##

## FY 16 Charter Schools Facilities Grant Application

## Date Issued: August 18, 2015

## Date Due: 12:00 P.M. Noon on September 18, 2015

## Overview

The State of Georgia has provided $1.4 million in FY 2016 funding to assist charter schools in meeting facility and/or transportation needs. To apply for funding from this appropriation, please read through this application to determine if your school is eligible to apply and, if it is eligible, please fill out the Application Cover Sheet, Project Summary, Application Eligibility Criteria, and Evaluation Data Form. Submit these materials along with the required Appendices by 12:00 noon on September 18, 2015, to Georgia Department of Education, Charter Schools Division, 2053 Twin Towers East, 205 Jesse Hill Jr. Drive, SE, Atlanta, GA 30334.

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## Applicant Eligibility Requirements

Only those locally-approved start-up charter schools, conversion charter schools, and state charter schools that meet the following three qualifications are eligible to apply.

1. Opened no later than 2012.
2. Beats the Odds or Meets Expectations in 2013-14 (per an email we will send you upon request).
3. A charter school must have timely filed as part of its Annual Report filing an audit report for its Georgia nonprofit corporation in FY 2014 and *must not* *have* an “Adverse or Disclaimer Opinion” or “No Opinion” in its audit report.

## Limits on Grant Awards by Spending Category

Acceptable applications may request funding only in the three following categories. *Please note that applications requesting more than the limit in any category will be rejected and ineligible for resubmission.*

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| --- | --- |
| **Facility Grant Spending Category** | **Limit on Request in each Category\*** |
| Charter School Facility Renovation and Construction Support | $150,000 |
| Charter School Transportation Support | $70,000 |
| Charter School Facility Support | $100,000 |

*\*Total grant awards will be limited to $200,000 and total requests must be at or below $200,000.*

**Charter School Facility Renovation and Construction Support Funding Requirements**

* The charter school must either own the facility or property upon which they plan to build a facility, be in the process of purchasing the facility through a lease-purchase agreement, or have a long-term lease of five years or longer.
* The renovation or construction must be:
	+ Necessary to ensure the health and safety of students; or
	+ Necessary to ensure an environment conducive to learning.
* Examples of construction or renovations that meet the following requirements:

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| --- |
| HVAC Repair |
| Electrical Repair |
| Plumbing Repair |
| Roof Repair |
| Security Renovations (fencing, secure doors, etc.) |
| Classroom build out (science lab) |

* Examples of construction or renovations that DO NOT meet the above requirements:

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| --- |
| Landscaping |
| Parking lot renovations |
| Renovation or construction of administrative offices |
| Ongoing maintenance costs (insurance, annual service costs, etc.) |

**Charter School Transportation Support Funding Requirements**

* Funding can only be used to purchase vehicles that will transport students to and from the charter school.
* Funding may not be used for repairs of transportation equipment or for any ongoing maintenance costs, such as insurance or driver salaries.

**Charter School Facility Support Funding Requirements**

* May be used for the purpose of purchasing:
	+ Real property;
	+ Permanent school facilities; or
	+ Relocatable school facilities, i.e. portables.
* May not be used for rent or lease payments.

## Other Information on Facility Grants

1. Facility grant award amounts will vary according to the need and strength of individual applications.
2. Some or all applications will be only partially funded. The grant award letters will specify how the funds must be used.
3. Facilities Grant award funds must be encumbered prior to May 31, 2016.
4. All applications will first be screened to ensure that they meet the requirements set forth in this application. If an application does not meet the requirements or is incomplete, it will not be considered for funding.
5. All applications that meet these requirements are automatically scored using the attached Facilities Grant Application Scoring Rubric. Only schools scoring 30 points or more will be considered for an award. Schools will be ranked according to their respective scores and all allowable, need-based budget expenditures will be fully funded up to $200,000 according to that rank order until funding is exhausted.

## Application Contents

The charter school facilities grant application includes the following **five** sections. You must use the forms provided or requested for each section.

1. **Cover sheet.** This is where you will indicate whether your school is applying for one, two, or three facility grant categories (Facility Renovation or Construction Support, Facility Support, and/or Transportation Support) and indicate the rank order priority of each category for which you will be applying. *This is an Excel Spreadsheet (attached).*
2. **Project Summary** *(one-page limit).* This is where you briefly describe the project(s) you would like to support with your facility grant and justify that they meet the need requirements (they are necessary to ensure the health and safety of students or an environment conducive to learning).

1. **Facilities Grant Application Scoring Rubric.** This is where you will enter your school’s Beating the Odds (BTO) percentile for 2013-14, key information from your FY 2014 audit report, and the percentage of revenues spent on classroom instruction in FY 2014. *This Rubric is an Excel Spreadsheet (attached).*
* BTO data accounts for 50%, FY 14 audit results account for 25%, and level of instruction spending accounts for 25% of your Grant Rating Score.
* If your school meets Grant Eligibly Requirements 1 and 3 (as shown above on page 2) and you wish to apply for a grant, please send an email to asharma@doe.k12.ga.us providing documentation showing that Grant Eligibly Requirements 1 and 3 were met and request your BTO score. If the email response you receive shows your school Beat the Odds or Met Expectations in 2013-14, be sure to include that email as an attachment to your application.
* Along with the BTO eligibility email noted above, the documentation you submit in Appendices A and B must support your answers on the Facilities Grant Application Scoring Rubric spreadsheet or your application will be rejected and may not be resubmitted.
1. **Facilities Grant Budget Form**. This is a summary worksheet tied to budget detail worksheets for each allowable Object Class within each allowable Function Code. *This Budget Form is an Excel Spreadsheet (attached).*
* The Budget Form is where you describe how you would use any charter school facilities grant funds awarded.
* Within each of the four Budget Detail worksheets, please provide an Item Description and fill in the related Cost in the spaces provided.
* Costs that are not clearly identified as allowable and need-based (see information on page 3 above) will be removed from the award total.
* Costs must be directly related to charter school Facility Renovation or Construction Support, Facility Support, and/or Transportation Support.
1. **Appendices.** The application must contain each of the following appendices. Applications that do not contain each appendix will not be considered.
* **Appendix A** – **Audit Opinion** – PDF copy of your school’s FY 14 audit opinion as filed with your 2014 Annual Report.
* **Appendix B ­– Proof of Instruction Spending** – Documentation backing up the amount of total annual revenue spent on instruction as reported in your 2014 Annual Report.
* **Appendix C - O.C.G.A. § 50-36-1(e)(2) Affidavit** – Be sure to include a copy of a verifiable document.
* **Appendix D - Agreement for Reversion of Unencumbered Funds and All Equipment and Property**
* **Appendix E ­– Ownership/Lease** – A copy of your school’s current lease agreement or proof of ownership of your school’s building.
* **Appendix F – Proof of Permits Issued** – Applicants that propose projects that require permitting MUST provide an electronic copy of the appropriate permits prior to December 31, 2015. Grant awards will be rescinded if a project requires permits but the grantee does not provide us with an electronic copy of the permit(s) by December 31, 2015. Grant awards for projects that require permitting will not be loaded into the Consolidated Application until proof of permitting is provided electronically.

**LEASE NOTE**

In past Facility Grant competitions, some applicants have been awarded funding for the purposes of the proposed project only to later request a budget amendment to expend their grant funding on an entirely different project.

Attempts to make such changes will lead to rescission of a school’s grant and disqualify that school from competing for facility grants in subsequent years.

Any award must be used *as budgeted for* in this application, with the exception that a 10% variance between function codes will be allowed without a budget amendment. Amendments will be considered on a case-by-case basis, but will only be granted due to unforeseen, substantial hardship.

As a result, you are strongly encouraged to budget accurately. Please secure quotes before submitting this application and ensure that you have or will have by December 31, 2015, all required permits.

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## Submission of Applications

If your school meets the eligibility requirements listed above, please submit one hard copy and one electronic copy of the completed application, including the Application Cover Sheet, Project Summary, and Application Eligibility Criteria and Evaluation Data Form, and the six (6) required Appendices, by 12:00 noon on September 18, 2015, to:

Georgia Department of Education

District Flexibility and Charter Schools Division

2053 Twin Towers East

205 Jesse Hill Jr. Drive, SE

Atlanta, GA 30334

Grant applications will be deemed officially submitted to the GaDOE if they are complete, all proper supporting documentation is included, and the application is received by the application deadline. Email submissions will not be accepted.

**NOTE: Applications received after the deadline specified above will not be reviewed or considered for an award.**

## Appendix C

*Pursuant to O.C.G.A. § 50-36-1(e)(2), please complete the following Affidavit. A list of secure and verifiable documents can be found on our website. Please be sure to include the secure and verifiable document with this signed affidavit.*

## O.C.G.A. § 50-36-1(e)(2) Affidavit

By executing this affidavit under oath, as an applicant for a(n) State-Funded Charter School Facility Grant [type of public benefit], as referenced in O.C.G.A. § 50-36-1, from the Georgia State Board of Education [name of government entity], the undersigned applicant verifies one of the following with respect to my application for a public benefit:

1) \_\_\_\_\_\_\_\_\_ I am a United States citizen.

2) \_\_\_\_\_\_\_\_\_ I am a legal permanent resident of the United States.

3) \_\_\_\_\_\_\_\_\_ I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act with

 an alien number issued by the Department of Homeland Security or other federal immigration

 agency.

 My alien number issued by the Department of Homeland Security or other federal immigration agency is:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

The undersigned applicant also hereby verifies that he or she is 18 years of age or older and has provided at least one secure and verifiable document, as required by O.C.G.A.

§ 50-36-1(e)(1), with this affidavit.

The secure and verifiable document provided with this affidavit can best be classified as:

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In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of O.C.G.A. § 16-10-20, and face criminal penalties as allowed by such criminal statute.

Executed in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (city), \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(state).

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Applicant

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name of Applicant

SUBSCRIBED AND SWORN

BEFORE ME ON THIS THE

\_\_\_ DAY OF \_\_\_\_\_\_\_\_\_\_\_, 2015

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NOTARY PUBLIC

My Commission Expires:

## Appendix D

## Agreement for Reversion of Unencumbered Funds and All Equipment and Property for State Charter Schools or Locally Approved Charter Schools

Please note that is a separate agreement for state charter schools and for locally-approved charter school.

The appropriate agreement on the following pages must be signed by all parties.

For charter schools approved by the State Charter Schools Commission, the agreement should be signed by the charter school governing board and the chair of the State Charter School Commission.

For locally-approved charter schools, the agreement should be signed by the charter school governing board chair and the chair of the local board of education.

**This agreement must be fully signed and submitted with this application in order for your application to be considered for funding.** *Note: The board meeting date and the grant award amount will be completed by Charter Schools Division staff upon award approval by the SBOE. A copy of the completed agreement will be returned with the award letter.*







