

EMERGENCY REPAIR PROGRAM

Application Submittal Requirements Checklist

June 2007

The following items are necessary for the application package to be deemed *complete* by the Office of Public School Construction

- Grant Request, Form SAB 61-03**
Parts A, B, and C completed.
- Expenditure Report, Form SAB 61-04**
Parts A, B, and C completed.
Must submit in conjunction with Form SAB 61-03 if the request is for reimbursement.
- Documentation to substantiate the health and safety threat.**
The list below contains examples of health and safety threat documentation. Provide one or more of the following, as appropriate:
 - Signed Copy of the Interim Evaluation Instrument (IEI) identifying the project as a health and safety threat
 - Copies of complaints made by parents, students, or staff referencing the problem
 - Inspection report by qualified individual(s) or firms(s)
 - Work orders that identify the health and safety hazard and the work done to mitigate the hazard
 - Photos showing the condition of the project prior to the repair work being performed
 - Other forms of documentation that substantiate the health and safety threat.
- Cost Estimate**
Prepared by a qualified individual or firm. Must be as detailed as possible and account for all funding requested.
- For Force Account Labor Projects, Local Educational Agencies (LEAs) must submit a Work Order(s) or Other Document(s) containing the following information:**
 - Hourly Wages
 - Number of Hours Spent on the Project
 - Employee Name(s)The LEA may utilize the Force Account Labor worksheet located on the OPSC website.

The LEA must retain the following documents, as appropriate, on file should the OPSC request them at the time of audit:

- Construction Contract(s) and supporting documentation (if applicable)**
See Public Contract Code Section 20111(b)
- Schedule of Values (if applicable)**
- Cost Comparison pursuant to ERP Regulations Section 1859.323.1 (if applicable)**
Required for replacement projects. The comparison must contain all of the following:
 - Estimated cost to repair the system/component
 - Estimated cost to replace the system/component with a like-kind material/system
 - If the LEA used an alternative material/system: Estimate cost to replace the system/component with an alternative building material/systemIf the system/component is unable to be repaired and replacement is the only repair possible, the LEA must retain written documentation from a qualified individual or firm to substantiate this.
- DSA Approved Plans/Specifications (if applicable)**
- Purchase Order(s) and/or Purchase Agreement(s) (if applicable)**
- Architect Agreement(s) and Schedule of Fees (if applicable)**
- Qualification Appraisal documents (pursuant to Government Code 4526)**
- Copy of Vendor Invoices (if applicable)**
- Copy of Warrant(s) or Payment Voucher(s) (if applicable)**