

Documents for Conceptual Approval Request

- **Facility Hardship Request Worksheet (Optional)**

The [Facility Hardship Request Worksheet](#) is available on the Office of Public School Construction (OPSC) [website](#) under Programs & Services: Facility Hardship. This worksheet is optional but is very useful in guiding the district through the list of required documentation needed for the project.
- **Industry Specialist's Report**

The report must identify and substantiate the health and safety threat and detail the minimum work necessary to mitigate problem. Examples of industry specialists would include structural engineers, engineering geologists, or other experts as applicable.
- **Governmental Concurrence Letter**

A State-level agency or other appropriate governmental agency must provide written concurrence to the industry specialist's report, specifically noting the presence of a threat to the health and safety of students and the minimum work necessary to mitigate the threat. If the district's chosen corrective plan is different from the minimum work necessary to mitigate the health and safety threat, the governmental concurrence must also verify that the district's plan will mitigate the health and safety threat.
- **Mitigation Measures**

A narrative describing the corrective plan and alternatives is required. This narrative is typically included in the industry specialist's report, but may be provided in a separate letter.
- **Detailed Cost Estimate**

The district must provide detail/explanation of all planning, testing, inspection, and repair/replacement costs, including the number of units, unit cost, work activity, and square footage of buildings. The cost estimate should show the minimum work necessary to mitigate the health and safety hazard and obtain DSA approval on the project.
- **Cost/Benefit Analysis**

This is a comparison of the cost to make repairs versus the cost to replace the facility or component. If the cost to repair the facility/component exceeds 50 percent of the cost to replace the facility/component, then the district will qualify for funding for replacement. The cost for replacing the facility is calculated based on the square footage of the facility multiplied by the current Construction Cost Index.
- **Site Diagram**

Indicate affected areas of the site. For buildings, include their ages and square footages. For "Toilet" or "Other" building areas that are affected, indicate those areas and their square footages separately. Covered corridors should be excluded from square footage.
- **Photos (Optional)**

The OPSC recommends that the District include photos showing hazardous conditions, affected facilities, and other relevant areas of concern.