

# Office of Public School Construction

Career Technical Education Facilities Program – Reservation of Funds Process, Fund Release and Project Closeout

Presentation By:

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# Agenda

- What is the Career Technical Education Facilities Program?
- What requesting a Reservation of Funds means for your project
- Timeline to obtain California Department of Education and Division of State Architect approvals
- Reservation of Funds and Priority Funding
- Fund Release Timeline
- Timeline to be under contract/start construction
- Expenditure Reporting
- Timeline to finish project
- Resources and OPSC Contact Information
- Q&A



What Is the Career Technical Education  
Facilities Program (CTEFP)?

# What Is the CTEFP?

- Established in 2006 by Proposition 1D
- Provides funding for:
  - Construction of New CTE Facilities (\$3M Maximum Grant)
  - Modernization/Reconfiguration of Existing CTE Facilities (\$1.5M Maximum Grant)
  - Purchase of CTE Equipment (with 10-year useful life expectancy)

## Who is Eligible to Apply for CTEFP Funding?

- Public School Districts or County Offices of Education operating a comprehensive high school
- Joint Powers Authority (Modernization Only)

# Current Status of the CTEFP

- Cycle 6 – Deadline to submit funding applications was June 30, 2020
- Unfunded Approvals at September 30, 2020 SAB Meeting
- Eligible to participate in Priority Funding (PF) Rounds 20 and 21

# PF for Unfunded Approvals at Sep. 30, 2020 SAB

## Priority Funding Round 20

- Filing Period November 11, 2020 – December 10, 2020
- Apportionment between January 1, 2021 – June 30, 2021 (**April 28, 2021 SAB**)

## Priority Funding Round 21

- Filing Period May 12, 2021 – June 10, 2021
- Apportionment between July 1, 2021 – December 31, 2021

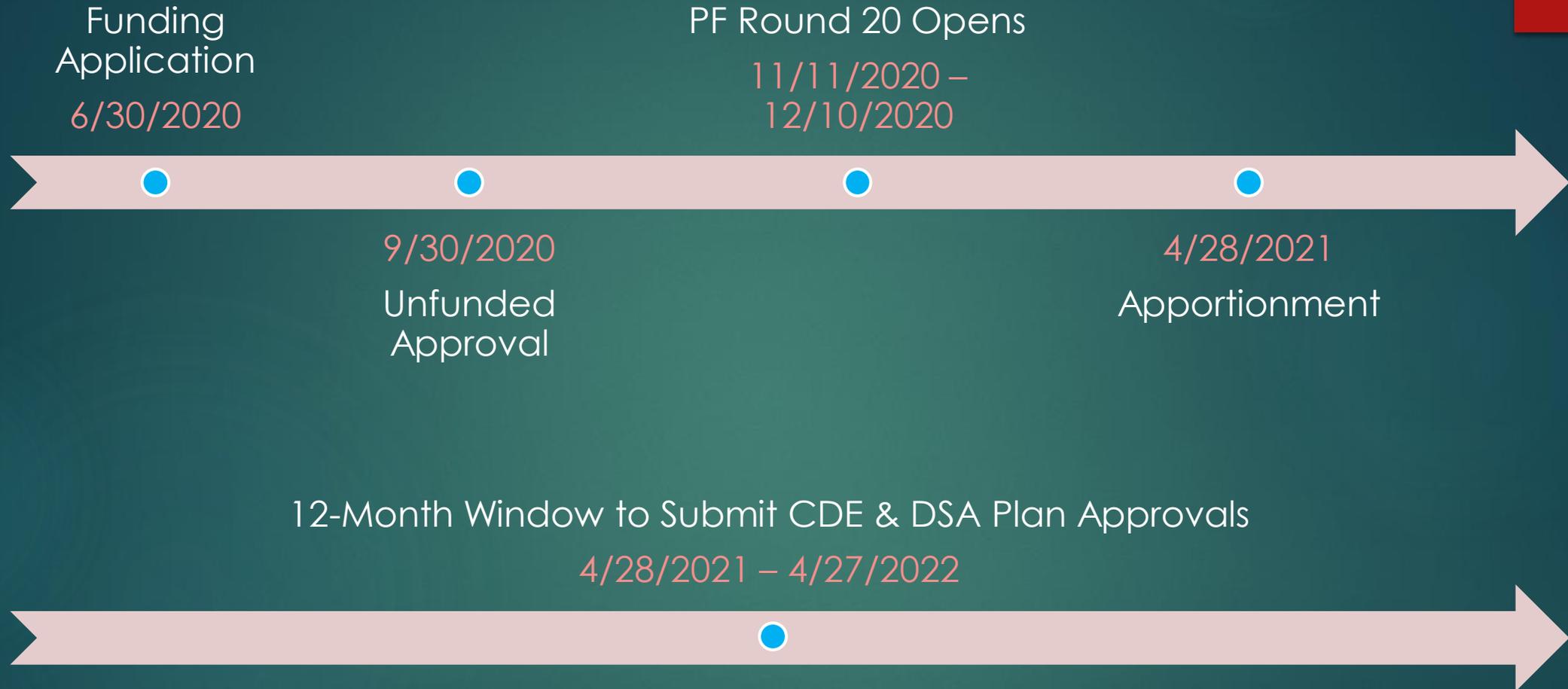


What is a Reservation of Funds?

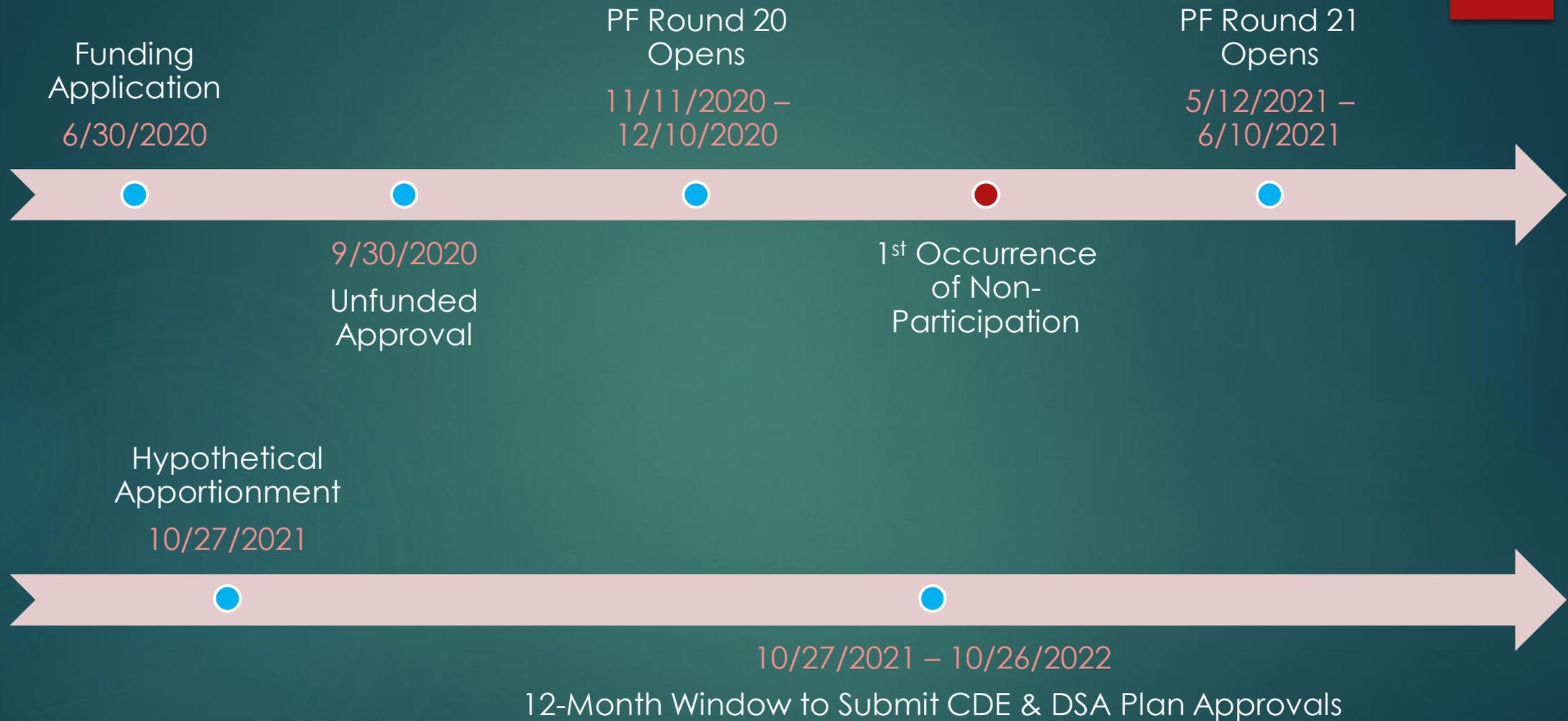
# Reservation of Funds

- Funding Applications can request a “reservation of funds” (ROF)
- Allows for an Apportionment without California Department of Education (CDE) and Division of State Architect (DSA) plan approval
- CDE and DSA plan approvals are due within 12 months of Apportionment

# ROF Application Timeline – PF Round 20



# ROF Application Timeline – PF Round 21



## Reservation of Funds – Plan Approval Submittal

- CDE and DSA plan approvals must be submitted within 12 months of receiving an Apportionment.
- Submittal of plan approvals determines when you will have to submit your Fund Release
- If available, plan approvals may be submitted before Apportionment
- No requirement to submit plan approvals as soon as they are received.

# Reservation of Funds – How to Submit

How to submit plan approvals:

- Upload via OPSC Online (if uploaded, please email as well)
- Email [OPSCCTEFP@dgs.ca.gov](mailto:OPSCCTEFP@dgs.ca.gov)
  - Cc [OPSCApplicationReviewTeam@dgs.ca.gov](mailto:OPSCApplicationReviewTeam@dgs.ca.gov)

# Reservation of Funds – Processing

Once plan approvals are submitted, applicants will:

- Have 90 days to submit Form SAB 50-05 *Fund Release Authorization*
- Receive a letter from OPSC acknowledging receipt of the plan approvals and identifying the due date of the Fund Release
- Receive the Final Grant Agreement for their application

# Reservation of Funds – Timeline Tracking

OPSC keeps track of all ROF applications and their timelines.

- After-Board Letter sent out after Apportionment
- Periodic Reminder Letters

Failure to submit the plan approvals within the 12-month window **will result in the Apportionment being rescinded** without further State Allocation Board action



# Fund Release Process

# Fund Release

- Normally, Applications have 90 days from Apportionment to submit a complete Form SAB 50-05 *Fund Release Authorization (SAB 50-05)*
- For ROF Applications, Form SAB 50-05 is due within 90 days of OPSC receipt of CDE and DSA plan approvals
- ROF Applications can have up to 12 months + 90 days from Apportionment to submit Form SAB 50-05

# Fund Release – What You Need to Submit

- Application does NOT have to be under contract to request Fund Release
- Current Form SAB 50-05 with Header, Parts VIII, IX, X, and XI completed and signed by District Representative
  - OPSC Online
  - Via email to [OPSCFundRelease@dgs.ca.gov](mailto:OPSCFundRelease@dgs.ca.gov)
    - Cc [OPSCApplicationReviewTeam@dgs.ca.gov](mailto:OPSCApplicationReviewTeam@dgs.ca.gov)
- If not previously submitted, signed Grant Agreement

# Fund Release – Timeline Tracking

OPSC keeps track of all Apportionments and their timelines.

- After-Board Letter sent out after Apportionment
- Periodic Reminder Letters

Failure to submit the SAB 50-05 within the 90-day window **will result in the Apportionment being rescinded and the Application being placed back on the Unfunded List (Lack of AB 55 Loans) with a new Unfunded Date of 90-Days after Apportionment.**

## Fund Release – Non-Participation

Failing to submit a valid Form SAB 50-05 to request the release of funds within 90 days of Apportionment will also result in an occurrence of non-participation.

Any project that incurs two instances of non-participation will be removed from the Unfunded List, or the Apportionment will be rescinded without further SAB action.

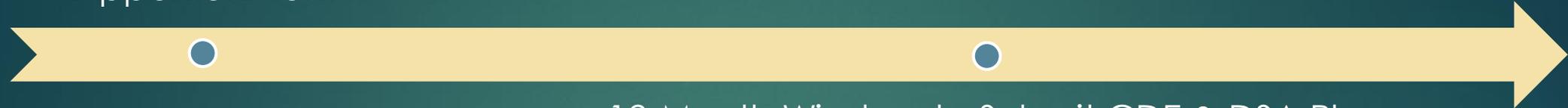


# Reservation of Funds Application Timelines

# ROF Application Timeline – PIF Round 20

4/28/2021

Apportionment



12-Month Window to Submit CDE & DSA Plan Approvals

4/28/2021 – 4/27/2022

4/27/2022

Plan Approvals Submitted



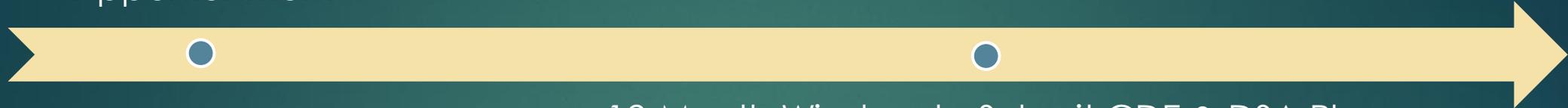
90-Day Window to Submit SAB 50-05

4/27/2022 – 7/26/2022

# ROF Application Timeline – PIF Round 20

4/28/2021

Apportionment

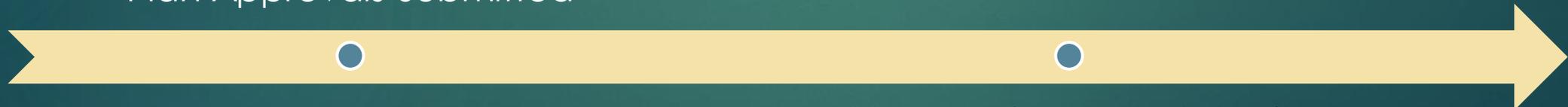


12-Month Window to Submit CDE & DSA Plan Approvals

4/28/2021 – 4/27/2022

5/28/2021

Plan Approvals Submitted



90-Day Window to Submit SAB 50-05

5/28/2021 – 8/28/2021

# ROF Application Timeline – PIF Round 21

10/27/2021

Hypothetical  
Apportionment



12-Month Window to Submit CDE & DSA Plan  
Approvals

10/27/2021 – 10/26/2022

10/26/2022

Plan Approvals Submitted



90-Day Window to Submit  
SAB 50-05

10/26/2022 – 1/24/2023



After Fund Release – What Now?

# Getting Under Contract

- CTEFP Applications are NOT required to be under contract to request a Fund Release
- CTEFP Applications ARE subject to Substantial Progress Requirements in SFP Regulation Section 1859.105
- Substantial Progress must be demonstrated within 18 months of final Fund Release

# Getting Under Contract – Substantial Progress

## Ways CTEFP Applications can demonstrate Substantial Progress

- 75% of all site development work that is necessary prior to building construction activity is complete,
- 90% of all building construction activities are under contract,
- All construction activities are 50% complete, or
- Other evidence

# Project Closeout – Expenditure Reporting

- Up to four years from final Fund Release to complete project
- First Expenditure Report (Form SAB 50-06) is due (whichever occurs 1<sup>st</sup>):
  - One year after Fund Release, or
  - Notice of Completion that project is 100% complete is filed to OPSC
- Subsequent Expenditure Reports are due (whichever occurs 1<sup>st</sup>):
  - Annually beginning one year from first Expenditure Report, up to four years total
  - Notice of Completion that project is 100% complete is filed to OPSC

# Project Closeout – Audit

- Expenditure Audit shall commence within one year of the Final Expenditure Report or four years from the final fund release
- The State's portion of the Unused Funds will be returned to the State per SFP Regulation Section 1859.199



# Post-Fund Release Timeline

# Post-Fund Release Timeline – PIF Round 20



# Recap – CTEFP Key Takeaways

- 12 months from Apportionment to submit plan approvals
- 90 days from most recently submitted plan approval to submit Fund Release
- 18 months from Fund Release to show Substantial Progress
- Four years from Fund Release to finish project

# Resources

## **CTEFP Mailbox**

[OPSCCTEFP@dgs.ca.gov](mailto:OPSCCTEFP@dgs.ca.gov)

## **CTEFP Webpage**

<https://www.dgs.ca.gov/OPSC/Services/Page-Content/Office-of-Public-School-Construction-Services-List-Folder/Obtain-Career-Technical-Education-Facilities-Funding>

## **Form SAB 50-05 Fund Release Authorization Checklist**

<https://www.dgs.ca.gov/-/media/Divisions/OPSC/Forms/5005-Checklist-v5-ADA.pdf>

## **OPSC YouTube Page**

<https://www.youtube.com/user/OPSCYou>

# Upcoming Dates – OPSC Virtual Training Series

- **Form 50-05 Submittals (OPSC Online):** Friday, April 30, 2021 – 10:00 a.m. to 11:30 a.m.
- Additional trainings to be announced on our website

# Email Subscription List

- To receive the latest news from OPSC please subscribe to our email list:

<https://www.dgs.ca.gov/OPSC/Contact>

- By subscribing to the master list our customers will receive:
  - All SAB/OPSC Meeting Notifications
  - SAB Agendas
  - Priorities in Funding Announcements, and
  - Other SAB/OPSC Information

# Questions

Please let us know if you have any questions...

Please contact the Project Manager assigned to your County.  
The list of County Project Managers can be found at this website:

<https://www.dgs.ca.gov/OPSC/Contact>

Please send comments and suggestions to:

[opsccommunications@dgs.ca.gov](mailto:opsccommunications@dgs.ca.gov)