

## CONVERSION APPLICATION SUBMITTAL REQUIREMENTS

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### **All Application Types (New Construction and/or Rehabilitation)**

➤ **Application for Funding (Form SAB 50-04)**

The Form SAB 50-04 can be located on the Office of Public School Construction (OPSC) website: <https://www.dgs.ca.gov/OPSC/Forms>. The form provides OPSC with specific project information to determine the adjusted grant. The applicant will be required to include a Project Tracking Number (PTN) on the application. If you do not already have a PTN for your project, you can create one on the PTN Generator Website, located on the Project Tracking application located on the OPSC website: <https://www.dgs.ca.gov/OPSC/Resources/Page-Content/Office-of-Public-School-Construction-Resources-List-Folder/Online-Application-Links>. Charter schools will use project specific passwords assigned by the OPSC to login and create a PTN. Contact Adrian Felseghi at [adrian.felseghi@dgs.ca.gov](mailto:adrian.felseghi@dgs.ca.gov) or (916) 375-5987 to get your password.

➤ **Determination of Financial Soundness from the California School Finance Authority (CSFA)**

The applicant must have a current (within 12 months) financial soundness determination from CSFA at the time the project is presented to the State Allocation Board for an unfunded approval. This involves a separate review to be conducted by CSFA. The applicant should submit the proper documentation to CSFA at the same time as the submittal of the Form SAB 50-04 and other conversion materials to OPSC to allow both organizations the appropriate review time to avoid delay of final project and financial approvals.

➤ **Division of the State Architect (DSA)-Approved Plans and Specifications (P&S)**

All new construction and rehabilitation plans and specifications must be approved by DSA. DSA approval must be current and valid at the time of submittal of the application for funding to OPSC. In addition, all final P&S for new construction or rehabilitation of any school building for which the applicant is seeking State funding requires DSA approval prior to signing a construction contract. DSA approval must be current and valid at the time of submittal of the application for funding to OPSC. If an applicant enters into a contract for construction prior to receiving DSA approval of the P&S, the project may not be eligible for State funding. The date of THE DSA approval letter, not the DSA stamp, is considered a valid approval. For more information, please refer to Education Code, Section 17072.30. All funding applications must be accompanied by the DSA Final Plan Approval Letter.

➤ **California Department of Education (CDE) Approval of Final Plans**

Submitted plans must be approved by CDE. The CDE final plan approval letter must be submitted with the funding application.

➤ **Career Technical Education Advisory Committee**

The applicant must submit written confirmation that either the needs for vocation & career tech facilities are adequately being met in accordance with Education Code, Sections 51224, 51225.3(b) and 52336.1, or that the charter school is exempt from these Education Code requirements.

### **New Construction Applications Only**

➤ **Cost Estimate for Site Development**

A detailed cost estimate is required if the applicant is requesting additional grants for site development in its new construction funding application. The *Site Development Worksheet for Additional Grants* must be used for this purpose. The worksheet and instructions can be requested from the OPSC Communications Team at [lisa.jones@dgs.ca.gov](mailto:lisa.jones@dgs.ca.gov) and/or [ryan.malloy@dgs.ca.gov](mailto:ryan.malloy@dgs.ca.gov) or (916) 376-1771.

➤ **Approved Off-Site Plans**

If the applicant is requesting funding for off-site development, local entities having jurisdiction of areas where the off -site development is proposed must approve the related P&S prior to submittal. As an alternative, the applicant may submit a letter signed by the local authority having jurisdiction certifying that the final P&S have been received, reviewed, and the work is required and does not exceed the minimum standard required by local ordinances. The date of this letter must be prior to the date the funding application is submitted to OPSC.

➤ **CDE Site Approval, Department of Toxic Substance Control (DTSC) and Hazardous Waste Removal Fees, Escrow Closing Statement and Appraisal (New Construction)**

A CDE site approval letter is required for any new construction project located on a site not previously approved by the CDE. Submit complete invoices, warrants and supporting documentation for any fees paid to the DTSC or for hazardous waste removal. If the application includes site purchase, include the escrow closing statement or court order and an appraisal, meeting the requirements in School Facility Program Regulation Section 1859.74.1, with a valuation date within six months of the application submittal. The State will fund 50% of the lesser of the purchase price or the current appraised value.

**Rehabilitation Applications Only**

➤ **Accessibility/Fire Code Requirements Checklist**

If the applicant is requesting funding based on the minimum required work instead of three percent of the rehabilitation base grant, this completed checklist must be submitted to the DSA when submitting projects that contain access compliance and/or fire code work. Once the checklist has been signed by DSA, as part of the plan approval process, applicants must submit it to the OPSC as part of their complete application package.

➤ **Cost Estimate**

A complete breakout of the estimated (or actual) total hard construction cost for the rehabilitation project signed by the architect or design professional is required for the rehabilitation project. For combined rehabilitation/new construction projects, the costs should indicate how much of the total project construction cost estimate submitted to DSA, or the total contract amount for construction, is attributable to the rehabilitation project. This will be used to determine if the project meets the 60 percent commensurate requirement. The construction cost must equal at least 60 percent of the total project cost. Note that this is different than the cost estimate for site development costs on new construction projects.