

The background of the slide is a blue-tinted photograph of a desk. In the foreground, there is a rolled-up document with a white cap, a pencil, and a pen. The document has some text and a grid pattern visible. The overall scene is a workspace for planning or design.

# 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



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State Superintendent  
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# *California Department of Education*

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

*Presenter: Lisa Constancio*



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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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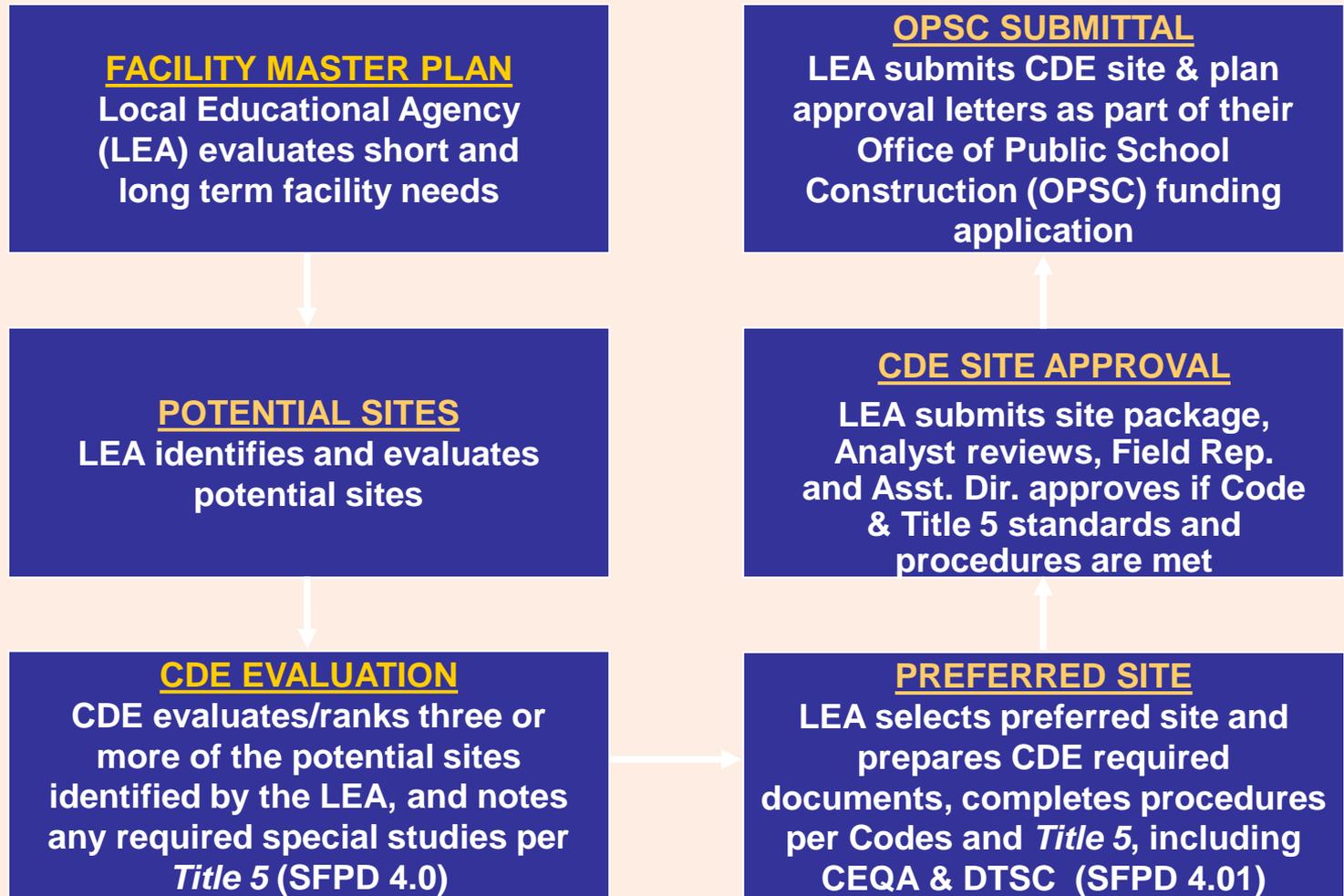
# SFTSD – Who are we?

- **Director** - Kathleen Moore
- **Asst. Director** - Fred Yeager  
(supervises Field Consultants)
- **Education Administrator** - Kathleen Smothers (policy)
- **Staff Manager** – Diane Works  
(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

**EDUCATIONAL SPECIFICATIONS**  
LEA develops/adopts Educational Specifications

**DEVELOPING THE PLANS**  
LEA develops and submits preliminary plans to CDE (design development with SFPD form 4.07 / 4.08)

**CDE PRELIMINARY PLAN REVIEW**  
Analyst reviews plans per Title 5, Field Rep. may require or recommend changes. LEA resolves CDE concerns, makes plan changes

**OPSC SUBMITTAL**  
LEA submits CDE plan approval letter as part of their OPSC funding application

**CDE FINAL PLAN APPROVAL**  
LEA submits final plans, Field Rep. & Asst. Dir. approves if Code & Title 5 standards are met, and CEQA & DTSC (if applicable) are Complete





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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

- State Allocation Board Sub-Committee Program Review
- CDE commissioned policy research report authored by U. C. Berkeley Center for Cities and School
- Current review of Title 5 regulations
- Green Ribbon Schools Award Program
- Working with UC Berkeley, Center for Catastrophic Risk Management on pipeline risk analysis review
- 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 Planning 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

- Leveraging the State's Role for Quality School Facilities in Sustainable Communities  
February 27, 10:45 a.m. - 12:15 p.m.

## Roundtables

- Parking and Drop-Off Design Best Practices  
February 26, 2:30 p.m. – 4:00 p.m.
- School Security in the Early 21st Century  
February 27, 9:00 a.m. – 12:15 p.m.

## Resource Room

- February 26, 8:30 a.m. – 11:30 a.m. and 2:30 p.m. – 4:30 p.m.



# School Facility Program Update

Office of Public School Construction

Dave Zian, Chief, Special Projects

# Agenda Summary

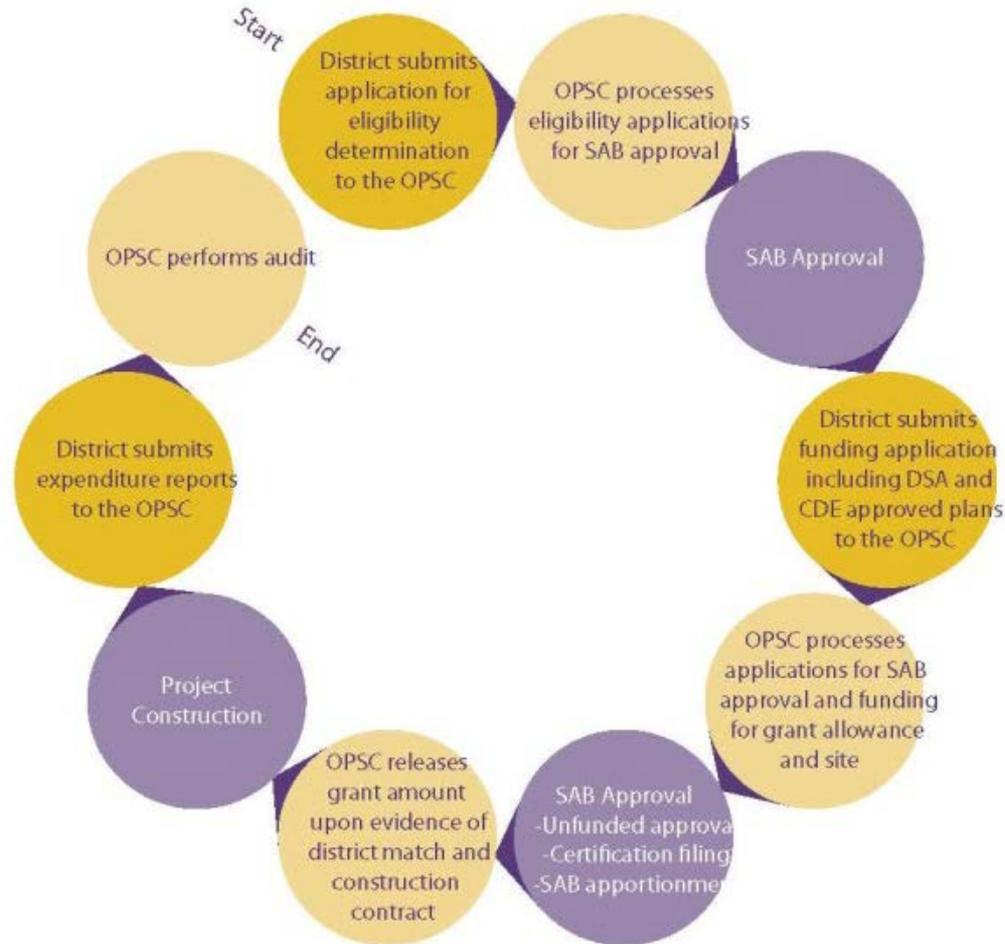
- About the Office of Public School Construction (OPSC)
- Overview of the OPSC's approval process
- Priority Funding Requests
- Successful Requests for Funding
- Applications Received Beyond Bond Authority
- Resources

# 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

# Approval Process



# Priority Funding Overview

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

# 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 January 9 – February 7, 2013) are valid until June 30, 2013.
- Next request period starts May 8 and ends on June 7, 2013.
- Holidays and weekends are included in the 30-day request period.

# 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.
- Bring a copy as proof of submittal.

# 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.

# New 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.

# New 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.

# New Application Review Process

- Financial Hardship Applications will not require prior approval.
- This new process will apply to any applications in programs that have exhausted all bond authority.

# Tips for New 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.

# 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>

## Webinars

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

# Questions

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

Dave Zian, Chief, Special Projects

[dave.zian@dgs.ca.gov](mailto:dave.zian@dgs.ca.gov)

Please send comments and suggestions to:

[opscnews@dgs.ca.gov](mailto:opscnews@dgs.ca.gov)