

The Priority Funding Process

Presentation by:
Haley Jensen
April 13, 2021

Today's Presentation

- We will discuss:
 - The history and regulatory authority of Priority Funding (PF)
 - Who is eligible to participate
 - How to participate
 - Using OPSC Online to participate
 - What happens after a filing round
 - Question and Answer session

Regulatory Authority

- School Facility Program Regulation Section **1859.90.2**
 - Creates requirement for projects to participate in the PF process
- School Facility Program Regulation Section **1859.90.3**
 - Describes how to participate & consequences for non-participation
- Timeline:
 - **May 2010** → One-time PF round created
 - **August 2010** → Addition of Section 1859.90.2 approved by SAB, allowing future rounds to be established “as necessary”
 - **May 2011** → Section 1859.90.2 is amended to allow for recurring, twice-yearly PF rounds

What is Priority Funding?

- The Priority Funding process was created to allow projects that are on the Unfunded List (Lack of AB 55 Funds) by the SAB to **receive an Apportionment** with accelerated timelines
- Provides a mechanism for the SAB to distribute available funds to districts and charter schools
- Goal is to ensure that all projects that receive apportionments are **“construction-ready”**

Who Must Participate?

- Projects that are approved for placement on the Unfunded List (Lack of AB 55 Loans)
- Per 1859.90.3, the following project types are required to participate:
 - New Construction
 - Modernization
 - Overcrowding Relief Grant (ORG)
 - Career Technical Education Facilities Program (CTEFP)
 - Facility Hardship/Seismic Mitigation
 - Rehabilitation
 - Charter School Facilities Program (CSFP)

Requirements for Participation in Priority Funding

- There are two ways for a school district to choose not to participate in the PF process:
 - **Not submitting** a valid PF request in the 30-day filing period
 - Submitting a valid PF request but **failing to submit a valid Form SAB 50-05** to request the release of funds **within 90 days** of Apportionment
- Either of these will result in the project receiving an **“occurrence”** for non-participation
- Any project that incurs two occurrences will be removed from the Unfunded List, or the Apportionment will be rescinded without further SAB action

Priority Funding Request

Per 1859.90.2, “the district or charter school must provide a priority funding request **in the form of a written statement signed by an authorized representative** that includes each of the project Application numbers, and the type of Apportionment request ... , within the 30-calendar day filing period”

- Only projects with an Unfunded Approval from the SAB are eligible to submit a request

What Should the Request Letter Include?

- The written request can come in the form of a **letter**. The letter must:
 - Be on District letterhead
 - Be **signed** by an authorized District Representative or Superintendent
 - Include the application number and name of the school site for the eligible project(s)
 - Contain several important **acknowledgements**
- Acknowledgements depend on project type and funding phase
- If submitting a letter, templates are available on the Priority Funding page: <https://www.dgs.ca.gov/OPSC/Resources/Page-Content/Office-of-Public-School-Construction-Resources-List-Folder/Priority-Funding-Information>

How Do I Submit My Request?

OPSC allows Districts to participate in a variety of ways:

- Submit a request using OPSC Online
- Submit a request letter via email to OPSCApplicationReviewTeam@dgs.ca.gov
- Submit a request typed into the body of an email sent by the District Representative or Superintendent

Funding Rounds

- Two 30-day filing periods a year:
 - 2nd Wednesday in May – June
 - 2nd Wednesday in November – December
- Requests submitted during a filing period beginning in May are valid from July 1 until December 31 of that year
- Requests submitted during a filing period beginning in November are valid from January 1 until June 30 of the following year

Upcoming Filing Rounds

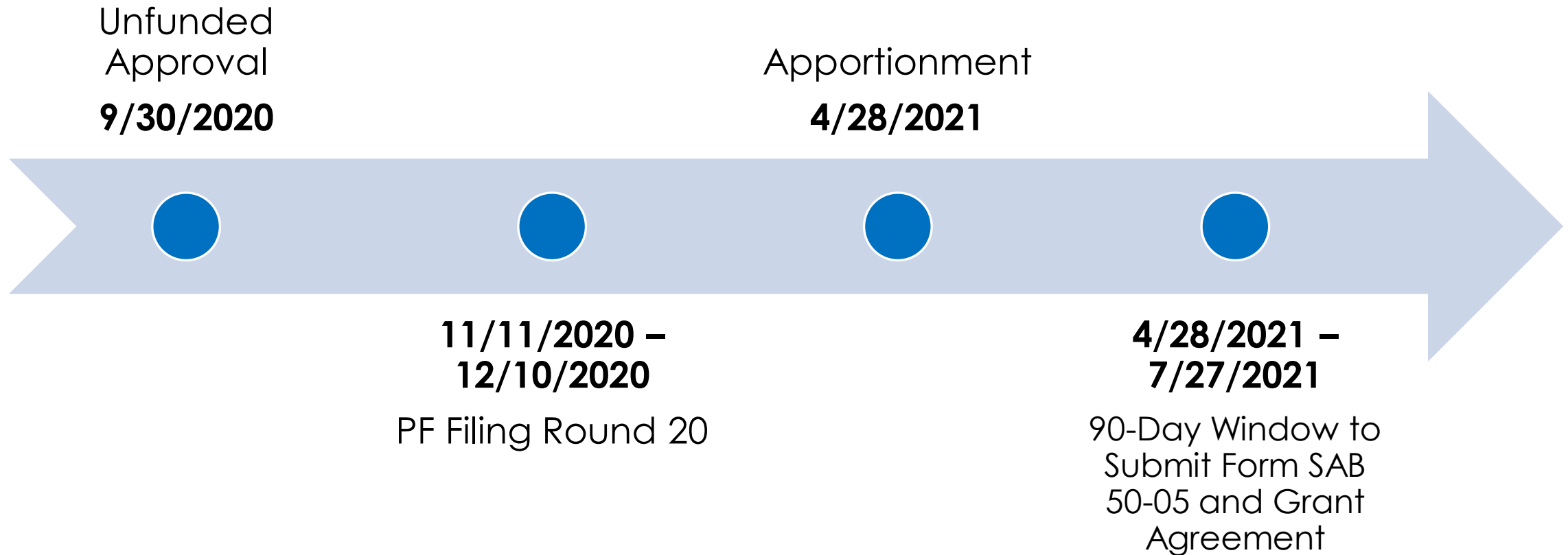
Priority Funding Round 21

- **Filing Period:** May 12, 2021 – June 10, 2021
- **Eligible for an Apportionment:** July 1, 2021 – December 31, 2021

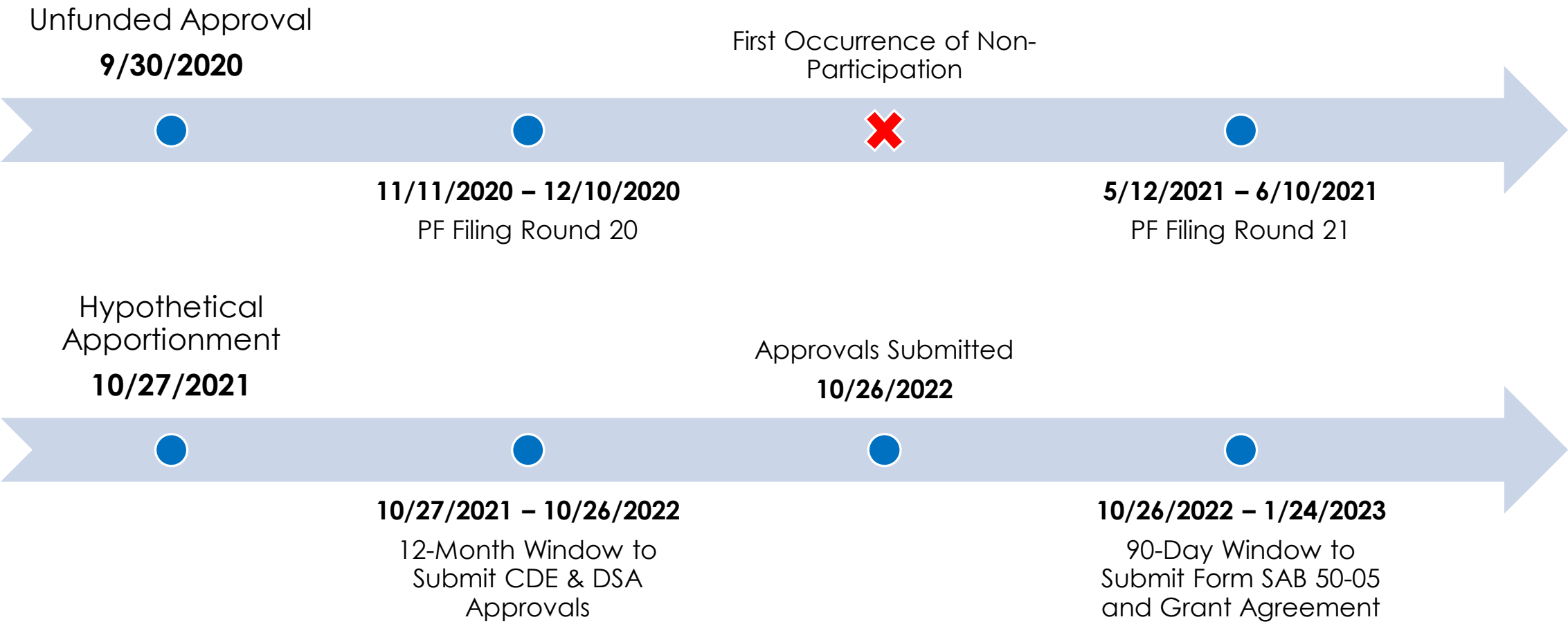
Priority Funding Round 22

- **Filing Period:** November 10, 2021 – December 9, 2021
- **Eligible for an Apportionment:** January 1, 2022 – June 30, 2022

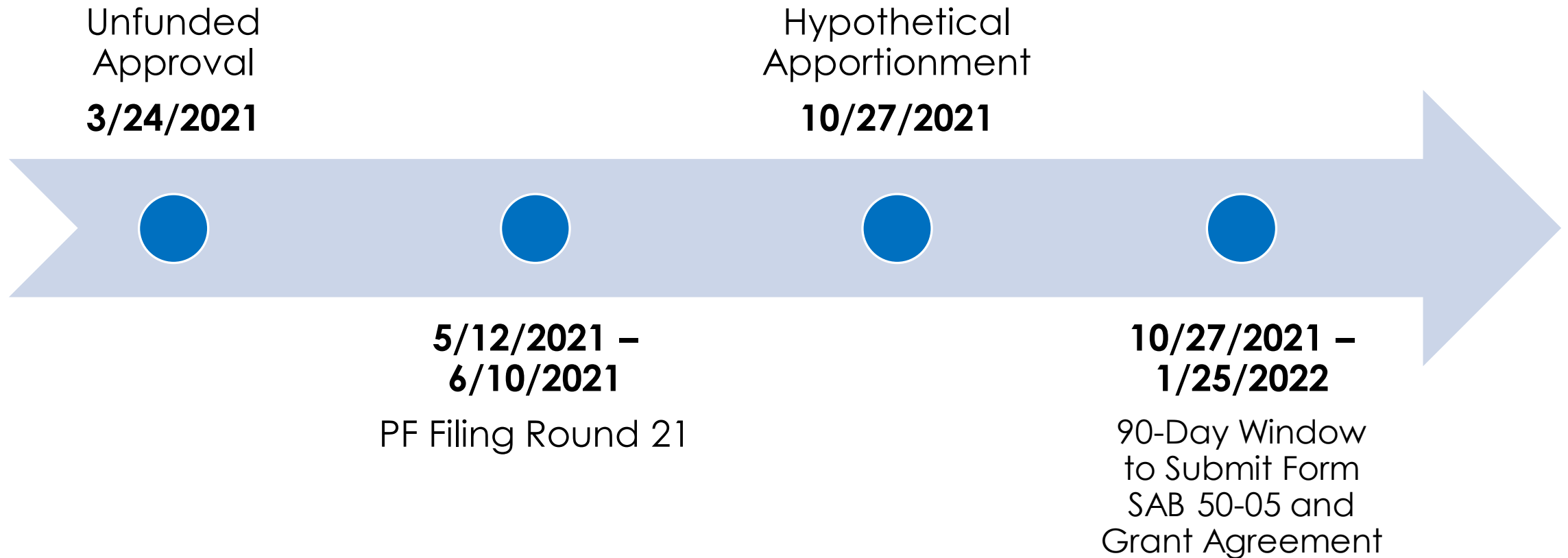
Timeline – Priority Funding Round 20



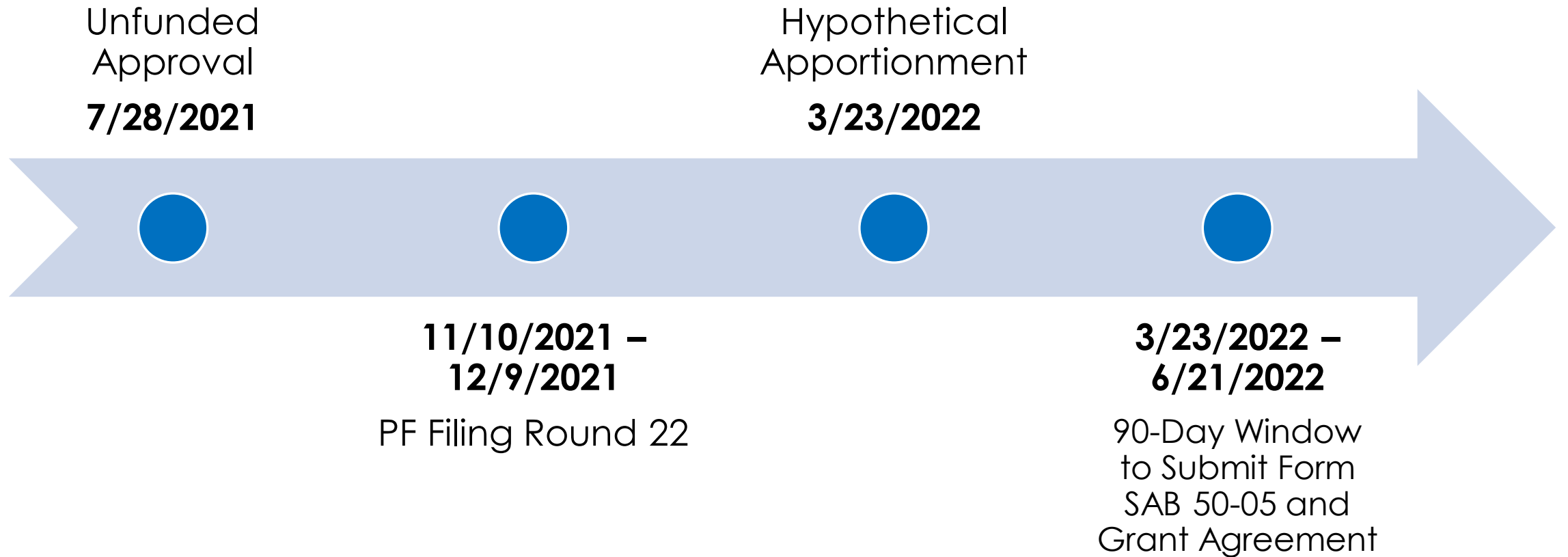
Timeline – Cycle 6 CTEFP Reservation Of Funds Projects



Timeline – Priority Funding Round 21



Timeline – Priority Funding Round 22



Submitting a PF Request Using OPSC Online

Priority Funding and OPSC Online

- OPSC Online supports the submission of Priority Funding requests
- This is the **preferred method** of submission, as well as the simplest because it does not require the District to prepare or sign a letter
- District Representative or Superintendent must be logged in to submit the request
- The project must be in **SAB Approved** status in OPSC Online

User Roles

Capabilities	Architect	Design Professional	Delegate	District Representative	Superintendent
View records	X	X	X	X	X
Add a Delegate, Architect, or Design Professional				X	X
Create an application (Including PF Request)	X	X	X	X	X
Upload documents to an application	X	X	X	X	X
Architect Certification	X				
Design Professional Certification	X	X			
Sign and submit complete application				X	X

User Roles

Capabilities	Architect	Design Professional	Delegate	District Representative	Superintendent
View records	X	X	X	X	X
Add a Delegate, Architect, or Design Professional				X	X
Create an application (Including PF Request)	X	X	X	X	X
Upload documents to an application	X	X	X	X	X
Architect Certification	X				
Design Professional Certification	X	X			
Sign and submit complete application				X	X

User Roles

Capabilities	Architect	Design Professional	Delegate	District Representative	Superintendent
View records	X	X	X	X	X
Add a Delegate, Architect, or Design Professional				X	X
Create an application (Including PF Request)	X	X	X	X	X
Upload documents to an application	X	X	X	X	X
Architect Certification	X				
Design Professional Certification	X	X			
Sign and submit complete application				X	X

The screenshot shows the website for the Office of Public School Construction. At the top, there is a navigation bar with the DGS logo, the title "Office of Public School Construction", and a search bar. Below the navigation bar is a menu with options: DGS HOME, HOME, SERVICES, MEETINGS, CALENDARS, FORMS, RESOURCES (highlighted with a red box), NEWS, ABOUT, and CONTACT. The main content area features a section titled "Office of Public School Construction's COVID-19 Update" with three paragraphs of text. Below this is a large image of the Agua Caliente Elementary School in Palm Springs, with a blue overlay on the right side containing the text "Office of Public School Construction" and a descriptive paragraph.

Office of Public School Construction's COVID-19 Update

As a result COVID-19, the Office of Public School Construction's (OPSC) staff are primarily teleworking. As a reminder, school districts can email all documents to one email address. All documents should be emailed to the Application Review Team (ART) at OPSCApplicationReviewTeam@dgs.ca.gov. ART will send an email acknowledgement of receipt for all submittals and ensure it is routed to the appropriate staff.

Staff are available to continue to conduct all business by means of distance efforts such as email, teleconference calls, Zoom and Microsoft Team meetings. In person meetings with school districts and consultants have been suspended until further notice.

State Allocation Board meetings will continue via Zoom meetings. Grant processing, grant agreements, fund release, and normal business operations will continue as OPSC's core mission.

If you have any questions, please contact your [Project Manager](#) or refer to OPSC's [Directory of Services](#).

**Palm Springs Unified School District
Agua Caliente Elementary School**
Photo Credit: BakerNowicki Design Studio

Office of Public School Construction

As part of the Interagency Support Division, administers the state voter-approved school facilities construction bond program and is staff to the State Allocation Board.

Link: <https://www.dgs.ca.gov/OPSC>

CA.GOV Share: f t G+ ✉ Careers Translate

DGS Office of Public School Construction For example, how to sell to the state? **SEARCH**

◀ DGS HOME HOME SERVICES MEETINGS CALENDARS FORMS **RESOURCES** NEWS ABOUT CONTACT

HOME » OFFICE OF PUBLIC SCHOOL CONSTRUCTION » RESOURCES

Resources

Search Resources **SEARCH** SORT BY RELEVANCE ▾

FILTER RESOURCES

RESOURCE TYPE ▾

AUDIENCE ▾

1 - 15 OF 15 RESOURCES

School Construction Project Tracking Search Tool
School districts can search for their school construction project by type, county, district and site using an online tool.

California Public School Construction Process
Government agencies, schools, and individuals can find a helpful overview of the approval, funding process, and key contact information for schools constructed or modernized with state matching funds.

REQUEST UNAVAILABLE DOCUMENTS
To request a document that is not available from the department's website, please send a request by email using the button below or by phone at (916) 376-1771.

Online Application Tools for School Construction Projects
Stakeholders can access online applications developed by the Office of Public School Construction (OPSC), such as OPSC Online, SFP Grant Calculator and Project Tracking Number Generator, which generates Project Tracking numbers and provides a search function for school construction projects.

SUBMIT REQUEST

CA.GOV Share: f t G+ ✉ Careers Translate

☰ **DGS** Office of Public School Construction **SEARCH**

◀ DGS HOME HOME SERVICES MEETINGS CALENDARS FORMS **RESOURCES** NEWS ABOUT CONTACT

HOME > OFFICE OF PUBLIC SCHOOL CONSTRUCTION > RESOURCES > ONLINE APPLICATION LINKS FOR SCHOOL CONSTRUCTION PROJECTS

Online Application Tools for School Construction Projects

Stakeholders can access online applications developed by the Office of Public School Construction (OPSC), such as OPSC Online, SFP Grant Calculator and Project Tracking Number Generator, which generates Project Tracking numbers and provides a search function for school construction projects.

List of OPSC Online Applications and Tools

ONLINE APPLICATIONS AND TOOLS

- [OPSC Online Application](#) (link)*

OPSC Online allows school districts and applicants to electronically submit requests for funding, and associated project documentation, for all School Facility Program projects. The online platform allows applicants to draft, review, and submit required forms at any time. Our newest release of OPSC Online was released in early July 2020 which added new capabilities that included the New Construction, Modernization, Facility Hardship, Seismic Mitigation Program and the Charter School Facilities Programs. The result is a completely paperless process! We encourage all applicants to submit your applications electronically through OPSC Online instead of submitting a paper based application.

*OPSC Online is optimized for Microsoft Edge and Google Chrome web browsers.



Contact Us

Settings

Log In



Office of Public School Construction



Resources



Grants



District



Dashboard



Office of Public School Construction

SIGN IN TO CONTINUE

haley.jensen@dgs.ca.gov



.....



SIGN IN

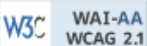
Forgot your password or other trouble signing in?

[Reset your password](#)

Don't have an account? [Request a new account](#)

For additional guidance please review the [OPSC](#)

[Online User Guide](#)



Step 1: Log Into OPSC Online

Office of
Public School Construction

SIGN IN TO CONTINUE

haley.jensen@dgs.ca.gov

.....

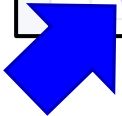
SIGN IN

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](#)

Step 2: Select Eligible Application

The screenshot shows the 'Office of Public School Construction' dashboard. At the top, there is a navigation bar with 'CA.GOV', 'Contact Us', 'Settings', and 'Welcome Test'. Below this is a header with the organization's logo and icons for 'Resources', 'Grants', 'Users', 'District', and 'Dashboard'. The main content area is titled 'Dashboard' and 'Funding Applications'. It features a 'Create New Funding Application' button and a search bar containing '57/75499-00-014'. Below the search bar is a table with the following data:


App Name	Prog. Type	Status	OPSC App #	School/Site	District	PTN #	OPSC Received	Last Updated
Priority Funding Request Test (Mod)	MOD	SAB Approved	57/75499-00-014	Tracy High	Tracy Joint Unified	75499-79	03/29/2021	03/29/2021




Step 3: View Application Screen

57/75499-00-014
Modernization

50-04
[Create Linked 50-04](#)

Priority Funding Request Test (Mod)  **SAB Approved**

PTN: 75499 - 79 [Edit](#)
Received Date: 03/29/2021
75499 Tracy Joint Unified • Tracy High
San Joaquin County

Application For Funding • Form SAB 50-04 
Modernization • Full Grant

Submitted Versions [Review Grants >](#)

Name	Status	Version Received Date	Submitted By	Updated	
Version 1	SAB Approved	03/29/2021	Haley Jensen	03/29/2021	Options ▾

Drafts

PIF
[Create Linked PIF Cert](#)

You are eligible for the current Priority Funding round. Please create a linked PIF Certification to submit a PIF request.

Step 4: Click “Create Linked PIF Cert”

57/75499-00-014
Modernization

50-04
Create Linked 50-04

Priority Funding Request Test (Mod) **SAB Approved**

PTN: 75499 - 79 [Edit](#)
Received Date: 03/29/2021
75499 Tracy Joint Unified • Tracy High
San Joaquin County

57 / 75499 - 00 - 014
Application For Funding • Form SAB 50-04 ⓘ
Modernization • Full Grant

PIF
Create Linked PIF Cert

You are eligible for the current Priority Funding round. Please create a linked PIF Certification to submit a PIF request.

Submitted Versions [Review Grants >](#)

Name	Status	Version Received Date	Submitted By	Updated	
Version 1	SAB Approved	03/29/2021	Haley Jensen	03/29/2021	Options ▾

Drafts

Step 5: Create Linked Application (Full Funding)

57/75499-00-014
Modernization

50-04
[Create Linked 50-04](#)

Priority Funding R...

SAB Approved >

MOD

PIF
[Create Linked PIF Cert](#)

You are eligible for the current Priority Funding round. Please create a linked PIF Certification to submit a PIF request.

Create Linked Application

Select a linked application type Priority Funding Request Certification

Select at least one submitted funding applicaton phase to link to this PIF Certification: Full Grant

Please enter application nickname PF Request Demo Test



Step 5: Create Linked Application (CSFP)

54/75499-00-005
Charter - Final Apportionment

50-04

Primary Charter

SAB Approved >

Final Charter Rehab

54/75499-00-005

Revoked >

Final Charter NC

50-09

Create Linked Application

Select a linked application type Priority Funding Request Certification

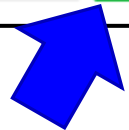
Select at least one submitted funding application phase to link to this PIF Certification:

Rehabilitation Final Charter School Apportionment

Final Charter School Apportionment

Please enter application nickname PF Request Demo (CSFP)

Clear Create Linked App



Step 5: Create Linked Application (CTEFP)

55/62117-00-013
Career Technical Education (NC)

50-10

[Buchanan Video](#)

SAB Approved >

CTE NC

PIF

[Create Linked PIF Cert](#)

You are eligible for the current Priority Funding round. Please create a linked PIF Certification to submit a PIF request.

Create Linked Application

Select a linked application type Priority Funding Request Certification ▾

Select at least one submitted funding applicaton phase to link to this PIF Certification: Career Technical Education (NC)

Please enter application nickname Priority Funding Test (CTEFP)


Clear Create Linked App




Step 6: Navigate to Linked App

57/75499-00-014
Modernization

50-04
[Create Linked 50-04](#)

Priority Funding Request Test (Mod)  **SAB Approved**

PTN: 75499 - 79 [Edit](#)
Received Date: 03/29/2021
75499 Tracy Joint Unified • Tracy High
San Joaquin County

57 / 75499 - 00 - 014
Application For Funding • Form SAB 50-04 
Modernization • Full Grant


Submitted Versions [Review Grants >](#)

Name	Status	Version Received Date	Submitted By	Updated	
Version 1	SAB Approved	03/29/2021	Haley Jensen	03/29/2021	Options ▾

PIF
[Create Linked PIF Cert](#)


PF Request Demo...
Draft
PIF - SFP

Drafts
No Drafts



Step 7: Open Draft

57/75499-00-014
Priority Funding Certification

PF Request Demo Test  **Draft**

Application for School Facility Program Funding • PIF SFP ⓘ
Priority Funding Certification • Modernization

PTN: 75499 - 79 [Edit](#)
75499 Tracy Joint Unified • Tracy High
San Joaquin County

50-04

Priority Funding R...
SAB Approved >
MOD

Submitted Versions

No Submitted Versions


PIF

PF Request Demo...
Draft >
PIF - SFP

Drafts [New Blank Draft](#)

Name	Status	Created By	Last Edited By	Updated	
Draft 1	Draft	Test District Rep	Test District Rep	03/29/2021	Options ▾

50-05



Step 8: Populate PF Certification (Full Funding)

The District/Applicant requests the following (only check one):

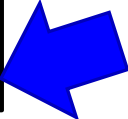
- Convert the unfunded approval for separate site acquisition to an Apportionment
- Convert the unfunded approval for separate design to an Apportionment
- Convert the unfunded approval for separate design and site acquisition to an Apportionment
- Convert the unfunded approval to an Apportionment

- If the request is for separate site acquisition, separate design and site acquisition, or a full grant, the district/applicant acknowledges that a valid, original signature Form SAB 50-05 must be submitted and received by OPSC within 90 calendar days an Apportionment. Failure to do so will result in the rescission of the approved advance release of funds request without further Board action.
- If the request is for separate design the district/applicant acknowledges that a Grant Agreement must be submitted pursuant to SFP Regulation Section 1859.90.4 prior to the release of funds.
- If the request is for separate site acquisition, separate design and site acquisition, or a full grant, the district/applicant acknowledges that a Grant Agreement must be submitted pursuant to SFP Regulation Section 1859.90.4 and received by OPSC prior to, or concurrently with, the Form SAB 50-05.
- If the request is for separate site acquisition, separate design and site acquisition, or a full grant, the district/applicant acknowledges that by participating in the priority funding round, the district is waiving its right to the 18-month timeline for fund release submittal.
- If the request is for a full grant, the district/applicant acknowledges that, if the district is required to submit a Labor Compliance Program third party report, pursuant to Section 1859.97(b), the report will be submitted to OPSC and the Department of Industrial Relations at least 60 days prior to submitting the Form SAB 50-05.

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

District Representative / Superintendent Name:

Date:



Step 8: Populate PF Certification (CSFP)

The CSFP applicant requests the following (only check one):

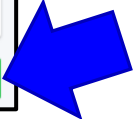
- Convert the unfunded approval to an Apportionment
- Receive an approved advance release of funds for design only
- Receive an approved advance release of funds for site only
- Receive an approved advance release of funds for design and site

- The CSFP applicant acknowledges that a valid, original signature Form SAB 50-05 must be submitted to OPSC within 90 calendar days from the date of approved advance release of design funds request or adjusted grant Apportionment and 180 calendar days from the date of approved advance release of site acquisition funds request, and that failure to do so will result in the rescission of the Apportionment or approved release of funds request without further Board action.
- The CSFP applicant acknowledges that a Grant Agreement must be submitted pursuant to SFP Regulation Section 1859.90.4 and received by OPSC prior to, or concurrently with, the Form SAB 50-05.
- If the request is to convert an unfunded approval to an Apportionment, the CSFP applicant acknowledges that by participating in the priority funding round, the CSFP applicant is waiving its right to a standard 18-month timeline for fund release submittal.
- If the request includes advance funding for site acquisition, the CSFP applicant acknowledges that it must provide evidence that it has entered into the Charter School Agreements within 90 calendar days of approval of the advance release of funds request and that failure to do so will result in the rescission of the approval without further Board action.
- If the request is for a full grant, the CSFP applicant acknowledges that, if the district is required to submit a Labor Compliance Program third party report, pursuant to Section 1859.97(b), the report will be submitted to OPSC and the Department of Industrial Relations at least 60 days prior to submitting the Form SAB 50-05.

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

District Representative / Superintendent Name:

Date:



Step 8: Populate PF Certification (CTEFP)

The District/Applicant requests the following (only check one):

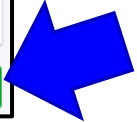
- Convert the unfunded approval to an Apportionment
- Convert the unfunded approval of a Reservation of Funds project to an Apportionment

- If the request is for apportionment for a project that has any required California Department of Education (CDE) plan approval and/or required Division of the State Architect (DSA) approved plans and specification, the district/applicant acknowledges that a valid Form SAB 50-05 must be submitted and received by OPSC within 90 calendar days of the apportionment. Failure to do so will result in the rescission of the apportionment without further Board action.
- If the request is for a project that has any required CDE plan approval and/or required DSA-approved plans and specification, the district/applicant acknowledges that a Grant Agreement must be submitted pursuant to SFP Regulation Section 1859.90.4 and received by OPSC prior to, or concurrently with, the Form SAB 50-05.
- If the request is for a reservation of funds apportionment, the district/applicant acknowledges that it must submit the required CDE and/or DSA approval(s) to OPSC within 12 months from the date of Apportionment. If the required submittal(s) is not received within 12 months, the Apportionment shall be rescinded without further Board action pursuant to SFP Regulation Section 1859.197(c)(1).
- If the request is for a reservation of funds apportionment, the district/applicant acknowledges that a valid Form SAB 50-05 must be submitted and received by OPSC within 90 calendar days of the submittal of the required CDE and/or DSA approvals referenced above. Failure to do so will result in the rescission of the approved apportionment request without further Board action.
- If the request is for a reservation of funds apportionment, the district/applicant acknowledges that a Grant Agreement must be submitted pursuant to SFP Regulation Section 1859.90.4 and received by OPSC prior to, or concurrently with, the Form SAB 50-05.

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

District Representative / Superintendent Name:

Date:



Step 9: Submit

PF Request Demo Test Draft

Application for School Facility Program Funding • PIF SFP
Priority Funding Certification • Modernization

PTN: 75499 - 79 [Edit](#)

75499 Tracy Joint Unified • Tracy High
San Joaquin County

PIF SFP

Certification

Submit

Submit

OPSC now accepts State Allocation Board School Facility Program forms to be submitted electronically via OPSC Online.

- Requests 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 Priority Funding participation request submittals. A printed, wet-signature request does not need to be mailed to OPSC.

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

[Submit Priority Funding Request](#)




Step 10: Done!

PF Request Demo Test

Submitted

57 / 75499 - 00 - 014


Application for School Facility Program Funding • PIF SFP 
Priority Funding Certification • Modernization


PTN: 75499 - 79 [Edit](#)

Version Received Date: 03/29/2021

75499 Tracy Joint Unified • Tracy High
San Joaquin County

PIF SFP

 Certification

 **Submit**

Submit

 This paperless application was successfully submitted to OPSC.

Your Application #: 57/75499-00-014

Submittal Date: 03/29/2021

What's Next

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

 [Download Completed Form](#)

 [Go To Application Dashboard](#)

What Happens Next?

Fund Release

- Bond Sales and Apportionments typically occur **twice a year**, once in the Spring and once in the Fall
- From the date that the SAB approves an Apportionment, the District/applicant will have **90 days** to submit a valid *Fund Release Authorization* (Form SAB 50-05)
 - CTE Reservation of Funds projects will have 12 months from date of Apportionment to submit DSA/CDE approvals
- Funds will be released to District once valid Form SAB 50-05 AND signed Grant Agreement have been received by OPSC

Upcoming Virtual Training Presentations

- CTEFP Reservation of Funds
 - Thursday, April 15, 2021 – 10:00 a.m. to 11:30 a.m.
- Form SAB 50-05 Submittals
 - Friday, April 30, 2021 – 10:00 a.m. to 11:30 a.m.

Resources

- **Priority Funding page:** <https://www.dgs.ca.gov/OPSC/Resources/Page-Content/Office-of-Public-School-Construction-Resources-List-Folder/Priority-Funding-Information>
- **OPSC Online:** <https://www.webapps.dgs.ca.gov/OPSC/OPSCOnline>
- **Online Application Tools for School Construction Projects:**
<https://www.dgs.ca.gov/OPSC/Resources/Page-Content/Office-of-Public-School-Construction-Resources-List-Folder/Online-Application-Links>
- **OPSC YouTube Page:** <https://www.youtube.com/user/OPSCYou>

OPSC Email List

- To receive the latest news from OPSC, please subscribe to our email list:

<https://www.dgs.ca.gov/OPSC/Contact>

- By subscribing to the email list, our customers will receive:
 - All SAB/OPSC Meeting Notifications
 - SAB Agendas
 - Priority Funding Announcements
 - Other SAB/OPSC Information

Questions?

Haley Jensen

Project Manager

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Tracy Sharp

Program Services Supervisor

(916) 375-3108

Tracy.Sharp@dgs.ca.gov