

# Frequently Asked Questions

## California Preschool, Transitional Kindergarten and Full-Day Kindergarten Facilities Grant Program

Californian Department of Education – Division of the State Architect – Office of Public School Construction

### GENERAL QUESTIONS

**Q.** What are the square footage requirements for the program?

Newly constructed license-exempt Preschool Classrooms, transitional kindergarten and full-day kindergarten classrooms must be 1,350 square feet. This meets Title 5 Regulations, Section 14030 (h)(2) requirements, which is inclusive of restrooms, storage, teacher prep area and wet/dry area.

For classrooms that are retrofitted, the minimum square footage is 1,250 square feet.

**Q.** Is there a specific formula per Title 5 as it relates to play areas students to outdoor square foot space?

Title 5 does not provide a formula for outdoor space; however, Local Educational Areas should ensure that the play area for these students is adequate. For more information, please see the Guide to School Site Analysis and Development (2000 Edition) for square footage allowances for turfed, paved, and apparatus areas.

**Q.** What are things to consider when planning a play area?

The school site should evaluate current usage, scheduling of existing play area, and they must ensure supervision. The school site must provide playground apparatuses that are developmentally appropriate.

**Q.** When submitting projects for California Department of Education (CDE) approval, what is required?

School districts must submit the following items for CDE plan approval. SFPD 4.07/4.08 application, SFPD Plan Summary (if applicable), Architectural Plans (site, floor, interiors, exteriors). Upload onto CDEBox or send the paper project to CDE. Please contact your CDE field representative if you have questions:

<https://www.cde.ca.gov/ls/fa/sf/fieldstaff.asp>

Q.

What are the Title 5 Requirements\* for Kindergarten classrooms?

- A. Kindergarten classroom size for permanent structures is not less than 1350 square feet, including restrooms, storage, teacher preparation, wet and dry areas.
- B. Kindergarten classrooms are designed to allow supervision of play yards (unless prevented by site shape or size) and all areas of the classroom.
- C. Play yard design provides a variety of activities for development of large motor skills.
- D. Classrooms are located close to parent drop-off and bus loading areas.
- E. Storage, casework, and learning stations are functionally designed for use in free play and structured activities, e.g., shelves are deep and open for frequent use of manipulative materials.
- F. Windows, marking boards, sinks, drinking fountains, and furniture are appropriate heights for kindergarten-age students.
- G. Restrooms are self-contained within the classroom or within the kindergarten complex.

\* Key requirements, list is not all-inclusive

Q.

New portable classrooms are not eligible for this grant. What about modular buildings? Are modular buildings eligible?

Yes, modular buildings may be constructed or retrofitted to house full-day Preschool, Transitional Kindergarten, and Kindergarten programs.

Q.

Research supports the importance of natural light for children's learning and mental/physical health. Does the Division of the State Architect (DSA) encourage LEAs to increase windows in portables or other new construction?

Adding windows to an existing relocatable classroom would require structural evaluation and possibly seismic retrofit/rehabilitation of the building. For a new relocatable or modular classroom building, windows could be added provided structural calculations support the added wall openings. This would need to be addressed with the manufacturer prior to submittal to DSA.

Q.

My school district is already operating full-day kindergarten classes, but they are held in classrooms that do not meet kindergarten design requirements. Is the school district still able to apply for Program funding?

Please note that if applying for Program funding, school districts must certify if any facility at the school site did meet kindergarten design standards when it was built or that it was previously retrofitted in order to meet kindergarten design standards.

If all other program eligibility criteria are met, school districts that already offer full-day kindergarten instruction are eligible to apply for Program funds to either retrofit the classroom(s) they currently house those students in to meet kindergarten design requirements or to build a new kindergarten compliant classroom(s).

Q.

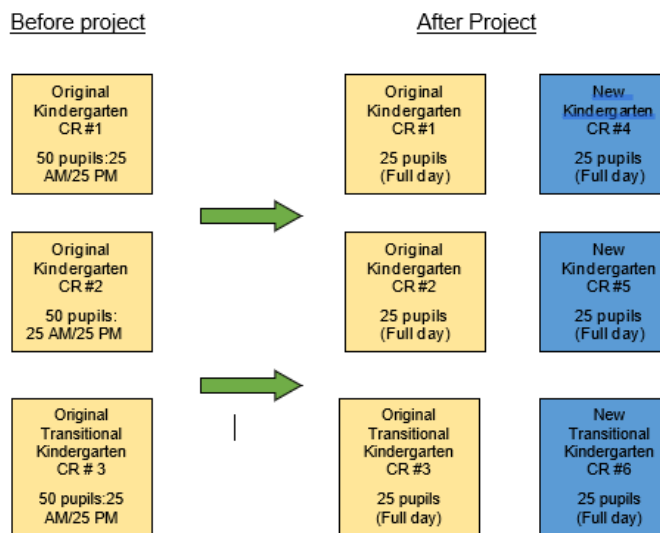
Can School district use a centralized site for all its preschool and transitional kindergarteners?

Yes. A district may choose to house its preschool and transitional kindergarten classrooms on one site. School districts will be capped for funding at four classrooms for preschool and four classrooms for transitional kindergarten at each project site.

LEAs should ensure that all school site meet Title 5 Regulations Section 14010.

## Q. What are examples of projects eligible for Program funding?

Here is an example of a project involving the retrofit of an existing facility in order to provide a classroom (CR) needed for full-day kindergarten and transitional kindergarten instruction:



## Q. What other criteria do school districts have to meet to be eligible for Program funding?

Program funding will be open to all school districts that do not have the facilities to adequately house preschool, transitional kindergarten and kindergarten students, and want to provide full-day programs for all three programs.

School districts may apply for Program funding for full-day kindergarten projects that have awarded construction contracts on or after the inception of Program on July 1, 2018, if all other eligibility criteria are met.

Additionally, school districts may apply for Program funding for preschool or transitional kindergarten projects that have awarded construction contracts on or after the inception of Program on July 1, 2021, if all other eligibility criteria are met.

## Q. What does the consultation between the Office of Public School Construction and the State Department of Education look like and how shall OPSC determine if the school site's need for funding shall be limited to retrofit projects?

OPSC and CDE have identified the following considerations when evaluating a possible limit to retrofit (although agreeably not all inclusive):

- Type of application i.e., already requesting retrofit, starting, or expanding a preschool or transitional kindergarten program
- Current enrollment and enrollment trends
- Current capacity
  - Vacant space (based on enrollment vs capacity)
- Location of current/existing (if applicable) kindergarten complex/area and the proximity to
  - Parking, pick-up/drop-off
  - Playground
  - Other kindergarten classrooms
  - Other classrooms of different grade level(s)
- Proximity of available space for possible NC
- Educational program(s) impact from current/existing kindergarten and/or potential location(s) for additional classrooms (NC or Retrofit)

## Q. What is the California Preschool, Transitional Kindergarten and Full-Day Kindergarten Facilities Grant Program (Program)?

In a 2018 survey performed by the California Department of Education (CDE), school districts cited lack of facilities as the main reason for not offering full-day kindergarten instruction. In 2018/2019, this program was allocated \$100,000,000 from the General Fund to provide one-time grants to school districts that would like to construct new school facilities or retrofit existing school facilities in order to provide full-day kindergarten instruction.

The program was extended in the 2021-2022 Budget Act with an additional \$490,000,000 and expanded eligibility to include full-day California Preschool and Transitional Kindergarten programs.

## Q. What entities may apply to the program?

School districts currently serving kindergarten pupils may apply to the Program for Full-Day Kindergarten or Transitional Kindergarten projects. County Offices of Education (COEs), charter schools, joint powers of authority, and the State Department of Education may not apply. However, school districts that provide kindergarten instruction may apply on behalf of a Charter School that is located in District-owned facilities.

School Districts and County Offices of Education may apply for funding for preschool projects.

**Q.** How will OPSC determine the number of classrooms a school district is eligible for Transitional Kindergarten and Preschool pupils? What will need to be provided to substantiate the enrollment?

An average based on actual enrollment data would be the most accurate.

Transitional Kindergarten - Staff is proposing that 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> grade enrollment on the school site be used to help indicate the number of classrooms necessary to house Transitional Kindergarten enrollment for new programs. Three years of actual enrollment will be averaged to indicate the number of classrooms needed at the site. This assumes that all current 1<sup>st</sup> graders were eligible for Transitional Kindergarten two years prior, 2<sup>nd</sup> Graders = three years prior, and 3<sup>rd</sup> graders = four years prior. Averaging the three current years of actual enrollment helps to address the current phased implementation of Transitional Kindergarten based on birth month.

Alternatively, school districts can use three years of actual Transitional Kindergarten enrollment in lieu of higher grade levels if available.

This same methodology will be used to determine Preschool enrollment.

Example:

1 <sup>st</sup> Grade	2 <sup>nd</sup> Grade	3 <sup>rd</sup> Grade	<b>3-Year Average</b>
70 pupils	65 pupils	75 pupils	<b>70 pupils/year</b>

If a school district does not have preschool and/or transitional kindergarten at every school site, OPSC would request enrollment information for 1<sup>st</sup> through 3<sup>rd</sup> grade for sites that will receive the students (similar to a feeder school concept).

**Q.** Can Program funds be used on leased land?

No. Since Education Code (EC) 17375 does not expressly allow the use of leased land for Program projects, school districts may not use funds on leased land. As defined in Program Regulation Section 1860.8, school districts must hold the title to the real property where the project facilities will be located.

**Q.** Does my project need to be for a full-day facility, or can it be part-day if it's for preschool or transitional kindergarten?

Education Code Section 17375(m)(1) states that "'Kindergarten' included transitional kindergarten as defined in EC Section 48000". EC Section 17375(m)(3) defined a preschool program as "means a *full-day* [emphasis added] California state preschool program...." Staff interprets the statute to require preschool, transitional kindergarten, and kindergarten to be full-day programs. Looking at the grade level progression, it is logical to conclude that if preschool and kindergarten are required to be full-day programs, then the year in a transitional kindergarten program was also intended to require a full-day program.

**Q.** How do I calculate my matching share?

For projects that are expanding from part-day to full-day kindergarten and qualify for the 75/25 state and school district matching share requirement, the methodology for calculating the Program grant will be executed in two steps.

Step one will be calculated using the School Facility Program per-pupil grant amount for K-6 pupils for the calendar year in which the application is being processed

Step two will then take the total project cost calculated in step one and multiply this amount by 75 percent to determine the Total State Share and 25 percent to determine the Total District Share of the project cost.

**Q.** Does a school district have to pay for a portion of a Program project?

Except for school districts receiving financial hardship funding, school districts required matching share will be equal to the following:

Program	Program Status	New Construction or Retrofit Project?	State Share	District Share*
Full Day Kindergarten	Existing	New Construction	50%	50%
Transitional Kindergarten Preschool Part-Day to Full Day Kindergarten	New/Existing New/Existing Converting	New Construction	75%	25%
Full Day Kindergarten	Existing	Retrofit	60%	40%
Transitional Kindergarten Preschool Part-Day to Full Day Kindergarten	New/Existing New/Existing Converting	Retrofit	75%	25%

**Q.** What is OPSC using three years of prior enrollment for?

OPSC, in collaboration with the California Department of Education (CDE), will use the enrollment pattern in conjunction with the facility usage information to determine if the project funding should be limited to retrofit funding. An example of this would be if a school site has declining enrollment, has the equivalent of two empty classrooms available, and has classrooms that are near or adjacent to the kindergarten complex, the project funding may be limited to retrofit funding.

**Q.** Would a district be able to use Program funds to retrofit an existing play ground?

If the retrofit project includes the retrofit of an existing classroom a district could use funds to retrofit a playground.

However, a project that is only retrofitting a playground would not be eligible for funding.

## APPLICATION PROCESS

**Q.** When does my school district need to turn in the application for Program funding?

The Office of Public School Construction (OPSC) funding rounds to apportion the \$225 million available in Program funds. All remaining funds will be available in the fourth round. School districts may apply to either round.

Round Dates
Third Round: April 1, 2022 - April 30, 2022
Fourth Round: April 1, 2023 - April 30, 2023

**Q.** What documents are needed to apply for Program funding?

When applying for funding through Program, all school districts must provide OPSC, at a minimum, a completed Form SAB 70-01, a detailed site map, documents substantiating enrollment of the entire site for the current enrollment year and the three immediately preceding years, and a detailed written description of the proposed project.

School districts applying for full funding must provide all required supporting documents, including the Division of the State Architect (DSA) plan approval and CDE plan approval. School districts that have none or only a portion of the required supporting documents may request advance funding for design and/or site costs. For a detailed description of the different types of funding a district may request, please visit our website at <https://www.dgs.ca.gov/OPSC/Services/Page-Content/Office-of-Public-School-Construction-Services-List-Folder/Access-Full-Day-Kindergarten-Facilities-Grant-Program-Funding>

The Form SAB 70-01 may be completed and submitted electronically via OPSC Online and all supporting documentation may be uploaded.

**Q.** May a school district submit multiple applications for Program funding?

Yes, a school district may apply for funds for one or more projects, but each project must be a separate application. OPSC will need to evaluate each project application on a case-by-case basis to determine if the proposed project(s) is eligible.



**Q.** Can Special Day Class (SDC) designated pupils be included in kindergarten enrollment when applying for Program funding?

SDC pupils housed in Kindergarten classrooms may be included in the total kindergarten enrollment count for the purposes of applying for Program funding.

Please note that funding is based on full-day kindergarten classroom needs with a K-6, 25 pupil loading standard. Pupil grant amounts are provided as New Construction and Retrofit pupil grants and will not be differentiated between SDC and non-SDC pupils.

**Q.** Can a Program project be combined with a School Facilities Program (SFP) modernization and/or new construction project at the same site?

Statute does not prevent a Program project from being combined with an SFP modernization and/or new construction project at the same site. However, EC Section 17375(k) does state that Program funds may only supplement, not supplant, existing funds available for school facilities construction. The district would need to clearly delineate what is part of the Program project and what is part of the SFP project on the approved project plans, and keep the scope and expenditures for the project separated to ensure no aspect of the projects were double-funded.

**Q.** What is the timeline of the process once a request for funding has been deemed eligible by OPSC and received the approval of the State Allocation Board?

If the district submitted a request for a new construction or retrofit grant without advance funding, it must then submit a valid *Fund Release Authorization* (Form SAB 70-02) with all required approvals within 180 days of apportionment. If the district submitted a request for a new construction or retrofit grant with advance funding, it must then submit a valid *Fund Release Authorization* (Form SAB 70-02) with all required approvals within 12 months of apportionment. For a list for all approvals required for each grant type, refer to the "Special Instructions" section of the *Application for Funding* (Form SAB 70-01).

## FUNDING

**Q.** How are the Program base grant amounts for either new construction or a retrofit project being determined?

Calculating the Program grant is similar to existing SFP criteria for new construction and modernization projects, as applicable. Per EC Section 17375(d), the SFP grade level K-6 new construction pupil grant is used to calculate the new construction base grant and the SFP modernization grade level K-6 pupil grant issued to calculate the retrofit base grant. The SFP loading standard of 25 pupil grants per K-6 classroom is applied to all classrooms funded, even if they will not be fully loaded with Preschool, TK or Kindergarten pupils.

*Example #1: 2 Classroom new construction project using 2019 pupil grant amounts*

2 CRs X 25 pupil grants		50
(K-6) new construction pupil grant	X	\$12,197
New construction base grant (state share)		\$609,850

*Example #2: 2 Classroom retrofit project using 2019 pupil grant amounts*

2 CRs X 25 pupil grants		50
(K-6) modernization pupil grant	X	\$4,644
Retrofit base grant (state share)		\$232,200

**Q.** What are the different types of funding that can be requested through Program?

School districts may apply for funding for new construction projects with or without an advance release of funds. Districts may also apply for funding a retrofit project with or without an advance. The base grant may be increased by the following additional grants:

New Construction	Retrofit
Site Acquisition	Automatic fire detection/ alarm system
Hazardous waste removal	Site Development
Automatic fire detection/alarm system	50-year old utilities
Automatic sprinkler system	Project Assistance
Site Development	
Multi-level classroom construction	
Project Assistance	

**Q.** When is a school district eligible for Financial Hardship funding?

To be considered eligible for Financial Hardship funding, a district must be financially unable to provide a portion or all of necessary matching funds for an eligible Program project, be currently levying the maximum allowable developer fee, AND meet at least one of the following conditions:

- Have a current bonded debt that is 60% or more of district debt capacity, or
- Have had a successful registered voter bond election for at least the maximum amount allowed under Proposition 39 within the previous two years from the date of request for financial hardship status, or
- Have a debt capacity of \$5 million or less at the time of the request for financial hardship status.
- It is a County Superintendent of Schools.

**Q.** My school district qualifies for financial hardship assistance. When the project is completed, what should we do with our unexpended funds?

For funding provided from the 2018-2019 Budget Act, school districts that receive Financial Hardship funding may not retain or expend the savings. For funding provided from the 2019-2020 Budget Act, all school districts, even those receiving Financial Hardship funding, may retain the savings and expend them on other high priority needs of the school district as well as professional development and instructional material needed to build capacity for a full-day kindergarten program.

## FUNDING ORDER

**Q.** How will the funding order for approved Program projects be determined?

If a funding round is oversubscribed, funding order for approved projects will be determined by preference points. Preference points are determined by the district's financial hardship eligibility and the number of pupils in the district that are eligible for Free and Reduced-Price School Meals (FRPM), up to 80 points, as follows:

School district meets financial hardship requirements.	40 points
Percentage of school district's pupil population that is eligible for FRPM.	Up to 40 points, based on the sliding scale in Regulation Section 1860.15.

If school districts submit multiple applications in the same funding round, OPSC will use the priority order assigned to each application by the school districts on Section 3 of the *Application for Funding* (Form SAB 70-01).

**Q.** Will I receive 40 preference points for Financial Hardship if I am able to contribute my applicable matching share?

No. EC Section 17375(b)(2)(A) states that preference is given to school districts that cannot provide a portion of, or all of, the local matching share required for a project. Therefore, a school district that is able to provide the required local match is not be eligible for the 40 preference points for Financial Hardship.

Please note that a school district still can receive up to 40 preference points based on the percentage of the district's pupils that are eligible for FRPM.

## REPORTING AND AUDITS

**Q.** Do school districts have to report project expenditures to OPSC? If so, how long will school districts have to report project expenditures?

Yes. School districts are required to report project expenditures through the submittal of an *Expenditure Report* (Form SAB 70-03). Pursuant to Program Regulation Section 1860.18, school districts must submit a Form SAB 70-03 at the completion of the project. A project will be deemed complete when either the notice of completion for the project has been filed or one year from the date of the final fund release, whichever is earlier.

**Q.** Do school districts have to report the expenditure of project savings? If so, how does a school district report these expenditures?

Excluding school districts that received Financial Hardship funding, school districts must submit a Final Savings Report for the expenditure of project savings within one year from the completion of the project, pursuant to Program Regulation Section 1860.18. School districts will use Section 3 in the Form SAB 70-03 for the purposes of this Final Savings Report.

**Q.** Why does my school district need to submit two *Expenditure Report* Forms SAB 70-03?

Districts will report all costs the district expended on the project through the submittal of a Final *Expenditure Report* (Form SAB 70-03). This is to ensure that the Program grant was used in accordance with the Education Code and Program Regulations. School districts will submit a Final Savings *Expenditure Report* on a second Form SAB 70-03 in order to ensure that savings expenditures were in compliance with Education Code and Regulations. Savings must be spent within one year from the submittal of the Final *Expenditure Report*.

**Q.** Are Program projects subject to audits?

Yes. Projects will be subject to audit conducted pursuant to Education Code Section 41024 in order to assure that the expenditures incurred by the district were made in accordance with the Education Code and Program Regulations. To be prepared for an audit, school districts must retain all financial accounts, documents, and records necessary for an audit of completed projects pursuant to EC Section 41024(a)(4) and provide project documentation if requested by the local auditor.

**Q.** What happens if, during an audit, ineligible expenditures are discovered in the project?

If ineligible expenditures are discovered, CDE will ensure that the school district has corrected the audit exception by implementing a required penalty payment of funds equal to the amount of funds disallowed in the audit exception.