

# New Construction Application Submittal Requirements

January 2010

The following items are necessary for the application package to be deemed complete by the Office of Public School Construction (OPSC). Please remember before completing any form to check for the most current version, as older versions will not be accepted:

## Eligibility Application

If the district has not previously submitted an application for new construction eligibility determination, all of the following documents/information are required:

### Enrollment Certification/Projection – Form SAB 50-01

- ***If the district is requesting to utilize modified or alternate weighting mechanisms pursuant to Section 1859.42.1(c)***, the district must submit additional K-12 and continuation high school enrollment information for the 14 years prior to the four years of data reported on this form, for a total of 18 years of enrollment data.
- ***If the district is requesting to use the birth-attendance rate based on birth data for ZIP codes served by the district***, the district must provide a letter listing all ZIP Codes served by the district and indicate the ZIP Codes, if any, for which the district is not reporting birth data pursuant to Section 1859.42.1(b)(2)(B).
- ***If the district is requesting an augmentation in the enrollment projection due to pupils residing in new dwelling units pursuant to Regulation Section 1859.42.1(a)***, the district must provide documentation from the local planning commission or approval authority verifying the approved subdivision map(s); and provide a listing of the identified dwelling units being requested. The district may use the Dwelling Unit Worksheet located on the OPSC Web site (Forms Section).
- ***If the district is requesting an augmentation of its enrollment projection due to pupils residing in new dwelling units and the district is not using the State yield factors***, the district must provide a copy of the study supporting the district specific Student Yield Factor.

*Please see the Instructions to the Form SAB 50-01 for additional information.*

### Existing School Building Capacity – Form SAB 50-02

- Site diagrams for all schools in district, whether they are district-owned, leased out, or are closed.
- Site summary of each school site in the district that details the gross classroom inventory and an explanation for any classroom excluded pursuant to Regulations Section 1859.32 or an OPSC Site Analysis Worksheet may be used in place of this summary to meet this requirement.
- District facility summary.

*Please see the Instructions to the Form SAB 50-02 for additional information.*

### Eligibility Determination – Form SAB 50-03

*Note: After the initial submittal, this form need only be resubmitted when the district requests additional new construction funding in a new enrollment year, as a result of a reorganization election that affects either the district's enrollment or existing school building capacity, or as a result of a special education program transfer.*

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## Funding Application

If the district has not previously submitted an application for new construction eligibility, all of the Eligibility Application documents/information listed are required in addition to those listed below:

### Completed Application for Funding – Form SAB 50-04

- ***If the district is requesting New Construction funding after the initial baseline eligibility was approved by the Board and the district's current California Basic Education Data System (CBEDS) enrollment reporting year is later than the enrollment reporting year used to determine the district's baseline eligibility or adjusted eligibility,*** the district must complete a new Form SAB 50-01 based on the current year CBEDS enrollment data, and submit it to the OPSC with this form.
- ***If the district has not split out classrooms for Special Day Class Pupils,*** a completed Form SAB 50-02, must accompany funding application. The classrooms reported on the Form SAB 50-02 must be equal to the total number of classrooms reported on the Form SAB 50-02 when the district originally established its baseline eligibility, and may not exceed the five-year projection for Special Day Class pupils.
- ***If the district is requesting an Additional Grant for High Performance Incentive pursuant to Section 1859.70.4,*** the district must submit a signed DSA Compliance Review Verification Form HPI-1.

### Written confirmation from the district's career technical education advisory committee (CTEAC)

Documentation indicating that the need for vocational and career technical facilities is being adequately met within the district consistent with Education Code Sections 51224, 51225.3(b), 51228(b), and 52336.1. Documentation may include any of the following:

- Minutes from a public meeting by the school district's governing board documenting the discussion with the local Career Technical Education Advisory Committee (CTEAC) regarding the local CTE facility needs assessment. The minutes must specify the recommendation by the CTEAC and that the need for CTE facilities is being adequately met by the school district. The minutes must also reference the new construction or modernization project(s) for which the school district is requesting funding.
- Minutes from the meeting with the local CTEAC regarding the local CTE facility needs assessment. The minutes must specify the recommendation by the CTEAC and that the need for CTE facilities is being adequately met within the school district. The meeting notes must also reference the new construction or modernization project(s) for which the school district is requesting funding.
- Letter from the local CTEAC that identifies the local CTE facility needs assessment and that the need for CTE facilities is being adequately met by the school district, relative to the project(s) for which the school district is requesting funding.

The provisions of EC Section 17070.955 may not be applicable to some school districts, such as elementary school districts. These districts must supply a written certification from the District Representative that the provisions of EC Section 17070.955 do not apply to their school district. It is recommended that these school districts consult with their legal counsel before making this determination."

### Complete Set of Final Division of the State Architect (DSA) Approved Plans, Specifications and Project Addendum

- Plans, specifications and addendum must be submitted either in hard copy (full size) or in AutoCAD format. TIF, JPG or other type of files will not be accepted. Specifications submitted in electronic file and plans submitted in AutoCAD format must include a drawing index of file names corresponding to plan sheets and a photocopy of the DSA-signed stamp from approved plans, specifications and addendum.
- ***If requesting funding for off-site development,*** local entities' mandates for off-site development work ordinances and a complete set of locally approved final off-site plans are required. Local entities having jurisdiction of areas where the off-site development is proposed must approve the related plans and specifications. As an alternative, the school district may submit a letter signed by the local authority having jurisdiction that the work is required and does not exceed the minimum standard required by local ordinances. The letter must be dated prior to the SFP application submittal date. Please see Appendix 6 of the Architect's Submittal Guidelines for sample letter.

### All funding applications must be accompanied by a DSA Final Plan Approval Letter.

### Cost Estimate for Site Development

Cost estimate must reflect 100 percent of the proposed work outlined in Regulations Section 1859.76. Districts are encouraged to use the Site Development Worksheet for Additional Grants available at the OPSC Web site.

***If the application includes site acquisition funding,*** an appraisal of property to be acquired that is less than six months old and an escrow statement which indicates the agreed upon purchase price of the property unless the district certified the site is being secured through condemnation proceedings. In the case of condemnation, the court order of possession shall be utilized in lieu of the appraisal.

### Final Approval of the Site and Plans from the California Department of Education (CDE)

***If requesting Financial Hardship assistance, a copy of the current Financial Hardship approval.***