

**Small School District Program Preliminary Apportionment Checklist (07/26)**

|                                              |                                              |                                             |
|----------------------------------------------|----------------------------------------------|---------------------------------------------|
| SCHOOL DISTRICT / COUNTY OFFICE OF EDUCATION |                                              | APPLICATION NUMBER                          |
| SCHOOL NAME                                  |                                              | PROJECT TRACKING NUMBER                     |
| COUNTY                                       | DISTRICT REPRESENTATIVE NAME / EMAIL ADDRESS | HIGH SCHOOL ATTENDANCE AREA (IF APPLICABLE) |

**GENERAL INSTRUCTIONS**

The following checklist is designed to guide the school district through the process of submitting a School Facility Program (SFP) modernization or new construction *Application for Preliminary Small School District Program Preliminary Apportionment* (Form SAB 50-12). This checklist is broken out into two parts, **Part 1 for Modernization** applications, and **Part 2 for New Construction** applications. This is only a list of major documents required, for more detailed information please contact your OPSC Project Manager. Additionally, more information about the Small School District Program, including eligibility, can be found at:

<https://www.dgs.ca.gov/OPSC/Services/Page-Content/Office-of-Public-School-Construction-Services-List-Folder/Access-Small-School-District-Program-Funding?search=small%20school%20district>

The school district is encouraged to use the OPSC Online System to submit all forms and to upload any required supporting documentation. OPSC advises the district to have these documents available in digital format when they are ready to submit the application in OPSC Online so they can be uploaded with the application. Additional information and access to the OPSC Online System is available on the OPSC Online Application Tools for School Construction Projects page at:

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

School districts have the option until January 1, 2027 to submit required forms and supporting documents in pdf format via email to [OPSCApplicationReviewTeam@dgs.ca.gov](mailto:OPSCApplicationReviewTeam@dgs.ca.gov). Hard copy forms and documents are not required, and electronic signatures are acceptable.

If you have general questions, please contact your OPSC Project Manager. Contact information for OPSC Project Managers is available on the Resources page of OPSC Online:

<https://opsconline.apps.dgs.ca.gov/resources>.

If you have Small School District Program questions, please contact [OPSCSmallSchools@dgs.ca.gov](mailto:OPSCSmallSchools@dgs.ca.gov).

All Forms must be signed by an Authorized District Representative. For more information on how to authorize a District Representative, please refer to the following:

<https://www.dgs.ca.gov/OPSC/Resources/Page-Content/Office-of-Public-School-Construction-Resources-List-Folder/OPSC-District-Representative-Update-Page?search=authorize>

**Note:** This checklist is specifically for applicants wishing to request a Preliminary Apportionment. Final Apportionment requests require additional documentation to be submitted prior to or concurrently with the *Application for Funding* (Form SAB 50-04). Please refer to the instructions on the Form SAB 50-04 for additional information.

## Part 1: Required Documents to Submit for a Modernization Small School District Program Preliminary Apportionment

Check the boxes and complete the fields below as applicable.

- ☐ **Eligibility Determination (Form SAB 50-03):** If Modernization eligibility has not been established, or the district would like to update its Modernization eligibility and has not previously submitted, districts must submit a Form SAB 50-03 concurrently with the submittal of a Form SAB 50-12, signed by an Authorized District Representative.
- ☐ **Application for Small School District Preliminary Apportionment (Form SAB 50-12):** The District must submit a Form SAB 50-12, signed by an Authorized District Representative, on or after the Program opening date of November 2, 2026.
- ☐ **Project Tracking Number (PTN):** A PTN is required for all projects filed with OPSC. The PTN is a number that will be utilized by OPSC, the California Department of Education (CDE) and the Division of the State Architect (DSA). Each PTN is generated using the "Project Tracking Number Generator," which can be found upon logging into OPSC Online at:

<https://opsconline.apps.dgs.ca.gov/userm/login>

If you do not have an OPSC Online account, please contact the OPSC Online Support [OPSCOnlineSupport@dgs.ca.gov](mailto:OPSCOnlineSupport@dgs.ca.gov) to create one for you.

- ☐ **School Board Resolution – Five-Year Facilities Master Plan:** Districts that submit an *Application for Small School District Program Preliminary Apportionment* (Form SAB 50-12) are required to submit concurrently with the Form SAB 50-12 a local governing board resolution acknowledging the requirement to submit the Master Plan with the *Application for Funding* (Form SAB 50-04) request for Final Small School District Apportionment.

For more information, or for a sample local governing board resolution, please refer to the following:

<https://www.dgs.ca.gov/OPSC/Resources/Page-Content/Office-of-Public-School-Construction-Resources-List-Folder/School-Facility-Master-Plans?search=master%20plan>

- ☐ **Career Technical Education Advisory Committee (CTEAC) Letter:** If the District anticipates requesting an advance release of funds by qualifying for Financial Hardship or a separate site Apportionment for Environmental Hardship, the District must submit written confirmation that the need for vocational and career technical facilities is being adequately met within the district relative to the project, pursuant to Education Code Section 17070.955. Districts must submit one of the following:

- ☐ Minutes from a public meeting by the District's governing board documenting the discussion with the local CTEAC regarding the local Career Technical Education (CTE) facility needs assessment. The minutes must specify the recommendation by the CTEAC and confirm that the school is adequately meeting the need for career technical facilities, and must reference the new construction or modernization project for which the District requests funding; or,

**Part 1: Required Documents to Submit for a Modernization Small School District Program Preliminary Apportionment (cont.)**

- ☐ Minutes from the meeting with the local CTEAC regarding the local CTE facility needs assessment, which must specify the recommendation by the CTEAC and document that the District is adequately meeting the need for career technical facilities, and must reference the new construction or modernization project for which the school district requests funding; or,
  - ☐ A letter from the local CTEAC to the District that identifies the local CTE facility needs assessment and documents that the need for career technical facilities is being adequately met by the District relative to the project; or,
  - ☐ A written statement certifying that the District is not subject to Education Code Section 17070.955 in lieu of the above requirements. It is recommended that the District consult with legal counsel before making this determination.
- ☐ **Site Development for 75 Years or Older Buildings** - For projects requesting site development costs of more than 35 percent of the supplemental grant for a 75 Years or Older Building pursuant to SFP Regulation Section 1859.78.7.1(b), a cost estimate for site development costs, which reflects 100 percent of the proposed minimum work.
- ☐ **Site Development for Minimum Essential Facilities or Transitional Kindergarten Classroom(s)** - For projects requesting site development costs of more than 35 percent of the supplemental grant for a Minimum Essential Facility pursuant to SFP Regulation Section 1859.78.9., or Transitional Kindergarten classroom(s) pursuant to SFP Regulation Section 1859.78.9.2, a cost estimate for site development costs, which reflects 100 percent of the proposed minimum work.
- ☐ **Financial Hardship** – If the District is requesting Financial Hardship Assistance, the district must the district must indicate this request on the Form SAB 50-12. Should the application be successful in participating in the Small School District Program, concurrently with OPSC processing the application, the Financial Hardship team will request the following documentation from the District:
- ☐ **Financial Hardship Phase I Checklist:**  
<http://www.documents.dgs.ca.gov/dgs/fmc/dgs/opsc1.pdf>, and either:
  - ☐ **Financial Hardship Phase II Checklist (School Districts):**  
<http://www.documents.dgs.ca.gov/dgs/fmc/dgs/opsc1b.pdf>, or
  - ☐ **Financial Hardship Phase II Checklist (County Offices of Education):**  
<http://www.documents.dgs.ca.gov/dgs/fmc/dgs/opsc1a.pdf>
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## Part 2: Required Documents to Submit for a New Construction Small School District Program Preliminary Apportionment

Check the boxes and complete the fields below as applicable.

- ☐ **If New Construction Eligibility is not Established:** If the district has not established New Construction eligibility, the district must submit an *Enrollment Projection/Certification* (Form SAB 50-01), *Existing School Building Capacity* (Form SAB 50-02), and *Eligibility Determination* (Form SAB 50-03), all signed by an Authorized District Representative. For further information on this, please refer to the following:
- <https://www.dgs.ca.gov/-/media/Divisions/OPSC/Resources/NC-Eligibility-Establish-Checklist-v3-ADA.pdf>
- ☐ **If New Construction Eligibility is Established:** If the district has already established New Construction eligibility, and eligibility is not current, the district must submit an *Enrollment Projection/Certification* (Form SAB 50-01), signed by an Authorized District Representative, that is reflective of the current enrollment year in which it is applying. Current enrollment for purposes of small school districts or county offices of education means that any eligibility locks that are current and have not expired from their “lock” periods of either three (pre-Proposition 2) or five-year “locks” from the date of which the State Allocation Board approved the eligibility previously. Please refer to the following for a New Construction eligibility update checklist:
- <https://www.dgs.ca.gov/-/media/Divisions/OPSC/Resources/NC-Eligibility-Checklist-v4-ADA.pdf>
- ☐ **Project Tracking Number (PTN):** A PTN is required for all projects filed with OPSC. The PTN is a number that will be utilized by OPSC, the California Department of Education (CDE) and the Division of the State Architect (DSA). Each PTN is generated using the “Project Tracking Number Generator,” which can be found upon logging into OPSC Online at:
- <https://opsconline.apps.dgs.ca.gov/userm/login>
- If you do not have an OPSC Online account, please contact the OPSC Online Support team [OPSCOnlineSupport@dgs.ca.gov](mailto:OPSCOnlineSupport@dgs.ca.gov) to create one for you.
- ☐ **School Board Resolution – Five-Year Facilities Master Plan:** Districts that submit an *Application for Small School District Program Preliminary Apportionment* (Form SAB 50-12) are required to submit concurrently with the Form SAB 50-12 a local governing board resolution acknowledging the requirement to submit the Master Plan with the *Application for Funding* (Form SAB 50-04) request for Final Small School District Apportionment.

For more information, or for a sample local governing board resolution, please refer to the following:

<https://www.dgs.ca.gov/OPSC/Resources/Page-Content/Office-of-Public-School-Construction-Resources-List-Folder/School-Facility-Master-Plans?search=master%20plan>

## Part 2: Required Documents to Submit for a New Construction Preliminary Apportionment (cont.)

- ☐ **Career Technical Education Advisory Committee (CTEAC) Letter:** Only if the District anticipates requesting an advance release of funds by qualifying for Financial Hardship or a separate site Apportionment for Environmental Hardship are required to submit written confirmation that the need for vocational and career technical facilities is being adequately met within the district relative to the project, pursuant to Education Code Section 17070.955. Districts may submit one of the following:
- ☐ Minutes from a public meeting by the District's governing board documenting the discussion with the local CTEAC regarding the local Career Technical Education (CTE) facility needs assessment. The minutes must specify the recommendation by the CTEAC and confirm that the school is adequately meeting the need for career technical facilities, and must reference the new construction or modernization project for which the District requests funding; or,
  - ☐ Minutes from the meeting with the local CTEAC regarding the local CTE facility needs assessment, which must specify the recommendation by the CTEAC and document that the District is adequately meeting the need for career technical facilities, and must reference the new construction or modernization project for which the school district requests funding; or,
  - ☐ A letter from the local CTEAC to the District that identifies the local CTE facility needs assessment and documents that the need for career technical facilities is being adequately met by the District relative to the project; or,
  - ☐ A written statement certifying that the District is not subject to Education Code Section 17070.955 in lieu of the above requirements. It is recommended that the District consult with legal counsel before making this determination.
- ☐ **Site Acquisition** – If the District is requesting site acquisition, these documents may apply for a Preliminary Apportionment:
- ☐ **Appraisal or Preliminary Appraisal of Property to be Acquired** with a valuation date within six months of application submittal date, or
  - ☐ **Median Cost Valuation**, consisting of county recorder documentation of consummated sales transactions within the General Location; or title insurance company escrow instruction(s) for a minimum of 6 months and a maximum of 2 years from the Form SAB 50-12 application submittal date, which indicates the agreed upon purchase price of the property(s) for pending real-estate sales. Submit with the consummated sales transactions and pending escrow instruction data an editable spreadsheet summary of the data in a price per acre format that calculates a median cost per acre.
  - ☐ **For projects requesting more than 15 percent of the property value**, Department of Toxic Substances Control invoices or estimates for actual or historical costs.
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**Part 2: Required Documents to Submit for a New Construction Small School District Preliminary Apportionment (cont.)**

- ☐ **Site Development** - For projects requesting more than \$70,000 per proposed useable acres, a cost estimate for actual or historical site development costs, which reflects 100 percent of the proposed work, outlined in SFP Regulation Section 1859.76, and approved site development and off-site plans. Refer to SFP Regulation Section 1859.157.1.
  - ☐ **Financial Hardship** – If the District is requesting Financial Hardship Assistance, the district must indicate this request on the Form SAB 50-12. Should the application be successful in participating in the Small School District Program, concurrently with OPSC processing the application, the Financial Hardship team will request the following documentation from the District:
    - ☐ **Financial Hardship Phase I Checklist:**  
<http://www.documents.dgs.ca.gov/dgs/fmc/dgs/opsc1.pdf>, and either:
    - ☐ **Financial Hardship Phase II Checklist (School Districts):**  
<http://www.documents.dgs.ca.gov/dgs/fmc/dgs/opsc1b.pdf>, or
    - ☐ **Financial Hardship Phase II Checklist (County Offices of Education):**  
<http://www.documents.dgs.ca.gov/dgs/fmc/dgs/opsc1a.pdf>
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