Preparing for Phase II Approval: New Construction/Advance Site and/or Plans

Introduction

The site acquisition and design development stage (Phase II) of the application provides funds for the acquisition of real property and preparation of the final plans and specifications. Prior to a Phase II SAB recommendation, the following project elements must be addressed:

- environmental impact documents
- site acquisition
- preliminary plans
- preliminary cost estimates
- 2A diagrams

Required Documents

The following documents are required to prepare an application for a Phase II approval:

DOCUMENT NUMBER	DOCUMENT NAME	SEE PAGE	SITE ACQUISITION	DESIGN DEVELOPMENT
☐ none	Environmental Impact Documents	3-B-4	✓	✓
☐ SFPD 4.0	California Department of Education, School Facilities Planning Division, Approval Procedures and Site Report	3-B-11	✓	
☐ none	California Department of Education, School Facilities Planning Division, Final Approval of Site Acquisition	3-B-11	✓	
☐ none	Real Property Appraisals	3-B-14	✓	
☐ SAB 509	Site Ownership Certification	3-B-12		✓
☐ SAB 510	Investigation of Toxic and Solid Waste Hazards	3-B-13	✓	✓
☐ none	Preliminary Project Plans	3-B-26		✓
☐ none	2A Diagrams	3-B-32		✓
☐ SAB 506A	Estimated Project Cost Detail	3-B-35		✓
☐ SAB 506B	Summary of Estimated Costs	3-B-35		✓

Continued on the next page

Required Documents, continued

DOCUMENT NUMBER	DOCUMENT NAME	SEE PAGE	SITE ACQUISITION	DESIGN DEVELOPMENT
☐ SAB 506	Application for Apportionment (for increases in cost or area only)	3-A-53	✓	✓

Phase II design development and site acquisition funds will be released upon SAB approval and the district's submittal of the following documents:

DOCUMENT NUMBER	DOCUMENT NAME	SEE PAGE	SITE ACQUISITION	DESIGN DEVELOPMENT
☐ none	California Department of Education, School Facilities Planning Division, Approval of Preliminary Plans	3-B-83		✓
☐ none	Preliminary Title Report	3-B-83	✓	
☐ none	Plat Map	3-B-83	✓	
☐ none	Legal Counsel's Opinion Regarding Exceptions in the Title Report	3-B-84	✓	
☐ none	Escrow Documents	3-B-84	✓	
☐ none	Policy of Title Insurance	3-B-84	✓	

In This Section

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Prior to the SAB approving an application beyond the feasibility stage

Environmental Impact Documents (EID)

Introduction

(Phase I), a set of environmental impact documents (EID) must be prepared. The district has sole responsibility for meeting all California Environmental Quality Act (CEQA) requirements as administered by the State of California, Office of Planning and Research (OPR)/State Clearinghouse. The OLA verifies that the CEQA requirements have been addressed.

Every application requires either a:

- categorical exemption
- negative declaration
- environmental impact report (EIR)

California Environmental Quality Act (CEQA) Officer

The district's governing board is required to appoint a CEQA officer. All correspondence, consultation, and documentation relating to an EID must be coordinated through the district's CEQA officer. The *Form SAB 508, Authorized Signatory* is used for this purpose.

Title 14 of the California Administrative Code (CAC), incorporates the *CEQA: Statutes and Guidelines (Stock No. 7540-931-1022-0)* of the Office of Planning and Research/State Clearinghouse. This publication may be obtained at a nominal cost from:

Department of General Services
Documents Section
P.O. Box 1015
North Highlands, CA 95660
(916) 973-3700

Consultation with OLA CEQA Officer

If either a negative declaration or a draft EIR is being prepared, the district is required to consult with the OLA CEQA officer. It is advised that districts preparing categorical exemptions also consult with OLA's CEQA officer.

Categorical Exemption

Introduction

The *CEQA: Statutes and Guidelines* of the OPR provide certain categorical exemptions from the preparation of an EIR:

- replacement of existing facilities
- minor additions to existing facilities
- addition to existing facilities

Replacement (Class 2)

The Class 2 exemption applies to the replacement of an existing structure where the new structure will be located on the same site as the structure replaced. The replacement structure will have the same purpose and capacity, including but not limited to:

- replacement of existing schools to provide earthquake resistant structures which do not increase the capacity by more than 50 percent; and/or

- replacement of existing utility systems and/or facilities involving negligible or no expansion of capacity.

Minor Additions to Schools (Class 14)

The Class 14 exemption applies to additions to existing schools when the addition does not increase the original student capacity by more than 25 percent or ten classrooms, whichever is less. The addition of relocatable classrooms is included in this exemption.

Existing Facilities (Class 1)

The Class 1 exemption applies to minor alterations to existing public structures involving negligible expansion of use beyond that which previously existed. The addition may not result in an increase of more than:

- 50 percent of the floor area of the structure before the addition, or 2,500 square feet, whichever is less; or

- 10,000 square feet if the following conditions exists:

  1) the project is located in an area where all public services and facilities are available to allow for maximum development permissible in the general plan; and

  2) the area in which the project is located is not environmentally sensitive.

Continued on the next page

Notice of Exemption

When claiming a categorical exemption, the Notice of Exemption must cite the appropriate subsection of the *CEQA: Statutes and Guidelines.* The "notice" must include evidence of filing with the district's county clerk. The stamped "notice" must also be submitted to the OLA for review by the OLA CEQA Officer.

Negative Declaration

Introduction

A negative declaration is a document describing the project and contains a finding that the project has no significant environmental effect. The steps for preparing a negative declaration are similar to the initial procedures used for preparing an environmental impact report (EIR).

District CEQA Officer's Responsibilities

The district's CEQA officer is responsible for submitting the following documents to the OLA:

ITEM	DOCUMENT
A	Certification of consultation between the district's CEQA officer and the OLA CEQA officer.
B	Initial environmental study to include responses.
C	District certification of persons/organizations consulted for comment prior to the district's adoption of the negative declaration.
D	Evidence that the site has been investigated for previous or current use as a hazardous or solid waste disposal site, hazardous substance release site or site which contains piplines which carry hazardous substances, materials, or hazardous wastes.
E	• District certification of availability of the negative declaration for public comment; and • District's statement of responses to public comments.
F	Certification of negative declaration submittal to the OPR/State Clearinghouse (including date). This can be evidenced by either the district's letter of certification or OPR/State Clearinghouse environmental document transmittal form complete with clearinghouse number.
G	Closing letter from the OPR/State Clearinghouse acknowledging compliance with OPR review requirements.
H	Notice of Determination stamped by the county clerk.

Environmental Impact Report

Introduction

The purpose of an environmental impact report is to identify the significant effects of a project on the environment, and alternatives to the project. In addition, the manner in which those significant effects can be mitigated or avoided is addressed. This report provides public agencies and the general public with detailed information about the effect a proposed project is likely to have on the environment.

District CEQA Officer's Responsibilities

The district's CEQA officer is responsible for submitting the following documents to the OLA:

ITEM	DOCUMENT
A	Draft Environmental Impact Report.
B	Final Environmental Impact Report
C	Certification of consultation between the district's CEQA officer and the OLA CEQA officer.
D	Initial Environmental Study to include responses.
E	District certification of persons/organizations consulted prior to the district filing the notice of completion.
F	Evidence that the site has been investigated for previous or current use as a hazardous or solid waste disposal site, hazardous substance release site or site which contains pipelines which carry hazardous substances, materials, or hazardous wastes.
G	Evidence that the State Clearinghouse has received a notice of completion of the draft EIR.
H	• District certification of availability of EIR for public comment; and • Record of public comments; and • District's statement of responses to public comment. • If no public comments, district statement that no comments were received.
I	Closing letter from the State Clearinghouse.
J	When necessary, district's statement of overriding consideration warranting the project's approval.

Continued on the next page

District CEQA Officer's Responsibilities, continued

ITEM	DOCUMENT
K	District certification of completion of final EIR.
L	Notice of determination stamped by the county clerk and State Clearinghouse.

Multiple Projects Addressed in a Single EIR

Provided a series of projects are essentially similar in their environmental impact, a single environmental impact report may be sufficient. One report may suffice in the following instances:

- the development of a school is ultimately planned; or
- the phased construction of a school is planned; or
- several schools are planned at various locations.

Projects within the scope of the original environmental impact report which are filed within one year of the original EIR, as accepted by the county clerk, may be exempt from the preparation of additional environmental impact documents.

Time Lapse of Approval of Original EIR

When more than one year has elapsed since the approval of the EIR as accepted by the county clerk, significant changes may have occurred either in the CEQA guidelines or the environmental setting. Therefore, the district's CEQA officer must review the proposed project for the following conditions and take the appropriate action:

CONDITION	ACTION
Environmental conditions have not changed since the preparation of the original EIR.	Submit a statement to the OLA which outlines the review process and addresses all subsequent findings.
Environmental conditions have substantially changed since the preparation of the original EIR or a significant environmental impact has arisen which was not considered in the original EIR.	Prepare an amended or supplemental EIR which addresses all changes.

Note: SAB regulations permit a *final* EIR for a project to be submitted as a *draft* EIR for subsequent projects not otherwise covered in the original EIR, only if the circumstances of the projects are substantially the same.

Site Support Costs

Introduction

Site support costs provide funds for the:

- preparation of environmental impact documents
- development of relocation reports
- determination of relocation claims
- negotiation of site purchases

Eligible State Funded Costs

The State will fund a maximum of 85 percent of the amount expended on eligible site support costs. The State funded portion will be deducted from the project's building cost allowance prior to issuing an authorization to bid the project.

Loan Option/Repayment

The balance (15 percent) of the eligible costs must be funded by the district. The district may request an advance from the State not to exceed 15 percent.

The advance must be repaid as follows:

- Payments shall be equal to one-half of one percent of the district's prior fiscal year General and Adult Education Funds budgets, exclusive of amounts budgeted for capital outlay or debt services, to a maximum of $100,000.00 per year.

- Payments including interest are due on January 1 of each year until the advance is repaid. The first payment is due January 1 following the fiscal year in which the warrant is issued for the site support costs.

Note: The interest rate shall be established pursuant to Education Code Section 16334.

Required Document for Loan Option

The following document is required prior to release of *site support* loaned funds:

FORM	DESCRIPTION
SAB 507	District Resolution Certifying Agreement to Repay Additional Apportionment to the State Lease-Purchase Fund

Site support costs approved in the application shall be authorized for payment at Phase II SAB approval.

Site Selection

Introduction

Selection of a school site is critical to both a safe and supportive environment for the curriculum and learning process. The area acquired is limited to the minimum land area necessary to conduct an adequate educational program.

Criteria

The following criteria will be considered by the California Department of Education (CDE), School Facilities Planning Division (SFPD) when selecting a site:

- safety
- location
- environment
- soils
- topography
- size and shape
- accessibility
- public services
- utilities
- land / development costs
- availability
- political implications

Role of the California Department of Education

The California Department of Education, School Facilities Planning Division, is required to review and recommend approval of all new school sites and additions to school sites regardless of the funding source. To ensure that the best possible site selection is made with a balance of educational and financial considerations, the district must comply with the following procedures:

- The district must identify a minimum of *three approvable* sites to be reviewed with the SFPD. These sites must be identified on the California Department of Education's *Form SFPD 4.0, Approval Procedures and Site Report*. If the SFPD finds that one of the three proposed sites is not approvable, another approvable site must be added to the list for consideration.

- If there are not three approvable sites in the area in which the new school is to be located, *the SFPD must state this fact in a site review letter addressed to the Office of Local Assistance.*

The final selection of the proposed site must be approved and certified by the CDE.

Form SAB 509, Site Ownership Certification

Introduction

This document is a certification made by the district representative that the school district holds legal title to the site contained in the application. The title must be free of any liens and encumbrances which would adversely affect the use of the site for school purposes. All land related to a project is subject to a 40-year lease-purchase agreement between the State and the school district.

District Owned Site

For those projects being constructed on a district owned site, the *Form SAB 509, Site Ownership Certification*, is required prior to the Phase II SAB recommendation.

Sites Not Previously District Owned

For those projects which include the acquisition of real property not previously owned by the district, a grant deed to the property or the *Form SAB 509, Site Ownership Certification*, is required prior to the Phase III SAB recommendation.

County Superintendent of Schools Building Project

In the event a facility is to be constructed by a County Superintendent of Schools on property owned by a school district, it is not necessary for the county to acquire land. In lieu of the site ownership certification, a 40-year ground lease from the district to the county must be executed. In addition, the district that is leasing the site to the County Superintendent of Schools must provide the *Form SAB 509, Site Ownership Certification.*

Form SAB 510, Investigation of Toxic and Solid Waste Hazards

This topic being rewritten.

Real Property Appraisals

Definition

A real property appraisal is a written estimate of the fair market value of a real property.

Appraisal Specifications

Appraisal specifications must comply with those established by the Appraisal Institute.

Appraisal Options

To ensure that site acquisition conforms to law and that fair market value is properly determined, the district must comply with the SAB real property appraisal process.

Either one or two appraisals may be obtained to meet site acquisition requirements. A comparison of appraisal options is provided in the table below:

COMPARISON OF APPRAISAL OPTIONS	
One Appraisal	**Two Appraisals**
• One appraisal per parcel • The appraisal must be reviewed by the Office of Real Estate and Design Services (OREDS) • For valuations approved by OREDS, the appraisal fee is an eligible project cost	• Two appraisals per parcel • Appraisal fees are eligible project costs • OREDS must review the appraisals only in the event that the valuation(s) are relatively disparate

Appraisal Costs

The costs associated with the preparation of required appraisals are eligible State funded expenditures.

Continued on the next page

Updates

Updates to an appraisal are permissible under the following circumstances:

CIRCUMSTANCE A
The valuation date of the appraisals will exceed 60 days at the time of the district's request for a site apportionment and no more than 150 days at the time of the site apportionment. However, an appraisal exceeding 60 days at the time of the site apportionment may be updated. The appraisal update is an eligible project expenditure.
CIRCUMSTANCE B
Upon the initiation of eminent domain proceedings, the appraisal update is an eligible project expenditure.
CIRCUMSTANCE C
A court has ordered an updated appraisal due to a condemnation action. Only the appraisal which the site apportionment was based will be updated and considered an eligible project expenditure. Appraisals cannot be updated as a basis for negotiation toward a stipulated judgement.

Time Extension

When a settlement cannot be successfully negotiated and the district has not filed condemnation proceedings within the 60 day (single parcel) or 90 day (multiple parcel) time limit, a written time extension must be requested by the district and obtained from the OLA Executive Officer. If a written extension is not granted, the SAB will hold the district responsible for any increased costs exceeding the approved appraised value.

Site Purchase

Introduction

Eminent domain gives a public entity the right to acquire land for public use. Site acquisition is a local responsibility.

The district and its legal counsel carry the burden of negotiating the acquisition, complying with statutory requirements, and bringing the acquisition of the real property to a successful conclusion. It is desirable that the district consult with its legal counsel before taking steps to acquire real property. Legal counsel often insists on early consultation so that each action will give maximum support to the district's case should condemnation proceedings be necessary.

Acquisition of real property may be accomplished through:

- a negotiated settlement, or
- condemnation proceedings.

Negotiated Settlement within the Appraised Valuation

A negotiated settlement culminates when the property owner accepts an offer within the amount of an approved appraisal. This settlement represents the SAB cost standard for the acquisition.

Negotiation Deadlines

To ensure that the site acquisition is completed in an expeditious manner, the following deadlines must be adhered to:

- A settlement must be negotiated or condemnation filed within 60 days (single parcel) or 90 days (multiple parcels) of the SAB site acquisition apportionment.

- A time extension may be granted if a written request is made to the Local Assistance Officer prior to the expiration of the original 60 or 90 day deadline. There must also be good reason to believe that a successful negotiation can be achieved.

Negotiated Settlement above the Appraised Valuation

Under rare circumstances, a settlement may be negotiated above the approved appraised valuation at an amount authorized by the SAB. Authorization to negotiate a settlement above the approved appraised valuation may be warranted if satisfactory evidence from a relevant source is provided. This evidence may include:

- the owner's appraisal
- another current appraisal
- recent court awards for similar properties
- probable testimony in a potential trial
- opinion of district's legal counsel
- potential trial costs

Continued on the next page

Negotiated Settlement above the Appraised Valuation, continued

Usually, any evidence will be evaluated by the Office of Real Estate and Design Services (OREDS). However, an independent appraiser (party other than the original appraiser) may evaluate evidence provided that prior authorization is obtained from the Local Assistance Officer.

In all instances, the evaluation of the evidence accomplishes one of the following:

- The evidence is unsubstantiated. Therefore, negotiation above the approved appraised valuation will not be permitted.
- The evidence is fully substantiated. Since the increase in the appraised value is warranted, a negotiated settlement up to a maximum amount requested by the property owner may be authorized.
- The evidence is partially substantiated. Since a partial increase in the appraised value is warranted, the negotiated settlement may not exceed the maximum finding of the evaluation.

Limitations

Any increase resulting from a substantiated appraisal is subject to the following limitations:

- No monetary limit will be specified for real property valued up to $100,000.00.
- A ten percent increase in the approved appraised valuation will be specified for real property valued in excess of $100,000.00.

Note: All offers of negotiated settlement exceeding the approved appraised valuation are subject to approval by the SAB.

Continued on the next page

Condemnation Proceedings

The acquisition of private real property through condemnation can be achieved through the following legal actions:

LEGAL ACTION	DEFINITION
Stipulated Judgement	Occurs when an agreement to sell a property is negotiated with the assistance of the Court.
Order of Immediate Prejudgment Possession	Allows a government to take legal possession of a real property prior to the Court's interlocutory or final judgement.
Interlocutory Judgement	Occurs when the Court makes a decision on the request to condemn a property. The decision is followed by a final judgement.
Final Judgement	The Court's final determination of the property value.

Stipulated Judgement Proceedings

When the district pursues a settlement by means of a stipulated judgement, the summons and complaint, and lis pendens issued by the Court must be submitted to the OLA. These terms are defined as follows:

TERM	DEFINITION
Summons	A notification to the property owner to appear in court.
Complaint	Explains the nature of the proceeding to the court.
Lis Pendens	Notice to the public that a title to real property is pending litigation.

An agreement to a stipulated judgement may be negotiated within the approved appraised value of the property. However, if an agreement cannot be reached in this manner, negotiations above the appraised value of the property may be authorized. In this instance, the procedures delineated in negotiating a settlement without condemnation must be enforced (see *Updates, page 3-B-15*).

Continued on the next page

Order of Immediate Prejudgment Possession

An order of immediate prejudgment possession allows the district to take legal possession of a real property prior to the Court's interlocutory or final judgement. The action of immediate possession irrevocably sets the date of the property's valuation.

Before the district may file an Order of Immediate Prejudgment Possession with the Court, the Local Assistance Officer must authorize the action under any of the following prescribed circumstances:

CIRCUMSTANCE A
• Acquisition is necessary to stop on-going or emminent development of the property which will have a substantial effect on the value. • If an acquisition involves more than three parcels under different ownership and at least two-thirds of the parcel owners have indicated a willingness to agree to a negotiated settlement, then immediate possession may be authorized for the remaining parcels. Note: In the above mentioned situation, development of the property may occur upon receipt of final Office of the State Architect (OSA) approved construction plans. However, a Phase III construction apportionment will be granted only if the project meets the appropriate priority point threshold. Written authorization must be obtained from the OLA Executive Officer prior to any development or improvement.
CIRCUMSTANCE B
If the demolition, removal or replacement of structures or other facilities existing on the property will require an unusual amount of time to complete and therefore cause an unacceptable delay in the project, immediate possession may be authorized. However, the district must certify that acceptable final plans have been submitted to the OSA nd that OSA approval will be granted shortly after the demolition or removal is completed.
CIRCUMSTANCE C
The final plans have been approved by the OSA and the project meets the priority point threshold for Phase III construction funding.

Any request by the district for immediate possession which does not meet the immediate possession prescribed circumstances previously discussed must be accompanied by a school board resolution agreeing to fund any amount of a court award exceeding the approved appraised value.

Continued on the next page

Order of Immediate Prejudgment Possession, continued

In all cases, the counsel representing the district in the condemnation proceedings must provide the Local Assistance Officer with a brief written summary of the property owner's claims. The summary must stipulate that there are no known claims by the property owner which would be likely to cause the Court to award a substantial increase (more than 50 percent) above the approved appraised value.

Deposits with the Court

When the district is authorized by the Local Assistance Officer to take immediate possession of a given parcel, monies equal to the approved appraised value are released to the district for deposit with the Court.

The date of deposit establishes the property valuation date.

Interlocutory Judgement Proceedings

If a settlement cannot be negotiated with the aid of the Court in a stipulated judgement proceeding, the district must pursue an interlocutory judgement. In these proceedings, the Court makes a decision on the request to condemn a property. The Court's condemnation decision is followed by the final judgement.

Final Judgement

The final judgement is the Court's final determination of the value of the property. It is the district's responsibility to submit to the OLA a certified copy of the judgement bearing the Court's seal. When such documents are received, the OLA can submit to the SAB a request for an increase in the site apportionment to meet any judgement above the high appraisal.

Relocation Assistance

Introduction

Any person, business, farm operation, or non-profit organization displaced as a result of a real property acquisition may receive financial assistance from the SAB. Relocation assistance is administered by the SAB in accordance with the State relocation guidelines adopted by the Calfiornia Commission of Housing and Community Development.

Relocation Criteria

Those entities eligible for relocation assistance include any person, business, farm operation or non-profit organization occupying the subject property at the time the first written offer to purchase the property was made.

In addition, any entity being relocated shall:

- receive fair and equitable treatment; and
- not suffer disproportionate injuries from a program designed for the public's use; and
- not be required to relocate unless adequate replacement housing is available.

Types of Relocation Reports

Upon the district making its first written offer to purchase real property and the displacement of occupants is evident, either a relocation plan or a statement of exemption or relocation entitlement report must be prepared as follows:

TYPE OF REPORT	DESCRIPTION
Relocation Plan	The relocation plan is the primary relocation report. This report must be prepared on any project which involves the displacement of one or more residential occupants. The purpose of the plan is to provide an assessment of who or what will be relocated, how the relocation will be accomplished, and how much it will cost. The plan serves to assure that an orderly relocation can be accomplished and that an adequate supply of comparable replacement housing is available.

Continued on the next page

Types of Relocation Reports, continued

TYPE OF REPORT	DESCRIPTION
Statement of Exemption	This report must be prepared on any project not involving the displacement of residential occupants. The statement contains a description of all parcels and all improvements, covenants and/or leases covered by the project. When it is anticipated that a project will involve any moving expenses, the statement must contain budget estimates of the moving costs and overhead.
Relocation Entitlement	This report must be prepared on any project involving the displacement of any person, business, farm operation or non-profit organization. The purpose of the report is to provide an estimate of the actual costs of purchasing or renting replacement housing.

Preparation/Submittal of Relocation Reports

Preparation of the relocation report is left to the discretion of the district. However, the State of California, Office of Real Estate and Design Services (OREDS), provides these consultation services. Also available from OREDS is the *Relocation Assistance Program* resource manual.

The following reports must be completed and submitted to the OLA in a timely manner:

TYPE OF REPORT	DEADLINE FOR SUBMITTAL
Relocation Plan or Statement of Exemption	Prior to or during the appraisal stage of the project (post-Phase I).
Relocation Entitlement	Prior to or at the time of the date site acquisition negotiations take place. This report must be submitted prior to the initiation of a relocation assistance fund release.

Continued on the next page

Forms SAB 506A/SAB 506B (Cost Estimates)

All costs related to the relocation of displaced entities must be identified on the Form SAB 506A and Form SAB 506B cost estimates (see *A. Site, Relocation Assistance, page 3-B-37*).

SITE CATEGORY	
SUB- CATEGORY	**DESCRIPTION**
Site Support	Identifies all costs related to the development of relocation reports and determination of relocation claims (*see Site Support Costs, page 3-B-10*).
Relocation Assistance	Actual costs related to the displacement of any persons, businesses, farm operation or non-profit organization in conjunction with the acquisition of real property.

Required Fund Release Documents

The following chart identifies the documents that are required to release relocation assistance costs:

ITEM	DESCRIPTION
Evidence to Clear Title	Verification that the district holds clear title to the subject real property.
Certification of Conformance	District certification that regulations pursuant to the Relocation Assistance Law have been adopted or that a party/entity specified in Section 7261.5, Government Code, has been contracted for performance of services under the law.
Relocation Entitlement Report	Complete report identifying the actual costs involved in the displacement of all affected parties.

Continued on the next page

Required Fund Release Documents, continued

ITEM	DESCRIPTION
Claims	All documents used to justify expenses incurred by claimants. A summary of these claims must also accompany the itemized claims. Justification may include: • invoices related to moving expenses, storage costs, insurance valuation, the reasonable expenses related to the search of a replacement site, etc.; and/or • incidental expenses including legal, escrow fees, closing/related costs, surveys, appraisals, plat maps, etc. These claims must be submitted to the OLA on a continuous basis. All claims are subject to the approval of the Local Assistance Officer.

Fund Release Advances

The district may request an advance fund release of up to 80 percent of the relocation assistance budgeted at the site acquisition stage of the project. However, the advance may not exceed $250,000.00.

All advance fund release requests must be made in writing and specify the amount of the proposed advance.

Site Acquisition Prior to Phase II

Introduction

Site costs are normally apportioned upon SAB approval of the Phase II. However, should the district already have full appraisals, site approval by the California Department of Education (CDE) and an approved environmental impact document (EID) prior to completing all documents required for Phase II, the district may receive an advance apportionment for the acquisition of real property.

Required Documents

The following documents are required for the preparation of an advance site acquisition apportionment:

DOCUMENT NUMBER	DESCRIPTION	SEE PAGE
☐ none	Environmental Impact Documents	3-B-4
☐ SFPD 4.0	California Department of Education, School Facilities Planning Division, Approval Procedures and Site Report	3-B-11
☐ none	California Department of Education, School Facilities Planning Division, Site Approval	3-B-11
☐ SAB 510	Investigation of Toxic and Solid Waste Hazards	3-B-13
☐ none	Independent Appraisal(s)	3-B-14

Fund Release

The documents required for a release of site acquisition funds are identified on *page 3-B-2*.

Site acquisition funds will be released in accordance with the "Site" portion of the Phase II apportionment.

Preliminary Plans

Introduction

This set of plans provides a preliminary design of the proposed school facilities. The preliminary plans are intended to supply sufficient information concerning quantities and types of work and materials to adequately support the cost estimate. These plans are used to develop a construction budget in preparation for the Phase II SAB recommendation.

Required Plan Components

The following components reflect the *minimum essential* detail to be provided in the preliminary plans:

COMPONENT	DESCRIPTION
Title Sheet	• For purposes of determining the geographic index, a vicinity map showing city location in relation to adjacent cities and major highways must be included. Refer to *Appendix 11, Geographic Adjustment Factors.* • Index to plans identifying all components of the plan set. • Legends/labels identifying all building areas. In addition, building area not included in the contract (N.I.C) must be noted (see *Example 1: Legends/Labels, page 3-B-29*). • North arrow and scale to be included on all plan layout sheets. • Site plan indicating location of existing and proposed facilities.
Civil Drawings	Civil drawings should indicate existing conditions and proposed changes in the site contour, including a layout for the proposed installation of utilities services, on-site and off-site development, and demolition.
Architectural Drawings	• Complete dimensioning of all buildings including corridors, both interior and exterior. Building measurements are taken from the exterior rough wall line to the center line of interior walls and partitions. Covered unenclosed corridors are measured from the exterior rough wall line to the edge of any paving or the edge of the overhang, whichever is less. • All building area must be labelled in accordance with the appropriate facilities classification (see *Building Cost Standards charts, pages 3-B-52 through 3-B-59*).

Continued on the next page

Architectural Drawings, continued

COMPONENT	DESCRIPTION
Architectural Drawings (continued)	• Numeric designation for all areas calculated at the actual area. • Alpha designation for all areas calculated at less than the actual area, (i.e., covered unenclosed spaces; see *Example 2: Facility Designations, page 3-B-30*). • Relocatable plans in sufficient detail to verify compliance with SAB standards (see *Portable/Relocatable Buildings, page 3-A-26*).

Note: It is vital that the preliminary plans accurately represent the scope of the proposed buildings so that any incongruities may be identified and addressed in the early stages of the project.

Where to Submit Plans

The district must submit a set of preliminary plans to each of the following:

AGENCY	COUNTIES	SEND TO
Office of Local Assistance (one set)	All counties except Imperial, Orange, Riverside, San Bernardino	Office of Local Assistance 501 J Street, Suite 400 Sacramento, CA 95814 (916) 445-3160
	Imperial, Orange, Riverside, San Bernardino	Office of Local Assistance 9681 Business Center Dr., Bldg. 16 Rancho Cucamonga, CA 91730 (714) 945-1316
California Department of Education (one set)	All counties	California Department of Education School Facilities Planning Division Walk-in: 560 J Street, Suite 565 Sacramento, CA 95814 Mail-in: P.O. Box 944272 Sacramento, CA 94244-2720 (916) 322-2470

Continued on the next page

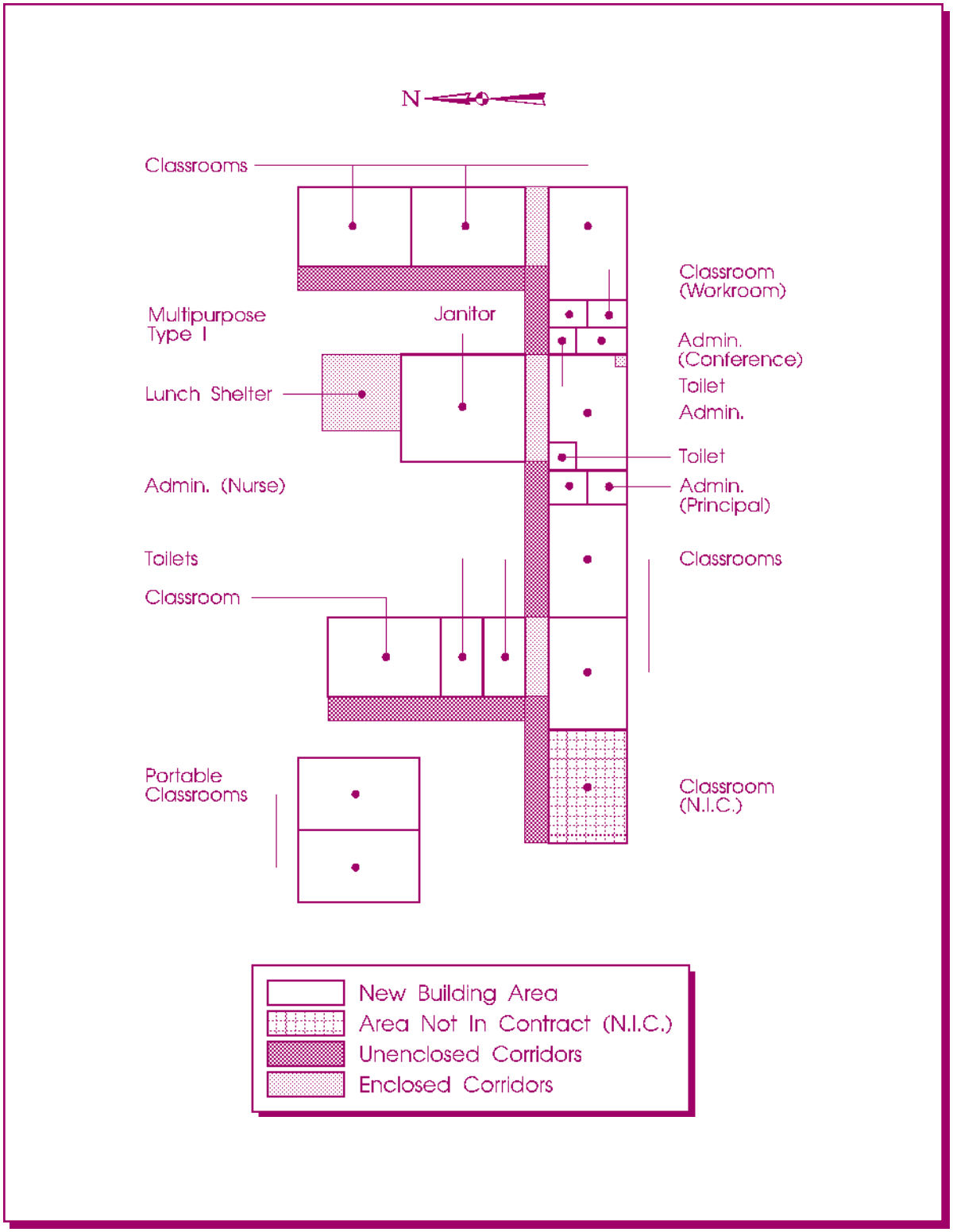
Where to Submit Plans, continued

AGENCY	COUNTIES	SEND TO
Local	All counties	Local agency jurisdiction

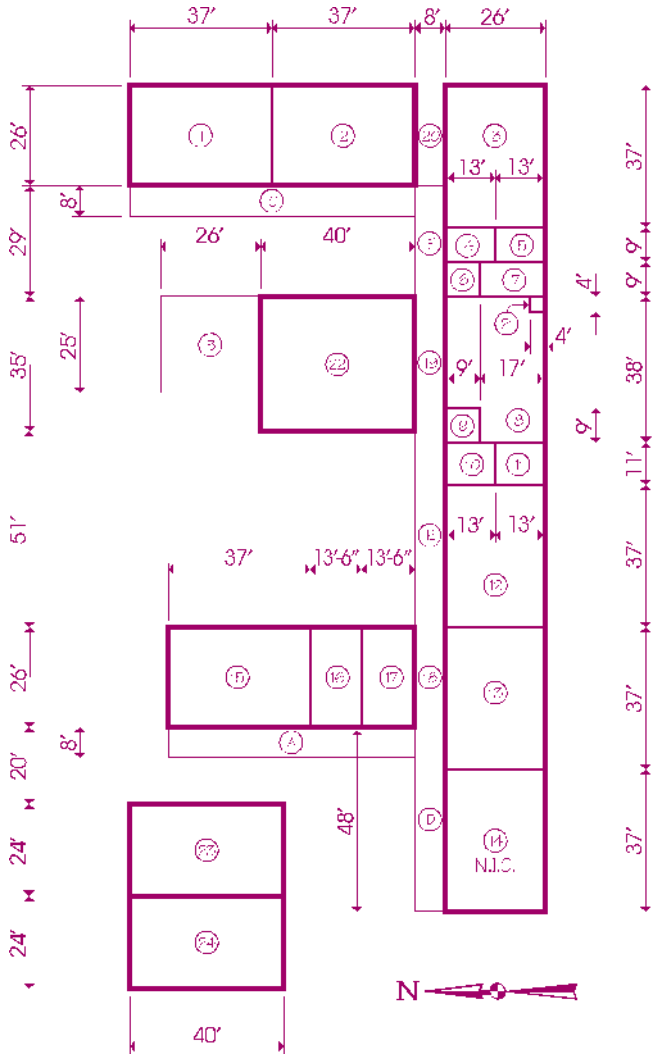
Assistance

The OLA offers a pre-plan review service to assist districts and architects in preparing project plans, specifications and cost estimates for review by the OLA. Consult your OLA field representative to arrange for this service.

Example 1: Legends/Labels



Example 2: Facility Designations



LEGEND

1 Standard Classroom
2 Standard Classroom
3 Standard Classroom
4 Janitor Room
5 Classroom (Workroom)
6 Toilet
7 Administration
8 Administration
9 Toilet
10 Administration
11 Administration
12 Standard Classroom
13 Standard Classroom
14 N.I.C. (Not In Contract)
15 Standard Classroom
16 Toilet
17 Toilet
18 Enclosed Corridor
19 Enclosed Corridor
20 Enclosed Corridor
21 Enclosed Corridor
22 Multipurpose Type I
23 Portable Std. Classroom
24 Portable Std. Classroom
A Unenclosed Corridor
B Unenclosed Corridor
C Unenclosed Corridor
D Unenclosed Corridor
E Unenclosed Corridor
F Unenclosed Corridor

2A Diagrams: Diagrams of Existing and/or Proposed Facilities

Introduction

The 2A diagrams depict all existing and proposed facilities located on the project site. The 2A diagrams *must* accurately reflect the buildings as dimensioned in the plans.

These diagrams must be prepared in accordance with the requirements for 1A diagrams (see *Diagrams of Existing Facilities, pages 3-A-10 through 3-A-11*).

2A Diagram Components

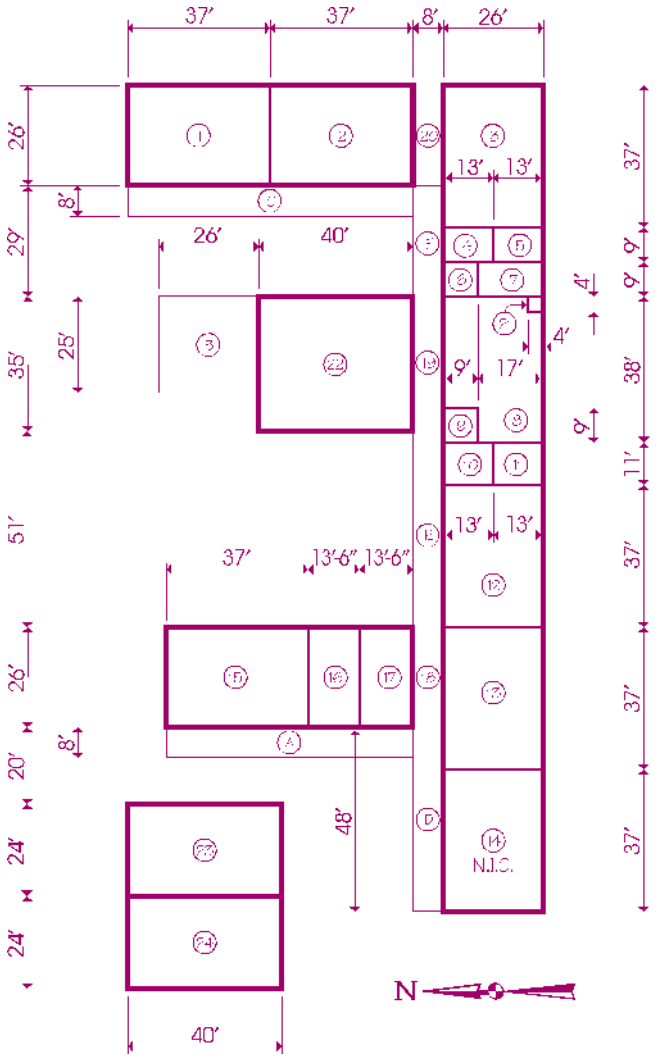
The major components of the 2A diagrams are described below:

COMPONENT	DESCRIPTION
Plot Plan	Indicates location of new buildings included in the project and their relationship to existing structures.
Site Summary	Provides an itemization of all buildings/building area located on the project site.
Building Diagram	• Complete dimensioning of all proposed buildings, including corridors, both interior and exterior. Building measurements are taken from the exterior rough wall line to the center line of interior walls and partitions. • All proposed building area must be labelled in accordance with the appropriate facilities classifications (see *Building Cost Standards, pages 3-B-52 through 3-B-59* and *Example 3: 2A Diagram, page 3-B-33).* • Numeric designation for all areas calculated at the actual area. • Alpha designation for all areas calculated at less than the actual area.
Area Calculation Sheet	Indicates area calculation detail and summary of proposed facilities (see *Example 4: 2A Diagram Calculations Detail and Example 4A: 2A Diagram Calculations Summary, pages 3-B-33 and 3-B-34* respectively).

Example 3: 2A Diagram

La Forge School District, Riker Elementary School
OLA Application No. 22/12345
☑ New Construction
☐ Modernization/Reconstruction

Diagram of Building Area
☐ Existing 1-A
☑ Proposed 2-A
☐ Final 3-A



The above is measured in accordance with the laws and regulations governing the State School Building Lease-Purchase Program.

Tasha Yar
Architect

January 2, 1992
Date

Page 1 of 3

Example 4: 2A Diagram Calculations Detail

La Forge School District
Riker Elementary School

2A Diagram
OLA Application No. 22/12345

	DESCRIPTION	DIMENSIONS	FULL AREA
1	Standard Classroom	26.0 × 37.0	962.00
2	Standard Classroom	26.0 × 37.0	962.00
3	Standard Classroom	26.0 × 37.0	962.00
4	Janitor Room	9.0 × 13.0	117.00
5	Standard Classroom (Work Room)	9.0 × 13.0	117.00
6	Toilet Room	9.0 × 9.0	81.00
7	Administration (Conference)	9.0 × 17.0	153.00
8	Administration (General Ofc.)	(38 × 26.0) – (9.0 × 9.0) – (4.0 × 4.0)	891.00
9	Toilet Room	9.0 × 9.0	81.00
10	Administration (Nurse)	11.0 × 13.0	143.00
11	Administration (Principal)	11.0 × 13.0	143.00
12	Standard Classroom	26.0 × 37.0	962.00
13	Standard Classroom	26.0 × 37.0	962.00
14	Not In This Contract	—	—
15	Standard Classroom	26.5 × 39.0	1033.50
16	Toilet Room (Boys)	26.0 × 13.5	351.00
17	Toilet Room (Girls)	26.0 × 13.5	351.00
18	Enclosed Corridor (Full Area)	26.0 × 8.0	208.00
19	Enclosed Corridor (Full Area)	35.0 × 8.0	280.00
20	Enclosed Corridor (Full Area)	26.0 × 8.0	208.00
21	Enclosed Corridor (Full Area)	4.0 × 4.0	16.00
22	Multipurpose Type I	35.0 × 40.0	1400.00
23	Portable-Standard Classroom	24.0 × 40.0	960.00
24	Portable-Standard Classroom	24.0 × 40.0	960.00
A	Unenclosed Corridor	64.0 × 8.0	512.00
B	Unenclosed Corridor	26.0 × 25.0	650.00
C	Unenclosed Corridor	74.0 × 8.0	592.00
D	Unenclosed Corridor	48.0 × 8.0	384.00
E	Unenclosed Corridor	51.0 × 8.0	408.00
F	Unenclosed Corridor	29.0 × 8.0	232.00
		Subtotal	15,010.00
		Less 2/3 Area (Open Corridor)	– 1,852.00
		TOTAL	13,158.00 SF

Example 4A: 2A Diagram Calculations Summary

La Forge School District
Riker Elementary School
Type of Construction: New/Class D
Computation of Allowable Building Cost

2A Diagram
OLA Application No. 22/12345

SUMMARY

FACILITY CLASSIFICATION	BASE	SQUARE FEET	ALLOWANCE
Administration	87.97	1380.00	$117,000.10
Classrooms, Standard	78.26	7809.00	661,132.34
Multipurpose Type I	88.34	1400.00	123,676.00
Janitor Room	65.31	117.00	7,641.27
Toilets	180.44	864.00	155,900.16
Enclosed Corridor (Full Area)	68.99	712.00	49,120.88
Unenclosed Corridor	34.68	2778.00	96,341.04
	Subtotal	15,010.00	
	Less 2/3 Area (Open Corridor)	–1,852.00	
	TOTAL	13,158.00 SF	$1,160,811.70

Cost Estimates: Forms SAB 506A and SAB 506B

Introduction

This topic focuses on the preparation of *Form SAB 506A, Estimated Project Cost Detail* and *Form SAB 506B, Summary of Estimated Costs.* The cost estimate details the expenditures associated with the following categories:

- Site
- Plans
- Construction
- Tests
- Inspection
- Furniture and Equipment
- Contingencies

The cost estimates are used to develop a construction budget in preparation for the Phase II SAB recommendation.

Form SAB 506A

The *Form SAB 506A, Estimated Project Cost Detail*, provides an itemized breakdown of all project costs. This form may be expanded to support the scope of the project as depicted on the project plans (see *Exhibits 2, 2A and 2B, pages 3-B-78 through 3-B-80 respectively*).

Form SAB 506B

The *Form 506B, Summary of Estimated Costs*, provides a summation of the costs detailed on the Form SAB 506A (see *Exhibit 1 on page 3-B-77*).

Cost Itemization

All items listed on the cost estimate must be clearly itemized by unit size, quantity and unit cost. *Lump sums are not permitted.*

Overhead and Profit

All costs associated with overhead and profit must be integrated into the unit cost itemization.

Updates

New cost estimates must be prepared if those previously submitted are older than 90 days.

Required Signatures

The cost estimates must contain the original signatures of a licensed architect or structural engineer.

Continued on the next page

Topic Items

This topic discusses the following items:

ITEM	SEE PAGE
A. Site	3-B-37
B. Plans	3-B-38
C. Construction	3-B-39
D. Tests	3-B-71
E. Inspection	3-B-72
F. Furniture and Equipment	3-B-73
G. Contingencies	3-B-75
H. Total Estimated Project Cost	3-B-81

Continued on the next page

A. Site

Description

The eligible costs and fees associated with the *site* classification are defined as follows:

ITEM	DESCRIPTION
Purchase Price of Property	The eligible State funded costs associated with the acquisition of real property.
Appraisals	Costs associated with securing real property appraisals and necessary updates as mandated (see *Real Property Appraisals, page 3-B-14 and Site Purchase, page 3-B-16 through 3-B-20*).
Escrow Fees	All charges normally included in the escrow agreement such as: • escrow charges • title insurance • loan fees Note: Property taxes are ineligible.
Surveys	If required, a certified survey of the site must include: • grades and lines of streets, pavements, and adjoining properties • right-of-way, restrictions, easements, boundaries and contours of the building site • locations, dimensions and floor elevations of existing buildings • other improvements and trees • full information as to available service and utility lines, both public and private
Site Support (85%)	See *Site Support Costs, page 3-B-10*.
Relocation Assistance	Actual costs related to the displacement of any person, business, farm operation, or non-profit organization in conjunction with the acquisition of real property (see *Relocation Assistance, page 3-B-21*).
Other	Justified fees which may include but are not limited to the following: • court costs • legal services (i.e., review of contracts, legal documents) • condemnation proceedings

B. Plans

Description

The eligible costs and fees associated with the *plans* classification are defined as follows:

ITEM	DESCRIPTION
Architect Fees	Fees as negotiated in the Architect's Agreement (see *Architect Fee Schedule, page 3-A-58*).
OSA/ACU Plan Check Fee	Fees as determined by the Office of the State Architect for the review of plans as required by law. Refer to Title 24, Part 1, Chapter 4 of the California Code of Regulations.
CDE Plan Check Fee	Fees as determined by the California Department of Education, School Facilities Planning Division, as required by law.
Energy Analysis Fee	Fees as determined by the SAB (see *Calculation of Energy Consultant Fee, page 3-B-68).*
Preliminary Tests	Includes the following costs: • soil tests, foundation tests, exploratory borings, and similar testing required prior to construction • site investigation and reports pertaining to toxic and solid waste hazards where required by Education Code, Section 39003 (see *Form SAB 510, Investigation of Toxic and Solid Waste Hazards, page 3-B-13*).
Administrative Costs	Refer to *Administrative Cost Allowance, page 3-A-55.*
Other	Other plan costs such as: • advertising construction bids • printing limited to twenty-five plan sets for bidding and construction purposes

C. Construction

Description

Every project receives an allowance to provide for the full development of a school site. The State's cost standard for site development is based on the current *Lee-Saylor Construction Cost Manual*. The eligible costs associated with the *construction* classification include the broad categories of site development, new construction, energy conservation, and supplemental funding for multi-story construction.

Topic Items

This topic discusses the following items:

ITEM	SEE PAGE
Utility Services	3-B-40
Capital Development Fees	3-B-43
Off-Site Development	3-B-44
Service Site Development	3-B-46
General Site Development	3-B-49
Demolition	3-B-51
Building Cost Standards	3-B-52
Interfacing	3-B-60
Multi-Story Construction	3-B-61
Energy Conservation	3-B-67
Deferred Items	3-B-70

Continued on the next page

Utility Services

Introduction

Utility services development includes improvements such as water, sewer, gas, electric and telephone. This improvement provides service from a utility connection to the project site. Fees associated with the utility connection may also be allowed.

Eligible Utility Services Expenditures

The following utility services may be included as eligible project expenditures:

SERVICE	DESCRIPTION
Water	• The installation of a main supply line (domestic water only) from the utility company connection to the meter. One incidental fire hydrant is also eligible. • Meters not provided by the serving utility. • Installation of a domestic water system, to include a well, pump and necessary appurtenances (except a pump house), from the main supply line to the first building lateral. • Connection fee (defer for future release).
Sewage	• The installation of main sewage disposal line from the utility company connection to the first building lateral. • The installation of a sewage treatment/disposal system and a main disposal line from the treatment system to the nearest building lateral of the collection system. • Connection fee (defer for future release).
Gas	• The installation of main supply line from utility company to the meter. • The installation of meters not provided by the serving utility. • Connection of a liquefied petroleum gas system from the main supply line to the first building lateral. • Connection fee (defer for future release).

Continued on the next page

Eligible Utility Services Expenditures, continued

SERVICE	DESCRIPTION
Electric	• The installation of service from the serving utility to the meter. Primary electric service runs from the utility company's point of connection to the transformer. Secondary electric service runs from the transformer to the meter. Distribution panels or switch gear is considered building construction items. • The installation of meters not provided by the serving utility. • Transformers, transformer pads and protective bollards. • Connection fee (defer for future release).
Telephone	• The installation of service from the serving telephone company to the nearest distribution center.

Additions to Existing Schools

For additions to existing schools, all utility services must connect to the nearest available site source. If it is necessary to do otherwise, a registered engineer must certify that the existing lines will not adequately support the new facilities and that new routing is therefore required.

Connection Fees

Connection fees that are eligible (see *Eligible Utility Services Expenditures, page 3-B-40)* must be delineated on the cost estimate. At the time of bid, these connection fees will be deferred for future release. Upon receipt of an itemized invoice issued by the serving utility, these funds will be released to the district.

Continued on the next page

Ineligible Utility Services Expenditures

The following items are not eligible as utility service improvements:

- any portion of a utility which can be supplied by a utility company without charge,
- all heating systems and school communication systems, including public address systems,
- cable television,
- any a) electrical, water or gas service beyond the meter; b) sewer service beyond the building lateral; and c) telephone service beyond the distribution center, and
- fences, concrete pads, or other protective structures relating to utility systems on school grounds.

Capital Development Fees

Introduction

Public utility agencies have the authority to levy user fees for the cost of capital development facilities to provide service to schools. Capital development facilities fees may be included in a project as eligible costs but are limited to facilities which provide power, water, light, heat, communications, garbage services, drainage, flood control, or the collection, treatment, and disposal of sewage.

State Funding Limitations

Capital development fees levied by a local agency for those service capacities already provided for in the lease-purchase project are not eligible for State funding and must be reduced on a dollar-for-dollar basis. State funding is available *only* for service capacities that meet the needs of the lease-purchase project. Reimbursement agreements for service capacities beyond the need of the State-funded project are not allowed.

Required Documents

All requests for the funding of capital development fees as a component of a lease-purchase project must include the following information:

- written evidence from the serving utility that the capital facilities fee does not exceed amounts charged to comparable non-public users (i.e., county/city ordinance). In addition, any fee assessed to the district must not exceed the proportionate share of the public utility facilities benefiting the lease-purchase project (i.e., per acre assessment),
- a written statement prepared by the serving utility itemizing all fees levied against the lease-purchase project,
- for fees imposed/paid between July 21, 1986 and March 24, 1988: . . . "a written opinion from district legal counsel stating that the imposition of the fee was in conformance with Government Code Sections 54999 through 54999.6",
- for service to be provided after March 24, 1988: . . ." a written agreement which summarizes the negotiations between the district and serving utility company". The district cannot enter into an agreement until authorized by the Executive Officer of the State Allocation Board.

Note: Capital development fees *are not* connection fees.

Off-Site Development

Introduction

Off-site development improvements located along the perimeter of the site include roads, streets, storm drainage lines, curbs, gutters, sidewalks, and street lighting. These improvements are commonly dedicated for public use.

Eligible Off-Site Development

Development of a site, including existing improvements, may not exceed the State's established standards. Any off-site development may not be performed on more than two sides immediately adjacent to the site. The following are off-site development State standards:

IMPROVEMENT	STATE STANDARDS
Paving of streets, curbs & gutters (includes existing improvements)	One-half of the width of a standard residential street not to exceed 20 feet from the top face of curb to centerline of street less any existing paving. Note: For roadways of a width or standard greater than those of a normal subdivision, the ineligible improvement costs may be funded by local municipality (Street and Highway Code, Section 2117) or may be included as general site development improvements for the project.
Sidewalks	Five foot width of sidewalk Note: Any portion of a sidewalk in excess of the five foot width is not eligible as an off-site development improvement but may be funded as a general site development improvement.
Street lighting, planting areas, street signs, traffic signals, street trees	Eligible only when mandated by local ordinance or is currently so developed.

Note: Local entities having jurisdiction of areas where the off-site development is proposed, must approve the related plans and specifications.

Continued on the next page

Rough Grading

When a project includes rough grading of off-site development improvements for the balancing of cut and fill, rough grading may be funded as service site development costs. The cost estimate must specify that a balancing of cut and fill is necessary and must also be indicated in the specifications.

Ineligible Off-Site Development

Costs relating to off-site development improvements which benefit adjacent properties without those properties equitably sharing in the cost are ineligible for State funding. Therefore, the State will not fund the associated costs (i.e., planning, testing, inspection services, etc.).

Service Site Development

Introduction

Service site development improvements are performed on-site and may include site clearance, rough grading, soil compaction, drainage and eligible erosion control. This portion of the site preparation is accomplished prior to the general site development and the construction of buildings.

Eligible Service-Site Development

Eligible service site development improvements are described in the following table:

IMPROVEMENT	DESCRIPTION
Site Clearance	Removal of trees, brush, debris, etc. Also includes demolition.
Rough Grading	Grading of required contours, including cut and fill, leveling and terracing operations. May include off-site cut and fill operations (see *Off-Site Development, Rough Grading, page 3-B-45*).
Soil Compaction	Soil compaction adhering to common engineering practices.
On-Site Drainage Facilities	Below grade drainage facilities. Note: Does not include the surface drainage of football fields and running tracks.
Erosion Control/Embankment Improvements	For embankments having a slope of 2:1 and a vertical height greater than six feet, erosion control improvements such as plant material, sprinkler systems, jute mesh and straw are eligible. When the above slope and height conditions exist, stairways, handicap ramps and retaining walls are also eligible.
Removal/Relocation of Utility Service	Removal and rerouting of existing utility service which lie in the footprint of a proposed building or proposed parking lot.
Demolition	Demolition of existing buildings and site improvements which lie in the footprint of a proposed building or general site development improvements.

Continued on the next page

Eligible Service-Site Development, continued

IMPROVEMENT	DESCRIPTION
Portable Facilities Relocation	Relocation of existing portable buildings which lie in the footprint of a proposed building or proposed parking lot to a permanent site. A portable building may be moved to a permanent on-site location one time only during construction. Note: The replacement of general site development items which were displaced as a result of a building relocation must be funded as general site development costs.
All-weather Fire Service Roads/Site Access Gates	All-weather fire service roads and site access gates necessary to meet the State Fire Marshal requirements and which do not provide a dual use. An all-weather road not exceeding 20 feet in width and composed of two inches of asphalt concrete over a maximum of six inches of aggregate base.

Bid Options

Several options are available for bidding service site development contracts:

NEW SCHOOL	
CIRCUMSTANCE	**ACTION**
Site development not exceeding $100,000.00.	Site development bid in concert with building contract. The bid may not exceed the project's cost allowance established prior to the bid.
Site development in excess of $100,000.00 or 10% of the estimated building cost, whichever is larger.	Site development bid independently of building contract.

Continued on the next page

Bid Options, continued

ADDITIONS TO EXISTING SCHOOL		
CIRCUMSTANCE	OPTION A	OPTION B
Site development in excess of $100,000.00.	Site development bid independently of building contract.	Site development bid in concert with building contract. The bid may not exceed the project's allowance established prior to the bid.

Separate Bids

When the service site development is bid independent of the building contract, the work must be accomplished as a separate contract rather than as an alternate to the building contract.

When bid separately, site development may include utility and off-site development, service site development and general site development.

General Site Development

Introduction

General site development improvements encompass the finishing detail of the site. This development is normally performed on-site. However, under certain circumstances, general site improvements may include disallowed off-site development.

Eligible General Site Development

Eligible general site development improvements are described in the following table:

IMPROVEMENT	DESCRIPTION
Finish grading	Final design grade.
Roads/driveways, walks, parking area, curbs and gutters	On-site facilities for vehicle and foot traffic.
Turfed/paved play area, permanent playground equipment, outdoor classrooms and places of assembly, tennis and handball courts, baseball fields, construction and surface drainage of football fields and running tracks	Outdoor instruction and play facilities.
V-gutters	Drainage of on-site parking lots.
Planting/sprinkling, aesthetic terracing	Landscaping of building frontages, courtyards, and parking areas.
Sprinkling system, topsoil and turf	Outdoor teaching stations and play areas.
Construction/surface drainage	Football fields and running track.
Fencing, outdoor walls/screens, shelters not providing rain protection, flagpoles, utility enclosures, incinerators, pump houses, outdoor safety lighting and on-site fire lines and hydrants	Protective and service facilities.
Erosion Control	For embankments having a vertical height of less than six feet, erosion control improvement such as plant material, jute mesh and straw are eligible. Related improvements on these embankments including stairways, retaining walls and handicap ramps are also eligible.

General Site Development Allowance

All new construction projects are eligible for a general site development allowance. The allowance is generated from a standardized calculation derived from the established building allowance and the net gross site acreage, excluding any street easements, as recommended by the CDE.

The general site development allowance derived from the established building allowance is determined as follows:

GRADE LEVEL	ALLOWANCE
Elementary/Special Education (K-6), (K-8)	Eight percent of the building allowance.
Intermediate/Special Education (6-8, 7-8 and 7-9)	Same as above.
Continuation High Schools	Same as above.
District Administration	Same as above.
High Schools/Special Education (9-12 and 10-12)	Five percent of the building allowance.

Additionally, an allowance based on the gross site acreage, excluding any easements, is determined by the following circumstances:

	CIRCUMSTANCE	ALLOWANCE
A	A new school wherein site acreage is acquired as part of the project application or a new school built on a district- owned site.	$15,000.00 per acre.
B	Addition of building(s) to an existing school located on a district-owned site or acquisition of additional acreage at a district-owned site.	$15,000.00 per acre not to exceed the difference between the capacity of the existing facility and the master-planned capacity of the school.
C	Acquisition of additional acreage at a district-owned site wherein the existing acreage and proposed agreage addition is less than 75 percent of that recommended by the CDE.	Special consideration will be given to those projects wherein a need for additional general site development improvements is justified. In this instance, the site development contract must be bid separate from the building construction contract.

Demolition

Description

Costs associated with the removal of building(s) which stand in the footprint and/or inhibits access to the proposed building are considered demolition costs. All itemized demolition costs will be given individual funding consideration.

Building Cost Standards

Introduction

The SAB has etablished cost standards for the construction of eligible school building facilities. The building construction cost standards may not be exceeded.

Building Types B & D

The following chart describes the building types utilized under the State School Building Lease-Purchase Program:

BUILDING TYPE		
COMPONENT	**CLASS B**	**CLASS D**
Floors/Roofs	• reinforced concrete on steel decking; or • formed slabs resting on the frame; or • poured to become an integral part of frame • composed of prefabricated panels which may be mechanically stressed	• supported on wood or steel joists or trusses • ground floor may be concrete slab • upper floors may be concrete plank, steel deck or wood
Exterior Walls	• masonry or reinforced concrete, metal, glass, or stone	• closely-spaced wood; or steel studs • skeleton wood frame on which some form of curtain wall is applied (includes pre-engineered pole buildings), • load-bearing or non-bearing (non-bearing walls may be supported by columns, bents, or arches constructed of concrete, steel or wood)
Interior Partitions	• masonry, reinforced concrete or gypsum • light-weight & movable partitions are used as non-bearing walls	no specific attribute

Continued on the next page

Adjustment Indices

The following adjustment factors, where applicable, are made to the base building cost allowance:

TYPE OF ADJUSTMENT	BUILDING TYPE	
	CLASS B	CLASS D
Construction Cost Index	✓	✓
Geographic Area	✓	✓
Small Building	✓	✓
Urban	✓	✓
Security Allowance		✓

Construction Cost Index

The current construction cost index for Class B or Class D, as applicable, is applied to the base building cost allowance.

The Class B construction cost index adjustment is derived from the Marshal-Swift index. The Class D construction cost index adjustment is derived from the Lee Saylor index.

Geographic Area Adjustment

An adjustment factor for the geographic area in which a project is located is applied to the base building cost allowance (see, *Appendix 11, Geographic Adjustment Factors*).

Continued on the next page

Small Building Area Adjustment

A building area adjustment factor is applied to projects containing less than 12,000 square feet of building area. Use the following chart to determine the appropriate small building adjustment:

BUILDING AREA (SQUARE FEET)	MULTIPLIER	BUILDING AREA (SQUARE FEET)	MULTIPLIER
Under 800	1.15	6,400 – 7,199	1.07
800 – 1,599	1.14	7,200 – 7,999	1.06
1,600 – 2,399	1.13	8,000 – 8,799	1.05
2,400 – 3,199	1.12	8,800 – 9,599	1.04
3,200 – 3,999	1.11	9,600 – 10,399	1.03
4,000 – 4,799	1.10	10,400 – 11,199	1.02
4,800 – 5,599	1.09	11,200 – 11,999	1.01
5,600 – 6,399	1.08	12,000 or more	none

Urban Adjustment

An urban adjustment is applied to the building cost allowance accordingly:

CLASS B	CLASS D
An urban adjustment factor of 24 percent will be applied to the Class B building cost allowance for those projects located in areas of high property values and high population density.	An urban adjustment factor of one percent will be applied to the building cost allowance in areas of high population density.
In either case, the district must provide justification describing the necessity of this adjustment. The circumstances which would warrant this adjustment include: • existing site is less than 75 percent of the California Department of Education's recommended site size, • extent of development on surrounding property, and • existence and extent of traffic congestion.	

Continued on the next page

Security Adjustment

In areas where high crime rates exist, a security allowance may be provided for those projects requiring security fencing, other protective structures and a watchperson. These items must be described in the plans and/or specifications. The district must provide justification describing the necessity of these security measures. The circumstances which would necessitate this adjustment include:

- lack of site space for contractor to work and store materials;
- high risk of vandalism and theft (materials must be delivered to and from the site daily);
- twenty-four hour, seven day, around the clock watchperson is required;
- union agreement of basic trades requires contractor to provide parking for tradesmen; and
- increased premiums for insurance during construction in high density areas.

Final Adjustment to the Building Cost Allowance

A final cost allowance is determined as an outcome of OLA's review of the final plans. The allowance is adjusted according to the construction cost index in effect as of the date of the issuance of the bid authorization. The allowance is adjusted for the final time based on the construction cost index in effect as of the date of the bid opening.

Continued on the next page

Mainstream Education Facilities

The Class B and Class D building cost standards are identified on the schedule which follows. Please note, each building area is priced at the facility classification most nearly represented in the plans.

FACILITY CLASSIFICATION		UNIT COST PER SQUARE FOOT	
		CLASS B	CLASS D
TEACHING STATIONS	Arts and crafts, high school & intermediate	$81.78	$78.86
	Business machines	81.21	78.31
	Homemaking	92.14	88.85
	Kindergarten	82.24	79.30
	Music, high school & intermediate	91.90	88.62
	Science, General	85.98	82.91
	Science laboratory (above grade 6)	117.33	113.14
	Shop, high school & intermediate	85.94	82.87
	Standard, elementary	81.16	78.26
	Standard, high school & intermediate	77.68	74.91

Continued on the next page

Mainstream Education Facilities, continued

FACILITY CLASSIFICATION		UNIT COST PER SQUARE FOOT	
		CLASS B	CLASS D
NON-TEACHING STATIONS	Administrative spaces	91.23	87.97
	Corridor, enclosed	71.55	68.99
	Corridor, covered	35.96	34.68
	Gymnasium	111.26	107.29
	Kitchen	136.63	131.75
	Food Service	79.71	76.86
	Library	88.29	85.14
	Multi-purpose, Type I	91.61	88.34
	Multi-purpose, Type II	78.48	75.68
	Performing Arts Facility	116.32	112.17
	Resource Specialist Program (RSP)	83.10	80.14
	Shower/Locker	101.15	97.54
	Staff Workroom	87.19	84.08
	Storage, Mechanical and Janitor	67.73	65.31
OTHER FACILITIES	Toilets	187.12	180.44
	Warehouses and Agricultural	40.45	39.01
	Parking basements *	40.45	NA
	District Maintenance	68.35	65.91
	Other	87.19	84.08

* Employee parking basements are Class B construction only.

Continued on the next page

Special Day Class Teaching Stations

The Class B and Class D building cost standards for special day class teaching stations are identified on the schedule which follows. These costs include allowances for such special building items as additional electrical and plumbing improvements, wider doors and grab bars.

FACILITY CLASSIFICATION		ABBREV.	UNIT COST PER SQUARE FOOT	
			CLASS B	CLASS D
NON-SEVERE HANDICAP	Specific Learning Disability	SLD	$83.10	$80.14
	Mildly Mentally Retarded	MMR	83.10	80.14
	Severe Disorder of Language	SD	92.51	89.21
SEVERE HANDICAP	Visually Handicapped	VH	89.38	86.18
	Orthopedically and Other Health Impaired	OOH	83.10	80.14
	Autistic	AUT	89.38	86.18
	Severely Emotionally Disturbed	SED	89.38	86.18
	Severely Mentally Retarded	SMR	89.38	86.18
	Developmentally Handicapped	DH	89.38	86.18

Continued on the next page

Special Day Complex

A special day complex consists of at least one special day class teaching station as well as a medical therapy unit. In addition to instruction space, the teaching station and/or medical therapy unit may include toilets, showers, changing areas, large equipment storage and daily living skills space.

The medical therapy unit may also include clinic/administrative areas, waiting areas for out patients and clients and space for physical and occupational therapy activities.

The Class B and Class D building cost standards for a special day class complex are identified on the schedule as follows:

FACILITY CLASSIFICATION		ABBREV.	UNIT COST PER SQUARE FOOT	
			CLASS B	CLASS D
SEVERE HANDICAP	Severely Mentally Retarded	SMR	$90.50	$87.26
	Orthopedically and Other Health Impaired	OOH	88.70	85.54
	Developmentally Handicapped	DH	94.08	90.72
	Deaf-Blind/Multi	DBM	94.08	90.72

Note: The cost standard for toilet and shower areas located within a Special Day Complex are calculated according to the Mainstream Education Facilities cost standards (see *page 3-B-57*).

Interfacing

Description

Eligible interfacing costs include those costs associated with the connection of electrical, intercom, fire alarm and communication systems of an existing building to a new building area. All itemized interfacing costs will be given individual funding consideration.

Multi-Story Construction

Introduction

For those schools located in a densely populated urban area where site acquisition costs are high, incentives in the form of a supplemental allowance and replacement of facilities are available:

INCENTIVE	DESCRIPTION
Supplemental Allowance	Provides additional funding to alleviate the problems of a small school site.
Replacement of Facilities	Replaces single-story facilities with multi-story structures.

Required Phase I Documents

The following documents are necessary prior to Phase I to justify the district's request for either supplemental funding or the replacement of facilities:

FORM	DESCRIPTION	Supplemental Funding	Replacement of Facilities
☐ SAB 506	Application for Apportionment	✓	✓
☐ None	Letter Appraisal	✓	
☐ SAB 502	Supplemental Funding Calculation	✓	
☐ SAB 500	Lease-Purchase Justification Document	✓	✓

Continued on the next page

Required Phase II Documents

The following documents are necessary prior to Phase II or Phase III to justify the district's request for either supplemental funding or the replacement of facilities:

FORM	DESCRIPTION	Supplemental Funding	Replacement of Facilities
☐ None	Justification Letter	✓	
☐ None	Preliminary and/or Final Plans	✓	✓
☐ SAB 506A	Estimated Project Cost Detail for Construction	✓	✓
☐ SAB 506B	Summary of Estimated Cost for Construction	✓	✓

Topic Items

This topic includes the following items:

ITEM	SEE PAGE
Supplemental Funding	3-B-63
Replacement of Facilities	3-B-66

Supplemental Funding

Introduction

Supplemental funding is available to those projects wherein the actual pupil density of the project site exceeds that recommended by the California Department of Education, School Facilities Planning Division.

Form SAB 502

Using the *Form SAB 502, Supplemental Funding Calculation*, determine the amount of supplemental funding available to a project accordingly:

STEP	FORMULA
1	The actual pupil density of the project site takes into consideration: • ADA capacity of existing (if applicable) and proposed teaching stations; and • usable existing (if applicable) and proposed acreage.
2	Determine the threshold pupil density using the existing (if applicable) and proposed acreage.
3	When the actual pupil density, as calculated in step 1, exceeds the threshold pupil density as calculated in Step 2, there is eligibility for supplemental funding.
4 and 5	The lesser of steps 4 and 5 as described on the Form SAB 502 determines the amount of supplemental funding.

Form SAB 506

All school districts applying for supplemental funding must formally request the apportionment on the *Form SAB 506, Application for Apportionment*.

Along with the complete description of proposed facilities as outlined in the "description and scope of project" section of the application, a statement requesting a supplemental funding allowance must be included. In addition, the "amount of apportionment requested" must include the supplemental funding allowance as determined on the *Form SAB 502, Supplemental Funding Calculation*.

Letter Appraisals

For purposes of establishing an approximate cost for the acquisition of real property and completing the *Form SAB 502, Supplemental Funding Calculation*, the district must submit two letter appraisals for each parcel to be acquired.

Continued on the next page

Form SAB 500

The *Form SAB 500, Lease-Purchase Justification Document* must identify all building area to be funded with the supplemental allowance calculation of the district's adequate building area.

Justification Letter

The district must provide a justification letter detailing the allocation of the supplemental funding allowance in relieving the effect resulting from a less than adequate site size.

Preliminary and/or Final Project Plans

All items to be funded from the supplemental funding allowance must be clearly identified on the plans. These enhancements must be noted on the plans as "supplemental funding" items.

Cost Estimates

A delineation of all items to be funded with the supplemental funding allowance must be identified on the cost estimates (Forms SAB 506A and SAB 506B). In addition, separate cost estimates identifying *only* the supplemental funding allowance expenditures must be submitted.

Eligible Supplemental Funding Expenditures

The following table describes eligible supplemental funding expenditures:

TYPE	DESCRIPTION
Enhancements	Construction items which will enhance the project in such a way as to mitigate the small site size.
Additional Building Area	Building area funded solely with the "Supplemental Funding" allowance.
Miscellaneous Items	These items may include but are not limited to: • fire safety • handicapped acess • playground apparatus • duct shafts, utility tunnels and pipe conduit chases • security features

Continued on the next page

Eligible Supplemental Funding Expenditures, continued

Additionally, the district must reserve monies from the supplemental funding allowance to fund those support expenditures related to the items identified in the previous table. These expenditures may include:

- architectural services
- Office of State Architect fee
- California Department of Education, SFPD, fee
- construction tests
- inspection
- change orders (limited to those items funded with the supplemental funding allowance)

Deferment of Supplemental Funding Allowance

The district may opt to defer a portion of the supplemental funding allowance for specific expenditures to be completed subsequently to the project's main construction contract. These items and the associated costs must be identified prior to the acceptance of main construction bid.

Replacement of Facilities

Introduction

The district is eligible for replacing single-story school building(s) with one or more multi-story structures if the existing school site is less than 50 percent of the recommended site size as determined by the California Department of Education, School Facilities Planning Division. The request for the replacement of single-story facilities at a project site must be made prior to the construction apportionment (Phase III).

Replacement of Portable Facilities

Additional requirements are required for portable facilties being replaced with multi-story structure(s):

A district-owned portable 20 years of age or older may be either moved or replaced,

A district owned portable less than 20 years of age must be moved,

If a portable is moved to another site, the relocation costs are eligible expenditures and the portable building area will be included in the calculation of the districts "existing adequate area".

Note: Proceeds from a sale of a portable facility are considered available rent.

Multi-Story Replacement Facility

When a single-story facility is replaced with one or more multi-story buildings, not more than one-third of the final project area may represent the area of the replaced single-story facility.

Cost Standards/Area Assessment

The area being replaced as part of a project is subject to State cost standards (see *Building Cost Standards, page 3-B-52 through 3-B-59*). This area will be considered in the district's calculation of "existing adequate area".

Energy Conservation

Introduction

The SAB provides a supplemental allowance to those projects promoting the use of cost effective energy conservation measures and renewable resource technologies.

Eligibility

A life-cycle cost comparison of the costs and benefits of a proposed project intergrating alternative energy measures with those of a proposed project including conventional energy measures will be reviewed by the OLA to determine the district's eligibility for a supplemental energy conservation allowance.

Required Documents

In order to determine energy conservation eligibility, the following documents are required.

ITEM	DESCRIPTION
Plans	Drawings depicting the projects energy conservation measures.
Life-cycle cost comparison analysis	A life-cycle cost analysis supporting the district's application for the supplemental allowance.
Form SAB 506B (Cost Estimate)	The requested supplemental energy conservation allowance must be identified in the "construction" category in the cost estimate.
1A Diagram	The 1A diagram must identify the building areas in which the use of energy conservation measures are proposed.
Consultant Contract/ District Certification	Evidence of the district's contractual agreement with the energy conservation consultant for services rendered relative to the project. Evidence may include a District Board resolution or legal agreement between the consultant and the district.

Note: It is advised that the energy conservation documents be submitted at the design development stage (Phase II) of the project. However these documents will be accepted until the time final OSA approved building plans are submitted.

Continued on the next page

Calculation of Energy Consultant Fee

The school district, as an agent of the State, is expected to negotiate an agreement with the energy consultant which is most favorable to the State in regard to compensation for professional services. The maximum schedule of fees calculated are based on the approved proposed energy conservation measure as follows:

APPROVED SUPPLEMENTAL ALLOWANCE	FEE(%) (NOT CUMULATIVE)
$0.00 — 50,000.00	7.5
50,001.00 — 100,000.00	6.5
100,001.00 — 200,000.00	5.5
200,001.00 — 300,000.00	5.0
300,001.00 — no limit	4.5

For example, an approved supplemental energy conservation allowance of $200,500.00 would be calculated at a fee of five percent. The fee totals $10,025.00.

The energy analysis consultant fees must be identified in part *B. Plans, Energy Analysis Fee* category on the Forms SAB 506A and SAB 506B cost estimates.

Calculation of Architect Fees

The supplemental energy conservation allowance is included in the calculation of the estimated architect fees at Phases II and III. The final architect fee is calculated based on the amount of the construction contract which included the energy conservation measures.

Apportionment of Energy Analysis Consultant Fees

Upon the OLA's approval of the energy analysis and the establishment of an energy conservation allowance, a recommendation to apportion energy analysis counsultant fees wil be made to the SAB. This recommendation must be made prior to the time of the construction apportionment (Phase III).

Fund Release of Energy Analysis Consultant Fees

Upon SAB approval of the energy analysis fee, funds will be released at 100 percent.

Continued on the next page

Apportionment of Energy Conservation Allowance

Upon the OLA's approval of the supplemental energy conservation allowance, a recommendation to apportion the allowance will be made to the SAB at the time of the construction apportionment (Phase III).

Fund Release of Energy Conservation Allowance

Funds for features providing energy conservation measures will be released upon SAB approval of the building construction constract.

Deferred Items

Introduction

Construction items that are excluded from a construction contract and are to be performed at a later date may be deferred for the future. In order for a reservation of funds to be made, these items must be clearly identified on the cost estimates and plans.

D. Tests

Description

The school district, as the agent of the State, and in accordance with Title 24, Part 1 of the California Code of Regulations, is responsible for funding all necessary tests during the project's construction phase.

Tests performed during construction may include soil compaction/fill tests, materials testing, etc.

E. Inspection

Description

In accordance with Title 24, California Code of Regulations (CCR), inspection services are required during the construction of all new facilities. The school district, as the agent of the State, must solicit proposals from several OSA certified inspectors known by reputation as being well qualified and experienced in the construction of public schools. The district is also responsible for negotiating an agreement with the inspector which is most favorable to the State in regard to compensation for professional services.

Inspector's Salary

The estimate for the inspector's salary must be in accordance with prevailing wages for comparable services. Inspection costs will be approvable for a period not exceeding the legal duration of the construction contract. The contract period is terminated upon the filing of the *Notice of Completion*.

Additional inspectors fees may be approved for those contracts in which a time extension was granted through the OLA change order process.

Inspection fees are allowed for the legal duration of the construction contract(s) as approved by the Office of Local Assistance plus an additional 35 calendar days for work the district has deemed incomplete at the close of the construction contract period.

Inspector's Role

The inspector shall act under the direction of the project architect or registered engineer in assuring compliance with the approved plans and specifications. The inspector must inspect every part of the work. In no case, shall the inspector have or assume any duties which would prohibit continuous inspection.

Note: A school district official/employee may not provide inspection services for their own school project regardless of qualifications.

F. Furniture and Equipment

Description

A furniture and equipment allowance is provided to each project to adequately equip all spaces and functions within the facility with the proper movable furniture and equipment items. The furniture and equipment allowance is generated by the eligible building area and facility classifications.

Ineligible Expenditures

Built-in or fixed equipment (fixtures) and supplies are not considered movable furniture and equipment items, and are generally funded with the building construction allowance. In addition, furniture and equipment funds may not be utilized for the purchase of equipment for adult education, community use, or for intramural or inter-school sports as distinguished from the required physical education program of the district.

Schedule of Allowance

The following chart is used to determine a preliminary estimate at Phase II for the furniture and equipment allowance. The final allowance will be determined by the OLA upon approval of the bid.

GRADES SERVED	ALLOWANCE PER SQUARE FOOT
K – 6, K – 8	$5.00
6 – 8, 7 – 8, and 7 – 9	6.00
9 – 12, 10 – 12	7.00
Continuation High	8.00
Special Education	10.00

Furniture and Equipment Cost Index

Once a furniture and equipment allowance has been determined apply the current furniture and equipment cost index factor. The furniture and equipment cost index factor is adjusted quarterly.

Furniture and Equipment Included in the Contract

If the construction contract includes eligible furniture and equipment items, the district must submit an itemization of proposed purchases and the associated unit costs. The cost of these items will be transferred from the furniture and equipment allowance to the project's construction allowance. In addition, the architect fee, calculated at eight percent of the cost of these items, will be reduced from the furniture and equipment allowance.

Continued on the next page

Maximum Allowance

The maximum furniture and equipment allowance, as established at the bid approval, is as follows:

- new construction is limited to 100 percent of the calculated allowance; and/or
- replacement of abandoned facilities is limited to 50 percent of the calculated allowance.*

* The allowance provided for the replacement of abandoned facilities is limited to 50 percent of the maximum allowance because inventory remains from the original facilities.

OLA Review

Upon the district's request, the OLA will conduct a courtesy review of the district's anticipated furniture and equipment purchases.

Audit of Furniture and Equipment Expenditures

Upon completion of the project, an audit of the district's furniture and equipment expenditures is conducted wherein any ineligible expenditures are reduced from the project. If prior to the final audit, the district has not completed purchasing all the furniture and equipment necessary the district must submit a list of anticipated expenditures. This action will reserve funds for future furniture and equipment expenditures.

District Certification for Central Kitchens

An allowance is provided to those projects including a central kitchen which services:

- at least two satellite serving kitchens in addition to its central kitchen site.

In order to receive a central kitchen allowance, the district must provide:

- identification of the schools which house the satellite serving kitchens; and
- the number of pupils to be served by the central kitchen.

G. Contingencies

Description

Contingencies in the project budget provide a means for financing eligible unforeseen costs necessary to complete the project.

Calculations of Contingencies

The contingency amount is calculated at 1½ percent of Items A through F as delineated on the cost estimate. In addition, an amount of $2,000.00 is allocated to this category.

Eligible Expenditures

Upon a bid approval and authorization by the Local Assistance Officer, expenditures from the contingency fund are allowable under the following circumstances:

TYPE OF EXPENDITURE	CIRCUMSTANCE
Non-Construction	For cost increases *not* involving changes to a construction contract (i.e., inspection, tests, etc.), a transfer of funds to the budget item requiring the increase may be requested when: • Prior to 90 percent construction completion (building), the District Representative must submit a written statement requesting a transfer of funds from the contingency fund to the specific budget item requiring the increase. • After 90 percent construction completion (building), funds will be automatically transferred based on the project's expenditure reports as submitted to the OLA.
Construction	For cost increases involving the construction contract (i.e., site development, building construction, etc.), a formal change order must be submitted to the OLA (see *Change Orders, page 3-D-11*).

Continued on the next page

Ineligible Expenditures

The contingency fund is not available for the following types of expenditures:

ITEM	DESCRIPTION
New Construction (Building)	Cost increases associated with the building portion of the construction contract that exceed the difference between the “bid allowance” and the “acceptable low bid” as established at the time of the bid approval.
General Site Development	Cost increases associated with general site development that exceed the general site development allowance as established by law and as calculated at the time of the bid approval (see *Maximum Funding, page 3-D-13*).
Purchase Price of Property	Increases in the purchase of real property.

Exhibit 1: Form SAB 506B, Summary of Estimated Costs

STATE OF CALIFORNIA
SUMMARY OF ESTIMATED COSTS
SAB 506B (REV. 06/92)

DEPARTMENT OF GENERAL SERVICES
OFFICE OF LOCAL ASSISTANCE

SCHOOL DISTRICT		COUNTY	
SCHOOL PROJECT NAME			
APPLICATION NUMBER		☐ PRELIMINARY	☐ FINAL
A. SITE			
1. PURCHASE PRICE OF PROPERTY		$	
2. APPRAISAL FEES		$	
3. ESCROW FEES		$	
4. SURVEYS		$	
5. SITE SUPPORT	$ @100%	$ @ 85%	
6. RELOCATION ASSISTANCE		$	
7. OTHER (ITEMIZE)		$	
SITE SUBTOTAL			$
B. PLANS			
1. ARCHITECT'S FEE FOR PLANS		$	
2. OSA PLAN CHECK FEE		$	
3. CDE PLAN CHECK FEE		$	
4. ENERGY ANALYSIS FEE		$	
5. PRELIMINARY TESTS		$	
6. ADMINISTRATIVE COSTS		$	
7. OTHER (ITEMIZE)		$	
PLANS SUBTOTAL			$
C. CONSTRUCTION			
1. UTILITY SERVICES		$	
2. OFF-SITE DEVELOPMENT		$	
3. SERVICE SITE DEVELOPMENT		$	
4. GENERAL SITE DEVELOPMENT		$	
5. MODERNIZATION		$	
6. ☐ DEMOLITION ☐ INTERIM HOUSING		$	
7. UNCONVENTIONAL ENERGY		$	
8. NEW CONSTRUCTION		$	
9. OTHER (ITEMIZE)		$	
CONSTRUCTION SUBTOTAL			**$**
D. TESTS (CONSTRUCTION)			**$**
E. INSPECTION			**$**
F. FURNITURE AND EQUIPMENT			**$**
G. CONTINGENCIES	(USE $2,000 PLUS 1.5% OF TOTAL, ITEMS A - F, WHEN TOTAL EXCEEDS $24,000; ON SMALLER PROJECTS, USE 10% OF TOTAL, ITEMS A -F)		**$**
H. TOTAL ESTIMATED COST (ITEMS A THROUGH G)			**$**
SIGNATURE OF ARCHITECT/STRUCTURAL ENGINEER		DATE	

file in: (old) Cost Estimates
(new) Cost Estimates

Exhibit 2: Form SAB 506A, Estimated Project Cost Detail

STATE OF CALIFORNIA
ESTIMATED PROJECT COST DETAIL
SAB 506A (REV. 06/92)

DEPARTMENT OF GENERAL SERVICES
STATE ALLOCATION BOARD
PAGE 1 OF 3

SCHOOL DISTRICT	COUNTY
SCHOOL PROJECT NAME	
APPLICATION NUMBER	☐ PRELIMINARY ☐ FINAL

A. SITE					
1 PURCHASE PRICE OF PROPERTY			$		
2. APPRAISAL FEES			$		
3. ESCROW FEES			$		
4. SURVEYS			$		
5. SITE SUPPORT	$	@100%	$	@85%	
6. RELOCATION ASSISTANCE			$		
7. OTHER (ITEMIZE)			$		
SITE SUBTOTAL					$
B. PLANS					
1. ARCHITECT'S FEE FOR PLANS			$		
2. OSA PLAN CHECK FEE			$		
3. CDE PLAN CHECK FEE			$		
4. ENERGY ANALYSIS FEE			$		
5. PRELIMINARY TESTS			$		
6. ADMINISTRATIVE COSTS			$		
7. OTHER (ITEMIZE)			$		
PLANS SUBTOTAL					$

C. CONSTRUCTION

1. UTILITY SERVICES

DESCRIPTION	SIZE	QUANTITY	UNIT COST	TOTAL COSTS
a. WATER				$
b. SEWER				$
c. GAS				$
d. ELECTRIC				$
e. TELEPHONE				$
f. OTHER (ITEMIZE)				$
TOTAL UTILITY SERVICES				$

file in: (old) Cost Estimates
(new) Cost Estimates

Exhibit 2A: Form SAB 506A, Estimated Project Cost Detail

STATE OF CALIFORNIA
ESTIMATED PROJECT COST DETAIL
SAB 506A (REV. 06/92)

DEPARTMENT OF GENERAL SERVICES
STATE ALLOCATION BOARD
PAGE 2 OF 3

C. CONSTRUCTION, CONTINUED

2. OFF-SITE DEVELOPMENT

DESCRIPTION	SIZE	QUANTITY	UNIT COST	TOTAL COSTS
a. STREET PAVING				$
b. SIDEWALKS				$
c. CURBS AND GUTTERS				$
d. OTHER (ITEMIZE)				$
TOTAL OFF-SITE SERVICES				$

3. SERVICE-SITE DEVELOPMENT

DESCRIPTION	SIZE	QUANTITY	UNIT COST	TOTAL COSTS
a. DEMOLITION				$
b. SITE CLEARANCE				$
c. EARTHWORK CUT				$
d. EROSION CONTROL				$
e. DRAINAGE FACILITIES				$
f. OTHER (ITEMIZE)				$
TOTAL SERVICE-SITE DEVELOPMENT				$

4. GENERAL-SITE DEVELOPMENT a. ALLOWABLE COST (SHOW COMPUTATION OF ALLOWABLE COST)

DESCRIPTION	SIZE	QUANTITY	UNIT COST	TOTAL COSTS
ITEMIZE				$
TOTAL GENERAL-SITE DEVELOPMENT				$

5. MODERNIZATION

DESCRIPTION	SIZE	QUANTITY	UNIT COST	TOTAL COSTS
ITEMIZE				$
TOTAL MODERNIZATION				$

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file in: (old) Cost Estimates
(new) Cost Estimates

Exhibit 2B: Form SAB 506A, Estimated Project Cost Detail

STATE OF CALIFORNIA
ESTIMATED PROJECT COST DETAIL
SAB 506A (REV. 06/92)

DEPARTMENT OF GENERAL SERVICES
STATE ALLOCATION BOARD
PAGE 3 OF 3

C. CONSTRUCTION, CONTINUED

6. ☐ DEMOLITION ☐ INTERIM HOUSING $

7. UNCONVENTIONAL ENERGY SOURCES (ATTACH LIFE CYCLE COST COMPARISON - SECTION 1856.39) $

8. NEW CONSTRUCTION

FACILITY	SQUARE FEET	ALLOWABLE COST	TOTAL COSTS	
ITEMIZE			$	
TOTAL				$

ADD ADJUSTMENT FACTORS

a. GEOGRAPHIC @	$	
b. SMALL BUILDING AREAS @	$	
c. INDEX ADJUSTMENT @	$	
d. URBAN @	$	
e. OTHER	$	
TOTAL NEW CONSTRUCTION		$

9. OTHER	TOTAL COSTS
ITEMIZE	$

CONSTRUCTION SUBTOTAL (C-1 THROUGH C-9)	$
D. TESTS (CONSTRUCTION)	$
E. INSPECTION	$
F. FURNITURE AND EQUIPMENT PER FORM SAB 522 $	
TOTAL ITEMS A THROUGH F	$
G. CONTINGENCIES (USE $2,000 PLUS 1.5% OF TOTAL, ITEMS A-F, WHEN TOTAL EXCEEDS $24,000; ON SMALLER PROJECTS, USE 10% OF TOTAL, ITEMS A-F) **$**	
H. TOTAL ESTIMATED PROJECT COST (ITEMS A THROUGH G)	$

SIGNATURE OF ARCHITECT/STRUCTURAL ENGINEER	DATE

file in: (old) Cost Estimates
(new) Cost Estimates

H. Total Estimated Project Cost

Description

This item is a summation of all costs relative to the project as itemized in the body of the estimate.

Required Signatures

The cost estimate must be dated and contain the orginal signatures of a licensed architect or structural engineer.

Phase II Apportionment: Site Acquisition and/or Design Development

Overview

When all necessary documentation has been received (see *Required Documents, on page 3-B-1 and 3-B-2)*, the OLA will submit a recommendation to the SAB that the project application be approved and apportioned for Phase II site acquisition and/or design development costs as follows:

CATEGORY	TYPE	PHASE II APPORTIONMENT
A. SITE (for projects including site acquisition)	Purchase Price	100% approved valuation
	Appraisal Fee	100%
	Escrow Fee	100%
	Surveys	100%
	Site Support	100% (limited to 85% of actual costs)
	Relocation Assistance	100%
	Other (specify)	100%
B. PLANS	Architect Fees	80% of the total architect fees as calculated by the fee schedule less any fees previously apportioned (see *page 3-A-50*).
	OSA Plan Check	100%
	California Department of Education Plan Check Fee	100%
	Preliminary Tests	100%
	Energy Analysis Fee	100% (upon OLA acceptance)
	Administrative Costs	100% (if not previously apportioned)
	Other (specify)	100%
G. CONTINGENCIES	Contingencies	$5,000.00 (less any funds previously apportioned)

Phase II Fund Release: Site Acquisition and/or Design Development

Introduction

A release of funds is issued upon the SAB approval of the Phase II site acquisition and/or design development apportionment.

Required Documents

The following documents are required prior to the release of Phase II site acquisition and/or design development funds:

DOCUMENT	DESCRIPTION	SITE ACQUISITION	DESIGN DEVELOPMENT
California Department of Education Letter	An approval letter for preliminary plans for each project issued by the California Department of Education, School Facilities Planning Division.		✓
Preliminary Title Report	This report contains the conditions under which the title company will issue a particular type of title insurance policy. This report lists in advance of purchase, title defects, liens and encumbrances which would be excluded from coverage if the requested title insurance were to be issued as of the date of the preliminary title report. Thus, the preliminary report provides the opportunity to seek the removal of items referenced in the report which are objectionable to the buyer prior to purchase.	✓	
Plat Map	A site map that shows the location of real estate in a town or county in relation to adjoining lots and landmarks, such as roads.	✓	

Continued on the next page

Required Documents, continued

DOCUMENT	DESCRIPTION	SITE ACQUISITION	DESIGN DEVELOPMENT
Legal Counsel's Opinion Regarding Title Report	In all instances, the district's legal counsel must review the preliminary title report and provide a written opinion regarding all exceptions, if any. In regard to exceptions, the focus centers around the question of whether the exceptions would interfere with the proposed use of the property as well as the probable effect on the cost and feasibility of acquiring the property if exceptions must be cleared.	✓	
Escrow Documents	The process in which a disinterested third party holds money and documents for delivery to the respective parties in a transaction on performance of established conditions. The district must provide a copy of the written escrow instructions to the OLA.	✓	
Policy of Title Insurance	Land title insurance is required protection against the probability that existing but undisclosed risks could arise. The policy states who the public records show owns the land; and, subject to certain exceptions, who else, if anyone, beside the owner, has an interest in it, and what encumbrances and charges exist against the property—all as of the policy's date.	✓	

Note: Upon the acquisition of a real property and prior to Phase III recommendation, the district must submit either:

- Grant Deed, or
- Form SAB 509, Site Ownership Certification

Continued on the next page

Contingencies

As with Phase I, contingency funds are not routinely released to the district. However, a $5,000.00 balance will be maintained in the contingency category.

If the funds apportioned at Phase II are insufficient to meet the district's obligations, funds from the contingency balance may be transferred to any cost category approved at Phase II. The district must provide a written request identifying the amount to be transferred and the category to which it is to be transferred.

Note: The district may not request a transfer from the contingency category to fund increased costs for the specific purpose of acquiring real property.

Form SAB 521

The district will receive notification via the *Form SAB 521, Standard Fund Release* which specifically identifies the funding categories and costs that are currently being released and authorized for expenditure.

Form SAB 184 and SAB 184A

The following documents are required upon the district's receipt of each fund release:

- *Form SAB 184, Summary of Expenditures and Construction Progress*
- *Form SAB 184A, Detailed Listing of Warrants Issued by District for Project*

These forms must be completed and returned to the OLA within 90 days.