

***Richard Woods, Georgia’s School Superintendent***

*“Educating Georgia’s Future”*

**FY18 Charter Schools Facilities Grant Application**

**Application Released: Friday, June 16, 2017**

**Deadline to Establish Eligibility: Friday, June 30, 2017**

**Deadline to Submit Application: Friday, August 18, 2017**

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**Overview**

The FY18 Charter School Facilities Grant Application is an opportunity for eligible charter schools to compete for grants of up to $200,000 in state funds to be used on costs of certain facility and transportation needs.

 Deadline to Establish Eligibility is Friday, June 30, 2017.

 Application Deadline is Friday, August 18, 2017.

**Applicant Eligibility Requirements**

To be eligible to apply for an FY18 Charter School Facilities Grant, a school must have meet the following three requirements:

1. Opened in 2014 or before.

2. Beats the Odds in 2015-16.

3. Filed with GaDOE an FY16 audit report for its Georgia nonprofit corporation along with its Annual Report by November 1, 2016, and *must not have* an “Adverse or Disclaimer Opinion” or “No Opinion” in its audit report.

**Meeting the Deadline to Establish Eligibility to Apply**

To meet the Friday, June 30, 2017 Deadline to Establish Eligibility, please send an email to Kerry Pritchard at [KPritchard@doe.k12.ga.us](mailto:KPritchard@doe.k12.ga.us) prior to that date requesting your school’s eligibility status.

Ms. Pritchard will reply via email within one business day with an indication of whether your school is eligible based on the information we have on file for your school. If your school meets the eligibility requirements, Ms. Pritchard will also share with you the Beating the Odds information that you will put in the Facilities Grant Application Scoring Rubric submitted as part of your application.

Save Ms. Pritchard’s email as a PDF and include it in your application packet as your Eligibility

Confirmation.

**Meeting the Application Deadline**

If your school meets the eligibility requirements listed above, please submit one electronic copy of a completed Application Packet, including your Cover Sheet, Project Summary, Scoring Rubric, Budget

Form, and the six (6) required Appendices, by 12:00 midnight on the evening of Friday, August 18, 2017, to Kerry Pritchard at [KPritchard@doe.k12.ga.us](mailto:KPritchard@doe.k12.ga.us) .

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.

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

 All applications must be **complete by the deadline, including signatures**. We realize that this may require you to submit a scanned document.

 **ALL** applications must be submitted **electronically** only in .pdf, .doc, or .exe formats. Hard copies of applications are not required and will not be accepted.

**Application Contents**

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

1. **Eligibility Confirmation.** This is the PDF you created of Ms. Pritchard’s email reply to you in which

she indicates that you school is eligible to apply for the Facilities Grant. Please name this file as follows:

*1. Facilities Grant FY 18 – Eligibility Confirmation – YOUR SCHOOL NAME.pdf*

2. **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.* Use attachment *2. Facilities Grant FY 18 - Cover Sheet.* Please name this file as follows:

*2. Facilities Grant FY 18 - Cover Sheet - YOUR SCHOOL NAME.pdf*

3. **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). Use attachment *3*. *Facilities Grant FY 18 - Project Summary*. Please name this file as follows:

*3. Facilities Grant FY 18 - Project Summary - YOUR SCHOOL NAME.pdf*

4. **Scoring Rubric.** This is where you will enter your school’s Beating the Odds (BTO) percentile for 2015-16 (provided in your Eligibility Confirmation), key information from your FY 2016 audit report, the percentage of revenues spent on classroom instruction in FY 2016 (from you 2016 Annual Report), and whether your school will use facilities grant funds for transportation costs and/or your school currently provides transportation to students to and from school.

 BTO percentile accounts for 50%, FY 16 audit results account for 25%, and level of instructional spending accounts for 25% of your Grant Rating Score. Commitment to transporting students earns five (5) bonus points.

 Along with the BTO eligibility email noted above, the documentation you submit in Appendices A and B must support your answers on the Scoring Rubric spreadsheet or your application will be rejected and may not be resubmitted.

*The Scoring Rubric is an Excel Spreadsheet.* Use attachment *4. Facilities Grant FY 18 - Scoring Rubric*. Please name this file as follows:

*4. Facilities Grant FY 18 - Scoring Rubric - YOUR SCHOOL NAME.pdf*

5. **Budget Form**. This is a summary worksheet tied to budget detail worksheets for each allowable Object

Class within each allowable Function Code.

 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 in number 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.

*The Budget Form is an Excel Spreadsheet.* Use attachment *5. Facilities Grant FY 18 – Budget Form*. Please name this file as follows:

*5. Facilities Grant FY 18 - Budget Form - YOUR SCHOOL NAME.pdf*

6. **Appendices.** The application must contain each of the following appendices. Applications that do not contain each appendix will be rejected and may not be resubmitted.

* **Appendix A: Audit Opinion** – PDF copy of your school’s FY 16 audit opinion as filed with your 2016 Annual Report by November 1, 2016.
* **Appendix B: Proof of Instructional Spending** – Documentation backing up the amount of total annual revenue spent on instruction as reported in your 2016 Annual Report.
* **Appendix C: O.C.G.A. § 50-36-1(e)(2) Affidavit** – Be sure to include a copy of a verifiable document as described in Appendix C. *Appendix C is a Word document.* Use attachment *6. Facilities Grant FY 18 - Appendix C and D.* Please name this file as follows:

*6. Facilities Grant FY 18 - Appendix C and D - YOUR SCHOOL NAME.pdf*

* **Appendix D: Agreement for Reversion of Unencumbered Funds and All Equipment and Property.** *Appendix D is a Word document.* Use attachment *6. Facilities Grant FY 18 - Appendix C and D.* Please name this file as follows:

*6. Facilities Grant FY 18 - Appendix C and D - YOUR SCHOOL NAME.pdf*

* **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, 2018. 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, 2018. Grant awards for projects that require permitting will not be loaded into the Consolidated Application until proof of permitting is provided electronically.

**PLEASE NOTE**

**Common Reasons Applications Were Rejected in the FY 2017 Faculties Grant Competition**

1. Submission was incomplete

a. Superintendent signature was missing

b. Audit, scoring rubric, or affidavit ID was missing

1. Annual Report was not filed so it was not possible to confirm the level of instructional spending.
2. In past Facility Grant competitions, some applicants were 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 led to rescission of the school’s grant and disqualified 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 to maintain your chances to compete in next year’s competition.
3. Some past awardees failed to secure quotes by the December 31 deadline and will not receive an award this year.

**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.*

|  |  |
| --- | --- |
| **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 at least five years.

 The renovation or construction must be:

o Necessary to ensure the health and safety of students; or

o Necessary to ensure an environment conducive to learning.

 Examples of construction or renovations that meet the above requirements:

|  |
| --- |
| 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:

|  |
| --- |
| 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 schools that already provide transportation or plan to use funding for transportation, will gain five (5) bonus points on their Scoring Rubric.

**Charter School Facility Support Funding Requirements**

 May be used for the purpose of purchasing:

o Real property;

o Permanent school facilities; or

o 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 April 30, 2018. Failure to do so will results in the recission of all or part of the grant for distribution to other eligible grant recipients

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. Eligible awardees that are ranked at or near the bottom of the funded list will have the opportunity to receive any funds recaptured from those awardees that did not encumber their grant funds by April 30, 2018, up to the amount of their grant award eligibility.