

Substantial Progress and Expenditure Reporting Process



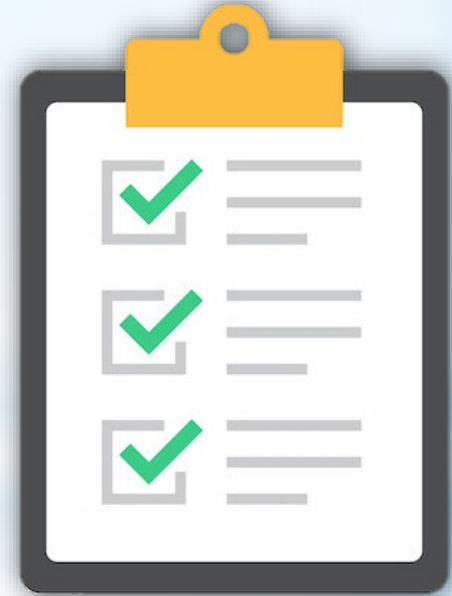
Presented By: Hung Bang & Jason Hernandez

December 8, 2021

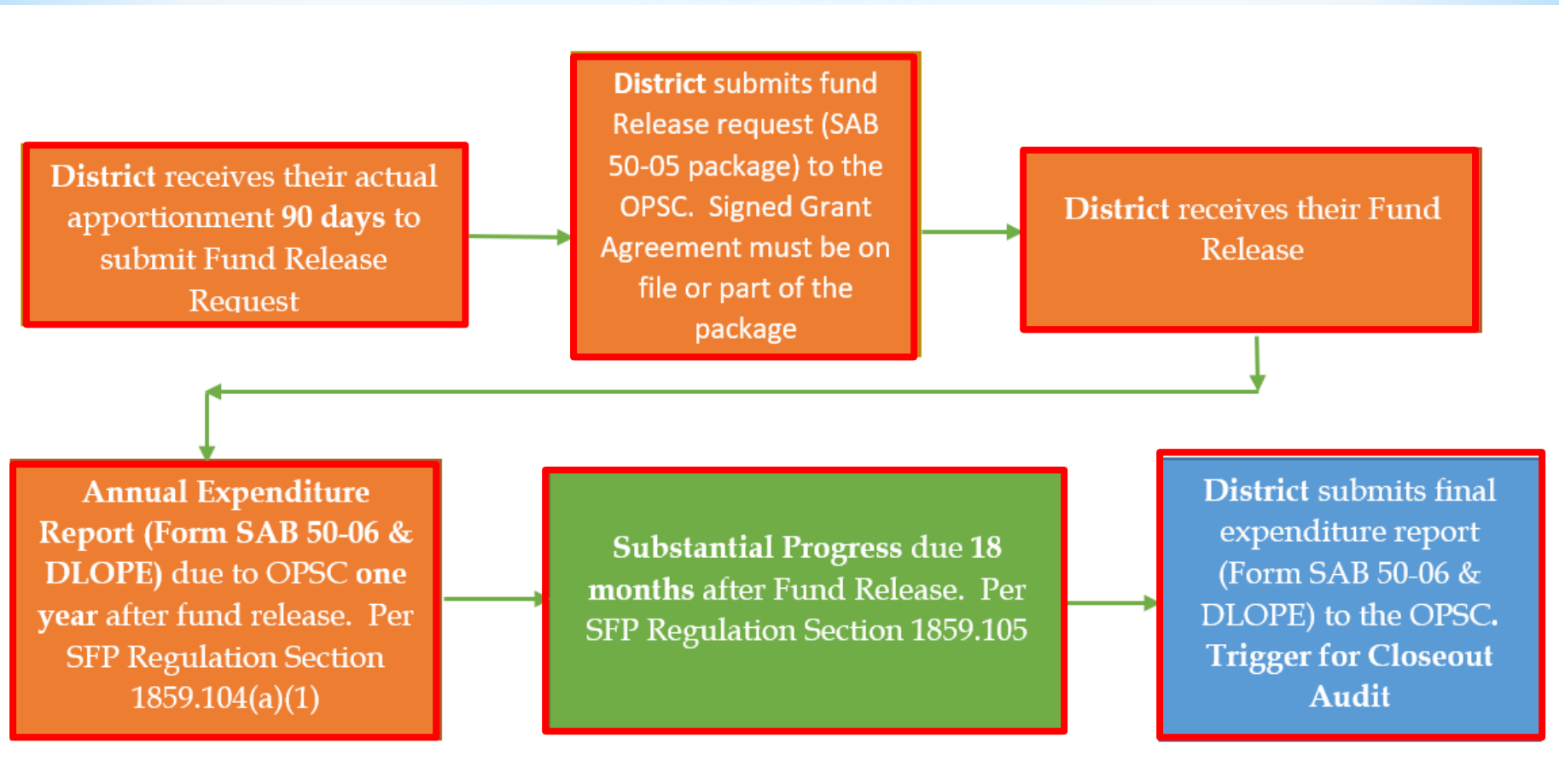
Office of Public School Construction

Office of Public School Construction

- An overview of the School Facility Program Substantial Progress and Expenditure Reporting processes.
- How to submit the Substantial Progress Checklists and Form SAB 50-06 on OPSC Online.



Timeline of Report Submittal



Substantial Progress Reporting Requirements

- **Substantial Progress reporting requirements** are determined by type and date of apportionments and their subsequent fund releases. 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 apportionment.
- **Substantial Progress Checklist**

Type of Apportionments

Grants:	Also Known as:
Preliminary Apportionment (PA)	Reserved Fund (Charter)
Design (D)	Planning
Site (J)	Site Acquisition/Purchase
Adjusted G (G)	Full Grant/Construction Grant/Base Grant

Sample Substantial Progress Checklist

SCHOOL FACILITY PROGRAM (SFP) PROGRAM ACCOUNTABILITY SUBSTANTIAL PROGRESS CHECKLIST - SEPARATE SITE OR ADJUSTED GRANT

Effective 12/01

GENERAL INFORMATION

SFP Regulation Section 1859.104(b) requires a substantial progress report in the form of a narrative. The progress report is due 18 months from the date any funds were released to the district for the project. This worksheet may be submitted in lieu of providing a narrative. The progress report shall include information regarding the efforts the district has made towards substantial completion of the project.

SCHOOL DISTRICT	APPLICATION NUMBER
SCHOOL NAME	COUNTY

INSTRUCTIONS

Check the appropriate box(es) if the activities have been completed in each section to identify the criteria by which the district has met the substantial progress requirement.

SECTION 1 - Separate Site Financial Hardship or Separate Site Environmental Hardship Progress Report. Refer to Regulation Section 1859.105(b) or Section 1859.75.1

Acceptable evidence of substantial progress shall be considered met when the district has completed **all** of the following:

- Obtained the final appraisal of the site.
- Completed all California Environmental Quality Act requirements.
- Obtained final approval of the site by the California Department of Education.
- Obtained final escrow instructions or evidence the district has filed condemnation proceedings and intends to request an order of possession of the site.

**SECTION 2 - Adjusted Grant Progress Report.
Refer to Regulation Section 1859.105(a).**

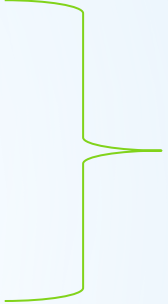
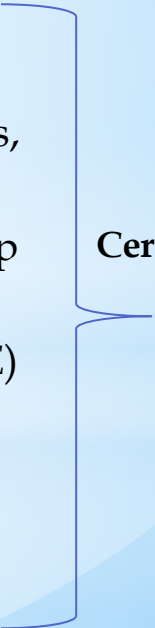
Acceptable evidence of substantial progress shall be considered met when the district has completed **any** of the following:

- 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 delayed 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. **(Attach a narrative explanation and supporting documentation).**

The Office of Public School Construction reserves the right to request copies of supporting evidence as well as conduct a site visit for this project.

Substantial Progress & Self-Cert Review

Documents needed for Substantial Progress & Self-Cert review:

1. Construction contracts to date.
 2. Schedules of Values or Continuation Sheet for construction contract
 3. Billing of date for construction contracts.
 4. Project expenditures to date (Detailed Listing of Project Expenditures).
 5. General Ledger Report that details project expenditures to date.
- 
- Substantial Progress**
6. All project change orders to date.
 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.
- 
- Self-Certification**

Substantial Progress Document Request Example

Modernization Project (Non-Financial Hardship) & another SP Review done within last year:

At least 90% of Building Construction Activities Under Contract:

- Construction contracts to date
- All project change orders to date
- Qualification Appraisal for architect
- Construction delivery method

Substantial Progress – Next Steps

Substantial Progress Check list submitted – What are the next steps?

- Project is added to the Substantial Progress Workload list.
- The State has 60 days to request documents related to meeting substantial progress requirements.
 - Documents to verify self certifications made by the district at time of funding request verified regardless of when documents requested.
- Document request letter sent to district.
- Requested Documents Uploaded by the district.
- Substantial progress review conducted.
- Substantial progress findings letter sent to the district.

November 22, 2021

Application No.:50/67890-00-001
School: ABC High School
County of Sacramento

Mr. John Doe
District Representative
ABC Unified School District
1234 Sacramento Way,
Sacramento, CA 95605

Dear Mr. Doe:

The Office of Public School Construction (OPSC) received the District's School Facility Program (SFP) Program Accountability Substantial Progress Checklist on October 12, 2018 concerning the above noted school project.

The OPSC is required to conduct a substantial progress review to assure the District has made progress in the completion of the project. Pursuant to Education Code Section 17076.10, School Facility Program (SFP) Regulations Section 1859.105 and Grant Agreement Section F, Paragraph 3, the OPSC will review sufficient evidence for compliance with substantial progress requirements and verify certifications the District made when it requested and received SFP funding.

The District has met its substantial progress requirement by submitting sufficient evidence for compliance. In addition, the review of the documentation submitted by the District determined there were no issues with the certifications the District made when it requested and received SFP funding.

If you have any questions or concerns, please contact me at (916) 375-4893 or Jesse.Mendez@dgs.ca.gov. You may also contact my supervisor, Hung Bang, at (916) 376-4618 or at Hung.Bang@dgs.ca.gov.

Sincerely,

Electronically signed, September 29, 2021

JESSE MENDEZ
Auditor
Office of Public School Construction

cc: Project File

Sample Finding Letter

Expenditure Reporting Requirements

Annual Expenditure Reporting Requirement: School Facility Program (SFP) requires 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 fund release for an elementary school or 4 years for middle/high school.

- SAB 50-06
- Detailed Listing of Project Expenditures (DLOPE)

Sample SAB Form 50-06 Expenditure Report

STATE OF CALIFORNIA
EXPENDITURE REPORT
 SCHOOL FACILITY PROGRAM
 SAB 50-06 (REV 12/10)

STATE ALLOCATION BOARD
 OFFICE OF PUBLIC SCHOOL CONSTRUCTION

Page 2 of 2

SCHOOL DISTRICT XYZ Unified		COUNTY Hazard	APPLICATION NUMBER 57/12345-00-001
BUSINESS ADDRESS/CITY 			REPORT NUMBER 2
SCHOOL NAME Kershaw Elementary		DSA NUMBER	CDS NUMBER
			PERIOD ENDING 12/30/2018
PREPARER'S NAME (TYPED)	PREPARER'S TITLE (TYPED)	TELEPHONE NUMBER/E-MAIL ADDRESS	
DISTRICT REPRESENTATIVE NAME (TYPED)	DISTRICT REPRESENTATIVE TITLE (TYPED)	TELEPHONE NUMBER/E-MAIL ADDRESS	

1. Percent of Project Complete: **100%**
2. Notice to Proceed Issue Date: **10/5/2015**
3. Notice of Completion Date: **11/5/18**

	4. Previous Report	5. Report Period	6. Total to Date
District Funds or Joint-Use Partner(s) Contribution	1,250,000		1,250,000
State Funds	1,250,000		1,250,000
Interest Earned	10,000	5,000	15,000
Project Expenditures	1,500,000	800,000	2,300,000

7. If applicable, list the amount of savings from this financial hardship project that will be used to reduce the grant of a future School Facility Program financial hardship project which has not yet been apportioned. Attach written declaration of savings pursuant to Section 1859.103.
- | | | | | |
|----------------|--|-------------------|----|--|
| Project Number | | Amount of Savings | \$ | |
| Project Number | | Amount of Savings | \$ | |

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.

Sample Detailed Listing of Project Expenditures (DLOPE)


EXPENDITURE WORKSHEET															
DETAILED LISTING OF PROJECT EXPENDITURES															
PAGE 4 - CONSTRUCTION															
SCHOOL DISTRICT: XYZ Unified				COUNTY: Hazzard				PROJECT NUMBER: 5712345-00-001				REPORT NUMBER: 2			
DATE	PAYEE	WARRANT NUMBER	APN NUMBER	FUND CODE	OBJECT CODE	MAIN CONSTRUCTION	CONSTRUCTION MANAGEMENT	DEMOLITION	OTHER CONSTRUCTION	INTERIM HOUSING	LABOR COMPLIANCE PROGRAM	INSPECTIONS	CONSTRUCTION TESTS	FURNITURE & EQUIPMENT	DESCRIPTION/PURPOSE
10/25/18	Roberts Construction	987654		035	6250	\$153,458.00									Main Contractor - Payment # 10
12/15/18	Roberts Construction	987123		035	6250	325,000.00									Main Contractor - Payment # 11
01/10/19	The Peterson Group	456789		021	6290				135,000.00						Access Compliance Work
01/15/19	Kelly and Associates	253879		035	6410									4,200.00	Cost for Merchandise
02/15/19	Levitz Furniture	321654		021	6410									5,500.00	Furniture and Equipment

Substantial Progress Reporting




Accessing OPSC Online


(Sign In)



SIGN IN TO CONTINUE



This field is required



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](#)

Accessing OPSC Online

(Funding Application)

CA.GOV

Contact Us Settings Welcome Hung

Office of Public School Construction

Resources Grants Users District Dashboard

Dashboard

Funding Applications

Create New Funding Application

Filter 0 applications... Searching...

App Name	Prog. Type	Status	OPSC App #	School/Site	District	PTN #	OPSC Received	Last Updated
No data to display								

0 Apps Total Items Per Page 25

First Prev 1 Next Last

Accessing OPSC Online

Funding Applications

 Create New Funding Application



50/66431-05-002

Search All

App Name	Prog. Type	Status	OPSC App #	School/Site	District	PTN #	OPSC Received	SAB Date	Last Updated
50/66431-05-002	NC	ART Approved	50/66431-05-002	Dale Junior High	Anaheim Union High	66431-90	08/17/2018		08/21/2018

1 Apps Total

Items Per Page

25



First

Prev

1

Next

Last

Submitting Substantial Progress Checklist

(Type of Report)

The screenshot displays the 'Office of Public School Construction' dashboard. The top navigation bar includes 'CA GOV', 'Contact Us', 'Settings', and 'Welcome Anaheim'. The main header features the 'Office of Public School Construction' logo and navigation icons for Resources, Grants, Users, District, and Dashboard. The left sidebar shows a list of applications under '50-04' and '50-05'. The '50-04' section includes an application '50/66431-05-002' with a 'SAB Approved' status and 'NC' category. The '50-05' section includes a 'Test' application with a 'Submitted' status and 'Fund Release Auth' category. The 'Sub. Prog / 50-06' application is highlighted with a red box. The main content area is titled 'Create Linked Application' and contains the following form fields:

- 'Select a linked application type' dropdown menu with the selected option 'Substantial Progress / Expenditure Report 50-06'.
- 'Please select the type of progress report' dropdown menu with the selected option 'Please select an option', indicated by a red arrow.
- 'Select at least one submitted funding application phase (50-04) to link to this 50-06:' checkbox labeled 'Full Grant'.
- 'Please enter application nickname' text input field.
- 'Clear' and 'Create Linked App' buttons at the bottom right, with the 'Create Linked App' button highlighted by a red box.

Submitting Substantial Progress Checklist

(Create Linked Application)

Create Linked Application

Select a linked application type

Substantial Progress / Expenditure Report 50-06

Please select the type of progress report

Substantial Progress - Adjusted Grant

Select at least one submitted funding application phase to link to this 50-06:

Full Grant

Please enter application nickname

SP Checklist-Adjusted G/Construction Grant

Clear

Create Linked App

Submitting Substantial Progress Checklist (Draft #1)

Sub. Prog / 50-06

Expenditure Report ...

Keyed / SP/ER

Exp Report

SP Checklist - Adjust...

Draft

Adjusted Grant

Eligibility

Submitted Versions

No Submitted Versions

Drafts

New Blank Draft

Name	Status	Created By	Last Edited By	Updated	
Draft 1	Draft	Hung Bang	Hung Bang	07/04/2021	Options

Duplicate As Draft

Copy Link


Submitting Substantial Progress Checklist

(Draft #1)

Sub. Prog / 50-06

 Adjusted Grant Progress Rep

 Certification

 Review

 Submittal

Review

Adjusted Grant Progress Report

At least 75 percent of all site development work that is necessary prior to building construction activity is complete.

(not answered)

At least 90 percent of the building construction activities are under contract, unless the building construction activities are delay as a result of necessary site development work.

(not answered)

All construction activities are at least 50 percent complete.

(not answered)

Other evidence satisfactory to the State Allocation Board of circumstances beyond the control of the district that precludes substantial progress being met. The district has uploaded a narrative explanation and supporting documentation to this form.

(required)

(Please enter values in at least one section)

Edit Page →

Sections

Adjusted Grant Progress Report

Certification

Options

 Duplicate As New Draft

 Upload file(s) for this application

 Preview Form Substantial Progress

 Manage Entire Application

Submitting Substantial Progress Checklist

(Adjusted Grant Substantial Progress Report)

Sub. Prog / 50-06

Adjusted Grant Progress Re ...

Certification

Review

Submittal

Adjusted Grant Progress Report

- ✓ At least 75 percent of all site development work that is necessary prior to building construction activity is complete.
- ✓ At least 90 percent of the building construction activities are under contract, unless the building construction activities are delay as a result of necessary site development work.
- ✓ All construction activities are at least 50 percent complete.
- ✓ Other evidence satisfactory to the State Allocation Board of circumstances beyond the control of the district that precludes substantial progress being met. The district has uploaded a narrative explanation and supporting documentation to this form.

Continue



Submitting Substantial Progress Checklist (Certification)

Sub. Prog / 50-06

- Adjusted Grant Progress Rep ...
- Certification**
- Review
- Submittal

Certification

Preparer's Information

Preparer's Name: Jason Hernandez

Preparer's Title: Audit Supervisor

Preparer's Email: Jason.Hernandez@dgs.ca.gov

Preparer's Phone: (916) 376-5369

I verify, I have read and agreed to the above terms and certification information Yes No


District Representative / Superintendent Name: Testing

District Representative / Superintendent Phone Number: (916) 123-4567

Phone Extension (optional): 1234

Date: 07/04/2021

← Previous Continue →



Submitting Substantial Progress Checklist (Review)

Adjusted Grant Progress Report

At least 75 percent of all site development work that is necessary prior to building construction activity is complete.

At least 90 percent of the building construction activities are under contract, unless the building construction activities are delay as a result of necessary site development work.

All construction activities are at least 50 percent complete.

Other evidence satisfactory to the State Allocation Board of circumstances beyond the control of the district that precludes substantial progress being met. The district has uploaded a narrative explanation and supporting documentation to this form.

[Edit Page](#)

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

District Representative / Superintendent Phone Number

Phone Extension (optional)

Date

[Edit Page](#)

[Previous](#) [Continue](#)

Submitting Substantial Progress Checklist (Submittal)

Sub. Prog / 50-06

- ✓ Adjusted Grant Progress Rep ...
- ✓ Certification
- ✓ Review
- **Submittal**

Submittal

OPSC now accepts State Allocation Board School Facility Program forms to be submitted electronically via this system. Applicants must upload all required documents prior to submittal below.

- Reports may only be submitted by a School District Superintendent, Authorized School District Representative, Charter School Representative, or Joint Power Authority (JPA) Representative who is signed in to OPSC Online with their corresponding OPSC Online User ID. Submittal from these accounts is considered to be a unique electronic signature for purposes of Substantial Progress and Expenditure Report (Form SAB 50-06) submittals. A printed, wet-signature report does not need to be mailed to OPSC.
- Districts and OPSC staff will be able to access uploaded files at any time and can upload new version or additional files at any time.
- Once an applicant has upload a file, the file cannot be removed by the applicant.
- Failure to attach a narrative explanation and/or supporting documentation, when Subsection 1859.105(C)(4) or 1859.105(A)(4) is identified, will render the substantial progress report incomplete and unacceptable. Additional documentation may be requested to ensure the District has made progress toward the completion of the project.
- Failure to attach the Detailed Listing of Project Expenditures (DLOPE) will render the expenditure report incomplete and unacceptable.

I have uploaded the DLOPE that supplements the Form SAB 50-06 or any applicable required documentation per SFP Regulation 1859.104 or 1859.105.

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

I certify, as the School District Superintendent, Authorized School District Representative, Charter School Representative, or 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.

Submitting Substantial Progress Checklist (Confirmation)

Sub. Prog / 50-06

- ✓ Adjusted Grant Progress Rep ...
- ✓ Certification
- ✓ Review

● Submittal

Submittal

✓ This paperless application was successfully submitted to OPSC.

Your Application #: 57/72223-00-002

Submittal Date: 07/04/2021

What's Next

Please review this application's uploaded documents on the [Application Dashboard](#) to ensure all required application documents are uploaded and properly named. Required documents not uploaded within 7 working days after the submittal date 2021-07-04 08:10 PM will lead to the application being rejected.

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

Application Options

▲ Upload Remaining Files

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

📄 Review Required Documents

📄 Download Completed Form

🏠 Go To Application Dashboard

Submitting a Substantial Progress Checklist

(Download Completed Form)

**SCHOOL FACILITY PROGRAM (SFP) PROGRAM ACCOUNTABILITY
SUBSTANTIAL PROGRESS CHECKLIST - SEPARATE SITE OR ADJUSTED GRANT**

Effective 12/01

GENERAL INFORMATION

SFP Regulation Section 1859.104(b) requires a substantial progress report in the form of a narrative. The progress report is due 18 months from the date any funds were released to the district for the project. This worksheet may be submitted in lieu of providing a narrative. The progress report shall include information regarding the efforts the district has made towards substantial completion of the project.

SCHOOL DISTRICT	APPLICATION NUMBER
Yuba County Office of Education	57/10587-00-004
SCHOOL NAME	COUNTY
SPRING VALLEY SCHOOL	Yuba

INSTRUCTIONS

Check the appropriate box(es) if the activities have been completed in each section to identify the criteria by which the district has met the substantial progress requirement.

<p>SECTION 1 - Separate Site Financial Hardship or Separate Site Environmental Hardship Progress Report. Refer to Regulation Section 1859.105(b) or Section 1859.75.1</p> <p>Acceptable evidence of substantial progress shall be considered met when the district has completed all of the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Obtained the final appraisal of the site. <input type="checkbox"/> Completed all California Environmental Quality Act requirements. <input type="checkbox"/> Obtained final approval of the site by the California Department of Education. <input type="checkbox"/> Obtained final escrow instructions or evidence the district has filed condemnation proceedings and intends to request an order of possession of the site. 	<p>SECTION 2 - Adjusted Grant Progress Report. Refer to Regulation Section 1859.105(a).</p> <p>Acceptable evidence of substantial progress shall be considered met when the district has completed any of the following:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> At least 75 percent of all site development work that is necessary prior to building construction activity is complete. <input checked="" type="checkbox"/> At least 90 percent of the building construction activities are under contract, unless the building construction activities are delayed as a result of necessary site development work. <input type="checkbox"/> All construction activities are at least 50 percent complete. <input type="checkbox"/> Other evidence satisfactory to the State Allocation Board of circumstances beyond the control of the district that precludes substantial progress being met. (Attach a narrative explanation and supporting documentation).
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

The Office of Public School Construction reserves the right to request copies of supporting evidence as well as conduct a site visit for this project.

Certification:

I certify, as the District Representative, that the information reported on this checklist is true and correct.

SIGNATURE OF DISTRICT REPRESENTATIVE		DATE	
PRINT OR TYPE: NAME	TITLE	E-MAIL	PHONE NUMBER
Reproduction of OPSC Online Application			
PREPARER'S NAME	PREPARER'S TITLE	E-MAIL	PHONE NUMBER
Hung Bang	Audit Supervisor	hung.bang@dgs.ca.gov	(916) 378-4618

Uploading Substantial Progress Documents

Documents needed for Substantial Progress review:

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.

The screenshot displays a web application interface with three main sections: Submitted Versions, Drafts, and Uploaded Files. Red arrows highlight specific elements: one points to the 'Submitted Versions' header, another points to the 'Submitted' status of 'Version 1', and a third points to the 'Upload File' button in the 'Uploaded Files' section.

Name	Status	Version Received Date	Submitted By	Updated	
Version 1	Submitted		Hung Bang	10/25/2021	Options

Submitted Versions

Drafts New Blank Draft

No Drafts

Uploaded Files Upload File

No Files

Uploading Substantial Progress Documents

The screenshot shows a web interface for uploading files. At the top, there is a 'Browse files' button with a red arrow pointing to it. Below this is a table with the following columns: File Name, Description, File Type, Created, and Last Modified. The table contains one entry: 'Architect Appraisal.docx' with a description of 'QAS' (highlighted with a red box), a file type dropdown (highlighted with a red box), and dates of '10/07/2021'. A red arrow points to the 'Architect Appraisal.docx' row. Below the table, a dropdown menu is open, listing various document types. The option 'Qualification Appraisal/Selection Process' is highlighted in blue. At the bottom right, there are 'Cancel' and 'Upload Files' buttons, with a red arrow pointing to the 'Upload Files' button.

File Name	Description	File Type	Created	Last Modified
Architect Appraisal.docx	QAS		10/07/2021	10/07/2021

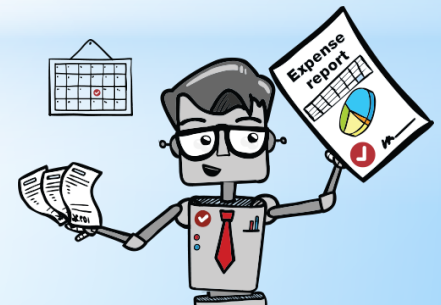
- Detailed Listing of Project Expenditures (DLOPE)
- Substantial Progress-Other Evidence
- Construction Contract
- Accepted Bid Docs
- Project Information Worksheet (PIW)
- Labor Compliance Program (LCP)
- Notice to Proceed (NTP)
- General Ledger
- Change Orders
- Date of Occupancy
- Qualification Appraisal/Selection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

Submitting SAB 50-06 & DLOPE

SAB 50-06 Expenditure Reports are required to be submitted annually one year from the first fund release:

- Each expenditure report should be cumulative
- Individual project expenditures reported on the Detail Listing of Project Expenditures (DLOPE)
- All eligible expenditures should be reported

The final expenditure report is due 3 years from the final fund release for an elementary project and 4 years for a middle or high school project.



Submitting SAB 50-06 & DLOPE

Funding Applications

 Create New Funding Application



50/66431-05-002

Search All

App Name	Prog. Type	Status	OPSC App #	School/Site	District	PTN #	OPSC Received	SAB Date	Last Updated
50/66431-05-002	NC	ART Approved	50/66431-05-002	Dale Junior High	Anaheim Union High	66431-90	08/17/2018		08/21/2018

1 Apps Total

Items Per Page

25



First

Prev


1


Next

Last

Submitting SAB 50-06 & DLOPE

(Type of Report)

Contact Us Settings Welcome Anaheim

Resources Grants Users District Dashboard

Dashboard / Application

50/66431-05-002

New Construction

50-04 Create Linked 50-04

50/66431-05-002
SAB Approved
NC

50-05 Create Linked 50-05

Test
Submitted
Fund Release Auth

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

test 2
Draft
Separate Site

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 (50-04) to link to this 50-06: Full Grant

Please enter application nickname

Clear Create Linked App

Submitting SAB 50-06 & DLOPE

(Create Linked Application)

Create Linked Application

Select a linked application type

Substantial Progress / Expenditure Report 50-06

Please select the type of progress report

Please select an option

Select at least one submitted funding applicaton phase (50-04) to link to this 50-06:

Please select an option

SAB 50-06 Expenditure Report

Substantial Progress - Design

Substantial Progress - Adjusted Grant

Substantial Progress - Separate Site

Please enter application nickname

Clear

Create Linked App

Submitting SAB 50-06 & DLOPE

(Create Linked Application)

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 (50-04) to link to this 50-06:

Design Only (Sep Apprt)

 Full Grant

Please enter application nickname

 Report 2-75% complete

Clear

Create Linked App

Submitting SAB 50-06 & DLOPE

(Create Linked Application)

50-05

[Create Linked 50-05](#)

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

Sub. Prog / 50-06

[Create Linked 50-06](#)

Expenditure Report #1 - 0%

Audit Approved

Exp Report

SP Checklist - Adjusted G

Audit Approved

Adjusted Grant

Report 2-75% complete

Draft

Exp Report

NO Drafts

Uploaded Files


Upload File



No Files

Submitting SAB 50-06 & DLOPE

(Draft 1)

Report 2-75% complete 

Draft

Expenditure Report • SAB 50-06 

PTN: 72223 - 5 [Edit](#)

72223 Traver Joint Elementary • Traver Elementary
Tulare County

Submitted Versions

No Submitted Versions

Drafts

[New Blank Draft](#)

Name	Status	Created By	Last Edited By	Updated	
Draft 1	Draft	Hung Bang	Hung Bang	07/04/2021	Options

Uploaded Files

[Upload File](#)



No Files

Submitting SAB 50-06 & DLOPE

(Expenditure Report)

Report 2-75% complete

Expenditure Report • SAB 50-06

Draft

SAB 50-06 Form

Expenditure Report

Certification

Review

Submittal

Review

Expenditure Report

Enter the related DSA Application Number(s) (not answered) ★

Enter Period Ending Date → (required)

Enter Report Number → (required)

Enter CDS Number (not answered) ★

Enter the percent of Project Complete (not answered) ★

Enter the Notice to Proceed Issue Date → (required)

→ Enter valid date

Enter the Notice of Completion Date (not answered)

Submitting SAB 50-06 & DLOPE (Expenditure Report)

Interest Earned : Previous

→ (required)

Enter valid value up to 999,999,999.00

Interest Earned : Current

(required)

Interest Earned : Total

(not answered)

Project Expenditures : Previous

→ (required)

Enter valid value up to 999,999,999.00

Project Expenditures : Current

→ (required)

Project Expenditures : Total

(not answered)

Will this project reduce the grant of a future School Facility Program (SFP) financial hardship project which has not yet been apportioned?

→ (required)

First : Related Project

→ (required)

Second : Related Project

(not answered)

First : Savings Amount

→ (required)

Second : Savings Amount

(not answered)

Edit Page →

Submitting SAB 50-06 & DLOPE

(Create Linked Application)

SAB 50-06 Form

- Expenditure Report**
- Certification
- Review
- Submittal

Expenditure Report

Enter the related DSA Application Number(s)
Press the Enter key to save

Enter Period Ending Date

Enter Report Number

Enter CDS Number

Enter the percent of Project Complete

Enter the Notice to Proceed Issue Date

Enter the Notice of Completion Date

Previous Report + Report Period = Total to Date

District Funds or Joint-Use Partner(s) Contribution	<input type="text" value="\$ 500,000"/>	<input type="text" value="\$ 1,000,000"/>	<input type="text" value="\$ 1,500,000"/>
State Funds	<input type="text" value="\$ 500,000"/>	<input type="text" value="\$ 1,000,000"/>	<input type="text" value="\$ 1,500,000"/>
Interest Earned	<input type="text" value="\$ 2,500"/>	<input type="text" value="\$ 500"/>	<input type="text" value="\$ 3,000"/>
Project Expenditures	<input type="text" value="\$ 250,000"/>	<input type="text" value="\$ 2,500,000"/>	<input type="text" value="\$ 2,750,000"/>

Will this project reduce the grant of a future School Facility Program (SFP) financial hardship project which has not yet been apportioned? Yes No

Continue →

Submitting SAB 50-06 & DLOPE (Certification)

Certification

I certify, as the District Representative, that the information reported on this form is true and correct and that:

- I am designated as an authorized district representative by the governing board of the district; and,
- under penalty of perjury, under the laws of the State of California, the foregoing statements are true and correct, and that the Public Contract Code was adhered to in the construction of this project; and,
- this form is an exact duplicate (verbatim) of the form provided by Office of Public School Construction. In the event a conflict should exist, then the language in the OPSC form will prevail.

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

 Yes No

Preparer's Name

Preparer's Title

Preparer's Email

Preparer's Phone

District Representative / Superintendent Name

District Representative / Superintendent Phone Number

Phone Extension (optional)

Date

← Previous

Continue →

Submitting SAB 50-06 & DLOPE (Review)

SAB 50-06 Form

- Expenditure Report
- Certification
- Review**
- Submittal



Expenditure Report

Enter the related DSA Application Number(s)	(not answered)
Enter Period Ending Date	04/15/2016
Enter Report Number	1
Enter CDS Number	(not answered)
Enter the percent of Project Complete	(not answered)
Enter the Notice to Proceed Issue Date	09/04/2015
Enter the Notice of Completion Date	(not answered)
District Funds or Joint-Use Partner(s) Contribution : Previous	\$ 0.00
District Funds or Joint-Use Partner(s) Contribution : Current	\$ 4,086,305.00
District Funds or Joint-Use Partner(s) Contribution : Total	\$4,086,305.00
State Funds : Previous	\$ 0.00
State Funds : Current	\$ 2,724,203.00
State Funds : Total	\$2,724,203.00
Interest Earned : Previous	\$ 0.00
Interest Earned : Current	\$ 0.00
Interest Earned : Total	\$0.00
Project Expenditures : Previous	\$ 0.00
Project Expenditures : Current	\$ 7,389,471.15
Project Expenditures : Total	\$7,389,471.15
Will this project reduce the grant of a future School Facility Program (SFP)	No

Submitting SAB 50-06 & DLOPE

(Review)

SAB 50-06 Form

- Expenditure Report
- Certification
- Review
- Submittal

District Funds or Joint-Use Partner(s) Contribution : Previous	\$ 0.00
→ District Funds or Joint-Use Partner(s) Contribution : Current	\$ 4,086,305.00
District Funds or Joint-Use Partner(s) Contribution : Total	\$4,086,305.00
State Funds : Previous	\$ 0.00
→ State Funds : Current	\$ 2,724,203.00
State Funds : Total	\$2,724,203.00

Submitting SAB 50-06 & DLOPE (Review)

SAB 50-06 Form

- ✓ Expenditure Report
- ✓ Certification
- Review**
- ✓ Submittal

Certification

I certify, as the District Representative, that the information reported on this form is true and correct and that:

I am designated as an authorized district representative by the governing board of the district; and,

under penalty of perjury, under the laws of the State of California, the foregoing statements are true and correct, and that the Public Contract Code was adhered to in the construction of this project; and,

this form is an exact duplicate (verbatim) of the form provided by Office of Public School Construction. In the event a conflict should exist, then the language in the OPSC form will prevail.

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

Preparer's Name

Preparer's Title

Preparer's Email

Preparer's Phone

District Representative / Superintendent Name

District Representative / Superintendent Phone Number


Phone Extension (optional)

Date

Submitting SAB 50-06 & DLOPE

(Submittal)

Report 2-75% complete  **Draft**

Expenditure Report • SAB 50-06 

SAB 50-06 Form

Expenditure Report

Certification

Review

Submittal

Submittal

OPSC now accepts State Allocation Board School Facility Program forms to be submitted electronically via this system. Applicants must upload all required documents prior to submittal below.

- Reports may only be submitted by a School District Superintendent, Authorized School District Representative, Charter School Representative, or Joint Power Authority (JPA) Representative who is signed in to OPSC Online with their corresponding OPSC Online User ID. Submittal from these accounts is considered to be a unique electronic signature for purposes of Substantial Progress and Expenditure Report (Form SAB 50-06) submittals. A printed, wet-signature report does not need to be mailed to OPSC.
- Districts and OPSC staff will be able to access uploaded files at any time and can upload new version or additional files at any time.
- Once an applicant has upload a file, the file cannot be removed by the applicant.
- Failure to attach a narrative explanation and/or supporting documentation, when Subsection 1859.105(C)(4) or 1859.105(A)(4) is identified, will render the substantial progress report incomplete and unacceptable. Additional documentation may be requested to ensure the District has made progress toward the completion of the project.
- Failure to attach the Detailed Listing of Project Expenditures (DLOPE) will render the expenditure report incomplete and unacceptable.

I have uploaded the DLOPE that supplements the Form SAB 50-06 or any applicable required documentation per SFP Regulation 1859.104 or 1859.105.

Upload file(s)

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

I certify, as the School District Superintendent, Authorized School District Representative, Charter School Representative, or JPA, that I have reviewed the reports and that the information certified on this report is true and correct; and that I am the School District Superintendent, Authorized School District Representative, Charter School Representative, or JPA Representative.

 **Submit Paperless Application**

OPSC Website - DLOPE

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WEBSITE TOPICS ▼ **Detailed Listing of Project Expenditures (DLOPE)**
This Detailed Listing of Project Expenditures (DLOPE) is used as supplement data and should be attached to the school district's Expenditure Report (Form SAB 50-06).

AUDIENCE ▼

CALIFORNIA STATE FORMS DIRECTORY
Can't find the form that you need? Search through a list of all relevant and current state standard forms in the directory.

SAB 50-09 Application for Charter School Preliminary Apportionment
This form is used to request State funding for the Charter School Facilities Program.

SAB 406E Expelled Pupil Facilities Report
This form is used by a district to report on the facilities utilized for the operation of expelled pupils programs, per Education Code Section 17292.5(c).

OPSC Website - DLOPE Sample

EXPENDITURE WORKSHEET													SCHOOL FACILITY PROGRAM	
DETAILED LISTING OF PROJECT EXPENDITURES														
PAGE 3 - PLANNING (Rev. 8/23/17)														
SCHOOL DISTRICT:						COUNTY:	PROJECT NUMBER:	REPORT NUMBER:	PAGE ____ OF ____					
DATE	PAYEE	WARRANT NUMBER	APN NUMBER	FUND CODE	OBJECT CODE	ARCHITECT/ ENGINEERING FEES	DSA FEES	CDE FEES	ENERGY ANALYSIS	PRELIMINARY TESTS	OTHER COSTS	DESCRIPTION/PURPOSE		
Fund Source Identification:							\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	TOTAL PLANNING COSTS	\$0.00



Submitting SAB 50-06 & DLOPE

(Confirmation)

Report 2-75% complete  **Submitted**

57 / 72223 - 00 - 002


Expenditure Report • SAB 50-06 

SAB 50-06 Form


 Expenditure Report

 Certification

 Review

 **Submittal**

Submittal

 This paperless application was successfully submitted to OPSC.

Your Application #: 57/72223-00-002

Submittal Date: 07/04/2021


What's Next

Please review this application's uploaded documents on the [Application Dashboard](#) to ensure all required application documents are uploaded and properly named. Required documents not uploaded within 7 working days after the submittal date 2021-07-04 09:07 PM will lead to the application being rejected.

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

Application Options

 **Upload Remaining Files** 

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

 **Download Completed Form** 

 **Go To Application Dashboard** 

SCHOOL DISTRICT Palm Springs Unified		COUNTY Riverside	APPLICATION NUMBER 50/67173-00-008
BUSINESS ADDRESS/CITY 150 District Center Dr., Palm Springs			REPORT NUMBER 1
SCHOOL NAME RIO VISTA ELEMENTARY	DSA NUMBER	CDS NUMBER	PERIOD ENDING 05/01/2021
PREPARER'S NAME (TYPED)	PREPARER'S TITLE (TYPED)	TELEPHONE NUMBER/E-MAIL ADDRESS	
DISTRICT REPRESENTATIVE NAME (TYPED) Reproduction of OPSC Online Application	DISTRICT REPRESENTATIVE TITLE (TYPED)	TELEPHONE NUMBER/E-MAIL ADDRESS	

1. Percent of Project Complete: _____ 0.00 %
2. Notice to Proceed Issue Date: _____ 02/24/2016
3. Notice of Completion Date: _____

	4. Previous Report	5. Report Period	6. Total to Date
District Funds or Joint-Use Partner(s) Contribution	\$0.00	\$471098.00	\$471098.00
State Funds	\$0.00	\$471098.00	\$471098.00
Interest Earned	\$0.00	\$0.00	\$0.00
Project Expenditures	\$0.00	\$894831.81	\$894831.81

7. If applicable, list the amount of savings from this financial hardship project that will be used to reduce the grant of a future School Facility Program financial hardship project which has not yet been apportioned. Attach written declaration of savings pursuant to Section 1859.103.

Project Number _____	Amount of Savings _____	\$0.00
Project Number _____	Amount of Savings _____	\$0.00

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.

SIGNATURE OF DISTRICT REPRESENTATIVE Reproduction of OPSC Online Application	DATE 7/26/2021
---------------------------------------------------------------------------------	-------------------

Submitting SAB 50-06 & DLOPE (Download Completed Form)

Common Problem Areas

Site Expenditures:

- Hazard waste expenses after site cleared
- Miscategorized site expenses

Other Problem Areas:

- No description of expenditure reported
- Expenditures outside 3 or 4 year window
- Interest costs from local bond charged to project
- Loan initiation fees from Certificate of Participation charged to project

Final Reporting “Tips”

- ✓ Maintain good recordkeeping, adequate audit trail and source documentation, and accountability over all State funds.
- ✓ Account for all project expenditures on a specific project basis. Costs shared over multiple projects should be prorated and the proration process should be documented
- ✓ Review and refer to your grant agreement often to assure the eligibility of reported expenditures.
- ✓ When you have questions about recordkeeping, reporting expenditures, eligibility of expenditures, etc., contact OPSC.
- ✓ Request a “soft review” of your final expenditure report from OPSC prior to submittal.
- ✓ If you have more specific questions you may contact Hung Bang or Ngozi Pruett.

Contact Information

- Hung Bang
 - (279) 946-8444
 - hung.bang@dgs.ca.gov
 - K12 Audit Supervisor, Fiscal Services

- Ngozi Pruett
 - (279) 946-8465
 - ngozi.pruett@dgs.ca.gov
 - Substantial Progress Supervisor, Fiscal Services

- Suzanne Reese
 - (279) 946-8480
 - suzanne.reese@dgs.ca.gov
 - Operations Manager, Fiscal Services





QUESTIONS AND ANSWERS