

# Office of Public School Construction

## Converting Your Charter School Facilities Program Preliminary Apportionment

PRESENTATION BY:

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April 6, 2021



# Agenda Summary

- Prop 51 Recap
- Converting your Preliminary Apportionment (PA)
- Funding Restrictions
- Accessing Funding
- Financial Reporting Requirements
- Submitting Documents to OPSC
- Top Tips and Resources

## Prop 51 Recap

- Approximately \$650.0 million awarded
  - \$500.0 million in Prop 51
  - \$150.0 million in Props 47, 55, and 1D
    - Funding that returned through 2018
- 62 PAs awarded
  - 16 can still request advance funding (optional)
    - Design costs
    - Site acquisition costs
  - 47 need to convert to a final apportionment

# Converting Your PA

- Submit a complete and valid *Application for Funding* (Form SAB 50-04)
- Preliminary to Final Apportionment
  - Proposed project to actual project with approved plans
- At conversion, applicant can:
  - Request less funding than what was originally reserved
  - Request eligible supplemental grants not previously reserved
    - Cannot request additional square footage or pupil grants
  - Receive additional funding beyond what was reserved if:
    - Project qualifies
    - Financially sound
    - Available bond authority

The screenshot shows a web browser window displaying the 'Forms' page of the Office of Public School Construction. The browser's address bar shows the URL 'dgs.ca.gov/OPSC/Forms'. The page features a dark blue header with the 'CA.GOV' logo, social media share icons (Facebook, Twitter, Google+, Email), and links for 'Careers' and 'Translate'. Below the header is a navigation bar with the 'DGS' logo and the text 'Office of Public School Construction'. A secondary navigation bar contains links for 'DGS HOME', 'HOME', 'SERVICES', 'MEETINGS', 'CALENDARS', 'FORMS' (which is highlighted), and 'View All'. The main content area has a dark blue background with the breadcrumb 'HOME » OFFICE OF PUBLIC SCHOOL CONSTRUCTION » FORMS' and a large white 'Forms' heading. Below this is a search bar with the placeholder text 'Search Forms' and a blue 'SEARCH' button. A dropdown menu is set to 'SORT BY RELEVANCE'. The Windows taskbar at the bottom shows the time as 4:39 PM on 2/22/2021.

# Converting Your PA

## Form SAB 50-04 Supporting Documents

- Division of the State Architect (DSA) approved plans and specifications
- DSA and CDE Final Plan approval letters
- CTEAC certification letter
- Request for current financial soundness
  - Submit request to CSFA at the same time the Form SAB 50-04 package is submitted to OPSC
  - Do not submit financial soundness documentation to OPSC

# Converting Your PA

## Additional items for New Construction projects

- Site development worksheet
- Offsite plans approved by local authority
- Projects with site acquisition
  - CDE Final Site Approval letter
  - Valid Opening/Closing escrow statement
  - Appraisal with valuation date within six months of application submittal date
    - Funding based on the lesser of the appraised value and actual cost
  - DTSC and hazardous waste removal invoices, if requesting



The screenshot shows a web browser window with two tabs: 'OPSC Virtual Training Series' and 'Resources | OPSC'. The address bar shows the URL 'webapps.dgs.ca.gov/OPSC/OPSCOnline/resources'. The page header features the 'CA.gov' logo and the 'Office of Public School Construction' logo. A navigation menu includes 'Contact Us', 'Settings', and 'Welcome Erin'. A secondary menu contains icons for 'Resources', 'Accounting', 'Admin', 'Grants', 'Reports', 'Users', 'District', and 'Dashboard'. The main content area is titled 'OPSC Resources' and lists the following links: '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)', 'Site Development Worksheet', and 'OPSC Online User Guide'. The footer contains links for 'Back to Top', 'Conditions of Use', 'Privacy Policy', 'Contact Us', 'Register to Vote', and 'Governor', along with the copyright notice 'Copyright © 2021 - State of California'. The Windows taskbar at the bottom shows the search bar and several application icons, with the system tray displaying the time '3:48 PM' and date '3/29/2021'.

# Converting Your PA

## Additional items for Rehabilitation projects

- Cost Estimate
  - Breakout total hard construction costs in the rehabilitation project
  - Used to ensure work is allowed under rehabilitation and project meets 60% commensurate requirement
- Access/Fire Code Requirements DSA Checklist
  - ONLY if applicant requests funding based on the **minimum work required by DSA**
  - Can request 3% of the base grant without checklist
  - Must be approved by DSA prior to application submittal

# Converting Your PA

## Conversion Deadline

- Fours years from date PA awarded
- Submit complete and valid Form SAB 50-04 by deadline
  - Construction does not need to start
- Request a one-time, one-year extension
  - Meet all requirements in SFP Regulations, Section, 1859.166.1
  - Submitted no later than the original four-year conversion deadline

## **No Additional Extensions**

Executive Officer Emergency Powers allows OPSC to provide extensions for applicants that are unable to meet OPSC's response deadlines as a result of the COVID-19 pandemic. This does not apply to the four-year conversion deadline which is required in statute (Education Code 17078.52(c)(3)).

# Funding Restrictions

- 60% Commensurate Requirement
  - Hard construction costs must be at least 60% of total funding (less site acquisition)
  - Verified at conversion, final fund release and closeout
- Financial Soundness Determination
- Available bond authority
  - For projects that qualify for more than was originally reserved

# Funding Restrictions

- Capacity (rehab)
  - Square footage base grant capped at classroom capacity in project
- Excess square footage/classrooms (rehab)
  - Reconfiguring existing facilities or demolishing and building back
  - Excess square footage or classrooms (even if within original square footage) not eligible rehabilitation expenditures
    - Can be funded by corresponding new construction project
- Occupancy (new construction)
  - Cannot submit Form SAB 50-04 once facilities occupied

# Accessing Funding

## **Step One: Unfunded Approval on the Unfunded List (Lack of AB 55 Loans)**

- Unfunded approvals that need cash
- Advances placed on list when PA awarded.
- Construction funding placed on list when conversion application approved by State Allocation Board (SAB)

# Accessing Funding

Unfunded Approvals  
as of January 27, 2021 SAB

County	School District	Application Number	Program	Approval	Received Date	SAB Unfunded Approval	Financial Hardship Apportionment	Loan	State Share	Total Apportionment	Cumulative Amount	Submitted Certification Letter Nov. 2020	Grant Agreement Received as of 1/27/2021
MONTEREY	GREENFIELD UNION ELEMENTARY	58/66035-00-002	Rehabilitation	G	4/7/2020	9/30/2020	0.00	0.00	91,089.45	91,089.45	91,089.45	Yes	No
LOS ANGELES	LOS ANGELES UNIFIED	58/64733-00-004	Rehabilitation - Seismic	G	8/15/2018	10/28/2020	0.00	0.00	825,596.00	825,596.00	916,685.45	Yes	Yes
IMPERIAL	CALEXICO UNIFIED	51/63099-00-001	Facility Hardship - Seismic	G	6/29/2020	10/28/2020	0.00	0.00	949,620.00	949,620.00	1,866,305.45	Yes	No
IMPERIAL	CALEXICO UNIFIED	51/63099-00-001	Facility Hardship - Seismic	G	11/5/2020	12/9/2020	0.00	0.00	69,972.00	69,972.00	1,936,277.45	Yes	No
RIVERSIDE	TEMECULA VALLEY UNIFIED	58/75192-00-001	Rehabilitation	G	10/15/2019	12/9/2020	0.00	0.00	446,842.00	446,842.00	2,383,119.45	Yes	Yes
TRINITY	MOUNTAIN VALLEY UNIFIED	51/75028-00-004	Facility Hardship	D	6/26/2020	12/9/2020	378,961.80	0.00	422,940.80	801,902.60	3,185,022.05	Yes	Yes
NAPA	NAPA VALLEY UNIFIED	51/66266-00-002	Facility Hardship	G	8/19/2020	12/9/2020	0.00	0.00	11,780,096.78	11,780,096.78	14,965,118.83	Yes	Yes
NAPA	ST. HELENA UNIFIED	58/66290-00-001	Rehabilitation	G	8/24/2020	12/9/2020	0.00	0.00	137,427.00	137,427.00	15,102,545.83	Yes	Yes
SAN BERNARDINO	COLTON JOINT UNIFIED	58/67686-00-002	Rehabilitation	G	8/24/2020	12/9/2020	0.00	0.00	205,784.00	205,784.00	15,308,329.83	Yes	Yes
MERCED	GUSTINE UNIFIED	58/73619-00-001	Rehabilitation	G	8/26/2020	12/9/2020	0.00	0.00	562,696.00	562,696.00	15,871,025.83	Yes	Yes
MERCED	GUSTINE UNIFIED	58/73619-00-002	Rehabilitation	G	8/26/2020	12/9/2020	0.00	0.00	498,987.00	498,987.00	16,370,012.83	Yes	Yes
DEL NORTE	DEL NORTE COUNTY UNIFIED	58/61820-00-007	Rehabilitation	G	8/30/2020	12/9/2020	0.00	0.00	180,803.00	180,803.00	16,550,815.83	Yes	No
DEL NORTE	DEL NORTE COUNTY UNIFIED	58/61820-00-002	Rehabilitation	G	9/1/2020	12/9/2020	0.00	0.00	228,802.00	228,802.00	16,779,617.83	Yes	No
ORANGE	FULLERTON JOINT UNION HIGH	58/66514-00-003	Rehabilitation	G	10/8/2020	12/9/2020	0.00	0.00	5,297,431.00	5,297,431.00	22,077,048.83	Yes	Yes
ALAMEDA	OAKLAND UNIFIED	54/61259-09-010	Charter	D	6/5/2017	1/24/2018	0.00	200,206.10	200,206.10	400,412.20	22,477,461.03	No	No
ALAMEDA	OAKLAND UNIFIED	54/61259-09-011	Charter	D	6/5/2017	1/24/2018	0.00	2,150,284.80	2,150,284.80	4,300,569.60	26,778,030.63	No	No
ALAMEDA	SAN LORENZO UNIFIED	54/61309-00-003	Charter	D	6/5/2017	12/11/2018	0.00	845,455.40	845,455.40	1,690,910.80	28,468,941.43	No	No
SAN BERNARDINO	SAN BERNARDINO CITY UNIFIED	54/67876-00-004	Charter	D	6/5/2017	1/22/2019	0.00	229,399.00	229,399.00	458,798.00	28,927,739.43	No	No
SACRAMENTO	SACRAMENTO CITY UNIFIED	54/67439-00-008	Charter	S	6/5/2017	5/2/2019	0.00	212,228.00	212,228.00	424,456.00	29,352,195.43	No	Yes
SANTA CLARA	EAST SIDE UNION HIGH	54/69427-00-005	Charter	D	6/5/2017	7/23/2019	0.00	1,552,568.80	1,552,568.80	3,105,137.60	32,457,333.03	No	Yes
SANTA CLARA	EAST SIDE UNION HIGH	54/69427-00-006	Charter	D	6/5/2017	7/23/2019	0.00	27,429.70	27,429.70	54,859.40	32,512,192.43	No	Yes
LOS ANGELES	LOS ANGELES UNIFIED	54/64733-00-102	Charter	S	6/1/2017	3/23/2020	0.00	7,441,670.00	7,441,670.00	14,883,340.00	47,395,532.43	No	No

# Accessing Funding

## Step Two: Submit Priority Funding Certification

- Certification
  - Ability to meet the requirements to request funds by a deadline specific to your type of funding
- Bi-Annual Certification Rounds:
  - May 12, 2021 - June 10, 2021
    - Eligible for funding July 1, 2021-December 31, 2021
  - November 10, 2021 - December 9, 2021
    - Eligible for funding January 1, 2022-June 30, 2022

The screenshot shows a web browser displaying the Office of Public School Construction website. The page has a blue header with the CA.GOV logo, social media icons, and a search bar. The main navigation menu includes links for DGS HOME, HOME, SERVICES, MEETINGS, CALENDARS, FORMS, RESOURCES (highlighted), NEWS, ABOUT, and CONTACT. The breadcrumb trail reads: HOME > OFFICE OF PUBLIC SCHOOL CONSTRUCTION > RESOURCES > PRIORITY SCHOOL CONSTRUCTION FUNDING. The main heading is "Priority Funding for School Construction Projects". Below the heading is a paragraph: "Stakeholders can view information regarding priority funding eligibility, funding rounds, and non-participation in the funding rounds." There are two sub-sections: "Priority Funding Apportionments" with two bullet points, and "Priority Funding Eligibility" with a paragraph of text.

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**DGS** Office of Public School Construction  [SEARCH](#)

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HOME > OFFICE OF PUBLIC SCHOOL CONSTRUCTION > RESOURCES > PRIORITY SCHOOL CONSTRUCTION FUNDING

## Priority Funding for School Construction Projects

Stakeholders can view information regarding priority funding eligibility, funding rounds, and non-participation in the funding rounds.

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### Priority Funding Apportionments

- [Projects Receiving Priority Funding Apportionments at the May 27, 2020 SAB Meeting](#)
- [Projects Receiving Priority Funding Apportionments at the October 28, 2020 SAB Meeting](#)

### Priority Funding Eligibility

The priority funding process was created to allow projects that receive unfunded approval by the State Allocation Board (SAB) and are placed on the Unfunded List (Lack of AB 55 Loans) to receive an apportionment with accelerated timelines.

School Facility Program Regulation Section 1859.90.2 requires a school district to submit a written statement that requests to convert the unfunded approval to an Apportionment. Projects on the OPSC Workload List *cannot make this request*. Any priority funding requests received for projects on the OPSC Workload List will be returned to the district.

# Accessing Funding

Use for CSFP Advance Release of Funds Request - ONLY

Insert Date Here

Office of Public School Construction  
Department of General Services 707  
Third Street, 6<sup>th</sup> Floor  
West Sacramento, CA 95605

**RE: Priority Funding Certification for Charter School Facilities Program Advance Release of Funds**

To Whom it May Concern:

The Applicant requests to receive an approved advance release of funds for the following project(s):

<u>Project Name</u>	<u>Application Number</u>	<u>Type of Advance</u>
---------------------	---------------------------	------------------------

- The Applicant acknowledges that a valid, signed Form SAB 50-05 must be submitted and received by the Office of Public School Construction (OPSC) within 90 calendar days from the date of approved advance release of design funds request and 180 calendar days from the date of approved advance release of site acquisition funds request, and that failure to do so will result in the rescission of the approved release of funds request without further Board action.
- The Applicant acknowledges that a valid, signed Grant Agreement for each project and each type of advance must be submitted pursuant to School Facility Program Regulation Section 1859.90.4 and received by OPSC prior to or concurrently with the Form SAB 50-05.

**If the request includes advance funding for site acquisition, include the following certification:**

- In order to be considered for an approved advance release of site acquisition funds from a Preliminary Charter School Apportionment, The Applicant acknowledges that it must provide evidence that it has entered into the Charter School Agreements within 90 calendar days of approval of the advance release of funds request and that failure to do so will result in the rescission of the approval without further Board action.

**If applicable, include the following certification:**

- The Applicant acknowledges that, if the Applicant submits the Form SAB 50-05 on or after July 1, 2013 and is required to submit a Labor Compliance Program third party report, pursuant to Section 1859.97(b), the report will be submitted to OPSC and the DIR at least 60 days prior to submitting the Form SAB 50-05. Only projects approved from Proposition 47 or 55 bond authority, and have construction contracts awarded prior to January 1, 2012, are subject to this acknowledgement.

Electronic or Scanned Wet Signature  
Charter School Representative

Use for CSFP Apportionment Request - ONLY

Insert Date Here

Office of Public School Construction  
Department of General Services  
707 Third Street, 6<sup>th</sup> Floor  
West Sacramento, CA 95605

**RE: Priority Funding Certification for Charter School Facilities Program Apportionment**

To Whom it May Concern:

The Applicant requests to convert an unfunded approval to an Apportionment for the following project(s):

<u>Project Name</u>	<u>Application Number</u>	<u>Type of Apportionment Request</u>
---------------------	---------------------------	--------------------------------------

- The Applicant acknowledges that a valid, signed Form SAB 50-05 must be submitted and received by the Office of Public School Construction (OPSC) within 90 calendar days from the date of Apportionment, and that failure to do so will result in the rescission of the approved release of funds request without further Board action.
- The Applicant acknowledges that a valid, signed Grant Agreement for each project and each Apportionment must be submitted pursuant to School Facility Program Regulation Section 1859.90.4 and received by OPSC prior to or concurrently with the Form SAB 50-05.
- The Applicant acknowledges that by participating in the priority funding round, the Applicant is waiving its right to a standard 18-month timeline for fund release submittal.

**If applicable, include the following certification:**

- The Applicant acknowledges that, if the Applicant submits the Form SAB 50-05 on or after July 1, 2013 and is required to submit a Labor Compliance Program third party report, pursuant to Section 1859.97(b), the report will be submitted to OPSC and the DIR at least 60 days prior to submitting the Form SAB 50-05. Only projects approved from Proposition 47 or 55 bond authority, and have construction contracts awarded prior to January 1, 2012, are subject to this acknowledgement.

Electronic or Scanned Wet Signature  
Charter School Representative

# Accessing Funding

## **Step Three: Wait for funds to become available**

- Usually from a Spring or Fall General Obligation Bond sale
- Must include funding for the School Facility Program
- Bond sales are not guaranteed

Bonds | State of California Invest | X +

buycaliforniabonds.com/state-of-california-ca/bonds/i27

State of California Investor Relations  
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# Bonds

View municipal bond offerings from State of California Investor Relations, and view bond ratings from Fitch, Moody's, and S&P.

## Bond Sales

**MARCH 10, 2021**  
**Bond Sale**

California School Finance Authority State Aid Intercept Notes 2021 Series A-1 (Tax-Exempt), 2021 Series A-2 & 2021 Series B (Federally Taxable)\*

METHOD OF SALE: Negotiated | RETAIL ORDER PERIOD BEGINS: Date TBD

[View Bond Offering](#)

**MARCH 11, 2021**  
**Bond Sale**

State of California Various Purpose General Obligation Bonds and Various Purpose General Obligation Refunding Bonds (March 2021)\*

PAR AMOUNT: \$1,900,000,000 | METHOD OF SALE: Negotiated | RETAIL ORDER PERIOD BEGINS: Date TBD

[View Bond Offering](#)

### Bonds

- Bond Sales
- Fitch Ratings
- Moody's Investors Service
- S&P Global Ratings
- General Offering Information

**GET BOND ALERTS**  
Get notifications when there are new upcoming bond sales.

**GET ALERTS**

Type here to search

1:25 PM 3/1/2021

# Accessing Funding

## **Step Four: Receive a Funded Approval**

Back to the board to change approval to *funded*

## **Step Five: Request funds by deadline**

- 90 days from funded approval for design and construction
- 180 days from funded approval for site acquisition

## **Step Six: Funds released**

About 6 weeks from request submittal

# Accessing Funding

## Requesting Funds

Submit a complete and valid *Fund Release Request* (Form SAB 50-05) and supporting documents:

- Executed Grant Agreement (OPSC)
  - Specific to funding phase (design, site, construction)
- Executed Charter School Agreements
  - Memorandum of Understanding (CSFA)
  - Funding Agreement, if loan requested (CSFA)
  - Use Agreement, if District holds title (District)
  - Not specific to funding phase

# Accessing Funding

## Additional items for advance fund release

- Current financial soundness determination (CSFA)
- California Department of Education (CDE) Contingent Site Approval (site advance)
- Preliminary Appraisal (site advance)
- *Application for Charter School Preliminary Apportionment* (Form SAB 50-09) (site advance)
- Additional items if charter holds title

# Accessing Funding

## Additional items for final fund release

- Full contract(s)
  - **Must be in contract for at least 50% of hard construction costs**
- Notice(s) to Proceed
- Project Information Worksheet (PIW) (new construction projects only)
- Additional items if charter holds title

# Accessing Funding

## **Non-Participation Occurrences**

- Construction funding phase only
  - Do not apply to advances
- Certification not submitted
- Form SAB 50-05 not submitted by deadline

**After two non-participation occurrences the project is rescinded!**

# Financial Reporting Requirements

## Annual Expenditure Reports (SFP Regulation Section 1859.104)

- Submit an *Expenditure Report* (Form SAB 50-06) and Detailed Listing of Project Expenditures (DLOPE)
- Beginning one year from final fund release, submit every year until *project complete*:
  - Form SAB 50-06 submitted indicating project is 100% complete
  - 3 years from final fund release date for elementary school
  - 4 years from final fund release date for middle/high school





# Financial Reporting Requirements

## Project Closeout (EC 41024)

- *K-12 Expenditure Audit* must be completed by a local auditor within one year of project completion
- Review of expenditures reported on the final DLOPE to determine if they are eligible/ineligible
- Ineligible expenditures and savings will need to be returned
- Deposit funding in separate account or sub account to keep project expenditures separate from general charter school expenditures

HOME > OFFICE OF PUBLIC SCHOOL CONSTRUCTION > RESOURCES > K-12 AUDIT RESOURCE

# K-12 Audit Resource

To assist auditors conducting the local educational agency’s audit, the Office of Public School Construction has set up this resource page with crucial audit information on both a districtwide and project specific basis.

**CONTACT**

**Jason Hernandez**  
 Department of General Services  
 Office of Public School Construction  
 707 Third St.  
 West Sacramento, CA 95605  
 Phone: (916) 376-5369  
 Email: [jason.hernandez@dgs.ca.gov](mailto:jason.hernandez@dgs.ca.gov)

Additional Contacts:

Hung Bang - (916) 375-4618  
 Email: [hung\\_bang@dgs.ca.gov](mailto:hung_bang@dgs.ca.gov)

Suzanne Reese - (916) 376-1612  
 Email: [suzanne.reese@dgs.ca.gov](mailto:suzanne.reese@dgs.ca.gov)

Per Education Code Section 41024, a local agency that receives any funds pursuant to the Leroy F. Greene School Facilities Act of 1998 on or after April 1, 2017 and was apportioned on or after July 1, 2017 will have their project audited as required in this Education Code Section. Completed audit reports are to be submitted to the State Controller’s Office (SCO) for review and certification. Audit reports for Completed Projects, Reduction to Costs Incurred (RCI) projects, or Savings Usage are due one year from the final submission of the Final Form SAB 50-06 Expenditure Report to OPSC per Education Code Section 41024(a)(6). Audit reports for savings audits are due one year from the submission of the “Use of Savings” report to OPSC. To assist auditors conducting the local educational agency’s audit, the Office of Public School Construction has set up this resource page with crucial audit information on both a districtwide and project specific basis. For your use, below are links to documents that can be used with the goal of a successful and thorough audit.

## K-12 AUDIT RESOURCES

Expand All

- [K-12 AUDIT WORKSHOP](#) +
- [K-12 WORKLOAD REPORTS](#) +
- [K-12 AUDIT RESOURCES](#) +

# Financial Reporting Requirements

## Loan Repayment

- Payments begin one year from occupancy date
  - **Applicant must notify OPSC when facilities are occupied**
- CSFA creates payment schedule
- Up to 30 years to repay
- 9-month schedule
  - No payments June, July or February
- Payments collected via interception of CDE Average Daily Attendance (ADA) payment

# Submitting Documents to OPSC

Two ways to submit:

- By email (scanned signatures accepted)
  - [OPSCApplicationReviewTeam@dgs.ca.gov](mailto:OPSCApplicationReviewTeam@dgs.ca.gov) and cc [erin.cunneen@dgs.ca.gov](mailto:erin.cunneen@dgs.ca.gov)
  - Priority Funding Certifications also cc [Haley.Jensen@dgs.ca.gov](mailto:Haley.Jensen@dgs.ca.gov)
- OPSC Online

The screenshot shows a web browser window with the following elements:

- Browser Tabs:** Resources | OPSC, Online Application Links for School Construction Projects
- Address Bar:** dgs.ca.gov/OPSC/Resources/Page-Content/Office-of-Public-School-Construction-Resources-List-Folder/Online-Application-Links
- Page Header:** CA.Gov logo, social media icons (Facebook, Twitter, Google+, Email), and "Careers Translate" links.
- Navigation Bar:** DGS logo, "Office of Public School Construction" title, a search bar with the placeholder "For example, how to sell to the state?", and a menu with links: DGS HOME, HOME, SERVICES, MEETINGS, CALENDARS, FORMS, RESOURCES (highlighted), NEWS, ABOUT, CONTACT.
- Breadcrumbs:** HOME > OFFICE OF PUBLIC SCHOOL CONSTRUCTION > RESOURCES > ONLINE APPLICATION LINKS FOR SCHOOL CONSTRUCTION PROJECTS
- Main Section Header:**

# Online Application Tools for School Construction Projects
- Text:** Stakeholders can access online applications developed by the Office of Public School Construction (OPSC), such as OPSC Online, SFP Grant Calculator and Project Tracking Number Generator, which generates Project Tracking numbers and provides a search function for school construction projects.
- Section Header:** List of OPSC Online Applications and Tools
- Section Header:** **ONLINE APPLICATIONS AND TOOLS**
- List-Group:**
  - [OPSC Online Application](#) (link)\*  
OPSC Online allows school districts and applicants to electronically submit requests for funding, and associated project documentation, for all School Facility Program projects. The online platform allows applicants to draft, review, and submit required forms at any time. Our newest release of OPSC Online was released in early July 2020 which added new capabilities that included the New Construction, Modernization, Facility Hardship, Seismic Mitigation Program and the Charter School Facilities Programs. The result is a completely paperless process! We encourage all applicants to submit your applications electronically through OPSC Online instead of submitting a paper based application.
- Text:** \*OPSC Online is optimized for Microsoft Edge and Google Chrome web browsers.
- List-Group:**
  - [OPSC Online User Guide](#)

The Windows taskbar at the bottom shows the search bar with "Type here to search", several application icons (File Explorer, Edge, Word, PowerPoint, Chrome, etc.), and the system tray with the date and time: 9:58 PM, 2/22/2021.

## Top Tips

- **Charter School Agreements:** Work on executing as early as possible to avoid missing Form 50-05 submittal deadlines
- **Designing Project:** Certain variances between preliminary and final project scopes allowed
  - Discuss these with OPSC early on to see if they are eligible or will affect funding
- **Occupancy:** Do not occupy new construction projects prior to submitting complete and valid Form SAB 50-04
  - Project will be ineligible for funding
  - Rehabilitation projects can be occupied

## Top Tips

- **No Lease, Lease-Backs:** Charter schools may not use a lease, lease-back (LLB) construction delivery method (Districts may use LLB)
- **Public Works Project:** Follow all Labor Code, Public Contract Code and Government Code requirements
- **Closeout Pre-Review:** Request a pre-review by our office to help identify ineligible expenditures prior to submitting your final 50-06. Once a final 50-06 is submitted, a pre-review cannot be requested.

# Resources

## **SAB Forms**

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

## **SAB Meeting Agendas (current and archived)**

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

## **Priority Funding Webpage**

<https://www.dgs.ca.gov/OPSC/Resources/Page-Content/Office-of-Public-School-Construction-Resources-List-Folder/Priority-Funding-Information>

## **Advertised Bond Sales**

<https://www.buycaliforniabonds.com/state-of-california-ca/bonds/i27>

## **K-12 Audit**

<https://www.dgs.ca.gov/OPSC/Resources/Page-Content/Office-of-Public-School-Construction-Resources-List-Folder/K-12-Audit-Resource>

## **OPSC Online and User Guide**

<https://www.dgs.ca.gov/OPSC/Resources/Page-Content/Office-of-Public-School-Construction-Resources-List-Folder/Online-Application-Links>

## E-mail Subscription List

- To receive the latest news from OPSC that is specific to charter schools please subscribe to our email list:

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

- By subscribing to the *Charter Schools* list you will receive notifications regarding information that is specific to the Charter School Facilities Program such as important program changes and new funding round notifications.

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