DSA 201
An Overview of the Construction Oversight, and Project Closeout and Certification Processes

June 2007
Introduction

- Provide an overview of DSA construction oversight, and project closeout and certification
  
  I. Pre-Construction
  II. Construction
  III. Closeout and Certification

- Goal for all projects be DSA-certified
Phase I. Pre-Construction
Pre-Construction

- A “Structural Testing and Inspections” list (T&I list), if applicable, must be submitted by the Design Professional at the completion of plan review
### Structural Tests and Inspections

<table>
<thead>
<tr>
<th>Compacted Fill</th>
<th>Concrete</th>
<th>Shotcrete</th>
<th>Grout</th>
<th>Mortar</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fill material, acceptance tests</td>
<td>Test of aggregates for mix design only</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Compaction control, continuous</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Compaction tests only as ordered</td>
<td>Mix design</td>
<td></td>
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<td></td>
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<tr>
<td>Bearing capacity of compacted fill</td>
<td>Continuous batch plant inspection</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Reinforcing Steel</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Sample and test bar steel</td>
<td>Sample</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sample and test mesh</td>
<td>Compression tests</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Inspect placing at job</td>
<td>Pick up samples at job</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Structural Steel</th>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>Sample and test as detailed below</td>
<td>Deliver sample forms to job site</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shop fabrication inspection</td>
<td>Sample and test content</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Field erection inspection</td>
<td></td>
<td></td>
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<td></td>
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</tbody>
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<table>
<thead>
<tr>
<th>Field inspection</th>
<th></th>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>Inspection of welds – Shop</td>
<td>Sodium sulphate</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Inspection of welds – Field</td>
<td>Structural strength</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Inspection of bolting – Shop</td>
<td>Los Angeles rattler</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Inspection of bolting – Field</td>
<td>Clay (hydrometer method)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sample and test high strength bolts and washers</td>
<td>Beauty nite tests</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Pre-Construction

- Plans have been approved by DSA
- DSA scans original drawings and specifications and issues “Approval of Plans” letter
- Regulations prohibit signing a contract prior to plan approval
“Approval of Plans” Letter

State of California  •  Arnold Schwarzenegger, Governor
State and Consumer Services Agency
DEPARTMENT OF GENERAL SERVICES
Division of the State Architect – Sacramento Office

11/30/2006 - APPROVAL OF PLAN(S)

DR. Terry Bradley
CLOVIS UNIFIED SCHOOL DISTRICT
1450 HERndon AVENUE
CLOVIS 93611-0598

Project: CLOVIS WEST H.S. (CLOVIS UNIFIED SD)
Total Scope of Project: Reconstruction of Pool boiler bldg.

Increment #: 0
Application #: 02-108352
File #: 10-H3

Drawings and specifications for the subject project have been examined and stamped by the Division of the State Architect (DSA) for identification on 11/30/2006. This letter constitutes the “written approval of the plans as to safety of design and construction” required before letting any contract for construction, and applies only to the work shown on these drawings and specifications. The date of this letter is the DSA approval date.

Approval is limited to the particular location shown on the drawings and is conditioned on construction starting within one year from the stamped date. The inspector must be approved and the contract information, including the construction
Pre-Construction

Roles and Responsibilities

- District
- Design Professional
- Inspector
- DSA
Pre-Construction

District Responsibilities

- Recommend a pre-construction meeting be conducted to identify and discuss regulatory responsibilities of Design Professionals, testing lab, contractor, and inspector
- Manage the construction and closeout responsibilities to ensure project certification
- Select and employ an inspector
- Verify inspector has been DSA approved for project prior to signing a contract with inspector
- Verify testing lab is DSA approved prior to signing a contract with testing lab
## Project Inspector Qualification Record

To be completed by the Inspector. Form must be signed by Inspector, Owner, Design Professional in General Responsible Charge, and Structural Engineer. To be submitted to DSA by the Design Professional in General Responsible Charge at least 10 days prior to start of work.

### 1. Inspector Information

<table>
<thead>
<tr>
<th>Name</th>
<th>DSA File No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>DSA Application No.</td>
</tr>
<tr>
<td>City</td>
<td>State</td>
</tr>
<tr>
<td>Phone #s</td>
<td></td>
</tr>
<tr>
<td>Date of Birth</td>
<td></td>
</tr>
<tr>
<td>Type of DSA approval requested:</td>
<td>Project Inspector</td>
</tr>
</tbody>
</table>

### 2. Project Information

<table>
<thead>
<tr>
<th>School District/Owner</th>
<th>Project Name (School)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scope of Work</td>
<td>Estimated Cost</td>
</tr>
</tbody>
</table>

Type of DSA approval requested: ☐ Project Inspector ☐ Relocatable Building In-plant (RBIP) ☐ Other

Will the inspector be in the employ of the school district? ☐ Yes ☐ No

If no, indicate inspector’s employer: ____________________________________________

Project Inspector Class _________ DSA Certificate # _____________ Expiration Date _____________
Pre-Construction

Design Professional Responsibilities

- Obtain timely DSA approval of all addenda and any revisions to the plans
- Submit contract information form (DSA-102) for each contractor and any Construction Managers
Contract Information

STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES
DIVISION OF THE STATE ARCHITECT

CONTRACT INFORMATION
File prior to start of construction
Submit information for each contract on a separate form.

Project Name

District / Owner

Contract Amount $                     Start of Construction (Date)

Contractor & Address

Subcontractors: (Attach list with names and addresses.)

Testing Laboratory & Address

LEA #: Exp. Date:

I have verified that the lab is employed directly by the School District per Section 4-335 (b) of Title 24, Part 1: □

Inspector & Address

Scope of Contract: (List buildings. In addition, complete Items 1 through 4 below)

1. Alternates included in this contract area: (Complete bid form showing cost is acceptable in lieu of detailed description hereon.)
Pre-Construction

Inspector Responsibilities

- Inspector should notify DSA when construction starts
Phase II. Construction
Construction

Roles and Responsibilities

- DSA Field Staff
- Inspector
- Design Professional
- Contractor
- Testing Lab
Construction

DSA Field Staff Responsibilities

- Provides oversight of project inspectors, testing labs, and design professionals
- Visits construction sites and prepare “Field Trip Notes”
- Approves changes to DSA-approved plans
- Reviews lab reports and inspector reports
- Evaluates inspector performance
Construction

DSA Field Supervision Pilot, Sacramento Regional Office

- Need for additional DSA field staff
- Construction Supervisors being employed in addition to currently used District Structural Engineer classification
- Structural Engineers visit site at structural milestones
- Construction Supervisors will visit site at non-structural milestones including fire & life safety, access, and MEP
- After pilot completion, intent to roll-out classification to all DSA Regional Offices
Construction

Inspector Responsibilities

- Obtain personal knowledge through continuous inspection
- Provide written semi-monthly reports to design professionals, district, and DSA
- Participate in resolution and report the status of DSA field trip note issues
- Maintain a current written record of all work inspected
- Monitor the testing and special inspection program
Construction

Design Professional Responsibilities

- Observe the construction
- Obtain DSA approval of deviations from the approved plans
  1. Change Orders
  2. Field Changes (RFIs, PCOs, etc.)
- Obtain DSA approval on all deferred approvals prior to installation
- Obtain timely resolution and/or DSA approval on deviations
- Resolve DSA field trip note issues
Construction

Contractor Responsibilities

- Construct the project per the approved plans
- Timely correction of deviations noted by inspector or design professional
- Timely submittal of deferred approval items
Construction

Testing Laboratory Responsibilities

- Obtain DSA approval of special inspectors prior to start of inspections
- Perform material testing and special inspections
- Submit all material test and special inspection reports to DSA, design professionals, structural engineers, and inspector
Phase III. Closeout & Certification
Closeout and Certification

What is Certification?

- A letter issued by DSA certifying that the building project has been completed in accordance with the requirements as to the safety of design and construction of Education Code Sections 17280-17316 and 81130-81147

Why is Certification Important?

- School Board liability
- DSA will be unable to approve plans affecting uncertified construction at any time in the future
Closeout and Certification

- Closing documents should be obtained and submitted to DSA as they become obtainable.
- Closeout is initiated by the DSA field engineer (i.e., final recommendation).
Closeout and Certification

- DSA will issue a 90 day letter requesting outstanding documents or unresolved issues that are required.
- All outstanding documents and issues must be resolved prior to DSA’s issuance of a letter of certification.
90-Day Letter

State of California • Arnold Schwarzenegger, Governor
State and Consumer Services Agency
DEPARTMENT OF GENERAL SERVICES
Division of the State Architect – Sacramento Office

11/22/2006

MR. GARY GOLDSWORTHY
2510 DOUGLAS BLVD SUITE 400
ROSEVILLE CA 95661

Project: SIERRA OAKS ELEM (SAN JUAN UNIFIED SD)
Scope: ALTERATION TO TWO CLASSROOM BLDGS. (A&B), KINDERGARTEN BLDG.(D), AND LIBRARY/OFFICE BLDG. (E)
Application #: 02-107695
File Id #: 34-69

Dear MR. GOLDSWORTHY:

It is the understanding of the Division of the State Architect that the subject project is essentially complete.

The documents listed on the attached sheet are required before this office can issue a letter showing compliance of the construction with the statutes. This will be our only request for the missing documents. If all missing documents are not received within 90 days from the date of this letter, the project will be closed without certification of construction. There will be a $150 fee for reopening a closed file.

By copy of this letter, the school board/owner is advised of their liability for not complying with the requirements for
Closeout and Certification

Roles and Responsibilities

- District
- Design Professional
- Contractor
- Inspector
- Testing Lab
Closeout and Certification

District Responsibilities

- Submit a Notice of Completion (NOC) for each contract
- Submit fee based on DSA invoice
Closeout and Certification

Design Professional Responsibilities

- Resolve any outstanding issues related to the 90-day letter
- Submit a Verified Report (DSA-6A/E)
Verified Report

CALIFORNIA DEPARTMENT OF GENERAL SERVICES
DIVISION OF THE STATE ARCHITECT

To be filled by the design professional in general responsible charge at completion of project, when services in connection with project are terminated, when work stops for more than one month, or when any building of the project is occupied.

Check all that apply:
- Work 100% complete
- Work not completed (indicate at "*" below)
- Building(s) occupied
- Work Stopped
- Terminating

This report includes all construction work through the date of: _______ month _______ day _______ year

<table>
<thead>
<tr>
<th>School District/Owner</th>
<th>Project Name (School)</th>
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<tbody>
<tr>
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Scope of Work

<table>
<thead>
<tr>
<th>Contract Amount $</th>
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<table>
<thead>
<tr>
<th>INDICATE IN EACH APPLICABLE CATEGORY</th>
<th>% COMPLETE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Site work</td>
<td></td>
</tr>
<tr>
<td>Foundation</td>
<td></td>
</tr>
<tr>
<td>Structural Frame</td>
<td></td>
</tr>
<tr>
<td>Electrical (including grounding systems)</td>
<td></td>
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<tr>
<td>Plumbing</td>
<td></td>
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<tr>
<td>Mechanical</td>
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<td>Finishes</td>
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</thead>
<tbody>
<tr>
<td>Fire Alarm System</td>
<td></td>
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<tr>
<td>Fire Sprinklers &amp; Suppression Systems</td>
<td></td>
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<tr>
<td>Access, Gates &amp; Fire Flow</td>
<td></td>
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<tr>
<td>Accessible Parking</td>
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<tr>
<td>Ramps/Elevators/Lifts</td>
<td></td>
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<tr>
<td>Accessible Restrooms</td>
<td></td>
</tr>
<tr>
<td>Accessibility Signage</td>
<td></td>
</tr>
</tbody>
</table>

Total Project Completion (estimate total percentage of completion for projects where work is not complete):

*List work to be completed (attach additional pages as necessary):

Total Number of Change Orders at Close of Project:

30
Closeout and Certification

Contractor Responsibility
- Submit a Verified Report (DSA-6)

Inspector Responsibility
- Submit a Verified Report (DSA-6)
**Verified Report**

Both the Contractor and the Inspector must submit a separate copy of this form directly to DSA. File this report at completion of project, when services in connection with the project are terminated, when work stops for more than one month, or when any building of the project is occupied.

Check all applicable boxes:
- Final - Work 100% complete
- Work not completed (indicate at “★” below)
- Terminating
- Building(s) ___________ occupied
- Work Stopped

DSA File No.

DSA Application No.

This report includes all construction work through the date of: ____________ month __________ day __________ year

School District/Owner: ________________
Project Name (School): ________________

Scope of Work: ________________
Contract Amount: $ ________________

<table>
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<tr>
<td>Finishes</td>
<td></td>
<td>Accessibility Signage</td>
<td></td>
</tr>
</tbody>
</table>

Total Project Completion (estimate total percentage of completion for projects where work is not complete): __________%

★List work to be completed (attach additional pages as necessary):
Closeout and Certification

Testing Laboratory Responsibilities

- Submit Lab Verified Report (DSA-291)
- Submit Special inspection Verified Reports (DSA-292)
- Submit a Geo-technical Verified Report (DSA-293)
Laboratory Verified Report (LVR)

Note: This form must be submitted by the DSA approved testing laboratory within 14 days of the conclusion of the testing program, or when work has stopped for more than one month, or if the services of the laboratory have been terminated for any reason.

A. Re:
Project Name

School Name

To:
School Dist.

Address

Attention

B. It is my professional opinion that all of the structural tests required by the Division of the State Architect (DSA) approved documents for the project identified in Section A were performed. Any tests of which I am aware that were not performed are listed on an attachment to this report. I am of the professional opinion that the tests were performed in accordance with the requirements of the DSA approved documents.

C. All reports were sent to all entities as required by Section 4-335 of Title 24, Part 1.
Special Inspection Verified Report (SIVR)

**A.**

<table>
<thead>
<tr>
<th>Re:</th>
<th>Project Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Name</td>
<td></td>
</tr>
<tr>
<td>To:</td>
<td>School Dist.</td>
</tr>
<tr>
<td></td>
<td>Address</td>
</tr>
<tr>
<td>Attention</td>
<td></td>
</tr>
</tbody>
</table>

**B.**

I personally performed all construction inspections described in Section C. My inspections were performed in accordance with the requirements of the DSA approved documents.

**C.**

My work included continuous inspection of construction in accordance with the “DSA approved” documents as follows (list all special inspections performed and/or specific portions of the construction which you personally inspected):
Geotechnical Verified Report (GVR)

Note: This form must be submitted by the Responsible Geotechnical Engineer within 14 days of the conclusion of the testing or inspection program, or when work has stopped for more than one month, or if the services of the Geotechnical Engineer have been terminated for any reason.

A. Re:

   Project Name

   School Name

   To:

   School Dist.

   Address

   Attention

B. It is my professional opinion that all of the engineered fill tests and inspections required by the Division of the State Architect (DSA) approved documents for the project identified in Section A were performed. Any tests of which I am aware that were not performed are listed on an attachment to this report. I am of the professional opinion that the tests were performed in accordance with the requirements of the DSA approved documents.
Closeout and Certification

Closing Tips

- Don’t wait for the 90-day letter to start collecting documents
- A closing meeting with DSA may be an effective way of understanding requirements on a specific project
- Submit only what is requested in the 90-day letter
Closeout and Certification

Closing Tips (cont.)

- Do not submit duplicate copies
- Submit closing documents in a single submittal when possible
- Do not submit closing documents with different application numbers under a single submittal
- If a document is rejected, ensure that you understand why
- If a document is unobtainable or not required, provide an explanation of why
Closeout and Certification

Closing Letters

#1 Close of File with Certification
#2 Close of File with Certification (missing documents)
#3 Close of File without Certification (missing documents)
#3A Close of File without Certification (unpaid fee)
#4 Close of File without Certification (with known safety deficiencies)
1/9/2007

MR. WILLIE CHANDLER
CORNING UNION HIGH SCHOOL DISTRICT
843 BLACKBURN AVE,
CORNING CA 96021

Project: CORNING HIGH (CORNING UNION HIGH SD)
Scope: CONSTRUCTION OF BLEACHERS FOR GYMNASIUM BUILDING
Application #: 02-107548
File #: 52-H1

Dear MR. CHANDLER:

The Department of General Services' records indicate that the construction of the referenced project has been completed in accordance with design documents approved by the Department, and that all the Verified Reports covering the construction have been received.

Therefore, the Department of General Services certifies as follows:

This project is in compliance with California State regulations as to the safety of design and construction of public schools, and for the accommodation of persons with disabilities.
Closeout and Certification

#2 Letter: Close of File with Certification

- This letter is issued when some documents are unobtainable
- Ed Code allows DSA to issue certification when some documents are unobtainable (Sections 17315 & 81147)
- Alternate justification such as review of reports in file and/or additional tests or inspections may be required
- DSA IR A-2 provides general information on obtaining certification when some documents are unobtainable
- This letter can be requested by district
#2 Letter: Close of File with Certification


MR. GEORGE HINDS
LE GRAND UNION HIGH SCHOOL DISTRICT
12961 LE GRAND ROAD
LE GRAND CA 95333

Project: LE GRAND HIGH (LE GRAND UNION HIGH SD)
Scope: CONSTRUCTION OF CANOPY
Application #: 02-107565
File #: 24-H4

Dear MR. HINDS:

The Department of General Services’ records indicate that construction of the referenced project has been completed in accordance with design documents approved by the Department. While some report documents have not been received, the Department of General Services has determined that certification is appropriate as the requirements of section 17315(b) of the Education Code have been met.

Therefore, the Department of General Services certifies as follows:
CLOSE OF FILE WITHOUT CERTIFICATION
DUE TO EXCEPTION(S)

MR. BENJAMIN DURAN
MERCED COMMUNITY COLLEGE DISTRICT
3600 M STREET
MERCED CA 95348-2898

12/22/2006

Project: MERCED COLLEGE (MERCED COMMUNITY COLLEGE DISTRICT)
Scope: CONSTRUCTION OF (2) - MULTI-USE BLDGS & CLSRM BLDG
Application #: 02-104238
File Id #: 24-C1

Dear MR. DURAN:

The Department of General Services' records indicate that the construction for the referenced project has been substantially completed in accordance with documents approved by the Department. However, the documents listed below have not been received from the responsible entities and therefore the file cannot be completed and the Department of General Services cannot certify this project.

DSA-102 Contract Information for Contractor(s)
DSA-8 Architect
#3A Letter: Close of File without Certification (unpaid fee)

**State of California - Arnold Schwarzenegger, Governor**
**State and Consumer Services Agency**
**DEPARTMENT OF GENERAL SERVICES**
**Division of the State Architect – Los Angeles Office**

8/30/2006

MR. JOSEPH MEHULA
LOS ANGELES UNIFIED SCHOOL DISTRICT
333 SOUTH BEAUDRY AVENUE, 23RD FLOOR
LOS ANGELES, CA 90017

Project: Monte Vista Elementary School
Scope: Alteration to Existing Bldg/s (Fire alarm system)
Application #: 03-100497
File #: 19-63

Dear MR. MEHULA:

The Department of General Services’ records indicate that construction of the referenced project has been completed in accordance with design documents approved by the Department. However, as the outstanding further fees listed below are over 120 days past due, the file cannot be completed and the Department cannot certify the project.

- SSS Fee Due = $85.11 (Invoice # 03-2216 dated 2/1/06)
- ACS Fee Due = $____ (Invoice #____)

**Total Fees Due = $85.11**

No further action by our office is anticipated on this project, and regretfully the file is being closed without issuance of...
STATE OF CALIFORNIA ARNOLD SCHWARZENEGGER, GOVERNOR
STATE AND CONSUMER SERVICES AGENCY
DEPARTMENT OF GENERAL SERVICES
DIVISION OF THE STATE ARCHITECT – LOS ANGELES OFFICE

11/7/2008

CLOSE OF FILE WITHOUT CERTIFICATION DUE TO DEFICIENCIES

DR. ROBERT FRAISSE
CONJO VALLEY UNIFIED SCHOOL DISTRICT
1400 EAST JANSS ROAD
THOUSAND OAKS, CA 91362-2133

Project: MANZANITA ELEMENTARY SCHOOL
Scope: CONSTRUCTION OF LUNCH SHELTER (30' X 10' PC 04-104842); SITE IMPROVEMENTS. (TRASH ENCLOSURE IS NOT PART OF THIS LETTER)
Application #: 03-107821

Dear Dr. Fraisse:

The Department of General Services' records indicate that construction of the referenced project has been substantially completed in accordance with design documents approved by the Department. However, Verified Report documents and/or affidavits required to complete the file have not been received from the responsible entities, and the Division of the State Architect field engineer's final recommendations indicate potential deficiencies which are listed below:

1. DSA – 6A/E
2. DSA – 6 (Contractor)
3. DSA – 6 (Project Inspector)
4. DSA – 6 & DSA – 6 (Welding Inspector)
5. DSA – 6 & DSA – 6 (Steve Payle) – Termination
6. Laboratory Affidavit, Shop & Field Welding, H.I. Strength Bolt, Weightmaster
7. Notice of Completion & All Pending Change Orders If Any.
8. Deficiency: The construction of the ramp and site work stair have not been inspected by the P.I., no notification was given to the P.I., A.O.R., S.D. and the P.I. are to provide remedy and justification.

As these deficiencies remain uncorrected, the Department of General Services cannot certify this project. No
Closeout and Certification

To obtain certification on a file that has been previously closed without certification

- Request that DSA re-exam a file closed without certification
- Submit $150 fee and outstanding documents
Resources

DSA Web Site: http://www.dsa.dgs.ca.gov/default.htm

DSA forms: http://www.dsa.dgs.ca.gov/Forms/default.htm

DSA Publications: http://www.dsa.dgs.ca.gov/Publications/default.htm

Education Code Sections 81130-81147: http://www.leginfo.ca.gov/cgi-bin/calawquery?codesection=edc&codebody=&hits=20

Project Closeout Initiative

- Goal to eliminate project closeout backlog
- Focusing on projects closed without certification
- Internal DSA project closeout procedures under development
- Improvements to DSA management of project closeouts under development
- DSA Academy class offered in the future
THANK YOU!

DSA 201 ▪ June 2007