

The State Agencies' Top Tips for Getting Your Project Approved— An Overview of the State Agencies

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**California
Department of
Education**

**School Facilities
Planning Division**

*Presenter
Lisa Constancio*



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
- Resources

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

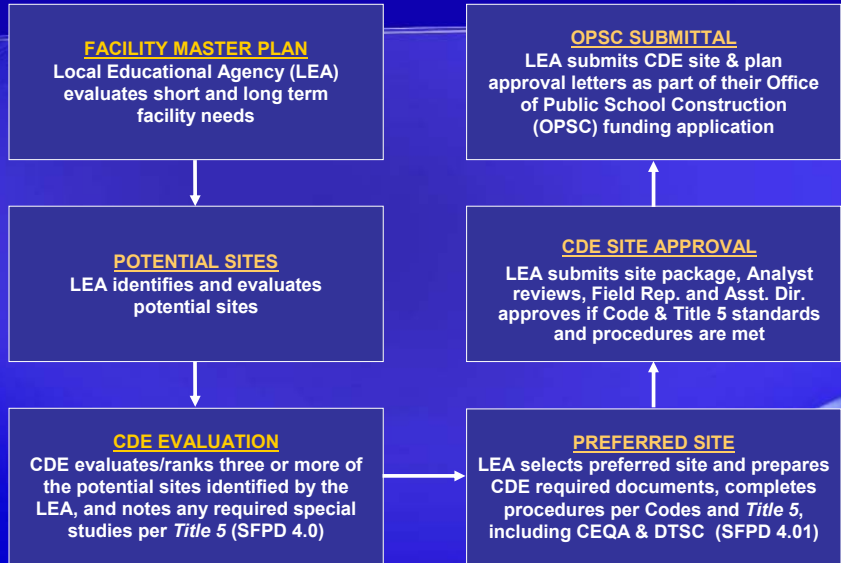
Role of the CDE (cont.)

- All public school sites and plans, *regardless* of funding source, must meet **Title 5** standards:
 - 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 17070.90*)

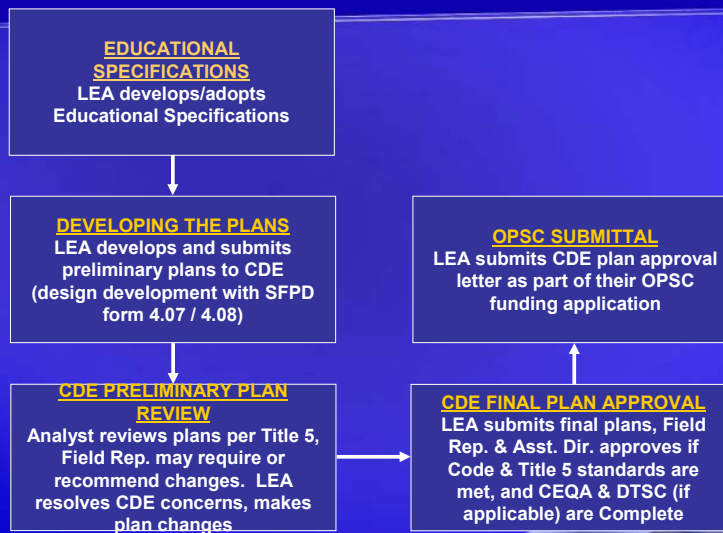
SFPD – Who are we?

- Director - Kathleen Moore
- Asst. Director - Fred Yeager (supervises Field Reps.)
- Staff Manager – Diane Works (supervises Analysts)
- Senior Architect – Diane Waters
- 11 Field Representatives - (Geographic and topical assignments, 6 based in Sacramento Office)
- 6 Analysts – reviewing site and plans
- Variety of other support staff
- Office of School Transportation

Site Approval Process Overview



Plan Approval Process Overview



CDE Top 10 Tips

1. Develop and Use Educational Specifications

- Links function / educational program to design
- Required by Title 5
- Involve all stakeholders in development
 - ◆ Teachers
 - ◆ Classified
 - ◆ Parents
 - ◆ Community
 - ◆ Students
- Board-adopted, any updates?
- Consider new trends / post-occupancy evaluation

CDE Top 10 Tips

2. Develop / Update a Facilities Master Plan

- Recommend 5+ year timeframe, update at least every 3-5 years
- CDE reviews Master Plan with Site approval package to justify site size acquisition, master plan capacity
- Identify need to acquire land, build or consolidate
- Where to build
- What to build
- What to modernize
- Budget Estimates
- Funding sources

CDE Top 10 Tips

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
 - Mitigations noted in site approval, such as: power line setbacks, pipeline mitigations, demonstration of adequate physical education on smaller sites
 - Know how to request & document Standard exemptions

CDE Top 10 Tips

4. **Use most current forms/guidance from CDE Web**
 - Latest requirements and certifications on forms
 - Small school site policy / maximum student density
 - Physical Education – Guidance for smaller sites
 - Guidance for Power lines, Pipelines, etc.

CDE Top 10 Tips

5. Early and frequent contact with CDE Field Representative

- Review of requirements, processes
- New laws, regulations, policies, recommended guidance
- Scheduling of review times
- Consider attending County Office of Ed. Facilities Planners Meetings

CDE Top 10 Tips

6. Plan sites for future growth (acreage, access, supervision, interaction, support for expand capacity)

Support and other facilities such as:

- Additional Toilets
- Cafeteria/outdoor seating, satellite food services
- Lockers
- Physical Education teaching stations
- New Construction / Relocatable Classrooms
- Special Education
 - District and County Office of Education
 - Parking and other interaction on campus
- Preschool / Day Care
- Joint-Use

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.)
- Need for utility and road access, connections
- Off-site improvements, mitigations
- Grading / drainage permits
- New air impact assessment fee / indirect source review

CDE Top 10 Tips

8. Ensure your documents / studies are consistent internally and with each other

same location, acreage, project scope, master plan capacity, conclusions / findings in all submitted to CDE, such as:

- California Environment Quality Act (CEQA) – EIRs, Neg. Decs.
- Department of Toxic Substances Control (DTSC) – Phase I
- Geohazards Reports
- Safety Studies (pipelines, powerlines, railroads, etc.)
- CDE forms (SFPD 4.0, 4.02)
- Legal description and matching maps

CDE Top 10 Tips

9. Clear Definition of Project Scope Upfront

- What level of CEQA analysis is needed?
- Is DTSC approval needed? If so, be prepared for Phase 1 Environmental Site Assessment, Preliminary Endangerment Assessment, or Removal Actions, etc.
- Other safety studies as required / noted on the SFPD 4.0 Initial Site Evaluation
- All joint use acreage included/covered by reports?

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

CDE Top 10 Tips

Bonus tips:

- Be aware of funding deadlines, don't wait and file at the last minute
- Read consultant / architect prepared forms/reports before submitting to CDE
- Submit drawings / plans that are readable and call out uses, dimensions, safety equipment etc.
- Submit only complete packages with forms completely filled out
- Use the Env. Hazards Checklist form for Site packages, consider electronic/interactive disk submittal

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*)
- What's New , list serve

Other Agency Resources

- Collaborative for High Performance Schools (CHPS) <http://www.chps.net/>
- The Council for Educational Facility Planners International (CEFPI) <http://www.cefpi.org/>
- National Clearinghouse for Educational Facilities <http://www.edfacilities.org/>
- *Center For Cities and Schools* <http://www.citiesandschools.berkeley.edu>

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/>

Other CDE Conference Events

Workshops

- **Designing Schools for the 21st Century**
February 24, 10:45 a.m. - 12:15 p.m.

Roundtables

- **Special Education Facilities**
February 23, 3:30 p.m. - 4:30 p.m.
- **CDE Plan Summary**
--and--
- **Education Specifications**
February 24, 2:30 p.m. - 4:00 p.m.

Resource Room

- **February 23, 10:00 a.m. - 5:00 p.m.**

Division of the State Architect

**“The Building
Department for
Public Schools”**

Presenters

Kathy Hicks & Dave Thorman



DSA Organization

- DSA Headquarters located in Sacramento
- Four DSA Regional Offices
 - Oakland
 - Sacramento
 - Los Angeles (also has Bakersfield satellite office)
 - San Diego (also has Riverside satellite office)



DSA Organization

- DSA Headquarters
 - Title 24 Code adoption: structural & accessibility
 - Statewide programs: inspector certification & training, laboratory approvals (LEA)
 - Interpretations of Regulations (IRs), Bulletins
 - DSA Academy (learning resource for staff/clients)
 - DSA Advisory Board and Committees

DSA Organization

- DSA Regional Offices
 - Project plan review and approval
 - Construction oversight, inspector approval
 - Project closing
- TIP – know the DSA contacts for your project:
 - Intake Architect
 - Supervisors
 - Regional Manager

Projects for which DSA Review is Required

- New school buildings/associated site work
- Alterations to existing school buildings if project cost exceeds \$25,000
- Construction regulated by accessibility standards if project cost exceeds \$25,000
- DSA Interpretation of Regulations (IR) A-10 updates the \$25,000 threshold annually

DSA Review is Not Required for:

- Off-campus administrative buildings
- Maintenance projects – reroof and repair
- Alteration projects, if estimated construction cost of less than \$25,000 (refer to IR A-10)
- Miscellaneous small structures; fences, poles, field accessory structures < 250 sq. ft.
- Questions ? Contact your Regional Office

Applicable Laws and Regulations

- Statutes – *Education Code* Section 17280 (Field Act), *Government Code* Section 4450 (Accessibility)
- Regulations – **Title 24**, Parts 1 through 12:
 - Part 1 – Administrative
 - Part 2 – Building Code
 - Parts 3, 4, 5, 6, 9 – Electrical, Mechanical, Plumbing, Energy and Fire Codes

Scope of DSA's Review

- DSA reviews design for compliance with Title 24 building standards:
 - Structural Safety (SS)
 - Fire and Life Safety (FLS)
 - Accessibility (AC)
- Construction documents must show ALL work (electrical, mechanical, plumbing, site)

Project Development Tips

- Prior to design, conduct adequate surveys for accessibility, fire-safety and structural aspects of existing facilities
- Preliminary meeting with DSA recommended for large or complex projects:
 - Project scheduling constraints & funding deadlines
 - DSA concurrence w/ design criteria & code interpretation
 - Verify deferred approval items (e.g. fire sprinkler design)

STEP 1 – Submitting Plans to DSA

- Complete plans and specifications (3 sets)
- Geological Hazards Report and Soils Report
- Structural Calculations
- Site drawing signed by local fire authority fire access, gates, fire flow, and hydrants
- Form DSA 3 – Project Submittal Checklist

STEP 2 – Initial Review

- DSA verifies that plans are complete
- DSA Application number assigned
- Determine review “in-house” or consultant
- District and Architect notified by letter “*Notice of Progress*” indicating:
 - Project’s application number
 - Anticipated date review will start

STEP 3 – Plan Review

- Plans reviewed by next available plan reviewer (for each of three disciplines)
- Plans reviewed in order received
- Three concurrent reviews are conducted:
 1. Structural – structural engineer
 2. Fire and Life Safety – fire and life-safety officer
 3. Accessibility – access compliance review

STEP 4 – Reviewed Plans Returned to Architect

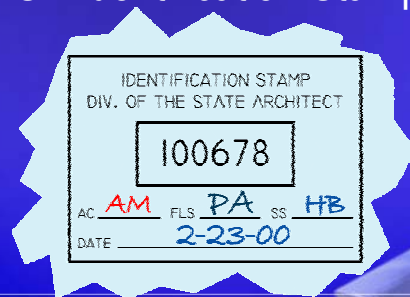
- Each of three “checksets” (SS, FLS, AC) returned to Architect when completed
- DSA notifies the District via email “*Notice of Progress*” that entire review completed
- DSA Web site “TRACKER” also indicates status of each review (SS, FLS, AC)

STEP 5 – “Backcheck” and Approval of Plans

- Architect schedules “backcheck” appointment at DSA (SS, FLS, AC)
- Architect and consultants bring amended tracings and checksets to backcheck
- Architect and consultants must provide experienced staff at the backcheck

Approval of Plans and Specs

- DSA staff review tracings and three checksets with the architect and engineers
- When backcheck is done, SS, FLS, AC initial and date DSA Identification Stamp



Approval of Plans and Specs: *DSA Approval Letter*

- DSA now scans all stamped drawings and specifications, and then returns documents - DSA Policy 06-01
- Approval Letter is issued via email DSA Bulletin 06-02
- Construction contract may be awarded upon approval (DSA Approval Letter)

DSA Web Site

<http://www.dsa.dgs.ca.gov>

- Project Status – “TRACKER”
- Project Submittal / Plan Review Process
- DSA Publications and Forms
- DSA Inspector and Lab Programs
- Contact Information for HQ and Regional Offices

Office of Public School Construction

Program Services

*Presenter
Tian-Ting Shih*



Role of the OPSC

- Staff to the State Allocation Board (SAB)
- Implementation of New Legislation
- Administration of SAB Programs and Funding

Staff to the State Allocation Board

- Ten SAB Members (nine currently appointed)
- Board reviews and approves Regulations, Applications for Eligibility and Funding
- Board acts on Appeals and Special Items

State Allocation Board Members

Department of Finance

Ana Matosantos, Director
Designee, Cynthia Bryant

Department of General Services

Ron Diedrich, Acting Director
Designee, Scott Harvey

Department of Education

Jack O'Connell, State Superintendent
Designee, Kathleen Moore

Governor's Appointee

VACANT

Senate Members

Senator Alan Lowenthal
Senator Loni Hancock
Senator Bob Huff

Assembly Members

Assembly Member Julia Brownley
Assembly Member Jean Fuller
Assembly Member Tom Torlakson

Office of Public School Construction

Lisa Silverman, Acting Executive Officer

State Allocation Board

Lisa Kaplan, Assistant Executive Officer

Implementation of New Legislation

- Develop proposed regulations
- Discuss at SAB Implementation Committee, an informal advisory body
- Members include representatives from school facility arena

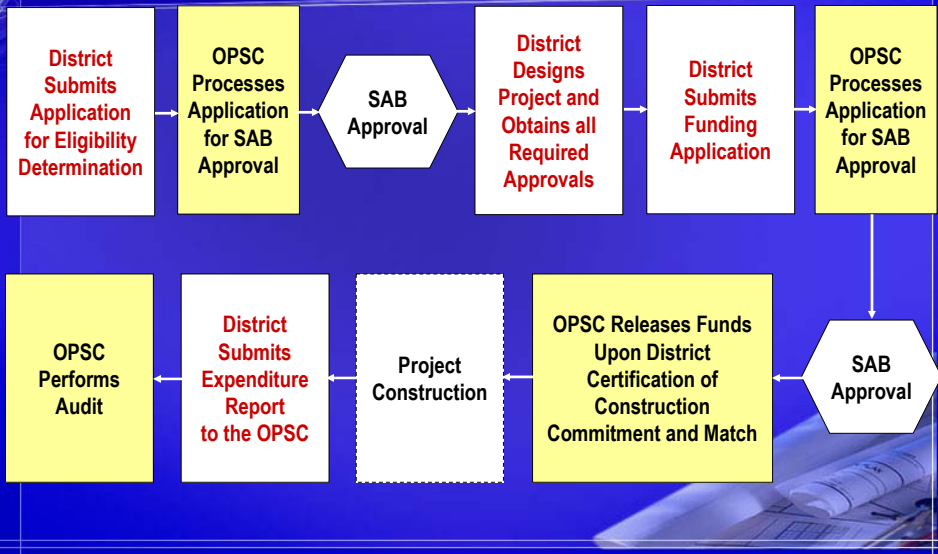
SAB Programs

- **School Facility Program**
 - Critically Overcrowded Schools
 - Joint-Use
 - Charter School Facilities
 - High Performance Schools
 - Career Technical Education Facilities
 - Overcrowding Relief Grants
 - Seismic Mitigation
- **Emergency Repair Program**
- **State Relocatable Classroom Program**
- **Deferred Maintenance**

School Facility Program

- Exists as a result of passage of Senate Bill 50 and Proposition 1A in Fall 1998
- Continues today as a result of Assembly Bill 16 and Assembly Bill 127 and Propositions 47, 55, and 1D
- Provides funding for new construction and modernization for eligible school districts and county offices of education

Application Process



Eligibility Determination

▪ New Construction

- Demonstrate the existing classroom capacity is insufficient to house anticipated pupil enrollment using one of the approved projection methods. The unhoused pupils are referred to as “baseline eligibility”
- Baseline Eligibility reduced for classrooms added after “snapshot”
- Baseline Eligibility can be reduced or increased by changes in enrollment (CBEDS)

Eligibility Determination

- **Modernization**
 - Demonstrate on a site specific basis that permanent facilities are at least 25 years old and relocatable facilities are 20 years old and pupils are/will be assigned to the site
 - Baseline eligibility can be increased for current year CBEDS or new facilities that become eligible based on age

Funding Application Requirements

- **New Construction**
 - Form SAB 50-04, Application for Funding
 - CDE Plan Approval
 - DSA Plans and Specifications, Plan Approval Letter
 - Cost Estimate for Site Development
 - Locally-approved Off-Site Plans and Copy of Mandates
 - Career Technical Education Compliance

Funding Application Requirements

- New Construction 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 Hazardous Material Remediation Costs

Funding Determination

- New Construction
 - Per Pupil Grant set in Law
 - State and District Share at 50%
 - Financial Hardship
 - Base Grant
 - Number of Classrooms × Loading Standard (25 - elementary, 27 - middle/high) × Per Pupil \$*

Funding Determination

- Supplemental Grants
 - ◆ Site Acquisition (Land, DTSC, 4%, Relocation Costs), Toxic Remediation, Site Development Costs, Project Assistance, Multi-level, Fire Code Requirements, Geographic, New School, Small Size, Urban/Security/Impacted Site, High Performance Incentive Grants

Funding Application Requirements

- Modernization
 - Form SAB 50-04, Application for Funding
 - CDE Plan Approval
 - DSA Plans and Specifications, DSA Approval Letter
 - Project Cost Estimate
 - Cost Estimate for Utility Items (for 50-yr old buildings only)

Funding Determination

- **Modernization**
 - Per Pupil Grant set in Law
 - State Share 60%, District Share 40%
 - Financial Hardship
 - Base Grant (over 20/25 years old, over 50 years old)
 - Supplemental Grants
 - ◆ Project Assistance, Fire Code, Requirements, Utilities, Geographic, Access Compliance, Elevators, Small Size, Urban/Security/Impacted Site, High Performance Incentive Grants

Career Technical Education Facilities

- New facilities (\$3 mil maximum grant) or reconfiguration of existing (\$1.5 mil maximum)
- Funding for facilities and/or equipment
- May be combined with a New Construction or Modernization application
- Matching share requirement (loans available)
- CDE approves program of study & scores application
- Reservation of funds option
- Future funding cycle(s) to be determined

Critically Overcrowded Schools Program

- Created in 2002 from Assembly Bill 16
- New classrooms to relieve severe overcrowding
- Provides Preliminary Apportionment (reservation of funds) without plans and specs
- Project must convert to New Construction project in four years
- Ongoing funding has not been provided for this program, therefore the OPSC will not accept new applications

School Facility Joint-Use Program

- Created in 2002 as a result of Assembly Bill 16
- Additional funding for the following facilities:
 - To improve pupil academic achievement
 - Childcare facilities
 - Multi-purpose Rooms; Gymnasiums; Libraries
- Approximately \$6 million is expected to be available for the next funding cycle
- Applications must be filed by March 1, 2009.

Emergency Repair Program

- Exists as a result of settlement in Williams vs. California
- 100% funding for eligible costs to schools in deciles 1, 2, 3 based on 2006 API for 2007-2010 funding cycle
- Annual appropriations from Proposition 98 Reversion Account for total of \$800 million

Deferred Maintenance

- Major repair or replacement of existing school building components, including but not limited to:
 - roofing, plumbing, heating, air conditioning, electrical systems, interior/exterior painting, floor systems, etc.
- Recent Budget Acts modified DM for 2008/09-2012/13 period to provide baseline funding; relieve districts from matching share requirement; and, allow flexibility in the use of funds

State Relocatable Classroom Program

- As of October 26, 2005, this program is being phased out, and the OPSC is no longer accepting lease requests
- Currently administering the Phase-Out Plan

OPSC Top Tips

- Talk to your OPSC Project Manager
- Take advantage of OPSC Outreaches, Workshops, Publications
- Keep District Representative information current
- Keep eligibility information up-to-date
- Have plans approved by DSA and CDE prior to funding submittal

OPSC Top Tips

- Construction work in plans is 60 percent commensurate
- Make sure application is signed by District and Architect
- Make sure to review all certifications on forms

Web Sites

- <http://www.cde.ca.gov/ls/fa/>
- <http://www.dsa.ca.gov>
- <http://www.opsc.dgs.ca.gov>