



July 11, 2008

TO: ALL SCHOOL DISTRICTS AND COUNTY SUPERINTENDENT OF SCHOOLS

SUBJECT: SCHOOL FACILITY PROGRAM (SFP) – PROJECT INFORMATION WORKSHEET

The SFP has a new reporting requirement that may lead to adjustments to new construction grants. Education Code (EC) Section 17072.11 authorizes the State Allocation Board (SAB) to increase the base grant up to six percent or decrease it by an amount determined every fiscal year based on the current construction costs. The SAB adopted regulations that will require SFP new construction applicants to submit a *Project Information Worksheet* (Worksheet) throughout the project. Effective July 10, 2008, districts are required to use the new Worksheet as noted below. This Worksheet is available on the Office of Public School Construction (OPSC) Web site at www.opsc.dgs.ca.gov. We are pleased to announce that an automated Worksheet is anticipated to be available by the end of July 2008.

Good, quality data regularly reported from the field is necessary to assist the Board with its annual responsibility of determining the annual adjustments to the SFP new construction per-pupil grants. The Worksheet will allow the OPSC to collect data and conduct an analysis of new school construction costs. Districts that apply for SFP funding will be contributing to the annual adjustment analysis by completing and submitting the Worksheet on-line to the OPSC when the following forms are filed:

- The *Fund Release Authorization* (Form SAB 50-05) for all new construction projects requesting a 100 percent release of State funds;
- The first annual *Expenditure Report* (Form SAB 50-06) for all new construction projects after receiving the full fund release; and
- The final *Expenditure Report* (Form SAB 50-06) for all new construction projects after receiving the full fund release.

For information regarding the Worksheet, please visit the OPSC Web Site at www.opsc.dgs.ca.gov or contact your OPSC Project Manager.

Sincerely,

ROB COOK
Executive Officer
State Allocation Board
Office of Public School Construction

RC:bb