

The School Facility Program

The Office of Public School Construction

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School Facility Program (SFP)

- Composed of two main funding requests:
 - New Construction
 - Modernization
- Each of these is broken into 2 components:
 - Eligibility
 - Funding
- Eligibility must be determined in order to request funding (can be submitted simultaneously)

New Construction Eligibility

New Construction Eligibility

Projection – Classroom Capacity = NC Eligibility

- Established on a district-wide or High School Attendance Area (HSAA) basis
- When establishing eligibility, submit :
 - Forms SAB 50-01, 50-02, and 50-03
 - A district-wide or HSAA inventory of classrooms
 - Diagrams of each site

Enrollment Projection/Certification
(Form SAB 50-01) – 1

Cohort Survival Enrollment Projection Method

- Current and historic enrollment used
- Measures enrollment changes as pupils advance through grades [i.e. current 4th grade – (minus) previous 3rd grade]
- Average change (per grade) in past enrollment used to project future enrollment
- **Note** - Kindergarten change based on:
“current K enrollment – (minus) previous K enrollment”
This is because there is no preschool data to compare to the current K enrollment

Enrollment Projection/Certification
(Form SAB 50-01) – 2

- Use the Enrollment Projection Calculator (Online Form SAB 50-01) on OPSC website
- Print, sign, and submit paper Form SAB 50-01

Enrollment Projection/Certification
(Form SAB 50-01) – 3

Projection Options:

- Pupil reporting: districtwide, HSAA Attendance or HSAA Residency basis
- 5th-year or 10th -year projection
- Augmentations to the 5th-Year Projection
(For districtwide and HSAA Attendance only; optional)
 - Modified Weighting and Alternate Weighting
 - Birth-Attendance Rate Adjustment
 - Dwelling Units and optional District Student Yield Factor
- Additional documentation needed for some options

Existing School Building Capacity
(Form SAB 50-02)

- OPSC visits sites to verify classroom count, usage, grade level
- Gross classroom inventory reduced for areas not considered available teaching stations
- Capacity may be decreased if the number of portable classrooms exceeds 25% of the number of permanent classrooms
- Capacity increased if the district:
 - Does not meet the requirement for substantial enrollment in Multi-Track Year-Round Education, and/or
 - Receives Multi-Track Year-Round Operational Grants from the Calif. Department of Education

Eligibility Determination
(Form SAB 50-03)

- Enrollment projection (Form SAB 50-01) and pupil capacity (Form SAB 50-02) combined to determine baseline new construction eligibility

$$\begin{array}{ccc} \mathbf{Projection} & \mathbf{-} & \mathbf{Classroom Capacity} & \mathbf{=} & \mathbf{Eligibility} \\ \mathbf{(50-01)} & & \mathbf{(50-02)} & & \mathbf{(50-03)} \end{array}$$

- For new construction eligibility, use Part II only

OPSC Application Processing

- OPSC receives a complete application packet (eligibility forms and additional documentation) and does a preliminary review
- OPSC verifies enrollment information, conducts site visits to verify classroom inventory, and reviews Dwelling Units, birth data, etc.
- Requests additional information, if necessary, through 15-day and 4-day letters
- Processes application to SAB for approval

Ongoing New Construction Eligibility Determination

Baseline Eligibility (Initial Snapshot):

<i>reduced by</i>	Pupils housed in SFP projects	
<i>increased/reduced by</i>	Other adjustments	
<i>increased/reduced by</i>	Change in projections (example)	

Current K-6 Projection:	1437 pupils		Baseline Eligibility	- 215
<u>Previous K-6 Projection</u>	<u>1137 pupils</u>	»»»	<u>CBEDS Adjustment</u>	<u>+ 300</u>
Increase in Eligibility:	300 pupils		Updated Eligibility	+ 85

New Construction Eligibility Updates

- After establishing eligibility, update eligibility with Form SAB 50-01 only
- On Nov. 1 each year, use current enrollment for eligibility and funding applications
- Special consideration given to small school districts (enrollment of 2,500 or less)
- Forms and worksheets available on the OPSC website

Questions?



New Construction Funding

New Construction Grant

- The New Construction grant is intended to fund costs closely related to the actual construction of school buildings. This amount is specified in law and is based on the grade levels of the pupils served.

New Construction Funding

- The addition of classrooms and capacity to new or existing schools
- 50/50 Funding
- May include site acquisition
- May include core facilities (gyms, cafeterias, administration, etc.)
- Base grant (based on number of pupils housed) and additional grants

New Construction Base Grant

- The base grant is intended to fund items related to the actual construction costs, such as:
 - Construction
 - Design
 - Testing
 - Inspection
 - Furniture and Equipment
 - Other costs

New Construction Grant

- The School Facility Program (SFP) was designed as a per pupil grant program
- Depending on the grade level, the pupil would receive a specific dollar amount as prescribed by law (Ed Code)
- The per pupil grant amount is adjusted annually and approved at the January State Allocation Board (SAB) each year

2009 Grant Allowance

- Pupil Grant Totals
- \$9,369 – Elementary
- \$9,909 – Middle
- \$12,607 – High School
- \$17,605 – Non-Severe Special Day Class
- \$26,324 – Severe Special Day Class

New Construction Grant

State Loading Standard

- Elementary Schools = 25 pupils per classroom
- Secondary Schools = 27 pupils per classroom
- Non-Severe Classrooms = 13 pupils per classroom
- Severe Classrooms = 9 pupils per classroom

New Construction Grant

- To determine the base grant for your project, simply multiply the number of Classrooms in the project **by** the Loading Standard **by** the Per Pupil Grant.
- (Classrooms **X** Loading Standard **X** Pupil Grant)

New Construction Funding

Components of the application:

- Pupil grants,
- Type of project (State loading standard)
- Number of classrooms/capacity
- Additional Grants
- Excessive Cost Hardship Grants
- Previous Apportionments, if any

Preparing an Application

- A complete application is essential in the process
- A funding application requires the Form SAB 50-04 and must be based on a previous eligibility approval
- The Form SAB 50-04 provides the OPSC with specific project information to determine the appropriate grants

Application Requirements

- Form SAB 50-04, Application for Funding
- CDE Plan Approval
- DSA Approved Plans and Specifications
- DSA Plan Approval Letter
- Cost Estimate for Site Development Items
- Locally-Approved Off-Site Plans and Copy of Mandates

Application Requirements

- Career Technical Education Certification
- Certifications on the Form SAB 50-04
- DSA Plan Approval Must Precede the Signing of Construction Contracts and Notice to Proceed (Field Act)
- Application Must be Submitted Prior to Occupancy

Application Requirements

For Site Acquisition, new or addition:

- Appraisal of Site(s)
- Escrow Documents or Court Order or Legally Enforceable Agreement
- CDE Site Approval
- Relocation Cost Estimate
- DTSC and Hazmat Costs

Supplemental Grants

- These grants are intended to recognize unique types of projects and special project needs
- For additional information on Supplemental grants please see the handout

Fund Release Process

- District has 18 months after SAB approval to request a release of funds
- Submit Form SAB 50-05, Fund Release Authorization
- Submit Project Information Worksheet
- Submit Notice to Proceed
- Submit accepted bid documents including additive/deductive alternates

Fund Release Process

- District must certify on Form SAB 50-05
 - The matching funds have been deposited into the County School Facility Fund or;
 - The matching funds have been expended or;
 - The matching funds will be expended prior to the Notice of Completion

Fund Release Process

- District must certify on Form SAB 50-05
 - Contracts have been signed for at least 50% of the construction included in the plans and specifications

Questions?



Modernization Eligibility

Modernization Eligibility

- Two main components
 - Eligible classrooms
 - Gross classroom inventory
 - Current enrollment at school site

Modernization Eligibility - Classrooms

- Site specific for permanent facilities at least 25 years old and portable facilities at least 20 years old
- Map of the site identifying all permanent and portable buildings (not just classrooms) with ages/square footage
- Appropriate grade levels of classrooms

Modernization Eligibility - Classrooms

- For purposes of determining the ages of the buildings, the 25/20 year period begins 12 months after the plans for the building were approved by Division of the State Architect (DSA)
 - Facilities that have been modernized with district funds are still eligible based on the date of original DSA approval
- For purposes of identifying square footage at a school site, include the total enclosed exterior square footage of the school buildings.
- Identify if any of the facilities were previously modernized with LPP funds. Previous State funded modernization projects: 25/20 year period begins from State Allocation Board (SAB) apportionment date

Enrollment

- Enrollment at the school shall be the latest CBEDS report for K-6, 7-8, 9-12, and SDC pupils
- If the school is a 6–8 middle school only, report 6th graders as 7–8 and report 6th grade classrooms at the 7-8 grade level

Modernization Eligibility

The eligibility determination may be made by either identifying all classrooms on the site pursuant to (a) or by the identification of all square footage or classrooms on the site pursuant to (b), as follows:

(a) Identify all classrooms at the school site that would have been included in the Gross Classroom Inventory pursuant to Section 1859.31 that are:

- (1) Permanent and at least 25 years old.
- (2) Portable and at least 20 years old.

(b) Identify all classrooms or square footage at the school site that is:

- (1) Permanent area and at least 25 years old.
- (2) Portable classroom area and at least 20 years old.
- (3) The remaining square footage on the site not reported in (1) or (2) above.

Elementary School Sample Site Diagram (not to scale)

1 st Grade Perm CR 1968 1,000s.f.	2 nd Grade Perm CR 1968 1,000s.f.	3 rd Grade Perm CR 1968 1,000s.f.	4 th Grade Perm CR 1968 1,000s.f.
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5 th Grade Port CR 1986-1000s.f.	6 th Grade Port CR 1996-1000s.f.
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Portable Owned by COE

Kindergarten CR 1975-2,000s.f.
Administration 1975-2,000s.f.

Example SAB Form 50-03 (classrooms)

Part III - Modernization Eligibility NEW ADJUSTED

1. SCHOOL NAME: _____

The District chooses Option B

Option A	K-6	7-8	9-12	Non-Severe	Severe
2. Permanent classrooms at least 25 years old	5				
3. Portable classrooms at least 20 years old	1				
4. Total (lines 2 and 3)	6				
5. Multiply line 4 by: 25 for K-6, 27 for 7-8 and 9-12; 13 for non-severe and 9 for severe	150				
6. CBEDS enrollment at school	300				
7. Modernization eligibility (lesser of the totals of line 5 or 6)	150				

Option B

2. Permanent space at least 25 years old (report by classroom or square footage)	5
3. Portable space at least 20 years old (report by classroom or square footage)	1
4. Total (lines 2 and 3)	6
5. Remaining permanent and portable space (report by classroom or square footage)	1
6. Total (lines 4 and 5)	7
7. Percentage (divide line 4 by line 6)	86%

	K-6	7-8	9-12	Non-Severe	Severe
8. CBEDS enrollment at school site	300				
9. Modernization eligibility (multiply line 7 by each grade group on line 8)	258				

Example SAB Form 50-03 (square feet)

Part III - Modernization Eligibility NEW ADJUSTED

1. SCHOOL NAME: _____

The District chooses Option B

Option A	K-6	7-8	9-12	Non-Severe	Severe
2. Permanent classrooms at least 25 years old	5				
3. Portable classrooms at least 20 years old	1				
4. Total (lines 2 and 3)	6				
5. Multiply line 4 by: 25 for K-6, 27 for 7-8 and 9-12; 13 for non-severe and 9 for severe	150				
6. CBEDS enrollment at school	300				
7. Modernization eligibility (lesser of the totals of line 5 or 6)	150				

Option B

2. Permanent space at least 25 years old (report by classroom or square footage)	8,000
3. Portable space at least 20 years old (report by classroom or square footage)	1,000
4. Total (lines 2 and 3)	9,000
5. Remaining permanent and portable space (report by classroom or square footage)	1,000
6. Total (lines 4 and 5)	10,000
7. Percentage (divide line 4 by line 6)	90%

	K-6	7-8	9-12	Non-Severe	Severe
8. CBEDS enrollment at school site	300				
9. Modernization eligibility (multiply line 7 by each grade group on line 8)	270				

Updating Modernization Eligibility

- Eligibility can be updated for increased CBEDS or additional facilities that come of age or both
- Unlike new construction, modernization eligibility never decreases as a result of enrollment
- Districts aren't required to update modernization eligibility unless it results in an increase in eligibility.

Example updated SAB Form 50-03 (CBEDS increase)

Part III - Modernization Eligibility <input type="checkbox"/> NEW <input type="checkbox"/> ADJUSTED					
1. SCHOOL NAME: _____					
The District chooses Option B					
Option A	K-6	7-8	9-12	Non-Severe	Severe
2. Permanent classrooms at least 25 years old	5				
3. Portable classrooms at least 20 years old	1				
4. Total (lines 2 and 3)	6				
5. Multiply line 4 by 25 for K-6, 27 for 7-8 and 9-12; 13 for non-severe and 9 for severe	150				
6. CBEDS enrollment at school	350				
7. Modernization eligibility (lesser of the totals of line 5 or 6)	150				
Option B					
2. Permanent space at least 25 years old (report by classroom or square footage)	8,000				
3. Portable space at least 20 years old (report by classroom or square footage)	1,000				
4. Total (lines 2 and 3)	9,000				
5. Remaining permanent and portable space (report by classroom or square footage)	1,000				
6. Total (lines 4 and 5)	10,000				
7. Percentage (divide line 4 by line 6)	90%				
	K-6	7-8	9-12	Non-Severe	Severe
8. CBEDS enrollment at school site	350				
9. Modernization eligibility (multiply line 7 by each grade group on line 8)	315				

Print SAB 50-03

I certify, as the District Representative, that the information reported on this form is true and correct and that I am designated as an authorized district representative by the governing board of the district, and: A resolution or other appropriate documentation supporting this application under Chapter 12.5, Part 10, Division 1, commencing with Section 17070.10, et seq., of the Education Code was adopted by the School District's Governing Board on _____ and _____; and
This form is an exact duplicate (verbatim) of the form provided by the Office of Public School Construction (OPSC), in the event a conflict should exist, then the language in the OPSC form will prevail.

SIGNATURE OF DISTRICT REPRESENTATIVE _____	DATE _____
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Questions?



Modernization Funding

Modernization Grant

- The School Facility Program (SFP) was designed as a per pupil grant program
 - Modernization grant program is 60% state share/40% district share
- Depending on the grade level, the pupil would receive a specific dollar amount as prescribed by law (Ed Code)
- The per pupil grant amount is adjusted annually and approved at the January State Allocation Board (SAB) each year

2008 Grant Allowances

Pupil Grant Totals (60% state share)

- \$3,568 – Elementary
- \$3,774 – Middle
- \$4,940 – High School
- \$7,605 – Non-Severe Special Day Class
- \$11,366 – Severe Special Day Class

Modernization Projects

- Grants may be used for a large variety of work, including:
 - “Improvement to extend the useful life or, or to enhance the physical environment of the school”
 - HVAC, insulation, roof replacement, purchasing furniture & equipment, replacing outdoor bleachers, convert existing walkways to covered or enclosed walkways, etc.
 - Demolish & replace existing buildings (must be like-for-like)

Modernization Projects

- Grants may not be used for:
 - Construction of new facilities or new building area
 - Exceptions:
 - Replacement of building area in like kind
 - Building area required by the federal Americans with Disabilities Act (ADA) or by the DSA handicapped access
 - New site development items
 - Exceptions:
 - Replacement, repair, or additions to existing site development
 - Items required by ADA or DSA
 - Any work for which construction contracts were signed prior to SFP

Modernization Funding

Components of the application:

- Type of project
- Pupil grants
- 50 year-old buildings qualify for additional funding
- Additional Grants (see handout)
- Excessive Cost Hardship Grants (see handout)

Preparing and Application

- A complete application is essential in the process
- A funding application requires the Form SAB 50-04 and must be based on a previous eligibility approval
- The Form SAB 50-04 provides the OPSC with specific project information to determine the appropriate grants

Required Documents

Applications must include:

- DSA approved plans & specifications
- Final plan approval from the CDE
- Plan approval letter(s) from the DSA
- Detailed Cost Estimate
- Documentation to substantiate the need for Career Technical Education Facilities is being adequately met
- DSA accessibility/fire code checklist (if applying for accessibility/fire code grant)
- High Performance score card from DSA (if applying for high performance grants)

Other SFP Considerations

- Financial Hardship
- Certifications on the Form SAB 50-04
- Fund Releases

Timeline

Step 1: District submits *Application for Funding* (Form SAB 50-04)

Step 2: OPSC Review- 90-120 days, including 15-day/4-day letters, if necessary

Step 3: SAB Apportionment

Step 4: District submits the *Fund Release Authorization* (Form SAB 50-05) with 18 months; otherwise, the apportionment is rescinded

Timeline

Step 5: Funds are released. District must meet substantial progress requirements, depending on type of apportionment.

Step 6:

Elementary schools- Project must be completed 3 years from the fund release date

Middle/High schools- Project must be completed 4 years from the fund release date

Questions?

