

GRANT REQUEST

EMERGENCY REPAIR PROGRAM

Local Educational Agencies (LEAs) are encouraged to consider the utilization of “environmentally preferable purchasing” (EPP) for all their projects, including those projects seeking funding under the Emergency Repair Program (ERP). EPP is the procurement or acquisition of goods and services that have a lesser or reduced effect on human health and the environment when compared with competing goods or services that serve the same purpose. It provides an opportunity to improve the overall health and safety conditions at school facilities. Though the ERP is intended to provide funding for the minimal work necessary for the mitigation of health and safety risks, this objective can often be met with the utilization of EPP. More information about EPP products and sources can be found on the Green California Web site at www.green.ca.gov/EPP.

GENERAL INFORMATION AND REQUIRED DOCUMENTATION

The LEA shall use this form to apply for funding of Emergency Facilities Needs repairs under the Emergency Repair Program (ERP) at eligible schools sites as defined by Section 1859.321. An LEA must submit the following documentation with this form for each project requested on this application:

1. **Documentation:** Provide documentation that sufficiently substantiates the health and safety threat, which must include one or more of the following, as appropriate:
 - Signed copy of the Interim Evaluation Instrument (IEI) identifying the project as a health and safety threat
 - Copies of complaints made by parents, students, or staff referencing the problem
 - Inspection report by qualified individual(s) or firm(s)
 - Work orders that identify the health and safety threat
 - Photos showing the condition of the project prior to the repair work being performed
 - Other forms of documentation that substantiate the health and safety threat
2. **Cost Estimate:** All estimates must be as detailed as possible and no lump sum estimates will be accepted. Furthermore, the estimates must have been prepared by qualified individuals or firms. For force account labor projects, LEAs may provide an estimate by submitting a completed Force Account Labor Worksheet, which is available on the OPSC Web site.

The LEA must retain the following documents on file should the OPSC request them at the time of audit (see Part C. Certifications):

1. DSA Approved Plans and Specifications, if required
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

All estimates must be as detailed as possible and no lump sum estimates will be accepted. Furthermore, the estimates must have been prepared by qualified individuals or firms but are not required to be prepared by the same person(s).

SPECIFIC INSTRUCTIONS

Part A. Project Information

The LEA must complete one Project Detail box for each Type of Project that will be/has been repaired or replaced.

- **DSA Approval:** If any of the work indicated in any of the Project Detail boxes requires DSA approval, the LEA must check “Yes.” Otherwise the LEA must check “No.”
- **Type of Project:** Choose project type indicating the type of building system or structural component the project is addressing. The LEA may indicate only one building system or structural component per Project Detail box completed. Multiple Project Detail boxes may be completed. Use additional sheets if necessary.
- **Project(s) Cost:** Provide the total eligible cost based on the LEA’s estimate(s) and/or actual cost(s).
- **Statement of Health and Safety Condition:** Provide a concise statement of the condition(s) and how it posed/poses a threat to the health and safety of the students and staff at the school site.
- **Type of Health/Safety Document(s) Attached:** Check the box(es) that identifies the type of health/safety document(s) enclosed with the LEA’s application submittal.

Part B. Total Grant Request

Provide the Total Grant Request based on the combined total of the LEA’s estimate(s) and/or actual cost(s) for all Types of Projects requested on this application. If the Total Grant Request is less than \$5,000.00, the LEA must justify its request in the space provided.

Part C. Certifications

The LEA representative must complete this section.

**GRANT REQUEST
EMERGENCY REPAIR PROGRAM**

SAB 61-03 (REV 01/07)

LOCAL EDUCATIONAL AGENCY (LEA) George Washington Unified	APPLICATION NUMBER (OPSC USE ONLY) 61/
SCHOOL NAME Thomas Jefferson Elementary	FIVE-DIGIT DISTRICT CODE (SEE CALIFORNIA SCHOOL DIRECTORY) 12345
COUNTY Presential	SEVEN-DIGIT SITE CODE (SEE CALIFORNIA SCHOOL DIRECTORY) 1234567

PROJECT TYPES:

- Communication Systems • Electrical • Fire Detection/Alarm and/or Sprinkler System • Flooring Systems • Gas • Hazardous Materials • HVAC • Paving
- Pest/Vermin Infestation • Plumbing • Roofing • Structural Damage • Wall Systems • Windows/Doors/Gates • Other

A. PROJECT DETAIL (Complete one box for each type of project at this site. Use additional sheets if necessary):

Will any of the work in the project(s) contained in this Grant Request require DSA approval? Yes No

1.

Type of Project (choose one Project Types above): Pest/Vermin Infestation

Project(s) Cost: Estimate Actual (check all that apply) \$ 3,319.23

Statement of Health & Safety Condition: Rat infestation in cafeteria posed a health risk to students and staff and led to cafeteria closure.

Type of Health/Safety Documents(s) Attached: Photo IEI Complaint Work Order Inspection Report Other Article from Local Paper

2.

Type of Project (choose one Project Types above): Electrical

Project(s) Cost: Estimate Actual (check all that apply) \$ 612.00

Statement of Health & Safety Condition: Multiple ballasts were broken and irreparable. This created a security hazard at night, and the danger of tripping.

Type of Health/Safety Documents(s) Attached: Photo IEI Complaint Work Order Inspection Report Other

**GRANT REQUEST
EMERGENCY REPAIR PROGRAM**

SAB 61-03 (REV 01/07)

B. Total Grant Request: \$ 3,931.23

If the Total Grant Request is less than \$5,000.00, the LEA must justify this request in the space below.

This is the only reimbursement application that the District will be completing for the fiscal year. All other applications for the year will be for grants. The District does not wish to combine grants with reimbursement projects. [Note to LEAs: The LEA may want to separate applications for reimbursement and grant projects. This will allow the State Allocation Board to grant the LEA a "full and final" apportionment for the reimbursement applications.]

C. Certifications

I certify, as the LEA Representative, that the information reported on this form is true and correct and that:

- I am designated as an authorized representative by the governing board of the LEA as of 1/1/2007 ; and,
- The repairs in this project were/are necessary to mitigate conditions that pose(d) a threat to the health and safety of pupils or staff while at school; and,
- The LEA has/will complied/comply with all laws pertaining to the repair of its school facilities;
- The LEA has/will complied/comply with the Public Contract Code; and,
- The LEA has satisfied the supplement, not supplant requirement as defined in Section 1859.328; and,
- The contracts for services or work in this project were not entered into prior to the date specified in Section 1859.324; and,
- The LEA understands that some or all of the funding for the project may be returned to the State as a result of an audit finding pursuant to Regulation Section 1859.326 and 1859.327;
- The LEA will/has comply/complied with Regulation Section 1859.323.2(h) when making repairs to leased facilities; and
- The LEA has on file all cost estimates required for replacement projects as stipulated in the General Information and Required Documentation section on this form and will make these documents available in the event the OPSC requests them for purposes of audit; and,
- The LEA will/has obtain/obtained the Division of State Architect's approval of the plans and specifications, if required, which will be/are on file at the LEA office for OPSC review; and
- The LEA will/has retain/retained on file all appropriate support documentation for this project. For the list of necessary documents please refer to the General Information and Required Documentation section of the Form SAB 61-04.
- This form is an exact duplicate (verbatim) of the form provided by the Office of Public School Construction. In the event a conflict should exist, then the language in the OPSC form will prevail.

I certify under penalty of perjury under the laws of the State of California that the statements in this application and supporting documents are true and correct.

NAME OF LEA REPRESENTATIVE(PRINTED OR TYPED)		TITLE	
John Doe		Facilities Manager	
SIGNATURE OF LEA REPRESENTATIVE		DATE	
ADDRESS		CITY	STATE
789 Abraham Lincoln Ln.		Garfield	CA
TELEPHONE NUMBER		ZIP	
999-555-1234		98765	
		E-MAIL ADDRESS	
		john.doe@gwusd.k12.ca.us	

**EXPENDITURE REPORT
EMERGENCY REPAIR PROGRAM**

SAB 61-04 (NEW 01/07)

GENERAL INFORMATION AND REQUIRED DOCUMENTATION

A Local Educational Agency (LEA) may use this form to report expenditures under the Emergency Repair Program (ERP) that support the Grant previously received. The LEA must retain the following documents, as appropriate, on file should the OPSC request them at the time of audit:

- Construction Contract(s) and supporting documentation [pursuant to Public Contract Code (PCC) Section 20111(b)]
- Schedule of Values
- DSA Approved Plans and Specifications and any change orders
- Cost comparison pursuant to Regulations Section 1859.323.1
- Purchase Order(s) and/or Purchase Agreement(s)
- Architect Agreement(s) and Schedule of Fees
- Qualification Appraisal documents (pursuant to Government Code 4526)
- Copy of Vendor Invoices
- Copy of Warrant(s) or Payment Voucher(s)
- 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

SPECIFIC INSTRUCTIONS**Part A. Project Detail**

The LEA must complete one Project Detail line for each corresponding Project Detail box that was previously reported on the Form SAB 61-03. LEAs may print additional copies of page 2 as necessary to complete expenditure information.

- **Type of Project:** Choose project type indicating the type of building system or structural component for which the LEA previously requested funding on the Form SAB 61-03. The LEA may indicate only one building system or structural component per line. The numbered lines must correspond with the numbered Project Detail boxes on the Form SAB 61-03.

- **Project(s) Cost:** Provide a breakdown of the total eligible cost based on the LEA's actual cost(s).

Part B. Total Expenditure Amount

Provide the total expenditures based on the combined Total Project Cost(s) as reported in the Project Details box(es).

Part C. Certifications

The LEA representative must complete this section.

**EXPENDITURE REPORT
EMERGENCY REPAIR PROGRAM**

SAB 61-04 (NEW 01/07)

LOCAL EDUCATIONAL AGENCY (LEA) George Washington Unified	APPLICATION NUMBER (OPSC USE ONLY) 61/
SCHOOL NAME Thomas Jefferson Elementary	FIVE-DIGIT DISTRICT CODE (SEE CALIFORNIA SCHOOL DIRECTORY) 12345
COUNTY Presential	SEVEN-DIGIT SITE CODE (SEE CALIFORNIA SCHOOL DIRECTORY) 1234567

PROJECT TYPES:

- Communication Systems
- Electrical
- Fire Detection/Alarm and/or Sprinkler System
- Flooring Systems
- Gas
- Hazardous Materials
- Paving
- HVAC
- Pest/Vermin Infestation
- Plumbing
- Structural Damage
- Wall Systems
- Windows/Doors/Gates
- Roofing
- Other

A. PROJECT DETAIL

Complete one Project Detail line for each Type of Project as previously reported on the Form SAB 61-03. LEAs may print additional copies of this page as necessary to complete expenditure information.

TYPE OF PROJECT (INDICATE PROJECT TYPE FROM ABOVE)	DSA NUMBER (IF APPLICABLE)	PLANNING COST	REPAIR / REPLACEMENT COST	TESTING	INSPECTION	TOTAL PROJECT COST
1. Pest/Vermin Infestation		\$ 65.08	\$ 2,954.15		\$ 300.00	\$ 3,319.23
2. Electrical		\$ 2,954.15	\$ 600.00			\$ 612.00
TOTALS		\$ 3,019.23	\$ 3,554.15		\$ 300.00	\$ 3,931.23

EXPENDITURE REPORT

EMERGENCY REPAIR PROGRAM

SAB 61-04 (NEW 01/07)

B. Total Expenditure Amount (Combined Project Detail Totals): \$ 3,931.23

C. Certifications

- I certify, as the LEA Representative, that the information reported on this form is true and correct and that:
- I am designated as an authorized representative by the governing board of the LEA as of 1/1/07; and,
- The LEA has on file all appropriate support documentation as stipulated in the General Information and Required Documentation section on this form and will make these documents available in the event the OPSC requests them for purposes of audit; and,
- The repairs in this project were necessary to mitigate conditions that posed a threat to the health and safety of pupils or staff while at school; and,
- The expenditures reported are within the original scope of the work identified in the Grant Request for this project; and,
- The LEA has complied with all laws pertaining to the repair of its school facilities; and,
- The LEA has complied with the Public Contract Code; and,
- The LEA has satisfied the supplement, not supplant requirement as defined in Section 1859.328; and
- The expenditures for this project did not duplicate expenditures included in a School Facility Program, Deferred Maintenance Program or ERP project; and,
- The construction activities for this project(s) are completed; and,
- The LEA has complied with Regulation Section 1859.323.1 when replacing systems or components and has obtained a cost comparison which is on file at the LEA office for OPSC review; and,
- The LEA has complied with Regulation Section 1859.323.2(h) when making repairs to leased facilities; and
- The contracts for services or work in this project were not entered into prior to the date specified in Section 1859.324; and,
- The LEA understands that expenditures occurring after the submittal of this Expenditure Report are ineligible for reimbursement; and,
- Unless the project is determined to require a Grant Adjustment pursuant to ERP regulations Section 1859.234.1, that the grant amount previously provided by the Board shall be deemed a full and final apportionment, and that all Grant Adjustments are full and final; and,
- The LEA understands that some or all of the funding for the project may be returned to the State as a result of an audit pursuant to Regulation Sections 1859.326 and 1859.327; and
- The LEA has obtained the Division of State Architect's approval of the plans and specifications, if required, which are on file at the LEA office for OPSC review; and
- This form is an exact duplicate (verbatim) of the form provided by the Office of Public School Construction. In the event a conflict should exist, then the language in the OPSC form will prevail.

I certify under penalty of perjury under the laws of the State of California that the statements in this application and supporting documents are true and correct.

NAME OF LEA REPRESENTATIVE (PRINTED OR TYPED)		TITLE	
John Doe		Facilities Manager	
SIGNATURE OF LEA REPRESENTATIVE		DATE	
ADDRESS		CITY	STATE
789 Abraham Lincoln Ln.		Garfield	CA
			ZIP
			98765
TELEPHONE NUMBER		E-MAIL ADDRESS	
999-555-1234		john.doe@gwusd.k12.ca.us	

Cost Estimate for Emergency Repair Program Grant Request (Reimbursement)

SCHOOL DISTRICT	5 DIGIT DISTRICT CODE
George Washington Unified	12345
SCHOOL NAME	COUNTY
Thomas Jefferson Elementary	Presidential
Prepared by	DATE OF ESTIMATE
John Doe, Facilities Manager	30-Mar-07

Category Planning- Architect/Engineering Planning- DSA Fees Planning- Inspections Planning- Administrative/Filing Fees Testing Repair/Replacement Cost	Description of Work- Scope of Project Be as detailed as possible, and list all repairs and components separately	Quantity	Unit Cost	Total Labor Cost	Total Materials Cost	Square Footage of Buildings (if applicable)	List Vendor or contractor name to perform work. If District materials or Force Account Labor used, the LEA may use separate worksheet	Date
Project #1- Vermin								
Planning-Inspection	Inspection of extent of rat infestation in cafeteria and adjacent buildings	1	300.00		300.00	11,000	Rat-B-Gone	2/1/2007
Repair/Replacement	Treatment/extermination for rats	1	2954.15		2954.15	11,000	Rat-B-Gone	2/15/2007
Planning-Admin/Filing	Admin/Filing fees for consultant. 2% of total project cost.	1	65.08		65.08	n/a	Some Company Consultants	2/25/2007
Subtotal- Project #1					3319.23			
Project #2- Electrical								
Repair/Replacement	Ballasts- In-Stock Materials	10	50.00		500.00	n/a	In-Stock	12/1/2006-2/1/2007
Repair/Replacement	Force Account Labor- John Smith Maintenance	5	20/ hr.	100.00		n/a	Force Account Labor	12/1/2006-2/1/2007
Planning-Admin/Filing	Admin/Filing fees for consultant. 2% of total project	1	12.00		12.00	n/a	Some Company Consultants	2/25/2007
Subtotal- Project #2					100.00	512.00		
Total				100.00	3831.23			

John Hancock March 30, 2007
 John Hancock, Architect
 B. Franklin & Associates