

**EXPENDITURE REPORT  
EMERGENCY REPAIR PROGRAM**

SAB 61-04 (REV 12/10)

THE LOCAL EDUCATIONAL AGENCY (LEA) MAY BE REQUIRED TO SEND A CHECK TO THE OFFICE OF PUBLIC SCHOOL CONSTRUCTION (OPSC). PLEASE FOLLOW THE DIRECTIONS IN THIS FORM CAREFULLY TO DETERMINE THE AMOUNT OWED, IF ANY.

**REQUIRED DOCUMENTATION TO SUBMIT TO OPSC**

A LEA must use this form to report Emergency Repair Program (ERP) Grant expenditures from the previously received ERP Grant, or the ERP Grant yet to be received if the LEA is submitting this form concurrently with the *Grant Request* (Form SAB 61-03).

In addition to this form, the LEA must complete the Emergency Repair Program Detailed Listing of Warrants Worksheet (New 12/08). Alternatively, the LEA may provide its own version of the worksheet as long as it contains the same information. Note that the use of a transaction record, in lieu of warrant number, is acceptable for force account labor expenditures.

Additionally, for Force Account Labor Projects [pursuant to PCC Section 20114(a)], the LEA must submit 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

**REQUIRED DOCUMENTATION TO RETAIN ON FILE**

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 ERP Regulation Section 1859.323.1, if not previously submitted to the OPSC.
- 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)

**SPECIFIC INSTRUCTIONS****Part A. Project Detail**

The LEA must complete one Project Detail line for each corresponding Project Detail box that was previously, or concurrently, 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, or concurrently, 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.

- **Total Project Cost:** For each Project Detail line, enter the grand total of all expenditures for that Project Detail from the Emergency Repair Program Detailed Listing of Warrants Worksheet. Do not include any of the "Application Documentation Preparation and Submittal Costs".

- **Application Documentation Preparation and Submittal Costs:** Enter the actual application documentation preparation and submittal costs up to the limit of the following, whichever is less:
  - Two percent of all other eligible costs, or;
  - \$5,000.

- **Grand Total:** Enter the sum of the Total Project Cost(s) and Application Documentation Preparation and Submittal Costs.

**Parts B. through F.**

Enter *N/A* in Parts B through F if the LEA has not received its ERP Grant because it is submitting this form concurrently with the Form SAB 61-03. Otherwise, follow the directions below.

**Part B. Total Grant Amount**

Provide the total ERP Grant awarded to the LEA by the State Allocation Board for this application.

**Part C. Interest Earned**

For projects with no savings, provide the total interest earned on the ERP Grant from the warrant release date to the signature date on the Form SAB 61-04.

For projects with savings, provide the total interest earned on the ERP Grant from the warrant release date to the estimated warrant date for the LEA's remittance of savings.

**Part D. Total Grant with Interest**

Enter the sum of Parts B and C.

**Part E.**

If the Grand Total from Part A is more than the Total Grant with Interest from Part D, subtract Part D from Part A. This is the amount of the Grant Adjustment (increase to the ERP Grant).

**Part F.**

If the Total Grant with Interest from Part D is more than the Grand Total from Part A, subtract Part A from Part D. This is the amount of the Grant Adjustment (decrease to the ERP Grant), and the amount that the LEA owes. Follow the mailing instructions to submit the LEA's payment with the completed Form SAB 61-04.

**Part G. Certifications**

The LEA representative must complete this section.

STATE OF CALIFORNIA  
**EXPENDITURE REPORT**  
**EMERGENCY REPAIR PROGRAM**

STATE ALLOCATION BOARD  
 OFFICE OF PUBLIC SCHOOL CONSTRUCTION

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LOCAL EDUCATIONAL AGENCY (LEA)	APPLICATION NUMBER <b>61/</b>
SCHOOL NAME	FIVE-DIGIT DISTRICT CODE (SEE CALIFORNIA PUBLIC SCHOOL DIRECTORY)
COUNTY	SEVEN-DIGIT SITE CODE (SEE CALIFORNIA PUBLIC SCHOOL DIRECTORY)

**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 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.

1.	TYPE OF PROJECT (INDICATE PROJECT TYPE FROM ABOVE)	DSA NUMBER (IF APPLICABLE)	TOTAL PROJECT COST
2.			\$
3.			\$
4.			\$
5.			\$
6.			\$
7.			\$
8.			\$
9.			\$
10.			\$
11.			\$
12.			\$
13.			\$
14.			\$
<b>APPLICATION DOCUMENTATION PREPARATION AND SUBMITTAL COSTS [ERP Regulation Section 1859.323.2(j)]</b>			\$
<b>GRAND TOTAL</b>			\$

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**B. TOTAL GRANT AMOUNT** \$ \_\_\_\_\_

**C. INTEREST EARNED** \$ \_\_\_\_\_

**D. TOTAL GRANT WITH INTEREST (Add Parts B and C)** \$ \_\_\_\_\_

**E. If the GRAND TOTAL from Part A is more than the TOTAL GRANT WITH INTEREST from Part D, subtract Part D from Part A.**  
 This is the amount of the Grant Adjustment (increase to the ERP Grant). \$ \_\_\_\_\_

**F. If the TOTAL GRANT WITH INTEREST from Part D is more than the GRAND TOTAL from Part A, subtract Part A from Part D.**  
 This is the amount of the Grant Adjustment (decrease to the ERP Grant), and the amount that the LEA owes. See below for payment instructions. \$ \_\_\_\_\_

Payment Instructions: Please consider this an invoice for payment, make the check payable to the State of California, and put the ERP application number on the check. Mail the amount due from Part F (if any), and the completed Form SAB 61-04, to:

Department of General Services  
 Office of Public School Construction  
 Attn: Accounting  
 707 Third Street  
 West Sacramento, CA, 95605

**G. 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 \_\_\_\_\_; and,
- The LEA has on file all appropriate support documentation as stipulated in the Required Documentation to Retain on File 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 ERP Regulation 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 ERP 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 ERP 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 ERP Regulation 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 Regulation Section 1859.324.1, 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 ERP 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	
SIGNATURE OF LEA REPRESENTATIVE		DATE	
ADDRESS	CITY	STATE	ZIP
TELEPHONE NUMBER	E-MAIL ADDRESS		