

The background of the slide features a grayscale image of architectural blueprints. A rolled-up document, possibly a set of plans, is visible in the lower right quadrant, resting on a surface. The blueprints show various lines, grids, and technical drawings. The overall tone is professional and technical.

# **The State Agencies' Top Tips for Getting Your Project Approved— An Overview of the State Agencies**

**Moderator: Liese Olukoya  
California Department of  
Education  
School Facilities and  
Transportation Services Division**



# DSA

DIVISION OF THE STATE ARCHITECT

DEPARTMENT OF GENERAL SERVICES

## **Dan Levernier**

Regional Manager  
Sacramento Regional Office

## **Leroy Tam**

Regional Manager  
Oakland Regional Office





*100+ Years of California Architecture*

# DGS Values

- ⦿ Integrity
- ⦿ Accountability
- ⦿ Communication
- ⦿ Excellence
- ⦿ Innovation
- ⦿ Teamwork

# **Top Tips for Getting Your Project Approved - DSA**

## **Project Plan Review and Approval**

# Project Development Tips

- ◎ Prior to design, conduct adequate surveys for accessibility, fire life safety, and structural aspects. For existing facilities:
  - > Verify the path of travel, toilets, elevator
  - > Identify the type of construction and the approved use of the building
  - > Identify the code used for building approval, as needed for code analysis
  - > Condition assessment for possible deterioration, settlement, cracks, delamination, corrosion, dry rot, and termite damage

# Project Development Tips (cont.)

- ◎ Preliminary meeting with DSA is recommended for large or complex projects
  - > Identify/discuss potential design or code problems early
  - > Project scheduling constraints and funding deadlines
  - > Verify deferred approval items (i.e., open-web steel joists)
  - > Consideration of technical infeasibility (hardship)
  - > Use of any proprietary structural system
  - > Alternate means and methods
  - > School district participation

# Submitting Plans to DSA

- Complete plans and specifications: 3 sets (4 if requesting HPI review); use Form DSA-3, *Project Submittal Checklist*
- Geological Hazards Report and Soils Report, if required (refer to IR A-4)
- Site Plan drawing signed by the local fire authority approving fire access, gates, fire flow, and hydrants
- Site Plan to show “Path of Travel” for site and building accessibility

# Submitting Plans to DSA (cont.)

- ◉ Energy compliance documentation
  - > 2008 Energy Code Compliance Checklist (DSA-403)
- ◉ DSA Application Form (DSA-1)
- ◉ Project tracking (PTN) number
- ◉ Testing and Inspection Form (DSA-103)
- ◉ Fees – based on estimated construction cost
- ◉ Structural calculations
- ◉ Cut sheets if necessary

# Common Items Delaying Approval of Your Plans

- Not providing a completed, signed, and dated DSA-810: Local Fire Authority Review on the Overall Site Plan.
- Not submitting the Geohazard Report to the California Geological Survey for review and approval.
- Utilizing prior DSA projects with application numbers that are not closed with certification.

# Common Items Delaying Approval of Your Plans (cont.)

- ⦿ Not submitting a DSA-3: Project Submittal Checklist and cross checking that checklist with the submittal.
- ⦿ Not submitting all required components of Title-24 Energy Review:
  - > DSA-403: 2008 Energy Code Compliance Checklist
  - > 8 ½" x 11" Title-24 calculations
  - > Title-24 calculations imprinted on the drawing sheets

# Common Items Delaying Approval of Your Plans (cont.)

- ⦿ Submitted drawings and/or calculations are not initially stamped by the design professional or has exceeded the expiration date.
- ⦿ Not providing required accessibility items for the scope of work:
  - > parking
  - > path of travel
  - > restrooms

# Common Items Delaying Approval of Your Plans (cont.)

- Not providing a complete and accurate scope of work narrative on the Cover Sheet.
- Not coordinating the DSA-1 scope and the scope of the drawings submitted.
- “Incomplete Notice”: not providing a written narrative of where and how each incomplete item was addressed.
- PTNs not included on the DSA-1.

# Common Items Delaying Approval of Your Plans (cont.)

- Certification status not checked on the DSA-1, lines 6, 7, 8, and 10.
- Poor coordination between grid lines in the structural calculations and structural drawings.
- Lack of construction document coordination between disciplines.
- Poor coordination between mechanical and structural roof framing drawings.

# Common Items Delaying Approval of Your Plans (cont.)

- Use of products without ICC/IAPMO product approval or acceptance by other state agencies.
- Use of proprietary computer programs.
- Backcheck architect/engineer unfamiliar with the project.
- Plan review comments not addressed at backcheck.

# DSA Web Site

<http://www.dsa.dgs.ca.gov>

- ◎ Project Status – “Tracker”
- ◎ Project Submittal/Plan Review Process
- ◎ DSA Publications and Forms
- ◎ DSA Inspector and Lab Programs
- ◎ Contact Information for HQ and Regional Offices

# Additional DSA Presentations

- ◎ Tuesday, February 25, 2014
  - > Legislative and Regulatory Update
    - 2:30-4:30pm, Clinic, Room 38
  
- ◎ Wednesday, February 26, 2014
  - > DSA “Continuous Improvement – Changing Culture, Changing Process”
    - 9:00-10:30am, Workshop, Room 306
  - > DSA and Proposition 39
    - 10:45-11:30am, Roundtable Discussion, Room 312
  - > How is DSAbox Working for You?
    - 11:30am-12:15pm, Roundtable Discussion, Room 312

# Top Tips from the Office of Public School Construction

PRESENTATION BY:

Michael Watanabe - Chief, Program Services

February 25, 2014



OFFICE OF PUBLIC SCHOOL CONSTRUCTION

# Agenda Summary

- About the Office of Public School Construction (OPSC)
- Overview of the OPSC's approval process
- Applications Review Process
- Priority Funding Requests
- Successful Requests for Funding
- Resources

# About the Office of Public School Construction (OPSC)

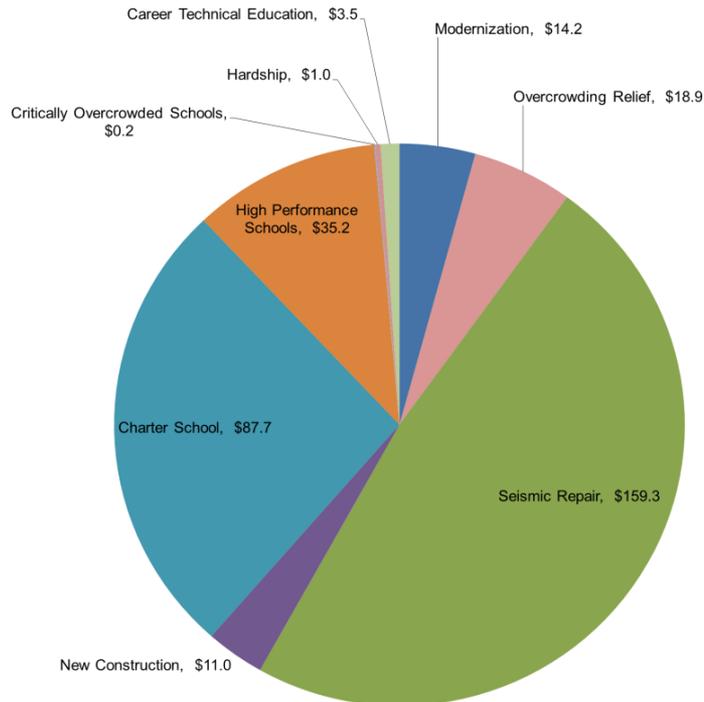
## About the OPSC

- Under the authority of the State of California's Department of General Services.
- Staff to the State Allocation Board (SAB).
- Implements and administers a **\$35 billion** voter-approved school facilities construction program.

# Remaining Bond Authority

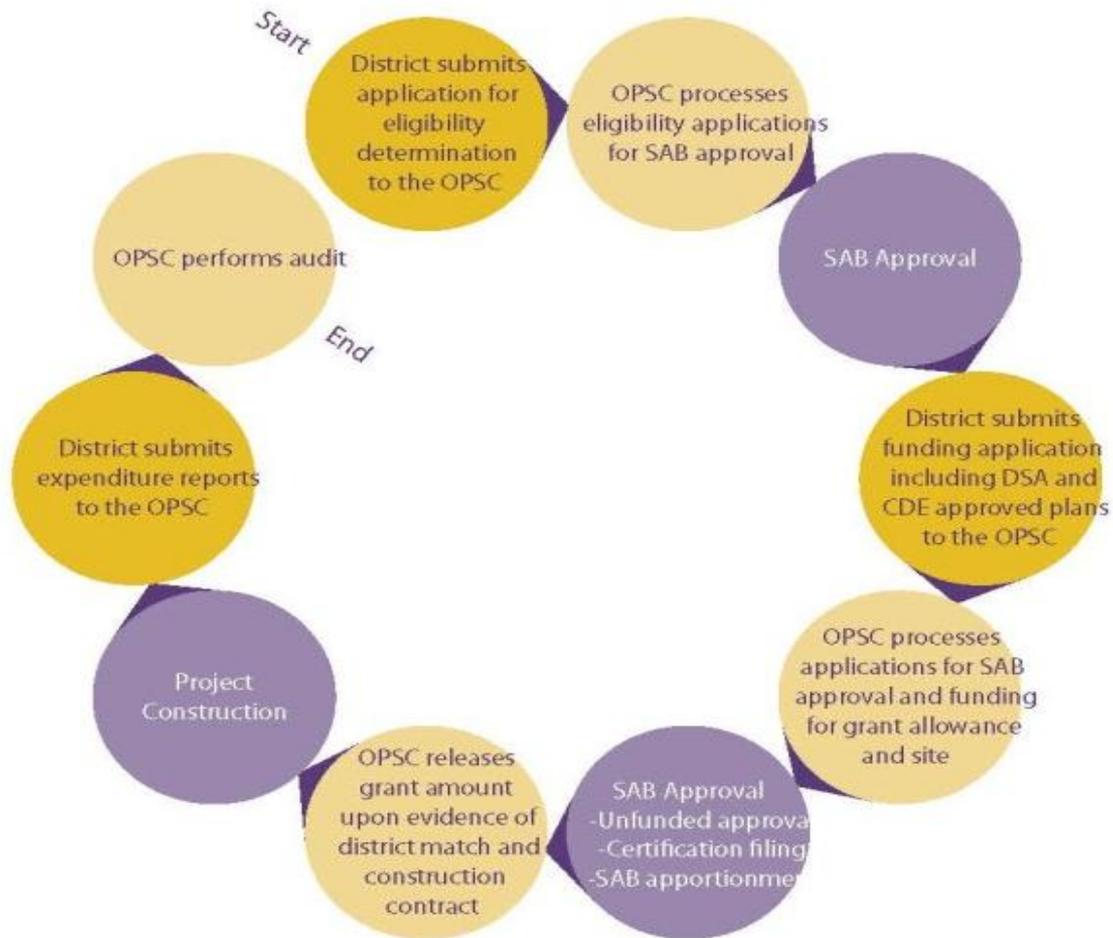
Remaining Bond Authority - \$331.0 million

(by program, in millions)  
As of January 22, 2014



Remaining Bond Authority (in millions)	
Modernization	\$ 14.2
Overcrowding Relief	\$ 18.9
Seismic Repair	\$ 159.3
New Construction	\$ 11.0
Charter School	\$ 87.7
High Performance Schools	\$ 35.2
Critically Overcrowded Schools	\$ 0.2
Hardship	\$ 1.0
Career Technical Education	\$ 3.5
<b>Grand Total</b>	<b>\$ 331.0</b>

# Approval Process



## Overview of SAB Lists

<b>New Construction</b>	<b>Unfunded List (Lack of AB 55 Loans)</b>	<b>Unfunded List (Lack of Authority)*</b>	<b>"Acknowledged" List**</b>
	Applications Received Prior to July 12, 2012	Applications Received July 13, 2012 to October 31, 2012	Applications Received from November 1, 2012
<b>Modernization</b>	<b>Unfunded List (Lack of AB 55 Loans)</b>	<b>Unfunded List (Lack of Authority)</b>	<b>"Acknowledged" List</b>
	Applications Received Prior to May 3, 2012	Applications Received May 4, 2012 to October 31, 2012	Applications Received from November 1, 2012
	<ul style="list-style-type: none"> <li>Fully processed by OPSC</li> <li>SAB Approved - Bond Authority</li> <li>Waiting for an Apportionment through Priority Funding round - no guarantee of future funding.</li> </ul>	<ul style="list-style-type: none"> <li>Fully processed by OPSC</li> <li>SAB Approved - no Bond Authority</li> <li>No guarantee of future funding or bond authority.</li> <li>Could be placed on "Lack of AB 55 Loans" List if bond authority becomes available under current program.</li> </ul>	<ul style="list-style-type: none"> <li>School board resolution required with submittal of application.</li> <li>Accepted but not processed by OPSC.</li> <li>SAB acknowledges but does not approve.</li> <li>No guarantee of future funding or bond authority.</li> </ul>

\* Applications on this List have no Bond Authority or guarantee of future funding.

\*\* If a school facilities program is approved in the future, it is unknown whether these projects will be processed or eligible for funding under the new criteria.

# Application Review Process

Approved by Office of Administrative Law  
on November 1, 2012:

- Applications will go through the normal intake review.
- New Construction and Modernization application packages must include a school board resolution that includes several acknowledgements. (See SFP Regulation Section 1859.95.1)
- Multiple projects may be listed on one resolution.

# Application Review Process

- No Plan Verification Team review of plans, no Project Manager analysis of application package.
- Projects will be placed on a Board Acknowledged List (Applications Received Beyond Bond Authority) – in order of date received.
- Eligibility applications and updates will be accepted, but not processed.

# Application Review Process

- Financial Hardship Applications will not require prior approval.
- This new process will apply to the New Construction and Modernization programs that have exhausted all bond authority.

# Tips for Application Review Process

## **Electronic Plan Submittals**

- For projects received after 10/31/12 (projects past authority), OPSC will not “require” a hard copy set of plans with the submittal.
- School districts are encouraged to submit plan sets included with their funding applications in electronic format (CD or flash drive) instead of full hard copy plan sets.
- This will save on processing time and shipping and printing costs.

# Priority Funding Overview

- Unfunded Approval
- Priority Funding Request
- Financial Hardship Re-Review
- Apportionment
- Fund Release

# Priority Funding: Getting on List

Must be on Unfunded List (Lack of AB 55 Loans)



Submit request to convert unfunded approval to apportionment



As cash becomes available, the SAB makes apportionments

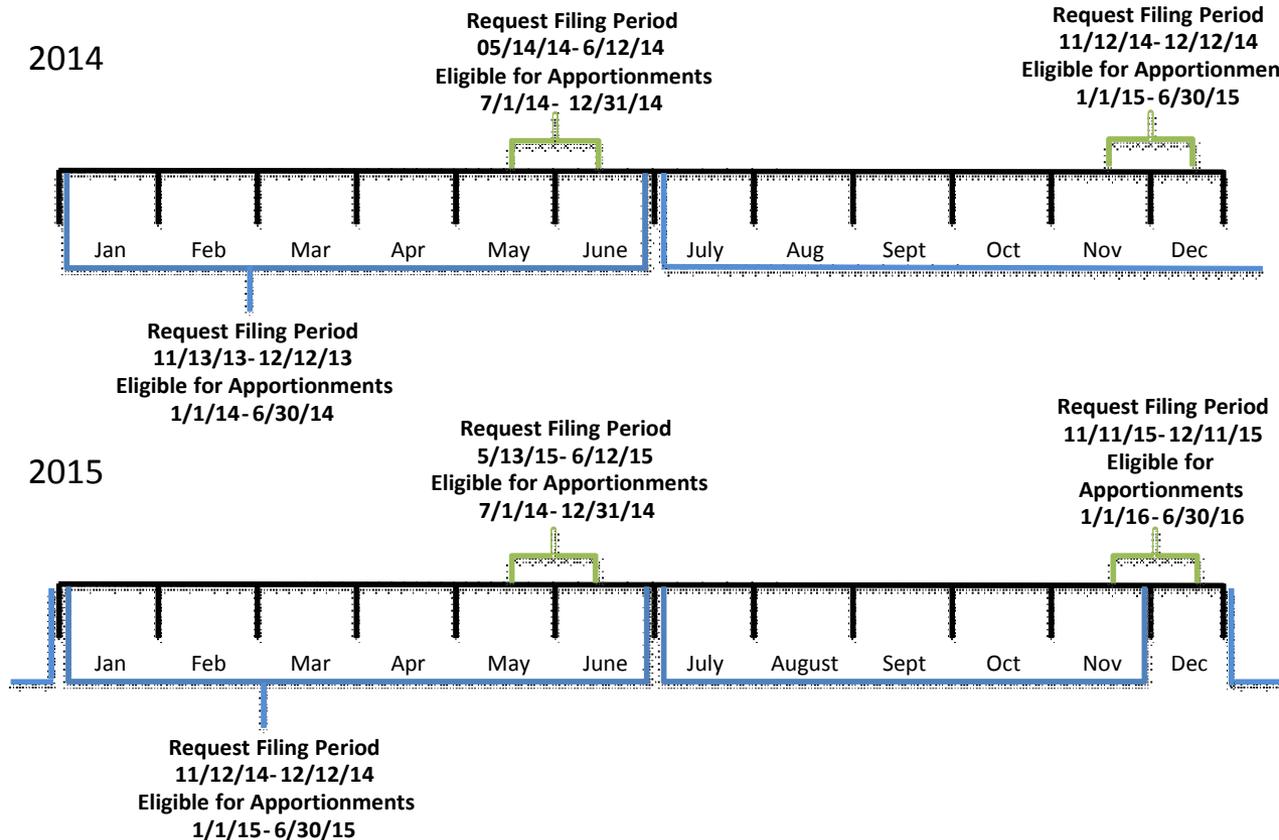
# Tips for Unfunded Approvals

- Unfunded approvals are not a guarantee of funding.
- Be familiar with the Priority Funding rules.
- Be prepared to submit a request for Priority Funding.
- Financial Hardship applications are subject to a re-review process if the project has been on the unfunded list for more than 180 days.

# Priority Funding Requests

- Current requests for Priority Funding (submitted November 13 – December 12, 2013) are valid until June 30, 2014.
- Next request period starts **May 14 and ends on June 12, 2014.**
- Holidays and weekends are included in the 30-day request period.

# Priority Funding Timeline



# Tips for Priority Funding Requests

- Update your District Representative on the *Eligibility Determination* (Form SAB 50-03).
- Know your project's construction type for fund release requirements.
- Don't submit copies or PDFs.
- Include all projects in one letter.
- Hand delivery goes to the OPSC Business Services Office.

# Tips for Priority Funding Requests

## **REQUIRED**

- District Letterhead
- Name of School
- OPSC project number
- Original signature

## **OPTIONAL**

- Include District Representative's phone number, extension
- Alternate District Representative's phone number, extension
- Consultant's name and phone number

# Tips for Priority Funding Requests

All Priority Funding requests must be submitted to the following address:

Office of Public School Construction  
Subject: Priority Funding Round  
707 Third Street  
West Sacramento, California 95605

Monitor any mailed requests by tracking the parcel and receiving delivery confirmation.

# Tips for a Successful Fund Release

- Priority Funding – 90 days to submit a *Fund Release Authorization* (Form SAB 50-05).
- Failure to submit a Form SAB 50-05 within the 90-day period will result in the project being rescinded.
- A rescinded application will revert back to an unfunded approval:
  - Bottom of the unfunded list
  - New unfunded approval date

# Tips for a Successful Fund Release

## ***COMMON MISTAKES TO AVOID***

- Incorrect version of Form SAB 50-05
- Incorrect project number on Form SAB 50-05
- Required boxes not checked
- No signature page of construction contract
- No Notice to Proceed
- No Labor Compliance Program contract
- No Department of Industrial Relations approval letters

# Tips for a Successful Fund Release

All Form SAB 50-05 and fund release request documents must be submitted to the following address:

Office of Public School Construction  
707 Third Street  
West Sacramento, California 95605

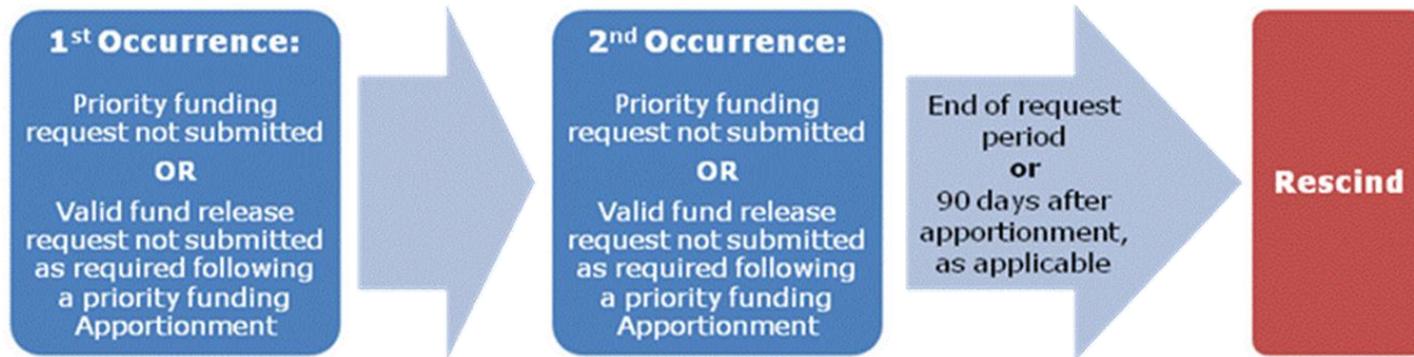
Monitor any mailed fund release requests by tracking the parcel and receiving delivery confirmation.

# Nonparticipation

- If a district does not submit a request to convert an unfunded approval to an apportionment, it counts as one occurrence of nonparticipation.
- If a district submits the Priority Funding request, but does not submit a valid *Fund Release Authorization* (Form SAB 50-05), it counts as one occurrence of non participation.

**Two occurrences = Project Rescission**

# Nonparticipation



# Nonparticipation

## **Two occurrences = Project Rescission**

- Project removed from Unfunded List (Lack of AB 55 Loans)
- Bond authority removed
- Pupil grants returned to eligibility baseline

# Resources

## **Applications Received Beyond Bond Authority webpage**

<http://www.dgs.ca.gov/opsc/Home/ApplicationsReceivedBeyondBondAuthority.aspx>

## **Building Blocks newsletters**

<http://www.dgs.ca.gov/opsc/Resources/BuildingBlocks.aspx>

## **Prevailing Wage Monitoring/Labor Compliance Program Requirements**

<http://www.dgs.ca.gov/opsc/Program/pwmlcp.aspx>

## **Priority Funding Information**

<http://www.dgs.ca.gov/opsc/Home/PriorityFunding.aspx>

## **Webinars**

<http://www.dgs.ca.gov/opsc/Resources.aspx>, click on the Presentations Tab

# Questions

Please let us know if you have any questions...

Michael Watanabe - Chief, Program Services  
[michael.watanabe@dgs.ca.gov](mailto:michael.watanabe@dgs.ca.gov)

Please send comments and suggestions to:  
[opscnews@dgs.ca.gov](mailto:opscnews@dgs.ca.gov)



**TOM TORLAKSON**  
State Superintendent  
of Public Instruction

# *California Department of Education*

## **School Facilities and Transportation Services Division**

*Presenter: Lisa Constancio*



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State Superintendent  
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# Agenda Summary

- Role of the California Department of Education (CDE)
- Overview of the CDE site and plan approval processes
- Top 10 Tips for getting your Projects Approved
- CDE's current work
- Resources



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# Role of the CDE

- **California *Education Code* Section 17251**
  - CDE to develop standards for school sites and plans to ensure educational appropriateness and promote school safety
  - Upon LEA request, CDE reviews proposed school sites and plans
- **Standards in *California Code of Regulations (CCR)*, Title 5**
- **Advisory and Best Practices**



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# Role of the CDE (cont.)

- All public school sites and plans, regardless of funding source, must meet **Title 5** standards (Charter schools have specific requirements and exemptions based on the Education Code) :
  - Section 14010, site standards
  - Section 14030, plan standards
  - Sections 14011 and 14032, state funded procedures
  - Sections 14012 and 14033, locally funded procedures
- If state funds are to be requested, CDE approval is required (*Education Code* Section 17070.50)



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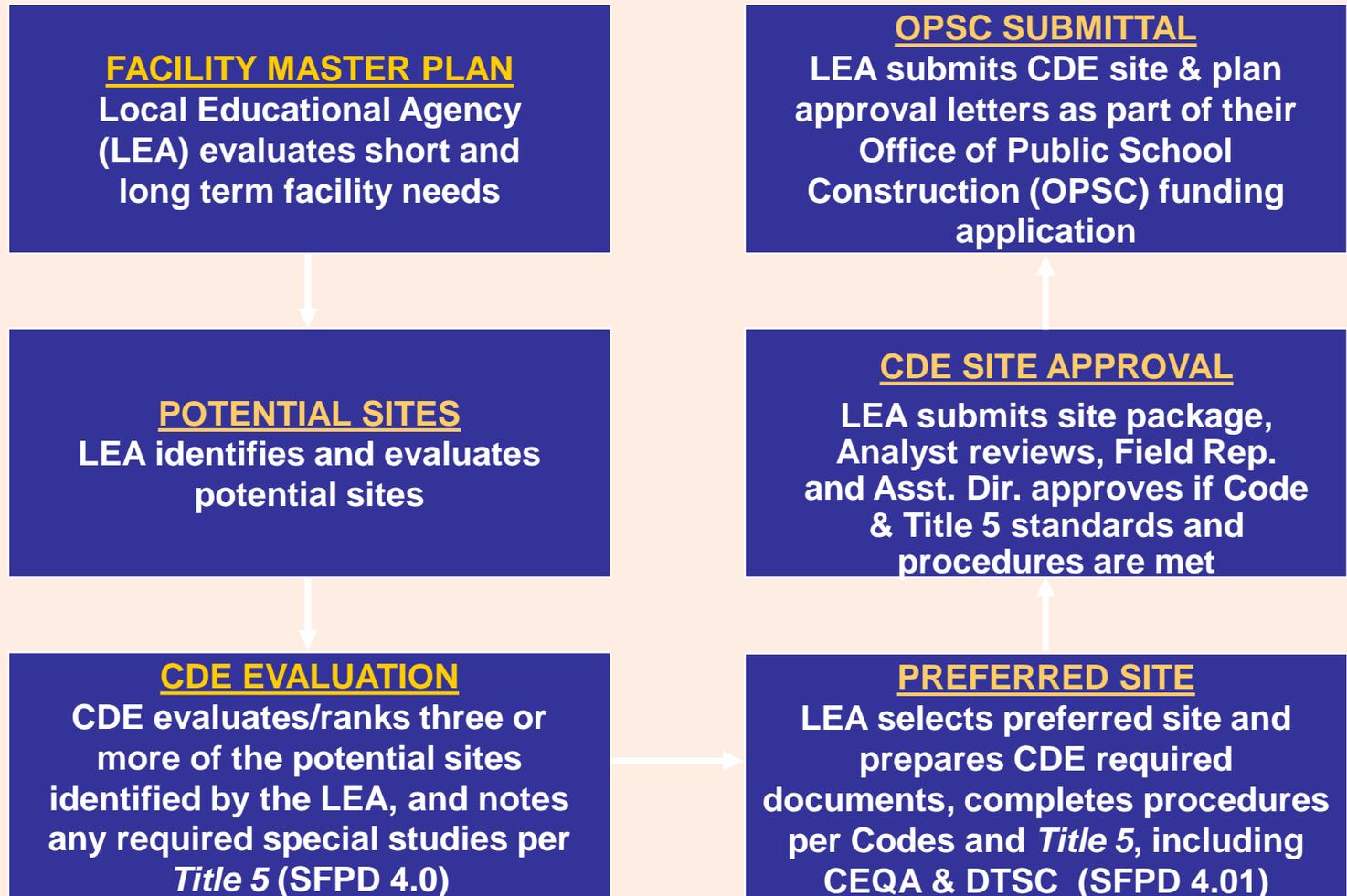
# SFTSD – Who are we?

- **Director** - Kathleen Moore
- **Assistant Director** - Fred Yeager  
(supervises Field Consultants)
- **Education Administrator** - Kathleen Smothers (policy)
- **Staff Manager** – Cynthia Olsen  
(supervises Analysts)
- **Senior Architect** – Diane Waters
- **8 Field Representatives** - (Geographic and topical assignments, 5 based in Sacramento Office)
- **Office of School Transportation**



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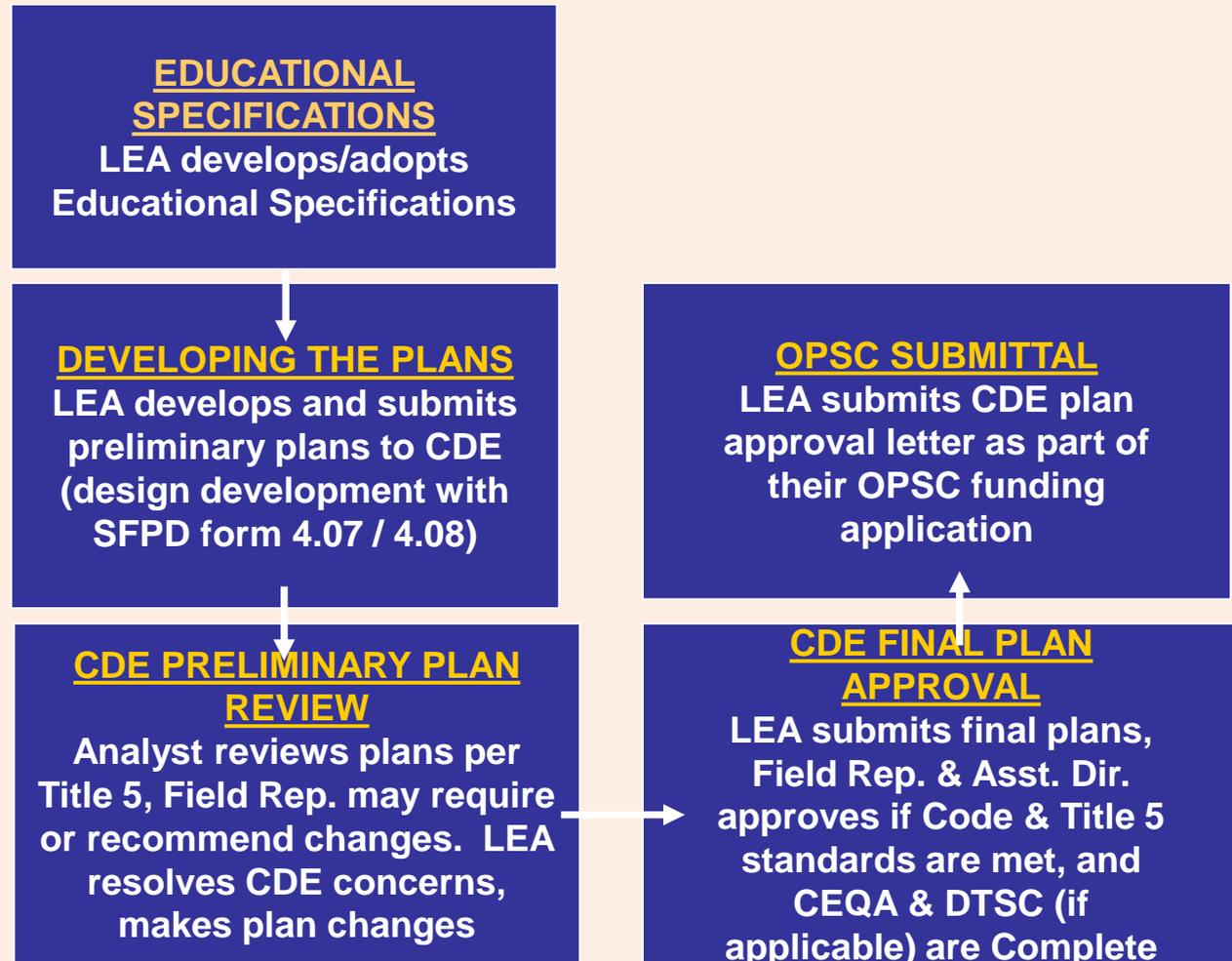
# Site Approval Process Overview





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# Plan Approval Process Overview





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# CDE Top 10 Tips

- 1. Develop and Use Educational Specifications**
  - Required by Title 5, Involve all stakeholders in development
- 2. Develop / Update a Facilities Master Plan**
  - Recommend 5+ year timeframe, update at least every 3-5 years
- 3. Ensure that LEA staff, your architects and consultants understand and use CCR Title 5, e.g.:**
  - Minimum Classroom sizes
  - Parking lot, drop-off, bus separations/safety



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# CDE Top 10 Tips

- 4. Use most current forms/guidance from CDE Web**
  - Latest requirements and certifications on forms
  - Guidance for Power lines, Pipelines, etc.
- 5. Early and frequent contact with CDE Field Representative**
  - Review of requirements, processes
  - Consider attending County Office of Ed. Facilities Planners Meetings
- 6. Plan sites for future growth** (acreage, access, supervision, interaction, support for expanding capacity)



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# CDE Top 10 Tips

- 7. Understand the role / timelines of CDE, City/County and any other approval agencies**
  - Are there any other agency approvals or overrides needed? (*e.g., Coastal Commission, Regional Planning Agency, Army Corp of Engineers, Airport Land Use Commission, Dept. of Conservation-Williamson Act Contracts, Air Quality Mgmt. Dist, CalTrans-Airports, Cities/Counties, etc.*)
- 8. Ensure your documents / studies are consistent internally and with each other**
- 9. Clear Definition of Project Scope Upfront**



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# CDE Top 10 Tips

## 10. Submit Preliminary Plans to CDE

- Schematic/Design development docs. (20-50%)
- Saves time for CDE final plan approval
- Saves money (fewer unexpected changes later)
- Better final product
- Insist your design professional submit early (before DSA submittal)
- Respond to preliminary plan required changes and comments in final plan approval request



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# CDE's current work

- SB 1404 – Changes to Civic Center Act
- Proposition 39 – California Clean Energy Jobs Act
- Current review of Title 5 regulations
- Green Ribbon Schools Award Program
- Charter School Facilities Program Workshops
- Recruitment for Field Representative – Introduce New Field Representative
- Tracking of Approved projects in CDE
- Research pages on web page



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# Sample CDE Web Site Resources

- California *Code of Regulations*, Title 5
- Hazard evaluation guidance (pipelines, power lines, etc.)
- Project application forms
- Staff and County assignments
- Physical Education Planning Guidelines
- Small School Site Guidelines
- Advisories / Memos / Reports / Presentations
- Guidance / Best Practices Publications (e.g., *School Site Selection & Approval*, *School Site Analysis and Development*, *Educational Specifications*, *Healthy Children Ready to Learn*)



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# CDE Contact Information

California Department of Education  
School Facilities and Transportation  
Services Division

1430 N Street, Suite 1201

Sacramento, CA 95814

(916) 322-2470

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



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# Other CDE Conference Events

## Workshops

- Title 5 on the Table  
February 26, 10:45 a.m. - 12:15 p.m.

## Roundtables

- Proposition 39  
February 25, 2:30 p.m. – 3:15 p.m.
- STEM Learning Environment Design Showcase  
February 25, 3:15 p.m. – 4:00 p.m.

## Resource Room

- February 25, 8:30 a.m. – 11:30 a.m. and 2:30 p.m. – 4:30 p.m.