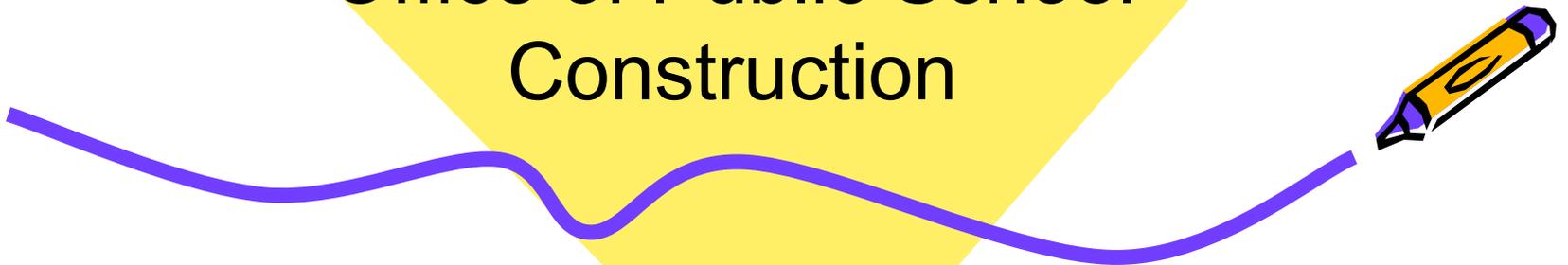


# Deferred Maintenance Program

Office of Public School  
Construction

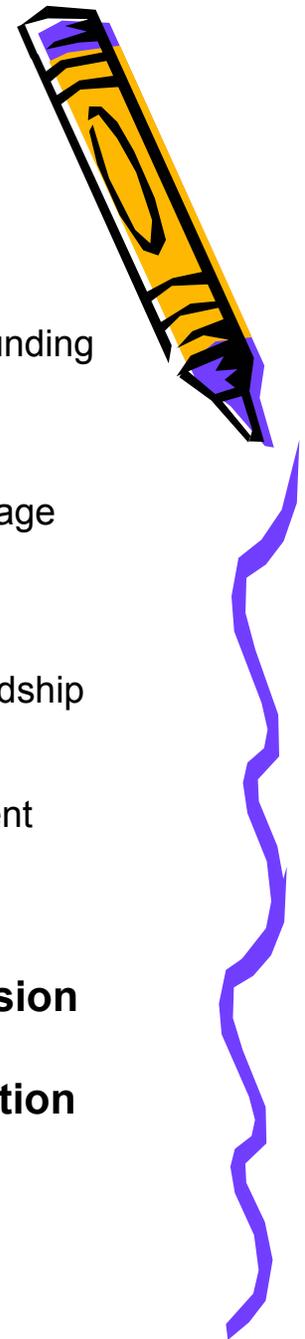


Lisa Constancio

Elizabeth Dearstyne

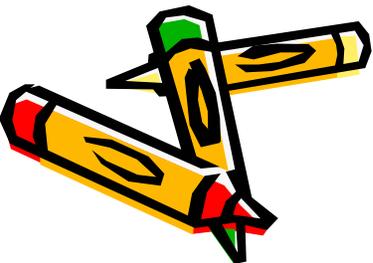
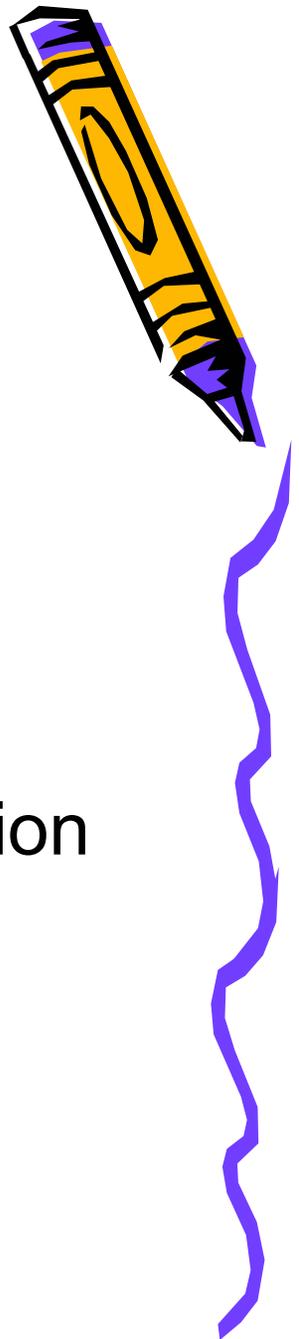
# AGENDA

- **Introduction/General Overview**
  - Common Terms
  - Program Funding Sources
  - Available Funding
  - Eligible Deferred Maintenance Projects
  - Program Forms and Deadlines
- **Basic Grant**
  - Basic Grant Funding Cycle
  - Five Year Plan (Form SAB 40-20)
  - Eligible Projects
  - Revising the Five Year Plan
  - Deposit of Matching Funds
  - Basic Grant Calculation
  - Certification of Deposits (Form SAB 40-21)
  - Deposit Less Than Maximum
- **Question and Answer Session**
- **Extreme Hardship Grant**
  - Extreme Hardship Grant Funding Cycle
  - Eligibility
  - Eligible Projects
  - Complete Application Package
  - OPSC Review Process
  - District Contribution
  - Project Priorities
  - Distribution of Extreme Hardship Grants
  - Release of Funds
  - Time Limit On Apportionment
  - Expenditure Audit
  - Compliance with Laws
- **Question and Answer Session**
- **Resource/Contact Information**



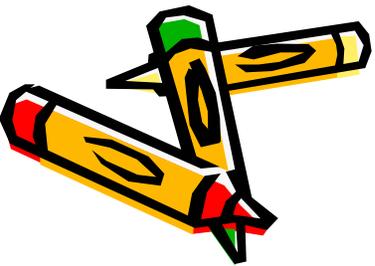
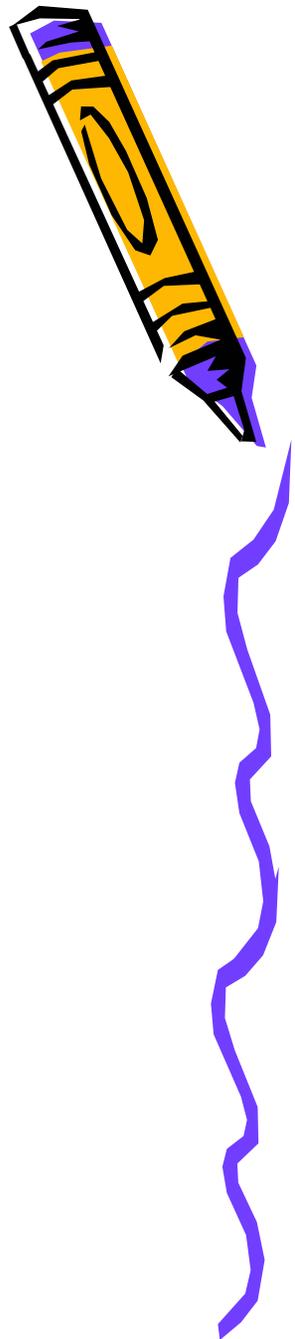
# Introduction

- OPSC Role in Administering the DMP
- Amendments will become effective July 1, 2002
- Regulations developed by OPSC with assistance and input of SAB Implementation Committee
- Forms are part of regulations



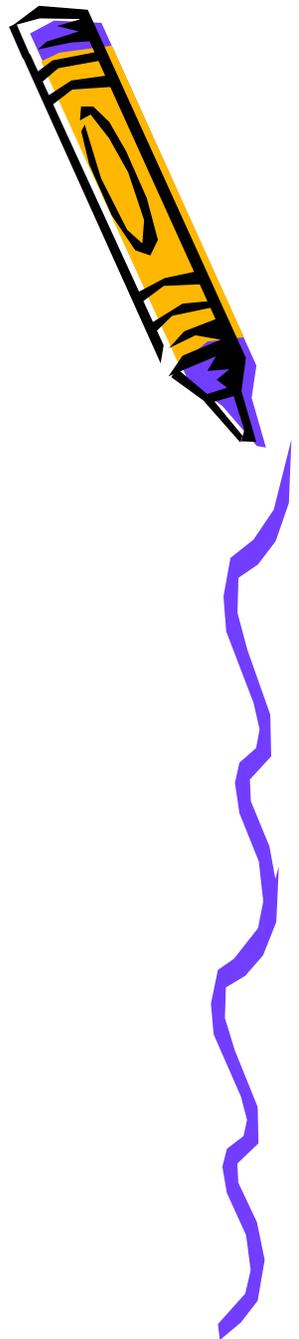
# Common Terms

- Deferred Maintenance
- Maximum Basic Grant
- Prorated Basic Grant
- Extreme Hardship Grant

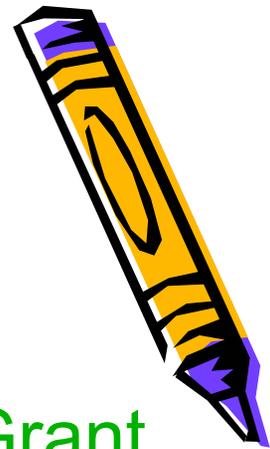


# Program Funding Sources

- Excess Repayments from the State School Building Aid Program
- State School Site Utilization
- Budget Act



# Available Funding

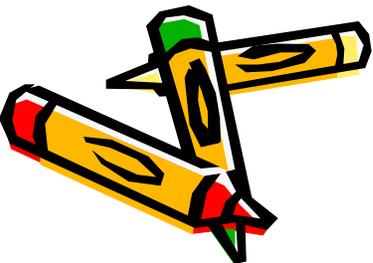


## Basic Grant

- Current SAB approved Five Year Plan
- Prorated amount
- Dollar-for-dollar state match

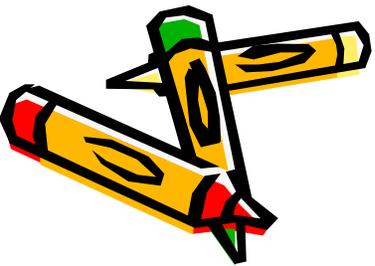
## Extreme Hardship Grant

- 10 percent may be reserved
- Critical project on Five Year Plan
- Unfunded approval

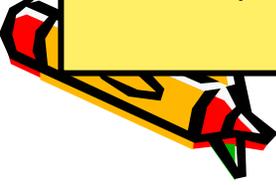


# Eligible Deferred Maintenance Projects

- Classroom Lighting
- Electrical
- Floor Covering
- HVAC
- Painting
- Paving
- Plumbing
- Roofing
- Underground Toxic Tanks
- Wall Systems
- Asbestos



# Program Forms and Deadlines



Form	Form Submittal Deadlines
Five Year Plan, Form SAB 40-20 (Previous Form # SAB 40-1)	Last working day in June for the current fiscal year.
Certification of Deposits, Form SAB 40-21 (Previous Form # SAB 40-7)	60 days from SAB apportionment of the Basic Grant.
Extreme Hardship Funding Application, Form SAB 40-22 (Previous Form # SAB 40-5)	Last working day in June for the current fiscal year.
Fund Release Authorization, Form SAB 40-23 (New Form)	Within one year from SAB apportionment of Extreme Hardship Grant.
Expenditure Report, Form SAB 40-24 (Previous Form # SAB 184DM)	Within two years from the date any funds were released.

# Basic Grant Funding Cycle

District submits funding application for basic grant **by last working day in June** OR retains current Five Year Plan on file.

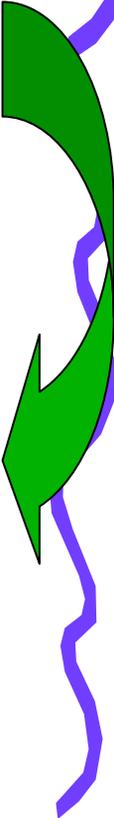
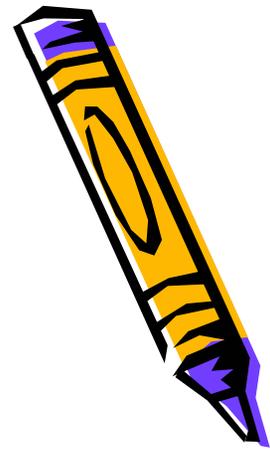
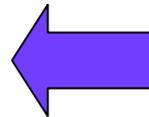
SAB  
Approva  
|

OPSC establishes an apportionment listing of districts receiving the basic grant in the Fall following the end of FY.

SAB  
Approva  
|

OPSC processes a fund release for the Basic Grant. Funds will be sent from State Controller to COEs to distribute to districts.

Districts deposit matching funds and county offices of education certify and submit the *Certification of Deposits*, Form SAB 40-21 **within 60 days** of SAB apportionment.



SCHOOL DISTRICT \_\_\_\_\_ COUNTY \_\_\_\_\_ FIVE DIGIT DISTRICT CODE NUMBER (See California Public School Directory) \_\_\_\_\_ CURRENT FISCAL YEAR \_\_\_\_/\_\_\_\_/\_\_\_\_

The District:  has not previously submitted a Five Year Plan.  is submitting this updated/revised Five Year Plan which supersedes the plan currently on file with the SAB.

Part I - The following individual has been designated as a district representative by school board minutes: TELEPHONE NUMBER \_\_\_\_\_ FAX NUMBER \_\_\_\_\_

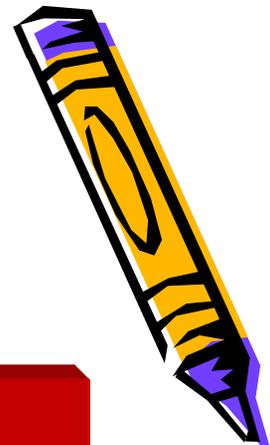
DISTRICT REPRESENTATIVE \_\_\_\_\_ TITLE \_\_\_\_\_ BUSINESS ADDRESS \_\_\_\_\_ E-MAIL ADDRESS \_\_\_\_\_

Part II - Estimated Fiscal Year Data

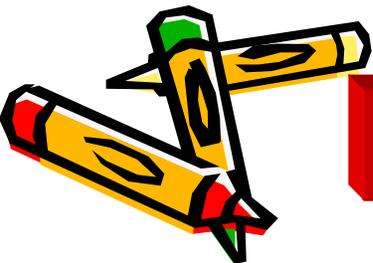
1. NAME OF PROJECTS	2. CURRENT F.Y.	3. SECOND F.Y.	4. THIRD F.Y.	5. FOURTH F.Y.	6. FIFTH F.Y.	7. TOTAL ESTIMATED COST
Asbestos						
Classroom Lighting						
Electrical						
Floor Covering						
HVAC						
Painting						
Paving						
Plumbing						
Roofing						
Underground Tanks						
Wall Systems						
8. Grand Total						

9. Remarks \_\_\_\_\_

**District Representative**



# Five Year Plan, Form SAB 40-20



**New Certification**

10. List the school names where deferred maintenance projects are planned in this Five Year Plan:

11. Certifications:

I certify as District Representative that:

- this work does not include ineligible items and that all work will be completed in accordance with program requirements, applicable laws and regulations. The district shall maintain proper documentation in the event of an audit; and,
- the district understands that should an audit reveal that these funds were expended for other than eligible deferred maintenance costs, the SAB will require the district to return all inappropriately expended funds; and,
- the plans and proposals for expenditures of funds as outlined in this report were discussed in a public hearing at a regularly scheduled school board meeting on \_\_\_\_\_; and the district has complied with all the other requirements of Education Code Section 17584.1; and,
- This Form is an exact duplicate (verbatim) of the form provided by the OPSC. 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.

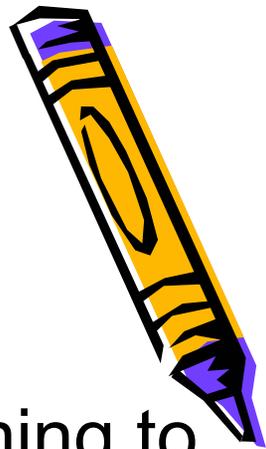
*[Signature]*

\_\_\_\_\_  
 SIGNATURE OF DISTRICT REPRESENTATIVE

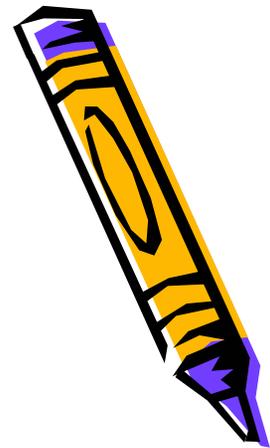
\_\_\_\_\_  
 DATE

# Projects that can be put on the Five Year Plan are...

- **Repair or replacement projects** conforming to the eligible project categories, and;
- **District owned facilities** used for school purposes. Exception: State Relocatable Classroom leased facilities.
- COEs can include facilities owned or leased facilities that are required to be maintained, which are exempt from the Field Act.



# When to revise the Five Year Plan?



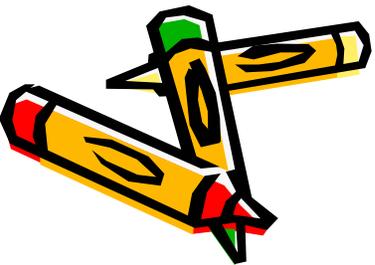
- The plan has expired.
- Deferred Maintenance work will be performed that is not currently listed on the plan or at a school not on the plan.
- Work on the plan was performed using SFP Modernization or Federal Renovation Program grants.
- Revisions are not accepted for prior fiscal years.



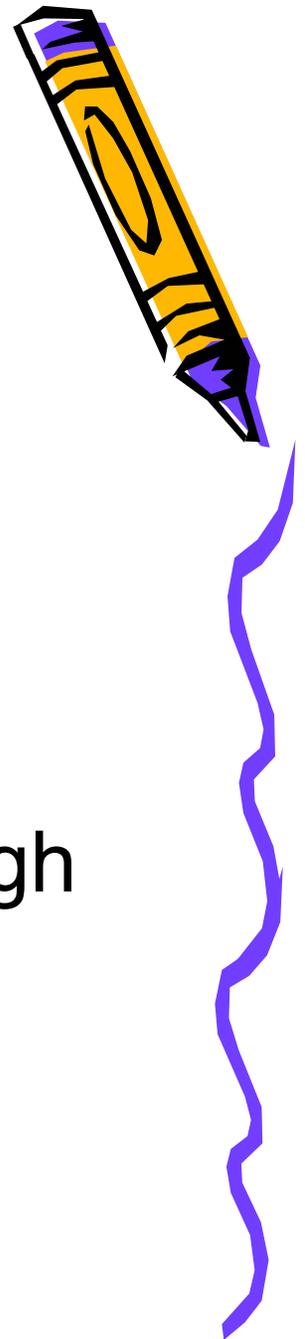


# Deposit of Matching Funds

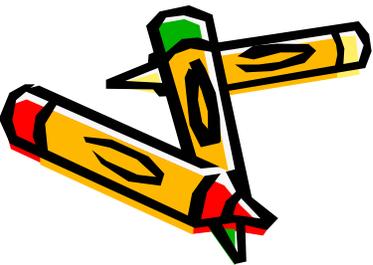
1. Cash contribution from any non-restricted fund.
2. Unmatched Carryover
  - Those funds not matched by the State in prior fiscal years.
3. Ongoing and Major Maintenance Account.
  - Annual deposits in excess of 2½ percent may be used towards district matching share.



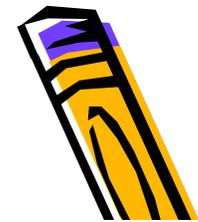
# Basic Grant Calculation



- Calculation of the Maximum Basic Grant is set in EC Section 17584.
- New law changed the calculation to exclude funds that are passed through to other local educational agencies.



# Certification Of Deposits, Form SAB 40-22



STATE OF CALIFORNIA  
**CERTIFICATION OF DEPOSITS**  
 DEFERRED MAINTENANCE PROGRAM  
 SAB 40-21 (New 04/02)

STATE ALLOCATION BOARD  
 OFFICE OF PUBLIC SCHOOL CONSTRUCTION

Page 2 of 2

Certification by the County Superintendent of Schools to the State Allocation Board regarding deposits of district funds under the State School Deferred Maintenance Law Education Code Sections 17582 through 17592 and Title 2, California Code of Regulation Sections 1866.4.3 through 1866.4.6.

COUNTY	PREPARER'S NAME (TYPED)	PREPARER'S TITLE	TELEPHONE NUMBER	E-MAIL					
FISCAL YEAR	REPRESENTATIVE NAME (TYPED)	REPRESENTATIVE TITLE	TELEPHONE NUMBER	E-MAIL					
COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5	COLUMN 6	COLUMN 7	COLUMN 8	COLUMN 9	COLUMN 10
District Code Number	School District	Unmatched Carryover (EC Section 17583)	Ongoing Major Maintenance Account (EC Section 17070.75)	Transfers In	Total Amount of Deposit For Current Year	Total General Fund Budget Amount	Three percent Amount For Current Year	Amount Budgeted For Current Year	Actual Amount Expended During Prior Fiscal Year For Major Maintenance Purposes
40/									
			<b>Laurie Stetson</b> <b>(916) 322-0140</b>						<b>Bryan Breaks</b> <b>(916) 445-3156</b>

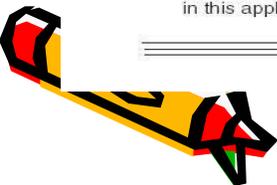
**Certifications:**

I certify, as the County Superintendent of Schools or authorized representative designated by the governing board of the above-named county, that:

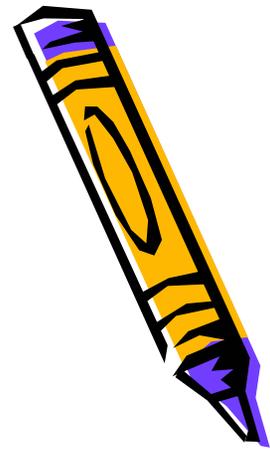
- The school districts herein named and/or the Treasurer of said county has, as required by Law, and pursuant to Education Code Section 17582 through 17592, and Title 2 of the California Code of Regulations Sections 1866 through 1866.14, placed on deposit in the District Deferred Maintenance Fund or as appropriate set aside funds pursuant to Education Code Section 17070.75 and 17070.77 the amounts listed above for expenditure only as specified by said Education Code Sections and the SAB Regulations and/or such amendments thereto, and that said funds are not derived from funds apportioned under any program by the SAB; and,
- This Form is an exact duplicate (verbatim) of the form provided by the OPSC. In the event a conflict should exist, then the language in the OPSC form will prevail; and,
- 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.

SIGNATURE OF AUTHORIZED REPRESENTATIVE

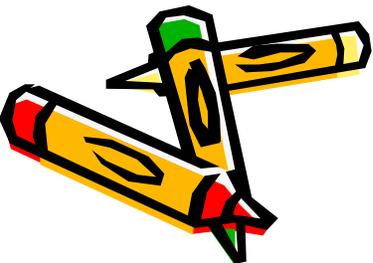
DATE

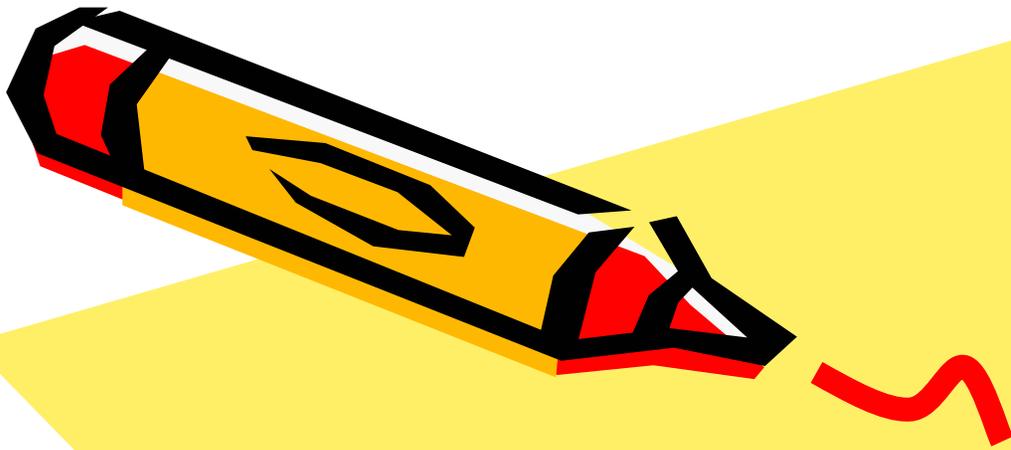


# Deposit Less Than Maximum

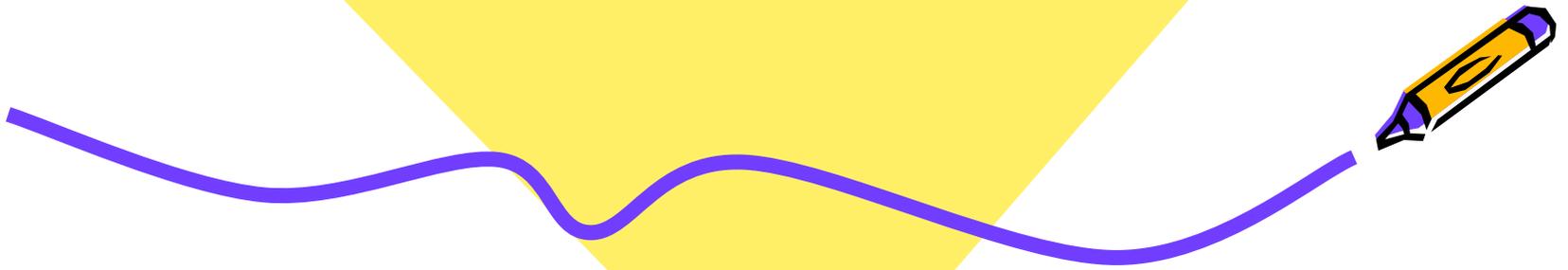


- A deposit less than the maximum basic grant (calculated by CDE) requires that the District, submit a report to the Legislature by the following March 1<sup>st</sup>.
- The contents of report are laid out in EC Section 17584.1.
- Copies of the report will be brought to the SAB in March and any unmatched apportionments will be adjusted to reflect actual amount of deposit.

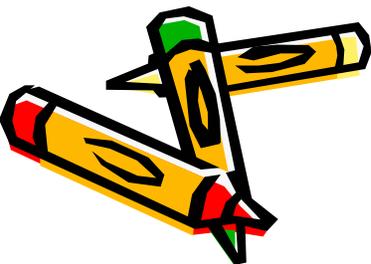
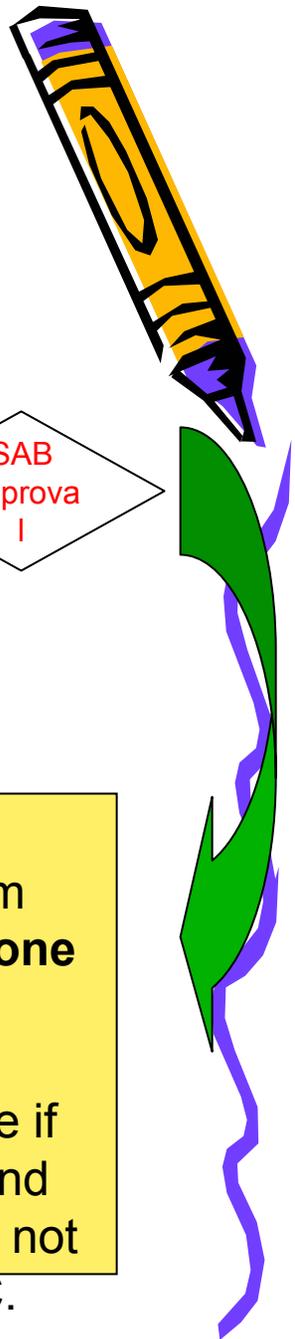
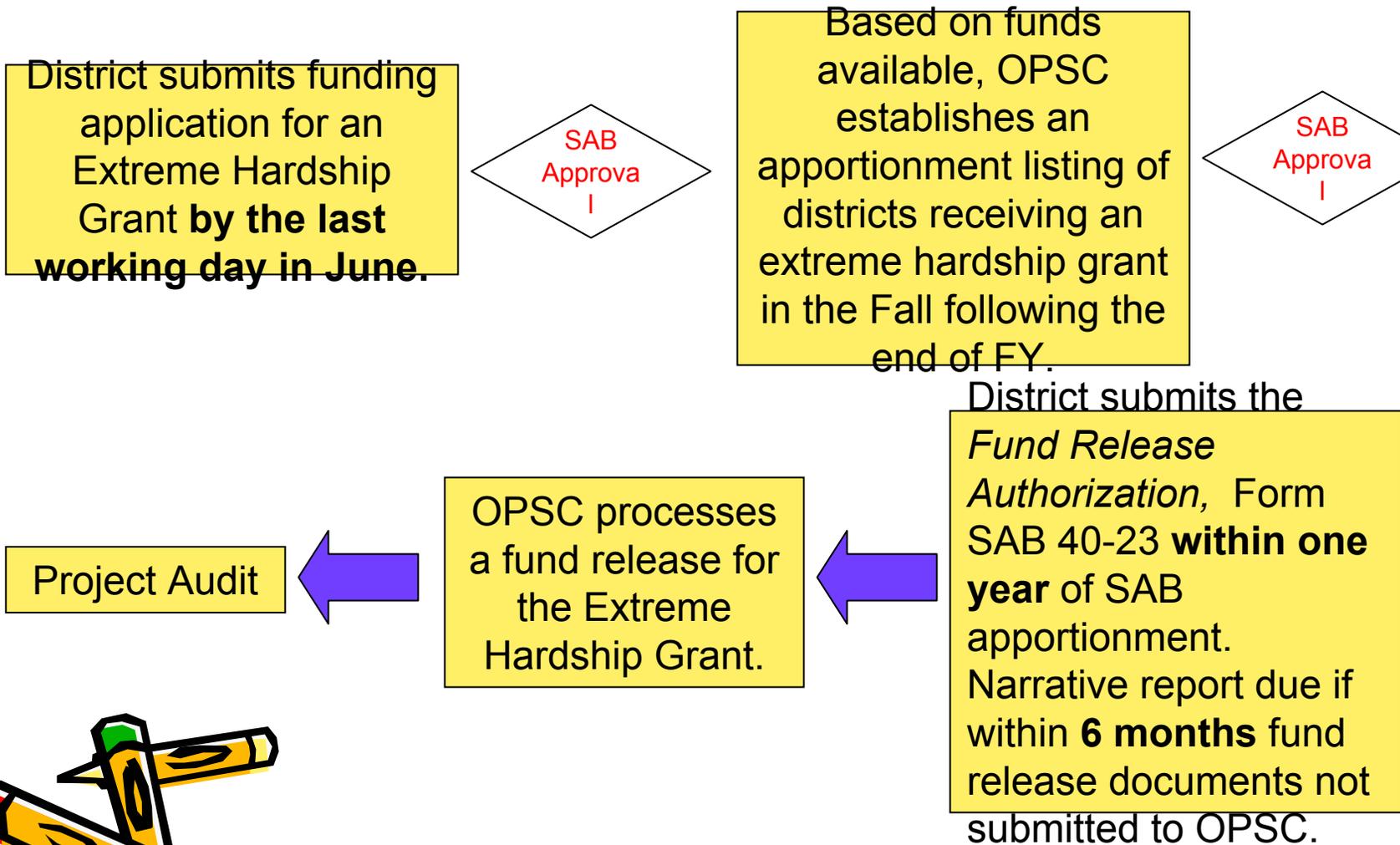




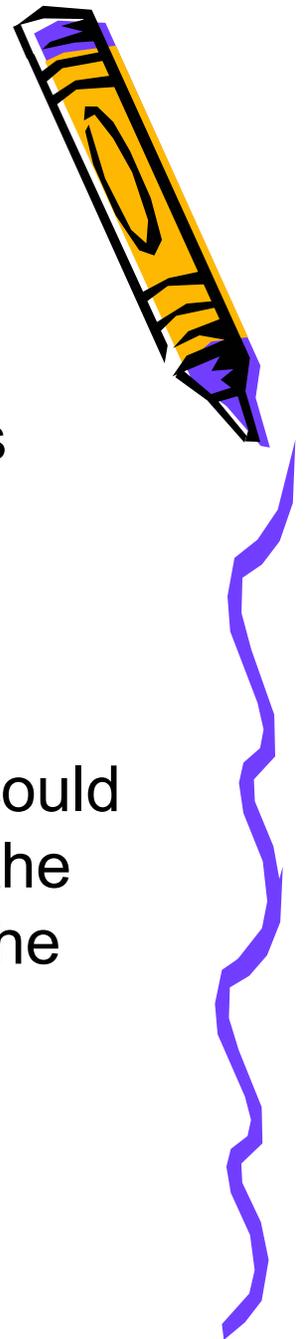
# Question and Answer Session



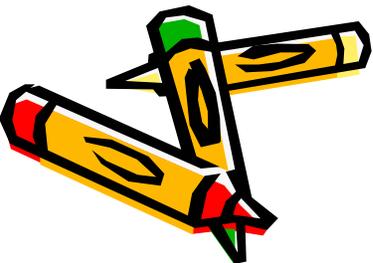
# Extreme Hardship Grant Funding Cycle



# Eligibility

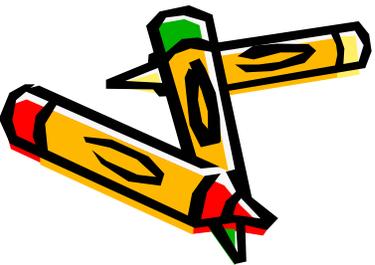


- Financial Test
  - The total estimate cost of the critical project is greater than two times the district's maximum basic grant.
- Health and Safety
  - The project if not completed within one year could result in serious damage to the remainder of the facility or would result in a serious hazard to the health and safety of the pupils attending the facility.



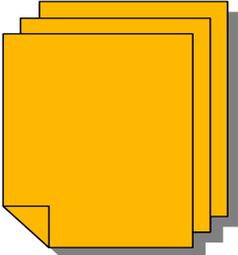
# Eligible Project

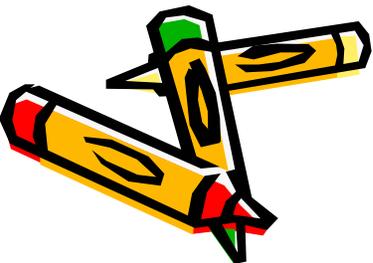
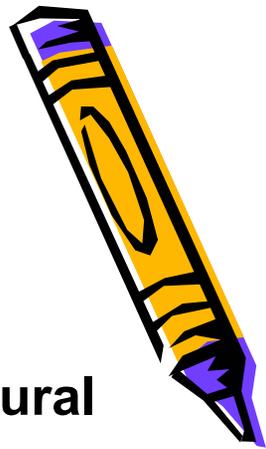
Available to repair or replace an existing school building component, located within existing district owned classrooms and/or subsidiary facilities and other non-classroom space located on a school site.





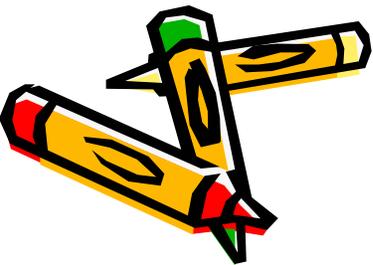
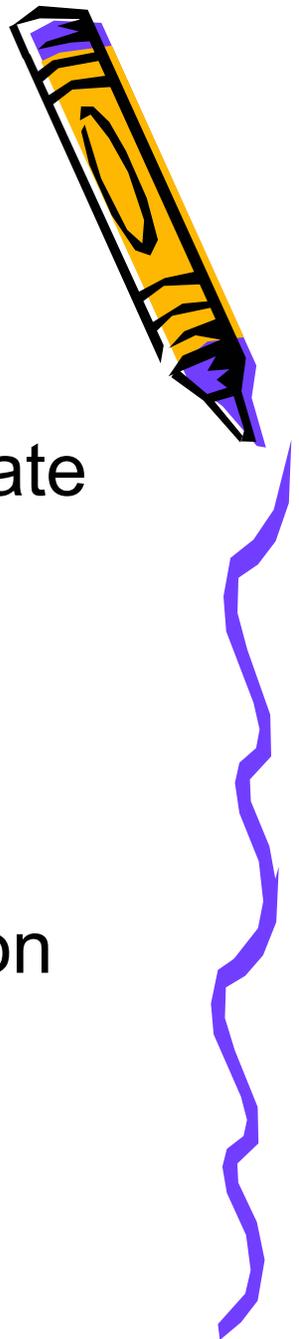
# Complete Application Package

- 
- A report from either a **licensed architect or structural engineer** detailing how this project qualifies as a hardship.
  - A **detailed cost estimate prepared by a licensed architect or contractor** supporting construction costs. Must be in conformance with Saylor Construction Cost Publication and items in cost estimate are limited to minimum work necessary to mitigate the problem.
  - Plot plan identifying the location of work and 1A diagrams, if available.
  - A revised *Five Year Plan*, Form SAB 40-20 including the critical project on the plan and identifying it in Column 9 of the Form.
  - School Board Resolution, if requesting Priority One.



# OPSC Review Process

1. OPSC preliminary review
2. Projects are processed in the order the date the complete application was received.
3. **Site visit scheduled**
4. Follow-up letter, if applicable
5. Project scheduled to SAB for consideration

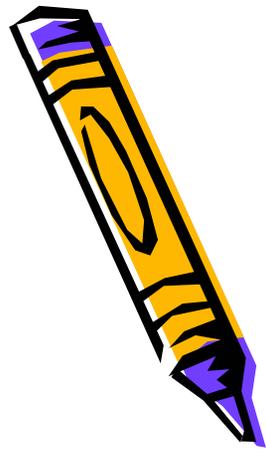


# District Contribution

- For projects that are below \$1,000,000, the district will be required to contribute the maximum basic grant for the fiscal year of funding.
- For projects that exceed \$1,000,000, the district will be required to contribute 50 percent of all project costs above \$1,000,000 and the district's maximum basic grant for the fiscal year of funding.
- A district contribution of 50 percent of the total project cost is required if:
  1. More than one extreme hardship grant was approved in the same fiscal year, or;
  2. If more than one project is receiving funding in same fiscal year.



# Project Priorities

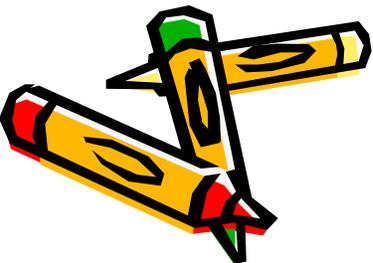


- **Priority One**

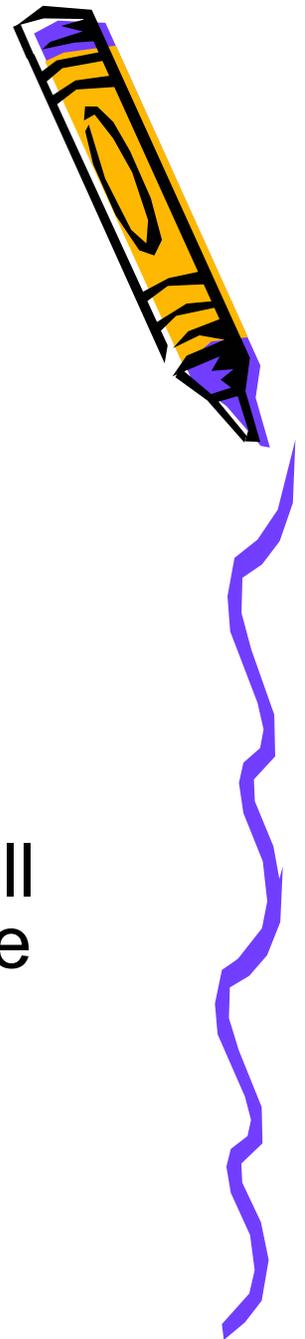
- The immediate closure of a facility due to health and safety or structural problems that precludes pupils from remaining in the facility.
- Requires school board resolution.

- **Priority Two**

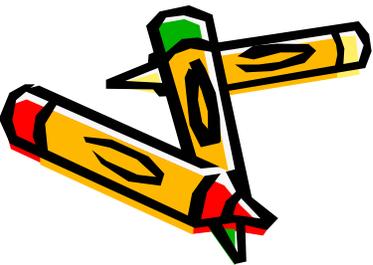
- All other projects.  
(Roofing, Electrical, Plumbing, Wall Systems, Paving, HVAC, etc.)



# Distribution of Extreme Hardship Grants



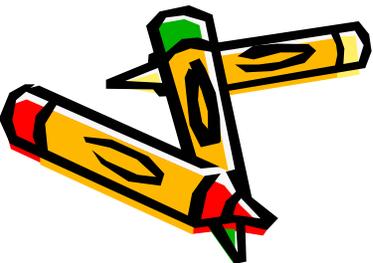
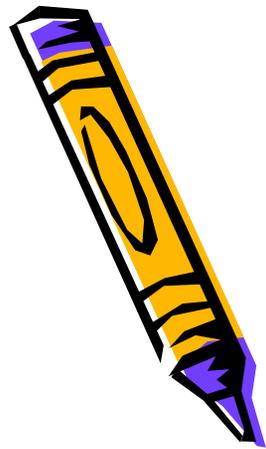
- Projects will be funded in the following order:
  1. Increases
  2. Priority One Projects
  3. All other projects
- Within each priority category projects will be funded in the date order the complete application was accepted by the OPSC.





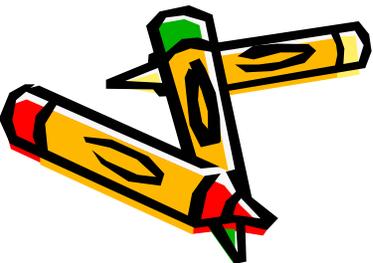
# Time Limit On Apportionment & Progress Report

- The district has **one year** to:
  1. Complete the critical project, and;
  2. Submit the *Fund Release Authorization*, Form SAB 40-23.
- If fund release documents have not been submitted to OPSC, a narrative progress report is due **6 months** from the date of apportionment.
- Provisions in regulations for a time extension.



# Expenditure Report, Form SAB 40-24

- Due within **two years** from the date any funds were released.
- OPSC will commence audit within **one year** of receiving the report and complete within **6 months**.





STATE OF CALIFORNIA  
**EXPENDITURE REPORT**  
DEFERRED MAINTENANCE PROGRAM  
SAB 40-24 (New 04/02)

STATE ALLOCATION BOARD  
OFFICE OF PUBLIC SCHOOL CONSTRUCTION  
Page 2 of 2

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SCHOOL DISTRICT	SCHOOL SITE NAME	APPLICATION NUMBER <b>40 /</b>
BUSINESS ADDRESS	COUNTY	FISCAL YEAR
PREPARER'S NAME (TYPED)	PREPARER'S TITLE (TYPED)	TELEPHONE NUMBER/E-MAIL ADDRESS
DISTRICT REPRESENTATIVE NAME (TYPED)	DISTRICT REPRESENTATIVE TITLE (TYPED)	TELEPHONE NUMBER/E-MAIL ADDRESS

---

**Part I - Summary of Receipts and Disbursements**

ITEM	TOTAL PROJECT REPORT	THIS COLUMN FOR STATE USE ONLY
1. ½ percent of District Funds Deposited		
2. ½ percent of State Funds Deposited		
3. Hardship Funds Deposited		
4. Interest Earned on Hardship Funds		
5. Total Available Funds		
6. Expenditures		
7. Balance Available		
8. Amount Returned to State		
9. Funds Required (7-8)		

---

**Part II - Report on Progress of Project**

ITEM	ENTRY
1. Date construction began per inspector's report or Notice to Proceed (attach copy for each contract)	
2. Date construction actually completed per Notice of Completion	
3. Date Notice of Completion was filed (attach copy for each contract)	

---

**Certifications:**

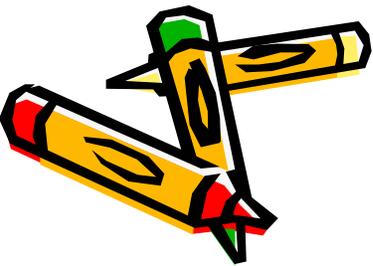
I certify, as the District Representative, that:

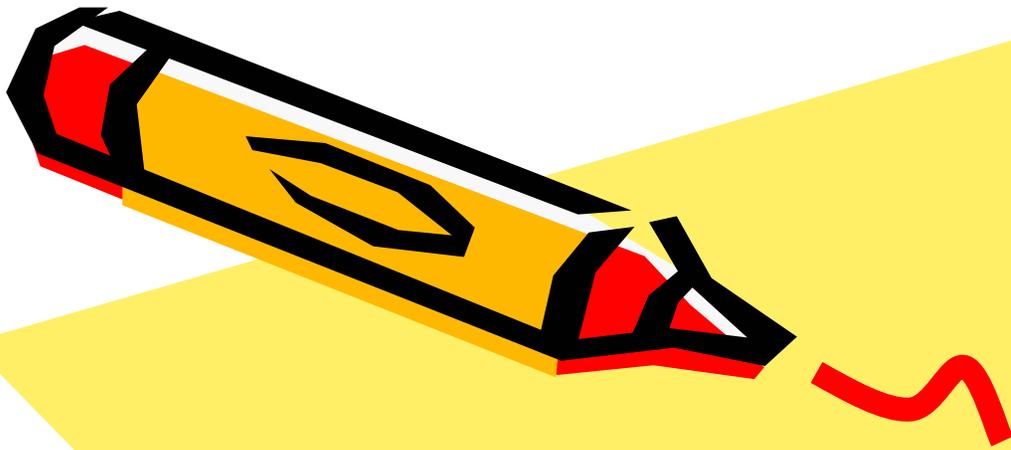
- I am designated as an authorized representative by the governing board of the District; and,
- The Public Contract Code was adhered to in the construction of the project included in the application; and,
- This Form is an exact duplicate (verbatim) of the Form provided by the OPSC. In the event a conflict should exist, then the language in the OPSC form will prevail; and,
- I certify under penalty of perjury under the laws of the State of California the statements in this form are true and correct.


  
 SIGNATURE OF DISTRICT REPRESENTATIVE \_\_\_\_\_ DATE \_\_\_\_\_

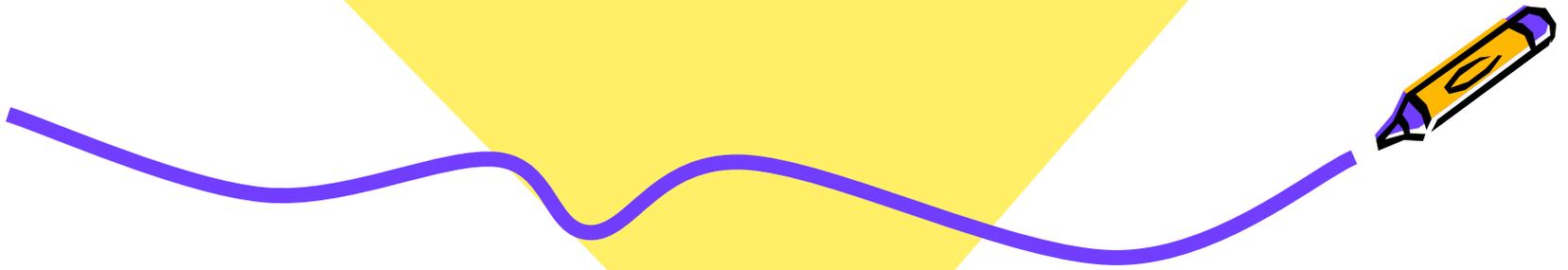
# Compliance With Laws

All work must be bid in accordance with the Public Contract Code. In addition all contracts must comply with the Education Code, Government Code, Public Contract Code, California Code of Regulations (Title 24), and any local legal requirements.





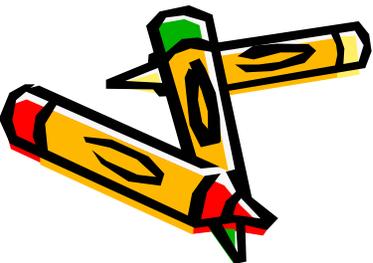
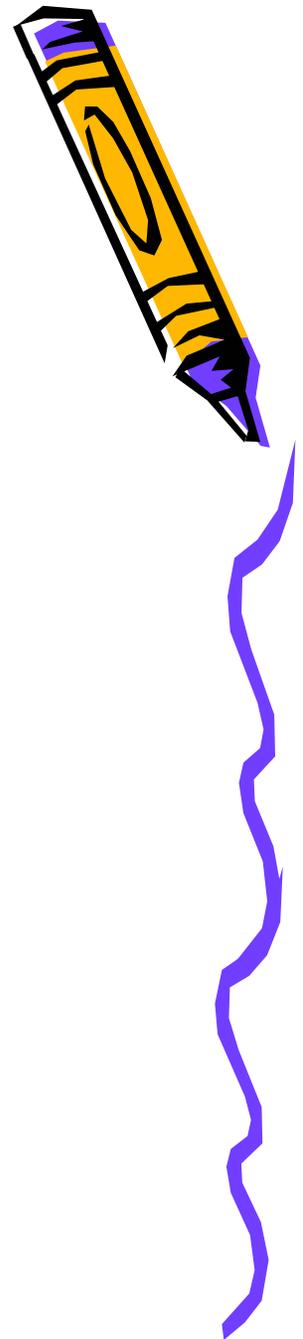
# Question and Answer Session



# Resource Information

[www.opsc.dgs.ca.gov](http://www.opsc.dgs.ca.gov)

- Proposed Regulations & Forms
- Future Workshop Dates
- Deferred Maintenance Handbook
- Annual Apportionment Information
- Extreme Hardship Unfunded List
- Extreme Hardship Workload List



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