

STATE ALLOCATION BOARD

1130 K Street, Suite 400
Sacramento, CA 95814
<http://www.opsc.dgs.ca.gov>



Date: August 20, 2009

To: Interested Parties

Subject: **NOTICE OF THE STATE ALLOCATION BOARD
IMPLEMENTATION COMMITTEE MEETING**

Notice is hereby provided that the State Allocation Board Implementation Committee will hold a meeting on *Thursday, September 3, 2009* from 9:30 a.m. to 3:30 p.m. in the California State Capitol, Room 126, Sacramento, California.

The Implementation Committee's proposed agenda is as follows:

- 1) Convene Meeting
- 2) Revised Partial 2009 Implementation Committee Meeting Calendar
- 3) Career Technical Education Facilities Program Improvements
Discuss proposed regulatory changes for Career Technical Education Facilities Program Improvements to extend current timelines and adjust apportionments.
- 4) Improvements to School District Appeal Request Document/Process Improvements for Facility Hardship Requests
Discuss proposed improvements to school district appeal request document and proposed process improvements for Facility Hardship requests.

Any interested person may present public testimony or comments at this meeting regarding the issues scheduled for discussion. Any public input regarding unscheduled issues should be presented in writing, which may then be scheduled for a future meeting. For additional information, please contact Sue Genera at (916) 445-4320.

A handwritten signature in cursive script that reads "Susan Ronnback".

SUSAN RONNBACK, Chairperson
State Allocation Board Implementation Committee

Individuals who need auxiliary aids for effective participation are invited to make their requests and preferences known to Sue Genera at (916) 445-4320 five days prior to the meeting.

STATE ALLOCATION BOARD
IMPLEMENTATION COMMITTEE

Pending Items List
September 3, 2009

A. Future Items

- Financial Hardship Program
 - Joint-Use Program
 - Role of the Implementation Committee
 - Alternative Education Loading Standards and Funding
-

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**Implementation Committee
2009 MEETING CALENDAR****January 2009 - Cancelled****Thursday, July 16, 2009**

California State Capitol
10th Street and Capitol Mall, Room 126
Sacramento, California

Thursday, February 19, 2009

California State Capitol
10th Street and Capitol Mall, Room 4202
Sacramento, California

Thursday, August 6, 2009

California State Capitol
10th Street and Capitol Mall, Room 126
Sacramento, California

Thursday, March 12, 2009

Legislative Office Building
1020 N Street, Room 100
Sacramento, California

Thursday, September 3, 2009

California State Capitol
10th Street and Capitol Mall, Room 126
Sacramento, California

Friday, April 3, 2009

Legislative Office Building
1020 N Street, Room 100
Sacramento, California

Thursday, October 1, 2009

California State Capitol
10th Street and Capitol Mall, Room 126
Sacramento, California

Friday, May 1, 2009

Legislative Office Building
1020 N Street, Room 100
Sacramento, California

Thursday, November 5, 2009

California State Capitol
10th Street and Capitol Mall, Room 126
Sacramento, California

Friday, June 5, 2009

Legislative Office Building
1020 N Street, Room 100
Sacramento, California

December 2009 – Only if Necessary

*Meeting times are scheduled from 9:30 am to 3:30 pm with a 1-hour lunch break.
Meeting times, dates and locations are subject to change.*

STATE ALLOCATION BOARD
IMPLEMENTATION COMMITTEE MEETING
September 3, 2009

NEW FACILITY HARDSHIP REQUEST CHECKLIST & IMPROVED APPEAL REQUEST FORM

PURPOSE

To present a proposed Facility Hardship Request Checklist to improve the facility hardship application process, as well as an improved *School District Appeal Request* (Form SAB 189).

BACKGROUND

When a district is faced with a facility-related threat to the health and safety of students, it may be eligible for facility hardship funding. Such districts also have the opportunity to present potential facility hardship replacement or rehabilitation projects to the Board for conceptual approval. A conceptual approval allows the district to move a project forward with confidence that the Board considers the hazardous situation and proposed mitigation plan eligible for facility hardship funding.

It is the nature of facility hardship projects to include unique circumstances, and the documentation needed to support facility hardship requests can vary. Unfortunately, in the absence of standard criteria for request submittals, school districts sometimes submit minimal or incorrect documentation to support their requests. In these cases, processing time is significantly extended and, sometimes, the request turns out to not meet the basic requirements for facility hardship eligibility. The new Facility Hardship Request Checklist is intended to provide clearer direction to applicant districts, including a list of information and documentation typically needed when submitting a request package. Staff believes this approach will help avoid workload backlogs caused by incomplete submittals, and will help ensure that requests include documentation Staff typically relies upon to move an application forward.

In addition, with the process currently in place, when a district submits a facility hardship request for conceptual approval it must submit both a Form SAB 189 and also a partially completed *Application for Funding* (Form SAB 50-04). However, a facility hardship request is not an appeal and, when the request is for a conceptual approval, it is both unfitting and confusing to use a Form SAB 50-04 because a conceptual approval request is not a funding request. By using the checklist for all facility hardship requests, no additional forms would be required for conceptual approval requests; funding requests would require the Facility Hardship Request Checklist as well as a Form SAB 50-04.

Appeal requests will still be made using the Form SAB 189, which is proposed to be modified to help make appeal requests more clear.

STAFF COMMENTS

The new Facility Hardship Request Checklist is intended to assist districts in defining a request and enable more expeditious review by Staff.

The proposed Form SAB 189 is modified only to add a section where districts will indicate the law, Regulation, and/or SAB policy that supports the district's request. This is intended to help districts clarify their requests and to assist OPSC Staff in analysis of the requests.

No regulatory changes are needed to implement the new checklist or modified Form SAB 189, as neither are part of the School Facility Program regulations. There are also no changes proposed regarding eligibility or qualification for facility hardship replacement or rehabilitation.

Staff proposes that the new Facility Hardship Request Checklist and improved Form SAB 189 will be available to school districts via the OPSC website by September 15, 2009. The improved facility hardship request and appeal request processes will be required for submittal to the OPSC effective October 1, 2009.

SCHOOL DISTRICT	APPLICATION NUMBER*
SCHOOL NAME	COUNTY

* Enter the Application Number that has been assigned to this project by the OPSC. Leave blank if this is the first request related to this project.

GENERAL INSTRUCTIONS

School districts shall use this checklist to request approval by the State Allocation Board (SAB) for a facility hardship application. This checklist is to be used for both conceptual approval requests and funding requests of facility hardship projects, including seismic mitigation. School districts may request facility hardship funding without a conceptual approval; however, a conceptual approval provides the benefit of assurance, prior to a funding request, that the hazardous conditions and proposed scope of mitigation work will be eligible for facility hardship funding. The district must indicate the applicable facility hardship category and provide a description of the district's request. The district must submit all supporting documentation to the Office of Public School Construction (OPSC). All requests for funding must be accompanied by a completed *Application for Funding* (Form SAB 50-04). Requests for SAB consideration are processed to the Board upon receipt by the OPSC of all required documentation and upon completion of a thorough analysis by the OPSC. All facility hardship requests that are incomplete will be returned. More information about the facility hardship and seismic mitigation programs can be found at www.opsc.dgs.ca.gov.

Type of Application

Check the applicable box to indicate whether the district is seeking a conceptual approval of its facility hardship project or is presenting a complete facility hardship request for funding. Also indicate "Replacement" if costs to mitigate the health and safety threat are greater than 50 percent of the "Current Replacement Cost," or "Rehabilitation" if less than 50 percent of the "Current Replacement Cost," as defined in SFP Regulation Section 1859.82.2.

- Conceptual Approval
 Replacement Rehabilitation
- Funding Request
 Replacement Rehabilitation

Type(s) of Hazard:

- Mold Structural Deficiency Asbestos Toxic Soil
 Seismic Fire Damage Proximity to Hazard Other: _____

Description

Include a chronological narrative of circumstances and any other information relevant to the district's request:

SECTION I

This section must be completed for both conceptual approval requests and funding requests.

SUPPORTING DOCUMENTATION

Although unique circumstances may affect what documentation is sufficient to support a facility hardship request, the documentation types listed below are typically needed. Please check every applicable box below to indicate documentation included with the district's submittal. For each box not checked, please provide a brief written explanation for why the documentation type does not apply.

 Industry Specialist's Report

Report must identify and substantiate the health and safety threat and detail the minimum work necessary to mitigate the problem.

Indicate the type of industry specialist that prepared the report:

Structural Engineer Environmental Specialist Electrical Engineer
 Geotechnical Engineer Other (specify): _____

 Government Concurrence

Written concurrence from a State-level agency must specifically note the presence of a threat to the health and safety of students and that the proposed work represents the minimum work necessary to mitigate the threat.

Indicate the type of Government entity that provided concurrence with the specialist's report:

Division of the State Architect Department of Toxic Substances Control Department of Health Services
 California Highway Patrol Department of Education Other (specify): _____

 Corrective Plan

The district's detailed corrective plan must represent the minimum work necessary to mitigate the health and safety threat and must include a narrative of all alternatives considered.

 Detailed Cost Estimate

The cost estimate must not include lump sums, and it must address only the minimum work necessary to mitigate the problem. A cost/benefit analysis must also be included to compare cost of mitigation work to the Current Replacement Cost as defined in SFP Regulation Section 1859.82.2.

 Site Diagram

Indicate affected areas of the site. For buildings, include their ages and square footages. For "Toilet" or "Other" building areas that are affected, indicate those areas and their square footages separately. Covered corridors should be excluded from square footage.

 Photos showing hazardous conditions, affected facilities, and other relevant areas of concern.

Other substantiating documentation may be attached to this checklist as necessary to support the district's request.

ADDITIONAL INFORMATION

Check boxes and complete fields below as applicable.

Indicate the type of school affected:

Elementary
 Middle
 High
 Other (specify): _____

Is this facility hardship request for a Seismic Mitigation project? Yes No

Have affected facilities been vacated? Yes No

If Yes, describe how students are currently being housed:

Has the district been approved for Financial Hardship assistance? Yes No

If Yes, verification must be provided

If No, does the district anticipate filing for Financial Hardship? Yes No

Is the district eligible for insurance compensation related to the hazardous conditions at the site? Yes No

If Yes, indicate estimated amount the district may receive: \$ _____

Is the district pursuing litigation related to the hazardous conditions at the site? Yes No

If Yes, indicate the amount being sought: \$ _____

Indicate the type(s) of facilities affected and included in the project:

Classrooms Core Facilities Playground/fields Other: _____

If Classrooms are included in the project, indicate the number and types of classrooms:

	Permanent	Portable	Total
Classrooms in this project:			
Classrooms on entire site:			

If Core Facilities are included in the project, list the building types and their square footages

This should correspond to the site diagram included with the district's request:

SECTION II

This section must be completed for conceptual requests only.

For funding requests, Section II does not need to be completed, but a Form SAB 50-04 must be submitted.

Estimated project cost (100%): \$ _____

Project will be located on:

- New Site
 Existing Site
 Existing Site w/Additional Site Acquisition
 Existing School Site, Leased
 Leased Site with No Existing School Facilities

If the project requires a new site or land acquisition for an existing site, indicate the following:

Proposed Total New Acreage: _____

Useable Master Planned Acreage (per California Department of Education): _____

Recommended Site Size (per California Department of Education): _____

Site Acquisition Cost (if actual cost is unknown, indicate estimated cost): \$ _____

SIGNATURE OF DISTRICT REPRESENTATIVE		DATE
NAME OF DISTRICT REPRESENTATIVE (PRINT OR TYPE)	E-MAIL ADDRESS	TELEPHONE

GENERAL INSTRUCTIONS

School districts are required to use this form to initiate an appeal or other special request for consideration by the State Allocation Board (SAB). The District must state very specifically and succinctly the purpose and description of the district's request. The district must submit all supporting documentation to the Office of Public School Construction (OPSC). Requests for SAB consideration are processed to the Board upon receipt by the OPSC of all required documentation and upon completion of a thorough analysis by the OPSC.

SPECIFIC INSTRUCTIONS**Purpose of Request**

Provide a brief statement of the district's request and number the components of the request if it has multiple parts.

Basis of Request

Cite the applicable references in law, regulation or SAB policy.

Description

Include the following in the description:

1. The background and circumstances which prompted the district's request.
2. Information relevant to the issues of the request.
3. The sequence of events and participants pertinent to the issues.
4. A statement explaining why the SAB should grant the district's request based on law, regulation, or SAB policy, as cited in above.

Fiscal Information

For purposes of determining the information below, please refer to the district's bonding capacity and other requirements for local general obligation bonds and Mello-Roos bonds as outlined in Education Code Section 15100 through 15425.

On line:

1. Indicate the dollar amount of the district's bonding capacity (at 100 percent) as of the date of this request.
2. Indicate the dollar amount of the bonds authorized by the district's electorate.
3. Indicate the dollar amount of the district's current bond indebtedness (i.e. bonds issued) as of the date of this request.
4. Indicate the developer fee rate charged per square foot by the district for commercial/industrial and residential development.

Attachments

Attach substantiating documentation as necessary to support the district's request. Note that all supporting documentation must be received by the OPSC prior to presentation to the SAB.

SCHOOL DISTRICT APPEAL REQUEST

SAB 189 (REV 07/09)

Page 2 of 2

SCHOOL DISTRICT	APPLICATION NUMBER
SCHOOL NAME	COUNTY
DISTRICT REPRESENTATIVE	E-MAIL ADDRESS

Purpose of Request:**Basis of Request**

- Law (Statute) _____
- Regulation _____
- SAB Policy _____
- Other (specify) _____

Description:**Fiscal Information:**

1. District Bonding Capacity (100 Percent): \$ _____
2. Amount of Bonds Authorized: \$ _____
3. District's Current Bonded Indebtedness: \$ _____
4. District's Current Developer Fee Rate:
 - Commercial/Industrial (Per Sq Ft): \$ _____
 - Residential (Per Sq Ft): \$ _____

SIGNATURE OF AUTHORIZED DISTRICT REPRESENTATIVE

DATE

**STATE ALLOCATION BOARD
IMPLEMENTATION COMMITTEE
September 3, 2009**

CAREER TECHNICAL EDUCATION FACILITIES PROGRAM IMPROVEMENTS

PURPOSE

1. To increase the time period districts have to submit applicable Division of the State Architect (DSA) and/or California Department of Education (CDE) approvals from 12 to 15 months after the reservation of funds apportionment date. This revised timeline would apply to the third cycle (March 2010) and any subsequent application acceptance periods.
2. To establish a mechanism to adjust a Career Technical Education Facility Program (CTEFP) reservation of funds apportionment when the verified project costs are less than the apportionment.
3. To discuss changing the expenditure reporting procedure to provide a mechanism to remit savings and interest earlier.

BACKGROUND

1. A CTEFP apportionment with a reservation of funds provides the applicant 12 months to obtain and submit the necessary DSA and CDE approvals to the OPSC. The SAB may grant an extension of up to 12 months to this time period if the Board finds that a fiscal emergency on part of the State exists.
2. The State Allocation Board (SAB) grants full and final apportionments based on preliminary estimates for CTEFP reservation of funds projects. Within 12 months after apportionments are made, the district must submit the final DSA approved plans and specifications, DSA plan approval letter, CDE plan approval letter, and final detailed cost estimate. Staff reviews these documents to ensure the approved project scope is reflected in the plans and verifies that the final estimated project costs are within an acceptable range based on industry standards.

Process:



3. Annual expenditure reports for the CTEFP are required beginning one year from the date of the first fund release until the project is complete. The project is considered complete and ready for the final expenditure audit when either of the following occurs:

- The district submits the final *Expenditure Report* (Form SAB 50-06) indicating 100 percent of the project is complete and the Detailed Listing of Project Expenditures; or
- Four years elapse from the date of the fund release for a high school project.

The OPSC has two years from the 100 percent complete report submittal date, or four years after the final fund release date to commence the final expenditure audit. The savings amount is determined and verified through the OPSC expenditure audit.

AUTHORITY

SFP Regulation Section 1859.197(e) states that in the event the Board determines there is a fiscal emergency or crisis the Board may grant an extension to the reservation period up to 12 months. This regulation becomes inoperative January 1, 2010.

SFP Regulation Section 1859.193(d) states that the Board may apportion and reserve funds for up to 12 months for the applicant to obtain and submit the necessary DSA and/or CDE approvals.

SFP Regulation Section 1859.197 describes the fund release process for apportionments made by the Board pursuant to Sections 1859.195 and 1859.196.

SFP Regulation Section 1859.199 states that an applicant may not retain savings realized by a Career Technical Education Facilities Project.

SFP Regulation Section 1859.198 states the district is subject to the time limit on the apportionment as outlined in Education Code Section 17076.10 and substantial progress requirements pursuant to Section 1859.105. Any Career Technical Education Facilities Project funds returned due to projects being rescinded or reduced to cost incurred shall be made available for apportionment in subsequent funding cycles.

SFP Regulation Section 1859.199 states that a project shall be deemed complete when either of the following occurs, whichever occurs first: (a) The final notice of completion is filed for the project; or, (b) Four years have elapsed from the final fund release for the project. Projects will be subject to a Program Accountability Expenditure Audit pursuant to Section 1859.106. Any repayments due back to the state as a result of these audits will be subject to the repayment provisions identified in Section 1859.106.1. An applicant district may not retain savings realized by a Career Technical Education Facilities Project.

STAFF COMMENTS

1. Increase to Reservation of Funds Time Period

Staff has received frequent feedback from districts, as well as from DSA, that 12 months is an insufficient amount of time to prepare the required documents and obtain the necessary approvals for submittal to the OPSC. Because of the competitive nature of the CTEFP funding cycles, some districts have stated that they do not obtain a design professional's services until the CTEFP apportionment is secured. CTEFP project scopes vary in size from modernizing one CTE classroom to adding multi-story facilities to a school site, which results in a broad variation in planning and design time. Extensions are only allowed when the SAB determines that a fiscal emergency exists on the part of the State. Then the Board can approve an extension of up to 12 months. Requests for this extension have been popular, resulting in 40 percent of Cycle 1 applications now having an extension to submit the required documents. This regulation becomes inoperative on January 1, 2010.

Staff proposes the attached regulation change to the reservation of funds time period from 12 to 15 months. This would allow applicants more time to obtain the necessary approvals and would be consistent with the Emergency Repair Program. A 15 month timeline could potentially

negate the need for extensions by giving the districts more planning time. This revised timeline would apply to third cycle (March 2010) and any subsequent application acceptance periods.

2. *Adjustment to CTEFP Apportionment*

When the CTEFP reservation of funds apportionment exceeds the amount substantiated by the district's final detailed cost estimate, there is no regulatory authority in place to adjust the amount of funds to be released for the apportionment. This results in releasing funds in excess of the substantiated project costs. Staff has reviewed the final documents for more than 100 CTEFP projects. As of July 30, staff reviews of these projects have shown that 28 percent of those approved for fund release have verified costs significantly less than the apportionment. On average, projects were overestimated by approximately \$556,000. The average difference is equal to one third of the average apportionment. The total amount of excess funding is \$5,290,053. Currently, this excess funding can only be captured at the time of audit. SFP Regulations do not allow savings to be retained on a CTEFP project. Should this excess funding result in project savings, the State share of savings must be returned, which could be over six years after the fund release because project specific variations in timelines for commencing a final audit.

In order to adjust for the overestimated project amounts, the OPSC proposes that all reservation of funds submittals include an updated *Application for Career Technical Education Facilities Program Funding* (Form SAB 50-10), along with the necessary CDE and DSA approvals, plans and specifications, and final detailed cost estimate. The Form SAB 50-10 would also serve as a project identifier. There have been a few occasions when the lack of project identification has delayed the processing of a CTEFP reservation of funds project. This is especially difficult when a plan set contains multiple SFP projects, which may or may not be identified in the accompanying documents.

The current funding order process established in Regulation does not allow for increases to the grant amount for reservation of funds projects that were underestimated. Therefore, increases to CTEFP project apportionments are not included.

The proposed changes to the SFP Regulations are noted in the attachments. This authority would allow projects to be presented to the Board for a reduction based on verified project costs, which would result in the following benefits:

- Ensures timely processing of submitted reservation of funds projects.
- Allow the maximum amount of funds to be available for subsequent CTEFP funding cycles, which could result in more CTEFP projects being funded.
- Eliminates need to track savings for three to six years until the final audit.
- Eliminates need to track interest with savings.

3. *Remittance of Savings*

Currently, any savings associated with a CTEFP project is collected once a project closeout is finalized. This process could delay the collection of savings for over two years. This length of time increases the amount of interest earned by the district and due to the State. The OPSC proposes that the applicant return savings with the final expenditure report. The applicant would owe less interest to the State and overall workload for the districts and the OPSC would be reduced. With the expeditious return of savings, the OPSC may fund more projects in a timely

manner. The OPSC proposes to supplement the Form SAB 50-06 with an attachment that provides a mechanism for the applicant to calculate and to remit savings and interest. The remittance of savings by the applicant would not constitute that an audit has commenced. At the final expenditure audit, the savings amount previously reported and remitted by the district may be adjusted.

Attachment A

Summary of Proposed CTEFP Regulation Changes

Section 1859.193. Career Technical Education Facilities Grant Determination.

...

~~(d) If an applicant meets the eligibility criteria in Section 1859.192, but does not have the necessary approvals from the DSA and/or the CDE at the time of apportionment, the Board may apportion funds for the Career Technical Education Facilities Project and reserve them for a period of up to 12 months. The grant amount to be reserved for the project will be the maximum funding as determined above in (a), (b), or (c).~~

...

Section 1859.193.2. Reservation of Funds Apportionment.

(a) If an applicant meets the eligibility criteria in Section 1859.192, but does not have the necessary approvals from the DSA and/or the CDE at the time of apportionment, the Board may apportion funds for the Career Technical Education Facilities Project and reserve them for a period of up to 15 months. The grant amount to be reserved for the project will be the maximum funding as determined in Section 1859.193(a), (b), or (c).

(b) The applicant shall submit a new Form SAB 50-10, CDE plan approval, DSA-approved plans and specifications, and a final detailed cost estimate within 15 months of apportionment, pursuant to (a). The OPSC reviews and verifies final project costs. If 50 percent of the total verified project costs is less than the reservation of funds apportionment, the applicant shall submit a Form SAB 50-10 which concurs with the verified amount. The reduced grant amount shall be presented to the next available State Allocation Board meeting.

Section 1859.197. Fund Release Process.

The OPSC will release State funds that have been apportioned by the Board and verified by the OPSC pursuant to Sections 1859.195 and 1859.196 after submittal by the applicant of the Form SAB 50-05.

(a) If an apportionment was made for a Career Technical Education Facilities Project, the applicant must submit a Form SAB 50-05 within 15 months of the Apportionment as outlined in Education Code Section 17076.10 or the apportionment shall be rescinded without further Board action.

(b) If Career Technical Education Facilities funds were reserved for the applicant pursuant to Section 1859.193(d) of these Regulations, the applicant:

(1) Has ~~one year~~ 15 months from the date of apportionment to submit the CDE plan approval and DSA-approved plans and specifications, as required, to the OPSC for the Career Technical Education Facilities Project, otherwise the apportionment shall be rescinded without further Board action.

(2) Has 18 months from the date the CDE plan approval and DSA-approved plans and specifications, as needed, are submitted to the OPSC to submit a completed Form SAB 50-05 or the apportionment shall be rescinded without further Board action.

(c) If the applicant requires a loan for the entire matching share requirement pursuant to Section 1859.194(b) of these Regulations:

(1) Subject to the availability of financing provided by the Pooled Money Investment Board for bond-funded projects, the OPSC will release ten percent of the Career Technical Education Facilities grant to the applicant within 30 calendar days of the apportionment.

(2) The applicant has ~~one year~~ 15 months from the date of apportionment to submit the CDE plan approval and DSA-approved plans and specifications, as required, to the OPSC for the Career Technical Education Facilities Project, otherwise the apportionment shall be rescinded without further Board action.

GENERAL INFORMATION

This form is to be used by a school district/joint powers authority (JPA) to request a Career Technical Education Facilities Program (CTEFP) grant. Requests for funding may be made as follows:

New Construction or Modernization project pursuant to Regulation Section 1859.190. The following documents must be submitted with this form for purposes of this apportionment:

- California Department of Education's (CDE) Career Technical Education (CTE) score letter.
- A copy of the submitted CTEFP application that complies with the requirements of Education Code Section 17078.72.
- If applicable, Plan Approval letter from the CDE School Facilities Planning Division.

SPECIFIC INSTRUCTIONS

A Project Tracking Number must be assigned by the applicant for all applications submitted to the OPSC, the DSA, or the CDE. This number may be obtained from the OPSC Web site at www.opsc.dgs.ca.gov or the DSA or the CDE Web sites under "Project Tracking Number Generator." The locale must be entered for all CTE applications submitted to the OPSC.

1. Type of Application

Check the box that indicates the type of CTEFP funding requested. Refer to Section 1859.192 for the eligibility criteria.

- [Check the box if the district is requesting new construction funding. Refer to Section 1859.192 for the eligibility criteria.](#)
- [Check the box if the district is requesting modernization funding. Refer to Section 1859.192 for eligibility criteria.](#)
- [Check the box if this is a reduction to a prior reservation of funds apportionment, pursuant to Section 1859.193.2 \(b\).](#)

2. CTE Industry Sector and Pathway(s)

Enter the name of the Industry Sector and Pathway(s).

3. Reservation of Funds

Check the box "Yes" if requesting a reservation of funds pursuant to Section 1859.193(d). Otherwise, check the box "No."

4. Loan Request

Check the box "Yes" if requesting a loan pursuant to Section 1859.194. Otherwise, check the box "No."

5. Number of CTE Classrooms

Enter the number of CTE classrooms specified in the CDE CTE Application.

6. Qualifying SFP Project Application Number

If the request is for a CTEFP Project that is part of a qualifying SFP project, indicate the SFP application number or the project tracking number of the qualifying SFP project. Refer to Section 1859.193.1 for a definition of a qualifying SFP project.

- If applicable, Plans and Specifications (P&S) for the project that were approved by the Division of the State Architect (DSA) and the DSA Approval letter. Submittal of plans may be on CD-ROM or "Zip Drive" readable in AutoCAD 14. The specifications may be provided on a diskette that is IBM compatible.
- Detailed cost estimate of proposed site development, if requesting site development funding.
- Detailed construction cost estimate, if requesting construction funding.
- Itemized list of equipment including cost, if requesting equipment funding.
- If requesting a loan, the applicant must attach the completed CTEFP Funding Availability Worksheet.

7. CDE Application Overall Score

Enter the score from the CDE CTE score letter for this project. (The applicant must have received a score of at least 105 points, as determined by the CDE pursuant to Section 1859.192(c).)

8. CTE Facility Square Footage

Enter the total eligible square footage of the CTE Facility in the project.

9. Eligible Costs

- Enter 50 percent of the construction cost if constructing new building area, or modernizing or reconfiguring an existing building.
- Enter 50 percent of the equipment cost pursuant to Education Code Section 17078.72(a).
- If the request is for a CTEFP Project that is not a part of a qualifying SFP project, enter 50 percent of the site development costs that meet the requirements of Section 1859.193.
- If the CTEFP Project is part of a qualifying SFP Project, enter 50 percent of the total SFP allowance for New Construction Grants for CTE classrooms pursuant to Section 1859.193(a)(1)(C).
- Enter the total of a plus b plus c minus d.

10. Cost Per Square Footage

Enter the cost per square foot by dividing the total eligible costs in Item 9 at 100 percent by the CTE facility square footage noted in Item 8.

11. Project Assistance

Check the box if the district is requesting project assistance pursuant to Section 1859.73.1. This grant is available only to a new construction or modernization CTE project that is not part of a qualifying SFP New Construction or Modernization project.

12. Project Progress Dates

Enter the following project progress dates:

- Date the initial construction contract was signed for this project. If a construction contract has not been executed, enter N/A.
- Issue date of the Notice of Proceed for the construction phase of the project, or enter N/A if a Notice to Proceed has not been issued.

The school district/JPA named below applies to the State Allocation Board via the Office of Public School Construction for a grant under the provisions of Article 13, Chapter 12.5, Part 10, Division 1, commencing with Section 17078.70, et seq, of the Education Code and the Regulations thereto.

SCHOOL DISTRICT/JOINT POWERS AUTHORITY		APPLICATION NUMBER
SCHOOL NAME		PROJECT TRACKING NUMBER
COUNTY	LOCALE	HIGH SCHOOL ATTENDANCE AREA (HSAA) (IF APPLICABLE)

1. Type of Application—Check Only One

- a. New Construction Project—construct new school buildings and/or equipment
- b. Modernization Project—reconfigure existing school buildings and/or equipment
- c. Adjustment to a prior reservation of funds apportionment

2. CTE Industry:

Sector: _____

Pathway(s): _____

3. Reservation of Funds:

Yes No

4. Loan Request:

Yes No

5. Number of CTE Classrooms in the CTEFP application

6. Qualifying SFP Project Application Number

Application Number: # _____

Project Tracking Number: # _____

7. CDE Application Overall Score:

Minimum Score: 105

8. CTE Facility Square Footage:

9. Eligible Costs

- a. 50 Percent Construction: \$ _____
- b. 50 Percent Equipment: \$ _____
- c. 50 Percent Site Development: \$ _____
- d. 50 Percent SFP Allowance (New Construction Only) \$ _____
- e. Total (a+b+c-d): \$ _____

10. Cost Per Square Foot:

\$ _____

11. Project Assistance

CTE Project Only—not part of a qualifying SFP project

12. Project Progress Dates

- a. Construction Contract signed on: _____
- b. Notice to Proceed issued on: _____

13. Certification

I certify, as the Representative for the School District or JPA, that the information reported on this form is true and correct and that: I am the authorized representative of the District or JPA as authorized by the governing board of the district or JPA; and,

- A resolution or other appropriate documentation supporting this application under Article 13, Chapter 12.5, Part 10, Division 1, commencing with Section 17078.70, et. seq., of the Education Code was adopted by the applicant's Governing board on _____; and,
- The district has established a "Restricted Maintenance Account" for the exclusive purpose of providing ongoing and major maintenance of school buildings and has developed an ongoing and major maintenance plan that complies with and is implemented under the provisions of Education Code Sections 17070.75 and 17070.77 (refer to Sections 1859.100 through 1859.102); if the applicant is a joint powers authority that is not required to establish a "Restricted Maintenance Account" under the provisions of Education Code Section 17070.75, the applicant certifies that it can maintain its facilities with a lesser annual deposit (refer to Section 1859.101); and,
- The matching funds required pursuant to Section 1859.194 has either been received and expended by the district, deposited in the County School Facility Fund or will be received and expended by the district prior to the notice of completion for the project; and,
- The participant has or will receive the necessary approval of the plans and specifications from the Division of the State Architect; and,
- The participant has or will receive the necessary approval of the plans and specifications from the CDE; and,
- The participant has complied with the provisions of Section 1859.76 and that the portion of the project funded by the State does not contain work specifically prohibited in that section; and,
- If the SFP grants will be used for a CTEFP project on school facilities on leased land, the participant has entered into a lease agreement for the leased property that meets the requirements of Section 1859.22; and,
- The participant has complied with the CTEFP eligibility criteria as outlined in Section 1859.192; and,
- The participant will comply with all laws pertaining to the construction of its CTE school building; and,

**APPLICATION FOR CAREER TECHNICAL EDUCATION FACILITIES FUNDING
SCHOOL FACILITY PROGRAM**

- The participant understands that funds not released within 18 months of apportionment shall be rescinded and the application shall be denied (refer to Section 1859.197); and,
- The participant understands that by reserving funds, the applicant must submit the necessary approvals and/or Plans and Specifications within one year of apportionment; otherwise the funds will be rescinded without further Board action (refer to Section 1859.197); and,
- The participant understands that the lack of substantial progress within 18 months of receipt of any funding shall be cause for the rescission of the unexpended funds (refer to Section 1859.198); and,
- The participant understands that some or all of the State funding for the project must be returned to the State as a result of an audit pursuant to Sections 1859.105 and 1859.106, and that the portion of the project funded by the State does not contain work specifically prohibited; and,
- All contracts for the service of any architect structural engineer or other design professional for any work under the project have been obtained pursuant to a competitive process that is consistent with the requirements of Chapter 10 (commencing with Section 4525) of Division 5, of Title 1, of the Government Code; and,
- The participant has or will comply with the Public Contract Code regarding all laws governing the use of force account labor; and,
- If this request is for modernization of CTE facilities, contracts for construction were executed on or after May 20, 2006; and,
- All equipment was purchased on or after May 20, 2006, unless the project is combined with a qualifying SFP new construction project pursuant to Section 1859.193.1; and,
- If this request is for new construction projects, the CTE classrooms constructed were not occupied prior to May 20, 2006; and,
- If the applicant is requesting a loan for the matching share, a CTEFP Loan Agreement will be executed pursuant to the requirements in Section 1859.194; and,
- The applicant has or will comply with Education Code Section 17076.11 regarding at least a 3 percent expenditure goal for disabled veteran business enterprises; and,
- This form is an exact duplicate (verbatim) of the form provided by the OPSC. In the event a conflict should exist, the language in the OPSC form will prevail; and,
- The statements set forth in this application and supporting documents are true and correct to the best of my knowledge and belief.

SIGNATURE OF DISTRICT OR JPA REPRESENTATIVE		DATE
NAME OF DISTRICT OR JPA REPRESENTATIVE (PRINT)	TITLE	TELEPHONE
E-MAIL ADDRESS		

