

## **The Plan Verification Team at the OPSC Rolls out the New Electronic Site Development for Additional Grants Worksheet**

The Site Development Worksheet for Additional Grants is intended to provide school districts and architects with a uniform format to record eligible costs for site development based on School Facility Program Regulations. It is important for school districts and design professionals to be familiar with what items are allowed for funding under SFP Regulation 1859.76. The new electronic worksheet will provide a consistent and uniform method of recording requested site development costs, and also serves as a checklist of eligible costs that may be funded for additional grants. Please keep in mind that these additional grants for site development are eligible for new construction projects where classroom capacity is being added. Modernization projects will not use this type of electronic cost estimate. If you have any questions about what items are eligible for additional grants for site development, please feel free to contact the Plan Verification Team of the Office of Public School Construction (OPSC) at 916-376-1771.

### **Why Use the New Electronic Version of the Cost Estimate?**

The OPSC is now using an electronic version of the Site Development for Additional Grants Worksheet. This electronic version can be e-mailed directly to the OPSC and eliminates the need for manual data entry. The advantages to the new electronic worksheet are many, including:

- Allowing the ability to send cost estimates back and forth via email attachments
- Faster turnaround times for Plan Verification Team reviews
- Increases time the district has to respond to any possible issues regarding site development costs
- Better communication between the OPSC and the district
- This is an initial step in moving towards a “green,” paperless system

### **How to Submit the Electronic Worksheet to the OPSC**

When submitting a funding application to the OPSC, send the completed electronic cost estimate, in Excel format, to the OPSC’s Application Review Team (ART) via email:

[OPSC-Cost-Estimates@dgs.ca.gov](mailto:OPSC-Cost-Estimates@dgs.ca.gov)

The new electronic cost estimate labeled “Site Development for Additional Grants Worksheet” can be found under the “Forms” tab on the OPSC’s home page.

- Include in the application submittal letter a notation that the cost estimate was electronically sent to the OPSC ART team.
- After it is reviewed by the Plan Verification Team, it will be electronically returned to the district by the Project Manager and any necessary changes can be made.
- If there are any revisions to be made to the cost estimate during the 15-day letter process, the district will make them and then electronically return the cost estimate back to the Project Manager for the PVT final review.

### **What PVT requires on the Cost Estimate**

The Plan Verification Team would like to offer a few tips and guidelines for submitting new construction cost estimates to OPSC. It is encouraged that the district and its architect utilize the preformatted electronic *Site Development Worksheet for Additional Grants* as their submitted cost estimate. In order to maximize your funding, reduce

review time, and simplify reviews, the district should provide the following on all new construction cost estimates:

- Reference the plan page number where the requested work can be found.
- Reference the Saylor Number (cost estimating guide use by PVT) for the work requested, and if construction activity is not found in Saylor, then provide additional information in the "Remarks" section as to where the requested cost was obtained.
- Provide detailed calculations for grading and fill in the "Remarks" section, as opposed to only providing quantity and unit cost for requested work.
- Provide comments in the "Remarks" section of the cost estimate to clarify any requested costs that may need further explanation.
- Provide back-up documentation when submitting a cost estimate, including the geotechnical report and any applicable utility company connection fee information to support requested costs. This information can be submitted electronically with the Site Development Worksheet for Additional Grants, or it can be included with the district's submitted application.

If you have any questions when developing a cost estimate or submitting one to the OPSC, please feel free to contact the PVT of the OPSC at 916-376-1771. For more information or any questions you may also contact:

Ian Knutilla - (916) 375-4260 or [Ian.knutilla@dgs.ca.gov](mailto:Ian.knutilla@dgs.ca.gov)