



OPSC ONLINE USER GUIDE



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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:

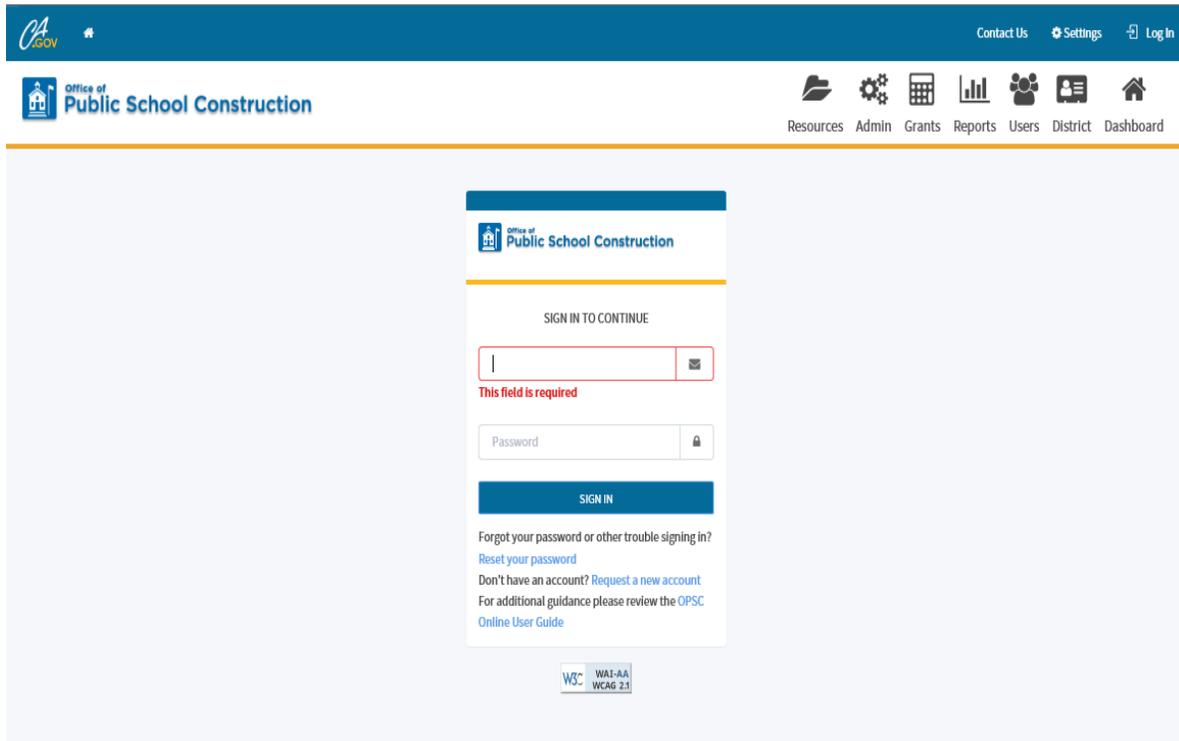
- Paperless submittals of SFP Forms
- Electronic Signatures
- Document Uploads
- Authorized User Designation
- Online Drafts
- Online Grant Calculator

Accessing OPSC Online:

OPSC Online is optimized for Google Chrome. However, Microsoft Edge, Internet Explorer and Firefox can be used when accessing this platform. At this time, 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>

OPSC Online Login Page:



The screenshot displays the OPSC Online login interface. At the top, there is a dark blue header with the 'CA.gov' logo on the left and 'Contact Us', 'Settings', and 'Log In' links on the right. Below the header is a white navigation bar with the 'Office of Public School Construction' logo and name on the left, and a series of icons for 'Resources', 'Admin', 'Grants', 'Reports', 'Users', 'District', and 'Dashboard' on the right. The main content area features a central white login box with a blue header containing the 'Office of Public School Construction' logo. Inside the box, the text 'SIGN IN TO CONTINUE' is centered above a red-bordered input field for the username. A red error message 'This field is required' is positioned below the input field. Below the username field is a password input field with a lock icon on the right. A blue 'SIGN IN' button is located below the password field. At the bottom of the login box, there are three links: 'Forgot your password or other trouble signing in?' (with a sub-link '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 'V3C' logo is visible at the bottom center of the page.

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.

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.

Section 1: 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 Funding Applications by clicking on *Create New 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 application number in the search section and clicking *Search All*. *

*Note: OPSC Online currently contains applications submitted and processed after July 5, 2016. Historical data for older projects will be included in a later release.

Dashboard Screen:

The screenshot shows the OPSC Online Dashboard interface. At the top, there is a navigation bar with the logo for the Office of Public School Construction and icons for Resources, Grants, Users, District, and Dashboard. Below the navigation bar, the page title is "Dashboard" and the main heading is "Funding Applications".

On the left side, there is a button labeled "Create New Funding Application". On the right side, there is a search bar with the text "Filter 42 applications..." and a "Search All" button.

The main content area displays a table of funding applications with the following columns: App Name, Prog. Type, Status, OPSC App #, School/Site, District, PTN #, OPSC Received, and Last Updated. The table contains five rows of data, each representing a different application with its respective details.

At the bottom of the table, there is a pagination control showing "42 Apps Total" and "Items Per Page" set to 5. There are also navigation buttons for "First", "Prev", "1", "2", "3", "4", "5", "Next", and "Last".

App Name	Prog. Type	Status	OPSC App #	School/Site	District	PTN #	OPSC Received	Last Updated
57/66431-00-021	MOD	Withdrawn	57/66431-00-021	Oxford Academy	Anaheim Union High	66431-94	09/05/2018	09/25/2018
Oxford Academy	CTE MOD	Withdrawn	59/66431-00-002	Oxford Academy	Anaheim Union High	66431-94		03/06/2018
50/66431-05-002	NC	SAB Approved	50/66431-05-002	Dale Junior High	Anaheim Union High	66431-90	08/17/2018	08/21/2018
51/66431-00-001	FH - Replacement	OPSC Reviewing	51/66431-00-001	Anaheim High	Anaheim Union High	66431-87	10/17/2018	03/12/2019
57/66423-00-001	MOD Design	OPSC Reviewing	57/66423-00-001	Barton Elementary	Anaheim Elementary		04/13/1999	11/30/2017

On the top right corner of the *Dashboard* there are five main buttons *Dashboard, District, Users, Grants, and Resources*.

Dashboard Screen:

The screenshot shows the 'Funding Applications' section of the dashboard. It features a search bar with the text 'Filter 42 applications...' and a 'Search All' button. 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 five rows of application data. At the bottom of the table, there are pagination controls showing '42 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'.

App Name	Prog. Type	Status	OPSC App #	School/Site	District	PTN #	OPSC Received	Last Updated
57/66431-00-021	MOD	Withdrawn	57/66431-00-021	Oxford Academy	Anaheim Union High	66431-94	09/05/2018	09/25/2018
Oxford Academy	CTE MOD	Withdrawn	59/66431-00-002	Oxford Academy	Anaheim Union High	66431-94		03/06/2018
50/66431-05-002	NC	SAB Approved	50/66431-05-002	Dale Junior High	Anaheim Union High	66431-90	08/17/2018	08/21/2018
51/66431-00-001	FH - Replacement	OPSC Reviewing	51/66431-00-001	Anaheim High	Anaheim Union High	66431-87	10/17/2018	03/12/2019
57/66423-00-001	MOD Design	OPSC Reviewing	57/66423-00-001	Barton Elementary	Anaheim Elementary		04/13/1999	11/30/2017


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.

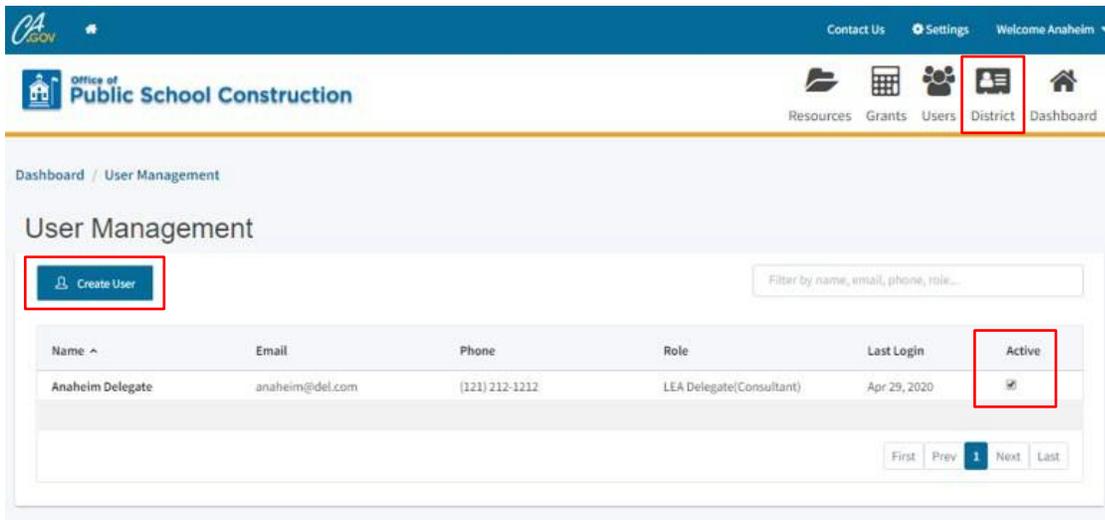
Additionally, by clicking on the *Welcome* button users can update their own profile information.

Section 2: 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 on the *Users* button from any screen.

User Management Screen:



Dashboard / User Management

User Management

[Create User](#)

Name ^	Email	Phone	Role	Last Login	Active
Anaheim Delegate	anaheim@del.com	(212) 212-1212	LEA Delegate(Consultant)	Apr 29, 2020	<input checked="" type="checkbox"/>

First Prev 1 Next Last

Along with the option to activate and deactivate users accounts at any time. District Representatives/Superintendents can create a new user, by clicking on *Create User* and filling in the delegates information.

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.

The District's Authorized Representative/Superintendent can grant access by clicking on *Add Access*.

Create User Screen:

User Management

Step 1: Create User

Step 2: Add User Access

Profile

Title
Mr

Email Address
anaheim@del.com
Will be the Username

First Name
Anaheim

Last Name
Delegate

Office Phone
(121) 121-2121 Ext:

Cell Phone
optional

Secondary Email
optional

Save & Continue →

Once selected, access can be granted by choosing a District and Role in 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 Access Screen:

Add/Edit Access

District
required

Role
required

Company

Expires

Save

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

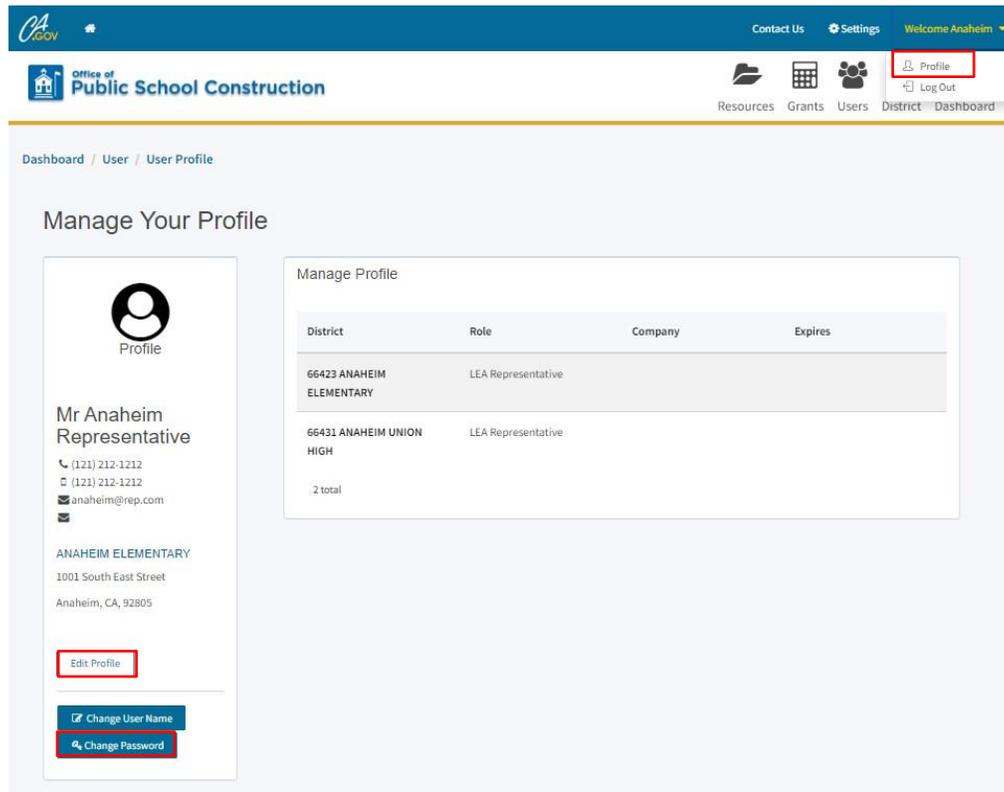
The table below shows the level of access and authorization abilities of different role types that will be assigned by either the Superintendent or District Representative(s) on file:

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 their name located on 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:

Change Password

Close

Passwords must have:

- at least one special character (e.g. @, #, \$, %, ^, &, etc.)
- at least one number (0-9).
- at least one uppercase letter.
- at least one lowercase letter.

New Password

Retype Password

Reset

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 Delegates access will also be available under Manage Profile.

Manage Profile Screen:

CA.GOV

Contact Us Settings Welcome Anaheim

Office of Public School Construction

Resources Grants Users District Dashboard

Dashboard / User Management / User Profile

Manage Profile

Profile

Ms Anaheim Delegate

(212) 212-1212
(212) 121-2121
anaheim@del.com

ANAHEIM UNION HIGH
501 Crescent Way
Anaheim, CA, 92803

[Edit Profile](#) [Confirm](#)

[Change User Name](#) [Change Password](#)

Access

Ms Anaheim Delegate has access as listed below.

[Add Access](#)

District	Role	Company	Expires	
66423 ANAHEIM ELEMENTARY	LEA Delegate(Consultant)	Clovis USD		Edit Delete
66431 ANAHEIM UNION HIGH	LEA Delegate(Consultant)	Clovis USD		Edit Delete

2 total

Section 3: 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 Areas (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 shows the 'District Screen' in the OPSC system. The page header includes the CA.gov logo, 'Office of Public School Construction', and navigation links for Resources, Grants, Users, District (highlighted with a red box), and Dashboard. The main content area is titled 'Select A District' and contains a table with two rows of district information. The table has columns for District, Role, and Company. Below the table, there is a '2 Items Total' indicator and a pagination control with buttons for First, Prev, 1 (selected), Next, and Last.

District	Role	Company
66423 ANAHEIM ELEMENTARY	LEA Representative	
66431 ANAHEIM UNION HIGH	LEA Representative	

2 Items Total

First Prev 1 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' screen for the '66431 Anaheim Union High' district. The page header includes the CA.gov logo, 'Office of Public School Construction', and navigation links for 'Resources', 'Grants', 'Users', 'District', and 'Dashboard'. The main content area is titled 'District Eligibility Applications' and features a table with the following data:

Nickname	Status	Type	Enrollment Year	HSAA	Site Name	Received Date	Updated	Options
Cypress High 2016-2017	Draft	Adj Mod	16/17	District-Wide	Cypress High	03/25/2020	03/25/2020	Options
Cypress High 2017-2018	Draft	Adj Mod	17/18	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

A 'New Eligibility Application' button is highlighted with a red box. To the right, the 'View Baselines' section allows users to select a High School Attendance Area (HSAA) from a list: District-wide, Anaheim, Cypress, Katella, Kennedy, Loara, Magnolia, Savanna, and Western.

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 'Eligibility Wizard' form titled 'Establish or Adjust District Eligibility'. The form contains the following fields:

- District Selected: ANAHEIM UNION HIGH (dropdown menu)
- Select Eligibility Application Type: Please select an option (dropdown menu)
- Select High School Attendance Area: Please select an option (dropdown menu)
- Select Enrollment Year: Please select an option (dropdown menu)
- Enter An Application Nickname: [Text input field]

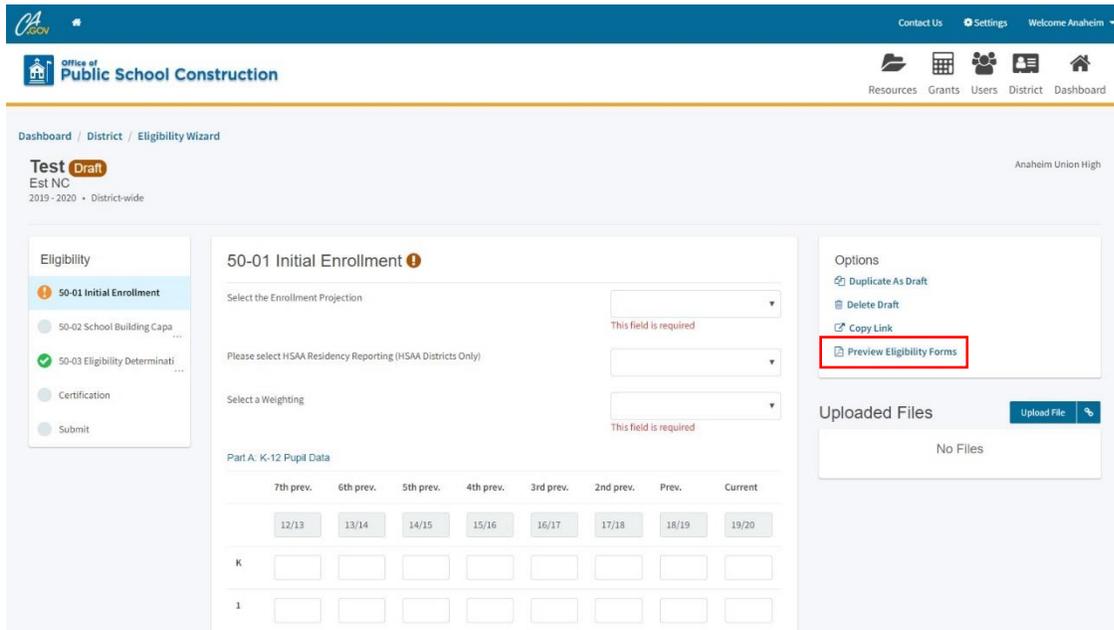
At the bottom of the form, there are 'Cancel' and 'Continue' buttons.

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.

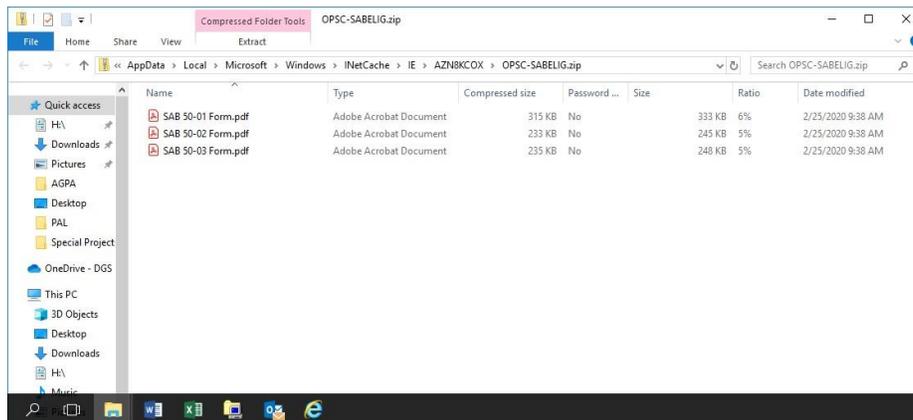
Establishments and adjustments for Modernization eligibility only utilize the Form SAB 50-03.

Eligibility Wizard:



The District can click on *Preview Eligibility Forms* to 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. On the left, a navigation menu lists 'Eligibility' with sub-items: '50-01 Initial Enrollment', '50-02 School Building Capacity', '50-03 Eligibility Determination', 'Certification', and 'Submit'. The 'Certification' item is highlighted with a blue bar and an exclamation point icon. The main content area is titled 'Certification' and contains a form with the following sections:

- Options:** Duplicate As Draft, Delete Draft, Copy Link, Preview Eligibility Forms.
- Uploaded Files:** No Files.
- Text:** 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 16, 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.
- Agreement:** I verify, I have read and agree to the above terms and certification information. [Yes] [No]
- Form Fields:** District Representative or Superintendent Name, District Representative or Superintendent Email, District Representative or Superintendent Phone Number, Phone Extension (optional), Date. All these fields are marked as 'This field is required'.
- Navigation:** A 'Previous' button is highlighted with a red box at the bottom left, and a 'Continue' button is at the bottom right.

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. On the left, a navigation menu lists 'Eligibility' with sub-items: '50-03 Eligibility Determination', 'Certification', and 'Submit'. The 'Submit' item is highlighted with a blue bar and an exclamation point icon. The main content area is titled 'Submittal' and contains the following sections:

- Options:** Duplicate As Draft, Delete Draft, Copy Link, Preview Eligibility Forms.
- Uploaded Files:** No Files.
- Text:** 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.
- List-Group:**
 - 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.
- Form Fields:**
 - 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.
- Navigation:** A 'Submit Paperless Application' button is highlighted with a red box at the bottom of the form, and a 'Previous' button is at the bottom left.

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:

Dashboard / District / Eligibility

66431 Anaheim Union High

Eligibility Manage Sites District Contacts

District Eligibility Applications

Nickname	Status	Type	Enrollment Year	HSAA	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

First Prev 1 Next Last

View Baselines

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

- District-wide >
- Anaheim >
- Cypress >
- Katella >
- Kennedy >
- Loara >
- Magnolia >
- Savanna >
- 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:

Baselines

View the District's New Construction baseline and adjustments:

[New Construction >](#)

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

- 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 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.

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

Section 4: 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:

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. The 'Continue' button is highlighted in green.

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 menu), 'Select a funding Program Type' (dropdown menu), '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. The 'Continue' button is highlighted in green.

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:

The screenshot shows the 'Licensed Architect' certification step within the 'SAB 50-04 Form' process. On the left, a vertical progress bar lists steps: Site Info, Project Type, Additional Grant Request, Excessive Cost Hardship, Alternative Developer Fee / A..., Joint Use / CTE, Project Progress, Licensed Architect (highlighted in blue), Licensed Design Consultant, Certification, Review, and Submit. The main content area is titled 'Licensed Architect' and contains the following text and form elements:

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):
- Related DSA Application(s) + DSA App #
 Press the Enter key to save
- 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

At the bottom, there are input fields for 'Architect Name' and 'Architect Signature Date', and navigation buttons for 'Previous' and 'Continue'.

Licensed Design Consultant Certification:

The screenshot shows the 'Licensed Design Consultant' certification step within the 'SAB 50-04 Form' process. On the left, a vertical progress bar lists steps: Site Info, Project Type, Additional Grant Request, Excessive Cost Hardship, Alternative Developer Fee / A..., Joint Use / CTE, Project Progress, Licensed Architect, Licensed Design Consultant (highlighted in blue), Certification, Review, and Submit. The main content area is titled 'Licensed Design Consultant' and contains the following text and form elements:

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 ORIG, 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

At the bottom, there are input fields for 'Design Consultant Name' and 'Design Consultant Signature Date', and navigation buttons for 'Previous' and 'Continue'.

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.

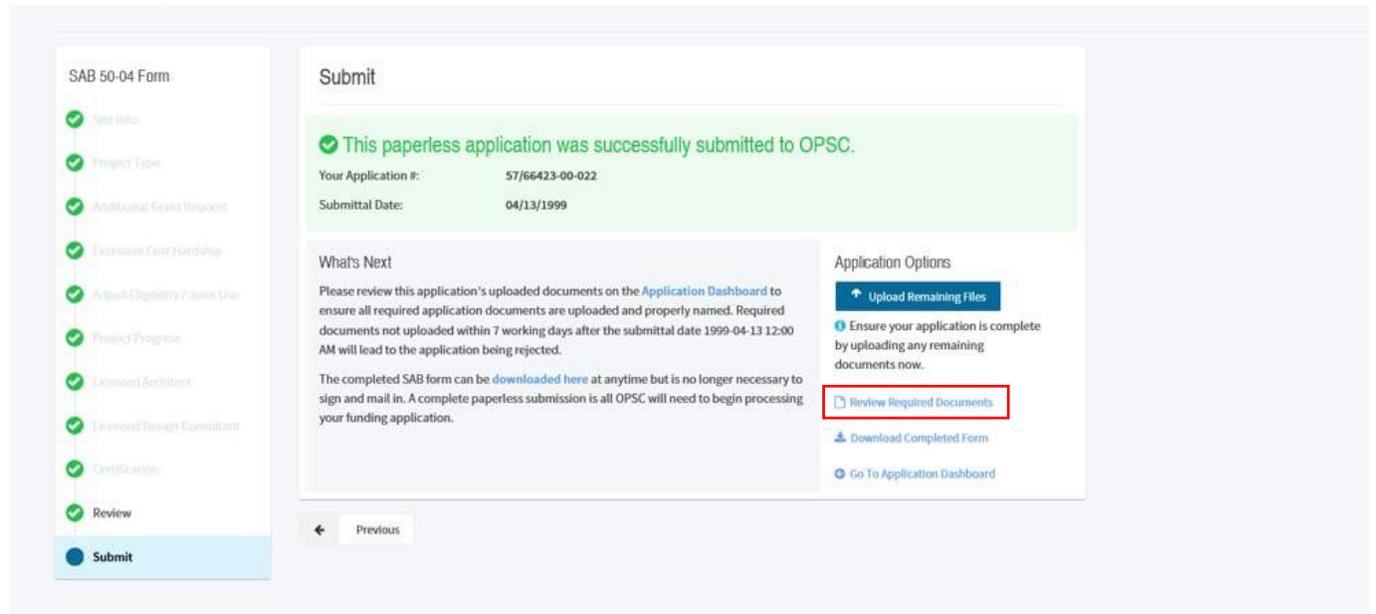
All uploaded files for this application are always available on the Application Dashboard.

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. District.

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:



Section 5: 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*.

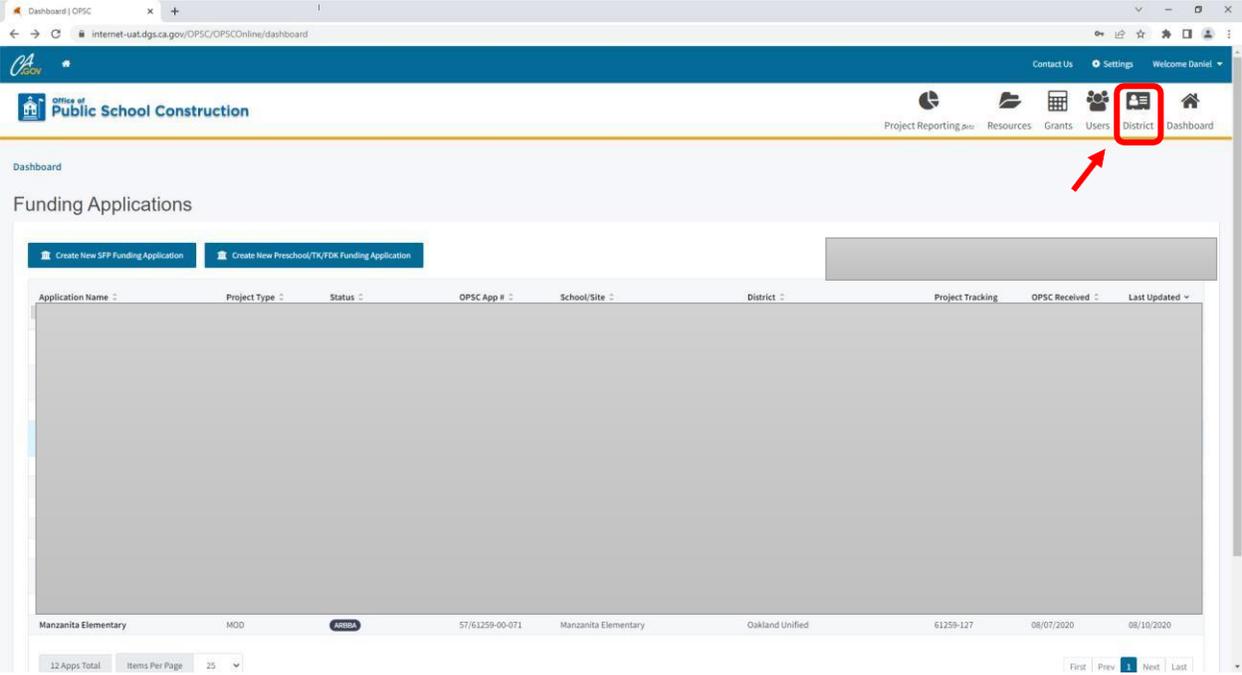
The LEA must have received a request from OPSC for a Financial Hardship package before submitting one in *OPSC Online*. The Financial Hardship Package the LEA will submit through *OPSC Online* consists of:

- 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*

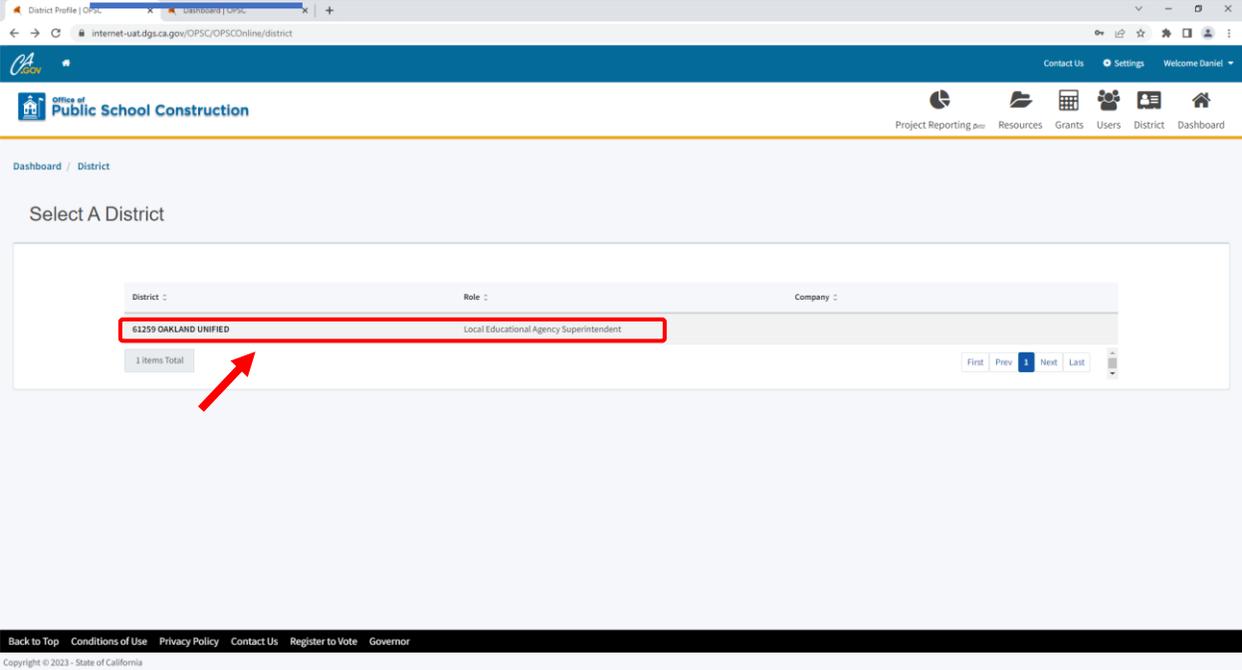
Authorized users may submit a Financial Hardship package through *OPSC Online* when FH documents are requested by the OPSC. To begin submitting a new Financial Hardship Package, log onto OPSC Online and then (1) click on the *District Tile*.

Dashboard Funding Application Screen:



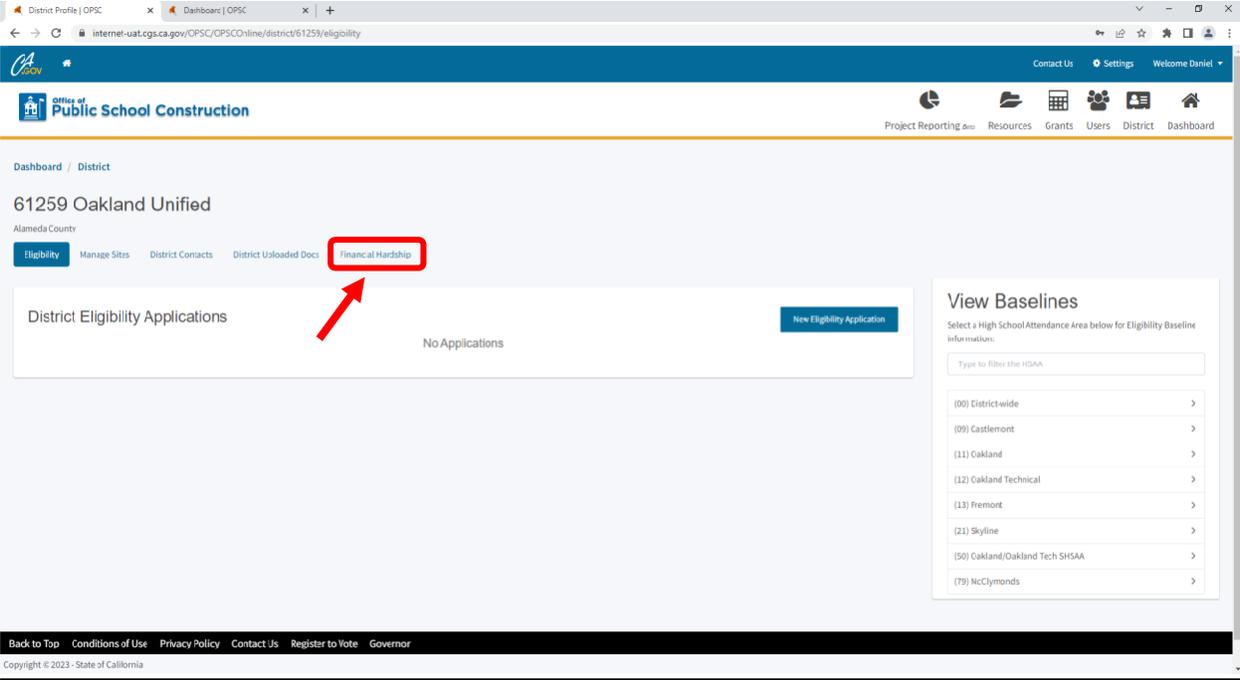
From the District screen, click on the *district name*.

District Screen:



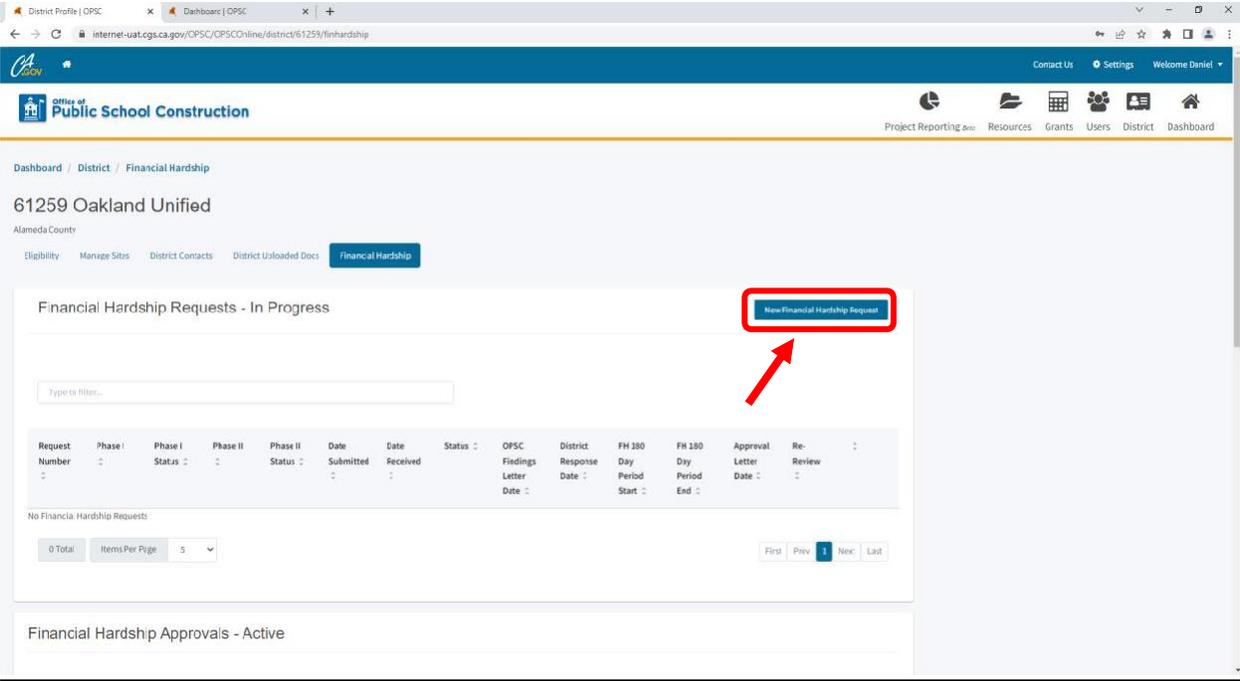
Click on the *Financial Hardship* tab.

District Screen:



Click on the *New Financial Hardship Request*.

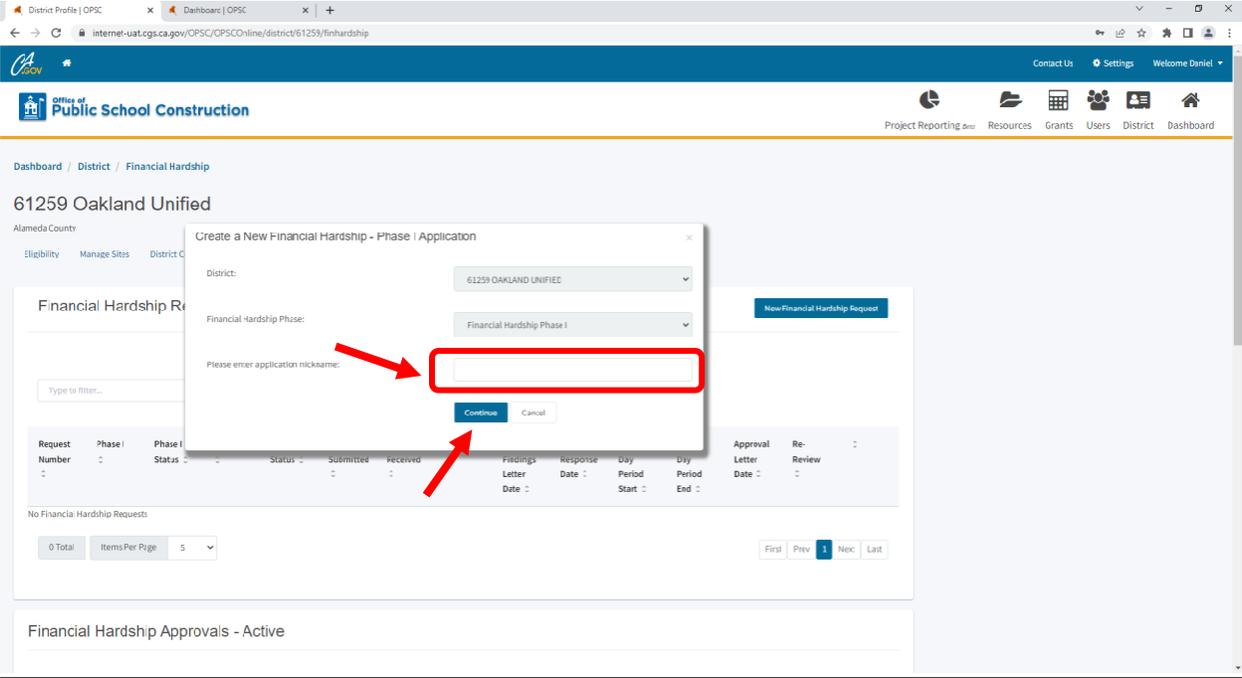
Financial Hardship Screen:



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*.

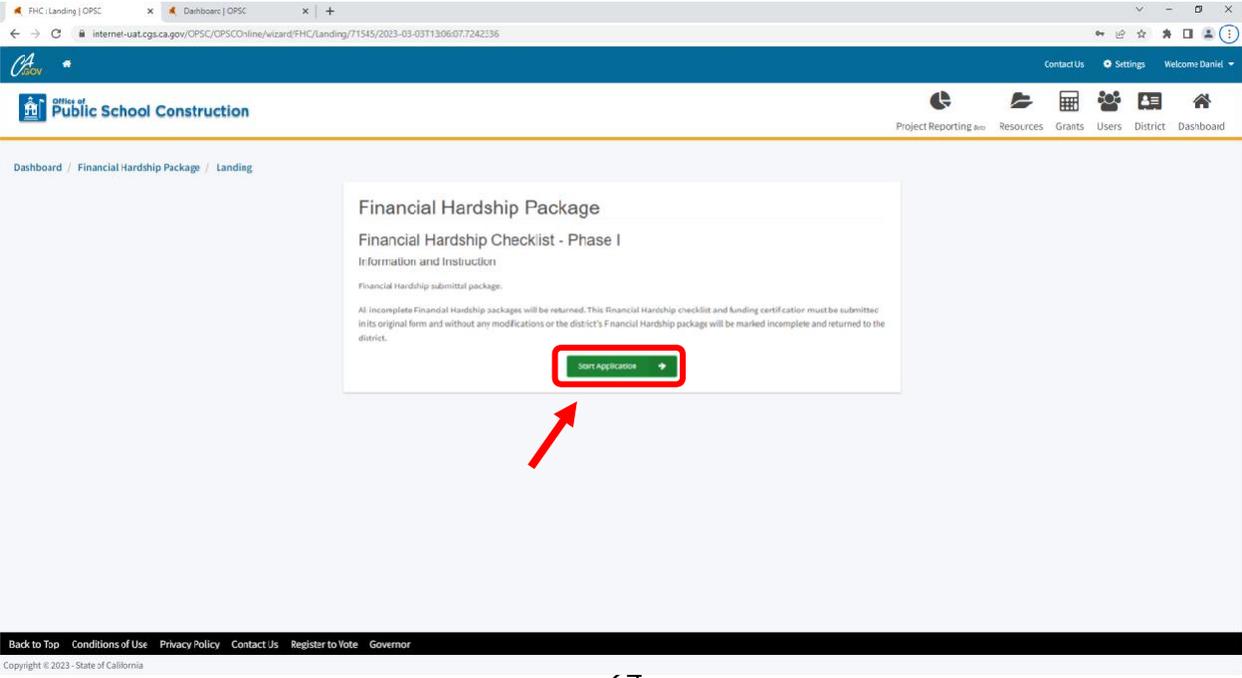
Note: Make the Nickname as detailed as possible. For example: “XYZ USD Phase 1 FH Checklist 10/2023”

Financial Hardship Screen:



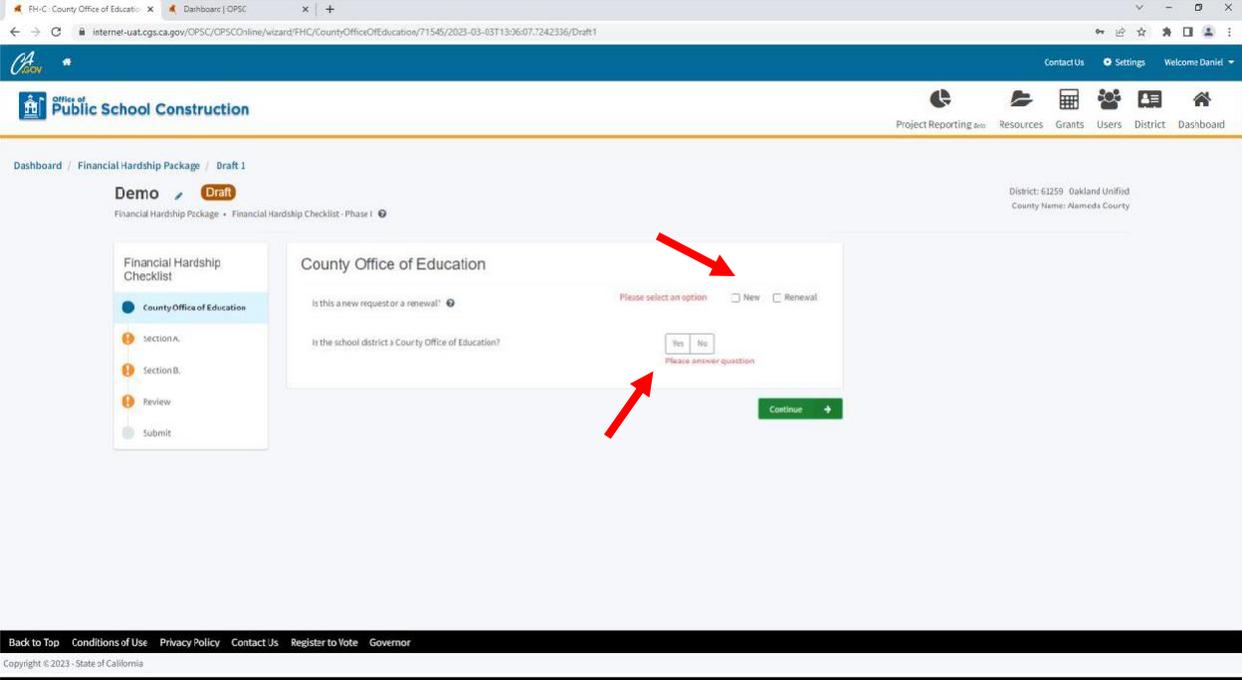
Click on *Start Application* from the Financial Hardship Package – Phase 1 Checklist Landing page.

Financial Hardship Package Landing Screen:

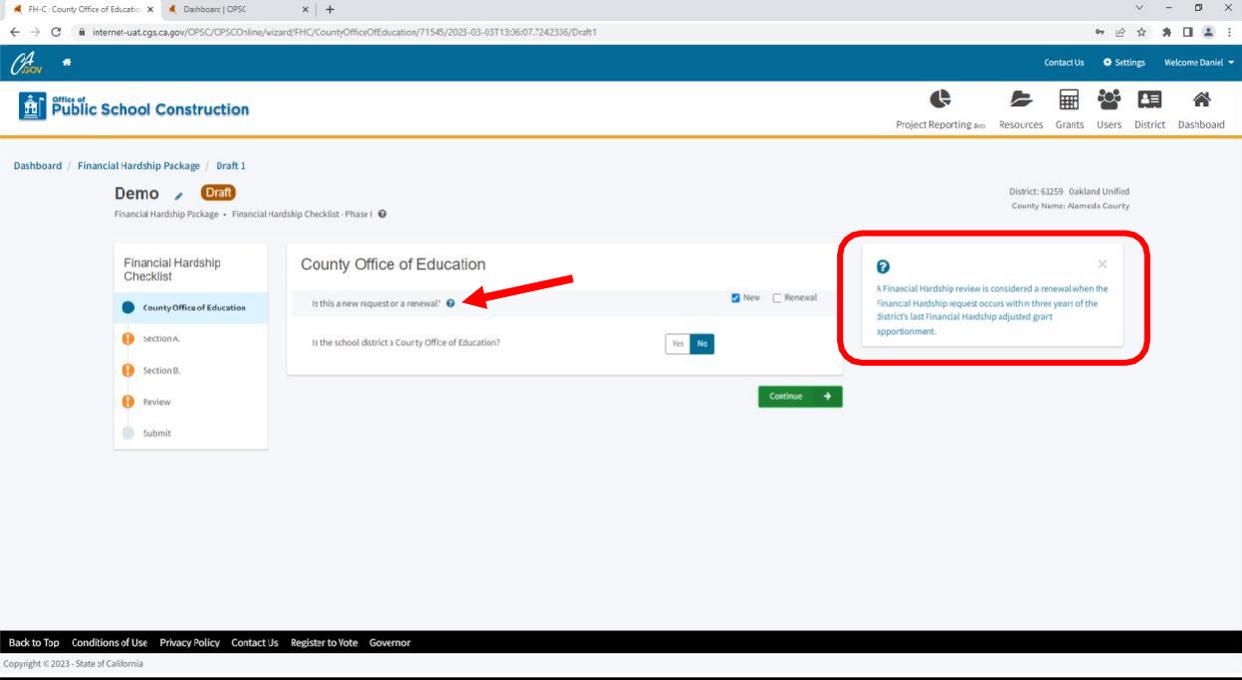


Check the box to indicate if this is a “New” Financial Hardship request or a “Renewal”. Then Click Yes or No to indicate if it is a County office of Education.

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.

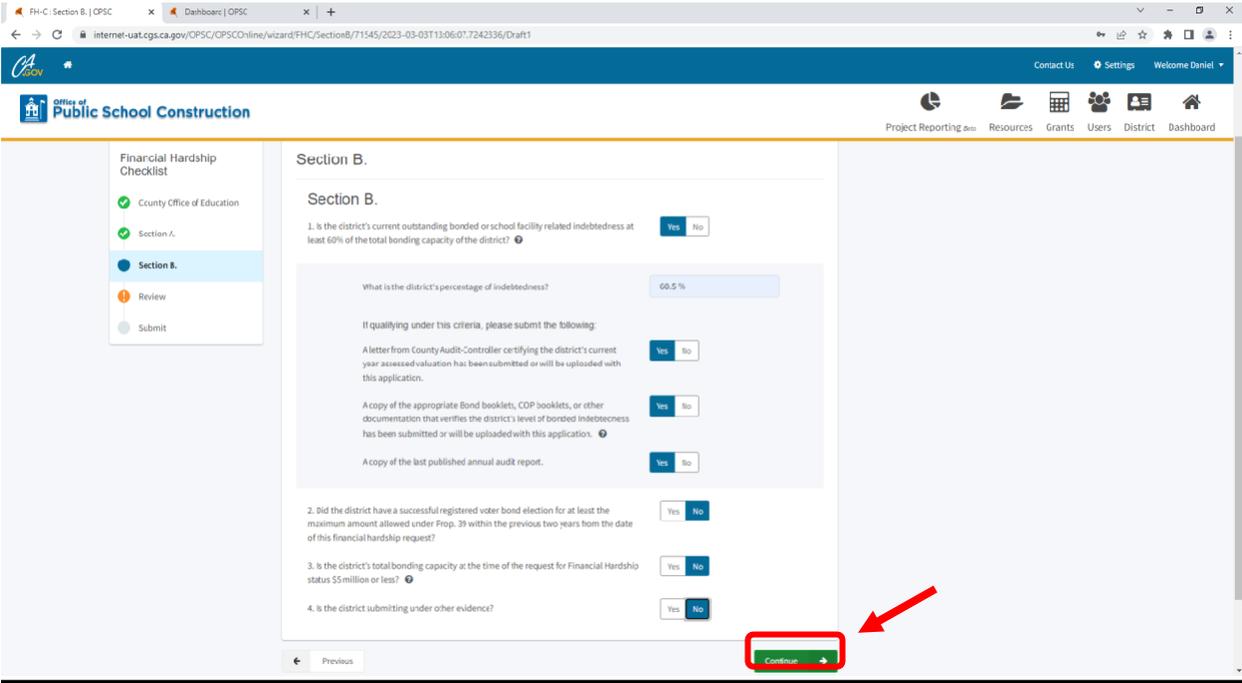
The screenshot shows the 'Financial Hardship Checklist - Phase 1' form. The left sidebar contains a checklist with 'County Office of Education' selected. The main content area has two questions: 'Is this a new request or a renewal?' with 'New' selected, and 'Is the school district a County Office of Education?' with 'No' selected. A red box highlights the 'Continue' button at the bottom right, with a red arrow pointing to it. The top navigation bar includes 'Project Reporting', 'Resources', 'Grants', 'Users', 'District', and 'Dashboard'. The footer contains 'Back to Top', 'Conditions of Use', 'Privacy Policy', 'Contact Us', 'Register to Vote', and 'Governor'.

Answer each question on the screen and click *Continue*. Repeat these steps for the Section A and Section B in the Financial Hardship Checklist.*

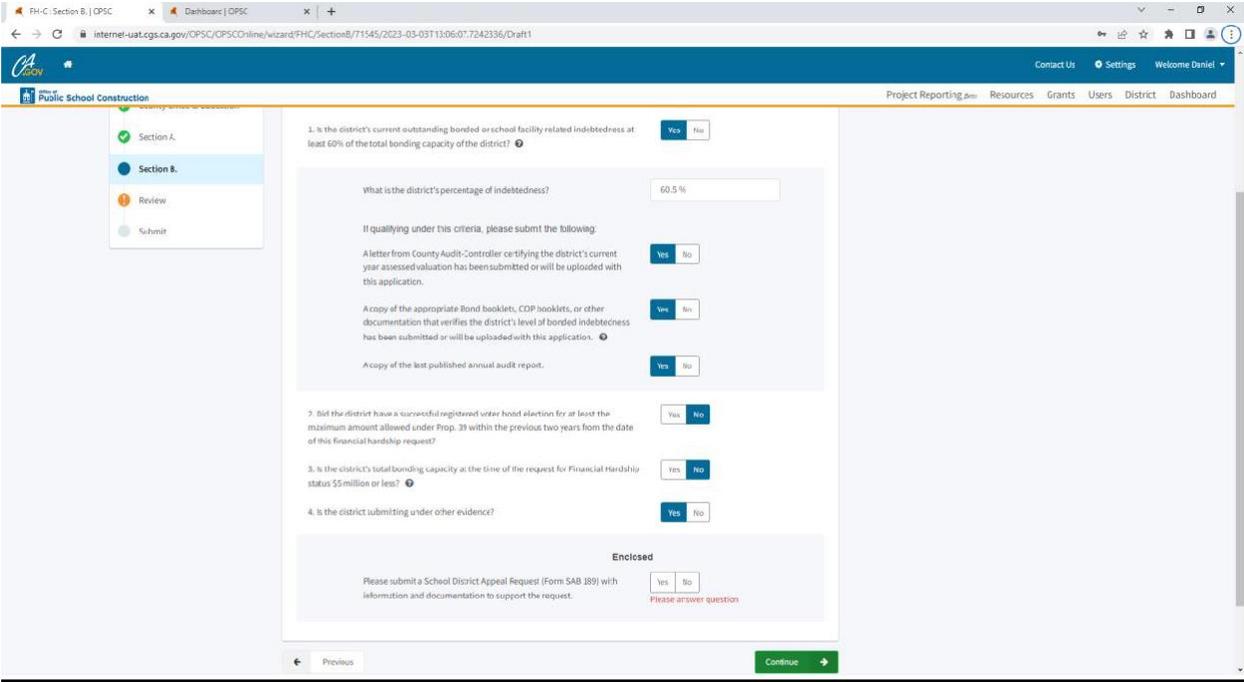
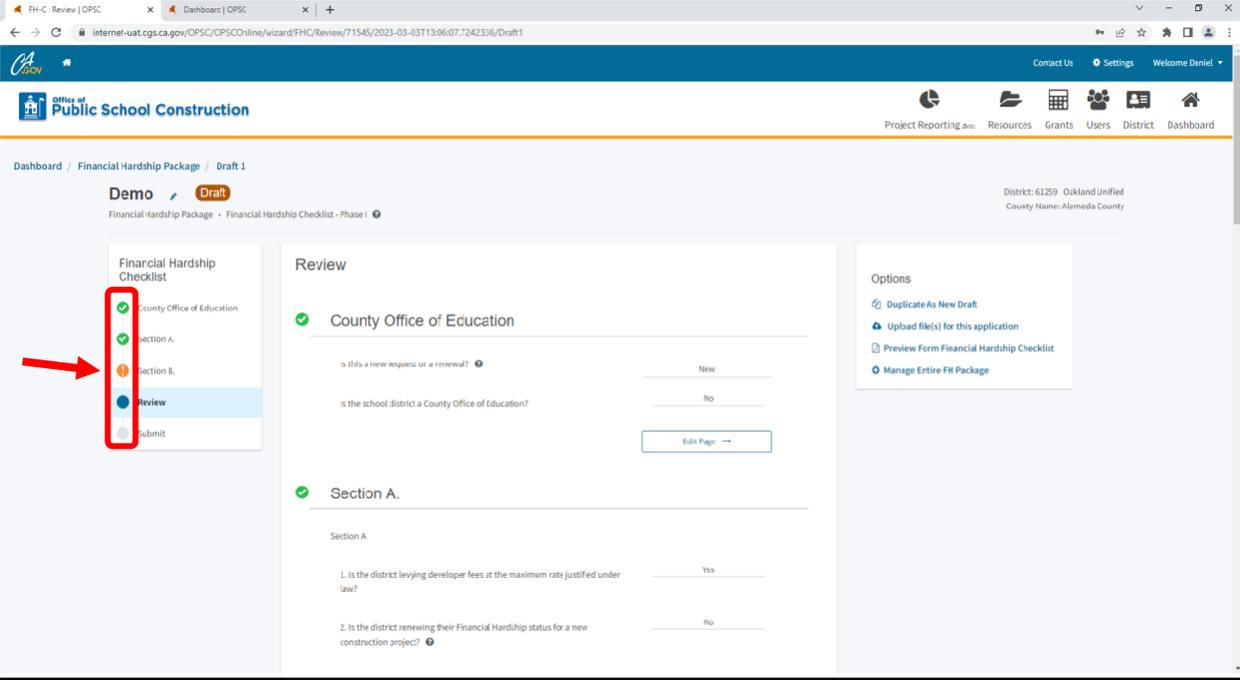
The screenshot shows the 'Section A' form. The left sidebar has 'Section A' selected. The main content area contains five questions with radio button options: '1. Is the district levying developer fees at the maximum rate justified under law?' (Yes/No), '2. Is the district renewing their Financial Hardship status for a new construction project?' (Yes/No), '3. Is a copy of the school board resolution implementing the current fees attached?' (Yes/No), '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?' (Yes/No/N/A), and '5. If the district is not levying the maximum developer fees, does the district have a current (stated within 2 years of the financial hardship request) developer fee justification study showing a lesser amount to be collected?' (Yes/No/N/A). A red box highlights the 'Continue' button at the bottom right, with a red arrow pointing to it. The top navigation bar and footer are identical to the previous screenshot.

* 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.

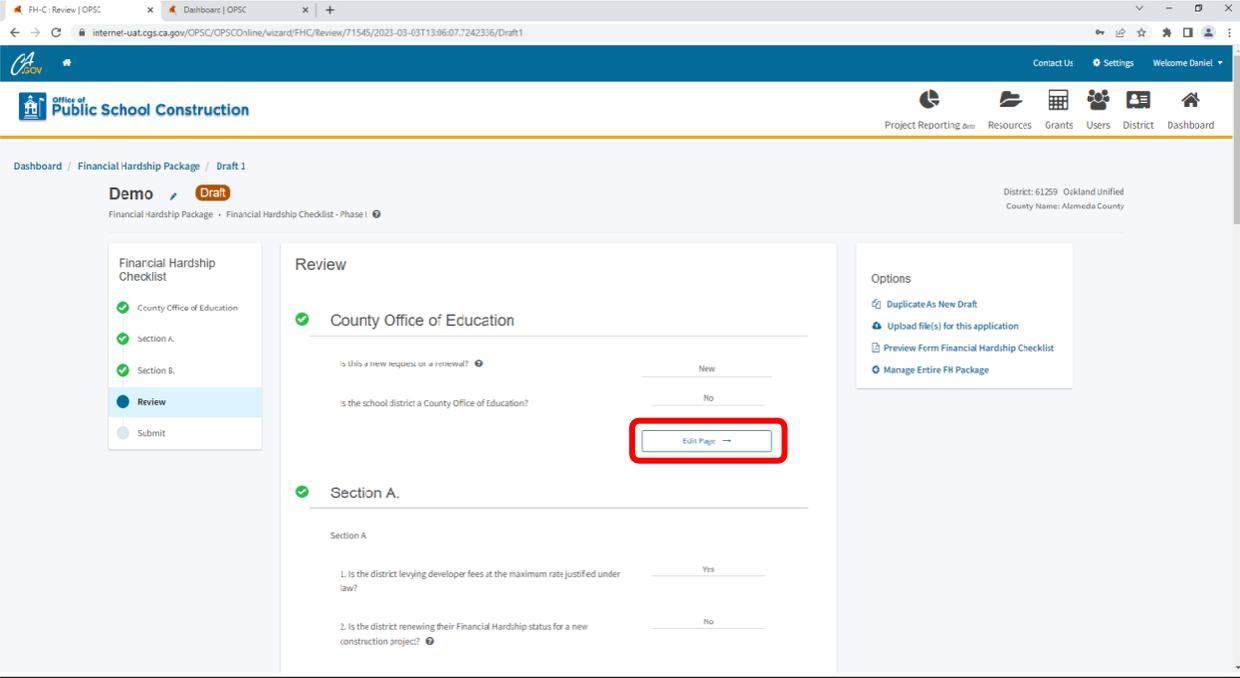
If the school district answers No to all four questions in Section B, the school district does not qualify for financial hardship status. The school district can stop filling out the form and should notify the financial hardship auditor and project manager processing the funding application.



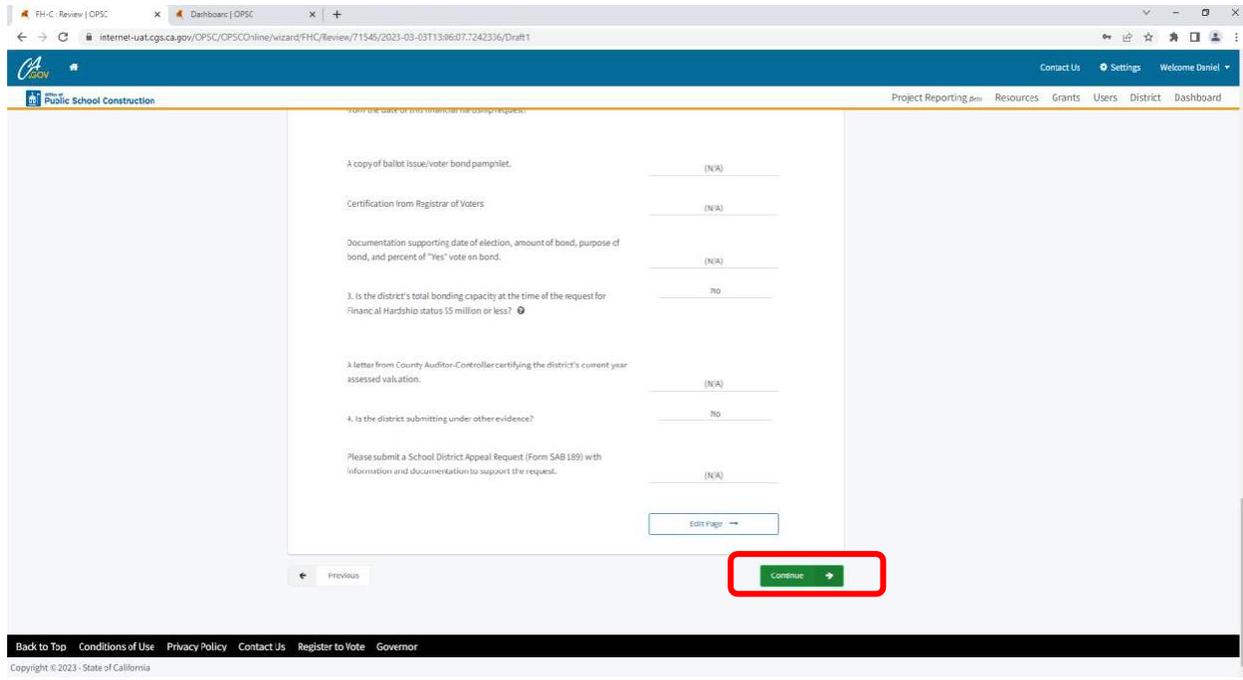
Each time you successfully complete a section of the Financial Hardship Checklist, that section will change from an exclamation point to a green checkmark on the left-hand navigation panel. If not, then go back to that section by clicking on the *Previous* button at the bottom of the screen and answer 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.

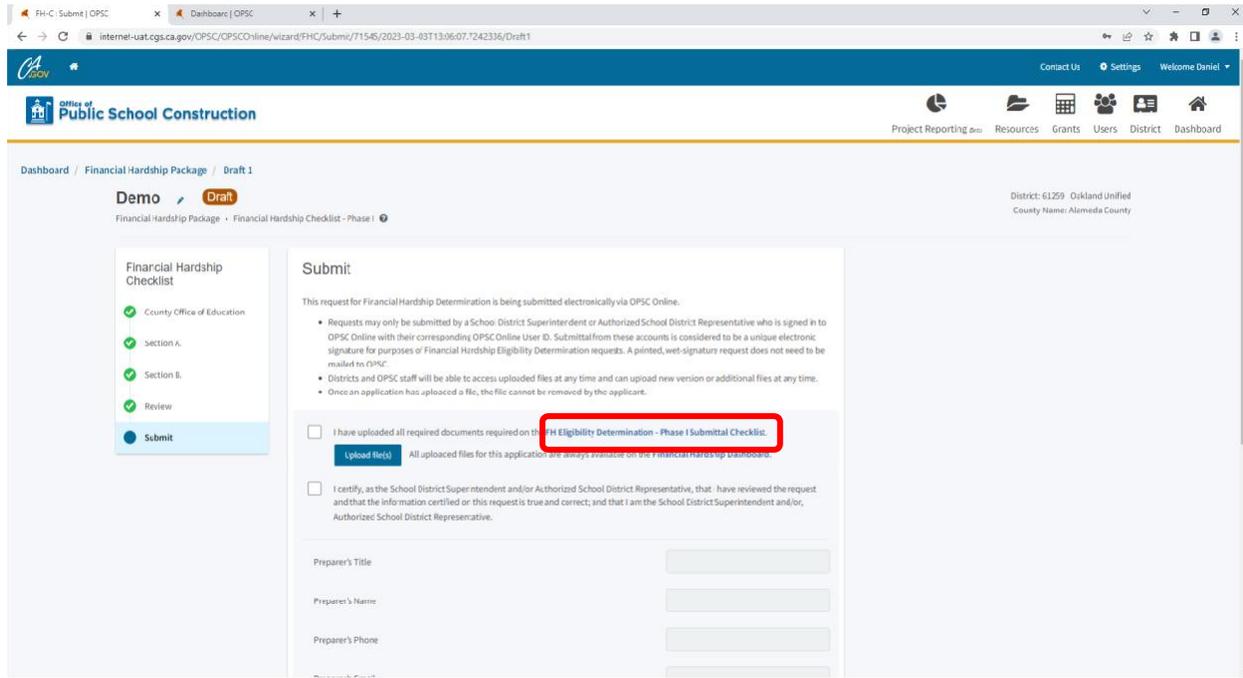


Once all the questions are answered correctly, click on *Continue* at the bottom of the Review screen.

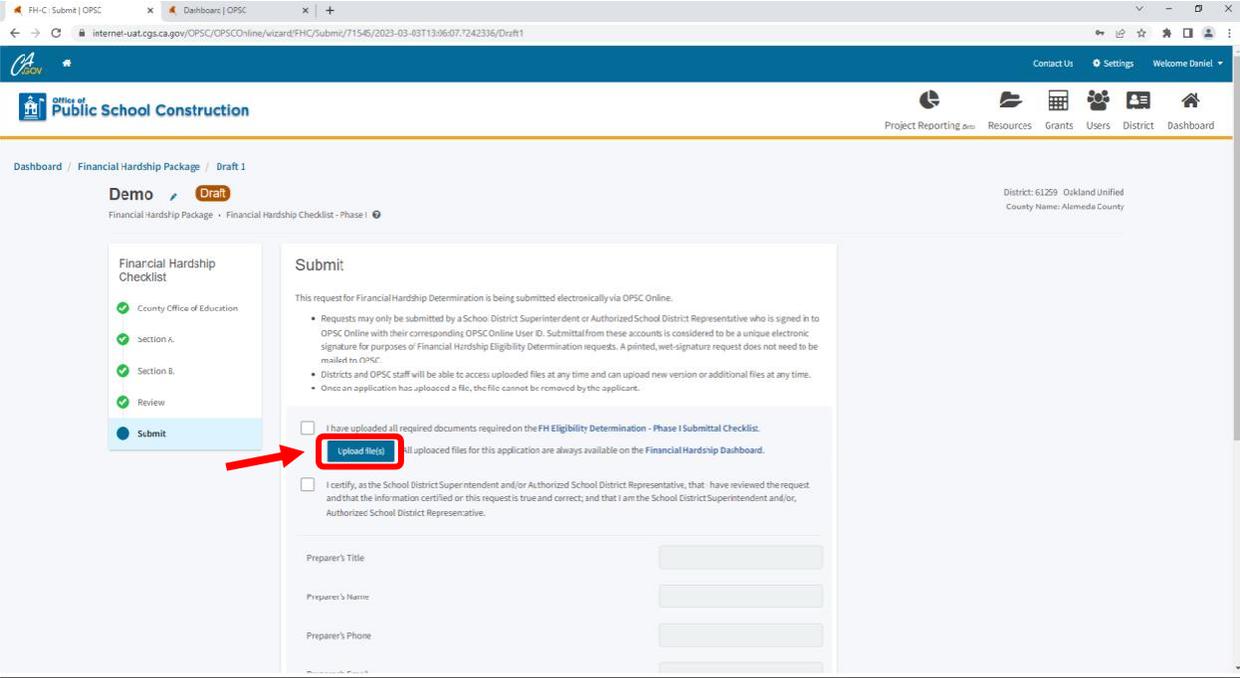


The last screen in the Financial Hardship Phase I Checklist is the *Submit* screen. From this screen you can download a Word Document list of the documents required for a Phase I Financial Hardship submittal.

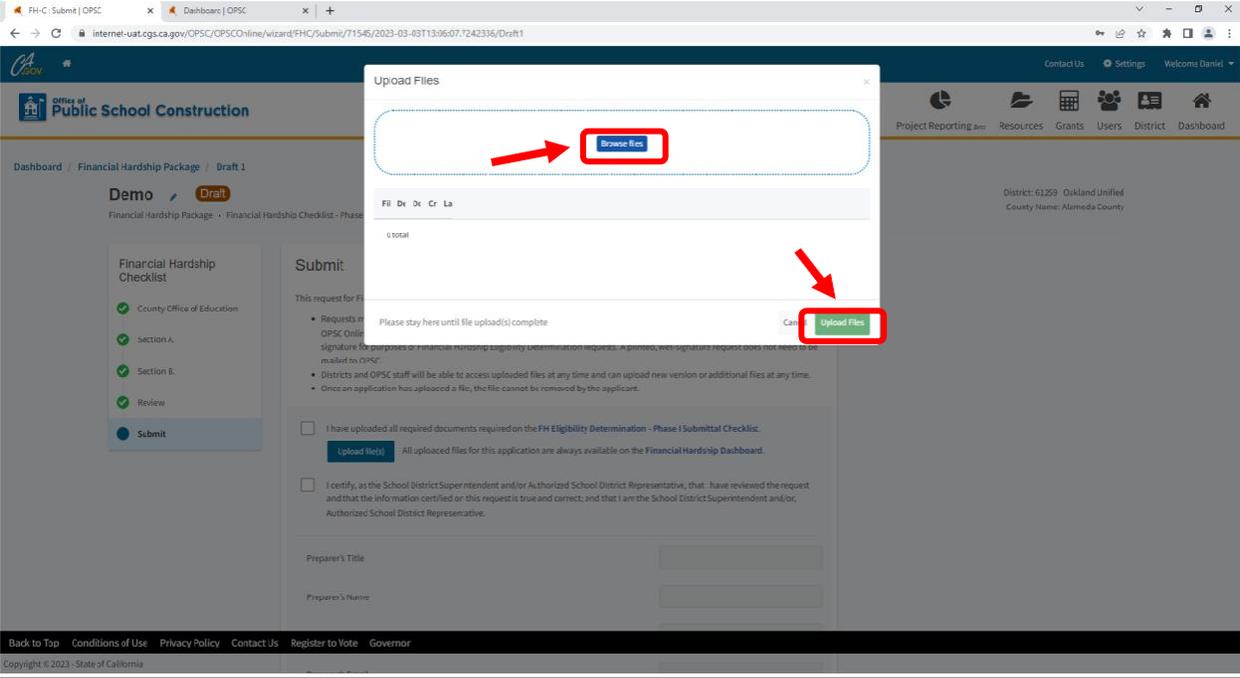
Click on *FH Eligibility Determination – Phase I Submittal Checklist* to download the list of documents required for a Phase I Financial Hardship submittal.



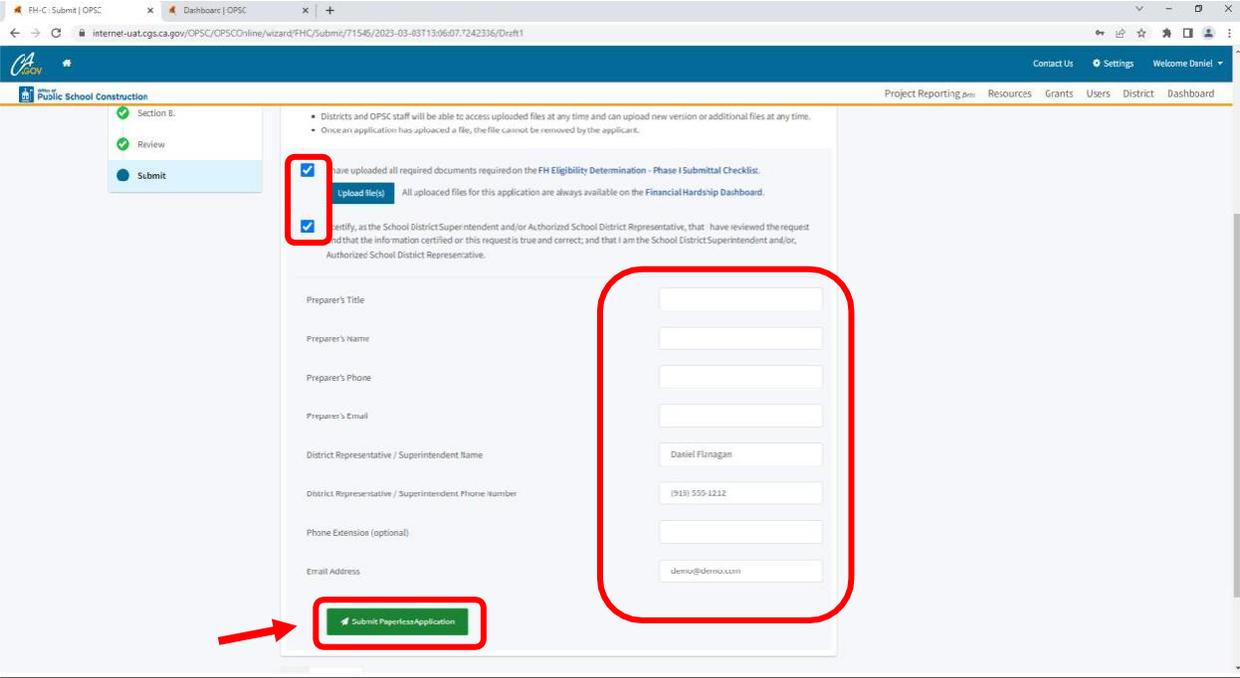
To upload the documents required for a Phase I Financial Hardship submittal, click on *Upload file(s)*.



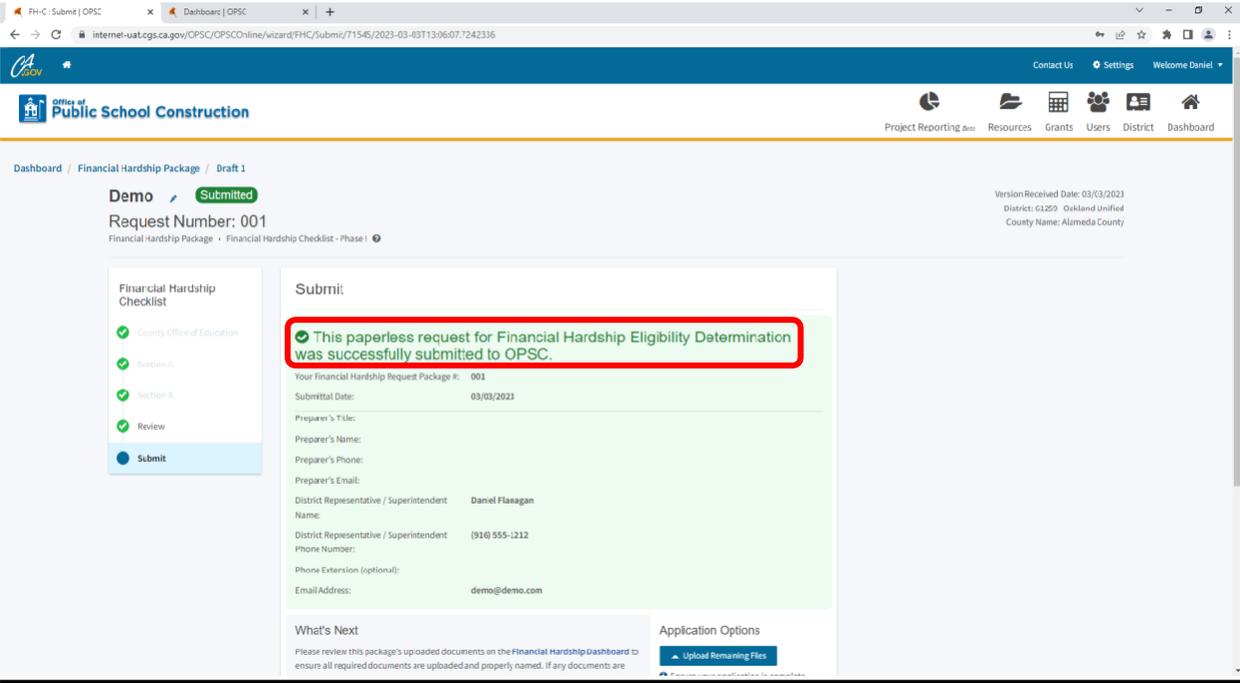
Click on *Browse files* to locate documents required to be upload for review and click *Upload Files*. Click on *Done* once all your Phase I documents are uploaded.



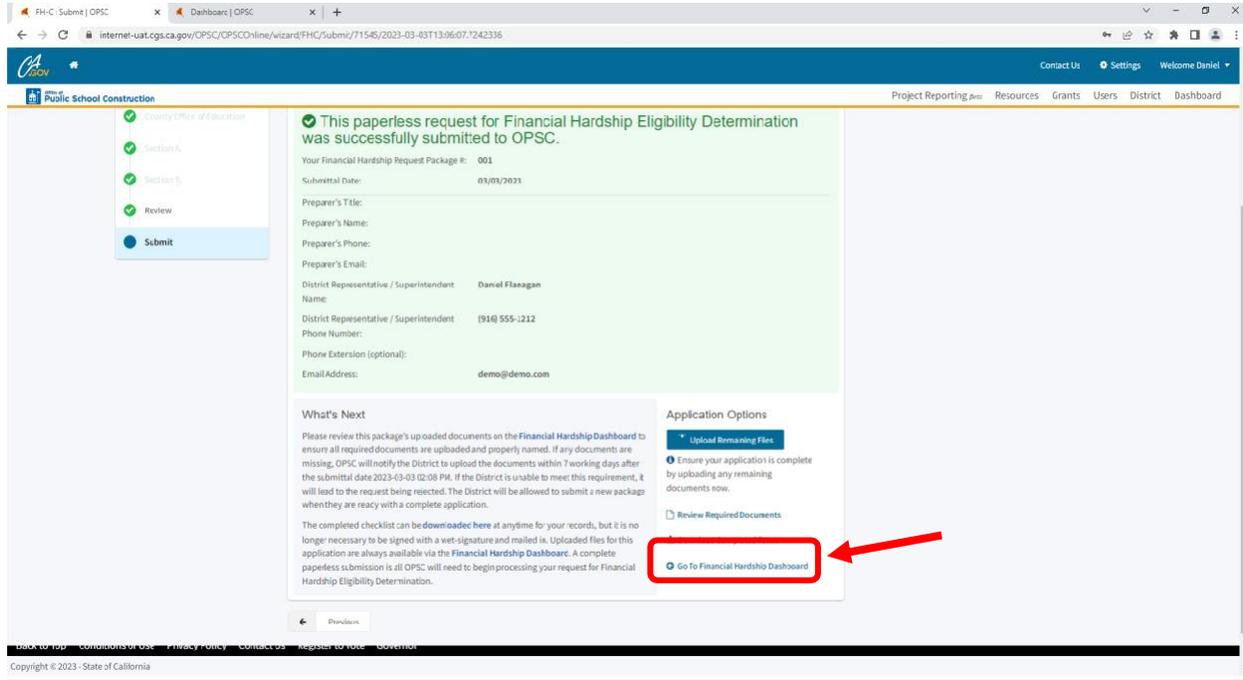
Once all the required documents are uploaded to OPSC Online, click on the certification boxes, fill in the contact information, and click *Submit Paperless Application*.



You should get a message that the submittal was successful.

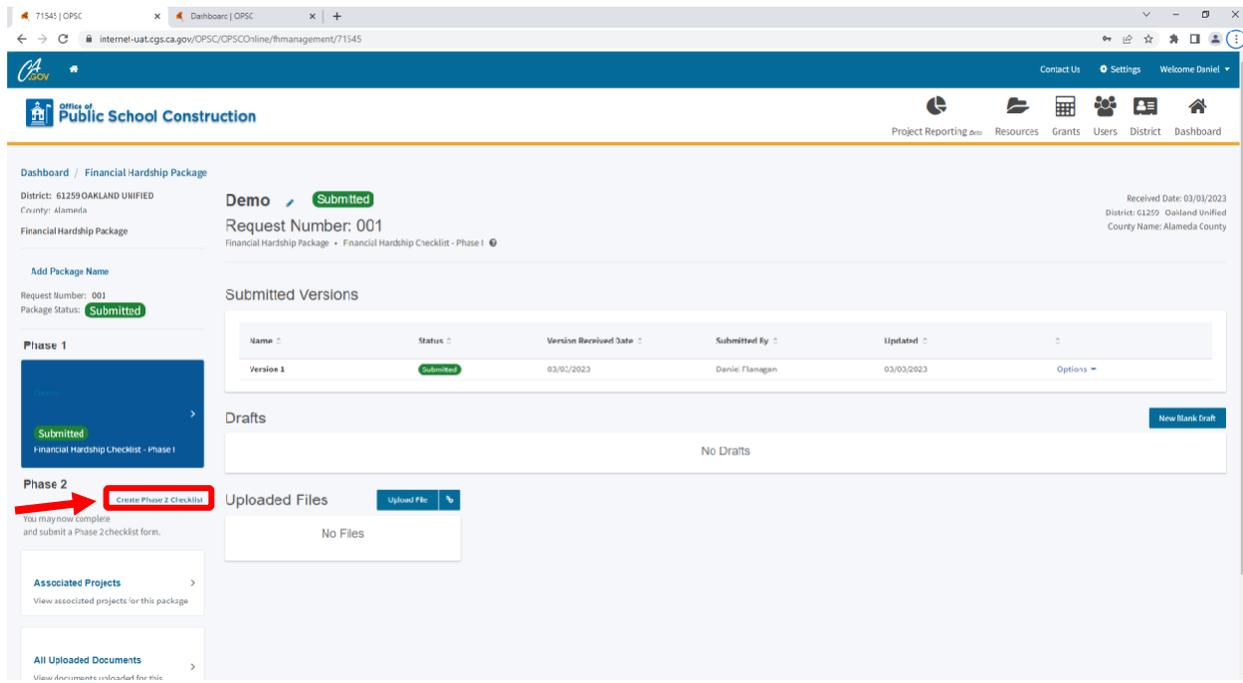


Once the paperless request for Financial Hardship Eligibility Determination is submitted, you can click on *Go To Financial Hardship Dashboard* to start the process for Financial Hardship Review - Phase II Checklist.*



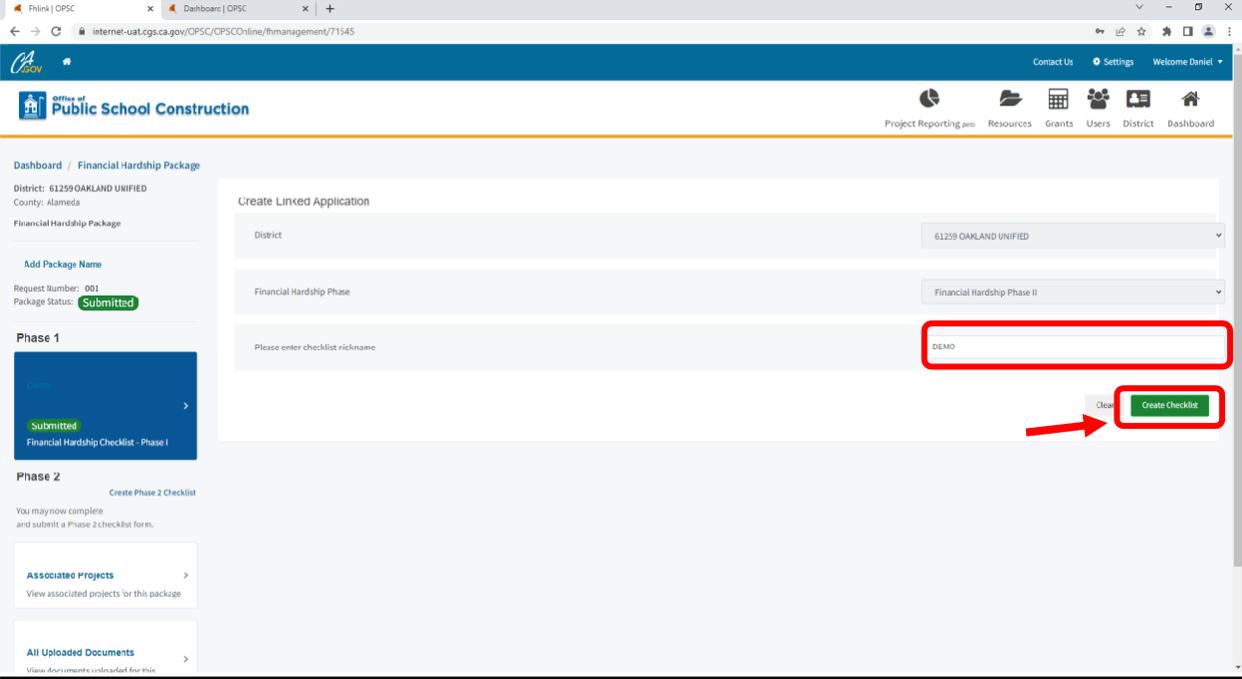
From the Financial Hardship Package Dashboard, click on *Create Phase 2 Checklist*.*

Financial Hardship Package Dashboard:

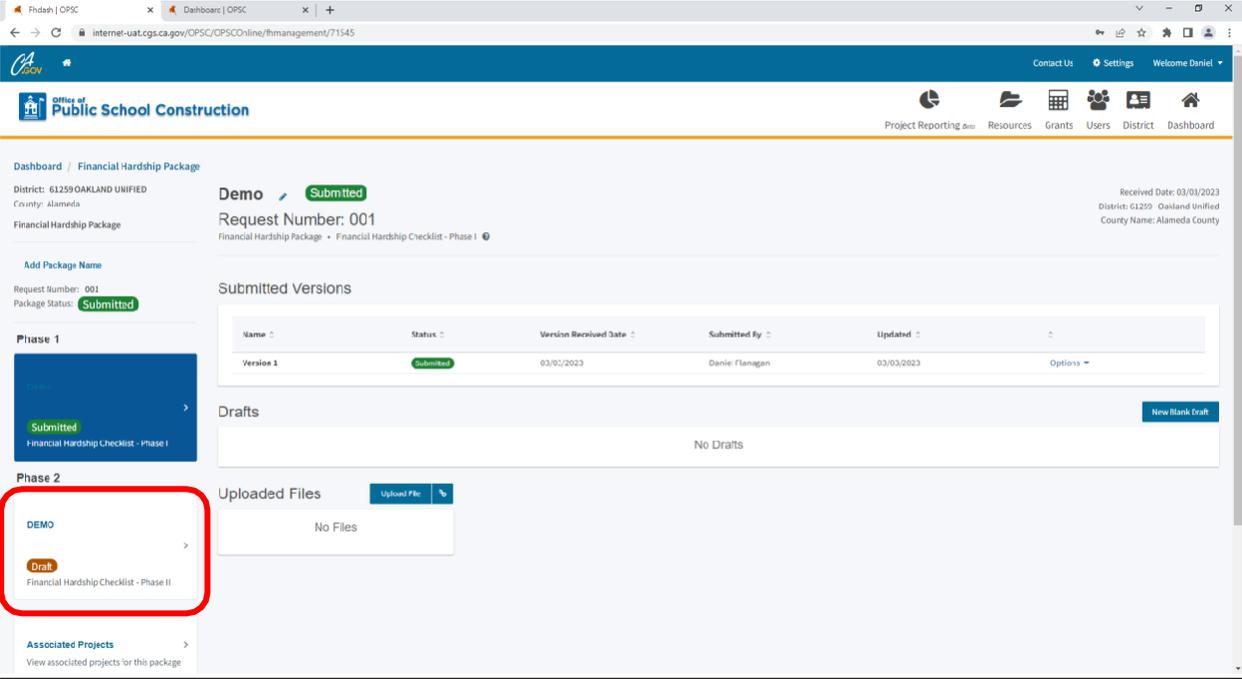


* You may also complete the Phase II Checklist at a later date by navigating to the District tile in the upper right. Navigate to the desired school district's financial hardship tab and click on the desired Financial Hardship package.

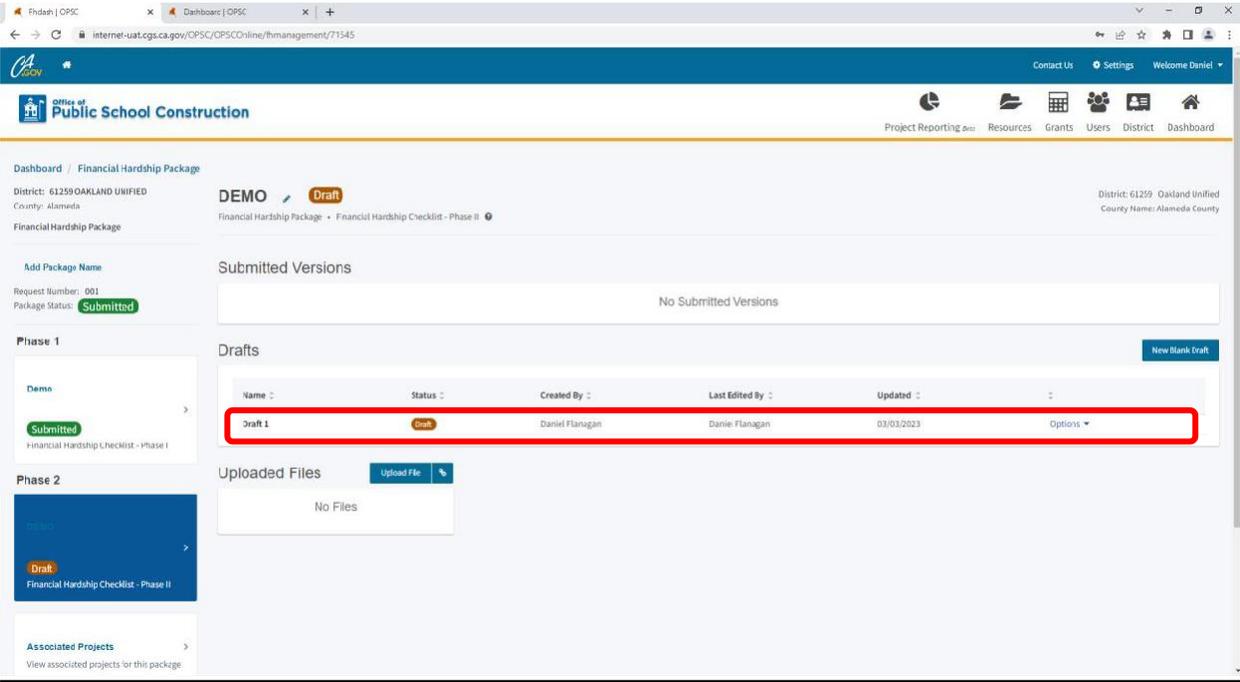
The next screen will appear that has three fields: 1. District; 2. Financial Hardship Phase; 3. Application Nickname. Enter in an application nickname in the application nickname field and click *Create Checklist*.



Click on the Phase 2 tile on the left-hand navigation that displays *Financial Hardship Checklist – Phase II Draft*

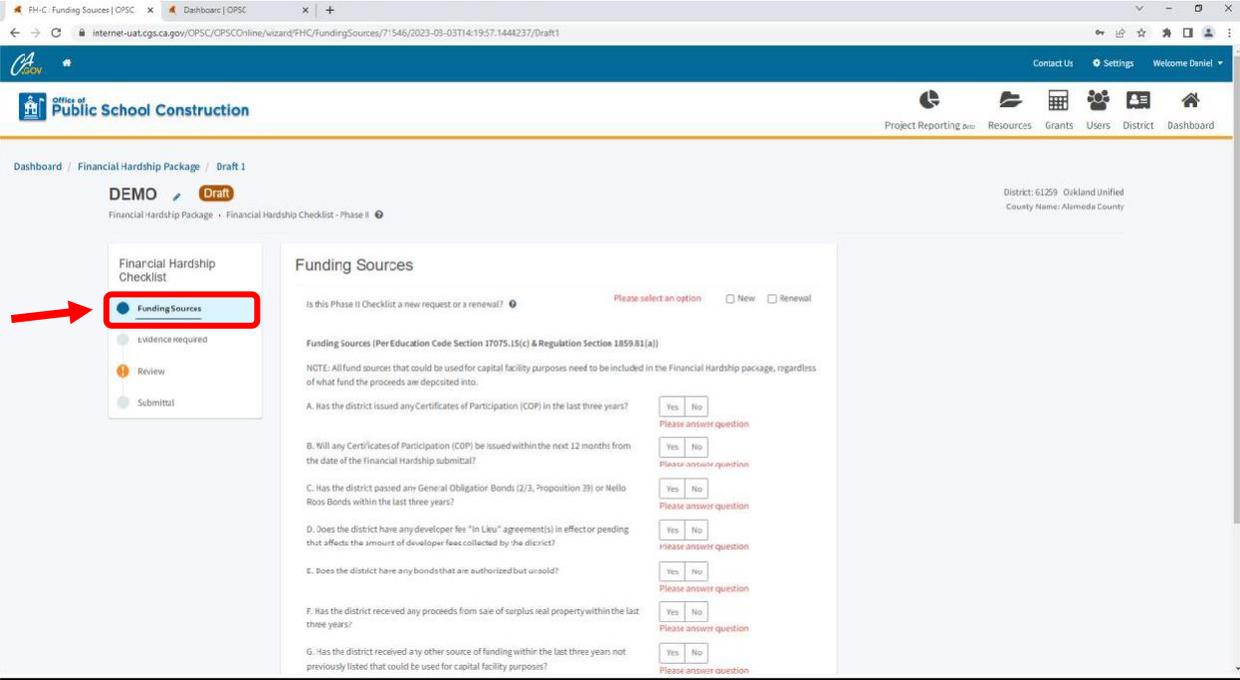


Click on the Draft line item for the Financial Hardship Checklist – Phase II.

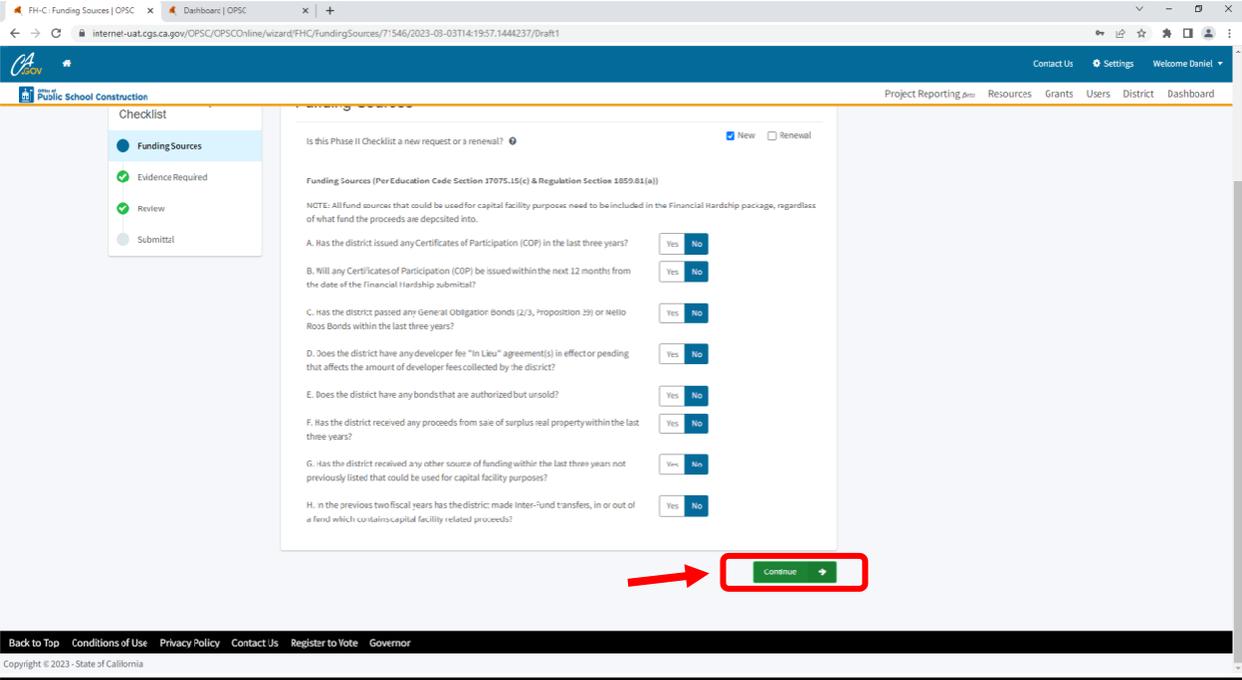


Click on *Funding Sources* to start the Phase II checklist.

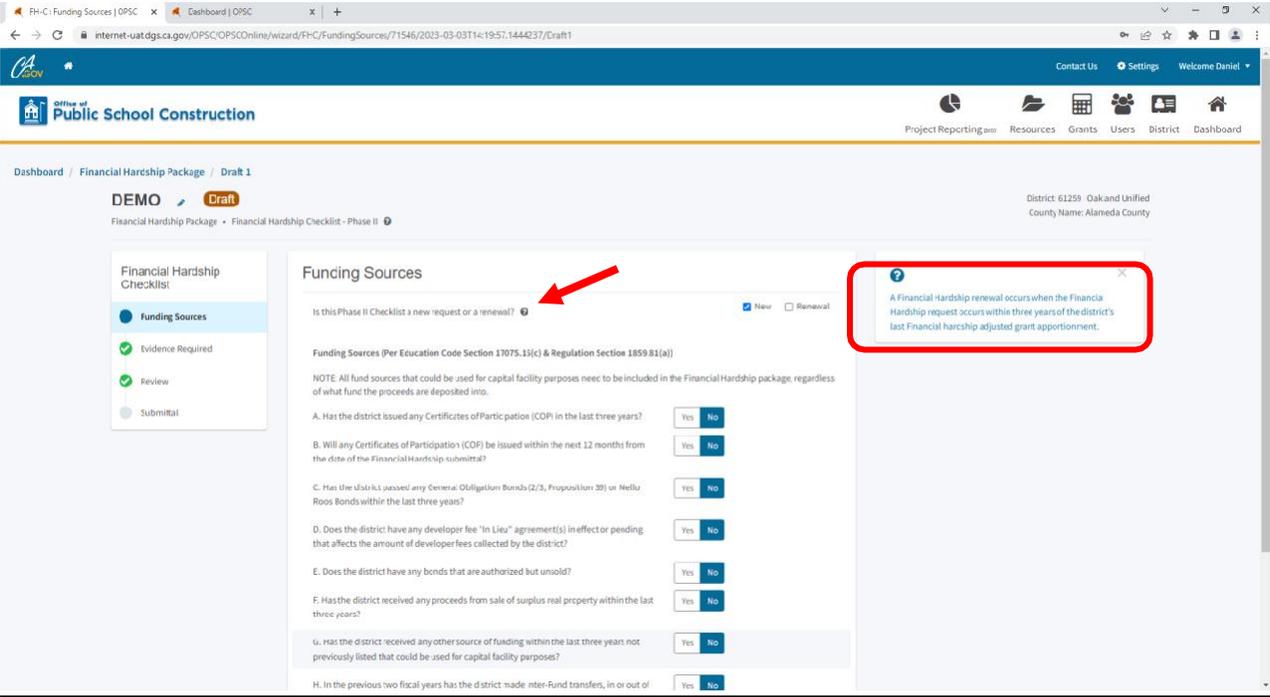
Financial Hardship Checklist - Phase II Wizard:



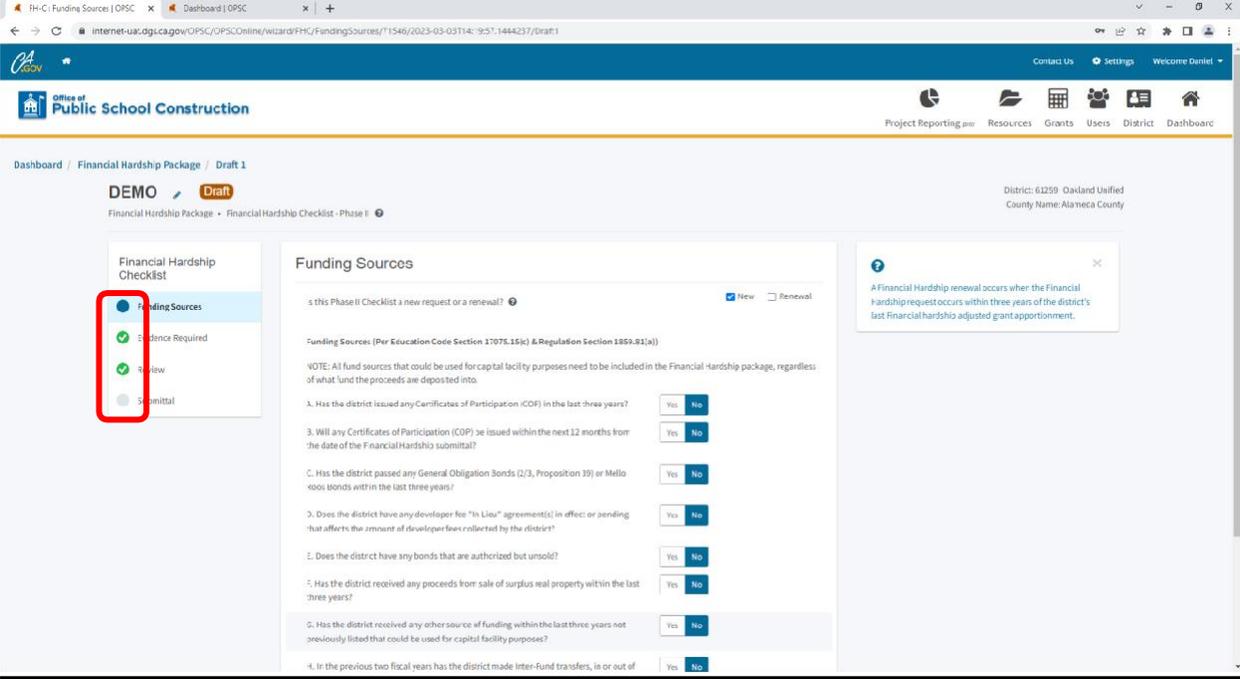
Answer each question on the screen and click *Continue*. Repeat these steps for the *Evidence Required* section.



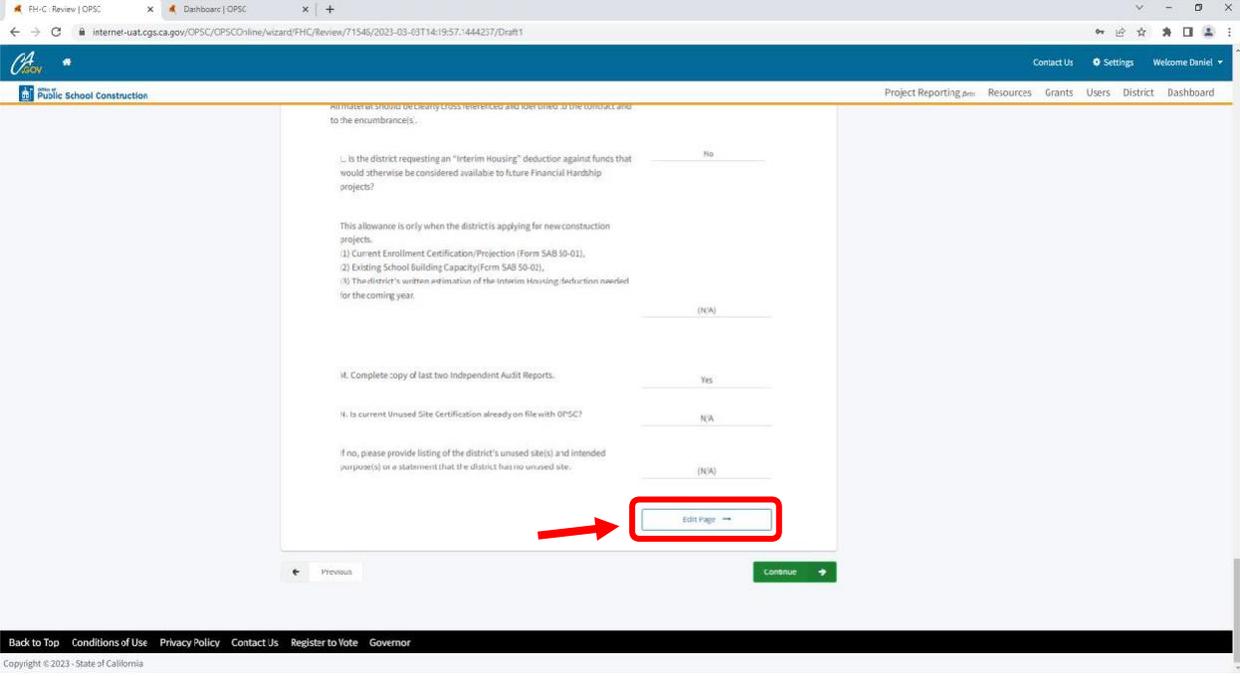
Clicking on a question mark icon next to a question will pull up a pop-up box with additional information related to that question.



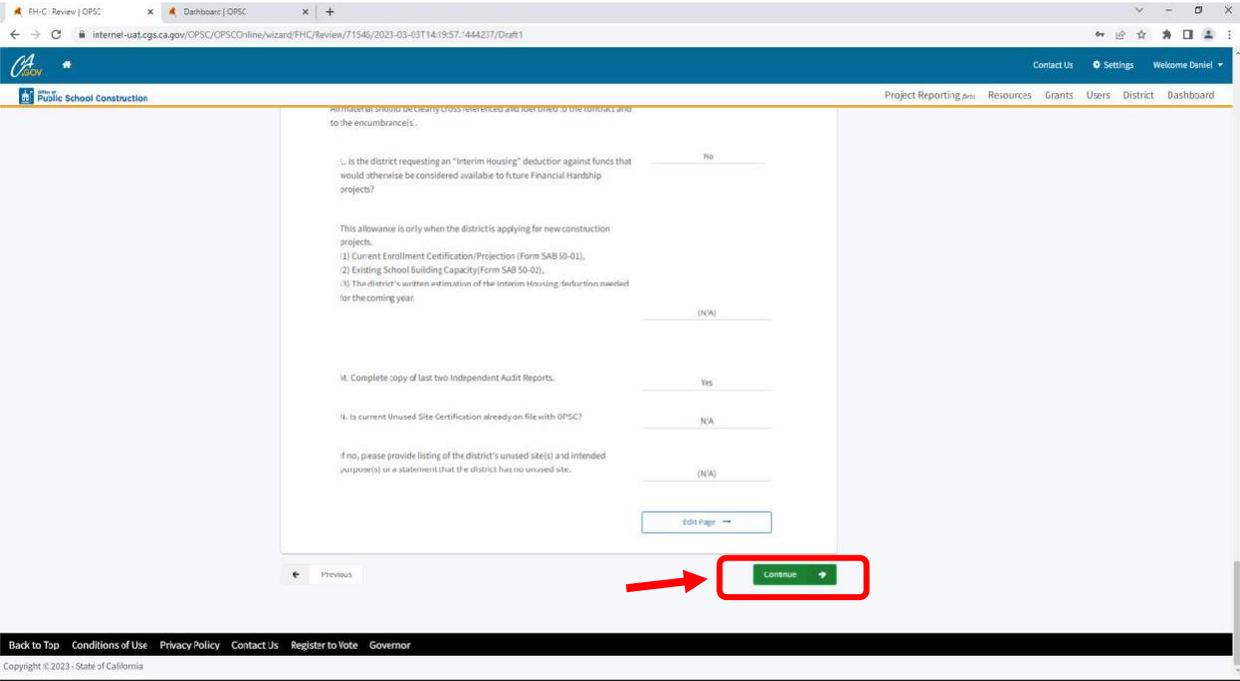
Each time you successfully complete a section of the Financial Hardship Checklist, that section will change from an exclamation point to a green checkmark on the Left-Hand Navigation panel. If not, then go back to that section by clicking on the *Previous* button at the bottom of the screen and answer the unanswered question(s).



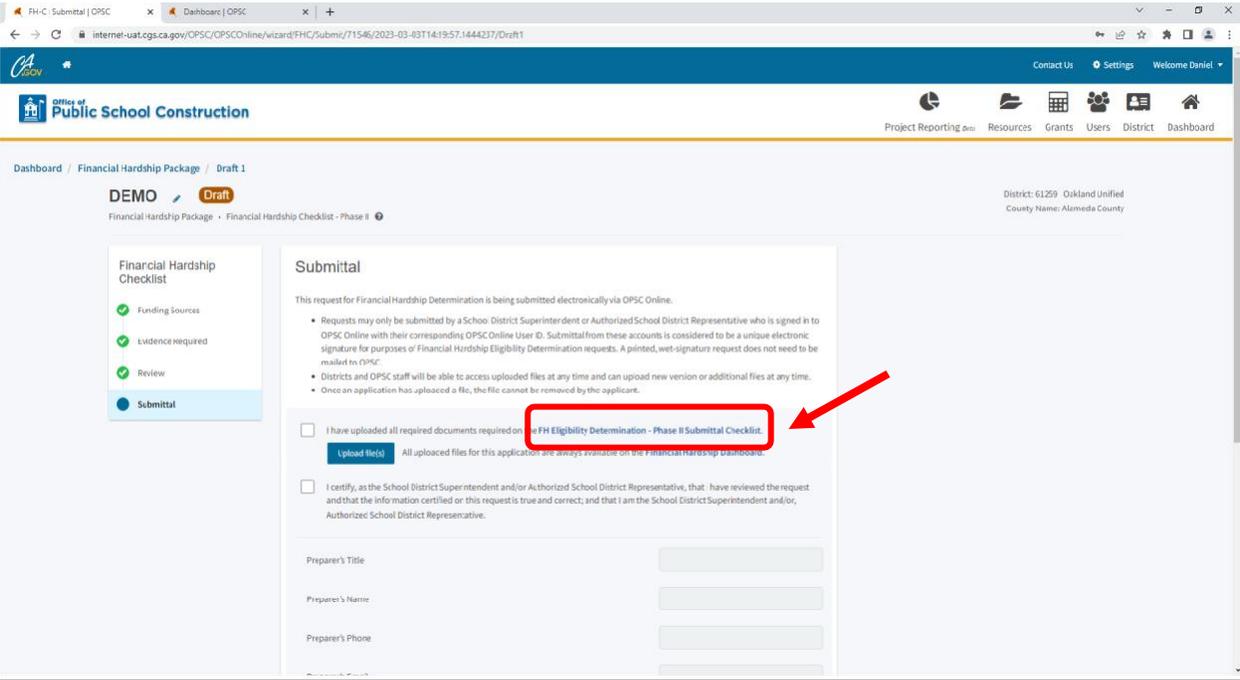
After completing the first two sections of the Financial Hardship Checklist - Phase II, you will be on the *Review* screen and be able to review the answers provided. Click on *Edit Page* in any section that needs the answer to a question changed.



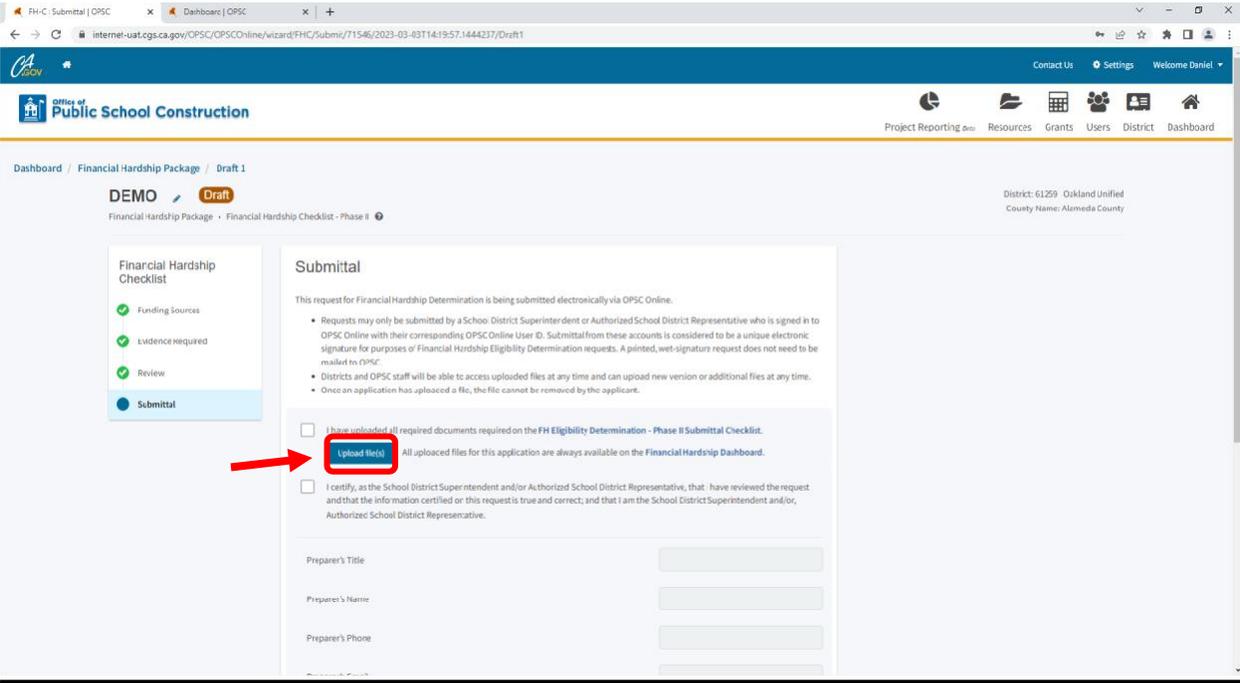
Once all the questions are answered correctly, click on *Continue* at the bottom of the Review screen.



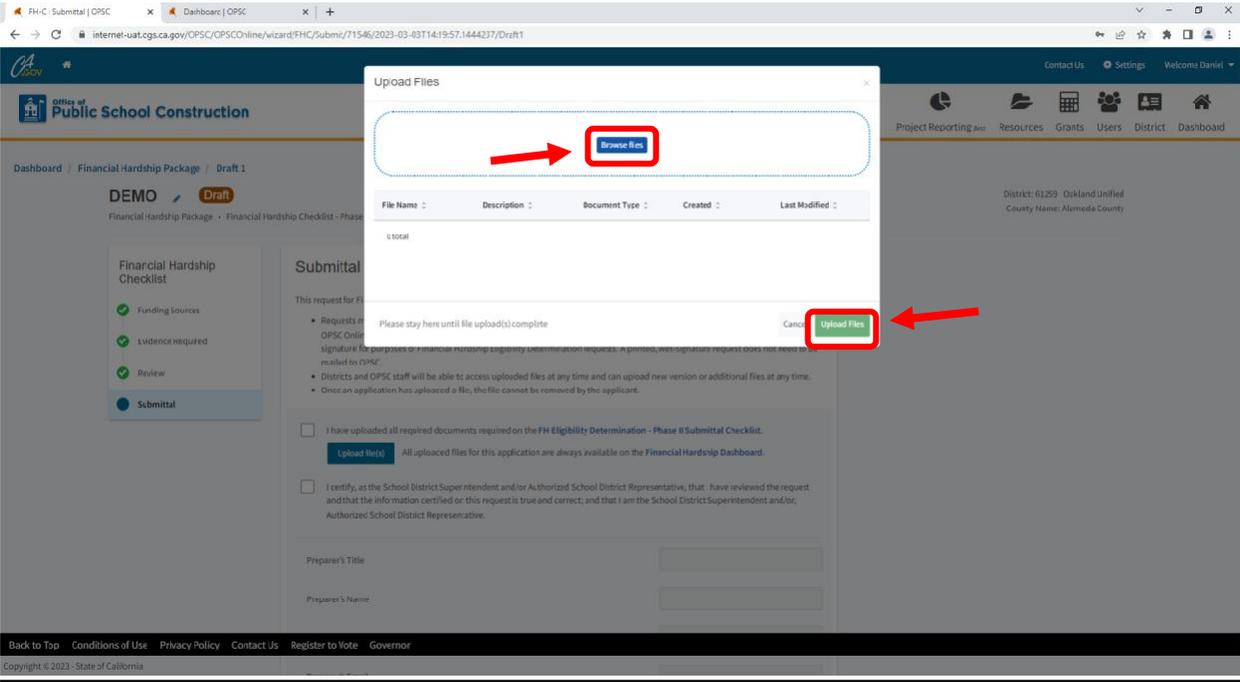
Click on *FH Eligibility Determination – Phase II Submittal Checklist* to download the list of documents required for a Phase II Financial Hardship submittal.



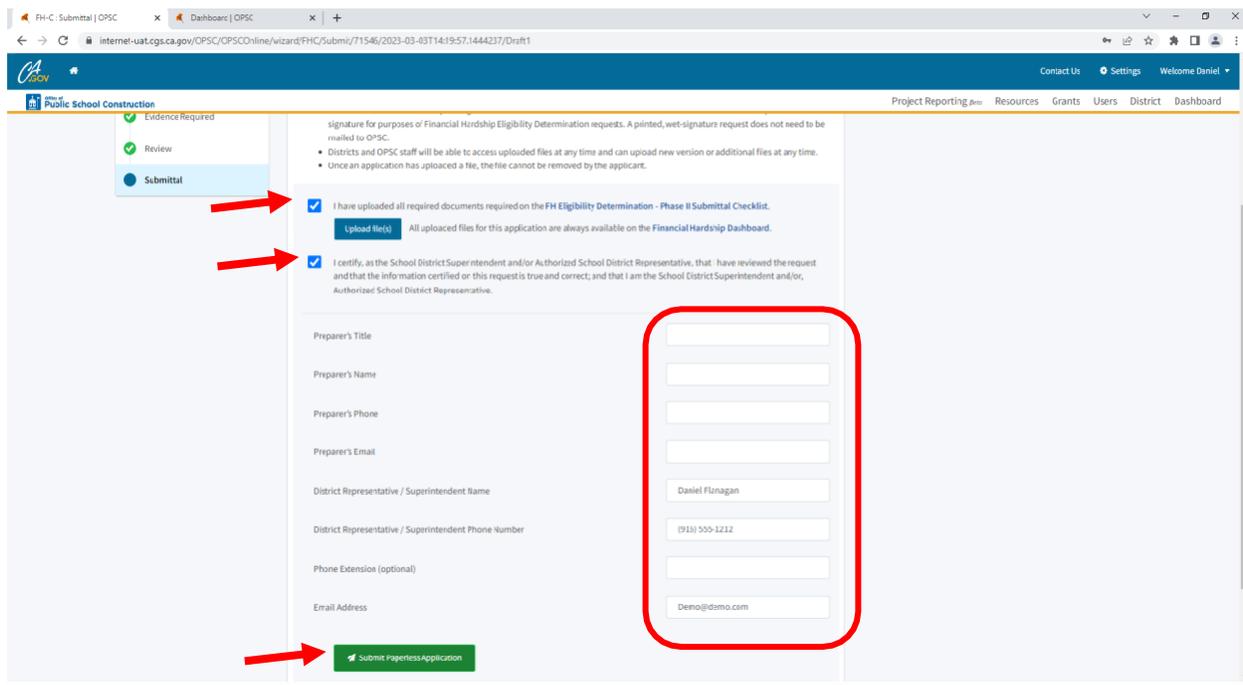
To upload the documents required for a Phase II Financial Hardship submittal, click on *Upload file(s)*.



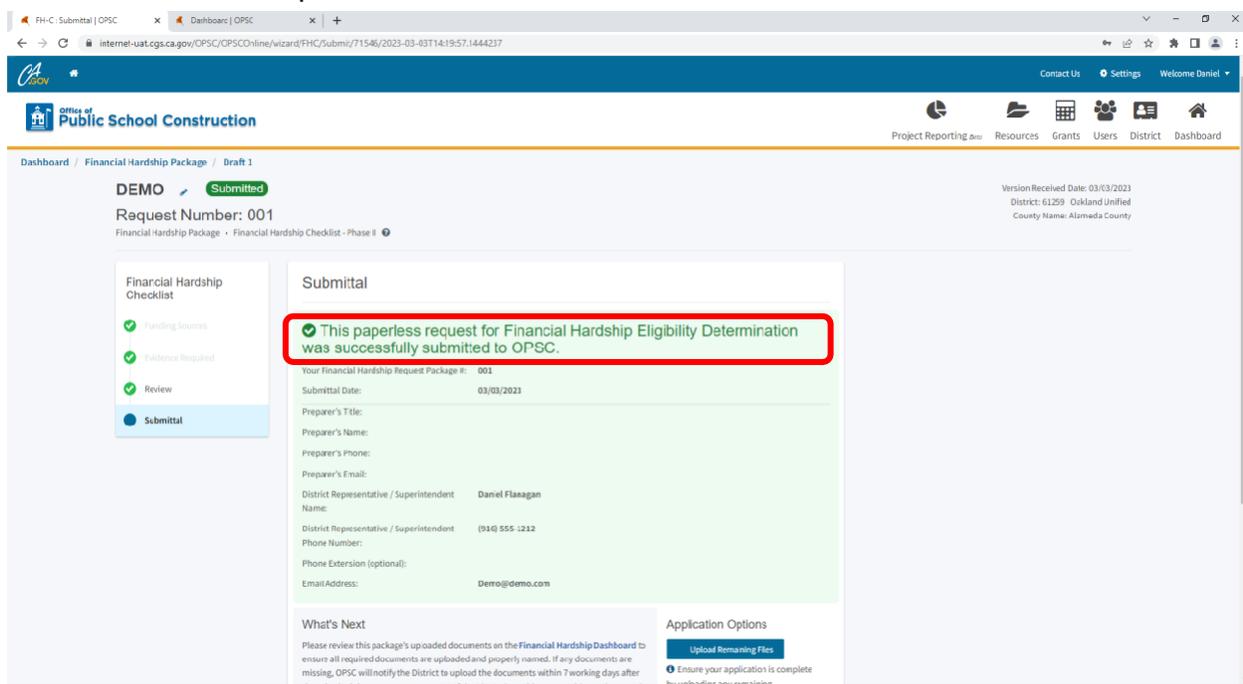
Click on *Browse files* to locate documents required to be upload for review and click *Upload Files*. Click on *Done* once all your Phase II files are uploaded.



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”*.



Section 6: 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:

Office of Public School Construction

Resources Grants District Dashboard

Dashboard / Application

50/66431-05-002 **SAB Approved** PTN: 66431 - 90
New Construction 50 / 66431 - 05 - 002 Received Date: 08/17/2018
Application For Funding • Form SAB 50-04 66431 Anaheim Union High • Dale Junior High
New Construction • Full Grant

50-04 Create Linked 50-04

50/66431-05-002
SAB Approved
NC

PIF Create Linked PIF Cert

You are eligible for the current Priority Funding round. Please create a linked PIF Certification to submit a PIF request.

50-05 Create Linked 50-05

Submitted Versions [Review Grants >](#)

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 ▾

Drafts

No Drafts

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 three main sections: '50-04' with a 'SAB Approved' status, 'PIF' (Priority Funding) with a 'Draft' status, and '50-05'. 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 checkbox for 'Full Grant'.
- 'Please enter application nickname' with a text input field containing 'Test Account' and a 'Clear' button.

 At the bottom right of the main content 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 is similar to the previous screen, but the 'PIF' section is highlighted with a 'Draft' status. 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 located in the top right of the Drafts section. The top navigation bar is the same as in the previous screenshot.

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 Certification' screen. At the top left is the 'Office of Public School Construction' logo. At the top right are navigation icons for Resources, Grants, District, and Dashboard. Below the navigation is a breadcrumb trail: 'Dashboard / Application / Draft 1'. The main header area displays 'Test Account Draft' and 'Application for School Facility Program Funding • PIF SFP'. Below this, it says 'Priority Funding Certification • New Construction'. On the left side, there is a vertical menu with three items: 'PIF SFP', 'Certification' (which is selected and highlighted in blue), and 'Submit' (which has a green checkmark). 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 priority funding process was created to allow projects that receive unfunded approval by the State Allocation Board (SAB) and are placed on the Unfunded List (Lack of AB 55 Loans) to receive an advance release of funds or an apportionment with accelerated timelines. The 'Participation in Priority Funding' section states that District/Applicants opting to participate in the priority funding process shall submit a request to convert an 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 Submittal' page. At the top left is the 'Office of Public School Construction' logo. At the top right are navigation icons for Resources, Grants, Users, District, and Dashboard. Below the navigation is a breadcrumb trail: 'Dashboard / Application / Draft 1'. The main header area displays 'Test Account Draft' and 'Application for School Facility Program Funding • PIF SFP'. Below this, it says 'Priority Funding Certification • New Construction'. On the left side, there is a vertical menu with three items: 'PIF SFP', 'Certification' (which has a green checkmark), and 'Submit' (which is selected and highlighted in blue). The main content area is titled 'Submit' and contains a paragraph stating 'OPSC now accepts State Allocation Board School Facility Program forms to be submitted electronically via OPSC Online.' Below this is a bulleted list: '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 Priority Funding participation request submittals. A printed, wet-signature request does not need to be mailed to OPSC.' Below the list is a 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.' At the bottom of the main content area is a green button labeled 'Submit Priority Funding Request'. At the very bottom of the page is a 'Previous' button with a left-pointing arrow.

Users will be directed to a confirmation screen showing the successful submission of the PIF certification.

Confirmation Screen:

The screenshot shows a web interface for a PIF SFP application. At the top, there is a breadcrumb trail: "Dashboard / Application / Draft 1". The main heading is "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 • Dale Junior High".

The central 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 text below the success message. The left column, titled "Whats Next", states: "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." The right column, titled "Application Options", contains a blue link: "Go To Application Dashboard".

At the bottom left of the main content area, 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.

Section 7: 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.

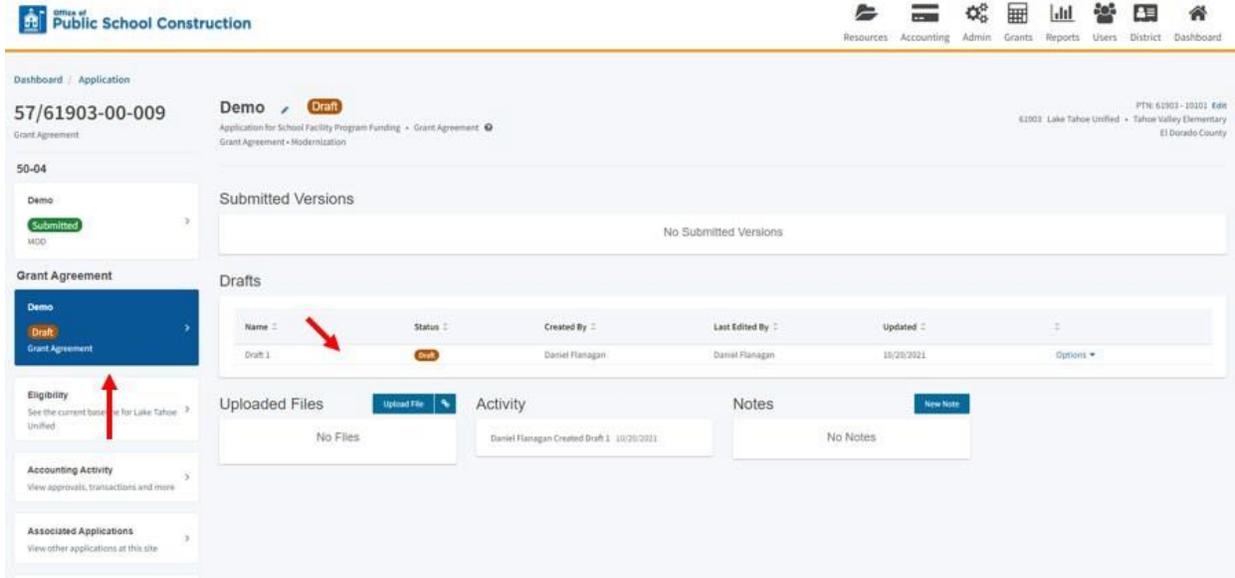
Dashboard Screen:

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 including 'Contact Us', 'Settings', and 'Welcome Daniel'. Below the navigation bar are icons for Resources, Grants, Users, District, and Dashboard. The main content area is titled 'Dashboard' and 'Funding Applications'. A search bar at the top right of the table area contains the text 'Filter 25 applications...'. The table below lists various funding applications with columns for App Name, Prog. Type, Status, OPSC App #, School/Site, District, PTN #, OPSC Received, and Last Updated. A red arrow points to the 'Grant Agreement' status in the 'Demo' row.

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	FIH - 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
hellothere123	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	Feddie 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

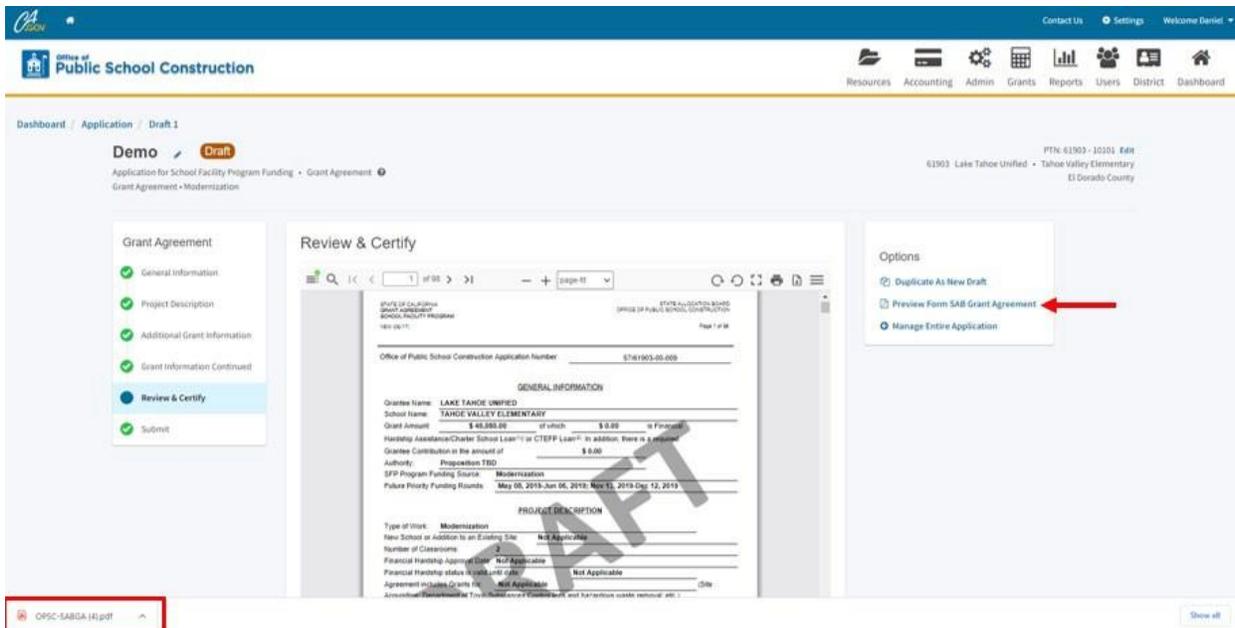
This will take you to the Application Screen. The Grant Agreement tile will be highlighted on the left side of the screen, and you will see the Grant Agreement listed as a Draft. Click anywhere on the Grant Agreement line item.

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'. The left sidebar contains a table of contents with the following items:

- 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
- 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 Acquisition
- 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

The main content area shows the 'GENERAL INFORMATION' and 'PROJECT DESCRIPTION' sections of the grant agreement. The 'GENERAL INFORMATION' section includes:

- 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⁽¹⁾ or CTEFP Loan⁽²⁾. 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

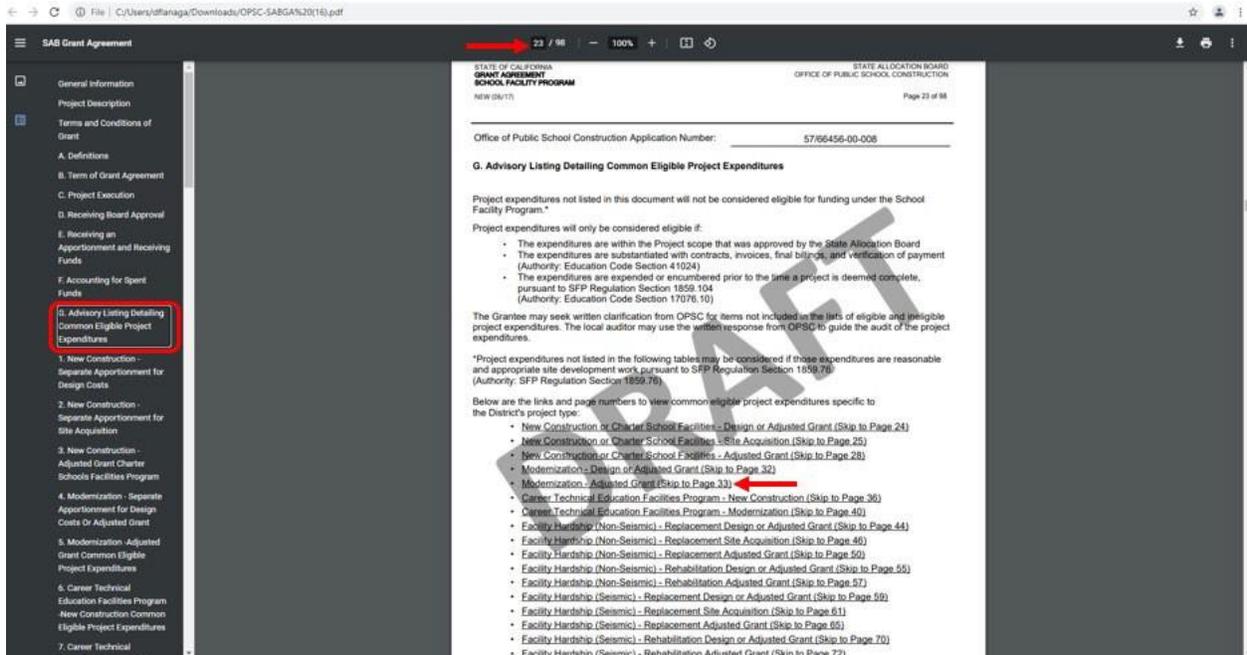
The 'PROJECT DESCRIPTION' section includes:

- 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:

Footnote (1): 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.

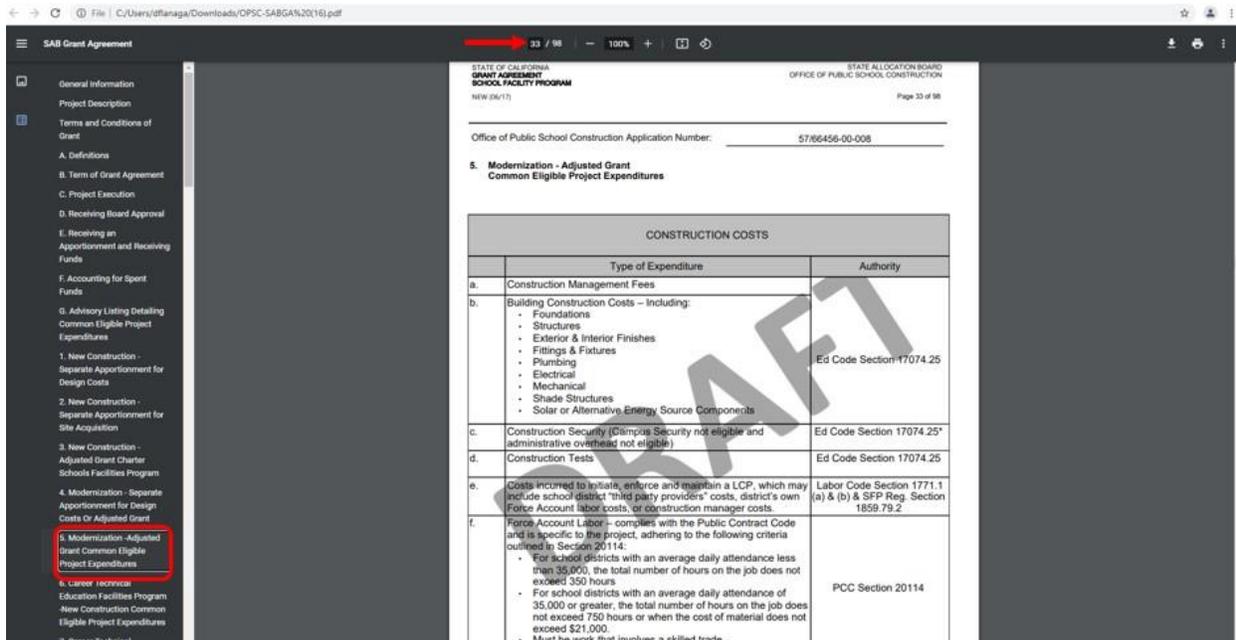
This will take you to page 23 of the Grant Agreement which lists the page numbers of common expenditures by project type. In our example we will look at the table for *Modernization – Adjusted Grant Common Eligible Project Expenditures*. Type in page number 33 at the top of the screen and press enter.

Grant Agreement PDF Screen:



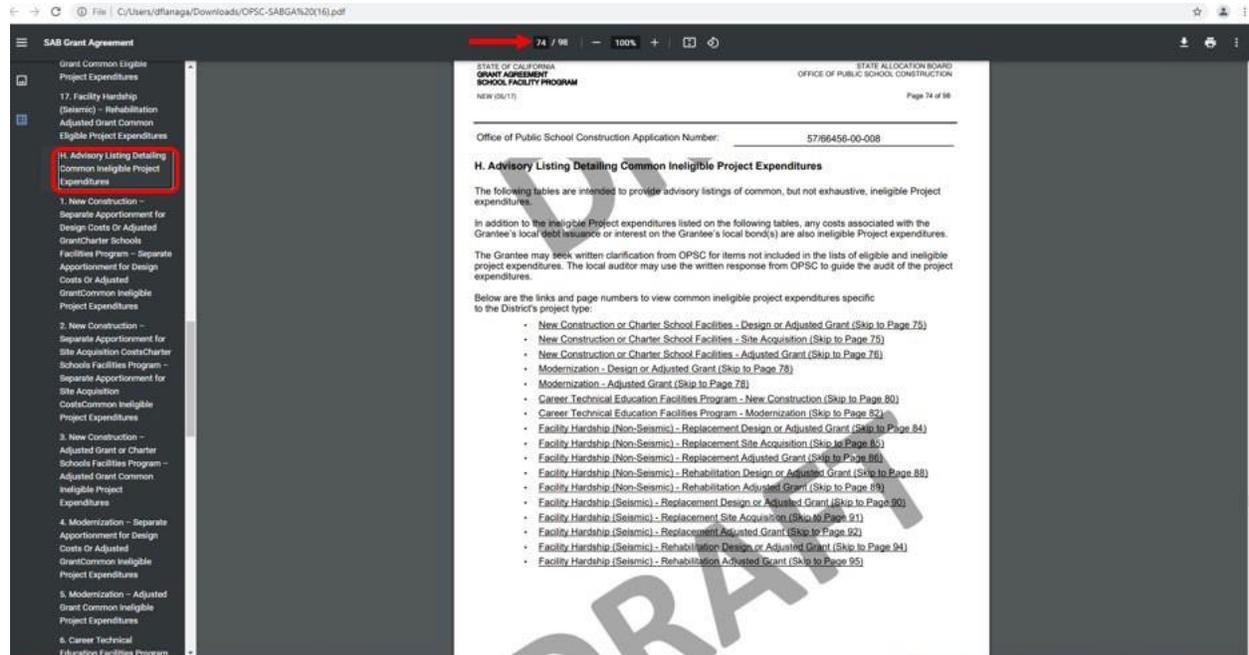
This will take you to the page of the Grant Agreement that has a table of common eligible expenditures for a modernization project.

Grant Agreement PDF Screen:



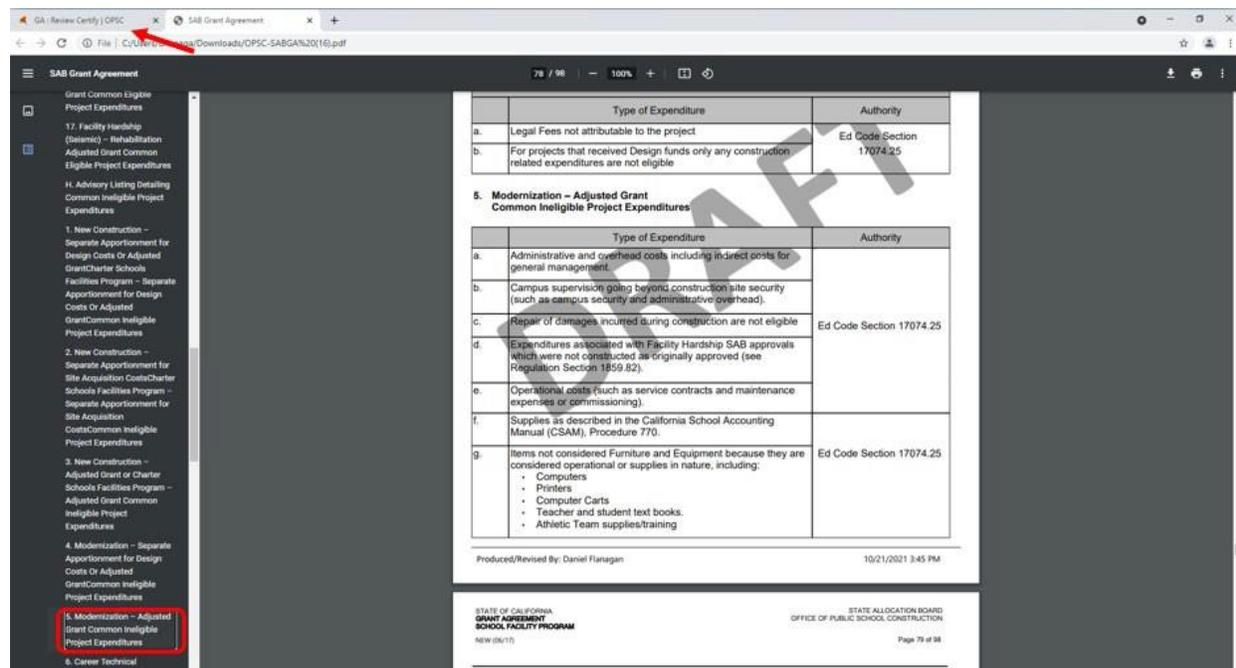
Use the bookmarks or enter the page number at the top of the screen to navigate the Grant Agreement PDF. Page 74 of the Grant Agreement lists the page numbers of common ineligible project expenditures by project type.

Grant Agreement PDF Screen:



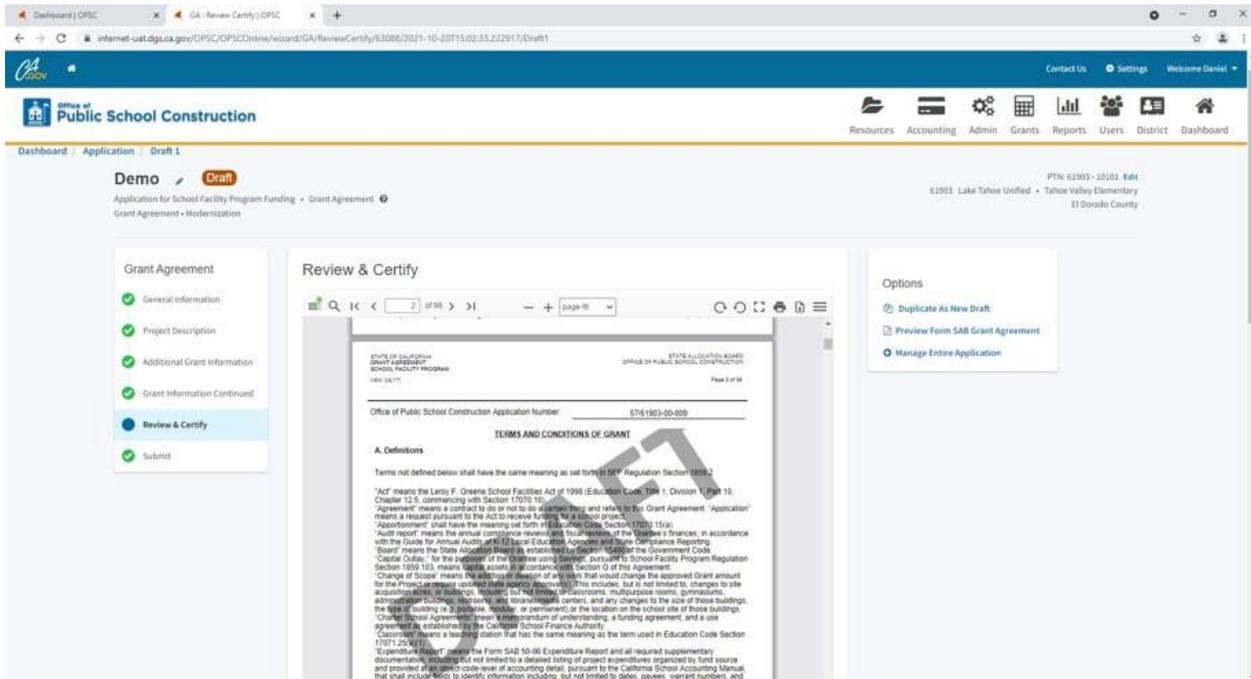
After reviewing the Grant Agreement, go back to the Review & Certify screen by clicking on the first window tab at the top of the browser.

Grant Agreement PDF Screen:



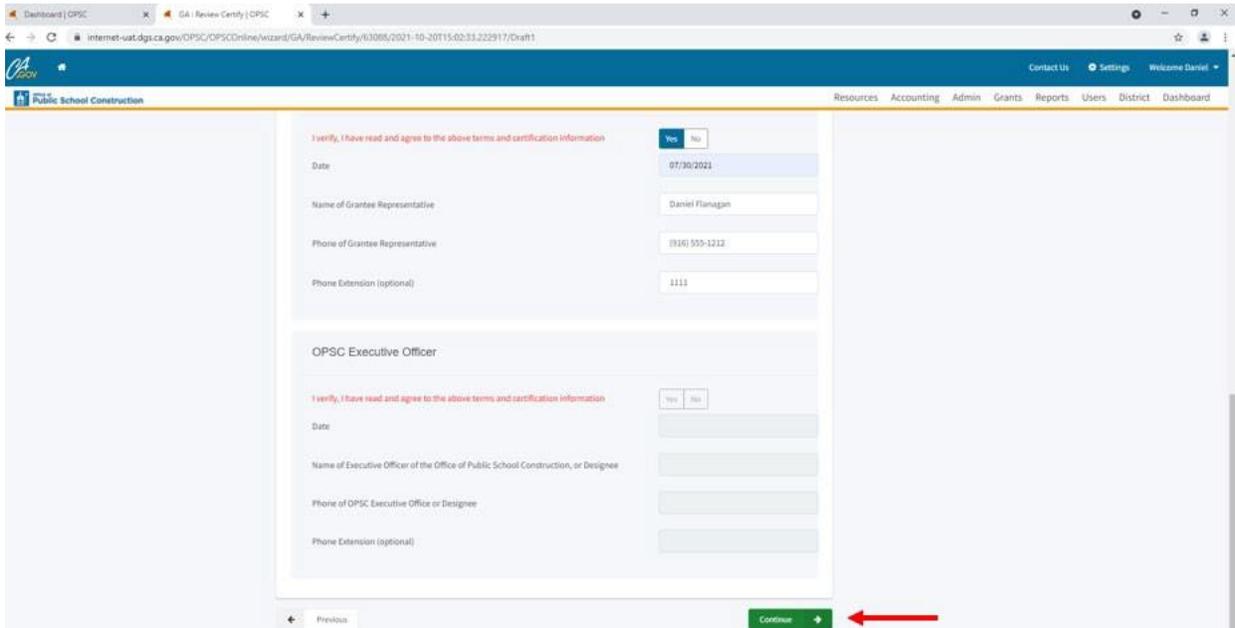
This will take you back to the Review & Certify screen. Scroll down to the bottom of the page.

Review & Certify Screen:



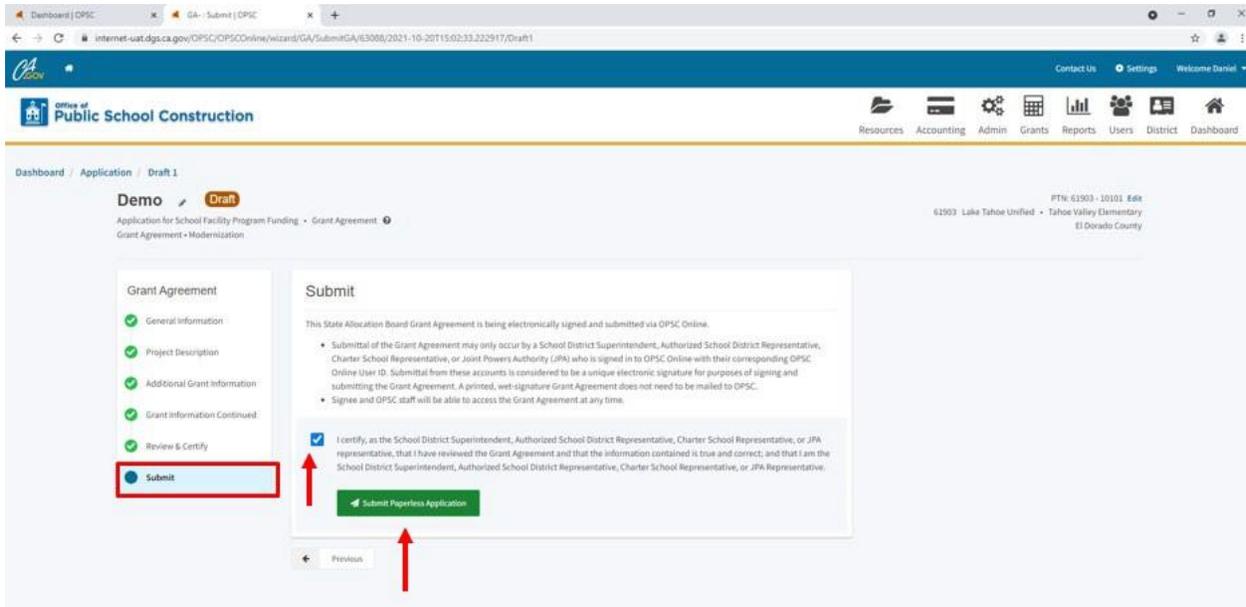
At the bottom of the Review & Certify screen, the authorized district representative will click on the Yes button and enter their name, date, and phone number. Click on *Continue*.

Review & Certify Screen:



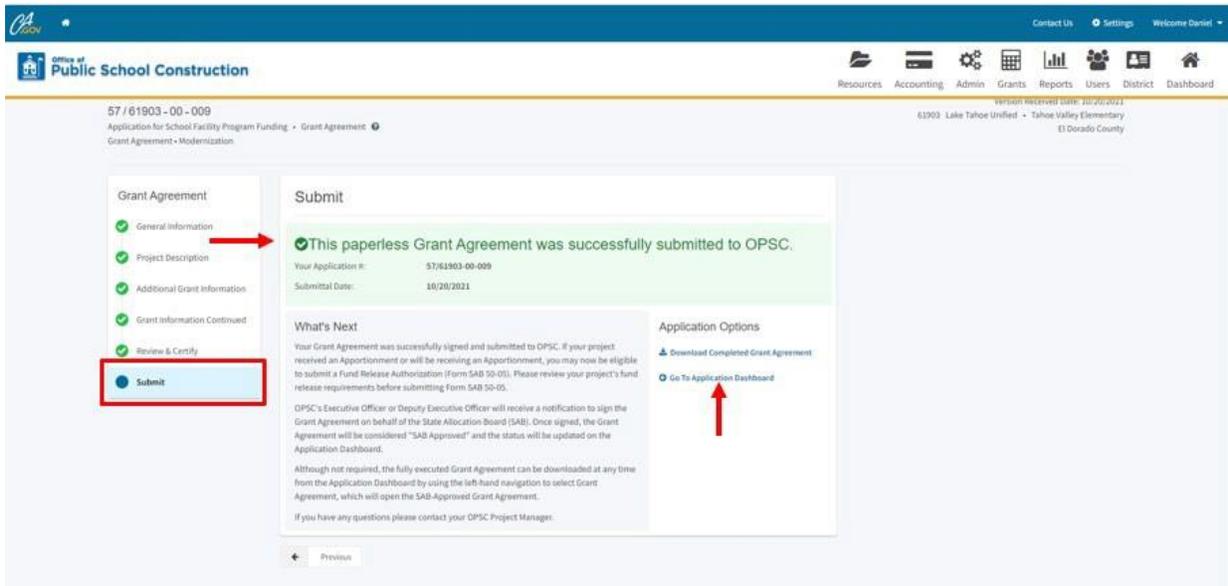
This will take you to screen to submit a paperless Grant Agreement signed by an Authorized District Representative. Check the certification box and click on *Submit Paperless Application*.

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 Submitted

Grant Agreement 57 / 61903 - 00 - 009

Application for School Facility Program Funding • Grant Agreement • Grant Agreement • Modernization

PTN: 61903 - 10101 64K
Received Date: 10/20/2021
61903 Lake Tahoe Unified • Tahoe Valley Elementary
El Dorado County

50-04 Create Linked 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 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

Once the paperless Grant Agreement is signed by the Executive Office of OPSC, the Grant Agreement status will change to SAB Approved. Top 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 Search All

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:

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
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

Submitted Versions

Name	Status	Version Received Date	Submitted By	Updated	
Version 1	Grant Agreement	10/20/2021	Daniel Flanagan	10/20/2021	Options

Drafts
No Drafts

Uploaded Files Upload File **Activity** 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:

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

STATE OF CALIFORNIA
OFFICE OF PUBLIC SCHOOL CONSTRUCTION
SCHOOL FACILITY PROGRAM
10/20/21 Page 1 of 10

Office of Public School Construction Application Number: 5761903-00-009

GENERAL INFORMATION

Grant 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⁽¹⁾ or CTEFP Loan⁽²⁾: In addition, there is a required
Grantor 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 in audit cycle 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:

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 E&R
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

STATE OF CALIFORNIA
OFFICE OF PUBLIC SCHOOL CONSTRUCTION

Office of Public School Construction Application Number: 57/61903-00-009

GENERAL INFORMATION

Grantee Name: LAKE TAHOE UNIFIED
School Name: TAHOE VALLEY ELEMENTARY
Grant Amount: \$ 48,000.00 of which \$ 0.00 is Financial
Hardship Assistance/Charter School Loan⁽¹⁾ or CTEFP Loan⁽²⁾. 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 06, 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

Agreement includes Grants for: Not Applicable (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:
Toilets, ADA walkway, etc.

OPSC-SABSA (11).pdf

Show all

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:

SAB Grant Agreement

1 / 98 100% +

STATE OF CALIFORNIA
GRANT AGREEMENT
SCHOOL FACILITY PROGRAM
NEW (06/17) Page 1 of 98

STATE ALLOCATION BOARD
OFFICE OF PUBLIC SCHOOL CONSTRUCTION

Office of Public School Construction Application Number: 57/61903-00-009

GENERAL INFORMATION

Grantee Name: LAKE TAHOE UNIFIED
School Name: TAHOE VALLEY ELEMENTARY
Grant Amount: \$ 48,000.00 of which \$ 0.00 is Financial
Hardship Assistance/Charter School Loan⁽¹⁾ or CTEFP Loan⁽²⁾. 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 06, 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

Agreement includes Grants for: Not Applicable (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:
Toilets, ADA walkway, etc.

(1) Loan repayment shall commence no later than one year after project occupancy (pursuant to Education Code Section 17078.57(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.
(2) Terms of the loan shall be in accordance with SFP Regulation Section 1859.106.1.

Section 8: Form SAB 50-05 Fund Release Requests

A District may submit a (Form SAB 50-05 any time after the SAB has approved a project apportionment, provided the district is able to make all of the certifications listed on the Form. The District has 90 days from the day of Priority Funding Apportionment to submit a Form SAB 50-05 or a non-participation occurrence is incurred.

In order 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. 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.

Application Screen:

Office of Public School Construction

Resources Grants Users District Dashboard

Dashboard / Application

50/66431-05-002 **SAB Approved**

New Construction

50 / 66431 - 05 - 002

Application For Funding • Form SAB 50-04

New Construction • Full Grant

PTN: 66431 - 90 Edit
Received Date: 08/17/2018
Anaheim Union High • Dale Junior High

50-04 **Create Linked 50-04**

50/66431-05-002 **SAB Approved**

NC

50-05 **Create Linked 50-05**

You may now complete and submit an SAB 50-05 form.

Sub. Prog / 50-06 **Create Linked 50-06**

You may now complete and submit an SAB 50-06 form.

Eligibility
See the current baseline for >
Anaheim Union High

Submitted Versions **Review Grants >**

Name	Status	Version Received Date	Submitted By	Updated
Version 1	SAB Approved		adrian.felseghi@dgs.ca.gov	08/21/2018

Drafts

No Drafts

Uploaded Files **Upload File**

No Files

The user will fill in each section of Form SAB 50-05 and click *Create Linked Application*.

Application Screen:

The screenshot shows the 'Create Linked Application' interface. On the left sidebar, there are navigation options for '50-04' (SAB Approved) and '50-05' (Draft). The main content area is titled 'Create Linked Application' and contains the following fields:

- 'Select a linked application type' dropdown menu with 'Fund Release Authorization 50-05' selected.
- 'Select at least one submitted funding application phase (50-04) to link to this 50-05:' section with a 'Full Grant' checkbox.
- 'Please enter application nickname' text input field.
- 'Clear' and 'Create Linked App' buttons at the bottom right.

It will create a fund release draft which the user should click on to fill out.

Application Screen:

The screenshot shows the 'Drafts' section of the application. The left sidebar shows '50-05' as 'Test Draft' and 'Fund Release Auth'. The main content area is titled 'Drafts' and features a table of draft entries:

Name	Status	Created By	Last Edited By	Updated	
Draft 1	Draft	Anaheim Representative	Anaheim Representative	04/30/2020	Options

Below the table is an 'Uploaded Files' section with an 'Upload File' button and a 'No Files' message. On the right side, there is a 'New Blank Draft' button. The top right corner shows user information: 'PTN: 66431 - 90 Edit' and 'Anaheim Union High - Dale Junior High'.

The user will fill in each section of the Form SAB 50-05 with the pertinent information. If users want to make changes to any of the sections while reviewing the District's form, the user will click on *Edit Page*, changes will be saved once continue is clicked. The top corner of the application shows who and when an application was last updated by.

Form SAB 50-05 Application Screen:

The screenshot shows the 'Review' stage of the Form SAB 50-05 application. The top navigation bar includes 'Resources', 'Grants', 'Users', 'District', and 'Dashboard'. The main header displays 'Office of Public School Construction' and 'Dashboard / Application / Draft 1'. A red box highlights the top right corner, showing the application ID 'PTN: 64733 - 5226' and the last update information: 'Last updated by OPSCTestACCT1 at 03:06 PM Feb 21 2020'. The left sidebar lists various form sections, with 'Review' selected. The main content area shows the 'Design Only Prelim Charter Appt' section, which includes a 'Design only' heading and three certification statements, each followed by a '(not answered)' status. A red box highlights the 'Edit Page' button at the bottom of the form.

Once the user has verified that everything on Form SAB 50-05 is complete and correct, then the user will click *Submit Paperless Application*.

Form SAB 50-05 Submittal Page:

The screenshot shows the 'Submit' stage of the Form SAB 50-05 application. The top navigation bar includes 'Resources', 'Grants', 'Users', 'District', and 'Dashboard'. The main header displays 'Office of Public School Construction' and 'Dashboard / Application / Version 1'. The application ID '50/66431-05-002' is shown with a 'SAB Approved' status. The main content area features a green success message: 'This paperless application was successfully submitted to OPSC.' Below this, the application ID and submittal date (08/17/2018) are displayed. The 'What's Next' section provides instructions on reviewing and downloading the application. The 'Application Options' section includes links for 'Upload Remaining Files', 'Review Required Documents', 'Download Completed Form', and 'Go To Application Dashboard'. A 'Previous' button is visible at the bottom left.

The District can review the status of its forms on the Application screen.

Application Screen:

The screenshot shows the 'Application' screen for a Fund Release Authorization. The main header includes 'CA GOV' and 'Office of Public School Construction'. The page title is '50/66431-05-002 Fund Release Authorization'. A 'Test' form is shown as 'Submitted'. Below this, there is a table titled 'Submitted Versions' with the following data:

Name	Status	Version Received Date	Submitted By	Updated
Version 2	Submitted	04/30/2020	Anaheim Representative	04/30/2020
Version 1	Submitted	04/30/2020	Anaheim Representative	04/30/2020

Below the 'Submitted Versions' table is a 'Drafts' section with a table:

Name	Status	Created By	Last Edited By	Updated
Draft 1	Draft	Anaheim Representative	Anaheim Representative	04/30/2020

The 'Submitted Versions' table has a red box around the 'Status' column, and the 'Drafts' table has a red box around the 'Draft 1' row.

If the user has already submitted a Form SAB 50-05 and needs to make any changes, the user can click on the submitted version, and will then click on *Options*, then on *Duplicate as Draft*. By creating a duplicate draft, information from the previously submitted form will prepopulate to the new draft and users can make changes as needed.

Application Screen:

This screenshot is similar to the previous one but highlights the 'Options' dropdown menu for the 'Submitted Versions' table. The dropdown menu is open, showing the following options:

- Options
- Duplicate As Draft
- Copy Link

The 'Drafts' table below also has a red box around the 'Draft 1' row, which is highlighted in red. The 'Submitted Versions' table has a red box around the 'Options' dropdown for the 'Version 2' row.

Section 9: 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 the *Create Linked 50-06*. Select the type of progress report: Substantial Progress - Design, Separate Site, or Adjusted Grant, 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 and fill out the remaining section and click *Create Linked App*.

Create Linked Application

Select a linked application type Substantial Progress / Expenditure Report ▾

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.

The screenshot shows a web interface for reviewing a form. On the left is a vertical navigation menu with four items: 'Adjusted Grant Progress Rep ...' (with an orange warning icon), 'Certification', 'Review' (highlighted in blue), and 'Submittal'. The main content area is titled 'Review' and contains a section header 'Adjusted Grant Progress Report' with an orange warning icon. Below this are four text input fields, each with a label and a response status: 1. 'At least 75 percent of all site development work that is necessary prior to building construction activity is complete.' (not answered). 2. '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). 3. 'All construction activities are at least 50 percent complete.' (not answered). 4. '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). Below these fields is a red note: '(Please enter values in at least one section)'. At the bottom center is a red-bordered button labeled 'Edit Page →'. On the right side, there are two panels: 'Sections' with 'Adjusted Grant Progress Report' and 'Certification' buttons, and 'Options' with four links: 'Duplicate As New Draft', 'Upload file(s) for this application', 'Preview Form Substantial Progress', and '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 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

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 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 Expenditure Report and 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 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:

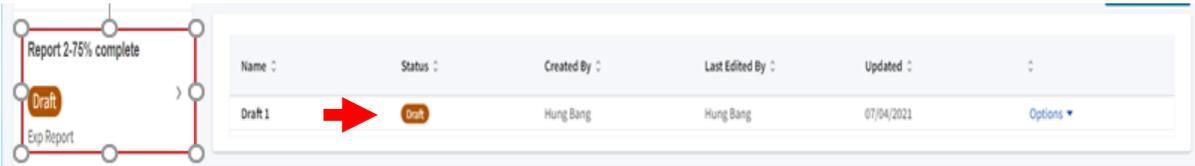
Design Only (Sep Apprt)

Full Grant

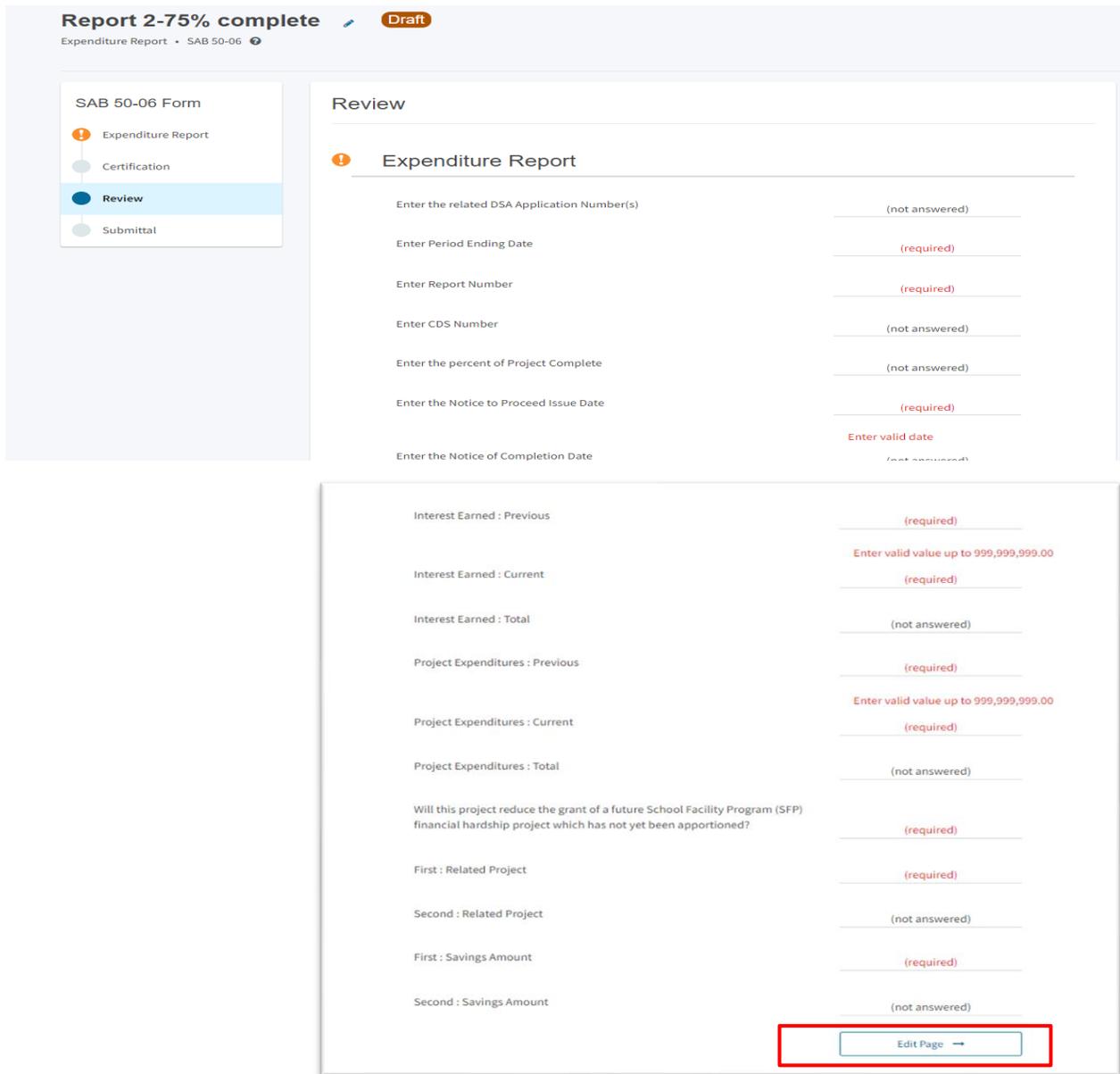
Please enter application nickname Report 2-75% complete

 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.



In the Left-Hand Navigation are the required pages that need to be completed. Complete the Expenditure Reports and Certification pages with the pertinent information and click *Continue*.

Expenditure Report

SAB 50-06 Form

- Expenditure Report
- Certification
- Review
- Submittal

Enter the related DSA Application Number(s) 02-45678

Press the Enter key to save

Enter Period Ending Date 07/04/2021

Enter Report Number 2

Enter CDS Number

Enter the percent of Project Complete 75

Enter the Notice to Proceed Issue Date 03/04/2018

Enter the Notice of Completion Date 05/06/2019

	Previous Report	Report Period	Total to Date
District Funds or Joint-Use Partner(s) Contribution	\$ 500,000	\$ 1,000,000	\$ 1,500,000
State Funds	\$ 500,000	\$ 1,000,000	\$ 1,500,000
Interest Earned	\$ 2,500	\$ 500	\$ 3,000
Project Expenditures	\$ 250,000	\$ 2,500,000	\$ 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? Yes No

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 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, 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 review 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 will 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 prepopulate 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 associate the expenditure report or substantial progress.

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 and 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. 5/29/17)										
4	SCHOOL DISTRICT:					COUNTY:	PROJECT NUMBER:				
5	DATE	PAYEE	WARRANT NUMBER	AP#NUMBER	FUND CODE	OBJECT CODE	FINANCIAL HARDSHIP PROJECTS	NEW CONSTRUCTION PROJECTS	MODERNIZATION PROJECTS	DEFERRED MAINTENANCE	OTH FACILI
6											
7											
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 arrow):

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

- Detailed Listing of Project Expenditures (DLOPE)
- Substantial Progress-Other Evidence
- Construction Contract
- Accepted Bid Docs
- Project Information Worksheet (PIW)
- Labor Compliance Program (LCP)
- Notice to Proceed (NTP)
- General Ledger
- Change Orders
- Date of Occupancy
- Qualification Appraisal/Selection Process**
- Financial Hardship Encumbrances
- DVBE
- Accounting Written Policy Procedures

Section 10: 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, Office of Public School Construction, and links for Resources, Grants (highlighted with a red box), Users, District, and Dashboard. Below the navigation bar, the page title is "Dashboard / Grant Calculator". The main heading is "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 located 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, Office of Public School Construction, and links for Resources, Grants, Users, District, and Dashboard. Below the navigation bar, the page title is "Dashboard / Application". The main heading is "50/66431-05-002 SAB Approved". The application details include: "50 / 66431 - 05 - 002", "Application For Funding - Form SAB 50-04", and "New Construction - Full Grant". A green "Review Grants" button is located on the right side of the page. Below the application details is a table titled "Submitted Versions" with the following data:

Name	Status	Version Received Date	Submitted By	Updated	Options
Version 1	SAB Approved		adrian.felseghi@dgs.ca.gov	08/21/2018	Options

Below the table is a section titled "Drafts" with the text "No Drafts".

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.

Section 11: Future Functionality

Future enhancement 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.

Section 12: 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.