

EMERGENCY REPAIR PROGRAM

What is the Local Educational Agency Required to Have on File for an ERP Project Audit?

June 2007

The Local Educational Agency (LEA) must retain the following documents, as appropriate, on file should the Office of Public School Construction (OPSC) request them at the time of audit:

1. Division of the State Architect (DSA) Approved Plans and Specifications, if required and any change orders
2. For Replacement Projects (pursuant to Regulation Section 1859.323.1), LEAs must retain a cost comparison on file which must include all of the following:
 - Estimate to Repair the system/component
 - Estimate to Replace the system/component with a Like-Kind Material/System
 - For alternative building material/system replacement projects, the LEA must additionally retain an Estimate to Replace the system/component with an alternative building material/system
3. Construction Contract(s) and supporting documentation [pursuant to Public Contract Code (PCC) Section 20111(b)] (if applicable)
4. Schedule of Values (if applicable)
5. Cost comparison pursuant to Regulations Section 1859.323.1 (if applicable)
6. Purchase Order(s) and/or Purchase Agreement(s) (if applicable)
7. Architect Agreement(s) and Schedule of Fees (if applicable)
8. Qualification Appraisal documents (pursuant to Government Code 4526)
9. Copy of Vendor Invoices (if applicable)
10. Copy of Warrant(s) or Payment Voucher(s) (if applicable)
11. For Force Account Labor Projects [pursuant to PCC Section 20114(a)], the OPSC Force Account Labor Worksheet or other documentation that contains the following information:
 - Employee name(s)
 - Number of hours each employee spent on project
 - Hourly wages