





OPSC ONLINE USER GUIDE



Office of Public School Construction

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General Navigation of OPSC Online
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Site Information
Project Type
Additional Grant Request
Excessive Cost Hardship
Adjust Eligibility/Joint-Use
Project Progress
Licensed Architect

Licensed Design Consultant Certification Review Submit and Upload Documents Adjusted Full Grant Funding Application Site Information Project Type Additional Grant Request **Excessive Cost Hardship** Adjust Eligibility/Joint-Use **Project Progress** Licensed Architect Licensed Design Consultant Certification Review Submit and Upload Documents Revising a Form SAB 50-04 Create a New Draft Updating the Application Nickname **Reviewing the Application Status** Navigation to Application Components and Program Modules

Section 11. Grant Agreements

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Introduction

Creating an Application for Charter Preliminary Apportionment (Form SAB 50-09) in OPSC Online – New Construction

User Dashboard

Create New Application

Application Details

Preference Points

Funding Matrix Criteria

Project Capacity

Site Information

Project Costs

California School Finance Authority Lease

Project Progress

Certification

Review

Submit and Upload Documents

Creating an Application for Charter Preliminary Apportionment (Form SAB 50-09) in OPSC Online – Rehabilitation

User Dashboard

Create New Application

Application Details

Preference Points

Funding Matrix Criteria

Project Capacity

Site Information

Project Costs

California School Finance Authority Lease

Project Progress

Certification

Review

Submit and Upload Documents

Revising a Form SAB 50-09

Application Dashboard

Create a Duplicate Draft Updating the Application Nickname Updating the PTN **Upload Additional Documents Copy Application Link Reviewing the Application Status** Creating a Charter Application for Funding (Form SAB 50-04) in OPSC Online – New Construction Introduction User Dashboard Create Linked 50-04 Site Info **Project Type** Additional Grant Request **Excessive Cost Hardship** Alternative Developer Fees/Adjust Eligibility Joint Use/Career Technical Education (CTE) **Project Progress** Licensed Architect Licensed Design Consultant Certification Review Submittal Creating a Charter Application for Funding (Form SAB 50-04) in OPSC Online -Rehabilitation Introduction User Dashboard Create Linked 50-04 Site Info Project Type **Excessive Cost Hardship** Alternative Developer Fees/Adjust Eligibility Joint Use/Career Technical Education (CTE) **Project Progress**

Licensed Architect Licensed Design Consultant Certification Review Submittal Revising a Form SAB 50-04 Application Dashboard Create a Duplicate Draft Updating the Application Nickname Updating the PTN Upload Additional Documents Copy Application Link Reviewing the Application Status







OPSC ONLINE USER GUIDE



Introduction to OPSC Online

Introduction

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

Key Functionality includes:

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

Accessing OPSC Online:

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

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

OPSC Online Login Page:

Cheen •					Contact Us	Settings	륀 Log In
💼 Public School Construction		¢					^
		Project Reporting Beto	Resources	Grants	Enrollment Projection	District	Dashboard
Dashboard / User / Login							
	Public School Construction						
	SIGN IN TO CONTINUE						
	Enter email Solution This field is required						
	Password 🔒						
	SIGN IN						
	Forgot your password or other trouble signing in?						
ht and a second s	Don't have an account? Request a new account						
	For additional guidance please review the OPSC Online User Guide						
	W3C WAT-AA WEAG 2.1						

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 <u>OPSCOnlineSupport@dgs.ca.gov</u>.

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

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

Dashboard

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

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

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

ŝ	Public School Construction						Project Reporting Anto	Resources	Grants	Enrollment Projection	Users	District	A Dashboard
Dashl	board												
Fu	nding Applications	5											
	Create New SFP Funding Application	1 Create New Pro	eschool/TK/FDK Funding Application				٩	Filter 20	0 application	5		5	iearch All
	Application Name 个	Project Type 🗘	Status 0	OPSC App # ≎	School/Site 0	District 0	DSA Number 0		Project Trac Number 0	king OPSC Recei	ved 0	Last Upda	ted ≎
	50/67439-00-001	Adjusted Grant	Archived	50/67439-00-001	Freeport Elem. (Aka Capitol Collegiate Acad.)	Sacramento City Unified				03/01/2004		04/07/200	5
	50/67439-00-001	Exp Report	Archived	50/67439-00-001	Freeport Elem. (Aka Capitol Collegiate Acad.)	Sacramento City Unified				03/30/2006		04/07/200	5
	50/67439-00-002	Adjusted Grant	Archived	50/67439-00-002	Small High School (Genesis High)	Sacramento City Unified				01/25/2007		06/22/201	2
	50/67439-00-002	Exp Report	Archived	50/67439-00-002	Small High School (Genesis High)	Sacramento City Unified				03/27/2012		06/22/201	2
	50/67439-00-002	NC	SAB Approved	50/67439-00-002	Small High School (Genesis High)	Sacramento City Unified			67439-85	11/19/2004		11/01/200	5
	200 Apps Total Items Per Page	5 ¥								First Prev 1	2 3 4	5 Next	Last
												Export To	Excel

Dashboard Screen:

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

Dashboard Screen:

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							Project Reporting Beto	Resources	Grants	Enrollment Projection	Users	District	Dashboard
Das	hboard												
F	unding Applications	\$											
	Create New SFP Funding Application	1 Create New Pre	eschool/TK/FDK Funding Application				Q	. Filter 20	0 application	S		S	earch All
	Application Name A	Project Type 🗘	Status û	OPSC App # 🗘	School/Site \hat{z}	District 0	DSA Number 🗘		Project Track Number 0	king OPSC Receiv	ed 0	Last Updat	ed 0
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	50/67439-00-002	Adjusted Grant	Archived	50/67439-00-002	Small High School (Genesis High)	Sacramento City Unified				01/25/2007		06/22/2012	
	50/67439-00-002	Exp Report	Archived	50/67439-00-002	Small High School (Genesis High)	Sacramento City Unified				03/27/2012		06/22/2012	
	50/67439-00-002	NC	SAB Approved	50/67439-00-002	Small High School (Genesis High)	Sacramento City Unified			67439-85	11/19/2004		11/01/2005	
	200 Apps Total Items Per Page	5 🗸								First Prev 1	2 3 4	5 Next	Last
												Export To	Excel

Â

Redirects users to the Dashboard screen from any page.



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



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



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

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

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

G

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

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

User Management

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

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

User Management Screen:

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Public School Construction			¢ > 🖩 🛙	II 🗳	
			Project Reporting Beto Resources Grants Enrollmer	nt Projection Users I	District Dashboard
Dashboard / User Management User Management			Filter by name, email, phone, role	 User Dashboard User Companies 	
Name ^	Email 0	Phone 0	District/Role 0	Last Login 🗘	Active 0
Amanda Lopez	amandaexternal@dgs.ca.gov	(916) 555-5555	Sacramento City Unified (Local Educational Agency Super Delegate)	Apr 23, 2025	

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

Add User Screen:

Duble School Construction	¢		Ħ		30 2	a ≡	*
	Project Reporting pro	Resources	Grants	Enrollment Projection	Users	District	Dashboard
Dashboard / UserManagement / Create User							
User Management							
Step 1: Add User	Step 2: A	dd User Access					
Envail Address Enter an envail to add a uner.							

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

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Public School Construction		¢	5	Ħ		-		*
		Project Reporting pro	Resources	Grants	Enrollment Projection	Users D	District	Dashboard
Dashboard / User Management / Create User								
User Management								
Step 1: Add User		Step 2: A	dd User Access					
2	Prolie							
	Email Address							
	UserName Reid is required WID to the Chartame							
	Title Please select a title							
	First Name							
	Last Name							
	Office Phone							
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	ottonal							
	Secondary Email							
	optional							
	Street Address:							
	Obc				L.			
	State:							
	Zip Code:							
	Cancel Save & Continue 🔶							

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

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

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

Crea	ate User Scre	en:											
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							 Project Reporting peo	Resources	Grants	Enrollment Projection	Users	District	Dashboard
	Dashboard / User Managen	nent / Create User											
	User Managem	nent											
			Step 1: Add User				Step 2: A	dd User Access					
		Access											
		District 0	Rol	e û	Expires 0	¢							
		0 total											
										Add Access			

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

Add/Edit Access Screen:

Add/Edit Access			×
District			c
Select District			•
required			
Role			
Select Role			•
required			
Expires			
Save			
e.^	Expires .	·	

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

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

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

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

Users can change their password by clicking on Change Password.

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				Project Repo	ting pro Resource	s Grants	Enrollment Projection	Users	District Dashboar	d
Dashboard / User / User Profile										
Manage Your Profile										
Profile										
Mr OPSC External User										
5735 47th Avenue										
Sacramento, CA, 95824										
Edit Profile										
2 Change User Name										
Manage Profile										
District 0	Role 0	Company ©	Expires 0							
67439 Sacramento City Unified	Local Educational Agency Superintendent									
1 total				* *						

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	×
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Passwords must have:	
 at least one special characteri 	
 acteast one special character (# \$ % & & etc.) 	e.g. @,
 at least one number (0-9). 	
 at least one uppercase letter. 	
 at least one lowercase letter. 	
New Password	Q _t
	a,
Retype Password	
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Reset	
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 Delegate's access will also be available under Manage Profile through the User Dashboard.

Manage Profile Screen:

Officer *								Contact Us	O Set	ings W	/elcome OPSC 🝷
Public School Construction					Project Reporting project	Resources	Grants	Enrollment Projection	Users	District	A Dashboard
Dashboard / User Management / User Profile											
Manage Profile											
0	Access Mr OPSC Representative has access as listed below.									۵.	dd Access
Profile	District 0	Role 0	Expires 0	\$							
Mr OPSC Representative	67439 Sacramento City Unified	Local Educational Agency Representative		Edit Delete							
D S opscrepresentative@dgs.ca.gov S	1 total										
ADDRESS											
SACRAMENTO CITY UNIFIED 5735 47th Avenue											
Sacramento, CA, 95824											
Edit Profile Confirm											
If Change User Name 94 Change Password											







OPSC ONLINE USER GUIDE



Section 1. New Construction Eligibility

New Construction Eligibility

New Construction Eligibility Establishment

Before a district can submit a funding application for the School Facilities Program's (SFP) New Construction Program, the district must submit an application to determine new construction eligibility. New construction eligibility is normally determined on either a district-wide basis, or sometimes based off of High School Attendance Areas (HSAA). Authorized users will have the capability to create, review, and submit eligibility establishments/updates and will have access to review existing ledgers showing the history of the district's eligibility activity. This will allow users to see the historical eligibility and remaining eligibility details for their district. Eligibility forms include the Enrollment Certification/Projection (Form SAB 50-01), Existing School Building Capacity (Form 50-02), and Eligibility Determination (Form SAB 50-03).

To access Eligibility, click on "District" and select a District Name.

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Public Sci	nool Construction		Project Reporting Brea	Resources	Grants	Enrollment Projection	Users	ict Dashboard
Dashboard / District								
Select A D	strict							
	District 0	Role 0	Company 0					
	67439 Sacramento City Unified	Local Educational Agency Superintendent						
	1 items Total				Fi	st Prev 1 Next Last	÷	

District Screen:

Once a District has been selected, users can review eligibility establishments/updates which have been drafted or submitted.

By clicking on "New Eligibility Application" users are directed to the Eligibility Wizard page, where users can create new applications for eligibility establishments and updates.

District Eligibility Applications Screen:

Gov •											Contact U	s 🐠	Settings	Welcome Test	
Public Scl	hool Constru	ction						C.	Bacaurra	Grante				A	
eashboard / District 67439 Sacra acramento County Eligibility Manage Sit	Ibbard / District '439 Sacramento City Unified amento County Igbility Manage Sites District Contacts District Uploaded Docs Financial Hardship														
District Eligibi	lity Applicatio	NS Tune ≏	Enrollment Year 🗅	HSAA ^	Site Name 🗅	Received Date ^	Lindated v	New Eligibility Appli	cation	V Sele	ect a High School Attendance rmation:	S Area belor	w for Eligib	ility Baseline	
Cmp Capitol Campus Establishment	SAB Approved	Est Mod	20/21	District-Wide	California Montessori Project - Capitol Campus	10/07/2022	10/12/2022			(0	ype to filter the HSAA 0) District-wide			>	
Sacramento City 19-20 Cbeds	SAB Approved	Adj Nc	19/20	District-Wide		05/06/2020	12/30/2020			(0	1) Rosemont			>	
67439	SAB Approved	Adj Mod	13/14	District-Wide	John H. Still	11/27/2019	12/24/2020								
Leonardo Da Vinci	SAB Approved	Adj Mod	13/14	District-Wide	Da Vinci (Leonardo) Elementary	12/02/2019	12/24/2020								
4 Total Items	Per Page 25 🗸							First Prev 1 Next	Last						

The Eligibility Wizard guides users through the application to fill out information for establishment (Est) or adjustment (Adj) users wish to complete. The user will need to select the district, the type of application, the Attendance Area involved (if applicable), and the enrollment year being used. An Application Nickname is required prior to clicking "Continue".

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			¢				≜ ≡	*
			Project Reporting pero	Resources	Grants	Enrollment Projec	tion District	Dashboard
Dashboard / District / Eligibilitywizard								
	Establish or Adjust District Eligibility							
	District Selected	Anabeles Heise High						
		Ananem onion righ						
	Select Eligibility Application Type	Please select an option	*					
	Select High School Attendance Area	Please select an option	v					
	Select Enrollment Year	Please select an option	~					
	Enter An Application Nickname		_					
		L						
		Cancel X Continue	•					

Form SAB 50-01 Eligibility Wizard:

Please note that for New Construction eligibility establishments, the user will provide the data for the Forms SAB 50-01, 50-02, and 50-03.

Form SAB 50-01 Enrollment Certification Projection

Once the Form SAB 50-01 Enrollment Eligibility wizard loads, the user will select whether the application is for a Fifth-Year or a Tenth-Year projection by selecting the applicable option as the type of Enrollment Projection. Next, the user will select the type of HSAA Residency Reporting, if applicable. If so, the user will select between Attendance and Residency. Lastly, the user will select the type of weighting. There are three types of weighting options: Standard, Alternate, and Modified (please note that Alternate and Modified weighting options are only available for Fifth-Year Projections).

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ool Construction										Proj	ect Reportin	g øn∞ Reso	urces G	irants	Enrollment Projection	Users	District	A Dashboard
Eligibility	Form SAB	50-01 Enro	ollment			r					Optio C Dup	1S licate As Draf						
 50-02 School Building Capacity 50-03 Eligibility Determination 	Please select HSAA R	ridency Reporting	(HSAA Districts	Only)			This fiel	d is required			🗎 Dele 🕑 Cop 🕒 Prev	te Draft y Link iew Eligibility	Forms					
Certification	Select a Weighting						This fiel	d is required		•	Upload	ded File	s		Upload File 8			
	Part A: K-12 Pupil D	ata				L							No F	iles				
	7th prev.	6th prev.	5th prev.	4th prev.	3rd prev.	2nd	l prev.	22/23	23/24									
	к																	
	1																	
	3																	
	4																	

Form SAB 50-01 Eligibility Wizard:

The user will input the K-12 Pupil Data in Part A per the Form SAB 50-01 instructions.

Form SAB 50-01 Eligibility Wizard:

lic School Constru	uction										Project	Reporting pro	Resources	Grants	Enrollment Projection	U sers	District	
Eligibili	ty	Form	n SAB 50	-01 Enro	llment							Options						
50-01	1 Initial Enrollment	Select th	ne Enrollment Pro	ojection								Duplicate Delete Dra	As Draft					
50-02	2 School Building Capacity							This fie	ld is required			Copy Link	t.					
S0-03	8 Eligibility Determination	Please s	elect HSAA Resid	lency Reporting	(HSAA Districts	Only)				`		🔁 Preview E	ligibility Form					
Certi	fication	Select a	Weighting									Inlanded	Files					
Subn	nit							This fie	ld is required			Jpioaded	Files		Opicad Pile 6			
		Part A: I	K-12 Pupil Data						_				ING	DENES				
			16/17	17/18	18/19	4th prev.	20/21	21/22	22/23	23/24								
		к									1							
		1																
		2																
		3																
		4																

Once the pupil data in Part A is filled out, the user will be able to check the grand total by school year of the K-12 Pupil Data in Part A by reviewing the Total row located under grade 12.

Form SAB 50-01 Eligibility Wizard:

Chan *														Contact Us	Settings	Welcome Test 👻
Public School Construction										Pn	oject Reporting p	Resources	Grants	Enrollment Projec	tion District	Dashboard
	3	295	294	303	311	289	226	303	333							
	4	267	289	306	296	288	320	245	302							
	5	290	275	289	308	295	277	302	296							
	6	245	249	262	263	288	276	240	300							
	7	230	235	259	258	251	285	274	229							
	8	242	245	255	270	250	250	289	269							
	9	242	233	233	230	265	256	255	294							
	10	228	207	238	245	230	254	243	247							
	11	190	207	228	245	230	250	247	247							
	12	186	189	202	197	202	200	230	212							
	Total	3,310	3,354	3,456	3,443	3,501	3,443	3,383	3,540]						
	Part B: Pu	pils Attendin	g Schools Chart	ered By Anothe	r District					1						
	7th	prev.	6th prev.	5th prev.	4th prev.	3rd prev.	2nd prev.	Prev.	Current							

Please note that some districts do not house every grade level. In those instances, the user will key a zero into the rows for the corresponding grade level, as the system requires a number be entered into all fields.

Once the data in Section A is complete, the user will continue to Part B: Pupils Attending Schools Chartered by Another District and complete that section per the Form SAB 50-01 instructions.

Cator *														Contact Us	• Settings	Welcome Test 👻
Public School Construction											Project Reporting pero	Resources	Grants	Enrollment Projec	tion District	Dashboard
	7	230	235	259	258	251	285	274	229							
	8	242	245	255	270	250	250	289	269							
	9	242	233	233	230	265	256	255	294							
	10	228	207	238	245	230	254	243	247							
	11	190	207	228	245	230	250	247	247							
	12	186	189	202	197	202	200	230	212							
	Total	3,310	3,354	3,456	3,443	3,501	3,443	3,383	3,540							
	Part B: P	upils Attendir	ng Schools Chi	artered By Anoth	er District											
	71	n prev.	6th prev.	5th prev.	4th prev.	3rd prev.	2nd prev.	Prev.	Current	1						
	Part C: C	ontinuation H	ligh School Pu	pils (District Onl	y)					-						
		7th prev.	6th prev.	5th prev.	4th prev.	3rd prev.	2nd prev.	Prev.	Current							
	9															

Form SAB 50-01 Eligibility Wizard:

If the user does not have data to incorporate for Part B, the user will input a zero into the corresponding cells.

Once Part B is confirmed, the user will continue to Part C: Continuation High School Pupils (District Only). In this Part, the user will enter the 9-12 Continuation High School Pupil data per the Form SAB 50-01 instructions.

How •														Contact Us	 Settings 	Welcome Test 👻
Dublic School Construction										Project I	Reporting pro	Resources	Grants	Enrollment Projecti	on District	Dashboard
	12	186	189	202	197	202	200	230	212							
	Total	3,310	3,354	3,456	3,443	3,501	3,443	3,383	3,540							
	Part B: P	upils Attendir	ng Schools Cha	artered By Anot	her District											
	7t	h prev.	6th prev.	5th prev.	4th prev.	3rd prev.	2nd prev.	Prev.	Current							
	Part C: C	ontinuation H	High School Pu	pils (District On	ly)											
		7th prev.	6th prev.	5th prev.	4th prev.	3rd prev.	2nd prev.	Prev.	Current							
	9															
	10															
	11															
	12															
	Total	0	0	0	0	0	0	0	0							
	Part D: S	pecial Day C	lass Pupils (Di	strict or County	Superintendant	of Schools)										
						_										

Form SAB 50-01 Eligibility Wizard:

In some instances, districts do not have data for Continuation High School Pupils to input. In this situation, the user will input a zero into the corresponding fields, as the system requires a number to be entered into all fields.

Once Part C is completed, the user will continue to *Part D: Special Day Class Pupils (District or County Superintendent of Schools)*.

In Part D, the user will have two columns to input which Special Day Class pupils are for Elementary and which are for Secondary. The Elementary and Secondary columns are separated into two rows for Non-Severe and Severe Special Day Class Pupils.

Form SAB 50-01 Eligibility Wizard:

Chow .													Contact Us	• Settings	Welcome Test
Public School Construction										Project Reporting project	Resources	Grants	Enrollment Projec	tion District	Dashboard
11															
12															
Tot	al														
	0	U	0	0	0	0			ų						
Part	D: Special D	ay Class Pupils (District or Cour	nty Superinter	idant of Schools)		-								
		Elementary		Secon	idary		Total								
Nor	n-Severe	This field is requi	ired	This fi	eld is required		0								
Sev	vere						0								
Tot	al	This field is requi	ined	This fi	etd is required	_									
	C. Consid D	Class Daribal			hade (2014)										
Patr	7th prev.	6th prev.	Sth prev.	4th prev	3rd prev.	2nd pr	rv. Prev		Current						
	16/17	17/18	18/19	19/20	20/21	21/2	2 2	2/23	23/24						

Once Part D is completed, the user will continue to Part E: Special Day Class Pupils (County Superintendent of Schools Only), if applicable.

In Part E, there will be one row of cells to complete by enrollment year. If Part E is not applicable, the user will input a zero into the corresponding fields.

Chacen .													Contact Us	• Settings	Welcome Test 👻
Public School Construction										Project Reporting Arro	Resources	Grants	Enrollment Projec	tion District	Dashboard
	Total 0	0	0	0	0	0	0		0						
	Part D: Special [Day Class Pupils (E	District or County S	Superintendant of	f Schools)										
		Elementary		Secondary			otal								
	Non-Severe	This field is requir	ed	This field is re	equired		0								
	Severe	This field is requir	ed	This field is re	equired		0								
	Total	0		0			0								
	Part E: Special E	ay Class Pupils (C	County Superintend	dent of Schools (Only)										
	7th prev.	6th prev.	5th prev.	4th prev.	3rd prev.	2nd prev.	Prev.	C	Current						
	16/17	17/18	18/19	19/20	20/21	21/22	22/23		23/24						
	Part I: Projected Please calculate t	Enrollment he following totals v	ia the OPSC online	calculator then en	nter the results b	below.									
	Enrollment/Resid	ency (except Specia	l Day Class Pupils)												

Form SAB 50-01 Eligibility Wizard:

Once Part E is completed, the user will continue to Part F: Birth Data (District can agree up to one option max).

In Part F: Birth Data, the user will input the birth data, by county or ZIP Code, if applicable, per the Form SAB 50-01 instructions. There is the ability for the system to estimate the current and previous two years of birth rate data if necessary. This can be done by checking the applicable "Estimated" boxes.

Form SAB 50-01 Eligibility Wizard:

Chor *						Contact U	s 🗢 Sett	ings Welcome Test 👻
Dublic School Construction			Project Reporting ø	eto Resources	Grants	Enrollment Projection	Users D	istrict Dashboard
	Part F: Birth Data (District can agree up to one option max.) County Birth Data Birth Data by District ZIP Codes?	Yes No Yes No						
	Sth prev. 7th prev. 6th prev. 5th prev. 4th prev. 3rd prev. 2n	id prev. Prev.	Current					
	Part G: Number of New Dwelling Units							
	Person unaversa suddent field rector Part I: Projected Enrollment Please calculate the following totals via the OPSC online calculator then enter the results t Enrollment/Residency (except Special Day Class Pupils) K-6 7-8 9-12	below. Total						

Next, if applicable, the user will input the number of new Dwelling Units in Part G: Number of New Dwelling Units and the District Student Yield Factor in Part H: District Student Yield Factor. Please refer to the Form SAB 50-01 instructions for more information regarding these two sections. Once completed, the user will proceed to Part I: Projected Enrollment.

Form SAB 50-01 Eligibility Wizard:

Chow *							Contact U	s 🗢 Settings	Welcome Test 👻
Public School Construction				Project Reporting p	e Resources	Grants	Enrollment Projection	Users Distr	ct Dashboard
Birth Data by	District ZIP Codes?		Yes No						
8th prev.	7th prev. 6th prev. 5th prev. 4	4th prev. 3rd prev.	2nd prev. Prev.	Current					
			Estimated Estimated	Estimated					
Part G: Number	of New Dwelling Units								
Part H: District S	tudent Yield Factor								
Part I: Projecte Please calculate Enrollment/Resi	d Enrollment the following totals via the OPSC online cal dency (except Special Day Class Pupils)	iculator then enter the result	ts below.						
К-б	7-8	9-12	Total						
0	D	0	0						
Special Day Clas	s Pupils Only - Enrollment/Residency								
	Elementary	Secondary	Total						
Non-Severe	0	0	0						
Severe	0	0	0						

In Part I, the user will input the projected K-6, 7-8, and 9-12 enrollment calculated via the OPSC Online Enrollment Projection Calculator. Part I also has a second section for the projected Special Day Class Pupil Only – Enrollment/Residency. In this section, the user will also input the SDC enrollment projected via the OPSC Online Enrollment Projection Calculator for the columns labeled Elementary and Secondary, which are broken down into two rows, Non-Severe and Severe.

Once Part I is completed, the user can save the entered information and procced to the Form SAB 50-02 wizard by clicking the green "Continue" icon.

Form SAB 50-02 School Building Capacity

In the *Existing School Building Capacity* (Form SAB 50-02), there are three parts to complete. The three sections to complete are *Part 1: Class Inventory, Part 2: Available Classrooms*, and *Part 3: Determination of Existing School Building Capacity*. Please note that in this form there are greyed out boxes that will automatically populate; the user will only need to key in the fields that have white backgrounds.

For Part 1: Class Inventory, there are seven total lines the user must fill out. Each line has a description of what information is to be entered into the pertaining line. For additional information on completing this section, please refer to the Form SAB 50-02 instructions.

CA . ¢ -* 13 * Public School Construction Eligibility 50-02 School Building Capacity (P) Duplicate As Draf C 55-61 MA S0-02 School Building Capac Copy Link Preview E S0-03 E Cartification Uploaded Files 9 Submit 49 Additional Files 10 54 12 168 1 207

Form SAB 50-02 Eligibility Wizard:

Once the user has completed Lines 1 through 7, Line 8 will automatically populate the total numbers per each column.

Chow . Public School Co Uploaded Files Upload File 😽 Submit Line 2: Portable Classrooms leased less than 5 years No Files 3 8 0 0 69 58 Line 3: Interim Housing Portables leased less than 5 years 0 Housing Portables leased at least 5 years 0 Line 5: Portable Classrooms leased at least 5 years 10 21 84 53 table Classrooms owned by the District 12 69 168 397 278 85 199 0 0 562 Part 2: Available Classrooms

Form SAB 50-02 Eligibility Wizard:

Once the user confirms that the totals are accurate in Line 8, continue to *Part 2: Available Classrooms*. In Part 2, there are two sections labeled *Option A* and *Option B*. Please note that for Option A, the totals will automatically populate according to what was entered in Part 1.



Choon *															Contact Us	• Settings	Welcome Test 👻
Dublic School Construction										Projec	t Reporting (eter Resour	tes Grant	ts En	rollment Project	tion District	Dashboard
	1	60	6	9	168	N	on-Severe	Severe	397								
	Line 8	: Total (Lines 1 t	through i	r)													
	2	78	8	5	199	0		0	562								
	Part	2: Available Cl	lassroo	ms													
	Optio	n A:															
	a. (Par	t 1, line 4)															
	K-6		7-8		9-12	Non-	Severe	Severe	Total								
									0								
	b. (Par	t 1, line 5)															
	5	3	1	D	21	0			84								
	c. (Par	t 1, line 6)															
	7		3		2				12								
	d. (Par	t 1, line 7)															
	1	60	6	9	168				397								
	e. (Tot	al of Part 1, line	es 4, 5, 6 i	§ 7)													
	2	20	8	2	191	0		0	493								
	0																

In Option B, Lines a, b, and c will automatically populate. The user will only need to key Line d (if applicable) or enter a zero if the number is a negative. For more information on how to complete this section, please refer to the Form SAB 50-02 instructions.

- 04				-									
Clean *											Contact Us	Settings	Welcome Test 👻
Public School Construction							Project Rep	orting pro R	esources	Grants	Enrollment Project	ion District	Dashboard
	160	69	168			397							
	e. (Total of Part 1, lines	4, 5, 6 & 7)											
	220	82	191	0	0	493							
	Option B: a. (Part 1, line 8)												
	K-6	7-8	9-12	Non-Severe	Severe	Total							
	278	85	199	0	0	562							
	b. (Total of Part 1, lin	es 1, 2, 5 & 6)											
	118	16	31	0	0	165							
	c. (25 percent of Part	1, line 7)				100							
	d. (Subtract c from b)												
	К-б	7-8	9-12	Non-Severe	Severe	65 0 The sum (line d)							
						must equal total							
	e. Total (a minus d)												
	278	85	199	0	0	497							
	Part 3. Determinatio	n of Existing Schoo	I Building Capacity										

Form SAB 50-02 Eligibility Wizard:

Once confirmed that the total in Line e is accurate, the user can continue to Part 3. Determination of Existing School Building Capacity. Please note: Part 3, Line 1 Classroom Capacity will automatically populate. Then the user will select either "Yes" or "No" to the question of if the District qualifies for a waiver/exemption from the Substantial Enrollment Requirement (SER) adjustment.

Form SAB 50-02 Eligibility Wizard:

Chow .										Contact Us	• Settings	Welcome Test
Public School Construction							Project Reporting and	Resources G	irants Ei	nrollment Project	ion District	Dashboard
	Part 3. Deter Line 1. Classro	mination of Existing S nom Capacity	chool Building Capa	city								
	к-6	7-8	9-12	Non-Severe	Severe	Total						
	8-6	7.8		Non-Severe		0						
	Do you qualify adjustment?	r for a waiver/exemption fr	rom the Substantial Enr	rollment Requirement (SEF	() Yes No]						
	Line 2. SER Ad	justment										
	K-6	7-8	9-12			0						
	Line 3. Total o	flines 1 and 2										
	0	0	0	0	0	0						
	Select preferm	ed New Construction Eligi	bility option		This field is re	•						
	New Cons Option A:	truction Eligibility Sur	nmary									
	220	82	191	0	0	493						
	Option 8:											

If the user selects "Yes" another box will populate that asks to "Enter the CDE Waiver and Review Committee Approval Date." The user will input the corresponding date in the provided box.

Form SAB 50-02 Eligibility Wizard:

Chow *										Contact Us	• Settings	Welcome Test 👻
Dubile School Construction							Project Reporting Bets	Resources G	rants Er	nrollment Projectic	on District	Dashboard
	Part 3. Determination	on of Existing School acity	Building Capacity									
	K-6	7-8	9-12	Non-Severe	Severe	Total						
	К-б	7-8	9-12	Non-Severe	Severe	0						
	Do you qualify for a wa adjustment?	siver/exemption from th	e Substantial Enrollmer	nt Requirement (SER)	Yes No							
	Enter the CDE W	aiver and Review Comm										
	Line 2. SER Adjustmen	t										
	К-6	7-8	9-12			0						
	Line 3. Total of lines 1	and 2										
	0	0	0	0	0	0						
	Select preferred New	Construction Eligibility o	ption		This field is required	v						
	New Constructio	n Eligibility Summary	r									

Continue to Line 2 *SER Adjustment.* The user will input the Substantial Enrollment Requirement (SER) Adjustment data. If the District qualifies for the waiver, the user can enter all zeroes into Line 2. For information on how to calculate the SER Adjustment, please refer to the Form SAB 50-02 instructions.

Form SAB 50-02 Eligibility Wizard:

Chan .										Contact Us	• Settings	Welcome Test 🔹
Public School Construction							Project Reporting &	Resources	Grants	Enrollment Project	tion District	Dashboard
	Part 3. Determinat	tion of Existing Scho	ool Building Capac	ity								
	К-б	7-8	9-12	Non-Severe	Severe	Total						
	K-0	7.8	.9-12	Noo-Severe	Severe	0						
	Do you qualify for a v adjustment?	waiver/exemption from	the Substantial Enro	ilment Requirement (SER)	Yes No							
	Line 2. SER Adjustme	ent										
	330	7-8	9-12			330						
	Line 3. Total of lines	1 and 2										
	330	0	0	0	0	330						
	Select preferred New	v Construction Eligibilit	ty option		This field is re-	v						
	New Constructi	ion Eligibility Summ	ary									
	220	82	191	0	0	493						
	Option B:											

In Line Three, the total of Lines 1 and 2 will automatically populate. The user will have the option to select the preferred New Construction Eligibility option that best suits the District. The user will be able to accomplish this by clicking on the drop-down menu and selecting between "Option A" and "Option B".

Form SAB 50-02 Eligibility Wizard:

Cheon .									Contact Us	• Settings	Welcome Test 👻
Dublic School Construction							Project Reporting #12	Resources Grants	Enrollment Project	ion District	Dashboard
	Part 3. Determinat	ion of Existing Schoo pacity	el Building Capacity								
	К-б	7-8	9-12	Non-Severe	Severe	Total					
	16 G	7.0		Non-Severe	Severe	0					
	Do you qualify for a v adjustment?	valver/exemption from t	he Substantial Enrollm	ent Requirement (SER)	Yes No						
	Line 2. SER Adjustme	nt									
	330	7-6	9-12			330					
	Line 3. Total of lines :	L and 2									
	330	0	0	0	0	330					
	Select preferred New	Construction Eligibility	option			•					
					Please select Option A	an option					
	New Construction	on Eligibility Summar	у		Option B						
	220	82	191	0	0	493					
	Option B:										

Once the preferred option is selected, the user can save the entered information and proceed by selecting the green "continue" icon. The user will proceed to the *Eligibility Determination* (Form SAB 50-03).

Form SAB 50-03 Eligibility Determination

The last form necessary to complete a New Construction Establishment is the Eligibility Determination (Form SAB 50-03). The Form SAB 50-03 has three lines that automatically populate from the submitted SAB 50-01 and SAB 50-02 forms. The three lines are the Projected Enrollment, Existing School Building Capacity, and New Construction Baseline Eligibility.

Cher *										Contact U:	s 🔷 S	rttings	Welcome Test 👻
Public School	Construction						Project Reporting Bete	Resources	Grants	Enrollment Projection	U sers	District	R Dashboard
Dashboard / District / Eligib	ilitywizard Test Establishment Est NC 2023-2024 - District wide	Draft						D	istrict: 6743 County №	9 Sacramento City Unified Jame: Sacramento County			
	Eligibility	50-03 Eligib New Construction El 1. Projected Enrollmer K-6	ility Determination gbity tt (Part of Form SA8 50 01) Edi 7-8 7-8	t projected enrollment 9-12 9-12	Non-Severe Non-Severe	Severe Severe	Options © Duplicate A Daft © belete Daft © Copy Link © Preview Eligibility Forms						
	Submit	2. Existing School Built 0 3. New Construction B 0	ding Capacity (Part 3, Line 3 of F 0 asetine Eligibility (Line 1 minus L 0	Torm SAB 50-02) Edit exisit	ing capacity 0 0 0	0 0 Continue	•	No	Files				

Form SAB 50-03 Eligibility Wizard:

Once all lines are complete, the user can proceed by clicking the green "Continue" icon at the bottom right hand of the wizard. The user will proceed to the Certification screen. wizard.

The District Superintendent/Representative will complete the certification page once all information has been verified. The District Superintendent/Representative will input the date that the District's governing board adopted a resolution or other appropriate documentation supporting this application under Section 12.5, Part 10, Division 1, commencing with Section 17070.10, et seq., of the Education Code into the corresponding date box.

Form SAB 50-03 Eligibility Wizard - Certification Page

Okon *		Contact Us 🛛 9	iettings Welcome Test 👻
Public School Construction		Project Reporting Arm Resources Grants Enrollment Projection	District Dashboard
Eligibility	Certification 0	Options 🕙 Duplicate As Draft	
 50-01 Initial Enrollment 50-02 School Building Capacity 	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:	B Delete Draft B Copy Link	
S0-03 Eligibility Determination	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	Preview Eligibility Forms	
Certification	paining commission or approval automoty has approve the tentative subdivision map used for augmentation or the evolument and the district has identified destiling units in that map to be constructed. All subdivision image used for augmentation of enrollment are available at the district for review by the Office of Public School Construction (OPSC).	Uploaded Files Votored File %	
30000	A resolution or other appropriate documentation supporting this application under Chapter 12, Phylion Di, Phylein Di, Phylion Di, Phylion Di, Phylein Di, Ph	No Files	
	District Representative or Superintendent Name		
	District Representative or Superintendent Email		
	District Representative or Superintendent Phone Number		
	Phone Extension (optional)		

After the user has read and agreed to the above terms and certification information, the user will select "Yes" to the "I verify, I have read and agree to the above terms and certification information" box.

Form SAB 50-03 Eligibility Wizard - Certification Page

Chan .						Contact Us	9 Settings	Welcome Test 🝷
Public School Cons	truction			Project Reporting project Resou	Grants	Enrollment Projectio	n District	A Dashboard
E	Eligibility	Certification 0		Options				
	50-01 Initial Enrollment	I certify, as the District Representative, that the information reported on this form and, when app Residency Reporting Worksheet attached, is true and correct and that:	licable, the High School Attendance Area	Delete Draft Copy Link				
c	50-03 Eligibility Determination	Fam designated as an authorized district representative by the governing board of the dist if the district is requesting an augmentation in the enrollment projection pursuant to Regu	irict. Ilation Section 1859.42.1 (a), the local	Preview Eligibility Forms				
6	Certification	planning commission or approval authority has approved the tentative subdivision map us and the district has identified dwelling units in that map to be contracted. All subdivision are available at the district for review by the Office of Public School Construction (OPSC).	or approval authority has approved the tentative subdivision map used for augmentation of the enrollment milled dwelling units in that map to be contracted. All subdivision maps used for augmentation of enrollment trict for review by the Office of Public School Construction (OPSC).			d File %		
	Submit	 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 	MM/DD/YYYY	No File	5			
		 This form is an exact duplicate (verbatim) of the form provided by the Office of Public Scho should exist, then the language in the OPSC form will prevail. 	ool Construction. In the event a conflict					
		Lverify, thave read and agree to the above terms and certification information	Yes No Please Certify application					
		District Representative or Superintendent Name						
		District Representative or Superintendent Email						
		District Representative or Superintendent Phone Number						
		Phone Extension (optional)						

Next the District Superintendent/Representative will input their name, email address, phone number, and date the form was completed into the applicable fields.

Form SAB 50-03 Eligibility Wizard - Certification Page

Charan .		Contact Us 🛛 Settings Welcome Test 👻
Dublic School Construction		Project Reporting prov Resources Grants Enrollment Projection District Dashboard
Addie School Construction Eligibility Initial Enrollment. Image: School Building Capacity Initial Enrollment. Image: School Building Capacity Image: School Building Capacity Image: School Building Capacity Image: School Building Capacity Image: School Enrollment Capacity Image: School Building Capacity Image: School Enrollment Capacity Image: School Enrollment Capacity Image: School Enrollment Capacity Image	Certification	Options Options Depicted as Draft Depicted State Depi
	District Representative of Superintendent Email	
	District Representative or Superintendent Phone Number	
	Phone Extension (optional) Date	

Users will be unable to continue to the submittal page unless all sections have been completed and show a green check mark. An orange exclamation point next to a section name indicates an incomplete page. To return to a page, click on the section name or use the "Previous" tab until the desired page is found. If all sections are complete, the user can proceed by clicking the green "Continue" icon at the bottom right hand of the wizard. The user will proceed to the submittal page.

Form SAB 50-03 Eligibility Wizard - Certification Page

				¢	5	Ħ		A =	
Public School Construction				Project Reporting and	Resources	Grants	Enrollment Proje	ection Distric	t Dashboard
Eligibility Sold initial condiment Sold School building Capacity Sold Stiglebility betermination Centification Submit	Certification Control of the intermeter reported to the information reported to the in	picular, the High School Attendance Area articl. pipeliptics Section 1839-421.0(), the local curse for Angeneration of the evolution maps used for Angeneration of evolution EXECUTYPY Next Construction. In the event a conflict The Construction. In the event a conflict The Construction. In the event a conflict The Conflict Area of the event a conflict The Co	Options ② Deplicate A Dealt IB belese Dont. Cf Copy Link ⊡ Proview Eligibility R Uploaded Files	syns No Files	situat file 🛛 🖣				

On the Submittal page, the user will click on the blue "Upload file(s)" button, located on the righthand side of the wizard, to upload all required documents.
Form SAB 50-03 Eligibility Wizard - Submittal Page:

Chow *						Contact U	s •	Settings	Welcome Test 👻
Public Schoo	ol Construction		Project Reporting Area	Resources	Grants	Enrollment Projection	Users	District	A Dashboard
Dashboard / District / Elig	ibilitywizard Test Establishment Est NC 2023 - 2024 - District-wide	/ Oraf)			District: 674 County	39 Sacramento City Unified Name: Sacramento County			
	Eligibility Sto 01 Initial Excollment Sto 02 School Building Capacity Sto 03 Eligibility Determination Certification Submit	Submittal OPSC new 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 T calmdans days or the submitted will be revoket. Applications may only be submitted by a Obirit's Superintendent or Authorized District Representative who is signed in OPSC Online with the Torespronting OPSC online to the submitted by a Obirit's Superintendent or Authorized District Representative who is signed in OPSC Online. School districts are supported on the submitted accessitis considerative to be surgice electronic signature for proposed application submittal. Aprinted, wet signature form dees net need to be mailed to OPSC. All Represented on supporting application documents must be uploaded prior to submitting a new funding application. Mailing in documents in on longer recessary. Datatics and OPSC staff will be able to access oploaded files at any time and can upload new versions or additional files at any time. Once as achoed district has ploaded affit, the file cannot be removed.	Options Duplicate Delete Dra Copy Link Preview E Uploaded	As Draft ft igibility Form Files	s o Files	Upload File			
		Ihave uploaded all required documents Updoot film School film Icentify, 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 as Authorized School Reported Application							

When the blue "Upload file(s)" button is selected, an upload files box will appear, and the user will have the option to either drag and drop the file into the Browse files box or select the "Browse files" button to search file explorer for a document.

Form SAB 50-03 Eligibility Wizard - Submittal Page:

Olson *			Lipload Files											
Public School	Construction		opioad Files						5					*
Dashboard / District / Eligib	Nitywizard Test Establishment Est NC 2022-2024 + Olarict wide	Dran	File Name C	Description 0	Browse files	Created 0	Last Modified 0	aporting p-	 Resources Dir 	Grants strict: 67439 County Na	Enrollment Projection	Users	District	Dashboard
	Eligibility 9 01 Initial Enrollment 9 02 School Building Capacity 9 03 School Building Capacity 0 303 Eligibility Determination 0 Certification 1 Submit	Submittal Officione acces must telefact does a genue for a debate does a	Please stay here until if a may only be submitted be presponding OVSC online and suppress of applications and suppress of applications and suppress of applications and suppress of applications and suppress of applications of DVSC stiff will be address of or DVSC stiff will be address of or DVSC stiff will be address of or DVSC stiff will be address of applications of applications of the presentations for the e and correct and that I are with Dysorhesis Applications	le upbadd(s) complete y a District Superintende User (D. Submittal Aprinten, webbintal A printen, decomments must be decomments must be decomments must be decomments must be decomments must must be school District, that I ha the authorized represe	International District Report Three authorities accurate 3 gaptanet form data was not ne bloaded prior to submitting any filters and care upload ne moved.	presentative who is signre- scenaded to be availed to be a	Cancel Quince II d in OPSC Online per electronic: 	ptions Duplicate.	ns braft tr igibility Forms Files No	Files	Uplical File			

Once the file has been selected, the file will be located under the "Browse files" button. Next to the file, the user will have a description box to fill out and a Document Type to select from the scroll down menu. In the scroll down menu, select what type of document is being uploaded so it can be categorized. Please note that if the user does not see the type of document type you uploaded in the menu, the user can select "Other" for the document.

Form SAB 50-03 Eligibility Wizard - Submittal Page:

Different Public School Construction		× .						
		≥ Porting ∌w	Resources	Grants	Enrollment Projection	Users	District	A Dashboard
Dashboard / District / Eligibilitywizard	Rouver Rea							
Test Establishment > Orm Est NC 2023-2024 + Oranict-wide	File Name : Description : Description : Crusted : Last Modified : S48 55-01_ADA S48 50-01 Other 04/03/2024 04/03/2024		Dist	trict: 67439 County Na	Sacramento City Unified me: Sacramento County			
Eligibility Subr So 1 Initial Envalueurs So 20 School Building Capacity So 20 Eligibility determination Certification Submit		ptions Duplicate An Delete Draft Copy Link Preview Elig	Draft Billity Forms Files No f	Files	Upland Tria			

Once the required documents have been selected and the description and document type entered, the user will select the green "Upload Files" button to proceed. The user will see the file being uploaded to OPSC Online and a message will populate under the file that says, "Successfully Uploaded." Additionally, a grey "Done" button will appear on the bottom right of the Upload Files box. The user can click "Done" to finish the upload process.

Citon *		Upland Films								Contact U	s Q S	Settings	Welcome Test 👻
Bi Public School Construction		Opidad Piles				*	Porting Ann	Resources	Grants	Enrollment Projection	Users	District	A Dashboard
Dashboard / District / Eligibilitywizard				Browse files									
Test Establishment Est NC 2023 - 2024 + District-wilde	 Oraft) 	File Name 0 SAB 50-01_ADA	Description 0 SAB 50-01	Document Type 0 Other	Created 0 04/03/2024	Last Modified 0 04/03/2024			trict: 67439 : County Na	Sacramento City Unified me: Sacramento County			
Eligibility So 03 bital Evedinent So 03 bital Evedinent So 03 Eligibility Determination Confliction Eligibility Solution	Submittal OPSC non accept mat uplad copy	Light Successfully Upplaaded Please stay here until El OPISC staff will be able to a cleaterist has upplaaded a fi aded all required documen incl the Representative for the and cerrect and that. Fam wit Representative for the	le upload(s) complete access uploaded files at any le, the file cannot be remos sts School District, that I have the authorized representa	y time and can upload new eed.	versions or additional file and that the information or inited by the governing be	Don Uplead Files es at any time.	ptions Duplicate As Delete Draft Copy Link Preview Eligi Copaded F	Draft billity Forms Tiles No f	Files	Upland Time 🔊			

Form SAB 50-03 Eligibility Wizard - Submittal Page:

Successfully uploaded documents appear under the Uploaded Files section on the right-hand side of the page.

Fibble School Construction Fib lise Fib l	N											Contact Us	o s	ettings	Welcome isael 👻
Flighbilty © sol nuicial formation © chriftaction © chriftaction © sol nuicial formation © chriftaction © sol nuicial	Public School Construction				Audits	Project Reporting set	Resources	 Accounting	Č Admin	Grants	Enrollment Projection	Reports	Users	District	A Dashboard
Select the Enrollment Projection Select the Enrollment Projection Please select HSA Residency Reporting (HSAA Districts Only) Select a Weighting Plant A: K-12 Pupil Data Ind prev. 20/21 21/22 22/22 22/22 22/22 23/24 K 452 647 637 637 636 917 958 1 657 7 950 1 657 7 950 1 913 913 913 913 913 914 915 915 916 917 918 1 919 919 910 911 912 913 913 913 914 915 915 916 917 918 919 919 910 910 911 912 913 913 914 915 915 916 917 918 919 919 910 910 911 912 913 914 915	Eligibility	Form	SAB 50-01 E	nrollment						Options Update	š Status *				
Select a Weighting Standard A Devenload Completed Forms Part A: K-12 Pupil Data 2nd prev. 2nd prev. Prev. Current 20/21 21/22 22/23 22/24 Image: Completed Forms Optional Documents Additional Files 1 852 847 837 836 Image: Completed Forms Optional Documents Additional Files Image: Completed Forms Image: Completed Forms 2 949 867 877 890 Additional Files Image: Completed Forms Image: Completed Forms 3 913 971 913 916 Image: Completed Forms Additional Files Image: Completed Forms	Subartine Environment Certification Submit	Select the Please sel	Enrollment Projection	orting (HSAA Districts Only)		Fifth-Ye	ear	~		 Adjust Duplic Copy I 	Eligibility ate As Draft Link				
Image Image Proc. Cumme 20/21 21/22 22/23 21/24 K 887 835 917 958 1 852 847 837 836 2 949 867 877 836 3 913 971 913 946		Select a W Part A: K-	-12 Pupil Data	bed and	Deres	Standa	rd	*	U	* Down	ed Files	Upl	oad File	\$	
N 887 835 917 958 Image: Constraint of the state of the		_	20/21	21/22	22/	23	23/24			Addition	Optional Docum	ients		-	
2 949 867 877 890 Activity 3 913 971 913 946 Kevin Fok PM Supervisor Approved Version 1.04/30/2024 tasel Silva PM Completed Version 1.04/25/2024 103/25/2024 103/25/2024		1	887	835	917		958 836			Update	orm SAB 50-01 . Rec. 03-15-2024.pdf 👻 SAI	850-01 Mar2	5, 2024		
isaet sina nya nya Compresso a la sistema ana ana ana ana ana ana ana ana ana a		2	949 913	867 971	877		890 946		A	Kevin Fok	PM Supervisor Approved Ver	rsion 1 04/30	/2024		
4 875 947 1.019 977 Isael Silva began PM Reviewing Version 1 0.1225/2024 5 899 996 975 1.066 Isael Silva Updated Received Date 0.1225/2024		4	875	947	1,0:	9	977			Isael Silva Isael Silva Isael Silva	PM Completed Version 1 05 began PM Reviewing Version Updated Received Date 03/	1 03/25/2024 1 03/25/202 25/2024	14		

After the user has submitted all applicable documents, the user will check the first box on the submittal page certifying that all required documents have been uploaded. Additionally, the user will be required to check another box that certifies that the District Representative has reviewed the application, the information reported on the forms is true and correct, and that the user is an authorized representative of the District as authorized by the governing board of the District.

Form SAB 50-03 Eligibility Wizard - Certification Page:

Public School Construction		Project Reporting Area	Resources	Grants	Enrollment Projection	Users	District	Dashboard
sshboard / District / Eligibilitywizard Test Establishment Est NC 2023-2024 - Diarict-wide	/ (Draft)			District: 674 County	39 Sacramento City Uniñed Name: Sacramento County			
Eligibility So 01 initial torollment So 02 School Building Capacity So 03 Eligibility Determination Certification Submit	Submittal More uses sets for Allocation Based School Pacify Program forms to be submitted electronically via OSC Online. School district Applications may only be submitted by a Diricit Superintendent or Authoristed Diricit Barensteating with School Barensteating Applications may only be submitted by a Diricit Superintendent or Authoristed Diricit Barensteating with School Barensteating Applications may only be submitted by a Diricit Superintendent or Authoristed Diricit Barensteating with School Barensteating Applications may only be submitted by a Diricit Superintendent or Authoristed Diricit Barensteating with School Barensteating Applications used may not submitted by a Diricit Superintendent or Authoristed Diricit Barensteating applications. Malling in Applications may only be submitted by a Diricit Superintendent or Authoristed Diricit Barensteating applications. Malling in Applications may only be submitted by Barensteating and Charlosteating applications. Malling in Applications and School Barensteating and Barensteating and Charlosteating applications. Malling in Applications and provers application documents must be upicated prior to submitting and enclose garensteating applications. Malling in Applications and supering application documents must be upicated prior to submitting and enclose and applications and that the information reported on this Applications and supering applications. The Application and that the information reported on the district. Authorized Diricit Applications Applicat	Options © Duplicate © copy Lini © Proview E Uploaded Additional SAB 50 01	As Draft At iligibility Form Files ADA (3), pdf -	s al Docume SAB 50-01	Upload File 🔦 nts			

Once all the information has been verified and reviewed and the two required boxes have been checked, the "Submit Paperless Application" button can be selected. Once the user is ready to submit the application, the District Superintendent/Representative will click "Submit Paperless Application". The user will receive a message that their application was submitted successfully.

Chian *						Contact U	s ops	ettings	Welcome Test 👻
			Project Reporting Beto	Resources	Grants	Enrollment Projection	Users	District	A Dashboard
Dashboard / District / Eligibilitywizard Test Establishment Est NC 2023 - 2024 - District-wide	 Submitted) 				District: 674 County	39 Sacramento City Unified Name: Sacramento County			
Eligibility So 03 Initial Exrollment So 03 So 03 Eligibility Determination So 03 Eligibility Determination C Certification Submit	Submittal Caracteristic stress of the second stress submitted stress st	to OPSC. Application Options Updotd file() Download Completed Form	Options © Duplicate © copy Lini & Download Uploaded Additional 548 59 01 Activity	As Draft C d Completed F I Files 	orms al Documes SAB 50-01	Upboat File 🍳			
Copyright to 2024 - State of California	Previous		Test User Do Test User Cr Notes	cument Uploa eated Draft 1 0 Ne	ded 04/03/2 14/03/2024 D Notes	New Note			

Form SAB 50-03 Eligibility Wizard - Certification Page:

Submitting New Construction Eligibility Updates

How to submit a New Construction Eligibility Adjustment

Once the District has established their new construction eligibility baseline, users can continue submitting new construction eligibility adjustments to keep the district's eligibility current. The user will include the Form SAB 50-01 with the most current enrollment information for the appropriate enrollment year and any supporting documents.

To access Eligibility, click on "District" and select a District Name.

District Screen:

C	Agov #						Contact Us	 Settin 	ıgs V	Welcome Test 🔻
	Public Scl	nool Construction		Project Reporting pero	Resources	Grants	Enrollment Projection	Users Dis	strict	A Dashboard
	Dashboard / District									
	Select A Di	strict								
		District 0 67439 Sacramento City Unified	Role 0 Local Educational Agency Superintendent	Company 0						
		1 items Total				First	t Prev 1 Next Last	ŧ		

Once a district has been selected, users can review eligibility establishments/updates which have been drafted or submitted.

By clicking on "New Eligibility Application", users are directed to the Eligibility Wizard page, where users can create new applications for eligibility establishments and updates.

District Eligibility Applications Screen:

Gov •											Contact U	s 🔿 S	iettings	Welcome Test
Public Scl	nool Constru	ction						Project Reporting peop	Resources	Grants	Enrollment Projection	Users	District	A Dashboard
ashboard / District 7439 Sacra acramento County Filipibility Manace Sit			ors Financial Harrish	in Project Tracking	Number									
District Eligibi	lity Application	ns Type ::	Enrollment Year 🗘	HSAA 0	Site Name ©	Received Date 0	Updated •	New Eligibility Appl	ication	V Sele	iew Baseline ect a High School Attendance rrmation:	S Area belov	w for Eligibi	lity Baseline
Cmp Capitol Campus Establishment	SAB Approved	Est Mod	20/21	District-Wide	California Montessori Project - Capitol Campus	10/07/2022	10/12/2022			(0	(ype to filter the HSAA			>
Sacramento City 19-20 Cbeds	SAB Approved	Adj Nc	19/20	District-Wide		05/06/2020	12/30/2020			(0	11) Rosemont			>
67439	SAB Approved	Adj Mod	13/14	District-Wide	John H. Still	11/27/2019	12/24/2020							
Leonardo Da Vinci	SAB Approved	Adj Mod	13/14	District-Wide	Da Vinci (Leonardo) Elementary	12/02/2019	12/24/2020							
4 Total Items	Per Page 25 👻							First Prev 1 Next	Last					

The Eligibility Wizard guides users through the application to fill out information for the establishment (Est) or adjustment (Adj) users wish to submit. Users will need to select the district, the type of application, the Attendance Area involved (if applicable), and the enrollment year being used. An Application Nickname is required prior to clicking "Continue".

Form SAB 50-01 Eligibility Wizard – Establish or Adjust District Eligibility:

Choov *						Contact Us	Settings	Welcome Test 🔻
Public School Construction			¢	5				*
Dashboard / District / Eligibilitywizard			Project Reporting peto	Resources	Grants	Enrollment Projecti	ion Distric	Dashboard
	Establish or Adjust District Eligibility							
	District Selected	Anaheim Union High	~					
	Select Eligibility Application Type	Please select an option	~					
	Select High School Attendance Area	Please select an option	¥					
	Select Enrollment Year	Please select an option	~					
	Enter An Application Nickname							
		Cancel X Continue	•					

Form SAB 50-01 Enrollment Certification Projection

Once the Form SAB 50-01 Enrollment Eligibility wizard loads, the user will select whether the application is for a Fifth-Year or a Tenth-Year projection by selecting the applicable option as the type of Enrollment Projection. Next, the user will select the type of HSAA Residency Reporting, if applicable. If so, the user will select between Attendance and Residency. Lastly, the user will select the type of weighting. There are three types of weighting options: Standard, Alternate, and Modified (please note that Alternate and Modified weighting options are only available for Fifth-Year Projections).

Form SAB 50-01 Eligibility Wizard:

Caron *															Contact U	s 🔹 Ø Sett	ings	Welcome Test 🔻
Public School	Construction										Project Rep	orting area	Resources	Grants	Enrollment Projection	Users E	District	A Dashboard
	Eligibility	Form	n SAB 50	0-01 Enro	llment 🕕						o	Options						
	50-01 Initial Enrollment	Select th	e Enrollment P	rojection						~	2 8	Duplicate /	ls Draft t					
	50-02 School Building Capacity							This fi	eld is required		c	Copy Link						
	S0-03 Eligibility Determination	Please sr	elect HSAA Resi	dency Reporting	(HSAA Districts	Only)				~	Z	Preview Eli	gibility Forms					
	Certification	Select a	Weighting							~	Lini	loodod	Files		1111-1171- Q			
	Submit							This fi	eld is required		Opi	loaueu	riles		Uproad File 6			
		Part A: F	K-12 Pupil Dat	a									N	Files				
			7th prev.	6th prev.	5th prev.	4th prev.	3rd prev.	2nd prev.	Prev.	Current								
			16/17	17/18	18/19	19/20	20/21	21/22	22/23	23/24								
		к																
		1																
		2																
		3																
		4																

Then the user will input the K-12 Pupil Data in Part A per the Form SAB 50-01 instructions.

Form SAB 50-01 Eligibility Wizard:

Choov *											Contact U	s 🔹 S	ettings	Welcome Test 👻
Different Public School Construction								Project Reporting &	Resources	Grants	Enrollment Projection	Users	District	A Dashboard
Public School Construction	Form SAB 50-0 Select the Enrollment Project Please select HSAA Residence Select a Weighting Part A: K-12 Pupil Data This prev. C 16/17 1 2 3	1 Enrollment tion therev. Sth prev. 17/18 18/29 17/18 18/29 10 10 10 10 10 10 10 10 10 10 10 10 10	Ath prev.	3rd prev. 20/21	This fie This fie Znd prev. 21/22	d is required d is required Prev. 22/23	Current	Project Reporting # Options © Duplica © Copy Li © Preview Uploade	e As Draft te As Draft Riligibility Forms d Files No	Grants Grants	Enrollment Projection	Users	District	Dashboard

Once the pupil data in Part A is filled out, the user will be able to check the grand total by school year of the K-12 Pupil Data in Part A by reviewing the *Total* row located

under grade 12.

Form SAB 50-01 Eligibility Wizard:

Chiev *														Contact Us	Settings	Welcome Test 👻
Public School Construction										Pro	ject Reporting ø	Resources	Grants	Enrollment Proje	tion District	Dashboard
	3	295	294	303	311	289	226	303	333							
	4	267	289	306	296	288	320	245	302							
	5	290	275	289	308	295	277	302	296							
	6	245	249	262	263	288	276	240	300							
	7	230	235	259	258	251	285	274	229							
	8	242	245	255	270	250	250	289	269							
	9	242	233	233	230	265	256	255	294							
	10	228	207	238	245	230	254	243	247							
	11	190	207	228	245	230	250	247	247							
	12	186	189	202	197	202	200	230	212							
	Total	3,310	3,354	3,456	3,443	3,501	3,443	3,383	3,540							
	Part B: Pu	ipils Attendi	ing Schools Ch	artered By Ano	ther District					1						
	7th	prev.	6th prev.	5th prev.	4th prev.	3rd prev.	2nd prev.	Prev.	Current							

Please note that some districts do not house every grade level. In those instances, the user will key a zero into the rows for the corresponding grade level, as the system requires that a number be entered into all fields.

Once the data in Part A is complete, the user will continue to Part B: Pupils Attending Schools Chartered by Another District and complete that section per the Form SAB 50-01 instructions.

Ciev •														Contact Us	Settings	Welcome Test 💌
Public School Construction											Project Reporting pero	Resources	Grants	Enrollment Projec	tion District	Dashboard
	7	230	235	259	258	251	285	274	229							
	8	242	245	255	270	250	250	289	269							
	9	242	233	233	230	265	256	255	294							
	10	228	207	238	245	230	254	243	247							
	11	190	207	228	245	230	250	247	247							
	12	186	189	202	197	202	200	230	212							
	Total	3,310	3,354	3,456	3,443	3,501	3,443	3,383	3,540							
	Part B: P	upils Attendi	ng Schools Ch	artered By Anoti	her District											
	71	h prev.	6th prev.	5th prev.	4th prev.	3rd prev.	2nd prev.	Prev.	Current							
	Part C: C	ontinuation	ligh School Pu	upils (District On	ly)					_						
		7th prev.	6th prev.	5th prev.	4th prev.	3rd prev.	2nd prev.	Prev.	Current							
	9															

Form SAB 50-01 Eligibility Wizard:

If the user does not have data to incorporate for Part B, the user will input a zero into the corresponding cells.

Once Part B is confirmed, continue to Part C: Continuation High School Pupils (District Only). In this Part, the user will enter the 9-12 Continuation High School Pupil data per the Form SAB 50-01 instructions.

Choov *										 			Contact Us	Settings	Welcome Test 👻
Division Public School Construction										Project Reporting p	na Resources	Grants	Enrollment Projec	tion District	Dashboard
	12	186	189	202	197	202	200	230	212						
	Total	3,310	3,354	3,456	3,443	3,501	3,443	3,383	3,540						
	Part B: Pu	pils Attendir	ng Schools Cha	irtered By Anoth	er District										
	7th	prev.	6th prev.	5th prev.	4th prev.	3rd prev.	2nd prev.	Prev.	Current						
	Part C: Co	ontinuation H	ligh School Pu	pils (District Onl	()										
		7th prev.	6th prev.	5th prev.	4th prev.	3rd prev.	2nd prev.	Prev.	Current						
	9														
	10														
	11														
	12														
	Total	0	0	0	0	0	0	0	0						
	Part D: Sp	ecial Day C	lass Pupils (Di	strict or County !	Superintendant	of Schools)									
						_									

Form SAB 50-01 Eligibility Wizard:

In some instances, districts do not have data for Continuation High School Pupils to input. In this situation, users will input a zero into the corresponding fields, as the system requires a number to be entered into all fields. Once Part C is completed, continue to Part D: Special Day Class Pupils (District or County Superintendent of Schools).

In Part D, the user will have two columns to input which are for Elementary and Secondary. The Elementary and Secondary columns are separated into two rows for Non-Severe and Severe Special Day Class Pupils.

Char •															Contact Us	 Settings 	Welcome Test 👻
Dublic School Construction											Project	Reporting ø	eta Resourc	es Grants	Enrollment Pro	ection Distri	t Dashboard
									_								
11																	
12																	
Total	0	0	0	0		0	0	0		0							
Part D. Spo	sial Day (Ele	Class Pupils (D	istrict or Count	y Superinteno Secono	dant of Sch dary	nools)	_	Total									
Non-Sever	Th	is field is require	d	This fie	eld is requir	ed		0									
Severe.	Th	is field is require	ed	This fie	eld is require	ed		0									1
Total	0			0				0									
Part E: Spe	ial Day (Class Pupils (C	ounty Superint	endent of Sch	hools Only)											
7th	prev,	6th prev.	5th prev.	4th prev.	3rd	prev.	2nd prev.	Prev.		Current							
16	117	17/18	18/19	19/20	2	0/21	21/22	22/2	3	23/24							

Once Part D is completed, the user will continue to Part E: Special Day Class Pupils (County Superintendent of Schools Only), if applicable.

In Part E, there will be one row of cells to complete by enrollment year. If Part E is not applicable, the user will input a zero into the corresponding fields.

Cheev *						Contact Us	Settings	Welcome Test 👻
Public School Construction				Project Reporting Am	Resources Gran	ts Enrollment Project	tion District	Dashboard
Total 0	0 0	0 0 0	0 0					
Part D: Special	Day Class Pupils (District or County Si	uperintendant of Schools)						
	Elementary	Secondary	Total					
Non-Severe	This field is required	This field is required	0					
Severe	This field is required	This field is required	0					
Total	0	0	0					
Part E: Special	Day Class Pupils (County Superintend	ient of Schools Only)						
7th pre	v. 6th prev. 5th prev.	4th prev. 3rd prev. 2nd pre	v. Prev. Current					
16/17	17/18 18/19	19/20 20/21 21/22	22/23 23/24					
Part I: Projecte	d Enrollment							
Please calculate Enrollment/Resi	the following totals via the OPSC online c idency (except Special Day Class Pupils)	alculator then enter the results below.						

Form SAB 50-01 Eligibility Wizard:

Once Part E is completed, the user will continue to Part F: Birth Data (District can agree up to one option max).

In Part F: Birth Data, the user will input the birth data, by county or ZIP Code, if applicable, per the Form SAB 50-01 instructions. There is the ability for the system to estimate the current and previous two years of birth rate data if necessary. This can be done by checking the applicable "Estimated" boxes.

C.cov *						Contact U:	• • • •	Settings	Welcome Test 👻
Public School Construction			Project Reporting	geto Resources	Grants	Enrollment Projection	Users	District	Dashboard
	Part F: Birth Data (District can agree up to one option max.) County Birth Data Birth Data by District ZIP Codes?	Yes No							
	8th prev. 7th prev. 6th prev. 5th prev. 4th prev. 3rd prev.	2nd prev. Prev.	Current						
		Estimated Estimated	Estimated						
	Part G: Number of New Dwelling Units								
	Part H: District Student Yield Factor								
	Part I: Projected Enroliment Please calculate the following totals via the OPSC online calculator then enter the res Enroliment/Residency (except Special Day Class Pupils)	ults below.							
	к-6 7-8 9-12	Total							

Form SAB 50-01 Eligibility Wizard:

If applicable, the user will input the number of new Dwelling Units in Part G: Number of New Dwelling Units and the District Student Yield Factor in Part H: District Student Yield Factor. Please refer to the Form SAB 50-01 instructions for more information regarding these two sections. Once completed, the user will proceed to Part I: Projected Enrollment.

Form	SAR	50-01	Eliaihility	Wizard
FOITH	SAD	50-07	LIIGIDIIILY	vvizaru.

Ciscov *							Contac	Us O	Settings	Welcome Test 👻
🛃 ទីបីbile School Construction				Project Reportin	g pero Resources	Grants	Enrollment Projectio	Users	s District	Dashboard
Birth Data by	District ZIP Codes?		Yes No							
8th pres. 7	th prev. 6th prev. 5th prev.	4th prev. 3rd prev. 3	2nd prev. Prev.	Current						
			Estimated Estima	ed Estimated						
Part G: Number of	New Dwelling Units									
Part H: District Stu Part I: Projected	ident Yield Factor									
Please calculate ti Enrollment/Resid	he following totals via the OPSC online ca ency (except Special Day Class Pupils)	alculator then enter the result	ts below.							
K-6	7-8	9-12	Total							
0.	0	0	0							
Special Day Class	Pupils Only - Enrollment/Residency									
Non-Severe	Elementary	Secondary	Total							
Severe	0	0	0							

In Part I, input the projected K-6, 7-8, and 9-12 enrollment calculated via the OPSC Online

Enrollment Projection Calculator. Part I also has a second section for the projected Special Day Class Pupil enrollment. In this section, the user will also input the SDC enrollment projected via the OPSC Online Enrollment Projection Calculator for the columns labeled Elementary and Secondary, which are further broken down into Non-Severe and Severe rows.

Form SAB 50-01 Eligibility Wizard:

16/17	7 17/18 18/19	19/20 20/21	21/22 22/23 23/24
Part I: Projects	ed Enrollment		
Dieses calculati	the following totals via the ODEC coline or	inclutes then enter the encode halo	
Frease calculate	e the following totals via the OP 3C online to	siculator then enter the results bei	we.
Enroument/wes	sidency (except special day class Pupils)		
K-6	7-8	9-12	Total
This Red is a	anning This Reld is seen in d	This field is serviced	0
This field is fe	equirea manada reguirea	This new is required	
Special Day Cla	iss Pupils Only - Enrollment/Residency		
	Elementary	Secondary	Total
Non-Source			
manaviere	and fields are lead	while distantly as a solar of	0
	This field is required	This field is required	
Severe			0
	This field is required	This field is required	
B-1-1			
Total	0	0	0
			Continue 🔶

Once Part I is completed, the user can save the entered information and procced to the certification screen by clicking the green "Continue" icon.

In the certification wizard the user will have a "Yes" box to select indicating that they have verified and have read and agreed to the terms and conditions. Next the user will fill out the information for the District Representative/Superintendent. The information includes the name, email address, phone number and date the form was submitted electronically. Once everything has been completed the user can save the information entered and proceed by clicking the green "Continue" icon.

c School Construction		Project Reporting per	Resources	Grants	Enrollment Projection	Users	District	Cashbo
		,			,			
Eligibility	Certification		Options					
50-01 Initial Enrollment			C Duplicat	te As Draft				
Certification	I certify, as the District Representative, that the information reported on this form and, when a Residency Reporting Worksheet attached, is true and correct and that:	pplicable, the High School Attendance Area	Copy Lin	nk				
Submit	I am designated as an authorized district representative by the governing board of the	district.	Preview	Eligibility	Forms			
	planning commission or approval atthority has approved the tentative subdivision ma and the district has identified eventing units in that map to be contracted. All subdivisi are available at the district for review by the Otics of Jublic Scholl Construction (OPS) • This form is an exact duplicate (verbatim) of the form provided by the Office of Public Scholl	p used for augmentation of the enrollment on maps used for augmentation of enrollment ;). chool Construction. In the event a conflict	Uploade	d File:	5 Up	iload File	٩	
	should exist, then the language in the OPSC form will prevail.				No Files			
	I verify, I have read and agree to the above terms and certification information	Yes No						
	District Representative or Superintendent Name	Test user						
	District Representative or Superintendent Email	Testuser@gmail.com						
	District Representative or Superintendent Phone Number	(916) 987-6543						
	Phone Extension (optional)							

Form SAB 50-01 Eligibility Wizard - Certification Page:

In the submittal wizard the user can upload the Form SAB 50-01 and any supporting documentation. Once everything is verified, the required documents are uploaded, and both boxes have been checked, the District Superintendent/Representative will proceed by clicking the green "Submit Paperless Application" button.

Dearhoard / Dearies / Digibilitywicard Provide / Dearies / Digibilitywicard	Public School Construction				Project Reporting pro	Resources	Grants	Enrollment Projection	Users	Ristrict Dasht
Eight Pil/ Image: Pil/Pil/ Image: Pil/Pil/Pil/Pil/Pil/Pil/Pil/Pil/Pil/Pil/	Dashbeard / District / Eligibilitywizard	Adj NC 2023 - 2024 + District-wide	() ()		District: 67439 Sacran County Name: Sa	nento City Unilla cramento Coun	ut ty			
Certification The state of a st		Eligibility	Submittal OPS: New accepts State Allocation Based School Facility Program forms to be submitted electronicality via OPSC Online. School districts	Options C Duplicate As Draft Delete Draft						
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Inversion of the spectra disconnects Inversion and that the index matter is a solution of the spectra disconnect			All inspired and supporting application documents must be applicable prior to submitting a new funding application. Making in documents to be integrar received and the second seco	Uploaded Files	s 💽	pload File				
I dalami Paparine Anjakation			There adiabated at regime discurrents typical field transfer field typical field		NUTRES					
 Previous 			Charles Teprodecto Specializio							

Form SAB 50-01 Eligibility Wizard - Certification Page:

The user will be taken to a page that confirms the successful submittal of the application. The user will proceed back to the District section by clicking on the District link located in the top left corner.

Form SAB 50-01 Eligibility Wizard – Submit Page:

Class *						Contact U	s 🔹	Settings	Welcome Test 🝷
			Project Reporting ser	Resources	Grants	Enrollment Projection	Users	District	A Dashboard
Dashboard / District / Eligibilitywizard Test NC Update Adj NC 2023 - 2024 - District-wide	Submitted		r rejeccineportung par		or units	District: 67439 Sacram County Name: Sac	ento City I	Unified County	
Eligibility So 50-01 initial Enrollment Certification Submit	Submittal This paperless form was successfully submitted Submittal Date: 05/15/2024	to OPSC.		Options 순 Duplica 군 Copy Li 초 Downlo	te As Draft nk ad Comple	ted Forms			
	What's Next Please review this application's uploaded documents in the right side bar to ensure all required application documents are uploaded and properly named. Required documents not uploaded within 7 working days after the submittal date 2024-05 IS 02:05 PM will lead to the application being rejected.	Application Option Upload file(s)	1S Form	Uploade	d Files	No Files	ioad File	•	
	sign and mail in. A complete paperless submission is all OPSC will need to bagin processing your application.			Test User S Test User (Notes	iubmitted \ Created Dra	ersion 1 05/15/2024 ft 1 05/15/2024 No Notes	Newl	Note	

How to Supersede a Form SAB 50-01

When the District needs to submit a revised Enrollment Certification Projection (Form SAB 50-01), users can supersede previous versions submitted into OPSC Online by following the steps provided below.

To access Eligibility, click on District and select a District Name.

District	Screen:
Diotriot	00/00/1.

Chan .						Contact U	s 💿 Se	rttings	Welcome Test 👻
Public Scho	ool Construction		Project Reporting Avo	Resources	Grants	Enrollment Projection	U sers	District	A Dashboard
Dashboard / District									
Select A Dis	trict								
	District 0 67439 Sacramento City Unified	Role 0 Local Educational Agency Superintendent	Company 0						
	1 items Total				First	Prev 1 Next Last	-		

Once a District has been selected, the user can review eligibility updates which have been drafted or submitted.

Under *District Eligibility Applications,* select the application that the user would like to supersede.

District Eligibility Applications Screen:

Cher .											Contact U:	s o s	ettings	Welcome Test 💌
Public Scho	ool Construct	tion						Project Reporting Betty	Resources	Grants	Enrollment Projection	Users	District	R Dashboard
Dashboard / District														
67439 Sacran Sacramento County Eligibility Manage Sites	District Contacts	Unified District Uploaded Docs	Financial Hardship Pro	ject Tracking Number										
District Eligibilit	y Applications	5						New Eligibility Application		VIEW elect a High aformation:	Baselines School Attendance Area belo	w for Eligit	bility Basel	ine
Nickname 0	Status 0	Type 🗧	Enrollment Year 0	HSAA ≎	Site Name 0	Received Date ©	Updated 🜱	¢	ſ	Type to fil	ter the HSAA			
Test Nc Update	Submitted	Adj Nc	23/24	District-Wide		04/03/2024	04/03/2024							
Test Establishment	Submitted	Est Nc	23/24	District-Wide		04/03/2024	04/03/2024			(00) District	t-wide			>
Cmp Capitol Campus Establishment	SAB Approved	Est Mod	20/21	District-Wide	California Montessori Project - Capitol Campus	10/07/2022	10/12/2022			(01) Rosem	ont			>
Sacramento City 19- 20 Cbeds	SAB Approved	Adj Nc	19/20	District-Wide		05/06/2020	12/30/2020							
67439	SAB Approved	Adj Mod	13/14	District-Wide	John H. Still	11/27/2019	12/24/2020							
Leonardo Da Vinci	SAB Approved	Adj Mod	13/14	District-Wide	Da Vinci (Leonardo) Elementary	12/02/2019	12/24/2020							
6 Total Items Pe	er Page 25 🗸							First Prev 1 Next Last						

Once in the Eligibility wizard, under the Options box the user will click on the "Duplicate As Draft" link.

Form SAB 50-01 Eligibility Wizard

Chan •											Contact Us	• Set	tings	Welcome Test 👻
Public School	Construction						Pro	eject Reporting pete	Resources	Grants	Enrollment Projection	Users	District	A Dashboard
Dashboard / District / Eligib	ilitywizard Test NC Update Adj NC 2023-2024 • District-wide	Submitted)						ŝ	District: 674 County	39 Sacramento City Unified Name: Sacramento County			
	Eligibility	Form	n SAB 50-01 Enro	ollment				Options						
	50-01 Initial Enrollment	Select th	e Enrollment Projection		Fifth-Year	~	Copy Link	As bran						
	Certification	Please s	elect HSAA Residency Reportin	g (HSAA Districts Only)			~	Download Completed Forms						
	Submit	Select a	Weighting		Standard			 Uploaded Files 						
		Part A: I	K-12 Pupil Data						Ontions	I Docume	nts			
			3rd prev.	2nd prev.	Prev.	Current		Additional	Files					
			20/21	21/22	22/23	23/24		SAB 50-01	ADA (3).pdf 👻	SAB 50-01	Apr 3, 2024			
		к	0	0	0	٥		Activity						
		1						Test User Su	bmitted Version	1 04/03/20	024			
		2						Test User Do	cument Upload	ed 04/03/2	024			

The user will automatically be returned to the District Eligibility section wizard and a draft application will be created to make the necessary revisions. The user will click on the draft application to proceed.

Chever •											Contact Us	Settings	Welcome Test 🝷
Public Scho	ol Construc	tion						Project Reporting #10	Resource	Grants	Enrollment Projection	Users Distric	t Dashboard
Dashboard / District / El 67439 Sacram Sacramento County Eligibility Manage Sites	igibility nento City District Contacts	Unified District Uploaded Docs	Financial Hardship Pro	ject Tracking Number									
District Eligibilit	y Application	S Type û	Enroliment Year û	hsaa 0	Site Name 🗘	Received Date 0	Updated ~	New Eligibility Application		View Select a High Information: Type to fil	Baselines a School Attendance Area below	v for Eligibility Ba	seline
Test Nc Update	Draft	Adj Nc	23/24	District-Wide			04/03/2024	Options 💌					
Test Nc Update	Submitted	Adj Nc	23/24	District-Wide		04/03/2024	04/03/2024			(00) Distric	t-wide		>
Test Establishment	Submitted	Est Nc	23/24	District-Wide		04/03/2024	04/03/2024			(01) Rosem	iont		>
Cmp Capitol Campus Establishment	SAB Approved	Est Mod	20/21	District-Wide	California Montessori Project - Capitol Campus	10/07/2022	10/12/2022						
Sacramento City 19- 20 Cbeds	SAB Approved	Adj Nc	19/20	District-Wide		05/06/2020	12/30/2020						
67439	SAB Approved	Adj Mod	13/14	District-Wide	John H. Still	11/27/2019	12/24/2020						
Leonardo Da Vinci	SAB Approved	Adj Mod	13/14	District-Wide	Da Vinci (Leonardo) Elementary	12/02/2019	12/24/2020						
7 Total Items Pe	r Page 25 💙							First Prev 1 Next Last					

Form SAB 50-01 Eligibility Wizard

Once the necessary revisions are completed, the user can proceed by clicking on the green "Continue" icon. This will take you to the certification section. wizard.

Form SAB 50-01 Eligibility Wizard

Cier .														Contact Us	Settings	Welcome Test 👻
Public School Construction									Proje	t Reporting p	to Resources	s Grants	Enrollment Pro	jection Us	ers Distric	Dashboard
					Estim	ated I	istimated	Estimated								
	Part G: Number of	New Dwelling Units														
	Part H: District Stu	dent Yield Factor														
	Part I: Projected	Enrollment														
	Please calculate th	e following totals via	the OPSC online o Day Class Pupils)	alculator then er	nter the results belo	9W.										
	К-6	7-	8	9	-12		Total									
	1,448		470		1,043		2,961									
	Special Day Class	Pupils Only - Enrollm	ent/Residency													
		Elementary		Secondary		Tota										
	Non-Severe	40		7		4										
	Severe	0		0		0										
	Total	40		7		4										
								Continue	•							

In the certification section wizard, the user will have a "Yes" box to select indicating that they verify and have read and agree to terms and conditions. Next the user will fill out the information for the District Representative/Superintendent. The information includes the name, email address, phone number and date the application is being submitted electronically. Once everything has been completed the user can save the information entered and proceed by clicking the green "Continue" icon.

Form SAB 50-01 Eligibility Wizard – Certification Page:

Choon *							Contact U	s o :	Settings	Welcome Test 🔻
Ê Pub	ic School Construction		Project Report	ing _{Beto}	Resources	Grants	Enrollment Projection	Users	District	A Dashboard
	Eligibility C 50-01 Initial Enrollment C certification Submit	Certification I certify, as the District Representative, that the information reported on this form and, when a Residency Reporting Worksheet attached, is true and correct and that: I can designated as an autoorized district representative by the governing board of the: I the district is requesting an augmentation in the enrollment projection pursuant to B another district has identified overling unto in that map to be constructed. All subdivision are available at the district for review by the Office of Public School Construction (DRV This form is an exact displacet evaluation of the function of the function of the function of the function of the other and the district for review by the Office of Public School Construction (DRV This form is an exact displacet evaluation of the function of the Public School Construction (DRV) This form is an exact displacet evaluation of the function of Public School Construction (DRV) This form is an exact displacet evaluation of the function of the Public School Construction (DRV) This form is an exact displacet evaluation of the function of the Public School Construction (DRV) This form is an exact displacet evaluation of the function of the Public School Construction (DRV) This form is magnet displacet evaluation of the function of the Public School Construction (DRV) This form is an exact displacet evaluation of the function of the Public School Construction (DRV) This form is an exact displacet evaluation of the function of the Public School Construction (DRV) This form is an exact displacet evaluation of the function of the Public School Construction (DRV) This form is a magnet displacet evaluation of the function of the Public School Construction (DRV) This form is an exact displacet evaluation of the function of the Public School Construction (DRV) This form is an exact displacet evaluation of the function of the Public School Construction (DRV) This form is an exact displacet evaluation of the the function of the Public School Construction (DRV) This form is an exac	project report applicable, the High School Attendance Area district. tegulation Section 1359:42.1 (a), the local p used for augmentation of the enrolment on maps used for augmentation of the enrolment C). chool Construction. In the event a conflict	L C	Options Duplica Delete I C copy Li Preview Jploade	tte As Draft Draft ink v Eligibility	Forms	load File	District S	Dashboard
		should exist, then the language in the OPSC form will prevail. I verify, I have read and agree to the above terms and certification information	This form is an exact subjictace (vehatim) 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. y, I have read and agree to the above terms and certification information Yes No							
		District Representative or Superintendent Name	Test user							
		District Representative or Superintendent Email								
		Phone Extension (optional)								
		Date	03/20/2024							
		Previous	Continue +							

In the submittal section wizard, the user can upload the revised Form SAB 50-01 and any supporting documentation. Once everything is verified, the required documents are uploaded, and both boxes have been checked, the Superintendent/District Representative will proceed by clicking the green "Submit Paperless Application" button.

Cator *							Contact U	ls 💿 Se	tings	Welcome Test 👻
Bublic School Construction				Project Reporting Ana	Resources	Grants	Enrollment Projection	U sers	District	A Dashboard
Dashboard / District / Eligibilitywizard	Test NC Update Adj NC 2023 - 2024 • District-wide	0763		District: 67439 Sacran County Name: Sa	ento City Unifie cramento Count	d Y				
	Elgiblity Statistical favelinest Centrates Ident	<text><text><list-item><list-item><list-item><list-item><list-item><list-item><list-item></list-item></list-item></list-item></list-item></list-item></list-item></list-item></text></text>	Options (2) Deplicate As Deel (2) Deplicate As Deel (2) Cospilation (2) Optional (2) Preview Eligibits Uploaded File	ft y Farms DS U No Files	doud File					

Form SAB 50-01 Eligibility Wizard – Certification Page:

The user will be taken to a page that confirms the successful submittal of the application. The user will proceed back to the District section wizard by clicking on the District link located in the top left corner.

(A -Contact Us 🔅 Settings æ Public School Construction Project Reporting deto Resources Grants Enrollment Projection Users District Dashboard Dashboard / District / Eligibilitywizard Test NC Update 🥜 Submitted District: 67439 Sacramento City Unified County Name: Sacram Adj NC 2023 - 2024 • District-wide Eligibility Submittal Options P Duplicate As Draft 📀 50-01 Initial Enrollment Copy Link Certification This paperless form was successfully submitted to OPSC. Download Completed Forms Submittal Date: 05/15/2024 Submit Uploaded Files Upload File 🕱 Application Options What's Next Please review this application's uploaded documents in the right side bar to ensure all Upload file(s) No Files required application documents are uploaded and properly named. Required documents not uploaded within 7 working days after the submittal date 2024-05-15 02:05 PM will lead La Download Completed Forr to the application being rejected. The completed SAB form can be **downloaded here** at anytime but is no longer neces sign and mail in. A complete paperless submission is all OPSC will need to begin pro-Activity Test User Submitted Version 1 05/15/2024 Test User Created Draft 1 05/15/2024 + Previous New Note Notes No Notes

Form SAB 50-01 Eligibility Wizard:

New Construction Eligibility Baseline

How to check the New Construction Eligibility Baseline

To access the Eligibility baseline, click on *District* and select a District Name.

District Screen:

Chiev *							Contact U	s 🗢 Setting	s Welcome Test 👻
Public Schoo	ol Construction			Project Reporting pro	Resources	Grants	Enrollment Projection	Users Dis	E Ashboard
Dashboard / District									
Select A Distr	rict								
	District 0	Role 0	Company 0						
	67439 Sacramento City Unified	Local Educational Agency Superintendent					_		
	1 items Total					First Pre	1 Next Last		

The Eligibility screen allows users to view the District's new construction baselines under the View Baselines menu on the right-hand side. In the View Baselines menu, the user will select between District-wide or the High School Attendance Area as applicable.

Public School	I Construction							Project Reporting	مع ۸۰۰ Resources	Grants	Enrollment Projection	Users	District	A Dashboard
hboard / District														
439 Sacrame Imento County Spality Manage Sites	District Contacts Dist	ified	ncial Hardship Project Tracking	Number										
District Eligibility	Applications							New Eligibility Application	View E Select a High	Basel	ines dance Area below for Eligi	xility Baseli	ve informati	ion
Nickname 0	Status 0	Туре 0	Enrollment Year	HSAA 0	Site Name 0	Received Date 0	Updated ~	0	Type to filt	er the HSAA				
Test Nc Update	Submitted	Adj Nc	23/24	District-Wide		04/03/2024	04/03/2024		(00) District	wide				>
Test Nc Update	Submitted	Adj Nc	23/24	District-Wide		04/03/2024	04/03/2024							
Test Establishment	Submitted	Est Nc	23/24	District-Wide		04/03/2024	04/03/2024		(01) Rosema	ont				,
Cmp Capitol Campus Establishment	SAB Approved	Est Mod	20/21	District-Wide	California Montessori Project - Capitol Campus	10/07/2022	10/12/2022		0					
Sacramento City 19-20 Cbeds	SAB Approved	Adj Nc	19/20	District-Wide		05/06/2020	12/30/2020							
67439	SAB Approved	Adj Mod	13/14	District-Wide	John H. Still	11/27/2019	12/24/2020							
Leonardo Da Vinci	SAB Approved	Adj Mod	13/14	District-Wide	Da Vinci (Leonardo) Elementary	12/02/2019	12/24/2020							
7 Total Items Per Pa	ige 25 🗸							First Prev 1 Next Last						

District Eligibility Applications Screen:

Once the corresponding baseline has been selected, the View baseline menu will change to include a button for new construction. The user will proceed by clicking the "New Construction" button.

District Eligibility Applications Screen:

Car .										Contact U	s O Setting	Welcome Test 👻
Public School (Construction						Project Reporting an	Resources	Grants	Enrollment Projection	Users Dist	rict Dashboard
Dashboard / District / Eligibili 67439 Sacrament Sacramento County Eligibility Manage Sites Die	ty Ito City Unified strict Contacts District Uploy	: (00) District-wi	de Project Tracking Number									
< Entire District Eligibility Applic	ations						New Eligibility Application	Basel View the Dist New Constr	trict's New (ruction >	Construction baseline and adj	justments:	
Nickname 0	Status 0	Enrollment Year 0	Site Name 0	HSAA 0	Received Date 0	Туре С	Updated ~	Type to fi	iter the Site	5		
Test Nc Update	Submitted	2024		District-Wide	04/03/2024	Adj Nc	04/03/2024					
Test Nc Update	Submitted	2024		District-Wide	04/03/2024	Adj Nc	04/03/2024	1619 N Str	eet			> *
Test Establishment	Submitted	2024		District-Wide	04/03/2024	Est Nc	04/03/2024	A Warren M	Acclaskey A	d Ed		>
Cmp Capitol Campus Establishment	SAB Approved	2021	California Montessori Project - Capitol Campus	District-Wide	10/07/2022	Est Mod	10/12/2022	A. M. Winn	Elementary	1		
Sacramento City 19-20 Cbeds	SAB Approved	2020		District-Wide	05/06/2020	Adj Nc	12/30/2020	A. Warren	Mcclaskey A	idult Educ		>
67439	SAB Approved	2014	John H. Still	District-Wide	11/27/2019	Adj Mod	12/24/2020	Abraham L	Lincoln Elerr	nentary		>
Leonardo Da Vinci	SAB Approved	2014	Da Vinci (Leonardo) Elementary	District-Wide	12/02/2019	Adj Mod	12/24/2020	Albert Eins	stein Middle			>
								Alice Birne	ty .			>
7 Total Items Per Page	25 ¥						First Prev 1 Next Last	Alice Birne	y Waldorf-ir	nspired		>
								American I	Legion High			>
								Argonaut H	High			>
								Aspire Cap	itol Heights	Academy		>

In the new construction baseline, there are two types of baseline adjustment categories: "NC Baseline Adjustment" and "Pending Baseline Adjustment(s)." To check the District's current new construction eligibility, the user can refer to what is shown on the SAB Approved Baseline.

District New Construction Eligibility Screen:

Chien *								7								Contact Us	O Settings	Welcome Test 🔹
Public School Construction											Proje	ct Reporting #==	Resources	Grants	Enrollment	Projection	Users Distri	ct Dashboard
< Return to	o Districtwide/I	HSAA																
NC	Baselin	e Adjus	tment															
Esta	blished Ba	iseline:																
н.6		-8	9-12	Non-Severe	Severe													
	2972	1002	5625	485	465													
	Type to Riter																	
xe		7-8 1	9-3	a ::	Non-Severe 1	Severe 1	Adjustment Type :	App#(Desc. 1	Received ~	Approved By 1	Justification :	Enrollment	SAB Dut	e 2				
0		Q	0		0	8	a - Reduced by SFP Funding Items	54/67435-00- 008	08/08/2022	Barbara Kampmeinert	10/28/2022	16/17	31/28/2	022				
91	1	138	-10	9	167	323	e - Enrollment changes		03/10/2020	Joshua Potter	04/21/2020	19/20	06/24/2	020				
8		0	-54		0	0	c - Reduced by additional classrooms in a SFP Mod Project	57/67439-00- 077	10/17/2019	Candace Ly	05/35/2023	19/20	06/28/2	023				
8		a	-11	5	0	D	c - Reduced by additional classrooms in a SFP Mod Project	57/67435-00- 078	10/17/2019	Candace Ly	05/12/2023	18/19	06/28/2	023				
0		-54	-54		0	D	a - Reduced by SFP Funding Nems	50/67439-00- 004	08/30/2017	Joshua Potter	08/15/2017	19/20	06/24/2	020				
											First	Prev 1 2 3	4 5 Next	Last				
SAB	Approved	Baseline:																
K-G		8	9-12	Non-Severe	Severe													
	4419	394	405	290	855													

Please note, if there are any pending baseline adjustments, the *Estimated Baseline* will show what the SAB Approved baseline will look like once the pending adjustments are approved.

District New	Construction	Eliaibility	Screen:
Diotriot rion	0011011 4011011	Ligionity	00/00/1.

Chan .													Contact U	ls O Settings	Welcome Test 💌
Public School Construction									Projec	t Reporting 🕬	Resources	Grants	Enrollment Projection	Users District	Dashboard
						items									
	-911	138	-109	167	323	e - Enrollment changes		03/10/2020	Joshua Potter	04/21/2020	19/20		06/24/2020		
	0	0	-54	0	0	c - Reduced by additional classrooms in a SFP Mod Project	57/67439-00- 077	10/17/2019	Candace Ly	05/15/2023	19/20		06/28/2023		
	0	0	-135	0	0	c - Reduced by additional classrooms in a SFP Mod Project	57/67439-00- 078	10/17/2019	Candace Ly	05/12/2023	18/19		06/28/2023		
	0	-54	-54	0	0	a - Reduced by SFP Funding Items	50/67439-00- 004	08/30/2017	Joshua Potter	08/15/2017	19/20		06/24/2020		
	SAB Approve K-6	d Baseline: 7-8 9- 394	12 Non-Ser 408 290	vere Severe]					Fin	it Prev 1	2 3 4	5 Next Last		
	Pending E	aseline Adj	ustment(s)			No Pending	Adjustments								
	Estimated Ba	seline: 7.8 9- 304	12 Non-Ser 408 290	vere Severe											







OPSC ONLINE USER GUIDE



Section 2. Fund Release

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

Chieve *					Conta	act Us	Settings	윈 Log In
		Resources	Č	Grants	Reports	Users	District	A Dashboard
		incooline coo		Grants	inch or to	obel b	DIDUTA	bashboara
	Public School Construction							
	SIGN IN TO CONTINUE							
	This field is required							
	Password							
	SIGN IN Forgot your password or other trouble signing in?							
	Reset your password Don't have an account? Request a new account For additional guidance please review the OPSC Online User Guide							
	WSC WAL-AA WCAG 2.1							

OPSC Online Login 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 <u>OPSCOnlineSupport@dgs.ca.gov</u>.

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

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

Dashboard

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

The Dashboard allows users to create New 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.

Public School C	onstruction			Resource	es Grants	Users Distri	ct Dashbo
poard							
nding Annliggti							
nding Applicati	ons						
Create New Funding Application	n			Q Filter 42 appli	cations		Search All
App Name	Prog. Type S	tatus ~ OPSC. #	App School/Site	District	PTN #	OPSC Received	Last Updated
57/66431-00-021	MOD	Withdrawn 57/664 00-021	31- Oxford Academy	Anaheim Union High	66431- 94	09/05/2018	09/25/2018
Oxford Academy	CTE MOD	Withdrawn 59/664 00-002	31- Oxford Academy	Anaheim Union High	66431- 94		03/06/2018
50/66431-05-002	NC	SAB Approved 50/664 05-002	31- Dale Junior High	Anaheim Union High	66431- 90	08/17/2018	08/21/2018
51/66431-00-001	FH - Replacement	00-001	31- Anaheim High	Anaheim Union High	66431- 87	10/17/2018	03/12/2019
57/66423-00-001	MOD Design	OPSC Reviewing 57/664 00-001	23- Barton Elementary	Anaheim Elementary		04/13/1999	11/30/2017
					_		

Dashboard Screen:

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

Dashboard Screen:

Public School Cons	struction					Resources	Grants	Users Distr	ict Dashboa
shboard									
unding Applications	2								
anding Applications	,								
Create New Funding Application					Q F	ilter 42 applicatio	NS		Search All
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
						(and a			



Redirects users to the Dashboard screen from any page. Dashboard

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



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



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

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

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

User Management

The User Management page allows District Superintendents/Representatives to grant authorization to new users*. Doing so allows users to complete applications and submit documents on the District's 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:

w *				Contact Us	• Setting	gs Weld	ome Anaheim
Public Schoo	l Construction		Res	ources Gran	ts Users	District	A Dashboard
iboard / User Manageme	ent						
ser Managen	nent						
凸 Create User			Filter b	name, email, p	oone, mie		
	Famali	Phone	Role	last	orin	Ar	
Name •	Eman	1 monte	Here	COSC	ogin		ove

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 delegate's 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 User Access".

Create User Screen:

Step 1: Create User		Step 2: Add User Access
	Profile	
	Trite Mr 🗸	
	Email Address	
	anaheim@del.com Will be the Usename First Nama	
	Anaheim	
	Last Name Delegate	
	Office Phone (121) 121-2121 Ext:	
	Cell Phone	
	optional Secondary Email	
	optional	

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:

Chow .				Conta	ct Us	Settings	Welcome Anaheim 💌
Public School Const	ruction			Resources	Grants	Users	요 Profile ① Log Out District Dashboard
Dashboard / User / User Profile							
Manage Your Profile	e						
	Manage Profile						
Profile	District	Role	Company		Expire	s	
	66423 ANAHEIM ELEMENTARY	LEA Representative					
Mr Anaheim Representative (121)212-1212 c (121)212-1212 anaheim@rep.com	66431 ANAHEIM UNION HIGH 2 total	LEA Representative					
ANAHEIM ELEMENTARY 1001 South East Street Anaheim, CA, 92805							
Edit Profile							
C Change User Name							

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	×
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	
	ae
Retype Password	
	a _e
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 Delegate's access will also be available under Manage Profile.

Manage Profile Screen:

Choon *				Conta	ict Us	Setting	s Weld	come Anaheim 📼
Public School Construction				5		22		*
Dashboard / User Management / User Profile				Resources	Grants	Users	District	Dasnboard
Manage Profile								
Profile	Access Ms Anaheim Delegate has access as listed below.						64	Add Access
	District	Role	Company	Expires				
Ms Anaheim Delegate	66423 ANAHEIM ELEMENTARY	LEA Delegate(Consultant)	Clovis USD				Edit Dele	ete
0 (212) 121-2121 Manaheim@del.com	66431 ANAHEIM UNION HIGH	LEA Delegate(Consultant)	Clovis USD				Edit Dele	ite
ANAHEIM UNION HIGH	2 total							
Anaheim, CA, 92803								
Edit Profile Confirm								
C# Change User Name 4 Change Password								

Form SAB 50-01, 50-02, and 50-03 Eligibility Submittals

Before a district can submit a funding application for the SFP new construction and/or modernization programs, the district must submit an application to determine eligibility for funding. New Construction eligibility is normally determined on either a district-wide basis, or sometimes based off a High School Attendance Area (HSAA). For modernization, each school site has its own site-specific eligibility.

Authorized users will have the capability to create, review, and submit eligibility establishments/updates and have access to review existing ledgers showing the history of each district or site's past eligibility activity. This will allow users to see the historical eligibility and remaining eligibility details for their District. Eligibility forms include the Form SAB 50-01, 50-02, and 50-03.

The purpose of having Districts submit eligibility forms online is to capture the data and enrollment so that future functionality prepopulates enrollment for prior years. OPSC online does not calculate the enrollment projections, it is designed to capture the eligibility form data. The District should use OPSC's online <u>SAB 50-01 Enrollment Projection Calculator</u> to run new construction eligibility scenarios, keying in the results and desired methodology into OPSC Online. The calculator can be found here: <u>https://www.dgsapps.dgs.ca.gov/opsc/ab1014/</u>.

To access Eligibility, click on "District" and select a District Name.

CA	w 🏘				Conta	t Us	Settings	Welco	ome Anaheim 🔻
Ĥ	Public	School Construction			Resources	Grants	est Users	District	A Dashboard
Dash	board / Distric	t							
;	Select A	District							
		District	Role	Company					
		66423 ANAHEIM ELEMENTARY	LEA Representative						
		66431 ANAHEIM UNION HIGH	LEA Representative						
		2 items Total			First Prev 1	Next	Last		

District Screen:

Once a District has been selected, users can review eligibility establishments/updates which have been drafted or submitted.

By clicking on "New Eligibility Application", users are directed to the Eligibility Wizard page, where users can create new applications for eligibility establishments and updates.

Public	School (Constructio	n						Resources	Grants	Users	District	A Dashbo
hboard / Distri	ict												
6431 Ana	aheim l	Jnion Hig	h										
ligibility Mana	age Sites Di	strict Contacts											
District Eli	gibility Ap	plications					New Elij	jibility Application	VIE	W Ba		IES	elow for
Nickname	Status	Туре	Enrollment	HSAA	Site Name	Received	Updated ~		Eligibili	ty Baselin	e informati	on:	elow loi
			Year			Date			Туре	to filter ti	ne HSAA		
Cypress High 2016-2017	Draft	Adj Mod	16/17	District-Wide	Cypress High		03/25/2020	Options 🔻	Distric	ct-wide			>
Cypress High 2017-2018	Draft	Adj Mod	17/18	District-Wide	Cypress High		03/25/2020	Options 🔻	Anahe	eim			>
Cypress High	Draft	Adj Mod	15/16	District-Wide	Cypress High		03/24/2020	Options -	Cypre	SS			>
	Draft	Adj Mod	13/14	District-Wide	Cypress High		03/24/2020	Options 🔻	Katell	а			>
Cypress High									Kenne	edy			>
Cypress High 2013/14							First Prev	1 Next Last	Loara				
Cypress High 2013/14									Magai	alla			

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:

Clair *			Cont	ict Us	• Setting	s Wel	come Anaheim 🝷
Public School (Construction		Resources	Grants	Users	District	Dashboard
Dashboard / District / Eligibilit	y Wizard						
	Establish or Adjust District Eligibility						
	District Selected	ANAHEIM UNION HIGH					
	Select Eligibility Application Type	Please select an option 🔻					
	Select High School Attendance Area	Please select an option					
	Select Enrollment Year	Please select an option					
	Enter An Application Nickname						
		Cancel 🗶 Continue 🍝					

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:

Chen *									Conta	ct Us 🛛 🤨 Se	tings Wel	come Anaheim 👻
Public School Con	struction								Resources	Grants Use	ers District	A Dashboard
Dashboard / District / Eligibility Wiz Test (Draft) Est NC 2019-2020 - District-wide	ard										Anahei	m Union High
Eligibility	50-01 Initia	al Enrollme	ent						Options	ft		
60-01 Initial Enrollment 50-02 School Building Capa 🔗 50-03 Eligibility Determinati	Select the Enrollme Please select HSAA	nt Projection Residency Reportir	ng (HSAA Distric	ts Only)		This fiel	d is required	•	 Delete Draft Copy Link Preview Eligibilit 	y Forms		
Certification Submit	Select a Weighting Part A: K-12 Pupil	Data				This fiel	id is required	•	Uploaded File	No Files	Uploa	nd File 🛛 🗞
	7th prev	6th prev.	5th prev.	4th prev.	3rd prev.	2nd prev.	Prev.	Current				
	12/13 K	13/14	14/15	15/16	16/17	17/18	18/19	19/20				

The District can obtain a hard copy of any of the three forms along with general information and instructions by clicking "Preview Eligibility" Forms on the right side of the application.

Eligibility Forms:

Home Share	View	Extract						
→ ~ ↑ 🖁 « Ap	pData → Loo	al > Microsoft > Windo	ws > INetCache > IE > AZN	BKCOX → OPSC-SABELI	G.zip	~ 0	5	Search OPSC-SABELIG.zip
^	Name	^	Туре	Compressed size	Password	Size	Rati	o Date modified
Quick access	AB 50-	01 Form.pdf	Adobe Acrobat Document	315 KB	No	333 KB	6%	2/25/2020 9:38 AM
🗎 H:\ 🛪	AB 50-	02 Form.pdf	Adobe Acrobat Document	233 KB	No	245 KB	5%	2/25/2020 9:38 AM
Downloads *	AB 50-	03 Form.pdf	Adobe Acrobat Document	235 KB	No	248 KB	5%	2/25/2020 9:38 AM
📰 Pictures 🛛 🖈								
AGPA								
Desktop								
PAL								
Special Project								
OneDrive - DGS								
oncome boo								
This PC								
3D Objects								
Desktop								
Downloads								
🖹 H:\								
h Music								

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.

Public School Construction				Resources	Grants	Users	District	A Dashboard
Eligibility	Certification	plicable, the High School Attendance Area atrice: pulsion Section 1859:421 (a), the local used for augmentation of the enrollment maps used for augmentation of enrollment	Options 2) Duplicate As Draft B Defete Draft C Copy Link Preview Eligibility Forms					
Submit	and remains at the substruct of remains of the online of reads of substructions (Fig.2). A resolution or other appointed documentation appointing this application under Chapter 213, Part 10, Division 1, commencing with Section 17/0120, et seq., of the Effactation Code was adopted by the School District Noeming Buard or the designee of the Superintendent of Public Instruction on This form is an exact digulate levaluation of the form provided by the Office of Public Sci should exist, then the language in the OFSC form will prevail.	This field is required.		Files	Upload	File 9		
	Everify, Inave read and agree to the above terms and certification information District Representative or Superintendent Name	Ves No This field is required						
	District Representative or Superintendent Email	This field is required						
	District Representative or Superintendent Phone Number	This field is required						
	Phone Extension (optional)							
	Date	This field is required						

Certification Page:

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

Submittal Page:

Eligibility 50-03 Eligibility Determination Certification	Submittal OPSC now accepts State Allocation Board School Facility Program forms to be submitted electronically via OPSC Online. School districts must upload copies of all required documents within 7 calendars days or the submittal will be revoked.	Options ?[] Duplicate As Draft Delete Draft C ² Copy Link
🕖 Submit	 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 	Preview Eligibility Forms
	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.	Uploaded Files Upload File
	Once a school district has uploaded a file, the file cannot be removed.	No Files
	I have uploaded all required documents Upload file(s)	
	I certify, as the Representative for the School District, that I have reviewed the application and that the information reported on this form is true and correct and that: I am the authorized representative of the District as authorized by the governing board of the district.	
	Submit Paperless Application	

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.

Gov *									Contact Us 🗢 Settings Welcome Anaheim
Public S	ichool Con	struction							Resources Grants Users District Dashboard
ashboard / District	/ Eligibility								
6/31 Ana	hoim I Ini	on High							
Fligibility Manage	Sites District C	ontacts							
District Elig	bility Applic	ations						New Eligibility Application	View Baselines
Nickname	Status	Туре	Enrollment Year	HSAA	Site Name	Received Date	Updated ~		Select a High School Attendance Area below for Eligibility Baseline information:
	_								Type to filter the HSAA
Cypress High 2017-2018	Draft	Adj Mod	17/18	District-Wide	Cypress High		05/02/2020	Options *	
Test	Draft	Est Nc	19/20	District-Wide			05/02/2020	Options -	District-wide >
Cypress High 2016-2017	Draft	Adj Mod	16/17	District-Wide	Cypress High		03/25/2020	Options 👻	Anaheim >
Cypress High	Draft	Adj Mod	15/16	District-Wide	Cypress High		03/24/2020	Options -	Cypress >
2015-2016									Katella >
	Draft	Adj Mod	13/14	District-Wide	Cypress High		03/24/2020	Options 🔻	Kennedy >
Cypress High 2013/14									
Cypress High 2013/14							First	Prev 1 Next Last	Loara
Cypress High 2013/14							First	Prev 1 Next Last	Loara > Magnolia >
Cypress High 2013/14							First	Prev 1 Next Last	Loara > Magnolia > Savanna >

Eligibility Screen:

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:

on baseline:
>
>

Districts will be able to view the current eligibility and all adjustments completed with State Allocation Board (SAB) approval. Pending adjustments not yet approved will appear under the *Pending Baselines Adjustment(s)* header located near the bottom of the page, the status of the adjustment will allow districts to see what stage application adjustments are at during OPSC's review. The user can also see what the estimated baseline will be once pending adjustments are approved.

ablishe	d Baseline:											
-6	7-8	9-12	Non-Severe	Severe								
0	0	791	0	0								
						Typ	e to filter					
-6	7-8	9-12	Non-S	evere Severe	Adjustment Type	App#/Desc.	SAB Date	Received ~	Approved By	Justification	Enrollment	Proj. SAB Date
	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	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	119	-23	-4	c - Enrollment Increase		03/25/2009	10/27/2008	Tracy.sharp@dgs	10/23/2008	07/08	03/25/2009
	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	59	-1	0	c - Enrollment Increase		12/06/2006	08/07/2006	Steve.paul@dgs.c	08/03/2006	05/06	12/06/2006
											First Prev 1	2 3 Next
3 Appro	oved Baseline:											
-6	7-8	9-12	Non-Severe	Severe								
0	0	1227	43	6								
nding	Baseline	Adjustmen	it(s)								Nev	w Baseline Adjustm
t a row b	elow to edit.										1.	
						Тур	e to filter					
6	7-8	9	-12	Non-Severe	Severe	Adjustment Type	Status	Reviewed	By PM Date Cre	ited I	ast Updated	Proj. SAB Date
	0	-1	195	0	0	a - Reduced by SFP Funding Items	PM Review		04/24/20	20 (04/24/2020	06/24/2020
mated	Baseline:											

Eligibility Baseline Screen:

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:

v 🖷						Co	ntact Us	Settings	Welco	ome Anaho
Public School	Construc	tion				Resourc	es Grants	Users	District	A Dashbo
nboard										
Inding Applica	tions									
Create New Funding Applic	ation					Q Filter	41 applicati	ons	S	earch All
App Name	Prog. Type	Status	OPSC App #	School/Site	District	PTN #	OPSC Rec	eived	Last Upd	ated 🗸
Magnolia-Patient Care	CTENC	OPSC Reviewing	55/6643 05-001	Magnolia High	Anaheim Union High	66431-123	04/03/202	0	04/03/20	20
Katella - Culinary	CTE MOD	OPSC Reviewing	59/6643 02-001	Katella High	Anaheim Union High	66431-122	04/03/202	0	04/03/20	20
Sunkist Elementary	MOD	OPSC Reviewing	57/6642 00-034	Sunkist Elementary	Anaheim Elementary	66423-79	03/31/202	0	04/01/20	20
Western High	MOD	OPSC Reviewing	57/6643 00-025	Western High	Anaheim Union High	66431-101	01/28/202	0	01/29/20	20
57/66431-00-015	MOD	OPSC Reviewing	57/6643 00-015	Katella High	Anaheim Union High	66431-66	10/10/201	6	09/04/20	19
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.

Public School Construction		Resources	Grants	Users	District	A Dashboard
Dashboard / Application						
	Create New Application	20	0			
	Has the District applied for advanced funding for Site Acquisition or Design for this project/application?	Yes No				
				Canc	d Con	tique 🔺

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:

อ้า Public School Construction			Resources	Grants	Users	District	A Dashboard
Dashboard / Application							
	Create New Application	0					
	Has the District applied for advanced funding for Site Acquisition or Design for this project/application?	Yes No					
	Vou 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 inciname is used to help you with differentiating this from other projects in your Dashboard.						
	Select the District	Please select an option V					
	Select a funding Program Type © Refer to Section 1859.192 for the eligibility criteria	Please select an option 🗸					
	Please enter your primary Project Tracking Number (PTN #)	-					
	Please enter application nickname						
		Cancel Continue 🔶					
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:

SAB 50-04 Form	Licensed Architect	
Project Type	 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. 	
Additional Grant Request	Any portion of the Plans and Specifications requiring review and approval by the	
Excessive Cost Hardship	Division of State Architect (DSA) were approved by DSA on (latest date):	
Alternative Developer Fee / A	Related DSA Application(s) + DSA App #	
Joint Use / CTE	O Press the Enter d key to save	
Project Progress	 Any portion of the P&S not requiring review and approval by the DSA meets the requirements of the California Code of Reputations. Title 24. including any handicapped access and fire code requirements. 	
Licensed Architect	I certify the information listed above is correct	
Licensed Design Consultant		
Certification	The architect on record for this project is no longer available for certification	
Review	Architect Name 🚱	
Submit	Architect Signature Date 🛛	
	Previous Continue	2

Licensed Design Consultant Certification:

	107	
Site Info	I certify as the architect of record for the project or the appropriate des	sign professional, that
Project Type	 If the request is for a New Construction Grant, not including the ORG which indicates that the estimated construction cost of the work in t proposed project, is at least 60 percent of the total grant amount pro- 	6, I have developed a cost estimate of the proposed project the P&S including deferred items (if any) relating to the ovided by the State and the district's matching share, less
Additional Grane Request	site acquisition costs and the High Performance Base Incentive Gran planning, tests, inspection, or furniture and equipment and is availa	It. This cost estimate does not include site acquisition, ble at the district for review by the OPSC.
Excessive Cost Hardship	 If the request is for a Modernization or Charter School Facilities Prog estimate of the proposed project which indicates that the estimated 	ram Reha-Bilitation Grant, I have developed a cost I construction cost of the work in the P&S, including
Alternative Developer Fee / A	deferred items and interim housing (if any) relating to the proposed provided by the State and the district's matching share, less the High	project, is at least 60 percent of the total grant amount h Performance Base Incentive Grant. This cost esti- mate
Joint Use / CTE	does not include planning, tests, inspection or furniture and equipm	nent and is available at the district for review by the OPSC.
Project Progress	I certify the information listed above is correct O	
Licensed Architect	The Design Consultant on record for this project is no	longer available for certification
Licensed Design Consultant		
Certification	Design Consultant Name 😡	
Review	Design Consultant Signature Date 🕢	
Submit		

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:

AB 50-04 FOITI	Certification					
Site Info	I certify, as the District Representative, that the information reported on this form,	with the exception of items 22 and 23, is true				
Project Type	I am an authorized representative of the district as authorized by the government	ng board of the district; and,				
Additional Grant Request	 A resolution or other appropriate documentation supporting this application under Chapter 12.5, Part 10, Division 1, commencing with 					
Excessive Cost Hardship	Section 17070.10, et. seq., of the Education Code was adopted by the school district's governing board or the designee of the					
Alternative Developer Fee / A	Superintendent of Public Instruction on,					
Joint Use / CTE	 The district has established a "Restricted Maintenance Account" for exclusive and major maintenance of school buildings and has developed an ongoing and 	purpose of providing ongoing ad major maintenance plan that				
Project Progress	complies with and is implemented under the provisions of Education Code Se (refer to Sections 1859.100 through 1859.102); and,	ection 17070.75 and 17070.77				
Licensed Architect	 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, 					
Licensed Design Consultant	Scroll to bottom to Certify app.	-				
Certification						
Review	I verify, I have read and agree to the above terms and certification information	Yes No Please Certify application				
Submit	Date					
	District Representative / Superintendent Phone Number					
	Phone Extension (optional)					
	District Representative / Superintendent Name					
	District Representative / Superintendent Name					

Representatives/Superintendents can then click "Submit Paperless Application" to complete the submittal of their funding application.

CAR 50.04 Form	Cubality
SAB 50-04 FOITI	Submit
Site Info	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.
Project Type	 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
Additional Grant Request	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.
Excessive Cost Hardship	Once an applicant has uploaded a file, the file cannot be removed.
Alternative Developer Fee / A	I have uploaded the Detailed Listing of Project Expenditures (DLOPE) that supplements the Form SAB 50-06.
🥥 Joint Use / CTE	Upload file(s) All uploaded files for this application are always available on the Application Dashboard.
Project Progress	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
Licensed Architect	district.
Licensed Design Consultant	Submit Paperless Application
Certification	
Review	← Prévious
Submit	

Select "Upload Remaining Files" to attach any supporting documents needed to complete the District's application. Documents are required within 7 business days of your application submittal date. Users can locate required forms by clicking on "Review Required Documents".

Applications submitted to OPSC will be reviewed in the date order received. Authorized Users can go to their *Dashboard* to view the status of their District's funding application.

SAB 50-04 Form	Submit	
 Stellato: Provent Type: Anditional Grant Request: 	This paperless application was successfully submitted to O Your Application #: 57/66423-00-022 Submittal Date: 04/13/1999	PSC.
O Decessive Cost Hardship	What's Next	Application Options
Adjust Eligibility / Joint War Project Progress	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 1999-04-13 12:00 AM will lead to the application being rejected.	 Upload Remaining Files Ensure your application is complete by uploading any remaining documents now.
Lannoed Resign Consultant	sign and mail in. A complete paperless submission is all OPSC will need to begin processing your funding application.	Review Required Documents Download Completed Form
Ornalization		Go To Application Dashboard
Review	Previous	
Submit		

Completed Submission Screen:

Financial Hardship

When a Local Educational Agency (LEA) submits an *Application for Funding*, they have the option to check a box on the application to request funding for a Financial Hardship (FH). The purpose of a Financial Hardship review is first to determine if an LEA is eligible for Financial Hardship, and second, to determine how much LEA funds are available for the LEA matching share, if any. If the LEA does not have enough funds for their matching share of a project, the LEA receives Financial Hardship in an amount to make the LEA share whole (LEA's required share minus available funds). For example, if the project total cost is \$1 million and the LEA matching share is \$500,000, but the LEA only has \$200,000 available for their matching share, the LEA would receive \$300,000 in Financial

Hardship funding (\$500,000 - \$200,000 = \$300,000).

When an LEA requests Financial Hardship on an *Application for Funding*, the Office of Public School Construction (OPSC) will request a package of documents from the LEA so that a review for Financial Hardship can be completed concurrently with the review of the *Application for Funding*. Any authorized user representing the school district may complete the Financial Hardship package and upload documents in OPSC Online; however, only the Authorized Superintendent, and District Representatives may submit a Financial Hardship package through OPSC Online.

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

- Phase I FH Checklist
- Phase II FH Checklist
- Project Worksheet for each project
- Fund Worksheet for each Capital Facility Fund the LEA has
- Supporting documents called for in the Phase I and II FH Checklists
- For a Re-Review, the LEA provides an Unfunded Review FH Checklist and supporting documents

Submitting a Financial Hardship Package in OPSC Online

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

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Create New SFP Funding Application	Create New Preschool	I/TK/FDK Funding Application	l i						
Application Name 2	Project Type :	Status :	OPSC App # 2	School/Ste :	District :	Project Tracking	OPSC Received 2	Last Upd	ated ~
Manzanita Elementary	MOD	ARBBA	57/61259-00-071	Manzanita Elementary	Oakland Unified	61259-127	08/07/2020	08/10/20	20
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From the District screen, click on the district name.

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Click on the "Financial Hardship" tab.

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Click on "New Financial Hardship Request".

Financial Hardship Screen:

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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"

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Click on "Start Application" from the *Financial Hardship Package, Financial Hardship Checklist - Phase 1* screen.

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	Financial Hardship Checklist - Phase I Information and Instruction						
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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:

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

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Click "Continue" when you are done.

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	9 SectionA.	Is the school district a Courty Office of Education?	Yes No						
	Section B.								
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Answer each question on the screen and click "Continue". Repeat these steps for the Section A and Section B in the Financial Hardship Checklist.*

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Financial Hardship Checklist County Office of Education Section A. Section B. Perlew Submit	Section A. Section A be district enying developer fees at the maximum rate justified under law? be district enying developer fees at the maximum rate justified under law? be district enswing their Financial Justified Justified under law? be district enswing their Financial Justified Justified Under law? be district enswing their Financial Justified Justified Under Law? be district enswing their Financial Justified Law Developer fees assessed (I.e. Level I. Level I. or alternate feet determined by current needs analysis study). The district must have a current (dated within one year of the Financial Hardship request) beeds Analysis to Justifi field Law Developer fees assessed (I.e. Level I. Level I. or alternate feet determined by current needs analysis study). The district must have a current (dated within one year of the Financial Hardship Interval). Developer Law Developer Copy of School Doard resolution that a supprementing the current fees. A the district hardship developer fees with other school districts has a copy of the agreement with the Financial hardship package? If a copy of the agreement will be uploaded with this asplication, select "vis". S. the district hand hyving the maximum developer fees, dees the district have a current (taked within Japancial Hardship updwritat) developer fees patification study hyving laterat manot to be colliceta?Its this justification study hyving laterat manot to be colliceta?Its this justification study hyving lateration study	
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* 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.

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Public School Construction			Project Reporting Bett	Resources Grant	s Users Distri	ict Dashboard
Finarcial Hardship Checklist	Section B.					
Ccunty Cffice of Education	Section B. 1. Is the district's current outstanding borded or school facility related indebtedness at least 60% of the total bonding capacity of the district?	Yes No				
Section 8.	What is the district's percentage of indektedness?	60.5 %				
Submit	If qualifying under this criteria, please submt the bilowing: A letter from County Audit-Controller certifying the district's current year assessed valuation has been submitted or will be uploaded with this application.	Ves Bo				
	A copy of the appropriate Bond booklets, COP booklets, or other documentation that verifies the district's level of bonded indebtecness has been submitted or will be upbaded with this application.	Ves Bo				
	A copy of the last published annual audit report.	Yes No				
	2. Did the district have a successful registered voter bond election for at least the maximum amount allowed under Frop. 39 within the previous two years from the date of this financial hardship request?	Yes No				
	3. Is the cistrict's total bonding capacity at the time of the request for Financial Hardship status $S5$ million or less? Θ	Yes No				
	4. Is the district submitting under other evidence?	Yes No				
	€ Previous	Continue 🔶				

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).

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Section B.	Is this a new request or a renewat?	New	Manage Entire FH Packa	ge		
Review	is the school district a County Office of Education?	No				
Submit		Edit Page 🔿				
	Section A.					
	Section A					
	L 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					
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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.

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

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	A copy of ballot issue/voter bond pamphlet.	(NCA)		
	Certification from Registrar of Voters	(N/A)		
	Documentation supporting date of election, amount of bond, purpose of bond, and percent of "Yes" vote on bond.	(N(A)		
	3. Is the district's total bonding capacity at the time of the request for Financial Hardship status 55 million or less?	710		
	A letter from County Auditor-Controllercentifying the district's current year assessed valuation.	(N/A)		
	4. Is the district submitting under other evidence?	No		
	Please submit a School District Appeal Request (Form SAB 189) with information and documentation to support the request.	(N/A)		
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The last screen in the *Financial Hardship Checklist* Phase I is the *Submit* screen. From this screen you can download a Word Document list of the documents required for a Phase I Financial Hardship submittal.

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

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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.

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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".

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	Preparer's Title				
	Preparer's Name				
	Preparer's Phone				
	Preparer's Email				
	District Representative / Superintendent Name	Dasiel Flanagan			
	District Representative / Superinterdent Phone Rumber	(919) 555-1212			
	Phone Extension (optional)				
	Errail Address	demo@demo.com			

You should get a message that the submittal was successful.

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Section 8	Your Financial Hardship Request Package II: 001 Submitted Date: 02/02/2003				
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V Review	Preparer's Name:				
Submit	Preparer's Phone:				
	Preparer's Email:				
	District Representative / Superintendent Daniel Flanagan Name:				
	District Representative / Superintendent (916) 555-1212 Phone Number:				
	Phone Extension (optional):				
	EmailAddress: demo@demo.com				
	What's Next Application Options				
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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.*

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

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All Uploaded Documents							

Financial Hardship Package Dashboard:

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

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

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

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

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

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😣 Review	NGTE: All fund sources that could be used for capital facility purposes need to be included i of what fund the proceeds are deposited into.	in the Financial Hardship package, regardless						
Submittal	A. Has the district issued any Certificates of Participation (COP) in the last three years?	Yes No Please answer question						
	B. Will any Certificates of Participation (COP) be issued within the next 12 months from the date of the Financial Hardship submittal?	Yes No Please answer question						
	C. Has the district passed any General Obligation Bonds (2/3, Proposition 29) or Neilo Roos Bonds within the last three years?	Yes No Please answer question						
	D. Joes the district have any developer fee "In Lieu" agreement(s) in effector pending that affects the amount of developer fees collacted by the district?	Yes No Please answer question						
	E. Does the district have any bonds that are authorized but unsold?	Yes No Please answer question						
	F. Has the district received any proceeds from sale of surplus real property within the last three years?	Yes No Please answer question						
	G. Has the district received any other source of funding within the last three years not previously listed that could be used for capital facility purposes?	Yes No Please answer ouestion						

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

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	B. Will any Certificates of Participation (COP) be issued within the next 12 months from the date of the financial Hardship submittal?	Yes No			
	C. Has the district passed any General Obligation Bonds (2/3, Proposition 39) or Nello Roos Bonds within the last three years?	Yes No			
	D. Does the district have any developer fee "In Lieu" agreement(s) in effect or pending that affects the amount of developer fees collected by the district?	Yes No			1
	E. Does the district have any bonds that are authorized but unsold?	Yes No			
	F. Has the district received any proceeds from sale of surplus real property within the last three years?	Yes No			
	G. Has the district received any other source of funding within the last three years not previously listed that could be used for capital facility purposes?	Yes No			1
	H. in the previous two fiscal years has the distric: made Inter-Fund transfers, in or out of a fund which contains capital facility related proceeds?	Yes No			l
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Clicking on a question mark icon next to a question will pull up a pop-up box with additional information related to that question.

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	Svidence Required	Funding Sources (Per Education Code Section 17075.15(c) & Regulation Section 1859.81(a)]				
	S Review	NOTE All fund sources that could be used for capital facility purposes need to be included in of what fund the proceeds are deposited into.	n the Financial Hardship package, regardless				
	Submittal	A. Has the district issued any Certificates of Partic pation (COP) in the last three years?	Yes No				
		B. Will any Certificates of Participation (COF) be issued within the next 12 months from the date of the Financial Hardship submittal?	Yes No				
		C. Has the district passed any Ceneral Obligation Bonds (2/3, Proposition 39) or Nello Roos Bonds within the last three years?	TES NO				
		D. Does the district have any developer fee 'In Lieu" agreement(s) in effector pending that affects the arrount of developer fees collected by the district?	Yes No				
		E. Does the district have any bonds that are authorized but unsold?	Yes No				
		F. Has the district received any proceeds from sale of surplus real property within the last three years?	Yes No				
		G. Has the district received anyother source of funding within the last three years not previously listed that could be used for capital facility purposes?	Yes No				
		H. In the previous two fiscal years has the district made inter-Fund transfers, in or out of	Yes No				

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).

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🧭 Et dence Required	Funding Sources (Per Education Code Section 17075.15/c) & Regulation Section 1859.81/a	9)}				
🥑 Rodew	NOTE: All fund sources that could be used for capital lacility purposes need to be included in of what fund the proceeds are deposited into.	n the Financial Hardship package, regardless				
Separital	λ. Has the district issued any Certificates of Participation (COF) in the last three years?	Ves No				
	3. Will any Certificates of Participation (COP) be issued within the next 12 months from the date of the Financial Hardship submittal?	Yes No				
	C. Has the district passed any General Obligation Bonds (2/3, Proposition 39) or Melio koos Bonds within the last three years?	Yes No				
	 Does the district have any developer fee "In Lieu" agreement(s) in dffect or pending that affects the amount of developer fees collected by the district? 	Yes No				
	E. Does the district have any bonds that are authorized but unsold?	Yes No				
	F. Has the district received any proceeds from sale of surplus real property within the last three years?	Yes No				
	G. Has the district received any other source of funding within the last three years not previously listed that could be used for capital facility purposes?	Yes No				
		1				

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.

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	This allowance is only when the districts applying far new construction projects. 1) Current Exrollment Centification/Projection (Form SAB 50-01). 2) Existing School (Uniding CapacityForm SAB 50-01). 3) That/Estrict's written arelimation of the Interim Housing Seduction newcled for the coming year.	000		
	H. Complete copy of last two independent Audit Reports.	Ves		
	N, Is current Unused Site Certification already on file with OPSC?	NGA		
	If no, please provide listing of the district's unused site(s) and intended purpose(s) or a statement that the district has no unused site.	(N/A)		
		Edit Page 🛥		
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Once all the questions are answered correctly, click on "Continue" at the bottom of the Review screen.

			Contact	us o Settings weikome
lic School Construction			Project Reporting and Resources Grad	nts Users District Dast
	Annaete shout be clearly cost elevencer also be tuned of the contrast and to the encumbrance(c. Is the district respecting an "interim Housing" deduction against funds that would athenniae be considered available to future Financial Handbilp projects?	No		
	This allowance is only when the district is applying far new construction projects: (1) Current Euroliment Centification/Projection (Form SAB 50-01), (2) Ioiting School Building Capacity/Form SAB 50-02), (3) The district restriction and the interim storying Seduction needed for the coming year.	000		
	H. Complete copy of last two independent Audit Reports.	Yes		
	N. Is current Unused Site Certification already on file with OPSC?	NA		
	If no, piease provide listing of the district's unused site(s) and intended purpose(s) or a statement that IF e district has no unused site.	(14/A)		
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Click on "FH Eligibility Determination – Phase II Submittal Checklist" to download the list of documents required for a Phase II Financial Hardship submittal.

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Financial Hardship Package / Draft 1			District-	61259 Oukl	and Unified	
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S Evidence Kequired	 Redpriss implying the advantage of a school values approximate the school values across school values. Appresentation with the signed in the OPSC forline with their corresponding (OSC) online User O. School Values accounts is considered to be a unique electronic signature for purposes of Financial Hurdship Eligibility Determination requests. A printed, wet-signature request does not need to be with a corresponding OSC. 					
C Review	maint in DPAC. Districts and DPSC staff will be able to access uploaded files at any time and can upload new version or additional files at any time. Once an application has uploaced a file, the file cannot be removed by the applicant.					
Submittal	I have uploaded all required documents required on a FHE Eligibility Determination - Phase II Submittal Checklist.					
	Upload file(s) All uploaced files for this application are aways available on the Einstein Handboard.					
	I certify, as the School District Superintendent and/or Authorized School District Representative, that have reviewed the request and that the information certified or this request is true and correct; and that I am the School District Superintendent and/or, Authorized School District Representative.					
	Preparer's Title					
	Preparer's Name					
	Preparer's Phone					

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

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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.

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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".

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Cien *			Contact Us	Settings Welcome Daniel •
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Evidence Required Review	signature for purposes of Financial Hurdship Eligibility Determination requests. A pr mailed to 0%C. • Districts and 0%C staff will be able to access uploaded files at any time and can up • Once an application has uploaced a file, the file cannot be removed by the applicant	inted, wet-signature request does not need to be oad new version or additional files at any time. t.		
Submittal	It have upleaded all required documents required on the FH Eligibility Determinant Lydood Blog() All upleaced files for this application are always available on th Control of the School District Super-trendent and/or Authorized School District Regressenative. Preparer's Chool District Regressenative. Preparer's Name Preparer's Phone Preparer's Email	on - Plase II Submittal Checklist. he Financial Hardship Dashbaard. presentative, that have reviewed the request the School ClotrictSuperintendent and/or,		
	District Representative / Superintendent Name	Daniel Flanagan		
	District Representative / Suptrintendent Phone Number	(915) 555-1212		
	Phone Extension (optional)			
_	Errall Address	Demo@dzmo.com		

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*.

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Financial Hardship Package • Financia	al Hardship Checklist - Phase II 🛛 🛛							
Financial Hardship	Submittal							
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Funding Sources	This paperless required	lest for Financial Hardship El	igibility Determination					
Evidence Required	was successfully sub-	nitted to OPSC.						
	Your Financial Hardship Request Packa	te #: 001						
C Review	Submittal Date:	03/03/2023						
Submittal	Preparer's Title:							
	Preparer's Name:							
	Preparer's Phone:							
	Preparer's Email:							
	Name:	Daniel Flanagan						
	District Representative / Superintender Phone Number:	t (916) 555-1212						
	Phone Extension (optional):							
	Email Address:	Demo@demo.com						
	What's Next		Application Options					
	Please review this package's unioaded	documents on the Financial Hardship Dashboard to						
	ensure all required documents are upla	aded and properly named. If any documents are	Upload Remaining Files					
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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:

Public Schoo	ol Construction				Resources	Grants Distri	ct Dashboard
Dashboard / Application							
50/66431-05-002 New Construction	50/66431-05-00 50 / 66431 - 05 - 002	2 SAB Approved			66431 Ana	Receive heim Union High	PTN: 66431 - 90 d Date: 08/17/2018 • Dale Junior High
50-04 Create Linked 50-04	New Construction • Full Gr	ant					
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You are eligible for the current Priority Funding round. Please create a	Version 1	OPSC Reviewing		adrian.felseghi@dgs.ca.go	08/21/2018	Options 🕶	
submit a PIF request.	Drafts						
50-05 Create Linked 50-05			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:

Public School	Construction	Resources Grants District Dashboard
Dashboard / Application		
50/66431-05-002 New Construction	Create Linked Application	
50-04 Create Linked 50-04	Select a linked application type	Priority Funding Request Certification V
50/66431-05-002	Select at least one submitted funding applicaton phase to link to this PIF Certification:	✓ Full Grant
NC	Please enter application nickname	Test Account ×
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.		Clear Create Linked App

On your application screen a PIF certification draft will be created under PIF. Once selected, click on the drafted PIF.

Application Screen:

Public Schoo	l Construction				Resource	s Grants District D	🕋 ashboard
Dashboard / Application							
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50-05 Create Linked 50.05	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:



On the submittal page, read and certify to the information entered in and click on "Submit Priority Funding Request".



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

Confirmation Screen:



The PIF form can be downloaded at any time, however a mailed copy is no longer needed.

Grant Agreements

Pursuant to SFP Regulation Section 1859.90.4, an authorized District Representative must submit a Grant Agreement with signatures to the OPSC prior to, or concurrently with a Form SAB 50-05 in order for the fund release request submittal to be considered valid. Signed Grant Agreements may be submitted once the project has received an unfunded approval; but a Form SAB 50-05 should not be submitted until the district is participating in an active Priority in Funding Round (PIF) and the SAB has awarded the project an apportionment.

OPSC Online supports the submission of Grant Agreements, and it is the preferred method of submission. A District Representative or Superintendent must be logged in to submit a paperless Grant Agreement.

The OPSC creates the Draft Grant Agreement in OPSC Online and notifies the school district when it is available for review.

In order to review and submit a Grant Agreement in OPSC Online, authorized users must locate the appropriate Grant Agreement on the Dashboard page of their OPSC online account.

Click anywhere on the Grant Agreement line item.

Paris .								1	Contact Us	O Sett	ngs W	Velcome Daniel
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Dashboard Screen:

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:												
Public School Constr	uction				R esources	Accounting	Ç Admin	Grants	LII Reports	Users	District	A Dashboard
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Associated Applications Wew other applications at this site												

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:

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Grant Agreement - Modernization	Review & Certify	Opt	ions						
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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:

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.



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:

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•	General Information Project Description Terms and Conditions of Dirart A: Definitions B. Term of Grant Agreement C. Project Execution		Office 5. Mk	of Public School Construction Application Number:	STATE ALL CONTINUES HOME E OF PUBLIC SCHOOL CONSTRUCTION Page 33 of 98 166456-00-008		
	D. Receiving Board Approval E. Receiving an Apportionment and Receiving			CONSTRUCTION COSTS			
	Funds			Type of Expenditure	Authority		
	F. Accounting for Spent Funds		a,	Construction Management Fees			
	G. Advisory Listing Detailing Common Eligible Project Expenditures Hew Construction - Separate Apportionment for Design Costs New Construction - Sensurate Associationment for		b.	Building Construction Costs – Including: - Foundations - Structures - Exterior & Interior Finishes - Fittings & Fixtures - Plumbing - Electrical - Mechanical - Shade Structures - Solar or Altomative, Energy Source Components	Ed Code Section 17074 25		
	Site Acquisition		c.	Construction Security (Campus Security not eligible and	Ed Code Section 17074.25*		
	3. New Construction - Adjusted Grant Charter Schools Facilities Program		đ.	Construction Tests	Ed Code Section 17074.25		
	4. Modernization - Separate Apportionment for Design		e.	Costs incomed to initiale, enforce and maintain a LCP, which may include school distinct "third party providers" costs, district's own Force Account labor costs, or construction manager costs.	Labor Code Section 1771.1 (a) & (b) & SFP Reg. Section 1859.79.2		
	Catte Cr Adjueted Grant 5. Modernization - Adjueted drant Common Etigbie Project Expanditures 6. Career recrease Education Facilities Program New Construction Common Eligible Project Expanditures 7. Career Technical		t.	Force Account Labori- compliants with the Public Contract Code and is lappedic to the project achieving to the following criteria outlined is Section 20114: • For Schold Skinicks with an average daily attendance less than 35,000, the total number of hours on the job does not exceed 500 hours • Section 200	PCC Section 20114		

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.

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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:

					Contact Us	• Settings	Welcome
School Construction			Resources Act	counting Admin	Grants Reports	Users Distri	ct Dash
	I verify, I have read and agree to the above terms and certification information	Yes No					
	Date	07/30/2021					
	Name of Grantee Representative	Daniel Flanagan					
	Phone of Grantee Representative	(916) 555-1212					
	Phone Extension (optional)						
	OPSC Executive Officer						
	· Evently, I have read and agree to the above terms and cartification information	- Yest 100					
	Date						
	Name of Executive Officer of the Office of Public School Construction, or Designee						
	Phone of OPSC Executive Office or Designee						
	Phone Extension (optional)						

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



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:

27 / 81903 - 00 - 009 Application for School Factor (Marce Regiment Funding - Grant Agreement - Modernization Grant Agreement - Modernization Grant Agreement - Modernization Submit Grant Agreement Modernization Submit Submit	c School Construction			Resources	Accounting	Admin	Grants	Reports	Users	District	Dashboard
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The Grant Agreement will now show the status as Submitted.

Application Screen:

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Associated Applications 3 View other applications at this site												

Once the paperless Grant Agreement is signed by the Executive Office of OPSC, the Grant Agreement status will change to *SAB Approved*. To view of the final approved Grant Agreement, click on the "Grant Agreement" line item.

Dashboard Screen:

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Click on the "Grant Agreement" line item.

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Associated Applications 3 View other applications at this site													

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:

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Click on the PDF at the bottom left of the screen and choose OPEN from the drop-down menu.

Review & Certify Screen:

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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:

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	-		
	and the second second	Granue name: CARC FANDE UNITED CARCENT	
	Station in the local division in the local d	Grant Amount: \$48,080.00 of which \$0.00 is Financial	
	Notice and	Hardship Assistance/Charter School Loan(¹⁰) or CTEFP Loan(¹⁰). In addition, there is a required	
		Grantee Contribution in the amount of \$0.00	
	State 1	Authority: Proposition TBD	
		SFP Program Funding Source: Modernization	
	No. of Concession, Name	Future Priority Funding Rounds: May 08, 2019-Jun 06, 2019; Nov 13, 2019-Dec 12, 2019	
		PROJECT DESCRIPTION	
	Station of the	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	
	The rest of the local division of the local	Agreement includes Grants for: Not Applicable (Site	
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	and the owner of the owner	¹¹¹ Loan repayment shall commence no later than one year after project occupancy (pursuant to Education Code Section	
	THE OWNER WATER OF	17078.57/a(s)(10)), or 60 days after Disord adoption of audit findings (pursuant to SPP Regulation Section 1859, 186) unless a reparament strategies have established as provided by SPP Regulation Section 1559, 1061.	
		M UD Terror of Discher Sector Se	

Form SAB 50-05 Fund Release Requests

A District may submit a Form SAB 50-05 any time after the State Allocation Board (SAB) has approved an applicable project apportionment, a grant agreement accompanies or precedes the Form, and provided that the district is able to make all of the certifications listed on the Form.

Refer to the SAB approved resolution for SAB 50-05 timelines. In many scenarios, the District has 180 days or 365 days depending on Financial Hardship status to submit a Form SAB 50-05 or the apportionment is rescinded without further SAB action. During Priority Funding rounds, the District has 90 days (or 180 days for Charter Site apportionments) from the day of Priority Funding Apportionment to submit a Form SAB 50-05 or a non-participation occurrence is incurred.

Accessing OPSC Online:

OPSC Online is optimized for Google Chrome. However, Microsoft Edge, Internet Explorer and Firefox can be used when accessing this platform. Currently, Safari is an unsupported browser.

OPSC Online can be found under *Online Application Tools for School Construction Projects* on OPSC's services page or by clicking on the link below:

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

Login Information

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

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

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

To submit the fund release request in OPSC Online, **authorized users** must locate the appropriate funding application on the Dashboard page of their OPSC online account.

Authorized Users

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

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

Type of Role	Authorization
Architect	Can create draft SAB 50-05s but cannot submit them
Delegate (Consultant)	Can create draft SAB 50-05s but cannot submit them
Superintendent/Representative	Can create and submit SAB 50-05s

Login to OPSC Online and Navigate to SAB 50-05

To access OPSC Online, click on the link below:

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

Enter your email address in the first field. Enter your password in the second field. Click "Sign In."

OPSC Online Login Page:

Caov *				Contact Us	Settings	-원 Log In
Public School Construction	Project Paparting er	Pasourcas	Grants			A Dashboard
Dashboard / User / Login	тојесткеротти јеми	Resources	Grants	Enforment Hojection	District	Dashooard
	Public School Construction					
	SIGN IN TO CONTINUE					
	jane.doe@usd.edu]				
	SIGN IN					
	Forgot your password or other trouble signing in Reset your password Don't have an account? Request a new account For additional guidance please review the OPSC Online User Guide	?				
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From the Dashboard page, locate the appropriate application from the list displayed. Or use the search function near the top right corner.

OP	SC Dashboard Page):										
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OPSC Online-Application Page:



* If the application is not SAB approved and you find it in error, please reach out your Program Manager for assistance, otherwise you may not create a 50-05 application.

On the *Create Linked Application* page, the application type should default to *Fund Release Authorization 50-05*. Select the applicable phase if more than one is listed. Create an application nickname. Then click "Create Linked App".

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50-04 Create Linked 50-04	Select a linked application type				Fund Release /	Authorizatio	on 50-05	~
57/67439-00-074	Select at least one submitted funding application phase	e to link to this 50-05:			Full Grant (57)	/67439-00-0	074)	
> SAB Approved мор	Please enter application nickname				Nick name here	2		
Create Linked PIF Cert						Clear	Creat	e Linked App
You are eligible for the current Priority Funding round. Please create a linked PIF Certification to submit								

This will create a fund release draft. Fill out the Form by clicking on the draft.

Form SAB 50-05 Application Screen:

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Fill in each section of the Form SAB 50-05 with the pertinent information. The following sample will be for an Adjusted Grant Apportionment that requires Part V, Part VIII, Part X, and Part XI. Refer to the *Form SAB 50-05 Submittal Checklist* under *Resources* in OPSC Online for guidance on which parts are applicable to your project.

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Dashboard / Resources							
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Form SAB 50-01 50-02 50-03 Combined Excel Worksheet							
Facility Hardship Cost Estimate (Form SAB 58-01) Instructions							
Facility Hardship Cost Estimate (Form SAB 58-01)(excel)							
SFP Modernization – Access Compliance, Fire and Life Safety Worksheet							
Form SAB 50-04 Submittal Checklist							
Form SAB 50-05 Submittal Checklist							
SFP Modernization - 50YO Utilities Template							

OPSC Online-Resources page.

OPCS Online-Draft page.

Please complete all required fields before accessing the submission page.

Complete Parts II through XI as applicable to the project.

To begin, click on "Part II. A. Charter Preliminary Apportionment..." (green arrow).



OPSC Online - Part II. A. Charter Preliminary Apportionment - Design Only

Click the *toggle* if the page is not applicable, then click "Continue".

Continue with the application down through Parts II through XI of the 50-05.*

Refer to *the 'Form SAB 50-05 Submittal Checklist'* under *Resources* in OPSC Online for guidance on which parts are applicable to your project.

*Please note each part will need a green check mark for the user to submit the application.

Form SAB 50-05 Review Mode:

While in Review mode, edits can be made here by selecting a desired section of the Form 50-05. Click on "Edit Page", changes will be saved once "Continue" is clicked.



Form SAB 50-05 Review Mode:

Once the information on Form 50-05 has been reviewed for completeness and accuracy, click "Continue".



Form SAB 50-05 Submittal Page:

On the *Submit* Page, upload all required documents by clicking on the "Upload file(s)" button.

Please read through the agreement, and place checkmarks on the boxes for acknowledgment.

Once the boxes have been checked, the application is now ready for submittal. Click on the green "Submit Paperless Application" button.



Form SAB 50-05 Submittal Page:

After the form is complete and submitted, the Status will now indicate the form has been "Submitted". The application status can also be viewed on the Application Dashboard.

The application status will change throughout the application process by OPSC staff. Once your application has been approved, the status will change to '50-05/70-02 Approved'. Click on "Go to Application Dashboard".



On the Application Dashboard, the status of the application can be shown in the red boxes below.

Application Dashboard:

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Dashboard / Application										
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Nick name here	No Files									
Submitted Fund Release Auth										

Form SAB 50-05 Statuses:

Status	Description
Submitted	SAB 50-05 has been submitted to OPSC.
OPSC Reviewing	SAB 50-05 is being reviewed by OPSC Intake Team.
50-05/70-02 Letter	An email or letter has been sent to the District for additional information.
50-05/70-02 Review	SAB 50-05 is being reviewed by OPSC Fund Release Team.
50-05/70-02 Approved	SAB 50-05 has been approved by OPSC Fund Release Team.
Revoked	SAB 50-05 has been revoked and returned as unprocessed.
Superseded	SAB 50-05 or SAB 70-02 has been superseded.

If the Form SAB 50-05 has been submitted and changes are needed, click on the 50-05 from the left hand navigation, then select the Options drop down list, select "Duplicate as Draft". By creating a duplicate draft, information from the previously submitted form will prepopulate to a new draft and edits.

Application Screen.	:							
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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".

Choon *					c	ontact Us	🔅 Settir	ngs We	lcome Testing 🔻
Public School Constru	uction				Resources	Grants	Users	District	A Dashboard
Dashboard									
Funding Applications									
Create New SFP Funding Application	🟛 Create New Pre	eschool/TK/FDK Funding A	pplication		Q Filte	er 0 applica	tions	🤣 Sea	arching
App Name \Diamond Prog. Type \Diamond	Status 🗘	OPSC App # 🗘	School/Site 🗘	District 0	PTN # 0	OPSC Re	ceived	Last Up	dated ~
0 Apps Total Items Per Page 2	!5 ❤					Fi	rst Prev	1 Next	Last
								-	

OPSC Online will display the application number. Click on the application number.

-unding App	olications							
🏛 Create New SFP F	unding Application	🏛 Create New Pres	school/TK/FDK Funding A	pplication		Q	50/66431-05-002	Search All
App Name 🗘	Prog. Type 🗘	Status 🗘	OPSC App # 🗘	School/Site 🗘	District 🗘	PTN # 🗘	OPSC Received	Last Updated ×
50/66431-05-002	NC	SAB Approved	50/66431-05-002	Dale Junior High	Anaheim Union High	66431-90	08/17/2018	02/11/2022

Click on "Create Linked 50-06". Select the type of progress report: *Substantial Progress(Design, Separate Site, or Adjusted Grant*), or *SAB 50-06 Expenditure Report*. Then the user will have to give the application a nickname and click "Create Linked Application".



Submitting a Substantial Progress Report

To complete a Substantial Progress report: Select Design, Separate Site, or Adjusted Grant, fill out the remaining section, and click "Create Linked App".



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	Submitted Vers	sions				
Keyed / SP/ER			No Su	omitted Versions		
SP Checklist - Adjust	Drafts					New Blank Draft
Adjusted Grant	Name 0	Status 🗘	Created By 🗘	Last Edited By 🗘	Updated 🗘	٥
Eligibility	Draft 1	Draft	Hung Bang	Hung Bang	07/04/2021	Options 🔻

By default, OPSC Online will open to the form review page to view all previously entered data for the selected form version. Click "Edit Page" to start filling in each section.

Sub. Prog / 50-06	Review	Sections
Adjusted Grant Progress Rep		Adjusted Grant Progress Report
Certification	Adjusted Grant Progress Report	Certification
Review Submittal	At least 75 percent of all site development work that is necessary prior to building construction activity is complete.	Options 숀 Duplicate As New Draft O Upload file(s) for this application
	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)	 Preview Form Substantial Progress Manage Entire Application
	All construction activities are at least 50 percent complete. (not answered)	
	Other evidence satisfactory to the State Allocation Board of circumstances beyond the control of the district that precludes substantial progress being met. The district has uploaded a narrative explanation and supporting documentation to this form. (required)	
	(Please enter values in at least one section)	
	Edit Page →	

On the Left-Hand Navigation pane are the required pages that need to be filled out. Complete the *Adjusted Grant* and *Certification* screens and fill in each section of the page with the pertinent information and click "Continue". You must click on Continue to save your progress.

Sub. Prog / 50-06	Adjusted Grant Progress Report	
Adjusted Grant Progress Re	At least 75 percent of all site development work that is necessary	prior to building construction activity is complete.
Certification		
Review	At least 90 percent of the building construction activities are under activities are delay as a result of necessary site development work	er contract, unless the building construction k.
Submittal	All construction activities are at least 50 percent complete.	
	Other evidence satisfactory to the State Allocation Board of circur precludes substantial progress being met. The district has upload documentation to this form.	mstances beyond the control of the district that ded a narrative explanation and supporting
		Continue
ub. Prog / 50-06 Adjusted Grant Progress Rep	Certification	Continue
ub. Prog / 50-06 Adjusted Grant Progress Rep Certification	Certification Preparer's Information Preparer's Name	Jason Hernandez
ub. Prog / 50-06 Adjusted Grant Progress Rep Certification Review	Certification Preparer's Information Preparer's Name Preparer's Title	Jason Hernandez Audit Supervisor
ub. Prog / 50-06 Adjusted Grant Progress Rep Certification Review Submittal	Certification Preparer's Information Preparer's Name Preparer's Title Preparer's Email	Jason Hernandez Audit Supervisor Jason.Hernandez@dgs.ca.gov
ub. 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	Continue Jason Hernandez Audit Supervisor Jason.Hernandez@dgs.ca.gov (916) 376-5369
ub. 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 Iverify, I have read and agreed to the above terms and certification information	Continue Jason Hernandez Audit Supervisor Jason.Hernandez@dgs.ca.gov (916) 376-5369 Yes No
ub. 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 District Representative / Superintendent Name	Continue Continue Jason Hernandez Audit Supervisor Jason.Hernandez@dgs.ca.gov (916) 376-5369 Yes_No Testing
ub. Prog / 50-06 Adjusted Grant Progress Rep Certification Review Submittal	Certification Preparer's Information Preparer's Name Preparer's Name Preparer's Title Preparer's Email Preparer's Phone Iverify, I have read and agreed to the above terms and certification information District Representative / Superintendent Name District Representative / Superintendent Phone Number	Continue Jason Hernandez Audit Supervisor Jason.Hernandez@dgs.ca.gov (916) 376-5369 Yes No Testing (916) 123-4567
ub. 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 Iverify, I have read and agreed to the above terms and certification information District Representative / Superintendent Name District Representative / Superintendent Phone Number Phone Extension (optional)	Continue Con

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.

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)
\rightarrow	Edit Page →
Preparer's Name	Jason Hernandez
Certification	
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
	1234
Phone Extension (optional)	
Phone Extension (optional) Date	07/04/2021

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	Submittal
Adjusted Grant Progress Rep	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.
Certification	 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
Review	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.
Submittal	 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	Submittal		
 Adjusted Grant Progress Rep	Your Application #: 57/72223-00-002 Submittal Date: 07/04/2021	nitted to OPSC.	
Submittal	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 Finsure your application is complete by uploading any remaining documents now. Review Required Documents Download Completed Form G Go To Application Dashboard	

Submitting an Expenditure Report

To complete an Expenditure report: select *SAB 50-06 Expenditure Report*, fill out the remaining section, and click "Create Linked App".

Create Linked Application	
Select a linked application type	Substantial Progress / Expenditure Report 50-06
Please select the type of progress report	Please select an option
Select at least one submitted funding applicaton phase (50-04) to link to this 50-06:	SAB 50-06 Expenditure Report Substantial Progress - Design Substantial Progress - Adjusted Grant
Please enter application nickname	Substantial Progress - Separate Site
	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)
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.

0	_0						
Report 2-75% complete	Ţ	Name 0	Status 0	Created By 0	Last Edited By 0	Updated 0	•
Draft Even Decourt	Ϋ́	Draft 1	Draft	Hung Bang	Hung Bang	07/04/2021	Options •
O O							

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.

SAB 50-06 Form	Rev	view	
 Expenditure Report Certification 	•	Expenditure Report	
Review		Enter the related DSA Application Number(s)	(not answered)
Submittal		Enter Period Ending Date	(required)
		Enter Report Number	(required)
		Enter CDS Number	(not answered)
		Enter the percent of Project Complete	(not answered)
		Enter the Notice to Proceed Issue Date	(required)
		Enter the Notice of Completion Date	Enter valid date
		Interest Earned : Previous	(required)
		Interest Earned : Current	Enter valid value up to 999,999,999.00 (required)
		Interest Earned : Total	(not answered)
		Project Expenditures : Previous	(required)
		Project Expenditures : Current	Enter valid value up to 999,999,999.00 (required)
		Project Expenditures : Total	(not answered)
		Will this project reduce the grant of a future School Facility Program (SFP) financial hardship project which has not yet been apportioned?	(required)
		First : Related Project	(required)
		Second : Related Project	(not answered)
		First : Savings Amount	(required)
		Second : Savings Amount	(

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

		Enter the related USA Application Number	(5)		02-45678	e Enter di key to save
		Enter Period Ending Data			07/04/20	21
AB 50-06 Form		Enter renod chang bate			01/04/20	/##
Expenditure Report		Enter Report Number			2	
Certification		Enter CDS Number				
Review		Enter the percent of Project Complete			75	
Submittal		Enter the Notice to Proceed Issue Date			03/04/20	018
		Enter the Notice of Completion Date			05/06/20	019
			Previous Report 🚱	Report Period	Ø	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	e School Facility Program (SFP) financial	Yes No	
		hardship project which has not yet been ap	oportioned?			
Certificatio	on	ecentative, that the information results	ported on this form is	true and correc	t and the	Continue
Certificatio	District Repression signated as an enalty of perju contract Code v	esentative, that the information rep authorized district representative by ry, under the laws of the State of Cal was adhered to in the construction o	ported on this form is y the governing board o ifornia, the foregoing s f this project; and,	true and correct of the district; an tatements are tr	t and tha d, ue and co	Continue at: porrect, and that the
Certificatio	District Repression signated as an enalty of perju- contract Code we n is an exact du exist, then the	esentative, that the information rep authorized district representative by ry, under the laws of the State of Cal was adhered to in the construction o uplicate (verbatim) of the form provi language in the OPSC form will preva	ported on this form is the governing board o ifornia, the foregoing s f this project; and, ded by Office of Public ail.	true and correc of the district; an tatements are tr School Construe	t and the d, rue and co ction. In t	Continue at: prrect, and that the the event a conflict
Certificatio	District Repression signated as an enalty of perju contract Code win is an exact du exist, then the lead and agreed	esentative, that the information reg authorized district representative by ry, under the laws of the State of Cal was adhered to in the construction o uplicate (verbatim) of the form provi language in the OPSC form will preva d to the above terms and certification	ported on this form is y the governing board of ifornia, the foregoing s f this project; and, ded by Office of Public ail. n information	true and correct of the district; an tatements are tr School Construe Yes No	et and that d, rue and co ction. In t	Continue at: porrect, and that the he event a conflict
Certificatio	District Repression signated as an i enalty of perju iontract Code w m is an exact du exist, then the l ead and agreect e	esentative, that the information rep authorized district representative by ry, under the laws of the State of Cal was adhered to in the construction o uplicate (verbatim) of the form provi language in the OPSC form will preva to the above terms and certification	ported on this form is the governing board of ifornia, the foregoing s f this project; and, ded by Office of Public ail. n information	true and correct of the district; an tatements are tr School Construct Yes No	t and tha d, rue and co ction. In t	at: orrect, and that the he event a conflict
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Certificatio	District Represignated as an enalty of perjuic contract Code von is an exact du exist, then the lead and agreect e	esentative, that the information rep authorized district representative by ry, under the laws of the State of Cal was adhered to in the construction o uplicate (verbatim) of the form provi language in the OPSC form will preva to the above terms and certification	ported on this form is the governing board of ifornia, the foregoing s f this project; and, ded by Office of Public ail. n information	true and correct of the district; an tatements are tr School Construct Yes No	t and tha d, ue and co ction. In t	at: orrect, and that the the event a conflict
Certificatio	District Repression signated as an a enalty of perjust contract Code in is an exact du exist, then the l ead and agreect e	esentative, that the information rep authorized district representative by ry, under the laws of the State of Cal was adhered to in the construction o uplicate (verbatim) of the form provi language in the OPSC form will preva to the above terms and certification	ported on this form is the governing board of ifornia, the foregoing s f this project; and, ded by Office of Public ail. n information	true and correct of the district; an tatements are tr School Construct Yes No	et and that d, rue and co ction. In t	at: orrect, and that the the event a conflict
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Certification I certify, as the I am des Under p Public C this forr should of I verify, I have re Preparer's Nam Preparer's Title Preparer's Emai Preparer's Phor District Represe Phone Extension	District Represignated as an a signated as an a enalty of perjut contract Code with the last of the exist, then the last of the exist, then the last of the exist and agrees are and agrees and agrees are an area of the exist of	esentative, that the information reg authorized district representative by ry, under the laws of the State of Cal was adhered to in the construction uplicate (verbatim) of the form provi language in the OPSC form will preva d to the above terms and certification d to the above terms and certification rintendent Name	ported on this form is r the governing board of ifornia, the foregoing s f this project; and, ded by Office of Public ail. n information	true and correct of the district; and tatements are tr School Construct Yes No	et and that d, ue and co etion. In t	Continue at: porrect, and that the the event a conflict

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	
District Punds of Joint-Ose Partner(s) Contribution : Total	\$ 0.00	-
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".

SAB 50-06 Form	Submittal
 Expenditure Report 	OPSC now accepts State Allocation Board School Facility Program forms to be submitted electronically via this system. Applicants must
Certification	upload all required documents prior to submittal below. Reports may only be submitted by a School District Superintendent, Authorized School District Representative, Charter School
Review	Representative, or Joint Power Authority (JPA) Representative who is signed in to OPSC Online with their corresponding OPSC Onli User ID. Submittal from these accounts is considered to be a unique electronic signature for purposes of Substantial Progress and
Submittal	 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 Dist

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.

SAB 50-06 Form	Submittal		
Evpanditure Papart			
Experiature Report	This paperle	ess application was successfully subn	nitted to OPSC
Certification	Vaux Application #		
	Your Application #:	57/72223-00-002	
Review	Submittal Date:	07/04/2021	
Submittal	What's Next		Application Options
	Please review this applicati	ion's uploaded documents on the Application Dashboard to	Upload Romaining Files
	ensure all required applicat	tion documents are uploaded and properly named. Required	
	documents not uploaded w	vithin 7 working days after the submittal date 2021-07-04 09:07	Ensure your application is complete by uploading any remaining
	PM will lead to the applicat	ion being rejected.	documents now.
	The completed SAB form ca	an be downloaded here at anytime but is no longer necessary to	
	sign and mail in A complete	a nanarlass submission is all OPSC will need to begin processing	Descriptional Commissional Former

The school district can review the status of both submitted and draft forms for both the Substantial Progress Report and Expenditure Report. The status can be reviewed on the Dashboard and the Application Management screen. As shown on the next page in red, no drafts are available because the original draft was submitted, and is now in *Submitted* status, shown in green below.

If the user would like to create a new draft, click on the draft version, and then click on "Options", then on "Duplicate as Draft". The information from the previously submitted form will prepopulate to the new draft. By creating a duplicate draft, the school district can submit a new form with prepopulated information and make any changes as needed.

Under *Options* (purple arrow), the user can also *Copy Link* and send to a different user via email or web chat to continue or review the saved status. A link can be sent in draft status or submitted status. Below is an example of a submitted status.

Prior to submitting the SAB 50-06, the school district is required to upload the DLOPE that supplements the SAB 50-06. The user could also upload any required files associated with the Expenditure Report or Substantial Progress Report.

To obtain this form go to <u>Detailed Listing of Project Expenditures(DLOPE)</u> for the DLOPE worksheet. The DLOPE is an excel worksheet which may be used to assist in reporting these expenditures. The excel worksheet consists of five tabs: Planning, Site, Relocation, Construction, and Savings.

Fill out the savings tab only if any savings are identified as well as the purpose for which it was used.

- a. The list of project expenditures should reflect all expenditures for the project by warrant numbers, warrant dates, warrant payees, warrant amounts, and specific descriptions of the expenditures, as required on the Form SAB 50-06. The description of expenditures must provide enough detail for the local auditors to verify that all project expenditures are applicable to the project and that the expenditures have been recorded in the proper cost categories.
- b. Total project expenditures on the Form SAB 50-06 must agree with the total amount of individual expenditures reported on the DLOPE.

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EXPEN	DITURE VOR ISTING OF PROJECT E WINGS (Rev. #/29/17)	SHEET									
SCHOOL DI	STRICT:						COUNTY:		PROJECT NUMBER:		
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In addition, users can upload any documents requested by OPSC staff to conduct Substantial Progress and Certification review such as (see the blue arrows below):

- 1. Construction contracts to date.
- 2. Schedule of Values or Continuation Sheet for construction contracts.
- 3. Billing to date for construction contracts.
- 4. Project expenditures to date (Detailed Listing of Project Expenditures).

- 5. General ledger report that details project expenditures to date.
- 6. All project change orders.
- 7. Supporting documentation verifying the Date of Occupancy.
- 8. Qualification appraisal/selection process for all architects/design professionals, construction managers, and engineers.
- 9. Evidence that the District is liquidating their encumbrances (Financial Hardship project).
- 10. Evidence that the District has met Disabled Veteran Business Enterprise (DVBE).
- 11. Construction bid summaries.
- 12. Construction delivery method.
- 13. Written policy and procedures that documents processes for accounting of SFP project activities.

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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:

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ش	Public School Construction			Resources	Grants	Users	District	A
Dashboa	rd / Grant Calculator							
OF	SC Grants Calculator							
The ca what a	ilculations provided above are an estimate for the potential funding grant for design only funding would be. Additionally, this estimate	g of that may be associated does not reflect any pote	I with a complete application that has the total amount of eligibility available to request for tial increase to funding based on eligibility for Financial Hardship assistance.	r the project. This	s estimate i	loes not ti	ake into co	nsideration
Sele	ct CEI Grant Year	2020	8. T -					
Sele	ct Program Type	Please make a selec	5 					
			_					
		Calculate Grants						

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:

Public School	Construction				5	Ħ	101		*
					Resources	Grants	Users	District	Dashboard
Dashboard / Application									
50/66431-05-002	50/66431-05-0 50/66431-05-002 Application For Funding •	02 SAB Approved				Anah	leim Unior	PTN Received D High + D	: 66431 - 90 Edi ate: 08/17/2018 Jale Junior Higi
50-04 Create Linked 50-04	New Construction + Full Gra	nt							
SAB Approved >	Submitted Vers	ions						Re	view Grants >
NC	Name	Status	Version Received Date	Submitted By	Updated				
50-05 Create Linked 50-05	Version 1	SAB Approved		adrian.felseghi@dgs.ca.gov	08/21/2018		Options	•	
Test	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.

Future Functionality

Future enhancements to OPSC Online include:

- Prepopulating of previously submitted enrollment data on the Form SAB 50-01.
- Prepopulating of previously submitted expenditure information from prior reporting periods on the Form SAB 50-06.
- Ability to access OPSC Online Resources without being associated with a school district.
- Integration with the Division of the State Architect.

OPSC Online Contact Information

Office of Public School Construction Department of General Services 707 Third Street - 4th Floor West Sacramento, CA 95605 Phone: (916) 376-1771

For OPSC Online assistance, please contact your project manager or e-mail: <u>OPSCOnlineSupport@dgs.ca.gov</u>.



OPSC ONLINE USER GUIDE



Section 3: Pre-K, TK and Full-Day Kindergarten Program

California Preschool, Transitional Kindergarten and Full-Day Kindergarten Program Forms

Application for Funding (Form SAB 70-01)

The Application for Funding (Form SAB 70-01) is submitted using OPSC Online by School Districts, County Offices of Education (COE), and Community Colleges if they are looking to expand the number of preschool, transitional kindergarten and full-day kindergarten classrooms by constructing new school facilities or retrofitting existing school facilities.

All District Representatives and Superintendents on record with OPSC automatically have a user account in OPSC Online. If you do not have a user account, send a request by email to <u>OPSCOnlineSupport@dgs.ca.gov</u>.

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

Chica *								Con	tact Us	Settings	🕣 Log In
Division Construction	Audits	Project Reporting per	Resources	Accounting	Č	Grants	Enrollment Projection	LIII Reports	Users	District	A Dashboard
Dashboard / User / Login											
	Public School	Construction									
	SIGN IN TO										
	This field is required										
	Password	N IN									
	Forgot your password or Reset your password Don't have an account? F For Uditional guidance Online User Guide	other trouble signing in? Request a new account please review the OPSC									
	WSC ,	WAI-AA WCAG 2.1									

Here is an example of the OPSC Online Log-in page:

User Dashboard

Upon login the user is directed to the Dashboard. The Dashboard displays all applications created by authorized users. All district-specific applications can be reviewed by the District Representative and Superintendent. Delegates are able to view applications for all school districts for which they have been authorized access.

From the Dashboard, users can create new funding applications, check on the status of existing applications, and view drafted applications not yet submitted. To sort applications, click on any column header. Users can search for an application by entering the application number in the

search field and then click "Search All". All Forms (funding, grant agreement, fund release or expenditure report) submitted for that application will appear.

General Navigation of OPSC Online

On the top right corner of the Dashboard, there are seven main buttons Dashboard, District, Users, Enrollment Projection, Grants, Resources and Project Reporting. Below is a brief description of the function for each button.

Public School Co	onstruction				A						1
				Proje	ct Reporting βeta	Resources	Grants	Enrollment Projection	Users	District	Dashb
oard											
nding Applicatio	ons										
Create New SFP Funding Applica	ition 🏦 Create	New Preschool/TK/FDK Fi	unding Application				Q	Filter 200 applications		5	Search All
				•							
Application Name 🗘	Project Type û	Status ^	OPSC App # ¢	School/Site 0	District ‡			Project Tracking Number ≎	OPSC Received ි	La: Up ≎	st odated
Nest Campus HS Mod	Fund Release Auth	50-05/70-02 Approved	57/67439- 00-078	West Campus (Aka Hiram Johnso West High)	on Sacramen	to City Unified		67439-339	07/26/202	23 07/	/26/2023
American Legion HS Mod	Fund Release Auth	50-05/70-02 Approved	57/67439- 00-077	American Legion High	Sacramen	to City Unified		67439-347	07/26/202	23 07/	/26/2023
St. Hope CSFP Rehab, Final	Fund Release Auth	50-05/70-02 Approved	54/67439- 00-007	St. Hope Public School 7	Sacramen	to City Unified		67439-342	06/26/202	23 06/	/26/2023
St Hope PS7 CSFP NC	Fund Release Auth	50-05/70-02 Approved	54/67439- 00-008	St. Hope Public School 7	Sacramen	to City Unified		67439-343	06/26/202	23 06/	/26/2023
58/67439-00-003	Fund Release	50-05/70-02 Approved	58/67439-	Yav Pem Suab Academy	Sacramen	to City Unified		67439-375	10/27/20	21 10	/27/2021



Redirect users to the Dashboard screen from any page. Users may stop and start a draft application anytime and go back to it.

Dashboard



Allows users to review District's eligibility, authorized contacts, uploaded documents, financial hardship and project tracking number.

District



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

Users



Pertains to SFP projects to determine eligibility for new construction projects.

Enrollment Projection



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

Grants



Resources



Allows users to access the project status information for school projects in our office.

Access to the Form SAB 50-01, 50-02, 50-03 Combined Excel Worksheet and Site Developments Worksheet, and various other instructions, including how to generate

Project Reporting Beta

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

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	¢				80	a ≡	^
	Project Reporting Beta	Resources	Grants	Enrollment Projection	Users	District	Dashboard
Dashboard							
Funding Applications							
Create New SFP Funding Application Create New Preschool/TK/FDK Funding Application			Q Fil	ter 200 applications		5	Search All
Application Name 0 Project Type 0 Status 0 OPSC App # 0 School/Site 0	District $\hat{\cdot}$		Project T Number	racking OPSC Receiv	ved 0	Last Up	dated 0

Creating New Funding Application

a new Project Tracking Number (PTN).

To create a Form SAB 70-01 Application for Funding, select "Create New Preschool/TK/FDK Funding Application".

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			Audits	Project Reporting βeta	Resources	Accounting	Admin	Grants	Enrollment Projection	Reports	Users	District	Dashboard
Dashboard													
Funding Applications													
Create New SFP Funding Application	🏦 Create Ne	ew Preschool/TK/F	DK Funding A	Application									
District	•	School/Site Nar	me:	•	00/0	op #		Keyw	rord Search		Search All		
Application Name Project Type \circ	Status 🗘	OPSO	С Арр # 🗘	School/Site $\hat{\circ}$	District $\hat{\cdot}$	DSAN	lumber 🇘	Pri	oject Tracking OPS0 Imber 0 Rece	C ived ≎	SAB Date	0	Last Update Ç
No data to display													
0 Apps Total Items Per Page 25	~									F	irst Prev	1 Nex	tt Last
												Ex	port To Exc

Once selected, a dialog box opens asking if the district has submitted a previous Application for Funding for this application number.

If the user selects "Yes", they will be directed to return to your OPSC Online Dashboard and select the project from the list of existing program applications in order to create an amended Form SAB 70-01.

If the user selects "No", they will be prompted to continue entering information for a brand new Application for Funding (Form SAB 70-01) that has never been submitted to OPSC before under the current filing round.

Chan *					Contact Us	O Setting	ps We	kome District 🝷
Public School Construction		C Project Reporting are	Besources	Grants	Encollment Projection)istrict	A Dashboard
Dashboard / Application								
	Create a New Preschool / Transitional Kindergarten / Full-Day Kindergarten Application	Θ						
	Has the District submitted a previous Application for Funding for this application number?							
	Cared Compar	•						

A dialogue box will appear, the user enters the following information:

- Selects the applicable School District, County Office of Education or Community College (preschool only) from the dropdown menu.
- Select the applicable Funding Program Type from the drop down menu: New Construction, Retrofit or New Construction/Retrofit if it is a combined or hybrid project.
- Enter a valid Project Tracking Number (PTN) is required for application submittal. A PTN is a universal number used by the Division of the State Architect, California Department of Education and Office of Public School Construction to identify a project. The user will not be able to proceed without entering the PTN. Instructions for generating a PTN can be found under the Resources Tab.
- Enter an application nickname. The nickname should consist of the site name, type of project (NC, Retro or Hybrid) and program type requested. For example, *A.M. Winn ES NC TK* or something similar.
- Select "Continue" to enter additional application information.

Ottou •									Contact Us	O Setting	web	come Lindsey 👻
Public School Construction		Audits	Project Reporting Ave	Resources	Accounting	Q ⁰ Admin	Grants	Enrollment Projection	Lilil Reports	Users I	District	A Dashboard
Dashboard / Application												
	Create a New Preschool / Transitional Kindergarten / Fr Application	ull-Da	ay Kindergai	ten	0							
	Has the District submitted a previous Application for Funding for this application number?	Yes	No									
	We have selected "No" because this is a brand new application that has never been submitted to OMS before under On the screen below, places select the Datrich name, which the Program Type New Construction, Result, or New C and enter a nickname for the application. The sickname is used to help you with offerentiating this from other projection.	r the curren onstruction ects in your 1	t filing round. (Retrofit), enter the Project Dashboard.	Tracking Numb	st,							
	Select the District $ \Theta $				*							
	Select a funding Program Type, O Refere to Section 1862.7 for the eligibility or her is				*							
	Plasse onto your primary Project Tracking Number (PTH 4) forst followed by additional PTH 4s ${\bf Q}$			 PTN Press the to save 	e Enter 4 key							
	Plass wher application hiddrame											
			c	incel Con	tinus 🔶							

Site Information

The Form SAB 70-01 consists of eleven sections. The first section of the application is Site Info. If the district is submitting an application for an advance, select "No" and then specify what kind of advance funding is being requesting. Generally, districts that are seeking for an advance, request for a Design advance. Site advances are available to districts seeking site acquisition.

Site Info

Is the district submitting for full funding? 🕜	Yes No	
Select the type of advance funding requested 🛛	Design Advance	~
Project to be located on 🕜	Existing Site without Additional A	*

If the district is submitting an application for full funding, select "Yes". The district must already have construction plan approval from the Division of State Architect (DSA) and the California Department of Education (CDE).

All projects must select a school site from the drop down menu. If your site is not listed, please email <u>OPSCApplicationReviewTeam@dgs.ca.gov</u> to add the new site.

In this example, the applicant has selected Design Advance for the type of funding requested. When selecting this funding type, the remaining questions on this page may be left blank. In addition, a Licensed Architect Certification is not required. Therefore, the boxes next to Licensed Architect and Design Professional are automatically generated as green check marks. Enter the existing school site information in the fields as shown below:

	Is the district submitting for full funding? 🔞	Yes No
	Select the type of advance funding requested O	Design Advance
AB 70-01 Form	Project to be located on	Existing Site without Additional /
Site Info		S.
Project Type	The Project is an existing school site:	
Enrollment Data	Select the appropriate school or site for this application	A. M. Winn Elementary
Preference Point	Contingency Site Approval Date 🛛 🕢	MM/DD/WWW
Additional Grant Request		You can add up to 5 Date(s)
Project Progress	CDE Site Approval Date 🕢	MM/DD/YYYY
Licensed Architect		You can add up to 5 Date(s)
Licensed Design Consultant	CDE Plan Approval Date 🛛	MM/DD/YYYY
Certification		You can add up to 5 Date(s)
Review	CDE Gross Approved Acres 🔞	
Submittal	Gross Number of Purchased Acres 🛛	
	Master Plan Acreage Site Size (Useable)	
	Recommended Site size (Useable)	
	Existing Acres (Useable)	
	Proposed Acres (Useable)	

Project Type

The second section of the Form SAB 70-01 is the Project Type. In this section, enter the number of pupil grants being requested in each program type to be used for this application, in increments of 25 pupils per classroom in the project.

Select "Yes' if the project site did not have a full-day kindergarten program prior to July 1, 2018. The enrollment year that the District began offering full-day kindergarten should correspond with the date that will be entered in the certification section at the end of the application. The year is used to determine the District/State share for full-day kindergarten classrooms. If full-day kindergarten was offered after July 1, 2018, select "No" and continue to the Enrollment Data page.

Sample Project Type screenshot:

SAB 70-01 Form	Project Type	
Site Info	Pupil Grants Requested _e	
Project Type	CA State Preschool	25
Enrollment Data	Transitional Kindergarten	25
Preference Point Additional Grant Request	Full-Day Kindergarten	25
Project Progress	Has the district converted from part-day to full-day? 😡	Yes No
Cicensed Architect	If Yes, what enrollment year did the district begin offering Full-day Kindergarten?	*Enrollment Year* 2000
 Licensed Design Consultant 		
Certification	< Previous	Continue
Review		
Submittal		

Enrollment Data

In the Enrollment Data section of the application the district must include the enrollment data for all grades served at the school site for the current and prior three school years. If the site does not offer a listed grade level, the district should input "0" for those grade levels.

The district must accurately record the breakout of transitional kindergarten and full-day kindergarten enrollment, as reported to CDE in the California Longitudinal Pupil Achievement Data System (CALPADS).
Sample Enrollment Data screenshot:

Preschool TK K 1	20/21 0 0 59 40	21/22 0 0 45 44	22/23 0 0 51	23/24 0 22 38
Preschool TK K 1 2	0 0 59 40	0 0 45 44	0	0 22 38
тк к 1 2	0 59 40	45	0	22
к 1 2	59 40	45	51	38
1	40	44		
2			39	38
	41	48	45	37
3	44	41	45	39
4	41	43	38	51
5	47	44	47	36
6	45	44	40	56
7	25	37	36	39
8	38	24	29	33
9	0	0	0	0
10	0	0	0	0
11	0	0	0	0
12	0	0	0	0
Total	380	370	370	389
	4 5 6 7 8 9 10 11 11 12 Total	4 41 5 47 6 45 7 25 8 38 9 0 10 0 11 0 12 0 Total 380	4 41 43 5 47 44 6 45 44 7 25 37 8 38 24 9 0 0 10 0 0 11 0 0 12 0 0 380 370	4 41 43 38 5 47 44 47 6 45 44 40 7 25 37 36 8 38 24 29 9 0 0 0 10 0 0 0 11 0 0 0 12 0 0 370

California Longitudinal Pupil Achievement Data System (CALPADS)

CALPADS groups full-day kindergarten and transitional kindergarten students into one category of kindergarten pupils. Most districts submit CALPADS 1.4 and 5.1 data reports to substantiate their enrollment data. CALPADS 1.4 data report displays the enrollment for all grade levels and the 5.1 data report displays the enrollment for various subgroups, including transitional kindergarten pupils.

To obtain an accurate enrollment count of the full-day kindergarten pupils, the district must subtract the number of transitional kindergarten pupils on the 5.1 data report from the number of kindergarten pupils on the 1.4 data report. This adjusted total must be recorded in the Enrollment Data table of the Form 70-01 application.

CAL																						
California Longitudinal	Pupil Achievement Data System							1.4	Enro	Iment Co	unt - S	State View	/									
Academic Year	2022-2023			LEA										Us	er ID:							
View:	Snapshot			Sch	ool Type:	AL	L							Re	rision Date	: 1/1	7/2023 8:0	09:36 PM				
Revision ID:				Sch	ool:	AL								Pri	nt Date:	20	V2023 10:5	57:56 AM				
							-															
				Total	Hi	manic		Nat	E	linino		Asian	Black/Af	rican An	Pa	c Islndr	v	Nhite	M	ultinle	M	issina
School Code	School Name	Grade	Gender	#	#	%	#	Mat %	#	%	#	%	#	%	#	%	#	%	#	%	#	%
Total - Selected	Schools			20151	18308	90.85%	106	0.53%	34	0.17%	247	1.23%	235	1.17%	5	0.02%	905	4.49%	144	0.71%	167	0.83%
		Total		702	629	89.60%	7	1.00%	3	0.43%	7	1.00%	10	1.42%	0	0.00%	22	3.13%	14	1,99%	10	1.42%
		01	Total	99	89	89.90%	2	2.02%	0	0.00%	0	0.00%	1	1.01%	0	0.00%	4	4.04%	2	2.02%	1	1.01%
			F	48	43	89.58%	1	2.08%	0	0.00%	0	0.00%	1	2.08%	0	0.00%	1	2.08%	1	2.08%	1	2.08%
			M	51	46	90.20%	1	1.96%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	3	5.88%	1	1.96%	0	0.00%
		02	Total	90	86	95.56%	0	0.00%	0	0.00%	0	0.00%	1	1.11%	0	0.00%	1	1.11%	2	2.22%	0	0.00%
			F	45	42	93.33%	0	0.00%	0	0.00%	0	0.00%	1	2.22%	0	0.00%	1	2.22%	1	2.22%	0	0.00%
			M	45	44	97.78%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	1	2.22%	0	0.00%
		03	Total	101	88	87.13%	1	0.99%	0	0.00%	0	0.00%	3	2.97%	0	0.00%	3	2.97%	3	2.97%	3	2.97%
			M	52	46	88.46%	1	1.92%	0	0.00%	0	0.00%	2	3.85%	0	0.00%	2	3.85%	0	0.00%	1	1.92%
			F	49	42	85.71%	0	0.00%	0	0.00%	0	0.00%	1	2.04%	0	0.00%	1	2.04%	3	6.12%	2	4.08%
		04	Total	98	88	89.80%	2	2.04%	1	1.02%	0	0.00%	1	1.02%	0	0.00%	2	2.04%	3	3.06%	1	1.02%
			F	50	46	92.00%	0	0.00%	1	2.00%	0	0.00%	0	0.00%	0	0.00%	2	4.00%	1	2.00%	0	0.00%
			M	48	42	87.50%	2	4.17%	0	0.00%	0	0.00%	1	2.08%	0	0.00%	0	0.00%	2	4.17%	1	2.08%
		05	Total	89	76	85.39%	2	2.25%	1	1.12%	1	1.12%	1	1.12%	0	0.00%	6	6.74%	0	0.00%	2	2.25%
			F	45	41	91.11%	1	2.22%	1	2.22%	0	0.00%	1	2.22%	0	0.00%	1	2.22%	0	0.00%	0	0.00%
			M	44	35	79.55%	1	2.27%	0	0.00%	1	2.27%	0	0.00%	0	0.00%	5	11.36%	0	0.00%	2	4.55%
		06	Total	103	98	95.15%	0	0.00%	0	0.00%	1	0.97%	0	0.00%	0	0.00%	1	0.97%	2	1.94%	1	0.97%
			F	52	49	94.23%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	1	1.92%	1	1.92%	1	1.92%
			М	51	49	95.08%	0	0.00%	0	0.00%	1	1.96%	0	0.00%	0	0.00%	0	0.00%	1	1.96%	0	0.00%
		KN	Total	122	104	85.25%	0	0.00%	1	0.82%	5	4.10%	3	2.46%	0	0.00%	5	4.10%	2	1.64%	2	1.64%
			M	58	45	77.59%	0	0.00%	0	0.00%	5	8.62%	3	5.17%	0	0.00%	4	6.90%	1	1.72%	0	0.00%
1	1		F	64	59	92.19%	0	0.00%	1	1.56%	0	0.00%	0	0.00%	0	0.00%	1	1.56%	1	1.56%	2	3.13%

CALPADS 1.4 data report showing total number of pupils at the project site:

CALPADS 5.1 data report showing specifically the transition kindergarten pupil count at the project site:

CALRA				5.1	- Program P	articipants	- Count				
Academic Year: View:	2022-2023 SNAPSHOT	LEA: School Type School:	: ALL			L C F	iser ID: :reated Date: 8/ vrint Date: 8/	25/2023 2:48:38 PM 28/2023 2:38:42 PM			
			State Prop	aram Participant	Count			Federal Pr	ogram Participan	nt Count	
				A REAL PROPERTY OF A REAL PROPER							
School Code	School Name	Opportunity Program : (108)	California Partnership Academy (113)	Pregnant or Parenting Programs (162)	Transitional Kindergarte n (185)	Tribal Foste Youth (193)	504 Accommodation Plan (101)	NCLB Title I Part A Basic Targeted (122)	NCLB Title I Part A Neglected (174)	NCLB Title I Part A Basic School-wide * (NA)	Armed Forces Family Member (192
School Code	School Name	Copportunity Program (108)	California Partnership Academy (113)	Pregnant or Parenting Programs (162)	Transitional Kindergarte n (185) <u>39</u>	Tribal Foste Youth (193)	r Accommodation Plan (101) 11	NCLB Title I Part A Basic Targeted (122)	NCLB Title I Part A Neglected (174)	NCLB Title I Part A Basic School-wide * (NA) 735	Armed Forces Family Member (192)

Preference Points

Preference Points are used to determine the order in which Districts are funded based on the current enrollment year's Free and Reduced Price School Meal (FRPM) percentage. Preference Points will be given to each approved application, up to 40 points. An additional 40 points will be added for Districts that qualify for Financial Hardship funding assistance. The FRPM percentage sliding scale used to determine the funding order for Program funding may be referenced in the Program Regulation Section 1860.15.

If the district is submitting multiple applications, the priority order in which the district would prefer the projects be funded must be identified. If the district is only submitting one application, enter "1" out of "1" projects.

Districts seeking Financial Hardship approval should select "Yes", select "No" if they are not seeking Financial Hardship approval.

If the district has current and valid Financial Hardship approval, select "Yes", select "No" if they do not have valid Financial Hardship approval.

Free and Reduced Price School Meal (FRPM) Percentage must be district-wide (not site specific) and must be for the current enrollment year at the time of application submittal. For Community Colleges that are applying for preschool classroom funding should enter the local school district's FRPM percentage. Information on how to find the FRPM percentage will be displayed below.

SAB 70-01 Form	Preference Point	
Site Info	Preference Point o	
Project Type	Project Funding Order 😧	# 1 of 1 project
Enrollment Data	Are you seeking Preference Points for Financial Hardship Status? 📀	Yes No
Preference Point	Does the District have current Financial Hardship Approval?	Yes No
Additional Grant Request	Free and Reduced Price School Meal (FRPM) Percentage of School District (reported to one decimal place)	68.90
Project Progress	Free Harris View of FDD V	2022/2024
 Licensed Architect 	Enroument rear of FKPM	2023/2024
 Licensed Design Consultant 	+ Previous	Continue
Certification		
Review		
Submittal		

DataQuest

Districts can find the FRPM percentage by following this the link to CDE's Dataquest website <u>DataQuest (CA Dept. of Education)</u>. When navigating to the main page, select "District" and "Free and Reduced Price Meals" in the appropriate drop down boxes and click "submit". The district will then be directed to another page that prompts users to select the appropriate enrollment year and enter the name of the District. The FRPM percentage is automatically generated on the next page.







DataQuest provides meaningful data and statistics about California's K-12 public educational system that supports a wide variety of informational, research, and policy needs. Summary and detailed data reports are available for multiple subject areas at the school, district, county, and state levels.

To create a report:	1. Select Level	1. Select The Year of Data:
1. Select a report Level 2. Select a report Subject	District	2022-23
3. Select Submit	2. Select Subject	2. Type a portion of the District Name then press the "Submit" button:
What's NEW? DataQuest Change Log QuickQuest lets you find answers fast! Downloadable Data Files	Free and Reduced Price Meals	
California School Dashboard CAASPP/ELPAC Test Results Data Requests	3. Select Submit	Submit
Other CDE Resources	Submit Reset	questions, para reporting onice alto ozi-roz ra
CA Department of Education Home		© California Department of Education
California School Directory Data & Statistics		

Additional Grant Request

In the Additional Grant section, enter the number of new construction or retrofitted preschool, transitional kindergarten and/or full-day kindergarten classrooms for which the district is requesting funding.

Additional Grant Request

Total number of classroom(s) for which the District is requesting funding	3
Number of CA Preschool classrooms for which the District is requesting funding	1
Number of Transitional Kindergarten classrooms for which the District is requesting funding	1
Number or Full-day Kindergarten classrooms for which the District is requesting funding	1

For a New Construction project with Site Acquisition, the district will need to complete the respective items, providing the dollar amounts that pertain to the project. The 50 percent of the Actual Cost and 50 percent of the Appraised Value will both need to be entered and the funding is provided as the lesser of the two. For Relocation or Hazardous Waste removal, estimates may be used if the actuals are not yet known.

The District will select "Yes" for Response Action (RA) if they are stating that the removal of hazardous materials and solid waste, the removal of hazardous substances, and other remedial actions in connection with hazardous substances will take place at the site.

To request all other additional grants, the district checks the appropriate box(es) selecting a "Yes" to request the grant or "No" to decline the grant as shown below.

Are you planning to build Multi Level classrooms?	Yes No	
Will you be requesting Project Assistance? 🔞	Yes No	
Site Acquisition		
Is the district requesting the 2% grant? 🕢	Yes No	
50 percent Actual Cost 😧		
50 percent Approximativative O		
So percent Appraised value 🚱		
50 percent actual Relocation Cost 📀		
50 nerrent estimated Balacation Cost 🙆		
ao percent estimated nelocation cost 😈		
2 percent (min. \$25,000) 🔞	\$ D	
То	tal \$ 0.00	
		_
50 percent actual DTSC Fee 💿		
50 percent actual DTSC Fee TSC Fee 15 percent appraised value		
50 percent actual DTSC Fee OTSC Fee 15 percent appraised value		
50 percent actual DTSC Fee DTSC Fee 15 percent appraised value 50 percent hazardous waste		
50 percent actual DTSC Fee DTSC Fee 15 percent appraised value 50 percent hazardous waste 50 percent estimated hazardous waste removal		
50 percent actual DTSC Fee DTSC Fee 15 percent appraised value 50 percent hazardous waste 50 percent estimated hazardous waste removal		
50 percent actual DTSC Fee 50 percent appraised value 50 percent hazardous waste 50 percent estimated hazardous waste removal Response Action (RA) 		
50 percent actual DTSC Fee DTSC Fee 15 percent appraised value TSC Percent hazardous waste percent estimated hazardous waste removal Response Action (RA) 		
50 percent actual DTSC Fee DTSC Fee 15 percent appraised value 50 percent hazardous waste 50 percent estimated hazardous waste removal Response Action (RA) Site Development 		
50 percent actual DTSC Fee 50 percent appraised value 50 percent hazardous waste 50 percent estimated hazardous waste removal Copercent estimated hazardous waste removal Response Action (RA) Site Development Are you requesting Site Development? 		
50 percent actual DTSC Fee 50 percent appraised value 50 percent hazardous waste 50 percent estimated hazardous waste removal Copercent estimated hazardous waste removal Response Action (RA) Site Development Are you requesting Site Development? Fire Safety 		
50 percent actual DTSC Fee DTSC Fee 15 percent appraised value 50 percent hazardous waste 50 percent estimated hazardous waste removal Tesponse Action (RA) Site Development? Tre you requesting Site Development? Fire Safety Automatic Fire Detection/Alarm System		
S0 percent actual DTSC Fee DTSC Fee 15 percent appraised value 50 percent hazardous waste 50 percent estimated hazardous waste removal 50 percent estimated hazardous 50 percent estimated hazardous waste	Yes No Yes No Yes No Yes No	

Once the District has completed the "Additional Grants Request" page, the user may continue onto the "Project Progress" page.

Project Progress

If the user is submitting an application for a design advance, select "No."



However, if the user is submitting an application for full funding and has awarded construction contracts, select, "Yes."

Project Progress

Has the District awarded construction contracts for this project 🚱	Yes No
Enter the date(s) of the construction contract(s) awarded for this project	Add/Edit Contracts
Show 5 v entries	Type to filter the name column
Contractor Name 🗘 Contract Type 🗘 Amount 🗘 Award 🗘 Prevailing Wage 🗘	Notice to Proceed Const. Del. Method 🗘
0 total	▲ ▼
0 total Note: Prevailing Wage only applies to contracts with an Award Date between 1/1/2012 and	€/19/2014

Once the user has selected "Yes", the system generates fields to enter construction contract information. Select, "Add/Edit Contracts" to enter the contract details. A pop-up window opens, as shown below.

Complete all the known fields. If the district has not issued a Notice to Proceed, the user may leave that field blank. Review entries and select "Add Contract." The user can add as many contracts as applicable to the project by selecting "Add Contract" for each new entry. When the last contract has been entered, close out to the window by selecting the x in the upper right corner of the popup window to be redirected to the Project Progress page where you can confirm that the contract(s) has been successfully added to the application as shown below in the next two screenshots.

Add/Edit Contract			\odot
Add New Contract			
Contractor Name	ABC Construction Inc.		
Contract Award Date	03/01/2024		
Contract Type	General Construction	~	
Contract Amount	\$ 1,000,000		
Notice to Proceed Issued Date	MM/DD/YYYY		
Construction Delivery Method	Design-Bid-Build	~	
Related DSA Application Numbers	02-123456 × + DSA App #		

Add Contract

Project Progress

Has the District awa	arded construction co	ntracts for this p	oroject 😧		Yes No		
Enter the date(s) of	the construction con	tract(s) awarded	for this projec	t		Add/Edit Contrac	ts
Show 5 🗸 e	entries				Type to filter	the name column	
Contractor Name	🗘 Contract Type 🗘	Amount 🗘	Award 🗘	Prevailing Wage 🔅	Notice to Proceed	Const. Del. Method 🗘	
ABC Construction Inc.	General Construction	\$1,000,000.0	03/01/2024			Design-Bid-Build	
1 total Note: Prevailing Wa	ge only applies to cor	ntracts with an A	ward Date bet	ween 1/1/2012 and 6,	/19/2014		÷
Previous						Continue	

Once all construction contracts have been added, proceed to the next section by clicking, "Continue".

Licensed Architect

Once the user has entered the necessary information for their funding application, the user should then request the District's Licensed Architect and Licensed Design Consultant to go into the drafted funding application and make the necessary certifications in this section.

If the user selected a Design Advance on "Site Info" page of the application, the left-hand navigation should automatically generate a green checkmark for the "Licensed Architect" and "Licensed Design Consultant" pages as shown below. The user may leave this page blank and select "Continue."

	Leastly as the early to the forward for the project or any Reasonal and New Albert 10	
	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 or as an alternative, if the request is for a modernization Grant, the PS in hard copy to 	the OPSC.
AB 70-01 Form	 Any portion of the Plans and Specifications requiring review and approval by the Division of State Architect (DSA) were approved by DSA on (latest data); 	MM/DD/YYYY
Site Info		You can add up to 5 Date(s)
Project Type	Related DSA Application(s)	+ DSA App #
Enrollment Data		 If Press the Enter < key to save You can add up to 5 Values(s)
Preference Point	 Any portion of the P&S not requiring review and approval by the DSA meets the requi Title 24, including any handicapped access and fire code requirements. 	rements of the California Code of Regulation
Additional Grant Request	I certify the information listed above is correct	
Project Progress	The architect on record for this project is no longer ava	ilable for certification
Licensed Architect	Architect Name 💿	
Licensed Design Consultant	Architect Signature Date 🛛	MM/DD/YYYY
Certification		
		Certify

If this is an application for full funding, the left-hand navigation will display an orange exclamation point as shown below.

Once the authorized user has inputted the DSA plan approval date and DSA application number, the user should then request the District's Licensed Architect to go into the drafted funding application and make the necessary certifications. The Licensed Architect needs to enter their name, the date and then click "Certify". Note, the architect must click the blue "Certify" button before they may continue to the next page.

	I certify as the architect of record for the project or as a licensed architect that: 0	
roject Type	 The Plans and Specification for this project were submitted to the OPSC by electro or as an alternative, if the request is for a modernization Grant, the PS in hard cop 	nic medium (i.e., CD-ROM, zip disk or diske to the OPSC.
nrollment Data	 Any portion of the Plans and Specifications requiring review and approval by the Planta of Chat tableta (ICE) are assumed by PCA or (Later data). 	MM/DD/YYYY
reference Point	Division of state Architect (DSA) were approved by DSA on (latest date):	You can add up to 5 Date(s)
dditional Grant Request		
roject Progress	Related DSA Application(s)	+ DSA App #
icensed Architect		Press the Enter ∉ key to save You can add up to 5 Values(s)
icensed Design Consultant	 Any portion of the P&S not requiring review and approval by the DSA meets the re Title 24, including any handicapped access and fire code requirements. 	quirements of the California Code of Regula
ertification	I certify the information listed above is correct	
ertification	I certify the information listed above is correct The architect on record for this project is no longer	vailable for certification
ertification eview ubmittal	I certify the information listed above is correct The architect on record for this project is no longer Architect Name	available for certification
ertification eview ubmittal		available for certification

Below is a demonstration of what this section should look like once it is complete and certified. Only the licensed architect will have the ability to certify this section. Once all fields have been completed, proceed to the next section by clicking, "Continue".

	f record for the project or as a licensed architect that: 0	
The Plans and Specif or as an alternative, i	ication for this project were submitted to the OPSC by electronic if the request is for a modernization Grant, the PS in hard copy to	medium (i.e., CD-ROM, zip disk or diskett the OPSC.
Any portion of the Pla Division of State Arch	ans and Specifications requiring review and approval by the itect (DSA) were approved by DSA on (latest date):	12/25/2023
		MM/DD/YYYY
		You can add up to 5 Date(s)
Related DSA Applicat	cion(s)	01-123456 ×
		+ DSA App #
		● Press the Enter & key to save You can add up to 5 Values(s)
	%S not requiring review and approval by the DSA meets the requi	rements of the California Code of Regulat
Any portion of the P8 Title 24, including an	iy handicapped access and fire code requirements.	
Any portion of the P& Title 24, including an	I certify the information listed above is correct	0
Any portion of the P& Title 24, including an	ny handicapped access and fire code requirements. I certify the information listed above is correct The architect on record for this project is no longer ava	ilable for certification
Any portion of the P8 Title 24, including an	ny handicapped access and fire code requirements. I certify the information listed above is correct The architect on record for this project is no longer ava	ilable for certification Frank L. Wright
Any portion of the P8 Title 24, including an rchitect Name 🚱	y handicapped access and fire code requirements. I certify the information listed above is correct The architect on record for this project is no longer ava	ilable for certification Frank L. Wright 03/14/2024

Licensed Design Consultant

Similarly, if the user selected a Design Advance on "Site Info" page of the application, the lefthand navigation should automatically generate a green checkmark for the "Licensed Design Consultant" page. The user may leave this page blank and select "Continue."

SAB 70-01 Form	Licensed Design Consultant		
Site Info	I certify as the architect of record for the project or the appropriate design professional, that:		
Project Type	 If the request is for a California Preschool, Transistional Kindergarten and Full-Day Kindergarten Facilities Grant Program new construction project, I have developed a cost estimate of the proposed project which indicates that the estimated construction cost 		
Enrollment Data	of the work in the P&S including deferred items (if any) relating to the proposed project, is at least 60 percent of the total grant amount provided by the State and the School District's matching share, less site aquistion costs. This cost estimate does not		
Preference Point	include site aquisition, planning, tests, inspection, or furniture and equipment and is available at the School District for review by OPSC.		
 Additional Grant Request 	 If the request is for a California Preschool, Transistional Kindergarten and Full-Day Kindergarten Facilities Grant Program retrofit project, I have developed a cost estimate of the proposed project which indicates that the estimated construction cost of the work 		
Project Progress	in the P&S including deferred items and interim housing (if any) relating to the proposed project, is at least 60 percent of the total grant amount provided by the State and the School District's matching share, less site aquistion costs. This cost estimate does not include planning, tests, inspection, or furniture and equipment and is available at the School District for review by OPSC		
Licensed Architect	□ I certify the information listed above is correct		
Licensed Design Consultant	The Design Consultant on record for this project is no longer available for certification		
Certification	Design Consultant Name 😧		
Review	Design Consultant Signature Date 😧		
Submittal	6 - 24 t		
	Ceruty		
	← Previous		

However, if the user is submitting an application for full funding, the left-hand navigation will display an orange exclamation point as shown below.

Site Info	I certify as the architect of record for the project or the appropriate design pro	ofessional, that:
Project Type	If the request is for a California Preschool, Transistional Kindergarten and Fr construction project, I have developed a cost estimate of the proposed proj	ull-Day Kindergarten Facilities Grant Program new ect which indicates that the estimated construction cos
Enrollment Data	of the work in the P&S including deferred items (if any) relating to the propo amount provided by the State and the School District's matching share, less	osed project, is at least 60 percent of the total grant s site aquistion costs. This cost estimate does not
Preference Point	include site aquisition, planning, tests, inspection, or furniture and equipme OPSC.	ent and is available at the School District for review by
Additional Grant Request	 If the request is for a California Preschool, Transistional Kindergarten and Fiproject, I have developed a cost estimate of the proposed project which ind 	ull-Day Kindergarten Facilities Grant Program retrofit licates that the estimated construction cost of the work
Project Progress	in the P&S including deferred items and interim housing (if any) relating to t grant amount provided by the State and the School District's matching shar include planning, tests, inspection, or furniture and equipment and is availa	the proposed project, is at least 60 percent of the total re, less site aquistion costs. This cost estimate does not able at the School District for review by OPSC.
Licensed Architect	I certify the information listed above is correct	ct 😧
Licensed Design Consultant	The Design Consultant on record for this proj	iect is no longer available for certification
Certification	Design Consultant Name 🛛 🛛	
Review		
Submittal	Design Consultant Signature Date 🥑	יוווי /עט (ייוויי
		Certify

This section must only be completed and certified by the licensed design consultant. The licensed design consultant needs to check the certification box, enter their name, the date and then click "Certify". Note, the licensed design consultant must click the blue "Certify" button before they may continue to the next page.

Below is a demonstration of what this section should look like once it is complete and certified. Only the licensed design consultant will have the ability to certify this section. Once all fields have been completed, proceed to the next section by clicking, "Continue".

Licensed Design Consultant

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

- If the request is for a California Preschool, Transistional Kindergarten and Full-Day Kindergarten Facilities Grant Program new construction project, I have developed a cost estimate of the proposed project which indicates that the estimated construction cost of the work in the P&S including deferred items (if any) relating to the proposed project, is at least 60 percent of the total grant amount provided by the State and the School District's matching share, less site aquisition costs. This cost estimate does not include site aquisition, planning, tests, inspection, or furniture and equipment and is available at the School District for review by OPSC.
- If the request is for a California Preschool, Transistional Kindergarten and Full-Day Kindergarten Facilities Grant Program retrofit project, I have developed a cost estimate of the proposed project which indicates that the estimated construction cost of the work in the P&S including deferred items and interim housing (if any) relating to the proposed project, is at least 60 percent of the total grant amount provided by the State and the School District's matching share, less site aquistion costs. This cost estimate does not include planning, tests, inspection, or furniture and equipment and is available at the School District for review by OPSC.

	I certify the information listed above is correct 🔞	
	The Design Consultant on record for this project is no long	ger available for certification
Design Consultant Name 🔞		Frank L. Wright
Design Consultant Signature Date	Θ	03/14/2024
		Certified 🗸
		Frank L. Wright · Apr 22, 2024
← Previous		Continue 🔶

Certification

Only the authorized District Representative/Superintendent may complete the certifications, however, not all certifications are required for <u>all</u> Program applications. The user must ensure that they only select and enter information that is applicable to the current application. Use the scroll bar to view and navigate all the certifications.

Certification	
I certify, as the District Representative, that the information reported on this form is	s true and correct and that:
 I am an authorized representative of the School District as authorized by the District; and 	e governing board of the School
 The School District will comply with all laws pertaining to the construction o and, 	or retrofit of its school building;
• A resolution or other appropriate documentation supporting this application under Chapter 3, Part 10.5, Division 1, commencing with Section 17375, et. seq., of the Education Code was adopted by the school district's governing board or the designee of the Superintendent of Public Instruction on,	MM/DD/YYYY
 The School District has established a "Restricted Maintenance Account" for e ongoing and major maintenance of any identified lead; and, 	exclusive purpose of providing
 The School District has received as applicable, approval of the site and the p Scroll to bottom to Certify app. 	lans from CDE. Plan approval with 🚽
I verify, I have read and agree to the above terms and certification information	Yes No
Date	
District Representative / Superintendent Phone Number	
Phone Extension (optional)	
District Representative / Superintendent Name	
← Previous	Continue 🔶

Using the scroll box, the user can view and access all applicable certifications. This includes preschool resolution date for preschool applications, transitional kindergarten resolution dates

for transitional kindergarten applications, and full-day kindergarten resolution dates for full-day kindergarten applications.

Below are screenshots of fields all applicants must complete, regardless of the project type.

The first field is the date of the school board resolution that granted the District authority to submit an application

Certification

I certify,	as the District Representative, that the information reported on this form is	s true and correct and that:	
•	I am an authorized representative of the School District as authorized by the District; and	e governing board of the School	
•	The School District will comply with all laws pertaining to the construction of and,	or retrofit of its school building;	
•	A resolution or other appropriate documentation supporting this application under Chapter 3, Part 10.5, Division 1, commencing with Section 17375, et. seq., of the Education Code was adopted by the school district's governing board or the designee of the Superintendent of Public Instruction on,	01/01/2024	
•	The School District has established a "Restricted Maintenance Account" for ongoing and major maintenance of any identified lead; and,	exclusive purpose of providing	
•	The School District has received as applicable, approval of the site and the	lans from CDE. Plan approval with	-

In the next field, indicate the number of kindergarten classrooms at the project site. Note, the user must include any classroom that was constructed or previously altered to meet to the requirements for a kindergarten classroom, **at the time of construction**. Please include any kindergarten classroom that meets this criterion, even if they do not meet current Title 5 standards.

i ilication		
certify, as the District Representative, that the information reported or	n this form is true and correct a	nd that:
The School District contifies that	2	^
classrooms were constructed or previously altered to meet the	-	
requirements for a kindergarten classroom.		

Does the project site currently offer full-day kindergarten instruction? If no, select the first checkbox. If yes, select the second checkbox and enter the date when the site first adopted full-day kindergarten instruction. For some districts, this date may have been years before the current administration. If an exact date is unknown, provide an estimation.

and block at	epresentative, that the information reported on this form is true and correct and that:	
The School Dis	trict certifies that:	
	Full-day kindergarten instruction is not currently offered at the project site as of the date of this application; or,	
	Full-day kindergarten instruction is offered at the project site, and was adopted by the school district's governing board on,	
	06/08/1998	

Once the user has verified that all required fields have been completed, the user should select "yes" to agree to the terms and certifications above and complete the remaining fields below with the district representative's information. The user will select "Continue" to proceed to the Review page.

certily,	as the District Representative, that the information reported on this form is	true and correct and that:	
٠	 I am an authorized representative of the School District as authorized by the governing board of the School District; and 		
٠	The School District will comply with all laws pertaining to the construction or	r retrofit of its school building; and,	
•	A resolution or other appropriate documentation supporting this	01/01/2024	
	Section 17375, et. seq., of the Education Code was adopted by the school district's governing board or the designee of the Superintendent of Public Instruction on,		
•	The School District has established a "Restricted Maintenance Account" for ex ongoing and major maintenance of any identified lead; and,	xclusive purpose of providing	
•	The School District has received as applicable, approval of the site and the pl this application submittal is not required if the request is for apportionment of	ans from CDE. Plan approval with with advance; and,	•
l verify, I	have read and agree to the above terms and certification information	Yes No	
Date		04/22/2024	
District I	Representative / Superintendent Phone Number	(279) 799-3859	
Phone E	xtension (optional)		

Review

After completing the certifications, the user will be directed to the Review page where they will have the opportunity to review all sections and make any final edits. Any incomplete sections will flag with an orange exclamation point and the missing required fields will populate with the text, (required) in red.

B 70-01 Form	Review	
Site Info		
Project Type	Site Info	
Enrollment Data	Is the district submitting for full funding?	(required)
Preference Point		
Additional Grant Request	Select the type of advance funding requested 🤪	(N/A)
Project Progress	Project to be located on 😧	(required)
Licensed Architect	The Project is an existing school site:	
Licensed Design Consultant	Select the appropriate school or site for this application $oldsymbol{arrho}$	(required)
Certification		(required)
Review	Contingency Site Approval Date 🚱	(not answered)
Submittal		
	CDE Site Approval Date 🚱	(not answered)
	CDE Plan Approval Date 🔞	(not answered)

If everything appears correct, the left-hand navigation will display all green checkmarks, and the user can select "Continue" to proceed to the Submittal page.

SAB 70.01 Form	The School District certifies that:		
SAD FO-OF FORM	Full-day kindergarten instruction is not currently offered at the project site as of the date of this application; or,	(not answered)	Options
Project Type	Full-day kindergarten instruction is offered at the project site, and was		Upload file(s) for this application
 Enrollment Data 	adopted by the school district's governing board on,	(not answered)	
Preference Point		(not answered)	G Manage Entire Application
Additional Grant Request	The statements set forth in this application and supporting documents are true		
Project Progress	and correct to the best of my knowledge and belief; and,		
 Licensed Architect 	This form is an exact duplicate (verbatim) of the form provided by OPSC. In the event a conflict should exist, the language in OPSC's form will prevail.		
 Licensed Design Consultant 	I verify. I have read and aeree to the above terms and certification	Yes	
Certification	information		
Review	Date	03/13/2024	
Submittal	District Representative / Superintendent Phone Number	(916) 555-5555	
	Phone Extension (optional)	(not answered)	
	District Representative / Superintendent Name 🚱	District Representative	
		Edit Page →	
	Previous	Continue 🔶	

Submittal

The user can continue to the submittal page. Here, the District will complete their final certification and upload all relevant documents.

		Browse files		
ile Name 🗘	Description 🗘	Document Type 🗘	Created 🗘	Last Modified 🗘
.4 CALPADS 2019- 023_Redacted.pdf Remove	1.4 Calpads Enro	Other 🗸	04/22/2024	04/22/2024
alPads 1.1 leport_Redacted.pdf Remove	1.1 Calpads	Other 🗸	04/22/2024	04/22/2024
IARRATIVE_Redacted.pc Remove	Narrative	Other 🗸	04/22/2024	04/22/2024
ESOLUTION Redacted.pdf Remove	TK Resolution	Other 🗸	04/22/2024	04/22/2024
ITE IAP_Redacted.pdf Remove	Site Map	Site Map 🗸	04/22/2024	04/22/2024
5 total				

Once the documents have been uploaded, the user will see the text Successfully Uploaded appear underneath the document file name.

Upload Files				×
		Browse files		
File Name 🗘	Description 🗘	Document Type 🗘	Created 🗘	Last Modified 🗘
CalPads 1.1 Report_Redacted.pdf Successfully Uploaded	1.1 Calpads	Other 🗸	. 04/22/2024	04/22/2024
RESOLUTION Redacted.pdf Successfully Uploaded	TK Resolution	Other 🗸	. 04/22/2024	04/22/2024
SITE MAP_Redacted.pdf Successfully Uploaded	Site Map	Site Map 🗸	. 04/22/2024	04/22/2024
1.4 CALPADS 2019- 2023_Redacted.pdf Successfully Uploaded	1.4 Calpads	Other 🗸	04/22/2024	04/22/2024
NARRATIVE_Redacted.pc Successfully Uploaded	Narrative	Other 🗸	04/22/2024	04/22/2024
5 total				
Please stay here until file u	pload(s) complete			Done Upload Files

After all documents have been uploaded, the user will close out of the pop-up window by clicking "Done" and may submit their final application. Note, only an authorized District representative will be able to submit the application itself. After submittal, the user will be redirected to a confirmation page which shows the application has been successfully submitted and an application number has been assigned. The user may save this application number for quick access when searching for the application.



The user can review which documents have been uploaded when they return to the application's home page. They can also upload additional documents directly to the application's home page or after the application has been submitted.

Public School Construct	ion				Project Reportin	Law Resource	s Grant	Enrollment Projection	Users	District	A Dashboard
Dashboard / Application 70/67439-00-001 New Construction 70-01	Sample , Submitted 70 / 67439 - 00 - 001 Applications for Finding + Form Salt T0-13 @ Preschool / Transitional Kindegartar / Full Say Kin	ndergarten - New Constructi	ion + Full Grant				District: 67	439 Sacramento City Unified	 School/ County 	PTN: F Received D Site: A. M. W Name: Saci	57439 - 123 Edit Jate: 03/13/2024 Jinn Elementary ramento County
Create Linked 70	Submitted Versions										wkw Grants >
Submitted FDK NC	Name : Version 1	Status :	Version Received Date 0 07/13/2024	Submitted By I	Updated 2 03/13/2024		C Options				
Accounting Activity View approvals, transactions and more	Drafts			No Dratts							ew Blank Draft
Associated Applications View other applications at this site	Uploaded Files Site Map	Upload File 📏									
OPSC File Room Records Manage Project Documentation	SITE MAP_Redacted pdf - Site Map Mar 2: Optional Documents Additional Files NARRATOR Endected pdf - Endect Name	3,2024									
All Uploaded Documents View documents uploaded for this project	Sample CALPADS 1.1 43:13-14:34 Sample CALPADS 1.1 43:13-14:34 Kent CALPADS 1.1 43:14:14:14:14 Sample CALPADS 1.1 18:14:14:14 Sample CALPADS 1.1 18:19:14:14:14 Sample CALPADS 1.1 18:19:14:14:14	ADS Mar 13, 2024 Resolution ADS Mar 13, 2024									

Revising an Application for Funding (Form SAB 70-01)

After submitting an Application for Funding (Form SAB 70-01), a user may request or be requested by OPSC staff to submit a revised Form SAB 70-01. To do so, the user creates a new draft on the existing funding application page.

Create a New Draft

From the main dashboard, the user can view all existing applications.

Cheon ·								Contact Us	Settin	gs Weld	come District
Office of	mution				¢		Ħ		30 2	A=	*
Public School Const	ruction				Project Reporting per	Resources	Grants Er	rollment Projection	Users	District	Dashboard
Dashboard											
Funding Applications											
Create New SFP Funding Application	Create New Prescho	ol/TK/FDK Funding Application				Q Filler	200 application	IS		Se	arch All
Application Name 0	Project Type 🤤	Status 0	OPSC App # 0	School/Site 0	District 0		Project Tracki	ng OPSC Receiv	ed 0	Last Upda	ated ~
							Number 0				
Sample	FDK NC	Submitted	70/67439-00-001	A. M. Winn Elementary	Sacramento City Unified		67439-1	04/22/2024		04/22/202	94
West Campus HS Mod	Fund Release Auth	50-05/70-02 Approved	57/67439-00-078	West Campus (Aka Hiram Johnson West	Sacramento City Unified		67439-339	07/26/2023		07/26/202	13
American Legion HS Mod	Fund Release Auth	50.05/70.02 Approved	57/67439-00-077	American Legion High	Sacramento City Unified		67439-347	07/26/2023		07/26/202	23
GA-57/67439-00-078	Grant Agreement	SAB Approved	57/67439-00-078	West Campus (Aka Hiram Johnson West	Sacramento City Unified		67439-339	07/06/2023		07/06/202	23
				High)							
GA 57/67439-00-077	Grant Agreement	SAB Approved	57/67439-00-077	American Legion High	Sacramento City Unified		67439-347	07/06/2023		07/06/202	13
St. Hope CSFP Rehab, Final	Fund Release Auth	50-05/70-02 Approved	54/67439-00-007	St. Hope Public School 7	Sacramento City Unified		67439-342	06/26/2023		06/26/202	13
St Hope PS7 CSFP NC	Fund Release Auth	50-05/70-02 Approved	54/67439-00-008	St. Hope Public School 7	Sacramento City Unified		67439-343	06/26/2023		06/26/202	13
West Campus High	MOD	SAB Approved	57/67439-00-078	West Campus (Aka Hiram Johnson West	Sacramento City Unified		67439-339	10/17/2019		05/22/202	13
American Legion High	MOD	CAD Lowersed	57/67429.00.077	High)	Sacramente City Unified		67430-347	10/17/2010		05/22/202	12
54/67439-00-008 PE Request	PIE - Charter	SAB Approved	54/67439-00-008	St. Hone Public School 7	Sacramento City Unified		67439-343	11/29/2022		02/13/202	3
54/67439-00-007 PF Request	PIF - Charter	SAB Approved	54/67439-00-007	St. Hope Public School 7	Sacramento City Unified		67439-342	11/29/2022		02/13/202	13
Expenditure Report #1 - 100%	Exp Report	Audit In Review	58/67439-00-003	Yav Pem Suab Academy	Sacramento City Unified		67439-375	12/09/2022		12/14/202	2
Expenditure Report #1 - 100%	Exp Report	Audit In Review	57/67439-00-076	C. K. Mcclatchy High	Sacramento City Unified		67439-326	12/09/2022		12/13/202	12
St. Hope Public School 7 Elementary	Final Charter Rehab	SAB Approved	54/67439-00-007	St. Hope Public School 7	Sacramento City Unified		67439-342	08/08/2022		11/01/202	2
St. Hope Public School 7	Final Charter NC	SAB Approved	54/67439-00-008	St. Hope Public School 7	Sacramento City Unified		67439-343	08/08/2022		11/01/202	12
California Montessori Project - Capitol	Charter Rehab	SAB Approved	54/67439-00-009	California Montessori Project - Capitol	Sacramento City Unified		67439-415	06/03/2022		10/25/202	12

If the user cannot locate the desired application, they may utilize the search tool bar to find the application by application number or application nickname.

Funding App	lications									
Create New SFP Fu	inding Application	Create New Presch	ool/TK/FDK Funding Application							
District		-	School/Site Name:		• 70/67439-0	10-001	Keyword Search		Search All	
Application Name 🗘	Project Type 🗘	Status 0	OPSC App # 0	School/Site 0	District 🗘	DSA Number 🗘	Project Tracking Number 0	OPSC Received	SAB Date 🗘	Last Updated 🗘
Sample App	FDK NC	Submitted	70/67439-00-001	A. M. Winn Elementary	Sacramento City Unified		67439-123	05/28/2025		05/28/2025
1 Apps Total	Items Per Page 2	5 🗸							First Pre	v 1 Next Last

In order to create a new draft of an application, the user should click the "New Blank Draft" on the application's home page. This will create an entirely new draft, while still maintaining the assigned application number.

Public School Constructi	ion				Project Reporting and	Resources	Grants	Enrollment Projection	Users	District	A Dashboard
Dashboard / Application 70/67439-00-001 New Construction 70-01	Sample Submitted 70 / 67.439 - 00 - 001 Application for Funding Form Skill To E1 Preschool / Transitional Kindergarten / Full Sky Kine	Sergarten - New Construction	+ Full Grant			D	istrict: 674	89 Sacramento City Unified	 School, County 	PTN: 6 Received D Site: A. M. W Name: Sacr	7439 - 123 Edit ate: 03/13/2024 inn Elementary amento County
Create Linked To	Submitted Versions									Re	view Grants >
Submitted FDK NC	Name © Version 1	Status :	Version Received Date : 03/13/2024	Submitted By 2 Kim Kardashian	Updated 2 03/13/2024		: Options •				
Accounting Activity View approvals, transactions and more	Drafts			No Drafts							w Blank Oraft
Associated Applications	, Uploaded Files	Upload File 📏									
OPSC File Room Records Manage Project Documentation	Site Map Site MAP, Reducted and Site Map, Nar 13 Optional Documents Additional Files	.2024									
All Uploaded Documents View documents uploaded for this project	NARRATME, Reducted.pdf - Project.Narrali Sample CAPROS 1-4 28-13 bits - K-6 CALP RESOLUTION Reducted.pdf - School Board Mar 11, 2024 Sample CALPAOS 5.1 28-19 alba - TK CALPA	ve Mar 13, 2024 DS Mar 13, 2024 Resolution DS Mar 13, 2024									

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

Public School Construction					Project Reporting pro	esources Grants	Enrollment Projection	Users Dist	rict Dashboa	rd
Dashbeard / Application 70/67439-00-001 New Construction 70-01	Sample Submitted 70 (67439 - 00 - 001 Application For Funding + tom S48 To 01 @ Presched / Transitional Kindergarten / Full-Day Kinde	rgarten - New Construction • Full G	rant			District: 6743	19 Sacramento City Unified	Fecei Recei School/Site: A County Name	PTN: 67439 - 123 ved Date: 03/13/2 . M. Winn Elemen : Sacramento Cos	ldit 324 tary inty
Create Linked 70-01	Submitted Versions								Review Grants	
Submitted	Name 0	Status 0	Version Received Date 0	Submitted By 🗘	Updated 0	¢				
FDKNC	Version 1	Submitted	03/13/2024	Kim Kardashian	03/13/2024	Options 💌				
Accounting Activity >	Drafts								New Blank Dra	
(Name 0 Draft 1	Status 0	Created By 0 Kim Kardashian	Last Edited By 0 Kim Kardashian	Updated 0 03/13/2024	0 Options •				>
Associated Applications > View other applications at this site	Uploaded Files	Upload File 💊								
OPSC File Room Records > Manage Project Documentation	Site Map SITE MAP_Redacted.pdf - Site Map Mar 13, 2 Optional Documents	024								
All Uploaded Documents > View documents uploaded for this project	Additional Files NARRATIVE_Reducted.pdf Project Narrative Sample CALPADS 1.4 18-19.xlix K-6 CALPAD RESOLUTION Reducted.pdf School Board R Mar 33, 2024	Mar 13, 2024 5 Mar 13, 2024 esolution								
All Contractor Information	Sample CALPADS 5.1 18-19.xisx 👻 TK CALPAD	5 Mar 13, 2024								

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

Method 1-

Click on "Options" on the application's home page and select "Duplicate as Draft" on the dropdown menu.

Public School Construction	1				Project Reporting Ame	Resources Grants	Enrollment Projection	Users Distr	ict Dashboard
Dashbeard / Application 70/67439-00-001 Hew Construction 70-01	Sample Submittee 70/67439-00-001 Application For Funding - Form SAB 70- Preschool / Transitional Kindergarten / Fo) a1 🛛	Full Grant			District: 67439	Sacramento City Unified	P Receiv • School/Site: A County Name:	TN: 67439 - 123 Edit ed Date: 03/13/2024 M. Winn Elementary Sacramento County
Create Linked 70-01	Submitted Versions								Review Grants >
Submitted FDK NC	Name 0 Version 1	Status 0 Submitted	Version Received Date 0 03/13/2024	Submitted By 0 Kim Kardashian	Updated 0 03/13/2024	Contineer B			
Accounting Activity > View approvals, transactions and more	Drafts Name 0	Status 0	Created By C	Last Edited By 🗄	Updated 0	Copy Lini	k	I	New Blank Draft

Method 2 -

Enter into the existing application wizard and selecting, "Duplicate as a New Draft" under Options of the right-hand navigation panel.

Sample Submitte 70 / 67439 - 00 - 001 Application For Funding • Form SAB 7 Preschool / Transitional Kindergarten /	0-01 0 Full-Day Kindergarten - New Construction • Full Grant		PTN: 67439 - 1 Edit Version Received Date: 04/22/2024 District: 67439 Sacramento City Unified • School/Site: A. M. Winn Elementary County Name: Sacramento County
SAB 70-01 Form	Review		Options
 Site Info Project Type 	Site Info		Duplicate As New Draft Upload file(s) for this application
Serrollment Data	Is the district submitting for full funding? Q	Yes	
Preference Point	Select the type of advance funding requested @	(N/A)	O Manage Entire Application
 Project Progress 	Project to be located on 😧	Existing Site with Additional Acreage Acquired	
Cicensed Architect	The Project is an existing school site:		
Licensed Design Consultant	Select the appropriate school or site for this application $ oldsymbol{arepsilon} $	A. M. Winn Elementary	
Certification Review	Contingency Site Approval Date 😡	(not answered)	
Submittal	CDE Site Approval Date 😡	(not answered)	

Both methods generate an identical draft of the existing application, but now allows the user to change existing entries and add new information. Once all revisions have been made, the user will resubmit the new draft following the previously outlined steps.

Amendments to Funding After Apportionment

If there is change in scope after the project has received an apportionment from the State Allocation Board, the applicant must submit a revised Form SAB 70-01. Changes in project scope include, but are not limited to, removal of automatic sprinklers or reduction in number of classrooms. In these instances, the user will create a "Linked 70-01" to request an amendment to the previously authorized funding/project scope.

Creating a linked 70-01

Under the left-hand navigation of the application's home page, the user selects "Create a New Linked 70-01."

Public School Construction						Project Reporting Ann R	Nesources Gr	rants Enrollment Projection	Users	District	A Dashboard
Dashboard / Application 70/67439-00-001 New Construction 70-01	Sample CAB Approved 70/67439-00-001 Application Fire Funding + Firem Salit 30-61 @ Preached / Transitional Kindergarten / Faib Bay Kin	dergarten - New Construction	-Full Grant				Distric	1: 67439 Sacramento City Unified	 School/ County 	PTN: 6 Received Do Site: A. M. Wi Name: Sacra	17439 - 123 Ealt ate: 03/13/2024 Fee Elementary amento County
Create Linked 19-01. Samples SAB Approved FDGAC	Submitted Versions Name : Version 1	Status : StBlacenoed	Version Received Date 0 03/13/2024	Submitted By ÷ Ken Kardaphan	Updated 0 03/13/2024	© Options •					view Grants >
70-02 Create Linked 70-02 You may now complete and submit an SAB 70-02 form.	Drafts			No Dra	fts						
70-03 Create Linked T0-03 Tou may now complete and submit an SAB T0-03 form.	Uploaded Files Site Map	Upload File									
Accounting Activity > View approvals, transactions and more	Optional Document	5									
Associated Applications > View other applications at this site	NAMMATIVE, Necested, pdf - Project Namab Sample CALPADS 1, 418-13, 45x + K-6 CALP RESOLUTION Redicted pdf - school floard Sample CALPADS 5, 118-13, 45x - TK CALPA	w Mar 13, 2024 k05 Mar 13, 2024 Resolution Mar 13, 2024 D5 Mar 13, 2024									

The user then selects the type of funding application from the drop-down menu and enters an application nickname. The application nickname should include "Amended" in the title. The user should then click "Create Linked App"

Public School Construction		Project Reporting And	Resources	Grants Enrollment Projection	Users (District	A Dashboard
Dashboard / Application							
70/67439-00-001	Create Linked Application						
New Construction	Select a linked application type	Funding	'hase 70-01				~
70-01 Create Linked 70-01	Does the district want to apply for Financial Hardolip assistance?	Tes No.					
Sample >	Select the type of funding application:	New Con	struction				~
SAB Approved FDK NC	Please enter application nichname	Amended	70-01 Sample App				
70-02 Create Linked 70-02					6	_	
You may now complete and submit an SAB 70-02 form.					Clear	Create Ur	wed App
70-03							

Once the user has created the linked app, the wizard navigates back to the application home page. The user clicks on the draft 70-01 to complete the amended application for funding.

Bublic School Construction			Image: Project Reporting Avv Resources Grants Enrollment Projection Users District Dashboard
ashboard / Application 70/67439-00-001 eve Construction	Amended 70-01 Sample App		PTix (F14) - 121 AM District: (F14) Sociamenta City Unified + School Star, K. Killein Elementary County Name: Sociamenta County
Sample	Submitted Versions	No Submitted Versions	
SAB Approved FOKINC	Drafts		New Bank Druh
Amended 70-01 Sample App	Name 2 Status 2 Created By 2 Last 6 Dath 1 000 Detrict Representative Detrict	Sited By 0 Updated 0 Representative 03/14/2024	t Optons +
Dratt FOKMC 10-02 Create Linked 70-02 four may now complete and submit an SAB	Uploaded Files No Files		
0-02 form.			
Amended 70-01 Sar 70/67439 - 00 - 001 Application For Funding + Form SAB 70 Preschool / Transitional Kindergarten /	nple App > Submitted		PTN: 67439 - 123 Edit Version Received Date: 03/14/2024 District: 67439 Sacramento City Unified • School/Site: A. M. Winn Elementary County Name: Sacramento County
SAB 70-01 Form	Submittal		
 Site tols Project Type Enrollment Date 	O This paperless application was successfully sub Your Application #: 70/67439-00-001 Submittal Date: 03/14/2024	mitted to OPSC.	
 Preference Point Additional Grant Request Project Progress Licensed Architect Licensed Architect Confilcation 	What's Next Please review this application's uploaded documents on the Application Dashboard to ensure all required application documents are uploaded and properly named. Required documents not uploaded within 7 working days after the submittal date 2024-03-14 00-46 AM will lead to the application being rejected. The completed State Allocation Board form can be downloaded here at anytime but is no longer necessary to sign and mail in. A complete paperless submission is all OPSC will need to begin processing your funding application.	Application Options Upload Remaining Files Consumery our application is complete by uploading any remaining documents now. Consuments now. Consumers now. Consumers and Completed Form Construction Dashboard	
Review Submittal	Previous		

70-01's for Full Funding Requests

If the District had previously received an advance design grant and would like to request the remaining funds, they must submit an updated 70-01 as part of their Request for Fund Release submittal. The 70-01 should be uploaded as an additional document under the uploaded files section. The user should **not** create a new version of the existing 70-01 or linked 70-01. More detailed instructions on how to submit a Request for Fund Release on OPSC Online can be found in the next section.

Fund Release Authorization (Form SAB 70-02)

Creating a linked Form SAB 70-02

To create a linked Form SAB 70-02, the user will use the left-hand navigation on the application's dashboard and select the most recent Form 70-01. If the original Form 70-01 was amended, the Nickname typically includes the word *Amended*.

From the most recent 70-01 page, find and select the link for "Create Linked 70-02".

Chev *							Contact Us	Setti	ings V	Velcome District 👻
Public School C	onstruction		F	Project Reporting Beto	Resources	Grants	Enrollment Projection	Users	District	Cashboard
Dashboard / Application 70/67439-00-001 New Construction	Amended 70-0 70 / 67439 - 00 - 001 Application For Funding • Fo	1 Sample App 🧳	Submitted			I	District: 67439 Sacramento (City Unified	PTN Received I • Schoo	: 67439 - 123 Edit Date: 03/14/2024 bl/Site: A. M. Winn Elementary
70-01 Create Linked 70-01	Preschool / Transitional Kinde	ergarten / Full-Day Kindergarten - Ne	ew Construction • Full Grant					County	Name: Sa	cramento County
Sample >	Submitted Version	ons								Review Grants >
SAB Approved	Name 0 Version 1	Status ≎	Version Received Date 0 03/14/2024	Submitted By District Repres	© entative	Upda 03/14	ted ≎ /2024	0 Options	•	
Amended 70-01 Sample >	Drafts									New Blank Draft
Submitted FDK NC				No Drafts						
70-02 Create Linked 70-02	Uploaded Files	Upload File 💊								

The application wizard appears and the user enters an application nickname for the Form SAB 70-02. Once all fields are completed, select "Create Linked App" to generate a draft.

Cheve *				Contact Us	 Settin 	gs Wel	come District 💌
	tion	¢ /			;;; ;	≜ ≡	Â
		Project Reporting prog Reso	ources Grants	Enrollment Projection	Users	District	Dashboard
Dashboard / Application							
70/67439-00-001	Create Linked Application						
New Construction	Select a linked application type		Fund Rele	ase Authorization 70-02			~
70-01 Create Linked 70-01							
	Select at least one submitted funding application phase to link to this 70-02:		Full Gran	t (Sample) t (Amended 70-01 Sample Ap	p)		
Sample >							
SAB Approved	Please enter application nickname		Sample 70	-02			
						_	_
Amended 70-01 Sample App					Clear	Create Li	nked App
Submitted							
FDK NC							

The draft will be visible in the left-hand navigation bar. To complete the Form, the selects the Draft and is redirected to the application dashboard for the Fund Release Authorization. To complete the Form, select anywhere in the Draft 1 line to begin to complete the fund release authorization form.

Chor *							Contact Us	Settings	Wel	come District 👻
Public School Construct	tion			¢				8 8	∎≣	Â
Dashboard / Application	Sample 70-02			Project Reporting And	Resources	Grants	Enrollment Projection	Users D	PTN: 6	Dashboard
70/67439-00-001 Fund Release Authorization	Fund Release Authorization • SAB 70-02 Form				D	istrict: 6743	9 Sacramento City Unified	 School/Site County Nat 	: A. M. Wi ne: Sacra	nn Elementary mento County
70-01	O de acidad da Marcine e									
Sample >	Submitted Versions		No Submitted Versions							
SAB Approved	Drafts								New	w Blank Draft
Amended 70-01 Sample App	Name 0 Status 0	Constant Ru A	A set Ballon d Bar A	Indated			0			
Submitted	Draft 1 Draft	District Representative	District Representative	03/20/202	ŧ		Options 👻			>
FDK NC	Uploaded Files Volcad File %									
70-02	No Files									
Sample 70-02										
Draft Fund Release Auth										

Completing the Form SAB 70-02

Part I. New Construction – Site Acquisition Only

The user completes portion only if the project includes Site Acquisition. The user answers the questions in this section with a "Yes" or "No" and uploads the required document(s) at the end when prompted to do so before submitting the application.

If the project does not include Site Acquisition, the user will click "N/A" and then click "Continue" to Part II. All following questions will automatically revert to "N/A".

Cher •							Contact Us	O Settir	igs We	icome District 👻
Public School Co	nstruction			Project Reporting perce	Resources	Grants	Enrollment Projection	Users	District	A Dashboard
Dashboard / Application / Draft 1										
	Sample 70-02 Fund Release Authorization SAB 70-02 For Fund Release Authorization	m Ø		District: 67439 Sacramento Ci	y Unified + Scl Co	hool/Site: A iunty Name	PTN: 67439 - 123 Edit . M. Winn Elementary : Sacramento County			
	SAB 70-02 Form Complete Parts I through IV as applicable to the project	Part I. New Construction - Site Acquisition Only	N/A							
	Part I. New Construction - S	The district certifies it has entered escrow for the site (attach copy of escrow	Yes No N/A							
	Part II. New Construction Rife	Instructions) The School Oldrict certifies that there has been a final appraisal (attach copy of final appraisal) The School Oldrict certifies that they have received a CDE Contingent Site Approval Letter (attach CDE approval letter) The School Oldrict certifies that it has received CDE Final Site Approval Letter (attach Final Site Approval Letter)	Yes So Rpk Yes So Rpk Yes So Rpk							
	Submit		Continue 🔶							

Part II. New Construction/Retrofit

The user answers the questions at the beginning of this section by selecting "Yes" or "No". Next, the user enters the DSA approval date, DSA application number, CDE approval date and Contract Awarded date in the appropriate fields. The CDE site approval date is only required if the project included site acquisition. Once complete, click "Continue" to Part III.

Public School Construction			€ Project Reporting a∞	Resources Gri	ants Enrollment Projection	Users C	an Istrict Da
	Part II. New Construction/Retrofit						
	This page is applicable / not applicable 0	8M					
	District must be able to confirm "Yes" to the following:						
SAB 70-02 Form	The School District certifies that its applicable matching share has already been deposited or expended by the School Datrict for the project, unless the School District masts the requirements for Francial hardping persuant to Section 11375(3)(2)(A)	10					
Company and in instagles is an applicable for the project	The School District contilles it has entered into a binding contract(s) for the completion of the project	10 B					
Part II. Hew Construction/R	The School District certifies the plans and specifications applicable to the state funded project, received written SSA approval on Θ	2/1/2024					
Partilit Construction Daliver		Press the Enter # key to save You can add up to 5 Value(b)					
 Partiti Signed Grant Agree Centification 	Related DSA Application(s) 0	01-123456					
😝 Raniov		 Constraint of the second second					
Some	CDE Plan Approval Date 🛛	1/15/2024					
		tarliet Date transit Date transit di key te save trocke add i or to 5 Volumiti					
	Contract Awarded Bate	a/1/2024					
	dates on a separate attachment to this form.) O	+ Select Date					
		O Press the Enter 4 key to save You can add up to 5 Values(2)					
	CDE Site Approval Date: If the project instants the acquinition, the School Datenci certifies the vite-received written CDE final approval and that it has entered excess for the site (attach copy of eccuse instructions and capitaled approximit)						
	Subject to available funding, whe acquiration funds shall be adjusted based on actual costs. OFFS: will write the School District has included plans for multiplevel demonstrate the fact that for the context.						

Below are zoomed-in examples

This page is applicable / not applicable 🛛 🕢	N/A
District must be able to confirm "Yes" to the following:	
The School District certifies that its applicable matching share has already been deposited or expended by the School District for the project, unless the School District meets the requirements for financial hardship pursuant to Section 17375(b)(2)(A)	Yes No
The School District certifies it has entered into a binding contract(s) for the completion of the project	Yes No
The School District certifies the plans and specifications applicable to the state funded project, received written DSA approval on 🛛 🥑	02/20/2025 × + Select Date ⑦ Press the Enter 괻 key to save You can add up to 5 Values(s)
Related DSA Application(s) 🛛	02-113355 × + DSA App #
CDE Plan Approval Date 🛛 🕢	• Select Date • Press the Enter d key to save You can add up to 5 Values(s)
Contract Awarded Date: (If the space provided is not sufficient for all applicable contract dates, please list all dates on a separate attachment to this form.) 🕢	03/14/2025 × + Select Date ③ Press the Enter ↓ key to save You can add up to 5 Values(s)
CDE Site Approval Date: If the project includes site acquisition, the School District certifies the site received written CDE final approval and that it has entered escrow for the site (attach copy of escrow instructions and updated appraisal)	N/A
 Subject to available funding, site acquisition funds shall be adjusted based on actual costs OPSC will verify that the School District has included plans for multilevel 	
classrooms in the plans for the project	

Part III. Construction Delivery Method

If the user is submitting an application for full funding and has awarded construction contracts, select, "Yes."

Has the District awarded construction contracts for this project $oldsymbol{arPhi}$	Yes No	
Enter the date(s) of the construction contract(s) awarded for this proj	ject Add/Edit Cont	acts
Show 5 v entries	Type to filter the name column	
Contractor Name Contract Type Amount Award Award O total	Prevailing Wage 🗧 Notice to Proceed 🦳 Const. Del. Method	÷
Note: Prevailing Wage only applies to contracts with an Award Date b	etween 1/1/2012 and 6/19/2014	

Once the user has selected "Yes", the wizard generates fields to enter construction contract information. Select, "Add/Edit Contracts" to enter the contract details. A pop-up window opens, as shown below.

Add/Edit Contract		×
Add New Contract		
Contractor Name	ABC Construction	
Contract Award Date	03/01/2024	39
Contract Type	General Construction	~
P Contract Amount	\$ 1,000,000	
Notice to Proceed Issued Date	MM/DD/YYYY	
Construction Delivery Method	Design-Bid-Build	~
date Related DSA Application Numbers	02-123456 × + DSA App #	
5	O Press the Enter a key to save You can add up to 5 Values(s)	
or N	\langle	Add Contract
Added Contracts		
Show 5 V entries		Type to filter the name column
us Contractor Name © Contract Type ©	Amount 🌣 🛛 Award 🗘	Prevailing Wage 🗘 👔
0 total		

Complete all the known fields. If the district has not issued a Notice to Proceed, the user may leave that field blank. Review entries and select "Add Contract." The user can add as many contracts as applicable to the project by selecting "Add Contract" for each new entry. When the last contract has been entered, close out to the window by selecting the x in the upper right corner of the popup window to be redirected to the Project Progress page where you can confirm that the contract(s) has been successfully added to the application.

Has the District awa	rded construction o	contracts for this pro	ject 😧		Yes No	
Enter the date(s) of	the construction co	ntract(s) awarded fo	r this project			Add/Edit Contract
Show 5 🗸 e	ntries				Type to filter t	the name column
Contractor Name	Contract Type 🗘	Amount 🗘 🛛 A	ward 🗘	Prevailing Wage 💲	Notice to Proceed	Const. Del. Method 🗘
ABC	General	\$1,000,000.00 0	3/01/2024			Design-Bid-Build
Construction	Construction					
1 total						
Note: Prevailing Wa	ge only applies to co	ontracts with an Awa	ard Date betw	een 1/1/2012 and 6	/19/2014	

Part IV. Signed Grant Agreement

The user answers the following Grant Agreement questions correctly by selecting "Yes" or "No" and click "Continue" to the Certification page.


Certification

On the Certification page, the authorized *District Representative/Superintendent* user reviews all terms and certifications and completes all applicable fields. If all information appears correct, the user selects "Continue" to proceed to the Review page.

Char *						Contact Us	• Settings	Welcome District 🝷
Public School Construction			Project Reporting Sets	Resources	Grants	Enrollment Projection	Users D	strict Dashboard
SAB 70-02 Form Consider Parts I through W as applicable to the project Part 1. New Construction Fig. Part 1. Rev Construction / Rev. Part 1. Construction Deliver Part 1. Construction Deliver Part 1. Construction Deliver Part 1. Speed Coart Agree Certification Part 1. Speed Coart Agree Certification Part 2. Speed Coart Agree Submit	Certification Interfield at the District Representative, that the information reported on this form is to us an interfield as the District Representative, that the information reported on this form is to us an interfield as the District Representative of the School District as authorized by the gove The District here building will the remotify and us only with the Public Costnard Code regarding all and. The School District here responsible for remoting that the project that its Costnard Code regarding all and. The School District here responsible for remoting that the project that its Costnard Code regarding all and. The School District here responsible for remoting that the project that its Costnard Code regarding all and. The School District here responsible for remoting that the project is constantiated with Costnard Code regarding and the remoting that the project is constantiated on code as a code of District Representative Prove of District Representative Prove of District Representative	d correct and that: ming baard of the School District; and test 17223, 17223, and 17223; and, as ufficient to complete the school construction laws governing the use of force account tables; complex with Section 1800.17, and, treating graps Monitoring and/or Labor d and/or constructions commoned; and, or et a conflict Jubiold exist, then the language in						

On the Review page, the user reviews/verifies all inputted information for accuracy and completion and then click "Continue" to proceed to the Submittal page. Select "Edit Page" to change information as needed.

Public School Construction			¢	-			202		*
			Project Reporting Bro	Resources	Grants	Enrollment Projection	Users	District	Dashboard
nboard / Application / Draft 1									
Sample 70-C Fund Release Authorizat Fund Release Authorizat	2 • Otrafi • 588 to 0.2 form •		District: 67439 Sacramento (City Unified + 5	School/Site County Nar	PTN: 67439 - 123 Edit c A. M. Winn Elementary me: Sacramento County			
SAB 70-02 Forr Complete Parts I thro applicable to the proi	Review		Options						
🥥 Part I. New Cons	ction-Si	ıly	Duplicate As Upload file(s) for this appli	cation				
🥝 Part II. New Cons	uction/Re This page is applicable / not applicable @	Not Applicable	Preview Form O Manage Entire	SAB 70-02					
🤡 Part III, Construc	n Deliver The district certifies it has entered escrow for the site (attach copy of escrow	N/A							
Part IV. Signed G	t Agree instructions)								
Certification	The School District certifies that there has been a final appraisal (attach copy of final appraisal)	N/A							
Submit	The School District certifies that they have received a CDE Contingent Site Approval Letter (attach CDE approval letter)	N/A							
	The School District certifies that it has received CDE Final Site Approval Letter (attach Final Site Approval Letter)	N/A							
		Edit Page 🚽							

Upload Files and Submit

On the submittal page, the user uploads all required documents, which includes, but is not limited to DSA approval letter, CDE final plan approval letter and construction contract(s). The Description field is open entry while the Document Type is selected from a drop down menu.

Note – Documents may be uploaded before or after submittal of the Form.

Chan *	Linload Files								Contact Us	Ø Setting:	s Welc	come District 👻
B Public School Construction	Copioda Trico					¢	-			2	.	*
Sample / V-V2 / VEIGUE Fund Release Authoritation - SAB 70-02 Form @ Fund Release Authoritation			Browse files			Sacramento City I	Resources Unified • Scho Cou	ol/Site: A. M	Enrollment Projection 8: 67439 - 123 Edit UWinn Elementary acramento County	Users D	istrict	Dasnboard
	File Name 0	Description 0	Document Type 0	Created 0	Last Modified							
SAB 70.02 Form Risear Autorica	CDE Approval Letter.docx Successfully Uploaded	CDE Approval Le	CDE Letter: F 🗸	03/20/2024	03/20/2024							
Complete function through IV as a construction of the project applicable to the project applicab	Construction Contract.docx Successfully Uploaded	Construction Cor	Construction ¥	03/20/2024	03/20/2024							
Pert 11. New Construction/Me Pert 10. Construction (Me Pert 10. Construction (Me Pert 10. Signed Grant Agree	DSA Approval Letter.docx Successfully Uploaded	DSA Approval Le	DSA Approva 💙	03/20/2024	03/20/2024							
Certification Provenue Review or Joint N	3 total											
Salast	Please stay here until I	file upload(s) complete			Done Upload Files							

Once all documents have been successfully uploaded, the user exit out of the pop-up box, check all certifications, and submit the paperless application. The user will see a confirmation page upon the successful submittal.

CAGOV								19279-2240	997 - 188	and the second second
Public Scho	ol Construction					I		303		*
				Project Reporting per	Resources	Grants	Enrollment Projection	Users	District	Dashboard
Dashboard / Application /	Draft 1									
	Sample 70-02 🕜 🔕	ubmitted					PTN: 67439 - 123 Edit			
	70 / 67439 - 00 - 001 Fund Release Authorization + SAB 70-02 F Fund Release Authorization	iann O		District: 67439 Sacramento 0	ity Unified 🔸	Version Rec School/Site County Nar	eived Date: 03/20/2024 : A. M. Winn Elementary ne: Sacramento County			
	SAB 70-02 Form Complete Parts I through IV as	Submit								
	applicable to the project	This paperless application was successfully subr Your Application 1: 70/67439-40-401	nitted to OPSC.							
	Part IL New Construction/Re	Submittal Date: 03/20/2024								
	Part III. Construction Deliver	What's Next	Application Options							
	Part N. Signed Grant Agree	Please review this application's uploaded documents on the Application Dashboard to ensure all required application documents are uploaded and properly named. Required	Upload Remaining Files							
	📀 Centification	documents not uploaded within 7 working days after the submittal date 2024-03-20 03:02 PM will lead to the application being rejected.	 Ensure your application is complete by uploading any remaining 							
	🧭 Review	The completed State Allocation Board form can be downloaded here at anytime but is no longer necessary to sign and mail in. A complete paperless submission is all OPSC will need	Concerning Required Decomposity							
	Submit	to begin processing your funding application.	L Download Completed Form							
			O Go To Application Dashboard							

The user will be able to view their submitted 70-02 on the main application dashboard with the status, "Submitted."

Chev *							c	ontact Us	• Settings	Welcome District 👻
Public School Construct	tion				Project Reporting Acc	Resources	Grants Enrollment Pr	ojection	Users Dist	rict Dashboard
Dashboard / Application 70/67439-00-001 Fund Release Authorization 70-01	Sample 70-02 70 / 67439 - 00 - 001 Fund Release Authorization Fund Release Authorization	Submitted)				Di	strict: 67439 Sacramento Ci	ty Unified •	i Recei School/Site: A County Name	PTN: 67439 - 123 Edit ved Date: 03/20/2024 M. Winn Elementary : Sacramento County
Amended 70.01 Sample App	Submitted Versions	Status û	Version Received Date	Submitted By û	Undated					
FDK.NC	Version 1	Submitted	03/20/2024	District Representative	03/20/202	6	Op	itions 💌		New Blank Draft
SAB Approved FDK NC				No Drafts						
70-02	Uploaded Files	Upload File 8								
Sample 70.02 > Submitted Fund Release Auth	CDE Letter: Final Plan App CDE Approval Letter.docx • CDE Mar 20, 2024 Construction Contract	roval Approval Letter								

Expenditure Report (Form SAB 70-03)

Creating a linked 70-03

To create a linked 70-03, the user selects the link for "Create Linked 70-03" on the left-hand navigation on the application's dashboard as shown below.

Public School Construction					Pr	C oject Reporting pr	Resources	Grants	Enrollment Projection	Users	District	A Dashboard
Dashboard / Application 70/67439-00-001 New Construction	Amended 70-01 Sample Ap 70/67439-00-001 Agelication for Funding - Ford SAB TOOL @ Preschool Towaltianak Kinderganten / Full-Say Kinderg	p 🔹 Stibmited	Lant :				t	Damict: 67430	Sacramento City Unified	School/S County I	PTH: 61 lacalved Da be: A. M. Wi lame: Sacra	7439 - 123 tole eter: 03/14/2024 Inn Elementary amento County
70-01 Creats Linked 10-01	Submitted Versions										łes	view Grants)
Amenaeo ru-un sample App Submitted FOKINC	Name 0 Version 1	Status C	Version Received Date 0 03/14/2024	Submitted By 2 District Representative	Updated 0 03/14/2024	C Optio	na •					
Sample >	Drafts			No Drafts							Ner	w Blank Draft
SAB Approved FOR INC 70-02	Uploaded Files	Upland File										
You may now complete and submit an SAB 70-02 form. 70-03 Create Limited 70-03)											
You may now complete and submit an SAD 70-03 form.												

The user selects the most recently approved 70-01, if applicable, and assign an application nickname for the Expenditure Report Form SAB 70-03. Once all fields are completed, select "Create Linked App" to generate a draft.

Public School Construction		Project Reporting Ano	Resources Gran	ts Enrollment Projection	Users D	istrict Das	shboard
Dashboard / Application							
70/67439-00-001	Create Linked Application						
New Construction	Select a linked application type	SAB 70-03	Expenditure Report				×
70-01 Create Linked 70-01	Select at least one submitted funding application phase to link to this 70-03:	Full Grant	(Amended 70-01 Sam	sie App)			
Amended 70-01 Sample App		Full Grant	(Sample)				
Submitted FDK NC	Please enter application nickname	70-03 Samp	ple App				
Sample >					Clear	Create Linked	1App
SAB Approved							

The draft will be visible in the left-hand navigation. The user can click on the draft and will be redirected the application dashboard for the expenditure report.

Public School Construction	on						Project Reporting And	Resources	Grants	Enrollment Projection	Users	District	A Dashboard
Dashboard / Application 70/67439-00-001 Expenditure Report		70-03 Sample Application Expenditure Report - SAB 70-03 Form @ Expenditure Report - Expenditure Report	/ Draft					r.	Xabrict: 6743	9 Sacramento City Unified	 School/ County 	PTN: (Site: A. M. W Name: Sacr	57439 - 123 Edit Vinn Elementary ramento County
70-01													
Amended 70-01 Sample App	>	Submitted Versions			No Submitted Versions								
FDK NC		Drafts										- 54	ew Blank Draft
Sample	>	Name 0 Orafil	Status 0 Orab	Created By © District Representative	Last Edited By © District Representative	Updated 0 03/14/2024	0 Optio	u *					
FDK NC		Uploaded Files	Upload File 💊										
70-03		No Files											
70-03 Sample Application	>												
Draft Exp Report													

The user clicks on the draft to begin completing the expenditure report.

Dublic School Construction				Project Reporting And	Resources Grants	Enrollment Projection	Users District	Dashboard
	SAB 70-03 Form	Expenditure Report						
	Expenditure Report	Type of Expenditure Report	Final Expenditure Report					
	Review	Enter the Notice of Completion Date	03/01/2024					
	Submit	Report Period						
		A. School District Funds	\$ 500,000					
		B. State Funds 🛛	\$ 500,000					
		C. Total Approved Project Amount (A+B)	\$ 1,000,000					
		D. Interest Earned	\$ 100					
		E. Total Grant with Interest (C+D) ${\ensuremath{}}$	\$ 1,000,100					
		F. Project Expenditures O	\$ 1,000,000					
		G. Reported Savings (E-F)	\$ 100					
		H, Reported Overspent (F-E)	\$0					
		If applicable, list the amount of savings from this project that will be used for other high priority capital facility needs of the School District. \blacksquare	N/A					
		Amount o	f Savings					
		Saving Engenditory Submitted at Saving						
		samili enterimente sommen et ciren senjulla						
		Residual Savings to be Returned to the State						
		A copy of the approved School District board resolution pursuant to Education Code Section 8073 is attached, if applicable	Yes No N/A					

SAB 70-03 Form	Expenditure Report	
Expenditure Report	Type of Expenditure Report	Final Expenditure Report 🗸
Certification Review	Enter the Notice of Completion Date 😧	03/01/2025
Submit	Report Period	
	A. School District Funds	\$ 500,000
	B. State Funds 🛛 🚱	\$ 500,000
	C. Total Approved Project Amount (A+B) 📀	\$ 1,000,000
	D. Interest Earned 🔞	\$100
	E. Total Grant with Interest (C+D)	\$ 1,000,100
	F. Project Expenditures 🔞	\$ 1,000,000
	G. Reported Savings (E-F)	\$ 100
	H. Reported Overspent (F-E)	\$0

For type of expenditure report, if the user is submitting the initial expenditure report (due three years after original apportionment), select, "Final Expenditure Report." If the user is submitting a savings report (due one year after their final expenditure report), select "Savings Report."

70-03 Sample Applic Expenditure Report • SAB 70-03 Form • Expenditure Report • Expenditure Report	ation / Draft	PTN: 67439 - 123 Edit District: 67439 Sacramento City Unified - School/Site: A. M. Winn Elementary County Name: Sacramento County
SAB 70-03 Form	Expenditure Report	
Expenditure Report	Type of Expenditure Report	Savings Report
Certification		02/01/2024
Review	Enter the Notice of Completion Date	enination.
Submit	Report Period	
	A. School District Funds	\$ 500,000

Once all required fields are complete, the user may proceed to the Certification page by clicking the green "Continue" icon at the bottom right hand of the wizard.

Public School Construction			Project Reporting Ans	Resources	Grants	Enrollment Projection	Users	District	A Dashboard
	Certification								
	I certify as the District Representative, that the information reported on this form i	s true and correct and that.							
	 Lam designated as an authorized district representative by the governing board under penalty of perjary, under the laws of the State of California, the foregoing public Contract Code was offered to in the construction of this project; and, 	of the district; and, statements are true and correct, and that the							
SAB 70-03 Form	 The school district has satisfied the supplement, not supplement as sp This form is an exact duplicate (verbatim) of the form provided by OPSC. In the e OPSY for will reveal 	ecified in Education Code Section 17375(i) and, ent a conflict should exist, then the language in							
Certification	 If the project did not receive Financial Hardship Funding, any savings not spent of School District within one year of project completion or within one year of the Fin state. 	is the high priority capital facility needs of the val Expenditure Report, must be returned the							
 Review Sobrat 	 Pursuant to Regulation Section 1860.19(a), any savings not spent on other high p within one year of project completion or within one year of the Final Expenditure Pursuant to Renatation Section 1860.19(b), any university of the Final Expenditure 	riarity capital facility needs of the School District, Report, must be returned to the state.							
	capacity for the implementation of the full day kindergarten program, or other h District, within one year of project completion or within one year of the Final Exp	igh priority capital facility needs of the School enditure Report, must be returned to the state.							
	I verify, i have need and agreed to the above terms and certification information. Proparel's Name	No No Preparer Person							
	Preparer's Title	Mater							
	Preparer's Email	preparer@gmail.com							
	Preparer's Phone	(858) 395-8588							
	District Representative / Super-intendent Name	District Representative							
	District Representative / Superintendent Phone Number	(333) 333-3333							
	(Phone Extension (optional)								
	Date	03/14/2024							
	Previous	Continue							

Once on the Certification page, the *District Representative/Superintendent User* reviews all terms and certifications and complete all applicable fields. If a Preparer was not used, the user may leave those fields blank. If all information appears correct, the user clicks on Continue to proceed.

Public School Construction						Pro	C Dject Reporting #==	Resources	Grants	Enrollment Projection	Users	District	A Dashboard
Destributed / Application / Draft 1	70-03 Sample Applicatio	on / C	File Name 1 Description 1 Docum Expenditure Worksheet, XDA.alam Descendedly	Insured Refer event Type : Created : rateled List • 01/14/2024	Last Modified 2 03/14/2024	19 Seconento City United	PTH: + School/Sitte A. M. V County Name: Sec	67439 - 123 Bill Brini Dementary namenéo Counéy					
	Secondarian Report	SUDDIN This State Alloca Applicants must Applicants must Other and Other and Other Other and Other Other and Other O	1.3.5.1 Free styles will be placed a conject. Free styles will be placed at the store of th	A can all the series of an additional of the ophism. Other the segmentation region recomplete and and Theme Sell Yes (2) Checklink. Cathor and Angel Cathor Management A segmentation, Charles School Represented and additional Representation, Charles School Re	Doe Quantities								

Zoomed-in example below

Upload Files				×
	Brov	wse files		
File Name 🗘	Document Type 💲	Description 🗘	Uploaded Date	¢
SAB 70-03 Alta Vista 1.19.2022.pdf Successfully Uploaded	Other	✓ Other	♥ 05/28/2025	
1 total				
Please stay here until file uploa	ad(s) complete		Done Uplo	ad Files

On the submittal page, the user uploads all relevant documents as part of their project completion submittal, including but not limited to, the Detailed Listing of Project Expenditures (DLOPE).

Public School Construction				Pre	ject Reporting par	Résources	Grants	Enrollment Projection	Users	District	A Dashboard
Dashbeard / Application / Draft 1	70-03 Sample Appli 70/67439-00-001 Expenditure Report - Sile Tod3 Ferm Expenditure Report - Expenditure Repo	ication / Summire		Detrict: 67439 Secontento City Unified	PTN Version Received • School/Site: A. M. County Name: So	: 67439 - 123 Ed Date: 03/14/203 Wins Elementa cramento Coun	а 4 У У				
	SAB 70-03 Form	Submit This paperless application was successfully subr two Application e 744149-6448 Submits Unite 68143324	nitted to OPSC.								
	Submit	What's Next Process while explicition's optimized descenses to the Applicates Dashbard to many displayed population dashbard to any optimized and applications Dashbard to displayed to any optimized by the Application dashbard to any optimized to any optimized by the Application dashbard to any optimized by the Application dashbard to any optimized by the Application dashbard to any optimized by the Application dashbard to any optimized by the Application dashbard to any optimized by the Application dashbard the Application dashbard to any optimized by the Application dashbard to any optimized by the Application dashbard to any optimized by the Application dashbard to any optimized by the Application dashbard to any optimized by the Application dashbard to any optimized by the Application dashbard to any optimized by the Application dashbard to any optimized by the Application dashbard to any optimized by the Application dashbard to any optimized by the Application dashbard to any optimized by the Application dashbard to any opti	Application Options To Compare Application Complete Dyspinolity and Compare Application Complete Dyspinolity and Documents Complete Application Completed Form Complete Completed Form								

Once all documents have been successfully uploaded, the user exits out of the pop-up box, check all certifications, and submit the paperless application. A confirmation page appears upon the successful submittal.

Public School Constructio	n					Project Reporting Bro	Resources	Grants	Enrollment Projection	Users	District	A Dashboard
Dashboard / Application 70/67439-00-001 Expenditure Report 70-01	70-03 Sample Applicatio 70/67439-00-001 Expenditure Report - SM17603 Ferm @ Expenditure Report - Expenditure Report	n 🦯 (Submitted)					i e	iabict: 6743	0 Sacramento City Unified	 School/ County 	PTN: 6 Received D Site: A. M. W Nerre: Sacr	57439 - 123 Edit late: 03/14/2024 finn Elementary taments County
Amended 76-01 Sample App Submitted FDX:1/C	Submitted Versions	Status = Sidenation	Version Received Date 0 03/14/2024	Submitted By 0 District Representative	Updated = 03/14/2024	2 Option	i•					
Sample (SAB Approved) PDN NC	Drafts			No Drafts								nw Biank Draft
70-03 70-03 Semale Application Submitted Exp Import	Uploaded Files Detailed Listing of Project Expens Expenditure Workinger, AbJulian • Detailed Listing of Project Expenditures Ma	Situres (DLOPE)										

The user will be able to view the submitted 70-03 on the main application dashboard with the status, "Submitted."







OPSC ONLINE USER GUIDE



Section 4. New Construction Funding, Part 1

New Construction Program Funding

Application for Funding (Form SAB 50-04)

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

All District Representatives and Superintendents on record with OPSC automatically have a user account in OPSC Online. If you do not have a user account, send a request by email to <u>OPSCOnlineSupport@dgs.ca.gov</u>.

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



On the next page there is an example of the OPSC Online login page.

On the next page there is a zoomed-in example of the account access link.



SIGN IN TO CONTINUE

Jane.Smith@Hotmail.com	
•••••	
SIGN IN	
Forgot your password or other troubl	le signing in?

Reset your password

Don't have an account? Request a new account

For additional guidance please review the OPSC

Online User Guide

User Dashboard

Upon login, the user is directed to the dashboard. The dashboard displays all applications created by authorized users. The District Representative and Superintendent can review all district-specific applications. Delegates can view applications for all school districts they are authorized to access.

Users can create new funding applications from the dashboard, check existing applications' status, and view drafted applications not yet submitted. To sort applications, click on any column header. Users can search for an application by entering the application number in the search field and clicking "Search All." All Forms (funding, grant agreement, fund release, or expenditure report) submitted for that application will appear.

General Navigation of OPSC Online

On the top right corner of the dashboard, there are seven main buttons: *Dashboard, District, Users, Enrollment Projection, Grants, Resources*, and *Project Reporting*. Below is a brief description of the function for each button.

On the next page there is an example of the OPSC Online application dashboard.

Office of				1					20% F	
Public School Cons	struction				Project Reporting Beta	Resources	Grants	Enrollment Projection	Users Dis	strict Das
ooard										
John										
nding Appli	cations									
Create New SFP Funding	ng Application 🏦 🧯	Create New Preschool/TK/FDK	Funding Application				Q	Filter 200 applications		Search
Application Name $ \hat{\circ} $	Project Type 🗘	Status 0	OPSC App # 🗘	School/Site ~	District 0		Project Trac Number ¢	king OPSC Received	≎ Last	Updated 🗘
Application Name \$	Project Type 0	Status 0	OPSC App # 0	School/Site ~ Yav Pem Suab Academy	District 0 Sacramento Cit Unified	ı V	Project Trac Number 🗘	VPSC Received	C Last	Updated © 2/2022
Application Name 0 58/67439-00-003 58/67439-00-003	Project Type 0 Adjusted Grant Fund Release Auth	Status 0 Archived 50-05/70-02 Approved	OPSC App # 0 58/67439-00-003 58/67439-00-003	School/Site ~ Yav Pem Suab Academy Yav Pem Suab Academy	District 0 Sacramento Cit Unified Sacramento Cit Unified	y y	Project Trac Number 0 67439-375	king OPSC Received	C Last	Updated 🗘 2/2022 9/2021
Application Name 58/67439-00-003 58/67439-00-003 58/67439-00-003 PF Request	Project Type 0 Adjusted Grant Fund Release Auth PIF - SFP	Status 0 Archived 50-05/70-02 Approved SAB Approved	OPSC App # ≎ 58/67439-00-003 58/67439-00-003 58/67439-00-003 58/67439-00-003	School/Site ~ Yav Pem Suab Academy Yav Pem Suab Academy Yav Pem Suab Academy	District 0 Sacramento Cit Unified Sacramento Cit Unified Sacramento Cit Unified	y y y (Project Trac Number 0 67439-375 67439-375	king OPSC Received 10/27/2021 05/12/2021	 Last 12/1 11/0 10/2 	Updated © 2/2022 9/2021 7/2021
Application Name 2 58/67439-00-003 58/67439-00-003 58/67439-00-003 PF Request Expenditure Report #1 - 100%	Project Type Adjusted Grant Fund Release Auth PIF - SFP Exp Report	Status 0 (Archived) (50-05/70-02 Approved) (SAB Approved) (Audit In Review)	OPSC App # 0 58/67439-00-003 58/67439-00-003 58/67439-00-003 58/67439-00-003	School/Site ~ Yav Pem Suab Academy Yav Pem Suab Academy Yav Pem Suab Academy Yav Pem Suab Academy Yav Pem Suab Academy	District 0 Sacramento Cit Unified Sacramento Cit Unified Sacramento Cit Unified	y y y (y (Project Trac Number 0 67439-375 67439-375	king OPSC Received 10/27/2021 05/12/2021 12/09/2022	C Last 12/1 11/0 10/2 03/0	Updated © 2/2022 0 9/2021 0 7/2021 0

Below are zoomed-in examples of each icon.



Dashboard

Redirect users to the Dashboard screen from any page. Users may stop and start a draft application anytime and return to it.



District

Allows the user to review the district's eligibility, authorized contacts, uploaded documents, financial hardship, and project tracking number.



Users

Provides the user with the ability to manage District Representatives and Delegates by creating and deleting users.



Enrollment Projection

An automated calculator to determine eligibility for the new construction program.

Below are zoomed-in examples of each icon.



Grants

Calculates an estimate of the potential funding a district may receive for its funding application.



Resources

Access to the Form SAB 50-01, 50-02, 50-03 Combined Excel Worksheet and Site Development Worksheet, and other instructions, such as a guide to generating a new Project Tracking Number (PTN).



Project Reporting βeta

Public access database of the project information for all School Districts and COE.

Users can also update their profile information by clicking the Welcome button.

On the next page there is an example of the OPSC Online application dashboard.

Public School Const											Welcome Jan
	truction				¢		₩		202	≜ ≡	^
					Project Reporting Beta	Resources	Grants	Enrollment Projection	Users	District	Dashboa
hboard											
unding Applic	ations										
							0				
Create New SFP Funding	g Application 🏦 C	Create New Preschool/TK/FDK Fi	unding Application				ų	Filter 200 applications			Search All
Application Name $\hat{\circ}$	Project Type $\hat{\circ}$	Status 🗘	OPSC App # 🗘	School/Site ~	District 🗘		Project Trac Number 0	king OPSC Received	¢	Last Upda	ted 🗘
58/67439-00-003	Adjusted Grant	Archived	58/67439-00-003	Yav Pem Suab Academy	Sacramento Cit Unified	У				12/12/202	2
58/67439-00-003	Fund Release Auth	50-05/70-02 Approved	58/67439-00-003	Yav Pem Suab Academy	Sacramento Cit Unified	y	67439-375	10/27/2021		11/09/202	1
58/67439-00-003 PF Request	PIF - SFP	SAB Approved	58/67439-00-003	Yav Pem Suab Academy	Sacramento Cit Unified	y	67439-375	05/12/2021		10/27/202	1
Expenditure Report #1 - 100%	Exp Report	Audit In Review	58/67439-00-003	Yav Pem Suab Academy	Sacramento Cit Unified	y	67439-375	12/09/2022		03/07/202	3
Yav Pem Suab Academy	FH - Rehab CP	Superseded	58/67439-00-003	Yav Pem Suab Academy	Sacramento Cit Unified	y	67439-375	10/12/2020		10/12/202	D

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

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

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

V											
Public School Cons	struction				¢				\$ 03	₽≡	1
				Pi	roject Reporting βeta	Resources	Grants	Enrollment Projection	Users	District	Das
board											
nding Appli	cations										
	cations										
Create New SEP Fundi	ng Application	Treate New Preschool/TK/FI	DK Funding Application				Q	Filter 200 applications		s	Search
			are an ang photoston								
Application Name 🗘	Project Type 🗘	Status 🗘	OPSC App # 0	School/Site ~	District \hat{v}	1	Project Trac Number 0	king OPSC Received	¢ ι	.ast Update	ed 0
Application Name 0 58/67439-00-003	Project Type 0	Status 0	OPSC App # ℃ 58/67439-00-003	School/Site ~ Yav Pem Suab Academy	District 0 Sacramento Cir Unified	ty	Project Trac Number ≎	king OPSC Received	° L	.ast Update	ed û
Application Name © 58/67439-00-003 58/67439-00-003	Project Type 0 Adjusted Grant Fund Release Auth	Status 0 Archived	OPSC App # 0 58/67439-00-003 58/67439-00-003	School/Site ~ Yav Pem Suab Academy Yav Pem Suab Academy	District 0 Sacramento Cit Unified Sacramento Cit Unified	ty ty	Project Trac Number 0 67439-375	king OPSC Received	с с 1 1	ast Update 2/12/2022	ed 0
Application Name © 58/67439-00-003 58/67439-00-003 58/67439-00-003 PF Request	Project Type © Adjusted Grant Fund Release Auth PIF - SFP	Status C (Archived) (50-05/70-02 Approved) (SAB Approved)	OPSC App # 0 58/67439-00-003 58/67439-00-003 58/67439-00-003	School/Site > Yav Pem Suab Academy Yav Pem Suab Academy Yav Pem Suab Academy	District © Sacramento Cii Unified Sacramento Cii Unified Sacramento Cii Unified	ty ty ty	Project Trac Number 0 67439-375 67439-375	king OPSC Received 10/27/2021 05/12/2021	° L 1 1	.ast Update 2/12/2022 11/09/2021	ed ≎
Application Name © 58/67439-00-003 58/67439-00-003 58/67439-00-003 PF Request Expenditure Report #1 - 100%	Project Type 0 Adjusted Grant Fund Release Auth PIF - SFP Exp Report	Status C Archived So 65/70-02 Approved SoB Approved Audt In Review	OPSC App # 0 58/67439-00-003 58/67439-00-003 58/67439-00-003 58/67439-00-003	School/Site ~ Yav Pem Suab Academy Yav Pem Suab Academy Yav Pem Suab Academy Yav Pem Suab Academy	District C Sacramento Cir Unified Sacramento Cir Unified Sacramento Cir Unified Sacramento Cir Unified	ty ty ty	Project Trac Number 0 67439-375 67439-375 67439-375	king OPSC Received 10/27/2021 05/12/2021 12/09/2022	 L L	.ast Update 2/12/2022 11/09/2021 0/27/2021 33/07/2023	ed û

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



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

Create New Application

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



0

Please Use The Existing Application

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

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



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

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

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

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

Create New Application

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

8

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

Yes

No

0

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

Select the District 🔞	Sacramento City Unified 🗸 🗸
Select a funding Program Type 🕜	New Construction 🗸
Refer to Section 1859.192 for the eligibility criteria	

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

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

Select High School Attendance Area	(00) District-wide 🗸
Please enter your primary Project Tracking Number (PTN #) first, followed by additional PTN #s 🕜	67439 - 1234× +PTN € Press the Enter d key to save
Please enter application nickname	NC Full Grant School Site
	Cancel Continue 🔶

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

Create New Application



Then, the user will be asked to select the type of funding application from a list of options (e.g., *Site Only, Site Only – District Owned, Site Only – Environmental Hardship, Design Only, Advance Funding for Evaluation & Response Action [RA], Site & Design Only).*

Yes

No

Please note that the district may contact the Financial Hardship Team for assistance if a project includes a request for financial hardship assistance.

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

Then click "Continue" to begin the application process.

Create New Application	
Does the district want to apply for Financial Hardship assistance?	Yes No
Select the type of funding application:	New Construction 🗸
If the project will include a request for financial hardship assistance, at OPSC for assistance. Receiving financial hardship approval will allo approval for separate site and/or design funding if plans have not been Requests for "Advanced funding for Evaluation and RA" may be request districts and districts that do not qualify for financial hardship.	please contact the Financial Hardship Team ow the project to start with an advanced en drawn up. ested by both financial hardship assisted
Previous	Cancel Continue >

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

Dashboard / Application / Landing	
	Application For Funding
	Form SAB 50-04 Information and Instruction
	A district and their delegates may enter the information required for the Application for Funding (Form SAB 50-04) using this online system. Upon completion of all of the required information, the completed Form SAB 50-04 can only be submitted by the Authorized District Representative or District Superintendent.
	If applicable, all supporting documentation required as part of your funding request must be uploaded to OPSC Online prior to, or concurrently with the application submittal.
	Start Application

Site Information

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

SAB 50-04 Form

Site Info
Project Type
Additional Grant Request
Excessive Cost Hardship
Alternative Developer Fe
Joint Use / Career Techni
Project Progress
Licensed Architect
Licensed Design Consult
Certification
Review
Submit

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

Dashboard / Application / Draft 1						
NC Full Grant School Application For Funding • Form SAB 50 New Construction • Full Grant	ol Site 🥜 Draft					
SAB 50-04 Form	Site Info					
Site Info	Does the District have current Financial Hardship Approval?	Yes No				
Project Type	Type of Financial Hardship Request	Submittal with a school board 💙				

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

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

- Leased Site: The project is on a school site not owned by the District and meets the requirements outlined in School Facility Program (SFP) Regulation Section 1859.22.
 - When selecting this option, the school or site field on the Site Info page must be completed.
- New Site: The project will be on a new school with no pre-existing buildings. School sites with buildings and classrooms that have been completely demolished are not considered new sites.
 - When selecting this option, all fields on the Site Info page must be completed using information from the CDE Site and Plan Approval letters.
- Existing Site with Additional Acreage Acquired: The project will include acquiring additional land to the existing school site.
 - When selecting this option, all fields on the Site Info page must be completed using information from the most recent CDE Site and Plan Approval letter(s).
- Existing Site with No Additional Acreage Acquired: The project will not include acquiring additional land to the existing school site.
 - When this option is selected, the school or site field on the Site Info page must be completed using the most recent CDE Plan Approval letter(s) information.

All projects must select a school site from the list of options. If a specific site is not listed, please email <u>OPSCApplicationReviewTeam@dgs.ca.gov</u> to request to add the site to the application system.

Project to be located on 🕜			Existing Site with Additional A	~
The Project is at a Select the appropriate school or s	n existing scho	ool site:	Sutter Middle	~
Site Detail				
	School/Site Name:	Sutter Middle		
	CDS (county-district- school) Code:	6066690		
	Grade-Level:			
	Street Address:	3150 I ST.		
	City:	SACRAMENTO		
	State:	CA		
	Zip Code:	95816		

The application system requires the user to enter the approval date and application number of the DSA and the CDE.

Enter the available existing school site information in the fields as shown in the example below:

Once the "Site Info" section is completed, click "Continue" to proceed to the next navigation section of the funding application.

On the next page there is a zoomed-in example.

California Department of Education (CDE) Site Approval Date 🔞	09/15/2018
	MM/DD/YYYY
	You can add up to 5 Date(s)
California Department of Education (CDE) Plan Approval Date 🛛 🕢	10/25/2020
	MM/DD/YYYY
	You can add up to 5 Date(s)
California Department of Education (CDE) Gross Approved Acres 🔞	
Gross Number of Purchased Acres 😨	7.80
Existing Total Acres	9.00
Master Plan Acreage site Size (Useable)	20.50
Recommended Site size 🕢	16.80
Existing Acres (Useable)	9.00
Proposed Acres (Useable)	7.80
	Continue 🔶

Project Type

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

Next, enter the total number of pupil grants assigned to the project for each grade group. The pupils reported should be less than or equal to the net classroom capacity.

On the next page there is an example of the OPSC Online application.

Dashboard / Application / Draft 1		
NC Full Grant Schoo Application For Funding • Form SAB 50- New Construction • Full Grant	ol Site 🕜 Draft	
SAB 50-04 Form	Project Type	
Site Info	Select project type 🔞	Middle School 🗸
Project Type		
Additional Grant Request	Pupil Grants Requested o	
Excessive Cost Hardship	K-6	50
Alternative Developer Fe	7-8	54
Joint Use / Career Techni	9-12	
Project Progress	Non-Severe	
Licensed Architect	Severe	

Then, the user must answer the questions listed.

When the user clicks "Yes" to any of the questions, the user will be prompted to enter additional information, as shown below.

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

Did the Distri eligibility for	ict use an Alternative Enrollment Projection to determine the application	0	Yes No
	Please enter Alternative Enrollment Projection information		
	К-6		50
	7-8		54
	9-12		
	Non-Severe		
	Severe		

On the next page there is a zoomed-in example.

Is this a 6-8 school? 🚱

How many K-6 pupils reported above are sixth graders?

Is this an Alternative Education School? 🔞

Is this an application to use the pupil grants requested above to build classrooms at alternative grade level or minimum essential facilities instead or in addition to classrooms?

This application is in accordance with Section 1859.77.3(a), which allows Districts to build minimum Essential Facilities rather than classrooms Yes No

No

No

Yes

P

No

No

Yes

25

Yes

Facilities to be constructed

Gym
Multi Purpose Room
Library
Administration
Hybrid Gym/Multi Purpose Room
Counseling Office
Conference Room

This application is in accordance with Section 1859.77.3(b), which allows Districts to use their requested grants to build classrooms for grade levels other than the level of pupil grants requested

←	Previous	Continue	>

Additional Grant Request

In the Additional Grant Request section, enter the number of new classrooms in the DSAapproved plans for the project.

The user will then answer yes or no to request additional grants or enter the requested amount. For any grant fields that are not requested, leave these blank.

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

On the next page there is an example of the OPSC Online application.

Dashboard / Application / Draft 2 NC Full Grant School Site					
SAB 50-04 Form	Addition	al Grant Request			
Site Info	Total numbe	r of classroom(s) on the Division of State Architect (DSA) A	pproved 5		
Project Type	plans				
Below is a zoomed-in ex	xample.				
Are you planning to build M	ulti Level class	rooms? 😧	Yes No		
Pupil Grants Requested	d	Number of Multi Level Classrooms on the Division of State Architect (DSA) approved plan	Number of pupils housed in Multi Level buildings		
K-6	50				
7-8	54	2			
9-12					
Non-Severe					
Severe					
Are you selecting additional Section 1859.73?	l grant for Mult	i-Level Construction in Pursuant	Yes No		

Next, the user will specify where the site acquisition project information as follows:

- Actual Cost This cost is the price the District/COE paid for the site.
- Appraised Value This cost is based on a valid appraisal with a valuation date within six months of the OPSC received date for the application. See Regulation Section 1859.74.1 for what constitutes a valid appraisal.

- Relocation cost. This cost pertains to displaced businesses and residents when the site is acquired through imminent domain or for the relocation of a district facility that will be displaced by a district-owned site application. The cost must conform to Title 25, California Code of Regulations, Section 6000, et seq.
- 2 percent. Provides funding for appraisal, escrow, survey, site testing, CDE review/approvals, and the preparation of the POESA and the PEA.
- Department of Toxic Substances Control (DTSC) Fee: Fees paid for the DTSC for review, approval, and oversight of the Phase One Environmental Site Assessment (POESA) and Preliminary Endangerment Assessment (PEA).
- Hazardous Waste: This grant is provided to a district when hazardous materials/waste removal and/or remediation work is required by DTSC and was completed for the project. Eligible amounts provided for hazardous waste costs cannot exceed 150% of the state-funded site acquisition amount.
- Response Action (RA): Indicates an RA was required by DTSC.

Site Acquisition

Is the district requesting the 2% grant?		Yes No
50 percent Actual Cost 🔞		\$ 925,000
50 percent Appraised Value 🚱		\$ 900,000
50 percent Relocation Cost 🚱		\$ O
2 percent (min. \$25,000) 🔞		\$ 36,000
	Total	\$ 936,000.00
	Total	\$ 936,000.00
	Total	\$ 936,000.00
EQ parsent Department of Tavis Substances Control (DTSC) Fac.	Total	\$ 936,000.00
50 percent Department of Toxic Substances Control (DTSC) Fee 🕑	Total	\$ 936,000.00 \$ 6,000
50 percent Department of Toxic Substances Control (DTSC) Fee 🕜	Total	\$ 936,000.00 \$ 6,000
50 percent Department of Toxic Substances Control (DTSC) Fee ? 50 percent hazardous waste ?	Total	\$ 936,000.00 \$ 6,000 \$ 0
50 percent Department of Toxic Substances Control (DTSC) Fee <table-cell> 50 percent hazardous waste</table-cell>	Total	\$ 936,000.00 \$ 6,000 \$ 0

Below are zoomed-in examples.

÷	Previous		Continue	÷
	······································			
	Automatic Fire Sprinkler System 🕜	Yes No		
	Automatic Fire Detection/Alarm System 💡	Yes No		
	Fire Safety			
	General Site 🕜	Yes No		
	50 percent Utilities 😧	\$ 1,000,000		
	50 percent Off-Site 🔞	\$ 2,000,000		
	50 percent Service-Site 👔	\$ 7,000,000		
	Site Development			

Excessive Cost Hardship

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

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

Dashboard / Application / Draft 1						
Application For Funding • Form SAB 50-04 @ New Construction • Full Grant						
SAB 50-04 Form	Excessive Cost Hardship					
Site Info	Is the District requesting Geographic Percent Factor increase	Yes No				
Project Type	See Geographical Percent Factor list by county?					
Additional Grant Request	Geographic Percent Factor	5				
Excessive Cost Hardship	New School Project Section 1859.83(c)(2)	Yes No				
Alternative Developer Fe	Enter amount	\$0				

The District qualifies for Small Size Project. Does the District wish to accept? 😯 Yes No
The number of pupils housed 4% (101 - 200 pupils)
 Are you requesting Urban/Security/Impacted Site grant Yes No SFP Regulation Section 1859.83(d)(2)(A) - Useable Acres 60% or less of California Department of Education (CDE) Recommended Site Size
• SFP Regulation Section 1859.83(d)(2)(B) - At least 60% of the classrooms in the construction plans are multistory facilities
• SFP Regulation Section 1859.83(d)(2)(C) - Value of the site being acquired is at least \$750,000 per Useable Acre
For additions to existing sites, with or without additional acreage acquired, enter \$750,000.
Per Useable Acre Section 1859.83(d)(2)(c)
← Previous Continue →

Alternative Developer Fee/Adjust Eligibility

In the Alternative Developer section, the user may indicate that State funds are unavailable for new construction; therefore, the district can collect Level 3 developer fees pursuant to Government Code Section 65995.7. If applicable, please enter the amount being collected. If not applicable, this field may be left blank.



Next, the user will click "Yes" or "No" if any classrooms were added or replaced by the district in locally funded projects outside of SFP funding. If the user selects "Yes," indicate the number of classrooms by grade level under the *Additional* or *Replacement* columns.

New Construction Eligibility Adjustment - Added Capacity					
Has the District added any classrooms that wer	e not SFP Fun	ded?	Yes No		
Adjustment to New Cons	structior	n Ba	seline Eligibility ø		
Classroom(s) provided					
Additional 🔞		l	Replacement 😧		
K-6	2	I	K-6	2	
7-8			7-8		
9-12		9	9-12		
Non-Severe		I	Non-Severe		
Severe		:	Severe		

Lastly, the user will click "Yes" if there is a pending reorganization that will result in a loss of eligibility for this project. If there is one, then the district will need to submit an adjustment to the district's new construction baseline eligibility. Please refer to the SFP Regulation Section 1859.51 for more information on pending reorganization.

Once the *Alternative Developer Fee/Adjust Eligibility* section is completed, the user may select "Continue" to proceed to the next section of the funding application.



Joint Use/Career Technical Education (CTE)

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

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

Dashboard / Application / Draft 1		
NC Full Grant School Application For Funding • Form SAB 50-04 New Construction • Full Grant	Site Draft	
SAB 50-04 Form	Joint Use / Career Technical Education (CTE)	
Site Info	Joint-Use Facility/Leased Property @	
Project Type	Joint-Use Facility	Yes No
Additional Grant Request	Leased Property	Yes No
 Excessive Cost Hardship 	Career Technical Education Funds Request o	
Alternative Developer Fe	Will Career Technical Education (CTE) Funds be requested for classroom(s) included in the plans and specifications for this project	Yes No

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

Joint Use / Career Technical Education (CTE)

Joint-Use Facility/Leased Property e	
Joint-Use Facility	Yes No
Leased Property	Yes No
Career Technical Education Funds Request o	
Will Career Technical Education (CTE) Funds be requested for classroom(s) included in the plans and specifications for this project	Yes No
Number of Career Technical Education (CTE) classroom(s)	1.00
← Previous	Continue 🔶

Project Progress

In this section, the user indicates if construction contracts have been awarded for the project. Click "Yes" if the district has awarded construction contracts.

Dashboard / Application / Draft 1					
NC Full Grant Schoo Application For Funding • Form SAB 50-0 New Construction • Full Grant	Site 🖌 Draft 0				
SAB 50-04 Form	Project Progress				
Site Info	Has the District awarded construction contracts for this project $oldsymbol{arOmega}$	Yes No			
Project Type					
Additional Grant Request	← Previous	Continue 🔶			
Excessive Cost Hardship					
Alternative Developer Fe					
Joint Use / Career Techni					
Project Progress					

Then, the user will click "Add/Edit Contacts" to enter all known fields, such as the contract names, contract types, contract amounts, contract date, NTP dates, construction delivery method, and related DSA Application number(s). The user may leave this field blank if the district has not yet issued an NTP. The user can add as many contracts as applicable for the project by selecting "Add Contract."

 \times

Add/Edit Contract	
Add New Contract	
Contractor Name	X, Y & Z Construction, Inc.
Contract Award Date	04/28/2020
Contract Type	General Construction
Contract Amount	\$ 132,997
Notice to Proceed Issued Date	05/28/2020
Construction Delivery Method	Lease Lease Back
Related DSA Application Numbers	01-123456 × + DSA App #
	You can add up to 5 Values(s)
	Add Contract

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

Add/Edit Contract

Y	

Add New Contract

Contractor Name	A to Z Construction		
Contract Award Date	07/14/2020		
Contract Type	Other Construction		~
Contract Amount			
Notice to Proceed Issued Date	07/28/2020		
Construction Delivery Method	Design-Bid-Build		~
Related DSA Application Numbers	01-123456 × + DSA App #		
	I Press the Enter A key to save You can add up to 5 Values(s)		
		Cancel	Save

Added Contracts

Show 5 v entries			Type to filter the na	me column
Award 🗘	Prevailing Wage 🗘	Notice to Proceed 🗘	Const. Del. Method 🗘	\$
04/28/2020		05/28/2020	Lease Lease Back	Edit Delete
07/14/2020		07/28/2020	Design-Bid-Build	Edit Delete

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

Project Progress Has the District awarded construction contracts for this project 🔞 Yes No Enter the date(s) of the construction contract(s) awarded for this Add/Edit Contracts project Type to filter the name column... Show 5 ✓ entries Notice to Proceed Const. Del. Method Contractor Name Contract Type 💲 Amount 🗘 Award 🗘 **Prevailing Wage** X, Y & Z General \$132,997.00 04/28/2020 05/28/2020 Lease Lease Back Construction, Construction Inc. A to Z Other 07/14/2020 07/28/2020 Design-Bid-Build Construction Construction 4.4 2 total

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

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

Dashboard / Application / Draft 1			
NC Full Grant School Application For Funding • Form SAB 50-04 New Construction • Full Grant	Site / Draft		
SAB 50-04 Form	Project Progress		
Site Info		Voc No	
Project Type			
Additional Grant Request	Previous		Continue 🔶
Excessive Cost Hardship			
Alternative Developer Fe			
Joint Use / Career Techni			
Project Progress			

Licensed Architect

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

Please note that until this section is certified by the Licensed Architect, the left-hand navigation pane will display an orange exclamation point, as shown in the screenshot below.

Below is a zoomed-in example.



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



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

 Any portion of the Plans and Specifications (P&S) not requiring review and approval by the Division of State Architect (DSA) meets the requirements of the California Code of Regulations, Title 24, including any handicapped access and fire code requirements.

v	I certify the information listed above is correct	
	The architect on record for this project is no longer av	vailable for certification
Architect Name 🔞		John Smith
Architect Signature Date 🔞		11/12/2024
		Certify

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

 Any (DS, cod) 	portion of the Plans A) meets the requirer e requirements.	and Specifications (P&S) not requiring review and appr nents of the California Code of Regulations, Title 24, inc	oval by the Division of State Architect luding any handicapped access and fire
	V	I certify the information listed above is correct	
		The architect on record for this project is no longer a	vailable for certification
Architect I	Name 🕜		John Smith
Architect	Signature Date 🔞		11/12/2024
			Certified ✔ John Smith · Nov 18, 2024
← Previo	pus		Continue 🔶

Suppose the Licensed Architect is no longer available for certification. In that case, the District Representee may certify the application on their behalf, provided a certification letter is included with the application submission.

• Any portion of the Plans and Specifications (P&S) not requiring review and approval by the Division of State Architect (DSA) meets the requirements of the California Code of Regulations, Title 24, including any handicapped access and fire code requirements.

	I certify the information listed above is correct	
	The architect on record for this project is no longer av	vailable for certification
Architect Name 🕜		Jane Smith
Architect Signature Date 😧		11/18/2024
		Certify

 Any portion of the Plans and Specifications (P&S) not requiring review and approval by the Division of State Architect (DSA) meets the requirements of the California Code of Regulations, Title 24, including any handicapped access and fire code requirements.

	I certify the information listed above is correct	
	The architect on record for this project is no longer a	vailable for certification
Architect Name 🔞		Jane Smith
Architect Signature Date 💡		11/18/2024
		Certified ✔ Jane Smith · Nov 18, 2024
Previous		Continue 🔶

Licensed Design Consultant

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

Please note that until this section is certified by the Licensed Design Consultant, the left-hand navigation will display an orange exclamation point, as shown in the screenshot below.

Below is a zoomed-in example.



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

Below is a zoomed-in example.

Licensed Design Consultant

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

- If the request is for a New Construction Grant, not including the Overcrowding Relief Grant (ORG), I have developed a cost estimate of the proposed project which indicates that the estimated construction cost of the work in the Plans and Specifications (P&S) including deferred items (if any) relating to the proposed project, is at least 60 percent of the total grant amount provided by the State and the district's matching share, less site acquisition costs and the High Performance Base Incentive Grant. This cost estimate does not include site acquisition, planning, tests, inspection, or furniture and equipment and is available at the district for review by the OPSC.
- If the request is for a Modernization or Charter School Facilities Program Rehabilitation Grant, I have developed a cost estimate of the proposed project which indicates that the estimated construction cost of the work in the Plans and Specifications (P&S), including deferred items and interim housing (if any) relating to the proposed project, is at least 60 percent of the total grant amount provided by the State and the district's matching share, less the High Performance Base Incentive Grant. This cost estimate does not include planning, tests, inspection or furniture and equipment and is available at the district for review by the OPSC.

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

If the request is for a Modernization or Charter School Facilities Program Rehabilitation Grant, I have developed a cost estimate of the proposed project which indicates that the estimated construction cost of the work in the Plans and Specifications (P&S), including deferred items and interim housing (if any) relating to the proposed project, is at least 60 percent of the total grant amount provided by the State and the district's matching share, less the High Performance Base Incentive Grant. This cost estimate does not include planning, tests, inspection or furniture and equipment and is available at the district for review by the OPSC.

	I certify the information listed above is correct @	
	The Design Consultant on record for this project is no	longer available for certification
Design Consultant Name 🔞		John Smith
Design Consultant Signature Da	te 😧	11/18/2024
		Certify

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

• If the request is for a Modernization or Charter School Facilities Program Rehabilitation Grant, I have developed a cost estimate of the proposed project which indicates that the estimated construction cost of the work in the Plans and Specifications (P&S), including deferred items and interim housing (if any) relating to the proposed project, is at least 60 percent of the total grant amount provided by the State and the district's matching share, less the High Performance Base Incentive Grant. This cost estimate does not include planning, tests, inspection or furniture and equipment and is available at the district for review by the OPSC.

	I certify the information listed above is correct 🔞	
	The Design Consultant on record for this project is no	o longer available for certification
Design Consultant Name 🔞		John Smith
Design Consultant Signature Da	te 🕜	11/18/2024
		Certified ✓ John Smith · Nov 18, 2024
Previous		Continue 🔶

Suppose the Licensed Architect is no longer available for certification. In that case, the District Representee may certify the application on their behalf, provided a certification letter is included with the application submission.



• If the request is for a Modernization or Charter School Facilities Program Rehabilitation Grant, I have developed a cost estimate of the proposed project which indicates that the estimated construction cost of the work in the Plans and Specifications (P&S), including deferred items and interim housing (if any) relating to the proposed project, is at least 60 percent of the total grant amount provided by the State and the district's matching share, less the High Performance Base Incentive Grant. This cost estimate does not include planning, tests, inspection or furniture and equipment and is available at the district for review by the OPSC.

	I certify the information listed above is correct @	
	The Design Consultant on record for this project is no	o longer available for certification
Design Consultant Name 🔞		Jane Smith
Design Consultant Signature Dat	e 🕜	11/18/2024
		Certified ✔ Jane Smith · Nov 18, 2024
Previous		Continue 🔶

Certification

.

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

Certific	cation	
l certify, 23, is tru	as the District Representative, that the information reported on this form, with the exception of iter ue and correct and that:	ns 22 and
٠	I am an authorized representative of the district as authorized by the governing board of the district; and,	Î
•	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,	
٠	The district has established a "Restricted Maintenance Account" for exclusive purpose of providing ongoing and major maintenance of school buildings and has developed an ongoing and major maintenance plan that complies with and is implemented under the provisions of Education Code Section 17070.75 and 17070.77 (refer to Sections 1859.100 through 1859.102); and,	
•	The district has considered the feasibility of the joint use of land and facilities with other governmental agencies in order to minimize school facility costs: and	

Below are zoomed-in examples.

Certification

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



Please note the user must review the entire Certification section using the scroll bar and enter all applicable entry fields before completing the required certification.

Below is a zoomed-in example.

Certification

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

light and indoor air quality, the use of recycled materials and materials that emit a minimum of toxic substances, the use of acoustics conducive to teaching and learning, and the other characteristics of high performance schools; and,

- If the district is requesting an additional grant for high performance incentive funding, the school district governing board must have a resolution on file that demonstrates support for the high performance incentive grant request and the intent to incorporate high performance features in future facilities projects; and,
- If this application is submitted when there is Insufficient Bond Authority, the district has adopted a school board resolution pursuant to Section 1859.95.1; and,
- The district will comply with all laws pertaining to the construction or modernization of its school building.

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

I verify, I have read and agree to the above terms and certification information	Yes No
Date	11/18/2024
District Representative / Superintendent Phone Number	(555) 123-456
Phone Extension (optional)	
District Representative / Superintendent Name	Jane Smith
Previous	Continue 🔶

Review

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

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

Review

Does the District have current Financial Hardship Approval?	No
Type of Financial Hardship Request	(N/A)
Project to be located on 😧	(required)
e Project is at an existing school site:	
Select the appropriate school or site for this application $ oldsymbol{arGamma} $	Sutter Middle
California Department of Education (CDE) Site Approval Date 😮	(not answered)
California Department of Education (CDE) Plan Approval Date 🕢	(not answered)
California Department of Education (CDE) Gross Approved Acres 🔞	(not answered)
Gross Number of Purchased Acres 🕢	(not answered)
Existing Total Acres	(N/A)
Master Plan Acreage site Size (Useable) 🕢	(not answered)
Recommended Site size 🔞	(not answered)
Existing Acres (Useable) 🕜	(not answered)
Proposed Acres (Useable) 🕜	(not answered)

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



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

Submit and Upload Documents

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

ication For Funding • Form SAB 50 Construction • Full Grant	-04 @
AB 50-04 Form	Submit
Site Info	This State Allocation Board School Facility Program Application for Funding is being submitted electronically via OPSC Online.
Project Type	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 ODSC Online Lister ID. Submitted Toom these accounts is considered to be a unline electronic climentum for
Additional Grant Request	purposes of Application for Funding submittain on these accounts is considered to be and undue electronic signature of purposes of Application for Funding submittals. A printed, web-signature request does not need to be mailed to OPSC.
Excessive Cost Hardship	 Districts and Or-SC start will be able to access uploaded nies at any time and can upload new version or additional nies at any time. Once an applicant has upload a file, the file cannot be removed by the applicant.
Alternative Developer Fe	
Joint Use / Career Techni	I have uploaded all required documents required on the Application for Funding OPSC Application Submittal Checklist Upload file(s) All uploaded files for this application are always available on the Application Dashboard.
Project Progress	
Licensed Architect	Icertify, as the School District Superintendent, Authorized School District Representative, Charter School Representative, or Joint Power Authority Representative, that I have reviewed the request and that the information certified on this request is true and correct; and that I am the School District Superintendent, Authorized School District
Licensed Design Consult	Representative, Charter School Representative, or Joint Power Authority Representative.
Certification	✓ Submit Paperless Application
Review	

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

Below is a zoomed-in example.

Upload Files			×
	Brow	se files	
File Name 🗘	Document Type 🗘	Description 🗘	Uploaded Date 🗘
CDE Final Plan Approval.pdf Successfully Uploaded	California Department	✓ Final Plan Approval Le ✓	11/12/2024
CTE Letter.pdf Successfully Uploaded	CTE Compliance (EC 1	✓ CTE Compliance Lette ✓	11/12/2024
ARBBA Resolution.pdf Successfully Uploaded	Local Board Resolutio	✓ Beyond Bond Authorit ✓	11/12/2024
Construction Contract.pdf Successfully Uploaded	Contracts	 ✓ Construction Contract 	11/12/2024
4 total			
Please stay here until file upload	s) complete		Done Upload Files

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

Reminder: only an Authorized District Representative can submit the application.

Below is an example of the OPSC Online application page.



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

Below is an example of the OPSC Online application page.



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

Submit

This paperless application was successfully submitted to OPSC.

Your Application #: 50/67439-00-006

Submittal Date:

11/12/2024

What's Next

Please review this application's uploaded documents on the Application Dashboard to ensure all required application documents are uploaded and properly named. Required documents not uploaded within 7 working days after the submittal date 2024-11-12 11:53 AM will lead to the application being rejected.

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

Application Options

Upload Remaining Files

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

Review Required Documents

- 🛓 Download Completed Form
- **G** Go To Application Dashboard

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

Submit

This paperless application was successfully submitted to OPSC.

Your Application #:

Submittal Date:

11/12/2024

50/67439-00-006

What's Next

Please review this application's uploaded documents on the Application Dashboard to ensure all required application documents are uploaded and properly named. Required documents not uploaded within 7 working days after the submittal date 2024-11-12 11:53 AM will lead to the application being rejected.

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

Application Options

Upload Remaining Files

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

Review Required Documents

🛓 Download Completed Form

G Go To Application Dashboard

N 50 App New	C Full Gra / 67439 - 00 - (lication For Funding c Construction • Full	ant School Site 206 g • Form SAB 50-04 @ I Grant	Submitted		District: 67439 S	PTN: 67439 - 1234 Edi Received Date: 11/12/2024 acramento City Unified • School/Site: Sutte Middle County Name: Sacramento County
Sı	Ibmitted Ve	ersions				
	Name 0	Status 🗘	Version Received Date $\hat{\ }$	Submitted By 🗘	Updated 🗘	\$
	Version 1	Submitted	11/12/2024	Harry Potter	11/12/2024	Options 🔻
Dr	afts					New Blank Draft
			No I	Drafts		
Up Fil	bloaded	Upload File 💊				

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

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

Upload Files			×
		Browse files	
File Name 🗘	Document Type 🗘	Description \Diamond	Uploaded Date 🗘
Notice to Proceed.pdf Successfully Uploaded	Contracts	✓ Notice to Proceed (NT	▶ 11/12/2024
1 total			
Please stay here until file uploa	d(s) complete		Done Upload Files

Adjusted Full Grant Funding Application

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

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

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

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

Dashboard / Application						
50/67439-00-007 New Construction	NC Site & Des 50 / 67439 - 00 - 007	sign Only School Site	Submitted		District: 67439 Sacr	PTN: 67439 - 1234 Edit Received Date: 11/12/2024 ramento City Unified - School/Site: New Tech
50-04 Create Linked 50-04	New Construction • Site & D	esign Only (Sep Apprt)				High County Name: Sacramento County
NC Site & Design Only	Submitted Vers	ions				
Submitted	Name 0	Status 🗘	Version Received Date $\hat{\varsigma}$	Submitted By \cap{u}	Updated 🗘	\$
NC Site & Design	Version 1	Submitted	11/12/2024	Harry Potter	11/12/2024	Options 🔻
	5 (
Eligibility	Drafts					New Blank Draft
See the current baseline for Sacramento City Unified			No	Drafts		

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

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

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

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

Below is an example of the OPSC application page.

Dashboard / Application		
50/67439-00-007	Create Linked Application	
50-04	Select a linked application type	Funding Phase 50-04
Create Linked 50-04	Does the district want to apply for Financial Hardship assistance?	Yes No
NC Site & Design Only >	Select the type of funding application:	New Construction
NC Site & Design		NC Full Caret School Site
	Mease enter application nickname	NC FUIL Grant School Site
Eligibility > See the current baseline for Sacramento City Unified		Clear Create Linked App

The text Successfully Created will be displayed, and a linked application component will appear on the left-hand side of the application's dashboard, located below the *NC Design Only* tile.

Dashboard / Application							
50/67439-00-007 New Construction	NC Site & Des 50 / 67439 - 00 - 007 Application For Funding	Form SAB 50-04	1	Submitted		District: 67439 Sacramento C	PTN: 67439 - 1234 Edit Received Date: 11/12/2024 City Unified • School/Site: New Tech
50-04 Create Linked 50-04	New Construction • Site & D	esign Only (Sep Apprt)					Fign County Name: Sacramento County
NC Site & Design Only	Submitted Vers	sions					
Submitted	Name 0	Status 0	Versi	ion Received Date 🗘	Submitted By 0	Updated 0	¢
NC Site & Design	Version 1	Submitted	11/1	2/2024	Harry Potter	11/12/2024	Options 🔻
NC Full Grant School Site	Drafts			No E	Irafts		New Blank Draft

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

.cov							Contact Us	🔅 Set	tings
🔝 Public School Construction Construction								≜ ≡	
			Proj	ect Reporting βeta	Resources	Grants	Enrollment Projection	Users	District
shboard / Application									
0/67439-00-007 v Construction	NC Full Grant Application For Funding • F New Construction • Full Gran	School Site 🕜	Draft				District: 67439 Sacramento	City Unified	PTN:6
0-04								County	Name: Sac
NC Site & Design Only	Submitted Versi	ions							
>			No Su	bmitted Version	ns				
Submitted NC Site & Design	Drafts								N
NC Full Crant Saboal Site									
ino i un orant ocnoor one	Name 🗘	Status 🗘	Created By $\hat{\circ}$	Last Edite	d By 🗘	Up	odated 0	0	
			Harry Potter	Harry Pott	er	11	/12/2024	Ontion	

Site Information

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

Below is a zoomed-in example.

SAB 50-04 Form Site Info Project Type Additional Grant Request Excessive Cost Hardship Alternative Developer Fe Joint Use / Career Techni . . . **Project Progress** Licensed Architect Licensed Design Consult . . . Certification Review Submit

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

Site Info



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

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

- Leased Site: The project is on a school site not owned by the District and meets the requirements outlined in School Facility Program (SFP) Regulation Section 1859.22.
 - When selecting this option, the school or site field on the Site Info page must be completed.
- New Site: The project will be on a new school with no pre-existing buildings. School sites with buildings and classrooms that have been completely demolished are not considered new sites.
 - When selecting this option, all fields on the Site Info page must be completed using information from the CDE Site and Plan Approval letters.
- Existing Site with Additional Acreage Acquired: The project will include acquiring additional land to the existing school site.
 - When selecting this option, all fields on the Site Info page must be completed using information from the most recent CDE Site and Plan Approval letter(s).
- Existing Site with No Additional Acreage Acquired: The project will not include acquiring additional land to the existing school site.
 - When this option is selected, the school or site field on the Site Info page must be completed using the most recent CDE Plan Approval letter(s) information.

Does the District have current Financial Hardship Approval? Yes	o
Project to be located on 😧 New	iite 🗸 🗸

All projects must select a school site from the list of options. If a specific site is not listed, please email <u>OPSCApplicationReviewTeam@dgs.ca.gov</u> to request to add the site to the application system.

The Project is at	an existing sch	ool site:	
Select the appropriate school	or site for this application 🧯		New Tech High 🗸 🗸
Site Detail			
	School/Site Name:	New Tech High	
	CDS (county-district- school) Code:	9821000	
	Grade-Level:		
	Street Address:		
	City:		
	State:		
	Zip Code:		

Enter the available existing school site information in the fields as shown in the example below.

Please note the application system requires the user to enter the approval date and application number of the DSA and the CDE.

Once the *Site Info* section is completed, click "Continue" to proceed to the next navigation section of the funding application.

California Department of Education (CDE) Site Approval Date 🔞	01/26/2021
	MM/DD/YYYY
	You can add up to 5 Date(s)
California Department of Education (CDE) Plan Approval Date 🔞	04/02/2021
	MM/DD/YYYY
	You can add up to 5 Date(s)
California Department of Education (CDE) Gross Approved Acres 🛛 🚱	12.93
	12.93
Gross number of Purchased Acres	12.55
Master Plan Acreage site Size (Useable)	14.40
Recommended Site size 🔞	10.70
Existing Acres (Useable) 😧	0.00
Proposed Acres (Useable)	12.64
	Continue 🔶

Project Type

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

Next, enter the total number of pupil grants assigned to the project for each grade group. The pupils reported should be less than or equal to the net classroom capacity.

Dashboard / Application / Draft 1		
NC Full Grant Schoo Application For Funding • Form SAB 50-0 New Construction • Full Grant	ol Site 🥜 Draft 04 📀	
SAB 50-04 Form	Project Type	
Site Info	Select project type 🔞	High School 🗸
Project Type		
Additional Grant Request	Pupil Grants Requested o	
Excessive Cost Hardship	K-6	
Alternative Developer Fe	7-8	
Joint Use / Career Techni	9-12	810
Project Progress	Non-Severe	13
Licensed Architect		
Licensed Design Consult	Severe	9

Then, the user must answer the questions listed.

When the user clicks "Yes" to any of the questions, the user will be prompted to enter additional information, as shown below.

Die eli	d the District use an Alternative Enrollment Projection to determine gibility for the application	Ø	Yes No	
	Please enter Alternative Enrollment Projection information K-6			
	7-8			
	9-12		810	
	Non-Severe		13	
	Severe		9	

Is this an Alternative Education School? 😮

Is this an application to use the pupil grants requested above to build classrooms at alternative grade level or minimum essential facilities instead or in addition to classrooms?

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



Additional Grant Request

In the *Additional Grant Request* section, the user will answer yes or no to request additional grants or enter the requested amount.

Below is an example of the OPSC Online application page.



Then, the user will enter the number of new classrooms in the DSA-approved plans for the project. For any grant fields that are not, leave them blank.

32
Yes No
Yes No

Next, the user will specify where the site acquisition project information as follows:

- Actual Cost This cost is the price the District/COE paid for the site.
- Appraised Value This cost is based on a valid appraisal with a valuation date within six months of the OPSC received date for the application. See Regulation Section 1859.74.1 for what constitutes a valid appraisal.
- Relocation cost. This cost pertains to displaced businesses and residents when the site is acquired through imminent domain or for the relocation of a district facility that will be displaced by a district-owned site application. The cost must conform to Title 25, California Code of Regulations, Section 6000, et seq.
- 2 percent. Provides funding for appraisal, escrow, survey, site testing, CDE review/approvals, and the preparation of the POESA and the PEA.
- Department of Toxic Substances Control (DTSC) Fee: Fees paid for the DTSC for review, approval, and oversight of the Phase One Environmental Site Assessment (POESA) and Preliminary Endangerment Assessment (PEA).

- Hazardous Waste: This grant is provided to a district when hazardous materials/waste removal and/or remediation work is required by DTSC and was completed for the project. Eligible amounts provided for hazardous waste costs cannot exceed 150% of the state-funded site acquisition amount.
- Response Action (RA): Indicates an RA was required by DTSC.

Is the district requesting the 2% grant?		Yes No
50 percent Actual Cost 🔞		\$ 884,702
50 percent Appraised Value 😮		\$ 1,415,000
50 percent Relocation Cost 😧		\$ 0
2 percent (min. \$25,000) 🔞		\$ 35,388.08
	Total	\$ 920,090.08
50 percent Department of Toxic Substances Control (DTSC) Fee 🔞		\$ 6,135.75
50 percent hazardous waste 🕜		\$0
Response Action (RA)		Yes No

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

Site Acquisition

Site Development	
50 percent Service-Site 👔	\$ 785,891
50 percent Off-Site 🔞	\$ 40,692
50 percent Utilities 🔞	\$ 17,055
General Site ?	Yes No Yes No
pursuant to Section 1859.73.2?	
Toilet (sq. ft.)	0.00
Other (sq. ft.)	757.00
Fire Safety	
Automatic Fire Detection/Alarm System 🔞	Yes No
Automatic Fire Sprinkler System 🕢	Yes No
Previous	Continue 🔶

Excessive Cost Hardship

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

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

Below is an example of the OPSC Online application page.

IC Full Grant Scho pplication For Funding • Form SAB 5 ww Construction • Full Grant	1 001 Site / Draft 10-04 @	
SAB 50-04 Form	Excessive Cost Hardship	
Site Info	Is the District requesting Geographic Percent Factor increase See Geographical Percent Factor list by county?	Yes No
 Project Type Additional Grant Request 	Geographic Percent Factor	5
Excessive Cost Hardship	New School Project Section 1859.83(c)(1) 😧	Yes No
New School Project Section	on 1859.83(c)(2) 😮	Yes No
New School Project Section	on 1859.83(c)(2) 🕜	Yes No \$0
New School Project Section Enter amount Are you requesting Urban • SFP Regulation Sector Recommended Site	on 1859.83(c)(2) /Security/Impacted Site grant tion 1859.83(d)(2)(A) - Useable Acres 60% or less of C	Yes No \$ 0 Yes No California Department of Education (CDE)
New School Project Section Enter amount Are you requesting Urban SFP Regulation Sector Recommended Site SFP Regulation Sector facilities	on 1859.83(c)(2) /Security/Impacted Site grant tion 1859.83(d)(2)(A) - Useable Acres 60% or less of C Size tion 1859.83(d)(2)(B) - At least 60% of the classrooms	Yes No \$ 0 Yes No California Department of Education (CDE) s in the construction plans are multistory
New School Project Section Enter amount Are you requesting Urban • SFP Regulation Sector Recommended Site • SFP Regulation Sector facilities • SFP Regulation Sector	on 1859.83(c)(2) /Security/Impacted Site grant tion 1859.83(d)(2)(A) - Useable Acres 60% or less of C Size tion 1859.83(d)(2)(B) - At least 60% of the classrooms tion 1859.83(d)(2)(C) - Value of the site being acquire	Yes No \$ 0 Yes Yes No California Department of Education (CDE) So in the construction plans are multistory ed is at least \$750,000 per Useable Acre
New School Project Section Enter amount Are you requesting Urban SFP Regulation Sector Recommended Site SFP Regulation Sector facilities SFP Regulation Sector facilities	on 1859.83(c)(2) /Security/Impacted Site grant tion 1859.83(d)(2)(A) - Useable Acres 60% or less of C Size tion 1859.83(d)(2)(B) - At least 60% of the classrooms tion 1859.83(d)(2)(C) - Value of the site being acquired sites, with or without additional acreage acquired	Yes No \$ 0 Yes No California Department of Education (CDE) S in the construction plans are multistory ed is at least \$750,000 per Useable Acre Acre d, enter \$750,000. State St

Alternative Developer Fee/Adjust Eligibility

In the Alternative Developer section, the user may indicate that State funds are unavailable for new construction; therefore, the district can collect Level 3 developer fees pursuant to Government Code Section 65995.7. If applicable, please enter the amount being collected. If not applicable, this field may be left blank.

Below is an example of the OPSC Online application page.



Next, the user will click "Yes" or "No" if any classrooms were added or replaced by the district in locally funded projects outside of SFP funding. If the user selects "Yes," indicate the number of classrooms by grade level under the *Additional* or *Replacement* columns.

New Construction Eligibility Adjustment - Added Capacity

Has the District added any classrooms that we	re not SFP Funded?	Yes No				
Adjustment to New Construction Baseline Eligibility Classroom(s) provided						
Additional 😧		Replacement 0				
K-6		К-6				
7-8		7-8				
9-12	1	9-12				
Non-Severe		Non-Severe				
Severe		Severe				

Lastly, the user will click "Yes" if there is a pending reorganization that will result in a loss of eligibility for this project.

Once the *Alternative Developer Fee/Adjust Eligibility* section is completed, the user may select "Continue" to proceed to the next section of the funding application.



Joint Use/Career Technical Education (CTE)

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

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



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

Joint Use / Career Technical Education (CTE)

÷	Previous		Continue	÷
	Number of Career Technical Education (CTE) classroom(s)	1.00		
	Will Career Technical Education (CTE) Funds be requested for classroom(s) included in the plans and specifications for this project	Yes No		
	Career Technical Education Funds Request			
	Leased Property	Yes No		
	Joint-Use Facility	Yes No		
	Joint-Use Facility/Leased Property o			

Project Progress

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

Dashboard / Application / Draft 1		
NC Full Grant Schoo Application For Funding • Form SAB 50-0 New Construction • Full Grant	ol Site 🖌 Draft 04 @	
SAB 50-04 Form	Project Progress	
Site Info	Has the District awarded construction contracts for this project 2 Yes No	
Project Type		
Additional Grant Request	← Previous Co	ntinue 🔶
Excessive Cost Hardship		
Alternative Developer Fe		
Joint Use / Career Techni		
Project Progress		

Click "Yes" if the district has awarded construction contracts.

Then, the user will click "Add/Edit Contacts" to enter all known fields, such as the contract names, contract types, contract amounts, contract date, Notice to Proceed dates, construction

delivery method, and related DSA Application number(s). The user may leave this field blank if the district has not yet issued a Notice to Proceed. The user can add as many contracts as applicable for the project by selecting "Add Contract."

Add/Edit Contract		×
Add New Contract		
Contractor Name	X, Y & Z Construction, Inc.	
Contract Award Date	04/28/2020	
Contract Type	General Construction	~
Contract Amount	\$ 132,997	
Notice to Proceed Issued Date	05/28/2020	
Construction Delivery Method	Lease Lease Back	~
Related DSA Application Numbers	01-123456 × + DSA App #	
	 If Press the Enter ∉ key to save You can add up to 5 Values(s) Add Contra 	ct

After the last contract has been entered, the user may close the *Add/Edit Contract* section by clicking the "x" in the upper right corner. Then, the user will return to the "Project Progress" section, and the user can review the contract(s) entries that are accurately reported for the application.

Below is an example of the OPSC application page.

Add/Edit Contract

×

Add New Contract

Contractor Name	A to Z Construction			
Contract Award Date	07/14/2020			
Contract Type	Other Construction		~	
Contract Amount				
Notice to Proceed Issued Date	07/28/2020			
Construction Delivery Method	Design-Bid-Build		~	
Related DSA Application Numbers	01-123456 × + DSA App #			
	❶ Press the Enter d key to save You can add up to 5 Values(s)			
		Cancel	Save	

Added Contracts

Show	5 v entries			Type to filter the n	ame column
	Award 🗘	Prevailing Wage 💲	Notice to Proceed 🗘	Const. Del. Method 🗘	÷
	04/28/2020		05/28/2020	Lease Lease Back	Edit Delete
	07/14/2020		07/28/2020	Design-Bid-Build	Edit Delete
4					•

2 total

Project Progress								
Has the District awa	rded construction c	contracts for th	iis project 💡		Yes No			
Enter the date(s) of the construction contract(s) awarded for this project						Add/Edit Contracts		
Show 5 v er	ntries				Type to filter the name column			
Contractor Name	Contract Type 🗘	Amount 0	Award 0	Prevailing Wage	Notice to Proceed	Const. Del. Method		
X, Y & Z Construction,	General Construction	\$132,997.00	04/28/2020		05/28/2020	Lease Lease Back		
inc.								
A to Z Construction	Other Construction		07/14/2020		07/28/2020	Design-Bid-Build		

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

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

SAB 50-04 Form		Project Progress							
0	Site Info	Has the District aw	Has the District awarded construction contracts for this project 🚱 Yes					Yes No	
0	Project Type								
0	Additional Grant Request	Enter the date(s) of the construction contract(s) awarded for this project					Add/Edit Contracts		
0	Excessive Cost Hardship Show 5 v entries					Type to filter the name column			
0	Alternative Developer Fe	Contractor Name	Contract Type 0	Amount 0	Award 0	Prevailing Wage	Notice to Proceed	Const. Del. Method 🔅	
0	Joint Use / Career Techni	X, Y & Z	General	\$132,997.00	04/28/2020		05/28/2020	Lease Lease Back	
•	Project Progress	Construction, Inc.	Construction						
	Licensed Architect	A to Z	Other		07/14/2020		07/28/2020	Design-Bid-Build	
	Licensed Design Consult	Construction	Construction						
	Certification	2 total Netro Perusilian Mana anti-applies to contracts with an Award Data between 10 2013 and 610/2014						¢	
0	Review	Note. Prevailing w	age only applies to c	Unitacia With a	in Award Dat	e between 1/1/2012	2 8110 0/13/2014		
	Submit	+ Previous						Continue 🔶	

Licensed Architect

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

Please note that until this section is certified by the Licensed Architect, the left-hand navigation will display an orange exclamation point, as shown in the screenshot below.

Below is a zoomed-in example.



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

Below is an example of the OPSC Online application page.



Please note other users may enter the architect's full name and date. However, only the architect may click the blue "Certify" button to sign the required certification electronically, as shown in the screenshots below.

• Any portion of the Plans and Specifications (P&S) not requiring review and approval by the Division of State Architect (DSA) meets the requirements of the California Code of Regulations, Title 24, including any handicapped access and fire code requirements.



Once the *Licensed Architect* Section is completed, proceed to the next section by clicking "Continue."
• Any portion of the Plans and Specifications (P&S) not requiring review and approval by the Division of State Architect (DSA) meets the requirements of the California Code of Regulations, Title 24, including any handicapped access and fire code requirements.

	I certify the information listed above is correct	
	The architect on record for this project is no longer a	vailable for certification
Architect Name 🔞		John Smith
Architect Signature Date 🕜		11/18/2024
		Certified ✔ John Smith · Nov 18, 2024
← Previous		Continue 🔶

Suppose the Licensed Architect is no longer available for certification. In that case, the District Representee may certify the application on their behalf, provided a certification letter is included with the application submission.

• Any portion of the Plans and Specifications (P&S) not requiring review and approval by the Division of State Architect (DSA) meets the requirements of the California Code of Regulations, Title 24, including any handicapped access and fire code requirements.

	I certify the information listed above is correct		
	The architect on record for this project is no longer available for certification		
Architect Name 🔞		Jane Smith	
Architect Signature Date 🔞		11/18/2024	
		Certify	

• Any portion of the Plans and Specifications (P&S) not requiring review and approval by the Division of State Architect (DSA) meets the requirements of the California Code of Regulations, Title 24, including any handicapped access and fire code requirements.

	I certify the information listed above is correct			
	The architect on record for this project is no longer available for certification			
Architect Name		Jane Smith		
Architect Signature Date 🔞		11/18/2024		
		Certified ✓ Jane Smith · Nov 18, 2024		
Previous		Continue 🔶		

Licensed Design Consultant

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

Please note that until this section is certified by the Licensed Design Consultant, the left-hand navigation will display an orange exclamation point, as shown in the screenshot below.



The Licensed Design Consultant must log in to certify that the plans and specifications (P&S) meet the requirements of Title 24.

Licensed Design Consultant

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

- If the request is for a New Construction Grant, not including the Overcrowding Relief Grant (ORG), I have developed a cost estimate of the proposed project which indicates that the estimated construction cost of the work in the Plans and Specifications (P&S) including deferred items (if any) relating to the proposed project, is at least 60 percent of the total grant amount provided by the State and the district's matching share, less site acquisition costs and the High Performance Base Incentive Grant. This cost estimate does not include site acquisition, planning, tests, inspection, or furniture and equipment and is available at the district for review by the OPSC.
- If the request is for a Modernization or Charter School Facilities Program Rehabilitation Grant, I have developed a cost estimate of the proposed project which indicates that the estimated construction cost of the work in the Plans and Specifications (P&S), including deferred items and interim housing (if any) relating to the proposed project, is at least 60 percent of the total grant amount provided by the State and the district's matching share, less the High Performance Base Incentive Grant. This cost estimate does not include planning, tests, inspection or furniture and equipment and is available at the district for review by the OPSC.

Please note other users may enter the architect's full name and date. However, only the licensed design consultant may click the blue "Certify" button to sign the required certification electronically, as shown in the screenshot below.

If the request is for a Modernization or Charter School Facilities Program Rehabilitation Grant, I have developed a cost estimate of the proposed project which indicates that the estimated construction cost of the work in the Plans and Specifications (P&S), including deferred items and interim housing (if any) relating to the proposed project, is at least 60 percent of the total grant amount provided by the State and the district's matching share, less the High Performance Base Incentive Grant. This cost estimate does not include planning, tests, inspection or furniture and equipment and is available at the district for review by the OPSC.

~	I certify the information listed above is correct @			
	The Design Consultant on record for this project is no longer available for certification			
Design Consultant Name 🔞		John Smith		
Design Consultant Signature Date 🕢		11/18/2024		
		Certify		

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

• If the request is for a Modernization or Charter School Facilities Program Rehabilitation Grant, I have developed a cost estimate of the proposed project which indicates that the estimated construction cost of the work in the Plans and Specifications (P&S), including deferred items and interim housing (if any) relating to the proposed project, is at least 60 percent of the total grant amount provided by the State and the district's matching share, less the High Performance Base Incentive Grant. This cost estimate does not include planning, tests, inspection or furniture and equipment and is available at the district for review by the OPSC.

		I certify the information listed above is correct 🔞	
		The Design Consultant on record for this project is no	o longer available for certification
	Design Consultant Name 🔞		John Smith
	Design Consultant Signature Date 🕜		11/18/2024
			Certified ✔ John Smith · Nov 18, 2024
ł	Previous		Continue 🔶

Suppose the Licensed Architect is no longer available for certification. In that case, the District Representee may certify the application on their behalf, provided a certification letter is included with the application submission.



• If the request is for a Modernization or Charter School Facilities Program Rehabilitation Grant, I have developed a cost estimate of the proposed project which indicates that the estimated construction cost of the work in the Plans and Specifications (P&S), including deferred items and interim housing (if any) relating to the proposed project, is at least 60 percent of the total grant amount provided by the State and the district's matching share, less the High Performance Base Incentive Grant. This cost estimate does not include planning, tests, inspection or furniture and equipment and is available at the district for review by the OPSC.

	I certify the information listed above is correct @	
	The Design Consultant on record for this project is no	longer available for certification
Design Consultant Name 🔞		Jane Smith
Design Consultant Signature Dat	e 🕜	11/18/2024
		Certified ✔ Jane Smith · Nov 18, 2024
Previous		Continue 🔶

Certification

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

Below are zoomed-in examples.

Certification

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

Î

01/06/2020

01/06/2020

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

Certification

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

anu,

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

Please note the user must review the entire certification section using the scroll bar and enter all applicable entry fields before completing the required certification.

Certification

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

light and indoor air quality, the use of recycled materials and materials that emit a minimum of toxic substances, the use of acoustics conducive to teaching and learning, and the other characteristics of high performance schools; and,

- If the district is requesting an additional grant for high performance incentive funding, the school district governing board must have a resolution on file that demonstrates support for the high performance incentive grant request and the intent to incorporate high performance features in future facilities projects; and,
- If this application is submitted when there is Insufficient Bond Authority, the district has adopted a school board resolution pursuant to Section 1859.95.1; and,
- The district will comply with all laws pertaining to the construction or modernization of its school building.

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

I verify, I have read and agree to the above terms and certification information	Yes No
Date	11/18/2024
District Representative / Superintendent Phone Number	(555) 123-4567
Phone Extension (optional)	
District Representative / Superintendent Name	Jane Smith
← Previous	Continue 🔶

Review

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

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

Below is a zoomed-in example.

Site Info	
Does the District have current Financial Hardship Approval?	No
Type of Financial Hardship Request	(N/A)
Project to be located on 🚱	(required)
he Project is at an existing school site:	
Select the appropriate school or site for this application $ oldsymbol{\Theta} $	Sutter Middle
California Department of Education (CDE) Site Approval Date 🕢	(not answered)
California Department of Education (CDE) Plan Approval Date 🥝	(not answered)
California Department of Education (CDE) Gross Approved Acres 🔞	(not answered)
Gross Number of Purchased Acres 🕢	(not answered)
Existing Total Acres	(N/A)
Master Plan Acreage site Size (Useable) 🕢	(not answered)
Recommended Site size 🕢	(not answered)
Existing Acres (Useable)	(not answered)
Proposed Acres (Useable)	(not answered)
ſ	Edit Page →

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

← Previous

C Full Grant Schoo Dication For Funding • Form SAB 50 w Construction • Full Grant	ol Site 🥜 Draft			
SAB 50-04 Form	Review			
Site Info				
Project Type	Site Info			
Additional Grant Request	Does the District have current Financial I	Hardship Approval?	Yes	
Excessive Cost Hardship	Type of Financial Hardship Request		Submittal with a school board resolution, pursuant	
Joint Use / Career Techni			1859.95.1(Insufficient Bond Authority)	
Project Progress	Project to be located on 🕢		New Site	
Licensed Architect	The Project is at an existing school site:			
Licensed Design Consult	Select the appropriate school or site for	this application 😧	New Tech High	
Review	California Department of Education (CDI	E) Site Approval Date 🚱	01/26/2021	
^{submit} w is a zoomed-in e	xample.			
I verify, I have read and information	d agree to the above terms and certification	Yes		
District Representative	District Representative / Superintendent Name District Representative / Superintendent Phone Number			
District Representative				
Phone Extension (opti	Phone Extension (optional) (not answered)			
		11/10/2024		

251

Edit Page →

÷

Submit and Upload Documents

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

Below is an example of the OPSC Online application page.

Dashboard / Application / Draft 1					
NC Full Grant School Application For Funding • Form SAB 50-04 New Construction • Full Grant	Site Draft				
SAB 50-04 Form	Submit				
Site Info	This State Allocation Board School Facility Program Application for Funding is being submitted electronically via OPSC Online.				
Project Type	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				
Additional Grant Request	corresponding OPSC Online User ID. Submittal from these accounts is considered to be a unique electronic signature for purposes of Application for Funding submittals. A printed, wet-signature request does not need to be mailed to OPSC.				
Excessive Cost Hardship	 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. 				
Alternative Developer Fe					
Joint Use / Career Techni 	I have uploaded all required documents required on the Application for Funding OPSC Application Submittal Checklist.				
Project Progress					
C Licensed Architect	I certify, as the School District Superintendent, Authorized School District Representative, Charter School Representative, or Joint Power Authority Representative, that I have reviewed the request and that the information certified on this request is true and correct; and that I am the School District Superintendent Authorized School District				
Licensed Design Consult	Representative, Charter School Representative, or Joint Power Authority Representative.				
Certification	A Submit Paperless Application				
Review					
Submit	This paperless application was successfully submitted to OPSC. Your Application #: 50/67439-00-007				
	Submittal Date:				

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

Upload Files			×		
Browse files					
File Name 🗘	Document Type 🗘	Description 🗘	Uploaded Date $\hat{\downarrow}$		
CDE Site Approval.pdf Successfully Uploaded	California Department 🗸 🗸	Final Site Approval Let 🗸 🗸	11/13/2024		
CDE Final Plan Approval.pdf Successfully Uploaded	California Department 🗸 🗸	Final Plan Approval Le 🗸 🗸	11/13/2024		
CTE Letter.pdf Successfully Uploaded	CTE Compliance (EC 1 🗸	CTE Compliance Lette 🗸	11/13/2024		
ARBBA Resolution.pdf Successfully Uploaded	Local Board Resolutio 🗸 🗸	Beyond Bond Authorit 🗸 🗸	11/13/2024		
Construction Contract.pdf Successfully Uploaded	Contracts ~	Construction Contract 🗸	11/13/2024		
5 total					
Please stay here until file upload	l(s) complete		Done Upload Files		

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

Reminder, only an authorized district representative can submit the application.

Below is an example of the OPSC Online application page.



After submittal, the user will proceed to a confirmation page displaying that the application was successfully submitted to OPSC. The application number and nickname will be the same as the Design Only application.

Below is an example of the OPSC Online application page.



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

Submit

This paperless application was successfully submitted to OPSC.

Your Application #:

Submittal Date:

50/67439-00-007 11/13/2024

What's Next

Please review this application's uploaded documents on the Application Dashboard to ensure all required application documents are uploaded and properly named. Required documents not uploaded within 7 working days after the submittal date 2024-11-13 08:48 AM will lead to the application being rejected.

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

Application Options

Upload Remaining Files

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

Review Required Documents

Download Completed Form

Go To Application Dashboard

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

Below is a zoomed-in example.



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

Dashboard / Application						
50/67439-00-007 New Construction	NC Full Grant School Site 50 / 67439 - 00 - 007 Application For Europing - Form SAB School @		Submitted		District: 67439 Sac	PTN: 67439 - 1234 Edit Received Date: 11/13/2024 ramento City Unified • School/Site: New Tech
50-04 Create Linked 50-04	New Construction • Full Gr	ant			Hign County Name: Sacramento County	
NC Site & Design Only	Submitted Vers	sions				
Submitted	Name 🗘	Status 0	Version Received Date $\ $	Submitted By $\hat{\downarrow}$	Updated 🗘	¢
NC Site & Design	Version 1	Submitted	11/13/2024	Harry Potter	11/13/2024	Options 🔻
NC Full Grant School Site	Drafts					New Blank Draft
Submitted NC			No	Drafts		
Eligibility	Uploaded Files	Upload File 8				
See the current baseline for Sacramento City Unified	Local Board Res	olution				

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

Below is a zoomed-in example.

Upload Files			×
		Browse files	
File Name 🗘	Document Type 🗘	Description 🗘	Uploaded Date 🗘
Notice to Proceed.pdf Successfully Uploaded	Contracts	✓ Notice to Proce	eed (NT 🗸 11/13/2024
1 total			
Please stay here until file uplo	ad(s) complete		Done Upload Files

Revising a Form SAB 50-04

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

Create a New Draft

From the main dashboard, the user can view all existing applications.

Below is an example of the OPSC Online application page.

Contact Us 🗢 Settings Welcome Harry 🕶										
Public School Cons	struction			Pr	oject Reporting Beta	Resources	Grants	Enrollment Projection	Users Distr	rict Dashb
										_
oard										
nding Applic	cations									
🏛 Create New SFP Fundir	ng Application 🏦	Create New Preschool/TK/	/FDK Funding Application				Q	Filter 200 applications		Search A
Application Name $\hat{\downarrow}$	Project Type 🗘	Status ~	OPSC App # 🗘	School/Site 🗘	District 🗘	P	roject Trac umber ි	king OPSC Received	û Last U	pdated 🗘
Yav Pem Suab Academy	FH - Rehab CP	Superseded	58/67439-00-003	Yav Pem Suab Academy	Sacramento Cir Unified	y 6	7439-375	10/12/2020	10/12/	2020
NC Full Grant School Site	NC	Submitted	50/67439-00-007	New Tech High	Sacramento Ci Unified	Sy 6	7439-1234	11/13/2024	11/13/	2024
NC Site & Design Only School Site	NC Site & Design	Submitted	50/67439-00-007	New Tech High	Sacramento Cir Unified	sy 6	7439-1234	11/12/2024	11/12)	2024
NC Full Grant School Site	NC	Submitted	50/67439-00-006	Sutter Middle	Sacramento Ci Unified	y 6	7439-1234	11/12/2024	11/12/	2024
GA-57/67439-00-078	Grant Agreement	SAB Approved	57/67439-00-078	West Campus (Aka Hiram Johnson West High)	Sacramento Cir Unified	sy 6	7439-339	07/06/2023	07/06/	2023

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

, *								Contact Us	🔅 Se	ttings	Welcome
Public School Con	struction				¢				£ 25	₽≡	1
					Project Reporting βetσ	Resources	Grants	Enrollment Projection	Users	District	Dash
ooard											
nding Appli	cations										
Create New SFP Fundi	ing Application 🏦	Create New Preschool/TK	/FDK Funding Application				Q	50/67439-00-007			Search
Application Name 🗘	Project Type 🗘	Status 🗘	OPSC App # ^	School/Site 🗘	District 🗘		Project Trac	king OPSC Received	¢	Last Upda	ated 🗘
							Number 🗘				
NC Full Grant School Site	NC	Submitted	50/67439-00-007	New Tech High	Sacramento Ci Unified	ty	67439-1234	11/13/2024		11/13/202	24
NC Site & Design Only School Site	NC Site & Design	Submitted	50/67439-00-007	New Tech High	Sacramento Ci Unified	ty	67439-1234	11/12/2024		11/12/202	24
										_	
200 Apps Total	Items Per Page 5	~						Fir	st Prev	1 Ne	xt Las

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

Below is an example of the OPSC Online application page.

NC Full Grant School Site 50 / 67439 - 00 - 007 Application For Funding • Form SAB 50-04 • New Construction • Full Grant			1	Submitted		District: 67439 Sacr	PTN: 67439 - 1234 Edi Received Date: 11/13/202 ramento City Unified • School/Site: New Tecl Hig County Name: Sacramento Count
Sı	ubmitted Vers	sions					
	Name û	Status 🗘		Version Received Date $\hat{\circ}$	Submitted By $\hat{~}$	Updated 🗘	÷
	Version 1	Submitted		11/13/2024	Harry Potter	11/13/2024	Options 🔻
Dr	afts						New Blank Draft
				No [Drafts		

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

50 App New	C Full Grant Scho / 67439 - 00 - 007 lication For Funding • Form SAB / Construction • Full Grant	50-04 0	e Submitted PT Receiv District: 67439 Sacramento City Unified • Sc County Name:				
Sı	Ibmitted Versions						
	Name 🗘	Status 🗘		Version Received Date 🗘	Submitted By 🗘	Updated 🗘	\$
	Version 1	Submitted		11/13/2024	Harry Potter	11/13/2024	Options 🔻
Dr	afts						New Blank Draft
	Name 🗘	Status 🗘		Created By 🗘	Last Edited By 🗘	Updated 🗘	¢
	Draft 1	Draft		Harry Potter	Harry Potter	11/13/2024	Options 🔻

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

Method 1-

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

Below is an example of the OPSC Online application page.

NC Full Grant School Site 50 / 67439 - 00 - 007 Application For Funding • Form SAB 50-04 New Construction • Full Grant			1	Submitted		District: 67439 Sacram	PTN: 67439 - 1234 Edit Received Date: 11/13/2024 ento City Unified • School/Site: New Tech High County Name: Sacramento County
Sı	Ibmitted Versio	ns					
	Name 🗘	Status 🗘		Version Received Date $\hat{\circ}$	Submitted By $\hat{\downarrow}$	Updated 🗘	\$
	Version 1	Submitted		11/13/2024	Harry Potter	11/13/2024	Options 🔻
Dr	afts						Duplicate As Draft Copy Link
No Drafts							

Method 2-

Open the existing application and select "Duplicate as a New Draft" under Options on the righthand navigation pane.

Ashboard / Application / Version 1 NC Full Grant School 50 / 67439 - 00 - 007 Application For Funding - Form SAB 50-00 New Construction - Full Grant	I Site 🖌 Submitted		PTN: 67439 - 1234 Edit Version Received Date: 11/13/2024 District: 67439 Sacramento City Unified • School/Site: New Tech High County Name: Sacramento County
SAB 50-04 Form Site info Project Type	Review Site Info		Options ② Duplicate As New Draft • Upload file(s) for this application
Additional Grant Request	Does the District have current Financial Hardship Approval?	Yes	- 📾 View Grants Calculator
Excessive Cost Hardship Alternative Developer Fe Joint Use / Career Techni	Type of Financial Hardship Request	Submittal with a school board resolution, pursuant to Section 1859.95.1(Insufficient Bond Authority)	C Manage Entire Application
Project Progress	Project to be located on 🕢	New Site	
Licensed Architect	The Project is at an existing school site:		
Certification	Select the appropriate school or site for this application $ {m Q} $	New Tech High	
Review	California Department of Education (CDE) Site Approval Date 🕢	01/26/2021	

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

Updating the Application Nickname

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

Dashboard / Application									
50/67439-00-007 New Construction	NC Full Gram 50 / 67439 - 00 - 007	t School Site 📝	Submitted		PTN: 67439 - 1234 Edit Received Date: 11/13/2024 District: 67439 Sacramento City Unified • School/Site: New Tech Hioto				
50-04 Create Linked 50-04	New Construction • Full Gr	ant				County Name: Sacra	imento County		
NC Site & Design Only	Submitted Vers	sions							
Submitted	Name 0	Status 0	Version Received Date 0	Submitted By \cap{a}	Updated 🗘	¢			
ine site a sesign	Version 1	Submitted	11/13/2024	Harry Potter	11/13/2024	Options 💌			
NC Full Grant School Site	Drafts					Net	w Blank Draft		
Submitted NC			No [Drafts					

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

Below is a zoomed-in example.

Edit Application I	Name ×							
Enter Application	Name:							
NC Full Grant New Tech High								
Cancel	Change Name							

Reviewing the Application Status

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

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

Below is an example of the OPSC Online login page.

Create New SFP Fundi	ng Application 🏦	Create New Preschool/TK/F	DK Funding Application			0 applications	ions Search	
Application Name 🧘	Project Type 🗘	Status 🗘	OPSC App # 0	School/Site $\hat{\cdot}$	District û	Project Tracking Number ~	OPSC Received $\hat{\mathbf{c}}$	Last Updated
54/67439-00-005	Charter NC	SAB Approved	54/67439-00-005	The Language Academy Of Sacramento	Sacramento City Unified	67439-4176	09/28/2009	07/25/2011
NC Full Grant School Site	NC	Submitted	50/67439-00-006	Sutter Middle	Sacramento City Unified	67439-1234	11/12/2024	11/12/2024
NC Full Grant School Site	NC	Submitted	50/67439-00-007	New Tech High	Sacramento City Unified	67439-1234	11/13/2024	11/13/2024
NC Site & Design Only School Site	NC Site & Design	Submitted	50/67439-00-007	New Tech High	Sacramento City Unified	67439-1234	11/12/2024	11/12/2024
Nicholas Reconstruction -NC	NC	ARBBA	50/67439-00-005	Nicholas Elementary	Sacramento City Unified	67439-432	10/30/2024	11/04/2024

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

Please note that if multiple application phases exist, such as a design only and an adjusted full grant, these will also be listed in the left navigation pane with a status label.

Dashboard / Application									
50/67439-00-007 New Construction	NC Site & Des 50 / 67439 - 00 - 007 Application For Funding	Sign Only School S	ite 🥜 🚺 15-Day Letter		PTN: 67439 - 1234 Edi Received Date: 11/12/202 District: 67439 Sacramento City Unified • School/Site: New Tecl				
50-04 Create Linked 50-04	New Construction • Site & E	esign Only (Sep Apprt)				County Name: Sacramento Co	unty		
NC Site & Design Only	Submitted Vers	ions							
15-Day Letter	Name 🗘	Status 0	Version Received Date 0	Submitted By \car{c}	Updated 🗘	¢			
NC SILE & Design	Version 1	15-Day Letter	11/12/2024	Harry Potter	11/12/2024	Options 🔻			
NC Full Grant School Site	Drafts					New Blank Dra	aft		
Submitted NC			No E	Drafts					

Navigation to Application Components and Program Modules

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

Below is an example of the OPSC Online application page.

Caov *						Contact Us	🏟 Set	ttings	Welcome Harry
	on				· 🔛		20 2	a ≡	*
			Project Re	porting βeta Resource	ces Grants	Enrollment Projection	Users	District	t Dashboard
Dashboard / Application									
50/67439-00-004	50/67439-00-004	SAB Approved						PTN	I: 67439 - 332 Edit
New Construction	50 / 67439 - 00 - 004					District: 67439 Sacramento C	ity Unified	Received	ol/Site: Kit Carson
50-04	New Construction • Full Grant	n SAB 50-04 🐨					County	Name: Sa	Middle acramento County
Create Linked 50-04								(OPSC Reviewers
50/67439-00-004	Submitted Version	ns							
SAB Approved									
NC	Name 0	Status 0	Version Received Date $\ \hat{\downarrow}$	Submitted By \cap{u}	U	odated 🗘	÷		
Grant Agreement	Version 3	SAB Approved	05/22/2020	Allison Loomis	05	j/22/2020	Option	s 🔻	
	Version 2	Superseded	04/01/2020	Allison Loomis	04	/01/2020	Option	s 🔻	
Full New Construction	Version 1	Superseded		liz.cheyne@dgs.ca.go	ov 05	5/22/2020	Option	s 🔻	
>									
Draft	Drafts								
Grant Agreement			Nol	Drafts					
PIF									

Below are zoomed-in examples.



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

Below are zoomed-in examples.





OPSC ONLINE USER GUIDE



Section 4. New Construction Funding, Part 2

Creating Site or Design Funding Applications (Form SAB 50-04) – Separate Site or Design Phase in OPSC Online

If the district qualifies for financial hardship assistance, it may apply for a separate apportionment for design or site acquisition costs. Design-only funding provides a portion of the per-pupil base grant in advance to allow school districts to hire an architect and prepare the project plans for the Division of the State Architect (DSA) approval.

Site funding provides funding for districts to acquire a site for their project. Once the project plans are completed and approved by the DSA, the district may apply for the remaining balance of any eligible new construction funding. This adjusted grant will be offset by the previous advance grant provided for design or site costs for the project.

If the Department of Toxic Substances Control (DTSC) certifies by letter that the time necessary to complete the remediation or removal of hazardous waste on the site to be acquired will exceed 180 days, then the district may qualify for separate site funding without financial hardship status to receive environmental hardship funding.

Advance Site Funding Application

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

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

Public School Cons	struction				C				202	₽≡	1
					Project Reporting Beta	Resources	Grants	Enrollment Projection	Users [District	Dasł
oard											
nding Applic	cations										
🏛 Create New SFP Fundir	ng Application	Create New Preschool/TK/FDK	(Funding Application				Q	Filter 200 applications			Search
Application Name 🤤	Project Type $\hat{\circ}$	Status 🗘	OPSC App # 🗘	School/Site 👻	District $\hat{\circ}$		Project Trac Number 0	king OPSC Received	≎ La	ast Upda	ted ≎
58/67439-00-003	Adjusted Grant	Archived	58/67439-00-003	Yav Pem Suab Academy	Sacramento Ci Unified	ty			12	2/12/2023	2
58/67439-00-003	Fund Release Auth	50-05/70-02 Approved	58/67439-00-003	Yav Pem Suab Academy	Sacramento Ci Unified	ty	67439-375	10/27/2021	11	L/09/202	1
58/67439-00-003 PF Request	PIF - SFP	SAB Approved	58/67439-00-003	Yav Pem Suab Academy	Sacramento Ci Unified	ty	67439-375	05/12/2021	10	0/27/202	1
	Exp Report	Audit In Review	58/67439-00-003	Yav Pem Suab Academy	Sacramento Ci Unified	ty	67439-375	12/09/2022	03	3/07/202	3
Expenditure Report #1			50/67400 00 000	Vav Rom Suah	Sacramento Ci	by i	67439-375	10/12/2020	10)/12/2020	0

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

Create New Application





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

Below is a zoomed-in example.

Cr	eate New Application	8		
Ha an Ap	as the Applicant applied for advanced funding for Site Acquisition d/or Design, or a Charter School Facilities Program Preliminary oportionment for this project/application?			
	Please Use The Existing Application	٦		
	You have selected "Yes" because a separate site and/or design or Charter School Facilities Program (CSFP)			
	Online Dashboard and select this project from the list of existing applications in order to create an			
	application for funding for the construction phase or a CSFP Final Apportionment. For more information,	T		
	please see the Help Guide.			

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

Yes

No

0

Create New Application

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



You have selected "No" because this is a brand-new application for a project that has never requested a prior separate site and/or design funding approval or Charter School Facilities Preliminary Apportionment. On this first screen, please select the District name, Program Type (e.g. New Construction, Modernization), High School Attendance Area (if applicable), enter the Project Tracking Number, and enter a nickname for the application. The nickname is used to help you with differentiating this from other projects in your Dashboard.

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

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

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

0

Create New Application

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

?

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

Yes

No

0

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

Select the District 🚱	Sacramento City Unified 🗸
Select a funding Program Type 🔞	New Construction 🗸
Refer to Section 1859.192 for the eligibility criteria	

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

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

Select High School Attendance Area	(00) District-wide 🗸 🗸
Please enter your primary Project Tracking Number (PTN #) first, followed by additional PTN #s 🕜	67439 - 1234× +PTN I Press the Enter ⊲ key to save
Please enter application nickname	NC Advance Site
	Cancel Continue 🔶

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

Create New Application Does the district want to apply for Financial Hardship assistance?

Then, the user will be asked to select the type of funding application from a list of options (e.g., *Site Only, Site Only – District Owned, Site Only – Environmental Hardship, Design Only, Advance Funding for Evaluation & Response Action [RA], Site & Design Only).*

Please note that the district may contact the Financial Hardship Team for assistance if a project includes a request for financial hardship assistance.

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

Then click "Continue" to begin the application process.

Select the type of funding application: Site Only (Sep Apprt) Site Only (Sep Apprt) Site Only (Sep Apprt) If the project will include a request for financial hardship assistance, please contact the Financial Hardship Team at OPSC for assistance. Receiving financial hardship approval will allow the project to start with an advanced approval for separate site and/or design funding if plans have not been drawn up. Requests for "Advanced funding for Evaluation and RA" may be requested by both financial hardship assisted districts and districts that do not qualify for financial hardship.	Does the distri	ct want to apply for Financial Hardship assistance?	Yes No
If the project will include a request for financial hardship assistance, please contact the Financial Hardship Team at OPSC for assistance. Receiving financial hardship approval will allow the project to start with an advanced approval for separate site and/or design funding if plans have not been drawn up. Requests for "Advanced funding for Evaluation and RA" may be requested by both financial hardship assisted districts and districts that do not qualify for financial hardship.	Select the	type of funding application:	Site Only (Sep Apprt)
	? If the project wi	ill include a request for financial hardship assistanc	ce, please contact the Financial Hardship Team

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



Site Information

The Form SAB 50-04 for a site-only project comprises of seven sections (as listed on the navigation pane on the left-hand side of the screen).



The first section of the application is for *Site Info*. The district must specify the type of Financial Hardship request from the list of options.

Dashboard / Application / Draft 1		
NC Advance Site	Draft	
New Construction • Site Only (Sep Apprt)		
SAB 50-04 Form	Site Info	
Site Info	Type of Financial Hardship Request	Please make a selection 🗸

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

- *New Site*: The project will be on a new school with no pre-existing buildings. School sites with buildings and classrooms that have been completely demolished are not considered new sites.
- *Existing Site with Additional Acreage Acquired*: The project will include acquiring additional land to the existing school site.

All projects must select a school site from the list of options. If a specific site is not listed, please email <u>OPSCApplicationReviewTeam@dgs.ca.gov</u> to request to add the site to the application system.

Below is a zoomed-in example.

Project to be located on 🔞		(New Site	~
The Project is at a	n existing scho	ol site:		_
Select the appropriate school or si	ite for this application 🔞		New Unnamed High	~
Site Detail				
	School/Site Name:	New Unnamed High		
	CDS (county-district- school) Code:	9702797		
	Grade-Level:			
	Street Address:	22-67439-00-02		
	City:			
	State:			
	Zip Code:			

The application system requires the user to enter the approval date of the CDE Approval Letter.

Enter the available existing school site information in the fields as shown in the example below:

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

On the next page there is a zoomed-in example.

California Department of Education (CDE) Site Approval Date 🔞	09/15/2018
	MM/DD/YYYY
	You can add up to 5 Date(s)
California Department of Education (CDE) Contingent Site Approval Date	
	MM/DD/YYYY
	You can add up to 5 Date(s)
California Department of Education (CDE) Gross Approved Acres 🛛 😧	
Gross Number of Purchased Acres 😧	7.80
Master Plan Acreage site Size (Useable) 🚱	20.50
Recommended Site size 🔞	16.80
Existing Acres (Useable)	
Proposed Acres (Useable) 🔞	7.80
	Continue 🔶

Project Type

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

Dashboard / Application / Draft	1	
NC Advance Site Application For Funding • Form SAB New Construction • Site Only (Sep App	Draft 50-04	District
SAB 50-04 Form	Project Type	
Site Info	Select project type 🔞	High School 🗸
Project Type		I
Additional Grant Request	Previous	Continue 🔶

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

Additional Grant Request

In the *Additional Grant Request* section, the user will need to answer yes or no to request the 2% grant.



The user will then need to complete the applicable items to request additional grants with each amount that pertains to the project, as shown in the screenshot below. For any fields that do not apply to the project, enter \$0.

Additional Grant options for Site Acquisition include:

- Enter 50% of the cost to relocate displaced businesses and residents when the site is acquired through imminent domain or through district-owned site. See *Real Estate/Site Acquisition* section for more information.
- 2 percent. If purchasing a new site or additional acreage to an existing site, select "Yes". See *Real Estate/Site Acquisition* section for more information.
- DTSC Fee. If DTSC Fees are associated with the project, please enter 50% of the costs. See *Real Estate/Site Acquisition* section for more information.
- Hazardous Waste: If hazardous waste removal is associated with the project, please enter 50% of the costs. Districts are advised that the amount provided for site acquisition costs cannot exceed 150% of the state-funded site acquisition amount. See *Real Estate/Site Acquisition* section for more information.
- RA: If RA is associated with the project, please click "Yes." Districts are advised that the amount provided for site acquisition costs cannot exceed 150% of the state-funded site acquisition amount. See *Real Estate/Site Acquisition* section for more information.

Is the district requesting the 2% grant?	Yes No
50 percent Actual Cost 😧	\$ 950,000
50 percent Appraised Value 🕢	\$ 490,000
50 percent Relocation Cost 👔	\$0
2 percent (min. \$25,000) 😧	\$ 25,000
Total	\$ 515,000.00
50 percent Department of Toxic Substances Control (DTSC) Fee 🔞	\$ 0
50 percent hazardous waste 😧	\$0
Response Action (RA)	Yes No
Previous	Continue 🔶

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

Base Eligibility/Pending Reorganization

In the *Base Eligibility/Pending Reorganization* section, the district will click "Yes" or "No" if any classrooms were added or replaced by the district in locally funded projects outside of SFP funding. If the user selects "Yes," indicate the number of classrooms by grade level under the *Additional* or *Replacement* columns.
Base Eligibility / Pending Re-Organization

New Construction Eligibility Adjustment - Added Capacity							
Has the District added any classrooms that were not SFP Funded?							
Adjustment to New Construction Baseline Eligibility o							
Classroom(s) provided							
Additional 🔞		Replacement					
K-6		K-6					
7-8		7-8					
9-12		9-12	2				
Non-Severe		Non-Severe					
Severe		Severe					

Next, the district will answer yes or no if there is a pending reorganization that will result in a loss of eligibility for this project. And lastly, the district will answer yes or no if Career Technical Education (CTE) Funds will be requested. If the user selects "yes," indicate the number of CTE classrooms the district's project includes in the plans and specifications.

Once the *Base Eligibility/Pending Reorganization* section is completed, the user may select "Continue" to proceed to the next section of the funding application.



Certification

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

Certification

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

01/06/2020

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

Please note the user must review the entire Certification section using the scroll bar and enter all applicable entry fields before completing the required certification.

Certification

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

light and indoor air quality, the use of recycled materials and materials that emit a minimum of toxic substances, the use of acoustics conducive to teaching and learning, and the other characteristics of high performance schools; and,

- If the district is requesting an additional grant for high performance incentive funding, the school district governing board must have a resolution on file that demonstrates support for the high performance incentive grant request and the intent to incorporate high performance features in future facilities projects; and,
- If this application is submitted when there is Insufficient Bond Authority, the district has adopted a school board resolution pursuant to Section 1859.95.1; and,
- The district will comply with all laws pertaining to the construction or modernization of its school building.

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

I verify, I have read and agree to the above terms and certification information	Yes No
Date	11/18/2024
District Representative / Superintendent Phone Number	(916) 123-4567
Phone Extension (optional)	
District Representative / Superintendent Name	John Smith
← Previous	Continue 🔶

Review

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

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

Below is a zoomed-in example.

Review

•	Site Info	
	Type of Financial Hardship Request	Submittal with a school board resolution, pursuant to Section 1859.95.1(Insufficient Bond Authority)
	Project to be located on 🕢	(required)
	The Project is at an existing school site:	
	Select the appropriate school or site for this application 🚱	New Unnamed High
	California Department of Education (CDE) Site Approval Date 🚱	09/15/2018

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

Dashboard / Application / Draft 1		
NC Advance Site Application For Funding • Form SAB 50-04 New Construction • Site Only (Sep Apprt)	Draft Ø	
SAB 50-04 Form	Review	
Site InfoProject Type	Site Info	
Additional Grant Request Base Fligibility / Pending Re-	Type of Financial Hardship Request	Submittal with a school board resolution, pursuant to Section
Certification		1859.95.1(Insufficient Bond Authority)
Review	Project to be located on 😧	New Site
Submit	The Project is at an existing school site:	
	Select the appropriate school or site for this application $ oldsymbol{arphi} $	New Unnamed High

Below is a zoomed-in example.

I verify, I have read and agree to the above terms and certification information	Yes
District Representative / Superintendent Name	John Smith
District Representative / Superintendent Phone Number	(916) 123-4567
Phone Extension (optional)	(not answered)
Date	11/18/2024
	Edit Page →
Previous	Continue 🔶

Submit and Upload Documents

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

Dashboard / Application / Draft 1	
NC Advance Site 🕜	Draft
Application For Funding • Form SAB 50-04 New Construction • Site Only (Sep Apprt)	Θ
SAB 50-04 Form	Submit
Site Info	This State Allocation Board School Facility Program Application for Funding is being submitted electronically via OPSC Online.
Project Type	 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. Submitted from these accounts is second and the a unique alexander is included for function for functional for the second account of the automatic formation of the account of the automatic formation of the automatic formation of the function of the automatic formation of the automatic formatic formation of the automatic formatic forma
Additional Grant Request	submittals. A printed, wet-signature request does not need to be allique electronic signature for purposes of Application for Punding submittals. A printed, wet-signature request does not need to be mailed to OPSC.
Base Eligibility / Pending Re- 	 Districts and or SC start with the date to access uploaded mess at any time and can upload new version or additional mess at any time. Once an applicant has upload a file, the file cannot be removed by the applicant.
Certification	I have uploaded all required documents required on the Application for Funding OPSC Application Submittal Checklist .
📀 Review	Upload file(s) All uploaded files for this application are always available on the Application Dashboard.
Submit	I certify, as the School District Superintendent, Authorized School District Representative, Charter School Representative, or Joint Power Authority Representative, that I have reviewed the request and that the information certified on this request is true and correct; and that I am the School District Superintendent, Authorized School District Representative, Charter School Representative, or Joint Power Authority Representative.
	A Submit Paperless Application
	Previous

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

Upload Files			×
	Brov	vse files	
File Name 🗘	Document Type 🗘	Description 🗘	Uploaded Date 🗘
CDE Site Approval.pdf Successfully Uploaded	California Departmen	♥ Final Site Approval Le ♥	01/14/2025
ARBBA Resolution.pdf Successfully Uploaded	Local Board Resolutio	♥ Beyond Bond Authori ♥	01/14/2025
Appraisal.pdf Successfully Uploaded	Site Acquisition	✓ Appraisal of Property ✓	01/14/2025
3 total			
Please stay here until file upload	s) complete		Done Upload Files

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

Reminder: only an Authorized District Representative can submit the application.

Below is an example of the OPSC Online application page.

Dashboard / Application / Draft 1	
NC Advance Site 🖌	Draft
Application For Funding • Form SAB 50-04 New Construction • Site Only (Sep Apprt)	Θ
SAB 50-04 Form	Submit
Site Info	This State Allocation Board School Facility Program Application for Funding is being submitted electronically via OPSC Online.
📀 Project Type	 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 District Figure the second school of the second s
Additional Grant Request	submittals. A printed, wet-signature request does not need to be a unique electronic signature for purposes of Application for Funding
Sase Eligibility / Pending Re	 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.
Certification	I have uploaded all required documents required on the Application for Funding OPSC Application Submittal Checklist.
📀 Review	Upload file(s) All uploaded files for this application are always available on the Application Dashboard.
Submit	I certify, as the School District Superintendent, Authorized School District Representative, Charter School Representative, or Joint Power Authority Representative, that I have reviewed the request and that the information certified on this request is true and
	correct; and that I am the School District Superintendent, Authorized School District Representative, Charter School Representative, or Joint Power Authority Representative.
	Submit Papertess Application
	Previous

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

Below is an example of the OPSC Online application page.



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

Submit

This paperless application was successfully submitted to OPSC.

Your Application #:

50/67439-00-006

Submittal Date:

01/14/2025

What's Next

Please review this application's uploaded documents on the **Application Dashboard** to ensure all required application documents are uploaded and properly named. Required documents not uploaded within 7 working days after the submittal date 2025-01-14 04:09 PM will lead to the application being rejected.

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

Application Options

Upload Remaining Files

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

Review Required Documents

📥 Download Completed Form

G Go To Application Dashboard

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

Submit

This paperless application was successfully submitted to OPSC.

Your Application #:

50/67439-00-006

Submittal Date:

01/14/2025

What's Next

Please review this application's uploaded documents on the **Application Dashboard** to ensure all required application documents are uploaded and properly named. Required documents not uploaded within 7 working days after the submittal date 2025-01-14 04:09 PM will lead to the application being rejected.

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

Application Options

Upload Remaining Files

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

Review Required Documents

📥 Download Completed Form

G Go To Application Dashboard

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

50 / Appl New	CAdvance Site 67439 - 00 - 006 ication For Funding • Form SAB 50-04 Construction • Site Only (Sep Apprt)	Submitted 0			District: 67439 Sacram	PTN: 67439 - 1234 Edit Dsa Number Received Date: 01/14/2025 • School/Site: New Unnamed Higt County Name: Sacramento County
Su	bmitted Versions					
	Name 🗘	Status 🗘	Version Received Date $\hat{\ }$	Submitted By 🗘	Updated 🗘	\$
	Version 1	Submitted	01/14/2025	John Smith	01/14/2025	Options 🕶
Dra	afts					New Blank Draft
				No Drafts		
Up	loaded Upload	l File 💊				

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

Upload Files			×
	Browse fil	es	
File Name 🗘	Document Type 💲	Description 🗘	Uploaded Date 🗘
CTE Letter.pdf Successfully Uploaded	CTE Compliance (EC 1 🗸	CTE Compliance Lette 🗸	01/14/2025
1 total			

Please stay here until file upload(s) complete

Done Upload Files

Advance Site (District Owned) Funding Application

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

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

v 🄷								Contact Us	Settings	Welcome Jan
Public School Cons	truction				¢		₩			
					Project Reporting Beta	Resources	Grants	Enrollment Projection	Users Distri	ct Dashboa
ooard										
nding Applic	ations									
Create New SFP Fundin	g Application 🏦 🤇	Create New Preschool/TK/FDK	Funding Application				Q	Filter 200 applications		Search All
Application Name 🗘	Project Type 🗘	Status 🗘	OPSC App # 0	School/Site ~	District 🗘		Project Trac Number 0	cking OPSC Received	û Last Up	dated ≎
58/67439-00-003	Adjusted Grant	Archived	58/67439-00-003	Yav Pem Suab Academy	Sacramento Cit Unified	ty			12/12/2	022
58/67439-00-003	Fund Release Auth	50-05/70-02 Approved	58/67439-00-003	Yav Pem Suab Academy	Sacramento Cir Unified	ty	67439-375	10/27/2021	11/09/2	021
58/67439-00-003 PF Request	PIF - SFP	SAB Approved	58/67439-00-003	Yav Pem Suab Academy	Sacramento Cir Unified	ty	67439-375	05/12/2021	10/27/2	021
Expenditure Report #1 - 100%	Exp Report	Audit In Review	58/67439-00-003	Yav Pem Suab Academy	Sacramento Cir Unified	ty	67439-375	12/09/2022	03/07/2	023
Yav Pem Suab Academy	FH - Rehab CP	Superseded	58/67439-00-003	Yav Pem Suab Academy	Sacramento Cir Unified	ty	67439-375	10/12/2020	10/12/2	020

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



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

Create New Application

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



0

Please Use The Existing Application

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

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



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

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

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

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

Create New Application

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

?

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

Yes

No

0

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

Select the District 🚱	Sacramento City Unified 🗸 🗸
Select a funding Program Type 🔞	New Construction 🗸
Refer to Section 1859.192 for the eligibility criteria	

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

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

Select High School Attendance Area	(00) District-wide 🗸
Please enter your primary Project Tracking Number (PTN #) first, followed by additional PTN #s	67439 - 2345 × + PTN
Please enter application nickname	NC Advance Site (District Owned)
	Cancel Continue 🗲

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

Create New Application

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

Then, the user will be asked to select the type of funding application from a list of options (e.g., *Site Only, Site Only – District Owned, Site Only – Environmental Hardship, Design Only, Advance Funding for Evaluation & Response Action [RA], Site & Design Only).*

Please note that the district may contact the Financial Hardship Team for assistance if a project includes a request for financial hardship assistance.

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

Then click "Continue" to begin the application process.

Create New Application	
Does the district want to apply for Financial Hardship assistance?	Yes No
Select the type of funding application:	Site Only - District Owned (Sep 🗸
P If the project will include a request for financial hardship assistance, please contact the F assistance. Receiving financial hardship approval will allow the project to start with an ar- design funding if plans have not been drawn up. Requests for "Advanced funding for Evaluation and RA" may be requested by both finance that do not qualify for financial hardship	Financial Hardship Team at OPSC for dvanced approval for separate site and/or cial hardship assisted districts and districts
Previous	Gurde Continue - A

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

Dashboard / Application / Landing	
	Application For Funding
	Form SAB 50-04 Information and Instruction
	A district and their delegates may enter the information required for the Application for Funding (Form SAB 50-04) using this online system. Upon completion of all of the required information, the completed Form SAB 50-04 can only be submitted by the Authorized District Representative or District Superintendent.
	If applicable, all supporting documentation required as part of your funding request must be uploaded to OPSC Online prior to, or concurrently with the application submittal.
	Start Application

Site Information

The Form SAB 50-04 for a site-only district owned project comprises of six sections (as listed on the navigation pane on the left-hand side of the screen).

SAB 50-04 Form
Site Info
Type of Project
Additional Grant
Certification
Review
Submittal

The first section of the application is for *Site Info*. The district must specify the type of Financial Hardship request from the list of options.

Dashboard / Application / Draft 1		
NC Advance Site (Dis Application For Funding • Form SAB 50-0 New Construction • Site Only - District Own	ed (Sep Apprt)	
SAB 50-04 Form	Site Info	
Site Info	Type of Financial Hardship Request	Please make a selection 🗸 🗸 🗸 🗸 🗸 🗸 🗸

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

- *New Site*: The project will be on a new school with no pre-existing buildings. School sites with buildings and classrooms that have been completely demolished are not considered new sites.
- *Existing Site with Additional Acreage Acquired*: The project will include acquiring additional land to the existing school site.

All projects must select a school site from the list of options. If a specific site is not listed, please email <u>OPSCApplicationReviewTeam@dgs.ca.gov</u> to request to add the site to the application system.

Project to be located on 🔞			New Site	~
The Project is at an		ool site:	New Unnamed High	~
			U U	
Site Detail				
	School/Site Name:	New Unnamed High		
	CDS (county-district- school) Code:	9702797		
	Grade-Level:			
	Street Address:	22-67439-00-02		
	City:			
	State:			
	Zip Code:			

The application system requires the user to enter the approval date of the CDE Approval Letter.

Enter the available existing school site information in the fields as shown in the example below:

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

On the next page there is a zoomed-in example.

California Department of Education (CDE) Site Approval Date 🛛 🥹	09/15/2018
	MM/DD/YYYY
	You can add up to 5 Date(s)
California Department of Education (CDE) Contingent Site Approval Date 🔞	MM/DD/YYYY
	You can add up to 5 Date(s)
California Department of Education (CDE) Gross Approved Acres 😧	
Gross Number of Purchased Acres 🔞	7.80
Master Plan Acreage site Size (Useable) 😧	20.50
Recommended Site size 🔞	16.80
Existing Acres (Useable)	
Dranoard Asras (Hasphia)	7.80
Proposed Acres (Useable)	1.00
	Continue
	continue

Project Type

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

Dashboard / Application / Draft	1	
NC Advance Site (C Application For Funding • Form SAB 5 New Construction • Site Only - District (District Owned)	District
SAB 50-04 Form	Type of Project	
Site Info	Select project type 🔞	High School 🗸
Type of Project		
Additional Grant Request	Previous	Continue 🔸

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

Additional Grant Request

In the *Additional Grant Request* section, the user will need to answer yes or no to request the 2% grant.

NC Advance Site (Dis Application For Funding • Form SAB 50-C New Construction • Site Only - District Own	strict Owned) 🥜 Draft 14 @ ned (Sep Apprt)	District:
SAB 50-04 Form	Additional Grant Request	
Site Info	Site Acquisition	
Ype of Project	Is the district requesting the 2% grant?	Yes No
Additional Grant Request	50 percent Actual Cost 🔞	

The user will then need to complete the applicable items to request additional grants with each amount that pertains to the project, as shown in the screenshot below. For any fields that do not apply to the project, enter \$0.

Additional Grant options for Site Acquisition include:

- Enter 50% of the cost to relocate displaced businesses and residents when the site is acquired through imminent domain or through district-owned site. See *Real Estate/Site Acquisition* section for more information.
- 2 percent. If purchasing a new site or additional acreage to an existing site, select "Yes". See *Real Estate/Site Acquisition* section for more information.
- DTSC Fee. If DTSC Fees are associated with the project, please enter 50% of the costs. See *Real Estate/Site Acquisition* section for more information.
- Hazardous Waste: If hazardous waste removal is associated with the project, please enter 50% of the costs. Districts are advised that the amount provided for site acquisition costs cannot exceed 150% of the state-funded site acquisition amount. See *Real Estate/Site Acquisition* section for more information.
- RA: If RA is associated with the project, please click "Yes." Districts are advised that the amount provided for site acquisition costs cannot exceed 150% of the state-funded site acquisition amount. See *Real Estate/Site Acquisition* section for more information.

Lastly, the district will click "Yes" and indicate the number of classrooms the district's project includes if the district received CTE program funding.

Is the district requesting the 2% grant?	Yes No	
50 percent Actual Cost 😧	\$ 950,000	
50 percent Appraised Value 🔞	\$ 490,000	
50 percent Relocation Cost 😧	\$0	
2 percent (min. \$25,000) 😧	\$ 25,000	
Total	\$ 515,000.00	
50 percent Department of Toxic Substances Control (DTSC) Fee 🔞	\$ 0	
50 percent hazardous waste 😧	\$0	
Response Action (RA)	Yes No	
Career Technical Education Funds Request		
Will Career Technical Education (CTE) Funds be requested for classroom(s) included in the plans and specifications for this project	Yes No	
Previous	Continue 🔶	

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

Certification

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

Certification

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

01/06/2020

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

Please note the user must review the entire Certification section using the scroll bar and enter all applicable entry fields before completing the required certification.

Certification

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

light and indoor air quality, the use of recycled materials and materials that emit a minimum of toxic substances, the use of acoustics conducive to teaching and learning, and the other characteristics of high performance schools; and,

- If the district is requesting an additional grant for high performance incentive funding, the school district governing board must have a resolution on file that demonstrates support for the high performance incentive grant request and the intent to incorporate high performance features in future facilities projects; and,
- If this application is submitted when there is Insufficient Bond Authority, the district has adopted a school board resolution pursuant to Section 1859.95.1; and,
- The district will comply with all laws pertaining to the construction or modernization of its school building.

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

I verify, I have read and agree to the above terms and certification information	Yes No
Date	11/18/2024
District Representative / Superintendent Phone Number	(916) 123-4567
Phone Extension (optional)	
District Representative / Superintendent Name	John Smith
← Previous	Continue 🔶

Review

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

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

Below is a zoomed-in example.

Review

•	Site Info	
	Type of Financial Hardship Request	Submittal with a school board resolution, pursuant to Section 1859.95.1(Insufficient Bond Authority)
	Project to be located on 😧	(required)
	The Project is at an existing school site:	
	Select the appropriate school or site for this application 😧	New Unnamed High
	California Department of Education (CDE) Site Approval Date 🕢	09/15/2018

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

SAB 50-04 Form	Review		
Site Info			
Type of Project	Site Info		
Additional Grant Request	Type of Financial Hardship Request		Submittal with a scho
 Certification 			to Section 1859.95.1(Insufficient B
Review			Authority)
Submittal	Project to be located on Q		New Site
	The Project is at an existing school site:		
	Select the appropriate school or site for this app	olication 🕑	New Unnamed High
w is a zoomed-in exa	Select the appropriate school or site for this appropriate school or school or site for this appropriate school or school	olication 😧	New Unnamed High
w is a zoomed-in exa I verify, I have read an information	Select the appropriate school or site for this appropriate school or schoo	Ves	New Unnamed High
w is a zoomed-in exa I verify, I have read an information District Representativ	Select the appropriate school or site for this appropriate school or site for the school or	Yes	New Unnamed High
w is a zoomed-in exa I verify, I have read an information District Representativ District Representativ	Select the appropriate school or site for this app ample. In a gree to the above terms and certification re / Superintendent Name re / Superintendent Phone Number	Yes John Smith (916) 123-4567	New Unnamed High
w is a zoomed-in exa I verify, I have read an information District Representativ District Representativ Phone Extension (opt	Select the appropriate school or site for this app ample. In a gree to the above terms and certification the / Superintendent Name the / Superintendent Phone Number ional)	Yes John Smith (916) 123-4567 (not answered)	New Unnamed High
w is a zoomed-in exa I verify, I have read an information District Representativ District Representativ Phone Extension (opt Date	Ample. and agree to the above terms and certification re / Superintendent Name re / Superintendent Phone Number ional)	Yes John Smith (916) 123-4567 (not answered) 11/18/2024	New Unnamed High

Submit and Upload Documents

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

Dashboard / Application / Draft 1	
NC Advance Site (Di Application For Funding • Form SAB 50- New Construction • Site Only - District Ow	strict Owned)
SAB 50-04 Form	Submittal
Site Info	This State Allocation Board School Facility Program Application for Funding is being submitted electronically via OPSC Online.
✓ Type of Project	 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
Additional Grant Request	User ID. Submittal from these accounts is considered to be a unique electronic signature for purposes of Application for Funding submittals. A printed, wet-signature request does not need to be mailed to OPSC.
Certification	 Districts and UPSC start 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.
Review	I have uploaded all required documents required on the Application for Funding OPSC Application Submittal Checklist .
Submittal	Upload file(s) All uploaded files for this application are always available on the Application Dashboard.
	 I certify, as the School District Superintendent, Authorized School District Representative, Charter School Representative, or Joint Power Authority Representative, that I have reviewed the request and that the information certified on this request is true and correct; and that I am the School District Superintendent, Authorized School District Representative, Charter School Representative, or Joint Power Authority Representative. Submit Paperless Application

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

On the next page is a zoomed-in example.

Upload Files

Browse files								
File Name 🗘	Document Type 💲	Description 🗘	Uploaded Date 🗘					
CDE Site Approval.pdf Successfully Uploaded	California Departmen 🗸 🗸	Final Site Approval Le 🗸 🗸	01/14/2025					
ARBBA Resolution.pdf Successfully Uploaded	Local Board Resolutio 🗸 🗸	Beyond Bond Authori 🗸 🗸	01/14/2025					
Appraisal.pdf Successfully Uploaded	Site Acquisition	Appraisal of Property 🗸 🗸	01/14/2025					
3 total								
Please stay here until file uplo	ad(s) complete		Done Upload Files					

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

Reminder: only an Authorized District Representative can submit the application.

Below is an example of the OPSC Online application page.

Dashboard / Application / Draft 1	
NC Advance Site 🕜	Draft
Application For Funding • Form SAB 50-04 New Construction • Site Only (Sen Aport)	0
New construction - size only (sep Appro)	
SAB 50-04 Form	Submit
Site Info	This State Allocation Board School Facility Program Application for Funding is being submitted electronically via OPSC Online.
✓ Project Type	 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 nurroses of Application for Europian
Additional Grant Request	submittals. A printed, wet-signature request does not need to be mailed to OPSC. Districts and OPSC staff will be able to access unloaded files at any time and can unload new version or additional files at any time.
Base Eligibility / Pending Re- 	Once an applicant has upload a file, the file cannot be removed by the applicant.
Certification	I have uploaded all required documents required on the Application for Funding OPSC Application Submittal Checklist.
Review	Upload file(s) All uploaded files for this application are always available on the Application Dashboard.
Submit	I certify, as the School District Superintendent, Authorized School District Representative, Charter School Representative, or Joint Power Authority Representative, that I have reviewed the request and that the information certified on this request is true and correct; and that I am the School District Superintendent, Authorized School District Representative, Charter School Representative, or Joint Power Authority Representative.
	Submit Paperless Application
	Previous

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

Below is an example of the OPSC Online application page.

NC Advance Site (Dist 50 / 67439 - 00 - 006 Application For Funding • Form SAB 50-04 New Construction • Site Only - District Owne	Image: system of the system	
SAB 50-04 Form	Submittal	
She had Type of Project Additional Grant Request	This paperless application was successfully subr Your Application #: 50/67439-00-006 Submittal Date: 01/27/2025	nitted to OPSC.
Certification	What's Next	Application Options
C Review	Please review this application's uploaded documents on the Application Dashboard to ensure all required application documents are uploaded and properly named. Required	Upload Remaining Files
Submittal	documents not uploaded within 7 working days after the submittal date 2025-01-27 08:55 AM will lead to the application being rejected.	Ensure your application is complete by uploading any remaining documents now.
	The completed State Allocation Board form can be downloaded here at anytime but is no longer necessary to sign and mail in. A complete paperless submission is all OPSC will need to begin processing your funding application.	Review Required Documents Download Completed Form Go To Application Dashboard
	Previous	

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

Below is a zoomed-in example.

Submittal

This paperless application was successfully submitted to OPSC.

Your Application #: 50/67439-00-006

Submittal Date: 01/27/2025

What's Next

Please review this application's uploaded documents on the **Application Dashboard** to ensure all required application documents are uploaded and properly named. Required documents not uploaded within 7 working days after the submittal date 2025-01-27 08:55 AM will lead to the application being rejected.

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

Application Options

Upload Remaining Files

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

Review Required Documents

📥 Download Completed Form

G Go To Application Dashboard

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

Submittal

This paperless application was successfully submitted to OPSC.

Your Application #:	
Submittal Date:	

50/67439-00-006 01/27/2025

What's Next

Please review this application's uploaded documents on the **Application Dashboard** to ensure all required application documents are uploaded and properly named. Required documents not uploaded within 7 working days after the submittal date 2025-01-27 08:55 AM will lead to the application being rejected.

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

Application Options

Upload Remaining Files

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

Review Required Documents

📥 Download Completed Form

G Go To Application Dashboard

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

NC Advance 50 / 67439 - 00 - 006 Application For Funding • New Construction • Site Or	Site (District Owned) Form SAB 50-04 Ily - District Owned (Sep Apprt)	Submitted		District: 67439 Sacra	PTN: 67439 - 456 Ec DSA Numbe Received Date: 01/27/202 amento City Unified - School/Site: New Unnamed Hij County Name: Sacramento Coun
Submitted Vers	sions				
Name 0	Status 🗘	Version Received Date 0	Submitted By \Diamond	Updated 🗘	٥
Version 1	Submitted	01/27/2025	Jane Smith	01/27/2025	Options 💌
Drafts			No Draffe		New Blank Draft
Uploaded	Upload File 💊				

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

Upload Files

	Browse file	25	
File Name 🗘	Document Type 🗘	Description 🗘	Uploaded Date 🗘
CTE Letter.pdf Successfully Uploaded	CTE Compliance (EC 1 🗸	CTE Compliance Lette 🗸	01/14/2025
1 total			

Please stay here until file upload(s) complete

Done Upload Files

 \times

Advance Site (Environmental Hardship) Funding Application

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

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

Public School Cont	truction				¢		Ŧ		20 2		4
Public School Cons	ruction				Project Reporting Beto	Resources	Grants	Enrollment Projection	Users	District	Dasl
oard											
nding Applic	cations										
•											
Create New SFP Fundin	g Application 🏦 🤇	Create New Preschool/TK/FDK	KFunding Application				Q	Filter 200 applications			Search
Application Name 🗘	Project Type 🗘	Status 0	OPSC App # 0	School/Site ×	District 0		Project Trac	king OPSC Received	с ц	ast Unda	ted≎
	, ,,			schoolphic			Number 0				
58/67439-00-003	Adjusted Grant	Archived	58/67439-00-003	Yav Pem Suab Academy	Sacramento City Unified		Number 0		12	2/12/202	2
58/67439-00-003	Adjusted Grant Fund Release Auth	Archived 50-05/70-02 Approved	58/67439-00-003 58/67439-00-003	Yav Pem Suab Academy Yav Pem Suab Academy	Sacramento City Unified Sacramento City Unified		Number 0	10/27/2021	12	2/12/202 1/09/202	2
58/67439-00-003 58/67439-00-003 i8/67439-00-003 PF Request	Adjusted Grant Fund Release Auth PIF - SFP	(Archived) (50-45/70-02 Approved) (SAB Approved)	58/67439-00-003 58/67439-00-003 58/67439-00-003	Yav Pem Suab Academy Yav Pem Suab Academy Yav Pem Suab Academy	Sacramento City Unified Sacramento City Unified Sacramento City Unified		Number 0 67439-375 67439-375	10/27/2021 05/12/2021	11	2/12/202 1/09/202 0/27/202	2
58/67439-00-003 58/67439-00-003 58/67439-00-003 PF Request Expenditure Report #1 100%	Adjusted Grant Fund Release Auth PIF - SFP Exp Report	Archived 50-05/70-02 Approved SAB Approved Audit In Review	58/67439-00-003 58/67439-00-003 58/67439-00-003 58/67439-00-003	Yav Pem Suab Academy Yav Pem Suab Academy Yav Pem Suab Academy Yav Pem Suab Academy	Sacramento City Unified Sacramento City Unified Sacramento City Unified Sacramento City Unified		Number 0 67439-375 67439-375 67439-375	10/27/2021 05/12/2021 12/09/2022	11	2/12/202 1/09/202 0/27/202 3/07/202	2 1 1 3

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



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

Create New Application

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



0

Please Use The Existing Application

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

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



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

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

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

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

Create New Application

Has the Applicant applied for advanced funding for Site Acquisition

and/or Design, or a Charter School Facilities Program Preliminary

Apportionment for this project/application?					
•					
You have selected "No" because this is a brand-new application for a project that has never requested a prior separate site and/or design funding approval or Charter School Facilities Preliminary Apportionment.					
On this first screen, please select the District name, Program Type (e.g. New Constr High School Attendance Area (if applicable), enter the Project Tracking Number, ar the application. The nickname is used to help you with differentiating this from oth Dashboard.	ruction, Modernization), Id enter a nickname for ner projects in your				
Select the District 🕜	Sacramento City Unified 🗸				
Select a funding Program Type 🔞 Refer to Section 1859.192 for the eligibility criteria	New Construction 🗸				

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

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

Yes

No

Select High School Attendance Area	(00) District-wide 🗸 🗸
Please enter your primary Project Tracking Number (PTN #) first, followed by additional PTN #s 🕜	67439 - 123× +PTN € Press the Enter
Please enter application nickname	NC Advance Site (Environme
	Cancel Continue

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

Create New Application Does the district want to apply for Financial Hardship assistance?

Then, the user will be asked to select the type of funding application from a list of options (e.g., *Site Only, Site Only – District Owned, Site Only – Environmental Hardship, Design Only, Advance Funding for Evaluation & Response Action [RA], Site & Design Only).*

Please note that the district may contact the Financial Hardship Team for assistance if a project includes a request for financial hardship assistance.

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

Then click "Continue" to begin the application process

Create New Application	
Does the district want to apply for Financial Hardship assistance?	Yes No
Select the type of funding application:	Site Only - Environmental Harc 💙
If the project will include a request for financial hardship assistance, please contact the Fin assistance. Receiving financial hardship approval will allow the project to start with an advidesign funding if plans have not been drawn up. Requests for "Advanced funding for Evaluation and RA" may be requested by both financia that do not qualify for financial hardship.	ancial Hardship Team at OPSC for anced approval for separate site and/or I hardship assisted districts and districts
Previous	Cancel Continue >

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

Dashboard / Application / Landing	
	Application For Funding
	Form SAB 50-04 Information and Instruction
	A district and their delegates may enter the information required for the Application for Funding (Form SAB 50-04) using this online system. Upon completion of all of the required information, the completed Form SAB 50-04 can only be submitted by the Authorized District Representative or District Superintendent.
	If applicable, all supporting documentation required as part of your funding request must be uploaded to OPSC Online prior to, or concurrently with the application submittal.
	Start Application

Site Information

The Form SAB 50-04 for a site-only environmental hardship project comprises of six sections (as listed on the navigation pane on the left-hand side of the screen).
SAB 50-04 Form
Site Info
Type of Project
Additional Grant
Certification
Review
Submittal

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



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

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

- *New Site*: The project will be on a new school with no pre-existing buildings. School sites with buildings and classrooms that have been completely demolished are not considered new sites.
- *Existing Site with Additional Acreage Acquired*: The project will include acquiring additional land to the existing school site.

All projects must select a school site from the list of options. If a specific site is not listed, please email <u>OPSCApplicationReviewTeam@dgs.ca.gov</u> to request to add the site to the application system.

Project to be located on 🔞		New Site	~	
The Project is at an	n existing scho	ol site:		
Select the appropriate school or si	te for this application 🔞		New Unnamed High	~
Site Detail				
	School/Site Name:	New Unnamed High		
	CDS (county-district- school) Code:	9702797		
	Grade-Level:			
	Street Address:	22-67439-00-02		
	City:			
	State:			
	Zip Code:			

The application system requires the user to enter the approval date of the CDE Approval Letter.

Enter the available existing school site information in the fields as shown in the example below:

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

On the next page there is a zoomed-in example.

California Department of Education (CDE) Site Approval Date	09/15/2018
	MM/DD/YYYY
	You can add up to 5 Date(s)
California Department of Education (CDE) Contingent Site Approval Data	
California Department of Education (CDE) Contingent Site Approval Date	MM/DD/YYYY
	You can add up to 5 Date(s)
California Department of Education (CDE) Gross Approved Acres 🔞	
Gross Number of Purchased Acres 🛛 🚱	7.80
	20.50
Master Plan Acreage site Size (Useable) 🚱	20.50
Recommended Site size 🔞	16.80
Existing Acres (Useable)	
Proposed Acres (Useable)	7.80
	Continue 🔶

Project Type

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

Dashboard / Application / Draft	t1	
NC Advance Site (Application For Funding • Form SAB New Construction • Site Only - Environ	Environmental Hardship) 🦻 Draft 50-04 🛛 Imental Hardship (Sep Apprt)	District
SAB 50-04 Form	Type of Project	
Site Info	Select project type 🕑	High School 🗸
Type of Project		L
Additional Grant Request	Previous	Continue 🔶

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

Additional Grant Request

In the *Additional Grant Request* section, the user will need to answer yes or no to request the 2% grant.



The user will then need to complete the applicable items to request additional grants with each amount that pertains to the project, as shown in the screenshot below. For any fields that do not apply to the project, enter \$0.

Additional Grant options for Site Acquisition include:

- Relocation cost. Enter 50% of the cost to relocate displaced businesses and residents when the site is acquired through imminent domain or through district-owned site. *See Real Estate/Site Acquisition* section for more information.
- 2 percent. If purchasing a new site or additional acreage to an existing site, select "Yes". See *Real Estate/Site Acquisition* section for more information.
- DTSC Fee: If DTSC Fees are associated with the project, please enter 50% of the costs. See *Real Estate/Site Acquisition* section for more information.
- Hazardous Waste: If hazardous waste removal is associated with the project, please enter 50% of the costs. Districts are advised that the amount provided for site acquisition costs cannot exceed 150% of the state-funded site acquisition amount. See *Real Estate/Site Acquisition* section for more information.
- RA: If RA is associated with the project, please click "Yes." Districts are advised that the amount provided for site acquisition costs cannot exceed 150% of the state-funded site acquisition amount. See *Real Estate/Site Acquisition* section for more information.

Lastly, the district will click "Yes" and indicate the number of classrooms the district's project includes if the district received CTE program funding.

Is the district requesting the 2% grant?	Yes No
50 percent Actual Cost 😧	\$ 950,000
50 percent Appraised Value 🔞	\$ 490,000
50 percent Relocation Cost 😧	\$0
2 percent (min. \$25,000) 😧	\$ 25,000
Total	\$ 515,000.00
50 percent Department of Toxic Substances Control (DTSC) Fee 🔞	\$ 0
50 percent hazardous waste 😧	\$0
Response Action (RA)	Yes No
Career Technical Education Funds Request	
Will Career Technical Education (CTE) Funds be requested for classroom(s) included in the plans and specifications for this project	Yes No
Previous	Continue 🔶

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

Certification

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

Certification

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

01/06/2020

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

Please note the user must review the entire Certification section using the scroll bar and enter all applicable entry fields before completing the required certification.

Certification

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

light and indoor air quality, the use of recycled materials and materials that emit a minimum of toxic substances, the use of acoustics conducive to teaching and learning, and the other characteristics of high performance schools; and,

- If the district is requesting an additional grant for high performance incentive funding, the school district governing board must have a resolution on file that demonstrates support for the high performance incentive grant request and the intent to incorporate high performance features in future facilities projects; and,
- If this application is submitted when there is Insufficient Bond Authority, the district has adopted a school board resolution pursuant to Section 1859.95.1; and,
- The district will comply with all laws pertaining to the construction or modernization of its school building.

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

I verify, I have read and agree to the above terms and certification information	Yes No
Date	11/18/2024
District Representative / Superintendent Phone Number	(916) 123-4567
Phone Extension (optional)	
District Representative / Superintendent Name	Jane Smith
Previous	Continue 🔶

Review

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

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

Below is a zoomed-in example.

Review

•	Site Info	
	Type of Financial Hardship Request	Submittal with a school board resolution, pursuant to Section 1859.95.1(Insufficient Bond Authority)
	Project to be located on 😧	(required)
	The Project is at an existing school site:	
	Select the appropriate school or site for this application 😧	New Unnamed High
	California Department of Education (CDE) Site Approval Date 🔞	09/15/2018

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

Dashboard / Application / Draft 1		
NC Advance Site (E Application For Funding • Form SAB 50 New Construction • Site Only - Environm	nvironmental Hardship) 🥜 Draft -04 😡 ental Hardship (Sep Apprt)	
SAB 50-04 Form	Review	
Site Info		
Ype of Project	Site Info	
Additional Grant Request	Does the District have current Financial Hardship Approval?	Yes
Certification	Type of Financial Hardship Request	Submittal with a school
Review		board resolution, pursuant to Section
Submittal		1859.95.1(Insufficient Bond Authority)

I verify, I have read and agree to the above terms and certification information	Yes
District Representative / Superintendent Name	Jane Smith
District Representative / Superintendent Phone Number	(916) 123-4567
Phone Extension (optional)	(not answered)
Date	11/18/2024
	Edit Page →
Previous	Continue 🔶

Submit and Upload Documents

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

Dashboard / Application / Draft 1		
NC Ad Application F New Constru	For Funding • Form SAB 50-04 @ uction • Site Only - Environmental H	ronmental Hardship) 🕜 Draft Aardship (Sep Apprt)
SAB 50	0-04 Form	Submittal
🧭 Site I	Info	This State Allocation Board School Facility Program Application for Funding is being submitted electronically via OPSC Online.
🔮 Туре	e of Project	 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. Submitted from those accounts is considered to be a unique electronic signature for purposes of Application for Surging
📀 Addit	tional Grant Request	 See 10: Solumitan non-intege accounts is considered to be a unique electronic algrature to purposes of opplication of running submittals. A printed, wet-signature request does not need to be mailed to OPSC. Districts and OPSC staff will be able to access uploaded files at any time and can upload new version or additional files at any time.
🕑 Certii	ification	Once an applicant has upload a file, the file cannot be removed by the applicant.
🤣 Revie	ew	I have uploaded all required documents required on the Application for Funding OPSC Application Submittal Checklist.
Subn	mittal	Upload file(s) All uploaded files for this application are always available on the Application Dashboard.
		I certify, as the School District Superintendent, Authorized School District Representative, Charter School Representative, or Joint Power Authority Representative, that I have reviewed the request and that the information certified on this request is true and correct; and that I am the School District Superintendent, Authorized School District Representative, Charter School Representative, or Joint Power Authority Representative. Submit Paperless Application

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

Upload Files				×
	Brov	wse files		
File Name 🗘	Document Type 🗘	Description 🗘		Uploaded Date 🗘
CDE Site Approval.pdf Successfully Uploaded	California Departmen	♥ Final Site Approval Le	~	01/14/2025
ARBBA Resolution.pdf Successfully Uploaded	Local Board Resolutio	♥ Beyond Bond Authori	*	01/14/2025
Appraisal.pdf Successfully Uploaded	Site Acquisition	✓ Appraisal of Property	~	01/14/2025
3 total				
Please stay here until file upload(s) complete			Done Upload Files

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

Reminder: only an Authorized District Representative can submit the application

Dashboard / Application / Draft 1			
NC Advan Application For Func New Construction • S	Site (Environmental Hardship) Form SAB 50-04 Only - Environmental Hardship (Sep Apprt)		
SAB 50-04 F	m Submittal		
Site Info	This State Allocation Board School Facility Program Application for Funding is being submitted electronically via OPSC Online.		
🕑 Type of Proje	 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. Chemistric frame these accessive to be a unique of period is increased in factoriate of facilitation for fundamental schemestric schemestric factoriation accessive to be a unique of period is increased for schemester of facilitation for fundamental schemestric schemestric schemestric schemestric schemestric schemestric schemester of schemester of the schemester schemester schemester of the schemester schemester of the schemester of		
Additional Gr	t Request submittals. A printed, wet-signature request does not need to be a unique electronic signature for purposes of Application for Punding submittals. A printed, wet-signature request does not need to be mailed to OPSC.		
Certification	 Once an applicant has upload a file, the file cannot be removed by the applicant. 		
📀 Review	I have uploaded all required documents required on the Application for Funding OPSC Application Submittal Checklist.		
Submittal	Upload file(s) All uploaded files for this application are always available on the Application Dashboard.		
	 I certify, as the School District Superintendent, Authorized School District Representative, Charter School Representative, or Joint Power Authority Representative, that I have reviewed the request and that the information certified on this request is true and correct; and that I am the School District Superintendent, Authorized School District Representative, Charter School Representative, or Joint Power Authority Representative. Submit Papertess Application 		

Below is an example of the OPSC Online application page.

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

Below is an example of the OPSC Online application page.

50 / 67439 - 00 - 007 Application For Funding • Form SAB 50-0 New Construction • Site Only - Environmen	4 O tal Hardship (Sep Apprt)	
SAB 50-04 Form	Submittal	
Site Info Type of Project Additional Grant Request	This paperless application was successfully sub Your Application #: 50/67439-00-007 Submittal Date: 01/27/2025	mitted to OPSC.
Certification	What's Next	Application Options
Review Submittal	Please review this application's uploaded documents on the Application Dashboard to ensure all required application documents are uploaded and properly named. Required documents not uploaded within 7 working days after the submittal date 2025-01-27 10:22 AM will lead to the application being rejected.	Upload Remaining Files Ensure your application is complete by uploading any remaining
	The completed State Allocation Board form can be downloaded here at anytime but is no longer necessary to sign and mail in. A complete paperless submission is all OPSC will need to begin processing your funding application.	C Review Required Documents Download Completed Form
		G Go To Application Dashboard

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

Below is a zoomed-in example.

Submittal

This paperless application was successfully submitted to OPSC.

Your Application #: 50/67439-00-007

Submittal Date: 01/27/2025

What's Next

Please review this application's uploaded documents on the **Application Dashboard** to ensure all required application documents are uploaded and properly named. Required documents not uploaded within 7 working days after the submittal date 2025-01-27 10:22 AM will lead to the application being rejected.

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

Application Options

Upload Remaining Files

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

Review Required Documents

📥 Download Completed Form

G Go To Application Dashboard

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

Submittal

This paperless application was successfully submitted to OPSC.

Your Application #: Submittal Date:

01/27/2025

50/67439-00-007

What's Next

Please review this application's uploaded documents on the **Application Dashboard** to ensure all required application documents are uploaded and properly named. Required documents not uploaded within 7 working days after the submittal date 2025-01-27 10:22 AM will lead to the application being rejected.

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

Application Options

Upload Remaining Files

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

Review Required Documents

📥 Download Completed Form

G Go To Application Dashboard

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

SO Appl	CAdvance 67439 - 00 - 0 ication For Funding Construction • Site	e Site (Environmenta 107 g • Form SAB 50-04 @ Only - Environmental Hardship (Sep Appr	District: 67439	PTN: 67439 - 123 Edit DSA Number: Received Date: 01/27/2025 Sacramento City Unified • School/Site: New Unnamed High County Name: Sacramento County		
Su	Ibmitted Ve	ersions				
	Name ‡	Status 🗘	Version Received Date $\hat{}$	Submitted By $\hat{\downarrow}$	Updated 🗘	¢
	Version 1	Submitted	01/27/2025	Jane Smith	01/27/2025	Options 👻
Dr	afts					New Blank Draft
			N	o Drafts		
Up Fil	loaded es	Upload File 8				

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

Upload Files

Browse files						
File Name 🗘	Document Type 💲	Description 🗘	Uploaded Date 🗘			
CTE Letter.pdf Successfully Uploaded	CTE Compliance (EC 1 🗸	CTE Compliance Lette 🗸	01/14/2025			
1 total						

Please stay here until file upload(s) complete

Done Upload Files

Advance Design Funding Application

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

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

Public School Constructio	on DNS				C Project Reporting _{Bete}	Resources	Grants	Enrollment Projection	Users Dis	trict Dashl
noard nding Applicatic	DINS				Project Reporting β _{eto}	Resources	Grants	Enrollment Projection	Users Dis	trict Dashl
noard Inding Applicatic	DINS									
nding Applicatic	DINS									
Create New SFP Funding Applica	ition 🏦 Crea									
Create New SFP Funding Applica	ition 🏦 Crea									
		ate New Preschool/TK/FDK F	unding Application				Q	Filter 200 applications		Search A
Application Name 🌣 Project	ct Type 🗘	Status 🗘	OPSC App # 🗘	School/Site ~	District \$	1	Project Trac Number 0	king OPSC Received	Cast	Jpdated ≎
58/67439-00-003 Adjust	ted Grant	Archived	58/67439-00-003	Yav Pem Suab Academy	Sacramento Cit Unified	У			12/1	./2022
58/67439-00-003 Fund	Release Auth	50-05/70-02 Approved	58/67439-00-003	Yav Pem Suab	Sacramento Cit	у	67439-375	10/27/2021	11/0	/2021
58/67439-00-003 PF PIF - S	FP	SAB Approved	58/67439-00-003	Yav Pem Suab	Sacramento Cit	y (57439-375	05/12/2021	10/2	/2021
Request Expenditure Report #1 Exp Re	eport	Audit In Review	58/67439-00-003	Academy Yav Pem Suab	Unified Sacramento Cit	y (67439-375	12/09/2022	03/0	/2023
- 100%				Academy	Unified					
Yav Pem Suab FH - R Academy	ehab CP	Superseded	58/67439-00-003	Yav Pem Suab Academy	Sacramento Cit Unified	y e	67439-375	10/12/2020	10/1	/2020

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



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

Create New Application

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



0

Please Use The Existing Application

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

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



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

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

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

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

Create New Application

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

?

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

Yes

No

0

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

Select the District 🚱	Sacramento City Unified 🗸 🗸
Select a funding Program Type 🔞	New Construction 🗸
Refer to Section 1859.192 for the eligibility criteria	

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

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

Select High School Attendance Area	(00) District-wide 🗸 🗸
Please enter your primary Project Tracking Number (PTN #) first, followed by additional PTN #s	67439 - 1234× + PTN Press the Enter
Please enter application nickname	NC Design Only
	Cancel Continue 🗲

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

Create New Application

Then, the user will be asked to select the type of funding application from a list of options (e.g., *Site Only, Site Only – District Owned, Site Only – Environmental Hardship, Design Only, Advance Funding for Evaluation & Response Action [RA], Site & Design Only).*

Please note that the district may contact the Financial Hardship Team for assistance if a project includes a request for financial hardship assistance.

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

Then click "Continue" to begin the application process.

Create New Application	
Does the district want to apply for Financial Hardship assistance?	Yes No
Select the type of funding application:	Design Only (Sep Apprt) 🗸 🗸
If the project will include a request for financial hardship assistance at OPSC for assistance. Receiving financial hardship approval will al approval for separate site and/or design funding if plans have not be Requests for "Advanced funding for Evaluation and RA" may be requ districts and districts that do not qualify for financial hardship.	e, please contact the Financial Hardship Team low the project to start with an advanced een drawn up. Juested by both financial hardship assisted
Previous	Cancel Continue 🔶

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



Site Information

The Form SAB 50-04 for a design-only project comprises of six sections (as listed on the navigation pane on the left-hand side of the screen).

Below is a zoomed-in example.



The first section of the application is for *Site Info*. The district must specify the type of Financial Hardship request from the list of options.

Dashboard / Application / Draft 1		
NC Design Only Application For Funding • Form SAB 50-04 New Construction • Design Only (Sep Apprt	Draft	
SAB 50-04 Form	Site Info	
Site Info	Type of Financial Hardship Request	Please make a selection 🗸

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

- Leased Site: The project is on a school site not owned by the District and meets the requirements outlined in School Facility Program (SFP) Regulation Section 1859.22.
 - When selecting this option, the school or site field on the Site Info page must be completed.
- New Site: The project will be on a new school with no pre-existing buildings. School sites with buildings and classrooms that have been completely demolished are not considered new sites.
 - When selecting this option, all fields on the Site Info page must be completed using information from the CDE Site and Plan Approval letters.
- Existing Site with Additional Acreage Acquired: The project will include acquiring additional land to the existing school site.
 - When selecting this option, all fields on the Site Info page must be completed using information from the most recent CDE Site and Plan Approval letter(s).
- Existing Site with No Additional Acreage Acquired: The project will not include acquiring additional land to the existing school site.
 - When this option is selected, the school or site field on the Site Info page must be completed using the most recent CDE Plan Approval letter(s) information.

All projects must select a school site from the list of options. If a specific site is not listed, please email <u>OPSCApplicationReviewTeam@dgs.ca.gov</u> to request to add the site to the application system.

Project to be located on 🔞			Existing Site with Additional A	~
The Project is at a Select the appropriate school or	in existing schoose site for this application @	ool site:	Sutter Middle	~
Site Detail	School/Site Name: CDS (county-district- school) Code: Grade-Level:	Sutter Middle 6066690		
	Street Address: City: State: Zip Code:	3150 I ST. SACRAMENTO CA 95816		

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

Project Type

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

Next, enter the total number of pupil grants assigned to the project for each grade group. The pupils reported should be less than or equal to the net classroom capacity.

On the next page there is an example of the OPSC Online application.

Dashboard / Application / Draft 1					
NC Design Only Application For Funding • Form SAB 50-04 New Construction • Design Only (Sep Apprt)	Draft Ø				
SAB 50-04 Form	Type of Project				
Site Info	Select project type 🛛	Middle School 🗸			
Type of Project					
Alternative Developer Fee /	Pupil Grants Requested _●				
Review	7-8	54			
Submittal	9-12				
	Non-Severe				
	Severe				

Then, the user must answer the questions listed.

When the user clicks "Yes" to any of the questions, the user will be prompted to enter additional information, as shown below.

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

Did the District use an Alternative Enrollment Projection the application	on to determine eligibility for	0	Yes No	
Please enter Alternative Enrollment F K-6	Projection information			
7-8			54	
9-12				
Non-Severe				
Severe				

On the next page there is a zoomed-in example.

Is this a 6-8 school? 🔞

How many K-6 pupils reported above are sixth graders?

Is this an Alternative Education School? 🔞

Is this an application to use the pupil grants requested above to build classrooms at alternative grade level or minimum essential facilities instead or in addition to classrooms?

This application is in accordance with Section 1859.77.3(a), which allows Districts to build minimum Essential Facilities rather than classrooms

Facilities to be constructed

÷

Gym
Multi Purpose Room
Library
Administration
Hybrid Gym/Multi Purpose Room
Counseling Office
Conference Room

This application is in accordance with Section 1859.77.3(b), which allows Districts to use their requested grants to build classrooms for grade levels other than the level of pupil grants requested



⇒

0

Previous





Alternative Developer Fee/Adjust Eligibility

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

New Construction Eligibility Adjustment - Added Capacity

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

Yes

Adjustment to New Construction Baseline Eligibility o Classroom(s) provided Additional @ Replacement @ K-6 K-6 2 7-8 7-8 2 9-12 9-12 Non-Severe Non-Severe Severe Severe

Next, the user will click "Yes" if there is a pending reorganization that will result in a loss of eligibility for this project. If there is one, then the district will need to submit an adjustment to the district's new construction baseline eligibility. Please refer to the SFP Regulation Section 1859.51 for more information on pending reorganization.

Lastly, the district will click "Yes" and indicate the number of classrooms the district's project includes if the district received CTE program funding.

Once the *Alternative Developer Fee/Adjust Eligibility* section is completed, the user may select "Continue" to proceed to the next section of the funding application.



Certification

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

Certification

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

01/06/2020

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

Please note the user must review the entire Certification section using the scroll bar and enter all applicable entry fields before completing the required certification.

Certification

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

light and indoor air quality, the use of recycled materials and materials that emit a minimum of toxic substances, the use of acoustics conducive to teaching and learning, and the other characteristics of high performance schools; and,

- If the district is requesting an additional grant for high performance incentive funding, the school district governing board must have a resolution on file that demonstrates support for the high performance incentive grant request and the intent to incorporate high performance features in future facilities projects; and,
- If this application is submitted when there is Insufficient Bond Authority, the district has adopted a school board resolution pursuant to Section 1859.95.1; and,
- The district will comply with all laws pertaining to the construction or modernization of its school building.

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

I verify, I have read and agree to the above terms and certification information	Yes No
Date	11/18/2024
District Representative / Superintendent Phone Number	(916) 123-4567
Phone Extension (optional)	
District Representative / Superintendent Name	Jane Smith
← Previous	Continue 🔶

Review

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

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

Below is a zoomed-in example.

S	Site Info	
	Type of Financial Hardship Request	Submittal with a school board resolution, pursuant to Section 1859.95.1(Insufficient Bond Authority)
ſ	Project to be located on 🕜	(required)
Tł	ne Project is at an existing school site:	
	Select the appropriate school or site for this application 😮	Sutter Middle

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

Dashboard / Application / Draft 1		
NC Design Only Application For Funding • Form SAB 50-00 New Construction • Design Only (Sep Appre	Draft 4 0	
SAB 50-04 Form	Review	
Site Info		
Vipe of Project	 Site Info 	
Alternative Developer Fe	Type of Financial Hardship Request	Submittal with a school
Certification		to Section 1859 95 1 (Insufficient Bond
Review		Authority)
Submittal	Project to be located on 🕢	Existing Site without Additional Acreage

I verify, I have read and agree to the above terms and certification information	Yes
District Representative / Superintendent Name	Jane Smith
District Representative / Superintendent Phone Number	(916) 123-4567
Phone Extension (optional)	(not answered)
Date	11/18/2024
	Edit Page →
← Previous	Continue 🔶

Submit and Upload Documents

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

Dashboard / Application / Draft 1	
Application For Funding • Form SAB 50-04 New Construction • Design Only (Sep Apprt)	Draft Ø
SAB 50-04 Form	Submittal
Site Info	This State Allocation Board School Facility Program Application for Funding is being submitted electronically via OPSC Online.
Yppe of Project	 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
Alternative Developer Fee /	User ID. Submittal from these accounts is considered to be a unique electronic signature for purposes of Application for Funding submittals. A printed, wet-signature request does not need to be mailed to OPSC.
Certification	 Districts and OPSC staft 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.
Review	I have uploaded all required documents required on the Application for Funding OPSC Application Submittal Checklist .
Submittal	Upload file(s) All uploaded files for this application are always available on the Application Dashboard.
	I certify, as the School District Superintendent, Authorized School District Representative, Charter School Representative, or Joint Power Authority Representative, that I have reviewed the request and that the information certified on this request is true and correct; and that I am the School District Superintendent, Authorized School District Representative, Charter School Representative, or Joint Power Authority Representative.
	A Submit Paperless Application

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

Below is a zoomed-in example.

Upload Files			×
	Browse file	es	
File Name 🗘	Document Type û	Description 🗘	Uploaded Date 🗘
CTE Letter.pdf Successfully Uploaded	CTE Compliance (EC 1 🗸	CTE Compliance Lette 🗸	01/27/2025
ARBBA Resolution.pdf Successfully Uploaded	Local Board Resolutio 🗸 🗸	Beyond Bond Authorit 🗸 🗸	01/27/2025
2 total			
Please stay here until file uploa	d(s) complete		Done Upload Files

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

Reminder: only an Authorized District Representative can submit the application.

Below is an example of the OPSC Online application page.

Dashboard / Application / D	Draft 1	
Application New Constr	esign Only 🔹 🖸 h For Funding • Form SAB 50-04 @ ruction • Design Only (Sep Apprt)	raft
SAB 5	50-04 Form	Submittal
Site	e Info	This State Allocation Board School Facility Program Application for Funding is being submitted electronically via OPSC Online.
📀 Тур	be of Project	 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 account is considered to be a unique electronic simplure for purposes of application for Europing
Alte	ernative Developer Fee /	submittals. A printed wet-signature request does not need to be mailed electronic signature for pupped on Application for indiang submittals. A printed, wet-signature request does not need to be mailed to OPSC.
🕑 Cer	tification	 Districts and UPSC start will be able to access uploaded nees at any time and can upload new version of additional nees at any time. Once an applicant has upload a file, the file cannot be removed by the applicant.
📀 Rev	view	I have uploaded all required documents required on the Application for Funding OPSC Application Submittal Checklist.
Sub	bmittal	Upload file(s) All uploaded files for this application are always available on the Application Dashboard.
		 I certify, as the School District Superintendent, Authorized School District Representative, Charter School Representative, or Joint Power Authority Representative, that I have reviewed the request and that the information certified on this request is true and correct; and that I am the School District Superintendent, Authorized School District Representative, Charter School Representative, or Joint Power Authority Representative. Submit Paperless Application

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

Below is an example of the OPSC Online application page.



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

Submittal

This paperless application was successfully submitted to OPSC.

Your Application #:

50/67439-00-008 01/27/2025

Submittal Date:

What's Next

Please review this application's uploaded documents on the **Application Dashboard** to ensure all required application documents are uploaded and properly named. Required documents not uploaded within 7 working days after the submittal date 2025-01-27 12:33 PM will lead to the application being rejected.

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

Application Options

Upload Remaining Files

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

Review Required Documents

🛓 Download Completed Form

G Go To Application Dashboard

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

Submittal

This paperless application was successfully submitted to OPSC.

Your Application #:

50/67439-00-008

Submittal Date:

01/27/2025

What's Next

Please review this application's uploaded documents on the **Application Dashboard** to ensure all required application documents are uploaded and properly named. Required documents not uploaded within 7 working days after the submittal date 2025-01-27 12:33 PM will lead to the application being rejected.

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

Application Options

Upload Remaining Files

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

- Review Required Documents
- 🛓 Download Completed Form
- **G** Go To Application Dashboard

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

NC Design On 50 / 67439 - 00 - 008 Application For Funding • F New Construction • Design O	Torm SAB 50-04 @ nnly (Sep Apprt)			District: 6743	PTN: 67439 - 1234 Et DSA Numb Received Date: 01/27/20 9 Sacramento City Unified • School/Site: Sutter Midd County Name: Sacramento Coun
Submitted Versi	ions				
		No	Submitted Versions		
Drafts					New Blank Draft
Name 🗘	Status ≎	Created By \Diamond	Last Edited By 🗘	Updated 0	0
Draft 1	Draft	Jane Smith	Jane Smith	01/27/2025	Options 🔻
Uploaded Files	Upload File %				

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

Upload Files			×
	Browse fil	es	
File Name 🗘	Document Type 💲	Description $\hat{\cdot}$	Uploaded Date \Diamond
CTE Letter.pdf Successfully Uploaded	CTE Compliance (EC 1 🗸	CTE Compliance Lette 🗸	01/14/2025
1 total			

Please stay here until file upload(s) complete

Done Upload Files

Advance Site and Design Funding Application

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

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

N T								Contact Us	🗘 Setti	ings	Welcom
Public School Con	struction				¢				\$0\$	≜ ≡	1
					Project Reporting Beta	Resources	Grants	Enrollment Projection	Users [District	Dash
board											
ndina Appli	cations										
nanig rippi	outionio										
Create New SFP Fund	ing Application 🏦 🛈	Create New Preschool/TK/FDK F	Funding Application				Q	Filter 200 applications			Search
Application Name 🤤	Project Type $\hat{\circ}$	Status 0	OPSC App # 0	School/Site ~	District ¢		Project Trac Number 0	cking OPSC Received	≎ La	ast Upda	ted ≎
58/67439-00-003	Adjusted Grant	Archived	58/67439-00-003	Yav Pem Suab Academy	Sacramento Cit Unified	.y			12	2/12/2023	2
58/67439-00-003 58/67439-00-003	Adjusted Grant Fund Release Auth	Archived 50-05/70-02 Approved	58/67439-00-003 58/67439-00-003	Yav Pem Suab Academy Yav Pem Suab Academy	Sacramento Cit Unified Sacramento Cit Unified	У	67439-375	10/27/2021	12	2/12/2023 1/09/2023	2
58/67439-00-003 58/67439-00-003 58/67439-00-003 PF Request	Adjusted Grant Fund Release Auth PIF - SFP	(Archived) (50-05/70-02 Approved) (SAB Approved)	58/67439-00-003 58/67439-00-003 58/67439-00-003	Yav Pem Suab Academy Yav Pem Suab Academy Yav Pem Suab Academy	Sacramento Cit Unified Sacramento Cit Unified Sacramento Cit Unified	an An An An An An An An An An An An An An	67439-375 67439-375	10/27/2021 05/12/2021	12	2/12/202: 1/09/202: 0/27/202:	2
58/67439-00-003 58/67439-00-003 58/67439-00-003 PF Request Expenditure Report #1 - 100%	Adjusted Grant Fund Release Auth PIF - SFP Exp Report	Archived 50-05/70-02 Approved SAB Approved Audit In Review	58/67439-00-003 58/67439-00-003 58/67439-00-003 58/67439-00-003 58/67439-00-003	Yav Pem Suab Academy Yav Pem Suab Academy Yav Pem Suab Academy Yav Pem Suab Academy	Sacramento Cii Unified Sacramento Cii Unified Sacramento Cii Unified Sacramento Cii Unified	y y y	67439-375 67439-375 67439-375	10/27/2021 05/12/2021 12/09/2022	12 11 10 03	2/12/2023 1/09/2023 0/27/2023 8/07/2023	2 1 1 3

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



If the user selects "Yes," they will be directed to return to the OPSC Online Dashboard and select the project from the list of existing program applications to create a linked application for the construction phase.
Create New Application

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



0

Please Use The Existing Application

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

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



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

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

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

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

Create New Application

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

?

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

Yes

No

0

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

Select the District 🚱	Sacramento City Unified 🗸 🗸
Select a funding Program Type 🔞	New Construction 🗸
Refer to Section 1859.192 for the eligibility criteria	

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

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

Select High School Attendance Area	(00) District-wide 🗸 🗸
Please enter your primary Project Tracking Number (PTN #) first, followed by additional PTN #s 🕜	67439 - 1234 × + PTN € Press the Enter ⊄ key to save
Please enter application nickname	NC Site & Design Only
	Cancel Continue >

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

Create New Application Does the district want to apply for Financial Hardship assistance?

Then, the user will be asked to select the type of funding application from a list of options (e.g., *Site Only, Site Only – District Owned, Site Only – Environmental Hardship, Design Only, Advance Funding for Evaluation & Response Action [RA], Site & Design Only).*

Please note that the district may contact the Financial Hardship Team for assistance if a project includes a request for financial hardship assistance.

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

Then click "Continue" to begin the application process.

Create New Application	
Does the district want to apply for Financial Hardship assistance?	Yes No
Select the type of funding application:	Site & Design Only (Sep Apprt)
If the project will include a request for financial hardship assistance, please contact assistance. Receiving financial hardship approval will allow the project to start with design funding if plans have not been drawn up.	t the Financial Hardship Team at OPSC for h an advanced approval for separate site and/or
Requests for "Advanced funding for Evaluation and RA" may be requested by both f that do not qualify for financial hardship.	financial hardship assisted districts and districts
• Previous	

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

Dashboard / Application / Landing	
	Application For Funding
	Form SAB 50-04 Information and Instruction
	A district and their delegates may enter the information required for the Application for Funding (Form SAB 50-04) using this online system. Upon completion of all of the required information, the completed Form SAB 50-04 can only be submitted by the Authorized District Representative or District Superintendent.
	If applicable, all supporting documentation required as part of your funding request must be uploaded to OPSC Online prior to, or concurrently with the application submittal.
	Start Application

Site Information

The Form SAB 50-04 for a site-only project comprises of seven sections (as listed on the navigation pane on the left-hand side of the screen).

SAB 50-04 Form		
	Site Info	
	Project Type	
	Additional Grant Request	
	Alternative Developer Fe	
	Certification	
	Review	
	Submit	

The first section of the application is for *Site Info*. The district must specify the type of Financial Hardship request from the list of options.

Dashboard / Application / Draft	1	
NC Site & Design C Application For Funding • Form SAB New Construction • Site & Design Only	Dnly Draft 50-04 Q (Sep Apprt)	
SAB 50-04 Form	Site Info	
Site Info	Type of Financial Hardship Request	Please make a selection
Project Type		

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

- *New Site*: The project will be on a new school with no pre-existing buildings. School sites with buildings and classrooms that have been completely demolished are not considered new sites.
- *Existing Site with Additional Acreage Acquired*: The project will include acquiring additional land to the existing school site.

All projects must select a school site from the list of options. If a specific site is not listed, please email <u>OPSCApplicationReviewTeam@dgs.ca.gov</u> to request to add the site to the application system.

Project to be located on 🔞			New Site 🗸 🗸
The Project is at an Select the appropriate school or s	n existing scho	ol site:	New Unnamed High 🛛 🗸
Site Detail	School/Site Name: CDS (county-district- school) Code: Grade-Level: Street Address: City:	New Unnamed High 9702797 22-67439-00-02	
	State: Zip Code:		

The application system requires the user to enter the approval date of the CDE Approval Letter.

Enter the available existing school site information in the fields as shown in the example below:

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

On the next page there is a zoomed-in example.

California Department of Education (CDE) Site Approval Date 🔞	09/15/2018
	MM/DD/YYYY
	You can add up to 5 Date(s)
California Department of Education (CDE) Contingent Site Approval Date	
	MM/DD/YYYY
	You can add up to 5 Date(s)
California Department of Education (CDE) Plan Approval Date 🔞	MM/DD/YYYY
	You can add up to 5 Date(s)
	7.00
California Department of Education (CDE) Gross Approved Acres 🔞	1.80
Gross Number of Purchased Acres 🔞	20.50
Master Plan Acreage site Size (Useable)	16.80
Recommended Site size 🚱	
Existing Acres (Useable)	
Proposed Acres (Useable)	7.80
	Continue 🔶

Project Type

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

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

Next, enter the total number of pupil grants assigned to the project for each grade group. The pupils reported should be less than or equal to the net classroom capacity.

On the next page there is an example of the OPSC Online application.

Dashboard / Application / Draft 1		
NC Site & Design Only Application For Funding • Form SAB 50-04 New Construction • Site & Design Only (Sep A	y Draft P Apprt)	
SAB 50-04 Form	Project Type	
Site Info	Select project type 🔞	High School 🗸
Project Type		
Additional Grant Request	Pupil Grants Requested	
Alternative Developer Fee /	K-6	
Certification	7-8	
Review	9-12	54
Submit	Non-Severe	
	Severe	

Then, the user must answer the questions listed.

When the user clicks "Yes" to any of the questions, the user will be prompted to enter additional information, as shown below.

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

Did the District use an Alternative Enrollment Projection to determine eligibility for the application

Yes

8

No

Please enter Alternative Enrollment Projection information	
K-6	
7-8	
9-12	54
Non-Severe	
Severe	

On the next page there is a zoomed-in example.

Is this an Alternative Education School? 💡 No Is this an application to use the pupil grants requested above to build classrooms at alternative grade level or minimum essential facilities instead or in addition to classrooms? This application is in accordance with Section 1859.77.3(a), which allows Districts to No Yes build minimum Essential Facilities rather than classrooms Facilities to be constructed Gym Multi Purpose Room ~ Library Administration Hybrid Gym/Multi Purpose Room **Counseling Office** Conference Room This application is in accordance with Section 1859.77.3(b), which allows Districts to No use their requested grants to build classrooms for grade levels other than the level of ② pupil grants requested Previous Continue ←

Additional Grant Request

In the *Additional Grant Request* section, the user will need to answer yes or no to request the 2% grant.



The user will then need to complete the applicable items to request additional grants with each amount that pertains to the project, as shown in the screenshot below. For any fields that do not apply to the project, enter \$0.

Additional Grant options for Site Acquisition include:

- Enter 50% of the cost to relocate displaced businesses and residents when the site is acquired through imminent domain or through district-owned site. See *Real Estate/Site Acquisition* section for more information.
- 2 percent. If purchasing a new site or additional acreage to an existing site, select "Yes". See *Real Estate/Site Acquisition* section for more information.
- DTSC Fee. If DTSC Fees are associated with the project, please enter 50% of the costs. See *Real Estate/Site Acquisition* section for more information.
- Hazardous Waste: If hazardous waste removal is associated with the project, please enter 50% of the costs. Districts are advised that the amount provided for site acquisition costs cannot exceed 150% of the state-funded site acquisition amount. See *Real Estate/Site Acquisition* section for more information.
- RA: If RA is associated with the project, please click "Yes." Districts are advised that the amount provided for site acquisition costs cannot exceed 150% of the state-funded site acquisition amount. See *Real Estate/Site Acquisition* section for more information.

Is the district requesting the 2% grant?	Yes No
50 percent Actual Cost 😧	\$ 950,000
50 percent Appraised Value 🕢	\$ 490,000
50 percent Relocation Cost 😧	\$ 0
2 percent (min. \$25,000) 😧	\$ 25,000
Total	\$ 515,000.00
50 percent Department of Toxic Substances Control (DTSC) Fee 🔞	\$ 0
50 percent hazardous waste 🔞	\$ 0
Response Action (RA)	Yes No
F Previous	Continue 🔶

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

Alternative Developer Fee/Adjust Eligibility

In the Alternative Developer section, the user may indicate that State funds are unavailable for new construction; therefore, the district can collect Level 3 developer fees pursuant to Government Code Section 65995.7. If applicable, please enter the amount being collected. If not applicable, this field may be left blank.



Next, the user will click "Yes" or "No" if any classrooms were added or replaced by the district in locally funded projects outside of SFP funding. If the user selects "Yes," indicate the number of classrooms by grade level under the *Additional* or *Replacement* columns.

New Construction Eligibility Adjustment - Added Capacity

Yes

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

Adjustment to New Con Classroom(s) provided	ustment to New Construction Baseline Eligibility o Classroom(s) provided					
Additional 😧		Replacement 0				
K-6		K-6				
7-8		7-8				
9-12	2	9-12	2			
Non-Severe		Non-Severe				
Severe		Severe				

Next, the user will click "Yes" if there is a pending reorganization that will result in a loss of eligibility for this project. If there is one, then the district will need to submit an adjustment to the district's new construction baseline eligibility. Please refer to the SFP Regulation Section 1859.51 for more information on pending reorganization.

Lastly, the district will click "Yes" and indicate the number of classrooms the district's project includes if the district received CTE program funding.

Once the *Alternative Developer Fee/Adjust Eligibility* section is completed, the user may select "Continue" to proceed to the next section of the funding application.



Certification

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

Certification

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

01/06/2020

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

Please note the user must review the entire Certification section using the scroll bar and enter all applicable entry fields before completing the required certification.

Certification

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

light and indoor air quality, the use of recycled materials and materials that emit a minimum of toxic substances, the use of acoustics conducive to teaching and learning, and the other characteristics of high performance schools; and,

- If the district is requesting an additional grant for high performance incentive funding, the school district governing board must have a resolution on file that demonstrates support for the high performance incentive grant request and the intent to incorporate high performance features in future facilities projects; and,
- If this application is submitted when there is Insufficient Bond Authority, the district has adopted a school board resolution pursuant to Section 1859.95.1; and,
- The district will comply with all laws pertaining to the construction or modernization of its school building.

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

I verify, I have read and agree to the above terms and certification information	Yes No
Date	11/18/2024
District Representative / Superintendent Phone Number	(916) 123-4567
Phone Extension (optional)	
District Representative / Superintendent Name	Jane Smith
← Previous	Continue 🔶

Review

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

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

Site Info	
Type of Financial Hardship Request	Submittal with a school board resolution, pursuant to Section 1859.95.1(Insufficient Bond Authority)
Project to be located on 😮	(required)
The Project is at an existing school site:	

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

Dashboard / Application / Draft	1	
NC Site & Design C Application For Funding • Form SAB New Construction • Site & Design Only	Dnly Draft 50-04 Q (Sep Apprt)	
SAB 50-04 Form	Review	
Site Info		
Project Type	 Site Info 	
Additional Grant Request	Type of Financial Hardship Request	Submittal with a school
Alternative Developer Fe		to Section 1859.95.1 (Insufficient Bond
Certification		Authority)
Review	Project to be located on 🕢	New Site
Submit	The Project is at an existing school site:	

I verify, I have read and agree to the above terms and certification information	Yes
District Representative / Superintendent Name	Jane Smith
District Representative / Superintendent Phone Number	(916) 123-4567
Phone Extension (optional)	(not answered)
Date	11/18/2024
	Edit Page →
← Previous	Continue 🔶

Submit and Upload Documents

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

Dashboard / Application / Draft 1	
NC Site & Design Only Application For Funding • Form SAB 50-04 New Construction • Site & Design Only (Sep A	y Draft O Apprt)
SAB 50-04 Form	Submit
Site Info	This State Allocation Board School Facility Program Application for Funding is being submitted electronically via OPSC Online.
💙 Project Type	 Requests may only be submitted by a School District Superintendent, Authorized School District Representative, Charter School Representative, or Joint Power Authority (JPA) Representative who is signed in to OPSC Online with their corresponding OPSC Online User ID. Submittal from these accounts is considered to be a unique electronic signature for purposes of Application for Funding
Additional Grant Request	submittals. A printed, wet-signature request does not need to be mailed to OPSC. Districts and OPSC staff will be able to access uploaded files at any time and can upload new version or additional files at any time.
Alternative Developer Fee /	Once an applicant has upload a file, the file cannot be removed by the applicant.
Certification	I have uploaded all required documents required on the Application for Funding OPSC Application Submittal Checklist.
C Review	Upload file(s) All uploaded files for this application are always available on the Application Dashboard.
Submit	I certify, as the School District Superintendent, Authorized School District Representative, Charter School Representative, or Joint Power Authority Representative, that I have reviewed the request and that the information certified on this request is true and correct; and that I am the School District Superintendent, Authorized School District Representative, Charter School Representative, or Joint Power Authority Representative. Submit Paperless Application

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

Below is a zoomed-in example.

Upload Files			×
	Browse fil	es	
File Name 🗘	Document Type 💲	Description 🗘	Uploaded Date 🗘
CTE Letter.pdf Successfully Uploaded	CTE Compliance (EC 1 🗸	CTE Compliance Lette 🗸	01/27/2025
ARBBA Resolution.pdf Successfully Uploaded	Local Board Resolutio 🗸	Beyond Bond Authorit 🗸 🗸	01/27/2025
2 total			
Please stay here until file upload	d(s) complete		Done Upload Files

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

Reminder: only an Authorized District Representative can submit the application.

Below is an example of the OPSC Online application page.



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

Below is an example of the OPSC Online application page.



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

Below is a zoomed-in example.

Submit

This paperless application was successfully submitted to OPSC.

Your Application #:

50/67439-00-009

Submittal Date:

01/27/2025

What's Next

Please review this application's uploaded documents on the **Application Dashboard** to ensure all required application documents are uploaded and properly named. Required documents not uploaded within 7 working days after the submittal date 2025-01-27 02:39 PM will lead to the application being rejected.

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

Application Options

✤ Upload Remaining Files

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

- 🗋 Review Required Documents
- 🛓 Download Completed Form
- **G** Go To Application Dashboard

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

Submit

This paperless application was successfully submitted to OPSC. Your Application #: 50/67439-00-009 Submittal Date: 01/27/2025 What's Next **Application Options** Please review this application's uploaded documents on the Application Upload Remaining Files Dashboard to ensure all required application documents are uploaded and • Ensure your application is complete properly named. Required documents not uploaded within 7 working days after the by uploading any remaining submittal date 2025-01-27 02:39 PM will lead to the application being rejected. documents now. The completed State Allocation Board form can be downloaded here at anytime but is no longer necessary to sign and mail in. A complete paperless submission is Review Required Documents all OPSC will need to begin processing your funding application. 📥 Download Completed Form **G** Go To Application Dashboard Once the application is displayed, the user will click "Upload File."

50 Appl New	C Site & D 67439 - 00 - 0 ication For Funding Construction • Site	esign Only 09 : • Form SAB 50-04 @ Design Only (Sep Apprt)	Submitted		District: 67439	PTN: 67439 - 1234 Edit DSA Number: Received Date: 01/27/2025 Sacramento City Unified • School/Site: New Unnamed High County Name: Sacramento County
Su	bmitted Ve	ersions				
	Name 🗘	Status 🗘	Version Received Date $\hat{\circ}$	Submitted By $\hat{}$	Updated 🗘	* *
	Version 1	Submitted	01/27/2025	Jane Smith	01/27/2025	Options 🔻
Dr	afts					New Blank Draft
			Nc) Drafts		
Up Fil	loaded es	Upload File 💊				

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

Upload Files

	Browse file	es	
File Name 🗘	Document Type 💲	Description 🗘	Uploaded Date 🗘
CTE Letter.pdf Successfully Uploaded	CTE Compliance (EC 1 🗸	CTE Compliance Lette 🗸	01/14/2025
1 total			

Please stay here until file upload(s) complete

Done Upload Files

Advance Funding Application for Evaluation and Response Action

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

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

								Contact Us	Setti	tings	Welcome
Public School Con	struction				¢				.	₽≡	1
					Project Reporting Beta	Resources	Grants	Enrollment Projection	Users I	District	Dash
ooard											
ndina Appli [,]	cations										
Create New SFP Fundi	ing Application 🏦 🤉	Create New Preschool/TK/FDK I	Funding Application				Q	Filter 200 applications			Search
Application Name	Project Type û	Status û	OPSC Ann # 🙃	School/Site ×	District û		Project Trac	king OPSC Received	0 La	ast Linda	ited û
application nume +	filligettight \$	Status +	or sempting	benobybite	bistilet +		i i oject i i u	or se necerved	·	ust opuu	iteu +
							Number 0				
58/67439-00-003	Adjusted Grant	Archived	58/67439-00-003	Yav Pem Suab Academy	Sacramento Cit Unified	.y	Number 0		12	2/12/202	2
58/67439-00-003	Adjusted Grant Fund Release Auth	Archived	58/67439-00-003 58/67439-00-003	Yav Pem Suab Academy Yav Pem Suab	Sacramento Ci Unified Sacramento Ci	y y	Number ≎ 67439-375	10/27/2021	12	2/12/202	2
58/67439-00-003 58/67439-00-003 58/67439-00-003 PF	Adjusted Grant Fund Release Auth PIF - SFP	Archived 50-05/70-02 Approved SAB Approved	58/67439-00-003 58/67439-00-003 58/67439-00-003	Yav Pem Suab Academy Yav Pem Suab Academy Yav Pem Suab	Sacramento Ci Unified Sacramento Ci Unified Sacramento Ci	SY SY	Number 0 67439-375 67439-375	10/27/2021 05/12/2021	12	2/12/202 1/09/202 0/27/202	2
58/67439-00-003 58/67439-00-003 58/67439-00-003 PF Request	Adjusted Grant Fund Release Auth PIF - SFP	(Archived) (50-65/70-02 Approved) (SAB Approved)	58/67439-00-003 58/67439-00-003 58/67439-00-003	Yav Pem Suab Academy Yav Pem Suab Academy Yav Pem Suab Academy	Sacramento Ci Unified Sacramento Ci Unified Sacramento Ci Unified	y y	Number 0 67439-375 67439-375	10/27/2021 05/12/2021	12	2/12/202 1/09/202 0/27/202	2
58/67439-00-003 58/67439-00-003 58/67439-00-003 PF Request Expenditure Report #1 - 100%	Adjusted Grant Fund Release Auth PIF - SFP Exp Report	Archived (50-05/70-02 Approved) (SAD Approved) (Audit In Review)	58/67439-00-003 58/67439-00-003 58/67439-00-003 58/67439-00-003	Yav Pem Suab Academy Yav Pem Suab Academy	Sacramento Ci Unified Sacramento Ci Unified Sacramento Ci Unified Sacramento Ci Unified	y y	Number 0 67439-375 67439-375 67439-375	10/27/2021 05/12/2021 12/09/2022	12 11 10	2/12/202 1/09/202 0/27/202 3/07/202	2 1 1 3

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



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

Create New Application

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



0

Please Use The Existing Application

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

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



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

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

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

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

Create New Application

Has the Applicant applied for advanced funding for Site Acquisition

and/or Design, or a Charter School Facilities Program Preliminary

Apportionment for this project/application?					
8					
You have selected "No" because this is a brand-new application for a project that has never requested a prior separate site and/or design funding approval or Charter School Facilities Preliminary Apportionment.					
On this first screen, please select the District name, Program Type (e.g. New Construction, Modernization), High School Attendance Area (if applicable), enter the Project Tracking Number, and enter a nickname for the application. The nickname is used to help you with differentiating this from other projects in your Dashboard.					
Select the District 🕜	Sacramento City Unified				
Select a funding Program Type ? Refer to Section 1859.192 for the eligibility criteria	New Construction				

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

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

Yes

No

Select High School Attendance Area	(00) District-wide 🗸 🗸
Please enter your primary Project Tracking Number (PTN #) first, followed by additional PTN #s 🕜	67439 - 1234× +PTN € Press the Enter d key to save
Please enter application nickname	NC Advance for Evaluation &
	Cancel Continue >

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



Then, the user will be asked to select the type of funding application from a list of options (e.g., *Site Only – District Owned, Site Only – Environmental Hardship, Design Only, Advance Funding for Evaluation & Response Action [RA], Site & Design Only).*

Please note that the district may contact the Financial Hardship Team for assistance if a project includes a request for financial hardship assistance.

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

Then click "Continue" to begin the application process

Create New Application	
Does the district want to apply for Financial Hardship assistance?	Yes No
Select the type of funding application:	Advance Funding for Evaluation & F
For the project will include a request for financial hardship assistance, financial hardship approval will allow the project to start with an adv drawn up. Requests for "Advanced funding for Evaluation and RA" may be requer qualify for financial hardship.	please contact the Financial Hardship Team at OPSC for assistance. Receiving ranced approval for separate site and/or design funding if plans have not been ested by both financial hardship assisted districts and districts that do not
Previous	Cancel Continue -

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

Dashboard / Application / Landing	
	Application For Funding
	Form SAB 50-04 Information and Instruction
	A district and their delegates may enter the information required for the Application for Funding (Form SAB 50-04) using this online system. Upon completion of all of the required information, the completed Form SAB 50-04 can only be submitted by the Authorized District Representative or District Superintendent.
	If applicable, all supporting documentation required as part of your funding request must be uploaded to OPSC Online prior to, or concurrently with the application submittal.
	Start Application

Site Information

The Form SAB 50-04 for a evaluation and RA project comprises of six sections (as listed on the navigation pane on the left-hand side of the screen).

SAB 50-04 Form		
	Site Info	
	Project Type	
	Additional Grant	
	Certification	
	Review	
	Submittal	

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

Dashboard / Application / Draft 1				
NC Advance for Evaluation & RA Draft Application For Funding • Form SAB 50-04 • New Construction • Advance Funding for Evaluation & RA (Sep Apprt) •				
SAB 50-04 Form	Site Info			
Site Info	Does the District have current Financial Hardship Approval?	Yes No		
Project Type	Type of Financial Hardship Request	Submittal with a school board $~~$ \sim		

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

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

- Existing Site with Additional Acreage Acquired: The project will include acquiring additional land to the existing school site.
 - When selecting this option, all fields on the Site Info page must be completed using information from the most recent CDE Site and Plan Approval letter(s).
- Existing Site with No Additional Acreage Acquired: The project will not include acquiring additional land to the existing school site.
 - When this option is selected, the school or site field on the Site Info page must be completed using the most recent CDE Plan Approval letter(s) information.

All projects must select a school site from the list of options. If a specific site is not listed, please email <u>OPSCApplicationReviewTeam@dgs.ca.gov</u> to request to add the site to the application system.

Project to be located on 🔞			Existing Site without Addition	-
The Project is at a Select the appropriate school or s	n existing scho	ool site:	Sutter Middle	~
Site Detail	School/Site Name:	Sutter Middle		
	CDS (county-district- school) Code:	6066690		
	Grade-Level:			
	Street Address:	3150 I ST.		
	City:	SACRAMENTO		
	State:	CA		
	Zip Code:	95816		

The application system requires the user to enter the approval date of the CDE Approval Letter.

Enter the available existing school site information in the fields as shown in the example below:

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

On the next page there is a zoomed-in example.

California Department of Education (CDE) Site Approval Date 🛛	09/15/2018
	MM/DD/YYYY
	You can add up to 5 Date(s)
California Department of Education (CDE) Plan Approval Date 🕜	MM/DD/YYYY
	You can add up to 5 Date(s)
Master Plan Acreage site Size (Useable)	20.50
Recommended Site size 🕜	16.80
Existing Acres (Useable)	
Proposed Acres (Useable)	7.80
	Continue 🔶

Project Type

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

Dashboard / Application / Draft NC Advance for Ev Application For Funding • Form SAB New Construction • Advance Funding f	1 valuation & RA Craft 50-04 Craft for Evaluation & RA (Sep Apprt)	
SAB 50-04 Form	Project Type	
Site Info	Select project type 🔞	Middle School 🗸
Project Type		
Additional Grant Request	← Previous	Continue 🔶

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

Additional Grant Request

In the *Additional Grant Request* section, the user will need to complete the applicable items to request additional grants with each amount that pertains to the project, as shown in the screenshot below. For any fields that do not apply to the project, enter \$0.

Additional Grant options for Site Acquisition include:

- DTSC Fee: If DTSC Fees are associated with the project, please enter 50% of the costs. See *Real Estate/Site Acquisition* section for more information.
- Hazardous Waste: If hazardous waste removal is associated with the project, please enter 50% of the costs. Districts are advised that the amount provided for site acquisition costs cannot exceed 150% of the state-funded site acquisition amount. See *Real Estate/Site Acquisition* section for more information.
- RA: If RA is associated with the project, please click "Yes." Districts are advised that the amount provided for site acquisition costs cannot exceed 150% of the state-funded site acquisition amount. See *Real Estate/Site Acquisition* section for more information.

Lastly, the district will click "Yes" and indicate the number of classrooms the district's project includes if the district received CTE program funding.

Below is a zoomed-in example.

Additional Grant Request	
50 percent Department of Toxic Substances Control (DTSC) Fee 🕢	\$ 0
50 percent hazardous waste 🔞	\$0
Response Action (RA)	Yes No
Career Technical Education Funds Request o	
Will Career Technical Education (CTE) Funds be requested for classroom(s) included in the plans and specifications for this project	Yes No
Previous	Continue 🔶

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

Certification

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

Certification

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

01/06/2020

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

Please note the user must review the entire Certification section using the scroll bar and enter all applicable entry fields before completing the required certification.

Certification

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

light and indoor air quality, the use of recycled materials and materials that emit a minimum of toxic substances, the use of acoustics conducive to teaching and learning, and the other characteristics of high performance schools; and,

- If the district is requesting an additional grant for high performance incentive funding, the school district governing board must have a resolution on file that demonstrates support for the high performance incentive grant request and the intent to incorporate high performance features in future facilities projects; and,
- If this application is submitted when there is Insufficient Bond Authority, the district has adopted a school board resolution pursuant to Section 1859.95.1; and,
- The district will comply with all laws pertaining to the construction or modernization of its school building.

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

I verify, I have read and agree to the above terms and certification information	Yes No
Date	11/18/2024
District Representative / Superintendent Phone Number	(916) 123-4567
Phone Extension (optional)	
District Representative / Superintendent Name	Jane Smith
Previous	Continue

Review

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

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

Below is a zoomed-in example.

Review

Does the District have current Financial Hardship Approval?	Yes
Type of Financial Hardship Request	Submittal with a school board resolution, pursuar to Section 1859.95.1(Insufficient Bon Authority)
Project to be located on 🕢	(required)

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

Select the appropriate school or site for this application 😮

Dashboard / Application / Draft 1		
NC Advance for Eva Application For Funding • Form SAB 50 New Construction • Advance Funding for	Iuation & RA 🥜 Draft -04 @ Evaluation & RA (Sep Apprt)	
SAB 50-04 Form	Review	
Project Type	Site Info	
Additional Grant Request	Does the District have current Financial Hardship Approval?	Yes
Certification	Type of Financial Hardship Request	Submittal with a school
Review		board resolution, pursuant to Section
Submittal		1859.95.1(Insufficient Bond Authority)

I verify, I have read and agree to the above terms and certification information	Yes
District Representative / Superintendent Name	Jane Smith
District Representative / Superintendent Phone Number	(916) 123-4567
Phone Extension (optional)	(not answered)
Date	11/18/2024
	Edit Page →
Previous	Continue 🗲

Submit and Upload Documents

Next, the user will continue to the *Submittal* page. The district will complete the final certification and upload all supporting documents in this section. The user may click the blue "Upload file(s)" button to upload files of any supporting documentation for this application.
NC Advance for Eva Application For Funding • Form SAB 50- New Construction • Advance Funding for I	Iuation & RA 🥜 Draft 04 @ Evaluation & RA (Sep Apprt)
SAB 50-04 Form	Submittal
Site Info	This State Allocation Board School Facility Program Application for Funding is being submitted electronically via OPSC Online.
✓ Project Type	 Requests may only be submitted by a School District Superintendent, Authorized School District Representative, Charter School Representative, or, loint Power Authority (JPA) Representative who is signed in to OPSC Online with their corresponding OPSC Online
Additional Grant Request	User ID. Submittal from these accounts is considered to be a unique electronic signature for purposes of Application for Funding submittals. A printed, wet-signature request does not need to be mailed to OPSC. Districts and OPSC staff will be able to access uploaded files at any time and can upload new version or additional files at any time
Certification	Once an applicant has upload a file, the file cannot be removed by the applicant.
C Review	I have uploaded all required documents required on the Application for Funding OPSC Application Submittal Checklist.
Submittal	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 Join Power Authority Representative, that I have reviewed the request and that the information certified on this request is true and correct; and that I am the School District Superintendent, Authorized School District Representative, Charter School Representative or Joint Power Authority Representative.
	✓ Submit Paperless Application

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

Below is a zoomed-in example.

Upload Files			×
	Brov	vse files	
File Name 🗘	Document Type 🗘	Description 🗘	Uploaded Date 🗘
CDE Site Approval.pdf Successfully Uploaded	California Departmen	♥ Final Site Approval Le ♥	01/14/2025
ARBBA Resolution.pdf Successfully Uploaded	Local Board Resolutio	✓ Beyond Bond Authori ✓	01/14/2025
Appraisal.pdf Successfully Uploaded	Site Acquisition	✓ Appraisal of Property ✓	01/14/2025
3 total			
Please stay here until file uploa	ad(s) complete		Done Upload Files

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

Reminder: only an Authorized District Representative can submit the application

Below is an example of the OPSC Online application page.

Dashboard / Application / Draft 1	
NC Advance for Eval Application For Funding • Form SAB 50-0 New Construction • Advance Funding for E	Luation & RA 🥜 Draft Main & RA (Sep Apprt)
SAB 50-04 Form	Submittal
Site Info	This State Allocation Board School Facility Program Application for Funding is being submitted electronically via OPSC Online.
Project Type	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 UPD Scherberg Long the authority (Jean Authority (Jean Authority))
Additional Grant Request	User ID. Submittal from these accounts is considered to be a unique electronic signature for purposes of Application for Funding submittals. A printed, wet-signature request does not need to be mailed to OPSC. • Districts and OPSC staff will be able to access unbaded files at any time and can unload new version or additional files at any time.
Certification	Once an applicant has upload a file, the file cannot be removed by the applicant.
📀 Review	I have uploaded all required documents required on the Application for Funding OPSC Application Submittal Checklist.
Submittal	Upload file(s) All uploaded files for this application are always available on the Application Dashboard.
	I certify, as the School District Superintendent, Authorized School District Representative, Charter School Representative, or Joint Power Authority Representative, that I have reviewed the request and that the information certified on this request is true and correct; and that I am the School District Superintendent, Authorized School District Representative, Charter School Representative, or Joint Power Authority Representative.
	Submit Paperless Application

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

Below is an example of the OPSC Online application page.

50 / 67439 - 00 - 010 Application For Funding • Form SAB 50-0 New Construction • Advance Funding for E	04 🤨 vvaluation & RA (Sep Apprt)	
SAB 50-04 Form	Submittal	
 Site Info Project Type Additional Grant Request 	This paperless application was successfully sub Your Application #: 50/67439-00-010 Submittal Date: 01/28/2025	mitted to OPSC.
Certification	What's Next	Application Options
📀 Review	Please review this application's uploaded documents on the Application Dashboard to ensure all required application documents are unloaded and properly named. Required	
Submittal	documents not uploaded within 7 working days after the submittal date 2025-01-28 07:26 AM will lead to the application being rejected.	Ensure your application is compl by uploading any remaining documents now
	The completed State Allocation Board form can be downloaded here at anytime but is no longer necessary to sign and mail in. A complete paperless submission is all OPSC will need to begin processing your funding application.	Review Required Documents
		📥 Download Completed Form
		Go To Application Dashboard

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

Below is a zoomed-in example.

Submittal

Other paperless application was successfully submitted to OPSC.Your Application #:50/67439-00-010Submittal Date:01/28/2025						
What's Next Please review this application Dashboard to ensure all requi properly named. Required doo submittal date 2025-01-28 07: The completed State Allocatio but is no longer necessary to s all OPSC will need to begin pro	's uploaded documents on the Application red application documents are uploaded and cuments not uploaded within 7 working days after the 26 AM will lead to the application being rejected. In Board form can be downloaded here at anytime ign and mail in. A complete paperless submission is occessing your funding application.	Application Options				

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

Submittal

This paperless application was successfully submitted to OPSC.

Your Application #: Submittal Date: 50/67439-00-010 01/28/2025

What's Next

 Please review this application's uploaded documents on the Application

 Dashboard to ensure all required application documents are uploaded and

 properly named. Required documents not uploaded within 7 working days after the

 submittal date 2025-01-28 07:26 AM will lead to the application being rejected.

 The completed State Allocation Board form can be downloaded here at anytime

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

Application Options

Upload Remaining Files

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

Review Required Documents

📥 Download Completed Form

G Go To Application Dashboard

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

NC Advance for Evaluation & RA Committed 50 / 67439 - 00 - 010 Application For Funding · Form SAB 50-04 O New Construction · Advance Funding for Evaluation & RA (Sep Apprt) County Na					PTN: 67439 - 1234 Ed DSA Numbe Received Date: 01/28/202 acramento City Unified • School/Site: Sutter Middl County Name: Sacramento Count	
Sı	Ibmitted Version	S				
	Name û	Status 🗘	Version Received Date $\hat{\circ}$	Submitted By 🗘	Updated 🗘	٥
	Version 1	Submitted	01/28/2025	Jane Smith	01/28/2025	Options 👻
Dr	afts		N	No Drafts		New Blank Draft
Up Fil	bloaded	Upload File 8	1			

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

Upload Files

	Browse f	iles	
File Name 🗘	Document Type 🗘	Description 🗘	Uploaded Date 🗘
CTE Letter.pdf Successfully Uploaded	CTE Compliance (EC 1 🗸	CTE Compliance Lette 🗸 🗸	01/14/2025
1 total			
Please stay here until file unloa	ad(s) complete		Done Unload Files

Real Estate/Site Acquisition

- Actual Cost This cost is the price the District/COE paid for the site.
- Appraised Value This cost is based on a valid appraisal with a valuation date within six months of the OPSC received date for the application. See Regulation Section 1859.74.1 for what constitutes a valid appraisal.
- Relocation cost. This cost pertains to displaced businesses and residents when the site is acquired through imminent domain or for the relocation of a district facility that will be displaced by a district-owned site application. The cost must conform to Title 25, California Code of Regulations, Section 6000, et seq.
- 2 percent. Provides funding for appraisal, escrow, survey, site testing, CDE review/approvals and the preparation of the POESA and the PEA.
- Department of Toxic Substances Control (DTSC) Fee: Fees paid for the DTSC for review, approval, and oversight of the Phase One Environmental Site Assessment (POESA) and Preliminary Endangerment Assessment (PEA).
- Hazardous Waste: This grant is provided to a district when hazardous materials/waste removal and/or remediation work is required by DTSC and was completed for the project. Eligible amount provided for hazardous waste costs cannot exceed 150% of the state-funded site acquisition amount.
- Response Action (RA): Indicates a RA was required by DTSC.







OPSC ONLINE USER GUIDE



Section 5. Expenditure Reporting and Substantial Progress

Form SAB 50-06 Expenditure and Substantial Progress Reports

Substantial Progress Report

Substantial Progress reporting requirements are determined by type and date of apportionments and their subsequent fund releases. School districts must show Substantial Progress within 18 months of receiving an SFP fund release. The specific type of Substantial Progress evidence required for a project is determined by the type of apportionments. The Substantial Progress report can be submitted in OPSC Online after funds are received and the project has met the substantial progress requirements based on apportionment type.

Expenditure Report

The SFP requires school districts to submit an *Expenditure Report* (Form SAB 50-06) and a *Detailed Listing of Project Expenditures* (DLOPE) one year after receiving the initial fund release for the project. Annual expenditure reports are required until the project's completion or until three years have elapsed from the final fund release for elementary schools, and four years for middle/high schools, whichever comes first. The Form SAB 50-06 can be submitted in OPSC Online after funds are received and the accompanying DLOPE is uploaded.

Creating a link for Form SAB 50-06 Expenditure Report or Substantial Progress Report In order to submit the Substantial Progress report and Form SAB 50-06 Expenditure Report in OPSC Online, the user will login to their OPSC Online account.

From the Dashboard page, locate the appropriate application number from the list displayed. Or type in the application number and click *Search All.* The application number should be entered with the slash after the first two digits and dashes thereafter.

OPSC Online will display the application number. Click on the application number.

Das	shboard												
F	unding Applications												
	Create New SFP Funding Application	Create New Presch	ool/TK/FDK Funding Application					۹	57/67439-00-0	077			Search All
	Application Name $\hat{\circ}$	Project Type 🗘	Status Y	OPSC App # 🗘	School/Site $\hat{\cdot}$	District $\hat{\cdot}$	DSA Number $\hat{\cdot}$			Project Tracking Number 0	OPSC Received	C Last Upd	ated 0
	GA 57/67439-00-077	Grant Agreement	SAB Approved	57/67439-00-077	American Legion High	Sacramento City Unified				67439-347	07/06/2023	07/06/20	23
	American Legion High	MOD	SAB Approved	57/67439-00-077	American Legion High	Sacramento City Unified				67439-347	10/17/2019	06/28/20	13
	American Legion HS Mod	Fund Release Auth	50-05/70-02 Approved	57/67439-00-077	American Legion High	Sacramento City Unified				67439-347	07/26/2023	08/03/20	23
	200 Apps Total Items Per Page	25 🗸									1	First Prev 1	Next Last
												Ехро	t To Excel

OPSC Online Dashboard Page:

Once the application has opened, click on the blue "Create Linked 50-06" under the Expenditure Report/Form SAB 50-06 on the left-hand navigation.

OPSC Online-Application Page:

🎰 ີ Pັ້ນັ່ນວິເຣ School Construction					
Dashboard / Application					
57/67439-00-077	American Legion High SAB Approved 57 / 67439 - 00 - 077 Application For Funding • Form SAB 50-04 Medgeministica - Eul Genet				
50-04 Create Linked 50-04					
American Legion High	Submitted Versions				
State Allocation Board Approved	Name 🗘	Status 🗘	Version Received Date $\hat{\circ}$		
	Version 5	SAB Approved	05/22/2023		
Grant Agreement	Version 4	Superseded	05/19/2023		
	Version 3	Superseded	05/19/2023		
GA 57/67439-00-077	Version 2	Superseded	05/09/2023		
State Allocation Board Approved Grant Agreement	Drafts	Superseded	10/17/2019		
Create Linked PIF Cert You are eligible for the current Priority Funding round. Please create a linked PIF Certification to submit a PIF request.	Uploaded Files	Upload File	5		
Fund Release Authorization/Form SAB 50-05 Create Linked 50-05	CDE Letter: Final Plan Ap	proval			
American Legion HS Mod 50-05/70-02 Approved Fund Release Authorization	CDE Ltr 5-16-18 Apr 21, 2023 Cost Estimate Cost Estimate 57-67439-00-077. May 10, 2023 Cost Estimate . 57-67439-00- Cost Estimate 8-29-18 Apr 21	9-30-18.PDF Cost Estimate 9-30-18 077 . 08-29-18 .pdf			
Expenditure Report/Form SAB 50-06	CTE Letter: High Schools CTE Letter Sacramento City Unifi	or Unified Districts ed District 57-67439-00-077. 08-30-17.pdf			

After clicking "Create Linked 50-06", scroll to the top of the page. On the *Create Linked Application* page, the application type defaults to *Substantial Progress / Expenditure Report 50-06.* Select the type of progress report from the *Please select an option* dropdown: SAB 50-06 Expenditure Report, Substantial Progress - Design, Substantial Progress - Adjusted Grant or Substantial Progress - Separate Site. Select applicable funding application phase. An application nickname must be entered. Click *Create Linked App* to create the linked application.

Create Linked Application page:

Create Linked Application	
Select a linked application type	Substantial Progress / Expenditure Report 50-06
Please select the type of progress report	Please select an option
Select at least one submitted funding application phase to link to this 50-06:	Please select an option SAB 50-06 Expenditure Report Substantial Progress - Design Substantial Progress - Adjusted Grant
Please enter application nickname	Substantial Progress - Separate Site
	Clear Create Linked App

Create Linked Application	
Select a linked application type	Substantial Progress / Expenditure Report 50-06
Please select the type of progress report	SAB 50-06 Expenditure Report
Select at least one submitted funding application phase to link to this 50-06:	> 🔽 Full Grant (American Legion High)
Please enter application nickname	Expenditure Report
	Clear Create Linked App

Submitting a Substantial Progress Report

To complete a Substantial Progress report: Select appropriate Substantial Progress report from the type of progress report dropdown: Substantial Progress - Design, Substantial Progress - Adjusted Grant, or Substantial Progress - Separate Site. Select applicable funding application phase. Enter an application nickname. Click Create Linked App to create the linked application.

57/67439-00-077 Modernization	Create Linked Application	
50-04	Select a linked application type	Substantial Progress / Expenditure Report 50-06 🛛 🗸
Create Linked 50-04		
American Legion High	Please select the type of progress report.	Substantial Progress - Adjusted Grant 💙
>		
SAB Approved	Select at least one submitted funding application phase to link to this 50-06:	Full Grant (American Legion High)
MOD		
Grant Agreement	Please enter application nickname	Substantial Progress
GA 57/67439-00-077		Clear Create Linked App
>		
SAB Approved		

Create Linked Application page:

This will create a Substantial Progress draft on the OPSC Online Application page. Click on the created draft under Expenditure Report/Form SAB 50-06 in left hand navigation. The application will be blue when selected, scroll to the top of the page, then click on the draft on the application screen to fill out the form.

Substantial Progress Application Screen:

Dashboard / Application 57/67439-00-077 Substantial Progress Checklist	Substantial Progr Substantial Progress • Adjusted G	ress 🥜 Draft			
American Legion High	Submitted Versions	3		No Submitted Versions	
Grant Agreement	Drafts				
GA 57/67439-00-077	Name © Draft 1	Status C	Created By C	Last Edited By 0	Updated 0
State Allocation Board Approved Grant Agreement	Uploaded Files	Upload File 💊			
Create Linked PIF Cert You are eligible for the current Priority Funding round. Please create a linked PIF Certification to submit a PIF request.	No File	15			
Fund Release Authorization/Form SAB 50-05					
American Legion HS Mod S0-05/70-02 Approved Fund Release Authorization					
Expenditure Report/Form SAB 50-06					
Substantial Progress > Draft Adjusted Grant					

By default, OPSC Online will open to the form review page to view all previously entered data for the selected form version. Click Edit Page to start filling in each section.

OPCS Online-Draft page:

Substantial Progress • Adjusted Grant Progre	ss Report 📀		PTN: 67439 - 347 Edit District: 67439 Sacramento City Unified • School/Site: American Legion High County Name: Sacramento County
Sub. Prog / 50-06 Adjusted Grant Progress Rep Certification Review	Review Image: Adjusted Grant Progress Report		Options Duplicate As New Draft Upload file(s) for this application Preview Form Substantial Progress
Submittal	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.	(not answered) (not answered) (not answered) (required) (Please enter values in at least one section) Edit Page →	Manage Entire Application

Complete the Adjusted Grant Progress Report by selecting the applicable activity completed that is evidence the district has met the substantial progress requirement and click Continue. You must click Continue to save your progress.

OPCS Online-Draft page:

ubstantial Progress • Adjusted Grant Pro	ogress Report 📀	
Sub. Prog / 50-06	Adjusted Gran	t Progress Report
Adjusted Grant Progress Re	0	At least 75 percent of all site development work that is necessary prior to building construction activity is complete.
Review		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.
	0	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.

Complete all information on the Certification page. Note, only the authorized District Representative or Superintendent can select "Yes" to the certification and continue to the submittal screen. The District Representative/Superintendent should review the entire application and should verify the information reported is true and correct prior to selecting "Yes" to complete the Certification page. You must click *Continue* to save your progress and advance to the review page.

Substantial Progress Substantial Progress • Adjusted Grant Progre	Draft ess Report	Di
Sub. Prog / 50-06	Certification	
Adjusted Grant Progress Rep	Preparer's Information	
Certification	Preparer's Name	Preparer
Review	Preparer's Title	Facilities Cost Analyst
Submittal	Preparer's Email	preparer@sacramento.edu
	Preparer's Phone	(916) 333-4000
	I verify, I have read and agreed to the above terms and certification information	Yes No
	District Representative / Superintendent Name	District Representative
	District Representative / Superintendent Phone Number	(916) 333-4000
	Phone Extension (optional)	
	Date	08/01/2024
	Previous	Continue 🔶

OPCS Online-Draft Certification page:

On the review page, you can return to any section to make changes before submitting the school district's Substantial Progress report. Click on Edit Page to return to a section. Changes will be saved once Continue is clicked.

OPCS Online-Draft Review page:

og / 50-06	Review
ted Grant Progress Rep	
cation	 Adjusted Grant Progress Report
w	
ittal	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, Yes
	unless the building construction activities are delay as a result of necessary site development work.
	All construction activities are at least 50 percent complete. No
	Other evidence satisfactory to the State Allocation Board of circumstances beyond the control of the district that precludes substantial progress being
	met. The district has uploaded a narrative explanation and supporting documentation to this form. (not answered)
	Edit Page →
	 Certification
	Benneric Information
	Preparer's Information Preparer Preparer
	Preparer's Title Facilities Cost Analyst
	preparer@sacramento.edu
	Preparer s Email
	Preparer's Phone
	I verify, I have read and agreed to the above terms and certification Yes information
	District Representative / Superintendent Name District Representative
	District Representative / Superintendent Phone Number (916) 333-4000
	Phone Extension (optional) (not answered)
	Date 08/01/2024

Once the authorized user has verified that everything is complete and correct, the user will review the terms and conditions, agree, and consent by checking the boxes, upload any required file(s), and click Submit Paperless Application. Even if there are no files to upload, the box needs to be checked as acknowledgement of applicable requirement. All form sections in the left box must have a green checkmark in order to submit the application. Only the authorized District Representatives or Superintendent may submit the report.

OPCS Online-Draft Submittal page:

Substantial Progress Substantial Progress • Adjusted Grant Prog	ress Report 📀	D
Sub. Prog / 50-06 Adjusted Grant Progress Rep Certification Review Submittal Submittal Submittal Submittal 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 env version or additional files at any time. • Once an applicant has upload a file, the file cannot be removed by the applicant. • Failure to attach a narrative explanation and/or supporting documentation, when Subsection 1859.105(C)(4) or 1859.105(A)(4) is identified, will render the substantial progress report incomplete and unacceptable. Additional documentation may be requested to ensure the District has made progress toward the completion of the project. • Failure to attach the Detailed Listing of Project Expenditures (DLOPE) will render the expenditure report incomplete and unacceptable.	
	 I have uploaded the DLOPE that supplements the Form SAB 50-06 or any applicable required documentation per SFP Regulation 1859.104 or 1859.105. Upload file(s) All uploaded files for this application are always available on the Application Dashboard. I certify, as the School District Superintendent, Authorized School District Representative, Charter School Representative, or Joint Power Authority Representative, that I have reviewed the reports and that the information certified on this report is true and correct; and that I an the School District Superintendent, Authorized School District Representative, Charter School Representative or Joint Power Authority Representative. 	2

Once the paperless application is submitted, the user will receive a confirmation page and an opportunity to upload any remaining files, review required documents and download a copy of the completed form.

OPCS Online-Submittal Confirmation page:

7 / 67439 - 00 - 077 Ibstantial Progress • Adjusted Grant Progr	ress Report 0	
Sub. Prog / 50-06	Submittal	
Adjusted Grant Progress Rep Certification Review	This paperless application was successfully subr School Construction (OPSC). Your Application #: 57/67439-00-077 Submittal Date: 04/25/2025	nitted to Office of Public
Submittal	What's Next Please review this application's uploaded documents on the Application Dashboard to ensure all required application documents are uploaded and properly named. Required documents not uploaded within 7 working days after the submittal date 2025-04-25 09:58 AM will lead to the application being rejected. The completed State Allocation Board form can be downloaded here at anytime but is no longer necessary to sign and mail in. A complete paperless submission is all Office of Public School Construction (OPSC) will need to begin processing your funding application.	Application Options Upload Remaining Files Finure your application is complete by uploading any remaining documents now. Review Required Documents Download Completed Form G Go To Application Dashboard

Return to the application dashboard by selecting "Go to Application Dashboard". The application status will now be Submitted.

Substantial Progress Application page:

Substantial Progree 57 / 67439 - 00 - 077 Substantial Progress • Adjusted Gran	ess / Submitted		
Submitted Versions			
Name 🗘	Status 🗘	Version Received Date $\hat{\circ}$	Submitted By $ \hat{} $
Version 1	Submitted		External User
Drafts			
			No Drafts
Uploaded Files	Upload File 🛛 🗞		
No Fil	es		

Submitting an Expenditure Report

To complete an Expenditure Report: Select SAB 50-06 Expenditure Report from the type of progress report dropdown. Select applicable funding application phase. Enter an application nickname. Click Create Linked App to create the linked application.

Public School Construction	n	C Project Reporting _{Beta}	Resources	Grants	Enrollment Projection	U sers	District	A Dashboard	1
Dashboard / Application 57/67439-00-077 Modernization 50-04	Create Linked Application Select a linked application type				Substantial Progres	s / Expend	iture Report	50-06	~
Create Linked 50-04 American Legion High	Please select the type of progress report				SAB 50-06 Expendi Please select an op SAB 50-06 Expendi	ture Repor ition ture Repo	t	×	~
SAB Approved MOD Grant Agreement	Select at least one submitted funding application phase to link to this 50-06: Please enter application nickname				Substantial Progre Substantial Progre Substantial Progre	ss - Desigi ss - Adjust ss - Separ	n ted Grant ate Site		
GA 57/67439-00-077						Clear	Create	Linked App	

Create Linked Application page:

Create Linked Application page:

Create Linked Application	
Select a linked application type	Substantial Progress / Expenditure Report 50-06
Please select the type of progress report	SAB 50-06 Expenditure Report 🗸
Select at least one submitted funding application phase to link to this 50-06:	Full Grant (American Legion High)
Please enter application nickname	Expenditure Report
	Clear Create Linked App

This will create a SAB 50-06 Form Expenditure Report draft on the OPSC Online Application page. Click on the created draft under Expenditure Report/Form SAB 50-06 in left hand navigation. The application will be blue when selected, scroll to the top of the page, click on the draft on the application screen to fill out the form.

SAB 50-06 Expenditure Report Application Screen:

Dashboard / Application		
57/67439-00-077 Expenditure Report	Expenditure Report 🖌 Draft	
50-04		
American Legion High	Submitted Versions	
MOD	Drafts	
Grant Agreement		
GA 57/67439-00-077	Name 0 Status 0 Created By Draft 1 Draft 1 External Us	0 01
State Allocation Board Approved Grant Agreement	Uploaded Files	
	No Files	
Create Linked PIF Cert You are eligible for the current Priority Funding round. Please create a linked PIF Certification to submit a PIF request.		
Fund Release Authorization/Form SAB 50-05		
American Legion HS Mod S0-05/70-02 Approved Fund Release Authorization		
Expenditure Report/Form SAB 50-06		
Expenditure Roport		
Draft Exp Report		
Substantial Progress		
Adjusted Grant		

By default, OPSC Online will open to the form review page to view all previously entered data.

OPCS Online-Draft page:

Dashboard / Application / Draft 3	Expenditure Report Expenditure Report • SAB 50-06 •	Draft	
	SAB 50-06 Form Expenditure Report Certification	eview Expenditure Report	
(Review Submittal	Enter the related DSA Application Number(s) Enter Period Ending Date	02-116158 (required)
		Enter Report Number Enter CDS Number	(required) (not answered)

Scroll down and click *Edit Page* in the Expenditure Report section to start entering information in the section.

OPCS Online-Draft page:

SAB 50-06 Form	Project Expenditures : Previous	(required) Options
Certification	Enter val Project Expenditures : Current	id value up to 999,999,999,000 Q: Duplicate As New Draft (required) Q: Dupload file(s) for this application Image: Comparison of the second
Review	Project Expenditures : Total (n	iotanswered) O Manage Entire Application
Submittal	Will this project reduce the grant of a future School Facility Program (SFP) financial hardship project which has not yet been apportioned?	(required)
	First : Related Project	(required)
	Second : Related Project (n	ot answered)
	First : Savings Amount	(required)
	Second : Savings Amount (n	iot answered)
		idit Page →
	• Certification	
	I certify, as the District Representative, that the information reported on this form is true and correct and that:	

In the SAB 50-06 Form list on the left, the required pages that need to be completed are identified with an exclamation point icon or are missing a green check mark. All required information is identified with instructions in red text.

50-06 Form	Expenditure Report			
Expenditure Report	Enter the related DSA Application Number	(s)	02-11516	i9 ×
Certification			+ DSA Ap	p #s
view			Press the You can add	Enter d key to save up to 5 Values(s)
ubmittal	Enter Period Ending Date		MM/DD/Y	YYY
			This field is r	required
	Enter Report Number			
			This field is r	required
	Enter CDS Number			
	Enter the percent of Project Complete			
			This field is r	required
	Enter the Notice to Proceed Issue Date		N/A MIN	I/DD/YYYY
			This field is r	required
	Enter the Notice of Completion Date		MM/DD/Y	YYY
		Previous Report 0	Report Period 🛛	Total to Date
	District Funds or Joint-Use Partner(s)			\$ O
	Contribution	Enter valid value up to	This field is required	

Enter information in all required fields to complete the Expenditure Report and click *Continue*. When entering the DSA application number(s), press enter key to save to blue.

	Enter the related DSA Application Number(s)	\rightarrow	02-11615	8×
				+ DSA App	p #s
50-06 Form				Press the You can add	Enter d key to save up to 5 Values(s)
xpenditure Report	Enter Period Ending Date			08/08/202	24
ertification	Enter Report Number			1	
eview	Enter CDS Number			34 67439	3435419
Jbmittal	Enter the percent of Project Complete			100	
	Enter the Notice to Proceed Issue Date			N/A 12/	05/2016
	Enter the Notice of Completion Date			04/20/201	18
		Previous Report 🛛	Report Period	0	Total to Date
	District Funds or Joint-Use Partner(s) Contribution	\$ 0	\$ 555,893		\$ 555,893
	State Funds	\$0	\$ 370,595.33	ţ	\$ 370,595.33
	Interest Earned	\$ 0	\$ 0		\$ 0
	Project Expenditures	\$ 0	\$ 1,000,000		\$ 1,000,000
	Will this project reduce the grant of a future	School Facility Program (SFP)	financial	Yes No	

Tip: If the Notice to Proceed Issue Date is not applicable (e.g. construction has not commenced or Design project), click the "N/A" toggle. The Notice to Proceed Issue Date is no longer a required field.

SAB 50-06 Form	Expenditure Report	
Expenditure Report Certification	Enter the related DSA Application Number(s)	+ DSA App #s Press the Enter & key to save You can add up to 5 Values(s)
Review Submittal	Enter Period Ending Date	08/08/2024
Submitter	Enter Report Number	1
	Enter CDS Number	34 673439 3435419
	Enter the percent of Project Complete	10
	Enter the Notice to Proceed Issue Date	N/A MM/DD/YYYY
	Enter the Nc Enter the Notice to Proceed Issue Date	N/A

Complete all information on the Certification page. Note, only the authorized District Representative or Superintendent can select "Yes" to the certification and continue to the submittal screen. The District Representative/Superintendent should review the entire application and should verify the information reported is true and correct prior to selecting "Yes" to complete the Certification page. You must click Continue to save your progress and advance to the review page.

Expenditure Report xpenditure Report • SAB 50-06 @	t 🥜 Draft		
SAB 50-06 Form	Certification		
 Expenditure Report 	I certify, as the District Representative, that the information reported on this form is	s true and that:	
Certification	I am designated as an authorized district representative by the governing board of	of the district; and,	
Review	 under penalty of perjury, under the laws of the State of California, the foregoing si Public Contract Code was adhered to in the construction of this project; and, 	tatements are true and correct, and that the	
Submittal	 this form is an exact duplicate (verbatim) of the form provided by Office of Public should exist, then the language in the OPSC form will prevail. 	School Construction. In the event a conflict	
	I verify, I have read and agreed to the above terms and certification information	Yes No	
	Preparer's Name	Preparer	
	Preparer's Title	Chief Business Official	
	Preparer's Email	preparer@sacramento.edu	
	Preparer's Phone	(916) 333-4000	
	District Representative / Superintendent Name	District Representative	
	District Representative / Superintendent Phone Number	(916) 333-4000	
	Phone Extension (optional)		
	Date	08/30/2024	

OPCS Online-Draft Certification page:

On the review page, verify that everything is complete and correct. All field sections in the left SAB 50-06 Form list must have a green checkmark indicating no required information is missing. You can return to any section to make changes before submitting the Expenditure Report form, Click on Edit Page to return to a section to make a correction. Changes will be saved once Continue is clicked.

SAB 50-06 Form	Second : Savings Amount	(N/A)
Expenditure Report Certification		Edit Page →
Review	Certification	
Submittal	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	Preparer
	Preparer's Title	Chief Business Official
	Preparer's Email	preparer@sacramento.edu
	Preparer's Phone	(916) 333-4000
	District Representative / Superintendent Name	District Representative
	District Representative / Superintendent Phone Number	(916) 333-4000
	Phone Extension (optional)	(not answered)
	Date	08/30/2024
		Edit Page →

OPCS Online-Draft Review page:

On the submittal page, click on the blue Upload file(s) button to upload the Detailed Listing of Project Expenditures (DLOPE) and any other expenditure reporting documents. The DLOPE must be uploaded and submitted with the Expenditure Report Form SAB 50-06 to be considered a complete expenditure report.

Public School Constru	ruction					Bacauree
Dashboard / Application / I	Draft 1 Expenditure Report Expenditure Report • SAB 50-06 @	t 🖌 D	aft	1010	r oject reporting pos	D
	SAB 50-06 Form Expenditure Report Certification Review Submittal	Sul opsc uploa	now accepts State Allocation Board School Facility Program forms to be d all required documents prior to submittal below. Reports may only be submitted by a School District Superintendent, Au Representative, or Joint Power Authority (JPA) Representative who is si User ID. Submittal from these accounts is considered to be a unique ele Expenditure Report (Form SAB 50-60) submittals. A printed, wet-signat Districts and OPSC staff will be able to access uploaded files at any time Once an applicant has upload a file, the file cannot be removed by the Failure to attach a narrative explanation and/or supporting documenta identified, will render the substantial progress report incomplete and u ensure the District has made progress toward the completion of the pro Failure to attach the Detailed Listing of Project Expenditures (DLOPE) w unacceptable.	submitted electronically ithorized School District R igned in to OPSC Online w ectronic signature for purp ure report does not encode and can upload need up applicant. dion, when Subsection 18 macceptable. Additional c oject.	via this system. Applicants n tepresentative, Charter Sche rith their corresponding OPS poses of Substantial Progres to be mailed to OPSC. sion or additional files at an sion of addition	nust kol kC Online s and y time. 4) is ested to
			I have uploaded the DLOPE that supplements the Form SAB 50-06 or a 1859-104 or 1859-105. Upload file(s) All uploaded files for this application are always a I certify, as the School District Superintendent, Authorized School Dist Power Authority Representative, that I have reviewed the reports and correct; and that I am the School District Superintendent, Authorized or Joint Power Authority Representative.	my applicable required de wailable on the Applicatic trict Representative, Char that the information cert School District Represent	ocumentation per SFP Regul on Dashboard. ter School Representative, o fifed on this report is true an ative, Charter School Repres	r Joint d sentative,

OPCS Online-Draft Submittal page:

Browse for the file or drag and drop the file in the field.

	Upload Files				×	
			Browse files			
	File Name 0	Description $\hat{\boldsymbol{v}}$	Document Type 🗘	Created 🗘	Last Modified 0	2
a ap	Please stay here until fil	ie upload(s) complete			Cancel Upload Files	_

Choose from the Document Type drop down *Audit*. Choose from the Description drop down *Detailed Listing of Project Expenditures (DLOPE)*. Then click on the *Upload Files* button.

• If there is not a description option available for the type of file you are uploading (e.g. cover letter, expenditure proration methodology), please use choose from the document type dropdown *Other*.

SAB 50-06 Form	Submittal		Brows	se files	
Certification	OPSC now accepts upload all require Reports ma Representa	File Name 🗘	Document Type 🗘	Description 0	Uploaded Date 🗘
Review	User ID. Sul Expenditur	57-67439-00-077 DLOPE.xlsx Remove	Audit	•	✔ 04/24/2025
Submittal	Districts an Once an ap Failure to a identified, 1 ensure the Failure to a unacceptat	1 total		Please make a select Detailed Listing of Pr DVBE Expenditure Report (Expenditure Report (ion oject Expenditures (DLOPE) Form SAB 50-06) Form SAB 70-03)
	I have upl 1859.104 or Upload fi	Please stay here until file upload 1859.105. All uploaded files for this a	s) complete pplication are always available (Qualification Apprais Schedule of FDK - De Schedule of FDK - Us Schedule of SFP - De	al/Selection Process etermination of Project Savings/Overs we of Savings termination of Project Savings/Oversp
	I certify, as Power Auth correct; and or Joint Pow	the School District Superintendent, ority Representative, that I have rev I that I am the School District Super wer Authority Representative.	Authorized School District Repr iewed the reports and that the i intendent, Authorized School D	schedule of SFP – Us substantial Progress Substantial Progress Substantial Progress	e of Savings Checklist – Separate Design Checklist – Separate Site or Adjusted (-Other Evidence Narrative

OPCS Online-Draft Submittal File Upload page:

Jpload Files			>
	Br	owse files	
File Name 🗘	Document Type $\hat{~}$	Description 🗘	Uploaded Date 🗘
57-67439-00-077 DLOPE.xlsx Remove	Audit	✓ Detailed Listing of Pro	♥ 04/24/2025
1 total			
Please stay here until file upload(s) complete		Cancel Upload Files

Once the authorized user has verified that everything is complete and correct, the user will review the terms and conditions, agree, and consent by checking the boxes, upload any required file(s), and click *Submit Paperless Application*. All field sections in the left SAB 50-06 Form list must have a green checkmark in order to submit the application. Only the authorized District Representatives or Superintendent may submit the expenditure report.



OPCS Online-Draft Submittal page:

Once the paperless application is submitted, the school district will receive a confirmation page, have an opportunity to upload any remaining files, and be able to download a copy of the completed form.

OPCS Online-Submittal Confirmation page:



To prepare a Detailed Listing of Project Expenditures (DLOPE): Prior to submitting the SAB 50-06 Expenditure Report, the school district is required to upload the DLOPE that supplements the SAB 50-06.

A useable reference template of the DLOPE is available on the OPSC website and is linked here: <u>Detailed Listing of Project Expenditures(DLOPE)</u>. The DLOPE template is an Excel worksheet which may be used to assist in reporting project expenditures.

In addition to instructions, the Excel worksheet consists of five tabs: Planning, Site, Relocation Assistance, Construction and Savings. The key requirements in completing the DLOPE:

- a. The list of project expenditures should reflect all expenditures for the project by warrant numbers, warrant dates, warrant payees, warrant amounts, and specific descriptions of the expenditures, as required on the Form SAB 50-06. The description of expenditures must provide enough detail for the local auditors to verify that all project expenditures are applicable to the project and that the expenditures have been recorded in the proper cost categories.
- b. Total project expenditures on the Form SAB 50-06 must agree with the total amount of individual expenditures reported on the DLOPE.

Screen capture of DLOPE worksheet - Planning tab:

A	В	С	D	E	F	G	н	1	J	К	L	М	
EXPENDITURE	WORKSHEET											SCHOOL F/	ACILITY PROGRAM
DETAILED LISTING	OF PROJECT EXPENDITU	RES											ACE 05
SCHOOL DISTRICT	G (HeV. orZ3r1r)				_	COUNTY:		DDD. FCT NI MRED		DEDIDITINI MRED-		P	AUCUF
CONDOL DISTRICT.						COOMT .		THORE THOMAS IN		ner off noriber.			
0.175	6 H 100		1011111000	C	00.000	100 17071	0010000	005 5550	51500 LUU 100	005 1910 17070	0710000000	00000000000000	
DATE	PAYEE	NUMBER	APININUMBER	CODE	CODE	ENGINEERING FEES	USAFEES	CUEFEES	ENERGY ANALYSIS	PRELIMINARY TESTS	UTHERCUSTS	DESCRIPTION/PORPOSE	
und Source Identif	fication											TOTAL PLANNING COSTS	
UND NO	FUND NO.					\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
$\langle \rangle$	INSTRUCTIONS	PLANNING	SITE RI	LOCATI	ON ASS	ISTANCE CON	STRUCTION	SAVINGS	+		E (4		
dy 🕱 Accessi	ibility: Investigate											=	e

To revise a previously submitted Expenditure Report: If changes or edits are needed to a previously submitted SAB 50-06 Expenditure Report, the user will create a Draft version of the Expenditure Report to revise. On the left hand navigation of the application page, select the Expenditure Report to revise.

Dashboard / Application				
57/67439-00-077 Expenditure Report	Expenditure Report 57 / 67439 - 00 - 077 Expenditure Report • SAB 50-05 0	Submitted		
50-04				
American Legion High	Submitted Versions			
State Allocation Board Approved	Name 0	Status 0	Version Received Date	C Submitted By C
Grant Agreement	Version 1	Submitted		External User
GA 57/67439-00-077	Drafts			
>				No Drafts
State Allocation Board Approved Grant Agreement	Uploaded Files	Upload File		
Create Linked PIF Cert	No Files			
You are eligible for the current Priority Funding round. Please create a linked PIF Certification to submit a PIF request.				
Fund Release Authorization/Form SAB 50-05				
American Legion HS Mod				
> 50-05/70-02 Approved Fund Release Authorization				
Expenditure Report/Form SAB 50-06				
Expenditure Report				
Submitted Exp Report				

From the "Submitted Versions" section select the version to be revised, click on *Options*, then select *Duplicate as Draft* from drop down list.

SAB 50-06 Expenditure Report Application Screen:

Expenditure Re 57 / 67439 - 00 - 077 Expenditure Report • SAB 50-0	port 🦻	Submitted				District: 67439 Sacrame	Project Track Re nto City Unified • School/Sit County Na	ing N :ceive :e: An ime: !
Submitted Version	ns							
Name 🗘		Status 🗘	Version Received Date $ \hat{\circ} $	Submitted By 🗘	Updated 🗘		\$	
Version 1		Submitted		External User	04/25/2025		Options 🔻	٦
							Duplicate As Draft	t
Drafts							Copy Link	P
				No Drafts			L	1

From "Drafts" section, select the duplicated draft to open the Expenditure Report. The duplicated draft will populate with the same information from the previously submitted SAB 50-06 expenditure report.

SAB 50-06 Expenditure Report Application Screen:

d Versions				
Status 🤇	Version Received D	Date $\hat{\cdot}$ Submitted By $\hat{\cdot}$	Updated 🗘	\$
Submitte	ed	External User	04/25/2025	Options 🔻
Status 🤇	Created By \hat{v}	Last Edited By $$	Updated 🗘	Ŷ
Draft	External User	External User	04/25/2025	Options 🔻
	d Versions Status Submitte Status Status Draft	d Versions Status 0 Version Received I Submitted Submitted Status 0 Created By 0 Oraft External User	d Versions Status Version Received Date Submitted By External User External User Last Edited By External User External User	d Versions Status Version Received Date Submitted By Updated

Changes and edits can be made to the previously submitted information to revise the report by selecting the "Expenditure Report" section from the SAB 50-06 Form list on the left. All previously completed information can now be edited. After changes are made, you must click Continue to save your changes and advance to the next page, then to the review page. All sections should be reviewed prior to submitting the revised report. Again, only the authorized District Representatives or Superintendent may submit the revised Expenditure Report.

OPCS Online-Draft page:

AB 50-06 Form	Expenditure Report			
Expenditure Report Certification Review	Enter the related Division of State Archi	tect Application Number(s)		DSA App IIs Press the Enter 4 key to save (ou can add up to 5 Values(s)
Submittal	Enter Period Ending Date			08/08/2024
	Enter Report Number			1
	Enter CDS (County-District-School) cod	e		34 67439 3435419
	Enter the percent of Project Complete			100
	Enter the Notice to Proceed Issue Date		(N/A 12/05/2016
	Enter the Notice of Completion Date			04/20/2018
	District Funds or Joint-Use Partner(s) Contribution	Previous Report 🛛	Report Period \$ 555,893	Total to Date \$ 555,893
	State Funds	\$ 0	\$ 370,595.33	\$ 370,595.33
	Interest Earned	\$ 0	\$ D	\$ O
	Project Expenditures	\$ 0	\$ 1,000,000	\$1,000,000

After the authorized user has submitted the revised Expenditure Report, return to the Application Dashboard to confirm the revised version of the Expenditure Report is submitted and the draft is no longer in the "Drafts" section.

SAB 50-06 Expenditure Report Application Screen:

Expenditure Report #2 57 / 67439 - 00 - 077 Expenditure Report • SAB 50-06 @	ø	Submitted				Sacramento City Unified	PTN: 67439 - 347 Edit Received Date: 09/27/2024 • School/Site: American Legion High County Name: Sacramento County
Submitted Versions							
Name 🗘		Status 0	Version Received Date $\hat{\circ}$	Submitted By $\cite{2}$	Updated 🗘	¢	
Version 2		Submitted		Test User	09/27/2024	Options 💌	
Version 1		Submitted		Test User	09/27/2024	Options 💌	
Drafts							New Blank Draft
				No Drafts			

After submittal, the Expenditure Report will be in "OPSC Reviewing" status and the previous version of the report will have "Superseded" status.

SAB 50-06 Expenditure Report Application Screen:

E 57 Exp	xpenditure Report #2 / 67439 - 00 - 077 enditure Report • SAB 50-06 @	OPSC Review	ing		s	acramento City Unified	PTN: 67439 - 347 Edit Received Date: 09/27/2024 • School/Site: American Legion High County Name: Sacramento County
S	ubmitted Versions						
	Name 🗘	Status 0	Version Received Date $ \hat{\circ} $	Submitted By $\hat{\circ}$	Updated 🗘	¢	
	Version 2	Submitted		Test User	09/27/2024	Options 💌	
	Version 1	Superseded		Test User	09/27/2024	Options 💌	
D	rafts						New Blank Draft
				No Drafts			
U	ploaded Files	Upload File 💊					
	Detailed Listing of Project Expen (DLOPE) Detailed Listing Project Expenditures.xlsx	ULOPE					

To edit a Substantial Progress or Expenditure Report nickname: The nickname assigned to a Substantial Progress Report or Expenditure Report can be changed. In the example, the generic "Expenditure Report" nickname has been updated to include the report number.

On the Application page, click the pencil icon next to the application nickname in the header information.

SAB 50-06	Expenditure	Report A	pplication	Screen:
-----------	-------------	----------	------------	---------

Expenditure Report 57 / 67439 - 00 - 077 Expenditure Report • SAB 50-06 @	Submitted	
Submitted Versions		
Name 0	Status 🗘	Version Received Date $\ \Diamond$
Version 1	Submitted	

In the pop-up window, edit the application name and click *Change Name* to save the edit. The application nickname has been changed.

SAB 50-06 Expenditure Report Application Screen:

		Edit Applicat	ion Name ×
Expenditure Re 57 / 67439 - 00 - 077 Expenditure Report • SAB 50	eport a Submitted	Enter Applica Expenditu Cance	ation Name: are Report #1 Change Name Im
Submitted Ve	Expenditure Report #1 57 / 67439 - 00 - 077 Expenditure Report • SAB 50-06 @	Submitted	
- 1	Submitted Versions		
	Name 0 Version 1	Status 0	Version Received Date 0
	·		



OPSC ONLINE USER GUIDE



Section 6. Enrollment Projection Calculator

Enrollment Projection Calculator

Introduction

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

General Notes

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

Enrollment Projection Calculator

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



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

- The help text icon is indicated with a "@"

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

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

	Please select an option	•
	This field is required	
Districtwide/HSAA Reporting Type 🕜	Please select an option	
,	This field is required	
Grade Levels Served 🕜	Please select an option	
	This field is required	
Enrollment Projection	Please select an option	
	This field is required	
Enrollment Year 🛛	Nov 2025 - Oct2026	
Weighting Method 🔞	Please select an option	
	This field is required	

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

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

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


On this screen the User should see the projected enrollment based on the criteria selected, and data previously entered, as well as the option to download the Form SAB 50-01 as a PDF or Excel file. Additionally, the District can also click the *Previous* button at the bottom left to navigate back to the previous page and make changes to their selected criteria and modifiers, as well as fix any errors in data entry.

Projected Fi	fth-Year Enrollme	ent		
Enrollment/Residenc	y (except Special Day Class pupils)		
K-6	7-8	9-12	TOTAL	
0	0	0	0	
Severity	Elementary	Seconda	гу	TOTAL
Non-Severe	0	0		0
Severe	0	0		0
TOTAL	0	0		0

Once the desired options and modifiers are selected, the District can utilize this information to fill out and submit a Form SAB 50-01 through OPSC Online.



OPSC ONLINE USER GUIDE



Section 7. Eligibility for Modernization Funding

Modernization Program Eligibility

Introduction – Eligibility Determination (Form SAB 50-03)

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

Modernization Eligibility Establishment and Adjustment

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

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

Accessing a District's Eligibility in OPSC Online

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

v							Contact Us	s 🌣 Settings	Welcome
Public Scho	ol Constructio	on		Dreine	C			*	
				Projec	r keporting peta Kes	ources Grant	s Enrollment Projection	Users Distric	Dashba
board							/		
nding Applic	cations								
						0	Ciller 200 application		Casarda all
Create New SFP Fundir	ng Application 🧰 🤇	Create New Preschool/TK/FDK F	unding Application			ų	Filter 200 applications		Search All
Application Name 0	Project Type 🗘	Status 0	OPSC App # 0	School/Site $\hat{\boldsymbol{\boldsymbol{\varsigma}}}$	District 0	Project Number	Tracking OPSC Receive	ed≎ Last L	pdated ~
Test Application	MOD	Draft			Sacramento City Unified	67439-1	23	08/02,	/2024
Expenditure Report #1 - 48%	Exp Report	OPSC Reviewing	54/67439-00-007	St. Hope Public School 7	Sacramento City Unified	67439-3	42 07/18/2024	07/19	/2024
Expenditure Report #1 - 48%	Exp Report	OPSC Reviewing	54/67439-00-008	St. Hope Public School 7	Sacramento City Unified	67439-3	43 07/18/2024	07/18	2024
West Campus HS Mod	Fund Release Auth	50-05/70-02 Approved	57/67439-00-078	West Campus (Aka Hiram Johnson West High)	Sacramento City Unified	67439-3	39 07/26/2023	07/26,	2023
American Legion HS Mod	Fund Release Auth	50-05/70-02 Approved	57/67439-00-077	American Legion High	Sacramento City Unified	67439-3	47 07/26/2023	07/26	2023
GA-57/67439-00-078	Grant Agreement	SAB Approved	57/67439-00-078	West Campus (Aka	Sacramento City	67439-3	39 07/06/2023	07/06	2023

District Screen:

District Screen:

Cleav *						Contact U	s o s	Settings	Welcome Test 🝷
Public S	School Construction		Project Reporting Seto	Resources	Grants	Enrollment Projection	Users	District	A Dashboard
Dashboard / Distric	t								
Select A	District								
	District 0	Role 0		Company 0					
	67439 Sacramento City Unified	Local Educational Agency Representat	ive						
	1 items Total					First Prev 1 Next	Last		
Back to Top Conditio	ons of Use Privacy Policy Contact Us F	Register to Vote Governor							

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

Choov *										Contact Us	Se	ttings	Welcome Test 🝷
Public	School Co	nstruction	n			Project	Reporting Beta	Resources	Grants	Enrollment Projection	Users	District	A Dashboard
Dashboard / Distri	ict												
67439 Sac sacramento County Eligibility Manag	ge Sites District	City Un Contacts Dist	ified	Financial Hardshi	ip Unused Sites	Project Trackin	g Number New	Eligibility Applic	ation	View Ba Select a High Schoo	selin	es nce Area b	elow for
Nickname 🗘	Status 0	Туре 🗘	Enrollment Year 0	HSAA 0	Site Name 🗘	Received Date	Updated ~	¢		Eligibility Baseline Type to filter the	HSAA	in:	
50-03 Facilities Update	Submitted	Adj Mod	22/23	District-Wide	C. K. Mcclatchy High	08/01/2024	08/01/2024			(00) District-wide			>
Cmp Capitol Campus Establishment	SAB Approved	Est Mod	20/21	District-Wide	California Montessori Project - Capitol Campus	10/07/2022	10/12/2022						
Sacramento City 19-20	SAB Approved	Adj Nc	19/20	District-Wide		05/06/2020	12/30/2020						

District Eligibility Applications Screen:

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

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

District Elig	ibility Appl	ications					New Eligibility Application	View Baselines Select a High School Attendance Area below for Elieibility Baseline information:
Nickname 🗘	Status 🗘	Туре 🗘	Enrollment Year 0	HSAA ≎	Site Name 🗘	Received Date	Updated Y 0	Type to filter the HSAA
50-03 Facilities Update	Submitted	Adj Mod	22/23	District-Wide	C. K. Mcclatchy High	08/01/2024	08/01/2024	(00) District-wide
Cmp Capitol Campus Establishment	SAB Approved	Est Mod	20/21	District-Wide	California Montessori Project - Capitol Campus	10/07/2022	10/12/2022	
Sacramento City 19-20 Cbeds	SAB Approved	Adj Nc	19/20	District-Wide		05/06/2020	12/30/2020	
67439	SAB Approved	Adj Mod	13/14	District-Wide	John H. Still	11/27/2019	12/24/2020	
Leonardo Da Vinci	SAB Approved	Adj Mod	13/14	District-Wide	Da Vinci (Leonardo) Elementary	12/02/2019	12/24/2020	
5 Total	tems Per Page	25 🗸					First Prev 1 Next Last	

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

District Eligibility Applications Screen:

6 [°] Sac	7439 Sa ramento County ligibility Man.	crament	rict Contacts	nified	locs Financial	Hardship Ur	nused Sites Pr	oject Tracking Num	nber		
	District Eli	gibility App Status 0	olications	Enrollment	HSAA 0	Site Name	New El	igibility Application Updated ~	•	View Baselines Select a High School Attendance A below for Eligibility Baseline information:	rea
	v			rear 🤟		v	Date 5			Type to filter the HSAA	
	50-03 Facilities Update	Submitted	Adj Mod	22/23	District-Wide	C. K. Mcclatchy High	08/01/2024	08/01/2024		(00) District-wide	>
	Cmp Capitol Campus Establishment	SAB Approved	Est Mod	20/21	District-Wide	California Montessori Project - Capitol	10/07/2022	10/12/2022		(01) Rosemont	>

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

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

Chan •							Contact U	s 💿 Set	tings V	Velcome Test 👻
Public School Construction				Project Reporting #==	Resources	Grants	Enrollment Projection	Users	District	A Dashboard
Dashboard / District / Eligibilitywizard										
	Establish or Adjust District Eligibility									
	District Selected	Sacramento City Unified	~							
	Select Eighlity Application Type	Please select an option	~							
	Salect High School Attendance Area	Please select an option	~							
	Select Enrollment Year	Please select an option	~							
	Enter An Application Nickname									
		Cancel X Continue	٠							
Back to Top Conditions of Use Privacy Policy Contact Us Register to Vote Governor										

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

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

Establish or Adjust District Eligibility	
District Selected	Sacramento City Unified
Select Eligibility Application Type	Est Mod
Select High School Attendance Area	Please select an option
Select School/Site	Please select an option This field is required
Select Enrollment Year	Please select an option
Enter An Application Nickname	
	Cancel ¥ Continue 🔺

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

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

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

Establish or Adjust District Eligibility	
District Selected	Sacramento City Unified 🗸 🗸
Select Eligibility Application Type	Adj Mod 🗸
Select High School Attendance Area	Please select an option
Calast Calast // ita	
Select school/site	Please select an option
Select Enrollment Year	Please select an option
Enter An Application Nickname	
	Cancel 🗙 Continue 🔶

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

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

Establish or Adjust Dist	trict Eligibility
--------------------------	-------------------

District Selected	Sacramento City Unified	•
Select Eligibility Application Type	Adj Mod	•
Select High School Attendance Area	Please select an option	-
Select School/Site	(00) District-wide (01) Rosemont Please select an option	•
Select Enrollment Year	Please select an option	•
Enter An Application Nickname		

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

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

stablish or Adjust District Eligibility	Please select an option 1619 N Street
District Selected	A Warren Mcclaskey Ad Ed A. M. Winn Elementary A. Warren Mcclaskey Adult Educ Abraham Lincoln Elementary Albert Einstein Middle
Select Eligibility Application Type	Alice Birney Alice Birney Waldorf-inspired American Legion High Argonaut High Aspire Capitol Heights Academy Bear Flae Elementary
Select High School Attendance Area	Bell Cooledge High Birney (alice) Elementary Bowling Green Elementary Bret Harte Elementary C. K. Mcclatchy High
Select School/Site	Caleb Greenwood Elementary Calif Middle Please select an option This field is required
Select Enrollment Year	Please select an option
Enter An Application Nickname	
	Cancel X Continue

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

۰

District Selected Sacramento City Unified Please select an option 2024 - 2025 2023 - 2024 2022 - 2023 2021 - 2022 Select Eligibility Application Type 2020 - 2021 2019 - 2020 2018 - 2019 2017 - 2018 2016 - 2017 Select High School Attendance Area 2015 - 2016 2014 - 2015 2013 - 2014 2012 - 2013 2011 - 2012 Select School/Site 2010 - 2011 2009 - 2010 2008 - 2009 2007 - 2008 2006 - 2007 Select Enrollment Year Please select an option his field is required Enter An Application Nickname This field is required Continue ⇒ Cancel ×

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

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

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

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

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

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

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

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

Form SAB 50-03 Eligibilitywizard:

Public School C	onstruction						Ģ		Ħ		8 E		
							Project Reporting &	Resources	Grants	Enrollment Projection	Users Dis	rict Dashbo	ard
shboard / District / Eligibility	ywizard												
4 2	50-03 Facilities Updat Adj Mod	:0 🥜 Draff)					District: 67439 Sacrar	rento City Unifi	ed • Schor County	ol/Site: C. K. Mcclatchy High Name: Sacramento County			
	Eligibility	50-03 Eligibili	ity Determinati	on			Options	Options					
	50-03 Eligibility Determination	Ontion A					Opplicate As Draft B Delete Draft						
	Certification	Permanent classrooms a	Option A Permanent classrooms at least 25 years old				Copy Lini						
	🤮 Submit	K-6	7-8	9-12	Non-Severe	Severe	C. Preview.	Preview Eligibility Forms					
		К-6	7-8	9-12	Non-Severe	Severe	Uploaded	Files		Uplead File 💊			
		Portable classrooms at i	least 20 years old					N	o Files				
		К6	7-8		Non-Severe	Severe							
		Totals of classrooms ab:	ove										
		0	0	0	0	0							
		Above totals multiplied	by pupil factors										
		0	0	0	0	0							
		CBEDS enrollment at sci	hool										
			7-8										

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

Form SAB 50-03 Eligibilitywizard:

50-03 Eligibility Determination ()						
Option A Permanent classroo	oms at least 25 years old					
K-6	7-8	9-12	Non-Severe	Severe		
0	0	20	2	0		
Portable classroom	is at least 20 years old					
0	0	5	2	0		
Totals of classroom	s above					
0	0	25	4	0		
Above totals multip	lied by pupil factors					
0	0	675	52	0		
CBEDS enrollment	at school					
0	0	2,400	20	27		
Option A: Moderniz	ation Eligibility					
0	0	675	20	0		

Form SAB 50-03 Eligibilitywizard:

Option B						
Permanent space at least 25	years old (report by classro	om or square footage)		22		
Destable space at least 20 us	are ald					
Portable space at least 20 ye				7		
Total				29		
Remaining permanent and r	oortable space (report by sla	accroom or causeo footsato)				
Kentaning permanent and p	for table space (report by cia	issioonioi square lootage)		0		
Total						
Persentage (between totals)						
Percentage (between totals)				100.00 %		
CBEDS enrollment at school						
K-6	7-8	9-12	Non-Severe	2	Severe	
0	0	2,400	20		27	
Option B: Modernization Elig	gibility					
0	0	2,400	20		27	

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

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

Form SAB 50-03 Eligibilitywizard:

				Option A Option B	
Vodernization E Option A:	Eligibility Summary				
0	0	540	20	0	
Ontion B:					
0	2 400	0	0	0	
	2,100				

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

Form SAB 50-03 Eligibilitywizard:

0	2,400	0	0	0	
Option B: Modernization Eli	gibility 🛇 Selected Eligibili	ty Option			
0	2,400	0	0	0	
Select preferred Moderniz	ation Eligibility option			Option B	v
Modernization Eligibil Option A:	ity Summary				
0	0	540	20	0	
Option B: 🛇 Selected Eli	gibility Option				
0	2,400	0	0	0	
					`ontinue 🔺

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

Form SAB 50-03 Eligibilitywizard – Certification Page:

Chicon .							Contact U	s 💿 :	Settings	Welcome Test 👻
Public School	Construction			Project Reportin	gana Resource	s Grants	Enrollment Projection	Users	District	A Dashboard
Dashboard / District / Eligibi	ilitywizard 50-03 Facilities Updat Adj Mod 2022 - 2023	te 🖌 (Draft)		District: 67439 S	acramento City Un	ified • Scho County	iol/Site: C. K. Mcclatchy High Name: Sacramento County			
	Eligibility	Certification 9	tification 0		1S icate As Draft					
	() Certification	I certify, as the District Representative, that the information reported on this form and, when applicable, the High School Attendance Area Residency Reporting Worksheet attached, is true and correct and that:			e Draft / Link					
	Submit	 I am designated as an authorized district representative by the governing board of th If the district is requesting an augmentation in the enrollment projection pursuant to obarning commission or approval authority has approved the trative subdivision and the supervision of the supervision	e district. Regulation Section 1859.42.1 (a), the local aso used for augmentation of the enrollment	Prev						
		and the district has identified dwelling units in that map to be contracted. All subdivi are available at the district for review by the Office of Public School Construction (OP	ion maps used for augmentation of enrollment SC).	Upload	led Files		Upload File 💊			
		 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 designe of the Superintendent of Public Instruction on 	e MM/DD/YYYY This field is required	No Files						
		 This form is an exact duplicate (verbatim) of the form provided by the Office of Public should exist, then the language in the OPSC form will prevail. 	School Construction. In the event a conflict							
		I verify, I have read and agree to the above terms and certification information	Yes No Please Certify application							
		District Representative or Superintendent Name	This field is required							
		District Representative or Superintendent Email	This field is required							
		District Representative or Superintendent Phone Number	This field is required							

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

Form SAB 50-03 Eligibilitywizard – Certification Page:

Cher .							Contact	is o	iettings	Welcome Test 👻
Public School C	Public School Construction					s Grants	Enrollment Projection	Users	District	A Dashboard
Dashboard / District / Eligibilit / 2	ywizard 50-03 Facilities Update Adj Mod 2022-2023	> (Draft)		District: 67439 !	acramento City Un	ified • Scho County	ol/Site: C. K. Mcclatchy High Name: Sacramento County			
	Eligibility	Certification ()		Optio	1S licate As Draft					
	 50-03 Eligibility Determination Certification 	I certify, as the Statict Representative, that the information reported on this form and, when applicable, the High School Attendance Area Residency Reporting Worksheet attached, is to us and correct and that: I am designated as an authorized district representative by the governing board of the district. If the district requesting an agreementation in the encodiment projection purvave to Regulation Section 1859.4.2.1 (a), the local planning commission or approval authority has approved the tentative subdivision may used for augmentation of the envolument and the district has identified reveling unsite in the true box context.4.8.1 (bub/vision may used for augmentation of the envolument and the district has identified reveling units in that must be be constended.4.8.1 (bub/vision may used for augmentation of the envolument and the district has identified reveling units in that must be be constended.4.8.1 (bub/vision may used for augmentation of the envolument and the district has identified reveling units in that must be be constended.4.8.1 			B Delete Draft C Copy Link					
	Submit				iew Eligibility For	ms	linked file			
		are available at the object to be the end of the United Product School Consolutions (UPS). • A resolution or other apportant 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	MM/DD/YYYY This field is required		Jeu Files	No Files	opicad rise 6			
		 This form is an exact duplicate (verbatim) of the form provided by the Office of Public Sc should exist, then the language in the OPSC form will prevail. 	hool Construction. In the event a conflict							
		I verify, I have read and agree to the above terms and certification information	Yes No Please Certify application							
		District Representative or Superintendent Name	This field is required							
		District Representative or Superintendent Email	This field is required							
		District Representative or Superintendent Phone Number	This field is required							

Certification ()

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

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

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



03/19/2021

District Representative or Superintendent Name

District Representative or Superintendent Email

District Representative or Superintendent Phone Number

Phone Extension (optional)

Date

This field is required

This field is required

This field is required

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

Form SAB 50-03 Eligibilitywizard - Certification Page:

Certification ()	
I certify, as the District Representative, that the information reported on this form and, when a Residency Reporting Worksheet attached, is true and correct and that:	oplicable, the High School Attendance Area
 I am designated as an authorized district representative by the governing board of the d If the district is requesting an augmentation in the enrollment projection pursuant to Re planning commission or approval authority has approved the tentative subdivision map and the district has identified dwelling units in that map to be contracted. All subdivisio are available at the district for review by the Office of Public School Construction (OPSC) 	listrict. gulation Section 1859.42.1 (a), the local o used for augmentation of the enrollment n maps used for augmentation of enrollment).
 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 	03/19/2021
• This form is an exact duplicate (verbatim) of the form provided by the Office of Public Sc should exist, then the language in the OPSC form will prevail.	hool Construction. In the event a conflict
I verify, I have read and agree to the above terms and certification information	Yes No
District Representative or Superintendent Name	This field is sequined
District Representative or Superintendent Email	
District Representative or Superintendent Phone Number	This field is required
	This field is required
Phone Extension (optional)	
Date	MM/DD/YYYY This field is required

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

Form SAB 50-03 Eligibilitywizard – Certification Page:

Chon .							Contact U	s 0 S	Settings	Welcome Test 🝷
Public School	Public School Construction					Grants	Enrollment Projection	Users	District	A Dashboard
Dashboard / District / Eligib	Hitywizard 50-03 Facilities Updat Adj Mod 2022- 2023	te 🧭 (Draft)		District: 67439 Sacra	mento City Unifi	ed • Scho County	ol/Site: C. K. Mcclatchy High Name: Sacramento County			
	Eligibility	Certification 0		Options Chapter	e As Draft					
	S0-03 Eligibility Determination	Learthy, as the Dichicel 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: • Land designated as an authorized district representative by the governing board of the district. • if the district is repeating an approximation the encoding transportation parameter for Reparation Section 1909.422 (a), the local			C Duplicate As Grant Delete Draft C Copy Link Preview Eligibility Forms					
	Submit									
		planning commission or approval authority has approved the tentative subd and the district has identified dwelling units in that map to be contracted. All are available at the district for review by the Office of Public School Construct	vision map used for augmentation of the enrollment subdivision maps used for augmentation of enrollment tion (OPSC).	Uploade	d Files		Upload File %			
		 A resolution or other appropriate documentation supporting this application Chapter 12.5, Part 10, Division 1, commencing with Section 17070.10, et seq., Education Code was adopted by the School District's Governing Board or the of the Surgeristredget of Public Instruction on 	under MM/DD/YYYY of the This field is required	No Files						
		 This form is an exact duplicate (verbatim) of the form provided by the Office of should exist, then the language in the OPSC form will prevail. 	of Public School Construction. In the event a conflict							
		I verify, I have read and agree to the above terms and certification information	Yes No Please Certify application							
		District Representative or Superintendent Name	This field is required	1						
		District Representative or Superintendent Email	This field is required							
		District Representative or Superintendent Phone Number	This field is required							

Form SAB 50-03 Eligibilitywizard – Certification Page:

Certification ()

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

- I am designated as an authorized district representative by the governing board of the district.
- If the district is requesting an augmentation in the enrollment projection pursuant to Regulation Section 1859.42.1 (a), the local
 planning commission or approval authority has approved the tentative subdivision map used for augmentation of the enrollment
 and the district has identified dwelling units in that map to be contracted. All subdivision maps used for augmentation of enrollment
 are available at the district for review by the Office of Public School Construction (OPSC).
- A resolution or other appropriate documentation supporting this application under Chapter 12.5, Part 10, Division 1, commencing with Section 17070.10, et seq., of the Education Code was adopted by the School District's Governing Board or the designee of the Superintendent of Public Instruction on
- 03/19/2021
- This form is an exact duplicate (verbatim) of the form provided by the Office of Public School Construction. In the event a conflict should exist, then the language in the OPSC form will prevail.

I verify, I have read and agree to the above terms and certification information	Yes No
District Representative or Superintendent Name	Delegate Name
District Representative or Superintendent Email	delegate@example.com
District Representative or Superintendent Phone Number	(123) 456-7890
Phone Extension (optional)	
Date	MM/DD/YYYY
	This field is required

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

Form SAB 50-03 Eligibilitywizard – Certification Page:

l certify, as the District Representative, that the information reported on this form and, w Residency Reporting Worksheet attached, is true and correct and that:	vhen applicable, the High School Attendance Area
I am designated as an authorized district representative by the governing board o	of the district.
 If the district is requesting an augmentation in the enrollment projection pursuan planning commission or approval authority has approved the tentative subdivisic and the district has identified dwelling units in that map to be contracted. All sub- are available at the district for review by the Office of Public School Construction 	nt to Regulation Section 1859.42.1 (a), the local on map used for augmentation of the enrollment division maps used for augmentation of enrollment (OPSC).
 A resolution or other appropriate documentation supporting this application und Chapter 12.5, Part 10, Division 1, commencing with Section 17070.10, et seq., of th Education Code was adopted by the School District's Governing Board or the desi of the Superintendent of Public Instruction on 	der 03/19/2021 he
• This form is an exact duplicate (verbatim) of the form provided by the Office of Pu should exist, then the language in the OPSC form will prevail.	Iblic School Construction. In the event a conflict
verify, I have read and agree to the above terms and certification information	Yes No
verify, I have read and agree to the above terms and certification information District Representative or Superintendent Name	Yes No Delegate Name
verify, I have read and agree to the above terms and certification information District Representative or Superintendent Name District Representative or Superintendent Email	Yes No Delegate Name delegate@example.com
verify, I have read and agree to the above terms and certification information District Representative or Superintendent Name District Representative or Superintendent Email District Representative or Superintendent Phone Number	Yes No Delegate Name delegate@example.com (123) 456-7890
I verify, I have read and agree to the above terms and certification information District Representative or Superintendent Name District Representative or Superintendent Email District Representative or Superintendent Phone Number	Yes No Delegate Name delegate@example.com (123) 456-7890

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

Form SAB 50-03 Eligibilitywizard - Certification Page:

ol Construction		Project Reportin	g peer Resources Grants Enrollment Projection Users Distr	ct D
Eligibility	Certification		Options	
S0-03 Eligibility Determination			(2) Duplicate As Draft	
Certification	I certify, as the District Representative, that the information reported on this form and, when ap Residency Reporting Worksheet attached, is true and correct and that:	oplicable, the High School Attendance Area	Delete Draft Conv Link	
Submit	I am designated as an authorized district representative by the governing board of the d If the district is requesting an augmentation in the enrollment projection pursuant to Re	istrict. gulation Section 1859.42.1 (a), the local	Preview Eligibility Forms	
	planning commission or approval authority has approved the tentative subdivision map and the district has identified dwelling units in that map to be contracted. All subdivisio are available at the district for review by the Office of Public School Construction (OPSC)	used for augmentation of the enrollment n maps used for augmentation of enrollment	Uploaded Files Upload File %	
	 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 Superinteend of Public learning in the Superint Section 2010. 	03/19/2021	No Files	
	 This form is an exact duplicate (verbatim) of the form provided by the Office of Public Sc should exist, then the language in the OPSC form will prevail. 	hool Construction. In the event a conflict		
	I verify, I have read and agree to the above terms and certification information	Yes No		
	District Representative or Superintendent Name	Delegate Name		
	District Representative or Superintendent Email	delegate@example.com		
	District Representative or Superintendent Phone Number	(123) 456-7890		
	Phone Extension (optional)			
	Date	08/08/2024		

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

Form SAB 50-03 – Eligibilitywizard



Form SAB 50-03 – Eligibility Page:

District Eligibili	ty Application	S						New Eligibility Application
Nickname 🗘	Status 🗘	Туре 🗘	Enrollment Year 🗘	HSAA û	Site Name 🗘	Received Date $\hat{\circ}$	Updated 🖌	Ŷ
50-03 Facilities Update	Draft	Adj Mod	22/23	District-Wide	C. K. Mcclatchy High		08/15/2024	Options 🔻
50-03 Facilities Update	Submitted	Adj Mod	22/23	District-Wide	C. K. Mcclatchy High	08/01/2024	08/01/2024	
Cmp Capitol Campus Establishment	SAB Approved	Est Mod	20/21	District-Wide	California Montessori Project - Capitol Campus	10/07/2022	10/12/2022	
Sacramento City 19- 20 Cbeds	SAB Approved	Adj Nc	19/20	District-Wide		05/06/2020	12/30/2020	
67439	SAB Approved	Adj Mod	13/14	District-Wide	John H. Still	11/27/2019	12/24/2020	
Leonardo Da Vinci	SAB Approved	Adj Mod	13/14	District-Wide	Da Vinci (Leonardo) Elementary	12/02/2019	12/24/2020	
6 Total Items P	Per Page 25 👻							First Prev 1 Next Last

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



Public School Construction			Project Reporting aw	Resources G	rants Enrollment Project	an Users	District	Reference of the second
Dachboard / District / Eligibilitywizard 50-03 Facilities Upda Adj Mod 2012 : 2013 Eligibility Stol Eligibility Determination Contraction Subarity	te Certification Certification Icertify, as the District Representative, that Residency Repeting Worksheet attached, I time directs responses as appropriate as an address of the Definition	ete Draft wet	Project Reporting sev District: 07439 Sacrameer (2) Duplicate As Divise Draft (2) Captions (2) Duplicate As Divise Draft (2) Captions (2) Preview Eligi	Resources G to City Unified + 5 Co Draft billty Forms	rants Errollment Project	on Users	District	Dashboard
	excitation or other appropriate de Database 123, Spire 110, Device 1, or estabilition or other appropriate de Database 123, Spire 110, Device 1, or establishes or other appropriate de Database 110, Device 1, or establishes or other appropriate de Database 110, Device 1, or establishes or Supervision the DESC form will prevail. Database 110, Device 110,	the draft version?	Uploaded F	T iles No File	Option (78)			
	Phone Extension (optional) Date	98/98/3024						Ĩ

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

Form SAB 50-03 – Eligibility Page:

an a											Contact	Us 💿	Settings	Welcome Test
Public Scho	ool Construc	tion						Project Reporting Ano	Resources	Grants	Enrollment Projection	Users	District	A Dashboard
ashboard / District / E	ligibility													
CT439 Sacran	District Contacts	Unified District Uploaded Doct	s Financial Hardship Un	used Sites Project Tr	acking Number									
District Eligibilit	y Application	S						New Eligibility Application	\ se	iew	Baselines School Attendance Area be	low for Eligi	bility Basel	ine
Nickname 0	Status 0	туре ≎	Enrollment Year 0	HSAA 0	Site Name 0	Received Date 0	Updated ~	0		Type to fil	ter the HSAA			
50-03 Facilities Update	Submitted	Adj Mod	22/23	District-Wide	C. K. Mcclatchy High	08/01/2024	08/01/2024							
Cmp Capitol Campus Establishment	SAB Approved	Est Mod	20/21	District-Wide	California Montessori Project - Capitol Campus	10/07/2022	10/12/2022			(01) Rosem	ont			>
Sacramento City 19- 20 Cbeds	SAB Approved	Adj Nc	19/20	District-Wide		05/06/2020	12/30/2020							
67439	SAB Approved	Adj Mod	13/14	District-Wide	John H. Still	11/27/2019	12/24/2020							
Leonardo Da Vinci	SAB Approved	Adj Mod	13/14	District-Wide	Da Vinci (Leonardo) Elementary	12/02/2019	12/24/2020							
5 Total Items Pr	r Page 25 👻							First Prev 1 Next Last						
												aft Deleted		
ck to Top Conditions of	Use Privacy Policy	Contact Us Regist	er to Vote Governor								•••		slete a Draft	

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

Form SAB 50-03 – Eligibilitywizard:



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

Form SAB 50-03 – Eligibilitywizard:

Chan .									Link copied	to clipboard	
Public School	Construction			Project	Reporting Betw	Resources	Grants	Enrollment Proj	copied to c	District	Dashboard
Dashboard / District / Eligib	ilitywizard 50-03 Facilities Update Adj Mod 2022 - 2023			Distri	ct: 67439 Sacrar	nento City Unif	ied • Schoo County	ol/Site: C. K. Mcclatch Name: Sacramento I	y High ounty		
	Eligibility	Certification			Options						
	S0-03 Eligibility Determination	Leartify as the District Representative that the information reported on this form and when an	nlicable, the High School Attendance Area		안 Duplicate	e As Draft aft					
	Certification	Residency Reporting Worksheet attached, is true and correct and that:	product, one right sensor meetinginger mee		C Copy Lin	k					
	Submit	 I am designated as an authorized district representative by the governing board of the district is requesting an augmentation in the enrollment projection pursuant to Re 	strict. gulation Section 1859.42.1 (a), the local		🖾 Preview B	ligibility Form	is				
		planning commission or approval authority has approved the tentative subdivision map and the district has identified diveiling units in that map to be contracted. All subdivision are available at the district for review by the Office of Public School Construction (POSC) • A resolution or other appropriate documentation supporting this application under	used for augmentation of the enrollment maps used for augmentation of enrollment 03/19/2021	ι	Jploadeo	Files		Upload File	8		
		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				N	o Files				
		 This form is an exact duplicate (verbatim) of the form provided by the Office of Public Sc should exist, then the language in the OPSC form will prevail. 	nool Construction. In the event a conflict								
		I verify, I have read and agree to the above terms and certification information	Yes No								
		District Representative or Superintendent Name	Delegate Name								
		District Representative or Superintendent Email	delegate@example.com								
		District Representative or Superintendent Phone Number	(123) 456-7890								
		Phone Extension (optional)									
		Date	neine/2024								

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

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

Form SAB 50-03 Eligibilitywizard – Certification Page:

I Construction		Project Reporting per	 Resources Grants Enrollment Projection 	in Users District
Eligibility	Certification		Options	
S0-03 Eligibility Determination			2 Duplicate As Draft	
Certification	I certify, as the District Representative, that the information reported on this form and, when appl Residency Reporting Worksheet attached, is true and correct and that:	icable, the High School Attendance Area	Copy Link	
Submit	I am designated as an authorized district representative by the governing board of the dist If the district is requesting an augmentation in the enrollment projection pursuant to Regu	rict. lation Section 1859.42.1 (a), the local	Preview Eligibility Forms	
	planning commission of approval automoty has approved the terrative subouvision map us and the district has loantified dwelling units in that map to be contracted. All subdivision n are available at the district for review by the Office of Public School Construction (OPSC).	sed for augmentation of the enrollment	Uploaded Files	Upload File 💊
	 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 	03/19/2021	No Files	
	 This form is an exact duplicate (verbatim) of the form provided by the Office of Public Scho should exist, then the language in the OPSC form will prevail. 	ol Construction. In the event a conflict		
	I verify, I have read and agree to the above terms and certification information	Yes No		
	District Representative or Superintendent Name	Delegate Name		
	District Representative or Superintendent Email	delegate@example.com		
	District Representative or Superintendent Phone Number	(123) 456-7890		
	Phone Extension (optional)			
	Date	08/08/2024		

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

Form SAB 50-03 Eligibilitywizard – Submittal Page:

Public School Construction		Project Reporting #40	Resources	Grants	Enrollment Projection	Users	District	A Dashboa
hboard / District / Eligibilitywizard 50-03 Facilities Update Adj Mod 2022-2023	2 Crail	District: 67439 Sacram	ento City Unifi	ed • Scho County	ol/Site: C. K. Mcclatchy High Name: Sacramento County			
Eligibility Constraints Const	Submittal Orst one accords Bate Microtion Band School facility Program forms to be submitted vietomorcally via OPSC Orline. School facilities	Options (2) Duplicate (3) Delete Dra (3) Copy Link (3) Preview El Uploaded	ts Draft t igibility Form Files N	s o Files	Uplead File 💊			

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

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

Form SAB 50-03 Eligibilitywizard - Submittal Page:

Public School C	Construction	~	¢	-	Ħ		iot		ñ
			Project Reporting and	Resources	Grants	Enrollment Projection	Users	District	Dashboard
ashboard / District / Eligibilit	tywizard 50-03 Facilities Update Adj Mod 2022-2023	> Draft	District: 67439 Sacram	iento City Unifi	ed • Scho County	ol/Site: C. K. Mcclatchy High Name: Sacramento County			
	Eligibility So-33 Eligibility Determination Certification Submit	Submittal OPSC new accepts taker Allocation Board School Facility (Paggam forms to be submitted electronically via OPSC Online, School districts must upload capies of all required documents within 7 calendan days or the submitted via the revoked.	Options © ouplicate Detete Dra © Copy Link Preview E Uploaded	As Draft ft Files No	s o Files	Usbad File 💊			
		Count from Count of the Scheel District, that I have reviewed the application and that the information reported on this Som is true and correct and that: I am the authorized representative of the District as authorized by the governing board of the district. Count of the Scheel District as authorized by the governing board of the							

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

Form SAB 50-03 Eligibilitywizard – Submittal Page:

Upload Files				×
		Browse files		
File Name 🗘	Description 🗘	Document Type 🗘	Created 🗘	Last Modified 🔅
0 total				
Please stay here unti	l file upload(s) complete			Cancel Upload Files

Form SAB 50-03 Eligibilitywizard – Submittal Page:

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	Public School Con	nstruction						₽porting pro	Resources	Grants I	Enrollment Projection	Users	District	A Dashboard
Lighting Image: Status Status Data modeling Status Status Data modeling Status Status	Dashboard / District / Eligibilitywiz 50- Adj 2022	zard -03 Facilities Update Mod -2023	C Open ← → ✓ 1 Organize ← N	ew folder	Browse files	~	© Search Doce	uments	× P 1	 School/Site County Name 	e: C. K. Mcclatchy High e: Sacramento County			
Prividus Back to Top Conditions of Use Privacy Folicy ContactUs Register to Vote Covernor	e 0 0	Igbilly 5 03 Elgbilly Ottermination) Certification 3 submit	Hone Galay Galay	Nume	Status	Date modified	ype * All files (7 smobile) Ogen	Size	v No l	Files	Upland File 🔦			
	Back to Top Conditions of Use Priva	acy Policy Contact Us Register to Vo	Previous Governor											

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

Olice *	Unload Files	Contact Us	
Public School Construction		porting aw Resources Grants Enrollment Projection Us	ers District Dashboard
Dashbeard / District / Eligibilitywitard 50-03 Facilities Update > Adj Mod 2022 - 2023	Price Name 2 Description 2 Decument Type 2 Created 3 Last Modified 2 Test Document.docx	433 Sacomento City Unified - School (Sele C. K. Naclashy High County Name: Sacomento County	
Elipbility S. So Stipbility deminister Certification Summi	the set and years until the updated() complete	Stions Deplote 4x Draft Deplote 4x Draft Crypy Link Preview Eligibility Forms Jploaded Files No Files	
Back to Top Conditions of Use Privacy Policy Contact Us Register to Vote	an mor		

Form SAB 50-03 Eligibilitywizard Submittal Page:

Form SAB 50-03 Eligibilitywizard Submittal Page:

Upload Files				×
	Browse files			ollment I
File Name 0 1 Description 0 2	Document Type 🗘	Created 🗘	Last Modified 🗘	ete Draft
Test Document.docx Remove	Please make a selec	08/29/2024 tion	08/29/2024	oy Link view Elig
1 total	Other Appraisal of Propert Approval Letter from CDE Contingent Site CDE Final Site Appro CDE Letter: Final Pla CDE Site Approval	ty to be Acquired n Department of Toxic e Approval oval an Approval	Substances Control	
Please stay here until file upload(s) complete Upload file(s)	Cost Benefit Analysi Cost Estimate CTE Letter: High Sch DSA Approval letter DSA Approved Acces	is nools or Unified Distric ssibility/Fire Code Che	ts cklist	
ertify, as the Representative for the School District, that ported on this form is true and correct and that: I am the a verning board of the district.	DSA Project Applica DTSC Fee(s): Invoice Eligibility Evaluation Eligibility Reports (F Escrow closing state General Site – Docur Geotechnical (Soil)	tion Approval Letter (P es paid to DTSC n Report (Phase 1) Phase 1) Concurrence ement or court order nents report	'hase 4)	

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

Form SAB 50-03 Eligibilitywizard – Submittal Page:

Upload Files				×
		Browse files		
File Name 🗘	Description 🗘	Document Type 🗘	Created 🗘	Last Modified \Diamond
Test Document.docx Remove	Test Document	Site Map 🗸	08/29/2024	08/29/2024
1 total				Ļ
Please stay here until fi	ile upload(s) complete			Cancel Upload Files

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

Upload Files				×
		Browse files		
File Name 🗘	Description 🗘	Document Type 🗘	Created 🗘	Last Modified 🗘
Test Document.docx Successfully Uploaded	Test Document	Site Map 🗸 🗸	08/29/2024	08/29/2024
1 total				
Please stay here until fil	e upload(s) complete			Done Upload Files

Form SAB 50-03 Eligibilitywizard – Submittal Page

.

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

Form SAB 50-03 E Upload Files	Eligibilitywizard —	Submittal Page:		
		Browse files		
File Name 🗘	Description 🗘	Document Type 🗘	Created 🗘	Last Modified 💲
Test Document.docx Successfully Uploaded	Test Document	Site Map 🗸	08/29/2024	08/29/2024
1 total				
Please stay here until file	upload(s) complete			Done Upload Files

Alternatively, the user may select "Done" and return to the Submittal page.

Form SAB 50-03 Eligibilitywizard – Submittal Page:

Upload Files				×
		Browse files		
File Name 🗘	Description 🗘	Document Type 🗘	Created $\hat{\cdot}$	Last Modified 🗘
Test Document.docx Successfully Uploaded	Test Document	Site Map 🗸	08/29/2024	08/29/2024
1 total				
Please stay here until fil	e upload(s) complete		\rightarrow	Done Upload Files

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

Form SAB 50-03 Eligibilitywizard – Submittal Page:

Submittal	
OPSC now accepts State Allocation Board School Facility Program forms to be submitted electronically via OPSC Online districts must upload copies of all required documents within 7 calendars days or the submittal will be revoked.	. School
 Applications may only be submitted by a District Superintendent or Authorized District Representative who is sig OPSC Online with their corresponding OPSC Online User ID. Submittal from these authorized accounts is conside a unique electronic signature for purposes of application submittal. A printed, wet-signature form does not need mailed to OPSC. All required and supporting application documents must be uploaded prior to submitting a new funding application district share and oPSC staff will be able to access uploaded files at any time and can upload new versions or addition any time. Once a school district has uploaded a file, the file cannot be removed. 	ned in red to be to be tion.
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 informa reported on this form is true and correct and that: I am the authorized representative of the District as authoriz governing board of the district.	tion ed by the
A Submit Paperless Application	

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

Form SAB 50-03 Eligibilitywizard – Submittal Page:

OPSC distric	now accepts State Allocation Board School Facility Program forms to be submitted electronically via OPSC Online. School ts must upload copies of all required documents within 7 calendars days or the submittal will be revoked.
•	Applications may only be submitted by a District Superintendent or Authorized District Representative who is signed in OPSC Online with their corresponding OPSC Online User ID. Submittal from these authorized accounts is considered to be a unique electronic signature for purposes of application submittal. A printed, wet-signature form does not need to be mailed to OPSC. All required and supporting application documents must be uploaded prior to submitting a new funding application. Mailing in documents is on longer necessary. Districts and OPSC staff will be able to access uploaded files at any time and can upload new versions or additional files a any time. Once a school district has uploaded a file, the file cannot be removed.
•	I have uploaded all required documents Upload file(s)
 Image: A start of the start of	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.

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

Form SAB 50-03 Eligibilitywizard – Submittal Page:

OPSC distric	now accepts State Allocation Board School Facility Program forms to be submitted electronically via OPSC Online. School :ts must upload copies of all required documents within 7 calendars days or the submittal will be revoked.
•	Applications may only be submitted by a District Superintendent or Authorized District Representative who is signed in OPSC Online with their corresponding OPSC Online User ID. Submittal from these authorized accounts is considered to be a unique electronic signature for purposes of application submittal. A printed, wet-signature form does not need to be mailed to OPSC. All required and supporting application documents must be uploaded prior to submitting a new funding application. Mailing in documents is on longer necessary. Districts and OPSC staff will be able to access uploaded files at any time and can upload new versions or additional files a
	any time. Once a school district has uploaded a file, the file cannot be removed.
✓	I have uploaded all required documents Upload file(s)
 Image: A start of the start of	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 based of the district.

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

Form SAB 50-03 Eligibilitywizard – Submittal Page:

Dashboard / District / Eligibilitywizard 50-03 Facilities Update Adj Mod 2023-2024	, Submitted		District: 67439 Sacramento City Unified • School/Site: C. K. Mcclatchy High County Name: Sacramento County				
Eligibility State 50-03 Eligibility Determination	Submittal		Options (2) Duplicate As Draft				
Certification	This paperless form was successfully submitted	to OPSC.	Copy Link Download Completed Forms				
Submit	Submittal Date: 08/29/2024	ubmittal Date: 08/29/2024					
	What's Next	Application Options	Uploaded Files Upload File %				
	Please review this application's uploaded documents in the right side bar to ensure all required application documents are uploaded and properly named. Required documents not uploaded within 7 working days after the submittal date 2024-08-29 10:19 AM will lead to the application being rejected.	Upload file(s)	Site Map Test Document.docx + Test Document Aug 29, 2024				
	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 application.		Activity				
			Test User Submitted Version 1 08/29/2024				
	✤ Previous		Test User Document Uploaded 08/29/2024 Test User Created Draft 1 08/29/2024				

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

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

board / District / Eligibilitywizard 50-03 Facilities Updat Adj Mod 2023-2024	e , Submitte	٥				District: 67439 Sacramento City Unified • School/Site: C. K. Mcclatchy High County Name: Sacramento County
Eligibility 50-03 Eligibility Determination Certification	50-03 Eligit Option A Permanent classroor	pility Determina	ation			Options ② Duplicate As Draft ② Copy Link 초 Download Completed Forms
Submit	K-6	7-8	9-12	Non-Severe	Severe	Uploaded Files Upload File 💊
	Portable classrooms	at least 20 years old	1	1	1	Site Map Test Document.docx • Test Document Aug 29, 2024
	Totals of classrooms	above 2	2	2	2	Activity Test User Submitted Version 1 08/29/2024
	Above totals multipli	ed by pupil factors			-	Test User Document Uploaded 08/29/2024 Test User Created Draft 1 08/29/2024

Form SAB 50-03 Eligibilitywizard – Submittal Page:

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

Form SAB 50-03 Eligibilitywizard – Submittal Page:

Options	
C Duplicate As Draft	
🖸 Copy Link	
Processing	
Uploaded Files Upload File	%
Site Map Test Document.docx - Test Document Aug 29, 2024	
Activity	
Test User Submitted Version 1 08/29/2024	
Test User Document Uploaded 08/29/2024	
Test User Created Draft 1 08/29/2024	

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

Chern *							D		EQ x2	me Test 🔹
Public Schoo	ol Construction						Project Reporting Anno Resource	Open file te more	8	A hboard
Dashboard / District / Elig	igibilitywizard 50-03 Facilities Updat Adj Mod 2022-2023	e , Submitted)				District: 67439 Sacramento City Unified	 School/Site: C. K. Mcclatchy High County Name: Sacramento County 	1	
	Eligibility 50-03 Eligibility Determination Certification	50-03 Eligibi Option A Permanent classrooms	ility Determina	ation			Options 2 Duplicate As Draft 2 Copy Link 2 Download Completed Form	5		
	Submit	K-6 X-5	7-8	9-12	Non-Severe Hon-Severe	Severe	Uploaded Files Site Map	Upload File 💊		
		K-6 Totals of classrooms at	7.6 bove	9-12	Non-Severe		Activity	Document Aug 1, 2024		
		0 Above totals multiplied	0 d by pupil factors	0	0	0	Test User Document Uploaded Test User Created Draft 1 07/31	08/01/2024 08/01/2024 /2024		
		0 CBEDS enrollment at se	0 chool	0	0	0	Notes	New Note	l	
		K-6	74	9-12						

Form SAB 50-03 Eligibilitywizard – Submittal Page:

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

Form SAB 50-03 Eligibilitywizard – Submittal Page:

Name	Туре	Compressed size	Password protecte
🔓 SAB 50-03 Form.pdf	Adobe Acrobat Document	261 KB	No

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

Form SAB 50-03 Eligibilitywizard – Submittal Page:

🔁 SAB 50-03 Form - Adobe Acrobat Pro (32-bit)						-
File Edit View E-Sign Window Help						
Home Tools SAB 50-03 Form ×						5 ? 🖡
🖺 🏠 🗇 🖶 🔍 🛈 🕘 🔺 / 4	k 🖑 \varTheta 🕁 <u>45.2%</u>	• 🔁 •	₽	1 L d.	: 🕏 🗇	🖓
	EVEN OF CARL FORMATION EVEN OF CARL FORMATION SUB-STATE OF THE STATE OF CARL FORMATION SUB-STATE OF CARL FOR THE OF CARL FORMATION SUB-STATE OF CARL FORMATION SUB-ST	OFFICE OF PEDIC OFFICE OF PEDIC OFFICE OF PEDIC OFFICE O	17.11 0.51101 10.040 10.001 0.04118.1210 10.04118.1210 10.041 10.04			
•	3 Text Comparison Desires Target Signal Section 2011 Face 18 Networksen 2011 Dier 2011 AddRTM Face 18 Networksen 2011 Dier 2011 AddRTM 2011 Dier 2011 C. Klassich Viller 2011 Dier 2011 Dier 2011 Dier 2011 2011 Dier 2011 Die 2011 Die 2011 Die 2011 2011 Dier 2011 Die 2011 Die 2011 Die 2011 Die 2011 2011 Die 2011 <td>K4 78 912 1 0 0 25 0 0 0 0 0</td> <td>2 Nor Sere Seren 0 0 0 0 0 0 0 0</td> <td></td> <td></td> <td></td>	K4 78 912 1 0 0 25 0 0 0 0 0	2 Nor Sere Seren 0 0 0 0 0 0 0 0			
	2. Thereare space a factor 2 prior at 1 specify discussion in space factory 3. Thereaf space water 2 prior at 2 prior at 3 3. Thereaf space water 2 prior at 2 prior at 4 3. Thereaf space water 2 prior at 4 prior at 4 4. Thereaf space water 2 prior at 4 prior at 4 4. Thereaf space water 2 prior at 4 prior at 4 4. Thereaf space water 2 prior at 4 prior at 4 4. Thereaf space water 2 prior at 4 prior at 4 5. Thereaf space water 2 prior at 4 prior at 4 5. Thereaf space water 2 5. Thereaf	1.0 10 20 30 66,07 66,07 0 200 0 200 0 30 66,07 0 200 0 200 0 30 30 66,07 100 200 0 300	Van. Steve Server 0 0 0 0 7 Addic Intraction on Intervation on			
	Testischen sie ist wach die diese schedung ist die fahr sone persokale fig ORIe alf Parks Sched Const Insergie im for Octoment Private BBRW-Register für Die Schedung ist die Schedung ist die Schedung ist BBRW-Register ist die Schedung ist die Schedung ist die Schedung ist BBRW-Register ist OFFIC Gelfen Application Produced Reveals By: Test Care 1910204	nuction. In the event a conflict should a	SHE, SHOT PA			

District Eligibility Page

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

District Eligi	bility Page:								
Dashboard / Di	strict								
67439 Sacramento County Eligibility	acramento	City Ur	nified	Financial Hardshi	p Unused Sites	Project Trackinį	ş Number		
District E	ligibility Appl	ications					New El	igibility Application	View Baselines Select a High School Attendance Area below for Eligibility Baseline Information:
Nickname 🗘	Status 0	Type 🗘	Enrollment Year ©	HSAA 0	Site Name 🗘	Received Date	Updated ~	\$	Type to filter the HSAA
50-03 Facilities Update	Submitted	Adj Mod	23/24	District-Wide	C. K. Mcclatchy High	08/29/2024	08/29/2024		(00) District-wide > (01) Rosemont >
50-03 Facilities Update	Submitted	Adj Mod	22/23	District-Wide	C. K. Mcclatchy High	08/01/2024	08/01/2024		
Cmp Capitol Campus Establishmer	SAB Approved	Est Mod	20/21	District-Wide	California Montessori Project - Capitol	10/07/2022	10/12/2022		
District Eligi	ibility Page:								
Dashboard / Di	strict								
67439 Sacramento County	acramento	City Ur	nified	Financial Hardshi	p Unused Sites	Project Tracking	g Number		
District E	ligibility Appl	ications					New El	igibility Application	View Baselines Select a High School Attendance Area below for
Nickname 🗘	Status 0	Type 🗘	Enrollment Year 0	HSAA 0	Site Name 🇘	Received Date	Updated 🛩	0	Type to filter the HSAA
50-03 Facilities Update	Submitted	Adj Mod	23/24	District-Wide	C. K. Mcclatchy High	08/29/2024	08/29/2024		(00) District-wide > (01) Rosemont >
50-03 Facilities Update	Submitted	Adj Mod	22/23	District-Wide	C. K. Mcclatchy High	08/01/2024	08/01/2024		
Cmp Capitol Campus Establishmer	SAB Approved	Est Mod	20/21	District-Wide	California Montessori Project - Capitol	10/07/2022	10/12/2022		

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

District Eligibility Page:

Entire District								Baselines	
	Applicatio							View the District's New Construction basel	ine and
igibility /	Applicatio	ons					New Eligibility Application	New Construction >	
Nickname 🗘	Status 0	Enrollment Year	Site Name 🗘	HSAA ≎	Received Date	Type 🗘	Updated ~	Or, select a site below to view its Moderniz baseline:	ation
50-03 Facilities	Submitted	2024	C. K. Mcclatchy High	District-Wide	08/29/2024	Adj Mod	08/29/2024	Type to filter the Sites	
50-03 Facilities	Submitted	2023	C. K. Mcclatchy High	District-Wide	08/01/2024	Adj Mod	08/01/2024	1619 N Street	>
mp Capitol	SAB Approved	2021	California	District-Wide	10/07/2022	Est Mod	10/12/2022	A Warren Mcclaskey Ad Ed	>
ampus			Montessori					A. M. Winn Elementary	>
stablishment			Project - Capitol Campus					A. Warren Mcclaskey Adult Educ	>
Sacramento City	SAB Approved	2020		District-Wide	05/06/2020	Adj Nc	12/30/2020	Abraham Lincoln Elementary	>
57439	SAB Approved	2014	John H. Still	District-Wide	11/27/2019	Adi Mod	12/24/2020	Albert Einstein Middle	>
eonardo Da	SAB Approved	2014	Da Vinci	District-Wide	12/02/2019	Adj Mod	12/24/2020	Alice Birney	>
linci			(Leonardo) Elementary					Alice Birney Waldorf-inspired	>
								American Legion High	>
6 Total Iter	ms Per Page 2	5 ¥				First	Prov. 1 Novt Last	Argonaut High	>
intire District								Baselines	line e
ligibility /	Applicatio	ons					New Eligibility Application	View the District's New Construction base adjustments: New Construction >	line ar
lickname 🗘	Status 🗘	Enrollment Year \$	Site Name 🗘	HSAA 🗘	Received Date	Type 🗘	Updated ~	Or, select a site below to view its Moderni baseline:	zation
50-03 Facilities Jpdate	Submitted	2024	C. K. Mcclatchy High	District-Wide	08/29/2024	Adj Mod	08/29/2024	Type to filter the Sites	
50-03 Facilities Update	Submitted	2023	C. K. Mcclatchy High	District-Wide	08/01/2024	Adj Mod	08/01/2024	Bret Harte Elementary	>
Cmp Capitol	SAB Approved	2021	California	District-Wide	10/07/2022	Est Mod	10/12/2022	C. K. Mcclatchy High	>
ampus stablishment			Montessori Project - Capitol					Caleb Greenwood Elementary	>
Sacramento City	SAB Approved	2020	Campus	District-Wide	05/06/2020	Adj Nc	12/30/2020	Calif Middle	>
19-20 Cbeds	SAR Approved	2014	John H. Still	District-Wide	11/27/2019	Adi Mod	12/24/2020	a life of the stand of the stan	. /
eonardo Da	SAB Approved	2014	Da Vinci	District-Wide	12/02/2019	Adj Mod	12/24/2020	California Montessori Project - Capitol Campus	>
Vinci	SAB Approved	2014	(Leonardo)	District-wide	12/02/2019	Аај моа	12/24/2020	Camellia Basic Elementary	

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

District Eligibility Page Baseline:

rd / District / E	Eligibility											
39 Sacran reeport Blvd. , S to County Manage Sites	Sacramento	City Un , CA 95818 ontacts Dist	ified : (00) Dis 3 rict Uploaded Docs Finance	trict-wide	: 343541 used Sites Projec	9 C. K. Mo	cclatchy H	ligh				
< Retu	irn to Districtwid	le/HSAA										
M	lod Base	eline Adju	istment									
Es	Established Baseline:											
	K-6	7-8	9-12 Non-Severe	Severe								
	0	0	2455 0	0								
	Type to filter	e										
	к-6 С	7-8 0	9-12 0	Non-Severe C	Severe 0	Adjustment Type 0	App#/Desc. 0	Received ~	Approved By $\widehat{}$	Justification 0	Enrollment 0	SAB Date 0
	0	0	-287	0	0	a - Reduced by SFP Funding Items	57/67439-00- 076	04/24/2018	Jennifer Maestretti	03/29/2021	03/04	05/26/2021
	0	0	9	0	0	d1 - Additional 20/25 year old facilities		08/24/2009	Brian.lapask@dgs.r	08/12/2009	08/09	03/24/2010

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

District Eligibility Page Baseline:

Mod Baseline Adjustment Established Baseline: K-6 7-8 9-12 Non-Severe Severe 0 2455 0 0 0 Type to filter. K-6 0 **7-8** 🗘 9-12 ¢ Non-Severe 0 Adjustment App#/Desc. Received Justification Enrollment SAB Date Approved Severe 0 Type 🗘 ~ By 🗘 ÷ -287 0 57/67439-04/24/2018 Jennifer 03/29/2021 03/04 05/26/2021 0 0 0 а-Reduced 00-076 Maestretti by SFP Funding Items 0 d1 -08/24/2009 Brian.lapask@ 08/12/2009 08/09 03/24/2010 0 0 0 9 Additional

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

District Eligibility Page Baseline:

Mod Baseline Adjustment

Establishe	d Baseline:										
K-6	7-8	9-12	Non-Severe	Severe							
0	0	2455	0	0							
Type to f	iltor										
Type to I											
K-6 🗘	7-8 û	9-12 🤤	Non- Severe 🗘	Severe 🗘	Adjustment Type ≎	App#/Desc. ≎	Received ~	Approved By ¢	Justification ¢	Enrollment Ĵ	SAB Date
0	0	-287	0	0	а-	57/67439-	04/24/2018	Jennifer	03/29/2021	03/04	05/26/2021
					Reduced by SFP	00-076		Maestretti			
					Funding						
					Items						
0	0	9	0	0	d1 -		08/24/2009	Brian.lapask@	08/12/2009	08/09	03/24/2010

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

District Eligibility Page Baseline:

Mod Baseline Adjustment

olishe	ed Baseline:										
6	7-8	9-12	Non-Severe	Severe							
Type to	filter										
K-6 0	7-8 🗘	9-12 🗘	Non- Severe ¢	Severe ‡	Adjustment Type 🗘	App#/Desc. ≎	Received ~	Approved By ¢	Justification ≎	Enrollment ¢	
0	0	-287	0	0	a - Reduced by SFP Funding Items	57/67439- 00-076	04/24/2018	Jennifer Maestretti	03/29/2021	03/04	
0	0	9	0	0	d1 - Additional		08/24/2009	Brian.lapask@	08/12/2009	08/09	

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

Mod Baseline Adjustment

Established	Baseline:										
K-6	7-8	9-12	Non-Severe	Severe							
0	0	2455	0	0							
Turne to filt											
Type to hit											
K-6 0	7-8 0	9-12 0	Non- Severe ¢	Severe 0	Adjustment Type 0	App#/Desc.	Received	Approved By ¢	Justification	Enrollment	SAB Date
					.,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,			-, .			
0	0	-287	0	0	a -	57/67439-	04/24/2018	Jennifer	03/29/2021	03/04	05/26/2021
					by SFP	00-076		Maestretti			
					Funding						
					Items						
0	0	9	0	0	d1 -		08/24/2009	Brian.lapask@	08/12/2009	08/09	03/24/2010
					Additional						

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

District Eligibility Page Baseline:

Mod Ba	seline Ad	ljustment									
Establishe	ed Baseline:										
K-6	7-8	9-12	Non-Severe	Severe							
0	0	2455	0	0							
Type to f	filter										
K-6 🗘	7-8 🗘	9-12 ¢	Non- Severe ≎	Severe ‡	Adjustment Type ≎	App#/Desc.	Received ~	Approved By ≎	Justification ²	Enrollment ¢	SAB Date ¢
0	0	-287	0	0	a - Reduced by SFP Funding Items	57/67439- 00-076	04/24/2018	Jennifer Maestretti	03/29/2021	03/04	05/26/2021
0	0	9	0	0	d1 -		08/24/2009	Brian.lapask⊚	08/12/2009	08/09	03/24/2010

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

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

District Eligibility Page Baseline:

Mod Baseline Adjustment

Establishe	d Baseline:										
K-6	7-8	9-12	Non-Severe	Severe							
0	0	2455	0	0							
Type to fi	ilter										
.,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,											
K-6 🗘	7-8 Ĵ	9-12 ¢	Non- Severe \$	Severe 0	Adjustment Type ¢	App#/Desc. ≎	Received ~	Approved By ¢	Justification ¢	Enrollment ¢	SAB Date
K-6 0 0	7-8 ≎ 0	9-12 ≎ -287	Non- Severe ≎ 0	Severe 0 0	Adjustment Type ≎ a-	App#/Desc.	Received ~ 04/24/2018	Approved By ≎ Jennifer	Justification	Enrollment [•] 03/04	SAB Date \$ 05/26/2021
K-6 0	7-8 ≎ 0	9-12 ≎ -287	Non- Severe 0 0	Severe û O	Adjustment Type 0 a - Reduced by SFP	App#/Desc. \$ 57/67439- 00-076	Received ~	Approved By ≎ Jennifer Maestretti	Justification ¢ 03/29/2021	Enrollment 03/04	SAB Date 05/26/2021
K-6 0	7-8 ≎ 0	9-12 0	Non- Severe ¢	Severe 0	Adjustment Type 0 a - Reduced by SFP Funding Items	App#/Desc.	Received ~	Approved By ≎ Jennifer Maestretti	Justification ¢ 03/29/2021	Enrollment 03/04	SAB Date 0 05/26/2021

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

District Eligibility Page Baseline: Mod Baseline Adjustment

Established	d Baseline:										
K-6	7-8	9-12	Non-Severe	Severe							
0	0	2455	0	0							
Type to fil	ter										
.,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,											
											1
K-6 ≎	7-8 0	9-12 0	Non- Severe ¢	Severe 🤤	Adjustment Type 🗘	App#/Desc. ≎	Received ~	Approved By ≎	Ĵustification ≎	Enrollment ≎	SAB Date ≎
0	0	-287	0	0	a - Reduced by SFP Funding Items	57/67439- 00-076	04/24/2018	Jennifer Maestretti	03/29/2021	03/04	05/26/2021
0	0	9	0	0	d1 -		08/24/2009	Brian.lapask@	08/12/2009	08/09	03/24/2010

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

District Eligibility Page Baseline:

Mod Baseline Adjustment

Establishe	d Baseline:										
K-6	7-8	9-12	Non-Severe	Severe							
0	0	2455	0	0							
Turne to f	iltor										
Type to h											
										- 1	
K-6 ≎	7-8 0	9-12 🗘	Non- Severe 🗘	Severe 0	Adjustment Type ≎	App#/Desc. ≎	Received ~	Approved By ¢	Justification ≎	Enrollment ¢	SAB Date
0	0	-287	0	0	a - Reduced by SFP Funding Items	57/67439- 00-076	04/24/2018	Jennifer Maestretti	03/29/2021	03/04	05/26/2021
0	0	9	0	0	d1 - Additional		08/24/2009	Brian.lapask@	08/12/2009	08/09	03/24/2010

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

District Eligibility Page Baseline:

Mod Ba	seline Ac	ljustment									
Establishe	d Baseline:										
K-6	7-8	9-12	Non-Severe	Severe							
0	0	2455	0	0							
Type to fi	lter										
K-6 0	7-8 🗘	9-12 ¢	Non-	Severe 0	Adjustment	App#/Desc.	Received	Approved	Justification	Enrollment	SAB Date
			Severe 🗘		Type 🗘	\$	*	By 🗘	~	\$	¢
0	0	-287	0	0	a -	57/67439-	04/24/2018	Jennifer	03/29/2021	03/04	05/26/2021
					Reduced by SFP	00-076		Maestretti			
					Funding						
					Items						
0	0	9	0	0	d1 - Additional		08/24/2009	Brian.lapask⊚	08/12/2009	08/09	03/24/2010
					, additional						

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

District Eligibility Page Baseline:

0	0	-110	50	56	g - For non- severe and severe SDC regs changes	07/29/2004	Steve.paul@d	07/27/2004	03/04	10/27/2004
0	0	32	13	-33	c - Enrollment Increase	07/29/2004	Steve.paul@d	07/27/2004	03/04	10/27/2004
					_			First	Prev 1	2 Next Last
SAB Арр к-6 0	7-8 0	9-12 0	Non-Severe	Severe						

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

District Eligibility Page Baseline:

0	0	-287	0	0	a - Reduced by SFP Funding Items	57/67439-00- 076	04/24/2018	Jennifer Maestretti	03/29/2021	03/04	05/26/2021
0	0	9	0	0	d1 - Additional 20/25 year old facilities		08/24/2009	Brian.lapask@dgs.u	08/12/2009	08/09	03/24/2010
0	0	-2099	-63	-23	a - Reduced by SFP Funding Items	57/67439-00- 070	06/30/2005	Steve.paul@dgs.ca		04/05	10/26/2005
0	0	-110	50	56	g - For non- severe and severe SDC regs changes		07/29/2004	Steve.paul@dgs.ca	07/27/2004	03/04	10/27/2004
0	0	32	13	-33	c - Enrollment Increase		07/29/2004	Steve.paul@dgs.ca	07/27/2004	03/04	10/27/2004
										First Prev	1 2 Next Last
SAB Approv	ved Baseline:										
K-6	7-8 9-12	Non-Seve	re Severe								
0	0 0	0	0								
Pending	Baseline Adju	ustment(s)									
					No Pending.	Adjustments					
Estimated B	Baseline:			1							
K-6	7-8 9-12	Non-Seve	re Severe								
0	0 0	0	0								

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

District Eligibility Page:

Dashboard /	District / E	igibility										
67439 3066 Freep Sacramento Co Eligibility	Sacran port Blvd. , S nunty Manage Sites	District Con	CA 95818 , CA 95818	fied : (O	0) District-v	vide: 343	35419 C. Project Tracking I	K. Mccla	tchy High	1		
< Return to D	istrictwide/HSAA											
Mod	Baseline	Adjustm	ent									
Establ	ished Baseli	ne:										
K-6	7-8	9-12	Non	-Severe Seve	ere							
0	0	24	155 0	0								
Тур	e to filter											
К-6 ≎	7-	3 0	9-12 0	Non-Sever	e Severe û	Adjustment	App#/Desc. 🗘	Received ~	Approved By	Justification	Enrollment 🗘	SAB Date 🗘

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

District Eligibility Page:

Clark *								
Public Sch	ool Construc	tion:						Project Reporting _{Beta}
Dashboard / District								
67439 Sacran	mento City	Unified						
Eligibility Manage Sites	s District Contacts	District Uploaded Docs	Financial Hardship Un	used Sites Project 1	Fracking Number			
District Eligibili	ty Application	IS						New Eligibility Application
Nickname 🌣	Status 🗘	Type 🗘	Enrollment Year 🗘	HSAA ≎	Site Name 🗘	Received Date $\hat{\circ}$	Updated ~	÷
50-03 Facilities Update	Submitted	Adj Mod	22/23	District-Wide	C. K. Mcclatchy High	08/01/2024	08/01/2024	
Cmp Capitol Campus Establishment	SAB Approved	Est Mod	20/21	District-Wide	California Montessori Project - Capitol Campus	10/07/2022	10/12/2022	
Sacramento City 19- 20 Cbeds	SAB Approved	Adj Nc	19/20	District-Wide		05/06/2020	12/30/2020	
67439	SAB Approved	Adj Mod	13/14	District-Wide	John H. Still	11/27/2019	12/24/2020	
Leonardo Da Vinci	SAB Approved	Adj Mod	13/14	District-Wide	Da Vinci (Leonardo) Elementary	12/02/2019	12/24/2020	
5 Total Items P	Per Page 25 ♥							First Prev 1 Next Last

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

District Uploaded Docs:

439 Sacramento City U mento County jbility Manage Sites District Contacts	Inified	Docs Financial Hardship Unused Si	tes Project Tr	acking Number						
Iploaded Documents						Enterfilt	er bext			Filter Tabl
	-									
• All	3	File Name 🗘	OPSC App# 0	Nickname 🗘	Арр Туре 🗘	HSAA C	Description $\hat{\boldsymbol{\boldsymbol{\varphi}}}$	Created 🤇	Site ‡	Master File Type 🗘
All General Correspondence	0	File Name 🗘 OPSC Site Data worksheet.xlsx	OPSC App# 0	Nickname CMP Capitol Campus Es	App Type C	HSAA C District-Wide	Description OPSC Site Data Wor	Created Created Created	Site California Montessori Project - Ci	Master File Type 🗘 Site Diagrams
All General Correspondence Modernization Eligibility New Construction Eligibility	3 0 1 0	File Name O OPSC Site Data worksheet.xlsx (CMP Capitol Campus) Mod Site D	OPSC App# 0 57/67439-00-00 57/67439-00-00	Nickname C CMP Capitol Campus Es CMP Capitol Campus Es	App Type C Est Mod Est Mod	HSAA C District-Wide District-Wide	Description OPSC Site Data Wor Mod Site Diagram	Created : Oct 7, 202: Oct 7, 202:	Site California Montessori Project - Ci California Montessori Project - Ci	Master File Type C Site Diagrams Site Diagrams
All General Correspondence Modernization Eligibility New Construction Eligibility Site Diagrams	3 0 1 0 2	File Name © OPSC Site Data worksheet.xlsx (CMP Capitol Campus) Mod Site D Form SAB 50-03 (CMP Capitol Cam	OPSC App# 0 57/67439-00-00 57/67439-00-00 57/67439-00-00	Nickname C CMP Capitol Campus Es CMP Capitol Campus Es CMP Capitol Campus Es	App Type © Est Mod Est Mod Est Mod	HSAA 0 District-Wide District-Wide District-Wide	Description © OPSC Site Data Wor Mod Site Diagram Form SAB 50-03 10/	Created : Oct 7, 202: Oct 7, 202: Oct 7, 202:	Site California Montessori Project - Cr California Montessori Project - Cr California Montessori Project - Cr	Master File Type C Site Diagrams Site Diagrams Modernization Eligib
Att General Correspondence Modernization Eligibility New Construction Eligibility Site Diagrams Financial Hardship	3 0 1 0 2 0	File Name © OPSC Site Data worksheet.xtsx (CMP Capitol Campus) Mod Site D Form SAB 50-03 (CMP Capitol Cam	OPSC App# 0 57/67439-00-00 57/67439-00-00 57/67439-00-00	Nickname © CMP Capitol Campus Es CMP Capitol Campus Es CMP Capitol Campus Es	App Type C Est Mod Est Mod	HSAA C District-Wide District-Wide District-Wide	Description OPSC Site Data Wor Mod Site Diagram Form SAB 50-03 10/	Created : Oct 7, 202: Oct 7, 202: Oct 7, 202:	Site California Montessori Project - Cr California Montessori Project - Cr California Montessori Project - Cr	Master File Type 2 Site Diagrams Site Diagrams Modernization Eligibi







OPSC ONLINE USER GUIDE



Section 8. Financial Hardship

Financial Hardship

When a School District (District) or County Office of Education (COE) submits an Application for Funding, they have the option to check a box on the application to request funding for a Financial Hardship (FH). The purpose of a Financial Hardship review is first to determine if a District or COE is eligible for Financial Hardship, and second to determine how much funds are available for the District or COE's matching share, if any. If the District or COE does not have enough funds for their matching share of a project, the District or COE receives Financial Hardship in an amount to make the District or COE's share whole (District or COE's required share minus available funds).

For example, if the project total cost is \$1 million and the District or COE's matching share is \$500,000, but the District or COE only has \$200,000 available for their matching share, the District or COE would receive \$300,000 in Financial Hardship funding (\$500,000 - \$200,000 = \$300,000).

When a District or COE requests Financial Hardship on an Application for Funding, the Office of Public School Construction (OPSC) will request a package of documents from the District or COE so that a review for Financial Hardship can be completed concurrently with the review of the Application for Funding. Any authorized user representing the school district may complete the Financial Hardship package and upload documents in OPSC Online; however, only the Authorized Superintendent and District Representatives may submit a Financial Hardship package through OPSC Online.

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

- Phase I FH Checklist
- Phase II FH Checklist
- Project Worksheet for each project
- Fund Worksheet for each Capital Facility Fund the District or COE has
- Supporting documents called for in the Phase I and II FH Checklists
- For a Re-Review, the District or COE provides an Unfunded Review FH Checklist and supporting documents

Submitting a Financial Hardship Package in OPSC Online

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

Dashboard Funding Application Screen:

District Selection Screen:

Dublic School Construction	Audits	Project Reporting Beta	Resources	 Accounting	Č	Grants	Enrollment Projection	Reports	Users	District	A Dashboard
Dashboard Funding Applications											
Create New SFP Funding Application Create New Preschool/TK/FD	K Funding /	Application									

From the District screen, start typing the District name then click on the District's name when it appears.

Public School Construction		
Dashboard / District		
Select A District		
	District 0	Role 0
	67439 Sacramento City Unified	Local Educational Agency Representative
	1 items Total	

Click on the "Financial Hardship" tab.

District Screen:



Click on "New Financial Hardship Request".

Financial Hardship Screen: 67439 Sacramento City Unified Sacramento County Eligibility Manage Sites District Uploaded Docs Financial Hardship Unused Sites Project Tracking Number

Submitting a Financial Hardship Phase 1 Checklist

A pop-up window will appear that has three fields: 1. District; 2. Financial Hardship Phase;

3. Application Nickname. Enter in an application nickname and click "Continue".

For example: "XYZ USD Phase 1 FH Checklist 10/2023"

Financial Hardship Phase 1 Screen:

6	67439 Sacramento City Unified					
Sacramento County		District C	Create a New Financial Hardship - Phase I Application			
		-		District:	67439 Sacramento City Unified 🗸 🗸	
	Finai	ncial Haro	dship R∉	Financial Hardship Phase:	Financial Hardship Phase I	
				Please enter application nickname:	XYZ USD Phase 1 FH Checklist 10/2023	
	Request Number ≎	Phase I ≎	Phase I Status		Continue Cancel	

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

Financial Hardship Package Landing Screen:

Dashboard / Financial Hardship Package / Landing			
	Financial Hardship Package		
	Financial Hardship Checklist - Phase I		
	Financial Hardship submittal package:		
	All incomplete Financial Hardship packages will be returned. This Financial Hardship checklist and funding certification must be submitted in its original form and without any modifications or the district's Financial Hardship package will be marked incomplete and returned to the district.		
	Start Application		

Check the box to indicate if this is a "New" Financial Hardship request or a "Renewal". Click Yes or No to indicate if it is a County Office of Education. When finished click "Continue" to move to the next screen.

Financial Hardship Phase 1 Checklist:

Dashboard / Financial Hardship Package / Draft 1 XYZ USD Phase 1 FH Checklist 10/2023 / Draft Financial Hardship Package · Financial Hardship Checklist - Phase I @				
Financial Hardship Checklist	County Office of Education			
County Office of Education	Is this a new request or a renewal? 🔞	> New CRenewal		
Section A.	Is the school district a County Office of Education?	Yes No		
Section B.		Continue 🔶		
Submit				

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

Financial Hardship Phase 1 Checklist Wizard:

Financial Hardship Phase 1 Checklist:

XYZ USD Phase 1 F	H Checklist 10/2023		DSA Number: District: 67439 Sacramento City Unified County Name: Sacramento County
Financial Hardship Checklist	County Office of Education		•
County Office of Education	Is this a new request or a renewal? 🕢	🗆 New 🗌 Renewal	A Financial Hardship review is considered a renewal when the Financial Hardship request occurs within three years of the district's last Financial Hardship adjusted grant
Section A.	Is the school district a County Office of Education?	Yes No	apportionment.
Section B.			
Review		Continue 🔶	
Submit			

If it is a County Office of Education (COE), the system will automatically complete Sections A and B. Scroll down to the bottom of Section A and Click "Continue". Then scroll down to the bottom of Section B and click "Continue". This will take the COE to the Review section.

nancial Hardship hecklist	Section A.
County Office of Education	Section A.
Section A.	1. Is the district levying developer fees at the maximum rate justified under law? Yes No N/A
Section B.	2. Is the district renewing their Financial Hardship status for a new construction project?
Review	If yes, it must also show evidence of the appropriate level of developer fees assessed (i.e. Level I, Level II, or alternate fee determined by current needs analysis study). The district must have a current (dated within one year of the Financial Hardshi request) Needs Analysis to justify its Level II fees.
Submit	3. Is a copy of the school board resolution implementing the current fees attached? Yes No N/A
	4. If the district is sharing developer fees with other school districts: has a copy of the agreement been submitted with the financial hardship package? If a copy of the agreement will be uploaded with this application, select "Yes".
	5. If the district is not levying the maximum developer fees, does the district □ Yes □ No ☑ N, have a current (dated within 2 years of the financial hardship request) developer fee justification study showing a lesser amount to be collected? Is this instification study included in the financial hardship submittal?

District answers each question in Section A of the Financial Hardship Phase 1 Checklist to demonstrate they are levying the maximum developer fees justified by law. When complete click "Continue" to move to Section B.

ancial Hardship ecklist	Section A.
County Office of Education	Section A.
Section A.	1. Is the district levying developer fees at the maximum rate justified under law? Yes No
Section B.	2. Is the district renewing their Financial Hardship status for a new construction project? Yes No
Review	If yes, it must also show evidence of the appropriate level of developer fees assessed (i.e. Level I, Level II, or alternate fee determined by current needs analysis study.) The district must have a current (dated within one year of the Einancial Hards
Submit	request) Needs Analysis study). The district must have a current (dated within one year of the Financial Hards request) Needs Analysis to justify its Level II fees.
	3. Is a copy of the school board resolution implementing the current fees attached? Yes No
	Please ensure to upload a copy of school board resolution that is implementing the current fees.
	4. If the district is sharing developer fees with other school districts: has a □ Yes □ No ☑ I copy of the agreement been submitted with the financial hardship package? If a copy of the agreement will be uploaded with this application, select "Yes".
	5. If the district is not levying the maximum developer fees, does the district have a current (dated within 2 years of the financial hardship request) developer fee justification study showing a lesser amount to be collected? Is this justification study included in the financial hardship submittal?

Financial Hardship Phase 1 Checklist* – Phase 1 continued: If the District is renewing their Financial Hardship status for new construction, they must show evidence of the appropriate level of developer fees assessed. Meaning they should be charging Level II developer fees or has documentation to demonstrate why they cannot levy Level II fees.

Financial Hardship Phase 1 Checklist:

XYZ USD Phase 1 F Financial Hardship Package • Financia	H Checklist 10/2023 , Draft	DSA Number: District: 67439 Sacramento City Unified County Name: Sacramento County
Financial Hardship Checklist	Section A.	
County Office of Education	Section A.	A Einancial Hardship review is considered a renewal when
Section A.	1. Is the district levying developer fees at the maximum rate justified under law? Yes No	the Financial Hardship request occurs within three years of
Section B.	2. Is the district renewing their Financial Hardship status for a new O Yes No construction project?	the district's last Financial Hardship adjusted grant apportionment.
Review Submit	If yes, it must also show evidence of the appropriate level of developer fees assessed (i.e. Level I, Level II, or alternate fee determined by current needs analysis study). The district must have a current (dated within one year of the Financial Hardship request) Needs Analysis to justify its Level II fees.	If the district is renewing their Financial Hardship for a new construction project, then they must be levying Level II developer fees or documenting why they cannot. • They justify Level II developer fees by having a
	Has a copy of the Needs Analysis Study and the school board resolution implementing the fees been submitted? If the district is uploading the Needs Analysis Study with this application, select "Yes".	reeds Anarysis study that is dated within 1 year or the Financial Hardship request.
	If the district cannot levy developer fees, has □ Yes □ No 2 N/A documentation been submitted supporting this assertion that can be verified by OPSC? If the district is uploading the documentation with this request, select "Yes". •	

* If the School District is not levying developer fees at the maximum rate justified under law and does not have a Justification Study, the School District does not qualify for financial hardship status. The School District can stop filling out the form and should notify the Financial Hardship Auditor and Project Manager processing the funding application. District answers each question in Section B of the Financial Hardship to indicate under what qualifying criteria they qualify for Financial Hardship status. If the District's bonded indebtedness is at least 60% click "Yes" to question #1. Also, the Percentage of Indebtedness must be input manually.



XYZ USD Phase 1 FH Financial Hardship Package • Financial Har	Checklist 10/2023 , Draft dship Checklist - Phase I @
Financial Hardship Checklist	Section B.
 County Office of Education Section A. 	1. Is the district's current outstanding bonded or school facility related indebtedness at least 60% of the total bonding capacity of the district?
Section B.	What is the district's percentage of indebtedness? 72%
Submit	If qualifying under this criteria, please submit the following: A letter from County Audit-Controller certifying the district's current year assessed valuation has been submitted or will be uploaded with this application. Yes No A copy of the appropriate Bond booklets, COP booklets, or other documentation that verifies the district's level of bonded indebtedness has been submitted or will be uploaded with this application. Yes No A copy of the last published annual audit report. Yes No
	 2. Did the district have a successful registered voter bond election for at least the maximum amount allowed under Prop. 39 within the previous two years from the date of this financial hardship request? 3. Is the district's total bonding capacity at the time of the request for Financial Hardship status \$5 million or less? 4. Is the district submitting under other evidence? Yes No
	← Previous Continue →

*If the School District answers "No" to all four questions in Section B, the School District does not qualify for Financial Hardship status. The School District can stop filling out the form and should notify the Financial Hardship Auditor and Project Manager processing the funding application. If the District's total bonding capacity is \$15 million or less, indicate "Yes" on question #3 and upload a copy of the District's most recent assessed valuation from their County Audit Controller. After all four questions in Section B are answered, click on "Continue" to move to the next section.

District: 67439 Sacramento City Unified

Financial Hardship Phase 1 Checklist:

Financial Hardship Package • Financial Har	dship Checklist - Phase I 🛛	County Name: Sacramento County
Financial Hardship Checklist County Office of Education Section A. Review Submit	Section B. 1. Is the district's current outstanding bonded or school facility related indebtedness at least 60% of the total bonding capacity of the district? 2. Did the district have a successful registered voter bond election for at least the maximum amount allowed under Prop. 39 within the previous two years from the date of this financial hardship request? 3.If the district submitted their funding application on or before October 30, 2024, is the district's total bonding capacity at the time of the request for Financial Hardship status \$5 million or less? If the district submitted their funding application on or after October 31, 2024, is the district's total bonding capacity at the time of the request for	Total Bonding Capacity is calculated as follows: Total Bonding Capacity is calculated as follows: (Total assessed valuation)(Applicable Bond Debt Limit) = Total Bonding Capacity. Applicable Bond Debt Limit = 2.5% for Unified School District or 1.25% for other School Districts. Fund applications received on or after October 31, 2024 can meet the total bonding capacity maximum set forth in Proposition 2, 515 million or less with annual inflation
	If qualifying under this criteria, please submit the following:	Vear.

Each time a section of the Financial Hardship Checklist is successfully completed, that section will change from an exclamation point to a green checkmark on the left-hand navigation panel. A section can be revisited by clicking on the "Previous" button at the bottom of the screen or clicking the needed section on the left-hand side in the *Financial Hardship Checklist*, or the "Edit Page" button and answering the unanswered question(s).

XYZ USD Phase 1 FH Checklist 10/2023 Image: Checklist 20/2023 Financial Hardship Package • Financial Hardship Checklist - Phase 1 Image: Checklist 20/2023				
Financial Hardship Checklist	Review			
County Office of Education	 County Office of Education 	1		
Section A.	Is this a new request or a renewal? @	New		
Review	Is the school district a County Office of Educat	ion? No		
Submit		Edit Page →		
	Section A.			

Upon completion of the first three sections of the Financial Hardship Phase 1 Checklist, the next screen will be the Review screen and answers can be reviewed. Click on "Edit Page" in any section that needs the answer changed.

nancial Hardship hecklist	Rev	view	
County Office of Education	0	County Office of Education	
Section B.		Is this a new request or a renewal? 🕢	New
Review		Is the school district a County Office of Education?	No
Submit			Edit Page →

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

Financial Hardship	documentation that verifies the district's level of bonded indebtedness has been submitted or will be uploaded with this apolication.	
Checklist		(N/A)
County Office of Education	A copy of the last published annual audit report.	(N/A)
Section A.	2. Did the district have a successful registered voter bond election for at least	No
Section B.	the maximum amount allowed under Prop. 39 within the previous two years from the date of this financial hardship request?	
Review		
Submit	A copy of ballot issue/voter bond pamphlet.	(N/A)
	Certification from Registrar of Voters	(N/A)
	Documentation supporting date of election, amount of bond, purpose of	
	bond, and percent of "Yes" vote on bond.	(N/A)
	3. Is the district's total bonding capacity at the time of the request for Financial Hardship status \$5 million or less?	Yes
	If qualifying under this criteria, please submit the following:	
	A letter from County Auditor-Controller certifying the district's current year assessed valuation	Yes
	4. Is the district submitting under other evidence?	No
	Please submit a School District Appeal Request (Form SAB 189) with information and documentation to support the request.	(N/A)
		Edit Page →
	6 Previous	Continue

The last screen in the Financial Hardship Phase I Checklist is the *Submit* screen. From this screen, click on "FH Eligibility Determination – Phase I Submittal Checklist" to download a Word Document listing the documents required for a Phase I Financial Hardship submittal.

Financial Hardship Phase 1 Checklist:



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

XYZ USD Phase 1 FH Financial Hardship Package • Financial Ha	Checklist 10/2023
Financial Hardship Checklist	Submit
County Office of Education	This request for Financial Hardship Determination is being submitted electronically via OPSC Online.
Section A.	 Requests may only be submitted by a School District Superintendent or Authorized School District Representative who is signed in to OPSC Online with their corresponding OPSC Online User ID. Submittal from these accounts is considered to be a unique electronic signature for purposes of Financial Hardship Eligibility Determination requests. A printed, wet-signature request does not need to be
Section B.	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.
Review	Once an application has uploaded a file, the file cannot be removed by the applicant.
Submit	I have uploaded all required documents required on the FH Eligibility Determination - Phase I Submittal Checklist. Upload file(s) All uploaded files for this application are always available on the Financial Hardship Dashboard.
	I certify, as the School District Superintendent and/or Authorized School District Representative, that I have reviewed the request and that the information certified on this request is true and correct; and that I am the School District Superintendent and/or, Authorized School District Representative.

Click on "Browse files" to locate documents required to be uploaded for review.

Financial Hardship Phase1 Checklist:

	_						
		Upload Files				×	
-							
'n							
				Browse files		-	
1							
VV7 LISD Phase 4 EU	Chocklist 1(
ATZ USD Phase 1 PH Checklist 10		File Name 🗘	Description 0	Document Type 💲	Created 🗘	Last Modified 🗘	
	nusinp eneckise - r nuse	0 total					
Financial Hardship Checklist	Submit						
	This request for Fire						
County Office of Education Requests n		Please stay here until fil	a unload(s) complete			Cancel Lipload Files	
Section A. OPSC Onli		Frease stay here until hi	e upidad(s) complete			Cancer Optoad Piles	
	purposes or Financial Hard	uship Englohity Determina	ation requests. A printed, we	t-signature request does i	not need to be		

When files are added, the *Document Type and Description* fields need to be completed before clicking *Upload Files*. First, click in the "Document Type" box to reveal the options; select Financial Hardship.

inancial Hardship Pha	se 1 Checklist:		
Upload Files			×
	Browse f	iles	
File Name 🗘	Document Type 💲	Description 🗘	Uploaded Date 🔅
Financial Hardship Eligibility Determination - Phase 1 Submittal Checklist (3).docx Remove	Please make a selection Financial Hardship Other		✔ 04/23/2025
1 total			
Please stay here until file upload	(s) complete		Cancel Upload Files

Next, click in the "Description" box to reveal the options; select the option best suited for the document type. If document type is not included in the drop-down menu, select *Other* in both the Document Type and Description. Click on "Upload Files" to upload the document.

Upload Files				
	Browse file	5		
File Name 🗘	Document Type 💲	Description 🗘	Uploaded Date 🗘	
Financial Hardship Eligibility Determination - Phase 1	Financial Hardship 🗸	~	04/23/2025	
Submittal Checklist (3).docx Remove		Existing School Building Capa Expenditure Report/Written S Financial Hardship Fund Wor	acıty Statement Ksheet	
1 total		Financial Hardship Project W Financial Hardship Request S General Ledger General Ledger (GL) Detail Re General Ledger (GL) Summar	orksheet Summary eport y Report	
Please stay here until file upload(s) complete notify the District to upload the documents within 7 working days after 2025-04-23 02:54 PM. If the District is unable to meet this requirement, it lest being rejected. The District will be allowed to submit a new package y with a complete application.		Interim Housing Deduction Estimation Justification Study List of OPSC Projects Awaiting Funding Listing of School Projects and Phases Mitigation Agreement Needs Analysis Study		
klist can be downloaded here a be signed with a wet-signature ys available via the Financial H n is all OPSC will need to begin Determination.	t anytime for your records, but it is no and mailed in. Uploaded files for this ardship Dashboard . A complete processing your request for Financial	Phase I Checklist Phase II Checklist Schedule of Inter-Fund Trans School Board Minutes School Board Resolution Special Reserve Fund Docum	fers ients	

After you upload each document, you should see a *Successfully Uploaded* message below the document. Once all Phase I documents are uploaded, click on "Done" at the bottom right of the screen.

Upload Files				×
	Brows	e files		
File Name 🗘	Document Type 🗘	Description 🗘		Uploaded Date 🗘
Phase 1.pdf Successfully Uploaded	Financial Hardship	♥ Phase I Checklist	*	04/25/2025
1 total				
Please stay here until file uplo	ad(s) complete			Done Upload Files

Once all the required documents are uploaded to OPSC Online, click on the two certification check boxes, then the contact information boxes will appear (the seven fields highlighted on the right side of the screen. Fill in the contact information starting with the *Preparer's Name* and finishing with the *Email Address*. Click "Submit Paperless Application" when finished.

	Submit	
Financial Hardship Checklist	 This request for Financial Hardship Determination is being submitted electronically via OPSC 0 Requests may only be submitted by a School District Superintendent or Authorized Sch OPSC Online with their corresponding OPSC Online User ID. Submittal from these accousignature for purposes of Financial Hardship Eligibility Determination requests. A printermailed to OPSC. Districts and OPSC staff will be able to access uploaded files at any time and can uploade Once an application has uploaded a file, the file cannot be removed by the applicant. 	Online. ool District Representative who is signed in to unts is considered to be a unique electronic ed, wet-signature request does not need to be I new version or additional files at any time.
 Section A. Section B. Review Submit 	 I have uploaded all required documents required on the FH Eligibility Determination Upload file(s) All uploaded files for this application are always available on the FH Eligibility Determination I certify, as the School District Superintendent and/or Authorized School District Representative. 	- Phase I Submittal Checklist. Financial Hardship Dashboard. esentative, that I have reviewed the request School District Superintendent and/or,
	Preparer's Title	District Rep
	Preparer's Name	Sue Grafton
	Preparer's Phone	(916) 742-0281
	Preparer's Email	suegrafton@scusd.edu
	District Representative / Superintendent Name	Lisa Allen
	District Representative / Superintendent Phone Number	(916) 643-9000
	Phone Extension (optional)	
	Email Address	superintendent@scusd.edu
	A Submit Paperless Application	

A message that the submittal was successful will appear.

Once the paperless request for Financial Hardship Eligibility Determination is submitted, click on "Go To Financial Hardship Dashboard" to start the process for submitting the Financial Hardship Review - Phase 2 Checklist.

Financial Hardship Phase 1 Checklist:

	Submit	
	This paperless request was successfully submit	et for Financial Hardship Eligibility Determination ted to OPSC.
	Your Financial Hardship Request Package #:	001
nancial Hardshin	Submittal Date:	08/12/2024
checklist	Preparer's Title:	District Rep
County Office of Education	Preparer's Name:	Sue Grafton
County once or Education	Preparer's Phone:	(916) 742-0281
Section A.	Preparer's Email:	suegrafton@scusd.edu
	District Representative / Superintendent Name:	Lisa Allen
Review	District Representative / Superintendent Phone Number:	(916) 643-9000
Submit	Phone Extension (optional):	
	Email Address:	superintendent@scusd.edu

What's Next

Please review this package's uploaded documents on the **Financial Hardship Dashboard** to ensure all required documents are uploaded and properly named. If any documents are missing, OPSC will notify the District to upload the documents within 7 working days after the submittal date 2024-08-12 12:17 PM. If the District is unable to meet this requirement, it will lead to the request being rejected. The District will be allowed to submit a new package when they are ready with a complete application.

The completed checklist can be **downloaded here** at anytime for your records, but it is no longer necessary to be signed with a wet-signature and mailed in. Uploaded files for this application are always available via the **Financial Hardship Dashboard**. A complete paperless submission is all OPSC will need to begin processing your request for Financial Hardship Eligibility Determination.

Application Options



🛓 Download Completed Form

Go To Financial Hardship Dashboard

Submitting a Financial Hardship Phase 2 Checklist

From the Financial Hardship Package Dashboard, you can see that the Phase 1 Checklist Package Status has changed to Submitted. Next, click on "Create Phase 2 Checklist" to get started on the Phase 2 Checklist.

rd:

Dashboard / Financial Hardsh	hip Package				
District: 67439 Sacramento City Unified County: Sacramento Financial Hardship Package		XYZ USD Phase 1 FH Checklist 10/2023 🕜 Submitted			
		Request Number: 0 Financial Hardship Package • Finan	01 cial Hardship Checklist - Phase I 🛛 Ø		
Add Package Name					
Request Number: 001 Package Status: Submitted		Submitted Versions			
Phase 1		Name 0	Status 🗘		Version Received Dat
		Version 1	Submitted		08/12/2024
XYZ USD Phase 1 FH Check	list 10/2023				
Submitted	>	Drafts			
Financial Hardship Checklist - Ph	nase I				
Phase 2					
You may now complete and submit	Create Phase 2 Checklist	Uploaded Files	Upload File 💊		
Phase 2 checklist form.		Optional	Documents		
		Additional Files			
Associated Projects View associated projects for this	> package	Bond Debt Service Schedule.p	df 👻 Bond Schedule Aug 12, 2024		

The next screen to appear has three fields: 1. District; 2. Financial Hardship Phase; 3. Checklist Nickname. The first two fields will populate automatically. Enter a checklist nickname (ex. XYZ USD Phase 2 FH Checklist 10/2023) in the checklist nickname field and click "Create Checklist".

Financial Hardship Phase 2 Checklist:

Dashboard / Financial Hardship P	ackage	
District: 67439 Sacramento City Unified County: Sacramento	Create Linked Application	
Financial Hardship Package	District	67439 Sacramento City Unified 🗸 🗸
Add Package Name Request Number: 002 Package Status: Submitted	Financial Hardship Phase	Financial Hardship Phase II 🗸 🗸
Update Overall Package Status *	Please enter checklist nickname	XYZ USD Phase 2 FH Checklist
Phase 1 XYZ USD Phase 1 FH C		Clear Create Checklist
Submitted Financial Hardship Checklist - Phase I		
Phase 2 Create Phase 2 Checklist		

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

Dashboard / Financial Hardship Package			
District: 67439 Sacramento City Unified County: Sacramento Financial Hardship Package	XYZ USD Phase 2 Financial Hardship Package • Fina	P. FH Checklist 10/2023	Draft
Add Package Name	Submitted Versions	i -	
Request Number: 001 Package Status: Submitted			
Phase 1	Drafts		
XYZ USD Phase 1 FH Checklist 10/2023	Name 0	Status 0	Created By \Diamond
Submitted Financial Hardship Checklist - Phase I	Draft 1	Draft	
Phase 2	Uploaded Files	Upload File 🛛 🗞	
XYZ USD Phase 2 FH Checklist 10/2023	N	o Files	
Draft Financial Hardship Checklist - Phase II			

Click on the "Draft 1" line item for the Financial Hardship Phase 2 Checklist to start working on the checklist.

Financial Hardship Phase 2 Checklist:

District: 67439 Sacramento City Unified County: Sacramento Financial Hardship Package	XYZ USD Phase Financial Hardship Package • Fi	2 FH Checkli nancial Hardship Checklis	st / Draft			DSA Number: District: 67439 Sacramento City Unified County Name: Sacramento County Packare Audit Dates +
Add Package Name						i consperiment pares i
Request Number: 002 Package Status: Submitted	Submitted Version	IS				
Update Overall Package Status 🝷			No	Submitted Versions		
Phase 1	Drafts					New Blank Draft
XYZ USD Phase 1 FH C	Name 🗘	Status 🗘	Created By $\hat{\downarrow}$	Last Edited By 🗘	Updated 🗘	÷
Submitted	Draft 1	Draft	Jason Hernandez	Jason Hernandez	04/25/2025	Options 🔻
Phase I		load File 🔏 🗛	tivity	Notes	New Note	
Phase 2 XYZ USD Phase 2 FH C	No Files	L 0	ason Hernandez Created Draft 1 4/25/2025	No	Notes	
x12 000 1 made 2 1 1 0 m						

When the Financial Hardship Phase 2 Checklist opens it defaults to the Review section. You must click on "Funding Sources" to start the Phase 2 checklist.

Financial Hardship Checklist	Review		
Funding Sources Evidence Required	Funding Sources		
Review	Is this Phase II Checklist a new request or a renewal? (required)		
Submittal	Funding Sources (Per Education Code Section 17075.15(c) & Regulation Section 1859.81(a))		
	NOTE: All fund sources that could be used for capital facility purposes need to		

Answer each question (A though H) on the Funding Source screen and click "Continue". Repeat these steps for the Evidence Required section.

ancial Hardship ecklist	Funding Sources	
Funding Sources	Is this Phase II Checklist a new request or a renewal?	🛛 New 🗌 Renewa
Evidence Required	Funding Sources (Per Education Code Section 17075.15(c) & Regulation Section 1859.81(a))
Review	NOTE: All fund sources that could be used for capital facility purposes need to be included i of what fund the proceeds are deposited into.	n the Financial Hardship package, regardle
Submittal	A. Has the district issued any Certificates of Participation (COP) in the last three years?	Yes No
	B. Will any Certificates of Participation (COP) be issued within the next 12 months from the date of the Financial Hardship submittal?	Yes No
	C. Has the district passed any General Obligation Bonds (2/3, Proposition 39) or Mello Roos Bonds within the last three years?	Yes No
	D. Does the district have any developer fee "In Lieu" agreement(s) in effect or pending that affects the amount of developer fees collected by the district?	Yes No
	E. Does the district have any bonds that are authorized but unsold?	Yes No
	F. Has the district received any proceeds from sale of surplus real property within the last three years?	Yes No
	G. Has the district received any other source of funding within the last three years not previously listed that could be used for capital facility purposes?	Yes No
	H. In the previous two fiscal years has the district made Inter-Fund transfers, in or out of	Yes No

If the District answers Yes to any question on the Funding Sources page, additional information boxes will open that need to be filled out. For example: If the District answers Yes to question A, having issued a Certificate of Participation (COP) in the last three years, then additional information boxes will open and the District needs to answer the following: (1) the date the COP was issued, (2) indicate the dollar amount of the COP, and (3) indicate what Fund the COP proceeds were deposited into. You will also indicate if the COP Booklet has been submitted. Continue answering the questions.

Financial Hardship Checklist	Funding Sources
Funding Sources	Is this Phase II Checklist a new request or a renewal? 😧
Evidence Required Review Submittal	Funding Sources (Per Education Code Section 17075.15(c) & Regulation Section 1859.81(a)) NOTE: All fund sources that could be used for capital facility purposes need to be included in the Financial Hardship package, regardless of what fund the proceeds are deposited into. A. Has the district issued any Certificates of Participation (COP) in the last three years? Yes No
	Please indicate the date(s) issued : 07/24/2022 X MM/DD/YYYY You can add up to 10 Date(s)
	Please indicate the dollar amount(s): \$ 2,500,000 Image: Constraint of the second seco
	Please indicate what Fund the proceeds were deposited into: Fund 40
	Please provide a trial balance and/or General Ledger detail evidencing the proceeds were deposited in that fund. Enclosed
	Please provide a copy of the COP booklet(s) as part of the district's Financial Hardship package.
	If no, the package will be returned

Question C Funding Sources screen – Has the District passed any General Obligation Bonds within the last three years. Answering Yes to this question will open addition information boxes for the District to fill out. They need to indicate (1) the Year the bond(s) passed, (2) the amount of the bond(s), and (3) the Fund the bond(s) proceeds were deposited into. They will also indicate if the bond booklet(s) have been submitted.

Continue answering all the questions on the Funding Sources screen and click "Continue" at the bottom of the screen to move to the *Evidence Required* section.

Financial Hardship Checklist	C. Has the district passed any General Obligation Bonds (2/3, Prop Roos Bonds within the last three years?	osition 39) or Mello Yes No
Funding Sources	Please indicate the date(s) passed and the dollar a	imount(s):
Evidence Required	2nd Prior Year Prior	Year Current Year
Review	Amount \$ 7,500,000	\$ 15,000,000
Submittal	Year 2022	2024
	Please indicate what Fund the proceeds were depose Please provide a trial balance and/or General Ledge fund.	sited into: Fund 21 Proceeds were deposited in that
	Please provide a copy of the bond book(s) and offic of the ballot issue(s) as part of the Financial Hardsh package.	Enclosed ial copy I Yes No Previously ip Submitted
		If no, the package will be returned

The Evidence Required section of the Financial Hardship Phase 2 Checklist indicates all the necessary documents that must be submitted for the Financial Hardship Phase 2 Review.

Financial Hardship Phase 2 Checklist:

Financial Hardship Checklist	Evidence Required
Funding Sources	A. Summary of why the district is requesting financial hardship. This can be a short paragraph summarizing how the district meets the financial hardship criteria.
Evidence Required	B. District's Capital Outlay Plan for the next 5 years. If not available, please 🗌 Yes 🗋 No 🗳 Previously submit explanation why.
Submittal	C. "Financial Hardship Project Worksheet" for each project and each phase of a project the district is requesting Financial Hardship assistance for.
	D. "Financial Hardship Fund Worksheet" submitted for each fund within the Capital Project Funds and/or each Fund that contains capital facility related proceeds. These summarized fund worksheets reflect the district's financial condition pursuant to data from the latest Independent Audit Report, along with subsequent transactions in column 2 of the worksheets to arrive at the current available funds. A separate worksheet must be submitted for each fund that contains capital facility related proceeds.
	E. Trial Balance for each financial hardship fund worksheet the district is submitting. The trial balance should reflect the balances through the date of the fund worksheets.
	F. General Ledger (GL) Detail Report for the information in Column 1 and Column 2 of each Financial Hardship Fund Worksheet submitted.
	For example: The district's Fund 25 worksheet has Column 1 information for the 2005/2006 Fiscal Year ending 6/30/06. The Column 2 information is dated as of 10/1/07, therefore it contains data from the 2006/2007 Fiscal Year ending 6/30/07 and 3 months of information (7/1/07 thru 10/1/07) from the 2007/2008 Fiscal Year. This would mean the district would submit 3 General Ledger detail reports for Fund 25: (1) 7/1/05 thru 6/30/06, (2) 7/1/06 thru 6/30/07, and (3) 7/1/07 thru 10/1/07.
	Enclosed:
	G. General Ledger (GL) Summary report for the information in Column 1 and Column 2 of the Financial Hardship Fund Worksheet(s)
	H. Identify the purpose and provide necessary documentation for any restrictions on funds within any Special Reserve Fund.

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

Evidence Required		
A. Summary of why the district is requesting financial hardship. This can be a short paragraph summarizing how the district meets the financial hardship criteria.	Yes No	
B. District's Capital Outlay Plan for the next 5 years. If not available, please submit explanation why.	☐ Yes ☐ No 🗳 Previously Submitted	0
C. "Financial Hardship Project Worksheet" for each project and each phase of a project the district is requesting Financial Hardship assistance for.	Yes No	An application for funding is not the same as a FH Project Worksheet. The district is still required to submit a FH Pro Worksheet for each project they are requesting Financial Hardship assistance, even if they have an application for
D. "Financial Hardship Fund Worksheet" submitted for each fund within the Capital Project Funds and/or each Fund that contains capital facility related proceeds. These summarized fund worksheets reflect the district's financial condition pursuant to data	Yes No	funding submitted. The information on an application fo funding may be used by the district to help fill out an FH Project Worksheet

Continue answering all the questions in the Evidence Required Section. Once you are finished you can click "Continue" at the bottom to move to the next section.

Submittal	Enclose	ed:
	G. General Ledger (GL) Summary report for the information in Column 1 and Column 2 of the Financial Hardship Fund Worksheet(s)	Yes No
	H. Identify the purpose and provide necessary documentation for any restrictions on funds within any Special Reserve Fund.	☐ Yes ☐ No 🗹 Previously ☐ N/A Submitted
	Enclose	ed:
	 Identify and list in a spreadsheet all projects the District has applied to OPSC for and not yet received an apportionment by the SAB. 	🖾 Yes 🗌 No 🗌 N/A
	J. Funds Spent on Financial Hardship projects.	
	Report all funds spent (to date) on financial hardship project(s) requested on a detailed expenditure report. A separate expenditure report must be submitted for each Financial Hardship Project Worksheet.	🖾 Yes 🗌 No 🗌 N/A
	If no funds have been spent on the project(s), submit a written statement to that effect.	🗆 Yes 🗌 No 🗳 N/A
	K. Documentation supporting any encumbrances the district is claiming (i.e. contracts/payment schedules).	Yes No Previously N/A Submitted
	All material should be clearly cross referenced and identified to the contract and to the end	cumbrance(s).
	L. Is the district requesting an "Interim Housing" deduction against funds that would otherwise be considered available to future Financial Hardship projects?	Yes No
	M. Complete copy of last two Independent Audit Reports.	Yes No Previously Submitted
	N. Is current Unused Site Certification already on file with OPSC?	🗆 Yes 🗌 No 🜌 N/A
	← Previous	Continue 🔶

Each time a section of the Financial Hardship Checklist is successfully completed, that section will change from an exclamation point to a green checkmark on the left-hand navigation panel.

XYZ USD Phase 2 F	I Checklist 10/2023 🧳 Draft Iardship Checklist - Phase II 🧕	
Financial Hardship Checklist	Review	
Sunding Sources	Funding Sources	
Evidence Required Review	Is this Phase II Checklist a new request or a renewal? 🕢 New	
Submittal	Funding Sources (Per Education Code Section 17075.15(c) & Regulation Section 1859.81(a))	

After completing the first two sections of the Financial Hardship Phase 2 Checklist, the Review screen will appear, and answers can be reviewed. A section can be revisited by clicking on the Previous button at the bottom of the screen, the section listed in the Financial Hardship Checklist, or the Edit Page to answer the unanswered question(s).

Financial Hardship Phase 2 Checklist:

Financial Hardship Checklist	J. Funds Spent on Financial Hardship projects.	
 Funding Sources 	Report all funds spent (to date) on financial hardship project(s) requested on a detailed expenditure report. A separate expenditure report must be	
 Evidence Required 	submitted for each Financial Hardship Project Worksheet.	N/A
Review	If no funds have been spent on the project(s), submit a written statement to	
Submittal	that effect.	Yes
	K. Documentation supporting any encumbrances the district is claiming (i.e. contracts/payment schedules).	N/A
	All material should be clearly cross referenced and identified to the contract and to the encumbrance(s).	
	L. Is the district requesting an "Interim Housing" deduction against funds that would otherwise be considered available to future Financial Hardship projects?	No
	This allowance is only when the district is applying for new construction projects. (1) Current Enrollment Certification/Projection (Form SAB 50-01), (2) Existing School Building Capacity(Form SAB 50-02), (3) The district's written estimation of the Interim Housing deduction needed for the coming year.	
	tor the conting year.	(N/A)
	M. Complete copy of last two Independent Audit Reports.	Yes
	N. Is current Unused Site Certification already on file with OPSC?	Yes
	If no, please provide listing of the district's unused site(s) and intended purpose(s) or a statement that the district has no unused site.	(N/A)
		Edit Page →
	Previous	Contin

•

Once all the questions are answered and any updates completed, click on "Continue" at the bottom of the Review screen to move to the next section.

Financial Hardship Phase 2 Checklist:

N. Is current Unused Site Certification already on file with OPSC?	Yes	
If no, please provide listing of the district's unused site(s) and intended purpose(s) or a statement that the district has no unused site.	(N/A)	
	Edit Page →	
Previous	Cont	inue 🔸

Once the Review section is complete, it will move you to the Submittal section. Once there, you can click on "FH Eligibility Determination – Phase 2 Submittal Checklist" to download the list of documents required for a Phase 2 Financial Hardship submittal. Review the list and upload the required documents.

Financial Hardship Checklist	Submittal
 Funding Sources Evidence Required Review 	 This request for Financial Hardship Determination is being submitted electronically via OPSC Online. Requests may only be submitted by a School District Superintendent or Authorized School District Representative who is signed in to OPSC Online with their corresponding OPSC Online User ID. Submittal from these accounts is considered to be a unique electronic signature for purposes of Financial Hardship Eligibility Determination requests. A printed, wet-signature request does not need to be mailed to OPSC. Districts and OPSC staff will be able to access uploaded files at any time and can upload new version or additional files at any time.
Submittal	Once an application has uploaded a file, the file cannot be removed by the applicant.
	I have uploaded all required documents required on the FH Eligibility Determination - Phase II Submittal Checklist. Upload file(s) All uploaded files for this application are always available on the Financial Hardship Dashboard.

To upload the documents required for a Financial Hardship Phase 2 submittal, click on "Upload File(s)".

Financial Hardship Phase 2 Checklist:

XYZ USD Phase 2 FH	Checklist 10/2023 🕜 Draft dship Checklist - Phase II 📀
Financial Hardship Checklist	Submittal
Funding Sources	This request for Financial Hardship Determination is being submitted electronically via OPSC Online. Requests may only be submitted by a School District Superintendent or Authorized School District Representative who is signed in to
 Evidence Required 	OPSC Online with their corresponding OPSC Online User ID. Submittal from these accounts is considered to be a unique electronic signature for purposes of Financial Hardship Eligibility Determination requests. A printed, wet-signature request does not need to be
🕑 Review	 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. Dece as application has uploaded a file the file capacities for amound by the applicant.
Submittal	• Once an application has applieded a me, the me cannot be removed by the applicant.
-	I have uploaded all required documents required on the FH Eligibility Determination - Phase II Submittal Checklist. Upload file(s) All uploaded files for this application are always available on the Financial Hardship Dashboard.

Once on the Upload Files, page click on "Browse files" to locate documents required to be uploaded for review.

Upload Files				×
		Browse files		
File Name 🗘	Description 0	Document Type 🗘	Created 0	Last Modified 🗘
0 total				
Please stay here unt	il file upload(s) complete			Cancel Upload Files

When files are added, the Document Type and Description fields need to be completed before clicking Upload Files. First, click in the "Document Type" box to reveal the options; select Financial Hardship.

Financial Hardship Phase 2 Checklist:

Upload Files			×
	Browse file	5	
File Name 🗘	Document Type 🗘	Description 0	Uploaded Date 🗘
Fund worksheets.pdf Remove	~	v	04/24/2025
1 total	Please make a selection Financial Hardship Other		
Please stay here until file upload(s) complete		Cancel Upload Files

Next, click in the "Description" box to reveal the options; select the option best suited for the document type.



Upload Files			S				
Browse files							
File Name 🗘	Document Type 🗘	Description 🗘	Uploaded Date 🗘				
Fund worksheets.pdf Remove	e Financial Hardship 🗸		• 04/24/2025				
1 total		COP Booklets Copy of Ballot Issue Cover Letter by COE Current Enrollment Developer Fee Shar	/Voter Bond Pamphlet Certification/Projection e Agreement				
Please stay here until file upload(s) complete		Documentation to Verify No Levy Developer Fees Encumbrances Existing School Building Capacity					
supe	rintendent@scusd.edu	Expenditure Report Financial Hardship Financial Hardship	/Written Statement Fund Worksheet Project Worksheet				
package's uploaded documents on the Financial Hardship Dashboard to i documents are uploaded and properly named. If any documents are notify the District to upload the documents within 7 working days after 2025-04-23 04:18 PM. If the District is unable to meet this requirement, it uest being rejected. The District will be allowed to submit a new package dy with a complete application.		Financial Hardship Request Summary General Ledger General Ledger (GL) Detail Report General Ledger (GL) Summary Report Interim Housing Deduction Estimation					
ecklist can be downloaded here a to be signed with a wet-signature a ways available via the Financial H a sion is all OPSC will need to begin	t anytime for your records, but it is no and mailed in. Uploaded files for this ardship Dashboard. A complete processing your request for Financial	Justification Study List of OPSC Project Listing of School Pro Mitigation Agreeme	s Awaiting Funding ojects and Phases nt				
If document type is not included in the drop-down menu, select *Other* in both the Document Type and Description. Click on "Upload Files" to upload the document.

Jpload Files			>
	Brow	se files	
File Name 🗘	Document Type 🗘	Description 🗘	Uploaded Date 🗘
Fund worksheets.pdf Remove	Other	✓ Other	✔ 04/24/2025
1 total			
Please stay here until file upload(s	s) complete		Cancel Upload Files

Financial Hardship Phase 2 Checklist:

You should see the message "Successfully Uploaded" below your document to let you know the document was uploaded. Click on "Done" once all Phase 2 files are uploaded.

Financial Hardship Phase 2 Checklist:

Upload Files			×
	Browse fil	es	
File Name 0	Document Type 🗘	Description 0	Uploaded Date 0
Fund worksheets.pdf Successfully Uploaded	Financial Hardship 🗸 🗸	Financial Hardship Fu 🛛 🗸	04/24/2025
1 total			
Please stay here until file uplo	ad(s) complete		Done Upload Files

Once all the required documents are uploaded to OPSC Online, click on the two certification check boxes, then the contact information boxes will appear (the seven fields highlighted on the right side of the screen. Fill in the contact information starting with the *Preparer's Name* and finishing with the *Email Address*. Click on "Submit Paperless Application" when finished.

Financial Hardship Phase 2 Checklist:

	Submittal	
Financial Hardship Checklist	 This request for Financial Hardship Determination is being submitted electronically via OPSC Or Requests may only be submitted by a School District Superintendent or Authorized School OPSC Online with their corresponding OPSC Online User ID. Submittal from these accounsignature for purposes of Financial Hardship Eligibility Determination requests. A printed mailed to OPSC. Districts and OPSC staff will be able to access uploaded files at any time and can upload r Once an application has uploaded a file, the file cannot be removed by the applicant. 	line. ol District Representative who is signed in to ts is considered to be a unique electronic , wet-signature request does not need to be new version or additional files at any time.
 Evidence Required Review Submittal 	 I have uploaded all required documents required on the FH Eligibility Determination - I Upload file(s) All uploaded files for this application are always available on the Fit I certify, as the School District Superintendent and/or Authorized School District Representative. 	Phase II Submittal Checklist. nancial Hardship Dashboard. entative, that I have reviewed the request ichool District Superintendent and/or,
	Preparer's Title	District Representative
	Preparer's Name	Sue Grafton
	Preparer's Phone	(916) 742-0281
	Preparer's Email	suegrafton@scusd.edu
	District Representative / Superintendent Name	Lisa Allen
	District Representative / Superintendent Phone Number	(916) 643-9000
	Phone Extension (optional)	
	Email Address	superintendent@scusd.edu
	Submit Paperless Application	

Once the paperless request for Financial Hardship Eligibility Determination is successfully submitted, the process for submitting a Financial Hardship Package is complete. Return to the Financial Hardship Package dashboard by clicking on the "Go To Financial Hardship Dashboard" button on the bottom right of the page.

Financial Hardship Phase 2 Checklist:

	Submittal
	This paperless request for Financial Hardship Eligibility Determination was successfully submitted to OPSC.
	Your Financial Hardship Request Package #: 002
nancial Hardshin	Submittal Date: 08/12/2024
necklist	Preparer's Title: District Representative
	Preparer's Name: Sue Grafton
	Preparer's Phone: (916) 742-0281
	Preparer's Email: suegrafton@scusd.edu
Review	District Representative / Superintendent Lisa Allen Name:
Submittal	District Representative / Superintendent (916) 643-9000 Phone Number:
	Phone Extension (optional):
	Email Address: superintendent@scusd.edu
	What's Next Application Options
	Please review this package's uploaded documents on the Financial Hardship Dashboard to ensure all required documents are uploaded and properly named. If any documents are missing, OPSC will notify the District to upload the documents within 7 working days after the submittal date 2024-08-12 01:39 PM. If the District is unable to meet this requirement, it will lead to the request being rejected. The District will be allowed to submit a new package when they are ready with a complete application.
	The completed checklist can be downloaded here at anytime for your records, but it is no
	longer necessary to be signed with a wet-signature and mailed in. Uploaded files for this ADD Sector Completed Form
	application are always available via the Financial Hardship Dashboard. A complete paperless submission is all OPSC will need to begin processing your request for Financial Hardship Eligibility Determination.

Once back on the Financial Hardship Package Dashboard you can see that the status of both the Financial Hardship Phase 1 Checklist and the Financial Hardship Phase 2 Checklist changed to *Submitted*.

Dashboard / Financial Hardship Package							
District: 67439 Sacramento City Unified County: Sacramento Financial Hardship Package	XYZ USD Phase Request Number: Financial Hardship Package • Fin	XYZ USD Phase 1 FH Checklist 10/2023 Submitted Request Number: 002 Financial Hardship Package Financial Hardship Checklist - Phase I @					
Add Package Name Request Number: 002 Package Status: Submitted	Submitted Versions	5					
Phase 1	Name ‡	Status ¢	Version Received Date $\ \hat{\circ}$				
XYZ USD Phase 1 FH Checklist 10/2023 Submitted Financial Hardship Checklist - Phase I	Version 1 Drafts	Submitted	08/12/2024				
Phase 2	Uploaded Files	Upload File 🛛 🗞					
XYZ USD Phase 2 FH Checklist 10/2023	1	No Files					
Submitted Financial Hardship Checklist - Phase II							

Financial Hardship Package Dashboard:

If the District is unable to submit both the Phase 1 and Phase 2 checklists in one session, then you can come back to where you left off at a later date. If you only submitted the Phase 1 checklist and still needed to submit the Phase 2 checklist then The Phase 2 Checklist can be completed later by, (1) navigating to the District tile in the upper right of the Main Dashboard and (2) Typing in the District's name in the Select A District screen then selecting the District once it comes up.

Main Dashboard:

¢						*	
Project Reporting	g βeta	Resources	Grants	Enrollment Projection	<u>District</u>	Dashboard	
District Tab:	2						
Select A Di	istric	ct					
	Distri	ict o				Role 0	
	67439	SACRAMENTO CI	TY UNIFIED			Local Educational A	gency Super Delegate

Once on District's page click on the "Financial Hardship" tab. From there you will see all the District's previous Financial Hardship requests and then can click on the desired Financial Hardship package to resume submitting the Phase 2 checklist.

District's Financial Hardship Tab:

67439 Sacramento C	Sacram	ento City	Unified					
Eligibility	Manage Sites	District Contacts	District Uploaded D	Financial H	Hardship Unus	ed Sites Projec	t Tracking Number	
Fina	ncial Hard	ship Reques	sts - In Progr	ess				
							Ту	pe to filter
Reques Numbe	t Phase I r ≎	≎ Phase I Status ≎	Phase II 🗘	Phase II Status 🗘	Date Submitted ≎	Date Received $\hat{\mathbf{v}}$	Status 🗘	OPSC Findings Letter Date ≎
001	~	Submitted) ~	Submitted	08/12/2024	08/12/2024	Submitted	
002	~	Submitted) 🗸	Submitted	08/12/2024	08/12/2024	Submitted	
2 Tot	al Items Per	Page 5 🗸						



OPSC ONLINE USER GUIDE



Section 10. Modernization Funding

Modernization Program Funding

Introduction

Application for Funding (Form SAB 50-04)

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

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

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



Below is an example of the OPSC Online login page.

Below is a zoomed-in example.



SIGN IN TO CONTINUE

Jane.Smith@Hotmail.com	\geq

SIGN IN

Forgot your password or other trouble signing in?

Reset your password

Don't have an account? Request a new account

For additional guidance please review the **OPSC Online User Guide**

User Dashboard

Upon login, the user is directed to the *Dashboard*. The dashboard displays all applications created by authorized users. The District Representative and Superintendent can review all district-specific applications. Delegates can view applications for all school districts they are authorized to access.

ublic school constru	ction				Ģ				
					Project Reporting Beta	Resources Gra	nts Enrollment Projection	Users Distri	ct Dashb
ard									
ding Applica	tions								
Create New SFP Funding Ap	oplication 🏦 Creat	e New Preschool/TK/FDK Func	ing Application			Q FI	tter 200 applications		Search A
pplication Name 🗘	Project Type 🗘	Status v	OPSC App ≢ ≎	School/Site 0	District 0	Project Numbe	Tracking OPSC Received	l 🗘 🛛 Last Up	dated 0
v Pem Suab Academy	FH - Rehab CP	Superseded	58/67439-00-003	Yav Pem Suab Academy	Sacramento City Unifi	ed 67439-:	875 10/12/2020	10/12/2	020
C Site & Design Only	NC Site & Design	Submitted	50/67439-00-008	New Tech High	Sacramento City Unifi	ed 67439-	1234 11/18/2024	11/18/2	024
hool Site	NC	Submitted	50/67439-00-007	New Tech High	Sacramento City Unifi	ed 67439-3	1234 11/13/2024	11/13/2	024
:hool Site C Full Grant School Site		Submitted	57/67439-00-082	New Tech High	Sacramento City Unifi	ed 67439-:	12/04/2024	12/04/2	024
chool Site C Full Grant School Site od Design Only School te	MOD Design	Submitted							

Below is an example of the OPSC Online Application Dashboard page.

Users can create new funding applications from the dashboard, check existing applications' status, and view drafted applications not yet submitted. To sort applications, click on any column header.

Public School Construction	1				¢				.	₽≡	î
					Project Reporting Better	Resources	Grants	Enrollment Projection	Users	District	Dash
pard											
Jaru											
iding Applicatio	ns										
iding Applicatio	ns										
	ns 💼 Create New	v Preschool /TV /EDK Eurodian &r	plication			Q	Filter 200 ap	olications			Search
Create New SFP Funding Applicatio	ion 🏦 Create New	v Preschool/TK/FDK Funding Ap	plication			Q	Filter 200 ap	plications			Search
Create New SFP Funding Applicatio	ion <u>m</u> Create New Project Type 0	v Preschool/TK/FDK Funding Ap Status ~	plication OPSC App # ♦	School/Site 0	District 0	Q	Filter 200 ap	plications	0	Last Updat	Search
Create New SFP Funding Applicat	ion	v Preschool/TK/FDK Funding Ap Status 🗸	plication OPSC App # 0	School/Site 0	District 0	Q P N	Filter 200 ap roject Trackir umber \$	plications ng OPSC Received	0	Last Updat	Search
Iding Applicatio	on	v Preschool/TK/FDK Funding Ap Status ~ Superzeded	plication OPSC App # 0 58/67439-00-003	School/Site 0 Yav Pem Suab Academy	District 0 Sacramento City Unified	Q P N 6	Filter 200 ap roject Trackir umber \$ 7439-375	plications ng OPSC Received 10/12/2020	0	Last Updat	Search ted 0
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Users can search for an application by entering the application number in the search field and clicking "Search All." All Forms (funding, grant agreement, fund release, or expenditure report) submitted for that application will appear.

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Public School Construction				¢				\$ 2 5	₽≡	*
				Project Reporting Beta	Resources	Grants	Enrollment Projection	Users	District	Dashboard
Dashboard										
Funding Applications										
Create New SFP Funding Application	Preschool/TK/FDK Funding Application				٩	57/6743	9-00-081		Γ	Search All
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General Navigation of OPSC Online

On the top right corner of the *Dashboard*, there are seven main buttons: *Dashboard*, *District*, *Users*, *Enrollment Projection*, *Grants*, *Resources*, and *Project Reporting*. Below is a brief description of the function for each button.

Clav *								Contact Us	🔅 Settin	gs Welcome Jane
Public School Co	onstruction				¢		Ħ		22°	
					Project Reporting Beto	Resources	Grants	Enrollment Projection	Users D	istrict Dashboard
Dashboard										
Funding App	lications									
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58/67439-00-003	Adjusted Grant	Archived	58/67439-00-003	Yav Pem Suab Academy	Sacramento Ci Unified	ty			12/	12/2022
58/67439-00-003	Fund Release Auth	50-05/70-02 Approve	d 58/67439-00-003	Yav Pem Suab Academy	Sacramento Cit Unified	ty (57439-375	10/27/2021	11/	09/2021
58/67439-00-003 PF Request	PIF - SFP	SAB Approved	58/67439-00-003	Yav Pem Suab Academy	Sacramento Cir Unified	ty (57439-375	05/12/2021	10/	27/2021
Expenditure Report # - 100%	1 Exp Report	Audit In Review	58/67439-00-003	Yav Pem Suab Academy	Sacramento Cir Unified	ty (57439-375	12/09/2022	03/	07/2023
Yav Pem Suab Academy	FH - Rehab CP	Superseded	58/67439-00-003	Yav Pem Suab Academy	Sacramento Cir Unified	ty (57439-375	10/12/2020	10/	12/2020
200 Apps Total	Items Per Page 5	~						First Prev 1	2 3 4 5	i Next Last

Below are examples of each button.



Dashboard

Redirects users to the *Dashboard* screen from any page. Users may stop and start a draft application anytime and return to it.



District

Allows the user to review the district's eligibility, authorized contacts, uploaded documents, financial hardship, and project tracking number.



Users

Provides the user with the ability to manage District Representatives and Delegates by creating and deleting users.



Enrollment Projection

An automated calculator to determine eligibility for the new construction program.



Grants

Calculates an estimate of the potential funding a district may receive for its funding application.



Resources

Access to the Form SAB 50-01, 50-02, 50-03 Combined Excel Worksheet and Site Development Worksheet, and other instructions, such as a guide to generating a new Project Tracking Number (PTN).



Project Reporting βeta

Public access database of the project information for all School Districts and COE.

Users can also update their profile information by clicking the "Welcome" button in the top righthand corner of the screen.

Public School Construct ioard nding Applicati	ions ication 🏦 Cra				Project Reporting Bets	Resources	Grants	Enrollment Projection	Users	District	A Dashbo
roard adding Applicati	ions ication 🏦 Cra				Project Reporting _{Beta}	Resources	Grants	Enrollment Projection	Users	District	Dashbo
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nding Applicati	ions ication 🏦 Cre										
Create New SFP Funding Appli	ication 🏦 Cre										
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		eate New Preschool/TK/FD	K Funding Application				Q	Filter 200 applications			Search A
Application Name $\hat{~}$ Proj	ject Type û	Status û	OPSC App # 0	School/Site ~	District \hat{v}	5	Project Trac Number 0	king OPSC Received	≎ Li	ast Updat	ted 0
58/67439-00-003 Adju	usted Grant	Archived	58/67439-00-003	Yav Pem Suab Academy	Sacramento Cit Unified	.y			1:	2/12/2022	2
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58/67439-00-003 PF PIF - Request	- SFP	SAB Approved	58/67439-00-003	Yav Pem Suab Academy	Sacramento Cit Unified	:y e	57439-375	05/12/2021	10	0/27/2021	1
Expenditure Report #1 Exp - 100%	Report	Audit In Review	58/67439-00-003	Yav Pem Suab Academy	Sacramento Cit Unified	cy e	57439-375	12/09/2022	0.	3/07/2023	3
Yav Pem Suab FH - Academy	- Rehab CP	Superseded	58/67439-00-003	Yav Pem Suab Academy	Sacramento Cit Unified	:y e	57439-375	10/12/2020	1	0/12/2020)

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

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

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

t ov								Contact Us	😟 Settir	gs Welcome Jar
Public School Cons	struction				¢		₩			1 A
					Project Reporting Beta	Resources	Grants	Enrollment Projection	Users D	istrict Dashboa
hboard										
unding Applic	cations									
🏦 Create New SFP Fundir	ng Application 🏦 🕯	Create New Preschool/TK/	FDK Funding Application				Q	Filter 200 applications		Search All
Application Name $\hat{\circ}$	Project Type û	Status 🗘	OPSC App # 0	School/Site ~	District $\hat{\mathbf{v}}$		Project Trae Number 0	cking OPSC Received	≎ Las	t Updated 🗘
58/67439-00-003	Adjusted Grant	Archived	58/67439-00-003	Yav Pem Suab Academy	Sacramento Ci Unified	Ŋ			12/	12/2022
58/67439-00-003	Fund Release Auth	50-05/70-02 Approved	58/67439-00-003	Yav Pem Suab Academy	Sacramento Cir Unified	.y	67439-375	10/27/2021	11/	09/2021
58/67439-00-003 PF Request	PIF - SFP	SAB Approved	58/67439-00-003	Yav Pem Suab Academy	Sacramento Cir Unified	.y	67439-375	05/12/2021	10/	27/2021
Expenditure Report #1 - 100%	Exp Report	Audit In Review	58/67439-00-003	Yav Pem Suab Academy	Sacramento Cir Unified	Ξ y	67439-375	12/09/2022	03/	07/2023
Yav Pem Suab Academy	FH - Rehab CP	Superseded	58/67439-00-003	Yav Pem Suab Academy	Sacramento Cir Unified	.y	67439-375	10/12/2020	10/	12/2020
200 Apps Total It	tems Per Page 5	~						First Prev 1	2 3 4	6 Next Last

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



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

Create New Application Image: Create New Application Has the Applicant applied for advanced funding for Site Acquisition Image: Create New Application And/or Design, or a Charter School Facilities Program Preliminary No Apportionment for this project/application? Image: Create New Application

Please Use The Existing Application

You have selected "Yes" because a separate site and/or design or Charter School Facilities Program (CSFP) Preliminary Apportionment has previously been requested for this project. You must return to your OPSC Online Dashboard and select this project from the list of existing applications in order to create an application for funding for the construction phase or a CSFP Final Apportionment. For more information, please see the Help Guide. If the user selects "No", they will be prompted to continue entering the required information for a new Form SAB 50-04.

Create New Application

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



0

?

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

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

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

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

Create New Application		Ø
Has the Applicant applied for advanced funding for Site Acquisition and/or Design, or a Charter School Facilities Program Preliminary Apportionment for this project/application?	is No	
You have selected "No" because this is a brand-new application for a project that has never reand/or design funding approval or Charter School Facilities Preliminary Apportionment. On this first screen, please select the District name, Program Type (e.g. New Construction, Mo Attendance Area (if applicable), enter the Project Tracking Number, and enter a nickname for used to help you with differentiating this from other projects in your Dashboard.	equested a prior separate site dernization), High School the application. The nickname is	
Select the District 🛛	Sacramento City Unified (674	ia 🗸
Select a funding Program Type 😧	Modernization	~
Refer to Section 1859.192 for the eligibility criteria	L	_

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

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

Select High School Attendance Area	(00) District-wide 🗸 🗸
Please enter your primary Project Tracking Number (PTN #) first, followed by additional PTN #s 🕢	67439 - 1234 × + PTN € Press the Enter ℓ key to save
Please enter application nickname	Mod Full Grant School Site
	Cancel Continue 🔶

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



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

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

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

Then click "Continue" to begin the application process.



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

Dashboard / Application / Landing	
	Application For Funding
	Form SAB 50-04 Information and Instruction
	A district and their delegates may enter the information required for the Application for Funding (Form SAB 50-04) using this online system. Upon completion of all of the required information, the completed Form SAB 50-04 can only be submitted by the Authorized District Representative or District Superintendent.
	If applicable, all supporting documentation required as part of your funding request must be uploaded to OPSC Online prior to, or concurrently with the application submittal.
	Start Application

Site Information

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



Site Info

Project Type

Additional Grant Request

Excessive Cost Hardship

Adjust Eligibility / Joint Use

Project Progress

Licensed Architect

Licensed Design Consultant

Certification

Review

Submit

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

Dashboard / Application / D	Praft 1		
Mod Full Gra Application For Funding Modernization - Full Grant	rorm SAB 50-04 😧		
SAB 50-04 Form	Site Info		
Site Info	Does the District have current Fi	nancial Hardship Approval?	Yes No
Project Type	Type of Financial Hardship Requ	iest	Submittal with a school board res 🛛 🗸

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

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

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

Site Info

Does the District have current Financial Hardship Approval?

Project to be located on

Yes	No		
Exi	sting	Site without Addit	~

Next, the user will select a school site from the dropdown menu. All projects must select a school site from the list of options. If a specific site is not listed, please email <u>OPSCApplicationReviewTeam@dgs.ca.gov</u> to request to add the site to the application system.

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

Sutter Middle

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

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

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

California Department of Education (CDE) Plan Approval Date 🛛 🥹	09/15/2018
	MM/DD/YYYY You can add up to 5 Date(s)
Recommended Site Size 😧	16.80
Existing Acres (Useable)	9.00
Total number of classroom(s) on the Division of State Architect (DSA) Approved plans	
	Continue 🔶

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

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

Project Type

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

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

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

Mod Full Grant Scho Application For Funding • Form SAB 50-0 Modernization • Full Grant	ol Site 🥜 Draft 4 o	
SAB 50-04 Form	Project Type	
Site Info	Select project type: 🚱	Middle School 🗸
Project Type		
Additional Grant Request	Pupil Grants Requested Pupil Grants Requested: Pupil Grants Requested	
Excessive Cost Hardship	К-6	50
Adjust Eligibility / Joint Use	7.0	EA
Project Progress	1-8	34
Licensed Architect	9-12	
Licensed Design Consultant	Non-Severe	
Certification	Severe	

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

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

50 years or older building funding o	
Total Eligible Classrooms/Square Footage	18.00
Classroom/Square footage at least 50 years old	12.00
Ratio of 50 years old classrooms/square footage	
	66.7 %

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

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

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

Previous	Continue 🗲
Are you a 6-8 school?	Yes No
Severe	
Non-Severe	
9-12	
7-8	37
K-6	34
From above, how many are 50 year or older p	upil grants? o

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

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

Additional Grant Request

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



Below is an example for each Additional Grant Request.

Project Assistance

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





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

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



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

Automatic Fire Detection / Alarm System Grant

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

l t A	s the District requesting the Automatic Fire Detection / Alarm System Grant for the modernization of the site and/or alarm system in the Division of State Architect (DSA) approved plans?		
÷	Previous	Continue	→

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

Excessive Cost Hardship

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

ashboard / Application / Draft 1						
Mod Full Grant Scho Application For Funding • Form SAB 50-0 Modernization • Full Grant						
SAB 50-04 Form	Excessive Cost Hardship					
Site Info	Is the District requesting Geographic Percent Factor increase					
Project Type	See Geographical Percent Factor list by county					
Additional Grant Request	Accessibility / Fire Code: Accessible Fire Code					
Excessive Cost Hardship	□ 3% Base Grant					
Adjust Eligibility / Joint Use	Enter 100% of the costs for the Fire Life Safety and Access Compliance minimum work					
Project Progress	Will the project include any new two-stop elevator(s) required by the Division of the State Architect?					
Licensed Architect	The District qualifies for Small Size Project. Does the District wish to request this					
Licensed Design Consultant	grant?					
Certification	Is the District requesting the Urban/Security/Impacted Site grant? Yes No • SFP Regulation Section 1859.83(d)(2)(A) - Useable Acres 60% or less of CDE Recommended Site Size					

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

Geographic Percent Factor

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

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

Is the District requesting Geographic Percent Factor increase See Geographical Percent Factor list by county	Yes No
Enter the Percent Factor	5 %

Accessibility / Fire Code

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

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





Two-Stop Elevator

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

Will the project include any new two-stop elevator(s) required by the Division of the State Architect?	Yes No
Enter the number of two-stop elevators	1
Will there be additional stops?	Yes No
Enter the number of Additional Stops	1

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

Small Size Project

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

The District qualifies for Small Size Project. Does the District wish to request this grant?	Yes No
Select the percentage appropriate to the project	4% (101 - 200 pupils) 🗸 🗸
Is this a minimum pupil grant request pursuant to Section 1859 79 3 (a)(1) or (a)(2)?	Ves No

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

Urban/Security/Impacted Site

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



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

Adjust Eligibility/Joint-Use

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

ashboard / Application / Draft 1						
Mod Full Grant Scho Application For Funding • Form SAB 50- Modernization • Full Grant	ool Site 🖌 Draft 04 @					
SAB 50-04 Form	Adjust Eligibility / Joint Use					
Site Info	New Construction Eligibility Adjustment - Added Capacity					
Project Type	Has the District added any classrooms that were not SFP Funded? Yes No					
Additional Grant Request	Joint-Use Facility/Leased Property					
 Excessive Cost Hardship 	Joint-Use Facility Yes No					
Adjust Eligibility / Joint	Leased Facility Yes No					
Project Progress	Career Technical Education Funds Request e					
Licensed Architect	Will Career Technical Education (CTE) Funds be requested for classroom(s) Yes No included in the plans and specifications for this project Ves No					
Licensed Design Consultant						

Below is a zoomed in example.

New Construction Eligibility Adjustment - Added Capacity

Yes

No

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

Adjustment to New Cor Classroom(s) provided	nstruction B	aseline Eligibility ø	
Additional 😧		Replacement 😧	
K-6	2	K-6	2
7-8		7-8	
9-12		9-12	
Non-Severe		Non-Severe	
Severe		Severe	

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

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



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

Project Progress

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

Dashboard / Application / Draft 1		
Mod Full Grant Scho Application For Funding • Form SAB 50-0 Modernization • Full Grant	ol Site 🕜 Draft 4 🛛	
SAB 50-04 Form	Project Progress	
Site Info	Has the District awarded construction contracts for this project 🕢 Yes No	
Project Type		
Additional Grant Request	Previous	Continue 🔶
 Excessive Cost Hardship 		
Adjust Eligibility / Joint Use		
Project Progress		

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

Enter the date(s) of the construction contract(s) awarded for this project Add/Edit Contract Show 5 → entries Type to filter the name column Contractor Name : Contract Type ≎ Amount ≎ Award ≎ Prevailing Wage Notice to Proceed Const. Del. Method 0 total		
Show 5 ~ entries Type to filter the name column. Contractor Name : Contract Type 0 Amount 0 Award 0 Prevailing Wage Notice to Proceed Const. Del. Methodology 0 total 0 Contract 0 Const. Del. Methodology Const. Del. Methodology	Enter the date(s) of the construction contract(s) awarded for this project	Add/Edit Contract
Contractor Name Contract Type C Amount Award Prevailing Wage Notice to Proceed Const. Del. Methodology	Show 5 v entries	Type to filter the name column
	Contractor Name Contract Type Amount Award Prevailing Wag	e Notice to Proceed Const. Del. Metho

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

Add/Edit Contract			×
Add New Contract			
Contractor Name	X, Y & Z Construction, Inc.		
Contract Award Date	04/28/2020		
Contract Type	General Construction	~	
Contract Amount	\$ 132,997		
Notice to Proceed Issued Date	05/28/2020		
Construction Delivery Method	Lease Lease Back	~	
Related DSA Application Numbers	01-123456 × + DSA App #		
	● Press the Enter ⇔ key to save You can add up to 5 Values(s)		
		Add Contract	

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

Add/Edit Contract

×

Add New Contract

Contractor Name				
Contract Award Date	MM/DD/YY	YY		
Contract Type			~	
Contract Amount				
Notice to Proceed Issued Date	MM/DD/YY	YY		
Construction Delivery Method	Please sel	ect an option	~	
Related DSA Application Numbers	+ DSA App Press the B	# Enter 🖉 key to save		
		ip to 5 values(s)	Add Contract	
Added Contracts				
Show 5 v entries			Type to filter the na	ame column
Award $\hat{\cdot}$ Preva	iling Wage 🗘	Notice to Proceed $\ \hat{\boldsymbol{\varsigma}}$	Const. Del. Method 🗘	Ŷ
04/28/2020		05/28/2020	Lease Lease Back	Edit Delete
07/14/2020		07/28/2020	Design-Bid-Build	Edit Delete

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

Below is a zoomed-in example.

Project Progress

Has the District awa	rded construction c	ontracts for th	is project 💡		Yes No			
Enter the date(s) of t project	Enter the date(s) of the construction contract(s) awarded for this project Add/Edit Contracts							
Show 5 v entries Type to filter the name column						e name column		
Contractor Name	Contract Type 🗘	Amount 0	Award 🗘	Prevailing Wage	Notice to Proceed	Const. Del. Method 🗘		
X, Y & Z Construction, Inc.	General Construction	\$132,997.00	04/28/2020		05/28/2020	Lease Lease Back		
A to Z Construction	Other Construction		07/14/2020		07/28/2020	Design-Bid-Build		
2 total								

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

SAB 50-04 Form	Project Progress
Site Info	Has the District awarded construction contracts for this project 🚱 Yes No
Project Type	
Additional Grant Request	Enter the date(s) of the construction contract(s) awarded for this project Add/Edit Contracts
Excessive Cost Hardship	Show 5 ventries Type to filter the name column
Adjust Eligibility / Joint Use	Contractor Name 🗧 Contract Type 🗧 Amount 🗧 Award 🗘 🦳 Prevailing Wage 🗧 Notice to Proceed 👘 Const. Del. Method 🗘
Project Progress	X, Y & Z General \$132,997.00 04/28/2020 05/28/2020 Lease Lease Back
Licensed Architect	Inc.
Licensed Design Consultant	A to Z Other 07/14/2020 07/28/2020 Design-Bid-Build
Certification	2 total
Review	Note: Prevailing Wage only applies to contracts with an Award Date between 1/1/2012 and 6/19/2014
Submit	
	← Previous Continue →

Licensed Architect

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

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

Below is a zoomed-in example.



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

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



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

• Any portion of the Plans and Specifications (P&S) not requiring review and approval by the Division of State Architect (DSA) meets the requirements of the California Code of Regulations, Title 24, including any handicapped access and fire code requirements.



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

 Any portion of the Plans and Specifications (P&S) not requiring review and approval by the Division of State Architect (DSA) meets the requirements of the California Code of Regulations, Title 24, including any handicapped access and fire code requirements. 			
V	I certify the information listed above is correct		
	The architect on record for this project is no longer available for certification		
Architect Name 🕜		John Smith	
Architect Signature Date 🔞		11/12/2024	
		Certified ✓ John Smith · Nov 18, 2024	
← Previous		Continue 🔶	

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

• Any portion of the Plans and Specifications (P&S) not requiring review and approval by the Division of State Architect (DSA) meets the requirements of the California Code of Regulations, Title 24, including any handicapped access and fire code requirements.

	I certify the information listed above is correct	
	The architect on record for this project is no longer available for certification	
Architect Name 🔞		Jane Smith
Architect Signature Date 👩		11/18/2024
		Certify
Below is a zoomed-in example.



Licensed Design Consultant

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

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

Below is a zoomed-in example.



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

Licensed Design Consultant

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

- If the request is for a New Construction Grant, not including the Overcrowding Relief Grant (ORG), I have developed a cost estimate of the proposed project which indicates that the estimated construction cost of the work in the Plans and Specifications (P&S) including deferred items (if any) relating to the proposed project, is at least 60 percent of the total grant amount provided by the State and the district's matching share, less site acquisition costs and the High Performance Base Incentive Grant. This cost estimate does not include site acquisition, planning, tests, inspection, or furniture and equipment and is available at the district for review by the OPSC.
- If the request is for a Modernization or Charter School Facilities Program Rehabilitation Grant, I have developed a cost estimate of the proposed project which indicates that the estimated construction cost of the work in the Plans and Specifications (P&S), including deferred items and interim housing (if any) relating to the proposed project, is at least 60 percent of the total grant amount provided by the State and the district's matching share, less the High Performance Base Incentive Grant. This cost estimate does not include planning, tests, inspection or furniture and equipment and is available at the district for review by the OPSC.

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

If the request is for a Modernization or Charter School Facilities Program Rehabilitation Grant, I have developed a cost estimate of the proposed project which indicates that the estimated construction cost of the work in the Plans and Specifications (P&S), including deferred items and interim housing (if any) relating to the proposed project, is at least 60 percent of the total grant amount provided by the State and the district's matching share, less the High Performance Base Incentive Grant. This cost estimate does not include planning, tests, inspection or furniture and equipment and is available at the district for review by the OPSC.

	I certify the information listed above is correct 🔞			
	The Design Consultant on record for this project is no longer available for certification			
Design Consultant Name 🔞		John Smith		
Design Consultant Signature Dat	11/18/2024			
		Certify		

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

• If the request is for a Modernization or Charter School Facilities Program Rehabilitation Grant, I have developed a cost estimate of the proposed project which indicates that the estimated construction cost of the work in the Plans and Specifications (P&S), including deferred items and interim housing (if any) relating to the proposed project, is at least 60 percent of the total grant amount provided by the State and the district's matching share, less the High Performance Base Incentive Grant. This cost estimate does not include planning, tests, inspection or furniture and equipment and is available at the district for review by the OPSC.

		I certify the information listed above is correct 🔞		
		The Design Consultant on record for this project is n	o longer available for certification	
	Design Consultant Name 🛛 😨		John Smith	
	Design Consultant Signature Da	te 🕐	11/18/2024	
			Certified ✔ John Smith · Nov 18, 2024	
÷	Previous		Continue 🔶	

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

• If the request is for a Modernization or Charter School Facilities Program Rehabilitation Grant, I have developed a cost estimate of the proposed project which indicates that the estimated construction cost of the work in the Plans and Specifications (P&S), including deferred items and interim housing (if any) relating to the proposed project, is at least 60 percent of the total grant amount provided by the State and the district's matching share, less the High Performance Base Incentive Grant. This cost estimate does not include planning, tests, inspection or furniture and equipment and is available at the district for review by the OPSC.

	I certify the information listed above is correct 🔞			
×	The Design Consultant on record for this project is no longer available for certification			
Design Consultant Name 🔞		Jane Smith		
Design Consultant Signature Da	11/18/2024			
		Certify		

Below is a zoomed-in example.

 If the request is for a estimate of the prop Specifications (P&S 60 percent of the to Base Incentive Gran available at the dist 	a Modernization or Charter School Facilities Prog posed project which indicates that the estimated), including deferred items and interim housing (tal grant amount provided by the State and the o nt. This cost estimate does not include planning, rict for review by the OPSC.	gram Rehabilitation Grant, I have developed a cost I construction cost of the work in the Plans and (if any) relating to the proposed project, is at least district's matching share, less the High Performance tests, inspection or furniture and equipment and is
	I certify the information listed above is c	orrect 3
	The Design Consultant on record for this	project is no longer available for certification
Design Consultant Name	0	Jane Smith
Design Consultant Signati	ure Date 🔞	11/18/2024
		Certified ✔ Jane Smith · Nov 18, 2024
Previous		Continue 🔶

Certification

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

Certification	
I certify, as the District Representative, that the information reported on this form, with the exception of ite 23, is true and correct and that:	ms 22 and
 I am an authorized representative of the district as authorized by the governing board of the district; and, 	Î
• A resolution or other appropriate documentation supporting this application under Chapter 12.5, Part 10, Division 1, commencing with Section 17070.10, et. seq., of the Education Code was adopted by the school district's governing board or the designee of the Superintendent of Public Instruction on,]
• The district has established a "Restricted Maintenance Account" for exclusive purpose of providing ongoing and major maintenance of school buildings and has developed an ongoing and major maintenance plan that complies with and is implemented under the provisions of Education Code Section 17070.75 and 17070.77 (refer to Sections 1859.100 through 1859.102); and,	
• The district has considered the feasibility of the joint use of land and facilities with other governmental agencies in order to minimize school facility costs; and	-

Below is a zoomed-in example.

Certification

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

A resolution or other appropriate documentation supporting application under Chapter 12.5, Part 10, Division 1, commend with Section 17070.10, et. seq., of the Education Code was adopted by the school district's governing board or the desig of the Superintendent of Public Instruction on,

anu,		
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,	01/06/2020	I
The district has established a "Restricted Maintenance Account" for exongoing and major maintenance of school buildings and has develope maintenance plan that complies with and is implemented under the p Section 17070.75 and 17070.77 (refer to Sections 1859.100 through 185).	clusive purpose of providing ed an ongoing and major rovisions of Education Code 59.102); and,	
The district has considered the feasibility of the joint use of land and fa governmental agencies in order to minimize school facility costs; and,	acilities with other	

If this funding request is for the modernization of portable classrooms eligible for an additional

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

Below is a zoomed-in example.

Certification

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

light and indoor air quality, the use of recycled materials and materials that emit a minimum of toxic substances, the use of acoustics conducive to teaching and learning, and the other characteristics of high performance schools; and,

- If the district is requesting an additional grant for high performance incentive funding, the school district governing board must have a resolution on file that demonstrates support for the high performance incentive grant request and the intent to incorporate high performance features in future facilities projects; and,
- If this application is submitted when there is Insufficient Bond Authority, the district has adopted a school board resolution pursuant to Section 1859.95.1; and,
- The district will comply with all laws pertaining to the construction or modernization of its school building.

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

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

I verify, I have read and agree to the above terms and certification information	Yes No
Date	11/18/2024
District Representative / Superintendent Phone Number	(555) 123-4567
Phone Extension (optional)	
District Representative / Superintendent Name	Jane Smith
← Previous	Continue 🔶

Review

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

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



Below is a zoomed-in example.

Review

Site Info

Does the District have current Financial Hardship Approval?	No		
Type of Financial Hardship Request	(N/A)		
Project to be located on	(required)		
The project is at an existing school site. Select the appropriate school or site for this application	Bear Flag Elementary		
California Department of Education (CDE) Plan Approval Date <table-cell></table-cell>	11/13/2024		
Recommended Site Size 😧	36.00		
Existing Acres (Useable)	18.40		
Total number of classroom(s) on the Division of State Architect (DSA) Approved plans	(not answered)		
	Edit Page →		

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



Below is a zoomed-in example.

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

Submit and Upload Documents

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



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

	Browse	files	
File Name 🗘	Document Type 🗘	Description $\hat{\boldsymbol{\varsigma}}$	Uploaded Date 🗘
CDE Final Plan Approval.pdf Successfully Uploaded	California Department	Final Plan Approval Le 🗸	11/12/2024
CTE Letter.pdf Successfully Uploaded	CTE Compliance (EC 1	 ✓ CTE Compliance Lette 	11/12/2024
ARBBA Resolution.pdf Successfully Uploaded	Local Board Resolutio	Beyond Bond Authorit 🗸	11/12/2024
Construction Contract.pdf Successfully Uploaded	Contracts	Construction Contract 🗸	11/12/2024

Please stay here until file upload(s) complete

Done Upload Files

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



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

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



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

Submit

This paperless application was successfully submitted to OPSC.

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

12/04/2024

What's Next

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

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

Application Options

Upload Remaining Files

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

Review Required Documents

🛓 Download Completed Form

Go To Application Dashboard

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

Submit

This paperless application was successfully submitted to OPSC.

Your Application #: Submittal Date:

12/04/2024

57/67439-00-080

What's Next

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

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

Application Options

^{**} Upload Remaining Files

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

- Review Required Documents
- 📥 Download Completed Form
- G Go To Application Dashboard

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

Mod Full Grant School Site					PTN: 67439 - Received Date: 1 7439 Sacramento City Unlfied • School/Site: Sut County Name: Sacramen	1234 Edit 2/04/2024 ter Middle to County	
Su	Ibmitted Versions	;					
	Name 0	Status 0	Version Received Date 🗘	Submitted By $\hat{\ }$	Updated 🗘	¢	
	Version 1	Submitted	12/04/2024	Jane Smith	12/04/2024	Options 🔻	
Dr	afts			No Drafts		New Bla	nk Draft
Up Fil	bloaded	Uplcad File 💊					

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

Upload Files			×
	E	Browse files	
File Name 🗘	Document Type 💲	Description 🗘	Uploaded Date 💲
Notice to Proceed.pdf Successfully Uploaded	Contracts	✓ Notice to Proceed (NT ✓	11/12/2024
1 total			
Please stay here until file up	pload(s) complete		Done Upload Files

Adjusted Full Grant Funding Application

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

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

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

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

Dashboard / Application							
57/67439-00-082 Modernization	Mod Design Only School Site 57/67439-00-082 Application For Funding + Form SAB 50:04		Submitted		District: 67439 Sac	PTN: 67439 - 1234 Received Date: 12/04 ramento City Unified • School/Site: New Tech County Name: Sacramento C	4 Edit /2024 h High
50-04 Create Linked 50-04	Modernization • Design Only (S	Sep Apprt)					Juniy
Mod Design Only School Site	Submitted Version	ons					
> Submitted	Name 🗘	Status 0	Version Received Date $\ \ \diamond$	Submitted By \Diamond	Updated 0	٥	
MOD Design	Version 1	Submitted	12/04/2024	Jane Smith	12/04/2024	Options 💌	
Eligibility >	Drafts					New Blank D	raft
See the current baseline for New Tech High				No Drafts			

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

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

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

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

Dashboard / Application		
57/67439-00-082 Modernization	Create Linked Application	
50-04	Select a linked application type	Funding Phase 50-04 🗸
Create Linked 50-04	Does the district want to apply for Financial Hardship assistance?	Yes No
Submitted	Select the type of funding application:	Modernization 🗸
MOD Design	Please enter application nickname	Mod Full Grant School Site
Eligibility > See the current baseline for New Tech High		Clear Create Linked App

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

Dashboard / Application 57/67439-00-082 Modernization	Mod Design C 57/67439-00-082	Only School Site	1	Submitted		District: 67439	PTN: 67439 - 1234 Edit Received Date: 12/04/2024 Sacramento City Unified • School/Site: New
50-04 Create Linked 50-04	Application For Funding • Modernization • Design Only	Form SAB 50-04 😢 y (Sep Apprt)					Tech High County Name: Sacramento County
Mod Design Only Sch	Submitted Vers	sions					
Submitted	Name 0	Status 🗘		Version Received Date 🗘	Submitted By $ \hat{} $	Updated 🗘	٥
MOD Design	Version 1	Submitted		12/04/2024	Jane Smith	12/04/2024	Options 🕶
Mod Full Grant Schoo	Drafts						New Blank Draft
Draft MOD				No [Drafts		Application Created Successfully created linked application

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

57/67439-00-082 Modernization	Mod Fu Application Fo Modernization	or Funding • Form SAB 50-04	ol Site 🧳	Draft		District: 67439	PTN: 67439 - 1234 Edit Sacramento City Unified • School/Site: New Tech High
50-04							County Name: Sacramento County
Mod Design Only Sch	Submitt	ed Versions					
> Submitted				No S	ubmitted Versions		
MOD Design	Drafts						New Blank Draft
Mod Full Grant Schoo	Name	≎ Stat	us ≎	Created By $\hat{~}$	Last Edited By $\hat{\downarrow}$	Updated $\hat{\cdot}$	\$
Draft MOD	Draft 1	Dra	ft	Jane Smith	Jane Smith	12/04/2024	Options 🔻

Site Information

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



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

Dashboa	rd / Application / Draft 1 MOD Full Grant School Application For Funding • Form SAB 50-04 (Modernization • Full Grant	Site 🖌 Draft	
	SAB 50-04 Form	Site Info	
	Site Info	Does the District have current Financial Hardship Approval?	Yes No
	Project Type	Type of Financial Hardship Request	Submittal with a school board res 💙

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

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

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

Site Info

Does the District have current Financial Hardship Approval?

Project to be located on



Next, the user will select a school site from the dropdown menu. All projects must select a school site from the list of options. If a specific site is not listed, please email <u>OPSCApplicationReviewTeam@dgs.ca.gov</u> to request to add the site to the application system.

The project is at an existing school si application	te. Select the appropriate scl	hool or site for this	Sutter Middle 🗸
Site Detail			
	School/Site Name:	Sutter Middle	
	CDS (county-district- school) Code:	6066690	
	Grade-Level:		
	Street Address:	3150 I ST.	
	City:	SACRAMENTO	
	State:	CA	
	Zip Code:	95816	

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

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

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

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

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

Project Type

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

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

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

Dashboard / Application / Draft 1		
Mod Full Grant Schoo Application For Funding • Form SAB 50-04 Modernization • Full Grant	ol Site 🖌 Draft o	
SAB 50-04 Form	Project Type	
Site Info	Select project type: 📀	Middle School 🗸
Project Type	Dunil Oranta Deguasted	
Additional Grant Request		
Excessive Cost Hardship	K-6	50
Adjust Eligibility / Joint Use	7-8	54
Project Progress	9-12	
Licensed Design Consultant	Non-Severe	
Certification	Severe	

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

- The total number of eligible classrooms or the total eligible square footage building area at the site.
 - Refer to SFP Regulation Section 1859.78.6(b)(1)(A) or (b)(2)(A).
- The total number of permanent classrooms or the total permanent square footage building area that is at least 50 years old and not been previously modernized with state funds.

• Refer to SFP Regulation Section 1859.78.6 (b)(1)(B) or (b)(2)(B).

- The greater percentage as calculated under SFP Regulation Section 1859.78.6(b)(1)(C) or (b)(2)(C).
 - Divide the classrooms or square footage that are at least 50 years old by the total classrooms or square footage eligible for modernization. Round up to the nearest one tenth of one percent.

50 years or older building funding o					
Total Eligible Classrooms/Square Footage	18.00				
Classroom/Square footage at least 50 years old	12.00				
Ratio of 50 years old classrooms/square footage					
	66.7 %				

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

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

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

Previous	Continue 🔶
Are you a 6-8 school?	Yes No
Severe	
Non-Severe	
9-12	
7-8	37
K-6	34
From above, how many are 50 year or older p	upil grants? 🧕

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

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

Additional Grant Request

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



Below is an example for each Additional Grant Request.

Project Assistance

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





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

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



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

Automatic Fire Detection / Alarm System Grant

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



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

Excessive Cost Hardship

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

Dashboard / Application / Draft	L
Mod Full Grant Sch Application For Funding • Form SAB 5 Modernization • Full Grant	ool Site 🥜 Draft 0-04 @
SAB 50-04 Form	Excessive Cost Hardship
Site Info	Is the District requesting Geographic Percent Factor increase
Project Type	See Geographical Percent Factor list by county
Additional Grant Request	Accessibility / Fire Code: 😡
T	Accessible Fire Code
Excessive Cost Hardship	3% Base Grant
Adjust Eligibility / Joint Use	Enter 100% of the costs for the Fire Life Safety and Access Compliance minimum work
Project Progress	Will the project include any new two-stop elevator(s) required by the Division of the State Architect?
Licensed Architect	The District qualifies for Small Size Project. Does the District wish to request this Yes No
Licensed Design Consultant	grant?
	Is the District requesting the Urban/Security/Impacted Site grant? 🚱 🛛 🛛 🛛 🛛 Yes
Certification	SFP Regulation Section 1859.83(d)(2)(A) - Useable Acres 60% or less of CDE Recommended Site Size

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

Geographic Percent Factor

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

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

Is the District requesting Geographic Percent Factor increase See Geographical Percent Factor list by county	Yes No	
Enter the Percent Factor	5 %	

Accessibility / Fire Code

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

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

Accessibility / Fire Code: 🔞		
Accessible Fire Code		
	3% Base Grant	
	Enter 100% of the costs for the Fire Life Safety and Acce	ss Compliance minimum work
Enter the amount		\$ 202,824

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

Two-Stop Elevator

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

Will the project include any new two-stop elevator(s) required by the Division of the State Architect?	Yes No
Enter the number of two-stop elevators	1
Will there be additional stops?	Yes No
Enter the number of Additional Stops	1

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

Small Size Project

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

The District qualifies for Small Size Project. Does the District wish to request this grant?	Yes No
Select the percentage appropriate to the project	4% (101 - 200 pupils) 🗸 🗸
Is this a minimum pupil grant request pursuant to Section 1859 79 3 (a)(1) or (a)(2)?	Ves No

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

Urban/Security/Impacted Site

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



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

Adjust Eligibility/Joint-Use

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



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

Below is a zoomed in example.

New Construction Eligibility Adjustment - Added Capacity

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



Adjustment to New Construction Baseline Eligibility o

Classroom(s) provided			
Additional 🕜		Replacement	
K-6	2	K-6	2
7-8		7-8	
9-12		9-12	
Non-Severe		Non-Severe	
Severe		Severe	

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

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



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

Project Progress

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

Dashboard / Application / Draft 1		
Mod Full Grant Scho Application For Funding • Form SAB 50-0 Modernization • Full Grant	ol Site 🕜 Draft 4 🛛	
SAB 50-04 Form	Project Progress	
Site Info	Has the District awarded construction contracts for this project 🕢 Yes No	
Project Type		
Additional Grant Request	Previous	Continue 🔶
 Excessive Cost Hardship 		
Adjust Eligibility / Joint Use		
Project Progress		

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

Enter the date(s) of the construction contract(s) awarded for this project Add/Edit Contract Show 5 → entries Type to filter the name column Contractor Name : Contract Type ≎ Amount ≎ Award ≎ Prevailing Wage Notice to Proceed Const. Del. Method 0 total		
Show 5 ~ entries Type to filter the name column. Contractor Name : Contract Type 0 Amount 0 Award 0 Prevailing Wage Notice to Proceed Const. Del. Methodology 0 total 0 Contract 0 Const. Del. Methodology Const. Del. Methodology	Enter the date(s) of the construction contract(s) awarded for this project	Add/Edit Contract
Contractor Name Contract Type C Amount Award Prevailing Wage Notice to Proceed Const. Del. Methodology	Show 5 v entries	Type to filter the name column
	Contractor Name Contract Type Amount Award Prevailing Wag	e Notice to Proceed Const. Del. Metho

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

Add/Edit Contract			×
Add New Contract			
Contractor Name	X, Y & Z Construction, Inc.		
Contract Award Date	04/28/2020		
Contract Type	General Construction	~	
Contract Amount	\$ 132,997		
Notice to Proceed Issued Date	05/28/2020		
Construction Delivery Method	Lease Lease Back	~	
Related DSA Application Numbers	01-123456 × + DSA App #		
	● Press the Enter ← key to save You can add up to 5 Values(s)		
		Add Contract	

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

Add/Edit Contract

×

Add New Contract

Contractor Name				
Contract Award Date	MM/DD/YY	YY		
Contract Type			~	
Contract Amount				
Notice to Proceed Issued Date	MM/DD/YY	YY		
Construction Delivery Method	Please sel	ect an option	~	
Related DSA Application Numbers	+ DSA App	# Enter Al key to save		
	You can add u	ip to 5 Values(s)		
			Add Contract	
Added Contracts				
ihow 5 v entries			Type to filter the na	ame column
Award $\hat{\ }$ Pre-	vailing Wage 🗘	Notice to Proceed 0	Const. Del. Method 🗘	Ŷ
04/28/2020		05/28/2020	Lease Lease Back	Edit Delete
07/14/2020		07/28/2020	Design-Bid-Build	Edit Delete

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

Below is a zoomed-in example.

Project Progress

Has the District awa	rded construction c	ontracts for th	is project 💡		Yes No	
Enter the date(s) of t project	he construction co	ntract(s) award	ded for this			Add/Edit Contracts
Show 5 v er	ntries				Type to filter th	e name column
Contractor Name	Contract Type 🗘	Amount 0	Award 🗘	Prevailing Wage	Notice to Proceed	Const. Del. Method 🗘
X, Y & Z Construction, Inc.	General Construction	\$132,997.00	04/28/2020		05/28/2020	Lease Lease Back
A to Z Construction	Other Construction		07/14/2020		07/28/2020	Design-Bid-Build
2 total Note: Prevailing Wag	ge only applies to co	ontracts with a	n Award Date	between 1/1/2012	and 6/19/2014	

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

SAB 50-04 Form	Project Progress
Site Info	Has the District awarded construction contracts for this project 🚱 Yes No
Project Type	
Additional Grant Request	Enter the date(s) of the construction contract(s) awarded for this project Add/Edit Contracts
Excessive Cost Hardship	Show 5 ventries Type to filter the name column
Adjust Eligibility / Joint Use	Contractor Name 🗧 Contract Type 🗧 Amount 🗧 Award 🗘 🦳 Prevailing Wage 🗧 Notice to Proceed 👘 Const. Del. Method 🗘
Project Progress	X, Y & Z General \$132,997.00 04/28/2020 05/28/2020 Lease Lease Back
Licensed Architect	Inc.
Licensed Design Consultant	A to Z Other 07/14/2020 07/28/2020 Design-Bid-Build
Certification	2 total
Review	Note: Prevailing Wage only applies to contracts with an Award Date between 1/1/2012 and 6/19/2014
Submit	
	← Previous Continue →

Licensed Architect

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

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

Below is a zoomed-in example.



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

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



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

• Any portion of the Plans and Specifications (P&S) not requiring review and approval by the Division of State Architect (DSA) meets the requirements of the California Code of Regulations, Title 24, including any handicapped access and fire code requirements.



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

 Any portion of the Plar (DSA) meets the requir code requirements. 	as and Specifications (P&S) not requiring review and app ements of the California Code of Regulations, Title 24, in	roval by the Division of State Architect cluding any handicapped access and fire
V	I certify the information listed above is correct	
	The architect on record for this project is no longer	available for certification
Architect Name 🕜		John Smith
Architect Signature Date 🔞		11/12/2024
		Certified ✓ John Smith · Nov 18, 2024
← Previous		Continue 🔶

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

• Any portion of the Plans and Specifications (P&S) not requiring review and approval by the Division of State Architect (DSA) meets the requirements of the California Code of Regulations, Title 24, including any handicapped access and fire code requirements.

	I certify the information listed above is correct		
	The architect on record for this project is no longer available for certification		
Architect Name 🔞		Jane Smith	
Architect Signature Date 👩		11/18/2024	
		Certify	

Below is a zoomed-in example.



Licensed Design Consultant

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

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

Below is a zoomed-in example.


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

Licensed Design Consultant

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

- If the request is for a New Construction Grant, not including the Overcrowding Relief Grant (ORG), I have developed a cost estimate of the proposed project which indicates that the estimated construction cost of the work in the Plans and Specifications (P&S) including deferred items (if any) relating to the proposed project, is at least 60 percent of the total grant amount provided by the State and the district's matching share, less site acquisition costs and the High Performance Base Incentive Grant. This cost estimate does not include site acquisition, planning, tests, inspection, or furniture and equipment and is available at the district for review by the OPSC.
- If the request is for a Modernization or Charter School Facilities Program Rehabilitation Grant, I have developed a cost estimate of the proposed project which indicates that the estimated construction cost of the work in the Plans and Specifications (P&S), including deferred items and interim housing (if any) relating to the proposed project, is at least 60 percent of the total grant amount provided by the State and the district's matching share, less the High Performance Base Incentive Grant. This cost estimate does not include planning, tests, inspection or furniture and equipment and is available at the district for review by the OPSC.

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

If the request is for a Modernization or Charter School Facilities Program Rehabilitation Grant, I have developed a cost estimate of the proposed project which indicates that the estimated construction cost of the work in the Plans and Specifications (P&S), including deferred items and interim housing (if any) relating to the proposed project, is at least 60 percent of the total grant amount provided by the State and the district's matching share, less the High Performance Base Incentive Grant. This cost estimate does not include planning, tests, inspection or furniture and equipment and is available at the district for review by the OPSC.

	The Design Consultant on record for this project is no longer available for certifi			
Design Consultant Name 🔞		John Smith		
Design Consultant Signature Dat	11/18/2024			
	Certify			

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

• If the request is for a Modernization or Charter School Facilities Program Rehabilitation Grant, I have developed a cost estimate of the proposed project which indicates that the estimated construction cost of the work in the Plans and Specifications (P&S), including deferred items and interim housing (if any) relating to the proposed project, is at least 60 percent of the total grant amount provided by the State and the district's matching share, less the High Performance Base Incentive Grant. This cost estimate does not include planning, tests, inspection or furniture and equipment and is available at the district for review by the OPSC.

		I certify the information listed above is correct 🔞		
		The Design Consultant on record for this project is n	o longer available for certification	
	Design Consultant Name 🛛 😨		John Smith	
	Design Consultant Signature Da	te 🕐	11/18/2024	
			Certified ✔ John Smith · Nov 18, 2024	
÷	Previous		Continue 🔶	

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

If the request is for a Modernization or Charter School Facilities Program Rehabilitation Grant, I have developed a cost estimate of the proposed project which indicates that the estimated construction cost of the work in the Plans and Specifications (P&S), including deferred items and interim housing (if any) relating to the proposed project, is at least 60 percent of the total grant amount provided by the State and the district's matching share, less the High Performance Base Incentive Grant. This cost estimate does not include planning, tests, inspection or furniture and equipment and is available at the district for review by the OPSC.

	I certify the information listed above is correct ? The Design Consultant on record for this project is no longer available for certification		
V			
Design Consultant Name 😧		Jane Smith	
Design Consultant Signature Da	11/18/2024		
		Certify	

Below is a zoomed-in example.

 If the request is for a estimate of the prop Specifications (P&S 60 percent of the to Base Incentive Gran available at the dist 	a Modernization or Charter School Facilities Prog posed project which indicates that the estimated), including deferred items and interim housing (tal grant amount provided by the State and the o nt. This cost estimate does not include planning, rict for review by the OPSC.	gram Rehabilitation Grant, I have developed a cost I construction cost of the work in the Plans and (if any) relating to the proposed project, is at least district's matching share, less the High Performance tests, inspection or furniture and equipment and is
	I certify the information listed above is c	orrect 3
	The Design Consultant on record for this	project is no longer available for certification
Design Consultant Name	0	Jane Smith
Design Consultant Signati	ure Date 🔞	11/18/2024
		Certified ✔ Jane Smith · Nov 18, 2024
Previous		Continue 🔶

Certification

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

Certification	
I certify, as the District Representative, that the information reported on this form, with the exception of ite 23, is true and correct and that:	ms 22 and
 I am an authorized representative of the district as authorized by the governing board of the district; and, 	Î
• A resolution or other appropriate documentation supporting this application under Chapter 12.5, Part 10, Division 1, commencing with Section 17070.10, et. seq., of the Education Code was adopted by the school district's governing board or the designee of the Superintendent of Public Instruction on,]
• The district has established a "Restricted Maintenance Account" for exclusive purpose of providing ongoing and major maintenance of school buildings and has developed an ongoing and major maintenance plan that complies with and is implemented under the provisions of Education Code Section 17070.75 and 17070.77 (refer to Sections 1859.100 through 1859.102); and,	
• The district has considered the feasibility of the joint use of land and facilities with other governmental agencies in order to minimize school facility costs; and	-

Below is a zoomed-in example.

Certification

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

A resolution or other appropriate documentation supporting application under Chapter 12.5, Part 10, Division 1, commend with Section 17070.10, et. seq., of the Education Code was adopted by the school district's governing board or the desig of the Superintendent of Public Instruction on,

anu,		
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,	01/06/2020	I
The district has established a "Restricted Maintenance Account" for exongoing and major maintenance of school buildings and has develope maintenance plan that complies with and is implemented under the p Section 17070.75 and 17070.77 (refer to Sections 1859.100 through 185).	clusive purpose of providing ed an ongoing and major rovisions of Education Code 59.102); and,	
The district has considered the feasibility of the joint use of land and fa governmental agencies in order to minimize school facility costs; and,	acilities with other	

If this funding request is for the modernization of portable classrooms eligible for an additional

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

Below is a zoomed-in example.

Certification

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

light and indoor air quality, the use of recycled materials and materials that emit a minimum of toxic substances, the use of acoustics conducive to teaching and learning, and the other characteristics of high performance schools; and,

- If the district is requesting an additional grant for high performance incentive funding, the school district governing board must have a resolution on file that demonstrates support for the high performance incentive grant request and the intent to incorporate high performance features in future facilities projects; and,
- If this application is submitted when there is Insufficient Bond Authority, the district has adopted a school board resolution pursuant to Section 1859.95.1; and,
- The district will comply with all laws pertaining to the construction or modernization of its school building.

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

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

I verify, I have read and agree to the above terms and certification information	Yes No
Date	11/18/2024
District Representative / Superintendent Phone Number	(555) 123-4567
Phone Extension (optional)	
District Representative / Superintendent Name	Jane Smith
← Previous	Continue 🔶

Review

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

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

SAB 50-04 Form					
0	Site Info				
0	Project Type				
0	Additional Grant Request				
0	Excessive Cost Hardship				
0	Adjust Eligibility / Joint Use				
0	Project Progress				
0	Licensed Architect				
0	Licensed Design Consultant				
0	Certification				
٠	Review				
	Submit				

Below is a zoomed-in example.

Site Info

Does the District have current Financial Hardship Approval?	No
Type of Financial Hardship Request	(N/A)
Project to be located on	(required)
The project is at an existing school site. Select the appropriate school or site for this application	Bear Flag Elementary
California Department of Education (CDE) Plan Approval Date 😧	11/13/2024
Recommended Site Size 🔞	36.00
Existing Acres (Useable) 😧	18.40
Total number of classroom(s) on the Division of State Architect (DSA) Approved plans	(not answered)
	Edit Page →

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



Below is a zoomed-in example.

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

Submit and Upload Documents

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



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

	Browse	files	
File Name 🗘	Document Type 🗘	Description $\hat{\boldsymbol{\varsigma}}$	Uploaded Date 🗘
CDE Final Plan Approval.pdf Successfully Uploaded	California Department	Final Plan Approval Le 🗸	11/12/2024
CTE Letter.pdf Successfully Uploaded	CTE Compliance (EC 1	 ✓ CTE Compliance Lette 	11/12/2024
ARBBA Resolution.pdf Successfully Uploaded	Local Board Resolutio	Beyond Bond Authorit 🗸	11/12/2024
Construction Contract.pdf Successfully Uploaded	Contracts	Construction Contract 🗸	11/12/2024

Please stay here until file upload(s) complete

Done Upload Files

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



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

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



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

Submit

This paperless application was successfully submitted to OPSC.

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

12/04/2024

What's Next

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

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

Application Options

Upload Remaining Files

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

Review Required Documents

🕹 Download Completed Form

Go To Application Dashboard

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

Submit

This paperless application was successfully submitted to OPSC.

Your Application #: Submittal Date:

12/04/2024

57/67439-00-080

What's Next

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

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

Application Options

^{**} Upload Remaining Files

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

- Review Required Documents
- 📥 Download Completed Form
- G Go To Application Dashboard

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

57 / Appl Mode	Mod Full Grant School Site Submitted PTN: 67439 - 122 57 / 67439 - 00 - 081 Application & Funding + form SAB 50-04 & County Name: Sacramento City Unified + School/Site: Sutter County Name: Sacramento City County Name: Sacramento City Name:					
Su	bmitted Versions					
	Name 0	Status 🗘	Version Received Date 🗘	Submitted By $ can control con$	Updated 🗘	¢
	Version 1	Submitted	12/04/2024	Jane Smith	12/04/2024	Options 🔻
Dra	afts			No Drafts		New Blank Dr
Up	loaded	Upload File				

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

Upload Files			×
		Browse files	
File Name 🗘	Document Type 🗘	Description 0	Uploaded Date 🗘
Notice to Proceed.pdf Successfully Uploaded	Contracts	✓ Notice to Proceed (NT	▶ 11/12/2024
1 total			
Please stay here until file uploa	d(s) complete		Done Upload Files

Revising a Form SAB 50-04

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

Create a New Draft

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

Below is an example of the OPSC Online application page.

v *							Contact Us	Settings	Welcome .
Public School Construe	ction				¢ /			*	
					Project Reporting Beto Resor	urces Grants Er	nrollment Projection	Users Distrie	t Dashb
board									
	4								
iding Applica	tions								
						Eilter 200			Soarch A
Create New SFP Funding Ap	plication <u></u> Creat	e New Preschool/TK/FDK Func	ling Application			C Piller 200			Search
Application Name 🗘	Project Type 🗘	Status ~	OPSC App # ≎	School/Site 0	District 0	Project Trackin Number 0	g OPSC Received	0 Last Up	dated 0
/av Pem Suab Academy	FH - Rehab CP	Superseded	58/67439-00-003	Yav Pem Suab Academy	Sacramento City Unified	67439-375	10/12/2020	10/12/2	020
VC Site & Design Only	NC Site & Design	Submitted	50/67439-00-008	New Tech High	Sacramento City Unified	67439-1234	11/18/2024	11/18/2	024
School Site									
School Site NC Full Grant School Site	NC	Submitted	50/67439-00-007	New Tech High	Sacramento City Unified	67439-1234	11/13/2024	11/13/2	024
School Site NC Full Grant School Site Mod Design Only School Site	NC MOD Design	Submitted Submitted	50/67439-00-007 57/67439-00-082	New Tech High New Tech High	Sacramento City Unified Sacramento City Unified	67439-1234 67439-1234	11/13/2024 12/04/2024	11/13/2 12/04/2	024 024
School Site NC Full Grant School Site Mod Design Only School Site Mod Design Only School Site	NC MOD Design MOD	Submitted Submitted Submitted	50/67439-00-007 57/67439-00-082 57/67439-00-081	New Tech High New Tech High Sutter Middle	Sacramento City Unified Sacramento City Unified Sacramento City Unified	67439-1234 67439-1234 67439-1234	11/13/2024 12/04/2024 12/04/2024	11/13/2 12/04/2 12/04/2	024 024 024

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

licon *							Contact Us	🗢 Se	ettings	Welcome Jane 🝷
Different School Construction				¢		Ħ		80 2	a ≡	
				Project Reporting deta	Resources	Grants	Enrollment Projection	Users	District	Dashboard
Dashboard										
Funding Applications										
育 Create New SEP Funding Application 育 Create N	New Preschool/TK/EDK Funding Appli	cation			Q	57/674	39-00-081		Г	Search All
	0.71					_				_
Application Name 0 Project Type 0	Status ~	OPSC App # 🗘	School/Site 0	District 0	Pro	oject Tracki mber ≎	ng OPSC Received 0	La	ast Update	d≎
Mod Full Grant School Site MOD	Submitted	57/67439-00-081	Sutter Middle	Sacramento City Unifie	d 67	439-1234	12/04/2024	12	2/04/2024	
1 Apps Total Items Per Page 5 🗸							Fir	st Prev	1 Ne	xt Last

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

Below is an example of the OPSC Online application page.

57 App Mod	od Full Grant Schoo / 67439 - 00 - 081 ication For Funding • Form SAB 50-04 emization • Full Grant	ol Site	> Subn	nitted)		District: 67439 Sacramento C	PTN: 67439 - 1234 Edit Received Date: 12/04/2024 Ity Unified • School/Site: Sutter Middle County Name: Sacramento County
Su	bmitted Versions						
	Name 🗘 S	Status 🗘		Version Received Date 🗘	Submitted By \Diamond	Updated 0	\$
	Version 1	Submitted		12/04/2024	Jane Smith	12/04/2024	Options 🕶
Dr	afts						New Blank Draft
				No	Drafts		

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

М 57 Арр Мос	od Full Grant Scho / 67439 - 00 - 081 lication For Funding • Form SAB 50-0 dernization • Full Grant	ol Site 🥒 Sub	mitted		District: 67439 Sacramento C	PTN: 67439 - 1234 Edit Received Date: 12/04/2024 ity Unified • School/Site: Sutter Middle County Name: Sacramento County
Sı	ubmitted Versions					
	Name 🗘	Status 🗘	Version Received Date $\hat{\boldsymbol{\varsigma}}$	Submitted By 💲	Updated 🗘	°
	Version 1	Submitted	12/04/2024	Jane Smith	12/04/2024	Options 👻
Dr	afts					New Blank Draft
	Name ¢	Status 🗘	Created By ¢	Last Edited By 🗘	Updated 🗘	÷
	Draft 1	Draft	Jane Smith	Jane Smith	12/04/2024	Options 🔻

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

Method 1:

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

57 App Mod	Dd Full Grant School (67439 - 00 - 081 ication For Funding • Form SAB 50-04 @ emization • Full Grant	I Site 🧳	Submitted		District: 67439 Sacr	PTN: 67439 - 1234 Edit Received Date: 12/04/2024 amento City Unified • School/Site: Sutter Middle County Name: Sacramento County
Sı	bmitted Versions					
	Name \Diamond St	tatus 🗘	Version Received Date $\ \ \hat{\downarrow}$	Submitted By \cap{u}	Updated 🗘	0
	Version 1	Submitted	12/04/2024	Jane Smith	12/04/2024	Options 💌
						Duplicate As Draft
Dr	afts					Copy Link
			No	o Drafts		

Method 2:

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

Dashboard / Application / Version 1	1		
Mod Full Grant Scho 57 / 67439 - 00 - 081 Application For Funding • Form SAB 50-0 Modernization • Full Grant	ool Site 🖌 Submitted		PTN: 67439 - 1234 Edit Version Received Date: 12/04/2024 District: 67439 Sacramento City Unified • School/Site: Sutter Middle County Name: Sacramento County
SAB 50-04 Form	Review		Options
Site Info			쉽 Duplicate As New Draft
Project Type	Site Info		Opload file(s) for this application
Additional Grant Request	Does the District have current Financial Hardship Approval?	No	 ■ View Grants Calculator ▲ Download Completed Form
Excessive Cost Hardship	Type of Financial Hardship Request	(N/A)	O Manage Entire Application
 Project Progress 	Project to be located on	Existing Site without Additional Acreage	
Licensed Architect	The project is at an existing school site. Select the appropriate school or site for this application	Sutter Middle	
Licensed Design Consultant			

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

Updating the Application Nickname

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

Dashboard / Application							
57/67439-00-081 Modernization	Mod Full Grant 57 / 67439 - 00 - 081 Application For Funding • Fo	School Site 🔽 🕻	PTN: 67439 - 1234 Ed Received Date: 12/04/202 District: 67439 Sacramento City Unified - School/Site: Sutter Midd				
50-04 Create Linked 50-04	Modernization • Full Grant						
Mod Full Grant School Site	Submitted Versio	ons					
Submitted	Name 0	Status 0	Version Received Date 0	Submitted By 0	Updated 0	\$	
MOD	Version 1	Submitted	12/04/2024	Jane Smith	12/04/2024	Options 🕶	
Eligibility >	Drafts					New Blank D	raft
See the current baseline for Sutter Middle			М	No Drafts			

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

Below is a zoomed-in example.

Edit Application	Name ×	
Enter Application	Name:	
Mod Full Grant	School Site	
Cancel	Change Name	

Reviewing the Application Status

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

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

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

1 Create New SFP Fundi	ng Application	Create New Preschool/TK/FI	OK Funding Application			Q Filter 20	0 applications	Search
Application Name	Project Type 🗘	Status 0	OPSC App # 3	School/Site	District	Project Tracking Number 👻	OPSC Received	Last Updated
54/67439-00-005	Charter NC	(SAB Approved)	54/67439-00-005	The Language Academy Of Sacramento	Sacramento City Unified	67439-4176	09/28/2009	07/25/2011
IC Full Grant School Site	NC	Submitted	50/67439-00-006	Sutter Middle	Sacramento City Unified	67439-1234	11/12/2024	11/12/2024
IC Full Grant School iite	NC	Submitted	50/67439-00-007	New Tech High	Sacramento City Unified	67439-1234	11/13/2024	11/13/2024
IC Site & Design Only ichool Site	NC Site & Design	Submitted	50/67439-00-007	New Tech High	Sacramento City Unified	67439-1234	11/12/2024	11/12/2024
Nicholas Reconstruction -NC	NC	ARBBA	50/67439-00-005	Nicholas Elementary	Sacramento City Unified	67439-432	10/30/2024	11/04/2024

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

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

Dashboard / Application								
57/67439-00-082 Modernization	Mod Design Only 57 / 67439 - 00 - 082 Application For Funding • Form SA	School Site	15-Day Letter		PTN: 67439 - 1234 Edi Received Date: 12/04/202 District: 67439 Sacramento City Unified • School/Site: New Ted			
50-04 Create Linked 50-04	Modernization • Design Only (Sep Ap	oprt)				County Name: Sacramen		
Mod Design Only Scho	Update Overall App Status 🝷							
> 15-Day Letter	Submitted Versions					Generate Funding Shell Rev	view Grants >	
MOD Design	Name 🗘	Status û	Version Received Date $\hat{\circ}$	Submitted By $\hat{~}$	Updated 🗘	¢		
Mod Full Grant School >	Version 1	15-Day Letter	12/04/2024	Jane Smith	12/04/2024	Options 💌		
Submitted MOD	Drafts					Net	w Blank Draft	
Grant Agreement				No Drafts				

Navigation to Application Components and Program Modules

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

Cheor *						Contact Us	Settings	Welcome Jane 🔻
	iction		¢				**	
			Project Reporting Beta	Resources	Grants	Enrollment Projection	Users Distr	ict Dashboard
Dashboard / Application								
57/67439-00-001 Modernization 50-04 Create Linked 50-04	57/67439-00-0 57/67439-00-001 Application For Funding • Modernization • Full Grant	Form SAB 50-04 😧	aved			District: 67439 Sa	P' Receiv cramento City Uni County Name:	TN: 67439 - 332 Edit ed Date: 02/09/1999 ified • School/Site: Sutter Middle Sacramento County
57/67439-00-001 >	Submitted Vers	sions						
SAB Approved MOD	Name 0	Status 0	Version Received Date	Submitted By	\$	Updated 0	¢	
Grant Agreement	Version 1	SAB Approved	02/09/1999	lauri.ponzelli@	@dgs.ca.gov	01/19/2001	Options -	
Modernization Full > Draft	Drafts		No D	rafts				
PIF	Uploaded Files	Upload File						

Below is an example of the OPSC Online application page.

Below is a zoomed-in example.



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

Below are zoomed-in examples.









OPSC ONLINE USER GUIDE



Section 11. Grant Agreements

Grant Agreements

A Grant Agreement (GA) is an agreement between the Office of Public-School Construction (OPSC) and an applicant who is approved by the State Allocation Board (SAB) to receive grants from the School Facility Program (SFP). A GA is required for each approved funding application. It serves as a binding document that defines the responsibilities of districts and the state, from the determination of the amount of eligible state funding, to the reporting of all project funds including any savings achieved. It is designed as a useful tool to ensure districts receiving funds have a thorough understanding of the requirements in receiving the funds.

Pursuant to SFP Regulation Section 1859.90.4, an authorized district representative must first submit a signed GA to the OPSC, then follow with a Fund Release Authorization (Form SAB 50-05) concurrently or within 180 days from the SAB approval, in order for the fund release request submittal to be considered valid. Signed GAs may only be submitted after the project has received an unfunded approval. A Form SAB 50-05 cannot be submitted until the district is participating in an active Priority in Funding (PIF) Round and the SAB has awarded the project an apportionment.

OPSC Online supports submission of GAs and is the preferred method. The OPSC creates the draft GA in OPSC Online and notifies the school district when it is available for review and signature. A District Representative or District Superintendent (authorized users) on record with OPSC must log in to sign and submit the paperless GA.

An authorized user may review and submit the GA through OPSC Online. In this section we will go through the steps of downloading a GA for the purposes of reviewing the school district's responsibilities and requirements in receiving funds, including reporting of all project funds and a listing of eligible and ineligible expenditures. Then, we will show you how to sign and submit the GA through OPSC Online.

Locating Grant Agreements on the OPSC Online Dashboard

To review and submit a GA in OPSC Online, an authorized user must locate the appropriate GA on the Dashboard page of their OPSC Online account. The process is the same for all GAs no matter the project type.

Upon logging in to OPSC Online, the authorized user is directed to the Dashboard.

To start the GA process and to locate the appropriate Grant Agreement, the authorized user will type the application number in the *Search* field located in the upper right of the Dashboard page and click "Search All". The search filter can also be performed using text.

OPSC Online Dashboard Page Search Field:



From the application number search results, select the "*Draft*" GA, ensuring that the Project Type is "*Grant Agreement.*"

Funding Applicatio	ns		
Create New SFP Funding Applicat	ion 🏦 Create Nev	v Preschool/TK/FDK Funding Applica	tion
Application Name $\hat{~}$	Project Type 🗘	Status ^	OPSC App # 🗘
Modernization 5767439-00- 005 Full Grant	Grant Agreement	Draft	

Please note: If you wish to review and sign multiple GAs you must repeat the process for each, as only one application can be reviewed at a time.

Reviewing the Grant Agreement

Selecting the *"Draft"* Grant Agreement from the search results on the Dashboard will navigate you to the Grant Agreement application page. The Grant Agreement tile, highlighted in blue, is located on the left side of the application page. In the Drafts section of the page, select the *"Draft"* line item to be directed to the Review & Certify page.

Dashboard / Application 57/67439-00-005 Grant Agreement	Modernization 57 Application for School Facility Prog Grant Agreement - Modernization	/67439-00-005 Full	Grant 🧳 🔽	
50-04				
57/67439-00-005	Submitted Versions	3		
>				No Submitted Versions
SAB Approved MOD	Drafts			
Grant Agreement				
	Name 0	Status 0	Created By 0	Last Edited By 0
Modernization 57/67439-00-005 F	Draft 1	Draft	Todd Bryan	Todd Bryan
Draft Grant Agreement				

OPSC Online Application Page:

Selecting the "Draft" line item takes you to the "Review & Certify" page of the GA.

Modernization 57/67439-00 upplication for School Facility Program Funding • Gr irant Agreement • Modernization	-005 Full Grant 🕜 Draft	District: 67439 Sacramento City Unified • School/Site: P County Nar
Grant Agreement General Information Project Description Additional Grant Information Grant Information Continued Review & Certify Submit	A constant of constants of con	 Options Preview Form SAB Grant Agreement. Manage Entire Application

Grant Agreement Review & Certify Page:

The GA is watermarked as a draft and will remain in draft status until OPSC obtains all required signatures and approves the final version.

To read and review the draft GA prior to certifying, click *Preview Form SAB Grant Agreement* from the links in the Options section. This will download the PDF file to the Downloads folder.

District: 6	PTN: 67439 - Edit DSA Number: 67439 Sacramento City Unified • School/Site: Peter Burnett Elementary County Name: Sacramento County
CFICE OF PUBLIC SCHOOL CONSTRUCTION Fice OF PUBLIC SCHOOL CONSTRUCTION Fige 1 of 99 57/67439-00-005	Options Preview Form SAB Grant Agreement Manage Entire Application

Carefully review the full GA prior to agreeing to the terms and certifying the information, ensuring the General Information and Project Descrition sections are accurate. The compliance and reporting requirements should also be reviewed.

View Grant Agreement (PDF) in Adobe Acrobat

The following section will provide tips for ease of reviewing the various sections and pages of the GA using Adobe Acrobat.

≡ Menu 🏠 🛱 SAB Grant Agreement × + Create	- 🗆 ×
All tools Edit Convert E-Sign	Find text or tools Q 🗒 🛱 🛛 🖾
STATE OF CALIFORNIA GRANT AGREEMENT SCHOOL FAGILITY PROGRAM OFFI O, (Rev. 09/22)	STATE ALLOCATION BOARD ICE OF PUBLIC SCHOOL CONSTRUCTION Page 1 of 99
C Office of Public School Construction Application Number: 5	i7/67439-00-005
IAI	
GENERAL INFORMATION	
Grantee Name: Sacramento City Unified	
School Name: Peter Burnett Elementary	
Grant Amount: \$1,313,756.40 of which \$0.00	is Financial
Hardship Assistance/Charter School Loan(1)/ or CTEFP Loan(2). In addition, th	iere is a required
Grantee Contribution in the amount of \$347,654.00	
Authority: Proposition 1A	
SFP Program Funding Source: Modernization	
Future Priority Funding Rounds:	
PROJECT DESCRIPTION	
Type of Work: Modernization	
New School or Addition to an Existing Site: Not Applicable	
Number of Classrooms: Not Applicable	
Financial Hardship Approval Date: Not Applicable	1
Financial Hardship status is valid until date: Not Applicable	99
Agreement includes Grants for:	(Site
Acquisition, Department of Toxic Substances Control rees and hazardous was	(Site
	(Site
	C
Other Facilities being heavy constructed, modernized, replaced, or rehabilitate	<u>الم</u>
	\odot

With the PDF open in Adobe Acrobat, click the Bookmark icon, to the right of the page.

STATE OF CALIFORNIA GRANT AGREEMENT SCHOOL FACILITY PR((Rev. 09/22)	A DGRAM		OFF	STATE ALLO CE OF PUBLIC SCHOOL C	CATION BOARD CONSTRUCTION Page 1 of 99	I	© ∏⁼
Office of Public So	chool Construction Application	Number:	5	7/67439-00-005			ſ
	GEN	IERAL INFOR	MATION				
Grantee Name:	Sacramento City Unified						
School Name:	Peter Burnett Elementary						
Grant Amount:	\$ 1,313,756.40	of which	\$ 0.00	is Financial			
Hardship Assista	ance/Charter School Loan(1)/ or	CTEFP Loan	(2). In addition, th	ere is a required			
Grantee Contribu	ution in the amount of	\$	347,654.00				
Authority:	Proposition 1A						
SFP Program Fu	Inding Source: Moderniza	tion					

Selecting the icon will open the Bookmarks panel, displaying the various sections of the GA. The sections to be reviewed can be selected from the Bookmarks panel. Clicking on a section will take you directly to the first page of that section in the PDF.

	×	Bookmarks		ŧ	 ▣
'		General Informatio	on		ג
		Project Description	ı		ß
		Terms and Condition	ons of Gr	ant	
		A. Definitions			
		B. Term of Grant A	greemen	t	
		C. Project Executio	on		
		D. Receiving Board	d Approv	al	
		E. Receiving an Ap and Receiving Fund	portionm ds	nent	

Common Eligible Project Expenditures

An important section to review is the Common Eligible Project Expenditures. To view them, click *G. Advisory Listing Detailing Common Eligible Project Expenditures* in the Bookmarks panel, and you will be directed to the section of the GA which provides the page numbers to view common eligible project expenditures specific to the Project Type (New Construction, Modernization, New Construction, Facility Hardship, etc.). To review common eligible project expenditures for the District's specific project type, navigate to the applicable page stated in the Advisory Listing.



Common Ineligible Project Expenditures

Another important section to review is the Common Ineligible Project Expenditures. To view them, click *H. Advisory Listing Detailing Common Ineligible Project Expenditures* in the Bookmarks panel, and you will be directed to the section of the GA which provides the page numbers to view common ineligible project expenditures specific to the Project Type (New Construction, Modernization, New Construction, Facility Hardship, etc.). To review common ineligible project expenditures for the District's specific project type, navigate to the applicable page stated in the Advisory Listing.

	9
(Rev. 09/22) Page 75 of 99	- -
Grant Common Eligible	_ ⁼لہ
Office of Dublic Patient Construction Application Numbers	Ē
Once of Public School Construction Application Number. 5//6/439-00-005 16. Facility Hardship	Ū
H. Advisory Listing Detailing Common Ineligible Project Expenditures (Seismic) -	Ø.
Rehabilitation Separate	
The following tables are intended to provide advisory listings of common, but not exhaustive, ineligible Project Apportionment for	
expenditures. Design Costs or Adjus	
In addition to the ineligible Project expenditures listed on the following tables, any costs associated with the Grantae ¹ , local debt issuance or interact on the Grantae ¹ , local bond(s) are also ineligible Project expenditures [17, Facility Hardship]	
Grance's local debrission de Grance's local bond(s) are also ineligible Project expenditures. (Seismic) -	
The Grantee may seek written clarification from OPSC for items not included in the lists of eligible and ineligible project expanditures. The leased auditor may use the written response from OPSC to rule the write the write the service the servi	
expenditures. The local addition may use the whitely response from OFSC to guide the addition the project Grant Common Eligible	
Project Expenditures	
below are the mins and page numbers to view common mengine project expenditures specific to the District's project type:	
New Construction or Charter School Facilities - Design or Adjusted Grant (Skip to Page 75)	
New Construction or Charter School Facilities - Site Acquisition (Skip to Page 75) Common	
<u>New Construction or Charter School Facilities - Adjusted Grant (Skip to Page 76)</u> Ineligible Project	
Modernization - Design or Adjusted Grant (Skip to Page 78)	
<u>Modernization - Adjusted Grant (Skip to Page 78)</u> 1. New Construction –	
<u>Career Technical Education Facilities Program - New Construction (Skip to Page 80)</u> Separate	
<u>Career Technical Education Facilities Program - Modernization (Skip to Page 82)</u> Apportionment Tor Decime Case Or Career Technical Education Facilities Program - Modernization (Skip to Page 82)	
Facility Hardship (Non-Seismic) - Replacement Design or Adjusted Grant (Skip to Page 84) Adjusted Grant (Skip to Page 84) Adjusted Grant Charte	
Facility Hardship (Non-Seismic) - Replacement Site Acquisition (Skip to Page 85)	
Facility Hardship (Non-Seismic) - Replacement Adjusted Grant (Skip to Page 8b) Seiser (Skip to Page 8b)	
reacity hardship (von-Seismic) - reliabilitation Design of Adjusted Grant (Skip to Page 66) Separate	
Facility Hardship (Vol-Seesing) - Relationation Adjusted Grant (Skip to Face Of) Facility Hardship (Seisnic) - Relationed Design or Adjusted Grant (Skip to Page Of) Apportionment for Site	
Earlity Hardship (Seismic) - Replacement Design of Public Control (Page 91) Acquisition Acquisition	
Facility Hardship (Seismic) - Replacement Adjusted Grant (Skip to Page 92) CostScharter Schools	
Facility Hardship (Seismic) - Rehabilitation Design or Adjusted Grant (Skip to Page 94)	75
Facility Hardship (Seismic) - Rehabilitation Adjusted Grant (Skip to Page 95) Adjusted Grant or	00
Charter Schools	,,
Facilities Program –	^
Adjusted Grant Comm	
	~
4. Modernization –	C
Separate Apportionment for	0
Design Costs Or	Ŀ)
	-

Once you have completed reviewing the draft of the GA, close the PDF window browser and return to the *Review & Certify* screen in OPSC Online.

Please note: If you have any discrepancies with the Grant Agreement, please reach out to <u>OPSCGrantAgreements@dgs.ca.go</u> with your concerns.

Certify and Submit the Grant Agreement

Once the draft is reviewed, the GA is ready to be certified. Only an authorized user can certify the GA. On the "Review & Certify" page, using the right-side browser page's scroll bar, scroll to the bottom of the page below the preview screen of the draft.

					Contact Us	Settings	Welco	me Authorized
	(Ģ		III		80 8	a ≡	*
	Project F	eporting Beta	Resources	Grants	Enrollment Projection	Users	District	Dashboard
39-00-005 Full Grant 🥜 Draft		District: 67439	Sacramento C	City Unified	PTN School/Site: Peter Burne County Name: Sacrar 	N: 67439 - E DSA Numb ett Elementa mento Cour	dit er: ary nty	
Review & Certify			Options					
			🖹 Preview Fo	orm SAB Gra	ant Agreement			
STATE OF OALEDONA GWAYF ADBERMAT SCHOL SALLYFYNGDRAM (Re: SH21)	STATE ALLOCATION BOARD OFFICE OF PUBLIC SCHOOL CONSTRUCTION Page 1 of 59	•	O Manage En	tire Applica	ation			

The authorized user will click the "Yes" button and complete the required fields.

Grant Agreement Review & Certify Page – District Certification:



Grant Agreement Review & Certify Page:

Once the authorized user has completed the information, click the "*Continue*" Button at the bottom of the page.

Grant Agreement	District	
General Information Project Description	I verify, I have read and agree to the above terms and certification information Date	Yes No 12/20/2024
Additional Grant Information Grant Information Continued	Name of Grantee Representative	District Representative
Review & Certify	Phone of Grantee Representative	(916) 555-1000
Submit	Phone Extension (optional)	
	OPSC Executive Officer	
	I verify, I have read and agree to the above terms and certification information Date	Yes No
	Name of Executive Officer of the Office of Public School Construction, or Designee	
	Phone of OPSC Executive Office or Designee	
	Phone Extension (optional)	
	Previous	Continue

You will be directed to electronically certify and submit the GA. An authorized user must check the certification box and click "Submit Paperless Application."

Grant Agreement	Submit
General Information	This State Allocation Board Grant Agreement is being electronically signed and submitted via OPSC Online.
Project Description	 Submittal of the Grant Agreement may only occur by a School District Superintendent, Authorized School District Representative, Charter School Representative, or Joint Powers Authority (JPA) who is signed in to OPSC Online with their corresponding OPSC Online View ID, Schwitzth Grant these accounts is considered to be a unique stateties instrume for automatic state and
Additional Grant Information	 Submitted from these accounts is considered to be a unique electronic signature for purposes of signing and submitting the Grant Agreement. A printed, wet-signature Grant Agreement does not need to be mailed to OPSC. Signee and OPSC staff will be able to access the Grant Agreement at any time.
Grant Information Continued	
🤣 Review & Certify	I certify, as the School District Superintendent, Authorized School District Representative, Charter School Representative, or JPA representative, that I have reviewed the Grant Agreement and that the information contained is true and correct; and that I am the
Submit	School District Superintendent, Authorized School District Representative, Charter School Representative, or JPA Representative.
	Submit Paperless Application

A message will appear confirming the paperless GA was successfully submitted to OPSC.

Next, click on Go To Application Dashboard from the links under Application Options.

Grant Agreement	Submit	
General Information Project Description Additional Grant Information	Chis paperless Grant Agreement was successfull Your Application #: 57/67439-00-005 Submittal Date: 11/19/2024	y submitted to OPSC.
Grant Information Continued	What's Next Your Grant Agreement was successfully signed and submitted to OPSC. If your project	Application Options
Submit	received an Apportionment or will be receiving an Apportionment, you may now be eligible to submit a Fund Release Authorization (Form SAB 50-05 or Form SAB 70-02). Please review your project's fund release requirements before submitting Form SAB 50-05 or Form SAB 70-02.	Q Go To Application Dashboard
	DPSC's Executive Officer or Deputy Executive Officer will receive a notification to sign the Grant Agreement on behalf of the State Allocation Board (SAB). Once signed, the Grant Agreement will be considered "SAB Approved" and the status will be updated on the Application Dashboard.	
	Although not required, the fully executed Grant Agreement can be downloaded at any time from the Application Dashboard by using the left-hand navigation to select Grant Agreement, which will open the SAB-Approved Grant Agreement.	
	If you have any questions please contact your OPSC Project Manager	

You will be directed to the Application page to confirm the GA is in "Submitted" status.

Dashboard / Application										
57/67439-00-005 Grant Agreement	57 / 67439 - 00 - 005 Application for School Facility Program Funding - Grant Agreement @									
50-04 Create Linked 50-04	Grant Agreement - Modernization									
57/67439-00-005	Submitted Versions									
SAB Approved M20	Name : Westion 1	Status :	Version Received Date 1 11/19/2014	Submitted By 1						
Grant Agreement	Drafts			Car Caller 1	_					
Modernization 57/67/435-00-005 F,				No Drafts						
Submitted Grant Agreement										

Executed Grant Agreement

The GA is fully executed when both parties complete the Review & Certify section. Once the paperless GA is submitted to OPSC by the district's authorized user, please allow up to three (3) business days for OPSC's Executive Officer to certify and submit.

The District may view the Dashboard page for the GA. The status will reflect "SAB Approved" once the GA is fully executed.

OPSC Online Dashboard Page:

Das	shboard				
F	unding Applications				
	Create New SFP Funding Application	m Create New Preschool/	TK/FDK Funding Application		
	Application Name 🗘	Project Type 🗘	Status 0	OPSC App # 🗘	School/Site 🗘
	Modernization 5767439-00-005 Full GA	Grant Agreement	SAB Approved	57/67439-00- 005	Peter Burnett Elementary
	Charter NC PA RE Help Text	Charter NC	Submitted	54/67439-00- 010	1619 N Street
	NC Advance for Evaluation & RA	NC Eval & RA	Submitted	50/67439-00- 010	Sutter Middle
	NC Site & Design Only	NC Site & Design	Submitted	50/67439-00- 009	New Unnamed High
	NC Design Only	NC Design	Submitted	50/67439-00- 008	Sutter Middle







OPSC ONLINE USER GUIDE



Section 12. Charter School Facilities Program Funding

Introduction

Submitting an *Application for Charter Preliminary Apportionment* (Form SAB 50-09) is the first step in applying for funding under the Charter School Facilities Program (CSFP.) The Form SAB 50-09 is submitted during specified CSFP filing rounds by an authorized Charter Representative (charter school applicants) or District Representative/Superintendent (district applicants.) The Form SAB 50-09 is submitted using the Office of Public School Construction (OPSC) Online System.

After an *Application for Charter Preliminary Apportionment* (Form SAB 50-09) is submitted and all program requirements are met to convert a preliminary apportionment to a final apportionment, the applicant will submit an *Application for Funding* (Form SAB 50-04) using the Office of Public School Construction (OPSC) Online System. The deadline to submit a Form SAB 50-04 is four years from the date the preliminary apportionment is approved by the State Allocation Board. Applicants may request a one-time, one-year extension to this deadline. Note that the Form SAB 50-04 must be submitted prior to the occupancy of any classrooms in the project for new construction projects. The submittal of the Form SAB 50-09 does not meet this requirement.

Creating an Application for Charter Preliminary Apportionment (Form SAB 50-09) in OPSC Online – New Construction

User Dashboard

Upon login, the user is directed to the user dashboard. The user dashboard displays all applications created by authorized users. The District Representative and Superintendent can review all district-specific applications. District Delegates can view applications for all school districts they are authorized to access. The Charter School Representative and Charter School Delegates can view CSFP applications for all school districts they are authorized to access.

Users can create a Form SAB 50-09, check existing applications' statuses, and view drafted applications not yet submitted from the user dashboard. Note that once a Form SAB 50-09 has been created, any revisions to the form should be made on the application dashboard for the specific Form SAB 50-09. Additionally, new Form SAB 50-09s should not be created unless they are for new applications.

To sort applications, click on any column header. Users can search for an application by entering the application number in the search field and clicking "Search All." All Forms (funding, grant agreement, fund release, or expenditure report) submitted for that application will appear. Note that Form SAB 50-04s are not created from the user dashboard; they are created from the application dashboard of the applicable, submitted Form SAB 50-09.

Below is an example of the user dashboard. Refer to Section 1 of this user manual for more information on navigating the user dashboard.

Cher .								Contact U	• • s	ettings	Welcome Jane 🔻	
Bublic School Construction					¢		Ħ		: ::	≜ ≡	^	
					Project Reporting _{βetz}	Resources	Grants	Enrollment Projection	Users	District	Dashboard	
Dashboard												
Funding Applications												
Create New SFP Funding Application	Create New Preschool/TK/FDK Funding Application				c	Filter 19	applicatio	N\$			Search All	
Application Name 🤤	Project Type 🗘	Status ^	OPSC App # 0	School/Site $\hat{\boldsymbol{\boldsymbol{\circ}}}$	District ©		Pr	oject Tracking OPS0 umber 0 Rece	; ived ≎	Last ¢	Updated	
Example Charter NC (50-09)	Charter NC	Draft			Sacramento City Unified		67	439-1		11/27	7/2024	
Test Charter	Charter NC	Draft		Calif Middle	Sacramento City Unified		67	439-1		11/27	7/2024	
Number One Charter	Charter NC	Draft			Sacramento City Unified	Sacramento City Unified		67439-1			11/18	8/2024

Create New Application

This section collects information necessary to create the application, such as the type of application (new construction or rehabilitation) and the district where the project will be located. The district selected will determine the county the project is located in, which will determine the Region classification for the application. Regions are defined in School Facility Program (SFP) Regulations, Section 1859.2, under *Region One*, *Region Two*, *Region Three*, and *Region Four*.

1. To create a Form SAB 50-09, click "Create New SFP Funding Application" on the main user dashboard page. This will take the user to the *Create New Application page*.

Note that users with delegate access can prepare the application. However, only the Charter Representative (charter school applicants) or District Representative/Superintendent (district applicants) can *submit* an application.

Dashboard					
Funding Applications					
Create New SFP Funding Application	🏛 Create New Prescho	ool/TK/FDK Funding A	Application		
Application Name 🗘	Project Type û	Status ^	OPSC App #	School/Site 🗘	
Example Charter NC (50-09)	Charter NC	Draft			

Below is a zoomed-in example.

2. Click "No" to indicate the applicant has not applied for or a Charter School Facilities Program Preliminary Apportionment for this project/application.
| Clacv * | | | | | Contact Us | Settings | Welcom | ne Charter Rep 🔻 |
|-------------------------|---|------------------------|------------|--------|-----------------------|----------------------|------------|------------------|
| | | ¢ | | | | \$ 0 2 | ≜ ≡ | Â |
| | | Project Reporting βeta | Resources | Grants | Enrollment Projection | u Users | District | Dashboard |
| Dashboard / Application | | | | | | | | |
| | Create New Application | | | 0 | | | | |
| | Has the Applicant applied for advanced funding for Site Acquisi
and/or Design, or a Charter School Facilities Program Prelimina
Apportionment for this project/application? | tion Yes No |] | | | | | |
| | | Canc | el Continu | • • | 1 | | | |

If the user selects "Yes," they will be directed to return to the OPSC Online Dashboard and select the project from the list of existing program applications to either create a draft of the previously submitted Form SAB 50-09 or create a linked application to convert the preliminary apportionment to a final apportionment.

If the user selects "No," they will be prompted to continue entering the required information for a new Form SAB 50-09.

Below are zoomed-in examples.



Create New Application

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

Yes No

?

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

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

- 3. Select the applicable School District or COE from the list of options. The applicable School District or COE serves the same grade level that will be housed in the CSFP project and is where the project will be physically located. The selected District/COE may be different than the charter authorizer.
- 4. Select "Charter Preliminary Apportionment" as the Funding Program Type from the list of options.

Note that if this is a combined project (e.g., New Construction and Rehabilitation), or if this project is not located in a Unified School District and includes grade levels served by multiple districts (i.e., an elementary and high school district), a separate application must be created for each project type and/or district. Combined projects and projects submitted under multiple districts are visible from the user dashboard and are identified by a common Project Tracking Number (PTN) and school/site location.

Create New Application

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

2

?

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

Ø

Yes No

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

Select the District 🔞	Sacramento City Unified (67439) 🗸 🗸
Select a funding Program Type 🕜	Charter - Preliminary Apportionment 🛛 🗸
Refer to Section 1859.192 for the eligibility criteria	

- 5. Select the High School Attendance Area (HSAA), if applicable. Charter school applicants may need to verify with the district if an HSAA should be used and which HSAA the charter school site is located in.
- 6. Enter the required PTN. The PTN is used by the Division of the State Architect (DSA), California Department of Education (CDE), and OPSC to identify a project. The user will not be able to proceed without entering the PTN. Instructions for generating a PTN can be found in the PTN User Guide under the Resources tab.
- 7. Enter an application nickname. The nickname can be any identifying name of the applicant's choice.
- 8. Click "Continue" to enter additional application information.

Select High School Attendance Area 🚱	(00) District-wide 🗸
Please enter your primary Project Tracking Number (PTN #) first, followed by additional PTN #s	67439 - 326 × + PTN Press the Enter d key to save
Please enter application nickname	Example Charter NC (50-09)
	Cancel Continue 🗲

9. Select the type of funding application from a list of options (e.g., *New Construction, Rehabilitation.*)

Clear *					Contact Us	Settings	Welcom	ne Charter Rep 🔻
Public School Construction		¢		₩		ŝ	≜ ≡	*
		Project Reporting Better	Resources	Grants	Enrollment Projection	Users	District	Dashboard
Dashboard / Application								
	Create New Application							
	Select the type of funding application: 🕢			·				N
								L2
	✤ Previous	Cancel C	ontinue 🔶					

10. Click "New Construction," then click "Continue" to advance to the *Information and Instruction* page.

Create New Application



11. From the *Information and Instruction* page, click "Start Application" to advance to the application.

Application For Charter School Preliminary Apportionment

Form SAB 50-09

Information and Instruction

Please enter all required information and have the Authorized Charter School or District Representative electronically sign the Charter School Preliminary Apportionment (Form SAB 50-09). Upon completion, ensure all required documents are uploaded and submit the completed Form SAB 50-09 on-line. A list of all required documents can be found **here**. Once the Form SAB 50-09 is complete, a hard copy can be generated and printed for your records. If submitted online, the hard copy Form SAB 50-09 does not need to be mailed in. When uploading documents that are larger than 20 MB, please either resize to less than 20 MB or submit in multiple parts that are less than 20 MB.

If your project will contain both rehabilitation and new construction work, you will need to submit two separate applications: one for the rehabilitation portion and one for the new construction portion.



Application Details

The Form SAB 50-09 is comprised of 11 sections (as listed on the navigation pane on the lefthand side of the screen).



The first section of the application is *Application Details*. This section identifies the applicant, provides the petition approval date, and indicates if this is a combination application (new construction and rehabilitation; multiple districts). Note that a separate application must be submitted for the combination application.

New construction applications that are a combination project with a rehabilitation application will receive the 40 points generated by the rehabilitation application, provided in SFP Regulations, Section 1859.164.1(d). Rehabilitation applications that are a combination project with a new construction application will receive any points the new construction application is eligible to receive for relieving overcrowding in an overcrowded district, provided in SFP Regulations,

Section 1859.164.1(d). An application that qualifies for preference points for relieving overcrowding in an overcrowded district may receive between 4-40 points.



- Indicate if the charter school is the applicant or if a school district is applying on behalf of the applicant. Districts may only submit applications for projects that will be physically located within their district boundaries and that will serve the same grade level the district is approved to serve. The district must be the applicant for a non-autonomous (district dependent) Charter School.
- 2. If the charter school is the applicant, provide the legal name of the applicant. This will be the name of the entity that will appear on program agreements and fund release warrants. This may be the individual charter school or the charter school organization operating the charter school.
- 3. Enter the most recent date the petition was approved, revised or renewed.
- 4. Indicate if this is a combined application (new construction and rehabilitation; a separate application must be submitted for the new construction portion.) New construction applications that are combination projects with a rehabilitation application will receive the 40 points generated by the rehabilitation application. Rehabilitation applications that are combination projects with a new construction application will receive any points the new construction application is eligible to receive for relieving overcrowding in an overcrowded district.

If the applicant indicates this is a combined application, an additional box will appear for the additional application number. Provide the additional application number, if available. The application number field may be left blank and provided on a later application version if the applicant does not have the additional application number.

5. Click "Continue" to proceed to the next section of the funding application.

Application Details

School District Applying on Behalf of Charter School or Charter School Applying On Its Behalf?	Charter 🗸
Legal Name of Applicant 🔞	Example Charter Schools INC.
Please enter the most current approval date for the petition, material revision or petition renewal for the charter school this application references.	06/16/2022
Is this application associated with another CSFP application in the current filing round, such as a combination rehabilitation and new construction project?	Yes No
Enter Application number if available 🔞	
	Continue 🔶

Preference Points

In this section, the applicant will provide the information necessary to assign the preference points for Non-Profit Entity, provided in SFP Regulations, Section 1859.164.1 (c), and Low Income, provided in SFP Regulations, Section 1859.164.1 (a). Non-Profit Entity is defined in SFP Regulations, Section 1859.2.

Example Charter I Application For Charter School Prelin Charter – Preliminary Apportionmen	NC (50-09) Traft ninary Apportionment • Form SAB 50-09		
SAB 50-09 Form	Preference Points		
Application Details	Does the entity operating the Charter School meet the School Facility	۵	Yes No
Preference Points	Program (SFP) definition of a Non-Profit Entity?	Ū	
Funding Matrix Criteria	Free and reduced priced meal percentage 		
Project Capacity	Select the percentage the applicant is using		Please make a selection 🗸
Site Information	L3		
Project Costs	← Previous		Continue

 Indicate if the entity operating the charter school meets the definition of a Non-Profit Entity, which is defined in School Facility Program (SFP) Regulation Section 1859.2 as an entity that is organized and operated for purposes of not making a profit under the provisions of the federal Internal Revenue Code Section 501(c)(3), or is organized as/operated by a nonprofit public benefit corporation, pursuant to State Corporations Code, Title 1, Division 2, Part 2, Section 5110, et seq.

- 2. Enter the most current Free and Reduced Price Meals percentage approved by the California Department of Education (CDE) and published on their <u>DataQuest website</u> as of the application deadline for the CSFP funding round. Applicants may use the highest percentage that belongs to either the charter school, the school district where the charter school is or will be located, or another public school located within the Charter School General Location. The Charter School General Location is defined in SFP Regulation Section 1859.2 as a minimum of a one-mile radius to a maximum of a three-mile radius from the present or proposed location of the Charter School project as identified in the chartering agreement.
- 3. Indicate if the entered Free and Reduced Priced Meal percentage belongs to the charter school, school district, or another public school located within the Charter School General Location.

If the Free and Reduced Priced Meal Percentage belongs to another public school, enter the school's name and address.

4. Click "Continue" to proceed to the next section of the funding application.

Below is a zoomed-in example.

- .

Does the entity operating the Charter School meet the School Facility Program (SFP) definition of a Non-Profit Entity?	Yes No
Free and reduced priced meal percentage 0	98.00
Select the percentage the applicant is using	School within 3 miles
School Name 🚱	Freeport Elementary
School Address	2118 Meadowview Road
City	Sacramento
Zip Code	95832

Funding Matrix Criteria

In this section, the applicant will provide the information necessary to assign the urban, suburban, or rural locale, charter school size, and charter school grade level funding matrix categories. *Urban Locale*, *Suburban Locale* and *Rural Locale*, and *Small Charter School, Medium Charter School, and Large Charter School* are defined in SFP Regulations, Section 1859.2.



- Select the locale for the charter school. Locale is determined by the locale code classified by the National Center for Education Statistics (NCES) on their website: <u>Search for Public</u> <u>Schools (ed.gov)</u>.
 - Rural: NCES codes 31, 32, 33, 41, 42, and 43.
 - Suburban: NCES codes 21, 22, and 23.
 - Urban: NCES codes 11, 12 and 13.
- 2. Enter the charter school's current enrollment listed on the California Department of Education's <u>DataQuest website</u> as of the application deadline for the CSFP funding round.
- 3. Enter the highest grade level the charter school is approved to serve in the most recently approved petition, regardless of the grade levels included in the project.
- 4. Click "Continue" to proceed to the next section of the funding application.

Funding Matrix Criteria	
School Information Select the Locale for the Charter School	Urban 🗸
Current charter school enrollment 😧	121
Type of Project o	
What is the highest grade level the charter school may serve, as approved by the petition?	12 ~
← Previous	Continue 🔶

Project Capacity

In this section, the applicant will indicate the number of pupils that will be housed by the project and the number of classrooms that will be constructed in the project. The pupils reported will be used to calculate the new construction base grant portion of the preliminary apportionment. This section will also indicate if any of the pupils that will be housed by this project will be district unhoused pupils, which is part of the process to determine if a project qualifies for additional preference points for relieving overcrowding in an overcrowded district.

	Project Capacity	
	Enter project capacity o	
SAB 50-09 Form	7-8	
Application Details Preference Points	9-12	
 Funding Matrix Criteria 	Non-Severe	
Project Capacity	Severe	
Site Information Project Costs	Is this a 6-8 school? 🥥	Yes No
California School Finance A	How many new classrooms by grade level will be o	constructed? o
Project Progress	K-6	
Certification	7-8	
Review	9-12	
Submit	Non-Severe	
	Severe	
	Number of Classrooms	0
	Will any district unhoused pupils be housed by this project? 🕢	Yes No
	Previous	Continue 🔸

- 1. Enter the total number of pupils housed in the project for each grade group listed. The pupils reported should be less than or equal to the number of pupils that will be housed by the classrooms that will be constructed in the project, using the following classroom loading standards:
 - 25 pupils in each K-6 classroom
 - 27 pupils in each 7-12 classroom
 - 13 pupils in each non-severe Special Day Class (SDC) classroom
 - 9 pupils in each severe SDC classroom
- 2. Indicate if this is a 6-8 school. If this is a 6-8 school, indicate that all K-6 pupils requested are 6th graders.

Project Capacity	
Enter project capacity o	
К-б	50
7-8	54
9-12	54
Non-Severe	13
Severe	9
Is this a 6-8 school? 🚱	Yes No
How many K-6 pupils reported above are sixth graders?	50

3. Enter the number of classrooms that will be constructed in the project by the grade levels specified.

Below is a zoomed-in example.

How many new classrooms by gra	de level will be co	onstructed? o
К-6		2
7-8		2
9-12		2
Non-Severe		1
Severe		1
	Number of Classrooms	8

4. Indicate if the district has certified that district unhoused pupils will be housed by the charter school project and enter the certified number of pupils by grade level, if applicable. If the user does not know if the district will certify that district unhoused pupils will be housed by

the charter school project, click "Yes" and leave the pupil section blank. The answer to this question can be changed to "No" or the district unhoused pupil amount can be provided when it is available on a revised application.

5. Click "Continue" to proceed to the next section of the funding application.

Below is a zoomed-in example.

Will any district unhoused pupils be housed by this project? 🔞	Yes No
How many district unhoused pupils will be hour	sed by the project? $_{m 0}$
K-6	25
7-8	27
9-12	
Non-Severe	
Severe	
← Previous	Continue 🔶

Site Information

In this section, the applicant will provide information about where the project will be located and will indicate if the amount reserved for the preliminary apportionment will be increased for costs associated with site acquisition.

Example Charter NC (50-09) 🕜 Draft
Application For Charter School Preliminary Apportionment 🔸 Form SAB 50-09 🔞
Charter – Preliminary Apportionment • New Construction

AB 50-09 Form	Site Information	
Application Details	California Department of Education recommended acreage 🛛	
Preference Points	Proposed Project Name	
Funding Matrix Criteria	Proposed Project Name	
Project Capacity	Select the school site where the Charter School will be physically located $\ensuremath{\mathfrak{O}}$	Please make a selection
Site Information	Existing acres available to the charter school at the site 🛛 🕢	
Project Costs		
California School Finance Au	Does the project include site acquisition?	Yes No
Project Progress	Will the project have relocation or Department of Toxic Substances Control (DTSC) costs?	Yes No
Certification	Will the project have hazardous material clean-up?	Yes No
Review	Request for 2% Grant?	Yes No
Submit		

- 1. Enter the recommended acreage as it appears in the California Department of Education recommended site size letter.
- 2. Enter the charter school name as it appears in the most recently approved petition for the Proposed Project Name.
- Select the site where the project will be located. All projects must select a school site from the list of options. If the exact site where the project will be located is not listed, please email <u>OPSCApplicationReviewTeam@dgs.ca.gov</u> to request to add the site to the application system.
- 4. If this is an addition to an existing site, enter the acreage for the existing site. If this is a new site, indicate there are zero existing acres. Note that at the preliminary phase, the existing acreage information is provided by the applicant. When this application is converted to a final apportionment, the existing acres will be provided in the CDE Final Site Approval Letter.

Site Information			
California Department of Ed	ucation recommended acreage 😧		10.00
Proposed Project Name	Example Charter		
Select the school site where	the Charter School will be physical	lly located 😰	Example Charter 🗸
Site Detail			
	School/Site Name:	Example Charter	
	CDS (county-district- school) Code:	90113000	
	Grade-Level:	6-8	
	Street Address:	123 Education Street	
	City:	Sacramento	
	State:	CA	
	Zip Code:	12345	
Existing acres available to th	e charter school at the site 🔞		0.00

- 5. Indicate if the project includes a request for site acquisition funding.
- 6. If the project includes the acquisition of additional acreage, enter the proposed usable acres to be acquired. Note that at the preliminary phase, the proposed acreage information is provided by the applicant. When this application is converted to a final apportionment, the proposed usable acres will be provided in the CDE Final Site Approval Letter.
- 7. Enter 50 percent of the appraised value for the proposed property on which the project will take place, or 50 percent of the median cost valuation. The appraised value is based on a valid appraisal with a valuation date within six months of the OPSC received date for the application. See Regulation Section 1859.74.1 for what constitutes a valid appraisal. The median cost valuation is calculated by determining a median cost per acre and multiplying it by the proposed acres. See Regulation Section 1859.163.2 for requirements for calculating the median cost valuation.
- 8. If 50 percent of the median cost valuation was entered, enter the street intersection that was used to calculate the median cost valuation. Leave this section blank if 50 percent of the appraised value was entered.

Site Acquisition	
Does the project include site acquisition?	Yes No
Proposed Acres (Usable)	5.00
50 percent appraised value or median cost 🕜	\$ 5,000,000
Nearest street intersection to the Charter School General Location if determined by median cost	Alhambra Blvd. and Capitol Ave.

- Indicate if the project includes a request for relocation and/or Department of Toxic Substances Control (DTSC) costs. Relocation costs are incurred when sites are acquired through condemnation/eminent domain. They are not costs to relocate the charter school to a new site.
- 10. If the user indicated the project includes a request for relocation and/or DTSC costs, indicate if the applicant is requesting these costs be calculated as 15 percent of the new construction base grant or off specific or historical costs.
- 11. If specific or historical costs are selected, enter 50 percent of the specific of historical amount. The specific or historical documentation must be submitted to support the costs.
- 12. Indicate if the applicant is requesting the 2 percent grant, which provides funding for costs involved in the real estate transaction, such as costs for appraisal, escrow, survey, site testing, and CDE review/approvals.
- 13. Click "Continue" to proceed to the next section of the funding application.

Will the project have relocation or Department of Toxic Substances Control (DTSC) costs?	Yes No
Select the Department of Toxic Substances Control (DTSC) cost percent	50 percent of specific or histor
50 percent of specific or historical cost	\$ 7,500
Hazardous material clean-up?	\$ 50,000
Request for 2% Grant?	Yes No
← Previous	Continue 🔶

Project Costs

In this section, the user will indicate if the project includes certain elements that may increase the amount reserved for the preliminary apportionment.

Example Charter NC (50-09) 🥒 Draft

Application For Charter School Preliminary A Charter – Preliminary Apportionment • New C	pportionment • Form SAB 50-09 🕜		
SAB 50-09 Form	Project Costs		
Application Details	Increase in Preliminary Apportionment		
Preference Points	Multi-Level		Yes No
 Funding Matrix Criteria 	Site Development		
Project Capacity	Select the requested site development amount		Please make a selection
Site Information	General Site		Yes No
Project Costs	Will the project be located in a geographic area designated in the Geographic Percentage Chart in SFP Regulation Section 1859.83(a)?	0	Yes No
California School Finance Au	What percentage factor does the project qualify for?		
Project Progress	Describe applicant qualify for the Emplitics Descript work and wich to request?		
Certification	oes the applicant quality for the small size Project grant and wish to request:		Tes NO
Review	Previous		Continue 🔸
Submit			

- Indicate if the project includes a request to increase the preliminary apportionment for costs associated with multi-level construction. To qualify for multi-level funding at the preliminary apportionment phase, the project will include multilevel construction and will be located on a site that is less than 75 percent of the previously provided CDE recommended site size. Note that when this application is converted to a final apportionment, the project will need to be located on a site that is less than 75 percent of the site size recommended by the CDE for the master planned project capacity. This recommended acreage amount will be provided in the CDE Final Plan Approval Letter.
- 2. If the project will include multi-level construction, indicate if the project includes a request to increase the preliminary apportionment for costs associated with urban/security/impacted site costs. To qualify for urban/security/impacted site funding at the preliminary apportionment phase, the project will be located on a site that is less than 60 percent of the previously provided CDE recommended acreage amount, the project will include multi-level construction, and, if acquiring a site, the value of the site is at least \$750,000 per acre. Note that when this application is converted to a final apportionment, at least 60% of the classrooms in the project will need to be multistory facilities and the project will need to be located on a site size. The Usable acres and recommended site size will be provided in CDE Final Plan Approval Letter.

Project Costs

Increase in Preliminary Apportionment

Multi-Level

Does the applicant qualify for the Urban/Security/Impacted Site grant and wish to request?



- 3. Indicate if the project includes a request to increase the preliminary apportionment for site development costs.
- 4. If site development costs are requested, indicate if the applicant is requesting these costs be provided using the calculation of \$70,000 per proposed acre for new sites, \$70,000 per existing acres that are included in the project for additions to existing sites, or based on specific or historical costs.
- 5. If specific or historical costs are selected, enter 50 percent of the specific of historical amount. The specific or historical documentation must be submitted to support the costs.
- 6. If the project includes proposed acreage, indicate if the project includes a request to increase the preliminary apportionment for general site costs.

- 7. Indicate if the project will be located in a designated geographic area and the project includes a request to increase the preliminary apportionment for increased construction costs due to the geographical location. To assist in determining the geographic percentage amount, please see the <u>Geographical Percent Factor</u> list by county.
- 8. If the project qualifies for the Small Size Project grant, indicate if the project includes a request to include this grant to increase the preliminary apportionment to help with economy of scale cost escalation in a smaller sized project. To qualify for this grant, the project must house less than 201 pupils. The number of pupils housed in a project is determined by the number of classrooms that will be constructed in the project and their grade level and loading standard, provided below. Combined projects should include the pupils housed in both applications when determining if the project qualifies for this grant.

If the Small Size Project grant is requested, indicate the percentage requested based on the number of pupils that will be housed in the project, using the classrooms that will be constructed and the following classroom loading standards:

- 25 pupils in each K-6 classroom
- 27 pupils in each 7-12 classroom
- 13 pupils in each non-severe Special Day Class (SDC) classroom
- 9 pupils in each severe SDC classroom

The Small Size grant will be 12 percent of the new construction base grant for projects that house 100 pupils or less, and 4 percent of the new construction base grant for projects that house between 101 and 200 pupils.

9. Click "Continue" to proceed to the next section of the funding application.

Site Development	
Select the requested site development amount	50 percent of specific or historical 💙
Enter the 50 percent	150,000.00
General Site	Yes No
Will the project be located in a geographic area designated in the Geographic Percentage Chart in SFP Regulation Section 1859.83(a)?	Yes No
What percentage factor does the project qualify for?	
Does the applicant qualify for the Small Size Project grant and wish to request? 🕜	Yes No
The number of pupils housed	4% (101 - 200 pupils) 🗸
L Provinus	Continuo
T TEVOUS	contailue 4

California School Finance Authority Lease

The project information entered in the previous sections is used to calculate the State grant portion of the preliminary apportionment that will be reserved for this project. Applicants are required to match the State grant with either a cash contribution, loan or a combination of the two. In this section, the user will indicate if the applicant anticipates requesting a loan for all or a portion of the applicant match for this project. The request for a loan and the amount requested may be modified on revised applications during the OPSC application review process, and is not finalized until the applicant completes the financial soundness process with the California School Finance Authority.

Example Charter NC (50-09)								
SAB 50-09 Form	California School Finance Authority Lease							
Application Details	At this time, does the applicant anticipate requesting a loan? 😧	Yes No						
Preference Points								
Funding Matrix Criteria	← Previous		Continue	÷				
Project Capacity								
Site Information								
Project Costs								
California School Finance A								

1. If the applicant will not be requesting a loan and will be providing a cash contribution for the entire matching share, click "No" and then click "Continue" to proceed to the next navigation section of the funding application.

California School Finance Authority Lease	
At this time, does the applicant anticipate requesting a loan? 3	
← Previous	Continue 🔶

- 2. If the applicant will be requesting a loan for all or a portion of their matching share, click "Yes."
- 3. After "Yes" is selected, a link will appear. To determine the amount to enter for the loan, the user may see the estimated preliminary apportionment State grant that was calculated based on the information that was previously provided by clicking the highlighted word, "here."

California School Finance Authority Lease			
At this time, does the applicant anticipate requesting a loan? 🚱	Yes No		
Applicant is anticipating loan in the amount of 🚱			
The current, estimated state grant for the project can be found here.			
+ Previous		Continue	÷

4. The amount listed as the *Total Grant Amount* will be the State grant that needs to be matched by the applicant. The applicant may request a loan for all or a portion of this amount. If the applicant does not request a loan or requests a loan for only a portion of the amount, the applicant will be required to provide a cash contribution for the remaining amount.

Note that the Total Grant Amount reflects the total amount of bond authority that will be reserved for the project. The Total Grant Amount must be reviewed prior to entering an amount for the loan for it to reflect the State grant amount. If an amount is entered for a loan, it will be included in the Total Grant Amount.

Dashboard / Grants Calculator		
OPSC Grants Calculator		
The calculations provided above are an estimate for the potential funding of that ma potential increase to funding based on eligibility for Financial Hardship assistance.	y be associated with a complete application the	at has the total amount of eligibility available to request fo
Select CCI Grant Year	2024	Total Crant Amount: \$9 125 402 00
Select Program Type	(50-09) Charter - Preliminary 🗸	Effective Date of Grant Calculation: 12/10/2024

- 5. Enter the amount the applicant would like to request for the loan.
- 6. Click "Continue" to proceed to the next section of the funding application.



Project Progress

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

Exa Applic Charte	Example Charter NC (50-09)								
SA	AB 50-09 Form	P	roject Pr	rogress					
0	Application Details		Have construct	ction contract(s) been awarded for this project? 😧		Yes No			
0	Preference Points								
0	Funding Matrix Criteria	÷	Previous				Continue	÷	
0	Project Capacity								
0	Site Information								
0	Project Costs								
0	California School Finance Au								
٠	Project Progress								

1. Click "No" if the applicant has not awarded construction contracts, then, click "Continue" to proceed to the next section of the funding application.

Project Progress	
Have construction contract(s) been awarded for this project?	
Previous	Continue 🔶

- 1. Click "Yes" if the applicant has awarded construction contracts.
- 2. Click "Add/Edit Contracts" to enter the contract information.

Have construction contract(s) been awarded for this project	? 😧	Yes No	
Enter the date(s) of the construction contract(s) awarded for project	this	1	Add/Edit Contracts
Show 5 v entries		Type to filter the	he name column
Contractor Name Contract Type C Amount Award	d û Prevailing Wage	Notice to Proceed	Const. Del. Method
Note: Prevailing Wage only applies to contracts with an Awa	rd Date between 1/1/2012	2 and 6/19/2014	

3. Enter all known fields, such as the contract name, award date, type, and amount. The contract award date and construction delivery method must be entered for the contract information to save.

The user can add as many contracts as applicable for the project by clicking "Add Contract" after a contract is saved.

Add/Edit Contract

Add New Contract

Contractor Name	XYZ Construction INC.
Contract Award Date	11/18/2024
Contract Type	Demolition 🗸
Contract Amount	\$ 300,000
Notice to Proceed Issued Date	11/22/2024
Construction Delivery Method	Design-Bid-Build 🗸
Related DSA Application Numbers	01-111111 × + DSA App # Image: Construction of the enter # key to save
	You can add up to 5 Values(s)
	Cancel

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

Add/Edit Contract

Add New Contract		
Contractor Name		
Contract Award Date	MM/DD/YYYY	
Contract Type	✓	
Contract Amount		
Notice to Proceed Issued Date	MM/DD/YYYY	
Construction Delivery Method	Please select an option 🗸	
Related DSA Application Numbers	+ DSA App # ● Press the Enter ← key to save You can add up to 5 Values(s)	
	Add Contract	

- 5. The user will be returned to the *Project Progress* section, and the user can review that the contract entries are accurately reported for the application.
- 6. Once the *Project Progress* section is completed, click "Continue" to proceed to the next section of the funding application.

Have construction	contract(s) been aw	varded for this p	project? 🕜		Yes No	
Enter the date(s) of project	the construction co	ontract(s) award	ded for this		- 1	Add/Edit Contracts
Show 5 V	entries				Type to filter th	ne name column
Contractor Name	Contract Type 👳	Amount 0	Award 🤤	Prevailing wage	Notice to Proceed	Const. Del. Method
XYZ	Demolition	\$300,000.00	11/18/2024		11/22/2024	Design-Bid-Build
Construction						
INC.						
< 1 total						
1000						
Note: Prevailing Wa	age only applies to o	contracts with a	n Award Date	between 1/1/2012	and 6/19/2014	

Certification

In this final section of the application, the designated representative of the applicant will certify to the requirements for submitting a Form SAB 50-09. Only the authorized Charter Representative (charter applicants) or District Representative/Superintendent (district applicants) may complete the certification section.

Example Charter NC (50-09) 🥒 Draft

Application For Charter School Preliminary Apportionment • Form SAB 50-09 Charter – Preliminary Apportionment • New Construction

SAB 50-09 Form	Certification
Application Details	I certify that the information reported on this form is true and correct and that:
Preference Points	 I am an authorized representative of the Charter School designated by the governing board or equivalent authority of the Charter School and have notified both the Superintendent and the governing board of the school district in writing, at least 30 days prior to
Funding Matrix Criteria	the date of this application, of our intent to submit a preliminary application (complete Part A below); or,
Project Capacity	A resolution or other appropriate documentation supporting this application under Article 12, Chapter 12.5, Part 10, Division 1, Title 2, commencing with Section 17078 50, et seg. of the Education Code was adopted by the School District's
Site Information	governing Board or the governing board or other equivalent authority of the Charter School on,
Project Costs	
California School Finance Au	• Prior to submitting this application the Charter School and school district have considered existing facilities in accordance with Education Code Section 17078.53(e); and,
Project Progress	 For a Charter School applying for a new construction Preliminary Apportionment on its own behalf, the Charter School and school district have complied with Section 1859.162.1 pertaining to the certification of the number of unhoused students the project will
Certification	house; and,

 Enter the date a resolution or other appropriate documentation supporting this application under Article 12, Chapter 12.5, Part 10, Division 1, Title 2, commencing with Section 17078.50, et. seq., of the Education Code was adopted by the School District's governing Board or the governing board or other equivalent authority of the Charter School. This date must be prior to the submittal date of the application.

Below are zoomed-in examples.

Charter school applicant certification:

Certification

I certify that the information reported on this form is true and correct and that:

- I am an authorized representative of the Charter School designated by the governing board or equivalent authority of the Charter School and have notified both the Superintendent and the governing board of the school district in writing, at least 30 days prior to the date of this application, of our intent to submit a preliminary application (complete Part A below); or,
- A resolution or other appropriate documentation supporting this application under Article 12, Chapter 12.5, Part 10, Division 1, Title 2, commencing with Section 17078.50, et. seq., of the Education Code was adopted by the School District's governing Board or the governing board or other equivalent authority of the Charter School on,
- Prior to submitting this application the Charter School and school district have considered existing facilities in accordance with Education Code Section 17078.53(e); and,
- For a Charter School applying for a new construction Preliminary Apportionment on its own behalf, the Charter School and school district have complied with Section 1859.162.1 pertaining to the certification of the number of unhoused students the project will

11/07/2024

Certification

I certify that the information reported on this form is true and correct and that:

• I am an authorized school district representative submitting this application on behalf of a Charter School pursuant to Education Code Section 17078.53 (c)(1). The following certifications shall apply to the District

11/07/2024

- A resolution or other appropriate documentation supporting this application under Article 12, Chapter 12.5, Part 10, Division 1, Title 2, commencing with Section 17078.50, et. seq., of the Education Code was adopted by the School District's governing Board or the governing board or other equivalent authority of the Charter School on,
- 2. Read all certifications and click "Yes" to indicate the certifications have been read and the applicant agrees to the terms and certification information.
- 3. Enter the representative's information.
- 4. Click "Continue" to proceed to the *Review* section.

Below are zoomed-in examples.

I verify, I have read and agree to the above terms and certification information	Yes No
Charter School Representative Name	Jane Smith
Charter School Representative Title	CEO
Charter School Representative Business Mailing Address	123 Education Way
City	Sacramento
State	CA
Zip Code	12345
Phone Number	(111) 111-1111
Email	jsmith@examplecharter.com
Date	11/26/2024
+ Previous	Continue 🔶

School district applicant information:

- This form is an exact duplicate (verbatim) of the form provided by the OPSC. In the event a conflict should exist, then the language in the OPSC form will prevail; and,
- The applicant has initiated and enforced an Labor Compliance Program that has been approved by the Department of Industrial Relations (DIR), pursuant to Labor Code Section 1771.7, if the project is funded from Propositions 47 or 55 and the Notice to Proceed for the construction phase of the project is issued on or after April 1, 2003, and before January 1, 2012; and,
- The applicant has contracted with the Department of Industrial Relations (DIR) for prevailing wage monitoring and enforcement, pursuant to Labor Code section 1771.3(a) in effect on January 1, 2012 through June 19, 2014, if the construction contract was awarded on January 1, 2012 through June 19, 2014 and the applicant has not obtained a waiver for the requirement, pursuant to Labor Code Section 1771.3(b) in effect on January 1, 2012 through June 19, 2014. The applicant understands that if it fails to meet this requirement, it will be required to repay all state bond funds received including interest; and,
- Beginning with the 2005/2006 fiscal year, the applicant has complied with Education Code Section 17070.75(e) by establishing a
 facilities inspection system to ensure that each of its schools is maintained in good repair.

I verify, I have read and agree to the above terms and certification information	Yes No
District Representative or Superintendent Name	11/26/2024
Previous	Continue 🔶

Review

After completing the certification section, the user will review all previous sections and make any final edits. Any incomplete sections will be flagged with an orange exclamation point, and the missing required fields will display with red text as (required).



- 1. Go to the first page with missing information.
- 2. Click "Edit Page" at the bottom of the page.

pplication Details	
School District Applying on Behalf of Charter School or Charter School Applying On Its Behalf?	Charter
Legal Name of Applicant 🕜	(required)
Please enter the most current approval date for the petition, material revision or petition renewal for the charter school this application ? references.	06/16/2022
Is this application associated with another CSFP application in the current filing round, such as a combination rehabilitation and new construction project?	Yes
Enter Application number if available 🕜	(not answered)

- 1. Enter any missing information.
- 2. Click "Continue" to save the information.

Application Details

School District Applying on Behalf of Charter School or Charter School Applying On Its Behalf? 🕜	Charter 🗸
Legal Name of Applicant 🔞	Example Charter Schools INC.
Please enter the most current approval date for the petition, material revision or petition renewal for the charter school this application references.	06/16/2022
Is this application associated with another CSFP application in the current filing round, such as a combination rehabilitation and new construction project?	Yes No
Enter Application number if available 🔞	
	Continue 🔶

3. Once all required entries are completed, the left navigation will display only green checkmarks.

Application Details				
Preference Points	0	Application Details		
Funding Matrix Criteria		School District Applying on Behalf of Charter School or Charter School	0	
Project Capacity		Applying On Its Behalt?		Charter
Site Information		Legal Name of Applicant 🕢		Example Charter Schools INC.
Project Costs		Please enter the most current approval date for the petition, material		06/16/2022
California School Finance Au		revision or petition renewal for the charter school this application references.	0	
Project Progress		Is this application associated with another CSEP application in the curren	ıt	Yes
Certification		filing round, such as a combination rehabilitation and new construction		

4. If the authorized Charter School Representative (charter school applicants) or District Representative (district applicants) is entering the application information, at this point they may click "Submit" on the left navigation screen. This will take them back to the certification page where they can click "Continue" to proceed to the *Submit* section.

Below are zoomed-in examples.

Previous

←

SAB 50-09 Form		Review			
0	Application Details				
0	Preference Points	 Application Details 			
0	Funding Matrix Criteria	School District Applying on Behalf of Charter School or Charter	0		
0	Project Capacity	erroor #biling on to permit		Charter	
0	Site Information	Legal Name of Applicant 😮		Example Charter Schools INC.	
0	Project Costs	Please enter the most current approval date for the petition,		06/16/2022	
0	California School Financ	application references.	Ū		
0	Project Progress	Is this application associated with another CSFP application in		Yes	
0	Certification	current filing round, such as a combination rehabilitation and n construction project?	ew		
•	Review	Enter Application number if available 🕢		(not answered)	
0	Submit			(not answered)	
	I verify, I have read and agree to the above terms and certification information Charter School Representative Name Charter School Representative Title			Yes No Jane Smith CEO	
	Charter School Representative Business Mailing Address City State Zip Code Phone Number		123 Education Way		
			Sacramento		
			CA		
			12345		
			(111) 111-1111		
			jsmith@examplecharter.com		
	Date		11/26/	/2024	

5. If a delegate to the charter school or district is entering the application, they may click "Submit" on the left navigation screen to proceed to the *Submit* section, but they will not be able to submit the application. The buttons used to indicate the required documents have been uploaded, upload documents, and to certify and submit the paperless application will be deactivated.

Delegates may upload the required documents from the Application Dashboard and copy a link to send to the representative so they may submit the application. To get to the Application Dashboard, click "Application" in the top left corner or "Application Dashboard" in the bottom right corner. For instructions on how to upload documents and copy a link from the Application Dashboard, refer to the "Application Dashboard" section further down in this manual.

Below is a zoomed-in example.

Dashboard / Application / Draft 1 Example Charter Reha Application For Charter School Preliminary Ap Charter - Preliminary Apportionment - Rehab	Example Charter Rehab (50-09)				
SAB 50-09 Form Application Details Preference Points Funding Matrix Criteria Project Canacity 	Submit This State Allocation Board School Facility Program Application for Funding is being submitted electronically via OPSC Online. Requests may only be submitted by a School District Superintendent, Authorized School District Representative, Charter School Representative, or Joint Power Authority (JPA) Representative who is signed in to OPSC Online with their corresponding OPSC Online User ID. Submittal from these accounts is considered to be a unique electronic signature for purposes of Application for Funding submittals. A printed, wet-signature request does not need to be mailed to OPSC. Districts and OPSC staff will be able to access uploaded files at any time and can upload new version or additional files at any time.				
 Project Capacity Site Information Project Costs California School Finance Au Project Progress 	Once an applicant has upload a net, the net cannot be removed by the applicant. I have uploaded all required documents required on the Application for Funding OPSC Application Submittal Checklist. Upload file(s) All uploaded files for this application are always available on the Application Dashboard. I certify, as the School District Superintendent, Authorized School District Representative, Charter School Representative, or Joint Power Authority Representative, that I have reviewed the request and that the information certified on this request is true and correct; and that I am the School District Superintendent, Authorized School District Representative, Charter School Representative, or I better were divident applications.				
Certification Review Submit	Submit Papertess Application				

Submit and Upload Documents

In this section, the authorized Charter School Representative or District Representative/Superintendent will upload all supporting documents, complete the final certification, and submit the paperless application.


1. Click the blue "Upload file(s)" button to upload any supporting files for this application.

Below is a zoomed-in example.

Submit

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

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

I have uploaded all required documents required on the Application for Funding OPSC Application Submittal Checklist.

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

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

🖪 Submit Paperless Application

 Click "Browse Files" to locate the documents. Prior to uploading any documents, review the file names for accuracy. Once documents are uploaded, applicants cannot edit file names. When uploading documents that are larger than 20 MB, please either resize to less than 20 MB or submit in multiple parts that are less than 20 MB.

Car *	1		
		Upload Files	×
SAB 50-09 Form	Submit	Browse files	
Application Details	This State Allocati	ti File Name 🗘 Document Type 🗘 Description 🗘 Uploaded Date 🗘	
Preference Points	Requests m Representa	n a O total	
Sunding Matrix Criteria	submittals. • Districts an		
Project Capacity	Once an ap	P	
Site Information	I have upl	Please stay here until file upload(s) complete Cancel Upload File	s
Project Costs	Upload	d file(s) All uploaded files for this application are always available on the Application Dashboard.	
California School Finance Au	I certify, a Power Aut	as the School District Superintendent, Authorized School District Representative, Charter School Representative, or Joint uthority Representative, that I have reviewed the request and that the information certified on this request is true and	
Project Progress	correct; an or Joint P	and that I am the School District Superintendent, Authorized School District Representative, Charter School Representative, Power Authority Representative.	
Certification	a sut	ubmit Panerless Annification	
Review			

- 3. After a document has been selected, it will be listed under the File Name column. Select a *Document Type and Description* from the drop-down box. If there is no *Document Type and Description* listed that accurately identifies the document, click "Other" in both fields.
- 4. After all files have been selected and identified, click "Upload Files" to upload the files to the application.
- 5. If a file was selected in error and needs to be removed, click "Remove" next to the file name to remove the file prior to uploading. If "Upload Files" has been clicked, but the file has not been identified as uploaded, click "Cancel" and the upload process will be cancelled, and the file can be removed. Once a file has been uploaded, the user will not be able to remove it.

	Browse fil	es	
File Name 🗘	Document Type 💲	Description $\hat{\cdot}$	Uploaded Date 🗘
Appraisal Report.pdf Remove	Site Acquisition 🗸	Appraisal of Property 🗸 🗸	11/26/2024
CDE Recomended Site Size Letter.pdf Remove	Other 🗸	Other 🗸	11/26/2024
Charter Petition 2020-2025.pdf Remove	Other 🗸	Other 🗸	11/26/2024
Project Narative.docx Remove	Other 🗸	Other ~	11/26/2024
4 total			
Please stay here until file upload(s	s) complete		Cancel Upload Files

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

ile Name 🗘	Document Type 🗘		Description \Diamond		Uploaded Date 🗘
Appraisal Report.pdf Successfully Uploaded	Site Acquisition	~	Appraisal of Property	~	11/26/2024
DE Recomended Site Size etter.pdf Successfully Uploaded	Other	~	Other	~	11/26/2024
harter Petition 2020-2025.pdf uccessfully Uploaded	Other	~	Other	~	11/26/2024
roject Narative.docx uccessfully Uploaded	Other	~	Other	~	11/26/2024

Please stay here until file upload(s) complete

- Done Upload Files
- 7. After the documents have been uploaded, click the box indicating all required documents have been uploaded.
- 8. Next, click the final certification box then click "Submit Paperless Application" to submit the application.

Reminder: only an Authorized District Representative or Charter School Representative can submit the application.

This St	ate Allocation Board School Facility Program Application for Funding is being submitted electronically via OPSC Online.
•	Requests may only be submitted by a School District Superintendent, Authorized School District Representative, Charter School Representative, or Joint Power Authority (JPA) Representative who is signed in to OPSC Online with their corresponding OPSC Onlin User ID. Submittal from these accounts is considered to be a unique electronic signature for purposes of Application for Funding submittals. A printed, wet-signature request does not need to be mailed to OPSC. Districts and OPSC staff will be able to access uploaded files at any time and can upload new version or additional files at any time. Once an applicant has upload a file, the file cannot be removed by the applicant.
~	I have uploaded all required documents required on the Application for Funding OPSC Application Submittal Checklist. Upload file(s) All uploaded files for this application are always available on the Application Dashboard.
V	I certify, as the School District Superintendent, Authorized School District Representative, Charter School Representative, or Joint Power Authority Representative, that I have reviewed the request and that the information certified on this request is true and correct; and that I am the School District Superintendent, Authorized School District Representative, Charter School Representative or Joint Power Authority Representative.

9. After submittal, the user will proceed to a confirmation page displaying the assigned application number for the project. The user may notate the application number, submittal date and nickname for future access.



10. At the confirmation page, the user may do the following:

- Upload additional documents after the submittal by clicking "Upload Remaining Files"
- View a list of required documents by clicking "Review Required Documents"
- Download a PDF version of the online application by clicking on "Download Completed Form."
- Go to the dashboard for this application by clicking "Go to Application Dashboard."



11. At this point, the application submittal process is complete. To go to the dashboard for this application, click "Go to Application Dashboard."

Creating an Application for Charter Preliminary Apportionment (Form SAB 50-09) in OPSC Online – Rehabilitation

User Dashboard

Upon login, the user is directed to the user dashboard. The user dashboard displays all applications created by authorized users. The District Representative and Superintendent can review all district-specific applications. District Delegates can view applications for all school districts they are authorized to access. The Charter School Representative and Charter School Delegates can view CSFP applications for all school districts they are authorized to access.

Users can create a Form SAB 50-09, check existing applications' statuses, and view drafted applications not yet submitted from the user dashboard. Note that once a Form SAB 50-09 has been created, any revisions to the Form should be made on the application dashboard for the specific Form SAB 50-09. Additional, new Form SAB 50-09s should not be created unless they are for new applications.

To sort applications, click on any column header. Users can search for an application by entering the application number in the search field and clicking "Search All." All Forms (funding,

grant agreement, fund release, or expenditure report) submitted for that application will appear. Note that Form SAB 50-04s are not created from the user dashboard; they are created from the application dashboard of the applicable, submitted Form SAB 50-09.

Below is an example of the user dashboard. Refer to Section 1 of this user manual for more information on navigating the user dashboard.

Ciscov *								Contact	Js 💿 S	ettings	Welcome Jane 👻
Division School Construction					¢				8 28	≜ ≡	^
					Project Reporting pers	Resources	Grants	Enrollment Projection	Users	District	Dashboard
Dashboard											
Funding Applications											
Create New SFP Funding Application	Create New Preschool/TK/F	DK Funding Application			Q	Filter 19	application	ns			Search All
Application Name 0	Project Type 0	Status ^	OPSC App # 0	School/Site 0	District ©		Pri	oject Tracking OP Imber 0 Re	SC seived 0	Last (Updated
Example Charter NC (50-09)	Charter NC	Draft			Sacramento City Unified		67	439-1		11/27	7/2024
Test Charter	Charter NC	Draft		Calif Middle	Sacramento City Unified		67	439-1		11/27	7/2024
Number One Charter	Charter NC	Draft			Sacramento City Unified		67	439-1		11/18	3/2024

Create New Application

This section collects information necessary to create the application, such as the type of application (new construction or rehabilitation) and the district where the project will be located. The district selected will determine the county the project is located in, which will determine the Region classification for the application. Regions are defined in School Facility Program (SFP) Regulations, Section 1859.2, under *Region One, Region Two, Region Three*, and *Region Four*.

1. To create a Form SAB 50-09, click "Create New SFP Funding Application" on the main user dashboard page. This will take the user to the *Create New Application page*.

Note that users with delegate access can prepare the application. However, only the Charter Representative (charter school applicants) or District Representative/Superintendent (district applicants) can *submit* an application.

Below is a zoomed-in example.

Dashboard					
Funding Applications					
Create New SFP Funding Application	1 Create New Presch	ool/TK/FDK Funding A	pplication		
Application Name 🗘	Project Type ¢	Status ^	OPSC App #	School/Site 0	
Example Charter NC (50-09)	Charter NC	Draft			

2. Click "No" to indicate the applicant has not applied for or a Charter School Facilities Program Preliminary Apportionment for this project/application.

Claw *					Contact Us	Settings	Welcom	ne Charter Rep 🔻
		¢				6 2	≜ ≡	^
		Project Reporting βeta	Resources	Grants	Enrollment Projectior	u Users	District	Dashboard
Dashboard / Application								
	Create New Application			0				
	Has the Applicant applied for advanced funding for Site Acquisi and/or Design, or a Charter School Facilities Program Prelimina Apportionment for this project/application?	tion Yes No]					
		Canc	el Continu	e 🌖	1			

If the user selects "Yes," they will be directed to return to the OPSC Online Dashboard and select the project from the list of existing program applications to either create a draft of the previously submitted Form SAB 50-09 or create a linked application to convert the preliminary apportionment to a final apportionment.

If the user selects "No," they will be prompted to continue entering the required information for a new Form SAB 50-09.

Below are zoomed-in examples.

please see the Help Guide.

Create New Application Has the Applicant applied for advanced funding for Site Acquisition and/or Design, or a Charter School Facilities Program Preliminary Apportionment for this project/application? Ves No Please Use The Existing Application You have selected "Yes" because a separate site and/or design or Charter School Facilities Program (CSFP) Preliminary Apportionment has previously been requested for this project. You must return to your OPSC Online Dashboard and select this project from the list of existing applications in order to create an

application for funding for the construction phase or a CSFP Final Apportionment. For more information,

Create New Application

Has the Applicant applied for advanced funding for Site Acquisition and/or Design, or a Charter School Facilities Program Preliminary Apportionment for this project/application?

8

You have selected "No" because this is a brand-new application for a project that has never requested a prior separate site and/or design funding approval or Charter School Facilities Preliminary Apportionment.

On this first screen, please select the District name, Program Type (e.g. New Construction, Modernization), High School Attendance Area (if applicable), enter the Project Tracking Number, and enter a nickname for the application. The nickname is used to help you with differentiating this from other projects in your Dashboard.

- Select the applicable School District or COE from the list of options. The applicable School District or COE serves the same grade level that will be housed in the CSFP project and is where the project will be physically located. The selected District/COE may be different than the charter authorizer.
- 4. Select "Charter Preliminary Apportionment" as the Funding Program Type from the list of options.

Note that if this is a combined project (e.g., New Construction and Rehabilitation), or if this project is not located in a Unified School District and includes grade levels served by multiple districts (i.e., an elementary and high school district), a separate application must be created for each project type and/or district. Combined projects and projects submitted under multiple districts are visible from the user dashboard and are identified by a common Project Tracking Number (PTN) and school/site location.

Yes

No

Delow is a zoomeu-in example.	Below	is a	zoomed-in	example.
-------------------------------	-------	------	-----------	----------

Create New Application 😡		0
Has the Applicant applied for advanced funding for Site Acquisition and/or Design, or a Charter School Facilities Program Preliminary Apportionment for this project/application?	es No	
You have selected "No" because this is a brand-new application for a project that has never requested a prior sepa Charter School Facilities Preliminary Apportionment. On this first screen, please select the District name, Program Type (e.g. New Construction, Modernization), High Sc the Project Tracking Number, and enter a nickname for the application. The nickname is used to help you with diff	rate site and/or design funding approval or hool Attendance Area (if applicable), enter erentiating this from other projects in your	
Dashboard. Select the District 🕜	Sacramento City Unified (67439)	~
Select a funding Program Type 🕜	Charter - Preliminary Apportionment	~
Refer to Section 1859.192 for the eligibility criteria	-	_

- 5. Select the High School Attendance Area (HSAA), if applicable. Charter school applicants may need to verify with the district if an HSAA should be used and which HSAA the charter school site is located in.
- Enter the required PTN. The PTN is used by the Division of the State Architect (DSA), California Department of Education (CDE), and OPSC to identify a project. The user will not be able to proceed without entering the PTN. Instructions for generating a PTN can be found in the PTN User Guide under the Resources tab.
- 7. Enter an application nickname. The nickname can be any identifying name of the applicant's choice.
- 8. Click "Continue" to enter additional application information.

Select High School Attendance Area 😧	(00) District-wide 🗸
Please enter your primary Project Tracking Number (PTN #) first, followed by additional PTN #s	67439 - 326 × + PTN Press the Enter & key to save
Please enter application nickname	Example Charter Rehab (50-09)
	Cancel Continue >

9. Select the type of funding application from a list of options (e.g., *New Construction, Rehabilitation.*)

Caon *					Contact Us	Settings	Welcon	ne Charter Rep 🔻
Dublic School Construction		¢				\$ 2 °	₽≡	^
		Project Reporting Better	Resources	Grants	Enrollment Projection	n Users	District	Dashboard
Dashboard / Application								
	Create New Application							
	Select the type of funding application: $\ensuremath{ \Theta }$			•				Da
	← Previous	Cancel C	ontinue 🔶					

10. Click "Rehabilitation," then click "Continue" to advance to the *Information and Instruction* page.

Create New Application		
Select the type of funding application: 😧	Rehabilitation	×
← Previous	Cancel Continue 🗲	

11. From the *Information and Instruction* page, click "Start Application" to advance to the application.

Application For Charter School Preliminary Apportionment

Form SAB 50-09

Information and Instruction

Please enter all required information and have the Authorized Charter School or District Representative electronically sign the Charter School Preliminary Apportionment (Form SAB 50-09). Upon completion, ensure all required documents are uploaded and submit the completed Form SAB 50-09 on-line. A list of all required documents can be found **here**. Once the Form SAB 50-09 is complete, a hard copy can be generated and printed for your records. If submitted online, the hard copy Form SAB 50-09 does not need to be mailed in. When uploading documents that are larger than 20 MB, please either resize to less than 20 MB or submit in multiple parts that are less than 20 MB.

If your project will contain both rehabilitation and new construction work, you will need to submit two separate applications: one for the rehabilitation portion and one for the new construction portion.



Application Details

The Form SAB 50-09 is comprised of 11 sections (as listed on the navigation pane on the lefthand side of the screen).



The first section of the application is *Application Details*. This section identifies the applicant, provides the petition approval date, and indicates if this is a combination application (new construction and rehabilitation; multiple districts). Note that a separate application must be submitted for the combination application.

New construction applications that are a combination project with a rehabilitation application will receive the 40 points generated by the rehabilitation application, provided in SFP Regulations, Section 1859.164.1(d). Rehabilitation applications that are a combination project with a new

construction application will receive any points the new construction application is eligible to receive for relieving overcrowding in an overcrowded district, provided in SFP Regulations, Section 1859.164.1(d). An application that qualifies for preference points for relieving overcrowding in an overcrowded district may receive between 4-40 points.

Example Charter Reha	ab (50-09) 🕜 🛛 🛛 🗤 🖉 🖉 🖉	
Application For Charter School Preliminary A Charter – Preliminary Apportionment • Rehab	pportionment • Form SAB 50-09 🕢	
SAB 50-09 Form	Application Details	
Application Details	School District Applying on Behalf of Charter School or Charter School Applying On Its	Please make a selection
Preference Points	Behalf? 🕑	
Funding Matrix Criteria	Please enter the most current approval date for the petition, material revision or petition	MM/DD/YYYY
Project Capacity	renewation the charter school this application references.	
Site Information	Is this application associated with another CSFP application in the current filing round, such as a combination rehabilitation and new construction project?	Yes No
Project Costs		
California School Finance Au		Continue 🔶

- Indicate if the charter school is the applicant or if a school district is applying on behalf of the applicant. Districts may only submit applications for projects that will be physically located within their district boundaries and that will serve the same grade level the district is approved to serve. The district must be the applicant for a non-autonomous (district dependent) Charter School.
- 2. If the charter school is the applicant, provide the legal name of the applicant. This will be the name of the entity that will appear on program agreements and fund release warrants. This may be the individual charter school or the charter school organization operating the charter school.
- 3. Enter the most recent date the petition was approved, revised or renewed.
- 4. Indicate if this is a combined application (new construction and rehabilitation; a separate application must be submitted for the new construction portion.) New construction applications that are combination projects with a rehabilitation application will receive the 40 points generated by the rehabilitation application. Rehabilitation applications that are combination projects with a new construction will receive any points the new construction application is eligible to receive for relieving overcrowding in an overcrowded district.

If the applicant indicates this is a combined application, an additional box will appear for the additional application number. Provide the additional application number, if available. The application number field may be left blank and provided on a later application version if the applicant does not have the additional application number.

5. Click "Continue" to proceed to the next section of the funding application.

Application Details	
School District Applying on Behalf of Charter School or Charter School Applying On Its Behalf? 🔞	Charter 🗸
Legal Name of Applicant 😧	Example Charter Schools INC.
Please enter the most current approval date for the petition, material revision or petition renewal for the charter school this application references.	06/16/2022
Is this application associated with another CSFP application in the current filing round, such as a combination rehabilitation and new construction project?	Yes No
Enter Application number if available 🔞	
	Continue 🔶

Preference Points

In this section, the applicant will provide the information necessary to assign the preference points for Non-Profit Entity, provided in SFP Regulations, Section 1859.164.1(c), and Low Income, provided in SFP Regulations, Section 1859.164.1(a). Non-Profit Entity is defined in SFP Regulations, Section 1859.2.

Example Charter Rel Application For Charter School Preliminar Charter - Preliminary Apportionment • Re	hab (50-09)	
SAB 50-09 Form	Preference Points	
Application Details	Does the entity operating the Charter School meet the School Facility Program (SFP)	Yes No
Preference Points	definition of a Non-Profit Entity?	
Funding Matrix Criteria	Free and reduced priced meal percentage 0	
Project Capacity	Select the percentage the applicant is using	Please make a selection
Site Information		
Project Costs	← Previous	Continue 🔶

 Indicate if the entity operating the charter school meets the definition of a Non-Profit Entity, which is defined in School Facility Program (SFP) Regulation Section 1859.2 as an entity that is organized and operated for purposes of not making a profit under the provisions of the federal Internal Revenue Code Section 501(c)(3), or is organized as/operated by a nonprofit public benefit corporation, pursuant to State Corporations Code, Title 1, Division 2, Part 2, Section 5110, et seq.

- 2. Enter the most current Free and Reduced Price Meals percentage approved by the California Department of Education (CDE) and published on their <u>DataQuest website</u> as of the application deadline for the CSFP funding round. Applicants may use the highest percentage that belongs to either the charter school, the school district where the charter school is or will be located, or another public school located within the Charter School General Location. The Charter School General Location is defined in SFP Regulation Section 1859.2 as a minimum of a one-mile radius to a maximum of a three-mile radius from the present or proposed location of the Charter School project as identified in the chartering agreement.
- 3. Indicate if the entered Free and Reduced Priced Meal percentage belongs to the charter school, school district, or another public school located within the Charter School General Location.

If the Free and Reduced Priced Meal Percentage belongs to another public school, enter the school's name and address.

4. Click "Continue" to proceed to the next section of the funding application.

Below is a zoomed-in example.

Yes No
98.00
School within 3 miles 🗸 🗸
Freeport Elementary
2118 Meadowview Road
Sacramento
95832
Continue

Funding Matrix Criteria

In this section, the applicant will provide the information necessary to assign the urban, suburban, or rural locale, charter school size, and charter school grade level funding matrix categories. *Urban Locale*, *Suburban Locale* and *Rural Locale*, and *Small Charter School, Medium Charter School, and Large Charter School* are defined in SFP Regulations, Section 1859.2.



- Select the locale for the charter school. Locale is determined by the locale code classified by the National Center for Education Statistics (NCES) on their website: <u>Search for Public</u> <u>Schools (ed.gov)</u>.
 - Rural: NCES codes 31, 32, 33, 41, 42, and 43.
 - Suburban: NCES codes 21, 22, and 23.
 - Urban: NCES codes 11, 12 and 13.
- 2. Enter the charter school's current enrollment listed on the California Department of Education's <u>DataQuest website</u> as of the application deadline for the CSFP funding round.
- 3. Enter the highest grade level the charter school is approved to serve in the most recently approved petition, regardless of the grade levels included in the project.
- 4. Click "Continue" to proceed to the next section of the funding application.

Funding Matrix Criteria	
School Information	
Select the Locale for the Charter School 🔞	Urban 🗸
Current charter school enrollment 🔞	121
Type of Project o	
What is the highest grade level the charter school may serve, as approved by the petition?	12 ~
← Previous	Continue 🔶

Project Capacity

In this section, the applicant will indicate the number of classrooms that will be rehabilitated in the project. The classrooms reported will be used to calculate the project capacity cap to the rehabilitation base grant portion of the preliminary apportionment. The project capacity cap is required per SFP Regulations, Section 1859.163.5(a).

Example Charter Rehab (50-09)			
SAB 50-09 Form	Project Capacity		
Application Details	How many eligible classrooms will be rehabilitated	by grade level? ₀	
Preference Points	K-6		
 Funding Matrix Criteria 	7-8		
Project Capacity			
Site Information	9-12		
Project Costs	Non-Severe		
California School Finance A			
Project Progress	Severe		
Certification	Number of Classrooms	0	
() Review			
Submit	is this a 6-5 school? 🔮	Yes No	
	Previous	Continue 🔶	

- 1. Enter the total number of eligible classrooms by grade level that will be rehabilitated in the project. To be eligible, a classroom must be at least 15 years of age or older as of the date the application is received by OPSC. An eligible rehabilitation project must contain at least one classroom.
- 2. Indicate if this is a 6-8 school. If this is a 6-8 school, indicate that all K-6 classrooms house 6th graders.
- 3. Click "Continue" to proceed to the next section of the funding application.

Project Capacity	
How many eligible classrooms will be rehabilita	ated by grade level? o
K-6	1
7-8	2
9-12	
Non-Severe	1
Severe	
Number of Classroo	oms
Is this a 6-8 school? 🕜	Yes No
How many K-6 classrooms reported above house sixth graders?	1
Previous	Continue 🚽

Site Information

In this section, the applicant will provide information about where the project will be located.

Example Charter Reha Application For Charter School Preliminary Ap Charter – Preliminary Apportionment • Rehat	ab (50-09) Draft pportionment Form SAB 50-09	
SAB 50-09 Form	Site Information	
Application Details	California Department of Education recommended acreage 🛛 🕢	
Preference Points	Drangered Depiert Name	
Funding Matrix Criteria	Proposed Project Name	
Project Capacity	Existing acres available to the charter school at the site $ oldsymbol{\Theta} $	
Site Information	Proposed Acres (Usable) (Combination Project)	
Project Costs	Select the school site where the Charter School will be physically located	Please make a selection
California School Finance Au	Select the school site where the charter school will be physically located 🖤	+ rease make a selection +
Project Progress	Previous	Continue 🔶

- 1. Enter the recommended acreage as it appears in the California Department of Education (CDE) recommended site size letter.
- 2. Enter the charter school name as it appears in the most recently approved petition for the Proposed Project Name.
- 3. Enter the existing acres available to the charter school at the district owned site. Note that at the preliminary phase, the existing acreage information is provided by the applicant. When this application is converted to a final apportionment, the existing acres will be provided in the CDE Final Plan Approval Letter.
- 4. If this application is combined with a new construction application that includes site acquisition, enter the proposed usable acres that will be acquired. Note that at the preliminary phase, the proposed acreage information is provided by the applicant. When this application is converted to a final apportionment, the proposed acres will be provided in the CDE Final Site Approval Letter.
- Select the site where the project will be located. All projects must select a school site from the list of options. If the exact site where the project will be located is not listed, please email <u>OPSCApplicationReviewTeam@dgs.ca.gov</u> to request to add the site to the application system.
- 6. Click "Continue" to proceed to the next section of the funding application.

California Department of	Education recommended acreage		10.00
Proposed Project Name			Example Charter
Existing acres available to	o the charter school at the site 🔞		1.00
Proposed Acres (Usable)	(Combination Project) 🔞		5.00
Select the school site whe	ere the Charter School will be physical	lly located 🔞	Example Charter
Site Detail			
	School/Site Name:	Example Charter	
	CDS (county-district- school) Code:	90113000	
	Grade-Level:	6-8	
	Street Address:	123 Education Street	
	City:	Sacramento	
	State:	CA	
	Zip Code:	12345	

Project Costs

In this section, the user will provide the eligible square footage that will be rehabilitated and indicate if the project includes certain elements that may increase the amount reserved for the preliminary apportionment.

Example Charter Reha Application For Charter School Preliminary Application - Preliminary Apportionment • Rehab	ab (50-09) Craft poportionment • Form SAB 50-09 O ilitation	
SAB 50-09 Form	Project Costs	
Application Details	Enter the eligible non-toilet sqft	
 Preference Points Funding Matrix Criteria 	Enter the eligible toilet sqft	
Project Capacity	Increase in Preliminary Apportionment	
Site Information	Will the project be located in a geographic area designated in the Geographic Percentage Chart in SFP Regulation Section 1859.83(a)?	Yes No
Project Costs	What percentage factor does the project qualify for?	
California School Finance Au	Does the applicant qualify for the Small Size Project grant and wish to request? 🕑	Yes No
Project Progress	Does the applicant qualify for the Urban/Security/Impacted Site grant and wish to	Yes No
Certification	request?	
Review	Will the project include any new two-stop elevator(s)required by the Division of the State Architect?	Yes No
Submit		
	+ Previous	Continue 🔶

 Enter the eligible non-toilet and toilet area that will be rehabilitated in the project. To be eligible, the area entered is at least 15 years of age or older as of the date the application is received by OPSC. For purposes of the Preliminary Charter School Rehabilitation Apportionment, eligible square footage is defined as the total enclosed exterior square footage of the school buildings. For multilevel buildings, include the square footage at each level.

Below is a zoomed in example.

Project Costs		
Enter the eligible non-toilet sqft	10,060.00	
Enter the eligible toilet sqft	1,200.00	

- Indicate if the project will be located in a designated geographic area and if the project includes a request to increase the preliminary apportionment for increased construction costs due to the geographical location. To assist in determining the geographic percentage amount, please see the <u>Geographical Percent Factor</u> list by county.
- 3. If the project qualifies for the Small Size Project grant, indicate if the project includes a request to include this grant to increase the preliminary apportionment to help with economy

of scale cost escalation in a smaller sized project. To qualify for this grant, the project must house less than 201 pupils. The number of pupils housed in a project is determined by the number of classrooms that will be rehabilitated in the project and their grade level and loading standard, provided below. Combined projects should include the pupils housed in both applications when determining if the project qualifies for this grant.

If the Small Size Project grant is requested, indicate the percentage requested based on the number of pupils that will be housed in the project, using the classrooms that will be rehabilitated and the following classroom loading standards:

- 25 pupils in each K-6 classroom
- 27 pupils in each 7-12 classroom
- 13 pupils in each non-severe Special Day Class (SDC) classroom
- 9 pupils in each severe SDC classroom

The Small Size grant will be 12 percent of the rehabilitation base grant for projects that house 100 pupils or less, and 4 percent of the rehabilitation base grant for projects that house between 101 and 200 pupils.

Below is a zoomed-in example.



- 4. Indicate if the project includes a request to increase the preliminary apportionment for costs associated with urban/security/impacted site costs. To qualify for urban/security/impacted site funding at the preliminary apportionment phase, the project will be located on a site that is less than 60 percent of the previously provided CDE recommended acreage amount. Note that when this application is converted to a final apportionment, the project will need to be located on a site with Useable Acres that are 60 percent or less of the CDE recommended site size. The Usable acres and recommended site size will be provided in CDE Final Plan Approval Letter.
- 5. Indicate if the project will include any new two-stop elevator(s) required to be included in the project by the Division of the State Architect (DSA) and indicate how many will be included.
- 6. If the project will include any new two stop elevator(s), indicate if the two-stop elevator(s) will have an additional stop and indicate the number of additional stops.
- 7. Click "Continue" to proceed to the next section of the funding application.

Does the applicant qualify for the Urban/Security/Impacted Site grant and wish to request?	Yes No
Will the project include any new two-stop elevator(s)required by the Division of the State Architect?	Yes No
Enter the number of two-stop elevator(s)	1
Will there be additional stops?	Yes No
Enter the number of Additonal Stops	1
Previous	Continue 🔶

California School Finance Authority Lease

The project information entered in the previous sections is used to calculate the State grant portion of the preliminary apportionment that will be reserved for this project. Applicants are required to match the State grant with either a cash contribution, loan or a combination of the two. In this section, the user will indicate if the applicant anticipates requesting a loan for all or a portion of the applicant match for this project. The request for a loan and the amount requested may be modified on revised applications during the OPSC application review process and is not finalized until the applicant completes the financial soundness process with the California School Finance Authority.

Exam Applicatior Charter – P	n For Charter Reh n For Charter School Preliminary reliminary Apportionment • Reh	Apportionment · Form SAB 50-09 @ abilitation		
SAB 5	50-09 Form	California School Finance Authority Lease		
📀 App	plication Details	At this time, does the applicant anticipate requesting a loan?		
📀 Pre	eference Points			
🕑 Fur	nding Matrix Criteria	Previous	Continue 🔶	
📀 Pro	oject Capacity			
Site	e Information			
📀 Pro	oject Costs			
Cal	lifornia School Finance A			

1. If the applicant will not be requesting a loan and will be providing a cash contribution for the entire matching share, click "No" and then click "Continue" to proceed to the next navigation section of the funding application.

California School Finance Authority Lease	
At this time, does the applicant anticipate requesting a loan? 3	
Previous	Continue 🔶

- 2. If the applicant will be requesting a loan for all or a portion of their matching share, click "Yes."
- 3. After "Yes" is selected, a link will appear. To determine the amount to enter for the loan, the user may see the estimated preliminary apportionment State grant that was calculated based on the information that was previously provided by clicking the highlighted word, "here."

Below is a zoomed in example.

С	alifornia	School Finance Authority Lease		
	At this time, doe	es the applicant anticipate requesting a loan? 🕜		
1	Applicant is anti	icipating loan in the amount of 🕖		
	The current, es	stimated state grant for the project can be found here.		
÷	Previous		Continue	÷

4. The amount listed as the *Total Grant Amount* will be the State grant that needs to be matched by the applicant. The applicant may request a loan for all or a portion of this amount. If the applicant does not request a loan or requests a loan for only a portion of the amount, the applicant will be required to provide a cash contribution for the remaining amount.

Note that the Total Grant Amount reflects the total amount of bond authority that will be reserved for the project. The Total Grant Amount must be reviewed prior to entering an amount for the loan for it to reflect the State grant amount. If an amount is entered for a loan, it will be included in the Total Grant Amount.



- 5. Enter the amount the applicant would like to request for the loan.
- 6. Click "Continue" to proceed to the next section of the funding application.

Below is a zoomed-in example.

California School Finance Authority Lease							
At this time, does the applicant anticipate requesting a loan? Applicant is anticipating loan in the amount of \$ 2,445,895.00							
The current, estimated state grant for the project can be found here.							
Previous	Continue 🔶						

Project Progress

In this section, the user indicates if construction contracts have been awarded for the project.

Exa Applic Charte	ample Charter Reha ation For Charter School Preliminary Ap r – Preliminary Apportionment • Rehabi	b (5	5 0-09) nment • Form	✓ Draft m SAB 50-09 ♀			
SA	B 50-09 Form	Pr	roject Pr	rogress			
0	Application Details	ŀ	Have construct	ction contract(s) been awarded for this project? 🥑	Yes No		
0	Preference Points						
0	Funding Matrix Criteria	÷	Previous			Continue	÷
0	Project Capacity						
0	Site Information						
0	Project Costs						
0	California School Finance Au						
٠	Project Progress						

1. Click "No" if the applicant has not awarded construction contracts, then, click "Continue" to proceed to the next section of the funding application.

Below is a zoomed-in example.

Project Progress	
Have construction contract(s) been awarded for this project? ?	
← Previous	Continue 🔶

- 2. Click "Yes" if the applicant has awarded construction contracts.
- 3. Click "Add/Edit Contracts" to enter the contract information.

Below is a zoomed-in example.

Enter the date(s) of the construction contract(s) awarded for this project	Add/Edit Contracts
	-
Show 5 v entries	Type to filter the name column
Contractor Name Contract Type C Amount C Award Preva	iling Wage Notice to Proceed Const. Del. Method
Note: Prevailing Wage only applies to contracts with an Award Date betwe	en 1/1/2012 and 6/19/2014

4. Enter all known fields, such as the contract name, award date, type and amount. The contract award date and construction delivery method must be entered for the contract information to save.

The user can add as many contracts as applicable for the project by clicking "Add Contract" after a contract is saved.

Add/Edit Contract

Add New Contract

Contractor Name	XYZ Construction INC.
Contract Award Date	11/18/2024
Contract Type	Demolition 🗸
Contract Amount	\$ 300,000
Notice to Proceed Issued Date	11/22/2024
Construction Delivery Method	Design-Bid-Build 🗸
Related DSA Application Numbers	01-111111 × + DSA App # Image: Press the Enter I ref
	Cancel Save

5. After the last contract has been entered, close the "Add/Edit Contract" section by clicking the "x" in the upper right corner.

Add/Edit Contract

Add New Contract		
Contractor Name		
Contract Award Date	MM/DD/YYYY	
Contract Type		~
Contract Amount		
Notice to Proceed Issued Date	MM/DD/YYYY	
Construction Delivery Method	Please select an option	~
Related DSA Application Numbers	+ DSA App #	
	You can add up to 5 Values(s)	
	Add Co	ntract

- 6. The user with then be returned to the *Project Progress* section, and the user can review that the contract entries are accurately reported for the application.
- 7. Once the *Project Progress* section is completed, click "Continue" to proceed to the next section of the funding application.

Have construction	contract(s) been aw	varded for this p	project? 🕜		Yes No	
Enter the date(s) of project	the construction co	ontract(s) award	ded for this		- 1	Add/Edit Contracts
Show 5 V	entries				Type to filter th	ne name column
Contractor Name	Contract Type 👳	Amount 0	Award 🤤	Prevailing wage	Notice to Proceed	Const. Del. Method
XYZ	Demolition	\$300,000.00	11/18/2024		11/22/2024	Design-Bid-Build
Construction						
INC.						
< 1 total						
1000						
Note: Prevailing Wa	age only applies to o	contracts with a	n Award Date	between 1/1/2012	and 6/19/2014	

Certification

In this final section of the application, the designated representative of the applicant will certify to the requirements for submitting a Form SAB 50-09. Only the authorized Charter Representative (charter applicants) or District Representative/Superintendent (district applicants) may complete the certification section.

Example Charter Rehab (50-09) 🖌 Draft

Application For Charter School Preliminary Apportionment • Form SAB 50-09
Charter – Preliminary Apportionment • Rehabilitation

6/	P 50 00 Earm	Cartification
SF	AD 20-09 FOIII	Certification
0	Application Details	I certify that the information reported on this form is true and correct and that:
0	Preference Points	 I am an authorized representative of the Charter School designated by the governing board or equivalent authority of the Charter School and have notified both the Superintendent and the governing board of the school district in writing, at least 30 days prior to
0	Funding Matrix Criteria	the date of this application, of our intent to submit a preliminary application (complete Part A below); or,
0	Project Capacity	A resolution or other appropriate documentation supporting this application under Article 12, Chapter 12.5, Part 10, Division 1, Title 2, commencing with Section
0	Site Information	governing Board or the governing board or other equivalent authority of the Charter School on,
0	Project Costs	
0	California School Finance Au	 Prior to submitting this application the Charter School and school district have considered existing facilities in accordance with Education Code Section 17078.53(e); and,
0	Project Progress	• For a Charter School applying for a rehabilitation Preliminary Apportionment on its own behalf, the Charter School and school district have entered into an agreement to rehabilitate school district existing facilities and the agreement has been discussed and
	Certification	 approved at a regularly scheduled school board meeting; and, The applicant has or will establish a "Restricted Maintenance Account" for exclusive purpose of providing ongoing and major

 Enter the date a resolution or other appropriate documentation supporting this application under Article 12, Chapter 12.5, Part 10, Division 1, Title 2, commencing with Section 17078.50, et. seq., of the Education Code was adopted by the School District's governing Board or the governing board or other equivalent authority of the Charter School. This date must be prior to the submittal date of the application.

Below are zoomed-in examples.

Charter school applicant certification:

Certification

I certify that the information reported on this form is true and correct and that:

- I am an authorized representative of the Charter School designated by the governing board or equivalent authority of the Charter School and have notified both the Superintendent and the governing board of the school district in writing, at least 30 days prior to the date of this application, of our intent to submit a preliminary application (complete Part A below); or,
- A resolution or other appropriate documentation supporting this application under Article 12, Chapter 12.5, Part 10, Division 1, Title 2, commencing with Section 17078.50, et. seq., of the Education Code was adopted by the School District's governing Board or the governing board or other equivalent authority of the Charter School on,
- Prior to submitting this application the Charter School and school district have considered existing facilities in accordance with Education Code Section 17078.53(e); and,
- For a Charter School applying for a new construction Preliminary Apportionment on its own behalf, the Charter School and school district have complied with Section 1859.162.1 pertaining to the certification of the number of unhoused students the project will

11/07/2024

Certification

I certify that the information reported on this form is true and correct and that:

- I am an authorized school district representative submitting this application on behalf of a Charter School pursuant to Education Code Section 17078.53 (c)(1). The following certifications shall apply to the District
- A resolution or other appropriate documentation supporting this application under Article 12, Chapter 12.5, Part 10, Division 1, Title 2, commencing with Section 17078.50, et. seq., of the Education Code was adopted by the School District's governing Board or the governing board or other equivalent authority of the Charter School on,

11/07/2024

- 2. Read all certifications and click "Yes" to indicate the certifications have been read and the applicant agrees to the terms and certification information.
- 3. Enter the representative's information.
- 4. Click "Continue" to proceed to the *Review* section.

Below are zoomed-in examples.

Charter school applicant information:	
---------------------------------------	--

I verify, I have read and agree to the above terms and certification information	Yes No
Charter School Representative Name	Jane Smith
Charter School Representative Title	CEO
Charter School Representative Business Mailing Address	123 Education Way
City	Sacramento
State	CA
Zip Code	12345
Phone Number	(111) 111-1111
Email	jsmith@examplecharter.com
Date	11/26/2024
← Previous	Continue 🗲

School district applicant information:

- This form is an exact duplicate (verbatim) of the form provided by the OPSC. In the event a conflict should exist, then the language in the OPSC form will prevail; and,
- The applicant has initiated and enforced an Labor Compliance Program that has been approved by the Department of Industrial Relations (DIR), pursuant to Labor Code Section 1771.7, if the project is funded from Propositions 47 or 55 and the Notice to Proceed for the construction phase of the project is issued on or after April 1, 2003, and before January 1, 2012; and,
- The applicant has contracted with the Department of Industrial Relations (DIR) for prevailing wage monitoring and enforcement, pursuant to Labor Code section 1771.3(a) in effect on January 1, 2012 through June 19, 2014, if the construction contract was awarded on January 1, 2012 through June 19, 2014 and the applicant has not obtained a waiver for the requirement, pursuant to Labor Code Section 1771.3(b) in effect on January 1, 2012 through June 19, 2014. The applicant understands that if it fails to meet this requirement, it will be required to repay all state bond funds received including interest; and,
- Beginning with the 2005/2006 fiscal year, the applicant has complied with Education Code Section 17070.75(e) by establishing a
 facilities inspection system to ensure that each of its schools is maintained in good repair.

I verify, I have read and agree to the above terms and certification information	Yes No
District Representative or Superintendent Name	11/26/2024
Previous	Continue 🔶

Review

After completing the certification section, the user will review all previous sections and make any final edits. Any incomplete sections will be flagged with an orange exclamation point, and the missing required fields will display with red text as (required).
Below is a zoomed-in example.



- 1. Go to the first page with missing information.
- 2. Click "Edit Page."

Below is a zoomed-in example.

iew		
Application Details		
School District Applying on Behalf of Charter School or Charter School Applying On Its Behalf?	0	Charter
Legal Name of Applicant 🕢		(required)
Please enter the most current approval date for the petition, material revision or petition renewal for the charter school this application references.	Ø	06/16/2022
Is this application associated with another CSFP application in the curren filing round, such as a combination rehabilitation and new construction project?	it	Yes
Enter Application number if available 🔞		(not answered)
		Edit Page →

- 3. Enter any missing information.
- 4. After all missing information has been entered, click "Continue" to save the information.

Application Details

School District Applying on Behalf of Charter School or Charter School Applying On Its Behalf? 🕜	Charter 🗸
Legal Name of Applicant 🔞	Example Charter Schools INC.
Please enter the most current approval date for the petition, material revision or petition renewal for the charter school this application references.	06/16/2022
Is this application associated with another CSFP application in the current filing round, such as a combination rehabilitation and new construction project?	Yes No
Enter Application number if available 🔞	
	Continue 🔶

5. Once all required entries are completed, the left navigation will display only green checkmarks.

Application Details				
Preference Points	0	Application Details		
Funding Matrix Criteria		School District Applying on Behalf of Charter School or Charter School	0	
Project Capacity		Applying On its Behalt?		Charter
Site Information		Legal Name of Applicant 🕢		Example Charter Schools INC.
Project Costs		Please enter the most current approval date for the petition, material		06/16/2022
California School Finance Au		revision or petition renewal for the charter school this application references.	0	
Project Progress		Is this application associated with another CSFP application in the currer	ıt	Yes
Certification		filing round, such as a combination rehabilitation and new construction project?		

6. If the authorized Charter School Representative (charter school applicants) or District Representative (district applicants) is entering the application information, at this point they may click "Submit" on the left navigation screen. This will take them back to the certification page where they can click "Continue" to proceed to the *Submit* section.

Below are zoomed-in examples.

SA	B 50-09 Form	Review		
0	Application Details			
0	Preference Points	Application Details		
0	Funding Matrix Criteria	School District Applying on Behalf of Charter School or Charter	0	
0	Project Capacity	School Applying on its behalt?		Charter
0	Site Information	Legal Name of Applicant 🕜		Example Charter Schools INC.
0	Project Costs	Please enter the most current approval date for the petition,		06/16/2022
0	California School Financ	application references.		
0	Project Progress	Is this application associated with another CSFP application in	the	Yes
0	Certification	current filing round, such as a combination rehabilitation and construction project?	new	
	Review	Fater Application number if available		G
0	Submit	Enter Application number if available 😈		(not answered)
	Charter School Representative	e Name	Janes	Smith
	Charter School Representative	CEO		
	Charter School Representative	e Business Mailing Address	123 E	ducation Way
	City		Sacra	mento
	State		CA	
	Zip Code		12345	;
	Phone Number		(111)	111-1111
	Email		jsmith	n@examplecharter.com
	Date		11/26	/2024
÷	Previous			Continue

7. If a delegate to the charter school or district is entering the application, they may click "Submit" on the left navigation screen to proceed to the *Submit* section, but they will not be able to submit the application. The buttons used to indicate the required documents have been uploaded, upload documents, and to certify and submit the paperless application will be deactivated.

Delegates may upload the required documents from the Application Dashboard and copy a link to send to the representative so they may submit the application. To get to the Application Dashboard, click "Application" in the top left corner or "Application Dashboard" in the bottom right corner. For instructions on how to upload documents and copy a link from the Application Dashboard, refer to the "Application Dashboard" section further down in this manual.

Below is a zoomed-in example.

Dashboard / Application / Draft 1 Example Charter Reha Application For Charter School Preliminary A Charter - Preliminary Apportionment - Rehat	ab (50-09) The Draft pportionment · Form SAB 50-09
SAB 50-09 Form Application Details Preference Points 	Submit This State Allocation Board School Facility Program Application for Funding is being submitted electronically via OPSC Online. Requests may only be submitted by a School District Superintendent, Authorized School District Representative, Charter School Representative or Loint Prover Authority (JPA) Representative who is signed in to DPSC Online with their corresponding OPSC Online
 Funding Matrix Criteria Project Capacity 	User ID. Submittal from these accounts is considered to be a unique electronic signature for purposes of Application for Funding submittals. A printed, wet-signature request does not need to be mailed to OPSC. Districts and OPSC staff will be able to access uploaded files at any time and can upload new version or additional files at any time. Once an applicant has upload a file, the file cannot be removed by the applicant.
 Site information Project Costs California School Finance Au 	I have uploaded all required documents required on the Application for Funding OPSC Application Submittal Checklist. Upload file(s) All uploaded files for this application are always available on the Application Dashboard. I certify, as the School District Superintendent, Authorized School District Representative, Charter School Representative, or Joint Power Authority Representative, that have reviewed the request and that the information certified on this request is true and
 Project Progress Certification Review 	correct, and that I am the School District Superintendent, Authorized School District Representative, Charter School Representative, or Joint Power Authority Representative.
Submit	← Previous

Submit and Upload Documents

In this section, the authorized Charter School Representative or District Representative/Superintendent will upload all supporting documents, complete the final certification, and submit the paperless application.



1. Click the blue "Upload file(s)" button to upload any supporting files for this application.

Below is a zoomed-in example.

Submit

This State Allocation Board School Facility Program Application for Funding is being submitted electronically via OPSC Online.

- Requests may only be submitted by a School District Superintendent, Authorized School District Representative, Charter School Representative, or Joint Power Authority (JPA) Representative who is signed in to OPSC Online with their corresponding OPSC Online User ID. Submittal from these accounts is considered to be a unique electronic signature for purposes of Application for Funding submittals. A printed, wet-signature request does not need to be mailed to OPSC.
- Districts and OPSC staff will be able to access uploaded files at any time and can upload new version or additional files at any time.
- Once an applicant has upload a file, the file cannot be removed by the applicant.

I have uploaded all required documents required on the Application for Funding OPSC Application Submittal Checklist.

Upload file(s) All uploaded files for this application are always available on the Application Dashboard.

I certify, as the School District Superintendent, Authorized School District Representative, Charter School Representative, or Joint Power Authority Representative, that I have reviewed the request and that the information certified on this request is true and correct; and that I am the School District Superintendent, Authorized School District Representative, Charter School Representative, or Joint Power Authority Representative.

Submit Paperless Application

 Click "Browse Files" to locate the documents. Prior to uploading any documents, review the file names for accuracy. Once documents are uploaded, applicants cannot edit file names. When uploading documents that are larger than 20 MB, please either resize to less than 20 MB or submit in multiple parts that are less than 20 MB.

C.gov *			Lipload Files			, v
Public School Construction	n					~
				Bro	wee files	
Dashboard / Application / Draft 1						
	Example Charter Reh	ab (50-09)	File Name 0	Document Type 🗘	Description $\hat{\boldsymbol{z}}$	Uploaded Date 💲
	Charter - Preliminary Apportionment • Reha	bilitation	0 total			
	SAB 50-09 Form	Submit				
	Application Details	This State Allocatio	Please stay here until file u	pload(s) complete		Cancel Upload Files
	Preference Points	Representa	tive, or Joint Power Authority (mittal from these accounts is	JPA) Representative who is signed in considered to be a unique electronic	n to OPSC Online with their corresp c signature for nurnoses of Applicat	oonding OPSC Online
	Funding Matrix Criteria	submittals. • Districts and	A printed, wet-signature reque d OPSC staff will be able to acc	est does not need to be mailed to OF ess uploaded files at any time and c	PSC. an upload new version or additiona	al files at any time.
	Project Capacity	Once an ap	plicant has upload a file, the fil	e cannot be removed by the applica	int.	
	Site Information	I have uple	paded all required documents	required on the Application for Fund	ding OPSC Application Submittal C	Thecklist.
	Project Costs	Upload	file(s) All uploaded files for	this application are always availab	e on the Application Dashboard.	
	California School Finance Au	I certify, as	the School District Superinter	ndent, Authorized School District Re	presentative, Charter School Representation certified on this requ	esentative, or Joint
	Project Progress	correct; ar or Joint Pe	nd that I am the School District ower Authority Representative.	Superintendent, Authorized School	District Representative, Charter So	chool Representative,
	Certification	⊿ Sub	mit Paperless Application			
	Seview	W 500	interapertess application			

- 3. After a document has been selected, it will be listed under the File Name column. Select a *Document Type and Description* from the drop-down box. If there is no *Document Type and Description* listed that accurately identifies the document, click "Other" in both fields.
- 4. After all files have been selected and identified, click "Upload Files" to upload the files to the application.
- 5. If a file was selected in error and needs to be removed, click "Remove" next to the file name to remove the file prior to uploading. If "Upload Files" has been clicked, but the file has not been identified as uploaded, click "Cancel" and the upload process will be cancelled, and the file can be removed. Once a file has been uploaded, the user will not be able to remove it.

Below is a zoomed in example.

Upload Files			×
	Brows	se files	
File Name 🗘	Document Type 🗯	Description 🗘	Uploaded Date 🗘
CDE Recomended Site Size Letter.pdf Remove	Other	✓ Other	▶ 11/27/2024
Charter Petition 2020-2025.pdf Remove	Other	✓ Other	✔ 11/27/2024
2 total			
Please stay here until file upload(s	;) complete		Cancel Upload Files

6. Once the documents have been uploaded, the text Successfully Uploaded will display underneath the document file name. After all documents have been uploaded, close the *Upload Files* section by clicking "Done."

Below is a zoomed-in example.

Ŀ.

Upload Files				×
	Browset	îles		
File Name 🗘	Document Type 💲	Description 🗘		Uploaded Date 🗘
CDE Recomended Site Size Letter.pdf Successfully Uploaded	Other 🗸	Other	~	11/27/2024
Charter Petition 2020-2025.pdf Successfully Uploaded	Other 🗸	Other	*	11/27/2024
2 total				
Please stay here until file upload(s) complete			Done Upload Files

- 7. After the documents have been uploaded, click the box indicating all required documents have been uploaded.
- 8. Next, click the final certification box then click "Submit Paperless Application" to submit the application.

Reminder: only an Authorized District Representative or Charter Representative can submit the application.

Sub	mit
This Sta • F F U s • C	Atte Allocation Board School Facility Program Application for Funding is being submitted electronically via OPSC Online. Requests may only be submitted by a School District Superintendent, Authorized School District Representative, Charter School Representative, or Joint Power Authority (JPA) Representative who is signed in to OPSC Online with their corresponding OPSC Online Jser ID. Submittal from these accounts is considered to be a unique electronic signature for purposes of Application for Funding submittals. A printed, wet-signature request does not need to be mailed to OPSC. Districts and OPSC staff will be able to access uploaded files at any time and can upload new version or additional files at any time. Droce an applicant has upload a file, the file cannot be removed by the applicant.
	I have uploaded all required documents required on the Application for Funding OPSC Application Submittal Checklist . Upload file(s) All uploaded files for this application are always available on the Application Dashboard .
	I certify, as the School District Superintendent, Authorized School District Representative, Charter School Representative, or Joint Power Authority Representative, that I have reviewed the request and that the information certified on this request is true and correct; and that I am the School District Superintendent, Authorized School District Representative, Charter School Representative, or Joint Power Authority Representative.
	A Submit Paperless Application

9. After submittal, the user will proceed to a confirmation page displaying the assigned application number for the project. The user may notate the application number and nickname from the main dashboard for future access.

Below is a zoomed-in example.



10. At the confirmation page, the user may do the following:

- Upload additional documents after the submittal by clicking "Upload Remaining Files"
- View a list of required documents by clicking "Review Required Documents"
- Download a PDF version of the online application by clicking on "Download Completed Form."
- Go to the dashboard for this application by clicking "Go to Application Dashboard."

Below is a zoomed in example.

Submit		
This paper Your Application #: Submittal Date:	less application was successfully 54/67439-00-010 11/26/2024	submitted to OPSC.
What's Next Please review this applic to ensure all required ap Required documents not 2024-11-26 09:29 AM will The completed State Alloc is no longer necessary to	ation's uploaded documents on the Application Dashboard plication documents are uploaded and properly named. tuploaded within 7 working days after the submittal date lead to the application being rejected. ocation Board form can be downloaded here at anytime but sign and mail in. A complete paperless submission is all	Application Options Upload Remaining Files Ensure your application is complete by uploading any remaining documents now. Review Required Documents
OPSC will need to begin	processing your funding application.	 Download Completed Form Go To Application Dashboard

11. At this point, the application submittal process is complete. To go to the dashboard for this application, click "Go to Application Dashboard."

Revising a Form SAB 50-09

After a Form SAB 50-09 is submitted it will go through the OPSC review process. As part of this process, OPSC often requests revisions be made to the Form SAB 50-09. Revisions should be made to the most recent Form SAB 50-09 that was submitted.

Application Dashboard

The Application Dashboard will have all application versions and uploaded documents for a specific application. From the application dashboard, users can upload additional documents, create drafts of the submitted application for revisions, and edit the application nickname and PTN.

Chion .								Contact Us	O Se	tings	Welcome Jane 👻
					¢		Ħ		:::	≜ ≡	Â
					Project Reporting peo	Resources	Grants	Enrollment Projection	Users	District	Dashboard
Dashboard / Application											
54/67439-00-011 Charter - Preliminary Apportionment	Rehab Charter 6-8 54 / 67439 - 00 - 011 Application For Charter School Prelimin	Rehab Charter 6-8 COESC Revenues: 54 (67439-00-011 Comparison State Sta					Dis	strict: 67439 Sacramento City	Unified	PT Received I School/?	N: 67439 - 1 Edit Dsa Number: Date: 12/12/2024 Site: Calif Middle
50-04	Charter – Preliminary Apportionment -	Rehabilitation							County	lame: Sac	ramento County
Example Charter Rehab (50-04)	Submitted Versions										
Submitted Final Charter Rehab	Name 0	Status 🌣	Version Received Date 🗘	Submitted By 🤤	Updated	ç		÷			
50 00	Version 1	OPSC Reviewing	12/12/2024	Erin Cunneen	12/12/202	4		Options 💌			
50-09	Droffe										w Division Bank
Rehab Charter 6-8	Draits			No Drafts							ew blank bran
OPSC Reviewing Charter Rehab	Liploadod Filos	Linksof File									

Create a Duplicate Draft

- 1. Click "Options" next to the most recent version of the Form in the *Submitted Versions* box on the *Application Dashboard*.
- 2. Click "Duplicate As Draft."

Below is a zoomed in example.

Submitted By 🗘	Updated 🗘	÷
Jane Smith	12/09/2024	Options Duplicate As Draft Copy Link
rafts		

- 3. The draft will appear below in a *Drafts* box.
- 4. Click anywhere in the white area of the created draft to open the new draft.

Below is a zoomed in example.

Sı	Ibmitted Versions			
	Name 🗘	Status 🗘	Version Received Date 🗘	Submitted By $ can control con$
	Version 1	OPSC Reviewing	11/27/2024	Jane Smith
Dr	afts			
	Name 🗘	Status 🗘	Created By 💲	Last Edited By 💲
	Draft 1	Draft	Jane Smith	Jane Smith

5. All information from the previously submitted Form will be on the draft, except for the certifications. Click edit at the bottom of the section your need to edit, make your edits and then re-certify and submit the application. Refer to the *Certification*, *Review*, *and Submit and Upload Documents* sections for directions on this process.

Below is a zoomed in example

Exa Applica Charte	ample Charter NC (5 ation For Charter School Preliminary Ap r - Preliminary Apportionment • New Co	portionment • Form SAB 50-09 🕢	
SA	B 50-09 Form	Review	
0	Application Details	 Application Details 	
0	Funding Matrix Criteria	School District Applying on Behalf of Charter School or Charter School	Charles
0 0	Project Capacity Site Information	Legal Name of Applicant 🕢	Charter
0	Project Costs California School Finance Au	Please enter the most current approval date for the petition, material revision or petition renewal for the charter school this application of references.	06/16/2022
0	Project Progress	Is this application associated with another CSFP application in the current filing round, such as a combination rehabilitation and new construction	Yes
•	Review	project? Enter Application number if available 🕜	(not answered)
	Submit		Edit Page →

Updating the Application Nickname

- 1. Click on the pencil icon next to the current nickname on the Application Dashboard.
- 2. Type in the new nickname.
- 3. Click "Change Name."

Below is a zoomed in example.



Updating the PTN

1. Click the pencil icon next to the current PTN on the Application Dashboard.

Below is a zoomed in example.

	Contact Us	🔅 Se	ettings	Welcome Jane 🔻
		202	≜ ≡	
nts	Enrollment Projection	Users	District	Dashboard
	District: 67439 Sacramento	City Unifi County	PTN: (Received D ed • Schoo Name: Sact	67439 - 326 Edit Date: 11/27/2024 ol/Site: Example Charter ramento County

- 1. Click on the "X" next to the current PTN to delete it. If applicable
- 2. Next, type in the new or additional PTN and press the Enter key to save it.
- 3. Click "Save" to save all changes and close the box.

	Edit PTN		×	: 16
	Project Tracking Number:	67439	- 326 🛛	الل ollment
			+ PTN 한 Press the Enter 싄 key to save	
e			Cancel Save	: 67439
r (mi	нагу арроплонтент • тепарліталон			

Upload Additional Documents

Users can upload additional documents by clicking "Upload File" from the *Application Dashboard* and following the steps that were previously provided for uploading documents.

Below is a zoomed in example.

Dashboard / Application				
54/67439-00-011 Charter - Preliminary Apportionment	R 54	Charter 6-8 4 / 67439 - 00 - 011 plication For Charter School Prelimina	OPSC Reviewing	
50-04	Chi	arter – Preliminary Apportionment • Re	ehabilitation	
Example Charter Rehab (50-04)	S	ubmitted Versions		
Submitted Final Charter Rehab	>	Name ÷	Status 0	Version Received Date $\hat{\circ}$
50-09		Version 1	UPSC Reviewing	12/12/2024
Rehab Charter 6-8	D	rafts		
OPSC Reviewing Charter Rehab	U	ploaded Files	Upload File 💊	
		No Files		

Copy Application Link

Users can copy a link to the application by clicking on "Options" and then clicking "Copy Link" on the *Application Dashboard*. The link can then be sent to the Charter School or District Representative. The Representative can then access the application through the link.

Below is a zoomed in example.

Version Received Date 🗘	Submitted By \Diamond	Updated 🗘	\$
12/09/2024	Jane Smith	12/09/2024	Options Duplicate As Draft Copy Link
	N D 0		

Reviewing the Application Status

After submitting a Form SAB 50-04, OPSC staff will process applications by the date order of submission, and the user may monitor the processing of its application by reviewing the application status. For instance, the application may have the status of Submitted, 15-Day Letter, 4-Day Letter, and SAB Approved.

The status for an application can be found in the *Status* column on the User Dashboard or on the *Application Dashboard* for the specific application.

Below is an example of the User Dashboard.

Dashboard			
Funding Applications			
Create New SFP Funding Application	🏛 Create New Preschool		
Application Name 🗘	Project Type 🗘	Status 🗘	OPSC App # 🗘
Example Charter Rehab (50-04)	Final Charter Rehab	Submitted	54/67439-00-011
Rehab Charter 6-8	Charter Rehab	OPSC Reviewing	54/67439-00-011

Below is an example of the Application Dashboard.

Car *						
Public School Construction			Ċ			
			Au			
Dashboard / Application						
54/67439-00-011	Rehab Charter 6-8 🧳	Submitted				
Charter - Preliminary Apportionment	54 / 67439 - 00 - 011 Application For Charter School Preliminary A	54 / 67439 - 00 - 011 Application For Charter School Preliminary Apportionment • Form SAB 50-09 🕢				
50-09	Charter – Preliminary Apportionment • Rehat	ilitation				
Rehab Charter 6-8 ≻	Update Overali App Status 🝷					
Submitted Charter Rehab	Submitted Versions					
Grant Agreement	Name 🗘	Status ¢	Version Received Date $\hat{\circ}$			
OPSC staff can now create a draft Grant Agreement	Version 1	Submitted	12/12/2024			

Creating a Charter Application for Funding (Form SAB 50-04) in OPSC Online – New Construction

Introduction

If an applicant previously submitted an *Application for Preliminary Apportionment* (Form SAB 50-09) and meets all program requirements to convert a preliminary apportionment to a final apportionment, the applicant may submit an *Application for Funding* (Form SAB 50-04.) Note that a Form SAB 50-04 must be submitted prior to the occupancy of any classrooms in a new construction project, per SFP Regulations, Section 1859.70 (a).

User Dashboard

Upon login, the user is directed to the user dashboard. The user dashboard displays all applications created by authorized users. The District Representative and Superintendent can review all district-specific applications. District Delegates can view applications for all school districts they are authorized to access. The Charter School Representative and Charter School Delegates can view CSFP applications for all school districts they are authorized to access.

Users can create a Form SAB 50-04 to convert a preliminary apportionment to a final apportionment, check existing applications' statuses, and view drafted applications not yet submitted from the user dashboard.

To sort applications, click on any column header. Users can search for an application by entering the application number in the search field and clicking "Search All." All Forms (funding, grant agreement, fund release, or expenditure report) submitted for that application will appear. Note that Form SAB 50-04s for CSFP applications are not created from the user dashboard; they are created from the application dashboard of the applicable, submitted Form SAB 50-09.

Below is an example of the user dashboard. Refer to Section 1 of this user manual for more information on navigating the user dashboard.

Ciev *								Contact	Js 🏼 🗘 S	ettings	Welcome Jane 🔻
Bublic School Construction					¢				6 24	₽≡	^
					Project Reporting Boto	Resources	Grants	Enrollment Projection	Users	District	Dashboard
Dashboard											
Funding Applications											
Create New SFP Funding Application	Create New SFP Funding Application Create New Preschool/TK/FDK Funding Application					Q	Filter 20 ap	plications			Search All
Application Name 0	Project Type 🗘	Status 0	OPSC App # 0	School/Site 0	District 0		Proj Num	ect Tracking OPS ber 0 0	Received	Last L ¢	Ipdated
Example Charter NC (50-09)	Charter NC	OPSC Reviewing	54/67439-00-010	Example Charter	Sacramento City Unified		6743	9-326 11/2	/2024	12/09	/2024

 To create a Form SAB 50-04 for a CSFP project, click on the Form SAB 50-09 application for the charter school from the listed applications. The Project Type for a New Construction Form SAB 50-09 will be *Charter NC*. The Project Type for a New Construction Form SAB 50-04 will be *Final Charter NC*.

Below is a zoomed-in example.

ashboard							
unding Applications							
Create New SFP Funding Application	on 🏛 Create New Preschool/TK/FDK Funding Application						
Application Name 🗘	Project Type 🗘	Status 🗘	OPSC App # 🗘	School/Site 🗘			
Example Charter NC (50-09)	Charter NC	OPSC Reviewing	54/67439-00-010	Example Charter			

2. This will take you to the application dashboard for the application.

Char *							Contact Us	🗢 Se	ttings	Welcome Jane 🔻
Public School Construction				¢				; ;;	≜ ≡	*
				Project Reporting Beto	Resources	Grants	Enrollment Projection	Users	District	Dashboard
Dashboard / Application										
54/67439-00-010 Charter - Preliminary Apportionment	Example Charter 54 / 67439 - 00 - 010 Application For Charter School F	PTN: 67439 - 326 Edit Received Date: 11/26/2024 District: 67439 Sacramento City Unified - Scool/Site: Example Charter County Name: Scaramento Cuty								
50-09 Create Linked Final Charter	Charter – Preliminary Apportion	ment • New Construction						,		
Example Charter NC (50-09)	Submitted Version	IS								
OPSC Reviewing	Name 0	Status 0	Version Received Date 0	Submitted By $\hat{~}$	Upd	ated 0	\$			
Charter NC	Version 1	OPSC Reviewing	11/26/2024	Charter Rep Charter Rep	11/2	26/2024	Ор	tions 🔻		

Create Linked 50-04

1. To create a linked Form SAB 50-04, click on "Create Linked Final Charter" on the left-hand navigation on the preliminary apportionment's application dashboard.



Please note that users with delegate access can prepare the Funding Application. However, only the Charter Representative (charter school applicants) or District Representative Superintendent (district applicants) can submit an application.

2. Once selected, the application system will ask the user for the funding application type and application nickname. Note that the field, *Select a linked application type* will auto-populate with *Funding Phase 50-04 Charter* as shown below.

Dashboard / Application				
54/67439-00-010	Create Linked Application			
50-09	Select a linked application type	Fun	nding Phase 50-04 Charter	v
Create Linked Final Charter	Select the type of funding application: Θ			~
OPSC Reviewing	Please enter application nickname			
Charter NC			Clear	Create Linked App

- 3. Select "New Construction" as the type of funding application.
- 4. Enter an application nickname. The nickname can be any identifying name the applicant chooses.
- 5. Once all fields are completed, click "Create Linked App" to begin the application process.

Below is a zoomed-in example.

Create Linked Application	
Select a linked application type	Funding Phase 50-04 Charter 👻
Select the type of funding application: 0	New Construction 🗸
Please enter application nickname	Example Charter NC (50-04)
	Clear Create Linked App

6. The text Successfully Created will be displayed, and another application component will appear on the left-hand side of the application's dashboard, located above the 50-09 tile.

Dashboard / Application						
54/67439-00-010 Charter - Preliminary Apportionment 50-04	Example Charte 54 / 67439 - 00 - 010 Application For Charter School Charter - Preliminary Apportio	er NC (50-09) Preliminary Apportionment • Form SA nment • New Construction	DPSC Reviewing)		District: 67439	PTN: 67439 - 326 Edit Received Date: 11,262024 Sacramento City Unified - Schöllstie: Example Charter County Name: Sacramento County
Example Charter NC (50-04)	Submitted Versio	ns				
Draft Final Charter NC	Name: 0	Status 0	Version Received Date 0	Submitted By ©	Updated 🗘	٥
50-09	Version 1	OPSC Reviewing	11/26/2024	Charter Rep Charter Rep	11/26/2024	Options 👻
Example Charter NC (50-09)	Drafts					New Blank Draft
OBSC Paviewing				No Drafts		
Charter NC	Uploaded Files	Upload File 💊		N		Application Created Successfully created linked application

 Click anywhere in the white box area that says "Draft" to access the Form SAB 50-04 Application Dashboard. This will take you to the application dashboard for the Form SAB 50-04. The box under the text "50-04" that was previously white will now be blue.

Below is a zoomed-in example.

Dashboard / Application

54/67439-00-010

Charter - Preliminary Apportionment

50-04

Example Charter NC (50... Draft Final Charter NC 50-09

Example Charter N

54 / 67439 - 00 - 010 Application For Charter School Prelim Charter – Preliminary Apportionment

Submitted Versions

Name 🗘

Version 1

8. Click anywhere in the white row in the center of the page that says "Draft" to begin the application process.

Chever *								Contact Us	🗘 Se	ettings	Welcome Jane 🝷
Public School Construction	on				¢				<u>6</u> 2	₽≡	
					Project Reporting βeta	Resources	Grants	Enrollment Projection	Users	District	Dashboard
Dashboard / Application											
54/67439-00-010 Charter - Final Apportionment	Example Char Application For Funding • For Charter - Final Apportionmen	ter NC (50-04) orm SAB 50-04 O it • New Construction	-	Draft				District: 67439 Sacramento	City Unifi	PTN: ed • Scho	67439 - 326 Edit bol/Site: Example Charter
50-04									county	Hume, Su	councy
Example Charter NC (50	Submitted Versi	ons									
) Draft				Ν	o Submitted Versio	ns					
Final Charter NC 50-09	Drafts										Vew Blank Draft
Example Charter NC (50	Name 0	Status 🌻		Created By \hat{v}	Last Edite	d By û	Up	dated 🗘	÷		
Example charter NC (50	Draft 1	Draft		Jane Smith	Jane Smit	h	12	09/2024	Option	s 🔻	

Below is a zoomed-in example.

Name 🗘	Status ≎	Created By 🗘	Last Edited By $\hat{~}$	Updated 🗘
Draft 1	Draft	Jane Smith	Jane Smith	12/09/2024

Site Info

The Form SAB 50-04 is comprised of 12 sections (as listed on the navigation pane on the lefthand side of the screen). Below is a zoomed-in example.

SAB 50-04 Form



The first section of the application is *Site Info*. This section provides information about where the project is located and California Department of Education (CDE) approval dates.

Example Charter NC (Application For Funding • Form SAB 50-04 Charter - Final Apportionment • New Constru	50-04) Craft e uction	
	Site Info	
SAB 50-04 Form		
Site Info	Project to be located on 🔮	Please make a selection 👻
Project Type	The Project is at an existing school site:	
Additional Grant Request	Select the appropriate school or site for this application @	~
Excessive Cost Hardship	California Department of Education (CDE) Site Approval Date	MM/DD/YYYY
Alternative Developer Fee /		You can add up to 5 Date(s)
Joint Use / Career Technical	California Department of Education (CDE) Plan Approval Date 🔞	MM/DD/YYYY
Project Progress		You can add up to 5 Date(s)
Licensed Architect	Master Plan Acreage site Size (Useable)	
Licensed Design Consultant	Recommended Site size 🙆	
Certification	Evicting Acres (Useable)	
Review	Listing neres (useable)	
Submittal	Proposed Acres (Useable)	
		Continue 🔶

1. Click "Edit Page" to enter information.

Below is a zoomed in example.

Review

•	Site Info	
	Project to be located on 🕜	(required)
	The Project is at an existing school site:	
	Select the appropriate school or site for this application 🕜	Example Charter
	California Department of Education (CDE) Site Approval Date 🕢	(not answered)
	California Department of Education (CDE) Plan Approval Date 🕜	(not answered)
	Master Plan Acreage site Size (Useable) 🕜	(not answered)
	Recommended Site size 🕜	(not answered)
	Existing Acres (Useable) 🕜	(not answered)
	Proposed Acres (Useable) 🕜	(not answered)
		Edit Page →

Indicate where the project will be located from the list of available options:

- Leased Site: The project is on a district site that is not owned by the district and meets the requirements outlined in School Facility Program (SFP) Regulation Section 1859.22. Do not select leased site if the charter school is leasing a site from a district and the site is owned by the district.
- New Site: The project will be on a new school with no pre-existing buildings. School sites
 with buildings and classrooms that have been completely demolished are not considered
 new sites.
- *Existing Site with Additional Acreage Acquired*: The project will include acquiring additional land to the existing school site.
- Existing Site with No Additional Acreage Acquired: The project will not include acquiring additional land to the existing school site.

Note that the field, "Select the appropriate school or site for this application" will auto-populate with the school or site that was selected on the Form SAB 50-09. If the site listed is incorrect,

please email <u>OPSCApplicationReviewTeam@dgs.ca.gov</u> to request to add or correct the site in the application system.

Below is a zoomed in example.

Site Info				
Project to be located on 🔞			New Site	~
The Project is a	it an existing schoo	l site:		
Select the appropriate schoo	ol or site for this application 🔞		Example Charter	~
Site Detail				
	School/Site Name:	Example Charter		
	CDS (county-district- school) Code:	90113000		
	Grade-Level:	6-8		
	Street Address:	123 Education Street		
	City:	Sacramento		
	State:	CA		
	Zip Code:	12345		

- 2. If this application includes site acquisition, enter the date of the CDE final site approval letter.
- 3. Enter the date of the CDE final plan approval letter.
- 4. Enter the CDE recommended acres for the master plan capacity of the site and the CDE recommended site size provided in the CDE final plan approval letter.
- 5. Enter the existing acres:
 - If this is an addition to an existing site without additional acreage acquired, enter the existing acres provided in the CDE final plan approval letter.
 - If this is an addition to an existing site with additional acreage acquired, enter the existing acres at the site prior to acquiring the additional acres provided in the CDE final site approval letter. Do not include the additional acres acquired.
 - If this is a new construction project on a new site, enter zero (0) existing acres.
- 6. If this application includes site acquisition, enter the Proposed Useable Acres (not Gross Acres) that were approved by CDE for acquisition. The Proposed Useable Acres can be located in the CDE final site approval letter.
- 7. Once the "Site Info" section is completed, click "Continue" to proceed to the next section of the funding application.

Below is a zoomed in example.

California Department of Education (CDE) Site Approval Date 🔞	11/01/2023
	MM/DD/YYYY
	You can add up to 5 Date(s)
California Department of Education (CDE) Plan Approval Date 🛛 🕢	12/02/2024
	MM/DD/YYYY
	You can add up to 5 Date(s)
Master Plan Acreage site Size (Useable)	10.00
Recommended Site size 🔞	10.00
Existing Acres (Useable) 🚱	0.00
Proposed Acres (Useable)	5.00
	Continue 🔶

Project Type

This section identifies if the project is for an elementary, middle or high school charter and indicates the number of pupil grants requested for funding.

SAB 50-04 Form	Project Type	
Site Info	Select project type 🔞	~
Project Type		
Additional Grant Request	50-09 Pupil Grants Requested	Pupil Grants Requested 🕜
Excessive Cost Hardship	K-6 50	K-6
Alternative Developer Fee /	7-8 54	7-8
Joint Use / Career Technical	9-12	9-12
Project Progress Licensed Architect	Non-Severe	Non-Severe
Licensed Design Consultant	Severe	Severe
Certification		
Review	Is this an Alternative Education School? ${oldsymbol{0}}$	Yes No
Submittal		
	← Previous	Continue

- 1. Indicate if the project type is for an elementary, middle or high school charter based on the highest grade level the charter school was approved to serve in the petition that was submitted with the Form SAB 50-09, using the following grade configurations:
 - K-6 Elementary School
 - 7-8 Middle School
 - 9-12 High School

The project type selected should be the same as the project type that was selected on the approved Form SAB 50-09.

- 2. Indicate the number of pupil grants that are being requested. The number of pupil grants requested may be equal to or less than the grants requested by grade level on the Form SAB 50-09. The applicant may not request more pupil grants, even if they were reserved on the Form SAB 50-09, than will be housed by the classrooms constructed in the new construction project, using the following classroom loading standards:
 - K-6 25 pupil grants per classroom
 - 7-12 27 pupil g
 - Special Day Class Non-Severe
 - Special Day Class Severe

27 pupil grants per classroom

- 13 pupil grants per classroom
- 9 pupil grants per classroom
- 3. Indicate if this is a 6-8 school.
- 4. If this is a 6-8 school, indicate that all K-6 pupils requested are 6th graders.
- 5. Indicate if this is an Alternative Education School. An alternative education school is a community day, a county community, a county community day, or a continuation high school as defined in SFP Regulation Section 1859.2.

6. Once the "Project Type" section is completed, click "Continue" to proceed to the next section of the funding application.

Below is a zoomed in example.

Project Type			
Select project type 🔞		l	Middle School
50-09 Pupil Grants Requested		Pupil Grants Reque	ested O
К-6	50	K-6	50
7-8	54	7-8	54
9-12		9-12	
Non-Severe		Non-Severe	
Severe		Severe	
Is this a 6-8 school? 🕖			Yes No
How many K-6 pupils reported above are sixth grad	ers?	[50
Is this an Alternative Education School? 🥑		l	Yes No
Previous			Continue 🔶

Additional Grant Request

In this section, the user will indicate if the project includes certain elements that qualify for additional grants to increase the amount of funding provided at the final apportionment.

- 1. Indicate the number of classrooms in the Division of the State Architect (DSA) approved plans.
- 2. Next, indicate if the project will include the construction of multi-level classrooms meeting the requirements in SFP Regulation Section 1859.73. If you select yes, an additional data entry screen will appear.
- 3. If multi-level classrooms will be constructed, indicate number of multi-level classrooms constructed by grade level and the number of pupils that will be housed in the multi-level classrooms by grade level. The number of pupils housed cnanot be more than the number

of pupil grants requested by grade level. Enter zero for any grade level that does not include multilevel classrooms.

- 4. Next, if multi-level classrooms will be constructed, indicate if the applciant is requesting the additional grant for multilevel construction
- 5. Click "No" to the question regarding district enrollment. CSFP applications are not eligible to receive this grant.

Below is a zoomed in example.

Additional Grant F	Request					
Total number of classroom(s)	Total number of classroom(s) on the Division of State Architect (DSA) Approved plans					
Are you planning to build Mul	ti Level classro	oms? 🛛	Yes No			
Pupil Grants Requested		Number of Multi Level Classrooms on the Division of State Architect (DSA) approved plan	Number of pupils housed in Multi Level buildings			
K-6	50	2	50			
7-8	54	2	54			
9-12		0	0			
Non-Severe		0	0			
Severe		0	0			
Are you selecting additional g 1859.73?	rant for Multi-L	evel Construction in Pursuant Section	Yes No			
Is the current district enrollme	ent 2,500 pupil	s or less? 😧	Yes No			

- 6. Next, indicate if the project will include site acquisition.
- 7. If no, enter zero for the 50 Percent Actual Cost, Appraised Value and Relocation Cost.
- 8. If yes, enter the following 50 percent values:
 - Actual Cost This cost is the price the applicant paid for the site and is usually listed as the Sales Price of Total Consideration. Do not include in the purchase price additional costs that are funded by the two percent grant, such as title charges and escrow fees on

the subject property. Site acquisition funding will be based on the lesser of the actual cost or the appraised value.

- *Appraised Value* This cost is based on a valid appraisal with a valuation date within six months of the OPSC received date for the application. See Regulation Section 1859.74.1 for what constitutes a valid appraisal. Site acquisition funding will be based on the lesser of the actual cost or the appraised value.
- Relocation cost This cost pertains to displaced businesses and residents when the site is acquired through imminent domain or for the relocation of a district facility that will be displaced by a district-owned site application. The cost must conform to Title 25, California Code of Regulations, Section 6000, et seq. If the project does not qualify for relocation costs, enter zero.
- 9. An amount equal to two percent of the lesser of the full actual cost or the appraised value (100 percent value) will auto populate for the 2 percent grant, which provides funding for appraisal, escrow, survey, site testing, CDE review/approvals, and the preparation of the Phase One Environmental Site Assessment (POESA) and the Preliminary Environmental Assessment (PEA.)
- 10. Next enter 50 percent of fees paid to the Department of Toxic Substances (DTSC) Control for DTSC review, approval, and oversight of the POESA and PEA. Do not enter any fees paid to DTSC for review and oversight of the preparation and implementation of the Response Action (RA). If no costs were incurred, enter zero.
- 11. Enter 50 percent of any hazardous waste removal costs that were required in a RA by DTSC. Include in this amount, any fees paid to DTSC for review and oversight of the preparation and implementation of the RA. The costs may not include continuous operational and maintenance costs associated with the RA. If no costs were incurred, enter zero.
- 12. If hazardous waste removal costs were incurred, indicate if they were required as part of a RA by DTSC.

Below is a zoomed in example.

Site Acquisition		
Is the district requesting the 2% grant?		Yes No
50 percent Actual Cost 🚱		\$ 5,000,000
50 percent Appraised Value 🕢		\$ 5,000,000
50 percent Relocation Cost 🚱		\$0
2 percent (min. \$25,000) 🔞		\$ 200,000
	Total	\$ 5,200,000.00
50 percent Department of Toxic Substances Control (DTSC) Fee 🔞		\$ 7,500
50 percent hazardous waste 🔞		\$ 4,500
Response Action (RA)		Yes No

- 13. Enter 50 percent of all eligible service site development costs, within school property lines.
- 14. Enter 50 percent of all eligible off-site development costs, on up to two immediately adjacent sides of the site.
- 15. Enter 50 percent of all eligible utilities' installation costs for the following:
 - Water
 - Sewage
 - Gas
 - Electric
 - Communication systems
- 16. If the project includes site acquisition, indicate if the applicant is requesting additional funding for general site development costs, which include items within school property lines such as finish grading, on-site walkways, driveways, outdoor instructional play facilities, athletic fields, landscaping, etc.

17. If the project qualifies for fire detection/alarm system, click "Yes" to request the grant.

18. If the project qualifies for automatic fire sprinkler system, click "Yes" to request the grant.

Below is a zoomed in example.

50 percent Service-Site	\$ 1,278,965
50 percent Off-Site 🕢	\$ 118,719
50 percent Utilities 😧	\$ 55,637
General Site 😧	Yes No
Fire Safety	
Automatic Fire Detection/Alarm System	Yes No
Automatic Fire Sprinkler System 🥹	Yes No
← Previous	Continue 🔶

Excessive Cost Hardship

In this section, the user will indicate if the project includes certain elements that qualify for excessive grants to increase the amount of funding provided at the final apportionment.

SAB 50-04 Form	Excessive Cost Hardship
Site Info	Is the District requesting Geographic Percent Factor increase
Project Type	See Geographical Fercent Factor inscuty county
Additional Grant Request	Geographic Percent Factor
Excessive Cost Hardship	New School Project Section 1859.83(c)(1) 🚱 Yes No
Alternative Developer Fee /	The District qualifies for Small Size Project. Does the District wish to accept 🕢 🛛 Yes No
Joint Use / Career Technical	Are you requesting Urban/Security/Impacted Site grant 🕢 Yes No
Project Progress	 SFP Regulation Section 1859.83(d)(2)(A) - Useable Acres 60% or less of California Department of Education (CDE) Recommended Site Size
Licensed Architect	• SFP Regulation Section 1859.83(d)(2)(B) - At least 60% of the classrooms in the construction plans are multistory facilities
Licensed Design Consultant	• SFP Regulation Section 1859.83(d)(2)(C) - Value of the site being acquired is at least \$750,000 per Useable Acre
Certification	Per Useable Acre Section 1859.83(d)(2)(c)
Review	← Previous Continue →

1. Indicate if the applicant is requesting a Geographic Percent Factor increase for construction costs due to the project's geographical location. To qualify for this increase, the project must

be located in a designated geographic area. To assist in determining the geographic percentage amount, please see the <u>Geographical Percent Factor</u> list by county.

- 2. If the applicant requested the Geographic Percent Factor increase, indicate the percentage for which the project qualifies.
- 3. Click "No" to the question regarding New School Project. CSFP applications are not eligible to receive this grant.
- 4. If the project qualifies for the Small Size Project grant, indicate if the project includes a request to include this grant to increase the final apportionment to help with economy of scale cost escalation in a smaller sized project. To qualify for this grant, the project must house less than 201 pupils. The number of pupils housed in a project is determined by the number of classrooms that will be constructed in the project and their grade level and loading standard, provided below. Combined projects should include the pupils housed in both applications when determining if the project qualifies for this grant.

If the Small Size Project grant is requested, indicate the percentage requested based on the number of pupils that will be housed in the project, using the classrooms that will be rehabilitated and the following classroom loading standards:

- 25 pupils in each K-6 classroom
- 27 pupils in each 7-12 classroom
- 13 pupils in each non-severe Special Day Class (SDC) classroom
- 9 pupils in each severe SDC classroom

The Small Size grant will be 12 percent of the new construction base grant for projects that house 100 pupils or less, and 4 percent of the new construction base grant for projects that house between 101 and 200 pupils.

- 4. Indicate if the proejct qualifes for the Urban/Security/Impacted Site grant and the applicant is requesting the grant. If the Urban/Security/Impacted Site is selected, enter the cost per usable acre received for site acquisitoin. For additions to existing sites, with or without additional acreage acquired, enter \$750,000.00.
- 5. Click "Continue" to proceed to the next section of the funding application.
| Excessive Cost Hardship | |
|---|---|
| Is the District requesting Geographic Percent Factor increase
See Geographical Percent Factor list by county | Yes No |
| Geographic Percent Factor | |
| New School Project Section 1859.83(c)(1) 🕢 | Yes No |
| The District qualifies for Small Size Project. Does the District wish to accept $ {old O} $ | Yes No |
| The number of pupils housed | 4% (101 - 200 pupils) 🗸 |
| Are you requesting Urban/Security/Impacted Site grant 🕢 | Yes No |
| SFP Regulation Section 1859.83(d)(2)(A) - Useable Acres 60% or less of California Dep
Site Size | artment of Education (CDE) Recommended |
| • SFP Regulation Section 1859.83(d)(2)(B) - At least 60% of the classrooms in the const | ruction plans are multistory facilities |
| • SFP Regulation Section 1859.83(d)(2)(C) - Value of the site being acquired is at least \$ | 750,000 per Useable Acre |
| For additions to existing sites, with or without additional acreage acquired, enter \$750 |),000. |
| Per Useable Acre Section 1859.83(d)(2)(c) | 2,000,000.00 |
| Previous | Continue 🔶 |

Alternative Developer Fees/Adjust Eligibility

In the *Alternative Developer Fees/Adjust Eligibility* section, districts indicate that State funds are unavailable for new construction; therefore, the district can collect Level 3 developer fees pursuant to Government Code Section 65995.7. Districts can also indicate if an adjustment is needed to their new construction eligibility baseline for classrooms added after the baseline was established and if the district has a pending reorganization election.



- 1. Charter school applicants should leave the first question blank and answer "No" to the remaining questions.
- 2. District applicants enter the amount of level three developer fees being collected, if applicable. If not applicable, leave this field blank.
- 3. District applicants, click "Yes" or "No" if any classrooms were added or replaced by the district in locally funded projects outside of an SFP application. If "Yes" is selected, indicate the number of classrooms by grade level under the *Additional* or *Replacement* columns.
- 4. District applicants click "Yes" if there is a pending reorganization.
- 5. Once the *Alternative Developer Fee/Adjust Eligibility* section is completed, click "Continue" to proceed to the next section of the funding application.

Alternative Developer Fee	Adjust Eli	gibility		
Alternative developer fee collection and report Section 1859.77	able pursuant to Re	egulation 😯 \$ 250,000		
New Construction Eligibilit	ty Adjustm	ent - Added Capaci	ity	
Adjustment to New Cons	struction E	Baseline Eligibility o		
Classroom(s) provided				
Additional 🔞		Replacement 😧		
K-6	2	K-6	2	
7-8		7-8		
9-12		9-12		
Non-Severe		Non-Severe		
Severe		Severe		

Pending Reorganization Election o

Is there a pending reorganization election that will result in a loss of eligibility for this project?

Previous Continue		
	P	Previous

No

Yes

Alternative Developer Fee / Adjust Eligibility		
Alternative developer fee collection and reportable pursuant to Regulation Section 1859.77		
New Construction Eligibility Adjustment - Added Capacity		
Pending Reorganization Election @		
Is there a pending reorganization election that will result in a loss of eligibility for Yes No this project?		
+ Previous	Continue	•

Joint Use/Career Technical Education (CTE)

In the Joint Use/CTE section, the user will indicate if:

- The facilities will be for joint use with other governmental agencies.
- The project is located on a district site that the district leases (leased site.)
- The plans for the project also include classrooms that will be funded by Career Technical Education Facilities Program (CTEFP) grants. These would be classrooms not included in this CSFP application.

Example Charter NC Application For Funding • Form SAB 50 Charter - Final Apportionment • New Cor	(50-04)	Di
SAB 50-04 Form	Joint Use / Career Technical Education (CTE)	
Site Info	Joint-Use Facility/Leased Property e	
Project Type	Joint-Use Facility Yes No	
Additional Grant Request	Leased Property Yes No	
Excessive Cost Hardship	Career Technical Education Funds Request? o	
Alternative Developer Fe	Will Career Technical Education (CTE) Funds be requested for classroom(s) Yes No included in the plans and specifications for this project No	
Joint Use / Career Techn		
Project Progress	← Previous	Continue 🔶

- 1. Indicate if the project includes a Joint Use Facility
- 2. Indicate if the project is located on a district site that is leased to the district.
- 3. Indicate if the plans for the project also include classrooms that will be funded by CTEFP grants.
- 4. If classrooms will be funded by CTEFP grants, enter the number of CTEFP-specific classrooms in the plans.
- 5. Once the "Joint Use/CTE" section is completed, click "Continue" to proceed to the next section of the funding application.

Joint Use / Career Technical Education (CTE)	
Joint-Use Facility/Leased Property	
Joint-Use Facility Yes No	
Leased Property Yes No	
Career Technical Education Funds Request?	
Will Career Technical Education (CTE) Funds be requested for classroom(s) Yes No included in the plans and specifications for this project	
• Previous	Continue 🔶

Project Progress

In this section, the user indicates if construction contracts have been awarded for the project.

Example Charter NC Application For Funding • Form SAB 50 Charter - Final Apportionment • New Cor	• (50-04) • Draft • • • • • • • • • • • • • • • • • • •	Di
SAB 50-04 Form	Project Progress	
Site Info	Has the District awarded construction contracts for this project 🚱 Yes No	
Project Type		
Additional Grant Request	Previous	Continue 🔶
Excessive Cost Hardship		
Alternative Developer Fe		
Joint Use / Career Techni		
Project Progress		N

- 1. Click "No" if the applicant has not awarded construction contracts.
- 2. Click "Continue" to proceed to the next section of the funding application.

Project Progress	
Have construction contract(s) been awarded for this project? 🚱	
← Previous	Continue 🔶

- 3. Click "Yes" if the applicant has awarded construction contracts.
- 4. Click "Add/Edit Contacts" to enter the contract information.

Have construction contract(s) been awarded for	this project? 💡	Yes	No	
Enter the date(s) of the construction contract(s) a project	awarded for this		Ad	dd/Edit Contracts
Show 5 v entries		τ	/pe to filter the n	name column
Contractor Name Contract Type C Amount	a Award a Prev	ailing Wage Notic	e to Proceed Co	onst. Del. Method
Note: Prevailing Wage only applies to contracts v	vith an Award Date betw	een 1/1/2012 and 6	/19/2014	

5. Enter all known fields, such as the contract name, award date, type and amount. The contract award date and construction delivery method must be entered for the contract to save.

The user can add as many contracts as applicable for the project by clicking "Add Contract" after a contract is saved.

Add/Edit Contract

Add New Contract

Contractor Name	XYZ Construction INC.
Contract Award Date	11/18/2024
Contract Type	Demolition ~
Contract Amount	\$ 300,000
Notice to Proceed Issued Date	11/22/2024
Construction Delivery Method	Design-Bid-Build 🗸
Related DSA Application Numbers	01-111111 × + DSA App # Image: Constraint of the end of the en
	Cancel Save

6. After the last contract has been entered, the user may close the *Add/Edit Contract* section by clicking the "x" in the upper right corner.

Add/Edit Contract

Add New Contract		
Contractor Name		
Contract Award Date	MM/DD/YYYY	
Contract Type	~	
Contract Amount		
Notice to Proceed Issued Date	MM/DD/YYYY	
Construction Delivery Method	Please select an option 🗸	
Related DSA Application Numbers	+ DSA App # ● Press the Enter ← key to save You can add up to 5 Values(s)	
	Add Contract	

- 7. The user will be returned to the *Project Progress* section, and the user can review that the contract entries were accurately reported for the application.
- 8. Once the *Project Progress* section is completed, click "Continue" to proceed to the next section of the funding application.

lave construction contract(s) been awarded for this project? 🚱	Yes No
nter the date(s) of the construction contract(s) awarded for this roject	Add/Edit Contracts
how 5 v entries	Type to filter the name column
XYZ Demolition \$300,000.0C 11/18/2024 Construction INC.	11/22/2024 Design-Bid-Build
1 total	12 and 6/19/2014

Licensed Architect

Once the user has entered the necessary information for the funding application, they will request the applicant's Licensed Architect to review the draft funding application and complete the required certification in this section. The Licensed Architect must log in to enter the DSA approval date and DSA application number to certify that any portion of the plans and specifications (P&S) requiring review and approval by DSA were approved by DSA and meet the requirements of the California Code of Regulations, Title 24, including any access compliance and fire code requirements.

Example Charter NC (50-04) 🖌 Draft

Application For Funding • Form SAB 50-04 Charter - Final Apportionment • New Construction

3 50-04 Form	I certify as the architect of record for the project or as a licensed architect that:	
Site Info	 The Plans and Specification for this project were submitted to the OPSC by elect as an alternative, if the request is for a modernization Grant, the Plans and Spec OPSC. 	ronic medium (i.e., CD-ROM, zip disk or disk ifications (P&S) were submitted in hard cop
Project Type	Any portion of the Plans and Specifications requiring review and approval by the	MM/DD/WW
Additional Grant Request	Division of State Architect (DSA) were approved by DSA on (latest date):	You can add up to 5 Date(s)
Excessive Cost Hardship	 Related Division of State Architect (DSA) Application(s) 	+ DSA App #
Alternative Developer Fee /		It Press the Enter ∉ key to save
Joint Use / Career Technical		You can add up to 5 Values(s)
Joint Use / Career Technical	 Any portion of the Plans and Specifications (P&S) not requiring review and appr the requirements of the California Code of Regulations, Title 24, including any h 	You can add up to 5 Values(s) aval by the Division of State Architect (DSA) andicapped access and fire code requirement
Joint Use / Career Technical Project Progress	 Any portion of the Plans and Specifications (P&S) not requiring review and appr the requirements of the California Code of Regulations, Title 24, including any h I certify the information listed above is correct 	You can add up to 5 Values(s) oval by the Division of State Architect (DSA) andicapped access and fire code requireme
Joint Use / Career Technical Project Progress Licensed Architect Licensed Design Consultant	Any portion of the Plans and Specifications (P&S) not requiring review and appr the requirements of the California Code of Regulations, Title 24, including any h I certify the information listed above is correct The architect on record for this project is no longer	You can add up to 5 Values(s) oval by the Division of State Architect (DSA) andicapped access and fire code requirement or available for certification
Joint Use / Career Technical Project Progress Licensed Architect Licensed Design Consultant Certification	Any portion of the Plans and Specifications (P&S) not requiring review and appr the requirements of the California Code of Regulations, Title 24, including any h I certify the information listed above is correct The architect on record for this project is no longer Architect Name	You can add up to 5 Values(s) oval by the Division of State Architect (DSA) andicapped access and fire code requirement or available for certification
Joint Use / Career Technical Project Progress Licensed Architect Career Technical Review Project Progress Project Progr	 Any portion of the Plans and Specifications (P&S) not requiring review and appr the requirements of the California Code of Regulations, Title 24, including any h I certify the information listed above is correct The architect on record for this project is no longe Architect Signature Date 	You Can add up to 5 Values(s) oval by the Division of State Architect (DSA) andicapped access and fire code requirement or available for certification

- 1. The Licensed Architect will enter the date of DSA plan approval. This is the date in the DSA approval letter. Multiple approval dates may be entered.
- 2. The Licensed Architect will enter the related DSA application numbers. The application number can be found in the DSA approval letter. Multiple application numbers may be entered.

Licensed Architect

I certify as the architect of record for the project or as a licensed architect that: 0

- The Plans and Specification for this project were submitted to the OPSC by electronic medium (i.e., CD-ROM, zip disk or diskette) or as an alternative, if the request is for a modernization Grant, the Plans and Specifications (P&S) were submitted in hard copy to the OPSC.
- Any portion of the Plans and Specifications requiring review and approval by the Division of State Architect (DSA) were approved by DSA on (latest date):

11/01/2024	×
11/29/2024	×
MM/DD/YYYY	
You can add up to 5 Date(s)	
01-11111 × 01-1111	12×
+ DSA App #	
Press the Enter	e

- 3. The Licensed Architect will then click the box to certify the information listed above is correct.
- 4. The Licensed Architect will enter the architect's full name and signature date.
- 5. The Licensed Architect will click "Certify" to sign the form.

Related Division of State Architect (DSA) Application(s)

Note - other users may enter the architect's full name and date. However, only the architect may click the blue "Certify" button to sign the required certification electronically, as shown in the screenshot below.

• Any portion of the Plans and Specifications (P&S) not requiring review and approval by the Division of State Architect (DSA) meets the requirements of the California Code of Regulations, Title 24, including any handicapped access and fire code requirements.

		I certify the information listed above is correct	
		The architect on record for this project is no longer a	vailable for certification
Architect Na	ime 😧		John Smith
Architect Sig	gnature Date 🔞		12/09/2024
			Certify Please Certify Application
← Previous			Continue 🔶

6. Once the *Licensed Architect* Section is completed, proceed to the next section by clicking "Continue."

Below is a zoomed in example.

	I certify the information listed above is correct	
	The architect on record for this project is no longer availa	ble for certification
Architect Name 🔞		John Smith
Architect Signature Date 🔞		12/09/2024
		Certified 🗸
		John Smith · Dec 9, 2024
← Previous		Continue 🔶

7. If the Licensed Architect is no longer available for certification, the District Representee may enter the DSA approval dates(s) and application numbers(s) and certify the application on their behalf, provided a certification letter is included with the application submission.

• Any portion of the Plans and Specifications (P&S) not requiring review and approval by the Division of State Architect (DSA) meets the requirements of the California Code of Regulations, Title 24, including any handicapped access and fire code requirements.

		I certify the information listed above is correct	
		The architect on record for this project is no longer as	vailable for certification
Architect N	ame		Jane Smith
Architect S	ignature Date 🔞		12/09/2024
			Certify Please Certify Application

8. Once the *Licensed Architect* Section is completed, proceed to the next section by clicking "Continue."

Below is a zoomed in example.

 Any portion of the Pla (DSA) meets the requirements. 	ans and Specifications (P&S) not requiring review and app irements of the California Code of Regulations, Title 24, in	roval by the Division of State Architect cluding any handicapped access and fire
	I certify the information listed above is correct	
	The architect on record for this project is no longer	available for certification
Architect Name 🔞		Jane Smith
Architect Signature Date		12/09/2024
		Certified ✔ Jane Smith · Dec 9, 2024
← Previous		Continue 🔶

Licensed Design Consultant

Like the Licensed Architect section, the District's Licensed Design Consultant will review the draft funding application and complete the required certification that the P&S meets the requirements of Title 24.

Please note that until this section is certified by the Licensed Design Consultant, the left-hand navigation will display an orange exclamation point, as shown in the screenshot below.

Below is a zoomed-in example.

I certify as the archited	t of record for the project or the appropriate design profession	onal, that:
If the request is for have developed a Plans and Specifi grant amount pro Incentive Grant. T available at the d	r a New Construction Grant, not including the Overcrowding Rel cost estimate of the proposed project which indicates that the e :ations (P&S) including deferred items (if any) relating to the pro vided by the State and the district's matching share, less site acc his cost estimate does not include site acquisition, planning, tes strict for review by the OPSC.	ief Grant (Overcrowding Relief Grant (ORG)), I estimated construction cost of the work in the posed project, is at least 60 percent of the total quisition costs and the High Performance Base ts, inspection, or furniture and equipment and
If the request is for the proposed pro including deferre amount provided does not include	r a Modernization or Charter School Facilities Program Rehabilit ect which indicates that the estimated construction cost of the w d items and interim housing (if any) relating to the proposed proj by the State and the district's matching share, less the High Perf planning, tests, inspection or furniture and equipment and is ava	ation Grant, I have developed a cost estimate o work in the Plans and Specifications (P&S), ject, is at least 60 percent of the total grant formance Base Incentive Grant. This cost estima ailable at the district for review by the OPSC.
	I certify the information listed above is correct 🔞	
	I certify the information listed above is correct ② The Design Consultant on record for this project is r	no longer available for certification
Design Consultant Nam	I certify the information listed above is correct The Design Consultant on record for this project is r ?	no longer available for certification
Design Consultant Nam	I certify the information listed above is correct The Design Consultant on record for this project is r The Date	no longer available for certification

Please note other users may enter the licensed design consultant's full name and date. However, only the Licensed Design Consultant may click the blue "Certify" button to sign the required certification electronically, as shown in the screenshot below.

- 9. The Licensed Design Consultant will click the box to certify the information listed above is correct.
- 10. The Licensed Design Consultant will enter their full name and signature date.
- 11. The Licensed Design Consultant will click "Certify" to sign the form.

 If the request is for estimate of the price of the price of the price of the tot percent of the tot Base Incentive Grinavailable at the distance of the tot 	or a Modernization or Charter School Facilities Program Reh roposed project which indicates that the estimated constru- &S), including deferred items and interim housing (if any) re al grant amount provided by the State and the district's ma ant. This cost estimate does not include planning, tests, ins istrict for review by the OPSC.	abilitation Grant, I have developed a cost ction cost of the work in the Plans and elating to the proposed project, is at least 60 tching share, less the High Performance pection or furniture and equipment and is
	I certify the information listed above is correct	
	The Design Consultant on record for this project i	is no longer available for certification
Design Consultant Nam	e 😯	John Smith
Design Consultant Signa	ature Date 😧	12/09/2024
		Certify

12. Once the *Licensed Design Consultant* section is completed, proceed to the next section by clicking "Continue."

Below is a zoomed-in example.

	I certify the information listed above is correct 💡	
	The Design Consultant on record for this project is n	o longer available for certification
Design Consultant Name 💡		John Smith
Design Consultant Signature E	ate 🕜	12/09/2024
		Certified ✔ John Smith • Dec 9, 2024
← Previous		Continue 🗲

13. If the Licensed Design Consultant is no longer available for certification, the District Representee may certify the application on their behalf, provided a certification letter is included with the application submission.

•	If the request is for estimate of the pro Specifications (P& percent of the tota Base Incentive Gra available at the dis	a Modernization or Charter School Facilities Program Ref oposed project which indicates that the estimated constru- S), including deferred items and interim housing (if any) re I grant amount provided by the State and the district's ma nt. This cost estimate does not include planning, tests, ins strict for review by the OPSC.	habilitation Grant, I have developed a cost action cost of the work in the Plans and elating to the proposed project, is at least 60 atching share, less the High Performance spection or furniture and equipment and is
		I certify the information listed above is correct	9
		The Design Consultant on record for this project	is no longer available for certification
Desi	gn Consultant Name	0	Jane Smith
Desi	gn Consultant Signa	ture Date 💡	12/09/2024
			Certify

14. Once the *Licensed Design Consultant* section is completed, proceed to the next section by clicking "Continue."

Below is a zoomed-in example.

If the request is for a Modernization or Charter School Facilities Program Rehabilitation Grant, I have developed a cost estimate of the proposed project which indicates that the estimated construction cost of the work in the Plans and Specifications (P&S), including deferred items and interim housing (if any) relating to the proposed project, is at least 60 percent of the total grant amount provided by the State and the district's matching share, less the High Performance Base Incentive Grant. This cost estimate does not include planning, tests, inspection or furniture and equipment and is available at the district for review by the OPSC.

	I certify the information listed above is correct @	
	The Design Consultant on record for this project is no	longer available for certification
Design Consultant Name 🔞		Jane Smith
Design Consultant Signature Da	Design Consultant Signature Date 🕜	
		Certified 🗸
		Jane Smith · Nov 18, 2024

Previous

Certification

In this final section of the application, the designated representative of the applicant will certify to the requirements for submitting a Form SAB 50-04. Only the authorized Charter Representative (charter applicants) or District Representative/Superintendent (district applicants) may complete the certification section.



1. Enter the date a resolution or other appropriate documentation supporting this application under Article 12.5, Part 10, Division 1, commencing with Section 17070.10, et. seq., of the Education Code was adopted by the School District's governing Board or the governing board or other equivalent authority of the Charter School. This date must be prior to the submittal date of the application.

Note that the certification on the 50-04 will not indicate if the certification is by a charter school representative or district representative, like the Form SAB 50-09. "District Representative" on the 50-04 certification means the authorized representative of the applicant.

Certification

I certify, as the District Representative, that the information reported on this form, with the exception of items 22 and 23, is 1 and correct and that:

- I am an authorized representative of the district as authorized by the governing board of the district; and,
- A resolution or other appropriate documentation supporting this application under Chapter 12.5, Part 10, Division 1, commencing with Section 17070.10, et. seq., of the Education Code was adopted by the school district's governing board or the designee of the Superintendent of Public Instruction on,

6.1

board of the district; and,	*
11/07/2024	ł

and the state of the first state of the stat

2. The user must review the entire Certification section using the scroll bar.

Below is a zoomed-in example.

Certification

.

I certify, as the District Representative, that the information reported on this form, with the exception of items 22 and 23, is 1 and correct and that:

and the second second second second second

•	am an authorized representative of the district as authorized by the gove	rning board of the district; and,	
•	A resolution or other appropriate documentation supporting this application under Chapter 12.5, Part 10, Division 1, commencing with Section 17070.10, et. seq., of the Education Code was adopted by the school district's governing board or the designee of the Superintendent of Public Instruction on,	11/07/2024	
•	The district has established a "Restricted Maintenance Account" for exclus major maintenance of school buildings and has developed an ongoing an complies with and is implemented under the provisions of Education Code (refer to Sections 1859.100 through 1859.102); and,	ive purpose of providing ongoing and d major maintenance plan that e Section 17070.75 and 17070.77	i
•	The district has considered the feasibility of the joint use of land and facili agencies in order to minimize school facility costs; and,	ties with other governmental	П

Scroll to bottom to Certify app.

- 3. Once the designated representative has completed reviewing and entering all the required fields, click "Yes" to agree to the terms of the certification.
- 4. Enter charter school or district representative's information such as phone number, full name, and signature date.
- 5. Click "Continue" to proceed to the Review section.

I verify, I have read and agree to the above terms and certification information Date	Yes No 12/09/2024
District Representative / Superintendent Phone Number	(111) 111-1111
Phone Extension (optional)	
District Representative / Superintendent Name	Jane Smith
Previous	Continue 🔶

Review

After completing the certification section, the user will review all previous sections and make any final edits. Any incomplete sections will be flagged with an orange exclamation point.

1. Click on the section with an orange exclamation point to see what information is missing.

Below is a zoomed in example

Dashboard / Application / Draft 1 Example Charter NC (Application For Funding • Form SAB 50-04 (Charter - Final Apportionment • New Construct	50-04) Draft ition
SAB 50-04 Form	Review
Project Type	Site Info
Additional Grant Request	Project to be located on 🚱
Excessive Cost Hardship	The Project is at an existing school site:

- 2. Click "Edit Page."
- 3. The missing required fields will display with red text as (required).

SA	SAB 50-04 Form Additional Grant Request					
0	Site Info	Total number of classroom(s) on the Division of State Architect (DSA) Approved plans				10
0	Project Type	Are used allowing to build Multi				
•	Additional Grant Request	Are you planning to build Multi	Are you planning to build multi Level classrooms? 🖤			
0	Excessive Cost Hardship	Pupil Grants Requested		Number of Multi Level Classroom on the Division of State Architect	IS	Number of pupils housed in Multi Level buildings
e	Alternative Developer Fee /		50	(DSA) approved plan		-
0	Joint Use / Career Technical	К-6	50	2		50
0	Project Progress	7-8	54	2		54
0	Licensed Architect	9-12	54	2		54
0	Licensed Design Consultant	Non-Severe	26	2		26
0	Certification					
0	Review	Severe	18	2		18
	Submittal					
		Are you selecting additional gr 1859.73?	ant for Multi-Lev	el Construction in Pursuant Section		Yes No
		Is the current district enrollme	nt 2,500 pupils o	r less? 🕜		Yes No
		Site Acquisition				
		Is the district requesting the 2% grant?			Pl	Yes No ease answer question
		50 percent Actual Cost 🔞				\$ 5,000,000
				_		
					Edit Page	2 →

- 4. Enter the missing information.
- 5. Click "Continue" to save the information.

Site Acquisition		
Is the district requesting the 2% grant?		Yes No
50 percent Actual Cost 🔞		\$ 5,000,000
50 percent Appraised Value 🕜		\$ 5,000,000
50 percent Relocation Cost 📀		\$0
2 percent (min. \$25,000) 🕜		\$ 200,000
	Total	\$ 5,200,000.00
← Previous		Continue 🔶

- 6. Once all required entries are completed, the left navigation will display only green checkmarks.
- 7. Click "Submittal" to continue with submitting the application.

Below is a zoomed-in example.

SAB 50-04 Form		Review				
0	Site Info					
0	Project Type	Site Info				
0	Additional Grant Request	Project to be located on 🕢	New Site			
0	Excessive Cost Hardship	The Project is at an existing school site:				
0	Alternative Developer Fee /	Select the appropriate school or site for this application	Example Charter			
0	Joint Use / Career Technical	Select the appropriate school of site for this application 😈				
0	Project Progress	California Department of Education (CDE) Site Approval Date $ {m arphi} $	11/01/2023			
0	Licensed Architect	California Department of Education (CDE) Plan Approval Date 🕢	11/29/2024			
0	Licensed Design Consultant	Master Plan Acreage site Size (Useable) 🔞	10.00			
0	Certification	December of a Cite size O	10.00			
-	Review	Recommended Site size 🥑				
۲	Submittal	Existing Acres (Useable)	0.00			

8. The user may also scroll to the bottom of the screen and click "Continue" to continue with submitting the application.

I verify, I have read and agree to the above terms and certification information	Yes
District Representative / Superintendent Name	Jane Smith
District Representative / Superintendent Phone Number	(111) 111-1111
Phone Extension (optional)	(not answered)
Date	12/09/2024
	Edit Page →
← Previous	Continue 🔶

Submittal

In this section, the authorized Charter School Representative or District Representative/Superintendent will upload all supporting documents, complete the final certification, and submit the paperless application.

Example Charter NC (Application For Funding • Form SAB 50-04 Charter - Final Apportionment • New Constru	50-04) ℯ Draft ֎
SAB 50-04 Form	Submittal
Site Info	This State Allocation Board School Facility Program Application for Funding is being submitted electronically via OPSC Online.
Project Type	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
Additional Grant Request	User ID. Submittal from these accounts is considered to be a unique electronic signature for purposes of Application for Funding submittals. A printed, wet-signature request does not need to be mailed to OPSC.
Excessive Cost Hardship	 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.
Alternative Developer Fee /	I have uploaded all required documents required on the Application for Funding OPSC Application Submittal Checklist.
Joint Use / Career Technical	Upload file(s) All uploaded files for this application are always available on the Application Dashboard.
Project Progress	I certify, as the School District Superintendent, Authorized School District Representative, Charter School Representative, or Joint Power Authority Representative, that I have reviewed the request and that the information certified on this request is true and
 Licensed Architect 	correct; and that I am the School District Superintendent, Authorized School District Representative, Charter School Representative, or Joint Power Authority Representative.
Licensed Design Consultant	
Certification	Submit Paperless Application
📀 Review	Previous
Submittal	

1. Click the blue "Upload file(s)" button to upload any supporting files for this application.

Below is a zoomed-in example.

Submit

This State Allocation Board School Facility Program Application for Funding is being submitted electronically via OPSC Online.

- Requests may only be submitted by a School District Superintendent, Authorized School District Representative, Charter School Representative, or Joint Power Authority (JPA) Representative who is signed in to OPSC Online with their corresponding OPSC Online User ID. Submittal from these accounts is considered to be a unique electronic signature for purposes of Application for Funding submittals. A printed, wet-signature request does not need to be mailed to OPSC.
- Districts and OPSC staff will be able to access uploaded files at any time and can upload new version or additional files at any time.
- Once an applicant has upload a file, the file cannot be removed by the applicant.

I have uploaded all required documents required on the Application for Funding OPSC Application Submittal Checklist.

Upload file(s) All uploaded files for this application are always available on the Application Dashboard.

I certify, as the School District Superintendent, Authorized School District Representative, Charter School Representative, or Joint Power Authority Representative, that I have reviewed the request and that the information certified on this request is true and correct; and that I am the School District Superintendent, Authorized School District Representative, Charter School Representative, or Joint Power Authority Representative.

🖪 Submit Paperless Application

 Click "Browse Files" to locate the documents. Prior to uploading any documents, ensure file names clearly identify the document type. When uploading documents that are larger than 20 MB, please either resize to less than 20 MB or submit in multiple parts that are less than 20 MB.

	Upload Files			×
-04) 🧳		Bro	wse files	
	File Name 🗘	Document Type 💲	Description 🗘	Uploaded Date $\hat{\downarrow}$
	0 total			
Submittal				
This State Allocatio				
Requests m Representa	Please stay here until fi	le upload(s) complete		Cancel Upload Files
User ID. Sub submittals. Districts and Once an app	A printed, wet-signature re d OPSC staff will be able to plicant has upload a file, th	quest does not need to be mailed to OP3 access uploaded files at any time and ca e file cannot be removed by the applican	SC. n upload new version or additio	nal files at any time.

- 3. After a document has been selected, it will be listed under the File Name column. Select a Document Type and Description from the drop-down box. If there is no Document Type and Description listed that accurately identifies the document, click "Other" in both fields.
- 4. After all files have been selected and identified, click "Upload Files" to upload the files to the application.

Upload Files

	Browse file	15	
File Name 🗘	Document Type 🗘	Description 🗘	Uploaded Date 🗘
DSA Plan Approval Letter.pdf <mark>Remove</mark>	Division of the State A 🛛 🗸	DSA Plan Approval Le 🛛 🗸	12/09/2024
Site Purchase Document.pdf Remove	Site Acquisition	Escrow Closing staten 💙	12/09/2024
Appraisal.pdf Remove	Site Acquisition	Appraisal of Property 🗸	12/09/2024
CDE Site Approval Letter.pdf Remove	California Departmen 🛛 🗸	Final Site Approval Le 💙	12/09/2024
CDE Plan Approval Letter.pdf Remove	California Departmen 🛛 🗸	Final Plan Approval Le 💙	12/09/2024
5 total			
Please stay here until file upload(s) complete		Cancel Upload Files

5. If a file was selected in error and needs to be removed, click "Remove" next to the file name to remove the file prior to uploading.

×

Upload Files

	Browse	files	
File Name 🗘	Document Type 🗘	Description 🗘	Uploaded Date 🗘
DSA Plan Approval Letter.pdf	Division of the State A	DSA Plan Approval Le 🗸	12/09/2024
Site Purchase Document.pdf Remove	Site Acquisition	Escrow Closing staten 🗸	12/09/2024
Appraisal.pdf Remove	Site Acquisition	Appraisal of Property 🗸	12/09/2024
CDE Site Approval Letter.pdf Remove	California Departmen 🔹	Final Site Approval Le 🗸	12/09/2024
CDE Plan Approval Letter.pdf Remove	California Departmen 🔹	Final Plan Approval Le 🗸	12/09/2024
5 total			
Please stay here until file upload(s) complete		Cancel Upload Files

×

6. If "Upload Files" has been clicked, but the file has not been identified as uploaded, click "Cancel" and the upload process will be cancelled, and the file can be removed. Once a file has been uploaded, the user will not be able to remove it.

Upload Files

	Browse fi	les	
File Name 🤤	Document Type 🗘	Description 🗘	Uploaded Date 🗘
DSA Plan Approval Letter.pdf 71 🎲	Division of the State A	DSA Plan Approval Le 🗸 🗸	12/09/2024
Site Purchase Document.pdf 71 🔅	Site Acquisition	Escrow Closing staten 🗸	12/09/2024
Appraisal.pdf	Site Acquisition	Appraisal of Property 🗸	12/09/2024
CDE Site Approval Letter.pdf 35 🗇	California Departmen 🛛 🗸	Final Site Approval Le 🛛 🗸	12/09/2024
CDE Plan Approval Letter.pdf	California Departmen 🛛 🗸	Final Plan Approval Le 🗸 🗸	12/09/2024
5 total			
Please stay here until file upload(s) complete		Cancel

×

7. Once the documents have been uploaded, the text Successfully Uploaded will display underneath the document file name. After all documents have been uploaded, close the *Upload Files* section by clicking "Done."

Upload Files			×
	Brows	se files	
File Name 🗘	Document Type 🗘	Description 🗘	Uploaded Date 🗘
DSA Plan Approval Letter.pdf Successfully Uploaded	Division of the State A	♥ DSA Plan Approval Le ♥	12/09/2024
Site Purchase Document.pdf Successfully Uploaded	Site Acquisition	✓ Escrow Closing staten ✓	12/09/2024
Appraisal.pdf Successfully Uploaded	Site Acquisition	✓ Appraisal of Property ✓	12/09/2024
CDE Site Approval Letter.pdf Successfully Uploaded	California Departmen	✔ Final Site Approval Le	12/09/2024
CDE Plan Approval Letter.pdf Successfully Uploaded	California Departmen	♥ Final Plan Approval Le ♥	12/09/2024
5 total			
Please stay here until file upload(s) complete		Done Upload Files

- 8. After the documents have been uploaded, click the box indicating all required documents have been uploaded.
- 9. Next, click the final certification box then click "Submit Paperless Application" to submit the application.

Reminder: only an Authorized District Representative or Charter Representative can submit the application.



1. After submittal, the user will proceed to a confirmation page displaying the assigned application number for the project.

Example Charter NC (50-04) 🧳 Submitted



54/67439-00-010

Application For Funding • Form SAB 50-04 📀 Charter - Final Apportionment • New Construction

AB 50-04 Form	Submittal	
	Vour Application #: 54/67439-00-010	nitted to OPSC.
	Submittal Date: 12/09/2024	
	What's Next	Application Options
	Please review this application's uploaded documents on the Application Dashboard to	Upload Remaining Files
	documents not uploaded within 7 working days after the submittal date 2024-12-09 04:47 PM will lead to the application being rejected.	Ensure your application is completed by uploading any remaining documents now.
	The completed State Allocation Board form can be downloaded here at anytime but is no longer necessary to sign and mail in. A complete paperless submission is all OPSC will need	Review Required Documents
	to begin processing your funding application.	🕹 Download Completed Form
		Go To Application Dashboard
	Previous	
Review		

2. The user may notate the application number and nickname from the main dashboard for future access.

Below is a zoomed in example.

Submittal	
This paperless application was successfully subr Your Application #: 54/67439-00-010 Submittal Date: 12/09/2024	nitted to OPSC.
What's Next Please review this application's uploaded documents on the Application Dashboard to ensure all required application documents are uploaded and properly named. Required documents not uploaded within 7 working days after the submittal date 2024-12-09 04:47 PM will lead to the application being rejected. The completed State Allocation Board form can be downloaded here at anytime but is no longer necessary to sign and mail in. A complete paperless submission is all OPSC will need to begin processing your funding application.	Application Options Upload Remaining Files Ensure your application is complete by uploading any remaining documents now. Review Required Documents Download Completed Form G Go To Application Dashboard

- 3. At the confirmation page, the user may do the following:
 - Upload additional documents after the submittal by clicking "Upload Remaining Files"
 - View a list of required documents by clicking "Review Required Documents"
 - Download a PDF version of the online application by clicking on "Download Completed Form."
 - Go to the dashboard for this application by clicking "Go to Application Dashboard."



4. At this point, the application submittal process is complete. To go to the dashboard for this application, click "Go to Application Dashboard."

Creating a Charter Application for Funding (Form SAB 50-04) in OPSC Online – Rehabilitation

Introduction

If an applicant previously submitted an *Application for Preliminary Apportionment* (Form SAB 50-09) and meets all program requirements to convert a preliminary apportionment to a final apportionment, the applicant may submit an *Application for Funding* (Form SAB 50-04.)

User Dashboard

Upon login, the user is directed to the user dashboard. The user dashboard displays all applications created by authorized users. The District Representative and Superintendent can review all district-specific applications. District Delegates can view applications for all school districts they are authorized to access. The Charter School Representative and Charter School Delegates can view CSFP applications for all school districts they are authorized to access.

Users can create a Form SAB 50-09 during specified filing rounds, check existing applications' statuses, and view drafted applications not yet submitted from the user dashboard.

To sort applications, click on any column header. Users can search for an application by entering the application number in the search field and clicking "Search All." All Forms (funding, grant agreement, fund release, or expenditure report) submitted for that application will appear. Note that Form SAB 50-04s for CSFP applications are not created from the user dashboard; they are created from the application dashboard of the applicable submitted Form SAB 50-09.

Below is an example of the user dashboard. Refer to Section 1 of this user manual for more information on navigating the user dashboard.

Yaon *									Contact Us	Settin	gs Welcome Jan
Public School Construction	n					¢					
					Pro	ject Reporting _{Seto}	Resources	Grants	Enrollment Projection	Users Di	strict Dashboard
ashboard											
Funding Applicatio	ns										
Create New SFP Funding Applicat	ion 🏦 Create Net	w Preschool/TK/FDK Funding	Application			G	Q	Filter 22 ap	plications		Search All
Application Name 🗘	Project Type 💲	Status 0	OPSC App # 💲	School/Site 0	Dist	rrict 0		Project Track Number 0	ing OPSC Received	≎ Las	Updated 🗘
Example Charter Rehab (50-09)	Charter Rehab	OPSC Reviewing	54/67439-00-011	Example Charter	Sac	ramento City Unified		67439-326	11/27/2024	12/	9/2024
Example Charter NC (50-04)	Final Charter NC	Submitted	54/67439-00-010	Example Charter	Sac	ramento City Unified		67439-326	12/09/2024	12/	9/2024

1. To create a Form SAB 50-04 for a CSFP project, click on the Form SAB 50-09 application for the charter school from the listed applications. The Project Type for a Rehabilitation Form SAB 50-09 will be *Charter Rehab*. The Project Type for a Rehabilitation Form SAB 50-04 will be *Final Charter Rehab*.

Below is a zoomed-in example.

Dashboard

Funding Applications

Create New SFP Funding Applicat	tion 🏛 Create New	v Preschool/TK/FDK Funding A	pplication	
Application Name 🗘	Project Type 🗘	Status 🗘	OPSC App # 🗘	School/Site 🗘
Example Charter Rehab (50-09)	Charter Rehab	OPSC Reviewing	54/67439-00-011	Example Charter
Example Charter NC (50-04)	Final Charter NC	Submitted	54/67439-00-010	Example Charter

2. This will take you to the application dashboard for the application.

Cheon *							Contact Us	🗢 Se	ttings	Welcome Jane
Different School Construction				¢		#		£ 2 2	≜ ≡	*
				Project Reporting βeta	Resources	Grants	Enrollment Projection	Users	District	Dashboard
Dashboard / Application										
54/67439-00-011 Example Charter Rehab (50-09) (OPSC Reviewing) PTI: 6743 Received Date: 54/67439-00-011 District-67439 Sacramento City United + School (Site: Example Charter School Preliminary Apportionment + Form SAB 50-09 Control Name Second						67439 - 326 Edit Date: 11/27/2024 Example Charter cramento County				
50-09 Create Linked Final Charter	Charter – Preliminary Apportionn	nent • Rehabilitation								
Example Charter Rehab (50-09)	Submitted Version	S								
OPSC Reviewing	Name 0	Status 🗘	Version Received Date 🔅	Submitted By \cite{c}	Upd	ated 0	0			
Charter Rehab	Version 1	OPSC Reviewing	11/27/2024	Jane Smith	11/2	7/2024	Ор	tions 💌		

Create Linked 50-04

1. To create a linked Form SAB 50-04, click on "Create Linked Final Charter" on the left-hand navigation on the preliminary apportionment's application dashboard.

Below is a zoomed-in example.



Please note that users with delegate access can prepare the Funding Application. However, only the Charter Representative (charter school applicants) or District Representative/Superintendent (district applicants) can submit an application.

2. Once selected, the application system will ask the user for the funding application type and application nickname. Note that the field, *Select a linked application type* will auto-populate with *Funding Phase 50-04 Charter* as shown below.

Dashboard / Application			
54/67439-00-011 Charter - Preliminary Apportionment	Create Linked Application		
50-09	Select a linked application type	Funding Phase 50-04 Charter	~
Create Linked Final Charter			
	Select the type of funding application: Θ		~
Example Charter Renab			
OPSC Reviewing	Please enter application nickname		
Charter Rehab			
		Clear Create Linker	d App

- 3. Select *Rehabilitation* as the type of funding application.
- 4. Enter an application nickname. The nickname can be any identifying name the applicant chooses.
- 5. Once all fields are completed, click "Create Linked App" to begin the application process.

Below is a zoomed-in example.

Create Linked Application	
Select a linked application type	Funding Phase 50-04 Charter 🗸
Select the type of funding application: 🕜	Rehabilitation ~
Please enter application nickname	Example Charter Rehab (50-04)
	Clear Create Linked App

6. The text Successfully Created will be displayed, and another application component will appear on the left-hand side of the application's dashboard, located above the 50-09 tile.

54/67439-00-011 Charter - Preliminary Apportionment	Example Char 54/67439-00-011	ter Rehab (50-09)	OPSC Reviewing		District: 67439 Sa	PTN: 67439 - 326 Edit Received Date: 11/27/2024 cramento City Unified • School/Site: Example
50-04	Application For Charter Scho Charter – Preliminary Appor	tionment • Rehabilitation	m 548 50-09 🚱			Charter County Name: Sacramento County
Example Charter Rehab	Submitted Versi	ions				
Draft Final Charter Rehab	Name 0	Status 0	Version Received Date 0	Submitted By 🗘	Updated 0	•
50-09	Version 1	OPSC Reviewing	11/27/2024	Jane Smith	11/27/2024	Options 🔻
Example Charter Rehab	Drafts					New Blank Draft
OPSC Reviewing			No	Drafts		Application created Sucessfully created linked application

 Click anywhere in the white box area that says "Draft" to access the Form SAB 50-04 *Application Dashboard*. This will take you to the application dashboard for the Form SAB 50-04. The box under the text "50-04" that was previously white will now be blue.

Below is a zoomed-in example.

Dashboard / Application

54/67439-00-011

Charter - Preliminary Apportionment

50-04

Example

54 / 67439 - 00 Application For Cha Charter – Prelimina


8. Click anywhere in the white row in the center of the page that says "Draft" to begin the application process.

Dashboard / Application							
54/67439-00-011 Charter - Final Apportionment	Example Charte Application For Funding • For Charter - Final Apportionment	m SAB 50-04 @		aft		District: 67439 Si	PTN: 67439 - 326 Edit acramento City Unified • School/Site: Example Charter
50-04							county value. Sacramento county
Example Charter Rehab	Submitted Versio	ns					
> Draft				No Submit	ted Versions		
Final Charter Rehab	Drafts						New Blank Draft
50-09							
Example Charter Rehab	Name 🗘	Status 🗘	Crea	ted By 🗘	Last Edited By \cap{alpha}	Updated 🗘	\$
>	Draft 1	Draft	Jane	Smith	Jane Smith	12/09/2024	Options 💌
							ß

Below is a zoomed-in example.

Name 🗘	Status 🗘	Created By $\hat{~}$	Last Edited By $\hat{\circ}$	Updated 🗘
Draft 1	Draft	Jane Smith	Jane Smith	12/09/2024

Site Info

The Form SAB 50-04 is comprised of 11 sections (as listed on the navigation pane on the lefthand side of the screen).

Below is a zoomed-in example.



The first section of the application is *Site Info*. This section provides information about where the project is located and California Department of Education (CDE) approval dates.

Cample Charter Reha lication For Funding • Form SAB 50-04 rter - Final Apportionment • Rehabilitation	b (50-04) 🥜 Draft	
SAB 50-04 Form	Review	
Site Info		
Project Type	Site Info	
Excessive Cost Hardship	Project to be located on @	(required)
Alternative Developer Fee /	The Project is at an existing school site:	
Joint Use / Career Technical	Select the appropriate school or site for this application $ oldsymbol{ heta}$	Example Charter
Licensed Architect	California Department of Education (CDE) Plan Approval Date 🚱	(not answered)
Licensed Design Consultant	Recommended Site size 🕑	(not answered)
Certification	Existing Acres (Useable)	(not answered)
Review Submittal	Total number of classroom(s) on the Division of State Architect (DSA) Approved plans	(hot answered too)
		(not answered)

1. Click "Edit Page" to enter information.

Site Info	
Project to be located on 🕜	(required)
The Project is at an existing school site:	
Select the appropriate school or site for this application $ oldsymbol{0} $	Example Charter
California Department of Education (CDE) Plan Approval Date 🕢	(not answered)
Recommended Site size 🕜	(not answered)
Existing Acres (Useable) 🕜	(not answered)
Total number of classroom(s) on the Division of State Architect (DSA) Approved plans	(not answered)
	Edit Page →

- 2. Indicate where the project will be located from the list of available options:
 - *Leased Site*: The project is on a district site that is not owned by the district and meets the requirements outlined in School Facility Program (SFP) Regulation Section 1859.22. Do not select leased site if the charter school is leasing a site from a district and the site is owned by the district.
 - *Existing Site with No Additional Acreage Acquired*: The rehabilitation project will not include acquiring additional land to the existing school site. Note that if this project is combined with a new construction project that includes the acquisition of additional acreage, this should be indicated on the new construction application.

Note that the field, *Select the appropriate school or site for this application* will auto-populate with the school or site that was selected on the Form SAB 50-09. If the site listed is incorrect, please email <u>OPSCApplicationReviewTeam@dgs.ca.gov</u> to request to add or correct the site in the application system.

Site Info

Project to be located on 😧			Existing Site without Additional A	~
The Project is at an	existing school	site:		
Select the appropriate school or site	for this application 🔞		Example Charter	*
Site Detail				
	School/Site Name:	Example Charter		
	CDS (county-district- school) Code:	90113000		
	Grade-Level:	6-8		
	Street Address:	123 Education Street		
	City:	Sacramento		
	State:	CA		
	Zip Code:	12345		

- 3. Enter the date of the CDE final plan approval letter.
- 4. Enter the CDE recommended site size provided in the CDE final plan approval letter.
- 5. Enter the existing acres provided in the CDE final plan approval letter.
- 6. Once the *Site Info* section is completed, click "Continue" to proceed to the next section of the funding application.

California Department of Education (CDE) Plan Approval Date 🔞	11/01/2024
	MM/DD/YYYY You can add up to 5 Date(s)
Recommended Site size 🕜	10.00
Existing Acres (Useable)	5.00
Total number of classroom(s) on the Division of State Architect (DSA) Approved plans	7
	Continue 🔶

Project Type

This section identifies if the project is for an elementary, middle or high school charter and indicates the amount of eligible square footage requested for funding.

SAB 50-04 Form	Project Type	
Site Info	Select project type 🔞	~
Project Type		da Javal0
Excessive Cost Hardship	How many classrooms will be renabilitated by grad	
Alternative Developer Fee /	R0	
Joint Use / Career Technical	7-8	
Project Progress	9-12	
Licensed Architect	Non-Severe	
Licensed Design Consultant		
Certification	Severe	
Review	Is this an Alternative Education School? 😧	Yes No
Submittal	Charter School Facilities Program Rehabilitation Request	Yes No
	+ Previous	Continue 🔶

- 1. Indicate if the project type is for an elementary, middle or high school charter based on the highest grade level the charter school was approved to serve in the petition that was submitted with the Form SAB 50-09, using the following grade configurations:
 - K-6 Elementary School
 - 7-8 Middle School

• 9-12 High School

The project type selected should be the same as the project type that was selected on the approved Form SAB 50-09.

 Indicate the number of eligible classrooms by grade level that will be rehabilitated in the project. To be eligible, a classroom is at least 15 years of age or older, at the time the Form SAB 50-09 was submitted. An eligible rehabilitation project must contain at least one classroom.

Below is a zoomed in example.

Project Type				
Select project type 🔞	High School 🗸			
How many classrooms will be rehabilitated by grad	de level?			
K-6	1			
7-8	2			
9-12	4			
Non-Severe				
Severe				

- 3. Indicate if this is an Alternative Education School. An alternative education school is a community day, a county community, a county community day, or a continuation high school.
- 4. Click "Yes" to indicate this is a Charter School Facilities Program Rehabilitation request.
- 5. Enter the eligible toilet and non-toilet square footage amounts. The be eligible, the square footage must have been approved as part of the Form SAB 50-09 submittal. The amount of square footage requested on the Form SAB 50-04 may be equal to or less than the square footage requested on the Form SAB 50-09.
- 6. Once the *Project Type* section is completed, click "Continue" to proceed to the next section of the funding application.

Is this an Alternative Education School? 😧	Yes No
Charter School Facilities Program Rehabilitation Request	Yes No
Toilets (sq. ft.)	960.00
Other (sq. ft.)	9,600.00
Previous	Continue 🔶

Excessive Cost Hardship

In this section, the user will indicate if the project includes certain elements that qualify for additional funding due to excessive costs associated with the project.

SAB 50-04 Form	Excessive Cost Hardship
Site Info	Are you requesting an increase for Geographic Location?
Project Type	See Geographical Percent ractor has by county
Excessive Cost Hardship	Geographic Percent Factor
() Alternative Developer Fee /	If the District is requesting the following grants please complete the below:
	Accessible Fire Code
Joint Use / Career Technical	50% of minimum work
Project Progress	
Licensed Architect	
Licensed Design Consultant	Number of 2-stops Elevators required by Division of State Architect (USA) in the project
Certification	Number of Additional Stops
Review	Are you requesting an increase for Small Size Project? 🚱 Yes No
Submittal	Is the District requesting the Urban/Security/Impacted Site grant? 🕜 Yes No
	• SFP Regulation Section 1859.167.3(c) - Useable Acres 60% or less of CDE Recommended Site Size
	← Previous Continue →

- Indicate if the applicant is requesting a Geographic Percent Factor increase for construction costs due to the project's geographical location. To qualify for this increase, the project must be located in a designated geographic area. To assist in determining the geographic percentage amount, please see the <u>Geographical Percent Factor</u> list by county.
- 2. If the applicant requested the Geographic Percent Factor increase, indicate the percentage for which the project qualifies.

- 3. Next, indicate if the applicant is requesting the grant for accessibility/fire code. This funding is available to all rehabilitation projects for accessibility and fire code requirements.
- 4. If the applicant requested the grant for accessibility/fire code, indicate if the applicant is requesting the grant be calculated as 3 percent of the base grant or 50 percent of the minimum work required by DSA.
- 5. If the applicant chose 50 percent of the minimum work, enter 100 percent of the costs for the Fire Life Safety and Access Compliance minimum work. Note that if the 50 percent option is selected, a DSA approved checklist is required. This checklist is available under the "Resources" tab, titled "SFP Modernization Access Compliance, Fire and Life Safety Worksheet"

Excessive Cost Hardship	
Are you requesting an increase for Geographic Location? See Geographical Percent Factor list by county	Yes No
Geographic Percent Factor	5
If the District is requesting the following grants please complete the below	DW:
Accessible Fire Code	☑ 3% of Base Grant☑ 50% of minimum work

- 6. If the project will include any new two-stop elevator(s) required by DSA, enter the number of two-stop elevators.
- 7. If the elevators will include additional stops, enter the number of additional stopes.
- 8. If the project qualifies for the Small Size Project grant, indicate if the project includes a request to include this grant to increase the preliminary apportionment to help with economy of scale cost escalation in a smaller sized project. To qualify for this grant, the project must house less than 201 pupils. The number of pupils housed in a project is determined by the number of classrooms that will be rehabilitated in the project and their grade level and loading standard, provided below. Combined projects should include the pupils housed in both applications when determining if the project qualifies for this grant.
- 9. If the Small Size Project grant is requested, indicate the percentage requested based on the number of pupils that will be housed in the project, using the classrooms that will be rehabilitated and the following classroom loading standards:
 - 25 pupils in each K-6 classroom
 - 27 pupils in each 7-12 classroom

- 13 pupils in each non-severe Special Day Class (SDC) classroom
- 9 pupils in each severe SDC classroom

The Small Size grant will be 12 percent of the rehabilitation base grant for projects that house 100 pupils or less, and 4 percent of the rehabilitation base grant for projects that house between 101 and 200 pupils.

- 10. Indicate if the proejct qualifes for the Urban/Security/Impacted Site grant.
- 11. Click "Continue" to proceed to the next section of the funding application.

Below is a zoomed in example.

Number of 2-Stops Elevators required by Division of State Architect (DSA) in the project	1
Number of Additional Stops	1
Are you requesting an increase for Small Size Project? 🕢	Yes No
The number of pupils housed	4% (101 - 200 pupils) 🗸 🗸
 Is the District requesting the Urban/Security/Impacted Site grant? SFP Regulation Section 1859.167.3(c) - Useable Acres 60% or less of CDE Recommended 	Yes No Site Size
Previous	Continue 🔶

Alternative Developer Fees/Adjust Eligibility

In the *Alternative Developer Fees/Adjust Eligibility* section, districts indicate if an adjustment is needed to their new construction eligibility baseline for classrooms added after the baseline was established.

Dashboard / Appli	cation / Draft 1 Example Charter Re Application For Funding • Form SAB 50 Charter - Final Apportionment • Rehabilit	Rehab (50-04) 🖌 Draft 150-04 @ bilitation	
	SAB 50-04 Form	Alternative Developer Fee / Adjust Eligibility	
	Site Info	New Construction Eligibility Adjustment - Added Capacity	
	Project Type	Has the District added any classrooms that were not SFP Funded?	
	 Excessive Cost Hardship 		
	Alternative Developer Fee /	· Previous Co	ontinue 🔶

- 1. Charter School applicants, click "No" to the question regarding added capacity.
- 2. District applicants, click "Yes" or "No" if any classrooms were added or replaced by the district in locally funded projects outside of an SFP application. If "Yes" is selected, indicate the number of classrooms by grade level under the *Additional* or *Replacement* columns.
- 3. Once the *Alternative Developer Fee/Adjust Eligibility* section is completed, click "Continue" to proceed to the next section of the funding application.

Below are two zoomed in examples.

Alternative Developer Fee / Adjust Eligibility				
New Construction Eligibility Adjustment - Added Capacity				
Has the District added any classrooms that were not SFP Funded? Yes No				
Adjustment to New Construction Baseline Eligibility e				
Classroom(s) provided				
Additional O		Replacement 🔞		
К-б	2	K-6	2	
7-8		7-8		
9-12		9-12		
Non-Severe		Non-Severe		
Severe		Severe		
← Previous			Continue 🔶	

Alternative Developer Fee / Adjust Eligibility				
New Construction Eligibility Adjustment - Added Capacity				
Has the District added any classrooms that were not SFP Funded?				
← Previous	Continue	>		

Joint Use/Career Technical Education (CTE)

In the Joint Use/CTE section, the user will indicate if:

- The facilities will be for joint use with other governmental agencies.
- The project is located on a district site that the district leases (leased site).
- The plans for the project also include classrooms that will be funded by Career Technical Education Facilities Program (CTEFP) grants. These would be classrooms not included in this CSFP application.

Example Charter Rehab (50-04)						
SAB 50-04 Form	Joint Use / Career Technical Education (CTE)					
Site Info	Joint-Use Facility/Leased Property e					
Project Type	Joint-Use Facility	Yes No				
 Excessive Cost Hardship 	Leased Property	Yes No				
Alternative Developer Fee /	Career Technical Education Funds Request? o					
Joint Use / Career Technical	Will Career Technical Education (CTE) Funds be requested for classroom(s) included in the plans and specifications for this project	Yes No				
Project Progress						
Licensed Architect	Previous	Continue 🔶				

- 1. Indicate if the project includes a Joint Use Facility
- 2. Indicate if the project is located on a district site that is leased to the district.
- Indicate if the plans for the project also include classrooms that will be funded by CTEFP grants.
- 4. If classrooms will be funded by CTEFP grants, enter the number of CTEFP-specific classrooms in the plans.
- 5. Once the "Joint Use/CTE" section is completed, click "Continue" to proceed to the next section of the funding application.



Project Progress

In this section, the user indicates if construction contracts have been awarded for the project.

Dashboard / Application / Draft 1						
	Example Charter Rehab (50-04) Application For Funding Form SAB 50-04 Charter - Final Apportionment Rehabilitation					
	SAB 50-04 Form Site Info	Project Progress Have construction contracts been awarded for this project? •				
	 Project type Excessive Cost Hardship Alternative Developer Fee / 	← Previous Continue →				
	 Joint Use / Career Technical Project Progress 					

- 1. Click "No" if the applicant has not awarded construction contracts.
- 2. Click "Continue" to proceed to the next section of the funding application.

Below is a zoomed-in example.

Project Progress				
Have construction contract(s) been awarded for this project? Yes No				
← Previous	Continue	÷		

- 3. Click "Yes" if the applicant has awarded construction contracts.
- 4. Click "Add/Edit Contacts" to enter the contract information.

Have construction contract(s) been awarded for this project? 🔞	Yes No
Enter the date(s) of the construction contract(s) awarded for this project	Add/Edit Contracts
Show 5 v entries	Type to filter the name column
Contractor Name Contract Type 🗧 Amount 🗧 Award 🗘 Prevaili	ing Wage Notice to Proceed Const. Del. Method
0 total Note: Prevailing Wage only applies to contracts with an Award Date between	n 1/1/2012 and 6/19/2014

5. Enter all known fields, such as the contract name, award date, type and amount. The contract award date and construction delivery method must be entered for the contract to save.

The user can add as many contracts as applicable for the project by clicking "Add Contract" after a contract is saved.

Add/Edit Contract

Add New Contract

Contractor Name	XYZ Construction INC.
Contract Award Date	11/18/2024
Contract Type	Demolition ~
Contract Amount	\$ 300,000
Notice to Proceed Issued Date	11/22/2024
Construction Delivery Method	Design-Bid-Build 🗸
Related DSA Application Numbers	01-111111 × + DSA App # Image: Constraint of the end of the en
	Cancel Save

6. After the last contract has been entered, the user may close the *Add/Edit Contract* section by clicking the "x" in the upper right corner.

Add/Edit Contract			×
Add New Contract			
Contractor Name			
Contract Award Date	MM/DD/YYYY		
Contract Type		~	
Contract Amount			
Notice to Proceed Issued Date	MM/DD/YYYY		
Construction Delivery Method	Please select an option	~	
Related DSA Application Numbers	+ DSA App #		
	You can add up to 5 Values(s)	Add Contract	

- 7. Then, the user will be returned to the *Project Progress* section, and the user can review that the contract entries were accurately reported for the application.
- 8. Once the *Project Progress* section is completed, click "Continue" to proceed to the next section of the funding application.

Have construction contract	(s) been awa	arded for this p	oroject? 🕜		Yes No	
Enter the date(s) of the cons project	struction co	ntract(s) award	led for this			Add/Edit Contracts
Show 5 v entries					Type to filter th	ne name column
XYZ Demo Construction INC.	blition	\$300,000.00	11/18/2024		11/22/2024	Design-Bid-Build
 1 total Note: Prevailing Wage only a 	applies to co	ontracts with a	n Award Date	between 1/1/2012	and 6/19/2014	

Licensed Architect

Once the user has entered the necessary information for the funding application, they will request the applicant's Licensed Architect to review the draft funding application and complete the required certification in this section. The Licensed Architect must log in to enter the DSA approval date and DSA application number to certify that any portion of the plans and specifications (P&S) requiring review and approval by DSA were approved by DSA and meet the requirements of the California Code of Regulations, Title 24, including any access compliance and fire code requirements.

	Licensed Architect			
	I certify as the architect of record for the project or as a licensed architect that: ${oldsymbol{\Theta}}$			
	 The Plans and Specification for this project were submitted to the OPSC by electronic as an alternative, if the request is for a modernization Grant, the Plans and Specificati OPSC. 	medium (i.e., CD-ROM, zip disk or diskette) or ions (P&S) were submitted in hard copy to the		
SAB 50-04 Form	 Any portion of the Plans and Specifications requiring review and approval by the Division of State Architect (DSA) were approved by DSA on (latest data). 	MM/DD/YYYY		
🧭 Site Info	entaion of autor received (approved by part on (under outo).	You can add up to 5 Date(s)		
Project Type	 Related Division of State Architect (DSA) Application(s) 	+ DSA App #		
 Excessive Cost Hardship 	Press the Enter d key to You can add up to 5 Values!			
Alternative Developer Fee /	 Any portion of the Plans and Specifications (P&S) not requiring review and approval it 	ov the Division of State Architect (DSA) meets		
Joint Use / Career Technical	the requirements of the California Code of Regulations, Title 24, including any handle	apped access and fire code requirements.		
Project Progress	 If the request is for a Modernization or Charter School Facilities Program Rehabilitation Grant, the Plans and Specifications (P&S) include the demolition of more classrooms than those to be constructed in the project, the difference is classroom(s). 			
Licensed Architect				
Licensed Design Consultant	(Leave plank if there are none.)			
Certification	 If the request is for a Modernization or Charter School Facilities Program Rehabilitation Grant, the Plans and Specifications (P&S) include the construction of more classrooms than those to be demolished in the project, the difference is classroom(s). 			
Review				
Submittal	(Leave blank if there are none.)			
	I certify the information listed above is correct			
	The architect on record for this project is no longer available.	ilable for certification		
	Architect Name 🔞			
		MM/DD MAN		
	Architect Signature Date 🐨	mm/bb/iiii		
		Certify		
	Previous	Continue 🔶		

- 1. The Licensed Architect will enter the date of DSA plan approval. This is the date in the DSA approval letter. Multiple approval dates may be entered.
- 2. The Licensed Architect will enter the related DSA application numbers. The application number can be found in the DSA approval letter. Multiple application numbers may be entered.

Licensed Architect

I certify as the architect of record for the project or as a licensed architect that: 0

- The Plans and Specification for this project were submitted to the OPSC by electronic medium (i.e., CD-ROM, zip disk or diskette) or as an alternative, if the request is for a modernization Grant, the Plans and Specifications (P&S) were submitted in hard copy to the OPSC.
- Any portion of the Plans and Specifications requiring review and approval by the Division of State Architect (DSA) were approved by DSA on (latest date):

Related Division of State Architect (DSA) Application(s)

11/01/2024					
11/29/2024	×				
MM/DD/YYYY					
You can add up to 5 Date(s)					
01-111111 ×	01-111112×				
+ DSA App #					

- I Press the Enter ∉ key to save You can add up to 5 Values(s)
- The Licensed Architect will indicate if the project includes the demolition of more classrooms than will be constructed, or the construction of more classrooms than those to be demolished.

Below is a zoomed in example.

- Any portion of the Plans and Specifications (P&S) not requiring review and approval by the Division of State Architect (DSA) meets the requirements of the California Code of Regulations, Title 24, including any handicapped access and fire code requirements.
- If the request is for a Modernization or Charter School Facilities Program Rehabilitation Grant, the Plans and Specifications (P&S) include the demolition of more classrooms than those to be constructed in the project, the difference is classroom(s).
 (Leave blank if there are none.)
 - If the request is for a Modernization or Charter School Facilities Program Rehabilitation Grant, the Plans and Specifications (P&S) include the construction of more classrooms than those to be demolished in the project, the difference is classroom(s). (Leave blank if there are none.)
- 1

-		

- 4. The Licensed Architect will click the box to certify the information listed above is correct.
- 5. The Licensed Architect will enter the architect's full name and signature date.
- 6. The Licensed Architect will click "Certify" to sign the form.

Note - other users may enter the architect's full name and date. However, only the Licensed Architect may click the blue "Certify" button to sign the required certification electronically, as shown in the screenshot below.

	I certify the information listed above is correct The architect on record for this project is no longer avai	lable for certification
Architect Name 🔞		John Smith
Architect Signature Date 0		12/09/2024
		Certify Please Certify Application
Previous		Continue 🔶

7. Once the *Licensed Architect* Section is completed, proceed to the next section by clicking "Continue."

Below is a zoomed in example.

	I certify the information listed above is correct	
	The architect on record for this project is no longer availa	ble for certification
Architect Name 🔞		John Smith
Architect Signature Date 🔞		12/09/2024
		Certified ✔ John Smith · Dec 9, 2024
Previous		Continue 🔶

If the Licensed Architect is no longer available for certification, the District Representee may enter the DSA approval dates) and application numbers(s) and certify the application on their behalf, provided a certification letter is included with the application submission.

• Any portion of the Plans and Specifications (P&S) not requiring review and approval by the Division of State Architect (DSA) meets the requirements of the California Code of Regulations, Title 24, including any handicapped access and fire code requirements.

		I certify the information listed above is correct The architect on record for this project is no longer available for certification		
Architect N	ame		Jane Smith	
Architect S	ignature Date 🔞		12/09/2024	
			Certify Please Certify Application	

8. Once the *Licensed Architect* Section is completed, proceed to the next section by clicking "Continue."

Below is a zoomed-in example.

 Any portion of the Plar (DSA) meets the requir code requirements. 	ns and Specifications (P&S) not requiring review and app ements of the California Code of Regulations, Title 24, in	roval by the Division o cluding any handicap	f State Architect ped access and fire
	I certify the information listed above is correct		
S	The architect on record for this project is no longer	available for certificat	ion
Architect Name 🕜		Jane Smith	
Architect Signature Date 🔞		12/09/2024	
		Certified ✔ Jane Smith · Dec 9, 2	2024
← Previous			Continue 🔶

Licensed Design Consultant

Like the Licensed Architect section, the District's Licensed Design Consultant will review the draft funding application and complete the required certification that the P&S meets the requirements of Title 24.

Please note that until this section is certified by the Licensed Design Consultant, the left-hand navigation will display an orange exclamation point, as shown in the screenshot below.

Below is a zoomed-in example.

I certify as the archite	ect of record for the project or the appropriate design profes	ssional, that:
 If the request is have developed Plans and Speci grant amount p Incentive Grant. available at the 	or a New Construction Grant, not including the Overcrowding a cost estimate of the proposed project which indicates that the fications (P&S) including deferred items (if any) relating to the ovided by the State and the district's matching share, less site This cost estimate does not include site acquisition, planning, district for review by the OPSC.	Relief Grant (Overcrowding Relief Grant (ORG)), I he estimated construction cost of the work in the proposed project, is at least 60 percent of the tota acquisition costs and the High Performance Base tests, inspection, or furniture and equipment and
 If the request is the proposed pr including deferr amount provide does not include 	or a Modernization or Charter School Facilities Program Rehat oject which indicates that the estimated construction cost of th ed items and interim housing (if any) relating to the proposed d by the State and the district's matching share, less the High F	bilitation Grant, I have developed a cost estimate of he work in the Plans and Specifications (P&S), project, is at least 60 percent of the total grant Performance Base Incentive Grant. This cost estim.
does not metad		available at the district for review by the OPSC.
	I certify the information listed above is correct	available at the district for review by the OPSC.
	I certify the information listed above is correct	is no longer available for certification
Design Consultant Nar	I certify the information listed above is correct (The Design Consultant on record for this project	is no longer available for certification
Design Consultant Nar	I certify the information listed above is correct (The Design Consultant on record for this project ne ?	

Please note other users may enter the licensed design consultant's full name and date. However, only the Licensed Design Consultant may click the blue "Certify" button to sign the required certification electronically, as shown in the screenshot below.

- 1. The Licensed Design Consultant will click the box to certify the information listed above is correct.
- 2. The Licensed Design Consultant will enter their full name and signature date.
- 3. The Licensed Design Consultant will click "Certify" to sign the form.

• If the request is for a Modernization or Charter School Facilities Program Rehabilitation Grant, I have developed a cost estimate of the proposed project which indicates that the estimated construction cost of the work in the Plans and Specifications (P&S), including deferred items and interim housing (if any) relating to the proposed project, is at least 60 percent of the total grant amount provided by the State and the district's matching share, less the High Performance Base Incentive Grant. This cost estimate does not include planning, tests, inspection or furniture and equipment and is available at the district for review by the OPSC.			
	I certify the information listed above is corr	rect 😧	
	The Design Consultant on record for this pr	roject is no longer available for certification	
Design Consultant Nar	ne 🕜	John Smith	
Design Consultant Sig	nature Date 🔞	12/09/2024	
		Certify	

4. Once the *Licensed Design Consultant* section is completed, proceed to the next section by clicking "Continue."

Below is a zoomed-in example.

	I certify the information listed above is correct @	
	The Design Consultant on record for this project is no	o longer available for certification
Design Consultant Name 💡		John Smith
Design Consultant Signature Da	te 😧	12/09/2024
		Certified 🗸 John Smith · Dec 9, 2024
← Previous		Continue 🔶

5. If the Licensed Design Consultant is no longer available for certification, the District Representee may certify the application on their behalf, provided a certification letter is included with the application submission.

•	If the request is for a Modernization or Charter School Facilities Program Rehabilitation Grant, I have developed a cost
	estimate of the proposed project which indicates that the estimated construction cost of the work in the Plans and
	Specifications (P&S), including deferred items and interim housing (if any) relating to the proposed project, is at least 60
	percent of the total grant amount provided by the State and the district's matching share, less the High Performance
	Base Incentive Grant. This cost estimate does not include planning, tests, inspection or furniture and equipment and is
	available at the district for review by the OPSC.

	I certify the information listed above is correct @	
	The Design Consultant on record for this project is r	o longer available for certification
Design Consultant Na	me 😧	Jane Smith
Design Consultant Sig	gnature Date 🔞	12/09/2024
		Certify

6. Once the Licensed Design Consultant section is completed, proceed to the next section by clicking "Continue."

Below is a zoomed-in example.

If the request is for a Modernization or Charter School Facilities Program Rehabilitation Grant, I have developed a cost estimate of the proposed project which indicates that the estimated construction cost of the work in the Plans and Specifications (P&S), including deferred items and interim housing (if any) relating to the proposed project, is at least 60 percent of the total grant amount provided by the State and the district's matching share, less the High Performance Base Incentive Grant. This cost estimate does not include planning, tests, inspection or furniture and equipment and is available at the district for review by the OPSC.

	I certify the information listed above is correct 🔞	
	The Design Consultant on record for this project is no	longer available for certification
Design Consultant Name 🔞		Jane Smith
Design Consultant Signature Date 🕜		11/18/2024
		Certified ✓ Jane Smith · Nov 18, 2024

Previous

Certification

In this final section of the application, the designated representative of the applicant will certify to the requirements for submitting a Form SAB 50-04. Only the authorized Charter Representative (charter applicants) or District Representative/Superintendent (district applicants) may complete the certification section.



1. Enter the date a resolution or other appropriate documentation supporting this application under Article 12.5, Part 10, Division 1, commencing with Section 17070.10, et. seq., of the Education Code was adopted by the School District's governing Board or the governing board or other equivalent authority of the Charter School. This date must be prior to the submittal date of the application.

The certification on the 50-04 will not indicate if the certification is by a charter school representative or district representative, like the Form SAB 50-09. "District Representative" on the 50-04 certification means the authorized representative of the applicant.

Certification

I certify, as the District Representative, that the information reported on this form, with the exception of items 22 and 23, is 1 and correct and that:

- I am an authorized representative of the district as authorized by the governing board of the district; and,
- A resolution or other appropriate documentation supporting this application under Chapter 12.5, Part 10, Division 1, commencing with Section 17070.10, et. seq., of the Education Code was adopted by the school district's governing board or the designee of the Superintendent of Public Instruction on,

g board of the district; and,	Ê
11/07/2024	

2. The user must review the entire Certification section using the scroll bar.

Below is a zoomed-in example.

Certification

.

I certify, as the District Representative, that the information reported on this form, with the exception of items 22 and 23, is 1 and correct and that:

- Participation of the stand best for a second state of a faile state of the

•	I am an authorized representative of the district as authorized by the gov	erning board of the district; and,	Â
•	A resolution or other appropriate documentation supporting this application under Chapter 12.5, Part 10, Division 1, commencing with Section 17070.10, et. seq., of the Education Code was adopted by the school district's governing board or the designee of the Superintendent of Public Instruction on,	11/07/2024	
•	The district has established a "Restricted Maintenance Account" for exclu major maintenance of school buildings and has developed an ongoing ar complies with and is implemented under the provisions of Education Coc (refer to Sections 1859.100 through 1859.102); and,	sive purpose of providing ongoing and Id major maintenance plan that le Section 17070.75 and 17070.77	i
٠	The district has considered the feasibility of the joint use of land and facil agencies in order to minimize school facility costs; and,	ities with other governmental	h

Scroll to bottom to Certify app.

- 3. Once the designated representative has completed reviewing and entering all the required fields, click "Yes" to agree to the terms of the certification.
- 4. Enter charter school or district representative's information such as phone number, full name, and signature date.
- 5. Click "Continue" to proceed to the Review section.

I verify, I have read and agree to the above terms and certification information Date	Yes No 12/09/2024
District Representative / Superintendent Phone Number	(111) 111-1111
Phone Extension (optional)	
District Representative / Superintendent Name	Jane Smith
← Previous	Continue

Review

After completing the certification section, the user will review all previous sections and make any final edits. Any incomplete sections will be flagged with an orange exclamation point.

1. Click on the section with an orange exclamation point to see what information is missing.

Below is a zoomed in example.

Example Charter Rehab (50-04)						
SAB 50-04 Form	Review					
Site Info						
🔗 Project Type	 Site Info 					
Excessive Cost Hardship	Project to be located on 🚱	Existing Site without Additional Acreage				
Alternative Developer Fee /	The Project is at an existing school site:					
Joint Use / Career Technical Project Progress	Select the appropriate school or site for this application @	Example Charter				
 Licensed Architect 	California Department of Education (CDE) Plan Approval Date 🥥	11/01/2024				
 Licensed Design Consultant 	Recommended Site size 🕢	10.00				
Certification		5.00				
Review	Existing Acres (Useable) 🚱	00.0				
Submittal	Total number of classroom(s) on the Division of State Architect (DSA) Approved plans	7				

- 2. Click "Edit Page."
- 3. The missing required fields will display with red text as (required).

Example Charter Reha Application For Funding • Form SAB 50-04 (Charter - Final Apportionment • Rehabilitation	ub (50-04) 🥜 🖸 Draft ©						
SAB 50-04 Form	Excessive Cost Hardship						
Site Info	Are you requesting an increase for Geographic Location?	Yes No					
Project Type	See Geographical Percent Factor list by county						
Every five Cost Hardship	Geographic Percent Factor						
		Please answer question					
Alternative Developer Fee /	If the District is requesting the following grants please complete the be	low:					
Joint Use / Career Technical	Accessible Fire Code	✓ 3% of Base Grant					
Project Progress		50% of minimum work					
Clicensed Architect							
	L	Edit Page →					
	•						
4. Enter the missing ir	nformation.						
5. Click "Continue" to	save the information.						
Below are zoomed in e	Below are zoomed in examples						
Excessive Cost H	lardship						
Are you requesting an increa	se for Geographic Location?	Yes No					
	₩						

:	See Geographi	cal Percent Factor list by county	U			
(Geographic Percent Factor		5			
÷	Previous				Continue	•

- 6. Once all required entries are completed, the left navigation will display only green checkmarks.
- 7. Click "Submittal" to continue with submitting the application.

Below is a zoomed-in example.

SAB 50-04 Form		Review	
0	Site Info		
0	Project Type	Site Info	
0	Excessive Cost Hardship	Project to be located on 😧	Existing Site without Additional Acreage
0	Alternative Developer Fee /	The Project is at an existing school site:	
00	Joint Use / Career Technical Project Progress	Select the appropriate school or site for this application $ \Theta $	Example Charter
0	Licensed Architect	California Department of Education (CDE) Plan Approval Date 🥥	11/01/2024
0	Licensed Design Consultant	Recommended Site size 😧	10.00
	Certification	Existing Acres (Useable)	5.00
•	Submittal	Total number of classroom(s) on the Division of State Architect (DSA) Approved plans	7

8. The user may also scroll to the bottom of the screen and click "Continue" to continue with submitting the application.

Below is a zoomed-in example.

I verify, I have read and agree to the above terms and certification information	Yes	
District Representative / Superintendent Name	Jane Smith	
District Representative / Superintendent Phone Number	(111) 111-1111	
Phone Extension (optional)	(not answered)	
Date	12/09/2024	
	Edit Page →	
← Previous	Continue	÷

Submittal

In this section, the authorized Charter School Representative or District Representative/Superintendent will upload all supporting documents, complete the final certification, and submit the paperless application.

Example Charter Rehab (50-04)

Application For Funding • Form SAB 50-04 Charter - Final Apportionment • Rehabilitation

SAB 50-04 Form		Submittal
0	Site Info	This State Allocation Board School Facility Program Application for Funding is being submitted electronically via OPSC Online.
0	Project Type	 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
0	Excessive Cost Hardship	User ID. Submittal from these accounts is considered to be a unique electronic signature for purposes of Application for Funding submittals. A printed, wet-signature request does not need to be mailed to OPSC.
0	Alternative Developer Fee /	 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.
0	Joint Use / Career Technical	I have uploaded all required documents required on the Application for Funding OPSC Application Submittal Checklist.
0	Project Progress	Upload file(s) All uploaded files for this application are always available on the Application Dashboard.
0	Licensed Architect	I certify, as the School District Superintendent, Authorized School District Representative, Charter School Representative, or Joint Power Authority Representative, that I have reviewed the request and that the information certified on this request is true and
0	Licensed Design Consultant	correct; and that I am the School District Superintendent, Authorized School District Representative, Charter School Representative, or Joint Power Authority Representative.
0	Certification	Submit Panerless Application
0	Review	

Draft

1. Click the blue "Upload file(s)" button to upload any supporting files for this application.

Below is a zoomed-in example.

Submit

This State Allocation Board School Facility Program Application for Funding is being submitted electronically via OPSC Online.

- Requests may only be submitted by a School District Superintendent, Authorized School District Representative, Charter School Representative, or Joint Power Authority (JPA) Representative who is signed in to OPSC Online with their corresponding OPSC Online User ID. Submittal from these accounts is considered to be a unique electronic signature for purposes of Application for Funding submittals. A printed, wet-signature request does not need to be mailed to OPSC.
- Districts and OPSC staff will be able to access uploaded files at any time and can upload new version or additional files at any time.
- Once an applicant has upload a file, the file cannot be removed by the applicant.

I have uploaded all required documents required on the Application for Funding OPSC Application Submittal Checklist.

Upload file(s) All uploaded files for this application are always available on the Application Dashboard.

I certify, as the School District Superintendent, Authorized School District Representative, Charter School Representative, or Joint Power Authority Representative, that I have reviewed the request and that the information certified on this request is true and correct; and that I am the School District Superintendent, Authorized School District Representative, Charter School Representative, or Joint Power Authority Representative.

Submit Paperless Application

2. Click "Browse Files" to locate the documents. Prior to uploading any documents, ensure file names clearly identify the document type. When uploading documents that are larger than

20 MB, please either resize to less than 20 MB or submit in multiple parts that are less than 20 MB.

	Upload Files			×
-04) 🖌		Brow	vse files	
	File Name 🗘	Document Type 🗘	Description 🗘	Uploaded Date 💲
	0 total			
Submittal				
This State Allocati	c			
Requests n Representa	Please stay here until file	e upload(s) complete		Cancel Upload Files
User ID. Su submittals Districts ar Once an ap	A printed, wet-signature req d OPSC staff will be able to a oplicant has upload a file, the	uest does not need to be mailed to OPS ccess uploaded files at any time and ca file cannot be removed by the applican	Sc. n upload new version or additio t.	nal files at any time.

- 3. After a document has been selected, it will be listed under the *File Name* column. Select a *Document Type* and *Description* from the drop-down box. If there is no *Document Type* and *Description* listed that accurately identifies the document, click "Other" in both fields.
- 4. After all files have been selected and identified, click "Upload Files" to upload the files to the application.

Upload Files			×
	Browse	files	
File Name 🗘	Document Type 🗘	Description 🗘	Uploaded Date 🗘
DSA Plan Approval Letter.pdf Remove	Division of the State A	DSA Plan Approval Le 🗸 🗸	12/09/2024
CDE Plan Approval Letter.pdf Remove	California Departmen 🔹	Final Plan Approval Le 💙	12/09/2024
2 total			
Please stay here until file upload	(s) complete		Cancel Upload Files

5. If a file was selected in error and needs to be removed, click "Remove" next to the file name to remove the file prior to uploading.

L.

Upload Files ×					
	Browse file	25			
File Name 🗘	Document Type 🗘	Description 🗘	Uploaded Date 💲		
DSA Plan Approval Letter.pdf	Division of the State A 🗸 🗸	DSA Plan Approval Le 🗸 🗸	12/09/2024		
CDE Plan Approval Letter.pdf Remove	California Departmen 🗸	Final Plan Approval Le 🗸 🗸	12/09/2024		
2 total					
Please stay here until file upload(s)	complete		Cancel Upload Files		

6. If "Upload Files" has been clicked, but the file has not been identified as uploaded, click "Cancel" and the upload process will be cancelled, and the file can be removed. Once a file has been uploaded, the user will not be able to remove it.

Upload Files			×
	Browse fi	iles	
File Name 🗘	Document Type 🗘	Description 🗘	Uploaded Date 🗘
DSA Plan Approval Letter.pdf	Division of the State A 🗸	DSA Plan Approval Le 🗸 🗸	12/09/2024
CDE Plan Approval Letter.pdf	California Departmen 🗸 🗸	Final Plan Approval Le 🗸 🗸	12/09/2024
2 total			
Please stay here until file upload(s)	complete		Cancel

7. Once the documents have been uploaded, the text Successfully Uploaded will display underneath the document file name. After all documents have been uploaded, close the *Upload Files* section by clicking "Done."

Upload Files			×
	Browse f	iles	
File Name 🗘	Document Type 💲	Description 🗘	Uploaded Date 🗘
DSA Plan Approval Letter.pdf Successfully Uploaded	Division of the State A 🗸 🗸	DSA Plan Approval Le [.] 🗸	, 12/09/2024
CDE Plan Approval Letter.pdf Successfully Uploaded	California Departmen 🗸 🗸	Final Plan Approval Le 🗸 🗸	, 12/09/2024
2 total			
Please stay here until file upload(s	s) complete		Done Upload Files

-

- 8. After the documents have been uploaded, click the box indicating all required documents have been uploaded.
- 9. Next, click the final certification box then click "Submit Paperless Application" to submit the application.

Reminder: only an Authorized District Representative can submit the application.

This St	tate Allocation Board School Facility Program Application for Funding is being submitted electronically via OPSC Online.
•	Requests may only be submitted by a School District Superintendent, Authorized School District Representative, Charter School Representative, or Joint Power Authority (JPA) Representative who is signed in to OPSC Online with their corresponding OPSC Online User ID. Submittal from these accounts is considered to be a unique electronic signature for purposes of Application for Funding submittals. A printed, wet-signature request does not need to be mailed to OPSC. Districts and OPSC staff will be able to access uploaded files at any time and can upload new version or additional files at any time. Once an applicant has upload a file, the file cannot be removed by the applicant.
~	I have uploaded all required documents required on the Application for Funding OPSC Application Submittal Checklist. Upload file(s) All uploaded files for this application are always available on the Application Dashboard.
	I certify, as the School District Superintendent, Authorized School District Representative, Charter School Representative, or Joint Power Authority Representative, that I have reviewed the request and that the information certified on this request is true and correct; and that I am the School District Superintendent, Authorized School District Representative, Charter School Representative or Joint Power Authority Representative.

10. After submittal, the user will proceed to a confirmation page displaying the assigned application number for the project.


11. The user may notate the application number and nickname from the main dashboard for future access.

Below is a zoomed in example.



Please review this application's uploaded documents on the Application Dashboard to ensure all required application documents are uploaded and properly named. Required documents not uploaded within 7 working days after the submittal date 2024-12-09 09:02 PM will lead to the application being rejected.

The completed State Allocation Board form can be downloaded here at anytime but is no longer necessary to sign and mail in. A complete paperless submission is all OPSC will need to begin processing your funding application.

Application Options

Upload Remaining Files

Ensure your application is complete by uploading any remaining documents now.

- Review Required Documents
- Download Completed Form
- Go To Application Dashboard

- 12. At the confirmation page, the user may do the following:
 - Upload additional documents after the submittal by clicking "Upload Remaining Files"
 - View a list of required documents by clicking "Review Required Documents"
 - Download a PDF version of the online application by clicking on "Download Completed Form."
 - Go to the dashboard for this application by clicking "Go to Application Dashboard."

Below is a zoomed in example.

Submittal

This paperless application was successfully submitted to OPSC.

Your Application #:	54/67439-00-011
Submittal Date:	12/09/2024

What's Next

Please review this application's uploaded documents on the **Application Dashboard** to ensure all required application documents are uploaded and properly named. Required documents not uploaded within 7 working days after the submittal date 2024-12-09 09:02 PM will lead to the application being rejected.

The completed State Allocation Board form can be **downloaded here** at anytime but is no longer necessary to sign and mail in. A complete paperless submission is all OPSC will need to begin processing your funding application.

Application Options



O Go To Application Dashboard

13. At this point, the application submittal process is complete. To go to the dashboard for this application, click "Go to Application Dashboard."

Revising a Form SAB 50-04

After a Form SAB 50-04 is submitted it will go through the OPSC review process. As part of this process, OPSC often requests revisions be made to the Form SAB 50-04. Revisions should be made to the most recent Form SAB 50-04 that was submitted.

Application Dashboard

The Application Dashboard will have all application versions and uploaded documents for a specific application. From the application dashboard, users can upload additional documents, create drafts of the submitted application for revisions, and edit the application nickname and PTN.

Chican *								Contact Us	• Settin	gs W	Velcome Jane 🝷
Public School Construction					¢				<u>8</u>	≣	^
					Project Reporting Bette	Resources	Grants E	Enrollment Projection	Users Di	strict	Dashboard
Dashboard / Application Example Charter Rehab (50-04) (Submitter) 54/67439-00-011 54/67439-00-011 Charter - Final Apportonment Submitter)					District: 67	7439 Sacramento City Uni	Rei fied • Schoo County Nar	PTN: 67 eived Da l/Site: Ex ne: Sacra	7439 - 326 Edit ste: 12/09/2024 sample Charter smento County		
50-04	Charter - Final Apportionment - Rehabilitation										
Example Charter Rehab (50-04)	Submitted Versions										
> Submitted Final Charter Rehab	Name 0	Status 🗘	Version Received Date $\ \hat{\circ}$	Submitted By $\hat{}$	Updated			٥			
	Version 1	Submitted	12/09/2024	Jane Smith	12/09/202			Options 💌			

Create a Duplicate Draft

- 3. Click "Options" next to the most recent version of the Form in the *Submitted Versions* box on the *Application Dashboard*.
- 4. Click "Duplicate As Draft."

Below is a zoomed in example.

Submitted By 🗘	Updated 🗘	\$
Jane Smith	12/09/2024	Options ▼ Duplicate As Draft
rafts		Copy Link

- 6. The draft will appear below in a *Drafts* box.
- 7. Click anywhere in the white area of the created draft to open the new draft.

Below is a zoomed in example.

Submitted Vers	sions		
Name 🗘	Status 🗘	Version Received Date $\hat{\boldsymbol{\varsigma}}$	Submitted By \Diamond
Version 1	OPSC Reviewing	11/27/2024	Jane Smith
Drafts			
Name 🗘	Status 🗘	Created By 🗘	Last Edited By 🗘
Draft 1	Draft	Jane Smith	Jane Smith

8. All information from the previously submitted Form will be on the draft, except for the certifications. Click edit at the bottom of the section your need to edit, make your edits and then re-certify and submit the application. Refer to the *Certification*, *Review, and Submit and Upload Documents* sections for directions on this process.

Updating the Application Nickname

- 4. Click on the pencil icon next to the current nickname on the Application Dashboard.
- 5. Type in the new nickname.
- 6. Click "Change Name."

Below is a zoomed in example.



Updating the PTN

2. Click the pencil icon next to the current PTN on the Application Dashboard.

Below is a zoomed in example.

	Contact Us	🔅 Se	ettings	Welcome Jane 🔻
•		202	≜ ≡	
nts	Enrollment Projection	Users	District	Dashboard
	District: 67439 Sacramento	o City Unifi County	PTN: (Received D ed • Schoo Name: Saci	67439 - 326 Edit Date: 11/27/2024 ol/Site: Example Charter ramento County

- 4. Click on the "X" next to the current PTN to delete it, if applicable
- 5. Next, type in the new or additional PTN and press the Enter key to save it.
- 6. Click "Save" to save all changes and close the box.

	Edit PTN		×	; 175
	Project Tracking Number:	67439	- 326 🛛	طا ollment
			+ PTN 한 Press the Enter 싄 key to save	
e			Cancel Save	: 67439
r (mi	нагу арроплонтент • тепарліталон			

Upload Additional Documents

Users can upload additional documents by clicking "Upload File" from the *Application Dashboard* and following the steps that were previously provided for when Charter School and District Representatives are uploading documents and submitting an application.

Below is a zoomed in example.

54/67439-00-011 Charter - Final Apportionment	Example Charter Rehab (50-04) 54 / 67439 - 00 - 011 Application For Funding • Form SAB 50-04 @ Charter - Final Apportionment • Rehabilitation		
50-04			
Example Charter Rehab (50-04)	Submitted Versions		
Submitted Final Charter Rehab	Name \Diamond Status \Diamond Version 1 Submitted		
Eligibility > See the current baseline for Sacramento City Unified	Drafts		
Accounting Activity >	Uploaded Files		

Copy Application Link

Users can copy a link to the application by clicking on "Options" and then clicking "Copy Link" on the *Application Dashboard*. The link can then be sent to the Charter School or District Representative. The Representative can then access the application through the link.

Below is a zoomed in example.

Version Received Date 💲	Submitted By $ can control con$	Updated 🗘	\$
12/09/2024	Jane Smith	12/09/2024	Options 🔻
			Duplicate As Draft
	D //		Copy Link

Reviewing the Application Status

After submitting a Form SAB 50-04, OPSC staff will process applications by the date order of submission, and the user may monitor the processing of its application by reviewing the application status. For instance, the application may have the status of Submitted, 15-Day Letter, 4-Day Letter, and SAB Approved.

The status for an application can be found in the *Status* column on the User Dashboard or on the *Application Dashboard* for the specific application.

Below is an example of status on the User Dashboard.

Dashboard

Funding Applications

Create New SFP Funding Application	Create New Preschoo	l	
Application Name 🗘	Project Type 🗘	Status û	OPSC App # 🗘
Example Charter Rehab (50-04)	Final Charter Rehab	Submitted	54/67439-00-011
Rehab Charter 6-8	Charter Rehab	OPSC Reviewing	54/67439-00-011

Below is an example of status on the Application Dashboard.

