

CONVERSION APPLICATION SUBMITTAL REQUIREMENTS

Application for Funding (Form SAB 50-04)

The Form SAB 50-04 serves as a vehicle for applicants to request funding for new construction and rehabilitation projects. The form provides the OPSC with specific project information to determine the adjusted grant including, but not limited to the grade level of the project, the number of pupils requested, whether or not a site is being acquired, and if any additional or supplemental grants are being requested.

When the charter school submits a Form SAB 50-04, they will be required to include a Project Tracking Number (PTN) on the application. If you do not already have a PTN for your project, you can create one on the PTN Generator Website, located on the OPSC website: http://www.applications.opsc.dgs.ca.gov/ProjNumGen/Proj_Track_Home.asp. Charter schools will use project specific passwords assigned by the OPSC to login and create a PTN. To get your password, contact Erin Cunneen at erin.cunneen@dgs.ca.gov or (916) 375-4741, or Thayne Gunther at thyne.gunther@dgs.ca.gov or (916) 375-8062.

Division of the State Architect-Approved Plans and Specifications

All new construction and rehabilitation plans and specifications must be approved by the DSA. The DSA approval must be current and valid at the time of submittal of the application for funding to the OPSC. In addition, all final plans and specifications for new construction or rehabilitation of any school building for which the applicant is seeking State funding requires DSA approval prior to signing a construction contract. The DSA approval must be current and valid at the time of submittal of the application for funding to the OPSC. If an applicant enters into a contract for construction prior to receiving DSA approval of the plans and specifications, the project may not be eligible for State funding. The date of the DSA approval letter, not the DSA stamp, is considered a valid approval. For more information, please refer to Education Code, Section 17072.30. All funding applications must be accompanied by the DSA Final Plan Approval Letter.

California Department of Education (CDE) Approval of Final Plans

The plans submitted to the OPSC must have the approval of the CDE. The final plan approval letter from CDE must accompany the funding application.

Cost Estimate for Site Development (New Construction)

A detailed cost estimate is required if the applicant is requesting additional grants for site development in its new construction funding application.

Appraisal, Escrow Closing Statement, CDE Site Approval (New Construction)

An appraisal dated within six months of the application submittal, escrow closing statement or court order, and CDE site approval letter are required if the application includes site purchase. The State will fund 50% of either the purchase price or the current appraised value, whichever is less.

Accessibility/Fire Code Requirements Checklist (Rehabilitation)

This completed checklist must be submitted to the DSA when submitting projects that contain access compliance and/or fire code work. Once the checklist has been signed by the DSA, as part of the plan approval process, districts must submit it to the OPSC as part of its complete application package.

Cost Estimate (Rehabilitation)

A complete construction cost estimate signed by the architect or design professional is required for the rehabilitation project. The construction cost as submitted to the DSA must equal at least 60 percent of the total project cost.

High Performance Incentive (HPI) Scorecard from DSA

Applicants for both new construction and rehabilitation projects may request additional grants for increased costs associated with high performance attributes in school facilities, including energy and water efficiency, maximized use of natural lighting, improved indoor air quality, utilizing recycled materials, and other attributes available in the High Performance Rating Criteria. If requesting these grants, the applicant must receive an HPI scorecard from DSA and include it in the conversion application submittal to the OPSC.

Career Technical Education Advisory Committee

The applicant must submit written confirmation that either the needs for vocation & career tech facilities are adequately being met in accordance with Education Code, Sections 51224, 51225.3(b) and 52336.1, or that they are exempt from these Education Code requirements.

Determination of Financial Soundness from the California School Finance Authority (CSFA)

The applicant must have a current (within six months) financial soundness determination from the CSFA prior to receiving an unfunded approval or final apportionment. Since this involves a separate review to be conducted by CSFA, the applicant should submit the proper documentation to the CSFA concurrent with the submittal of the Form SAB 50-04 and other conversion materials to the OPSC to allow both organizations the appropriate review time to avoid delay of final project and financial approvals.