

## **Certification Filing Period Underway: July 27–August 25, 2011**

School districts and charter schools with Unfunded Approvals now have an opportunity to submit certifications to qualify for future priority funding apportionments.

At the May 25, 2011 State Allocation Board (SAB) meeting, the SAB approved regulations to create two certification filing periods per year in order for projects on the Unfunded Approvals list to receive apportionments. The first 30-calendar day filing period began on July 27, 2011, the effective date of the regulations.

Districts opting to participate in the new funding process shall submit a request to convert an Unfunded Approval to an Apportionment. For information on requirements and instructions for submitting certifications, please refer to the [Procedures for School Facility Program Funding](#).

Certifications must be physically received by the Office of Public School Construction (OPSC) on or before the close of the filing period on **August 25, 2011**. It is recommended that districts monitor any mailed certifications by tracking the parcel and receiving delivery confirmation.

Future certification filing periods will begin the second Wednesday in January and the second Wednesday in July each year. Certifications are valid until the next filing period begins. As bond sales take place or cash becomes available, districts that have submitted a certification within the appropriate six-month window will be eligible for priority funding apportionments.

It is important that all school districts that can meet the certification submit the certifications within the filing periods, no matter the order of the project/s on the Unfunded Approvals list. The listing of school districts ready for apportionments may help to determine the cash needs of the School Facility Program.

Financial Hardship districts with projects on the Unfunded List that wish to participate in the certification filing period must undergo a review of their financial records to determine if they have any additional funds available to contribute to their project(s) prior to receiving an actual apportionment. These districts will be sent a contact letter, a checklist of the required documentation, and fund worksheets. Returning the requested documentation along with completed fund worksheets will help the OPSC expedite the re-review for the district.

Certifications for the first filing round will be valid until January 10, 2012. If the district's project receives an apportionment, the District will have 90 days from the apportionment date to submit a *Fund Release Authorization* (Form SAB 50-05).

If you have any questions about the certification filing period, please contact your [OPSC Project Manager](#). For questions about Financial Hardship projects, please contact Jason Hernandez at [jason.hernandez@dgs.ca.gov](mailto:jason.hernandez@dgs.ca.gov) or Steve Inman at [steve.inman@dgs.ca.gov](mailto:steve.inman@dgs.ca.gov).