



Office of Public School Construction

STAFF TO THE STATE ALLOCATION BOARD

May 2024 Update

Buzzworthy

PROJECT TRACKING NUMBER GENERATOR TRANSITIONED TO OPSC ONLINE

Effective April 18, 2024, the Office of Public School Construction (OPSC) centralized its online application process by transitioning the generation of Project Tracking Numbers (PTN) and the PTN Search Tool to OPSC Online. A PTN User Guide is available for assistance under Resources in OPSC Online.

Previously, each school district shared a unique User ID and Password amongst all school district users. However, with OPSC Online, each user has a unique User ID based on their email address. Users can reset their own password, eliminating the need to contact OPSC and the school district superintendents.

All OPSC Online users must be authorized by a school district superintendent or authorized representative to create a PTN on the school district's behalf. A user may serve as either a delegate, architect of record, design professional, or consultant for multiple school districts simultaneously. Once authorized, access can be created by contacting the school district's superintendent, authorized representative, OPSC's assigned Project Manager, or OPSC's Project Tracking Administration Team.

For OPSC Online assistance, please refer to the OPSC Online User Guide or contact OPSC's Project Tracking Administration Team at OPSCProjectTrackingAdmin@dgs.ca.gov.

SAB 50-01 ONLINE ENROLLMENT PROJECTION CALCULATOR TRANSITIONED TO OPSC ONLINE

OPSC's SAB 50-01 Online Enrollment Projection Calculator is used to generate the *Enrollment Certification/Projection* (Form SAB 50-01) to establish and update new construction eligibility annually, or as needed for funding requests. Effective April 18, 2024, the online enrollment calculator can be accessed through OPSC Online by clicking on Enrollment Projection in the application header. Users are not required to have an OPSC Online login to access the online enrollment calculator. Feedback may be provided to OPSC's Project Manager assigned to your County, OPSC's Communications Team at OPSCCommunications@dgs.ca.gov.

Please note, the online enrollment calculator can still be accessed using Microsoft's Internet Explorer (IE) browser by turning on "IE mode" in Microsoft Edge to allow the generation of the form. A Microsoft Edge Guide can be found on our Online Application webpage, under Resources at <https://tinyurl.com/2d4z79rw>. The online version of the calculator will be available for a few more months but will eventually be decommissioned.

UPCOMING PRIORITY FUNDING APPORTIONMENTS

The State Treasurer's Office opened a bond sale on March 26. OPSC anticipates receiving proceeds of the bond sale. As such, OPSC anticipates presenting projects on the Unfunded List (Lack of AB 55 Loans) at the May State Allocation Board (SAB) meeting for Priority Funding apportionments. OPSC will notice the apportionments prior to the May meeting after the State Treasurer's Office provides confirmation to OPSC of the amounts to be received.

UPCOMING PRIORITY FUNDING FILING ROUND OPENS MAY 8, 2024

The 27th Priority Funding (PF) Filing Round will open on Wednesday, May 8, 2024, and will close on Thursday, June 6, 2024. Applicants are encouraged to submit Priority Funding requests electronically through

OPSC Online. Reminder letters with instructions on how to submit the PF Requests will be sent out to applicants with eligible projects in the beginning of November. These requests will be valid from July 1, 2024 through December 31, 2024.

For more information, please contact Kelsie Muramoto at Kelsie.Muramoto@dgs.ca.gov or (279) 946-7869. OPSC will continue to accept PF Requests that are emailed as a PDF attachment or mailed as a hard copy to the office. Submittal via OPSC Online is preferred.

CONSTRUCTION COST INDICES UPDATES

At the January 24, 2024, SAB meeting, the Board directed staff to research alternative construction cost indices that could be used for the annual adjustment to School Facility Program (SFP) grants and directed staff to provide updates on these efforts as well as updates related to a potential statewide school facilities bond.

In response to the Board's direction for staff to research alternative construction cost indices, staff has continued to meet with stakeholders and research is still underway to evaluate and compare several indices. An item presenting the results of staff's research will be presented at a future Board meeting.

STATEWIDE SCHOOL FACILITIES BOND UPDATES

The Governor stated that this spring the Administration expects to enter negotiations with the Legislature on their education facilities bond proposals to reach agreement on a bond proposal to be considered in the November 2024 election. Currently, there are two education facilities bond bills pending in the Legislature. Staff continues to monitor these bills and will provide further updates over the coming months.

- Assembly Bill 247 – Education finance: school facilities: Transitional Kindergarten Through Community College Public Education Facilities Bond Act of 2024 (Muratsuchi, Fong, Wilson, et al.)
- Senate Bill 28 – Education finance: school facilities: Public Preschool, K-12, and College Health and Safety Bond Act of 2024 (Glazer)

90-DAY NOTIFICATION OF APPLICATION PROCESSING

Staff send out notifications to the District Representative and Superintendent via email approximately 90 days prior to the anticipated start of processing funding applications for applications received within a certain time frame. Below are the current due dates for the 90-Day Notification Responses:

- Notifications sent on 2/1/2024 for applications received from 2/2/2022-3/11/2022 and have a due date of 5/1/2024.
- Notifications (MOD) sent on 3/1/2024 for applications received from 3/15/2022-4/27/2022 have a due date of 5/30/2024.
- Notifications (NC) sent on 3/4/2024 for applications received from 3/15/2022-4/27/2022 have a due date of 6/2/2024.

At the time of submittal, it was projected that enough projects had been submitted to exhaust Proposition 51 bond authority; therefore, these applications were placed on the Applications Received Beyond Bond Authority (ARBBA) List. The OPSC is continuing to process applications for funding and providing a 90-Day Notification, while monitoring the available SFP funding authority. Please note that receipt of this 90-Day Notification and/or the processing of the District's application after this 90-day period does not guarantee that there will be sufficient authority for these particular applications.

California Department of Education (CDE) and the Division of the State Architect (DSA) Approvals

From the time of notification, projects are typically ready for Apportionment in about 180 days. Per Education Code, to receive an apportionment, the plan approvals from the California Department of Education (CDE) and the Division of the State Architect (DSA) *must be valid*.

The DSA plan approvals expire after four years unless construction of the project has commenced. Projects with expired DSA plan approvals must obtain updated approvals prior to presentation to the SAB, or the application will be revoked. If the DSA plan approvals expire after the projected Apportionment date but before fund release,

the District will be eligible to receive an apportionment but must be able to demonstrate that it has entered into construction contracts upon submittal of a *Fund Release Authorization* (Form SAB 50-05). Non-financial hardship districts have 180 days from Apportionment and districts with financial hardship have 365 days to submit a Form SAB 50-05.

Deadlines cannot be extended, so if plans will expire during that time, the District may need to seek updated approvals now. OPSC Staff encourages districts to verify the status of the project's DSA plan approval upon receipt of the 90-day notification. Please discuss any change to the scope of the original project, excluding required code updates, with your OPSC project manager. Changes of project scope may affect project eligibility and funding.

Project Information Worksheet – Location Change to OPSC Online Upcoming

Currently the interface for filling out a Project Information Worksheet (PIW) is an online portal linked through the OPSC website. That access point to become a part of OPSC Online has been postponed until June 2024. The functionality and form remain the same, but you will now access the PIW creation wizard through OPSC Online, by following a link that will be in the District's profile when you login. You can also view any ongoing PIW activity by visiting the new PIW Dashboard link in the "Dashboard" Tab listing.

Reminders

SCHOOL DISTRICTS IMPACTED BY STORMS AND/OR OTHER NATURAL DISASTERS

OPSC and CDE have been actively meeting with numerous school districts that experienced damages to their school site(s) as a result of storms and severe flooding that may be beyond the costs covered by insurance, the Governor's Office of Emergency Services (CalOES), and the Federal Emergency Management Agency (FEMA). OPSC encourages school districts impacted by the winter storms to reach out to OPSC's Facility Hardship Program Team to discuss potential funding options. More information about the Facility Hardship Program may be found on OPSC's website.

SCHOOL DISTRICT EXTENSION REQUESTS

School districts requiring extensions to due dates resulting from an emergency can reach out to our office. OPSC will accept and review extension requests for an ongoing states of emergency, such as wildfires, for school districts directly impacted. School districts that are requesting an extension as a result of a state of emergency shall continue to submit the [School District Extension Request Form](#).

UPDATES TO DISTRICT REPRESENTATIVE CONTACT INFORMATION

The requests to change District Representatives for authorizing who may sign and submit official program forms must be based on Board of Education resolutions that clearly acknowledge the designee can act on all aspects of our programs including applying for grants, certification of program compliance, etc. This commitment extends long after the project is completed (one example being Routine Restricted Maintenance Account deposits for 20 years.) These requirements vary from program to program and are articulated on each program's forms. The school district must follow all statutes and regulations outside of the rules that govern the OPSC/SAB programs, such a Public Contract Code or Government Code.

Authorization of a new District Representative requires an *Eligibility Determination* (Form SAB 50-03): https://www.dgs.ca.gov/-/media/Divisions/OPSC/Forms/SAB-50-03_ADA.pdf to be submitted with Part I filled out, listing the new District Representatives and their contact information. Additionally, a district must enter the date and submit a copy of the school board resolution where the district's local Board of Education authorized the individuals listed on the Form SAB 50-03 to be official District Representatives.

As of July 1, 2023, all newly submitted school board resolutions must be specific to SAB-administered programs. OPSC has published an amended school board resolution template in October 2023. The sample resolution has language related only to naming of District Representative, any specifics related to application submittals, or anything else, would need to be amended in this template as applicable, or passed on a separate resolution. For more information and a link to the sample school board resolution, please visit OPSC's website [here](#).

PIGGYBACK CONTRACTS FOR MODULAR FACILITIES ON PERMANENT FOUNDATIONS ARE INELIGIBLE FOR STATE FUNDING FROM STATE ALLOCATION BOARD ADMINISTERED PROGRAMS

At the June 22, 2022, SAB meeting, Staff presented an item regarding piggyback contracts and Public Contract Code (PCC) compliance relative to modular school facilities. The SAB provided a grace period for Board-administered programs for projects with construction contracts signed on or within sixty calendar days (through August 21, 2022) of SAB action. Additionally, the SAB tasked Staff to create a new process where Staff evaluates the contracts during the time of application processing and prior to fund release to ensure no piggyback contracts have been used to obtain modular facilities that are placed on permanent foundations.

Since this action, OPSC has created a [webpage](#) to advise school districts of the Public Contract Code requirements and its applicability to state funding. Additionally, OPSC has established a specific process during application processing and/or in advance of fund release for thoroughly reviewing contracts to ensure that funds are not released for projects that use piggyback contracts for modular school facilities. This process is outlined on the new [webpage](#). For any contracts entered after fund release (after OPSC's review), staff will work with the State Controller's Office to amend the K-12 Audit Guide for Appendices B and C, to ensure that as part of the project audit, and the K-12 local auditor would review the contracts for compliance.

OPSC ONLINE DIRECTORY OF SERVICES

In order to minimize risk to the Department of General Services (DGS) and the OPSC from phishing, vishing, and malware, the direct contact information for all OPSC staff was removed from our external website. The Directory of Services can now be accessed under the Resources section of [OPSC Online](#), available after logging in. We will continue to maintain our Directory of Services and update it monthly with all our teams' direct contact information.

If you have questions or are not already working with a team member, please contact OPSC's Communications Team at OPSCCommunications@dgs.ca.gov or at (916) 376-1771. Your correspondence will then be forwarded to the appropriate team member for a timely response.

OPSC ONLINE HANDS-ON ASSISTANCE

OPSC Staff are available to provide hands-on assistance to all school districts and interested parties in the use of OPSC Online. Staff can connect with you via video conferencing software applications including Microsoft Teams, Zoom, Cisco WebEx, and Google Meet. You can screenshare your computer screen and staff will assist you in navigating OPSC Online as well as guide you through the application submittal process. To request assistance, please reach out to OPSC's Project Manager assigned to your County, found under the Resources section of [OPSC Online](#), available after logging in.

VIRTUAL SCHOOL FACILITY PROGRAM (SFP) TRAINING SERIES

The OPSC conducted a series of free Virtual SFP Training Series in 2021 to further enhance the ability to access SAB programs. The presentations are available 24/7 and can be accessed on the [OPSC Virtual Training Series](#) webpage or on [OPSC's YouTube channel](#). If you have suggestion for other topics, they can be submitted to OPSCCommunications@dgs.ca.gov.

DGS/OPSC EMAIL BLASTS

The DGS and OPSC uses email distribution service through GovDelivery.com. Using one email address, subscribers can subscribe to any email list under DGS. All school district superintendents and authorized school district representatives are encouraged to sign up to receive email notifications of upcoming meetings, key dates, and reminders. The signup link can be found under "Contact" on OPSC's website: <https://www.dgs.ca.gov/OPSC/Contact>.

LOCAL AUDITS

Projects funded after April 1, 2017 in which the final expenditure report has been reported to OPSC require an independent audit to be performed within one year of the reporting date. Once the audit is completed, a copy of report must be submitted for review and certified by the State Controller’s Office who in turn will forward a copy to OPSC for record keeping purposes and data collection. A yearly analysis report of these certified independent audits is compiled and presented the SAB at the beginning of each year. All acknowledged yearly reports are available on our Audit K-12 Resource webpage section under Resources at <https://tinyurl.com/1a7pk55e>

KINDERGARTEN – 12TH GRADE SCHOOL CONSTRUCTION PICTURES WANTED

OPSC seeks photos of state-funded school construction and modernization projects to feature in OPSC/DGS publications and websites to showcase recent accomplishments in partnership with the state.

- Photos should be high-resolution to support web viewing and in-print material.
- Children should not be identifiable or should be absent from photos.
- Photos should not be branded with corporate logos and/or business information.

Please email pictures as attachments, provide the school district name, school site name, OPSC application number, photo credit (if attribution is required), contact information, and authorization to use the photo without royalties or restrictions to OPSCCommunications@dgs.ca.gov.

Upcoming State Allocation Board Meeting

UPCOMING STATE ALLOCATION BOARD MEETING

The next meeting is scheduled for Wednesday, May 22, 2024. The time and location of the meeting will be determined and announced on the OPSC webpage. OPSC intends to allow members to participate via Zoom. Otherwise, it will also be viewable by webcast from a link found on OPSC’s webpage under meetings; [Meetings \(ca.gov\)](#). Public comment may be submitted in writing prior to the meeting, or it may be made in person at the end of the meeting’s agenda.

Status of Funds

Remaining Bond Authority (as of April 3, 2024) (includes Unfunded Approvals) (in \$ millions)

Assembly Bill 181	General Fund FY 22/23		General Fund FY 23/24		General Fund FY 24/25	
	0.2*		1,140.9		375.0**	
Total	0.2*		1,140.9		375.0**	
Proposition	New Construction	Modernization	Career Tech	Charter School	Overcrowding Relief	Seismic Repair
51	0.0	2.3	7.4	0.2	N/A	N/A
1D	0.0*	0.0	0.1	1.0*	6.3	0.0
55	1.7*	0.0	N/A	1.5*	N/A	N/A
47	0.0	0.0	N/A	0.7	N/A	N/A
1A	0.0*	0.0	N/A	N/A	N/A	N/A
Total	1.7*	2.3	7.5	3.4*	6.3	0.0

*Total authority is not available at this time. There are outstanding accounts receivables.

** The January 2024 Governor’s Budget proposes \$375 million in one-time General Funds for FY 2024-25. This amount and timing are subject to change in the enacted Budget.

APPLICATIONS RECEIVED BEYOND BOND AUTHORITY

Received requests for new construction and modernization projects have exceeded the available bond authority. New construction applications received on or after September 12, 2018 and modernization applications received on or after March 1, 2019 will be placed on the Applications Received Beyond Bond Authority (ARBBA) List. SFP Regulations require that all new construction and modernization applications placed on this list must contain a school board resolution that includes several acknowledgements (per SFP Regulation Section 1859.95.1). Multiple applications from one district can be covered in one single school board resolution. OPSC will undergo an intake review to ensure that required documents have been submitted with the application, but OPSC will not review to confirm program eligibility or process the application further unless bond authority becomes available for the project.

As of April 30, 2024, OPSC received the following for the ARBBA List:

- New Construction – 144 applications. Total requested - \$1,168,009,970
- Modernization – 682 applications. Total requested - \$2,155,631,490

It should be noted that health and safety projects, specifically Facility Hardship or Seismic Mitigation Program projects, are placed at the top of the SFP Workload List. Therefore, these projects will not be placed on the ARBBA List and do not require a Beyond Bond Authority school board resolution.

Resources

EXECUTIVE ORDER – CONTRACTOR AND GRANTEE COMPLIANCE WITH ECONOMIC SANCTIONS

On March 4th, 2022, Governor Gavin Newsom issued Executive Order N-6-22 (EO) in response to Russian aggression in Ukraine, accessible at <http://www.gov.ca.gov/wp-content/uploads/2022/03/3.4.22-Russia-Ukraine-Executive-Order.pdf>. OPSC notified participants in the SFP and other SAB programs that compliance with the economic is required, and failure to comply may result in the termination of contracts or grants. For OPSC inquires please contact Michael Watanabe at Michael.Watanabe@dgs.ca.gov or (279) 946-8463, and for concerns on DGS contracts, please contact the Office of Public Affairs at DGSPublicAffairs@dgs.ca.gov.

ELECTRONIC FUND TRANSFERS (EFT) AVAILABLE FOR REMITTANCES DUE TO OPSC

OPSC accepts electronic fund transfers of payments due to the State. If a remitter wishes to send the funds electronically through EFT or Wire Transfer, please reach out to OPSCAccountsReceivable@dgs.ca.gov for instructions.

EMAILING DOCUMENTS AND RECEIVING CONFIRMATION

In an effort to simplify the submissions of documents electronically to the OPSC, school districts can email all documents to OPSC Application Review Team (ART) at:

OPSCApplicationReviewTeam@dgs.ca.gov

A Team member will email acknowledgement receipts for all submittals. The document types listed below should be emailed to OPSCApplicationReviewTeam@dgs.ca.gov. In addition, we encourage senders to carbon copy “cc” the intended program recipient listed in the table below; however, it is not required.

Document Type	CC NAME	CC EMAIL ADDRESS
NEW SUBMITTALS: <i>Enrollment Certification</i> (Form SAB 50-01) <i>Existing School Building Capacity</i> (Form SAB 50-02) <i>Eligibility Determination</i> (Form SAB 50-03) <i>Application for Funding</i> (Form SAB 50-04)		
90 Day Notification Responses – Cost Estimates	OPSC Cost Estimates	OPSCCostEstimates@dgs.ca.gov

Document Type	CC NAME	CC EMAIL ADDRESS
90 Day Notification Responses – Eligibility Updates	Isael Silva	Isael.Silva@dgs.ca.gov
<i>Fund Release Authorization</i> (Form SAB 50-05) (SFP)	OPSC Fund Release Department	OPSCFundRelease@dgs.ca.gov
<u>Full-Day Kindergarten Facilities Grant Program Application for Funding</u> (Form SAB 70-01) <i>Fund Release</i> (Form SAB 70-02) <i>Expenditure Report</i> (Form SAB 70-03)	OPSC Full-Day Kindergarten	DGSOPSCFullDayKindergarten@dgs.ca.gov
4/15/30-Day Letter Responses (Program/Audits)	Assigned Project Manager /Auditor Reviewing your project	Assigned PM/Auditor's email address.
Grant Agreements	OPSC Grant Agreements	OPSCGrantAgreements@dgs.ca.gov
Priority Funding Requests	Kelsie Muramoto and OPSC Priority Funding	Kelsie.Muramoto@dgs.ca.gov and OPSCPriorityFunding@dgs.ca.gov
Substantial Progress Checklists / <i>Expenditure Reports</i> (Form SAB 50-06)	Sue Reese	Suzanne.Reese@dgs.ca.gov
Financial Hardship	Jason Hernandez	Jason.Hernandez@dgs.ca.gov
<i>Appeal Requests</i> (Form SAB 189)	Michael Watanabe	Michael.Watanabe@dgs.ca.gov

For any questions or to obtain current OPSC contacts, please refer to OPSC's [Directory of Services](#).