

INTRODUCTION



STATE AGENCY WORKSHOP:

CAREER TECHNICAL EDUCATION FACILITIES PROGRAM



CALIFORNIA DEPARTMENT OF EDUCATION
Tom Torlakson, State Superintendent of Public Instruction

Career Technical Education Facilities Program Prop 51

*Robert Wilson, Education Program Consultant
Career and College Transition Division*

*John Gordon, Field Representative
School Facilities and Transportation Services Division*



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Agenda

- Introduction
- Proposition 51
- Overview of Career Technical Education (CTE)
 - ✓ Model Curriculum (State Board of Education [SBE] approved, January 2013)
- CTE Facilities Program Process/Funding
- California Department of Education (CDE) Application



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Proposition 51

- Continues commitment to Career Technical Education
- Provides \$500 million for CTEFP
- \$125 million available for 4th funding cycle
 - ✓ \$3 million state match for new construction
 - ✓ \$1.5 million state match for modernization



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CDE Review Process

Submit CTE application by November 29, 2017

Two step process:

1. CTE educational program, project or equipment will be reviewed based upon the grant requirements for the CTE educational program.
 - Approved grant applications will be forwarded to the Office of Public School Construction (OPSC) for priority and ranking.
 - Once OPSC determines which CTE projects will be funded, those applications will be submitted to the State Allocation Board for approval.
2. The facilities, space and equipment requirements of the proposed project will be reviewed by CDE School Facilities Planning Division for consistency with **both** *Title 5* standards and the CTE educational specifications (aka Final Plan Approval).

What is Career Technical Education?

- A program of study that involves a multiyear sequence of courses that integrates core academic knowledge with technical and occupational knowledge to provide students with a pathway to postsecondary education and careers.



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CTE Model Curriculum Standards



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- Adopted January 2013 by the State Board of Education
- Content standards for use by educators to build curricula, courses, and pathways designed to prepare students for entry into postsecondary education or employment.

CTE Model Curriculum Standards Include:



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- **Anchor Standards**

The standards all students need to achieve to master workplace competencies in the career technical education curriculum and in the workplace

- **Pathway Standards**

Concise statements that reflect the essential knowledge and skills students are expected to master to be successful in a career pathway



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Eligible CTE Projects per Education Code 17078.72

- New construction projects – comprehensive high schools
 - ✓ *Education Code* sections 51224, 51225.3, and 51228
- Modernization/reconfigurations – comprehensive high schools and joint powers authorities (JPAs) currently operating CTE programs
- Equipment must have 10 year lifespan



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Eligible CTE Projects con't.

- Projects previously receiving CTEFP funds are eligible – IF that project did not meet the maximum funding limits.
- Newly constructed projects occupied on or after May 20, 2006 are eligible.
- Modernized projects may be eligible if the contract for the work was executed on or after May 20, 2006.



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CTEFP Process/Eligibility

- Competitive Grant Process
- One Industry Sector Per Application
- Matching Share Requirement
- Scoring & Funding Order
- CDE's Role in CTEFP

Career Technical Education 15 Industry Sectors



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- Agriculture and Natural Resources
- Arts, Media, and Entertainment
- Building and Construction Trade
- Business and Finance
- Education, Child Development, and Family Services
- Energy, Environment and Utilities
- Engineering and Architecture
- Fashion and Interior Design
- Health Science and Medical Technology
- Hospitality, Tourism, and Recreation
- Information and Communication Technologies
- Manufacturing and Product Development
- Marketing, Sales, and Services
- Public Services
- Transportation



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Matching Share Requirement

- Dollar for Dollar (50% - 50%)
 - ✓ New Construction and Modernization
- Applicant's share may NOT come from state or federal programs
 - ✓ Perkins Funds, CTE Incentive Grants, etc. not eligible.
- No Financial Hardship for CTEFP
 - ✓ Local contribution can not be waived; Must be cash match
- If the applicant cannot fully match, a loan may be available
 - ✓ Loan paid over time with interest
 - ✓ Term is 10 years with a one-time extension, if eligible
 - ✓ Loan rate is based on the Pooled Money Investment Board
 - ✓ Interest begins to accrue on **fund release date**



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Scoring & Funding

CDE reviews and scores each application

- Each application can receive a score of up to 141. The lowest acceptable score is 105.
- Applications are sorted by highest score and by locale (urban, rural or suburban).
- Funds will be apportioned to the highest ranked project in each locale.



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Scoring & Funding

CDE reviews and scores each application

- One of each locale must be apportioned before a locale is repeated again until all funds or applications are exhausted.
- If two or more applications within the same locale have the same score, the applicant with the highest points in weighted areas as determined by CDE will be funded first.

Parts of the CTE Facilities Program Application



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PARTS		POINTS POSSIBLE
1	CTE Plan	33
2	Pupil Enrollment Projections	15
3	Feeder School Identification	9
4	Accountability Plan	15
5	Educational Specifications	24
6	Budget Justification	36
7	Unique Conditions	3
8	Overall Feasibility	6
TOTAL		141

- ***Minimum Score for Funding Consideration: 105 points***



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Application Submittal Requirements

- Cover Page (See Form A)
- Table of Contents
- Project Abstract (1 page maximum)
- 7 Parts of the CTEFP application (Narrative 10 pages maximum)
- Part 8 (Overall Feasibility) is determined by reviewers; narrative is NOT required
- Appendices/Forms NOT counted as part of 10 page maximum



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Cover Page – Form A

- LEAs name, contacts, address
- LEA Superintendent/Designee signature
- Board approvals
- All required signatures
- Industry sector, minutes on file
- Certifications



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Project Abstract

- Complete a one-page abstract that includes a heading and brief summary of the Career Technical Education facilities/equipment request. The summary should describe the project's goals and objectives as they relate to enhancing the Career Technical Education opportunities for students. (1 page maximum)

Part 1: Career Technical Education Plan (33 Points)



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A. Description of CTE plan* (9 points)

- Industry sector and pathway(s)
- Course sequence
- CTE credentialed instructor
- Labor market demands
- Rationale for construction project and/or equipment purchase
- CTE Advisory Committee

- Appendix A and B

B. Access for all students (6 points)

Part 1: Career Technical Education Plan (33 Points)



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- C. School's commitment to CTE to all students as well as CTE teachers (6 points)
- D. Historical evaluation of CTE program and sustainability (6 points)
 - ✓ For new programs, describe need and support to ensure sustainability
- E. District support of CTE Program through LCAP (6 points)

Part 2: Projections of Student Enrollment (15 Points)



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- A. Identify total annual number of pupils expected to attend the CTE program* (9 points)
- B. Describe procedures in place to ensure projected student enrollment is met (6 points)



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Part 3: Identification of Feeder Schools & Partners (9 Points)

- A. List participants in the development, review and approval of the CTE plan* (9 points):
- ✓ feeder schools
 - ✓ students, parents and counselors
 - ✓ ROCPs
 - ✓ industry partners
 - ✓ community colleges
 - ✓ other postsecondary schools
- Appendix C



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Part 4: Accountability Plan (15 Points)

- A. Describe the accountability plan for CTE enrollments and outcomes* (9 points):
- ✓ Certificates
 - ✓ Related employment
 - ✓ Postsecondary education
 - ✓ Data collection
- B. Describe how the school will meet/exceed obligations pursuant to *Education Code* Section 51228(b) (6 points)



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Part 5: Educational Specification & Equipment/Space Requirements (24 Points)

A. Project Description (2 points)

- What is scope of construction project? Is it a conversion? An expansion? HVAC upgrade?

B. School Site Plan (2 points)

C. Schematic Drawing (2 points)



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Part 5: Educational Specification & Equipment/Space Requirements (24 Points)

D. Space Requirements (6 points)

E. Planning Process (6 points)

F. Program & Space Justification (6 points)



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Part 6: Budget Justification/Detail Sheet – Form B (36 points)

- A. Provide the estimated capital cost per pupil and rationale/method used* (9 points)
- B. Describe financial participation of industry partners* (9 points)
- C. Industry collaboration with equipment needs (6 points)



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Part 6: Budget Justification/Detail Sheet – Form B (36 points)

D. “Best Value” validation (6 points)

E. Maintenance/upkeep commitment
(6 points)



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Form B



CAREER TECHNICAL EDUCATION FACILITIES PROGRAM APPLICATION

FORM B – BUDGET JUSTIFICATION/DETAIL SHEET (Rev. 8/17)

Use additional sheets as necessary.

Local Education Agency	Name of Sector and Pathway
------------------------	----------------------------

Provide sufficient detail to justify the budget. The budget justification page(s) must provide all required information even if the items have already been identified and discussed in another section. For each project or equipment description, list the associated costs. The scope and budget in this application must be consistent with the funding application submitted to Office of Public School Construction. Equipment without a 10 year life span and supplies are not eligible to participate in the California Technical Education Facilities Program.

Facilities Description and Cost					
Equipment Description	Make	Model	Quantity	Price	Subtotal Each Item
Estimated Total Cost of Project:					



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Part 7: Unique Conditions (3 points)

A. Describe unique conditions that may affect the application:

1. Rural or isolated schools
2. Unique partnership arrangements
3. Unique costs and expense issues
4. Unique physical plant

Part 8: Overall Feasibility of the Project (6 Points)



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- Applicant doesn't submit information. CDE reviewers make determination.
- Reviewer's Responsibility:
 1. Judge whether overall project is realistically capable of achieving the intent of Education Code 17078.72.
 2. Consider entire application in overall context
 3. Assess the cohesiveness and viability of the total project



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Helpful Hints

- Successful applicants:
 - ✓ Provided clear, concise and complete answers
 - ✓ Answered questions in the order asked
 - ✓ Restated the question in the answer
 - ✓ Made sure equipment had 10-year life span
 - ✓ Provided all required information



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Appeal Process

- Submit a letter to CDE from Superintendent/CEO
- Appeal limited to the grounds that the CDE failed to correctly apply the process for reviewing the application as specified in this RFA
- No new information will be accepted
- Additional information including timelines will be outlined in the score letter.



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CTEFP Timeline Review

- CTEFP Deadline: November 29, 2017
- Score letters mailed: January 31, 2018
- Appeal Process/Score Determination: February 14, 2018
- CTEFP Facility Funding Application due to OPSC: February 21, 2018
- OPSC Presentation to the State Allocation Board for projects apportioned: June 2018



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Application Submission

- Submit original, 3 copies and USB flash drive containing the application to:
 - ✓ John Gordon, SFTSD

- Deadline: Wednesday, November 29, 2017



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Questions?

Contact Information

Application, FAQs, etc.:

<http://www.cde.ca.gov/ls/fa/sf/careertech.asp>

Fred Yeager – Facilities

(916) 327-7148

fyearer@cde.ca.gov

Michelle McIntosh – Program

(916) 327-6367

mmcintosh@cde.ca.gov

John Gordon – Application Submission

(916) 323-0575

jgordon@cde.ca.gov



Office of
Public School Construction

SCHOOL FACILITY PROGRAM

CAREER TECHNICAL EDUCATION FACILITIES PROGRAM



CTEFP OVERVIEW

- Purpose
- Application Process
- Grants & Project Funding
- Funding Order
- Required Documents
- Priority Funding Process

Purpose of CTEFP

Established in 2006, CTEFP provides funding to School Districts, County Offices of Education (COE) and Joint Powers Authorities (JPA) for:

- Construction of new CTE facilities
- Modernization/Reconfiguration of existing CTE facilities
- Purchase of CTE equipment (with 10-year useful life expectancy)

ELIGIBLE APPLICANTS

New Construction

- School District/COE operating a comprehensive high school
- Has an active career technical advisory committee (EC 8070)

Modernization

- School District/COE operating a comprehensive high school
- Joint Powers Authority (JPA) operating career technical education programs as of May 20, 2006
- Has an active career technical advisory committee (EC 8070)

SFP Eligibility

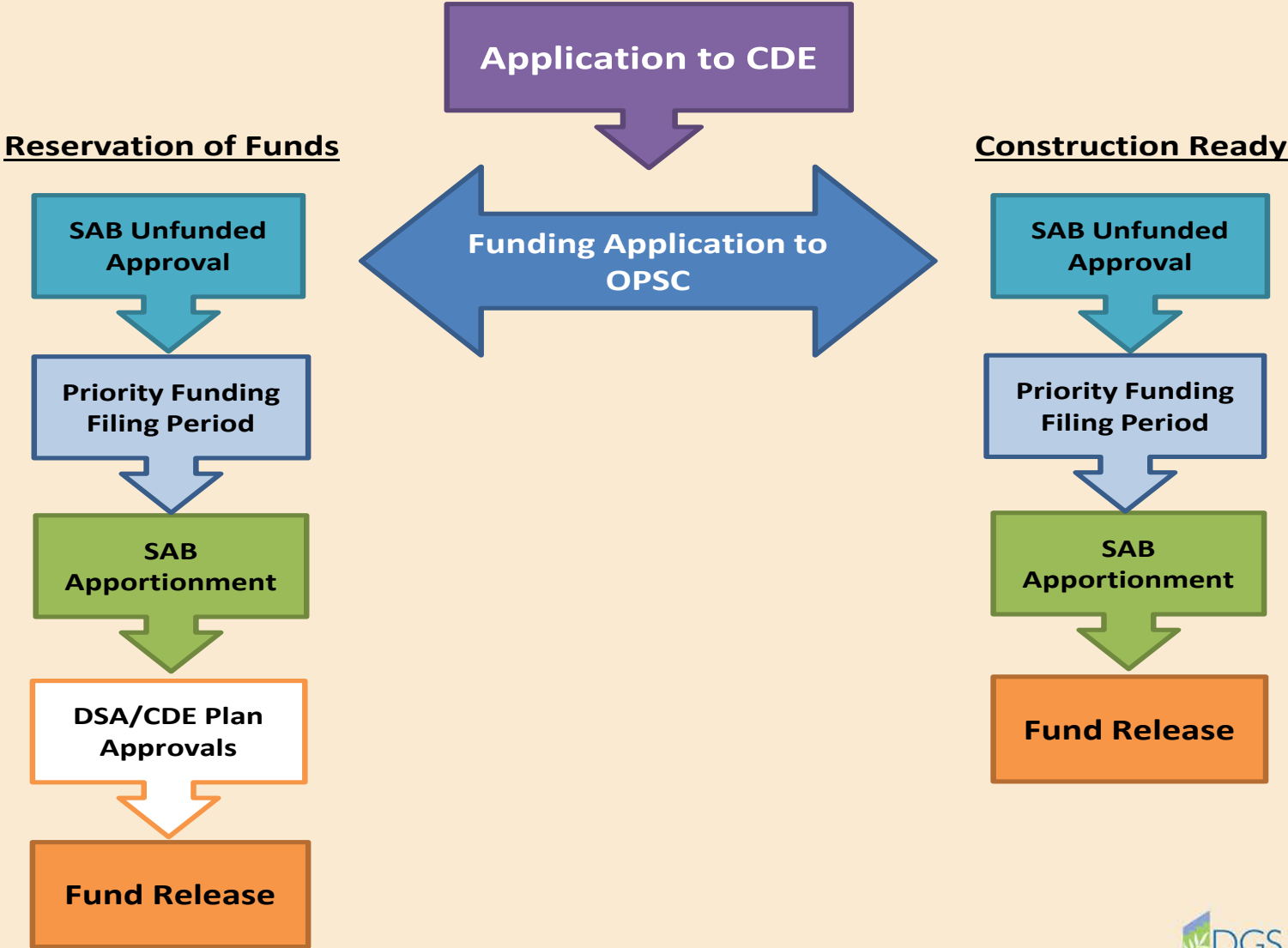
- New Construction or Modernization eligibility is NOT required

APPLICATION PROCESS

To be considered for funding:

- ✓ Applicants first submit a CTEFP grant application to the CDE
- ✓ CDE reviews and scores the grant application
- ✓ Achieve minimum score of 105 points

CTEFP FUNDING PROCESS



GRANT AMOUNTS

New Construction

\$3 Million Maximum

Modernization

\$1.5 Million Maximum

“PER INDUSTRY SECTOR PROJECT
PER SCHOOL SITE”

Allows for multiple projects at a single school site.

Eligible Projects

New Construction:

CTE Facilities newly constructed and occupied on or after May 20, 2006 may be eligible.

Modernization:

Existing CTE facilities Modernized projects may be eligible if the contract for the work was executed on or after May 20, 2006

Sites that previously received CTEFP funds are eligible – IF that industry sector project did not receive the maximum funding limits.

GRANT DETERMINATION

- Based on cost of equipment, construction and site development of CTE facilities in the project.
- Costs Furnished by applicant
 - ✓ Subject to verification
- Project may consist entirely of eligible equipment



MATCHING SHARE REQUIREMENT

- **Dollar for Dollar (50% - 50%)**
 - ✓ New Construction and Modernization

- **Applicant's Share Potential Sources**
 - ✓ Private industry groups, School District, COE or JPA
 - ✓ Program Loan - no Financial Hardship

- **Exceptions** - other State and federal CTE grant program funds cannot be used as the local match, such as:
 - ✓ CTE Equipment Grant under Assembly Bill 1802 (2006)
 - ✓ CTE Incentive Grant Program
 - ✓ CTE Pathways Trust Program
 - ✓ CTE Initiative Program
 - ✓ Perkins Federal CTE Grant Program

CTEFP LOAN

➤ Program Loan Option

- ✓ 10-year repayment with interest
- ✓ Loan rate is based on the Pooled Money Investment Account Rate
- ✓ Interest begins to accrue on fund release date

➤ Required Documents with Funding Application

- ✓ Loan Request
- ✓ CTEFP Fund Availability Worksheet

CTEFP FUNDING OPTIONS

1. CTEFP with an SFP Project
2. Stand-Alone New Construction project
3. Modernization project

If not construction-ready, CTEFP funds can be reserved for 12 months.

CTEFP with an SFP PROJECT

CTEFP Project combined with an SFP application:

- ✓ Submit CTE application concurrently or after the SFP NC or Mod project.
- ✓ Deduction for classroom funding included in SFP NC project to determine CTEFP grant.
- ✓ Site development grants are included on the SFP NC application.

If SFP application was already submitted, the application must meet the following:

- ✓ CTEFP facilities were included in the original DSA-approved plans and specifications for the SFP application.
- ✓ New CTE classrooms were occupied on or after May 20, 2006.

CTEFP w/ SFP NEW CONSTRUCTION

A 50% Cost of Construction

plus

B 50% Cost of Equipment

minus

C SFP Allowance per Classroom
(50% Current Replacement Cost x 960 sq. ft.)

* Site development costs are included in SFP
New Construction application.

Example #1 – CTEFP w/ SFP NC

District applies for CTE funds and also requests 27 SFP New Construction pupil grants for one CTE classroom.

Project Cost Category	Eligible Costs @ 100%	Eligible Costs @ 50%
Construction	\$5,000,000	\$2,500,000
Equipment	\$2,000,000	\$1,000,000
Site Development (N/A)	0	0
2017 Current Replacement Cost \$347 x 960 sq ft per classroom	(\$333,120)	(\$166,560)
	\$6,666,880	\$3,333,440

Grant is lesser of \$3,333,440 or \$3,000,000

Grant = \$3,000,000

STAND ALONE CTE NC PROJECT

A = 50% Cost of Construction

plus

B = 50% Cost of Equipment

plus

C = 50% Site Development Cost

Example #2

Stand-Alone CTE New Construction Project

Project Cost Category	Eligible Costs @ 100%	Eligible Costs @ 50%
Construction	\$2,000,000	\$1,000,000
Equipment	\$1,000,000	\$500,000
Site Development	\$350,000	\$175,000
	\$3,350,000	\$1,675,000

Grant is lesser of \$1,675,000 or \$3,000,000

Grant = \$1,675,000

CTEFP MODERNIZATION PROJECT

A = 50% Cost of Construction
plus

B = 50% Cost of Equipment

*Includes remodeling/reconfiguration of existing building within current confines and/or limited expansion the existing square footage building.

*If a minimum essential facility is displaced, applicant must replace it in the same project using only local funds.

Example #3

Application for Modernization of CTE Facilities

Project Cost Category	Eligible Costs @ 100%	Eligible Costs @ 50%
Construction	\$ 2,000,000	\$ 1,000,000
Equipment	\$ 2,000,000	\$ 1,000,000
	\$ 4,000,000	\$ 2,000,000

Grant is lesser of \$2,000,000 or \$1,500,000

Grant = \$1,500,000

REQUIRED DOCUMENTS

Full Funding

- ✓ *Application for Career Technical Education Facilities Funding*
(Form SAB 50-10)
- ✓ CDE CTE grant application Approval Letter with score
- ✓ CDE grant application – Copy submitted
- ✓ Itemized Equipment List with cost & quantity
- ✓ Facility Plan Approval letter from CDE (if applicable)
- ✓ DSA-approved Plans and Specifications (if applicable)
- ✓ Detailed Construction Cost Estimate (if applicable)
- ✓ If Loan - completed CTEFP Funding Availability Worksheet

REQUIRED DOCUMENTS

(Continued)

Reservation of Funds

- ✓ *Application for Career Technical Education Facilities Funding*
(Form SAB 50-10)
- ✓ CDE CTE grant application Approval Letter with score
- ✓ Copy of the submitted CDE grant application
- ✓ Itemized Equipment List with cost & quantity
- ✓ Detailed Construction Cost Estimate (if applicable)
- ✓ If Loan - completed CTEFP Funding Availability Worksheet

Application for Career Technical Education Facilities Program (Form SAB 50-10)

STATE OF CALIFORNIA

APPLICATION FOR CAREER TECHNICAL EDUCATION FACILITIES FUNDING SCHOOL FACILITY PROGRAM

SAB 50-10 (NEW 01/07)

STATE ALLOCATION BOARD
OFFICE OF PUBLIC SCHOOL CONSTRUCTION

Page 1 of 3

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) Plan Approval 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 California Department of Education (CDE).
- If applicable, Plans and Specifications (P&S) for the project that were approved by the Division of the State Architect (DSA). 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.
- Cost estimate of proposed site development, if requesting site development funding.
- If requesting a loan, the applicant must attach the completed CTEFP Funding Availability Worksheet.

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."

7. CTE Facility Square Footage

Enter the total eligible square footage of the CTE Facility.

8. Eligible Costs

a. Enter the construction cost if constructing new or reconfiguring an existing

FUNDING ORDER

Funding order is determined by score and locale.

The 3 projects with the highest score in each locale are ranked 1, 2,3.
Then the next 3 projects with the highest score in each locale are 4, 5, 6.

Urban

Suburban

Rural

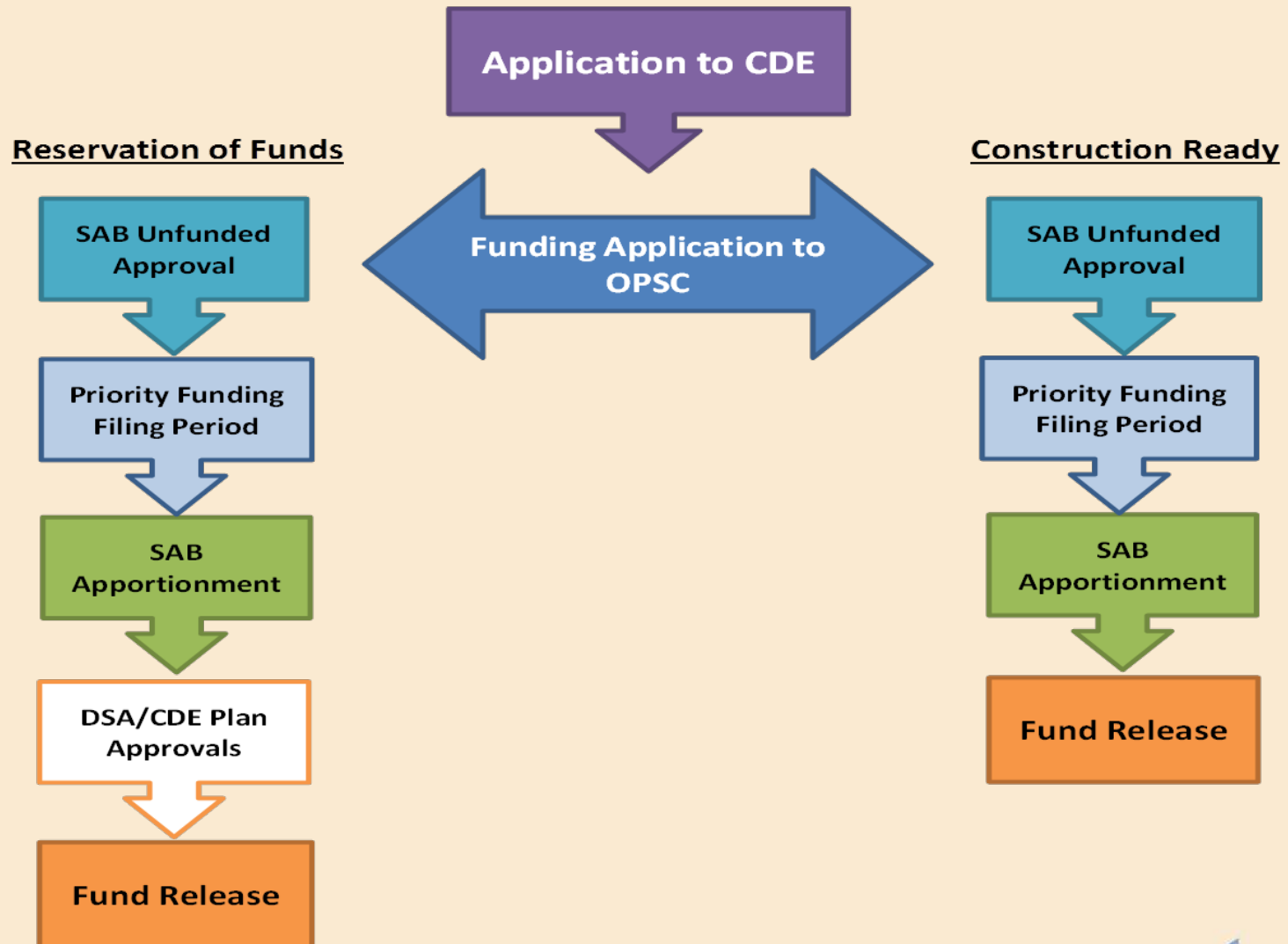
This process continues until the applications or funds are exhausted.

Locale Determination:

National Center for Education Statistics

www.nces.ed.gov

CTEFP FUNDING PROCESS



PRIORITY FUNDING PROCESS

Full Funding

Applicant must submit a valid *Fund Release Authorization* (Form SAB 50-05) within 90 days of Apportionment.



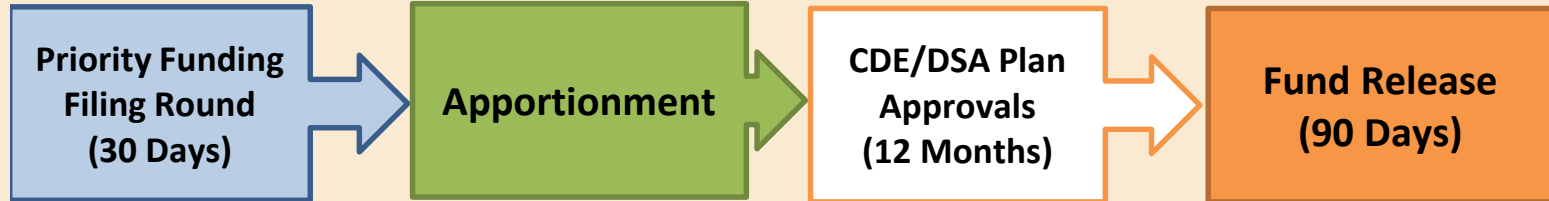
➤ **Loan for entire local match**

If approved for a loan for the entire local matching, 10% of the CTEFP grant will be released within 30 calendar days of Apportionment depending on availability of funds.

PRIORITY FUNDING PROCESS

Reservation of Funds

- **12 Months** from Apportionment to submit the CDE plan approval and/or DSA approved plans and specifications
- **90 Days** from OPSC received date of the CDE plan approval & DSA approved plans/specs to submit a Form SAB 50-05

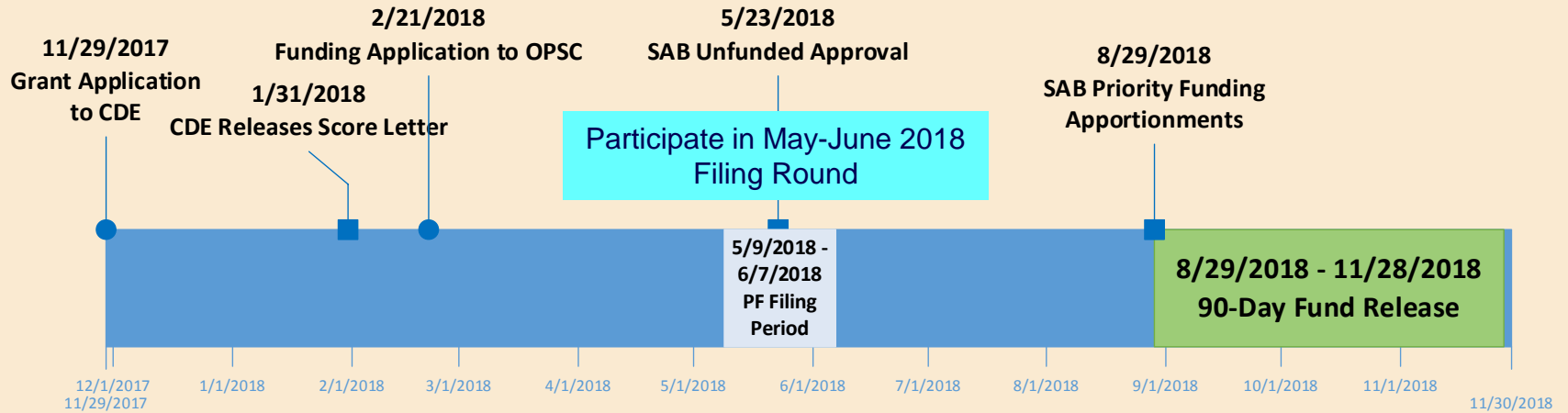


- **Loan for entire local match**

If approved for a loan for the entire local match, 10% of the CTEFP grant will be released within 30 calendar days of Apportionment depending on availability of funds.

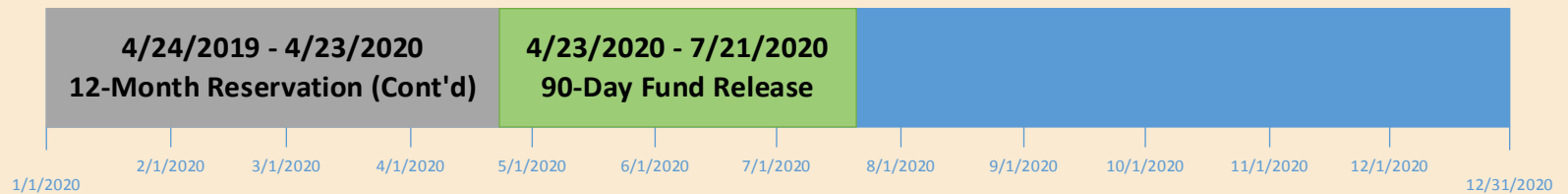
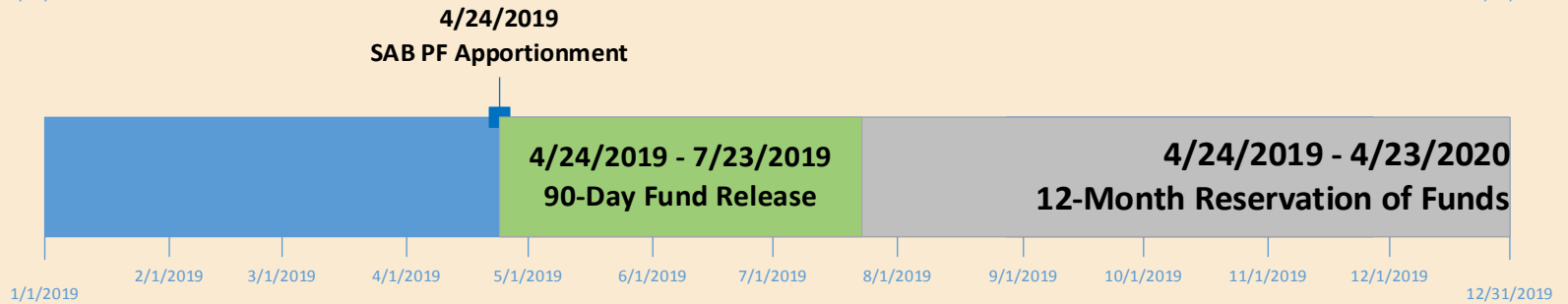
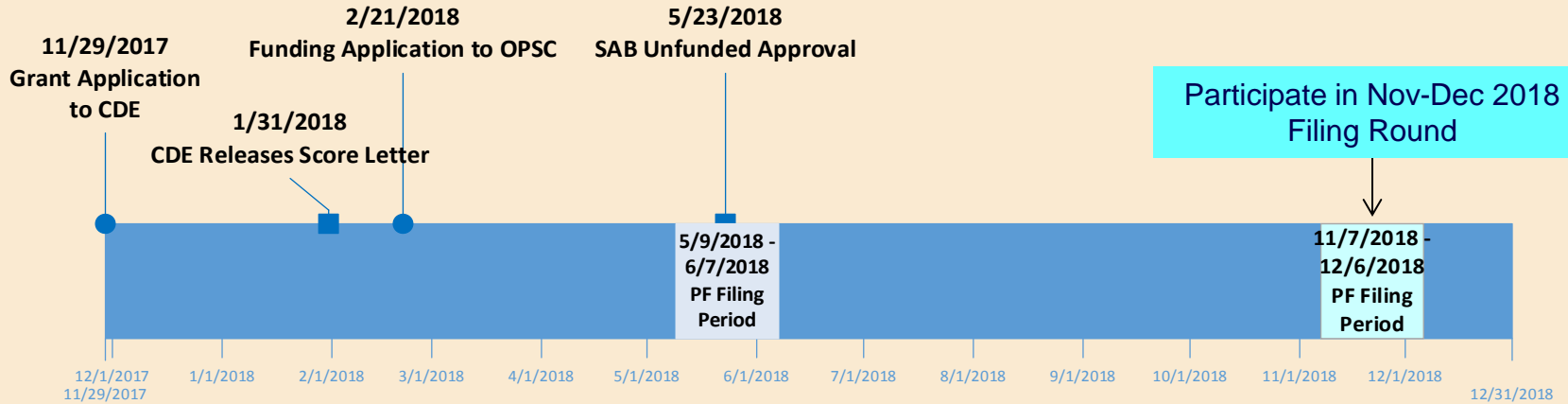
Potential Funding Timeline #1

Participation in May-June 2018 PF Filing Round



Potential Funding Timeline #2

Participation in Nov-Dec 2018 PF Filing Round



PROGRAM ACCOUNTABILITY

- **All applications are subject to:**
 - ✓ Substantial Progress
 - Notice of Completion or four years from Fund Release
 - ✓ Grant Agreements
 - ✓ Accountability Expenditure Audit
- **Not subject to 60% commensurate requirement**
- **Applicant cannot retain savings**
- **CTEFP funds return to the program.**

APPLICATION SUBMITTAL DEADLINES

1st Cycle - \$125 Million

CDE – November 29, 2017

OPSC - February 21, 2018

2nd Cycle - \$125 Million

CDE – TBD 2018

OPSC – TBD

**Subsequent
funding cycles
will be scheduled
in the future**

OPSC CONTACTS

Tracy Sharp, Supervisor (916) 375-3108
tracy.sharp@dgs.ca.gov

Brian LaPask, Manager (916) 375-4667
brian.lapask@dgs.ca.gov

CTEFP RESOURCES

OPSC Program & FAQ:

www.dgs.ca.gov/opsc/Programs/careertechnicaleducationfacilitiesprogram.aspx

OPSC Forms:

www.dgs.ca.gov/opsc/Forms/ctefpforms.aspx

CDE Page:

<https://www.cde.ca.gov/ls/fa/sf/careertech.asp>

QUESTIONS?





DSA

DIVISION OF THE STATE ARCHITECT

DEPARTMENT OF GENERAL SERVICES

DSA 101

CAREER TECHNICAL EDUCATION
FACILITIES PROGRAM WORKSHOP

10/24/2017



DSA 101 Overview

- ⦿ Projects Requiring DSA Approval
- ⦿ Plan Review/Approval Process
- ⦿ Construction Oversight
- ⦿ Certification
- ⦿ Resources

Projects Requiring DSA Approval



Projects Requiring DSA Approval

- ◎ New Construction
- ◎ Additions
- ◎ Alterations
 - › To existing school buildings and facilities
- ◎ Relocations of Modular Buildings
- ◎ Reconstruction
 - › Repair to existing certified school building
- ◎ Rehabilitation
 - › Retrofitting an existing non-conforming building

Small Alteration Project Exemption from DSA Review

- Based on project construction cost
- Alteration to existing certified buildings only
- < \$100,000 – exempt from review but must fully comply with all code provisions
- < \$225,000 – exempt if no structural work, no accessibility related work or work that triggers accessibility upgrades, work meets all fire & life safety standards
- Refer to **DSA IR A-10**
- If uncertain, contact **DSA Regional Office**

Plan Review/Approval Process

Scope of DSA's Review

- ◎ Review of design for compliance with building regulations for:
 - > Structural Safety (SS)
 - > Fire & Life Safety (FLS)
 - > Accessibility (AC)
 - > Energy
 - > Model Water Efficiency Landscape Ordinance
- ◎ Construction documents must show **ALL** work (mechanical, electrical, and plumbing)

STEP 1: Preliminary Review for Large or Complex Projects

- **Highly Recommended** – not required
- Should take place early in the design phase during design development
- Architect contacts the DSA Regional Office to schedule
- Highly encourage school district representative attend
- Identify design problems prior to completion of plans – *saves time!*

STEP 2: Registering for project submittal – **New Appointment Process**

- Email forms DSA-1 Reg & DSA-1 (no drawings or fees) refer to **DSA PR 17-03**
- Request a submittal date 6-8 weeks away
- DSA opens a project box, issues project application number & notifies clients
- Within 1 week upload to box “scope definition drawings” to help define project
- Submit fees and complete submittal package on the date requested – late submittal will be rejected & returned

STEP 3: Submit complete package on appointment date (Page 1 of 2)

- Complete plans & specifications (3 sets)
- Geologic Hazards Report & Soils Report
- Structural Calculations
- Site drawing signed by local fire authority approving fire access, gates, fire flow, and hydrants
- Site plan to show accessible “Path of Travel” for site and building accessibility

STEP 3: Submit complete package on appointment date (Page 2 of 2)

- ⦿ Energy compliance documentation
- ⦿ DSA Application Form (DSA-1)
- ⦿ DSA 3 - Plan Submittal Checklist
- ⦿ Plan review fees - based on estimated construction cost

STEP 4: DSA's Intake and Plan Review

(Page 1 of 2)

- Begins within 5 working days of receipt of complete submittal package
- DSA verifies that plans are complete for review & all required documents supplied
- District and Architect notified by email “Notice of Progress” indicating:
 1. Project's Application number (previously assigned)
 2. Date of plan review start
 3. Referral to TRACKER (on website) for monitoring project status

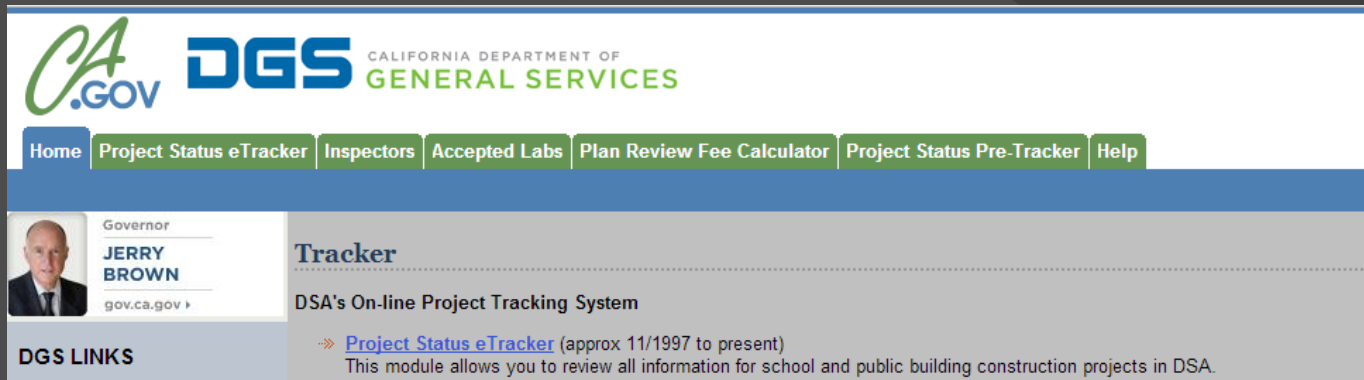
STEP 4: DSA's Intake and Plan Review

(Page 2 of 2)

- ◎ 3 concurrent reviews are conducted:
 1. Structural - Structural Engineer
 2. Fire & Life Safety - FLS Officer
 3. Accessibility - Access Architect

STEP 5: Reviewed Plans Returned to Architect

- Each of three “check-sets” (SS, FLS, AC) returned to Architect when completed
- “TRACKER” indicates status of each review (SS, FLS, AC) including when review is complete and returned to the Architect



The screenshot displays the California Department of General Services (DGS) website. At the top left is the CA.GOV logo, followed by the DGS logo and the text "CALIFORNIA DEPARTMENT OF GENERAL SERVICES". A navigation bar contains links for Home, Project Status eTracker, Inspectors, Accepted Labs, Plan Review Fee Calculator, Project Status Pre-Tracker, and Help. Below the navigation bar, there is a section for Governor JERRY BROWN with a photo and the link gov.ca.gov. To the right, the "Tracker" section is titled "Tracker" and "DSA's On-line Project Tracking System". It includes a link to "Project Status eTracker" (approx 11/1997 to present) and a description: "This module allows you to review all information for school and public building construction projects in DSA."

STEP 6: Design Professional Team Review of Check-set

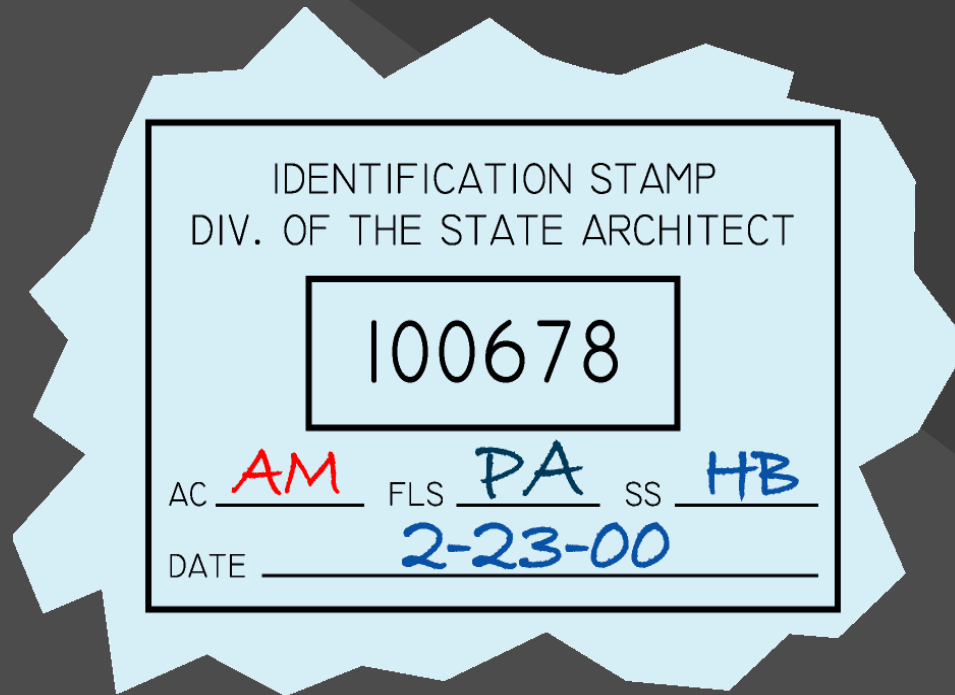
- ⦿ Architect coordinates Design Professional Team review of DSA comments
- ⦿ Design Professional Team makes needed revisions to plans and supporting documents
- ⦿ Architect schedules a “backcheck” appointment at DSA Regional Office

STEP 7: “Backcheck” and Approval of Plans

- ⦿ Architect and consultants bring amended drawings and check-sets to backcheck
- ⦿ Architect and engineers must provide experienced staff at the backcheck
- ⦿ DSA staff reviews amended drawings and the 3 check-sets with the architect & engineers for verification of code compliance and final plan approval

STEP 8: Stamping Plans & Specs

- When backcheck is done, SS, FLS, AC initial & date DSA Identification Stamp



STEP 9: Approving Plans & Specs

- ⦿ Architect arranges for independent reproduction company to pick up approved drawings, scan and provide an electronic record set of plans and specifications to DSA
- ⦿ Original approved drawings released to Architect & DSA issues an Approval Letter
- ⦿ The date of the Approval Letter is the official DSA plan approval date

Modular School Buildings: Over-the-Counter (OTC)

- ◎ Site conditions are reviewed
 - Access Compliance: path of travel, toilets, etc.
 - Fire & Life Safety: distances between buildings, alarms, etc.
 - Structural Safety: verify snow, wind, seismic loads match, etc.
 - Energy Issues: verify climate zone, building orientation, etc.
- ◎ Projects generally reviewed and stamped in one day

Construction Oversight



Construction Oversight

- ◎ DSA Certified Project Inspector
 - › Provides personal, continuous inspection of all construction work
 - › Hired by School District
 - › DSA approved for each project
- ◎ DSA approved testing laboratory
- ◎ DSA Field Engineers
- ◎ Architect/Engineer

Certification



DSA's Final Role: Project Certification

- ⦿ *Certification starts when construction begins!*
- ⦿ Basis for Certification: Verified Reports stating that the work has been performed in compliance with the DSA-approved construction documents:
 - Project Inspector
 - Architect/Engineers
 - Testing Laboratory
 - Contractor

Certification Letter

- ⦿ “This project is in compliance with California State regulations as to the safety of design and construction of public schools, and for the accommodation of persons with disabilities.”

Resources



DSA Web Site:

www.dgs.ca.gov/DSA

- ⦿ Latest news and information on DSA's programs and efforts
- ⦿ Contact information for all DSA offices and staff
- ⦿ Access to all DSA forms and publications



DSA
DIVISION OF THE STATE ARCHITECT

DEPARTMENT OF GENERAL SERVICES

Thank You!

Visit DSA's Web page at www.dgs.ca.gov/dsa

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