

SCHOOL DISTRICT	APPLICATION NUMBER*
SCHOOL NAME	COUNTY
DISTRICT CONTACT	PHONE EMAIL

\* Enter the Application Number that has been assigned to this project by OPSC. Leave blank if this is the first request related to this project.

**If you believe your school district has a facility-related health and safety threat please call the Office of Public School Construction (OPSC) Facility Hardship Team to discuss your concerns and options.**

## GENERAL INSTRUCTIONS

The following checklist is designed to guide the district through the facility hardship process and provide direction on what is typically required in a complete facility hardship submittal. School districts are encouraged to use this checklist to request approval by the State Allocation Board (SAB) for a facility hardship application. This checklist provides for both conceptual approval requests and funding requests of facility hardship projects, which includes seismic mitigation. School districts may request facility hardship funding without a conceptual approval; however, a conceptual approval provides the benefit of assurance, prior to a funding request, that the hazardous conditions and proposed scope of mitigation work will be eligible for facility hardship funding.

Include all supporting documentation with your submittal to OPSC. Requests for SAB consideration are a top priority and are processed to the Board upon receipt by OPSC of all required documentation and upon completion of a thorough analysis by OPSC. More information about the Facility Hardship Program can be found at <https://www.dgs.ca.gov/OPSC/Services/Page-Content/Office-of-Public-School-Construction-Services-List-Folder/Obtain-Facility-Hardship-Funding>. For seismic-specific projects, more information about the Seismic Mitigation Program (SMP) can be found here: <https://www.dgs.ca.gov/OPSC/Services/Page-Content/Office-of-Public-School-Construction-Services-List-Folder/Obtain-Seismic-Mitigation-Funding>

### Type of Application

Check the applicable box to indicate whether the district is seeking a conceptual approval of its facility hardship project or is presenting a complete facility hardship request for funding. Also indicate "Replacement" if costs to mitigate the health and safety threat are greater than 50 percent of the "Current Replacement Cost," or "Rehabilitation" if less than 50 percent of the "Current Replacement Cost," as defined in School Facility Program (SFP) Regulation Section 1859.82.

- Conceptual Approval - Complete both Section I and Section II
- Replacement       Rehabilitation
- Funding Request - Complete only Section I and attach a completed *Application for Funding* (Form SAB 50-04)
- Replacement       Rehabilitation

### Type(s) of Hazard:

- Mold       Structural Deficiency       Asbestos       Toxic Soil
- Seismic Mitigation\*       Fire Damage       Proximity to Hazard       Other: \_\_\_\_\_

\*Seismic mitigation of Most Vulnerable Category 2 Buildings as prescribed in SFP Regulations

### Description

Include a chronological narrative of circumstances and any other information relevant to the district's request:

**SECTION I**

This section must be completed for both conceptual approval requests and funding requests.

**SUPPORTING DOCUMENTATION**

Although unique circumstances may affect what documentation is sufficient to support a facility hardship request, typically required documentation is listed below for your reference. Please check every applicable box below to indicate documentation that the district has included with its submittal. For each box not checked, please add a brief explanation as to why the documentation does not apply. Other substantiating documentation may be attached as necessary to support the district's request.

**Industry Specialist's Report**

Report must identify and substantiate the health and safety threat and detail the minimum work necessary to mitigate the problem.

Indicate the type of industry specialist that prepared the report:

Structural Engineer      Environmental Specialist      Electrical Engineer  
Geotechnical Engineer      Engineering Geologist      Other (specify): \_\_\_\_\_

If not applicable, please explain:

**Governmental Concurrence**

A State-level agency or other appropriate governmental agency must provide written concurrence to the industry specialist's report, specifically noting the presence of a threat to the health and safety of students and the minimum work necessary to mitigate the threat. If the district's chosen corrective plan is different from the minimum work necessary to mitigate the health and safety threat, the governmental concurrence must also verify that the district's plan will mitigate the health and safety threat.

Indicate the type of Government entity that provided concurrence with the specialist's report:

Division of the State Architect (DSA)      Department of Toxic Substances Control      Department of Health Services  
California Highway Patrol      Department of Conservation, California Geological Survey      Department of Education  
Other (specify): \_\_\_\_\_

If not applicable, please explain:

**Mitigation Measures**

Include a narrative describing the district's chosen corrective plan as well as the alternatives considered.

If not applicable, please explain:

**Detailed Cost Estimate**

The cost estimate must be submitted on *Facility Hardship Cost Estimate* (Form SAB 58-01) and it must address only the minimum work necessary to mitigate the problem and any ancillary work required by DSA as a result of the mitigation project. The cost estimate must not include lump sums, and it must address only the minimum work necessary to mitigate the problem. Some projects additionally require the submission of a cost/benefit analysis to compare cost of mitigation work to the Current Replacement Cost as defined in SFP Regulation Section 1859.82.

If not applicable, please explain:

**Site Diagram**

Indicate affected areas of the site. For buildings, include their ages and square footages. For "Toilet" or "Other" building areas that are affected, indicate those areas and their square footages separately. Covered corridors should be excluded from square footage.

If not applicable, please explain:

**Photos**

Include photos showing hazardous conditions, affected facilities, and other relevant areas of concern.

If not applicable, please explain:

**Seismic Mitigation**

In addition to the above, if this is a request for Seismic Mitigation conceptual approval or funding, include the following: 1.) One letter from the DSA verifying that the building(s) qualifies as one of the "Most Vulnerable Category 2 Buildings"; 2.) A second letter from the DSA indicating the work in the plan is the minimum to mitigate the hazard.

**ADDITIONAL INFORMATION**

Check boxes and complete fields below as applicable.

**Indicate the type of school affected:**

- Elementary
- Middle
- High
- Other (specify): \_\_\_\_\_

**Have affected facilities been vacated?**  Yes  No

If Yes, describe how students are currently being housed: \_\_\_\_\_

**Has the district been approved for Financial Hardship assistance?**  Yes  No

If Yes, current approval must be verified prior to being approved for funding.

If No, does the district anticipate filing for Financial Hardship?  Yes  No

**Is the district eligible for insurance compensation related to the hazardous conditions at the site?**  Yes  No

If Yes, indicate estimated amount the district may receive: \$ \_\_\_\_\_

**Is the district pursuing litigation related to the hazardous conditions at the site?**  Yes  No

If Yes, indicate the amount being sought: \$ \_\_\_\_\_

**Indicate the type(s) of facilities affected and included in the project:**

- Classrooms
- Core Facilities
- Playground/fields
- Other: \_\_\_\_\_

**If Classrooms are included in the project, indicate the number and types of classrooms:**

	Permanent	Portable	Total
Classrooms in this project:			
Classrooms on entire site:			

**If Core Facilities are included in the project, list the building types and their square footages**

This should correspond to the site diagram included with the district's request:

**SECTION II**

This section must be completed for conceptual requests only.

For funding requests, Section II does not need to be completed, but a Form SAB 50-04 must be submitted.

**Estimated project cost (100%):** \$ \_\_\_\_\_

**Project will be located on:**

- New Site
- Existing Site
- Existing Site w/Additional Site Acquisition
- Existing School Site, Leased
- Leased Site with No Existing School Facilities

**If the project requires a new site or land acquisition for an existing site, indicate the following:**

Proposed Total New Acreage: \_\_\_\_\_

Useable Master Planned Acreage (per California Department of Education): \_\_\_\_\_

Recommended Site Size (per California Department of Education): \_\_\_\_\_

Site Acquisition Cost (if actual cost is unknown, indicate estimated cost): \$ \_\_\_\_\_

SIGNATURE OF DISTRICT REPRESENTATIVE	DATE
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