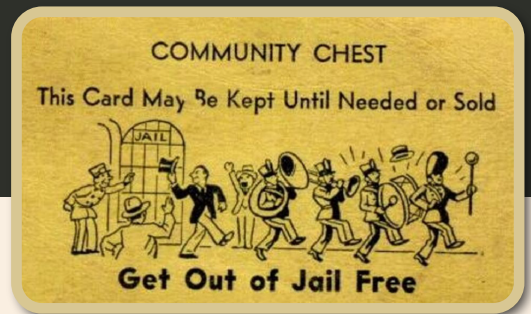


# What Every CBO/Facility Planner Should Know...



## OPSC REGULATIONS & POLICIES

- 60% of the grant should be used for construction expenses (policy)
- 50% of the construction contract amount should be committed prior to applying for fund release
- Contractors must be DIR registered & projects DIR listed
- Pre-Qual is required for MEPs and Generals doing over \$1m work
- Rules for Financial Hardship are different!!! No transfers!
- Since 11-4-98 professional services must be competitively selected, the selection documentation will be required at audit
- OPSC requires the DSA stamp prior to 50-04 request for funding
- Substantial progress toward completion is required within 18 months of funding or OPSC can rescind the project to costs incurred (12 months for 1859.75.1)
- Within 90 days of funding the contract must be awarded (under priority in funding process)
- The intent of audit is to assure the state you built what they approved and funded - they will want a clean audit record of just the project that was approved
- You will be required to sign and comply with a Grant Agreement to access funding

## BOARD APPROVALS

- The board should approve the project concept, typically as part of a master-plan
- The board must certify CEQA requirements prior to start of project
- The board must approve the project prior to submission of the SAB 50-04
- The board should direct staff to begin design and require design professionals to comply with applicable building codes
- The board must approve design concept before working drawings begin and the board should approve design before bidding
- DSA approvals must be obtained before bid award

## BEST PRACTICE

- The board should approve a budget that includes a funding plan and an expenditure budget - and the funding should cover the expenditures!
- The board should require a revised budget with funding plan when awarding a major bid or if the project is significantly revised
- The board should verify that each major contract is within the budget parameters
- Watch for conflicts of interest, build in appropriate redundancies, document your internal controls, they will be required at audit