the search toolbar by entering the application number or nickname.

Dashboard

Funding Applications

[Create New SFP Funding Application](#)
[Create New Preschool/TK/FDK Funding Application](#)

Application Name	Project Type	Status	OPSC App #	School/Site	District	Project Tracking Number	OPSC Received	Last Updated
SMP Replacement Full Grant Einstein Middle	FH - Replacemen	15-Day Letter	51/67439-00-005	Albert Einstein Middle	Sacramento City Unified	67439-189	12/05/2024	12/05/2024

1 Apps Total | Items Per Page: 25 |

There are three methods for creating a new draft. The first option is the “New Blank Draft” button on the application management page. Pressing this button will create a completely blank draft.

SMP Replacement Full Grant Einstein Middle [15-Day Letter](#)

51 / 67439 - 00 - 005  
 Application For Funding • Form SAB 50-04  
 Facility Hardship - Replacement Seismic Mitigation • Full Grant

PTN: 67439 - 189 Edit  
 Received Date: 12/05/2024  
 District: 67439 Sacramento City Unified • School/Site: Albert Einstein Middle  
 County Name: Sacramento County

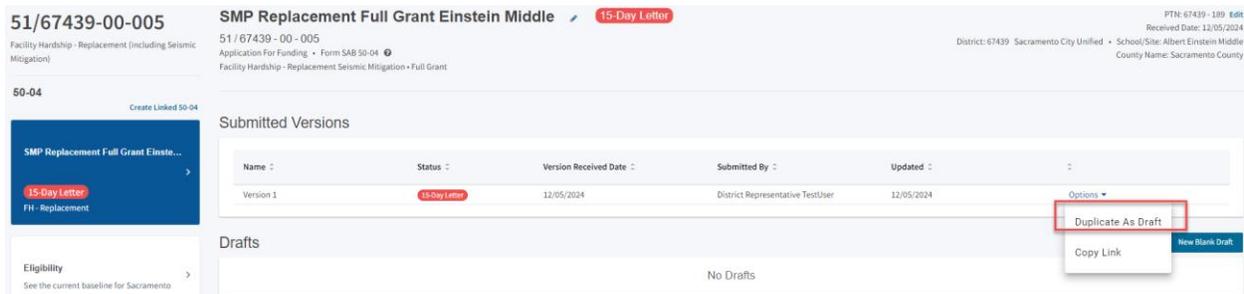
Submitted Versions

Name	Status	Version Received Date	Submitted By	Updated	
Version 1	15-Day Letter	12/05/2024	District Representative TestUser	12/05/2024	Options

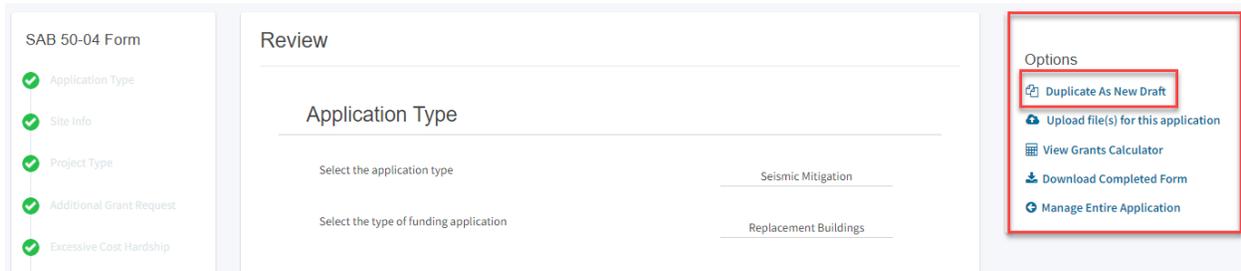
Drafts

No Drafts

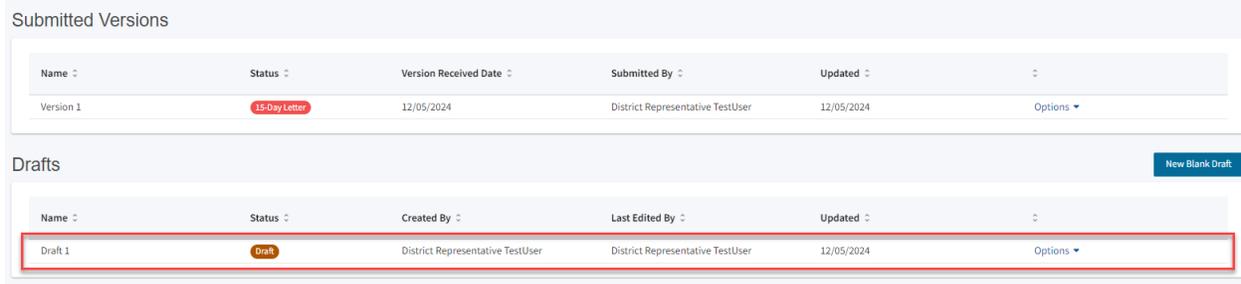
The second method is in the “Options” drop-down menu to the right, where the user can select “Duplicate As Draft” to create a duplicate of the existing form, which can then be edited to make any desired or required updates or corrections.



The third option is to click on the row for the most recently submitted version of the Form SAB 50-04. This will open the review page for that version of the Form SAB 50-04, where you will see the “Options” box to the right. Clicking on the “Duplicate as New Draft” here will also create a duplicate of the existing form, which can then be edited to make any desired or required updates or corrections.



Once a new blank or duplicate draft is created it will show in the “Drafts” section of the application management page, and the user can click on it to open the new draft.



For a new blank draft, the user will click on follow the “Application Type” in the navigation pane to the right of the screen and then follow the same Form SAB 50-04 entry steps that are outlined in the instructions for the original submittal.

For a duplicate draft, most of the information that was entered in the previous version s carried over. The user must utilize the navigation pane on the left hand side of the screen to navigate into any section of the application that requires revision. Note that the “Licensed Architect,” “Licensed Design Consultant” and “Certification” section will require new certifications from the architect and/or design consultant and the Superintendent or Authorized District Representative. The “Review” and “Submit” sections follow the process outlined in the instructions for the original submittal.

**SAB 50-04 Form**

- Application Type
- Site Info
- Project Type
- Additional Grant Request
- Excessive Cost Hardship
- Alternative Developer Fee / ...
- Joint Use / Career Technical ...
- Project Progress
- Licensed Architect
- Licensed Design Consultant
- Certification
- Review**
- Submit

**Review**

**Application Type**

Select the application type: Facility Hardship

Select the type of funding application: Replacement Buildings

[Edit Page](#)

**Site Info**

Type of Financial Hardship Request: Submittal pending OPSC approval pursuant to Section 1859.81(h)

Project to be located on: Existing Site without Additional Acreage

The Project is at an existing school site: Albert Einstein Middle

Select the appropriate school or site for this application: Albert Einstein Middle

California Department of Education (CDE) Site Approval Date: (not answered)

## Updating the Application Nickname

From the application dashboard, the user can update the application nickname by clicking the pencil icon located to the right of the application nickname.

Dashboard / Application

51/67439-00-004 **Full Grant FHP Replacement Fruitridge ES** Submitted

51 / 67439 - 00 - 004  
 Facility Hardship - Replacement (Including Seismic Mitigation)  
 Application For Funding - Form SAB 50-04  
 Facility Hardship - Replacement Facility Hardship - Full Grant

PTN: 67439 - 8 E66  
 Received Date: 12/06/2024  
 District: 67439 - Sacramento City Unified - School/Site: Fruit Ridge Elementary  
 County Name: Sacramento County

50-04

Create Linked 50-04

Site & Design FHP Replacement Fruitridge ES

SAB Approved  
 FHP Replacement - Site & Design

Submitted Versions

Name	Status	Version Received Date	Submitted By	Updated	
Version 1	Submitted	12/06/2024	District Representative Test User	12/06/2024	Options

A pop-up will open, and the user can edit and save the application nickname by clicking the “Change Name” button.

**Edit Application Name**

Enter Application Name:

Adj Grant FHP Replacement Fru

Cancel **Change Name**

## Updating the Project Tracking Number

From the application dashboard, the user can change the Project Tracking Number (PTN) or add additional PTNs clicking the “edit” link located to the left of the PTN in the upper left corner.

The screenshot shows the application dashboard for 'Adj Grant FHP Replacement Fruitridge ES'. The status is 'Submitted'. The PTN is 67439. The 'Submitted Versions' table shows one version submitted on 12/06/2024. The 'Edit PTN' pop-up is open, showing the current PTN '67439' and a new input field containing '9'. A red arrow points to the 'X' icon next to the current PTN, and a red box highlights the new input field with the instruction 'Press the Enter key to save'.

A pop-up will open, and the user can delete the existing PTN by clicking the “X” immediately to the left of the number in the blue box, add the new or additional PTN(s) in in the box below, and press the enter key “Enter” to save. When all desired edits have been made, the user will save the changes by clicking the green “Save” button

The 'Edit PTN' pop-up window shows the current Project Tracking Number '67439' in a text box. To the right of the text box is a blue box containing the number '8' and an 'X' icon. A red arrow points to the 'X' icon. Below this is a new input field containing the number '9'. A red box highlights the input field with the instruction 'Press the Enter key to save'. At the bottom right of the pop-up are 'Cancel' and 'Save' buttons.

## Reviewing the Application Status

After submitting a Form SAB 50-04, OPSC will immediately begin processing Facility Hardship and Seismic Mitigation applications. The user may monitor the processing of the district’s application by reviewing the application status. For instance, the application may have the status of Submitted, OPSC Reviewing, 15-Day Letter, 4-Day Letter, or SAB Approved.

There are two ways a user can review the status of the funding application. The first way to review the application status would be to sort the main dashboard by clicking the "OPSC App #" category, locating the specific application number, and reviewing the label in the "Status" column.

The 'Funding Applications' dashboard shows a table of applications. The 'Status' column is highlighted with a red box. The applications listed are:

Application Name	Project Type	Status	OPSC App #	School/Site	District	DSA Number	Project Tracking Number	OPSC Received	Last Updated
FHP Full Grant Hiram Johnson HS	FH - Replacement	Submitted	51/67439-00-001	Hiram W. Johnson High	Sacramento City Unified		67439-4	12/11/2024	12/11/2024
Full Grant FHP Replacement Johnson High	FH - Replacement	Submitted		Hiram W. Johnson High	Sacramento City Unified		67439-8		12/11/2024
Rehab Charter 6-8	Charter Rehab	Submitted		Calif Middle	Sacramento City Unified		67439-1		12/10/2024
Example Charter NC (50-04)	Final Charter NC	Submitted		Mendocino College	Sacramento City Unified		67439-1		12/10/2024
Example Charter NC (50-09)	Charter NC	OPSC Reviewing	54/67439-00-010	Mendocino College	Sacramento City Unified		67439-1	11/27/2024	12/10/2024

Alternatively, the user may open a specific application to review the status in the application management section. The application status will be indicated in the header to the right of the

Application nickname as well as in the tiles to the left of the application management page. Please note that if multiple application phases exist, such as a Site & Design only and an adjusted full grant, these will also be listed in the tiles to the left with a status label.

The screenshot displays a dashboard for an application titled "Adj Grant FHP Replacement Fruitridge ES" with a "Submitted" status. The application ID is 51/67439-00-004. The dashboard includes a left-hand navigation menu with tiles for "Site & Design FHP Replace..." (status: SAB Approved) and "Adj Grant FHP Replacemen..." (status: Submitted). The main content area shows "Submitted Versions" with a table listing one version (Version 1) submitted on 12/06/2024 by "District Representative TestUser". Below this is a "Drafts" section with "No Drafts" and a "New Blank Draft" button. At the bottom, there is an "Unloaded" section with an "Upload File" button.

Name	Status	Version Received Date	Submitted By	Updated	
Version 1	Submitted	12/06/2024	District Representative TestUser	12/06/2024	Options

## Navigation to Application Components and Program Modules

From the dashboard, access links to various application components such as separate apportionments, grant agreements, priority funding (PIF) certifications, *Fund Release Authorization* (Form SAB 50-05), and *Expenditure Report* (Form SAB 50-06) in the left navigation tiles. Additionally, the user will find links to the various program modules, such as eligibility, accounting activity, associated applications, all uploaded documents, and all contractor information.

## Chapter 2: Creating Site or Design Facility Hardship Program (FHP) and Seismic Mitigation Program (SMP) Replacement Funding Applications (Form SAB 50-04) – Separate Site or Design Phase in OPSC Online

If the district qualifies for financial hardship assistance, it may apply for a separate apportionment for advance site acquisition and/or design costs. Replacement advance design funding provides a 40 percent portion of the per-pupil or per square foot base grant in advance to allow school districts to hire an architect and prepare the project plans for the Division of the State Architect (DSA) approval.

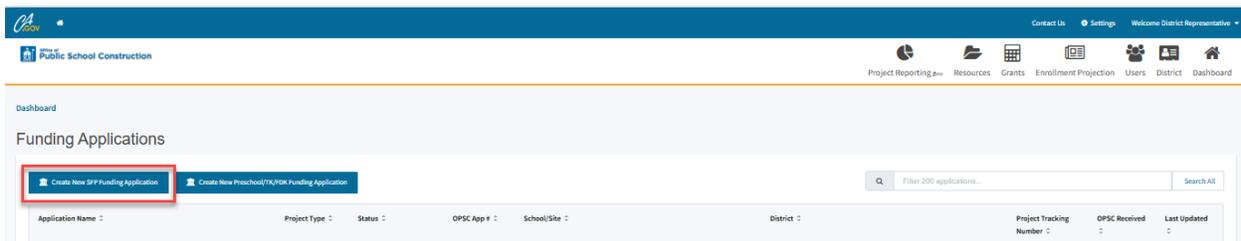
Site funding provides funding for districts to acquire a site for their project. Once the project plans are completed and approved by the DSA, the district may apply for the remaining balance of any eligible new construction funding. This adjusted grant will be offset by the previous advance grant provided for Design or Site costs for the project.

If the Department of Toxic Substances Control (DTSC) certifies by letter that the time necessary to complete the remediation or removal of hazardous waste on the site to be acquired will exceed 180 days, then the district may qualify for separate Site funding without financial hardship status to receive environmental hardship funding.

### Creating a new *Application for Funding, Form SAB 50-04, for Replacement Advance Site Funding*

To create a Form SAB 50-04, select "Create New SFP Funding Application" on the Dashboard page.

*Please note that users with delegate access can prepare the Funding Application. However, only the District Representative can submit an application.*



Once selected, the application system will ask the user if the district has applied for and received SAB approval for advanced funding for Site Acquisition, Design, Charter School Facilities Program Preliminary Apportionment, Facility Hardship Program Conceptual Approval, or Seismic Mitigation Program Conceptual Approval for this project/application, as shown below. Note that Charter School Facilities Program Preliminary Apportionment does not apply for FHP or SMP applications.

## Create New Application



If the Applicant applied for advanced funding for this project/application for any of the following, select Yes:

 Yes  No

- Site Acquisition
- Design
- Charter School Facilities Program Preliminary Apportionment
- Facility Hardship Program Conceptual Approval
- Seismic Mitigation Program Conceptual Approval

If the Applicant has not, select No.

If the user indicates that the district has applied for advanced funding for Site Acquisition and/or Design or a Charter School Facilities Program Preliminary Apportionment for this project/application, the user will be directed for to use the existing application. Instructions for creating a linked application are included later in this chapter.

## Create New Application



If the Applicant applied for advanced funding for this project/application for any of the following, select Yes:

 Yes  No

- Site Acquisition
- Design
- Charter School Facilities Program Preliminary Apportionment
- Facility Hardship Program Conceptual Approval
- Seismic Mitigation Program Conceptual Approval

If the Applicant has not, select No.

### Please Use The Existing Application

You have selected "Yes" because an Apportionment for a separate site and/or design, Charter School Facilities Program (CSFP) Preliminary Apportionment, or Conceptual Approval of a Facility Hardship or Seismic Mitigation Program has previously been approved for this project. You must return to your OPSC Online [Dashboard](#) and select this project from the list of existing applications in order to create an application for funding for the next phase of funding. For more information, please see the [Help Guide](#).

If the user selects "No," they will be prompted to continue entering the required information for a new Form SAB 50-04 as follows:

- Select the applicable School District or COE from the list of options.
- Select Facility Hardship Replacement (including Seismic Mitigation) as the Funding Program Type from the list of options.

- Select the High School Attendance Area.
- Enter the required PTN. The PTN is used by the DSA, CDE, and OPSC to identify a project. The user will not be able to proceed without entering the PTN. Instructions for generating a PTN can be found under the Resources Tab.
- Enter an application nickname. The nickname should include the funding phase of the application, site name, and program type (e.g., FHP or SMP Replacement Design Only, Site Only, Site & Design, Full Grant, Amended Full Grant).
- Select "Continue" to enter additional application information.

## Create New Application ?

If the Applicant applied for advanced funding for this project/application for any of the following, select Yes:

Yes  No

- Site Acquisition
- Design
- Charter School Facilities Program Preliminary Apportionment
- Facility Hardship Program Conceptual Approval
- Seismic Mitigation Program Conceptual Approval

If the Applicant has not, select No.

**?**

You have selected "No" because this is a brand-new application for a project that has never requested a prior separate site and/or design funding approval or Charter School Facilities Preliminary Apportionment.

On this first screen, please select the District name, Program Type (e.g. New Construction, Modernization), High School Attendance Area (if applicable), enter the Project Tracking Number, and enter a nickname for the application. The nickname is used to help you with differentiating this from other projects in your Dashboard.

Select the District

Select a funding Program Type   
Refer to [Section 1859.192](#) for the eligibility criteria

Select High School Attendance Area

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

Please enter application nickname

Sacramento City Unified (67439)

Facility Hardship - Replacement (including Seisr

(00) District-wide

67439

5

+ PTN

Press the Enter key to save

Site Only FHP Replacement Winn ES

Cancel Continue

Click "Continue" to proceed.

The application system will ask the user if the district is applying for Financial Hardship assistance. The user should select "Yes." Then, he user will then select the type of funding application from a list of options for either "Full Funding" or for "Advance Funding (Separate Apportionment)."

### Create New Application

Does the district want to apply for Financial Hardship assistance?

Yes No

Select the type of funding application:

If the project will include a request for financial hardship assistance, please contact the first OPSC for assistance. Receiving financial hardship approval will allow the project to start with separate site and/or design funding if plans have not been drawn up.

Requests for "Advanced funding for Evaluation and RA" may be requested by both financial and districts that do not qualify for financial hardship.

Please select an option

**Full Funding:**

- Facility Hardship - Replacement (including Seismic Mitigation)
- Facility Hardship - Replacement (including Seismic Mitigation) Conceptual Approval

**Advance Funding (Separate apportionment):**

- Design Only
- Site Only
- Site & Design Only

← Previous Cancel Continue

The user should select "Site Only."

**Create New Application**

Does the district want to apply for Financial Hardship assistance?  Yes  No

Select the type of funding application: Site Only

**?**

If the project will include a request for financial hardship assistance, please contact the Financial Hardship Team at OPSC for assistance. Receiving financial hardship approval will allow the project to start with an advanced approval for separate site and/or design funding if plans have not been drawn up.

Requests for "Advanced funding for Evaluation and RA" may be requested by both financial hardship assisted districts and districts that do not qualify for financial hardship.

← Previous Cancel Continue →

Click "Continue" to proceed.

**Application For Funding**

**Form SAB 50-04**

**Information and Instruction**

A district and their delegates may enter the information required for the Application for Funding (Form SAB 50-04) using this online system. Upon completion of all of the required information, the completed Form SAB 50-04 can only be submitted by the Authorized District Representative or District Superintendent.

If applicable, all supporting documentation required as part of your funding request must be uploaded to OPSC Online prior to, or concurrently with the application submittal.

Start Application →

Click on "Start Application" to begin the application process.

Once the district selects Start Application, for site funding for FHP or SMP Replacement, the OPSC Online Form SAB 50-04 comprises thirteen sections (as listed on the navigation pane on the left-hand side of the screen). When a section is successfully completed, the system will show a green checkmark next to the section name in the navigation pane.

*Please note that for advance Site funding applications, the SAB 50-04 Form navigation pane for automatically shows green checkmarks for the "Licensed Architect" and "Licensed Design Consultant" sections as shown below:*

SAB 50-04 Form

- Application Type
- Site Info
- Project Type
- Additional Grant Request
- Excessive Cost Hardship
- Alternative Developer Fee / ...
- Joint Use / Career Technical ...
- Project Progress
- Licensed Architect
- Licensed Design Consultant
- Certification
- Review
- Submit

### Application Type

The district must first select the application type, either “Seismic Mitigation” or “Facility Hardship,” and then select the type of funding application, either “Replacement School” or “Replacement Buildings.”

Options for application type:

The screenshot shows a form titled "Application Type". It has two dropdown menus. The first dropdown menu, labeled "Select the application type", is open and shows three options: "Facility Hardship", "Please make a selection", and "Seismic Mitigation". The "Facility Hardship" option is highlighted in blue. The second dropdown menu, labeled "Select the type of funding application", is currently closed. A green "Continue" button with a right-pointing arrow is located at the bottom right of the form.

Options for type of funding application:

This screenshot shows the same "Application Type" form. The first dropdown menu is now closed and displays "Facility Hardship". The second dropdown menu, labeled "Select the type of funding application", is open and shows six options: "Please make a selection", "Replacement School", "Replacement Buildings", "Replacement School - Lost or Destroyed", and "Replacement Facilities - Lost or Destroyed". The "Replacement School" option is highlighted in blue.

This screenshot shows the "Application Type" form with both dropdown menus closed. The first dropdown menu displays "Facility Hardship" and the second dropdown menu displays "Replacement School". A green "Continue" button with a right-pointing arrow is at the bottom right.

Click "Continue" to proceed.

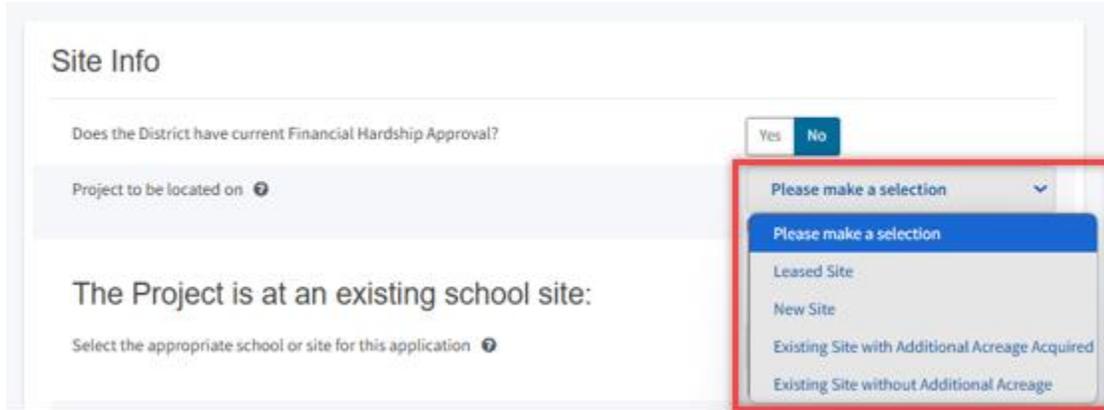
## Site Information

The first question is "Type of Financial Hardship Request." The user must specify the type of Financial Hardship request from the drop-down list.

Next, the user will specify the type of site on which the project will be located from the list of available options ("Leased Site," "New Site," "Existing Site with Additional Acreage acquired," or

“Existing Site with No Additional Acreage Acquired”). For a Site Only application, the user must select either “New Site,” or “Existing Site with Additional Acreage acquired.”

The user then selects the school site from a dropdown list of sites within the district. If the specific site is not listed, please email [OPSCApplicationReviewTeam@dgs.ca.gov](mailto:OPSCApplicationReviewTeam@dgs.ca.gov) to request to add the site to the application system.

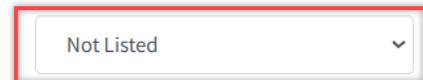


The screenshot shows a web form titled "Site Info". It contains a question: "Does the District have current Financial Hardship Approval?" with "Yes" and "No" buttons. Below this is a field "Project to be located on" with a help icon. A section titled "The Project is at an existing school site:" contains the instruction "Select the appropriate school or site for this application" with a help icon. A dropdown menu is open, showing options: "Please make a selection", "Leased Site", "New Site", "Existing Site with Additional Acreage Acquired", and "Existing Site without Additional Acreage". The dropdown menu is highlighted with a red border.

If the specific site is not listed, the message shown below will pop up. Please email [OPSCApplicationReviewTeam@dgs.ca.gov](mailto:OPSCApplicationReviewTeam@dgs.ca.gov) to request to add the site to the application system.

The Project is at an existing school site:

Select the appropriate school or site for this application 



A dropdown menu with a red border, showing the text "Not Listed" and a downward arrow icon.

Please email [OPSCApplicationReviewTeam@dgs.ca.gov](mailto:OPSCApplicationReviewTeam@dgs.ca.gov) to add a new site. In your email include the District Name, School Name, County-District-Site (CDS) Code, Grade Level, and Complete School Address. You will be able to complete the application but not submit it until the site name is selected. Once the site is added, OPSC will email you a confirmation and you will be able to submit the application.

## Site Info

Type of Financial Hardship Request

Submittal pending OPSC approv: ▼

Project to be located on ⓘ

New Site ▼

The Project is at an existing school site:

Select the appropriate school or site for this application ⓘ

A. M. Winn Elementary ▼

### Site Detail

School/Site Name:	A. M. Winn Elementary
CDS (county-district-school) Code:	6033765
Grade-Level:	
Street Address:	3351 EXPLORER DR.
City:	SACRAMENTO
State:	CA
Zip Code:	95827

The user next enters the approval date(s) and acreage information that is included in the Site Approval or Contingent Site approval letter from the California Department of Education (CDE).

Because the district will not have a California Department of Education (CDE) Plan Approval letter, the user will leave the remainder of this section blank as shown below:

California Department of Education (CDE) Site Approval Date ⓘ

California Department of Education (CDE) Contingent Site Approval Date ⓘ

California Department of Education (CDE) Gross Approved Acres ⓘ

Gross Number of Purchased Acres ⓘ

Master Plan Acreage site Size (Useable) ⓘ

Recommended Site size ⓘ

Existing Acres (Useable) ⓘ

Proposed Acres (Useable) ⓘ

MM/DD/YYYY  
You can add up to 5 Date(s)

05/16/2024 ×

MM/DD/YYYY  
You can add up to 5 Date(s)

10.00

12.00

12.00

10.00

← Previous

Continue →

Click "Continue" to proceed.

## Project Type

The Project Type is the second section of the Form SAB 50-04. In this section, select the requested project type for this application. The user should leave the “Pupil Grants Requested” blank for advance Site funding applications.

**Project Type**

Select project type ? Elementary School ▼

**Pupil Grants Requested** ?

K-6

7-8

9-12

Non-Severe

Severe

<b>Leave Blank</b>

Did the District use an Alternative Enrollment Projection to determine eligibility for the application ?  Yes  No

Is this a 6-8 school? ?  Yes  No

Is this an Alternative Education School? ?  Yes  No

← Previous Continue →

Click "Continue" to proceed.

## Additional Grant Request

In the Additional Grant Request section, the user will need to complete the applicable items to request additional grants for “Site Acquisition” as shown in the screenshot below. For any fields that do not apply to the project, leave blank or answer No.

“Site Development” is not available for advance Site funding applications. The user will enter \$0 for all site development fields.

## Additional Grant Request

Does project include construction of Therapy area to serve severe SDC pupils? [?](#)

Yes No

Total number of classroom(s) on the Division of State Architect (DSA) Approved plans

Is the current district enrollment 2,500 pupils or less? [?](#)

Yes No

### Site Acquisition

Is the district requesting the 2% grant?

Yes No

50 percent Actual Cost [?](#)

\$ 504,000

50 percent Appraised Value [?](#)

\$ 504,000

50 percent Relocation Cost [?](#)

\$ 0

2 percent (min. \$25,000) [?](#)

\$ 25,000

Total

\$ 529,000.00

50 percent Department of Toxic Substances Control (DTSC) Fee [?](#)

\$ 0

50 percent hazardous waste [?](#)

\$ 0

Response Action (RA)

Yes No

### Site Development

50 percent Service-Site [?](#)

\$ 0

50 percent Off-Site [?](#)

\$ 0

50 percent Utilities [?](#)

\$ 0

General Site [?](#)

Yes No

Is the District replacing existing classrooms with Multi-Story classrooms pursuant to Section 1859.73.2? [?](#)

Yes No

[← Previous](#)

[Continue →](#)

Click "Continue" to proceed.

## Excessive Cost Hardship

Excessive Cost Hardship grants are not available for advance Design and Site funding applications. The user will answer "No" to all questions.

## Excessive Cost Hardship

Is the District requesting Geographic Percent Factor increase?  
See [Geographical Percent Factor list by county](#) ?

Geographic Percent Factor

Is the District requesting Small Size Project ?

Are you requesting Urban/Security/Impacted Site grant ?

- SFP Regulation Section 1859.83(d)(2)(A) - Useable Acres 60% or less of CDE Recommended Site Size
- SFP Regulation Section 1859.83(d)(2)(B) - At least 60% of the classrooms in the construction plans are multistory facilities
- SFP Regulation Section 1859.83(d)(2)(C) - Value of the site being acquired is at least \$750,000 per Useable Acre

*For additions to existing sites, with or without additional acreage acquired, enter \$750,000.*

Per Useable Acre Section 1859.83(d)(2)(c)

← Previous Continue →

Click "Continue" to proceed.

### Alternative Developer Fee/Adjust Eligibility

If State funds are unavailable for new construction, the district can collect Level 3 developer fees pursuant to Government Code Section 65995.7. If applicable, please enter the amount being collected. If not applicable, this field may be left blank.

Next, the district will click "Yes" or "No" for "New Construction Eligibility Adjustment." If any classrooms were added or replaced by the district in locally funded projects outside of SFP funding the user selects "Yes," and indicates the number of classrooms by grade level under the "Additional" or "Replacement" columns.

For "Pending Reorganization Election," the district is asked, "Is there a pending reorganization election that will result in a loss of eligibility for this project?" The District should select "No," because FHP and SMP funding is not based on eligibility.

## Alternative Developer Fee / Adjust Eligibility

Alternative developer fee collection and reportable pursuant to Regulation Section 1859.77 

### New Construction Eligibility Adjustment - Added Capacity

Has the District added any classrooms that were not SFP Funded?

### Adjustment to New Construction Baseline Eligibility

Classroom(s) provided

Additional 

Replacement 

K-6

4

K-6

7-8

7-8

9-12

9-12

Non-Severe

Non-Severe

Severe

Severe

### Pending Reorganization Election

Is there a pending reorganization election that will result in a loss of eligibility for this project?

 Previous

Continue 

Click "Continue" to proceed.

## Joint Use/Career Technical Education (CTE)

In the Joint Use/CTE section, the user will indicate "yes" or "No" for the following:

- The facilities will be for joint use with other governmental agencies.
- The project is located on a leased site.
- The project includes classrooms requesting funding for Career Technical Education Facilities Program (CTEFP) grants. If applicable, click "Yes," then enter the number of CTEFP-specific classrooms in the project.

**Joint Use / Career Technical Education (CTE)**

---

**Joint-Use Facility/Leased Property**

Joint-Use Facility  Yes  No

Leased Property  Yes  No

**Career Technical Education Funds Request**

Will CTE Funds be requested for classroom(s) included in the plans and specifications for this project  Yes  No

← Previous Continue →

Click "Continue" to proceed.

### Project Progress

This section does not apply for advance Site funding applications. The user will answer "No" to "Has the District awarded construction contracts for this project?"

**Project Progress**

---

Has the District awarded construction contracts for this project  Yes  No

← Previous Continue →

Click "Continue" to proceed.

### Licensed Architect and Licensed Design Consultant

For advance Site funding applications, no information is required for the Licensed Architect and Licensed Design Consultant sections. These sections will automatically have a green checkmark in the navigation pane.

For each of these sections, the user may select "Continue" to proceed to the next section of the funding application.

### Certification

Only the Superintendent or an authorized District Representative may complete the certification section. The user must ensure they have only entered the information that applies to the specific project.

The user must enter the date that the district's governing board or the designee of the Superintendent of Public Instruction adopted a resolution supporting the application.

## Certification

I certify, as the District Representative, that the information reported on this form, with the exception of items 22 and 23, is true and correct and that:

- I am an authorized representative of the district as authorized by the governing board of the district; and,
- A resolution or other appropriate documentation supporting this application under Chapter 12.5, Part 10, Division 1, commencing with Section 17070.10, et. seq., of the Education Code was adopted by the school district's governing board or the designee of the Superintendent of Public Instruction on,
- The district has established a "Restricted Maintenance Account" for exclusive purpose of providing ongoing and major maintenance of school buildings and has developed an ongoing and major maintenance plan that complies with and is implemented under the provisions of Education Code Section 17070.75 and 17070.77 (refer to Sections 1859.100 through 1859.102); and,
- The district has considered the feasibility of the joint use of land and facilities with other governmental agencies in order to minimize school facility costs; and,

Scroll to bottom to Certify app.

Next, then review the entire Certification section using the scroll bar and enter all applicable fields.

## Certification

I certify, as the District Representative, that the information reported on this form, with the exception of items 22 and 23, is true and correct and that:

- I am an authorized representative of the district as authorized by the governing board of the district; and,
- A resolution or other appropriate documentation supporting this application under Chapter 12.5, Part 10, Division 1, commencing with Section 17070.10, et. seq., of the Education Code was adopted by the school district's governing board or the designee of the Superintendent of Public Instruction on,
- The district has established a "Restricted Maintenance Account" for exclusive purpose of providing ongoing and major maintenance of school buildings and has developed an ongoing and major maintenance plan that complies with and is implemented under the provisions of Education Code Section 17070.75 and 17070.77 (refer to Sections 1859.100 through 1859.102); and,
- The district has considered the feasibility of the joint use of land and facilities with other governmental agencies in order to minimize school facility costs; and,

Scroll to bottom to Certify app.

Once the District Representative user has completed reviewing and entering all of the required fields, they may click "Yes" to agree to the terms of the certification and enter district representative information including the phone number, full name, and signature date.

## Certification

I certify, as the District Representative, that the information reported on this form, with the exception of items 22 and 23, is true and correct and that:

- The district has considered the feasibility of using designs and materials for the new construction or modernization project that promote the efficient use of energy and water, maximum use of natural light and indoor air quality, the use of recycled materials and materials that emit a minimum of toxic substances, the use of acoustics conducive to teaching and learning, and the other characteristics of high performance schools; and,
- If the district is requesting an additional grant for high performance incentive funding, the school district governing board must have a resolution on file that demonstrates support for the high performance incentive grant request and the intent to incorporate high performance features in future facilities projects; and,
- If this application is submitted when there is Insufficient Bond Authority, the district has adopted a school board resolution pursuant to Section 1859.95.1; and,
- The district will comply with all laws pertaining to the construction or modernization of its school building.

I verify, I have read and agree to the above terms and certification information

Yes

No

Date

11/15/2024

District Representative / Superintendent Phone Number

(111) 222-3333

Phone Extension (optional)

District Representative / Superintendent Name

District Representative



Previous

Continue



Click "Continue" to proceed.

## Review

After completing the certification section, the user will review all previous sections and make any final edits. Any incomplete sections will be flagged with an orange exclamation point, and the missing required fields will display with red text as **(required)**. Please see the example from a different application below.

**SAB 50-04 Form**

- Application Type
- Site Info
- Project Type
- Additional Grant Request
- Excessive Cost Hardship
- Alternative Developer Fee / ...
- Joint Use / Career Technical ...
- Project Progress
- Licensed Architect
- Licensed Design Consultant
- Certification
- Review**
- Submit

Is the district requesting the 2% grant?

50 percent Actual Cost   
Enter valid value between 0 - 999,000,000.00

50 percent Appraised Value

50 percent Relocation Cost

2 percent (min. \$25,000)

50 percent Department of Toxic Substances Control (DTSC) Fee

50 percent hazardous waste

Response Action (RA)

Site Development

**Options**

- Upload file(s) for this application
- View Grants Calculator
- Preview Form SAB 50-04
- Manage Entire Application

Once all required entries are completed, the left navigation will display only green checkmarks, and the user will click "Continue" to proceed to the final section.

*Please note the "Options" box to the right, where the user can click to upload files for the application, view the Grant Calculator, preview the Form SAB 50-04, or manage the entire application.*

## Submit and Upload Documents

Next, the user will continue to the "Submit" page. The district representative will complete the final certification and upload any remaining supporting documents in this section. The user may click the blue "Upload file(s)" button to upload any remaining supporting files for this application.

## Submit

This State Allocation Board School Facility Program Application for Funding is being submitted electronically via OPSC Online.

- Requests may only be submitted by a School District Superintendent, Authorized School District Representative, Charter School Representative, or Joint Power Authority (JPA) Representative who is signed in to OPSC Online with their corresponding OPSC Online User ID. Submittal from these accounts is considered to be a unique electronic signature for purposes of Application for Funding submittals. A printed, wet-signature request does not need to be mailed 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.
- Once an applicant has upload a file, the file cannot be removed by the applicant.

I have uploaded all required documents required on the Application for Funding [OPSC Application Submittal Checklist](#).

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

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

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

[Submit Paperless Application](#)



Previous

In addition to the buttons on the “Submit” screen and confirmation page, the OPSC Online Form SAB 50-04 allows the user to upload documents at any point in the application process.

As the user is entering the information for the Form SAB 50-04, there is an “Upload file(s) for this application” link to upload files in the “Options” box that shows to the right of each section throughout the form.

SAB 50-04 Form

- ✓ Application Type
- Site Info
- Project Type
- Additional Grant Request
- Excessive Cost Hardship

Review

✓ Application Type

Select the application type

Facility Hardship

[Edit Page](#) →

Options

- ✓ [Upload file\(s\) for this application](#)
- [View Grants Calculator](#)
- [Preview Form SAB 50-04](#)
- [Manage Entire Application](#)

The user can also find an “Upload File” button on the application management page.

Submitted Versions

Name	Status	Version Received Date	Submitted By	Updated	
Version 1	Submitted	12/12/2024	District Representative	12/12/2024	Options

Drafts New Blank Draft

No Drafts

Uploaded Files Upload File

No Files

From any of these locations, when you click on the link or the button, an “Upload Files” menu will open that will allow you to either browse or to drag and drop files in to the box. The user will then select one of eighteen listed document types for each file, and one of the listed description types associated with the selected document type.

Upload Files

Browse files

File Name	Document Type	Description	Created
Industry Specialist Report.pdf <span>Remove</span>			10/25/2024

1 total

Please stay here until file upload(s) complete Cancel Upload Files

Once the documents have been uploaded, the text **Successfully Uploaded** will display underneath the document file name.

Upload Files
✕

Browse files

File Name	Document Type	Description	Uploaded Date
Facility Hardship Request Checklist.pdf <span style="color: #0056b3; font-weight: bold;">Successfully Uploaded</span>	Facility Hardship & S	Facility Hardship Re	12/03/2024
Governmental Concurrence Letter.pdf <span style="color: #0056b3; font-weight: bold;">Successfully Uploaded</span>	Facility Hardship & S	Governmental Conci	12/03/2024
Industry Specialist Report.pdf <span style="color: #0056b3; font-weight: bold;">Successfully Uploaded</span>	Facility Hardship & S	Industry Specialist R	12/03/2024
Photos of Health and Safety Issue.pdf <span style="color: #0056b3; font-weight: bold;">Successfully Uploaded</span>	Other	Other	12/03/2024
Excel Copy of FHP Cost Estimate, Form SAB 58-01.xls <span style="color: #0056b3; font-weight: bold;">Successfully Uploaded</span>	Facility Hardship & S	Facility Hardship Co:	12/03/2024
Editable Excel SDW.xlsx <span style="color: #0056b3; font-weight: bold;">Successfully Uploaded</span>	Facility Hardship & S	Facility Hardship Co:	12/03/2024

6 total

Please stay here until file upload(s) complete

Done
Upload Files

After all required documents have been uploaded, the user will close the upload file section by clicking "Done."

Next, the user will mark both checked boxes as completed and click the "Submit Paperless Application." Only a Superintendent or an authorized District Representative can submit the application.

SAB 50-04 Form

- Application Type
- Site Info
- Project Type
- Additional Grant Request
- Excessive Cost Hardship
- Alt. Dev Fee / Adj. Elig.
- Joint Use / Career Technical ...
- Project Progress
- Licensed Architect
- Licensed Design Consultant
- Certification
- Review
- Submit

## Submit

This State Allocation Board School Facility Program Application for Funding is being submitted electronically via OPSC Online.

- Requests may only be submitted by a School District Superintendent, Authorized School District Representative, Charter School Representative, or Joint Power Authority (JPA) Representative who is signed in to OPSC Online with their corresponding OPSC Online User ID. Submittal from these accounts is considered to be a unique electronic signature for purposes of Application for Funding submittals. A printed, wet-signature request does not need to be mailed 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.
- Once an applicant has upload a file, the file cannot be removed by the applicant.

I have uploaded all required documents required on the Application for Funding [OPSC Application Submittal Checklist](#).
 

Upload file(s)

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

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

After submittal, the user will proceed to a confirmation page displaying the assigned application number for the project. The user may notate the application number and nickname from the main dashboard for future access. Additionally, the user can upload documents by clicking "Upload Remaining Files."

SAB 50-04 Form

- Application Type
- ❌ Site Info
- Project Type
- Additional Grant Request
- Excessive Cost Hardship
- Alternative Developer Fee / ...
- Joint Use / Career Technical ...
- Project Progress
- Licensed Architect
- Licensed Design Consultant
- Certification
- Review
- Submit

## Submit

This paperless application was successfully submitted to Office of Public School Construction (OPSC).

Your Application #: 51/67439-00-002

Submittal Date: 08/08/2025

**What's Next**

Please review this application's uploaded documents on the [Application Dashboard](#) to ensure all required application documents are uploaded and properly named. Required documents not uploaded within 7 working days after the submittal date 2025-08-08 11:38 AM will lead to the application being rejected.

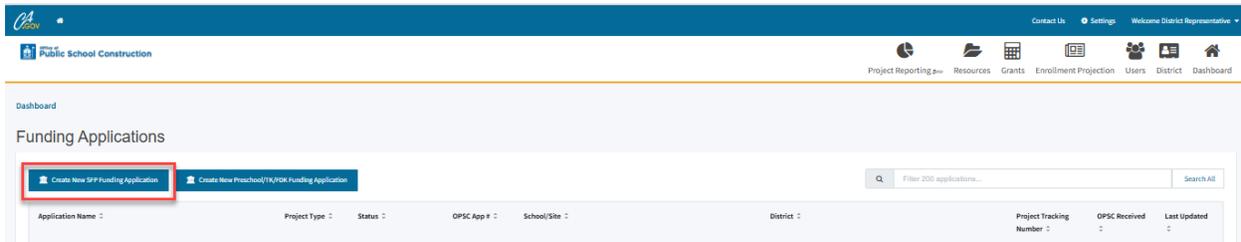
The completed State Allocation Board form can be [downloaded here](#) at anytime but is no longer necessary to sign and mail in. A complete paperless submission is all Office of Public School Construction (OPSC) will need to begin processing your funding application.

**Application Options**

## Creating a new *Application for Funding*, Form SAB 50-04, for Replacement Advance Design Funding

To create a Form SAB 50-04, select "Create New SFP Funding Application" on the Dashboard page.

*Please note that users with delegate access can prepare the Funding Application. However, only the Superintendent or a District Representative can submit an application.*



If the user indicates that the district has applied for advanced funding for Site Acquisition and/or Design or a Charter School Facilities Program Preliminary Apportionment for this project/application, the user will be directed for to use the existing application.

### Create New Application

If the Applicant applied for advanced funding for this project/application for any of the following, select Yes:

- Site Acquisition
- Design
- Charter School Facilities Program Preliminary Apportionment
- Facility Hardship Program Conceptual Approval
- Seismic Mitigation Program Conceptual Approval

If the Applicant has not, select No.

Yes No

If the user selects "No," they will be prompted to continue entering the required information for a new Form SAB 50-04 as follows:

- Select the applicable School District or COE from the list of options.
- Select Facility Hardship Replacement (including Seismic Mitigation) as the Funding Program Type from the list of options.
- Select the High School Attendance Area.
- Enter the required PTN. The PTN is used by the DSA, CDE, and OPSC to identify a project. The user will not be able to proceed without entering the PTN. Instructions for generating a PTN can be found under the Resources Tab.
- Enter an application nickname. The nickname should include the funding phase of the application, site name, and program type (e.g., FHP or SMP Replacement Design Only, Site Only, Site & Design, Full Grant, Amended Full Grant).
- Select "Continue" to enter additional application information.

## Create New Application

Has the Applicant applied for advanced funding for Site Acquisition and/or Design, or a Charter School Facilities Program Preliminary Apportionment for this project/application?

Yes No



You have selected "No" because this is a brand-new application for a project that has never requested a prior separate site and/or design funding approval or Charter School Facilities Preliminary Apportionment.

On this first screen, please select the District name, Program Type (e.g. New Construction, Modernization), High School Attendance Area (if applicable), enter the Project Tracking Number, and enter a nickname for the application. The nickname is used to help you with differentiating this from other projects in your Dashboard.

Select the District

Sacramento City Unified (67439)

Select a funding Program Type

Refer to Section 1859.192 for the eligibility criteria

Facility Hardship - Replacement (including Seisr)

Select High School Attendance Area

(00) District-wide

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

67439 - 6

+ PTN

Press the Enter key to save

Please enter application nickname

Design Only FHP Replacement Einstein Middle

Cancel

Continue

Click "Continue" to proceed.

Next, the application system will ask the user if the district is applying for Financial Hardship assistance. The user should select "Yes." Then, the user will be asked to select the type of funding application. The user should select Design Only.

**Create New Application**

Does the district want to apply for Financial Hardship assistance?

Select the type of funding application:

**Full Funding:**  
 Facility Hardship - Replacement (including Seismic Mitigation)  
 Facility Hardship - Replacement (including Seismic Mitigation) Conceptual Approval

**Advance Funding (Separate apportionment):**  
 Design Only  
 Site Only  
 Site & Design Only

← Previous Cancel Continue →

*Please note that the district may contact the Financial Hardship Team for assistance if a project includes a request for financial hardship assistance. Financial hardship status will allow the project to start with advanced approval for separate Site and/or Design funding if plans have not been drawn up.*

Then click "Continue" to begin the application process.

**Application For Funding**

**Form SAB 50-04**

Information and Instruction

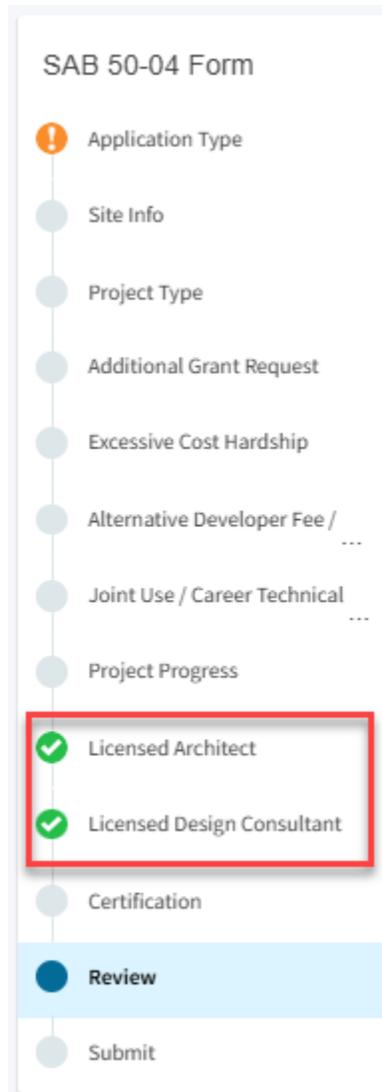
A district and their delegates may enter the information required for the Application for Funding (Form SAB 50-04) using this online system. Upon completion of all of the required information, the completed Form SAB 50-04 can only be submitted by the Authorized District Representative or District Superintendent.

If applicable, all supporting documentation required as part of your funding request must be uploaded to OPSC Online prior to, or concurrently with the application submittal.

Start Application →

Once the district selects Start Application, for Design funding for FHP or SMP Replacement, the OPSC Online Form SAB 50-04 comprises thirteen sections (as listed on the navigation pane on the left hand side of the screen). Once a section is successfully completed, the system will show a green checkmark next to the section name in the navigation pane.

*Please note that for advance Site funding applications, the SAB 50-04 Form navigation pane for automatically shows green checkmarks for the "Licensed Architect" and "Licensed Design Consultant" sections as shown below:*



## Application Type

The district must first select the application type, either “Seismic Mitigation,” or “Facility Hardship,” and then select the type of funding application, either “Replacement School,” or “Replacement Buildings.”

Application Type

Select the application type Facility Hardship ▼

Select the type of funding application Replacement Buildings ▼

[Continue](#) →

Click "Continue" to proceed.

## Site Information

The first question is “Type of Financial Hardship Request.” The user must specify the type of Financial Hardship request from the drop-down list.

Next, the user will specify the type of site on which the project will be located from the list of available options (“Leased Site,” “New Site,” “Existing Site with Additional Acreage acquired,” or “Existing Site with No Additional Acreage Acquired”).

The user then selects the school site from a dropdown list of sites within the district. If the specific site is not listed, please email [OPSCApplicationReviewTeam@dgs.ca.gov](mailto:OPSCApplicationReviewTeam@dgs.ca.gov) to request to add the site to the application system.

The screenshot shows a web form titled "Site Info". It contains several dropdown menus. The first is "Type of Financial Hardship Request" with the value "Submittal pending OPSC approval". The second is "Project to be located on" with the value "Existing Site without Additional A". Below these is a section titled "The Project is at an existing school site:" with the instruction "Select the appropriate school or site for this application". A dropdown menu in this section is highlighted with a red box and shows the value "Albert Einstein Middle". Below this is a "Site Detail" section with the following information:

School/Site Name:	Albert Einstein Middle
CDS (county-district-school) Code:	6059273
Grade-Level:	
Street Address:	9325 MIRANDY DR.
City:	SACRAMENTO
State:	CA
Zip Code:	95826

Because the district will not have a California Department of Education (CDE) Plan Approval letter, the user will leave the remainder of this section blank.

California Department of Education (CDE) Site Approval Date	<input type="text" value="MM/DD/YYYY"/> You can add up to 5 Date(s)
California Department of Education (CDE) Contingent Site Approval Date	<input type="text" value="MM/DD/YYYY"/> You can add up to 5 Date(s)
California Department of Education (CDE) Gross Approved Acres	<input type="text"/>
Gross Number of Purchased Acres	<input type="text" value="Leave all Fields Blank"/>
Master Plan Acreage site Size (Useable)	<input type="text"/>
Recommended Site size	<input type="text"/>
Existing Acres (Useable)	<input type="text"/>
Proposed Acres (Useable)	<input type="text"/>

Click "Continue" to proceed.

## Project Type

The Project Type is the second section of the Form SAB 50-04. In this section, select the requested project type (Elementary, Middle, or High School). For FHP or SMP Replacement projects to replace one or more buildings on a campus, leave the Pupil Grants Requested fields blank. For projects that replace all of the buildings on an existing campus or replace the school on a new site, the district will enter the pupil grants pursuant to SFP Regulations Section 1859.82.1(b)(4)(A) for FHP or 1859.82.2(b)(4)(A) for SMP.

Then, the user must answer the following questions:

- Did the District use an Alternative Enrollment Projection to determine eligibility for the application? (The answer should always be “No” for FHP or SMP applications.)
- Is this a 6-8 school? (Only for full school replacement projects.) Select no if the school site serves K-8 grades or 7-12 Grades; yes if the site serves grades 6-8 only. The district will then be required to note the number of K-6 pupils reported above that are 6<sup>th</sup> graders.
- Is this an Alternative Education School?

This is the Project Type section for a design-only application for a full school replacement:

## Project Type

Select project type 

Middle School 

### Pupil Grants Requested

K-6

7-8

9-12

Non-Severe

Severe

860

32

12

Did the District use an Alternative Enrollment Projection to determine eligibility for the application 

Yes

No

Is this a 6-8 school? 

Yes

No

Is this an Alternative Education School? 

Yes

No



Previous

Continue



This is the Project Type section for a design only application for the replacement of one or more buildings:

**Project Type**

Select project type ? Middle School

**Pupil Grants Requested** ?

K-6

7-8

9-12

Non-Severe

Severe

Did the District use an Alternative Enrollment Projection to determine eligibility for the application? ?  Yes  No

Is this a 6-8 school? ?  Yes  No

Is this an Alternative Education School? ?  Yes  No

← Previous Continue →

Click "Continue" to proceed.

## Additional Grant Request

Additional grants for Therapy to serve severe SDC pupils, Project Assistance, Response Action, Site Development, replacing existing classrooms with Multi-Story classrooms, Department of Toxic Substances Control and Response Action are not available for advance Design funding applications and may only be requested once the district is applying for the adjusted grant phase. For an advance Design funding application, the user must answer "no" or enter \$0 for these grants.

For applications for the replacement of one or more buildings but not all buildings on a school site, the user must answer "Yes" for "Is this a Facility Hardship/SMP project?" and enter the total toilet square footage and the total other (non-toilet) square footage.

The user must next answer either "Yes" or "No" for "Is any of the area reported above portable building space." If the answer is yes, the user must enter the total portable toilet square footage and the total portable other (non-toilet) square footage.

This is the screen for a full school replacement:

## Additional Grant Request

Does project include construction of Therapy area to serve severe SDC pupils?

Yes No

Total number of classroom(s) on the Division of State Architect (DSA) Approved plans

Is the current district enrollment 2,500 pupils or less?

Yes No

50 percent Department of Toxic Substances Control (DTSC) Fee

Response Action (RA)

Yes No

### Site Development

50 percent Service-Site

50 percent Off-Site

50 percent Utilities

Is this a Facility Hardship/SMP Replacement project? (Section 1859.82.1(b)(4) (B)/1859.82.2(b)(4)(B))

Yes No

Is any of the area reported above portable building space?

Yes No

Is the District replacing existing classrooms with Multi-Story classrooms pursuant to Section 1859.73.2?

Yes No

← Previous

Continue →

This is the screen for a project to replace one or more buildings:

### Additional Grant Request

Does project include construction of Therapy area to serve severe SDC pupils? ?  Yes  No

Total number of classroom(s) on the Division of State Architect (DSA) Approved plans

Is the current district enrollment 2,500 pupils or less? ?  Yes  No

50 percent Department of Toxic Substances Control (DTSC) Fee ?

Response Action (RA)  Yes  No

### Site Development

50 percent Service-Site ?

50 percent Off-Site ?

50 percent Utilities ?

Is this a Facility Hardship/SMP Replacement project? (Section 1859.82.1(b)(4)(B)/1859.82.2(b)(4)(B))  Yes  No

Total Toilet (sq. ft.)

Total Other (sq. ft.)

Is any of the area reported above portable building space?  Yes  No

Is the District replacing existing classrooms with Multi-Story classrooms pursuant to Section 1859.73.2? ?  Yes  No

[← Previous](#) [Continue →](#)

Click "Continue" to proceed.

## Excessive Cost Hardship

Excessive Cost Hardship grants are not available for advance Design funding applications. The user will answer "No" for all questions.

### Excessive Cost Hardship

Is the District requesting Geographic Percent Factor increase?  
See [Geographical Percent Factor list by county](#)

Geographic Percent Factor

Is the District requesting Small Size Project?

Are you requesting Urban/Security/Impacted Site grant?

- SFP Regulation Section 1859.83(d)(2)(A) - Useable Acres 60% or less of CDE Recommended Site Size
- SFP Regulation Section 1859.83(d)(2)(B) - At least 60% of the classrooms in the construction plans are multistory facilities
- SFP Regulation Section 1859.83(d)(2)(C) - Value of the site being acquired is at least \$750,000 per Useable Acre

*For additions to existing sites, with or without additional acreage acquired, enter \$750,000.*

Per Useable Acre [Section 1859.83\(d\)\(2\)\(c\)](#)

← Previous Continue →

Click "Continue" to proceed.

## Alternative Developer Fee/Adjust Eligibility

If State funds are unavailable for new construction, the district can collect Level 3 developer fees pursuant to Government Code Section 65995.7. If applicable, please enter the amount being collected. If not applicable, this field may be left blank.

Next, the district will click "Yes" or "No" for "New Construction Eligibility Adjustment." If any classrooms were added or replaced by the district in locally funded projects outside of SFP funding the use selects "Yes," and indicates the number of classrooms by grade level under the "Additional" or "Replacement" columns.

For "Pending Reorganization Election," the district is asked "Is there a pending reorganization election that will result in a loss of eligibility for this project?" The District should select "No," because FHP and SMP funding is not based on eligibility.

### Alternative Developer Fee / Adjust Eligibility

Alternative developer fee collection and reportable pursuant to Regulation Section 1859.77 ?

**New Construction Eligibility Adjustment - Added Capacity**

Has the District added any classrooms that were not SFP Funded?

**Pending Reorganization Election** ?

Is there a pending reorganization election that will result in a loss of eligibility for this project?

[← Previous](#) [Continue →](#)

Click "Continue" to proceed.

### Joint Use/Career Technical Education (CTE)

In the Joint Use/CTE section, the user will indicate “yes” or “No” for the following:

- The facilities will be for joint use with other governmental agencies.
- The project is located on a leased site.
- The project includes classrooms requesting funding for Career Technical Education Facilities Program (CTEFP) grants. If applicable, click "Yes," then enter the number of CTEFP-specific classrooms in the project.

### Joint Use / Career Technical Education (CTE)

**Joint-Use Facility/Leased Property** ?

Joint-Use Facility

Leased Property

**Career Technical Education Funds Request** ?

Will CTE Funds be requested for classroom(s) included in the plans and specifications for this project

[← Previous](#) [Continue →](#)

Click "Continue" to proceed.

### Project Progress

This section does not apply for advance Site funding applications. The user will answer “No” to “Has the District awarded construction contracts for this project.”

**Project Progress**

---

Has the District awarded construction contracts for this project 

Yes  No

Click "Continue" to proceed.

### Licensed Architect and Licensed Design Consultant

For advance Design funding applications, no information is required for the Licensed Architect and Licensed Design Consultant sections. These sections will automatically have a green checkmark in the navigation pane.

For each of these sections, the user may select "Continue" to proceed to the next section of the funding application.

### Certification

Only the Superintendent or an authorized District Representative may complete the certification section. The user must ensure they have only entered the information that applies to the specific project.

The user must enter the date that the district's governing board or the designee of the Superintendent of Public Instruction adopted a resolution supporting the application.

**Certification**

---

I certify, as the District Representative, that the information reported on this form, with the exception of items 22 and 23, is true and correct and that:

- I am an authorized representative of the district as authorized by the governing board of the district; and,
- A resolution or other appropriate documentation supporting this application under Chapter 12.5, Part 10, Division 1, commencing with Section 17070.10, et. seq., of the Education Code was adopted by the school district's governing board or the designee of the Superintendent of Public Instruction on,
- The district has established a "Restricted Maintenance Account" for exclusive purpose of providing ongoing and major maintenance of school buildings and has developed an ongoing and major maintenance plan that complies with and is implemented under the provisions of Education Code Section 17070.75 and 17070.77 (refer to Sections 1859.100 through 1859.102); and,
- The district has considered the feasibility of the joint use of land and facilities with other governmental agencies in order to minimize school facility costs; and,

Scroll to bottom to Certify app.

Next, then review the entire Certification section using the scroll bar and enter all applicable fields.

Once the user has completed reviewing and entering all of the required fields, the user may click "Yes" to agree to the terms of the certification and enter district representative information including the phone number, full name, and signature date.

### Certification

I certify, as the District Representative, that the information reported on this form, with the exception of items 22 and 23, is true and correct and that:

- The district has considered the feasibility of using designs and materials for the new construction or modernization project that promote the efficient use of energy and water, maximum use of natural light and indoor air quality, the use of recycled materials and materials that emit a minimum of toxic substances, the use of acoustics conducive to teaching and learning, and the other characteristics of high performance schools; and,
- If the district is requesting an additional grant for high performance incentive funding, the school district governing board must have a resolution on file that demonstrates support for the high performance incentive grant request and the intent to incorporate high performance features in future facilities projects; and,
- If this application is submitted when there is Insufficient Bond Authority, the district has adopted a school board resolution pursuant to Section 1859.95.1; and,
- The district will comply with all laws pertaining to the construction or modernization of its school building.

I verify, I have read and agree to the above terms and certification information  Yes  No

Date

District Representative / Superintendent Phone Number

Phone Extension (optional)

District Representative / Superintendent Name

[← Previous](#) [Continue →](#)

Click "Continue" to proceed.

### Review

After completing the certification section, the user will review all previous sections and make any final edits. Any incomplete sections will be flagged with an orange exclamation point, and the missing required fields will display with red text as (required). Please see the example below.

**SAB 50-04 Form**

- Application Type
- Site Info
- Project Type
- Additional Grant Request
- Excessive Cost Hardship
- Alternative Developer Fee / ...
- Joint Use / Career Technical ...
- Project Progress
- Licensed Architect
- Licensed Design Consultant
- Certification
- Review**
- Submit

Is this a Facility Hardship/SMP Replacement project? (Section 1859.82.1(b)(4)(B)/1859.82.2(b)(4)(B))

Total Toilet (sq. ft.)

Total Other (sq. ft.)

Is any of the area reported above portable building space?

Portable Replacement Grant - Toilet (sq. ft.)

Portable Replacement Grant - Other (sq. ft.)

Is the District replacing existing classrooms with Multi-Story classrooms pursuant to Section 1859.73.2?

Toilet (sq. ft.)

Other (sq. ft.)

Options

- Upload file(s) for this application
- View Grants Calculator
- Preview Form SAB 50-04
- Manage Entire Application

Edit Page →

Once all required entries are completed, the left navigation will display only green checkmarks, and the user will click "Continue" to proceed to the final section.

*Please note the "Options" box to the right where the user can click to upload files for the application, view the Grant Calculator, preview the Form SAB 50-04, or manage the entire application.*

## Submit and Upload Documents

Next, the user will continue to the submit page. The district will complete the final certification and upload any remaining supporting documents in this section. The user may click the blue "Upload file(s)" button to upload any remaining supporting files for this application.

## Submit

This State Allocation Board School Facility Program Application for Funding is being submitted electronically via OPSC Online.

- Requests may only be submitted by a School District Superintendent, Authorized School District Representative, Charter School Representative, or Joint Power Authority (JPA) Representative who is signed in to OPSC Online with their corresponding OPSC Online User ID. Submittal from these accounts is considered to be a unique electronic signature for purposes of Application for Funding submittals. A printed, wet-signature request does not need to be mailed 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.
- Once an applicant has upload a file, the file cannot be removed by the applicant.

I have uploaded all required documents required on the Application for Funding [OPSC Application Submittal Checklist](#).

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

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

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

[Submit Paperless Application](#)



Previous

The OPSC Online SAB 50-04 allows the user to upload documents at any point in the application process.

In addition to the buttons on the “Submit” screen and confirmation page, the OPSC Online Form

As the user is entering the information for the Form SAB 50-04, there is an “Upload file(s) for this application” link to upload files in the “Options” box that shows to the right of each section throughout the form.

SAB 50-04 Form

- Application Type
- Site Info
- Project Type
- Additional Grant Request
- Excessive Cost Hardship

Review

Application Type

Select the application type

Facility Hardship

Edit Page

Options

- [Upload file\(s\) for this application](#)
- [View Grants Calculator](#)
- [Preview Form SAB 50-04](#)
- [Manage Entire Application](#)

The user can also find an “Upload File” button on the application management page.

Submitted Versions

Name	Status	Version Received Date	Submitted By	Updated	
Version 1	Submitted	12/12/2024	District Representative	12/12/2024	Options

Drafts

No Drafts

Uploaded Files

[Upload File](#)

No Files

From any of these locations, when you click on the link or the button, an “Upload Files” menu will open that will allow you to either browse or to drag and drop files in to the box. The user will then select one of eighteen listed document types for each file, and one of the listed description types associated with the selected document type.

The screenshot shows a modal window titled "Upload Files" with a close button (X) in the top right corner. Below the title bar is a large rounded rectangle containing a blue "Browse files" button. Underneath is a table with the following structure:

File Name	Document Type	Description	Created
Industry Specialist Report.pdf <a href="#">Remove</a>	[Dropdown menu]	[Dropdown menu]	10/25/2024

Below the table, it says "1 total". At the bottom of the modal, there is a message "Please stay here until file upload(s) complete" and two buttons: "Cancel" and "Upload Files".

Once the documents have been uploaded, the text **Successfully Uploaded** will display underneath the document file name.

Upload Files
✕

Browse files

File Name	Document Type	Description	Uploaded Date
Facility Hardship Request Checklist.pdf <span style="color: #0056b3; font-weight: bold;">Successfully Uploaded</span>	Facility Hardship & S	Facility Hardship Re	12/03/2024
Governmental Concurrence Letter.pdf <span style="color: #0056b3; font-weight: bold;">Successfully Uploaded</span>	Facility Hardship & S	Governmental Conci	12/03/2024
Industry Specialist Report.pdf <span style="color: #0056b3; font-weight: bold;">Successfully Uploaded</span>	Facility Hardship & S	Industry Specialist R	12/03/2024
Photos of Health and Safety Issue.pdf <span style="color: #0056b3; font-weight: bold;">Successfully Uploaded</span>	Other	Other	12/03/2024
Excel Copy of FHP Cost Estimate, Form SAB 58-01.xls <span style="color: #0056b3; font-weight: bold;">Successfully Uploaded</span>	Facility Hardship & S	Facility Hardship Co:	12/03/2024
Editable Excel SDW.xlsx <span style="color: #0056b3; font-weight: bold;">Successfully Uploaded</span>	Facility Hardship & S	Facility Hardship Co:	12/03/2024

6 total

Please stay here until file upload(s) complete

Done
Upload Files

After remaining documents have been uploaded, the user will close the upload file section by clicking "Done."

Next, the user will mark both checked boxes as completed and click the "Submit Paperless Application." Reminder, only a Superintendent or an authorized District Representative can submit the application.

**SAB 50-04 Form**

- Application Type
- Site Info
- Project Type
- Additional Grant Request
- Excessive Cost Hardship
- Alt. Dev Fee / Adj. Elig.
- Joint Use / Career Technical ...
- Project Progress
- Licensed Architect
- Licensed Design Consultant
- Certification
- Review
- Submit**

## Submit

This State Allocation Board School Facility Program Application for Funding is being submitted electronically via OPSC Online.

- Requests may only be submitted by a School District Superintendent, Authorized School District Representative, Charter School Representative, or Joint Power Authority (JPA) Representative who is signed in to OPSC Online with their corresponding OPSC Online User ID. Submittal from these accounts is considered to be a unique electronic signature for purposes of Application for Funding submittals. A printed, wet-signature request does not need to be mailed 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.
- Once an applicant has upload a file, the file cannot be removed by the applicant.

I have uploaded all required documents required on the Application for Funding [OPSC Application Submittal Checklist](#).

[Upload file\(s\)](#) All uploaded files for this application are always available on the [Application Dashboard](#).

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

[Submit Paperless Application](#)

[Previous](#)

After submittal, the user will proceed to a confirmation page displaying the assigned application number for the project. The user may notate the application number and nickname from the main dashboard for future access. Additionally, the user can upload documents by clicking "Upload Remaining Files."

**Design Only FHP Replacement Einstein Middle** Submitted

**51/67439-01-001**

Application For Funding • Form SAB 50-04 • Facility Hardship - Replacement Facility Hardship • Design Only

Project Tracking Number: 67439 - 6 Edit  
 DSA Number:  
 Version Received Date: 08/08/2025  
 District: 67439 Sacramento City Unified • School/Site: Albert Einstein Middle  
 County Name: Sacramento County

**SAB 50-04 Form**

- Application Type
- Site Info
- Project Type
- Additional Grant Request
- Excessive Cost Hardship
- Alternative Developer Fee / ...
- Joint Use / Career Technical ...
- Project Progress
- Licensed Architect
- Licensed Design Consultant
- Certification
- Review
- Submit**

## Submit

**✓ This paperless application was successfully submitted to Office of Public School Construction (OPSC).**

Your Application #: 51/67439-01-001  
 Submittal Date: 08/08/2025

**What's Next**

Please review this application's uploaded documents on the [Application Dashboard](#) to ensure all required application documents are uploaded and properly named. Required documents not uploaded within 7 working days after the submittal date 2025-08-08 03:11 PM will lead to the application being rejected.

The completed State Allocation Board form can be [downloaded here](#) at anytime but is no longer necessary to sign and mail in. A complete paperless submission is all Office of Public School Construction (OPSC) will need to begin processing your funding application.

[Previous](#)

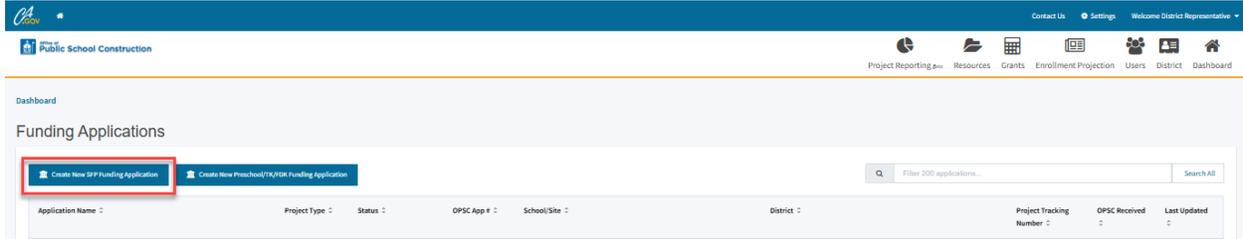
**Application Options**

- [Upload Remaining Files](#)
- Ensure your application is complete by uploading any remaining documents now.
- [Review Required Documents](#)
- [Download Completed Form](#)
- [Go To Application Dashboard](#)

Creating a new *Application for Funding*, Form SAB 50-04, for Replacement Advance Site & Design Funding

To create a Form SAB 50-04, select "Create New SFP Funding Application" on the Dashboard page.

Please note that users with delegate access can prepare the Funding Application. However, only the District Representative can submit an application.



Once selected, the application system will ask the user if the district has applied for advanced funding for Site Acquisition and/or Design or a Charter School Facilities Program Preliminary Apportionment for this project/application.

The user will select "No" and continue entering the required information for a new Form SAB 50-04.

## Create New Application

If the Applicant applied for advanced funding for this project/application for any of the following, select Yes:

- Site Acquisition
- Design
- Charter School Facilities Program Preliminary Apportionment
- Facility Hardship Program Conceptual Approval
- Seismic Mitigation Program Conceptual Approval

If the Applicant has not, select No.

Yes No

If the user indicates that the district has applied for advanced funding for Site Acquisition and/or Design or a Charter School Facilities Program Preliminary Apportionment for this project/application, the user will be directed for to use the existing application.

# Create New Application



If the Applicant applied for advanced funding for this project/application for any of the following, select Yes:

 Yes  No

- Site Acquisition
- Design
- Charter School Facilities Program Preliminary Apportionment
- Facility Hardship Program Conceptual Approval
- Seismic Mitigation Program Conceptual Approval

If the Applicant has not, select No.

## Please Use The Existing Application

You have selected "Yes" because an Apportionment for a separate site and/or design, Charter School Facilities Program (CSFP) Preliminary Apportionment, or Conceptual Approval of a Facility Hardship or Seismic Mitigation Program has previously been approved for this project. You must return to your OPSC Online [Dashboard](#) and select this project from the list of existing applications in order to create an application for funding for the next phase of funding. For more information, please see the [Help Guide](#).

If the user selects "No," they will be prompted to continue entering the required information for a new Form SAB 50-04 as follows:

- Select the applicable School District or COE from the list of options.
- Select Facility Hardship Replacement (including Seismic Mitigation) as the Funding Program Type from the list of options.
- Select the High School Attendance Area.
- Enter the required PTN. The PTN is used by the DSA, CDE, and OPSC to identify a project. The user will not be able to proceed without entering the PTN. Instructions for generating a PTN can be found under the Resources Tab.
- Enter an application nickname. The nickname should include the funding phase of the application, site name, and program type (e.g., FHP or SMP Replacement Design Only, Site Only, Site & Design, Full Grant, Amended Full Grant).
- Select "Continue" to enter additional application information.

## Create New Application

If the Applicant applied for advanced funding for this project/application for any of the following, select Yes:

- Site Acquisition
- Design
- Charter School Facilities Program Preliminary Apportionment
- Facility Hardship Program Conceptual Approval
- Seismic Mitigation Program Conceptual Approval

If the Applicant has not, select No.

**?**  
You have selected "No" because this is a brand-new application for a project that has never requested a prior separate site and/or design funding approval or Charter School Facilities Preliminary Apportionment.  
On this first screen, please select the District name, Program Type (e.g. New Construction, Modernization), High School Attendance Area (if applicable), enter the Project Tracking Number, and enter a nickname for the application. The nickname is used to help you with differentiating this from other projects in your Dashboard.

Select the District: Sacramento City Unified (67439)

Select a funding Program Type: Facility Hardship - Replacement (including Seismic Mitigation)  
Refer to Section 1859.192 for the eligibility criteria

Select High School Attendance Area: (00) District-wide

Please enter your primary Project Tracking Number (PTN #) first, followed by additional PTN #s: 67439

Please enter application nickname: Site and Design FHP Replacement Fruitridge Elementary

Buttons: Cancel, Continue

Click "Continue" to proceed.

Next, the application system will ask the user if the district is applying for Financial Hardship assistance. The user should select "Yes." Then, the user will be asked to select the type of funding application. The user should select "Site & Design Only."

Next, the application system will ask the user if the district is applying for Financial Hardship assistance. The user should select "Yes." Then, the user will be asked to select the type of funding application. The user should select Site and Design.

## Create New Application

Does the district want to apply for Financial Hardship assistance? Yes No

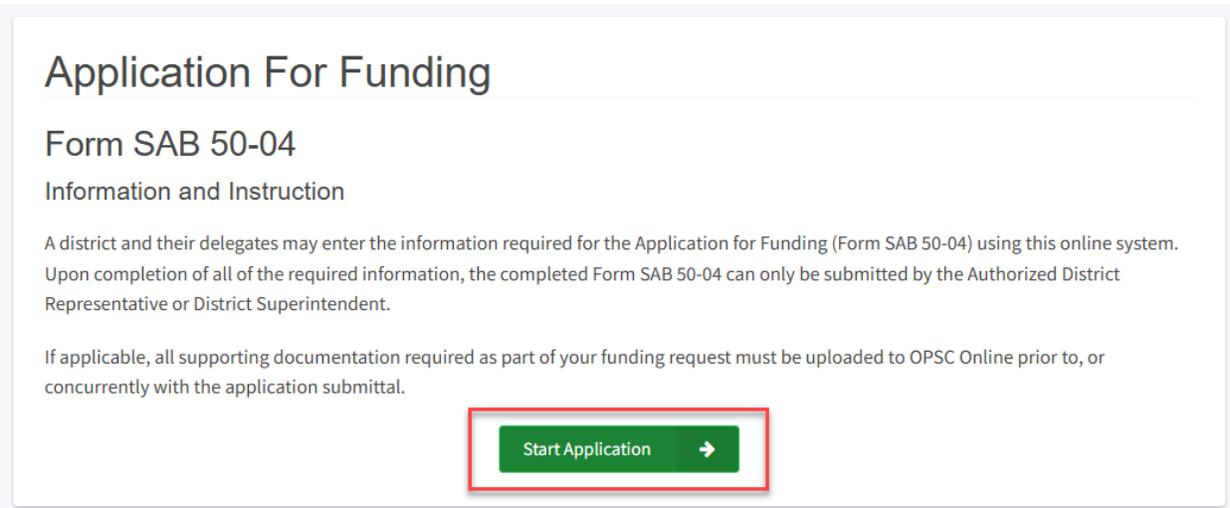
Select the type of funding application: Site & Design Only

**?**  
If the project will include a request for financial hardship assistance, please contact the Financial Hardship Team at OPSC for assistance. Receiving financial hardship approval will allow the project to start with an advanced approval for separate site and/or design funding if plans have not been drawn up.  
Requests for "Advanced funding for Evaluation and RA" may be requested by both financial hardship assisted districts and districts that do not qualify for financial hardship.

Buttons: Previous, Cancel, Continue

*Please note that the district may contact the Financial Hardship Team for assistance if a project includes a request for financial hardship assistance. Financial hardship status will allow the project to start with advanced approval for separate Site and/or Design funding if plans have not been drawn up.*

Then click "Continue" to begin the application process.



**Application For Funding**

**Form SAB 50-04**

**Information and Instruction**

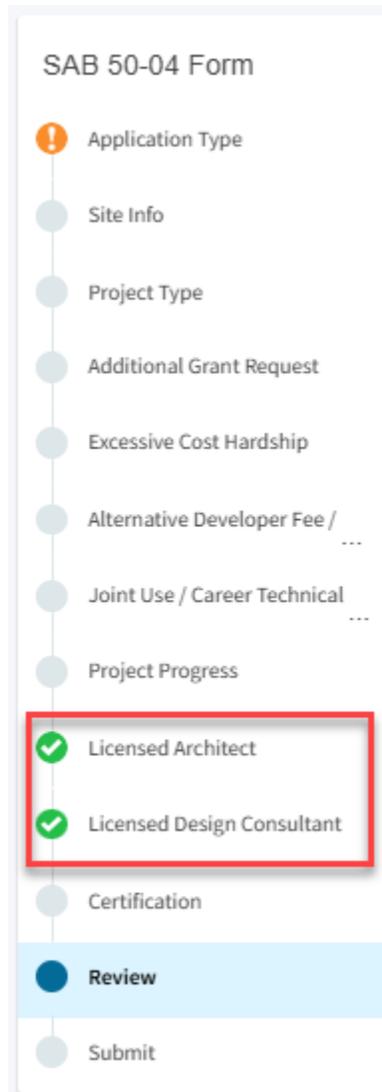
A district and their delegates may enter the information required for the Application for Funding (Form SAB 50-04) using this online system. Upon completion of all of the required information, the completed Form SAB 50-04 can only be submitted by the Authorized District Representative or District Superintendent.

If applicable, all supporting documentation required as part of your funding request must be uploaded to OPSC Online prior to, or concurrently with the application submittal.

[Start Application →](#)

Once the district selects Start Application, for Site and Design funding for FHP or SMP Replacement, the OPSC Online Form SAB 50-04 comprises thirteen sections (as listed on the navigation pane on the left hand side of the screen). Once a section is successfully completed, the system will show a green checkmark next to the section name in the navigation pane.

*Please note that for advance Site funding applications, the SAB 50-04 Form navigation pane for automatically shows green checkmarks for the “Licensed Architect” and “Licensed Design Consultant” sections as shown below:*



Once the district selects Start Application, for FHP or SMP Replacement, the OPSC Online Form SAB 50-04 comprises thirteen sections (as listed on the navigation pane on the left hand side of the screen). Once a section is successfully completed, the system will show a green checkmark next to the section name in the navigation pane.

*Please note that for advance Site & Design funding applications, the navigation pane automatically shows green checkmarks for the “Licensed Architect” and “Licensed Design Consultant” sections.*

## Application Type

The district must first select the application type, either “Seismic Mitigation,” or “Facility Hardship,” and then select the type of funding application, either “Replacement School,” or “Replacement Buildings.”

Application Type

Select the application type

Facility Hardship

Select the type of funding application

Replacement School

Continue →

Click "Continue" to proceed.

### Site Information

The first question is "Type of Financial Hardship Request." The user must specify the type of Financial Hardship request from the drop-down list.

Next, the user will specify the type of site on which the project will be located from the list of available options ("Leased Site," "New Site," "Existing Site with Additional Acreage acquired," or "Existing Site with No Additional Acreage Acquired"). For a Site & Design application, the user must select either "New Site," or "Existing Site with Additional Acreage acquired."

The user then selects the school site from a dropdown list of sites within the district. If the specific site is not listed, please email [OPSCApplicationReviewTeam@dgs.ca.gov](mailto:OPSCApplicationReviewTeam@dgs.ca.gov) to request to add the site to the application system.

If the district has only Contingent Site Approval from the California Department of Education(CDE), the user will enter the "Master Plan Acreage site Size (Usable)" and the "Proposed Acres (Usable)" as included in the CDE Contingent Site Approval letter.

## Site Info

Type of Financial Hardship Request

Submittal pending OPSC approval

Project to be located on

New Site

The Project is at an existing school site:

Select the appropriate school or site for this application

Fruit Ridge Elementary

### Site Detail

School/Site Name:	Fruit Ridge Elementary
CDS (county-district-school) Code:	6033989
Grade-Level:	
Street Address:	4625 44TH ST.
City:	SACRAMENTO
State:	CA
Zip Code:	95820

Because the district will not have a California Department of Education (CDE) plan approval letter, the user will leave the remainder of this section blank.

California Department of Education (CDE) Site Approval Date ?	<input type="text" value="MM/DD/YYYY"/> You can add up to 5 Date(s) <input type="button" value="05/16/2024"/> <input type="button" value="x"/> <input type="text" value="MM/DD/YYYY"/> You can add up to 5 Date(s)
California Department of Education (CDE) Contingent Site Approval Date ?	<input type="text" value="MM/DD/YYYY"/> You can add up to 5 Date(s)
California Department of Education (CDE) Gross Approved Acres ?	<input type="text" value="10.00"/>
Gross Number of Purchased Acres ?	<input type="text"/>
Master Plan Acreage site Size (Useable) ?	<input type="text" value="12.00"/>
Recommended Site size ?	<input type="text" value="12.00"/>
Existing Acres (Useable) ?	<input type="text"/>
Proposed Acres (Useable) ?	<input type="text" value="10.00"/>

Click "Continue" to proceed.

## Project Type

The Project Type is the second section of the Form SAB 50-04. In this section, select the requested project type (Elementary, Middle, or High School). For FHP or SMP Replacement projects to replace one or more buildings on a campus, leave the Pupil Grants Requested fields blank. For projects that replace all of the buildings on an existing campus or replace the school on a new site, the district will enter the pupil grants pursuant to SFP Regulations Section 1859.82.1(b)(4)(A) for FHP or 1859.82.2(b)(4)(A) for SMP.

### Project Type

Select project type ? Elementary School ▼

### Pupil Grants Requested ?

K-6	465
7-8	
9-12	
Non-Severe	29
Severe	15

Did the District use an Alternative Enrollment Projection to determine eligibility for the application? ? Yes No

Is this a 6-8 school? ? Yes No

Is this an Alternative Education School? ? Yes No

← Previous Continue →

Click "Continue" to proceed.

### Additional Grant Request

In the Additional Grant Request section, the user will need to complete the applicable items to request additional grants for "Site Acquisition" as shown in the screenshot below. For any fields that do not apply to the project, including the "50 percent Actual Cost" field, enter \$0.

"Site Development" is not available for advance Site & Design funding applications. The user will enter \$0 for all site development fields.

For applications for the replacement of one or more buildings but not all buildings on a school site, the user must answer "Yes" for "Is this a Facility Hardship/SMP project?" and enter the total toilet square footage and the total other (non-toilet) square footage.

This is the screen for a full school replacement:

### Additional Grant Request

Does project include construction of Therapy area to serve severe SDC pupils? ?  Yes  No

Total number of classroom(s) on the Division of State Architect (DSA) Approved plans

Is the current district enrollment 2,500 pupils or less? ?  Yes  No

#### Site Acquisition

Is the district requesting the 2% grant?  Yes  No

50 percent Actual Cost ?

50 percent Appraised Value ?

50 percent Relocation Cost ?

2 percent (min. \$25,000) ?

Total

50 percent Department of Toxic Substances Control (DTSC) Fee ?

50 percent hazardous waste ?

Response Action (RA)  Yes  No

#### Site Development

50 percent Service-Site ?

50 percent Off-Site ?

50 percent Utilities ?

General Site ?  Yes  No

Is the District replacing existing classrooms with Multi-Story classrooms pursuant to Section 1859.73.2? ?  Yes  No

This is the screen for a project to replace one or more buildings:

SAB 50-04 Form

- Application Type
- Site Info
- Project Type
- Additional Grant Request**
- Excessive Cost Hardship
- Alternative Developer Fee / ...
- Joint Use / Career Technical ...
- Project Progress
- Licensed Architect
- Licensed Design Consultant
- Certification
- Review
- Submit

### Additional Grant Request

Does project include construction of Therapy area to serve severe SDC pupils?  Yes  No

Total number of classroom(s) on the Division of State Architect (DSA) Approved plans

Are you planning to build Multi Level classrooms?  Yes  No

Is the current district enrollment 2,500 pupils or less?  Yes  No

### Site Acquisition

Is the district requesting the 2% grant?  Yes  No

50 percent Actual Cost

50 percent Appraised Value

50 percent Relocation Cost

2 percent (min. \$25,000)

Total

50 percent Department of Toxic Substances Control (DTSC) Fee

50 percent hazardous waste

Response Action (RA)  Yes  No

### Site Development

50 percent Service-Site

50 percent Off-Site

50 percent Utilities

General Site  Yes  No

Is this a Facility Hardship/SMP Replacement project? (Section 1859.82.1(b)(4)(B)/1859.82.2(b)(4)(B))  Yes  No

Total Toilet (sq. ft.)

Total Other (sq. ft.)

Is any of the area reported above portable building space?  Yes  No

Is the District replacing existing classrooms with Multi-Story classrooms pursuant to Section 1859.73.2?  Yes  No

Click "Continue" to proceed.

## Excessive Cost Hardship

Excessive Cost Hardship grants are not available for advance Site & Design funding applications. The user will answer "No" for all questions.

### Excessive Cost Hardship

Is the District requesting Geographic Percent Factor increase?  
See [Geographical Percent Factor list by county](#) ?

Geographic Percent Factor

Is the District requesting Small Size Project? ?

Are you requesting Urban/Security/Impacted Site grant? ?

- SFP Regulation Section 1859.83(d)(2)(A) - Useable Acres 60% or less of CDE Recommended Site Size
- SFP Regulation Section 1859.83(d)(2)(B) - At least 60% of the classrooms in the construction plans are multistory facilities
- SFP Regulation Section 1859.83(d)(2)(C) - Value of the site being acquired is at least \$750,000 per Useable Acre

*For additions to existing sites, with or without additional acreage acquired, enter \$750,000.*

Per Useable Acre [Section 1859.83\(d\)\(2\)\(c\)](#)

← Previous Continue →

Click "Continue" to proceed.

## Alternative Developer Fee/Adjust Eligibility

If State funds are unavailable for new construction, the district can collect Level 3 developer fees pursuant to Government Code Section 65995.7. If applicable, please enter the amount being collected. If not applicable, this field may be left blank.

Next, the district will click "Yes" or "No" for "New Construction Eligibility Adjustment." If any classrooms were added or replaced by the district in locally funded projects outside of SFP funding the use selects "Yes," and indicates the number of classrooms by grade level under the "Additional" or "Replacement" columns.

For "Pending Reorganization Election," the district is asked "Is there a pending reorganization election that will result in a loss of eligibility for this project?" The District should select "No," because FHP and SMP funding is not based on eligibility.

### Alternative Developer Fee / Adjust Eligibility

Alternative developer fee collection and reportable pursuant to Regulation Section 1859.77 ?

**New Construction Eligibility Adjustment - Added Capacity**

Has the District added any classrooms that were not SFP Funded?

**Pending Reorganization Election** ?

Is there a pending reorganization election that will result in a loss of eligibility for this project?

[← Previous](#) [Continue →](#)

Click "Continue" to proceed.

### Joint Use/Career Technical Education (CTE)

In the Joint Use/CTE section, the user will indicate "yes" or "No" for the following:

- The facilities will be for joint use with other governmental agencies.
- The project is located on a leased site.
- The project includes classrooms requesting funding for Career Technical Education Facilities Program (CTEFP) grants. If applicable, click "Yes," then enter the number of CTEFP-specific classrooms in the project.

### Joint Use / Career Technical Education (CTE)

**Joint-Use Facility/Leased Property** ?

Joint-Use Facility

Leased Property

**Career Technical Education Funds Request** ?

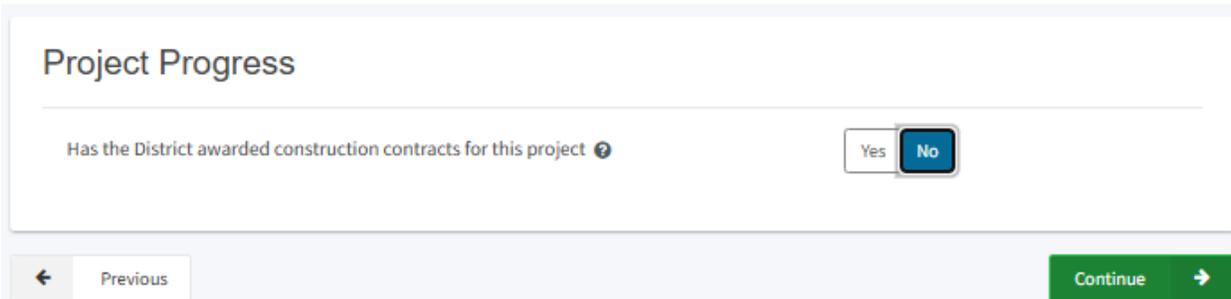
Will CTE Funds be requested for classroom(s) included in the plans and specifications for this project

[← Previous](#) [Continue →](#)

Click "Continue" to proceed.

## Project Progress

This section does not apply for advance Site funding applications. The user will answer "No" to "Has the District awarded construction contracts for this project."



Click "Continue" to proceed.

## Licensed Architect and Licensed Design Consultant

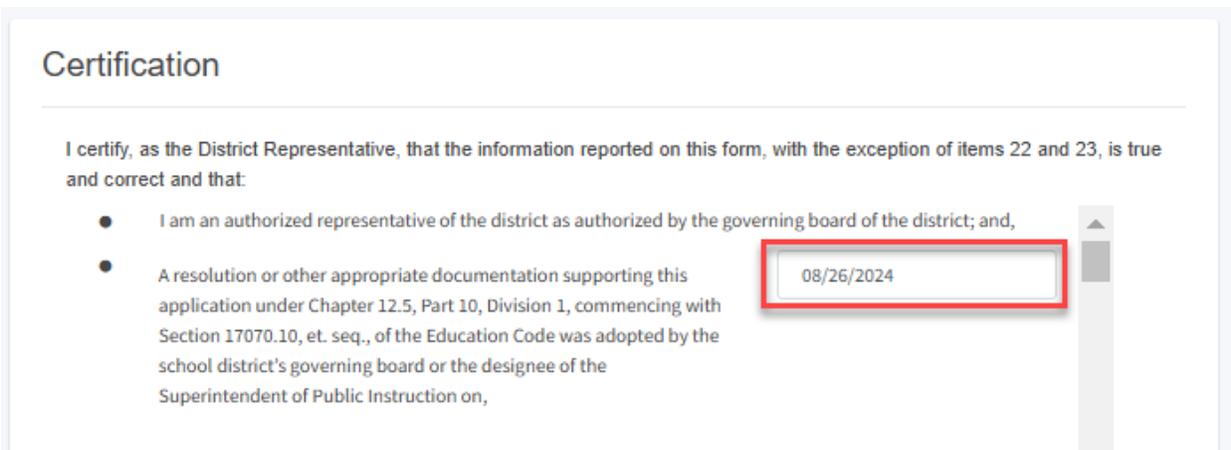
For advance Design funding applications, no information is required for the Licensed Architect and Licensed Design Consultant sections. These sections will automatically have a green checkmark in the navigation pane.

For each of these sections, the user may select "Continue" to proceed to the next section of the funding application.

## Certification

Only the Superintendent or an authorized District Representative may complete the certification section. The user must ensure they have only entered the information that applies to the specific project.

The user must enter the date that the district's governing board or the designee of the Superintendent of Public Instruction adopted a resolution supporting the application.



Next, then review the entire Certification section using the scroll bar and enter all applicable fields.

Once the user has completed reviewing and entering all of the required fields, the user may click "Yes" to agree to the terms of the certification and enter district representative information including the phone number, full name, and signature date.

SAB 50-04 Form

- Application Type
- Site Info
- Project Type
- Additional Grant Request
- Excessive Cost Hardship
- Alt. Dev Fee / Adj. Elig.
- Joint Use / Career Technical ...
- Project Progress
- Licensed Architect
- Licensed Design Consultant
- Certification**
- Review
- Submit

## Certification

I certify, as the District Representative, that the information reported on this form, with the exception of items 22 and 23, is true and correct and that:

- The district has considered the feasibility of using designs and materials for the new construction or modernization project that promote the efficient use of energy and water, maximum use of natural light and indoor air quality, the use of recycled materials and materials that emit a minimum of toxic substances, the use of acoustics conducive to teaching and learning, and the other characteristics of high performance schools; and,
- If the district is requesting an additional grant for high performance incentive funding, the school district governing board must have a resolution on file that demonstrates support for the high performance incentive grant request and the intent to incorporate high performance features in future facilities projects; and,
- If this application is submitted when there is Insufficient Bond Authority, the district has adopted a school board resolution pursuant to Section 1859.95.1; and,
- The district will comply with all laws pertaining to the construction or modernization of its school building.

I verify, I have read and agree to the above terms and certification information

Yes  No

Date

District Representative / Superintendent Phone Number

Phone Extension (optional)

District Representative / Superintendent Name

← Previous
Continue →

Click "Continue" to proceed.

## Review

After completing the certification section, the user will review all previous sections and make any final edits. Any incomplete sections will be flagged with an orange exclamation point, and the missing required fields will display with red text as **(required)**. Please see the example below.

**SAB 50-04 Form**

- ✔ Application Type
- ✔ Site Info
- ✔ Project Type
- ! Additional Grant Request
- ✔ Excessive Cost Hardship
- ✔ Alternative Developer Fee / ...
- ✔ Joint Use / Career Technical ...
- ✔ Project Progress
- ✔ Licensed Architect
- ✔ Licensed Design Consultant
- ! Certification
- Review
- Submit

Is the district requesting the 2% grant? Yes

---

50 percent Actual Cost (required)

Enter valid value between 0 - 999,000,000.00

50 percent Appraised Value \$504,000.00

---

50 percent Relocation Cost \$0.00

---

2 percent (min. \$25,000) \$25,000.00

---

50 percent Department of Toxic Substances Control (DTSC) Fee \$0.00

---

50 percent hazardous waste \$0.00

---

Response Action (RA) No

---

Site Development

**Options**

- [Upload file\(s\) for this application](#)
- [View Grants Calculator](#)
- [Preview Form SAB 50-04](#)
- [Manage Entire Application](#)

## Submit and Upload Documents

Next, the user will continue to the submit page. The district will complete the final certification and upload any remaining supporting documents in this section. The user may click the blue "Upload file(s)" button to upload any remaining supporting files for this application.

### Submit

This State Allocation Board School Facility Program Application for Funding is being submitted electronically via OPSC Online.

- Requests may only be submitted by a School District Superintendent, Authorized School District Representative, Charter School Representative, or Joint Power Authority (JPA) Representative who is signed in to OPSC Online with their corresponding OPSC Online User ID. Submittal from these accounts is considered to be a unique electronic signature for purposes of Application for Funding submittals. A printed, wet-signature request does not need to be mailed 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.
- Once an applicant has upload a file, the file cannot be removed by the applicant.

I have uploaded all required documents required on the Application for Funding [OPSC Application Submittal Checklist](#).

Upload file(s) All uploaded files for this application are always available on the [Application Dashboard](#).

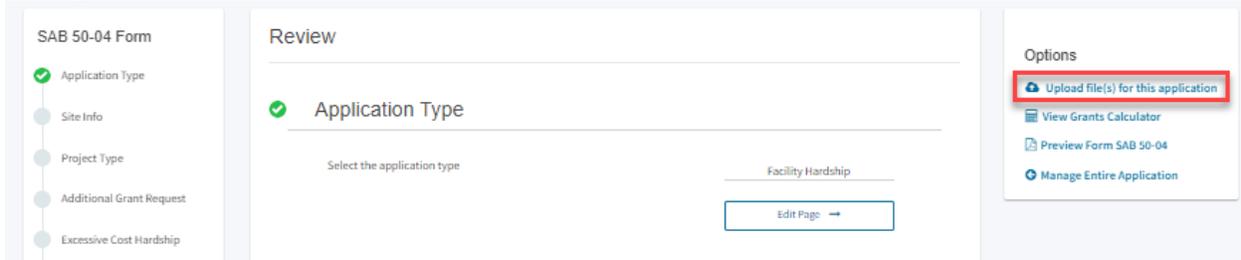
I certify, as the School District Superintendent, Authorized School District Representative, Charter School Representative, or Joint Power Authority Representative, that I have reviewed the request and that the information certified on this request is true and correct; and that I am the School District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

Submit Paperless Application

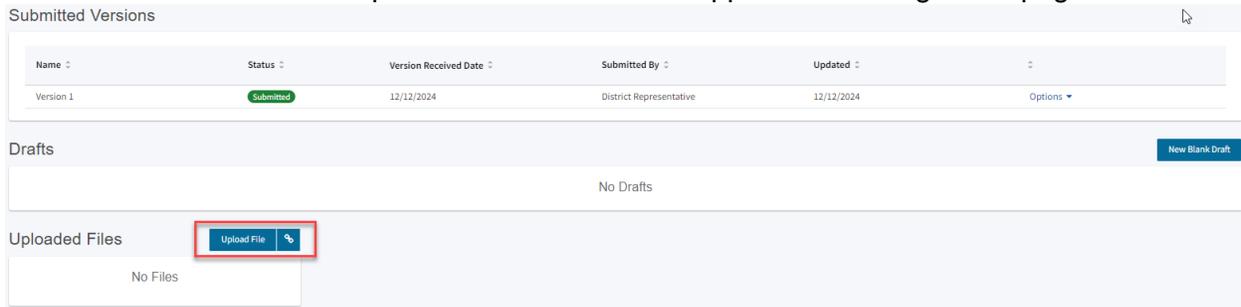
[← Previous](#)

In addition to the buttons on the "Submit" screen and confirmation page, the OPSC Online Form SAB 50-04 allows the user to upload documents at any point in the application process.

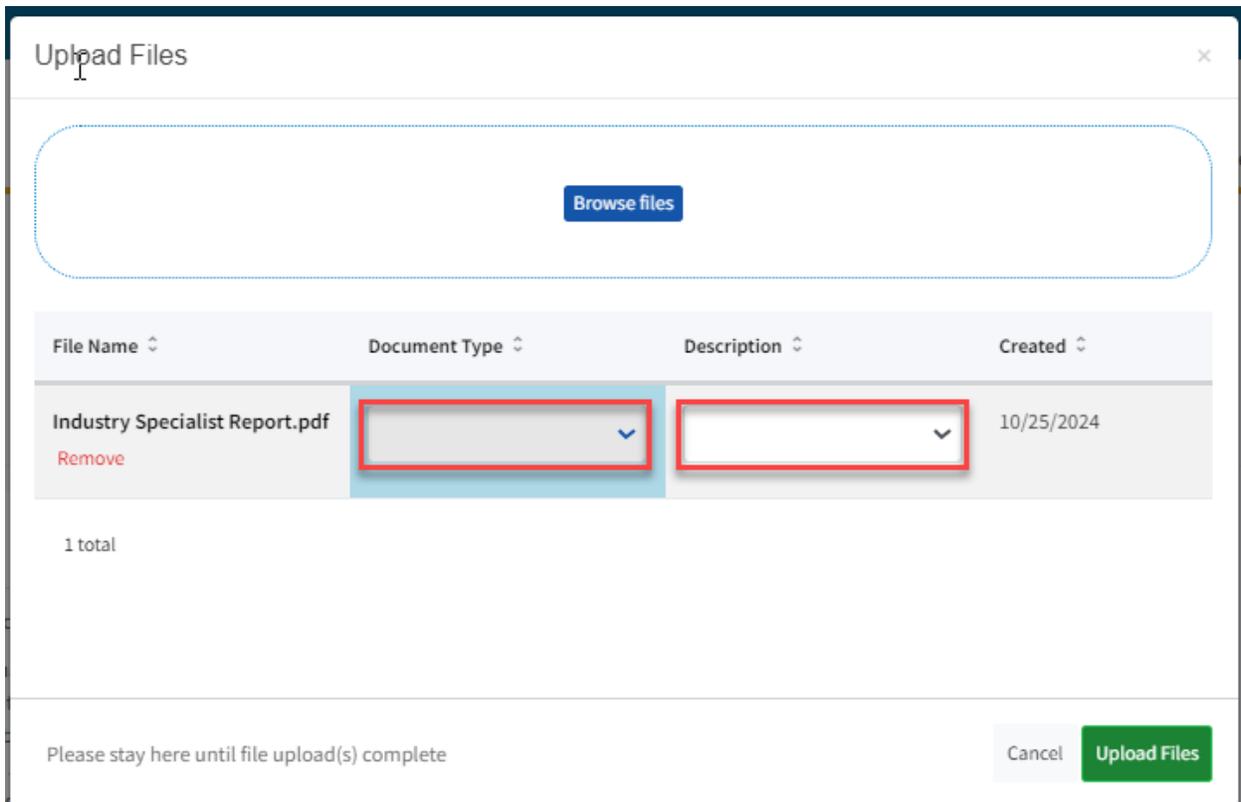
As the user is entering the information for the Form SAB 50-04, there is an “Upload file(s) for this application” link to upload files in the “Options” box that shows to the right of each section throughout the form.



The user can also find an “Upload File” button on the application management page.



From any of these locations, when you click on the link or the button, an “Upload Files” menu will open that will allow you to either browse or to drag and drop files in to the box. The user will then select one of eighteen listed document types for each file, and one of the listed description types associated with the selected document type.



Once a document has been uploaded, the text **Successfully Uploaded** will display underneath the document file name.

The screenshot shows a web interface titled "Upload Files" with a close button (X) in the top right corner. Below the title is a rounded rectangular area containing a blue "Browse files" button. Underneath is a table with the following columns: "File Name", "Document Type", "Description", and "Uploaded Date". The table lists six files, each with a "Successfully Uploaded" status message below its name. At the bottom of the table, it says "6 total". Below the table is a message: "Please stay here until file upload(s) complete". To the right of this message are two buttons: a grey "Done" button and a green "Upload Files" button.

File Name	Document Type	Description	Uploaded Date
Facility Hardship Request Checklist.pdf <b>Successfully Uploaded</b>	Facility Hardship & S	Facility Hardship Re	12/03/2024
Governmental Concurrence Letter.pdf <b>Successfully Uploaded</b>	Facility Hardship & S	Governmental Conci	12/03/2024
Industry Specialist Report.pdf <b>Successfully Uploaded</b>	Facility Hardship & S	Industry Specialist R	12/03/2024
Photos of Health and Safety Issue.pdf <b>Successfully Uploaded</b>	Other	Other	12/03/2024
Excel Copy of FHP Cost Estimate, Form SAB 58-01.xls <b>Successfully Uploaded</b>	Facility Hardship & S	Facility Hardship Co:	12/03/2024
Editable Excel SDW.xlsx <b>Successfully Uploaded</b>	Facility Hardship & S	Facility Hardship Co:	12/03/2024

6 total

Please stay here until file upload(s) complete

Done Upload Files

After all required documents have been uploaded, the user will close the upload file section by clicking "Done."

Next, the user will mark both checked boxes as completed and click the "Submit Paperless Application." Reminder, only a Superintendent or an authorized District Representative can submit the application.

**SAB 50-04 Form**

- Application Type
- Site Info
- Project Type
- Additional Grant Request
- Excessive Cost Hardship
- Alternative Developer Fee / ...
- Joint Use / Career Technical ...
- Project Progress
- Licensed Architect
- Licensed Design Consultant
- Certification
- Review
- Submit**

## Submit

This State Allocation Board School Facility Program Application for Funding is being submitted electronically via OPSC Online.

- Requests may only be submitted by a School District Superintendent, Authorized School District Representative, Charter School Representative, or Joint Power Authority (JPA) Representative who is signed in to OPSC Online with their corresponding OPSC Online User ID. Submittal from these accounts is considered to be a unique electronic signature for purposes of Application for Funding submittals. A printed, wet-signature request does not need to be mailed 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.
- Once an applicant has upload a file, the file cannot be removed by the applicant.

I have uploaded all required documents required on the Application for Funding [OPSC Application Submittal Checklist](#).

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

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

After submittal, the user will proceed to a confirmation page displaying the assigned application number for the project. The user may notate the application number and nickname from the main dashboard for future access. Additionally, the user can upload documents by clicking "Upload Remaining Files."

## Creating an *Application for Funding*, Form SAB 50-04, for Replacement Adjusted Full Grant Funding

If the district had previously received an advance design grant and would like to request the remaining funds, they must submit an updated Form SAB 50-04. The user should **not** create a new version of the existing Form SAB 50-04. Instead, the user should create a linked 50-04 from the original design-only application,.

First, the user will need to locate the site and/or design phase application from the main dashboard. The user may utilize the search tool bar to find the application by application number, site name, or application nickname.

Application Name	Project Type	Status	OPSC App #	School/Site	District	Project Tracking Number	OPSC Received	Last Updated
Site & Design FHP Replacement Fruitridge ES	FH Replacement - Site & Design	Self-Approved	51,67439-00-004	Fruit Ridge Elementary	Sacramento City Unified	67439-8	12/05/2024	12/05/2024
Site & Design FHP Replacement Fruitridge ES	FH Replacement - Site & Design	Draft			Sacramento City Unified	67439-8		11/20/2024

200 Apps Total | Items Per Page: 25 | First | Prev | Next | Last

The user will next open the site and/or design phase application by clicking on the appropriate row. To create a linked 50-04, the user selects "Create Linked 50-04" on the left-hand navigation on the design application's application management page, as shown below.

51/67439-00-004 Site & Design FHP Replacement Fruitridge ES SAB Approved

Facility Hardship - Replacement (Including Seismic Mitigation) 51/67439 - 00 - 004 Application For Funding - Form SAB 50-04

PH: 51439 - 0 | Bill Received Date: 12/05/2024 District: 67439 - Sacramento City Unified - School/Site: Fruit Ridge Elementary County Name: Sacramento County

50-04 Create Linked 50-04

Site & Design FHP Replacement Fruitridge ES

SAB Approved

FH Replacement - Site & Design

Submitted Versions

Name	Status	Version Received Date	Submitted By	Updated	
Version 2	SAB Approved	12/05/2024	Hannah Konnoff	12/05/2024	Options
Version 1	Superseded	12/05/2024	District Representative TestUser	12/05/2024	Options

Grant Agreement

Once selected, the application system will ask the user for the following information: (Please note, the first question that states "Select a linked application type" will auto-populate with "Funding Phase 50-04" as shown below)

- Does the district want to apply for Financial Hardship assistance?
- Select "Facility Hardship – Rehabilitation (Including Seismic Mitigation)" as the Funding Program Type from the list of options.
- Enter an application nickname. The nickname should include the funding phase of the application, site name, and program type (e.g., FHP or SMP Rehab Full Grant, Amended Full Grant).

Create Linked Application

Select a linked application type Funding Phase 50-04

Does the district want to apply for Financial Hardship assistance? Yes No

Select the type of funding application: Facility Hardship - Replacement (including Seismic Mitigation)

Please enter application nickname Full Grant FHP Replacement Fruitridge ES

Clear Create Linked App

Once all fields are completed, select "Create Linked App" to begin the application process.

The newly created draft application component will appear as a new tile on the left-hand side of the application's dashboard, located below the "FH Rehab – Design" tile.

50-04 Create Linked 50-04

Site & Design FHP Replacement Fruitridge ES

SAB Approved

FH Replacement - Site & Design

Submitted Versions

Name	Status	Version Received Date	Submitted By	Updated	
Version 2	SAB Approved	12/05/2024	Hannah Konnoff	12/05/2024	Options
Version 1	Superseded	12/05/2024	District Representative TestUser	12/05/2024	Options

Full Grant FHP Replacement Fruitridge ES

Draft

FH - Replacement

Drafts

No Drafts

Uploaded Files Upload File

The user will then select the new "FH – Replacement" tile to open the new linked application, and click anywhere in the area that says "Draft" to begin the application process.

50-04

Site & Design FHP Replacement Fruitridge ES

SAB Approved

FH Replacement - Site & Design

Submitted Versions

No Submitted Versions

Full Grant FHP Replacement Fruitridge ES

Draft

FH - Replacement

Drafts New Blank Draft

Name	Status	Created By	Last Edited By	Updated	
Draft 1	Draft	District Representative TestUser	District Representative TestUser	12/06/2024	Options

Uploaded Files Upload File

## Application Type

For FHP or SMP Rehabilitation, the OPSC Online Form SAB 50-04 is comprised of thirteen sections (as listed on the navigation pane on the left hand side of the screen).

successfully completed, the system will show a green checkmark next to the section name in the navigation pane. The user will first click on “Application Type” on the navigation pane to open the section.

The user will select the application type, either “Seismic Mitigation,” or “Facility Hardship,” and then select the type of funding application, either “Replacement School,” or “Replacement Buildings.”

The screenshot shows a web interface for the SAB 50-04 Form. On the left is a vertical navigation pane with a list of sections: Application Type (highlighted with a blue circle), Site Info, Project Type, Additional Grant Request, Excessive Cost Hardship, Alternative Developer Fee / ..., Joint Use / Career Technical ..., Project Progress, Licensed Architect, Licensed Design Consultant, Certification, Review (with an orange warning icon), and Submit. The main content area is titled 'Application Type' and contains two dropdown menus. The first dropdown is labeled 'Select the application type' and has 'Facility Hardship' selected. The second dropdown is labeled 'Select the type of funding application' and has 'Replacement School' selected. A green 'Continue' button with a right-pointing arrow is located at the bottom right of the form area.

Once the "Application Type" section is completed, click "Continue" to proceed.

## Site Information

The first question is “Does the District have current Financial Hardship Approval.” If the district is requesting Financial Hardship status, select “Yes” and then specify the type of Financial Hardship request from the list of options.

Next, the user will specify the type of site on which the project will be located from the list of available options (“Leased Site,” “New Site,” “Existing Site with Additional Acreage acquired,” or “Existing Site with No Additional Acreage Acquired”).

The school site will be populated based on the site for the previous design phase application, but the user may select a different site from the drop-down list if necessary.

Finally, enter the available existing school site information from the California Department of Education (CDE) site and/or plan approval letters in the fields as shown in the following example.

**SAB 50-04 Form**

- Application Type
- Site Info**
- Project Type
- Additional Grant Request
- Excessive Cost Hardship
- Alternative Developer Fee / ...
- Joint Use / Career Technical ...
- Project Progress
- Licensed Architect
- Licensed Design Consultant
- Certification
- Review
- Submit

**Site Info**

Does the District have current Financial Hardship Approval? Yes No

Type of Financial Hardship Request Submittal with a school board ▼

Project to be located on New Site ▼

**The Project is at an existing school site:**

Select the appropriate school or site for this application Fruit Ridge Elementary ▼

**Site Detail**

School/Site Name:	Fruit Ridge Elementary
CDS (county-district-school) Code:	6033989
Grade-Level:	
Street Address:	4625 44TH ST.
City:	SACRAMENTO
State:	CA
Zip Code:	95820

California Department of Education (CDE) Site Approval Date 12/02/2024 ✕

MM/DD/YYYY  
You can add up to 5 Date(s)

California Department of Education (CDE) Contingent Site Approval Date 10/12/2024 ✕

MM/DD/YYYY  
You can add up to 5 Date(s)

California Department of Education (CDE) Plan Approval Date 12/02/2024 ✕

MM/DD/YYYY  
You can add up to 5 Date(s)

California Department of Education (CDE) Gross Approved Acres 8.00

Gross Number of Purchased Acres 8.00

Master Plan Acreage site Size (Useable) 8.00

Recommended Site size 8.00

Existing Acres (Useable) 0.00

Proposed Acres (Useable) 8.00

← Previous

Continue →

Click "Continue" to proceed.

## Project Type

The Project Type is the second section of the Form SAB 50-04. In this section, select the requested project type (Elementary, Middle, or High School). For FHP or SMP Replacement projects to replace one or more buildings on a campus, leave the Pupil Grants Requested fields blank. For projects that replace all of the buildings on an existing campus or replace the school on a new site, the district will enter the pupil grants pursuant to SFP Regulations Section 1859.82.1(b)(4)(A) for FHP or 1859.82.2(b)(4)(A) for SMP.

Then, the user must answer the following questions:

- Did the District use an Alternative Enrollment Projection to determine eligibility for the application? (The answer should always be “No” for FHP or SMP applications.)
- Is this a 6-8 school? (Only for full school replacement projects.) Select no if the school site serves K-8 grades or 7-12 Grades; yes if the site serves grades 6-8 only. The district will then be required to note the number of K-6 pupils reported above that ate 6<sup>th</sup> graders.
- Is this an Alternative Education School?

The screenshot shows the 'Project Type' section of the SAB 50-04 Form. On the left is a navigation sidebar with steps: Application Type (checked), Site Info (checked), Project Type (selected), Additional Grant Request, Excessive Cost Hardship, Alternative Developer Fee / ..., Joint Use / Career Technical ..., Project Progress, Licensed Architect, Licensed Design Consultant, Certification, Review (with a warning icon), and Submit. The main content area is titled 'Project Type' and contains a dropdown menu for 'Select project type' with 'Elementary School' selected. Below this is the 'Pupil Grants Requested' section with input fields for K-6 (465), 7-8, 9-12, Non-Severe (29), and Severe (15). At the bottom are three yes/no questions: 'Did the District use an Alternative Enrollment Projection to determine eligibility for the application?' (No selected), 'Is this a 6-8 school?' (No selected), and 'Is this an Alternative Education School?' (No selected). Navigation buttons for 'Previous' and 'Continue' are at the bottom.

Click "Continue" to proceed.

## Additional Grant Request

In the Additional Grant Request section, enter the number of new classrooms (if any) for the project. The district will need to complete the applicable items to request additional grants with each amount that pertains to the project, as shown in the screenshots below. For any fields that do not apply to the project, enter \$0 or answer “No”.

*Please note that the options for this section will depend on whether the project is a full school replacement or replacement of one or more buildings only.*

This is the screen for a full school replacement:

### SAB 50-04 Form

- Application Type
- Site Info
- Project Type
- Additional Grant Request**
- Excessive Cost Hardship
- Alternative Developer Fee / ...
- Joint Use / Career Technical ...
- Project Progress
- Licensed Architect
- Licensed Design Consultant
- Certification
- Review
- Submit

## Additional Grant Request

Does project include construction of Therapy area to serve severe SDC pupils?  Yes  No

Total number of classroom(s) on the Division of State Architect (DSA) Approved plans

Is the current district enrollment 2,500 pupils or less?  Yes  No

### Site Acquisition

Is the district requesting the 2% grant?  Yes  No

50 percent Actual Cost

50 percent Appraised Value

50 percent Relocation Cost

2 percent (min. \$25,000)

Total

50 percent Department of Toxic Substances Control (DTSC) Fee

50 percent hazardous waste

Response Action (RA)  Yes  No

### Site Development

50 percent Service-Site

50 percent Off-Site

50 percent Utilities

General Site  Yes  No

Is the District replacing existing classrooms with Multi-Story classrooms pursuant to Section 1859.73.2?  Yes  No

### Fire Safety

Automatic Fire Detection/Alarm System  Yes  No

Automatic Fire Sprinkler System  Yes  No

This is the screen for a project to replace one or more buildings:

SAB 50-04 Form

- Application Type
- Site Info
- Project Type
- Additional Grant Request**
- Excessive Cost Hardship
- Alternative Developer Fee / ...
- Joint Use / Career Technical ...
- Project Progress
- Licensed Architect
- Licensed Design Consultant
- Certification
- Review
- Submit

### Additional Grant Request

Does project include construction of Therapy area to serve severe SDC pupils?  Yes  No

Total number of classroom(s) on the Division of State Architect (DSA) Approved plans

Is the current district enrollment 2,500 pupils or less?  Yes  No

### Site Acquisition

Is the district requesting the 2% grant?  Yes  No

50 percent Actual Cost

50 percent Appraised Value

50 percent Relocation Cost

2 percent (min. \$25,000)

Total

50 percent Department of Toxic Substances Control (DTSC) Fee

50 percent hazardous waste

Response Action (RA)  Yes  No

### Site Development

50 percent Service-Site

50 percent Off-Site

50 percent Utilities

General Site  Yes  No

Is this a Facility Hardship/SMP Replacement project? (Section 1859.82.1(b)(4)(B)/1859.82.2(b)(4)(B))  Yes  No

Total Toilet (sq. ft.)

Total Other (sq. ft.)

Is any of the area reported above portable building space?  Yes  No

Is the District replacing existing classrooms with Multi-Story classrooms pursuant to Section 1859.73.2?  Yes  No

Click "Continue" to proceed.

## Excessive Cost Hardship

Excessive Cost Hardship grants include:

- Geographic Percent Factor pursuant to Section 1859.167.3(a). If the district clicks "Yes," a percentage, which can be located via the "Geographical Percent Factor" link, must be entered.
- New School Project Grant pursuant to Section 1859.83(c)(1)] or Section 1859.83(c)(2). Available for full school replacement projects only.
- Small Size Project pursuant to Section 1859.167.3(b). If the District qualifies for a small project, click "Yes" to request this grant and select either 12% for projects that will house 100 or fewer pupils 101, and click 4% when the number of pupil grants requests is between 101 – 200 pupils.
- Urban/Security/Impacted Site pursuant to SFP Regulations Section 1859.83(d). If the project qualifies and is an addition to an existing site with or without additional acreage, click "Yes" to request this grant and enter \$750,000 per useable acre of the acquired acreage. If the project is on a new site and is at least \$750,000, click "Yes" and enter the exact amount.

The screenshot shows the 'Excessive Cost Hardship' section of the SAB 50-04 Form. On the left is a sidebar with a progress indicator for various steps: Application Type, Site Info, Project Type, Additional Grant Request, Excessive Cost Hardship (highlighted), Alternative Developer Fee / ..., Joint Use / Career Technical ..., Project Progress, Licensed Architect, Licensed Design Consultant, Certification, Review, and Submit. The main content area is titled 'Excessive Cost Hardship' and contains the following questions and input fields:

- Is the District requesting Geographic Percent Factor increase? (See Geographical Percent Factor list by county) with Yes/No buttons.
- Geographic Percent Factor: an empty text input field.
- New School Project Section 1859.83(c)(1) with Yes/No buttons.
- Is the District requesting Small Size Project? with Yes/No buttons.
- Are you requesting Urban/Security/Impacted Site grant? with Yes/No buttons.
- Three bullet points detailing SFP Regulation requirements: Section 1859.83(d)(2)(A) (Useable Acres 60% or less of CDE Recommended Site Size), Section 1859.83(d)(2)(B) (At least 60% of classrooms in the construction plans are multistory facilities), and Section 1859.83(d)(2)(C) (Value of the site being acquired is at least \$750,000 per Useable Acre).
- A note: *For additions to existing sites, with or without additional acreage acquired, enter \$750,000.*
- Per Useable Acre Section 1859.83(d)(2)(c): an empty text input field.

At the bottom of the form are 'Previous' and 'Continue' buttons.

Click "Continue" to proceed.

## Alternative Developer Fee/Adjust Eligibility

In the Alternative Developer section, if the district is collecting alternative developer fees, the user will enter the amount being collected. If not applicable, this field may be left blank.

Next, the district will click "Yes" or "No" if any classrooms were added or replaced by the district in locally funded projects outside of SFP funding. If the user selects "Yes," indicate the number of classrooms by grade level under the "Additional" or "Replacement" columns.

Lastly, the district will click "Yes" if there is a pending reorganization that will result in a loss of eligibility for this project. Because FHP and SMP applications are not based on eligibility, the answer should always be "No."

The screenshot shows the 'Alt. Dev Fee / Adj. Elig.' section of the SAB 50-04 Form. On the left is a vertical sidebar with a progress indicator. The current step, 'Alt. Dev Fee / Adj. Elig.', is highlighted in blue. Other steps include 'Application Type', 'Site Info', 'Project Type', 'Additional Grant Request', 'Excessive Cost Hardship', 'Joint Use / Career Technical', 'Project Progress', 'Licensed Architect', 'Licensed Design Consultant', 'Certification', 'Review', and 'Submit'. The main content area has a title 'Alt. Dev Fee / Adj. Elig.' and a text input field for 'Alternative developer fee collection and reportable pursuant to Regulation Section 1859.77'. Below this is a section titled 'New Construction Eligibility Adjustment - Added Capacity' with a question: 'Has the District added any classrooms that were not SFP Funded?' and 'Yes'/'No' buttons. The next section is 'Pending Reorganization Election' with a question: 'Is there a pending reorganization election that will result in a loss of eligibility for this project?' and 'Yes'/'No' buttons. At the bottom of the form are 'Previous' and 'Continue' buttons.

Click "Continue" to proceed.

## Joint Use/Career Technical Education (CTE)

In the Joint Use/CTE section, the user will indicate if:

- The facilities will be for joint use with other governmental agencies.
- The project is located on a leased site.
- The project has classrooms requesting funding for Career Technical Education Facilities Program (CTEFP) grants. If applicable, click "Yes," then enter the number of CTEFP-specific classrooms in the project.

SAB 50-04 Form

- Application Type
- Site Info
- Project Type
- Additional Grant Request
- Excessive Cost Hardship
- Alt. Dev Fee / Adj. Elig.
- Joint Use / Career Technica** ...
- Project Progress
- Licensed Architect
- Licensed Design Consultant
- Certification
- Review
- Submit

### Joint Use / Career Technical Education (CTE)

#### Joint-Use Facility/Leased Property

Joint-Use Facility  Yes  No

Leased Property  Yes  No

#### Career Technical Education Funds Request

Will Career Technical Education (CTE) Funds be requested for classroom(s) included in the plans and specifications for this project  Yes  No

[← Previous](#) [Continue →](#)

Click "Continue" to proceed.

## Project Progress

In this section, the district will indicate if construction contracts have been awarded for the project.

Click "Yes" if the district has awarded construction contracts.

SAB 50-04 Form

- Application Type
- Site Info
- Project Type
- Additional Grant Request
- Excessive Cost Hardship
- Alternative Developer Fee / ...
- Joint Use / Career Technical ...
- Project Progress**
- Licensed Architect
- Licensed Design Consultant
- Certification
- Review
- Submit

### Project Progress

Has the District awarded construction contracts for this project [?](#)  Yes  No

Enter the date(s) of the construction contract(s) awarded for this project [Add/Edit Contracts](#)

Show  entries

Contractor Name	Contract Type	Amount	Award	Prevailing Wage	Notice to Proceed	Const. Del. Method
0 total						

Note: Prevailing Wage only applies to contracts with an Award Date between 1/1/2012 and 6/19/2014

[← Previous](#) [Continue →](#)

Then, the user will click "Add/Edit Contracts" to enter all known fields, such as the contract names, contract types, contract amounts, contract date, notice to proceed (NTP) date, construction delivery method, and related DSA Application number(s). The user may leave the NTP field blank if the district has not yet issued an NTP. The user can add as many contracts as applicable for the project by selecting "Add Contract."

Add/Edit Contract
✕

---

### Add New Contract

Contractor Name

Contract Award Date

Contract Type

Contract Amount

Notice to Proceed Issued Date

Construction Delivery Method

Related DSA Application Numbers

01-111112 ✕

i Press the Enter ↵ key to save  
 You can add up to 5 Values(s)

Add Contract

---

### Added Contracts

Show  entries

Type to filter the name column...

Contractor Name ↕	Contract Type ↕	Amount ↕	Award ↕	Prevailing Wage ↕
0 total				

After the last contract has been entered, the user may close the "Add/Edit Contract" section by clicking the "x" in the upper right corner. Then, the user will return to the "Project Progress" section, and the user can review the contract(s) entries to ensure they are accurately reported for the application.

Once the "Project Progress" section is completed, select "Continue" to proceed.

## Licensed Architect

Once the user has entered the necessary information for their funding application, they will request the District's Licensed Architect to review the draft funding application and complete the required certification in this section.

*Please note that until this section is certified by the Licensed Architect, the left-hand navigation pane will display an orange exclamation point, as shown in the screenshot below.*

The Licensed Architect must log in to enter the DSA approval date and application number to certify that the plans and specifications (P&S) meet the requirements of Title 24. Please note that other users may enter the architect's full name and date. However, only the architect may

click the blue "Certify" button to sign the required certification electronically, as shown in the screenshot below.

**SAB 50-04 Form**

- Application Type
- Site Info
- Project Type
- Additional Grant Request
- Excessive Cost Hardship
- Alternative Developer Fee / ...
- Joint Use / Career Technical ...
- Project Progress
- Licensed Architect**
- Licensed Design Consultant
- Certification
- Review
- Submit

### Licensed Architect

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

- The Plans and Specification for this project were submitted to the OPSC by electronic medium (i.e., CD-ROM, zip disk or diskette) or as an alternative, if the request is for a modernization Grant, the PS were submitted 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):  
  
  
You can add up to 5 Date(s)
- Related DSA Application(s)  
  
Press the Enter key to save  
You can add up to 5 Values(s)
- Any portion of the Plans and Specifications (P&S) not requiring review and approval by the DSA meets the requirements of the California Code of Regulations, Title 24, including any handicapped access and fire code requirements.

I certify the information listed above is correct  
 The architect on record for this project is no longer available for certification

Architect Name

Architect Signature Date

**Certify**

← Previous Continue →

Once the "Licensed Architect" Section is completed, click "Continue" to proceed.

*Please note that the user may continue to fill out the other sections of the application, but the application may not be submitted until the architect has reviewed and certified this section, as shown below.*

SAB 50-04 Form

- Application Type
- Site Info
- Project Type
- Additional Grant Request
- Excessive Cost Hardship
- Alternative Developer Fee / ...
- Joint Use / Career Technical ...
- Project Progress
- Licensed Architect**
- Licensed Design Consultant
- Certification
- Review
- Submit

### Licensed Architect

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

- The Plans and Specification for this project were submitted to the OPSC by electronic medium (i.e., CD-ROM, zip disk or diskette) or as an alternative, if the request is for a modernization Grant, the PS were submitted in hard copy to the OPSC.
 

08/26/2024

MM/DD/YYYY

You can add up to 5 Date(s)
- 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):
 

+ DSA App #

Press the Enter key to save

You can add up to 5 Values(s)
- Related DSA Application(s)
- Any portion of the Plans and Specifications (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: Angela Architect

Architect Signature Date: 12/11/2024

**Certified** ✓  
Angela Architect - Dec 11, 2024

← Previous Continue →

## Licensed Design Consultant

Similar to the "Licensed Architect" section, the District's licensed Design Consultant will review the draft funding application and complete the required certification.

*Please note that until this section is certified by the Licensed Design Consultant, the left-hand navigation will display an orange exclamation point, as shown in the screenshot below.*

SAB 50-04 Form

- Site Info
- Project Type
- Additional Grant Request
- Excessive Cost Hardship
- Alternative Developer Fee / ...
- Joint Use / Career Technical ...
- Project Progress
- Licensed Architect**
- Licensed Design Consultant**

The Licensed Design Consultant must log in to certify that the P&S meet the requirements of Title 24. Please note other users may enter the architect's full name and date. However, only the licensed design consultant may click the blue "Certify" button to sign the required certification electronically, as shown in the screenshot below.

SAB 50-04 Form

- Application Type
- Site Info
- Project Type
- Additional Grant Request
- Excessive Cost Hardship
- Alt. Dev Fee / Adj. Elig.
- Joint Use / Career Technical ...
- Project Progress
- Licensed Architect
- Licensed Design Consultant**
- Certification
- Review
- Submit

### Licensed Design Consultant

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

- If the request is for a New Construction Grant, not including the Overcrowding Relief Grant (ORG) , I have developed a cost estimate of the proposed project which indicates that the estimated construction cost of the work in the Plans and Specifications (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 district's matching share, less site acquisition costs and the High Performance Base Incentive Grant. This cost estimate does not include site acquisition, planning, tests, inspection, or furniture and equipment and is available at the district for review by the OPSC.
- If the request is for a Modernization or Charter School Facilities Program Rehabilitation Grant, I have developed a cost estimate of the proposed project which indicates that the estimated construction cost of the work in the Plans and Specifications (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 district's matching share, less the High Performance Base Incentive Grant. This cost estimate does not include planning, tests, inspection or furniture and equipment and is available at the district for review by the OPSC.

I certify the information listed above is correct ⓘ

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

Design Consultant / Architect Signature Date ⓘ

Design Consultant / Architect Name ⓘ

**Certify**

← Previous Continue →

Once the "Licensed Design Consultant" Section is completed is completed, click "Continue" to proceed.

*Please note that the user may continue to fill out the other sections of the application, but the application may not be submitted until the licensed design consultant has reviewed and certified this section, as shown below.*

SAB 50-04 Form

- Application Type
- Site Info
- Project Type
- Additional Grant Request
- Excessive Cost Hardship
- Alt. Dev Fee / Adj. Elig.
- Joint Use / Career Technical ...
- Project Progress
- Licensed Architect
- Licensed Design Consultant**
- Certification
- Review
- Submit

### Licensed Design Consultant

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

- If the request is for a New Construction Grant, not including the Overcrowding Relief Grant (ORG), I have developed a cost estimate of the proposed project which indicates that the estimated construction cost of the work in the Plans and Specifications (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 district's matching share, less site acquisition costs and the High Performance Base Incentive Grant. This cost estimate does not include site acquisition, planning, tests, inspection, or furniture and equipment and is available at the district for review by the OPSC.
- If the request is for a Modernization or Charter School Facilities Program Rehabilitation Grant, I have developed a cost estimate of the proposed project which indicates that the estimated construction cost of the work in the Plans and Specifications (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 district's matching share, less the High Performance Base Incentive Grant. This cost estimate does not include planning, tests, inspection or furniture and equipment and is available at the district for review by the OPSC.

I certify the information listed above is correct

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

Design Consultant / Architect Signature Date: 12/12/2024

Design Consultant / Architect Name: Angela Architect

**Certified** ✓  
Angela Architect · Dec 12, 2024

Previous Continue

## Certification

Only the Superintendent or an authorized District Representative may complete the certification section. The user must ensure they have only entered the information that applies to the specific project.

The user must enter the date that the district's governing board or the designee of the Superintendent of Public Instruction adopted a resolution supporting the application.

### Certification

I certify, as the District Representative, that the information reported on this form, with the exception of items 22 and 23, is true and correct and that:

- I am an authorized representative of the district as authorized by the governing board of the district; and,
- A resolution or other appropriate documentation supporting this application under Chapter 12.5, Part 10, Division 1, commencing with Section 17070.10, et. seq., of the Education Code was adopted by the school district's governing board or the designee of the Superintendent of Public Instruction on,

08/26/2024

Next, review the entire Certification section using the scroll bar and enter all applicable fields.

Once the user has completed reviewing and entering all of the required fields, the user may click "Yes" to agree to the terms of the certification and enter district representative information, including the phone number, full name, and signature date.

SAB 50-04 Form

- Application Type
- Site Info
- Project Type
- Additional Grant Request
- Excessive Cost Hardship
- Alt. Dev Fee / Adj. Elig.
- Joint Use / Career Technical ...
- Project Progress
- Licensed Architect
- Licensed Design Consultant
- Certification**
- Review
- Submit

### Certification

I certify, as the District Representative, that the information reported on this form, with the exception of items 22 and 23, is true and correct and that:

- The district has considered the feasibility of using designs and materials for the new construction or modernization project that promote the efficient use of energy and water, maximum use of natural light and indoor air quality, the use of recycled materials and materials that emit a minimum of toxic substances, the use of acoustics conducive to teaching and learning, and the other characteristics of high performance schools; and,
- If the district is requesting an additional grant for high performance incentive funding, the school district governing board must have a resolution on file that demonstrates support for the high performance incentive grant request and the intent to incorporate high performance features in future facilities projects; and,
- If this application is submitted when there is Insufficient Bond Authority, the district has adopted a school board resolution pursuant to Section 1859.95.1; and,
- The district will comply with all laws pertaining to the construction or modernization of its school building.

I verify, I have read and agree to the above terms and certification information

Yes  No

Date

District Representative / Superintendent Phone Number

Phone Extension (optional)

District Representative / Superintendent Name

Click "Continue" to proceed.

## Review

After completing the certification section, the user will review all previous sections and make any final edits. Any incomplete sections will be flagged with an orange exclamation point, and the missing required fields will display with red text as **(required)**. Please see the example below.

**SAB 50-04 Form**

- ✔ Application Type
- ✔ Site Info
- ✔ Project Type
- ! Additional Grant Request
- ✔ Excessive Cost Hardship
- ✔ Alternative Developer Fee / ...
- ✔ Joint Use / Career Technical ...
- ✔ Project Progress
- ✔ Licensed Architect
- ✔ Licensed Design Consultant
- ! Certification
- Review
- Submit

Is the district requesting the 2% grant? Yes

---

50 percent Actual Cost (required)

Enter valid value between 0 - 999,000,000.00

50 percent Appraised Value \$504,000.00

---

50 percent Relocation Cost \$0.00

---

2 percent (min. \$25,000) \$25,000.00

---

50 percent Department of Toxic Substances Control (DTSC) Fee \$0.00

---

50 percent hazardous waste \$0.00

---

Response Action (RA) No

---

Site Development

**Options**

- 📎 Upload file(s) for this application
- 📊 View Grants Calculator
- 📄 Preview Form SAB 50-04
- 🔄 Manage Entire Application

## Submit and Upload Documents

Next, the user will continue to the submit page. The district will complete the final certification and upload any remaining supporting documents in this section. The user may click the blue "Upload file(s)" button to upload any remaining supporting files for this application.

### Submit

This State Allocation Board School Facility Program Application for Funding is being submitted electronically via OPSC Online.

- Requests may only be submitted by a School District Superintendent, Authorized School District Representative, Charter School Representative, or Joint Power Authority (JPA) Representative who is signed in to OPSC Online with their corresponding OPSC Online User ID. Submittal from these accounts is considered to be a unique electronic signature for purposes of Application for Funding submittals. A printed, wet-signature request does not need to be mailed 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.
- Once an applicant has upload a file, the file cannot be removed by the applicant.

I have uploaded all required documents required on the Application for Funding [OPSC Application Submittal Checklist](#).

Upload file(s) All uploaded files for this application are always available on the [Application Dashboard](#).

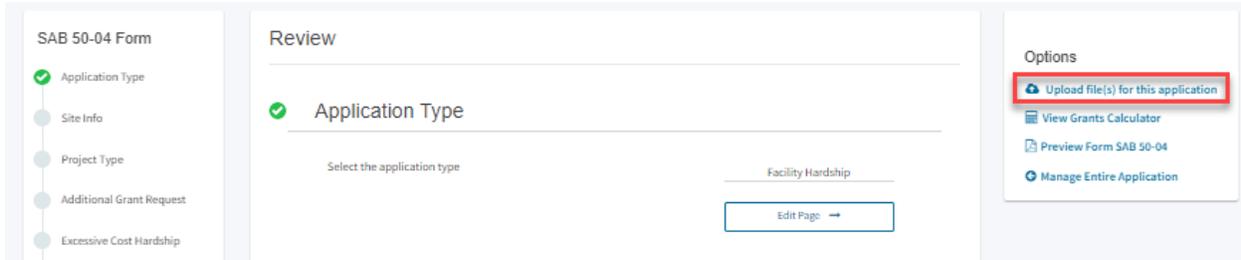
I certify, as the School District Superintendent, Authorized School District Representative, Charter School Representative, or Joint Power Authority Representative, that I have reviewed the request and that the information certified on this request is true and correct; and that I am the School District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

➤ Submit Paperless Application

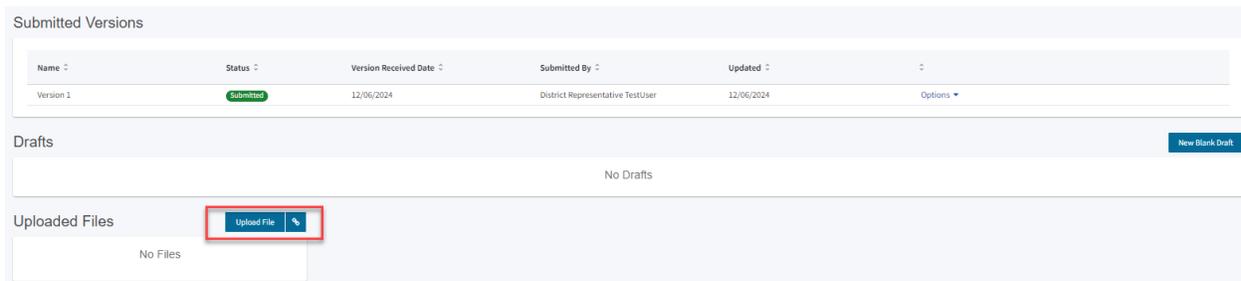
← Previous

In addition to the buttons on the "Submit" screen and confirmation page, the OPSC Online Form SAB 50-04 allows the user to upload documents at any point in the application process.

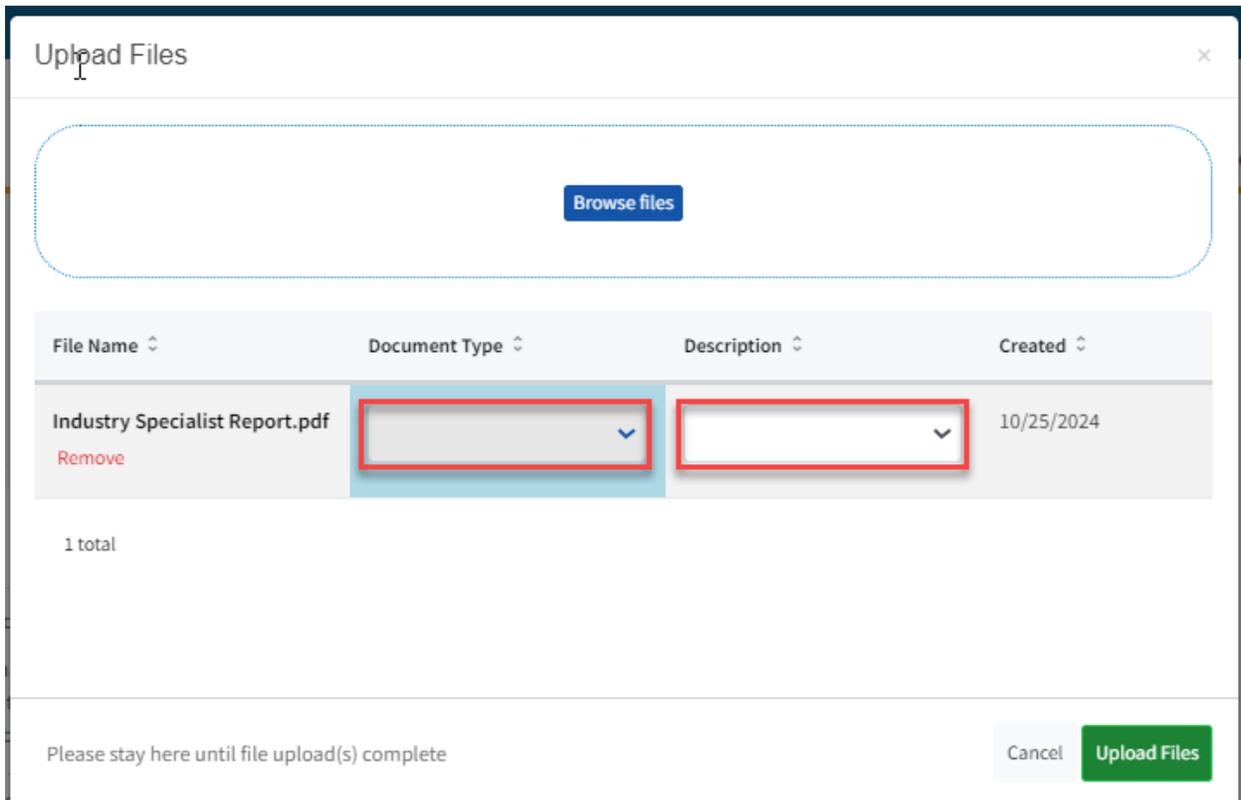
As the user is entering the information for the Form SAB 50-04, there is an “Upload file(s) for this application” link to upload files in the “Options” box that shows to the right of each section throughout the form.



The user can also find an “Upload File” button on the application management page.



From any of these locations, when you click on the link or the button, an “Upload Files” menu will open that will allow you to either browse or to drag and drop files in to the box. The user will then select one of eighteen listed document types for each file, and one of the listed description types associated with the selected document type.



Once a document has been uploaded, the text **Successfully Uploaded** will display underneath the document file name.

Upload Files
✕

Browse files

File Name	Document Type	Description	Uploaded Date
CDE Site Approval Letter.pdf <span style="color: #004a7c; font-weight: bold;">Successfully Uploaded</span>	California Departme	Final Site Approval L	12/06/2024
CDE Contingent Site Approval Letter.pdf <span style="color: #004a7c; font-weight: bold;">Successfully Uploaded</span>	California Departme	Contingent Site Appi	12/06/2024
CDE Plan Approval Letter.pdf <span style="color: #004a7c; font-weight: bold;">Successfully Uploaded</span>	California Departme	Final Plan Approval I	12/06/2024
CTE Letter.pdf <span style="color: #004a7c; font-weight: bold;">Successfully Uploaded</span>	CTE Compliance (EC	CTE Compliance Letl	12/06/2024
DSA Plan Approval Letter.pdf <span style="color: #004a7c; font-weight: bold;">Successfully Uploaded</span>	Division of the State	DSA Plan Approval L	12/06/2024
Site Diagram Noting Affected Building(s).pdf <span style="color: #004a7c; font-weight: bold;">Successfully Uploaded</span>	Facility Hardship & S	Site Maps	12/06/2024

6 total

Please stay here until file upload(s) complete

Done

Upload Files

After all required documents have been uploaded, the user will close the upload file section by clicking "Done."

Next, the user will mark both checked boxes as completed and click the "Submit Paperless Application." Reminder, only a Superintendent or an authorized District Representative can submit the application.

SAB 50-04 Form

- Application Type
- Site Info
- Project Type
- Additional Grant Request
- Excessive Cost Hardship
- Alt. Dev Fee / Adj. Elig.
- Joint Use / Career Technical ...
- Project Progress
- Licensed Architect
- Licensed Design Consultant
- Certification
- Review
- Submit

## Submit

This State Allocation Board School Facility Program Application for Funding is being submitted electronically via OPSC Online.

- Requests may only be submitted by a School District Superintendent, Authorized School District Representative, Charter School Representative, or Joint Power Authority (JPA) Representative who is signed in to OPSC Online with their corresponding OPSC Online User ID. Submittal from these accounts is considered to be a unique electronic signature for purposes of Application for Funding submittals. A printed, wet-signature request does not need to be mailed 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.
- Once an applicant has upload a file, the file cannot be removed by the applicant.

I have uploaded all required documents required on the Application for Funding [OPSC Application Submittal Checklist](#).

Upload file(s) All uploaded files for this application are always available on the [Application Dashboard](#).

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

Submit Paperless Application

← Previous

After submittal, the user will proceed to a confirmation page displaying the assigned application number for the project. The user may notate the application number and nickname from the main dashboard for future access. Additionally, the user can upload documents by clicking "Upload Remaining Files."

**Full Grant FHP Replacement Fruitridge ES** Submitted

51/67439-00-004

Application For Funding • Form SAB 50-04  
Facility Hardship - Replacement • Full Grant

PTN: 67439 - 8 Edit

Version Received Date: 12/06/2024

District: 67439 Sacramento City Unified • School/Site: Fruit Ridge Elementary  
County Name: Sacramento County

SAB 50-04 Form

- Application Type
- Site Info
- Project Type
- Additional Grant Request
- Excessive Cost Hardship
- Alternative Developer Fee / ...
- Joint Use / Career Technical ...
- Project Progress
- Licensed Architect
- Licensed Design Consultant
- Certification
- Review
- Submit

## Submit

This paperless application was successfully submitted to OPSC.

Your Application #: 51/67439-00-004

Submittal Date: 12/06/2024

**What's Next**

Please review this application's uploaded documents on the [Application Dashboard](#) to ensure all required application documents are uploaded and properly named. Required documents not uploaded within 7 working days after the submittal date 2024-12-06 11:36 AM will lead to the application being rejected.

The completed State Allocation Board form can be [downloaded here](#) at anytime but is no longer necessary to sign and mail in. A complete paperless submission is all OPSC will need to begin processing your funding application.

**Application Options**

Upload Remaining Files

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

Review Required Documents

[Download Completed Form](#)

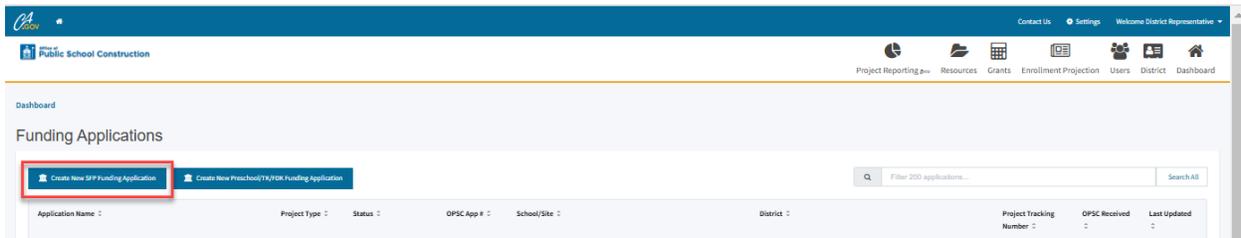
[Go To Application Dashboard](#)

← Previous

## Chapter 3: Creating a Facility Hardship or Seismic Mitigation Rehabilitation Funding Application (Form SAB 50-04) for Full Grant Phase in OPSC Online

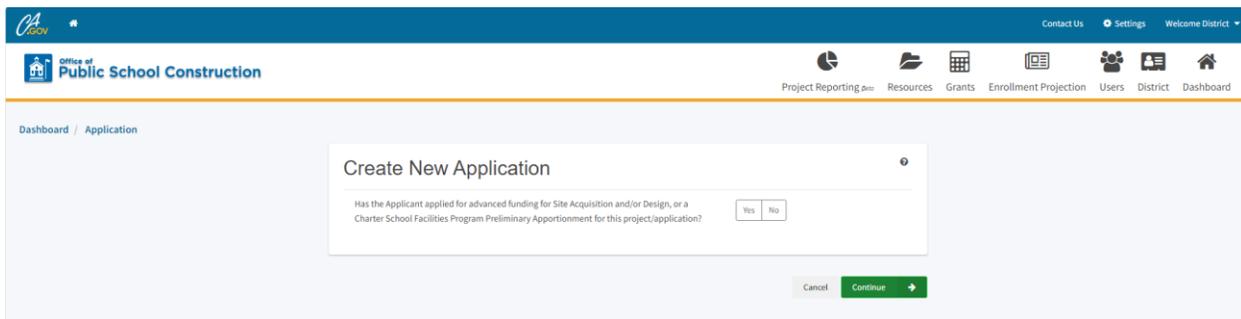
To create a Form SAB 50-04, select "Create New SFP Funding Application" on the Dashboard page.

*Please note that users with delegate access can prepare the Funding Application. However, only an Architect can certify it, and only the Superintendent or a District Representative can submit an application.*



Once selected, the application system will ask the user if the district has applied for advanced funding for Site Acquisition and/or Design or a Charter School Facilities Program Preliminary Apportionment for this project/application.

If the user selects "Yes," they will be directed to return to the OPSC Online Dashboard and select the project from the list of existing program applications to create a linked application for the construction phase.



Once selected, the application system will ask the user if the district has applied for advanced funding for Site Acquisition, Design, Charter School Facilities Program Preliminary Apportionment, Facility Hardship Program Conceptual Approval, or Seismic Mitigation Program Conceptual Approval for this project/application, as shown below. Note that Charter School Facilities Program Preliminary Apportionment does not apply for FHP or SMP applications.

## Create New Application



If the Applicant applied for advanced funding for this project/application for any of the following, select Yes:

 Yes  No

- Site Acquisition
- Design
- Charter School Facilities Program Preliminary Apportionment
- Facility Hardship Program Conceptual Approval
- Seismic Mitigation Program Conceptual Approval

If the Applicant has not, select No.

If the user selects "Yes," they will be directed to return to the OPSC Online Dashboard and select the project from the list of existing program applications to create a linked application for the construction phase as shown below. Instructions for creating a linked application are included in Chapter 2.

## Create New Application



If the Applicant applied for advanced funding for this project/application for any of the following, select Yes:

 Yes  No

- Site Acquisition
- Design
- Charter School Facilities Program Preliminary Apportionment
- Facility Hardship Program Conceptual Approval
- Seismic Mitigation Program Conceptual Approval

If the Applicant has not, select No.

### Please Use The Existing Application

You have selected "Yes" because an Apportionment for a separate site and/or design, Charter School Facilities Program (CSFP) Preliminary Apportionment, or Conceptual Approval of a Facility Hardship or Seismic Mitigation Program has previously been approved for this project. You must return to your OPSC Online [Dashboard](#) and select this project from the list of existing applications in order to create an application for funding for the next phase of funding. For more information, please see the [Help Guide](#).

If the user selects "No," they will be prompted to continue entering the required information for a new Form SAB 50-04 as follows:

As the user continues, the system will ask for the following information:

- Select the applicable School District or COE from the list of options.
- Select “Facility Hardship – Rehabilitation (Including Seismic Mitigation)” as the Funding Program Type from the list of options.
- Select the High School Attendance Area.
- Enter the required Project Tracking Number (PTN). The PTN is used by the Division of the State Architect (DSA), California Department of Education (CDE), and OPSC to identify a project. The user will not be able to proceed without entering the PTN. Instructions for generating a PTN can be found in the PTN User Guide located under the Resources Tab.
- Enter an application nickname. The nickname should include the funding phase of the application, site name, and program type (e.g., FHP or SMP Rehab Design Only, Full Grant, Amended Full Grant).
- Click "Continue" to enter additional application information.

**Create New Application** ?

If the Applicant applied for advanced funding for this project/application for any of the following, select Yes:

- Site Acquisition
- Design
- Charter School Facilities Program Preliminary Apportionment
- Facility Hardship Program Conceptual Approval
- Seismic Mitigation Program Conceptual Approval

If the Applicant has not, select No.

**?**

You have selected “No” because this is a brand-new application for a project that has never requested a prior separate site and/or design funding approval or Charter School Facilities Preliminary Apportionment.

On this first screen, please select the District name, Program Type (e.g. New Construction, Modernization), High School Attendance Area (if applicable), enter the Project Tracking Number, and enter a nickname for the application. The nickname is used to help you with differentiating this from other projects in your Dashboard.

Select the District  Sacramento City Unified (67439)

Select a funding Program Type   
Refer to [Section 1859.192](#) for the eligibility criteria Facility Hardship - Rehabilitation (including Seismic Mitigation)

Select High School Attendance Area (00) District-wide

Please enter your primary Project Tracking Number (PTN #) first, followed by additional PTN #s  67439 265   
+ PTN  
 Press the Enter  key to save

Please enter application nickname FHP Rehab Full Grant Fern Bacon Middle

Cancel Continue 

Click "Continue" to proceed.

The application system will ask the user if the district is applying for Financial Hardship assistance. If the user selects "Yes," the user will then select the type of funding application from a list of options for either "Full Funding" or for "Advance Funding (Separate Apportionment)."

Create New Application

Does the district want to apply for Financial Hardship assistance? Yes No

Select the type of funding application:

 If the project will include a request for financial hardship assistance, please contact the Financial Hardship Team at OPSC. Approval will allow the project to start with an advanced approval for separate site and/or design funding if plans have not been approved. Requests for "Advanced funding for Evaluation and RA" may be requested by both financial hardship assisted districts and districts not receiving financial hardship.

Please select an option

**Full Funding:**

- Facility Hardship - Rehabilitation (including Seismic Mitigation)
- Facility Hardship - Rehabilitation (including Seismic Mitigation) Conceptual Approval

**Advance Funding (Separate apportionment):**

- Design Only

← Previous Cancel Continue 

*Please note that the district may contact the Financial Hardship Team for assistance if a project includes a request for financial hardship assistance.*

If the District selects "No" for Financial Hardship, only Full Funding options will be available.

**Create New Application**

Does the district want to apply for Financial Hardship assistance?  Yes  No

Select the type of funding application:

**Facility Hardship - Rehabilitation (includi** ▼

Please select an option

**Full Funding:**

- Facility Hardship - Rehabilitation (including Seismic Mitigation)**
- Facility Hardship - Rehabilitation (including Seismic Mitigation) Conceptual Approval

**Advance Funding:**

- Design Only

← Previous Cancel **Continue** →

For a full grant funding application, regardless of whether or not the district is applying for Financial Hardship assistance, the user must select “Facility Hardship – Rehabilitation (including Seismic Mitigation)” as shown below.

**Create New Application**

Does the district want to apply for Financial Hardship assistance?  Yes  No

Select the type of funding application: Facility Hardship - Rehabilitation (includin ▼

**Facility Hardship - Rehabilitation (includin**

← Previous Cancel **Continue** →

Click "Continue" to proceed.

## Application For Funding

### Form SAB 50-04

#### Information and Instruction

A district and their delegates may enter the information required for the Application for Funding (Form SAB 50-04) using this online system. Upon completion of all of the required information, the completed Form SAB 50-04 can only be submitted by the Authorized District Representative or District Superintendent.

If applicable, all supporting documentation required as part of your funding request must be uploaded to OPSC Online prior to, or concurrently with the application submittal.

Start Application →

Click on “Start Application” to begin the application process

Once the district selects Start Application, for the Facility Hardship or Seismic Mitigation Program, the OPSC Online Form SAB 50-04 comprises thirteen sections (as listed on the navigation pane on the left-hand side of the screen). Once a section is successfully completed, the system will show a green checkmark next to the section name in the navigation pane.

### Application Type

The user must select the application type, either “Seismic Mitigation,” or “Facility Hardship”

#### Application Type

Select the application type

Select the type of funding application

Facility Hardship

Please make a selection

Seismic Mitigation

Facility Hardship

Continue →

Click "Continue" to proceed.

### Site Information

The first question is “Does the District have current Financial Hardship Approval.” If the district is requesting Financial Hardship status, select “Yes” and then specify the type of Financial Hardship request from the list of options.

Next, the user will specify the type of site on which the project will be located from the list of available options (“Leased Site,” “New Site,” “Existing Site with Additional Acreage acquired,” or “Existing Site with No Additional Acreage Acquired”).

**Site Info**

Does the District have current Financial Hardship Approval? Yes No

Project to be located on ?

The Project is at an existing school site:  
Select the appropriate school or site for this application ?

Please make a selection ▼

Please make a selection

Leased Site

New Site

Existing Site with Additional Acreage Acquired

Existing Site without Additional Acreage

The user then selects the school site from a dropdown list of sites within the district. If a specific site is not listed, please email [OPSCApplicationReviewTeam@dgs.ca.gov](mailto:OPSCApplicationReviewTeam@dgs.ca.gov) to request to add the site to the application system.

**Site Info**

Does the District have current Financial Hardship Approval? Yes No

Project to be located on ?

Select the appropriate school or site for this application ?

Existing Site without Additional A ▼

Fern Bacon Middle ▼

**Site Detail**

School/Site Name:	Fern Bacon Middle
CDS (county-district-school) Code:	6059307
Grade-Level:	
Street Address:	4140 CUNY AVE.
City:	SACRAMENTO
State:	CA
Zip Code:	95823

Finally, enter the available existing school site information from the California Department of Education (CDE) site and/or plan approval letters in the fields as shown in the following example. In most cases, for Rehabilitation funding applications, only the “California Department of Education (CDE) Plan Approval Date,” “Recommended Site Size,” and “Existing Acres (Usable)” fields will apply.

California Department of Education (CDE) Site Approval Date ?	<input type="text" value="MM/DD/YYYY"/>
You can add up to 5 Date(s)	
California Department of Education (CDE) Plan Approval Date ?	<input type="text" value="10/15/2024"/>
You can add up to 5 Date(s)	
California Department of Education (CDE) Gross Approved Acres ?	<input type="text"/>
Gross Number of Purchased Acres ?	<input type="text"/>
Master Plan Acreage site Size (Useable) ?	<input type="text"/>
Recommended Site Size ?	<input type="text" value="10.00"/>
Existing Acres (Useable) ?	<input type="text" value="8.00"/>
Proposed Acres (Useable) ?	<input type="text"/>
Total number of classroom(s) on the Division of State Architect (DSA) Approved plans	<input type="text"/>

Click "Continue" to proceed.

## Project Type

The user will first select the appropriate project type (Elementary, Middle, or High School). For Rehabilitation funding applications, leave the "Pupil Grants Requested" fields blank and answer the following:

- Did the District use an Alternative Enrollment Projection to determine eligibility for the application? The answer should always be "No" for FHP or SMP applications.
- Is this a 6-8 school? This should always be "No" unless the site serves grades 6, 7 and 8 only. The district will then be required to note the number of K-6 pupils reported above that are 6<sup>th</sup> graders (always zero for Rehabilitation projects).
- Is this an Alternative Education School?
- Is this an application to use the pupil grants requested above to build classrooms at alternative grade level or minimum essential facilities instead of or in addition to classrooms? The answer should always be "No" for FHP or SMP applications.

### Project Type

Select project type:  Middle School 

#### Pupil Grants Requested

K-6

7-8

9-12

Non-Severe

Severe

Did the District use an Alternative Enrollment Projection to determine eligibility for the application  Yes No

Are you a 6-8 school? Yes No

Is this an Alternative Education School?  Yes No

Is this an application to use the pupil grants requested above to build classrooms at alternative grade level or minimum essential facilities instead or in addition to classrooms? Yes No

← Previous
Continue →

Click "Continue" to proceed.

### Additional Grant Request

The user must answer the following questions:

- Does the project include the construction of Therapy area to serve Severe SDC pupils? (Always no for Rehabilitation projects.)
- Total number of classroom(s) on the DSA Approved plans (leave blank for Rehabilitation projects).
- Is the current district enrollment 2,500 pupils or less?
  - If the answer is yes, the user will be asked. "Will you be requesting Project Assistance?"
- Is the application for Seismic Rehabilitation? If the answer is yes, the user must enter 60 percent of the Seismic Rehabilitation Costs from the *Facility Hardship Cost Estimate*, Form SAB 58-01.

- For FHP applications that are not for Seismic Rehabilitation, the user must Enter 60 percent of the total Facility Hardship Rehabilitation Costs from the Form SAB 58-01.

### Additional Grant Request

---

Does project include construction of Therapy area to serve severe SDC pupils ? Yes No

Total number of classroom(s) on the Division of State Architect (DSA) Approved plans

Is the current district enrollment 2,500 pupils or less? ? Yes No

Seismic Rehabilitation Yes No

Enter 60% of the total Facility Hardship Rehabilitation Costs from the Facility Hardship Cost Estimate Form SAB 58-01 (Section 1859.82.1(c)) \$ 786,719

← Previous
Continue →

Click "Continue" to proceed.

### Excessive Cost Hardship

For applications submitted on or before October 30, 2024, in the Excessive Cost Hardship section, the user may request an additional grant for Geographic Percent Factor pursuant to Section 1859.167.3(a). If the district clicks "Yes," a percentage, which can be located via the "Geographical Percent Factor" link must be entered.

### Excessive Cost Hardship

---

Is the District requesting Geographic Percent Factor increase ? Yes No

See [Geographical Percent Factor list by county](#)

← Previous
Continue →

Once the "Excessive Cost Hardship" section is completed, select "Continue" to proceed.

### Alternative Developer Fee/Adjust Eligibility

In the Alternative Developer section, if the district is collecting alternative developer fees, the user will enter the amount being collected. If not applicable, this field may be left blank.

Next, the district will click "Yes" or "No" if any classrooms were added or replaced by the district in locally funded projects outside of SFP funding. If the user selects "Yes," indicate the number of classrooms by grade level under the "Additional" or "Replacement" columns.

## Alt. Dev Fee / Adj. Elig.

Alternative developer fee collection and reportable pursuant to Regulation Section 1859.77

### New Construction Eligibility Adjustment - Added Capacity

Has the District added any classrooms that were not SFP Funded?

Yes  No

#### Adjustment to New Construction Baseline Eligibility ⓘ

Classroom(s) provided:

Additional

Replacement

K-6

K-6

7-8

7-8

9-12

9-12

Non-Severe

Non-Severe

Severe

Severe

#### Pending Reorganization Election

Is there a pending reorganization election that will result in a loss of eligibility for this project?

Yes  No

[← Previous](#)

[Continue →](#)

Lastly, the district will click "Yes" if there is a pending reorganization that will result in a loss of eligibility for this project. Because FHP and SMP applications are not based on eligibility, the answer should always be "No."

## Alt. Dev Fee / Adj. Elig.

Alternative developer fee collection and reportable pursuant to Regulation Section 1859.77

## New Construction Eligibility Adjustment - Added Capacity

Has the District added any classrooms that were not SFP Funded?

Yes

No

## Pending Reorganization Election

Is there a pending reorganization election that will result in a loss of eligibility for this project?

Yes

No



Previous

Continue



Click "Continue" to proceed.

## Joint Use/Career Technical Education (CTE)

In the Joint Use/CTE section, the user will indicate if:

- The facilities will be for joint use with other governmental agencies.
- The project is located on a leased site.
- The project has classrooms requesting funding for Career Technical Education Facilities Program (CTEFP) grants. If applicable, click "Yes," then enter the number of CTEFP-specific classrooms in the project.

## Joint Use / Career Technical Education (CTE)

### Joint-Use Facility/Leased Property

Joint-Use Facility

Yes

No

Leased Property

Yes

No

### Career Technical Education Funds Request

Will Career Technical Education (CTE) Funds be requested for classroom(s) included in the plans and specifications for this project

Yes

No



Previous

Continue



Click "Continue" to proceed.

## Project Progress

In this section, the district will indicate if construction contracts have been awarded for the project.

Click "Yes" if the district has awarded construction contracts.

The screenshot shows the 'Project Progress' section of the SAB 50-04 Form. On the left is a vertical navigation menu with steps: Application Type, Site Info, Project Type, Additional Grant Request, Excessive Cost Hardship, Alternative Developer Fee / ..., Joint Use / Career Technical ..., Project Progress (highlighted), Licensed Architect, Licensed Design Consultant, Certification, Review, and Submit. The main content area is titled 'Project Progress' and contains the following elements:

- A question: 'Has the District awarded construction contracts for this project?' with 'Yes' and 'No' radio buttons.
- A text input field: 'Enter the date(s) of the construction contract(s) awarded for this project'.
- A button: 'Add/Edit Contracts' (highlighted with a red box).
- A 'Show' dropdown menu set to '5 entries'.
- A search filter: 'Type to filter the name column...'
- A table header with columns: Contractor Name, Contract Type, Amount, Award, Prevailing Wage, Notice to Proceed, and Const. Del. Method.
- A table body showing '0 total'.
- A note: 'Note: Prevailing Wage only applies to contracts with an Award Date between 1/1/2012 and 6/19/2014'.
- Navigation buttons: 'Previous' and 'Continue'.

Then, the user will click "Add/Edit Contacts" to enter all known fields, such as the contract names, contract types, contract amounts, contract date, notice to proceed (NTP) date, construction delivery method, and related DSA Application number(s). The user may leave the NTP field blank if the district has not yet issued an NTP. The user can add as many contracts as applicable for the project by selecting "Add Contract."

Add/Edit Contract
✕

### Add New Contract

Contractor Name

Contract Award Date

Contract Type

Contract Amount

Notice to Proceed Issued Date

Construction Delivery Method

Related DSA Application Numbers

**i** Press the Enter ↵ key to save  
You can add up to 5 Values(s)

Add Contract

---

### Added Contracts

Show  entries

Contractor Name ↕	Contract Type ↕	Amount ↕	Award ↕	Prevailing Wage ↕
0 total				

After the last contract has been entered, the user may close the "Add/Edit Contract" section by clicking the "x" in the upper right corner. Then, the user will return to the "Project Progress" section, and the user can review the contract(s) entries to ensure they are accurately reported for the application.

SAB 50-04 Form

- Application Type
- Site Info
- Project Type
- Additional Grant Request
- Excessive Cost Hardship
- Alt. Dev Fee / Adj. Elig.
- Joint Use / Career Technical ...
- Project Progress**
- Licensed Architect
- Licensed Design Consultant
- Certification
- Review
- Submit

### Project Progress

Has the District awarded construction contracts for this project?

Enter the date(s) of the construction contract(s) awarded for this project

Show  entries

Contractor Name	Contract Type	Amount	Award	Prevailing Wage	Notice to Proceed	Const. Del. Method
CJC Construction	General Construction	\$950,000.00	09/16/2024		09/18/2024	Design-Bid-Build
1 total						

Note: Prevailing Wage only applies to contracts with an Award Date between 1/1/2012 and 6/19/2014

Click "Continue" to proceed.

## Licensed Architect

Once the user has entered the necessary information for their funding application, they will request the District's Licensed Architect to review the draft funding application and complete the required certification in this section.

*Please note that until this section is certified by the Licensed Architect, the left-hand navigation pane will display an orange exclamation point, as shown in the screenshot below.*

SAB 50-04 Form

- Site Info
- Project Type
- Additional Grant Request
- Excessive Cost Hardship
- Alternative Developer Fee / ...
- Joint Use / Career Technical ...
- Project Progress
- ! Licensed Architect**

The Licensed Architect must log in to enter the DSA approval date and application number to certify that the plans and specifications (P&S) meet the requirements of Title 24. Please note other users may enter the architect's full name and date. However, only the architect may click the blue "Certify" button to sign the required certification electronically, as shown in the screenshot below.

The screenshot shows a web application interface for the 'SAB 50-04 Form'. On the left is a vertical navigation menu with steps: Application Type, Site Info, Project Type, Additional Grant Request, Excessive Cost Hardship, Alt. Dev Fee / Adj. Elig., Joint Use / Career Technical, Project Progress, Licensed Architect (highlighted), Licensed Design Consultant, Certification, Review, and Submit. The main content area is titled 'Licensed Architect' and contains a certification form. The form includes a heading 'I certify as the architect of record for the project or as a licensed architect that:' followed by several bullet points with associated input fields: 1. Submission method (electronic or hard copy). 2. DSA approval date (input: 08/26/2024). 3. Related DSA Application Number (input: 01-111111). 4. Classroom difference for Modernization/Charter School Rehabilitation Grants (two empty input fields). Below these are two checkboxes: one checked for 'I certify the information listed above is correct.' and one unchecked for 'The architect on record for this project is no longer available for certification'. At the bottom are fields for 'Architect Name' (input: Angela Architect) and 'Date' (input: 10/01/2024). A blue 'Certify' button is highlighted with a red box. Navigation buttons 'Previous' and 'Continue' are at the bottom.

Click "Continue" to proceed.

*Please note that the user may continue to fill out the other sections of the application, but the application may not be submitted until the architect has reviewed and certified this section, as shown below.*

SAB 50-04 Form

- ✔ Application Type
- ✔ Site Info
- ✔ Project Type
- ✔ Additional Grant Request
- ✔ Excessive Cost Hardship
- ✔ Alt. Dev Fee / Adj. Elig.
- ✔ Joint Use / Career Technical ...
- ✔ Project Progress
- **Licensed Architect**
- Licensed Design Consultant
- Certification
- ! Review
- Submit

## Licensed Architect

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

- The Plans and Specifications 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 Plans and Specifications (P&S) were submitted in hard copy to 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):
 

You can add up to 5 Date(s)
- Related Division of State Architect (DSA) Application Number:
 

Press the Enter key to save
  
You can add up to 5 Values(s)
- If the request is for a Modernization or Charter School Facilities Program Rehabilitation Grant, the Plans and Specifications include the demolition of more classrooms than those to be constructed in the project, the classroom difference is:
- If the request is for a Modernization or Charter School Facilities Program Rehabilitation Grant, the Plans and Specifications include the construction of more classrooms than those to be demolished in the project, the classroom difference is:

I certify the information listed above is correct.

The architect on record for this project is no longer available for certification

Architect Name

Date

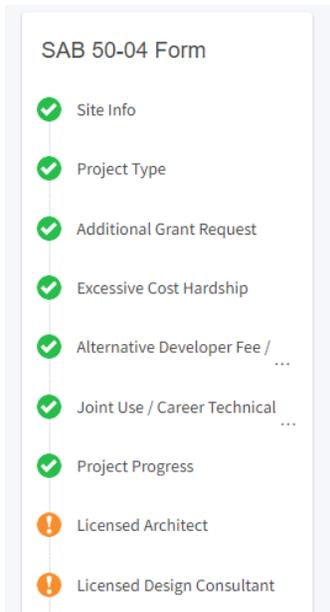
Certified ✔

  
Angela Architect · Dec 12, 2024

## Licensed Design Consultant

Similar to the "Licensed Architect" section, the District's licensed Design Consultant will review the draft funding application and complete the required certification.

*Please note that until this section is certified by the Licensed Design Consultant, the left-hand navigation will display an orange exclamation point, as shown in the screenshot below.*



The Licensed Design Consultant must log in to certify that the P&S meet the requirements of Title 24. Please note other users may enter the architect's full name and date. However, only the licensed design consultant may click the blue "Certify" button to sign the required certification electronically, as shown in the screenshot below.

Once the "Licensed Design Consultant" Section is completed, click "Continue" to proceed.

Please note that the user may continue to fill out the other sections of the application but the application may not be submitted until the before the licensed design consultant has reviewed and certified this section, as shown below.

SAB 50-04 Form

- Application Type
- Site Info
- Project Type
- Additional Grant Request
- Excessive Cost Hardship
- Alternative Developer Fee / ...
- Joint Use / Career Technical ...
- Project Progress
- Licensed Architect
- Licensed Design Consultant**
- Certification
- Review
- Submit

### Licensed Design Consultant

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

- If the request is for a New Construction Grant, not including the ORG, 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 district's matching share, less site acquisition costs and the High Performance Base Incentive Grant. This cost estimate does not include site acquisition, planning, tests, inspection, or furniture and equipment and is available at the district for review by the OPSC.
- If the request is for a Modernization or Charter School Facilities Program Rehabilitation Grant, 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 district's matching share, less the High Performance Base Incentive Grant. This cost estimate does not include planning, tests, inspection or furniture and equipment and is available at the district for review by the OPSC.

I certify the information listed above is correct

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

Design Consultant Name Angela Architect

Design Consultant Signature Date 12/11/2024

**Certified**

Angela Architect · Dec 11, 2024

← Previous Continue →

## Certification

Only the Superintendent or an authorized District Representative may complete the certification section. The user must ensure they have only entered the information that applies to the specific project.

The user must enter the date that the district's governing board or the designee of the Superintendent of Public Instruction adopted a resolution supporting the application.

## Certification

I certify, as the District Representative, that the information reported on this form, with the exception of items 22 and 23, is true and correct and that:

- I am an authorized representative of the district as authorized by the governing board of the district; and,
- A resolution or other appropriate documentation supporting this application under Chapter 12.5, Part 10, Division 1, commencing with Section 17070.10, et. seq., of the Education Code was adopted by the school district's governing board or the designee of the Superintendent of Public Instruction on,
- The district has established a "Restricted Maintenance Account" for exclusive purpose of providing ongoing and major maintenance of school buildings and has developed an ongoing and major maintenance plan that complies with and is implemented under the provisions of Education Code Section 17070.75 and 17070.77 (refer to Sections 1859.100 through 1859.102); and,
- The district has considered the feasibility of the joint use of land and facilities with other governmental agencies in order to minimize school facility costs; and,

[Scroll to bottom to Certify app.](#)

Next, review the entire Certification section using the scroll bar and enter all applicable fields.

Once the user has completed reviewing and entering all of the required fields, the user may click "Yes" to agree to the terms of the certification and enter district representative information, including the phone number, full name, and signature date.

SAB 50-04 Form

- ✔ Application Type
- ✔ Site Info
- ✔ Project Type
- ✔ Additional Grant Request
- ✔ Excessive Cost Hardship
- ✔ Alt. Dev Fee / Adj. Elig.
- ✔ Joint Use / Career Technical ...
- ✔ Project Progress
- ✔ Licensed Architect
- ✔ Licensed Design Consultant
- Certification
- ! Review
- Submit

### Certification

I certify, as the District Representative, that the information reported on this form, with the exception of items 22 and 23, is true and correct and that:

- The district has considered the feasibility of using designs and materials for the new construction or modernization project that promote the efficient use of energy and water, maximum use of natural light and indoor air quality, the use of recycled materials and materials that emit a minimum of toxic substances, the use of acoustics conducive to teaching and learning, and the other characteristics of high performance schools; and,
- If the district is requesting an additional grant for high performance incentive funding, the school district governing board must have a resolution on file that demonstrates support for the high performance incentive grant request and the intent to incorporate high performance features in future facilities projects; and,
- If this application is submitted when there is Insufficient Bond Authority, the district has adopted a school board resolution pursuant to Section 1859.95.1; and,
- The district will comply with all laws pertaining to the construction or modernization of its school building.

▲

▼

I verify, I have read and agree to the above terms and certification information

Date

District Representative / Superintendent Phone Number

Phone Extension (optional)

District Representative / Superintendent Name

Yes  No

← Previous
Continue →

Once the “Certification” section is complete, the user may select "Continue" to proceed.

## Review

After completing the certification section, the user will review all previous sections and make any final edits. Any incomplete sections will be flagged with an orange exclamation point, and the missing required fields will display with red text as **(required)**. Please see the example below.

## Review

### ✔ Application Type

Select the application type

Facility Hardship

Edit Page →

### ! Site Info

Does the District have current Financial Hardship Approval?

No

Type of Financial Hardship Request

(N/A)

Project to be located on ?

Existing Site without  
Additional Acreage

Select the appropriate school or site for this application ?

(required)

California Department of Education (CDE) Site Approval Date ?

(not answered)

California Department of Education (CDE) Plan Approval Date ?

03/15/2024

California Department of Education (CDE) Gross Approved Acres ?

(not answered)

Gross Number of Purchased Acres ?

(not answered)

Existing Total Acres

(N/A)

Once all required entries are completed, the left navigation will display only green checkmarks, and the user will click "Continue" to proceed to the final section.

*Please note the "Options" box to the right where the user can click to upload files for the application, view the Grant Calculator, preview the Form SAB 50-04, or manage the entire application.*

## Submit

Next, the user will continue to the submit page. The district will complete the final certification and upload any remaining supporting documents in this section. The user may click the blue "Upload file(s)" button to upload any remaining supporting files for this application.

**SAB 50-04 Form**

- Application Type
- Site Info
- Project Type
- Additional Grant Request
- Excessive Cost Hardship
- Alt. Dev Fee / Adj. Elig.
- Joint Use / Career Technical ...
- Project Progress
- Licensed Architect
- Licensed Design Consultant
- Certification
- Review
- Submit**

### Submit

This State Allocation Board School Facility Program Application for Funding is being submitted electronically via OPSC Online.

- Requests may only be submitted by a School District Superintendent, Authorized School District Representative, Charter School Representative, or Joint Power Authority (JPA) Representative who is signed in to OPSC Online with their corresponding OPSC Online User ID. Submittal from these accounts is considered to be a unique electronic signature for purposes of Application for Funding submittals. A printed, wet-signature request does not need to be mailed 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.
- Once an applicant has upload a file, the file cannot be removed by the applicant.

I have uploaded all required documents required on the Application for Funding [OPSC Application Submittal Checklist](#).  
**Upload file(s)** All uploaded files for this application are always available on the [Application Dashboard](#).

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

[Submit Paperless Application](#)

[← Previous](#)

After remaining documents have been uploaded, the user will close the upload file section by clicking "Done." Next, the user will mark both checked boxes as completed and click the "Submit Paperless Application." Reminder, only a Superintendent or an authorized District Representative can submit the application.

SAB 50-04 Form

- Application Type
- Site Info
- Project Type
- Additional Grant Request
- Excessive Cost Hardship
- Alt. Dev Fee / Adj. Elig.
- Joint Use / Career Technical ...
- Project Progress
- Licensed Architect
- Licensed Design Consultant
- Certification
- Review
- Submit

## Submit

This State Allocation Board School Facility Program Application for Funding is being submitted electronically via OPSC Online.

- Requests may only be submitted by a School District Superintendent, Authorized School District Representative, Charter School Representative, or Joint Power Authority (JPA) Representative who is signed in to OPSC Online with their corresponding OPSC Online User ID. Submittal from these accounts is considered to be a unique electronic signature for purposes of Application for Funding submittals. A printed, wet-signature request does not need to be mailed 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.
- Once an applicant has upload a file, the file cannot be removed by the applicant.

I have uploaded all required documents required on the Application for Funding [OPSC Application Submittal Checklist](#).

Upload file(s) All uploaded files for this application are always available on the [Application Dashboard](#).

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

➔ Submit Paperless Application

← Previous

After submittal, the user will proceed to a confirmation page displaying the assigned application number for the project as well as the submittal date. The user may notate the application number and nickname from the main dashboard for future access. Additionally, the user can upload more documents after the submittal by clicking "Upload Remaining Files."

**FHP Rehab Full Grant Fern Bacon Middle** Submitted

58 / 67439 - 00 - 004

Application For Funding • Form SAB 50-04

Facility Hardship - Rehabilitation • Full Grant

PTN: 67439 - 265 Edit

Dsa Number: Version Received Date: 12/12/2024

District: 67439 Sacramento City Unified • School/Site: Fern Bacon Middle

County Name: Sacramento County

SAB 50-04 Form

- Application Type
- Site Info
- Project Type
- Additional Grant Request
- Excessive Cost Hardship
- Alt. Dev Fee / Adj. Elig.
- Joint Use / Career Technical ...
- Project Progress
- Licensed Architect
- Licensed Design Consultant
- Certification
- Review
- Submit

## Submit

This paperless application was successfully submitted to OPSC.

Your Application #:	58/67439-00-004
Submittal Date:	12/12/2024

**What's Next**

Please review this application's uploaded documents on the [Application Dashboard](#) to ensure all required application documents are uploaded and properly named. Required documents not uploaded within 7 working days after the submittal date 2024-12-12 02:38 PM will lead to the application being rejected.

The completed State Allocation Board form can be [downloaded here](#) at anytime but is no longer necessary to sign and mail in. A complete paperless submission is all OPSC will need to begin processing your funding application.

**Application Options**

➔ Upload Remaining Files

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

Review Required Documents

Download Completed Form

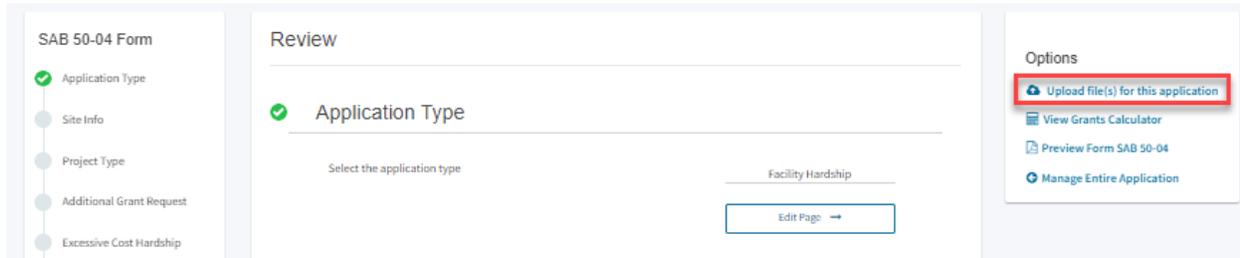
Go To Application Dashboard

← Previous

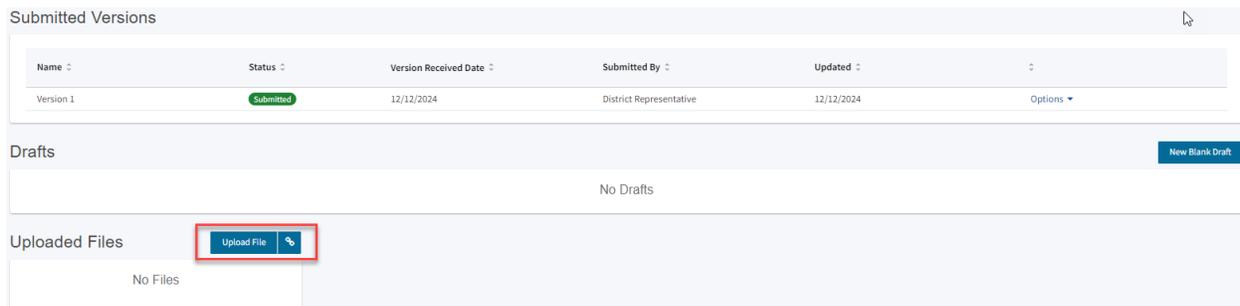
## Upload Documents

In addition to the buttons on the “Submit” screen and confirmation page, the OPSC Online Form SAB 50-04 allows the user to upload documents at any point in the application process.

As the user is entering the information for the Form SAB 50-04, there is an “Upload file(s) for this application” link to upload files in the “Options” box that shows to the right of each section throughout the form.



The user can also find an “Upload File” button on the application management page.



Name	Status	Version Received Date	Submitted By	Updated	
Version 1	Submitted	12/12/2024	District Representative	12/12/2024	Options

From any of these locations, when you click on the link or the button, an “Upload Files” menu will open that will allow you to either browse or to drag and drop files in to the box. The user will then select one of eighteen listed document types for each file, and one of the listed description types associated with the selected document type.

Upload Files ✕

Browse files

File Name <span>⌵</span>	Document Type <span>⌵</span>	Description <span>⌵</span>	Created <span>⌵</span>
Industry Specialist Report.pdf <a href="#">Remove</a>	<input type="text"/>	<input type="text"/>	10/25/2024

1 total

Please stay here until file upload(s) complete

[Cancel](#) [Upload Files](#)

Once a document has been uploaded, the text **Successfully Uploaded** will display underneath the document file name.

### Upload Files ✕

Browse files

File Name ↕	Document Type ↕	Description ↕	Uploaded Date ↕
Industry Specialist Report.pdf <span style="color: #A52A2A;">Successfully Uploaded</span>	Facility Hardship & Se ▼	Industry Specialist Re ▼	12/12/2024
Governmental Concurrence Letter.pdf <span style="color: #A52A2A;">Successfully Uploaded</span>	Facility Hardship & Se ▼	Governmental Concu ▼	12/12/2024
Facility Hardship Request Checklist.pdf <span style="color: #A52A2A;">Successfully Uploaded</span>	Facility Hardship & Se ▼	Facility Hardship Reqi ▼	12/12/2024
Photos of Health and Safety Issue.pdf <span style="color: #A52A2A;">Successfully Uploaded</span>	Other ▼	Other ▼	12/12/2024
Excel Copy of FHP Cost Estimate, Form SAB 58-01.xls <span style="color: #A52A2A;">Successfully Uploaded</span>	Facility Hardship & Se ▼	Facility Hardship Cost ▼	12/12/2024
Signed PDF of FHP Cost Estimate, SAB Form 58-01.pdf <span style="color: #A52A2A;">Successfully Uploaded</span>	Facility Hardship & Se ▼	Facility Hardship Cost ▼	12/12/2024

6 total

Please stay here until file upload(s) complete

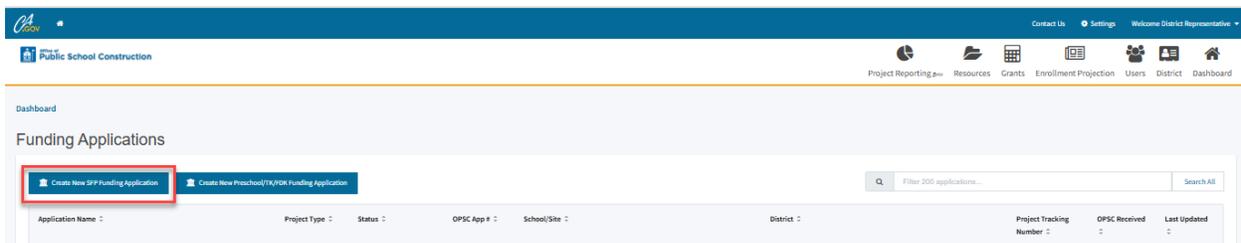
Done
Upload Files

Once all documents have been uploaded, the user may click “Done” to close the upload window.

## Creating a new *Application for Funding*, Form SAB 50-04, for Rehabilitation Advance Design Funding

If the district qualifies for financial hardship assistance, it may apply for a separate apportionment for advance design or site acquisition costs. Rehabilitation advance design funding provides a portion of approved rehabilitation costs in advance to allow school districts to hire an architect and prepare the project plans for the Division of the State Architect (DSA) approval.

*Please note that users with delegate access can prepare the Funding Application. However, only an Architect/Licensed Design Professional can make the required certifications regarding the plans and specifications, and only the Superintendent or a District Representative can submit an application.*



Once selected, the application system will ask the user if the district has applied for and received SAB approval for advanced funding for Site Acquisition, Design, Charter School Facilities Program Preliminary Apportionment, Facility Hardship Program Conceptual Approval, or Seismic Mitigation Program Conceptual Approval for this project/application, as shown below. Note that Charter School Facilities Program Preliminary Apportionment does not apply for FHP or SMP applications.

A screenshot of the 'Create New Application' form. The title 'Create New Application' is at the top. Below the title is a question: 'If the Applicant applied for advanced funding for this project/application for any of the following, select Yes:'. To the right of the question are two buttons: 'Yes' and 'No'. Below the question is a bulleted list of funding categories: 'Site Acquisition', 'Design', 'Charter School Facilities Program Preliminary Apportionment', 'Facility Hardship Program Conceptual Approval', and 'Seismic Mitigation Program Conceptual Approval'. At the bottom of the form, it says 'If the Applicant has not, select No.'.

If the user indicates that the district has applied for advanced funding for Site Acquisition and/or Design or a Charter School Facilities Program Preliminary Apportionment for this project/application, the user will be directed for to use the existing application.

## Create New Application



If the Applicant applied for advanced funding for this project/application for any of the following, select Yes:

 Yes  No

- Site Acquisition
- Design
- Charter School Facilities Program Preliminary Apportionment
- Facility Hardship Program Conceptual Approval
- Seismic Mitigation Program Conceptual Approval

If the Applicant has not, select No.

### Please Use The Existing Application

You have selected "Yes" because an Apportionment for a separate site and/or design, Charter School Facilities Program (CSFP) Preliminary Apportionment, or Conceptual Approval of a Facility Hardship or Seismic Mitigation Program has previously been approved for this project. You must return to your OPSC Online [Dashboard](#) and select this project from the list of existing applications in order to create an application for funding for the next phase of funding. For more information, please see the [Help Guide](#).

If the user selects "No," they will be prompted to continue entering the required information for a new Form SAB 50-04 as follows:

- Select the applicable School District or COE from the list of options.
- Select Facility Hardship Rehabilitation (including Seismic Mitigation) as the Funding Program Type from the list of options.
- Select the High School Attendance Area.
- Enter the required PTN. The PTN is used by the DSA, CDE, and OPSC to identify a project. The user is required to click "Enter" in order to save the PTN and will not be able to proceed without this entry. Instructions for generating a PTN can be found under the Resources Tab.
- Enter an application nickname. The nickname should include the funding phase of the application, site name, and program type (e.g., FHP or SMP Rehabilitation Design Only).
- Select "Continue" to enter additional application information.

## Create New Application

If the Applicant applied for advanced funding for this project/application for any of the following, select Yes:

- Site Acquisition
- Design
- Charter School Facilities Program Preliminary Apportionment
- Facility Hardship Program Conceptual Approval
- Seismic Mitigation Program Conceptual Approval

If the Applicant has not, select No.

You have selected "No" because this is a brand-new application for a project that has never requested a prior separate site and/or design funding approval or Charter School Facilities Preliminary Apportionment. On this first screen, please select the District name, Program Type (e.g. New Construction, Modernization), High School Attendance Area (if applicable), enter the Project Tracking Number, and enter a nickname for the application. The nickname is used to help you with differentiating this from other projects in your Dashboard.

Select the District: Sacramento City Unified (67439)

Select a funding Program Type: Facility Hardship - Rehabilitation (including Seismic Mitigation)

Select High School Attendance Area: (00) District-wide

Please enter your primary Project Tracking Number (PTN #) first, followed by additional PTN #s: 67439 25

Please enter application nickname: Design Only FHP Rehab Eistein Middle

Buttons: Cancel, Continue

Next, the application system will ask the user if the district is applying for Financial Hardship assistance. The user should select "Yes." Then, the user will be asked to select the type of funding application. The user should select Design Only.

## Create New Application

Does the district want to apply for Financial Hardship assistance? Yes No

Select the type of funding application: Design Only

If the project will include a request for financial hardship assistance, please contact the Financial Hardship Team at OPSC for assistance. Receiving financial hardship approval will allow the project to start with an advanced approval for separate site and/or design funding if plans have not been drawn up. Requests for "Advanced funding for Evaluation and RA" may be requested by both financial hardship assisted districts and districts that do not qualify for financial hardship.

Buttons: Previous, Cancel, Continue

*Please note that the district may contact the Financial Hardship Team for assistance if a project includes a request for financial hardship assistance. Financial hardship status will allow the*

*project to start with advanced approval for separate Site and/or Design funding if plans have not been drawn up.*

Then click "Continue" to begin the application process.

## Application For Funding

### Form SAB 50-04

#### Information and Instruction

A district and their delegates may enter the information required for the Application for Funding (Form SAB 50-04) using this online system. Upon completion of all of the required information, the completed Form SAB 50-04 can only be submitted by the Authorized District Representative or District Superintendent.

If applicable, all supporting documentation required as part of your funding request must be uploaded to OPSC Online prior to, or concurrently with the application submittal.

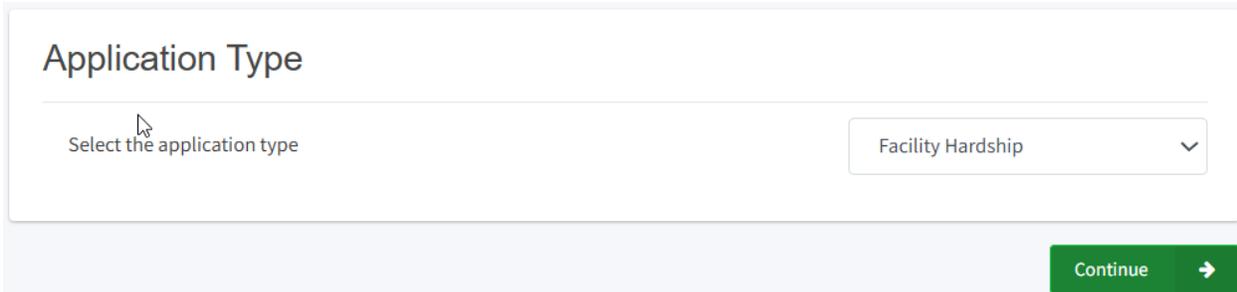
[Start Application](#) →

Once the district selects Start Application, for FHP or SMP Replacement, the OPSC Online Form SAB 50-04 comprises thirteen sections (as listed on the navigation pane on the left-hand side of the screen). Once a section is successfully completed, the system will show a green checkmark next to the section name in the navigation pane.

*Please note that for advance Design funding applications, the navigation pane automatically shows green checkmarks for the "Licensed Architect" and "Licensed Design Consultant" sections.*

## Application Type

The district must first select the application type, either “Seismic Mitigation,” or “Facility Hardship,” as shown below:



Application Type

Select the application type

Facility Hardship

Continue →

Click "Continue" to proceed.

## Site Information

The first question is “Type of Financial Hardship Request.” The user must specify the type of Financial Hardship request from the drop-down list.

Next, the user will specify the type of site on which the project will be located from the list of available options (“Leased Site,” “New Site,” “Existing Site with Additional Acreage acquired,” or “Existing Site with No Additional Acreage Acquired”).

The user then selects the school site from a dropdown list of sites within the district. If the specific site is not listed, please email [OPSCApplicationReviewTeam@dgs.ca.gov](mailto:OPSCApplicationReviewTeam@dgs.ca.gov) to request to add the site to the application system.

## Site Info

Type of Financial Hardship Request

Submittal pending OPSC approval ▼

Project to be located on ⓘ

Existing Site without Additional A ▼

The Project is at an existing school site:

Select the appropriate school or site for this application ⓘ

Albert Einstein Middle ▼

### Site Detail

School/Site Name:	Albert Einstein Middle
CDS (county-district-school) Code:	6059273
Grade-Level:	
Street Address:	9325 MIRANDY DR.
City:	SACRAMENTO
State:	CA
Zip Code:	95826

Because the district will not have a California Department of Education (CDE) Plan Approval letter, the user will leave the remainder of this section blank.

California Department of Education (CDE) Site Approval Date	<input type="text" value="MM/DD/YYYY"/> You can add up to 5 Date(s)
California Department of Education (CDE) Contingent Site Approval Date	<input type="text" value="MM/DD/YYYY"/> You can add up to 5 Date(s)
California Department of Education (CDE) Gross Approved Acres	<input type="text"/>
Gross Number of Purchased Acres	<input type="text" value="Leave all Fields Blank"/>
Master Plan Acreage site Size (Useable)	<input type="text"/>
Recommended Site size	<input type="text"/>
Existing Acres (Useable)	<input type="text"/>
Proposed Acres (Useable)	<input type="text"/>

Click "Continue" to proceed.

### Project Type

The Project Type is the second section of the Form SAB 50-04. In this section, select the requested project type (Elementary, Middle, or High School). For FHP or SMP Rehabilitation projects, leave the Pupil Grants Requested fields blank.

Then, the user must answer the following questions:

- Did the District use an Alternative Enrollment Projection to determine eligibility for the application? (The answer should always be "No" for FHP or SMP applications.)
- Is this a 6-8 school? Select no if the school site serves K-8 grades or 7-12 Grades; yes if the site serves grades 6-8 only. The district will then be required to note the number of K-6 pupils reported above that are 6<sup>th</sup> graders, which will always be zero for FHP or SMP Rehabilitation projects.
- Is this an Alternative Education School?

**Project Type**

Select project type ? Middle School ▼

**Pupil Grants Requested** ?

K-6

7-8

9-12

Non-Severe

Severe

Did the District use an Alternative Enrollment Projection to determine eligibility for the application? ? Yes No

Is this a 6-8 school? ? Yes No

Is this an Alternative Education School? ? Yes No

← Previous Continue →

Click "Continue" to proceed.

**Additional Grant Request**

Additional grants for Therapy to serve severe SDC pupils and Project Assistance are not available for advance Design funding applications. The district should answer no for these grants. Project Assistance may be requested once the district is applying for the adjusted grant phase. Additionally, the "Total number of classrooms on the Division of the State Architect (DSA) Approved plans," does not apply for rehabilitation applications; therefore, the user must leave this blank.

The user must enter 60% of the total Facility Hardship Rehabilitation Costs from the Facility Hardship Cost Estimate Form SAB 58-01 as shown below:

### Additional Grant Request

Does project include construction of Therapy area to serve severe SDC pupils ?  Yes  No

Total number of classroom(s) on the Division of State Architect (DSA) Approved plans

Is the current district enrollment 2,500 pupils or less?  Yes  No

Seismic Rehabilitation  Yes  No

Enter 60% of the total Facility Hardship Rehabilitation Costs from the Facility Hardship Cost Estimate Form SAB 58-01 (Section 1859.82.1(c))

← Previous Continue →

Click "Continue" to proceed.

### Excessive Cost Hardship

The Geographic Percent Factor Excessive Cost Hardship grant is not available for advance Design funding applications. The user will answer "No" for this as shown below:

### Excessive Cost Hardship

Is the District requesting Geographic Percent Factor increase ?  Yes  No  
 See [Geographical Percent Factor](#) list by county

← Previous Continue →

Click "Continue" to proceed.

### Alternative Developer Fee/Adjust Eligibility

If State funds are unavailable for new construction, the district can collect Level 3 developer fees pursuant to Government Code Section 65995.7. If applicable, please enter the amount being collected. If not applicable, this field may be left blank.

Next, the district will click "Yes" or "No" for "New Construction Eligibility Adjustment." If any classrooms were added or replaced by the district in locally funded projects outside of SFP funding the use selects "Yes," and indicates the number of classrooms by grade level under the "Additional" or "Replacement" columns.

For “Pending Reorganization Election,” the district is asked “Is there a pending reorganization election that will result in a loss of eligibility for this project?” The District should select “No,” because FHP and SMP funding is not based on eligibility.

**Alternative Developer Fee / Adjust Eligibility**

Alternative developer fee collection and reportable pursuant to Regulation Section 1859.77

**New Construction Eligibility Adjustment - Added Capacity**

Has the District added any classrooms that were not SFP Funded?

**Pending Reorganization Election**

Is there a pending reorganization election that will result in a loss of eligibility for this project?

[← Previous](#) [Continue →](#)

Click "Continue" to proceed.

### Joint Use/Career Technical Education (CTE)

In the Joint Use/CTE section, the user will indicate “yes” or “No” for the following:

- The facilities will be for joint use with other governmental agencies.
- The project is located on a leased site.
- The project includes classrooms requesting funding for Career Technical Education Facilities Program (CTEFP) grants. If applicable, click "Yes," then enter the number of CTEFP-specific classrooms in the project.

**Joint Use / Career Technical Education (CTE)**

---

**Joint-Use Facility/Leased Property**

Joint-Use Facility  Yes  No

Leased Property  Yes  No

**Career Technical Education Funds Request**

Will CTE Funds be requested for classroom(s) included in the plans and specifications for this project  Yes  No

← Previous Continue →

Click "Continue" to proceed.

### Project Progress

This section does not apply for advance Site funding applications. The user will answer "No" to "Has the District awarded construction contracts for this project."

**Project Progress**

---

Has the District awarded construction contracts for this project  Yes  No

← Previous Continue →

Once the "Project Progress" section is completed, click "Continue" to proceed.

### Licensed Architect and Licensed Design Consultant

For advance Design funding applications, no information is required for the Licensed Architect and Licensed Design Consultant sections. These sections will automatically have a green checkmark in the navigation pane.

For each of these sections, the user may click "Continue" to proceed to the next section of the funding application.

### Certification

Only the Superintendent or an authorized District Representative may complete the certification section. The user must ensure they have only entered the information that applies to the specific project.

The user must enter the date that the district's governing board or the designee of the Superintendent of Public Instruction adopted a resolution supporting the application.

**Certification**

I certify, as the District Representative, that the information reported on this form, with the exception of items 22 and 23, is true and correct and that:

- I am an authorized representative of the district as authorized by the governing board of the district; and,
- A resolution or other appropriate documentation supporting this application under Chapter 12.5, Part 10, Division 1, commencing with Section 17070.10, et. seq., of the Education Code was adopted by the school district's governing board or the designee of the Superintendent of Public Instruction on,
- The district has established a "Restricted Maintenance Account" for exclusive purpose of providing ongoing and major maintenance of school buildings and has developed an ongoing and major maintenance plan that complies with and is implemented under the provisions of Education Code Section 17070.75 and 17070.77 (refer to Sections 1859.100 through 1859.102); and,
- The district has considered the feasibility of the joint use of land and facilities with other governmental agencies in order to minimize school facility costs; and,

Scroll to bottom to Certify app.

Next, then review the entire Certification section using the scroll bar and enter all applicable fields.

Once the user has completed reviewing and entering all of the required fields, the user may click "Yes" to agree to the terms of the certification and enter district representative information including the phone number, full name, and signature date.

## Certification

I certify, as the District Representative, that the information reported on this form, with the exception of items 22 and 23, is true and correct and that:

- The district has considered the feasibility of using designs and materials for the new construction or modernization project that promote the efficient use of energy and water, maximum use of natural light and indoor air quality, the use of recycled materials and materials that emit a minimum of toxic substances, the use of acoustics conducive to teaching and learning, and the other characteristics of high performance schools; and,
- If the district is requesting an additional grant for high performance incentive funding, the school district governing board must have a resolution on file that demonstrates support for the high performance incentive grant request and the intent to incorporate high performance features in future facilities projects; and,
- If this application is submitted when there is Insufficient Bond Authority, the district has adopted a school board resolution pursuant to Section 1859.95.1; and,
- The district will comply with all laws pertaining to the construction or modernization of its school building.

I verify, I have read and agree to the above terms and certification information

Yes  No

Date

11/15/2024

District Representative / Superintendent Phone Number

(111) 222-3333

Phone Extension (optional)

District Representative / Superintendent Name

District Representative

[← Previous](#)

[Continue →](#)

Click "Continue" to proceed.

## Review

After completing the certification section, the user will review all previous sections and make any final edits. Any incomplete sections will be flagged with an orange exclamation point, and the missing required fields will display with red text as **(required)**. Please see the example of missing information below (please note that this example is from a different application):

**SAB 50-04 Form**

- Application Type
- Site Info
- Project Type
- Additional Grant Request
- Excessive Cost Hardship
- Alternative Developer Fee / ...
- Joint Use / Career Technical ...
- Project Progress
- Licensed Architect
- Licensed Design Consultant
- Certification
- Review**
- Submit

Is this a Facility Hardship/SMP Replacement project? (Section 1859.82.1(b)(4)(B)/1859.82.2(b)(4)(B))

Yes

Total Toilet (sq. ft.) (required)

Total Other (sq. ft.) (required)

Is any of the area reported above portable building space?

No

Portable Replacement Grant - Toilet (sq. ft.) (N/A)

Portable Replacement Grant - Other (sq. ft.) (N/A)

Is the District replacing existing classrooms with Multi-Story classrooms pursuant to Section 1859.73.2?

No

Toilet (sq. ft.) (N/A)

Other (sq. ft.) (N/A)

Edit Page →

**Options**

- Upload file(s) for this application
- View Grants Calculator
- Preview Form SAB 50-04
- Manage Entire Application

Once all required entries are completed, the left navigation will display only green checkmarks, and the user will click "Continue" to proceed to the final section.

*Please note the "Options" box to the right where the user can click to upload files for the application, view the Grant Calculator, preview the Form SAB 50-04, or manage the entire application.*

## Submit and Upload Documents

Next, the user will continue to the submit page. The district will complete the final certification and upload any remaining supporting documents in this section. The user may click the blue "Upload file(s)" button to upload any remaining supporting files for this application.

The screenshot shows the 'Submit' page. At the top, it states: "This State Allocation Board School Facility Program Application for Funding is being submitted electronically via OPSC Online." Below this, there are three bullet points:

- Requests may only be submitted by a School District Superintendent, Authorized School District Representative, Charter School Representative, or Joint Power Authority (JPA) Representative who is signed in to OPSC Online with their corresponding OPSC Online User ID. Submittal from these accounts is considered to be a unique electronic signature for purposes of Application for Funding submittals. A printed, wet-signature request does not need to be mailed 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.
- Once an applicant has upload a file, the file cannot be removed by the applicant.

Below the bullet points, there are two checkboxes:

- I have uploaded all required documents required on the Application for Funding [OPSC Application Submittal Checklist](#).  
**Upload file(s)** All uploaded files for this application are always available on the [Application Dashboard](#).
- I certify, as the School District Superintendent, Authorized School District Representative, Charter School Representative, or Joint Power Authority Representative, that I have reviewed the request and that the information certified on this request is true and correct; and that I am the School District Superintendent, Authorized School District Representative, Charter School Representative, or Joint Power Authority Representative.

At the bottom of the form, there is a green button labeled "Submit Paperless Application".

Below the form, there is a "Previous" button with a left arrow.

SAB 50-04 allows the user to upload documents at any point in the application process.

In addition to the buttons on the "Submit" screen and confirmation page, the OPSC Online Form

As the user is entering the information for the Form SAB 50-04, there is an "Upload file(s) for this application" link to upload files in the "Options" box that shows to the right of each section throughout the form.

The screenshot shows the 'Review' page. On the left, there is a sidebar titled "SAB 50-04 Form" with a progress indicator. The first step, "Application Type", is marked with a green checkmark. The main content area is titled "Review" and shows "Application Type" with a green checkmark. Below this, there are two input fields: "Select the application type" and "Facility Hardship". At the bottom of the main content area, there is an "Edit Page" button with a right arrow.

On the right side, there is an "Options" box. The first option, "Upload file(s) for this application", is highlighted with a red box. Other options include "View Grants Calculator", "Preview Form SAB 50-04", and "Manage Entire Application".

The user can also find an “Upload File” button on the application management page.

Submitted Versions

Name	Status	Version Received Date	Submitted By	Updated	
Version 1	Submitted	12/12/2024	District Representative	12/12/2024	Options

Drafts New Blank Draft

No Drafts

Uploaded Files Upload File

No Files

From any of these locations, when you click on the link or the button, an “Upload Files” menu will open that will allow you to either browse or to drag and drop files in to the box. The user will then select one of eighteen listed document types for each file, and one of the listed description types associated with the selected document type.

Upload Files

Browse files

File Name	Document Type	Description	Created
Industry Specialist Report.pdf <a href="#">Remove</a>			10/25/2024

1 total

Please stay here until file upload(s) complete Cancel Upload Files

Once the documents have been uploaded, the text **Successfully Uploaded** will display underneath the document file name.

Upload Files
✕

Browse files

File Name	Document Type	Description	Uploaded Date
Facility Hardship Request Checklist.pdf <span style="color: #004a7c; font-weight: bold;">Successfully Uploaded</span>	Facility Hardship & S	Facility Hardship Req	12/03/2024
Governmental Concurrence Letter.pdf <span style="color: #004a7c; font-weight: bold;">Successfully Uploaded</span>	Facility Hardship & S	Governmental Conci	12/03/2024
Industry Specialist Report.pdf <span style="color: #004a7c; font-weight: bold;">Successfully Uploaded</span>	Facility Hardship & S	Industry Specialist R	12/03/2024
Photos of Health and Safety Issue.pdf <span style="color: #004a7c; font-weight: bold;">Successfully Uploaded</span>	Other	Other	12/03/2024
Excel Copy of FHP Cost Estimate, Form SAB 58-01.xls <span style="color: #004a7c; font-weight: bold;">Successfully Uploaded</span>	Facility Hardship & S	Facility Hardship Co:	12/03/2024
Editable Excel SDW.xlsx <span style="color: #004a7c; font-weight: bold;">Successfully Uploaded</span>	Facility Hardship & S	Facility Hardship Co:	12/03/2024

6 total

Please stay here until file upload(s) complete

Done

Upload Files

After the remaining documents have been uploaded, the user will close the upload file section by clicking "Done."

Next, the user will mark both checked boxes as completed and click the "Submit Paperless Application." Reminder: only a Superintendent or an authorized District Representative can submit the application.

SAB 50-04 Form

- Application Type
- Site Info
- Project Type
- Additional Grant Request
- Excessive Cost Hardship
- Alt. Dev Fee / Adj. Elig.
- Joint Use / Career Technical ...
- Project Progress
- Licensed Architect
- Licensed Design Consultant
- Certification
- Review
- Submit

## Submit

This State Allocation Board School Facility Program Application for Funding is being submitted electronically via OPSC Online.

- Requests may only be submitted by a School District Superintendent, Authorized School District Representative, Charter School Representative, or Joint Power Authority (JPA) Representative who is signed in to OPSC Online with their corresponding OPSC Online User ID. Submittal from these accounts is considered to be a unique electronic signature for purposes of Application for Funding submittals. A printed, wet-signature request does not need to be mailed 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.
- Once an applicant has upload a file, the file cannot be removed by the applicant.

I have uploaded all required documents required on the Application for Funding [OPSC Application Submittal Checklist](#).

[Upload file\(s\)](#) All uploaded files for this application are always available on the [Application Dashboard](#).

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

➔ Submit Paperless Application

[← Previous](#)

After submittal, the user will proceed to a confirmation page displaying the assigned application number for the project. The user may notate the application number and nickname from the main dashboard for future access. Additionally, the user can upload documents by clicking "Upload Remaining Files."

**Design Only FHP Rehab Eistein Middle** Submitted

58 / 67439 - 00 - 004

Application For Funding • Form SAB 50-04

Facility Hardship - Rehabilitation Facility Hardship • Design Only

Project Tracking Number: 67439 - 25 [Edit](#)

DSA Number:

Version Received Date: 08/07/2025

District: 67439 Sacramento City Unified • School/Site: Albert Einstein Middle

County Name: Sacramento County

SAB 50-04 Form

- Application Type
- Site Info
- Project Type
- Additional Grant Request
- Excessive Cost Hardship
- Alt. Dev Fee / Adj. Elig.
- Joint Use / Career Technical ...
- Project Progress
- Licensed Architect
- Licensed Design Consultant
- Certification
- Review
- Submit

## Submit

✔ This paperless application was successfully submitted to Office of Public School Construction (OPSC).

Your Application #: 58/67439-00-004

Submittal Date: 08/07/2025

**What's Next**

Please review this application's uploaded documents on the [Application Dashboard](#) to ensure all required application documents are uploaded and properly named. Required documents not uploaded within 7 working days after the submittal date 2025-08-07 10:23 AM will lead to the application being rejected.

The completed State Allocation Board form can be [downloaded here](#) at anytime but is no longer necessary to sign and mail in. A complete paperless submission is all Office of Public School Construction (OPSC) will need to begin processing your funding application.

**Application Options**

➔ Upload Remaining Files

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

Review Required Documents

Download Completed Form

Go To Application Dashboard

[← Previous](#)

## Creating an *Application for Funding*, Form SAB 50-04, for Rehabilitation Adjusted Full Grant Funding

If the district had previously received an advance design grant and would like to request the remaining funds, they must submit an updated Form SAB 50-04. The user should **not** create a new version of the existing Form SAB 50-04. Instead, the user should create a linked 50-04 from the original design-only application.

First, the user will need to locate the site and/or design phase application from the main dashboard. The user may utilize the search toolbar to find the application by application number, site name, or keyword.

The screenshot shows a search dashboard with the following search filters: District: 67439 - Sacramento City Unified; School/Site Name: Albert Einstein Middle; OPSC App #: 58/67439-00-004. A table lists applications with columns for Application Name, Project Type, Status, OPSC App #, School/Site, District, DSA Number, Project Tracking Number, OPSC Received, SAB Date, and Last Updated. The row for 'Design Only FHP Rehab Einstein Middle' is highlighted with a red box.

Application Name	Project Type	Status	OPSC App #	School/Site	District	DSA Number	Project Tracking Number	OPSC Received	SAB Date	Last Updated
57/67439-00-057	NOD	SAB Approved	57/67439-00-057	Albert Einstein Middle	Sacramento City Unified		67439-07	06/23/2004	12/06/2004	11/04/2004
57/67439-00-057	Adjusted Grant	Approved	57/67439-00-057	Albert Einstein Middle	Sacramento City Unified			02/05/2007		05/03/2013
57/67439-00-057	Exp Report	Approved	57/67439-00-057	Albert Einstein Middle	Sacramento City Unified			04/29/2013		05/03/2013
57/67439-00-057	Exp Report	Approved	57/67439-00-057	Albert Einstein Middle	Sacramento City Unified			10/18/2007		05/03/2013
Design Only FHP Rehab Einstein Middle	FHP Rehab - Design	SAB Approved	58/67439-00-004	Albert Einstein Middle	Sacramento City Unified		67439-25	06/07/2025	06/25/2025	06/07/2025

The user will next open the site and/or design-only application by clicking on the appropriate row. To create a linked 50-04, the user selects "Create Linked 50-04" on the left-hand navigation on the design application's application management page, as shown below.

The screenshot shows the application management page for 'Design Only FHP Rehab Einstein Middle'. The application is marked as 'SAB Approved'. A red box highlights the 'Create Linked 50-04' button in the left-hand navigation. Below the navigation is a 'Submitted Versions' table with one entry: Version 1, Status: SAB Approved, Version Received Date: 06/07/2025, Submitted By: Hannah Konooff, Updated: 06/07/2025.

Name	Status	Version Received Date	Submitted By	Updated	Options
Version 1	SAB Approved	06/07/2025	Hannah Konooff	06/07/2025	Options

Once selected, the application system will ask the user for the following information: (Please note, the first question that states "Select a linked application type" will auto-populate with "Funding Phase 50-04" as shown below)

- Does the district want to apply for Financial Hardship assistance?
- Select "Facility Hardship – Rehabilitation (Including Seismic Mitigation)" as the Funding Program Type from the list of options.
- Enter an application nickname. The nickname should include the funding phase of the application, site name, and program type (e.g., FHP or SMP Rehab Full Grant, Amended Full Grant).

Create Linked Application

Select a linked application type Funding Phase 50-04

Does the district want to apply for Financial Hardship assistance? Yes No

Select the type of funding application: Facility Hardship - Rehabilitation (including Seismic Mitigation)

Please enter application nickname Full Grant FHP Rehab Einstein Middle

Clear Create Linked App

Once all fields are completed, select "Create Linked App" to begin the application process.

The newly created draft application component will appear as a new tile on the left-hand side of the application's dashboard, located below the "FH Rehab – Design" tile.

50-04 County Name: Sacramento County

Create Linked 50-04

Design Only FHP Rehab Einstein Middle

State Allocation Board Approved

FH Rehab - Design

Full Grant FHP Rehab Einstein Middle

Draft

FH - Rehab

Submitted Versions Generate Funding Sheet Review Grants

Name	Status	Version Received Date	Submitted By	Updated	
Version 1	DR Approved	08/07/2025	Hannah Kornhoff	08/07/2025	Options

Drafts

No Drafts

The user will then select the new "FH – Rehab" tile to open the new linked application, and click anywhere in the area that says "Draft" to begin the application process.

50-04

Design Only FHP Rehab Einstein Middle

State Allocation Board Approved

FH Rehab - Design

Full Grant FHP Rehab Einstein Middle

Draft

FH - Rehab

Submitted Versions

No Submitted Versions

Drafts New Blank Draft

Name	Status	Created By	Last Edited By	Updated	
Draft 1	Draft	Hannah Kornhoff	Hannah Kornhoff	08/07/2025	Options

Unrelated Files Attachments Notes Serial Conditions

## Application Type

For full grant phase FHP or SMP Rehabilitation, the OPSC Online Form SAB 50-04 is comprised of fourteen sections (as listed on the navigation pane on the left-hand side of the screen). Once a section is successfully completed, the system will show a green checkmark next to the section name in the navigation pane. The user will first click on "Application Type" on the navigation pane to open the section.

The user will select the application type, either "Seismic Mitigation" or "Facility Hardship."

### Application Type

Select the application type Facility Hardship

Continue ➔

Click "Continue" to proceed.

## Site Information

The first question is “Does the District have current Financial Hardship Approval.” If the district is requesting Financial Hardship status, select “Yes” and then specify the type of Financial Hardship request from the list of options.

Next, the user will specify the type of site on which the project will be located from the list of available options (“Leased Site,” “New Site,” “Existing Site with Additional Acreage Acquired,” or “Existing Site with No Additional Acreage Acquired”).

The school site will be populated based on the site for the previous design phase application, but the user may select a different site from the drop-down list if necessary.

Finally, enter the available existing school site information from the California Department of Education (CDE) plan approval letter in the fields as shown in the following example:

## SAB 50-04 Form

✔ Application Type

● Site Info

● Project Type

● Additional Grant Request

● Excessive Cost Hardship

● Alt. Dev Fee / Adj. Elig.

● Joint Use / Career Technical ...

● Project Progress

✔ Local Funding Adjustment D ...

● Licensed Architect

● Licensed Design Consultant

● Certification

! Review

● Submit

## Site Info

Does the District have current Financial Hardship Approval?

Yes No

Type of Financial Hardship Request

Submittal pending OPSC approv ▼

Project to be located on ⓘ

Existing Site without Additional ▼

Select the appropriate school or site for this application ⓘ

Albert Einstein Middle ▼

### Site Detail

School/Site Name:	Albert Einstein Middle
CDS (county-district-school) Code:	6059273
Grade Level:	
Street Address:	9325 MIRANDY DR.
City:	SACRAMENTO
State:	CA
Zip Code:	95826

California Department of Education (CDE) Site Approval Date ⓘ

MM/DD/YYYY

You can add up to 5 Date(s)

California Department of Education (CDE) Plan Approval Date ⓘ

08/07/2025 ✕

MM/DD/YYYY

You can add up to 5 Date(s)

California Department of Education (CDE) Gross Approved Acres ⓘ

Gross Number of Purchased Acres ⓘ

Master Plan Acreage site Size (Useable) ⓘ

Recommended Site Size ⓘ

12.00

Existing Acres (Useable) ⓘ

10.00

Proposed Acres (Useable) ⓘ

Total number of classroom(s) on the Division of State Architect (DSA) Approved plans

← Previous

Continue →

## Site Info

Does the District have current Financial Hardship Approval?

Yes No

Type of Financial Hardship Request

Submittal pending OPSC approval

Project to be located on

Existing Site without Additional

Select the appropriate school or site for this application

Albert Einstein Middle

### Site Detail

School/Site Name: Albert Einstein Middle  
CDS (county-district-school) Code: 6059273  
Grade Level:  
Street Address: 9325 MIRANDY DR.  
City: SACRAMENTO  
State: CA  
Zip Code: 95826

California Department of Education (CDE) Site Approval Date

MM/DD/YYYY

You can add up to 5 Date(s)

California Department of Education (CDE) Plan Approval Date

08/07/2025

MM/DD/YYYY

You can add up to 5 Date(s)

California Department of Education (CDE) Gross Approved Acres

Gross Number of Purchased Acres

Master Plan Acreage site Size (Useable)

Recommended Site Size

12.00

Existing Acres (Useable)

10.00

Proposed Acres (Useable)

Total number of classroom(s) on the Division of State Architect (DSA) Approved plans

← Previous

Continue →

Click "Continue" to proceed.

## Project Type

The Project Type is the second section of the Form SAB 50-04. In this section, select the requested project type (Elementary, Middle, or High School). For FHP or SMP Rehabilitation projects, leave the Pupil Grants Requested fields blank.

Then, the user must answer the following questions:

- Did the District use an Alternative Enrollment Projection to determine eligibility for the application? (The answer should always be “No” for FHP or SMP applications.)
- Is this a 6-8 school? Select no if the school site serves K-8 grades or 7-12 Grades; yes, if the site serves grades 6-8 only. The district will then be required to note the number of K-6 pupils reported above that are 6<sup>th</sup> graders, which will always be zero for FHP or SMP Rehabilitation projects.
- Is this an Alternative Education School?

**Project Type**

Select project type ? Middle School

**Pupil Grants Requested** ?

K-6

7-8

9-12

Non-Severe

Severe

Did the District use an Alternative Enrollment Projection to determine eligibility for the application? ?  Yes  No

Is this a 6-8 school? ?  Yes  No

Is this an Alternative Education School? ?  Yes  No

← Previous Continue →

Click "Continue" to proceed.

## Additional Grant Request

In the Additional Grant Request section for an FHP or SMP rehabilitation application, the user will answer "No" for "Does the project include construction of Therapy area to serve severe SDC pupils, as rehabilitation applications are not eligible for additional grants for this. Districts with annual enrollment of 2,500 pupil or less are able to request a project assistance grant at this phase. The "Total number of classrooms on the Division of the State Architect (DSA) Approved plans," does not apply for rehabilitation applications; therefore, the user must leave this blank.

The user must enter 60% of the total Facility Hardship Rehabilitation Costs from the Facility Hardship Cost Estimate Form SAB 58-01 as shown below:

**Additional Grant Request**

Does project include construction of Therapy area to serve severe SDC pupils ?  Yes  No

Total number of classroom(s) on the Division of State Architect (DSA) Approved plans

Is the current district enrollment 2,500 pupils or less? ?  Yes  No

Will you be requesting Project Assistance  Yes  No

Seismic Rehabilitation  Yes  No

Enter 60% of the total Facility Hardship Rehabilitation Costs from the Facility Hardship Cost Estimate Form SAB 58-01 (Section 1859.82.1(c))

[← Previous](#) [Continue →](#)

Click "Continue" to proceed.

## Excessive Cost Hardship

At the full grant phase, districts with a site in a qualifying location are able to request an Excessive Cost Hardship grant for Geographic Percent Factor pursuant to Section 1859.167.3(a). If the district clicks "Yes," a percentage, which can be located via the "Geographical Percent Factor" link, must be entered as shown below:

## Excessive Cost Hardship

Is the District requesting Geographic Percent Factor increase  
See [Geographical Percent Factor](#) list by county

Yes

No

Enter the Percent Factor

5 %



Previous

Continue



Click "Continue" to proceed.

## Alternative Developer Fee/Adjust Eligibility

In the Alternative Developer section, if the district is collecting alternative developer fees, the user will enter the amount being collected. If not applicable, this field may be left blank.

Next, the district will click "Yes" or "No" if any classrooms were added or replaced by the district in locally funded projects outside of SFP funding. If the user selects "Yes," indicate the number of classrooms by grade level under the "Additional" or "Replacement" columns.

Lastly, the district will click "Yes" if there is a pending reorganization that will result in a loss of eligibility for this project. Because FHP and SMP applications are not based on eligibility, the answer should always be "No."

**Excessive Cost Hardship**

Is the District requesting Geographic Percent Factor increase? [See Geographical Percent Factor list by county](#)

Yes No

Enter the Percent Factor

5 %

← Previous Continue →

Click "Continue" to proceed.

## Joint Use/Career Technical Education (CTE)

In the Joint Use/CTE section, the user will indicate if:

- The facilities will be for joint use with other governmental agencies.
- The project is located on a leased site.
- The project has classrooms requesting funding for Career Technical Education Facilities Program (CTEFP) grants. If applicable, click "Yes," then enter the number of CTEFP-specific classrooms in the project.

### Joint Use / Career Technical Education (CTE)

---

#### Joint-Use Facility/Leased Property ?

Joint-Use Facility	Yes	No
Leased Property	Yes	No

#### Career Technical Education Funds Request ?

Will CTE Funds be requested for classroom(s) included in the plans and specifications for this project

Yes No

← Previous Continue →

Click "Continue" to proceed.

## Project Progress

In this section, the district will indicate if construction contracts have been awarded for the project.

Click "Yes" if the district has awarded construction contracts.

### Project Progress

---

Has the District awarded construction contracts for this project ?

Yes No

Enter the date(s) of the construction contract(s) awarded for this project Add/Edit Contracts

Show 5 entries Type to filter the name column...

Contractor Name	Contract Type	Amount	Award	Prevailing Wage	Notice to Proceed	Const. Del. Method
0 total						

Note: Prevailing Wage only applies to contracts with an Award Date between 1/1/2012 and 6/19/2014

← Previous Continue →

55.72 Then, the user will click "Add/Edit Contacts" to enter all known fields, such as the contract names, contract types, contract amounts, contract date, notice to proceed (NTP) date, construction delivery method, and related DSA Application number(s). The user may leave the

NTP field blank if the district has not yet issued an NTP. The user can add as many contracts as applicable for the project by selecting "Add Contract."

### Add/Edit Contract

✕

## Add New Contract

Contractor Name

Contract Award Date

Contract Type

Contract Amount

Notice to Proceed Issued Date

Construction Delivery Method

Related DSA Application Numbers

Press the Enter key to save  
You can add up to 5 Values(s)

---

## Added Contracts

Show  entries

Contractor Name	Contract Type	Amount	Award	Prevailing Wage
0 total				

After the last contract has been entered, the user may close the "Add/Edit Contract" section by clicking the "x" in the upper right corner. Then, the user will return to the "Project Progress" section, and the user can review the contract(s) entries to ensure they are accurately reported for the application.

SAB 50-04 Form

- ✓ Application Type
- ✓ Site Info
- ✓ Project Type
- ✓ Additional Grant Request
- ✓ Excessive Cost Hardship
- ✓ Alt. Dev Fee / Adj. Elig.
- ✓ Joint Use / Career Technical ...
- Project Progress**
- ✓ Local Funding Adjustment D ...
- Licensed Architect
- Licensed Design Consultant
- Certification
- ! Review
- Submit

### Project Progress

Has the District awarded construction contracts for this project  Yes  No

Enter the date(s) of the construction contract(s) awarded for this project [Add/Edit Contracts](#)

Show  entries

Contractor Name	Contract Type	Amount	Award	Prevailing Wage	Notice to Proceed	Const. Del. Method
XYZ Construction	General Construction	\$1,500,000.00	08/08/2025		08/10/2025	Design Build

1 total

Note: Prevailing Wage only applies to contracts with an Award Date between 1/1/2012 and 6/19/2014

[← Previous](#) [Continue →](#)

Click "Continue" to proceed.

## Local Funding Adjustment Determination

The Local Funding Adjustment Determination section collects the information required to calculate the Local Funding Adjustment Grant, including the District's assessed valuation, gross bonding capacity, unduplicated pupil percentage, and current school enrollment, and asks whether or not the district has entered into a Project Labor Agreement, as shown below:

## Local Funding Adjustment Determination

For applications submitting on or after October 31, 2024, enter the following information for determining the points used to compute the school district's required matching share from local funds applied pursuant to Education Code Section 17072.30 and 17074.16. Any information not provided will result in no additional points assigned beyond the minimum specified in subdivisions (a) through (d) of Education Code Section 17070.59. Applications submitted on or before October 30, 2024 may skip this section. ?

District's total assessed valuation: ?

\$ 1,725,954,804

District's gross bonding capacity, rounded to the nearest whole dollar: ?

\$ 21,574,435

District's unduplicated pupil percentage: ?

55.72 %

District's current school enrollment as a numerical entry: ?

2,433

Has the district entered into a Project Labor Agreement? ?

Yes

No



Previous

Continue

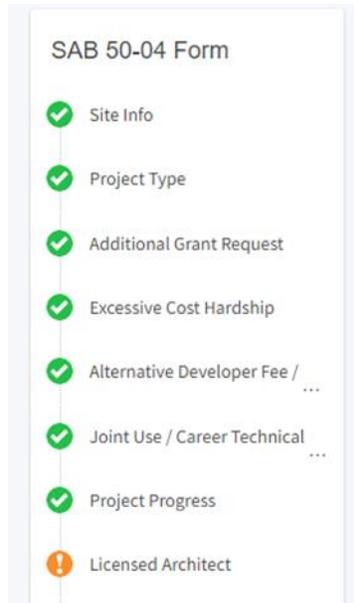


Click "Continue" to proceed.

### Licensed Architect

Once the user has entered the necessary information for their funding application, they will request the District's Licensed Architect to review the draft funding application and complete the required certification in this section.

*Please note that until this section is certified by the Licensed Architect, the left-hand navigation pane will display an orange exclamation point, as shown in the screenshot below.*



The Licensed Architect must log in to enter the DSA approval date and application number to certify that the plans and specifications (P&S) meet the requirements of Title 24. Please note other users may enter the architect's full name and date. However, only the architect may click the blue "Certify" button to sign the required certification electronically, as shown in the screenshot below.

## Licensed Architect

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

- The Plans and Specifications 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 Plans and Specifications (P&S) were submitted in hard copy to 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):
 

  
  
You can add up to 5 Date(s)
- Related Division of State Architect (DSA) Application Number:
 

  
  
 Press the Enter  key to save  
You can add up to 5 Values(s)
- If the request is for a Modernization or Charter School Facilities Program Rehabilitation Grant, the Plans and Specifications include the demolition of more classrooms than those to be constructed in the project, the classroom difference is:
- If the request is for a Modernization or Charter School Facilities Program Rehabilitation Grant, the Plans and Specifications include the construction of more classrooms than those to be demolished in the project, the classroom difference is:

I certify the information listed above is correct.  
 The architect on record for this project is no longer available for certification

Architect Name

Date

Click "Continue" to proceed.

*Please note that the user may continue to fill out the other sections of the application, but the application may not be submitted until the architect has reviewed and certified this section, as shown below:*

## SAB 50-04 Form

- ✓ Application Type
- ✓ Site Info
- ✓ Project Type
- ✓ Additional Grant Request
- ✓ Excessive Cost Hardship
- ✓ Alt. Dev Fee / Adj. Elig.
- ✓ Joint Use / Career Technical ...
- ✓ Project Progress
- ✓ Local Funding Adjustment D ...
- Licensed Architect**
- ! Licensed Design Consultant
- Certification
- Review
- Submit

## Licensed Architect

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

- The Plans and Specifications 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 Plans and Specifications (P&S) were submitted in hard copy to 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):  
  
  
You can add up to 5 Date(s)
- Related Division of State Architect (DSA) Application Number:  
  
Press the Enter ⌘ key to save  
You can add up to 5 Values(s)
- If the request is for a Modernization or Charter School Facilities Program Rehabilitation Grant, the Plans and Specifications include the demolition of more classrooms than those to be constructed in the project, the classroom difference is:
- If the request is for a Modernization or Charter School Facilities Program Rehabilitation Grant, the Plans and Specifications include the construction of more classrooms than those to be demolished in the project, the classroom difference is:



I certify the information listed above is correct.



The architect on record for this project is no longer available for certification

Architect Name

Angela Architect

Date

08/01/2025

Certified ✓

Margab Konnoff - Aug 7, 2025

← Previous

Continue →

## Licensed Architect

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

- The Plans and Specifications 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 Plans and Specifications (P&S) were submitted in hard copy to 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):
 

08/01/2025

MM/DD/YYYY

You can add up to 5 Date(s)
- Related Division of State Architect (DSA) Application Number:
 

01-111111 X

+ DSA App #

Press the Enter ⏎ key to save  
You can add up to 5 Values(s)
- If the request is for a Modernization or Charter School Facilities Program Rehabilitation Grant, the Plans and Specifications include the demolition of more classrooms than those to be constructed in the project, the classroom difference is:
- If the request is for a Modernization or Charter School Facilities Program Rehabilitation Grant, the Plans and Specifications include the construction of more classrooms than those to be demolished in the project, the classroom difference is:

I certify the information listed above is correct.  
 The architect on record for this project is no longer available for certification

Architect Name Angela Architect

Date 08/01/2025

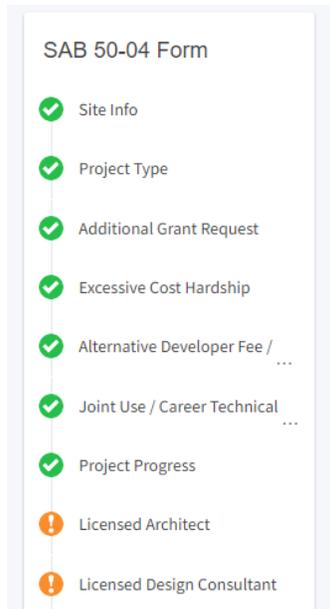
Certified ✓

← Previous
Continue →

## Licensed Design Consultant

Similar to the "Licensed Architect" section, the District's licensed Design Consultant will review the draft funding application and complete the required certification.

*Please note that until this section is certified by the Licensed Design Consultant, the left-hand navigation will display an orange exclamation point, as shown in the screenshot below.*



The Licensed Design Consultant must log in to certify that the P&S meet the requirements of Title 24. Please note that other users may enter the architect's full name and date. However, only the licensed design consultant may click the blue "Certify" button to sign the required certification electronically, as shown in the screenshot below:

## Licensed Design Consultant

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

- If the request is for a New Construction Grant, not including the Overcrowding Relief Grant (ORG) , I have developed a cost estimate of the proposed project which indicates that the estimated construction cost of the work in the Plans and Specifications (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 district's matching share, less site acquisition costs and the High Performance Base Incentive Grant. This cost estimate does not include site acquisition, planning, tests, inspection, or furniture and equipment and is available at the district for review by the OPSC.
- If the request is for a Modernization or Charter School Facilities Program Rehabilitation Grant, I have developed a cost estimate of the proposed project which indicates that the estimated construction cost of the work in the Plans and Specifications (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 district's matching share, less the High Performance Base Incentive Grant. This cost estimate does not include planning, tests, inspection or furniture and equipment and is available at the district for review by the OPSC.

I certify the information listed above is correct 

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

Design Consultant / Architect Signature Date 

08/01/2025

Design Consultant / Architect Name 

Angela Architect

Certify



Previous

Continue



Click "Continue" to proceed.

*Please note that the user may continue to fill out the other sections of the application but the application may not be submitted until the before the licensed design consultant has reviewed and certified this section, as shown below:*

## Licensed Design Consultant

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

- If the request is for a New Construction Grant, not including the Overcrowding Relief Grant (ORG) , I have developed a cost estimate of the proposed project which indicates that the estimated construction cost of the work in the Plans and Specifications (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 district's matching share, less site acquisition costs and the High Performance Base Incentive Grant. This cost estimate does not include site acquisition, planning, tests, inspection, or furniture and equipment and is available at the district for review by the OPSC.
- If the request is for a Modernization or Charter School Facilities Program Rehabilitation Grant, I have developed a cost estimate of the proposed project which indicates that the estimated construction cost of the work in the Plans and Specifications (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 district's matching share, less the High Performance Base Incentive Grant. This cost estimate does not include planning, tests, inspection or furniture and equipment and is available at the district for review by the OPSC.



I certify the information listed above is correct 



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

Design Consultant / Architect Signature Date 

08/01/2025

Design Consultant / Architect Name 

Angela Architect

Certified 

Hannah Kennel - Aug 8, 2025



Previous

Continue 

## Certification

Only the Superintendent or an authorized District Representative may complete the certification section. The user must ensure they have only entered the information that applies to the specific project.

The user must enter the date that the district's governing board or the designee of the Superintendent of Public Instruction adopted a resolution supporting the application.

## Certification

I certify, as the District Representative, that the information reported on this form, with the exception of items 22 and 23, is true and correct and that:

- I am an authorized representative of the district as authorized by the governing board of the district; and,
- A resolution or other appropriate documentation supporting this application under Chapter 12.5, Part 10, Division 1, commencing with Section 17070.10, et. seq., of the Education Code was adopted by the school district's governing board or the designee of the Superintendent of Public Instruction on,

08/26/2024

Next, then review the entire Certification section using the scroll bar and enter all applicable fields.

Once the user has completed reviewing and entering all of the required fields, the user may click "Yes" to agree to the terms of the certification and enter district representative information including the phone number, full name, and signature date.

**SAB 50-04 Form**

- ✓ Application Type
- ✓ Site Info
- ✓ Project Type
- ✓ Additional Grant Request
- ✓ Excessive Cost Hardship
- ✓ Alt. Dev Fee / Adj. Elig.
- ✓ Joint Use / Career Technical ...
- ✓ Project Progress
- ✓ Local Funding Adjustment D ...
- ✓ Licensed Architect
- ✓ Licensed Design Consultant
- Certification**
- Review
- Submit

### Certification

I certify, as the District Representative, that the information reported on this form, with the exception of items 22 and 23, is true and correct and that:

modernization project that promote the efficient use of energy and water, maximum use of natural light and indoor air quality, the use of recycled materials and materials that emit a minimum of toxic substances, the use of acoustics conducive to teaching and learning, and the other characteristics of high performance schools; and,

- If the district is requesting an additional grant for high performance incentive funding, the school district governing board must have a resolution on file that demonstrates support for the high performance incentive grant request and the intent to incorporate high performance features in future facilities projects; and,
- If this application is submitted when there is Insufficient Bond Authority, the district has adopted a school board resolution pursuant to Section 1859.95.1; and,
- The district will comply with all laws pertaining to the construction or modernization of its school building.

I verify, I have read and agree to the above terms and certification information

Yes No

Date: 08/07/2025

District Representative / Superintendent Phone Number: (111) 222-3333

Phone Extension (optional):

District Representative / Superintendent Name: District Representative

Previous Continue

Click "Continue" to proceed.

## Review

After completing the certification section, the user will review all previous sections and make any final edits. Any incomplete sections will be flagged with an orange exclamation point, and the missing required fields will display with red text as **(required)**. Please see the example below (please note that this example is from a different application):

Field Name	Value / Error
Is the district requesting the 2% grant?	Yes
50 percent Actual Cost	(required)
50 percent Appraised Value	\$504,000.00
50 percent Relocation Cost	\$0.00
2 percent (min. \$25,000)	\$25,000.00
50 percent Department of Toxic Substances Control (DTSC) Fee	\$0.00
50 percent hazardous waste	\$0.00
Response Action (RA)	No
Site Development	

**Options**

- Upload file(s) for this application
- View Grants Calculator
- Preview Form SAB 50-04
- Manage Entire Application

## Submit and Upload Documents

Next, the user will continue to the submit page. The district will complete the final certification and upload any remaining supporting documents in this section. The user may click the blue "Upload file(s)" button to upload any remaining supporting files for this application.

The screenshot shows the 'Submit' page for the State Allocation Board School Facility Program Application. It includes a title 'Submit', a sub-header, and a paragraph stating the application is being submitted electronically via OPSC Online. Below this are three bullet points detailing submission rules: requests must be signed by authorized personnel, submittal is considered an electronic signature, and districts can upload new files at any time. There are two checkboxes with associated text. The first checkbox is unchecked, and next to it is a blue button labeled 'Upload file(s)' which is highlighted with a red box. The second checkbox is also unchecked. At the bottom of the main content area is a green button labeled 'Submit Paperless Application'. Below the main content area is a 'Previous' button with a left-pointing arrow.

In addition to the buttons on the "Submit" screen and confirmation page, the OPSC Online Form SAB 50-04 allows the user to upload documents at any point in the application process.

As the user is entering the information for the Form SAB 50-04, there is an "Upload file(s) for this application" link to upload files in the "Options" box that shows to the right of each section throughout the form.

The screenshot shows the 'Review' page for the SAB 50-04 Form. On the left is a vertical navigation menu with steps: Application Type (checked), Site Info, Project Type, Additional Grant Request, and Excessive Cost Hardship. The main content area is titled 'Review' and shows 'Application Type' as the current step. Below this is a form with a label 'Select the application type' and a 'Facility Hardship' field. An 'Edit Page' button is at the bottom. On the right is an 'Options' box containing four links: 'Upload file(s) for this application' (highlighted with a red box), 'View Grants Calculator', 'Preview Form SAB 50-04', and 'Manage Entire Application'.

The user can also find an "Upload File" button on the application management page.

Submitted Versions

Name	Status	Version Received Date	Submitted By	Updated	
Version 1	Submitted	12/06/2024	District Representative TestUser	12/06/2024	Options

Drafts New Blank Draft

No Drafts

Uploaded Files Upload File

No Files

From any of these locations, when you click on the link or the button, an “Upload Files” menu will open that will allow you to either browse or to drag and drop files in to the box. The user will then select one of eighteen listed document types for each file, and one of the listed description types associated with the selected document type.

### Upload Files ✕

Browse files

File Name	Document Type	Description	Created
Industry Specialist Report.pdf <span style="color: red; font-size: small;">Remove</span>	▼	▼	10/25/2024

1 total

Please stay here until file upload(s) complete
Cancel Upload Files

Once a document has been uploaded, the text **Successfully Uploaded** will display underneath the document file name.

Upload Files
✕

Browse files

File Name ↕	Document Type ↕	Description ↕	Uploaded Date ↕
CDE Site Approval Letter.pdf <span style="color: #e67e22;">Successfully Uploaded</span>	California Departme ▼	Final Site Approval L ▼	12/06/2024
CDE Contingent Site Approval Letter.pdf <span style="color: #e67e22;">Successfully Uploaded</span>	California Departme ▼	Contingent Site Appi ▼	12/06/2024
CDE Plan Approval Letter.pdf <span style="color: #e67e22;">Successfully Uploaded</span>	California Departme ▼	Final Plan Approval I ▼	12/06/2024
CTE Letter.pdf <span style="color: #e67e22;">Successfully Uploaded</span>	CTE Compliance (EC ▼	CTE Compliance Letl ▼	12/06/2024
DSA Plan Approval Letter.pdf <span style="color: #e67e22;">Successfully Uploaded</span>	Division of the State ▼	DSA Plan Approval L ▼	12/06/2024
Site Diagram Noting Affected Building(s).pdf <span style="color: #e67e22;">Successfully Uploaded</span>	Facility Hardship & S ▼	Site Maps ▼	12/06/2024

6 total

Please stay here until file upload(s) complete

Done
Upload Files

After all required documents have been uploaded, the user will close the upload file section by clicking "Done."

Next, the user will mark both checked boxes as completed and click the "Submit Paperless Application." Reminder, only a Superintendent or an authorized District Representative can submit the application.

SAB 50-04 Form

- Application Type
- Site Info
- Project Type
- Additional Grant Request
- Excessive Cost Hardship
- Alt. Dev Fee / Adj. Elig.
- Joint Use / Career Technical ...
- Project Progress
- Licensed Architect
- Licensed Design Consultant
- Certification
- Review
- Submit

## Submit

This State Allocation Board School Facility Program Application for Funding is being submitted electronically via OPSC Online.

- Requests may only be submitted by a School District Superintendent, Authorized School District Representative, Charter School Representative, or Joint Power Authority (JPA) Representative who is signed in to OPSC Online with their corresponding OPSC Online User ID. Submittal from these accounts is considered to be a unique electronic signature for purposes of Application for Funding submittals. A printed, wet-signature request does not need to be mailed 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.
- Once an applicant has upload a file, the file cannot be removed by the applicant.

I have uploaded all required documents required on the Application for Funding [OPSC Application Submittal Checklist](#).

Upload file(s) All uploaded files for this application are always available on the [Application Dashboard](#).

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

Submit Paperless Application

← Previous

After submittal, the user will proceed to a confirmation page displaying the assigned application number for the project. The user may note the application number and nickname from the main dashboard for future access. Additionally, the user can upload documents by clicking "Upload Remaining Files."

**Full Grant FHP Rehab Eistein Middle** Submitted

58 / 67439 - 00 - 004

Application For Funding • Form SAB 50-04 • Facility Hardship • Rehabilitation Facility Hardship • Full Grant

Project Tracking Number: 67439 - 25 [Edit](#)

DSA Number:

Version Received Date: 08/07/2025

District: 67439 Sacramento City Unified • School/Site: Albert Einstein Middle

County Name: Sacramento County

SAB 50-04 Form

- Application Type
- Site Info
- Project Type
- Additional Grant Request
- Excessive Cost Hardship
- Alt. Dev Fee / Adj. Elig.
- Joint Use / Career Technical ...
- Project Progress
- Local Funding Adjustment D ...
- Licensed Architect
- Licensed Design Consultant
- Certification
- Review
- Submit

## Submit

This paperless application was successfully submitted to Office of Public School Construction (OPSC).

Your Application #: 58/67439-00-004

Submittal Date: 08/07/2025

**What's Next**

Please review this application's uploaded documents on the [Application Dashboard](#) to ensure all required application documents are uploaded and properly named. Required documents not uploaded within 7 working days after the submittal date 2025-08-07 06:03 PM will lead to the application being rejected.

The completed State Allocation Board form can be [downloaded here](#) at anytime but is no longer necessary to sign and mail in. A complete paperless submission is all Office of Public School Construction (OPSC) will need to begin processing your funding application.

**Application Options**

Upload Remaining Files

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

Review Required Documents

Download Completed Form

Go To Application Dashboard

← Previous



# OPSC ONLINE USER GUIDE



## Section 9. Financial Hardship

## Financial Hardship

When a School District (District) or County Office of Education (COE) submits an Application for Funding, they have the option to check a box on the application to request funding for a Financial Hardship (FH). The purpose of a Financial Hardship review is first to determine if a District or COE is eligible for Financial Hardship, and second to determine how much funds are available for the District or COE's matching share, if any. If the District or COE does not have enough funds for their matching share of a project, the District or COE receives Financial Hardship in an amount to make the District or COE's share whole (District or COE's required share minus available funds).

For example, if the project total cost is \$1 million and the District or COE's matching share is \$500,000, but the District or COE only has \$200,000 available for their matching share, the District or COE would receive \$300,000 in Financial Hardship funding ( $\$500,000 - \$200,000 = \$300,000$ ).

When a District or COE requests Financial Hardship on an Application for Funding, the Office of Public School Construction (OPSC) will request a package of documents from the District or COE so that a review for Financial Hardship can be completed concurrently with the review of the Application for Funding. Any authorized user representing the school district may complete the Financial Hardship package and upload documents in OPSC Online; however, only the Authorized Superintendent and District Representatives may submit a Financial Hardship package through OPSC Online.

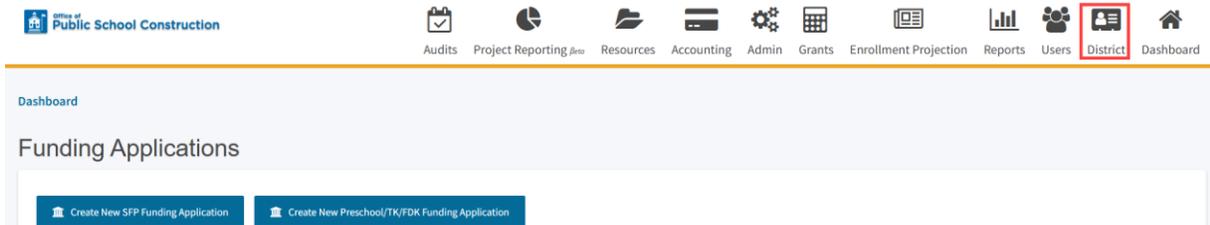
The District or COE must have received a request from OPSC for a Financial Hardship package before submitting one in *OPSC Online*. The Financial Hardship Package the District or COE will submit through *OPSC Online* consists of:

- Phase I FH Checklist
- Phase II FH Checklist
- Project Worksheet for each project
- Fund Worksheet for each Capital Facility Fund the District or COE has
- Supporting documents called for in the Phase I and II FH Checklists
- For a Re-Review, the District or COE provides an Unfunded Review FH Checklist and supporting documents

## Submitting a Financial Hardship Package in *OPSC Online*

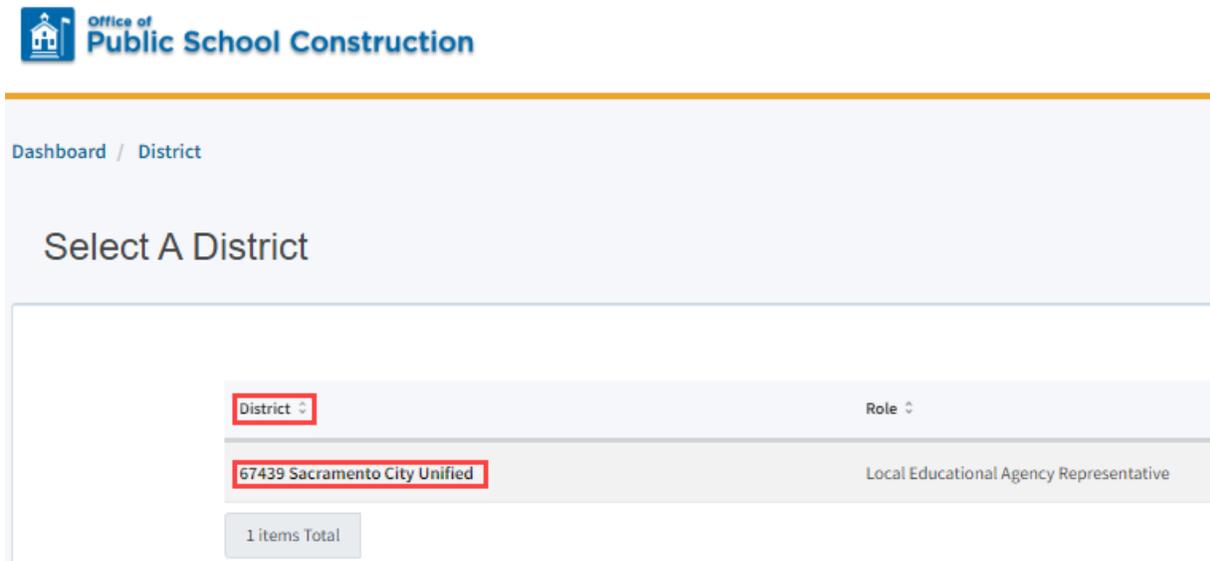
Authorized users may submit a Financial Hardship (FH) package through *OPSC Online* when FH documents are requested by the OPSC. To begin submitting a new Financial Hardship Package, log onto OPSC Online and then (1) click on the *District Tile*.

*Dashboard Funding Application Screen:*



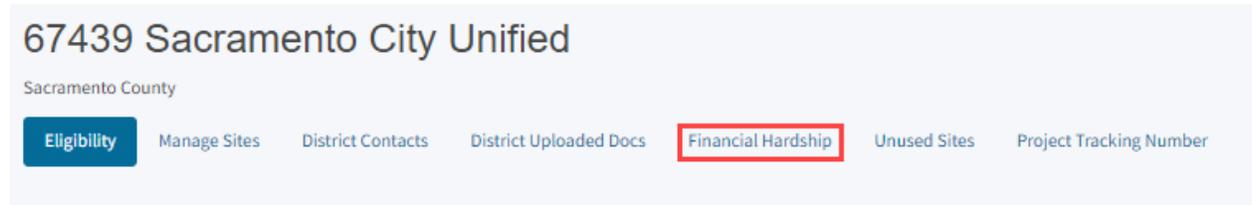
From the District screen, start typing the District name then click on the District's name when it appears.

*District Selection Screen:*



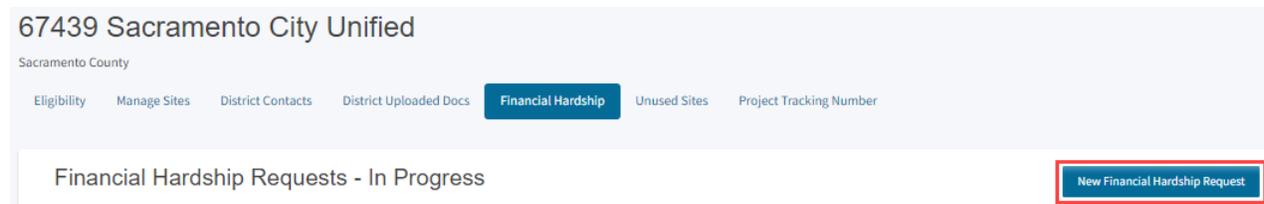
Click on the “Financial Hardship” tab.

*District Screen:*



Click on “New Financial Hardship Request”.

*Financial Hardship Screen:*

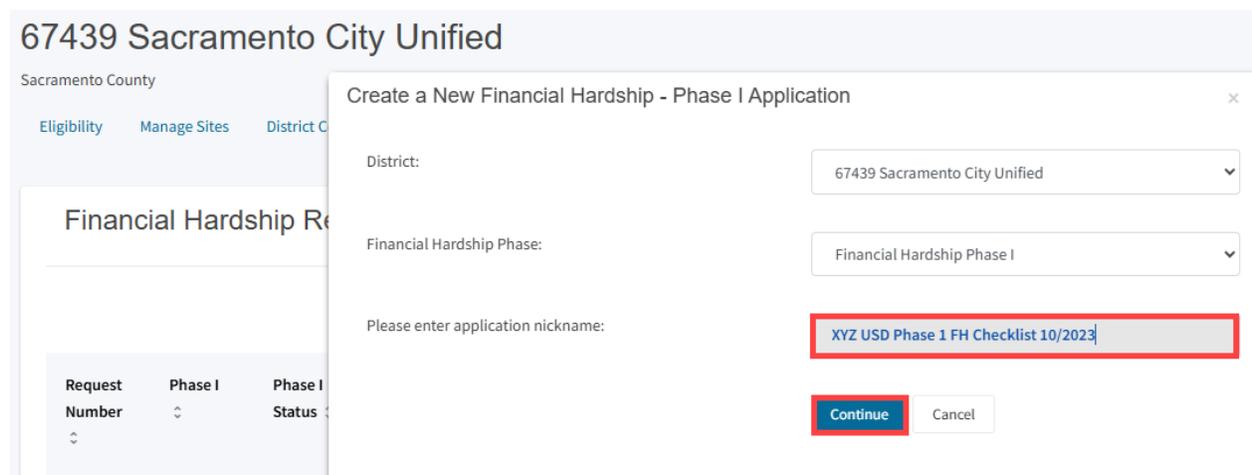


Submitting a Financial Hardship Phase 1 Checklist

A pop-up window will appear that has three fields: 1. District; 2. Financial Hardship Phase; 3. Application Nickname. Enter in an application nickname and click “Continue”.

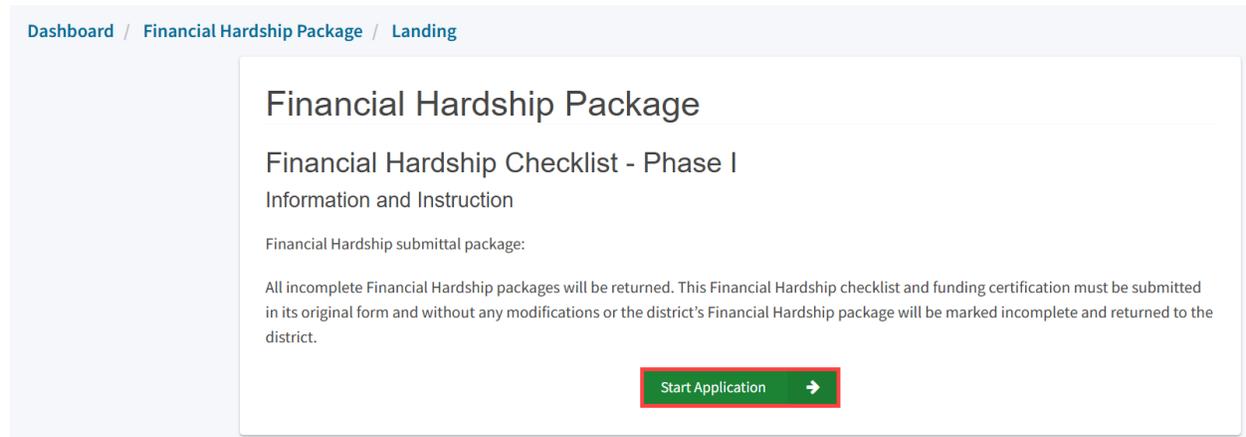
For example: “XYZ USD Phase 1 FH Checklist 10/2023”

*Financial Hardship Phase 1 Screen:*



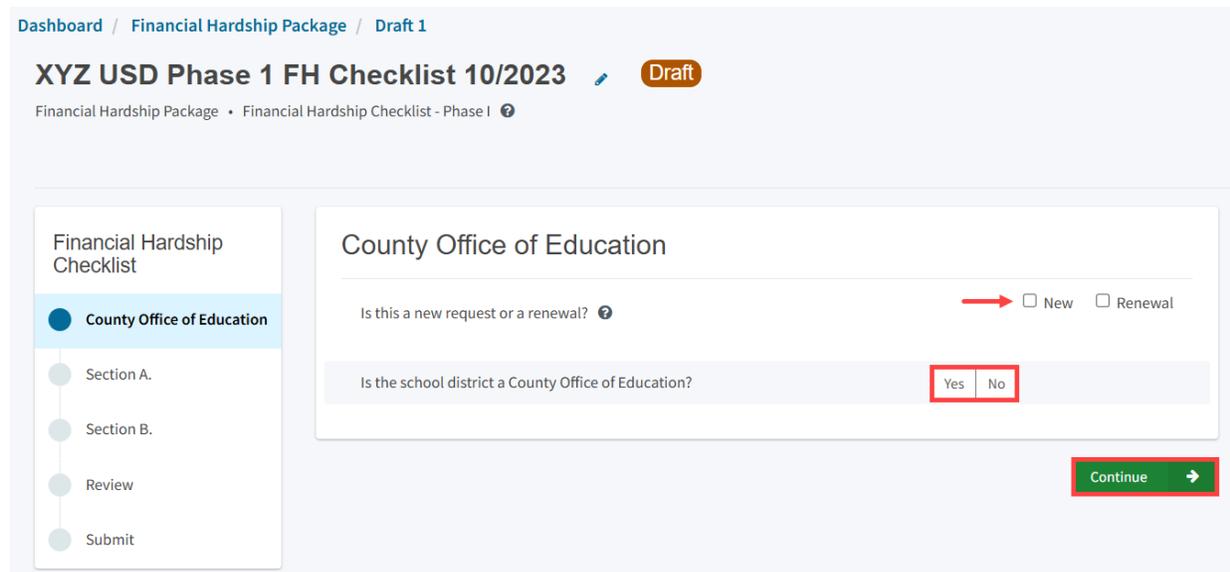
Click on “Start Application” from the Financial Hardship Package – Phase 1 Checklist Landing page.

*Financial Hardship Package Landing Screen:*



Check the box to indicate if this is a “New” Financial Hardship request or a “Renewal”. Click Yes or No to indicate if it is a County Office of Education. When finished click “Continue” to move to the next screen.

*Financial Hardship Phase 1 Checklist:*



Clicking on a question mark icon next to a question will pull up a pop-up box with additional information related to that question. Click “Continue” when done.

## Financial Hardship Phase 1 Checklist Wizard:

**XYZ USD Phase 1 FH Checklist 10/2023** Draft

Financial Hardship Package • Financial Hardship Checklist - Phase I

DSA Number:  
District: 67439 Sacramento City Unified  
County Name: Sacramento County

Financial Hardship Checklist

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

### County Office of Education

Is this a new request or a renewal?  New  Renewal

Is the school district a County Office of Education?

**?**

A Financial Hardship review is considered a renewal when the Financial Hardship request occurs within three years of the district's last Financial Hardship adjusted grant apportionment.

If it is a County Office of Education (COE), the system will automatically complete Sections A and B. Scroll down to the bottom of Section A and Click “Continue”. Then scroll down to the bottom of Section B and click “Continue”. This will take the COE to the Review section.

## Financial Hardship Phase 1 Checklist:

**XYZ USD Phase 1 FH Checklist 10/2023** Draft

Financial Hardship Package • Financial Hardship Checklist - Phase I

Financial Hardship Checklist

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

### Section A.

Section A.

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

2. 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.

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

4. If the district is sharing developer fees with other school districts: has a copy of the agreement been submitted with the financial hardship package? If a copy of the agreement will be uploaded with this application, select "Yes".  Yes  No  N/A

5. If the district is not levying the maximum developer fees, does the district have a current (dated within 2 years of the financial hardship request) developer fee justification study showing a lesser amount to be collected? Is this justification study included in the financial hardship submittal?  Yes  No  N/A

District answers each question in Section A of the Financial Hardship Phase 1 Checklist to demonstrate they are levying the maximum developer fees justified by law. When complete click "Continue" to move to Section B.

*Financial Hardship Phase 1 Checklist:*

**XYZ USD Phase 1 FH Checklist 10/2023**  **Draft**

Financial Hardship Package • Financial Hardship Checklist - Phase I 

Financial Hardship Checklist

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

### Section A.

Section A.

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

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

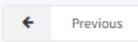
If yes, it must also show evidence of the appropriate level of developer fees assessed (i.e. Level I, Level II, or alternate fee determined by current needs analysis study). The district must have a current (dated within one year of the Financial Hardship request) Needs Analysis to justify its Level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

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

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

4. If the district is sharing developer fees with other school districts: has a copy of the agreement been submitted with the financial hardship package? If a copy of the agreement will be uploaded with this application, select "Yes".  Yes  No  N/A

5. If the district is not levying the maximum developer fees, does the district have a current (dated within 2 years of the financial hardship request) developer fee justification study showing a lesser amount to be collected? Is this justification study included in the financial hardship submittal?  Yes  No  N/A

Financial Hardship Phase 1 Checklist\* – Phase 1 continued: If the District is renewing their Financial Hardship status for new construction, they must show evidence of the appropriate level of developer fees assessed. Meaning they should be charging Level II developer fees or has documentation to demonstrate why they cannot levy Level II fees.

*Financial Hardship Phase 1 Checklist:*

**XYZ USD Phase 1 FH Checklist 10/2023** Draft

Financial Hardship Package • Financial Hardship Checklist - Phase I

DSA Number:  
District: 67439 Sacramento City Unified  
County Name: Sacramento County

Financial Hardship Checklist

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

### Section A.

**Section A.**

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

2. 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.

Has a copy of the Needs Analysis Study and the school board resolution implementing the fees been submitted? If the district is uploading the Needs Analysis Study with this application, select "Yes".

If the district cannot levy developer fees, has documentation been submitted supporting this assertion that can be verified by OPSC? If the district is uploading the documentation with this request, select "Yes".  Yes  No  N/A

**?**

A Financial Hardship review is considered a renewal when the Financial Hardship request occurs within three years of the district's last Financial Hardship adjusted grant apportionment.

If the district is renewing their Financial Hardship for a new construction project, then they must be levying Level II developer fees or documenting why they cannot.

- They justify Level II developer fees by having a Needs Analysis study that is dated within 1 year of the Financial Hardship request.

*\* If the School District is not levying developer fees at the maximum rate justified under law and does not have a Justification Study, the School District does not qualify for financial hardship status. The School District can stop filling out the form and should notify the Financial Hardship Auditor and Project Manager processing the funding application.*

District answers each question in Section B of the Financial Hardship to indicate under what qualifying criteria they qualify for Financial Hardship status. If the District's bonded indebtedness is at least 60% click "Yes" to question #1. Also, the Percentage of Indebtedness must be input manually.

*Financial Hardship Phase 1 Checklist:*

**XYZ USD Phase 1 FH Checklist 10/2023** Draft

Financial Hardship Package • Financial Hardship Checklist - Phase I

Financial Hardship Checklist

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

### Section B.

Section B.

1. Is the district's current outstanding bonded or school facility related indebtedness at least 60% of the total bonding capacity of the district?  Yes  No

What is the district's percentage of indebtedness? 72 %

If qualifying under this criteria, please submit the following:

A letter from County Audit-Controller certifying the district's current year assessed valuation has been submitted or will be uploaded with this application.  Yes  No

A copy of the appropriate Bond booklets, COP booklets, or other documentation that verifies the district's level of bonded indebtedness has been submitted or will be uploaded with this application.  Yes  No

A copy of the last published annual audit report.  Yes  No

2. Did the district have a successful registered voter bond election for at least the maximum amount allowed under Prop. 39 within the previous two years from the date of this financial hardship request?  Yes  No

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

4. Is the district submitting under other evidence?  Yes  No

← Previous Continue →

*\*If the School District answers "No" to all four questions in Section B, the School District does not qualify for Financial Hardship status. The School District can stop filling out the form and should notify the Financial Hardship Auditor and Project Manager processing the funding application.*

If the District's total bonding capacity is \$15 million or less, indicate "Yes" on question #3 and upload a copy of the District's most recent assessed valuation from their County Audit Controller. After all four questions in Section B are answered, click on "Continue" to move to the next section.

**Financial Hardship Phase 1 Checklist:**

Each time a section of the Financial Hardship Checklist is successfully completed, that section will change from an exclamation point to a green checkmark on the left-hand navigation panel. A section can be revisited by clicking on the "Previous" button at the bottom of the screen or clicking the needed section on the left-hand side in the *Financial Hardship Checklist*, or the "Edit Page" button and answering the unanswered question(s).

**Financial Hardship Phase 1 Checklist:**

Upon completion of the first three sections of the Financial Hardship Phase 1 Checklist, the next screen will be the Review screen and answers can be reviewed. Click on “Edit Page” in any section that needs the answer changed.

**Financial Hardship Phase 1 Checklist:**

**XYZ USD Phase 1 FH Checklist 10/2023** Draft

Financial Hardship Package • Financial Hardship Checklist - Phase I

Financial Hardship Checklist

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

**Review**

County Office of Education

Is this a new request or a renewal?

Is the school district a County Office of Education?

[Edit Page](#)

Section A.

Once all the questions are answered or updated, click on “Continue” at the bottom of the *Review* screen.

**Financial Hardship Phase 1 Checklist:**

Financial Hardship Checklist

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

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.

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?

A copy of ballot issue/voter bond pamphlet.

Certification from Registrar of Voters

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

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

If qualifying under this criteria, please submit the following:

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

4. Is the district submitting under other evidence?

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

[Edit Page](#)

[Previous](#) [Continue](#)

The last screen in the Financial Hardship Phase I Checklist is the *Submit* screen. From this screen, click on “FH Eligibility Determination – Phase I Submittal Checklist” to download a Word Document listing the documents required for a Phase I Financial Hardship submittal.

*Financial Hardship Phase 1 Checklist:*

**XYZ USD Phase 1 FH Checklist 10/2023** Draft

Financial Hardship Package • Financial Hardship Checklist - Phase I

**Financial Hardship Checklist**

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

### Submit

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

- Requests may only be submitted by a School District Superintendent or Authorized School District Representative who is signed in to OPSC Online with their corresponding OPSC Online User ID. Submittal from these accounts is considered to be a unique electronic signature for purposes of Financial Hardship Eligibility Determination requests. A printed, wet-signature request does not need to be mailed 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.
- Once an application has uploaded a file, the file cannot be removed by the applicant.

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

**Upload file(s)** All uploaded files for this application are always available on the **Financial Hardship Dashboard**.

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

To upload the documents required for a Phase I Financial Hardship submittal, click on “Upload File(s)”.

*Financial Hardship Phase 1 Checklist:*

**XYZ USD Phase 1 FH Checklist 10/2023** Draft

Financial Hardship Package • Financial Hardship Checklist - Phase I

**Financial Hardship Checklist**

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

### Submit

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

- Requests may only be submitted by a School District Superintendent or Authorized School District Representative who is signed in to OPSC Online with their corresponding OPSC Online User ID. Submittal from these accounts is considered to be a unique electronic signature for purposes of Financial Hardship Eligibility Determination requests. A printed, wet-signature request does not need to be mailed to OPSC.
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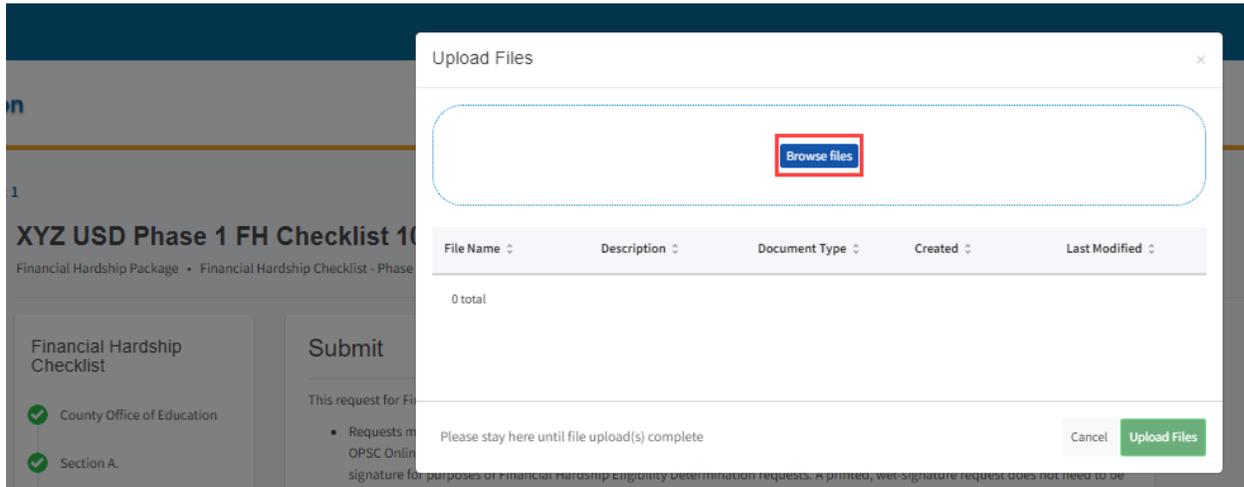
I have uploaded all required documents required on the **FH Eligibility Determination - Phase I Submittal Checklist**.

**Upload file(s)** All uploaded files for this application are always available on the **Financial Hardship Dashboard**.

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

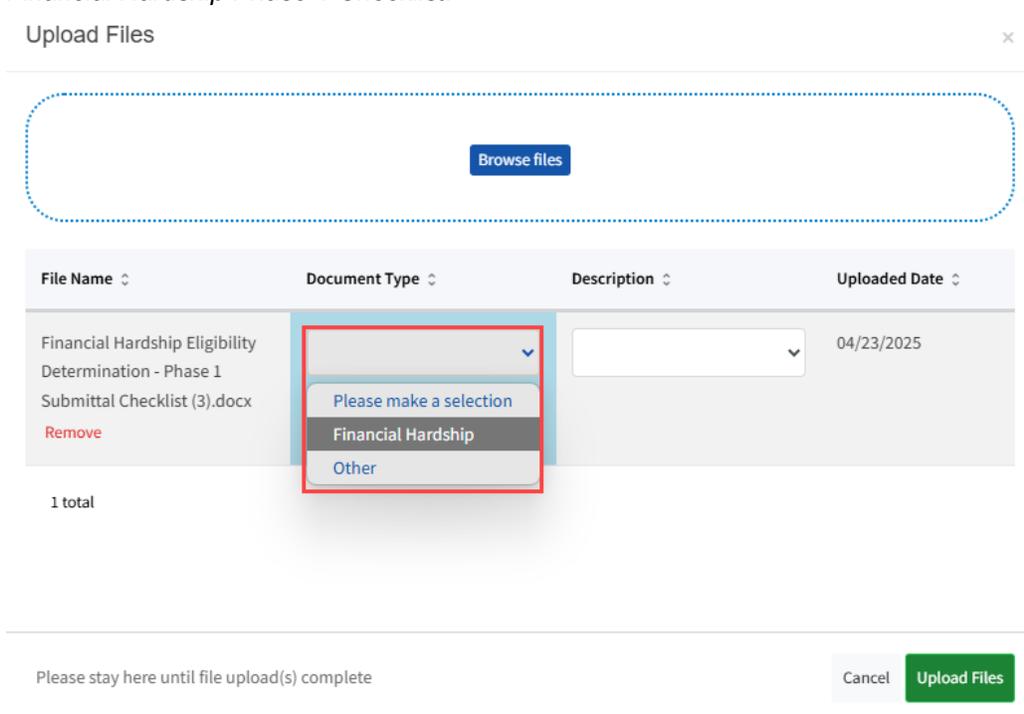
Click on “Browse files” to locate documents required to be uploaded for review.

*Financial Hardship Phase1 Checklist:*



When files are added, the *Document Type and Description* fields need to be completed before clicking *Upload Files*. First, click in the “Document Type” box to reveal the options; select Financial Hardship.

*Financial Hardship Phase 1 Checklist:*



Next, click in the “Description” box to reveal the options; select the option best suited for the document type. If document type is not included in the drop-down menu, select *Other* in both the Document Type and Description. Click on “Upload Files” to upload the document.

**Financial Hardship Phase 1 Checklist:**

The screenshot shows the 'Upload Files' interface. At the top, there is a 'Browse files' button. Below it is a table with the following columns: File Name, Document Type, Description, and Uploaded Date. The table contains one entry: 'Financial Hardship Eligibility Determination - Phase 1 Submittal Checklist (3).docx' with a 'Remove' link. The 'Document Type' is set to 'Financial Hardship' and the 'Uploaded Date' is '04/23/2025'. A dropdown menu is open for the 'Description' field, listing various document types. 'Phase I Checklist' is highlighted in red. Below the table, there is a message: 'Please stay here until file upload(s) complete'.

File Name	Document Type	Description	Uploaded Date
Financial Hardship Eligibility Determination - Phase 1 Submittal Checklist (3).docx <a href="#">Remove</a>	Financial Hardship	[Dropdown Menu]	04/23/2025

1 total

Please stay here until file upload(s) complete

Dropdown Menu Options:

- Existing School Building Capacity
- Expenditure Report/Written Statement
- Financial Hardship Fund Worksheet
- Financial Hardship Project Worksheet
- Financial Hardship Request Summary
- General Ledger
- General Ledger (GL) Detail Report
- General Ledger (GL) Summary Report
- Interim Housing Deduction Estimation
- Justification Study
- List of OPSC Projects Awaiting Funding
- Listing of School Projects and Phases
- Mitigation Agreement
- Needs Analysis Study
- Phase I Checklist**
- Phase II Checklist
- Schedule of Inter-Fund Transfers
- School Board Minutes
- School Board Resolution
- Special Reserve Fund Documents

After you upload each document, you should see a *Successfully Uploaded* message below the document. Once all Phase I documents are uploaded, click on “Done” at the bottom right of the screen.

*Financial Hardship Phase 1 Checklist:*

Upload Files ×

[Browse files](#)

File Name <small>↕</small>	Document Type <small>↕</small>	Description <small>↕</small>	Uploaded Date <small>↕</small>
Phase 1.pdf <span style="border: 1px solid red; padding: 2px;">Successfully Uploaded</span>	Financial Hardship <small>▼</small>	Phase I Checklist <small>▼</small>	04/25/2025

1 total

---

Please stay here until file upload(s) complete

Done Upload Files

Once all the required documents are uploaded to OPSC Online, click on the two certification check boxes, then the contact information boxes will appear (the seven fields highlighted on the right side of the screen. Fill in the contact information starting with the *Preparer's Name* and finishing with the *Email Address*. Click "Submit Paperless Application" when finished.

*Financial Hardship Phase 1 Checklist:*

### Financial Hardship Checklist

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

## Submit

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

- Requests may only be submitted by a School District Superintendent or Authorized School District Representative who is signed in to OPSC Online with their corresponding OPSC Online User ID. Submittal from these accounts is considered to be a unique electronic signature for purposes of Financial Hardship Eligibility Determination requests. A printed, wet-signature request does not need to be mailed 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.
- Once an application has uploaded a file, the file cannot be removed by the applicant.

I have uploaded all required documents required on the [FH Eligibility Determination - Phase I Submittal Checklist](#).  
 All uploaded files for this application are always available on the [Financial Hardship Dashboard](#).

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

Preparer's Title	District Rep
Preparer's Name	Sue Grafton
Preparer's Phone	(916) 742-0281
Preparer's Email	suegrafton@scusd.edu
District Representative / Superintendent Name	Lisa Allen
District Representative / Superintendent Phone Number	(916) 643-9000
Phone Extension (optional)	
Email Address	superintendent@scusd.edu

A message that the submittal was successful will appear.

Once the paperless request for Financial Hardship Eligibility Determination is submitted, click on “Go To Financial Hardship Dashboard” to start the process for submitting the Financial Hardship Review - Phase 2 Checklist.

*Financial Hardship Phase 1 Checklist:*

### Submit

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

Your Financial Hardship Request Package #:	001
Submittal Date:	08/12/2024
Preparer's Title:	District Rep
Preparer's Name:	Sue Grafton
Preparer's Phone:	(916) 742-0281
Preparer's Email:	suegrafton@scusd.edu
District Representative / Superintendent Name:	Lisa Allen
District Representative / Superintendent Phone Number:	(916) 643-9000
Phone Extension (optional):	
Email Address:	superintendent@scusd.edu

#### What's Next

Please review this package's uploaded documents on the [Financial Hardship Dashboard](#) to ensure all required documents are uploaded and properly named. If any documents are missing, OPSC will notify the District to upload the documents within 7 working days after the submittal date 2024-08-12 12:17 PM. If the District is unable to meet this requirement, it will lead to the request being rejected. The District will be allowed to submit a new package when they are ready with a complete application.

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

#### Application Options

- [Upload Remaining Files](#)
- ⓘ Ensure your application is complete by uploading any remaining documents now.
- [Review Required Documents](#)
- [Download Completed Form](#)
- [Go To Financial Hardship Dashboard](#)

### Financial Hardship Checklist

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

## Submitting a Financial Hardship Phase 2 Checklist

From the Financial Hardship Package Dashboard, you can see that the Phase 1 Checklist Package Status has changed to Submitted. Next, click on “Create Phase 2 Checklist” to get started on the Phase 2 Checklist.

### Financial Hardship Package Dashboard:

The screenshot displays the 'Financial Hardship Package Dashboard' for 'XYZ USD Phase 1 FH Checklist 10/2023'. The package status is 'Submitted'. The dashboard is divided into several sections:

- Phase 1:** A blue card shows the package name 'XYZ USD Phase 1 FH Checklist 10/2023' with a 'Submitted' status and a link to 'Financial Hardship Checklist - Phase I'.
- Phase 2:** A section with a 'Create Phase 2 Checklist' button (highlighted with a red box) and instructions: 'You may now complete and submit a Phase 2 checklist form.' Below this is an 'Associated Projects' section with a link to 'View associated projects for this package'.
- Submitted Versions:** A table showing one version: 'Version 1' with a 'Submitted' status and a 'Version Received Date' of '08/12/2024'.
- Uploaded Files:** A section titled 'Optional Documents' with an 'Upload File' button and a list of 'Additional Files' including 'Bond Debt Service Schedule.pdf' (Bond Schedule, Aug 12, 2024).

Name	Status	Version Received Date
Version 1	Submitted	08/12/2024

The next screen to appear has three fields: 1. District; 2. Financial Hardship Phase; 3. Checklist Nickname. The first two fields will populate automatically. Enter a checklist nickname (ex. XYZ USD Phase 2 FH Checklist 10/2023) in the checklist nickname field and click “Create Checklist”.

**Financial Hardship Phase 2 Checklist:**

Dashboard / Financial Hardship Package

District: 67439 Sacramento City Unified  
County: Sacramento  
Financial Hardship Package

Create Linked Application

District: 67439 Sacramento City Unified

Financial Hardship Phase: Financial Hardship Phase II

Please enter checklist nickname: XYZ USD Phase 2 FH Checklist

Clear Create Checklist

Phase 1  
XYZ USD Phase 1 FH C...  
Submitted  
Financial Hardship Checklist - Phase I

Phase 2  
Create Phase 2 Checklist

Click on the Phase 2 Tile on the left-hand navigation that displays *Financial Hardship Checklist – Phase 2 Draft*

**Financial Hardship Phase 2 Checklist:**

Dashboard / Financial Hardship Package

District: 67439 Sacramento City Unified  
County: Sacramento  
Financial Hardship Package

XYZ USD Phase 2 FH Checklist 10/2023 Draft

Financial Hardship Package • Financial Hardship Checklist - Phase II

Submitted Versions

Drafts

Name	Status	Created By
Draft 1	Draft	

Uploaded Files

No Files

Phase 1  
XYZ USD Phase 1 FH Checklist 10/2023  
Submitted  
Financial Hardship Checklist - Phase I

Phase 2  
XYZ USD Phase 2 FH Checklist 10/2023  
Draft  
Financial Hardship Checklist - Phase II

Click on the “Draft 1” line item for the Financial Hardship Phase 2 Checklist to start working on the checklist.

**Financial Hardship Phase 2 Checklist:**

District: 67439 Sacramento City Unified  
 County: Sacramento  
 Financial Hardship Package

**XYZ USD Phase 2 FH Checklist** Draft  
 Financial Hardship Package • Financial Hardship Checklist - Phase II

DSA Number:  
 District: 67439 Sacramento City Unified  
 County Name: Sacramento County

Package Audit Dates +

Add Package Name

Request Number: 002  
 Package Status: Submitted  
 Update Overall Package Status

**Phase 1**

XYZ USD Phase 1 FH C...  
Submitted  
 Financial Hardship Checklist - Phase I

**Phase 2**

XYZ USD Phase 2 FH C...

Submitted Versions  
 No Submitted Versions

Drafts New Blank Draft

Name	Status	Created By	Last Edited By	Updated	Options
Draft 1	Draft	Jason Hernandez	Jason Hernandez	04/25/2025	Options

Uploaded Files Upload File  
 No Files

Activity  
 Jason Hernandez Created Draft 1  
 04/25/2025

Notes New Note  
 No Notes

When the Financial Hardship Phase 2 Checklist opens it defaults to the Review section. You must click on “Funding Sources” to start the Phase 2 checklist.

**Financial Hardship Phase 2 Checklist:**

Financial Hardship Checklist

- Funding Sources
- Evidence Required
- Review**
- Submittal

**Review**

**Funding Sources**

Is this Phase II Checklist a new request or a renewal? ? (required)

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

Answer each question (A through H) on the Funding Source screen and click “Continue”. Repeat these steps for the Evidence Required section.

*Financial Hardship Phase 2 Checklist:*

**XYZ USD Phase 2 FH Checklist 10/2023** Draft

Financial Hardship Package • Financial Hardship Checklist - Phase II

Financial Hardship Checklist

- Funding Sources
- Evidence Required
- Review
- Submittal

### Funding Sources

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

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

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

A. Has the district issued any Certificates of Participation (COP) in the last three years?  Yes  No

B. Will any Certificates of Participation (COP) be issued within the next 12 months from the date of the Financial Hardship submittal?  Yes  No

C. Has the district passed any General Obligation Bonds (2/3, Proposition 39) or Mello Roos Bonds within the last three years?  Yes  No

D. Does the district have any developer fee "In Lieu" agreement(s) in effect or pending that affects the amount of developer fees collected by the district?  Yes  No

E. Does the district have any bonds that are authorized but unsold?  Yes  No

F. Has the district received any proceeds from sale of surplus real property within the last three years?  Yes  No

G. Has the district received any other source of funding within the last three years not previously listed that could be used for capital facility purposes?  Yes  No

H. In the previous two fiscal years has the district made Inter-Fund transfers, in or out of a fund which contains capital facility related proceeds?  Yes  No

Continue →

If the District answers Yes to any question on the Funding Sources page, additional information boxes will open that need to be filled out. For example: If the District answers Yes to question A, having issued a Certificate of Participation (COP) in the last three years, then additional information boxes will open and the District needs to answer the following: (1) the date the COP was issued, (2) indicate the dollar amount of the COP, and (3) indicate what Fund the COP proceeds were deposited into. You will also indicate if the COP Booklet has been submitted. Continue answering the questions.

*Financial Hardship Phase 2 Checklist:*

Financial Hardship Checklist

- Funding Sources**
- Evidence Required
- Review
- Submittal

### Funding Sources

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

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

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

A. Has the district issued any Certificates of Participation (COP) in the last three years?  Yes  No

Please indicate the date(s) issued :

07/24/2022

MM/DD/YYYY

You can add up to 10 Date(s)

\$ 2,500,000

Press the Enter key to save

Fund 40

Please indicate what Fund the proceeds were deposited into:

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

**Enclosed**

Please provide a copy of the COP booklet(s) as part of the district's Financial Hardship package.  Yes  No  Previously Submitted

**If no, the package will be returned**

Question C Funding Sources screen – Has the District passed any General Obligation Bonds within the last three years. Answering Yes to this question will open addition information boxes for the District to fill out. They need to indicate (1) the Year the bond(s) passed, (2) the amount of the bond(s), and (3) the Fund the bond(s) proceeds were deposited into. They will also indicate if the bond booklet(s) have been submitted.

Continue answering all the questions on the Funding Sources screen and click “Continue” at the bottom of the screen to move to the *Evidence Required* section.

**Financial Hardship Phase 2 Checklist:**

Financial Hardship Checklist

- Funding Sources
- Evidence Required
- ⚠ Review
- 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**

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

	2nd Prior Year	Prior Year	Current Year
Amount	<input type="text" value="\$ 7,500,000"/>	<input type="text"/>	<input type="text" value="\$ 15,000,000"/>
Year	<input type="text" value="2022"/>	<input type="text"/>	<input type="text" value="2024"/>

Please indicate what Fund the proceeds were deposited into:

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

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

**Enclosed**  
 Yes    No    Previously Submitted

**If no, the package will be returned**

The Evidence Required section of the Financial Hardship Phase 2 Checklist indicates all the necessary documents that must be submitted for the Financial Hardship Phase 2 Review.

*Financial Hardship Phase 2 Checklist:*

Financial Hardship Checklist

- ✔ Funding Sources
- Evidence Required
- ! Review
- Submittal

### Evidence Required

A. Summary of why the district is requesting financial hardship. This can be a short paragraph summarizing how the district meets the financial hardship criteria.  Yes  No

B. District's Capital Outlay Plan for the next 5 years. If not available, please submit explanation why.  Yes  No  Previously Submitted

C. "Financial Hardship Project Worksheet" for each project and each phase of a project the district is requesting Financial Hardship assistance for.  Yes  No ?

D. "Financial Hardship Fund Worksheet" submitted for each fund within the Capital Project Funds and/or each Fund that contains capital facility related proceeds. These summarized fund worksheets reflect the district's financial condition pursuant to data from the latest Independent Audit Report, along with subsequent transactions in column 2 of the worksheets to arrive at the current available funds. A separate worksheet must be submitted for each fund that contains capital facility related proceeds.  Yes  No

E. Trial Balance for each financial hardship fund worksheet the district is submitting. The trial balance should reflect the balances through the date of the fund worksheets.  Yes  No

F. General Ledger (GL) Detail Report for the information in Column 1 and Column 2 of each Financial Hardship Fund Worksheet submitted.  Yes  No

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

**Enclosed:**

G. General Ledger (GL) Summary report for the information in Column 1 and Column 2 of the Financial Hardship Fund Worksheet(s)  Yes  No

H. Identify the purpose and provide necessary documentation for any restrictions on funds within any Special Reserve Fund.  Yes  No  Previously Submitted  N/A

Clicking on a question mark icon next to a question will pull up a pop-up box with additional information related to that question.

*Financial Hardship Phase 2 Checklist:*

### Evidence Required

A. Summary of why the district is requesting financial hardship. This can be a short paragraph summarizing how the district meets the financial hardship criteria.  Yes  No

B. District's Capital Outlay Plan for the next 5 years. If not available, please submit explanation why.  Yes  No  Previously Submitted

C. "Financial Hardship Project Worksheet" for each project and each phase of a project the district is requesting Financial Hardship assistance for.  Yes  No ?

D. "Financial Hardship Fund Worksheet" submitted for each fund within the Capital Project Funds and/or each Fund that contains capital facility related proceeds. These summarized fund worksheets reflect the district's financial condition pursuant to data from the latest Independent Audit Report, along with subsequent transactions in column 2 of the worksheets to arrive at the current available funds. A separate worksheet must be submitted for each fund that contains capital facility related proceeds.  Yes  No

✕

?

An application for funding is not the same as a FH Project Worksheet. The district is still required to submit a FH Project Worksheet for each project they are requesting Financial Hardship assistance, even if they have an application for funding submitted. The information on an application for funding may be used by the district to help fill out an FH Project Worksheet

Continue answering all the questions in the Evidence Required Section. Once you are finished you can click “Continue” at the bottom to move to the next section.

**Financial Hardship Phase 2 Checklist:**

Submittal

**Enclosed:**

G. General Ledger (GL) Summary report for the information in Column 1 and Column 2 of the Financial Hardship Fund Worksheet(s)  Yes  No

H. Identify the purpose and provide necessary documentation for any restrictions on funds within any Special Reserve Fund.  Yes  No  Previously Submitted  N/A

**Enclosed:**

I. Identify and list in a spreadsheet all projects the District has applied to OPSC for and not yet received an apportionment by the SAB.  Yes  No  N/A

J. Funds Spent on Financial Hardship projects.  
Report all funds spent (to date) on financial hardship project(s) requested on a detailed expenditure report. A separate expenditure report must be submitted for each Financial Hardship Project Worksheet.  Yes  No  N/A

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

K. Documentation supporting any encumbrances the district is claiming (i.e. contracts/payment schedules).  Yes  No  Previously Submitted  N/A

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

L. Is the district requesting an "Interim Housing" deduction against funds that would otherwise be considered available to future Financial Hardship projects?  Yes  No

M. Complete copy of last two Independent Audit Reports.  Yes  No  Previously Submitted

N. Is current Unused Site Certification already on file with OPSC?  Yes  No  N/A

← Previous Continue →

Each time a section of the Financial Hardship Checklist is successfully completed, that section will change from an exclamation point to a green checkmark on the left-hand navigation panel.

*Financial Hardship Phase 2 Checklist:*

**XYZ USD Phase 2 FH Checklist 10/2023**  Draft

Financial Hardship Package • Financial Hardship Checklist - Phase II 

Financial Hardship Checklist

-  Funding Sources
-  Evidence Required
-  **Review**
-  Submittal

### Review

 **Funding Sources**

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

[New](#)

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

After completing the first two sections of the Financial Hardship Phase 2 Checklist, the Review screen will appear, and answers can be reviewed. A section can be revisited by clicking on the Previous button at the bottom of the screen, the section listed in the Financial Hardship Checklist, or the Edit Page to answer the unanswered question(s).

*Financial Hardship Phase 2 Checklist:*

**Financial Hardship Checklist**

- Funding Sources
- Evidence Required
- Review**
- Submittal

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.

N/A

---

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

Yes

---

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

N/A

---

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

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

No

---

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

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

(N/A)

---

M. Complete copy of last two Independent Audit Reports.

Yes

---

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

Yes

---

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

(N/A)

---

[Edit Page →](#)

---

← [Previous](#)
[Continue](#) →

Once all the questions are answered and any updates completed, click on “Continue” at the bottom of the Review screen to move to the next section.

*Financial Hardship Phase 2 Checklist:*

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

Yes

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

(N/A)

Edit Page →

← Previous

Continue →

Once the Review section is complete, it will move you to the Submittal section. Once there, you can click on “FH Eligibility Determination – Phase 2 Submittal Checklist” to download the list of documents required for a Phase 2 Financial Hardship submittal. Review the list and upload the required documents.

*Financial Hardship Phase 2 Checklist:*

Financial Hardship Checklist

- ✓ Funding Sources
- ✓ Evidence Required
- ✓ Review
- Submittal

### Submittal

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 in to OPSC Online with their corresponding OPSC Online User ID. Submittal from these accounts is considered to be a unique electronic signature for purposes of Financial Hardship Eligibility Determination requests. A printed, wet-signature request does not need to be mailed 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.
- Once an application has uploaded a file, the file cannot be removed by the applicant.

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

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

To upload the documents required for a Financial Hardship Phase 2 submittal, click on “Upload File(s)”.

*Financial Hardship Phase 2 Checklist:*

**XYZ USD Phase 2 FH Checklist 10/2023** Draft

Financial Hardship Package • Financial Hardship Checklist - Phase II

**Financial Hardship Checklist**

- Funding Sources
- Evidence Required
- Review
- Submittal**

**Submittal**

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 in to OPSC Online with their corresponding OPSC Online User ID. Submittal from these accounts is considered to be a unique electronic signature for purposes of Financial Hardship Eligibility Determination requests. A printed, wet-signature request does not need to be mailed 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.
- Once an application has uploaded a file, the file cannot be removed by the applicant.

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

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

Once on the Upload Files, page click on “Browse files” to locate documents required to be uploaded for review.

*Financial Hardship Phase 2 Checklist:*

**Upload Files** ×

**Browse files**

File Name	Description	Document Type	Created	Last Modified
0 total				

Please stay here until file upload(s) complete

Cancel Upload Files

When files are added, the Document Type and Description fields need to be completed before clicking Upload Files. First, click in the “Document Type” box to reveal the options; select Financial Hardship.

*Financial Hardship Phase 2 Checklist:*

The screenshot shows the 'Upload Files' dialog box. At the top, there is a 'Browse files' button. Below it is a table with columns: File Name, Document Type, Description, and Uploaded Date. The first row contains 'Fund worksheets.pdf', a dropdown menu for 'Document Type' (which is open to show 'Financial Hardship' and 'Other'), a dropdown for 'Description', and the date '04/24/2025'. Below the table, it says '1 total'. At the bottom, there are 'Cancel' and 'Upload Files' buttons.

Next, click in the “Description” box to reveal the options; select the option best suited for the document type.

*Financial Hardship Phase 2 Checklist:*

The screenshot shows the 'Upload Files' dialog box with the 'Description' dropdown menu open. The 'Document Type' is set to 'Financial Hardship'. The 'Description' dropdown menu lists various document types, including 'Financial Hardship Fund Worksheet' and 'Financial Hardship Project Worksheet'. The 'File Name' is 'Fund worksheets.pdf' and the 'Uploaded Date' is '04/24/2025'. The 'Upload Files' button is highlighted in green.

If document type is not included in the drop-down menu, select *Other* in both the Document Type and Description. Click on “Upload Files” to upload the document.

*Financial Hardship Phase 2 Checklist:*

The screenshot shows the 'Upload Files' dialog box. At the top, there is a 'Browse files' button. Below it is a table with the following columns: File Name, Document Type, Description, and Uploaded Date. The table contains one row: 'Fund worksheets.pdf' with a 'Remove' link, 'Other' in the Document Type dropdown, 'Other' in the Description dropdown, and '04/24/2025' in the Uploaded Date column. Below the table, it says '1 total'. At the bottom, there is a message 'Please stay here until file upload(s) complete' and two buttons: 'Cancel' and 'Upload Files'.

File Name	Document Type	Description	Uploaded Date
Fund worksheets.pdf <a href="#">Remove</a>	Other	Other	04/24/2025

1 total

Please stay here until file upload(s) complete

[Cancel](#) [Upload Files](#)

You should see the message “Successfully Uploaded” below your document to let you know the document was uploaded. Click on “Done” once all Phase 2 files are uploaded.

*Financial Hardship Phase 2 Checklist:*

The screenshot shows the 'Upload Files' dialog box after the file has been uploaded. The 'Fund worksheets.pdf' row now has a 'Successfully Uploaded' status in a red box. The Document Type dropdown is set to 'Financial Hardship' and the Description dropdown is set to 'Financial Hardship Fu'. The 'Uploaded Date' remains '04/24/2025'. The '1 total' count is still present. At the bottom, the 'Done' button is now highlighted with a red box, and the 'Upload Files' button is still visible.

File Name	Document Type	Description	Uploaded Date
Fund worksheets.pdf <a href="#">Remove</a> <b>Successfully Uploaded</b>	Financial Hardship	Financial Hardship Fu	04/24/2025

1 total

Please stay here until file upload(s) complete

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

Once all the required documents are uploaded to OPSC Online, click on the two certification check boxes, then the contact information boxes will appear (the seven fields highlighted on the right side of the screen. Fill in the contact information starting with the *Preparer's Name* and finishing with the *Email Address*. Click on "Submit Paperless Application" when finished.

**Financial Hardship Phase 2 Checklist:**

### Financial Hardship Checklist

- Funding Sources
- Evidence Required
- Review
- Submittal

## Submittal

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 in to OPSC Online with their corresponding OPSC Online User ID. Submittal from these accounts is considered to be a unique electronic signature for purposes of Financial Hardship Eligibility Determination requests. A printed, wet-signature request does not need to be mailed 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.
- Once an application has uploaded a file, the file cannot be removed by the applicant.

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

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

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

Preparer's Title	District Representative
Preparer's Name	Sue Grafton
Preparer's Phone	(916) 742-0281
Preparer's Email	suegrafton@scusd.edu
District Representative / Superintendent Name	Lisa Allen
District Representative / Superintendent Phone Number	(916) 643-9000
Phone Extension (optional)	
Email Address	superintendent@scusd.edu

Once the paperless request for Financial Hardship Eligibility Determination is successfully submitted, the process for submitting a Financial Hardship Package is complete. Return to the Financial Hardship Package dashboard by clicking on the “Go To Financial Hardship Dashboard” button on the bottom right of the page.

*Financial Hardship Phase 2 Checklist:*

### Financial Hardship Checklist

- ✓ Funding Sources
- ✓ Evidence Required
- ✓ Review
- Submittal**

## Submittal

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

Your Financial Hardship Request Package #: 002

Submittal Date: 08/12/2024

Preparer's Title: District Representative

Preparer's Name: Sue Grafton

Preparer's Phone: (916) 742-0281

Preparer's Email: suegrafton@scusd.edu

District Representative / Superintendent Name: Lisa Allen

District Representative / Superintendent Phone Number: (916) 643-9000

Phone Extension (optional):

Email Address: superintendent@scusd.edu

### What's Next

Please review this package's uploaded documents on the [Financial Hardship Dashboard](#) to ensure all required documents are uploaded and properly named. If any documents are missing, OPSC will notify the District to upload the documents within 7 working days after the submittal date 2024-08-12 01:39 PM. If the District is unable to meet this requirement, it will lead to the request being rejected. The District will be allowed to submit a new package when they are ready with a complete application.

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

### Application Options

- Upload Remaining Files
- Ensure your application is complete by uploading any remaining documents now.
- Review Required Documents
- Download Completed Form
- Go To Financial Hardship Dashboard**

Once back on the Financial Hardship Package Dashboard you can see that the status of both the Financial Hardship Phase 1 Checklist and the Financial Hardship Phase 2 Checklist changed to *Submitted*.

**Financial Hardship Package Dashboard:**

The screenshot shows the 'Financial Hardship Package' dashboard for District 67439 Sacramento City Unified. The main heading is 'XYZ USD Phase 1 FH Checklist 10/2023' with a 'Submitted' status badge. Below this, the 'Request Number: 002' is displayed. The dashboard is divided into two main sections: 'Phase 1' and 'Phase 2'. Both sections show a 'Submitted' status badge and a 'Financial Hardship Checklist - Phase I' or 'Phase II' label. A 'Submitted Versions' table shows 'Version 1' with a 'Submitted' status and a 'Version Received Date' of '08/12/2024'. There are also sections for 'Drafts' and 'Uploaded Files'.

If the District is unable to submit both the Phase 1 and Phase 2 checklists in one session, then you can come back to where you left off at a later date. If you only submitted the Phase 1 checklist and still needed to submit the Phase 2 checklist then The Phase 2 Checklist can be completed later by, (1) navigating to the District tile in the upper right of the Main Dashboard and (2) Typing in the District’s name in the Select A District screen then selecting the District once it comes up.

**Main Dashboard:**

The screenshot shows the navigation bar of the Main Dashboard. It includes icons for 'Project Reporting Beta', 'Resources', 'Grants', 'Enrollment Projection', 'District', and 'Dashboard'. The 'District' icon, which shows a group of people, is highlighted with a red box.

**District Tab:**

The screenshot shows the 'Select A District' screen. It features a search bar and a list of districts. The district '67439 SACRAMENTO CITY UNIFIED' is selected and highlighted with a red box. The role 'Local Educational Agency Super Delegate' is also visible.

Once on District's page click on the "Financial Hardship" tab. From there you will see all the District's previous Financial Hardship requests and then can click on the desired Financial Hardship package to resume submitting the Phase 2 checklist.

*District's Financial Hardship Tab:*

67439 Sacramento City Unified

Sacramento County

Eligibility Manage Sites District Contacts District Uploaded Docs **Financial Hardship** Unused Sites Project Tracking Number

### Financial Hardship Requests - In Progress

Type to filter...

Request Number	Phase I	Phase I Status	Phase II	Phase II Status	Date Submitted	Date Received	Status	OPSC Findings Letter Date
001	✓	Submitted	✓	Submitted	08/12/2024	08/12/2024	Submitted	
002	✓	Submitted	✓	Submitted	08/12/2024	08/12/2024	Submitted	

2 Total Items Per Page 5



# OPSC ONLINE USER GUIDE



## Section 10. Grant Agreements

## Grant Agreements

A Grant Agreement (GA) is an agreement between the Office of Public-School Construction (OPSC) and an applicant who is approved by the State Allocation Board (SAB) to receive grants from the School Facility Program (SFP). A GA is required for each approved funding application. It serves as a binding document that defines the responsibilities of districts and the state, from the determination of the amount of eligible state funding, to the reporting of all project funds including any savings achieved. It is designed as a useful tool to ensure districts receiving funds have a thorough understanding of the requirements in receiving the funds.

Pursuant to SFP Regulation Section 1859.90.4, an authorized district representative must first submit a signed GA to the OPSC, then follow with a Fund Release Authorization (Form SAB 50-05) concurrently or within 180 days from the SAB approval, in order for the fund release request submittal to be considered valid. Signed GAs may only be submitted after the project has received an unfunded approval. A Form SAB 50-05 cannot be submitted until the district is participating in an active Priority in Funding (PIF) Round and the SAB has awarded the project an apportionment.

OPSC Online supports submission of GAs and is the preferred method. The OPSC creates the draft GA in OPSC Online and notifies the school district when it is available for review and signature. A District Representative or District Superintendent (authorized users) on record with OPSC must log in to sign and submit the paperless GA.

An authorized user may review and submit the GA through OPSC Online. In this section we will go through the steps of downloading a GA for the purposes of reviewing the school district's responsibilities and requirements in receiving funds, including reporting of all project funds and a listing of eligible and ineligible expenditures. Then, we will show you how to sign and submit the GA through OPSC Online.

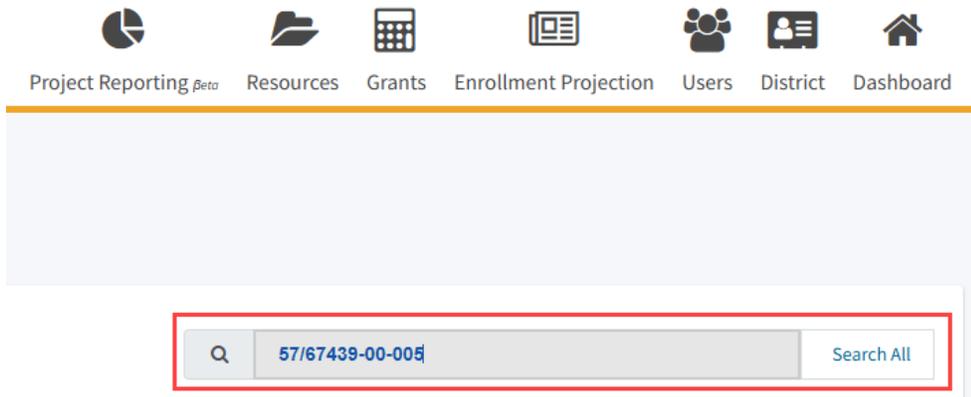
### Locating Grant Agreements on the OPSC Online Dashboard

To review and submit a GA in OPSC Online, an authorized user must locate the appropriate GA on the Dashboard page of their OPSC Online account. The process is the same for all GAs no matter the project type.

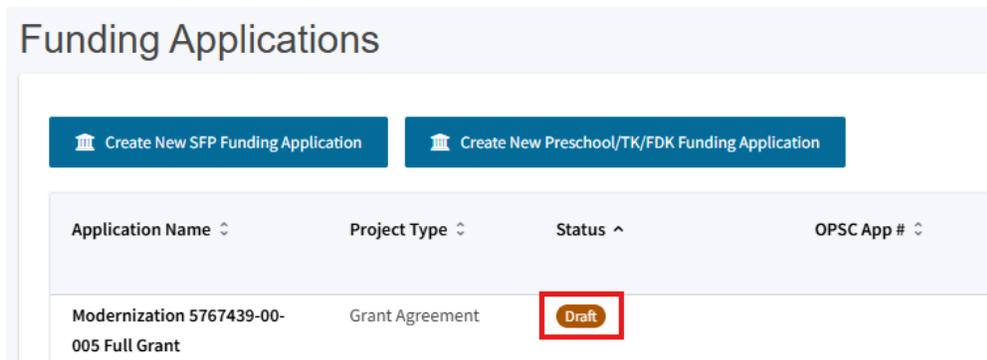
Upon logging in to OPSC Online, the authorized user is directed to the Dashboard.

To start the GA process and to locate the appropriate Grant Agreement, the authorized user will type the application number in the *Search* field located in the upper right of the Dashboard page and click "Search All". The search filter can also be performed using text.

OPSC Online Dashboard Page Search Field:



From the application number search results, select the “*Draft*” GA, ensuring that the Project Type is “*Grant Agreement*.”



*Please note:* If you wish to review and sign multiple GAs you must repeat the process for each, as only one application can be reviewed at a time.

## Reviewing the Grant Agreement

Selecting the “Draft” Grant Agreement from the search results on the Dashboard will navigate you to the Grant Agreement application page. The Grant Agreement tile, highlighted in blue, is located on the left side of the application page. In the Drafts section of the page, select the “Draft” line item to be directed to the Review & Certify page.

### OPSC Online Application Page:

The screenshot shows the OPSC Online Application Page. At the top, the breadcrumb navigation reads "Dashboard / Application". The main header displays the application ID "57/67439-00-005" and the title "Modernization 57/67439-00-005 Full Grant" with a "Draft" status indicator. Below the header, there is a "Submitted Versions" section with the message "No Submitted Versions". The "Drafts" section contains a table with the following data:

Name	Status	Created By	Last Edited By
Draft 1	Draft	Todd Bryan	Todd Bryan

Selecting the “Draft” line item takes you to the “Review & Certify” page of the GA.

### Grant Agreement Review & Certify Page:

The screenshot shows the Grant Agreement Review & Certify Page. The header displays the application ID "57/67439-00-005 Full Grant" and the title "Modernization 57/67439-00-005 Full Grant" with a "Draft" status indicator. The page is divided into three main sections: a left sidebar with navigation options, a central form area, and a right sidebar with options.

The left sidebar contains the following navigation options:

- General Information
- Project Description
- Additional Grant Information
- Grant Information Continued
- Review & Certify**
- Submit

The central form area is titled "Review & Certify" and contains the following information:

Office of Public School Construction Application Number: 57/67439-00-005

**GENERAL INFORMATION**

Grantee Name: Sacramento City Unified  
School Name: Peter Burnett Elementary  
Grant Amount: \$ 1,313,756.40 of which \$ 0.00 is Financial  
Hardship Assistance/Charter School Loan<sup>(1)</sup> or CTEFP Loan<sup>(2)</sup>. In addition, there is a required  
Grantee Contribution in the amount of \$ 347,654.00  
Authority: Proposition 1A  
SFP Program Funding Source: Modernization  
Future Priority Funding Rounds:

**PROJECT DESCRIPTION**

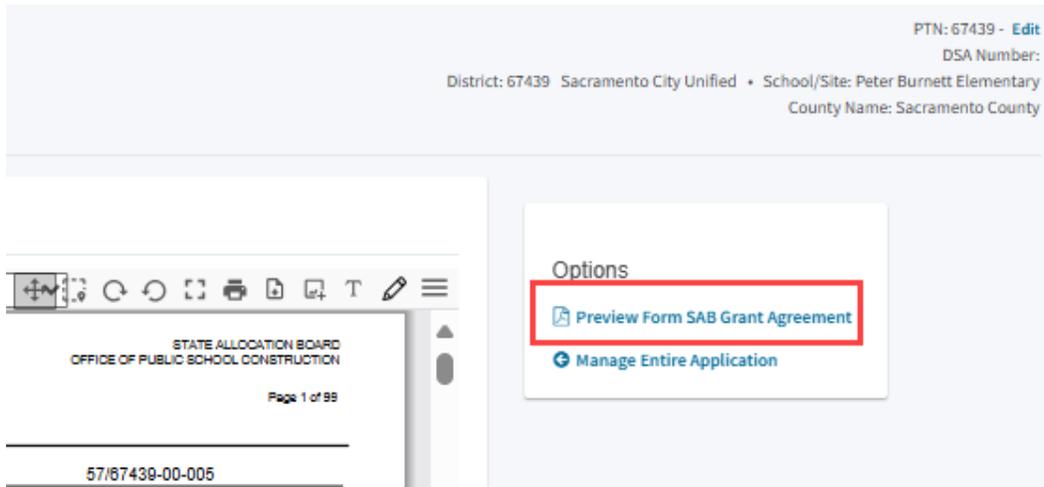
Type of Work: Modernization  
New School or Addition to an Existing Site: Not Applicable  
Number of Classrooms: Not Applicable  
Financial Hardship Approval Date: Not Applicable  
Financial Hardship status is valid until date: Not Applicable  
Agreement includes Grants for: (Site)  
Acquisition, Department of Toxic Substances Control fees and hazardous waste removal, etc.)  
Agreement includes Grants for: Not Applicable (Site)  
Development, if appropriate)  
Other Facilities being newly constructed, modernized, replaced, or rehabilitated:

The right sidebar contains the following options:

- Options
- Preview Form SAB Grant Agreement
- Manage Entire Application

The GA is watermarked as a draft and will remain in draft status until OPSC obtains all required signatures and approves the final version.

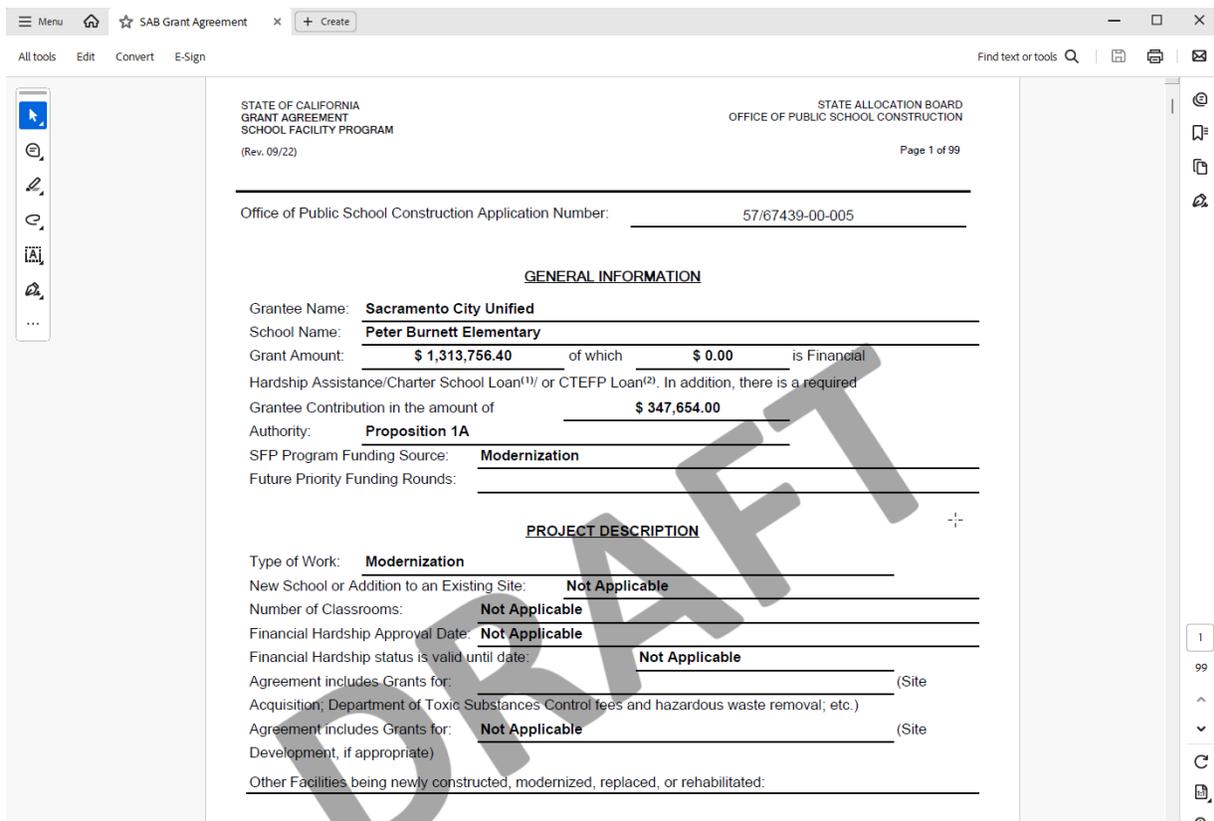
To read and review the draft GA prior to certifying, click *Preview Form SAB Grant Agreement* from the links in the Options section. This will download the PDF file to the Downloads folder.



Carefully review the full GA prior to agreeing to the terms and certifying the information, ensuring the General Information and Project Description sections are accurate. The compliance and reporting requirements should also be reviewed.

[View Grant Agreement \(PDF\) in Adobe Acrobat](#)

The following section will provide tips for ease of reviewing the various sections and pages of the GA using Adobe Acrobat.



With the PDF open in Adobe Acrobat, click the Bookmark icon, to the right of the page.

STATE OF CALIFORNIA  
GRANT AGREEMENT  
SCHOOL FACILITY PROGRAM  
(Rev. 09/22)

STATE ALLOCATION BOARD  
OFFICE OF PUBLIC SCHOOL CONSTRUCTION  
Page 1 of 99

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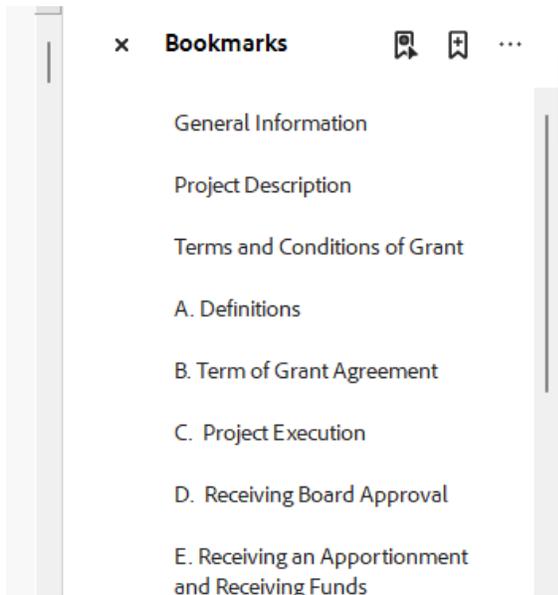
Office of Public School Construction Application Number: 57/67439-00-005

GENERAL INFORMATION

Grantee Name: Sacramento City Unified  
School Name: Peter Burnett Elementary  
Grant Amount: \$ 1,313,756.40 of which \$ 0.00 is Financial  
Hardship Assistance/Charter School Loan<sup>(1)</sup>/ or CTEFP Loan<sup>(2)</sup>. In addition, there is a required  
Grantee Contribution in the amount of \$ 347,654.00  
Authority: Proposition 1A  
SFP Program Funding Source: Modernization



Selecting the icon will open the Bookmarks panel, displaying the various sections of the GA. The sections to be reviewed can be selected from the Bookmarks panel. Clicking on a section will take you directly to the first page of that section in the PDF.



x **Bookmarks**   ... 

- General Information
- Project Description
- Terms and Conditions of Grant
- A. Definitions
- B. Term of Grant Agreement
- C. Project Execution
- D. Receiving Board Approval
- E. Receiving an Apportionment and Receiving Funds



## Common Eligible Project Expenditures

An important section to review is the Common Eligible Project Expenditures. To view them, click *G. Advisory Listing Detailing Common Eligible Project Expenditures* in the Bookmarks panel, and you will be directed to the section of the GA which provides the page numbers to view common eligible project expenditures specific to the Project Type (New Construction, Modernization, New Construction, Facility Hardship, etc.). To review common eligible project expenditures for the District's specific project type, navigate to the applicable page stated in the Advisory Listing.

STATE OF CALIFORNIA  
GRANT AGREEMENT  
SCHOOL FACILITY PROGRAM  
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Office of Public School Construction Application Number: 57/67439-00-005

**G. Advisory Listing Detailing Common Eligible Project Expenditures**

Project expenditures not listed in this document will not be considered eligible for funding under the School Facility Program.\*

Project expenditures will only be considered eligible if:

- The expenditures are within the Project scope that was approved by the State Allocation Board
- The expenditures are substantiated with contracts, invoices, final billings, and verification of payment (Authority: Education Code Section 41024)
- The expenditures are expended or encumbered prior to the time a project is deemed complete, pursuant to SFP Regulation Section 1859.104 (Authority: Education Code Section 17076.10)

The Grantee may seek written clarification from OPSC for items not included in the lists of eligible and ineligible project expenditures. The local auditor may use the written response from OPSC to guide the audit of the project expenditures.

\*Project expenditures not listed in the following tables may be considered if those expenditures are reasonable and appropriate site development work pursuant to SFP Regulation Section 1859.76. (Authority: SFP Regulation Section 1859.76)

Below are the links and page numbers to view common eligible project expenditures specific to the District's project type:

- [New Construction or Charter School Facilities - Design or Adjusted Grant \(Skip to Page 24\)](#)
- [New Construction or Charter School Facilities - Site Acquisition \(Skip to Page 25\)](#)
- [New Construction or Charter School Facilities - Adjusted Grant \(Skip to Page 28\)](#)
- [Modernization - Design or Adjusted Grant \(Skip to Page 32\)](#)
- [Modernization - Adjusted Grant \(Skip to Page 33\)](#)
- [Career Technical Education Facilities Program - New Construction \(Skip to Page 36\)](#)
- [Career Technical Education Facilities Program - Modernization \(Skip to Page 40\)](#)
- [Facility Hardship \(Non-Seismic\) - Replacement Design or Adjusted Grant \(Skip to Page 44\)](#)
- [Facility Hardship \(Non-Seismic\) - Replacement Site Acquisition \(Skip to Page 46\)](#)
- [Facility Hardship \(Non-Seismic\) - Replacement Adjusted Grant \(Skip to Page 50\)](#)
- [Facility Hardship \(Non-Seismic\) - Rehabilitation Design or Adjusted Grant \(Skip to Page 55\)](#)
- [Facility Hardship \(Non-Seismic\) - Rehabilitation Adjusted Grant \(Skip to Page 57\)](#)
- [Facility Hardship \(Seismic\) - Replacement Design or Adjusted Grant \(Skip to Page 59\)](#)
- [Facility Hardship \(Seismic\) - Replacement Site Acquisition \(Skip to Page 61\)](#)
- [Facility Hardship \(Seismic\) - Replacement Adjusted Grant \(Skip to Page 65\)](#)
- [Facility Hardship \(Seismic\) - Rehabilitation Design or Adjusted Grant \(Skip to Page 70\)](#)
- [Facility Hardship \(Seismic\) - Rehabilitation Adjusted Grant \(Skip to Page 72\)](#)

Bookmarks

- C. Project Execution
- D. Receiving Board Approval
- E. Receiving an Apportionment and Receiving Funds
- F. Accounting for Spent Funds
- G. Advisory Listing Detailing Common Eligible Project Expenditures**
- 1. New Construction - Separate Apportionment for Design Costs
- 2. New Construction - Separate Apportionment for Site Acquisit...
- 3. New Construction - Adjusted Grant Charter Schools Facilities Program
- 4. Modernization - Separate Apportionment for Design Costs Or Adjusted Grant
- 5. Modernization - Adjusted Grant Common Eligible Project Expenditures
- 6. Career Technical Education Facilities Program -New Construction Common Eligible Project Expenditures
- 7. Career Technical Education Facilities Program -Modernization Common Eligible Project Expenditures

## Common Ineligible Project Expenditures

Another important section to review is the Common Ineligible Project Expenditures. To view them, click *H. Advisory Listing Detailing Common Ineligible Project Expenditures* in the Bookmarks panel, and you will be directed to the section of the GA which provides the page numbers to view common ineligible project expenditures specific to the Project Type (New Construction, Modernization, New Construction, Facility Hardship, etc.). To review common ineligible project expenditures for the District's specific project type, navigate to the applicable page stated in the Advisory Listing.

Office of Public School Construction Application Number: 57/67439-00-005

### H. Advisory Listing Detailing Common Ineligible Project Expenditures

The following tables are intended to provide advisory listings of common, but not exhaustive, ineligible Project expenditures.

In addition to the ineligible Project expenditures listed on the following tables, any costs associated with the Grantee's local debt issuance or interest on the Grantee's local bond(s) are also ineligible Project expenditures.

The Grantee may seek written clarification from OPSC for items not included in the lists of eligible and ineligible project expenditures. The local auditor may use the written response from OPSC to guide the audit of the project expenditures.

Below are the links and page numbers to view common ineligible project expenditures specific to the District's project type:

- [New Construction or Charter School Facilities - Design or Adjusted Grant \(Skip to Page 75\)](#)
- [New Construction or Charter School Facilities - Site Acquisition \(Skip to Page 75\)](#)
- [New Construction or Charter School Facilities - Adjusted Grant \(Skip to Page 76\)](#)
- [Modernization - Design or Adjusted Grant \(Skip to Page 78\)](#)
- [Modernization - Adjusted Grant \(Skip to Page 78\)](#)
- [Career Technical Education Facilities Program - New Construction \(Skip to Page 80\)](#)
- [Career Technical Education Facilities Program - Modernization \(Skip to Page 82\)](#)
- [Facility Hardship \(Non-Seismic\) - Replacement Design or Adjusted Grant \(Skip to Page 84\)](#)
- [Facility Hardship \(Non-Seismic\) - Replacement Site Acquisition \(Skip to Page 85\)](#)
- [Facility Hardship \(Non-Seismic\) - Replacement Adjusted Grant \(Skip to Page 86\)](#)
- [Facility Hardship \(Non-Seismic\) - Rehabilitation Design or Adjusted Grant \(Skip to Page 88\)](#)
- [Facility Hardship \(Non-Seismic\) - Rehabilitation Adjusted Grant \(Skip to Page 89\)](#)
- [Facility Hardship \(Seismic\) - Replacement Design or Adjusted Grant \(Skip to Page 90\)](#)
- [Facility Hardship \(Seismic\) - Replacement Site Acquisition \(Skip to Page 91\)](#)
- [Facility Hardship \(Seismic\) - Replacement Adjusted Grant \(Skip to Page 92\)](#)
- [Facility Hardship \(Seismic\) - Rehabilitation Design or Adjusted Grant \(Skip to Page 94\)](#)
- [Facility Hardship \(Seismic\) - Rehabilitation Adjusted Grant \(Skip to Page 95\)](#)

#### x Bookmarks

Grant Common Eligible Project Expenditures

16. Facility Hardship (Seismic) – Rehabilitation Separate Apportionment for Design Costs Or Adjus...

17. Facility Hardship (Seismic) – Rehabilitation Adjusted Grant Common Eligible Project Expenditures

H. Advisory Listing Detailing Common Ineligible Project...

1. New Construction – Separate Apportionment for Design Costs Or Adjusted GrantCharte...

2. New Construction – Separate Apportionment for Site Acquisition CostsCharter Schools ...

3. New Construction – Adjusted Grant or Charter Schools Facilities Program – Adjusted Grant Comm...

4. Modernization – Separate Apportionment for Design Costs Or

75

99

Once you have completed reviewing the draft of the GA, close the PDF window browser and return to the *Review & Certify* screen in OPSC Online.

*Please note: If you have any discrepancies with the Grant Agreement, please reach out to [OPSCGrantAgreements@dgs.ca.gov](mailto:OPSCGrantAgreements@dgs.ca.gov) with your concerns.*

## Certify and Submit the Grant Agreement

Once the draft is reviewed, the GA is ready to be certified. Only an authorized user can certify the GA. On the “Review & Certify” page, using the right-side browser page’s scroll bar, scroll to the bottom of the page below the preview screen of the draft.

### Grant Agreement Review & Certify Page:

The screenshot displays the 'Grant Agreement Review & Certify Page'. At the top, there is a blue navigation bar with links for 'Contact Us', 'Settings', and 'Welcome Authorized'. Below this is a secondary navigation bar with icons for 'Project Reporting', 'Resources', 'Grants', 'Enrollment Projection', 'Users', 'District', and 'Dashboard'. The main content area features the title '139-00-005 Full Grant' with a 'Draft' status indicator. To the right, there is information including 'PTN: 67439 - Edit', 'DSA Number:', 'District: 67439 Sacramento City Unified', 'School/Site: Peter Burnett Elementary', and 'County Name: Sacramento County'. The central part of the page is titled 'Review & Certify' and contains a document preview of a grant agreement form. To the right of the preview is an 'Options' panel with two buttons: 'Preview Form SAB Grant Agreement' and 'Manage Entire Application'. A vertical scroll bar is visible on the right side of the page, highlighted with a red box.

The authorized user will click the “Yes” button and complete the required fields.

### Grant Agreement Review & Certify Page – District Certification:

The screenshot shows the 'District Certification' section of the 'Grant Agreement Review & Certify Page'. On the left, there is a vertical navigation menu titled 'Grant Agreement' with a progress indicator. The steps are: 'General Information' (checked), 'Project Description' (checked), 'Additional Grant Information' (checked), 'Grant Information Continued' (checked), 'Review & Certify' (highlighted in blue), and 'Submit' (checked). The main content area is titled 'District' and contains a verification statement: 'I verify, I have read and agree to the above terms and certification information'. Below this statement are two radio buttons: 'Yes' (highlighted with a red box) and 'No'. Underneath are four input fields: 'Date' (with a placeholder 'MM/DD/YYYY' and a red error message 'This field is required'), 'Name of Grantee Representative' (with a red error message 'This field is required'), 'Phone of Grantee Representative' (with a red error message 'This field is required'), and 'Phone Extension (optional)'. The 'Yes' button and the 'Date' field are highlighted with red boxes.

Once the authorized user has completed the information, click the “Continue” Button at the bottom of the page.

The screenshot shows the 'Review & Certify' step of a Grant Agreement process. On the left is a vertical navigation menu with the following items: 'General Information', 'Project Description', 'Additional Grant Information', 'Grant Information Continued', 'Review & Certify' (highlighted in blue), and 'Submit'. The main content area is divided into two sections: 'District' and 'OPSC Executive Officer'. Each section contains a red verification statement: 'I verify, I have read and agree to the above terms and certification information'. The 'District' section has a 'Yes' button selected and a 'No' button. Below this are input fields for 'Date' (12/20/2024), 'Name of Grantee Representative' (District Representative), 'Phone of Grantee Representative' ((916) 555-1000), and 'Phone Extension (optional)'. The 'OPSC Executive Officer' section has 'Yes' and 'No' buttons, and empty input fields for 'Date', 'Name of Executive Officer of the Office of Public School Construction, or Designee', 'Phone of OPSC Executive Office or Designee', and 'Phone Extension (optional)'. At the bottom, there is a 'Previous' button with a left arrow and a 'Continue' button with a right arrow, which is highlighted with a red box.

You will be directed to electronically certify and submit the GA. An authorized user must check the certification box and click “Submit Paperless Application.”

The screenshot shows the 'Submit' step of the Grant Agreement process. The left navigation menu is the same as in the previous screenshot, but 'Submit' is now highlighted in blue. The main content area is titled 'Submit' and contains the following text: 'This State Allocation Board Grant Agreement is being electronically signed and submitted via OPSC Online.' Below this is a bulleted list: '• Submittal of the Grant Agreement may only occur by a School District Superintendent, Authorized School District Representative, Charter School Representative, or Joint Powers Authority (JPA) who is signed in to OPSC Online with their corresponding OPSC Online User ID. Submittal from these accounts is considered to be a unique electronic signature for purposes of signing and submitting the Grant Agreement. A printed, wet-signature Grant Agreement does not need to be mailed to OPSC.' and '• Signee and OPSC staff will be able to access the Grant Agreement at any time.' Below the list is a certification statement: 'I certify, as the School District Superintendent, Authorized School District Representative, Charter School Representative, or JPA representative, that I have reviewed the Grant Agreement and that the information contained is true and correct; and that I am the School District Superintendent, Authorized School District Representative, Charter School Representative, or JPA Representative.' A blue checkmark in a box is placed to the left of this statement. At the bottom, there is a green button labeled 'Submit Paperless Application' with a right arrow, which is highlighted with a red box.

A message will appear confirming the paperless GA was successfully submitted to OPSC.

Next, click on *Go To Application Dashboard* from the links under Application Options.

The screenshot shows a web interface for Grant Agreement submission. On the left, a vertical navigation menu titled "Grant Agreement" includes steps: General Information, Project Description, Additional Grant Information, Grant Information Continued, Review & Certify, and Submit (highlighted in blue). The main content area is titled "Submit" and features a green confirmation message: "This paperless Grant Agreement was successfully submitted to OPSC." Below this, it lists "Your Application #: 57/67439-00-005" and "Submittal Date: 11/19/2024". A "What's Next" section provides instructions on receiving an Apportionment and downloading the Grant Agreement. On the right, "Application Options" includes "Download Completed Grant Agreement" and "Go To Application Dashboard" (highlighted with a red box).

You will be directed to the Application page to confirm the GA is in "Submitted" status.

The screenshot displays the "Application" dashboard for the grant agreement 57/67439-00-005, titled "Modernization 57/67439-00-005 Full Grant". The status is "Submitted", indicated by a green box. The dashboard includes a "Submitted Versions" table and a "Drafts" section.

Name	Status	Version Received Date	Submitted By
Version 1	Submitted	11/19/2024	Todd Bryan

The "Drafts" section shows "No Drafts".

## Executed Grant Agreement

The GA is fully executed when both parties complete the Review & Certify section. Once the paperless GA is submitted to OPSC by the district's authorized user, please allow up to three (3) business days for OPSC's Executive Officer to certify and submit.

The District may view the Dashboard page for the GA. The status will reflect "SAB Approved" once the GA is fully executed.

OPSC Online Dashboard Page:

Dashboard

### Funding Applications

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

Application Name	Project Type	Status	OPSC App #	School/Site
Modernization 5767439-00-005 Full GA	Grant Agreement	SAB Approved	57/67439-00-005	Peter Burnett Elementary
Charter NC PARE Help Text	Charter NC	Submitted	54/67439-00-010	1619 N Street
NC Advance for Evaluation & RA	NC Eval & RA	Submitted	50/67439-00-010	Sutter Middle
NC Site & Design Only	NC Site & Design	Submitted	50/67439-00-009	New Unnamed High
NC Design Only	NC Design	Submitted	50/67439-00-008	Sutter Middle



# OPSC ONLINE USER GUIDE



## Section 11. Fund Release

## **Form SAB 50-01, 50-02, and 50-03 Eligibility Submittals**

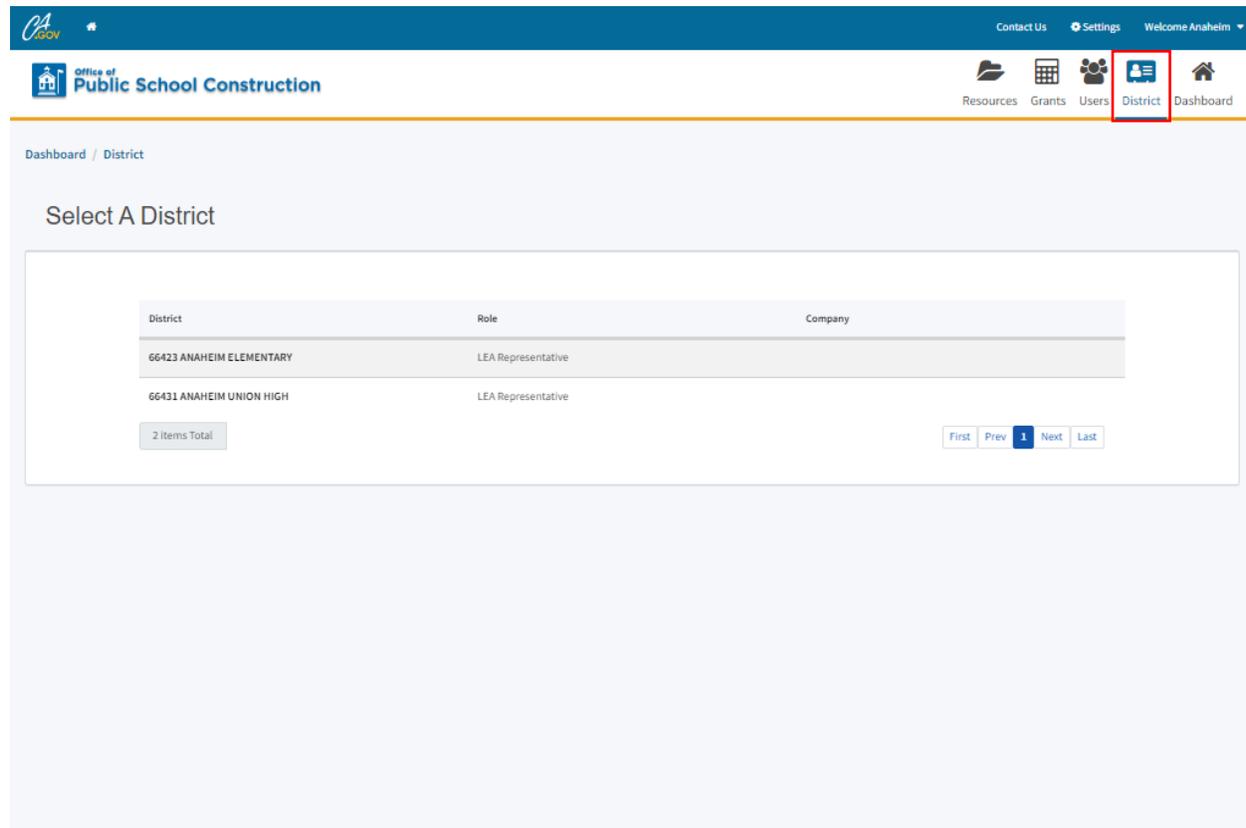
Before a district can submit a funding application for the SFP new construction and/or modernization programs, the district must submit an application to determine eligibility for funding. New Construction eligibility is normally determined on either a district-wide basis, or sometimes based off a High School Attendance Area (HSAA). For modernization, each school site has its own site-specific eligibility.

Authorized users will have the capability to create, review, and submit eligibility establishments/updates and have access to review existing ledgers showing the history of each district or site's past eligibility activity. This will allow users to see the historical eligibility and remaining eligibility details for their District. Eligibility forms include the Form SAB 50-01, 50-02, and 50-03.

The purpose of having Districts submit eligibility forms online is to capture the data and enrollment so that future functionality prepopulates enrollment for prior years. OPSC online does not calculate the enrollment projections, it is designed to capture the eligibility form data. The District should use OPSC's online [SAB 50-01 Enrollment Projection Calculator](#) to run new construction eligibility scenarios, keying in the results and desired methodology into OPSC Online. The calculator can be found here: <https://www.dgsapps.dgs.ca.gov/opsc/ab1014/>.

To access Eligibility, click on "District" and select a District Name.

*District Screen:*



The screenshot displays the 'District' selection interface. At the top, there is a navigation bar with the CA.gov logo and user information. Below this is the 'Office of Public School Construction' header. The main content area is titled 'Select A District' and contains a table with the following data:

District	Role	Company
66423 ANAHEIM ELEMENTARY	LEA Representative	
66431 ANAHEIM UNION HIGH	LEA Representative	

Below the table, it indicates '2 Items Total' and provides navigation buttons: First, Prev, 1 (selected), Next, Last.

Once a District has been selected, users can review eligibility establishments/updates which have been drafted or submitted.

By clicking on “New Eligibility Application”, users are directed to the Eligibility Wizard page, where users can create new applications for eligibility establishments and updates.

*Eligibility Screen:*

The screenshot shows the 'Eligibility' page for the district '66431 Anaheim Union High'. The page features a table of 'District Eligibility Applications' with columns for Nickname, Status, Type, Enrollment Year, HSAA, Site Name, Received Date, and Updated. A 'New Eligibility Application' button is highlighted with a red box. To the right, there is a 'View Baselines' section with a search filter and a list of HSAA options: District-wide, Anaheim, Cypress, Katella, Kennedy, Loara, Magnolia, Savanna, and Western.

Nickname	Status	Type	Enrollment Year	HSAA	Site Name	Received Date	Updated
Cypress High 2016-2017	Draft	Adj Mod	16/17	District-Wide	Cypress High	03/25/2020	Options
Cypress High 2017-2018	Draft	Adj Mod	17/18	District-Wide	Cypress High	03/25/2020	Options
Cypress High 2015-2016	Draft	Adj Mod	15/16	District-Wide	Cypress High	03/24/2020	Options
Cypress High 2013/14	Draft	Adj Mod	13/14	District-Wide	Cypress High	03/24/2020	Options

The *Eligibility Wizard* requires users to fill out information on the establishment or adjustment users wish to complete. Users will need to select the District, the type of application, the Attendance Area involved (if applicable), and the enrollment year being used. An Application Nickname is required prior to clicking "Continue".

*Eligibility Wizard:*

The screenshot shows the 'Establish or Adjust District Eligibility' form. It includes the following fields:

- District Selected: ANAHEIM UNION HIGH
- Select Eligibility Application Type: Please select an option
- Select High School Attendance Area: Please select an option
- Select Enrollment Year: Please select an option
- Enter An Application Nickname: [Empty text box]

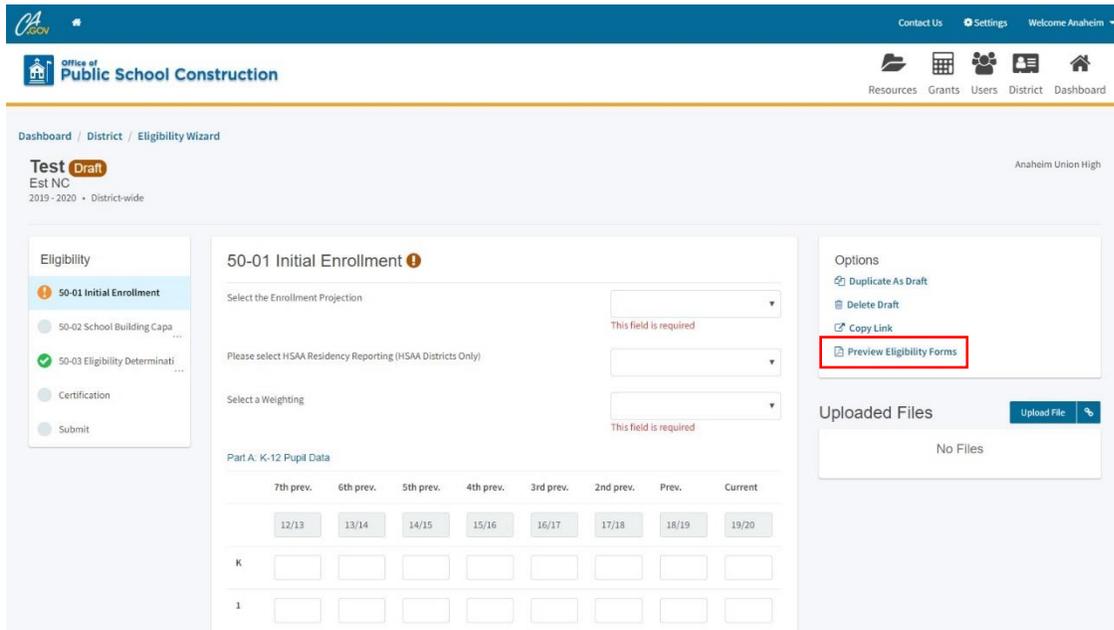
At the bottom, there are 'Cancel' and 'Continue' buttons.

Users wishing to establish New Construction eligibility will select “Establish New Construction Eligibility”. Then, select the type of application and whether the application is for a High School Attendance Area, or if it is district-wide. You will also need to enter the enrollment year. New Construction eligibility establishment applications will include Forms SAB 50-01, 50-02, and 50-03.

Users submitting New Construction eligibility adjustment updates will only include the Form SAB 50-01 with the most current enrollment information on it.

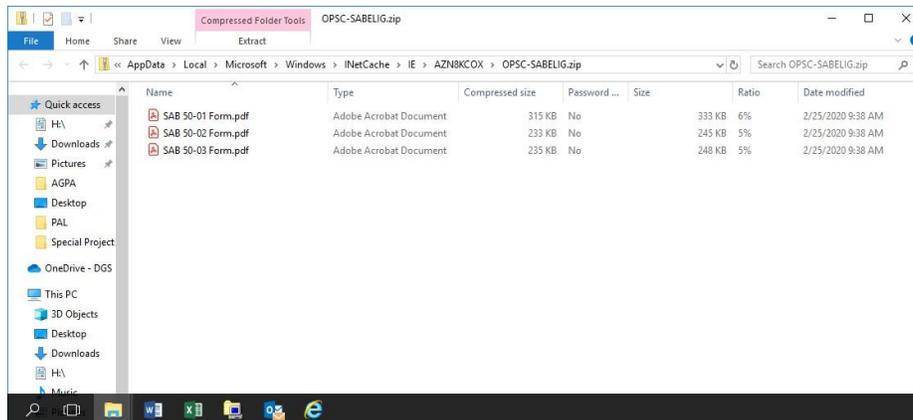
Establishments and adjustments for Modernization eligibility only utilize the Form SAB 50-03.

*Eligibility Wizard:*



The District can obtain a hard copy of any of the three forms along with general information and instructions by clicking “Preview Eligibility” Forms on the right side of the application.

*Eligibility Forms:*



The District Superintendent/Representative will complete the certification page once all information has been verified. Users will be unable to move forward unless all sections have been completed and show a check mark. An exclamation point next to a section name indicates an incomplete page. To return to a page, click on the section name or use the “Previous” tab until the desired page is found.

Certification Page:

The screenshot shows the 'Certification' page in the OPSC Online system. The top navigation bar includes 'Contact Us', 'Settings', and 'Welcome Anaheim'. The main header is 'Office of Public School Construction'. The left sidebar shows a progress bar with 'Certification' highlighted. The main content area contains a certification statement, a list of terms, and a form with several required fields. A 'Previous' button is highlighted at the bottom left.

Once all the information has been verified and reviewed, the District Superintendent/Representative will click “Submit Paperless Application”.

Submittal Page:

The screenshot shows the 'Submittal' page in the OPSC Online system. The left sidebar shows a progress bar with 'Submit' highlighted. The main content area contains a submittal statement, a list of terms, and a form with a 'Submit Paperless Application' button highlighted.

Only District Representatives/Superintendents can submit applications. Authorized users will only have the ability to draft applications on the District's behalf. Applications not submitted become marked as drafts and can be found under the Eligibility area in the District's dashboard.

The Eligibility screen also allows users to view their District's new construction and modernization baselines under the *View Baselines* menu.

*Eligibility Screen:*

The screenshot shows the 'Eligibility' screen for the district '66431 Anaheim Union High'. The main content area is titled 'District Eligibility Applications' and contains a table with the following data:

Nickname	Status	Type	Enrollment Year	HSSA	Site Name	Received Date	Updated	
Cypress High 2017-2018	Draft	Adj Mod	17/18	District-Wide	Cypress High	05/02/2020	05/02/2020	Options
Test	Draft	Est Nc	19/20	District-Wide	Cypress High	05/02/2020	05/02/2020	Options
Cypress High 2016-2017	Draft	Adj Mod	16/17	District-Wide	Cypress High	03/25/2020	03/25/2020	Options
Cypress High 2015-2016	Draft	Adj Mod	15/16	District-Wide	Cypress High	03/24/2020	03/24/2020	Options
Cypress High 2013/14	Draft	Adj Mod	13/14	District-Wide	Cypress High	03/24/2020	03/24/2020	Options

Below the table are navigation buttons: First, Prev, 1, Next, Last. To the right, a 'View Baselines' sidebar is highlighted with a red box. It contains a search input 'Type to filter the HSSA' and a list of HSSA options: District-wide, Anaheim, Cypress, Katella, Kennedy, Loara, Magnolia, Savanna, and Western.

Once a High School Attendance Area is selected, the user can then click *New Construction* to view District wide or HSSA baselines. Modernization baselines can be viewed by searching or clicking on the site name.

*Baseline Screen:*

The 'Baselines' screen has the following structure:

- Baselines** (Section Header)
- View the District's New Construction baseline and adjustments:
  - [New Construction >](#)
- Or, select a site below to view its Modernization baseline:
  - Search input: Type to filter the Sites
  - List of sites:
    - ADMINISTRATION BUILDING >
    - ADMINISTRATION BUILDING >
    - ANAHEIM HIGH >
    - BALL JUNIOR HIGH >
    - BROOKHURST JUNIOR HIGH >

Districts will be able to view the current eligibility and all adjustments completed with State Allocation Board (SAB) approval. Pending adjustments not yet approved will appear under the *Pending Baselines Adjustment(s)* header located near the bottom of the page, the status of the adjustment will allow districts to see what stage application adjustments are at during OPSC's review. The user can also see what the estimated baseline will be once pending adjustments are approved.

**Eligibility Baseline Screen:**

Established Baseline:

K-6	7-8	9-12	Non-Severe	Severe
0	0	791	0	0

Type to filter...

K-6	7-8	9-12	Non-Severe	Severe	Adjustment Type	App#/Desc.	SAB Date	Received	Approved By	Justification	Enrollment	Proj. SAB Date
0	0	-4	0	0	e - Errors or Omissions		05/26/2010	11/02/2009	Lina.lyda@dgs.ca	11/02/2009	08/09	05/26/2010
0	0	44	2	4	c - Enrollment Increase		04/28/2010	10/29/2009	Lina.lyda@dgs.ca	10/26/2009	08/09	04/28/2010
0	0	119	-23	-4	c - Enrollment Increase		03/25/2009	10/27/2008	Tracy.sharp@dgs	10/23/2008	07/08	03/25/2009
0	0	17	7	2	c - Enrollment Increase		02/27/2008	10/17/2007	Brian.lapask@dg	10/12/2007	06/07	02/27/2008
0	0	59	-1	0	c - Enrollment Increase		12/06/2006	08/07/2006	Steve.paul@dgs.x	08/03/2006	05/06	12/06/2006

First Prev 1 2 3 Next Last

SAB Approved Baseline:

K-6	7-8	9-12	Non-Severe	Severe
0	0	1227	43	6

**Pending Baseline Adjustment(s)**

[New Baseline Adjustment](#)

Select a row below to edit.

Type to filter...

K-6	7-8	9-12	Non-Severe	Severe	Adjustment Type	Status	Reviewed By PM	Date Created	Last Updated	Proj. SAB Date
0	0	-795	0	0	a - Reduced by SFP Funding Items	PM Review		04/24/2020	04/24/2020	06/24/2020

Estimated Baseline:

K-6	7-8	9-12	Non-Severe	Severe
0	0	432	43	6

## **Form SAB 50-04, 50-09 and 50-10 Funding Application Submittal**

The Application for Funding (Form SAB 50-04) is submitted by school districts and County Offices of Education (COE) once they meet all of the program eligibility requirements, and they are ready to seek funding for an eligible project.

Authorized users will be able to submit supporting documentations needed for review and save draft versions which can be returned to at a later time.

### **Create New Funding Application**

To submit a new funding application, click on “Create New Funding Application” on the Dashboard page.

*Funding Application Screen:*

CA.GOV | Contact Us | Settings | Welcome Anaheim

Office of Public School Construction | Resources | Grants | Users | District | Dashboard

Dashboard

### Funding Applications

[Create New Funding Application](#) | Filter 41 applications... | Search All

App Name	Prog. Type	Status	OPSC App #	School/Site	District	PTN #	OPSC Received	Last Updated
Magnolia-Patient Care	CTE NC	OPSC Reviewing	55/6643 05-001	Magnolia High	Anaheim Union High	66431-123	04/03/2020	04/03/2020
Katella - Culinary	CTE MOD	OPSC Reviewing	59/6643 02-001	Katella High	Anaheim Union High	66431-122	04/03/2020	04/03/2020
Sunkist Elementary	MOD	OPSC Reviewing	57/6642 00-034	Sunkist Elementary	Anaheim Elementary	66423-79	03/31/2020	04/01/2020
Western High	MOD	OPSC Reviewing	57/6643 00-025	Western High	Anaheim Union High	66431-101	01/28/2020	01/29/2020
57/66431-00-015	MOD	OPSC Reviewing	57/6643 00-015	Katella High	Anaheim Union High	66431-66	10/10/2016	09/04/2019

41 Apps Total | Items Per Page: 5 | First | Prev | 1 | 2 | 3 | 4 | 5 | Next | Last

Once selected, a dialog box opens asking the user if the new funding application is for a project that has already received advanced funding for Site Acquisition & Design. If the District has received the advance funding, the user should select “Yes”, and move forward as directed.

Application Screen:

The screenshot shows the 'Create New Application' dialog box. At the top, it says 'Office of Public School Construction'. Below that, there are navigation icons for Resources, Grants, Users, District, and Dashboard. The dialog box itself has a title 'Create New Application' and a question: 'Has the District applied for advanced funding for Site Acquisition or Design for this project/application?'. There are two buttons: 'Yes' and 'No'. At the bottom right of the dialog, there are 'Cancel' and 'Continue' buttons.

If no advance funding has been received, select “No”, enter in the required information, and click “Continue” to proceed with completing your funding application.

Application Screen:

The screenshot shows the 'Create New Application' form. At the top, it says 'Office of Public School Construction'. Below that, there are navigation icons for Resources, Grants, Users, District, and Dashboard. The form has a title 'Create New Application' and a question: 'Has the District applied for advanced funding for Site Acquisition or Design for this project/application?'. There are two buttons: 'Yes' and 'No'. Below the question, there is a help message: 'You have selected "No" because this is a brand new application for a project that has never requested a prior separate site and/or design funding approval. The following screens will be a step-by-step guide to completing your application online. On this first screen, please select the District name, Program Type (e.g. New Construction, Modernization), High School Attendance Area (if applicable), enter the Project Tracking Number, and enter a nickname for the application. The nickname is used to help you with differentiating this from other projects in your Dashboard.' Below the help message, there are four input fields: 'Select the District' (dropdown), 'Select a funding Program Type' (dropdown), 'Please enter your primary Project Tracking Number (PTN #)' (text input), and 'Please enter application nickname' (text input). At the bottom right of the form, there are 'Cancel' and 'Continue' buttons.

Once the authorized user has inputted the necessary information for their funding application, the user should then request the District’s Licensed Architect and Licensed Design Consultant to go into the drafted funding application and make the necessary certifications required.

*Licensed Architect Consultant Certification:*

*Licensed Design Consultant Certification:*

Similarly, the District Representative/Superintendent should review the entire application and should verify the information reported is true and correct prior to completing the certification page.

*District Representative Certification Screen:*

**SAB 50-04 Form**

- Site Info
- Project Type
- Additional Grant Request
- Excessive Cost Hardship
- Alternative Developer Fee / A
- Joint Use / CTE**
- Project Progress
- Licensed Architect
- Licensed Design Consultant
- Certification**
- Review
- Submit

### Certification

I certify, as the District Representative, that the information reported on this form, with the exception of items 22 and 23, is true and correct and that:

- I am an authorized representative of the district as authorized by the governing board of the district; and,
- A resolution or other appropriate documentation supporting this application under Chapter 12.5, Part 10, Division 1, commencing with Section 17070.10, et. seq., of the Education Code was adopted by the school district's governing board or the designee of the Superintendent of Public Instruction on,
- The district has established a "Restricted Maintenance Account" for exclusive purpose of providing ongoing and major maintenance of school buildings and has developed an ongoing and major maintenance plan that complies with and is implemented under the provisions of Education Code Section 17070.75 and 17070.77 (refer to Sections 1859.100 through 1859.102); and,
- The district has considered the feasibility of the joint use of land and facilities with other governmental agencies in order to minimize school facility costs; and,

Scroll to bottom to Certify app.

I verify, I have read and agree to the above terms and certification information

**Please Certify application**

Date

District Representative / Superintendent Phone Number

Phone Extension (optional)

District Representative / Superintendent Name

Representatives/Superintendents can then click "Submit Paperless Application" to complete the submittal of their funding application.

*Submittal Screen:*

**SAB 50-04 Form**

- Site Info
- Project Type
- Additional Grant Request
- Excessive Cost Hardship
- Alternative Developer Fee / A
- Joint Use / CTE
- Project Progress
- Licensed Architect
- Licensed Design Consultant
- Certification
- Review
- Submit**

### Submit

OPSC now accepts State Allocation Board School Facility Program forms to be submitted electronically via this system. Applicants must upload all required documents prior to submittal below.

- Applications may only be submitted by a District Superintendent or an authorized District Representative who is signed into OPSC Online with his/her corresponding OPSC Online User ID. Submittal from these authorized accounts is considered to be a unique electronic signature for purposes of application submittal. A printed, wet-signature form is not required to be mailed to OPSC.
- Districts and OPSC staff will be able to access uploaded files at any time and can upload new versions or additional files at any time.
- Once an applicant has uploaded a file, the file cannot be removed.

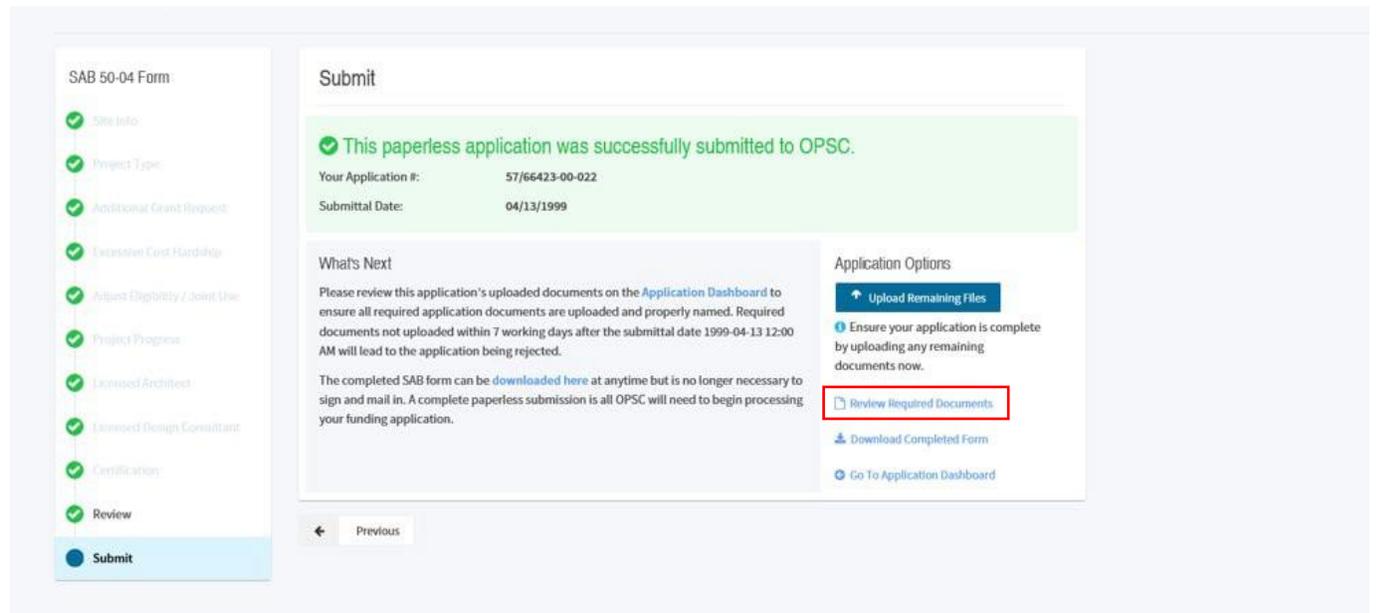
I have uploaded the Detailed Listing of Project Expenditures (DLOPE) that supplements the Form SAB 50-06.  
 All uploaded files for this application are always available on the Application Dashboard.

I certify, as the Representative for the School District, that I have reviewed the application and that the information reported on this form is true and correct and that: I am the authorized representative of the District as authorized by the governing board of the district.

Select “Upload Remaining Files” to attach any supporting documents needed to complete the District’s application. Documents are required within 7 business days of your application submittal date. Users can locate required forms by clicking on “Review Required Documents”.

Applications submitted to OPSC will be reviewed in the date order received. Authorized Users can go to their *Dashboard* to view the status of their District’s funding application.

Completed Submission Screen:



## **Financial Hardship**

When a Local Educational Agency (LEA) submits an *Application for Funding*, they have the option to check a box on the application to request funding for a Financial Hardship (FH). The purpose of a Financial Hardship review is first to determine if an LEA is eligible for Financial Hardship, and second, to determine how much LEA funds are available for the LEA matching share, if any. If the LEA does not have enough funds for their matching share of a project, the LEA receives Financial Hardship in an amount to make the LEA share whole (LEA's required share minus available funds).

For example, if the project total cost is \$1 million and the LEA matching share is \$500,000, but the LEA only has \$200,000 available for their matching share, the LEA would receive \$300,000 in Financial Hardship funding ( $\$500,000 - \$200,000 = \$300,000$ ).

When an LEA requests Financial Hardship on an *Application for Funding*, the Office of Public School Construction (OPSC) will request a package of documents from the LEA so that a review for Financial Hardship can be completed concurrently with the review of the *Application for Funding*. Any authorized user representing the school district may complete the Financial Hardship package and upload documents in OPSC Online; however, only the Authorized Superintendent, and District Representatives may submit a Financial Hardship package through *OPSC Online*.

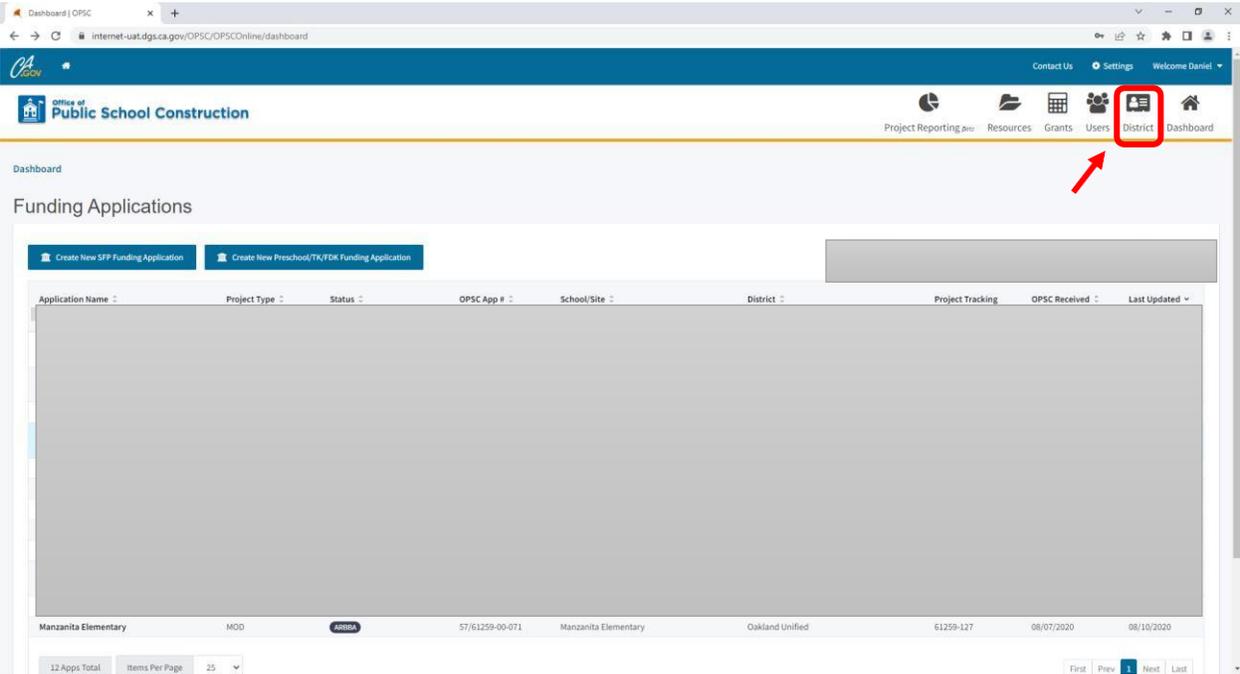
The LEA must have received a request from OPSC for a Financial Hardship package before submitting one in *OPSC Online*. The Financial Hardship Package the LEA will submit through *OPSC Online* consists of:

- Phase I FH Checklist
- Phase II FH Checklist
- Project Worksheet for each project
- Fund Worksheet for each Capital Facility Fund the LEA has
- Supporting documents called for in the Phase I and II FH Checklists
- For a Re-Review, the LEA provides an Unfunded Review FH Checklist and supporting documents

### **Submitting a Financial Hardship Package in *OPSC Online***

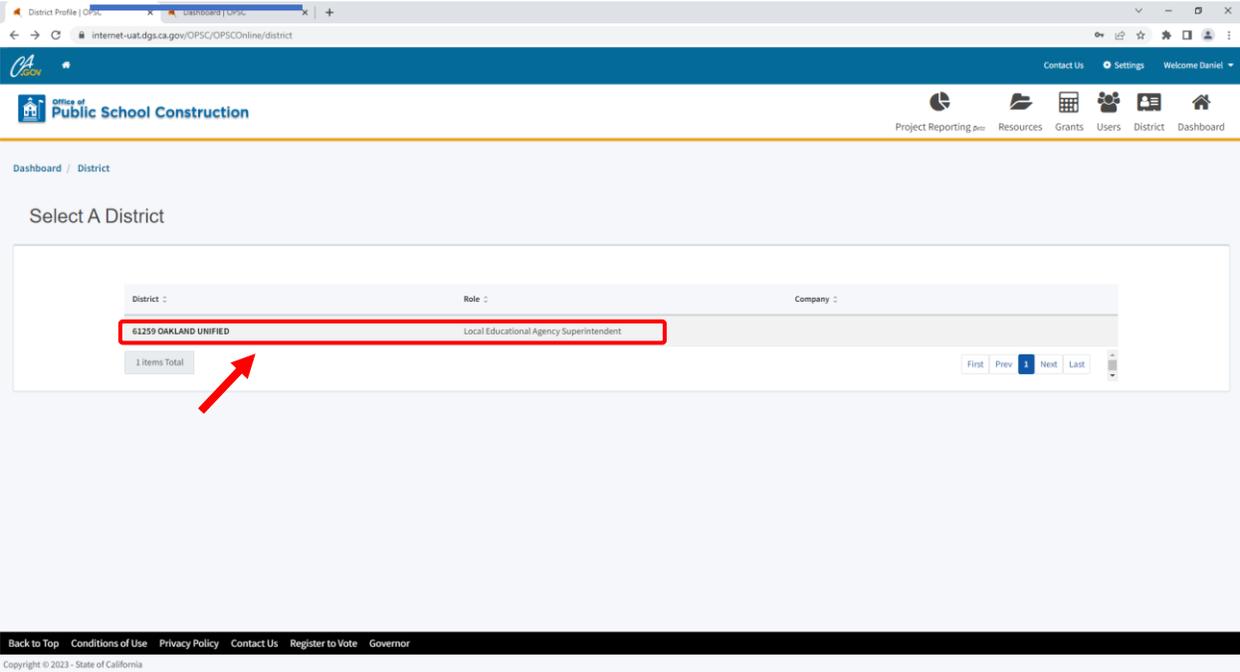
Authorized users may submit a Financial Hardship package through *OPSC Online* when FH documents are requested by the OPSC. To begin submitting a new Financial Hardship Package, log onto OPSC Online and then (1) click on the "District" *button*.

Dashboard Funding Application Screen:



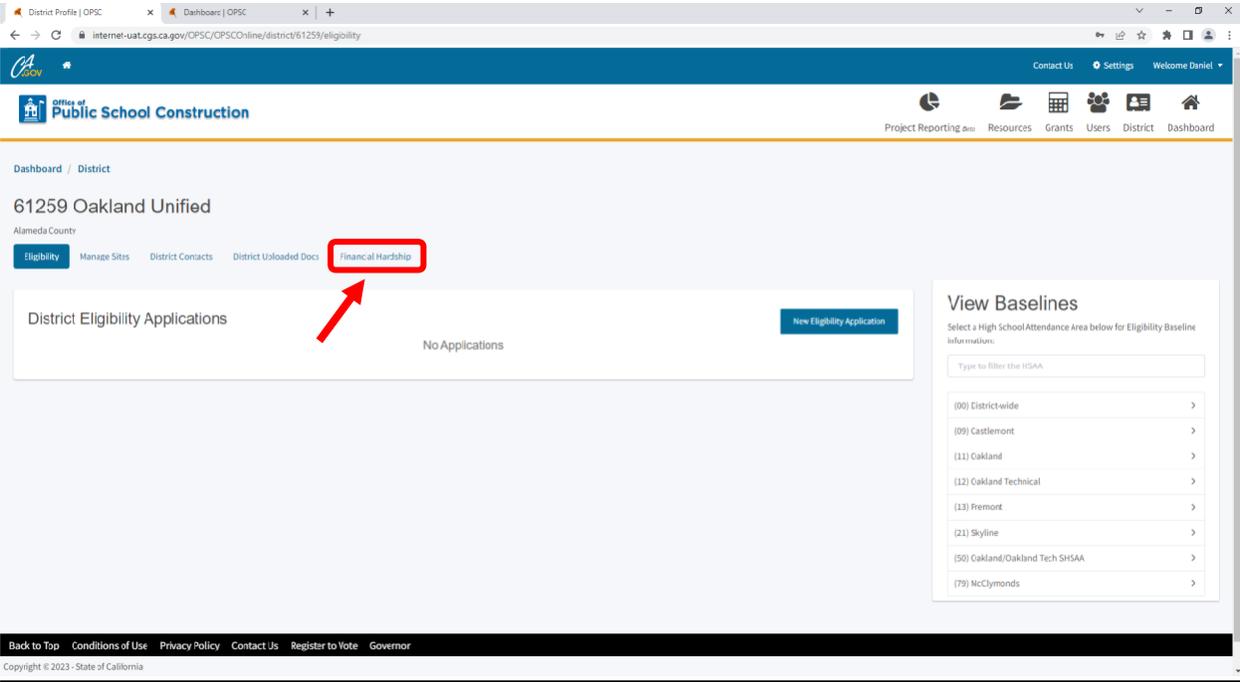
From the District screen, click on the *district name*.

District Screen:



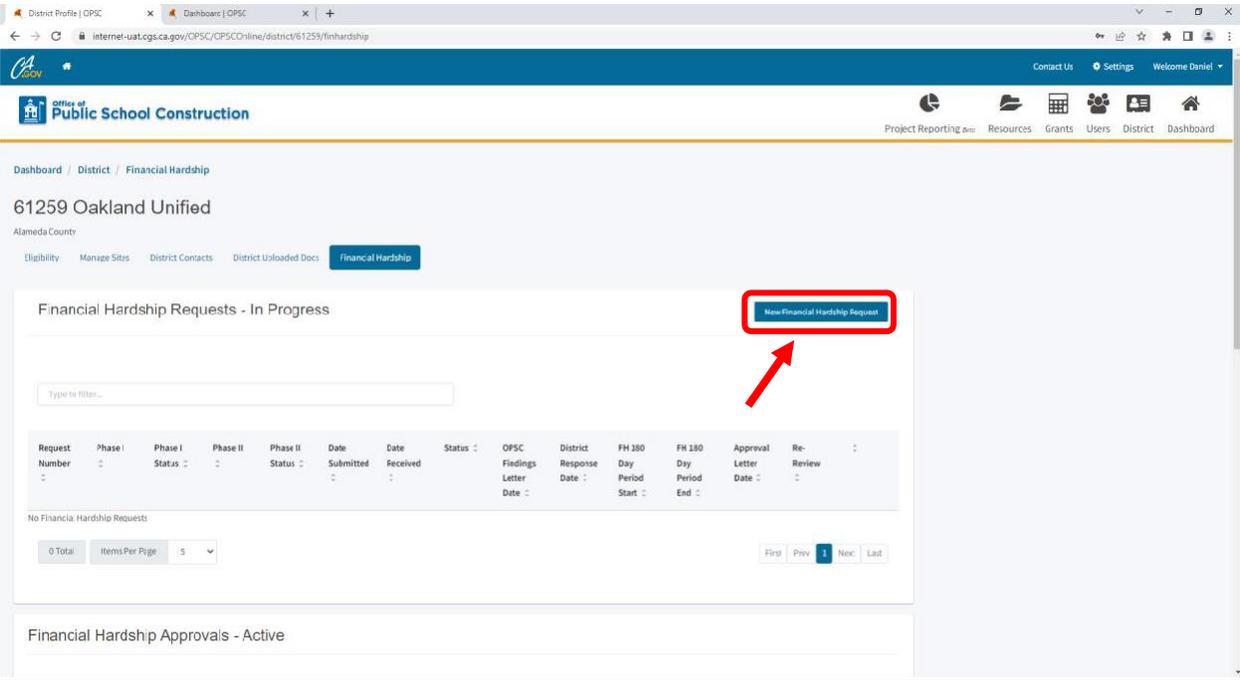
Click on the "Financial Hardship" tab.

District Screen:



Click on "New Financial Hardship Request".

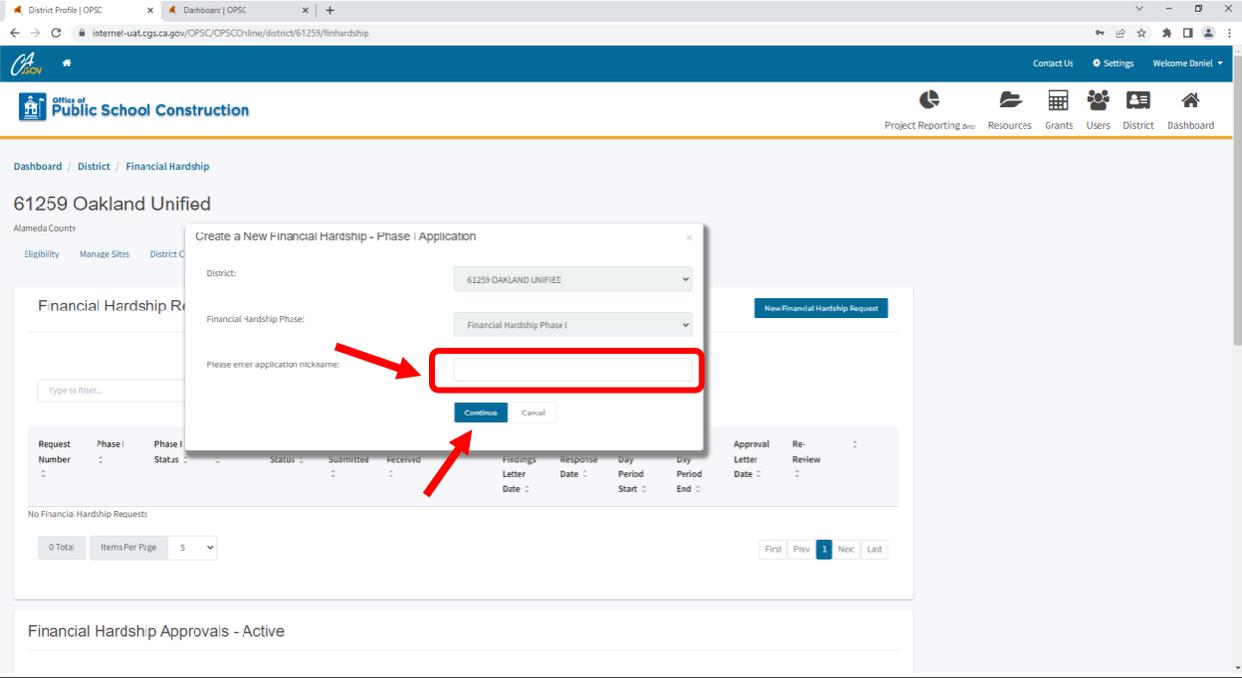
Financial Hardship Screen:



A pop-up window will appear that has three fields: 1. District; 2. Financial Hardship Phase; 3. Application Nickname. Enter in an application nickname in the application nickname field and click “Continue”.

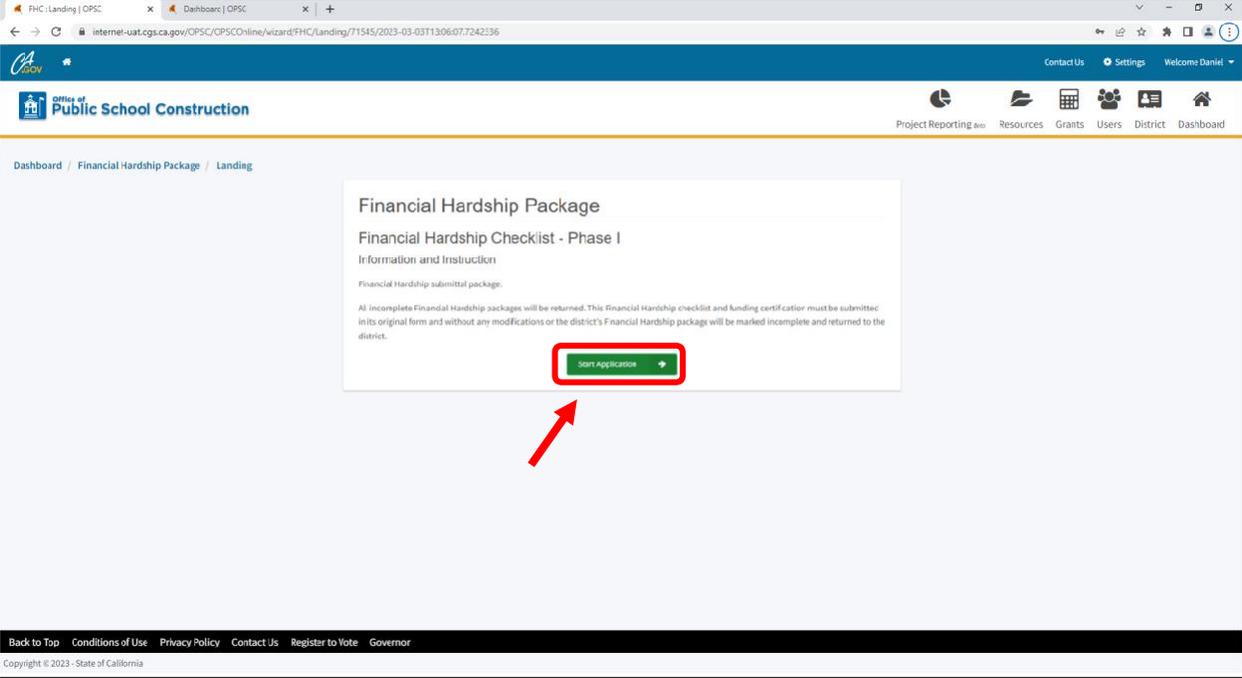
Note: Make the nickname as detailed as possible. For example: “XYZ USD Phase 1 FH Checklist 10/2023”

*Financial Hardship Screen:*



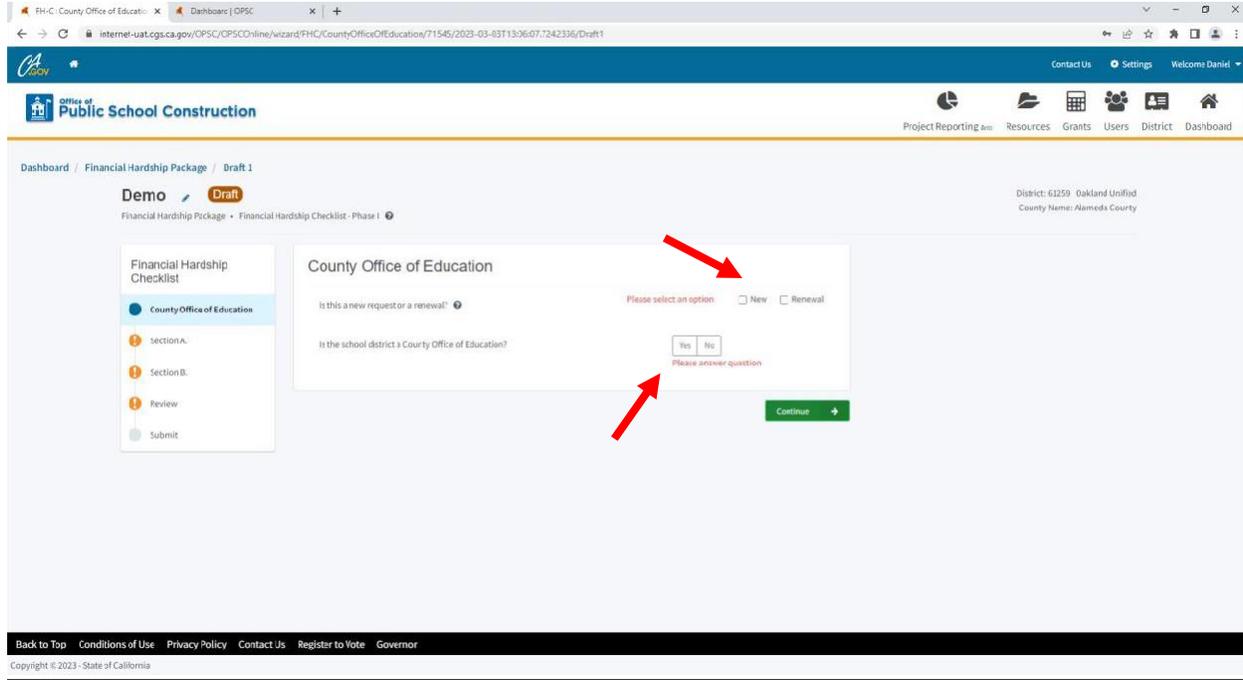
Click on “Start Application” from the *Financial Hardship Package, Financial Hardship Checklist - Phase 1* screen.

*Financial Hardship Package Landing Screen:*

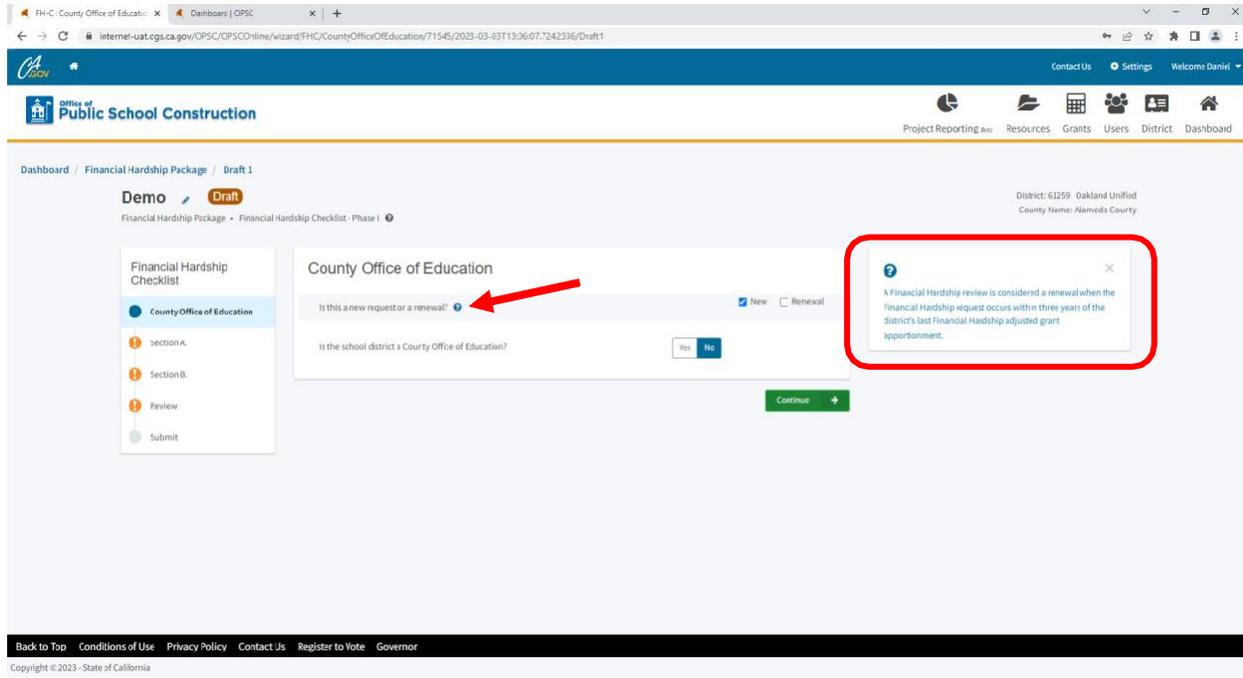


Check the box to indicate if this is a “New” Financial Hardship request or a “Renewal”. Then Click “Yes” or “No” to indicate if it is a County office of Education.

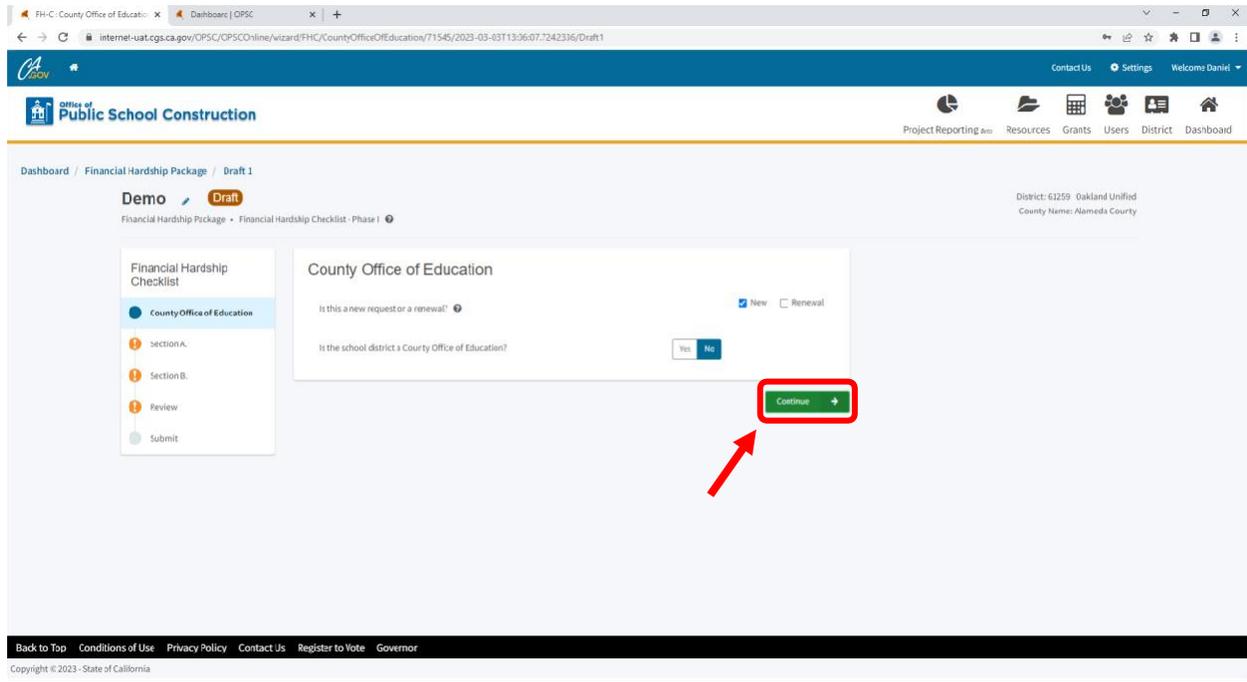
*Financial Hardship Package Wizard:*



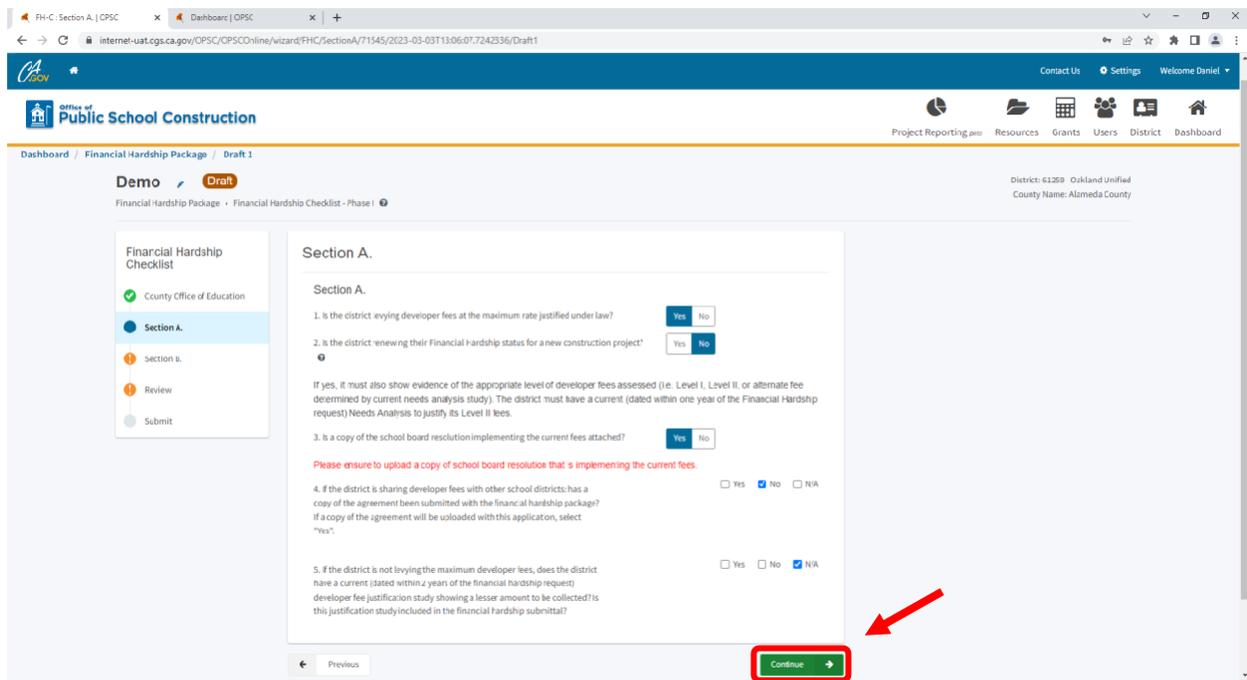
Clicking on a question mark icon next to a question will pull up a pop-up box with additional information related to that question.



Click “Continue” when you are done.



Answer each question on the screen and click “Continue”. Repeat these steps for the *Section A* and *Section B* in the *Financial Hardship Checklist*.\*



\* If the school district is not levying developer fees at the maximum rate justified under law, the school district does not qualify for financial hardship status. The school district can stop filling out the form and should notify the financial hardship auditor and project manager processing the funding application.

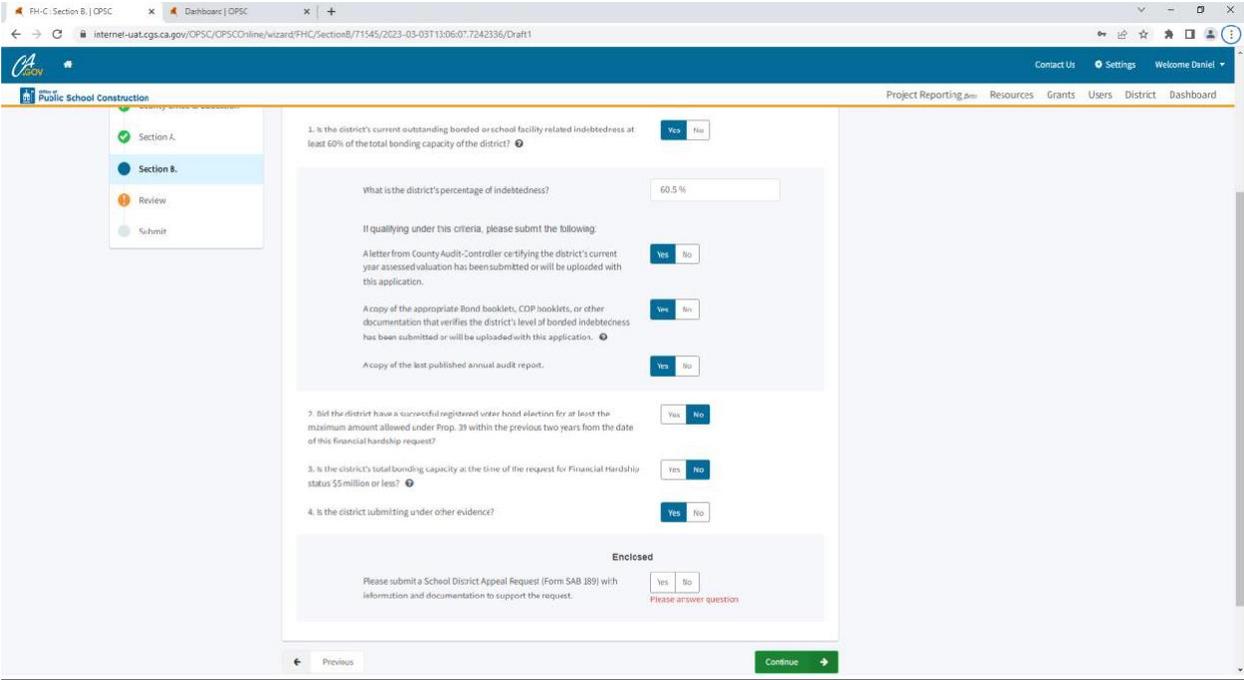
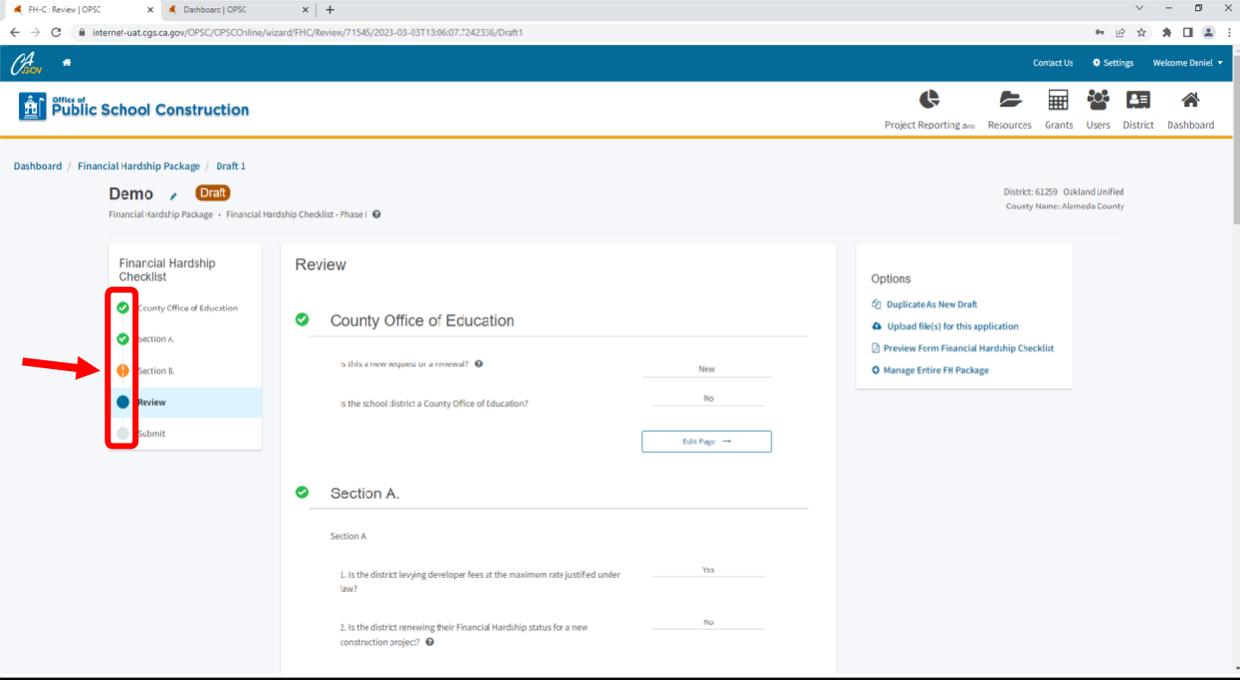
If the school district answers No to all four questions in *Section B*, the school district does not qualify for financial hardship status. The school district can stop filling out the form and should notify the financial hardship auditor and project manager processing the funding application.

The screenshot shows a web browser window with the URL `internet-uat.cgs.ca.gov/CPSC/CPSCOnline/wizard/FHC/SectionB/71545/2023-03-03T13:06:07:7242336/Draft1`. The page header includes the 'CA.gov' logo and 'Office of Public School Construction'. A navigation bar contains links for 'Project Reporting', 'Resources', 'Grants', 'Users', 'District', and 'Dashboard'. On the left, a 'Financial Hardship Checklist' sidebar shows 'Section B.' as the current step. The main content area is titled 'Section B.' and contains the following questions and options:

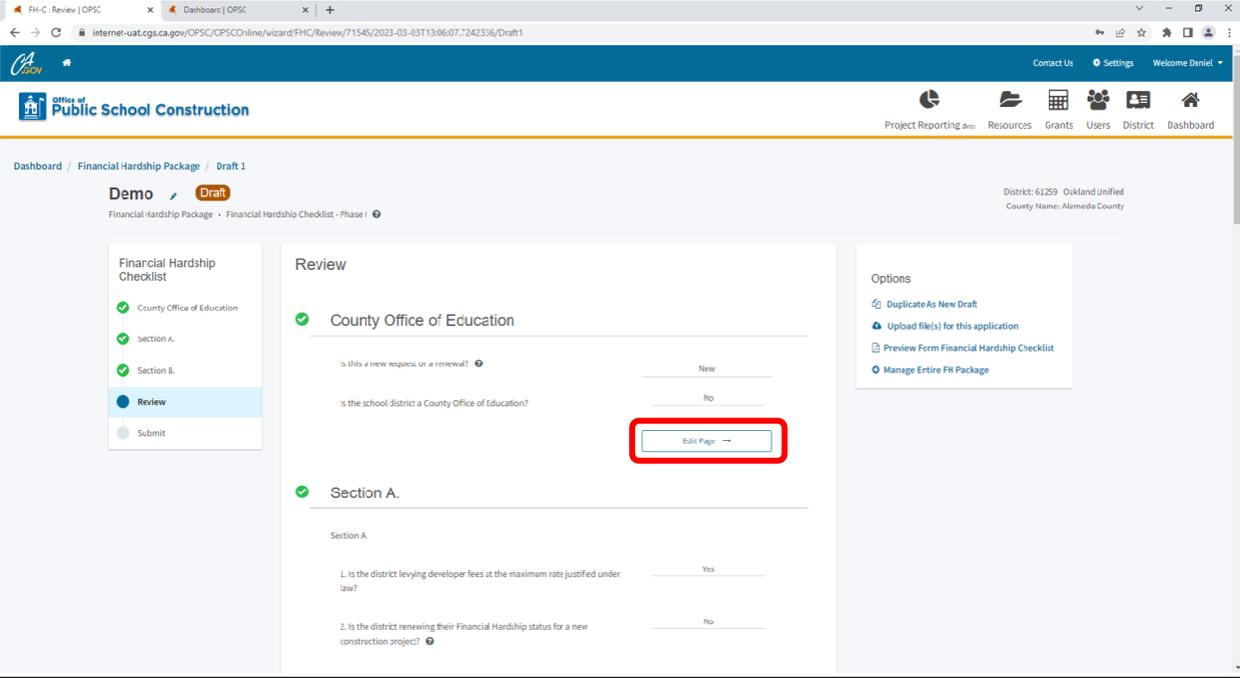
- 1. Is the district's current outstanding bonded or school facility related indebtedness at least 60% of the total bonding capacity of the district?  Yes  No
- What is the district's percentage of indebtedness?
- If qualifying under this criteria, please submit the following:
  - A letter from County Audit-Controller certifying the district's current year assessed valuation has been submitted or will be uploaded with this application.  Yes  No
  - A copy of the appropriate Bond booklets, COP booklets, or other documentation that verifies the district's level of bonded indebtedness has been submitted or will be uploaded with this application.  Yes  No
  - A copy of the last published annual audit report.  Yes  No
- 2. Did the district have a successful registered voter bond election for at least the maximum amount allowed under Prop. 39 within the previous two years from the date of this financial hardship request?  Yes  No
- 3. Is the district's total bonding capacity at the time of the request for Financial Hardship status \$5 million or less?  Yes  No
- 4. Is the district submitting under other evidence?  Yes  No

At the bottom of the form, there are two buttons: 'Previous' on the left and 'Continue' on the right. The 'Continue' button is highlighted with a red box and a red arrow pointing to it.

Each time you successfully complete a section of the *Financial Hardship Checklist*, that section will change from an exclamation point to a green checkmark on the left-hand navigation panel. If not, then go back to that section by clicking on the “Previous” button at the bottom of the screen and answer the unanswered question(s).



After completing the first three sections of the *Financial Hardship Checklist* Phase I, you will be on the *Review* screen and be able to review the answers provided. Click on “Edit” Page in any section that needs the answer to a question changed.



Once all the questions are answered correctly, click on “Continue” at the bottom of the *Review* screen.

The screenshot shows a web browser window with the URL [internet-uat.cgs.ca.gov/OPSC/CPSCO/line/wizard/FHC/Review/71545/2023-03-03T13:06:07.7242336/Draft1](https://internet-uat.cgs.ca.gov/OPSC/CPSCO/line/wizard/FHC/Review/71545/2023-03-03T13:06:07.7242336/Draft1). The page is titled "Office of Public School Construction" and "Financial Hardship Checklist - Phase I". The checklist items are:

- 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)

At the bottom right, there is a "Continue" button with a right-pointing arrow, which is highlighted with a red box. There is also a "Previous" button on the left.

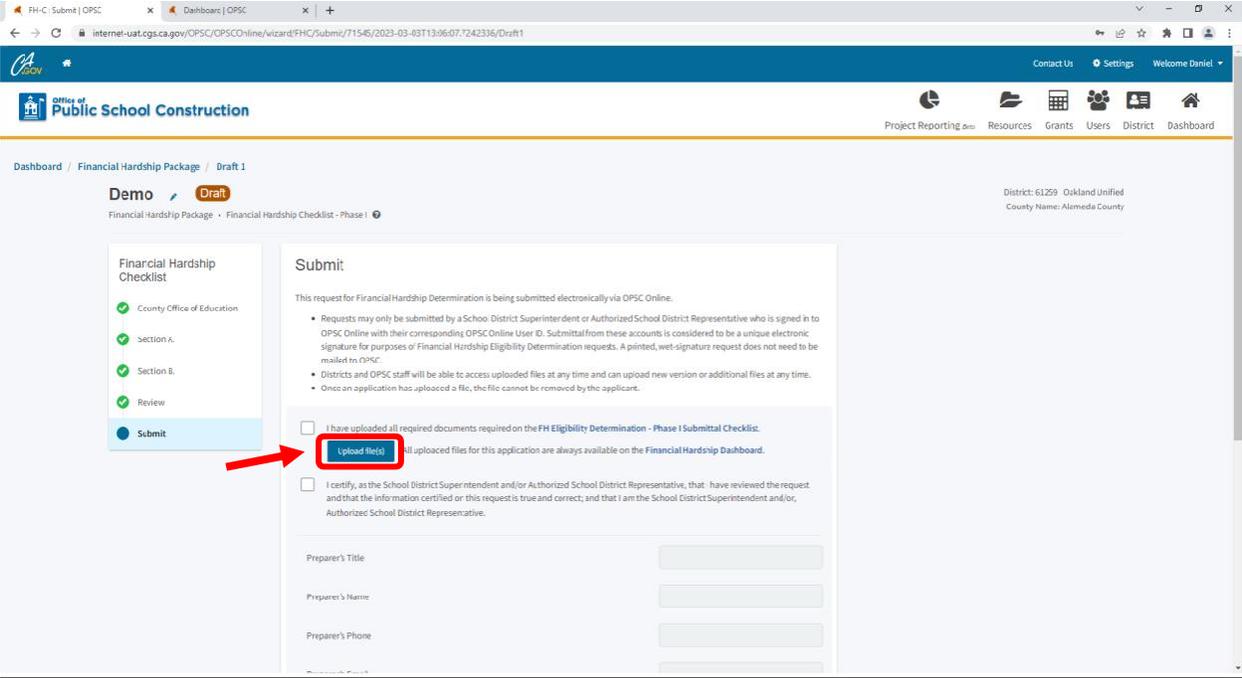
The last screen in the *Financial Hardship Checklist Phase I* is the *Submit* screen. From this screen you can download a Word Document list of the documents required for a Phase I Financial Hardship submittal.

Click on “FH Eligibility Determination – Phase I Submittal Checklist” to download the list of documents required for a Phase I Financial Hardship submittal.

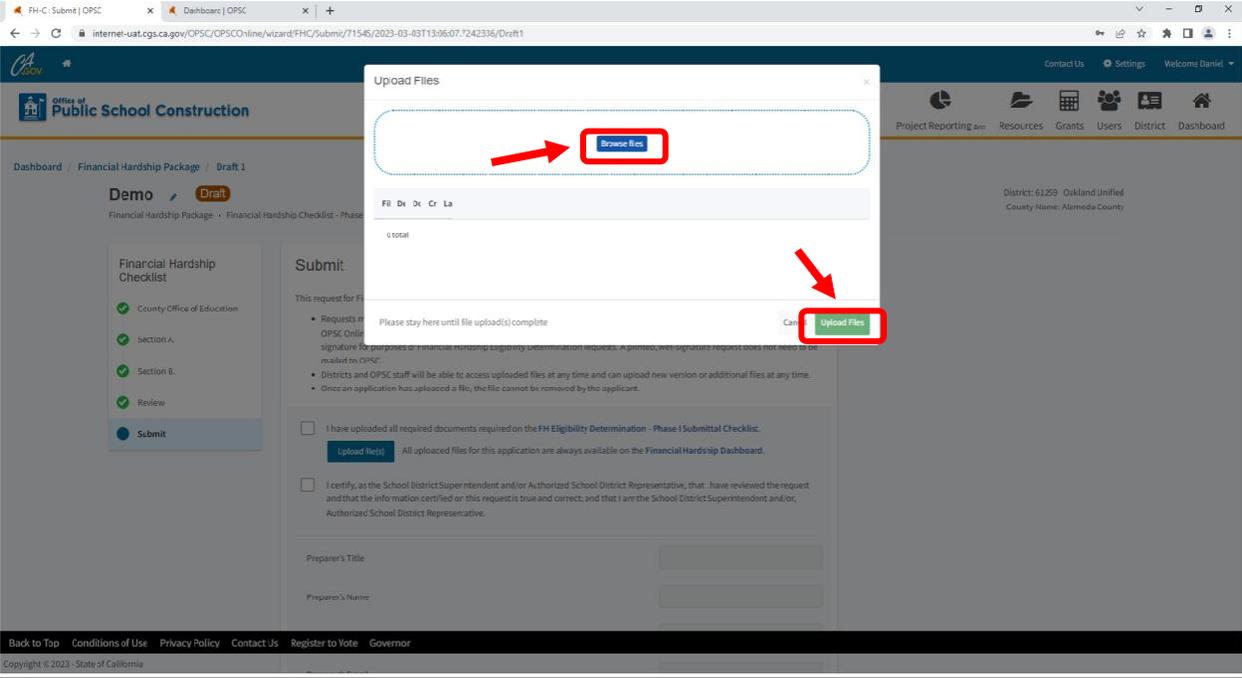
The screenshot shows a web browser window with the URL [internet-uat.cgs.ca.gov/OPSC/CPSCO/line/wizard/FHC/Submit/71545/2023-03-03T13:06:07.7242336/Draft1](https://internet-uat.cgs.ca.gov/OPSC/CPSCO/line/wizard/FHC/Submit/71545/2023-03-03T13:06:07.7242336/Draft1). The page is titled "Office of Public School Construction" and "Financial Hardship Checklist - Phase I". The page shows a "Submit" screen with the following content:

- Financial Hardship Checklist: County Office of Education, Section A, Section B, Review, and Submit (selected).
- Submit instructions: "This request for Financial Hardship Determination is being submitted electronically via OPSC Online." and "Requests may only be submitted by a School District Superintendent or Authorized School District Representative who is signed in to OPSC Online with their corresponding OPSC Online User ID.".
- Checklist items:
  - I have uploaded all required documents required on the **FH Eligibility Determination - Phase I Submittal Checklist**. (This link is highlighted with a red box.)
  - I certify, as the School District Superintendent and/or Authorized School District Representative, that I have reviewed the request and that the information certified on this request is true and correct; and that I am the School District Superintendent and/or, Authorized School District Representative.
- Form fields for Preparer's Title, Name, and Phone.

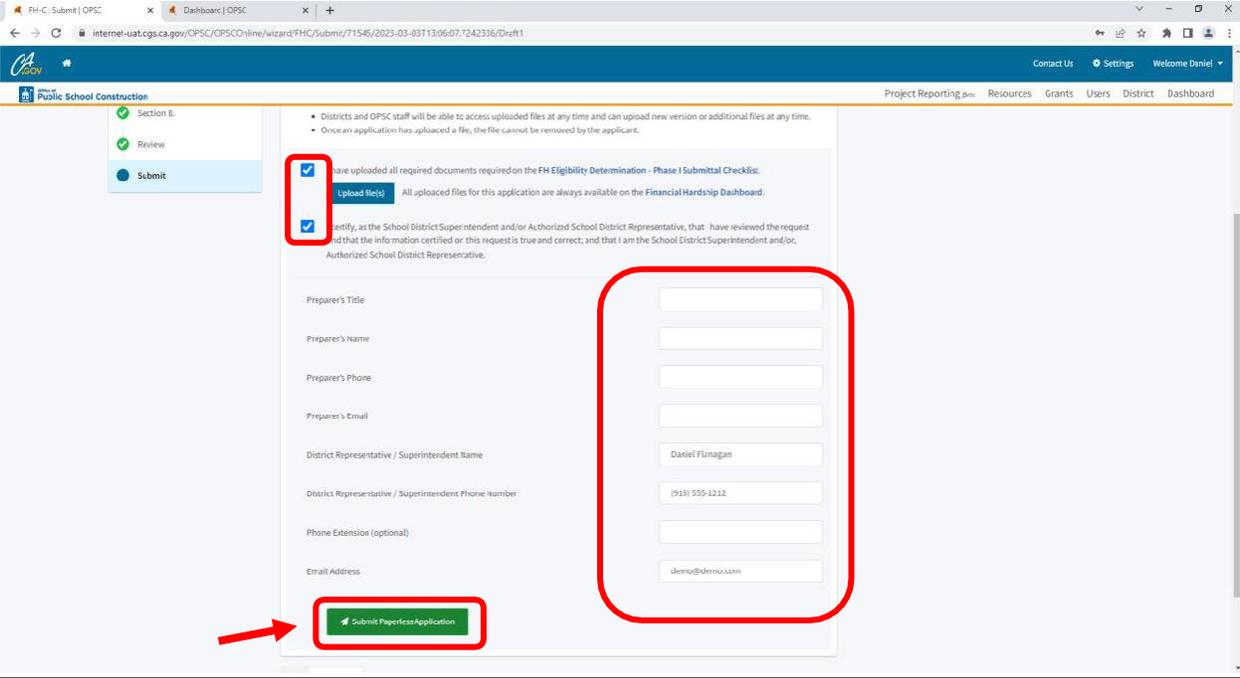
To upload the documents required for a Phase I Financial Hardship submittal, click on “Upload file(s)”.



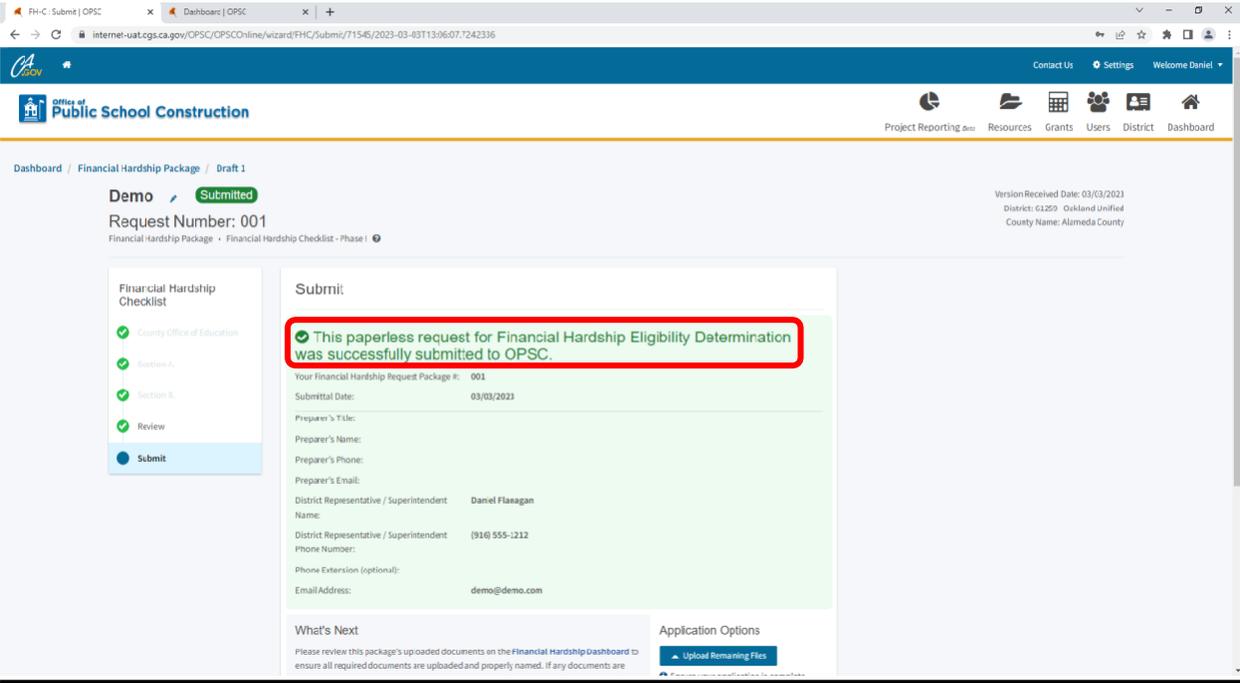
Click on “Browse files” to locate documents required to be upload for review and click “Upload Done”. Click on “Done” once all your Phase I documents are uploaded.



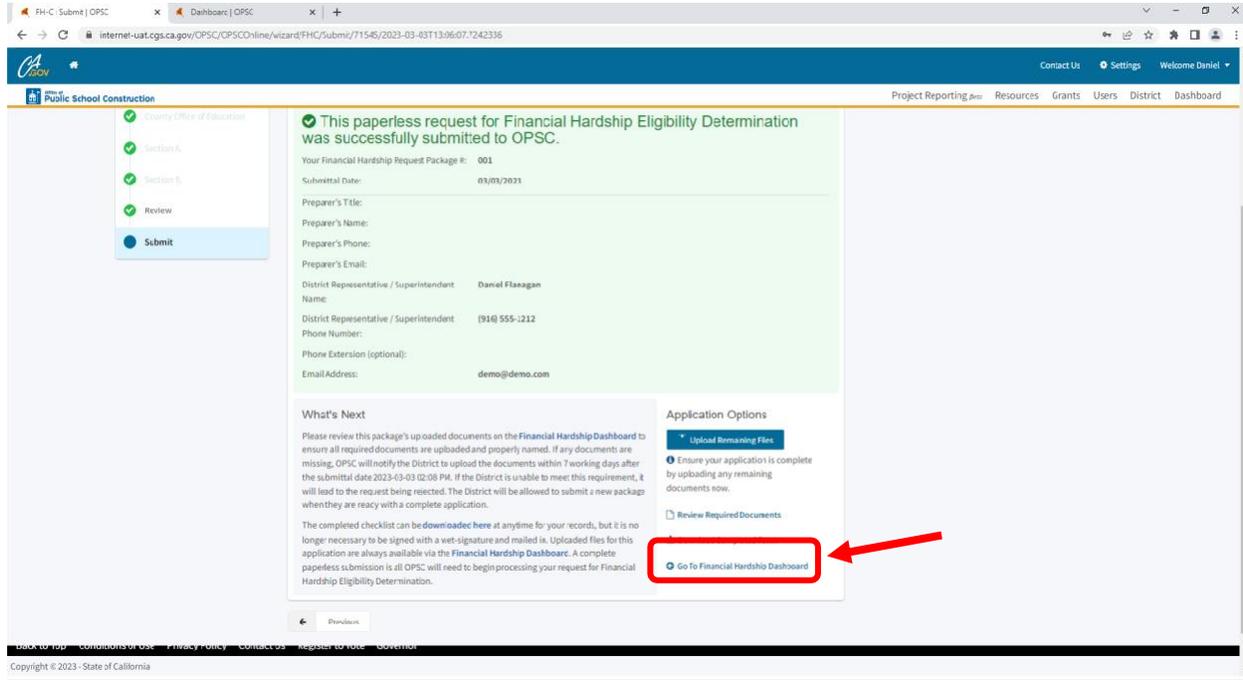
Once all the required documents are uploaded to OPSC Online, click on the certification boxes, fill in the contact information, and click “Submit Paperless Application”.



You should get a message that the submittal was successful.

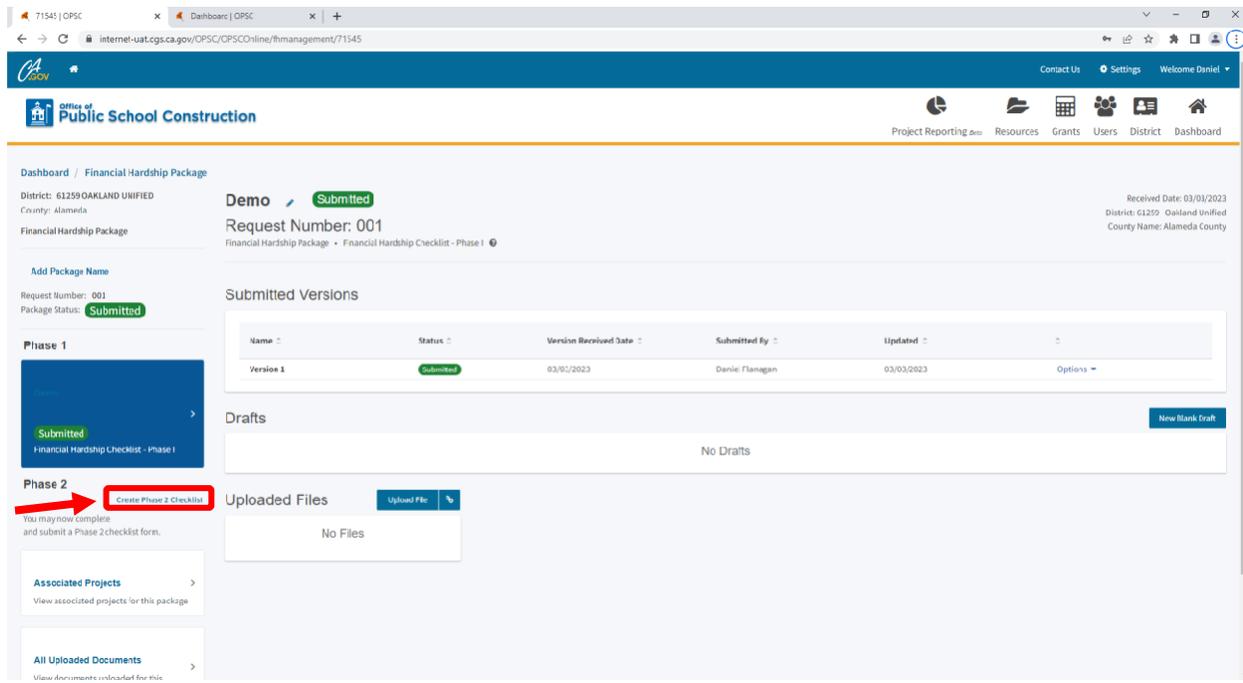


Once the paperless request for Financial Hardship Eligibility Determination is submitted, you can click on “Go To Financial Hardship Dashboard” to start the process for Financial Hardship Review - Phase II Checklist.\*



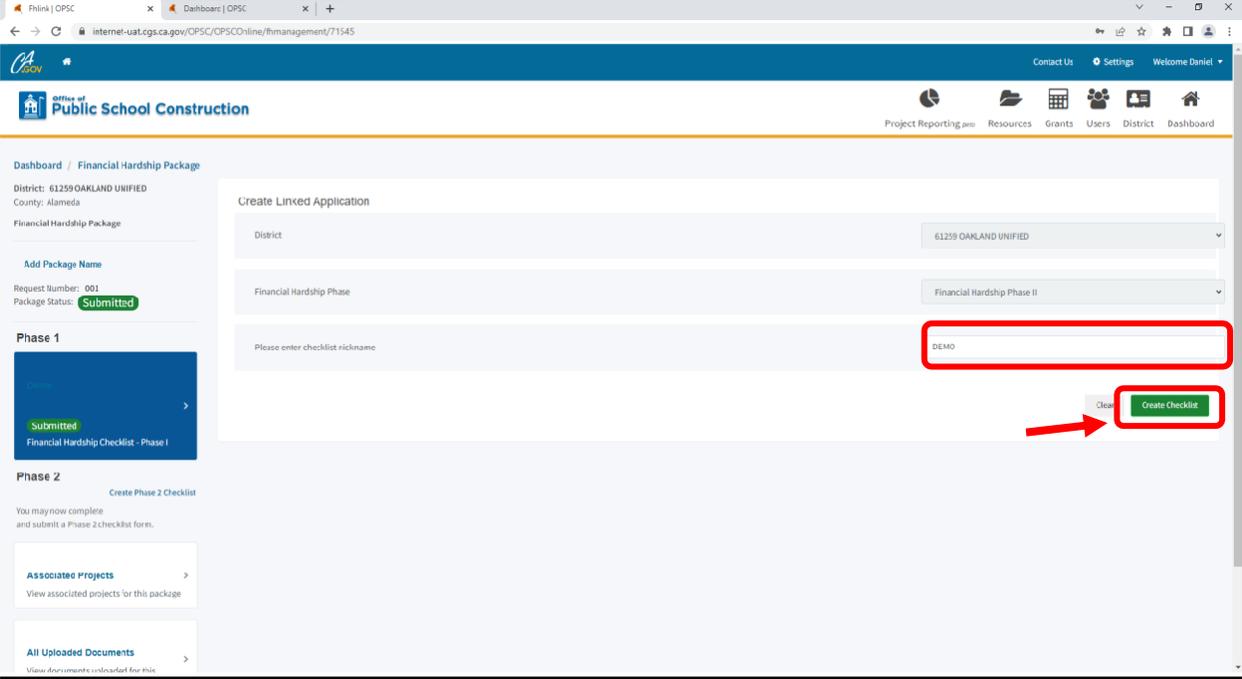
From the *Financial Hardship Package Dashboard*, click on “Create Phase 2 Checklist”.\*

*Financial Hardship Package Dashboard:*

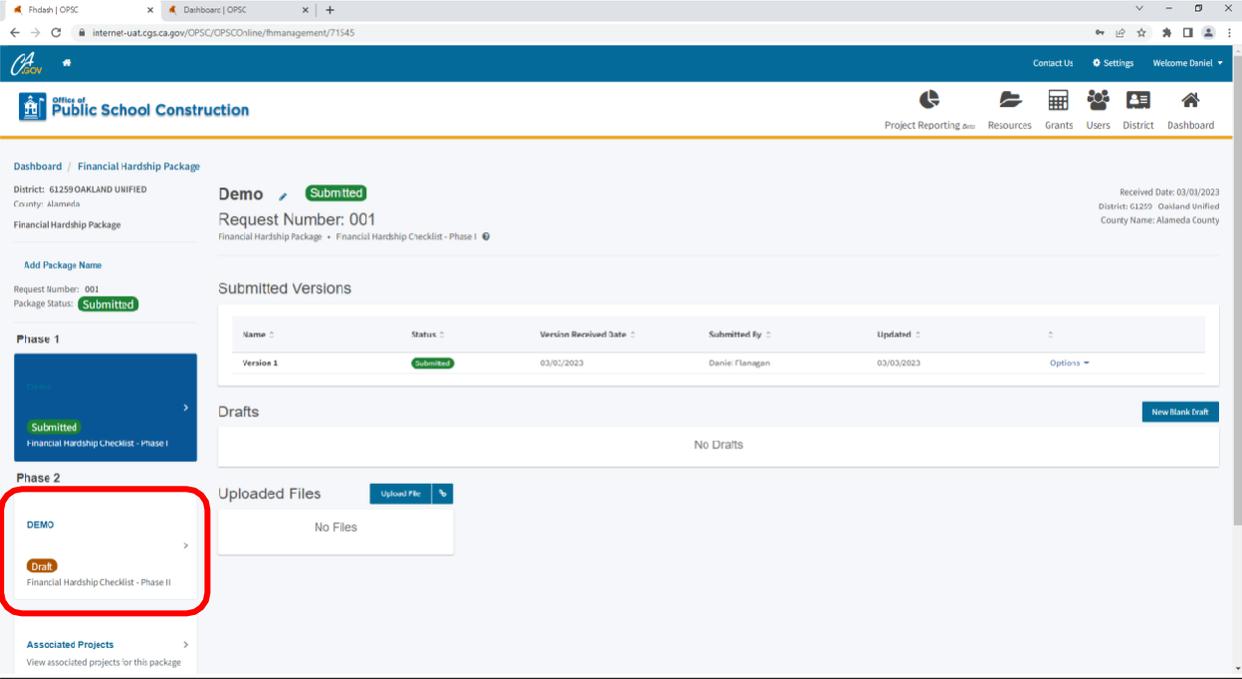


\* You may also complete the Phase II Checklist at a later date by navigating to the “District” button in the upper right. Navigate to the desired school district’s financial hardship tab and click on the desired Financial Hardship package.

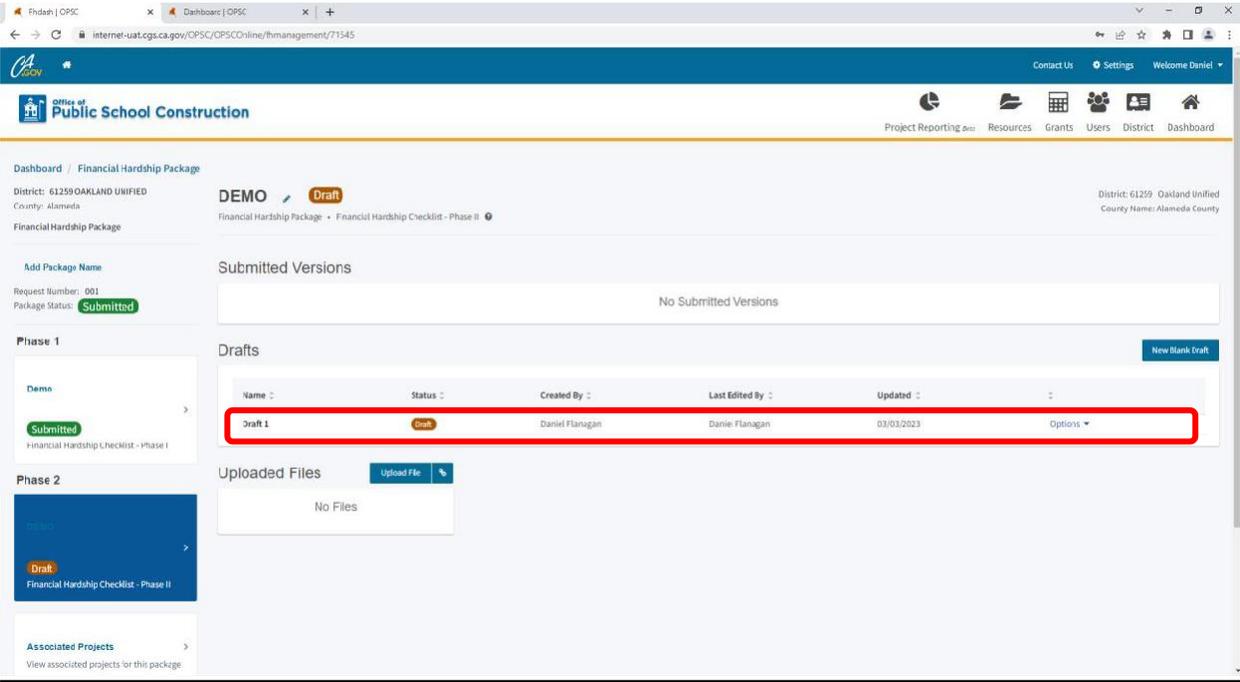
The next screen will appear that has three fields: 1. District; 2. Financial Hardship Phase; 3. Application Nickname. Enter in an application nickname in the application nickname field and click “Create Checklist”.



Click on the Phase 2 tile on the left-hand navigation that displays “Financial Hardship Checklist – Phase II Draft”.

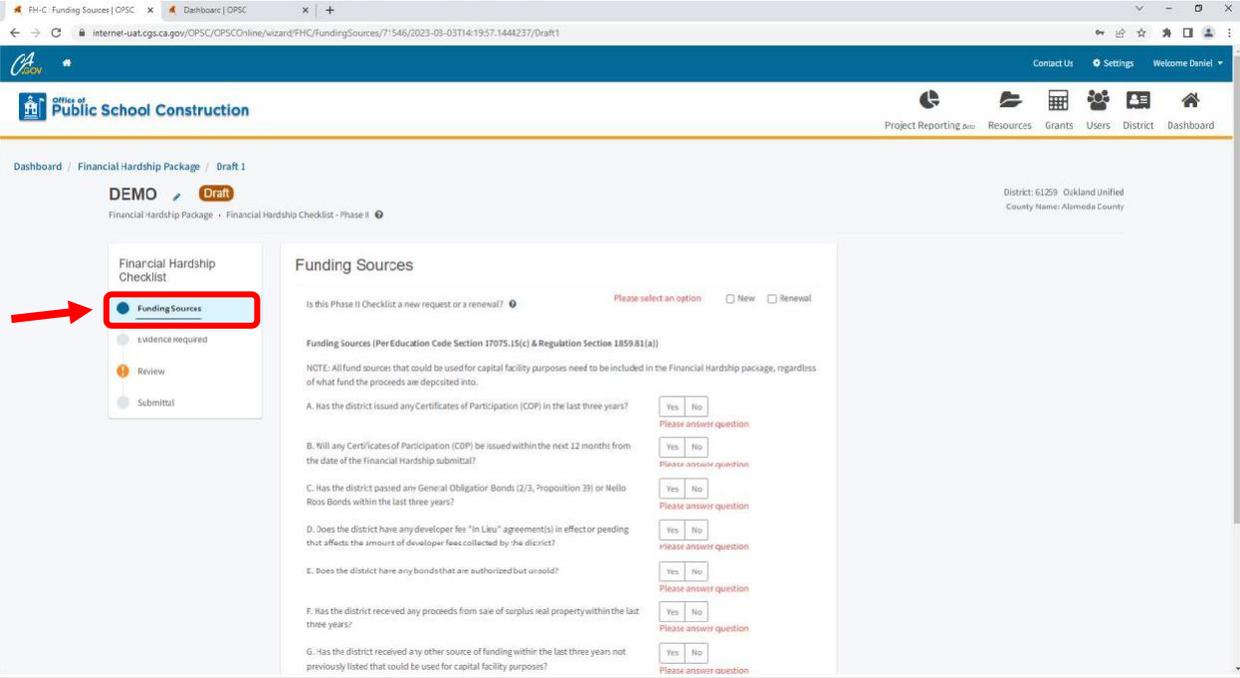


Click on the Draft line item for the Financial Hardship Checklist – Phase II.

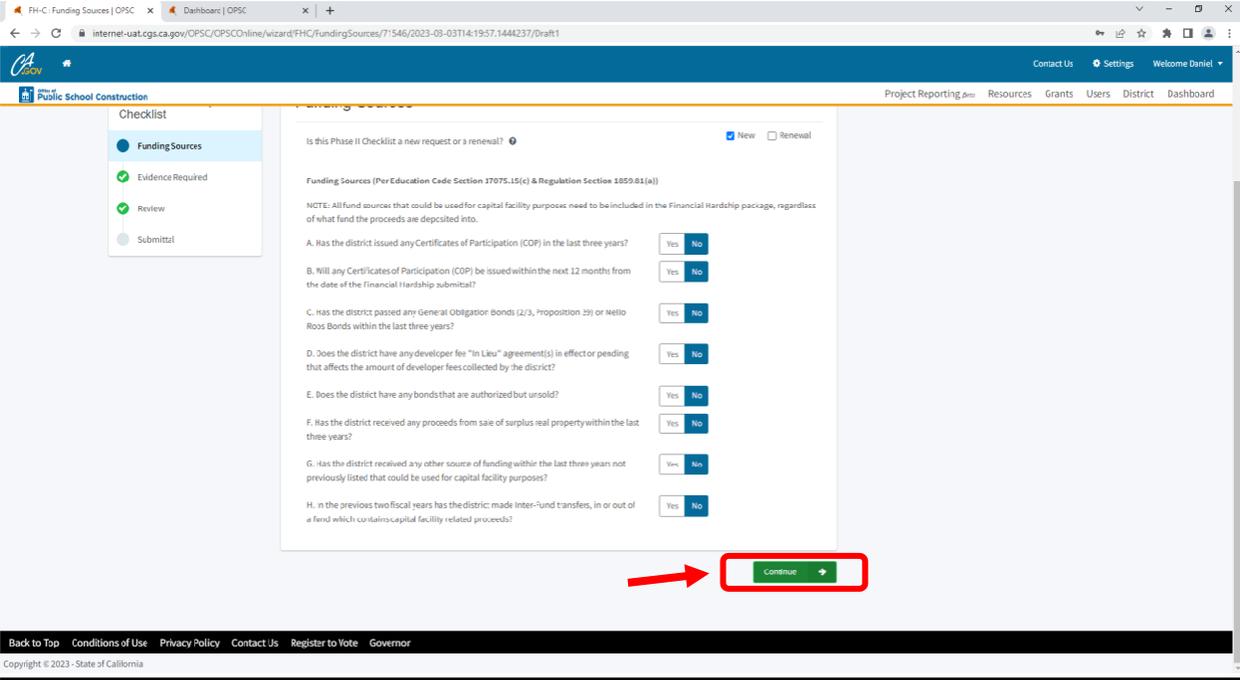


Click on “Funding Sources” to start the Phase II checklist.

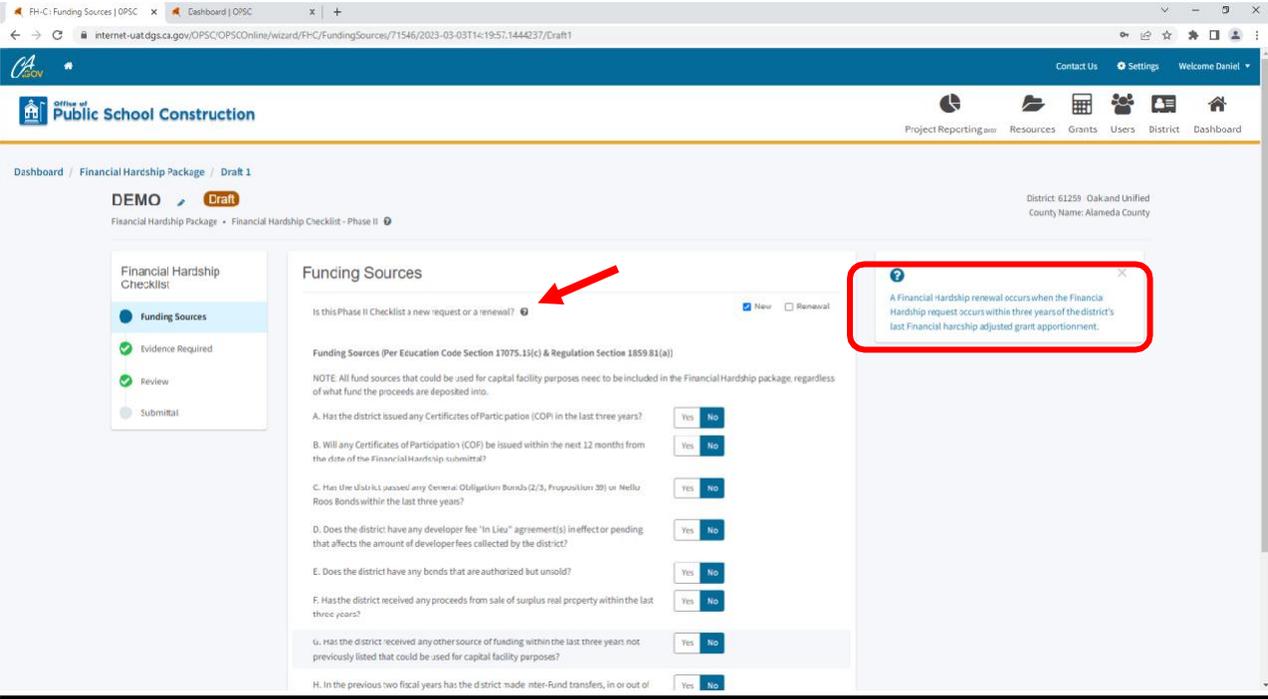
Financial Hardship Checklist - Phase II Wizard:



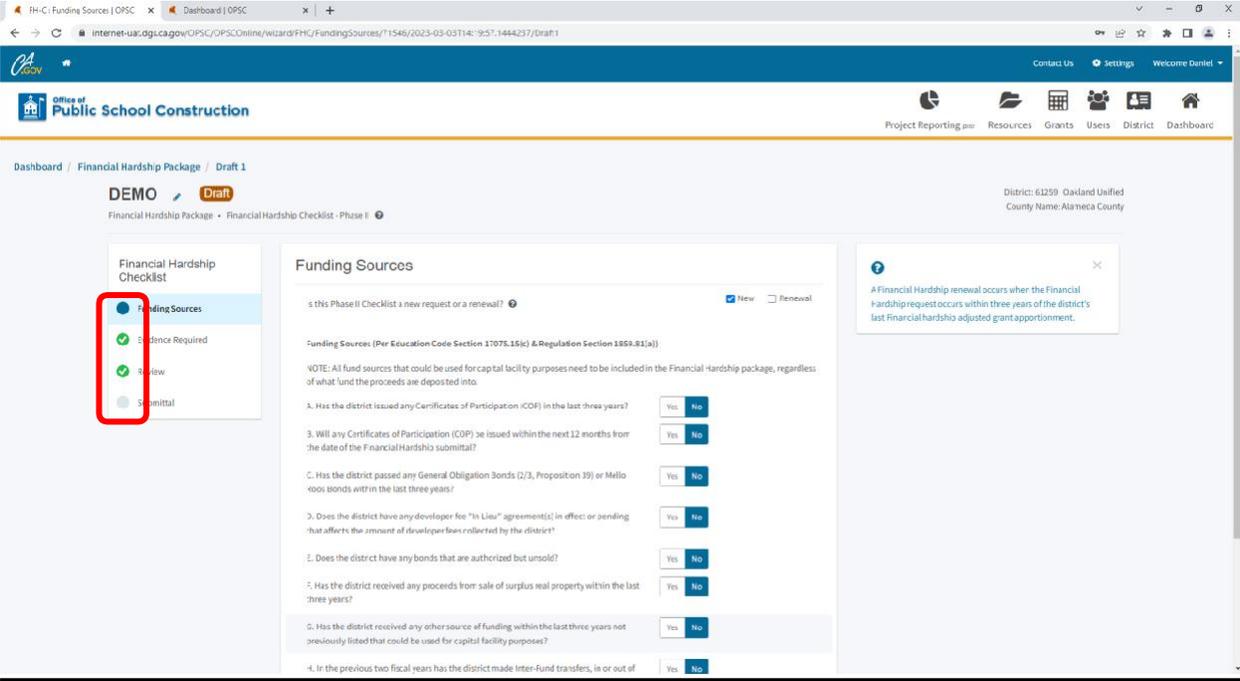
Answer each question on the screen and click “Continue”. Repeat these steps for the *Evidence Required* section.



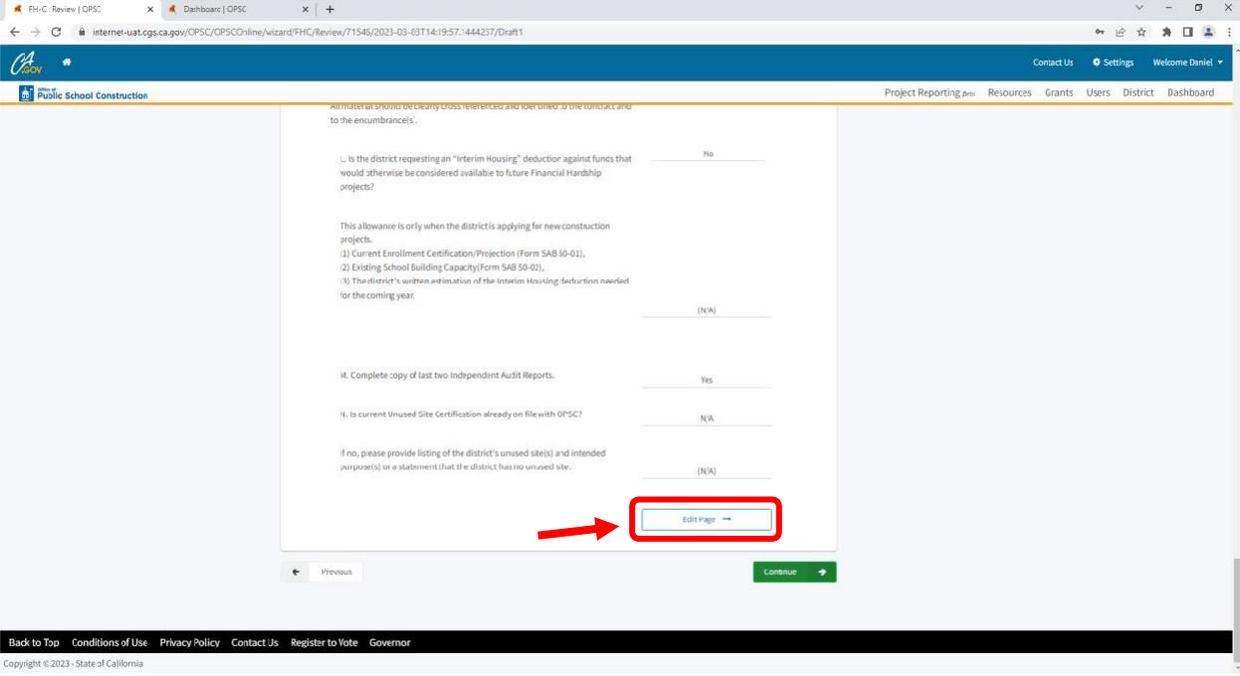
Clicking on a question mark icon next to a question will pull up a pop-up box with additional information related to that question.



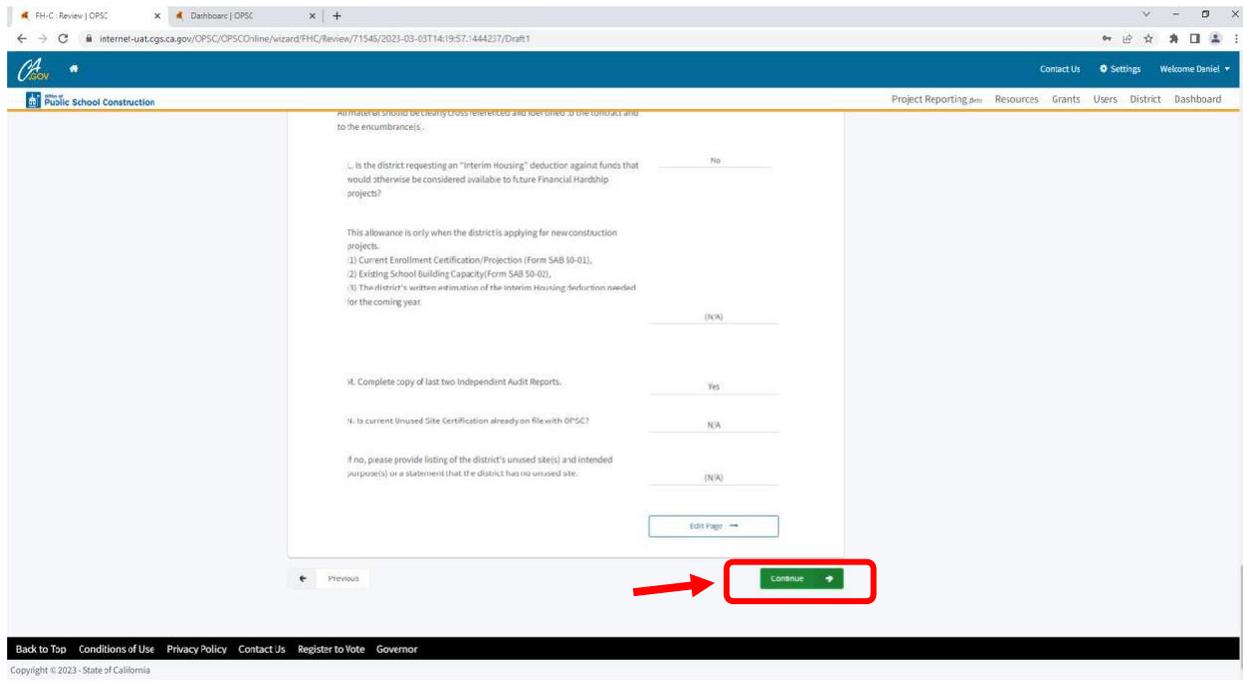
Each time you successfully complete a section of the *Financial Hardship Checklist*, that section will change from an exclamation point to a green checkmark on the Left-Hand Navigation panel. If not, then go back to that section by clicking on the “Previous” button at the bottom of the screen and answer the unanswered question(s).



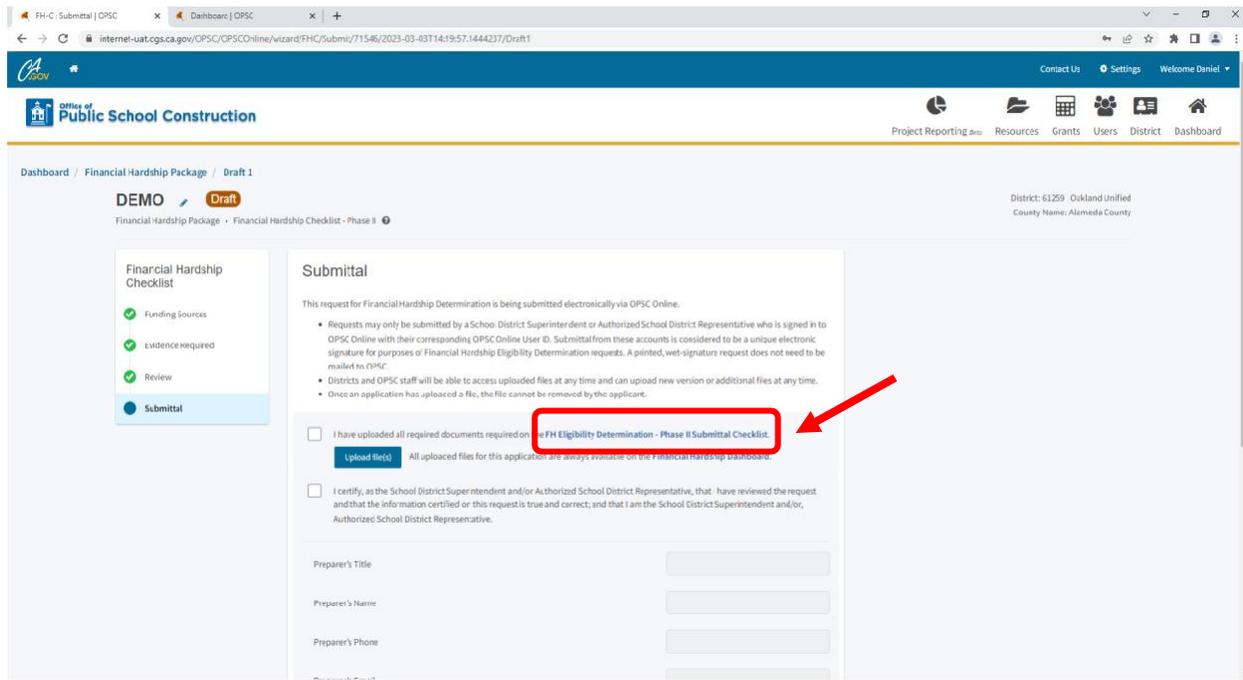
After completing the first two sections of the *Financial Hardship Checklist - Phase II*, you will be on the *Review* screen and be able to review the answers provided. Click on “Edit Page” in any section that needs the answer to a question changed.



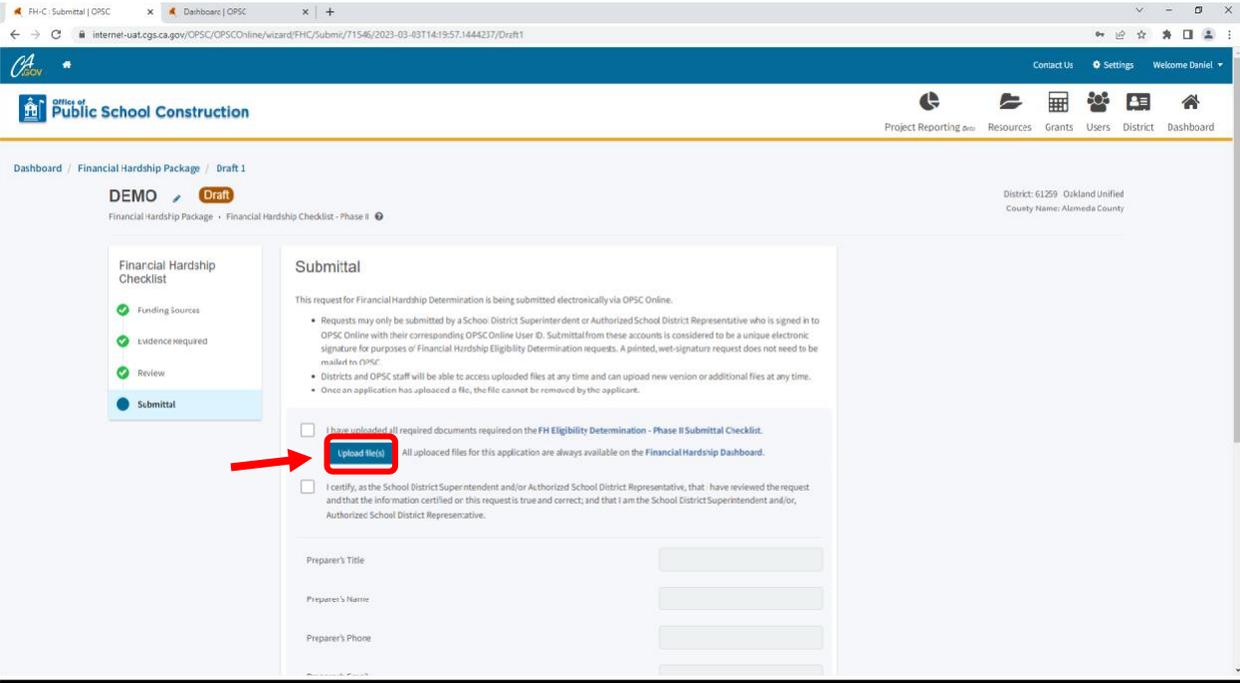
Once all the questions are answered correctly, click on “Continue” at the bottom of the Review screen.



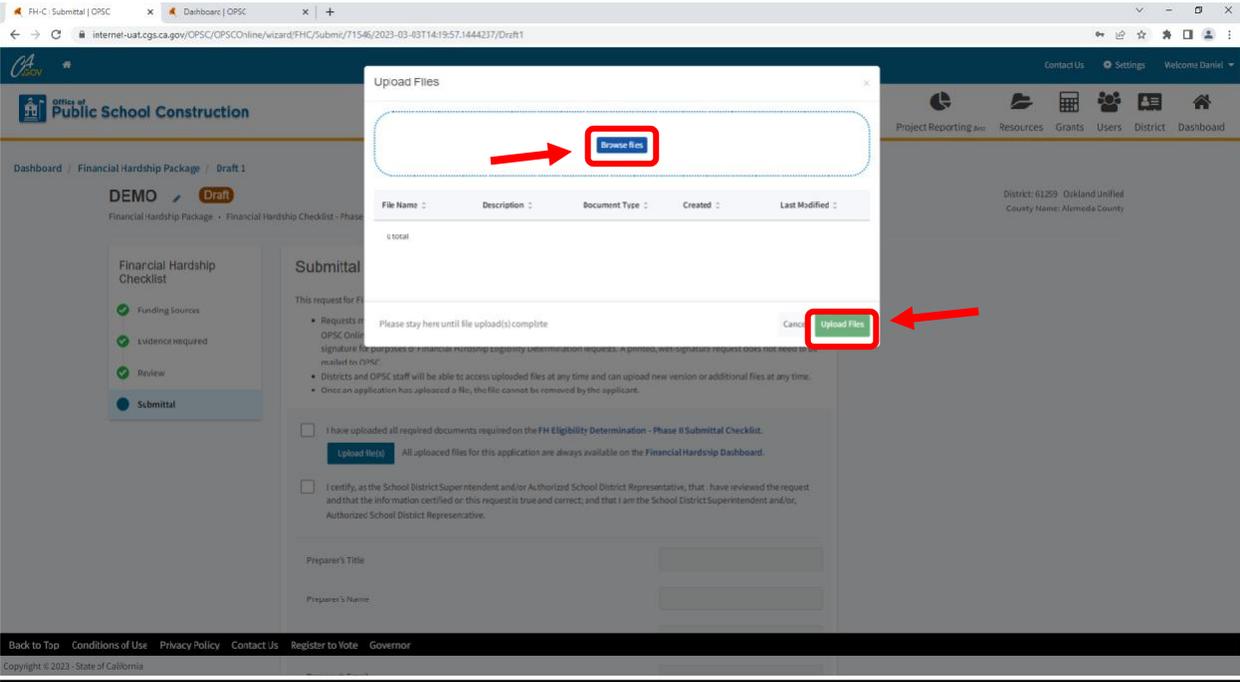
Click on "FH Eligibility Determination – Phase II Submittal Checklist" to download the list of documents required for a Phase II Financial Hardship submittal.



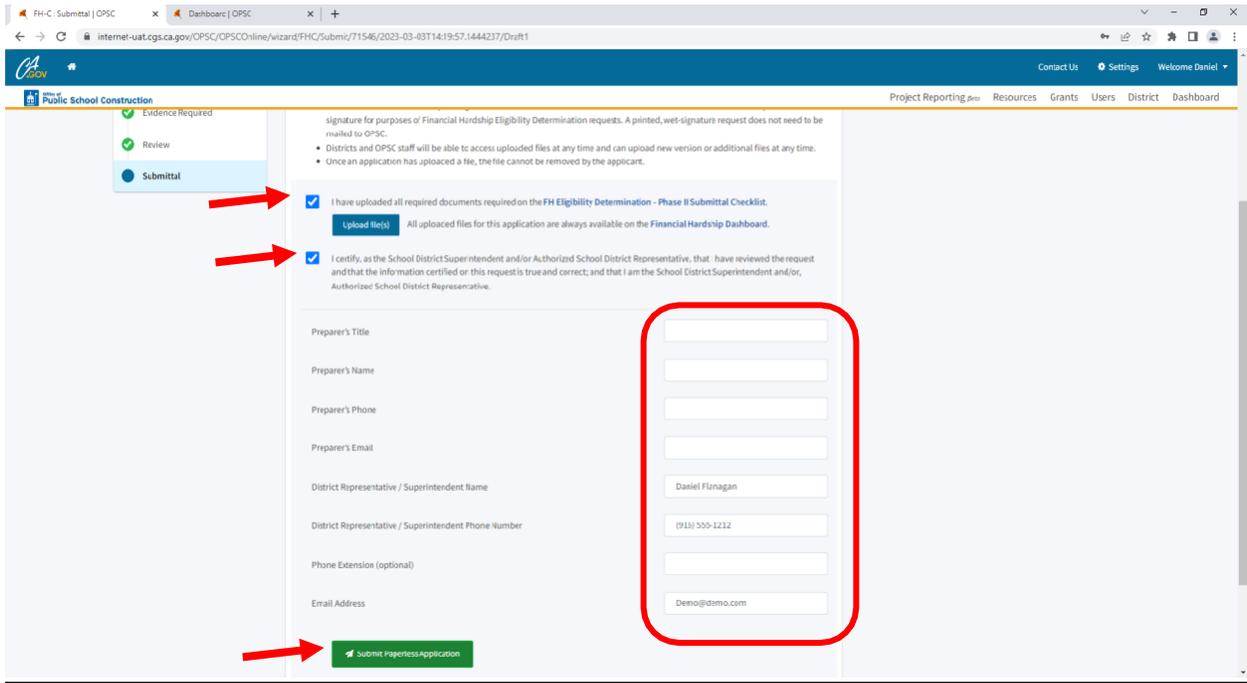
To upload the documents required for a Phase II Financial Hardship submittal, click on “Upload file(s)”.



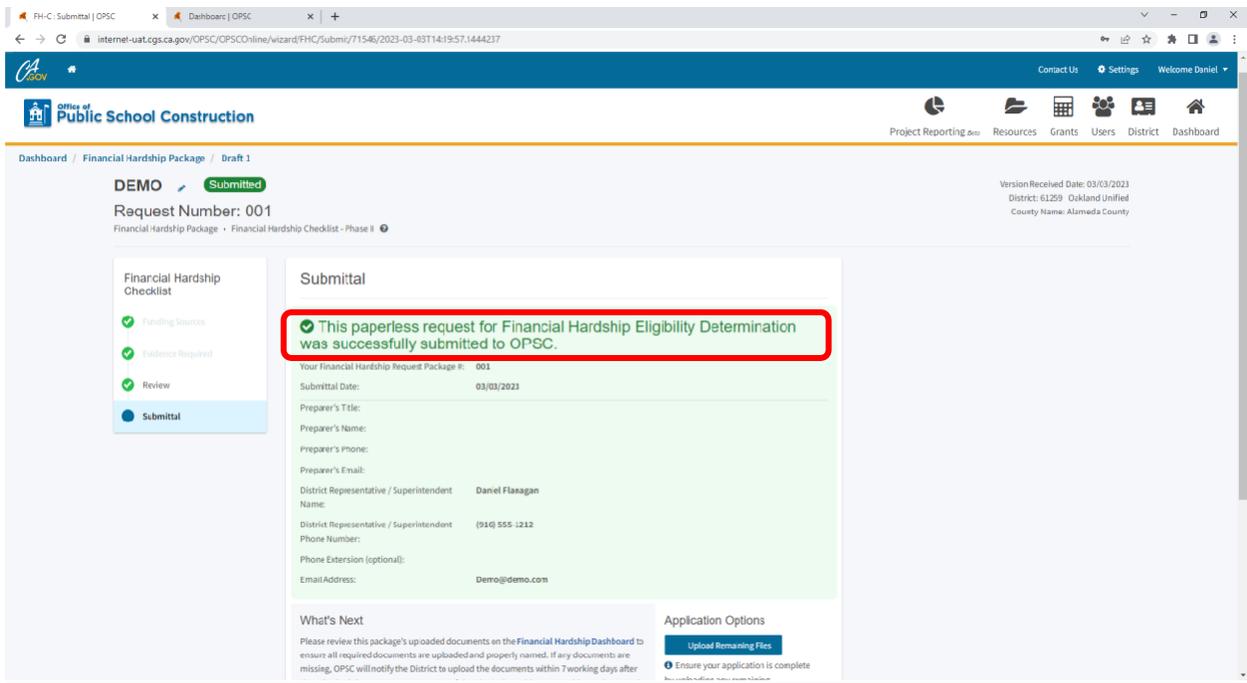
Click on “Browse files” to locate documents required to be upload for review and click “Upload Files”. Click on “Done” once all your Phase II files are uploaded.



Once all the required documents are uploaded to OPSC Online, click on the certification boxes, fill in the contact information, and click “Submit Paperless Application”.



Once the paperless request for Financial Hardship Eligibility Determination is submitted, the process for submitting a Financial Hardship Package is complete. If you go back to the *Financial Hardship Package* dashboard you should see the status of both the *Financial Hardship Checklist – Phase I* and the *Financial Hardship Checklist – Phase II* as *Submitted*.



## Participating in Funding (PIF)

The priority funding (PF) process was created to allow projects that are approved for placement on the Unfunded List (Lack of AB 55 Loans) by the SAB to receive an apportionment with accelerated timelines.

SFP Regulation Section 1859.90.2 requires applicants to submit a written statement that requests to convert the unfunded approval to an apportionment.

SFP regulations currently include requirements for applicants with projects on the Unfunded List (Lack of AB 55 Loans) to participate in the PF process or risk having their project(s) rescinded. The purpose is to avoid having limited bond authority reserved for projects that are not moving forward.

There are two ways for a school district to choose not to participate in the PF process as follows:

1. Not submitting a valid PF request in the 30-day filing period.
2. Submitting a valid PF request but failing to submit a valid Fund Release Authorization (Form SAB 50-05) to request the release of funds within 90 days after the SAB approves an Apportionment.

Either one of these will be considered an “occurrence” for non-participation, as specified in SFP Regulation Section 1859.90.3. Any project that incurs two occurrences for nonparticipation will be removed from the Unfunded List (Lack of AB 55 Loans), or the PF Apportionment will be rescinded without further SAB action.

To access this platform, locate the appropriate SAB Approved application on your Dashboard.

*Application Screen:*

The screenshot displays the 'Office of Public School Construction' application interface. At the top, there are navigation icons for Resources, Grants, District, and Dashboard. The main content area is titled 'Dashboard / Application' and shows details for application 50/66431-05-002, which is 'SAB Approved'. The application is for 'New Construction' and is linked to 'Form SAB 50-04'. A table of 'Submitted Versions' is visible, with two entries: 'Version 2' (SAB Approved, 06/23/2020) and 'Version 1' (OPSC Reviewing, 08/21/2018). A 'Drafts' section below shows 'No Drafts'. On the left sidebar, there are buttons for 'Create Linked 50-04' and 'Create Linked PIF Cert', with the latter highlighted by a red box. A 'Review Grants' button is also present in the top right of the Submitted Versions table.

Name	Status	Version Received Date	Submitted By	Updated	
Version 2	SAB Approved	06/23/2020	OPSCTestPmSup	06/23/2020	Options ▾
Version 1	OPSC Reviewing		adrian.felseghi@dgs.ca.gov	08/21/2018	Options ▾

Fill in the information on the application you wish to create a PIF certification for and click on "Create Linked App".

Application Screen:

The screenshot shows the 'Create Linked Application' interface. On the left sidebar, there are navigation options for '50-04' (SAB Approved) and 'PIF' (Create Linked PIF Cert). The main content area is titled 'Create Linked Application' and contains three sections:
 

- 'Select a linked application type' with a dropdown menu set to 'Priority Funding Request Certification'.
- 'Select at least one submitted funding application phase to link to this PIF Certification:' with a checked 'Full Grant' option.
- 'Please enter application nickname' with a text input field containing 'Test Account' and a 'Clear' button.

 At the bottom right of the main area are 'Clear' and 'Create Linked App' buttons. The top navigation bar includes 'Resources', 'Grants', 'District', and 'Dashboard'.

On your application screen a PIF certification draft will be created under PIF. Once selected, click on the drafted PIF.

Application Screen:

The screenshot shows the 'Test Account Draft' screen. The left sidebar now highlights the 'Test Account Draft' under the 'PIF' section. The main content area is titled 'Test Account Draft' and includes:
 

- Application details: 'Application for School Facility Program Funding • PIF SFP', 'Priority Funding Certification • New Construction', and 'PTN: 66431 - 90'.
- 'Submitted Versions' section: 'No Submitted Versions'.
- 'Drafts' section: A table with one draft entry, 'Draft 1', which is highlighted with a red box. The table has columns for Name, Status, Created By, Last Edited By, Updated, and Options.

 A 'New Blank Draft' button is visible in the top right of the Drafts section. The top navigation bar remains the same.

Name	Status	Created By	Last Edited By	Updated	Options
Draft 1	Draft	Anaheim Delegate	Anaheim Delegate	06/24/2020	Options

District Representative/Superintendents should read and agree to the terms and certifications on the PIF Certification page. Once the appropriate boxes have been selected and certification completed, click “Continue”.

PIF Certification Screen:

The screenshot shows the 'PIF SFP' navigation menu on the left with 'Certification' selected. The main content area is titled 'Certification' and contains two sections: 'Priority Funding Eligibility' and 'Participation in Priority Funding'. The 'Priority Funding Eligibility' section explains that the process allows projects with unfunded approval from the State Allocation Board (SAB) to receive an advance release of funds. The 'Participation in Priority Funding' section states that applicants must submit a request to convert unfunded approval to an Apportionment.

On the submittal page, read and certify to the information entered in and click on “Submit Priority Funding Request”.

PIF Submittal Page:

The screenshot shows the 'PIF SFP' navigation menu on the left with 'Submit' selected. The main content area is titled 'Submit' and contains a paragraph stating that OPSC now accepts forms submitted electronically via OPSC Online. A bulleted list specifies that requests must be submitted by a School District Superintendent, Authorized School District Representative, Charter School Representative, or JPA Representative who is signed in to OPSC Online. Below this is a certification checkbox with the text: 'I certify, as the School District Superintendent, Authorized School District Representative, Charter School Representative, or JPA, that I have reviewed the request and that the information certified on this request is true and correct; and that I am the School District Superintendent, Authorized School District Representative, Charter School Representative, or JPA Representative.' A green button labeled 'Submit Priority Funding Request' is positioned below the certification text. A 'Previous' button is located at the bottom left of the page.

Users will be directed to a confirmation screen showing the successful submission of the PIF certification.

Confirmation Screen:

The screenshot shows a web application interface for a PIF SFP submission. At the top left, there is a breadcrumb trail: "Dashboard / Application / Draft 1". The main header area displays "Test Account" with a green "Submitted" badge. Below this, the application details are listed: "50 / 66431 - 05 - 002", "Application for School Facility Program Funding • PIF SFP", and "Priority Funding Certification • New Construction". On the right side, there is a "PTN: 66431 - 90 Edit" link, "Version Received Date: 06/24/2020", and "66431 Anaheim Union High • Date Junior High".

The main content area is titled "Submit" and features a large green success message: "This paperless application was successfully submitted to OPSC." Below this message, the application details are repeated: "Your Application #: 50/66431-05-002" and "Submittal Date: 06/24/2020".

There are two columns of information below the success message:

- Whats Next:** "The completed SAB form can be downloaded here at anytime but is no longer necessary to sign and mail in. A complete paperless submission is all OPSC will need to begin processing your funding application."
- Application Options:** A blue link "Go To Application Dashboard".

At the bottom left, there is a "Previous" button with a left-pointing arrow.

The PIF form can be downloaded at any time, however a mailed copy is no longer needed.

# Grant Agreements

Pursuant to SFP Regulation Section 1859.90.4, an authorized District Representative must submit a Grant Agreement with signatures to the OPSC prior to, or concurrently with a Form SAB 50-05 in order for the fund release request submittal to be considered valid. Signed Grant Agreements may be submitted once the project has received an unfunded approval; but a Form SAB 50-05 should not be submitted until the district is participating in an active Priority in Funding Round (PIF) and the SAB has awarded the project an apportionment.

OPSC Online supports the submission of Grant Agreements, and it is the preferred method of submission. A District Representative or Superintendent must be logged in to submit a paperless Grant Agreement.

The OPSC creates the Draft Grant Agreement in OPSC Online and notifies the school district when it is available for review.

In order to review and submit a Grant Agreement in OPSC Online, authorized users must locate the appropriate Grant Agreement on the Dashboard page of their OPSC online account.

Click anywhere on the Grant Agreement line item.

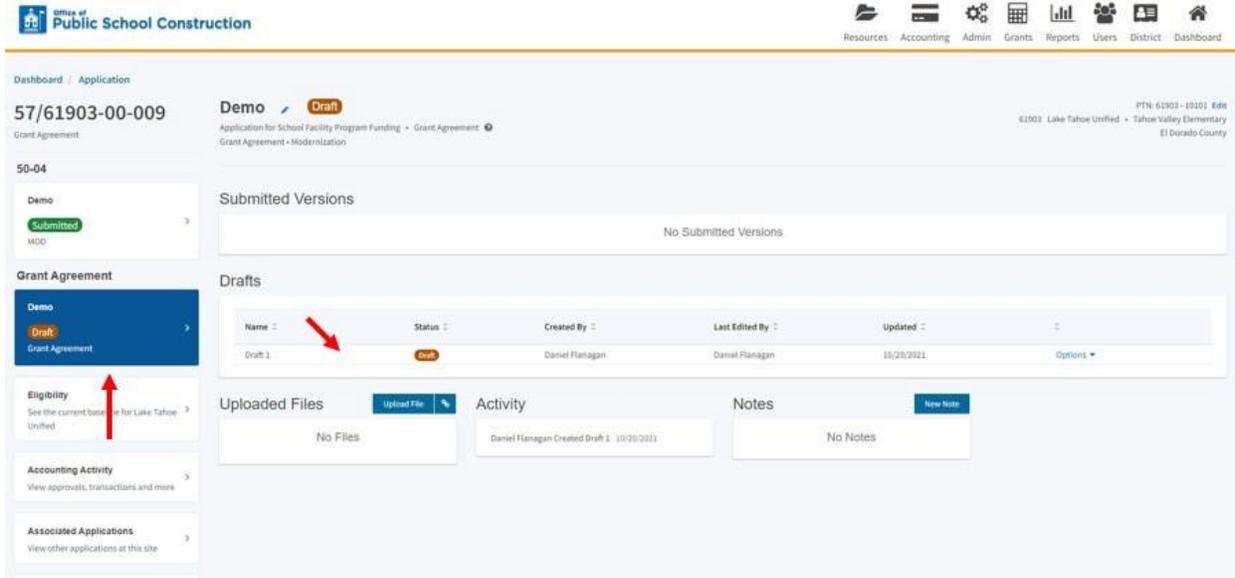
Dashboard Screen:

The screenshot shows the OPSC Online Dashboard interface. At the top, there is a navigation bar with the CA.gov logo, 'Office of Public School Construction', and user information 'Welcome Daniel'. Below the navigation bar, there are icons for Resources, Grants, Users, District, and Dashboard. The main content area is titled 'Dashboard' and 'Funding Applications'. A search bar contains 'Filter 25 applications...'. Below the search bar is a table with the following columns: App Name, Prog. Type, Status, OPSC App #, School/Site, District, PTN #, OPSC Received, and Last Updated. The table contains 25 rows of data. The 'Demo' row has a red arrow pointing to its 'Status' column, which displays 'Grant Agreement'.

App Name	Prog. Type	Status	OPSC App #	School/Site	District	PTN #	OPSC Received	Last Updated
Artesia High	CTE NC	OPSC Pending	55/64212-00-001	Artesia High	Abc Unified	64212-59	04/02/2020	04/06/2020
55/64212-02-001	CTE NC	SAB Approved	55/64212-02-001	Whitney (Gretchen) High	Abc Unified		04/29/2008	12/09/2010
test	FH - Rehab	Draft		Burbank Elementary	Abc Unified	64212-1		03/10/2020
Demo	Grant Agreement	Draft		Artesia High	Abc Unified	64212-2		12/09/2021
DSA Date Test	MOD	Revised	57/64212-00-032	Artesia High	Abc Unified	64212-123	06/04/2021	08/04/2021
hellthere123	MOD	Draft			Abc Unified	64212-12		07/21/2020
57/64212-00-030	MOD	OPSC Pending	57/64212-00-030	Abc Evening High	Abc Unified	64212-1	08/22/2019	08/22/2019
57/64212-00-003	MOD	SAB Approved	57/64212-00-003	Carmenita Junior High	Abc Unified		03/29/1999	01/19/2001
57/64212-00-009	MOD	SAB Approved	57/64212-00-009	Niemas Elementary	Abc Unified		03/22/2000	01/19/2001
57/64212-00-001	MOD	SAB Approved	57/64212-00-001	Burbank Elementary	Abc Unified		02/23/1999	01/19/2001
57/64212-00-008	MOD	SAB Approved	57/64212-00-008	Tetzlaff (Martin) Junior High	Abc Unified		03/22/2000	01/19/2001
57/64212-00-010	MOD	SAB Approved	57/64212-00-010	Ferguson Elementary VI	Abc Unified		03/22/2000	01/19/2001
57/64212-00-005	MOD	SAB Approved	57/64212-00-005	Fedde Jr. High	Abc Unified		12/09/1999	01/19/2001
57/64212-00-002	MOD	SAB Approved	57/64212-00-002	Artesia High	Abc Unified		03/06/1999	01/19/2001
57/64212-00-004	MOD	SAB Approved	57/64212-00-004	Gahr High	Abc Unified		06/23/1999	01/19/2001
57/64212-00-006	MOD	SAB Approved	57/64212-00-006	Carver Elementary	Abc Unified		03/10/2000	01/19/2001
57/64212-00-007	MOD	SAB Approved	57/64212-00-007	Kennedy Elementary	Abc Unified		03/17/2000	01/19/2001
57/64212-00-011	MOD	SAB Approved	57/64212-00-011	Gonsalves Elementary	Abc Unified		03/29/2000	01/19/2001

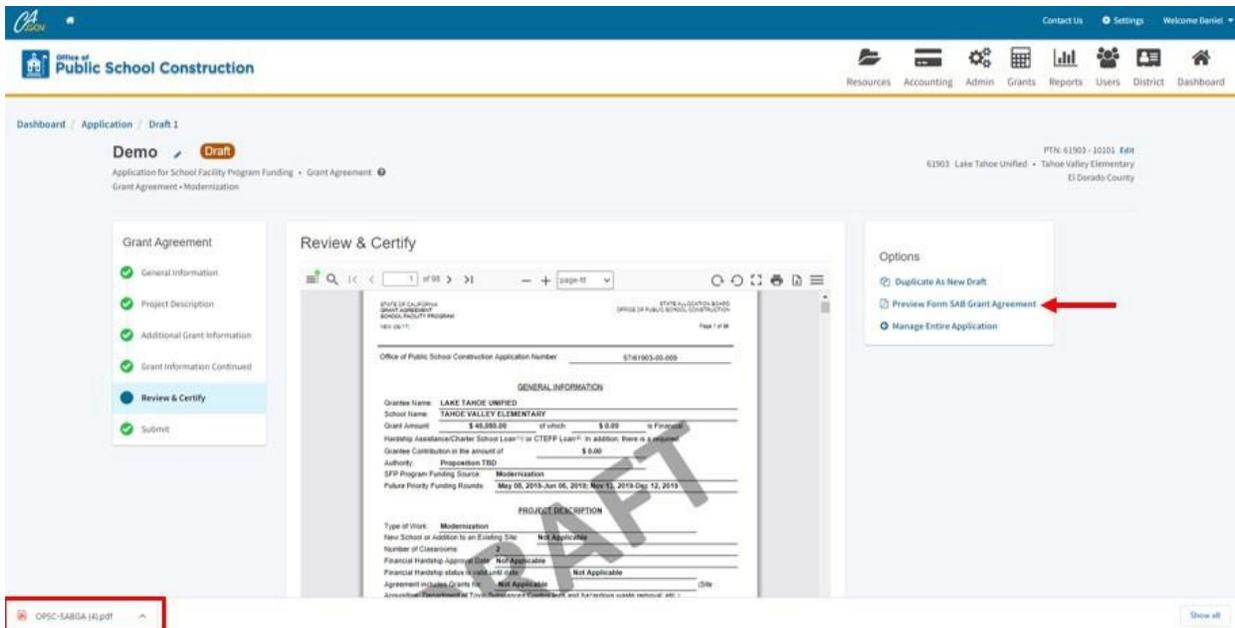
This will take you to the *Application* Screen. The Grant Agreement tile will be highlighted on the left side of the screen, and you will see the Grant Agreement listed as a Draft. Click anywhere on the Grant Agreement line item.

*Application Screen:*



This will take you to the *Review & Certify* Screen. The Grant Agreement will be watermarked DRAFT until the district submits the Grant Agreement and OPSC approves the final submitted version. To review the Grant Agreement as a PDF, click on “Preview Form SAB Grant Agreement”. Open the Grant Agreement PDF by clicking on the link that appears on the bottom left-hand side of the screen.

*Review & Certify Screen:*



This will open the Grant Agreement as a PDF in a new browser window. From here you can click on the bookmarks icon and then use the bookmarks to navigate quickly to different pages of the Grant Agreement. You may click on the bookmark for “Common Eligible Project Expenditures”.

Grant Agreement PDF Screen:

The screenshot displays a PDF viewer interface for the 'SAB Grant Agreement'. On the left, a sidebar lists the document's sections, with 'G. Advisory Listing Detailing Common Eligible Project Expenditures' highlighted in red. The main content area shows the following details:

**STATE OF CALIFORNIA**  
**GRANT AGREEMENT**  
**SCHOOL FACILITY PROGRAM**  
 NEW (5/6/17)

**STATE ALLOCATION BOARD**  
 OFFICE OF PUBLIC SCHOOL CONSTRUCTION  
 Page 1 of 88

Office of Public School Construction Application Number: 5761903-00-010

**GENERAL INFORMATION**

Grantee Name: LAKE TAHOE UNIFIED  
 School Name: MEYERS ELEMENTARY  
 Grant Amount: \$ 24,040.00 of which \$ 0.00 is Financial Hardship Assistance/Charter School Loan<sup>(1)</sup> or CTEFP Loan<sup>(2)</sup>. In addition, there is a required Grantee Contribution in the amount of \$ 0.00  
 Authority: Proposition TBD  
 SFP Program Funding Source: Modernization  
 Future Priority Funding Rounds: May 08, 2019-Jun 06, 2019; Nov 13, 2019-Dec 12, 2019

**PROJECT DESCRIPTION**

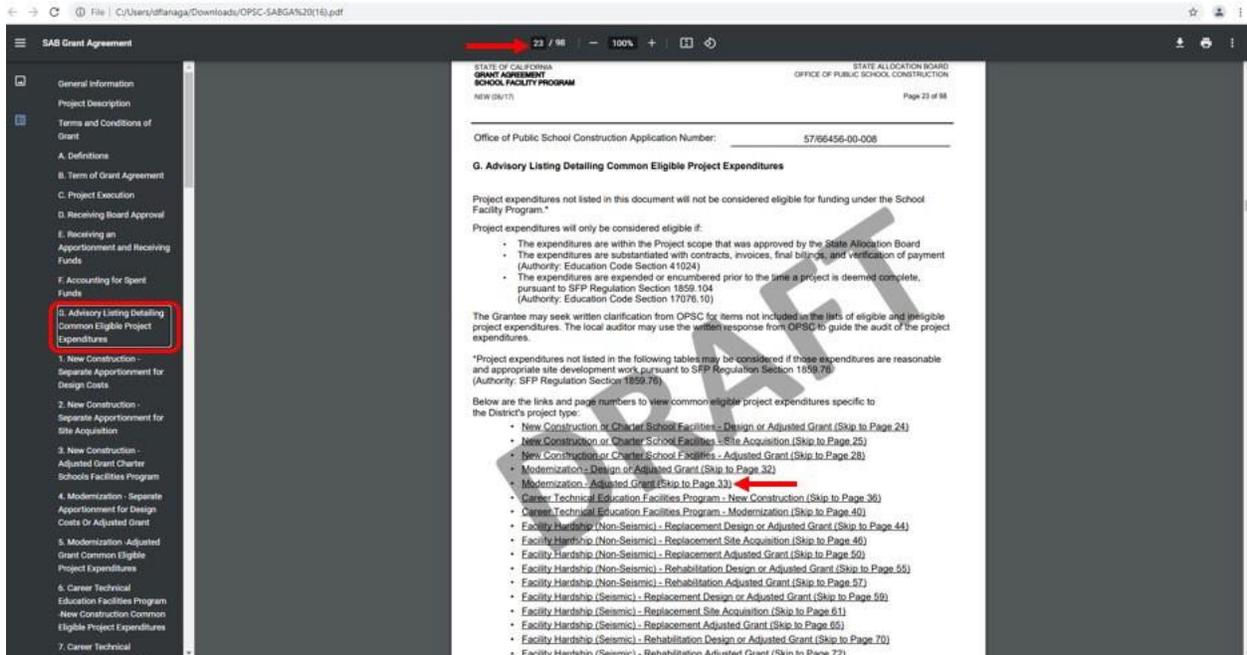
Type of Work: Modernization  
 New School or Addition to an Existing Site: Not Applicable  
 Number of Classrooms: 2  
 Financial Hardship Approval Date: Not Applicable  
 Financial Hardship status as of the last date: Not Applicable  
 Agreement includes Grants for Acquisition (Department for Toxic Substances Control fees and hazardous waste removal, etc.): Not Applicable (Site)  
 Agreement includes Grants for Development, if appropriate: Not Applicable (Site)  
 Other Facilities being newly constructed, modernized, replaced, or rehabilitated:

**Testing Testing**

<sup>(1)</sup> Loan repayment shall commence no later than one year after project occupancy (pursuant to Education Code Section 17018.57(a)(1)(D)), or 60 days after Board adoption of audit findings (pursuant to SFP Regulation Section 1859.106) unless a repayment schedule has been established as provided by SFP Regulation Section 1859.106.1.

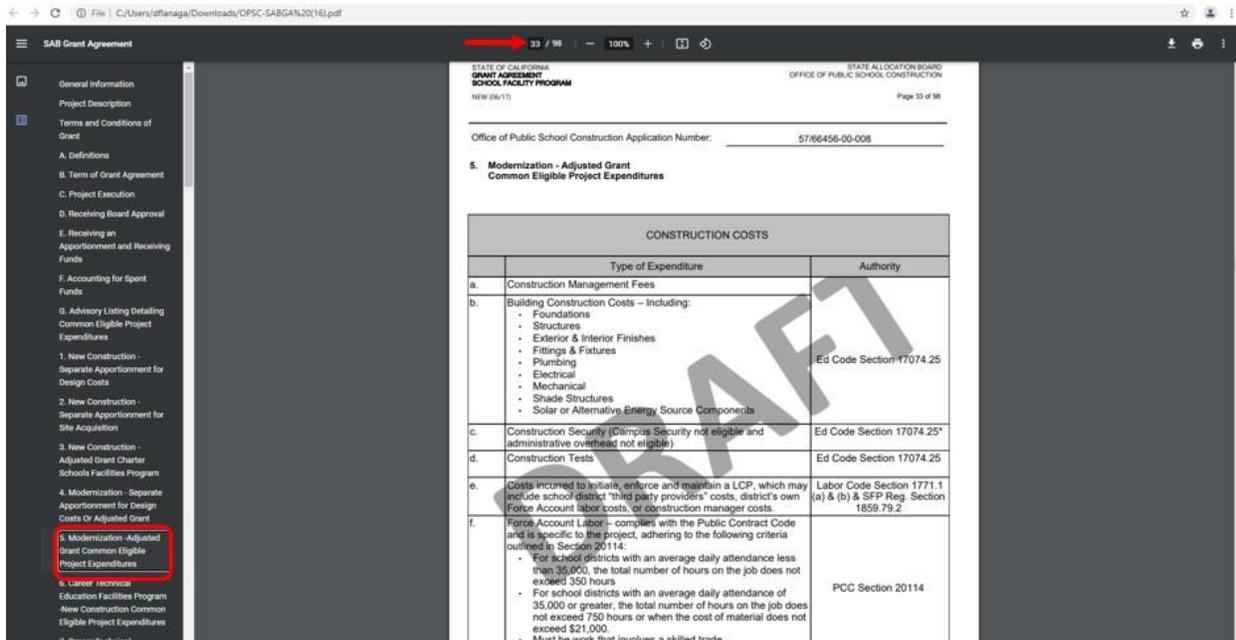
This will take you to page 23 of the Grant Agreement which lists the page numbers of common expenditures by project type. In our example we will look at the table for *Modernization – Adjusted Grant Common Eligible Project Expenditures*. Type in page number 33 at the top of the screen and press enter.

Grant Agreement PDF Screen:



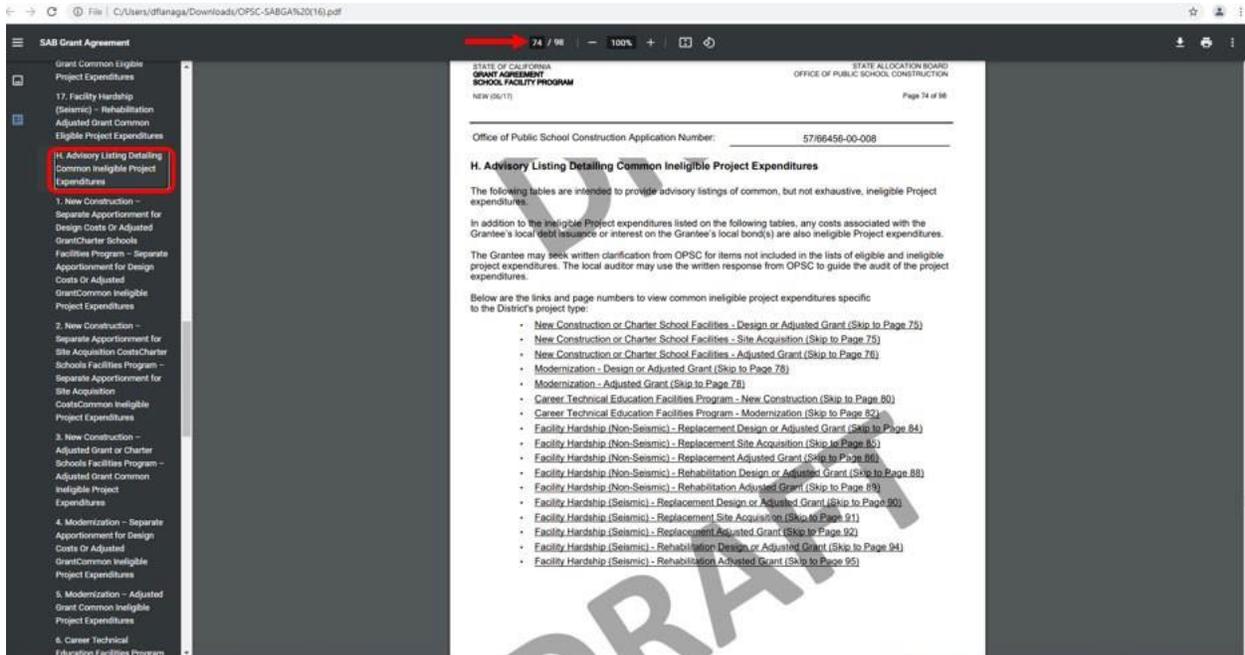
This will take you to the page of the Grant Agreement that has a table of common eligible expenditures for a modernization project.

Grant Agreement PDF Screen:



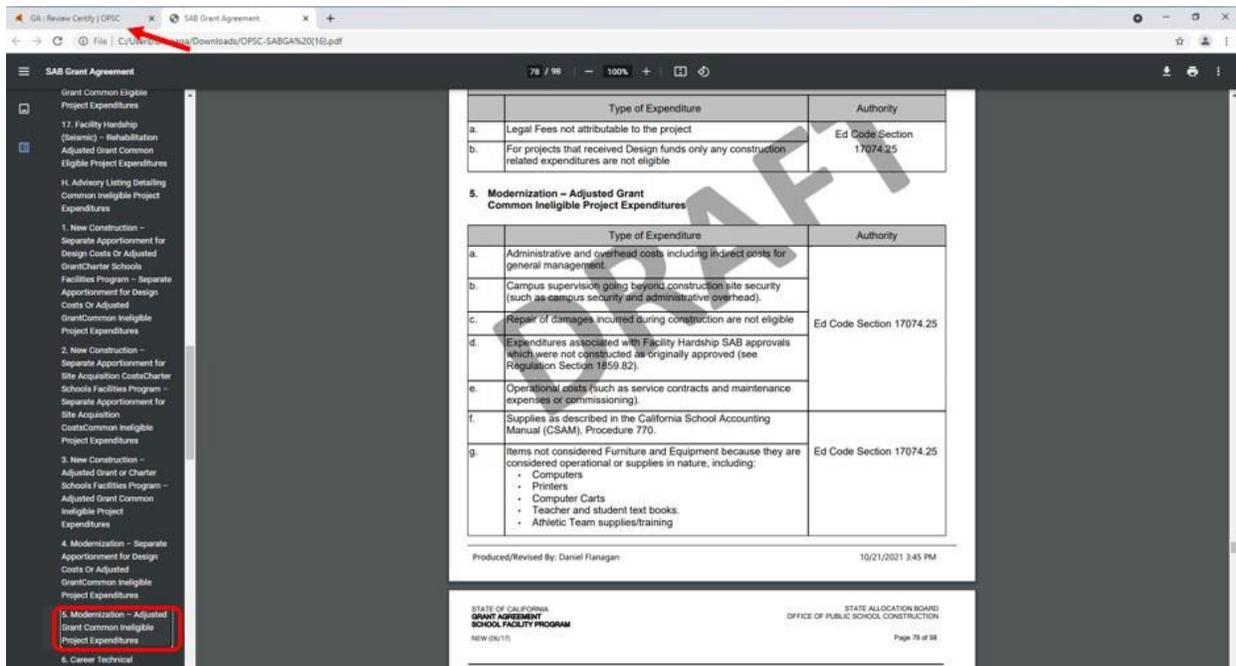
Use the bookmarks or enter the page number at the top of the screen to navigate the Grant Agreement PDF. Page 74 of the Grant Agreement lists the page numbers of common ineligible project expenditures by project type.

Grant Agreement PDF Screen:



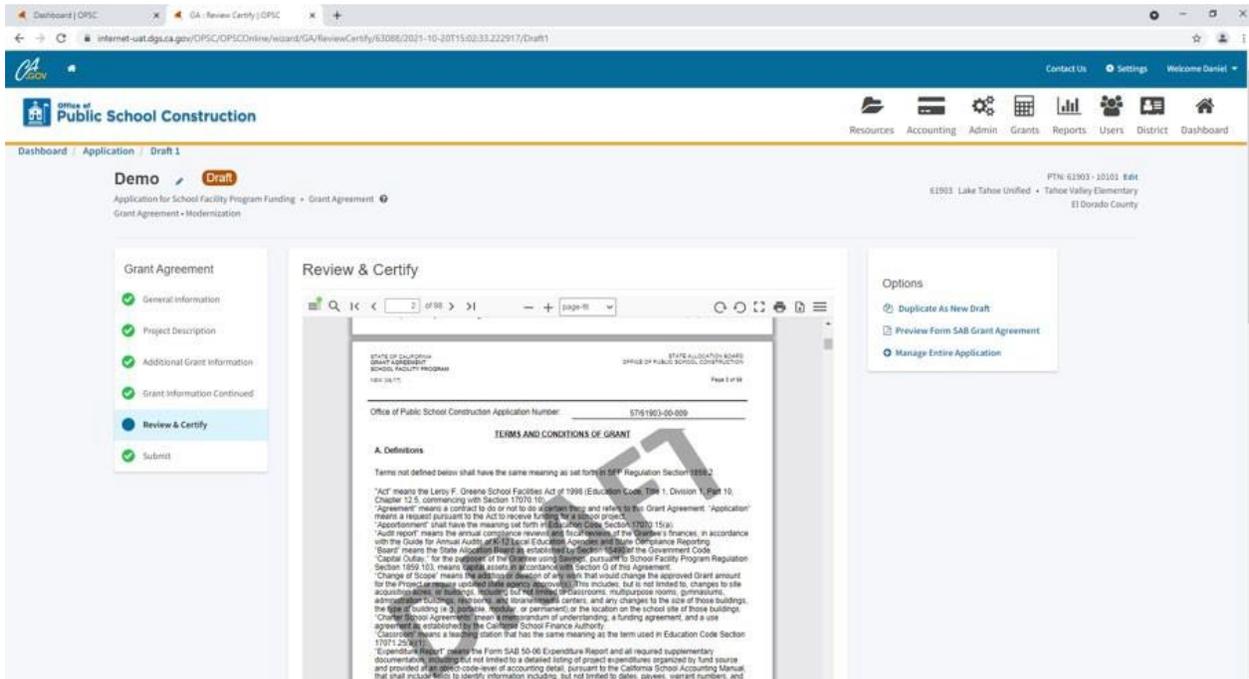
After reviewing the Grant Agreement, go back to the Review & Certify screen by clicking on the first window tab at the top of the browser.

Grant Agreement PDF Screen:



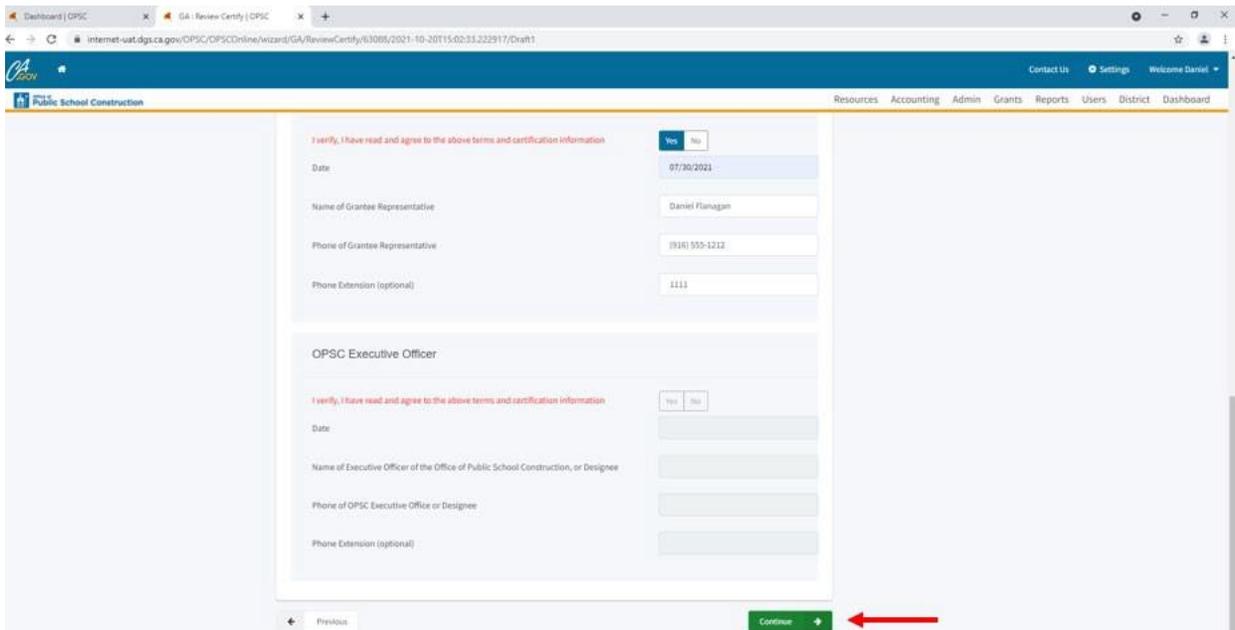
This will take you back to the *Review & Certify* screen. Scroll down to the bottom of the page.

*Review & Certify* Screen:



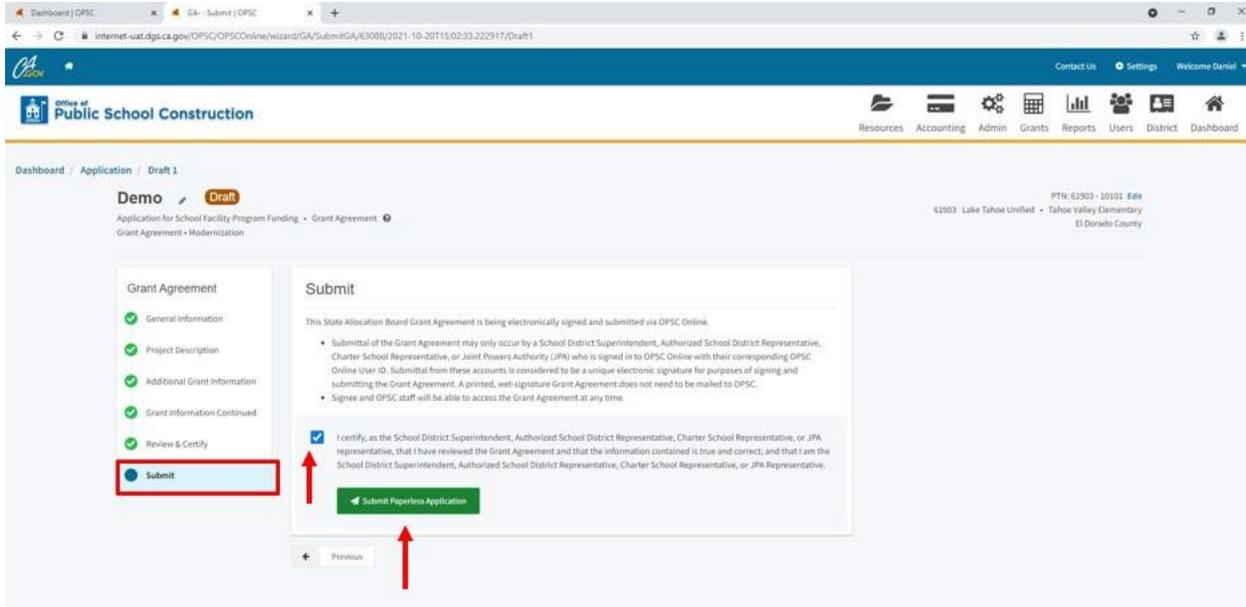
At the bottom of the *Review & Certify* screen, the authorized district representative will click on the “Yes” button and enter their name, date, and phone number. Click on “Continue”.

*Review & Certify* Screen:



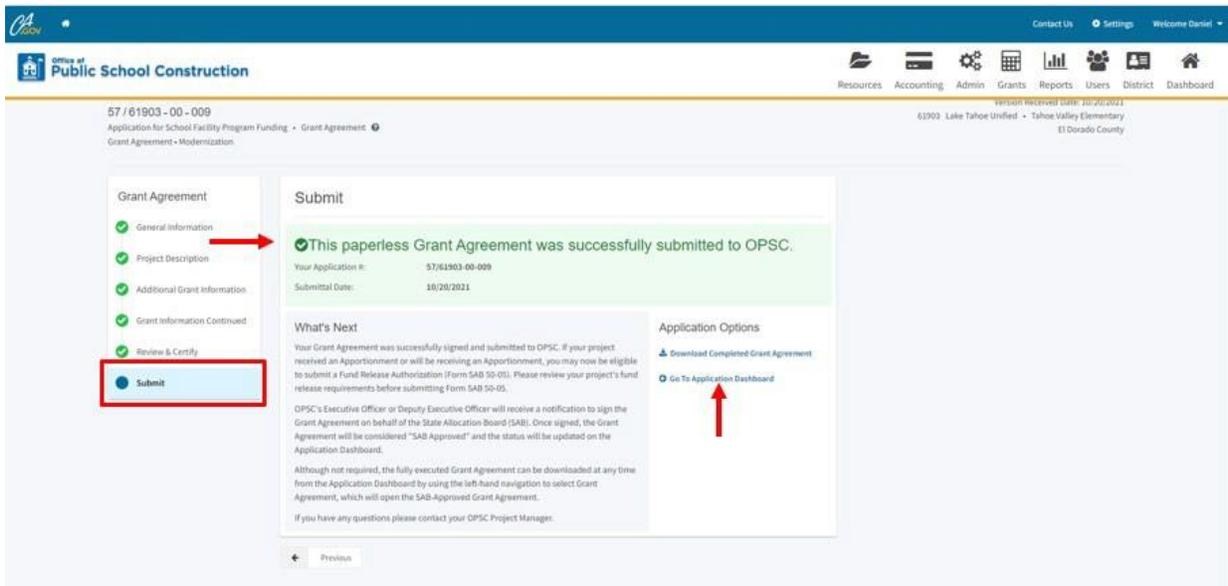
This will take you to the screen to submit a paperless Grant Agreement signed by an Authorized District Representative. Check the certification box and click on “Submit Paperless Application”.

Submit Paperless Grant Agreement Screen:



A notification screen will appear confirming the paperless Grant Agreement was successfully submitted to OPSC. Click on “Go To Application Dashboard”.

Grant Agreement Submitted Notification Screen:



The Grant Agreement will now show the status as *Submitted*.

Application Screen:

Dashboard / Application

57/61903-00-009

Grant Agreement

50-04

Update Overall App Status

Submitted Versions

Name	Status	Version Received Date	Submitted By	Updated	
Version 1	Submitted	10/20/2021	Daniel Flanagan	10/20/2021	Options

Drafts

No Drafts

Uploaded Files

No Files

Activity

- Daniel Flanagan Submitted Version 1 10/20/2021
- Daniel Flanagan Created Draft 1 10/20/2021

Notes

No Notes

Once the paperless Grant Agreement is signed by the Executive Office of OPSC, the Grant Agreement status will change to *SAB Approved*. To view of the final approved Grant Agreement, click on the "Grant Agreement" line item.

Dashboard Screen:

Dashboard

Funding Applications

Create New Funding Application

57/61903-00-009

App Name	Prog. Type	Status	OPSC App #	School/Site	District	PTN #	OPSC Received	SAB Date	Last Updated
Demo	Grant Agreement	SAB Approved	57/61903-00-009	Tahoe Valley Elementary	Lake Tahoe Unified	61903-10101	10/20/2021	09/22/2021	10/20/2021
Demo	MOD	Submitted	57/61903-00-009	Tahoe Valley Elementary	Lake Tahoe Unified	61903-10101	10/20/2021		10/20/2021

2 Apps Total

Items Per Page 25

First Prev 1 Next Last

Click on the "Grant Agreement" line item.

Application Screen:

Office of Public School Construction

Dashboard / Application

57/61903-00-009 **Demo** Submitted

Grant Agreement 57 / 61903 - 00 - 009  
Application for School Facility Program Funding - Grant Agreement  
Grant Agreement - Modernization

PTN: 61903 - 10101 Edit  
Received Date: 10/20/2021  
61903 Lake Tahoe Unified - Tahoe Valley Elementary  
El Dorado County

50-04 Create Linked 50-04

**Submitted**  
MOD

**Grant Agreement**  
**Demo**  
**Submitted**  
Grant Agreement

Eligibility  
See the current baseline for Lake Tahoe Unified

Accounting Activity  
View approvals, transactions and more

Associated Applications  
View other applications at this site

Update Overall App Status

Submitted Versions

Name	Status	Version Received Date	Submitted By	Updated	
Version 1	<b>Grant Agreement</b>	10/20/2021	Daniel Flanagan	10/20/2021	Options

Drafts  
No Drafts

Uploaded Files Upload File Activity Notes New Note

No Files

Daniel Flanagan Submitted Version 1 10/20/2021  
Daniel Flanagan Created Draft 1 10/20/2021

No Notes

The Grant Agreement no longer has a DRAFT watermark. Click on "Download Completed Form" to save a PDF copy of the fully executed Grant Agreement.

Review & Certify Screen:

Office of Public School Construction

Dashboard / Application / Version 1

**Demo** SAB Approved

57 / 61903 - 00 - 009  
Application for School Facility Program Funding - Grant Agreement  
Grant Agreement - Modernization

PTN: 61903 - 10101 Edit  
Version Received Date: 10/20/2021  
SAB Date: 09/22/2021  
61903 Lake Tahoe Unified - Tahoe Valley Elementary  
El Dorado County

**Grant Agreement**

- General Information
- Project Description
- Additional Grant Information
- Grant Information Continued
- Review & Certify**
- Submit

**Review & Certify**

Office of Public School Construction Application Number: 5761903-00-009

Page 1 of 18

**GENERAL INFORMATION**

Grantee Name: LAKE TAHOE UNIFIED  
School Name: LAKE VALLEY ELEMENTARY  
Grant Amount: \$48,000.00 of which \$0.00 is Financial Hardship Assistance/Charter School Loan<sup>(1)</sup> or CTEFP Loan<sup>(2)</sup>. In addition, there is a required Grantee Contribution in the amount of \$0.00  
Authority: Proposition TBD  
SFP Program Funding Source: Modernization  
Future Priority Funding Rounds: May 08, 2019-Jun 06, 2019; Nov 13, 2019-Dec 12, 2019

**PROJECT DESCRIPTION**

Type of Work: Modernization  
New School or Addition to an Existing Site: Not Applicable  
Number of Classrooms: 2  
Financial Hardship Approval Date: Not Applicable

**Version Status**

Update Version Status Only

**Options**

- Add Note
- Duplicate As New Draft
- Download Completed Form**
- Manage Entire Application

Click on the PDF at the bottom left of the screen and choose OPEN from the drop-down menu.

Review & Certify Screen:

The screenshot displays the 'Review & Certify' interface. On the left, a sidebar lists 'Grant Agreement' with sub-items: General Information, Project Description, Additional Grant Information, Grant Information Continued, Review & Certify (selected), and Submit. The main area shows a form with the following details:

- Office of Public School Construction Application Number: 57/61903-00-009
- Grantee Name: LAKE TAHOE UNIFIED
- School Name: TAHOE VALLEY ELEMENTARY
- Grant Amount: \$ 48,080.00 of which \$ 0.00 is Financial
- Hardship Assistance/Charter School Loan<sup>(1)</sup> or CTEFP Loan<sup>(2)</sup>: In addition, there is a required Grantee Contribution in the amount of \$ 0.00
- Authority: Proposition TBD
- SFP Program Funding Source: Modernization
- Future Priority Funding Rounds: May 08, 2019-Jun 06, 2019; Nov 13, 2019-Dec 12, 2019
- Project Description: Type of Work: Modernization; New School or Addition to an Existing Site: Not Applicable; Number of Classrooms: 2; Financial Hardship Approval Date: Not Applicable; Financial Hardship status is valid until date: Not Applicable

At the bottom left, a PDF icon labeled 'OPSC-SABSA (11).pdf' is highlighted with a red arrow.

Click on the download icon at the upper right of the screen to download and save a copy of the fully executed Grant Agreement PDF to a computer.

Grant Agreement PDF Screen:

The screenshot shows a document viewer interface. On the left, a sidebar displays a list of document thumbnails numbered 1 through 4. The main area shows the full document, which is the 'Grant Agreement' form from the previous screenshot. At the top right of the document viewer, there is a download icon (a downward arrow) and a red arrow pointing to it.

## **Form SAB 50-05 Fund Release Requests**

A District may submit a Form SAB 50-05 any time after the State Allocation Board (SAB) has approved an applicable project apportionment, a grant agreement accompanies or precedes the Form, and provided that the district is able to make all of the certifications listed on the Form.

Refer to the SAB approved resolution for SAB 50-05 timelines. In many scenarios, the District has 180 days or 365 days depending on Financial Hardship status to submit a Form SAB 50-05 or the apportionment is rescinded without further SAB action. During Priority Funding rounds, the District has 90 days (or 180 days for Charter Site apportionments) from the day of Priority Funding Apportionment to submit a Form SAB 50-05 or a non-participation occurrence is incurred.

### **Accessing OPSC Online:**

OPSC Online is optimized for Google Chrome. However, Microsoft Edge, Internet Explorer and Firefox can be used when accessing this platform. Currently, Safari is an unsupported browser.

OPSC Online can be found under *Online Application Tools for School Construction Projects* on OPSC's services page or by clicking on the link below:

<https://www.webapps.dgs.ca.gov/OPSC/OPSCOnline/userm/login?originalurl=%2Fdashboard>

### **Login Information**

OPSC login information is based on each user's unique email address. All School District Representatives and District Superintendents on record with OPSC (as of December 10, 2018) automatically have a user account in OPSC Online. If you do not have an account, send a request by emailing [OPSCOnlineSupport@dgs.ca.gov](mailto:OPSCOnlineSupport@dgs.ca.gov).

School District Representatives authorized to submit applications to OPSC on behalf of their school district must attach a copy of a school board resolution to the email request. School District Superintendents require no additional paperwork.

All other users must submit a request directly to the Superintendent or Authorized School District Representative for access. If you need assistance, please contact OPSC.

To submit the fund release request in OPSC Online, **authorized users** must locate the appropriate funding application on the Dashboard page of their OPSC online account.

## Authorized Users

A Delegate’s access will be limited to the Type of Role assigned to their user account.

The table below shows the level of access and authorization abilities of different role types that will be assigned by either the Superintendent or District Representative(s) on file:

Type of Role	Authorization
Architect	Can create draft SAB 50-05s but cannot submit them
Delegate (Consultant)	Can create draft SAB 50-05s but cannot submit them
Superintendent/Representative	Can create and submit SAB 50-05s

## Login to OPSC Online and Navigate to SAB 50-05

To access OPSC Online, click on the link below:

<https://www.webapps.dgs.ca.gov/OPSC/OPSCOnline/userm/login?originalurl=%2Fdashboard>

Enter your email address in the first field.

Enter your password in the second field.

Click “Sign In.”

OPSC Online Login Page:

From the Dashboard page, locate the appropriate application from the list displayed. Or use the search function near the top right corner.

OPSC Dashboard Page:

The screenshot shows the OPSC Dashboard Page. At the top, there is a navigation bar with the CA.gov logo and the Office of Public School Construction. Below this, there are several utility icons for Project Reporting, Resources, Grants, Enrollment Projection, Users, District, and Dashboard. The main content area is titled "Dashboard" and "Funding Applications". There are two buttons: "Create New SFP Funding Application" and "Create New Preschool/TK/PDK Funding Application". A search bar on the right contains the text "57/67439-00-074". Below the search bar is a table with columns: Application Name, Project Type, Status, OPSC App #, School/Site, District, Project Tracking Number, OPSC Received, and Last Updated. The table contains three rows of data. At the bottom of the table, there are pagination controls showing "200 Apps Total" and "Items Per Page: 50".

Application Name	Project Type	Status	OPSC App #	School/Site	District	Project Tracking Number	OPSC Received	Last Updated
Nick name here	Fund Release Auth	Draft		Luther Burbank High	Sacramento City Unified			04/02/2024
57/67439-00-074	Adjusted Grant	Archived	57/67439-00-074	Luther Burbank High	Sacramento City Unified		01/09/2014	12/30/2015
57/67439-00-074	MOD	SAB Approved	57/67439-00-074	Luther Burbank High	Sacramento City Unified		08/05/2011	12/30/2015
57/67439-00-074	Exp Report	Archived	57/67439-00-074	Luther Burbank High	Sacramento City Unified		03/14/2014	12/30/2015

OPSC Online-Application Page:

Once the application has opened, click on "Create a Linked Form SAB 50-05".

The option to Create Linked 50-05 will only show if the application has been SAB approved.\*

The screenshot shows the OPSC Online-Application Page for application 57/67439-00-074. The application is marked as "SAB Approved". The page displays details for the application, including the project type (Modernization) and the application for funding (Form SAB 50-04). There are sections for "Submitted Versions" and "Drafts". In the "Submitted Versions" section, a red box highlights the "50-05" option, which has a green arrow pointing to the "Create Linked 50-05" button. A text box explains that this option is available because the application is SAB approved. In the "Drafts" section, a red box highlights the "50-05" option, which also has a green arrow pointing to the "Create Linked 50-05" button. There is also a section for "Uploaded Files" which currently shows "No Files".

\*If the application is not SAB approved and you find it in error, please reach out your Program Manager for assistance, otherwise you may not create a 50-05 application.



Fill in each section of the Form SAB 50-05 with the pertinent information. The following sample will be for an Adjusted Grant Apportionment that requires Part V, Part VIII, Part X, and Part XI. Refer to the *Form SAB 50-05 Submittal Checklist* under *Resources* in OPSC Online for guidance on which parts are applicable to your project.

OPSC Online-Resources page.

The screenshot shows the OPSC Online Resources page. The top navigation bar includes the CA.GOV logo, 'Office of Public School Construction', and several menu items: 'Project Reporting &...', 'Resources', 'Grants', 'Enrollment Projection', 'Users', 'District', and 'Dash...'. The 'Resources' menu item is highlighted with a red box. Below the navigation bar, the breadcrumb 'Dashboard / Resources' is visible. The main heading is 'OPSC Resources'. A list of resource links is displayed, with 'Form SAB 50-05 Submittal Checklist' highlighted by a red box. Other links include 'Form SAB 50-01, 50-02, 50-03 Combined Excel Worksheet', 'Facility Hardship Cost Estimate (Form SAB 58-01) Instructions', 'Facility Hardship Cost Estimate (Form SAB 58-01)(excel)', 'SFP Modernization – Access Compliance, Fire and Life Safety Worksheet', 'Form SAB 50-04 Submittal Checklist', and 'SFP Modernization - 50YO Utilities Template'.

Please complete all required fields before accessing the submission page.

Complete Parts II through XI as applicable to the project.

To begin, click on "Part II. A. Charter Preliminary Apportionment..." (green arrow).

The screenshot displays the OPCS Online-Draft page. At the top, there is a blue header with the OPCS logo and the text "Office of Public School Construction". Below the header, the page title is "Dashboard / Application / Draft 1". The user's name is "Nick name here" with a "Draft" status indicator. The page content is divided into two main sections: "SAB 50-05 Form" and "Review".

The "SAB 50-05 Form" section contains a list of parts to be completed, with a green arrow pointing to "Part II. A. Charter Preliminary Apportionment...". The parts listed are:

- Part II. A. Charter Preliminary Apportionment - Design Only
- Part II. B. Charter Preliminary Apportionment - Construction
- Part III. Separate Site Apportionment
- Part V. New Construction/Maintenance
- Part VI. New Construction - Design Only
- Part VIII. District Funding Source
- Part IX. Career Technical Education
- Part X. Construction Deliverables
- Part XI. Signed Grant Agreement
- Certification
- Review
- Submit

The "Review" section contains a red warning message: "Please complete all required fields before accessing the submission page." Below this, there is a "Form Errors" section with a red bullet point: "Complete Parts II through IX (please fill out at least one page) as applicable to the project". The main content of the "Review" section is titled "Part II. A. Charter Preliminary Apportionment - Design Only" and includes the following text:

This page is applicable / not applicable (required)

Design only

Pursuant to Section 1859.164.2(a), must be able to confirm "Yes" to the following:

The Charter School certifies that its applicable matching share has either:

- been deposited in the County School Facility Fund
- has already been expended by the district for the project
- will be expended by the district prior to the Notice of Completion for the project

(required)

OPSC Online – Part II. A. Charter Preliminary Apportionment – Design Only

Click the *toggle* if the page is not applicable, then click “Continue”.

Continue with the application down through Parts II through XI of the 50-05.\*

Refer to the ‘Form SAB 50-05 Submittal Checklist’ under Resources in OPSC Online for guidance on which parts are applicable to your project.

*\*Please note each part will need a green check mark for the user to submit the application.*

The screenshot shows the 'Part II. A. Charter Preliminary Apportionment - Design Only' section of the SAB 50-05 Form. The page is in 'Draft' mode. A red arrow points to the 'N/A' toggle, indicating that the page is not applicable. The 'Continue' button is highlighted in red. The left sidebar shows a progress indicator for various parts of the form, with 'Part II. A. Charter Preliminary' currently selected.

Form SAB 50-05 Review Mode:

While in Review mode, edits can be made here by selecting a desired section of the Form 50-05. Click on “Edit Page”, changes will be saved once “Continue” is clicked.

The screenshot shows the 'Review' mode of the SAB 50-05 Form. The 'Review' section is highlighted in the sidebar, and the 'Edit Page' button is highlighted in red. The 'Continue' button is also highlighted in red. The left sidebar shows a progress indicator for various parts of the form, with 'Review' currently selected.

Form SAB 50-05 Review Mode:

Once the information on Form 50-05 has been reviewed for completeness and accuracy, click "Continue".

**SAB 50-05 Form**  
Complete Parts II through IX (please fill out at least one page) as applicable to the project

- Part II. A. Charter Preliminar ...
- Part II. B. Charter Preliminar ...
- Part III. Separate Site Apport ...
- Part V. New Construction/M ...
- Part VI. New Construction - ...
- Part VIII. District Funding So ...
- Part IX. Career Technical Ed ...
- Part X. Construction Deliver ...
- Part XI. Signed Grant Agree ...
- Certification
- Review**
- Submit

If required by Labor Code Section 1771.7, the district has initiated and enforced an LCP that has been approved by the DIR.

If required by Labor Code Section 1771.3(a) in effect on January 1, 2012 through June 19, 2014, DIR has or will perform the required Prevailing Wage Monitoring and Enforcement for the project, or the requirement is waived pursuant to Labor Code Section 1771.3(b) in effect on January 1, 2012 through June 19, 2014. The district understands that if it fails to meet this requirement, it will be required to repay all state bond funds received including interest.

I verify, I have read and agree to the above terms and certification information  Yes

Title

District Representative / Superintendent Name

District Representative / Superintendent Phone Number

Email Address

Date

[Edit Page](#)

[Previous](#) [Continue](#)

Form SAB 50-05 Submittal Page:

On the *Submit* Page, upload all required documents by clicking on the "Upload file(s)" button.

Please read through the agreement, and place checkmarks on the boxes for acknowledgment.

Once the boxes have been checked, the application is now ready for submittal. Click on the green "Submit Paperless Application" button.

**Office of Public School Construction**

Project Reporting Resources Grants Enrollment

Dashboard / Application / Draft 1

Nick name here Draft

Fund Release Authorization • SAB 50-05 Form District: 67439 Sacramento

Fund Release Authorization

**SAB 50-05 Form**  
Complete Parts II through IX (please fill out at least one page) as applicable to the project

- Part II. A. Charter Preliminar ...
- Part II. B. Charter Preliminar ...
- Part III. Separate Site Apport ...
- Part V. New Construction/M ...
- Part VI. New Construction - ...
- Part VIII. District Funding So ...
- Part IX. Career Technical Ed ...
- Part X. Construction Deliver ...
- Part XI. Signed Grant Agree ...
- Certification
- Review
- Submit**

**Submit**

This State Allocation Board School Facility Program Fund Release Authorization (Form SAB 50-05) is being submitted electronically via OPSC Online.

- Requests may only be submitted by a School District Superintendent, Authorized School District Representative, Charter School Representative, or Joint Power Authority (JPA) Representative who is signed in to OPSC Online with their corresponding OPSC Online User ID. Submittal from these accounts is considered to be a unique electronic signature for purposes of Fund Release Authorization submittals. A printed, wet-signature request does not need to be mailed 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.
- Once an applicant has upload a file, the file cannot be removed by the applicant.

I have uploaded all required documents required on the Fund Release Authorization (**Form SAB 50-05 Submittal Checklist**). [Upload file\(s\)](#) All uploaded files for this application are always available on the **Application Dashboard**.

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

[Submit Paperless Application](#)

[Previous](#)

Form SAB 50-05 Submittal Page:

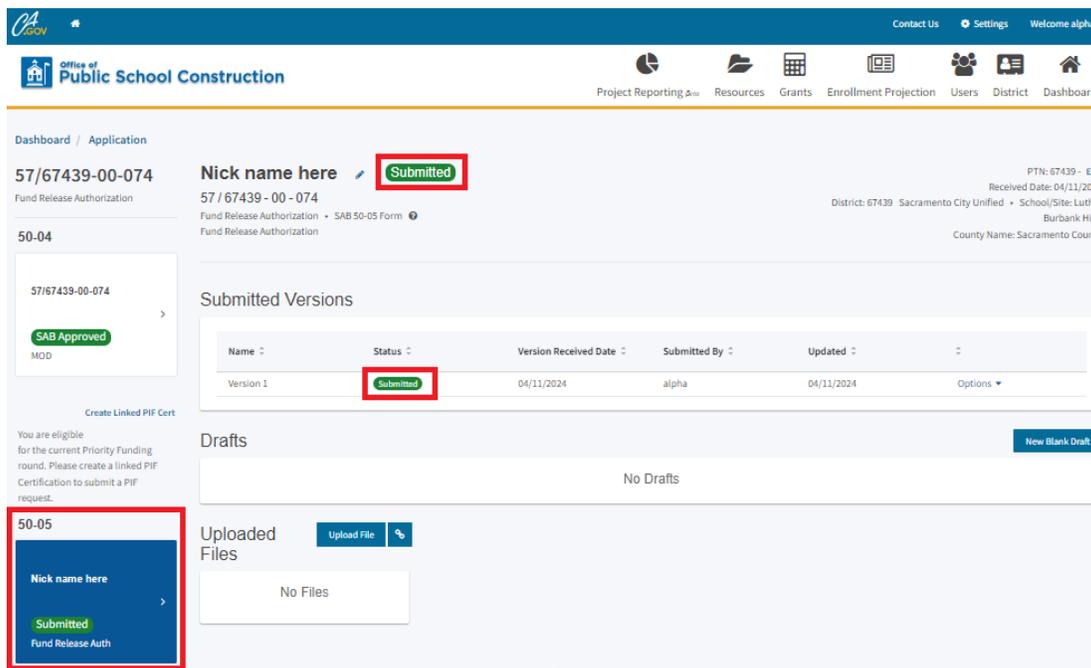
After the form is complete and submitted, the Status will now indicate the form has been "Submitted". The application status can also be viewed on the Application Dashboard.

The application status will change throughout the application process by OPSC staff. Once your application has been approved, the status will change to '50-05/70-02 Approved'. Click on "Go to Application Dashboard".

The screenshot displays the 'Office of Public School Construction' interface. At the top, there is a navigation bar with 'CA.GOV' and 'Office of Public School Construction' on the left, and 'Project Reporting', 'Resources', and 'Gra' on the right. Below the navigation bar, the breadcrumb trail reads 'Dashboard / Application / Draft 1'. The main content area features a user profile section with a 'Submitted' status badge highlighted in a red box. Below this, the application details include '57 / 67439 - 00 - 074' and 'Fund Release Authorization • SAB 50-05 Form'. The central part of the page is a 'Submit' confirmation panel with a green success message: 'This paperless application was successfully submitted to OPSC.' It lists 'Your Application #: 57/67439-00-074' and 'Submittal Date: 04/11/2024'. To the left of the main content is a vertical progress bar for the 'SAB 50-05 Form' with 11 steps, all marked with green checkmarks. To the right of the main content is an 'Application Options' section with buttons for 'Upload Remaining Files', 'Review Required Documents', 'Download Completed Form', and 'Go To Application Dashboard'. A green arrow points to the 'Go To Application Dashboard' button, which is also highlighted with a red box. A 'Previous' button is located at the bottom left of the main content area.

On the Application Dashboard, the status of the application can be shown in the red boxes below.

Application Dashboard:



Form SAB 50-05 Statuses:

Status	Description
Submitted	SAB 50-05 has been submitted to OPSC.
OPSC Reviewing	SAB 50-05 is being reviewed by OPSC Intake Team.
50-05/70-02 Letter	An email or letter has been sent to the District for additional information.
50-05/70-02 Review	SAB 50-05 is being reviewed by OPSC Fund Release Team.
50-05/70-02 Approved	SAB 50-05 has been approved by OPSC Fund Release Team.
Revoked	SAB 50-05 has been revoked and returned as unprocessed.
Superseded	SAB 50-05 or SAB 70-02 has been superseded.

If the Form SAB 50-05 has been submitted and changes are needed, click on the 50-05 from the left hand navigation, then select the Options drop down list, select "Duplicate as Draft". By creating a duplicate draft, information from the previously submitted form will prepopulate to a new draft and edits.

Application Screen:

The screenshot displays the 'Application Screen' for a Fund Release Authorization. The top navigation bar includes 'Contact Us', 'Settings', and 'Welcome alpha'. The main header identifies the user as 'Nick name here' with a 'Submitted' status. The application ID is '57/67439-00-074'. The left sidebar shows navigation for '50-04' (SAB Approved) and '50-05' (Submitted). The main content area features two tables: 'Submitted Versions' and 'Drafts'. The 'Submitted Versions' table has one entry: 'Version 1' with status 'Submitted', received on '04/11/2024', submitted by 'alpha Omega', and updated on '04/11/2024'. The 'Drafts' table has one entry: 'Draft 1' with status 'Draft', created by 'alpha Omega', last edited by 'alpha', and updated on '04/11/2024'. A red box highlights the 'Options' dropdown for 'Draft 1', which contains 'Duplicate As Draft' and 'Copy Link'. Below the tables is an 'Uploaded Files' section with an 'Upload File' button and 'No Files' listed.

Name	Status	Version Received Date	Submitted By	Updated
Version 1	Submitted	04/11/2024	alpha Omega	04/11/2024

Name	Status	Created By	Last Edited By	Updated
Draft 1	Draft	alpha Omega	alpha	04/11/2024

## **Form SAB 50-06 Expenditure and Substantial Progress Reports**

### **Substantial Progress Report**

Substantial Progress reporting requirements are determined by type and date of apportionments and their subsequent fund releases. School districts must show Substantial Progress within 18 months of receiving an SFP fund release. The specific type of Substantial Progress evidence required for a project is determined by the type of apportionments.

Every SFP project must indicate how they met substantial progress requirements by either submitting a substantial progress checklist or 100% final expenditure report. OPSC may select the project for a substantial progress and/or certifications review. The school district will be notified in writing if additional supporting documentation will be required to support the school district's substantial progress and certifications.

### **Expenditure Report**

The SFP requires school districts to submit an *Expenditure Report* (Form SAB 50-06) and a *Detailed Listing of Project Expenditures* (DLOPE) one year after receiving the initial fund release for the project. Subsequent expenditure reports are due annually until the project is complete or if the project reaches 3 years from its final fund release for an elementary school or 4 years for middle/high school.

The SFP allows school districts to retain and apply savings on a construction project towards the school district's high priority capital facility needs. If the school district is using the State's share of savings as the school district's matching contribution, it must be for a like-kind SFP project. Once savings have been spent, the savings expenditures must be reported to OPSC on the Form SAB 50-06 and *Detailed Listing of Project Expenditures–Savings*. The school district is required to continue to submit expenditure reports annually until all project funds, State share plus the school district's required matching share, have been expended.

OPSC Online allows school districts that have received a fund release to submit the Substantial Progress Checklist, Form SAB 50-06 electronically and upload the DLOPE.

In order to submit the Form SAB 50-06 Expenditure and Substantial Progress reports in OPSC Online, the user will login to their OPSC Online account, then the user will search for the application. On the Dashboard, type in the application number and click "Search".

CA .GOV Contact Us Settings Welcome Testing

**Office of Public School Construction** Resources Grants Users District Dashboard

Dashboard

### Funding Applications

[Create New SFP Funding Application](#)
[Create New Preschool/TK/FDK Funding Application](#)

App Name	Prog. Type	Status	OPSC App #	School/Site	District	PTN #	OPSC Received	Last Updated
No data to display								

0 Apps Total | Items Per Page: 25 | First Prev 1 Next Last

OPSC Online will display the application number. Click on the application number.

### Funding Applications

[Create New SFP Funding Application](#)
[Create New Preschool/TK/FDK Funding Application](#)

App Name	Prog. Type	Status	OPSC App #	School/Site	District	PTN #	OPSC Received	Last Updated
50/66431-05-002	NC	SAB Approved	50/66431-05-002	Dale Junior High	Anaheim Union High	66431-90	08/17/2018	02/11/2022

Click on “Create Linked 50-06”. Select the type of progress report: *Substantial Progress(Design, Separate Site, or Adjusted Grant)*, or *SAB 50-06 Expenditure Report*. Then the user will have to give the application a nickname and click “Create Linked Application”.

**Office of Public School Construction** Resources Grants Users District Dashboard

Dashboard / Application

#### 50/66431-05-002

New Construction

50-04 Create Linked 50-04

50/66431-05-002  
SAB Approved  
NC

50-05 Create Linked 50-05

Test  
Submitted  
Fund Release Auth

Sub. Prog / 50-06

Create Linked 50-06

#### Create Linked Application

Select a linked application type Substantial Progress / Expenditure Report 50-06

Please select the type of progress report

Please select an option

Please select an option

SAB 50-06 Expenditure Report

Substantial Progress - Design

Substantial Progress - Adjusted Grant

Substantial Progress - Separate Site

Select at least one submitted funding application phase (50-04) to link to this 50-06:

Please enter application nickname

## Submitting a Substantial Progress Report

**To complete a Substantial Progress report:** Select Design, Separate Site, or Adjusted Grant, fill out the remaining section, and click “Create Linked App”.

Create Linked Application

Select a linked application type Substantial Progress / Expenditure Repor ▾

Please select the type of progress report Substantial Progress - Adjusted Grant ▾

Select at least one submitted funding application phase to link to this 50-06:  Full Grant

Please enter application nickname SP Checklist Adjusted G

Clear Create Linked App

OPSC Online will create a Substantial Progress draft on the Application Management page in the Left-Hand Navigation. Select the newly created *Draft* to complete the form.

Sub. Prog / 50-06

Expenditure Report ...  
Keyed / SP/ER >  
Exp Report

**SP Checklist - Adjust...**

Draft >  
Adjusted Grant

Eligibility

### Submitted Versions

No Submitted Versions

### Drafts

New Blank Draft

Name ▾	Status ▾	Created By ▾	Last Edited By ▾	Updated ▾	▾
Draft 1	Draft	Hung Bang	Hung Bang	07/04/2021	Options ▾

By default, OPSC Online will open to the form review page to view all previously entered data for the selected form version. Click “Edit Page” to start filling in each section.

Sub. Prog / 50-06

- Adjusted Grant Progress Rep ...
- Certification
- Review**
- Submittal

## Review

### Adjusted Grant Progress Report

At least 75 percent of all site development work that is necessary prior to building construction activity is complete. (not answered)

At least 90 percent of the building construction activities are under contract, unless the building construction activities are delay as a result of necessary site development work. (not answered)

All construction activities are at least 50 percent complete. (not answered)

Other evidence satisfactory to the State Allocation Board of circumstances beyond the control of the district that precludes substantial progress being met. The district has uploaded a narrative explanation and supporting documentation to this form. (required)

(Please enter values in at least one section)

[Edit Page →](#)

### Sections

- Adjusted Grant Progress Report
- Certification

### Options

- [Duplicate As New Draft](#)
- [Upload file\(s\) for this application](#)
- [Preview Form Substantial Progress](#)
- [Manage Entire Application](#)

On the Left-Hand Navigation pane are the required pages that need to be filled out. Complete the *Adjusted Grant* and *Certification* screens and fill in each section of the page with the pertinent information and click "Continue". You must click on Continue to save your progress.

Sub. Prog / 50-06

- Adjusted Grant Progress Re ...
- Certification
- Review
- Submittal

### Adjusted Grant Progress Report

- At least 75 percent of all site development work that is necessary prior to building construction activity is complete.
- At least 90 percent of the building construction activities are under contract, unless the building construction activities are delay as a result of necessary site development work.
- All construction activities are at least 50 percent complete.
- Other evidence satisfactory to the State Allocation Board of circumstances beyond the control of the district that precludes substantial progress being met. The district has uploaded a narrative explanation and supporting documentation to this form.

 [Continue](#) →

Sub. Prog / 50-06

- Adjusted Grant Progress Rep ...
- Certification**
- Review
- Submittal

### Certification

Preparer's Information

Preparer's Name: Jason Hernandez

Preparer's Title: Audit Supervisor

Preparer's Email: Jason.Hernandez@dgs.ca.gov

Preparer's Phone: (916) 376-5369

I verify, I have read and agreed to the above terms and certification information  Yes  No

District Representative / Superintendent Name: Testing

District Representative / Superintendent Phone Number: (916) 123-4567

Phone Extension (optional): 1234

Date: 07/04/2021

← Previous  [Continue](#) →

On the review page, you can return to any section to make changes before submitting the School District's form, Click on "Edit Page" to return to a section. Changes will be saved once "Continue" is clicked.

 **Adjusted Grant Progress Report**

---

At least 75 percent of all site development work that is necessary prior to building construction activity is complete. (not answered)

At least 90 percent of the building construction activities are under contract, unless the building construction activities are delay as a result of necessary site development work. Yes

All construction activities are at least 50 percent complete. (not answered)

Other evidence satisfactory to the State Allocation Board of circumstances beyond the control of the district that precludes substantial progress being met. The district has uploaded a narrative explanation and supporting documentation to this form. (not answered)

 [Edit Page →](#)

 **Certification**

---

Preparer's Information

Preparer's Name Jason Hernandez

Preparer's Title Audit Supervisor

Preparer's Email Jason.Hernandez@dgs.ca.gov

Preparer's Phone (916) 375-5369

I verify, I have read and agreed to the above terms and certification information Yes

District Representative / Superintendent Name Testing

District Representative / Superintendent Phone Number (916) 123-4567

Phone Extension (optional) 1234

Date 07/04/2021

 [Edit Page →](#)

[← Previous](#) [Continue →](#)

Once the user has verified that everything is complete and correct, the user will review the terms and conditions, agree and consent by checking the boxes, upload any required file(s), and click “Submit Paperless Application”. All field’ sections in the left-hand navigation must have a green checkmark in order to submit the application. Only the Superintendent and Authorized School District Representatives may submit the report.

**Sub. Prog / 50-06**

- Adjusted Grant Progress Rep ...
- Certification
- Review
- Submittal**

### Submittal

OPSC now accepts State Allocation Board School Facility Program forms to be submitted electronically via this system. Applicants must upload all required documents prior to submittal below.

- Reports may only be submitted by a School District Superintendent, Authorized School District Representative, Charter School Representative, or Joint Power Authority (JPA) Representative who is signed in to OPSC Online with their corresponding OPSC Online User ID. Submittal from these accounts is considered to be a unique electronic signature for purposes of Substantial Progress and Expenditure Report (Form SAB 50-06) submittals. A printed, wet-signature report does not need to be mailed 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.
- Once an applicant has upload a file, the file cannot be removed by the applicant.
- Failure to attach a narrative explanation and/or supporting documentation, when Subsection 1859.105(C)(4) or 1859.105(A)(4) is identified, will render the substantial progress report incomplete and unacceptable. Additional documentation may be requested to ensure the District has made progress toward the completion of the project.
- Failure to attach the Detailed Listing of Project Expenditures (DLOPE) will render the expenditure report incomplete and unacceptable.

I have uploaded the DLOPE that supplements the Form SAB 50-06 or any applicable required documentation per SFP Regulation 1859.104 or 1859.105.

**Upload file(s)** All uploaded files for this application are always available on the [Application Dashboard](#).

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

**Submit Paperless Application**

Once the paperless application is submitted, the school district will receive a confirmation page and an opportunity to upload any remaining files, review required documents, and download a copy of the completed form.

**Sub. Prog / 50-06**

- Adjusted Grant Progress Rep ...
- Certification
- Review
- Submittal**

### Submittal

**✓ This paperless application was successfully submitted to OPSC.**

Your Application #: 57/72223-00-002

Submittal Date: 07/04/2021

#### What's Next

Please review this application's uploaded documents on the [Application Dashboard](#) to ensure all required application documents are uploaded and properly named. Required documents not uploaded within 7 working days after the submittal date 2021-07-04 08:10 PM will lead to the application being rejected.

The completed SAB form can be [downloaded here](#) at anytime but is no longer necessary to sign and mail in. A complete paperless submission is all OPSC will need to begin processing your funding application.

#### Application Options

- Upload Remaining Files** ←
- Ensure your application is complete by uploading any remaining documents now.
- Review Required Documents** ←
- Download Completed Form** ←
- Go To Application Dashboard**

## Submitting an Expenditure Report

**To complete an Expenditure report:** select *SAB 50-06 Expenditure Report*, fill out the remaining section, and click “Create Linked App”.

### Create Linked Application

Select a linked application type

Substantial Progress / Expenditure Report 50-06

Please select the type of progress report

Please select an option

Select at least one submitted funding applicaton phase (50-04) to link to this 50-06:

Please select an option

SAB 50-06 Expenditure Report

Substantial Progress - Design

Substantial Progress - Adjusted Grant

Substantial Progress - Separate Site

Please enter application nickname

Clear

Create Linked App

### Create Linked Application

Select a linked application type

Substantial Progress / Expenditure Report 50-06

Please select the type of progress report

SAB 50-06 Expenditure Report

Select at least one submitted funding applicaton phase (50-04) to link to this 50-06:

Design Only (Sep Apprt)

Full Grant

Please enter application nickname

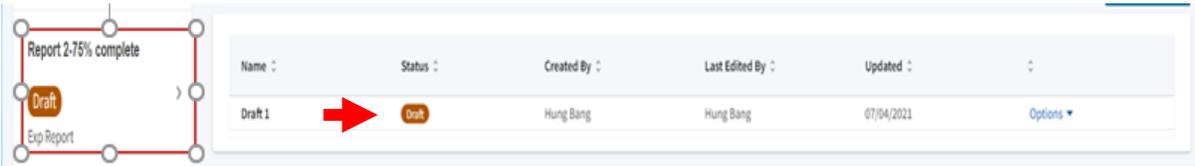
Report 2-75% complete



Clear

Create Linked App

OPSC Online will create a SAB 50-06 Form Expenditure Report draft. Click on the *Draft* to complete the form.



By default, OPSC Online will open to the form review page to view all previously entered data for the selected form version. Click “Edit Page” to start filling in each section.

**Report 2-75% complete**
**Draft**

Expenditure Report • SAB 50-06

SAB 50-06 Form

- ! Expenditure Report
- Certification
- Review
- Submittal

### Review

! Expenditure Report

Enter the related DSA Application Number(s) (not answered)

Enter Period Ending Date (required)

Enter Report Number (required)

Enter CDS Number (not answered)

Enter the percent of Project Complete (not answered)

Enter the Notice to Proceed Issue Date (required)

Enter the Notice of Completion Date Enter valid date (not answered)

Interest Earned : Previous (required)

Interest Earned : Current Enter valid value up to 999,999,999.00 (required)

Interest Earned : Total (not answered)

Project Expenditures : Previous (required)

Project Expenditures : Current Enter valid value up to 999,999,999.00 (required)

Project Expenditures : Total (not answered)

Will this project reduce the grant of a future School Facility Program (SFP) financial hardship project which has not yet been apportioned? (required)

First : Related Project (required)

Second : Related Project (not answered)

First : Savings Amount (required)

Second : Savings Amount (not answered)

Edit Page →

In the Left-Hand Navigation are the required pages that need to be completed. Complete the *Expenditure Report* and *Certification* pages with the pertinent information and click “Continue”.

### Expenditure Report

Enter the related DSA Application Number(s)  Press the Enter key to save

Enter Period Ending Date

Enter Report Number

Enter CDS Number

Enter the percent of Project Complete

Enter the Notice to Proceed Issue Date

Enter the Notice of Completion Date

	Previous Report	Report Period	Total to Date
District Funds or Joint-Use Partner(s) Contribution	<input type="text" value="\$ 500,000"/>	<input type="text" value="\$ 1,000,000"/>	<input type="text" value="\$ 1,500,000"/>
State Funds	<input type="text" value="\$ 500,000"/>	<input type="text" value="\$ 1,000,000"/>	<input type="text" value="\$ 1,500,000"/>
Interest Earned	<input type="text" value="\$ 2,500"/>	<input type="text" value="\$ 500"/>	<input type="text" value="\$ 3,000"/>
Project Expenditures	<input type="text" value="\$ 250,000"/>	<input type="text" value="\$ 2,500,000"/>	<input type="text" value="\$ 2,750,000"/>

Will this project reduce the grant of a future School Facility Program (SFP) financial hardship project which has not yet been apportioned?

[Continue](#) →

### Certification

I certify, as the District Representative, that the information reported on this form is true and correct and that:

- I am designated as an authorized district representative by the governing board of the district; and,
- under penalty of perjury, under the laws of the State of California, the foregoing statements are true and correct, and that the Public Contract Code was adhered to in the construction of this project; and,
- this form is an exact duplicate (verbatim) of the form provided by Office of Public School Construction. In the event a conflict should exist, then the language in the OPSC form will prevail.

I verify, I have read and agreed to the above terms and certification information

Preparer's Name

Preparer's Title

Preparer's Email

Preparer's Phone

District Representative / Superintendent Name

District Representative / Superintendent Phone Number

Phone Extension (optional)

Date

← [Previous](#) [Continue](#) →

On the review page, you can return to any section to make changes before submitting the School District's form. Click on "Edit Page" to return to a section. Changes will be saved once "Continue" is clicked.

District Funds or Joint-Use Partner(s) Contribution : Previous	\$ 0.00
District Funds or Joint-Use Partner(s) Contribution : Current	\$ 4,086,305.00
District Funds or Joint-Use Partner(s) Contribution : Total	\$4,086,305.00
State Funds : Previous	\$ 0.00
State Funds : Current	\$ 2,724,203.00
State Funds : Total	\$2,724,203.00

### Certification

I certify, as the District Representative, that the information reported on this form is true and correct and that:

I am designated as an authorized district representative by the governing board of the district; and,

under penalty of perjury, under the laws of the State of California, the foregoing statements are true and correct, and that the Public Contract Code was adhered to in the construction of this project; and,

this form is an exact duplicate (verbatim) of the form provided by Office of Public School Construction. In the event a conflict should exist, then the language in the OPSC form will prevail.

I verify, I have read and agreed to the above terms and certification information	Yes
Preparer's Name	(not answered)
Preparer's Title	(not answered)
Preparer's Email	(not answered)
Preparer's Phone	(not answered)
District Representative / Superintendent Name	Tina Douglas
District Representative / Superintendent Phone Number	(760) 753-6491
Phone Extension (optional)	(not answered)
Date	09/08/2021

← Previous

Continue →

Verify that everything is complete and correct, review the terms and conditions, agree and consent by checking the boxes, upload the Detailed Listing of Project Expenditures (DLOPE) and any required file(s), and click "Submit Paperless Application".

**Report 2-75% complete** **Draft**

Expenditure Report • SAB 50-06

SAB 50-06 Form

- Expenditure Report
- Certification
- Review
- Submittal**

### Submittal

OPSC now accepts State Allocation Board School Facility Program forms to be submitted electronically via this system. Applicants must upload all required documents prior to submittal below.

- Reports may only be submitted by a School District Superintendent, Authorized School District Representative, Charter School Representative, or Joint Power Authority (JPA) Representative who is signed in to OPSC Online with their corresponding OPSC Online User ID. Submittal from these accounts is considered to be a unique electronic signature for purposes of Substantial Progress and Expenditure Report (Form SAB 50-06) submittals. A printed, wet-signature report does not need to be mailed 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.
- Once an applicant has upload a file, the file cannot be removed by the applicant.
- Failure to attach a narrative explanation and/or supporting documentation, when Subsection 1859.105(C)(4) or 1859.105(A)(4) is identified, will render the substantial progress report incomplete and unacceptable. Additional documentation may be requested to ensure the District has made progress toward the completion of the project.
- Failure to attach the Detailed Listing of Project Expenditures (DLOPE) will render the expenditure report incomplete and unacceptable.

I have uploaded the DLOPE that supplements the Form SAB 50-06 or any applicable required documentation per SFP Regulation 1859.104 or 1859.105.

**Upload file(s)** All uploaded files for this application are always available on the [Application Dashboard](#).

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

**Submit Paperless Application**

Once the paperless application is submitted, the school district will receive a confirmation page, have an opportunity to upload any remaining files, and be able to download a copy of the completed form.

**Report 2-75% complete** **Submitted**

57 / 72223 - 00 - 002  
Expenditure Report • SAB 50-06

SAB 50-06 Form

- Expenditure Report
- Certification
- Review
- Submittal**

### Submittal

**This paperless application was successfully submitted to OPSC.**

Your Application #: 57/72223-00-002  
Submittal Date: 07/04/2021

#### What's Next

Please review this application's uploaded documents on the [Application Dashboard](#) to ensure all required application documents are uploaded and properly named. Required documents not uploaded within 7 working days after the submittal date 2021-07-04 09:07 PM will lead to the application being rejected.

The completed SAB form can be [downloaded here](#) at anytime but is no longer necessary to sign and mail in. A complete paperless submission is all OPSC will need to begin processing your funding application.

#### Application Options

- Upload Remaining Files**
- Ensure your application is complete by uploading any remaining documents now.
- Download Completed Form**
- Go To Application Dashboard**

The school district can review the status of both submitted and draft forms for both the Substantial Progress Report and Expenditure Report. The status can be reviewed on the Dashboard and the Application Management screen. As shown on the next page in red, no drafts are available because the original draft was submitted, and is now in *Submitted* status, shown in green below.

If the user would like to create a new draft, click on the draft version, and then click on “Options”, then on “Duplicate as Draft”. The information from the previously submitted form will prepopulate to the new draft. By creating a duplicate draft, the school district can submit a new form with prepopulated information and make any changes as needed.

Under *Options* (purple arrow), the user can also *Copy Link* and send to a different user via email or web chat to continue or review the saved status. A link can be sent in draft status or submitted status. Below is an example of a submitted status.

Prior to submitting the SAB 50-06, the school district is required to upload the DLOPE that supplements the SAB 50-06. The user could also upload any required files associated with the Expenditure Report or Substantial Progress Report.

To obtain this form go to [Detailed Listing of Project Expenditures\(DLOPE\)](#) for the DLOPE worksheet. The DLOPE is an excel worksheet which may be used to assist in reporting these expenditures. The excel worksheet consists of five tabs: Planning, Site, Relocation, Construction, and Savings.

Fill out the savings tab only if any savings are identified as well as the purpose for which it was used.

- a. The list of project expenditures should reflect all expenditures for the project by warrant numbers, warrant dates, warrant payees, warrant amounts, and specific descriptions of the expenditures, as required on the Form SAB 50-06. The description of expenditures must provide enough detail for the local auditors to verify that all project expenditures are applicable to the project and that the expenditures have been recorded in the proper cost categories.
- b. Total project expenditures on the Form SAB 50-06 must agree with the total amount of individual expenditures reported on the DLOPE.

1	EXPENDITURE WORKSHEET										
2	DETAILED LISTING OF PROJECT EXPENDITURES										
3	PAGE 5 - SAVINGS (Rev. 9/29/17)										
4	SCHOOL DISTRICT:					COUNTY:					
5						PROJECT NUMBER:					
6											
7	DATE	PAYEE	WARRANT NUMBER	AP#NUMBER	FUND CODE	OBJECT CODE	FINANCIAL HARDSHIP PROJECTS	NEW CONSTRUCTION PROJECTS	MODERNIZATION PROJECTS	DEFERRED MAINTENANCE	OTH FACILI
8											
9											
10											
11											
12											
13											
14											
15											

In addition, users can upload any documents requested by OPSC staff to conduct Substantial Progress and Certification review such as (see the blue arrows below):

1. Construction contracts to date.
2. Schedule of Values or Continuation Sheet for construction contracts.
3. Billing to date for construction contracts.
4. Project expenditures to date (Detailed Listing of Project Expenditures).

5. General ledger report that details project expenditures to date.
6. All project change orders.
7. Supporting documentation verifying the Date of Occupancy.
8. Qualification appraisal/selection process for all architects/design professionals, construction managers, and engineers.
9. Evidence that the District is liquidating their encumbrances (Financial Hardship project).
10. Evidence that the District has met Disabled Veteran Business Enterprise (DVBE).
11. Construction bid summaries.
12. Construction delivery method.
13. Written policy and procedures that documents processes for accounting of SFP project activities.

**Submitted Versions**

Name	Status	Version Received Date	Submitted By	Updated	Options
Version 1	Submitted		Hung Bang	10/25/2021	Options

**Drafts** New Blank Draft

No Drafts

**Uploaded Files** Upload File

No Files

**Upload Files**

Browse Files

File Name	Description	File Type	Created	Last Modified
Architect Appraisal.docx	Qualification Appraisal/Selection Process		10/07/2021	10/07/2021

1 total

Please stay here

Cancel Upload Files

## Grant Calculator

The Grant calculator provides an overview of the potential funding a District may be eligible for. It provides a breakdown of the calculations so that the district knows how much they may be eligible for based on the input data.

If an application has not been submitted, users can click on “Grants” and key in information associated with their potential funding request.

OPSC Grants Calculator:

The screenshot shows the OPSC Grants Calculator interface. At the top, there is a navigation bar with the CA.gov logo, a search icon, and links for Contact Us, Settings, and Welcome Anaheim. Below this is the Office of Public School Construction logo and a navigation menu with icons for Resources, Grants (highlighted with a red box), Users, District, and Dashboard. The main content area is titled "Dashboard / Grant Calculator" and "OPSC Grants Calculator". A disclaimer states: "The calculations provided above are an estimate for the potential funding of that may be associated with a complete application that has the total amount of eligibility available to request for the project. This estimate does not take into consideration what a grant for design only funding would be. Additionally, this estimate does not reflect any potential increase to funding based on eligibility for Financial Hardship assistance." Below the disclaimer is a form with two dropdown menus: "Select CQ Grant Year" (set to 2020) and "Select Program Type" (set to "Please make a selec"). A green "Calculate Grants" button is at the bottom of the form.

In order to review the grants for a specific project, click on the application of your choice. Once the application page has opened, click on “Review Grants” on the right-hand side.

OPSC Grants Calculator:

The screenshot shows the OPSC Grants Calculator application page. At the top, there is a navigation bar with the CA.gov logo, a search icon, and links for Contact Us, Settings, and Welcome Anaheim. Below this is the Office of Public School Construction logo and a navigation menu with icons for Resources, Grants, Users, District, and Dashboard. The main content area is titled "Dashboard / Application" and shows details for application 50/66431-05-002, which is marked as "SAB Approved". The application is for "New Construction" and is a "Full Grant". The page shows a list of "Submitted Versions" with one version (Version 1) that is "SAB Approved". The "Drafts" section shows "No Drafts". A green "Review Grants" button is visible in the top right corner of the Submitted Versions table.

Name	Status	Version Received Date	Submitted By	Updated	Options
Version 1	SAB Approved		adrian.felseghi@dgs.ca.gov	08/21/2018	Options

**Disclaimer:** The OPSC Online Grant Calculator provides an estimate for the potential funding that may be associated with a complete application. The final grant amount is determined after the OPSC review is complete.

## **Future Functionality**

Future enhancements to OPSC Online include:

- Prepopulating of previously submitted enrollment data on the Form SAB 50-01.
- Prepopulating of previously submitted expenditure information from prior reporting periods on the Form SAB 50-06.
- Ability to access OPSC Online Resources without being associated with a school district.
- Integration with the Division of the State Architect.

## **OPSC Online Contact Information**

Office of Public School Construction  
Department of General Services  
707 Third Street - 4th Floor  
West Sacramento, CA 95605  
Phone: (916) 376-1771

For OPSC Online assistance, please contact your project manager or e-mail:  
[OPSCOnlineSupport@dgs.ca.gov](mailto:OPSCOnlineSupport@dgs.ca.gov).



# OPSC ONLINE USER GUIDE



Section 12. Expenditure Reporting and Substantial Progress

# Form SAB 50-06 Expenditure and Substantial Progress Reports

## Substantial Progress Report

Substantial Progress reporting requirements are determined by type and date of apportionments and their subsequent fund releases. School districts must show Substantial Progress within 18 months of receiving an SFP fund release. The specific type of Substantial Progress evidence required for a project is determined by the type of apportionments. The Substantial Progress report can be submitted in OPSC Online after funds are received and the project has met the substantial progress requirements based on apportionment type.

## Expenditure Report

The SFP requires school districts to submit an *Expenditure Report* (Form SAB 50-06) and a *Detailed Listing of Project Expenditures* (DLOPE) one year after receiving the initial fund release for the project. Annual expenditure reports are required until the project's completion or until three years have elapsed from the final fund release for elementary schools, and four years for middle/high schools, whichever comes first. The Form SAB 50-06 can be submitted in OPSC Online after funds are received and the accompanying DLOPE is uploaded.

## Creating a link for Form SAB 50-06 Expenditure Report or Substantial Progress Report

In order to submit the Substantial Progress report and Form SAB 50-06 Expenditure Report in OPSC Online, the user will login to their OPSC Online account.

From the Dashboard page, locate the appropriate application number from the list displayed. Or type in the application number and click *Search All*. The application number should be entered with the slash after the first two digits and dashes thereafter.

OPSC Online will display the application number. Click on the application number.

OPSC Online Dashboard Page:

Dashboard

Funding Applications

Create New SFP Funding Application | Create New Preschool/TK/PDK Funding Application

Search: 57/67439-00-077 [Search All]

Application Name	Project Type	Status	OPSC App #	School/Site	District	DSA Number	Project Tracking Number	OPSC Received	Last Updated
GA 57/67439-00-077	Grant Agreement	SAB Approved	57/67439-00-077	American Legion High	Sacramento City Unified		67439-347	07/06/2023	07/06/2023
American Legion High	MOD	SAB Approved	57/67439-00-077	American Legion High	Sacramento City Unified		67439-347	10/17/2019	06/28/2023
American Legion HS Mod	Fund Release Auth	50-65/78-02 Approved	57/67439-00-077	American Legion High	Sacramento City Unified		67439-347	07/26/2023	08/03/2023

200 Apps Total | Items Per Page: 25

First Prev 1 Next Last

Export To Excel

Once the application has opened, click on the blue “Create Linked 50-06” under the Expenditure Report/Form SAB 50-06 on the left-hand navigation.

OPSC Online-Application Page:

Office of Public School Construction

Dashboard / Application

# 57/67439-00-077

Modernization

**American Legion High** SAB Approved

57/67439 - 00 - 077  
Application For Funding • Form SAB 50-04  
Modernization • Full Grant

**50-04** Create Linked 50-04

American Legion High

State Allocation Board Approved

MOD

**Grant Agreement**

GA 57/67439-00-077

State Allocation Board Approved

Grant Agreement

Create Linked PIF Cert

You are eligible for the current Priority Funding round. Please create a linked PIF Certification to submit a PIF request.

**Fund Release Authorization/Form SAB 50-05** Create Linked 50-05

American Legion HS Mod

50-05/70-02 Approved

Fund Release Authorization

**Expenditure Report/Form SAB 50-06**

Create Linked 50-06

**Submitted Versions**

Name	Status	Version Received Date
Version 5	<span style="background-color: #90ee90; padding: 2px;">SAB Approved</span>	05/22/2023
Version 4	<span style="background-color: #000080; color: white; padding: 2px;">Superseded</span>	05/19/2023
Version 3	<span style="background-color: #000080; color: white; padding: 2px;">Superseded</span>	05/19/2023
Version 2	<span style="background-color: #000080; color: white; padding: 2px;">Superseded</span>	05/09/2023
Version 1	<span style="background-color: #000080; color: white; padding: 2px;">Superseded</span>	10/17/2019

**Drafts**

**Uploaded Files** Upload File

CDE Letter: Final Plan Approval

CDE Final Plan Approval . 57-67439-00-077. 05-16-18.pdf  
CDE Ltr 5-16-18 Apr 21, 2023

**Cost Estimate**

Cost Estimate. 57-67439-00-077. 9-30-18.PDF Cost Estimate 9-30-18  
May 10, 2023

Cost Estimate . 57-67439-00-077 . 08-29-18 .pdf  
Cost Estimate 8-29-18 Apr 21, 2023

**CTE Letter: High Schools or Unified Districts**

CTE Letter Sacramento City Unified District 57-67439-00-077. 08-30-17.pdf

After clicking “Create Linked 50-06”, scroll to the top of the page. On the *Create Linked Application* page, the application type defaults to *Substantial Progress / Expenditure Report 50-06*. Select the type of progress report from the *Please select an option* dropdown: SAB 50-06 Expenditure Report, Substantial Progress - Design, Substantial Progress - Adjusted Grant or Substantial Progress - Separate Site. Select applicable funding application phase. An application nickname must be entered. Click *Create Linked App* to create the linked application.

Create Linked Application page:

Create Linked Application

Select a linked application type Substantial Progress / Expenditure Report 50-06

Please select the type of progress report Please select an option

Select at least one submitted funding application phase to link to this 50-06:

Please enter application nickname

Clear Create Linked App

Create Linked Application

Select a linked application type Substantial Progress / Expenditure Report 50-06

Please select the type of progress report SAB 50-06 Expenditure Report

Select at least one submitted funding application phase to link to this 50-06:  Full Grant (American Legion High)

Please enter application nickname Expenditure Report

Clear Create Linked App

## Submitting a Substantial Progress Report

To complete a Substantial Progress report: Select appropriate Substantial Progress report from the type of progress report dropdown: Substantial Progress - Design, Substantial Progress - Adjusted Grant, or Substantial Progress - Separate Site. Select applicable funding application phase. Enter an application nickname. Click Create Linked App to create the linked application.

### Create Linked Application page:

57/67439-00-077  
Modernization

50-04  
Create Linked 50-04

American Legion High  
SAB Approved  
MOD

Grant Agreement  
GA 57/67439-00-077  
SAB Approved

Create Linked Application

Select a linked application type  
Substantial Progress / Expenditure Report 50-06

Please select the type of progress report  
Substantial Progress - Adjusted Grant

Select at least one submitted funding application phase to link to this 50-06:  
Full Grant (American Legion High)

Please enter application nickname  
Substantial Progress

Clear Create Linked App

This will create a Substantial Progress draft on the OPSC Online Application page. Click on the created draft under Expenditure Report/Form SAB 50-06 in left hand navigation. The application will be blue when selected, scroll to the top of the page, then click on the draft on the application screen to fill out the form.

### Substantial Progress Application Screen:

Dashboard / Application

57/67439-00-077  
Substantial Progress Checklist

50-04  
American Legion High  
State Allocation Board Approved  
MOD

Grant Agreement  
GA 57/67439-00-077  
State Allocation Board Approved  
Grant Agreement

Create Linked PIF Cert  
You are eligible for the current Priority Funding round. Please create a linked PIF Certification to submit a PIF request.

Fund Release Authorization/Form SAB 50-05  
American Legion HS Mod  
50-05/70-02 Approved  
Fund Release Authorization

Expenditure Report/Form SAB 50-06  
Substantial Progress  
Draft  
Adjusted Grant

Substantial Progress Draft

Submitted Versions  
No Submitted Versions

Drafts

Name	Status	Created By	Last Edited By	Updated
Draft 1	Draft	External User	External User	04/25/2025

Uploaded Files  
Upload File  
No Files

By default, OPSC Online will open to the form review page to view all previously entered data for the selected form version. Click Edit Page to start filling in each section.

OPCS Online-Draft page:

Complete the Adjusted Grant Progress Report by selecting the applicable activity completed that is evidence the district has met the substantial progress requirement and click Continue. You must click Continue to save your progress.

OPCS Online-Draft page:

Complete all information on the Certification page. Note, only the authorized District Representative or Superintendent can select “Yes” to the certification and continue to the submittal screen. The District Representative/Superintendent should review the entire application and should verify the information reported is true and correct prior to selecting “Yes” to complete the Certification page. You must click *Continue* to save your progress and advance to the review page.

*OPCS Online-Draft Certification page:*

**Substantial Progress** Draft

Substantial Progress • Adjusted Grant Progress Report Dist

Sub. Prog / 50-06

- ✔ Adjusted Grant Progress Rep ...
- **Certification**
- ✔ Review
- Submittal

### Certification

**Preparer's Information**

Preparer's Name

Preparer's Title

Preparer's Email

Preparer's Phone

I verify, I have read and agreed to the above terms and certification information  Yes  No

District Representative / Superintendent Name

District Representative / Superintendent Phone Number

Phone Extension (optional)

Date

← Previous Continue →

On the review page, you can return to any section to make changes before submitting the school district's Substantial Progress report. Click on Edit Page to return to a section. Changes will be saved once Continue is clicked.

OPCS Online-Draft Review page:

**Substantial Progress** Draft

Substantial Progress • Adjusted Grant Progress Report

Sub. Prog / 50-06

- Adjusted Grant Progress Rep ...
- Certification
- Review**
- Submittal

### Review

**Adjusted Grant Progress Report**

At least 75 percent of all site development work that is necessary prior to building construction activity is complete. (not answered)

At least 90 percent of the building construction activities are under contract, unless the building construction activities are delay as a result of necessary site development work. Yes

All construction activities are at least 50 percent complete. No

Other evidence satisfactory to the State Allocation Board of circumstances beyond the control of the district that precludes substantial progress being met. The district has uploaded a narrative explanation and supporting documentation to this form. (not answered)

[Edit Page](#)

**Certification**

Preparer's Information

Preparer's Name Preparer

Preparer's Title Facilities Cost Analyst

Preparer's Email preparer@sacramento.edu

Preparer's Phone (916) 333-4000

I verify, I have read and agreed to the above terms and certification information Yes

District Representative / Superintendent Name District Representative

District Representative / Superintendent Phone Number (916) 333-4000

Phone Extension (optional) (not answered)

Date 08/01/2024

[Edit Page](#)

[← Previous](#) [Continue →](#)

Once the authorized user has verified that everything is complete and correct, the user will review the terms and conditions, agree, and consent by checking the boxes, upload any required file(s), and click Submit Paperless Application. Even if there are no files to upload, the box needs to be checked as acknowledgement of applicable requirement. All form sections in the left box must have a green checkmark in order to submit the application. Only the authorized District Representatives or Superintendent may submit the report.

OPCS Online-Draft Submittal page:

**Substantial Progress** Draft

Substantial Progress • Adjusted Grant Progress Report

Sub. Prog / 50-06

- Adjusted Grant Progress Rep ...
- Certification
- Review
- Submittal**

### Submittal

OPSC now accepts State Allocation Board School Facility Program forms to be submitted electronically via this system. Applicants must upload all required documents prior to submittal below.

- Reports may only be submitted by a School District Superintendent, Authorized School District Representative, Charter School Representative, or Joint Power Authority (JPA) Representative who is signed in to OPSC Online with their corresponding OPSC Online User ID. Submittal from these accounts is considered to be a unique electronic signature for purposes of Substantial Progress and Expenditure Report (Form SAB 50-06) submittals. A printed, wet-signature report does not need to be mailed 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.
- Once an applicant has upload a file, the file cannot be removed by the applicant.
- Failure to attach a narrative explanation and/or supporting documentation, when Subsection 1859.105(C)(4) or 1859.105(A)(4) is identified, will render the substantial progress report incomplete and unacceptable. Additional documentation may be requested to ensure the District has made progress toward the completion of the project.
- Failure to attach the Detailed Listing of Project Expenditures (DLOPE) will render the expenditure report incomplete and unacceptable.

I have uploaded the DLOPE that supplements the Form SAB 50-06 or any applicable required documentation per SFP Regulation 1859.104 or 1859.105.

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

I certify, as the School District Superintendent, Authorized School District Representative, Charter School Representative, or Joint Power Authority Representative, that I have reviewed the reports and that the information certified on this report is true and correct; and that I am the School District Superintendent, Authorized School District Representative, Charter School Representative, or Joint Power Authority Representative.

Once the paperless application is submitted, the user will receive a confirmation page and an opportunity to upload any remaining files, review required documents and download a copy of the completed form.

*OPCS Online-Submittal Confirmation page:*

**Substantial Progress** Submitted

57 / 67439 - 00 - 077

Substantial Progress • Adjusted Grant Progress Report

Sub. Prog / 50-06

- Adjusted Grant Progress Rep
- Certification
- Review
- Submittal**

### Submittal

✓ This paperless application was successfully submitted to Office of Public School Construction (OPSC).

Your Application #: 57/67439-00-077

Submittal Date: 04/25/2025

#### What's Next

Please review this application's uploaded documents on the [Application Dashboard](#) to ensure all required application documents are uploaded and properly named. Required documents not uploaded within 7 working days after the submittal date 2025-04-25 09:58 AM will lead to the application being rejected.

The completed State Allocation Board form can be [downloaded here](#) at anytime but is no longer necessary to sign and mail in. A complete paperless submission is all Office of Public School Construction (OPSC) will need to begin processing your funding application.

#### Application Options

- Upload Remaining Files
- Ensure your application is complete by uploading any remaining documents now.
- Review Required Documents
- Download Completed Form
- Go To Application Dashboard

← Previous

Return to the application dashboard by selecting “Go to Application Dashboard”. The application status will now be Submitted.

*Substantial Progress Application page:*

**Substantial Progress** Submitted

57 / 67439 - 00 - 077

Substantial Progress • Adjusted Grant Progress Report

### Submitted Versions

Name	Status	Version Received Date	Submitted By
Version 1	Submitted		External User

### Drafts

No Drafts

### Uploaded Files

Upload File

No Files

## Submitting an Expenditure Report

To complete an Expenditure Report: Select SAB 50-06 Expenditure Report from the type of progress report dropdown. Select applicable funding application phase. Enter an application nickname. Click Create Linked App to create the linked application.

Create Linked Application page:

Office of Public School Construction

Project Reporting beta Resources Grants Enrollment Projection Users District Dashboard

Dashboard / Application

57/67439-00-077  
Modernization

50-04  
Create Linked 50-04

American Legion High

SAB Approved  
MOD

Grant Agreement

GA 57/67439-00-077

SAB Approved

### Create Linked Application

Select a linked application type: Substantial Progress / Expenditure Report 50-06

Please select the type of progress report: SAB 50-06 Expenditure Report

Select at least one submitted funding application phase to link to this 50-06:  Full Grant (American Legion High)

Please enter application nickname: Expenditure Report

Clear Create Linked App

Create Linked Application page:

### Create Linked Application

Select a linked application type: Substantial Progress / Expenditure Report 50-06

Please select the type of progress report: SAB 50-06 Expenditure Report

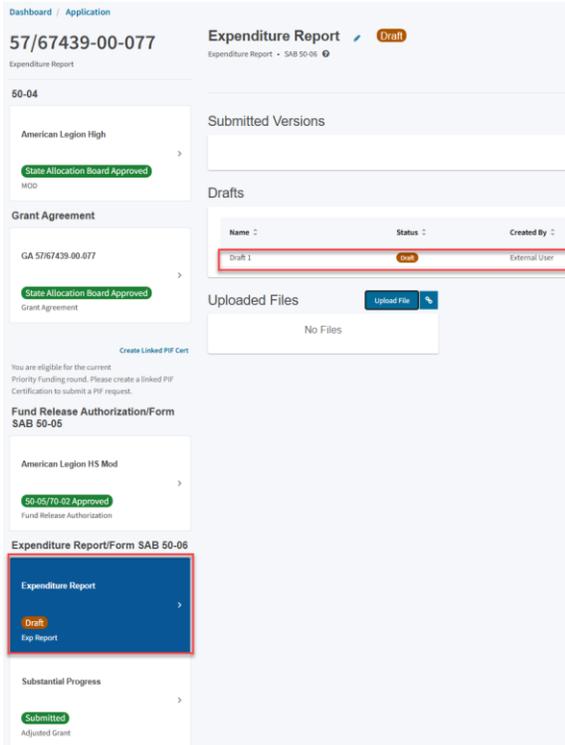
Select at least one submitted funding application phase to link to this 50-06:  Full Grant (American Legion High)

Please enter application nickname: Expenditure Report

Clear Create Linked App

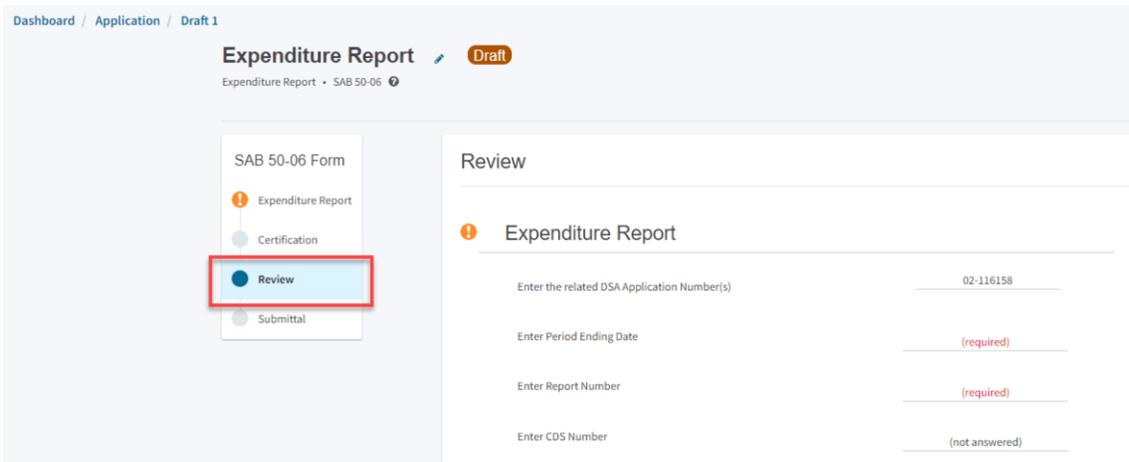
This will create a SAB 50-06 Form Expenditure Report draft on the OPSC Online Application page. Click on the created draft under Expenditure Report/Form SAB 50-06 in left hand navigation. The application will be blue when selected, scroll to the top of the page, click on the draft on the application screen to fill out the form.

*SAB 50-06 Expenditure Report Application Screen:*



By default, OPSC Online will open to the form review page to view all previously entered data.

*OPCS Online-Draft page:*



Scroll down and click *Edit Page* in the Expenditure Report section to start entering information in the section.

OPCS Online-Draft page:

The screenshot shows the 'SAB 50-06 Form' interface. On the left, a sidebar lists the form steps: Expenditure Report (with an exclamation point icon), Certification, Review (highlighted with a blue bar and a green checkmark icon), and Submittal. The main area displays 'Project Expenditures' with several input fields. The first three fields are labeled '(required)' in red. The fourth field is labeled '(not answered)'. Below these are questions about financial hardship and related projects, with the first one labeled '(required)'. At the bottom of the 'Project Expenditures' section, an 'Edit Page' button is highlighted with a red rectangular box. Below this is the 'Certification' section, which begins with a red exclamation point icon and the text 'I certify, as the District Representative, that the information reported on this form is true and correct and that:'.

In the SAB 50-06 Form list on the left, the required pages that need to be completed are identified with an exclamation point icon or are missing a green check mark. All required information is identified with instructions in red text.

The screenshot shows the 'Expenditure Report' section of the SAB 50-06 Form. On the left, the sidebar highlights 'Expenditure Report' with a blue bar and a green checkmark icon. The main area contains several input fields. The first field, 'Enter the related DSA Application Number(s)', has a blue button with the value '02-115169' and a red exclamation point icon. Below it is a '+ DSA App Its' button and a note: 'Press the Enter key to save. You can add up to 5 Values(s)'. The 'Enter Period Ending Date' field has a yellow 'This field is required' label. The 'Enter Report Number' field also has a yellow 'This field is required' label. The 'Enter CDS Number' field is empty. The 'Enter the percent of Project Complete' field has a yellow 'This field is required' label. The 'Enter the Notice to Proceed Issue Date' field has a radio button set to 'N/A' and a yellow 'This field is required' label. The 'Enter the Notice of Completion Date' field has a yellow 'This field is required' label. At the bottom, there are three fields: 'Previous Report' (with a red 'This field is required' label), 'Report Period' (with a red 'This field is required' label), and 'Total to Date' (with a value of '\$ 0'). The 'District Funds or Joint-Use Partner(s) Contribution' field has a yellow 'This field is required' label and a red 'Enter valid value up to 999,999,999.00' label.

Enter information in all required fields to complete the Expenditure Report and click *Continue*. When entering the DSA application number(s), press enter key to save to blue.

**SAB 50-06 Form**

- Expenditure Report**
- Certification
- Review
- Submittal

### Expenditure Report

Enter the related DSA Application Number(s) 02-116158

+ DSA App #s  
Press the Enter key to save  
 You can add up to 5 Values(s)

Enter Period Ending Date: 08/08/2024

Enter Report Number: 1

Enter CDS Number: 34 67439 3435419

Enter the percent of Project Complete: 100

Enter the Notice to Proceed Issue Date:  N/A 12/05/2016

Enter the Notice of Completion Date: 04/20/2018

	Previous Report	Report Period	Total to Date
District Funds or Joint-Use Partner(s) Contribution	\$ 0	\$ 555,893	\$ 555,893
State Funds	\$ 0	\$ 370,595.33	\$ 370,595.33
Interest Earned	\$ 0	\$ 0	\$ 0
Project Expenditures	\$ 0	\$ 1,000,000	\$ 1,000,000

Will this project reduce the grant of a future School Facility Program (SFP) financial hardship project which has not yet been apportioned?

**Continue** →

**Tip:** If the Notice to Proceed Issue Date is not applicable (e.g. construction has not commenced or Design project), click the “N/A” toggle. The Notice to Proceed Issue Date is no longer a required field.

**SAB 50-06 Form**

- Expenditure Report**
- Certification
- Review
- Submittal

### Expenditure Report

Enter the related DSA Application Number(s)

Press the Enter key to save  
 You can add up to 5 Values(s)

Enter Period Ending Date: 08/08/2024

Enter Report Number: 1

Enter CDS Number: 34 673439 3435419

Enter the percent of Project Complete: 10

Enter the Notice to Proceed Issue Date:  N/A MM/DD/YYYY

Enter the Notice to Proceed Issue Date:  N/A

Complete all information on the Certification page. Note, only the authorized District Representative or Superintendent can select “Yes” to the certification and continue to the submittal screen. The District Representative/Superintendent should review the entire application and should verify the information reported is true and correct prior to selecting “Yes” to complete the Certification page. You must click Continue to save your progress and advance to the review page.

*OPCS Online-Draft Certification page:*

**Expenditure Report** Draft

Expenditure Report • SAB 50-06

**SAB 50-06 Form**

- Expenditure Report
- Certification**
- Review
- Submittal

### Certification

I certify, as the District Representative, that the information reported on this form is true and correct and that:

- I am designated as an authorized district representative by the governing board of the district; and,
- under penalty of perjury, under the laws of the State of California, the foregoing statements are true and correct, and that the Public Contract Code was adhered to in the construction of this project; and,
- this form is an exact duplicate (verbatim) of the form provided by Office of Public School Construction. In the event a conflict should exist, then the language in the OPSC form will prevail.

I verify, I have read and agreed to the above terms and certification information  Yes  No

Preparer's Name

Preparer's Title

Preparer's Email

Preparer's Phone

District Representative / Superintendent Name

District Representative / Superintendent Phone Number

Phone Extension (optional)

Date

[← Previous](#) [Continue →](#)

On the review page, verify that everything is complete and correct. All field sections in the left SAB 50-06 Form list must have a green checkmark indicating no required information is missing. You can return to any section to make changes before submitting the Expenditure Report form, Click on Edit Page to return to a section to make a correction. Changes will be saved once Continue is clicked.

OPCS Online-Draft Review page:

SAB 50-06 Form

- Expenditure Report
- Certification
- Review**
- Submittal

Second : Savings Amount (N/A)

[Edit Page](#)

### Certification

I certify, as the District Representative, that the information reported on this form is true and correct and that:

I am designated as an authorized district representative by the governing board of the district; and,

under penalty of perjury, under the laws of the State of California, the foregoing statements are true and correct, and that the Public Contract Code was adhered to in the construction of this project; and,

this form is an exact duplicate (verbatim) of the form provided by Office of Public School Construction. In the event a conflict should exist, then the language in the OPSC form will prevail.

I verify, I have read and agreed to the above terms and certification information

Preparer's Name	Preparer
Preparer's Title	Chief Business Official
Preparer's Email	preparer@sacramento.edu
Preparer's Phone	(916) 333-4000
District Representative / Superintendent Name	District Representative
District Representative / Superintendent Phone Number	(916) 333-4000
Phone Extension (optional)	(not answered)
Date	08/30/2024

[Edit Page](#)

[Previous](#) [Continue](#)

On the submittal page, click on the blue Upload file(s) button to upload the Detailed Listing of Project Expenditures (DLOPE) and any other expenditure reporting documents. The DLOPE must be uploaded and submitted with the Expenditure Report Form SAB 50-06 to be considered a complete expenditure report.

OPCS Online-Draft Submittal page:

Dashboard / Application / Draft 1

## Expenditure Report Draft

Expenditure Report • SAB 50-06

SAB 50-06 Form

- Expenditure Report
- Certification
- Review
- Submittal**

### Submittal

OPSC now accepts State Allocation Board School Facility Program forms to be submitted electronically via this system. Applicants must upload all required documents prior to submittal below.

- Reports may only be submitted by a School District Superintendent, Authorized School District Representative, Charter School Representative, or Joint Power Authority (JPA) Representative who is signed in to OPSC Online with their corresponding OPSC Online User ID. Submittal from these accounts is considered to be a unique electronic signature for purposes of Substantial Progress and Expenditure Report (Form SAB 50-06) submittals. A printed, wet-signature report does not need to be mailed 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.
- Once an applicant has upload a file, the file cannot be removed by the applicant.
- Failure to attach a narrative explanation and/or supporting documentation, when Subsection 1859.105(C)(4) or 1859.105(A)(4) is identified, will render the substantial progress report incomplete and unacceptable. Additional documentation may be requested to ensure the District has made progress toward the completion of the project.
- Failure to attach the Detailed Listing of Project Expenditures (DLOPE) will render the expenditure report incomplete and unacceptable.

I have uploaded the DLOPE that supplements the Form SAB 50-06 or any applicable required documentation per SFP Regulation 1859.104 or 1859.105.

**Upload file(s)** All uploaded files for this application are always available on the [Application Dashboard](#).

I certify, as the School District Superintendent, Authorized School District Representative, Charter School Representative, or Joint Power Authority Representative, that I have reviewed the reports and that the information certified on this report is true and correct, and that I am the School District Superintendent, Authorized School District Representative, Charter School Representative, or Joint Power Authority Representative.

[Submit Paperless Application](#)

Browse for the file or drag and drop the file in the field.

Upload Files

Browse files

File Name	Description	Document Type	Created	Last Modified
0 total				

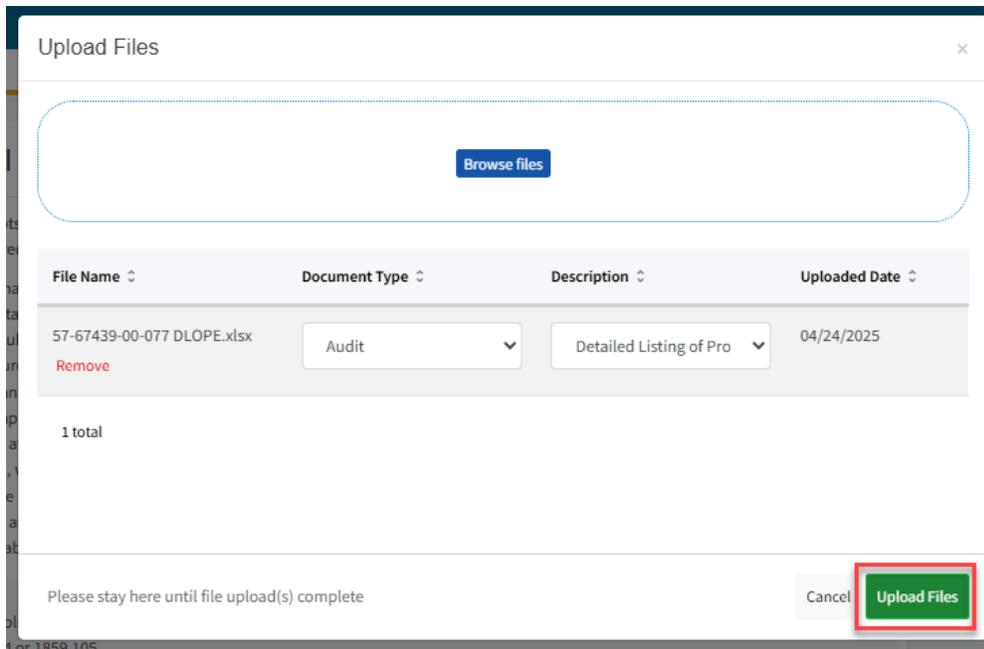
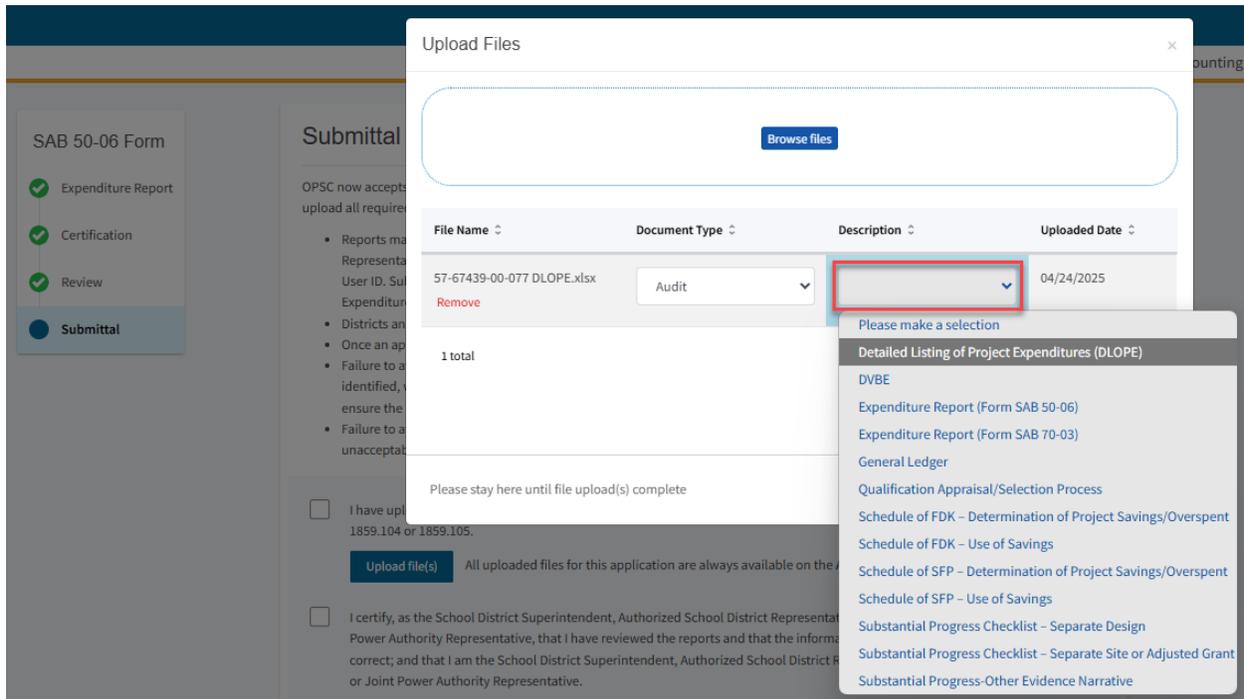
Please stay here until file upload(s) complete

Cancel Upload Files

Choose from the Document Type drop down *Audit*. Choose from the Description drop down *Detailed Listing of Project Expenditures (DLOPE)*. Then click on the *Upload Files* button.

- If there is not a description option available for the type of file you are uploading (e.g. cover letter, expenditure proration methodology), please use choose from the document type dropdown *Other*.

OPCS Online-Draft Submittal File Upload page:



Once the authorized user has verified that everything is complete and correct, the user will review the terms and conditions, agree, and consent by checking the boxes, upload any required file(s), and click *Submit Paperless Application*. All field sections in the left SAB 50-06 Form list must have a green checkmark in order to submit the application. Only the authorized District Representatives or Superintendent may submit the expenditure report.

*OPCS Online-Draft Submittal page:*

**SAB 50-06 Form**

- ✓ Expenditure Report
- ✓ Certification
- ✓ Review
- **Submittal**

### Submittal

OPSC now accepts State Allocation Board School Facility Program forms to be submitted electronically via this system. Applicants must upload all required documents prior to submittal below.

- Reports may only be submitted by a School District Superintendent, Authorized School District Representative, Charter School Representative, or Joint Power Authority (JPA) Representative who is signed in to OPSC Online with their corresponding OPSC Online User ID. Submittal from these accounts is considered to be a unique electronic signature for purposes of Substantial Progress and Expenditure Report (Form SAB 50-06) submittals. A printed, wet-signature report does not need to be mailed 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.
- Once an applicant has upload a file, the file cannot be removed by the applicant.
- Failure to attach a narrative explanation and/or supporting documentation, when Subsection 1859.105(C)(4) or 1859.105(A)(4) is identified, will render the substantial progress report incomplete and unacceptable. Additional documentation may be requested to ensure the District has made progress toward the completion of the project.
- Failure to attach the Detailed Listing of Project Expenditures (DLOPE) will render the expenditure report incomplete and unacceptable.

I have uploaded the DLOPE that supplements the Form SAB 50-06 or any applicable required documentation per SFP Regulation 1859.104 or 1859.105.

**Upload file(s)** All uploaded files for this application are always available on the **Application Dashboard**.

I certify, as the School District Superintendent, Authorized School District Representative, Charter School Representative, or Joint Power Authority Representative, that I have reviewed the reports and that the information certified on this report is true and correct; and that I am the School District Superintendent, Authorized School District Representative, Charter School Representative, or Joint Power Authority Representative.

**Submit Paperless Application**

Once the paperless application is submitted, the school district will receive a confirmation page, have an opportunity to upload any remaining files, and be able to download a copy of the completed form.

*OPCS Online-Submittal Confirmation page:*

**Expenditure Report** Submitted

57 / 67439 - 00 - 077

Expenditure Report • SAB 50-06

SAB 50-06 Form

- Expenditure Report
- Certification
- Review
- Submittal**

### Submittal

✔ This paperless application was successfully submitted to Office of Public School Construction (OPSC).

Your Application #: 57/67439-00-077

Submittal Date: 04/25/2025

#### What's Next

Please review this application's uploaded documents on the [Application Dashboard](#) to ensure all required application documents are uploaded and properly named. Required documents not uploaded within 7 working days after the submittal date 2025-04-25 11:11 AM will lead to the application being rejected.

The completed State Allocation Board form can be [downloaded here](#) at anytime but is no longer necessary to sign and mail in. A complete paperless submission is all Office of Public School Construction (OPSC) will need to begin processing your funding application.

#### Application Options

- [Upload Remaining Files](#)
- Ensure your application is complete by uploading any remaining documents now.
- [Download Completed Form](#)
- [Go To Application Dashboard](#)

← Previous

**To prepare a Detailed Listing of Project Expenditures (DLOPE):** Prior to submitting the SAB 50-06 Expenditure Report, the school district is required to upload the DLOPE that supplements the SAB 50-06.

A useable reference template of the DLOPE is available on the OPSC website and is linked here: [Detailed Listing of Project Expenditures\(DLOPE\)](#) . The DLOPE template is an Excel worksheet which may be used to assist in reporting project expenditures.

In addition to instructions, the Excel worksheet consists of five tabs: Planning, Site, Relocation Assistance, Construction and Savings. The key requirements in completing the DLOPE:

- a. The list of project expenditures should reflect all expenditures for the project by warrant numbers, warrant dates, warrant payees, warrant amounts, and specific descriptions of the expenditures, as required on the Form SAB 50-06. The description of expenditures must provide enough detail for the local auditors to verify that all project expenditures are applicable to the project and that the expenditures have been recorded in the proper cost categories.
- b. Total project expenditures on the Form SAB 50-06 must agree with the total amount of individual expenditures reported on the DLOPE.

Screen capture of DLOPE worksheet - Planning tab:

DATE	PAYEE	WARRANT NUMBER	APN NUMBER	FUND CODE	OBJECT CODE	ARCHITECT/ ENGINEERING FEES	DSA FEES	CDE FEES	ENERGY ANALYSIS	PRELIMINARY TESTS	OTHER COSTS	DESCRIPTION/PURPOSE	
Fund Source Identification:							\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	TOTAL PLANNING COSTS	\$0.00

**To revise a previously submitted Expenditure Report:** If changes or edits are needed to a previously submitted SAB 50-06 Expenditure Report, the user will create a Draft version of the Expenditure Report to revise. On the left hand navigation of the application page, select the Expenditure Report to revise.

Dashboard / Application

**57/67439-00-077** Expenditure Report Submitted

Submitted Versions

Name	Status	Version Received Date	Submitted By
Version 1	Submitted		External User

Drafts

No Drafts

Uploaded Files

No Files

Expenditure Report/Form SAB 50-06

Expenditure Report Submitted

From the “Submitted Versions” section select the version to be revised, click on *Options*, then select *Duplicate as Draft* from drop down list.

SAB 50-06 Expenditure Report Application Screen:

The screenshot shows the 'Expenditure Report' application interface. At the top, it displays 'Submitted' status and navigation links. Below, there are two main sections: 'Submitted Versions' and 'Drafts'. The 'Submitted Versions' table has one entry, 'Version 1', with a status of 'Submitted'. An 'Options' dropdown menu is open for this entry, showing 'Duplicate As Draft' and 'Copy Link' options. The 'Drafts' section below it is currently empty, showing 'No Drafts'.

Name	Status	Version Received Date	Submitted By	Updated	
Version 1	Submitted		External User	04/25/2025	Options

From “Drafts” section, select the duplicated draft to open the Expenditure Report. The duplicated draft will populate with the same information from the previously submitted SAB 50-06 expenditure report.

SAB 50-06 Expenditure Report Application Screen:

This screenshot shows the 'Submitted Versions' and 'Drafts' sections. The 'Submitted Versions' table is identical to the previous screenshot. The 'Drafts' section now contains one entry, 'Draft 1', with a status of 'Draft'. This entry is highlighted with a red box, and its 'Options' dropdown menu is also highlighted with a red box.

Name	Status	Version Received Date	Submitted By	Updated	
Version 1	Submitted		External User	04/25/2025	Options

Name	Status	Created By	Last Edited By	Updated	
Draft 1	Draft	External User	External User	04/25/2025	Options

Changes and edits can be made to the previously submitted information to revise the report by selecting the “Expenditure Report” section from the SAB 50-06 Form list on the left. All previously completed information can now be edited. After changes are made, you must click Continue to save your changes and advance to the next page, then to the review page. All sections should be reviewed prior to submitting the revised report. Again, only the authorized District Representatives or Superintendent may submit the revised Expenditure Report.

**Expenditure Report** Draft

Expenditure Report • SAB 50-06 Dis

SAB 50-06 Form

- Expenditure Report
- ✓ Certification
- ✓ Review
- Submittal

### Expenditure Report

Enter the related Division of State Architect Application Number(s) 02-116158 ✕

+ DSA App #s  
Press the Enter key to save  
You can add up to 5 Values(s)

Enter Period Ending Date 08/08/2024

Enter Report Number 1

Enter CDS (County-District-School) code 34 67439 3435419

Enter the percent of Project Complete 100

Enter the Notice to Proceed Issue Date N/A  12/05/2016

Enter the Notice of Completion Date 04/20/2018

	Previous Report <span style="font-size: x-small;">?</span>	Report Period <span style="font-size: x-small;">?</span>	Total to Date
District Funds or Joint-Use Partner(s) Contribution	\$ 0	\$ 555,893	\$ 555,893
State Funds	\$ 0	\$ 370,595.33	\$ 370,595.33
Interest Earned	\$ 0	\$ 0	\$ 0
Project Expenditures	\$ 0	\$ 1,000,000	\$ 1,000,000

Will this project reduce the grant of a future School Facility Program (SFP) financial hardship project which has not yet been apportioned? Yes **No**

Continue →

After the authorized user has submitted the revised Expenditure Report, return to the Application Dashboard to confirm the revised version of the Expenditure Report is submitted and the draft is no longer in the “Drafts” section.

SAB 50-06 Expenditure Report Application Screen:

**Expenditure Report #2** Submitted

57 / 67439 - 00 - 077  
Expenditure Report • SAB 50-06

PTN: 67439 - 347 [Edit](#)  
Received Date: 09/27/2024  
Sacramento City Unified • School/Site: American Legion High  
County Name: Sacramento County

### Submitted Versions

Name	Status	Version Received Date	Submitted By	Updated	
Version 2	Submitted		Test User	09/27/2024	Options
Version 1	Submitted		Test User	09/27/2024	Options

### Drafts

[New Blank Draft](#)

No Drafts

After submittal, the Expenditure Report will be in “OPSC Reviewing” status and the previous version of the report will have “Superseded” status.

SAB 50-06 Expenditure Report Application Screen:

**Expenditure Report #2** OPSC Reviewing

57 / 67439 - 00 - 077  
Expenditure Report • SAB 50-06

PTN: 67439 - 347 [Edit](#)  
Received Date: 09/27/2024  
Sacramento City Unified • School/Site: American Legion High  
County Name: Sacramento County

### Submitted Versions

Name	Status	Version Received Date	Submitted By	Updated	
Version 2	Submitted		Test User	09/27/2024	Options
Version 1	Superseded		Test User	09/27/2024	Options

### Drafts

[New Blank Draft](#)

No Drafts

### Uploaded Files

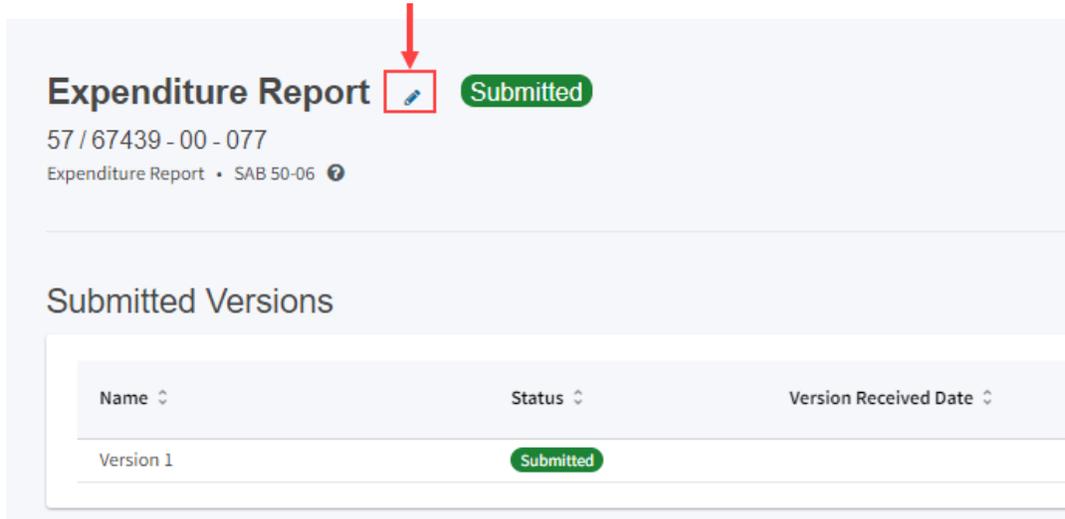
[Upload File](#)

Detailed Listing of Project Expenditures (DLOPE)  
Detailed Listing Project Expenditures.xlsx • DLOPE

**To edit a Substantial Progress or Expenditure Report nickname:** The nickname assigned to a Substantial Progress Report or Expenditure Report can be changed. In the example, the generic “Expenditure Report” nickname has been updated to include the report number.

On the Application page, click the pencil icon next to the application nickname in the header information.

*SAB 50-06 Expenditure Report Application Screen:*



In the pop-up window, edit the application name and click *Change Name* to save the edit. The application nickname has been changed.

*SAB 50-06 Expenditure Report Application Screen:*

